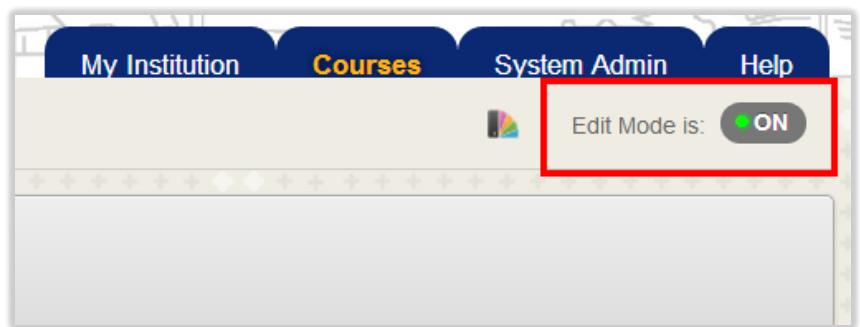


Using Subheaders

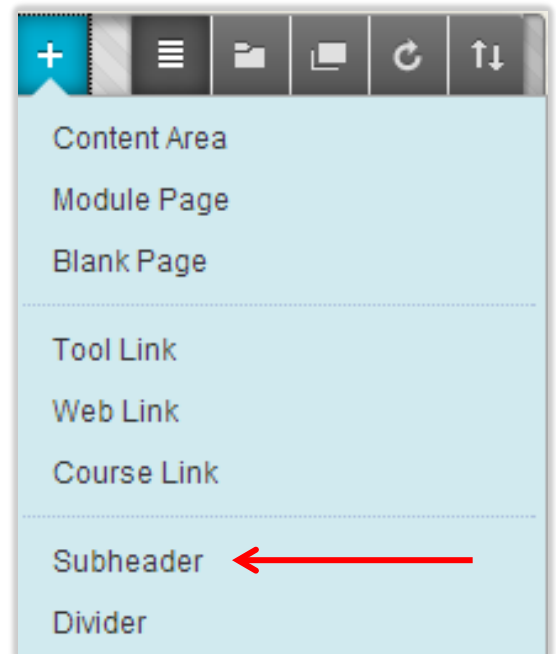
Introduction

A Subheader is unlinked text created in the Course Menu. You can group related links under a Subheader to help users find information quickly. After you create Subheaders, you can move them to the appropriate position.

Step 1: Once in the course space, make sure Edit Mode is ON.

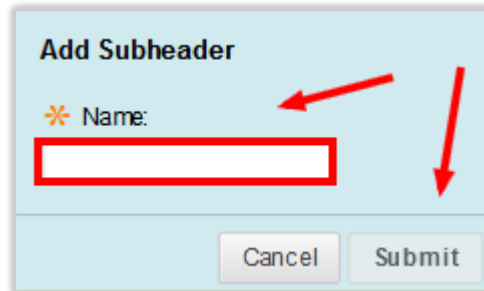


Step 2: Once the “+” symbol appears atop the course menu, click to view a list of items to be added.

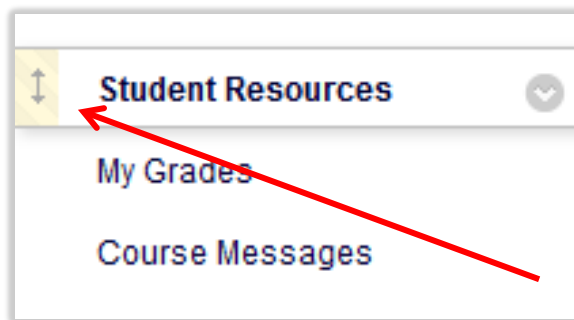


Step 3: Choose **Subheader**.

Step 4: Name the **Subheader**. Choose a name for the grouping of course links for that segment of the menu.



Step 5: Hovering over the newly added Subheader within the course menu will cause the cursor to change and add a yellow scrollbar to Subheader's immediate left. By clicking down on the yellow scrollbar, drag and drop control over the Subheader is enabled within the course menu.



Conclusion

We hope this guide was helpful.

For additional information or support contact the Instructional Development team by phone at 508-999-8501 or by email at myCoursesHelp@umassd.edu.