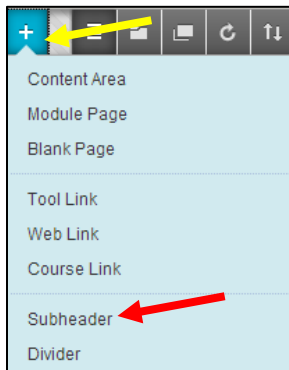


Creating Subheaders

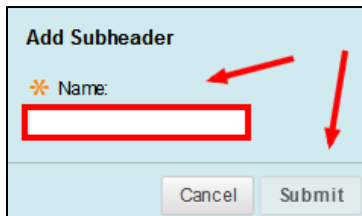
Step 1:

Place your mouse arrow over the [+] button in the top-left corner of the course menu and choose “Subheader” from the menu that appears.



Step 3:

Type a name for this Subheader in the “Name” field and then click the “Submit” button.



Step 4:

The new subheader will appear at the bottom of the menu. Place your mouse arrow over the left edge of that subheader and then click down on it. While holding your click, you can drag the subheader vertically up and down the menu. Let go of the mouse click to drop the subheader line where you would like it to be.

