

Delete Duplicate Menu Items

When a course is copied into a new course shell, if there are items being uploaded that have different names than are shown in the new course shell, they will be added to the menu bar at the left of the screen.

Some examples of how this might happen could be **Staff Information** where the shell shows **Faculty Information**. In some instances other items could be loaded twice such as **Course Information** and **Discussion Board**.

Before deleting any menu items. Click on each of the duplicates to verify which copy actually has valid information, usually the one that is toward the top of the menu.

1. First, determine which item is duplicate and which is real.
2. If you are deleting multiple items, start from the bottom and work upward since duplicates are usually added at the end of the list.
3. At the main screen click on the **Control Panel** link below the left navigation bar.
4. Under **Course Options**, click the **Manage Course Menu** link.
5. Locate the duplicate item in the list and click the **Remove** button at the right.
6. Click **OK** to complete the removal process.
7. Return to the main screen by clicking the course name at the top of the window.
8. Click the **Refresh** button at the bottom of the navigation bar on your left to see the change.