How to Rename a Link in the Course Menu

The following steps describe how you as the instructor can rename a link in the course menu.

**Step 1:** Hover over the link that you want to rename. In this example, the link that will be renamed is a link called “Old Link Name.”

**Steps 2 and 3:** Click the drop down arrow and then from the drop down menu click “Rename Link.”
**Steps 4 and 5:** In the text box change the old link name to the new link name. In the example the new link name is called “Link Name Changed”. Click the small green check to complete the link name change.

If the link name change was successful the new link name will now be displayed as shown in the image below.