

## Lesson 5: Moving, Hiding, and Showing Sections

In this lesson, you will learn how to:

- Move, course Sections
- Hide/UnHide course Sections

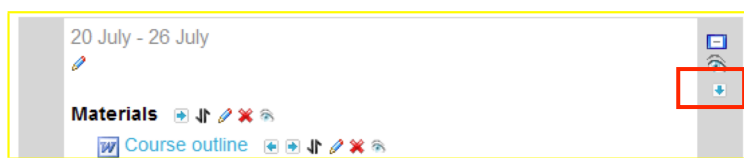
### Moving Sections

Instructors can decide to move individual Sections. Moving Sections is an easy process in Navigate.

#### Exercise 5-1 Moving Sections

There may be times when you wish to move Sections in a course based on your Syllabus or personal preference. Follow these steps to move Sections within a course.

1. Click the **Move down** icon to move a Section down one position in the course. The screen redraws to show that the Section has moved down one position.
2. You must repeat this action to move a Section more than one position. Other Sections may have a move down and up arrow, or only a move up arrow.
3. Click the **Move up** icon to move the section back to its proper position.




### Hiding Sections

Instructors can decide to hide individual sections. When a section is hidden, instructors will see it both with editing turned on or off. The hidden sections will still have active links for instructors, but all links will be grayed out, and the section will be highlighted in gray.

## Exercise 5-2 Hiding Sections

There may be times when you wish to hide Sections in a course based on your Syllabus. Follow these steps to hide Sections within a course.



1. Click the **Hide this section from students** icon.
2. The Show/Hide icon has a red line across it now. 
3. Click **Switch role to...Student** to confirm that the Section is hidden from student view.
4. To **UnHide** a Section, simply repeat these steps to unselect the Show/Hide icon.

