

Add a Custom Menu in EtechRU LMS

A custom menu allows administrators to add quick-access links (such as course links, support pages, or external websites) to the top navigation bar for easy user access.



PREREQUISITES

- ✓ You have administrative access in EtechRU LMS.
- ✓ You are familiar with the links or pages you want to add to the menu.
- ✓ The LMS site settings are accessible to you.



BEST PRACTICES

- Keep menu names clear and user-friendly.
- Link to important and frequently used pages.
- Organize menus logically with sub menus when needed.
- Test all links after saving to ensure they work.

STEP-BY-STEP PROCESS

1



Access Site Administration

- Log in to EtechRU LMS with admin or manager credentials.
- Navigate to **Site administration**.



2



Open Appearance Settings

- Go to **Appearance** → **Theme settings** (or **Appearance** → **Navigation**, depending on configuration).
- Locate the **Custom menu items** field.



3



Add Menu Items

- Enter menu items using the following format:

Menu Name | URL

- Example:

- ✓ Student Dashboard | <https://yourlmsurl/dashboard>
- ✓ Help Center | <https://yourlmsurl/help>



4



Create Sub Menus (Optional)

- Use indentation (hyphens) to create sub menu items:

```
Courses | #
- All Courses | https://yourlmsurl/course
- My Courses | https://yourlmsurl/my
  Support | https://yourlmsurl/support
- FAQs | https://yourlmsurl/faqs
```

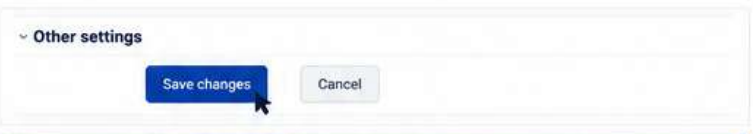


5



Save Changes

- Scroll down and click **Save changes**.
- The custom menu will appear in the top navigation bar.



6



Verify Menu Display

- Return to the LMS homepage.
- Confirm that the menu items and links display correctly.



7



Test User Access

- Log in as a different user role if required.
- Ensure links open correctly and permissions are respected.



8



Done!

- Your custom menu is now active and ready for users.



COMMON MISTAKES



Incorrect URL format causing broken links.



Missing separators (|) between menu name and URL.



Adding links to pages users don't have permission to access.



Forgetting to save changes after editing the menu.



NEED A TIP?

Always test your menu after saving and keep it simple for the best user experience.



A well-structured menu improves navigation and user satisfaction!



WE'RE HERE TO HELP
Our support team is available 24/7 to assist you.



Email
support@etechtexas.com



Support Time
24/7