Creating Dividers

Step 1:
Place your mouse arrow over the [+] button in the top-left corner of the course menu and choose “Divider” from the menu that appears.

Step 2:
The new divider will appear at the bottom of the menu. Place your mouse arrow over the left edge of that divider and then click down on it. While holding your click, you can drag the divider line vertically up and down the menu. Let go of the mouse click to drop the divider line where you would like it to be.