How to

Add a Tool Link to your Course Menu. A tool link gives students access to items, like Announcements, MyGrades, Discussion Boards, Calendar, etc.

Steps to follow:

1. To add a Tool Link, hover over the Add Menu Item button. (Figure 1)
2. Select Tool Link from the menu that appears. (Figure 2)
   - Name: Type in a name for the link.
   - Type: Select the type of tool link to link to from the drop-down menu, i.e. MyGrades, Announcements, etc.
   - Available to Users: Check the box here to make the link available to students.
   - Click Submit when finished.

The tool link will now be added to the bottom of the Course Menu. (Figure 3)