Faculty Quick Tips – Tool Link to your Course Menu

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

Follow These Easy Steps

1. **Click on the “+” plus icon** and **select Tool link** (figure 1)

2. **Name:** Type in Tool Link Name

3. **Type:** Select the type of tool link to link from the dropdown menu, i.e. MyGrades, Announcements, etc.

4. Check the box to make it **Available to Users**

5. **Click Submit** (figure 2)

6. The tool link will now be added to your Course Menu (figure 3)