


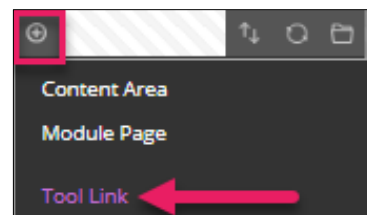
Creating Tool Links



Creating & Managing Content

Instructors can create tool links in their course menu. A tool link is a button links to a specific tool in the course, such as the Discussion Board tool or Collaboration tool. To create a tool link, follow these instructions:

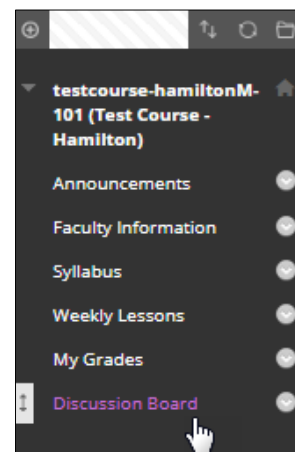
1. While [EDIT MODE](#) is turned on in the course, roll your mouse over the **ADD** button  above the course menu and select **TOOL LINK** from the menu that appears.



2. The **ADD TOOL LINK** box will appear. Give your tool a logical name, select the type of tool you want to make from the **TYPE** drop-down menu, and check the **AVAILABLE TO USERS** checkbox.

Please Note! - If you do not see a specific tool listed in Type menu, it could be turned off at the course level. To learn how to make a tool available in the course, please see the tutorial on [Changing Tool Availability](#).

3. When you are done, click **SUBMIT**. The new tool link will be added to your course navigation. You can now begin using your new tool in the course.



How Do I Use My New Tool Link?


Simply click on the new tool link to access the tool and add content. For more information about using common tools, please see the tutorials below:

[Announcements](#)
[Collaborate Ultra](#)
[Email](#)
[Wikis](#)

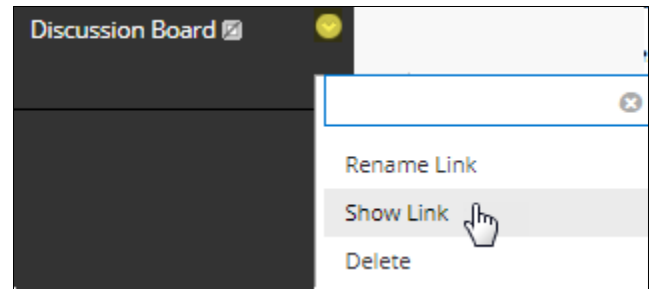
[Blogs](#)
[Course Messages](#)
[Groups](#)

[Contacts \(Faculty Information\)](#)
[Discussion Board](#)
[My Grades](#)

My Students Can't See the Link – What Do I Do?

When you created the link, did you forget to check the “Available to Users” checkbox? Do you see an  icon on the right edge of the link? This means that the link is hidden from student view. Assuming you have *Edit Mode* turned on in the course, you can make it visible by editing the link like so:

1. Roll your mouse over the right edge of the link and click the gray context button that appears. From the context menu that appears, select **SHOW LINK**.



2. The hidden icon will be removed from the link. The link will instantly become available to students.

