

Creating a Tool Link

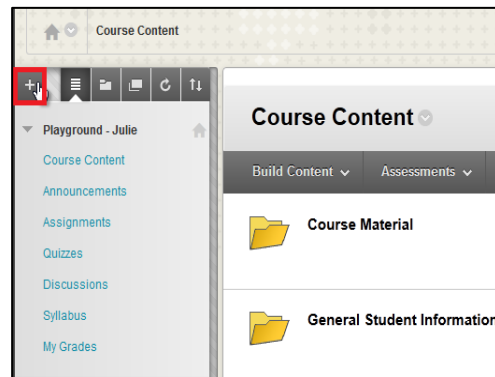
The purpose of tool links is to provide students with easy access to frequently used tools in different areas of your course.

There are two options to create tool links in your course:

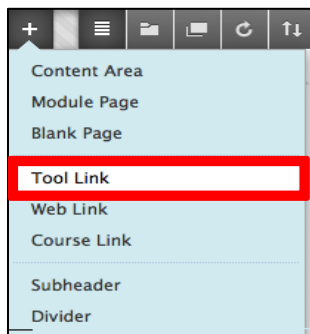
- Create a tool link on the Course Menu
- Create a tool link in a Content Area

Create a Tool Link on the Course Menu:

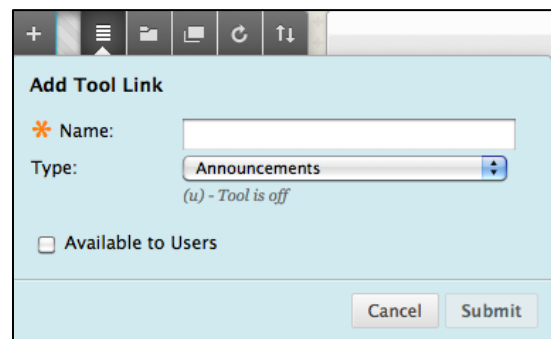
1. Go to the **Course Menu** on the left side and click **Add Menu Item**.



2. Click on **Tool Link**.

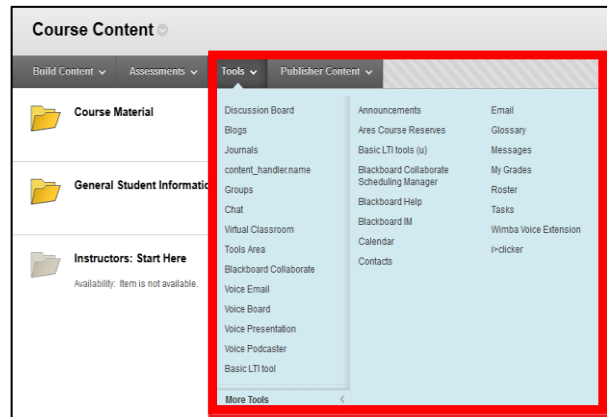


3. **Name** the tool link.
4. Click on the drop down menu and choose the **Type** of tool to add.
5. Click on the box beside **Available to Users**.
6. Click **Submit**.

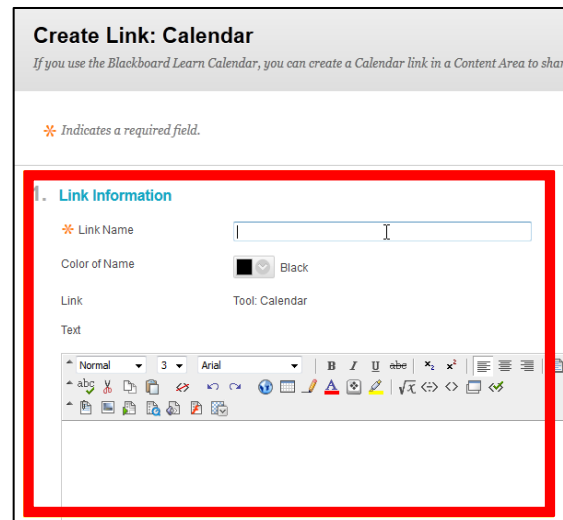


Create a Tool Link in a Content Area:

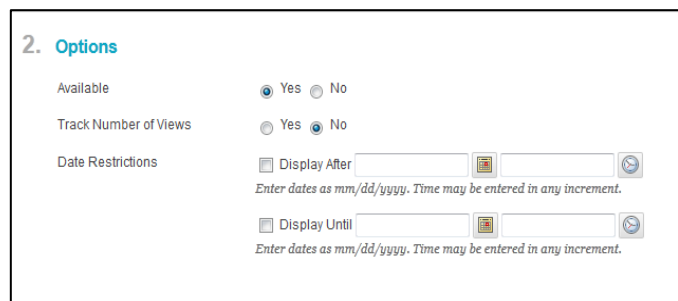
1. Open a **Content Area**.
2. Select **Tools** and click **More Tools**.
3. Choose the **Type** of tool link you want to add.



4. In the **Link Information** section, enter a **Name** and a **Description** for the tool link.



5. In the **Options** section, set if you want the link to be available to users, if you want the number of views to be tracked, and the desired date restrictions for the tool link.



6. Click **Submit**.