Creating a Tool Link from the Course Menu

Creating a link to the Tools Area incorporates using Tools as part of the content presented to users. Individual Tool links can also be added alongside content in a Course.

**Step 1**
Make sure **Edit Mode** is ON.

**Step 2**
Point to the + sign in the **Add Menu Item** area. Select **Create Tool Link**.

**Step 3**
In the **Add Tool Link** area, type the **Name** of the Tool and select the **Type** from the pull-down menu.

Select the checkbox next to **Available to Users**.

Click **Submit**.

**Notes**: Links to frequently used Tools or the entire Tools Area can be added to a Course area.
## Creating a Tool Link from the Content Area

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td>Make sure <strong>Edit Mode</strong> is <strong>ON</strong>.</td>
</tr>
<tr>
<td><strong>Step 2</strong></td>
<td>Click on the <strong>Content Area</strong>.</td>
</tr>
<tr>
<td><strong>Step 3</strong></td>
<td>Click the dropdown arrow next to <strong>Build Content</strong>. Click on <strong>Tools Area</strong> under <strong>New Page</strong>.</td>
</tr>
<tr>
<td><strong>Step 4</strong></td>
<td>In the <strong>Links to Tools Area</strong>, choose the type of tool to add.</td>
</tr>
<tr>
<td><strong>Step 5</strong></td>
<td>Click <strong>Next</strong>.</td>
</tr>
</tbody>
</table>
**Step 5**  Under **Link Information**, enter a **Link Name**. Optionally, provide a link description in the **Text Editor**.

![Link Information](image)

**Step 6**  In the **Options** area, Select **Yes** or **No** to make the tool **Available** to users. 
Select **Yes** or **No** to **Track Number of Views**.

Select **Date Restrictions**: Tools can be set to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes in order to enable the date and time selections. Use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times.

![Options](image)

**Step 7**  Click **Submit**.

**Notes**: Links to frequently used Tools or the entire Tools Area can be added to the Course Menu. Consider the course content and the needs of the Students when adding Tools to keep the links on the Course Menu to a minimum.

![Notes](image)