How to Add Tools to the Course and Its Menu

1. Open the course where you would like to add the tool.
2. Click on the Add Menu Item button, which looks like a plus (+) sign and select Tool Link.

3. Enter a brief name for the new tool. We suggest that you use the actual tool name to prevent confusion.
4. Under Type, choose the tool you would like to add.

5. Click Available to Users to make the menu link available to students.
6. Click Submit.

7. The new tool link appears at the bottom of the course menu. You can use the drag and drop arrows on the left to move the menu item up to a better location.