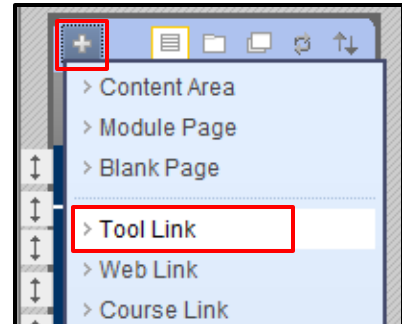
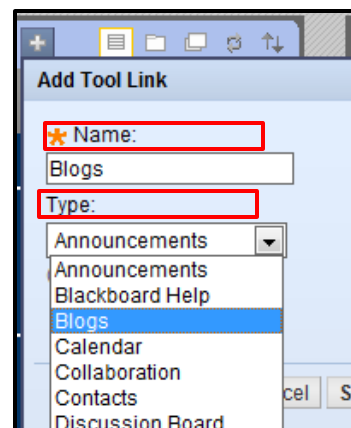


How to Add Tools to the Course and It's Menu

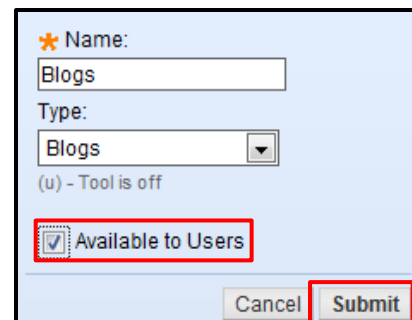
1. Open the course where you would like to add the tool.
2. Click on the **Add Menu Item** button, which looks like a plus (+) sign and select **Tool Link**.



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.

