

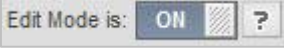
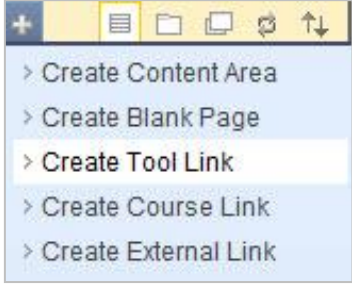
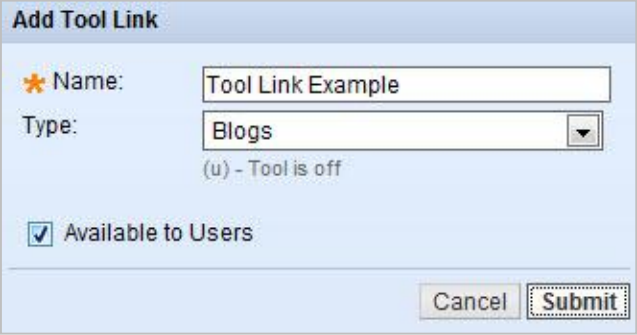

HOW TO CREATE A TOOL LINK



Creating a Tool Link from the Course Menu


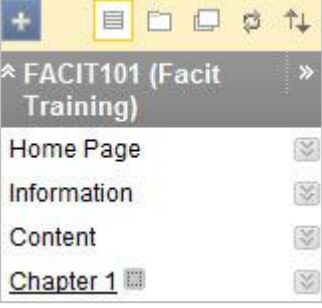
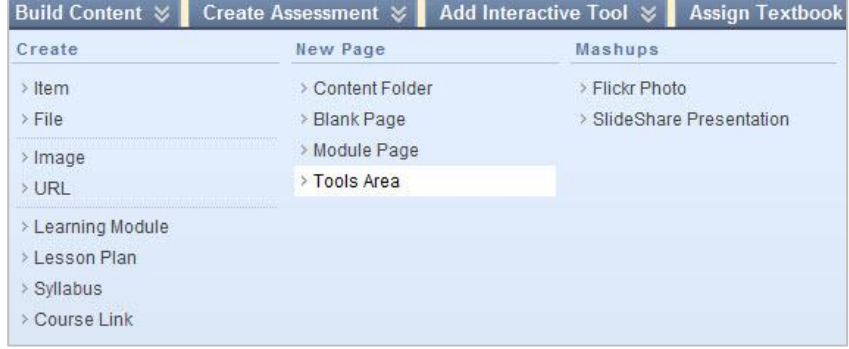


 [View the video tutorial](#)

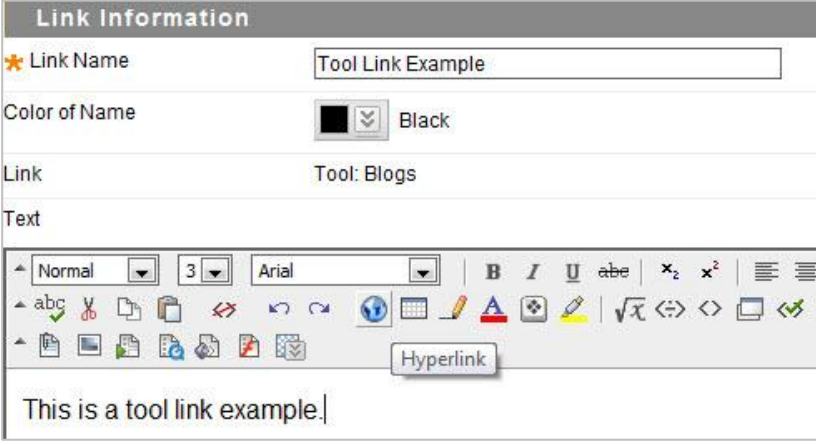
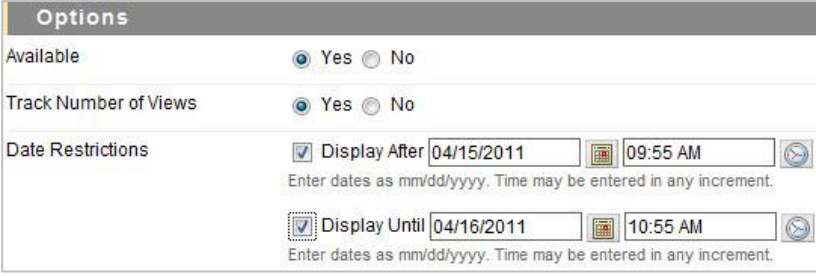

Creating a link to the Tools Area incorporates using Tools as part of the content presented to users. Individual Tool links can also be added alongside content in a Course.

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	<p>In the Add Tool Link area, type the Name of the Tool and select the Type from the pull-down menu.</p> <p>Select the checkbox next to Available to Users.</p> <p>Click Submit.</p>	
	<p>Notes: Links to frequently used Tools or the entire Tools Area can be added to a Course area.</p>	



Creating a Tool Link from the Content Area

Step 1	Make sure Edit Mode is ON .	
Step 2	Click on the Content Area .	
Step 3	Click the dropdown arrow next to Build Content . Click on Tools Area under New Page .	
Step 4	In the Links to Tools Area , choose the type of tool to add.	
Step 5	Click Next .	

<p>Step 5</p>	<p>Under Link Information, enter a Link Name. Optionally, provide a link description in the Text Editor.</p>	
<p>Step 6</p>	<p>In the Options area, Select Yes or No to make the tool Available to users.</p> <p>Select Yes or No to Track Number of Views.</p> <p>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.</p>	
<p>Step 7</p>	<p>Click Submit.</p>	<p style="text-align: center;">Submit</p>
	<p>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.</p>	