Adding Tools to the Course Menu

Instructors can create links in their course’s navigation to tools or content areas that students will use often.

1. Roll your mouse over the blue plus-sign button located above your course navigation. From the pop-up menu that appears, select **TOOL LINK**.

2. The **ADD TOOL LINK** box will appear. Give your tool a logical name and select the type of tool you want to make from the **TYPE** drop-down menu.

   **Please Note!** - Tool types that have a “U” in parentheses next to the name (i.e. Glossary (u) ) are temporarily turned off at the course level and will be inaccessible to you and your students until it is turned on.

   The “U” stands for unavailable.

   To learn how to turn a tool on or off at the course level, please see the tutorial on Changing Tool Availability.

3. Be sure to check the **AVAILABLE TO USERS** checkbox to make this link accessible to students. Click **SUBMIT**.

4. The new tool link will be added to your course navigation.
Editing and Managing Buttons

When you have the course’s **EDIT MODE** turned on, you can make changes to your course menu and content. Clicking this button toggles the course’s edit mode on and off.

**Button Editing Options**

1. When **EDIT MODE** is turned on in the course, roll your mouse over the button you want to edit. The button will highlight and display a gray context arrow button to its right edge.

2. Click on context button to bring up the menu button’s context menu. The menu will display options for the following editing actions:
   - **RENAME LINK** – Click this option to rename the button. The text on the button will become editable. Enter your changes and click the green-checkmark when you are done.
   - **HIDE LINK** – Click this option to turn the button’s availability to students off. To the instructor, when the course is in edit-mode the button will appear with a slashed-square icon to indicate it is a hidden button.
   - **SHOW LINK** – Click this option to make a hidden button visible to students again.
   - **DELETE** - Click to delete the button from your menu. A confirmation pop-up window will appear. Click **OK** and the button will be removed from the navigation.

**Button Icons**

Please be aware of the following **icons** that may appear on your menu buttons and what they mean.

- **Hidden Button** – This button is not accessible to students. You can control the button’s accessibility to students through the button’s context menu control (found to the right of the button).

- **Empty Content Area** – Newly created Content Area buttons are empty and display this icon. Please be aware that empty Content Area buttons are invisible to students. The icon disappears and the button becomes accessible to students once content is added.