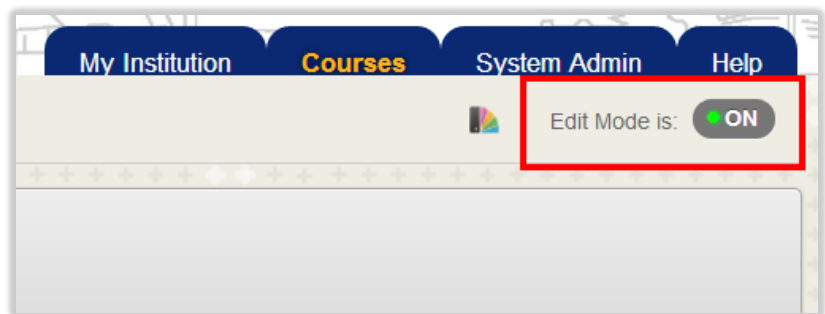


## Creating a Tool Link

### Introduction

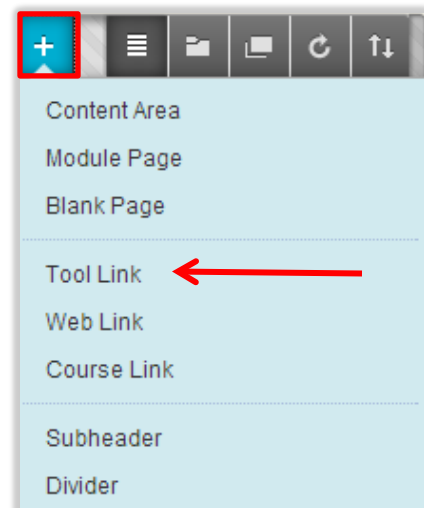
Links to individual tools or a specific area of a tool, such as a particular Discussion Board forum, can be placed in the course menu or a content area, learning module, lesson plan, or folder. You may also link to the entire Tools Area, which provides a list of links to all available tools. Providing the relevant tools for a lesson within the course menu creates a seamless experience for users. For example, Discussion Board forums and journals can exist in the same area with the rest of the course navigation links. When you include a tool, you can describe what it is used for, provide instructions for the tool, and attach necessary files within the course space and syllabus. For example, you can link to a blog, attach a file to read, and explain that users need to post to the blog next week.

**Step 1:** Once in the course space, make sure Edit Mode is ON.

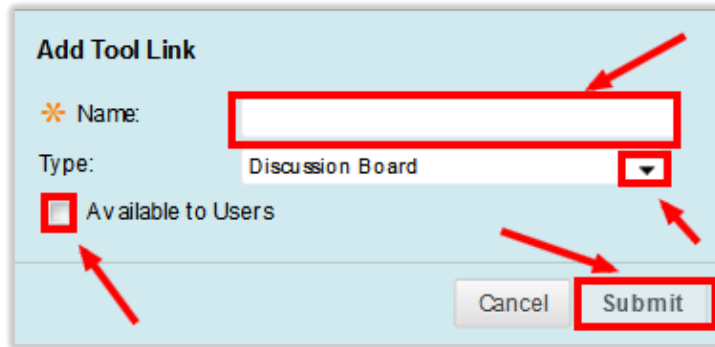


**Step 2:** Once the “+” symbol appears atop the course menu, click to view a list of items to be added.

**Step 3:** Select **Tool Link**.



**Step 4:** Name the Tool link as it needs to appear on the Course Menu. Select the corresponding Tool from the dropdown list. Be sure to make the Tool link **Available to Users**, and then click **Submit**.



The screenshot shows a form titled "Add Tool Link" with the following elements: a text input field for "Name" (highlighted with a red box and an arrow pointing to it from the top right); a dropdown menu for "Type" with "Discussion Board" selected (highlighted with a red box and an arrow pointing to it from the right); a checkbox for "Available to Users" (highlighted with a red box and an arrow pointing to it from the bottom left); and two buttons at the bottom, "Cancel" and "Submit" (the "Submit" button is highlighted with a red box and an arrow pointing to it from the top right).

**\*Note:** Your school controls which tools are available. You have the ability to disable tools in a course by expanding the Customization section of the Control Panel and selecting Tool Availability.

## Conclusion

We hope this guide was helpful.

For additional information or support contact the Instructional Development team by phone at 508-999-8501 or by email at [myCoursesHelp@umassd.edu](mailto:myCoursesHelp@umassd.edu).