Add a Tool Link to the Course Menu

1. Click on the plus icon and select Tool Link (Figure 1).
2. The Add Tool Link dialogue will show up (Figure 2).
3. Type in a name for the tool link.
4. Select the tool link to add by clicking on the dropdown menu.
5. Click on the Available to Users check mark to make the tool link visible to students (Figure 2).

![FIGURE 1](image1)

![FIGURE 2](image2)

6. The new tool link will be added to the bottom of your course menu (Figure 3).
7. You can reorder the newly added tool link so it’s no longer at the bottom. Hover your cursor to the left of the tool link. Your cursor should turn into four directional arrows. Drag up or down to move the link (Figure 4).

![FIGURE 3](image3)

![FIGURE 4](image4)