



DESIGN & DEVELOPMENT

OPERATIONS

CREATING A COURSE MENU TOOL LINK

Version 3

LEARNING OBJECTIVES

Upon completion of this training tutorial, Faculty will be able to:

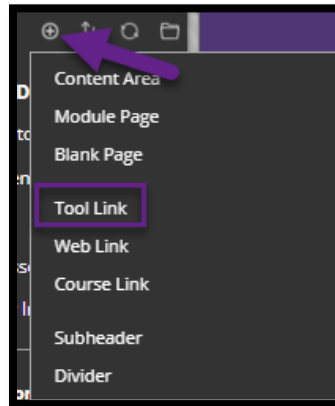
- ✓ Add a Tool Link to the Course Menu

TABLE OF CONTENTS

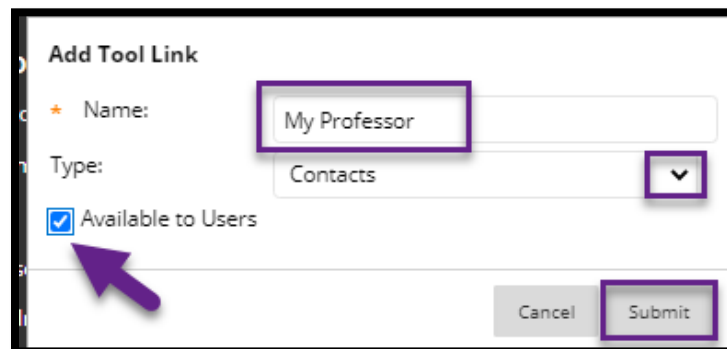
LEARNING OBJECTIVES	1
CREATING A TOOL LINK	3
VERSIONS	4
DISCLAIMER	4

CREATING A TOOL LINK

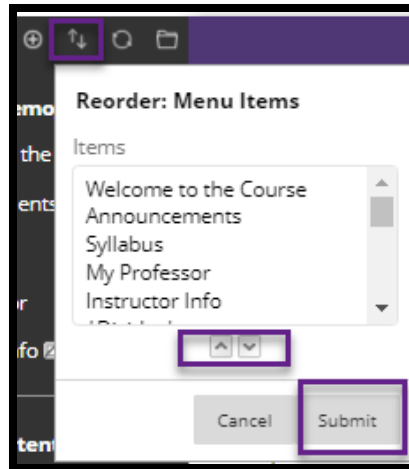
1. Hover over the **ADD MENU ITEM** icon above the course menu to expand the contextual menu
2. Click **TOOL LINK** from the drop-down list



3. Type **NAME** (i.e., My Professor) for the link
4. Select **TYPE** (i.e. Contacts) from the drop-down menu
5. Check the **AVAILABLE TO USERS** box to make the link visible to Students
6. Click **SUBMIT**



7. The new **TOOL LINK** is automatically added to the bottom of the **COURSE MENU**. Use the keyboard accessible reordering tool to move to a new location in the course menu
8. Then, click **SUBMIT**



VERSIONS

Version	Date	Developer Name	Description of Changes
1	10.17.2018	Meagan Wright	New Template
2	06.09.2020	Misty Sidel	Updated Disclaimer
3	01.20.2021	Misti Shurila	Updated Images

DISCLAIMER

Process for this training tutorial is outlined using Mozilla Firefox browser; screen captures may vary if utilizing a different browser but the steps are the same.

Copyright © Bellevue University. All rights reserved.

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form by any means—electronic, mechanical, photocopy, scan, recording, or any other—without the express prior written permission of Bellevue University and Design and Development.