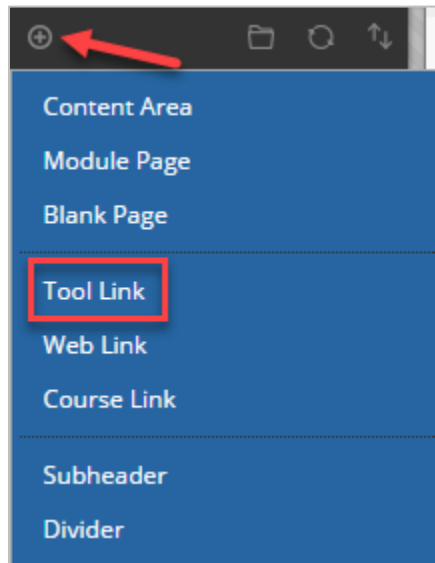


ADD MENU TOOLS

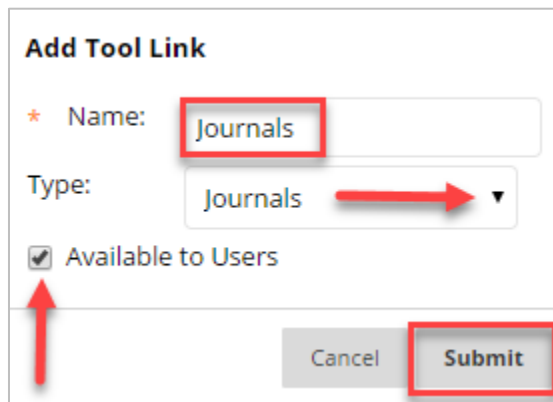
In ulearn, you can add commonly used tools (such as discussion forums, blogs, journals, wikis, or journals) to your course menu for easy access.

Instructions

1. At the very top of the course menu on the left side of the screen, hover over the + sign to display a menu of options. Select **Tool Link**. The Add Tool Link box appears.



2. In the **Add Tool Link** box, enter a **Name** for the link (which may or may not be the name of the tool, depending on your purpose for using the tool).

A screenshot of the 'Add Tool Link' form. The form has a title 'Add Tool Link' and three main fields: 'Name', 'Type', and 'Available to Users'. The 'Name' field contains the text 'Journals' and is highlighted with a red box. The 'Type' field is a dropdown menu with 'Journals' selected and a red arrow pointing to the dropdown arrow. The 'Available to Users' checkbox is checked and has a red arrow pointing to it. At the bottom right, there are two buttons: 'Cancel' and 'Submit', with 'Submit' highlighted by a red box.

In the **Type** field, select the tool you want to link to from the drop-down menu. If you have previously hidden the link to that tool, a "(u)" will be visible, meaning the tool is unavailable to students.

If you want the tool link to be visible to students, click the **Available to Users** box.

ADD MENU TOOLS

Click **Submit**.

3. The tool you selected will be added to the bottom of the course menu. Click on the double-ended arrows to the left of the menu item and drag it to the desired location in the menu.

