

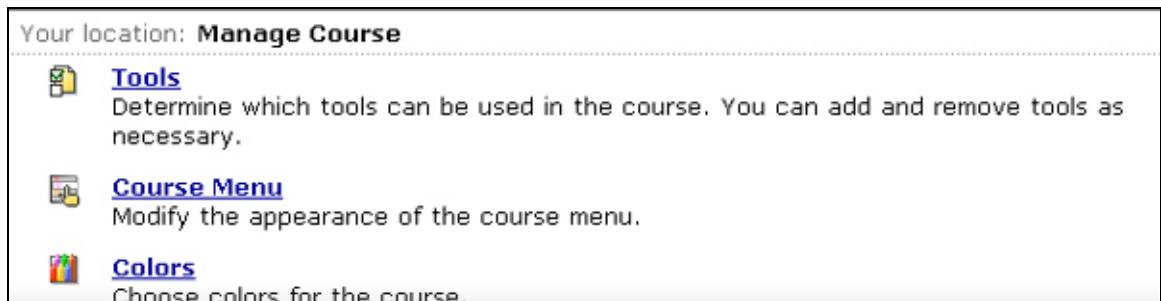
How Do I Modify Course Tools?

As a designer, you can add and remove Course Tools at any time. You can also hide tools from students; hidden tools do not appear in the student's Course Tools.

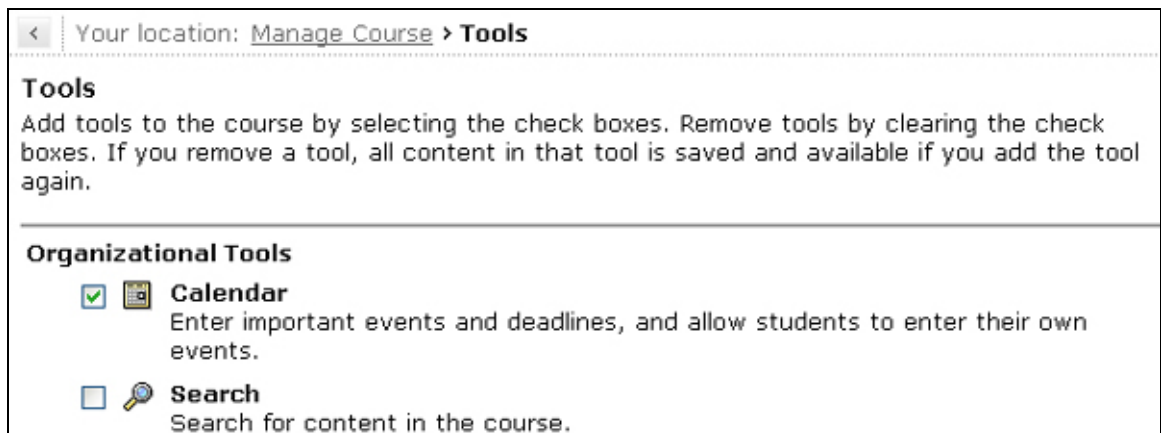
Adding and Removing Tools

⇒ To add tools:

1. From Designer Tools, click **Manage Course**. The Manage Course screen appears.



2. Click **Tools**. The Tools screen appears. There is a checkmark next to those that already appear on Course Tools.



3. Select the tools that you want to add, and clear the check box for tools that you do not want to see under Course Tools.
4. **Save.**

Choosing Tool Visibility for Students

When you add a Course Tool it is automatically visible, meaning that students can see the tool and access any content that you have created with the tool.

⇒ To change the tool visibility:

1. From Designer Tools, click **Manage Course**. The Manage Course screen appears.
2. Click **Course Menu** to display the tools that are currently added to Course Tools and My Tools.

Move	Tool Name	Visibility to Students
	Course Tools Add Custom Link	
	Course Content	
<input type="checkbox"/>	Assignments	Show Link
<input type="checkbox"/>	Chat	Hide Link
<input type="checkbox"/>	Discussions	Hide Link
<input type="checkbox"/>	Mail	Hide Link
<input type="checkbox"/>	Syllabus	Hide Link
<input type="checkbox"/>	Web Links	Hide Link
	My Tools Add Custom Link	

If the tool is visible to students, the Hide Link button appears.

If it is hidden, the Show Link button appears.

3. To change the visibility of the tool, in the row for the tool, click **Hide Link**. The link to the tool is hidden from students and an (H) appears next to the tool name on Course Tools on the Build and Teach tabs.