



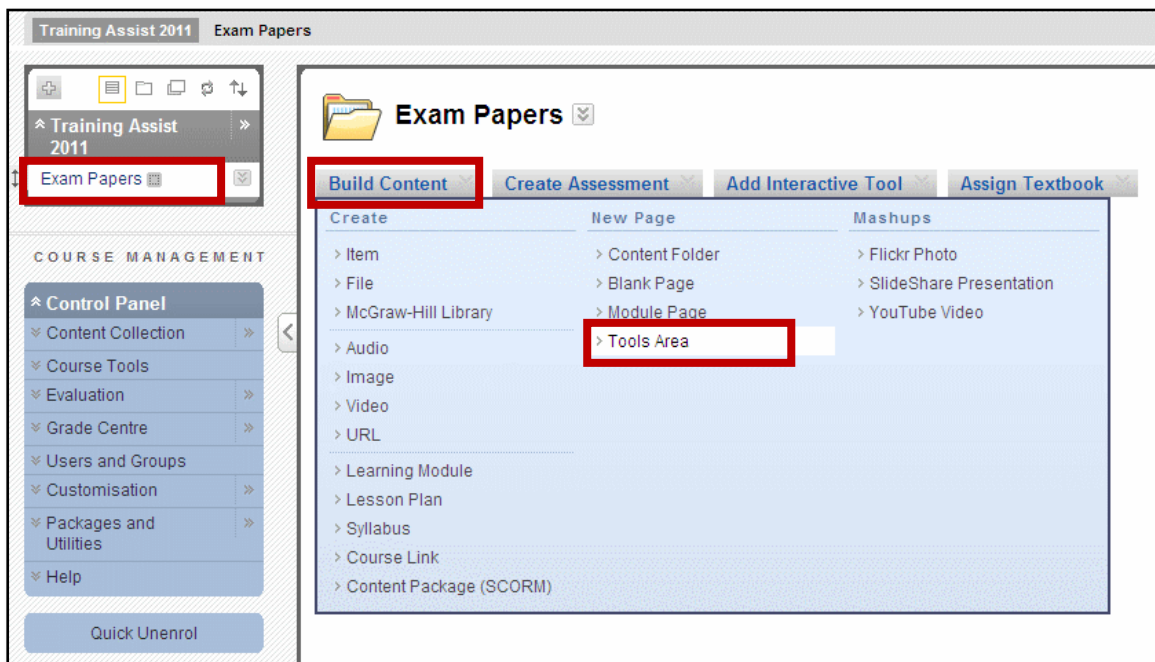
Create a Tool Link in the Content Area

Step sheet

You can create a **Tool Link** in the **Tools Area** through the **Content Area**. When you include a tool in a **Tools Area**, you can describe what it is used for, provide instructions for the tool, and attach necessary files. **HOWEVER** you **HAVE** to **CREATE** the tool first in the **Control Panel** before you make it available for the students through the **Content Area**.

How do I create a Tool Link?

1. **Edit Mode** (top right hand corner) must be set to **ON**.
2. Click on the **Content Area** that you have created.
3. Go to the **Build Content** drop down list.
4. Under the **New Page** column, select **Tools Area**.
5. The **Link to Tools Area** page opens up, select the tool you want to link to (you can only link to one tool from this option).



6. Click **Next**.
7. On the **Create Link** page, type a **Link Name**.
8. Optionally, type a description in the **Text box**.
9. Select the **Options** you need:
 - a. Select Yes to Permit Users to View this Content.
 - b. Select Yes to Track Number of Views.
 - c. Select and enter the **Date Restrictions** in these fields.
10. Click **Submit**.

Follow the same steps to add other **Menu Items**, e.g. **Content Area**, **Blank page** etc.