

Basic Procedure

1. [Add or Remove Tools](#)
2. [Show or Hide Tools](#)

Detailed Instructions

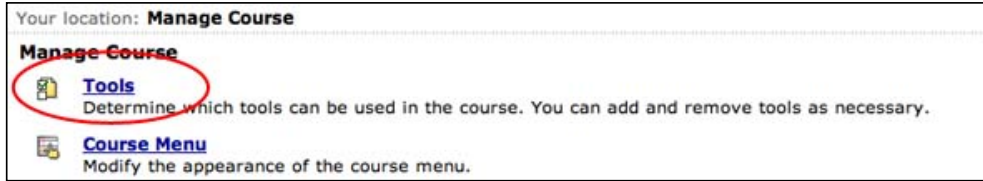
1. Add or Remove a Tool

Go to Build Tab



Select "Manage Course"

Click "Tools"



Check boxes to add tools

Uncheck boxes to remove tools



Click "Save"



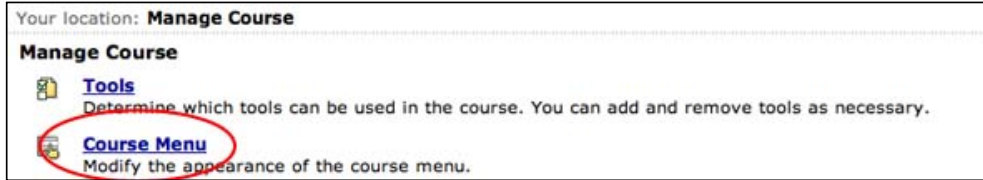
2. Show or Hide Tools

Go to Build tab



Click "Manage Course"

Click "Course Menu"



Click "Hide Link" button to hide a tool.

Click "Show Link" to unhide a tool

Move	Tool Name	Student Visibility
	Course Content	
	Announcements	Hide Link
	Calendar	Hide Link
	Discussions	Show Link
	Mail	Show Link

Click "Hide Link" button to hide tool from student view

Click "Show Link" button for tool to appear in student view

*** REMINDER: Always check your site from the Student View tab after making changes