



Add and Remove Menu Items

Introduction:

Tools that are available in a course appear under Course Tools on the course menu. If necessary, you can add or remove course tools from appearing in your course. If you do not want certain tools to be used in the course, you can remove them from the course menu.

Remove an item from the Course Tools Menu

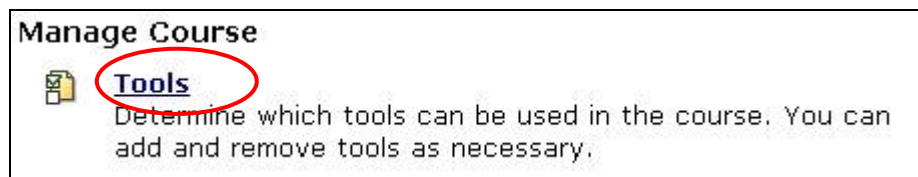
Step 1. To begin, click on the **Build** tab after you have logged into your course.



Step 2. Click **Manage Course**, from the *Designer Tools* menu.



Step 3. Next, click **Tools** from the *Manage Course* window.

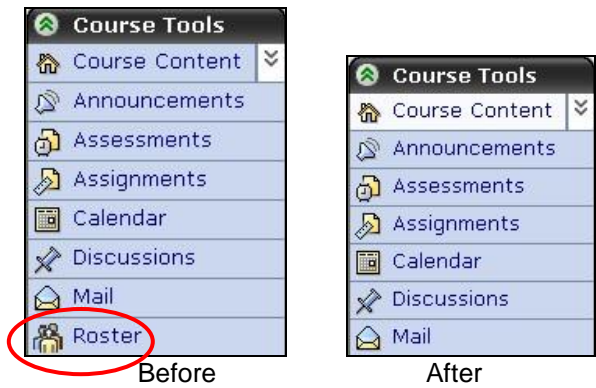


Step 4. Deselect the tool you want to remove. In this example we will deselect the *Roster* tool.



Step 8. Click **Save**

Note: Notice that the *Roster* tool no longer appears in the **Course Tools** menu.



Add an item to the Course Tools Menu

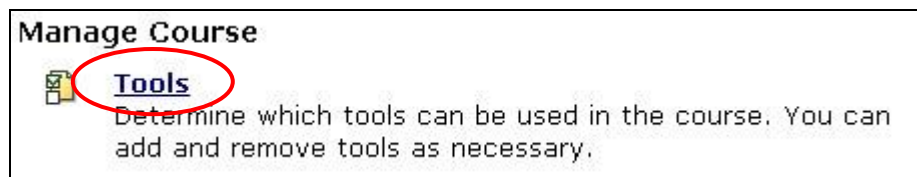
Step 1. To begin, click the **Build** tab.



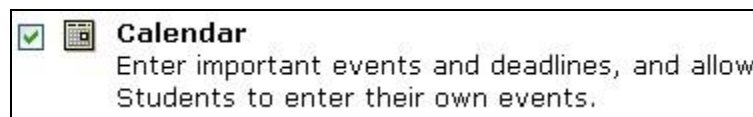
Step 2. Click **Manage Course**, from the *Designer Tools* menu.



Step 3. Next, click **Tools** from the *Manage Course* window.

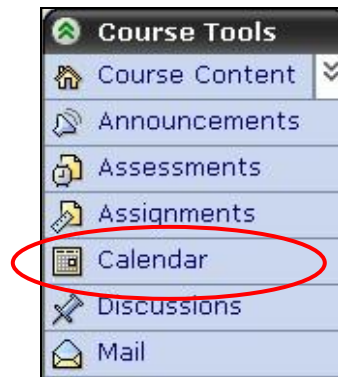


Step 4. Select the tool you want to add to your course tools menu. In this example we will select the *Calendar* tool.



Step 5. Click **Save**

Note: Notice that the *Calendar* tool now appears in the *Course Tools* menu.



Conclusion

We hope this guide was helpful.

For more information about online course development, please visit the TLITC or contact us via email at tlitc@bhcc.mass.edu.