# How to Add the Messages Tool to an eLearning Course

Providing effective student navigation through using the course menu is important in order for students to be able to locate information within a course. The following steps describe how you as the instructor can add the **Messages Tool** to an eLearning course.
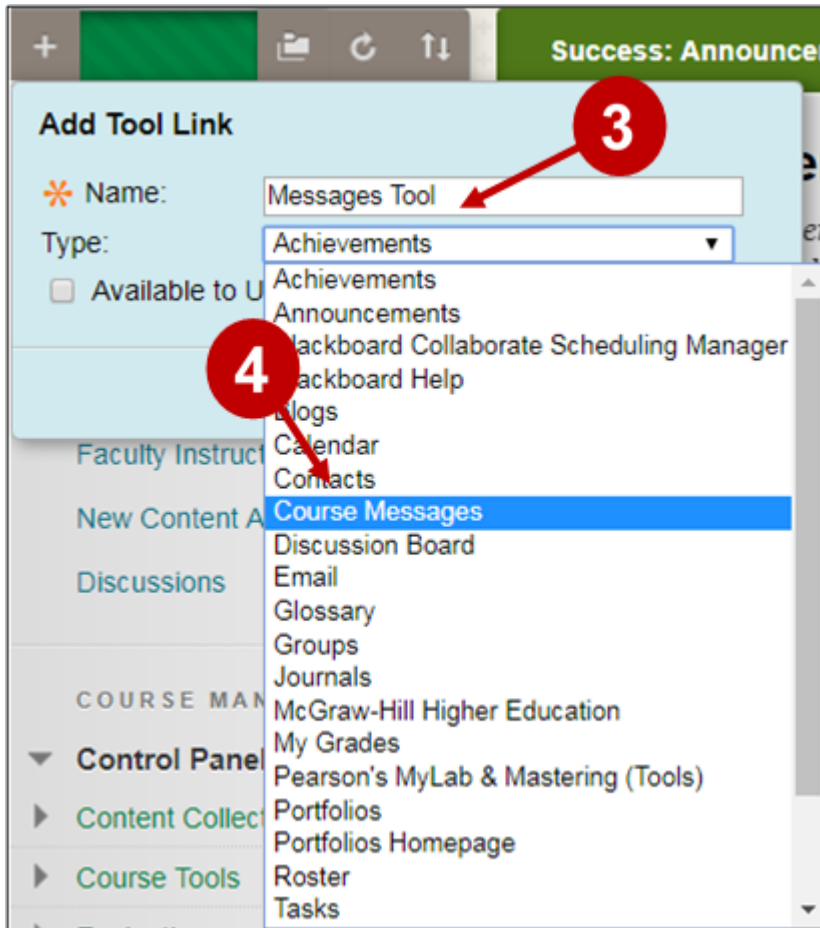
**Step 1:** Hover on the plus button as shown in the image below.
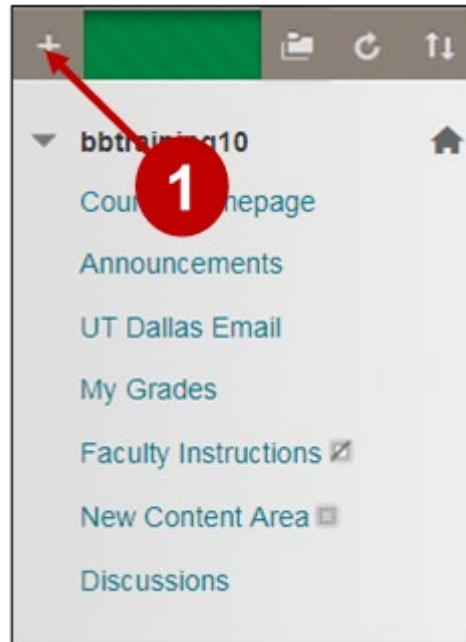
Step 2: Once you hover over the plus sign, a list will be displayed. Select the option labeled **Tool Link**.
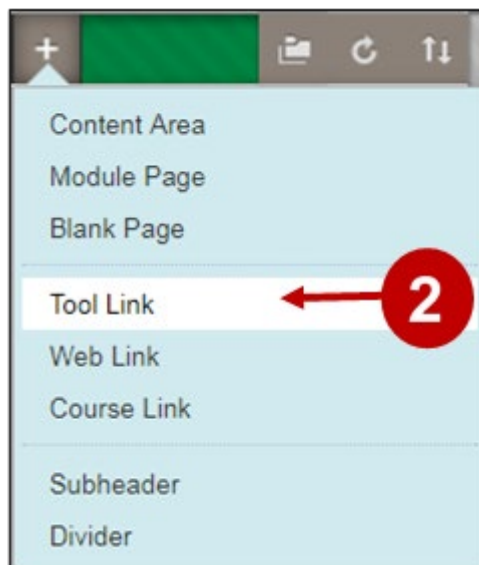
Steps 3 – 4: Enter a name for your tool link. In this example the tool link will be called **Messages Tool** Then from the Type dropdown menu, select **Course Messages.**

Steps 5 – 6: Select the checkbox **Available to Users** and then click **Submit.**
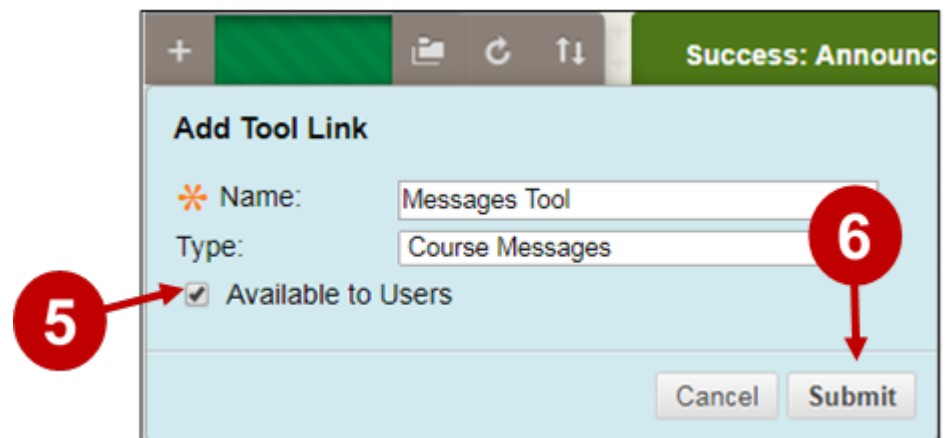
If you were successful in adding your new tool link you will see it displayed at the bottom of the screen. In our example please note that the content area entitled **Messages Tool** is now located at the bottom of the content menu.
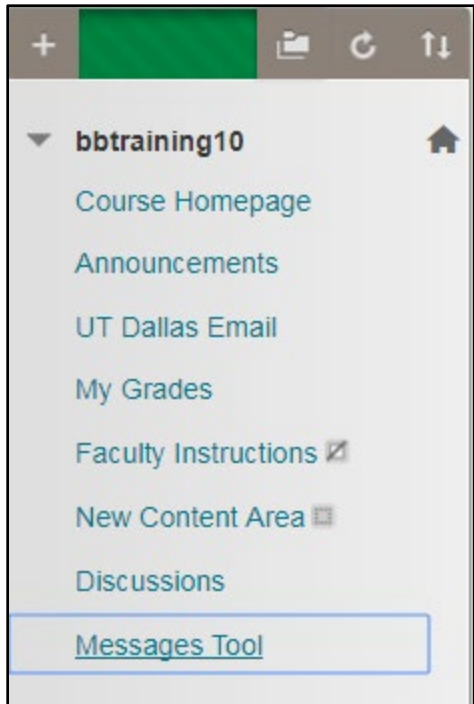
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Special Training Requests:

If you have a special training request for you or your area, please feel free to complete the eLearning Special Training Request form, found at the link below.

eLearning Special Training Request Form