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.

![Image of course menu with plus button highlighted]

**Step 2:** Once you hover over the plus sign, a list will be displayed. Select the option labeled Tool Link.

![Image of menu list with Tool Link highlighted]
Steps 3 – 5: 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 Messages. Select the checkbox Available to Users and then click Submit.

Step 6: 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.