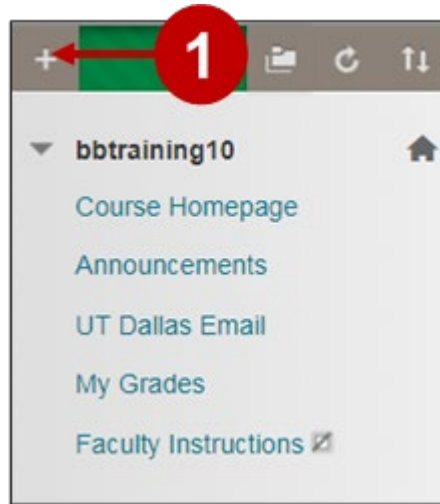


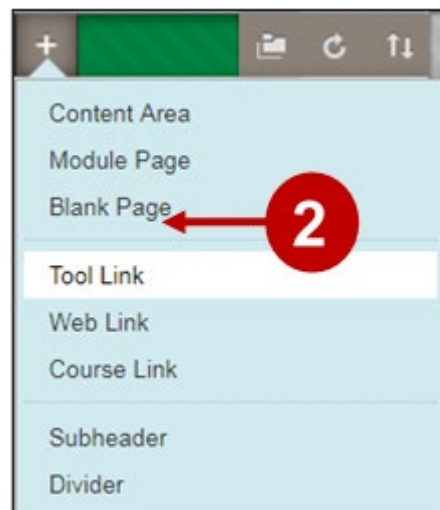
How to Add a 'Discussion Board' link to the Course Menu

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 a **Discussion Board** link to the course menu.

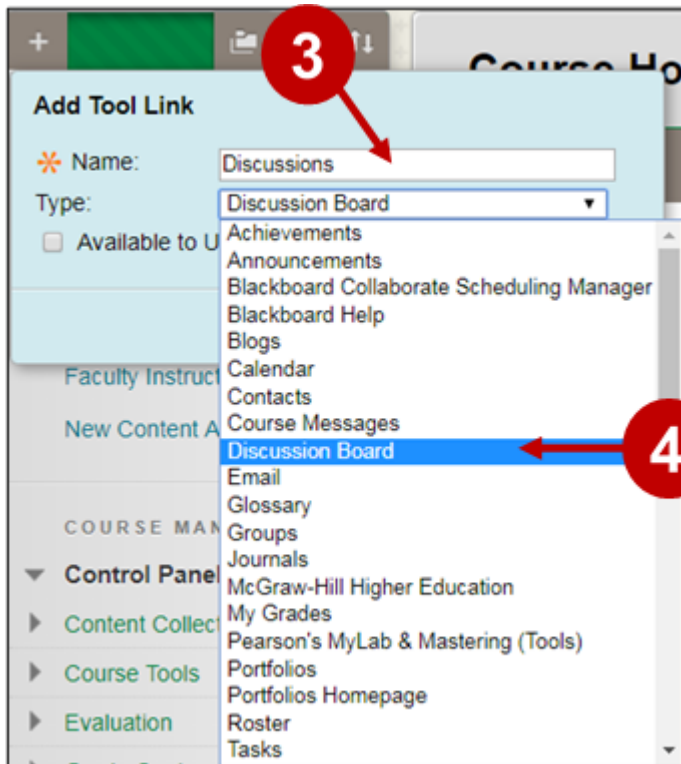
Step 1: Hover on the “plus” button, **Add Menu Item**, as shown in the image below.



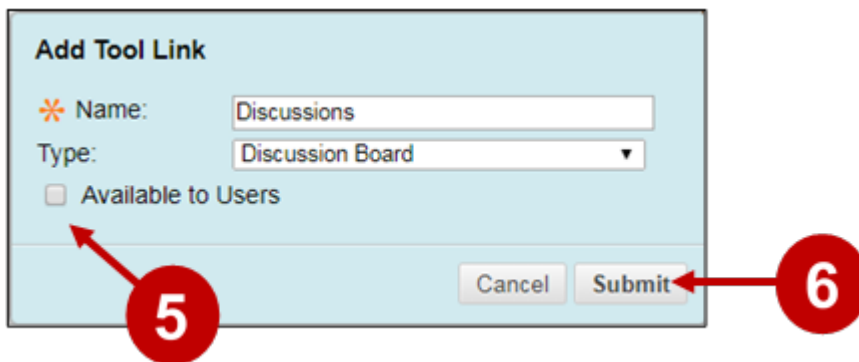
Step 2: Once you hover over the plus sign, a list will be displayed. Select the option labeled **Tool Link**.



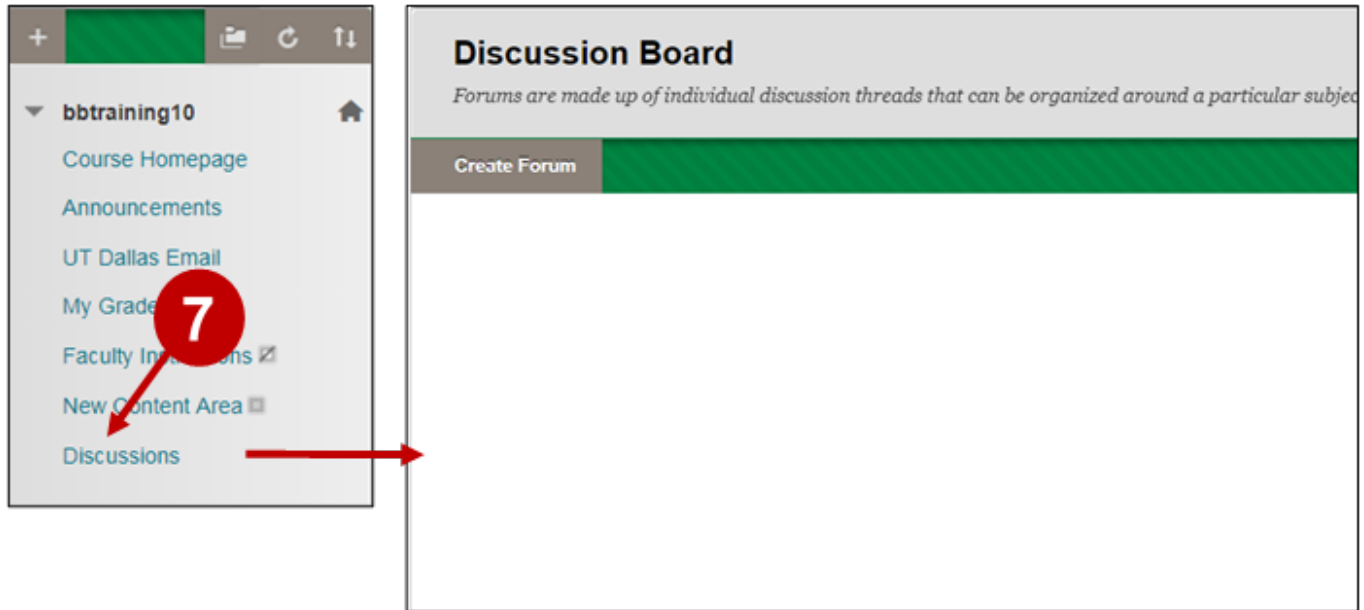
Steps 3 and 4: Name the tool link **Discussions**. Then from the Type dropdown menu, select **Discussion Board** as shown below.



Step 5 and 6: Make sure to select the checkbox **Available to Users** so students can see the link, and then click **Submit**.



Step 7. 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 tool link entitled **Discussions** is now located at the bottom of the content menu. Also, when you click the link you will be brought directly to your **Discussion Board**, as seen in the image below.



UTD eLearning Contacts:

- Roopa Chandrasekhar, Training and Support Manager, Roopa.Chandrasekhar@utdallas.edu, 972-883-2783
- Joo Eun (June) Haldeman, Instructional Technology Training Specialist, 972-883-4842

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](#)