

# Adding a Tool Link in LearnJCU



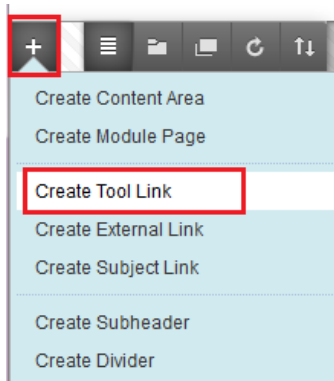
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## Overview

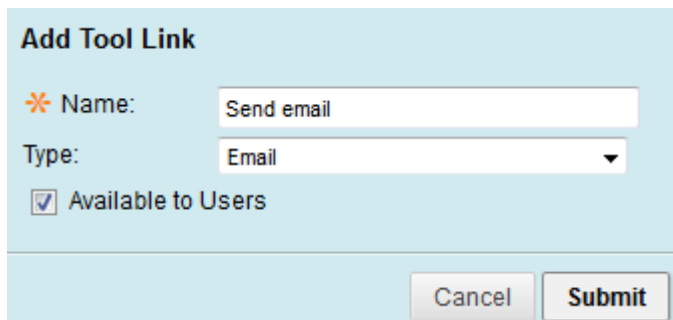
Adding a tool link to a subject menu or within a content area of a subject site provides a short cut to a tool or tool area. If you have a tool you know students need to use regularly or as part of their subject , a link to the tool on the subject menu or within a specific content area makes the tool easily accessible and in view.


## Adding a Tool Link to a Subject Menu

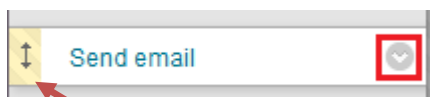
1. Turn **Edit Mode ON**
2. Click **+** **Add Menu** at the top of Subject Menu
3. Select **Create Tool link**



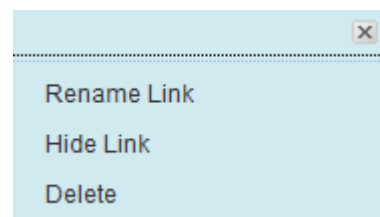
4. In **Add Tool Link**, type in the **Name** for the tool link (for this example Send email)
5. Use the drop down menu to select tool **Type** (for this example Email)
6. Check **Available to Users** check box to allow students to see the link on the Subject Menu

A screenshot of a form titled 'Add Tool Link'. It contains three main fields: 'Name' with the text 'Send email', 'Type' with a dropdown menu set to 'Email', and a checked checkbox labeled 'Available to Users'. At the bottom right of the form are two buttons: 'Cancel' and 'Submit'.

7. Click **Submit**. The link will now appear on the Subject Menu
8. Click Action Menu  next to link on Subject Menu to **Rename, Hide** or **Delete** the link.

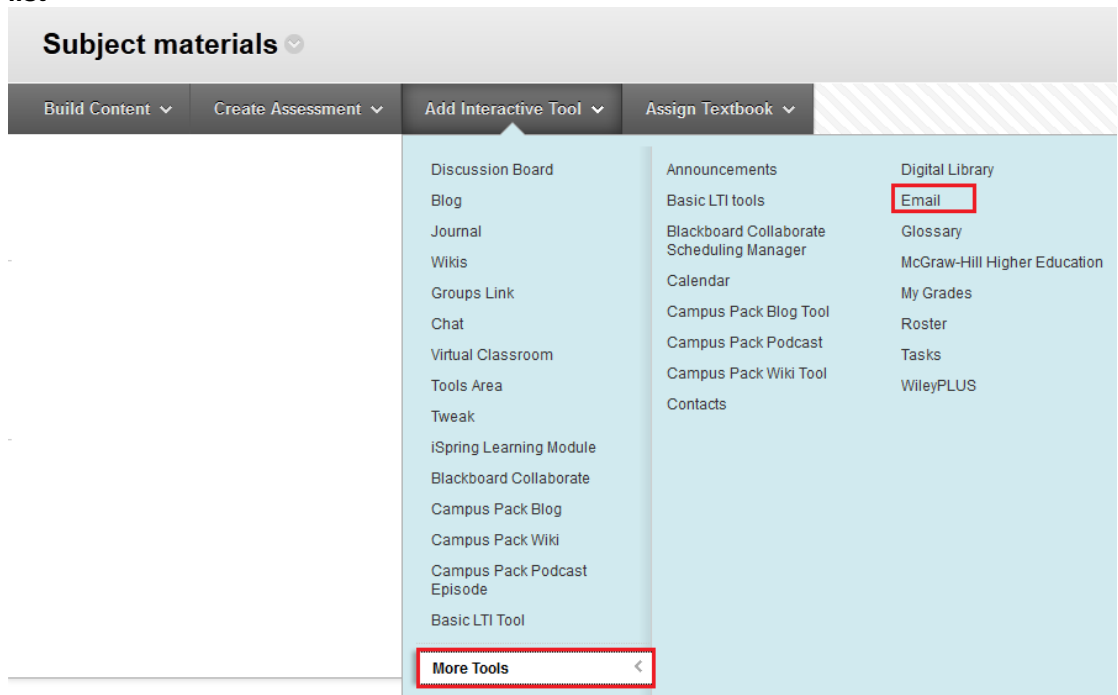



9. Use up/down arrow at left to move link where required on subject menu.



## ■ Adding tool link to Content Area


1. Turn **Edit Mode ON**
2. Go to the content area required (e.g. Subject Materials)
3. Click on **Add Interactive Tool** tab
4. Select **Tools Area** from list or **More Tools to extend tools list**



5. Select required tool (**Email**) from the list of tools
6. Click **Next**
7. In **Link Name**, type the name of the link
8. To change the **Colour of Name** select the **Action menu** , select a colour and **Apply**.

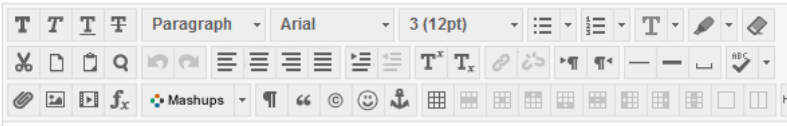
### 1. Link Information

\* Link Name

Colour of Name  Obscure Dull Red

Link Tool: Send Email

Text



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9. In the **Options** section click **Yes** or **No** to **Permit Users to View** and **Track the Number of Views**



## 2. Options

Available  Yes  No

Track Number of Views  Yes  No

Date Restrictions

Display After    

Display Until    

10. If required, set **Date and Time Restrictions** by checking **both** the **Display After** and **Display Until** Check Boxes. Use the **Calendar** and **Clock** icons to select your preferences.

■■■ **When using the Date and Time Restriction option, you must check both the Display After and Display Until check boxes.**

■■■ **If using Adaptive Release date and time restrictions do not set date and time restrictions here.**

11. Click **Submit**

A **green success bar** is displayed to indicate the link has been created.

Success: Link Send Email created.


**Subject materials**




**Send Emails from here**

## ■ Editing, Copying or Deleting Links/items


### ■ Edit

1. Turn **Edit Mode ON**
2. Click the **Action Menu**  next to the item you wish to edit
3. Select **Edit**
4. Click **Submit**

### ■ Copy

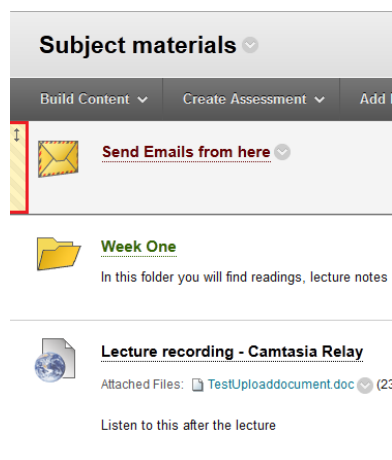
1. Turn **Edit Mode ON**
2. Click the **Action Menu**  next to the item you wish to copy
3. Select **Copy**
4. Select **destination** subject site for the item using the drop down menu
5. Select the **destination folder** within that site (e.g. Subject Materials)
6. Select **Yes** or **No** to create links for items that cannot be copied.
7. Click **Submit**

### ■ Delete

1. Turn **Edit Mode ON**
2. Click the **Action Menu**  next to the item you wish to Delete
3. Select **Delete**
4. Click **OK** to confirm. Item is deleted.

### ■ Moving Items

1. To **Move** an item **click and hold the up/down arrow** to the left of the item



2. Drag item to the required location and release the mouse.

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