

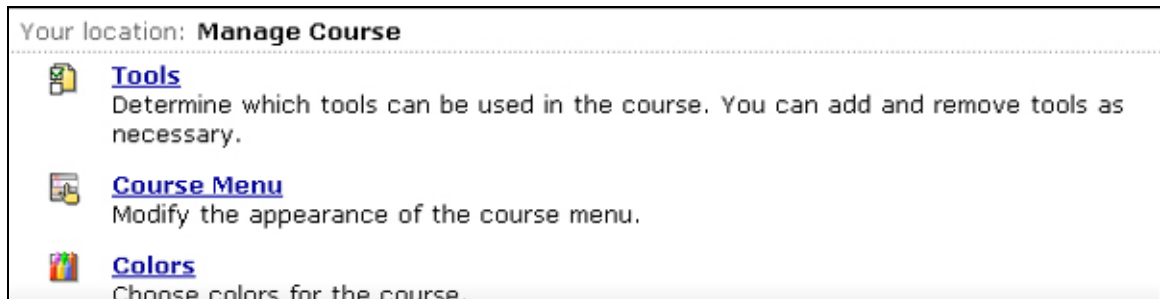
## How Do I Modify Course Tools?

As a designer, you can add and remove Course Tools at any time. You can also hide tools from students; hidden tools do not appear in the student's Course Tools.

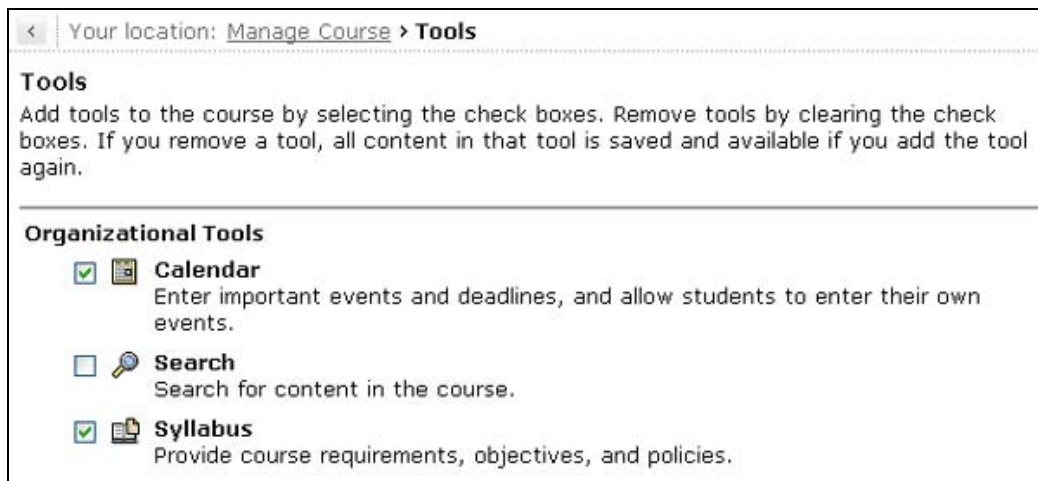
### Adding and Removing Tools

⇒ To add tools:

1. From Designer Tools, click **Manage Course**. The Manage Course screen appears.



2. Click **Tools**. The Tools screen appears. There is a checkmark next to those that already appear on Course Tools.



3. Select the tools you want to add, and clear the check box for tools you do not want to see under Course Tools.
4. **Save**.

## Choosing Tool Visibility for Students

When you add a Course Tool it is automatically visible, meaning students can see the tool and access any content you have created with the tool.



If you are developing content for a course that is in progress, set the visibility to hidden until you are finished.

⇒ To change the tool visibility:

1. From Designer Tools, click **Manage Course**. The Manage Course screen appears.
2. Click **Course Menu** to display the tools that are currently added to Course Tools and My Tools.

Visibility to Students		
Move	Tool Name	Visibility to Students
	<b>Course Tools</b> <a href="#">Add Custom Link</a>	
	Course Content	
<input type="checkbox"/>	Assignments	<a href="#">Show Link</a>
<input type="checkbox"/>	Chat	<a href="#">Hide Link</a>
<input type="checkbox"/>	Discussions	<a href="#">Hide Link</a>
<input type="checkbox"/>	Mail	<a href="#">Hide Link</a>
<input type="checkbox"/>	Syllabus	<a href="#">Hide Link</a>
<input type="checkbox"/>	Web Links	<a href="#">Hide Link</a>

If the tool is visible to students, the **Hide Link** button appears

If it is hidden, the **Show Link** button appears

3. To change the visibility of the tool, in the row for the tool, click **Hide Link**. The link to the tool is hidden from students and an (H) appears next to the tool name on Course Tools on the Build and Teach tabs.