

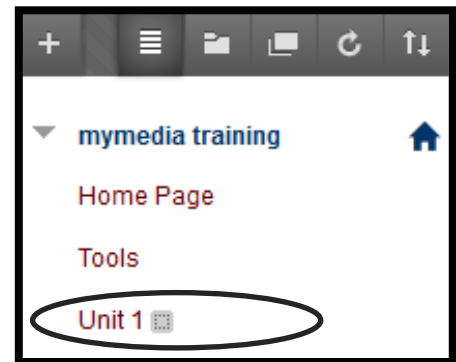


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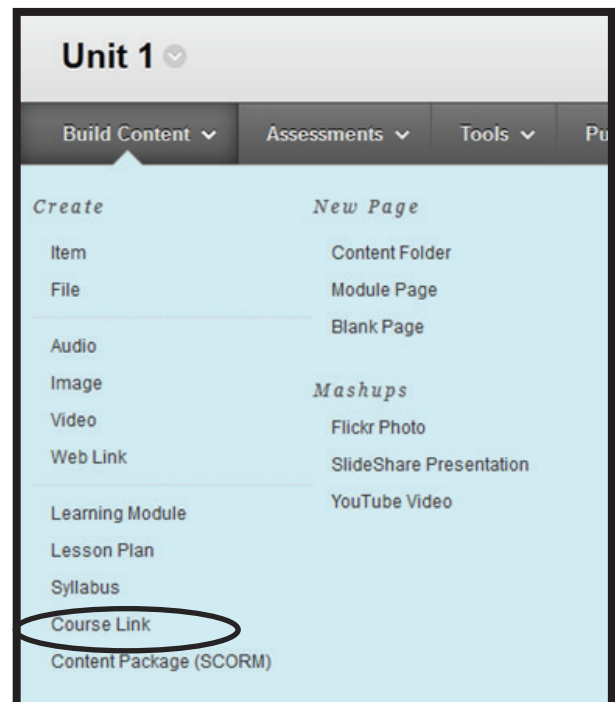
Adding a Tool Link to a Folder in myCourses

You can add a tool link within a created folder in your course as a shortcut link to the Tools page or to a specific tool within your course.

1. Within your course, access the **Folder/Content Area** to which you wish to add a Tool Link.

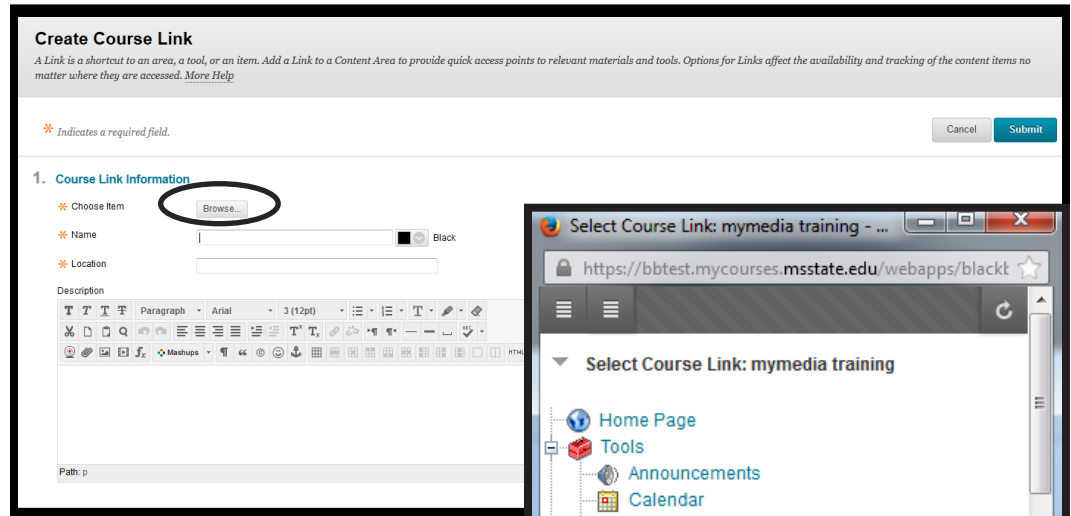


2. Mouse over the **Build Content** tab to display the Create menu. Click on **Course Link**.



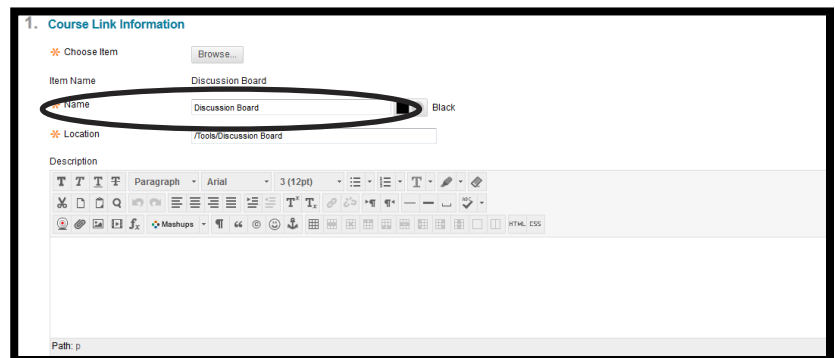


3. Click **Browse** under the Course Link Information Tab.



3. A pop-up Course Map will appear. **Select** the tool/item that you wish to add to your folder by clicking on its name.

4. If desired, rename your Tool Link and add a description.



5. Click **Submit**.



6. A link to the tool is placed in your selected content folder

