

HOW DO I ... ? Add or Remove a Tool?

Add or Remove a Tool | March 2009

Depending on your choice when your LMS subject was created, some tools may already appear on the **Course Tools Menu** or on the **Course Content Home Page**. Some Faculties or Schools have developed templates which already contain a number of tools and other resources.

This document will use screen shots from the University template but bear in mind that if you have a Faculty or School developed template, your screen may look different.









Your choice of tools will depend on the type of content and student engagement you want in your unit. If you want to include quizzes, for example, you would add the Assessment tool and thereafter create quizzes to be made available to your students.

Some tools, such as **Search** and **Who's Online** require no additional set up. Once they have been added to the **Course Tools Menu**, students can begin to use them immediately.

To Add or Remove a Tool

1. From the **Designer** Tab, select **Manage Course**.




Manage Course

-  **Tools**
Determine which tools can be used in the course. You can add and remove tools as necessary.
-  **Course Menu**
Modify the appearance of the course menu.
-  **Course Content Icons**
Choose an icon set for course content.
-  **Settings**
Edit settings for tools.
-  **Import**
Import content into the course.
-  **Backup**
Back up the course for safekeeping and archiving purposes.
-  **Course Preview Page Setup**
Set up the Course Preview Page for the course.
-  **Date Rollover**
Adjust dates for course items.







The Manage Course Screen

2. Click **Tools** and the Tools Screen will appear. Those tools already added to the LMS Unit will have a checkmark next to them. You will add additional tools to your unit by selecting the check box to the left of the tool title.
3. At this point you can also remove tools by clearing the check box.


Organizational Tools

-  **Calendar**
Enter important events and deadlines, and allow Students to enter their own events.
-  **Search**
Search for content in the course.
-  **Syllabus**
Provide course requirements, objectives, and policies.

Communication Tools

-  **Announcements**
Post important information in a central location.
-  **Chat**
Chat with other users in the course in real time, or use the Whiteboard to display images.
-  **Discussions**
Post and respond to messages on specific topics.
-  **Mail**
Send messages to other users.
-  **Roster**
Roster
-  **Who's Online**
Chat with other users who are logged in to WebCT.

Student Learning Activities

-  **Assessments**

The Tools Screen

4. Select the tools that you want to add, scroll to the bottom of the screen and choose Save. The tools will be added to the Course Tools menu.