

HOW DO I? – HIDE A TOOL/SHOW A TOOL

Links to tools are listed under **Course Tools** on the **Course Menu**. You can temporarily hide any of those links so that students use the Course Menu to obtain access to the tools from that location.

Course Tools Menu



1. From **Designer Tools**, select **Manage Course**.
2. Select **Course Menu**. In the **Order and Visibility** section, do one of the following
 - o To hide tools, locate each tool and choose Hide Link. In the **Course Menu** on the **Build** and **Teach** tabs, the hidden tools are denoted by *(H)*. On the **Student View** tab, the link to the tool is not visible.
 - o To show tools, locate the tools and select **Show Link**.

NOTE : If you have created separate links to items in different locations in the unit, those links will still be available even if you hide the tool.