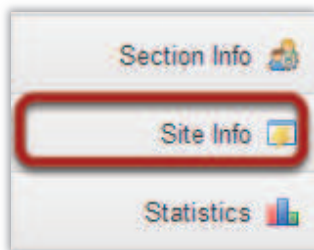


How do I choose which tools will be available in my site?

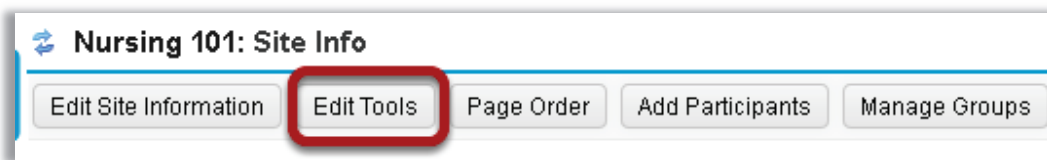
Courсар has many different tools available to use in your course or project site. You may choose which tools you want to use and may add or remove tools at any point.

Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site. Site Info offers several options for managing your course site.

Click Edit Tools.
















Select your set of tools.

Choose tools to include on your site...

General 13

- Home**
For viewing recent announcements, discussion, and chat items.
- Announcements**
For posting current, time-critical information
- Assignments**
For posting, submitting and grading assignment(s) online
- Chat Room**
For real-time conversations in written form
- Delegated Access**
Delegate access for users based on a site hierarchy
- Drop Box**
For private file sharing between instructor and student
- Email**
Send mail to select participants in your site.
- Email Archive**
For viewing email sent to the site.
- External Tool**
Launch external tools using IMS Learning Tools Interoperability.
- Forums**
Display forums and topics of a particular site
- Gradebook**
For storing and computing assessment grades from Tests & Quizzes or that are manually entered
- Lessons**
For creating content modules and sequences; can be organized by week or unit
- Messages**
Display messages to/from users of a particular site
- News**
For viewing content from online sources
- Podcasts**
For managing individual podcast and podcast feed information

Selected tools

-  Announcements ✕
-  Assignments ✕
-  Drop Box ✕
-  Email ✕
-  Forums ✕
-  Gradebook ✕
-  Lessons ✕
-  Messages ✕
-  Resources ✕
-  Schedule ✕
-  Site Info
-  Syllabus ✕
-  Home ✕

As you select tools from the "General" list on the left side of the screen, they are added to the "Selected tools" list on the right side of the screen. The right side of the screen displays the tools you have selected.

Add multiple instances of some tools. (Optional)

Customize tool instances

Please enter the information for external tools

Add multiple tool instances or configure tool options. You can also make configuration adjustments later in the site using the Options menu for each tool instance.

Lessons

Title (Suggested length 15 char.)
 ▾

Web Content

Title (Suggested length 15 char.)
 Source
 ▾

The Lessons tool may be used as a single tool on the Tool Menu where students click to see all Lessons, or there can be multiple Lessons tools added to the Tool Menu so that each tool is a separate Lesson. See the [Lessons tool tutorial](#) for more information.

The Web Content tool points to any URL you enter and you may create as many of these as you want.

Click on the **More Lessons Tools?** or **More Web Content Tools?** drop-down menus to add additional instances of these tools.

Example: Multiple tool instances.

Customize tool instances

Please enter the information for external tools

Add multiple tool instances or configure tool options. You can also make configuration adjustments later in the site using the Options menu for each tool instance.

Lessons

Title (Suggested length 15 char.)

Lessons ✖

Title (Suggested length 15 char.)

Lessons ✖

Title (Suggested length 15 char.)

▼

Web Content

Title (Suggested length 15 char.)

Source

Web Content ✖

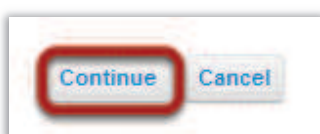
Title (Suggested length 15 char.)

Source

▼

The example above shows three Lessons tools (Module 1, Module 2 and Module 3) and two Web Content tools (Computing Help Desk and Nursing Web Site).

Click Continue.



Once you have made all of your tool selections, scroll down and click **Continue**.

Confirm tool selection

Confirming site tools edits for Nursing 101

You have selected the following for your site (added tools highlighted):

- Home (Home)
- Announcements (Announcements)
- Resources (Resources)
- Assignments (Assignments)
- Drop Box (Drop Box)
- Chat Room (Chat Room)
- Computing Help Desk (Computing Help Desk) (<http://computinghelpdesk.school.edu>)
- Site Info (Site Info)
- Email (Email)
- Forums (Forums)
- Module 1 (Module 1)
- Module 2 (Module 2)
- Module 3 (Module 3)
- Messages (Messages)
- Nursing Web Site (Nursing Web Site) (<http://nursing.school.edu>)

New tools added are shown in red font. Confirm that these are tools you want to add and click **Finish**. New tools are typically added to the bottom of the Tool Menu once you save your changes. See the **How do I reorder tools?** tutorial for instructions on how to change the tool order.