PORTFOLIOS

Add a Portfolio Tool Link to the Course Menu

1. Check to make sure that Edit Mode is on in the course.

2. Click on the plus sign in the upper left corner of the Course Menu.

3. Select Tool Link from the drop-down menu.

4. Enter a name for the Tool Link.
5. Click the drop-down arrow under **Type** and select **Portfolios** from the list.

6. Check the **Available to Users** box, to make the tool link available to students/users on the course menu.

7. Click **Submit**. *Note: The new tool link will appear at the bottom of the course menu list. You can drag and drop the tool link to any location on the course menu.*