



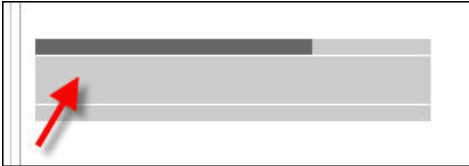
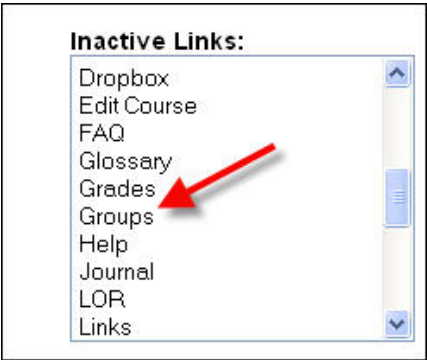
Carmen How-To

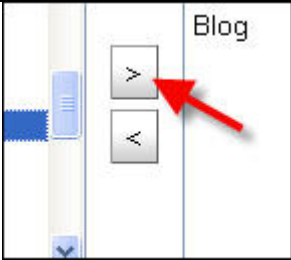

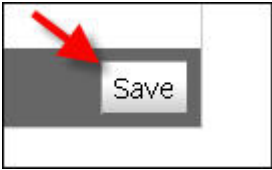
How to Add Course Tools

Brought to you by: Educational Technologies, Online Learning Support Unit



At some point while working with your course, you may need to add a new Carmen course tool such as a Quiz, Survey or other tool. This How-To will show you how to add a course tool.

<p>To a new Carmen course tool to your course select Edit Course</p>	 A screenshot of a web interface showing a red button with the text "Edit Course" in white. To the right of the button, a portion of another button with the letter "C" is visible.
<p>Then on the Course Admin Tools page, select NavBars</p>	 A screenshot of the Course Admin Tools page. The "NavBars" link is highlighted in blue, and a red arrow points to it. Above it, the text "Create, edit, or delete metadata settings." is visible. Below it, the text "Change the links to colors and background" is visible. The "Self-Registration" link is also visible below.
<p>First select the area you want to place the new tool using the graphic representation of your Navigation Menu Bars. This example shows you the upper right navigation bar is activated.</p>	 A screenshot of the Navigation Menu Bars. The upper right navigation bar is highlighted in grey, and a red arrow points to it.
<p>Select a new Tool from the Inactive Links box to add to the selected Navigation Bar area.</p> <p>This example shows adding Groups to your navigation bar.</p>	 A screenshot of the "Inactive Links" box. The list of links includes: Dropbox, Edit Course, FAQ, Glossary, Grades, Groups, Help, Journal, LOR, and Links. A red arrow points to the "Groups" link.
<p>Use the Arrow move the tool from Inactive Links to Active Links</p>	

	
<p>The new tool is added to Current Active Links</p>	
<p>Remember to Save the new tool setting</p>	
<p>The new tool is added to your Navigation Menu bar.</p>	