



## eCampus Vista: Adding Course Tools

Depending on how your section was created, tools may already appear on Course Tools. For example, the course depicted above already contains Calendar, Mail, Search, and Syllabus.

You can add the following Course Tools:

Announcements	Discussions	Media Library	Roster
Assessments	Goals	My Files	Search
Assignments	Local Content	My Grades	Syllabus
Calendar	Learning Modules	My Progress	Web Links
Chat	Mail	Notes	Who's Online

Tool choices depend on the type of content that you want to include in your course. For example, if you want to include quizzes in your course, you would add the Assessments tool. After you've added the tool, you can create quizzes and make them available to students.

Some tools, such as Search and Who's Online, do not need any further set up. Once you have added them and made them visible, students can use them immediately.


After adding tools, they are accessible from the Course Tools menu on the left of your screen. Course Tools, by itself, is a major organization feature of your course and is therefore always visible no matter the page you are on.


### To add tools:


1. From Designer Tools, click **Manage Course**. The Manage Course screen appears.

Your location: **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.

 **Colors**  
Choose colors for the course.

2. Click **Tools**. The Tools screen appears. There is a checkmark next to those that already appear on Course Tools.


< Your location: [Manage Course](#) > **Tools**


---


**Tools**  
Add tools to the course by selecting the check boxes. Remove tools by clearing the check boxes. If you remove a tool, all content in that tool is saved and available if you add the tool again.

---

**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.

3. Select the tools that you want to add and click **Save**. The tools are added to Course Tools.

## Choosing Tool Visibility

When you add a Course Tool it is automatically visible, meaning that students can see the tool and access any content that you have created with the tool.



If you are developing content for a course that is in progress, set the visibility to hidden until you are finished.

To change the tool visibility:

1. From Designer Tools, click **Manage Course**. The Manage Course screen appears.
2. Click **Course Menu** to display the tools that are currently added to Course Tools and My Tools.

Visibility to Students		
Move	Tool Name	Visibility to Students
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>+</span> <span><b>Course Tools</b></span> <span>Add Custom Link</span> </div>		
	Course Content	
	<input type="checkbox"/> Assignments	Show Link
	<input type="checkbox"/> Chat	Hide Link
	<input type="checkbox"/> Discussions	Hide Link
	<input type="checkbox"/> Mail	Hide Link
	<input type="checkbox"/> Syllabus	Hide Link
	<input type="checkbox"/> Web Links	Hide Link
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>+</span> <span><b>My Tools</b></span> <span>Add Custom Link</span> </div>		

If the tool is visible to students, the Hide Link button appears.  
 If it is hidden, the Show Link button appears.

- To change the visibility of the tool, in the row for the tool, click **Hide Link**. The link to the tool is hidden from students and an (H) appears next to the tool name on Course Tools on the Build and Teach tabs.