OVERVIEW

The following documentation will demonstrate how to add a tool to the course navigation menu.

*Note: The default course Navbar does not have the ability to be editted. A new Navbar will need to be created in order to add links/tools.

This tutorial is operating system independent.

Step 1

Log into your course and click on Edit Course.

Step 2

Click Navigation & Themes.
Step 3

Click on the title of the active navigation bar, denoted by (Active) next to the title.

*Note: You can create a new Navbar by creating a blank Navbar or by copying an existing Navbar.

<table>
<thead>
<tr>
<th>Navbars</th>
<th>Custom Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Navbar</td>
<td>DLC 10 - Schema ▼ ▼ ▼ ▼</td>
</tr>
<tr>
<td>Course Default</td>
<td>Navigation Bar used for new courses</td>
</tr>
<tr>
<td>DLC 10 - Classic Theme Navbar</td>
<td>navbar created for the 'Classic' theme</td>
</tr>
<tr>
<td>DLC 10 - Default Theme Navbar</td>
<td>navbar created for the default course theme</td>
</tr>
<tr>
<td>DLC 10 - Schema</td>
<td>navbar created for the 'Schema' theme</td>
</tr>
</tbody>
</table>
Step 4

In the location that you would like to add a tool click either Create Custom Link or Add Links.

- **Add Links**: If you chose Add Links, for links existing tools within D2L, continue to step 5.

- **Create Custom Link**: If you chose Create Custom Link, for external learning tools or custom urls, continue to step 6.

*Note*: The links that appear on the main course navigation bar are located in the Bottom Left Link Area and Bottom Right Link Area.
Step 5

Add links

Find the tool you would like to add to the bar, and check the box next to the tool. Click Add.

Proceed to step 11, after clicking Add.
Step 6

Create Custom Link

Type a name for your custom link in the **Name** field.

- **Name**: External Tool

- **Description**: Enter a description

- **URL**: Insert Quicklink

- **Behavior**: Same window

Create  Close
Step 7

If you are linking to an External Learning tool (i.e. McGraw Hill) or a specific course item, click the **Insert Quicklink** button, then proceed to the next step.

If you are entering a custom link, type it into the **URL** field, then proceed to step 10.
Step 8

Click on your desired area, most commonly **External Learning Tools**. The following step reflects inserting an External Learning Tool link, but other processes are identical.
Step 9
Click on your desired link.

Insert Quicklink

External Learning Tools

CourseSmart Bookshelf
eTextbooks
Turning Technologies Clicker Registration

Create New LTI Link

Manage External Tools (Opens in a new Tab)
Step 10

Click the **Create** button.
Step 11

When done adding links, click **Save and Close**.

- **Edit Navbar**
  - **Name**: DIL 19 - Schramm
  - **Description**: Navbar created for the "Classic" theme

- **Links**
  - **Self-Service**: My Name, Email, Locker
  - **Create Custom Link**: Create Custom Link, Add Links

Step 12

Make sure that your Navbar is set to active. If not select your Navbar from the drop-down menu. Click **Apply**.

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<td>Create Navbar</td>
<td></td>
</tr>
<tr>
<td>Active Navbar</td>
<td>DIL 19 - Schramm</td>
</tr>
</tbody>
</table>

- **Course Details**
  - **Navigation Bar used for new courses**: Shared from Whitewater
  - **DIL 10 - Classic Theme Navbar**: Navbar created for the "Classic" theme
  - **DIL 10 - Default Theme Navbar**: Navbar for the default course theme
  - **DIL 10 - Schramm**: Navbar created for the "Classic" theme

- **Shared from Whitewater**: Not shared
- **Default**: Not shared
Step 13

Your tool will be displayed on the navigation bar once you leave the Edit navbar screen.

*Training adapted with permission from the University of Colorado-Boulder