Add Course Message Tool to Menu (Navigation) Bar

If you want students to access the Messages tool often, you can add a link to the course menu for one-click access to the tool. You can customize the name of the link as needed.

1. Ensure Edit Mode is ON and point to the plus sign above the course menu. The Add Menu Item drop-down list appears.
2. Select Tool Link.
3. Type a Name for the link.
4. From the Type drop-down list, select Course Messages.
5. Select the Available to Users check box.
6. Click Submit.

The new tool link appears last in the course menu list. Press and drag the arrows icon to move the link into a new position. Click the Messages action link ( ) to access the contextual menu. You can rename, delete, or hide the link from students.