# Qwickly – Adding Qwickly Tools to a Course

## Adding Qwickly Tools to the Course Menu

1. Access a course.
2. From the course menu, select **Add Menu Item**.



1. Select **Tool Link**.



1. Enter a name in the *Name* field.
2. Select the *Type* menu and choose **Qwickly Tools** from the list.
3. Leave the *Available to Users* checkbox blank if the link should NOT be visible to students.
4. Select **Submit**.



1. The tool link will appear in the course menu.



**NOTE**: Repeat these steps to add Qwickly Attendance to the course menu.

## Adding Qwickly Tools to a Content Area

1. Navigate to a content area.
2. Select **Tools**.



1. Select **More Tools**.

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1. Choose either **Qwickly Tools** or **Qwickly Attendance**.



1. On the *Create Link* page, enter a **Link Name**.



1. In the *Options* section at the bottom, determine if the tool will be available to students.



1. Select **Submit**.
2. The tool will appear in the content area.

