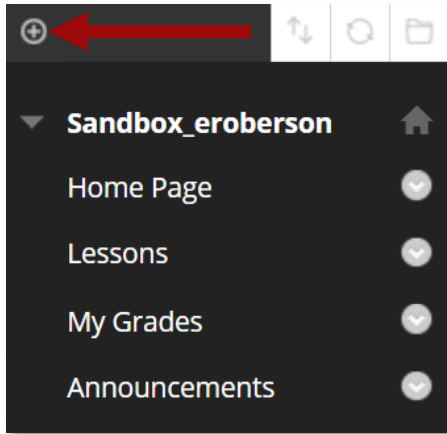


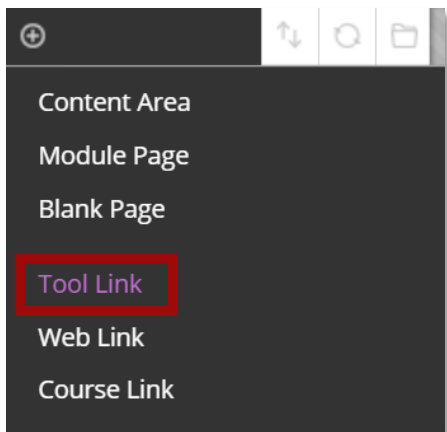
## Qwickly – Adding Qwickly Tools to a Course

### Adding Qwickly Tools to the Course Menu

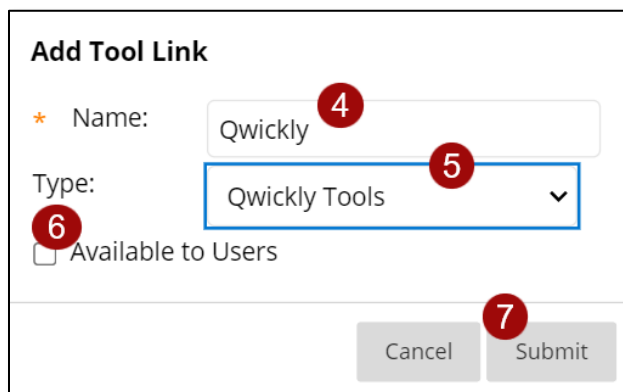
1. Access a course.
2. From the course menu, select **Add Menu Item**.



3. Select **Tool Link**.

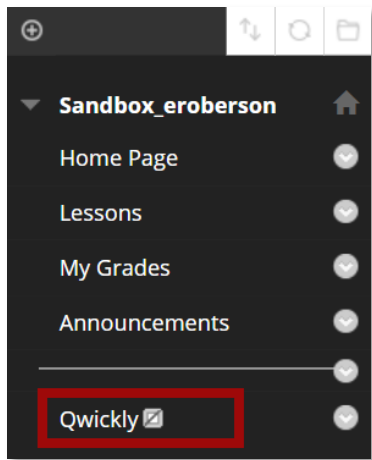


4. Enter a name in the *Name* field.
5. Select the *Type* menu and choose **Qwickly Tools** from the list.
6. Leave the *Available to Users* checkbox blank if the link should NOT be visible to students.
7. Select **Submit**.

A screenshot of the 'Add Tool Link' form. The form has a title 'Add Tool Link' and several fields:

- 'Name:': A text input field containing 'Qwickly', with a red circle containing the number '4' next to it.
- 'Type:': A dropdown menu with 'Qwickly Tools' selected, with a red circle containing the number '5' next to it.
- 'Available to Users': A checkbox that is unchecked, with a red circle containing the number '6' next to it.
- At the bottom right, there are two buttons: 'Cancel' and 'Submit', with a red circle containing the number '7' next to the 'Submit' button.

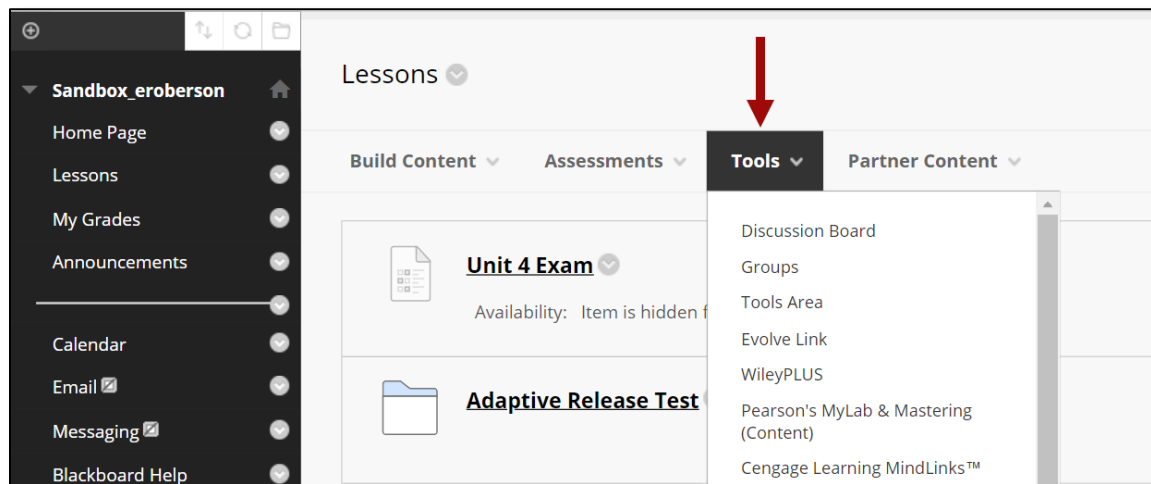
8. The tool link will appear in the course menu.



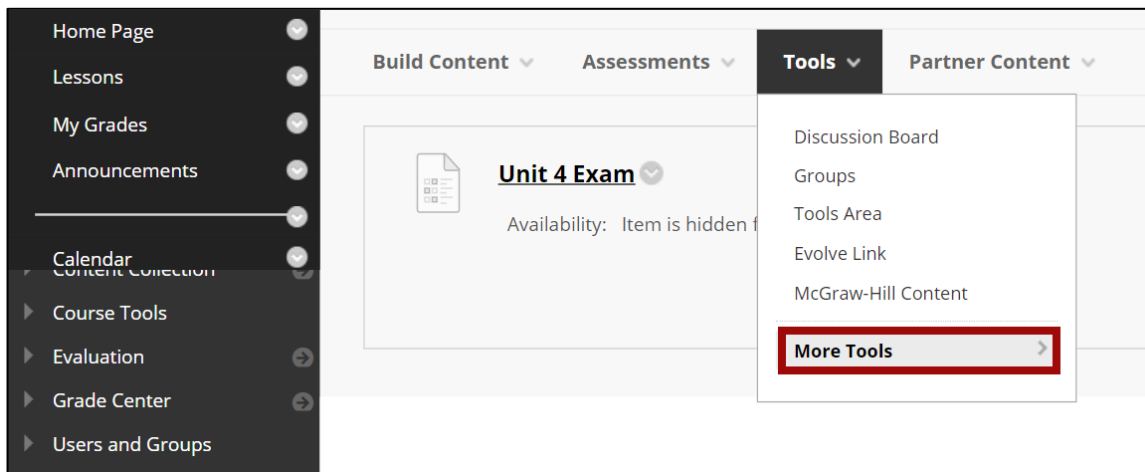
**NOTE:** Repeat these steps to add Qwickly Attendance to the course menu.

### Adding Qwickly Tools to a Content Area

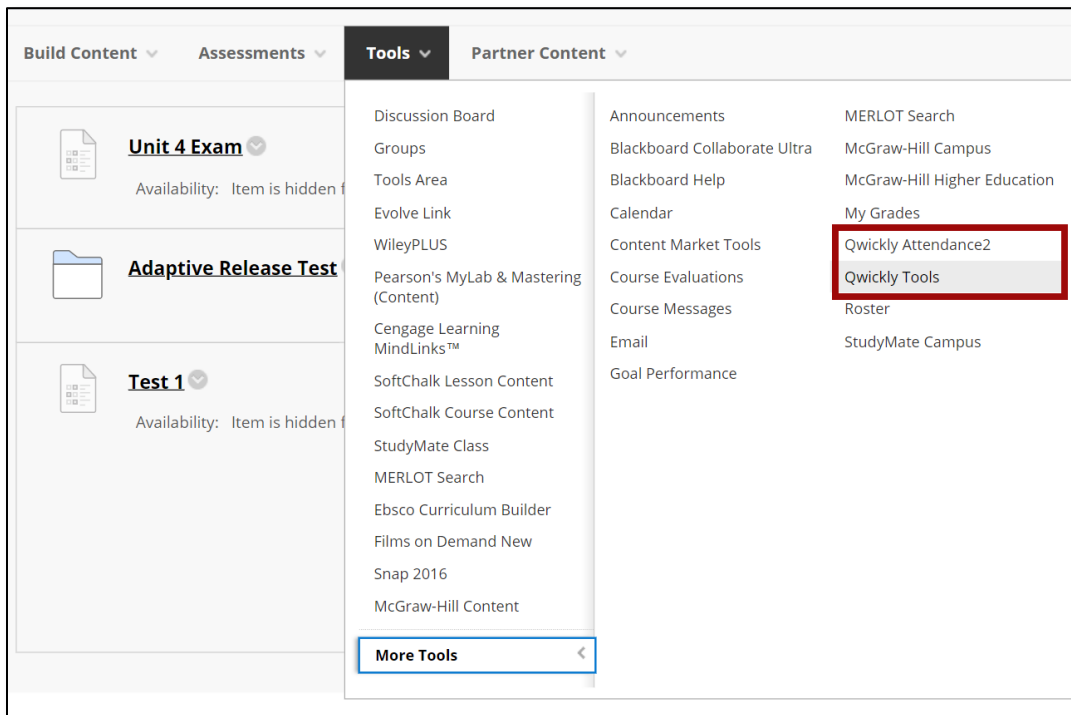
1. Navigate to a content area.
2. Select **Tools**.



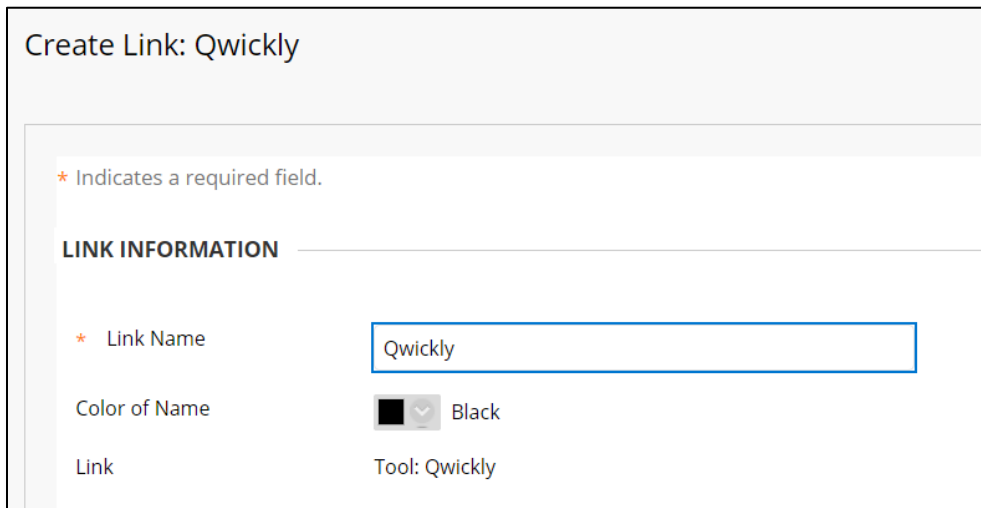
3. Select **More Tools**.



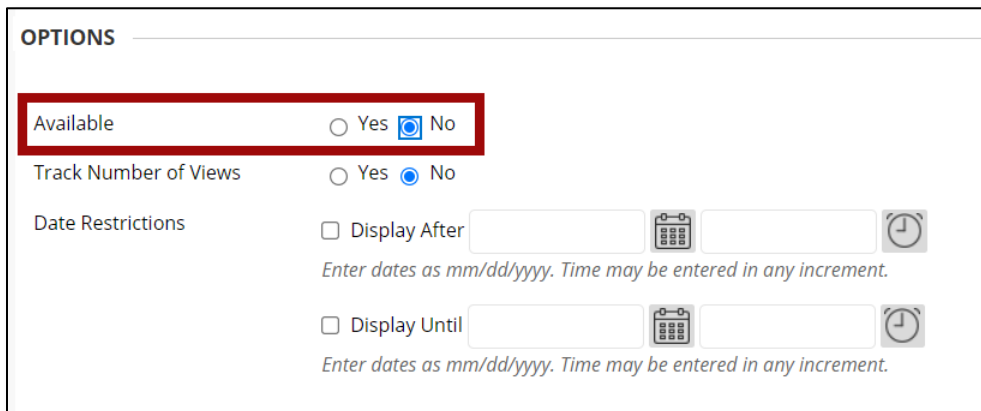
4. Choose either **Quickly Tools** or **Quickly Attendance**.



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



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



7. Select **Submit**.
8. The tool will appear in the content area.

