Step by Step: **Adding A Web Link To The Course Menu**

1. Be sure **Edit Mode** is ON.

2. Point to the + above the Course Menu and click on **Web Link**.

3. On the Add Web Link window, enter the **Name** to be displayed on the Course Menu and the **URL**.

4. Click to check **Available to Users**.

5. Click the **Submit** button.

6. The **Web Link** will appear at the bottom of your Course Menu. Click and drag the up/down arrows to reposition it, if needed.