




## ADD COMMUNICATIONS TOOLS TO A WEBCT COURSE

Adding Tools	
Steps	Comments or Notes
<b>Step 1:</b> Access your WebCT course	
<b>Step 2:</b> From the Build Tab, click Manage Course	
<b>Step 3:</b> Click the "Tools" link	
<b>Step 4:</b> Click the checkbox for each tool you would like to add	Note this process covers all Communication Tools except the Groups Tool. The Groups Tool is accessed through the Group Manager under the Teach tab.
<b>Step 5:</b> Click Save	
Note 1: To remove tools, follow the steps above but uncheck boxes for the tools you would like to remove.	
Note 2: Tools that you have added will appear as part of the Course Tools Menu.	
