



## Customizing your My Tools Menu – D2L Tutorial

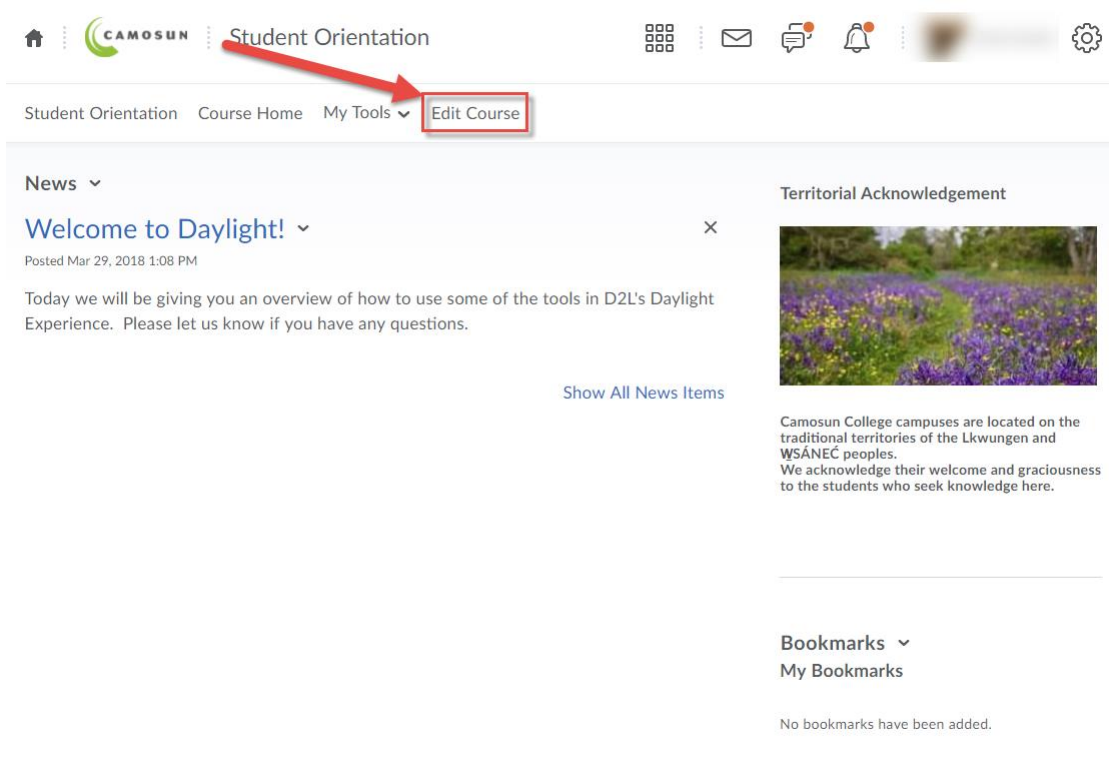
This tutorial is designed for faculty who have experience using D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

### Scenario

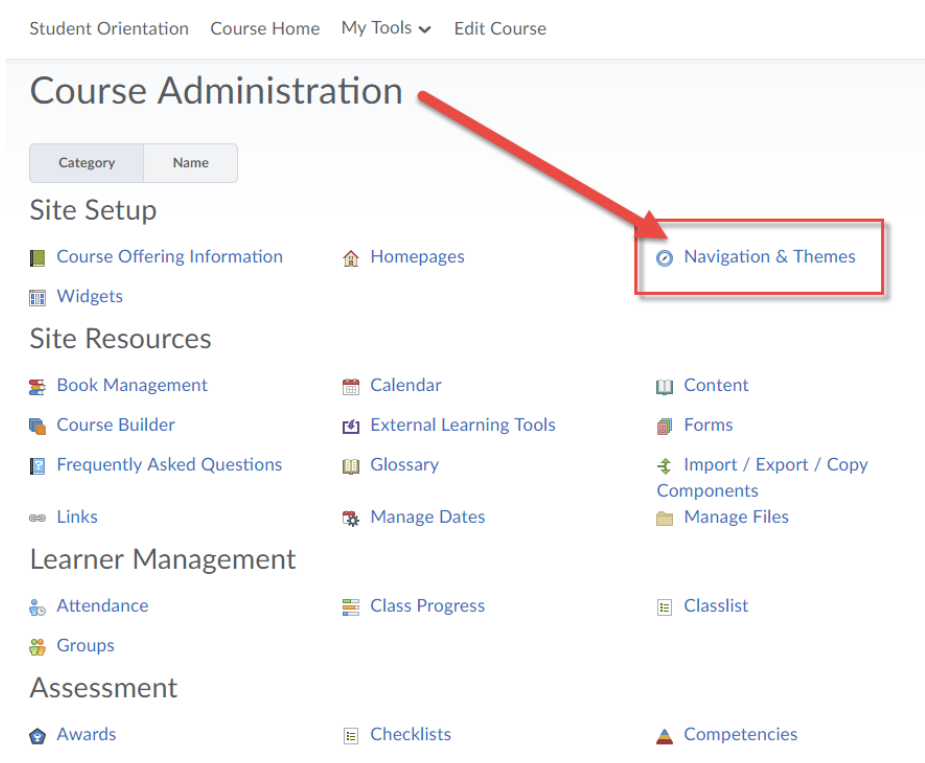
This tutorial will cover the steps involved when you wish to modify what is on your My Tools drop-down menu. Note that this tutorial presumes you have NOT copied an already modified My Tools menu from another course. If this is the case, all you will need to do is add that My Tools menu to your navigation bar.

### Steps

1. Go to your D2L course site.
2. Click on **Edit Course** in your course Navbar.



3. Click on **Navigation and Themes**.



Student Orientation Course Home My Tools ▾ Edit Course

## Course Administration

Category Name

### Site Setup

- Course Offering Information
- Homepages
- Navigation & Themes
- Widgets

### Site Resources

- Book Management
- Calendar
- Content
- Course Builder
- External Learning Tools
- Forms
- Frequently Asked Questions
- Glossary
- Import / Export / Copy Components
- Links
- Manage Dates
- Manage Files

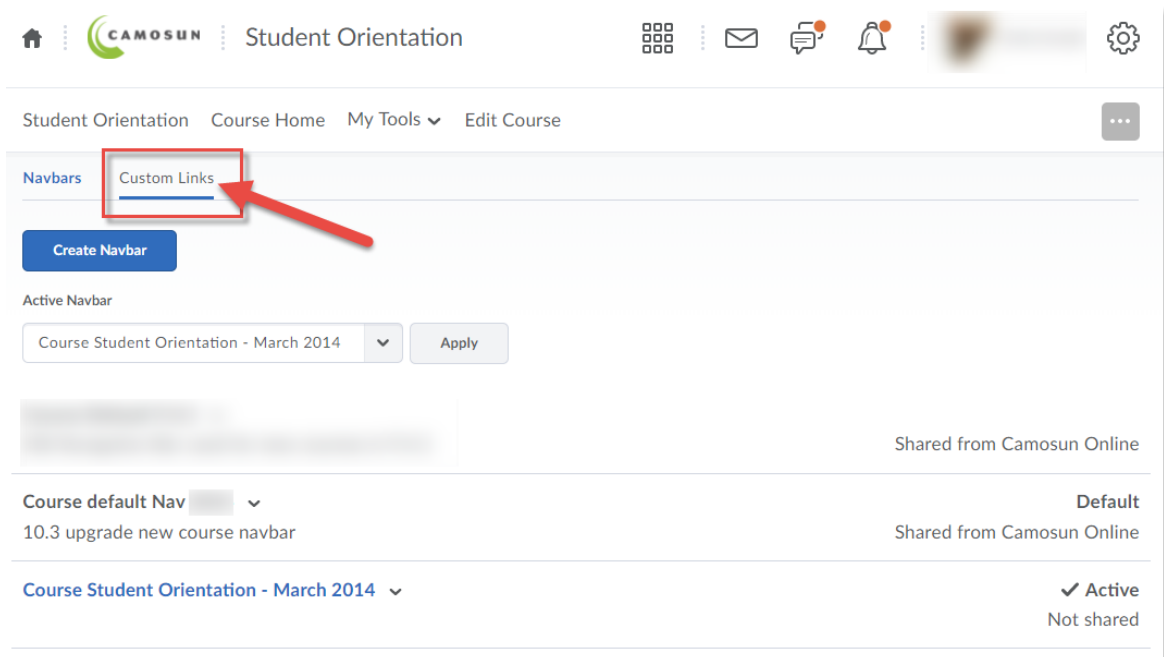
### Learner Management

- Attendance
- Class Progress
- Classlist
- Groups

### Assessment

- Awards
- Checklists
- Competencies

4. Click on **Custom Links**.



Student Orientation

Student Orientation Course Home My Tools ▾ Edit Course

### Navbars

- Custom Links

Create Navbar

Active Navbar

Course Student Orientation - March 2014 ▾ Apply

Shared from Camosun Online

Course default Nav ▾ Default

10.3 upgrade new course navbar Shared from Camosun Online

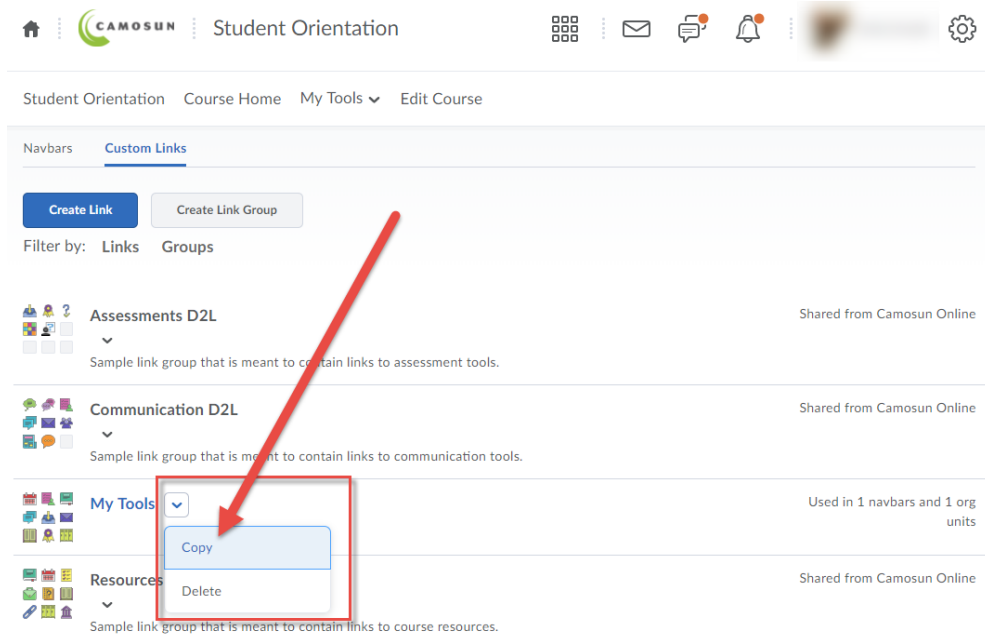
Course Student Orientation - March 2014 ▾

✓ Active Not shared

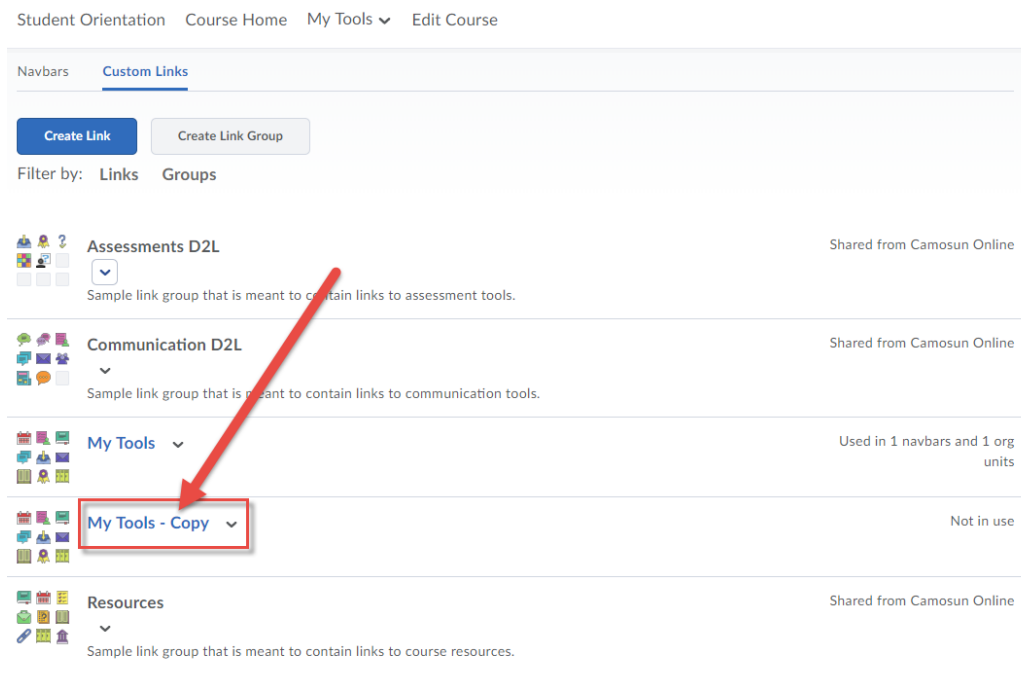


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5. Create a copy of the existing My Tools menu by clicking on its drop-down menu and selecting **Copy**. (Note, if you do not see a My Tools menu in the Custom Links area, you may need to create a copy of the default Navbar first. See the tutorial *Customizing your Navigation Bar* for those instructions.) We recommend creating a copy of the My Tools menu so you have the default to go back to if needed.



6. Click on the linked name of the copy you just made.



- Change the **Name** of your My Tools menu (for example, to “HIST100 Tools) and delete (or alter) the **Description**. Note that the name you choose for the My Tools menu is the one that will appear in your NavBar once you place it on your NavBar.

Student Orientation Course Home My Tools Edit Course

### Edit Custom Link Group

Name\*  
Orientation Tools

Icon  
Drop file here, or click below!  
Upload Choose Existing

Description  
My Tools menu for the Student Orientation course

Links

- Calendar X
- Classlist X
- Content X

Save Cancel

- In the **Links** area, you can drag links to move them up or down in the list (hold your left mouse button on the three lines next to the link name), delete links by clicking on the **X**'s, and add links to other tools in D2L by clicking on **Add Existing Link**. When you have finished editing your new My Tools menu, click **Save**.

Links

- Calendar X
- Classlist X
- Content X
- Discussions X
- Dropbox X
- Email X
- Glossary X
- Grades X
- Locker X
- Manage Files X
- Quizzes X

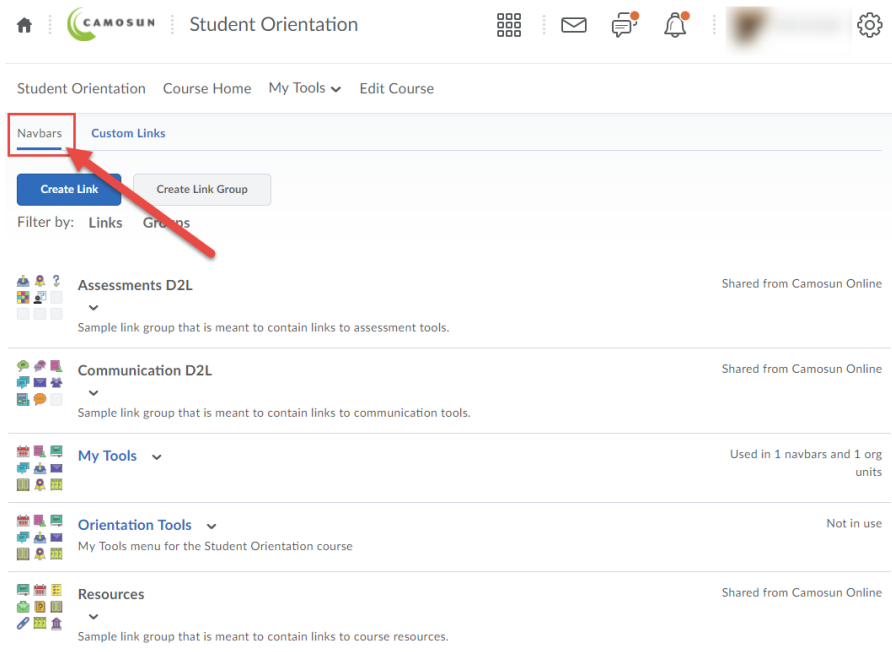
Add Existing Link Create Link

Save Cancel



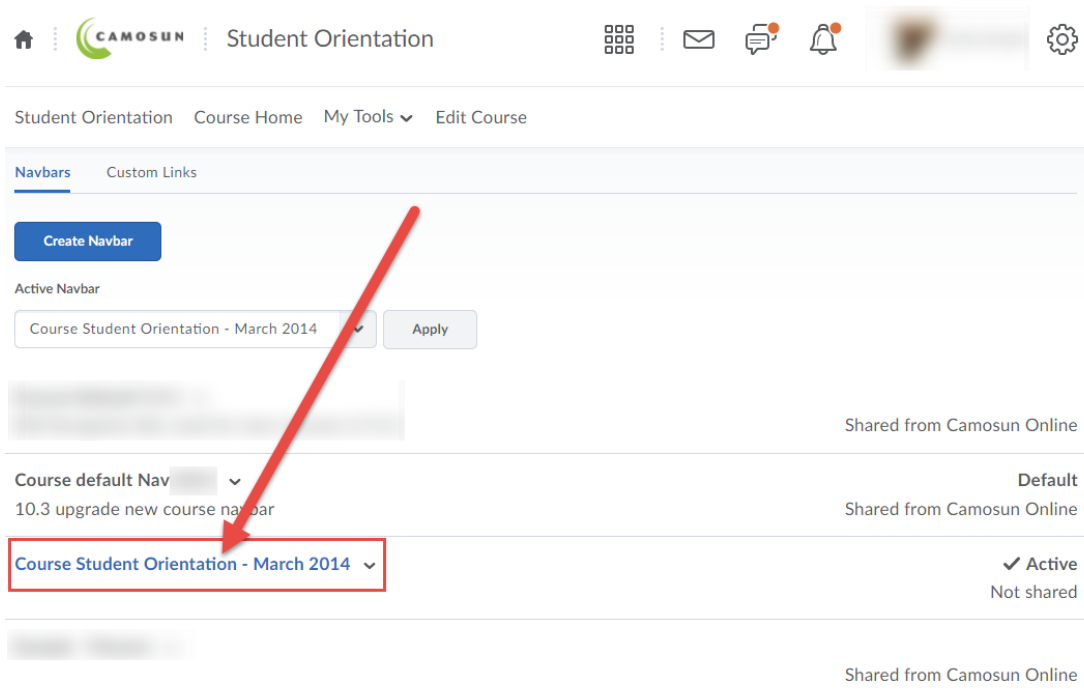
## To update the My Tools menu link on your Navbar,

1. Go back to **Navigation and Themes** (if you are not already there) and/or click **Navbars**.



The screenshot shows the top navigation bar of the Camosun Student Orientation course. The 'Navbars' tab is highlighted with a red box, and a red arrow points to it. Below the navigation bar, there are buttons for 'Create Link' and 'Create Link Group'. A list of link groups is displayed, including 'Assessments D2L', 'Communication D2L', 'My Tools', 'Orientation Tools', and 'Resources'. The 'My Tools' group is highlighted with a red box, and a red arrow points to it.

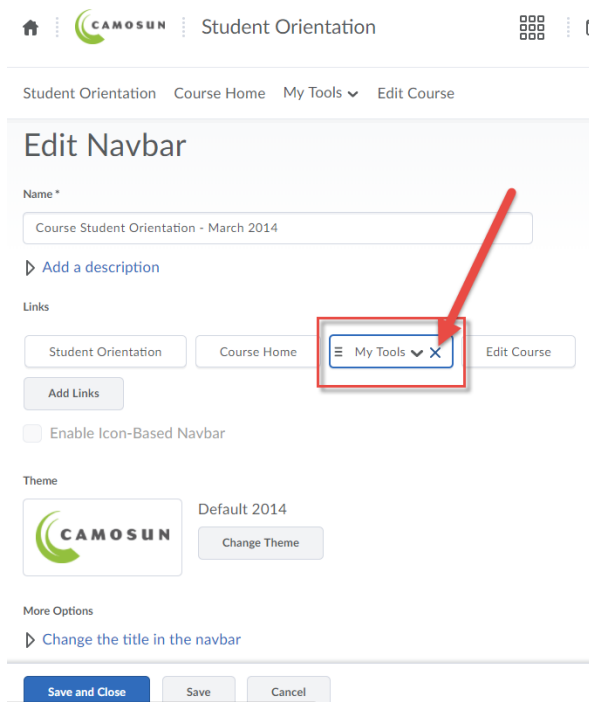
2. Click on the title of your active Navbar (for instructions on creating a custom Navbar and activating it, see the tutorial *Customizing your Navigation Bar*.)



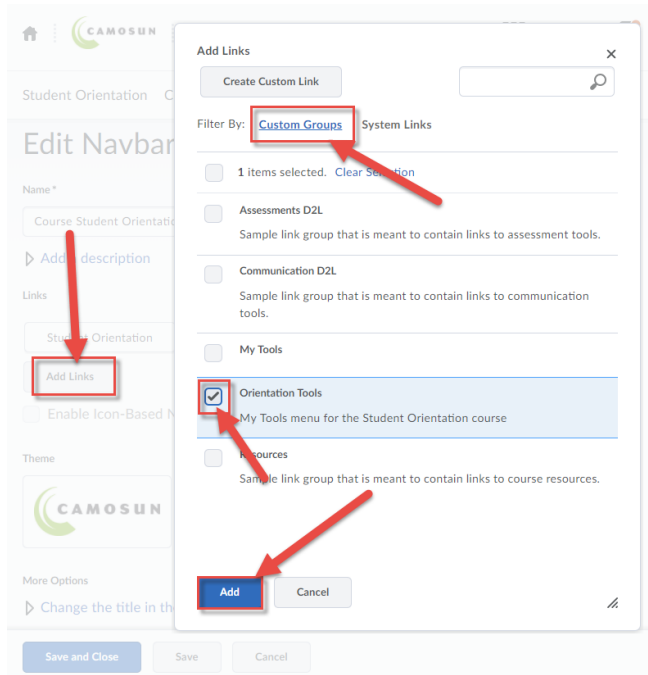
The screenshot shows the 'Navbars' tab selected in the course page. A red arrow points to the 'Create Navbar' button. Below the button, there is a section for 'Active Navbar' with a dropdown menu showing 'Course Student Orientation - March 2014' and an 'Apply' button. A list of navbars is displayed, including 'Course default Nav' and 'Course Student Orientation - March 2014'. The 'Course Student Orientation - March 2014' navbar is highlighted with a red box, and a red arrow points to it.



3. In the Links area, delete the default *My Tools* link by placing your mouse over **My Tools** and clicking the **X**.



4. Click the **Add Links** button. In the pop-up box that appears, click **Custom Groups**. Select the new *My Tools* menu you created, and click **Add**.



5. If you like, you can move your new Tools link by clicking and holding down your left mouse button on the Tools link, and dragging it to another location in the links box. Click **Save and Close**.

**Edit Navbar**

Name\*

Course Student Orientation - March 2014

▶ Add a description

Links

Student Orientation Course Home Orientation Tools ▼ Edit Course

Add Links

Enable Icon-Based Navbar

Theme

Default 2014

Change Theme

More Options

▶ Change the title in the navbar

Save and Close Save Cancel

## Things to Remember

You will only see your new My Tools menu on your Navbar if you have added it to your Navbar AND activated your Navbar. Check these first if your new My Tools menu does not appear on your Navbar.

Once you have created a new My Tools menu, you can copy it to other courses using **Import/Export/Copy Components**.



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