

Seaport 3: Link a Tool to a Lesson

Follow the steps below to link to a tool (Discussion Forum, Dropbox, Journal, or Quiz) from within a lesson.

- Before proceeding with the steps below, make sure to first create the forum, dropbox, journal, or quiz.
- If the tool will be used as an assessment, after linking the tool to a lesson, attach the tool to the Gradebook Assessments List.

1. After logging in and selecting your course, click **Course Lessons** (Figure 1).

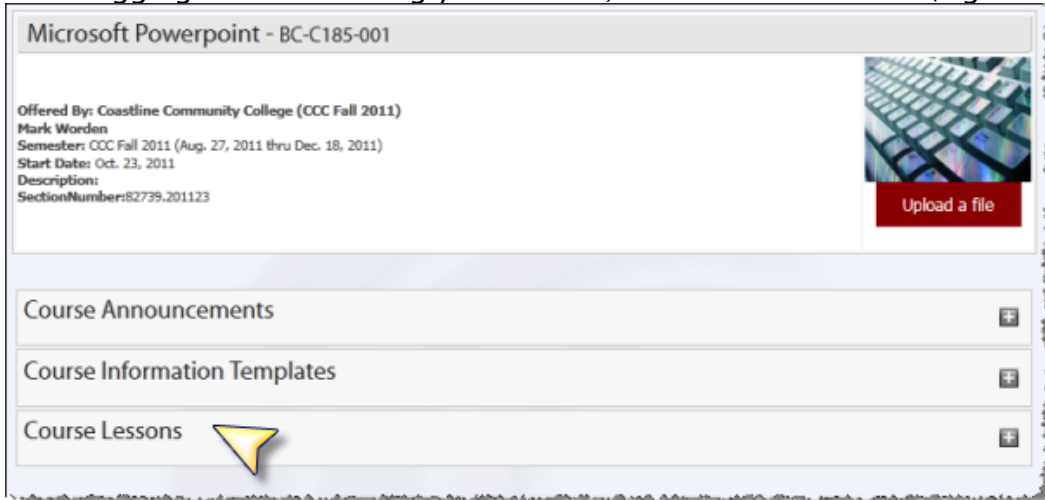


Figure 1

2. Click the name of the lesson that you wish to edit (Figure 2).

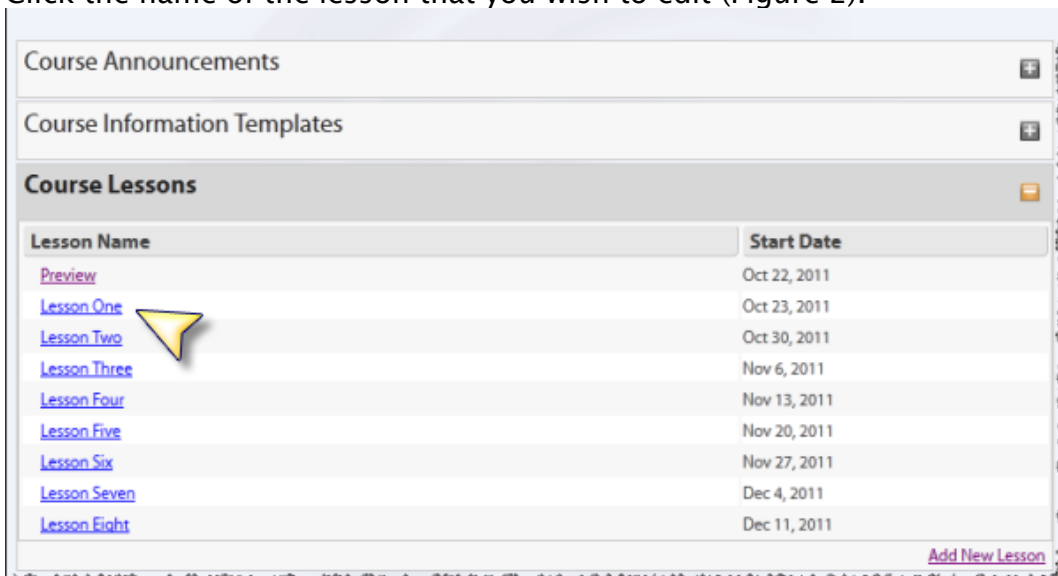


Figure 2

Seaport 3: Link a Tool to a Lesson

3. Click the Tools tab (Figure 3).

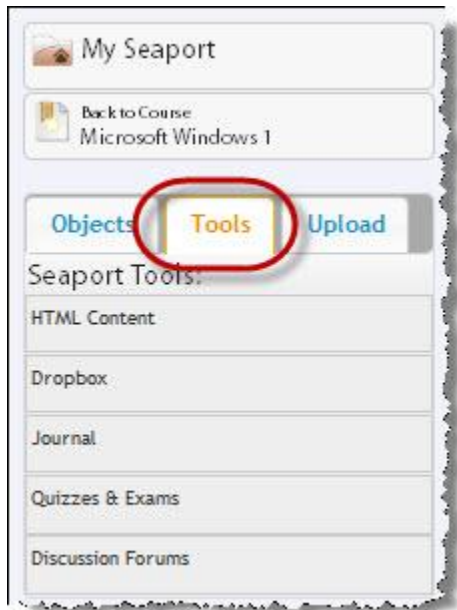


Figure 3

4. Point to the desired tool, click and hold your left mouse button, and drag your mouse until the tool is in the position that you wish. Then release your mouse button (Figure 4). This is called “Drag and Drop”.

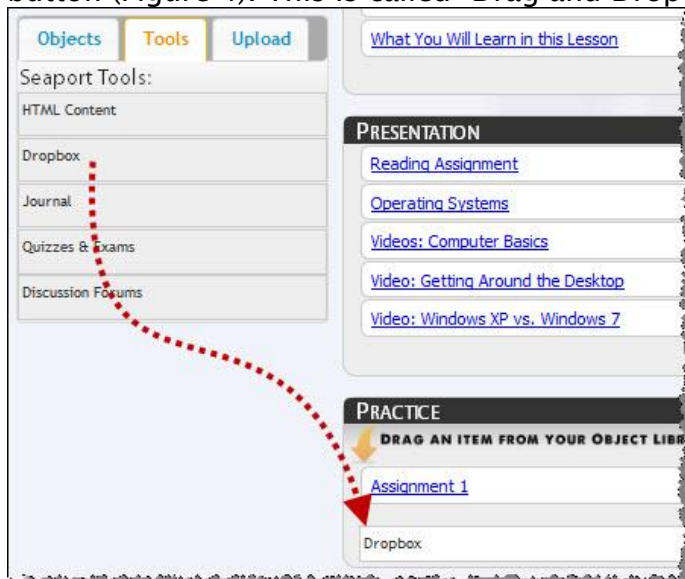


Figure 4

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5. Select the desired tool that you'd like to link to such as the forum thread topic, the dropbox, the journal activity, or the quiz (Figure 5).

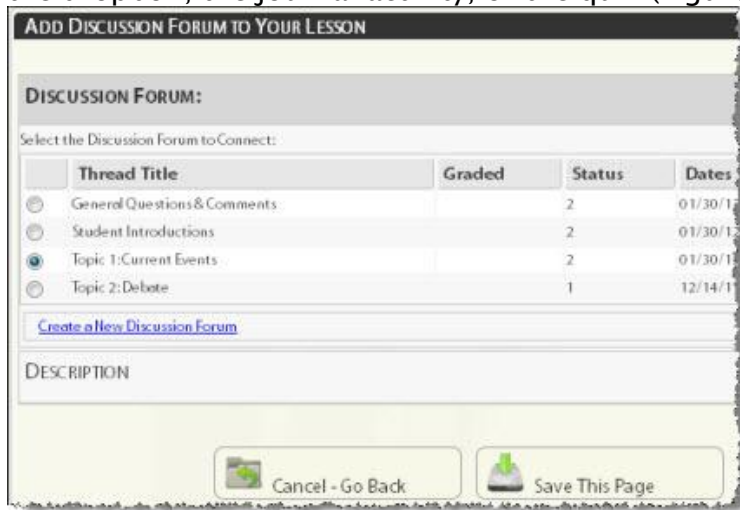


Figure 5

Note about quizzes:

- If you are linking to a quiz, all the quizzes that you own will appear in the list, not just the ones for this course.
- Click on “Open/Close Dates” and enter the quiz open and close dates (Figure 6).

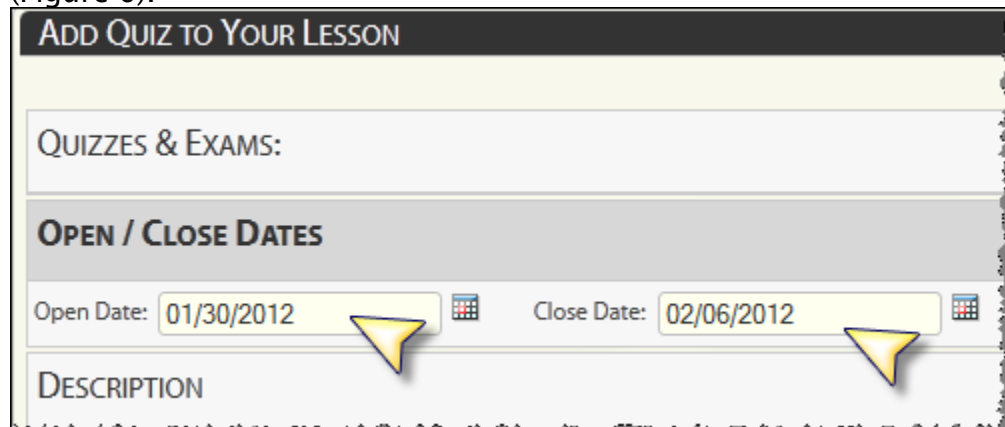


Figure 6

6. Click “Description” and enter your instructions to students. This text will appear above the link in the lesson.
7. Click “Save This Page”.