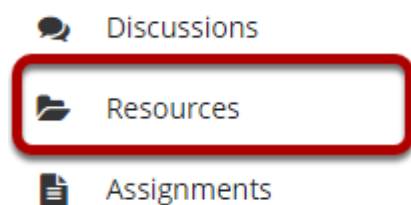


How do I make a link to a Resources folder appear in the Tool Menu?

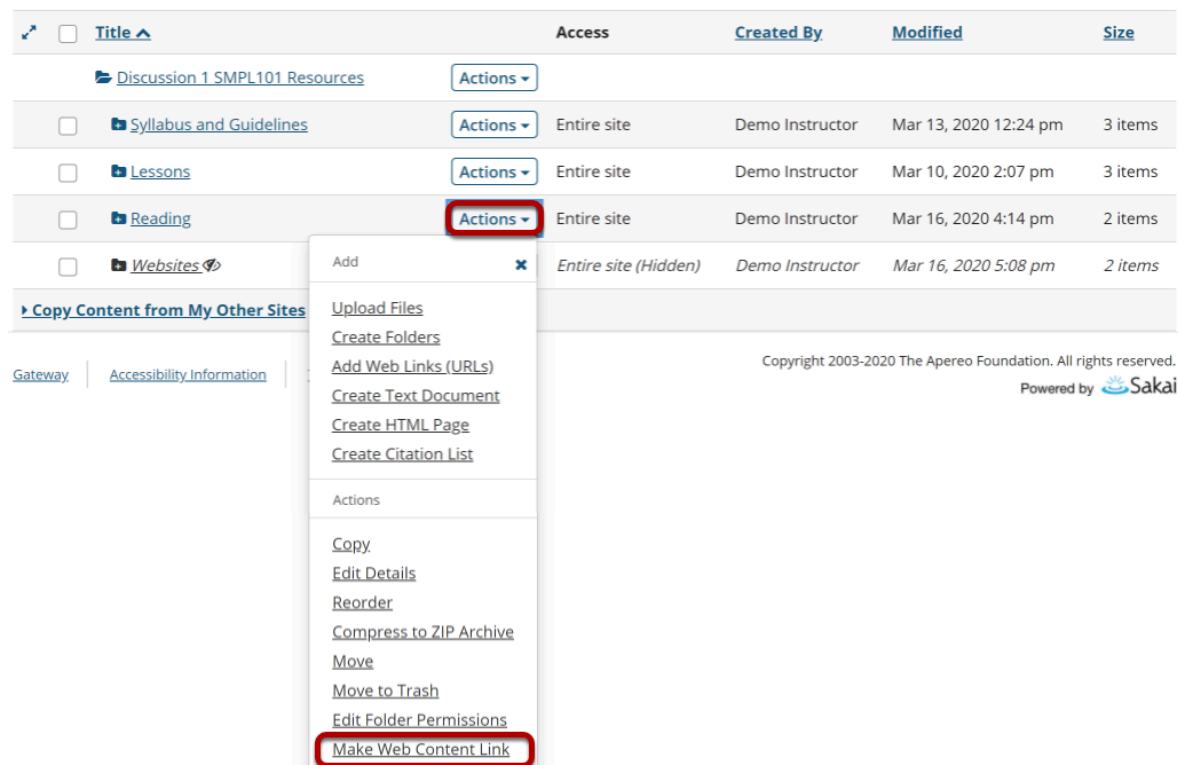
Instructors can create a link to a Resource folder and have that link appear as a button in the Tool Menu.

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click Actions, and then select Make Web Content Link.

A screenshot of the Sakai Resources folder interface. The interface shows a table of resources with columns for Title, Access, Created By, Modified, and Size. The 'Reading' resource is selected, and its 'Actions' dropdown menu is open. The 'Make Web Content Link' option is highlighted with a red box. The table contains the following data:

<input type="checkbox"/>	Title ^	Access	Created By	Modified	Size
<input type="checkbox"/>	Discussion 1 SMPL101 Resources				
<input type="checkbox"/>	Syllabus and Guidelines	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>	Lessons	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>	Reading	Entire site	Demo Instructor	Mar 16, 2020 4:14 pm	2 items
<input type="checkbox"/>	Websites	Entire site (Hidden)	Demo Instructor	Mar 16, 2020 5:08 pm	2 items

To create a link to a Resources folder, to the right of the folder, from the **Actions** drop-down menu, select **Make Web Content Link**.

This displays the Make Web Content Link page.

Enter a title, and then select Add.

RESOURCES

Link Help

Make Web Content Link

This allows you to quickly create a Web Content Link to this piece of content.

Title

Readings

ADD

Cancel

Enter a title for the page link, and then click **Add**.

View folder link in Tool Menu.

The screenshot shows the LMS interface. On the left is a vertical 'Tool Menu' with items: Overview, Lessons, Calendar, Announcements, Resources, Assignments, Gradebook, Chat Room, **Readings** (highlighted with a red box), and Site Info. The main content area is titled 'READINGS' and has buttons for 'Edit', 'Link', 'Help', and a close icon. Below the title is a link 'Up one level'. The section is titled 'Reading' and has a 'Show/hide descriptions' link. A description reads: 'This folder contains the reading assignments for this course as well as any ancillary documents or items.' Below the description are two image links: 'books-1163695_640.jpg' and 'knowledge-1052010_640.jpg'.

This creates a link in the Tool Menu. Clicking the button displays the folder contents.

Note: Any contextual descriptions that have been added to the folder or files are displayed on the page.