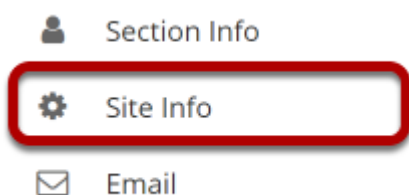


How do I hide or show items in the Tool Menu?

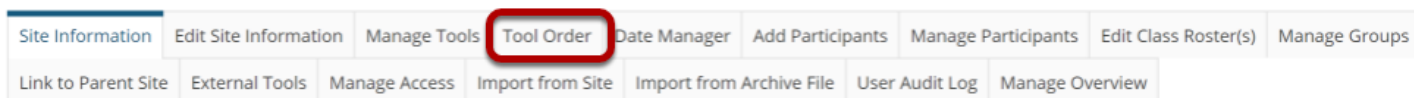
The Tool Menu can be customized by instructors or site administrators to modify the appearance of menu items in the site, including hiding or showing tools to site participants.

Go to Site Info.

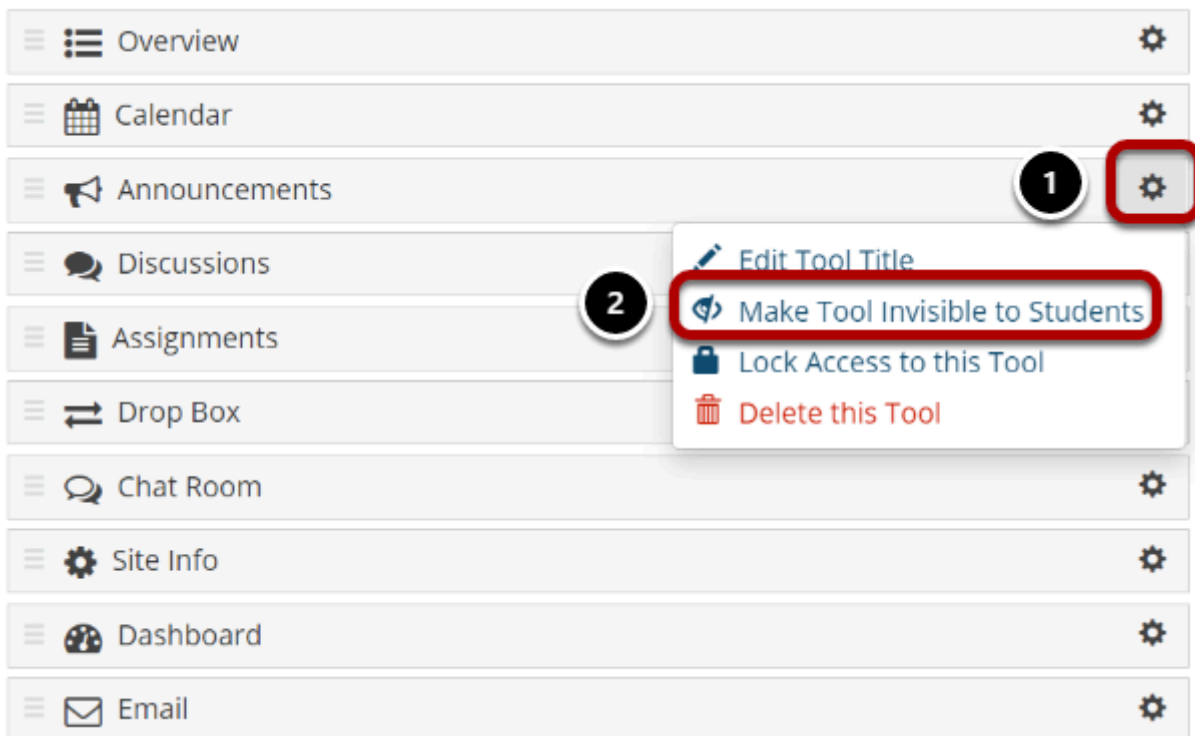


Select the **Site Info** tool from the Tool Menu of your site.

Click Tool Order.

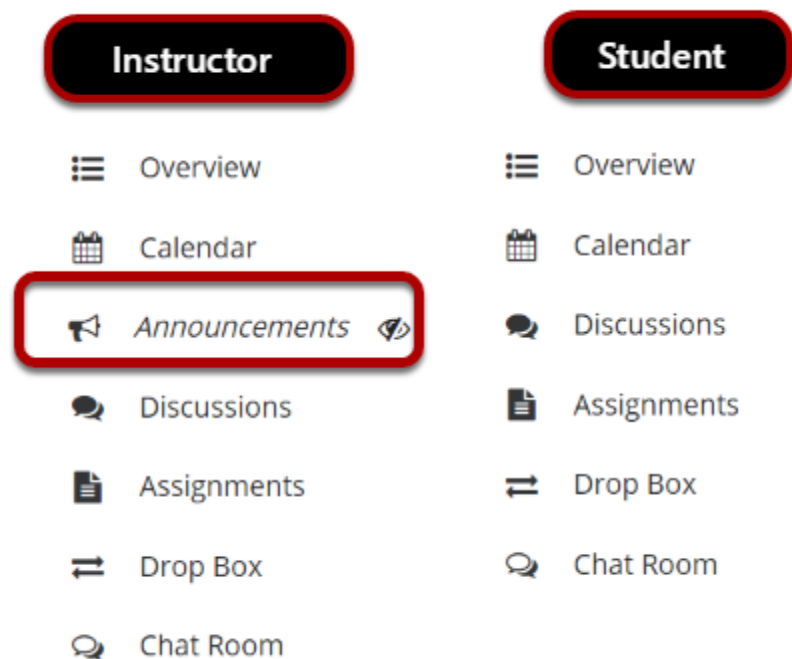


Hide a tool from site participants.



1. Click the **gear** icon to the right of a visible tool.
2. Select **Make Tool Invisible to Students**.

Example: Tool Menu with Hidden Tools



Hidden tools display for instructors and site administrators in italics, in light gray, and with an **eyeball with a slash** icon (**Hidden from site members**). In the example pictured above, the instructor sees the hidden tool, while students do not.

Using Content in Hidden Tools

To organize activities and make it easier for students or site members to access site content, you can use visible tools in your site, such as [Lessons](#), to link to or embed items from hidden tools.

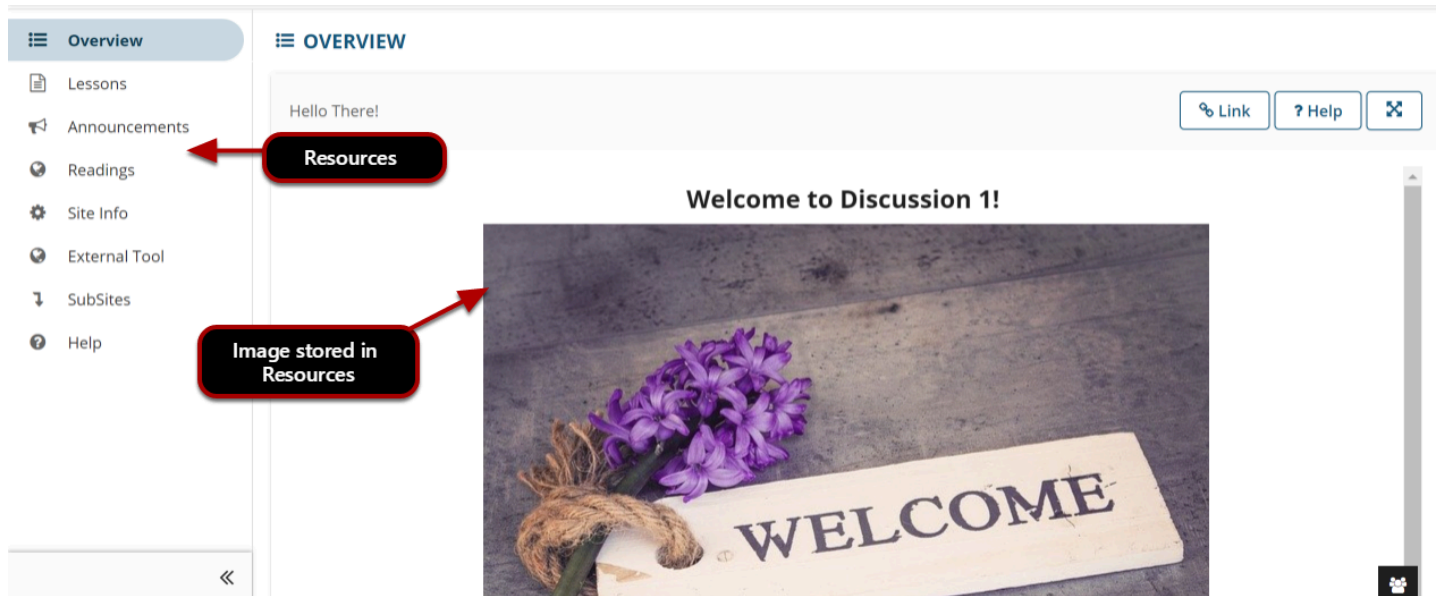
For example, if you hide the Resources tool in your site and upload an article PDF to Resources, you can create a lessons page and use the **Add Content Links** option to link to the article and make it available to students. You can also embed images on pages using the [Rich Text Editor](#).

Note:

- *The Tests & Quizzes tool must be visible to make feedback available to students; Tests & Quizzes feedback cannot be accessed via links in other tools.*
- *The Site Info tool must be visible to use joinable groups; students or site members join groups via the Site Info page.*

Example: Image from Hidden Resources Tool Embedded in a Lesson Page

Student view of Tool Menu and lesson page



Pictured above is a site's Tool Menu and Overview page, where Resources is hidden. The Overview page includes an embedded image that is stored in *Resources*.

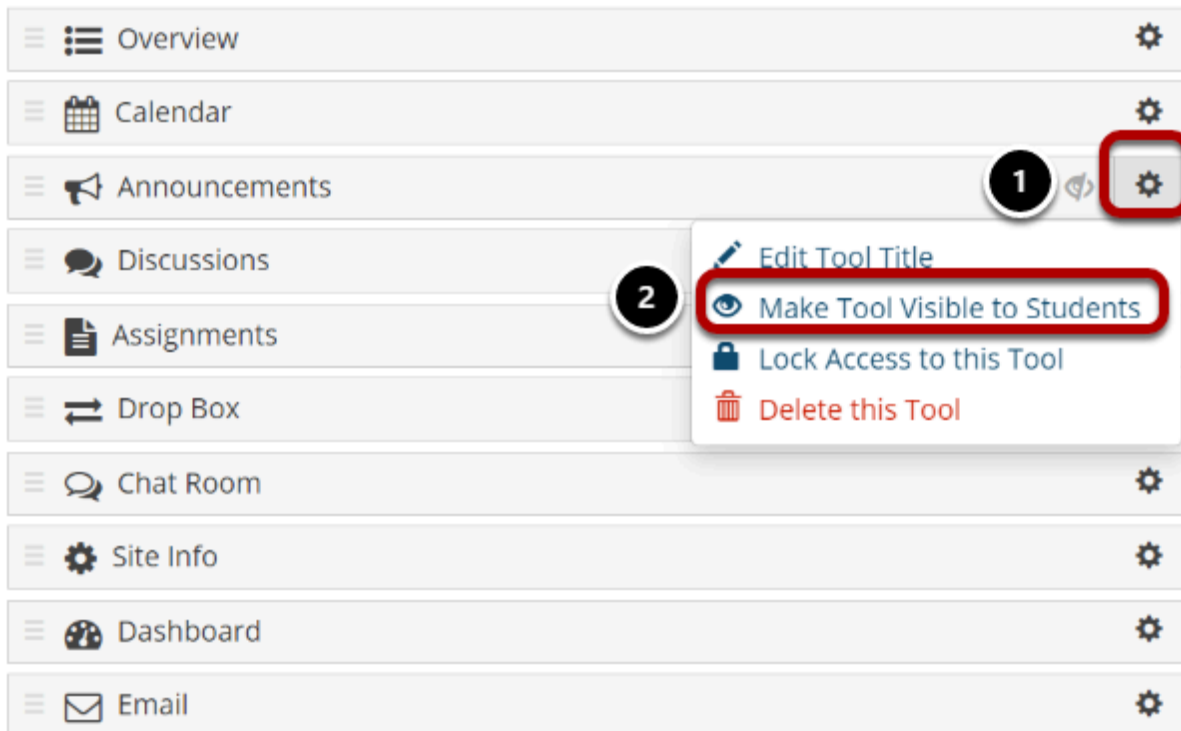
Instructor view of Tool Menu and Resources

The screenshot displays the instructor interface for the 'Resources' section. On the left, the 'Resources' menu item is circled in red, with a callout box stating 'Resources hidden'. The main content area shows a list of resources under the heading 'Site Resources'. A table lists various items, including 'Syllabus and Guidelines', 'Lessons', and several image files. One image file, 'hyacinth-1398839_640.jpg', is highlighted with a yellow box and a red callout box labeled 'Location of image'. The table columns are 'Title', 'Access', 'Created By', 'Modified', and 'Size'. The footer of the page contains the copyright notice: 'Copyright 2003-2020 The Apereo Foundation. All rights reserved.'

<input type="checkbox"/>	Title	Access	Created By	Modified	Size
<input type="checkbox"/>	Discussion 1 SMPL101 Resources	(Hidden)			
<input type="checkbox"/>	Syllabus and Guidelines	Public	Demo Instructor	Mar 17, 2020 6:24 pm	3 items
<input type="checkbox"/>	Lessons	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	4 items
<input type="checkbox"/>	books-1163695_640.jpg	Entire site	Demo Instructor	Mar 14, 2020 6:23 pm	47.6 KB
<input type="checkbox"/>	hyacinth-1398839_640.jpg	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	72.8 KB
<input type="checkbox"/>	knowledge-1052010_640.jpg	Entire site	Demo Instructor	Mar 14, 2020 6:23 pm	54.3 KB
<input type="checkbox"/>	otter-138576_1280.jpg	Entire site	Demo Instructor	Mar 18, 2020 10:18 pm	277.4 KB
<input type="checkbox"/>	Reading	Entire site	Demo Instructor	Mar 16, 2020 10:01 pm	2 items
<input type="checkbox"/>	Websites	Entire site (Hidden)	Demo Instructor	Mar 16, 2020 5:08 pm	2 items

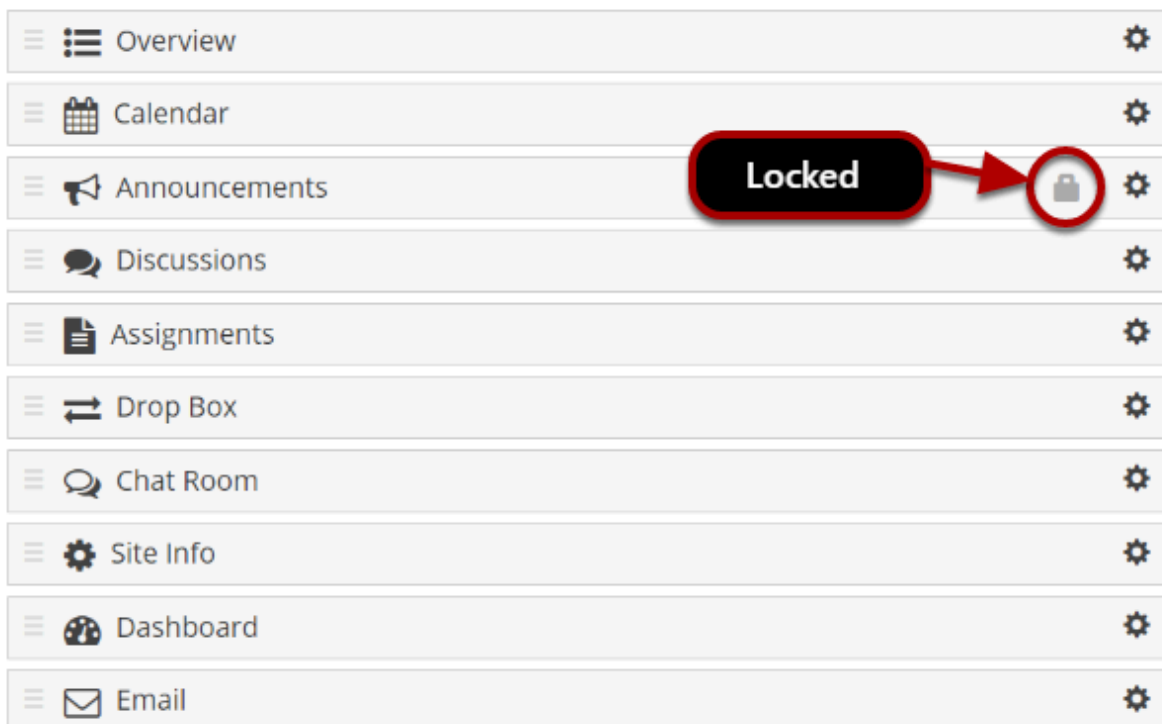
Pictured above is the instructor's view of the Tool Menu with hidden tools and the image file's location in *Resources*. The instructor has hidden *Resources* so that students will not be confused about where to find course materials.

Show a currently hidden tool to site participants.

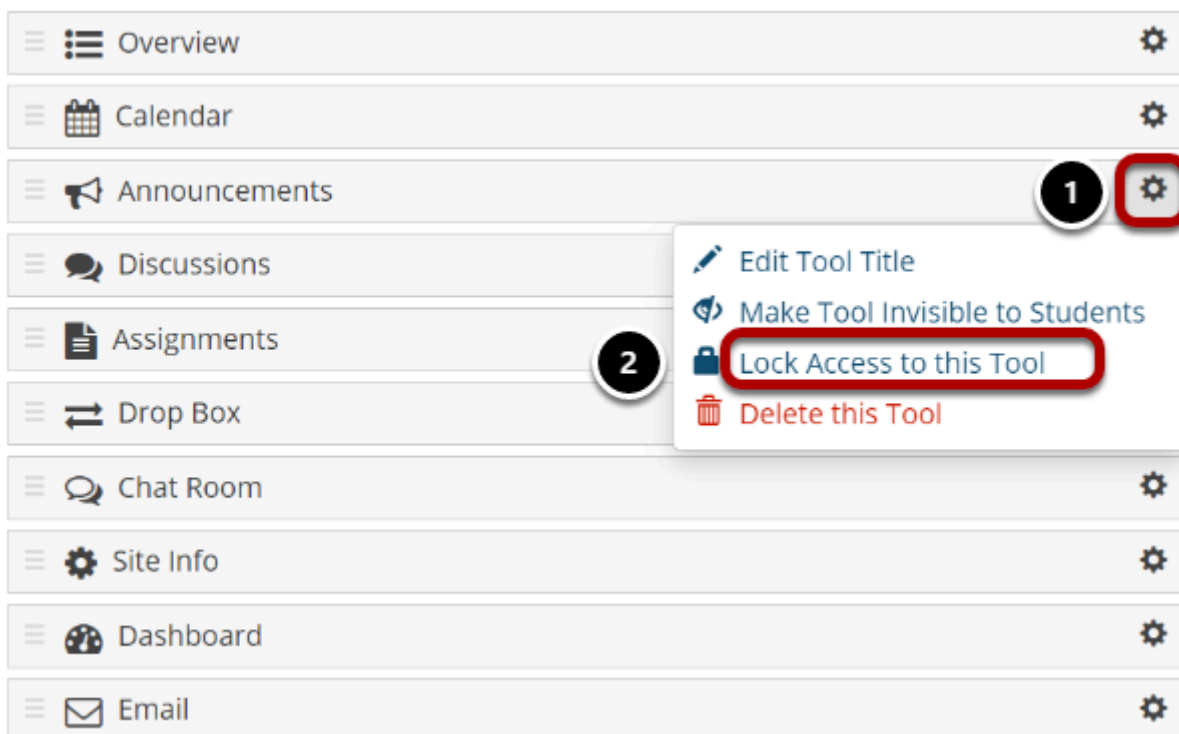


1. Click the gear icon to the right of a hidden tool.
2. Select **Make Tool Visible to Students**.

Lock access to a tool.



Tools can be **locked** so students or site members cannot access ANY content in the tool. Locked tools display on the Tool Order page with a **lock icon (tool is disabled for normal users)**.



1. Click the **gear** icon to the right of a tool.
2. Select **Lock Access to this Tool**.

Click Save.

