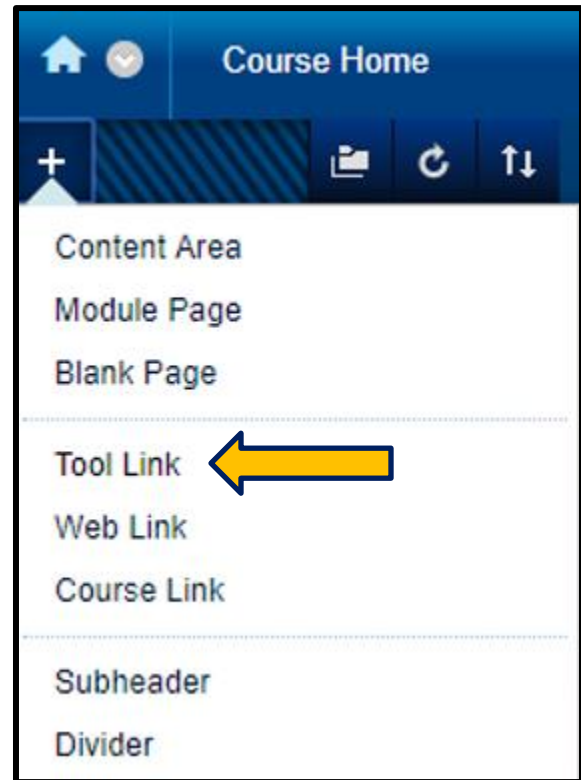
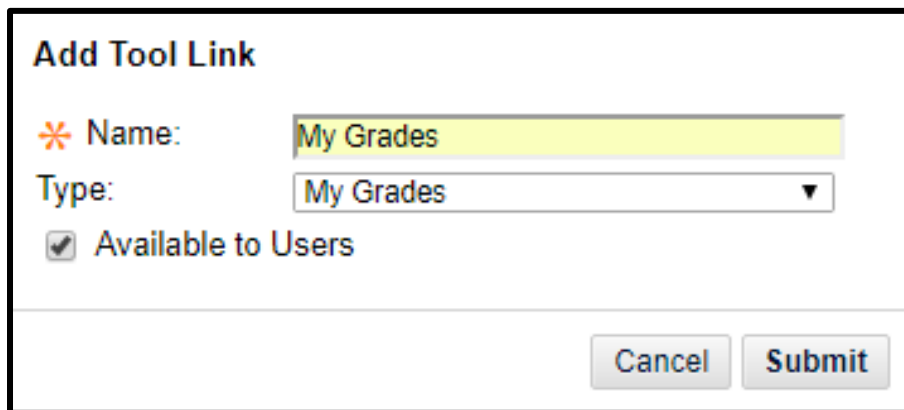


1. Click the **Add Menu Item** button above the Course Menu
2. Select **Add Tool Link**
3. In the Add Tool Link dialog box
  - a. Enter “My Grades” in the **Name** Section.
  - b. Select **My Grades** from the drop-down menu under **Type**
4. Click the **Checkbox** to make the Course Link available to users

The screenshot shows the 'Add Tool Link' dialog box. It has a title bar that says 'Add Tool Link'. Below the title bar, there are three fields: 'Name' with a red asterisk icon, 'Type', and 'Available to Users'. The 'Name' field contains the text 'My Grades'. The 'Type' field is a dropdown menu with 'My Grades' selected. The 'Available to Users' checkbox is checked. At the bottom right, there are two buttons: 'Cancel' and 'Submit'.