CENTER FOR
TEACHING, LEARNING,
AND TECHNOLOGY
Illinois State University

CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email **CTLT@ilstu.edu** or call **(309) 438-2542** if you have questions.

ReggieNet: Managing Tools

Video - Adding removing and organizing ReggieNet tools

ReggieNet has a large suite of tools available; a subset if these are added by default when a site is created. You can add, remove, hide, and change the order of tools.

Managing Site Tools

The **Site Info** tool is where you can manage your tools

Adding Tools

1. Click **Site Info** in the left-hand navigation bar.
2. Click the **Manage Tool**s tab. ReggieNet displays the list of available tools.
3. To add tools, check the box by the name of each appropriate tool.
4. To complete your selection, click **Continue**.
5. To confirm the changes and return to the Site Info home page, Click **Finish**.

Removing a tool

Tools can also be removed on the Tool Order page. It has the same effect as removing a tool using the Manage Tools option in Site Info.

1. Click **Site Info** in the left-hand navigation of your site.
2. Click the **Tool Order** tab.
3. Click the gear icon to the right of the tool name.
4. Click "Delete this Tool."
5. Alternatively, Click the **Manage Tool**s tab. ReggieNet displays the list of available tools. To remove tools, uncheck the boxes by the name of each appropriate tool. To complete your selection, click **Continue**, and then **Finish**.

Reordering tools

You can adjust the order in which the tools in the left-hand navigation are displayed.
1. Click **Site Info** in the left-hand navigation bar.
2. Click the **Tool Order** tab. ReggieNet displays the list of available tools.
3. Drag and drop the tools to reorder them. You can also click on **Sort Alphabetically** to sort the tools alphabetically.
4. To confirm the changes and return to the **Site Info** home page, click **Save**.

Hiding and renaming

Hiding a tool means that the tool will not be visible to students in the left-hand navigation. They may still be able to access items within that tool if you directly link to them.

1. Click **Site Info** in the left-hand navigation of your site.
2. Click the **Tool Order** tab.
3. Click the gear icon to the right of the tool name.
4. To hide the tool, click on "Make Tool Invisible to Students."
5. To unhide the tool, click on "Make Tool Visible to students".
6. To rename the tool, click "Edit Tool Title."
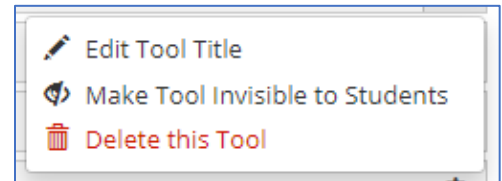
Disabling a tool

Some tools can be disabled for students. For example, if you disable the Resources tool, students will not be able to access it by any means. The tool is automatically hidden in the Tool Menu if it is disabled

1. Click **Site Info** in the left-hand navigation of your site.
2. Click the **Tool Order** tab.
3. Click the gear icon to the right of the tool name.
4. Click "Lock Access to this Tool."