Adding the Course Evaluation Link to the Left Menu

To add a Course Evaluation link on the left menu, complete the following steps:

1. Click the + sign at the top of the left menu.

2. Select the Web Link option from the dropdown menu.

3. Enter “Course Evaluation” in the Name text box. Copy the URL by right clicking on the link below, and select the Copy Hyperlink option.

   https://uhcl.campuslabs.com/ce

   Paste the URL in the URL text box by right clicking in the text box and selecting Paste. Check the box next to Available to Users, then click the Submit button. The link will be added to the bottom of the left menu.
4. Click on the down arrow next to the Course Evaluation link you just created, and select the Set Link to Open in a New Window option.