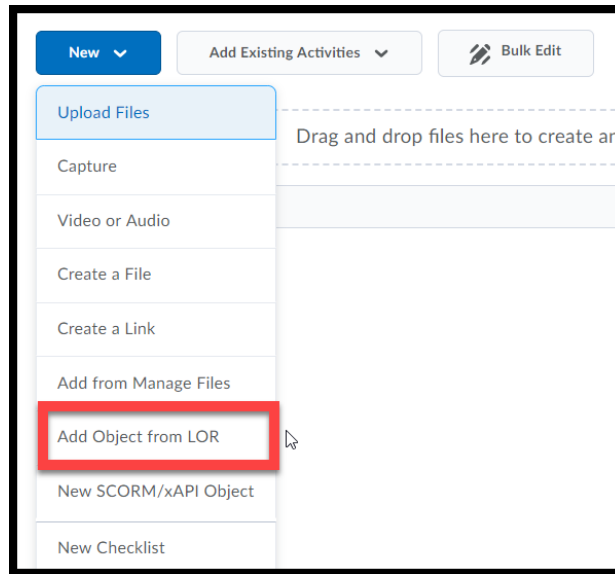
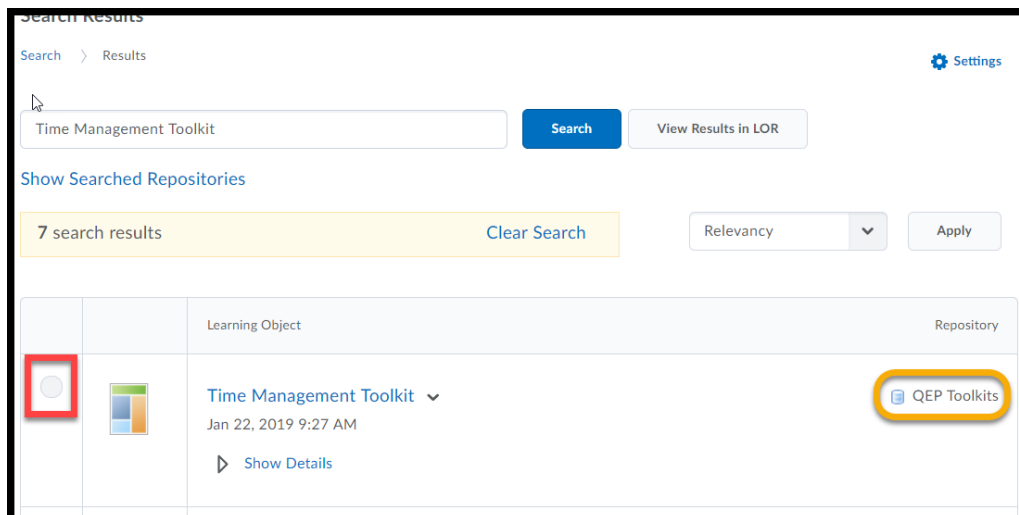


Adding the Time Management Toolkit

1. Go into the course
2. Click on **Course Content**
3. Click on the **module** to which you would like to add the toolkit
4. Click on **New**
5. Click on **Add Object from LOR**



6. Search for **Time Management Toolkit**
7. Select the **Time Management Toolkit** in **QEP Toolkit** Repository (see image below)
 - a. **IMPORTANT:** Please make sure to select the **Time Management Toolkit** located in the **QEP Toolkits** repository.



8. Click **Next**

9. Select **Dynamic Link to Newest Version**

Retrieve Object

- Dynamic Link to Newest Version
Create a link that always points to the newest version of this learning object.
- Locked Link to This Version
Create a link that always points to the specified version of the learning object.
- Copy as Content

10. Click **Next**

11. Click **Create Topic**