

How to Create a Tool Link

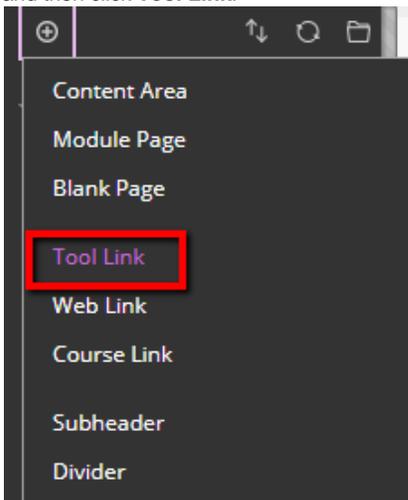
Once you've activated the desired course tools, adding a link to them on your Blackboard Course Menu is quick and easy.

- Adding a Tool Link to the Course Menu
- Adding a Tool Link to a Content Area

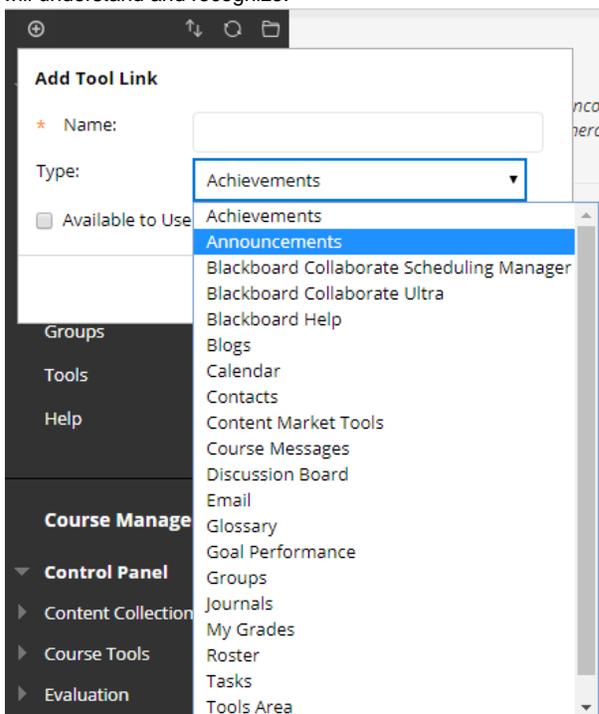
Adding a Tool Link to the Course Menu

Step-by-step guide

1. Point to the **Contextual Menu** (the plus sign in the upper left) on the **Course Menu** area, and then click **Tool Link**.



2. Select the **Tool** to add from the drop-down menu, then give it a name that your students will understand and recognize.



Related articles:

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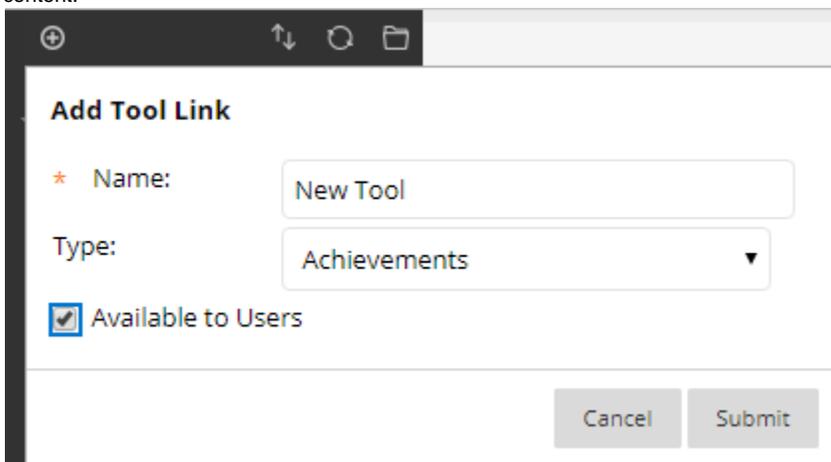
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3. Be sure to make the link available to users by checking the **Available to Users** box. If you do not do this students will not be able to see the Tool Link and won't have access to that content.

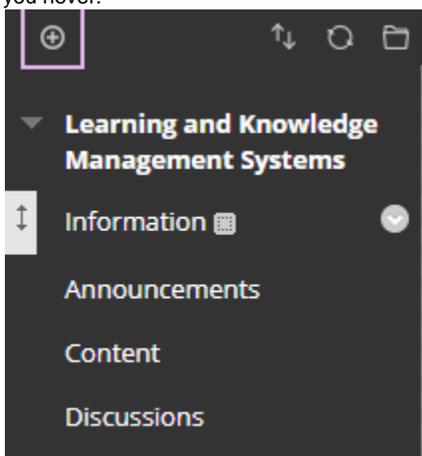


The screenshot shows a dialog box titled "Add Tool Link". It has a dark header bar with a plus icon, a refresh icon, a circular arrow icon, and a folder icon. The main content area is white and contains the following fields:

- Name:** A text input field containing "New Tool".
- Type:** A dropdown menu with "Achievements" selected.
- Available to Users:** A checkbox that is checked.

At the bottom right, there are two buttons: "Cancel" and "Submit".

4. Click **Submit**.
New Course Menu items are automatically added to the bottom of the Course Menu. The links can be rearranged with the drag-and-drop arrows that appear on the left side when you hover.



Adding a Tool Link to a Content Area

Step-by-step guide

1. Hover over the **Tools** menu and select the tool you want to create a link to. If you don't see the Tool you're looking for, select **More Tools** to see all options.

4. Choose the desired **Options**.

OPTIONS

Available Yes No

Track Number of Views Yes No

Date Restrictions

Display After  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

5. Click **Submit**.

For questions or comments, contact the Computer Services Help Desk
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417-836-5891