

Blackboard Learn

Add a Tool Link to Your Course Menu

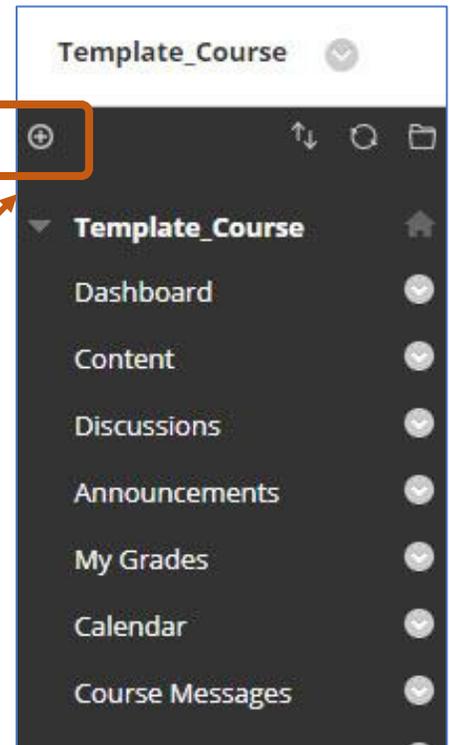
You can customize your Course Menu by adding links to tools that you use in Blackboard Learn. Adding a tool link makes it easy for students to access the various tools available including: Media Gallery, Assignments, Journals, Blogs, and Wikis.

Add a Tool Link

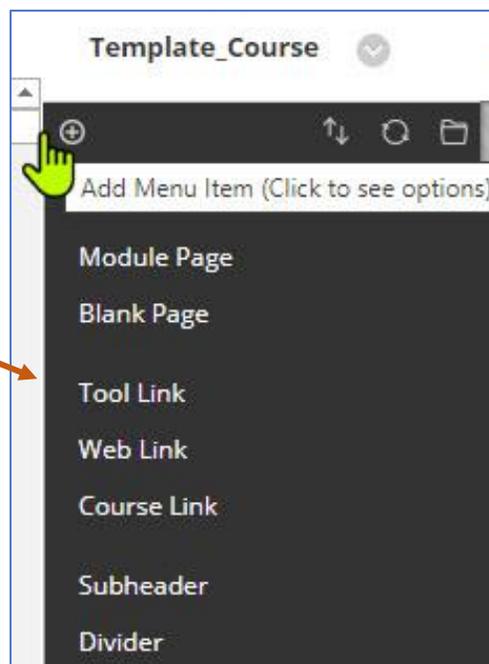
A standard Course Menu has some default links. The only Blackboard tool that is linked by default is Discussions.

If you'd like to create links to other tools that you use regularly follow these step by step instructions:

1. In your Course Menu look for the plus sign in a circle at the top left.
2. Click the plus sign to see options for adding a menu item.

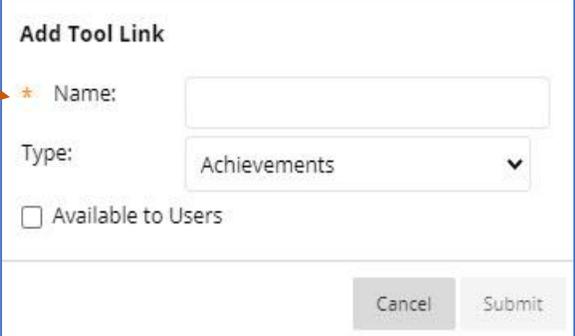


3. Choose 'Tool Link'.



Name and select Tools

- When the Add Tool Link box opens there is a required field to name the new link
- If the name is different than the tool you're linking to, make sure it makes sense in the context of your course. For example, if you are using **Journals** for weekly reflections you could name a link to the Journal tool 'Weekly Reflections'



Add Tool Link

* Name:

Type:

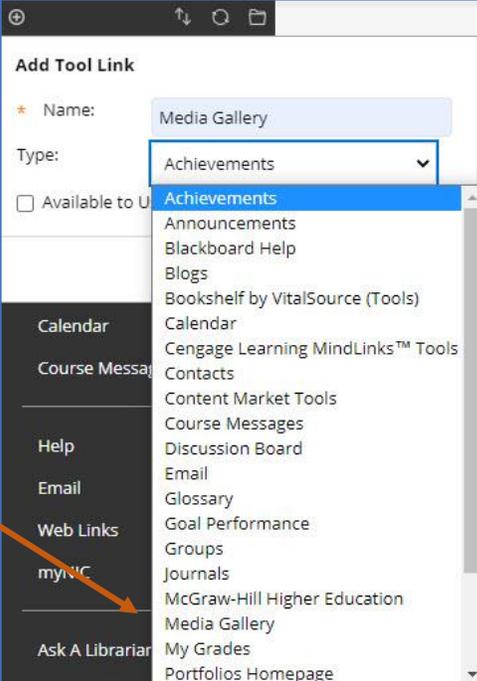
Available to Users

Cancel Submit

- In this example we will add a link to the Media Gallery for a course.

- Type the link name (Here it is Media Gallery).

- Choose the link you want to add from the drop-down menu



Add Tool Link

* Name:

Type:

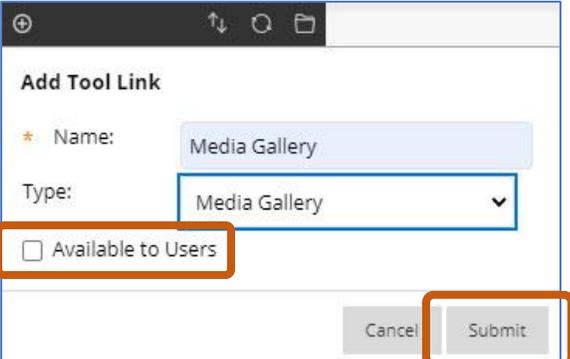
Available to Users

Calendar
Course Messages
Help
Email
Web Links
myVCC
Ask A Librarian

Achievements
Announcements
Blackboard Help
Blogs
Bookshelf by VitalSource (Tools)
Calendar
Cengage Learning MindLinks™ Tools
Contacts
Content Market Tools
Course Messages
Discussion Board
Email
Glossary
Goal Performance
Groups
Journals
McGraw-Hill Higher Education
Media Gallery
My Grades
Portfolios Homepage

- Make the link available to users by clicking the check box

- Click **Submit**



Add Tool Link

* Name:

Type:

Available to Users

Cancel Submit

Reorder your Tool Link in the Course Menu

11. Any new link you add will appear at the bottom of the menu.

You can change that by hovering over the link you created until a while box with an arrow appears.

Click the arrow and drag the link up (or down) to where you want it to appear.

This will work for all items in your Course Menu.

***Note** If you are unable to click and drag an item, Look for the up and down arrows at the top of the Course Menu. You can manually reorder menu items from there.

