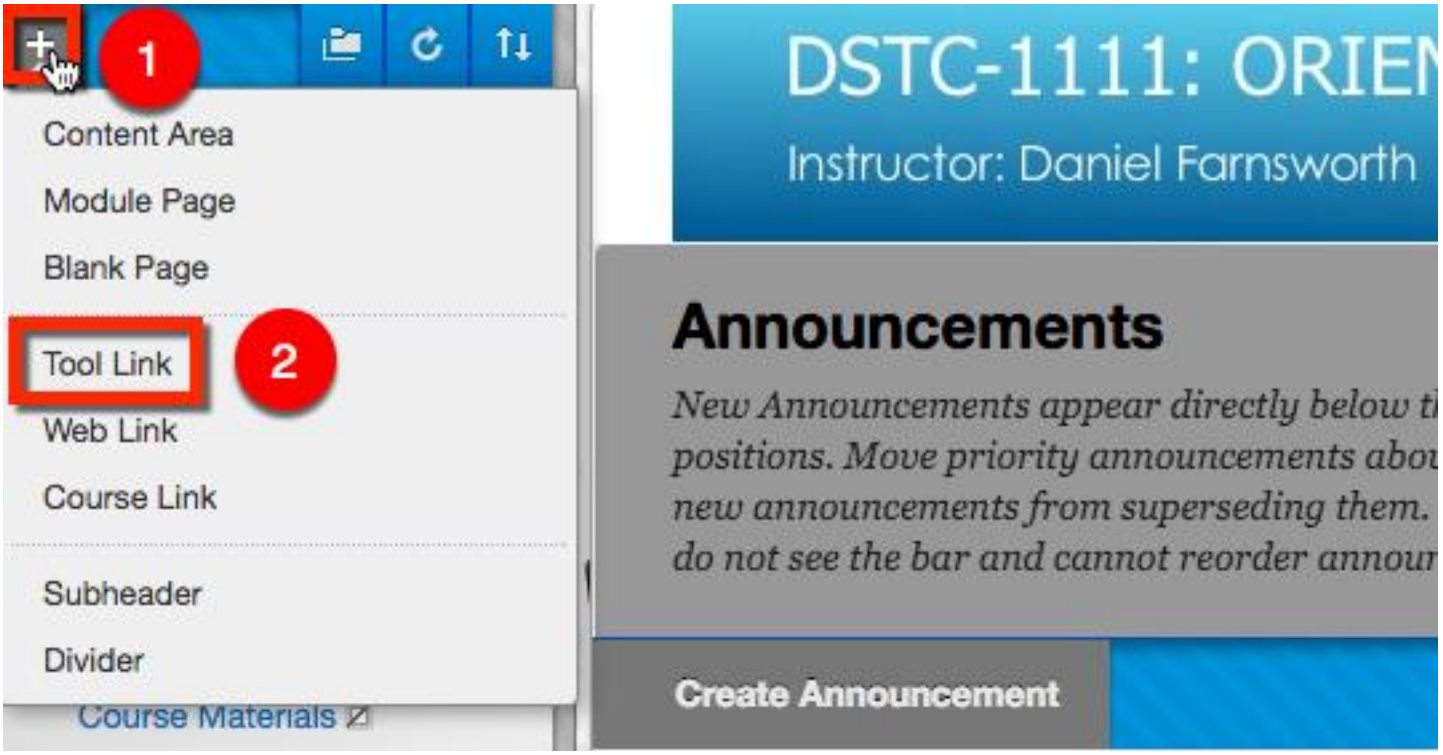
How to Add a Tool Link Menu Link

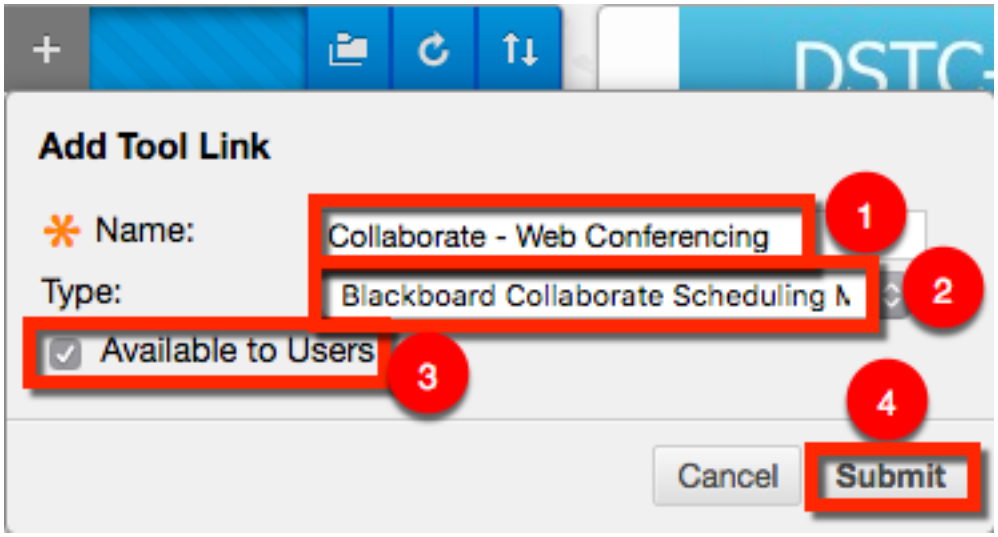
Enter a Blackboard course.

1. Hover your mouse over the "**+**" above the left course menu to open a drop down menu.
2. Select **Tool Link**.

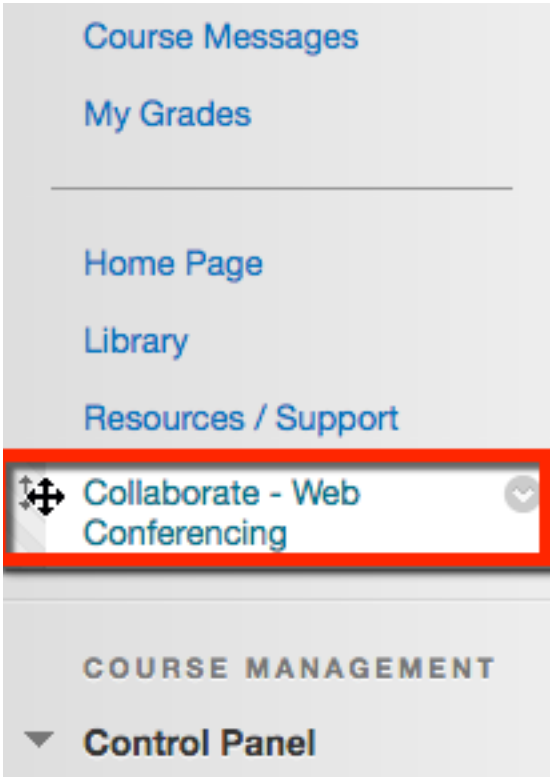
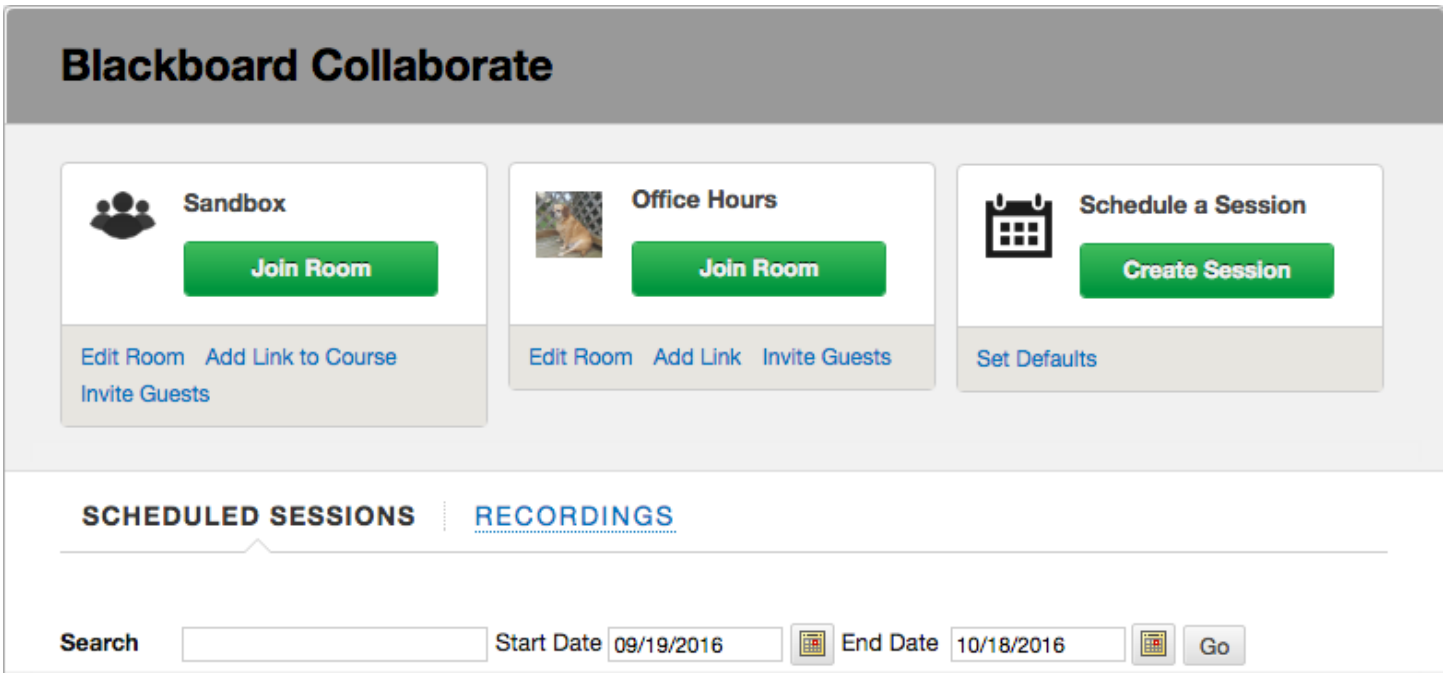


Add Tool Link

1. Create a name.
2. Select the down arrow to open the drop down menu. Select the tool you wish to make a menu link for. For this example, we will select the Blackboard Collaborate Scheduling Manager.
3. Check **Available to Users** so students can view/access this link.
4. Click **Submit**.



The newly created menu Tool Link menu link will appear at the bottom of the left navigation menu. To reorder, hover your mouse left of the menu link title. Click and drag the menu link to the appropriate location.



Depending on which Tool Link you selected, the link will direct you to the appropriate tool. For example, since we selected Blackboard Collaborate Scheduling Manager, the link is directed to the Blackboard Collaborate home page.