

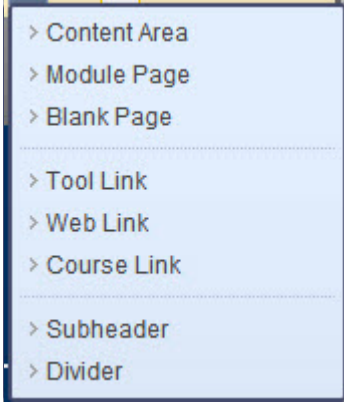
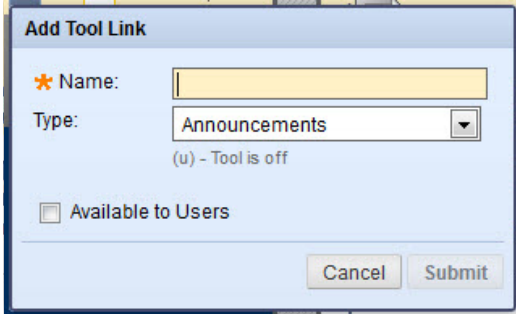




# Creating Tool Links

This work instruction shows users how to create tool links in Blackboard. Tool links are used to provide access to key tools, such as Journals, Blogs, and Wikis. *This document assumes that the user is logged into Blackboard and inside of a course shell.*

	<b>START PROCEDURE</b>
1.	 From the left-hand navigation menu, hover the mouse over the <b>Add Menu Item</b> button.
	<p>The <b>Add Menu Item</b> menu displays.</p> 
2.	From the <b>Add Menu Item</b> menu, click the <b>Tool Link</b> link.
	<p>The <b>Add Tool Link</b> window displays.</p> 
3.	In the <b>Name</b> field, enter a name for the new tool link.
4.	From the <b>Type</b> drop-down menu, select the tool to which the link should be created. In this example, a Tool Link to <b>Announcements</b> is being created.
5.	Click to select the <b>Available to Users</b> checkbox.
	<b>NOTE:</b> If you are creating a content area that students should not see, do not select this checkbox.
6.	 Click the <b>Submit</b> button. The new tool link displays at the bottom of the left-hand navigation menu.
	<b>END PROCEDURE</b>