How to

This tutorial will show you how to add a link to a course tool such as Messages or Discussion Board to the course menu in your Blackboard Learn course site. Without a link to the tool in the course, students enrolled in the course will not be able to access the tool.

Steps to follow:

1. To add a link to a course tool, hover over the Add Menu Item button (the + sign).
2. Select Tool Link from the menu that appears.

You will now see a dialog box similar to the one in the image above labeled Add Tool Link:

- **Name**: Type in a name for the link.
- **Type**: Select the type of tool link to link to from the drop down menu.
- **Available to Users**: Check the box here to make the link available to students.
- **Click Submit when finished.**

The tool link will now be added to the bottom of the course menu.