

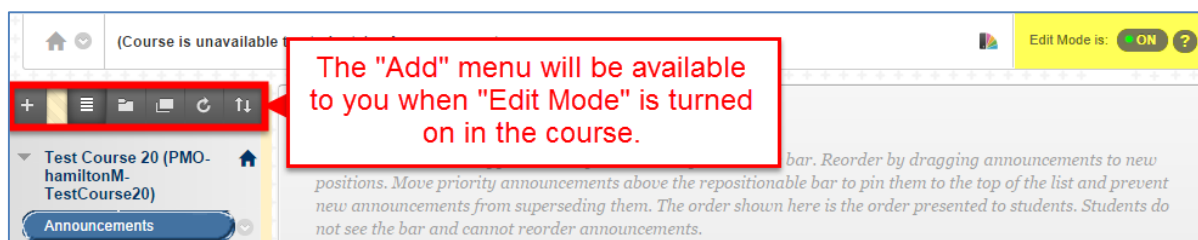
CREATING TOOL LINK BUTTONS




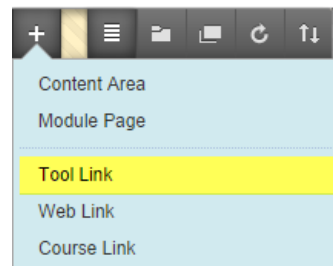
Creating & Managing Content

Instructors can create tool link buttons in their course menu. A tool link button is a button that links to a specific tool in the course, such as the Discussion Board tool or Collaboration tool. To create a tool link button, follow these instructions:

1. In your Blackboard course, make sure that you have [EDIT MODE](#) turned on so that you see the “Add” menu for adding and editing content in the course menu.

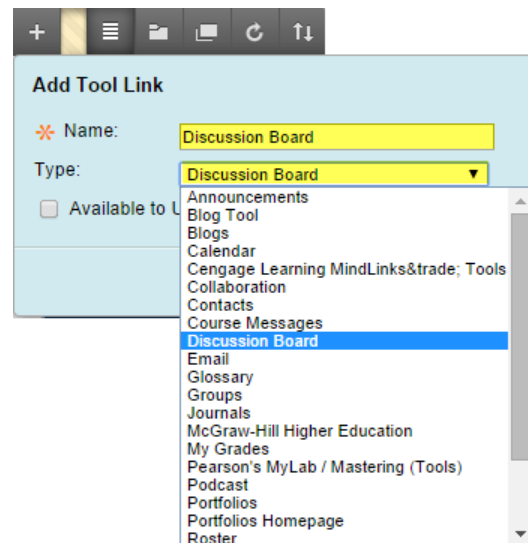


2. Roll your mouse over the **ADD** button  and select **TOOL LINK** from the menu that appears.

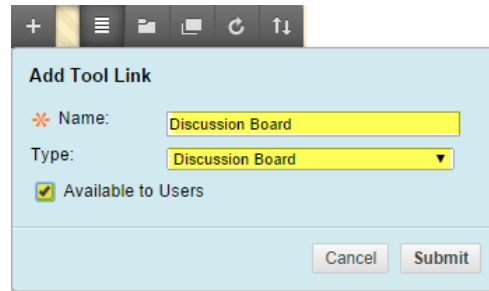


3. The **ADD TOOL LINK** box will appear. Give your tool a logical name and select the type of tool you want to make from the **TYPE** drop-down menu.

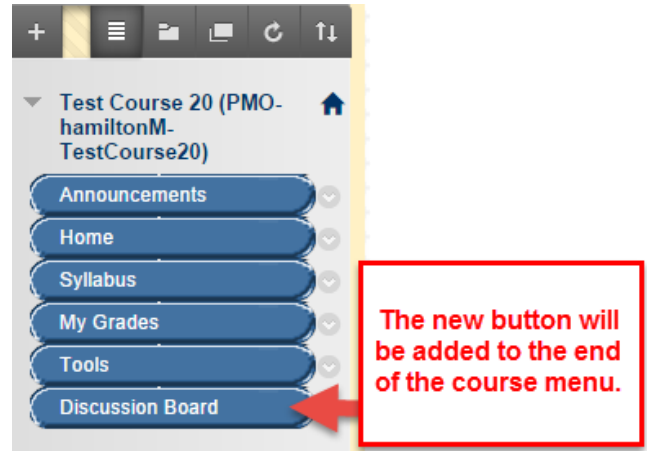
Please Note! - If you do not see a specific tool listed in Type menu, it could be turned off at the course level. To learn how to make a tool available in the course, please see the tutorial on [Changing Tool Availability](#).



- Next, check the **AVAILABLE TO USERS** checkbox to make this link accessible to students. Then, click **SUBMIT**.



The new tool link will be added to your course navigation. You can now begin using your new tool in the course.



How Do I Use My New Tool Link?

Simply click on the new tool link button to access and begin creating content with the tool. For more information about using common tools, please see the tutorials below:

[Announcements](#)

[Blogs](#)

[Calendar](#)

[Course Messages](#)

[Collaboration Tools \(Chat\)](#)

[Contacts \(Faculty Information\)](#)

[Discussion Board](#)


[Email](#)

[Journals](#)

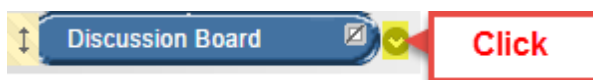
[My Grades](#)

[Wikis](#)

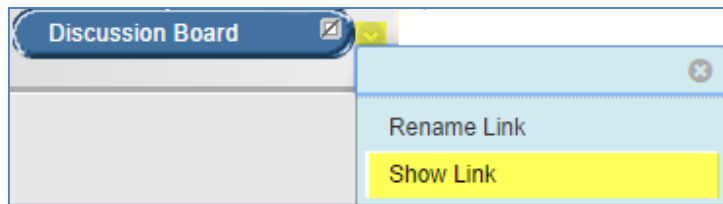
My Students Can't See the Button – What Do I Do?

When you created the button, did you forget to check the “Available to Users” button? Do you see an  icon on the right edge of the button? This means that the button is hidden from student view. Assuming you have *Edit Mode* turned on in the course, you can make it visible by editing the button like so:

- Roll your mouse over the right edge of the button and click the gray context button that appears.



- From the context menu that appears, select **SHOW LINK**.



- The hidden icon will be removed from the button. The button will instantly become available to students.