Add a Tool Link to the Course Menu

Tool Links appear on your course's Course Menu and give students access to various Blackboard tools. This document will teach you what tools are available and how to add them to your course.

Add a Tool Link to your Course Menu

1. Navigate to the **course** you'd like to add a new tool link to.
2. Click on the ⊕ **plus icon** at the top of the Course Menu and select **Tool Link** (Figure 1).
3. The Add Tool Link pop-up opens. Enter a **name** for the tool link (Figure 2).
4. Select a **type** for the tool link. There is a list with explanations for each tool link in the next section.
5. Make sure to click the check box next to **Available to Users**. Your students won't be able to see the tool link if you don't select it.
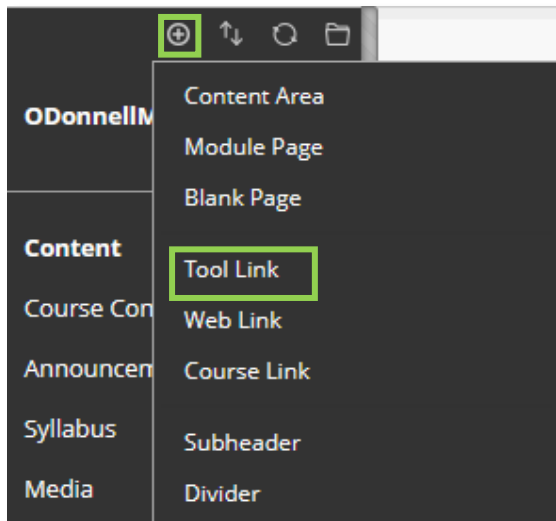6. Click **Submit** to create the tool link. It can be found at the bottom of your Course Menu.
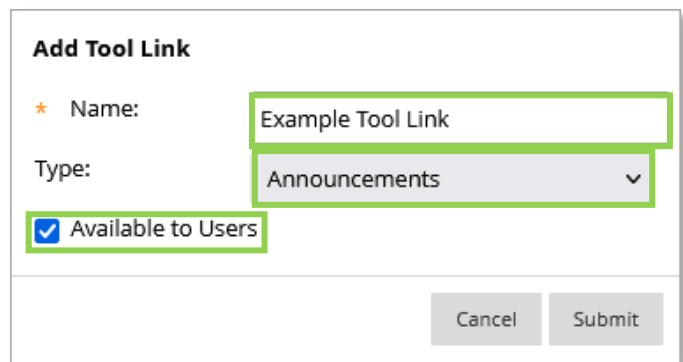

FIGURE 1

FIGURE 2

7. If you'd like to change the placement of your new Tool Link, you can reorder it in your Course Menu. Hover your cursor to the left of the tool link. Your cursor should turn into ✛ four directional arrows. **Click and drag your mouse up or down** to move the link (Figure 3).
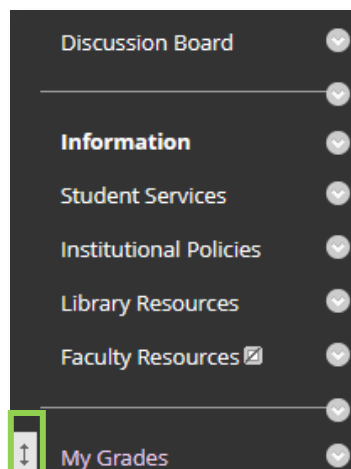

FIGURE 3

List of Tool Link Functions

Tool Links can provide a lot of functionality to your course. Below is an explanation of each type of Tool Link. Tool Links that are recommended for use by the CTI will be labeled as **(Recommended)**.

- **Academic Materials:** This Tool Link is not working properly and shouldn't be added to your course.
- **Achievements:** Allows students to access their achievements. This feature of Blackboard is typically not used.
- **Announcements (Recommended):** Allows you to send announcements to your students.
- **Blackboard Help:** Links to the Blackboard Learn Help for Students page. This may be helpful to have if you are teaching a course which consists of first year students who may not understand fully how Blackboard works.
- **Blogs:** Links to your course's Blogs page. Only add this if you are using the Blogs feature.
- **Calendar (Recommended):** Links to the Blackboard Calendar, where students will be able to see any assignments which are upcoming in the course. Click here to learn more about the calendar.
- **Cengage Learning MindLinks Tools:** Only add this to your course if you are using Cengage Learning MindLinks.
- **Class Collaborate Ultra (Recommended):** Gives students access to Blackboard Collaborate. To learn more about Collaborate, click here.
- **Content Market Tools:** Typically not needed unless you are using an external tool such as Cengage or Pearson.
- **Course Messages (Recommended):** Allows you and your students to send and receive messages through Blackboard. Click here for more information about Course Messages.
- **Discussion Board:** Allows your students to interact with each other using Discussion Boards. Click here to learn more about discussion boards.
- **Email (Recommended):** Allows you and your students to send and receive email messages through Blackboard. Click here for more information about the Email tool.
- **Glossary:** A place where you can create definitions for terms.
- **Groups:** Gives access to the Groups page. Click here for more information about Groups.
- **Honorlock:** Links to the Honorlock website. Click here for articles about using Honorlock.
- **Journals:** Links to the Journals page.
- **Kaltura Media Gallery:** Links to your course's Kaltura media page.
- **Lippincott thePoint:** This tool link is no longer available for use. It should not be added to your course.
- **McGraw Hill Higher Education:** Allows you to integrate McGraw Hill if it is being used in your course.
- **Media Gallery:** Gives access to media uploaded to the course.
- **Ment.io Tool:** This tool link is no longer available for use. It should not be added to your course.
- **My Grades (Recommended):** Allows students to view their grades in the course.
- **Odigia Course:** This tool link is no longer available for use. It should not be added to your course.
- **OneNote Class Notebook:** Links to Microsoft's OneNote application. This tool is typically not used.
- **Pearson Course Tool:** Allows students to view Pearson content. Add if you are using Pearson in your course.
- **Piazza:** Links to the Piazza website. This tool is typically not used.
- **Portfolios:** Links to the Course Portfolios page. This feature is typically not used.
- **Roster:** A list of students enrolled in the course.
- **Stukent:** Links to the Stukent website. Only add this to your course if you are using Stukent.
- **Tasks:** Allows you to create tasks for your course to complete. This feature is typically not used.
- **Tevera-CEFT:** Links to Tevera. Only add this to your course if you're using Tevera.
- **Wikis:** Links to the Wikis page.
- **Wiley Course Resources:** Only add this if your course is using Wiley.