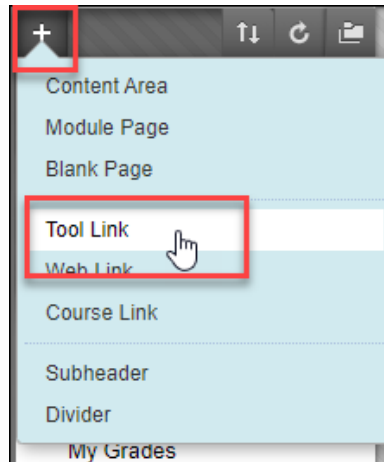


## How do I create a link to a Blackboard tool on the Course menu?

1. In the left Course menu, click the + (plus sign) in the upper left and select **Tool Link**.



2. Enter the **Name**, then select the tool name (e.g., My Grades) from the **Type** pulldown menu.
3. Select the **Available to Users** checkbox.
4. Click **Submit**.

The link appears at the bottom of the list of links in the Course menu. Click and drag the link to where you want it.