Adding and Moving a Tool Link on the Left Navigation

By Scott Badger

1. Get into your Blackboard 9 course.

2. Turn Edit mode **On**.

3. Place your pointer on the **Create Item** button (plus sign) and then select Create Tool Link.

4. Enter in a name.
5. Select what type of tool you want to link to.

6. Make sure you turn on Available to Users so that this link will be visible to your students.

7. Click Submit.

8. By default, the link will be added at the bottom of your left menu navigation.

Moving the Tool Link
(Optional)
9. Place your pointer on the double sided arrow to the right of the new tool link. Notice that your pointer turns into the four arrows (move) icon.

10. Drag the tool link to another location in the left menu navigation.
11. Let go of your left mouse button once the tool link is in the new location.