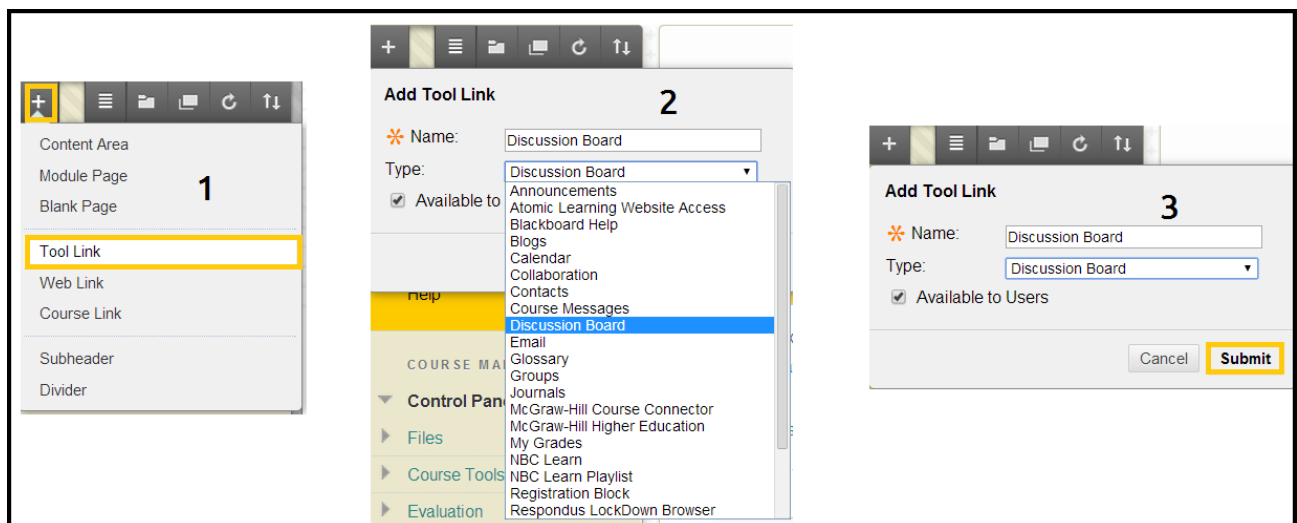




## How to Create a Tool Link

Tool Links enable users to access tools within Bb such as Discussion Boards, Grades, Blogs, and Wiki etc..... You create and manage them on the course menu.

1. Change **Edit Mode** to **ON** and point to the plus sign above the course menu. The **Add Menu Item** drop-down list appears.



2. Select **Tool Link**.

3. Type a **Name** for the link.

4. Select the **Available to Users** check box. You can create a Tool Link ahead of time, make it unavailable to users, and then make it available at the appropriate time.

5. Click **Submit**. A link to the new Tool Link appears on the course menu.