Step by Step: **Adding A Tool Link To The Course Menu**

In Blackboard Learn, you can add links to the course menu that give your students quick access to tools, such as My Grades, Messages, Announcements, Calendar, Glossary, and Discussion Boards.

1. Open a course and be sure **Edit Mode** is ON.

2. Point to + in the Content Menu and click the **Tool Link** from the drop-down menu.

3. Click the desired tool from the drop-down menu.

4. **Name** the Tool. You can also choose to check the **Available to Users** box now.
5. Click the **Submit** button.

6. Your new tool (Glossary) now appears at the bottom of your Course Menu.

   Roll over the item and drag the **up/down arrows** to reposition it on the Course Menu.