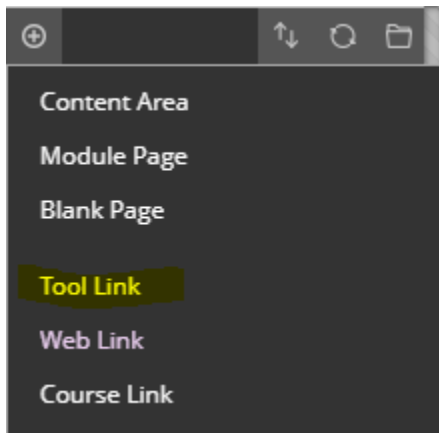


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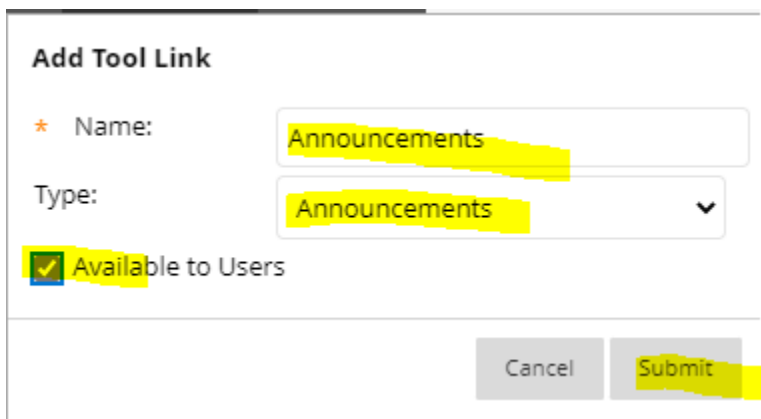
Blackboard – How to Add an Announcements link on the Course Menu

This instruction shows you how to add an Announcements link on the Blackboard Course Menu. The tool you need in Blackboard is called Announcements and you may label the announcement tool as “Announcements”.

1. Click on the “+” at the upper left corner of the Course Menu. Select “Tool Link”.



2. Type the name of the tool you would like to add the link on the Course Menu, for example, “Announcements”. Under Type, choose “Announcements”, Check “Available to Users” and click on “Submit”.

A screenshot of the 'Add Tool Link' form. The form has the following fields: 'Name' with the value 'Announcements', 'Type' with the value 'Announcements', and a checked checkbox for 'Available to Users'. There are 'Cancel' and 'Submit' buttons at the bottom right.

4. The newly added Announcements link is placed at the bottom on the Course Menu. Using “drag and drop”, you may move it up to the place you wish it to be.

