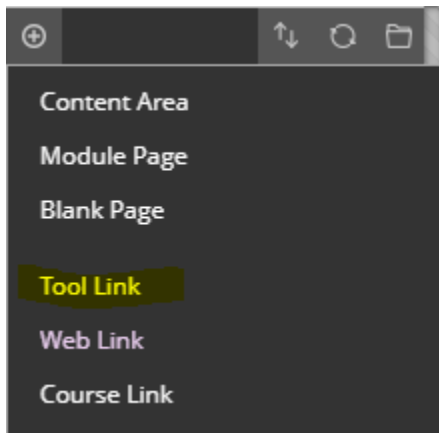


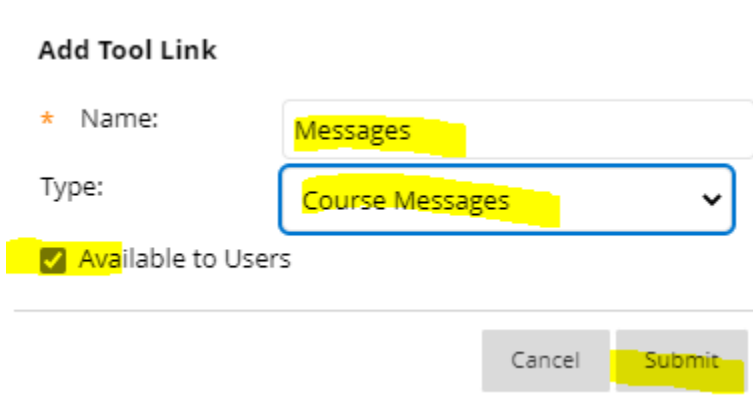
Blackboard – How to a Course Messages link on the Course Menu

This instruction shows you how to add a Messages link on the Blackboard Course Menu. The tool you need in Blackboard is called Course Messages and you may label the Messages tool the way you wish.

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, “Messages”. Under Type, choose “Course Messages”, Check “Available to Users” and click on “Submit”.

A screenshot of the 'Add Tool Link' form in Blackboard. The form has the following fields: 'Name:' with the text 'Messages' entered; 'Type:' with a dropdown menu showing 'Course Messages'; and a checked checkbox labeled 'Available to Users'. At the bottom of the form are two buttons: 'Cancel' and 'Submit'.

4. The newly added Messages 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.

