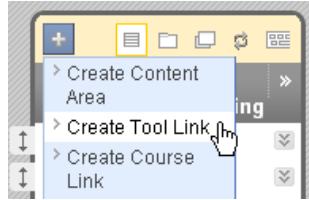


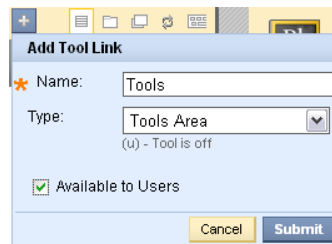
Adding Tools to the Course Menu

Students cannot access many features of Blackboard (including but not limited to messages, email, groups, collaboration tools and discussion board) unless the "Tools" area has been added to the course menu. If the course menu does not contain a link to the "Tools" area, follow these steps.

1. From the plus sign located at the top of the Course Menu, select "Create Tool Link."



2. From the Add Tool Link window, give the area a name (e.g. Tools).
3. Select Tools Area from the Type drop-down menu.
4. Enable the checkbox for "Available to users."



5. Click **Submit**.