Blackboard 9.1 – How to Add an Announcements Menu Button

Use the steps below to add an Announcements menu button to a Blackboard course shell.

1. Enter the course to add a tool link menu button.

2. Make sure Edit Mode is ON.

3. Click on the Add Menu Item button.

4. Select the Create Tool Link option.

5. Type in Announcements in the Name text box.

6. Use the Type drop-down menu and select Announcements.

7. Check the Available to Users box, to make the tool menu item available to users. To make the tool menu item unavailable leave the Available to Users unchecked.

8. Click the Submit button.