Use the steps below to add a *Calendar* tool link menu button to a Blackboard course shell.

1. Enter the course where a *Calendar* tool link menu button is needed.

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 *Calendar* in the **Name** text box.

6. Use the **Type** drop-down menu and select *Calendar*.

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.