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

1. Enter the course where a Groups 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 Groups in the Name text box.

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

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.