Use the instructions below to add a menu button that links directly to a Blackboard course tool such as the Discussion Board area.

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 the name of the Tool Link Menu button in the **Name** text box.

6. Use the **Type** drop-down menu to select the Blackboard tool link button.

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.