How to Create a Tool Link on Blackboard

**Step 1** Log in to the course on Blackboard

**Step 2** On the left hand side of the page, click the “+” sign circled in red below:
Step 3) Select “Tool Link”

Step 4) Enter in a title for the new link. In this example, we create a tool link to the Collaborate Ultra tool on Blackboard, so we are titling it “Collaborate Ultra”
**Step 5** Change the “Type” to tool you want this link to open, and click “Submit”

**Step 6** Now the new link you created will appear on the bottom of the blue area on the left:

Click that link to quickly open the Collaborate Ultra tool, or other links you may create.