

Tool Link to a Discussion Forum

Overview

This tutorial will explain how to create a **Tool Link** in a Content Area, Folder, or Learning Module. Tool Links are like Course Links in that they redirect users to specific sections of your course, but they provide added functionality for Blackboard Tools.

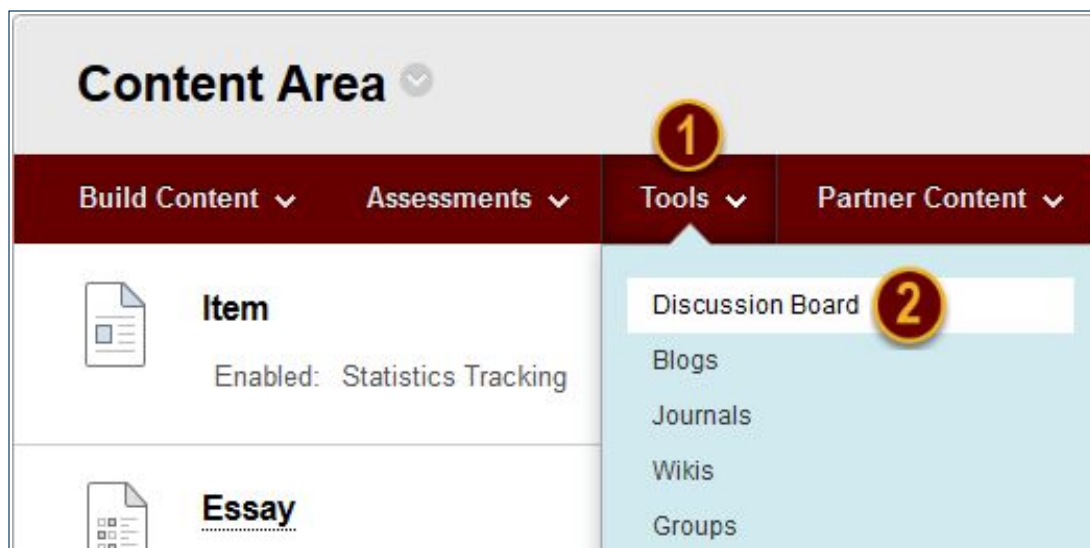
This tutorial will focus on creating a Tool Link to a **Discussion Forum**. You can create a link to the main Discussion Board page, a specific Discussion Forum you have previously created, or even create an entirely new Discussion Forum while working in a Content Area, Folder, or Learning Module.

Quick Steps

Content Area/Folder/Learning Module > Tools > Discussion Board > Create Link > Set Options

Step 1

Navigate to a Content Area, Folder, or Learning Module, hover over *Tools* [1] on the Action Bar and select "Discussion Board" [2].



Step 2

On the Create Link: Discussion Board page, there are three options to add a Discussion Board Tool Link:

CREATE LINK: DISCUSSION BOARD

Link to the Discussion Board page, link to a specific Discussion Board forum, or create well.

Link to Discussion Board Page

Select a Discussion Board Forum

Select a Discussion Board Forum

----Select forum below----

- Accessible Design: Scenario 1 Visual Impairment
- Accessible Design: Scenario 2 Hearing Impairment
- Ask the Instructors
- Bloom's Taxonomy Objectives and Competencies
- Designing your Online Course Syllabus**
- Introductions
- Modifying the Course Design to Meet Learner's Needs

Create New Forum

Option 1

Use the “Link to Discussions Board Page” radio button to create a Tool Link to the Discussion Board (list) page.

Option 2

Use the “Link to a Discussion Board Forum” radio button and create a Tool Link to a specific Discussion Forum from the list.

Option 3

Use the *Create New Discussion Board Forum* button to [Create a Discussion Forum](#) and select all Discussion Forum settings. The new Discussion Forum will appear in the list following the “Link to a Discussion Board Forum” radio button from [Option 2](#).

Step 3

Click the *Next* button.



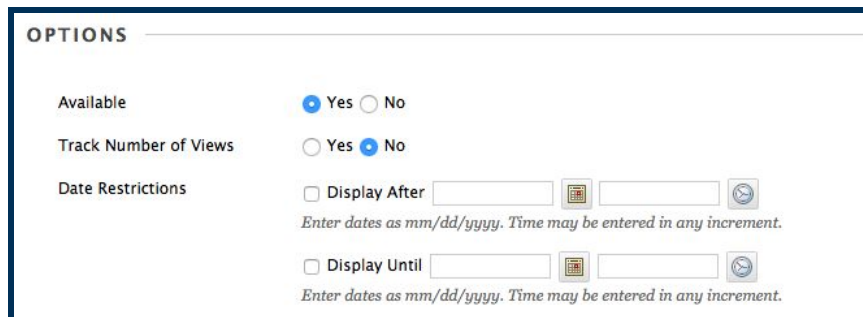
Step 4

In the Link Information section, the Link Name field will populate using the selected Discussion Forum's title. You can change it if you wish. The Link Name cannot exceed 50 characters, and students will click on the Link Name to access the Discussion Forum.

Optionally, type instructions or a description in the Text editor.

Step 5

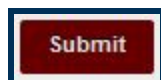
In the Options section, there are a few additional settings you can customize:



- ✓ If you are ready for your students to view the Tool Link, select “Yes” for *Available*.
- ✓ If you would like the option to see how many times students view this piece of content, select “Yes” for *Track Number of Views*.
- ✓ If you only want students to view the content for a specific window of time, check the *Display After* and *Display Until* checkboxes to enable date and time restrictions. Display restrictions do not affect item availability, only when it appears.

Step 6

Click the *Submit* button.



Step 7

The Discussion Forum Tool Link will appear in the Content Area, Folder, or Learning Module.

