Tool Link to a Journal

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 section of your course, but they provided added functionality for Blackboard Tools.

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

Quick Steps

Content Area/Folder/Learning Module > Tools > Journals > Create Link > Set Options
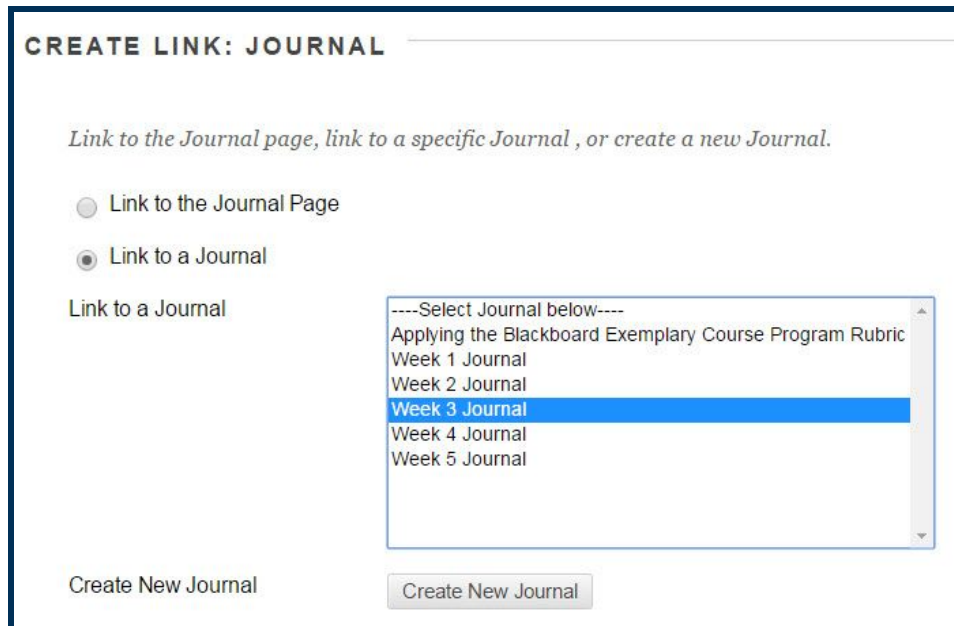
Step 1

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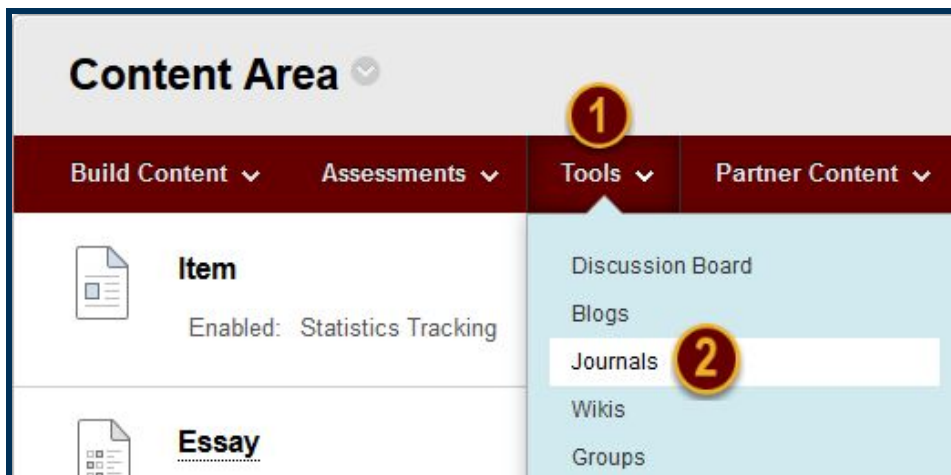
Step 2

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

Option 1

The "Link to the Journal Page" radio button will create a Tool Link to the Journals (list) page.

Option 2

The "Link to a Journal" radio button will create a Tool Link to a specific Journal from the list.

Option 3

Use the *Create New Journal* button to Create a Journal and select all Journal settings. The new Journal will appear in the list following the "Link to a Journal" radio button from Option 2.
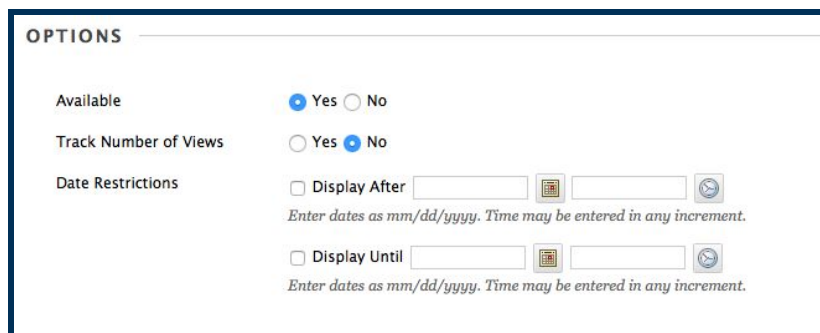
Step 3

Click the *Next* button.

Step 4

In the Link Information section, the Link Name field will populate using the selected Journal'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 Journal.

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.
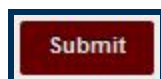
Step 7

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

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