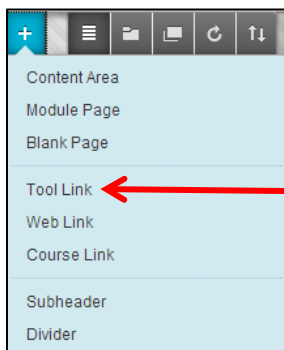# Creating a Tool Link

You can create Tool Links on your course menu to give students access to specific tools or features in myCourses. Some common tools that instructors link to on their menus are:

- **My Grades** - A page where students can see all of the grades you have given them.
- **Email** - A tool where students (and you) can send emails to each other's Outlook inboxes.
- **Calendar** - A page where students can see due dates for course activities.
- **Blackboard Collaborate Ultra** - A tool for meeting synchronously online with students.
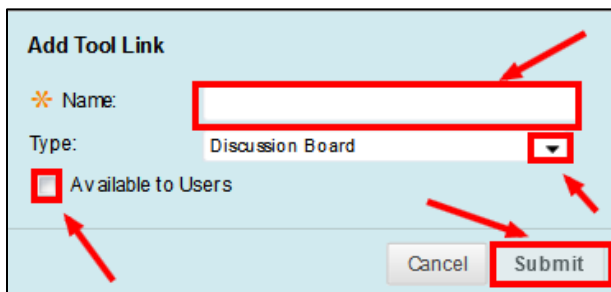
Step 1:
Click the **[+]** button in the top-left corner of the course menu and choose "**Tool Link**" From the menu that appears.

Step 2:
Select the tool you would like to link to from the "**Type**" drop-down list and name your link accordingly to match the tool. Check the "**Available to Users**" checkbox if you would like students to see this link and then click "**Submit**" to add the link to the menu.