Creating Links in Blackboard

How to add shortcuts for RPNow and Blackboard Collaborate
Enable LTI Tools

Before you can add the links for “RPNow for Instructors” and “Start RPNow Exams” you must enable the tools in Blackboard:

On the sidebar on the left click on Customization —> Tool Availability. Scroll down on the right hand window until you find “RPNow for SEAS Students” and “RPNow for Instructors” put in a check in both boxes to make the tools available.
Add the Shortcuts

On the sidebar in Blackboard click on the small + symbol in the top left. It will give you a drop menu. Select “Tool Link”. Name the link “Start RPNow Exams” and choose RPNow for SEAS Students as the type. Be sure to check off “Available to User” and click on “submit”
Add the Shortcuts Cont.

Repeat the same process to create the “RPNow for Instructors” link. Click on the + symbol and select “Tool Link”. Name the link “RPNow for Instructors” and set the type to “RPNow for SEAS Instructors”. Be sure not to set this link as “Available to Users” and click on “Submit”. 
Add the Shortcut for Blackboard Collaborate Ultra

Follow the same process as before and click the + symbol and then on “Tool Link”. Name the link “BB Collaborate Ultra” and set the type as “Blackboard Collaborate Ultra”. Make sure to set it as “Available to Users” and click on “Submit”.

![Add Tool Link](image)
Set the Link for the RPNow Help Folder

The final link can be added by clicking on the small + symbol and selecting “Content Area”. Name the link “RPNow Help” and set it as “Available to Users” then click on “Submit”