1. You can link to an entire tool, such as the main discussion forum page, or drill in and choose a specific forum. You can also create a new forum while you create a tool link.

2. In a content area, learning module, lesson plan, or folder, select **Tools** to access the menu and choose a tool to link to. Select **More Tools** to show or hide additional tools.

3. These steps detail how to create a blog link. The steps are similar for other tools.
   - On the Create Link: Discussion Page:
     - Select Link to the Discussion Board Page to link to the page where all Discussion Forums appear.
     - OR-
• Select Link a Discussion Board Forum and select a specific Discussion Board Forum from the list.

-OR-

• Select **Create New Forum** to add a link to a Forum you create at this time. On the Create Forum page, type a name and select settings for the new forum. After you submit, the newly created forum appears in the list of forum to choose from.

![Create Link: Discussion Board](image-url)

*Adding a link to a Discussion Board forum places the forum in the forum list or a new forum can be created and linked. More Help*

**CREATE LINK: DISCUSSION BOARD**

*Link to the Discussion Board page, link to a specific Discussion*

- Link to Discussion Board Page
- Select a Discussion Board Forum

Select a Discussion Board Forum

---Select forum below---

*Introduction Forum*

Create New Forum

Click Next to continue. Click Cancel to quit.
4. Select Next. On the Create Link page, type a name and an optional description. Select the appropriate options for availability, tracking, and display dates. Display dates don't affect a tool link's availability, only when it appears.

5. After you submit, the tool link appears in the content list. You can change the content at any time. Access the tool link's menu and select Edit.