

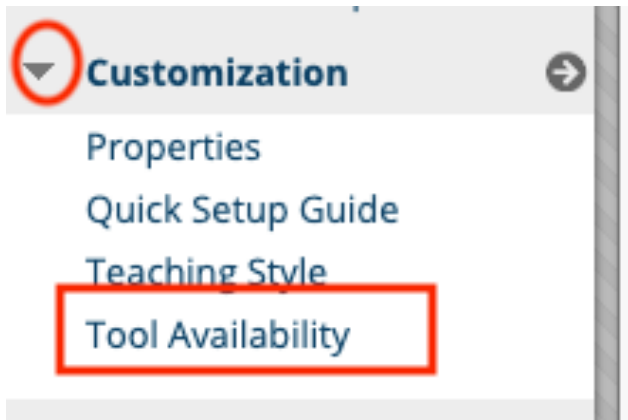
Creating Links in Blackboard

How to add shortcuts for RPNow and Zoom

Enable LTI Tools

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

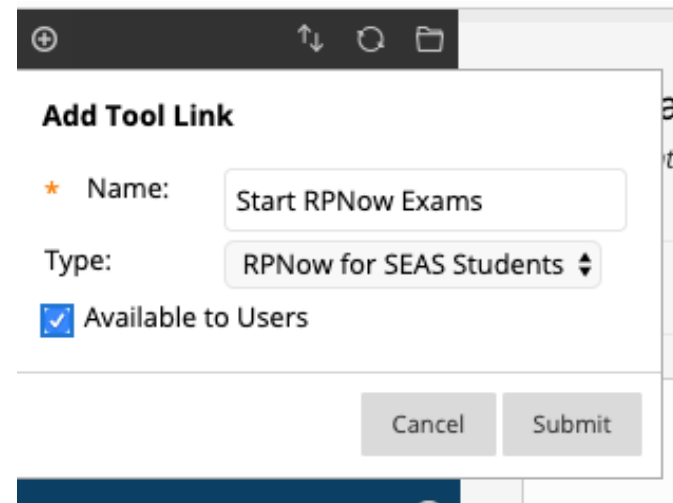
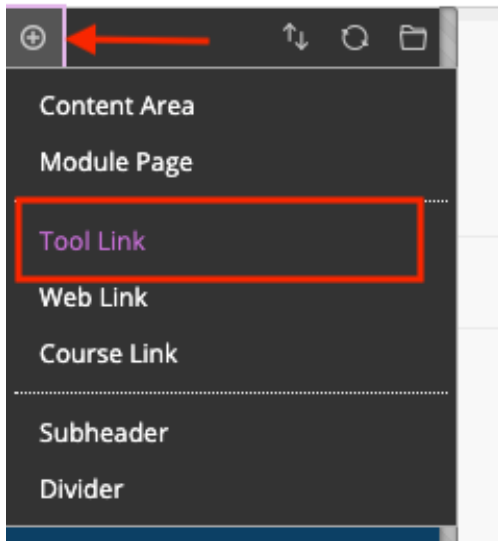
On the sidebar on the left click on Customization –> Tool Availability. Scroll down on the right hand window until you find “RPNow for SEAS Students” and “RPNow for Instructors “ put in a check in both boxes to make the tools available.



RPNow for SEAS Instructors	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RPNow for SEAS Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>

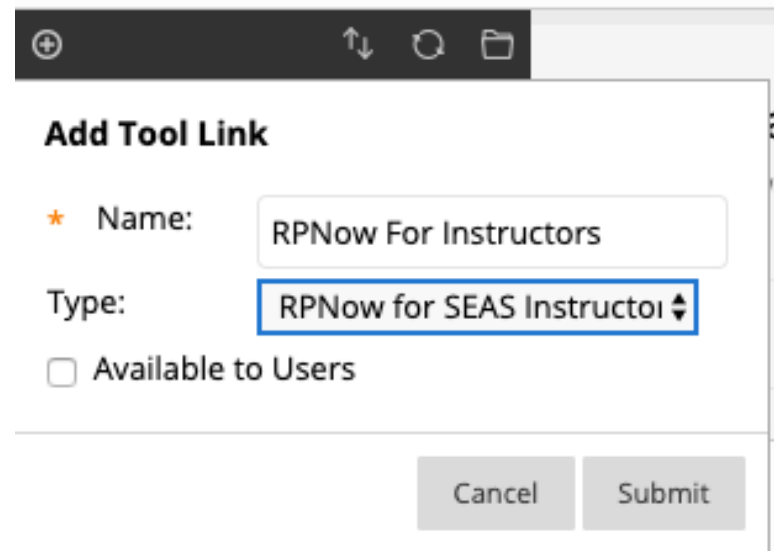
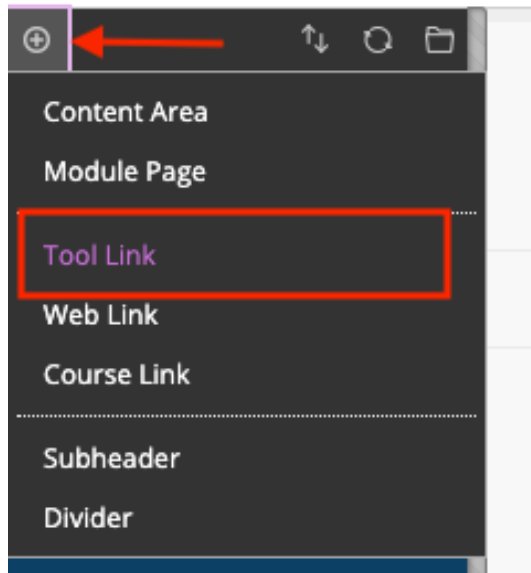
Add the Shortcuts

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”



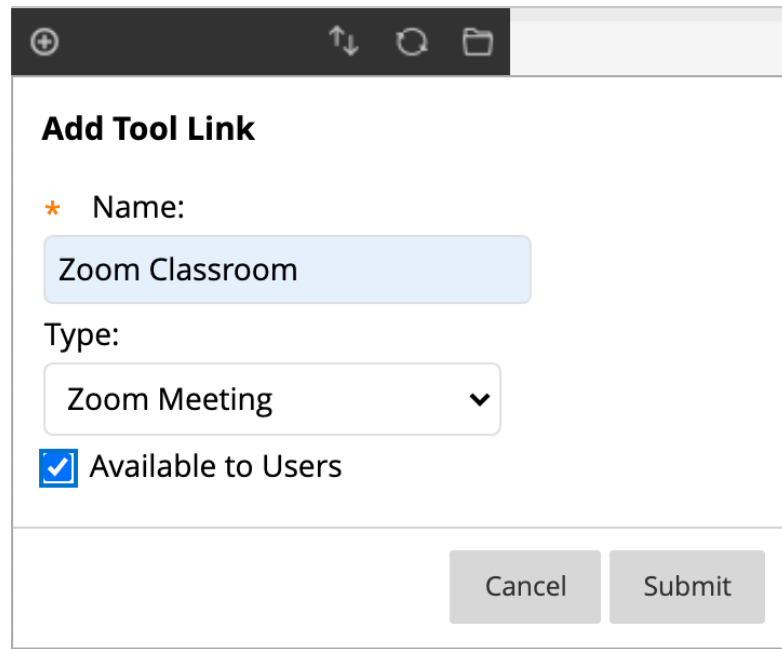
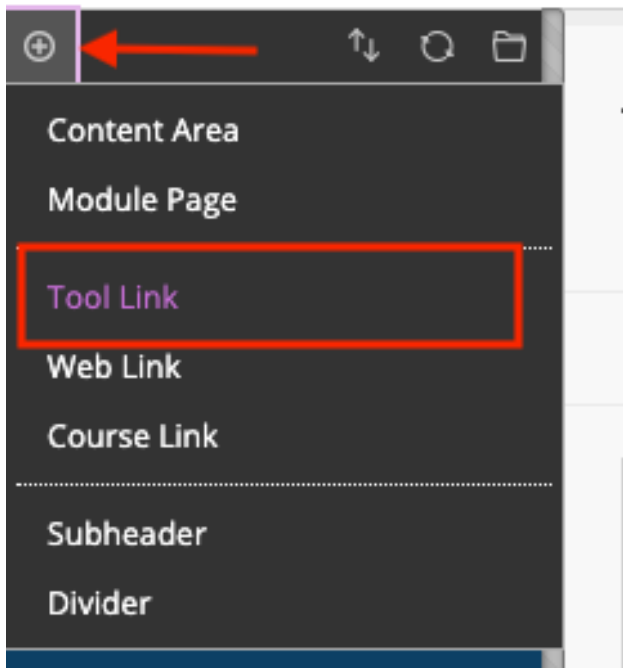
Add the Shortcuts Cont.

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”.

A screenshot of a form titled 'Add Tool Link'. The form has a dark header bar with a plus sign icon and three navigation icons. The main content area is white. It contains the following fields: 'Name:' with a text input field containing 'RPNow For Instructors'; 'Type:' with a dropdown menu showing 'RPNow for SEAS Instructor'; and a checkbox labeled 'Available to Users' which is unchecked. At the bottom right, there are two buttons: 'Cancel' and 'Submit'.

Add the Shortcut for Zoom

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



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”

