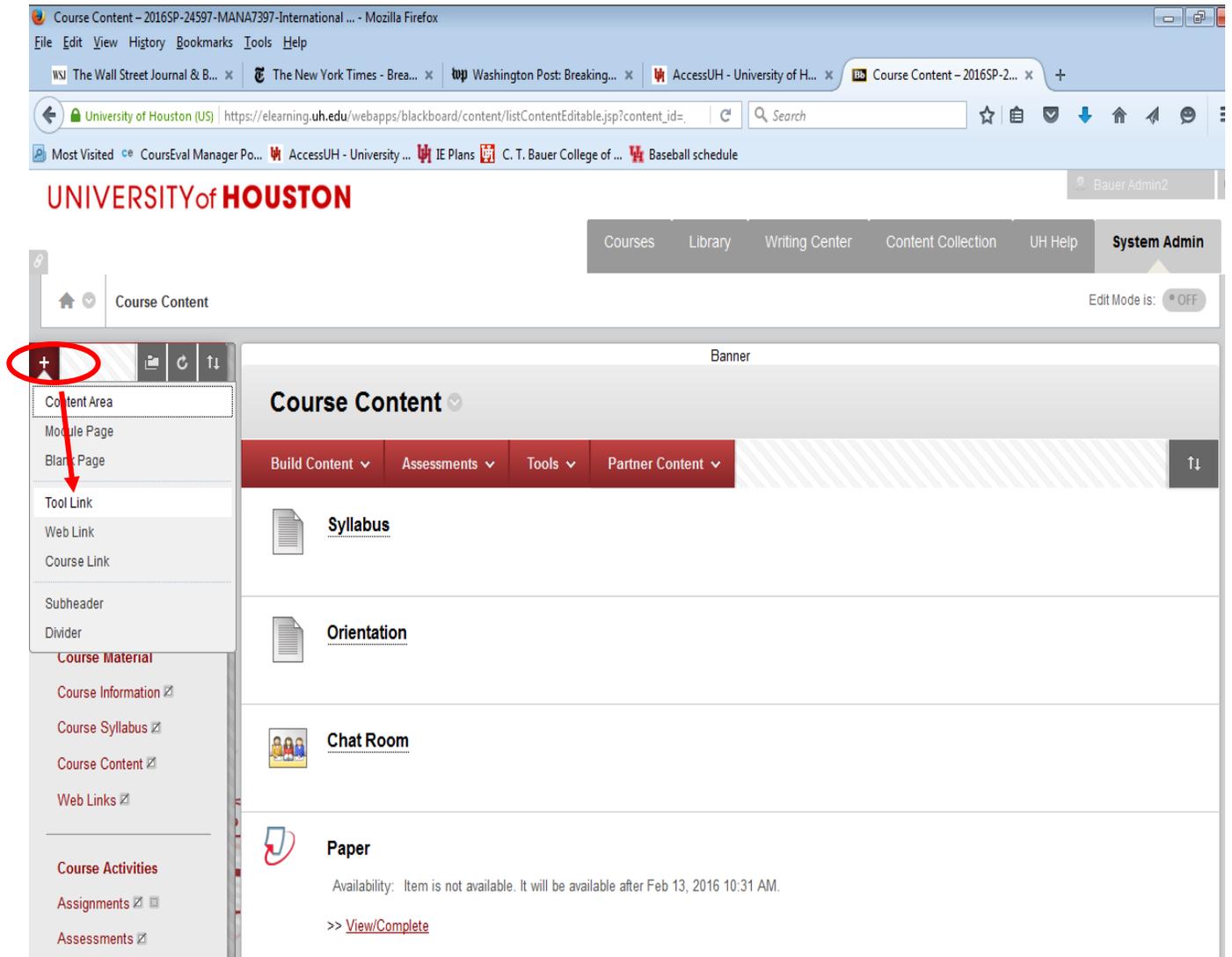


# Adding Teaching Evaluation “Quick Link” in BlackBoard

1. Hover over the “+” button and select “Tool Link”.



2. Select the tool named “MyCoursEval” in the dropdown list and create a name for the link.

The screenshot shows a web browser window displaying the Blackboard course content page for the University of Houston. The page title is "Course Content - 2016SP-24597-MANA7397-International ...". The browser address bar shows the URL: [https://elearning.uh.edu/webapps/blackboard/content/listContentEditable.jsp?content\\_id=](https://elearning.uh.edu/webapps/blackboard/content/listContentEditable.jsp?content_id=). The page header includes the University of Houston logo and navigation tabs: Courses, Library, Writing Center, Content Collection, UH Help, and System Admin. The main content area is titled "Course Content" and features a "Banner" section with tabs for Assessments, Tools, and Partner Content. A "Paper" item is visible, with a message: "Availability: Item is not available. It will be available after Feb 13, 2016 10:31 AM." and a link to ">> View/Complete".

The "Add Tool Link" dialog box is open, showing the following fields and options:

- Name: Bauer College Teaching Evaluation
- Type: Announcements (dropdown menu)
- Available to Users:

The dropdown menu for "Type" is expanded, showing the following options:

- Announcements
- Ares Course Reserves
- Blackboard Collaborate Scheduling Manager
- Blackboard Help
- Blogs
- Cengage Learning MindLinks™ Tools
- Collaboration
- Contacts
- Course Messages
- Discussion Board
- Email
- Glossary
- Groups
- McGraw-Hill Higher Education
- My Grades
- MyCoursEval** (highlighted)
- Pearson's MyLab & Mastering (Tools)
- Portfolios
- Portfolios Homepage
- Tools Area

3. Click the “Submit” button and note the new link that appears in your menu items. Make sure to make the link visible by selecting “Show Link” from the available options.

The screenshot shows a web browser window displaying the Blackboard course content page for the University of Houston. The page title is "UNIVERSITY of HOUSTON" and the course content includes "Orientation", "Chat Room", and "Paper". A left-hand navigation menu is visible, with "Bauer College Teaching Evaluation" highlighted and circled in red. A context menu is open over this link, with "Show Link" also circled in red. The browser's address bar shows the URL: <https://elearning.uh.edu/webapps/blackboard/content/listContentEditable>. The system tray at the bottom indicates the time is 8:58 AM on 4/20/2016.