**Course Tools – Accessibility – Blackboard Ally Instructor Report (Adding)**

This handout will walk through the steps to add the Ally Instructor Report to a course.

Adding the Instructor Report to a Course

1. Navigate to a course.
2. Select the **Add Menu Item** button (the plus sign at the **top left** of the course menu).
3. Select **Tool Link** from the list of options.
4. In the **Add Tool Link** pop-up box enter the following information:
	1. Name → Accessibility Report
	2. Type → Accessibility Report
	3. **Do not check** the box *Available to Users*.

**NOTE: Do not change the name – use the value provided above exactly as it is shown.**



1. Select the **Submit** button. The link is now available on the course menu.
2. Click the menu link. The final result will show the **Hidden Indicator** to the right of the text.

NOTE: If the hidden indicator is not shown select the chevron next to the text and choose Hide Link.

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