

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).

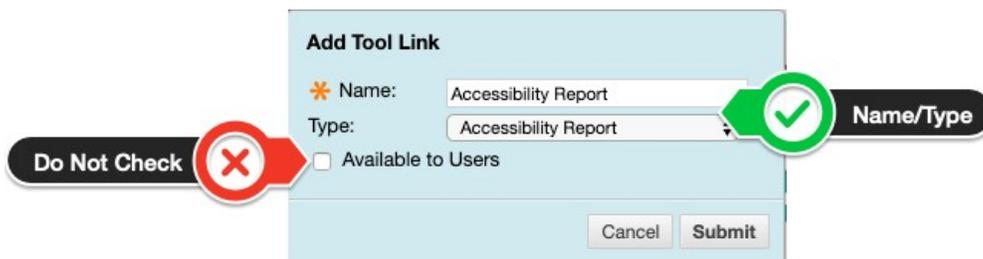


3. Select **Tool Link** from the list of options.



4. In the **Add Tool Link** pop-up box enter the following information:
 - a. Name → Accessibility Report
 - b. Type → Accessibility Report
 - c. **Do not check** the box *Available to Users*.

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



5. Select the **Submit** button. The link is now available on the course menu.
6. 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.