Mastering the Blackboard Action Link

Learning Objective:
After reviewing this document faculty will understand the importance of the action link as a tool for editing material in Blackboard and will be able to find and use it.

Action Link:
The key to taking full advantage of Blackboard can be one of the most maddening aspects of the interface: the all-important but elusive action link. Each content item on your Bb course site features an accompanying action link. Left clicking the tool opens a context menu which can be used to open, edit, and delete the associated content. The context menu may offer many other options as well, depending on the nature of the item. But to use the tool you need to find if first!

On the left is an image of a course menu tab. In this view the action icon is not visible. Each action icon is located to the left of the content name and can be made visible by pointing the cursor to that area. The image on the right shows the action link as well as the cursor that brought it into view.
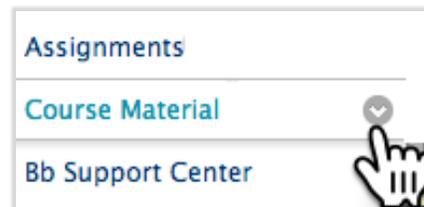
With Action Link located we can get to the Blackboard context menu with a **left** click. The menu items highlighted in yellow are the tools featured for this link:
- Rename link
- Hide link
- Hide the menu item from guests
- Delete the menu item
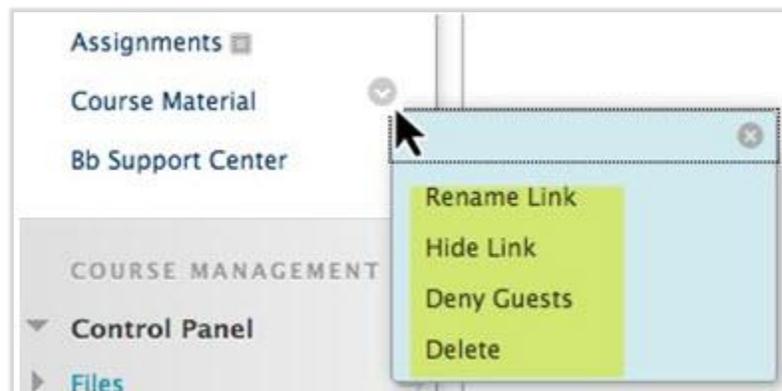
*Note that **right**-clicking the actin icon will spawn the Microsoft menu instead of Blackboard.*

Action Links are associated with every content item and tool. The next step will explore Action links within Course Material

Left-clicking the Course Material content area offers the alternatives to **Edit** or **Delete**
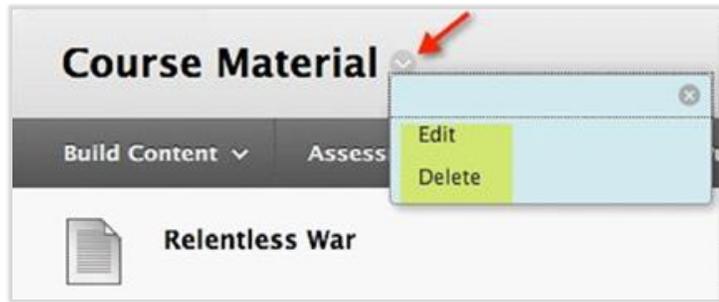
The menus created by selecting an action link will differ depending on content being edited:

Discussion   **Assessment**

Questions?

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