

## How to add an Affordable Learning Solutions tab to Blackboard

In order to increase the visibility of ALS and make it easy to navigate to the site, consider adding a top-level tab to your Blackboard environment. Your current Blackboard environment may look something like this:

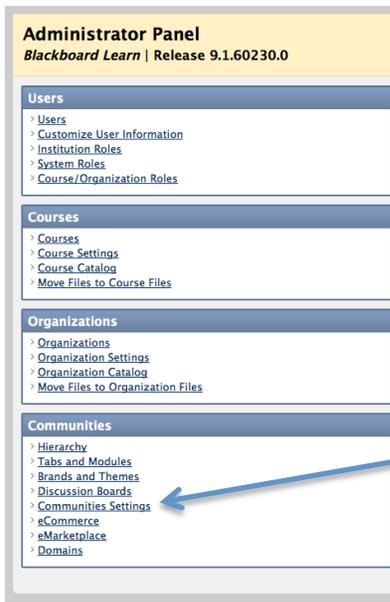


The following steps will add a tab so it looks something like this:

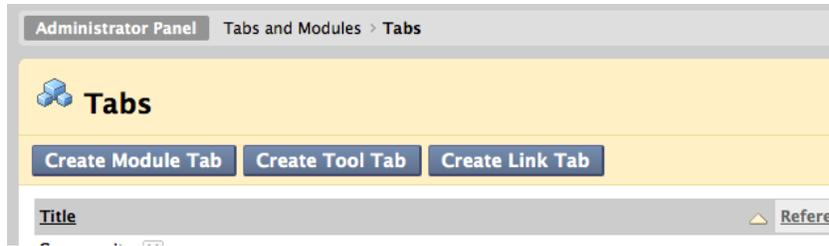


The following steps need to be performed by someone with system administrator access to Blackboard:

Have the System Administrator select the System Admin tab and select Tabs and Modules.



From the Tabs and Modules page, select Tabs. From the Tabs page, click on the Create Link Tab button.



This will bring up the Create Link Tab form. Fill in the form with a title such as “Affordable Learning Solutions”. You can use “AL\$” if you want to keep the tab narrow and think users will know that this means. Also, fill in the external link, which should be:

<http://als.csuprojects.org>

\* Indicates a required field. Cancel Submit

**1. General Properties**

\* Title   
Use this field for the clickable text in the secondary tab bar for this tab in any tab group. To change the clickable text for the Tab Groups, go to the Tab Groups page.

Reference Name

\* External Link   
For example, <http://www.myschool.edu/>

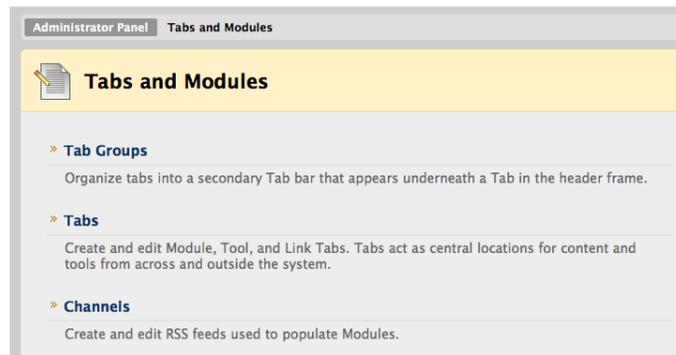
**2. Availability**

System Availability  Yes  No

**3. Submit**

Cancel Submit

Submit the form and return to the Tabs and Modules menu. Select Tab Groups.



From the Tab Groups page, click on the Create Tab Group button. Note this will create a new top-level group. Alternatively, you can add your new AL\$ tab to an existing tab group such as Institution.

Fill in the Create Tab Group form with a title. Make the tab group available to the system and to everyone. Add the Affordable Learning Solutions item to the membership list.

**Tab Group Properties**

★ Indicates a required field. Cancel Submit

**1. Properties**  
 The Title is the Tab label that appears to users. Different Tab Groups can have the same Title. The Reference Name only appears when managing Tabs and Tab Groups. The Reference Name must be unique.  
 ★ Title:   
 Reference Name:

**2. Availability**  
 System Availability controls whether or not the Tab Group is visible to users. If set to Yes, access can be given to Everyone or restricted to users with certain Institution Roles.  
 System Availability:  Yes  No  
 Available to Roles:  Everyone  Selected Roles

Items to Select: Alumni, Faculty, Guest, Observer, Other, Prospective Student, Role 10, Role 11  
 Selected Items: (Empty)

**3. Membership**  
 Select the Tabs to include in the Tab Group.  
 Items to Select: VitalSource Admin, Library, Content Collection, My Institution  
 Selected Items: Affordable Learning Solutions

The top level of Blackboard should now look like this:



When a user clicks on the new tab, it will bring up the AL\$ site.

