**How to add the Writing Center scheduling tool to your Blackboard course**

1. Go to your Blackboard course. On the top, left-hand side of the page, place your mouse cursor over the plus button.
2. You should see a menu pop up labeled “create menu item.”
3. Choose “web link.”
4. A small blue screen will pop up labeled “add web link.”
   1. Enter a name for the link to our scheduling tool. We suggest “Visit the Writing Center.”
   2. Copy this url [**https://mbiwritingcenter.acuityscheduling.com/**](https://mbiwritingcenter.acuityscheduling.com/) and paste it into the “URL” space.
   3. Click the box labeled “available to users,” and then click “submit.”

Your link to our scheduling tool should be up and running!