
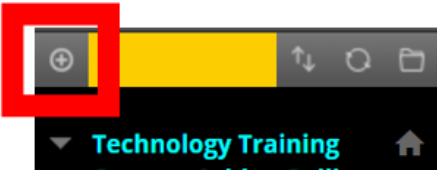
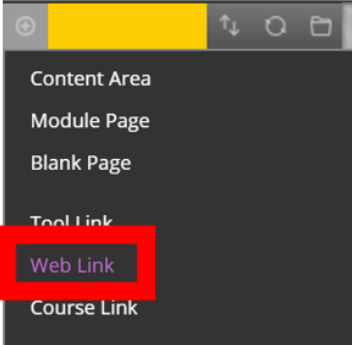
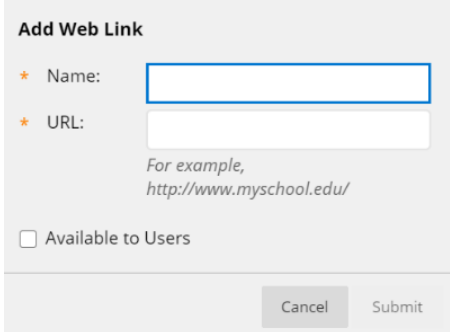
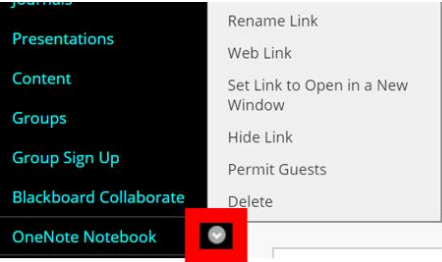

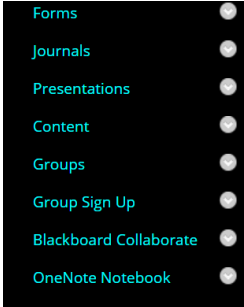
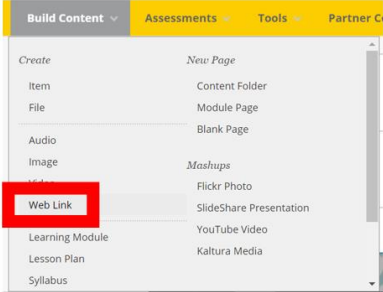
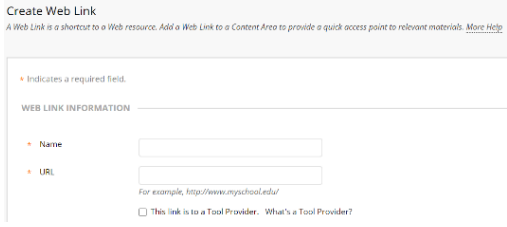
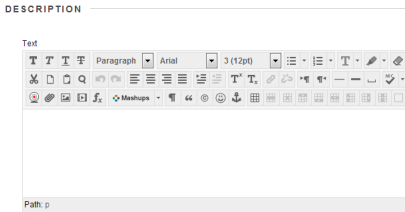









Blackboard Resources

Adding a Web Link

<p>1. Log into Blackboard and go to your class or school Blackboard course. Make sure Edit Mode is turned on. Edit mode is on if you see a green dot.</p>	 A pink rectangular button with the text "Edit Mode is: ON" and a green dot next to the word "ON".
<p>2. Click the plus sign icon above the Course Menu.</p>	 A screenshot of the Blackboard course menu. A red square highlights the plus sign icon in the top left corner of the menu.
<p>3. Select Web Link.</p>	 A screenshot of the Blackboard course menu. A red square highlights the "Web Link" option in the menu.
<p>4. Enter the name you want displayed in the Course Menu for students to click to go to the website. Then, paste/enter the URL. Select whether to make the link Available to Users. Click Submit when done.</p>	 A screenshot of the "Add Web Link" form. It has fields for "Name:" and "URL:". Below the "URL:" field is an example: "For example, http://www.myschool.edu/". There is a checkbox labeled "Available to Users" and "Cancel" and "Submit" buttons at the bottom.
<p>5. Click the arrow next to the link that was created to:</p> <ul style="list-style-type: none">• Rename Link to change the link name.• Web Link to change the link.• Set Link to Open in a New Window sets link to open outside of Blackboard Window.	 A screenshot of the Blackboard course menu with a context menu open over a link. The context menu options are: "Rename Link", "Web Link", "Set Link to Open in a New Window", "Hide Link", "Permit Guests", and "Delete". A red square highlights the arrow icon at the bottom of the context menu.

<ul style="list-style-type: none"> • Hide Link to make link inaccessible by all users and guests. • Permit Guests to make link available to guests. • Delete to delete link from course menu. 	
<p>6. To add a web link to Content Area:</p> <p>Log into Blackboard and go to your class or school Blackboard course. Make sure Edit Mode is turned on. Edit mode is on if you see a green dot.</p>	
<p>7. Choose the Content Area in which you wish to add the course link.</p>	
<p>8. Hover your mouse pointer over Build Content and then click on Web Link.</p>	
<p>9. Create Web Link</p> <p>Enter a name for the link then link into the URL box. Remember to keep the http:// part at the beginning. An easy way to ensure this is done is to copy and paste the web link from your web browser's address bar.</p>	
<p>10. Enter a description of the link if you wish.</p>	

<p>11. Web Link Options</p> <p>Set the Yes option to make the link open in a new window or browser tab. If this option is set to No the link will open within Blackboard.</p>	<p>WEB LINK OPTIONS</p> <p>Open in New Window <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>12. Standard Options</p> <p>Permit Users to View this Content Selecting No prevents students from viewing, but you would still be able to view it while Edit Mode is ON. The default for this option is Yes.</p> <p>Track Number of Views Select Yes or No to indicate if you want the system is to track the number of times a user accesses this item.</p> <p>Date and Time Restrictions Determine times and dates as appropriate. This only affects the way the material appears to students. As a course instructor you can change this setting at any time and the content will always be available to you.</p>	<p>STANDARD OPTIONS</p> <p>Permit Users to View this Content <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Track Number of Views <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Select Date and Time Restrictions</p> <p><input type="checkbox"/> Display After <input type="text"/>  <input type="text"/>  <i>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</i></p> <p><input type="checkbox"/> Display Until <input type="text"/>  <input type="text"/>  <i>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</i></p>
<p>13. Click Submit to finish.</p>	<p>Cancel </p>