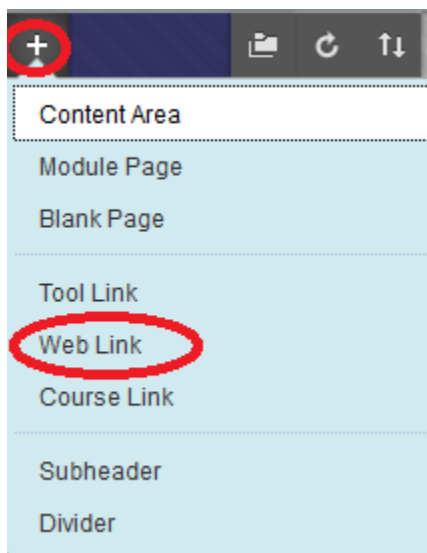


## Adding Web Links to a Blackboard Course

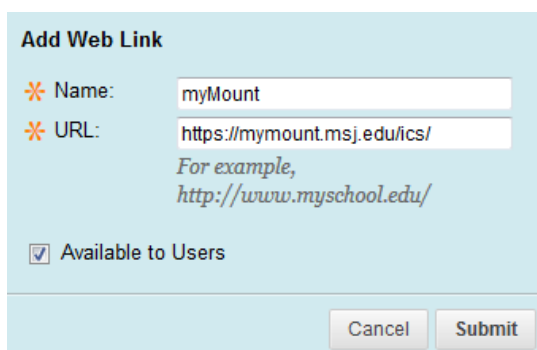
### Adding a Web Link to the Course Menu

Adding a Web Link to your course creates a link to a URL to provide quick access to a resource on the Internet.

1. Place your mouse over the “Add Menu Item” button and select *Web Link* from the drop-down menu window.

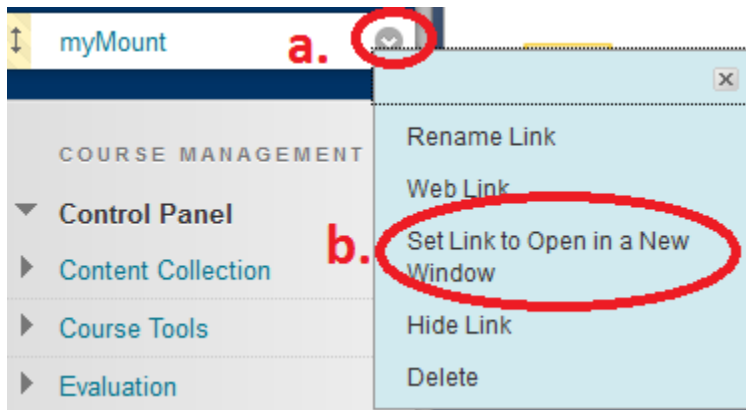


2. Type in the following information:
  - a. Type in the name of the link
  - b. Type in the URL (or copy and paste from your browser’s address bar)
  - c. Select *Available to Users* so your students will be able to see it
  - d. Click *Submit*

A screenshot of the 'Add Web Link' form in Blackboard. The form has a light blue background and contains the following fields and options:

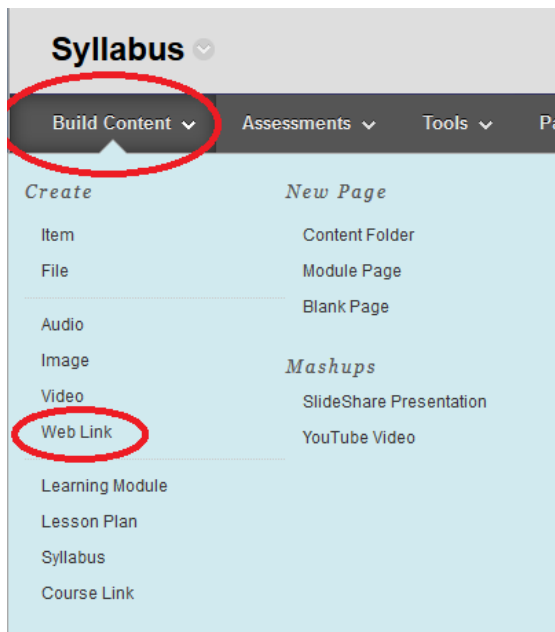
- Name:** A text input field containing 'myMount'.
- URL:** A text input field containing 'https://mymount.msj.edu/ics/'. Below this field, there is a note: 'For example, http://www.myschool.edu/'.
- Available to Users:** A checkbox that is checked.
- Buttons:** 'Cancel' and 'Submit' buttons are located at the bottom right of the form.

3. Set the options for the external link:
  - a. Click on the action link to the right of the newly created course menu item to set the options
  - b. From the drop-down menu click on *Set Link to Open in a New Window*



### Adding a Web Link to a Content Area

1. Click on the content area where the web link is to be added
2. Click on the "Build Content" button and select Web Link



3. Enter the following information

- a. Name
- b. URL
- c. Description if desired

### Create Web Link

*A Web Link is a shortcut to a Web resource. Add a Web Link to a Content Area to provide a quick access point to relevant materials. [More Help](#)*

\* Indicates a required field.

Cancel Submit

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WEB LINK INFORMATION

\* Name **a.**

\* URL **b.**   
For example, <http://www.myschool.edu/>

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DESCRIPTION

Text

Paragraph Arial 12pt

**c.**

4. Before clicking on the Submit button, be sure to scroll down to view *Attachments, Web Link Options* and *Standard Options*.

- a. Attach a file (optional).
- b. Select *Yes* to ensure that the web link opens in a new window.
- c. Select *Yes* to permit users to view this web link.
- d. Track the number of times this web link is viewed (optional).
- e. Select date and time restrictions for the web link(optional)
- f. Click *Submit*

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ATTACHMENTS

*If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*

Attach File **a.**

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WEB LINK OPTIONS

Open in New Window **b.**  Yes  No

---

STANDARD OPTIONS

Permit Users to View this Content **c.**  Yes  No

Track Number of Views **d.**  Yes  No

Select Date and Time Restrictions **e.**  Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel Submit