

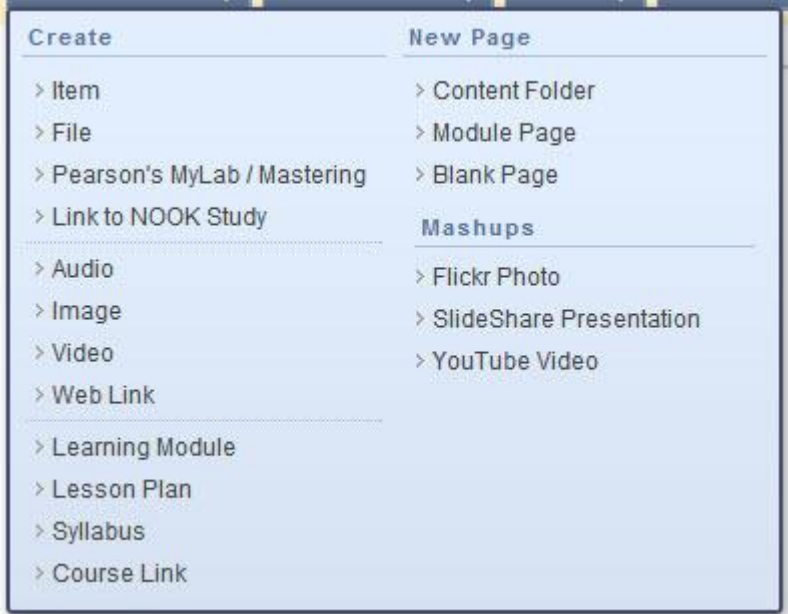





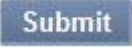



Creating a Link to a Website

This work instruction shows users how to create links to external websites in Blackboard. Creating links, or URLs, is another way to bring additional material and perspective to each week's content. *This document assumes that the user is logged into Blackboard and inside of a course shell.*

	START PROCEDURE
1.	 Hover the mouse over the Build Content button.
	<p>The Build Content menu displays.</p>  <p>The screenshot shows a dropdown menu with two columns: 'Create' and 'New Page'. Under 'Create', there are options: Item, File, Pearson's MyLab / Mastering, Link to NOOK Study, Audio, Image, Video, Web Link, Learning Module, Lesson Plan, Syllabus, and Course Link. Under 'New Page', there are options: Content Folder, Module Page, Blank Page, and a 'Mashups' section with options: Flickr Photo, SlideShare Presentation, and YouTube Video.</p>
2.	From the second section of the Create column, click the Web Link link.
	<p>The Create Web Link page displays.</p>  <p>The screenshot shows the 'Create Web Link' page. It has a yellow header with a document icon and the title 'Create Web Link'. Below the header is a paragraph: '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'. There is a legend: '* Indicates a required field.' and two buttons: 'Cancel' and 'Submit'. Below this is a section titled '1. Web Link Information' with two required fields: 'Name' and 'URL', each with an input box. Below the 'URL' field is the text: 'For example, http://www.myschool.edu/'.</p>
3.	In the Name field, enter a name for the link. This is a required field.

4.	In the URL field, paste or enter the website address for the site to which the link is being created.
	<p>IMPORTANT NOTES:</p> <ul style="list-style-type: none"> • If desired, enter a description of the website in the Description section. • If desired, attach a file to the URL content item by clicking the Browse My Computer button in the Attachments section.
5.	From the Options section, click to select the Yes radio button for the Open in New Window option. Selecting this option will ensure that the link opens properly.
	<p>IMPORTANT NOTES:</p> <ul style="list-style-type: none"> • Ensure that the Permit Users to View this Content radio button is set to Yes if you want student to have the ability to view the URL. Otherwise, select No. • To track the number of times the URL content item is used, click to select the Yes radio button for the Track Number of Views option. • Use the Select Date and Time Restrictions options to make the URL content item available and unavailable on the dates and times specified. <div data-bbox="191 751 1031 1134"> <p>4. Options</p> <p>Permit Users to View this Content <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Open in New Window <input type="radio"/> Yes <input checked="" 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 <input type="checkbox"/> Display After <input type="text"/>  <input type="text"/>  <small>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</small></p> <p><input type="checkbox"/> Display Until <input type="text"/>  <input type="text"/>  <small>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</small></p> </div>
6.	 Click the Submit button. The URL content item is successfully created.
	END PROCEDURE