

Links to external websites can be added to Blackboard Content Areas alongside other types of content. For example, you can add a links to articles, publishers' resources, or other online materials that reside outside of the Blackboard Learning Management System.

ADDING A LINK TO AN EXTERNAL WEBSITE

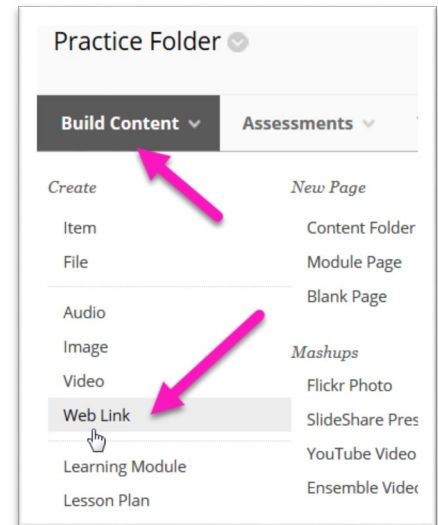
1. With Edit Mode ON, **navigate to the Content Area or folder** in which you would like to add the Web Link.
2. On the Action Bar, point to **Build Content** and click **Web Link**.
3. On the **Create Web Link** screen, enter the following information:

Name (1): Give your Web Link a descriptive title.

URL (2):Type in the Web Address of the website you are linking to.

Tool Provider (3): This is left *unchecked* for a standard Web Link. It is only used when linking to another system that has been integrated into Blackboard in some way (ex: single sign-on).

Description (4): Enter a brief description for the Web Link (optional).



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.

WEB LINK INFORMATION

* Name 1

* URL 2
For example, <http://www.myschool.edu/>

This link is to a Tool Provider. [What's a Tool Provider?](#) 3

DESCRIPTION

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Paragraph Arial 3 (12pt)

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, indent, outdent, undo, redo, etc.

The [Online@SUNYBroome](#) website contains information regarding Distance Education at SUNY Broome. Here, both faculty and students can access resources to make their [online](#) experience a successful one!

Path: p Words:28

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Attachments (5): Use this area to browse and upload a file that will be attached to the Web Link.

Open in New Window (6): Set this option to “Yes” to open the website in a new window (preferred).

Permit Users to View this Content (7): This MUST be set to “Yes” for the Web Link to be visible to students (even if date restriction settings are used).

Track Number of Views (8): Set to “Yes” to be able to run reports to verify which students have accessed the Web Link.

Select Date and Time Restrictions (9): This allows you to release the Web Link to students at a later date. If using this option, you MUST be sure to not only to enter the date and time, but also click the checkbox for the “Display After” setting. You MUST also be sure that the “**Permit Users to View this Content**” is also set to “Yes”. The Web Link will then become visible to students on the date you specify.

When finished click the **Submit** button (10). You should then see the Web Link in your Content Area.

ATTACHMENTS

You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. Select **Do Not Attach** to remove a selected file.

Attach Files

WEB LINK OPTIONS

Open in New Window Yes No

STANDARD OPTIONS

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

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.

Online@SUNYBroome Website ▾

Enabled: Statistics Tracking

The Online@SUNYBroome website contains inf Here, both faculty and students can access res

ONLINE@SUNYBROOME

Please visit the Online@SUNYBroome website (www.sunybroome.edu/online) for additional information pertaining to distance education. The site contains information for Students, Faculty, and Chairs. A repository of informational/instructional documentation is included on the site as well as a listing of training opportunities and frequently asked questions. 0

