How to Add a “Web Link” to your Course in Blackboard

Adding a “Web Link” to your course requires two parts:

Part 1: Copying the Web Address or URL from an existing website

Part 2: Making the “Web Link” accessible to your students from somewhere within your Blackboard course.

Part 1:

1. Navigate to the website that you would like to link to from within your course.

2. Highlight the Web Address (AKA: URL) in the web address box of your browser window.

3. “Right” click on the highlighted web address and choose > “Copy”.

* Alternatively, you can use keyboard commands (CRTL + C) to copy the highlighted web address.

Part 2:

1. From within your Blackboard course, navigate to the “Content Area” or “Learning Module” of your choice.

2. Click on “Build Content”.

3. Choose “Web Link”

4. Type in the “Name” of the Link. This will be the “clickable” text that your students see.
5. “Right” click in the URL field and choose > “Paste”.
   * Alternatively, you can use keyboard commands (CRTL + V) to paste the previously highlighted web address into the URL field.

6. Type a description in the “Description” field.

7. Use the “Browse My Computer” or the “Browse Content Collection” options to add an “Attachment” (if applicable).

8. Choose “Yes” or “No” to Opening the link in a New Window under the “Web Link Options”.

9. Apply the “Standard Options” as you see fit.

10. Click “Submit”.

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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

1. Web Link Information
   - Name: The New York Times
   - URL: http://www.nytimes.com
   - For example, http://www.nytimes.com
   - This link is to a Tool Provider. What's a Tool Provider?

2. Description
   - Text:

WIKIPEDIA: The New York Times (or NYTimes) is an American daily newspaper, founded and continuously published in New York City since September 18, 1851. It has won 112 Pulitzer Prizes, more than any other news organization. [1][2] Its website is America's most popular news site, receiving more than 30 million unique visitors per month.[3]

The paper's print version remains the largest-circulation metropolitan newspaper in the United States and third-largest newspaper overall, behind The Wall Street Journal and USA Today. Following industry trends, its weekday circulation has fallen to fewer than 620,000 daily since 1995.[4] This number was allayed by a Daily Press Audit Bureau report in 2000, which stated, "The fall in circulation numbers is, in our view, a function of the decline in the popularity of newspapers as a medium and not a reflection of the New York Times' journalistic performance."

3. Attachments
   - If you select a file you do not want, click Do Not Attach to remove the attachment from the item. The file itself is not deleted.
   - Attach File: Browse My Computer

4. Web Link Options
   - Open in New Window: Yes

5. Standard Options
   - Permit Users to View this Content: Yes
   - Track Number of Views: Yes
   - Select Date and Time Restrictions: Yes
     - Display Start Date
     - Display End Date
     - Enter dates as mm/dd/yyyy. Time may be entered to any increment.

6. Submit
   - Click Submit to proceed. Click Cancel to quit.