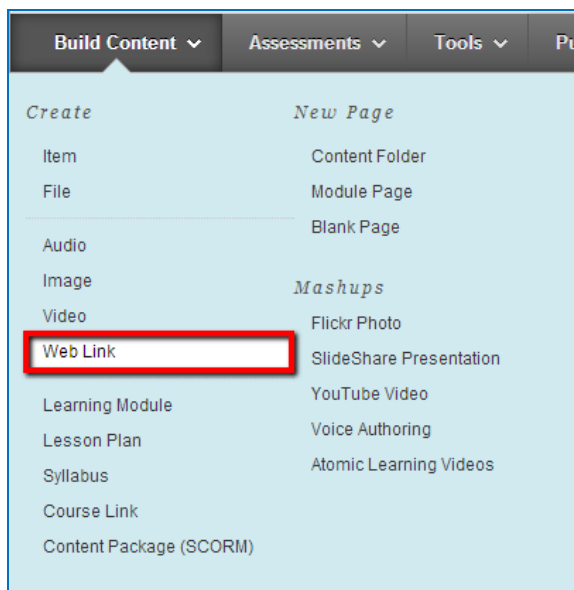


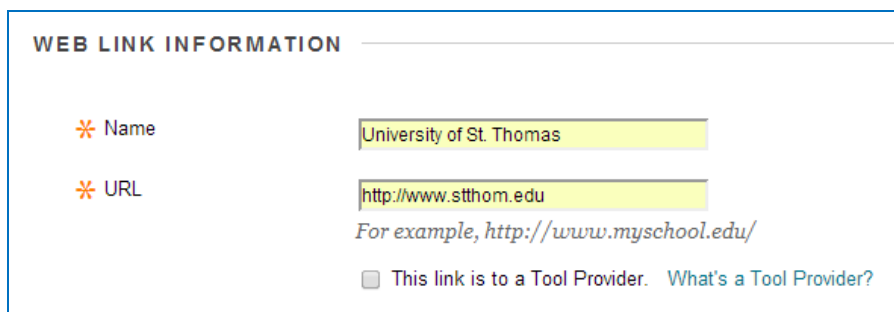
## Adding Content: Web Links

Links to websites on the Internet can be placed on Content Areas of a Blackboard course. This task is accomplished using the Web Link tool.

1. In the desired Content Area, point to **Build Content**, and select **Web Link** from the menu.

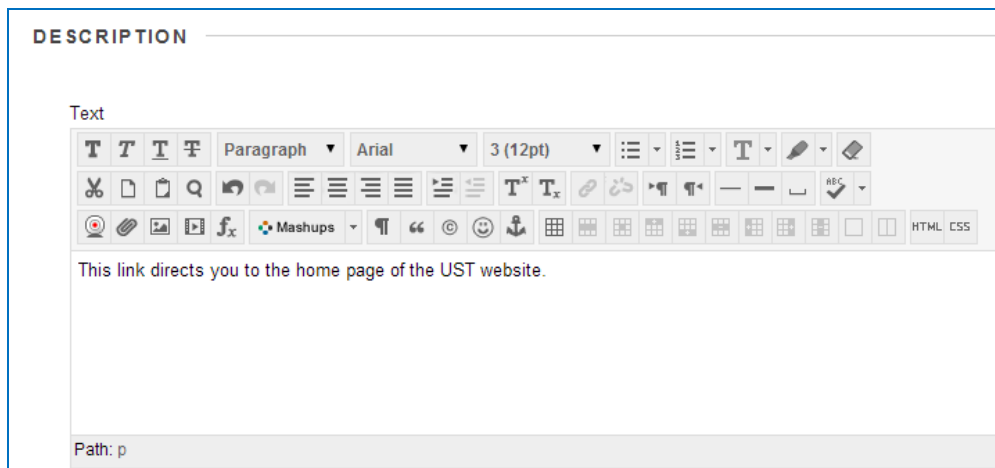


2. In the Name field, type the name or phrase that will be used to refer to the hyperlink. In the URL field, type (or copy and paste from your browser) the URL for the external website. For example, to create a link to the University of St. Thomas website, type or paste <http://www.stthom.edu> in the URL field. Both the Name and URL are required.

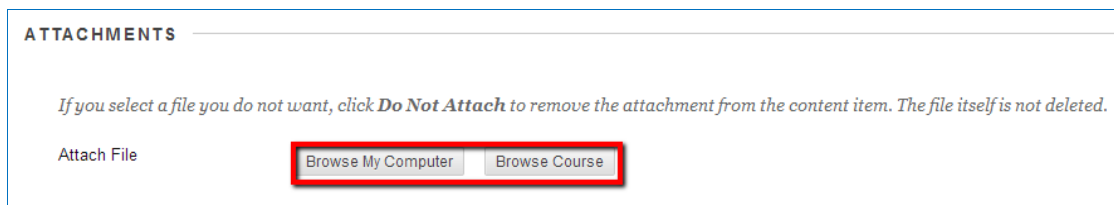


The image shows a screenshot of the 'WEB LINK INFORMATION' form. The form has two main fields: 'Name' and 'URL'. The 'Name' field contains the text 'University of St. Thomas'. The 'URL' field contains the text 'http://www.stthom.edu'. Below the 'URL' field, there is a note: 'For example, http://www.myschool.edu/'. At the bottom of the form, there is a checkbox labeled 'This link is to a Tool Provider. What's a Tool Provider?' which is currently unchecked.

3. If desired, type a Description for the URL. This might include a synopsis of what students will find at the target website when they click on the hyperlink. Using the text editor, as shown below, the description may be formatted using different fonts and colors.



4. A file may be included in the Blackboard course next to the hyperlink. This file might be a supplement to the content on the targeted website or instructions for using the website in the course. Click **Browse My Computer** to select a file that has been saved to the computer hard drive or an external storage device such as a CD or a flash drive. Alternatively, click **Browse Course** to attach a file that has been previously uploaded to the Blackboard course.



5. Several choices regarding the new hyperlink can be chosen from the list of **Options**. It is generally good practice for URLs to **Open in New Window** or browser tab. The instructor may decide whether or not to track the number of students who view the URL and may place date and time restrictions on when the URL will be available to students.

**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.*

Open the web page in a new browser tab.

6. Finally, click the **Submit** button to create the Web Link in the Content Area.

Cancel **Submit**

The new hyperlink will appear in the Content Area as shown below. Click the name to view the web content.

 **University of St. Thomas**  
 This link directs you to the home page of the main University of St. Thomas website.