

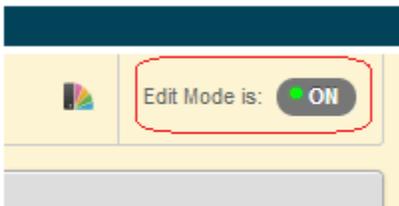


Go Online
**Add an External Link to
your Blackboard Course**

How to Add an External Link

The Create URL feature allows you to add a single web link as a content item to your Blackboard course. You can add some contextual information and decide whether the link should open in a new browser window.

Edit Mode

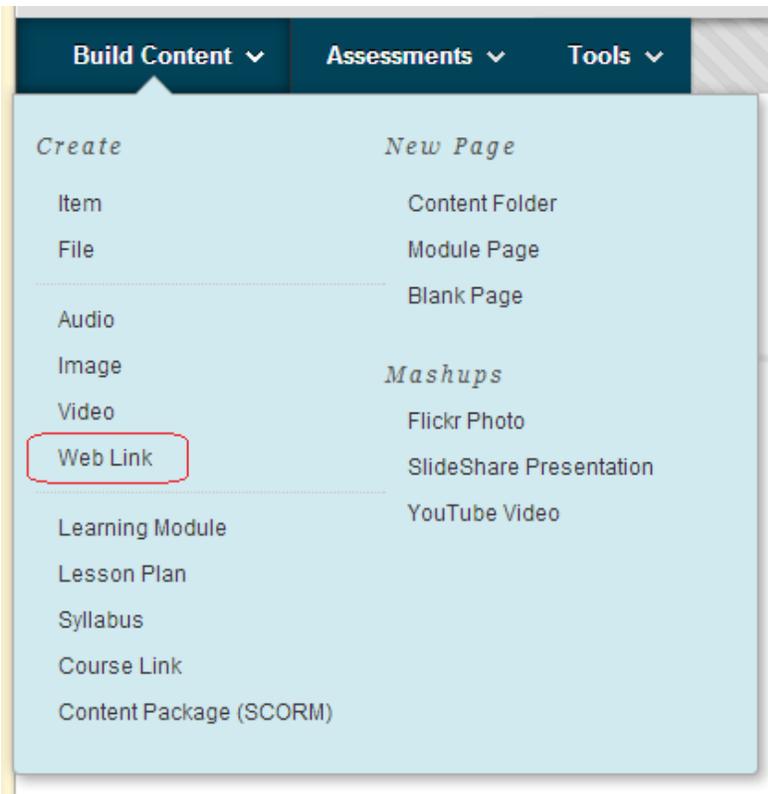


1. Check that Edit Mode is turned **ON**. This can be switched by clicking ON or OFF.

Content Area

2. Choose the **Content Area** into which you wish to add your content. .

Build Content -> URL



3. Hover your mouse pointer over **Build Content** and then click on **URL**.

Attach Files?

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

Browse My Computer

Browse Course

7. If you wish you may **attach** files from your computer or your course.

Link Options

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

Display Until  

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

Click Submit to proceed. Click Cancel to go back.

Cancel

Submit

8. Set the options according to your preferences.

9. Click **Submit** to finish.