



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

Build Content 🗸	Assessments V Tools V
Create	New Page
Item	Content Folder
File	Module Page
Audio	Blank Page
Image	Mashups
Video	Flickr Photo
Web Link	SlideShare Presentation
Learning Module	YouTube Video
Lesson Plan	
Syllabus	
Course Link	
Content Package (SCORM	()

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

Link Details

WEB LINK INFORMATION	
<mark>∗</mark> Name	UoS Website
★ URL	http://www.soton.ac.uk For example, http://www.myuniversity.ac.uk
	This link is to a Tool Provider. What's a Tool Provider?

4. Enter a **Name** for the link.

5. Enter your link into the **URL** box. Remember to keep the **http://** part at the beginning. An easy way to ensure this is done is to copy and paste the web link from your web browser's address bar. There is no need to tick the 'Tool Provider' option.

Description

DESCRIPTION

Text



6. Enter a **description** of the link if you wish. Here you could put the link in context and explain why it is useful.

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 OPTION	S
Open in New Window	⊚ Yes ─ No
STANDARD OPTION	IS
Permit Users to View this Content	⊚ Yes ─ No
Track Number of Views	💮 Yes 💿 No
Select Date and Time Restrictions	Display After Image: Constraint of the second secon
	Display Until Im Display Until Im 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.