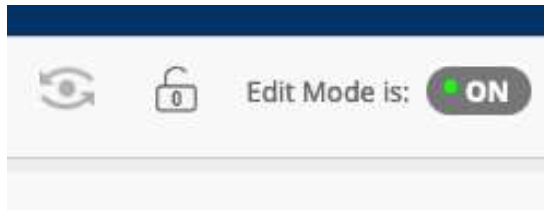


## Creating a Link to an External Website in Blackboard

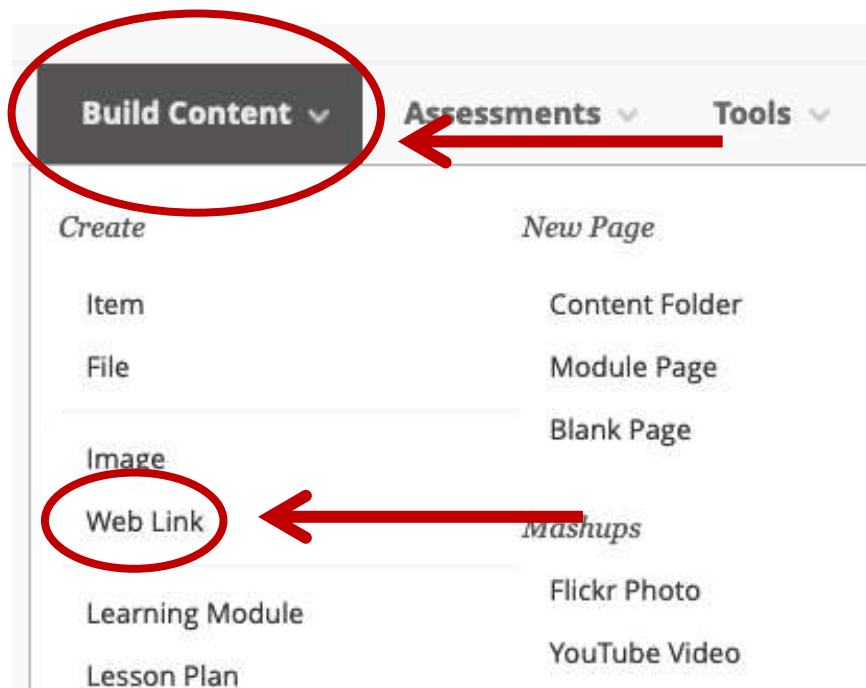
1. Log into Blackboard, select the course where the weblink will be added.

### Turning on Edit Mode



2. Check that the Edit Mode is turned on.

### Creating the Web Link



3. Click on **Build Content** at the top of the page.
4. Choose **Web Link** from the menu that appears.

## Setting up the Web Link Information

### 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 r

\* Indicates a required field.

**WEB LINK INFORMATION**

\* Name

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

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

5. **Name:** Enter a name for the link. This will be shown to class participants.
6. **URL:** Enter the link into the URL box. Be sure to keep the full address including the http://.

## Entering the Link Description

**DESCRIPTION**

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

Rich text editor toolbar with various icons for text formatting, alignment, and insertion.

7. In the section labeled **Description**, you can use the text editor to enter a description.

## Attaching Files



8. You may wish to attach files from your computer or your course, as additional materials.

## Setting the Web Link Options

### WEB LINK OPTIONS

Open in New Window  Yes  No

9. The settings **Web Link Options** allows you to select whether to open the link in the new window or the same window. It is recommended to set to **Yes**, to avoid issues with displaying content.

## Setting Up the Web Link Availability

### 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.*

In the section labeled **Standard Options**, you can set the visibility of the link to course participants:

1. **Permit Users to View this Content:** Select Yes to allow students to view the web link.
2. **Track Number of Views:** Select Yes to record the number of times students view the link.
3. **Select Date and Time Restrictions:** Use the date and time pickers for the Display After and Display Until dates to restrict the time period in which students can view the content.
4. When finished, click the **Submit** button to create the web link