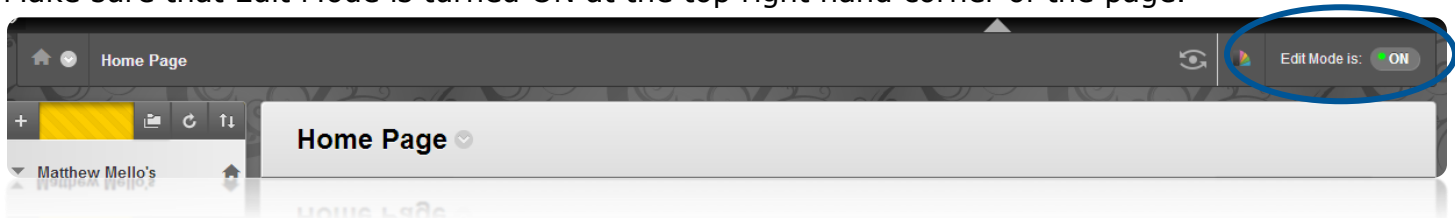


Adding a Link to a URL

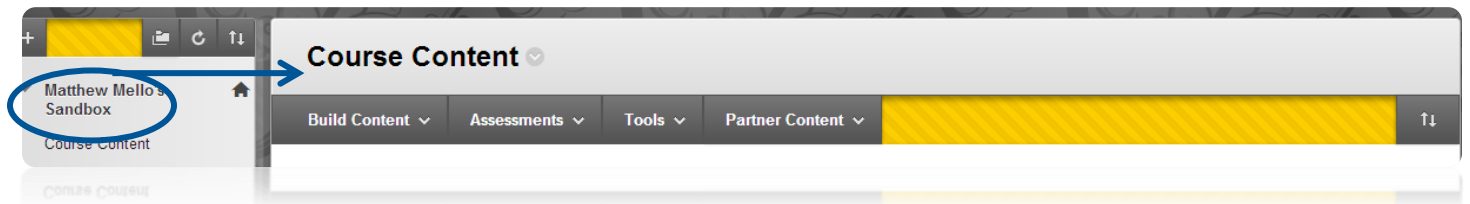
Creating a Web Link (adding a URL) is a great way to lead students to information by giving them a quick access point.

Adding a Web Link

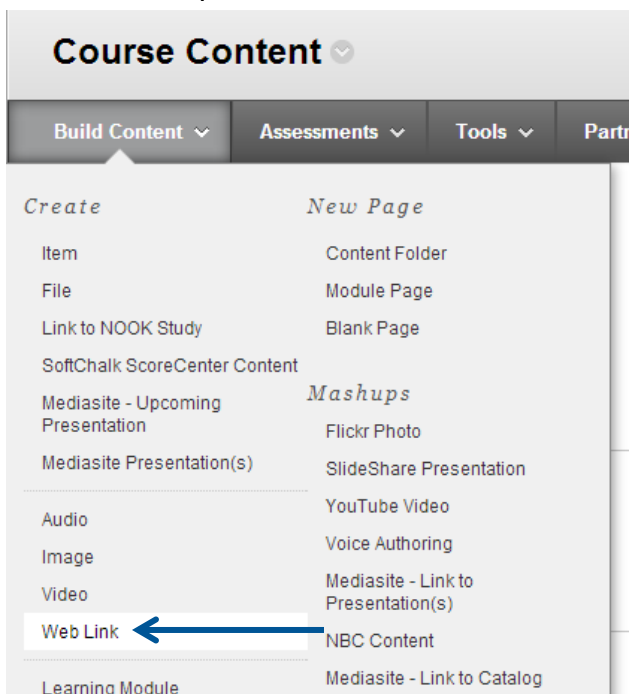
1. Log into Blackboard Learn and enter the course.
2. Make sure that Edit Mode is turned ON at the top right-hand corner of the page.



3. Access a Content Area or folder in which you would like to add your web link and click Build Content.



4. From the drop-down list select Web Link.



5. Type the name and URL of your link. You may also add an optional description. Leave the checkbox unchecked where you see 'This link is to a Tool Provider' unless specified by a third party vendor.

Tip: Copy the URL from your browser and paste it into the URL field. Note: The URL must be in the correct format, such as <https://www.myschool.edu.au/>

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](#)

* Indicates a required field.

WEB LINK INFORMATION

* Name

University Of Houston Downtown website

* URL

<http://www.uhd.edu>

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

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

DESCRIPTION

Text

6. Additionally, you can attach a file. This step is optional.

7. Adjust the Options.

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 Content Collection

6

WEB LINK OPTIONS

Open in New Window

Yes No

7

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.

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel

Submit

8. Click Submit.

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel

Submit

All new content appears at the bottom of the area in which it was added. You may need to scroll to the bottom if you have existing content in this area of your course.

Tip: Click the WebLink that you have just created to be sure that it works.

For additional support, visit <http://uhd.edu/bbhelpform>