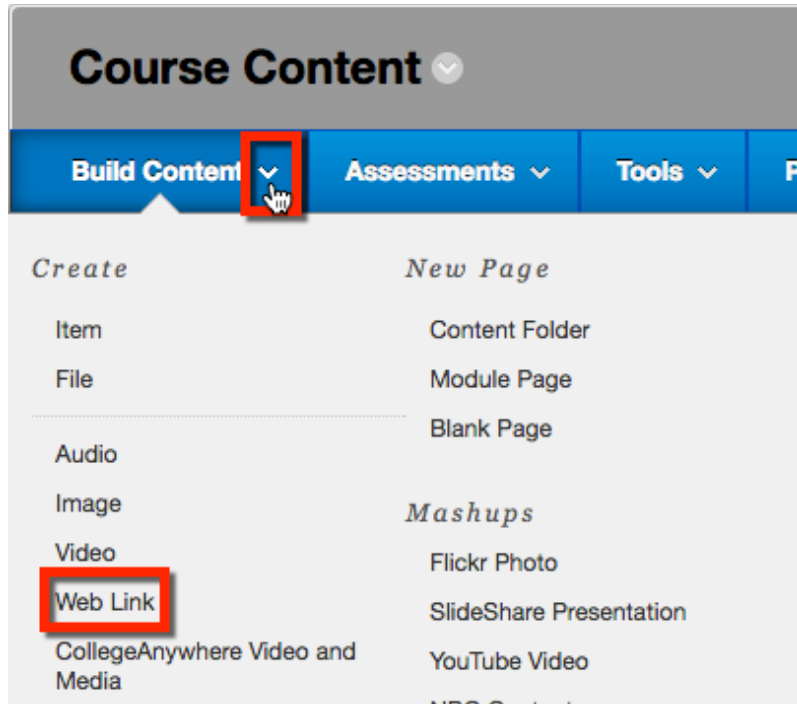


Create a Web Link

Enter a Blackboard course and select a content area to add content. Once you are in a content area, hover your mouse over **Build Content** to open the drop down menu. Select **Web Link**.

Note: Once the Blackboard Web Link is created, students will be able to click the Web Link title to open on their computer.



Web Link Information:

Name: Create a name

URL: Copy a URL from a web address bar. This must include **https://**.

WEB LINK INFORMATION

* Name

* URL

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

Description:

Text: If you would like to add text under the hyperlink, please enter here.

DESCRIPTION

Text

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

Blackboard Questions? Contact the *Center for Online Teaching and Learning*

Email: blackboard@govst.edu Phone: (708) 534-4115

Attachments:

Attach a File:

Browse My Computer: Find a file from your computer to add to Blackboard.

Browse Course: Find a file from your Blackboard course File Manager.

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

Web Link Options:

Open in New Window: It is best to keep this option to open in a new window, so Blackboard stays open for the user.

WEB LINK OPTIONS

Open in New Window

☒ Yes ☐ No

Standard Options:

Permit Users to View this Content: Make sure Yes is selected or students will not be able to view this content.

Track Number of Views: You will be able to keep track of how many users view this material.

Select Date and Time Restrictions: Select availability dates and times to limit when students can view this material.


Once you are finished, click **Submit**.

STANDARD OPTIONS

Permit Users to View this ☒ Yes ☐ No
Content

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.

You have successfully created a Web Link.

Success: Web Link created.

Course Content ▼

Build Content ▼ **Assessments** ▼ **Tools** ▼ **Partner Content** ▼ 

 **Web Link**
Enter text here.

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