Adding a Link to a Website

One way to add content is to include a relevant website that can support and enhance your course. The website, which should be properly vetted to ensure its quality and appropriateness, can be added by creating a Web Link within a Blackboard course. A Web Link can be a shortcut to a website, document, video, or any other resource on the Internet.

For this example, let’s take a look at the steps to add a Web link.

With the Edit Mode set to ‘On’, begin from the Course Menu. Click on the menu item, Course Content, which is a Content Area.

On the Action Bar, hover over the Build Content tab and in the drop-down menu, click on the Web Link option.

The interface that appears allows you to provide specific information about the Web Link. In the designated area, provide a Name for the website. Then add the URL, ensuring to include the “http://” component in the web address. Users can copy and paste URLs rather than typing them in to reduce the chance of errors.

You may type a description or set of instructions in the Text Box Editor if you wish.

Now, scroll directly to the Web Links Options.

In ‘Web Links Options’, select whether or not you wish for the resource to open in a new window. Faculty might prefer to open in a new window if they have concerns over the reliability of how a new webpage will display, or have its functionality compromised in some way.

From Standard Options, you can make the content available, track the number of views for this content, and even set date and time restrictions if you want to limit when the link becomes available and for how long.
When you are finished, click the Submit button.

The Web Link now appears. If there were other content items previously created, the newly added Web Link would appear as the last item. If appropriate, you can drag and drop the Web Link to a new location using the double arrows.

Click on the Web Link to ensure it opens as expected.

Another way to add a Web Link is to add it directly to the Course Menu as a new item.

Hover over the “Plus” icon that appears at the top of the Course Menu, to reveal a drop down menu. Locate and click on “Web Link”. Provide a name for the web resource in the Add Web Link box that appears.

While one can type the URL (including the “http://” component), it is preferable to copy and paste a URL, especially when including a long link address to reduce the possibility of making an error.

Decide whether or not to make the link Available to Users. If you do not check this box, this course item will not be visible to Users on the Course Menu. Click Submit.

The Web Link will appear as the last item in Course Menu. You can drag and drop this to a new location by hovering over the double arrows on the left hand side of the item, click and hold down the left mouse button, and drag it to a new location. When you see a dotted border appear, you can release the mouse button, and the item will now be located at that spot.

This tutorial demonstrated different ways to add a Web Link to a Blackboard course.