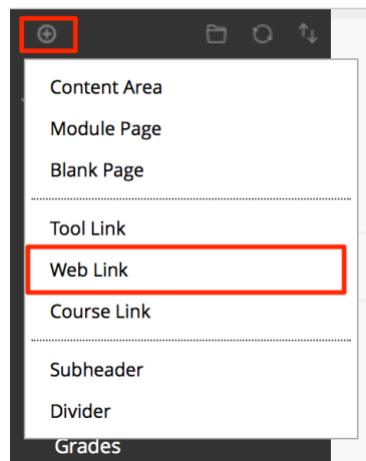


## Link to Websites

External Links allow you to direct your students to important information or multimedia that is hosted on a website outside of Blackboard. Rather than giving them the link and asking them to copy and paste it into their browser, there are a few different built in options that allow you to create a clickable link for your students within your course.

### Add an External Link Menu Button

1. Enter the course where a new external link menu is needed. Make sure Edit Mode is ON.
2. Click on the **Add Menu Item** button
3. Click on **Web Link**



4. Provide a **Name** and **URL** for the web link
5. Check **Available to Users** and select **Submit**

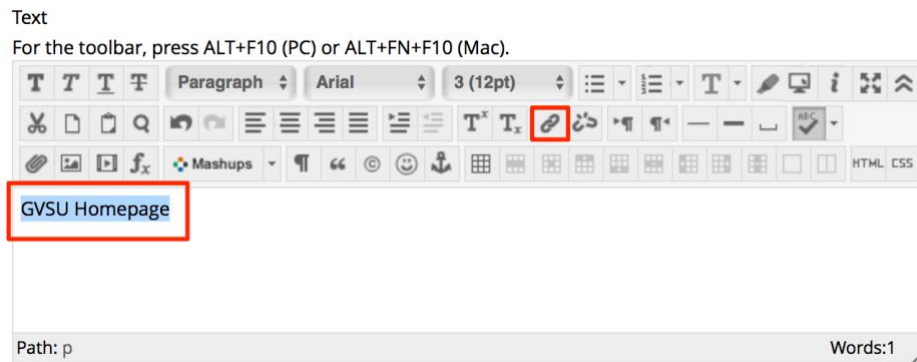
 A screenshot of the 'Add Web Link' form in Blackboard. The form has a title 'Add Web Link'. It contains two input fields: 'Name' with the value 'GVSU Homepage' and 'URL' with the value 'http://www.gvsu.edu'. Below the URL field is a note: 'For example, http://www.myschool.edu/'. There is a checkbox labeled 'Available to Users' which is checked. At the bottom right are two buttons: 'Cancel' and 'Submit'.

## Add a Web Link

1. Within a course, click on the content area where you want to add the web link (ex: Documents)
2. From the **Build Content** tab, select **Web Link**
3. Provide a **Name** and **URL** for the web link
4. Optionally, add a **description** and attach a file
5. Select the Standard Options
6. Click **Submit**

## Add an Item with a Hyperlink

1. Within a course, click on the content area where you want to add the web link (ex: Documents)
2. From the **Build Content** tab, select **Item**
3. Within the text editor, type in the name of your link, and then highlight it with your mouse
4. Click the **Insert/Edit Link** button



5. In the new window, type the URL into the **Link Path** field
6. Change **Target** to **Open in New Window**
7. Click **Insert** and then **Submit**

The image shows a 'General' tab in a link configuration dialog. It has a 'Link Path' text field containing 'http://www.gvsu.edu', which is highlighted with a red box. Below this field are two buttons: 'Browse My Computer' and 'Browse Content Collection'. A note below the buttons reads: 'When attaching a file from your computer, you must first submit the content item so the file is assigned a permanent URL'. Below the note is a 'Target' dropdown menu with 'Open in New Window (\_blank)' selected, also highlighted with a red box. At the bottom of the dialog are 'Cancel' and 'Insert' buttons, with the 'Insert' button highlighted with a red box.