Adding External Links

External Links allow you to direct your student's 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 Blackboard course.

1. Add an External Link Menu Button

Step 1: Enter the course where a new external link menu button is needed (make sure Edit Mode is ON).

Step 2: Click on the Add Menu Item button.

Step 3: Click **Web Link**.

Step 4: Type the name of new external link menu button in the Name textbox.

Step 5: Type in (or copy & paste) the FULL website address (URL) into the URL textbox.

Step 6: Check the Available to Users box to make the link immediately available for your students.

Step 7: Click the Submit button.

2. Add a Web Link

Step 1: Within your course, click the content area where you want to add the web link.

Step 2: From the **Build Content** tab, select **Web Link**.

Step 3: Type the name of your link in the Name textbox.

Step 4: Type in (or copy & paste) the FULL website address (URL) into the URL textbox.

Optional: You can add a description to your web link or attach a file.

Step 5: Click the Submit button.

3. Add an Item with a Hyperlink

Step 1: Within your course, click the content area where you want to add the hyperlink.

Step 2: From the **Build Content** tab, select **Item**.

Step 3: Within the Text box, type in the name of your link, and then highlight it with your mouse.

Step 4: Click the **Insert/Edit Link** chain icon found in the middle row of the text Editor

Step 5: Type in (or copy & paste) the FULL website address (URL) into the Link Path textbox.

Step 6: Click the **Target** drop down menu and choose **Open in New Window**.

Step 7: Click **Insert**. Click **Submit**.