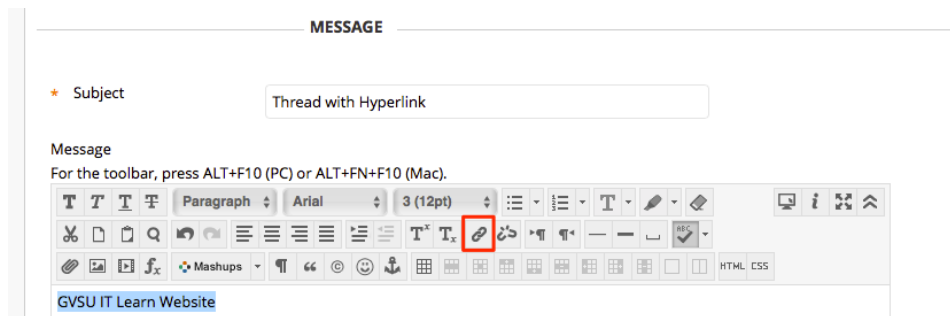# Inserting Hyperlinks into Blackboard's Discussion Board Thread

It's always a good idea to have two browser windows open when posting hyperlinks to Blackboard. One window can be the website you are copying and pasting. The other browser window should be your Blackboard course.

Step 1: Once you've created a thread, type the title of the website or paste the url of the website in the textbox. Highlight the text you wish to make into a link, then click the Hyperlink button in the second row of buttons. It looks like a chain link.
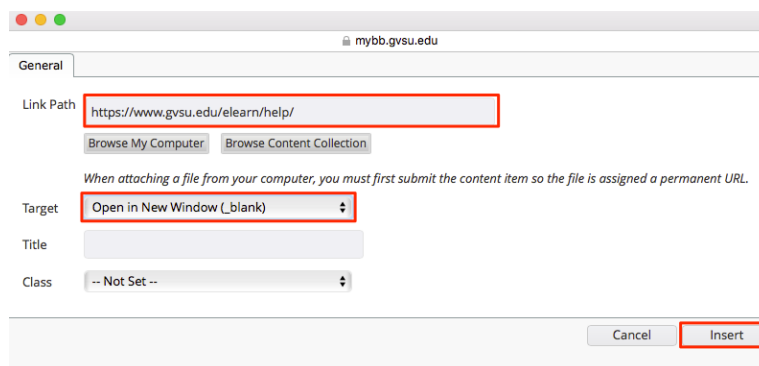

Step 2: The Insert/Edit Link page will open in a pop-up window.
Step 3: Paste the entire URL (or web address) into the Link Path box.
Step 4: Change the Target to "Open in a New Window" if you would not like the link to open over the Discussion Board Page for the students.
Step 5: Select Insert to save the link.

Step 6: Select submit when you are ready to post your thread.

When users view your post, they will be able to click on the link and go directly to the website you specified.

gvsu.edu/elearn/help