

Add External and Internal Links to Your Course

Within your Blackboard course you can add Hyperlinks (links) to any location you choose. **External** links will transfer the user to a place on the World Wide Web that you designate. **Internal** links will transfer the user to any location *inside* your course.

Adding internal links can make navigation within the course much easier and adding external links can transfer a user to a Web site to view additional information or materials not contained in your course.

Adding an External Link:

1. Log into the Blackboard course and click on **Control Panel**.
 - *In this demonstration you are going to put the link in the syllabus area.*
2. Click on **Syllabus**.
3. Select **External Link**.
4. A screen opens for the external link information.
5. In the **Name** textbox, enter the name (*PBS link*).
6. In the **URL** textbox, enter the URL address.
 - *Note the URL address must be in the proper http:// format. One way to obtain the URL address is to open the webpage (that you would like to link to) in another Internet browser window and then copy and paste that address. In your Internet browser, highlight the address by double clicking it with your mouse and then press Control-C (Command-C for Mac users) to copy it. Back at the Blackboard Add External Links screen, select the URL textbox and then press Control-V (Command-V for Mac users) to paste it.*
7. In the **Text** area, type in any comments you would like to have displayed with the link.
8. In the **Options** area select your options for how you want the link to be displayed.
 - *By default your link will be available during the entire course. However, you can choose certain date and time restrictions.*
9. After you have selected your options, click on the **Submit** button.
10. Click on the **OK** button.

Adding an Internal Link

1. Log into Blackboard course and click on **Control Panel**.
 - *In this demonstration you are going to put the link in the syllabus area.*
2. Click on **Syllabus**.
3. Select **Course Link**.
4. A screen opens for the course link information.
5. In the **Name** textbox, enter the name (*Link to Assignments*).
6. In the **Text** area, type in any comments you would like to have displayed with the link.
7. In the **Course Link** section, click the **Browse** button.
8. A popup window will open up with the course map.
9. Select your destination (*Assignments*) for the course link.

10. In the **Options** area select your options for how you want the link to be displayed.
11. After you have selected your options, click on the **Submit** button
12. Click on the **OK** button.