

Blackboard - How to Add a Web Link

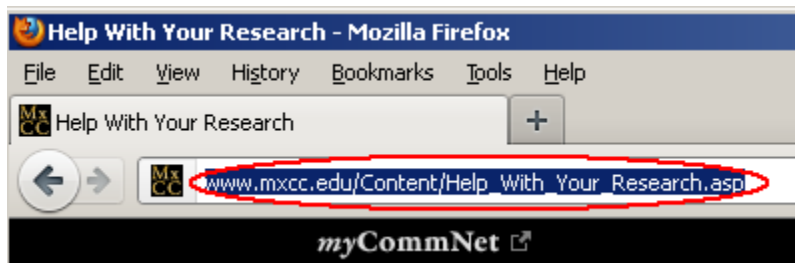
This instruction is to show you how to add a Web Link in a “Content Area” page –a folder. There are two steps involved.

Step 1: Copy the Web Address, URL.

Step 2: Add the Web Link to a “Content Area” page.

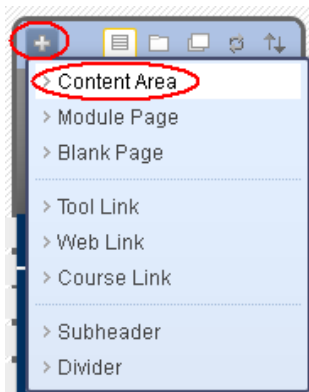
Step 1: Copy the Web Address, URL.

1. Before you add a link to your Blackboard course site, you need to first copy the link. Navigate to the web site that you would like to add to your course.
2. Highlight the **Web Address (URL)** in the Web Address box and right click on the highlighted address, select **Copy**. You may use **CRTL + C** to copy the highlighted web address.



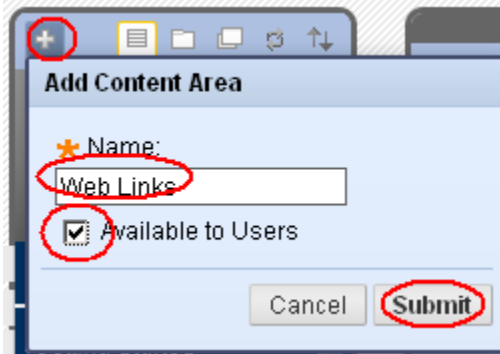
Step 2: Add the Web Link to a “Content Area” page.

1. In your Blackboard course, first, you will create a Content Area page to which the web link will be added. Click “+” at the upper left corner of the Course Menu and select Content Area.



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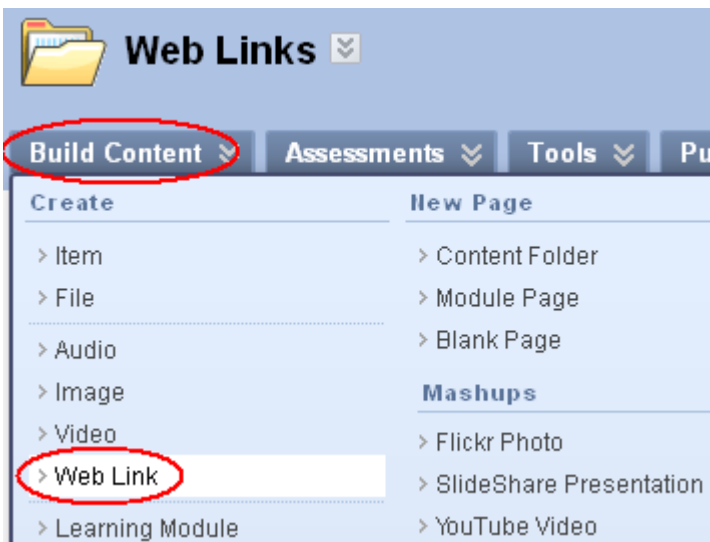
2. Type the name of the page such as “Web Links”. Check “Available to Users”. Click “Submit”.



3. The newly added link in Course Menu is placed at the bottom. To move the link up, drag the move icon of “Web Links” and drop it to the position of your choice.



4. Click the newly added page link, “Web links”, to show the page in the right window. Go to “Build Content” and select “Web Link”.



5. Enter a Name for the web link. The name of a web link is what your students see. Right click the **URL** box and select “Paste”. You may use **CTRL + V** to paste the link. You may write a brief description of

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the link.

Create Web Link

A Web Link is a shortcut to a Web resource. Add a Web Link to a Content Area to provide a quick access point to relevant materials. [More Help](#)

* Indicates a required field.

Cancel **Submit**

1. Web Link Information

* Name

* URL
For example, <http://www.myschool.edu/>

2. Description

Text Text Editor is: **ON**

Helpful steps about how to conduct a research

6. Scroll down. Make sure in "4. Options", Yes is checked in "Open in New Window".

4. Options

Permit Users to View this Content Yes No

Open in New Window Yes No

Track Number of Views Yes No

7. Click "Submit" at top right or bottom right.

8. You may preview the web link to make sure the address is correct. Click "ON" in Edit Mode to turn it off. You will see the page with the new link. Click the link.