

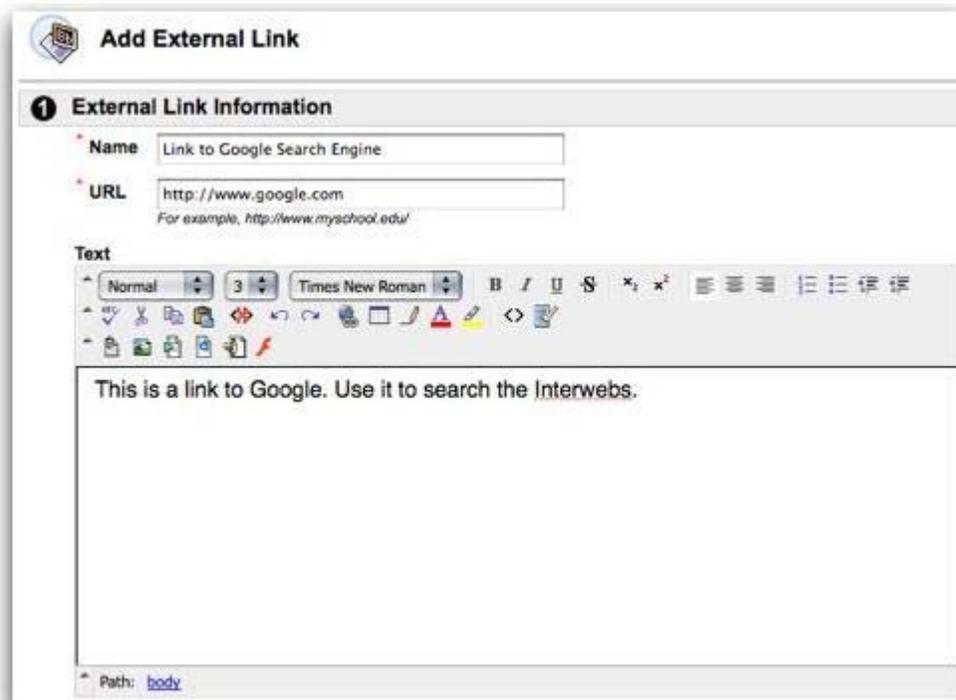
Adding an External Link to Blackboard

In Blackboard, an External Link provides a way to add a link to any external website outside of Blackboard. An External Link is most often added to the External Links section of a Blackboard course, but may be added to other sections as well. For the following example, we'll add an External Link to Google (<http://www.google.com>) to the Course Documents section.

1. Edit the Course Documents page. Open the **Control Panel** and click **Course Documents**, or click **Course Documents** on the menu on the left and then click **Edit View** in the upper right corner.
2. Click the **External Link** button. The Add External Link options will appear.



3. Add a name for the link, the URL (web address) and any text that may help explain what the link is.



The screenshot shows the 'Add External Link' form. At the top, there is a document icon and the text 'Add External Link'. Below this is a section titled 'External Link Information' with a help icon. There are two input fields: 'Name' with the value 'Link to Google Search Engine' and 'URL' with the value 'http://www.google.com'. Below the URL field is a small note: 'For example, http://www.myschool.edu/'. Below the form fields is a rich text editor with a toolbar and a text area containing the text: 'This is a link to Google. Use it to search the Interwebs.' At the bottom left, there is a 'Path' field with the value 'body'.

4. Choose **Yes** to launch a new window when the link is clicked. Click Submit.

2 Content
Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

Attach local file

Name of Link to File

Special Action

3 Options

Make the content available Yes No

Open in new window Yes No

Track number of views Yes No

Choose date and time restrictions

Display After Display Until

Feb 12 2009 01:00 PM Feb 12 2009 01:00 PM

4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

5. After the link has been created, return to the Content Area where you added the link and test it.

