



# Blackboard Quick Reference Guide 8.0

## Add an External or Internal Link



External Links are useful because they allow your students to access content that resides on the Web. External links may be added to any Content Area or a custom Content Area can be created for External Links through the *Manage Course Menu* link.

### Add an External Link to a Content Area

**Step 1:** From the *Control Panel*, open the *Content Area* where you want the External Link.

**Step 2:** Click **Add External Link**  External Link from the toolbar.

**Step 3:** Under the *External Link Information* section, provide the following information:

- At the *Name* field, enter the name of the website.
- At the *URL* field, type in the entire URL (*http://* is necessary).
- At the *Text* box area, include a description of the external link (what do you want students to learn here, what type of content can they expect to see).



External Link Information	
* Name	<input type="text" value="History News Network"/>
* URL	<input type="text" value="http://hnn.us/"/>
<small>For example, http://www.myschool.edu/</small>	

**Step 4:** Under the *Content* section, attach a related file to this URL if desired (either your computer or the Content Collection).

**Step 5:** Under the *Options* area, you can decide to make the content available to students, track the number of views, and choose date and time restrictions for the course link.

**Step 6:** Click **Submit**, then **OK**.

### Add an External Link to the Course Menu

**Step 1:** From the *Control Panel*, click **Manage Course Menu**.

**Step 2:** Click **External Link**  External Link from the toolbar.

**Step 3:** Enter the *Name* and *URL*.

**Step 4:** Determine if you want the link opened in a new browser window.

**Step 5:** Click **Submit**, then **OK**.

## Internal (Course) Link

A course link allows an instructor to link to previously created materials instead of having to recreate or re-upload materials that are already located in another Content Area of the course. For example, you can upload content such as a syllabus and then create an internal link to the syllabus in the Announcements area.

**Step 1:** From the *Control Panel*, open the *Content Area* where you want the Internal Link.

**Step 2:** To add a course link, click the **Course Link** button  on the toolbar.

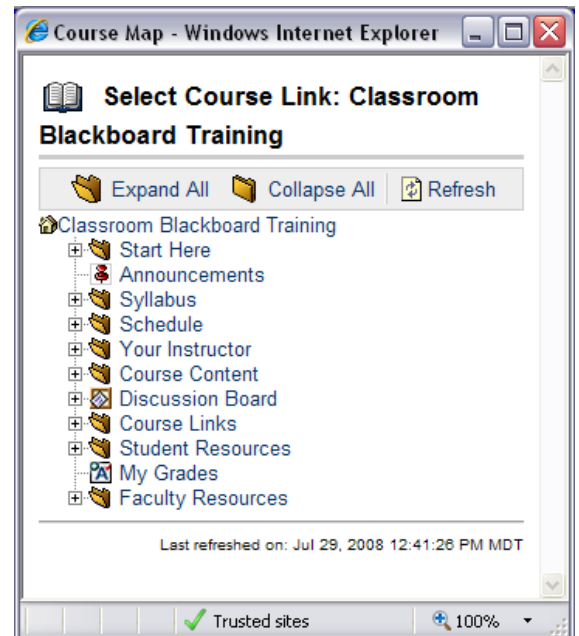
**Step 3:** Under the *Course Link Information* section, enter a name for the course link, choose a color for the link name, and enter text to describe the course link.

**Step 4:** To locate the item you want to create a link to, click on the **Browse** button in the *Course Link* section.

- A *Select Course Link: (Name of Course)* window with a course map will display.

**Step 5:** Navigate to the area/content in your course you want to link to, and click on the item.

- The location of the internal link will display in the *Location* field under the *Course Link* section.



### 2 Course Link


Click Browse to choose an item from the Course Map

\* Location

**Step 6:** Under the *Options* area, you can decide to make the content available to students, track the number of views, and choose date and time restrictions for the course link.

**Step 7:** Click **Submit**, then **OK**.

**Step 8:** Click **OK**.

-  You can add a course link to an announcement when adding a new announcement or modifying an existing announcement.