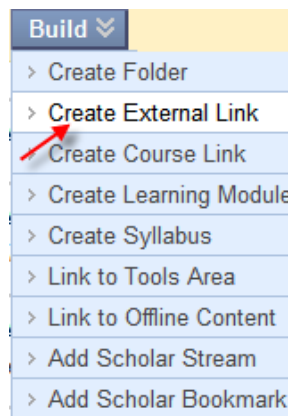


External links link to Web sites outside the Blackboard Learn system. External Links are useful because they allow your students to access content that resides on the Web. External links may be added within any Content Area or a custom Content Area can be created for External Links through the *Course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

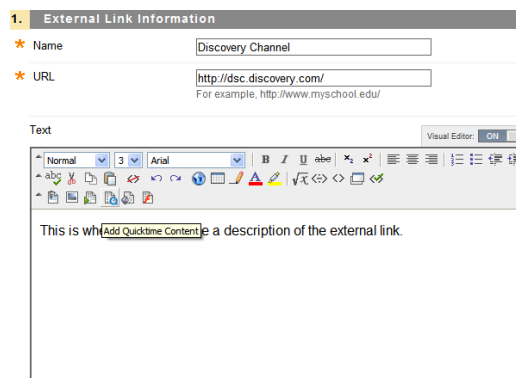
Add an External Link to a Content Area

1. From the *Course Menu*, select the *Content Area* where you want the External Link.
2. Point to **Build** on the tool bar and Select **Create External Link**.




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

- At the *Name* field, enter your chosen name for the website.
- At the *URL* field, type in the entire URL ([http:// www.myschool.edu](http://www.myschool.edu)) or copy and paste the URL from the site itself.
- At the *Text* box area, include a description of the external link: directions for the link above, what do you want students to learn here, what type of content they can expect to see, etc.




A screenshot of the 'External Link Information' form. The form has two main sections: 'Name' and 'URL'. The 'Name' field contains 'Discovery Channel'. The 'URL' field contains 'http://dsc.discovery.com/' with a note below it: 'For example, http://www.myschool.edu/'. Below these fields is a 'Text' area with a rich text editor. The text area contains the text: 'This is whAdd Quicktime Contente a description of the external link.'

4. Under the *Attach or Link Content* section, Files can be attached here. Click **Browse** to select the file to attach and specify a name for the link to this file. (Attach a Local File or Link to Content Collection)

 You can include a number of attachments including a document that may contain further information about the URL, assignment, reading materials, handouts, reading guides, literature review, presentation materials, spreadsheets, pdfs, etc.

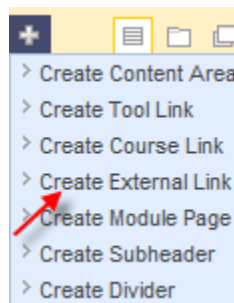
5. Under the *Options* area, you can decide to permit users (students) to view the content item, open (URL) in new window, track the number of views, and choose date and time restrictions.

 When linking to a site you should always choose a new window so as to not make users believe that you own the content; this will protect you from any infringement of copyright.

6. Click **Submit**

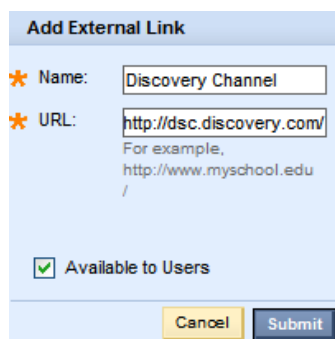
Add an External Link to the Course Menu

1. From the **Course Menu**, click **Create Item** icon () , and Select **Create External Link**.



2. Under the *Add External Link* section, provide the following information:

- At the *Name* field, enter your chosen name for the website.
- At the *URL* field, type in the entire URL ([http:// www.myschool.edu](http://www.myschool.edu)) or copy and paste the URL from the site itself.
- At the *Available to Users* area, select the box.

A screenshot of a form titled 'Add External Link'. It has two required fields marked with orange stars: 'Name' with the value 'Discovery Channel' and 'URL' with the value 'http://dsc.discovery.com/'. Below the URL field is a note: 'For example, http://www.myschool.edu /'. At the bottom, there is a checked checkbox labeled 'Available to Users' and two buttons: 'Cancel' and 'Submit'.

3. Click **Submit**

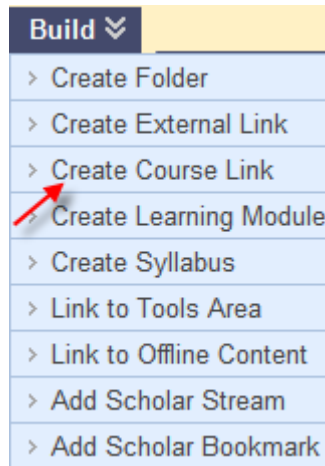
To Set Link to Open in a New Window

1. Under the *Course Menu*, locate the button you created the external link for, from double down arrow Select Set Link to Open in a New Window.

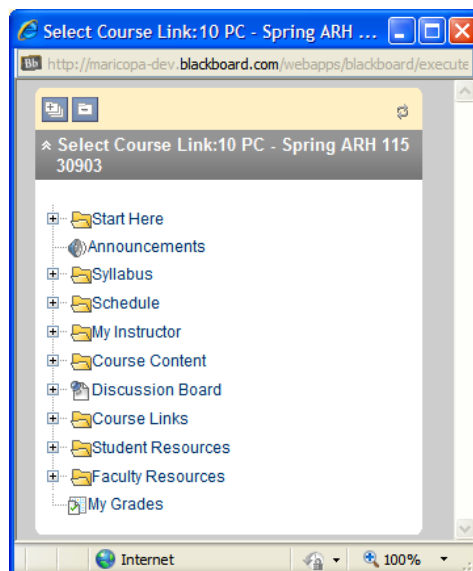
Course (Internal) Link

A course link is a shortcut from one place in a course to another location within the same course. This will allow 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 upload content such as a syllabus and then create a course link to the syllabus in the Announcements area.

1. From the *Course Menu*, select the *Content Area* where you want the External Link.
2. Point to **Build** on the tool bar and Select **Create Course Link**.



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.
4. To locate the item you want to create a link to, click on the **Browse** button in the *Select Course Link* section.
 - A *Select Course Link: (Name of Course)* window with a course map will display.



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 select an item from the Map.

* Location

6. Under the *Options* area, you can decide to permit users (students) to view the content item, track the number of views, and choose date and time restrictions for the course link.

7. Click **Submit**.

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