

# How to Create A Web Link

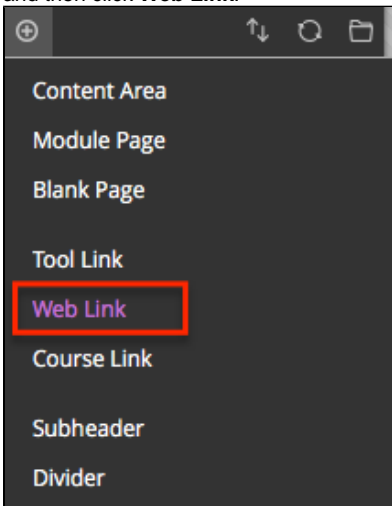
A Web Link is a shortcut to an external website. Add one to a content area to provide quick access to a site you wish to direct your students to.

- Adding a Web Link to the Course Menu
- Adding a Web Link to a Content Area

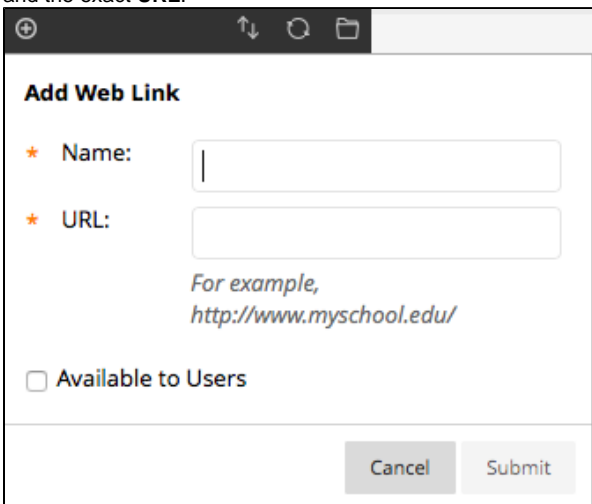
## Adding a Web Link to the Course Menu

### Step-by-step guide

1. Point to the **Contextual Menu** (the plus sign in the upper left) on the **Course Menu** area, and then click **Web Link**.



2. Enter the **Name** you wish displayed for the website (this is what your students will see) and the exact **URL**.

A screenshot of a form titled 'Add Web Link'. It has two input fields: 'Name' and 'URL', both preceded by an asterisk. Below the 'URL' field is an example URL: 'http://www.myschool.edu/'. At the bottom left is a checkbox labeled 'Available to Users'. At the bottom right are two buttons: 'Cancel' and 'Submit'.

3. Be sure to make the link available to users by checking the **Available to Users** box. If you do not do this students will not be able to see the Tool Link and won't have access to that content.
4. Click **Submit**.  
New Course Menu items are automatically added to the bottom of the Course Menu. The

#### Related articles:

Page:How to Access and Use the Retention Center

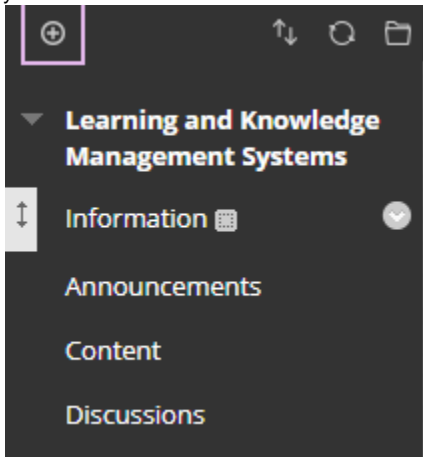
Page:How to Use Blackboard Messages

Page:Collaborate Original for Students

Page:How to Install and Configure Respondus Exam Author

Page:Course Roles

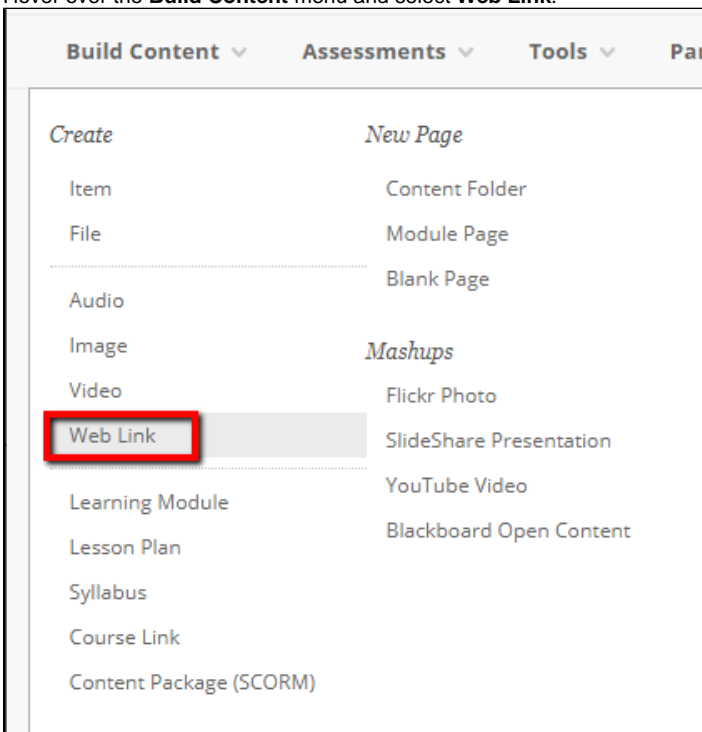
links can be rearranged with the drag-and-drop arrows that appear on the left side when you hover.



## Adding a Web Link to a Content Area

### Step-by-step guide

1. Hover over the **Build Content** menu and select **Web Link**.



2. Enter the **Name** you wish displayed for the website and the exact **URL**.

**WEB LINK INFORMATION**

\* Name

\* URL

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

3. Enter a **Description** of the site, if necessary. This could include information about the site or instructions for using it.

**DESCRIPTION**

Text

Rich text editor toolbar with options for font (Arial, 12pt), paragraph, text color, background color, bulleted list, numbered list, link, unlink, insert link, insert image, insert video, insert audio, insert table, insert table of contents, insert page number, insert page header, insert page footer, insert HTML/CSS, and other formatting options.

Path: p Words:0

4. Attach or choose the desired **Attachments**, **Web Link Options**, and **Standard Options**.

**ATTACHMENTS**

*You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. Select **Do Not Attach** to remove a selected file.*

Attach Files

**WEB LINK OPTIONS**

Open in New Window  Yes  No

**STANDARD OPTIONS**

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions

Display After

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

*Click **Submit** to proceed.*

Under Web Link Options, it is recommend that you select **Yes** for Open in a New Window. This keeps Blackboard open in a separate tab.

5. Click **Submit**.

For questions or comments, contact the Computer Services Help Desk  
[HelpDesk@MissouriState.edu](mailto:HelpDesk@MissouriState.edu)  
417-836-5891