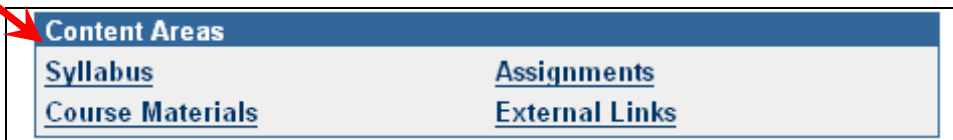


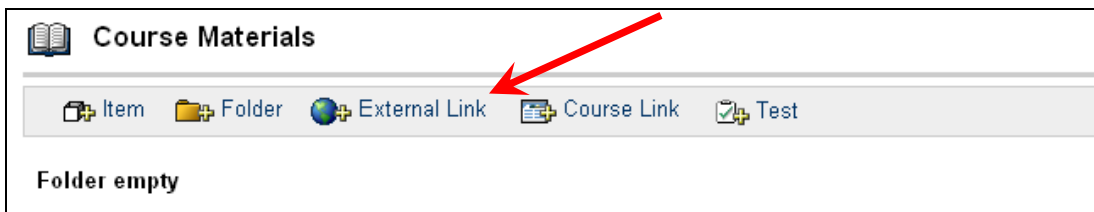
The Add External Link feature allows instructors to place links to outside websites within any content area of the Blackboard course site. When students click on the link they are taken directly to the linked website. This feature is particularly useful to provide a list of approved reference sites and/or to allow students to participate in online activities offered through publisher's websites.

1. Click on the **Course Control Panel** and the specific **Content** area where the new external link needs to be created.

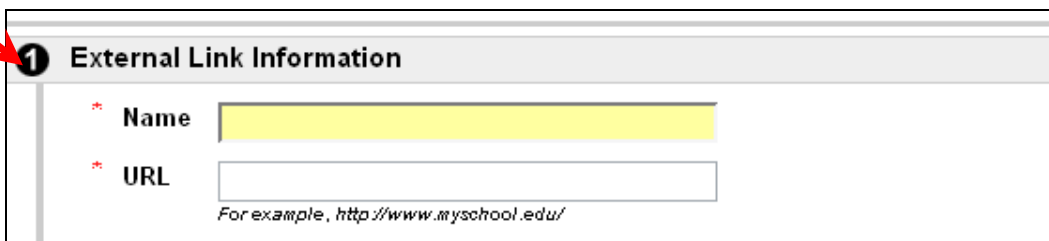
NOTE: If you have a menu button labeled External Links you may choose to group all of your links there. However, it is not a requirement to create a specific button as external links can be added to any content area.



2. Click on the **+External Link** (Add External Link) icon in the gray toolbar at the top of the page.

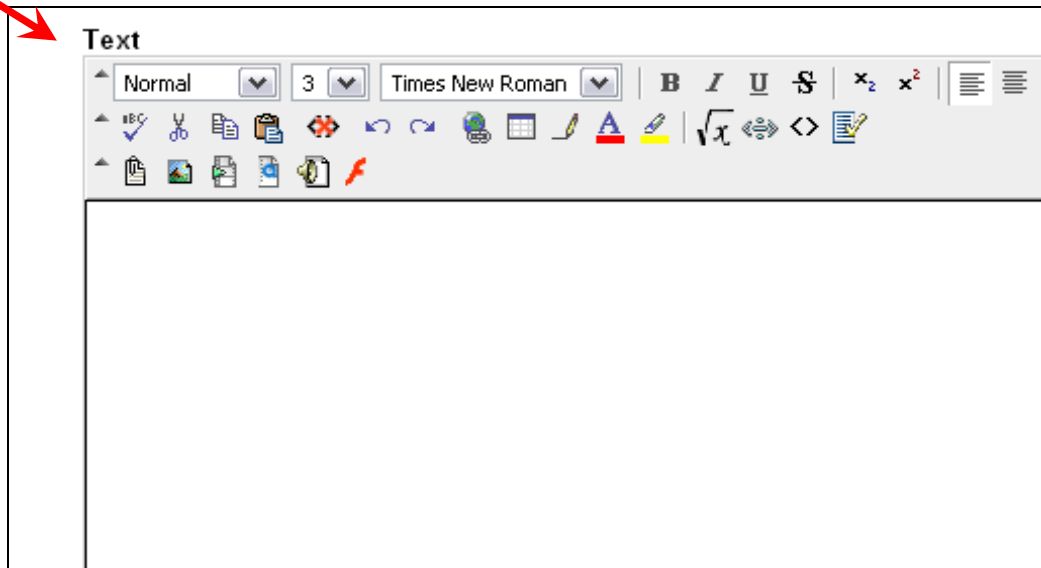


3. Enter the **name** for the external link in the Name field (required)
 4. Enter the complete URL or web address in the URL field box.
- NOTE:** To be certain of capturing the complete, correct URL, go to the site and copy the URL from the address bar.



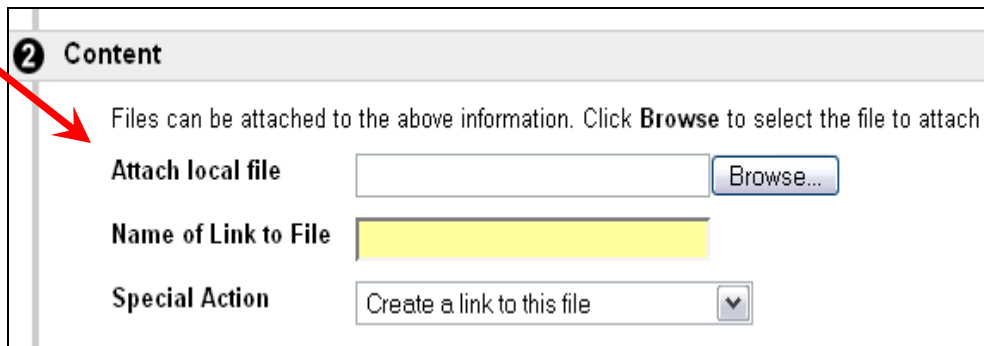
A screenshot of the 'External Link Information' form in Blackboard. The form has two required fields: 'Name' and 'URL'. The 'Name' field is highlighted in yellow. Below the 'URL' field, there is a note: 'For example, <http://www.myschool.edu/>'. A red arrow points to the '1' icon in the top left corner of the form.

5. If needed, enter a description for the link in the Text field (optional).



Text

6. If a file attachment is needed, click the **Browse** Button to locate the file to upload.
7. You may provide a different **name** for the hyperlink by typing in the desired name in the **Name of Link** field. If you leave this box blank, the file name will display.



2 Content

Files can be attached to the above information. Click **Browse** to select the file to attach a

Attach local file

Name of Link to File

Special Action

8. Choose a **special action**, if desired. Special actions include:
- Create a link to this file** (default).
 - Used to create a link to a document or download.
 - Display media file within the page**.
 - Used when uploading graphic images or media files that need to be displayed within the page.
 - Unpackage this file**.
 - Used when uploading .zip or compressed files. This is typically used with PowerPoint presentations saved in HTML format or as a collection of linked web pages.

Attach local file

Name of Link to File

Special Action

3 Options

- Create a link to this file
- Display media file within the page
- Unpackage this file

9. Choose options to:
 - a. Make the content **available**.
 - b. **Open in a new window**.
 - c. **Track the number of views**.
 - d. Choose **date and time restrictions**.
10. Click **Submit** at the bottom of the page and **OK** on the next screen.

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

Jan 14 2008 03 20 PM

Jan 14 2008 03 20 PM

Frequently Asked Questions:

- Q)** Why would I want the URL to open in a new window?
- A)** There are two main reasons you might want the web site to open in a new window; copyright concerns and ease of navigation. Opening a website within the framework of another is called framing and is frowned upon by copyright scholars. To be safe, choose to open the site in a new window. Opening a website in a new window also allows users to more easily move back and forth between sites without losing their place. Another consideration is personal preference: some people like having multiple windows open on their desktop while others do not.
- Q)** Why doesn't the external link I added to my course last term work?
- A)** Outside website addresses can change frequently and/or the content itself can be removed or changed. As Blackboard has no method of determining whether a link is correct and/or active, it is important to periodically check the links in your course.