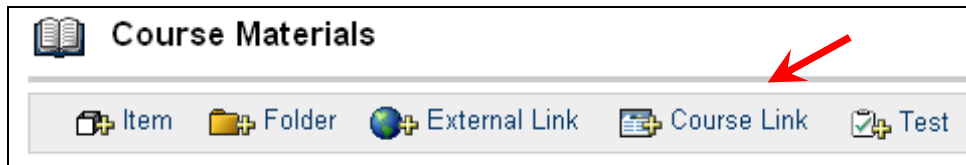


The Add Course Link feature allows Instructors to link **to** any item that appears in the course map **from** different areas within the course. For example, *Add Course Link* can be used to send students to a discussion forum or quiz after reading an article posted on Blackboard. Instructors can also easily link to documents or the syllabus, which may reside in different sections of the course.

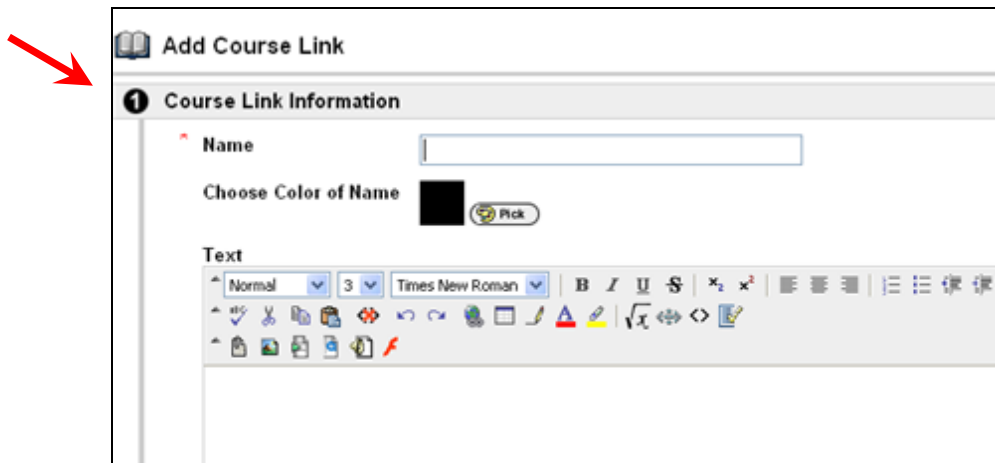
1. Enter the course and click on Control Panel.
2. Click on the specific **Content Area** where the new course link is to be created.



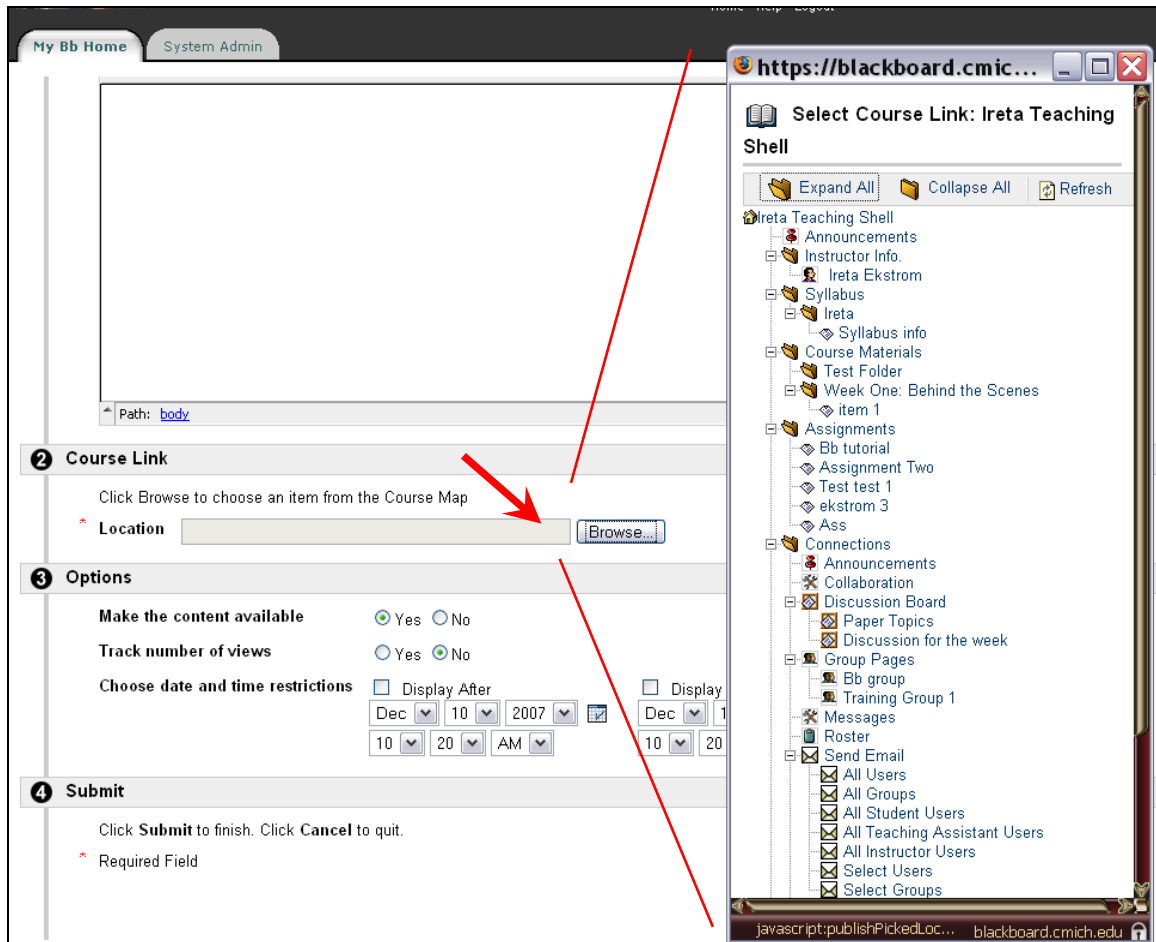
3. Click the +Course Link icon in the gray bar at the top of the page.



4. Make Course Link Information choices.
 - a Enter the name for the course link in the **Name** field.
 - b If needed, change the text color by clicking the **Pick Color** button.
 - c If needed, enter a description for the link in the **Text** field. (Optional, not required)



5. Click the Browse button to choose an item from the Course Map.



Note: If some items do not display, click the **Expand All** option at the top of the screen, or click the + (plus sign) next to the folder to expand and view all the contents.

6. Clicking on the desired document or folder to be used for the course link will fill the **Location** field with the correct path to the item.

The screenshot shows a course management interface. On the left is a rich text editor with a toolbar and a text area. Below it is the 'Course Link' section, which includes a 'Location' field containing the path '/Assignments/Eb tutorial' and a 'Browse...' button. A red arrow points from the 'Browse...' button to the 'Eb tutorial' folder in the 'Course Map' on the right. The 'Course Map' is a tree view showing the course structure, including folders like 'Announcements', 'Syllabus', 'Assignments', and 'Connections'. The 'Options' section at the bottom has two rows: 'Make the content available' with 'Yes' selected, and 'Track number of views' with 'No' selected.

7. Under the **Options** area, select whether to:
- Make the content available.**
 - Available means students can view and access the course link.
 - Typically, availability should be set to "no" only if the Instructor doesn't want students to access the content.
 - Track number of views.**
 - This option allows the Instructor to track how often individual users view the items in the folder.

c **Choose date and time restrictions.**

- i. To use date and time restrictions successfully, the “make content available” option (above) should be set to “yes.”
- ii. This option allows the Instructor to set specific dates and times when the folder will be visible.

3 Options

Make the content available Yes No

Track number of views Yes No

Choose date and time restrictions Display After Display Until

Dec 10 2007 10 20 AM

Dec 10 2007 10 20 AM

4 Submit

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

* Required Field

8. When complete, click **submit** at the bottom of the page and **OK** on the next screen.