



The GTU Blackboard System Instructions for Instructors

Add a Link to Websites

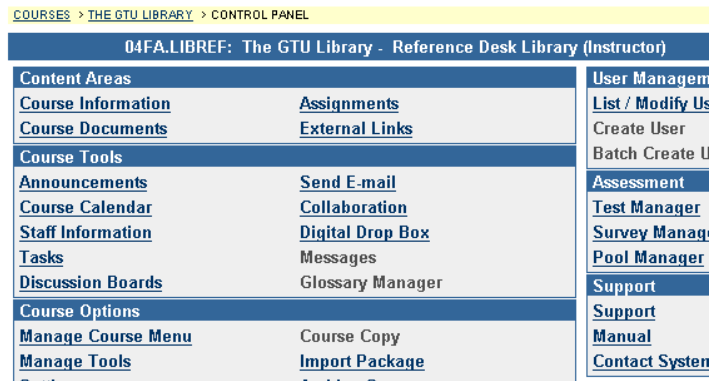
1. Add a Link to Websites

You can use Blackboard as a place to store links to other websites that are useful for your class. The links will appear as “live” links that can be clicked on and take you to directly to the website.

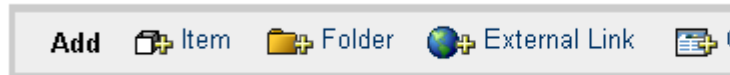
You can place a link in any of these areas: “Course Information,” “Course Documents,” Assignments,” or “External Links.” The process is technically the same. The difference is purely intellectual, and depends only on how you want the information to be organized.

Go to your course site’s CONTROL PANEL. (For information on how to find the Control Panel, please see the handout, “Navigating Blackboard,” at <http://library.gtu.edu/blackboard/blackboardinstructor/navigating.pdf>)

Select which area you wish to post the link in: “Course Information,” “Course Documents,” Assignments,” or “External Links.”



Open the item that you wish to place the link in. (For more information, see <http://library.gtu.edu/blackboard/instructormanual/folder.pdf>.)



Alternatively, you could choose “External Link” and place the link there. The link will appear as its own separate item.

Add Content

Content Information form with fields for Name (Course Documents), Text (Please visit the website for the Library of Alexandria at http://www.bibalex.org/English/index.aspx and consider what a library's history means to a library today.), and Smart Text options.

You can type in the web address just like any other text. Be sure that the “Smart Text” option is checked.

Click on the SUBMIT button. You will see that the link is now underlined. Blackboard will recognize that it is a web address and will automatically make it into a “live” link that can be clicked on.

Use the MODIFY button if you need to make any changes.

