

## Adding an External Link

1. Logon to Blackboard and select the course you would like to access.
2. Access a content area in which you would like to add a web link by:
  - a. Clicking the **Control Panel** link and then the content area of choice.
  - b. Clicking the content area of choice from the main course menu and clicking the **Edit** link from the top right side of the page.
3. Click the **Add External Link** button.



4. When the **Add External Link** page appears, complete the form and click the **Submit** button.

**Add External Link**

**1 External Link Information**

Name

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

**Text**

Path: [body](#)

**2 Content**

Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

Attach local file

Name of Link to File

Special Action

**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

Feb 22 2009 06:15 PM

Feb 22 2009 06:15 PM

**4 Submit**

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

Type the name of the link.

Type the web address (URL) of the link.

Type a brief description of the website or indicate how students should consider using the site.

Browse and attach a file if needed.

Type the link that would identify the attached file.

Select the appropriate radio button to make the link visible/invisible to students.

Select the appropriate radio button to make the website display in a window outside of Blackboard.

Selecting **Yes** makes it easier for students to navigate and bookmark the site.

Select the appropriate radio button to track/not track number of views.

Click the Submit button to submit the form.