

Faculty - Add a Web Link in Blackboard

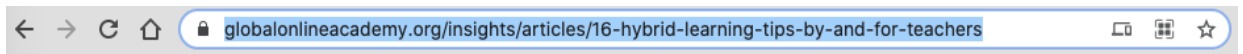
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2022

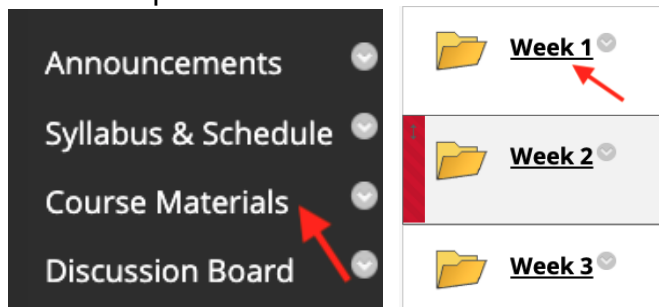
Faculty - Add a Web Link in Blackboard

1. Locate the URL that you want to add to your Blackboard course.

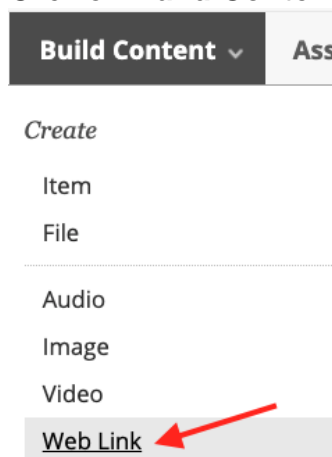


Note: You can highlight and copy the URL of the web page. After you highlight it, you can press **CTRL C** on a PC or **command C** on a MAC, or right-click and choose **Copy** to copy the URL link.

2. Click into the content area in the course where you want to post the web link, such as Course Materials and then click into the appropriate folder within that content area. See example below:



3. Click on **Build Content** and select Web Link.



4. Type in the text that you want to display for the Web Link and then paste the URL into

the URL field by pressing Ctrl V on a PC or command V on a MAC.

* Indicates a required field.

WEB LINK INFORMATION

* Name

MCCC Policies

* URL

<https://www.mc3.edu/about-mccc/policies-an>

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

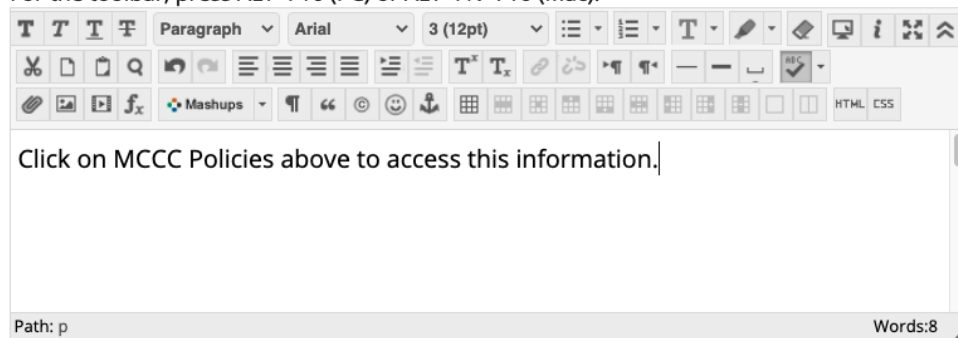
This link is to a Tool Provider. [What's a Tool Provider?](#)

5. Type in pertinent information about the link posted in the Description Text space.

DESCRIPTION

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



The screenshot shows a rich text editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, bulleted and numbered lists, indentation, link, unlink, and image insertion. Below the toolbar is a text area containing the text: "Click on MCCC Policies above to access this information." At the bottom of the text area, there is a status bar showing "Path: p" on the left and "Words:8" on the right.

6. You have the option to attach a related file. Click **Browse My Computer** to attach a file saved on your computer.

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.*



The screenshot shows a dashed rectangular box containing four buttons: "Attach Files", "Browse My Computer", "Browse Content Collection", and "Browse Cloud Storage".

7. If you want your web link to open in a new window, accept the default of Yes.

WEB LINK OPTIONS

Open in New Window Yes No

8. Decide on the following options:

- If you want your students to view this web link, select the Yes radio button in the Permit Users to View this Content field.
- If you want to track student access to this item, select the Yes radio button in the Track Number of Views field.
- If you want to display this item for a set date/time, enter the information in the Display After and Display Until fields in the Select Date and Time Restrictions area.

STANDARD OPTIONS

Permit Users to View Yes No
this Content

Track Number of Yes No
Views

Select Date and Time Display After  
Restrictions
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.

9. Click the **Submit** button.

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Online URL: <https://kb.mc3.edu/article/faculty-add-a-web-link-in-blackboard-160.html>