Linking to an External Webpage

This tutorial will teach you how to link a calendar event to an external webpage.

1. Creating your calendar event.

From the course menu, choose the “Calendar” menu item.
Click on the calendar you wish to edit.
Click the plus sign located towards the top, right corner of the calendar interface.

Enter a title for the event in the top textbox.

By default, the event will be set to be created in the course you are currently in. You may choose to
create the event in any of the other Blackboard courses you have calendar editing rights for by selecting a different course from the drop-down menu labeled “Calendar”.

Enter the time data for the event.

2. Add a link to the external webpage to the calendar.

a. The link to the webpage must be in the format: `<a href="Webpage URL" target="_blank">Title of the webpage to be displayed to the students</a>`

i. Example web link 1: `<a href="https://www.google.com/" target="_blank">Google Webpage</a>`

ii. Example link 2: `<a href="http://uthsc.edu/" target="_blank">UTHSC Homepage</a>`

b. Add your properly formatted web link to the event description of the course. NOTE: Students will only view the title of the webpage. The URL to the webpage and all of the associated formatting elements will be hidden from the students’ view.

c. Click “Save” to create your event.

Note: Any additional information that you want to include in the description must be outside the code.
3. Student View

The image above shows how students will view the newly created event.
Once they click on the event, they will be greeted with a smaller window that has a link to the external website.