



Adding a Course Link

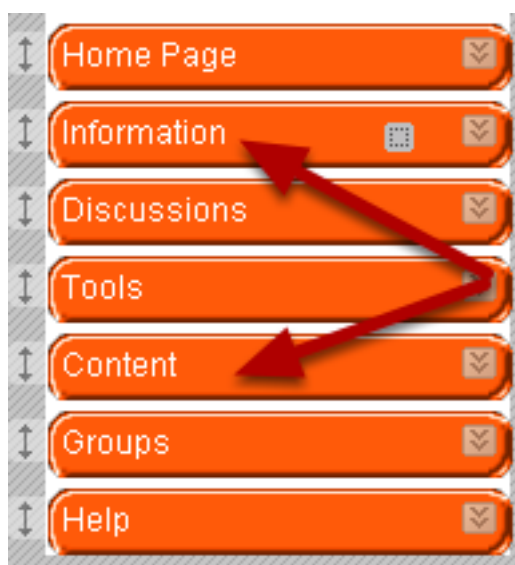
A Link is a shortcut to an area, a tool, or an item. Add a Link to a Content Area to provide quick access points to relevant materials and tools. Options for Links affect the availability and tracking of the content items no matter where they are accessed.

Enable Edit Mode



First make sure that **Edit Mode** is **ON**.

Select Content Folder Where Data Will Be Added (Your Folder Names May Vary)



From the **Course Menu**, select folder where **Course Link** will be added.



Select Content Folder Option

The screenshot shows the Blackboard interface with the 'Build Content' dropdown menu open. The menu is divided into three columns: 'Create', 'New Page', and 'Mashups'. The 'Build Content' menu is highlighted with a red box. The 'New Page' sub-menu is open, and 'Course Link' is highlighted with a red arrow.

Create	New Page	Mashups
> Item	> Content Folder	> Flickr Photo
> File	> Blank Page	> SlideShare Presentation
> Image	> Module Page	> YouTube Video
> URL	> Tools Area	> Scholar Stream
> Learning Module		> Scholar Bookmark
> Lesson Plan		
> Syllabus		
> Course Link		

Hover your cursor over the **Build Content** drop down menu. From the **New Page** menu, select **Course Link**.

Course Link Information

The screenshot shows the 'Course Link Information' form. The form includes the following fields and options:

- 1. Course Link Information** (Section Header)
- Choose Item**: A button labeled 'Browse...'
- Name**: A text input field with a color selection dropdown set to 'Black'.
- Location**: A text input field.
- Description**: A rich text editor with the following options:
 - Text Editor is: **ON**
 - Normal (dropdown), 3 (dropdown), Arial (dropdown)
 - Formatting: **B** (Bold), *I* (Italic), U (Underline), *abc* (Text Color), x_2 (Equation), x^2 (Equation)
 - Icons for list creation, indenting, and other text formatting.

1. **Choose Item/Tool/Area** that you wish to link to via the **Browse** button- which will open a course map or tree-view display of the course contents. Click on an item in the pop-up window, **(Required)**.





2. Enter a **Name** of the link (**Required**)
3. After the course item has been clicked, verify that text has been entered in the **Location** field.
4. **Description** (optional)

Options

2. Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions Display After  

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.

1. Select **Yes** or **No** for **Permit Users to View this Content Item**. Clicking no will make the folder inaccessible to students.
2. Select **Yes** or **No** for **Track Number of Views**.
3. Select **Time and Date Restrictions** as desired.

Submit

Cancel

Submit

Click **Submit** to add the Item. Choose **Cancel** if you do not wish to keep the information.