Adding a URL

Select an image to show on the page. Set the height and width options to display the image at the right size, and include a description for those that cannot see the image.

**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 **URL** will be added.
Create a Web Link

Hover your mouse over the **Build Content** drop down menu. From the **Create section**, select **Web Link**.

**URL Information**

1. Enter the **Name** that should appear for the link (**Required**).
2. Enter the **URL**, or web address, of the link in the URL field (**Required**).
Enter additional information in the Text box provided (optional).

Attachments

In the Attachments section, use the Browse My Computer or Browse Course Files button to add a file attachment to appear along with the URL link (Optional).

Options

1. Select Yes to make the link available immediately. Clicking No will make the URL inaccessible to students.
2. Select Yes to Open in New Window. You should always open links to external pages in new
windows when working in Blackboard.
3. Select Yes or No for Track Number of Views.
4. Select Time and Date Restrictions as desired.

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