

## Adding a URL

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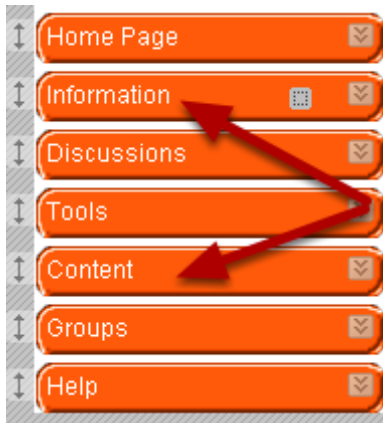
Select an image to show on the page. Set the height and width options to display the image at the right size, and include a description for those that cannot see the image

### Enable Edit Mode



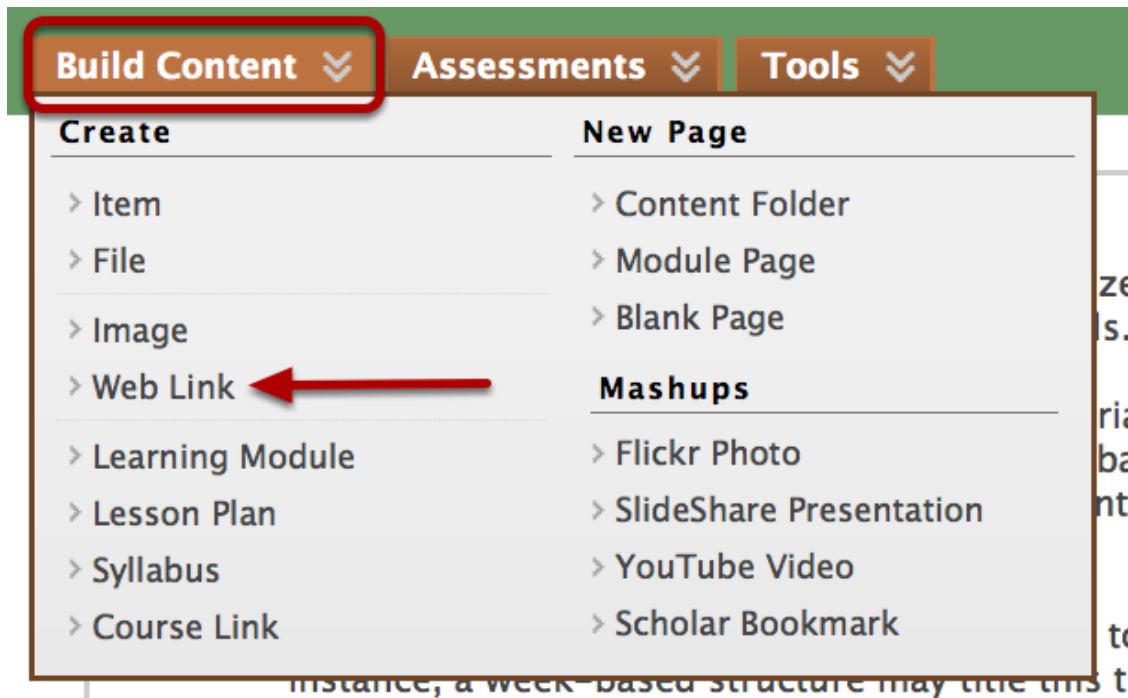
First make sure that **Edit Mode** is **ON**.

### 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. Web Link Information

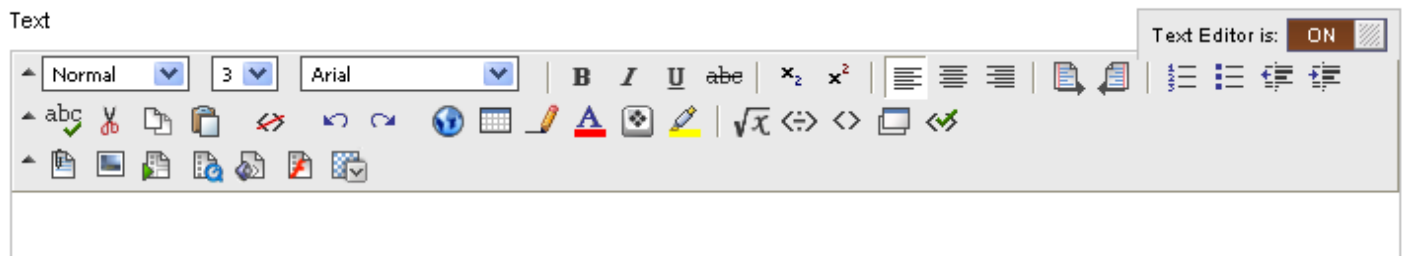
* Name	<input type="text" value="Link to Google"/>
* URL	<input type="text" value="www.google.com"/> <small>For example, <a href="http://www.myschool.edu/">http://www.myschool.edu/</a></small>

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**).

## Description

### 2. Description

Text



The image shows a rich text editor toolbar. At the top right, it says "Text Editor is: ON" with a toggle switch. The toolbar includes dropdown menus for "Normal" (font style), "3" (font size), and "Arial" (font family). It also features buttons for bold (B), italic (I), underline (U), strikethrough (abc), subscript (x<sub>2</sub>), and superscript (x<sup>2</sup>). There are icons for bulleted and numbered lists, indenting, and outdenting. Other icons include undo, redo, link, unlink, insert link, insert image, insert video, insert audio, insert table, insert form, and a checkmark icon.

Enter additional information in the **Text** box provided (optional).

## Attachments

### 3. Attachments

Attach a file from a local drive, Course Files, or the Content Collection. All attached files are saved in Course Files. Click **Do Not Attach** to remove the attachment. The file itself is not deleted.

Attach File

Browse My Computer

Browse Course

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



### 4. Options

Permit Users to View  Yes  No  
this Content

Open in New Window  Yes  No

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.

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.

**Submit**

Cancel

**Submit**

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