# Making Web Links

Blackboard Learn

Instructors can add a link to a website in their courses either as a part of their course menu or as a link in a content area. These instructions assume that you have **EDIT MODE** turned on in your course.

BEFORE YOU BEGIN – COPY THE URL WEB ADDRESS

Before you begin creating a link, we recommend copying the URL of the website that you want to link to directly from your browser's address bar or from the sharable link options the web resource provides. This is to avoid typos and helps ensure the link will work.

## ADD A WEB LINK TO YOUR COURSE MENU

1. Above your course's menu, roll your mouse over the ⊕ **ADD** button and select **WEB LINK** from the menu that appears.
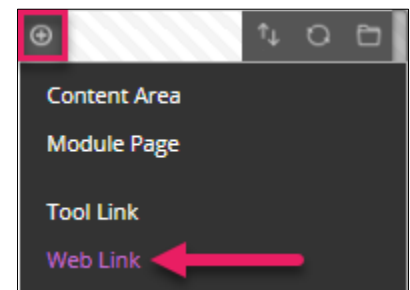
2. In the Web Link form that appears, give the link a logical name. Then, paste the URL web address you copied earlier into the URL field. To make the link available to students, be sure to check the **AVAILABLE TO USERS** checkbox. Click **SUBMIT** when done.

3. The web link will be added to your course's menu. When the student clicks the link, the link will open in a new browser window.
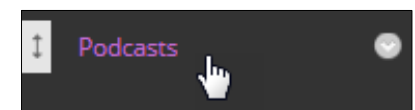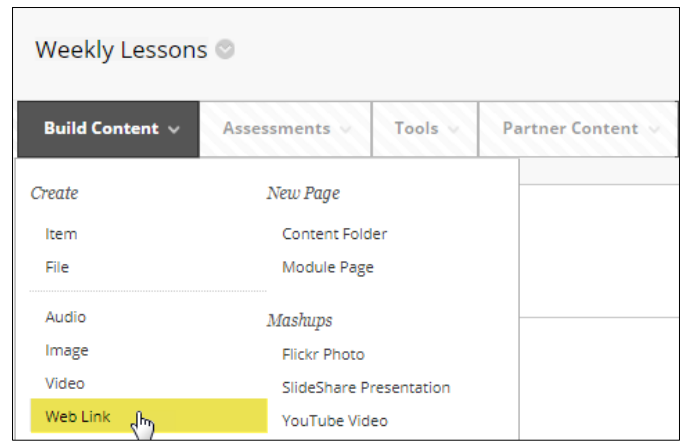
ADD A WEB LINK TO A CONTENT AREA

You may add a link to a content area by either using the Web Link tool or when creating content that uses the content-editor tools.

Using the Web Link Tool

1. In your **CONTENT AREA**, roll your mouse over the **BUILD CONTENT** button. In the menu that appears, click **WEB LINK.**

2. The **CREATE WEB LINK** page will appear. In the **WEB LINK INFORMATION** section of the form, give the link a **NAME**.
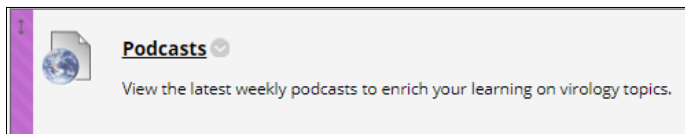
   In the **URL** field**, PASTE THE ADDRESS** of the site. Please make sure that there are no spaces added at the end of the address.

3. Scroll down to **DESCRIPTION**. Here, you may add a description or instructions for students to follow when viewing the site.

4. When you are done, scroll to the bottom of the page and click **SUBMIT**. The link will be added to your content area page like so.

Using Content Editor Tools to Build a Link

When you create an Item, Announcement, Discussion Board thread, or other type of content, you will type your content into a content-editor textbox that provides you with formatting tools. You may create a link in your text by using the content editor's link tool.

1. In the content editor, type your content. Then, **HIGHLIGHT** the words that you want to turn into a web link with your mouse.
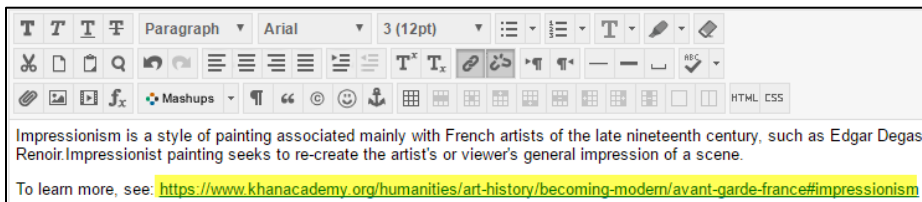
2. In the content editor, click the **LINK** icon.
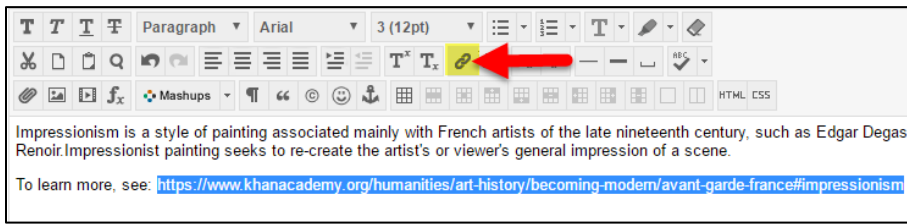
3. In the **INSERT/EDIT LINK** pop-up window that appears, paste the URL web address in the **LINK PATH** field. In the **TARGET** menu, select **OPEN IN NEW WINDOW**. Then, click the **INSERT** button.
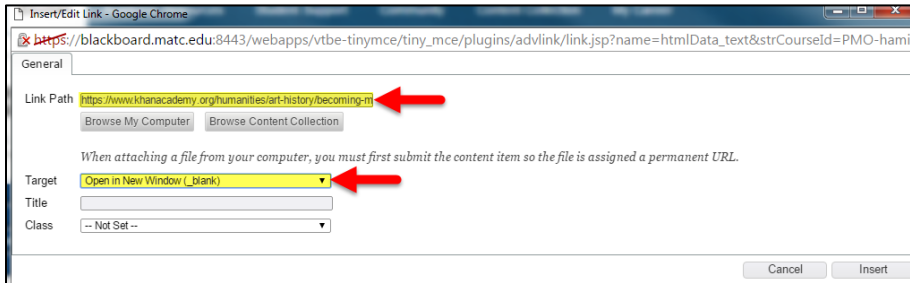
4. The highlighted text will styled to appear like a link, but will not yet work. Click the **SUBMIT** button to publish your content and test the link.

5. Once published, the link will open the website in a new window when clicked.