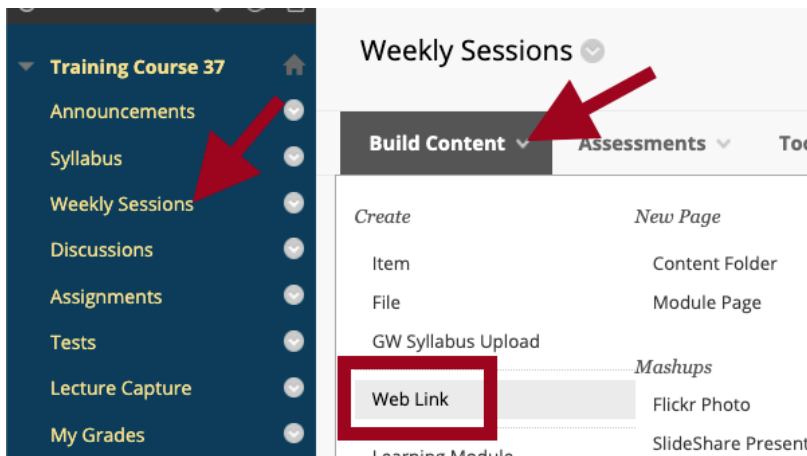


Blackboard: Link to External Websites

1. In your Blackboard course, click on the **Content Area** or folder where you want to add the link.
2. In the Content Area, click on **Build Content** and choose **Web Link**.



3. Enter a **Name** for your link.

The name is the linked text that appears to students.

WEB LINK INFORMATION

* Name

* URL

For example, <http://www.myschool.edu/>

This link is to a Tool Provider. [What's a Tool Provider?](#)

5. (Optional) Add a **Description** of the link in the text editor.

DESCRIPTION

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac)

Rich text editor toolbar showing options for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Paragraph, and other formatting tools. The text area below contains the description: "This is a link to GW's homepage."

This is a link to GW's homepage.

6. (Optional) In the **Attachments** section, click **Browse Local Files** to upload files from your computer.

ATTACHMENTS

You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-le

7. In the **Web Link Options** section, set **Open in New Window** to **Yes**.

WEB LINK OPTIONS

Open in New Window Yes No

8. (Optional) Choose from the **Standard Options** available.

STANDARD 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.

9. Click **Submit** to finish.