

## How to Create a Web Link

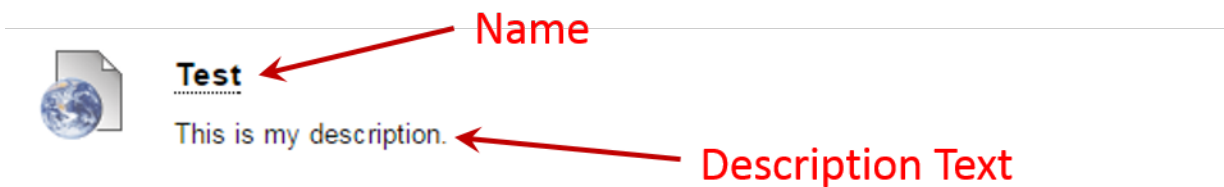
A Web Link will send students to a web site located outside of the Blackboard environment.

### Quick Instructions

1. When you are in a folder, point to *Build Content* and click **Web Link**.



2. On the *Create Web Link* page, provide the name you want displayed to students.
3. Enter in the web address in the space labeled *URL*. Note that addresses must have `http://` at the beginning (e.g. <http://www.cnn.com>). The easiest way to do this is to go to the website in a different window, then copy the address from the bar at the top and paste it into this space.
4. Any text entered into the Text box under *Description* will appear below the link name. The text will not be visible to students once they click the link.



5. Use the *Web Link Options* to decide whether you want the link to open a New Window for students, or appear in the window students are currently in. Our recommendation is usually to set Open in New Window to **Yes** as this reduces the likelihood that there will be any issues opening the link.
6. Under the *Standard Options* section, make sure the option *Permit Users to View this Content* is set to **Yes**.
7. If you wish the file to only be available for a set amount of time, select the **Display After** and **Display Until** check boxes to enable the date and time selections. Note that you can select either the **After** or **Until** option, or both.
8. Click **Submit**.

## Advanced Options

There are other areas on the *Create Web Link* page which can be used to further customize the student experience.

**This link is a Tool Provider** – This option should only be used if you have been given specific instructions from a vendor on how to use it.

**Attachments** – This section allows you to attach files, such as additional directions or guides relating to the provided link students to access. Make sure to mention that these files are available when writing your Description.

**Track Number of Views** – If set to Yes, this will create a log of the students who have clicked on the link. This does not let you know if a student has actually read and understood the content, only that they have opened the link. You should only use this option when it is important to track the view on an item, as overuse will slow the entire Blackboard system down.