

# Adding a Web Link



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## Topic Overview

Add a Web Link to the Course Menu. When users select this area in the Course Menu, they will automatically be taken to the URL linked to this area.

## Steps

1. Open a Content Area in the course.
2. Confirm that **Edit Mode** is turned **ON**.
3. Select **Web Link** from the **Build Content** drop-down list.



4. Enter in the Weblink name and the URL.

### Create Web Link

\* Indicates a required field.

#### WEB LINK INFORMATION

\* Name

\* URL

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



5. A Text box is available to include a description of the weblink or any other information you'd like to add.

### DESCRIPTION

Text

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

<b>B</b>	<i>I</i>	<u>U</u>	↺	Paragraph	▼	Arial	▼	10pt					
↑	”	Ω	😊	📖	📄	📄	📄	📄	📄	📄	📄	📄	📄

6. You can also opt to add an attachment from your local computer files, Blackboard content collection, or cloud service.

### ATTACHMENTS

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

Attach Files	Browse Local Files	Browse Content Collection	Browse Cloud Service
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7. Customize options as needed. Select **Yes** to **Open in a New Window**.  
*This is recommended so that students can easily come back to your Blackboard Course*

### WEB LINK OPTIONS

Open in New Window  Yes  No

8. If desired, you can modify the availability settings, including Display After/Until restrictions.

### 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**. The weblink will appear in the content area and will display any descriptive text and attachments, as shown below. Clicking the weblink title will open a new window to the linked URL.

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**Blackboard** 

Attached Files:  [Blackboard Instructions.docx](#)  (11.979 KB)

A weblink to the Syracuse University Blackboard homepage.

## Sources and Relevant Links

[Adding a URL](#)