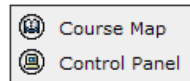


Blackboard 6: Adding Course Links 10 Steps

This Step-by-Step explains the procedures for adding Course Links in Blackboard 6.

This Step-by-Step assumes that the user has already accessed the proper course.

1.) Click “Control Panel”



2.) Click on the section you would like add a course link under. Note: A course link can be added under the following sections of Blackboard 6: Course Information, Course Documents, Assignments, External Links and Books.

3.) Click “Course Link”



4.) On the new screen enter the desired name of the link in the text field labeled “Name”
- You may also enter a brief description if you desire.

Course Link Information

Name
or enter name
Choose Color of Name

Text

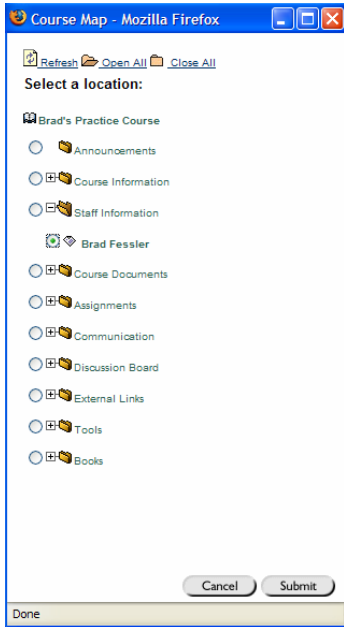
Smart Text Plain Text HTML

5.) To add the desired location, under Course Link click “Browse”

Course Link

Click **Browse** to choose an item.

*Location:



6.) In the new window you will see all the sections of your course. To see each sections contents click on the plus sign next to the section you would like to see. You may then click on the button next to the document you want to link to.

7.) Once you have made your selection click “Submit”



8.) Under the “Options” section there are several options that you may choose.

- “Make the External Link available”
Choose to make the content available or not

- You may track the number of views by selecting “Yes” or “No”

- You may add metadata by selecting “Yes” or “No”

- You may choose dates in which to start and stop displaying the content by checking the “Display After” and/or the “Display Until” box. Now enter the desired dates.

Options	
Make the course link available	<input checked="" type="radio"/> Yes <input type="radio"/> No
Track number of views	<input type="radio"/> Yes <input checked="" type="radio"/> No
Add metadata	<input type="radio"/> Yes <input checked="" type="radio"/> No
Choose date restrictions	<input type="checkbox"/> Display After
	Dec 09 2004
	03 00 PM
	<input type="checkbox"/> Display Until
	Dec 09 2004
	03 00 PM

9.) Click “Submit”



10.) A receipt will appear showing what you just created, click “OK” and you are done

Content Receipt

content added

Chapters

cabbit (26935 Bytes)

Chapters 1, 2, 3

2004-11-17 10:07:03 AM

