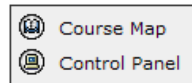


Blackboard 6: Adding External Links
 8 Steps

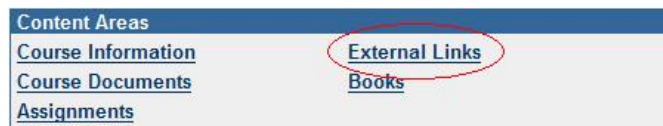
This Step-by-Step explains the procedures for adding External Links in Blackboard 6.

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

1.) Click “Control Panel”



2.) Click “External Links”



3.) Click “External Link”



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

External Link Information

Name:

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

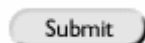
Description:

Smart Text Plain Text HTML

5.) You may also attach a file to this link by clicking “Browse”.
 - Type the desired name of the link.
 - In the new window navigate to the desired file and click “Open”

6.) 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.

7.) Click “Submit”



Options

Make the External Link available Yes No

Open in new window Yes No

Track number of views Yes No

Add metadata Yes No

Choose date restrictions

Display After

Nov 09 2004


02 50 PM

Display Until

Nov 09 2004

02 50 PM

8.) 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

OK