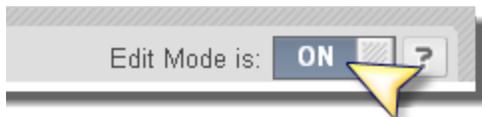


## Adding an URL

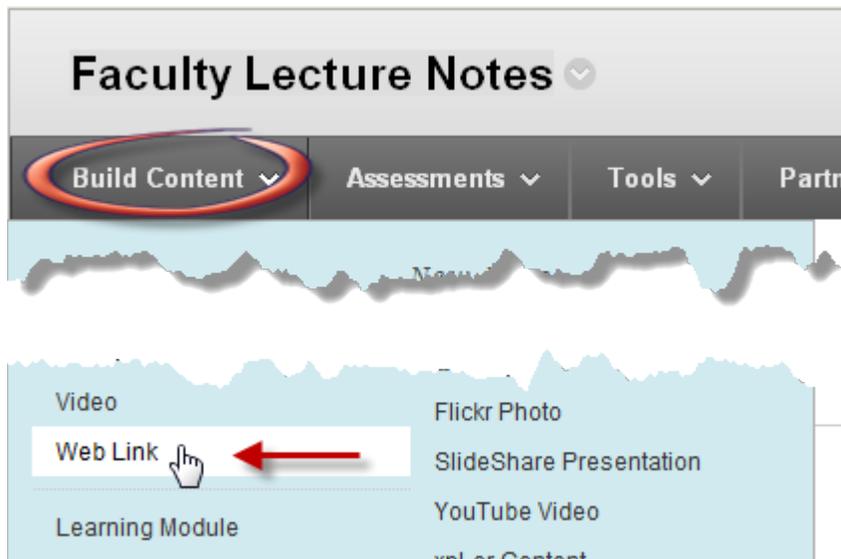
In the digital age, Internet offers extensive materials and resources for the benefit of student learning. From time to time, an instructor may wish to incorporate Internet resources into a Blackboard Course and share the links with students. URL, the abbreviated technical term for a link, stands for “Uniform Resource Locator”.

To add a URL (or a web link) to a Blackboard Course, follow the steps listed below.

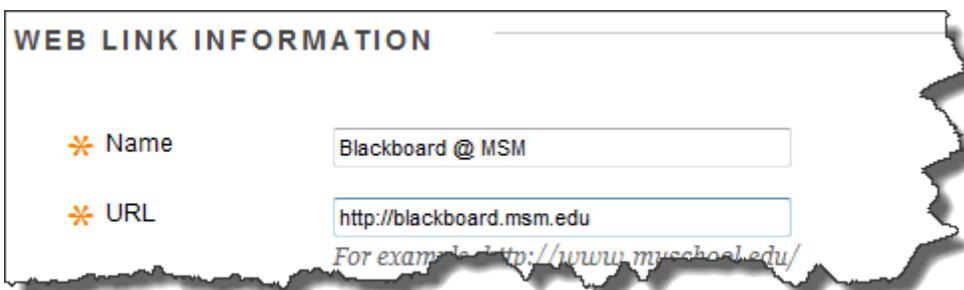
Step 1: Click the course you would like to add files and navigate to the area where you would like to add web links. Make sure **Edit Mode** is **ON**.



Step 2: Hover over the **Build Content** menu and click **Web Link**.



Step 3: Enter the **Name** that should appear for the URL link.  
Enter the **URL**, or web address of the link in the URL field.



<b>WEB LINK INFORMATION</b>	
* Name	<input type="text" value="Blackboard @ MSM"/>
* URL	<input type="text" value="http://blackboard.msm.edu"/>
	<i>For example: http://www.myschool.edu/</i>

Step 4: Under **Description**, enter additional information in the Text box provided. (This is an optional field, however, explaining what the resources are about, how these web resources will benefit students' learning, and how students are supposed to take advantage of them will give the students a good orientation of the external resources.)

**DESCRIPTION**

Text

**B** **I** **U** Arial 3 (12pt) T List Bulleted List Link Unlink

This is MSM's Blackboard. Blackboard is the learning management system and you will find a wealth of information here from Course Information to Lecture Slides. Please check here on a daily basis. You will also find grades posted, contact information for faculty and staff along with the syllabus and other

Step 5: Under **Web Link Options** choose **Yes** for **Open in a New Window**.

Step 6: Click **Submit** when finished.