

How to Add an External Link: Accessing a Web Site from Blackboard

1. Access your course from the Welcome Page

Morgan State University

Home Help Logout

My MSU Blackboard Bb Courses Academic Web Resources System Admin

Welcome, Karen Modify Content Modify Layout

Tools

- Personal Information
- View Grades
- Send E-mail
- Announcements
- Calendar
- Tasks
- User Directory
- Address Book

Notifications from Blackboard - Instructors

Instructors

Looking for helpful hints about teaching with Blackboard or useful resources for online teaching and learning? Visit the [Training Center](#) located in Behind the Blackboard. Please note, you will need to create a separate account in order to be able to access this site.

Notifications from Blackboard - Administrators

Administrators

For important information and helpful hints about administering Blackboard, visit the Blackboard Knowledge Base. System Administrators can access the Knowledge Base by logging into [Behind the Blackboard](#) at [behind.blackboard.com](#) and clicking on the Knowledge Base icon.

My Announcements

No system announcements have been posted today.

MSU_Grants4U

- [IRB PROPOSAL FORM](#)
- [OFFICE OF FACULTY PROFESSIONAL DEVELOPMENT FORM](#)
- [Juvenile Justice Dept. Grant Announcement](#)

TELC317.002_207

- [Quiz Extended & Methodology groups](#)
- [Changes in syllabus](#)

[more.....](#)

My Courses

Courses you are teaching:

- [Bb ORIE restore:Bb_ORIE](#)
- [Board Basics](#)
- [Announcements](#)
- [Faculty Blackboard Users Group](#)
- [Grants4U](#)
- [No announcements.](#)
- [On-line Course Design](#)
- [No Announcements.](#)
- [SEUS Field Experience \(unavailable\)](#)
- [No Announcements.](#)
- [TELC317.002_207](#)

Announcements

- [Quiz Extended & Methodology groups](#)
- [TTS_Practice](#)
- [No Announcements.](#)
- [Web_Redesign](#)
- [waypoint](#)
- [No Announcements.](#)

2. Open the Control Panel

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BB COURSES > TTS_PRACTICE > ANNOUNCEMENTS

[VIEW TODAY](#) [VIEW LAST 7 DAYS](#) [VIEW LAST 30 DAYS](#) [VIEW ALL](#)

January 31, 2012

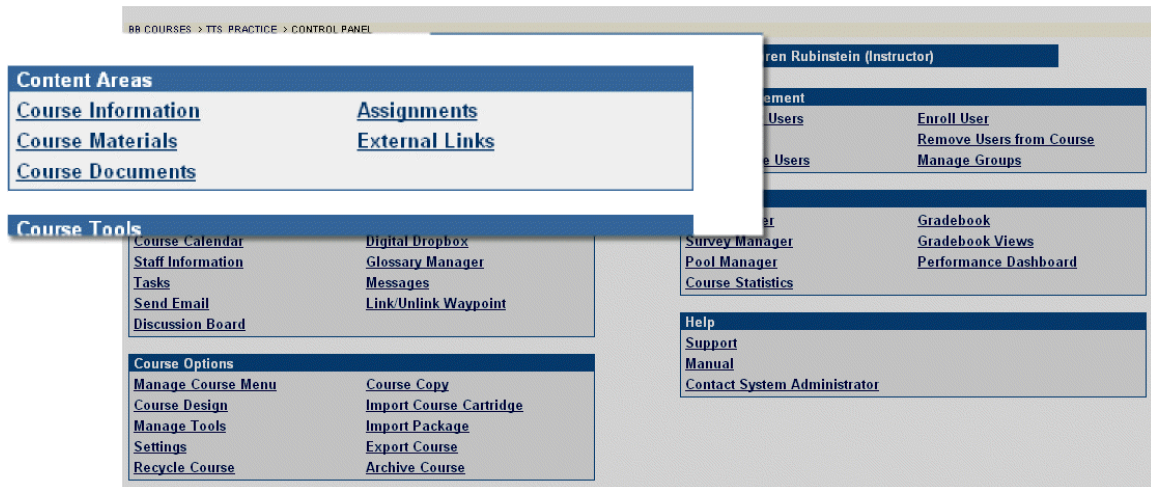
No announcements found.

Tools

- Communication
- Course Tools
- Course Map
- Control Panel**
- Quick Unenroll
- Refresh
- Detail View

Blackboard
Blackboard
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Accessibility information: [http://www.blackboard.com/Accessibility](#)

3. Select the Content area to which you need to add the external link. All Content Areas work and look the same.



4. The tool bar in each content area looks the same. Click the External Links tool.



5. Provide the Name of the Site, it's URL (Full Web Address – including the http://). You can cut and paste the web address from another open browser window.

BB COURSES > TTS PRACTICE > CONTROL PANEL > COURSE MATERIALS > ADD EXTERNAL LINK

Add External Link

1 External Link Information

* **Name**

* **URL**

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

Text

Normal 3 Times New Roman **B** *I* U [List Icons] [Link Icon] [Table Icon] [Image Icon] [Text Color Icon] [Background Color Icon] [Link Icon] [Code Icon]

Describe the site|

2 Content

Files can be attached to the above information. Click **Browse** to select the file to a

Attach local file

Name of Link to File

Special Action

- Set your options. Use the Open Link in New Window to open a new browser window to display the site; this gives the students more screen space to view the site. Scroll to the bottom of the screen and click the Submit button.

Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

Attach local file

Name of Link to File

Special Action

Options

Make the content available Yes No

Open in new window Yes No

Track number of views Yes No

Choose date and time restrictions Display After Display Until

Feb 07 2007 02 00 PM

Feb 07 2007 02 00 PM

Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

- click the OK button to return to the content area screen. From here you can modify, remove, or copy this external link.



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Describe the site