

## Blackboard Content Areas – Adding External Links

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### INTRODUCTION

An external link is a hypertext link that links to a web site on another server (e.g. <http://www.uaf.edu> could be an external link in Blackboard that takes the students to the UAF homepage).

### ADD AN EXTERNAL LINK

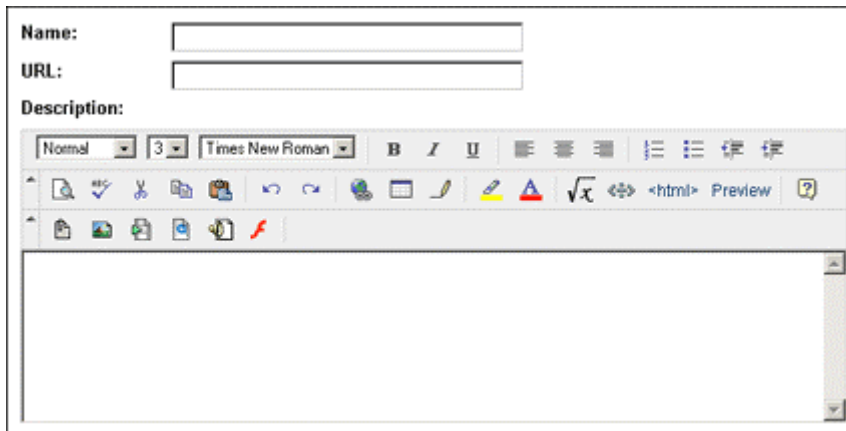
1. In the section of the Control Panel titled "Content Areas", click on the name of the area you wish to add an external link to.



2. Click the Add External Link button.



3. Enter a name and URL (e.g. <http://www.uaf.edu>) for the external link.
4. In the text box provided enter a description of the web site or directions for what the students should be looking for once they get there. **Note:** If you are using Blackboard on a Mac you will see a less robust version of the text editor you see below.

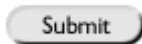


5. Select the options you would like to use for this particular external link:

- Make the external link available to students
- Launch the web site in a new window
- Track the number of times the web site is viewed
- Add metadata about this external link
- Choose between which dates and times you want the external link available to students if the information is time sensitive

<b>Do you want to make the External Link visible?</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Launch Item in external window</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Do you want to track number of views?</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Do you want to add metadata?</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Choose date restrictions</b>	<input type="checkbox"/> Display After
	Nov 18 2002 <input type="checkbox"/>
	10 10 AM <input type="checkbox"/>
	<input type="checkbox"/> Display Until
	Nov 18 2002 <input type="checkbox"/>
	10 10 AM <input type="checkbox"/>

6. Click the Submit button to save your changes.



## HELPFUL HINTS

Adding outside links can be useful in activities involving Internet research, or in referencing journal articles and other outside resources.