

# Tunxis Distance Learning Documentation

## How to Add a “Web Link” to your Course in Blackboard

Adding a “Web Link” to your course requires two parts:

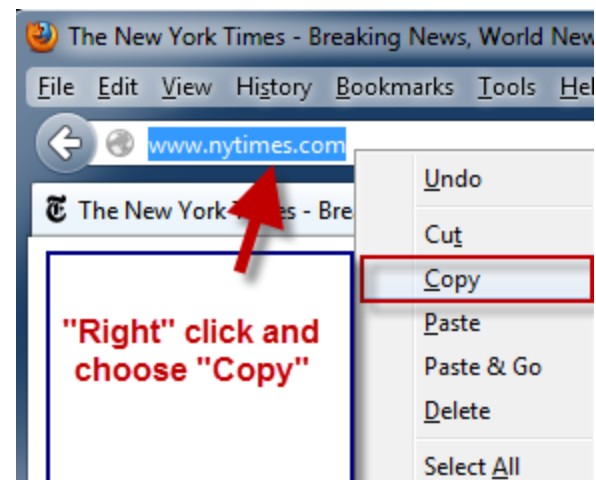
**Part 1:** Copying the Web Address or URL from an existing website

**Part 2:** Making the “Web Link” accessible to your students from somewhere within your Blackboard course.

### Part 1:

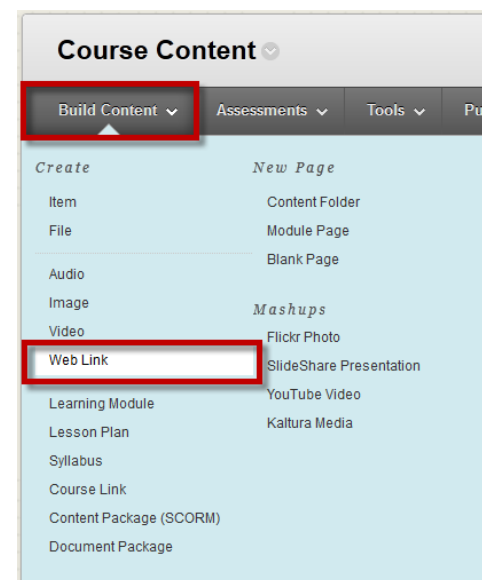
1. Navigate to the web site that you would like to link to from within your course.
2. Highlight the **Web Address** (AKA: URL) in the web address box of your browser window.
3. **“Right”** click on the highlighted web address and choose > **“Copy”**.

\* Alternatively, you can use keyboard commands (**CRTL + C**) to copy the highlighted web address.



### Part 2:

1. From within your Blackboard course, navigate to the **“Content Area”** or **“Learning Module”** of your choice.
2. Click on **“Build Content”**.
3. Choose **“Web Link”**
4. Type in the **“Name”** of the Link.  
This will be the **“clickable”** text that your students see.



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5. “Right” click in the URL field and choose > “Paste”.

\* Alternatively, you can use keyboard commands (**CRTL + V**) to paste the previously highlighted web address into the URL field.

6. Type a description in the “Description” field.

7. Use the “Browse My Computer” or the “Browse Content Collection” options to add an “Attachment” (if applicable).

8. Choose “Yes” or “No” to Opening the link in a New Window under the “Web Link Options”.

9. Apply the “Standard Options” as you see fit.

10. Click “Submit”.

### Create Web Link

A Web Link is a shortcut to a Web resource. Add a Web Link to a Content Area to provide a quick access point to relevant materials. [More Help](#)

\* Indicates a required field.

Cancel Submit

#### 1. Web Link Information

\* Name

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

This link is to a Tool Provider. [What's a Tool Provider?](#)

#### 2. Description

Text

**WIKIPEDIA: The New York Times** (or **NYT**) is an American daily newspaper, founded and continuously published in **New York City** since September 18, 1851. It has won **112 Pulitzer Prizes**, more than any other news organization.<sup>[3][4]</sup> Its website is America's most popular news site, receiving more than 30 million **unique visitors** per month.<sup>[5]</sup>

The paper's print version remains the largest local metropolitan newspaper in the United States and third-largest newspaper overall, behind *The Wall Street Journal* and *USA Today*. Following industry trends, its weekday circulation has fallen to fewer than one million daily since 1991.<sup>[6]</sup> Nicknamed **The**

#### 3. Attachments

If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.

Attach File

#### 4. Web Link Options

Open in New Window  Yes  No

#### 5. Standard Options

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

#### 6. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit