



Create a Web Link

Introduction:

The Web Links tool allows you to create links to external web sites to supplement or enhance course activities, assignments, supplemental readings among other uses. Once created, Web Links can be added to folders.

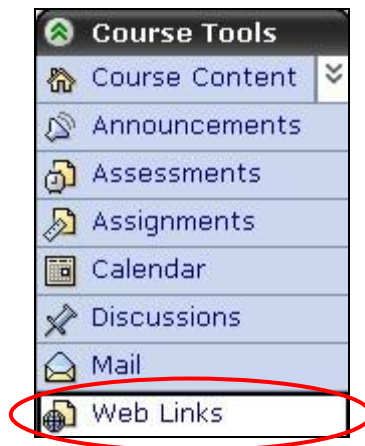
If you plan to link two or more web links on a given page, create a sub folder and add your web links to the subfolder to prevent an over abundance of icons on a given page. Having too many icons on a page often creates confusion and has the potential to overwhelm your students. This guide will demonstrate how to create and link Web Links in your Blackboard Vista course web site.

Create a Web Link

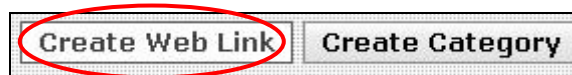
Step 1: To begin, click on the **Build** tab after you have logged into your course.



Step 2: Next, click **Web Links** from the *Course Tools* menu.



Step 3: Click **Create Web Link**.



Step 4: Enter the **Title** in the field provided. This is the link name that students will click on to access the website.

* Title:

Step 5: Enter the **Description** of the Web Link in the field provided (if any).

Description:

Item Visibility: Show Item
 Hide Item

Step 6: Next, enter the **Web Address (URL)**.

Web Address (URL)

Step 7: Check the checkbox **Open in a new browser window**. When the students view the website, selecting the checkbox will open the web site in a new browser rather than inside the Course Content page.

Open in a new browser window

Step 8: Click **Save** when finished.

The Web Links page will appear showing a list of all of the web links that you have created.

Web Links

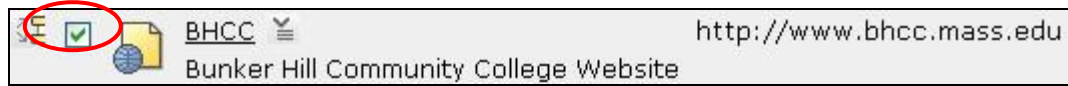
  BHCC 
Bunker Hill Community College Website http://www.bhcc.mass.edu

Create Link on:   Delete

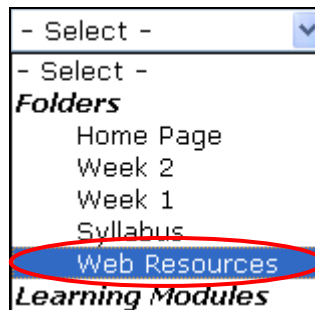
Create a Link to a Web Link

In this section, you will learn how to create a content link to a Web Link directly within a folder you have created on the course homepage.

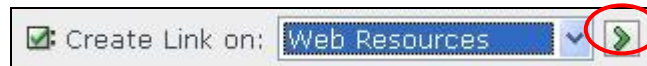
Step 1: From the *Web Link* page, select the **checkbox** corresponding with the web link that you would like to link.



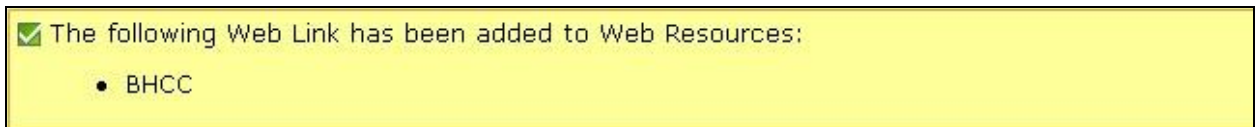
Step 2: Next, use the drop down menu located at the bottom of the screen to select the desired folder (assuming that you have already created your course folder structure) to link your Web link. In this example, we will select the *Web Resources* folder.



Step 3: Click the **Green (Go) arrow** when finished.

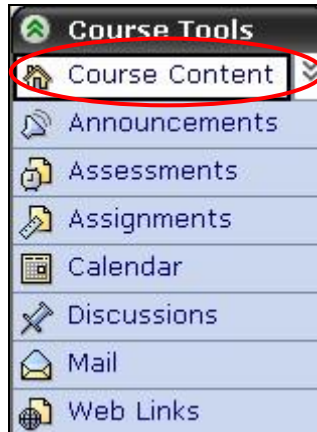


Note: You will receive confirmation that the following Web link was added to the selected folder.



For some, you may want to confirm that this process worked properly... If so, follow these steps.

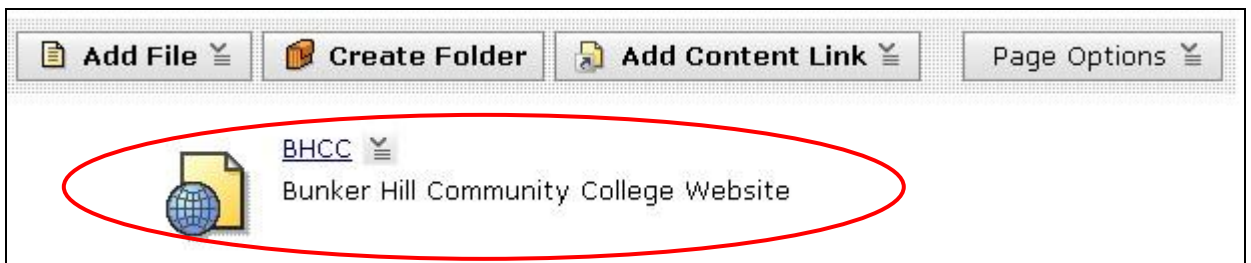
Step 4: Click **Course Content** from the *Course Tools* menu to return to the course home page.



Step 5: Click on the **name of the folder** you want to access. In this example, we will select the folder titled *Web Resources*.



Step 6: Once inside the folder, you will see the link the Web Link that you created.



Conclusion

We hope this guide was helpful.

For more information about online course development, please visit the TLiTC or contact us via email at tlitc@bhcc.mass.edu.