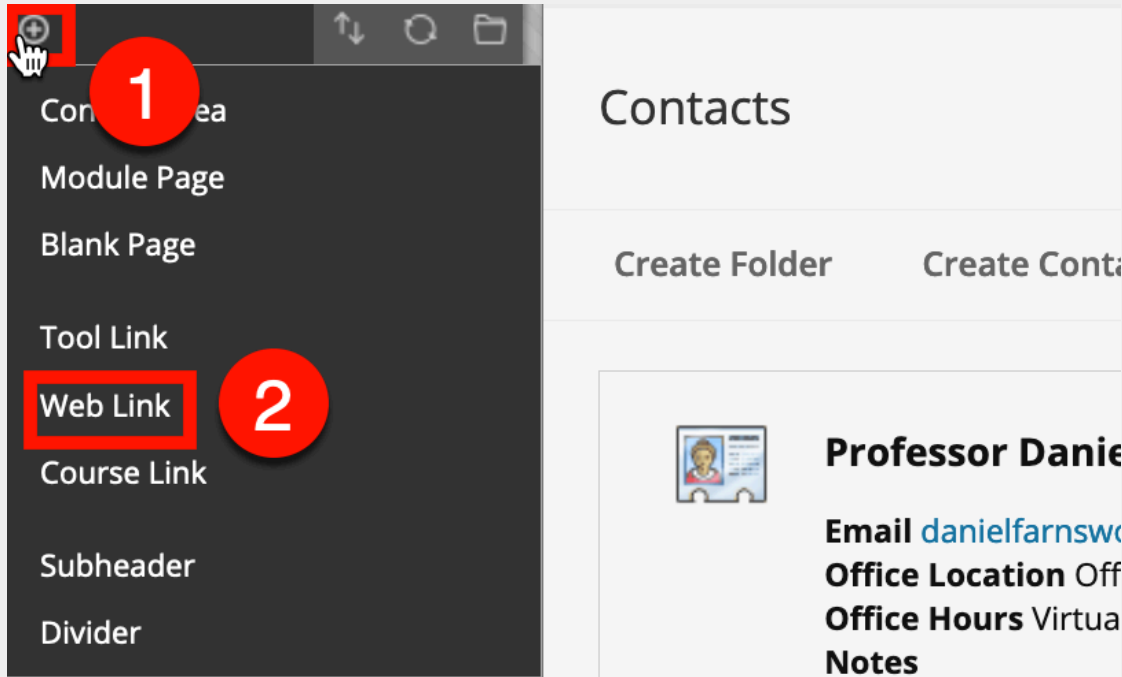




How to Add a Web Link

Enter a Blackboard course.

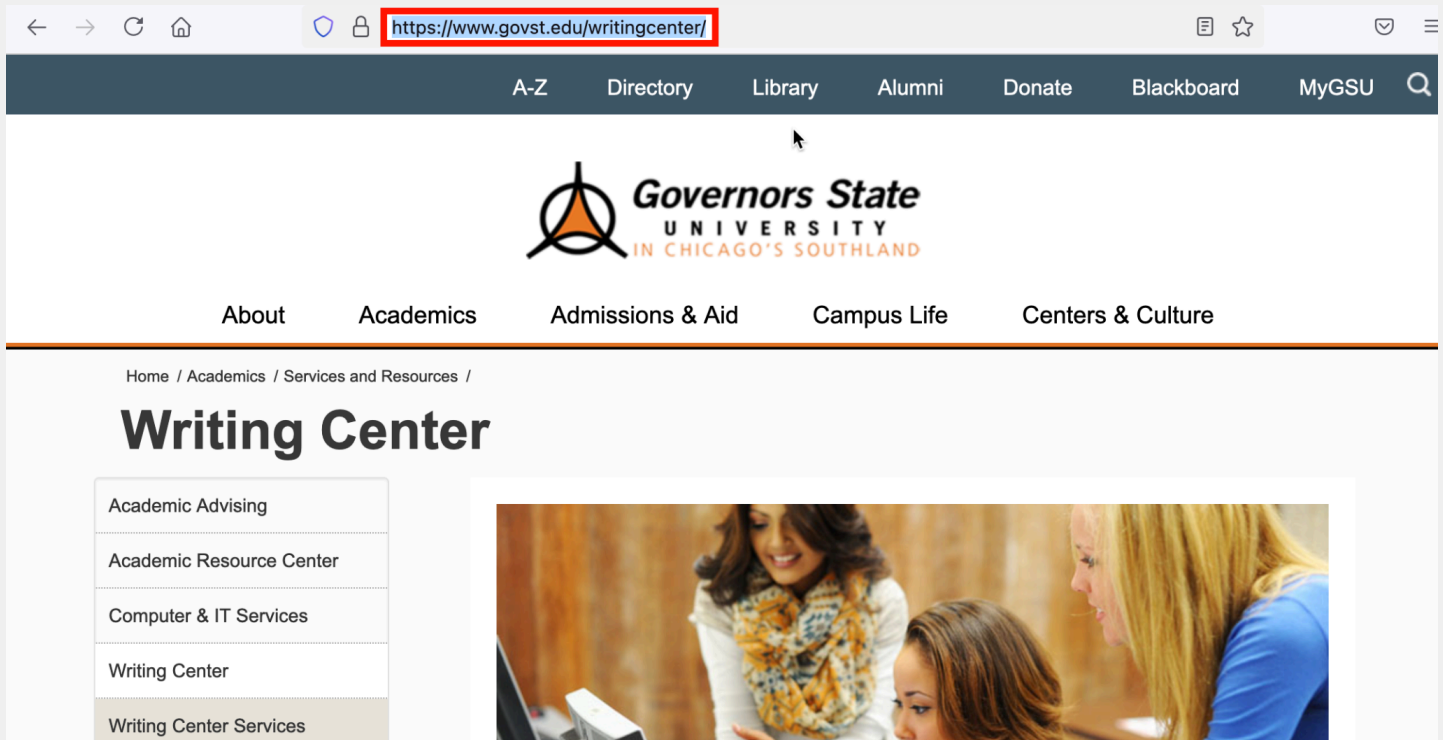
1. Hover your mouse over the “+” above the left course menu to open a drop down menu.
2. Select **Web Link**.



Proceed to the webpage where you would like to copy the URL from. Highlight the URL and select right-click copy or use the copy keyboard command (Mac: Command-C | Windows: Ctrl+C).

Blackboard Questions?

Email: blackboard@govst.edu Phone: (708) 534-4115



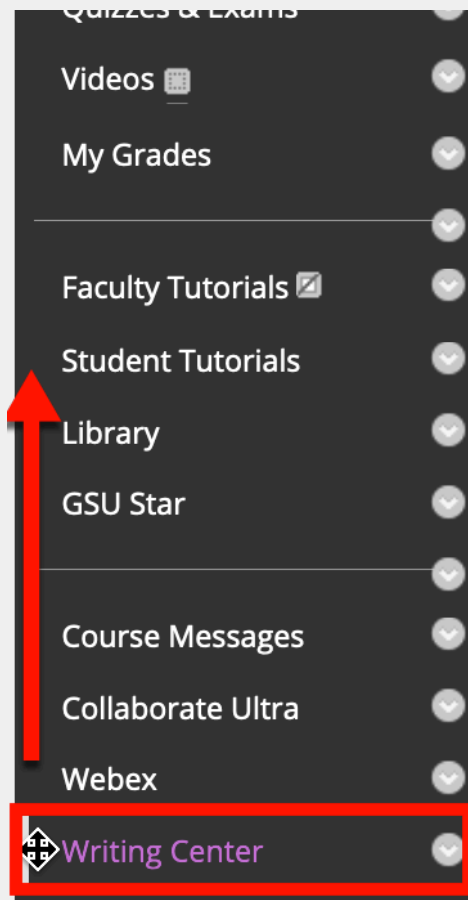
Proceed back to Blackboard. The Add Web Link section should be available to enter a Name, URL, and check Available to Users. To paste the URL in the URL field, you may select right-click paste or use the copy keyboard command (Mac: Command-V | Windows: Ctrl+V). Once you are finished, click Submit to save the changes.

A screenshot of a "Add Web Link" form. At the top, there are icons for adding, refreshing, and deleting. The form has two required fields, each marked with an orange asterisk: "Name:" with a text box containing "Writing Center", and "URL:" with a text box containing "https://www.govst.edu/writingcent". Below the URL field is an example text: "For example, http://www.myschool.edu/". There is a checkbox labeled "Available to Users" which is checked with a blue checkmark. At the bottom right are two buttons: "Cancel" and "Submit".

The newly created divider will appear at the bottom of the left navigation menu. To reorder, hover your mouse left of the divider. Click and drag the divider to the appropriate location.

Blackboard Questions?

Email: blackboard@govst.edu Phone: (708) 534-4115



Blackboard Questions?

Email: blackboard@govst.edu Phone: (708) 534-4115

Blackboard Questions?

Email: blackboard@govst.edu Phone: (708) 534-4115