

INTRODUCTION

A course link is a hypertext link that links to another section of your Blackboard course. For example, you have week 1's reading assignment in a folder named "Week 1". Week 4's reading assignment is in a folder named "Week 4" and it goes into more detail about week 1's reading. You could make a course link from week 1 to week 4 so students' who are interested in learning more can quickly get to the detailed information.


HELPFUL HINTS:

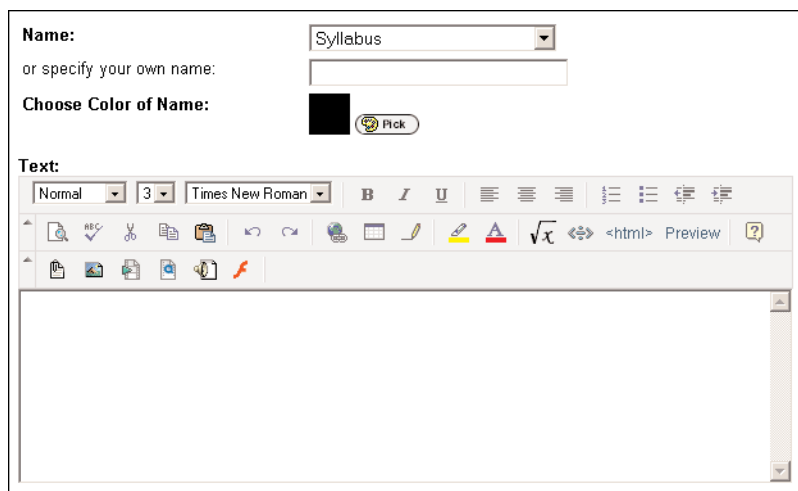
If you use the same (or similar) material throughout the course, (eg. graphics or charts), you can place it in a separate folder. Add a course link from any other section of the course when the material is needed.

ADD A COURSE LINK

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

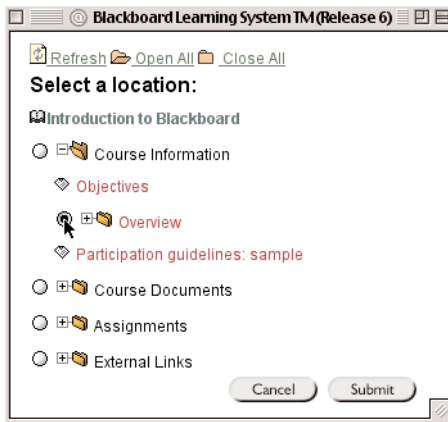


2. Click the **Add Course Link** button. 
3. Select a name for the course link from the dropdown menu, or type a name into the text box. You may also choose a color for the name by using the color swatch under the item name.
4. In the text box provided enter a description of the course item or section you will be linking to. **Note:** If you are using Blackboard on a Mac, you will see a less robust version of the text editor you see below. For an explanation of the Mac text editor please see page 14, Course Items.

A screenshot of the Blackboard 'Add Course Link' form. The form is enclosed in a rectangular border. At the top, there is a 'Name:' label followed by a dropdown menu showing 'Syllabus'. Below this is a text box with the placeholder text 'or specify your own name:'. Underneath is a 'Choose Color of Name:' label, a black color swatch, and a 'Pick' button. The bottom section is labeled 'Text:' and contains a rich text editor toolbar with various icons for text formatting (bold, italic, underline, list, etc.) and a large text area for entering the link description.

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5. Click the Browse button and select the course item or section you wish to link to. Then click the Submit button.



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

- Make the course link available to students.
- Track the number of times the web site is viewed.
- Add metadata, or background information, about this course link.
- Choose between which dates and times you want the external link available to students if the information is time sensitive.

Do you want to make the course link visible? Yes No

Do you want to track number of views? Yes No

Do you want to add metadata? Yes No

Choose date restrictions

Display After

Nov 18 2002 10 15 AM

Display Until

Nov 18 2002 10 15 AM

7. Click the **Submit** button to save your changes.