

INTRODUCTION

An external link is a hypertext link that links to a web site on another server.

ADD AN EXTERNAL LINK (URL)

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 URL** button. 


3. Enter a name, URL (i.e. <http://www.neu.edu>), and a description for the web site. **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 a form for adding an external link. It has three input fields: "Name:", "URL:", and "Description:". Below the "Description:" field is a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, list, link, unlink, etc.) and a text area for entering the description.

4. 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, or background information, about this external link.
- Choose between which dates and times you want the external link available to students if the information is time sensitive.

A screenshot of a form with several options for the external link. Each option has a radio button for "Yes" or "No".
- "Do you want to make the External Link visible?" Yes No
- "Launch Item in external window" Yes No
- "Do you want to track number of views?" Yes No
- "Do you want to add metadata?" Yes No
- "Choose date restrictions" has two sub-sections:
 - "Display After" with a checkbox and date/time pickers: Nov 18 2002 10:10 AM.
 - "Display Until" with a checkbox and date/time pickers: Nov 18 2002 10:10 AM.

5. 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.