Blackboard staff how to guide
External Links and Course Links - Add, Modify, Delete

Adding an External Link

Links to external web sites, library databases and e-reserve articles can be made from any content page, including the External Links page. Refer to the Blackboard staff how to guide - Linking to Library eResources for details on Linking to Library eResources.

Note: All external websites MUST open in a new window. Under copyright rules do not display external content within the RMIT Blackboard frame.

1. Open your Blackboard course.
2. Select the **menu item** where you want to create an external link. (E.g. Course documents folder.)
3. Select the **Edit View** link [Edit View] at the top right of the screen.
4. Select **External Link** from the Add menu bar.
5. Under **External Link Information type:**
   - the **name** you want for the link
   - the **full URL** for the link
   - a **description** giving an explanation about the site.

6. Use **Contents only** if you have a specific need to add a separate file.
7. Under **Options:**
   - **Make the content available** select **Yes**
   - **Open in a new window** select **Yes**
     
     **Note:** All external websites MUST open in a new window. Under copyright rules do not display external content within the RMIT Blackboard frame.
   - **Track number of views** select only if you wish to monitor it
   - **Choose date and time restrictions** set up if required.
8 Under **Submit**, select **OK**.
9 **Test** the added link works correctly.
10 Select the **Display View** `DISPLAY VIEW` link to return to display mode.
11 Select a location to return to from the **navigation path** at the top of the screen, or **left menu**.
Modifying an External Link

1. Open your Blackboard course.
2. Select the menu item where the external link is. (E.g. Course Documents folder.)
3. Select the Edit View link EDIT VIEW at the top right of the screen.
4. Click on the Modify button on the right side of the external link you wish to modify.

- Make the required changes under:
  - **External Link Information** including the name, full URL and description
  - **External Link** is usually ignored unless you have a specific need to use it
  - **Options** if window requirements or other specific needs are required.

5. Under Submit, click OK.
6. Test the modified link works correctly.
7. Select the Display View link DISPLAY VIEW to return to display mode.
8. Select a location to return to from the navigation path at the top of the screen, or left menu.

Deleting an External Link

1. Open your Blackboard course.
2. Select the menu item where the external link is. (E.g. Course documents folder.)
3. Select the Edit View link EDIT VIEW at the top right of the screen.
4. Click on the Remove button on the right side of the external link.

5. A pop-up window giving a final warning is displayed. Click OK to confirm deletion.
6. Select a location to return to from the navigation path at the top of the screen, or left menu.
Adding a Course Link

Links can be made to other items within a Course. All items that appear in the Course Map can be linked through the Add Course Links Page.

1. Open your Blackboard course.

2. Select the menu item where you want to add a link. (E.g. Course documents folder.)

3. Select the Edit View link \(\text{EDIT VIEW}\) at the top right of the screen.

4. Select Course Link from the Add menu bar.

5. Under Course Link Information type:
   - **Name** of item from the drop down list or type your own
   - **Colour** of item name – check the colour chosen meets accessibility requirements for colour blindness. Refer: http://www.iamcal.com/toys/colors/whatis.php
   - **Text** required to describe the assignment task.

\[\begin{array}{|c|}
\hline
\text{Course Link Information} \\
\hline
\text{Name} & \text{Course Link} \\
\hline
\text{Choose Color of Name} & \text{\#} \\
\hline
\text{Text} & \text{Testing the course link.} \\
\hline
\end{array}\]

2. Under Course Link:
   - click the **Browse** button to display the available link options
   - click on the **location** to link to.

\[\begin{array}{|c|}
\hline
\text{Course Link} \\
\hline
\text{Location} & \text{\textbf{\#Tools}} \\
\hline
\end{array}\]

3. Under Options:
   - **Make the content available** select yes.
   - **Track number of views** if applicable.
   - **Choose date and time restrictions** if applicable.

\[\begin{array}{|c|}
\hline
\text{Options} \\
\hline
\text{Make the content available} & \text{\#Yes} \ \text{\#No} \\
\text{Track number of views} & \text{\#Yes} \ \text{\#No} \\
\text{Choose date and time restrictions} & \text{\#Display After} \ \text{\#Display Until} \\
\text{Oct} & \text{\#15} \ \text{\#2007} \\
\text{Display After} & \text{\#02} \ \text{\#00} \ \text{\#PM} \\
\text{Oct} & \text{\#16} \ \text{\#2007} \\
\text{Display Until} & \text{\#02} \ \text{\#00} \ \text{\#PM} \\
\hline
\end{array}\]

4. Under Submit click the **Submit** button and at the Content Receipt screen click **OK**.

5. Select a location to return to from the **navigation path** at the top of the screen, or **left menu**.
Modifying a Course Link

1. Open your Blackboard course.
2. Select the menu item where the external link is. (E.g. Course documents folder.)
3. Select the Edit View link [EDIT VIEW] at the top right of the screen.
4. Click on the Modify button next to the course link. Make the required changes under:
   - 1 Course Link Information including the name, full URL and description
   - 2 Course Link if the link needs changed
   - 3 Options if other specific needs are required.
5. Under 4 Submit, click OK.
6. Select the Display View link [DISPLAY VIEW] at the top right of the screen.
7. Test the modified link works correctly.
8. Select a location to return to from the navigation path at the top of the screen, or left menu.

Deleting a Course Link

1. Open your Blackboard course.
2. Select the menu item where the course link is. (E.g. Course documents folder.)
3. Select the Edit View link [EDIT VIEW] at the top right of the screen.
4. Click on the Remove button next to the course link to display a pop-up final warning window.
5. Click OK to confirm deletion.
6. Select a location to return to from the navigation path at the top of the screen, or left menu.

Further help and information

- Online Blackboard Instructor Manual - External Link
- Online Blackboard Instructor Manual - Course Link
- Blackboard staff how to guide - Linking to Library eResources
- Blackboard staff how to guide - Staff First Steps, Using the Online Instructors Manual Training
- Blackboard (Minimum Online Presence) training http://www.rmit.edu.au/browse;ID=6sgd2h0t970p