On-Campus Blackboard
Building Content: Web Links

A Web Link is a shortcut to a resource on the Internet. Add a Web Link to a Content Area to provide a quick access point to relevant materials.

With Edit Mode ON, navigate to the content area where you want students to access the link (Home Page). Hover over Build Content and select Web Link. (If you don’t see Build Content, edit mode is off).

Add a Name, copy and paste the URL, click Submit or scroll down for more options. The Description is not necessary.
Files can also be attached to Web Links, select Browse My Computer to upload a file. (Browse Content Collection is not recommended).

The Standard Options default to open in a new window and Permit Users to View this content. To set the Web Link to be shown to Students after a specific time, select Permit Users to View as Yes, then set the date and time for it to appear. To hide it from Students after a specific date and time, use the Display Until settings.

New content appears at the bottom of the content area. The order of content can be changed by hovering the mouse over the left of the title of the web link; a yellow bar appears and a four pointed arrow appears, to drag and drop the item up further in the content area, click and hold it with the four pointed arrow.

**Effective practice:** check your links periodically to ensure they work.

For help contact bbhelp@uml.edu or schedule a consultation.