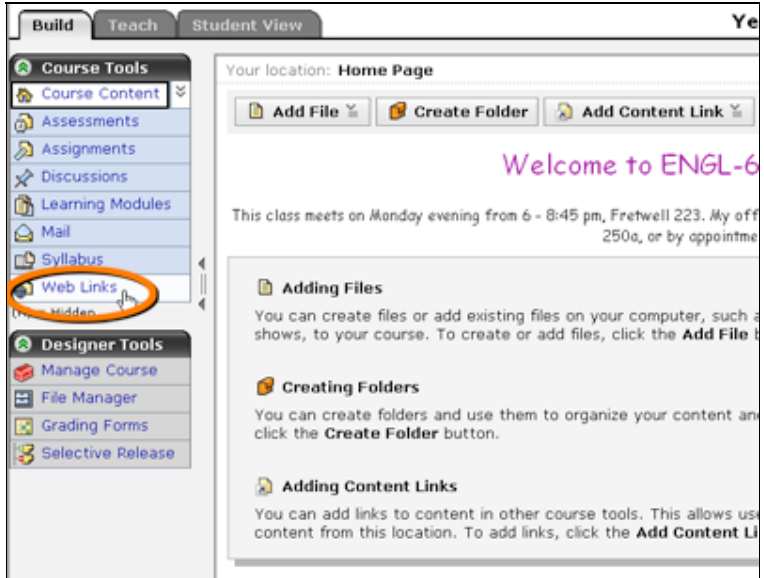
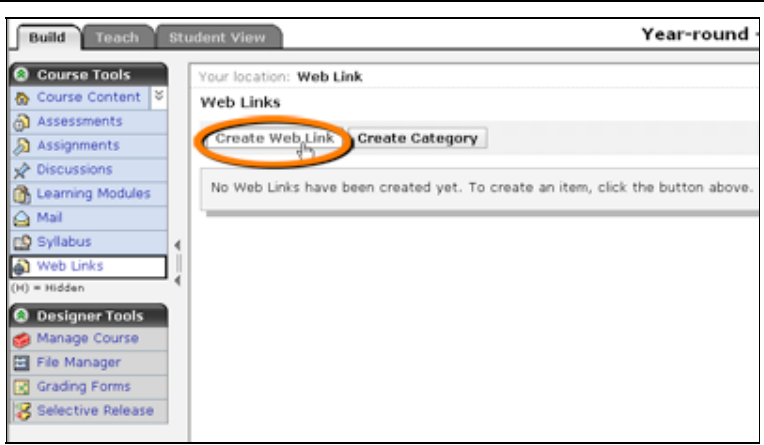


If you would like your students to have access to a particular web page without having to open any other tool or document, you may add a link with the Web Links tool.

<p>Step 1: Start the Process</p> <ol style="list-style-type: none"> 1. On the Build tab, in the “Course Tools” area, click the Web Links link. The Web Links screen is displayed. 	
<p>Step 2: Create the Link</p> <ol style="list-style-type: none"> 1. Click Create Web Link. The Create Web Link screen is displayed. 	

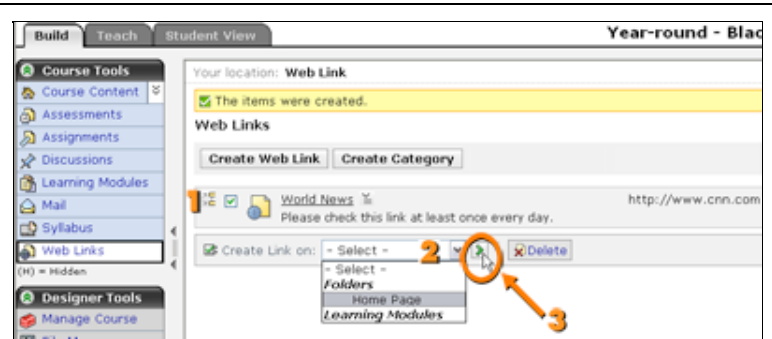
Step 3: Create the URL

1. In the “Title” text box, type a title for the URL. In this example, we have used World News, but you can call it anything that makes sense to you and your students.
2. **Optional:** In the “Description” text box, enter additional information about the link. The text will be displayed under the icon.
3. By default, the URL will be available to students as soon as you create it. If you don’t want students to view it immediately, select the “Hide Item” radio button.
NOTE: If you select Hide Item, then you will manually need to change the setting when you want students to have access to the link.
4. In the “URL” text box, type the web page URL.
NOTE: You can either type this address in or copy and paste it from another browser window. If it is a long address you will not be able to see all of it.
5. By default, the URL window will open in the same browser window as Blackboard Vista. If you want this URL to open in a new browser window, select the “Open in a new browser window” check box.
NOTE: Using this option might cause confusion to students with disabilities who use screen readers. You can add in the text (Opens in a new window) in the Description text box.
6. Select the category in which to save the web link.
NOTE: If you do not select a category, web links will be displayed in the default Uncategorized category .
7. Click **Save**. The Web Links screen is displayed and the new link is listed in the table (not illustrated).

The screenshot shows the 'Create Web Link' form in Blackboard. The form is titled 'Create Web Link' and has a 'Build' tab selected. The left sidebar shows 'Course Tools' with 'Web Links' selected. The form fields are: 'Title' (1) with 'World News', 'Description' (2) with 'Please check this link at least once every day', 'Item Visibility' (3) with 'Show Item' selected, 'Web Address (URL)' (4) with 'http://www.cnn.com', 'Open in a new browser window' (5) checked, 'Created by' (Training, FCTeL4 ()), and 'Category' (6) with 'None' selected. The 'Save' button (7) is circled in red, with a red asterisk and the text '*Required field' below it. Other buttons include 'Cancel' and 'Save and Create Another'.

Step 4: Add the Link

1. In the table, select the link you want to add.
2. In the “Create Link on” drop-down list, select the page you want to add the link to. In this example, we have used the Home Page.
3. Click **Go**. (The > symbol.)
4. In the “Course Tools” area, click the Course Content link. The Web Link is displayed (not illustrated).



Your screens may look different depending upon your configuration.

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