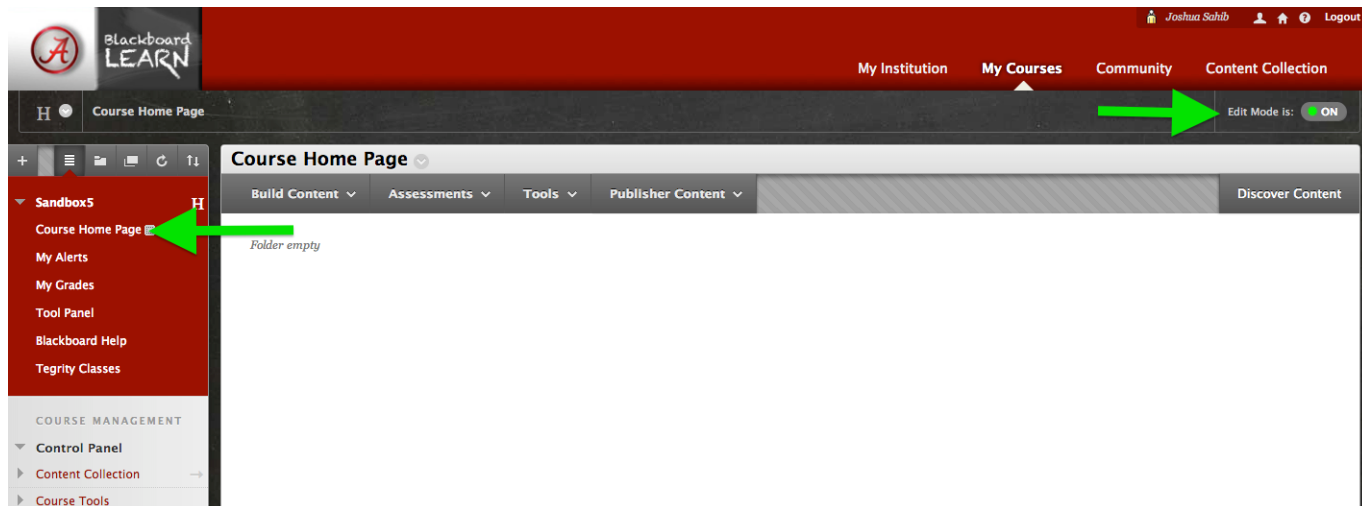


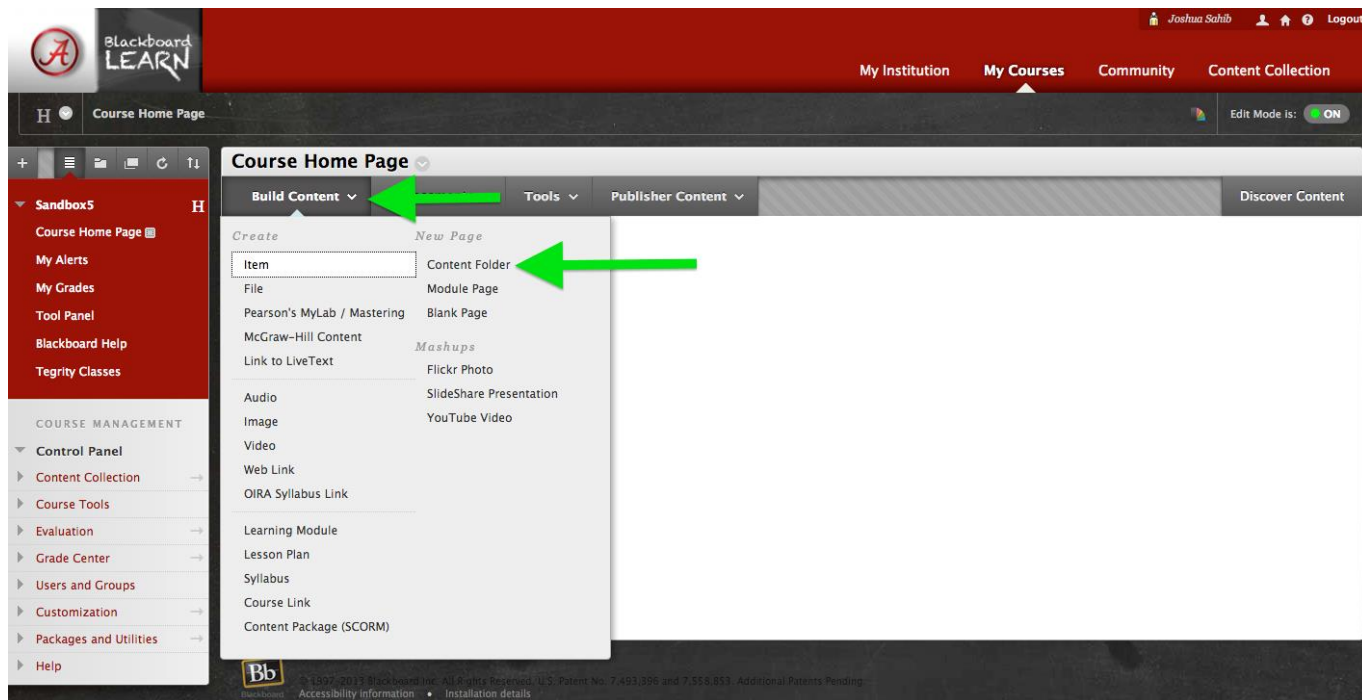
# Adding a Link to a Blackboard Learn Course

From within a Blackboard Learn course, follow these steps to add a link.

1. With Edit Mode On, navigate to a content area (example: Course Home Page) using the course menu on the left.



2. When the Content Area screen appears, click on Build Content, located above the main page frame, and choose Content Folder from the list that appears. -- Using a folder will allow you to organize all of the course readings into one location.



3. Name the folder something descriptive such as Course Readings. For most situations, entering text describing the folder is not required and the default folder options are appropriate. If desired, you can use the options to adjust the availability of the folder and readings within. Click Submit to save the changes and create the folder with your desired specifications.

**Create Content Folder**

A Content Folder is a way of organizing content items. Content Folders and sub-folders set up a hierarchy to group related material together. [More Help](#)

\* Indicates a required field.

**1. Content Folder Information**

\* Name

Color of Name

Text

Path: p Words: 0

**2. Options**

Permit Users to View this Content ☒ Yes ☐ No

Track Number of Views ☐ Yes ☒ No

Select Date and Time Restrictions

☐ Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

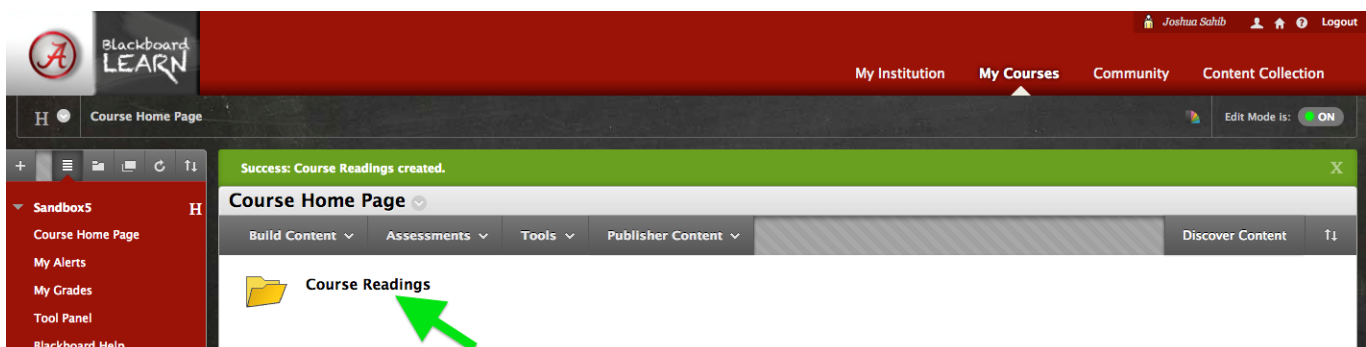
☐ Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

**3. Submit**

Click Submit to proceed. Click Cancel to quit.

4. Click on the name to get into the newly created folder.



5. Now that a folder is created, you can fill it using the URL(s) for the reading(s). In a separate window you can find the article URLs to be inserted into Blackboard. For most library resources you'll need to use a Permanent URL (i.e. Permalink or persistent link) that will authenticate users to make sure they're actively enrolled students. The location of the permalink can vary depending on the interface of the specific library database from which you are linking. The image below shows the Permalink location from a Scout record.

The screenshot shows the Scout interface with a search result for the article "The Potential of Web 2.0 Tools to Promote Reading Engagement in a General Education Course." The article details include the author Park, Seung, the source TechTrends, and a detailed abstract. On the right sidebar, under the "Tools" section, the "Permalink" button is highlighted with a green arrow. Another green arrow points to the "Permalink" field at the top of the article record, which contains the URL: <http://libdata.lib.ua.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=eft&AN=854002>.

6. Once you have the Permanent URL, click back into your Blackboard window. From within the course readings folder, click on Build Content, located above the main page frame, and choose Web Link from the list that appears.

The screenshot shows the Blackboard LEARN interface. The top navigation bar includes "My Institution", "My Courses", "Community", and "Content Collection". The main content area is titled "Course Readings". A green arrow points to the "Build Content" button in the top navigation bar. Another green arrow points to the "Web Link" option in the dropdown menu that appears after clicking "Build Content".

7. Use a descriptive name for the link; you may want to include the author last name. Paste in the Permanent URL (Permalink) for the article. Entering text describing the link is not required. For most situations, the default options are appropriate. If desired, you can use the options to adjust the availability of the link. Click Submit to save the changes and the link to the reading will be created.

The screenshot shows the Blackboard 'Create Web Link' interface. The top navigation bar includes the Blackboard LEARN logo, user information (Joshua Sahib), and links to My Institution, My Courses, Community, and Content Collection. The left sidebar contains navigation links for Sandbox5, Course Home Page, My Alerts, My Grades, Tool Panel, Blackboard Help, and Tegrity Classes, as well as a COURSE MANAGEMENT section with links to Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help.

The main content area is titled 'Create Web Link' and includes a subtitle: 'A Web Link is a shortcut to a Web resource. Add a Web Link to a Content Area to provide a quick access point to relevant materials. More Help'. It features a 'Cancel' button and a 'Submit' button at the top right.

The form is divided into five sections:

- 1. Web Link Information**: Contains a 'Name' field with the text 'Web 2.0 Tools for Reading - Park' and a 'URL' field with the text 'http://libdata.lib.ua.edu/login?url=1'. A green arrow points to the Name field, and another points to the URL field. Below the URL field is a checkbox labeled 'This link is to a Tool Provider. What's a Tool Provider?'.
- 2. Description**: Includes a 'Text' area with a rich text editor toolbar and a 'Path' field with the text 'p'. The 'Words' count is 0.
- 3. Attachments**: Includes a subtitle 'Attach a file from a local drive, Course Files, or the Content Collection. All attached files are saved in Course Files. Click Do Not Attach to remove the attachment. The file itself is not deleted.' and an 'Attach File' section with 'Browse My Computer' and 'Browse Content Collection' buttons.
- 4. Options**: Includes a green arrow pointing to this section. It contains several options: 'Permit Users to View this Content' (Yes/No), 'Open in New Window' (Yes/No), 'Track Number of Views' (Yes/No), and 'Select Date and Time Restrictions' (Display After/Until).
- 5. Submit**: Includes a subtitle 'Click Submit to proceed. Click Cancel to quit.' and a green arrow pointing to the 'Submit' button.

For assistance linking library articles, contact the circulation department at: [gorgres@bama.ua.edu](mailto:gorgres@bama.ua.edu) or (205) 348-9748.

For technical assistance, contact the Faculty Resource Center at [frc@ua.edu](mailto:frc@ua.edu) or (205) 348-3532.