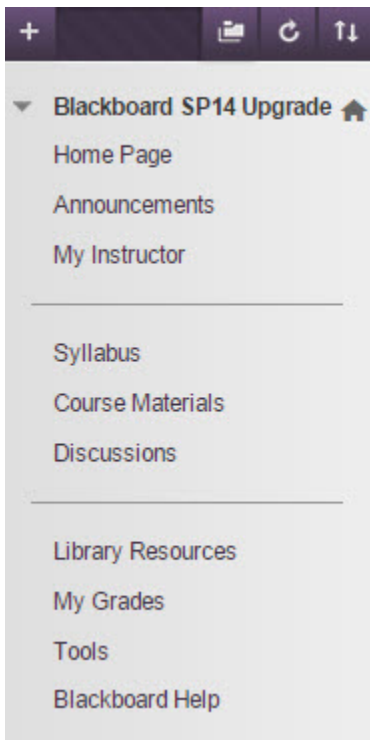


**Build Content: Web link**

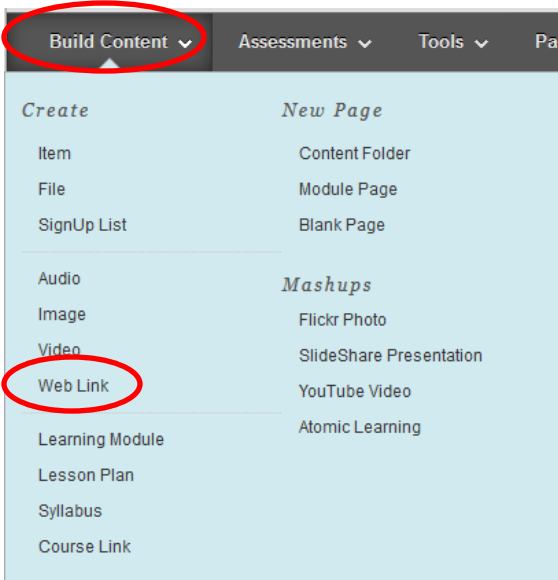
Links to outside Web sites and resources may be added to Content Areas as a “uniform resource locator” URL web address, also known as Web Link. When entering a URL, always enter the full Web address (include the http://) to the link. For example: <http://www.blackboard.com>.

**Step 1:** Go to the **CONTENT** Area of your course by clicking on the navigation button of your choice where you want your student to access the **WEB LINK**.



Any Content Area will work to add URLs. Pick one where students might likely think they would find these URLs or make a new navigation button to clarify the URLs contained within.

**Step 2:** Click on the **BUILD CONTENT** button in the *Content Area*. Then click >>**WEB LINK**.



**Step 3:** Complete the information in the following windows:

**3.1** Type the **NAME** of the URL here.

**3.2** Type the full **URL** using the entire web address. \*Note: Copy and Paste from Internet Brower web address bar works well.

\* Indicates a required field.

Cancel

Submit

## WEB LINK INFORMATION

\* Name **1**

\* URL **2**   
*For example, <http://www.myschool.edu/>*

**3.3** Use the **TEXT** box to add a description.

## DESCRIPTION

Text

**B** **I** **T** Arial 3 (12pt) **B** **I** **U** **AB** **ABC** **ABC** **ABC**

**ABC** **ABC** **ABC** **ABC**

Path: p

Words:0

**3.4 BROWSE MY COMPUTER** or **BROWSE COURSE** if you would like to attach a file associated with the URL.

## ATTACHMENTS

*If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*

Attach File

Browse My Computer

Browse Course

**3.5** Fill in **OPTIONS** here. It is recommended to choose **TRACK NUMBER OF VIEWS** if you want to track the usage of this item by students. It is recommended to choose **YES** for “Open in New Window.”

#### WEB LINK OPTIONS



Open in New Window ☒ Yes ☐ No

#### STANDARD 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.*

**Step 4:** Click the **SUBMIT** button on the lower-right of the screen.

*Click **Submit** to proceed. Click **Cancel** to go back.*



For more information on this topic go to the following Atomic Learning hyperlink:

- Adding a Web link in an item