

# Creating web links

## Step-by-step guide for designers

For Blackboard Vista 4.x

A web link (URL) is the address of a website on the World Wide Web. This document contains instructions for adding web links to your online course.

Web links can be placed on the home page, in folders, in learning modules. Alternatively they can be made available to students via the **Web Links** tool under **Course Tools**.

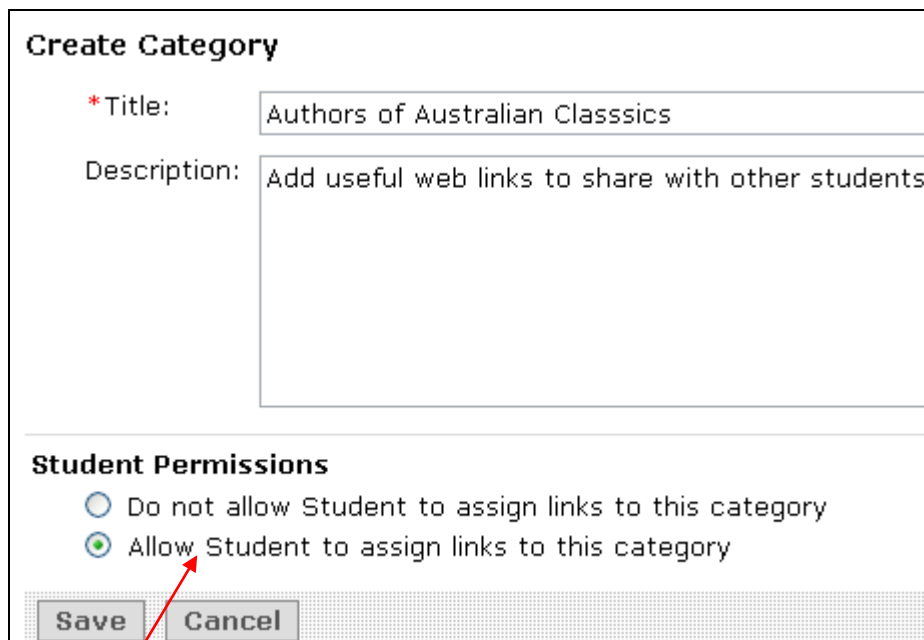
## Creating categories and web links

### Create a category (optional)

1. Click on the **Build** tab to enter *Build View*.
2. Click on **Web Links** under **Course Tools**.  
You will have the choice of creating a web link or category.
3. Click on **Create Category**.



4. Enter a title for your category (required field) and a description (optional).



**Create Category**

\*Title:

Description:

**Student Permissions**

Do not allow Student to assign links to this category

Allow Student to assign links to this category

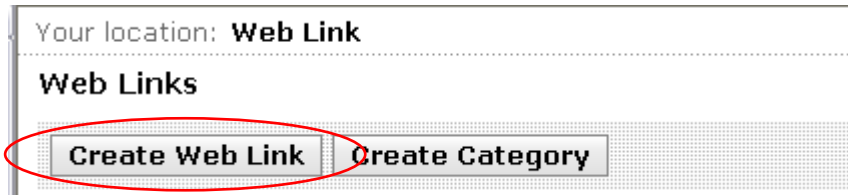
5. You also have the option to allow students to add links to a category.  
**Note:** The option to allow students to add web links is only available when using categories.

## Creating web links

6. Once all selections have been made for the category, click **Save**.
7. You are now ready to begin creating web links.

### Create a web link

1. Click on the **Build** tab to enter *Build View*.
2. Click on **Web Links** under **Course Tools**.  
You will have the choice of creating a web link or category.
3. Click on **Create Web Link**.



4. Fill in the details for your web link – title, description if desired and web address.

**Create Web Link**

\*Title:

Description:

Item Visibility:  Show Item  
 Hide Item

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**Web Address (URL)**

\*

Open in a new browser window

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**Created by**  
Bob Jones

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**Category** (Web Links can be organised into categories.)  
Select Category:  ▼

\*Required field

5. If you would like the web link added to a category, choose a category from the drop-down list.


## Creating web links

- Click **Save**.

**Goals**  
Associate goals with this web link.

**Note:** if the Goals tool has been enabled, you can associate web links with goals (learning outcomes) as they are created. Check the box beside the web link and click **Select Goals** to choose related goals.

### Add a web link to a page, folder or learning module

- Click on the **Build** tab to enter *Build View*.
- Click on **Web Links** under **Course Tools**.
- Check the box beside the web link you want to add to your course.
- Choose where you would like the web link placed from the **Create Link on** drop-down list and click the  button.

**Web Links**

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**Authors of Australian Classics** ⌵

Add useful web links to share with other students

			<a href="#">Australian Literature - selected websites</a> <span style="float: right;">⌵</span>
			National Library of Australia
<input checked="" type="checkbox"/>			<a href="#">Australian classics revived online</a> <span style="float: right;">⌵</span>
<input checked="" type="checkbox"/>			<a href="#">Australian Classic Works</a> <span style="float: right;">⌵</span>

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**Uncategorised**

There are currently no web links in this category.

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Create Link on: - Select -

- Select -

**Folders**

Home Page

**Learning Modules**


Academic Writing

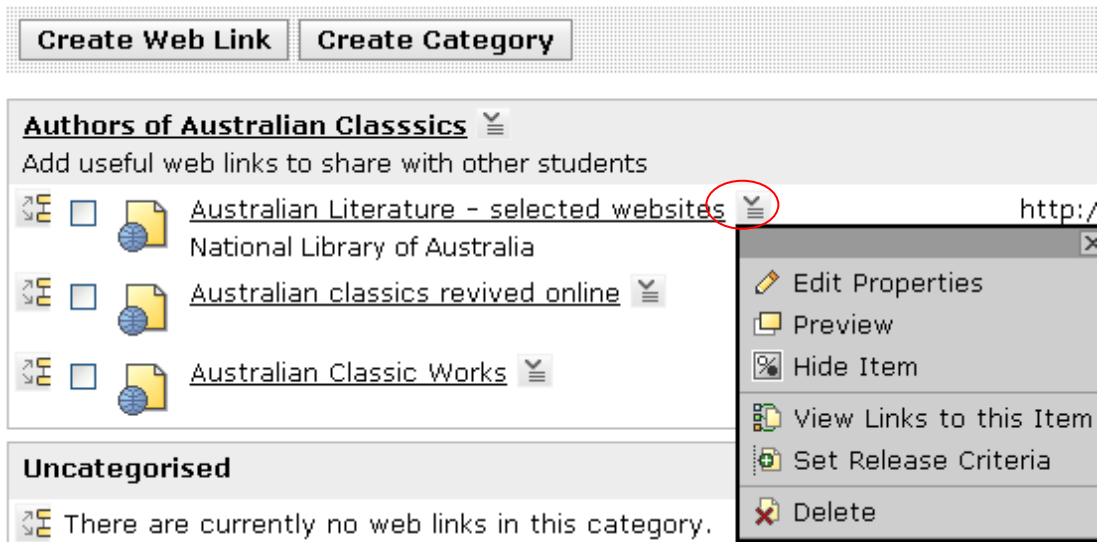
Australian Literature

Lecture notes weeks 1-6

## Editing and deleting web links

Sometimes web links change, or you might realise later that there is a better page on the same site. You can change or delete the link that you created.

1. Click on the **Build** tab to enter *Build View*.
2. Click on **Web Links** under **Course Tools**.
3. Click on the *ActionLinks*  icon next to the web link you want to edit or delete.



4. Choose from the drop-down list **Edit Properties** to make changes to the web link, or **Delete** to remove it permanently.

### References:

Designer and Instructor Reference: Application Pack 2 for Blackboard Learning System – Vista Enterprise License (Release 4) 2006 Blackboard Inc.

Vista 4.2 Online Help (Blackboard Inc.)

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