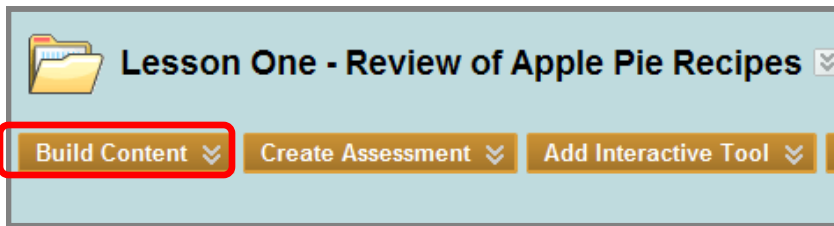


Adding a Course Link

Course Links are used to link content areas within Blackboard, allowing a student one-click access to another part of the site. This streamlines navigation for the student, so they can easily get from one area to another area in your site. Instructors can link from a Lessons folder to another content area within the course site, such as a Discussion Board or the Resources button. You can also add Course Links to an Announcement to link directly to a location within the course. Course Links can provide you with greater efficiency and quick, easy information access for students.

Follow these step-by-step instructions to add a **Course Link**:

1. Navigate to a content area by clicking one of the Course Menu buttons. In this case let's use the "Lessons" button and the *Lesson One* folder. Hover over *Build Content*.



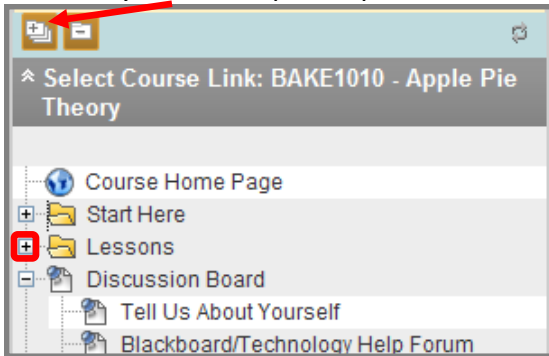
2. Click on **Course Link**.



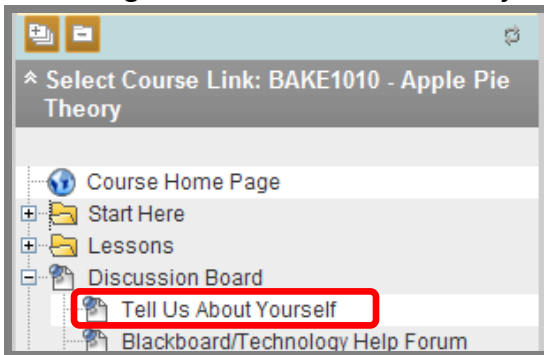
3. Click *Browse* to select the course location



- A Course Map opens. Click on the *Plus/Minus symbol* to expand or contract one folder, or click on the *+symbol* at top to expand all.



- Click on the *content area* or *tool* you want to link to via a **Course Link**. For example, here we are linking to the *Tell Us About Yourself Discussion Board*.



- Blackboard pre-populates the name of the **Course Link**. You can change the name of the **Course Link** or the color.

1. Course Link Information	
* Choose Item	<input type="text" value="Browse..."/>
Item Name	Tell Us About Yourself
* Name	<input type="text" value="Tell Us About Yourself"/> <input type="color" value="Black"/>
* Location	<input type="text" value="/Discussion Board/Tell Us About Yourself"/>

7. Enter a *Description* of the **Course Link**.

Location: /Discussion Board/Tell Us About Yourself

Description

Visual Editor is: ON

Normal 3 Arial B I U abc x₂ x²

abc [icons]

This is an introductory forum for you to get to know your peers. Be sure to respond to at least two other students. See the Syllabus for grading rubric.

8. Select **Yes** to make the **Course Link** visible to students.

2. Options

Permit Users to View this Content Yes No

9. This step is optional. You may choose to select *Date and Time Restrictions*. Use the *Display After* and *Display Until* checkboxes to set display dates.

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.

10. Click the *Submit* button.

Cancel **Submit**

11. Blackboard gives a *Success* message at the top of the screen.

Success: Tell Us About Yourself created.

12. The **Course Link** was successfully added and is available to students. Click on the **Course link**.

Tell Us About Yourself [v]

This is an introductory forum for you to get to know your peers. Be sure to respond to at least two other students. See the Syllabus for the grading rubric.

13. The link opens to the *Discussion Board Forum Tell Us About Yourself*.

Forum: Tell Us About Yourself

Organize forum threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)