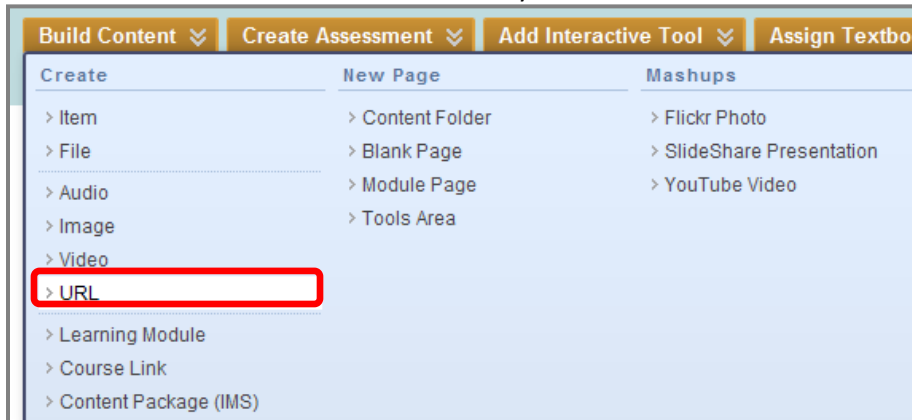


## Adding a URL

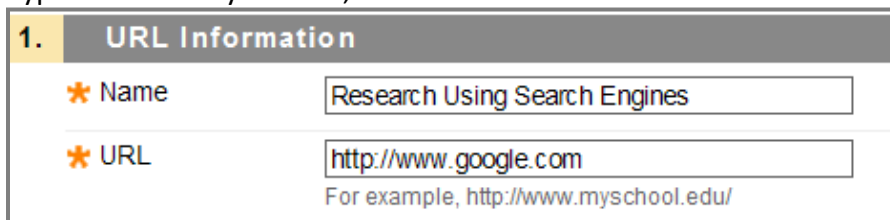
A URL is a shortcut to a Web resource and can provide a quick way to access relevant content or materials needed for the course. URLs are a Blackboard content item which link to external websites such as a media, library, or government website. URLs are often used to supplement class text, share additional resources, and provide links to multimedia on the web.

Follow these step-by-step instructions to add a **URL**:

1. Hover over *Build Content* in the location you would like to add the item. Click on **URL**.

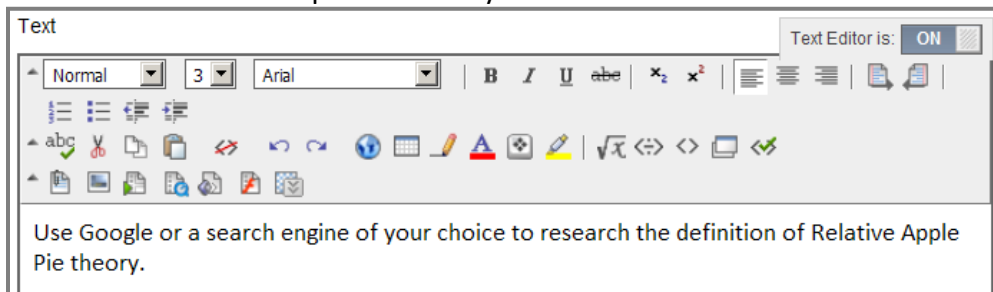


2. Type a name for your **URL**, as well as the full web address.



The screenshot shows the 'URL Information' form with two fields: 'Name' (Research Using Search Engines) and 'URL' (http://www.google.com). A note below the URL field reads: 'For example, http://www.myschool.edu/'.

3. Type a description of the **URL** in the text box. This provides students with context about what the link is, and why they should visit it. URLs should not be added without a description of the resource or material to provide clarity to the students.



The screenshot shows a text editor with a rich text toolbar. The text entered in the editor is: 'Use Google or a search engine of your choice to research the definition of Relative Apple Pie theory.'

4. Attach any files the students may need to use or understand the **URL** by clicking *Browse My Computer*.

**2. Attachments**

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.

Attach File

5. Select *Yes* to make the **URL** visible to students.

Permit Users to View this Content  Yes  No

6. Choose select *Date and Time Restrictions* if desired.

Select Date and Time Restrictions

Display After

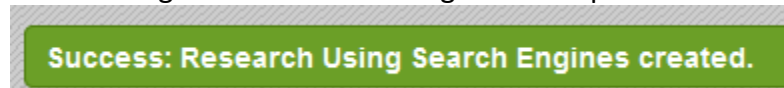
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until


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

7. Click the *Submit* button.

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



9. The **URL** now appears in the content area.

 **Research Using Search Engines** ▼

Use Google or a search engine of your choice to research the definition of Relative Apple Pie theory.