

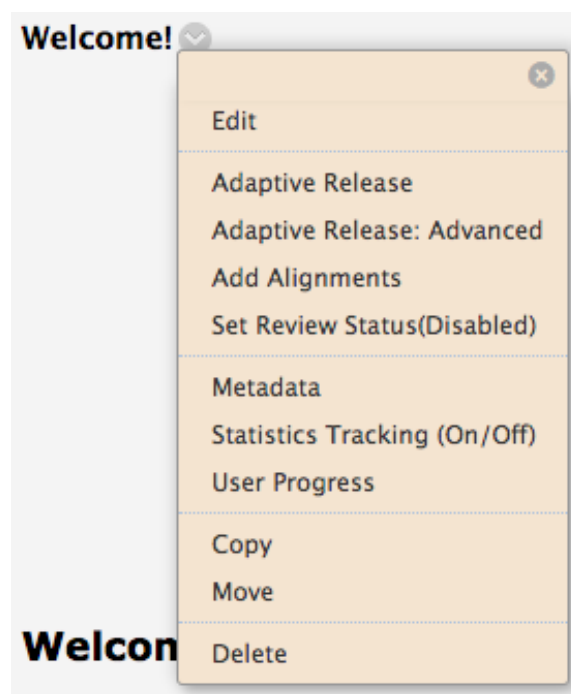
Creating a Link in Blackboard

When it comes to outside web pages, creating a link in Blackboard allows the student to access the external information in a more clear and favorable manner. Having the link become clickable allows the student to reach the information in a quicker manner and avoid having to copy and paste or manually type out the entire web address.

1. Log in to ole.sandiego.edu with your credentials and navigate to the corresponding academic course you will be interacting with.

2. Once you click the corresponding course, navigate to the *subheading* portion of the page, usually located underneath the *Build Content* tab. After hovering over the

subheading, click the gray drop down button  and click **Edit**. In this instance, you would move to the right of the subheading “Welcome!” to find the button.



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3. After clicking *Edit*, make your way down to *Text* and find the appropriate area (usually a word or phrase) to which you would like to create an accessible link to. In this

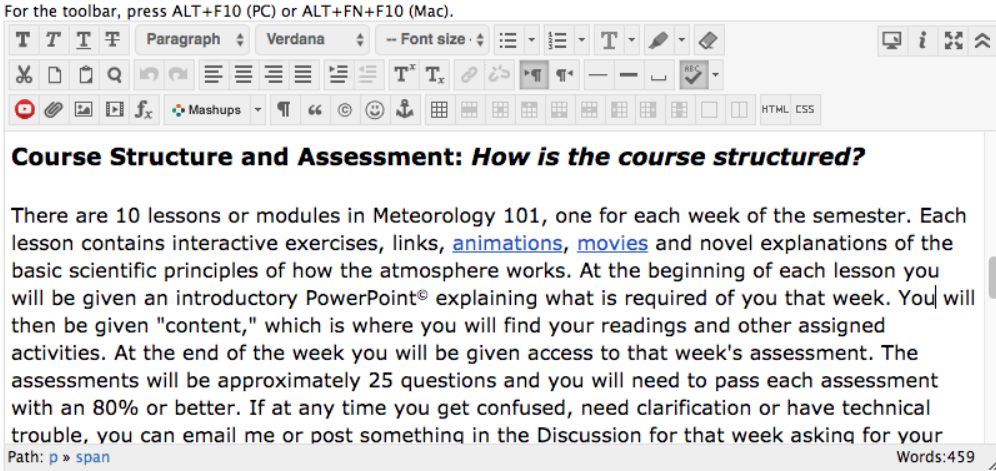
Content Information

* Name

Color of Name █ Black

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).




Course Structure and Assessment: *How is the course structured?*

There are 10 lessons or modules in Meteorology 101, one for each week of the semester. Each lesson contains interactive exercises, links, [animations](#), [movies](#) and novel explanations of the basic scientific principles of how the atmosphere works. At the beginning of each lesson you will be given an introductory PowerPoint® explaining what is required of you that week. You will then be given "content," which is where you will find your readings and other assigned activities. At the end of the week you will be given access to that week's assessment. The assessments will be approximately 25 questions and you will need to pass each assessment with an 80% or better. If at any time you get confused, need clarification or have technical trouble, you can email me or post something in the Discussion for that week asking for your

Path: p » span Words:459

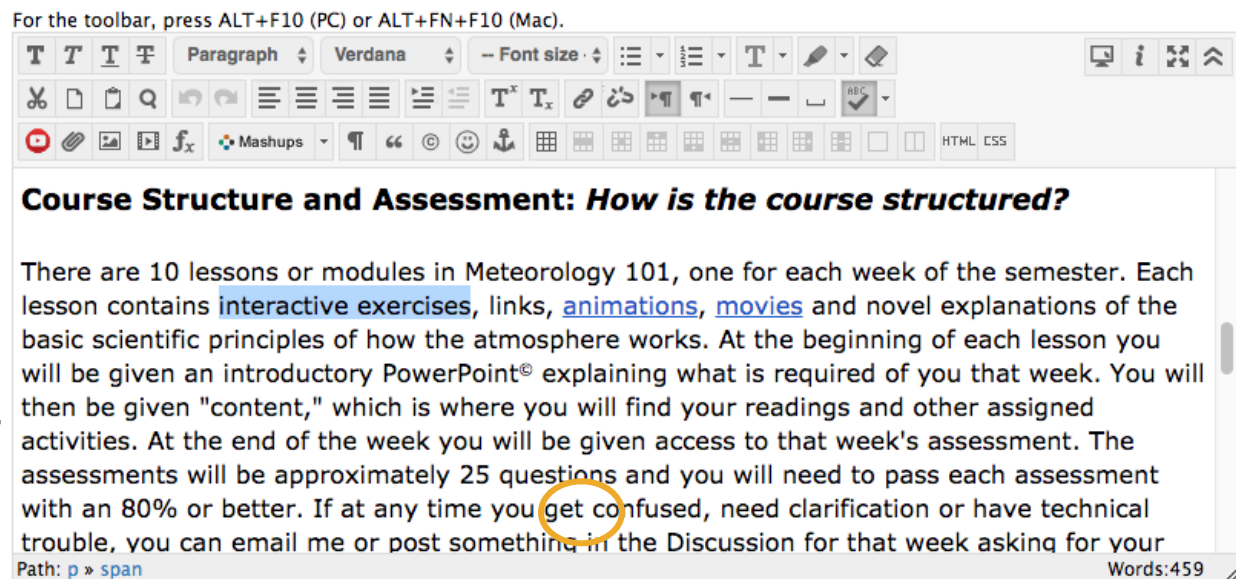
instance, the words *animation* and *movies* already have accessible links attached

4. After selecting the word or phrase to which you would like to link the corresponding web page to, the hyperlink button will become accessible. You would then click the

Hyperlink icon  and paste in the link itself. In this example, the phrase “*interactive exercises*” is what the link will be attached to.

5. Once you click the *Hyperlink* button, you will be taken to the *Insert/Edit Link* page where you can implement the corresponding web page link. You could browse your computer or content collection, but ultimately it's easier to paste it in the *Link Path* area.

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Path: p » span Words:459

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Link Path

When attaching a file from your computer, you must first submit the content item so the file is assigned a permanent URL.

Target

Title

Class

6. When the correct link is displayed in the Link Path area, you would then change the **Target** to *Open in This Window/Frame*. After doing this you would then click **Update**,

Target	<input checked="" type="checkbox"/> Open in This Window/Frame
	<input type="checkbox"/> Open in New Window (_blank)
Title	<input type="checkbox"/> Open in Parent Window/Frame (_parent)
Class	<input type="checkbox"/> Open in Top Frame (Replaces All Frames) (_top)

located on the far right of the *Insert/Edit Link* page.

7. After clicking *Update*, you will now be able to access the desired web page with the simplicity of a click, making it easier not only for you, but also for your students to

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navigate the essential information needed for the course.

