

Course Links

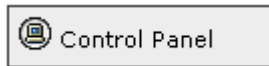
Overview

At times, it might be useful to have the ability to link a document in your BlackBoard course to another document in the course, for example, linking to a homework assignment. You have this ability when you utilize the **Course Link** tool.

Adding a course link

1) Begin by entering the course you wish to update on your main ERAU Online page.

2) Click on **Control Panel**.



3) In the **Content Areas** section, click on the content area in which you wish to place your link.



4) Next, click on the **course link** button.



5) On the Course Link screen, you will first be prompted to name your course link, and provide information about it.

1 Course Link Information

Name

Choose Color of Name

Text

Normal 3 Times New Roman B I U S x₂ x² [List icons]

[Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, insert link, insert image, insert video, insert audio, insert document, insert table, insert table of contents, insert table of contents, insert table of contents, insert table of contents]

Path: [body](#)

- 6) Next, in section two, click on **browse** to browse to the area you wish to provide a link to.

2 Course Link

Click Browse to choose an item from the Course Map

* Location

- 7) A small window will open providing your options. You can click on the small + signs to view folder contents. Click on the item to which you would like to create a Course Link.

Select Course Link: EdTech Sandbox Beta

 Expand All  Collapse All  Refresh



- 8) Once you have selected your options (If you wish the link to be seen by students, leave the dot next to Yes for Availability, and if you wish to monitor student viewing of the link, click the circle next to Yes for Tracking number of views,) click **Submit** on the bottom of the screen.

3 Options

Make the content available Yes No

Track number of views Yes No

Choose date and time restrictions Display After Display Until
May 23 2006 May 23 2006
02 20 PM 02 20 PM

- 9) You will get a receipt indicating the success of your link. Click **OK** and you will be taken to the course materials screen to view your new link.

Course Materials

Add  Item  Folder  URL  Course Link  Test

 1 **Week 1**

 2 **Syllabus**

 3 **Test Link**

Click here to get to the Print Version of my lecture.

Removing a course link

- 1) To remove a course link, go to **Control Panel**.
- 2) Click on the content area where you placed the link.
- 3) Click on the small **Remove** button to the right of the course link. You will see a pop up screen asking if you are sure you wish to remove this link.



- 4) Click **OK**. The link is now gone.