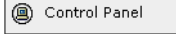


How do I Add a Link to a Place outside My Course to the Menu?

1. While in your Blackboard Course, click on the  button.
2. Click on the Manage Course Menu link in the Course Options area.



3. Click the Add External Link Button.

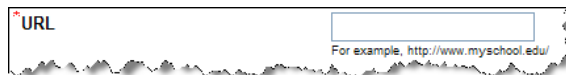


4. Type a name for your external link in the space provided.



A screenshot of the "External Link" form. It shows a text input field labeled "Name" with an asterisk. Below the field, there is a red note: "Suggested maximum 18 characters. Do not use spaces or names that use special characters."

5. Type the complete URL for the link in the space provided. Be sure to include the http:// part at the beginning.



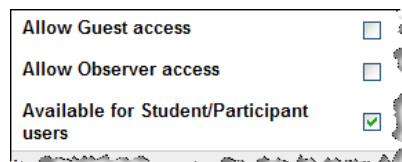
A screenshot of the "External Link" form. It shows a text input field labeled "URL" with an asterisk. Below the field, there is a red note: "For example, http://www.myschool.edu/".

6. Always select to open the item in a new windows or else your course window will be replaced by the external link.



A screenshot of the "Open in a new window" checkbox. The checkbox is currently unchecked.

7. Select your access rights for this menu item.



A screenshot of the access rights selection form. It contains three options with checkboxes: "Allow Guest access" (unchecked), "Allow Observer access" (unchecked), and "Available for Student/Participant users" (checked).

8. Click  .

9. Click  ..