Blackboard

Content

Linking to an Outside Webpage

Linking to an Outside Webpage in One Course

1. Navigate to https://blackboard.towson.edu

2. Log in with your TU **NetID and Password**

3. Enter your **course**

4. In your **course menu** to the left, enter the **content area** where you would like the link to appear

5. Select **Build Content**, then **Web Link**
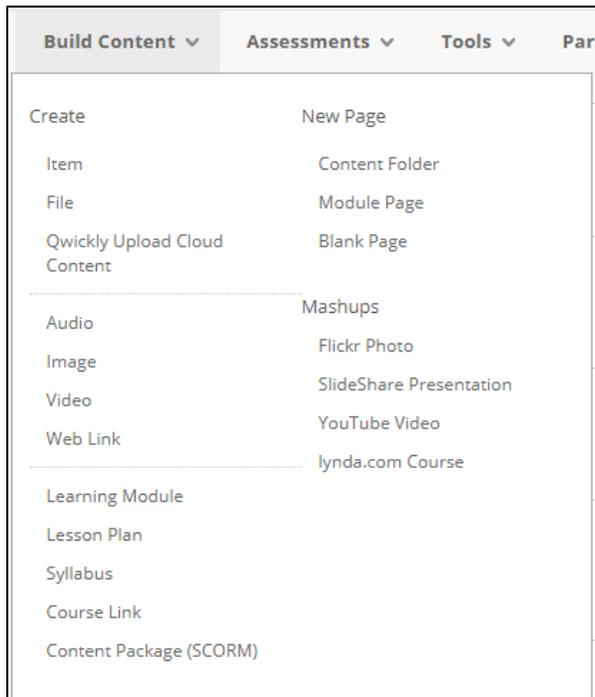
Figure 1

6. Give your web link a **Name**

7. Enter the **URL** of the webpage you wish to link to. If you are not 100% sure of the URL, go to the webpage and copy and paste the URL to ensure the link is correct.

8. Click **Submit**

TOWSON UNIVERSITY

Office of Technology Services
OTS Training

Linking to an Outside Webpage in Multiple Courses

1. Navigate to https://blackboard.towson.edu

2. Log in with your TU **NetID and Password**

3. Locate the **Qwickly module** on the home page

4. Click on **Post Link**

5. On the left, select the **Course(s)** you'd like to add the link to

6. Give the link a **Name**

7. Enter the **URL** of the link

8. Under **Post to Location**, you can select to **Create New Content Area** or select an existing content area in the course

9. If you choose to **Create a New Content Area**, you can change the name in the textbox to the right of the dropdown

10. If you are posting to multiple courses and would like to post to different locations in each course, check the box next to **Post to different locations for different Courses**

    a. This will open a new menu on the left. The courses you selected will be listed, along with a drop down of existing menu locations in each course
    Please Note: *If you post to multiple courses and want a different location in each course, you will not be able to create a new content area in any course.*

11. Click **Submit**

Figure 2