

# Blackboard

Content

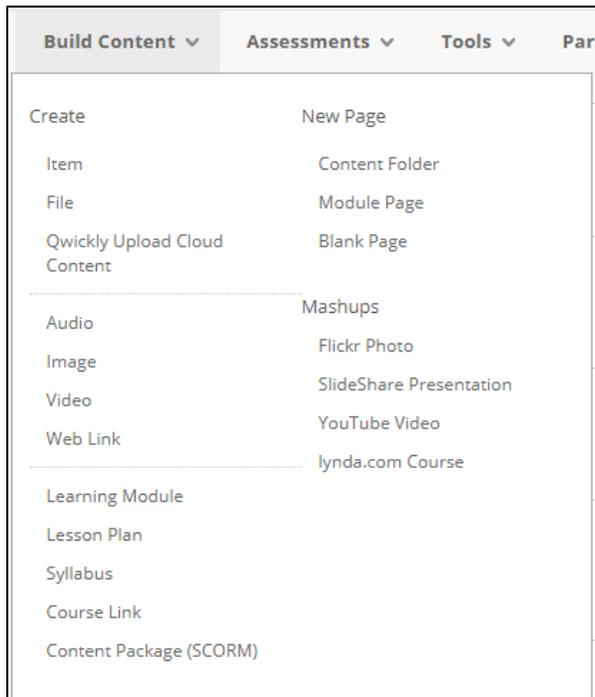
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## Linking to an Outside Webpage

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### *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**

## 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**

The screenshot shows the 'Post Link' interface in Blackboard. On the left, under the 'Courses' tab, a list of courses is shown with radio buttons for selection. The courses listed are: Qwickly Merge (QM1\_2), Graduate Student Orientation 2018 (gsa2018), Grade Center Testing (GCT), Bb Student Admin Training (Bb\_Admin\_Training), Ally Test Course Aimee (Ally\_Aimee), and Aimee Test. The right side of the interface contains several input fields: a 'Name' field, a 'URL/Link' field with the example 'I.E. https://www.google.com', and a 'Description' field with a rich text editor toolbar. Below these is the 'Post To Location' section, which includes a dropdown menu set to 'Create New Content Area' and a text box containing 'Qwickly Content'. At the bottom right, there are 'Cancel' and 'Submit' buttons.

Figure 2