Linking to an Outside Webpage

**Linking to an Outside Webpage in One Course**

1. Navigate to [https://blackboard.towson.edu](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