

## Create a Web Link

1. Select the course for which you would like to add a web link.
2. In the Build tab, click on Web Links on the Course Toolbar.
3. Click on the Create Web Link button.

The screenshot displays the Blackboard interface for a course titled "PILOT\_COURSES - LucyBorgheiinck". The "Build" tab is active, and the "Web Links" option in the "Course Tools" sidebar is highlighted with a red arrow. The main content area shows the "Web Links" page with a "Create Web Link" button circled in red. Below this, there is a form for adding a new link, with the URL "http://www.poetry.com" and the description "a good resource for finding old and new poems" already entered. A "Delete" button is also visible.

4. Give the web link a Title in the first box and a description of the website in the second box. Type the URL in the third box. (Note: Make sure you have typed the URL correctly, otherwise your students will not be able to access the webpage through your Blackboard Vista 8.0.1 course. To ensure accuracy, you may copy and paste the URL from your browser.)

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Build Teach Student View **PILOT\_COURSES - LucyBorgheiinck**

Your location: [Web Link](#) > Create Web Link

### Create Web Link

\*Title:

Description:

Item Visibility:  Show Item  
 Hide Item

**Web Address (URL)**  
\*   
 Open in a new browser window

Created by  
Lucy Borgheiinck

Category (Web Links can be organized into categories.)  
Select Category:

Goals  
Associate goals with this web link.

\*Required field

## Moving a Web Link

1. In the Build tab, click on the Web Links tool. Locate the web link you wish to move. Select it using the checkbox to the left.
2. Click on the drop-down menu underneath the list of web links.
3. Select the location where you want the Web Link to appear.
4. Click on the small green arrow to the right of the drop-down menu.

The screenshot shows the Blackboard Vista 8.0.1 interface. The top navigation bar includes 'Build', 'Teach', and 'Student View' tabs. The 'Build' tab is active, and the 'Web Links' tool is selected in the left-hand 'Course Tools' menu. The main content area displays the 'Web Links' tool interface. At the top, there are buttons for 'Create Web Link', 'Create Category', and 'Reorder Categories'. Below this, a list of web links is shown. The first link is 'Poetry.com' with the URL 'http://www.poetry.com' and the description 'a good resource for finding old and new poems'. This link is selected, indicated by a checked checkbox. Below the link list, there is a 'Create Link on:' dropdown menu. The dropdown is open, showing options: '- Select -', 'Folders', 'Home Page', 'Learning Modules', and 'Romanticism'. A small green arrow is circled in red, pointing to the right of the dropdown menu. A red arrow also points to the 'Poetry.com' link.

## Deleting a Web Link from your course

1. In the Build tab, click on the Web Links tool and locate the Web Link you wish to delete.
2. Click on the checkbox to the left of the web link title.
3. Click Delete at the bottom of the screen.
4. From the pop-up window, click on “ok”.

The screenshot displays the Blackboard Vista 8.0.1 interface. On the left, the 'Course Tools' sidebar is visible, with 'Web Links' selected. The main content area shows the 'Web Links' tool with a list of links. One link, 'Poetry.com', is selected with a checkbox. Below the list, there is a 'Delete' button circled in red. A 'Windows Internet Explorer' dialog box is open in the foreground, asking 'Are you sure you want to delete all selected items?' with 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button. The top of the page shows the 'Build' tab and the course name 'PILOT\_COURSES - LucyBorgheiinck'.

## Hiding and Showing Web Links

You have the option of controlling when your students can access certain URLs.

1. In the Build tab, click on the Selective Release Map in the Designer Tools menu.
2. Under the Linked To column, you may click the button next to the web link to either Hide Item or Show Item.
3. With the Selective Release tool, you can choose when to show the URL and who will be able to view it. Click on the Set Release Criteria button next to the item and choose the settings for Date, Member, Group, or Grade Book.

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Build Teach Student View

PILOT\_COURSES - LucyBorgheiinck

Your location: Selective Release

Selective Release Map

Course Content Members

To make folders and links available to users, the following must be satisfied:

1. The "Linked to" item must not be Hidden.
2. The release criteria must be satisfied.

Title	Linked to	Release Criteria
Home Page		
Poetry.com	Poetry.com	Hide Item Set Release Criteria
Syllabus	Syllabus	Hide Item Set Release Criteria
Romanticism	Romanticism	Hide Item Set Release Criteria

(H) = Hidden

Designer Tools

- Manage Course
- File Manager
- Grading Forms
- Selective Release

4. Now you may choose what criteria you would like to add by clicking on the appropriate button.

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**Build** Teach Student View **PILOT\_COURSES - LucyBorgheiinck**

Your location: [Selective Release](#) > **Set Release Criteria**

**Set Release Criteria for: Poetry.com**

**Add Date Criteria** **Add Member Criteria** **Add Group Criteria** **Add Grade Book Criteria**

No release criteria have been specified. Please use the controls above to specify release criteria.

Save Cancel

**Course Tools**

- Course Content
- Announcements
- Assessments
- Assignments
- Calendar
- Chat
- Discussions
- Goals
- Learning Modules
- Local Content
- Mail
- Media Library
- Roster
- SCORM
- Search
- Syllabus
- Web Links
- Who's Online

(H) = Hidden

**Designer Tools**

- Manage Course
- File Manager
- Grading Forms
- Selective Release