

Adding External Links

This tip sheet will help you decide how and where to add external links, and provide suggestions for relating them to learning/assessment activities.

The Internet contains sites that are a very rich learning resource. You can add links to support learning, promote critique, and generate real-world learning activities and assessments.

Adding an External Link

1. Open the content area of the Blackboard course where you want to post the link (e.g., **Course Documents**, **Assignments**).
2. In a separate Internet browser, open the website that will be the **External Link**.
3. Highlight the URL and copy it to the clipboard (ctrl + c will copy it).
4. In the Blackboard content menu bar, click on **External Link**.
5. Add the name of the website. In the URL area, click on ctrl + v to paste it here (this is the safest way to ensure that the URL is correct).
6. Add the information/instructions in the text window that students need to know related to the link.
7. Select *Open in New Window* in the Options area.
8. Click on **Submit**.

Where to Post the Links

Links should be posted where students will use them. For example, they may be posted in content areas such as **Course Information**, **Course Documents**, or **Assignments**.

Suggestions

- Add the link to a folder that has instructions for what to do with the link.
- Create a course link list that is posted in a general External Link area which students will use throughout the course.
- Create a Student Links area in a Discussion Forum where they can send you URLs they find which you can post on their behalf.
- Although this tool is called *External Links*, you can add sites such as the Algonquin Learning Resource Center (library) as a way to encourage students to use college resources in their research.

Other Resources

For more information about developing online courses, visit the **Professor's Resource Site** at <http://www.algonquincollege.com/Its/profres/>

For information about workshops related to Blackboard, teaching and course development, visit the **Professional Development** web site at <http://www.algonquincollege.com/employee-pd/>