North Carolina A&T State University
Blackboard Support

Adding a Course Link

Once instructors determine which course areas will appear in the course menu (see **Manage Course Menu** tutorial), various content sections can be added to each course area. Instructors can use **Items**, **Folders**, **External Links**, **Course Links**, and **Learning Units** to build a course.

Items, **Folders**, **External Links**, **Course Links**, and **Learning Units** can be added to *any* course content area. Instructors may add these content sections by accessing the content area through the **Control Panel** or by using the **Quick Edit** tool, which can be found in the top right corner of each course content area.

Choosing a Content Area

1.   Open a course that you are teaching.

2.   Choose a **Content Area** that will house the content. (For example, instructions for **Chapter 1** may be placed in a **Chapter 1 Folder** under **Course Materials**. **Course Materials** would be the **Content Area**.)

      Option 1
      If you access the **Content Area** by clicking a button on the left side of the course, click the desired content area button and then click the **Edit View** link in the right corner at the top.
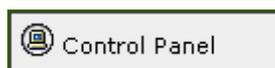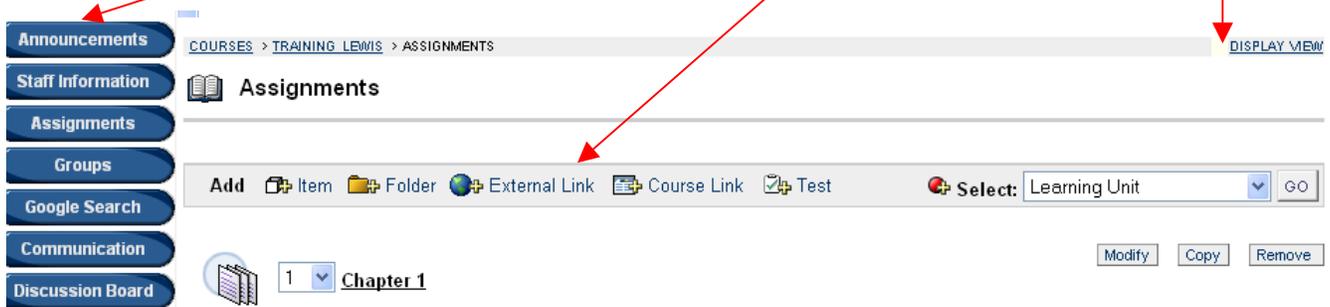

      Option 2
      If you choose to access the **Content Area** through the **Control Panel**, enter the **Control Panel.**

      Under **Content Areas**, click the desired content area.

3. If you have accessed the **Content Area** using the **Edit View** link, you will continue to see buttons on the left, editing options in the center, and a **Display View** link on the right side.

The **Edit View** and **Display View** links allow you to switch between the "editing view" and the "students' view". You can also click the content area button to switch to the "students' view" of the course material.

If you have accessed the **Content Area** using the **Control Panel**, you will only see the editing options at the top.

Adding a Course Link

A **Course Link** will link the student to a content item within the course. (For example, if the assignment directs the students to participate in a discussion thread, instructors can add a link directly to the discussion board.) Students can be linked to any content area within the course. The content must be created before you can create the course link. **Course Links** can be added to any content area and can stand alone or be placed inside folders or learning units.

Once the content area has been selected (see the **Choosing a Content Area** section above), a menu bar will be provided.
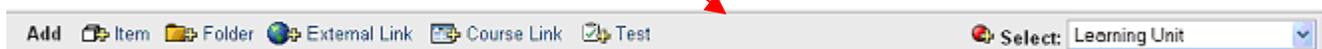
1.   To add a **Course Link** to a folder or learning unit, the folder or learning unit must be **opened** first.

     To open a folder or learning unit, click the **name** of the folder or learning unit.

     Add 🗗 Item 📁 Folder 🌐 External Link 📋 Course Link ☑ Test   🔴 **Select:** Learning Unit ▾ GO

     1 ▾ **Unit I**   Modify   Copy   Remove

     This folder contains all materials for Unit I.

     1. Read **Chapter 1-3 (Unit I)** in your textbook.

     Once the folder has been **opened**, the **name** of the folder or learning unit will appear at the top. (This will be an indication that the course link will appear **inside** the folder or learning unit).

     📖 Unit I

     Add 🗗 Item 📁 Folder 🌐 External Link 📋 Course Link ☑ Test

     Folder empty

     Course links can also stand alone. They can be placed directly in a content area, outside a folder or learning unit.

2.   To add a **Course Link** (outside a folder or learning unit), select the **Course Link** icon from the menu bar.

     Add 🗗 Item 📁 Folder 🌐 External Link 📋 Course Link

3.   The **Add Item** page will appear for the **Course Link**.

4.   Under **Section 1**, you will add the **Course Link Information.**

5.   Under **Name**, you will determine the name of the **Course Link**. You can (1) choose a name from the drop-down menu **OR** (2) enter the name that you desire.

If you choose to select a name from the drop-down menu, click the down error to see a list of the preset names for the course link. Select a name.

If you choose to enter a customized name for the course link (Example: Unit I Lecture Notes), type the information in the text box.
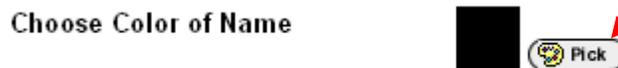
Name   ⌐ Documents ▼

or enter name   Unit I Lecture Notes

Information in the text box will override any name selected from the drop-down menu.

6.   You can customize the color of the **Name** by clicking the **Pick** button. The default color is **Black**.

Choose Color of Name   🎨 Pick

7.   After you click the **Pick** button, a **Color Picker** window will appear. (This window may not appear if your pop-up blocker is on. Set your computer to temporarily allow pop-ups.)

To select a color for the course link name, click the square of the desired color.

Color Picker - Microsoft Intern...

Choose Color of Name   🎨 Pick
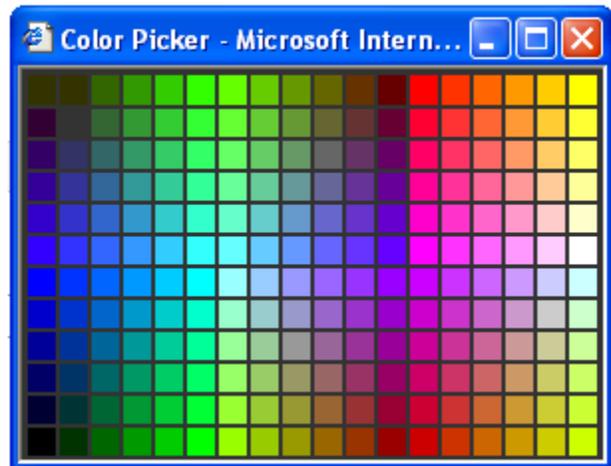
8.   The selected color will now appear in the color square beside the **Pick** button.

Choose Color of Name   🎨 Pick

9.   **Text** can be included with this course link. For example, if your **Course Link** is to a set of notes, you can add a description of the notes for the students. Instructions or directions for these notes could also be provided in the text area. Information can be cut and pasted from a Microsoft Word document.
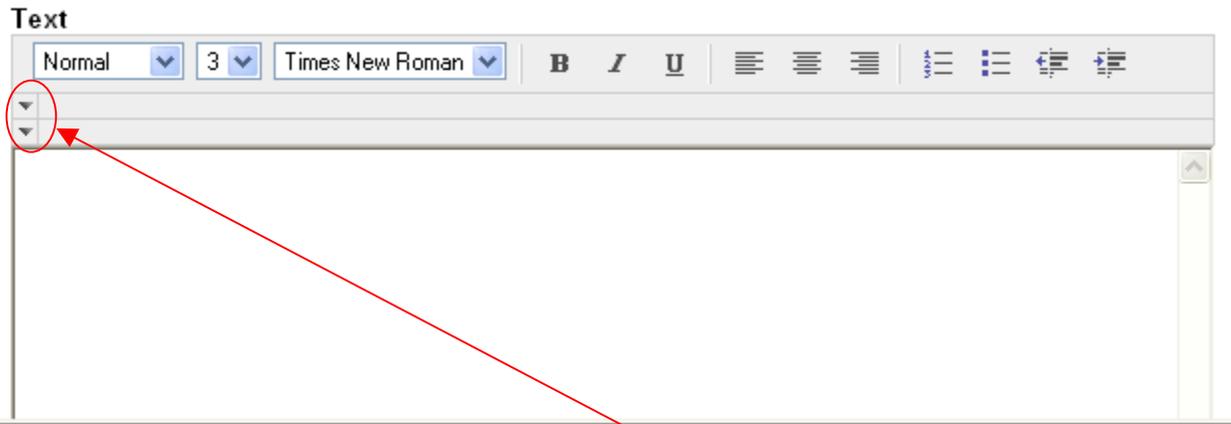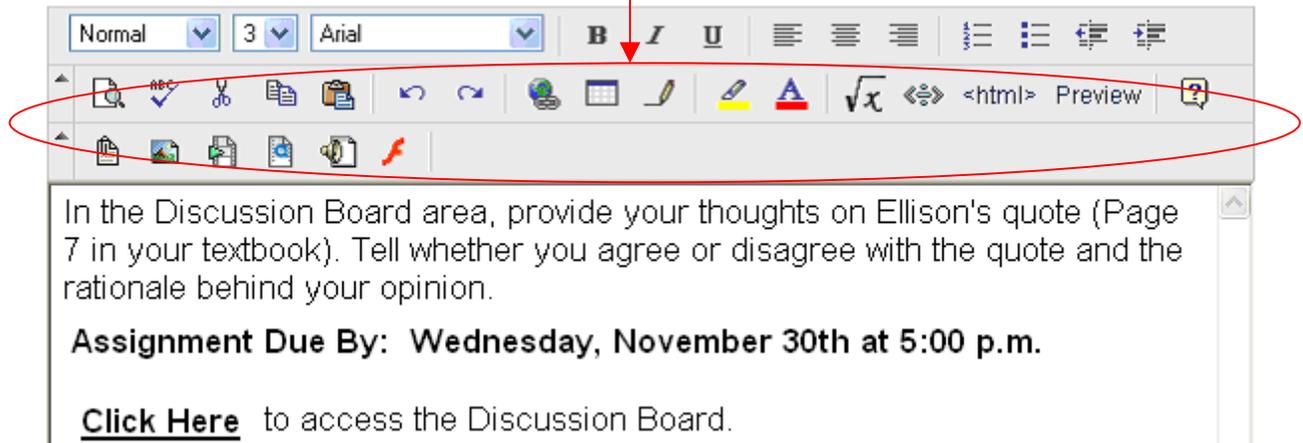
Text

Helpful Tip

To expand the options for editing text, click the down arrows to display additional options for the **text editor**.

Helpful Tip

Instructors can format text and attach **images**, **video clips**, **sound files**, **hyperlinks**, **tables**, and **mathematical equations** to the course link by clicking the icons in the **text editor**.

In the Discussion Board area, provide your thoughts on Ellison's quote (Page 7 in your textbook). Tell whether you agree or disagree with the quote and the rationale behind your opinion.

Assignment Due By: Wednesday, November 30th at 5:00 p.m.

Click Here to access the Discussion Board.

10.   Under **Section 2**, click the **Browse** button to determine the destination for the link.
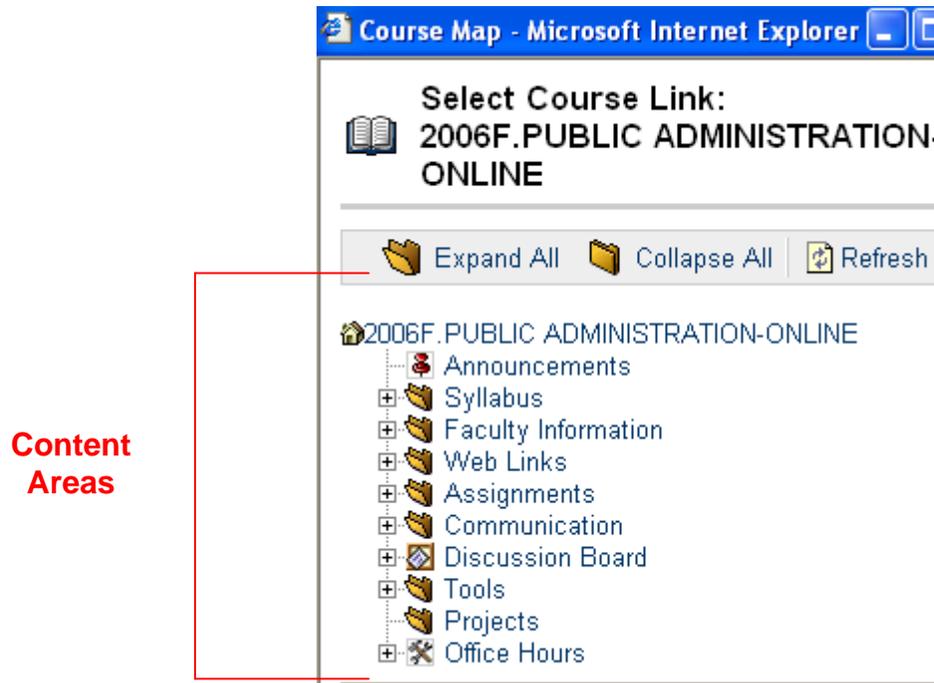
❷ Course Link

Click **Browse** to choose an item.
*Location: [   ] Browse

11. After **Browse** has been clicked, a **Course Map** that lists all of the **Content Areas** within the course will be displayed. Click the **Expand All** link to display any additional content located within each content area button/folder.

To link to a **Content Area**, select an item by double-clicking the item.

Content Areas

The location of the **Course Link** will appear in the **Location** field.

12. Under **Section 3**, additional options can be added to the course link.

Make the content available: Once **Yes** is selected, students will have access to the course link. The **Default** option is **Yes**. If **No** is selected, the course link will be available to the instructor, but not the students.

Track number of views: Tracks the number of times users access the course link. Statistics can be found under Course Statistics (under the Control Panel). The **Default** option is **No**.

Choose date restrictions: Instructors may add date restrictions if a course link is expected to **appear** on a specific date and **disappear** on a specific date. (This section is **optional**. If no restrictions are applied, the course link will follow the selection made under **Make the course link available**.) To apply date restrictions, click the **Display After** box and the **Display Until** box. Select a **date** and **time** for each item.

13. After the details for the **Course Link** have been added, click **Submit**. Click **OK** to acknowledge receipt of the course link.

14. The **Course Link** will now appear in the content area. To modify, copy, or remove this item, choose the appropriate option.

Helpful Tip

The **Course Link** will be visible to students only if the instructor makes it available to the students. Under the course link **Options** section, if the instructor chooses **No** under **Make the course link available**, the course link will not be available to students. Setting date restrictions will also determine whether the course link is available to students.