



Best Practices for External Web Links in Bb

It's always a good idea to have two browser windows open when posting hyperlinks to

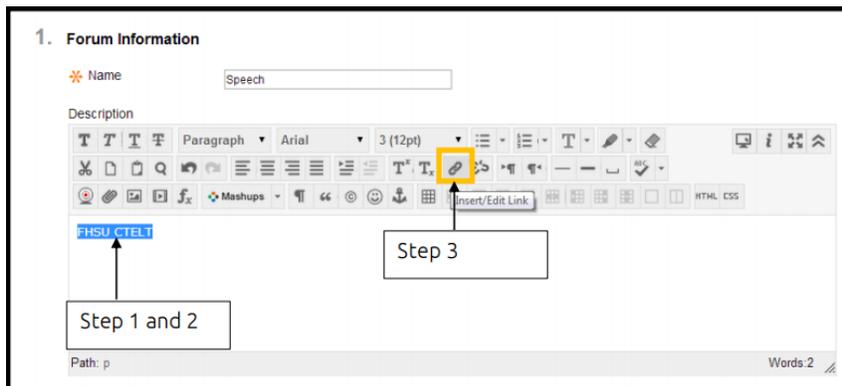
Blackboard. One window can be the website from which you are copying and pasting the link. The other browser window should be your Blackboard course.

[All links in Bb Should be set to open in a New Tab/Window](#)

Step 1: Create an item, a thread in the Discussion Board or an Announcement.

Step 2: Type the title of the website.

Step 3: Highlight the text you wish to make into a link, then click the Hyperlink button in the second row of buttons. It looks like a chain link.



Step 4: The Insert/Edit Link page will open in a pop-up window.

Step 5: Paste the entire URL (web address) into the Link Path box.

Step 6: Change the Target to "Open in a New Window"

Step 7: Select Insert to save the link.





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If you are adding a web link via the **Build Content** area, make sure to set it to open in a new tab/window. (It's also a good idea to check the links that you have in your courses from previous/old course copies):

The screenshot shows the 'Learning Modules' interface. At the top, there is a navigation bar with 'Build Content', 'Assessments', 'Tools', and 'Pub'. The 'Build Content' menu is expanded, showing a list of options. The 'Web Link' option is highlighted with an orange box. Below the 'Web Link' option, there are two columns of options: 'Create' and 'New Page'. The 'Create' column includes 'Item', 'File', 'Audio', 'Image', 'Video', 'Web Link', 'Learning Module', 'Lesson Plan', 'Syllabus', 'Course Link', 'Content Package (SCORM)', and 'VoiceThread SignUp'. The 'New Page' column includes 'Content Folder', 'Module Page', 'Blank Page', 'YouTube Video', 'NBC Content', and 'Atomic Learning'.

The screenshot shows the '4. Web Link Options' dialog box. It contains the text 'Open in New Window' followed by two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected and highlighted with an orange box.