



FORT HAYS STATE UNIVERSITY

LEARNING TECHNOLOGIES

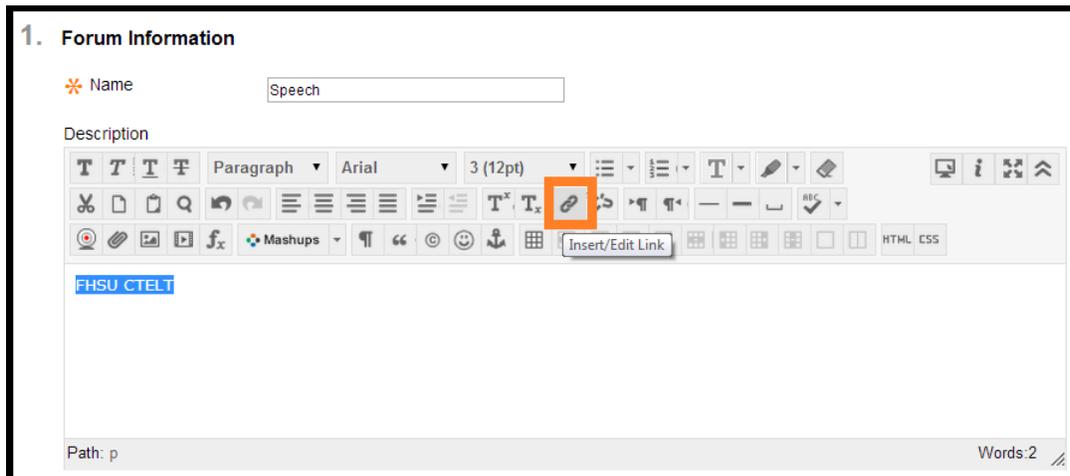
Forward thinking. World ready.

Hyperlinks in the Text Editor in Bb

It's always a good idea to have two browser windows open when posting hyperlinks to Blackboard. One window can be the target website you are linking to. The other browser window should be your Blackboard course.

All links in Bb have to be set to open in a New Tab/Window

Step 1: Once you've created a thread in the Discussion Board, an Announcement, an Item, give it a name in then paste the URL of the website in the textbox. You can also highlight a text (or a word) you wish to make into a link, then click the Hyperlink button in the second row of buttons. It looks like a chain link.

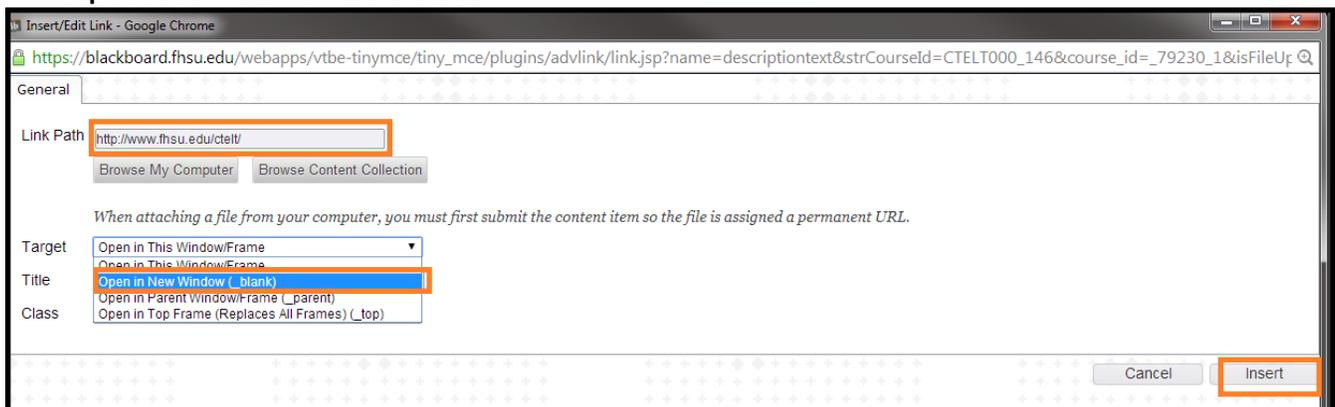


Step 2: The Insert/Edit Link page will open in a pop-up window.

Step 3: Paste the entire URL (or web address) into the Link Path box.

Step 4: Change the Target to "Open in a New Window"

Step 5: Select Insert to save the link.



Questions? Contact TigerTech at 785-628-3478. FACULTY ONLY email bbsupport@fhsu.edu.