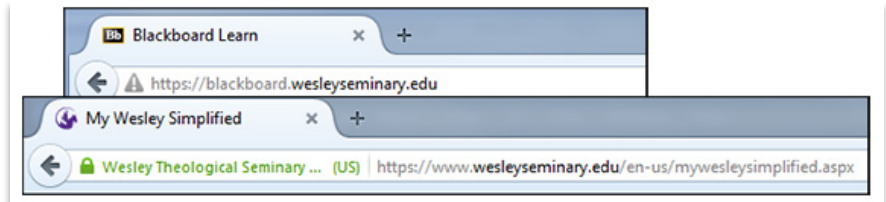


## Adding Links to Webpages

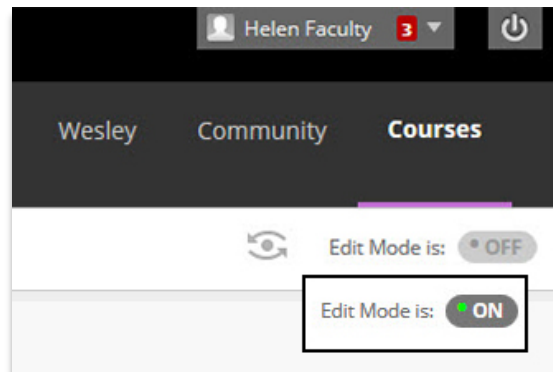
1. Navigate to Blackboard then enter your username and password. You can do this either through mywesley or [blackboard.wesleyseminary.edu](https://blackboard.wesleyseminary.edu)



2. Enter your course.

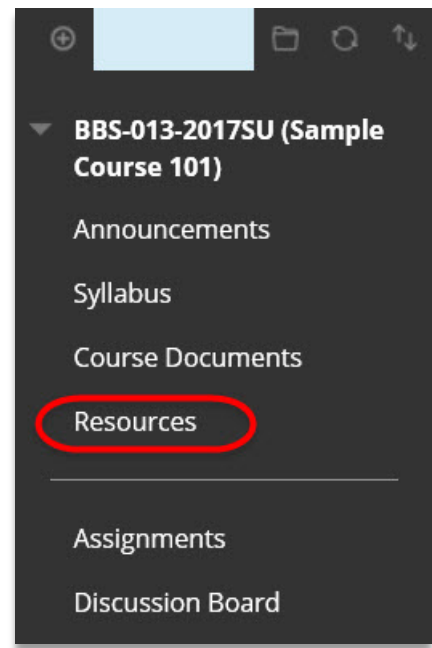


3. Make sure Edit Mode is On.

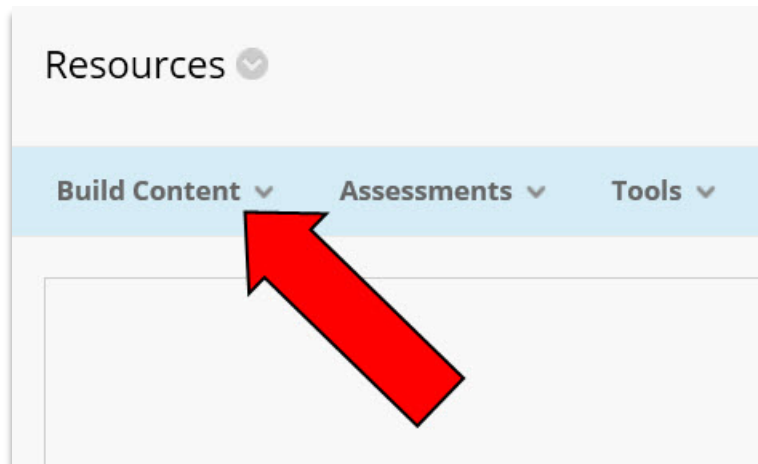


- 
4. In the Course Menu on the left, click on the content area where you would like to add the link. In this case, we are using one called Resources.

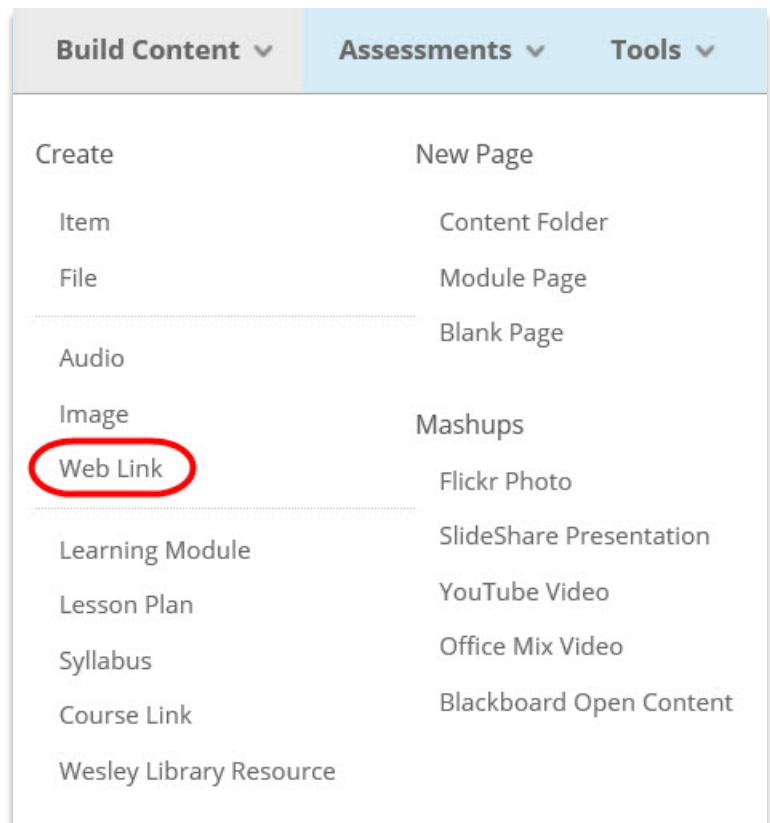
Instructions on how to add a Course link can be found [here](#).



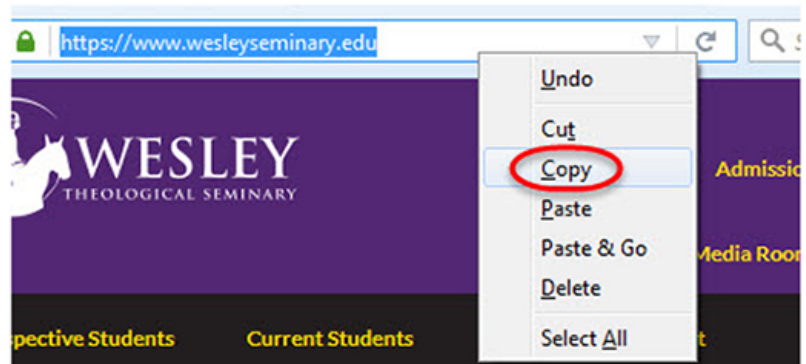
- 
5. Hold your mouse over Build Content.



6. Click Web Link



7. Using your browser, access the link you will be using. Copy the URL from the browser and paste it into the Blackboard Weblink Information.



**WEB LINK INFORMATION**

|        |  |
|--------|--|
| * Name | <input type="text" value="Wesley Seminary Home Page"/>       |
| * URL  | <input type="text" value="https://www.wesleyseminary.edu/"/> |

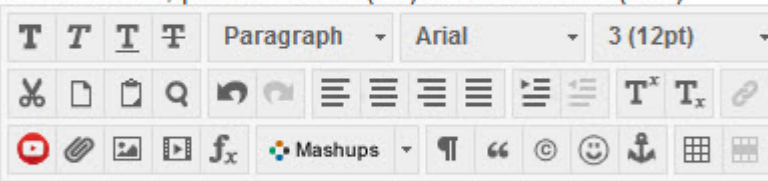
Two red arrows point from the 'Copy' button in the browser screenshot above to the 'Name' and 'URL' input fields in this form.

- 
8. If desired or needed, you can also enter a description for the link.

**DESCRIPTION**

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



This is a link to the Wesley Theological Seminary home page.

- 
9. Under Web Link Options click the radio button next to Yes to have the link open in a new window. This way, clicking on the link will not automatically navigate students away from the blackboard course.

**WEB LINK OPTIONS**

Open in New Window  Yes  No

- 
10. Under Standard Options make sure that the radio

**STANDARD OPTIONS**

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions  Display After

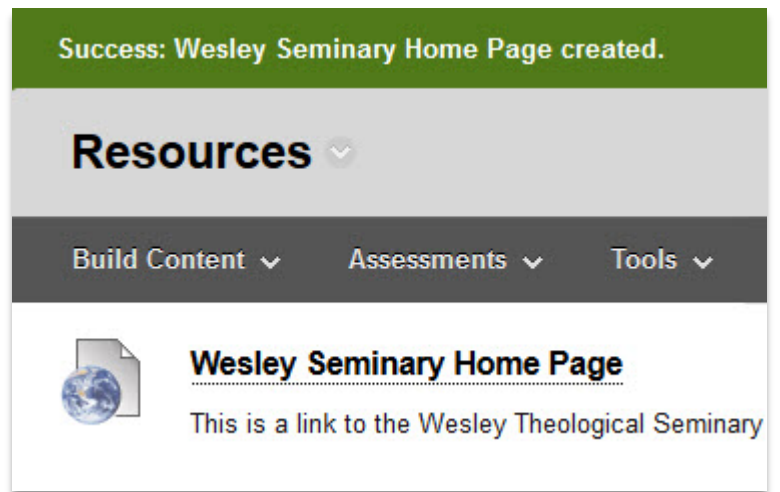
Display Until

- 
11. When you are satisfied, click Submit.

Cancel

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12. A green confirmation banner will appear across the top of the screen. Your link should now be listed.



The screenshot displays a user interface with a green banner at the top containing the text "Success: Wesley Seminary Home Page created." Below the banner is a grey header with the word "Resources" and a dropdown arrow. Underneath is a dark grey navigation bar with three items: "Build Content" with a dropdown arrow, "Assessments" with a dropdown arrow, and "Tools" with a dropdown arrow. The main content area shows a document icon with a globe, followed by the text "Wesley Seminary Home Page" in bold and underlined, and a description: "This is a link to the Wesley Theological Seminary".

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*If you have any questions or problems, please contact Educational Technology at extension at [edtech@wesleyseminary.edu](mailto:edtech@wesleyseminary.edu)*

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