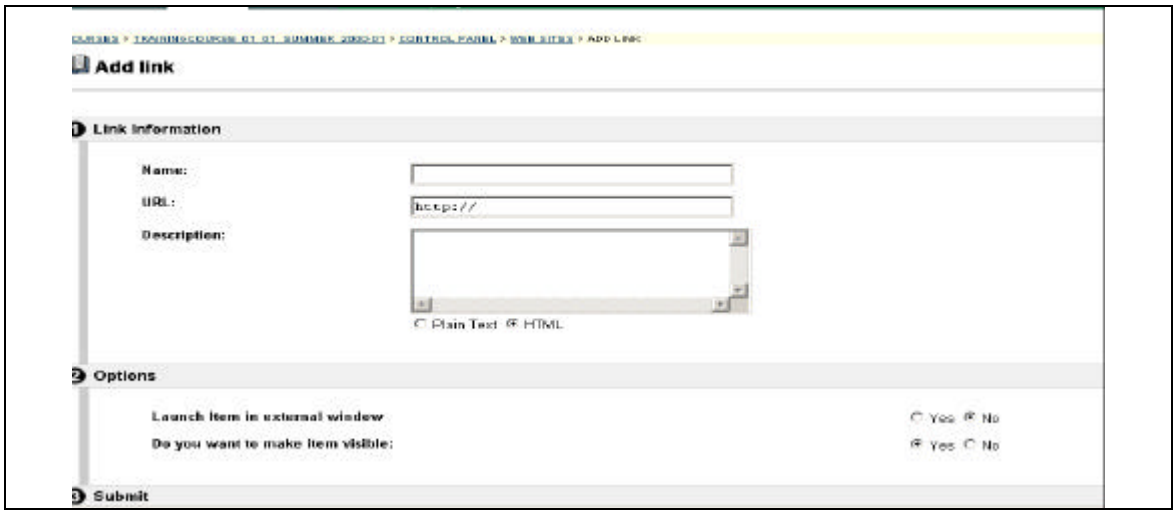
# How do I add Internet links to Blackboard?

Links may be added or modified by accessing the Add Link page or Modify Link page in the content areas of Control Panel. The fields on the Add Link page and Modify Link page are the same. The Add Link page and Modify Link page function in a similar manner. The difference is that the Add Link page opens with empty fields while the Modify Link page opens with populated fields.

### Add Link page

Go to instructor Control Panel areas. Click Add Link from the External Links page. The Add Link page will appear. To modify a link, click Modify. The Modify Link page will appear.




**Entry fields** The table below details the entry fields on the Add Link or Modify Link page.

| Item Information | |
|---|---|
| Name: | Select a folder name from the drop-down list. |
| URL: | Enter the Web address to the link. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com |
| Description: | Enter a description of the folder. Select a text type for the description from the following options:<br>Plain text: Displays text as written.<br>HTML: Displays text as coded using HTML tags. |
| **Options** | |
| Launch item in external window: | Select Yes to have the Web site open as a new separate window.<br>Select No to have the Web site open on the same window.<br>We strongly recommend that you select YES for students to view a web site in a separate browser window. |
| Do you want to make item visible: | Click Yes to have the link appear on the External Links page.<br>Click No so that the link will not appear on the External Links page. |