



## Blackboard CE8

*The following pages have been extracted from the Blackboard Learning System CE8 Designer and Instructor reference guide.*

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## CHAPTER 42: WEB LINKS

**IMPORTANT:** Topics for this chapter apply to various roles. See specific topics for your role.

### ABOUT WEB LINKS

You can use the *Web Links* tool to compile a list of Internet addresses. These Internet addresses can then be added to folders and learning modules to reference web pages outside of your course. You can set the web page to open in a new browser window and you can also set release criteria.

**EXAMPLE:** Use *Web Links* to create a link in a folder or learning module to an online essay that you want members of your course to read.

You can also organize web links into categories, and set permissions to allow Students to create web links for particular categories.

### CREATING OR EDITING WEB LINKS

**NOTE:** Depending on administrator settings, this feature may not be available.

You can create or edit web links to Internet resources, such as web sites and search engines. Users other than designers can only edit web links they have created.

If you want to allow Students to create and edit web links, you must first create a web link category and select to allow Students to assign links to it. For more information, see *Creating or Editing Categories*.

You can create or edit web links to Internet resources, such as web sites and search engines.

1. Depending on whether you are creating or editing a web link, from the *Web Links* screen, do one of the following:
  - If you are creating a web link, click **Create Web Link**.
  - If you are editing a web link:
    - a. Next to the title of the web link you want to edit, click the *ActionLinks* icon.
    - b. Click *Edit Properties*.
2. Enter a title and description. The title appears as the link to the web link.
3. In the *URL* text box, enter the Internet address for the web link. You are not required to enter `http://`

4. If you want the web page to *Open in a new browser window*, select this option.
5. Next to *Item Visibility*, select to show or hide the item for Students.
6. Under *Category*, select the category in which to save the web link. If you do not select a category, web links will appear in a default category called *Uncategorized*.
7. Under *Goals*, if you want to associate a goal with this topic:

**NOTE:** Goals are available only to designer roles.

- a. Click **Select Goals**.
  - b. Select the items and click **Add Selected**.
8. Click **Save**.

## CREATING OR EDITING CATEGORIES

**NOTE:** Depending on administrator settings, this feature may not be available.

You can create categories to organize web links into logical groupings. You can add a web link to more than one category. Depending on administrator settings, you may also be able to allow Students to create entries for the category.

**IMPORTANT:** Students can only create web links when at least one category exists that permits Student web links. If you remove these permissions after Students have created content, the content remains, but further Student entries are not allowed.

1. Depending on whether you are creating or editing a category, do one of the following:
  - If you are creating a category:
    - a. From the *Web Links* screen, click **Create Category**.
  - If you are editing a category:
    - a. From the *Web Links* screen, locate the category that you want to edit and click its *ActionLinks* icon.
    - b. Click *Edit*.
2. Enter a title and description. The description is visible to Students and appears next to the category title.
3. Under *Student Permissions*, select to allow or disallow Students to create web links for this category.

**NOTE:** Depending on administrator settings, this option may not be available.

4. Click **Save**.

## MOVING WEB LINKS

In general, items initially appear in the order that they were created. In some tools, there is an *Order* column with numeric indicators that show the order that items were created. If the tool has an *Order* column, you can sort items in ascending (A to Z, or 1 to 9) or descending (9 to 1, Z to A) order. An up-arrow indicates that items are currently sorted in ascending order. A down-arrow indicates that items are currently sorted in descending order. You can move items up or down and change their order. All users see the items in the specified order.

1. Click the column title *Order* until the list is sorted in ascending order.
2. Select the item.
3. Do one of the following:
  - To move an item up:
    - a. Locate an item above the one that you already selected and click its *Click to view move options* icon.
    - b. Click **Move Selected Above**.
  - To move an item down:
    - a. Locate an item below the one that you already selected and click its *Click to view move options* icon.
    - b. Click **Move Selected Below**.

## MOVING CATEGORIES

**NOTE:** Depending on administrator settings, these features may not be available.

You can move web link categories to change the order in which they appear on the *Web Links* screen. You can also move a web link from one category to another.

- To change the order in which web links appear on the *Web Links* screen:
  1. From the *Web Links* screen, click **Reorder Categories**.
  2. Select the category that you want to move. You can select multiple categories.
  3. Click the icon to indicate where you want to move the selected category:
    - To move the category above another category, click its *Move Selected Items Above* icon.

- To move the category below another category, click its *Move Selected Items Below* icon.
4. Click **OK**.
- To move a web link into another category:
    - a. From the *Web Links* screen, next to the web link that you want to move, click the *ActionLinks* icon.
    - b. Click *Edit Properties*.
    - c. Under *Category*, from the *Select Category* drop-down list, select the category to which to move the web link.
    - d. Click **Save**.

## PREVIEWING WEB LINKS

Some tools have a preview feature that allows you to see an item as it will appear to Students.

Some tools have a preview feature that allows you to see an item as it will appear to Portfolio Reviewers.

**NOTE:** If you want to test an assignment by completing and submitting it as a Student, see *Previewing and Testing Assignments*.

1. Locate the item that you want to preview and click its *ActionLinks* icon.
2. Click **Preview**.

## SHOWING OR HIDING WEB LINKS

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

You can make an item, such as a binder, web link, gallery collection, or file visible to Portfolio Reviewers by showing the item on the *Home Page*. You can also make a goal visible by showing it in the *Goals* tool. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

**NOTE:** By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.

- Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.
- To show an item:
  1. Locate the item and click its *ActionLinks* icon.
  2. Click **Show Item**.
- To hide an item:
  1. Locate the item and click its *ActionLinks* icon.
  2. Click **Hide Item**.

## VIEWING WEB LINKS

From the *Web Links* screen, click the title of the web link you want to view. A web site appears.

**NOTE:** Depending on administrator settings, the web site may appear in a new browser window or it may appear within the Blackboard Learning System frame.

## VIEWING LINKS TO WEB LINKS

If there are links to an item, such as a web link, in other locations of a course, you can view a list of these locations.

If there are links to an item, such as a web link, in other locations of a portfolio, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon.
2. Click **View Links to this Item**.

## SETTING OR MODIFYING RELEASE CRITERIA FOR WEB LINKS

You can selectively release items by setting release criteria for them. Setting release criteria for items allows you to control when and to whom the items are visible. For more information, see *Selective Release*.

1. Next to the item for which you want to set or modify release criteria, click the *ActionLinks* icon.
2. Click **Set Release Criteria**.
3. Set or modify the release criteria for the item.

## NAVIGATING MULTIPLE PAGES

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not exceed 999 items per page.

**NOTE:** In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

**NOTE:** You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means that page 1 contains records 1 to 10.
  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon.
  2. Enter the number of items to appear on each page and click **OK**.

## DELETING WEB LINKS

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

- IMPORTANT:**
- In the *Announcements* tool, designers and instructors cannot delete announcements that have been sent.
  - In the *Assessments* tool, if you delete a quiz, survey, or self test, Student submissions for that assessment are also deleted.
  - In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.
  - In the *Course Content* tool, you can delete several or all items from the *Power View*. For more information, see *using the Basic View or Power View*.
  - In the *Media Library* tool:
    - designers can delete any entry.
    - users other than designer can delete only their own entries.
  - In the *Web Links* tool, Students can delete only their own web links.
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- Using the **Delete** button to delete one item or several items:
    1. Select the items and click **Delete**.
    2. Click **OK**.
  - Using the **Delete** button to delete all items on the current page:
    1. Select the check box next to *Title*. All items on the current page are selected.
    2. Click **Delete**.
    3. Click **OK**.
    4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
  - Using the *ActionLinks* icon to delete one item at a time:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Delete**.
    3. Click **OK**.