

# Tip #2: Create Embedded Hyperlinks

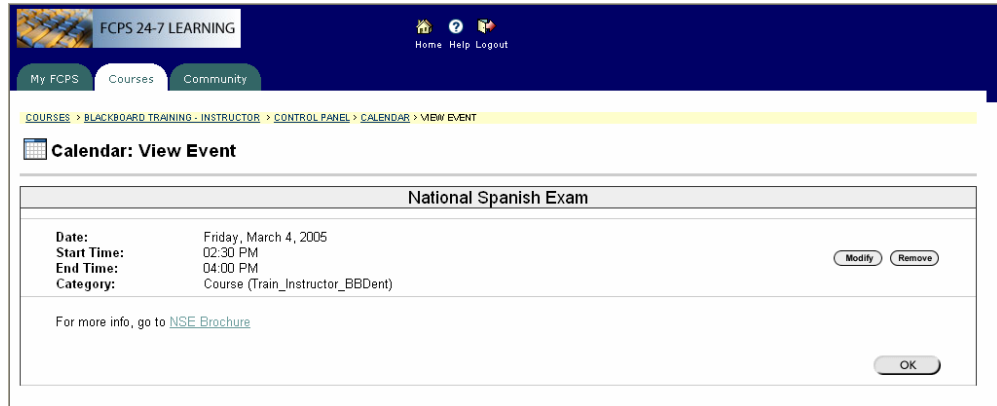
## Blackboard 6.1

### Steps to Create Embedded Hyperlinks

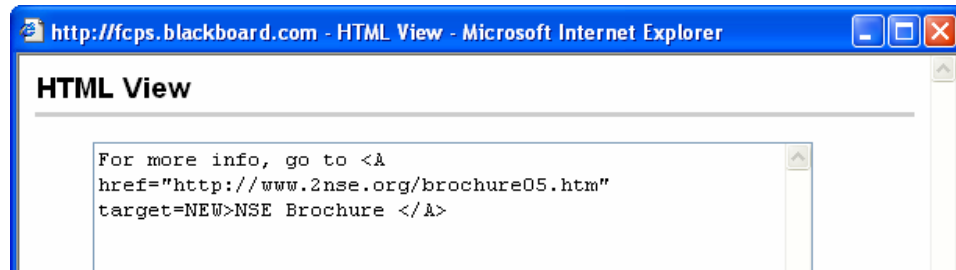
- Copy Destination URL to Clipboard
- Paste URL Into Text Box
- Add/Modify HTML

HTML can enhance the Blackboard content in your course and make navigation easier for your students. HTML tags create hyperlinks, or blue underlined text, that take the user quickly to a specified URL or another area within Blackboard.

A little knowledge of HTML tags (codes) is needed. Look at the following example of a hyperlink in a Calendar item:



Most of the information is plain text until the hyperlink. Compare the HTML tag information to the end result:



Note that the hyperlink was created with the `<a href="[a specific URL]"> </a>` HTML tags. The text between the set of tags becomes the blue underlined link and clicking on the link will take the user to the specific URL designated within the tag.

Notice that there is an added option, `target=NEW` in the above tag. Using the `target=NEW` tag you can have your hyperlink open into its own, new window, thereby leaving the Blackboard course window open and at the same point in the Calendar before you clicked the hyperlink.

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### First, Copy Destination URL to Clipboard

Blackboard allows you to easily link to other areas in your course or a different course without knowing HTML as long as you are working within a Content Area. The following process is for when you want to create a hyperlink within a non-Content Area, such as the Calendar or Discussion Boards (Course Tools Area).

### Copy Destination URL to Clipboard

1. In a browser, navigate to the destination URL to which you want to create a hyperlink.
2. Right-click on the URL and choose **Copy** from the drop-down menu.



### Next, Paste URL Into Text Box

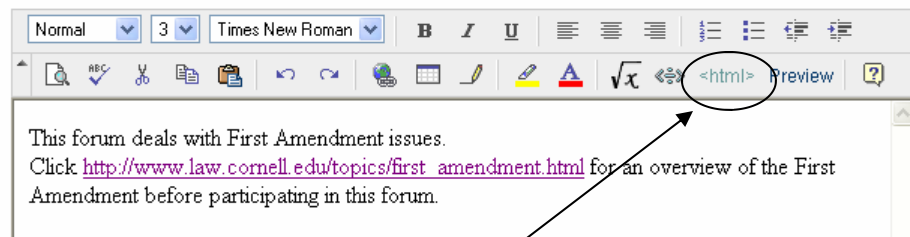
### Paste URL Into Text Box

3. In this example, navigate in your course to **Control Panel > Course Tools > Discussion Boards > Add Forum**.
4. Give your Forum a title, and then enter your description. When you reach the appropriate point in your description paste the URL you copied in step 2.

### **Modify Forum**

Title:

Description:



5. Click the **<html>** button on the toolbar.

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## Add/Modify HTML

### Add/Modify HTML

6. Within the HTML View window, be sure to add the **target=NEW** HTML tag if you want the hyperlink to open in its own window.

#### HTML View

```
This forum deals with First Amendment issues.
Click   <A
href="http://www.law.cornell.edu/topics/first_amendmen
t.html"
target=NEW>http://www.law.cornell.edu/topics/first_ame
ndment.html</A> for an overview of the First
Amendment before participating in this forum.
```

7. Select and replace the text between the two sets of brackets with the name of your link. This is the text your students will see as the link to click:

#### HTML View

```
This forum deals with First Amendment issues.
Click   <A
href="http://www.law.cornell.edu/topics/first_amendmen
t.html"
target=NEW>http://www.law.cornell.edu/topics/first_ame
ndment.html</A> for an overview of the First
Amendment before participating in this forum.
```

#### HTML View

```
This forum deals with First Amendment issues.
Click   <A
href="http://www.law.cornell.edu/topics/first_amendmen
t.html" target=NEW>here</A> for an overview of the
First Amendment before participating in this forum.
```

#### Modify Forum

8. Click **Submit**. Your hyperlink is now set to open in a new window.

Title:

Description:

Normal 3 Times New Roman B I U [List Icons] [Preview]

This forum deals with First Amendment issues. Click [here](#) for an overview of the First Amendment before participating in this forum.

9. Click **Submit** to complete the Forum and return to the Discussion Boards.