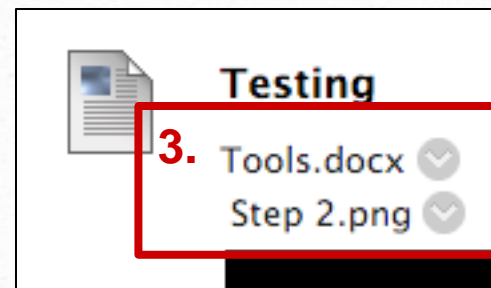
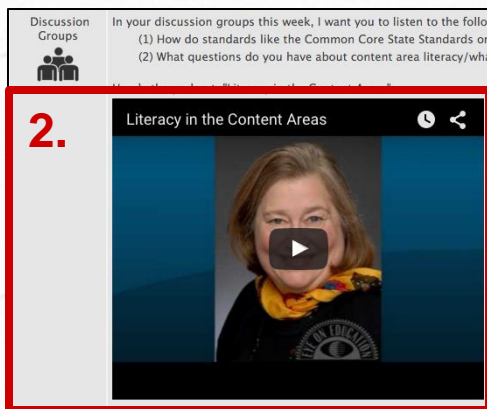
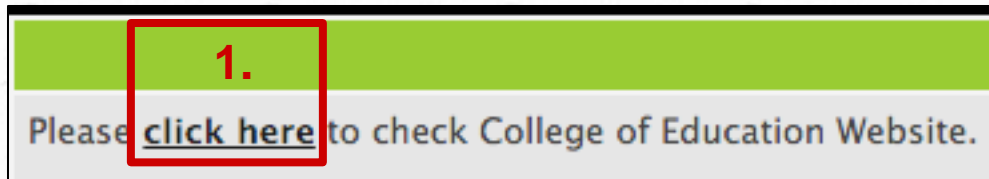


Add a Link/Attachment to a Module

Blackboard Tutorials for Instructors

This tutorial is about:

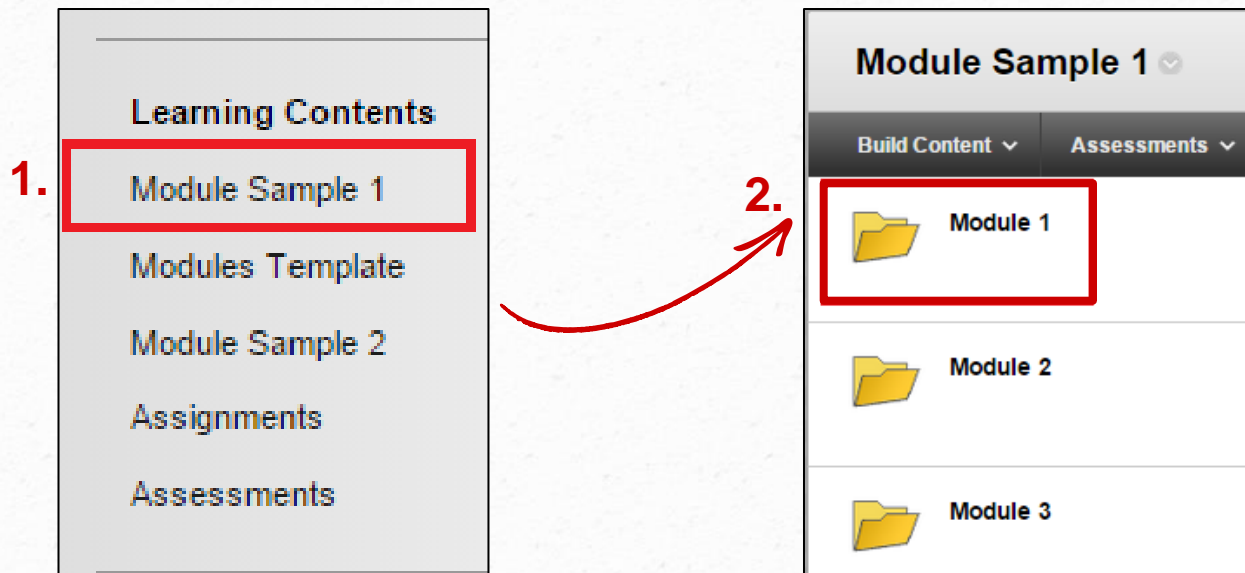
- I. How to add a hyperlink to an **external webpage**?
- II. How to embed a **video**?
- III. How to **attach a file** on a module page?



Steps

Identify the module which needs to be inserted.
Follow the 3 steps below:

1. Click on **Module Sample 1** on the left panel.
2. Click on **Module 1**.





Steps

Module 1 ▾

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

3. Module 1 Task ▾

Module 1: What is the p

Objective 	For this week's learning module, I would like you to orient yourself to the of filling out a student information form, introducing yourself to the class
Introduction 	Welcome to EDLL 5341 and EDLL 5344. The topic of this course is con and for those of you who registered for EDLL 5341 your focus will be on and EDLL 5344, all of your written assignments will be the same. Please view the attached power point presentation that is designed to c After you review the syllabus, please do not hesitate to contact me (mel

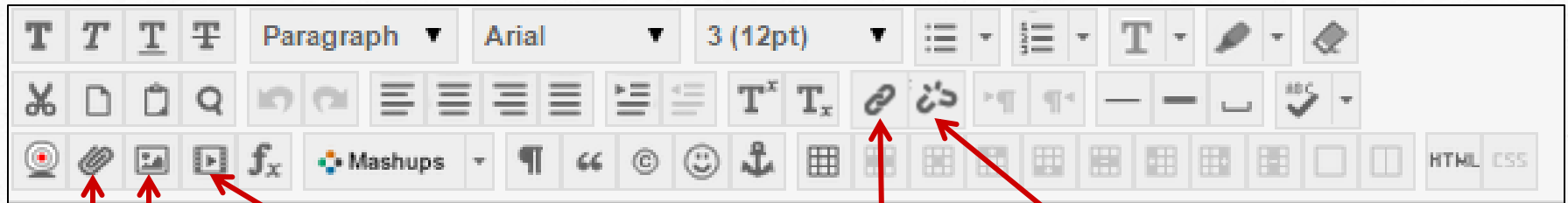
Edit

Adaptive Release
Adaptive Release - Advanced
Add Alignments
Set Review Status(Disabled)

Metadata
Statistics Tracking (On/Off)
User Progress

Copy
Move
Delete

Options for Insertion



Insert Attachment File

Insert Hyperlink to a website/file

Delete a hyperlink

Insert/Edit an image

Insert/Edit embedded Media

I. To insert a hyperlink

1. First, **highlight the text** you want to imbed the hyperlink.
2. Click **Hyperlink**.
3. Copy the URL and paste it in the **Link Path** box (You can embed YouTube videos).
4. Click **Insert**.

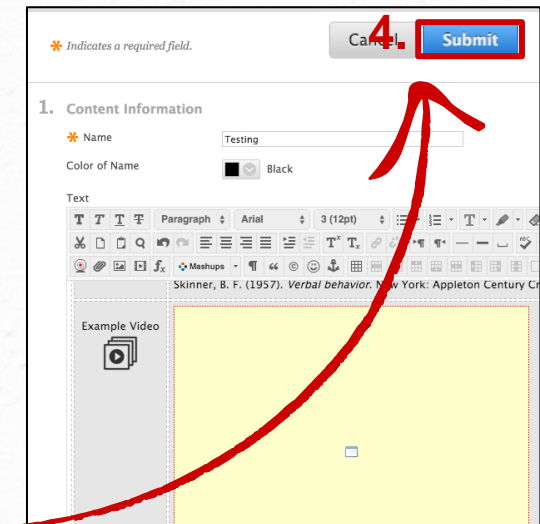
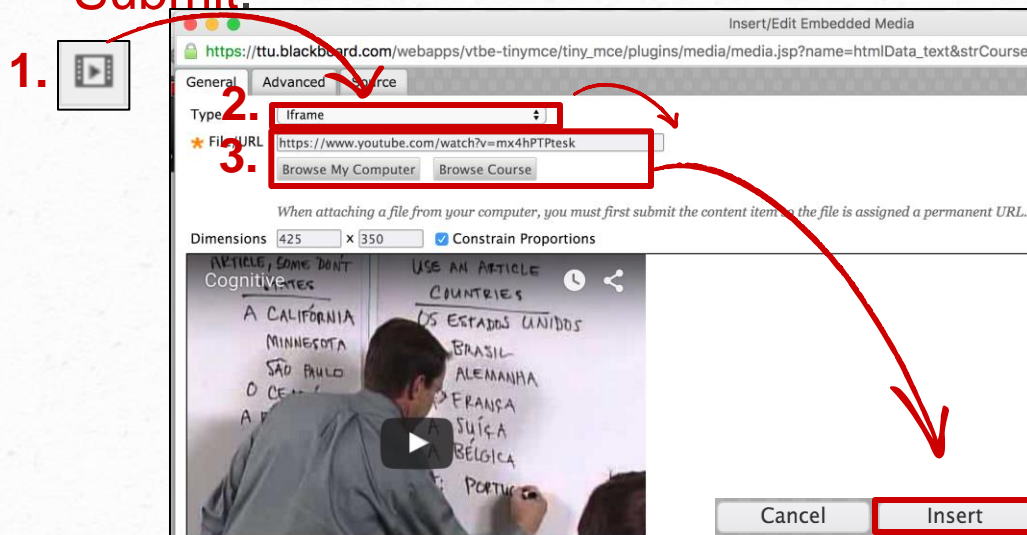
The diagram illustrates the process of inserting a hyperlink in two parts: a text editor and a dialog box.

Text Editor: A screenshot of a text editor shows a paragraph of text. The word "yourself" is highlighted in blue. A red arrow labeled "1. Highlight the text" points to this word. Above the text editor, a red circle highlights the "Hyperlink" button (represented by a chain link icon) in the toolbar. A red arrow labeled "2. Hyperlink button" points from this circle to the button.

Hyperlink Dialog Box: A screenshot of the "General" tab of a hyperlink dialog box. The "Link Path" field is empty and highlighted with a red box, with a red arrow labeled "3." pointing to it. Below it, the "Target" dropdown menu is set to "Open in This Window/Frame" and is also highlighted with a red box, with a red arrow labeled "4." pointing to it. At the bottom right, the "Insert" button is highlighted with a red box, with a red arrow labeled "5." pointing to it. To the right of the dialog box, there are three stacked text boxes: "Insert link to a website", "Insert link to a file", and a note: "*Note: Usually change to 'Open in a New Window/Frame'".

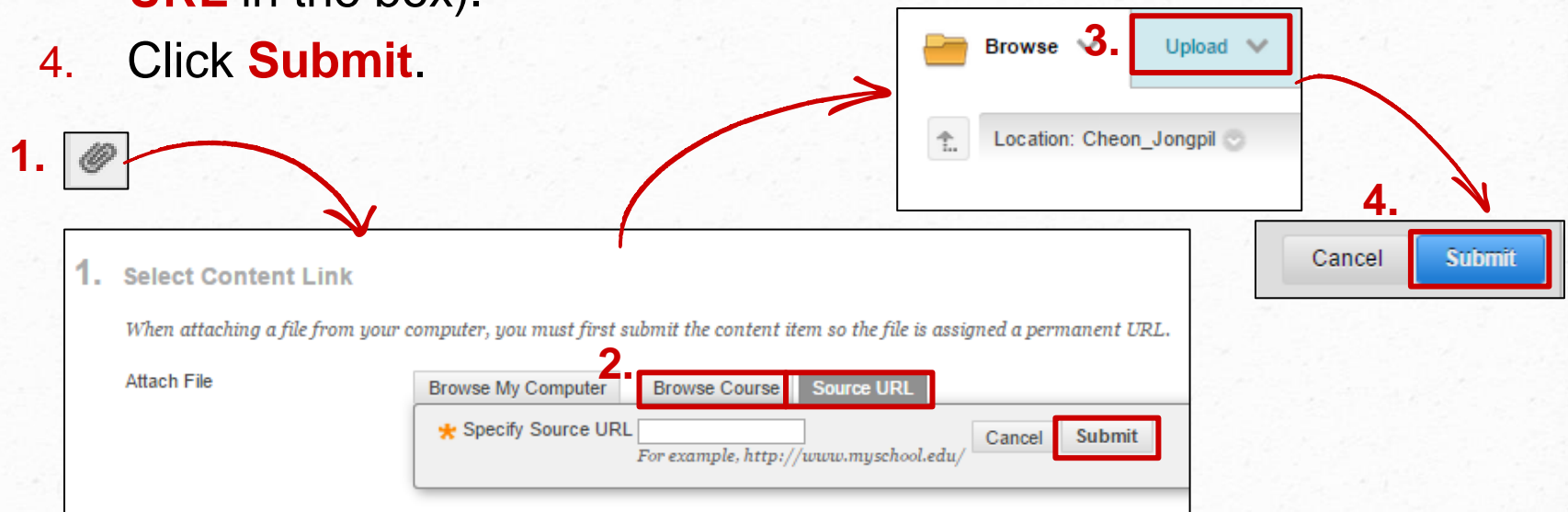
II. To insert/embed a video

1. Click **Insert / Edit Embedded Media**.
2. Choose the file (from your computer or from the course) to be imbedded. You can also embed YouTube videos here.
 - o Click on **Browse Course**, select the file and then click **Insert**.
 - o Copy and **paste the URL** in the box beside File/URL and then click **Insert**.
3. *Wait some seconds to see a preview of your video.*
4. You can see a yellow frame on your editing content, click **Submit**.



III. To insert an attachment file

1. Click **Insert File**.
2. Choose Browse My Computer to select an existing file from your computer or choose **Browse Course** to select the file if it was already uploaded.
3. If the file is not uploaded, click **Upload** and then **Submit**. (If you have a URL to display, click **Source URL** and **paste the URL** in the box).
4. Click **Submit**.





Location: Room 151, College of Education Building

Tel: (806) 742-0222

Email: ciel.educ@ttu.edu