Add a Link/Attachment to a Module

Blackboard Tutorials for Instructors
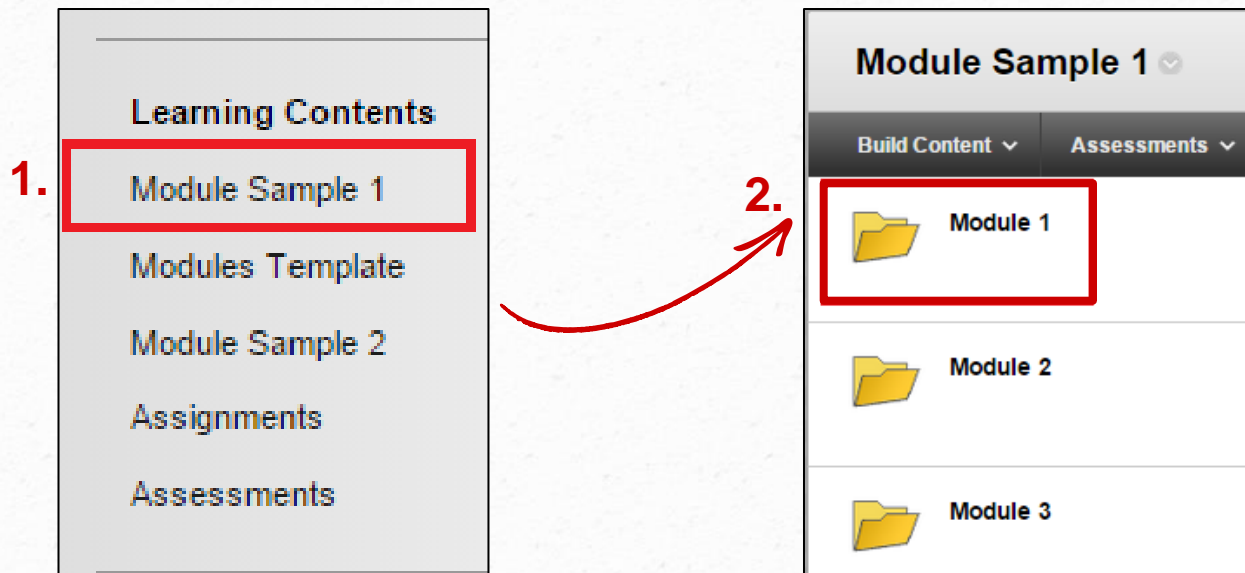
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This tutorial is about:

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?

1.

Please **click here** to check College of Education Website.

Discussion Groups

In your discussion groups this week, I want you to listen to the follow
(1) How do standards like the Common Core State Standards or
(2) What questions do you have about content area literacy/wha

2. Literacy in the Content Areas

Testing

3. Tools.docx
Step 2.png

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IN E-LEARNING
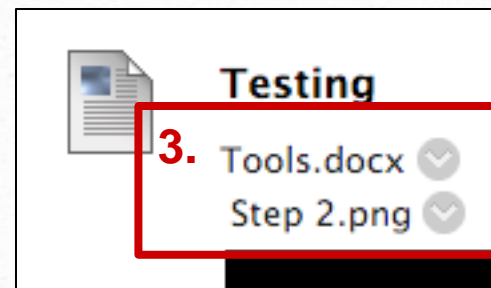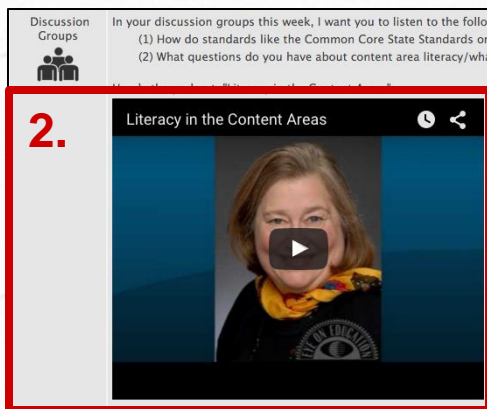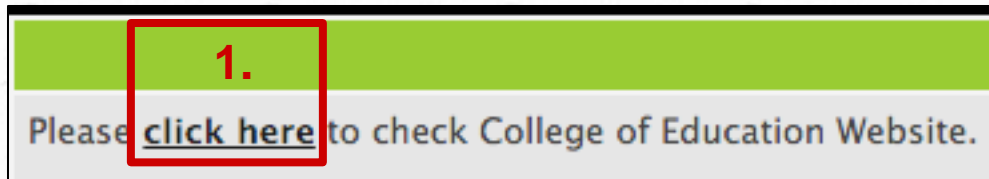
Steps

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

Options for Insertion

Insert Attachment File

Insert Hyperlink to a website/file

Delete a hyperlink

Insert/Edit embedded Media

Insert/Edit an image

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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.

Hyperlink button

Highlight the text

Insert link to a website

Insert link to a file

*Note: Usually change to "Open in a New Window/Frame"

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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.
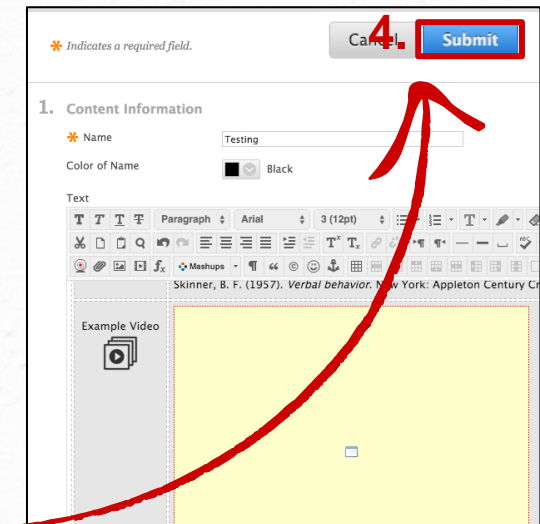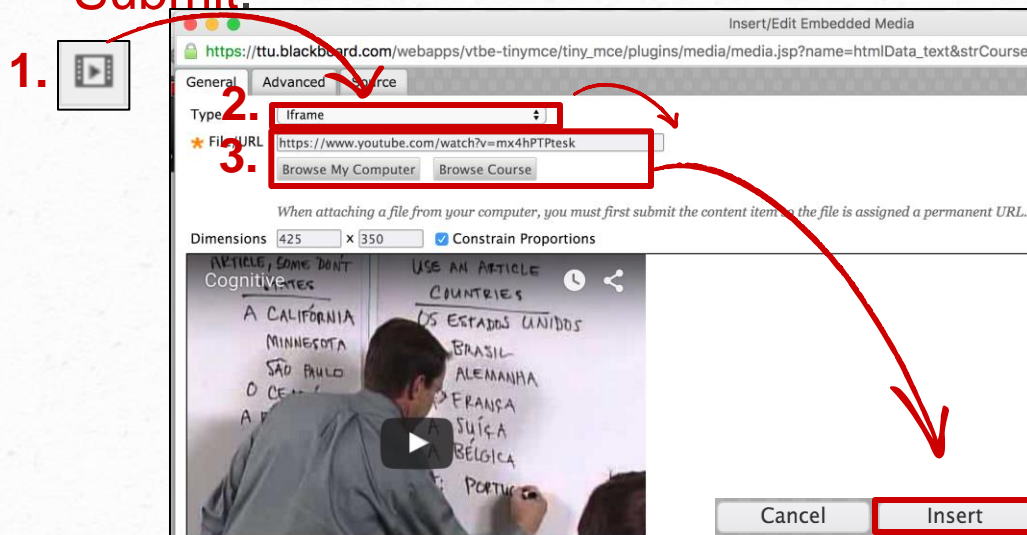
III. To insert an attachment file

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**.

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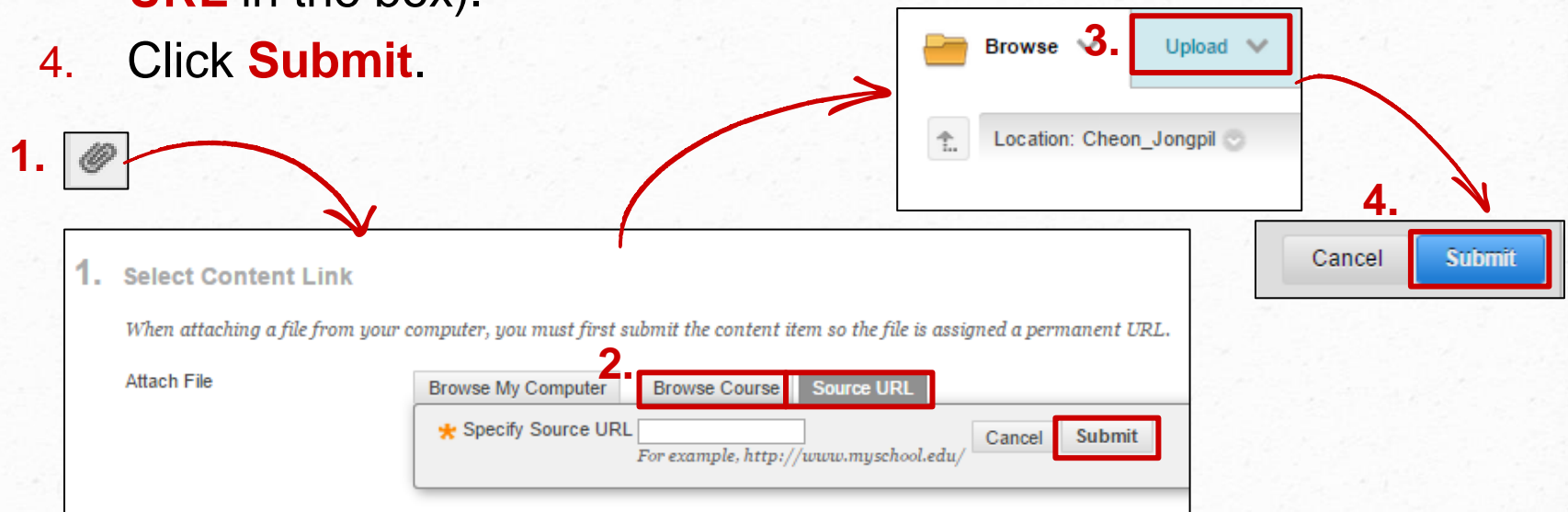
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