

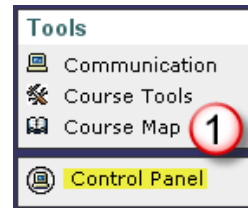
Instructors can add links between Content Menu areas using Course Links. Adding Course Links can simplify course navigation for your students, but should be added only if and where they make the sense for your course. This tutorial describes how to create Course Links.

## Overview

Course Menu items within your course can be linked to other areas in your course using the Course Link function. Note that items must be found in the Course Menu to use the Course Link function. Examples of uses of the Course Link tool include: linking a Discussion Board forum to an Assignments folder, linking an item in Week 1's Assignment folder to Week 2's Assignment folder for review purposes, or linking an important Announcement to a folder within your Assignments. Directions for adding Course Links within any Content Area is described below.

## Adding a Course Link to a Content Area

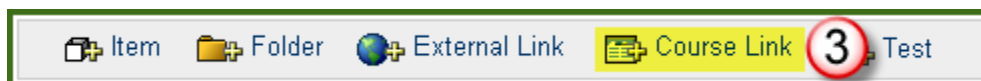
1. Log into your course and click on **Control Panel**.



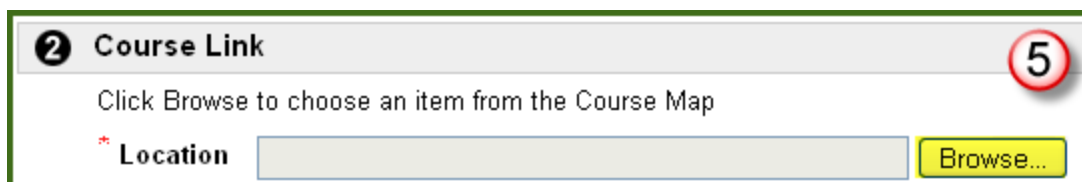
2. Click on the **Content Area** where you wish to add the Tool link. Assignments is used for this example.



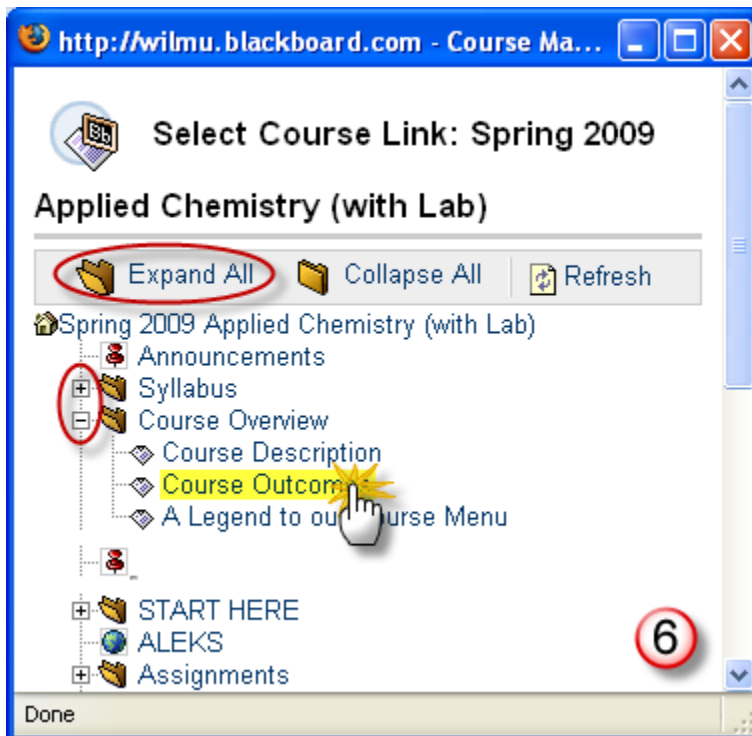
3. Once you have navigated to the folder or area where you'd like to create Course Link, click on the Course Link button in the gray action bar.



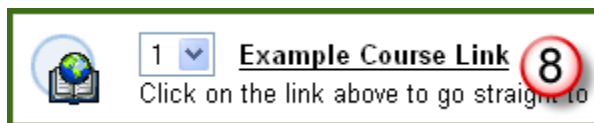
4. In the Add Course Link form, give your Course Link an appropriate name that reflects what is being linked (an example Course Link might be "Week 1 Discussion Forum"). Provide some information/directions about the Course Link in the Text area provided.
5. Next click "Browse" near the Location textbox under Course Link. A course Map will appear in a pop-up window (see step 6).



- Use the + signs next to folders or the Expand All button at the top of the course map as needed to find the item you wish to link. Then click on the item name. In the example below, Course Outcomes is being selected. The item you selected should now appear in the Location textbox.



- Finally, click "Submit" to complete creation of the Course Link.
- You should now see your Course Link with an icon similar to that shown below.



***For more information . . .***

Additional support for Blackboard tools can be found at <http://esupport.wilmu.edu>, by clicking on the Help! button in Blackboard, at <http://www.wilmu.edu/instructionaltech/index.aspx> and in the User Manual linked from *Course Tools* in Blackboard.