



DESIGN & DEVELOPMENT

OPERATIONS

EDITING LINKS IN COURSE

Version II

LEARNING OBJECTIVES

Upon completion of this training tutorial, Faculty will be able to:

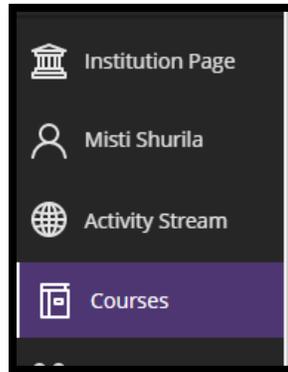
- ✓ Edit links within a course

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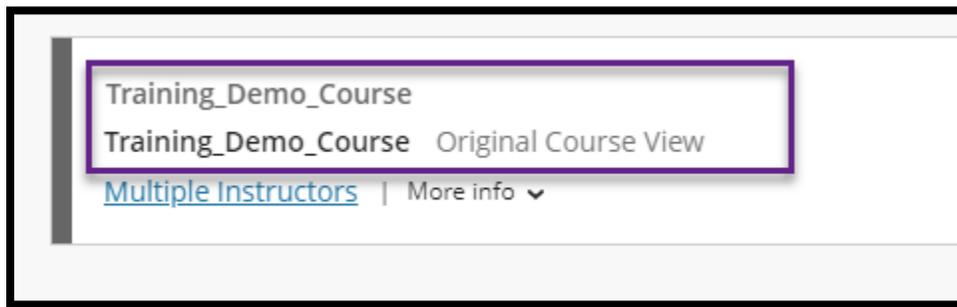
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EDITING LINKS WITHIN A COURSE

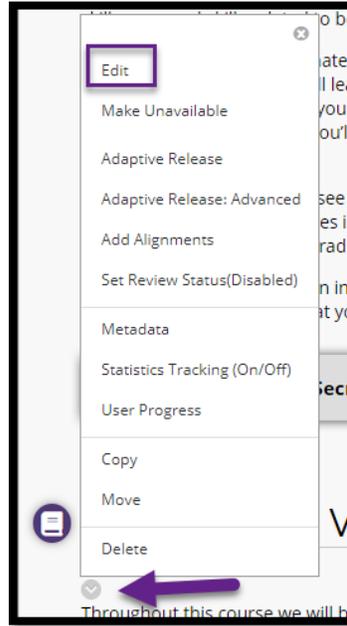
1. After logging into Blackboard (Cyberactive), click on **COURSES**



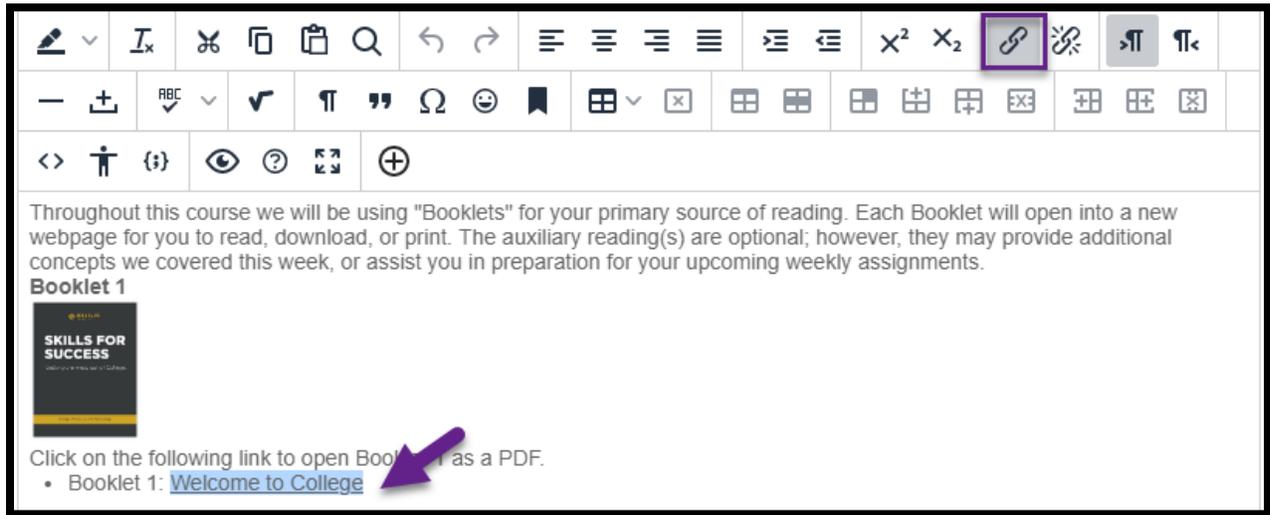
2. Navigate to the **COURSE** where the broken link is located



3. Locate the **ITEM** within the course where the broken link is located, click the **DROP DOWN** next to the item and click **EDIT**



4. Within the **CONTENT EDITOR** click the **BROKEN LINK**
5. Next, click on the **INSERT/EDIT LINK** icon



6. A new **WINDOW** will appear
7. **COPY** and **PASTE** within the **URL** field
8. Update the **TEXT TO DISPLAY** and **TITLE** fields
9. Be sure to set to **OPEN IN A NEW WINDOW**
10. Then, click **SAVE**

The screenshot shows a dialog box titled "Insert/edit link" with a close button (X) in the top right corner. It contains the following fields and controls:

- 7**: A text input field for "Url" containing the text "https://content.bellevue.edu/cst/sts/110/booklet/week1-book".
- 8**: A text input field for "Text to display" containing the text "Welcome to College".
- 8**: A text input field for "Title" containing the text "booklet 1".
- 9**: A dropdown menu for "Open link in..." with "New window" selected.
- 10**: A "Save" button.

Arrows point from the callouts to their respective fields. A "Cancel" button is partially visible to the left of the "Save" button.

11. Click **SUBMIT** after the link has been updated

The screenshot shows a rich text editor interface with a toolbar at the top. The main content area contains the following text:

Throughout this course we will be using "Booklets" for your primary source of reading. Each Booklet will open into a new webpage for you to read, download, or print. The auxiliary reading(s) are optional; however, they may provide additional concepts we covered this week, or assist you in preparation for your upcoming weekly assignments.

Booklet 1



Click on the following link to open Booklet 1 as a PDF.

- Booklet 1: [Welcome to College](#)

Booklet 2



Click on the following link to open Booklet 2 as a PDF.

- Booklet 2: [Adjusting to College](#)

Booklet 3

Click **Submit** to proceed.

At the bottom right, there are "Cancel" and "Submit" buttons. A purple arrow points to the "Submit" button.

VERSIONS

Version	Date	Developer Name	Description of Changes
1	10.17.2018	Meagan Wright	Creation of Tutorial
2	1.18.2021	Misti Shurila	Updating Images

DISCLAIMER

Process for this training tutorial is outlined using Mozilla Firefox browser; screen captures may vary if utilizing a different browser but the steps are the same.

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