How to Add & Change Course Links

Summary: Course Links appear on the left within a Blackboard course (i.e. Announcements, Syllabus, Course Documents). Students use these to access content areas where instructors have uploaded course materials (assignments, exams, etc.), or to access course tools like e-mail or Blackboard Collaborate Ultra.

This guide goes over how to create a new course link (I.), followed by how to change the title of a course link. (II.)

I. Adding a Course Link to your Course Menu

Step 1) First, we are going to add a new course link to a course. Log into your course on Blackboard.

Step 2) Just above the course title and pre-existing course links, you will see a “+” sign. Move your mouse cursor over it, and a menu will appear.
**Step 3**) For this example, we are going to create a new “Content Area,” which is the type of Course Link that “Syllabus” or “Course Documents” is. On the drop down menu, left-click “Content Area.”

**Step 4**) Enter a name for your new Course Link, *and be sure to check the “Available to Users” box, or else students will not see the link.* After that, click “Submit.”
**Step 5)** The new Course Link will appear at the bottom of the pre-existing course links:

![Diagram showing the new Course Link at the bottom of the pre-existing course links]

**Step 6)** You can change the order of the links by moving your mouse cursor over the link you want to move, left-click and hold the area circled in red, and dragging and dropping it into the preferred order:

![Diagram showing the order of links before and after the change]
II. Changing a Course Link’s Title

Let us suppose that the “Weekly Assignments” content area we created above needs to be changed, and instead of containing weekly assignment links, we want this area to be exclusively for Current Events articles. So let’s change the title!

**Step 1** Move your mouse cursor over the “Weekly Assignments” link, and click the little down arrow that appears immediately to the right. A menu will appear:

![Weekly Assignments menu](image)

**Step 2** Click “Rename Link,” then type in the new title for the course link. Once the link is renamed, click the green check to the right of the new title.

![New title](image)
Now your course link will reflect the new title!