## Changing/Editing a Web Link on the Course Menu

Given the change in UHCL's web site that took place in Spring 2017, faculty and students may notice that links on their course menus that point to UHCL web pages are no longer functioning. A good example are links that many instructors have in their Blackboard courses called Blackboard Support, Blackboard Help, and similar names and that are intended to direct students to UHCL's Blackboard Support page. In this handout, we'll demonstrate how to update or correct any broken web link on the course menu.

1. Begin by locating the desired target location on the web and navigating to that page. Once there, highlight and copy the website's address or URL. The following screen capture indicate where to find the URL on a web page.

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Home / Academics / UHCL Online / Student Resources / Blackboard Support						
Blackboard Support						
Course Support	HCL is now utilizing the Official Bla ackboard Help Site before, we recon ackboard tools and features. You ca teck out new tips in the In the Spot look for information on specific to	ackboard Learn Help S mmend that you visit an access commonly-a light area, or enter key pics.	ite . If you've not visited the 0 that page for information abo sked questions in the FAQs so words into the search field p	Official out ection, provided		

- 2. Once you have copied the desired URL, enter the Blackboard course in which you need to update or correct a broken link.
- 3. In the course menu, roll over the name of the link to be edited and click the edit icon located to the right of its name, as shown below.



4. From the resulting menu, select the Web Link option by clicking on it.



5. Highlight and delete the broken URL.

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	Information ©
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Content 💷	Delete this old URL and then paste
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Academic Support	This placeholder item is designed to be a place in the course where you of this item and replace this default text with whatever information best suits ages for Blackboard courses.
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6. Click the updated/correct link to ensure that it takes you to the desired web page. You may then exit your Blackboard course.