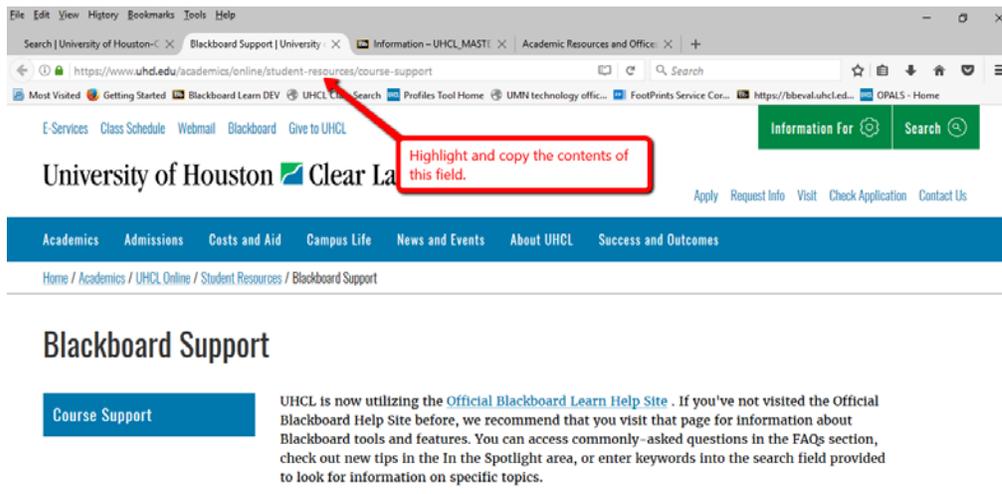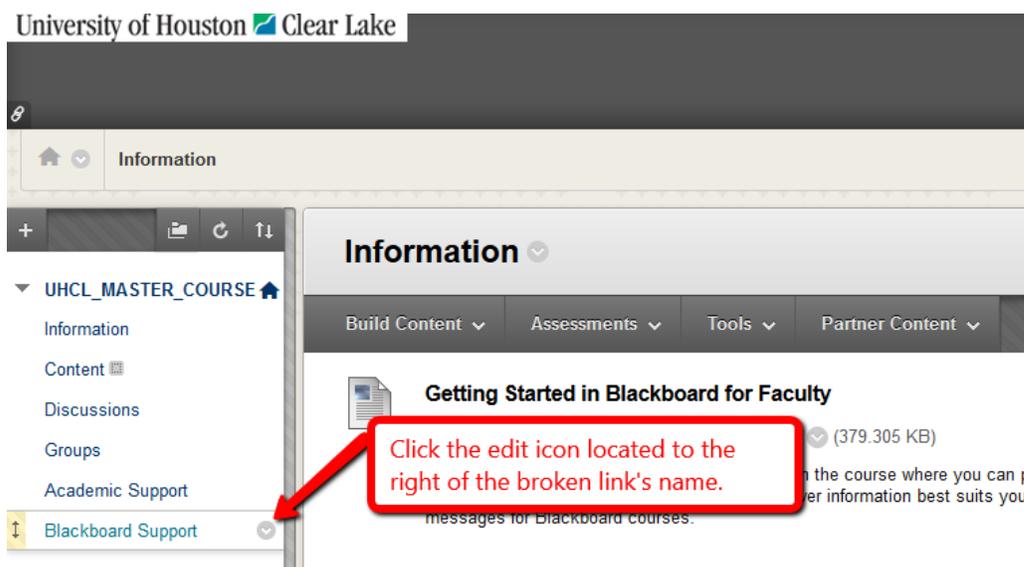# Changing/Editing a Web Link on the Course Menu

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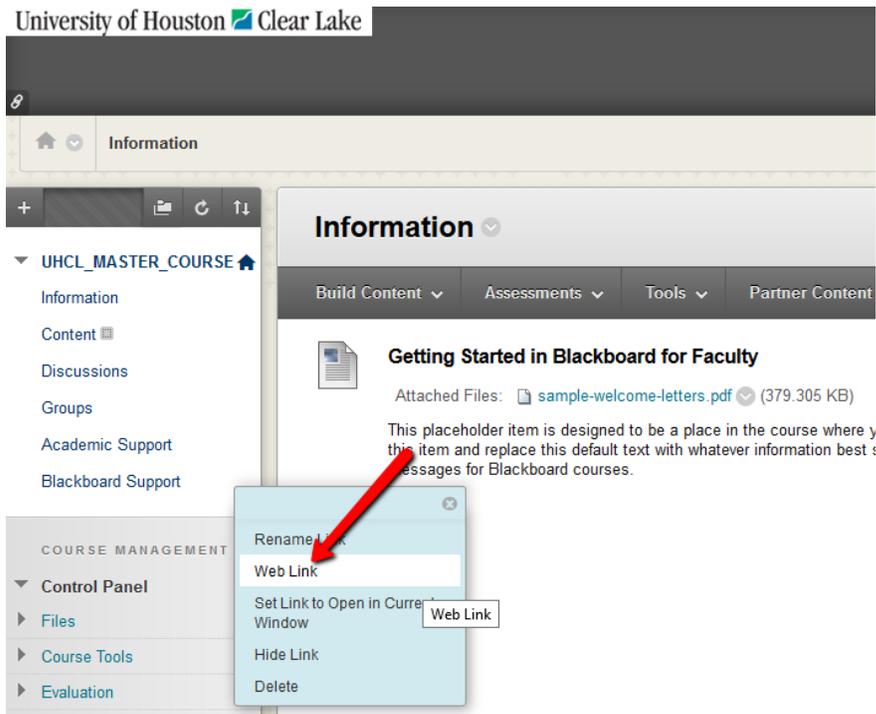
1. Begin by locating the desired target location on the web and navigating to that page. Once there, highlight and copy the website's address or URL. The following screen capture indicate where to find the URL on a web page.
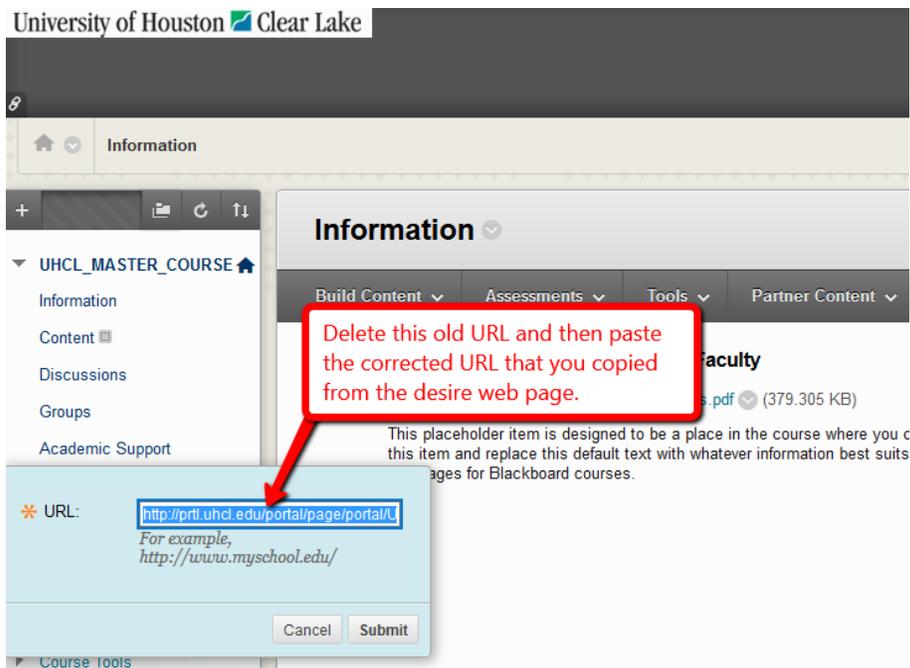

2. Once you have copied the desired URL, enter the Blackboard course in which you need to update or correct a broken link.
3. In the course menu, roll over the name of the link to be edited and click the edit icon located to the right of its name, as shown below.

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

5. Highlight and delete the broken URL.

6. Click the updated/correct link to ensure that it takes you to the desired web page. You may then exit your Blackboard course.