

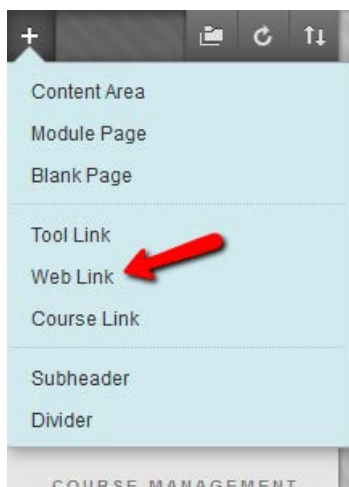
## Adding an Academic Support Link

You can readily **create** a left menu item that will take students to the university's web page containing information about and links to Academic Support office. The addition of this link to your Blackboard course provides students with ready access to the Library, Math Center, Writing Center, and Career Services.

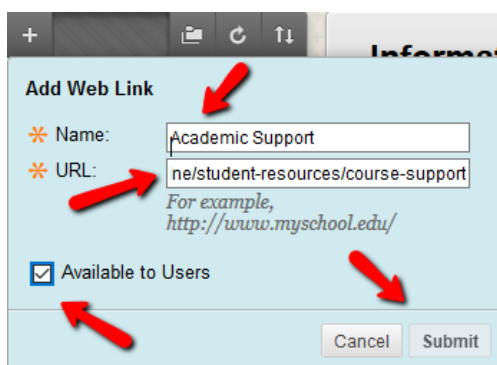
### Adding an Academic Support Link

Once you have copied the URL provided above, you are ready to create an external link on the left menu that will take students to the end-of-course survey system.

1. Copy the following URL/web link to UHCL's Academic Support page:  
<https://www.uhcl.edu/academics/advising/academic/academic-support>
2. Access the Blackboard course to which you want to add the link.
3. Hover over the "+" in the upper left corner of the course menu and click on Web Link option.



4. At the Add Web Link dialog box: (1) type in a name for the link (e.g., Academic Support), (2) type or paste the URL provided earlier in this document, (3) click the box next to Available to Users, and (4) click the Submit button complete the process.



**If the Submit button is greyed out/unavailable, place your cursor at the end of the URL field and press the SPACE bar. This should activate the Submit button so that you can finish creating the link.**

**Note:** New links are always added to the bottom of the Menu. You may rearrange the new links using the drag-and-drop arrows to logically fit the new link into your Course Menu.