

Instructions for adding <http://www.mclennan.edu/library/stu/online.html> as a standard left-side button in a Blackboard course



1. Login to Blackboard, open your course and click on **Control Panel**.

2. Click on **Manage Course Menu** and choose add an **External Link**.



3. Give the link a name, such as "MCC Library" or "Library".

4. In the URL box, put in <http://www.mclennan.edu/library/stu/online.html>

5. Click on the box next to **Open in new window** so that the library page will open in a second browser window (if desired).

Type	External Link
* Name	<input type="text" value="MCC Library"/> <small>Suggested maximum 18 characters. Longer names or names that use wide characters may not display properly. See Course Menu Design under Course Design to learn more.</small>
* URL	<input type="text" value="edu/library/stu/online.html"/> <small>For example, http://www.myschool.edu/</small>
Open in a new window	<input checked="" type="checkbox"/>

6. Click on **Submit**.

7. Back at the **Manage Course Menu** you may want to reorder the placement of the MCC Library button that you have just created

8. To view the changes, return to the course view and click on **Refresh**

