


## Blackboard Guidesheet for Faculty: Adding Links for Classical Music Library Course Folders

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This guidesheet assumes that you have already created a Course Folder in Classical Music Library. If not, follow the steps on the Library "Help & Tutorials" page at [http://www.tlu.edu/library/library\\_help](http://www.tlu.edu/library/library_help) -- "Classical Music Library Guidesheet for FACULTY: Creating a Course Folder."

1. Logon to Blackboard.
2. Click on the course/section for the course you want to edit.
3. Click "Control Panel."
4. Click "External Links."
5. Click "External Link."
6. Type whatever name you want for the External Link, for example:

 **Add External Link**

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**1 External Link Information**

\* **Name**

\* **URL**

*For example, <http://www.myschool.edu/>*

7. In the URL box, type the ezproxy tag, which must preface the URL for your Course Folder. If you don't begin with the ezproxy tag, your students will not be able to connect to Classical Music Library with this link from an off-campus or wireless PC. The ezproxy tag is:

\* **URL**

8. Now you must logon on to Classical Music Library so you can copy, then paste, the URL for your Course Folder after the ezproxy tag.

### Getting the Static URL for a Classical Music Library Course Folder

1. Go to Classical Music Library but do NOT logon.
2. Instead, click COURSE FOLDERS.
3. The course folder in Classical Music Library must be ACTIVE and display to the public at large. Click the course folder you want. In the example below, you would click "HON 331 Carroll-Ricks":



[HON 331Carroll-Ricks](#)

Honors Directed Readings: Evening in the Palace of Reason (Bach Meets Frederick the Great in the Age of Enlightenment)

Contact: Sally Carroll-Ricks (830) 372-8103 ([scarroll@tlu.edu](mailto:scarroll@tlu.edu))

- The STATIC URL for this folder appears, for example:

FOLDER DETAILS: HON 331CARROLL-RICKS

[<< Back to folder listing](#)

**Description:** Honors Directed Readings: Evening in the Palace of Reason (Bach Meets Frederick the Great in the Age of Enlightenment)

**Contact:** Sally Carroll-Ricks (830) 372-8103 (scarroll@tlu.edu)

**Static URL:** <http://tlu.classical.com/permalink/folder/997/>

1. HON 331



- Highlight, then copy (Ctrl-C), the Static URL, which in the above example is:  
<http://tlu.classical.com/permalink/folder/997/>
- Return to Blackboard.

#### Pasting the Static URL into Blackboard

- Return to your Blackboard window and place your cursor immediately after the ezproxy tag.
- Press Ctrl-V (to “paste” the Static URL). The URL for the External Link you have created in Blackboard is now:  
<http://bulldogs.tlu.edu:2048/login?url=http://tlu.classical.com/permalink/folder/997/>
- In the Text box, type whatever information you want to tell your students about this link. Or, you can omit any description.
- You can ignore the second option for Content:

**2 Content**

Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

**Attach local file**

**Name of Link to File**

**Special Action**

- I use the following Options, but you can set these as you wish. You must choose YES to “Make the content available.” You do not want Blackboard to close when the student clicks on the link, so choose YES to “Open in new window”:

**3 Options**

**Make the content available**  Yes  No

**Open in new window**  Yes  No

**Track number of views**  Yes  No

**Choose date and time restrictions**  Display After  Display Until

Jan 16 2008 03 05 PM May 15 2008 03 05 PM

- Click SUBMIT when ready.
- Click OK.
- To see what your students will see, scroll to the link you just created and click it. Wait for it to connect to Classical Music Library. A new window will open in Classical Music Library that

takes the student to a screen like:

FOLDER DETAILS: HON 331CARROLL-RICKS

[<< Back to folder listing](#)


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1. HON 331



9. To get to the tracks and start listening, your students must click the "I" icon  to the right of the folder name.
10. When you are through in Blackboard, click OK, then Logout.