New York City College of Technology
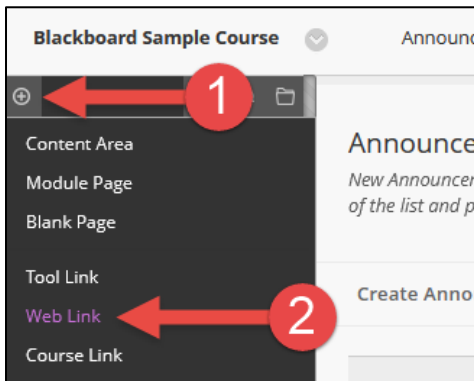
Link your OpenLab Course to Blackboard

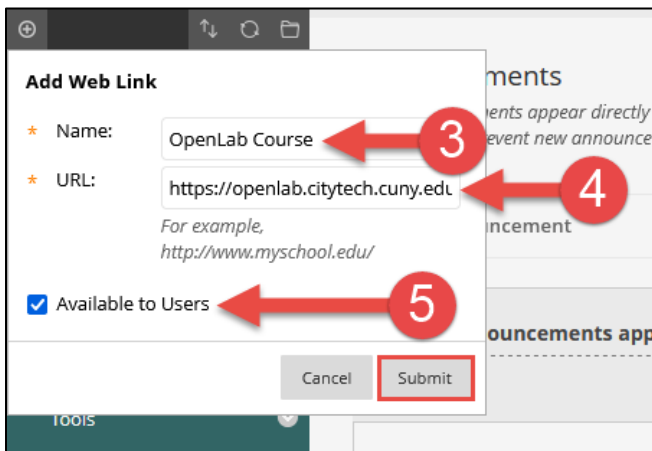iTEC Department | **Email:** itec@citytech.cuny.edu

Many professors find Blackboard essential for the unique EMPL ID and password protection, as well as the robust assignment and testing tools. Many professors utilize the OpenLab to provide openly accessible course resources and experiences for student project collaborations, discussion, posting, commenting, OER, and student learning ePortfolios. Here is a helpful method to add your OpenLab Course link to Blackboard, so your students can easily find what they need.

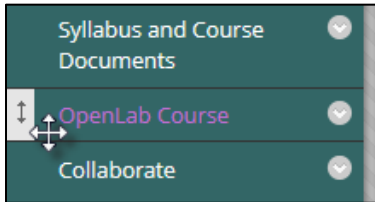## Adding the OpenLab link in the Blackboard navigation menu

1. In your Blackboard course, click on the plus to Add a menu item.
2. Click on **Web Link**.

3. In the **Name** text box, type **OpenLab Course** or **OpenLab Site**.
4. In the URL text box, type or copy and paste the direct link (URL) to your OpenLab Course Profile or OpenLab Course Site.
5. Check **Available to Users** and click **Submit**.

6. To move it up in the menu order, move your mouse to the left side of the OpenLab title. When your mouse pointer changes to the four directional arrows, click and drag it to the position you want.

7. Click on **OpenLab Course** or **OpenLab Site** link to go to your OpenLab Course Profile or OpenLab Course Site.
8. By default, the web link is set to open in the current Blackboard window. If you would like the OpenLab site to open in a new window, click on the arrow next to the OpenLab Course link and select **Set Link to Open in a New Window**.