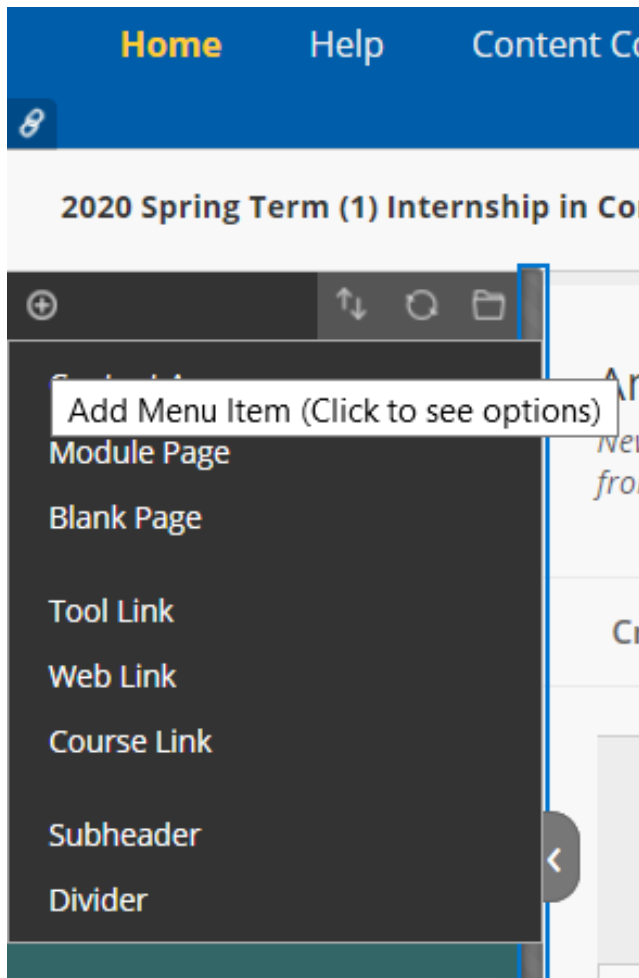# Posting OpenLab Course Link on Blackboard Navigation Panel
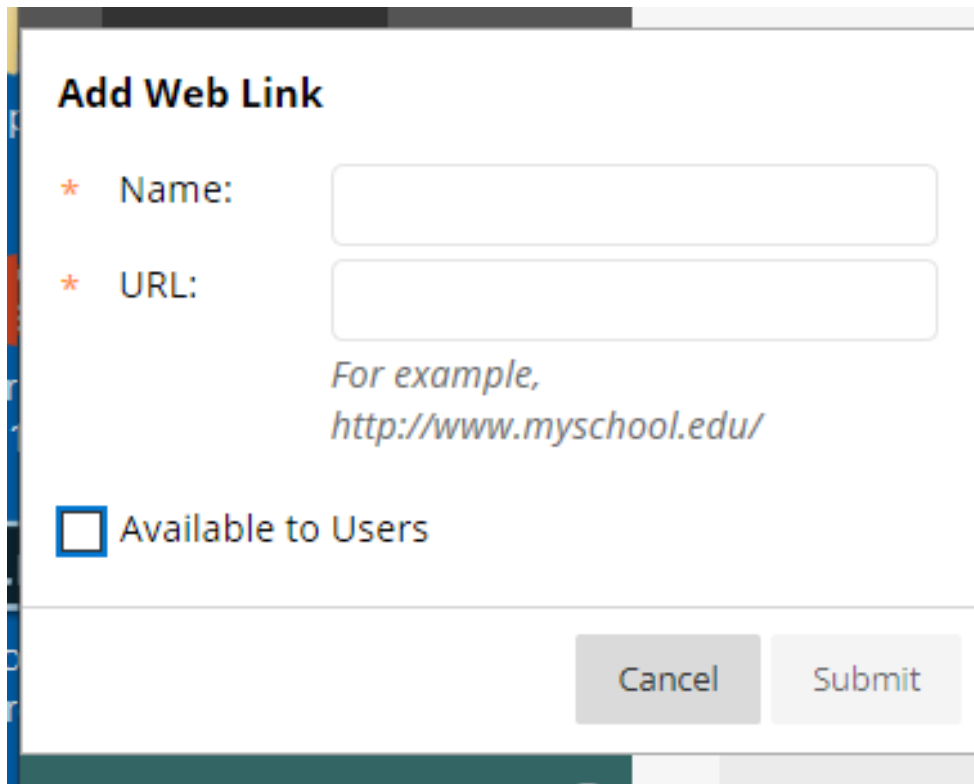
For faculty working with components of both Blackboard and OpenLab. (With courses or components on Blackboard, there is still use of Open Lab).

1) **Log into your course site on OpenLab.**
2) **Copy the link to it**
3) **Log into your course on Blackboard**
4) **On the Blackboard Navigation Panel on the <u>upper left</u> there will be a <u>small + icon link in a circle</u>.**
5) **Click on the + Link**
6) **A Menu will open up as below:**

Prof. Stella Nicolaou

7) **Click on the Web Link Option**

8) **A form will open as below to enter Link and Name, title to it.**

Add Web Link

* Name: [_____]

* URL: [_____]

For example,
http://www.myschool.edu/

☐ Available to Users

Cancel   Submit

9) **In NAME: Enter name of your course and section Example: <u>OpenLab</u>**
   <u>Course Site, COMD 1100 HD95 SPR20</u>
10) **In the URL, copy and paste the link from your OpenLab Course Site**
11) **<u>Check BOX Available to Users</u>**
12) **Press SUBMIT**
13) **Likewise, in OpenLab Course Site, please post the Link to your course on**
   Blackboard.
14) **On both platforms, OpenLab and Blackboard, please post information for**
   students. Within each platform information, you may post the link to the
   other again. In an online platform(s) it is user friendly to post info in more
   than one area.

2 | P a g e
P o s t i n g   O p e n L a b   C o u r s e   L i n k   o n   B l a c k b o a r d   N a v i g a t i o n   P a n e l
Prof. Stella Nicolaou