Step by Step Instructions on how to add direct link to Articles into Blackboard

These are the steps to following to add a direct link from any of the WCC Research Databases to Blackboard for on and off campus access.

**Before you begin,** have both your Blackboard course site open, and research database open in another tab.

All research databases are located at [http://www.wccnet.edu/resources/library/findarticles_databases/](http://www.wccnet.edu/resources/library/findarticles_databases/) [http://ezproxy.wccnet.edu/login?url=](http://ezproxy.wccnet.edu/login?url=) this is the ezproxy URL that must be added to all articles/journals in Blackboard to provide off campus access to the e-resources.

Students and faculty from off campus will be prompted to login from off campus to access the source even within Blackboard.

**Blackboard Notes:**

- You can add the article anywhere in Blackboard by using the **Build Content**
  - Then select either **Item** or **Web Link**
EBSCO Database Steps
Using OmniFile Full Text Select

1. Find an article you want students to read.

2. For EBSCO Databases, you will use the Permalink located in the TOOLS box.

3. Click the PERMALINK - Copy the Permalink URL – with your mouse, highlight URL link

4. Right click mouse, select copy

5. Go to your Blackboard Course site
6. Decide where you want to place the link – in reading section or Learning Unit – basically anywhere.

7. For this example, I will add the link to the Assignments Tab. Again, you can add this article link anywhere in Blackboard by following these steps.

8. Within the Assignments tab, click on Build Content

**INSTRUCTIONS FOR ITEM**

9. Under Create click Item (you can also use the Web Link instructions follow on page 8-9)
10. Enter **name** for Item page

11. In text box area, click with mouse, then **paste link [Ctrl + v]**

12. **This is important.** You need to pre-append the link with the Ezproxy for off campus access.

13. **http://ezproxy.wccnet.edu/login?url=** (this is the Ezproxy link)

14. Copy and paste the ezproxy link into blackboard OR you can type the ezproxy link

15. Go to your Item page, Place your mouse in front of the article permalink you just pasted into Blackboard. Type in the **http://ezproxy.wccnet.edu/login?url=** (or paste the ezproxy link)
16. That is all to it! You can add more content to the text box. Perhaps add information about Read this Article and write a summary.

17. IMPORTANT -- Highlight the entire URL link

18. Right click to COPY
19. Then click the **Insert/Edit Link (Paper clip icon)**

20. Paste **PERMALINK with Exproxy URL** in the **LINK PATH BOX**

21. **TARGET BOX** Select **OPEN IN NEW WINDOW**

22. Click **INSERT**

23. Click **Track View** to Yes

24. Back at the Item Content page, Click **SUBMIT**
25. Article is listed in **Assignments Tab** – You can move the ITEM up on the page.

Remember, you can place the embedded article anywhere in Blackboard. Even in the Learning Units as added reading material for the Unit.
INSTRUCTIONS FOR WEB LINK

Select Build Content

Select Web Link

1. Type a **NAME** in the box for the Web Link – (I suggest you use the article title)
2. Paste the URL from the OmniFile Full Text Select database permalink in the **Description box so that you can pre-append with ezproxy**
3. Add a description in the **Description** Text box area (optional)
4. pre-append the URL with **http://ezproxy.wccnet.edu/login?url=**
5. With the added **http://ezproxy.wccnet.edu/login?url=** to the permalink see below
6. Highlight the entire URL and cut (you are going to paste in the URL box) Right Click mouse select **CUT (or CTRL X)**
7. Paste URL in the URL Box, right click mouse Paste or CTRL V

8. Click Track View to Yes
9. Click Submit

Your article WEB LINK – when you click on the title, it will open in a new tab. Again students and faculty will be prompted to login from off campus with WCC NetID and Password.

Questions and Assistance:
Contact Sandy McCarthy, faculty librarian, at mccarthy@wccnet.edu or 734-677-5293. Office GM 126 in the Library.