Steps to add direct link Article to 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 Item or Web Link
Gale Database Steps
Using Academic OneFile

1. Find an article you want students to read.

2. For Gale Databases, you will use the **Bookmark this Document** link located at the top.

3. Click **Bookmark**
4. Highlight the URL and right click mouse, select **copy (CTRL C)**
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
9. Under Create click Item (you can also use the Web Link instructions on page 9-12)
10. Enter name for Item page
11. In text box area, click with mouse, then [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=](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 you mouse in front of the article permalink you just pasted into Blackboard. Type in the [http://ezproxy.wccnet.edu/login?url=](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 URL in the **Link Path** Box (CTRL V)
21. **TARGET BOX** Select **OPEN IN NEW WINDOW**
22. Click **INSERT**

23. Click **Track View** to **Yes**
24. Click **Submit**
25. Article listed in **Assignments Tab**

**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=](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.