



# UGENS BLACKBOARD-TIP

## Save time by linking course content

The vast majority of the educators at Science & Technology have carefully selected how to structure their course menus, and often it is useful to have the same content in different places.

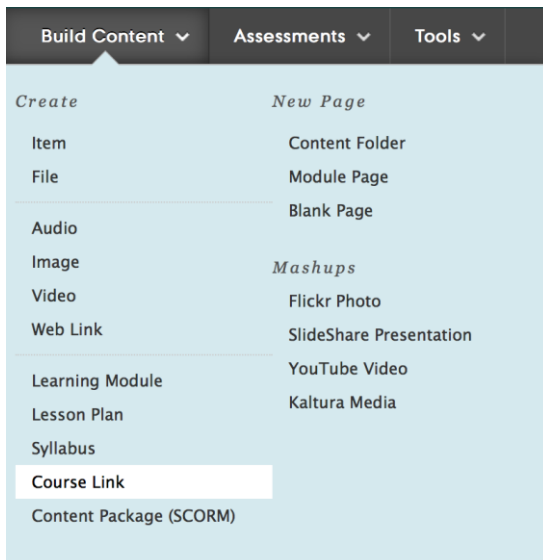
A structure based on weeks is great at giving the students an overview of the semester, but it does not provide an overall collection of assignments, slides etc. for further reference.

In order not having to update information in two or several places, you can instead link between areas of the course. In that way, when you edit the original content all links will be updated.

You can choose to link to entire menu items or individual items.

### How to

1. Create your content in e.g. the week it belongs
2. Go to another menu item from which you want to link content – e.g. a menu item named "Assignments"
3. Click *Build Content* and then *Course Link*



4. Search for the link you want to add and, if necessary, add a description

1. **Course Link Information**

\* Choose Item

Item Name

\* Name

\* Location

Description  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Rich text editor toolbar with icons for bold, italic, underline, font color, background color, bulleted list, numbered list, link, unlink, and help.

Path: p Words: 0

5. Click *Submit*

Happy Blackboarding and have a nice weekend.

Kind regards,  
ST Learning Lab