

## Add an Active Hyperlink to an Item

### Overview

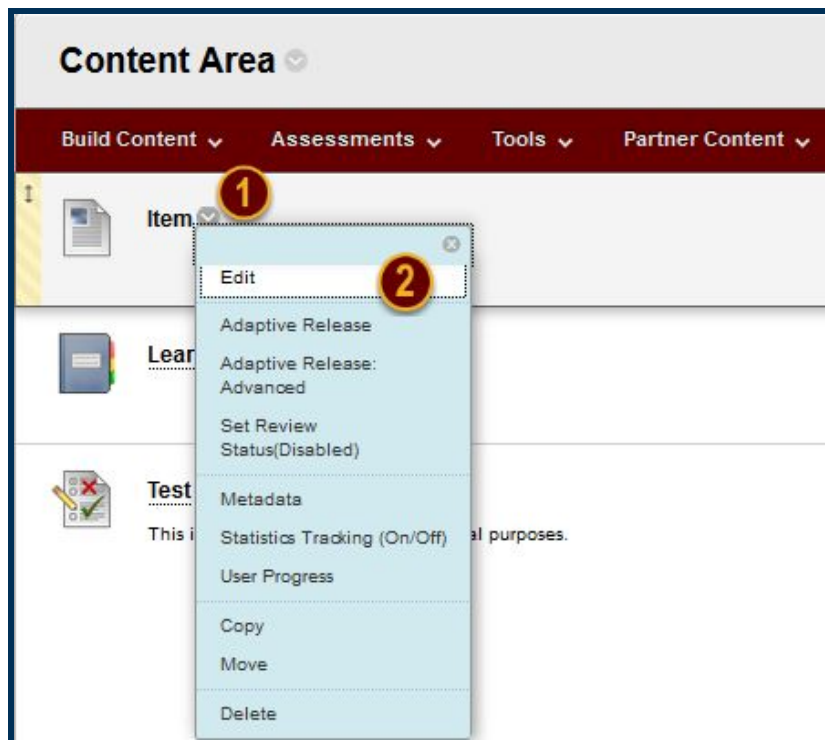
This tutorial will show you how to add an **Active Hyperlink** (clickable) to an **Item**. This method also works for creating Active Hyperlinks in other areas of Blackboard that have Content editors, e.g. Blank Pages, Discussion Posts, Blog Posts.

### Quick Steps

Item Options menu > Edit > Text editor > Insert/Edit Hyperlink button > Link Path > Target

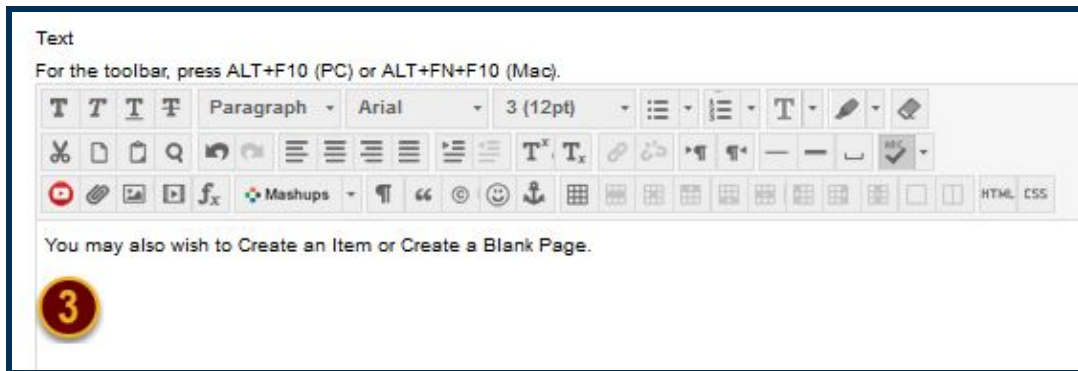
### Step 1

Navigate to the Item where you want to insert an Active Hyperlink. Open the Item Options menu [1] by clicking on the grey, drop-down arrow beside the Item's title and select "Edit" [2].



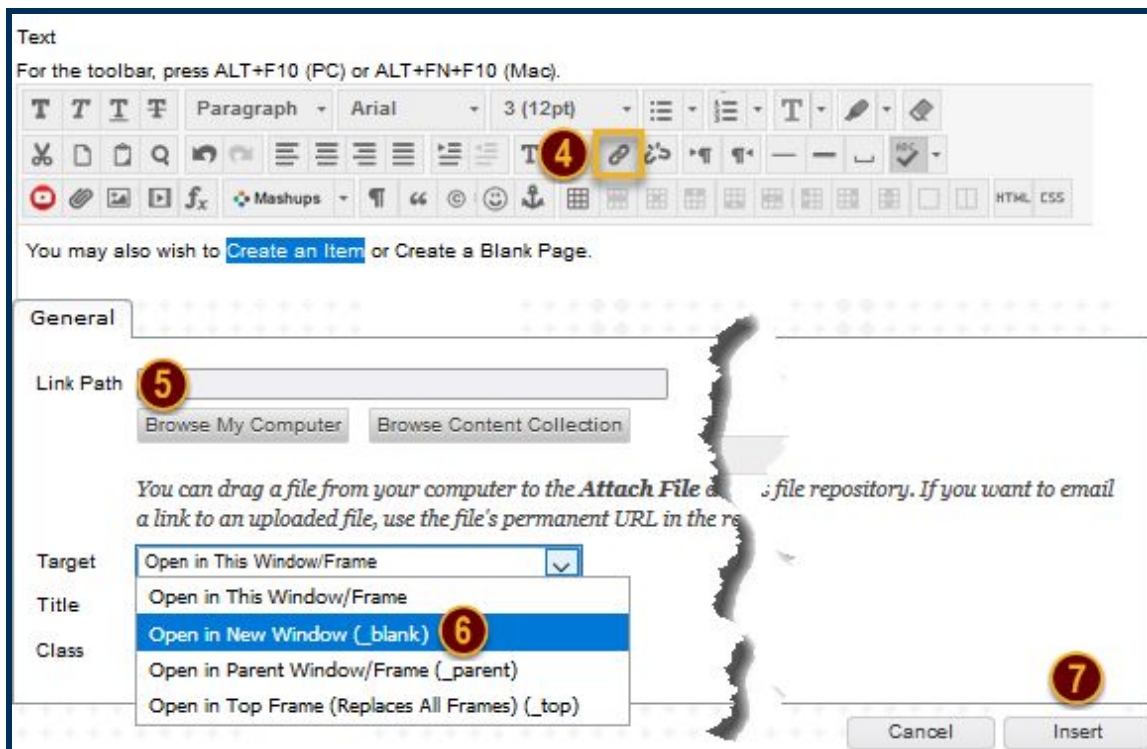
### Step 2

In the Text editor [3], type some descriptive text for the content you will be hyperlinking. For example, you could type the name of the web page or document. Hyperlinks work best when they are written as an organic part of the sentence.



### Step 3

Highlight the text you wish to serve as the link with your cursor, and then click the *Insert/Edit Link* button [4]. In the following dialogue box, paste the target URL in the “Link Path” field [5]. Change the Target setting to “Open in a New Window” [6]. Finally, click the *Insert* button [7].



### Step 4

Click the *Submit* button to save your Active Hyperlink.

