1. Create a **New Section** under the **Students** channel.



used when creating miscellaneous sections). The title you use in the Menu Name will show on the website under the Channel.

3. On the Advanced tab, check No Left Navigation under the Navigation Options. (Since I will only have the one



4. This creates a section with an **Overview** page, which contains a blank **Content** app. Just rename the **Overview**



5. Remember, when you have a page with just a **Content** app, it will open in the content editor mode. To add more **apps** to the page or change the **page layout** you must follow the **breadcrumbs** link beside the **house** icon and click the page name. You can rename the app by clicking the **Options** gear.

Blackboard	
► USERS & GROUPS	Student Link
CONTENT MODERATION	Summary Tools Editors & Viewers Statistics How do L.?
▼ SITE & CHANNELS	Overview Page Content
About Us 🕥	Content Options
🚔 Parents 🔞	Save Cancel Create E-Alert
🚔 Students 🔕	ト / F · / · TI · B / U S ● · E Ξ Ξ ○ ⑦
💼 Staf 🛛 🔘	x D D B / Δ - Ω 7 F. H. H. Ξ Ξ
💼 Teacher Websites 🛛 🚳	
🚊 Community 🚺	
💼 SWMisc 🚯	
😤 Change Site >	

6. Rename the **app** and check **Show the app name on my page** box. This will add a nice header formatted and underlined to your page.

Student Links	App Name:	App Name:
A General Los	Content	Student Links
A Dierveie Page Content	General Shacing Social Settings	General Shanng Bocus Settings
Content	If you want, you can enter a description of your app.	Nyou want, you can enter a description of your app.
Sure Cancel Create E	Description:	Description:
x D D B A	Show the app name on my page.	
	Display Settings: You can discay every active record in this app on your page, or a specific hunder of records at a time. Display all active app records Display a specific number of active app records	Display Settings: You can display news active second in this app on your page, or a specific number of records at a time. # Display all active app records © Display a specific number of active app records.
	Saw Curci	Sare Careal

7. Select Manage Apps & Layout. This is where you have access to add additional apps to the page and change the page layout.

Summary Tools Editors & Viewers Statistics How do L.?	
Overview Page	/
Overview Page	Actions
Overview Page Last edited by Angel Clark, about a minute ago.	Actions Manage Apps & Layout Add apps or change your layout.
Overview Page Last edited by Angel Clark about a minute ago. Student Links Collent	Actions Manage Apps & Layost Add apos or change your layout. B Page Options So the options bryour page.
Overview Page Last edited by Angel Clark about a minute ago. Student Links Content	Actions Manage Apps & Laxout Ad apps or change your layout B Page Options Get the options for your page. Set Viewers Limit who can view this page.

8. Select Add App. Search for Site Shortcuts app. Click Create New, name the app then click Create. (Use Site Shortcuts because it gives you the option to open in New Window for external links.)

Sector Vontitiparte	oriest an type		
Sameray Service	Tichootwires Onboarding App	Site Shortcuts	Create Site Shortcuts
Overview Page	Photo Gallery Schoolwines Premium App	Create New	Enter the name of your app. This name will display in some areas.
verview Page	Podcast Ichostwires Basic App		Name:
radiad by Argel Dark about a r	Q & A Schoolwres Basic App	Q, Find	Student Links
You are in design mode. Organiz	School Directory Schoolwines Basic App	You don't have any apps of this type.	Creute
Add Add	Site Shortcuts Schoolwines Basic App		
Statest Loss	Staff Directory Schoolwires Basic App		
	Table Schoolwies Basic App		
		374	

9. Rename the Overview page by selecting Page Options.



10. Adding links to the Student Links app. Click inside the app box to open the app.



11. Click **New Link** to add links to the app.

Blackboard	View Website Community & Support
USERS & GROUPS CONFIGURE CONTENT MODERATION	Student Links Section Workspace
▼ SITE & CHANNELS	Student Links Page Student Links
About Us 3	Student Links Options New Link Create E-Alert
🚔 Students 🛛 🕕	We noticed that you don't have any links. Click New Link to get started.
💼 Staf 🛛 🚳	

12. Enter your link name into Link Text area. Add the website URL into the Web Address area. (I would suggest you copy and paste the URL from the web.) Be sure to change the Target to open in new window to keep your school website open when someone visits the external link. Make sure to SAVE.

Follow these steps to add links to all the programs students need access to.

	×
New Link	
Enter your link information.	
General Imagery Viewers	
Enter the web address and link text. If you want, you can change the target, ac	Id a tooltip, set a parent link, and choose to auto expand or activate your link.
Link Text:	
AR Bookfinder	
Web Address	
http://www.arbookfind.com/l.lcerType.acny	Browse
http://www.arbookinto.com/oserrype.aspx	DIVING
Target:	
Open in new window (_blank)	
Tooltip:	
Parent Link:	
None	
Auto Expand	
Activate on my page	
Save Cancel	

This is what the app looks like after adding several links. To make a change to any, just click the **Edit** option or to remove a link, click **Delete**.



STUDENT LINKS SECTION AND PAGE INSTRUCTIONS

13. This is what the public will see. The **Student Links** heading in green is from the content app name. I did not select show the app name on the page for the **Site Shortcuts** app.

(You don't have to use the content app if you do not wish to add instructions or content above the site shortcuts. You can just have the **Site Shortcuts** app on the page and opt to show the app name on the page and it would like very similar to this, except it wouldn't have the text "*Follow the links..."*)

dent Links						×
Hudson Elementary			District Home Se	elect a School 🔹	User Options	
🔒 About Us Parents	Students Staff	Teacher Websites	Community	SWMisc		
Student Links	rams you need.					Q,
AR Bookfinder						×4 —
MobyMax						*
Renaissance Place Home Conne	ct				_	
Renaissance Place Login						

Thanks to Debbie Blake at Hudson Elementary for letting me work on her site to demonstrate how to create this section and page.