How to Create a Permalink from Library Databases to Bb Courses

**Finding your Article Link:**

Locate your article within the online library database, and determine if the full text is available or not:

*If the full text is available*, you will upload the citation and the Permalink into Bb, and when the student click on the link, it will take them to the article where they can open/save the article in either a PDF or an HTML format. (Do not download the article and then upload it into your Bb course. This violates copyright.)

*If the full text is not available*, each student will click on the Permalink, and then they will click on “Check Availability” and then request the article via the Interlibrary Loan process.

Remember to NOT grab the web address from the browser link – it will not function for the student.

**Building a Link in Bb:**

Choose the location in Bb that you want to place your link. If necessary, add a folder for resources.

At the top of the Bb window, in Edit Mode, choose “Build Content”, then “Create Web Link”. In the “Name Field” you will type in the name of the full citation. In the “URL” field you will copy/paste in the Permalink from the database.

You may choose to have the article “Open in a New Window”. This is recommended in this instance.

Choose “Permit Users to View Content”.

Choose any time delimitations if you wish to use them (this is not encouraged for general course resources).

Choose “Submit”.