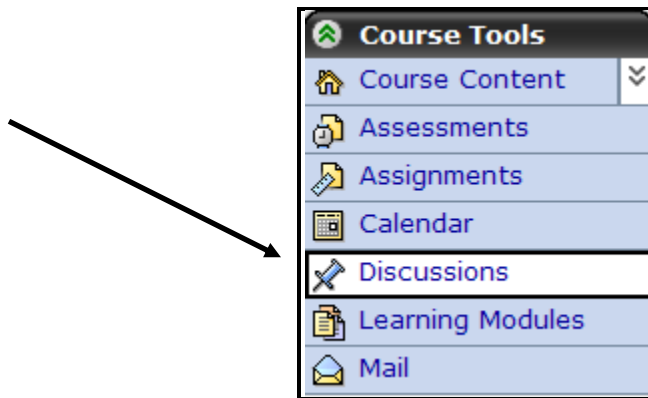


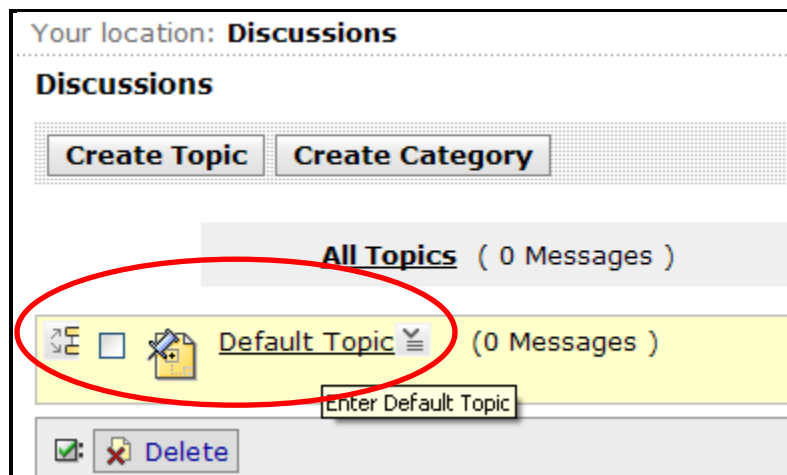
How to Use the HTML Editor in Bb Vista to Insert an Active Hyperlink

There may be times in the **Discussion Tool** in Bb Vista where you would like to direct your students to a web site. To do this you would need to insert the hyperlink into the discussion. This **Low Threshold Activity** will provide the steps to insert an active hyperlink into the **Discussion Tool** in Bb Vista.

1. From the **Course Tools** Menu on the left navigation bar, click on **Discussions**. The **Discussions** window will open.



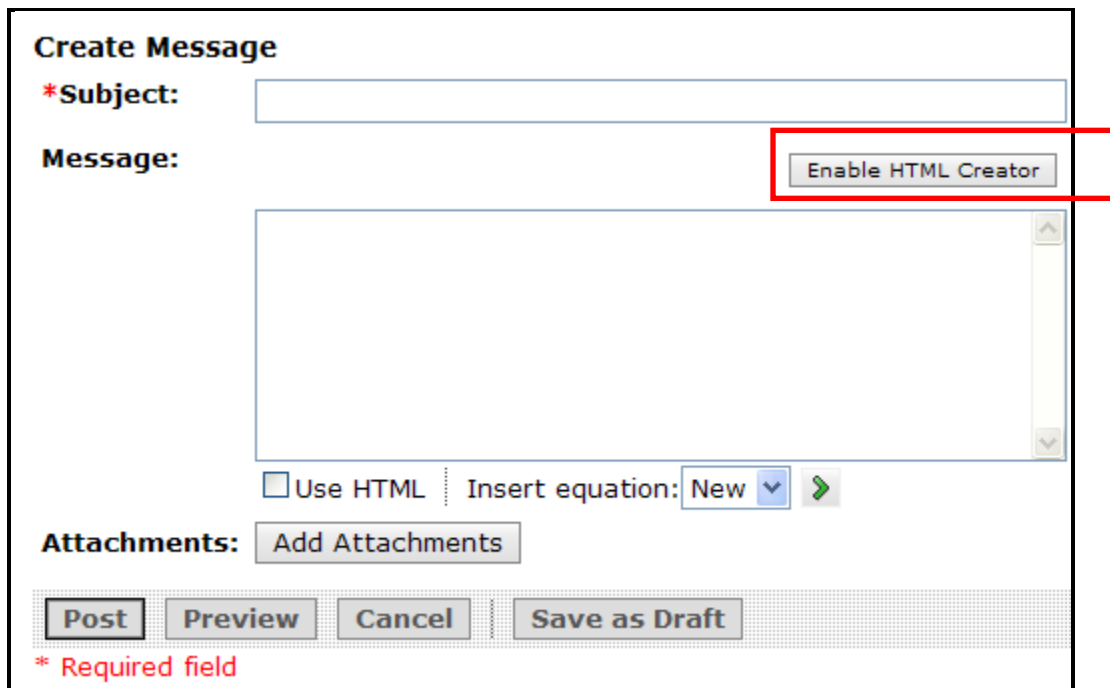
2. From the **Discussions** window, click the link of the discussion where the hyperlink is to be inserted. In the example below, the discussion is called "Default Topic".



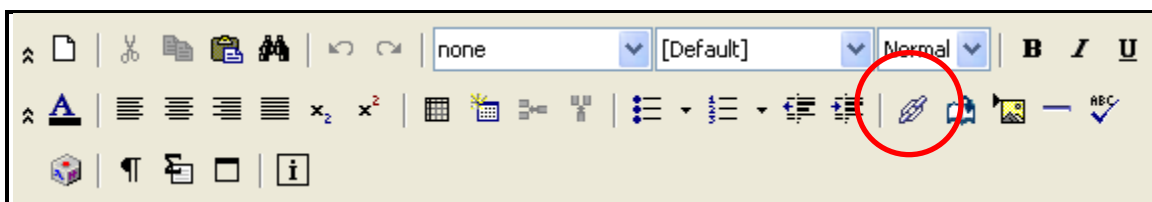
3. In the following window that opens, click the **Create Message** link at the bottom of the window.



4. Once the **Create Message** window opens, you will need to activate the **HTML Creator** by clicking the **Enable HTML Creator** button.



5. Once the **HTML Creator** opens, the **hyperlink** icon  in the formatting toolbar will need to be clicked. This will open the **Insert Link** window.



6. Several sections in the **Insert Link** window need to be filled in so that the hyperlink can be created. First, select the **URL:** option button in the **Link Type** section and then type in the URL which is the web address that is to be the hyperlink. In this example, <http://www.bucks.edu> has been entered.

In the **Link Text** section enter a name that is to be displayed that when clicked, will take you to the web page entered in the above section. In this example, Bucks County Community College is the name to be displayed.

After all the information is entered, click the **OK** button which will return you to the **Create Message** text box area with the hyperlink now inserted as shown in the last example.

Insert Link

*Link Type

File Browse or Upload

URL: Enter link to file, including the protocol (such as http:)

http://www.bucks.edu

Link Text

Enter the text to be displayed as the link.
If no text is entered, the file source or absolute URL will be used.

Bucks County Community College

OK Cancel

* Required field

Create Message

*Subject: [Empty text box]

Message: [Bucks County Community College]

Disable HTML Creator

WYSIWYG Source View edit-on® Pro by RealObjects Insert

Insert equation: New [Dropdown] [Arrow]