



Create link to library reference page

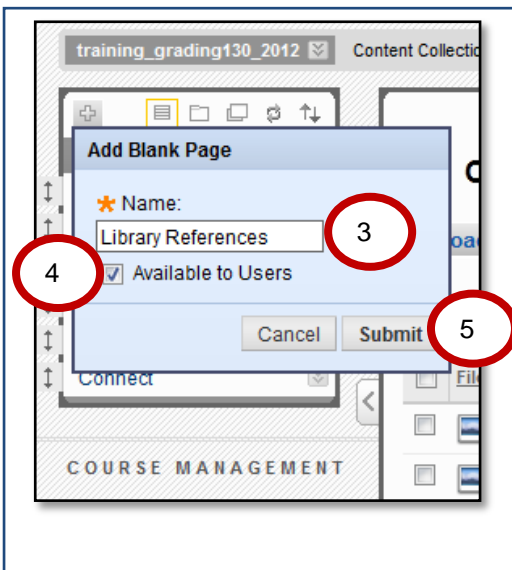
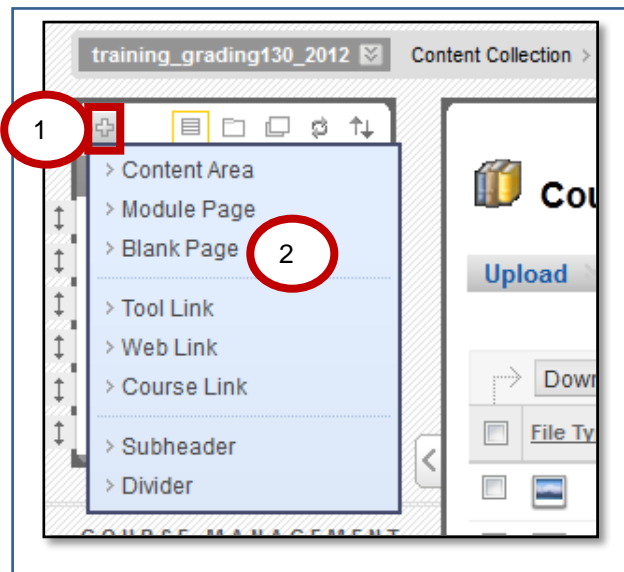
Step sheet

The Video

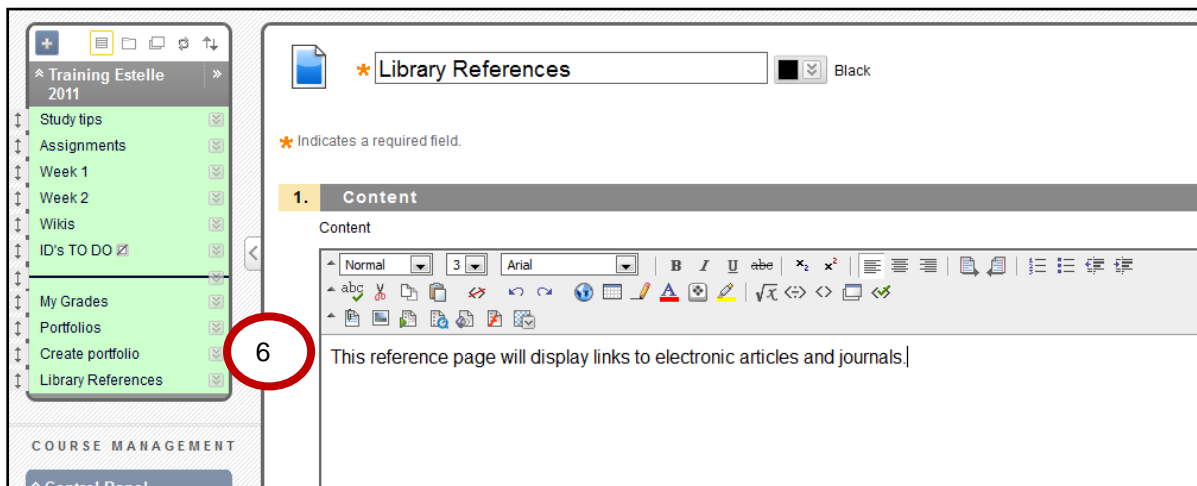
You can also watch the video which will show you the steps on where to click to create a Blank page. Go to the clickUP help site, <http://www.click.up.ac.za/new/>, click on **Content**, click on the video image at Creating a Blank Page.

The Steps

1. Click on the + icon
2. Click on Create Blank Page
3. Add the name of the link, e.g. Library References
4. Select the tick box to make the page visible for the students
5. Click on **Submit**



The following page will be displayed:



6. Add a description for the page
7. Click on **Browse Content Collection** button
8. Browse to the Library folder and select the Reference page

2. Attachments

Attach a file from a local drive, Course Files or the Content Collection. All attached files are saved in Course Files. Click **Do Not Attach** to remove the attachment. The file itself is not deleted.

Attach File

3. Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Display Until

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

4. Submit

The following screen will appear:

Path: [body](#)

2. Attachments

Attach File

Attached files

File Name	Link Title	File Action
reference.htm	<input type="text" value="reference.htm"/>	Create a link to this file <input type="radio"/> Give users access to all files and folders in the folder <input checked="" type="radio"/> Give users access to this file only <input type="radio"/> Give users access to selected files in folder <input type="button" value="Browse"/>

3. Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After

Display Until

4. Submit

9. Ensure that you select the middle option: **Give users access to this file only**
10. Select the Track number of views **Yes** option in order to see how many times your page has been clicked on
11. Click on **Submit**

Test the link

Test the page by doing the following:

1. Login as a student – refer to the [Login as a student FAQ](#)
2. Click on the **Library Reference** link.
3. Click on the references.html link.

The image shows a screenshot of the Blackboard LMS interface. On the left, the 'Training Estelle 2011' course navigation menu is visible, with 'Library References' highlighted and circled with a red circle containing the number '2'. Below the menu is a 'COURSE MANAGEMENT' section with a 'Control Panel' button. The main content area shows a 'Library References' page with a green success message: 'Success: Library References edited. If you want to continue building your course, turn Edit M...'. Below this, there is an attachment named '3 references.html (1,655 KB)' with the number '3' circled in red. A text box below the attachment states: 'This reference page will display links to electronic articles and journals.' To the right, a red-bordered box contains the text: 'The updated reference page will open up in a new window like the screen below.' Below this box is a screenshot of a browser window titled 'Blackboard Learn' showing the 'Library Reference Page' for 'ISE 801/802'. The page header includes the University of Pretoria logo and name in three languages. The page content lists 'Prescribed Material' (Blanchard, B.S., System Engineering Management, Wiley & Sons Inc., 4rd ed., 2008) and 'Additional Material' (European Cooperation for Space standardisation (ECSS) documents).

If there is any problem, please return an email to the Information Specialist to make the necessary changes. Once they have overwritten the file, you can just test the link again to verify that the changes have been made.