Linking to files stored on the FTP Server

Once you have files stored on the FTP server, you need to link to them or provide your students with the URL to view the file(s). The URL to files stored on the FTP Server will follow this format:

http://coursecontent.gvltec.edu/***username***web/***foldername/foldername/filename.ext***

For example, you each have a text file in your web folder on the FTP server. To view that text file, you would use the following URL:

http://coursecontent.gvltec.edu/***username***web/textfile.txt

If you left the file name off, then the user would see a directory of files in the folder designated. For example, this is an example of what you would see using this URL:

http://coursecontent.gvltec.edu/Lmcminnweb/

Linking to an FTP server file in Blackboard

If you are placing course content on the FTP server, you need to link to that course content within your Blackboard course shell. Follow these steps to do so.

1. Have the URL for the content you want to link to.

2. Log in to Blackboard, enter the course you what to put the content link in, and go to the area in the course where you want to put the link.

For this example, I will be creating a URL to a learning unit. You can put links to content or files loaded on the FTP server in any location that will allow a link (ex. descriptions, in test questions, etc.). You can also link to files like Word documents, PowerPoint files, PDF files, etc.

3. Click the **Build Content** button and choose **Web Link**.
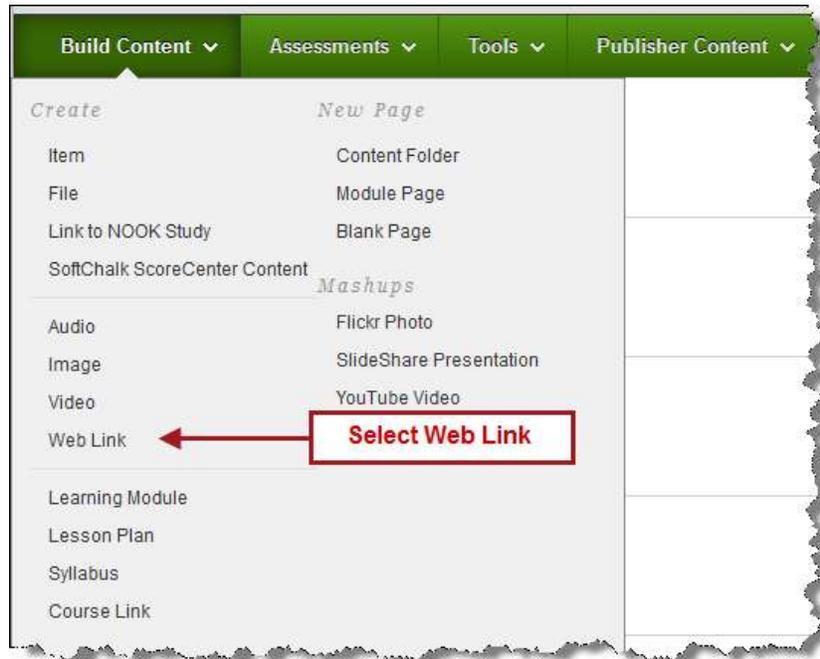
4. Give the Web Link a Name and provide the URL in the appropriate boxes. You should also give this a description so the students know what the URL will take them to.

Create URL

A URL is a shortcut to a Web resource. Add a URL to a Content Area to provide a quick access point to relevant materials. More Help

★ Indicates a required field.   Cancel   Submit

1.   URL Information

★ Name   Medical Admin and Medical Math   ←   Give the link/URL a name and provide URL

★ URL   N Refresher/MOD4_MedAdmin_MedMath/   ←
For example, http://www.myschool.edu/

☐ This link is to a Tool Provider.   What's a Tool Provider?

2.   Description

Text   Text Editor is: ON

Lesson on medical administration and medical math.   It is best to give a description of what this is a link to.

Note on entering URLs

Links to files or folders on the FTP server may be quite lengthy. While typing those in you could misspell something or put in a character that wasn't right which will lead to a broken link. You can copy the link's URL and paste it in the URL box. To copy the link from the FTP server, follow these steps:

1. Open a new tab in the browser
2. Enter the URL to your FTP page: http://coursecontent.gvltec.edu/*username*web
3. Navigate to the folder that contains the item or file you want to link to
4. Right click the item you want to link to and select
   Internet Explore (IE) – Copy Shortcut
   FireFox – Copy Link Location
5. Now return to the Blackboard screen and paste the URL in the URL box

Note on links to SoftChalk lessons.

It is NOT necessary to include the file name as part of the link. You can end your link at the folder level. You can do this because the SoftChalk lessons' main page is named index.htm or index.html. When linking to a folder that contains an index file, that file is automatically loaded.

5. It is strongly suggested that you open the URL in a new window. Select other options as needed and click **Submit** to create or update the URL.