

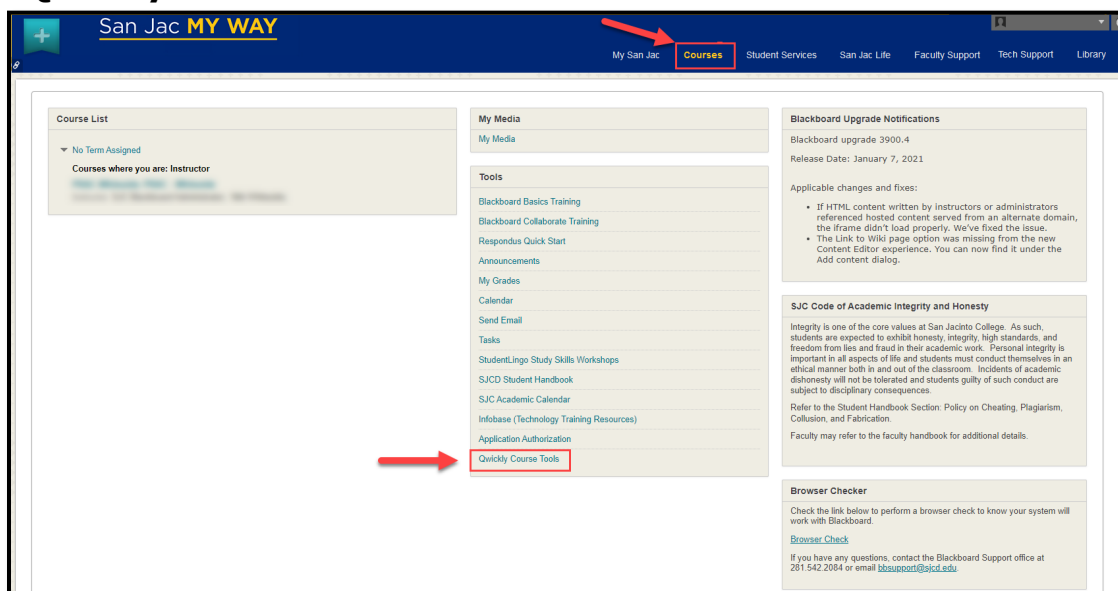
Qwickly Course Tools

Check Links

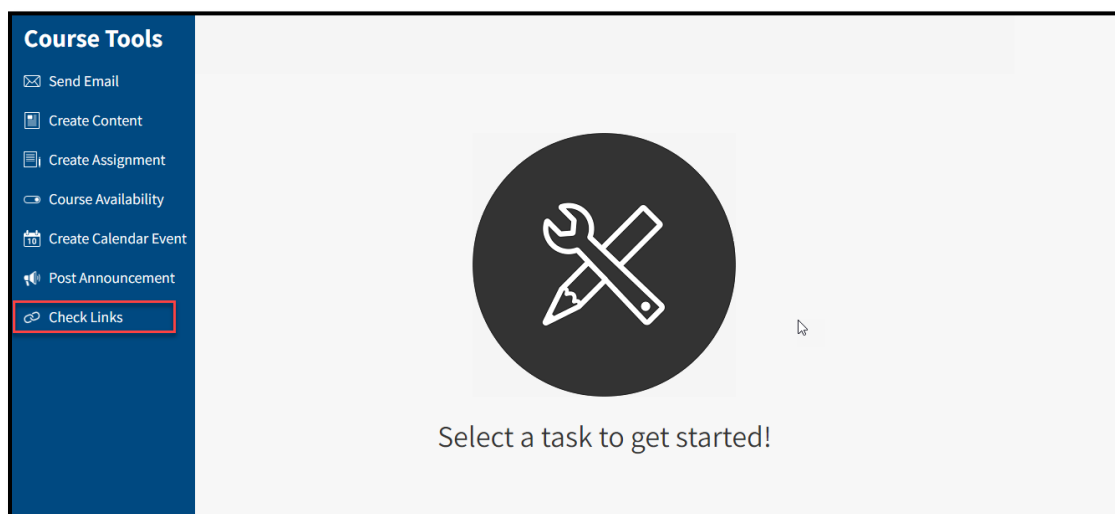
This document describes how to utilize Qwickly Course Tools to identify and correct broken links within a Blackboard course or organization site.

Instructions

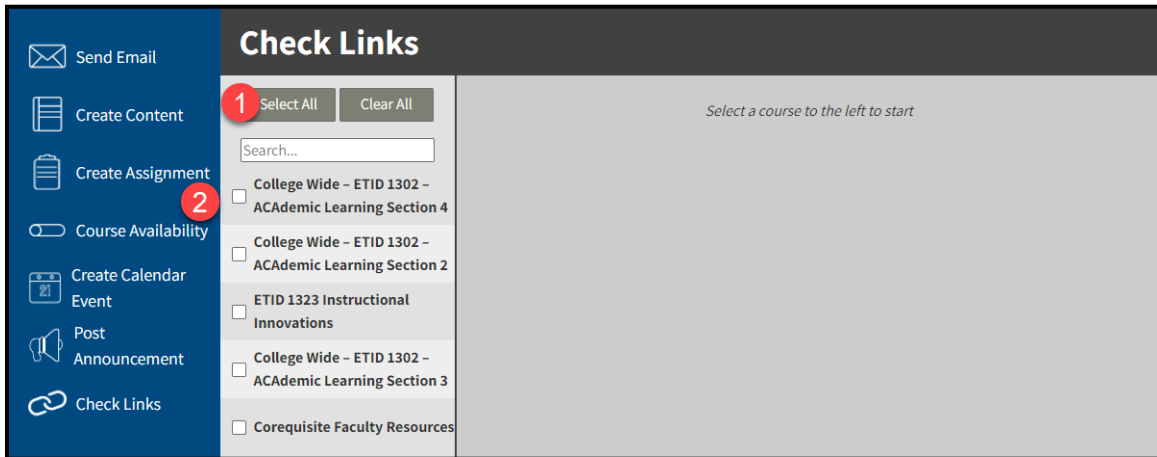
1. Under the **Courses** tab in Blackboard, locate the **Tools** module and click on **Qwickly Course Tools**.



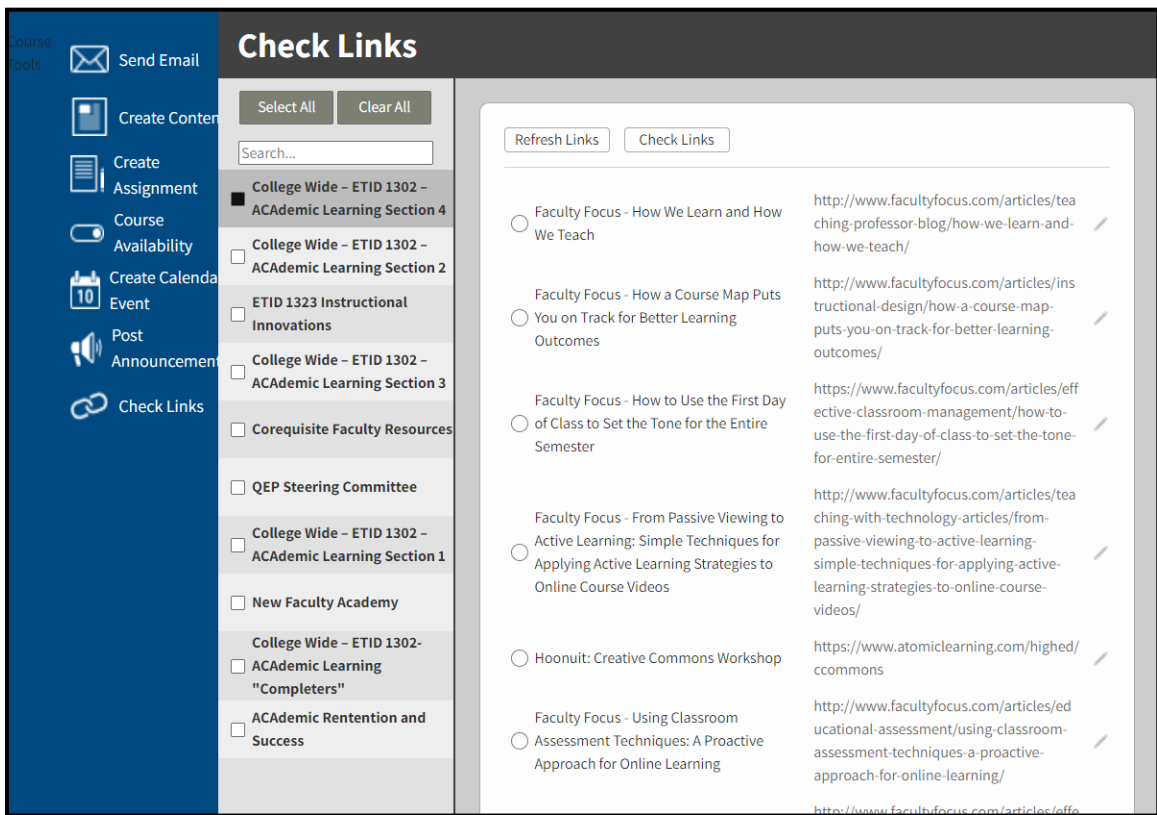
2. Click on the **Check Links** tab.



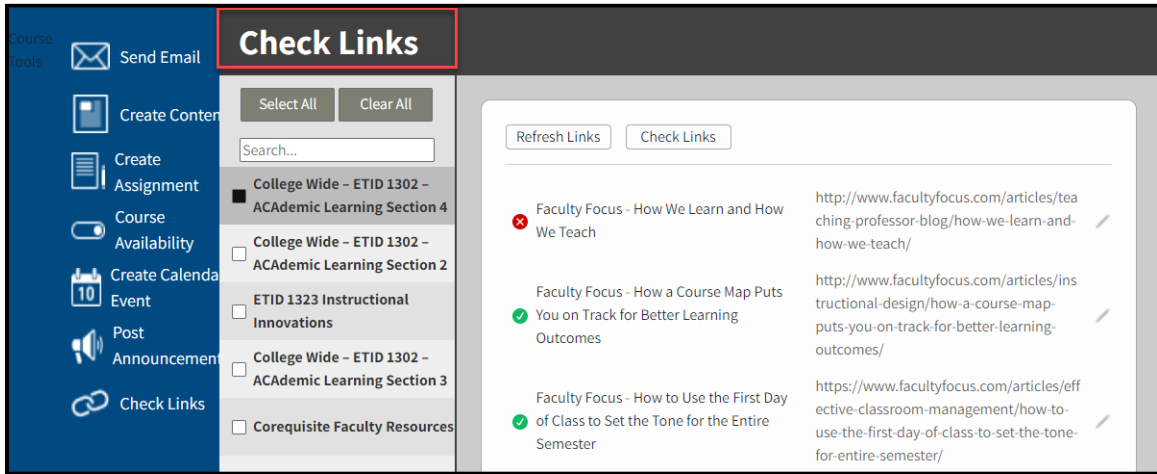
3. On the **Check Links** screen, all current course enrollments will be listed on the left-hand side. Faculty can:
 1. Choose to view all of the links in all of their courses by choosing **Select All**.
 2. Choose to go course-by-course by choosing individual courses.



4. Here is an example where one course was chosen and all external links in the course are listed.



- By clicking on the **Check Links** box at the top, the Quickly tool checks all the links to identify any that may be broken. If the link is working, the radio box to the left of the link is green with a checkmark. If the link is not working, the radio box is colored red and has an "X" in it.



- Faculty do not need to navigate to the course in order to fix the broken link, however the link can be fixed using the editing tool within Quickly Course Tools.

To edit the link, click on the pencil icon to the right of the broken link. Locate or identify a new link and copy and paste the corrected link in the editing tool and click **OK**.

