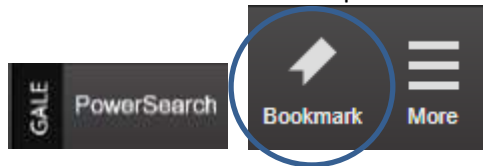


Posting a permanent link in BlackBoard

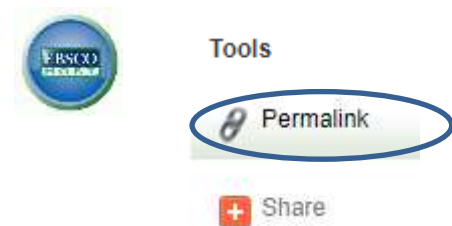
To link to an article or a book excerpt found in a library database:

1. Find the **permalink** provided at the bottom of the article or by clicking the "permalink" or "bookmark" tool -- do NOT use the session link that shows in the URL line in the browser.

In **Gale** databases, look for the "bookmark" icon in the tool bar at the top.



In **Ebsco** databases, look for the "permalink" option near the bottom of the right-side tool bar.



In **ProQuest** databases, open the "Details" tab and scroll down to find the "Document URL."

2. Check the **permalink** to see if the proxy prefix is already in place. This prefix allows students to access the link successfully from off-campus. The proxy server prefix is <https://qvcc.idm.oclc.org/login?url=>
 - a. If you see the proxy server prefix, copy the entire bookmark URL or permalink. You are now ready to paste the link in Blackboard. Skip to #3 in these instructions.
 - b. If you do not see the proxy server prefix, you will need to add it.
 - First, copy the entire URL or permalink
 - Paste this into a working file, such as a Word document
 - Then, add the proxy server prefix to the link:

Example of original permalink provided by the database:

<http://search.ebscohost.com/login.aspx?direct=true&db=f5h&AN=116388761&site=ehost-live&scope=site>

Example of combined link:

<https://qvcc.idm.oclc.org/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=f5h&AN=116388761&site=ehost-live&scope=site>

- With a combined link, you are ready to copy and paste into Blackboard.

3. Paste the combined link in Blackboard. In the Blackboard popup window, **always select the option that will "open the link in a new window."**

To link to a streaming video or segment from the library's Films on Demand resources:

1. Copy the permanent link provided when you click the  **Share** option. Note that this link already includes the necessary proxy server prefix.
2. Paste the full link in Blackboard. In the Blackboard popup window, **always select the option that will "open the link in a new window."**