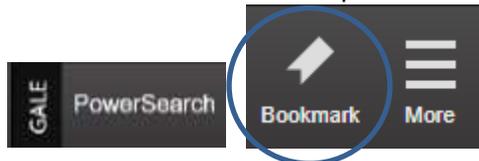# Posting a permanent link in BlackBoard

To link to an <u>article</u> or a <u>book excerpt</u> 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=eh ost-live&scope=site

        Example of combined link:
        https://qvcc.idm.oclc.org/login?url=http://search.ebscohost.com/login.aspx?di rec t=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."==