Editing links on a Hot Links portal module

Sometimes, when attempting to edit information on your Portal page, you may find that certain modules aren’t listed, or can’t be edited, via the normal route. In this case the modules may well be Hot Links or Hot Spots modules, which behave differently from other modules.

How do I know that I have a Hot Links module on my Portal page?

- Normally (but not necessarily) on the left hand side of the School portal page.
- You can’t edit the content via the normal route (SysAdmin > Communities > Tabs & Modules > Tabs > Edit Content).

How do I edit Hot Links content?

Go to SysAdmin > Communities > Tabs & Modules > Tabs
Switch from Tree View to List View.

There could be different Hot Links on each secondary tab. Choose the one you want to edit, and select Hot Link Content.
You may see a series of links. Select **Edit** for the one you need to change.

Normally you might just provide a name for the link and the URL, but it is also possible to have descriptive text, and further links, in the Text field.

To edit these, highlight the text, then click on the hyperlink icon.

You might decide that Hot Links are more trouble than they are worth, and if you need to create a series of weblinks on your Portal tab, these would be better in a normal HTML portal module, which can then be edited more easily as required.

**Further help**

Blackboard help page: [http://en-us.help.blackboard.com/Learn/Administrator/Hosting/User_Interface_Management/010_Tabs/080_Creating_or_Editing_Hot_Link_Content](http://en-us.help.blackboard.com/Learn/Administrator/Hosting/User_Interface_Management/010_Tabs/080_Creating_or_Editing_Hot_Link_Content)

Please see additional guides at [http://blogs.reading.ac.uk/tel/support-blackboard/student-support-centre-administrators/blackboard-support-staff-portal/](http://blogs.reading.ac.uk/tel/support-blackboard/student-support-centre-administrators/blackboard-support-staff-portal/)

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