

## HOW TO CREATE A WEB LINK

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Create a website link in a course area to provide quick access to a resource on the internet.

*TIP:* Copy the URL from your browser and paste it into this page.

After you upload a file, you can click **Select a Different File** to delete the file you linked.

1. Change **Edit Mode** to **ON**.
2. Access a content area, learning module, lesson plan, or folder.
3. On the action bar, point to **Build Content** to access the drop-down list.
4. Select **Web Link**.
5. On the **Create Web Link** page, type a **Name** for the link that will display in the course area.
6. Type a **URL**. You must use the http:// protocol, such as <http://www.myinstitution.edu/>.
7. Optionally, attach a file using one of the following options.
  - a. To upload a file from your computer, click **Browse My Computer**.
  - b. To upload a file from the course's storage repository, click **Browse Content Collection**.
  - c. **Drag files** from your computer to the "hot spot" in the Attach Files area.
8. Set the **Options**:
  - a. Select **Yes** to **Permit Users to View this Content**.
  - b. Select **Yes** for **Open in New Window** to display the content in a new browser window outside of the course's content frame.
  - c. Select **Yes** to **Track Number of Views**.
  - d. For **Enter Date** and **Time Restrictions**, you can set items to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times. Display restrictions do not affect item availability, only when it appears.
9. Click **Submit**.