


Creating Web Links

Role: Designers

 The **Web Link** tool allows you to include links to World Wide Web (www) pages from the **Home Page**, **Folders** and **Learning Modules**.

[Create and add a new web link](#)


[Add an existing web link](#)

[Show/hide a web link](#)

[Remove a web link](#)

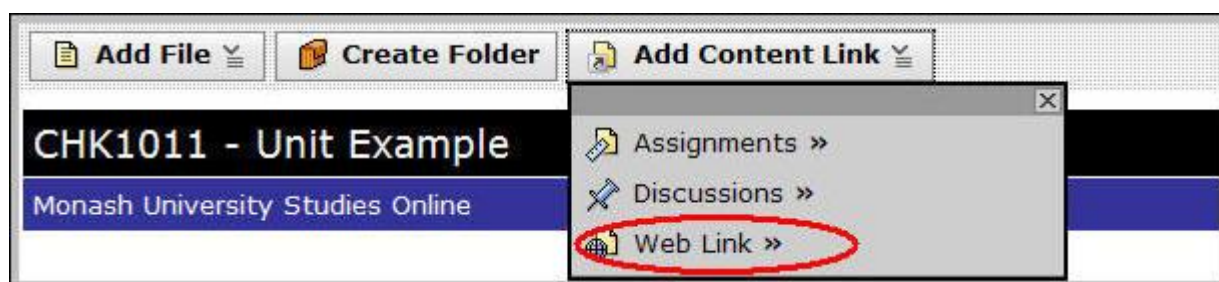
[Delete a web link](#)

Create and add a new Web Link

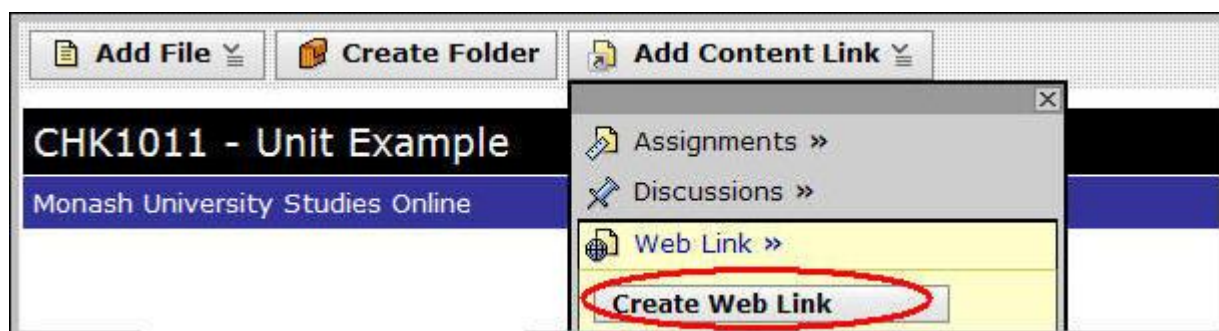
1. Click on the **Build** tab.
2. Go to the **Home Page**, **Folder** or **Learning Module** where you wish to add the **Web Link**.
3. Click on the **Add Content Link**  button at the top of the main window.



4. Click on **Web Link** .



5. Click on **Create Web Link**.



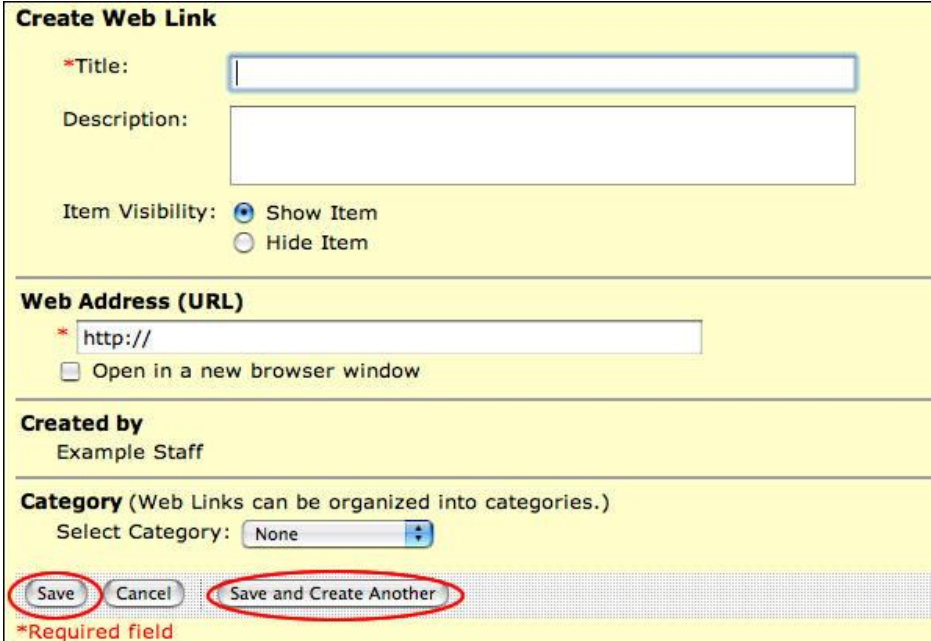
6. Type a title in the **Title** field.
7. If required, type a description in the **Description** field.
8. Click on **Show Item** or **Hide Item**, depending on whether or not you wish students to see the link.
9. Type the web address in the **Web Address (URL)** field.

Tip: to avoid typing errors, copy and paste the URL from a browser window into the Web Address (URL)

10. If required, click on the **box** next to **Open in a new browser window**.

Note: for copyright reasons this must be done when referring to external sites. It is also highly recommended to use this for all sites

11. If required, allocate the **Web Link** to a category by clicking on the category title from the **Select Category** drop-down list.
12. Click **Save** or **Save and Create Another**.



Create Web Link

*Title:

Description:

Item Visibility: Show Item
 Hide Item

Web Address (URL)


*


Open in a new browser window

Created by
Example Staff

Category (Web Links can be organized into categories.)
Select Category:

*Required field

13. The **Web Link** will now appear in the main window.
14. To preview the web page (to check the link works), click on the **ActionLinks** icon  next to the **Web Link**.


15. Click on **Preview** . The link will open in a new window.

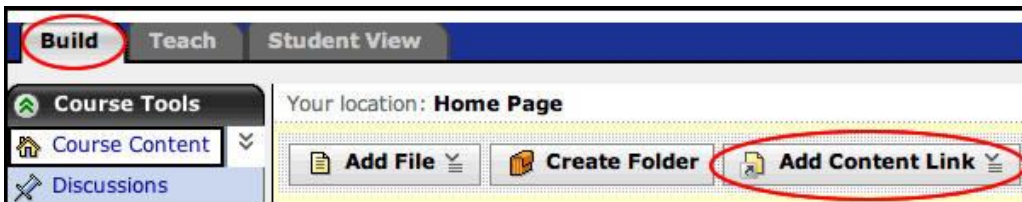


16. Close the window.

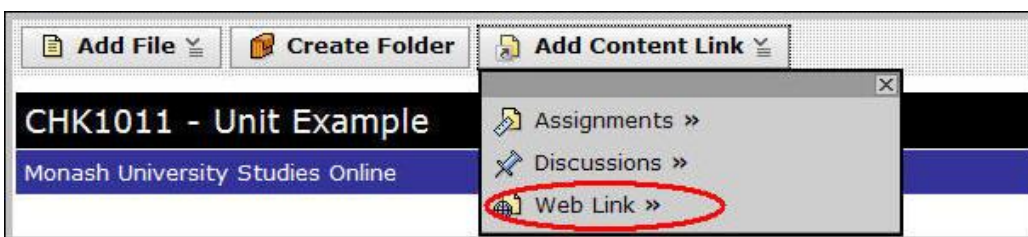
Note: Web Links can also be added to files, discussions, announcements, assignment instructions, headers and footers by using the Insert Link icon in the HTML creator.

Add an existing web link

1. Click on the **Build** tab.
2. Go to the **Home Page**, **File**, **Folder** or **Learning Module** where you wish to add the **Web Link**.
3. Click on the **Add Content Link**  button at the top of the main window.

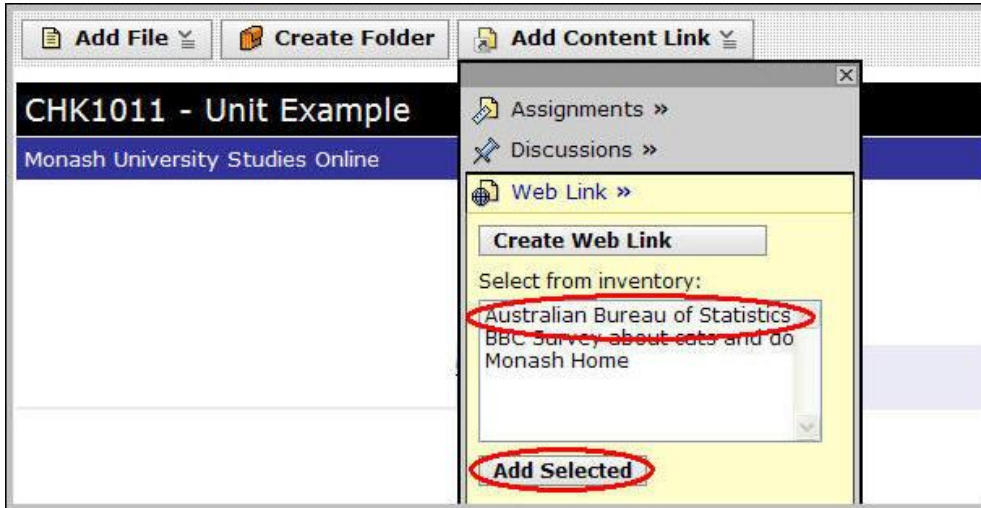


4. Click on **Web Link** .



5. Click on the **title** of the **Web Link** you wish to add from the **Select from Inventory** list.

6. Click on **Add Selected**.



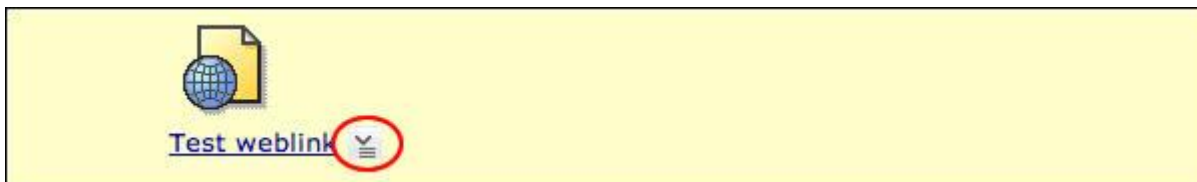
Show/hide a web link



1. Click on the **Build** tab.

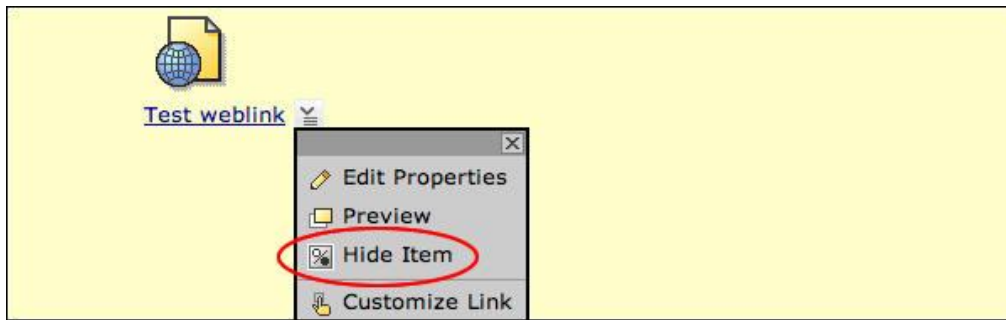


2. Go to the web link.

3. Click on the **ActionLinks** icon  next to the web link.



4. Click on **Show Item**  or **Hide Item**  as required.



Note: With the Selective Release tool you can selectively show a Web Link based on a Date, Student, Group or Grade Book criteria. For example, you may wish to show the Web Link only for a two-week period, or you may wish for only some students to see the Web Link. For further information, refer to the Selective Release Map guide.

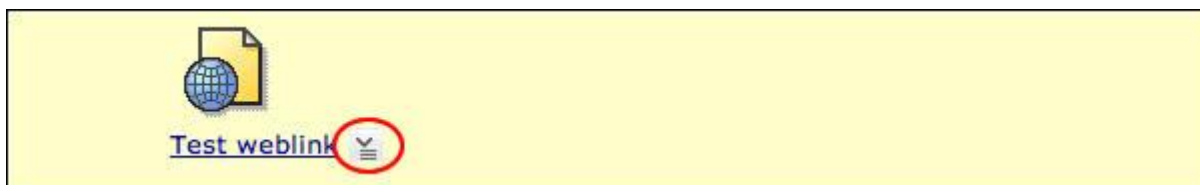
Remove a web link

1. Click on the **Build** tab.

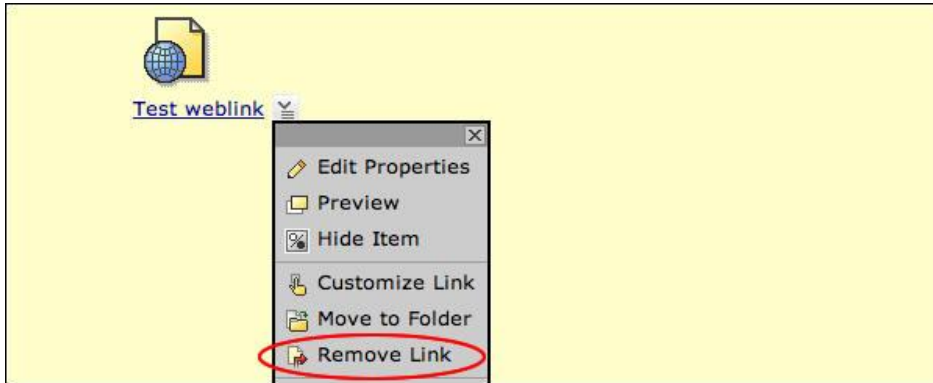


2. Go to the **Home Page**, **File**, **Folder** or **Learning Module** from which you wish to remove the **Web Link**.

3. Click on the **ActionLinks** icon  next to the **Web Link** you wish to remove.



4. Click on the **Remove Link** .

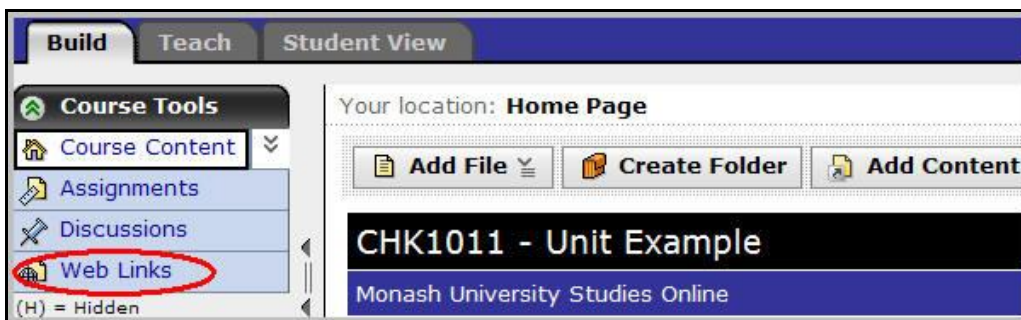


5. Confirm that you wish to remove the link by clicking **OK**.

Note: this will only remove the link from a given location, it will still be visible to Designers in the list of available web links in the Web Links tool.

Delete a web link

1. Click on the **Build** tab.
2. Click on **Web Links** in the **Course Tools** menu.



3. Click on the **box** next to the **Web Link(s)** you wish to permanently delete.

4. Click on **Delete** .



5. Confirm that you wish to delete the **Web Link(s)** by clicking **OK**.

Note: if you delete a Web Link that is linked in your site, all links to this item will also be deleted
