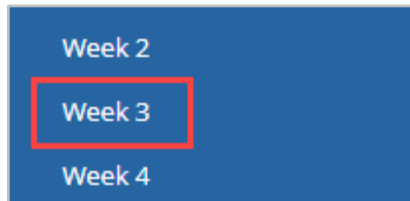


CREATE A COURSE LINK

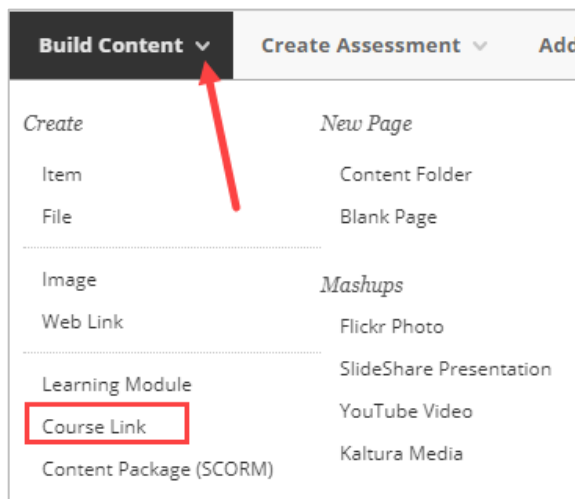
A course link allows you to link to another area of the course. They are used as shortcuts to give students easy access to critical information and documents in a course.

Instructions

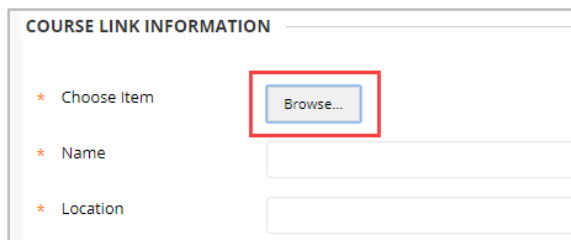
1. **Navigate** to the Content Area where you would like to add a Course Link.



2. **Hover** over Build Content and **select** Course Link.



3. In the Course Link Information area of the page that pops up, **select Browse**.



COURSE LINK INFORMATION

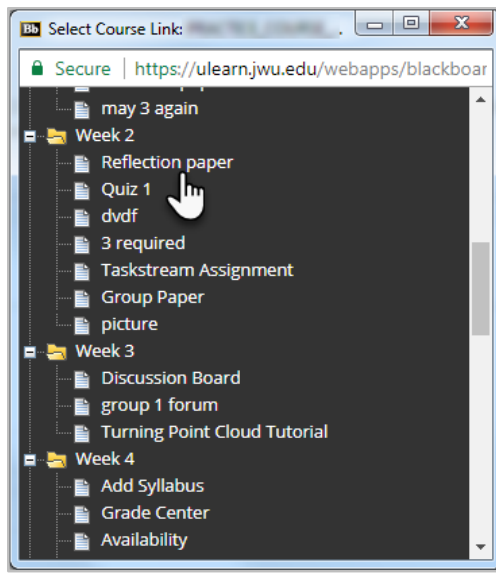
* Choose Item

* Name

* Location

4. In the pop-up menu window, **Navigate** to the content you would like to link to, and **Click** it.

CREATE A COURSE LINK



5. On the Course Link Information page, the Name and Location of the content will populate automatically, though you can edit them if you wish.

COURSE LINK INFORMATION

* Choose Item Browse...

Item Name Group Paper

* Name Group Paper Black

* Location /Week 2/Group Paper

6. **Add** a link description in the text box, if desired, and set any restrictions you wish.

STANDARD OPTIONS

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

7. Click **Submit** when done.

Cancel
Submit