

## Add Links

There are places in a course where it might be beneficial to add links to external files or Web pages, or to add files directly into a course. There also may be times where it would be helpful to link from one section of a course to another section. The Visual Editor toolbar is used to add links to external files, images, and Websites. Files that are uploaded through the Visual Editor Toolbar will appear in the File Manager. The same process for adding links is consistent throughout the whole course.

- When a link is created to a streaming media file, select the Streaming Media folder as the destination folder for the uploaded file. All streaming media files must reside in the Streaming Media folder of a course.
- It is possible to add a hyperlink to course content from anywhere the Visual Editor is available in the course.
- When uploading files not accepted by the system, zip the files before uploading them.

### Link to Content or Files

- ❖ Click the **Author** tab on the **Navigation Tree**.
- ❖ Click the item where the link is to be created.
- ❖ Click the **Add a Link** button on the **Visual Editor Toolbar** (see illustration at right).
- ❖ The **Add a Link** window will display (see illustration below).



**Add a Link**

Select type of link:

- Link to Content or Files
- Insert an Image
- Link to a Website
- Link to a Course Tool
- Link to Course Content

Continue > Cancel

- ❖ Click the **Link to Content or Files** option button, if necessary.
- ❖ Click **Continue**.
- ❖ The next **Add a Link** window will display (see illustration below).

**Add a Link: Link to Content or Files**

Upload Content [Select Content from Course Folder](#)

Text to display: \*

File to upload: \*  Browse...

Folder for content: \*

- Wanda Practice
- Streaming Media
- New Folder:

\* Indicates a required field

< Back Add Link Cancel

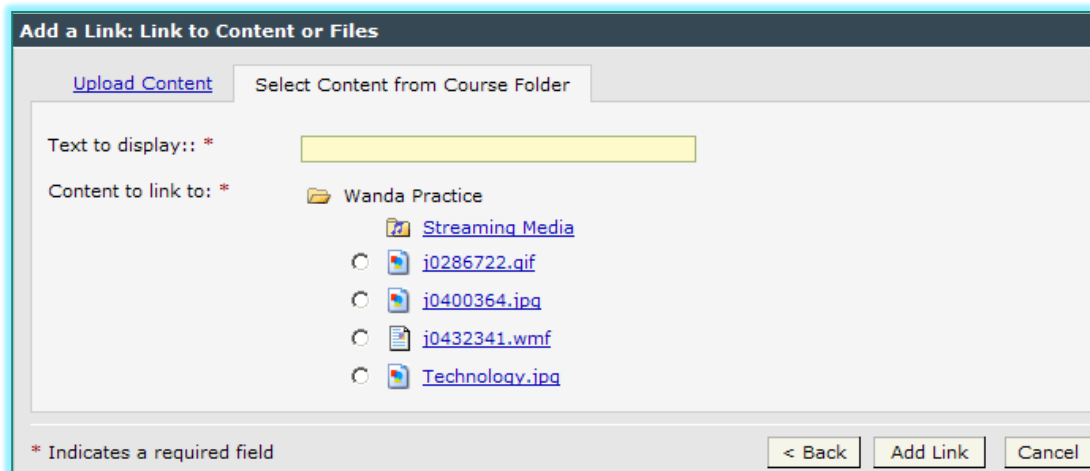
## Upload Content

- ❖ In the **Text to display field**, input the text students will click when accessing the link (see illustration on previous page).
- ❖ Click the **Browse** button to select the file that will be uploaded.
- ❖ The **Choose File** window will display.
  - Locate the file that is to be uploaded.
  - Click the **Open** button.
- ❖ In the **Folder for Content** area, select the folder where the link is to be stored.
- ❖ Click the **Add Link** button.
- ❖ The link should appear in the **Visual Editor**.

## Select Content from Course Folder

The Course Folder (File Manager) is used to store files that are used in a course. A link can then be included in a Content Item to the folder rather than to a document outside of an eCollege course.

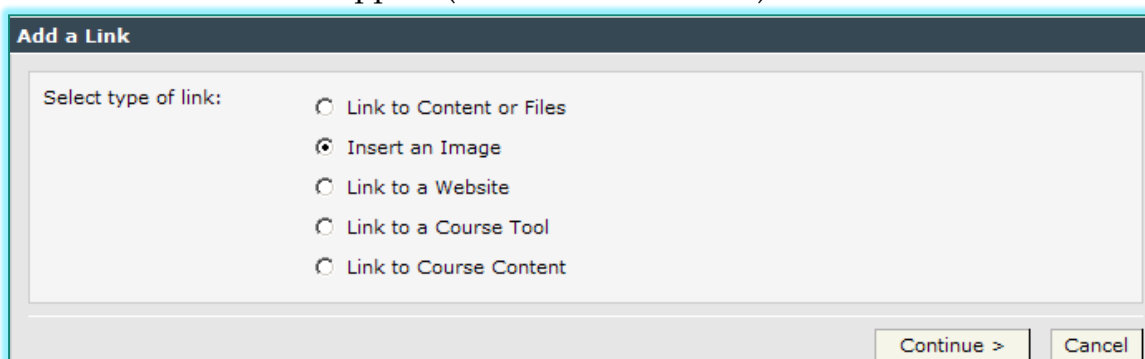
- ❖ Click the **Select Content from Course Folder** tab.
- ❖ In the **Text to display field**, input the text students will click when accessing the link (see illustration below).



- ❖ Under **Content to link to**, select one of the uploaded items.
- ❖ Click **Add Link**.
- ❖ The link should appear in the **Visual Editor**.

## Insert an Image

- ❖ Click the **Author** tab on the **Navigation Tree**.
- ❖ Click the item where the link is to be created.
- ❖ Click the **Add a Link** button on the **Visual Editor Toolbar** (see illustration at right).
- ❖ The **Add a Link** window will appear (see illustration below).



- ❖ Click the **Insert an Image** option button.
- ❖ Click **Continue**.
- ❖ The **Add a Link: Insert an Image** window will display (see illustration below).  
or
- ❖ Click the **Insert an Image** button on the **Visual Editor Toolbar** (see illustration at right).
- ❖ The **Add a Link: Insert an Image** window will display (see illustration below).



### Upload Image

- ❖ In the **Descriptive text** field (see illustration below), input the text students will see if they are not able to view images.

- ❖ Click the **Browse** button to select the image that will be uploaded.
- ❖ The **Choose File** window will display.
  - Locate the image that is to be uploaded.
  - Click the **Open** button.
- ❖ In the **Image to Insert** area, select the folder where the link is to be stored.
- ❖ Click the **Insert Image** button.
- ❖ The image should appear in the **Visual Editor**.

### Select Image from Course Folder

The Course Folder (File Manager) is used to store files that are used in a course. An image can then be downloaded from the Course Folder rather than an area outside of an eCollege course.

- ❖ Click the **Select Image from Course Folder** tab.
- ❖ In the **Descriptive Text** field, input the text students will see if they are not able to view images (see illustration on previous page).
- ❖ Under **Image to Insert**, select one of the uploaded items.
- ❖ Click **Insert Image**.
- ❖ The image should appear in the **Visual Editor**.

### Link to a Website

- ❖ Click the **Author** tab on the **Navigation Tree**.
- ❖ Click the item where the link is to be created.
- ❖ Click the **Add a Link** button on the **Visual Editor Toolbar** (see illustration at right).
- ❖ The **Add a Link** window will appear (see illustration below).



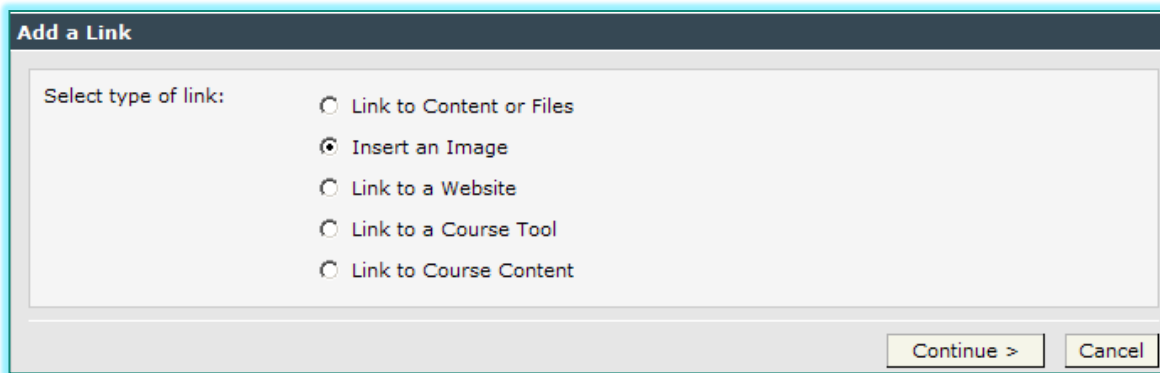
- ❖ Click the **Link to a Website** option button.
- ❖ Click **Continue**.
- ❖ The **Add a Link: Link to a Website** window will display (see illustration below).

- ❖ In the **Text to Display** box, input information the students will click to open the Web site.
- ❖ In the **Website Address** box, input the address for the Website.
  - Input the Website Address after **http://**.
  - Do not erase **http://** from the box.
  - This text must be part of the Web address in order for the link to work.
- ❖ Click **Add Link**.
- ❖ Click **Save Changes**.

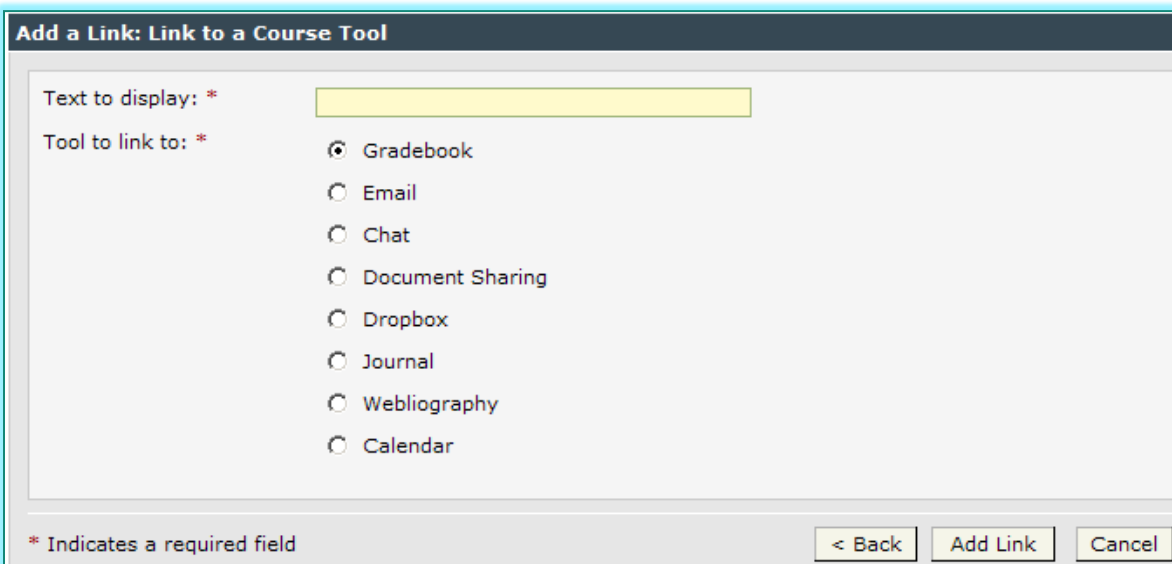
### Link to a Course Tool

- ❖ Click the **Author** tab on the **Navigation Tree**.
- ❖ Click the item where the link is to be created.
- ❖ Click the **Add a Link** button on the **Visual Editor Toolbar** (see illustration at right).
- ❖ The **Add a Link** window will appear (see illustration on next page).
- ❖ Click the **Link to a Course Tool** option button.
- ❖ Click **Continue**.





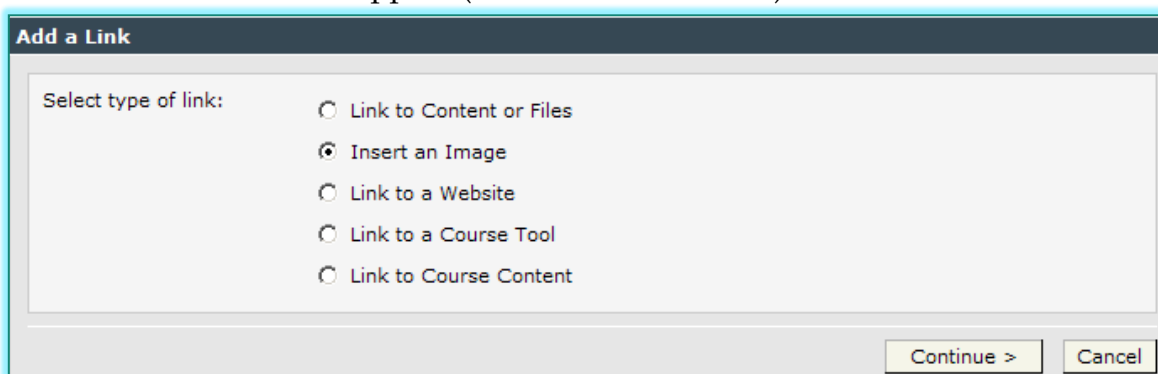
- ❖ The **Add a Link: Link to a Course Tool** window will display (see illustration below).



- ❖ In the **Text to Display** box, input the text that the students will click to access the **Course Tool**.
- ❖ Under **Tool to link to**, click the **Course Tool** that will be linked to.
- ❖ Click **Add Link**.
- ❖ Click **Save Changes**.

### Link to Course Content

- ❖ Click the **Author** tab on the **Navigation Tree**.
- ❖ Click the item where the link is to be created.
- ❖ Click the **Add a Link** button on the **Visual Editor Toolbar** (see illustration at right).
- ❖ The **Add a Link** window will appear (see illustration below).



- ❖ Click the **Link to a Course Content** option button.
- ❖ Click **Continue**.

- ❖ The **Add a Link: Link to a Course Content** window will display (see illustration below).

**Add Link: Link to Course Content**

Text to display: \*

Content to link to: \*

Course Homepage

Syllabus

Cyber Cafe

Virtual Office

\* Indicates a required field

< Back Add Link Cancel

- ❖ In the **Text to Display** box, input the text that the students will click on to access the **Course Content Area**.
- ❖ Under the **Content to link to** list, select the section of the course containing the content that is to be linked to.
- ❖ Select the **Content Item** that is to be linked to.
- ❖ Click **Add Link**.
- ❖ Click **Save Changes**.