

Link to Course Content

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. The same process for adding links is consistent throughout the whole course. It is possible to add a hyperlink to course content from anywhere the Visual Editor is available in the course.

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).

A screenshot of the 'Add a Link' dialog box. The title bar reads 'Add a Link'. Inside, there is a section labeled 'Select type of link:' with five radio button options: 'Link to Content or Files', 'Insert an Image' (which is selected), 'Link to a Website', 'Link to a Course Tool', and 'Link to Course Content'. At the bottom right, there are two buttons: 'Continue >' and 'Cancel'.

- ❖ 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).

A screenshot of the 'Add Link: Link to Course Content' dialog box. The title bar reads 'Add Link: Link to Course Content'. It contains two required fields: 'Text to display: *' with an empty text box, and 'Content to link to: *' with a dropdown menu showing 'Course Home'. Below the dropdown are four radio button options: 'Course Homepage' (selected), 'Syllabus', 'Cyber Cafe', and 'Virtual Office'. At the bottom left, there is a note: '* Indicates a required field'. At the bottom right, there are three buttons: '< Back', 'Add Link', and '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**.