

Link to a Course Tool

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 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 below).

A screenshot of the 'Add a Link' dialog box. The title bar reads 'Add a Link'. Inside, there is a section '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 Tool** option button.
- ❖ Click **Continue**.
- ❖ The **Add a Link: Link to a Course Tool** window will display (see illustration below).

A screenshot of the 'Add a Link: Link to a Course Tool' dialog box. The title bar reads 'Add a Link: Link to a Course Tool'. It has two required fields: 'Text to display: *' with a yellow text input box, and 'Tool to link to: *' with a list of radio button options: 'Gradebook' (selected), 'Email', 'Chat', 'Document Sharing', 'Dropbox', 'Journal', 'Webliography', and 'Calendar'. 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 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**.