

Links v8.3.0

User Guide
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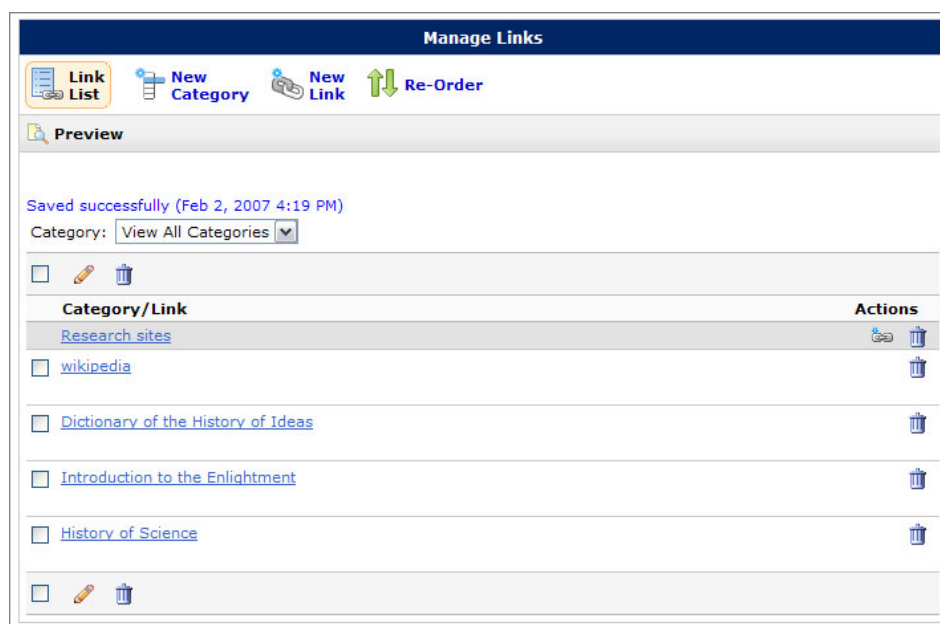
What Links does

The Links tool enables you to provide links to URLs, web sites, or QuickLinks to areas in your course offering or files that are useful for your course.

You must organize links into categories; for example, a psychology course might provide the link categories General, Psychology, Reference Materials, Online Publications, etc. Categories enable better organization of links and enable users to quickly find the information that they need.


► **To access the Links tool**

Click **Links** in the navbar.



Manage Links page



Creating a new link category

- 1 On the Manage Links page, click the  **New Category** link.
- 2 On the New Link Category page, type the name of the new category in the **Name** field.


Tip A good category name enables visitors to understand the general topic for that category. For example, the category “Online Publications” would logically contain links to online journals and publications.

- 3 Type an optional **Description** for the category if you want. This is useful for identifying what the category should contain.
- 4 Click **Save** to save the new category or **Save and New** to save it and create another one.

Creating a new link

- 1 On the Manage Links page, click  **New Link**.
- 2 On the New Link page, select a category for the link in the **Category** drop-down list. Each link must belong to a category.
Tip To add a new category, click the **New Category** link. In the New Link Category pop-up, type a **Name** and **Description** for the new category and click **Save**.
- 3 Type a **Title** for the link.
- 4 Type the **URL** (or web address) of the link. To create a QuickLink (an internal link in the system), click the  **QuickLink** icon. To preview the link, click the **Preview** link beside the URL field.
- 5 If you want the link to appear in a new window when the user clicks it, select the **Open In New Window** checkbox.
- 6 Type a **Description** for the link if you want.
The description displays below the link on the Manage Links and View Links pages and is useful to explain the link to the user.
- 7 Click **Save** to save the new link or **Save and New** to save it and create another one.

Previewing links as users would see them

- 1 On the Manage Links page click the  **Preview** icon.
- 2 Click any link name to open the link in a new window.
- 3 To view the links in a specific category, select the required category from the **Category** drop-down list.

Editing a link category


- 1 On the Manage Links page, click the name of the link category.
- 2 On the Edit Link Category page, make the required changes and click **Save**.

Editing a link

- 1 On the Manage Links page, click the name of the link.
- 2 On the Edit Link page, make the required changes and click **Save**.

Tip To change the category to which the link belongs, select the category you want from the **Category** drop-down list.

► **To edit multiple links**

- 1 On the Manage Links page, select multiple checkboxes.
- 2 Click the  **Edit Multiple Links** icon at the top or bottom of the **Category/Link** list.
- 3 On the Edit Multiple Links page, make the required changes to each of the links and click **Save**.

Deleting a link category


On the Manage Links page, click the  **Delete** icon beside the name of the link category that you want to delete.

Note Deleting a category also deletes all the links in that category.


Deleting a link

On the Manage Links page, click the  **Delete** icon beside the name of the link that you want to delete.

► **To delete multiple links**

- 1 On the Manage Links page, select multiple checkboxes.
- 2 Click the  **Delete Multiple Links** icon at the top or bottom of the **Category/Link** list.
- 3 Click **OK** in the confirmation message.

Re-ordering links or link categories

- 1 On the Manage Links page, click the  **Re-Order** link.
- 2 On the Re-Order page, change the values in the **Sort Order** field for the required links or categories and click **Save**.

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