

How Do I Create Web Links?

In this example, we will use the Web Links tool to add a new content item (a URL) to its content inventory. You can create content with other tools using the same basic steps.

A student would access this new item by clicking the appropriate Course Tool and selecting from the inventory of items. You can also determine if students can create Web Links on a per-Category basis.

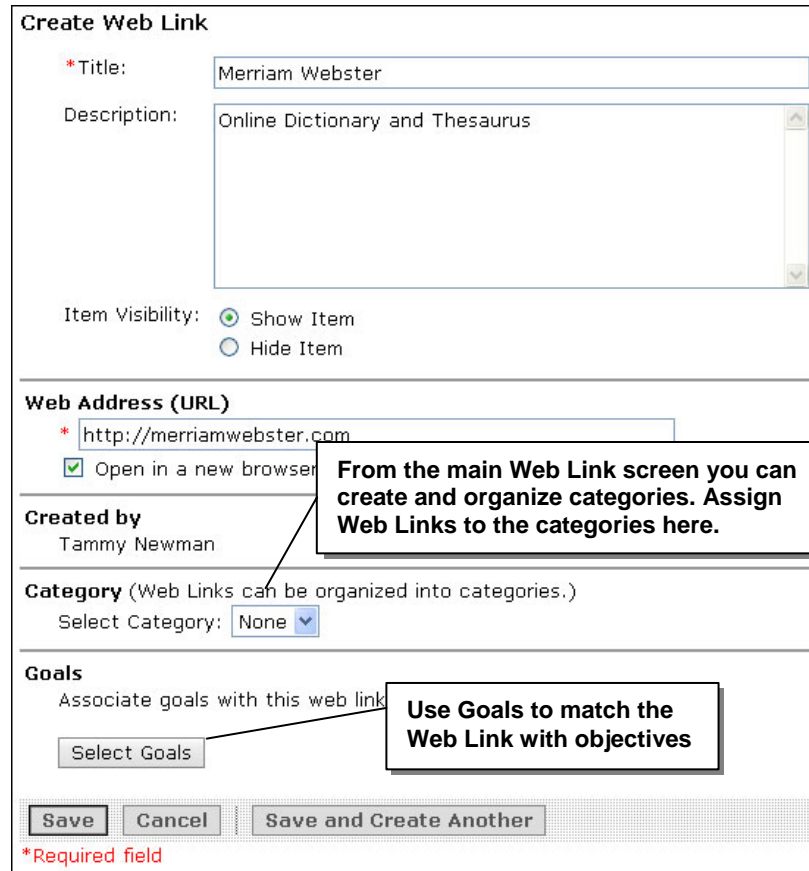
⇒ To add a Web Link:

1. From Course Tools, click **Web Links** to display the tool's inventory of existing Web Links.



The screenshot shows the 'Web Links' tool interface. At the top, it says 'Your location: Web Link'. Below that, there are two buttons: 'Create Web Link' and 'Create Category', and a 'Reorder Categories' button on the right. The main area displays a list of web links. One link is visible: 'NASA Multimedia Web Link' with a URL of 'http://www.nasa.gov/multimedia/highlights/index.html'. Below the list, there is a 'Create Link on:' dropdown menu set to '- Select -' and a 'Delete' button.

2. Click **Create Web Link**. The Create Web Link screen appears.



The screenshot shows the 'Create Web Link' form. It has several sections:

- Title:** A text field containing 'Merriam Webster'.
- Description:** A text area containing 'Online Dictionary and Thesaurus'.
- Item Visibility:** Radio buttons for 'Show Item' (selected) and 'Hide Item'.
- Web Address (URL):** A text field containing 'http://merriamwebster.com'.
- Open in a new browser:** A checked checkbox.
- Created by:** A text field containing 'Tammy Newman'.
- Category:** A dropdown menu with 'None' selected. A note below it says '(Web Links can be organized into categories.)'.
- Goals:** A section with the text 'Associate goals with this web link' and a 'Select Goals' button. A note next to it says 'Use Goals to match the Web Link with objectives'.

At the bottom, there are three buttons: 'Save', 'Cancel', and 'Save and Create Another'. A red asterisk indicates a required field.

From the main Web Link screen you can create and organize categories. Assign Web Links to the categories here.

Use Goals to match the Web Link with objectives

3. Complete the Title and Description and choose whether you want the Web Link to be visible to students. If you choose *Hide Item*, the link can be viewed from the inventory on the Build and Teach tabs, but it is not visible to students.
4. Complete the Web Address (URL) textbox and select the option *Open in new browser window*, if desired.
5. Click **Save**. The Web Link is added to the inventory and students can access it by clicking Web Links from Course Tools.



A star appears on this tool and other tools in all tabs indicating it has been updated.

