

Desire2Learn 8.0

Links

The Links tool allows you to provide links to web resources that are useful for your course. These links can be organized into categories. For example, a psychology course may provide the link categories: General, Psychology, Reference Materials, Online Publications, etc. Categories enable better organization of links and allow users to quickly find the information that they need.

NOTE: You must create categories before you can add links.

To access the Links tool, click the **Links** link in the course navigation bar. The Links page displays.

Creating a New Link Category

1. On the Links page, click the **Manage Links** link. The Manage Links page displays.

2. To create a new category that contains related links, click the **New Category** button. The **Create a New Category** page displays.
3. Enter the name of the new category in the **Category Name** field. A good category name allows users to understand the general topic of that category. For example, for a course that requires a research paper, an appropriate category might be “APA Format Resources.”
4. Enter a **Sidebar Name** for the category. This text displays in the sidebar (the information area at the left of the page) on the Links page. The **Category Name** displays in the main section of the page.
5. Click the **Create Category** button.

Editing a Link Category

1. Click the name of the category that you want to edit. The **Edit Category** pop-up displays.
2. Make the required changes and click **Save Changes**.

Deleting a Link Category


1. Click the  **Click to Delete Category** icon beside the category name.
2. Click **OK** in the confirmation message pop-up.

NOTE: Deleting a category will also delete all of the links within that category.

Changing the Order of Link Categories

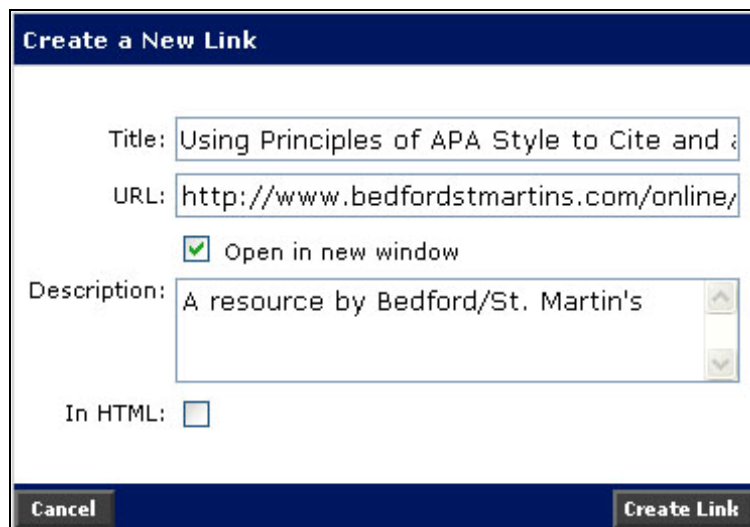
1. If you have more than one category, you can change the order number as desired in the numeric box beside each category.
2. Click **Save Order**.

Creating Links

1. Click the  **Click to Create a New Link** icon beside the category name.
2. Enter the name of the resource in the **Title** field.
3. Enter the web address of the resource in the **URL** field.
4. Select the **Open in new window** check box, if it is not already selected.
5. Enter a **Description** for your link, if applicable. The description is a brief paragraph summarizing the link or resource. It is displayed below the link on the Links page and is useful to explain the link to the user.
6. Click **Create Link**.

OR

7. Click the **New Link** button.
8. Enter a **Title**, **URL**, and **Description** for your link as in the steps above, and select **Open in new window**.
9. Select the category to put the link in from the **Category** drop-down list.
10. Click **Create Link**.



Create a New Link

Title: Using Principles of APA Style to Cite and a

URL: http://www.bedfordstmartins.com/online/

Open in new window

Description: A resource by Bedford/St. Martin's

In HTML:

Cancel Create Link

Editing a Link

1. Click the link name that you want to edit. The **Edit Link** page displays.
2. Make the required changes to the link information.
3. Click **Save Changes**.

Moving a Link to a Different Category

1. Click the link name that you want to move. The **Edit Link** page displays.
2. In the **Category** drop-down list, select the desired category.
3. Click **Save Changes**.

Deleting a Link

1. Click the  **Click to Delete Link** icon beside the link,
2. Click **OK** in the confirmation message

Changing the Order of Links

1. Change the order number as desired in the numeric box beside each link.
2. Click **Save Order**.