

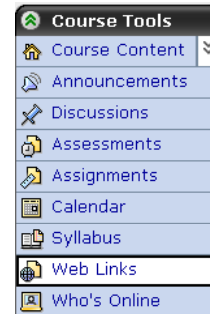


USING WEB LINKS

The eLearning Web Links Tools allows you to link to web pages from within your eLearning course section. You may also choose to allow students to create and edit web links.

ADDING THE WEB LINKS TOOL TO YOUR COURSE

If you do not see the Web Links Tool in your eLearning Course Tools menu, you may need to add the Web Links tool to your course.



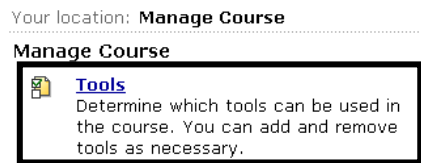
To add the Web Links Tool:

1. Go to the **Build** Tab and locate **Designer Tools**.

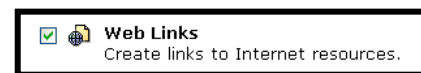
2. Click on **Manage Course**.



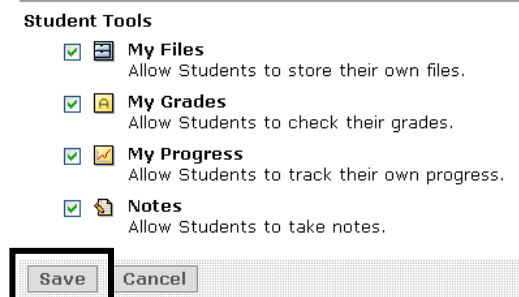
3. Choose **Tools** from the Manage Course page.



4. In the **Content Tools** section, locate the **Web Links** Tool. Ensure that the box next to Web Links is checked.



5. Choose **Save** at the bottom of the page.



ADDING AND EDITING WEB LINKS

To add, edit, and organize web links, from the **Build Tab**, in the Course Tools, click on **Web Links**.

This opens the list of Web Links for your course section. From here, you can create, categorize, and reorder web links. You can also create links within folders and learning modules.



To Create a Web Link:

1. From **Web Links**, click on the **Create Web Link** button.
2. Enter the desired information about the web link:

Title: Displayed in Web Links listing.

Description: Appears under title in the Web Links listing.

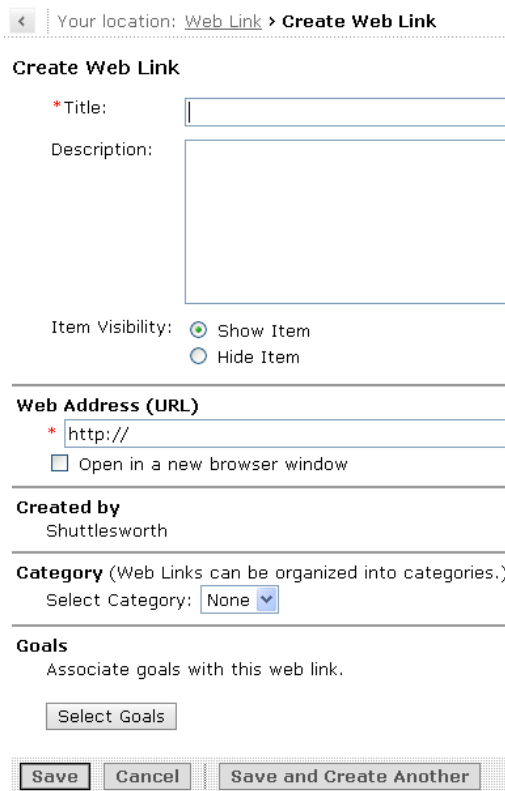
Item Visibility: Determines whether the web link appears to students.

Web Address: Defines what web site address is opened by the web link. To make sure the link does not take the user away from your course site, check the box next to **Open a new browser window**.

Created by: Indicates which course member created the link.


Category: Allows for organization of links. To create a category, click on the **Create Category** button on the Web Links page. If you do not select a category, web links will appear in a default category called *Uncategorized*.

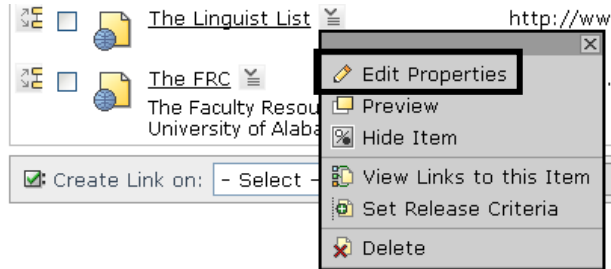
Goals: Determines what course goals are associated with the web link.

The screenshot shows the 'Create Web Link' form. At the top, it says 'Your location: Web Link > Create Web Link'. The form has several sections: 'Create Web Link' with fields for '* Title:' and 'Description:'. Below that is 'Item Visibility:' with radio buttons for 'Show Item' (selected) and 'Hide Item'. The next section is 'Web Address (URL)' with a field for '* http://' and a checkbox for 'Open in a new browser window'. Below that is 'Created by' with the name 'Shuttlesworth'. The next section is 'Category (Web Links can be organized into categories.)' with a dropdown menu for 'Select Category:' set to 'None'. The final section is 'Goals' with the text 'Associate goals with this web link.' and a 'Select Goals' button. At the bottom, there are three buttons: 'Save', 'Cancel', and 'Save and Create Another'.


3. Choose **Save**, **Cancel**, or **Save and Create Another**.

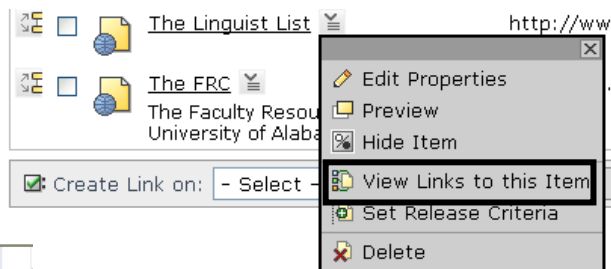
To Edit a Web Link:

1. From the **Build Tab**, in the Course Tools, click on **Web Links**.
2. Click on the Action Link icon  next to the title of the link you want to edit.
3. Choose **Edit Properties** from the dropdown menu. This opens the **Edit Web Link Properties** window.
4. After entering changes to the link properties, choose **Save**.



To View Links to a Web Link:

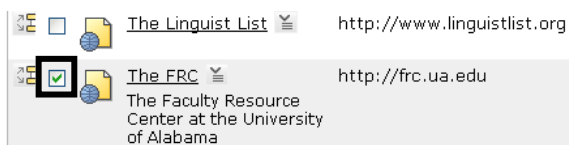
1. From the **Build Tab**, in the Course Tools, click on **Web Links**.
2. Click on the Action Link icon  next to the title of the link you want to edit.
3. Choose **View Links to this Item** from the dropdown menu. This opens a window containing a list of places in the course where the Web link is found.




To Reorder Web Links Display:

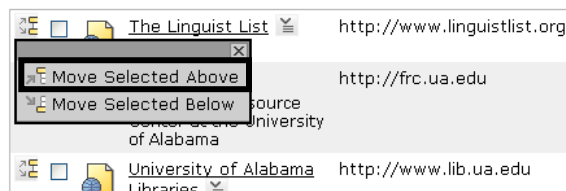
1. From the **Build Tab**, in the Course Tools, click on **Web Links**.

2. Check the box(es) next to the Web Link(s) you would like to move.



3. Click on the Reorder icon  next to where you would like to place the link(s).

4. Choose to move the links **Above** or **Below** the chosen location.



The order of the Web Links will then be changed.

To Create a Category for Web Links:

You can use categories to organize Web Links you create. You can also create a Web Links category to which students may add links.

1. From the **Build Tab**, in the Course Tools, click on **Web Links**.

Your location: **Web Link**

2. Click on **Create Category**.



3. Enter the necessary information about the category, including determining whether or not you want students to be able to add links.

Create Category

*Title:

Description:

4. Choose **Save** or **Cancel**.

Student Permissions

Do not allow Student to assign links to this category

Allow Student to assign links to this category

Save Cancel

For further opportunities to learn about eLearning, contact the eLearning Team at 348-ELEARN (3532) or elarning@ua.edu and visit the Faculty Resource Center at <http://frc.ua.edu>.

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