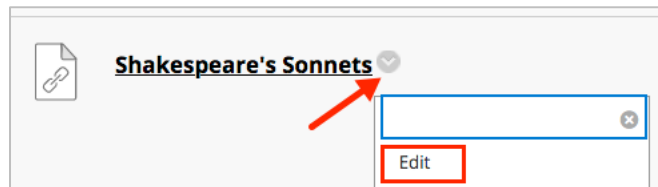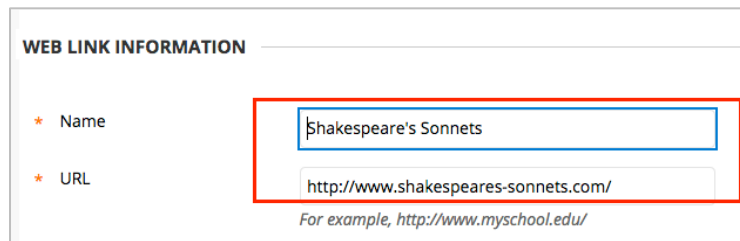# FIXING BROKEN WEBPAGE LINKS

Broken web links occur when URLs for websites change, making it difficult for students to access the information they need. Links should be checked every term and fixed if they are broken. Links to web pages may be in your course as Web Links or as links embedded in content items.
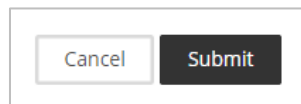
Instructions

1. Go to the content area with a broken link. Click the down arrow and select **Edit**.

2. Replace the incorrect URL with the correct URL. Change the name of the web link, if necessary.
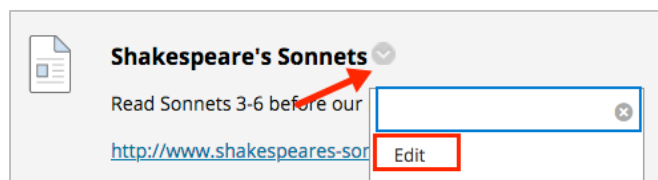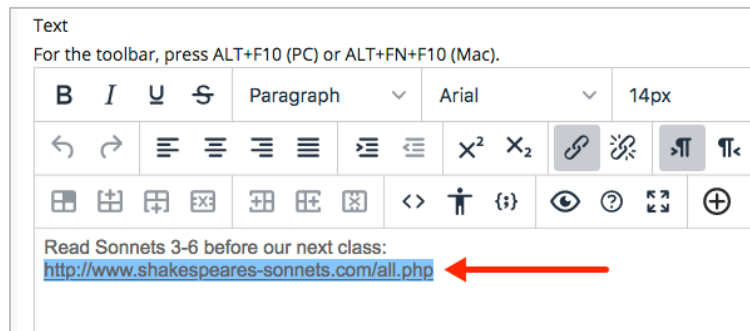
3. Click **Submit.**

Fixing Web Links within Content Items

1. Go to the content area with a broken link and click on the down arrow and select **Edit.**
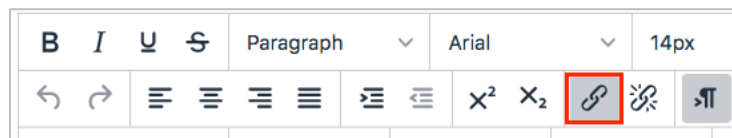
2. With the mouse, highlight the text for the **link** that is broken within the editor box.

FIXING BROKEN WEBPAGE LINKS

3. Click the **chain link icon** from the text editor (second row).

4. From the popup window, do the following:

- Replace the incorrect URL with the correct URL
- Add a text to display (can be URL address or name of item)
- Add a title
- Open link in New Window (select from drop down arrow)
- Save when done