

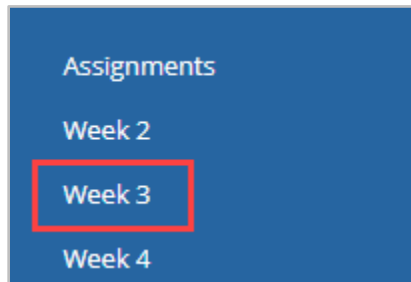
# CREATE A COURSE LINK

A course link allows you to link to another area of the course. They are used as shortcuts to give students easy access to critical information and documents in a course.

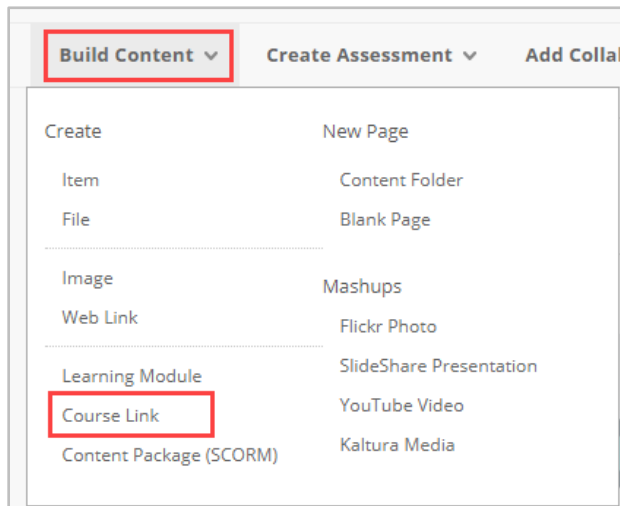
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## Instructions

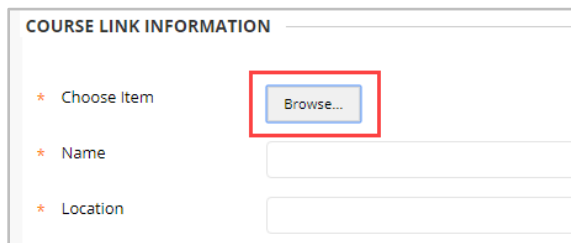
1. **Navigate** to the Content Area where you would like to add a Course Link.



2. **Hover** over Build Content and **select** Course Link.



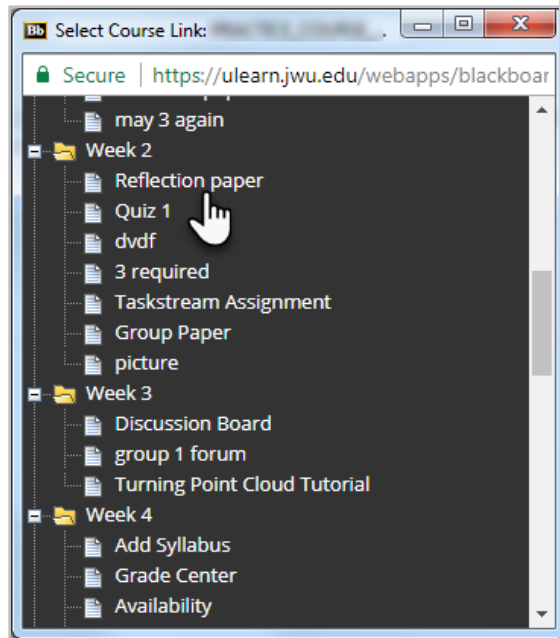
3. In the Course Link Information area of the page that pops up, **select Browse**.



A screenshot of a form titled 'COURSE LINK INFORMATION'. The form has three fields: '\* Choose Item' with a 'Browse...' button (highlighted with a red box), '\* Name', and '\* Location'.

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4. In the pop-up menu window, **Navigate** to the content you would like to link to, and **Click** it.



5. On the Course Link Information page, the Name and Location of the content will populate automatically, though you can edit them if you wish.

**COURSE LINK INFORMATION**

\* Choose Item

Item Name

\* Name   Black

\* Location

6. **Add** a link description in the text box, if desired, and set any restrictions you wish.

**STANDARD OPTIONS**

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

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7. Click **Submit**.

