Making Web Links

To add a link to a Website inside a content area or folder within a course, instructors can follow this process.

**Step One – Copy the Link to the Website**

When creating links to Websites, it is a best practice to open the site in a Web browser and directly copy the site’s address from your browser’s address bar. This is to avoid typos and helps ensure the link will work.

![Highlight and copy the full address of the page as displayed in your browser’s address bar](image)

**Step Two – Create the Web Link in Your Course**

1. In your **CONTENT AREA**, roll your mouse over the **BUILD CONTENT** button. In the menu that appears, click **WEB LINK**.

![Click Web Link](image)
2. The **CREATE WEB LINK** page will appear. In the **WEB LINK INFORMATION** section of the form, give the link a **NAME**. In the **URL** field, **PASTE THE ADDRESS** of the site. Please make sure that there are no spaces added at the end of the address.

![Create Web Link form](image)

3. Scroll down to **DESCRIPTION**. Here, you may add a description or instructions for students to follow when viewing the site.

4. Next, scroll down to **OPTIONS**. Here, you can make the link available and set the link to open in a new window.

![Options](image)

5. When you are done, click **SUBMIT**. The link will be added to your content area page.

![Success message](image)