Creating a Link (URL)

1. Enter the course’s Content area using the Materials dropdown menu. Click on the name of the Module you would like to add a Topic to in the left column. For this handout, we’ve selected Course Information.

2. Click on the New dropdown menu and select Create a Link from the list.

3. When the New Link window opens, you’ll be able to:
   A. Type in the Link’s Title
   B. Type in the Link’s URL
   C. Allow the link to Open in a New Window. Note: Make sure you select this option, it will make it easier for your students to return to Learn@UWSuperior when they have finished on the outside website.
   D. Create or Cancel this New Link
4. The Topic Navigation Panel (highlighted in red) will allow you to move between topics and modules without having to go back to the Table of Contents. Then Content area handles links to outside sites differently than it does to files or other tools, you will see a button that will allow you to view the website, be able to edit the link, and Reflect in ePortfolio (highlighted in orange). Under that, you will be able to see the Activity Details, where you would add the Completion Tracking; Add a description...; Date Restrictions and Release Conditions; and Learning Objectives (highlighted in orange). Under that, is the Activity Details, where you would add the Completion Tracking; Add a description...; Date Restrictions; and Release Conditions (highlighted in green). The Learning Objectives and Completion Summary, where you will be able to see which students have viewed the topic, are tabs next to the Activity Details (highlighted in blue). The last section is the Last Modified information (highlighted in purple) when this topic was last modified.

5. You can also use the Add a description, edit the link, set the Completion Tracking and other restrictions from the Table of Contents Module screen. Click on the Table of Contents > (your module name) breadcrumb near the top of the screen.

Note: The module name in this handout is Course Information, yours might be something else.
6. When you click on the Topic’s dropdown menu there will be two editing options, **Edit Properties In-Place** and **Edit Link** on the list. **Edit Properties In-Place** allows you to change the settings for this link and **Edit Link** allows you to change the link itself.

7. You will now be able to make edits to this Topic.
8. You can move this topic from the bottom of the list towards the top so it’s one of the first thing our students see when they enter the Content area. To do this, click the three horizontal lines to the left of the topic and drag the topic to where you want it in the list.