Using the Web Links Tool

Web Links allow you to compile a list of website addresses. These web links can then be used on the homepage (or other folders), in learning modules, or presented as a complete list for students to view.

Students can also be allowed to update the complete list of web links with their own website addresses if the instructor chooses.

The Web Links tool is a wonderful way to manage links. For instance, if you use the Web Links tool to link to an article on the web and then add that link to both the homepage and a learning module, you will simplify your editing. If the address of the article changes then you can go back to the Web Links tool and edit that one link. The changes will be reflected on both the homepage and in the learning module.

The complete list of websites can be organized by categories, and designers/instructors can designate certain categories for students to update.
To Access Web Links

1. From the Build or Teach tab, on the Course Tools Menu, click **Web Links**.

To Create a Category

1. From the Web Links screen, click the **Create Category** button.
2. In the **Title box**, enter a **title** for the category.
3. If necessary, enter a **description** for the category in the **Description box**. For example, you could enter a description of the type of web links that should be stored in the category.
4. In the Student Permissions section, select the **Do not allow Student to assign links to this category** radio button or the **Allow Student to assign links to this category** radio button.
5. Click **Save**.
To Create a Web Link

1. From the Web Links screen, click the **Create Web Link button**.

2. In the **Title box**, **enter a title** for the web link.
   - i.e., GPC Homepage

3. In the **Description box**, **enter a description** for the web link that will show beneath an icon for the web link if it is placed on the homepage or another folder.

4. In the **Web Address (URL) box**, **enter the complete address** of the web link.
   - i.e., [http://www.gpc.edu](http://www.gpc.edu)

5. In the Category section, **click the drop down list** and **select the appropriate category** for the weblink.

6. In the Goals section, click **Select Goals**.

7. In the new window, **click the check box next to the goals** that correspond to the assessment. Then click **Add Selected**.

8. Click the **Save button**.

To Edit a Web Link

1. From the Web Links screen click the **Action Links button** next to the web link that you wish to edit.

2. Click **Edit Properties**.

3. **Make any necessary changes** and then click the **Save button**.
To Preview a Web Link

1. From the Web Links screen click the Action Links button next to the web link that you wish to preview.
2. Click Preview.

To Delete a Web Link

1. From the Web Links screen click the Action Links button next to the web link that you wish to delete.
2. Click Delete.
3. Click OK to confirm the deletion.

To Hide a Web Link

1. From the Web Links screen click the Action Links button next to the web link that you wish to hide.
2. Click Hide Item.

To Reorder Categories

1. From the Web Links screen, click the Reorder Categories button.
2. Click the checkbox associated with the item you wish to move.
3. Locate the row where you wish to move the category, and click the corresponding arrows in the Move column.
4. Confirm whether you want to move the category above or below the selected row.
5. Click Move Selected Above or Move Selected Below button.
6. Click OK.

To Reorder Web Links

1. From the Web Links screen, click the checkbox associated with the item you wish to move.
2. Then locate the item above which you want the selected item to appear click the Move Selected Items Above button.

Web Links that have been made available can be accessed from the Course Tools Menu, from a learning module, from an icon placed on the homepage, or from a folder.

To Add a Web Link to the Homepage, Folder, or Learning Module

1. On the Web Links screen, click the check box next to the web link you wish to add to the homepage, folder, or learning module.
2. Click the Create Link on drop down list. From the drop down list, select Home Page, a particular folder, or a particular learning module. Then click the green arrow.