



FORT HAYS STATE UNIVERSITY

LEARNING TECHNOLOGIES

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How to Create a Web Link

Create a website link in a course area to provide quick access to a resource on the Internet.

1. Make sure that **Edit Mode** is **ON**.
2. Access a content area, learning module, lesson plan, or folder.
3. On the action bar, point to **Build Content** to access the drop-down list.
4. Select **Web Link**.
5. On the **Create Web Link** page, type a **Name** for the link that will display in the course area.
6. Type or paste a **URL**. You must use the http:// protocol, such as http://www.fhsu.edu/helpdesk.
7. Optionally, attach a file using one of the following options.

Create Web Link
A Web Link is a shortcut to a Web resource. Add a Web Link to a Content Area to provide a quick access point to relevant materials. [More Help](#)

* Indicates a required field. Cancel Submit

1. Web Link Information

* Name

* URL
For example, <http://www.myschool.edu/>

This link is to a Tool Provider. [What's a Tool Provider?](#)

2. Description

Text

Access CTC HelpDesk website if you need help with technology questions, errors.

Path: p Words: 12

3. Attachments

If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.

Attach File Browse My Computer Browse Content Collection

To upload a file from your computer, click **Browse My Computer**.

To upload a file from the course's storage repository:

If Course Files is the course's storage repository, click **Browse Content Collection**.

Questions? Contact TigerTech at 785-628-3478. FACULTY ONLY email bbsupport@fhsu.edu.



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8. Select **Yes** to **Permit Users to View this Content**.

9. Select **Yes** for **Open in New Window** to display the content in a new browser window outside of the course's content frame.

10. Select **Yes** or **NO** to **Track Number of Views**.

a. For **Enter Date and Time Restrictions**, you can set items to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and the **Display Until** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times. Display restrictions do not affect item availability, only when it appears.

4. Web Link Options

Open in New Window Yes No

5. 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.

6. Submit

Click Submit to proceed. Click Cancel to quit.

11. Click **Submit**.