

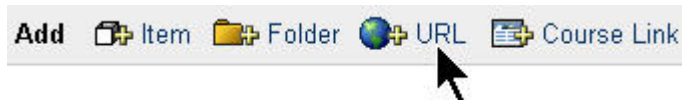
## Adding a URL

This tutorial explains how to add a URL to an outside webpage that you would like your students to access.

- 1** From the **Course Options** area, click on the content area where you want to add a link.



- 2** Click on the **URL** option.



- 3** In the **Name** box, type in the name of the web page to which you are linking. (This cannot be left blank.)

**Name:**

**URL:**

- 4** Type in the URL. It must include <http://>. (You might want to open a new browser window to that site and then copy and paste it in.)

**Name:**

**URL:**

- 5** You might want to add in a description so that students will know what they will find at that site.

**Description:**

Smart Text  Plain Text  HTML

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**6** Click in the radio box by the options you want to activate. (It is recommended to select the option of launching the URL in a new window.)

**Do you want to make the External Link visible?**

Yes  No

**Launch Item in external window**

Yes  No

**Do you want to track number of views?**

Yes  No

**Do you want to add metadata?**

Yes  No

**Choose date restrictions**

Display After

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**7** Click **Submit**.

