## *Working with Web Links*

A link from a WebCT course to a Web page is known as a **Web Link** in WebCT. Web Links can be included anywhere within the **Course Content Home** area. A Web Link *cannot* be added to a course unless the **Web Links** tool has been included in the course.

<u>To include the **Web Links** tool in a WebCT course:</u>

> **Step 1.** Click the **Build** tab.

> **Step 2.** Click **Manage Course** from the **Designer Tools** menu (below the **Course Tools Menu**).

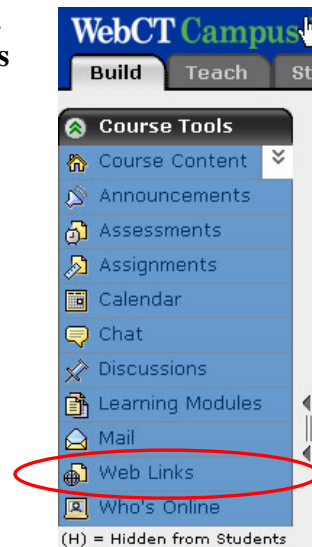Add **Web Links** from the **Build** tab.

Click **Manage Course**
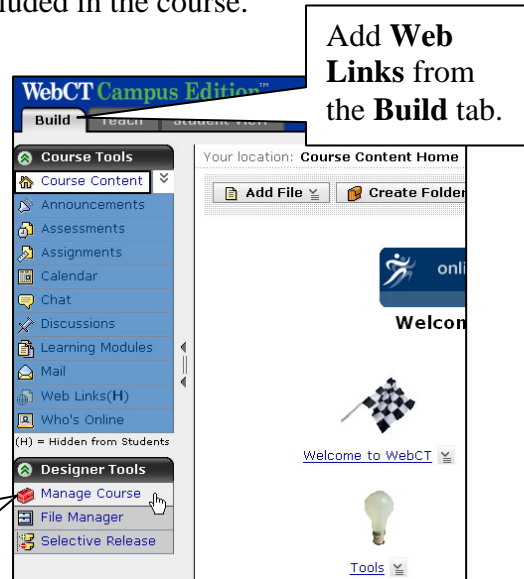
> **Step 3.** Click **Tools** at the top of the **Manage Course** window. A list of tools that can be added to a course is displayed.

> **Step 4.** Select the **Web Links** option located in the **Content Tools** section.

> **Step 5.** Click the **Save** button at the bottom of the **Tools** screen. The Web Links tool will appear under the **Course Tools Menu** (see screenshot at right).

Once the **Web Links** tool has been added to a course, individual **Web Links** can be added.

> **TIP:** If you wish to hide the **Web Links** tool from your students, access the **Course Menu** page located under **Manage Course**. All **Web Links** included in a course will remain available for your students, even if the **Web Links** tool is hidden on the **Course Tools Menu**.
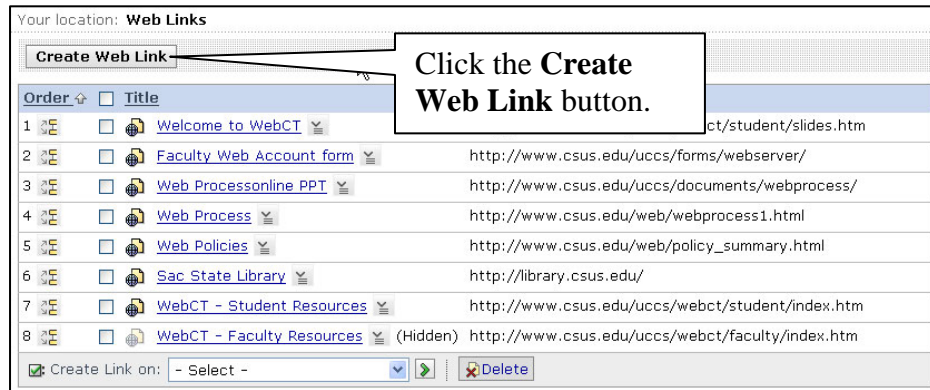
To add a **Web Link** to a course:
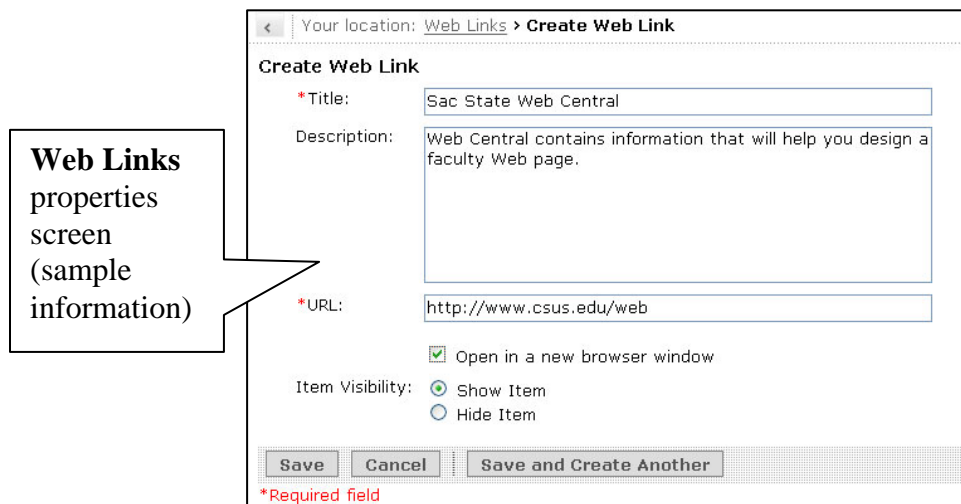
Step 1. Click the **Build** tab.

Step 2. From the **Course Tools Menu** (on the left), click **Web Links**. The Web Links page will appear.

Step 3. Click **Create Web Link** at the top of the page:

Step 4. Enter the properties for the new Web Link:

    a. Type a title for the new Web Link in the **Title** text box. The title for a Web Link is the label users click to access the link.

    b. Type a description for the Web Link if you wish the title to be displayed with a description. This attribute is optional.

    c. Enter the URL or link to the Web page in the **URL** text box.

    d. Select the check box next to **Open in a new browser window** if you want the Web page to open in a new window.

    e. Select **Show Item** or **Hide Item** next to **Item Visibility**, depending on your preference.

Web Links properties screen (sample information)

Step 5. Click the **Save** button to save the new Web Link. The new Web Link will appear under the **Web Links** tool.

Once a **Web Link** has been added, it can be included as a content link within the **Course Content Home** area or **Folder**. See the following section (pages 30 and 31) for instructions on including a **Web Link** in a course in this manner.

To edit an existing Web Link:

Step 1. Click the **Build** tab.

Step 2. From the **Course Tools Menu** (on the left), click **Web Links**. The **Web Links** page will appear.

Step 3. Locate the Web Link to edit on the **Web Links** page. Click the **ActionLinks** icon ⩓ to the right of the Web Link title to access a list of functions.

Step 4. Click **Edit Properties** on the **ActionLink** menu to access the **Edit Web Link Properties** page. Edit the properties as outlined in Step 4 of the "To add a Web Link…" section on page 19.

Step 6. Click **Save** to save the edited **Web Link**.