Overview

This tutorial will explain how to create a Web Link on the Course Menu. Place Web Links on the Course Menu when they are important resources for students to visit and revisit throughout your online course.

Quick Steps

Course Menu > Add Web Link > Name > URL > Make Available > Reorder

Step 1

To create a Web Link on the Course Menu, click the Add Menu Item icon [1] on the Course Menu and select “Web Link” [2].

Step 2

The Add Web Link menu will display. Use the Name field [3] to give the link a title and the URL field [4] to paste the website’s URL. Optionally, check the “Available to Users” checkbox to make the Web Link visible to participants.

When finished, click the Submit button [6].
Step 3

The Web Link will populate at the bottom of the Course Menu.

If you did not make the Web Link Available in Step 2, you can change the Web Link’s Availability by clicking the Item Options arrow that follows the Web Link’s title in the Course Menu [7]. From the Item Options menu, select “Show Link” [8].

Step 4

If you want to move the Web Link to a different position on the Course Menu, hover over the Web Link. Click and hold your mouse on the double-sided arrows [9]. While holding, move the Web Link up or down in the Course Menu.

Alternatively, you can use the Keyboard Accessible Reordering Tool by clicking on the Keyboard Accessible Reordering icon [10] in the header of the Course Menu.