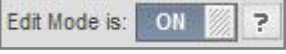
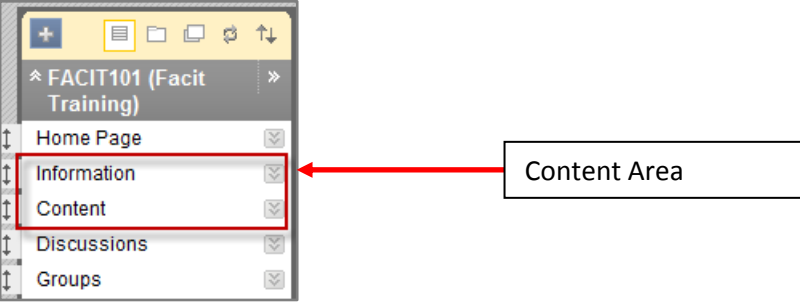
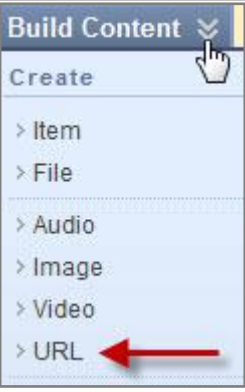
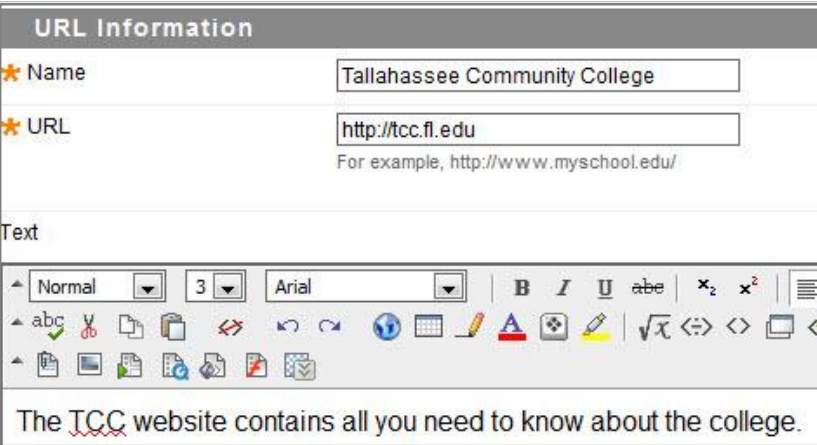
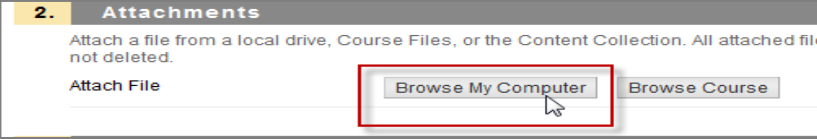


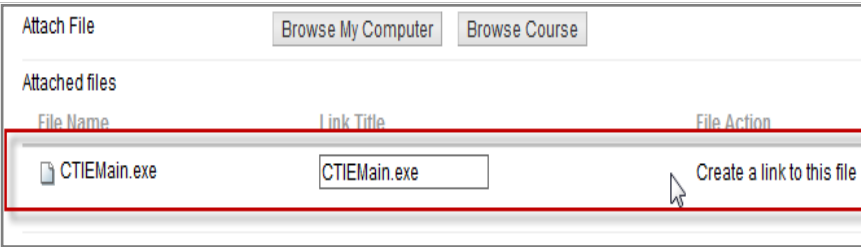
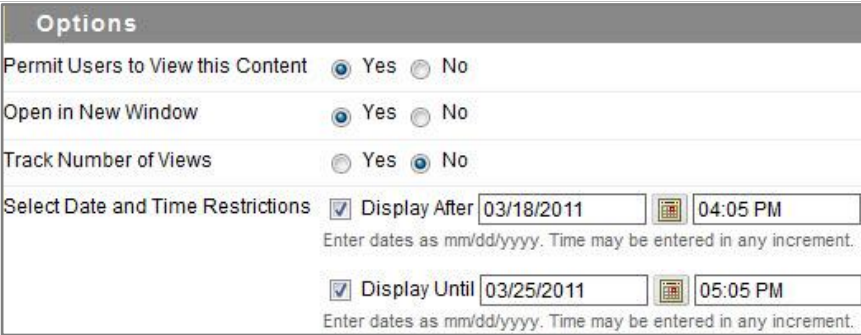




Create a URL

[View the video tutorial](#)

A URL is a shortcut to a Web resource or Website link. Add a URL to a Content Area to provide a quick access point to relevant materials.

Step 1	Make sure Edit Mode is ON	
Step 2	Open a content area or information area by clicking on it in the course menu	
Step 3	Select the Content Build drop-down menu, and then click URL option.	
Step 4	URL Information: <ul style="list-style-type: none"> • Name: Enter the name for the link. • URL: Enter the full website address. • Text: Enter the description of the link. This will be shown directly underneath your URL. 	
Step 5	Attachments: <ul style="list-style-type: none"> • Find File: Click the Browse My Computer 	

	<p>button. Look for the file on your computer, H:/ Drive or other storage device. Select the file and Open to upload.</p>	
<p>Step 6</p>	<p>Options:</p> <ul style="list-style-type: none"> • Permit Users to View this Content: Click Yes or No to make this link available to users enrolled in the course. • Open in New Windows: Launches URL in a new browser window when clicked. • Track Number of Views: Click Yes or No to enable tracking for the URL. • Select Date and time Restrictions: Click the checkboxes to enable and choose dates to Display After and Display Until. 	
<p>Step 7</p>	<p>Click on Submit</p>	


 Notes: URL is uniform resource locator aka website link.