


Creating Links

to external websites or pages

Creating a link to an external website or page

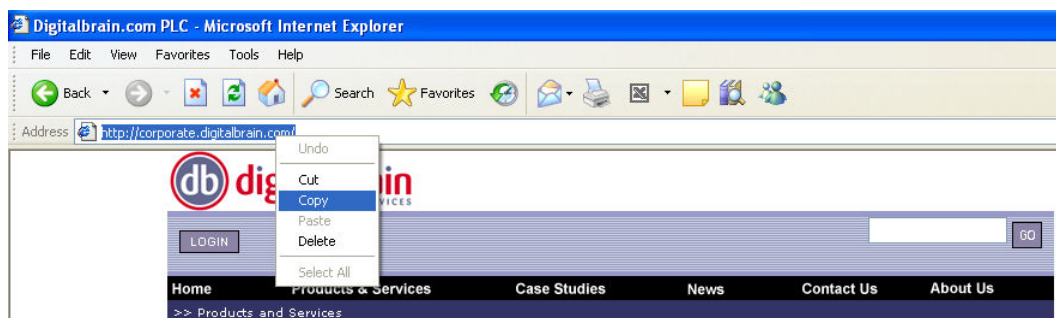
It is possible to create links or short cuts that when clicked will take users directly to a website or webpage. Links are similar to favourites or bookmarks that sit within an Internet browser, the advantages of links over favourites are that they can be accessed from wherever you are logged in regardless of the computer being used and they can be shared easily with other users.


Where to create the link

On your personal homepage or on a community or course homepage you will see the  Link icon. This is a specific area to store links. Links can also be stored within resource folders on courses and communities, which may be more appropriate as they can be housed alongside other relevant resources.

How to create a link

1. If you do not know the address of the website or webpage to link to first open the internet and the correct page
2. Once at the correct page, click onto the address to select it.
3. Over the selection right click the mouse and press copy.



4. Now open or return to the Digitalbrain MLE and go to the area the link is to be created.
5. You should now be within the folder view of the links or resources area. Click **new**.
6. Select  Link




7. Click **next**.
8. Name the link, e.g. Digitalbrain Website.
9. Click **next**.

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10. Paste in the address of the website; right mouse click and paste.

New >  Link

Step 3:

Where would you like to link to?

Please enter an address (or cut and paste one from another web browser).
e. g. [http:// www. digitalbrain. com/](http://www.digitalbrain.com/)

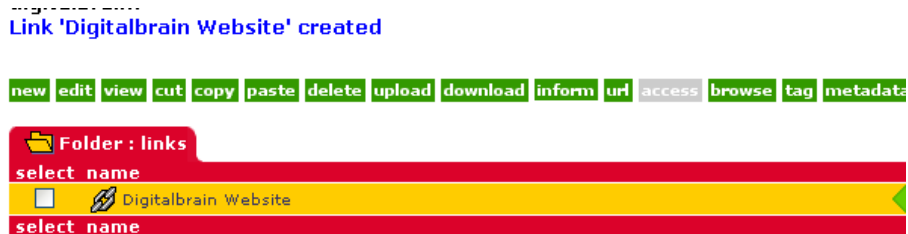
cancel

done

Note the full address must be inserted including the **http://** which appears at the start of all web addresses.

11. Click .

12. The link will now be shown:



13. Finally click onto the link to check it is working correctly.

Possible problems with links

If a link does not work it is likely that the address has not been entered correctly, normally this is due to the **http://** being omitted from its start.

To check the address from the folder listing, select the link with a tick and click .