

## Add Links

There are places in a course where it might be beneficial to add links to external files or Web pages, or to add files directly into a course. There also may be times where it would be helpful to link from one section of a course to another section. The Visual Editor Toolbar is used to add links to external files and images. The same process for adding links is consistent throughout the whole course.

- ✓ When a link is created to a streaming media file, select the Streaming Media folder as the destination folder for the uploaded file. All streaming media files must reside in the Streaming Media folder of a course.
- ✓ It is possible to add a hyperlink to course content from anywhere the Visual Editor is available in the course.
- ✓ When uploading files not accepted by the system, zip the files before uploading them.

### Link to Content or Files

- 🖱️ Click the **Author** tab on the **Navigation Tree**.
- 🖱️ Click the item where the link is to be created. This must be a **Text/Multimedia** item.
- 🖱️ Click the **Add a Link** button on the **Visual Editor Toolbar** (see illustration at right).
- 🖱️ The **Add a Link** window will display (see illustration below).
- 🖱️ Click the **Link to Content or Files** option button, if necessary.



**Add a Link**

Select type of link:

- Link to Content or Files
- Insert an Image
- Link to a Website
- Link to a Course Tool
- Link to Course Content

Continue > Cancel

**Add a Link: Link to Content or Files**

Once you click **Add Link** and your file begins to upload, please refrain from closing the browser or navigating away from this page. The screen will refresh when the file has uploaded successfully.

Upload Content [Select Content from Course Folder](#)

Text to display: \*

File to upload: \*  Browse...

Folder for content: \*

- Wanda Practice
- Streaming Media
- Word
- New Folder:

Note: File uploads must be completed within 90 minutes. File size limitations will vary based on your connection stability and speed.

\* Indicates a required field

< Back Add Link Cancel

- Click **Continue**.
- The next **Add a Link: Link to Content or Files** window will display (see illustration on previous page).

### Upload Content

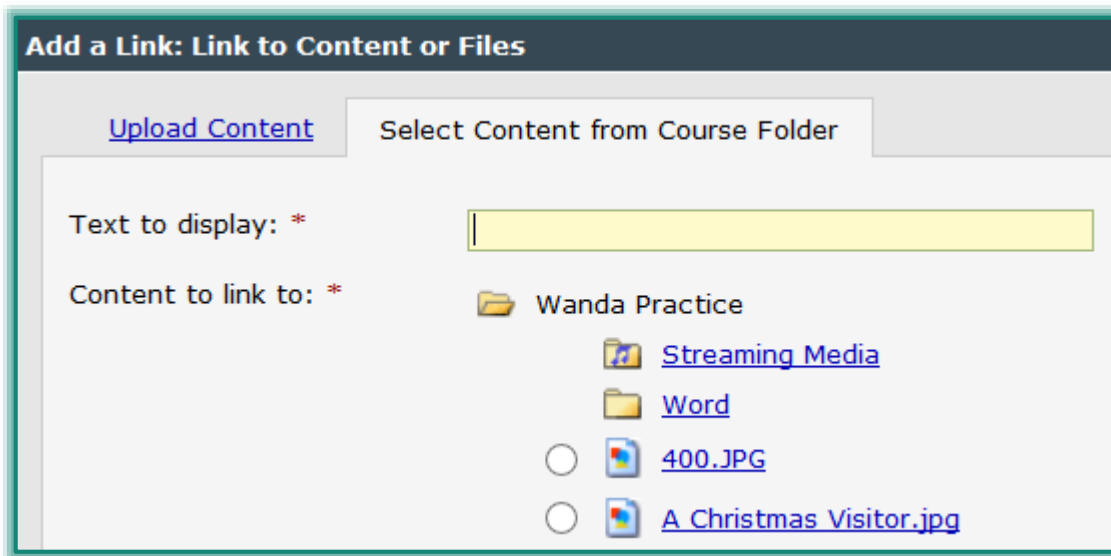
When files are linked to a content area, the linked files are stored in the File Manager. This means that the files will be stored within the eCollege program and not on your local computer making it easy for students to access the files. The File Manager can be accessed by clicking Course Home while in Author mode.

- In the **Text to display field**, input the text students will click when accessing the link (see illustration on previous page).
- Click the **Browse** button to select the file that will be uploaded.
- The **Choose File** window will display.
  - Locate the file that is to be uploaded.
  - Click the **Open** button.
- In the **Folder for Content** area, select the folder where the link is to be stored.
- Click the **Add Link** button.
- The link should appear in the **Visual Editor**.

### Select Content from Course Folder

The Course Folder (File Manager) is used to store files that are used in a course. A link can then be included in a Content Item rather than to a document outside of an eCollege course.

- Click the **Select Content from Course Folder** tab.
- In the **Text to display field**, input the text students will click when accessing the link (see illustration below).



- Under **Content to link to**, select one of the uploaded items.
- Click **Add Link**.
- The link should appear in the **Visual Editor**.

### Insert an Image

There are places in a course where it might be beneficial to add links to external files or Web pages, or to add files directly into a course. There also may be times where it would be helpful to link from one

section of a course to another section. The Visual Editor toolbar is used to add links to external files, images, and Websites. The same process for adding links is consistent throughout the whole course.

### Insert an Image

- 🖥️ Click the **Author** tab on the **Navigation Tree**.
  - 🖥️ Click the item where the link is to be created.
  - 🖥️ Click the **Add a Link** button on the **Visual Editor Toolbar** (see illustration at right).
  - 🖥️ The **Add a Link** window will appear (see illustration below).
  - 🖥️ Click the **Insert an Image** option button.
  - 🖥️ Click **Continue**.
  - 🖥️ The **Add a Link: Insert an Image** window will display (see illustration below).
- or
- 🖥️ Click the **Insert an Image** button on the **Visual Editor Toolbar** (see illustration at right).
  - 🖥️ The **Add a Link: Insert an Image** window will display (see illustration below).



**Add a Link: Insert an Image**

📌 Once you click **Insert Image** and your file begins to upload, please refrain from closing the browser or navigating away from this page. The screen will refresh when the file has uploaded successfully.

[Select Image from Course Folder](#)

Descriptive text: \*   
Descriptive text is for people who cannot view images.

File to upload: \*

Folder for content: \*

- Wanda Practice
- Streaming Media
- Word
- New Folder:

**Note:** File uploads must be completed within 90 minutes. File size limitations will vary based on your connection stability and speed.

\* Indicates a required field

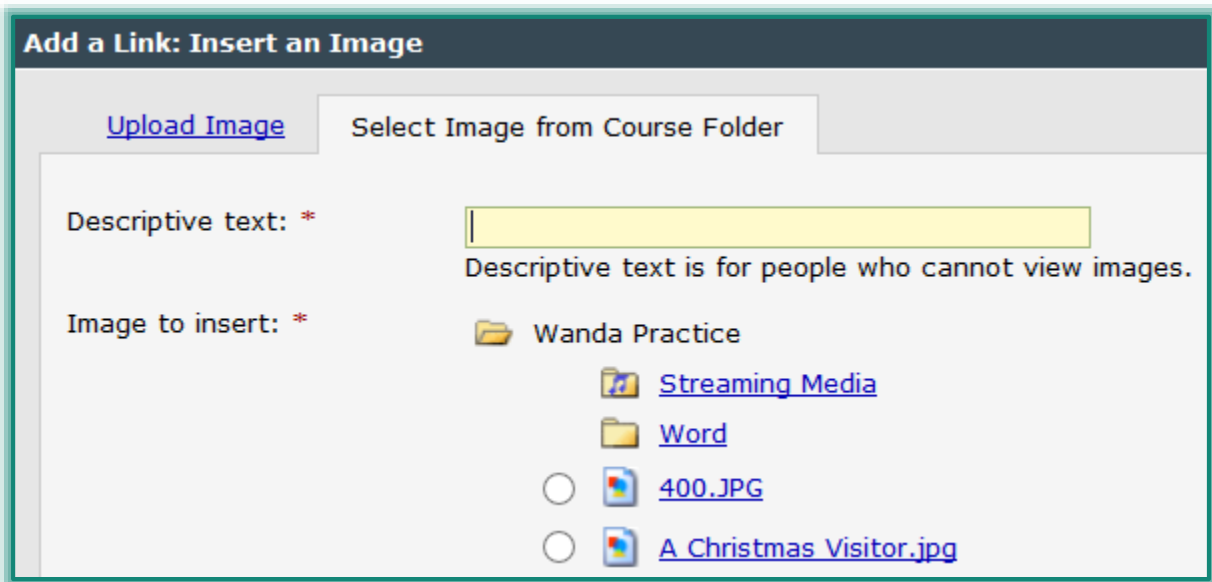
### Upload Image

- 🖥️ In the **Descriptive text** field (see illustration above), input the text students will see if they are not able to view images.
- 🖥️ Click the **Browse** button to select the image that will be uploaded.
- 🖥️ The **Choose File** window will display.
  - 🖱️ Locate the image that is to be uploaded.
  - 🖱️ Click the **Open** button.
- 🖥️ In the **Folder for Content** area, select the folder where the link is to be stored.
- 🖥️ Click the **Insert Image** button.
- 🖥️ The image should appear in the **Visual Editor**.

## Select Image from Course Folder

The Course Folder (File Manager) is used to store files that are used in a course. An image can then be downloaded from the Course Folder rather than an area outside of an eCollege course.

- Use one of the procedures explained in the previous section to open the **Add a Link** window.
- Click the **Select Image from Course Folder** tab (see illustration below).

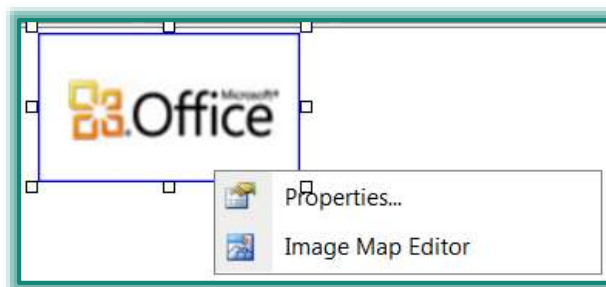


- In the **Descriptive Text** field, input the text students will see if they are not able to view images.
- Under **Image to Insert**, do one of the following:
  - Select one of the uploaded items.
  - Click the folder where the image is located and then click the image.
- Click the **Insert Image** button.
- The image should appear in the **Visual Editor**.

## Image Controls

Once an image has been inserted into a Visual Editor window, it can be moved to the right of the page, a colored border may be added, or the Alt-Text can be changed. To do this:

- Right-click on the image (see illustration below).
- Select **Properties** to make changes to the format, such as alignment or border color.
- Select **Image Map Editor** to add a hot spot link to the image.



## Link to a Website

There are places in a course where it might be beneficial to add links to external files or Web pages, or to add files directly into a course. There also may be times where it would be helpful to link from one section of a course to another section. The Visual Editor toolbar is used to add links to external files, images, and Websites. The same process for adding links is consistent throughout the whole course.

- 🖥️ Click the **Author** tab on the **Navigation Tree**.
- 🖥️ Click the item where the link is to be created.
- 🖥️ Click the **Add a Link** button on the **Visual Editor Toolbar** (see illustration at right).
- 🖥️ The **Add a Link** window will appear (see illustration below).



- 🖥️ Click the **Link to a Website** option button.
- 🖥️ Click **Continue**.
- 🖥️ The **Add a Link: Link to a Website** window will display (see illustration below).

- 🖥️ In the **Text to Display** box, input information the students will click to open the Web site.
- 🖥️ In the **Website Address** box, input the address for the Website.
  - 🔗 Input the **Website Address** after **http://**.
  - 🔗 Do not erase **http://** from the box.
  - 🔗 This text must be part of the Web address in order for the link to work.
- 🖥️ Click **Add Link**.
- 🖥️ Click **Save Changes** in the **Visual Editor** window.

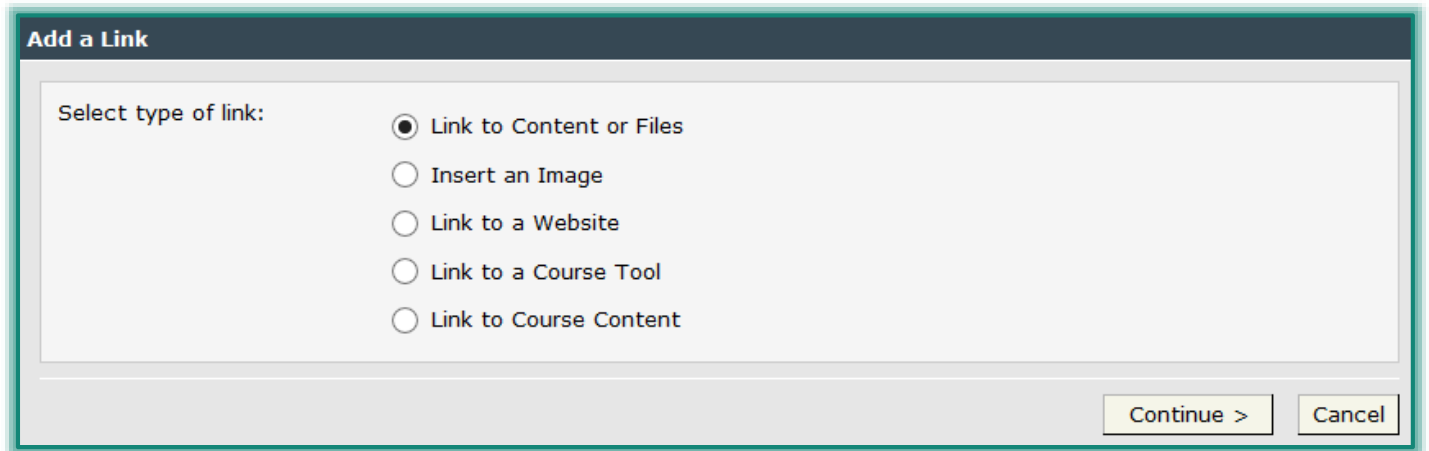
### Link to a Course Tool

There are places in a course where it might be beneficial to add links to external files or Web pages, or to add files directly into a course. There also may be times where it would be helpful to link from one section of a course to another section. The Visual Editor toolbar is used to add links to external files, images, and Websites. The same process for adding links is consistent throughout the whole course. It is possible to add a hyperlink to a course tool from anywhere the Visual Editor is available in the course.

- 🖥️ Click the **Author** tab on the **Navigation Tree**.
- 🖥️ Click the item where the link is to be created.
- 🖥️ Click the **Add a Link** button on the **Visual Editor Toolbar** (see illustration at right).



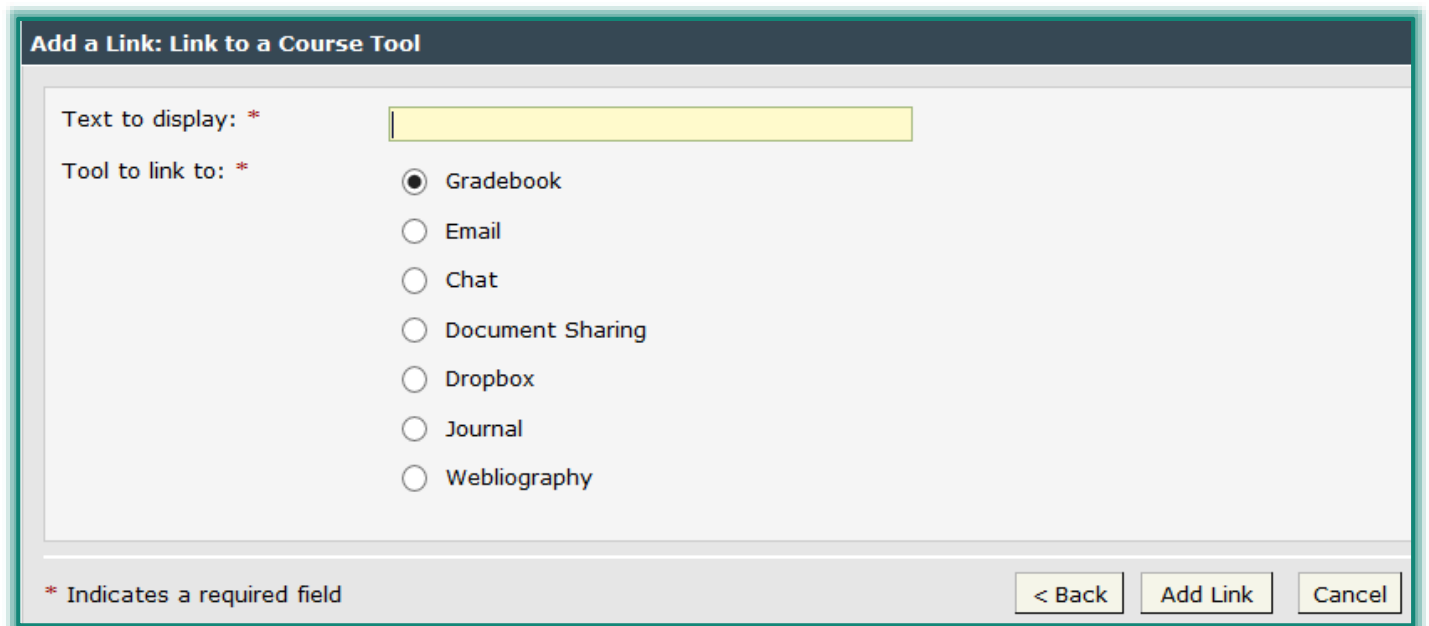
☞ The **Add a Link** window will appear (see illustration below).



☞ Click the **Link to a Course Tool** option button.

☞ Click **Continue**.

☞ The **Add a Link: Link to a Course Tool** window will display (see illustration below).



☞ In the **Text to Display** box, input the text that the students will click to access the **Course Tool**.

☞ Under **Tool to link to**, click the **Course Tool** that will be linked to.

☞ Click **Add Link**.

☞ Click **Save Changes** in the **Visual Editor** window.

### Link to Course Content

There are places in a course where it might be beneficial to add links to external files or Web pages, or to add files directly into a course. There also may be times where it would be helpful to link from one section of a course to another section. The Visual Editor toolbar is used to add links to external files, images, and Websites. The same process for adding links is consistent throughout the whole course. It is possible to add a hyperlink to course content from anywhere the Visual Editor is available in the course.

## Link to Course Content

- Click the **Author** tab on the **Navigation Tree**.
- Click the item where the link is to be created.
- Click the **Add a Link** button on the **Visual Editor Toolbar** (see illustration at right).
- The **Add a Link** window will appear (see illustration below).



**Add a Link**

Select type of link:

- Link to Content or Files
- Insert an Image
- Link to a Website
- Link to a Course Tool
- Link to Course Content

Continue > Cancel

- Click the **Link to a Course Content** option button.
- Click **Continue**.
- The **Add a Link: Link to a Course Content** window will display (see illustration below).

**Add Link: Link to Course Content**

Text to display: \*

Content to link to: \*

- Course Homepage
- Syllabus
- Cyber Cafe
- Virtual Office
- syllabus

\* Indicates a required field

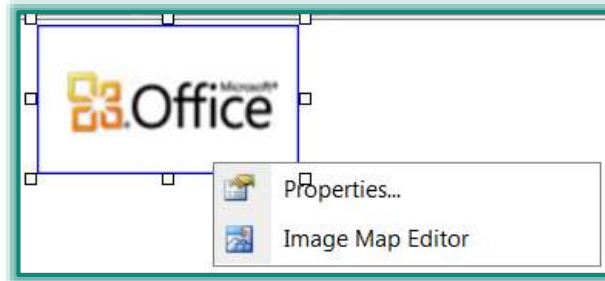
< Back Add Link Cancel

- In the **Text to Display** box, input the text that the students will click on to access the **Course Content Area**.
- Under the **Content to link to** list, select the section of the course containing the content that is to be linked to.
- Select the **Content Item** that is to be linked to.
  - A list of the items in the selected section will appear.
  - Click the option button next to the **Content Item** for which the link is being created.
- Once the **Content Item** has been selected, click **Add Link**.
- Click **Save Changes** in the **Visual Editor**.

## Create Hot Links in Images

In eCollege, it is possible to create a link to an image that will allow students to open a Web page. This can be done when working in the Visual Editor of a Text/Multimedia Content Item.

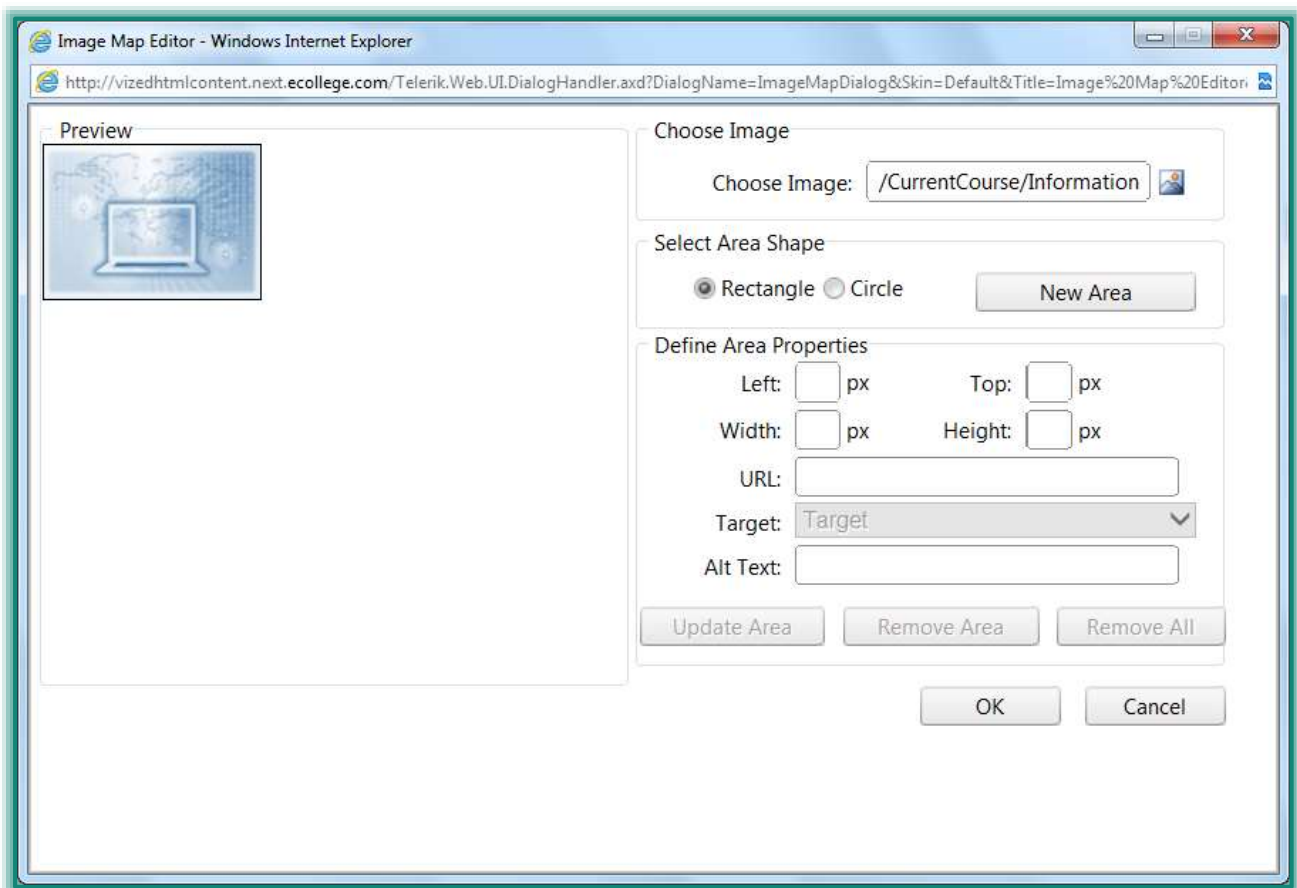
- 🖥️ Click the **Author** tab on the left side of the **eCollege** course window.
- 🖥️ Insert the image where the link is to be created.
- 🖥️ Right-click on the image to display the two available options for modifying images (see illustration below).



- 🔗 **Properties** – This option is used to make changes to the image such as resizing.
- 🔗 **Image Map Editor** – Use this option to add Hot-spots to an image.
  - ★ More than one hot-spot can be added per image.
  - ★ Each hot-spot can link to a different site.

🖥️ Select **Image Map Editor**.

🖥️ The **Image Map Editor** window will display (see illustration below).



- 🖥️ In the **Select Area Shape** group, click one of the options.
- 🖥️ Click the **New Area** button to add the hot-spot to the image.



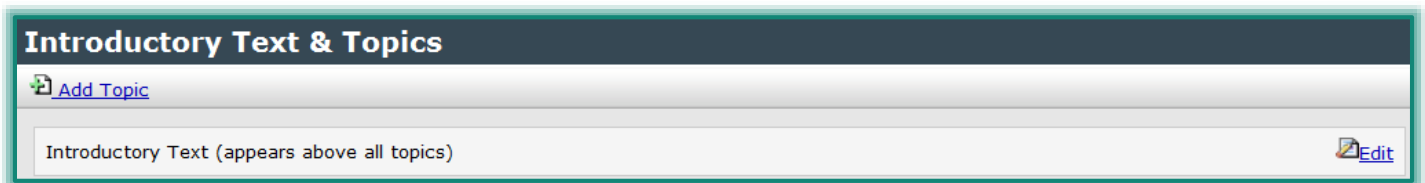
- ☒ Click and drag the shape across the **Image Area** that is to be clickable.
- ☒ Enter the **Web Address** in the **URL** field.
- ☒ In the **Target** list select how the window is to open, such as **New Window**.
- ☒ Click **OK** to add the hot-spot links to the image.
- ☒ Click the **Save Changes** button.
- ☒ Click the **Course** tab to check the links.

### Include Image in Discussion Forum

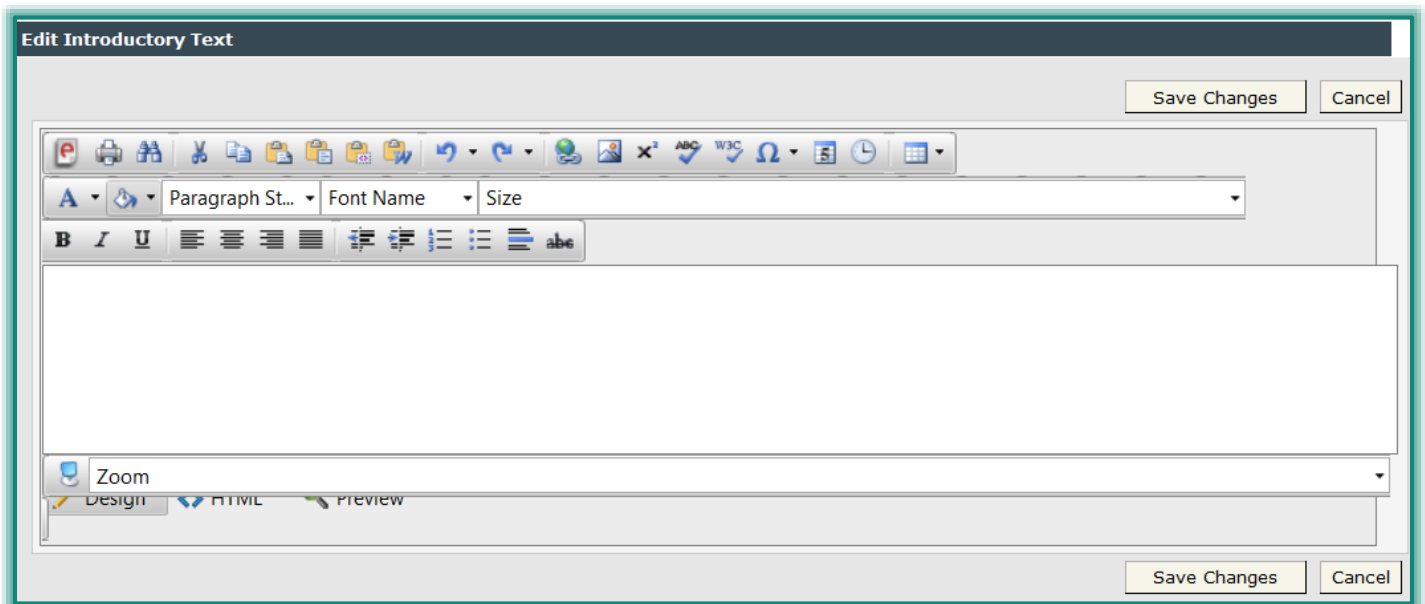
There are two key areas where an instructor might want to include an image in a Discussion; in the Introductory Text (header) of the Discussion and within the dialogue (body) of the Discussion.

### Add Image to Introductory Text or Add a Topic Window

- ☒ Click the **Author** tab.
- ☒ Do one of the following:
  - ☞ Go to the week where the Discussion is located.
  - ☞ Add a Discussion Content Item to the course.
- ☒ Click on the **Discussion Content Item** to select it.
- ☒ Click on **Edit** for the **Introductory Text & Topics** (see illustration below).



- ☒ The **Edit Introductory Text** window will display (see illustration below).



- ☒ Click the **Insert an Image** button on the **Visual Editor Toolbar** (see illustration at right).
- ☒ The **Add a Link: Insert an Image** window will display (see illustration on next page).
- ☒ Input a **Descriptive** text for the image. Descriptive text is used for students who are not able to view images.
- ☒ Click the **Browse** button.
- ☒ The **Choose File to Download** window will display.
- ☒ Locate the folder where the image is stored.



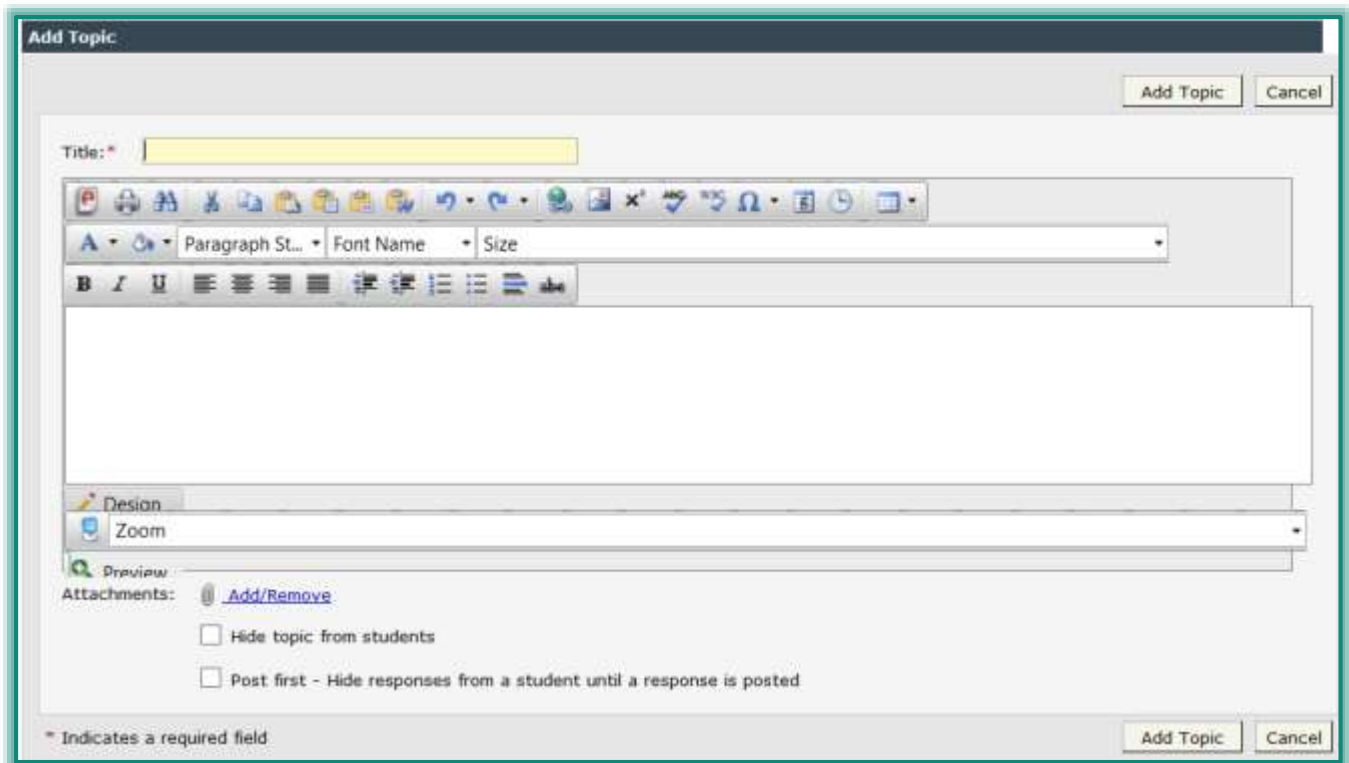
- ☒ Determine the location for where the image is to be stored in the **File Manager**.
- ☒ Click the **Insert Image** button.

### Add Image to Discussion Topic

- ☒ Click the **Author** tab.
- ☒ Do one of the following:
  - ☒ Go to the **week** where the **Discussion** is located.
  - ☒ **Add a Discussion Content Item** to the course.
- ☒ Click on the **Discussion Content Item** to select it.
- ☒ Click the **Add Topic** link under **Introductory Text & Topics** (see illustration below).

- ☒ The **Add Topic** window will display.
- ☒ Click the **Insert an Image** button on the **Visual Editor Toolbar** (see illustration at right).
- ☒ The **Add a Link: Insert an Image** window will display.
- ☒ Input a **Descriptive text** for the image. Descriptive text is used for students who are not able to view images.
- ☒ Click the **Browse** button.
- ☒ The **Choose File to Download** window will display.
- ☒ Locate the folder where the image is stored.
- ☒ Determine the location for where the image is to be stored in the **File Manager**.
- ☒ Click the **Insert Image** button.
- ☒ The image should appear in the **Visual Editor**.



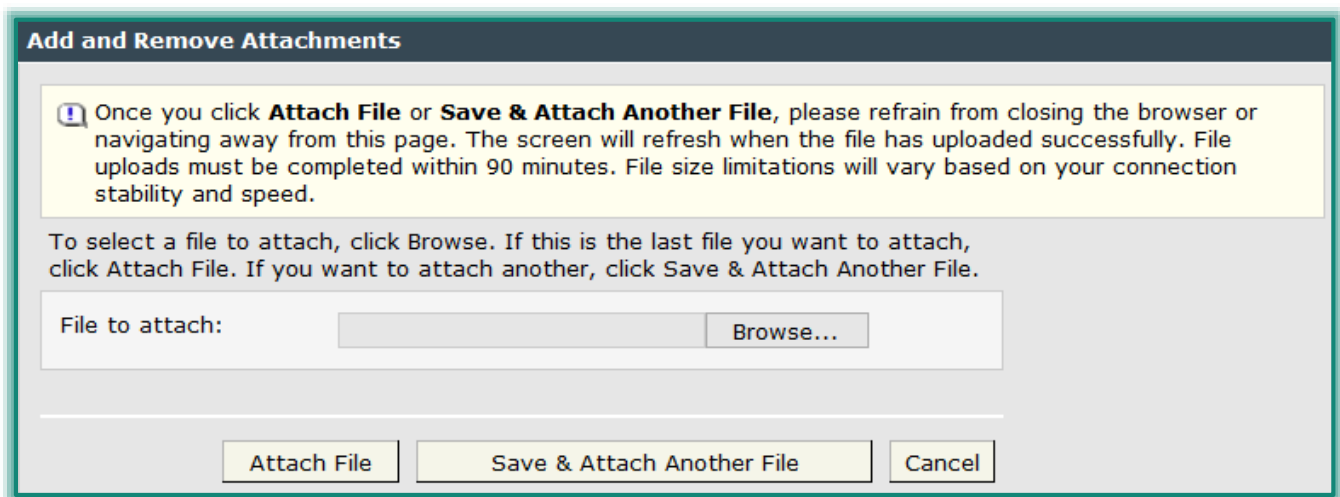


- ☞ Add the subject and the text for the **Discussion** topic.
- ☞ Click the **Save Changes** button at the bottom of the **Visual Editor**.





### Add Image to Discussion Response

The only way an image can be added to the body of a discussion topic is through the Attachment feature. There is no icon in this limited editor for adding images that will appear in the course. Instructors can respond to a thread either in Course or Author mode.

- ☞ Click the **Author** tab or the **Course** tab.
- ☞ Click on the **Discussion** topic for which the **Response** is to be posted.
- ☞ Click the **Respond** button.
- ☞ Click the **Attachments: Add/Remove** link.
- ☞ The **Add and Remove Attachments** window will display (see illustration below).



- ☞ Browse for the image that is to be inserted into the **Discussion Response**.

-  Click the **Attach File** button.
-  Add the **Subject** and **Text** for the **Response**.
-  Click the **Preview** button to view the **Response** before posting it.
-  To post the **Response** click the **Post Response** button.