Link to Content or Files

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

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

Text to display: *   [   ]

File to upload: *   [   ] Browse...

Folder for content: *
- ● 📁 Wanda Practice
- ○ 📁 Streaming Media
- ○ 📁 Word
- ○ 📁 New Folder: [   ]

* 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).
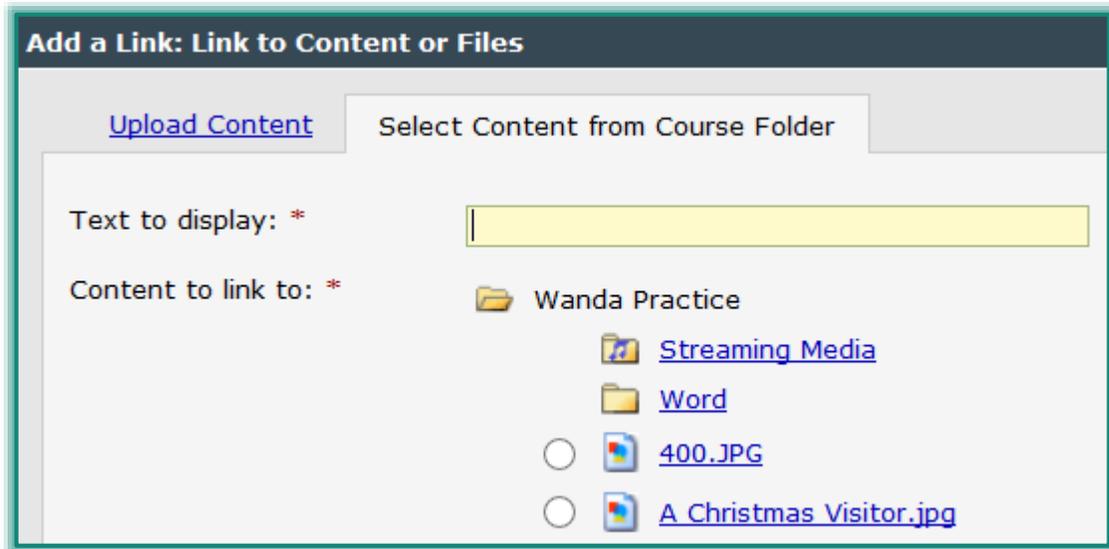
Upload Content

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**.