Adding a Course Link

A Course Link is a shortcut to another course area, tool, or item. This allows you to place an item in one area of the course and send students to that location from a different location. For example, within the Assignments area, a course link to the Discussion Forum area could be added.

1. Enter the course and click on the content area in which the course link should reside.

2. Enable Edit Mode by clicking on the button in the upper right.

3. At the top of the screen, click the Build button to expand the menu, and click Create Course Link.

4. Enter a Name (required) and description (optional).
5. Under **Course Link**, click on the **Browse...** button, which will open a tree-view display of the course.

![Select Course Link: Morkin Test Shell]

6. Click on an item in the pop-up window, expanding Content Area folders if necessary.

![Select Course Link: Morkin Test Shell]

7. After the course item has been clicked, verify that text has been entered in the **Location** field.

![2. Course Link]

8. Under **Options**:

   8.1. Select **Yes** or **No** for **Permit Users to View Content Item**. In order for students to access the item, **Yes** must be selected.

   8.2. Select **Yes** or **No** for **Track Number of Views**.

   8.3. **Select Date and Time Restrictions** as desired.
9. Click **Submit** when finished.