Web links

You can link to any external website in a WebCT course by creating a 'web link'. There are two ways of doing this:

Method 1: Quick and dirty

1. Go into **Build** view
2. In **Course Content**, navigate to the folder where you want your web link
3. Click **Add Content Link**
4. Select **Web Link** from the drop-down menu
5. Click **Create Web Link**
6. In the form that appears, type the link **title** and copy or type the link **URL** (web address) into the respective fields. Optionally, you can add a link description which will appear below the title by the link icon.
7. Click **Save**

An icon for the link should now appear in the folder. To test the link, go into Teach view and click it - the web page you've linked to should appear in the WebCT window.

This method is fine for web links that'll only be used once or twice in a course.

Method 2: Systematic and tidy

If you're going to use a link often in a course, it's quicker and tidier in the long run to add it to the course Web Links library and create links to it in folders.

1. Go into **Build** view
2. Click **Web Links** under Course Tools
3. Click **Create Web Link**
4. In the form that appears, type the link **title** and copy or type the link **URL** (web address) into the respective fields. Optionally, you can add a link description which will appear below the title by the link icon.
5. Click **Save**

With the web link in the library, you can easily create a link to it in any folder:

1. Go into **Build** view
2. In **Course Content**, navigate to the folder where you want your web link
3. Click **Add Content Link**
4. Select **Web Link** from the drop-down menu
5. Select the title of the web link under **Select from inventory:**
6. Click **Add Selected**

This is the best method for web links that will be used in many places in a course, and if you have a lot of links you want to add to the course as the library, by storing all links in one place, allows for easier management.