Add links to HTML Documents

This guide will show you step-by-step how to add links to HTML documents throughout your course. To update an existing HTML page such as a text lesson.

Go to Content Area

Go to Content area.

Find your HTML item that you wish to add the link to.
Add links to HTML Documents

Step 1 - Edit HTML

1. Click the drop down button.

2. Click "Edit HTML"
Step 2 - Select text and Hyperlink

Scroll in your lesson to find the text you wish to link. OR Edit the document to add new text to link.

1. Left click and drag to highlight the text that you wish to link.

2. Select the Link button in the toolbar.
Step 3 - Select URL

1. Select "URL" from the drop down menu.
Step 4 - URL, Title, Target Window*

1. URL* field: Copy and Paste the hyperlink into the text field.

2. Title* field: Check that the title is accurate. (Edits can be made to the title).

3. Target * field: Click "New Window"

4. Click "INSERT"
Step 5 - Update

Notice that the text is now an underlined link.

1. Click Update.
Step 6 - Check the hyperlink

1. Click the new hyperlink to check it for accuracy.

*Note: The link should open the webpage in a new window.