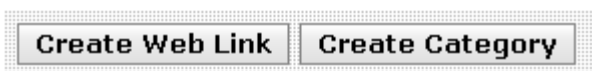




## Web Links

1. Under Course Tools, select Web Links
2. You are given two choices. You can create a Category to organize Web Links by specific units or chapters, etc. or you can have all your Web Links in one list.



### Category Creation (Optional)

3. Click Create Category
4. Give your Category a title or name
5. You may also give it a brief description if desired.
6. Click Save

### Web Link Creation

7. Click on Create Web Link
8. Enter a title for the Web Link,
9. Enter a brief description (optional)
10. Decide if you wish to hide the link until a later date, is for select the option for hiding.
11. Enter the web address or URL
  - a. If you want the Web Link to open up in a new browser window, place a checkmark in the box beside the option.
12. Select a Category to place the Web Link within if you created categories.
13. You can choose to associate previously set goals with the web link or create new goals to associate with it.
14. Click Save if you are done adding Web Links or Click Save and Create Another if you wish to add another Web Link.