

Checking links

The **Check Collection Link** tool can be used to check that links to content collection items are valid and permissions are set to allow current students to have access.

1. In the *Control Panel* of your subject, select **Check Collection Links** from the *Subject Tools* module.
2. You may have to click **OK** to have a full list of the subject content collection links to display with current status.
3. Each link will have one of the following icons displayed next to it:



Repairable Permission Error



Valid Link



Path Not Found



Permissions Error

Repairable Permission Error

The item exists in the *Content Collection*, but **Read** permission has not been assigned to this item for the current student group.

Recommended process

1. Go to the location of the file in the *Content Collection* e.g. 123456_2005_2.
2. Click the **check box** to the left of the item to be copied and click the **Copy** button (top of screen).
3. Select the **Destination** folder that the item is to be copied to e.g.123456. If copying to the top level of the folder an option should appear for this at the top of the screen when the folder is selected. Click the radio button to the left of the desired location and click **Submit**.
4. Return to the subject and open the page where the item is to be accessed by students.
5. Click the **Edit View** link on the top right of the page.
6. Click the **Modify** button next to the item.
7. In *Step 2 Content*, click the **Browse** button next to *Link to Content Collection Item* and locate the item to be linked.
8. Click the **radio button** to the left of the item and click **Submit**. Current students automatically get Read access to this item.
9. Click the **Remove** button next to the old file/location in *Currently Attached or Linked Files and Items*. This will save the new link, remove the old and save the item.

Caution

A **Repair** option is available on this page, but before using it take a look at the location of the file in the *Content Collection*. The file should be located in the current instance or base folder of this subject. The Repairable Permissions Error is most common when content is being reused from another instance of the subject. The link will show the item as existing in the original subject instance e.g. 123456_2005_2. Another example of content being in the wrong location is when content has been placed in a *My Content* area, instead of a *Subject* folder. Rather than repairing a link that will give read permission on content in a past instance folder, it is better to copy the content to the base folder and link the item again.

Valid Link

The item exists in the Content Collection and permissions have been set correctly for students of this subject to access the content. No further work is required as items are accessible, but this is an ideal opportunity to check that items are in a current subject folder. For example, linked items available in group public folders (previous instance of the subject) will still be viewable to the current student group, but if the items are being reused they should be copied in the subject base folder as in steps 4-9 above.

Path Not Found

The specified path to this item is no longer valid. The item may have been moved, removed or renamed. The link is broken and students will not have access to the file.

There is no automatic way to repair this error. A new copy of the item may be placed in the subject folder and the file linked as in steps 4-9 above.

Permission Error

Read permission is not assigned to these items. You no longer have the correct permissions to make the repair.

If content is still required for this instance of the subject contact the faculty representative (<http://www.lms.unimelb.edu.au/resources/reps.html>) or support person and request a copy. This copy may be placed in the subject folder and the file linked as in steps 4-9 above.

Final Step

Once links have been fixed it is recommended that the Check Collection Links tool be used again to ensure no broken links have been missed.

Please report any errors or omissions in this user guide to:

les-guides@unimelb.edu.au

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