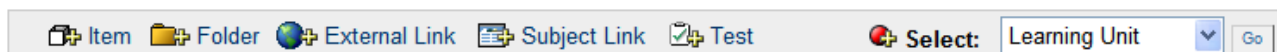


Learning Management System user guide: Adding External Links to an LMS page

Providing students access to web pages or files outside of the LMS may be done by creating an external link. Any item with that has a URL may be linked in this way.

ADDING EXTERNAL LINKS TO AN LMS PAGE

1. Using the *Subject Menu* of your subject, navigate to the area where you would like the external link to be available for students to access.
2. Click **Edit View** to display the tools menu.



3. Click the **+External Link** button to open the Add External Link page.
4. At step ① External Link Information, enter a **Name**, **URL** and **Text** description (optional) for the external link.
Note: the URL must be entered in full e.g. <http://www.unimelb.edu.au>

① External Link Information

* Name

* URL
For example, <http://www.myschool.edu/>

Text

Normal 3 Times New Roman | **B** *I* U | x_2 x^2 | [List icons]

[Rich text editor icons]

5. If you have a file in the Content Collection that you want to attach, at step ② Content you may **Browse** to **Link Content Collection** item.

② Content

Attach local file is NOT recommended.
We strongly advise that files be uploaded to the Content Collection then linked using the Content Collection item below.
[More information . .](#)

Attach local file

Link to Content Collection item

Name of Link to File

Special Action

Note: The **Attach local file** option is not recommended. For more information see:
<http://www.lms.unimelb.edu.au/news/#additem>

6. At step ③ Options it is recommended that you select **Open in new window** Yes. This will allow the student to simply close the new window and return to the LMS when they are finished using the external link.

③ Options
Make the content available Yes No
Open in new window Yes No
Track number of views Yes No
Choose date and time restrictions Display After Display Until
Jan 03 2008 02 00 PM Jan 03 2008 02 00 PM

7. Select other options as required.

8. Click **Submit** and **OK**.

External links may also be added to the subject menu. For full details see the Customising the subject menu content section of the Essential Elements workshop guide:

http://www.lms.unimelb.edu.au/user_guides/essentials_workshop.pdf

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