

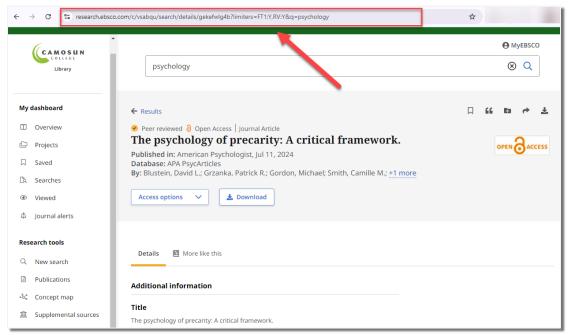
## Adding Links to Library Resources – D2L Tutorial

This tutorial provides step-by-step instructions for incorporating links to licensed library e-resources into your D2L course using the HTML editor. In this tutorial, we will focus on using the Content tool.

For further information or assistance, please visit our <u>Team Dynamix Support portal</u> and select the appropriate Category to submit a ticket.

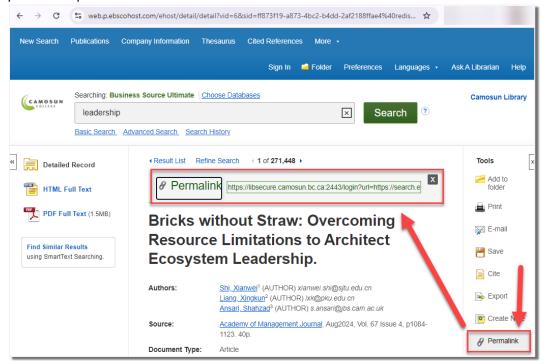
## **Steps**

- 1. Locate the stable URL, permalink, or persistent link for the licensed library e-resource (e.g., article). Open a new browser tab or window and go to the Camosun Library website to search for the resource you wish to link to in D2L.
  - a. When linking to resources in **Single Search**, the stable URL is the link found in your internet browser's address bar.

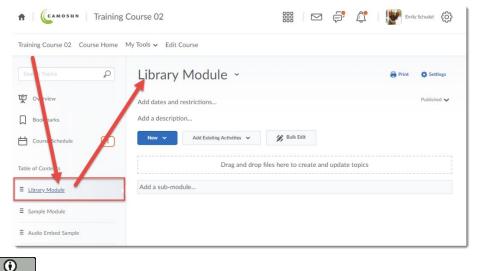




b. When linking to licensed library e-resources (e.g., Business Source Ultimate, PsycINFO, JSTOR), use the permalink or persistent link if available. You may need to click on the permalink option located in the tools or similar menu to reveal the link.

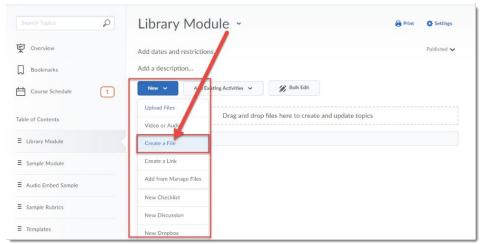


- c. If you are unsure how to find the stable URL, permalink, or persistent link for a library resources, contact your liaison librarian on the <u>Ask a Librarian</u> page. For more information stable URLs, permalinks, and persistent links, go to the <u>Library Link Troubleshooting</u> Libguide.
- 2. Copy the stable URL, permalink, or persistent link for the library resource.
- 3. Go to the Content tool in your course.
- 4. In the **Table of Contents** box, click on the title of the Module to which you wish to add your library resource link.

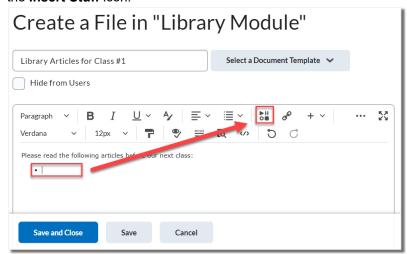


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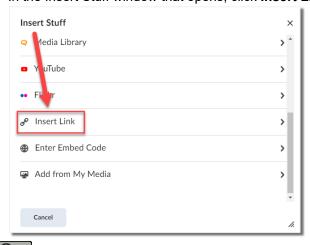
5. Click on the **New** button and choose **Create a File**.



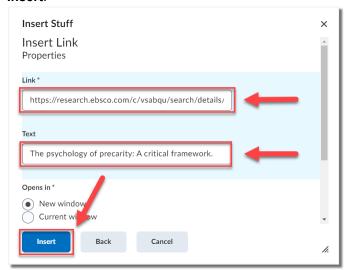
6. Give your new Content page a Title, then add some text into the HTML editor (for example, to set the context for the article you are going to link to), then put your cursor where you would like the link to the library resource to appear (in the image below, the cursor is below the text). Then click the **Insert Stuff** icon.



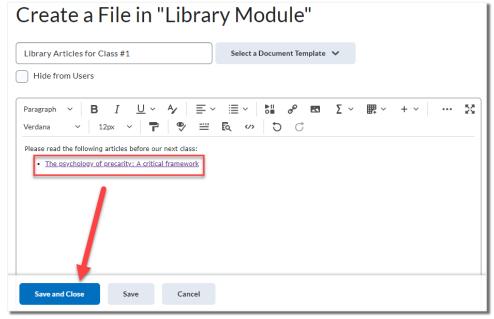
7. In the Insert Stuff window that opens, click Insert Link from the list.



8. Paste the stable URL, permalink, or persistent link you copied in Step 2 into the **Link** textbox. In the **Text** textbox, enter the title of the resource. If no title is added, students will see the full URL, which can be lengthy. Adding a title gives users clear context for where the link will take them. Click **Insert**.



9. Your library resource is now linked on the Content page. When you're finished, click **Save and**Close to apply the changes. The link will open in a new tab or window when students click on it.



## Things to Remember

• It's a good practice to test the link to your library resource to ensure it works and opens the correct page or document. We also recommend testing the link from off-campus to verify that students can access it remotely using their C# and password.