



Adding Links to Library Resources – D2L Tutorial

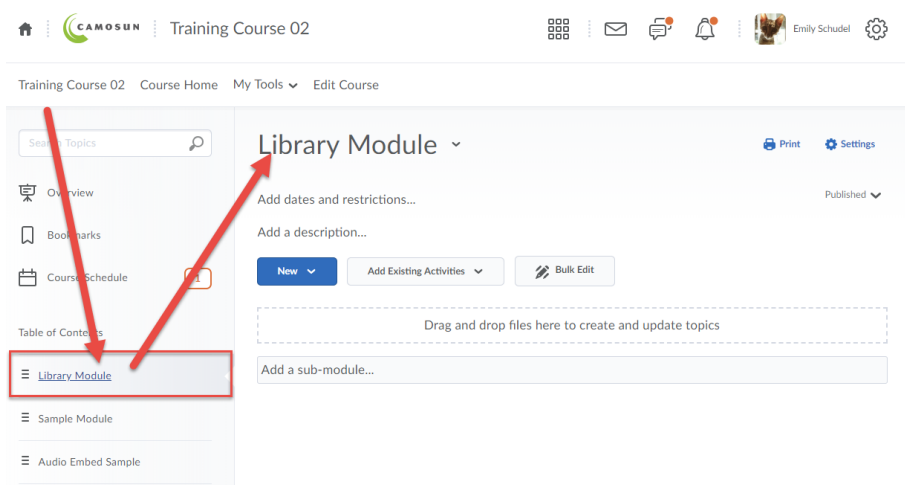
This tutorial is designed for faculty who have previous experience using the Content tool and the HTML Editor in D2L. For further information, please contact desupport@camosun.ca for assistance.

Scenario

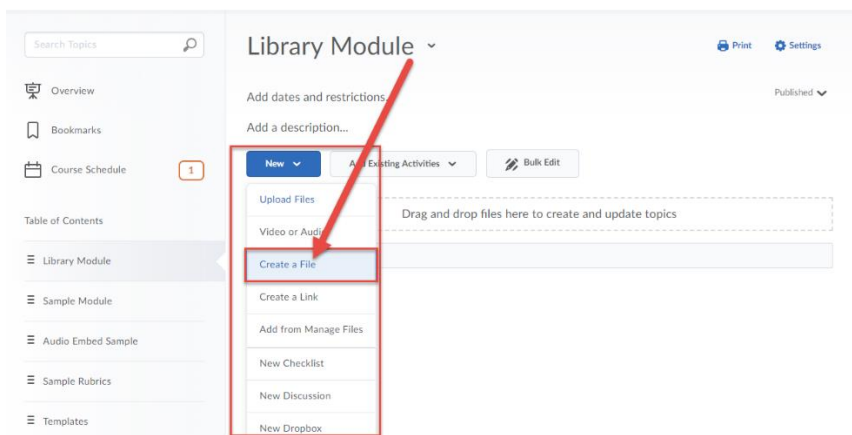
This tutorial will cover the steps involved with adding licensed library e-resource permalinks into the HTML editor. For the purposes of this tutorial, we will work in the Content tool.

Steps

1. Go to the Content tool in your course.
2. In the **Table of Contents** box, click on the title of the Module to which you wish to add your library resource links.



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



4. 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.

Training Course 02 Course Home My Tools Edit Course

Create a File in "Library Module"

Library Resources Browse for a Template

Click **Insert Stuff** now to go to the library article you will need to read for class.

/content/training/TRAIN_02/ Change Path

Publish Save as Draft Cancel

5. In the Insert Stuff box that opens, click **Insert Link**.

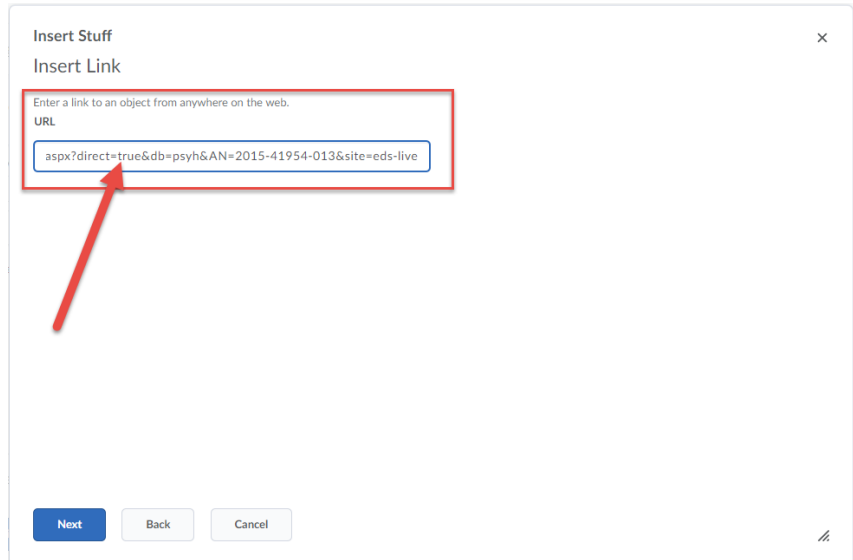
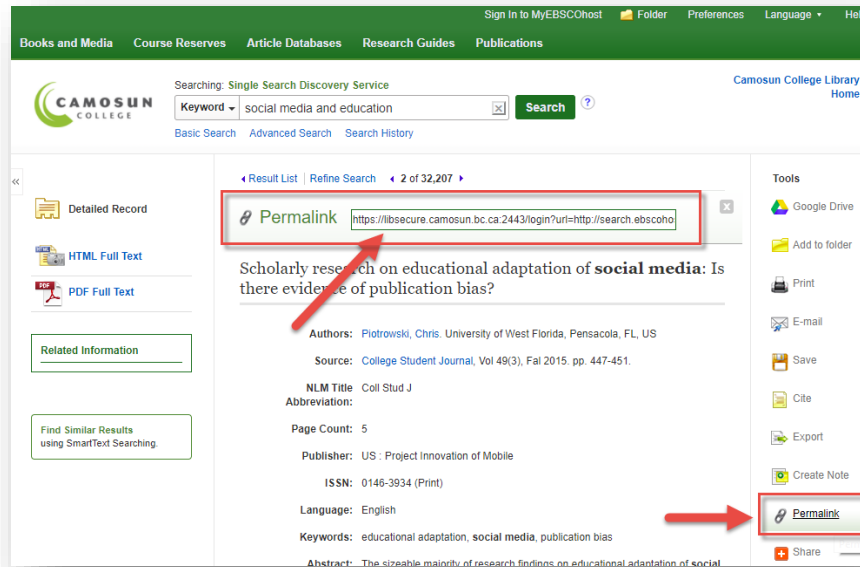
Insert Stuff

- My Computer
- Course Offering Files
- Shared Files
- YouTube
- Flickr
- Insert Link**
- Enter Embed Code

Cancel



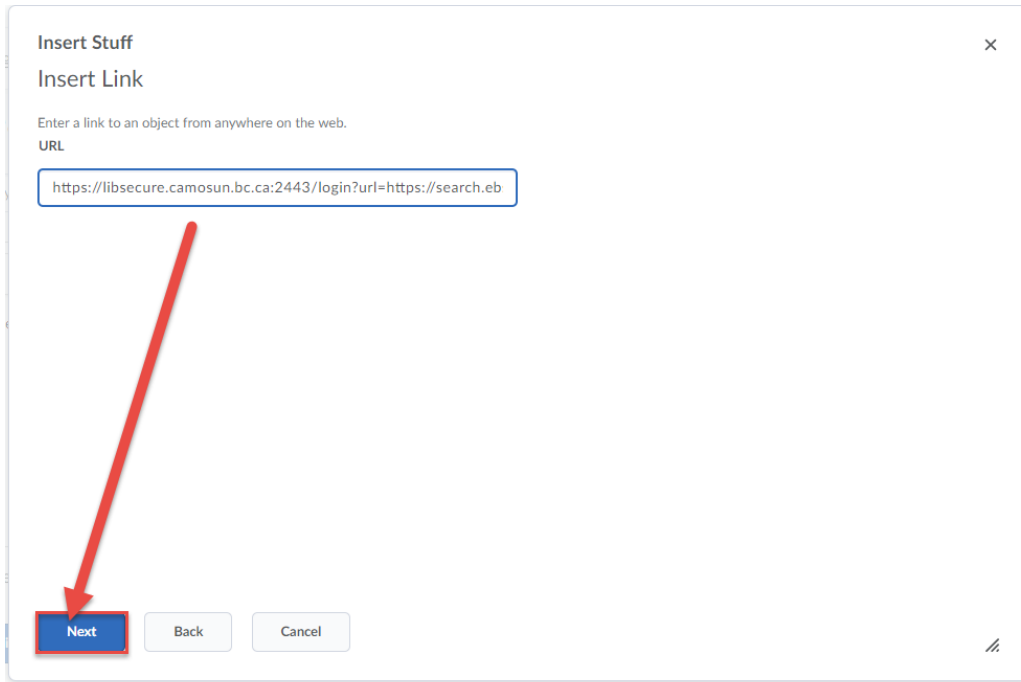
6. Open a new browser tab or window, and go to the Camosun Library website to search for the article you wish to link to in D2L. (For more information on permalinks, persistent links and stable URLs, go to the [Camosun Library's Libguides.](#))
 - a. If your **licensed library e-resource** has a permalink (or persistent link/stable URL) option, first click on the Permalink option, then copy the link that appears in the Permalink box and paste the permalink into the **Insert Link** URL box.



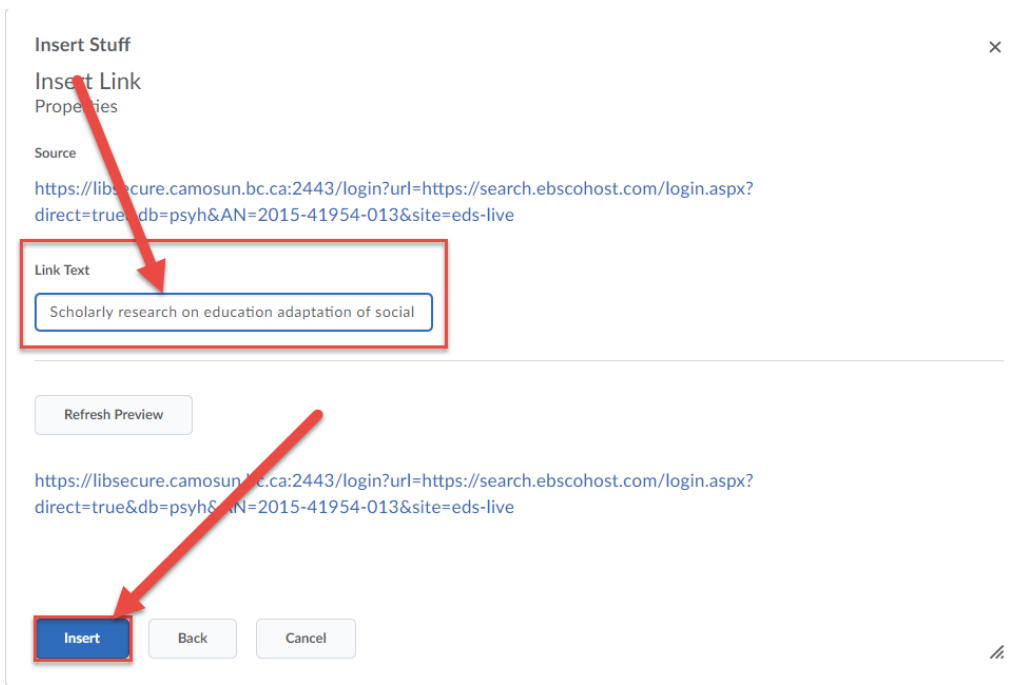
- b. If your licensed library e-resource does NOT have a permalink option, contact Camosun Library staff for help.



- Once you have copied the appropriate link into the **Insert Link** box, click **Next**.



- Add the title of the article into the **Link Text** box. If you don't add anything here, students will see the full URL (which can be a bit long). Click **Insert**. The library resource has now been linked in your Content page. Note that the link will open in a new tab or window when the students click on it.



9. Make sure that you use the **Change Path** button to save your file to the appropriate folder in your Manage Files area. Then click **Publish** or **Save as Draft**. Remember that if you save your file as draft, you will need to publish it before students can see it.

Training Course 02 Course Home My Tools Edit Course

Create a File in "Library Module"

Library Resources Browse for a Template

Paragraph **B** *I* U [List Icons] [More]

Click the link below to go to the library article you will need to read for class.

[Scholarly research on education adaptation of social media](#)

/content/training/TRAIN_02/ Change Path

Publish Save as Draft Cancel

Things to Remember

DO NOT use the Quicklink → URL option to add permalinks to the HTML editor in D2L. Always use Insert Stuff. In fact, we recommend you always use Insert Stuff when adding web links of any kind into an HTML page in D2L.

It's a good idea to test the link to your library resource once you have **Published** or **Saved as Draft** to ensure that it works, and that it opens the page/document you wish it to open. We also recommend you test opening the link from off-campus to make sure students will also be able to access it from off-campus (using their C# and password.)



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