



## Inserting a Quicklink into the HTML Editor (for Content, News, etc.) – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the HTML Editor in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

### Scenario

This tutorial will cover the steps involved with inserting a Quicklink (a hyperlink which can be to an external website, to a file in Manage Files, or to a D2L activity) into the HTML editor. For the purposes of this tutorial, we will insert a Quicklink to an Assignments activity into a News Item.

### Steps

1. Go to your course homepage.
2. In the **News** widget drop-down menu (the down arrow), click **New News Item**.

The screenshot shows the D2L course homepage for 'Training Course 02'. The top navigation bar includes the Camosun logo, the course name, and various utility icons. Below the navigation bar, there are links for 'Training Course 02', 'Course Home', 'My Tools', and 'Edit Course'. The main content area features a 'News' widget with a dropdown menu open. The menu options are: 'Go to News Tool', 'New News Item', 'Reorder News Items', 'RSS', 'Notifications', 'Customize this widget', 'Style this widget', and 'Collapse this widget'. The 'New News Item' option is highlighted with a red box. To the right of the News widget is a 'Territorial Acknowledgement' section with a photo of purple flowers and text about Camosun College's location on traditional territories.



3. Give your news item a **Headline**. Then click in the **Content** box and add some text to provide a context for the Quicklink you are adding (for this example, we will remind students to complete the assignment we are linking to). Highlight the text you want to link onto, then click on the **Insert Quicklink** icon at the top left of the HTML editor.

New Item

General

Headline \*

Assignment #2 due Thursday!

Content \*

Paragraph **B** *I* U Lato (Recom... 17.1px ...

Hi everyone!

Don't forget that Assignment #2 is due this Thursday. You can find it by clicking [Assignment 2](#).

Thanks!

Your Instructor

**Publish** Save as Draft Cancel

4. In the Insert Quicklink pop-up box, click **Assignments**.

Insert Quicklink

Course Materials

**Assignments**

Calendar

Chat

Checklist

Content

Course File

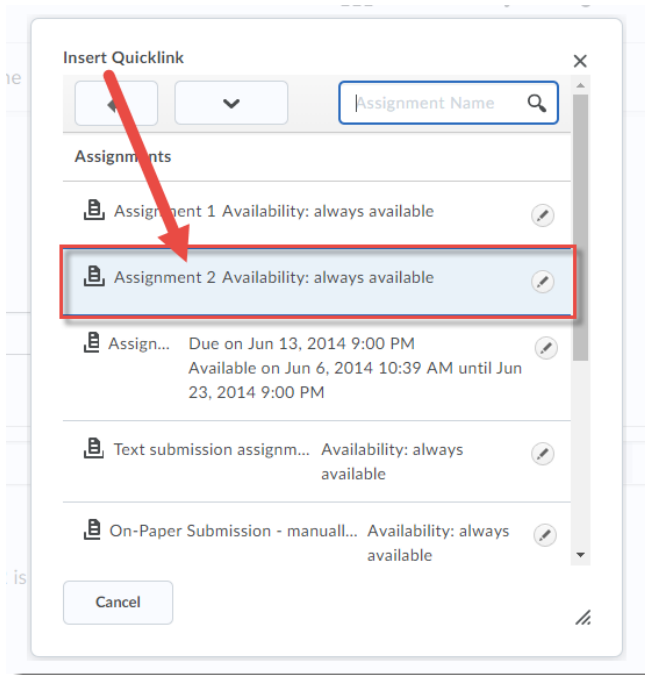
Discussions

ePortfolio Item

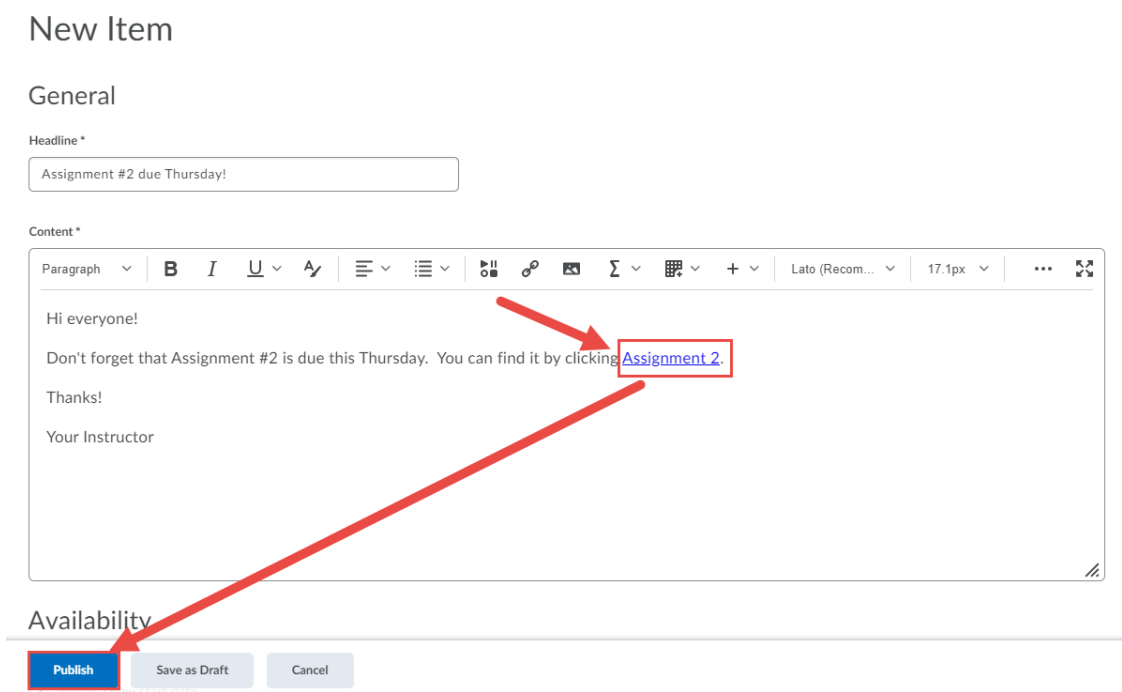
Cancel



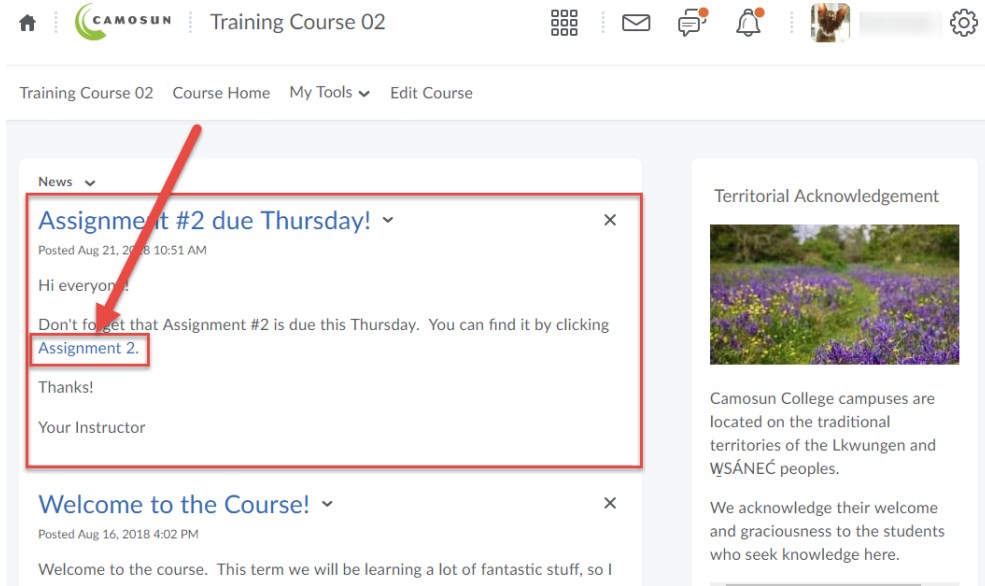
5. Click the title of the **Assignments** activity you wish to link to.



6. The text you highlighted will now be hyperlinked to that assignment. Click **Publish** to see the final page – you won't be able to test the link until you **Publish** your News item.



7. You and your students will now see your News item with your Quicklink.

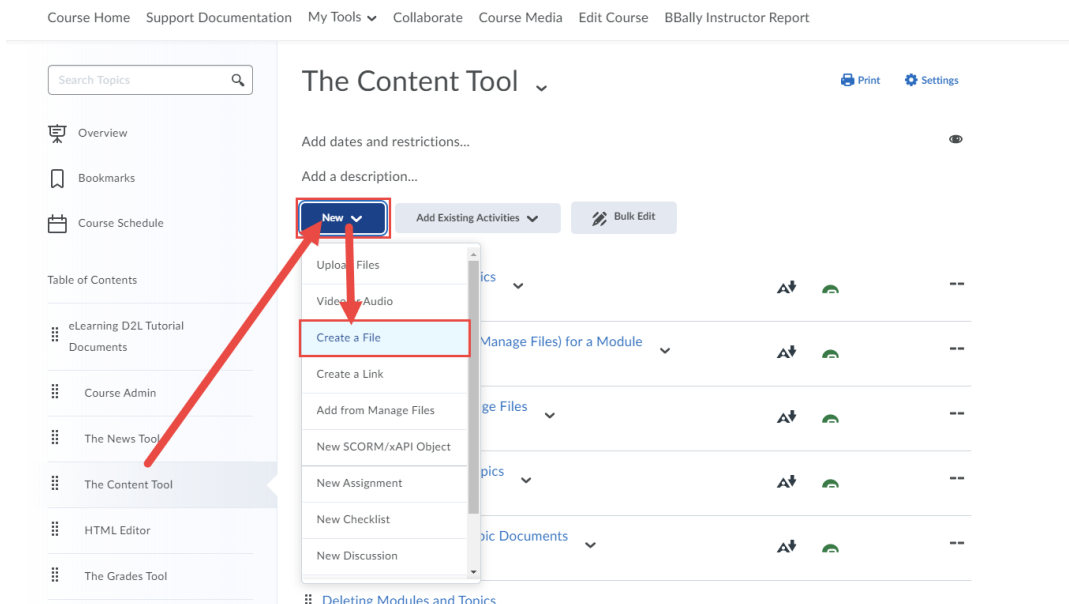


## Things to Remember

The advantage of embedding a Quicklink into the HTML editor (whether in the **News** tool, in **Content**, etc.) is that it points students directly to an activity in D2L, meaning that they don't have to go to the tool first and then find the activity you wish them to complete.

**NOTE:** Do NOT add a link to a Library database article using Quicklink – it will not work. You need to use Insert Stuff instead. See the tutorial *Adding Links to Library Resources* for further information.

To find the HTML editor in **Content**, you will open a Module, click the **New** button, and then select **Create a File**. Then follow Steps 3-6 in this tutorial to add your Quicklink.



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