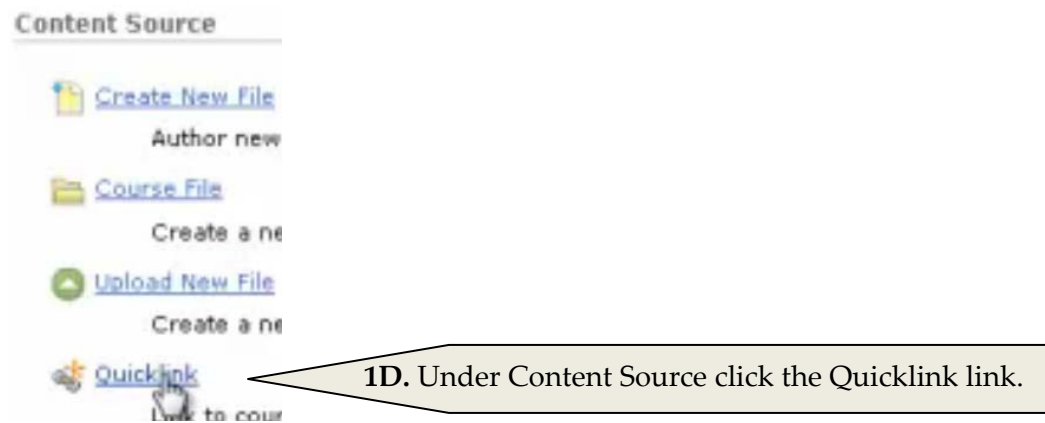
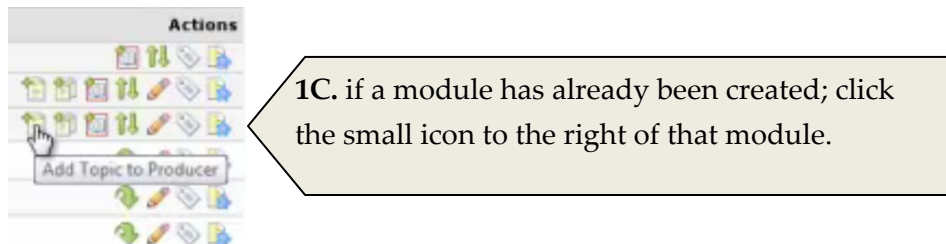
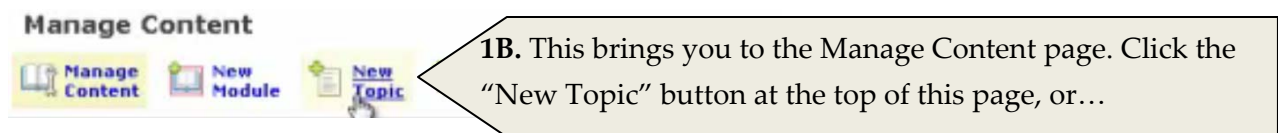
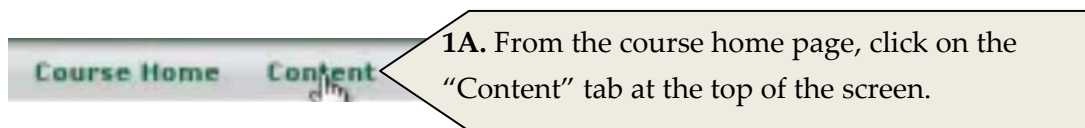


Creating Topic Quicklinks

Step 1: Manage Content

In this tutorial, we will learn how to create links for topics created in D2L. As an instructor, you may want to insert links for your students to bring them to other content in your course or to another external website.



1E. Under the “Properties” tab, you will need to choose a module for this topic to be placed in.

1F. If a module has not yet been created, select Add module.

1G. Next, create a title.

1H. You may wish to make a short title and/or hide the enumeration for your topic by checking the box.

Step 2: Quick Links

2A. Under Content is where you will place the URL of the page you want the quick link to bring your students to.

2B. Select the “Quicklink” icon to the right of the URL box.

2C. A window appears where you will select the category of where you want your link to bring your students.

2D. Please notice, that depending on the category you choose the link details will change.

2E. The last category is URL. This is what you will want to use if you want to create a link to an external website.

2F. Under the Link Details tab is where you will type the URL of the website.

2G. You must use http:// in order for the link to work properly.



2H. Click Insert on the bottom right of the box to place the quick link in your topic.

General

Parent Module: [add module]

Title:

Short Title:

Enumeration: Hide enumeration for this topic

Content

URL:

Open in New Window: Preview/view the content topic in a new window or tab

Cancel Save and New Save

2I. You will see your chosen URL placed in the field.

Open in New Window: Preview/view t

Cancel Save and New Save

2J. Underneath this is the option to have your topic opened in a new

2K. Click SAVE

Step 3: Other Tabs



The Restrictions tab...

Availability

Hidden: Hide this topic

3A. allows the instructor to hide the Topic until the instructor is ready to release it to the students. To hide the Topic, check the box beside Hidden, under the Availability section.

This allows the instructor to put Topics on D2L that are not finish and return to them later.

Edit Topic - Quicklink



3B. The information that is in the Topics will be visible to the instructor in Manage Content.

Save

3C. Then click Save at the bottom right hand corner.



3D. The next tab to the right is the Discussions tab. This tab allows instructors to link material to a discussion topic.

Topic Discussion: --None-- **3E.** Instructors can make new discussion topics to relate to the topic.

Topic Help Discussion: --None--

Topic Discussion: --None-- **3F.** Topic Discussion links the New Topic directly to a discussion in the Discussion section. This allows students to talk about the topic with other students. Click the drop down arrow to select a discussion that is already prepared.

Help Discussion: **Location**
 Relative Location
 Coordinants
 examople special access
History of Revolutions
 19th century dictators
 Revolutions in the 18th Century
 Causes of Revolutions
 The Aftermath of Revolutions
Production
 Help with Character Lab
 Character Lab
Introductions
 For new students

Topic Discussion: --None-- **3G.** Topic Help Discussion will link the topic to a discussion topic. This allows the students to ask one another for help on the topic. Click the drop down arrow.


Topic Help Discussion: --None--


Discussions **Comments** **3H.** The Comments tab allows the instructor to communicate with another designer of D2L.

Personal Comments: **3I.** These comments only appear to the instructor and the shared designer.

Shared Designer Comments:

3J. A Shared Designer is another person who has access to the topic material and is working on it at a different time.

Personal Comments:  **3K.** The Personal comments are useful place to leave reminders to finish a topic, insert a picture, or whatever else needs to be done with the topic.

Shared Designer Comments:  please fix topic

In this tutorial, we learned how to create links for topics created in D2L.