Overview: Quicklinks allow you to link existing activities to the course content page. Activities might include things like discussion topics, quizzes, and Dropbox folders. You can also create Quicklinks to external resources such as YouTube videos, or external websites.

Objectives: Upon reading this reference guide you should be able to...

- Create a Quicklink to an External Website
- Create a Quicklink to an Existing Activity

Create a Quicklink to an External Website:

1. To create a Quicklink to an external website, you will begin on the course content page. Choose the Module in which you would like to place the Quicklink. Next, choose the “New” dropdown menu.

2. Choose “Create a Link”.

Start Here

This module includes all course information that you might need. This includes your syllabus, course schedule, and course policies.

New Add Existing Activities

New

Add Existing Activities

Upload Files
Create a File
Create a Link
Add from Manage Files
New Checklist
New Discussion
New Dropbox
New Quiz
New Survey

ABC 123 Syllabus
ABC 123 Course Schedule
About Your Instructor
Course Policies
Icebreaker Introduction

New

Add Existing Activities
3. Enter a title for your link. The title should be what you would like students to click on. For example “Click Here” or “YouTube Video”.

4. Next, enter the web address, or URL of the website you want to link to.

5. Next, if you would like your link to open in a new window, check the “Open as External Resource” box.

Note: It is recommended to check this box, so that external websites and YouTube videos open in a new window. It is not necessary to open D2L activity tools (such as Discussions, and Dropboxes) in a new window.

6. Click “Create”.

7. Your external Quicklink will have been added to the content page.
Creating Quicklinks

Create a Quicklink to an Existing Activity:

1. From the course content page, select which module you would like to add a Quicklink to an Existing Activity to.

2. Click the “Add Existing Activities” dropdown menu, and choose the resource you would like to add a Quicklink for. (Note* For training purposes, the following screenshots will show adding a Quicklink to a Dropbox Folder.)

3. Choose the specific activity you would like to link to. For example, since I chose earlier that I would like to link to the “Dropbox” tool. I will then be more specific and choose a specific Dropbox folder to link to.

4. Your Quicklink will be added to the course content page.