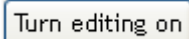


Adding a URL Resource: Linking to an external website

URL stands for Uniform Resource Locator. Most of us just refer to that as the address of the website or object that you want to link to. You can link to any URL on the web or link to a resource within the site. Follow these steps to add a URL resource:


1. Ensure that you are in the editing mode by clicking on the **Turn Editing On** button at the top, right-hand side of the page.



Turn editing on

A blue arrow points from the text 'Turn Editing On' in the previous step to this button.

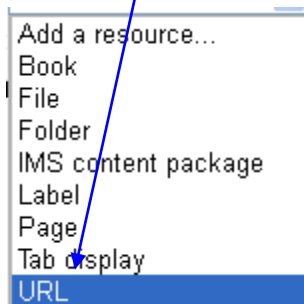
2. Click on the **triangle** on the drop-down box



Add a resource...

A blue arrow points from the text 'triangle' in the previous step to the downward-pointing triangle on the right side of the drop-down box.

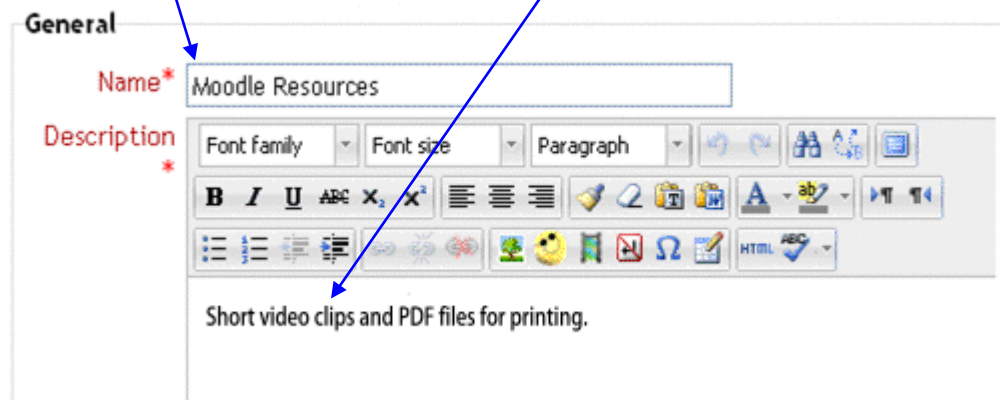
and **choose URL**



Add a resource...
Book
File
Folder
IMS content package
Label
Page
Tab display
URL

A blue arrow points from the text 'choose URL' in the previous step to the 'URL' option at the bottom of the menu.

3. Enter the **name** of the resource and the **description**.



General

Name* Moodle Resources

Description* Short video clips and PDF files for printing.

The form includes a rich text editor toolbar with options for font family, font size, paragraph, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert image, insert video, insert URL, and HTML source.

Two blue arrows point from the text 'name' and 'description' in the previous step to the respective input fields in the form.

4. This is where you enter the URL that you want to link to. If you are linking to something internally, it's always best to copy the link from the browser address line rather than typing it in yourself. Highlight the address in the browser and click on CTRL-C to copy. Switch back to Moodle and use CTRL-V to paste the URL/address into the External link input box.

Content

External URL

5. There are a number of display options available to you. In most cases we just use the default setting which is Automatic. **It is important to be consistent in the way that you display resource links in order to prevent confusion and the unintentional exiting of Moodle.** Try changing the settings to see what option works best for you. Please note that you can click on the yellow question mark for details on each of the settings.

Options

Display 

Display URL name

Display URL description

6. In most cases, you can just bypass the rest of the settings; however, there may be some instances where you wish to restrict access to the link. Check out the tutorial titled **Restricting Access: Conditional Releases** for more details.
7. Cursor down to the bottom of the page and click on the **Save and Return to Course** button.

