Adding an External Link

If you do not have access to your website (i.e., you have not obtained your Username & Password), contact Kristin Hartman (webteam@lsic.ucla.edu / x49177).

From within your Course Website:

1. Click on the Control Panel button.
2. Under Page Editors (upper left portion of the page) click Websites.
3. Decide if you wish to add the link on the first page, or create a separate page/folder (if you are going to be adding a lot of links, it's a good idea to use folders to organize groups of similar items)
4. When you have determined where you want to post the document, click on Add Item
5. Type in the Title: of the link
6. Type in the URL of Link: of the link
7. Type in a Description: of the link (optional)
8. Under 2 Selection Options click "Yes" next to External Window. (Note: this is the safest choice, because it allows to student to visit the other page without losing their place in your site.)
9. Click Submit (bottom of the page) when you are done.

Modifying an External Link

From within your Course Website:

1. Click on the Control Panel button.
2. Under Page Editors (upper left portion of the page) click Websites.
3. To the right of the link you wish to modify, click Modify Item.
4. Make your edits to the link as needed.
5. Click Submit when done.

Remove an External Link
From within your Course Website:

1. Click on the **Control Panel** button.
2. Under Page Editors (upper left portion of the page) click **Websites**.
3. To the right of the link you wish to remove, click **Remove Item**.
4. Click **OK** to confirm.