

## Create a Web Link on the Course Menu

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### Overview

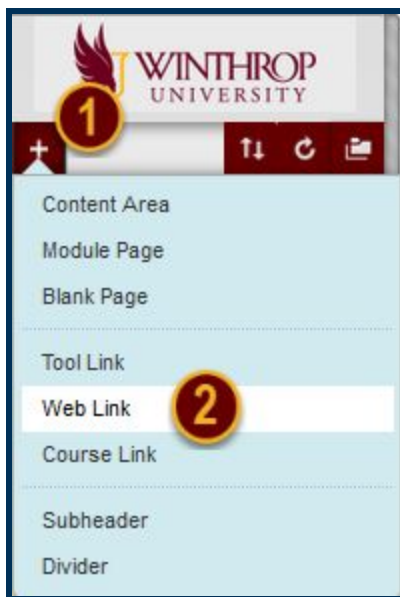
This tutorial will explain how to create a **Web Link** on the **Course Menu**. Place Web Links on the Course Menu when they are important resources for students to visit and revisit throughout your online course.

### Quick Steps

Course Menu > Add Web Link > Name > URL > Make Available > Reorder

### Step 1


To create a Web Link on the Course Menu, click the *Add Menu Item* icon [1] on the Course Menu and select “Web Link” [2].



### Step 2

The Add Web Link menu will display. Use the Name field [3] to give the link a title and the URL field [4] to paste the website’s URL. Optionally, check the “Available to Users” checkbox to make the Web Link visible to participants.

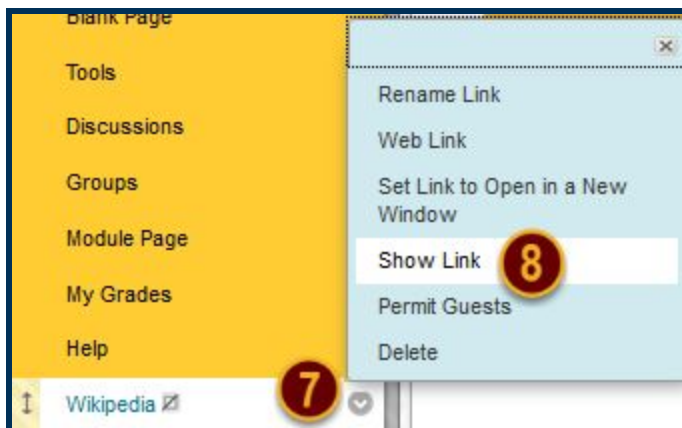
When finished, click the *Submit* button [6].



### Step 3

The Web Link will populate at the bottom of the Course Menu.

If you did not make the Web Link Available in [Step 2](#), you can change the Web Link's Availability by clicking the Item Options arrow that follows the Web Link's title in the Course Menu [7]. From the Item Options menu, select "Show Link" [8].



### Step 4

If you want to move the Web Link to a different position on the Course Menu, hover over the Web Link. Click and hold your mouse on the double-sided arrows [9]. While holding, move the Web Link up or down in the Course Menu.

Alternatively, you can use the Keyboard Accessible Reordering Tool by clicking on the *Keyboard Accessible Reordering* icon [10] in the header of the Course Menu.

