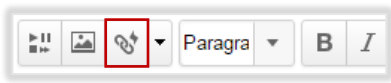


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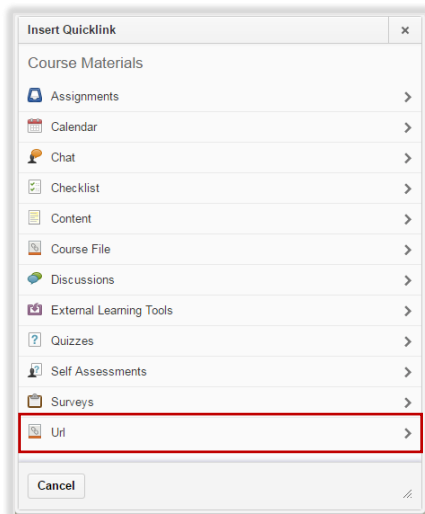
## TEXT EDITOR > INSERT QUICKLINK

This tutorial covers how to utilize the “Insert Quicklink” tool when editing course content (such as instructions, assignments, discussion topics, etc) in the text editor. A quicklink can be inserted into your discussions, quizzes, assignment dropboxes, calendar items and other areas where the visual editor is present. Quicklinks can be used to link to external websites or areas within your course. You can add the quicklink when you are creating the item, or choose to edit it later by adding the link at a later time.

**STEP 1>** Once in your course and in a text editor box, place your cursor where you would like a quicklink to appear, and click on the Insert Quicklink icon. *(Note: If you hover your mouse over this icon, you will see “Insert Quicklink” appear.)*



**STEP 2>** When you click the Insert Quicklink icon the below Insert Quicklink box will appear with all of your options to link. For the purpose of this example, we will select “Url”.



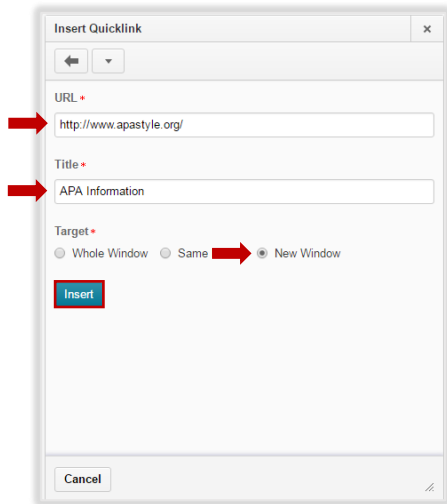
**STEP 3>** You will now see another box that will ask you to provide detailed information about the item you are linking. For the purpose of this example (URL) the next screen requires the following information:

**URL:** The exact website address you are linking to; your students will be directed to this site.

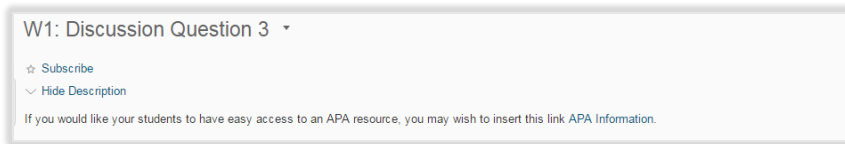
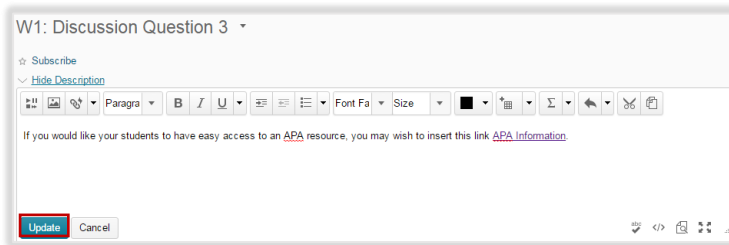
**Title:** The text that will appear within the content for students to click on.

**Target:** Choose New Window so when students click on the Title a new window will open for the web link; this way they will be able to have their course window open at the same time.

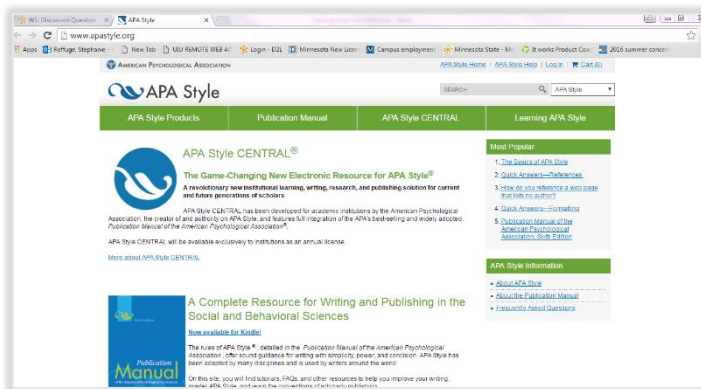
Once you have entered all of the required information, click Insert.



STEP 4> You are then returned to the text editor box, where you can make additional adjustments if necessary. If you are satisfied with your text and the way the title appears to students, click “Update” and you will see how the item appears to students.



STEP 5> Click on the link to ensure it opens properly.



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