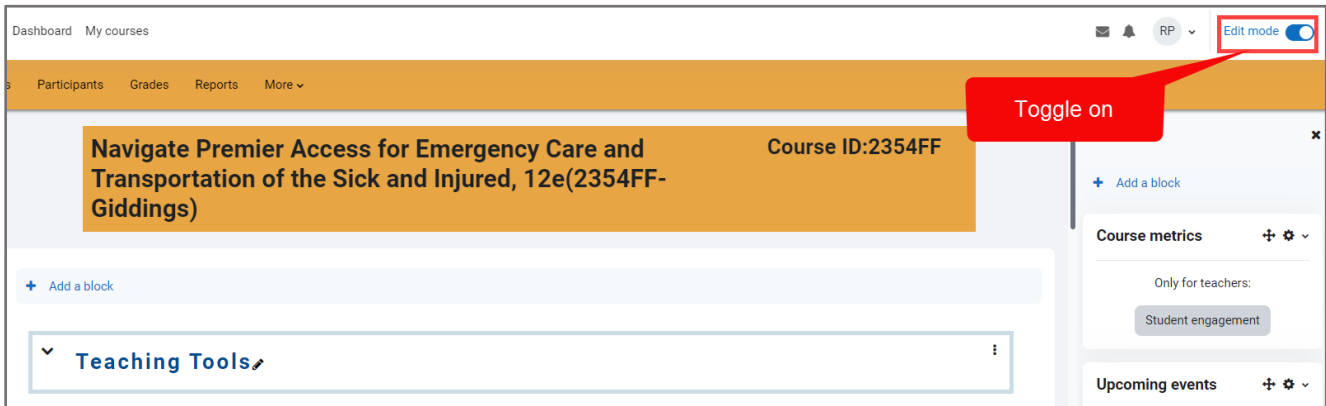


How to Add a Link to an External Website

This document provides instructions for how to add a hyperlink or URL to an external webpage within your course.

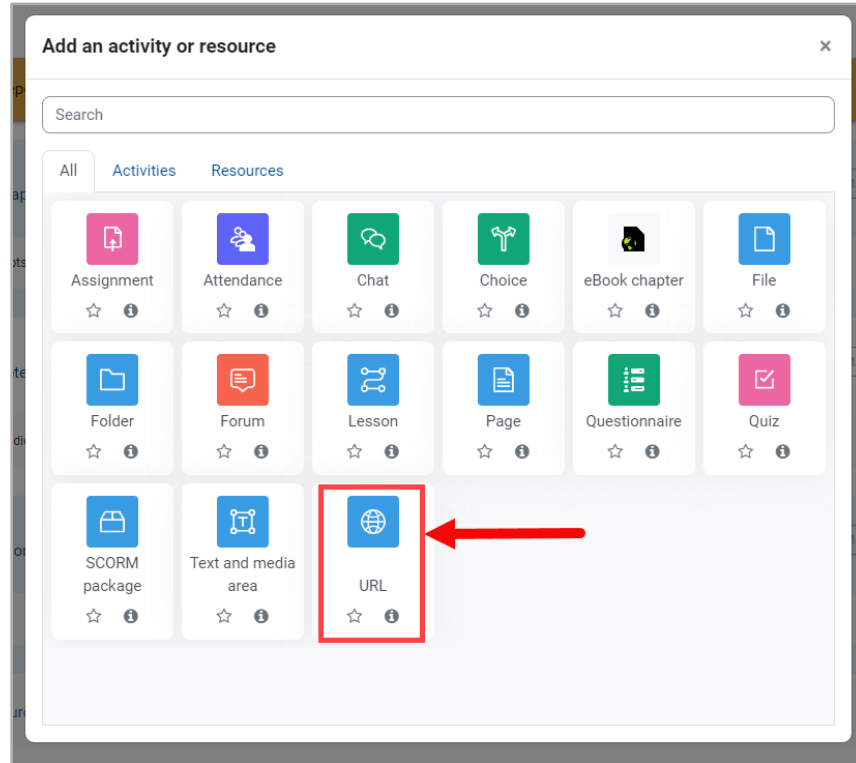
1. From the course homepage, navigate to the course section in which you would like to add the link and turn on the course **Edit Mode** using the button at the top of the page.



2. After the page refreshes to reveal editing options, scroll as needed to find and select the **Add an activity or resource** link below the section's contents.



- This opens a popup window listing the different Activity and Resource options available to use in the course. Select the **URL** option.



- On the URL settings page, proceed by entering the name under which the link will display in the course within the **Name** field.

A screenshot of a web application interface titled "Adding a new URL to Chapter 3 Medical, Legal, and Ethical Issues". The page has an "Expand all" link in the top right corner. Under the "General" section, there are three fields: "Name", "External URL", and "Description". The "Name" field is highlighted with a red rectangular box and contains the text "Jones and Bartlett Learning Homepage". The "External URL" field is empty and has a "Choose a link..." button to its right. The "Description" field is a rich text editor with a toolbar containing icons for undo, font size, bold, italic, list, link, unlink, image, video, audio, and document. Below the description field is a checkbox labeled "Display description on course page" with a help icon.

5. Next, select the URL or hyperlink you would like to incorporate and copy and paste it into the **External URL** field.

Adding a new URL to Chapter 3 Medical, Legal, and Ethical Issues Expand all

General

Name ! Jones and Bartlett Learning Homepage

External URL ! Choose a link...

Description

Display description on course page ?

6. Optionally, you may also enter in a description in the **Description** field and choose whether to make this description visible on the contents page by toggling the applicable checkbox directly below.

General

Name ! Jones and Bartlett Learning Homepage

External URL ! Choose a link...

Description

This website is where you can order the course textbooks.

Display description on course page ?

7. Use the **Display** dropdown menu within the **Appearance** section to determine how the external website will open when it is clicked or accessed.

Appearance

Display ? Automatic v

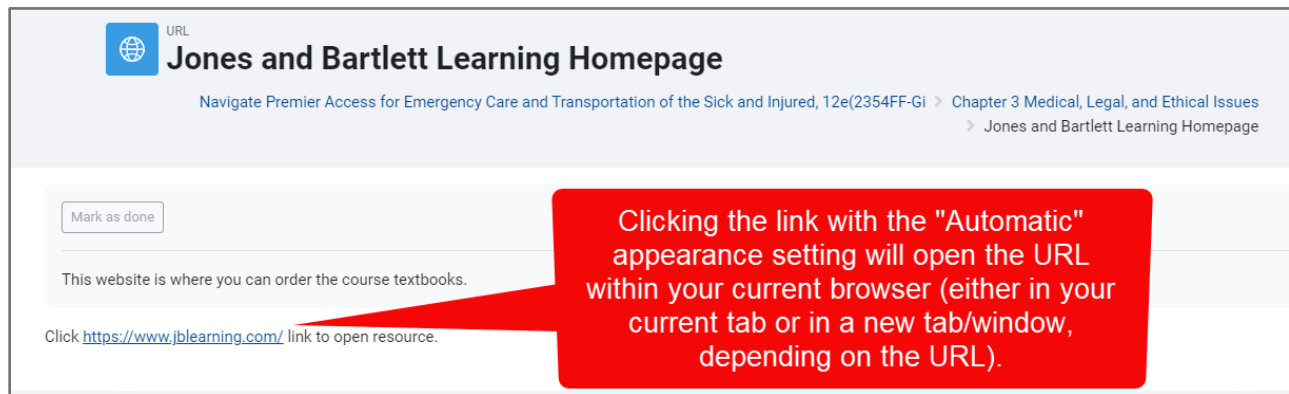
- Automatic
- Embed
- In frame
- New window
- Open
- In pop-up

> URL variables

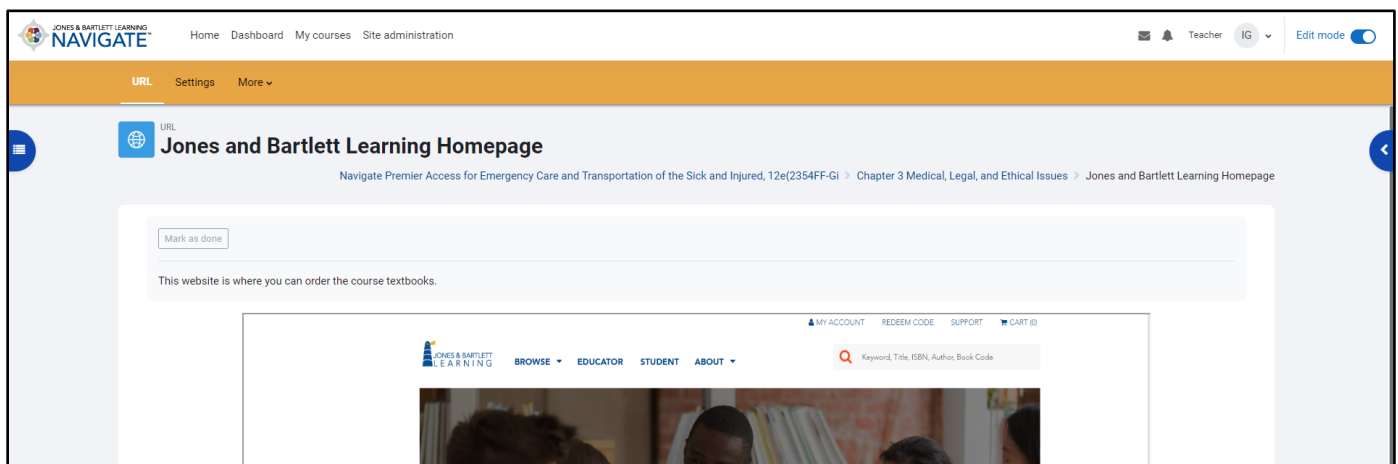
> Common module settings

Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm

- **Automatic** displays the hyperlink on a dedicated URL page along with its description (if applicable) where the student must click on the link to open it, typically loading in the same window as the course, which navigates the user away from the course and into the linked page.

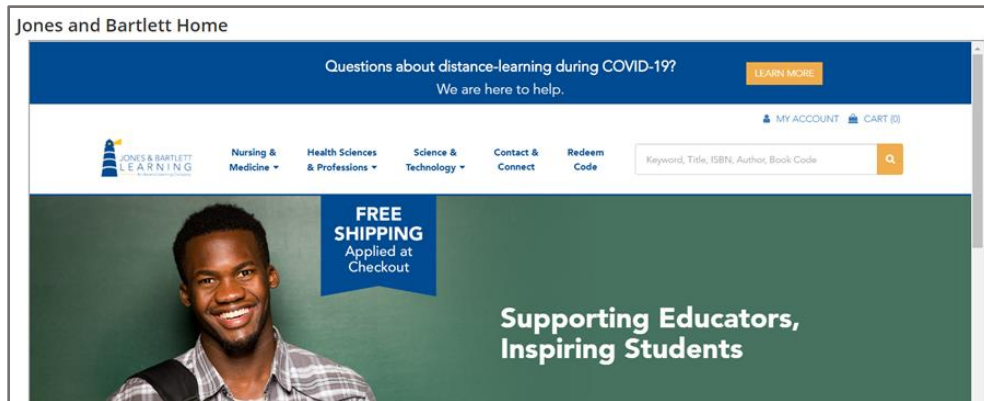


- **Embed** displays the linked URL page within an iframe directly on the course page itself, giving the user a sense that they are not leaving the course to review the URL's contents. **Note:** many websites employ security measures to prevent their sites from loading within an iframe for various reasons, such as clickjacking protection or licensing stipulations. If the URL you choose to display via this appearance method returns an error and does not load, this is likely to be the reason.



Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm

- **In frame** is similar to the above, however it removes most of the course menus and navigation options while displaying the iframed URL at a greater scale. **Note:** many websites employ security measures to prevent their sites from loading within an iframe for various reasons, such as clickjacking protection or licensing stipulations. If the URL you choose to display via this appearance method returns an error and does not load, this is likely to be the reason.



- **New window** opens the URL in a new tab/page within your web browser when it is clicked from the course contents page where it displays.

Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings) Course ID:2354FF

> **Teaching Tools**

Chapter 3 Medical, Legal, and Ethical Issues

Jones and Bartlett Learning Homepage

Clicking the item from the contents page opens the linked URL within a new tab within your web browser.

Mark as done

This website is where you can order the course textbooks.

- **Open** launches the URL immediately when it is clicked within the same window, taking the student away from the course and into the external site.

- Finally, the **In-popup** option automatically opens the site in a new popup window of the web browser.

The screenshot shows the JBLearn NAVIGATE interface. The main content area includes a 'Teaching Tools' section and a 'Chapter 3 Medical' section. A red callout box highlights a globe icon with the text: "Clicking the link with the 'In pop-up' option applied launches a pop-up window that be expanded for optimal viewing." A separate browser window is shown in the foreground, displaying the website's cookie consent banner with an "AGREE & DISMISS" button.

- When satisfied with your selections, scroll to the bottom of the page and select the **Save and return to course** button to review your newly added external URL.

The screenshot shows the 'Tags' section in the JBLearn interface. A red box highlights the 'Save and return to course' button, which is the next step in the process.

Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm