

Introduction to Course Studio: Lesson 5

Managing Links

Course Studio allows you to create and maintain a list of Internet links that may be of interest to your class.

Posting a Link

To add a link to Course Studio, you need three things:

- A **title** for the link
- The **URL** of the link
- A **short description** of the link

Click on **Manage Links** in the **Content Tools** menu.

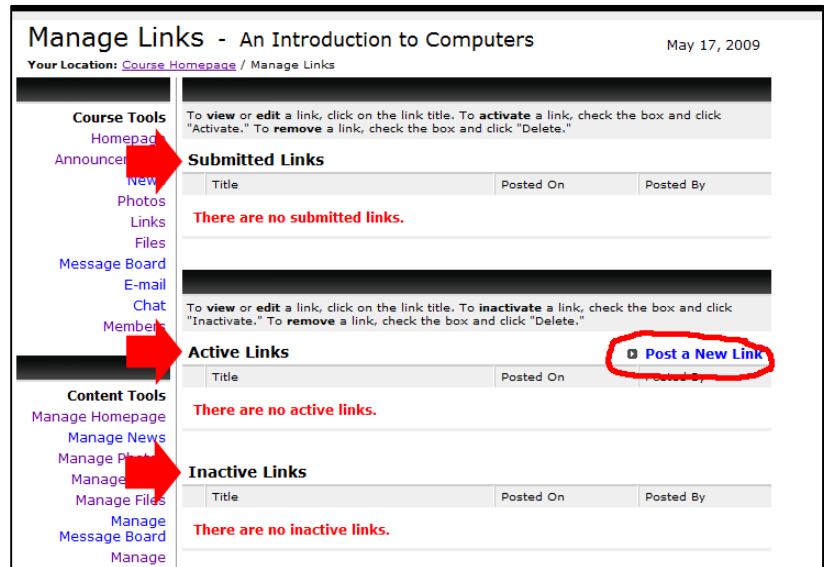


At the beginning, there should be no links listed in the “Manage Links” window.

Submitted links have been submitted, but are not yet posted. This might be the case if you were allowing students to submit potential links as part of a project.

Active links have been posted

Inactive links have been deactivated, but have not yet been removed.



Suppose that you have found a good video about “Explaining Cloud Computing” on YouTube at the following URL: <http://www.youtube.com/watch?v=hplXnFUIPmg>. You would like to make the link to this video available to your class. To post this link, click on **Post a New Link**.

Enter the required information on the "Post a Link" screen.

You probably want to designate its status as "active."

The URL must begin with **http://**.

Click on **Post** when you are finished.

Post a Link - An Introduction to Computers May 17, 2009
Your Location: [Course Homepage](#) / [Links](#) / Post a Link

Course Tools
Homepage
Announcements
News
Photos
Links
Files
Message Board
E-mail
Chat
Members

Content Tools
Manage Homepage
Manage News
Manage Photos
Manage Links
Manage Files
Manage Message Board
Manage Chat
Manage Announcements

Posted By: **Mr. Jason Harold Womick**

* Status: Active

* Title: Explaining Cloud Computing

* URL: http://www.youtube.com/watch?v=hpIXnFULPmg

* Link Description: Description Uses Rich Text

From YouTube: "This video explains cloud computing. It is produced and presented by Christopher Barnatt, author of ExplainingComputers.com, and Associate Professor of Computing and Organizations in Nottingham University."

Post **Cancel**

If you click on **Links** on the **Course Tools** menu, you will see the link posted along with its description.

Course Links - An Introduction to Computers May 17, 2009
Your Location: [Course Homepage](#) / Course Links

Course Tools
Homepage
Announcements
News
Photos
Links
Files
Message Board
E-mail
Chat

An Introduction to Computers

- Explaining Cloud Computing** (Posted on May 17, 2009 by Mr. Jason Harold Womick.)
From YouTube: "This video explains cloud computing. It is produced and presented by Christopher Barnatt, author of ExplainingComputers.com, and Associate Professor of Computing and Organizations in Nottingham University."

Post a Link

Inactivating a Link

To inactivate a link without removing it, click on **Manage Links**.

Content Tools
Manage Homepage
Manage News
Manage Photos
Manage Links
Manage Files
Manage Message Board
Manage Announcements

Check the checkbox by the side of the title and click on **Inactivate**. The link now will not be visible to the students, but you can use it again later.

Submitted Links

Title	Posted On	Posted By
There are no submitted links.		

To **view** or **edit** a link, click on the link title. To **inactivate** a link, check the box and click "Inactivate." To **remove** a link, check the box and click "Delete."

Active Links **Post a New Link**

Title	Posted On	Posted By
<input checked="" type="checkbox"/> Explaining Cloud Computing	May 17, 2009	Mr. Jason Harold Womick

Inactivate **Delete**

Inactive Links

Title	Posted On	Posted By
There are no inactive links.		

Deleting a Link

You may want to remove the link rather than merely inactivating it – for example, if the URL no longer exists. In this case do exactly as described above except click on **Delete**.