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=hplXnFUPmg. 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.

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

**Inactivating a Link**

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

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.
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**.