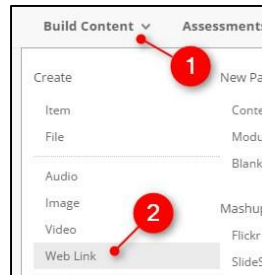


## Adding a Website Link

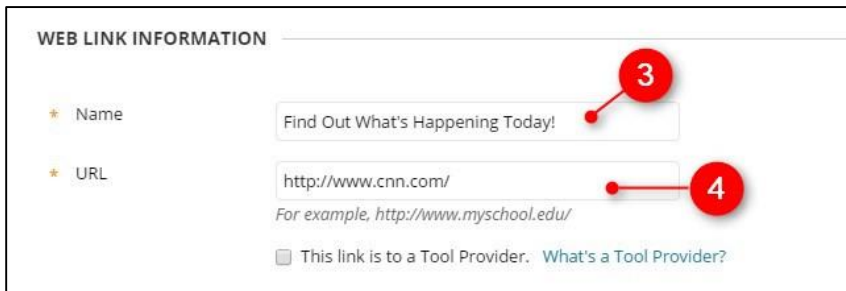
This option allows you to link to an external website.

### Directions:

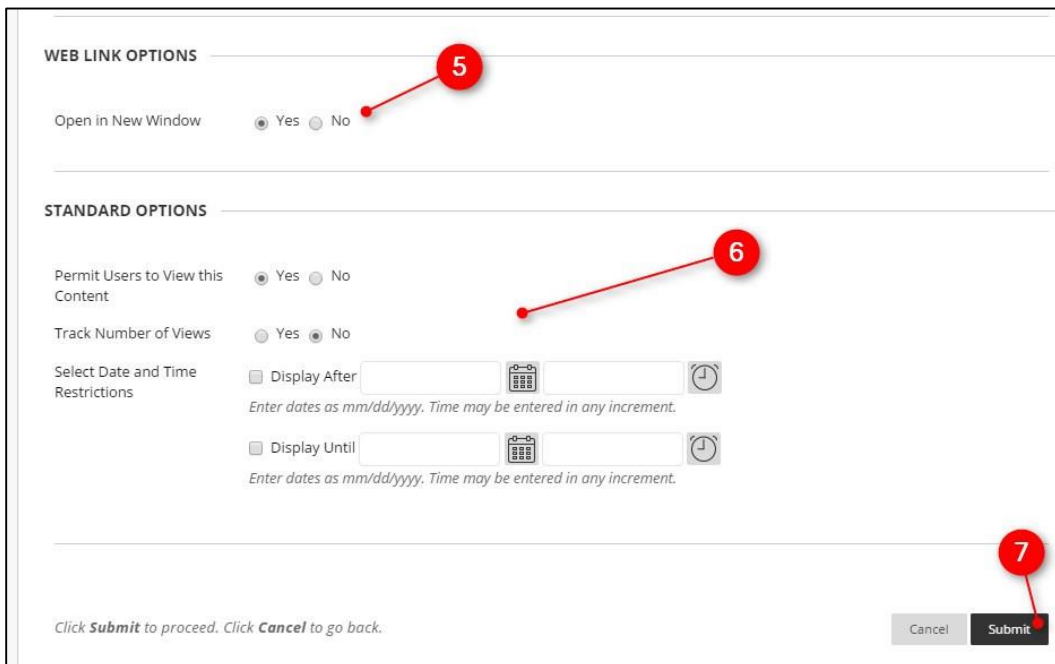
1. Click on **Build Content**
2. Click on **Web Link**



3. **Name** your link
4. Enter the **URL**

A screenshot of a form titled 'WEB LINK INFORMATION'. It contains two main input fields: 'Name' and 'URL'. The 'Name' field contains the text 'Find Out What's Happening Today!'. The 'URL' field contains 'http://www.cnn.com/'. Below the URL field, there is a note: 'For example, http://www.myschool.edu/'. At the bottom of the form, there is a checkbox labeled 'This link is to a Tool Provider. What's a Tool Provider?' which is currently unchecked. Red circles with numbers 3 and 4 point to the 'Name' and 'URL' fields respectively.

5. Determine if you want it to open in a new window or current window.
6. Set any desired date/time options
7. Click on **Submit**

A screenshot of a form titled 'WEB LINK OPTIONS' and 'STANDARD OPTIONS'. The 'WEB LINK OPTIONS' section has a radio button for 'Open in New Window' set to 'Yes'. The 'STANDARD OPTIONS' section has radio buttons for 'Permit Users to View this Content' (set to 'Yes') and 'Track Number of Views' (set to 'No'). There are two sections for 'Select Date and Time Restrictions', each with a 'Display After' and 'Display Until' checkbox and corresponding date/time pickers. At the bottom right, there are 'Cancel' and 'Submit' buttons. Red circles with numbers 5, 6, and 7 point to the 'Open in New Window' radio button, the 'Permit Users to View this Content' radio button, and the 'Submit' button respectively.