

Linking to Files on the eCollege Online Course Platform

There are several ways that you, as an instructor or administrator, can get copies of documents to your students. You can snail-mail a hard copy to them, send them an email with the document attached, you can add the file to Document Sharing in a course and then direct them to go there to download it, or you can just **Add a Link** within your text in a Content Item within your course that they can just click on to download a copy.

The last option may be the best for your situation, and here are the steps to accomplish that:

1. On the Author side of a Unit tab or within a Text/Multimedia-type Content Item, click within the text box at the spot you want to place the hyperlink, then click the **Add a Link** tool at the top of the window. (It's the one with the graphic of three links of a chain.)
2. In the pop-up window that opens, select the option **Link to a File or Document** from the drop-down menu, click **Go**, then
 - a. If you have not yet placed the file in the course, select the option **I need to upload the file** or
 - b. If you have already uploaded it before, select **I have already uploaded the file**
3. Enter the word or words that you want to appear in your text as the [underlined blue link](#) that will be clicked within the **Link Text** box,
4. **Browse** for your file on your computer and **Open** it
5. Click the **Add Link** button at the bottom of the window
6. It is **VERY IMPORTANT** that you click **Save Changes** before navigating off of that page in order to lock in your link to that page.

Please Note: It is our recommendation that you do not copy and paste links from one course to another when files reside within the File Manager. Our best practice is to use the Add a Link tool per the steps described above.