

How to Create a Text Link to a Website/URL

A Guide for Students and Faculty

Who is this for? This guide is for students and faculty who want to create a text link to a website/URL in their ePortfolio.

Step 1: In a Rich text module, click on the edit icon. Type in and highlight the text in which you want to link a file. Then select the “link” icon. (See *Image 1*)

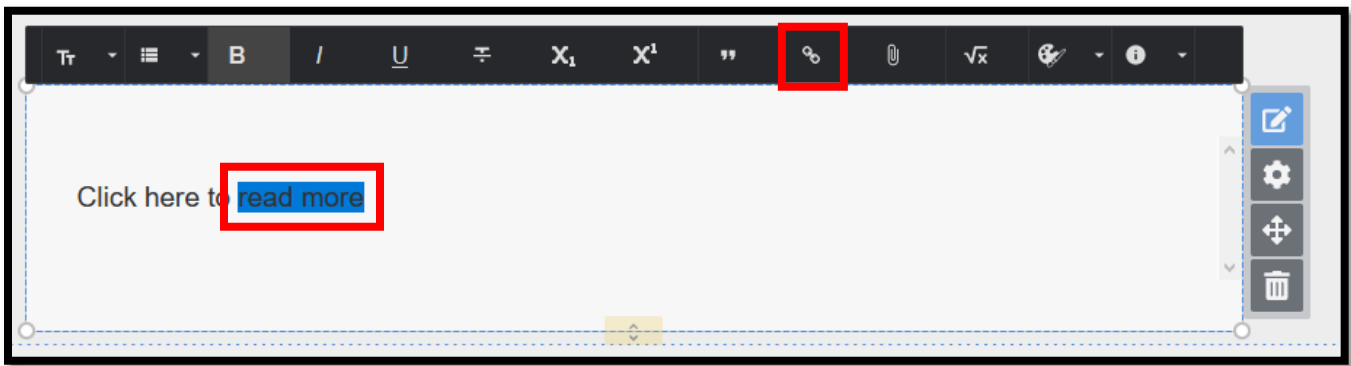


Image 1

Step 2: From the text box that pops up, type in or paste the URL to the online document or website that you want to link to. Toggle on/off the “Open in New Window” button. When finished, click the check mark to close the text box. (See *image 2*)

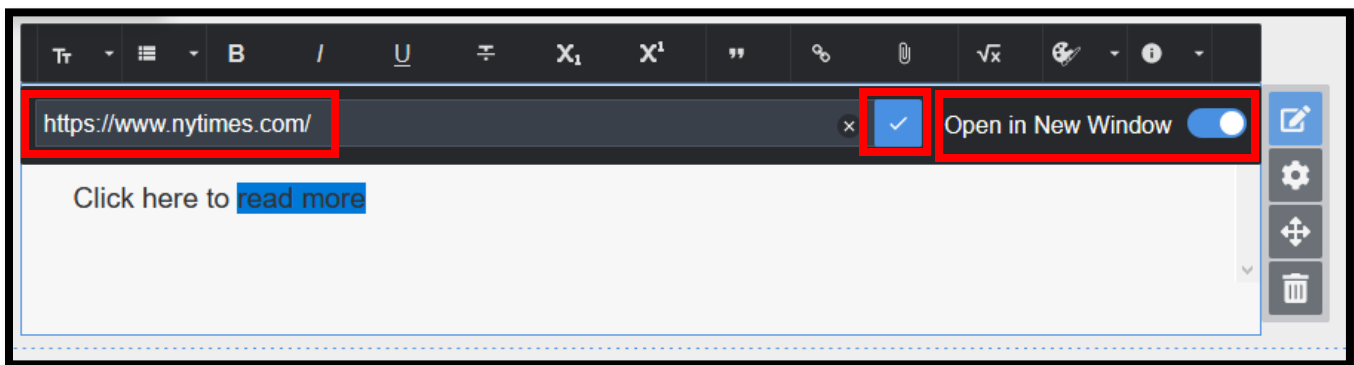


Image 2

Step 3: The highlighted text should now be a link. Click the link you created and you will be redirected to the URL you typed or pasted in the text box. (See *Images 3 and 4*)

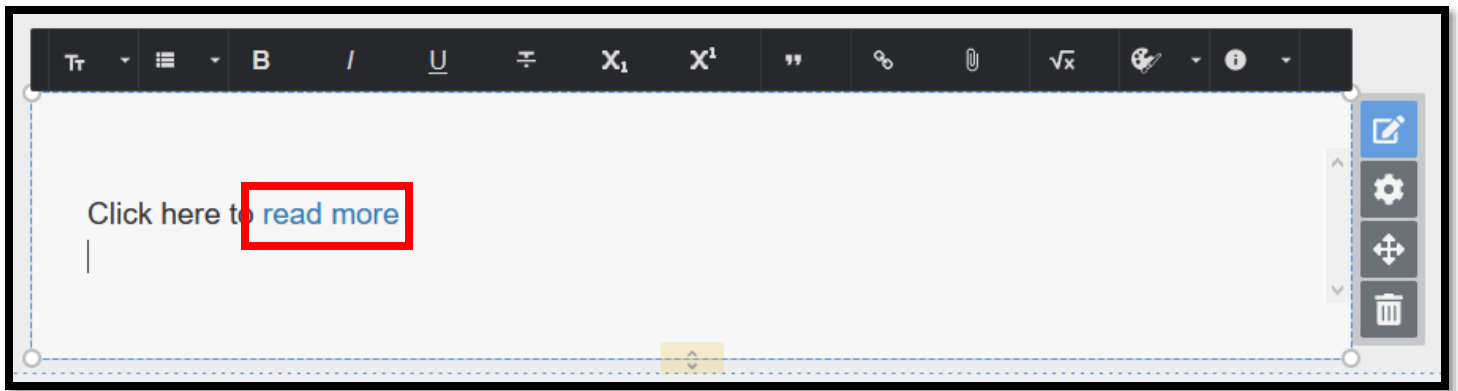


Image 3



Image 4

That's it. If you have any questions, contact the ePortfolio team or visit the MB-57 office.