

CANVAS: How to add a link using the Rich Text Editor

About links:

Links have two parts:

1. A visible **label** that the students click to open the link. This label can be text or an image.
2. A defined **destination** that the link goes to. This destination can be:
 - a. a specific document, course component, or activity within the same Canvas course account,
 - b. an external tool approved by ISU, or
 - c. an external URL.

Links can be added anywhere the instructor or students have the **Rich Content Editor** available. For example, this editor is available when you create an Announcement, post a Discussion, write an assignment description, edit the Syllabus page, or create a Page.

An **internal link** goes to something stored within the course, such as a file, page, activity, or module. The thing it is pointing to must exist before the link can be created, and must be published in order to be accessible to students.

An **external link** goes to something outside the course. You'll need to periodically verify that external links still work, e.g. ensure that the external site still exists at the same URL.

You can **verify that links** work by switching to student view or by running the link validator available in the right side menu of the Settings screen.

How to add a link to a FILE using the Rich Text Editor:

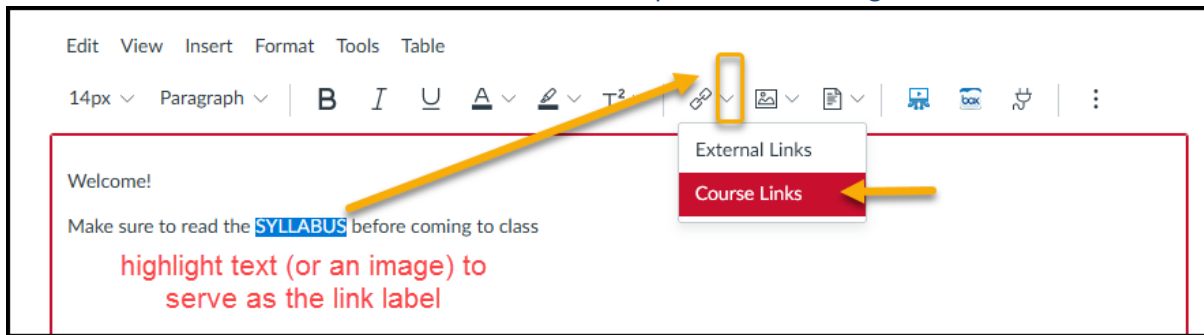
First, make sure that the document you wish to link is stored in the course FILES storage space and that it is published.

Next, edit the thing that will have the link. This could be an assignment description, a Page, a quiz question, an announcement or discussion post. (To create a link in a Module, see the Module tips.)

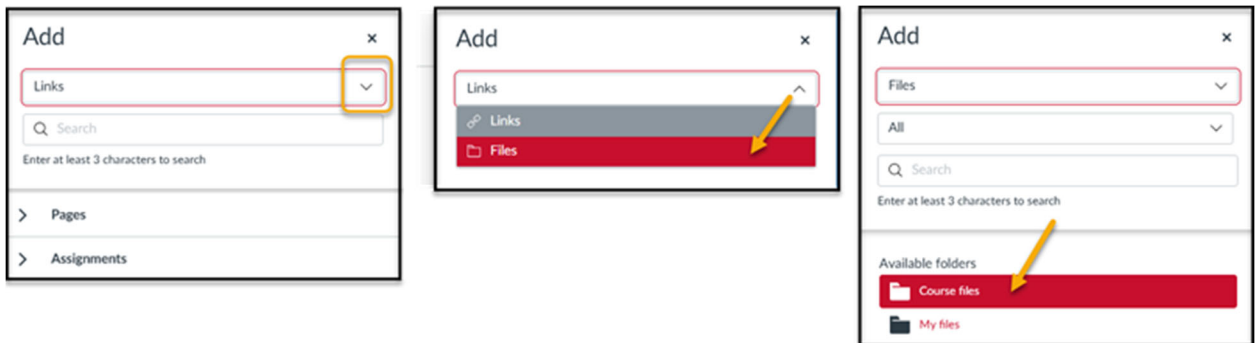
To create a link you will:

1. Edit the item so that the text editor is visible.
2. Choose a label for the link, by doing one of the following:
 - Highlight existing text
 - Type in a new text label and highlight it
 - Click on an existing image
 - Add a new image, size it appropriately, select it
 - Insert the cursor in a blank space where the new link should appear – the name of the thing you point to will be used as the link label. This assigned label can be edited afterwards.

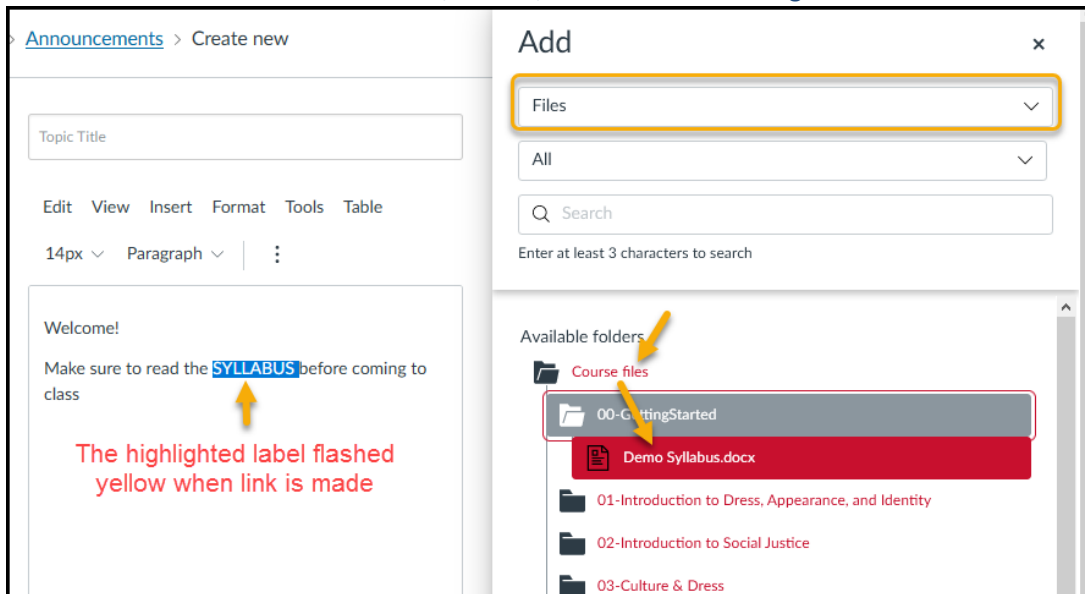
- Click the down arrow after the LINKS menu, which looks like a chain, on the text editor tool ribbon. Select “Course Links” to indicate that the new link will point to something stored within the course.



- Now select the link destination using the “Add” menu that appears on the right side of the screen. Use the dropdown arrow and switch the destination from “Links” to “Files”.
- Select “Course Files”.



- Find and select the stored document, i.e. file, that the link should go to.



- The link label flashes yellow to indicate that the link has been made. Click the “Save” button.