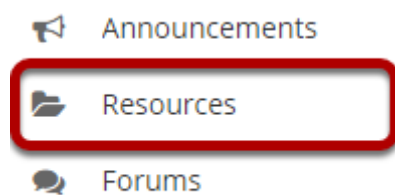


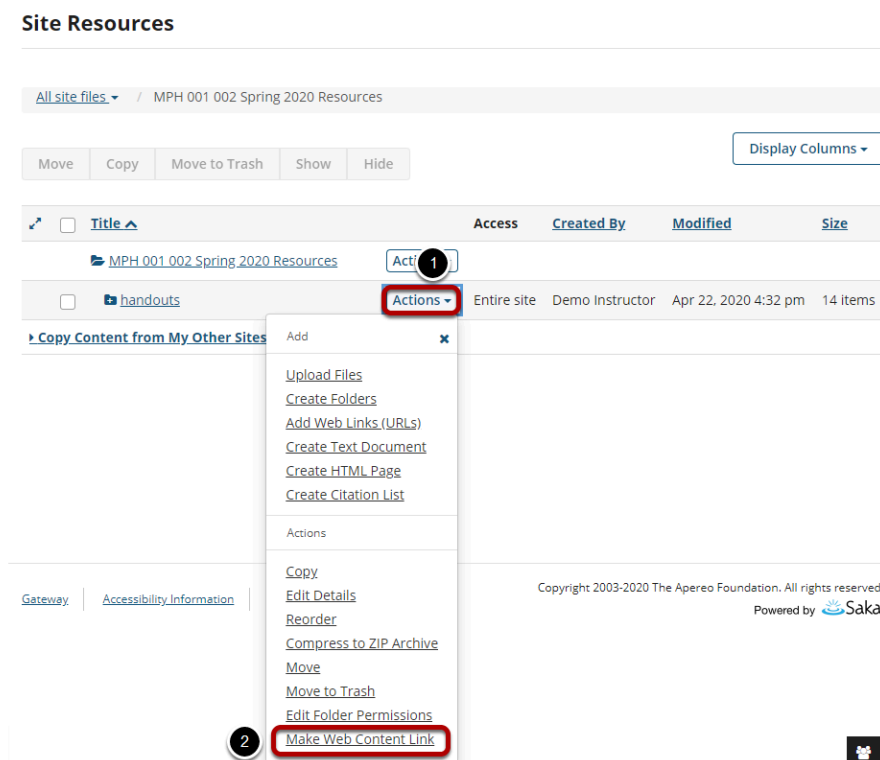
How do I create a Web Content link to a folder in Resources?

Instructors can use the Web Content tool to link to a folder or a file in Resources and have the link listed in the site menu. Any changes to the Resources folder or file will be reflected in the Web Content link.

Go to Resources.



Click Actions > Make Web Content Link.



Find the folder you want to link to, then:

1. Click the **Actions** button drop-down arrow to the right of the folder.
2. Select **Make Web Content Link**.

Enter a Title and click Add.

RESOURCES Link Help

Make Web Content Link

This allows you to quickly create a Web Content Link to this piece of content.

Title

1 Handouts

2 **ADD** Cancel

1. Enter a **Title** for your web content link. This is the title that will appear listed in the Tool Menu of your site.
2. Click the **Add** button to add the link to your site menu.

Click the new tool button to access the contents of the folder.

Home MPH 001 002 Spring 2020

- Overview
- Announcements
- Assignments
- Calendar
- Forums
- Gradebook
- Messages
- Resources
- Roster
- Rubrics
- Site Info
- Syllabus
- Tests & Quizzes
- Sakai LMS
- Handouts**
- Help

HANDOUTS

Up one level

handouts

- OCEA_101_Blue_Planet_Coasts.docx
- OCEA_101_Blue_Planet_Coral_Seas.docx
- OCEA_101_Blue_Planet_Frozen_Seas.docx
- OCEA_101_Blue_Planet_Open_Ocean.docx
- OCEA_101_Blue_Planet_Seasonal_Seas.docx
- OCEA_101_Blue_Planet_The_Deep.docx
- OCEA_101_Blue_Planet_Tidal_Seas.docx
- OCEA_101_Coasts.pdf
- OCEA_101_Coral_Seas.pdf
- OCEA_101_Open_Ocean.pdf
- OCEA_101_Personal_Story_of_Tidal_Seas.docx
- OCEA_101_Seasonal_Seas.pdf
- OCEA_101_The_Deep.pdf
- OCEA_101_Tidal_Seas.pdf

Click the new Web Content tool in your site menu to view the folder and its contents.