

How to Add Links (Including Zoom Session Links) in Your Compass Course

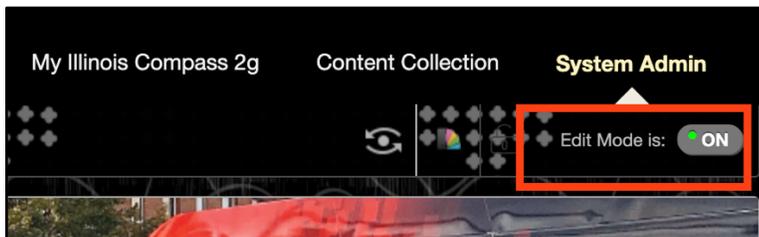
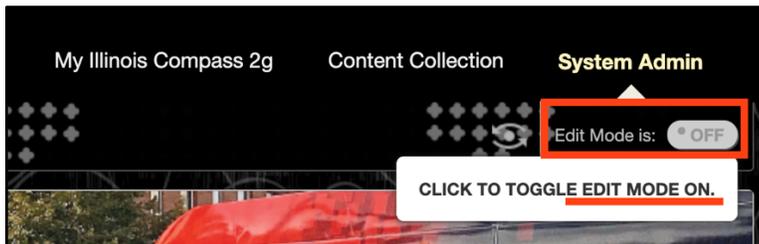
Generally speaking, you can add a link to any text, anywhere in your Compass Course, using the ubiquitous Text Content editing box throughout Compass. We'll go through that process, and then we'll look specifically at how you can add a link in your left navigation area, such as a link to your live Zoom sessions.

This tutorial will instruct you in how to:

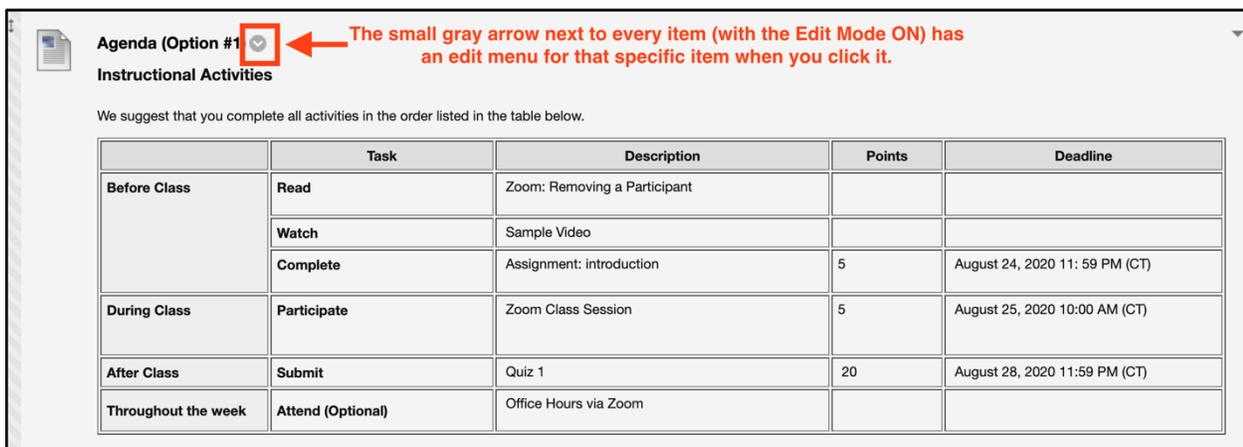
- Create a course or web link anywhere in your course.
- Create a navigation link (such as to your Zoom sessions) in the left navigation area.

CREATE A COURSE OR WEB LINK ANYWHERE IN YOUR COURSE

1. Make sure the course site's Edit Mode is ON.



2a. Go to the content where you want to insert your hyperlink, and click the small gray arrow on the right. For example, if you wanted to add a link to a reading called "Zoom: Removing a Participant" below, you would first go to the right of the area where you want to add the link, and click the gray arrow to see the Edit Menu.



A screenshot of the Compass course interface showing a table of instructional activities. A red arrow points to a small gray arrow icon next to the first item in the table, "Zoom: Removing a Participant". A red callout box contains the text: "The small gray arrow next to every item (with the Edit Mode ON) has an edit menu for that specific item when you click it.".

Agenda (Option #1)  The small gray arrow next to every item (with the Edit Mode ON) has an edit menu for that specific item when you click it.

Instructional Activities

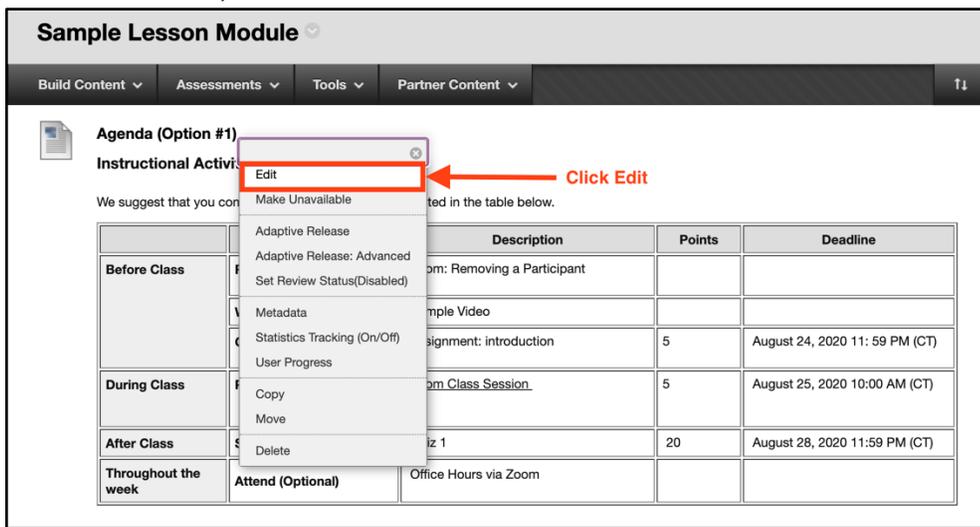
We suggest that you complete all activities in the order listed in the table below.

	Task	Description	Points	Deadline
Before Class	Read	Zoom: Removing a Participant		
	Watch	Sample Video		
	Complete	Assignment: introduction	5	August 24, 2020 11: 59 PM (CT)
During Class	Participate	Zoom Class Session	5	August 25, 2020 10:00 AM (CT)
After Class	Submit	Quiz 1	20	August 28, 2020 11:59 PM (CT)
Throughout the week	Attend (Optional)	Office Hours via Zoom		

(Step continued, next page.)

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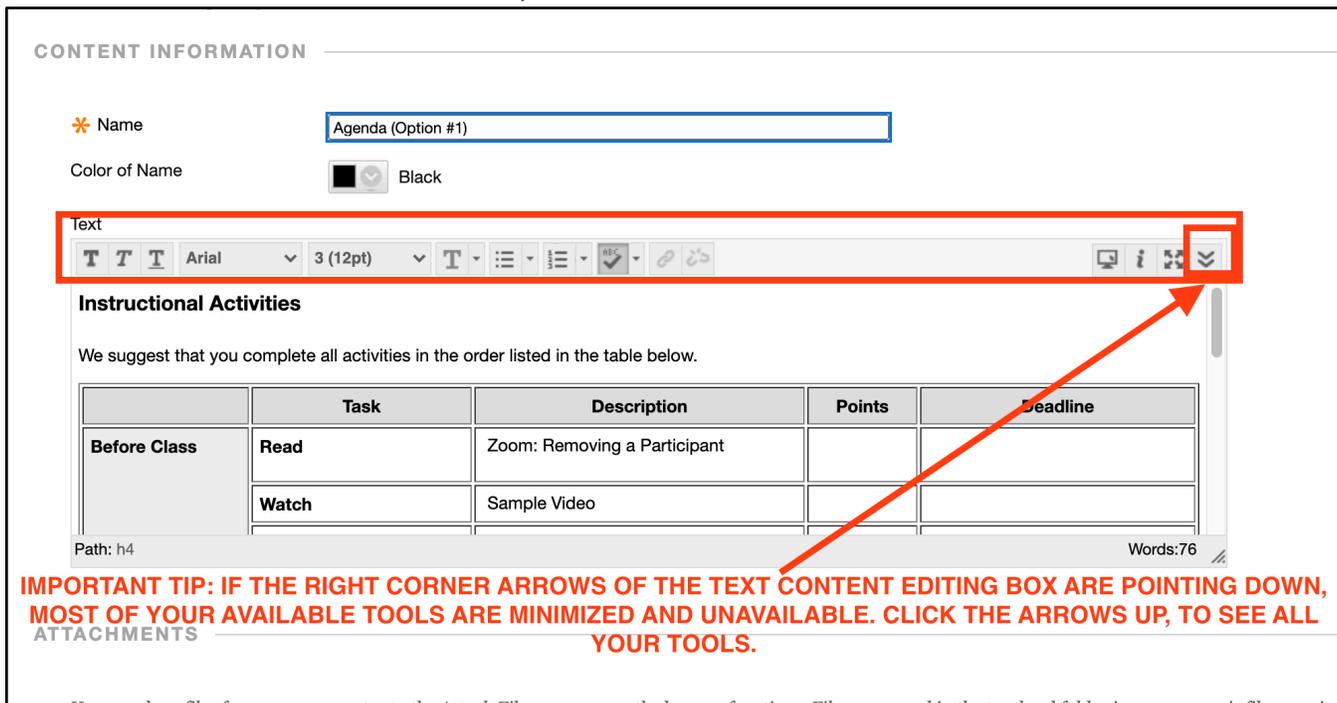
2b. On the menu, choose Edit.



The screenshot shows the 'Sample Lesson Module' interface. A context menu is open over an 'Instructional Activity' row in a table. The 'Edit' option is highlighted in red, and a red arrow points to it with the text 'Click Edit'. The table has columns for 'Description', 'Points', and 'Deadline'. The activity is categorized as 'Before Class'.

	Description	Points	Deadline
Before Class	Zoom: Removing a Participant		
	Sample Video		
	Assignment: introduction	5	August 24, 2020 11: 59 PM (CT)
During Class	Zoom Class Session	5	August 25, 2020 10:00 AM (CT)
After Class	Quiz 1	20	August 28, 2020 11:59 PM (CT)
Throughout the week	Attend (Optional) Office Hours via Zoom		

3a. This will open the ubiquitous Text Content editing box. Let's take a closer look at that. Though it doesn't matter much with this particular skill, get used to seeing all the tools available, by ensuring the upper right corner arrows are pointing up. (Otherwise, the majority of your available Text Content tools will be minimized and unavailable.)



The screenshot shows the 'CONTENT INFORMATION' page. The 'Text' editing box is highlighted with a red box. The right corner arrows are pointing up. Below the text box is a table for 'Instructional Activities' with columns for 'Task', 'Description', 'Points', and 'Deadline'. The activity is categorized as 'Before Class'.

Task	Description	Points	Deadline
Read	Zoom: Removing a Participant		
Watch	Sample Video		

IMPORTANT TIP: IF THE RIGHT CORNER ARROWS OF THE TEXT CONTENT EDITING BOX ARE POINTING DOWN, MOST OF YOUR AVAILABLE TOOLS ARE MINIMIZED AND UNAVAILABLE. CLICK THE ARROWS UP, TO SEE ALL YOUR TOOLS.

Look at the screenshot above and then at the next screenshot on the next page. You will see the difference when the arrows are up. You have MANY more tools. You can hover over them to see the Tool titles and/or click on the small i next to the arrows to open up a Help box, which explains all the tools' functions.

(Step continued, next page.)

How to Add Links (Including Zoom Session Links) in Your Compass Course

* Name

Color of Name Black

Now, there are **MANY** more tools available.

Text



Instructional Activities

We suggest that you complete all activities in the order listed in the table below.

	Task	Description	Points	Deadline
Before Class	Read	Zoom: Removing a Participant		

Path: h4 Words:76

For help understanding what all these tools do, click the small i icon.

* Name

Color of Name Black

Click the small **i** icon for a Help menu, which explains the tools and functions available.

Text



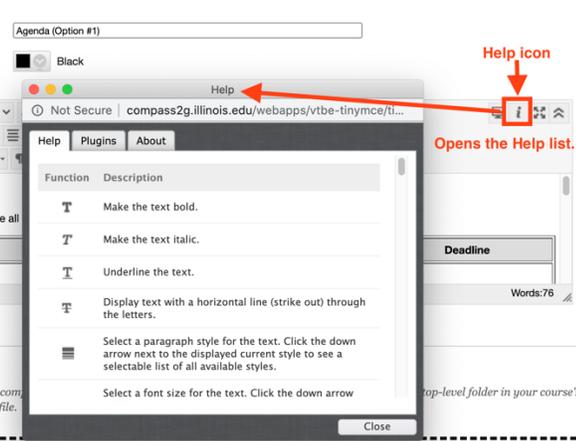
Instructional Activities

We suggest that you complete all activities in the order listed in the table below.

	Task	Description	Points	Deadline
Before Class	Read	Zoom: Removing a Participant		

Path: h4 Words:76

View of i icon Help menu:



Help icon

Opens the Help list.

Function	Description
T	Make the text bold.
<i>T</i>	Make the text italic.
<u>T</u>	Underline the text.
T	Display text with a horizontal line (strike out) through the letters.
☰	Select a paragraph style for the text. Click the down arrow next to the displayed current style to see a selectable list of all available styles.
▾	Select a font size for the text. Click the down arrow

Close

How to Add Links (Including Zoom Session Links) in Your Compass Course (Step continued, next page.)

3b. To add a link, highlight the text where you want the link, and then select the Hyperlink tool (which looks like a small chain link)

**1. Highlight text.
2. Select Hyperlink**

Name: Agenda (Option #1)
Color of Name: Black

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

We suggest that you complete all activities in the order listed in the table below.

	Task	Description	Points	Deadline
Before Class	Read	Zoom: Removing a Participant		

Path: table » tbody » tr » td » p » span » span » span
Words:76

3c. In the next window, paste your link. (Note, you can also link to materials inside your course Content Collection, such as to a PDF you've uploaded, by selecting Browse Content Collection). You can create a hover title users will see when they mouse over a link in the Title section. Click Insert.

Insert/Edit Link

compass2g.illinois.edu/webapps/vtbe-tinymce/tiny_mce/plugins/advlink/link.jsp?name=htmlData_text&strCourseId=dev_kreusch2_190923&course_id=50803_1&isFileUplo...

General

Link Path: <https://drive.google.com/file/d/1xOOC0c3rFMaelhZ0Lwhw/> ← Paste your link.

Browse My Computer | Browse Content Collection

You can drag a file from your computer to the **Attach File** area or use the browse functions. Files are saved in the top-level folder in your course's file repository. If you want to email a link to an uploaded file, use the file's permanent URL in the repository.

Target: Open in New Window (_blank)

Title: Zoom Remove a Participant

Class: -- Not Set --

Select your preference (I usually choose to open in a new window, so my students aren't exited from the course site), title your link (this shows information when users hover) and click Insert.

Cancel | Insert

3d. The link is inserted, but to save this and any other editing, you need to hit Submit on the next screen.

(Step continued, next page.)

How to Add Links (Including Zoom Session Links) in Your Compass Course

CONTENT INFORMATION

Name

Color of Name

Text

Heading Arial 3 (12pt)

	Task	Description	Points	Deadline
Before Class	Read	Zoom: Removing a Participant		
	Watch	Sample Video		
	Complete	Assignment introduction	5	August 24, 2020 11:50 PM CDT

Path: h4 Words:76

The link is there.
To complete this Edit, click submit.

ATTACHMENTS

You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top level folder in your course's file repository. Select **Do Not Attach** to remove a selected file.

Attach Files

Click **Submit** to proceed.

Cancel

CREATE A NAVIGATION LINK (SUCH AS TO YOUR ZOOM SESSIONS) IN THE LEFT NAVIGATION AREA

1. With Edit Mode ON, go to the top of the left navigation pane, and click the small + sign. This will bring up a menu that gives you many options.

Illinois Compass 2g
POWERED BY BLACKBOARD LEARN

Resources > Lesson Sa

- Content Area
- Module Page
- Blank Page
- Tool Link
- Web Link
- Course Link
- Subheader
- Divider

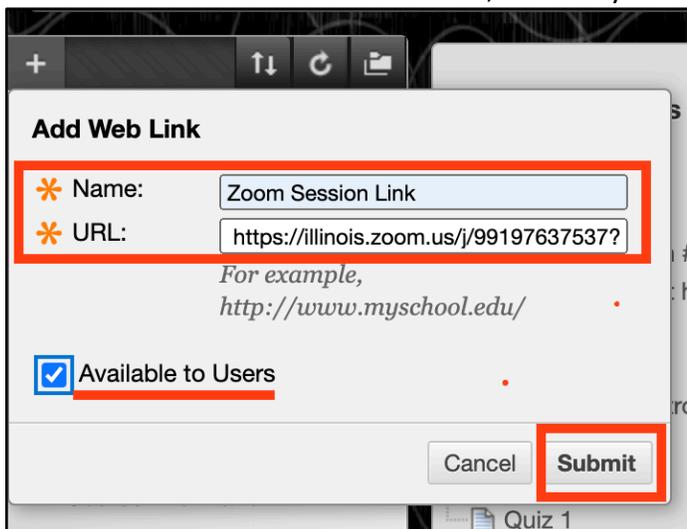
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2. Select the type of link you want. For example if you want to link to a part of your course, click Course Link. If you want to link to a course Tool Link (such as your course Calendar), click Tool Link. If you want to link to your recurring Zoom meeting link, or any other Internet link, click Web Link.

In this case, to link to your Zoom meeting, go to illinois.zoom.us and copy your recurring Zoom meeting Invite Link, as shown below:



3. Chose Web Link and paste in the Zoom link. Make sure to Name the link and (very importantly) make it Available to Users. Otherwise, none of your students could see it. Then click Submit.



4. Like any other newly created content in Compass, the new navigation link will at first appear at the bottom of the previously created content in the student area. Go to the left area of the new link, and drag-and-drop it into the place you prefer.

