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.

![Edit Mode ON](image.png)

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.

![Edit Menu](image.png)

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2b. On the menu, choose Edit.

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.)

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.

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

View of i icon Help menu:
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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)

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.

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

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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.
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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](https://illinois.zoom.us) and copy your recurring Zoom meeting Invite Link, as shown below:

```
 Invite Link
 https://illinois.zoom.us/j/99197637537?pwd=VzRkdTZtaDI3ZmVWam14aG1wcC9GZz09
```

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.