

# Web Content Tool

At the end of this tutorial, you will be able to answer the following questions:

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**Note:**

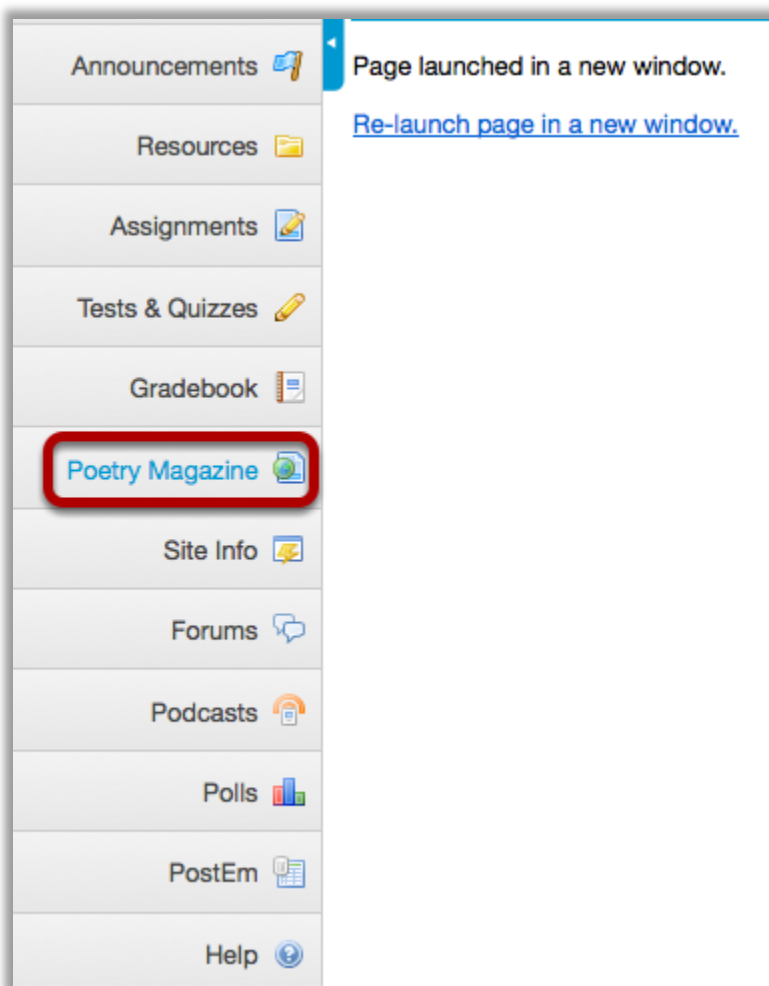
- The terms **Instructor**, **Maintainer**, and **Owner** refer to the same role in Coursar. They are used interchangeably in this document.
- The terms **Student**, **Participant**, and **Member** refer to the same role in Coursar. They are used interchangeably in this document.
- **Course & Project** sites both refer to a **worksite** or a **site** in Coursar's terminology. They are used interchangeably in this document. Anything that is used in a Course site can be used in a Project site, and vice versa.

## What is the Web Content tool?

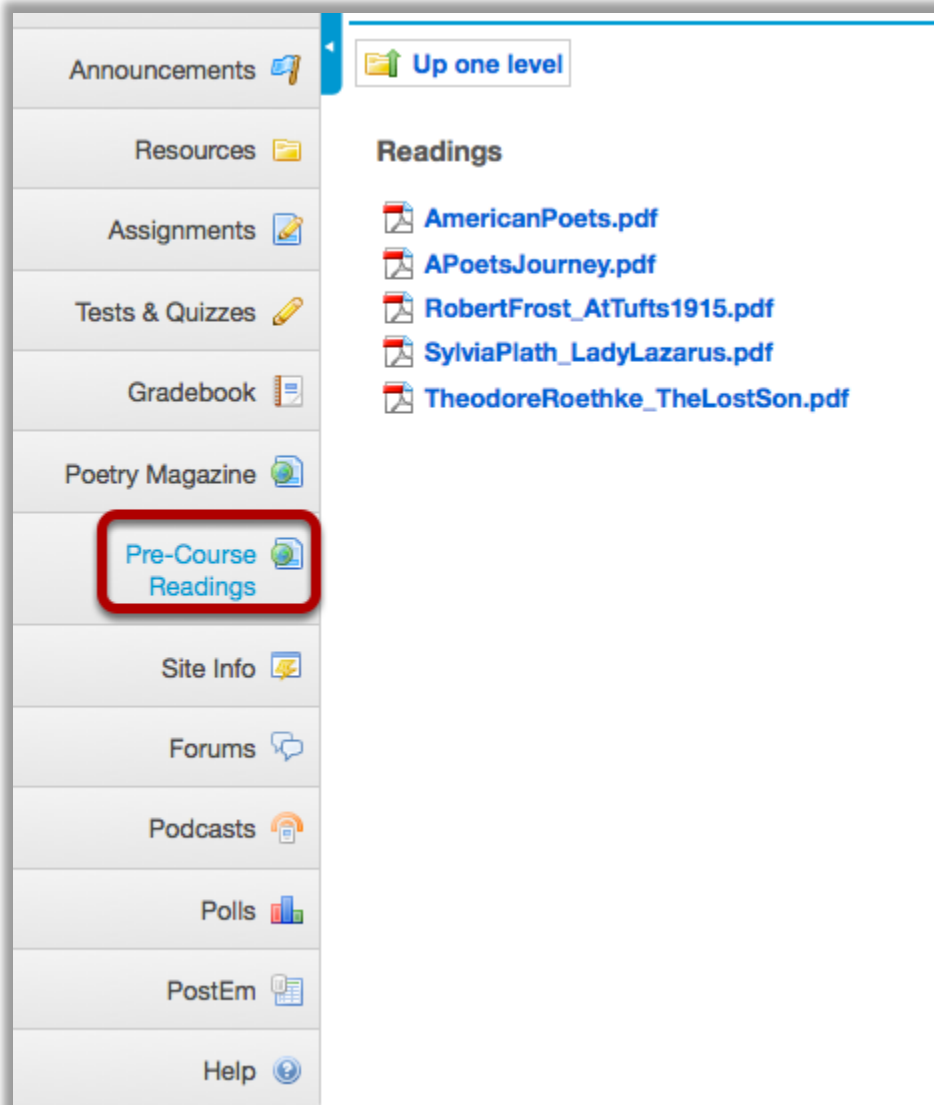
The Web Content tool allows Site Maintainers to create a link to a web site in the Tool Menu of the site. By default, the link opens a re-direct page that allows the web site to be opened in a new window.

Site Maintainers can also use the Web Content tool to create a tool link to a folder or a file in Resources.

### Example of a Web Content link to a website.

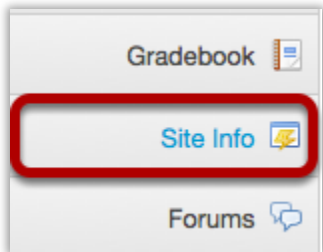


Example of a Web Content link to a folder in Resources.



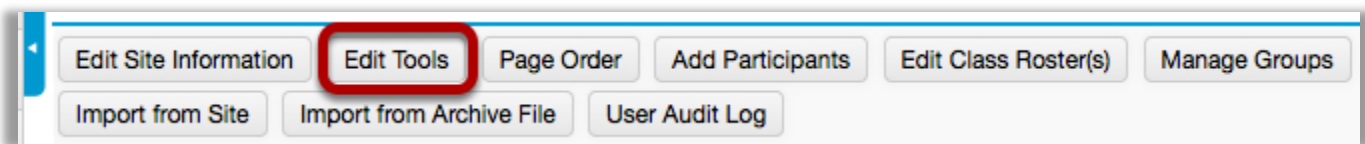
## How do I create a Web Content link to a web site?

Go to Site Info.

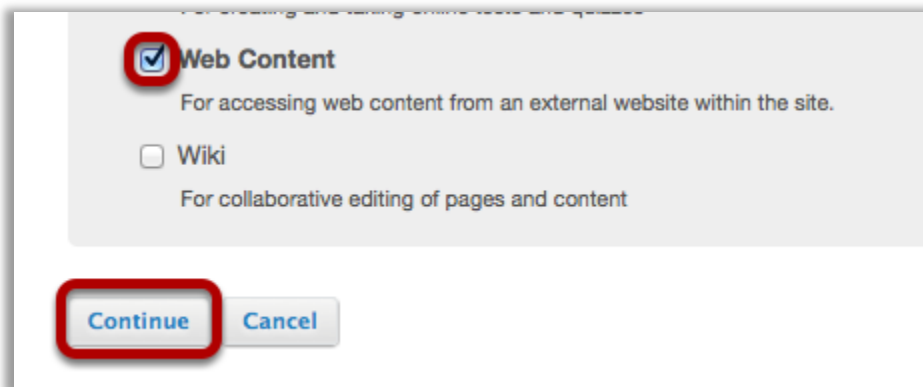


Select the **Site Info** tool from the Tool Menu of your site.

Click **Edit Tools**.



Select the **Web Content** tool.



Place a check mark in the box next to **Web Content**, and then click **Continue**.

## Enter the web site information.

1. Enter a title for the Web Content tool (which will display in the Tool Menu).
2. Enter the URL for the web site.
3. Click **Continue**.

## Click Finish.

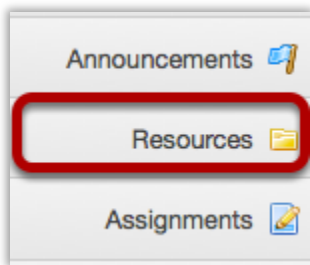
## View the new Web Content link.

Click the new item in the Tool Menu to view the link. This displays a re-launch page with a link to the web site. The page should open automatically in a new window. Clicking **Re-launch page in a new window** will also open the web site in a new browser window.

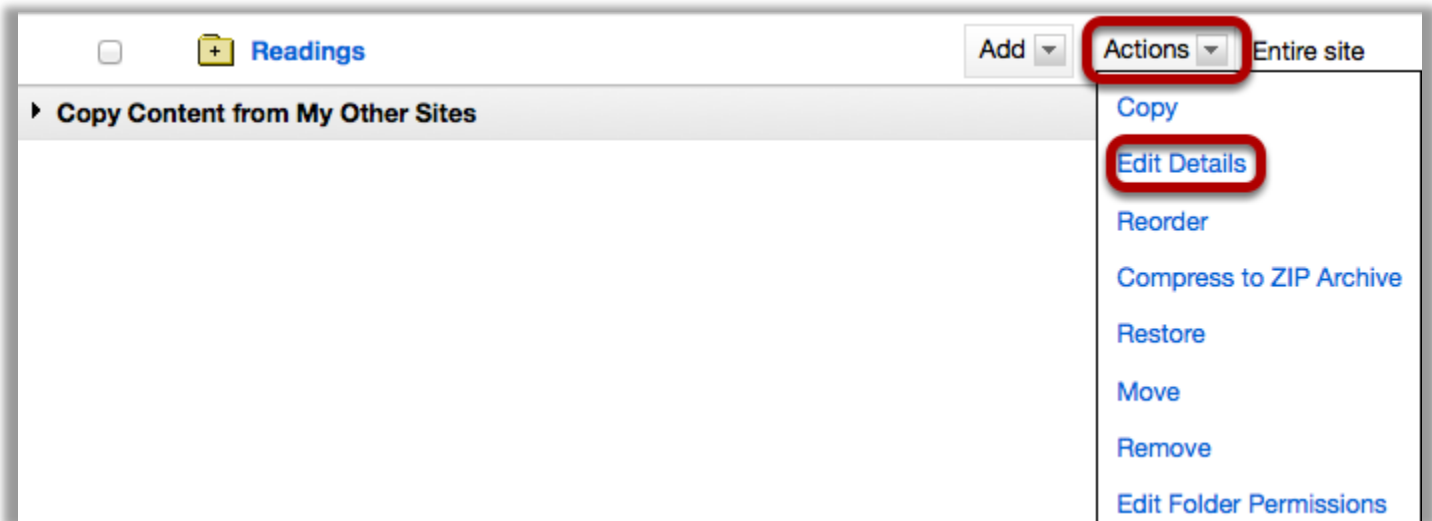
## How do I create a Web Content link to a folder in Resources.

Instructors can use the Web Content tool to create a tool link to a folder or a file in Resources.

### Go to Resources.

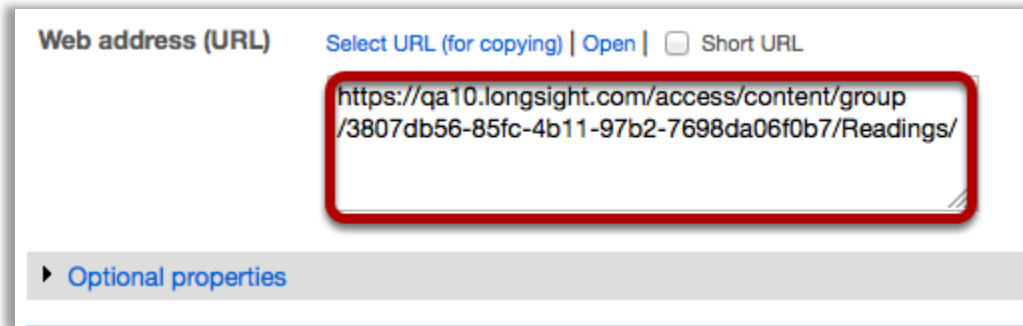


### Click Actions, then Edit Details.



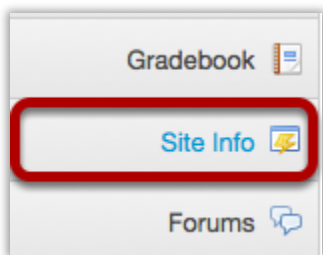
To the right of the folder you want to link to, click on **Edit Details** option in the **Actions** drop-down menu. This displays the folder's details.

## Copy the URL.



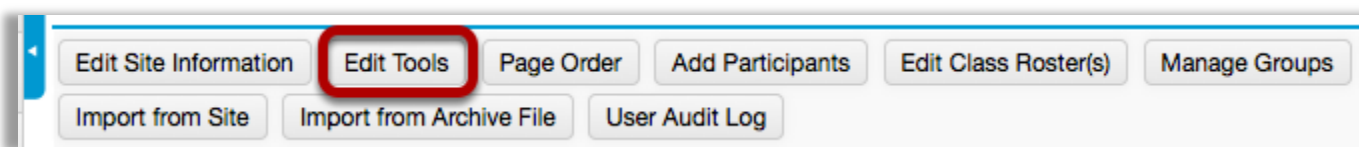
Copy the folder URL to your computer's clipboard (CTRL+C for PC or CMD+C for MAC).

## Go to Site Info.

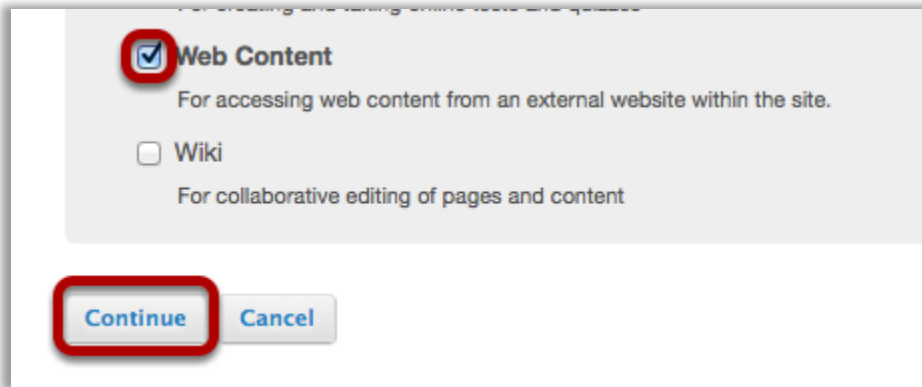


Select the **Site Info** tool from the Tool Menu of your site.

## Click Edit Tools.

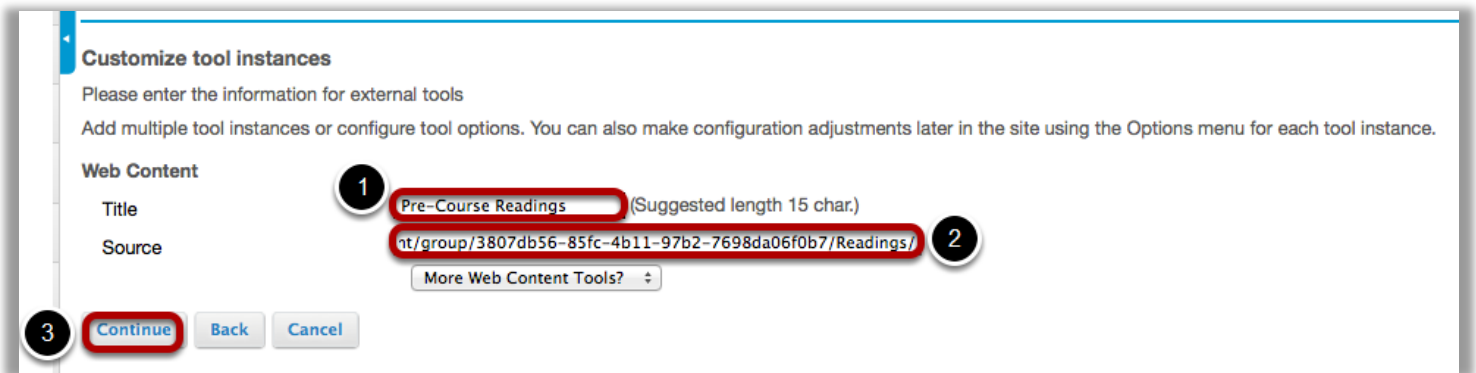


## Select the Web Content tool.



Place a check mark in the box next to Web Content, and then click **Continue**.

## Enter the web site information.



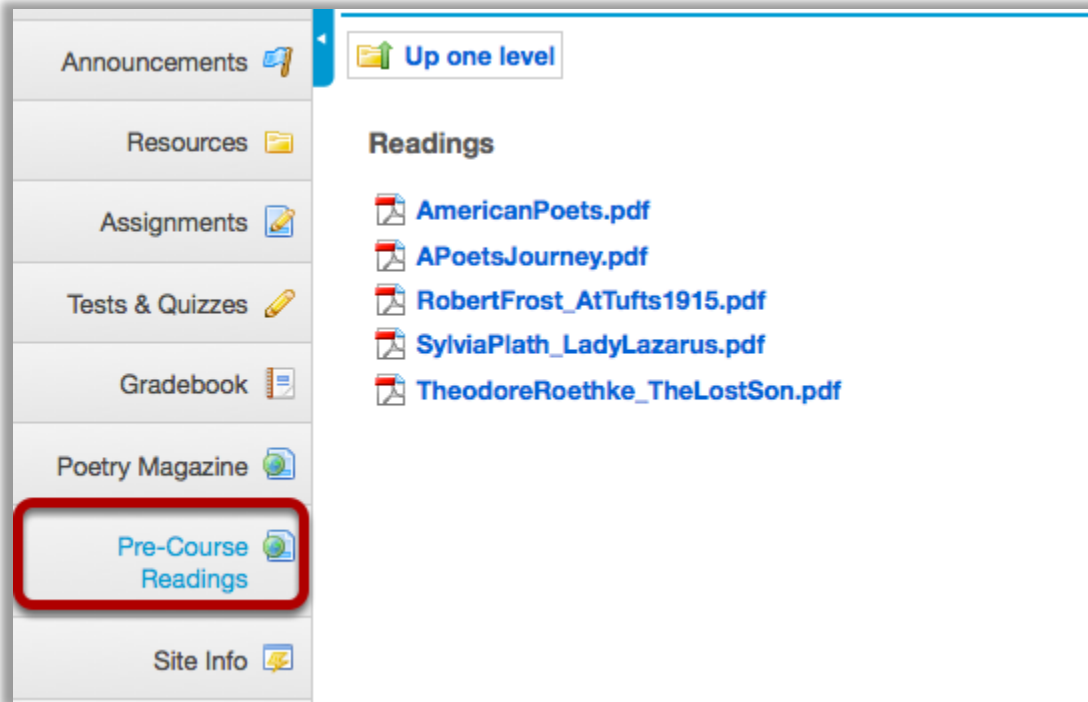
1. Enter a title for the Web Content tool (which will display in the Tool Menu).
2. Enter the URL for the Resources folder.
3. Click **Continue**.

## Click Finish.



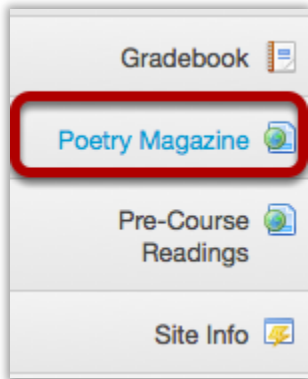


Click the new tool button to access the contents of the folder.



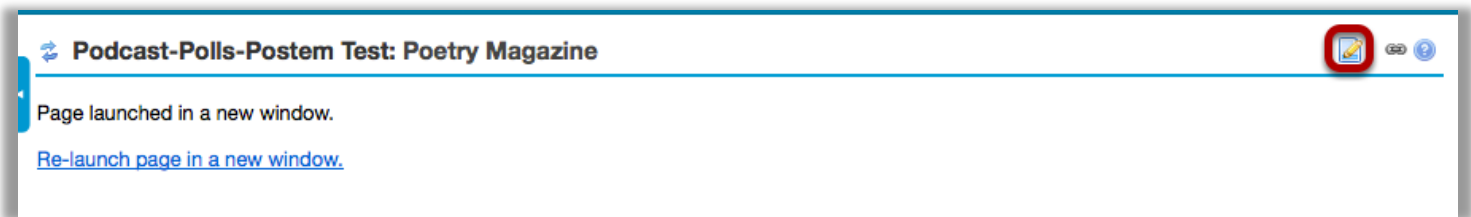
## How do I edit a Web Content link?

Go to the Web Content link.



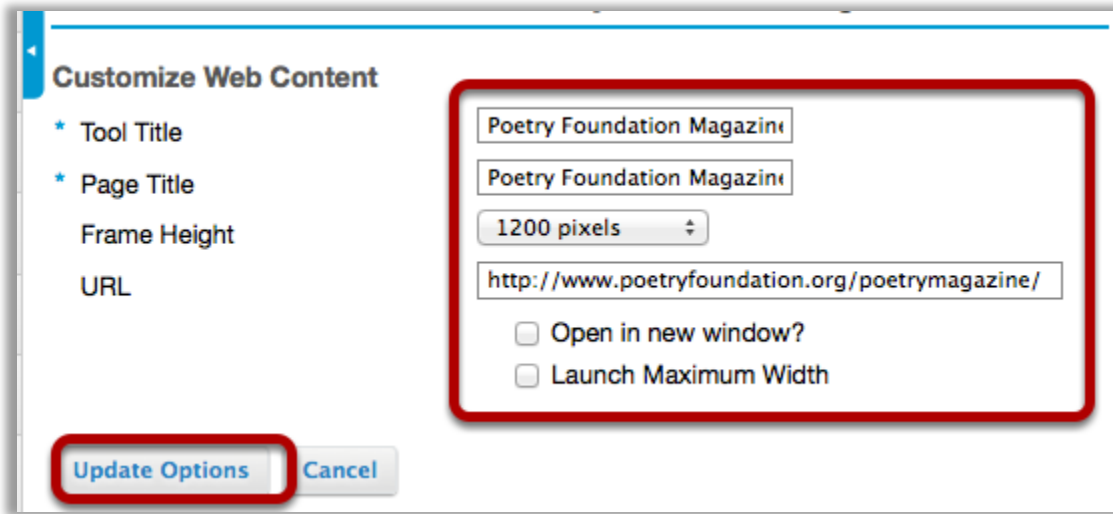
Select the **Web Content** link (e.g. Poetry Magazine) from the Tool Menu in your site. This displays the re-launch page.

Click **Edit**.



Click the **Edit** icon located in the top right corner of the page.

Make your changes.

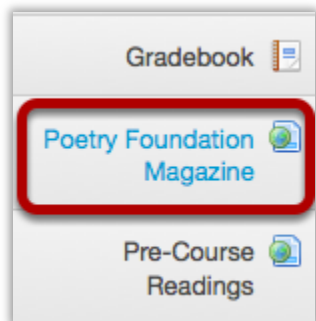


Edit any or all of the following:

- Tool Title
- Page Title
- Frame Height
- URL
- Open in new window
- Launch Maximum Width

Then, click **Update Options** to save your changes.

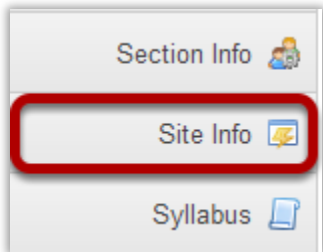
View updated link.



The Web Content tool will now display the updated title and/or other settings.

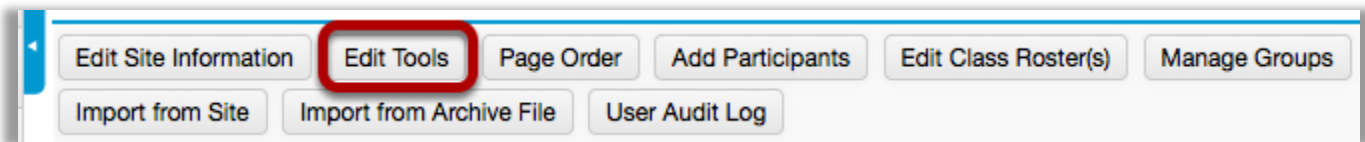
## How do I delete a Web Content link?

Go to Site Info.

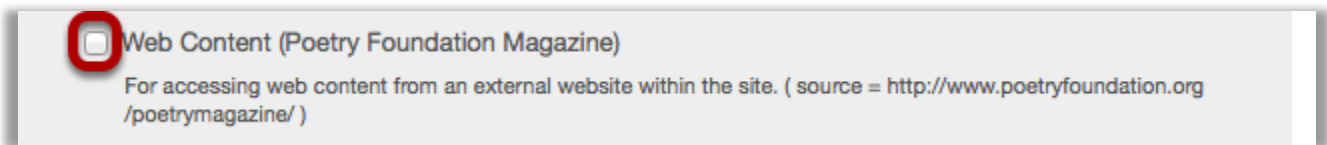


Select **Site Info** from the Tool Menu in your site.

Click **Edit Tools**.



Un-check the **Web Content** tool link.

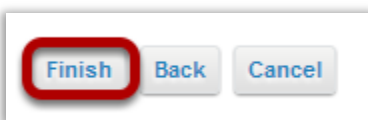


Remove the check mark next to the Web Content tool link that you want to delete.

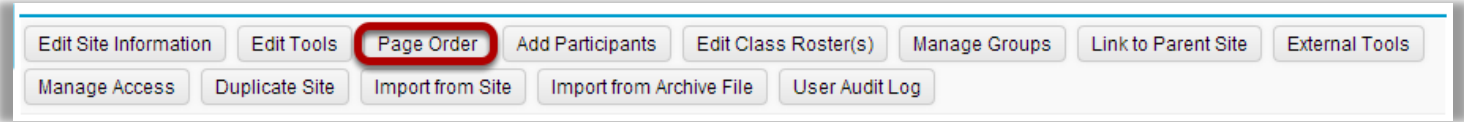
Click **Continue**.



Click **Finish**.





























































Or, click Page Order.



Click the red X.

**Page Order**

⚠ Changes to the page ordering will not take effect until you click 'Save'. Editing, Hiding, or Deleting a Page takes place immediately. Pressing either the Save or Cancel buttons returns you to the Main Site Info Tool Page.

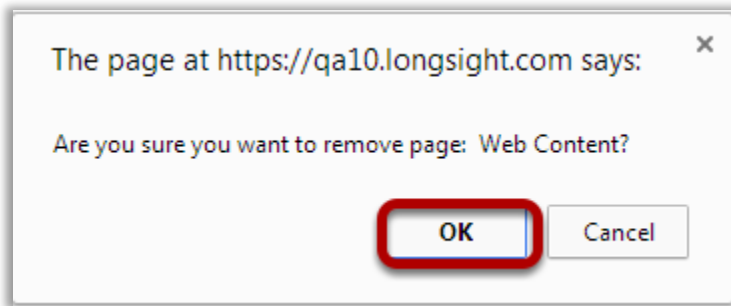
Home	  
Announcements	   
Assignments	   
Forums	   
Gradebook	   
Resources	   
Schedule	   
Section Info	   
Site Info	  
Syllabus	   
Tests & Quizzes	   
Lessons	   
Messages	   
Roster	   
Web Content	   

Remove the following page from the site: Web Content

Save Cancel Reset Sort Alphabetically

Click the red X next to the item you want to delete.

## Confirm deletion.



If you are sure you want to delete the item, click **OK**.

## Click Save.

