

## How to add external links in Cougarview (D2L)

- The instructions below will assist you to create a link from external url in Cougarview

### Step 1: login to cougarview and navigate to a course you would like to add external links

**COLUMBUS STATE UNIVERSITY**

# CougarVIEW

**Login**

**Username:**

**Password:**

Please note your password is case sensitive.

[Forgot Password?](#)

**Welcome to the CougarVIEW Login Page**

**Type your Username and Password to log on to Cougarview**

...n requires username blended, aterials.

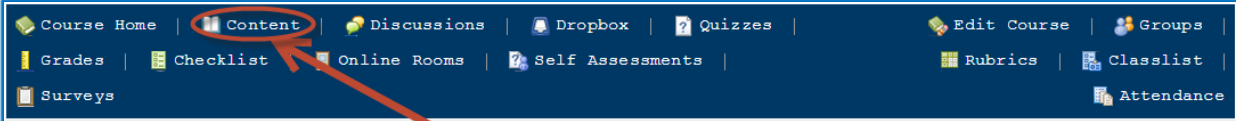
...visit the the CSU

[Run the System Check before you login!](#)

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## Step 2: Navigate to content tab



The screenshot shows the top navigation bar of a course management system. The 'Content' tab is highlighted with a red circle, and a red arrow points to it from a box labeled 'Click on Content'. Other tabs include Course Home, Discussions, Dropbox, Quizzes, Edit Course, Groups, Grades, Checklist, Online Rooms, Self Assessments, Rubrics, Classlist, Surveys, and Attendance.

**Click on Content**

Japheth\_Koech\_Sandbox1

Content Browser | Updates | Calendar | Upcoming events | Role Switch

Friday, July 11, 2014

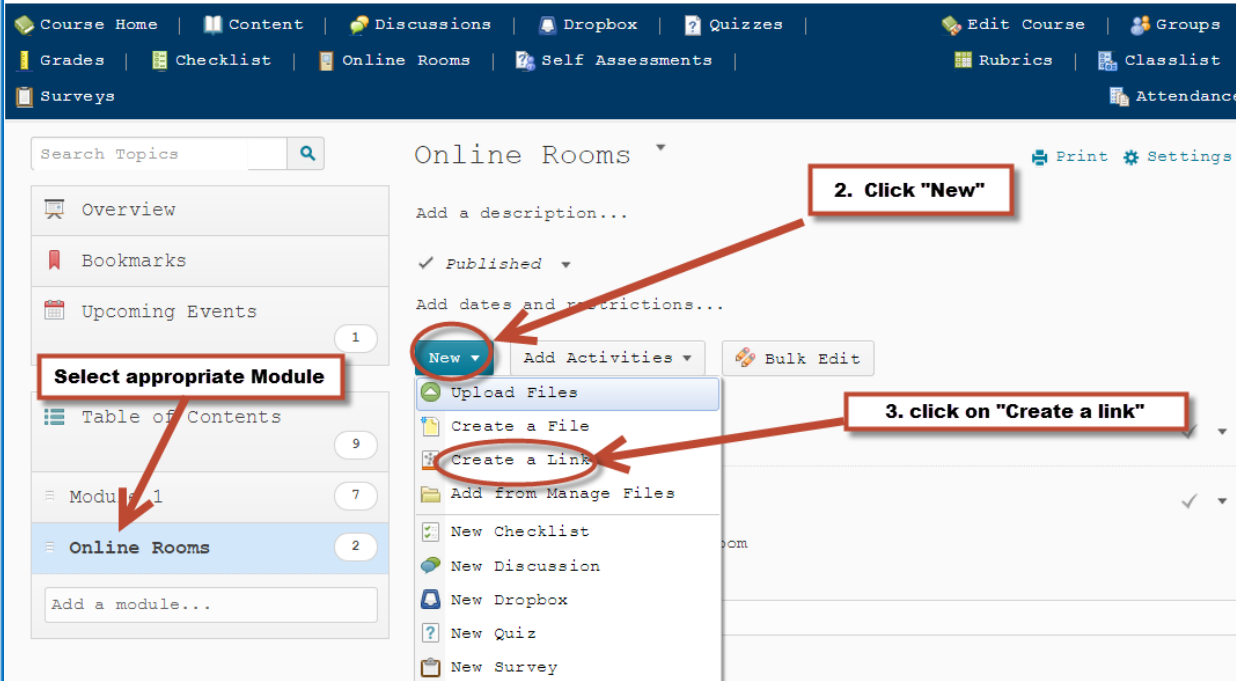
Current Role: -- My Role (Instructor) --

Change Role

Upcoming events:

- JUL 14 3:20 PM Dropbox 1 - Due
- SEP 1 All Day Labor Day
- OCT All Day Columbus Day

## Step 3: Select appropriate module, click on "New" and scroll to "Create a Link" as shown below



The screenshot shows the 'Online Rooms' module page. The 'Content' tab is selected in the top navigation bar. The 'Online Rooms' module is selected in the left sidebar, highlighted with a red box and labeled 'Select appropriate Module'. The 'New' button is circled in red and labeled '2. Click "New"'. The 'Create a Link' option in the dropdown menu is circled in red and labeled '3. click on "Create a link"'. The 'Create a Link' option is also highlighted with a red box.

**Select appropriate Module**

**2. Click "New"**

**3. click on "Create a link"**

Search Topics

Online Rooms

Add a description...

Published

Add dates and restrictions...

New

Upload Files

Create a File

Create a Link

Add from Manage Files

New Checklist

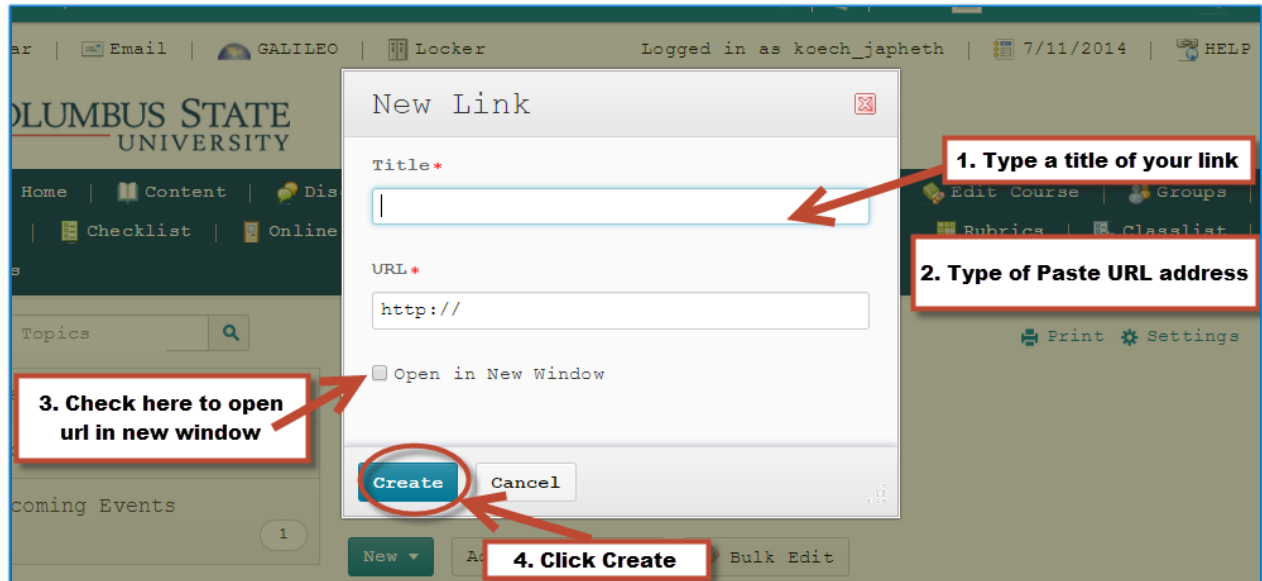
New Discussion

New Dropbox

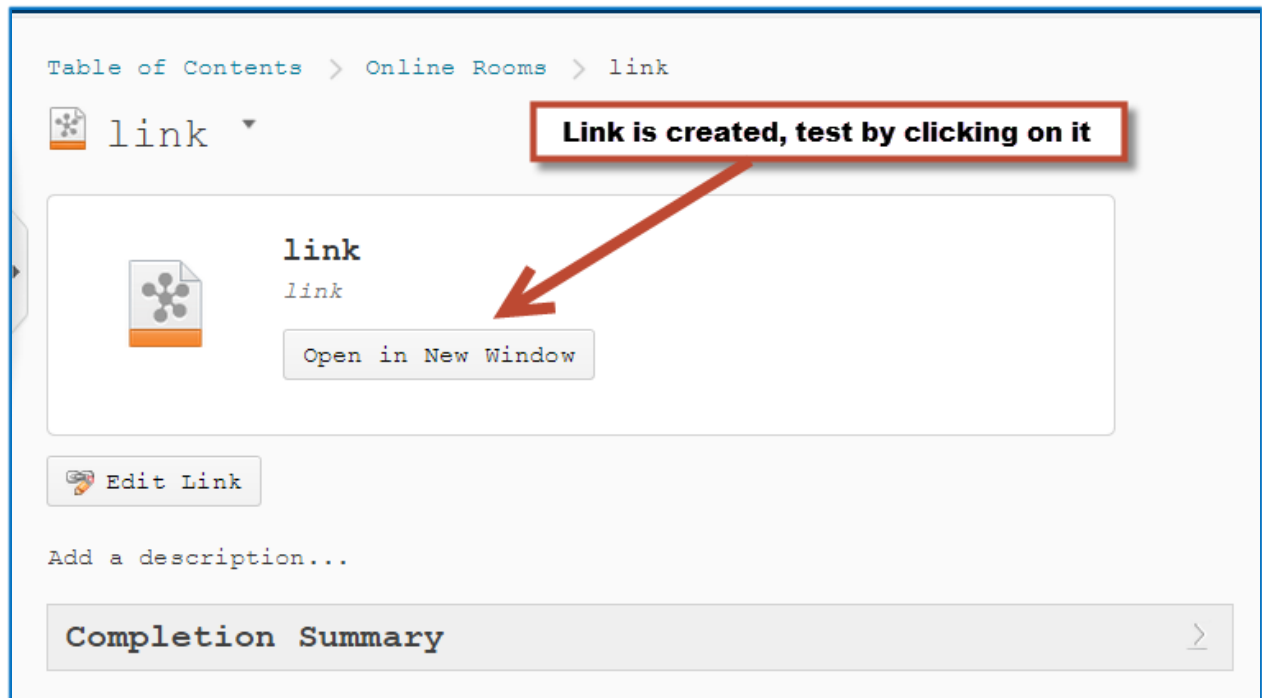
New Quiz

New Survey

**Step 4: Filled the link creation information required and check "Open in New Window."**



**Step 5: Test your links after creating them on Cougarview to make sure it is working.**





- *For more assistance, please reach out to us through email [onlinelearning@columbusstate.edu](mailto:onlinelearning@columbusstate.edu) or call us at (706) 507-8699*
- *Look at instructor resource [web page section](#) for more instructions guides and training videos*