



Creating Links on Your Edline Page

Follow these directions to easily create links on your Edline class pages for your students to follow.

You can link to pages you have set up on Google, the WVDE WebTop, a class blog, your PortaPortal links, and/or your online textbook resources, etc.

1. Log in to Edline as usual. (Click here to go directly to [Edline.net](http://edline.net).)
2. Click on any one of your classes (not the gradebooks)
3. Over on the right where it says Links, you should see a little "Edit" link. *(No one else can see it but you when you are logged in.)*
4. Click "Edit" and this will open a window that should say Manage Links at the top – and then click "Add"
5. In the window that opens, just type the name of the link where it says Document Title. *(You can type a description in the next box if desired.)*
6. Skip the Calendar Date, etc. and below that you should see a box in which to paste *(or type)* in the URL web address of the site to which you are linking. It's a good idea to leave the box checked below that so the new site will open up in a new browser window and keep the Edline window open, too.
7. Near the bottom of the page, you will see all of your other classes listed in a box on the left. Highlight the other class pages on which you would also like to create the same link and click "Add". They should move over to the right hand box.
8. Click "Save & Return" all the way at the bottom or, if you have other links to make, click "Save & Add Another". This should make the links be on all of your class pages.