

## Adding Links to Library Resources in Brightspace – Issues and Workarounds

Updated December 12, 2018

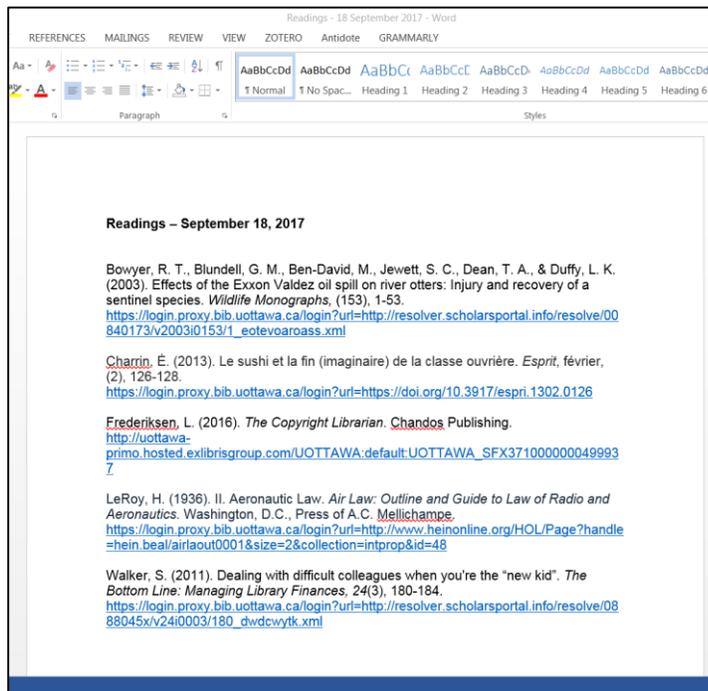
When adding a link to a Library resource, make sure to use a stable URL and to add the proxy prefix to ensure access off campus. Consult our guide on “Linking to full-text articles and e-books” on the Copyright website: <http://copyright.uottawa.ca/additional-resources/linking-full-text-articles-and-e-books>.

By default, Brightspace has difficulties redirecting URLs with the proxy prefix. It is an issue that D2L and TLSS are looking into, but in the meantime, here are some workarounds to ensure links are functional.

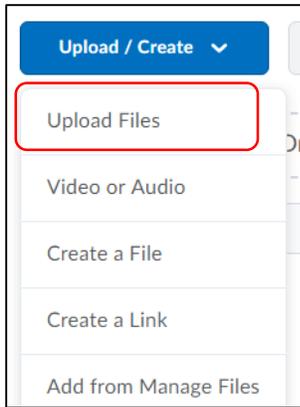
### Method 1 – Adding links in a document to be uploaded to Brightspace

Adding links in a document (Word, PowerPoint, PDF) that will be uploaded to Brightspace does not create problems. There is no workaround required for this method.

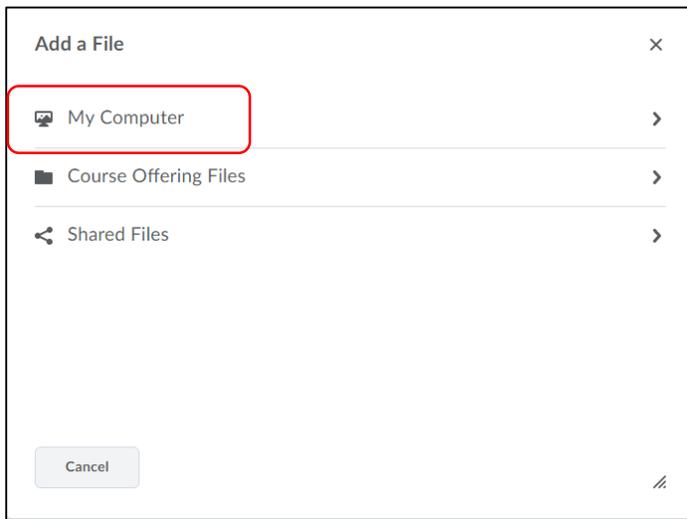
- 1) Create a document (in Word in the example below) and add links to it :



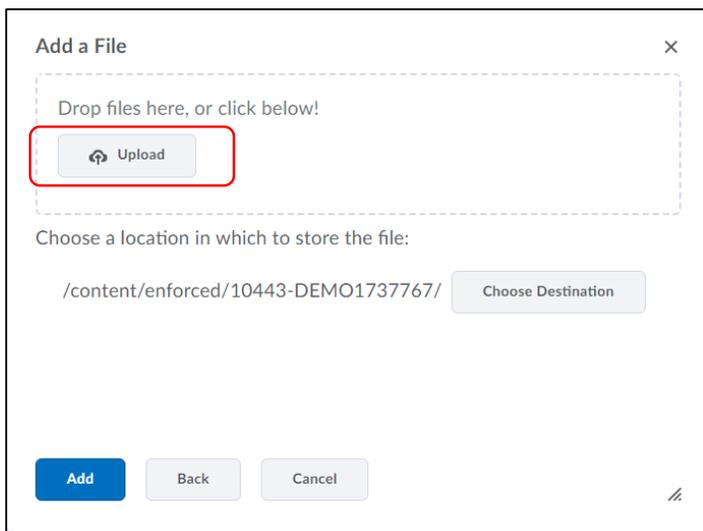
- 2) Save the document. Option: Save the document in PDF and upload that format in Brightspace to make sure the hyperlinks are accessible without having to download the document.
- 3) In Brightspace, click on the Upload/Create button and then select “Upload Files”:



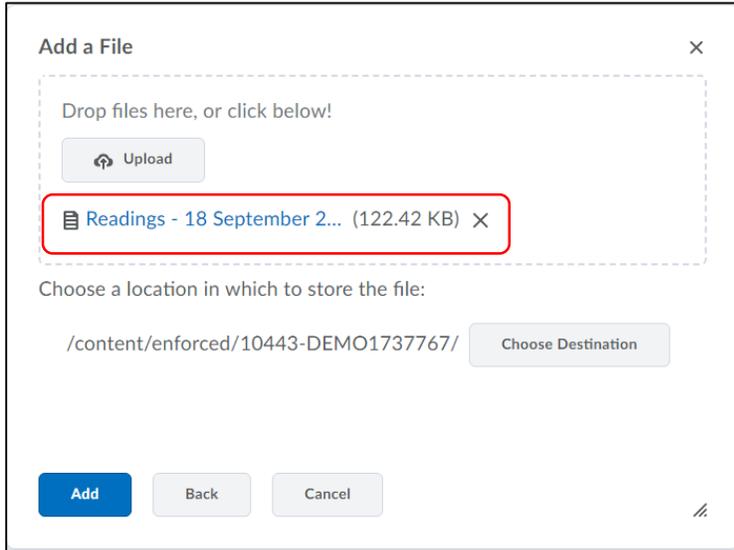
4) Select the location of the document to be added (for example, “My Computer”):



5) Add the document by clicking on the “Upload” button:



6) Selected the document and “Open”. The document appears under the “Upload” button:



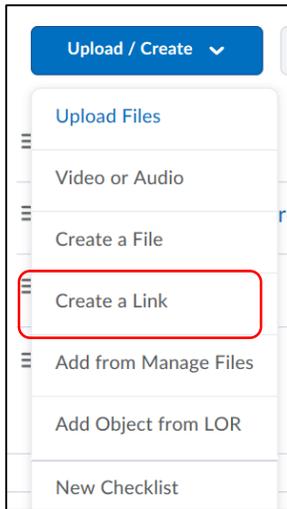
Click “Add”.

7) Click on the document link to open it:

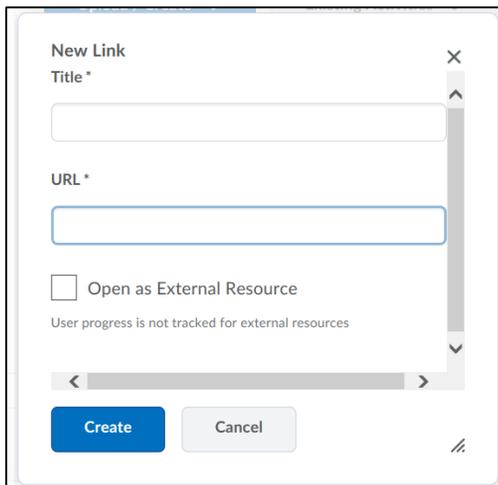


## Method 2 – When adding a link as a standalone item (not as part of a descriptive paragraph)

1) Click on the Upload/Create button and then select “Create a Link”:

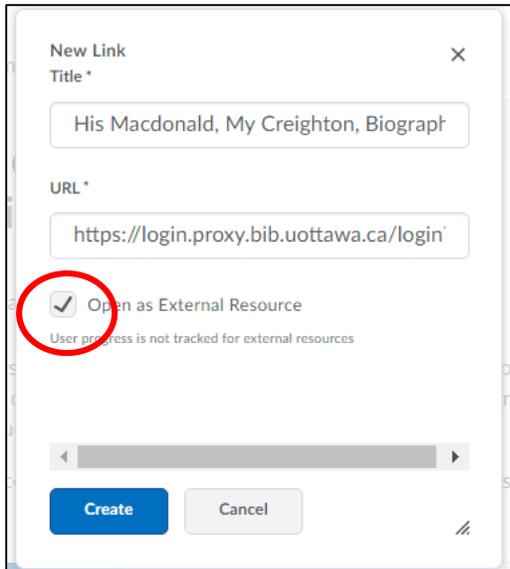


It will open the “New Link” window where you can add a title and the URL for the online resource (in this example, an article):



2) Add a title and the URL that will create the link. For example, this URL with the Library’s proxy prefix (in bold, including the “=” sign) and the permanent link provided by the journal provider, in this case Scholars Portal:

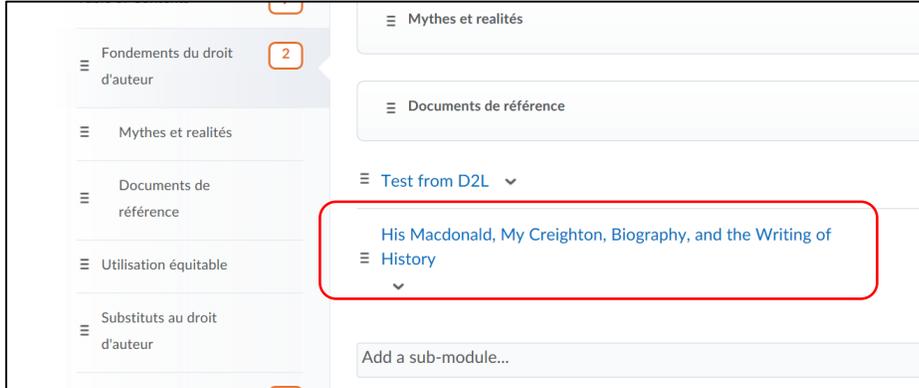
[https://login.proxy.bib.uottawa.ca/login?url=http://resolver.scholarsportal.info/resolve/00083755/v98i0002/338\\_hmmcbatwoh.xml](https://login.proxy.bib.uottawa.ca/login?url=http://resolver.scholarsportal.info/resolve/00083755/v98i0002/338_hmmcbatwoh.xml)



To make sure this link opens in all browsers, check “Open as External Resource”. This will allow the link to open in a new tab and avoid errors.

3) Click “Create”.

The clickable link then looks like this:



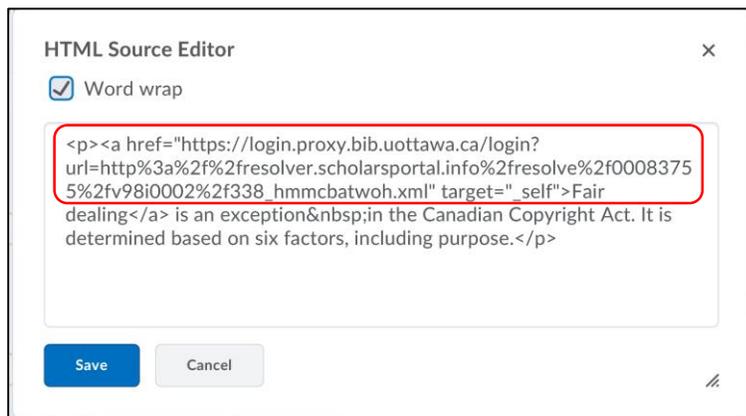
### Method 3 – Adding a URL as a hyperlink in a paragraph (such as in the description of a module or topic) using the “Insert Quicklink” function

The “Insert Quicklink” function in Brightspace is unable to read a URL with the proxy prefix because “https” or “http” appears twice in the link.

For example, without using the workaround described below, this URL:

[https://login.proxy.bib.uottawa.ca/login?url=http://resolver.scholarsportal.info/resolve/00083755/v98i0002/338\\_hmmcbatwoh.xml](https://login.proxy.bib.uottawa.ca/login?url=http://resolver.scholarsportal.info/resolve/00083755/v98i0002/338_hmmcbatwoh.xml)

will be changed to:



You will notice in the HTML code that Brightspace converted all “:” and “/” after the proxy prefix (i.e. after the “=” sign) to “%3a” and “%2f”. This is not a functional URL.

To avoid this problem, use a URL shortener first to create the link and then add this shortened URL to Brightspace.

You can use either of these two URL shorteners:

Bitly: <https://bitly.com/>

TinyURL: <https://tinyurl.com/>

1) Shorten the URL with the proxy prefix using Bitly or TinyURL. For example:

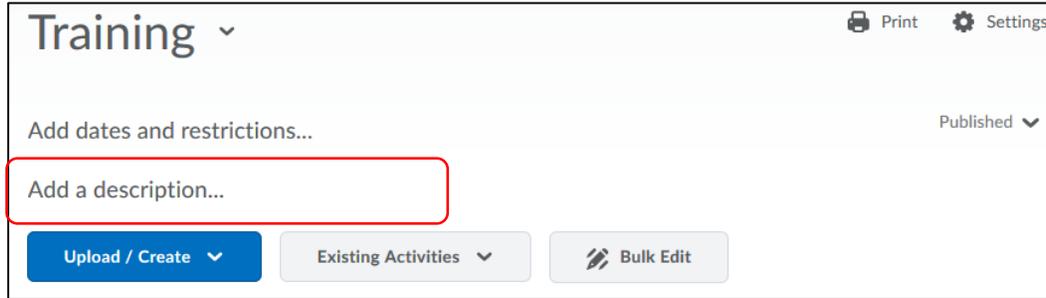
Original URL with proxy prefix:

[https://login.proxy.bib.uottawa.ca/login?url=http://resolver.scholarsportal.info/resolve/00083755/v98i0002/338\\_hmmcbatwoh.xml](https://login.proxy.bib.uottawa.ca/login?url=http://resolver.scholarsportal.info/resolve/00083755/v98i0002/338_hmmcbatwoh.xml)

Shortened URL with Bitly: <http://bit.ly/2Gj3LuC>

Shortened URL with TinyURL: <https://tinyurl.com/y7kqf5a4>

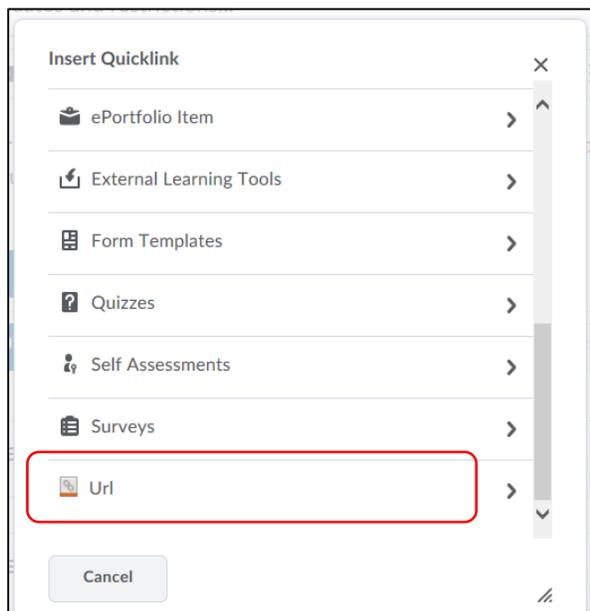
2) In Brightspace, select “Add a description”:



3) To insert a hyperlink to a Library resource, click on the “Insert Quicklink” icon:



4) Scroll down the list and select “Url” from the “Insert Quicklink” window:



5) In the next window, add the shortened URL, add text to the “Title” field if you wish the link to be clickable word or phrase (optional), and click “Insert”:

The 'Insert Quicklink' dialog box has a title bar with a close button (X). Below the title bar is a navigation bar with a back arrow and a dropdown arrow. The main area contains three sections: 'URL \*' with a text input field containing 'http://bit.ly/2Gj3LuC'; 'Title \*' with a text input field containing 'Link to article'; and 'Target \*' with three radio button options: 'Whole Window', 'Same Frame', and 'New Window' (which is selected). At the bottom left are 'Insert' and 'Cancel' buttons. At the bottom right is a small icon of a pencil.

Note: The target does not matter since the proxy prefix forces the link to open in another tab.

“Link to article” is now hyperlinked in the description paragraph:

The rich text editor shows a toolbar at the top with icons for video, image, link, paragraph style, bold, italic, underline, list, and indent. Below the toolbar, the text 'Link to article' is displayed as a blue hyperlink and is highlighted with a red rectangular box. At the bottom of the editor are buttons for 'Update', 'Cancel', 'Upload / Create', 'Existing Activities', and 'Bulk Edit'. There are also icons for font color, background color, code, equation, and a small icon of a pencil.

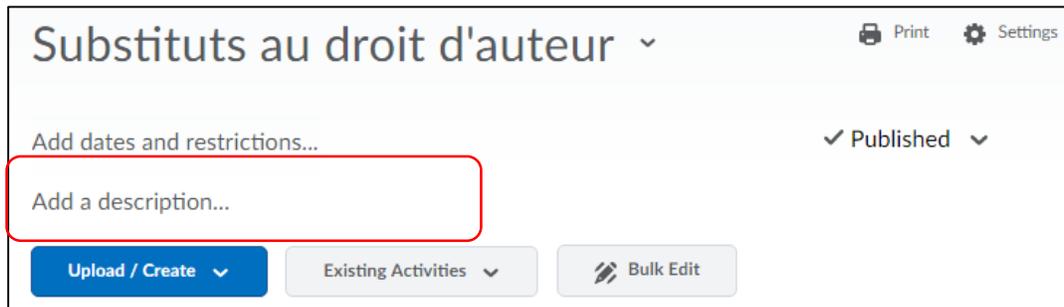
6) Click on “Update” to save that change. The link now looks like this:

The 'Training' page header includes the title 'Training' with a dropdown arrow, and 'Print' and 'Settings' icons. Below the header is a section for 'Add dates and restrictions...' with a 'Published' dropdown. The main content area shows the text 'Link to article' as a blue hyperlink. At the bottom are buttons for 'Upload / Create', 'Existing Activities', and 'Bulk Edit'.

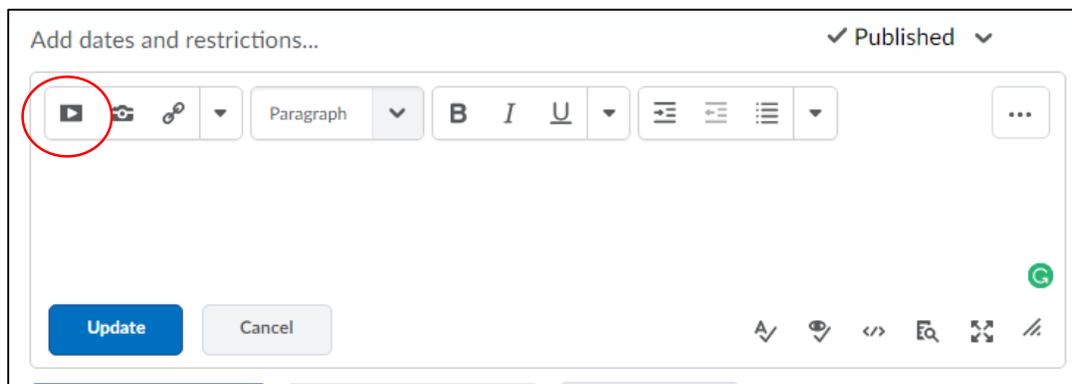
#### Method 4 - Adding a URL as a hyperlink in a paragraph (such as in the description of a module or topic) using the “Insert Stuff” function

Similar to Method 2, this way of inserting a link uses “Insert Stuff” in the text area instead of “Insert Quicklink”.

- 1) Select “Add a description”:



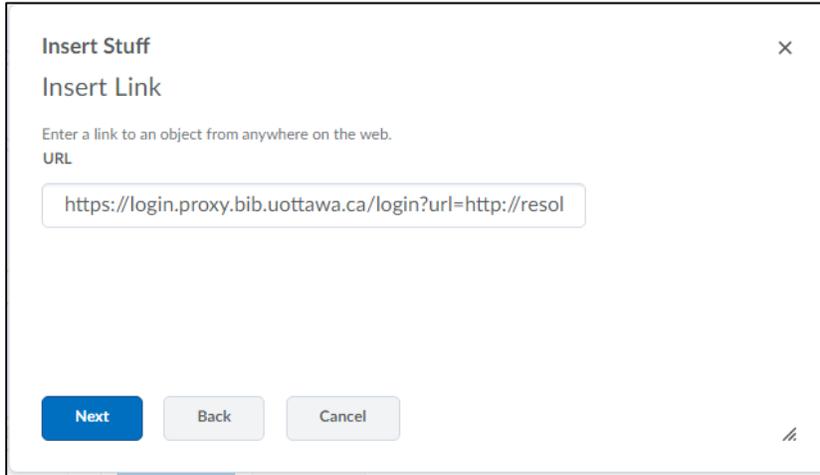
- 2) Select the “Insert Stuff” icon:



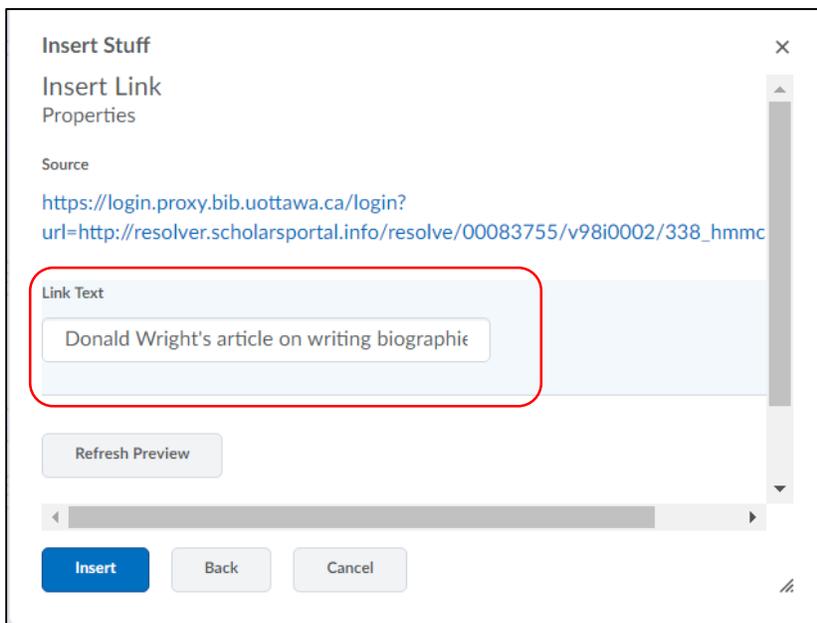
- 3) Scroll down the list in the “Insert Stuff” window and select “Insert Link”:



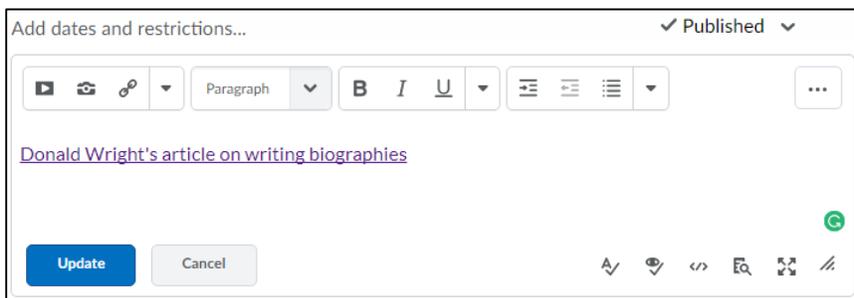
4) In the next window, add the URL and click “Next”:



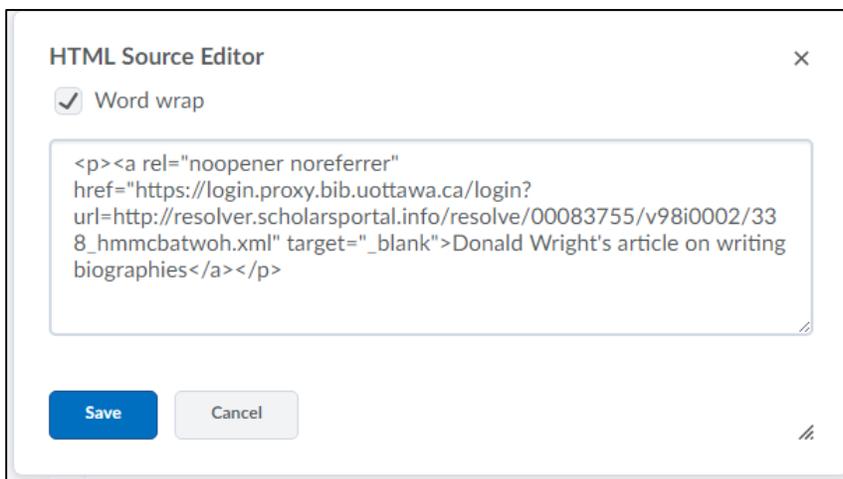
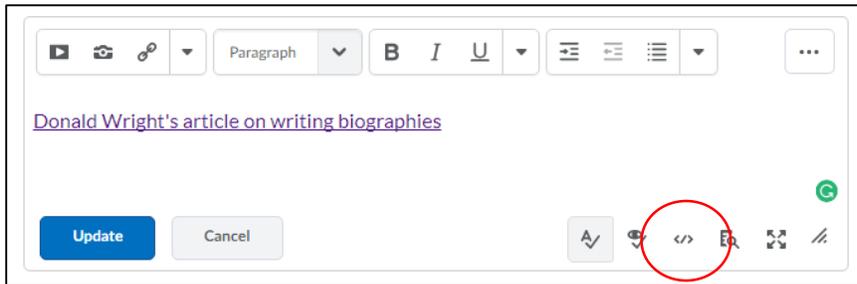
5) In the next window, add the text (a word or phrase) that you wish to hyperlink and click “Insert”:



6) Then click “Update” to save this change in the text area:



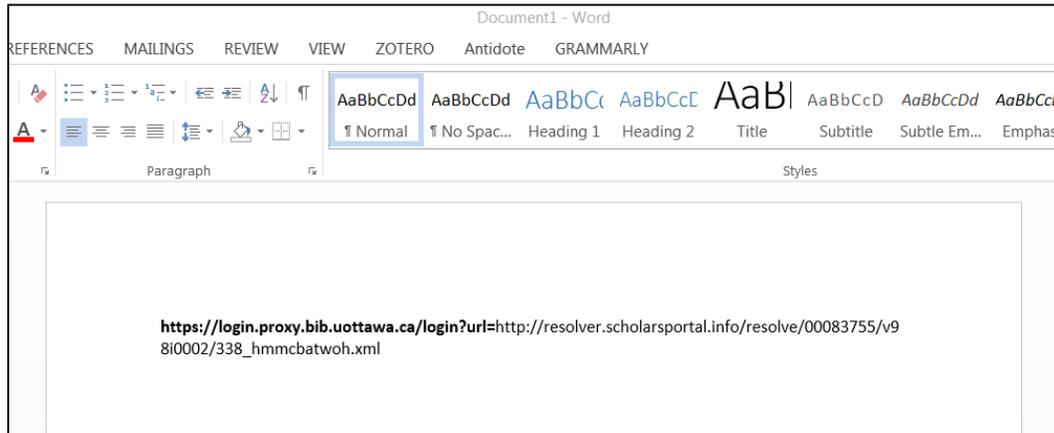
Note that with this method, if you need to modify the URL, you cannot retrace your steps. The only way to edit it is through the HTML Source Editor:



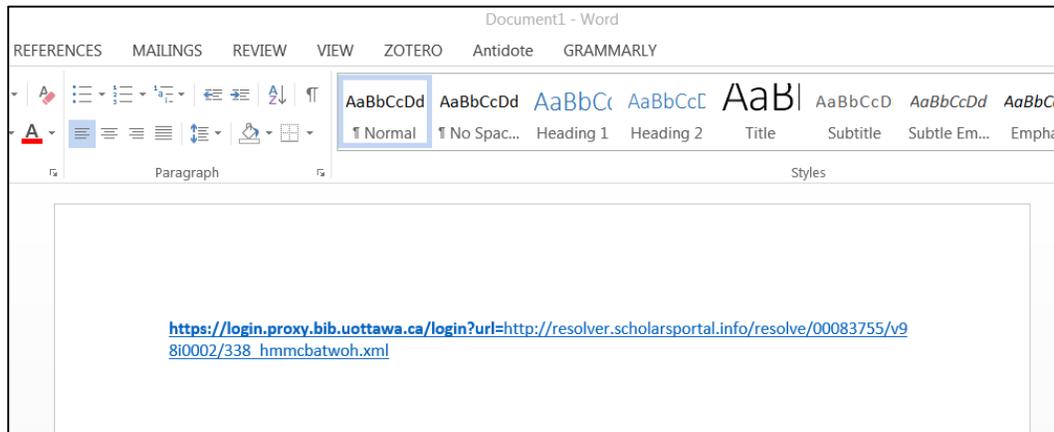
## Method 5 – Pasting a URL in a text area

Pasting a URL in a text area only works if the hyperlink is created in a word processor before being added in Brightspace.

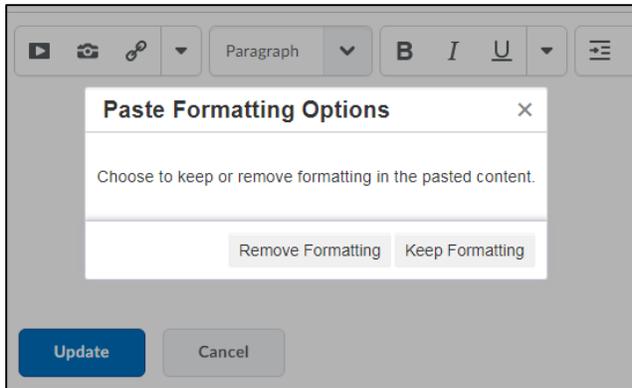
- 1) Create the URL with the proxy prefix in Word by pasting the link:



- 2) Press on the space bar or “Enter” to make this link an “active” hyperlink:

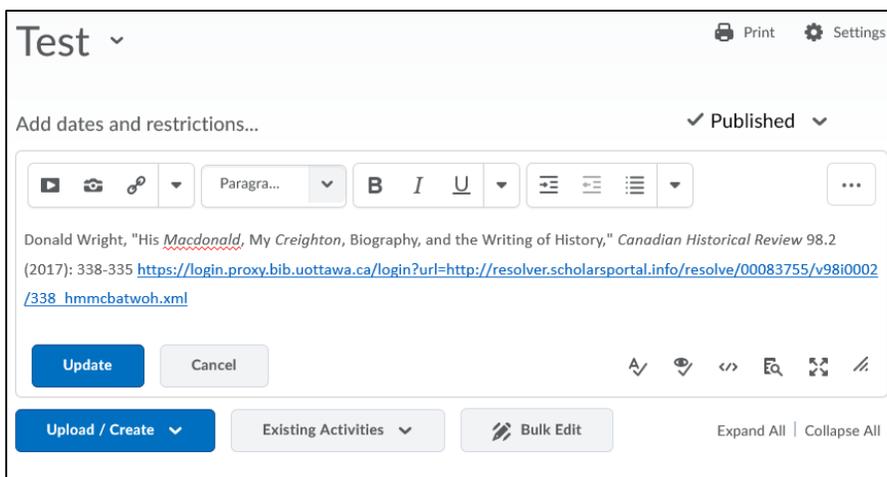


- 3) Select the active hyperlink you have just created and copy it.
- 4) Paste the hyperlink in a text area in Brightspace. A “Paste Formatting Options” window will appear:



Choose either option.

5) The link should look like this:



6) Then click “Update” to save.

Creating the URL with the proxy prefix directly in Brightspace will lead to a partial hyperlink that is not functional and will need to be corrected in the HTML Source Editor, which can get complicated if you are not familiar with HTML. Here is an example of a partial hyperlink:

