Adding Links to Library Resources in Brightspace – Issues and Workarounds

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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: <u>http://copyright.uottawa.ca/additional-resources/linking-full-text-articles-and-e-books</u>.

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":

Upload / Create 🗸	
Upload Files	- Dr
Video or Audio	-
Create a File	
Create a Link	
Add from Manage Files	

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

Add a File	×
My Computer	>
Course Offering Files	>
Shared Files	>
Cancel	h.

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":

	Upload / Create 🗸
	Upload Files
	Video or Audio
-	Create a File
	Create a Link
=	Add from Manage Files
	Add Object from LOR
	New Checklist

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):

Title *	^
	^
URL*	
Open as External Resource	
User progress is not tracked for external resources	
	~
<	>
Create Cancel	

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/v9 8i0002/338 hmmcbatwoh.xml

New Link Title *		×
His Macdor	nald, My Creighto	n, Biograph
URL*		
https://logi	n.proxy.bib.uottav	va.ca/login
Open as Ex User progress is not t	tternal Resource	25
4		۱.

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:

	⊒ Mythes et realités
≡ Fondements du droit 2 d'auteur	
∃ Mythes et realités	E Documents de reterence
■ Documents de référence	Test from D2L His Macdonald. My Creighton, Biography, and the Writing of
	= History
≡ Substituts au droit d'auteur	Add a sub-module

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/v98i 0002/338 hmmcbatwoh.xml

will be changed to:

<a hr<="" th=""><th>ef="https://login.proxy.bib.uottawa.ca/login?</th>	ef="https://login.proxy.bib.uottawa.ca/login?
5%2fv98	63a%2t%2tresolver.scholarsportal.info%2fresolve%2f000837 i0002%2f338_hmmcbatwoh.xml" target="_self">Fair
dealing<,	a> is an exception in the Canadian Copyright Act. It is ed based on six factors, including nurpose
accontin	eu basea en six ractors, meraanig parpose. 7 p

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

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

Original URL with proxy prefix: <u>https://login.proxy.bib.uottawa.ca/login?url=http://resolver.scholarsportal.info/resolve/00083755/v98i</u> 0002/338 hmmcbatwoh.xml

Shortened URL with Bitly: <u>http://bit.ly/2Gj3LuC</u> Shortened URL with TinyURL: <u>https://tinyurl.com/y7kqf5a4</u> 2) In Brightspace, select "Add a description":

Training ~	8	Print	Settin	gs
Add dates and restrictions			Published 🥆	-
Add a description				
Upload / Create 🗸 Existing Activities 🗸 🌾 Bulk Edit				

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

Paragra	• B	Ι	<u>U</u> -	Ξ	4 11	:	•			•••
Update Cancel						Α,	© /	Fo	5.2	1.

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

	Insert Quicklink		×
	🖀 ePortfolio Item	>	^
	🖌 External Learning Tools	>	
	Form Templates	>	
	? Quizzes	>	l
	ξ ₉ Self Assessments	>	
_	E Surveys	>	
	🖲 Url	>	~
	Cancel		

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":

Insert Quicklink	×
+	
URL*	
http://bit.ly/2Gj3LuC	
Title *	
Link to article	
Target * Whole Window Same Frame New Window 	
Insert	
Cancel	h.

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:

▶ 20 o ^o ▼ Paragra ▼ B I <u>U</u> ▼ Ξ Ξ	≣	•				
Link to article						
Update Cancel	Ą∕	•		ĒQ	25	<i>lı</i> .
Upload / Create 🗸 Existing Activities 🗸 🏈 Bulk Edit						

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

Training ~	8	Print	Settings
Add dates and restrictions			Published 🗸
Link to article			
Upload / Create 🗸 Existing Activities 🗸 🌮 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:

Add dates and restrictions												
D C o	▼ Paragraph	~ B	Ι	<u>U</u> -	=		i =	•				
												•
Update	Cancel						Ą∕	€		ĒQ	53	U

3) Scroll down the list in the "Insert Stuff" window and select "Insert Link":

Insert Stuff	×
🚟 YouTube	>
• Flickr	>
P Insert Link	>
Enter Embed Code	>
Cancel	1.

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":

Insert Stuff	×
Insert Link Properties	•
Source	
https://login.proxy.bib.uottawa.ca/login? url=http://resolver.scholarsportal.info/resolve/00083755/v98i0002/338_hmmc	L
Link Text Donald Wright's article on writing biographic	
Refresh Preview	•
Insert Back Cancel	11.

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

Add dates and restrictions												Publ	ished	~	
	2	ø	•	Paragraph	~ B	Ι	<u>U</u>	• =	÷=	≣	•]
<u>Dona</u>	ld W	right	' <u>s art</u>	icle on writ	ing biograpl	<u>hies</u>									
															C
٦	Jpdate		(Cancel						A ∕	•		ĒQ	23	<i>h</i> .

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:

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	2 Eq.</th



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:

						Docur	ment1 - Word					
REFERI	ENCES	MAILINGS	REVIEW	VI	EW ZOTER	O Antidot	e GRAMM	ARLY				
A .		E・"E・ € = = t= •	≠≡ ≙↓ & .	ſ	AaBbCcDd	AaBbCcDd	AaBbC(AaBbCcE	AaB	AaBbCcD	AaBbCcDd	AaBbCcD
5		Paragraph		Fa	. Hornar	a rio opuciii	ricading 1	ricading 2	Sty	les	Subtre Emm	Emphasi
		https:/ / 8i0002/	/login.prox /338_hmmo	y.bik	o.uottawa.ca/ woh.xml	'login?url=htt	p://resolver.s	cholarsporta	.info/resolve	/00083755/v	9	

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

							Docur	ment1 - Word					
REFERE	INCES	MAILIN	IGS	REVIEW	VI	ew zoter	.0 Antidot	e GRAMM	ARLY				
- 🄌	:= •	1 2 3 3 4 1 1-	€≣	€ A	ſſ	AaBbCcDd	AaBbCcDd	AaBbCo	AaBbCcE	AaB	AaBbCcD	AaBbCcDd	AaBbCc
- <u>A</u> -	≡≡	= =	\$≣ -	<u>*</u>	-	1 Normal	¶ No Spac	Heading 1	Heading 2	Title	Subtitle	Subtle Em	Emphas
5		Para	graph		G.					Sty	/les		
		<u>ht</u> <u>8i</u>	ttps:// 0002/	<mark>/login.pro</mark> 338 hmm	xy.bik icbatv	<mark>o.uottawa.ca/</mark> woh.xml	login?url=htt	p://resolver.s	scholarsportal	.info/resolve	<u>/00083755/√</u>	9	

- 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:

	S d ^o V Paragraph V B I U V E
	Paste Formatting Options ×
	Choose to keep or remove formatting in the pasted content.
	Remove Formatting Keep Formatting
Upd	late Cancel

Choose either option.

5) The link should look like this:

Test ~	🔒 Print 🛛 🏘 Settings
Add dates and restrictions	✓ Published ∨
Paragra ▼ B I <u>U</u> ▼ Ξ Ξ	
Donald Wright, "His <i>Macdonald</i> , My <i>Creighton</i> , Biography, and the Writing of History," (2017): 338-335 https://login.proxy.bib.uottawa.ca/login?url=http://resolver.scholarsc	" Canadian Historical Review 98.2
/338_hmmcbatwoh.xml	
Update Cancel	Ą ♥ ∽ & ½ ∥
Upload / Create 🗸 Existing Activities 🗸 🔗 Bulk Edit	Expand All Collapse All

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:

Droit d'auteur et liens ~	
Add dates and restrictions	✓ Pub
Paragraph V B I U V E E E	
https://login.proxy.bib.uottawa.ca/login?url=https://doi.org/10.1111/j.1365-2125.2010.03797.x	