

# D2L's Brightspace: Quicklinks

## Quick Summary

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“Quicklinks” are hyperlinks to various elements within a course, and they are a tool to make your course easier to navigate while helping students to make connections across course content. You can provide a direct link to any topic in a Brightspace course (remember, each element inside a module is called a “topic”). Some examples are detailed in the “Understanding Quicklinks” section below.

There are two methods to create Quicklinks:

1. Create a File/Webpage in a module, add some descriptive text, and select the “Insert Quicklink” icon to add your link.
2. Using Course Builder, add a Quicklink as its own topic inside a module.

See the detailed guide below for more instructions with pictures. Please note, there are special considerations if you want to provide a Quicklink to an entire module or submodule.

## Videos

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[Creating Quicklinks \(link coming soon\)](#)

[Quicklinks Navigation Considerations \(link coming soon\)](#)

## Understanding Quicklinks

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### What is a Quicklink?

A Quicklink is a hyperlink to another component of your course. Quicklinks can only link to content inside the same course. You can link to:

- Announcements
- Assignments
- Calendar
- Checklist
- Content (modules/specific topic in a module)
- Course Files
- Discussions
- External Learning Tools
- Links
- Media Library
- Quizzes
- Rubrics
- Self Assessments
- Self-Enrollment Groups
- Surveys
- Third-party tools

### Why would I use a Quicklink?

Quicklinks are a helpful tool to make it easier for students to navigate your course and quickly locate specific content. You can also use them to help students make connections across your content modules.



## Examples:

1. You ask students to write a paper based on articles they have read throughout the past unit, which covers three weeks of instruction. In the assignment instructions, you provide Quicklinks to each of the articles so that students do not have to spend additional time remembering where each was located.
2. Your midterm exam is coming up and you create file/webpage to serve as a study guide. You use Quicklinks to provide direct links to content for each section, or to the specific modules where each topic is covered.
3. Students are submitting various parts of a large project to a single assignment throughout the semester. When each section is due, you provide instructions where it naturally falls within your module structure and provide a Quicklink to the assignment where students will turn in their work.
4. You are creating an announcement that a test or assignment is due soon and provide a Quicklink so that students can easily submit their work.

## Creating Quicklinks

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There are two methods to create Quicklinks. For a demonstration of how each behaves from a student navigation perspective, please see the video linked earlier in this document.

### Method 1: Insert Quicklink in a File/Webpage

- Gives you a space to add context around the Quicklink. You can explain where it's going, why, and what students should do with the information they find there.
- Give students full control over when and how the link opens in their browser.
- Easier for students to understand where they are in the course.
- Best option if you want the Quicklink to be optional (for example, you are providing a convenient link back to something covered earlier in the course as reference).

### Method 2: Use Course Builder to Provide a Direct Link

- The link is inserted as a stand-alone topic that will open automatically when students navigate to it in the module.
- Can be jarring for students; it's best to let them know in advance that you've set links up in this manner. For example, you could include this in your course navigation instructions, or provide a note at the start of the module.
- Best option if you want all students to end up in the link location, as they will be automatically directed there.

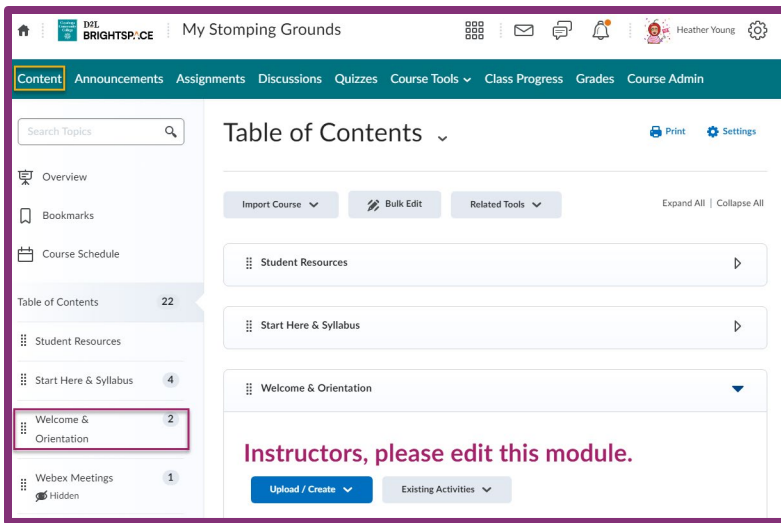
## How to Insert a Quicklink in a File/Webpage

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### Step 1: Navigate to the module where you want the link to live.

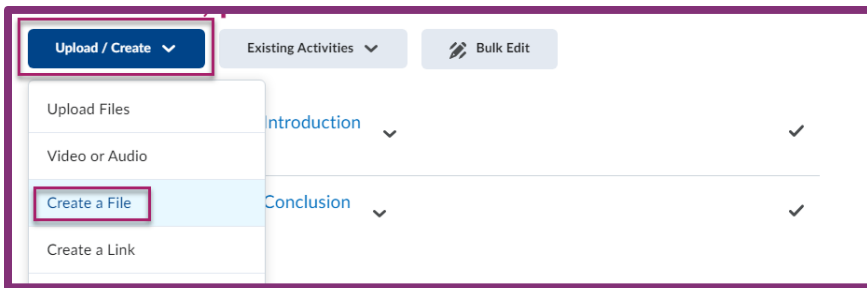
Select "Content" and then select the module under the Table of Contents on the left.





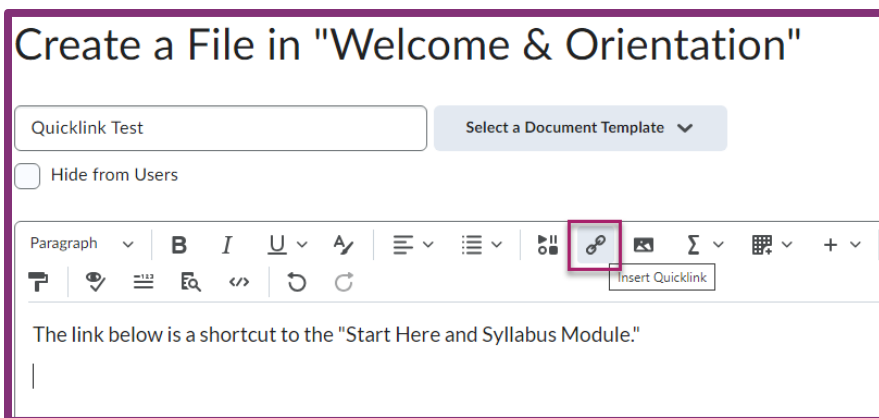
## Step 2: Create a file.

Select "Upload/Create" and then "Create a File." Note: After you create the file, Brightspace will refer to it as a "webpage." If you want to edit it later, you'll select "Edit HTML file." These terms all refer to the same thing!



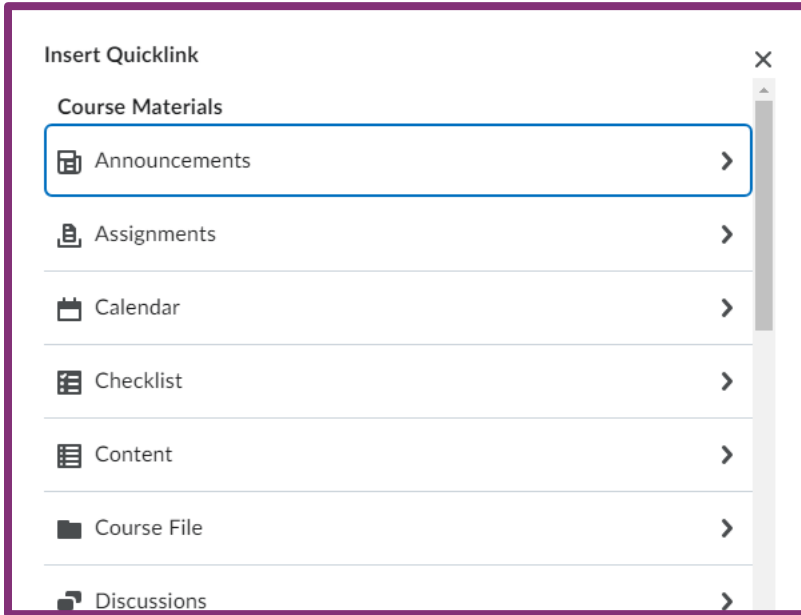
## Step 3: Select "Insert Quicklink."

Make sure to give your file a title and a brief description explaining the purpose of the link. Then select the link icon in the text editor.



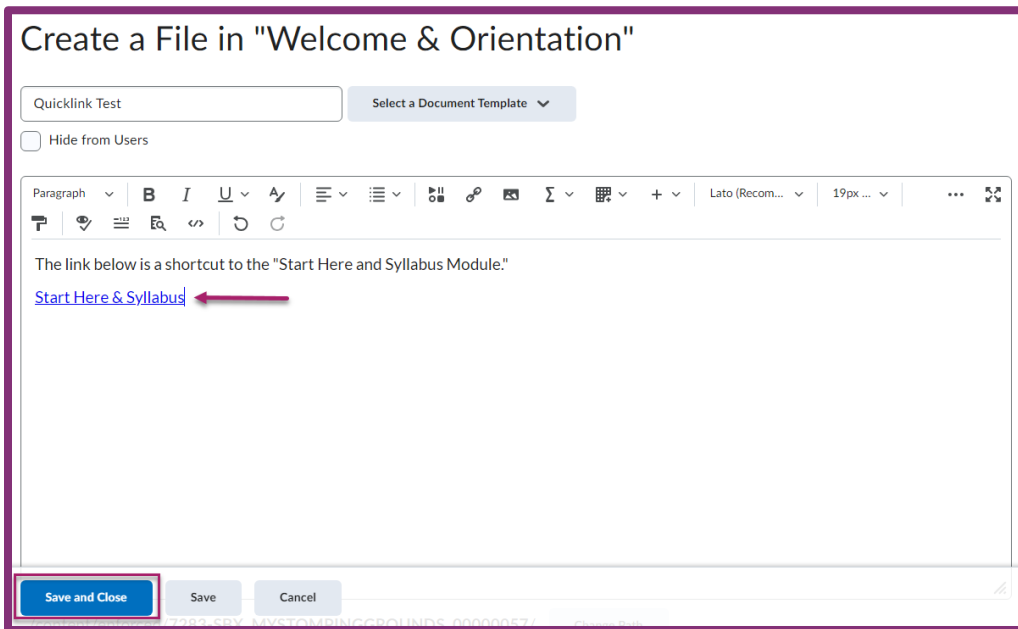
#### Step 4: Select the type of content you want to link to.

The process will vary slightly among content types; follow the prompts. For assistance, please contact the [Help Desk](#).



#### Step 5: Save and Close!

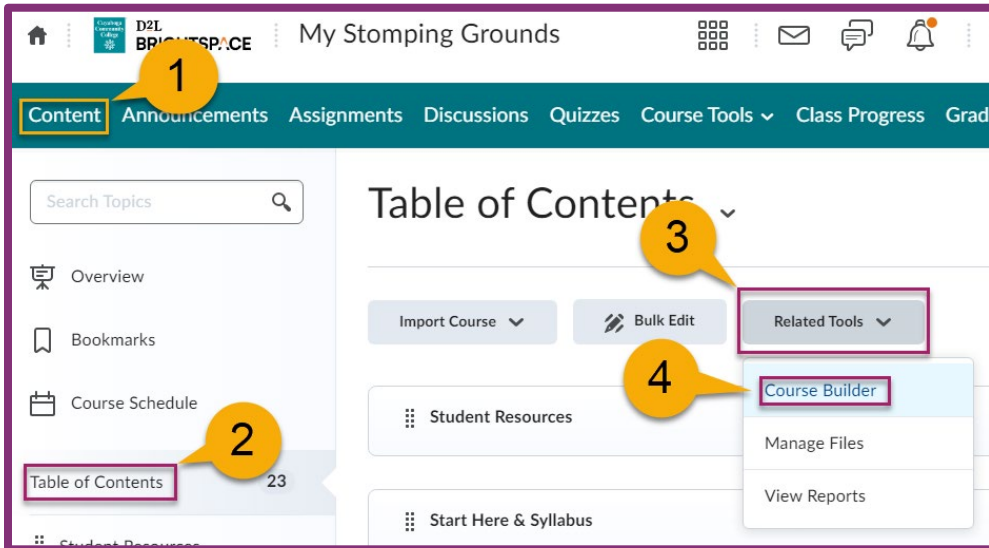
Your link will appear as hyperlinked text in the body of the file.



# How to Use Course Builder to Provide a Direct Link

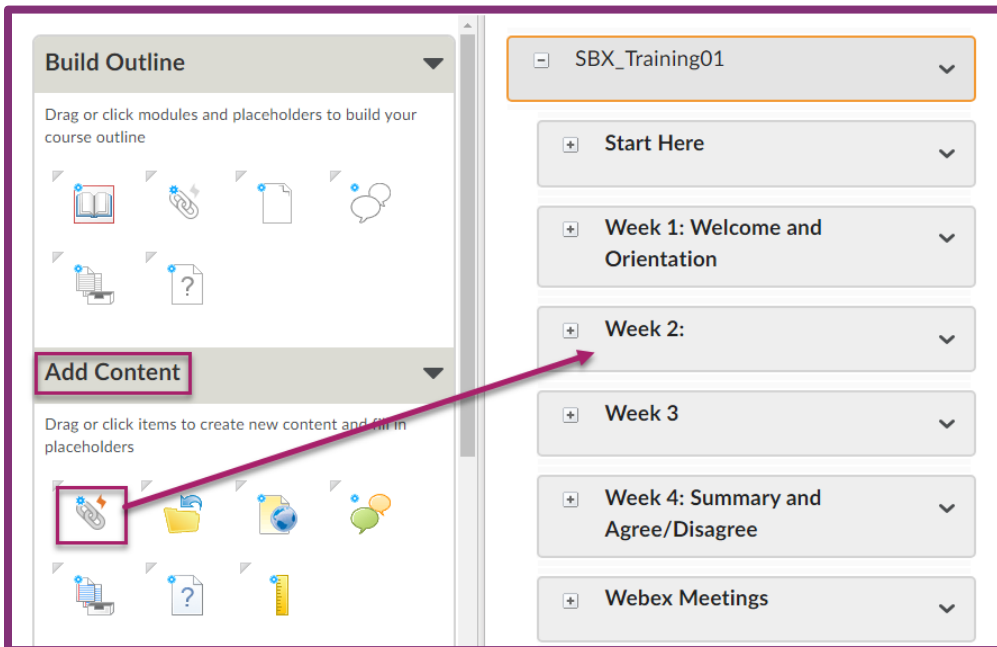
## Step 1: Access the Course Builder Tool

1. Select Content
2. Select “Table of Contents”
3. Select “Related Tools”
4. Select “Course Builder.”



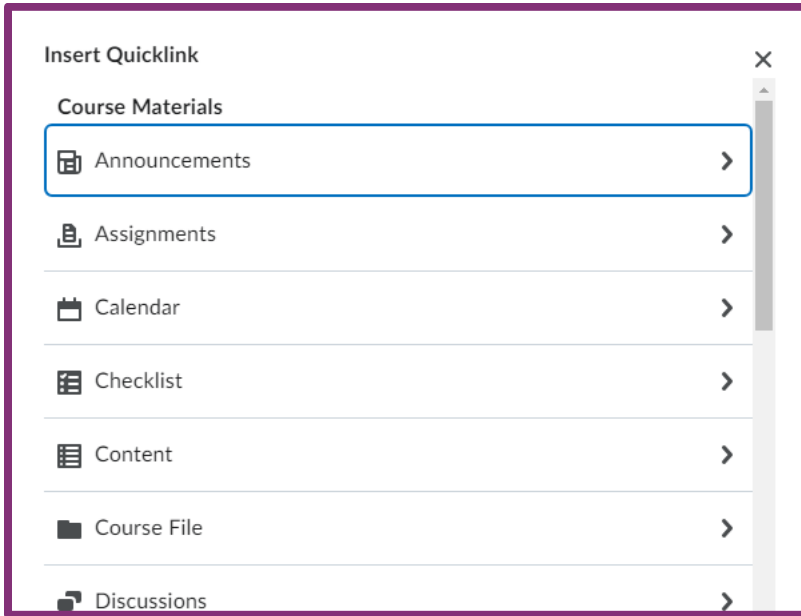
## Step 2: Drag the link icon to a module.

Under “Add Content,” drag the link icon to the module in which you want the Quicklink to live.



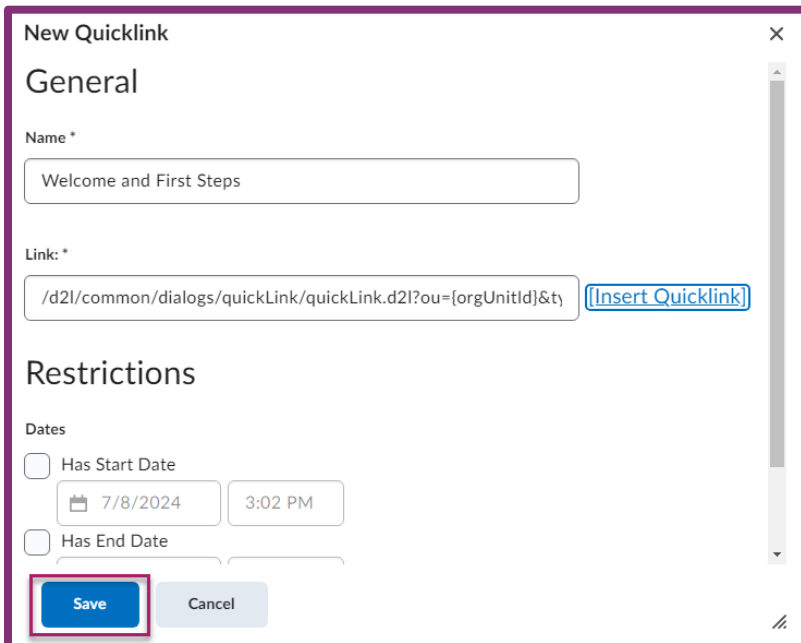
### Step 3: Select the type of content you want to link to.

The process will vary slightly among content types; follow the prompts. For assistance, please contact the [Help Desk](#).



### Step 4: Select Save!

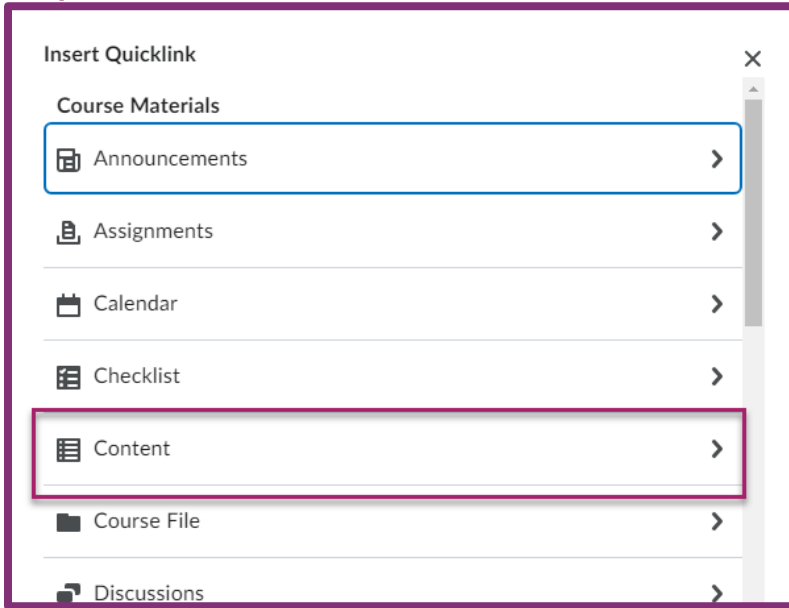
You can also add start and end dates for availability (optional).



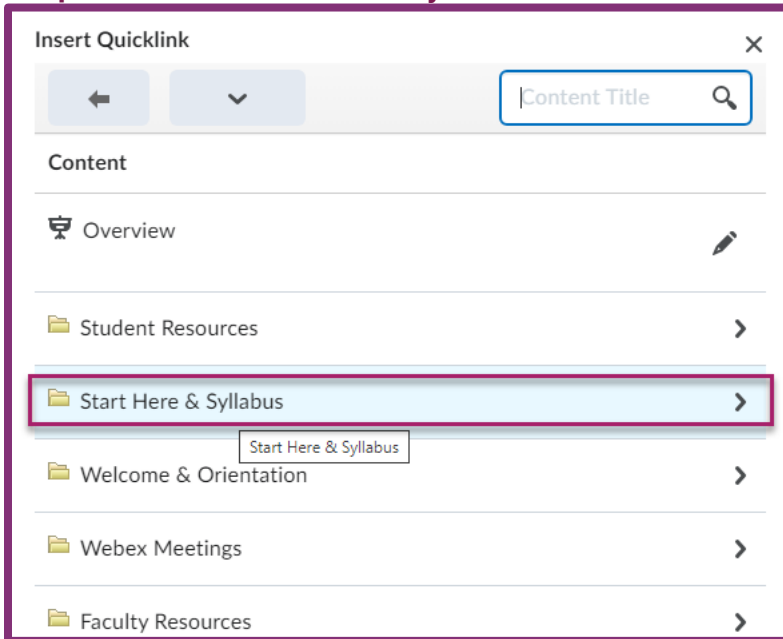
# Creating a Quicklink to a Module

There is an extra step if you want to provide a Quicklink to an entire module or submodule. First access the Quicklinks menu using one of the methods outlined above. Then:

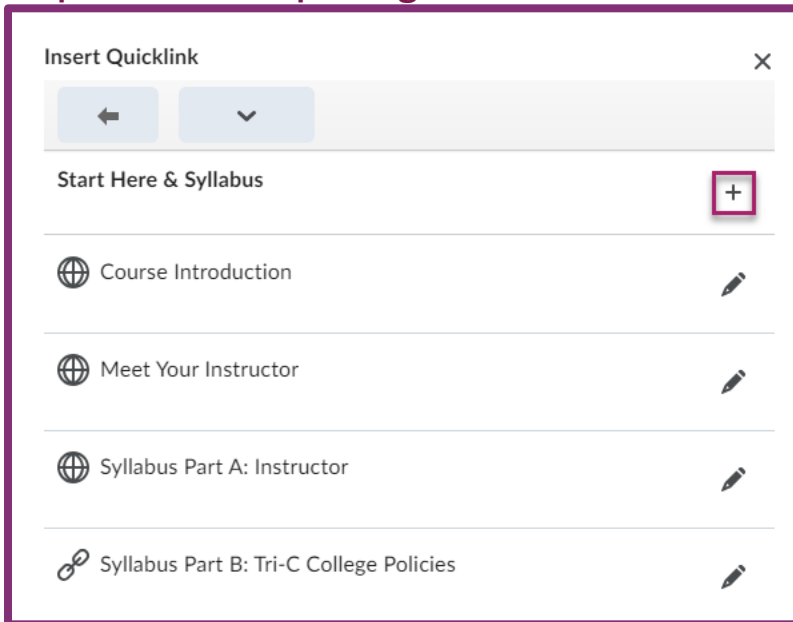
## Step 1: In the “Insert Quicklink” menu, select “Content.”



## Step 2: Select the module you want to link to.



### Step 3: Select the plus sign next to the name of the module.



Then follow the remaining steps for your chosen link insertion method.

## Need Help?

To make sure your question is answered quickly, please use our [Faculty Support Flow Chart](#) to contact the correct person or department.