

Instructional Computing Services

<http://www.ics.appstate.edu>

Pointing your AppalNET class link to an external (i.e., non-AppalNET, non-WebCT) web page (while accessing AppalNET's built-in course tools):

NOTE: There are really two places that you can choose to provide students with a link to materials at an external URL. The method below describes how provide this link from inside the AppalNET default course home page. Linking in this manner will give students access to the external URL, as well as preserve their ability to make use of the several built-in course tools (Announcements, News, Photos, Links, Files, Message Board, Calendar, Chat, and Email) that are available on the AppalNET default course home page. If you have your own course pages up at another (non-AppalNET, non-WebCT) URL, but you'd still like to use the tools mentioned above that are available in AppalNET's default course home page, create the link as described below.

- 1) Log into AppalNET by clicking the "AppalNET" icon on the University Homepage, or by pointing a java-enabled browser to <http://appalnet.appstate.edu> (see the "Logging into AppalNET for the First Time for Faculty" document if you have trouble logging in).
- 2) If you are unable to log into AppalNET successfully, follow the link to the "Password Change Form" listed under the "Having problems logging in?" menu. This will allow you to set/change/synchronize your AppalNET password. If this effort fails, please call Tech Support at (828) 262-6266 to speak with a technical support specialist.
- 3) Upon entering AppalNET, you will see your 'Class Links' and 'Courses I'm Teaching' at the top of the right column. You may also click on the 'Class Links' tab along the top of the page to view your Class Links in a larger frame. Scroll to find the class for which you wish to set the link.
- 4) Now, click on the link to your course. This will take your students (and you, as designer) directly to the AppalNET default course home page. Notice the several items mentioned above are available under the "Course Tools" menu at the left of the page.
- 5) To add the link to your external URL, click on "Links" under the "Course Tools" menu.
- 6) On the resulting page, set the "Status" pull-down menu to "Active." Fill in the "Title" field with descriptive text (something clear, like "Online Course Materials"). Then, fill in the "URL" field with the complete URL (including the *http://* prefix on the right) to your site. Next, set the "Link Description" pull-down menu to "Description Uses Plain Text" and enter your description of the linked resource in the textbox provided. Finally, click the "Post" button.
- 7) Clicking the link will open the content at the provided URL in a new window. Therefore, students can explore that content and, upon completion, close the window and be right back inside the AppalNET default course home page, with all of the AppalNET Course Tools available for use. Should you need to edit any of your links, click on "Manage Links" under the "Content Tools" menu at the left of your AppalNET course homepage, and follow the prompts.