

Add a Link to Brightspace

In Brightspace, you can add a link to a file as a topic (item within a module) in the Content area or as a link in the Brightspace text editor anywhere it appears.

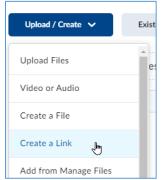
Directly in Content area

To insert a link to a file, including a Teams meeting recording, directly in a module in the Content area:

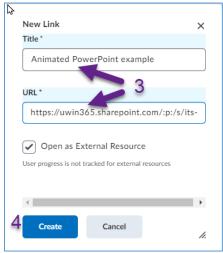
1. In your course, click **Content** and in the left Table of Contents, click to open the module you want to place the link into.



2. In the right-hand side editing panel, click **Upload/Create** and select **Create a Link**.



- 3. Enter a **Title** (the text that will appear in the module and will be linked) and type or paste the **URL**.
- 4. Click Create.



In the Brightspace Text Editor

To insert a link to a file in the Brightspace text editor anywhere it appears:

1. Click the Insert Quicklink icon.



2. Select Link from the Insert Quicklink dialogue box.

Insert Quicklink	>
Course Materials	1
Announcements	>
🔒 Assignments	>
💾 Calendar	>
Checklist	>
Content	>
Course File	>
Discussions	>
🗳 External Learning Tools	>
σ ^ρ Link	>
Media Library	>

- 3. Type or paste the link to the file in the **Link** field.
- 4. Provide the **Text** that will appear and will be linked to the file.
- 5. Click **Save and Close, Insert** or **Update**, depending on where you are using the Brightspace editor.

Insert Quicklink	×
~	
Link *	
3 https://uwin365-my.sharepoint.com/:v:/g/personal/agalka_uwin	
Text	
4 Class 1 recording	
Open in *	
New window Current window	
5 Insert	