

Adding Links to Library Resources in Brightspace – Issues and Workarounds

Updated January 25, 2018

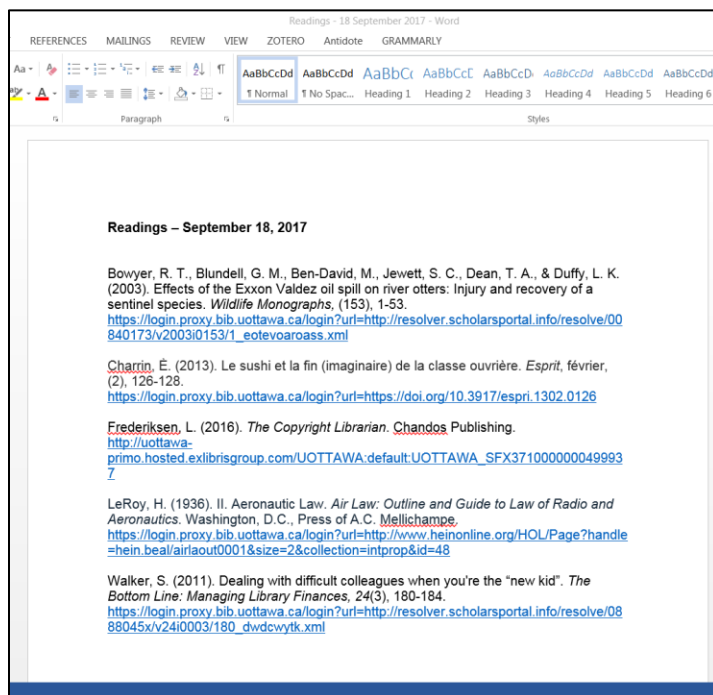
When adding a link to a Library resource, make sure to use a stable URL and to add the proxy prefix to ensure access off campus. Consult our guide on “Linking to full-text articles and e-books” on the Copyright website: <http://copyright.uottawa.ca/additional-resources/linking-full-text-articles-and-e-books>.

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.

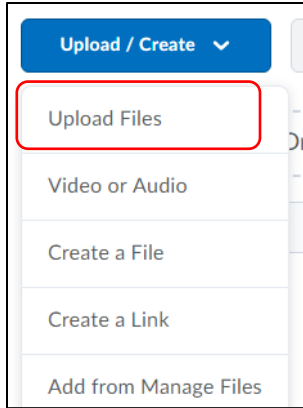
Method 1 – Adding links in a document to be uploaded to Brightspace

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.

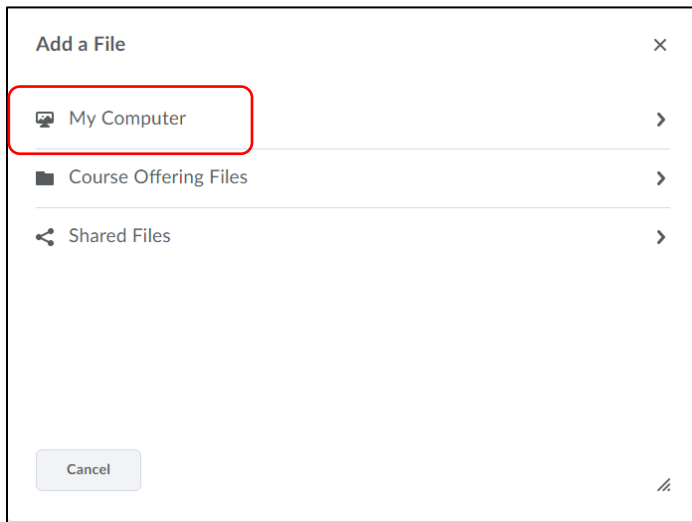
- 1) Create a document (in Word in the example below) and add links to it :



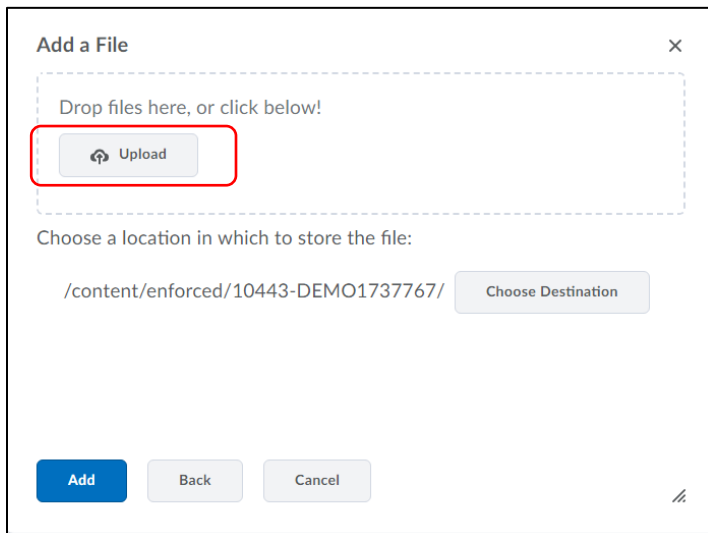
- 2) Save the document. Option: Save the document in PDF and upload that format in Brightspace to make sure the hyperlinks are accessible without having to download the document.
- 3) In Brightspace, click on the Upload/Create button and then select “Upload Files”:



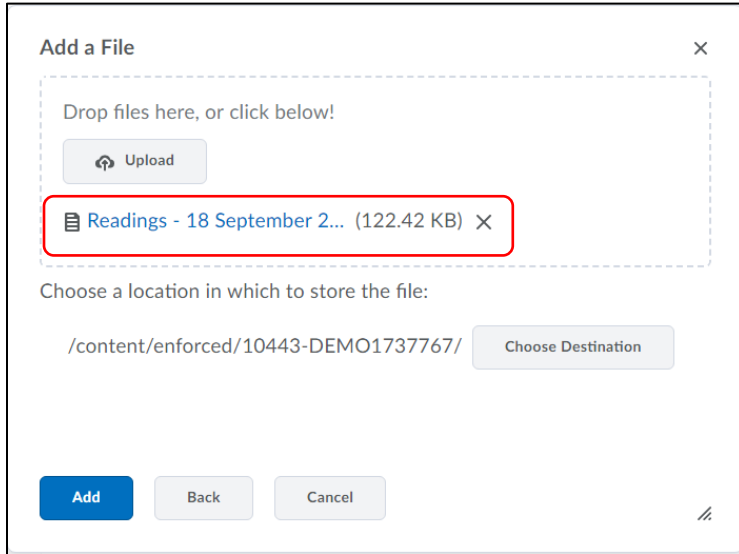
4) Select the location of the document to be added (for example, “My Computer”):



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



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



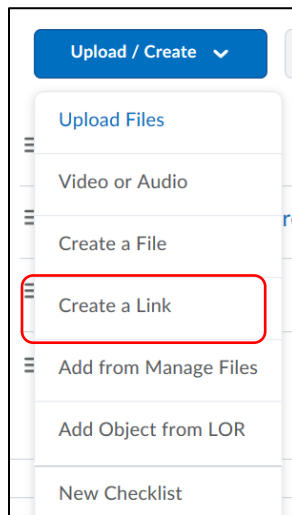
Click “Add”.

7) Click on the document link to open it:

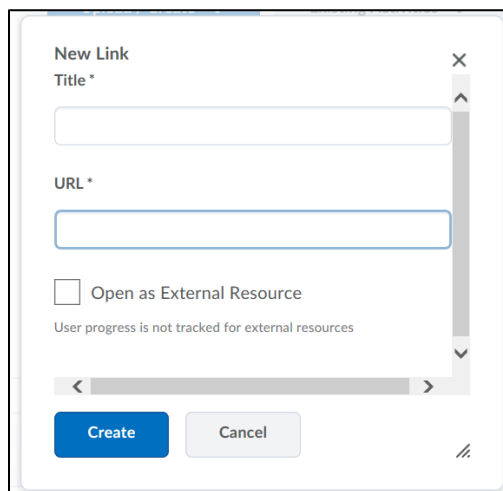


Method 2 – When adding a link as a standalone item (not as part of a descriptive paragraph)

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

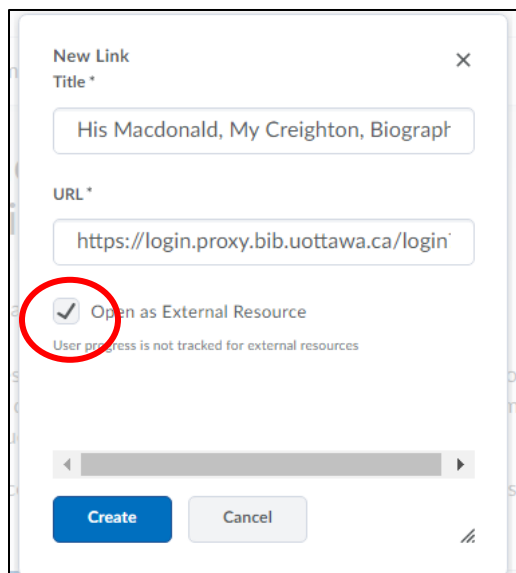


It will open the “New Link” window where you can add a title and the URL for the online resource (in this example, an article):



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:

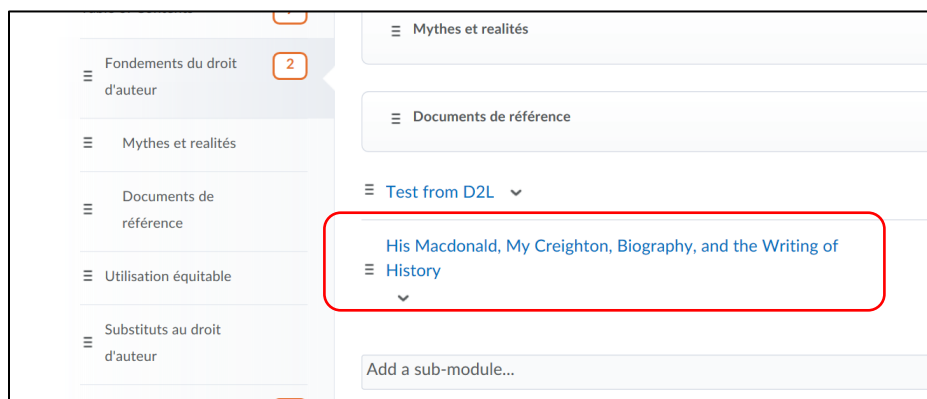
https://login.proxy.bib.uottawa.ca/login?url=http://resolver.scholarsportal.info/resolve/00083755/v98i0002/338_hmmcbatwoh.xml



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:



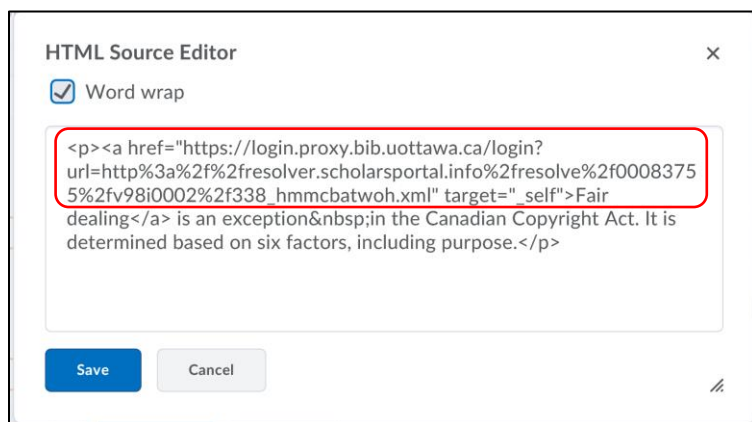
Method 3 – Adding a URL as a hyperlink in a paragraph (such as in the description of a module or topic) using the “Insert Quicklink” function

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

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/>

Google URL Shortener: <https://goo.gl/>

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

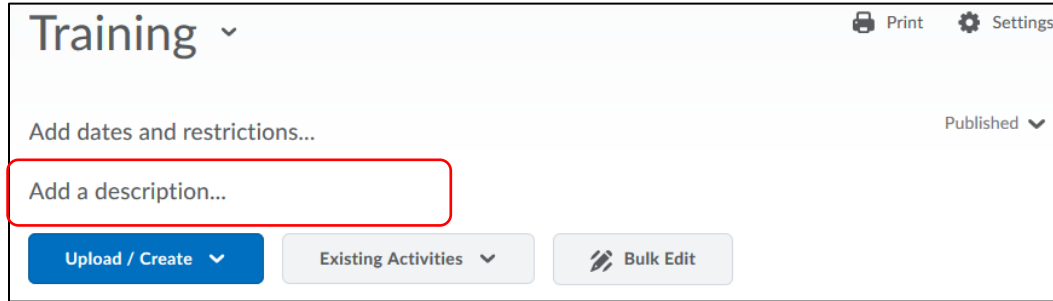
Original URL with proxy prefix:

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

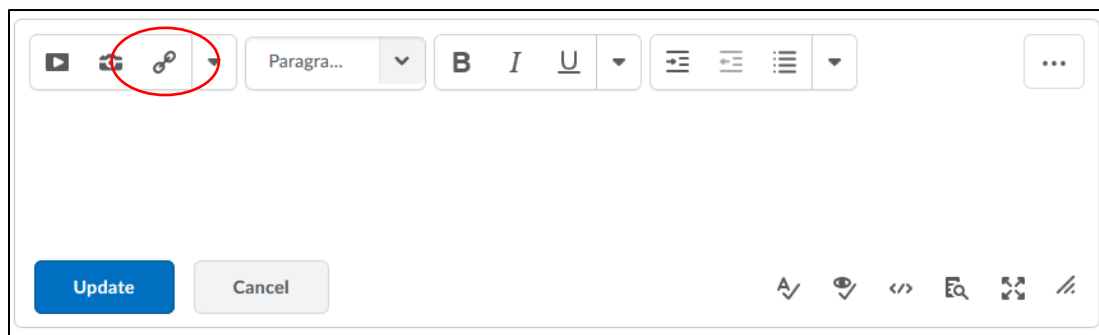
Shortened URL with Bitly: <http://bit.ly/2Gj3LuC>

Shortened URL with Goo.gl: <https://goo.gl/UpUZbV>

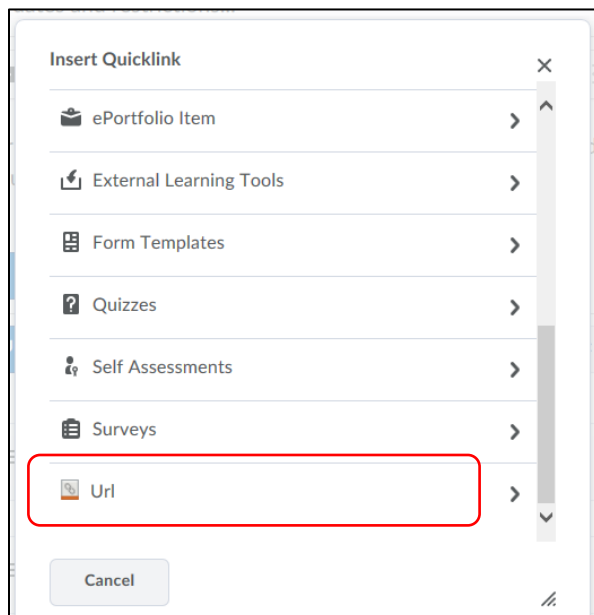
2) In Brightspace, select “Add a description”:



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”:

Insert Quicklink

URL *

http://bit.ly/2Gj3LuC

Title *

Link to article

Target *

Whole Window Same Frame New Window

Insert

Cancel

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:

Link to article

Update Cancel

Upload / Create Existing Activities Bulk Edit

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

Training

Print Settings

Add dates and restrictions... Published

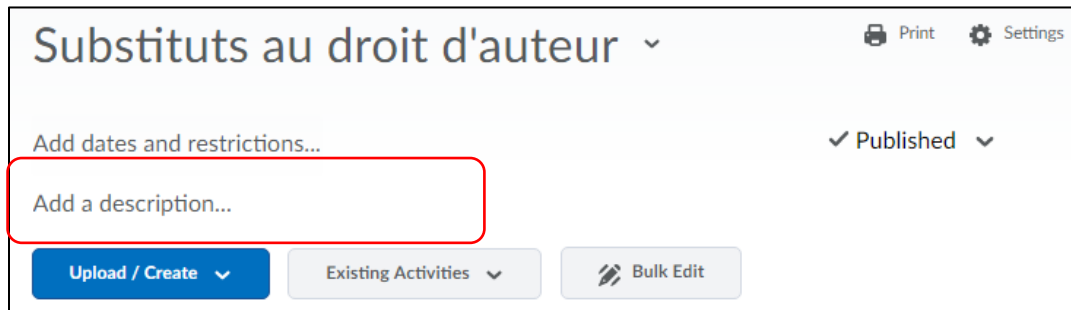
Link to article

Upload / Create Existing Activities Bulk Edit

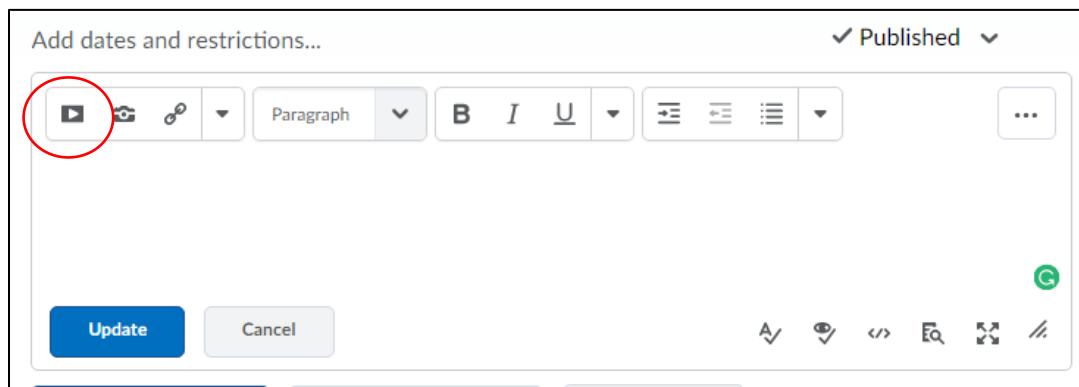
Method 4 - Adding a URL as a hyperlink in a paragraph (such as in the description of a module or topic) using the “Insert Stuff” function

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

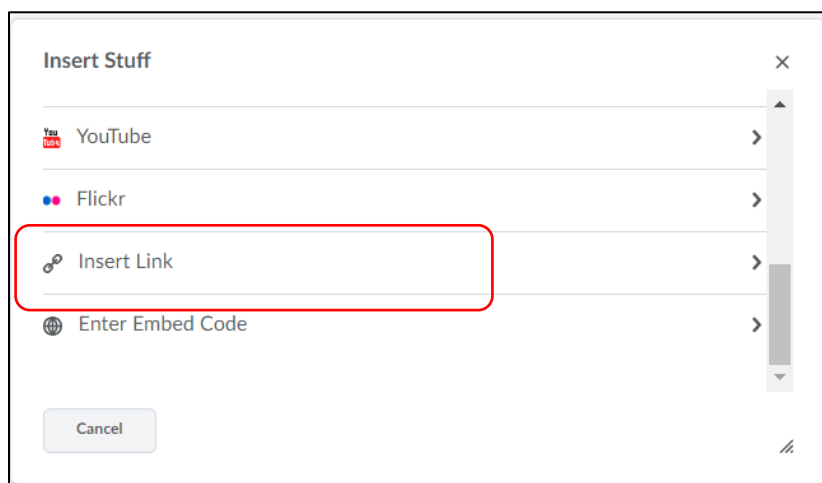
- 1) Select “Add a description”:



- 2) Select the “Insert Stuff” icon:



- 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”:

Insert Stuff

Insert Link

Enter a link to an object from anywhere on the web.

URL

Next Back Cancel

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

Link Text

Refresh Preview

Insert Back Cancel

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

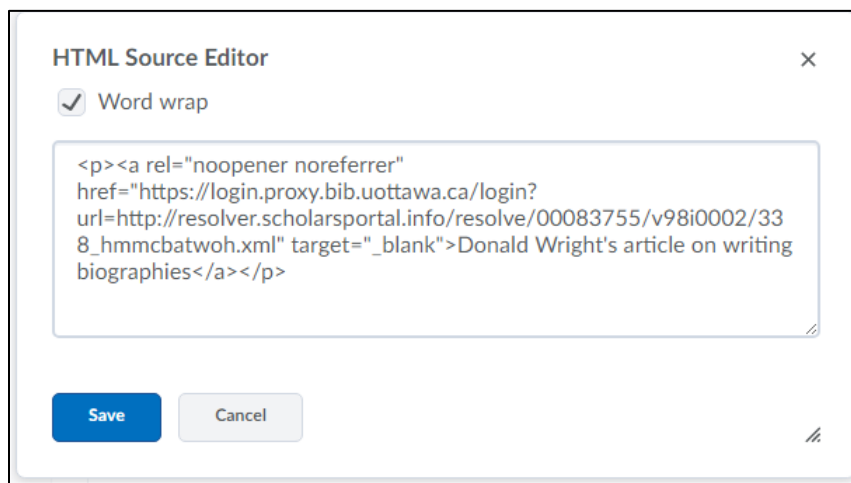
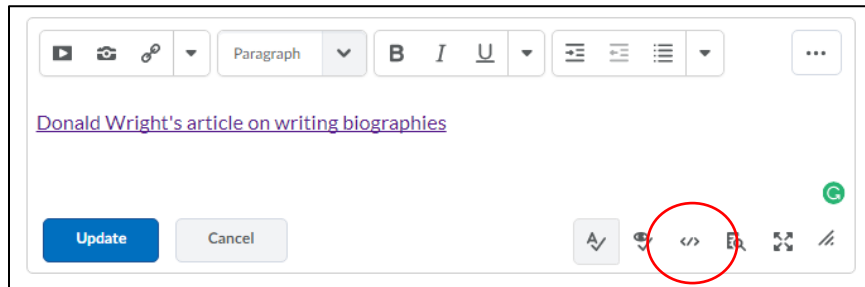
Add dates and restrictions... ✓ Published

Paragraph **B** *I* U

[Donald Wright's article on writing biographies](#)

Update Cancel

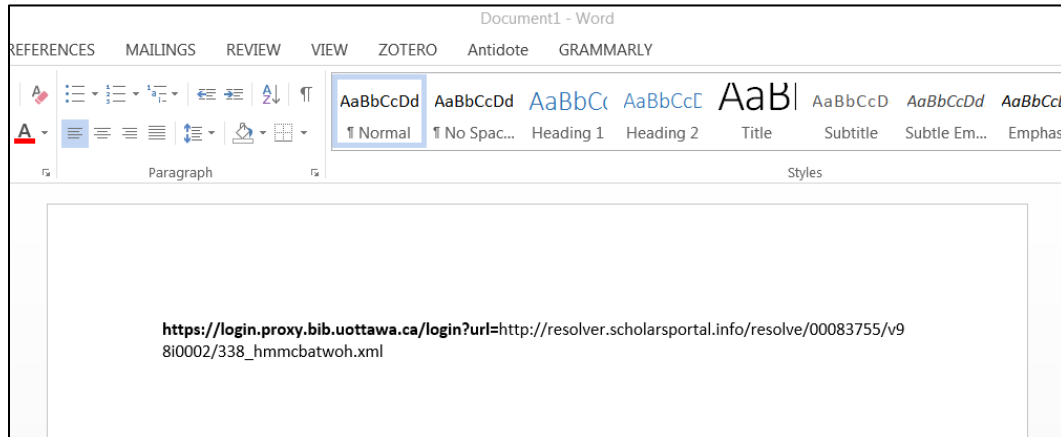
Note that with this method, if you need to modify the URL, you cannot retrace your steps. The only way to edit it is through the HTML Source Editor:



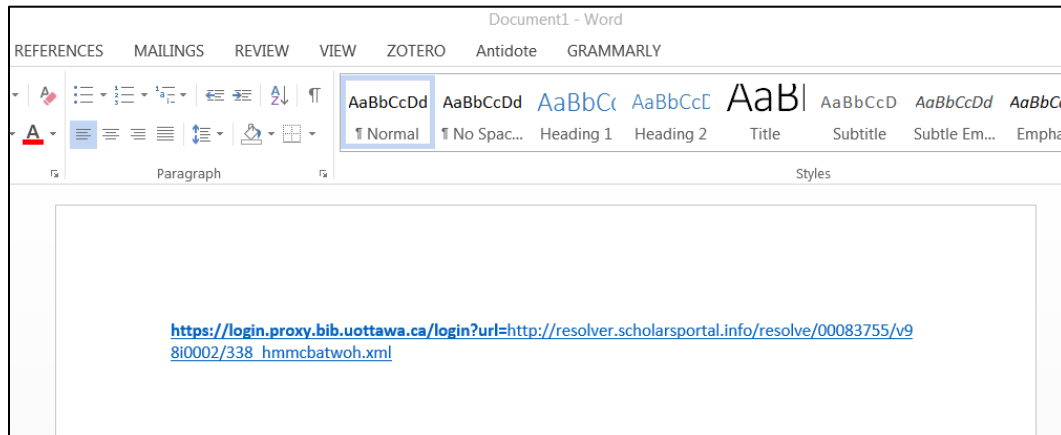
Method 5 – Pasting a URL in a text area

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

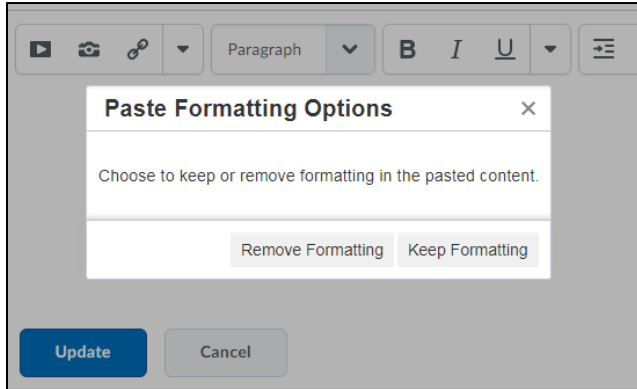
- 1) Create the URL with the proxy prefix in Word by pasting the link:



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

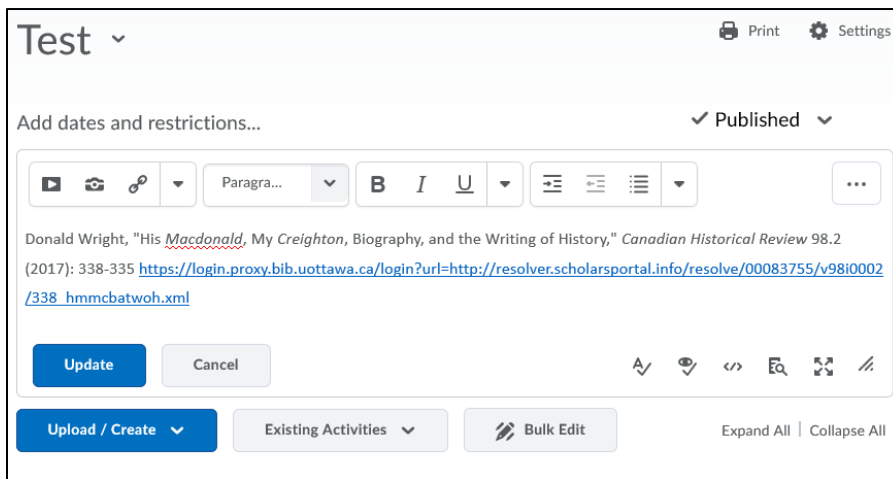


- 3) Select the active hyperlink you have just created and copy it.
- 4) Paste the hyperlink in a text area in Brightspace. A “Paste Formatting Options” window will appear:



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:

