How to Link a Concourse Syllabus as a D2L’s News Item

How to Add a Syllabus Link to a D2L News Item

Open Concourse (https://blinn.campusconcourse.com)

1. Click on the blue course name. (Syllabus opens)
2. Click on Info in the gray navigation bar.

3. Locate the My Information section on the right.
4. Under the Links section locate the Public link address.
5. Select to highlight the Public – Preview link.
6. Right-click and copy the link address to your computer’s clip board.

7. Start D2L. Click on the course/section you wish to embed the link into.
8. In the News widget drop down list click on New News Item.

10. Enter a title of Course Syllabus in the Headline text box.
11. On the News Item’s Content editor’s HTML toolbar click on the Link icon (Insert Quicklink)

12. The Insert Quicklink > Course Materials dialog box opens.
13. Select the URL option (last item in the list).
14. The **Insert Quicklink** dialog box opens.
15. In the **URL** text box delete the ‘http://’ text.
16. Right-click in the **URL text box** and paste the Concourse syllabus link (you copied this to your clipboard in step 4).
17. If you do not have the address on your clipboard – go to the Concourse window and copy the link again (Steps 5 & 6).
18. After pasting the link into the **URL box** make sure that the link does not display ‘http://https://’ at the start of the URL. The link URL should only display the **https://** in the address.
19. Type the **Title** such as – ‘Click Here to View the Course Syllabus’. Students see this text as the page link that they click on to open the link.
20. Under **Target** select the New Window radio button option.
21. Click the **Insert** button.
22. The link displays in the **News item editor**.
23. Enter any additional text your wish to include in the news item.
24. At the bottom of the News Item window select the **Update button**.
25. The link text displays in the **News item**. Click the link to check access.
26. Course syllabi are not viewable until the first day of class. Before the first day of class a **Cannot View Syllabus** message may display when the link is clicked.

**Note:** News items are ‘pushed down’ the course page as new News items are added.
- When several news items are added to the course students may have to scroll down the course page to view the syllabus link. The syllabus news item should always display as the first news item on the course page.
- In this case go to the News item drop down menu and select the **Reorder News Items** option.
- This opens the **Reorder News Items page**. Select the **number 1 in the Sort Order** column after the Course Syllabus.
- Save your changes.
- This moves the Syllabus to the number 1 (top) spot in the News items’ list.