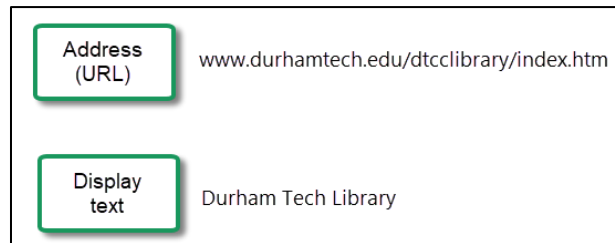


Creating Accessible Hyperlinks in Sakai

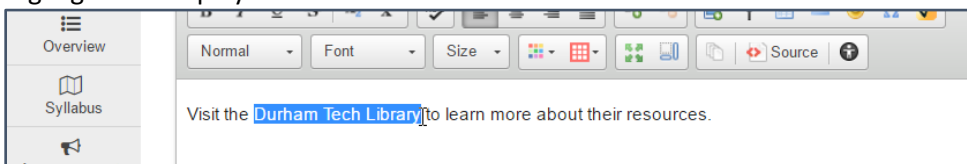
What are hyperlinks?

Hyperlinks can be useful for sharing content on the web, such as videos or websites. In Sakai, they can also be used to share documents and presentations with students. Hyperlinks have **two basic parts**: the address (URL) of the webpage and descriptive display text.

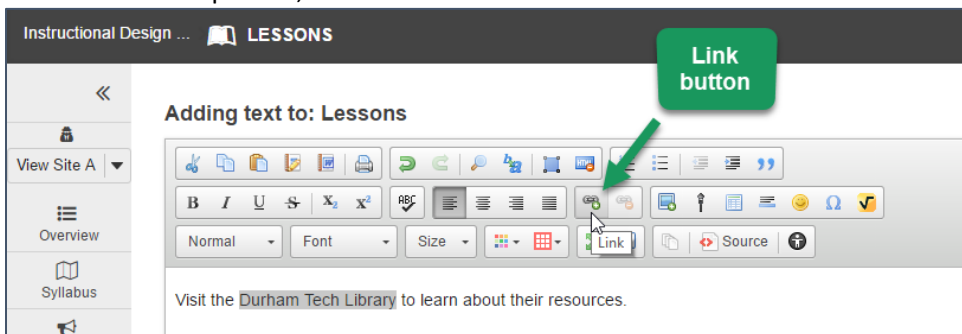


To Create a Hyperlink to a Website in Sakai:

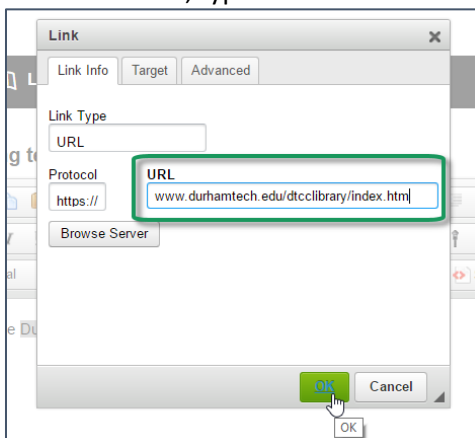
1. Type the **display text**. Remember to make it **descriptive**. Where is the link going and what will be viewed there?
2. Highlight the display text.



3. In the text editor palette, click the **Link button**.



4. In the URL field, type the address of the desired website. Click **OK**.



5. The display text is now a hyperlink.

Do I include a copy of the URL with the hyperlink?

There are benefits to including a copy of the URL near the hyperlink. If the hyperlink breaks, having the URL nearby allows the student to copy and paste the URL into the browser. Additionally, if it is likely that the page will be printed, then the URL will be available for the student to type into a browser.

Here's an example of what the URL next to a hyperlink might look like:

[NC Museum of Art](http://ncartmuseum.org) [ncartmuseum.org]

If the URL is especially long, URL shortners, such as Bitly.com, Ow.ly, or TinyURL.com are useful resources for reducing the number of characters in the URL. For example, a long URL, such as:

principledtechnologies.com/insights/ptlearningblog/2016/06/07/20-microlearning-formats-part-one/

then becomes:

bit.ly/2s5k2it

Additional Resources

To learn about linking to files in Sakai, please visit:

- [Sakai 11 Lessons Basics \(PDF\)](http://wiki.durhamtech.edu/wiki/images/0/05/Lessons_basics_11.pdf)
[URL: http://wiki.durhamtech.edu/wiki/images/0/05/Lessons_basics_11.pdf]
- [Instructor Tips for Sakai: Lessons - How to Add Links to Documents \(video\)](https://youtu.be/2wHunVVL7Bo)
[URL: <https://youtu.be/2wHunVVL7Bo>]