How to Add a URL to a Course Shell

To create your own courses on the WLC, you'll need to email <u>learning@wellsky.com</u> and ask them to release however many course shells you need to build your own courses. The support desk will reply letting you know when the shells have been created and their titles.

BEFORE MOVING FORWARD WITH THESE INSTRUCTIONS, PLEASE MAKE SURE YOU'VE COMPLETED THE COURSE SHELL REQUEST DISCUSSED ABOVE AND THE STEPS OUTLINED IN THE HOW TO

<u>PERSONALIZE A COURSE SHELL HANDOUT.</u> You can then move forward with the below instructions once those steps have been completed.

In this handout, we'll cover how to add URLs to a course shell.

- 1) Click Add an activity or resource.
- 2) Click the URL tile.
- 3) Give your URL a name.
- 4) Paste the URL into the External URL field.
- 5) Give your URL a brief description.
- 6) Under the *Activity completion* section, change the *Completion tracking* field to *Show activity as complete when conditions are met*.
- 7) Click the checkbox next to *Student must view this activity to complete it*.
- 8) Click the option to *Save and return to course*.
- 9) If this is the only item you want to add to your course, click the button to Turn editing off.
- 10) You are now ready to enroll your users.

The next few pages show the above instructions along with screenshots showing where to click in each step.

How to Add a URL to a Course Shell (Screenshot Instructions)

1) Click Add an activity or resource.



2) Click the *URL* tile.

Add an activity or resou	urce				×
Search					Q
Starred All	Activities Reso	urces			
Assignment	© Book ☆ ❹	Image: Certificate ☆	ित्ते Chat	Choice ☆ む	Database
E Edwiser Form ☆ ➊	External tool	Feedback	File ☆	Folder	ि <mark>ल्</mark> Forum द्रे छ
) Glossary ☆ 10	H5 P ☆ ③	IMS content package ☆ ❶		물 Lesson 수 8	Page ☆ む
Ç <mark>—</mark> Questionnaire ☆ ❹	© Quiz ★ ❹	File SCORM package ★ ④	al Survey ☆ €	vrL ★ 9	📜 Wiki ជ 🚯
Workshop					

3) Give your URL a name.

WellSky	=	[]	Free Resou	rces C	Course Updates	s & Info	Director	y of Cred	ential Holde	ers	Self-Hel	0 & User Gui	des	WellSky Learr	iing Center Store	ġ	Ŀ	aurel Stit	thYou are logged in	as Jerry Sein	feld	
鐕	SE Dast	RNO board /	- Exam		OURSE 02 OEXC03 / Add	ding a nev	w URL											-	Administratior	•	۰ م	
,≳ ** ₽	9	Ado Ge	dinợ		'JRL•											Þ	Expand all		 Course admini Edit setting Catalog se Course col Users 	stration Is ttings npletion		
ĭ ₩		Name Externa	I URL		9 9								Cr	noose a link					 Filters Reports Gradebook Badges Backup 	setup		
*		Descrip	otion			1	A• E	3 I	= =	9	6 53		!	N (2) H-79					Restore Import Reset Question ba	nk		
C							v descripti		urse nade (a							h		A Repositorio Published Reminders	es as LTI tools		
						U Dispia	y descripti	011 011 001	anoc page (

4) Paste the URL into the *External URL* field.

WellSky	E C Free Resources Course Updates & Info Directory of Credential Holders Self-Help & User Guides WellSky Learning Center Store Laurel S	StithYou are logged in as Jerry Seinfeld
8) (1)	SERNO - Example Course 02 Dashboard / My courses / SERNOEXC03 / Adding a new URL	Administration +
<u>(</u>) 著	 Adding a new URL ▶ Expand all ▼ General 	 Course administration Edit settings Catalog settings Course completion
U U	Name External URL Choose a link	 Users Filters Reports Gradebook setup Badges
*	Description 1 A * B I III = S % S In D & M 2 H-P	Backup Restore Import Reset
ش ۲		 Question bank Repositories Published as LTI tools Reminders
	 Display description on course page 	

5) Give your URL a brief description.

WellSky.	E C Free Resources Course Updates & Info Directory of Credential Holders Self-Help & User Guides WellSky Learning Center Store Laurel St	tithYou are logged in as Jerry Seinfeld 🦳
ช ①	SERNO - Example Course 02 Dashboard / My courses / SERNOEXCO3 / Adding a new URL	Administration + +
(<u>)</u> 約		 Course administration Edit settings Catalog settings
U	General Name	 Course completion Users Filters Reports
	External U Choose a link	Gradebook setup Badges Backup Restore
*	ι A + B <i>I</i> Ι≡ Ι≡ % % Σω δι δι Φι Φ' μ-Ρ	1 import € Reset
	*	Question bank Generation bank Published as LTI tools Reminders
-	Display description on course page I	

6) Under the Activity completion section, change the Completion tracking field to Show activity as complete when conditions are met.

WellSky.	■ [] Free Resources Cou	rse Updates & Info Directory of Credential Holders Self-Helj	& User Guides WellSky Learning Center Store	Laurel StithYou are logged in as Jerry Seinfeld
æ	► Appearance			
盦	Common module setting	ngs		Administration 💠 🔹 🗸
	Restrict access			 Course administration Edit settings
*	 Activity completion 			Catalog settings
r R	Completion tracking	Do not indicate activity completion Do not indicate activity completion Students can manually mark the activity as complete		 ▼ Filters > Reports ♥ Gradebook setup
▦	▶ Tags	Show activity as complete when conditions are met	1	Badges Backup restore
*	Competencies			Ĵ Import € Reset
É L		Save and return to course Save and display	Cancel	Question bank Generation Bank Generation Bank Published as LTI tools
_	There are required fields in this for	m marked 🟮 .		A Reminders
	Contact Us	WellSky Learning Center	Wellsky Services	

7) Click the checkbox next to *Student must view this activity to complete it*.

WellSky.	E C Free Resources Course Updates & Info Directory of Credential Holders Self-Help & User Guides WellSky Learning Center Store	aurel StithYou are logged in as Jerry Seinfeld 🦳
ණ	► Appearance	
盦	Common module settings	Administration 💠 🔹 🗸
1	► Restrict access	 Course administration Edit settings
**	✓ Activity completion	Catalog settings Course completion Users
e S	Completion tracking Show activity as complete when conditions are met	Filters Reports Gradebook actum
⊞	Require view Student must view this activity to complete it	> Badges
#	Expect completed on 18. ♦ January ♦ 2024 ♦ 15. ♦ 18. ♥ 🗂 🗆 Enable	Restore Import Reset
曲	➤ Tags	> Question bank
۵	Competencies	 Published as LTI tools Reminders
=	Save and return to course Save and display Cancel	
	There are required fields in this form marked 🕖 .	

8) Click the option to *Save and return to course*.

WellSky.	Ξ	Free Resources Course Updates & Info Directory of Credential Holders Self-Help & User Guides WellSky Learning Center Store La	nurel StithYou are logged in as Jerry Seinfeld
đà		► Appearance	
盦		Common module settings	Administration 💠 🔹 🗸
1		Restrict access	 Course administration Edit settings
발 (1)		✓ Activity completion	Catalog settings
R.		Completion tracking O Show activity as complete when conditions are met	
⊞		Require view Student must view this activity to complete it	> Badges
*			J Restore J Import ← Reset
餾		▶ Tags	 Question bank Repositories
Ľ		▶ Competencies	 Published as LTI tools Reminders
		Save and return to course Save and display Cancel	

9) If this is the only item you want to add to your course, click the button to Turn editing off.



10) You are now ready to enroll your users.