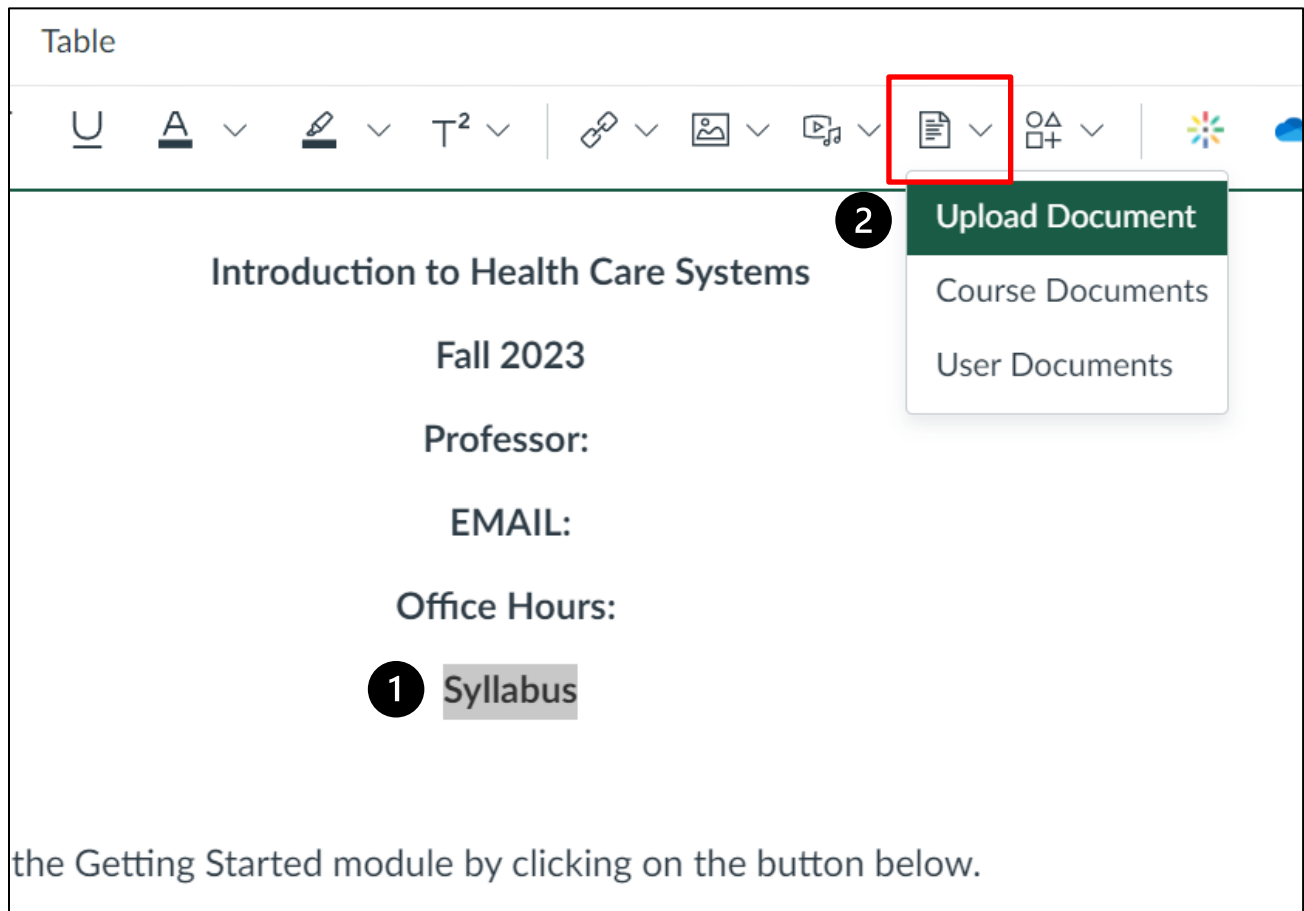


Adjusting and Creating Hyperlinks in Canvas LMS

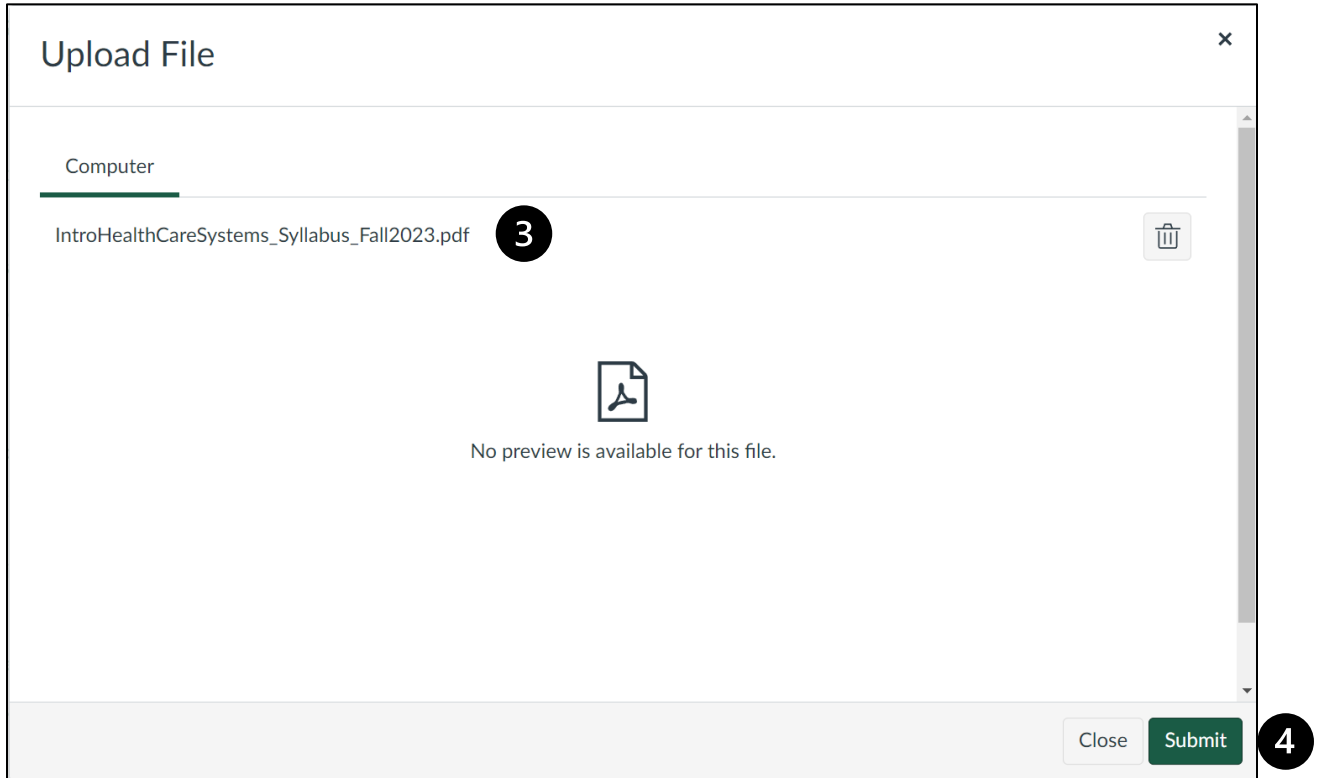
Hyperlinking Files

1. To hyperlink to a file from your computer, first highlight the text you'd like to hyperlink **[1]**. Then select **Upload Document** from the drop-down menu **[2]**.



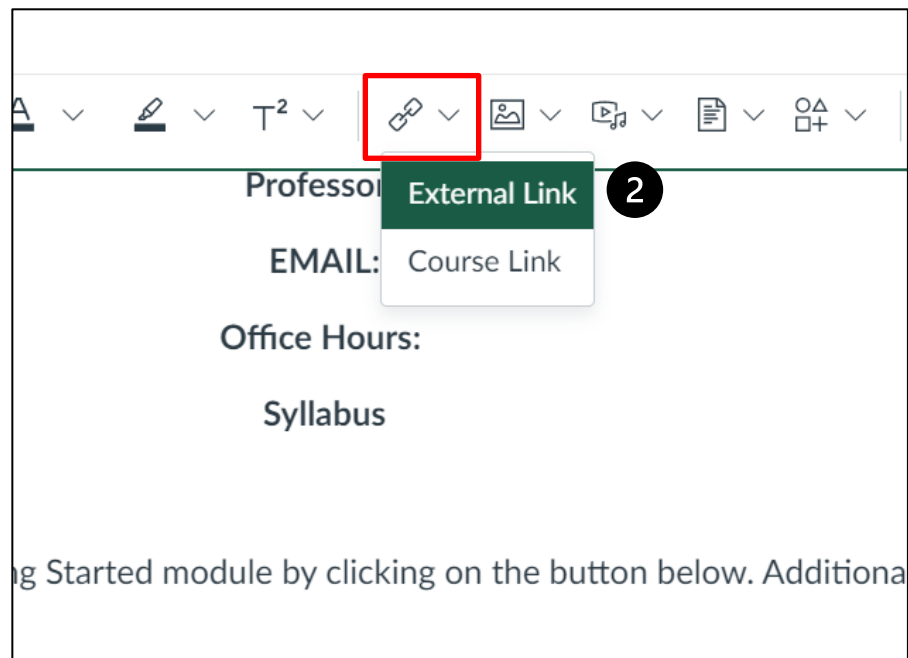
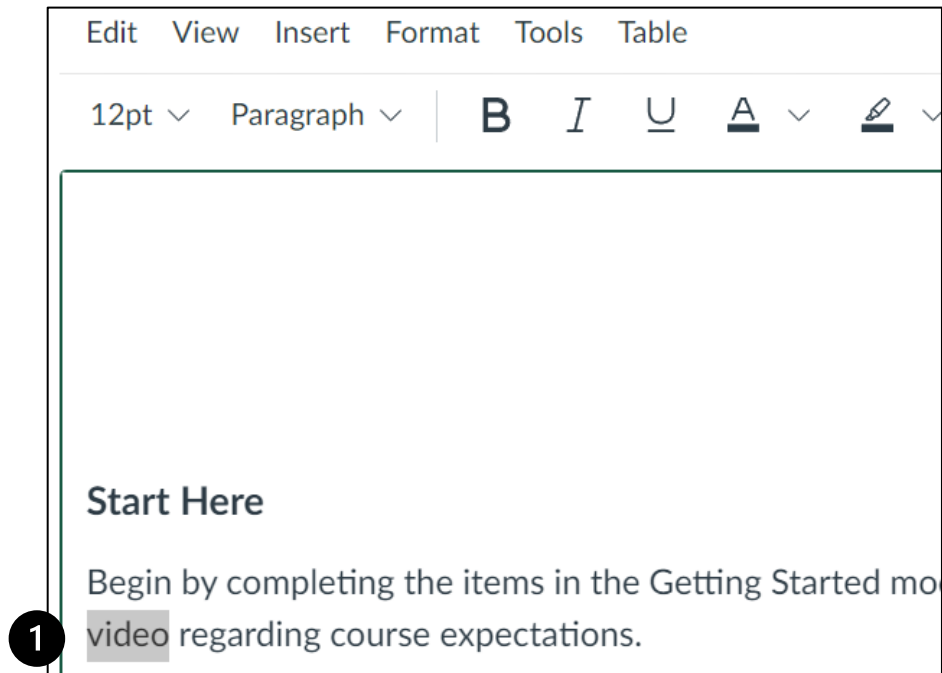
The screenshot shows the Canvas LMS editor interface. At the top, there is a toolbar with various icons for text formatting and linking. A red box highlights the 'Upload Document' icon in the toolbar, with a circled '2' next to it. Below the toolbar, the main content area contains the following text: 'Introduction to Health Care Systems', 'Fall 2023', 'Professor:', 'EMAIL:', 'Office Hours:', and 'Syllabus'. The word 'Syllabus' is highlighted in grey, with a circled '1' next to it. A dropdown menu is open from the 'Upload Document' icon, showing three options: 'Upload Document', 'Course Documents', and 'User Documents'. Below the content area, there is a line of text: 'the Getting Started module by clicking on the button below.'

2. Next, upload the desired file from your computer [3] and click **Submit** [4].



Hyperlinking a Webpage

1. To hyperlink to a webpage, first highlight the text you'd like to hyperlink **[1]**. Then select **External Link** from the drop-down menu **[2]**.



2. Next, insert the desired link into prompt **[3]** and click **Done** **[4]**.

Insert Link ×

Text

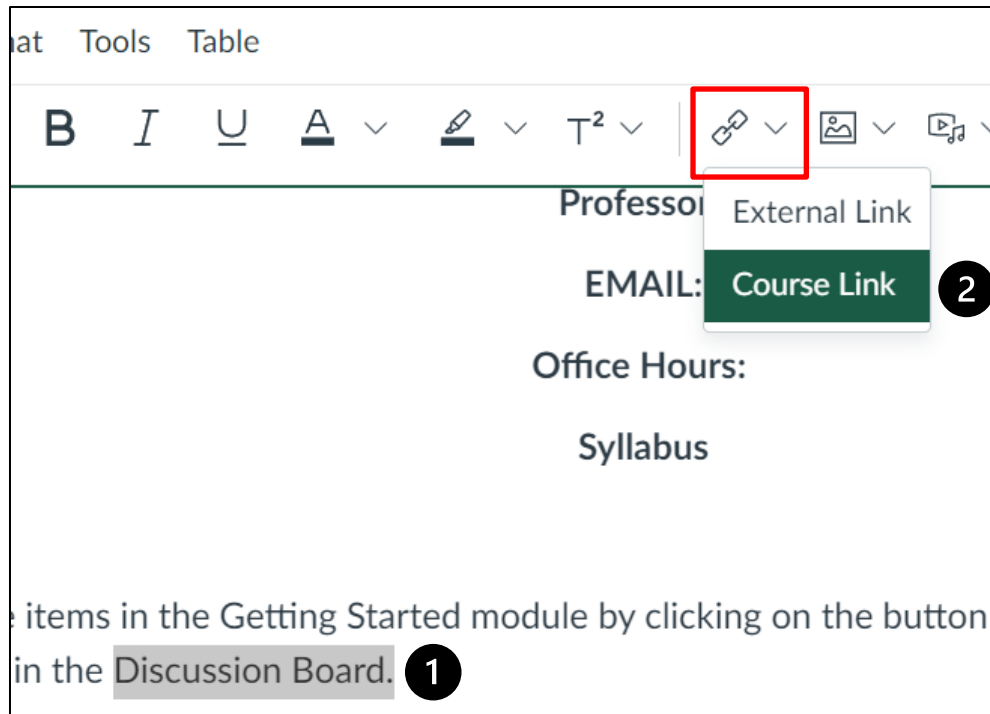
Link

 3

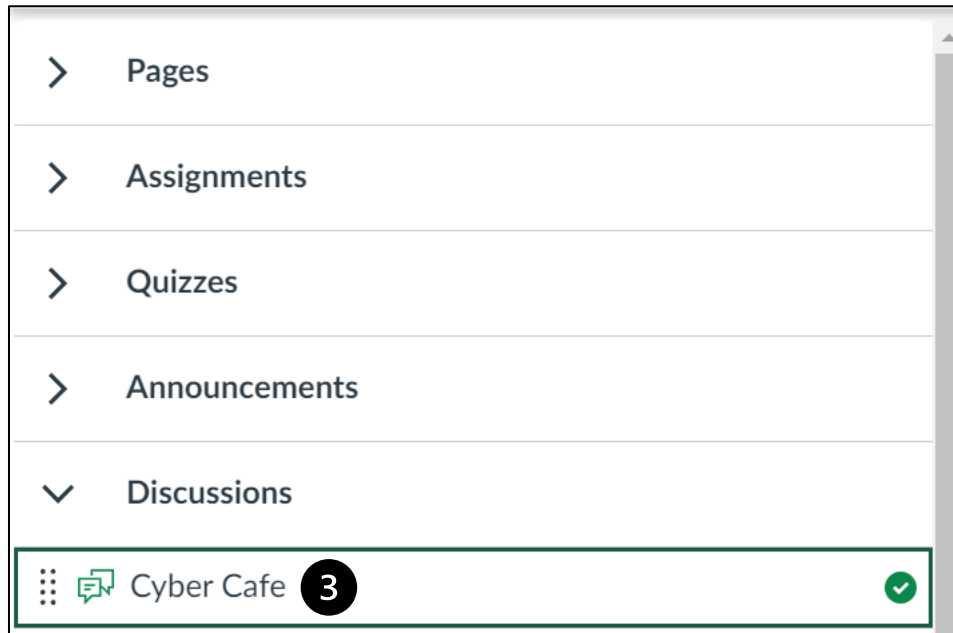
Close Done **4**

Hyperlinking a Course Page

1. To hyperlink to another page in your course, first highlight the text you'd like to hyperlink **[1]**. Then select **Course Link** from the drop-down menu **[2]**.



2. Select the course page you would like to link **[3]**.



3. To confirm your hyperlink, check that your intended text is highlighted blue **[4]**.

