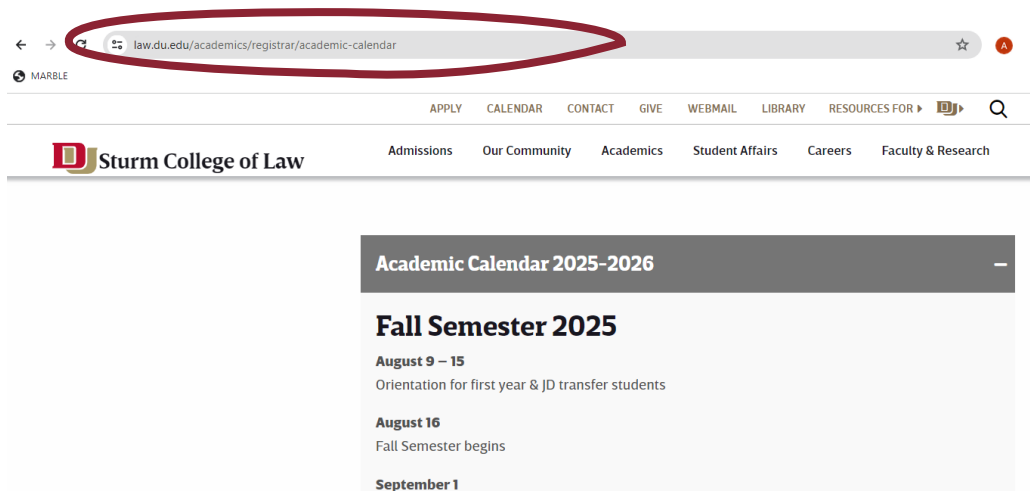# HOW TO CREATE EXTERNAL LINKS

Canvas allows for two types of links—'external' and 'course' links. The focus here will be creating external links, which direct students to course content *outside* of Canvas, rather than course links, which direct students to content *within* the platform.
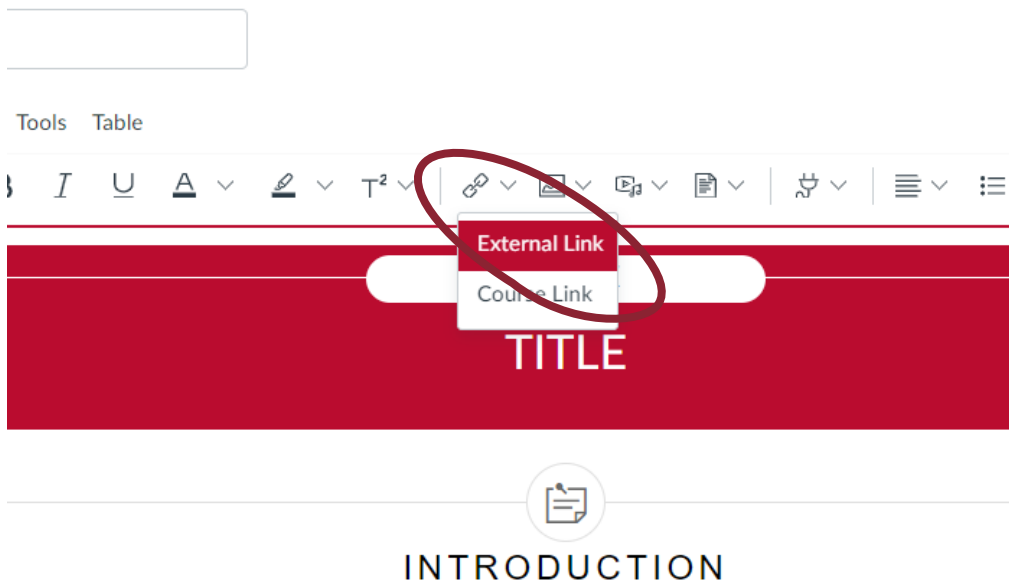
☐   **STEP 1:** In Canvas, open the page where you want to post your link. Click on the **'Edit'** button in the upper right-hand corner.
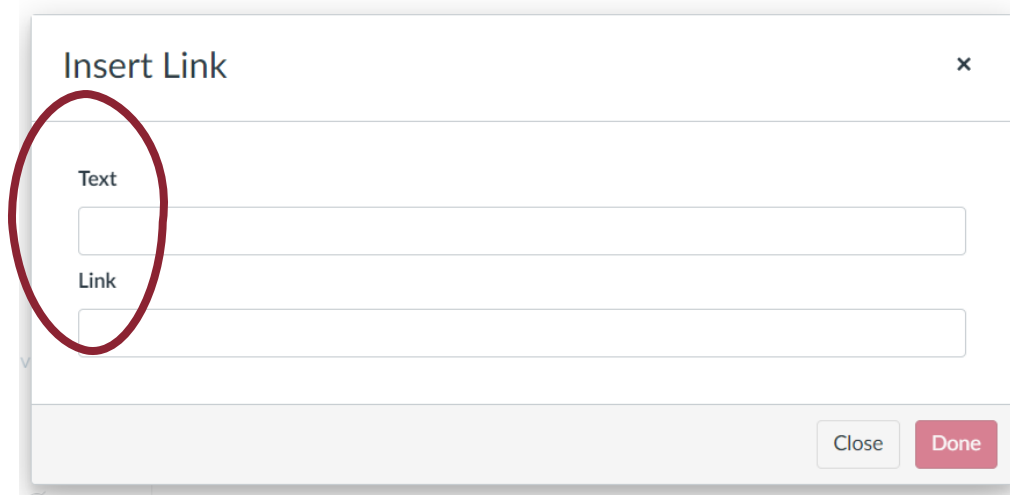
☐ **STEP 2:** In a separate internet browser, go to the content you want to share with students and copy the **internet address** (typically located in the search bar at the top of your browser).
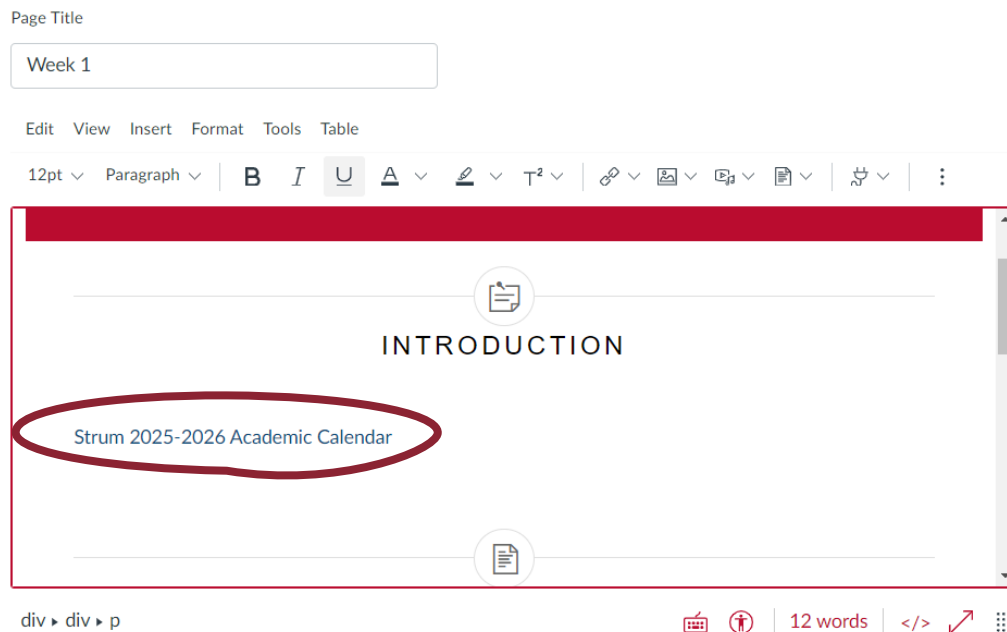
law.du.edu/academics/registrar/academic-calendar

MARBLE

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Sturm College of Law

Admissions   Our Community   Academics   Student Affairs   Careers   Faculty & Research

Academic Calendar 2025-2026   —

Fall Semester 2025

August 9 – 15
Orientation for first year & JD transfer students

August 16
Fall Semester begins

September 1

☐ **STEP 3:** Return to your Canvas page and **place the cursor** where you want your link to be inserted. Then click on the **'Links'** (chain) icon from the icons along the top of the primary textbox (marked with a red border) and choose **'External Link'** (as opposed to 'Course Link') from the dropdown menu.

Tools   Table

External Link

Course Link

TITLE

INTRODUCTION

STEP 4: Give your link a title or heading in the **'Text'** window and copy the internet address in the **'Link'** window. Click the **'Done'** button.

Insert Link

Text

Link

Close   Done

The link will automatically be inserted into your page (see below).

Page Title

Week 1

Edit   View   Insert   Format   Tools   Table

12pt   Paragraph   B   I   U   A   T²

INTRODUCTION

Strum 2025-2026 Academic Calendar

div ▸ div ▸ p   12 words   </>

☐ **STEP 5:** Finalize the process by clicking on the **'Save'** button in the lower right-hand side of the screen.

☐ Add to student to-do

Publish At

☐ Allow in mastery paths

☐ Notify users that this content has changed

Cancel   Save