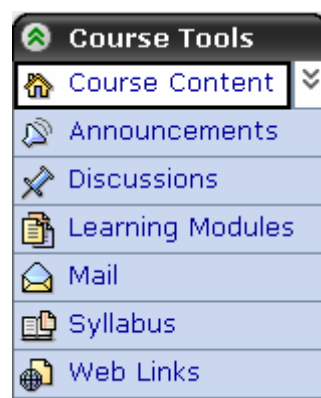


HOW DO I ? Create Links to Library Resources

See also <http://www.lib.latrobe.edu.au/services/webct-linking.php>

Instructions are for Internet Explorer and Firefox.

In the LMS, you should be on the **Build** Tab. In the La Trobe University template, the Web Links tool has already been added to the **Course Tools** menu. Select **Web Links**, then choose **Create Web Link**. At the Web Link Editor you will need to type a title and description, then paste the URL you have copied from the Library into the **Web Address (URL)** field.




If you are using a Faculty or School template, you will need to add the **Web Links** tool. See **How do I Add/Remove a Tool**.

Linking to Library Databases

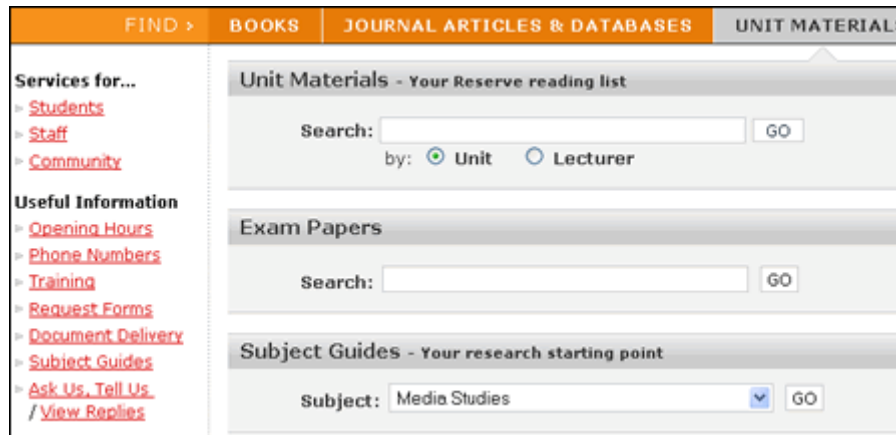
1. Search for the database by title in the [library catalogue](#) on the library homepage e.g.



2. Click on database name in results list
3. Right click on [Permalink to this record](#)  click on "Copy Shortcut" (IE users) or "Copy link location" (Firefox users).
4. Paste the shortcut into the LMS' **Web Links** tool.

Linking to Library Subject Guides

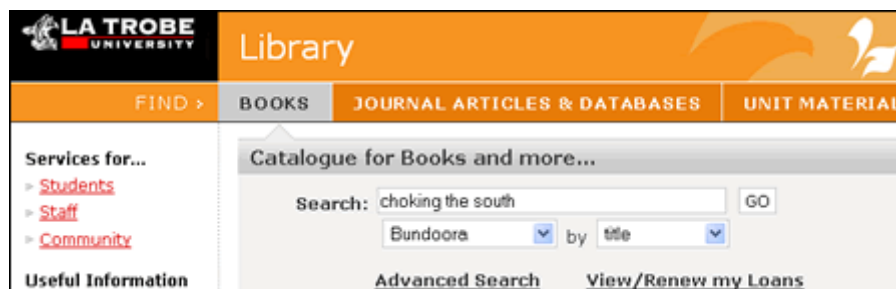
1. Search for Library Subject Guides at the "[Unit Materials](#)" tab on the Library homepage e.g.




2. Highlight and copy the URL, then paste the URL into the LMS' **Web Links** Tool.

Linking to individual items on Reserve

1. Search for individual reserve items by keyword, title or author on the "[Books](#)" tab on the Library homepage e.g.



2. Click on the title in results list
3. Right click on [Permalink to this record](#)  click on "Copy Shortcut" (IE users) or "Copy link location" (Firefox users).
4. Paste the shortcut into the LMS **Web Links** Tool.

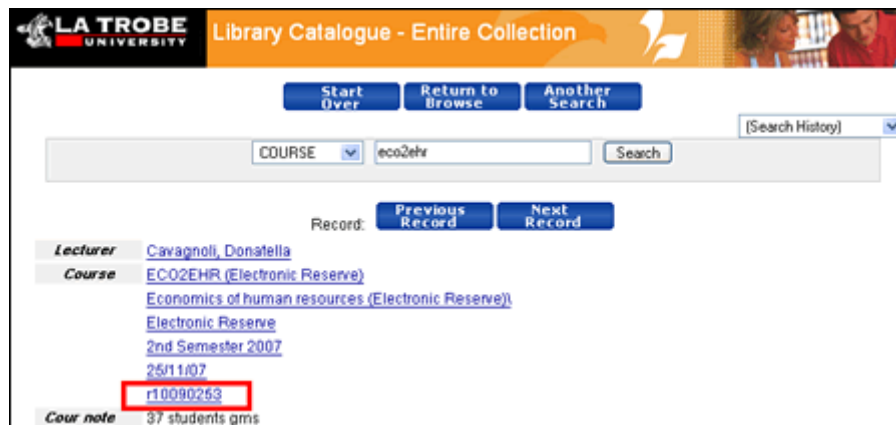
Linking to a complete Reserve list

You can link from the LMS to the list of items on electronic reserve for your Unit(s) by creating a unique URL for your reserve list(s). Just combine the string "http://library.latrobe.edu.au/search/r" and the "r number" of your reserve list as follows:

1. Search for your Unit electronic reserve list at the "Unit Materials" tab on the Library homepage e.g.



2. If you have more than one list for the same unit you will need to select the Electronic Reserve list.
3. Copy the "r number" from the course details at the top of the list.




4. Add the "r number" to the URL "http://library.latrobe.edu.au/search/r" e.g. "**http://library.latrobe.edu.au/search/r**" + "**r10090253**" = <http://library.latrobe.edu.au/search?/rr10090253>
5. Copy and paste the complete URL into the LMS' **Web Links** Tool.
6. This link will last until the reserve list is removed from the catalogue.

For help or more information contact [the Library Reserve Staff](#).


Linking to Electronic Journals

1. Search for electronic journal titles on the "[Journals & Databases](#)" tab on the Library homepage e.g.

2. Click on the journal title in results list
3. Right click on [Permalink to this record](#)  click on "Copy Shortcut" (IE users) or "Copy link location" (Firefox users).
4. Paste the shortcut into the LMS' **Web Links** Tool.

Linking to other Catalogue Material

1. Search for other catalogue material by keyword, title or author at the "[Books](#)" tab on the Library homepage e.g.

2. Click on the title in results list
3. Right click on [Permalink to this record](#)  click on "Copy Shortcut" (IE users) or "Copy link location" (Firefox users).
4. Paste the shortcut into the LMS' **Web Links** Tool.