Creating a Hyperlink in Digication

TLT Student Consultant Help Desk Stony Brook University Chat: www.stonybrook.edu/helpme

(631) 632-9602 helpme@stonybrook.edu it.stonybrook.edu

In this document, you will learn how to:

- 1. Log into Digication and access your ePortfolio
- 2. Add Pages/Modules
- 3. Add/Edit Rich Text Modules
- 4. Create a hyperlink

Logging into Digication and Access your ePortfolio

- You can access Digication by going to <u>https://stonybrook.digication.com</u> and signing in with your NetID and NetID Password (For NetID help, please visit: <u>http://it.stonybrook.edu/services/netid</u>)
- 2. Once you log in using your NetID and NetID password, you will be taken to your Digication Home Page
- 3. Click on the title of the ePortfolio you want to create a hyperlink under "My e-Portfolios"

Adding/Editing modules

Before creating a hyperlink, you must select/create sections (horizontal organizational tabs) and/or pages (vertical organizational tabs). Once you are on the proper page to build content, it's recommended to use a **Rich Text module** to create a hyperlink.

- 1. To create a new Rich Text module click Add A Module, select Rich Text and click Add This Module
- 2. To edit an existing Rich Text module, click the **Edit** tab (next to **View Text**).

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	This module provides a rich text area that can contain formatted text and display links, files, and images inline.

Create a Hyperlink

To create a hyperlink, there must be an object to select (text or image).

When an object is selected, the Hyperlink icons illuminate. You may only test a hyperlink in the view mode.

- 1. Type text and/or select text.
- 2. Select the Insert/Edit Link icon.
- 3. Paste a hyperlink (e.g. Sharing link from a Google Doc) in the Link URL field.
- 4. Select the Target to **"Open Link in a New Window"** when sending viewers outside of your eportfolio. "Open Link in the Same Window" should be used for linking within your eportfolio.
- 5. Title the link for when the mouse hovers over the hyperlink.
- 6. Click Insert.
- 7. Click Save
- 8. Click Publish and confirm the Publish to make any changes viewable to instructors/viewers
- 9. Click View Text to test hyperlink

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