


## Adding links (URLs) to your course page in ERes v5

1. Go to your course page on ERes.
2. Click the **Page Management** tab.
3. Enter your username and password.
4. Click **Documents & Copyright**. A new window opens.
5. Click **Add Document**.
6. Select **Add a new Document** option.
7. Enter a title. **This is what your students will see**. For example, "National Association of Social Workers web site".
8. OPTIONAL: Enter the number of pages. [does not apply to web sites!]
9. OPTIONAL: Enter a description.
10. Click **Web Link**.
11. Enter the URL of the site. Note you must include <http://> in front of web addresses! RECOMMENDED: Click on the checkmark to verify the URL is correct.
12. RECOMMENDED: Skip the document password; your course password is sufficient.
13. Designate placement in an existing folder.
14. Select dates of visibility. RECOMMENDED: Leave blank so item remains visible.
15. Click **Save**.
  - If an error is made on inputting information, the window remains open. Look for a red arrow icon  indicating a field with improper contents. Change the contents and click **Save** again.
16. Click **Done**.
17. If you have more URLs or files to add, click on **Add Document** which returns to Step #5 above.
18. Click **Close Window**.

Questions? Call Reserve staff at 442-3609 or Brenda Hazard at 442-3578.