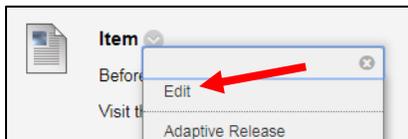


Creating Descriptive Hyperlinks in myCourses

Descriptive hyperlinks provide users with the proper context of where clicking a hyperlink will take them and what type of information they are about to encounter. Screen reader users navigate websites from link to link, using the tab key so providing hyperlink text that makes sense is important and necessary.

Step 1:

In myCourses, begin by editing an **Item** to access text that you would like to set as a descriptive hyperlink.



Step 2:

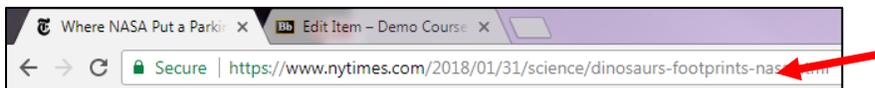
Once in the text field of the Text Editor, type a descriptive word or phrase that will become the clickable text. (For example, instead of using “<https://www.nytimes.com/2018/01/31/science/dinosaurs-footprints-nasa.html>”, type a word or phrase, which provides more context; such as the title of the article to direct users to after clicking they click the hyperlink. In this case, “*Where NASA Put a Parking Lot, Dinosaurs and Mammals Once Crossed Paths.*”)

Step 3:

In a new browser tab, visit the website hosting the information you are linking to.

Step 4:

To obtain the correct web address or link information, select the link you see at the top of the webpage to highlight it and **right-click** it to then select, “Copy” from the pop-up that appears.



Step 5:

Return to the myCourses Text Editor.

Step 6:

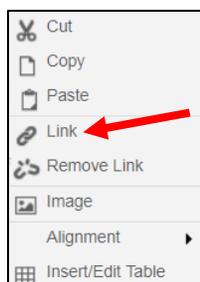
Highlight the descriptive word or phrase you would like to set as a clickable hyperlink.

Before:
Visit this website:
<https://www.nytimes.com/2018/01/31/science/dinosaurs-footprints-nasa.html>

After:
Read "[Where NASA Put a Parking Lot, Dinosaur Mammals Once Crossed Paths](#)" on the [NY Times](#) website.

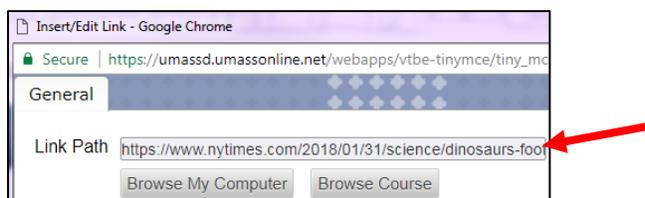
Step 7:

Click the chain icon on the Text Editor bar OR highlight the descriptive word/phrase, right-click it, and click "Link" from the menu that appears.



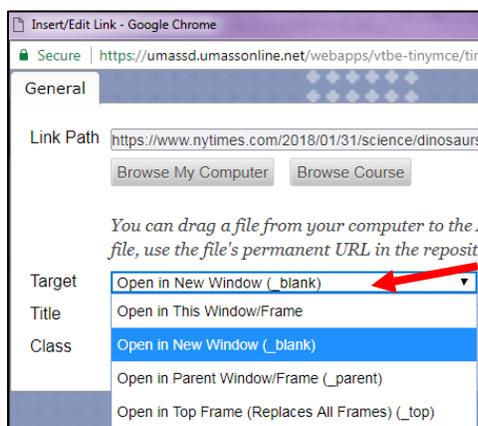
Step 8:

With your cursor in the Link Path field, press **Ctrl + V** OR **right-click** to then paste the link address you have copied in the Link Path field of the Insert/Edit Link pop-up that appears.



Step 9:

Set the Target drop-down field to "Open in New Window."



Step 10: Click **Insert** and then click **Submit** to save your descriptive hyperlink.