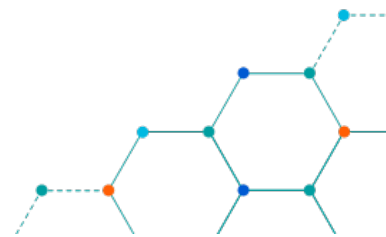


Adding a URL to KEATS

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INTRODUCTION

This is one of a series of guides available from the [Teaching, Learning & Assessment with Technology series](#). Please note, your faculty may have other approaches or use different tools, contact your [Faculty TEL Officer](#) for more information on local provision.

Links to external resources can be added to KEATS to facilitate students in getting access to relevant online information.

This document covers:

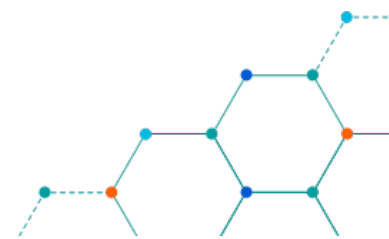
- Adding a link to an external resource using the URL resource in KEATS.

Accessibility considerations

- Links should make sense out of context.
- Avoid using ambiguous text such as 'click here' or 'read more'.
- Provide descriptive and informative links that clearly identifies the content of the resource being linked to, e.g. add URL (PDF Guide).
- Links within the course should open in the same window.
- Links to external sites should open in a new window.

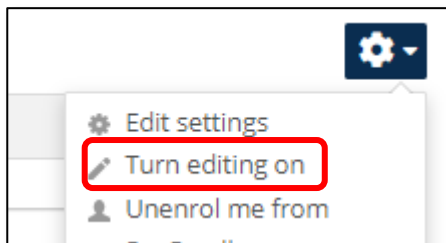
QUICK GUIDE

1. Sign into KEATS (<https://keats.kcl.ac.uk>) and navigate to the KEATS course you want to add the URL to.
2. Click the cog in the top right-hand corner and **Turn editing on**.
3. Navigate to the section of KEATS you want to add the URL too and select **Add an activity or resource**. Select **URL** from the Resources section and click **Add**.
4. Give your link a **Name** and paste in the URL you require into **External URL**.
5. Change the **Display** to **New Window** and click **Save** and return to course.

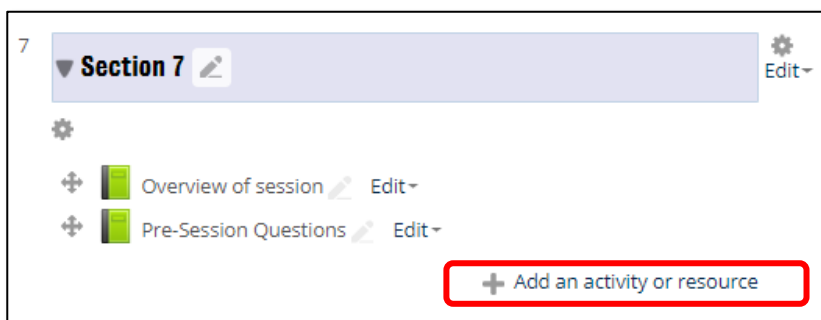


DETAILED GUIDE

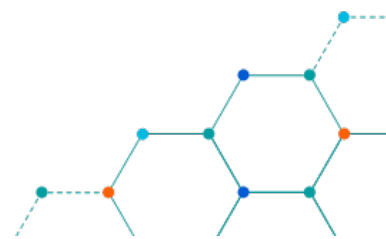
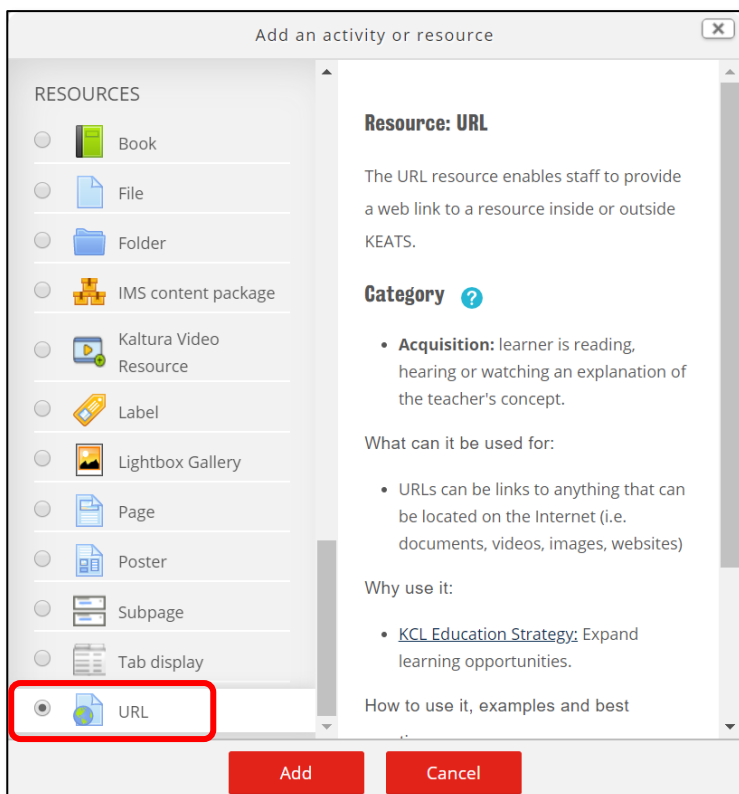
1. Navigate to KEATS (<https://keats.kcl.ac.uk>) and sign in using your King's credentials (your K Number and password).
2. Access the KEATS Course/Module you want to add the URL to.
3. Click the cog in the top right-hand corner and **Turn editing on**.



4. Navigate to the section of KEATS you want to add the URL to and select **Add an activity or resource**.



5. Select **URL** from the Resources section and click **Add**.



6. Complete the details for the URL:
 - a. Give your link a meaningful **Name** and **Description** (optional).
 - b. Paste in the URL into the **External URL** text box.
 - c. Change the **Display** to **New Window** if linking to an external link.
 - d. Click **Save** and return to course.

The screenshot shows the 'Adding a new URL to Section 7' interface. It is divided into several sections: 'General', 'Appearance', 'URL variables', 'Common module settings', 'Restrict access', and 'Tags'. The 'General' section includes fields for 'Name', 'External URL', and 'Description'. The 'Appearance' section includes a 'Display' dropdown menu, 'Pop-up width (in pixels)', 'Pop-up height (in pixels)', and a 'Display URL description' checkbox. The 'Save and return to course' button is highlighted in red. Annotations with red arrows point to the 'Name', 'External URL', 'Description', 'Display' dropdown (specifically the 'New window' option), and the 'Save and return to course' button. Text boxes on the left side of the screenshot provide instructions for each of these elements.

7. Your meeting link will now be available for students

The screenshot shows a course section listing for 'Section 7'. The section is expanded, showing three items: 'Overview of session', 'Pre-Session Questions', and 'Microsoft Teams Meeting link for Student Feedback Session'. Each item has a small icon to its left.

