

## Instructions for Inserting the IDEA Hyperlink

When inserting the IDEA hyperlink in your D2L course, **you cannot just copy and paste**. The link will not be active and your students will be unhappy!

Here is what you need to do instead:

1. Go to News and click on New Item. Set up your news item with the IDEA logo (optional) and text. Stop before where you might be tempted to copy and paste the URL.

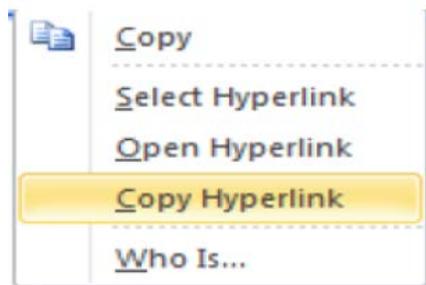


The screenshot shows a D2L news item editor. The 'Headline' field contains 'IDEA Student Survey'. The 'Content' field contains the IDEA logo (a blue square with a white 'i' and 'IDEA CENTER' text) and the text 'Click the following link to access the IDEA survey:'. Below the text is a red octagonal stop sign with the word 'STOP' in white. The editor includes a rich text toolbar with icons for undo, redo, insert image, link, paragraph, bold, italic, underline, bulleted list, numbered list, and indent.

2. Locate the Benedictine University Student IDEA link. This student survey link remains the same from term to term: <https://ben.campuslabs.com/courseeval>

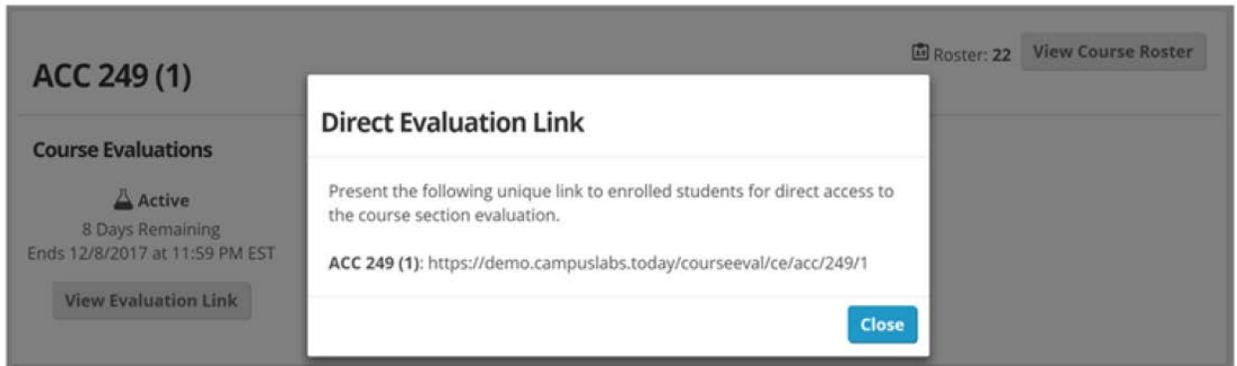
RIGHT CLICK on the link and click "Copy Hyperlink".

<https://ben.campuslabs.com/courseeval>



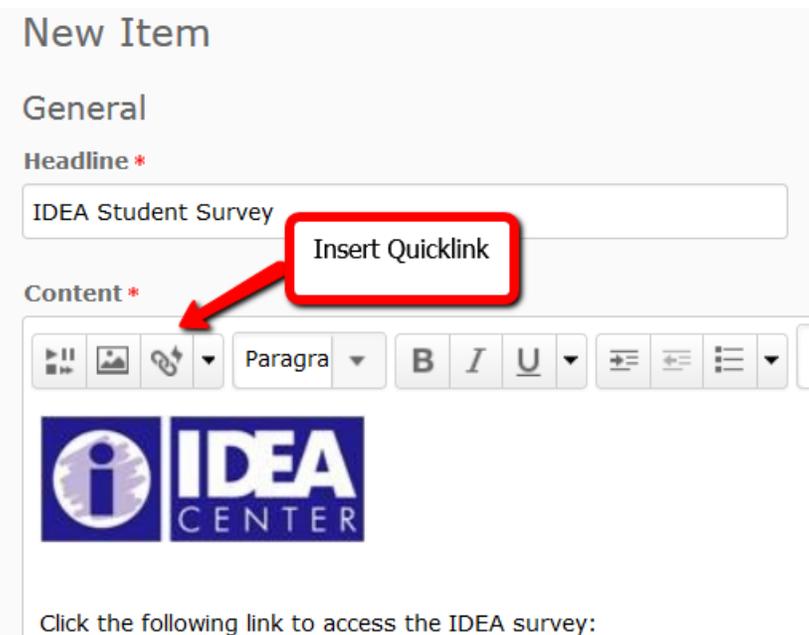
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Instructors can also provide a unique evaluation link to enrolled students for direct access to a survey. Once the survey is active, this link will be available to the instructor on the faculty access page: <https://ben.campuslabs.com/faculty>



The screenshot shows a course page for 'ACC 249 (1)'. On the left, under 'Course Evaluations', it indicates the course is 'Active' with '8 Days Remaining' and ends on '12/8/2017 at 11:59 PM EST'. A 'View Evaluation Link' button is visible. A modal window titled 'Direct Evaluation Link' is open, displaying the instruction: 'Present the following unique link to enrolled students for direct access to the course section evaluation.' Below this, the link is provided: 'ACC 249 (1): <https://demo.campuslabs.today/courseeval/ce/acc/249/1>'. A 'Close' button is at the bottom right of the modal.

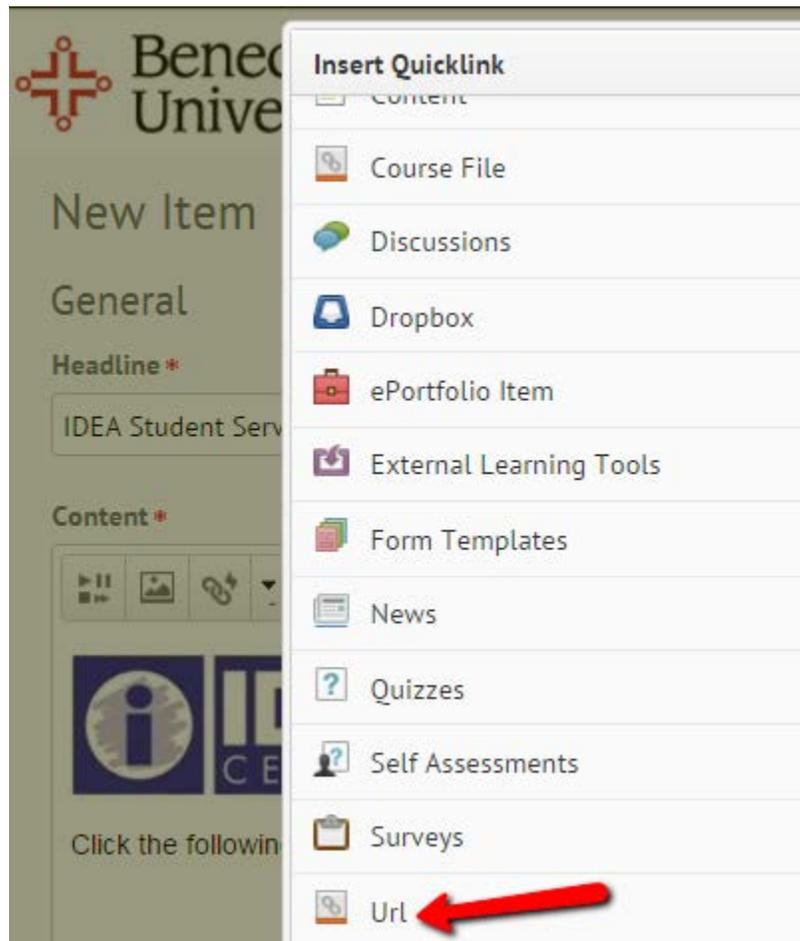
3. Go back to your News item and click the Quicklink button.



The screenshot shows a 'New Item' form with a 'General' section. The 'Headline \*' field contains 'IDEA Student Survey'. Below it, the 'Content \*' section features a rich text editor toolbar. The 'Insert Quicklink' button, represented by a chain link icon, is highlighted with a red box and a red arrow pointing to it. Below the toolbar is the IDEA CENTER logo, and the text 'Click the following link to access the IDEA survey:' is visible at the bottom.

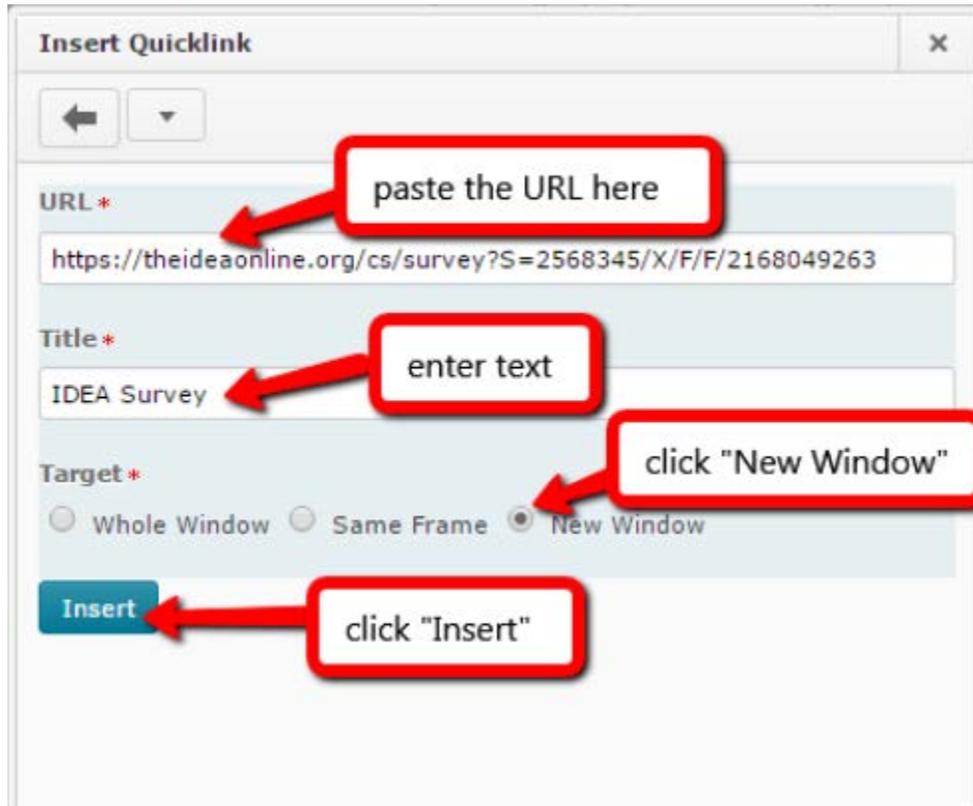
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4. In the pop-up box, click on "URL".



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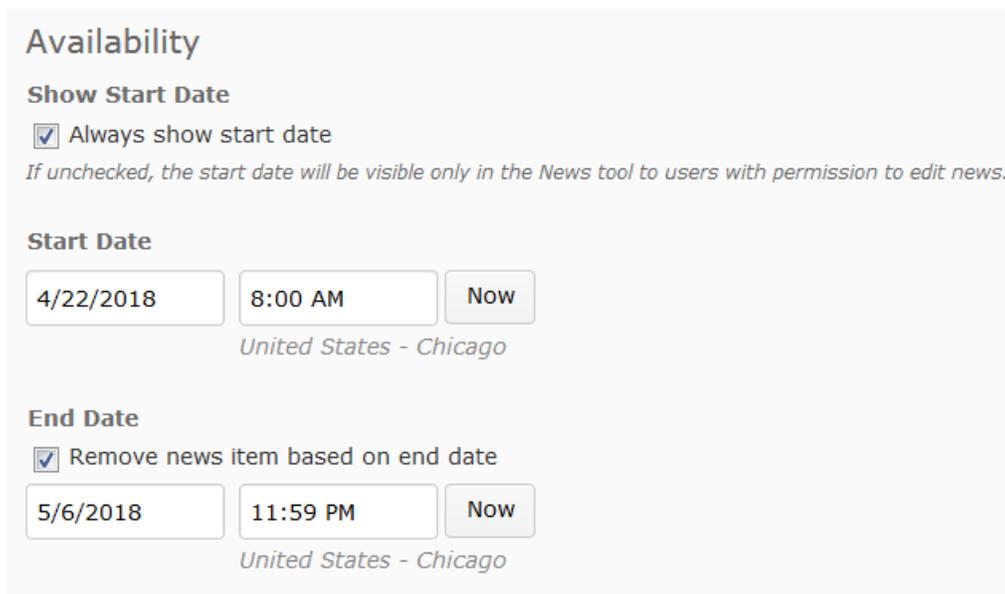
5. So far so good! In the next pop-up box, you need to do these 4 things:



The screenshot shows the 'Insert Quicklink' dialog box with the following fields and callouts:

- URL \***: A text input field containing the URL `https://theideaonline.org/cs/survey?S=2568345/X/F/F/2168049263`. A red callout box labeled "paste the URL here" points to this field.
- Title \***: A text input field containing the text "IDEA Survey". A red callout box labeled "enter text" points to this field.
- Target \***: A radio button group with three options: "Whole Window", "Same Frame", and "New Window". The "New Window" option is selected. A red callout box labeled "click 'New Window'" points to this option.
- Insert**: A blue button at the bottom left. A red callout box labeled "click 'Insert'" points to this button.

6. Scroll down to the Availability section and set the Start Date and End Date of the survey. You will receive these dates in an IDEA notification email.



The screenshot shows the 'Availability' section with the following settings:

- Show Start Date**: A checkbox labeled "Always show start date" is checked. Below it, a note reads: "If unchecked, the start date will be visible only in the News tool to users with permission to edit news."
- Start Date**: Three input fields are shown: "4/22/2018", "8:00 AM", and "Now". Below these fields, the text "United States - Chicago" is displayed.
- End Date**: A checkbox labeled "Remove news item based on end date" is checked. Below it, three input fields are shown: "5/6/2018", "11:59 PM", and "Now". Below these fields, the text "United States - Chicago" is displayed.

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7. Last step – publish the news.

**General**

**Headline \***

IDEA Student Survey

**Content \***

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, indent, outdent, text color, background color, table, link, unlink, undo, redo, and copy.



Click the following link to access the IDEA survey:

[IDEA Survey](#)

Click Publish and you are done!

**Publish** Save as Draft Cancel

Congratulations! Your IDEA Survey link is now active. If for some reason it isn't, contact the CTLE team and we can help.