The new version of D2L (v.10.3) handles links to library resources differently than the previous version. Here’s how to add links to articles or videos in D2L.

1. **PREPARE THE LINK**
   Make sure the link you are adding to D2L is a **stable link** that includes the Library’s proxy code: ndcproxy.mnpals.net. If you need to add the proxy code, use the Library’s Proxy Link Converter: [http://www.normandale.edu/library/linking-to-library-resources#proxy](http://www.normandale.edu/library/linking-to-library-resources#proxy).

2. **ADD THE LINK TO D2L**
   The **two easiest ways to link to library resources in D2L v.10.3** are to
   a) add links as “link topics” in the Content Area (see step-by-step instructions below).
   b) add links to the Links Area (found under Materials > Links).

**WHAT ABOUT LINKS INSIDE D2L POSTS/WEB PAGES?**

Many faculty prefer to insert links into web files or posts using the “Insert Quicklink” button on the formatting toolbar. To add links to library resources in web files or posts in D2L v.10.3, **you must first run the stable link through the Library’s D2L Link Fixer**: [http://www.normandale.edu/library/linking-to-library-resources#d2l](http://www.normandale.edu/library/linking-to-library-resources#d2l)

**STEP-BY-STEP: HOW TO ADD LINKS AS “LINK TOPICS” IN THE CONTENT AREA**

1. In the Content Area, click on the **New** drop-down menu.
2. Select **Create a Link** from the menu.
3. In the **New Link** pop-up box, enter the title of the link and then enter the URL. If library authentication is required, the link should start with `http://ndcproxy.mnpals.net/login?url=`.

4. Click **Create**.

The result in the Content area:

```
General Information

- Open Lab General Information

- Title of Link (will appear as content topic)

- Login Procedure
```

Please contact Lacey Mamak, library faculty for electronic resources, if you have any questions about linking to library resources.