

# Link Library App User Guide

The Link Library app provides a list of links and their descriptions. Use the app to list all common or most-used links for your site. You can use it to link to other locations in your site or external sites for additional information and learning opportunities.

The screenshot shows the Happy Valley School District website. The header includes the district logo, name, and tagline: "Happy Valley School District. Tell me and I forget. Teach me and I remember. Involve me and I learn." The navigation menu includes Home, Academics, Alumni, Athletics, Departments, Curriculum, Parents, Staff, and Calendar. The "Staff" menu item is highlighted.

The profile for Carl Jackson is displayed, with a list of links on the left:

- Information
- School Supply List
- French Club
- Blog
- Book List
- Article Library
- Content Page
- Discussion and such
- Beth Hopkins Homework
- Paris Unit Wiki
- Documents

The main content area shows the following links:

[Happy Valley School District](#) ▶ [Staff](#) ▶ Carl Jackson

**Paris Unit Planner**  
Use this timeline to keep on schedule throughout the unit.  
<http://paristimeline.com>

**10 Most Famous Paris Monuments**  
View the 10 most famous Paris monuments  
<https://frenchmoments.eu/top-10-most-famous-monuments-of-paris/>

**Paris Visitor's Site**  
This site is great for monument information in French - remember your project has to be submitted in the target language!  
<https://www.paris.fr/>

**Google Folder**

TITLE	LAST MODIFIED
Class rules.pdf	9:59 am
Computer Usage Agreement.pdf	9:59 am
Homework policy.pdf	9:59 am

# Add the Link Library app

Drag the Links app onto your page.

The screenshot shows a 'New Link' form with the following sections:

- Link Title:** A text input field.
- Description:** A rich text editor with a toolbar containing icons for undo, redo, cut, copy, paste, link, unlink, list, and help. Below the toolbar is a text area with a small 'p' at the bottom left.
- Address:** A text input field.
- Display Duration:** Two rows of date pickers. The first row is for 'Start Date' and the second for 'End Date', each consisting of a text input and two dropdown menus.
- Activate on my page:** A checkbox that is checked.
- Buttons:** 'Save' (dark grey), 'Cancel' (light grey), and 'E-Alert' (light grey).

1. Enter the *Link Title* and provide a *Description* of the link.
2. Enter the link *Address*.
3. Enter the optional *Start Date* and *End Date*.
4. Select *Activate on my page* to display the link on your page.
5. Select *Save*.

## Set additional options

Link Library

Edit Options

General ^

\* App Name:  
Link Library

Description:

Show the app name on my page.

Display Settings:  
You can display every active record in this app on your page, or a specific number of records at a time.

Display all active app records  
 Display a specific number of active app records

\* Record Limit:  
5

Sharing v  
Social Settings v

Save Options Cancel

1. Select *Options*.
2. Enter the *App Name* to update the app title.
3. Enter the *Description*.
4. Select *Show the app name on my page* to display the updated app name.
5. Choose the *Display Settings* for the number of posts to list.