



Adding Resources to Canvas Modules using the External URL option

This guide will walk you through adding resources as module items in Canvas using the **External URL** option. These resources can include library-created teaching tools, such as Research Guides and tutorials, as well as other external resources, such as databases, videos, or websites.

Note: This option can only be used if you are able to access the resource's web address (URL).

Unsure of the URL? If you don't have this information or would prefer to select the library resource from a list, view our guide about using the [External Tool](#) option instead.

Want to add a resource to Canvas using the Page option instead of as a Module? Review our guide about [E-Resources](#) instead.

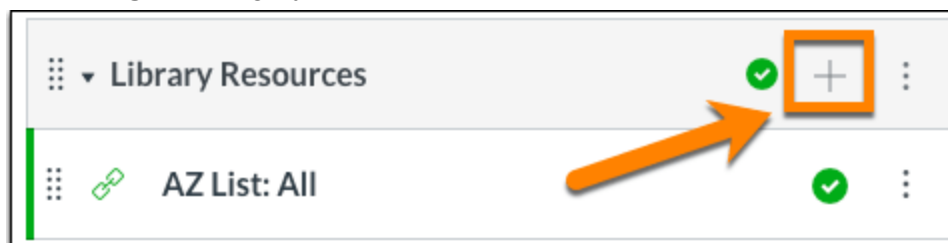
This guide begins with how to access Canvas and add a Module item. If you don't need these instructions, you can skip to the [Adding the Resource](#) section.

Accessing Canvas

1. Begin by accessing your Canvas course at online.utk.edu.
2. Select **Log into Online@UT (Canvas)**, then sign in with your NetID and password.
3. Navigate to the Canvas course in which you would like to share a Research Guide/Database.

Adding a Module Item

1. Select the Modules tab and decide which module you would like to add the resource.
2. Click the **Plus Sign** in the grey module header bar.

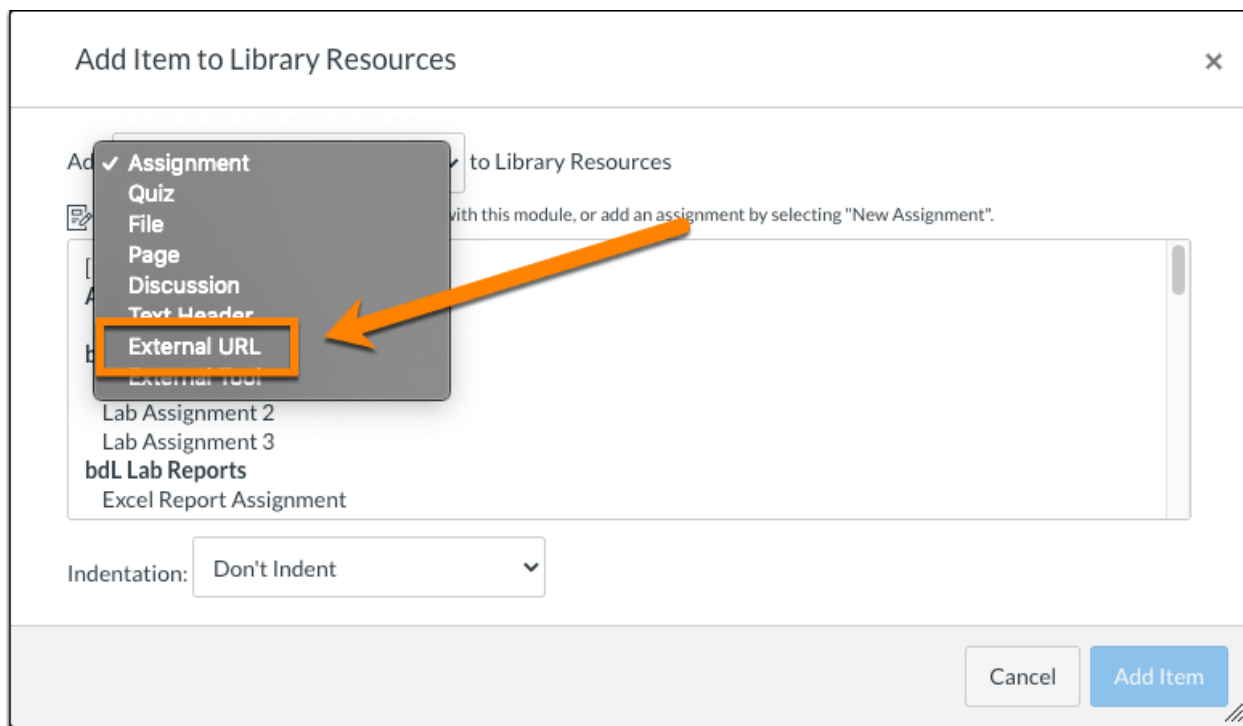


You could also create a module specifically for external resources by selecting the blue **+ Module** button at the top of the modules page.



Adding the Resource using External URL

After you have selected the option to add a Module item, the **Add Item** pop-up window will be open. Using the drop-down list, select **External URL** to add the external resource to your module.



Step 1: Obtaining URL

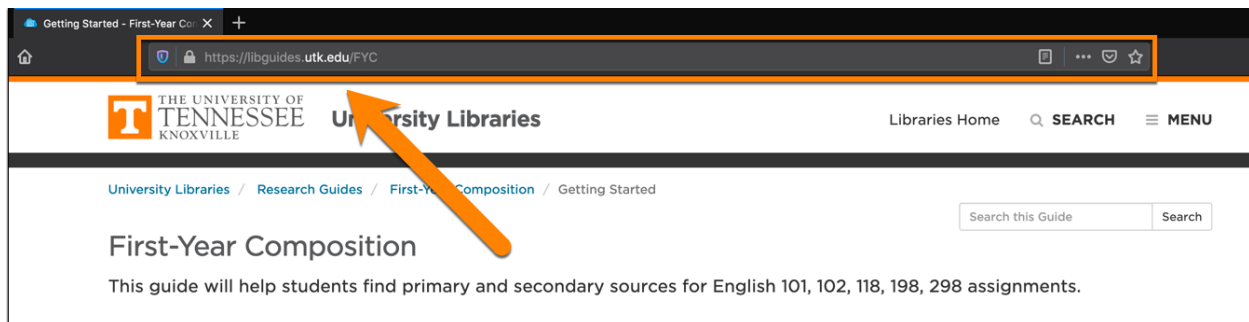
The **Add Item** pop-up window's options will change and allow you to enter the information for the resource. Your first step will be adding the resource's URL. This section will walk you through obtaining the resource's URL.

Hint: Contact your [Subject Librarian](#) for assistance finding a Research Guide or Database for your course and obtaining the URL!

Research Guide URL

1. Navigate to <https://libguides.utk.edu/> for a list of Research Guides, which can be filtered by Group, Subject, Type, Librarian, or by searching for keywords.

2. Once you have selected a guide, its URL can be obtained from:
 - a. the address bar at the top of the page



- b. the bottom of the guide (Note: If you get the URL from the bottom of the guide, you will also see the date the guide was last updated.)

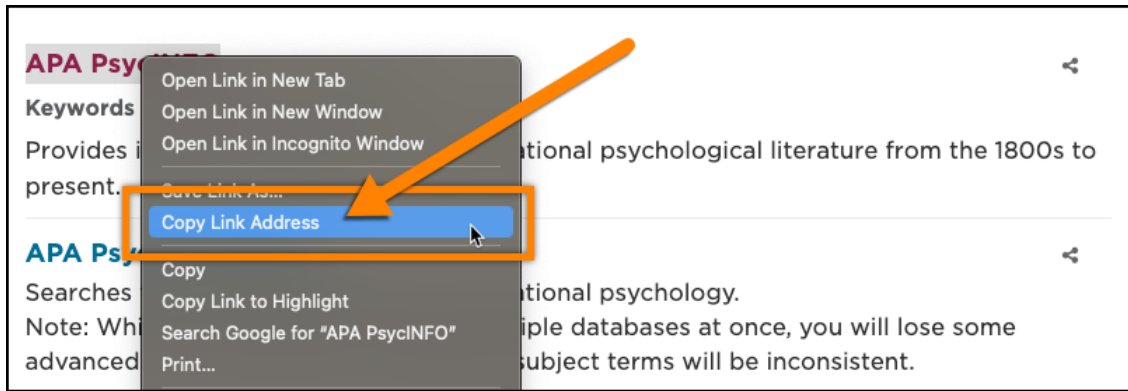


[Skip to Step 2: Adding URL to Module](#)

Database URL

1. Navigate to <https://libguides.utk.edu/az.php> for a list of databases accessible via the University Libraries.
 - a. To provide a link to the A-Z Database list, copy the URL from the top of the page.

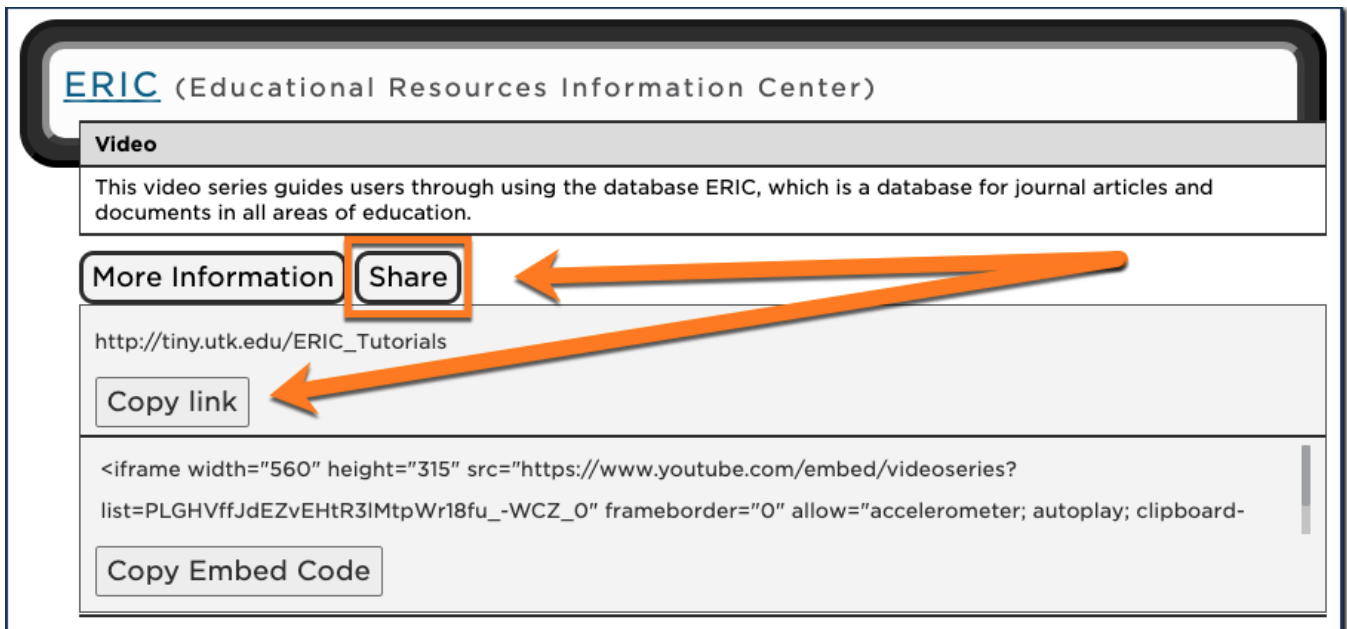
2. To select a specific database, navigate to the database in the A-Z Database list. Right-click on the database link and select **Copy Link Address** or **Copy Link** (option will vary depending on your browser).
 - a. Off-campus users will need to log into databases using their NetID and password



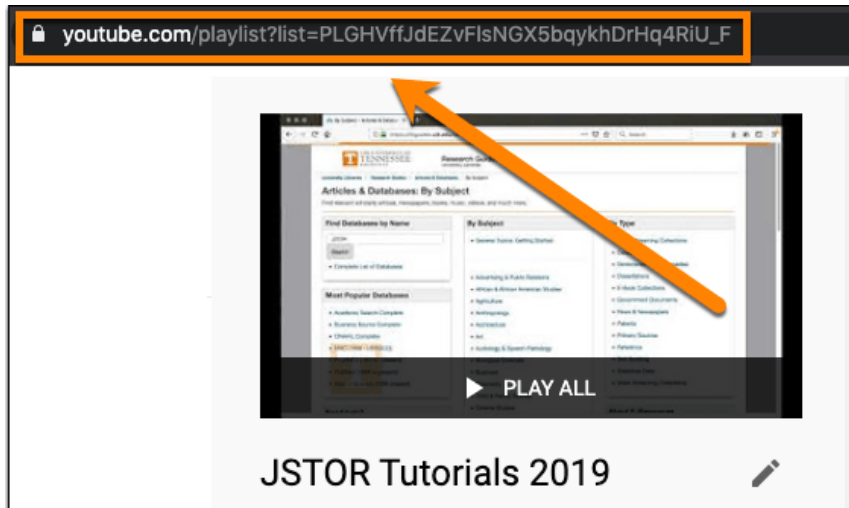
[Skip to Step 2: Adding URL to Module](#)

Tutorial URL

1. Navigate to <https://libguides.utk.edu/tutorials> for a list of tutorials curated by the University Libraries.
2. Choose the tutorial you would like to include in Canvas.
3. Select **Share**.
 - a. All tutorials have an option to **Copy Link**. Select this option to automatically add the link to your clipboard for pasting.



4. You can also click to access the tutorial and copy the URL from the address bar at the top of your browser window.



[Skip to Step 2: Adding URL to Module](#)

Other

The **External URL** option also works with resources other than those created by the University Libraries.

To add an external resource, such as a YouTube video, PDF, website, etc., access the resource and copy the URL from the address bar at the top of your browser window.

[Skip to Step 2: Adding URL to Module](#)

Step 2: Adding URL to Module

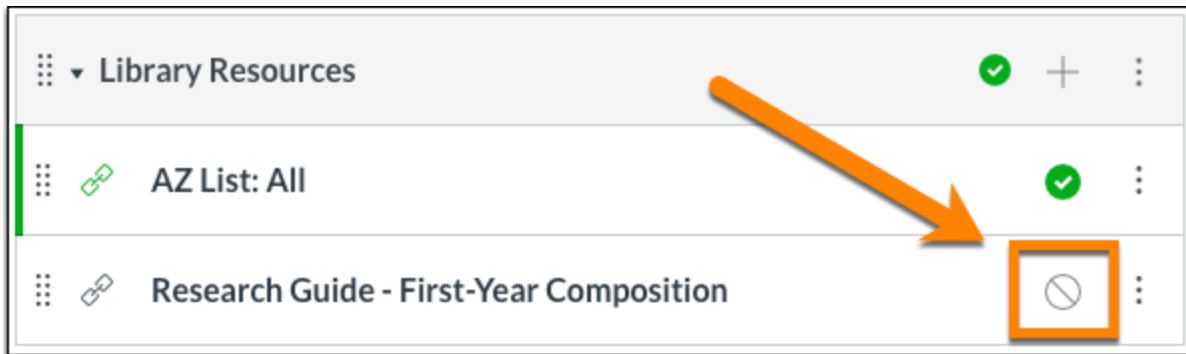
The screenshot shows a dialog box titled "Add Item to Library Resources" with a close button (X) in the top right corner. The dialog contains the following elements:

- A dropdown menu set to "External URL" with a downward arrow, followed by the text "to Library Resources". A blue callout bubble with the number "1" points to this dropdown.
- A small icon of a chain link followed by the text "Enter a URL and page name to add a link to any website URL to this module." Below this is a text input field for the "URL:". A blue callout bubble with the number "2" points to this field.
- A text input field for the "Page Name:". A blue callout bubble with the number "3" points to this field.
- An unchecked checkbox labeled "Load in a new tab". A blue callout bubble with the number "4" points to this checkbox.
- A dropdown menu for "Indentation" currently showing "Don't Indent" with a downward arrow. A blue callout bubble with the number "5" points to this dropdown.
- At the bottom right, there are two buttons: a grey "Cancel" button and a blue "Add Item" button. A blue callout bubble with the number "5" points to the "Add Item" button.

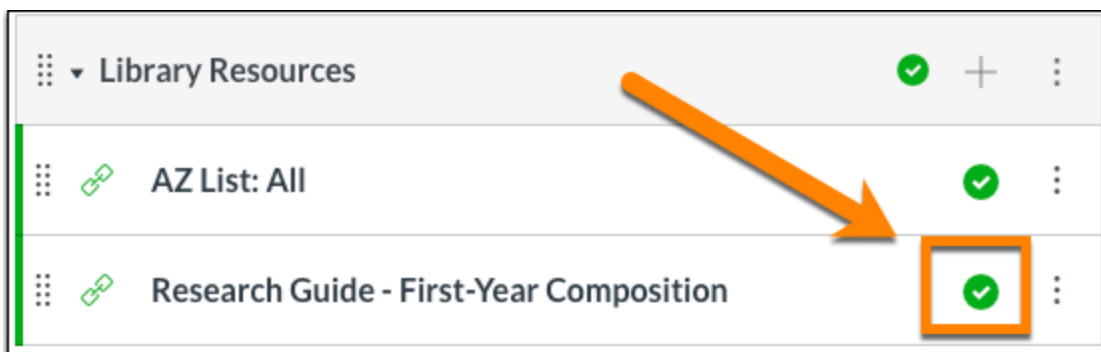
1. **URL** - Add the resource's web address.
2. **Page Name** - Give the resource a title. You may want to adjust the resource's original title slightly to provide more information relevant to your Canvas course.
3. **Load in a new tab** - Choose whether or not you want the resource to open in a new tab. (Note: We recommend leaving this box unchecked so that students don't have to navigate away from Canvas.)
4. **Indentation** - Choose whether or not you want the resource indented in the module.
5. Select **Add Item**.

Step 3: Publish Resource

1. The Research Guide has been added to your module, but it is not yet published or available to students. This is indicated by the fact that it is grey instead of green and by the unpublished icon.



2. To publish the item, click the unpublished icon. (Note: The module must also be published in order for students to access the resource.)



Troubleshooting & Known Issues

Canvas Course-Related Concerns or Questions

Contact the **OIT HelpDesk**:

Call -- (865) 974-9900

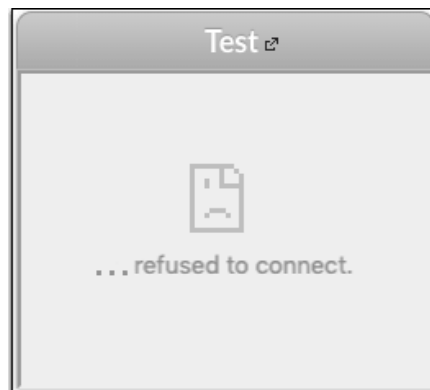
Write -- <http://help.utk.edu/>

Chat -- <http://oit.utk.edu/help/chat/>

Visit -- [Services in the Commons](#)

Refused to Connect

After publishing the resource, it is recommended to view the module. Instead of seeing the resource embedded in Canvas, you may see a grey box with an error message reading "...refused to connect." (with ... indicating the URL you were trying to add).



If this occurs, it is most likely that the website you would like to add does not allow you to embed or frame its content. Unfortunately, this will prohibit you from embedding the resource in your Canvas course.

One workaround is to check the box labeled "Load in new tab." that was discussed in [Step 2](#).
