

Links

04/22/2026 8:18 pm EDT

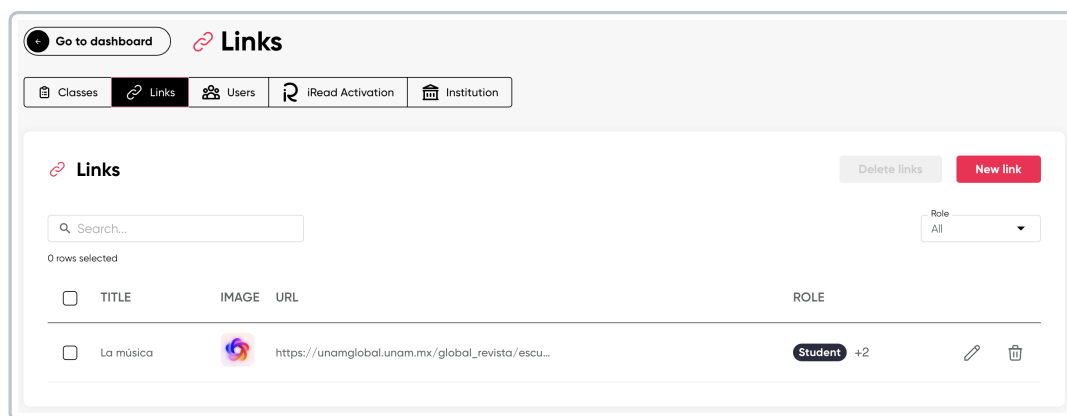
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The **<Settings → Links>** section allows users to manage external links within the platform, assign them to specific roles (Student, Teacher), and view them in an organized table.

How do I access <Links>?

1. From Settings, click on **<Links>**.
2. You will see a screen with all the created links.



Main screen elements

- **New link:** Create a new link
- **Delete links:** Delete selected links
- **Go to dashboard:** Return to the home screen

Search tools

- **Search bar:** Type a keyword to quickly find a link
- **Role:** Filter by user type (Student / Teacher)

Links list

Here you will see:

- Link name
- Image
- URL
- Assigned role (who it's intended for)

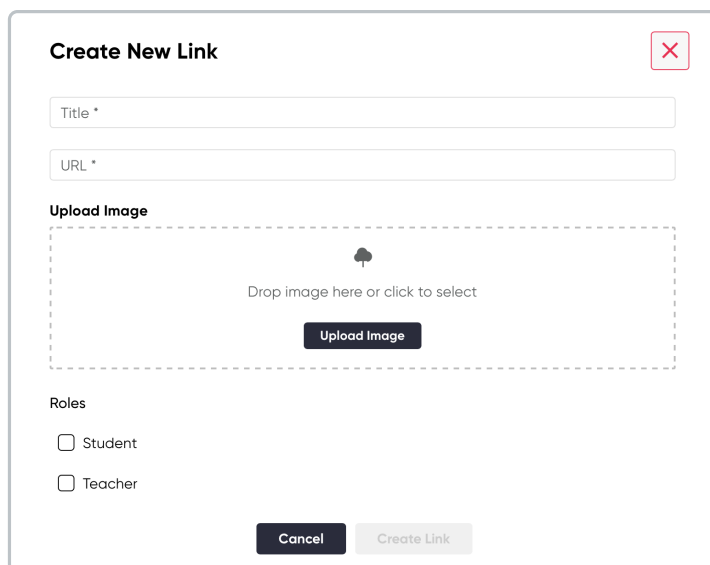
You can also:

- Edit
- Delete

How to create a new link?

1. Click on <New link>.

A pop-up window will open, where you need to fill in the following information:



Create New Link [Close]

Title *

URL *

Upload Image

Drop image here or click to select

Upload Image

Roles

Student

Teacher

Cancel Create Link

- **Title:** Name of the link (required)
- **URL:** Web address (required)
- **Upload Image:** (optional) Upload an image
- **Role:** Select who will see the link:
 - Student
 - Teacher

3. Clic on <Create link>.

4. The link will appear in the list.

How to edit a link?

1. Find the link in the list.
2. Click the pencil icon.
3. Make the necessary changes.
4. Save the changes.



<input checked="" type="checkbox"/>	TITLE	IMAGE	URL	ROLE	
<input checked="" type="checkbox"/>	La música		https://unamglobal.unam.mx/global_revista/escu...	Student +2	 

How to delete a link?

<input checked="" type="checkbox"/>	TITLE	IMAGE	URL	ROLE
<input checked="" type="checkbox"/>	La música		https://unamglobal.unam.mx/global_revista/escu...	Student +2  

Delete a single link

1. Locate the link you want to delete.
2. Click the trash can icon.
3. Confirm that you want to delete the link.

Delete multiple links

1. Check the boxes of the links you want to delete.
2. Click on **<Delete links>**.
3. Confirm that you want to delete the links.

Delete link X

Are you sure you want to delete this link?

Cancel
Delete



Deleting links is irreversible; it is important to verify which links are being removed.

How to search and filter?

Role
▲

All

student

teacher

<input checked="" type="checkbox"/>	TITLE	IMAGE	URL	ROLE
1 row selected				

- Use the **<Search bar>** to find a link.
- Use **<Role>** to view links for:
 - Students
 - Teachers



Recommendations:

- Use clear and concise titles.
- Make sure the URL works correctly.
- Assign the appropriate role to avoid confusion.
- Add images to make identification easier.



Common issues:

I can't create the link

Check that you have correctly filled in:

- Title
- URL

The <Create link> button doesn't work

- A required field is missing

I can't see the link

- Check the role filter
 - Check the search bar
-