Canvas: Changing the Redirect Tool after Transferring a Course

Summary

Use this article to learn about the process for changing the Redirect tool after transferring a course in Canvas. This article can also be used for adding links to Course Navigation in Canvas.

Step-by-step guide

To change the Redirect Tool for linking to a page (aka Adding Links to Course Navigation):
(Keep in mind this must be done for each link on the left navigation that has been added as a redirect link from another course)

1. In the course you are transferring content into, navigate to the page you would like to have linked to Course Navigation (left navigation bar)
2. Once found, copy the URL of the page:

3. Next, click Settings in the left navigation bar
4. Click Apps located on the top tab

5. Click View App Configurations
6. In the list that comes up, search for the page that has transferred over from the previous course that you would like to relink.
7. Select Settings on the right of the page, and select delete

8. Confirm the Delete
9. Select View App Center near the top right

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In the box, type Filter by name and Redirect Tool.

11. Hover your mouse over the Redirect Tool that appears and click it:

In the filter by name box, type Redirect Tool.

12. Click + Add App

Hover your mouse over the Redirect Tool that appears and click it:

13. In this popup, provide the information for your page:

   a. Name - Type a name for the page, this name will be listed on the left navigation bar
   b. URL Redirect - Paste the URL you would like the users to get redirected to
   c. Un-check Force open in a new tab (For external Links Only)
   d. Make sure Show in Course Navigation is checked

14. Click Add App

15. Refresh the page and you will see the page you just linked via the Redirect Tool appear in Course Navigation
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