




## Faculty: Fix Broken File Links

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Please let me know if you find any broken image or file links as you move through our course site. Because I am enrolled in sites that I link to, links work for me where they might not work for you.

Email the URL for any page where you find a broken link and I'll fix it right away.

Thanks!

When you import materials from a prior course, **files that are posted** on the course home page **will** always come across in the import and be available to students as usual. However, **files that are embedded** through links in web pages (books, assignment links, glossaries, etc.) **may not** make it into the new course site during the import process. The good news is that it is not difficult to repair these broken links—and once they are repaired, they should remain linked in future imports, so you only have to repair the breaks this one time.

If you embed links to files and images in your sites, consider posting a notice like the one above that appears in a page in one of my course sites.

This [guide](#) will walk you through the re-linking process. Contact the Center for Instructional Support for assistance.

**Bonus Tip:** Are your editing toolbars missing when you open an existing textbox? [These instructions](#) will have you editing again in a hurry.