

Links (Bookmarks)

The *Links* feature a page that displays bookmarks to different web pages and folders used to organize them. Any bookmark created on the *Links* page or other site areas, such as the *Upcoming Events* section, will be listed here.

After clicking the **Links** button in the navigation menu, you will see a *Links* page similar to what appears below:

Links

Home Recent Mine

Bookmarks

Name	URL	Visits	Modified Date	
myGateway for Faculty	https://www.nocccd.edu/files/mygateway15faculty_44420.pdf	0	1 Month Ago	Subscribe

My Google Drive Quick Links

Welcome to My Google Drive Quick Links

There are no quick links

Select File

Add Bookmark

To save a web page address as a bookmark, follow these steps:

1. In a separate tab on your browser, navigate to the web page address to be saved (bookmarked)
2. Click in the address bar to highlight the entire web address and press CTRL-C on your keyboard to copy
3. Return to the myGateway tab and click the Add Bookmark link that appears on the right side of the page

Bookmarks

Home Recent Mine Search

Add Bookmark

Folder

Select

Name

URL (Required)

Description

Permissions

Viewable by

4. If the new bookmark is to be created and immediately placed in a folder, click the **Select** button underneath the Folder field and click the **Choose** button next to the destination folder.
5. Type in a descriptive title for the web page bookmark in the *Name* field
6. Press CTRL-V on your keyboard to paste the copied URL (web address) into the *URL (Required)* field. Note that the address must start with `http://` to be accepted
7. Type in the full description of the bookmarked web page in the *Description* box
8. Choose which users can view and access the bookmark (default is site members) in the *Viewable by* drop-down box

Categorization

Luminis Categories (Global)

Q Select

Tags

nocccd

+ Add Q Select Suggestions

Related Assets

▼ Q Select

Save Cancel

9. If categorization is necessary, click on the **Select** button and choose the appropriate category
10. Add any tags for the blog entry in the Tags field. Tags will be added to the site tag cloud
11. If there are any related files or other site content referenced by the blog entry, click the **Select** button underneath the *Related Assets* heading and set. Click the **Save** button to confirm and create the bookmark.

Below is a screenshot of the Links listing with a bookmark already saved.

Links

Home Recent Mine

Bookmarks

Name	URL	Visits	Modified Date	
myGateway for Faculty	https://www.nocccd.edu/files/mygateway15faculty_44420.pdf	0	1 Month Ago	Subscribe

- As bookmarks begin to accumulate on the page listing, you can use the **Home**, **Recent**, and **Mine** buttons at the top of the Links page to further filter the list.
- Clicking the **Subscribe** link next to a bookmark will send a notification when there is a change or deletion
- Clicking the **Subscribe** button on the right side of the page will send a notification when bookmarks are added, changed, or deleted.

Remove Bookmark

1. To remove a bookmark from the Links list, click on the **Actions** button to the right of the bookmark and select the **Move to the Recycle Bin** option.

Bookmarks

Name	URL	Visits	Modified Date	
CCCCO Web Site	http://www.cccco.edu/			 Actions
Community College Week	http://ccweek.com/			 Actions
Inside Higher Ed	https://www.insidehighered.com/news/focus/community_colleges			 Actions

The context menu for the first bookmark is open, showing options: Edit, Permissions, Subscribe, and Move to the Recycle Bin. The 'Move to the Recycle Bin' option is highlighted with a red box.

2. A message will appear confirming the remove action. If the removal was done in error, an **Undo** button is provided to restore the bookmark immediately.

The Bookmarks Entry *CCCCO Web Site* was moved to the Recycle Bin. [Undo](#)

Home Recent Mine

Bookmarks

Name	URL	Visits	Modified Date	
Community College Week	http://ccweek.com/	0	7 Minutes Ago	 Actions
Inside Higher Ed	https://www.insidehighered.com/news/focus/community_colleges	0	12 Minutes Ago	 Actions

Note: For later retrieval of the removed bookmark, see the *Recycle Bin* guide posted on the Information Services Training page.

My Google Drive Quick Links

If the resource you wish to bookmark resides on your Google Drive, use this area to configure access to the resource. Start by clicking on the **Select File** button. You will need to log into your Google account, authorize access, and then choose the resource from the Google Drive file selector.

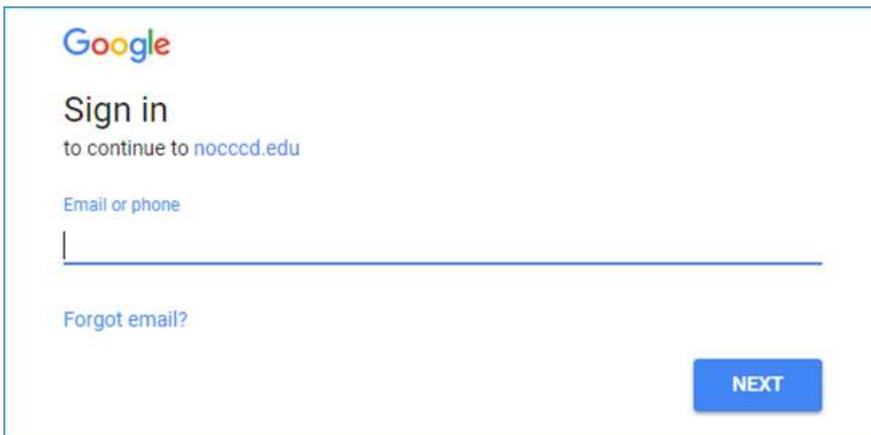
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Select File

1. Provide your Google login information when prompted



Google

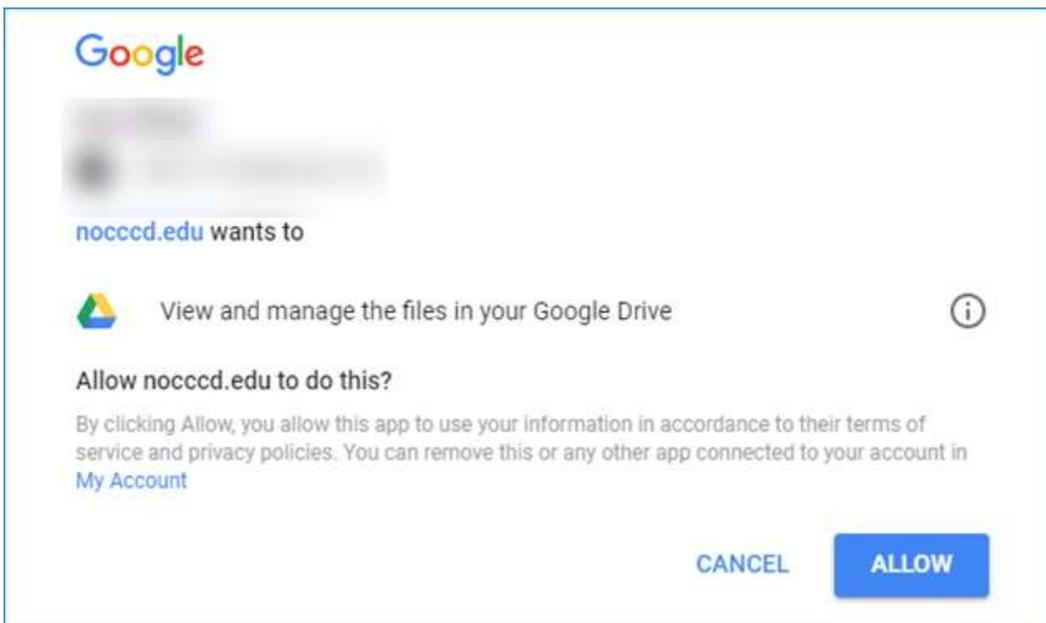
Sign in
to continue to [nocccd.edu](#)

Email or phone

[Forgot email?](#)

NEXT

2. Authorize access to Google Drive files



Google

[nocccd.edu](#) wants to

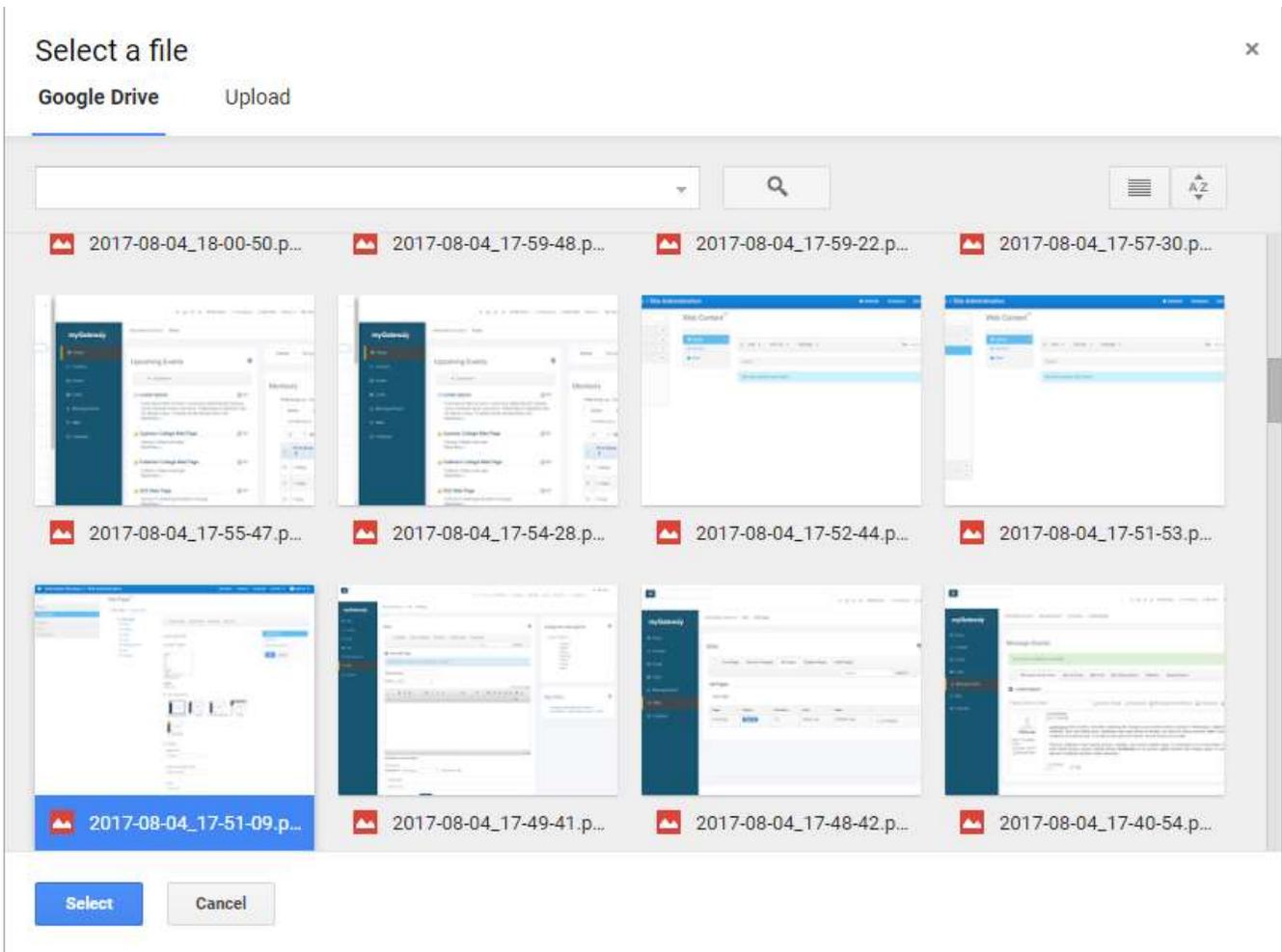
 View and manage the files in your Google Drive i

Allow [nocccd.edu](#) to do this?

By clicking Allow, you allow this app to use your information in accordance to their terms of service and privacy policies. You can remove this or any other app connected to your account in [My Account](#)

CANCEL ALLOW

3. Click on the files to link and click the **Select** button at the bottom of the page



4. Once the file upload is complete, the *My Google Drive Quick Links* section will be updated.

My Google Drive Quick Links



Welcome to My Google Drive Quick Links

File Name	
2017-08-04_17-40-05.png	✘

Select File

If your account remains connected to Google Drive, the **Select File** button will display which brings up the Google file selector screen again to link more files.