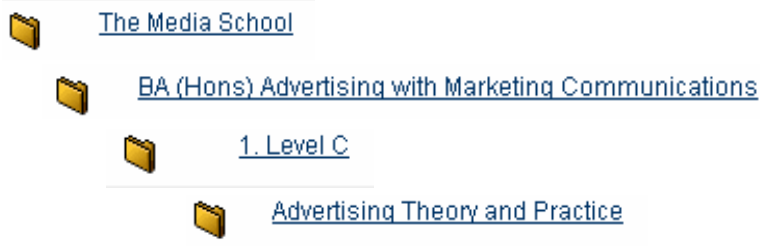


# Creating a Link to Past Exam Papers – Staff Guide

Library and Learning Support

## Overview

Past exam papers are now available in myBU to **all staff and students in all Schools**. Exam papers have been categorized by School, then by Programme, Level and Unit:



Within each folder, past exam papers for the last three academic years are currently available, with some exceptions.

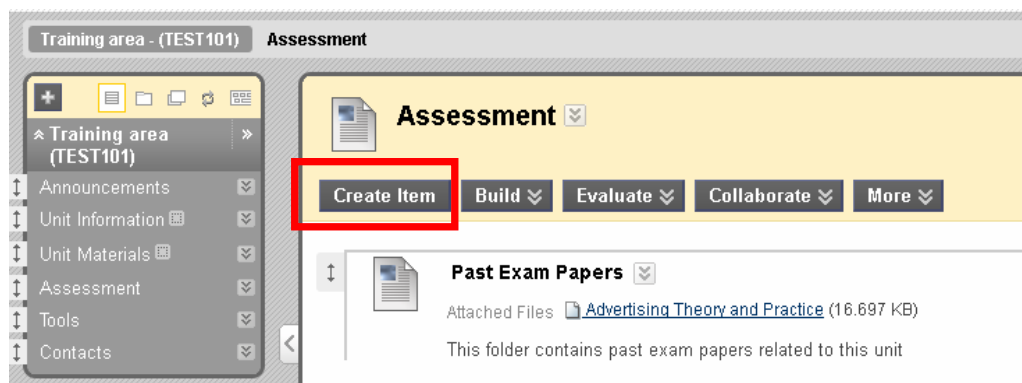
- Students can access past exam papers via a link located on the **Library tab**.
- Staff can view past exam papers by accessing the **Content Collection tab**, selecting **Institution Content**, then click on **Library** followed by the **Past Exam Papers** folder.

Staff are encouraged to provide a link from their myBU units/courses to the appropriate exam papers to facilitate easy access for students. Where links to past exam papers have already been made from myBU to the portal, it is advised that these links should be updated to point to their new location in myBU.

## Creating a Link to Past Exam Papers

Navigate to the area on your Unit menu and click on the folder where you wish to make the exam paper/s available *e.g. Assessment > Past Exam Papers*, as shown below.

Click **Edit Mode ON** (located in the top right hand corner) and then click on **Create Item**, highlighted below



A screen will appear where you can add the name of your content *e.g. title and year of past exam paper*.

Within the Create tool there are two ways of linking to documents or resources.

- The first option allows you to add links to files which will open within myBU.
- The second option enables you to specify whether to open files in a new window.

## Option 1.

Within **Create Item** scroll down to **section 2: Attach or Link Content**  
Next to **Link to Content Collection item** click **Browse**

### 2. Attach or Link Content

Files can be attached here. Click **Browse** to select the file to attach and specify a name for the link to this file.

Attach Local File	<input type="text"/>	<input type="button" value="Browse..."/>
Link to Content Collection Item	<input type="text"/>	<input type="button" value="Browse..."/>
Name of Link to File	<input type="text"/>	
Special Action	<input type="text" value="Create a link to this file"/>	<input type="button" value="v"/>

From the pop up window, select **Library Content** followed by **Past Exam papers**  
Browse to the past exam paper you wish to make available. Check the box to the left of its title.

This option enables a file, when opened, to appear within your myBU unit frame rather than in a separate window. Multiple links can be added in this way to one item. After adding the first link click **Submit**. Then go to **Modify the item** and browse for another file etc.

## Option 2.

Click on the Attach File icon located in the text box editor.

The screenshot shows a text editor toolbar on the left with the 'Attach File' icon highlighted in a red box. Below the toolbar is a text box containing the text 'This folder contains past exam papers'. To the right is the 'Insert Content Link' dialog box. The dialog box has a yellow header and three sections: 1. Select Content Link, 2. Content Link Options, and 3. Submit. In the first section, the 'Browse' button is highlighted in a red box. The second section contains fields for 'Name of Link to File', 'Launch in new window' (with radio buttons for 'Yes' and 'No'), and 'Alt Text'. The third section contains 'Cancel' and 'Submit' buttons.

The **Insert Content Link** box will appear. Follow the steps to make the exam paper available.  
This option allows you to launch the item in a new window

Using the **Attach File icon** you can add multiple documents or resources per item, which will appear in the text box editor so other text can be included around the link.

## Further support

- myBU resources and guides are available from within the “**myBU Staff Support**” community in myBU, or contact [learningtechnology@bournemouth.ac.uk](mailto:learningtechnology@bournemouth.ac.uk) for further information
- All myBU queries should be reported to the IT Service Desk in the first instance

**myBU**