The purpose of this ‘How To’ is to guide administrators through the step-by-step process of creating a direct link to a course. This link can then be copied and pasted into an email or web page.

1 Admin tab >> 2 System Admin >> 3 Tools >> 4 Direct Link >> 5 Item Details >> 6 URL >> 7 Search

Search for the correct item for which you need the direct link.
You are now ready to click the **Display Link** button.

The direct link is displayed and can be copied and pasted wherever you need it.

```
https://upenn.platou.com/learning/user/deeplink_redirect.jsp?
linkId=ITEMDETAILS&componentID=UP.06011.ITEM.56004&componentTypeID=COURSE&revisionDate=1349064000000
```