1. Navigate to Learning Admin from the Learning menu

2. Start at System Administration and select System Management Tools. Click Generate Direct Link
3. Pick the type of link you need from the drop-down menu

- "Item Details" - This takes you to the information about an item and lets the user choose different options. This is best for an Item with many scheduled classes to choose from, or to give the person options to read the course description and other details before starting.
- "Registration" - This link is best for a Class with only one session. It takes the person directly to the Registration page.
- "Online Content" - This is best to send a user directly to the online content of a class. Best if the link comes in communications with class details and options explained as it bypasses the title/description page and sends the user directly to the online module.
- "Curricula" or "Program Details" - These are best to share an entire Curriculum or Program (combinations of courses).
- "Library Directed Search" - This is best to show a selection of courses for someone to browse. It is a pre-configured search of the library of courses based on the information you input, meant to be flexible. For example it could link to "All ULAR courses scheduled during X and Y dates" or "All online courses covering ABC offered by Development and Alumni Relations".

a. Registration example: Pick the Registration link

This example shows a Registration.

![Registration example](image-url)
How to Create a Direct Link

Use the magnifying glass to search for your class.

Search for your item or class ID. Then skip to step 4 below.

Not sure which ID? Remember the ID is the unique seven digit number. It appears in the Class details or on the Class roster.

b. Item Details example: Pick the Item Details link
How to Create a Direct Link

Click the Magnifying glass to search for your item

Search Items

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of value also add or remove search criteria to further refine your search.

Case sensitive search:  ○ Yes ○ No
Search All Locales:   ○ Yes ○ No
Item Types:       Starts With ▼
Item ID:         Starts With ▼ UP.91028.ITEM.LTLCL
Revision Date:

Select the desired item

<table>
<thead>
<tr>
<th>Title</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunchtime Learning Keeping Up With The Cloud</td>
<td></td>
</tr>
</tbody>
</table>

4. Select Display Link

5. Copy your Direct Link

The direct link for the target you selected is displayed below. This can be launched by Users directly:

https://open.plateau.com/learning/user/ideallink_redirect.jsp?linkid=REGISTRATION&scheduleID=2806906