5.1 - Job Aid
This job aid allows learning administrators to generate direct links to programs, courses etc.

From the Menu – Click on System Admin - System Management Tools
Select Generate Direct Link

There is a long list of possible direct links you can create. I have highlighted the most common that you will find useful from the drop down – Direct Link Type.

**Item details** – Direct link to the item itself e.g., LLC-1055 – **COMMONLY USED** so please select this.
Select display link and copy and paste the link into email.

**Registration** – Direct link to the class registration for above item. e.g., 545
*(Class Details allow the same thing)*

**Online Content** – Direct link to an online item content e.g., virtual online video

**Program Details** – Direct Link to a program. e.g., HRIS or FIS

**Library Direct Search** – This unique link allows you to preselect a search criterion from the main catalog that will display the results which you can share with staff.
E.g., Category: blank, keyword: performance, report Category: online.
It will display any online courses with performance that are online.

Make sure to always test the link in a browser before sending it off.