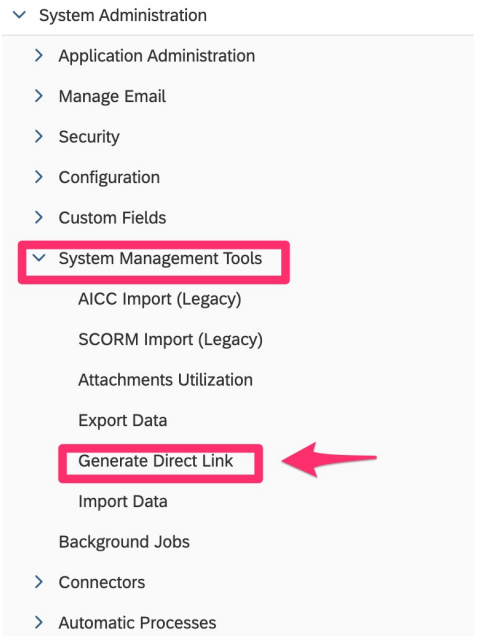
University of Toronto, LLC
SuccessFactors LMS
Generate Direct Links

UNIVERSITY OF TORONTO

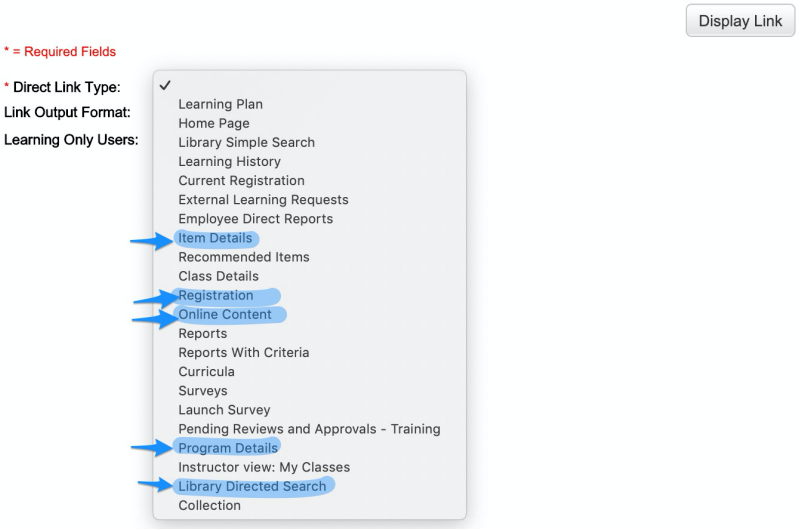
5.1 - Job Aid

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.