**Putting the Pieces Together**

As a Training Coordinator, there may be times that you need to directly link users to a Course Information page to register for a particular event. Doing this can help to enhance the user experience by reducing the number of clicks for our end-users.

However, because we utilize the districts single-sign-on (SSO) credentials to log in to Learning Space, you will NEVER be able to copy links directly out of the browser to share with users, as these will not work. Instead, you’ll want to follow the steps in this guide to generate a direct link to your course.

**Roles and Responsibilities**

In order to complete these steps, you must have Training Coordinator access within Learning Space.

**Which Outcome to Expect**

This guide will walk you through two different methods to generate direct links for your course information/registration page in Learning Space that can be used in communication with users.

**Where to Find Additional Resources**

For step-by-step guides on how to complete other tasks within Learning Space, check out the [Learning Space Resource Center on The Commons](#).

**Who to Contact**

For questions about this process, please contact BIS at [ProductionSupport_BIS@dpsk12.org](mailto:ProductionSupport_BIS@dpsk12.org).
**Things to Avoid**

Grabbing the URL out of the browser to share with other users will not work, as they will not be able to log in. You can use the table below to easily identify if you’re using a working link or not, by looking at the URL itself, and the login screen it takes you to.

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**Link Starts with...**

**WORKING LINK**  
https://ltmwebprod01.dpsk12.org/sso

**INCORRECT LINK**  
https://dps.certpointsystems.com/lms

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**Login Screen**

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**Make a Choice**

There are 2 different methods in which you can generate a direct link to your course:

1. **By manually building the link** (steps on pgs. 3-5)
2. **If your course is assigned to a Catalog**, by pulling the Direct Links report(s) up to 24 hours after being assigned to the Catalog. (pg. 6-8)
Make a Choice
• Scenario 1—Manually Building the Link

Putting the Pieces Together
You’ll manually build a link by combining the following into one long URL:

Link Prefix + Learning Space Course ID + Link Suffix

• Copy & paste the Link Prefix on the right to begin your URL.
(you can use a blank email, Notepad, or a Google Doc to build your link)

• Next, you’ll need to locate the Learning Space Course ID (note: this is not the same as the course short name).
• From the upper-left of the Learning Space home page, click on the Learner (a) dropdown under your name, then select Administrator (b).

https://ltmwebprod01.dpsk12.org/sso/SSOServlet?
_action=LAUNCHAPP&_serviceName=CERTPOINT&
.origUrl=https%3A%2F%2FDPS.certpointsystems.com%2FPortal%2FSso.aspx%3Flinktype%3DCourseInfo%26linkparameter%3D
• From administrator view, click Courses (a) on the left.
• Using the course filter (b), locate the course you are building a link for, then click Apply. Once you’ve found the course, click on the course (c) to open it.

• When the course opens, you’ll see a field called Course ID.
• Copy & paste this Course ID to the end of the Link Prefix.

When the course opens, you’ll see a field called Course ID. Copy & paste this Course ID to the end of the Link Prefix.
• Ensure all spaces are removed from wherever you are building your link, and then click enter to generate a hyperlink.

• This is the direct link you can distribute to end users to log directly into your course information/registration page in Learning Space.

%26portal%3Dps_sohxi_051818
Make a Choice

- Scenario 2—Pulling the Direct Links Report

Note: this option is only available 24 hours after a course is added to a Catalog in Learning Space

- From learner view, click Reports (a) on the left.
- From the reports list, click on the Course Info Direct Links report to open it (b).

(Note: you will only see reports in this list that you’ve been assigned to. If you don’t see this report, you can request access to it by submitting a BIS ticket.)

- Click on the + to add a new filter.

- Using any of the available filters (a), enter in search criteria to locate your course.
- Then, click Update Results (b).
Once the report repopulates, click on **Export to Excel** at the top of the screen to export to Microsoft Excel.

- The Excel file will download to your PC. Click on it to open it.

A pop-up message may appear indicating that the file could be unsafe. You can disregard this message and click **Yes** to continue opening the exported report.

A yellow pop-up bar may appear at the top of Microsoft Excel indicating that the file in in Protected View. Click **Enable Editing**.

Then, right click on the cell in the **Course Name** column that contains a blue link, then choose **Edit Hyperlink**.
• A pop-up will appear. In the **Address** field, copy the URL.
• This is the direct link you can distribute to end users to log directly into your course information/registration page in Learning Space.

![Edit Hyperlink dialog box](image-url)