Purpose: Use these steps to create a direct link for Items or Curricula. When users click the link, they will be taken directly to the page in Knowledge Link. If they are not logged in, they will be prompted to log in first.

Create a Direct Link to an Item
From the Learning Administration page:
1. Click System Admin.
2. Click Tools.
3. Click Direct Link.
4. Click Item Details.
5. Click the Item ID search icon.
6. Enter the Item ID or other search criteria. For additional information on searching, please see job-aid *How to Search and Filter in Knowledge Link*.

7. Click **Search**.

   ![Search Form](image)

8. Click **Select** for the desired item.

   ![Select Item](image)

9. Click **Display Link**.

   ![Display Link](image)
10. Highlight and copy the Direct Link.

11. Test the link by pasting it into your browser.  
   (If you are not logged in to Knowledge Link, you will be prompted to log in.)

Display Screen for an Item Detail Direct Link
Create a Direct Link to a Curriculum

From the Learning Administration page:

1. Click System Admin.
2. Click Tools.
3. Click Direct Link.
4. Click Curricula.

5. Click the Item ID search icon.

Instructions:
- Go to the Learning Administration page.
- Click System Admin.
- Click Tools.
- Click Direct Link.
- Click Curricula.
- Click the Item ID search icon.
6. Enter the Curriculum ID or other search criteria. For additional information on searching, please see job-aid How to Search and Filter in Knowledge Link.

7. Click Search.

8. Click Select for the desired curriculum.

9. Click Display Link.
10. Highlight and copy the Direct Link.

11. Test the link by pasting it into your browser.
(If you are not logged in to Knowledge Link, you will be prompted to log in.)

Display Screen for a Curriculum Direct Link