

Adding Deeplinks

Shortened deeplinks need to be added to Learning Center course descriptions so learners can go directly to the course in iLearnOregon. You will need to create an account in go.usa.gov ahead of time. The accounts are free and only available to government email addresses. This is the state-approved resource for shortened URLs.

To add shortened deeplinks to Learning Center course descriptions:

1. Create a shortened deeplink for the course. For instructions, see the Appendix in the *Course Administrator's Manual* (for classroom courses) or the *eLearning Manual* (for online courses).

2. Log into the Learning Center:
<https://dhslearn.hr.state.or.us>

Click **Administration**, then **Course Management**.



3. Select the type of course from the dropdown menu:
Classroom, NetLink or Online.

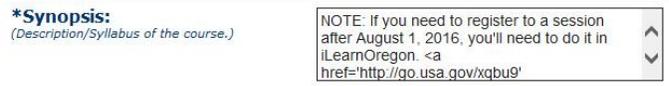


4. Search for the course. By the title, click **Edit Course Info**.



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5. In the **Synopsis**, add the following text and HTML code after the course description. Substitute your shortened URL for the for the URL in this example (which is <http://go.usa.gov/xqbu9>):

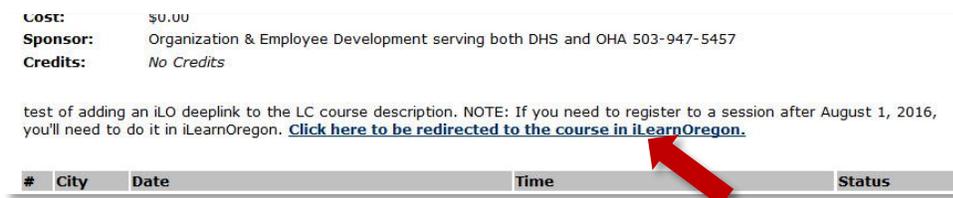


NOTE: If you need to register to a session after August 1, 2016, you'll need to do it in iLearnOregon. `Click here to be redirected to the course in iLearnOregon.`

6. At the bottom of the screen, click the **Submit** button. At the bottom of the next screen, click the **Add** button.
7. Under **Courses & Registration > Find a Course & Register**, search for the course. By the course name, click the information icon.



8. In the course description, click the shortened deeplink to make sure it works. It should open in a new window.



9. If the deeplink doesn't work, go back to Step 5 and double-check the HTML code. Correct as needed.