

Introduction

Latitude LMS portals using the responsive, rather than the legacy, user interface can now update HTML content and Message Center notifications with links to courses or accreditations that open the appropriate slide-in page when the user clicks the link. The updates must be made by users with full Portal Administrator rights.

Add Course or Accreditation Links to an HTML File

The steps below describe how to update the HTML content files you use on *What's New* and *My Learning* HTML with links to a course or an accreditation that opens a Course or Accreditation slide-in on that page.

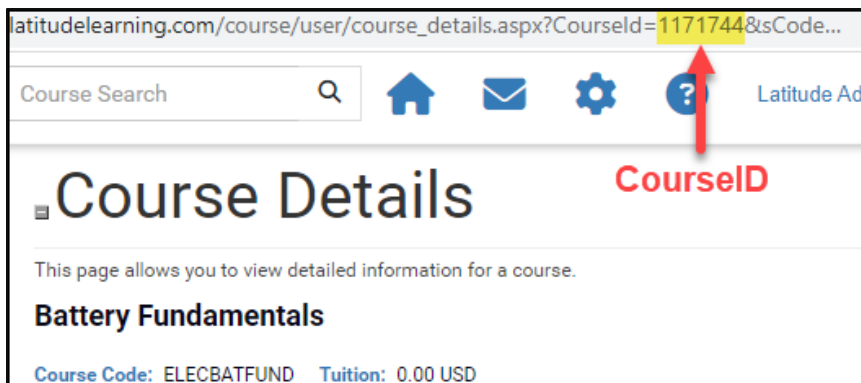
1. From the Administration Menu, navigate to **Course > Search Courses** for a Course link or to **Accreditation > Search Accreditation** for an Accreditation link.
2. For a Course, search for and click the link to the course you want to use in the HTML content file.

For an Accreditation, after searching for the target accreditation, click **View** from the action buttons to the right of the accreditation listing.

3. Capture the database record key for the Course or Accreditation you want to use.

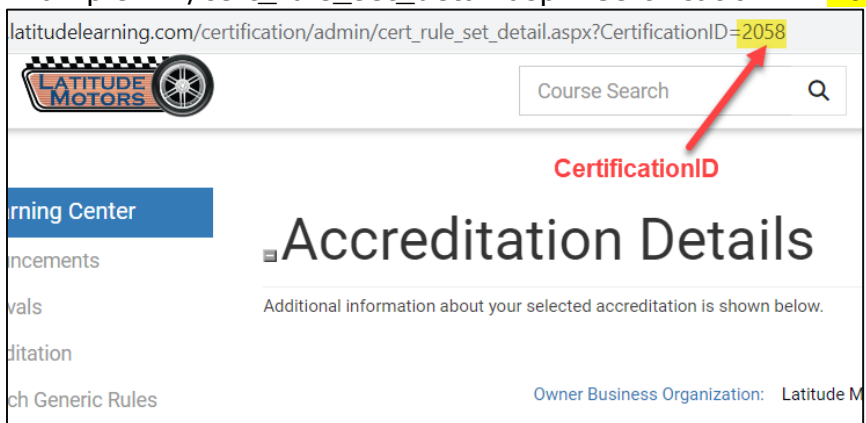
For a Course, on the Course Details page, copy and/or make note of the **CourseID** number from the URL as shown below. It will be unique to the course displayed.

Example: `.../course_details.aspx?CourseId=1171744...`



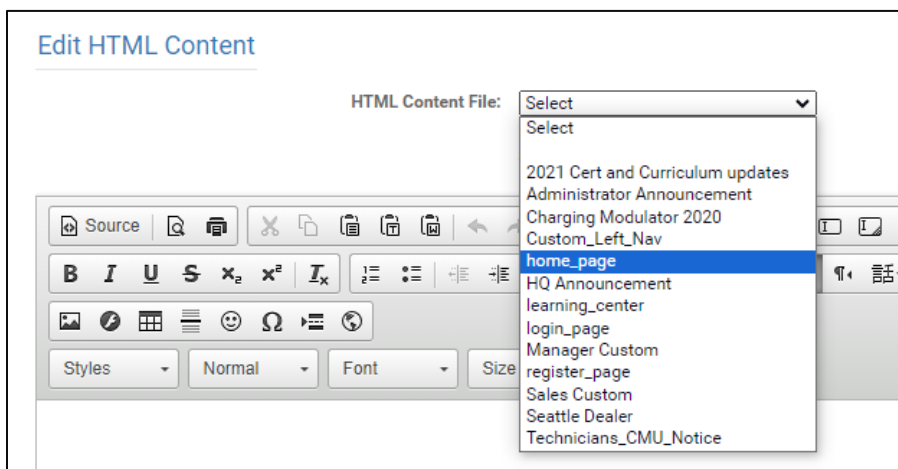
For an Accreditation, on the Accreditation Details page, copy and/or make note of the **Certification ID** number from the URL as shown below. It will be unique to the accreditation displayed.

Example: `.../cert_rule_set_detail.aspx?CertificationID=2058...`



Next you will update the HTML Content file.

4. On the Administration menu, navigate to **Site Management > Edit HTML Content**.
5. On the Edit HTML Content page, determine the page to which you want to add the course link.



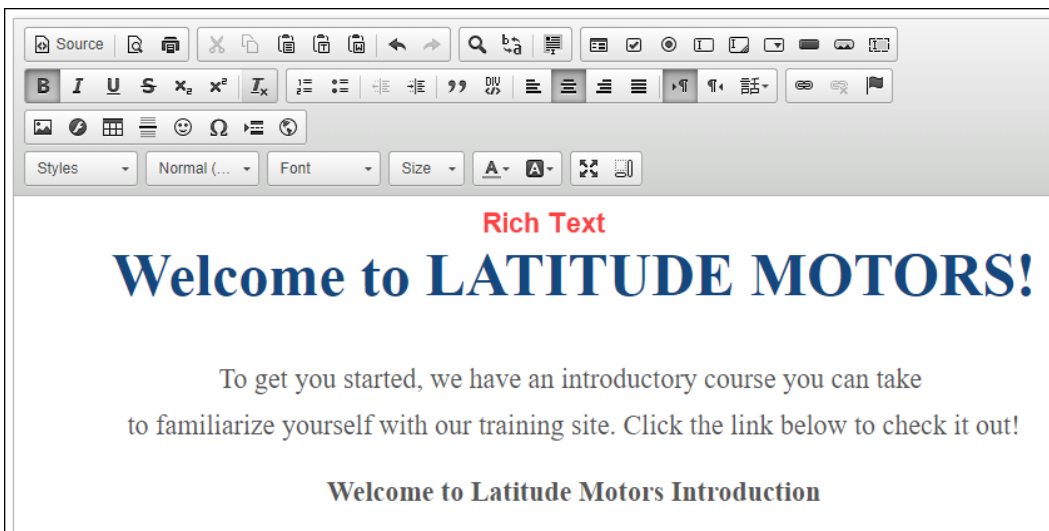
- a. Select an existing HTML content file from the **HTML Content File** drop-down list.

By default, the *What's New* page content is controlled by *home_page* and the *My Learning Page* is controlled by *learning_center*. You can also update custom versions of these pages already used in your LMS by different organizations or position groups.

OR

- b. To create all new content, you can **Copy** then modify an existing page while in Edit mode or click **Add** to create a new page in order to add course links. Building new content files would require you to work with the rich text editor and HTML editor to build the page with course links to fit your needs.

- If you edit an existing page, the Edit HTML Content page displays showing the current content.



Click the **Source** button to see the file in HTML code.

- Determine where to place the course or accreditation link within the content and add the following code at the point you want it to appear on the page, replacing the highlighted portions with the data specific to your task.

```
<a href="/course/coursestatus/?courseid=1171744">Course Name</a>
```

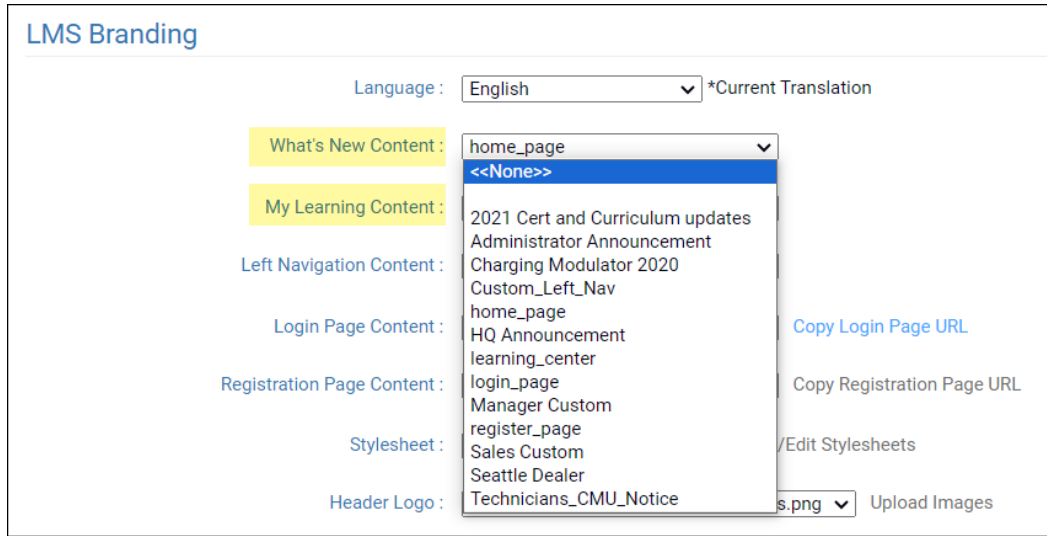
OR

```
<a href="/accred/accredstatus/?certid=2058">Accreditation Name</a>
```

Plug in the appropriate **CourseID** or **CertificationID** you copied from the URL in Step 3 above.

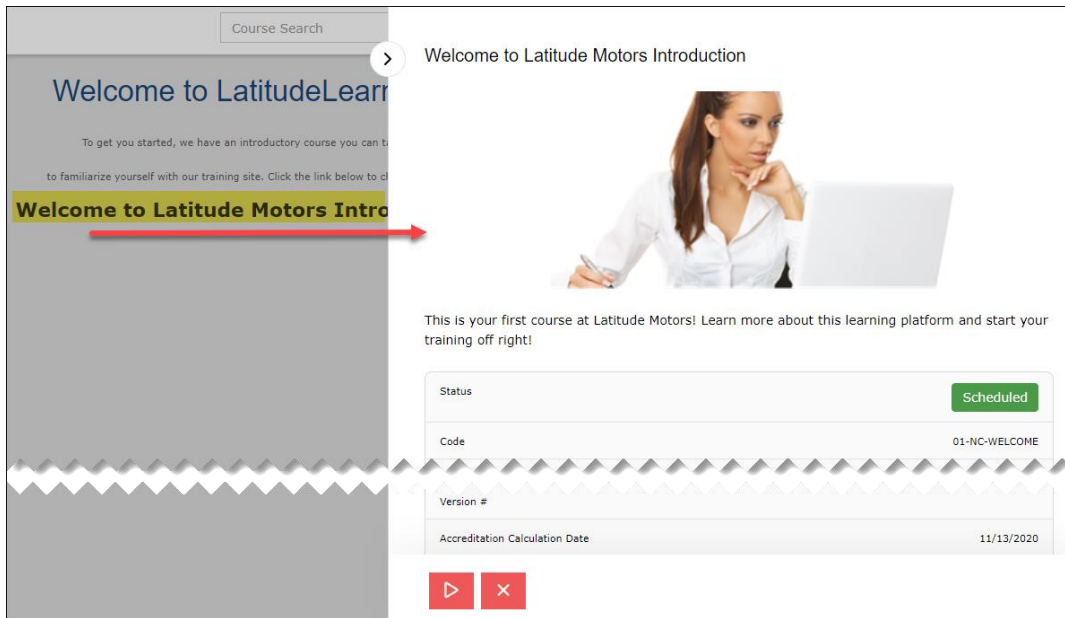
For **Course Name** or **Accreditation Name**, enter the title of the course or accreditation as you wish it to appear on the page to the users.

- Click **Submit**.
- Once the link is entered in the HTML Source, you can click **Source** again to revert to the Rich Text Editor. From there you can modify the format and spacing above and below the link if necessary and submit the additional changes.
- Optional:** Only if you need to add a new page or designate an updated existing page as the default for the overall portal or specific organizations or position groups:
 - To Update Portal-wide defaults: Navigate to **Site Management > LMS Information > LMS Branding** to set the defaults for "What's New Content" or "My Learning Content" to the name of the modified HTML page you want to appear for users across the portal as their default. Click **Submit**.



- b. To update the page view only for certain organizations, search for and edit the organization. On the **Branding** tab pick the page and the file you want to apply, similar to the portal-wide example above. Click **Submit**.
- c. To update the page view only for certain position groups, search for and edit the position group. In the **Branding** section pick the page and the file you want to apply, similar to the portal-wide example above. Click **Submit**.

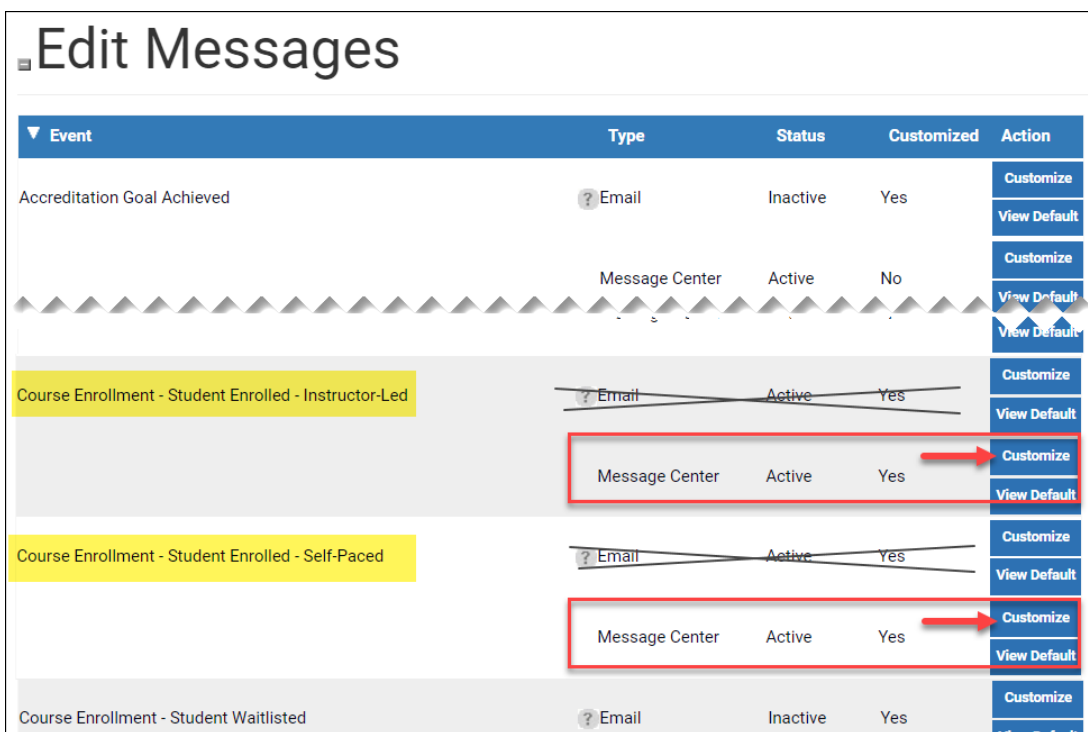
Now when the relevant users access the page, a Course link will display the Course slide-in page. An Accreditation link will display the appropriate Accreditation slide-in page.



Add a Course Link to an LMS Message Center Notification

The steps below describe how to add a Course link to Course-related messages sent to a user on the LMS Messages page. Examples of target messages would be *Course Enrollment – Student Enrolled - Self-Paced*, *Course Enrollment – Student Enrolled - Instructor-Led*, *Course Enrollment – Past Due Date* and others using the [CourseName] variable in the message body. The message recipient can then click on the Course link in the message to open the course slide-in page.

1. From the Administration Menu, navigate to **Site Management > Edit Messages** and find the Course-related message to which you will add the course link details. This update will only work with the Message Center version of a message, not the Email version.
2. On the message’s Message Center row, click **Customize**.

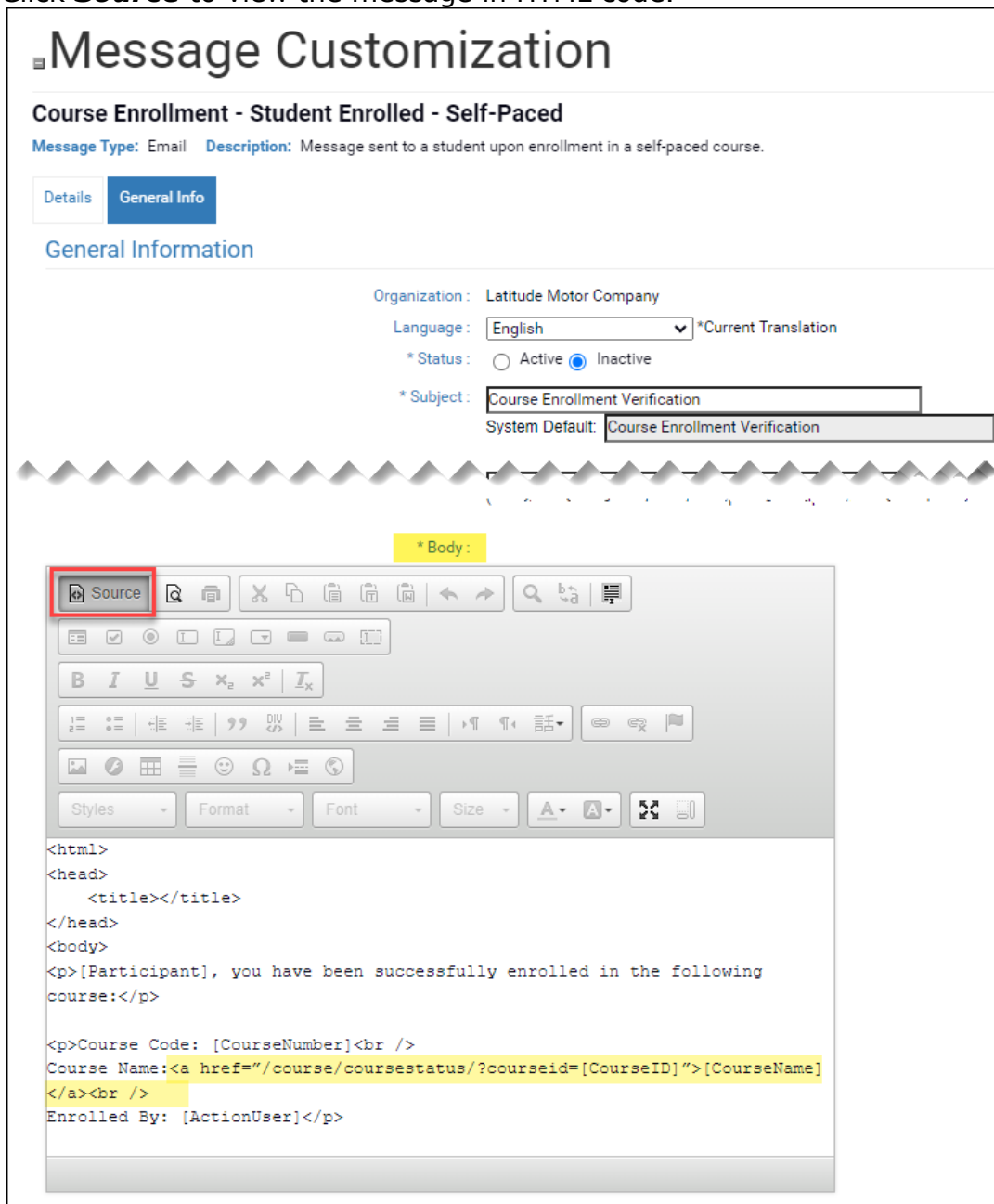


3. On the Customize message pop-up, select the organization level for which you want to apply the change and click **Customize**.

The top level is the Company level. Subordinate organizations always inherit the message configuration from the next organization up in the hierarchy that is customized. With no subordinate customization, Company customizations will affect all organizations.

4. On the Message Customization page’s **General Information** tab, scroll down to the **Body** content area to view the current message content and variables.

- Click **Source** to view the message in HTML code.



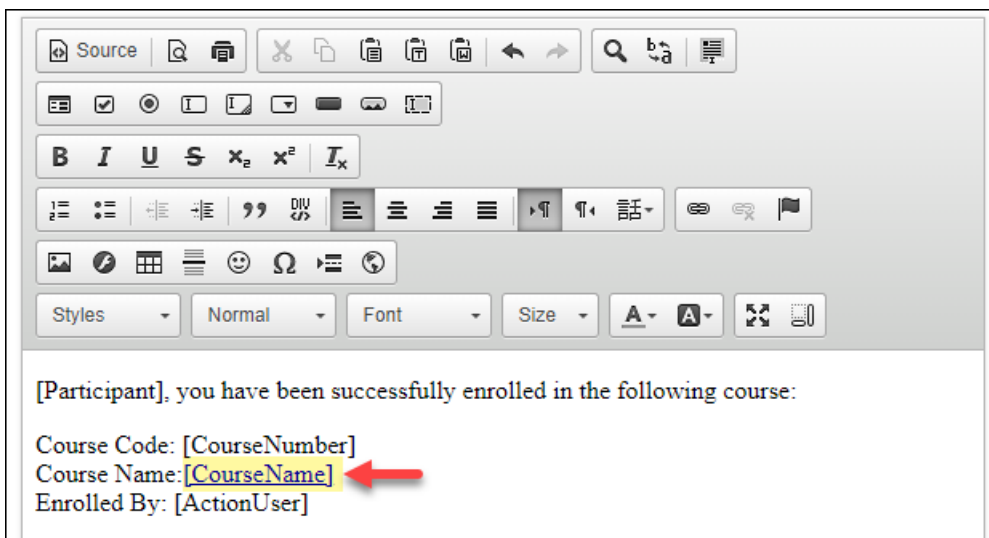
- Determine where to place the course link and enter the following:
`[CourseName]`

In the example above, it is added to appear after the label "Course Name:" Do not enter an actual Course Name in the brackets of the code. This process differs from adding a link to an HTML content file. In those cases, each link is specific to an individual course and the CourseID number must be included. For messages, the bracketed variables must pull in the course code or course name dynamically.

Other options for displaying a link to the Course slide-in:

- To make the Course Code a link, use this HTML Code after the **Course Code:** label:
`[CourseNumber]`
- To concatenate Course Name and Course Number to look like *Introduction to Coding - CODING101*, use this HTML Code:
`[CourseName] - [CourseNumber]`

7. Click **Source** to revert to the Rich Text Editor. Verify the placement. In the previous image, the code entered would display in the Rich Text Editor as shown below.



8. Click **Submit**.

Messages generate based on actions taken for a course (enrollment, cancellation) so the course information on the message needs to be able to change dynamically. Variables like [CourseNumber] and [CourseName] are auto-filled upon delivery based on that specific event.

Upon receipt, the message used in the examples above would appear to the user as:

