Kentucky Department of Education

Campus Online Registration (OLR) Instruction on How to Insert a Link

Step 1. Create the place to put the link in the OLR Builder.

Pathway: Index > Census> Online Registration > OLR Setup > OLR Builder

Click the New button. Then fill out the fields. For this example, we are creating a link to a school's Code of Conduct document. I have made it required by choosing required in the validation drop down. I am choosing to put it in the release agreements pleat. The sequence tells where you want it on the pleat. These are all optional and up to the district.

Hit the save button.

Step 2. Put the link in the Multi-Language Editor

Index > System Administrator > Data Utilities > Multi-Language Editor > OLR Literals Bank

Choose the pleat where you put the link and scroll down to your new field. In this example I am looking for Code of Conduct.

Notice that there are two for Code of Conduct. One says Code of Conduct starting literal.url. Replace with your URL here. The other says Code of Conduct starting literal.text. Replace with the text you want the link to be on here.

You will only change the middle column (translation).

Hit Save.

Step 3. Check your pleat to make sure you like the placement. Change the sequence number if you want it moved.

Contact Jennifer Winburn at KDE for questions.