



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.

The screenshot shows the OLR Builder interface. At the top left, there are 'Save' and 'New' buttons. Below them is a tree view titled 'Index/Editor List' showing a hierarchy of folders and fields. The 'ReleaseAgreements' folder is expanded, showing various fields like 'RA Header - text', 'Media Header - text', 'Attendance Form - link', etc. The 'Field Detail' panel on the right is configured for a new field named 'CodeofConduct'. The configuration includes: 'Field Type' set to 'Link', 'Validation' set to 'required', 'Internal Display Name' set to 'Code of Conduct', 'Index/Editor' set to 'student', 'Pleat' set to 'ReleaseAgreements', 'Sequence' set to '35', and 'Shown For' set to 'New and Existing'. There are also sections for 'Parent Field' (set to 'None') and 'Post Object' (set to a dropdown menu).

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.



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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.

Field Name	Translation	Permissions
student.RA.fieldTrip.footer		
student.RA.fieldTrip.header		
student.RA.footer		
student.RA.media.header		
student.RA.header		
student.RA.media.footer		
student.ReleaseAgreements.custo	Attendance Form starting literal url	Attendance Form starting literal url
student.ReleaseAgreements.custo	Attendance Form starting literal text	Attendance Form starting literal.text
student.ReleaseAgreements.custo	Code of Conduct starting literal.url	Code of Conduct starting literal.url
student.ReleaseAgreements.custo	Code of Conduct starting literal.text	Code of Conduct starting literal.text

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

Release Agreements

Media

Attendance Form*

Yes - I give permission for my child to participate in any public or school media publication.

No - I do not consent to the School and/or District's use of my child's photograph, voice and/or name in various media projects.

Code of Conduct*

Yes - I give permission for my child to attend school-related field trips.

No - I do not consent for my child to participate in School and/or District approved field trips.

Technology

* I agree to the Technology acceptable use policy.

Please sign on the line below

Clear

← Previous

Cancel Save/Continue

Contact [Jennifer Winburn](#) at KDE for questions.