

Requirements: You must have the Configure Learning Center right.

The Learning Center option must be selected in InSite Administration > Configurations Settings > Learning Center area.

1. On the home page, click **Administration**, and then select **Learning Center**.
2. In the **Learning Center** area, perform any of the following actions:

To	Do this
Move a learning topic from one category to another	a. Right-click the topic that you want to move. b. From the menu that appears, select Click Edit Topic. c. In the Category list, the new category for the learning topic. d. Click Update.
Delete a learning topic	a. Right-click a learning topic in the list. b. From the menu that appears, select Delete Topic. The learning topic is deleted from the server.
Add a category	a. In the Learning Center area, click Create Category. b. In the Category Name box, type a name and click Create. A new category appears, depending on the level you selected. You can move the category up or down in the group by selecting Move Up or Move Down.
Rename a category	a. Right-click a category in the list. b. From the menu that appears, select Rename Category. c. In the Category Name box, type a name and click Rename.
Delete a category	a. Right-click a category in the list. b. From the menu that appears, select Delete Category. Note: All the content within the category is deleted.