

Adding a learning topic

You can add a learning topic as a PDF document, or as a video in .MOV format.

Requirements: You must have the Configure Learning Center right.

When you add a new learning topic, you can add a description of its content and a photo of the person who created it. These appear under **Details** in the Learning Center when you click the title name. You must also create a link that will open the document or run the video file.

Before a new topic can be seen in the Learning Center, you need to add it into the structure by placing it within a category or subcategory.

1. On the home page, click **Administration**.
2. In the **Administration** area, click **Learning Center**.
3. Click **Create Topic**.
4. In the Create Topic dialog box, in the **Topic Name** box, type a name for this learning topic.
The name appears in the **Topic** column in the Learning Center.
5. In the **Category** list, select the required category for this learning topic.
6. (Optional) In the **Description** box, type a description of the learning topic.
7. To insert a photo, a screenshot, a document, or video files, click the plus button .
8. In the Open window, locate and select the required document or photo.
9. Click **Open**.

The document or photo appears under **Content**.

10. Click **Create**.

Note: Following are the supported file types:

The following file type can be viewed in UI: .pdf

The following file types can be downloaded: .zip, .mov, .mpg, .mp4, .xls, .doc, .ppt, .docx, .docm, .dotx, .dotm, .dot, .xlsx, .xlsm, .xltx, .xltm, .xlsb, .xlam, .pptx, .pptm, .potx, .potm, .ppam, .ppsx and .ppsm

- **Note:** Movie files (like .mov, .mpg, and .mp4) may not play correctly if 'autoplay' is blocked in the client browser. For more details, consult the client browser's documentation.

To	Do this
Add Learning Center contents	1. In the Create Topic dialog box, click the plus button . 2. In the Open window, locate the file(s) that you want to upload. 3. Select the file(s), and click Open. 4. Click Create.

Edit the title or add a description	1. In the Topic column, right-click the learning topic that you want to edit and select Edit Topic. 2. To edit the topic title, retype the name. 3. In the Description box, type a description of the content, learning objectives, approximate time to complete, and so on. 4. Click Update.
Supported file types	The following file type can be viewed in UI: .pdf The following file types can be downloaded: .zip, .mov, .mpg, .mp4, .xls, .doc, .ppt, .docx, .docm, .dotx, .dotm, .dot, .xlsx, .xlsm, .xltx, .xltm, .xlsb, .xlam, .pptx, .pptm, .potx, .potm, .ppam, .ppsx and .ppsm • Note: Movie files (like .mov, .mpg, and .mp4) may not play correctly if 'autoplay' is blocked in the client browser. For more details, consult the client browser's documentation.