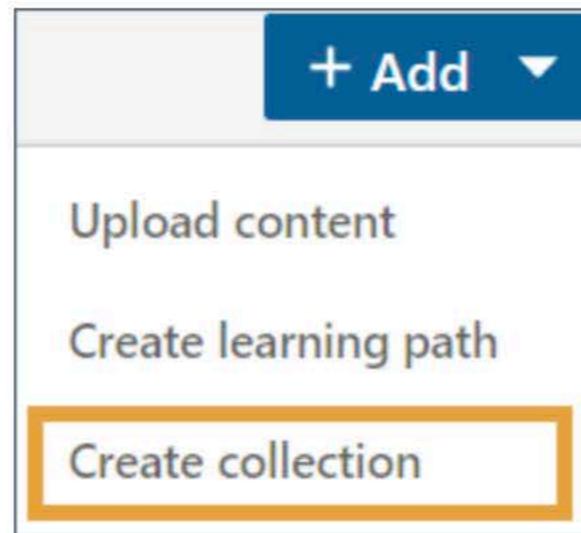


Step 1

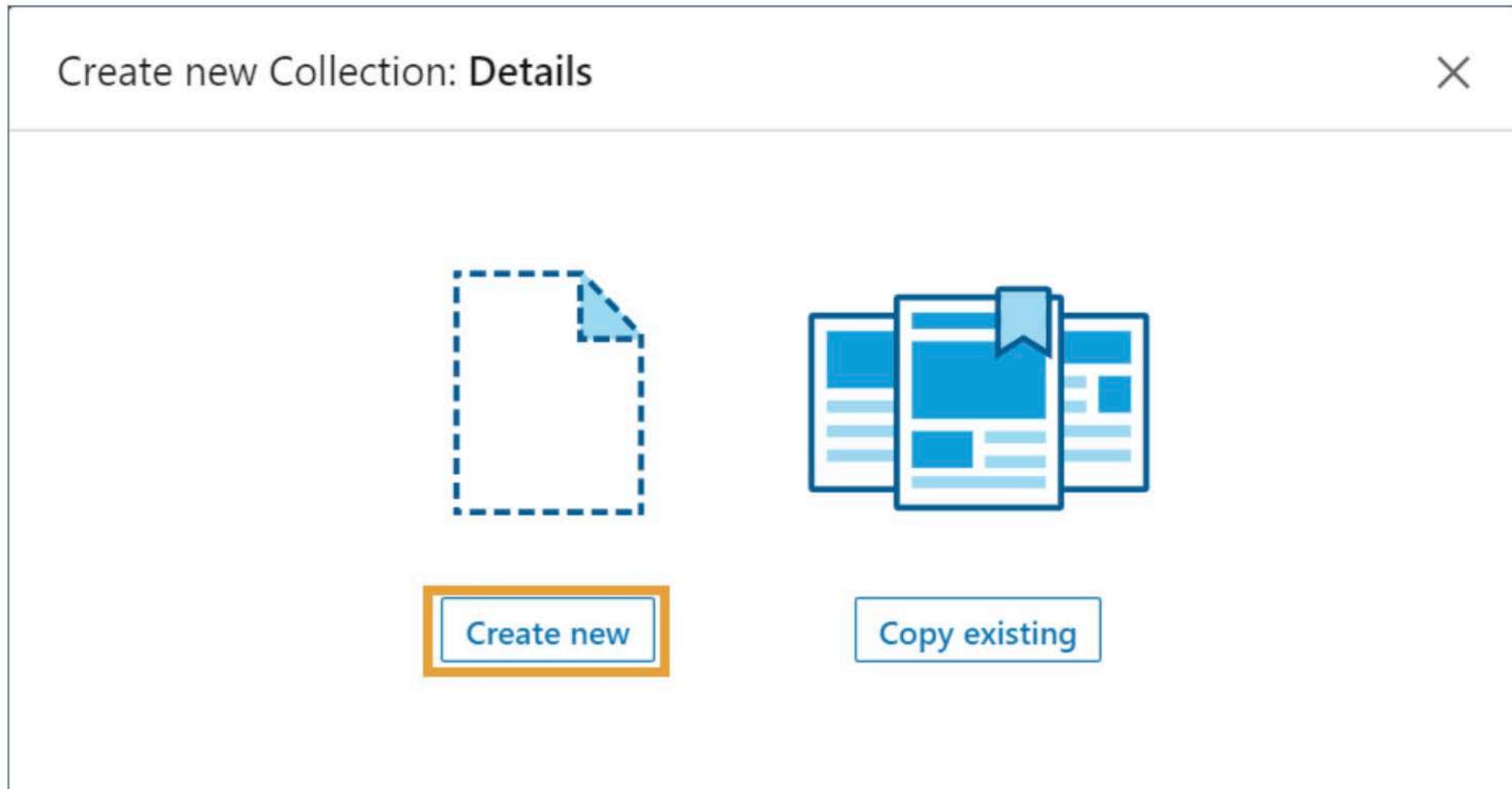
Create a New Collection



To create a new collection:

1. Click the **Add** button.
2. Select **Create collection** from the drop-down menu.

Select Create new



To start a collection from scratch, click **Create new**.

Note: You can also copy an existing collection and then edit it, by clicking **Copy existing**.

Add Thumbnail and Title

Create new Collection: Details

Thumbnail
Select a custom image or use the default image for your Collection thumbnail

Default thumbnail image

Custom thumbnail image

OR

Upload image

Image size: 600x340px

Title*

Add title

0/100

Description*

* indicates required

Cancel Create

In the **Create new Collection** pop-up, complete the following sections:

- **Thumbnail:** Choose to use a default thumbnail image or to upload your own. For the purposes of branding and consistency, it's a best practice to upload your own image, if you have that ability.
- **Title:** Add a title for the collection.

Add Description and Discoverability

Create new Collection: Details

Description*

Add description

0/500

Discoverability* ⓘ

Please note that your collection will only be discoverable if it includes content.

Select who can find this content

Select who can find this content

Everyone

Selected group(s)

No one (direct link access only)

appropriate topic pages and search results.

Add skills

Search for skills

None of these skills apply to my content

Content Language

* indicates required

Cancel Create

- **Description:** Add a description for the collection to give learners an idea of what's included.
- **Discoverability:** Use the drop-down menu to select who can find this collection.
 - Everyone
 - Selected group(s)
 - No one (direct link access only)

Add Skills, Language, Added by

Create new Collection: **Details** ×

Skills*
Adding relevant skills ensures your content is featured on the appropriate topic pages and search results.

Add skills

Search for skills

Customer Relationship Management (CRM) × Customer Success ×

None of these skills apply to my content

Content Language
English ▾

Added by*
Show as "Enigma Hub" ▾

Tags ⓘ

* indicates required

Cancel Create

- **Skills:** Add skills that people will build when they take this collection. As you type a skill, options will appear in a list below. Select relevant skill(s) from the list, or if your target skill doesn't appear in the list, choose **None of these skills apply to my content**.
- Since you haven't populated your collection yet, you may not know all the skills that will apply, so you can just add a few now and come back and edit the collection to indicate additional skills later.
- **Content language:** Select the content language.
- **Added by:** Choose who added this collection. Options include your name and your organization, or just your organization.

Add Tags and Click Create

Edit Collection: Details [X]

Adding relevant skills ensures your content is featured on the appropriate topic pages and search results.

Add skills

Search for skills

Customer Relationship Management (CRM) [X] **Customer Success** [X]

Suggested skills: **Business Relationship Management** + **Management** +

Business Intelligence (BI) +

None of these skills apply to my content

Added by *

Show as "Enigma Hub" [v]

Tags [?] [X]

Search for tags

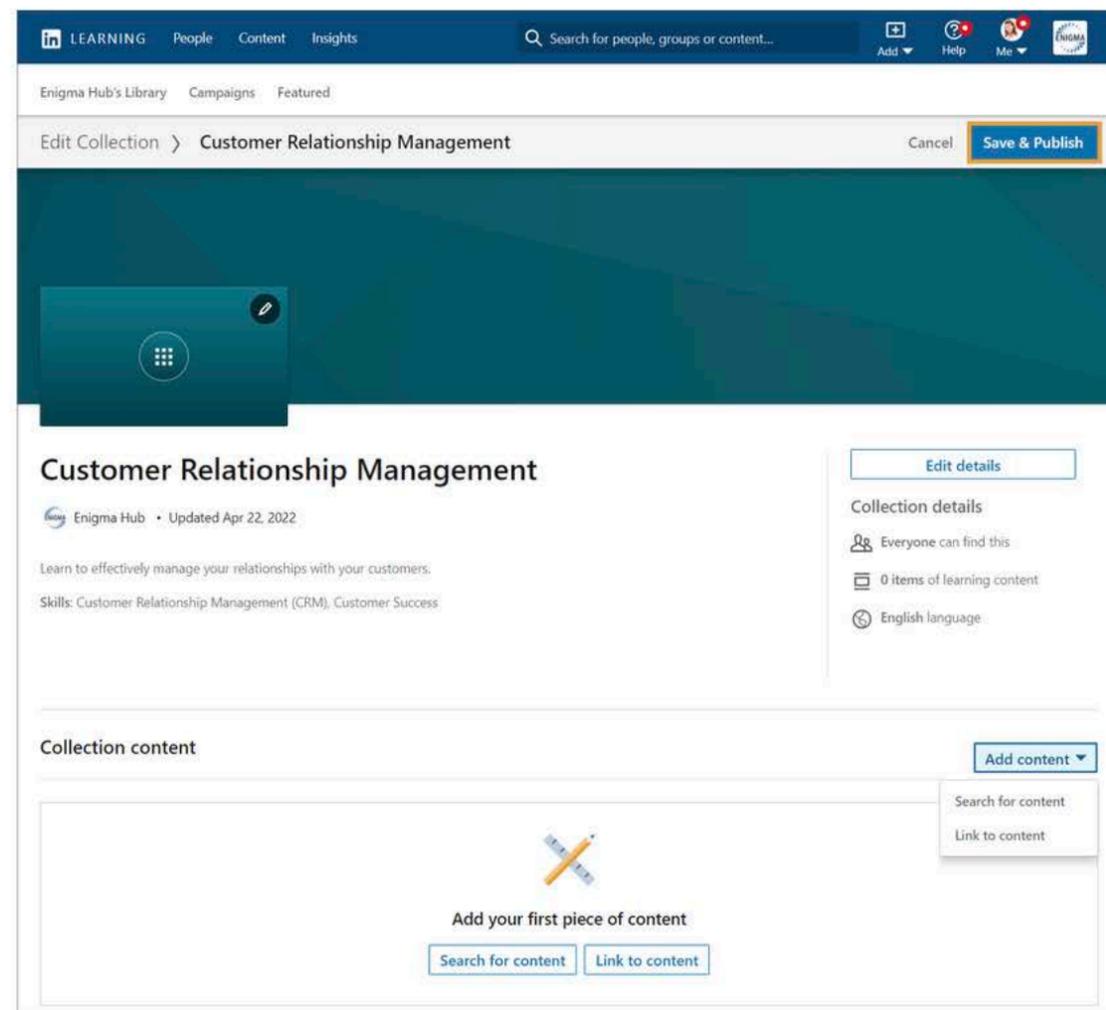
* indicates required

Cancel **Create**

- **Tags:** Search for tags you can add to this collection that make it easier for people to find.

When you're satisfied with your settings, click **Create**.

Next Steps: Add Content to Your Collection



When you click **Create**, you'll arrive on an edit page where you can populate your new collection with content.

If you choose not to populate it at this time, you can click **Save & Publish**, and you can populate it later using the using the **Edit** functionality.

See the edit content section to learn about those steps.

Step 1

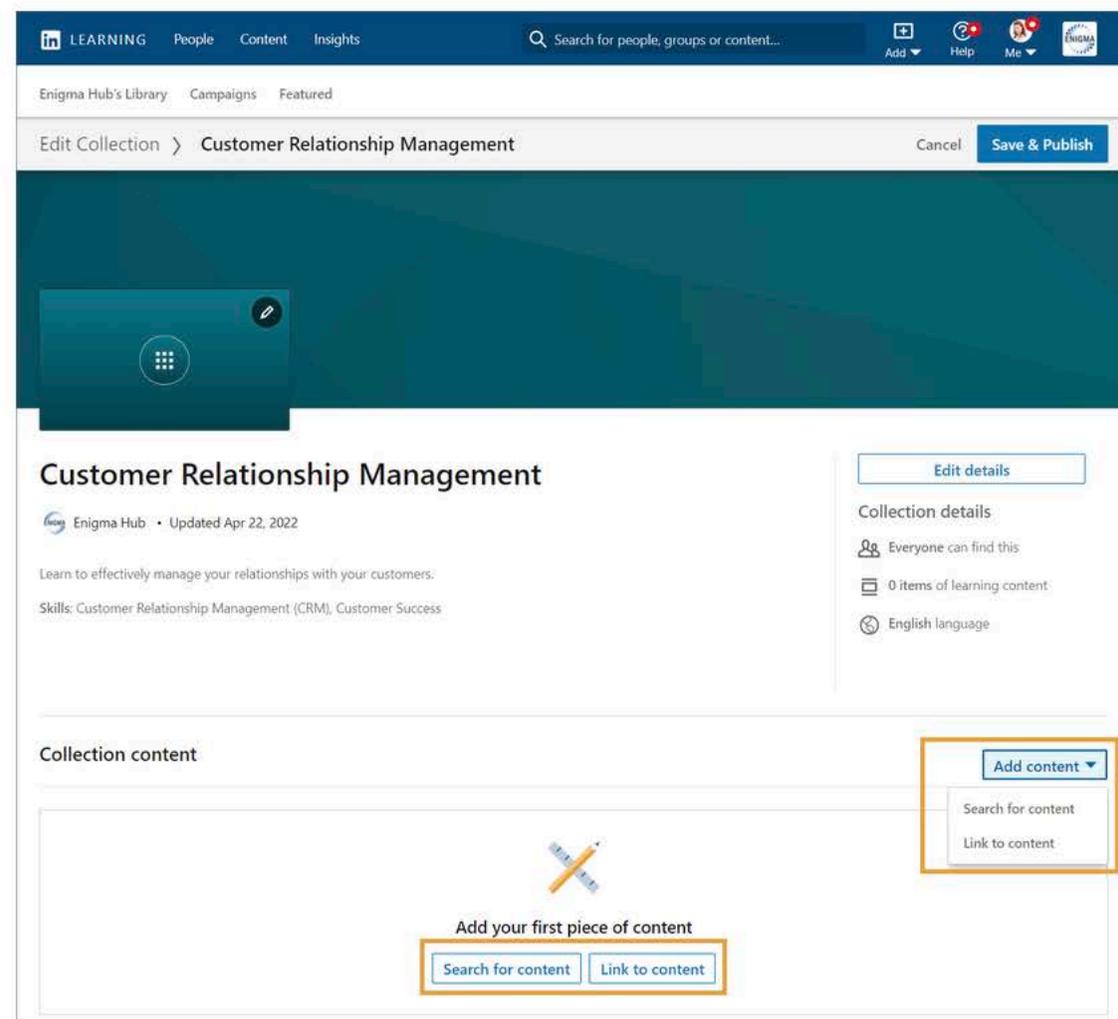
Add or Remove Content and Edit Collection Details

The screenshot displays the LinkedIn Learning interface for a collection titled "Customer Relationship Management". The top navigation bar includes "LEARNING", "People", "Content", and "Insights", along with a search bar and utility icons. Below the navigation, the breadcrumb "Enigma Hub's Library" is visible. The collection page features a "Back" button, "Share", "More", and a highlighted "Edit" button. The main content area shows the collection title, the Enigma Hub logo, and the update date "Apr 22, 2022". A description states: "Learn to effectively manage your relationships with your customers." Skills listed are "Customer Relationship Management (CRM), Customer Success". A "Collection details" sidebar on the right shows: "Everyone can find this", "1h 9m of content", "3 items of learning content", and "English language". The "Collection content" section displays three items: a video "Customer success" (4m 6s), a course "Customer Success Management Fundamentals" (58m), and a video "The customer success roadmap" (6m 50s).

If you didn't add content when you initially created your collection, you can add or remove content any time by opening the collection and clicking the **Edit** button.

Step 2

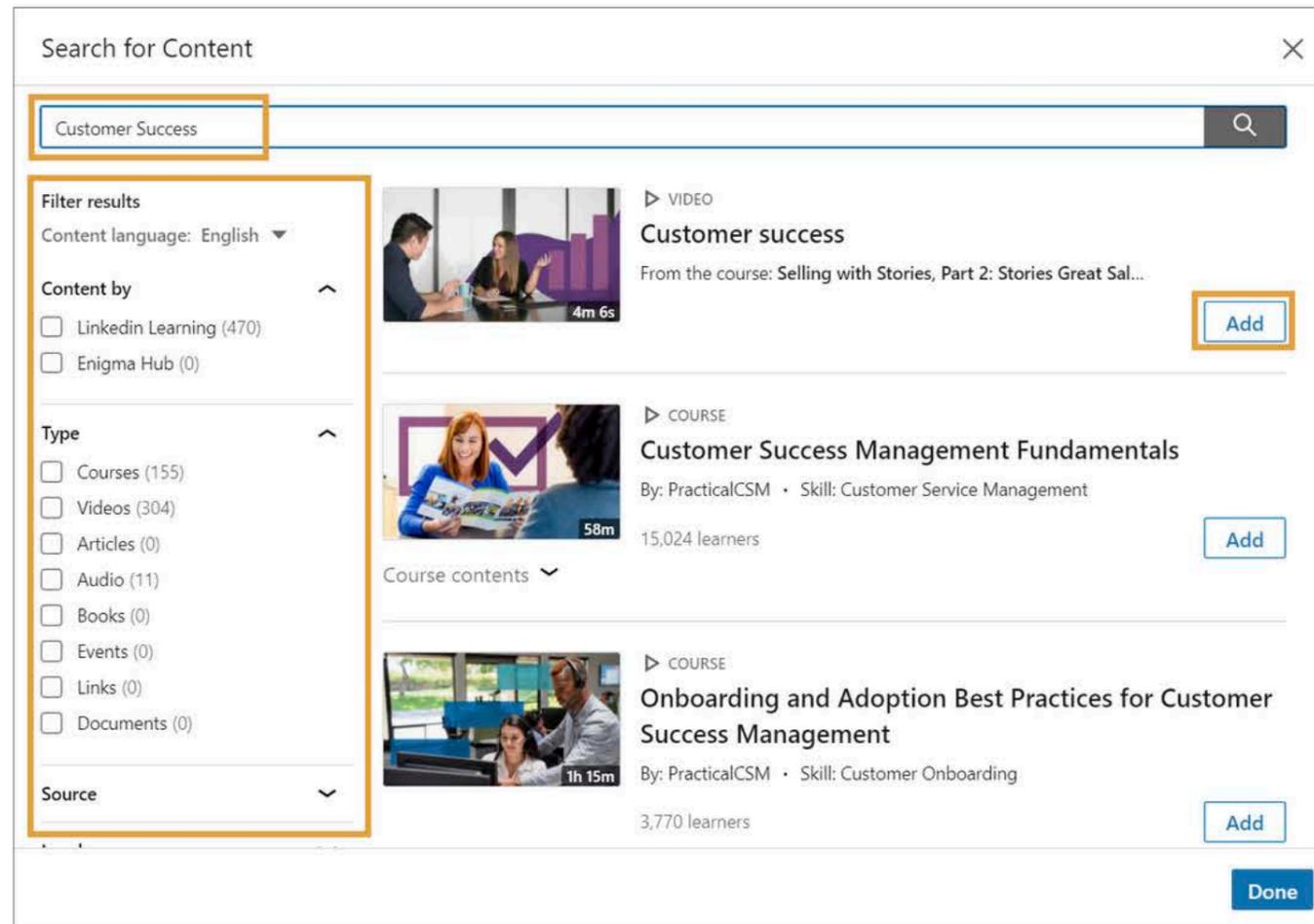
Add Content



To add content:

1. Click the **Add content** drop-down button.
2. Select **Search for content** or **Link to existing content** from the drop-down menu. (You can also click the **Search for content** or **Link to content** button.)

Search for Content

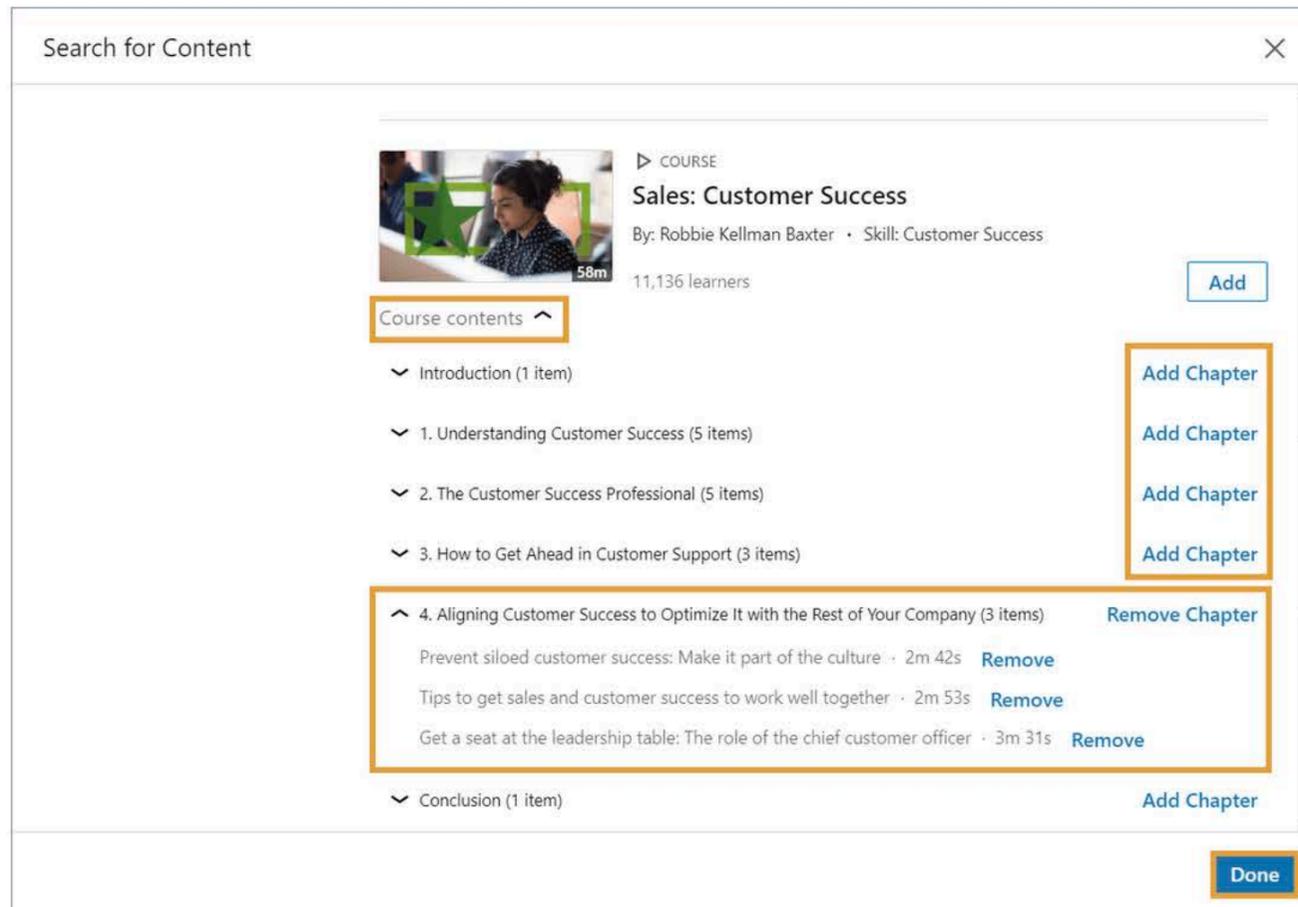


To search for content:

1. In the pop-up window, begin typing your topic in the search bar.
2. You can use the filters on the left to narrow results by language, content provider, learning type (courses, videos, articles, etc.), level, and more.
3. When you find a resource you want to add to your collection, click **Add**.

Tip: It's a best practice to take time to review the courses, videos, and resources that you add to your collection to make sure that they're relevant to the audience you're sharing them with.

Select Chapters and Topics



One really useful feature is the ability to add content into collections at the individual chapter and video level.

1. Under each course thumbnail is a link for **Course contents**. Click the **Course contents** arrow to see a list of chapters included in this course.
2. If you find a chapter you'd like to include, click the **Add Chapter** link to the right of that chapter title.
3. In some cases, you can get even more granular, and see the individual topics within a chapter by clicking the chapter's down arrow. If you find an item you'd like to add to your collection, click **Add**.
4. Once you're finished adding chapters and items, click **Done**.

Step 5

Edit Details

The screenshot shows the LinkedIn Learning interface for editing a collection. At the top, there is a navigation bar with 'LEARNING', 'People', 'Content', and 'Insights'. A search bar is present with the text 'Search for people, groups or content...'. On the right, there are icons for 'Add', 'Help', 'Me', and the 'ENIGMA' logo. Below the navigation bar, there are tabs for 'Enigma Hub's Library', 'Campaigns', and 'Featured'. The main header area shows 'Edit Collection > Customer Relationship Management' with 'Cancel' and 'Save & Publish' buttons. The main content area features a large teal background with a thumbnail image of a grid icon. Below the thumbnail, the title 'Customer Relationship Management' is displayed, followed by 'Enigma Hub • Updated Apr 22, 2022'. The description reads 'Learn to effectively manage your relationships with your customers.' and the skills listed are 'Customer Relationship Management (CRM), Customer Success'. On the right side, there is a sidebar with an 'Edit details' button highlighted in orange. Below this button, the 'Collection details' section shows: 'Everyone can find this', '0 items of learning content', and 'English language'.

If you wish to edit the collection details, such as the thumbnail, title, description, visibility, etc., click the **Edit details** button.

Make your edits, and then click **Update**.

Step 6

Save and Publish

The screenshot shows the LinkedIn Learning interface for editing a collection. At the top, there's a navigation bar with 'LEARNING', 'People', 'Content', and 'Insights'. A search bar is present with the text 'Search for people, groups or content...'. On the right, there are icons for 'Add', 'Help', 'Me', and the 'ENIGMA' logo. Below the navigation bar, the breadcrumb 'Edit Collection > Customer Relationship Management' is visible, along with 'Cancel' and 'Save & Publish' buttons. The main content area is titled 'Customer Relationship Management' and includes the Enigma Hub logo, the text 'Updated Apr 22, 2022', a description 'Learn to effectively manage your relationships with your customers.', and skills 'Customer Relationship Management (CRM), Customer Success'. To the right, a 'Collection details' sidebar shows 'Everyone can find this', '1h 9m of content', '3 items of learning content', and 'English language'. Below this is the 'Collection content' section with an 'Add content' button. Three items are listed: a video 'Customer success' (4m 6s), a course 'Customer Success Management Fundamentals' (58m), and a video 'The customer success roadmap' (6m 50s).

Once you've added your content and made the necessary edits, click **Save & Publish**.

Step 7

Next Steps: Share Your Collection with Learners

✓ Content has been published. Share with others now ✕



COLLECTION
Customer Relationship Management
By: Karina Bieker · 3 items

 Recommend to learners ⓘ

Add recipients [Select all 19 learners](#)

Max Lotz ✕

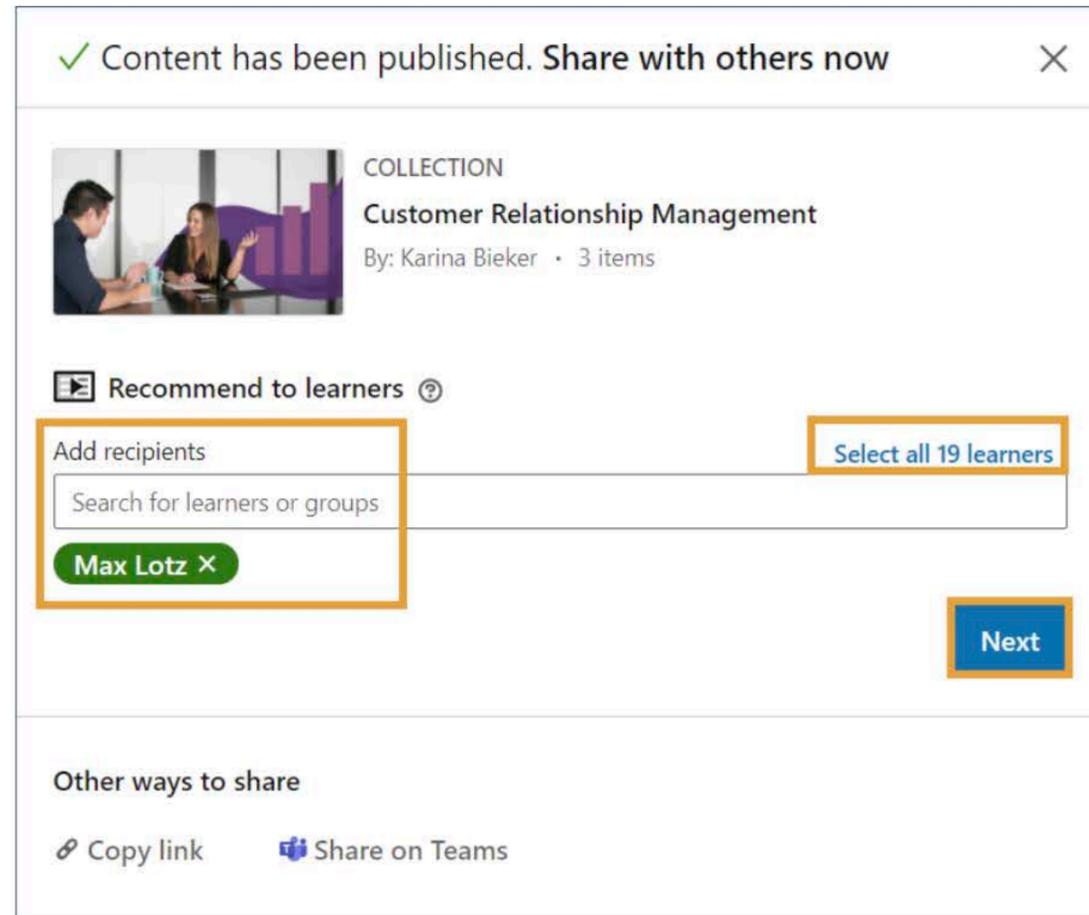
[Next](#)

Other ways to share

 Copy link  Share on Teams

When you click **Save & Publish**, a pop-up window will appear prompting you to recommend this collection to learners. These steps are covered in the section on sharing a collection.

Share Your Collection with Learners



The screenshot shows a pop-up window with a green checkmark and the text "Content has been published. Share with others now". Below this is a collection card for "Customer Relationship Management" by Karina Bieker, containing 3 items. A "Recommend to learners" section is highlighted with an orange box. It includes a search input field with the placeholder "Search for learners or groups", a "Select all 19 learners" link, and a list of recipients with "Max Lotz" selected. A "Next" button is also visible. At the bottom, there are options for "Other ways to share", including "Copy link" and "Share on Teams".

When you click **Save & Publish**, a pop-up window will appear prompting you to recommend this collection to learners.

Enter individual learners or groups in the **Add recipients** field.

Tip: Sharing directly with individual learners or groups is the suggested method to share content because it allows you to track learner engagement. You also have the option to copy and share the collection link or to share on Microsoft Teams, but those methods do not track learner engagement with your collection.

For topics that apply to all learners in your organization, you can click the **Select all learners** link.

Click **Next**.

Step 2

Add Tags and Click Create

← Recommend to learners ⓘ

Add recipients Select all 19 learners

Search for learners or groups

Max Lotz ×

Message (optional)

Hey Max, this collection should really help build your skills!

62/500

Due date (optional)

mm/dd/yyyy

By adding a due date, this content will show as "assigned" to the recipients

Cancel **Send**

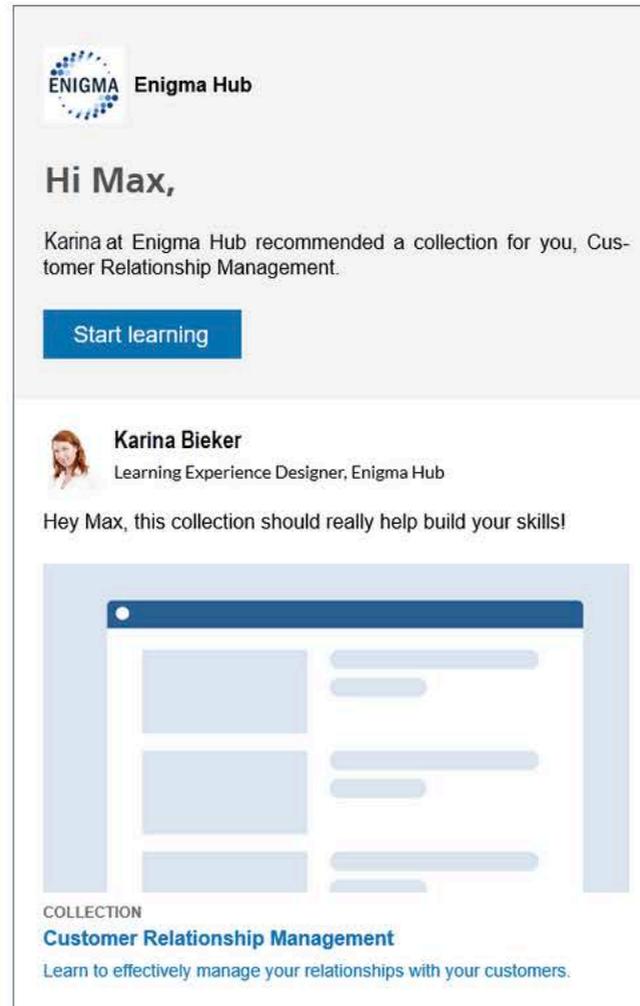
Enter a message to let your learner(s) know why you're sharing this collection with them.

Enter a due date, if appropriate.

Click **Send**.

Step 3

Learner Receives Email Invitation to Your Collection



The learner(s) you've invited will receive an email inviting them to view your collection.