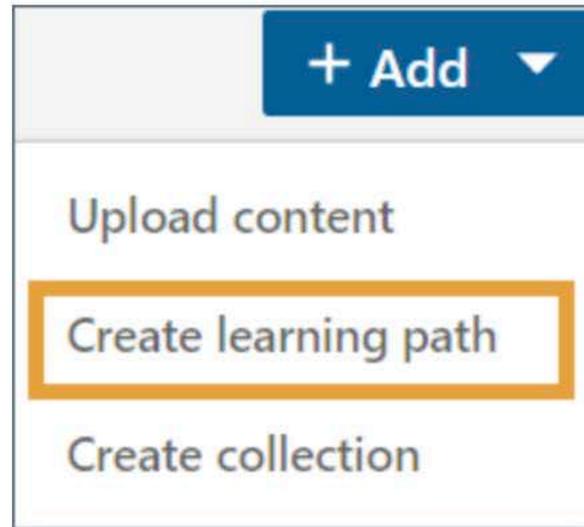


## Step 1

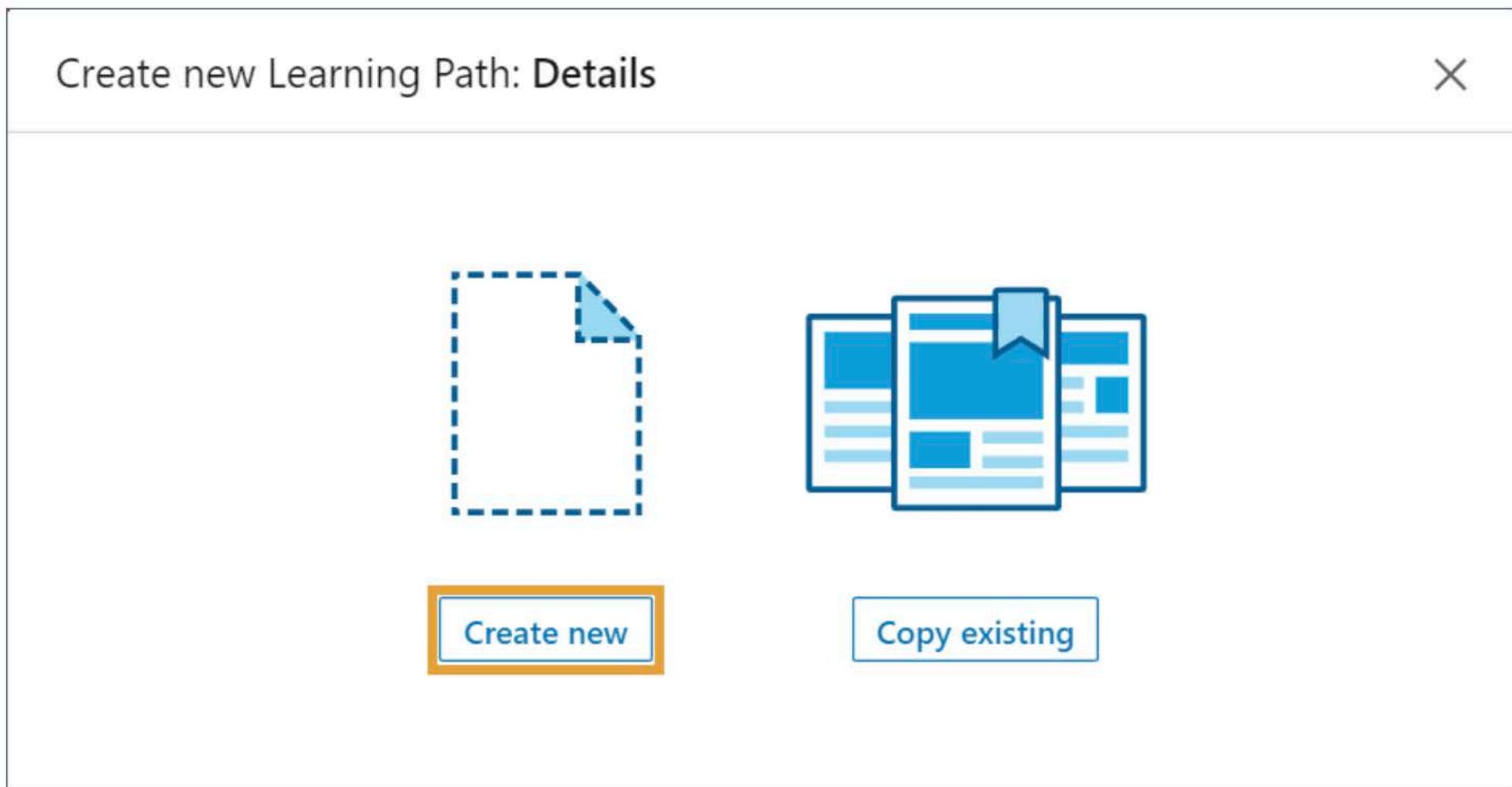
### Create a New Learning Path



To create a new learning path:

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

## Select Create new



To start a learning path from scratch, click **Create new**.

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

## Add Thumbnail and Title

Create new Learning Path: Details

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

Default thumbnail image

OR

Custom thumbnail image

Upload image

Image size: 600x340px

Title\*

Career Development 18/100

Description\*

\* indicates required

Cancel Create

In the **Create new Learning Path** 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 learning path.

## Add Description and Discoverability

Create new Learning Path: Details

Description\* 18/100

Learn best practices for getting to the next stage in your career.

Discoverability\* ⓘ 66/500

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

Select who can find this content

Skills\*

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

Add skills

Search for skills

Suggested skills: Stage Management + Career Development +

None of these skills apply to my content

\* indicates required

Cancel Create

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

## Add Skills, Language, Added by

Create new Learning Path: Details

Skills\*

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

Add skills

Search for skills

Career Development × Stage Management ×

None of these skills apply to my content

Content Language

English

Added by\*

Show as "Enigma Hub"

Tags ⓘ

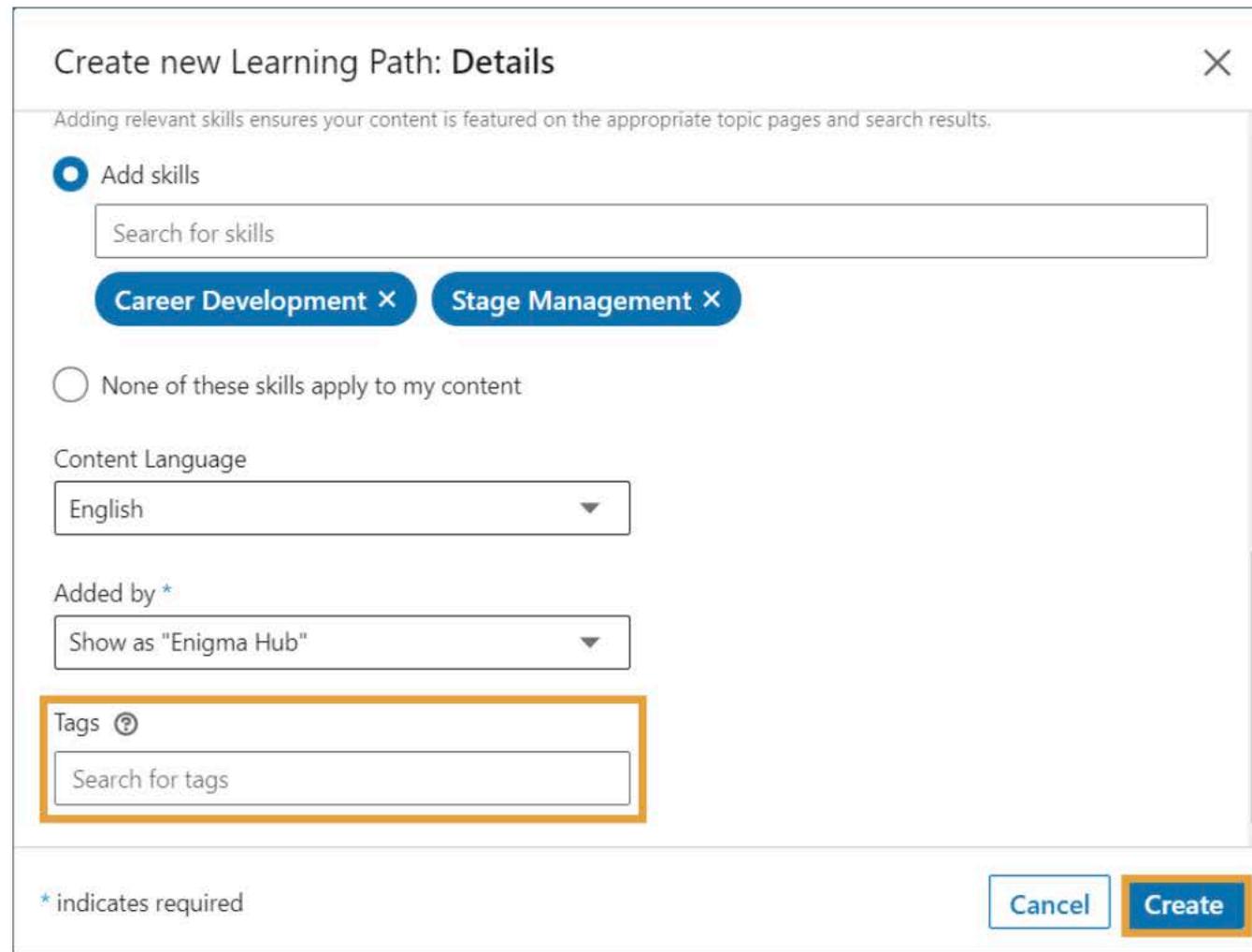
Search for tags

\* indicates required

Cancel Create

- **Skills:** Add skills that people will build when they take this path. 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 path 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 path to indicate additional skills later.
- **Content language:** Select the content language.
- **Added by:** Choose who added this learning path. Options include your name and your organization, or just your organization.

## Add Tags and Click Create



Create new Learning Path: Details

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

Add skills

Search for skills

Career Development × Stage Management ×

None of these skills apply to my content

Content Language

English

Added by \*

Show as "Enigma Hub"

Tags ⓘ

Search for tags

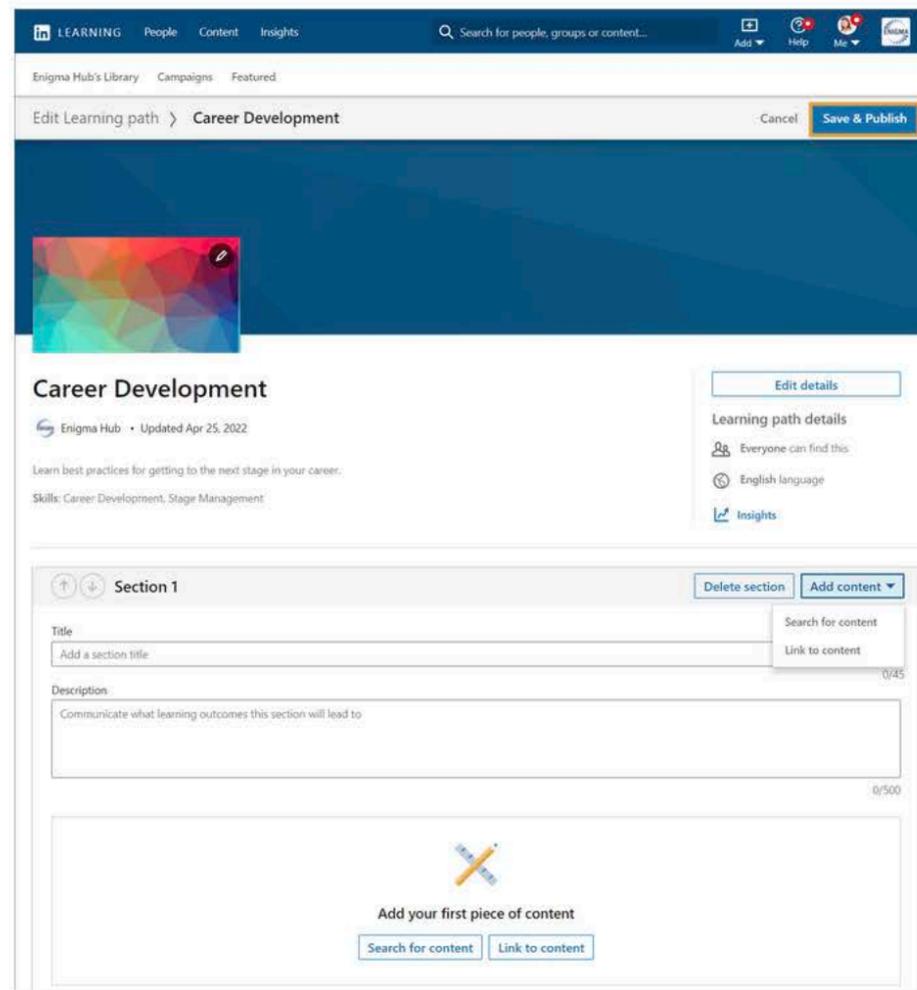
\* indicates required

Cancel Create

- **Tags:** Search for tags you can add to this learning path 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 learning path 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

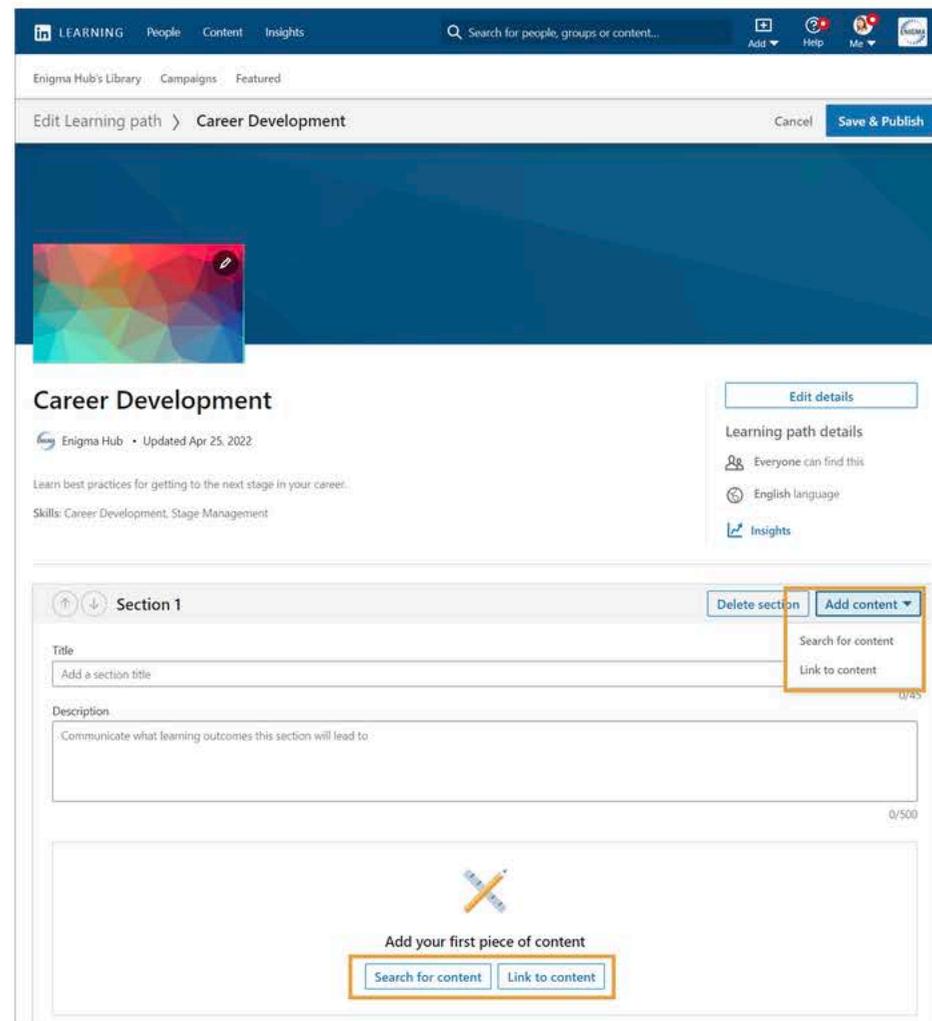
# Add or Remove Content and Edit Learning Path Details

The screenshot displays the LinkedIn Learning interface for a learning path titled "Career Development". At the top, there is a navigation bar with "LEARNING", "People", "Content", and "Insights" tabs, a search bar, and utility icons for "Add", "Help", "Me", and "ENIGMA". Below this, there are tabs for "Enigma Hub's Library", "Campaigns", and "Featured". A secondary navigation bar includes a "Back" arrow, "Share", "More", and a highlighted "Edit" button. The main content area shows the "Career Development" title, the Enigma Hub logo, and the update date "Apr 25, 2022". A description states: "Learn best practices for getting to the next stage in your career." Skills listed are "Career Development" and "Stage Management". To the right, a "Learning path details" sidebar shows: "Everyone can find this", "1h 18m of content", "5 items of learning content", "English language", and "Insights". Below this, a section titled "Career Development Strategy" (marked with a circled '1') includes a description: "This course will help you plot your route to career success by providing a roadmap for professional development." It lists "1 ITEM" and features a course card for "You Need a Career Development Plan" (8m 25s) by Macmillan Publishers and Modern Mentor. The course description reads: "You can't navigate your way to career success without first plotting a course. Having a career development strategy can be extremely helpful to figuring out where you want to go and exactly how to get there. This course, adapted from the Modern Mentor podcast, helps you plot your route to career success by providing a roadmap for professional development. Podcast host Rachel Cooke identifies the strategic actions you can take to build your knowledge, skills, and experience. She presents step-by-step advice for identifying career goals, finding mentors, cultivating unique and necessary skills, maintaining accountability, staying flexible, and investing in yourself. This course was created by Macmillan Publishers. We are pleased to offer this training in our library."

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

## Step 2

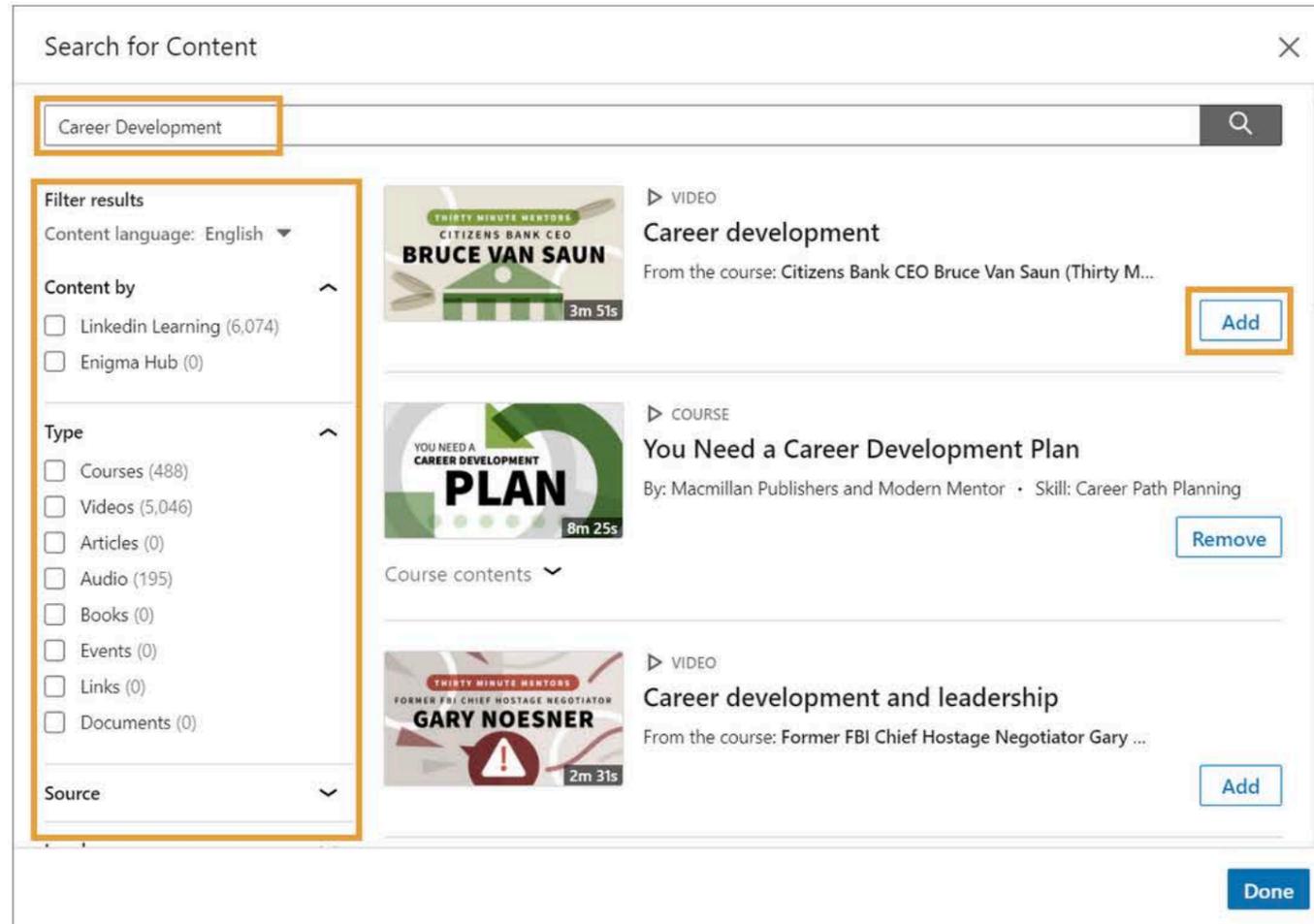
# Add Content



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

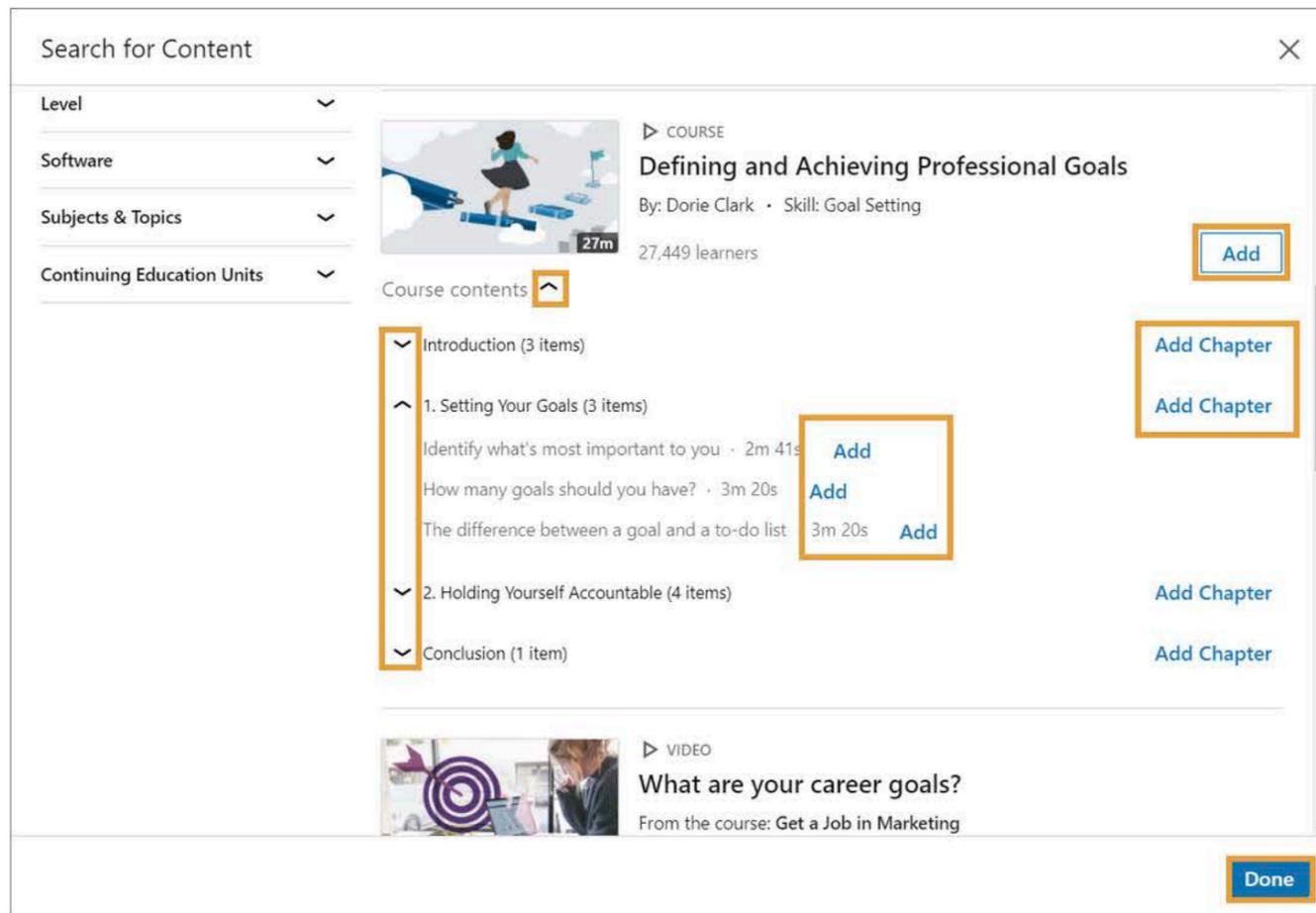


To search for content:

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 to learning paths 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**.

# Arrange Sections and Items

The screenshot shows the LinkedIn Learning interface for editing a learning path. The path is titled "Career Development". The current section is "Section 2", which has the title "Setting Career Goals" and a description: "This section will help you understand the importance of setting career goals and give you guidance on how to set them." Below the description is a video item titled "Identify what's most important to you" by Dorie Clark, with a duration of 2m 41s. The video item's move arrows are highlighted with a blue box. The section's move arrows are also highlighted with a blue box. The interface includes a search bar, navigation tabs (People, Content, Insights), and buttons for "Cancel" and "Save & Publish".

You can use the arrows to move your sections and items up and down to fit the sequence in which you want learners to complete the path materials.

## Step 6

# Edit Details

The screenshot shows the LinkedIn Learning interface for editing a learning path. 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 content area has a breadcrumb 'Edit Learning path > Career Development' and buttons for 'Cancel' and 'Save & Publish'. A large blue banner with a colorful geometric pattern and a pencil icon is visible. Below the banner, the title 'Career Development' is displayed, followed by 'Enigma Hub • Updated Apr 25, 2022'. The description reads 'Learn best practices for getting to the next stage in your career.' and the skills listed are 'Career Development, Stage Management'. On the right side, there is a sidebar with an 'Edit details' button highlighted in orange, and a 'Learning path details' section containing 'Everyone can find this', 'English language', and 'Insights'.

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

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

## Step 7

# Save and Publish

The screenshot shows the LinkedIn Learning interface during the 'Save and Publish' step. 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 side of the navigation bar, there are icons for 'Add', 'Help', 'Me', and the 'ENIGMA' logo. Below the navigation bar, there is a breadcrumb trail: 'Enigma Hub's Library > Campaigns > Featured > Edit Learning path > Career Development'. To the right of the breadcrumb trail are two buttons: 'Cancel' and 'Save & Publish'. The 'Save & Publish' button is highlighted with a blue border. Below the breadcrumb trail is a large blue banner area. On the left side of the banner, there is a colorful geometric pattern with a small 'P' icon in the top right corner. Below the banner, the title 'Career Development' is displayed in a large, bold font. Underneath the title, it says 'Enigma Hub • Updated Apr 25, 2022'. Below that, there is a short description: 'Learn best practices for getting to the next stage in your career.' and a list of skills: 'Skills: Career Development, Stage Management'. On the right side of the page, there is a sidebar with an 'Edit details' button at the top. Below it, the section 'Learning path details' is shown, which includes three items: 'Everyone can find this' (with a person icon), 'English language' (with a globe icon), and 'Insights' (with a bar chart icon).

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

## Next Steps: Share Your Collection with Learners

✓ Content has been published. **Share with others now** ✕



**LEARNING PATH**  
**Career Development**  
By: Karina Beiker · 1h 18m 51s

 Recommend to learners 

Add recipients

**All 19 learners ✕**

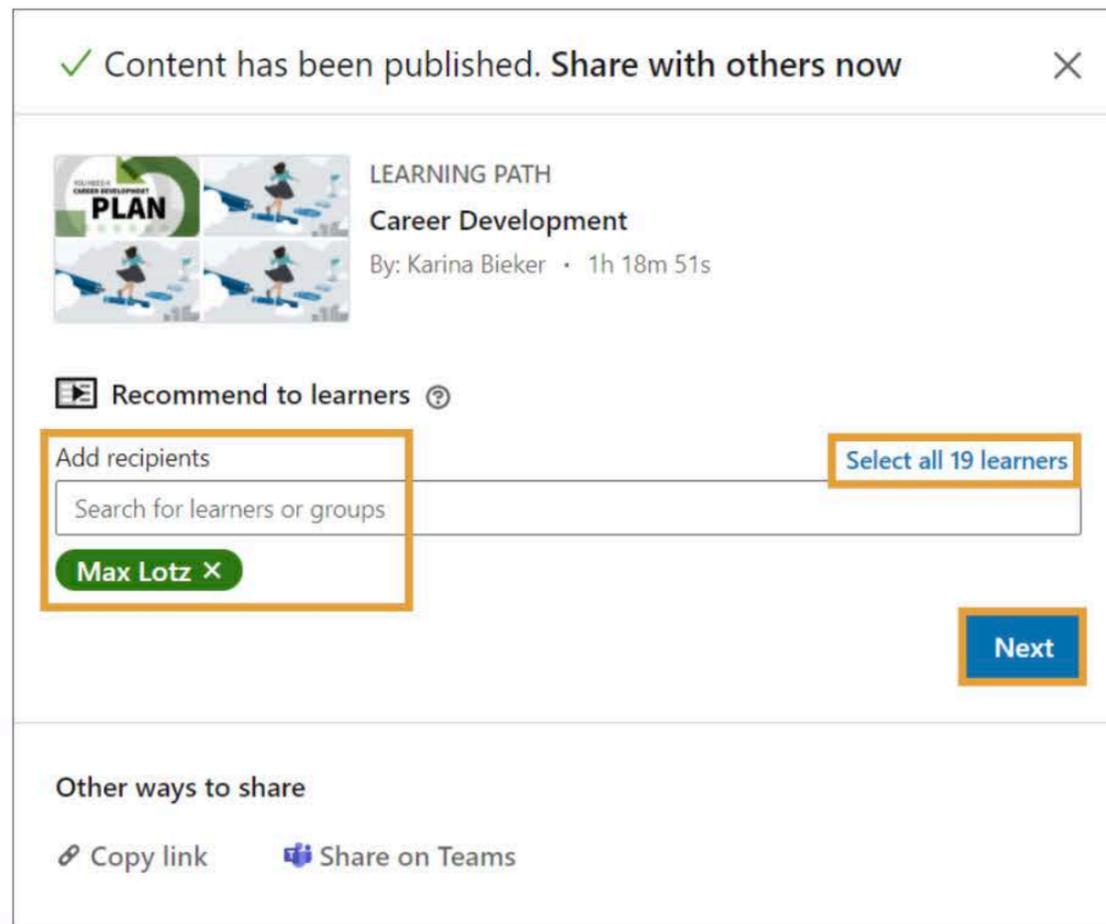
**Next**

**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 learning path to learners. These steps are covered in the section on sharing a learning path.

## Share Your Learning Path with Learners



The screenshot shows a pop-up window with a green checkmark and the text "Content has been published. Share with others now" and a close button (X). Below this is a preview of a learning path titled "LEARNING PATH Career Development" by Karina Bieker, with a duration of 1h 18m 51s. The preview includes a thumbnail with the word "PLAN" and an icon of a person. Below the preview is a section titled "Recommend to learners" with a help icon. Underneath is an "Add recipients" field with a search input "Search for learners or groups" and a "Select all 19 learners" button. A green button labeled "Max Lotz X" is also visible. To the right of the "Add recipients" field is a blue "Next" button. At the bottom, there is a section titled "Other ways to share" with options for "Copy link" and "Share on Teams".

When you click **Save & Publish**, a pop-up window will appear prompting you to recommend this learning path 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)

Please complete this learning path in preparation for our upcoming performance review meeting.

94/500

Due date (optional)

mm/dd/yyyy

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

Cancel Send

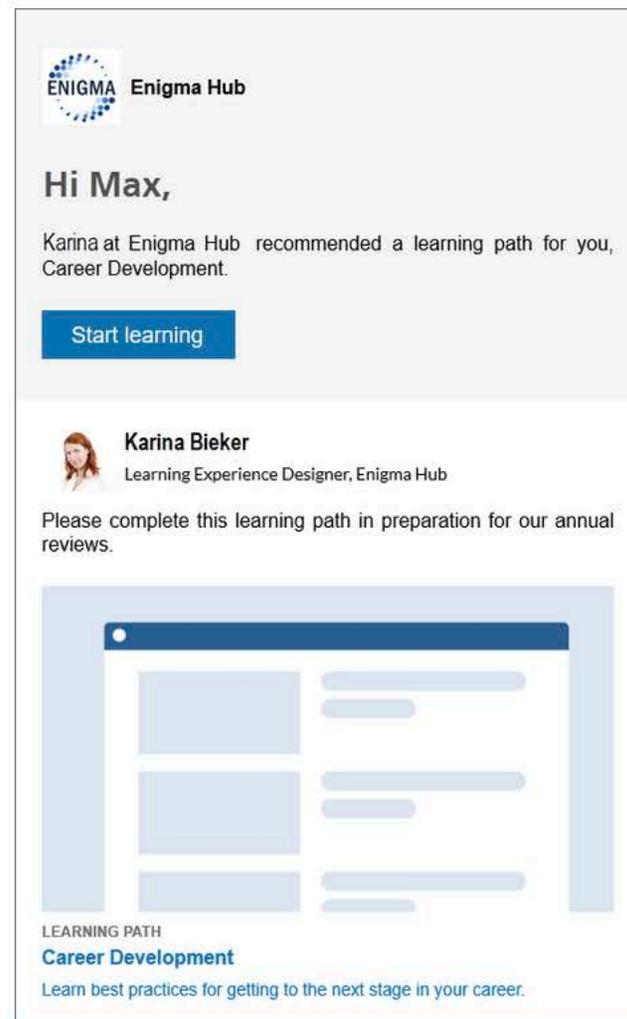
Enter a message to let your learner(s) know why you're sharing this learning path with them.

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 the learning path.