Create a New Collection
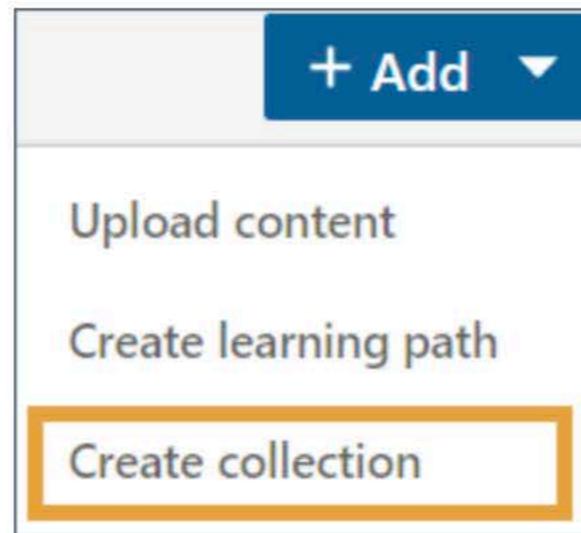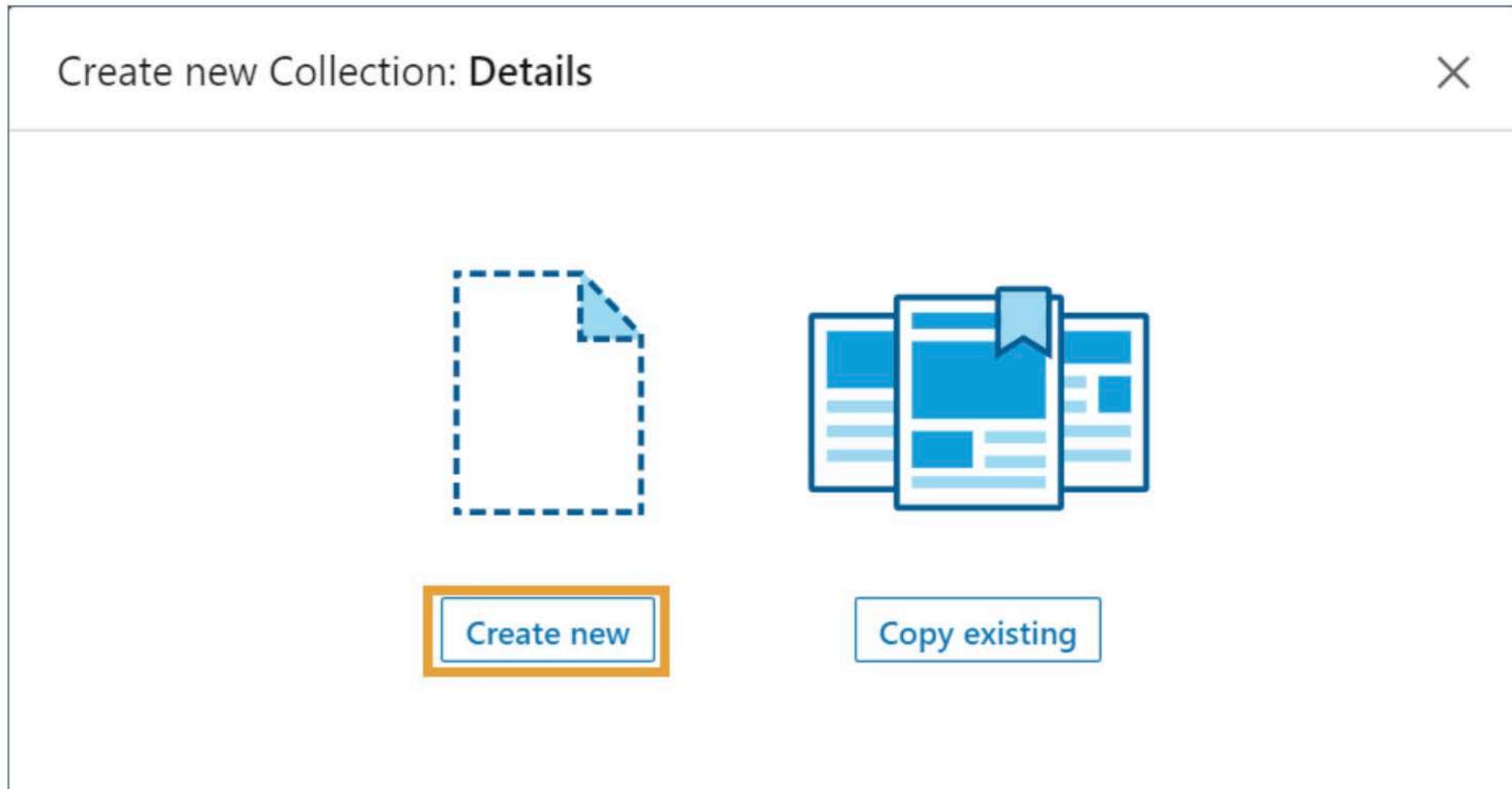
+ Add ▼

Upload content

Create learning path

Create collection

To create a new collection:

1. Click the **Add** button.

2. Select **Create collection** from the drop-down menu.

① 1   2   3   4   5   6   7

Select Create new

Create new Collection: **Details**   ✕

Create new   Copy existing

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**.

1 ② 3 4 5 6 7

Add Thumbnail and Title

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)

1   2   3   ④   5   6   7

Add Skills, Language, Added by

- **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.

1 2 3 4 ⑤ 6 7

Add Tags and Click Create

Edit Collection: **Details**   ✕

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** ✕

Suggested skills: Business Relationship Management +   Management +

Business Intelligence (BI) +

○ None of these skills apply to my content

Added by *

Show as "Enigma Hub"   ▼

Tags ⍰

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**.

1   2   3   4   5   ⑥   7

Next Steps: Add Content to Your Collection
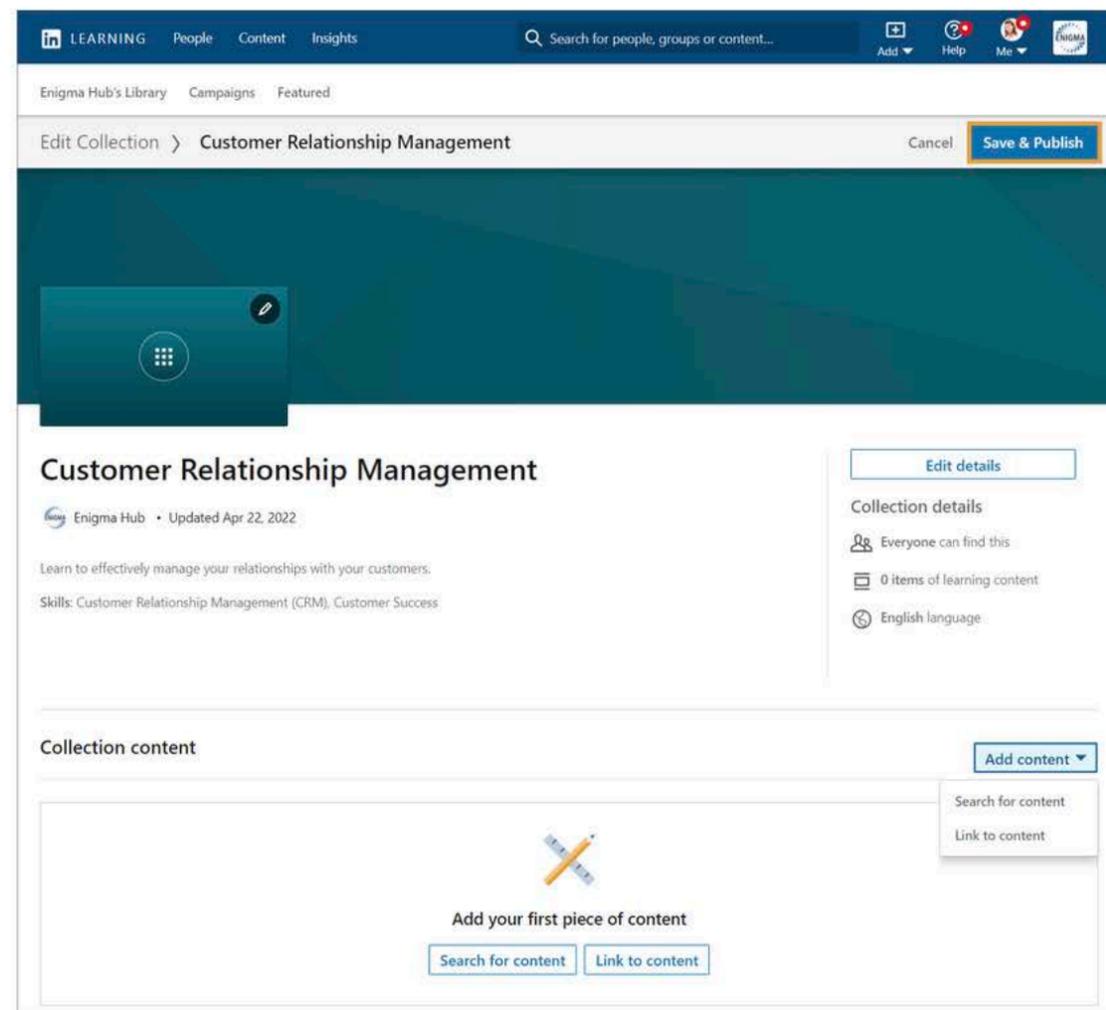
When you click **Create,** you'll arrive on an edit page where you can populate your new collection with content.

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.

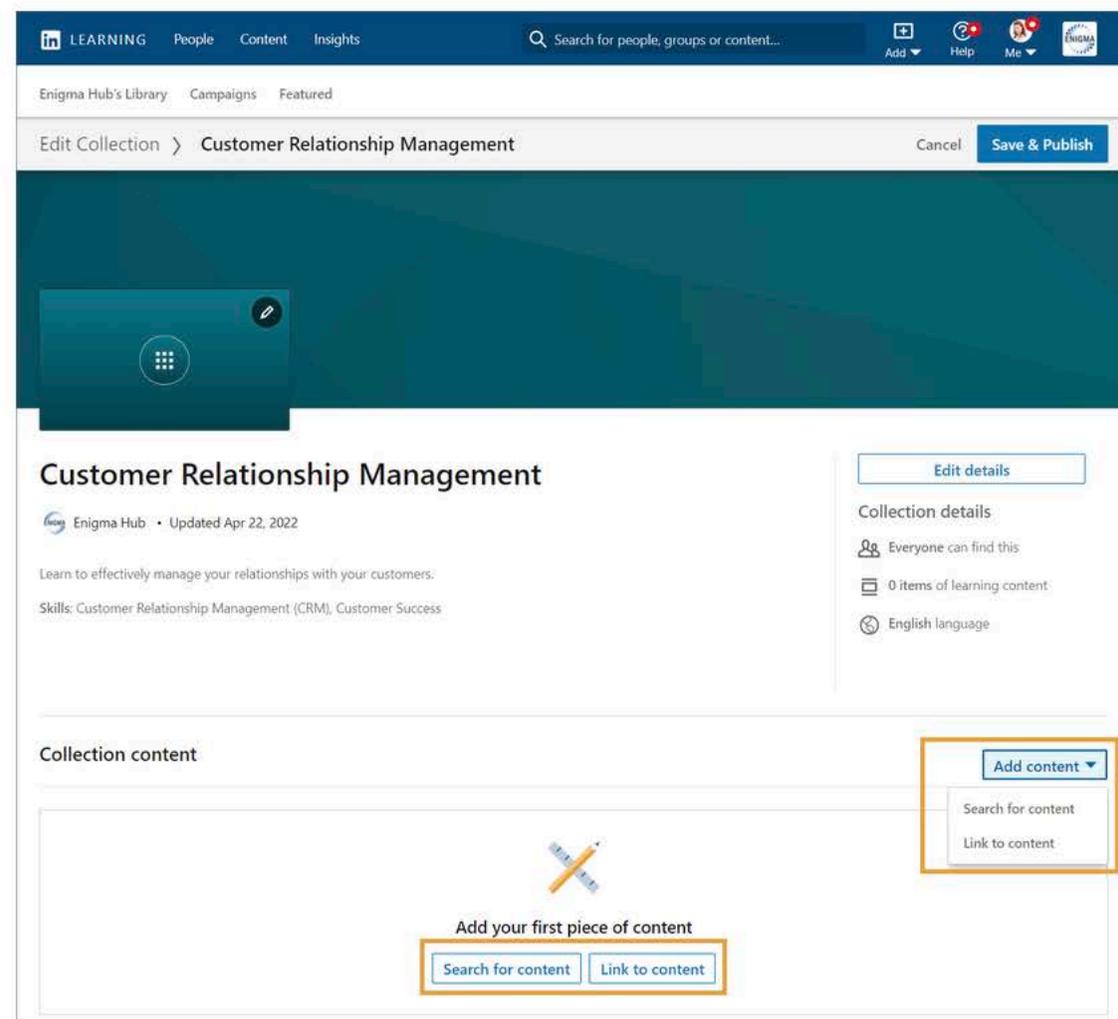See the edit content section to learn about those steps.

1   2   3   4   5   6   (7)

Add or Remove Content and Edit Collection Details

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.

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.)

1　②　3　4　5　6　7
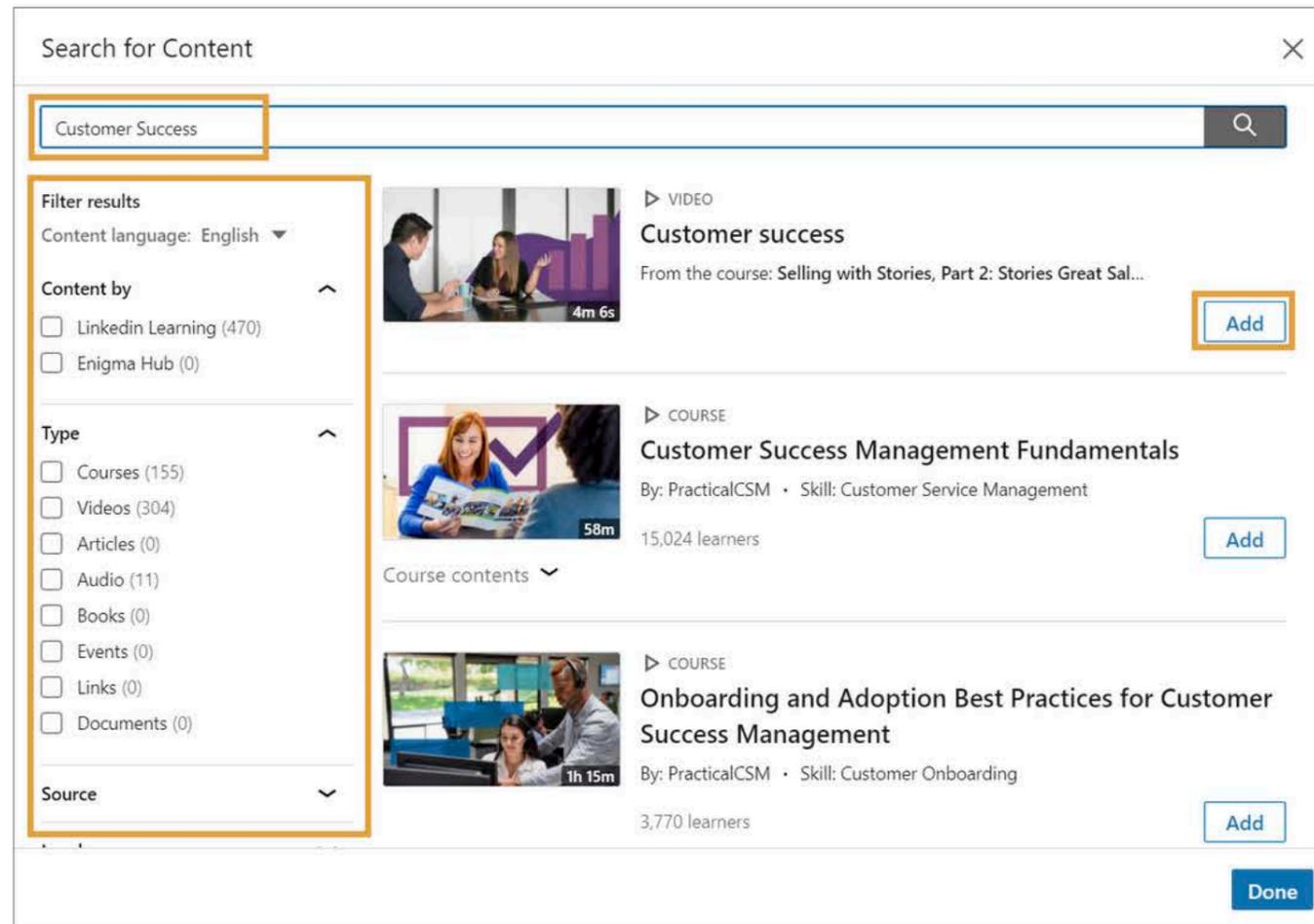
Search for Content

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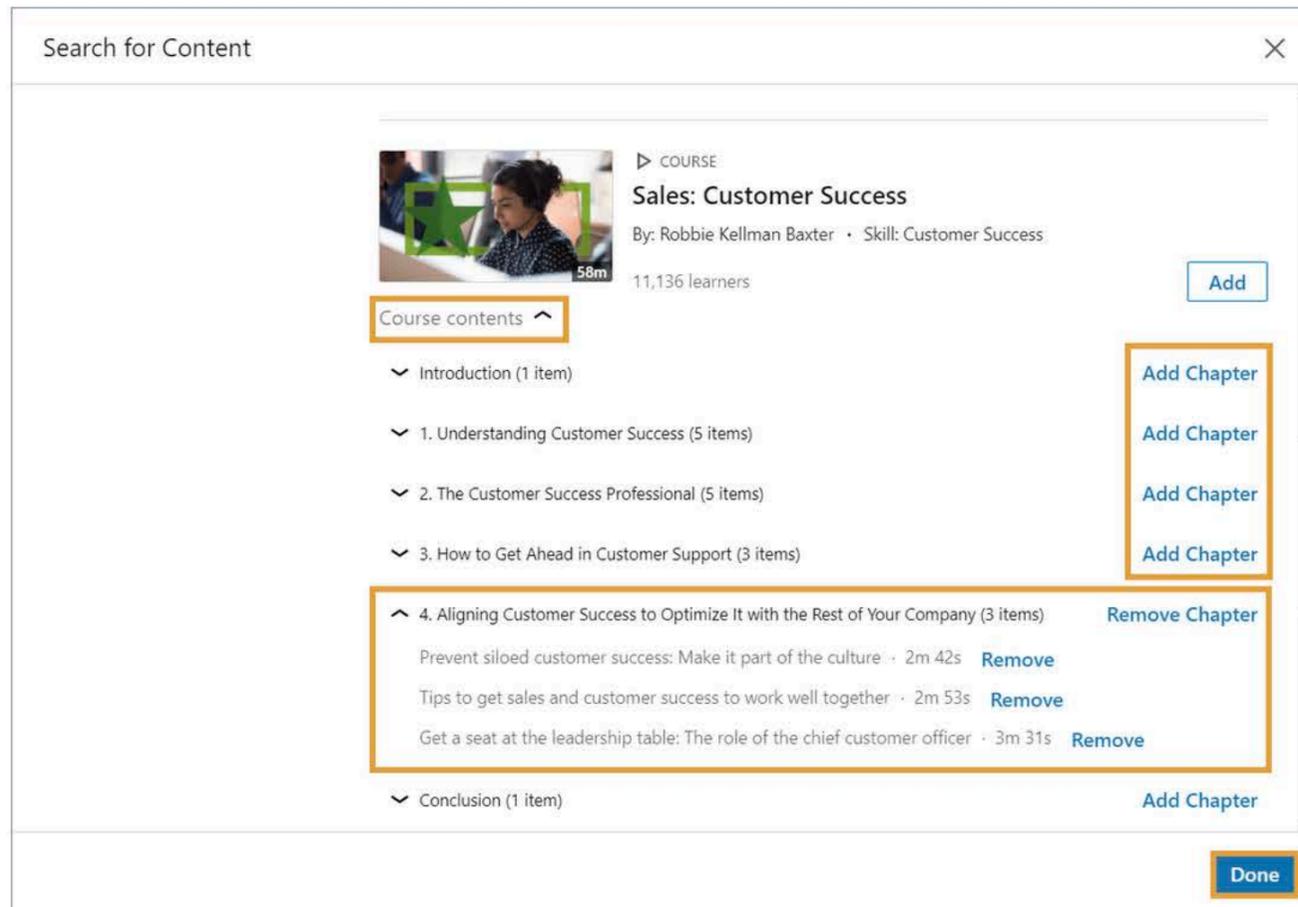
One really useful feature is the ability to add content into collections at the individual chapter and video level.

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**.

1   2   3   (4)   5   6   7

Edit Details

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**.

Save and Publish

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

1 2 3 4 5 ⑥ 7

Next Steps: Share Your Collection with Learners

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.

1   2   3   4   5   6   (7)

Share Your Collection with Learners

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**.
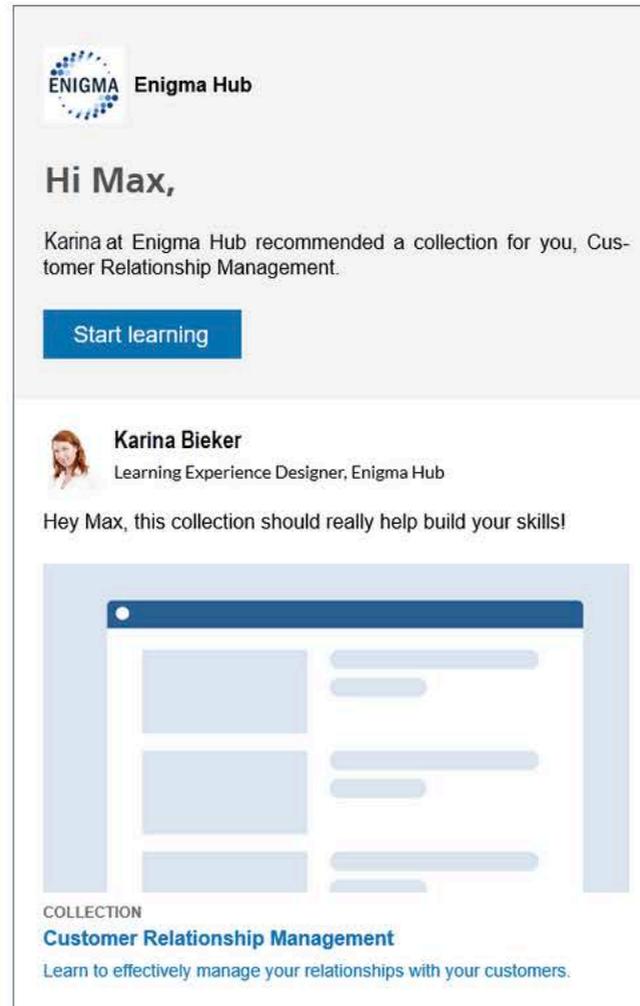
1 2 3

Add Tags and Click Create

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**.

1 ② 3

Learner Receives Email Invitation to Your Collection

ENIGMA **Enigma Hub**

Hi Max,

Karina at Enigma Hub recommended a collection for you, Customer Relationship Management.

Start learning

Karina Bieker
Learning Experience Designer, Enigma Hub

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

COLLECTION
Customer Relationship Management
Learn to effectively manage your relationships with your customers.

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

1   2   ③