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

Create new Learning Path: **Details**

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

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

- **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**

- **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

- **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.
Add or Remove Content and Edit Learning Path Details

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.
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.)
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

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.
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**.
Save and Publish

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

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

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**.
Add Tags and Click Create

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.
Learner Receives Email Invitation to Your Collection

Hi Max,
Karina at Enigma Hub recommended a learning path for you, Career Development.

Start learning

Karina Bieker
Learning Experience Designer, Enigma Hub

Please complete this learning path in preparation for our annual reviews.

LEARNING PATH
Career Development
Learn best practices for getting to the next stage in your career.

The learner(s) you’ve invited will receive an email inviting them to view the learning path.