

How to Manage the Content Library

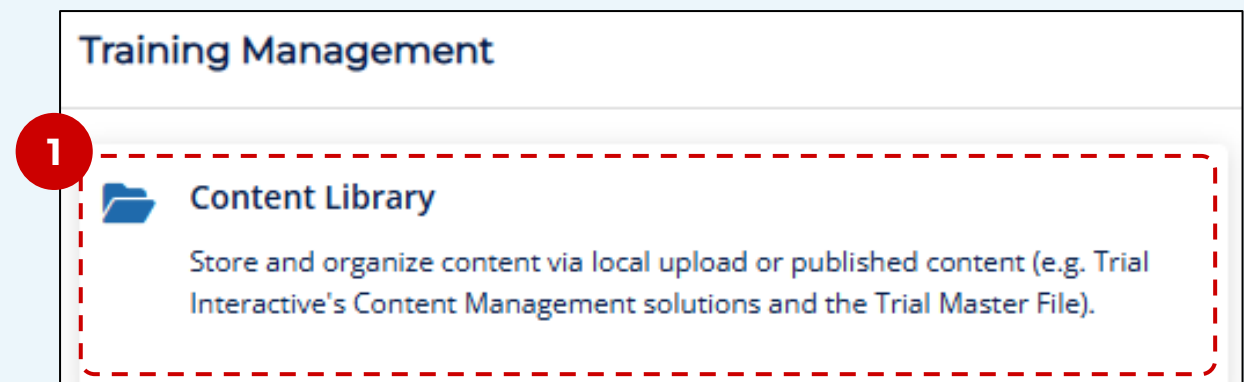
GlobalLearn version 2.6

APPLICABLE TO:

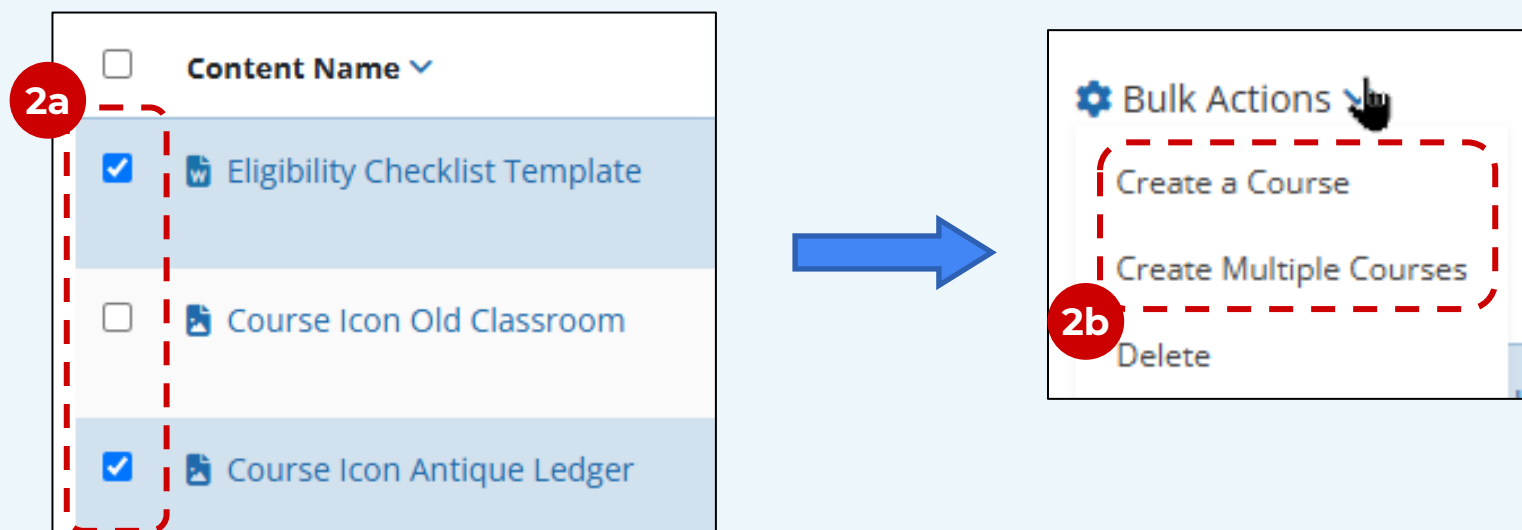
- Company Admin
- Manager
- Instructor
- Learner
- GlobalLearn

The Content Library provides a storage location for files from connected sources (e.g. Content Management rooms) or local devices, to be used in any learning course.

- 1 Log in to Global Learn and navigate to the **Company Dashboard**. Select **Content Library**.

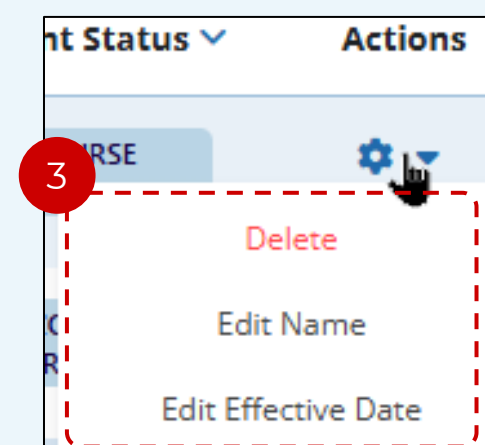


- 2 To use the files in the library:
 - a) select one or more checkbox(es);
 - b) expand **Bulk Actions**, and click **Create a Course/Create Multiple Courses**.

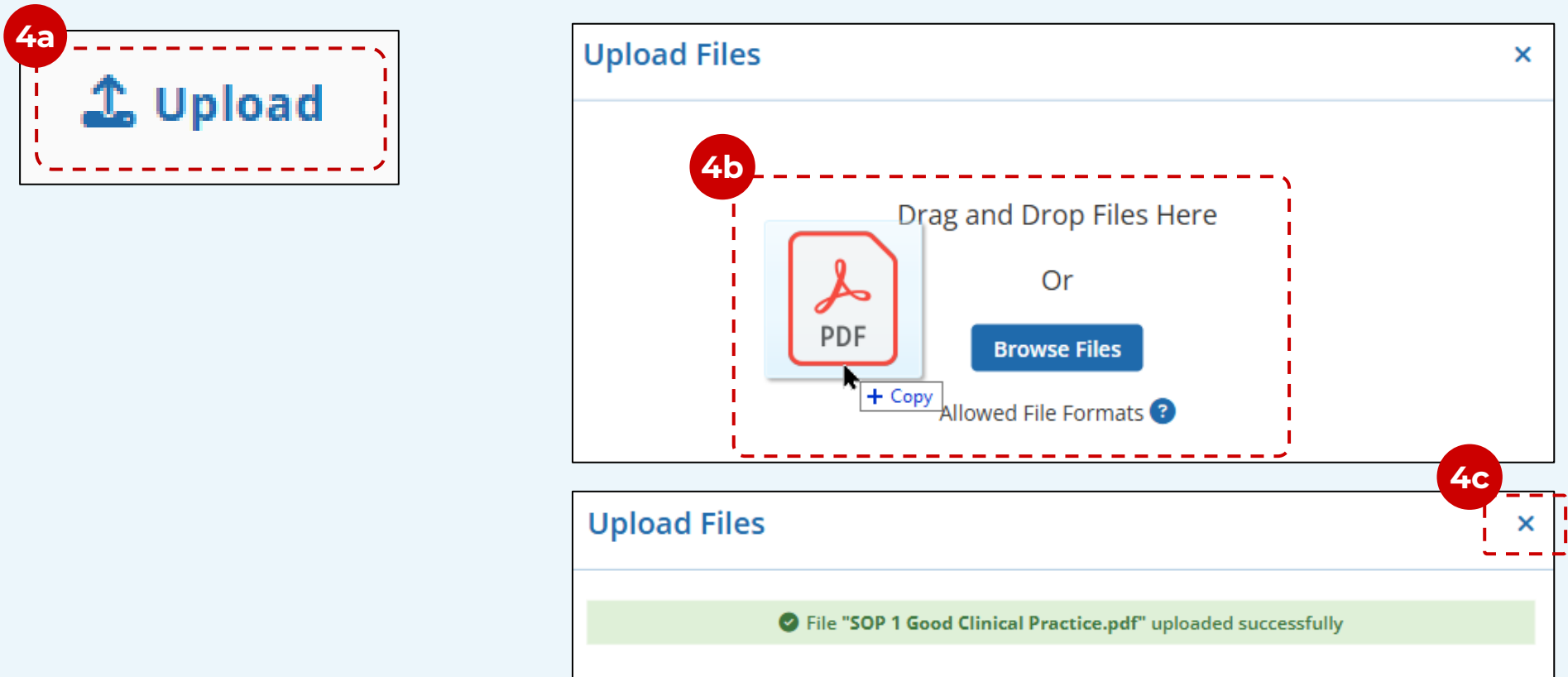


 For more help with creating courses, see the related information on the Online Help page at guide.trialinteractive.com.

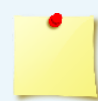
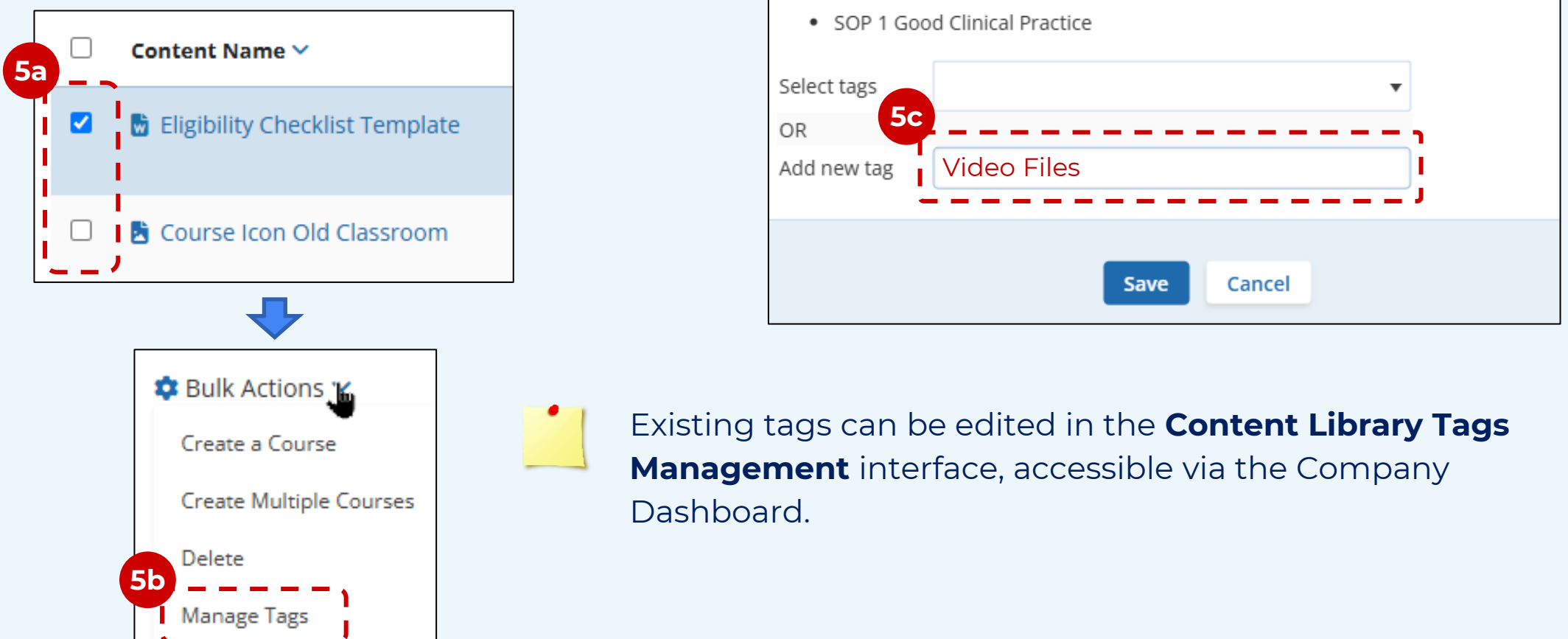
- 3 To delete or edit properties of content from the Library:
Hover on the **Cog wheel** at the end of a line, and click **Delete** or **Edit**.



- 4** Content can be added from the local device:
- a) click on the **Upload** button near the top-right of the screen;
 - b) **drag & drop**, or browse files, to add the content you wish to upload;
 - c) a confirmation message appears, you can add more files or **close** the window.



- 5** As you Content Library grows, it may be helpful to categorize files to make it easier to locate them when needed. You can use Library Tags to identify content:
- a) select one or more checkbox(es);
 - b) expand **Bulk Actions**, and click **Manage Tags**;
 - c) type in the **Add new tag** box, or **use the dropdown** to select a previously created tag – hit **Save** to finish.



Existing tags can be edited in the **Content Library Tags Management** interface, accessible via the Company Dashboard.

- Files in the Content Library can be downloaded.
Click the **download icon** next to a file's name to download.

