

CREATING A MATERIAL

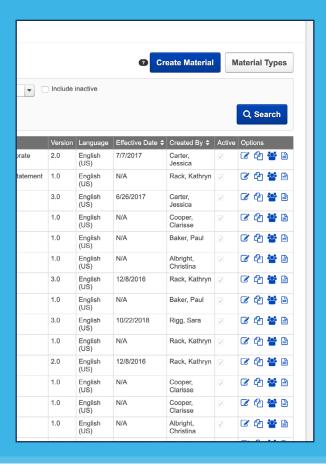
Learning Fundamentals - System Administrator Training

A material is a training type that can be used to manage the various assets maintained in an organization. A material can be a website URL or an uploaded file such as an image, text document, or presentation document.

To create a Material navigate to:

ADMIN > TOOLS > LEARNING > CATALOG MANAGEMENT > MATERIALS

Select the **Create Materials** button



From the General page enter the Title, Description, Material Type, Provider, and other information

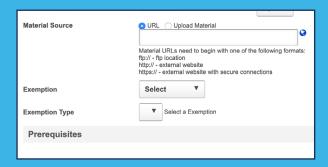
General	Availabi
Material Details	
* Title	
* Material Type	Select Material Type ▼
* Provider	Select Provider ▼
Training Hours	0 hours 0 minutes
Description	
Resources	+ Add Attachment
	No attachments have been uploaded for this Ma
Keywords	
Available Languages	English (US) ▼
Default Language	English (US)
Subjects	+ Add Subject
Credits	0



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Choose whether the **Material Source** is a **URL** or a **file**.



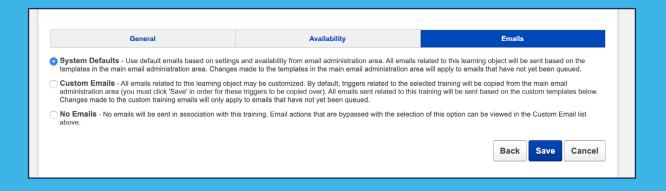
4

From the **Availability** page select which users can access the training.



5

From the **Emails** page select the emails settings to determine notifications. Select **Save** to finalize.



Materials can be searched by or assigned to users. The materials can be launched from the Transcript and Marked Complete after review.