

eLearning Repository – how to add new content

Once you're logged in to the eLearning repository, you will have access to the User menu on the left side of the page. This is where you'll find the link to 'add content'.



The 'Add content' link in the user menu will open the form to add new resource to the repository.

Required fields are marked with an asterisk (*). These details help users find the resource so please be as accurate and descriptive as possible.

There are some additional tips about completing the required fields on the form page, but the main fields that you need to complete are general details about the resource, information about the person who contributed it to the repository and copyright attribution.

General details

- Title
- Description
- Keywords
- Version
- Status (final or draft)
- URL (if applicable)

Upload files

This is where you can upload the associated media, included compressed zip files, documents or images.

No matter what type of file you wish to add, you can use the 'upload files' button.

[Upload files](#)

This will open a window where you can navigate to the file(s) you would like to add.

Upload
Web
Library

Upload a new file

Files must be less than 128 MB.
 Allowed file types: **jpg jpeg gif png txt doc xls pdf ppt pptx pps odt ods odp mp3 mov m4v**

Contributor details

The name of the person or organisation who contributed this resource to the repository (if different to the publisher)

Copyright and licensing information

This section lists who owns the content (usually the organisation rather than an individual) and a main contact.

- **Publication date**
- **Owner/publisher**
- **Licence**

Licence

The next step is to choose a licence to apply to the content. The eLearning Repository includes the option to share your content under a Creative Commons licence. The different licences specify under what terms you share your content. For more information, visit creativecommons.org or contact elarningsupport@yas.nhs.uk

Licence

N/A

Creative Commons (E&W) Attribution, Non-commercial

Creative Commons (E&W) Attribution, Non-commercial, No Derivatives

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All Rights Reserved

Choose a licence under which this content can be shared. If you'd like to find out more about the licence options, please read the overview at the [Creative Commons website](#) or [contact the repository team](#).

Who is this content aimed at?

NHS staff

Now, just click 'Save' and you're done.

Save