HOW-TO GUIDE:
Submitting Learning Lab Content

Follow this step-by-step guide for instructions on how to submit content to Learning Lab.

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Sign up for a Learning Lab account

02
Familiarize yourself with your account

03
Submit a blog, resource, or event for review

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01 Sign up for a Learning Lab account

- Navigate to the Learning Lab homepage at: https://usaidlearninglab.org/

- Click on the blue button in the top right corner labeled, "Login to Contribute."

- Scroll down on the login landing page until you reach the "Get Started" button.

- Fill out the "email address," "username," and "math question," before clicking the "Create new account" button.
  - Your username could simply be the first half of your email (before the '@' symbol), or some combination of your first and last name.

- Log into the email that you used to create your account. You should see an email that starts: "Account details for"...
  - If you don't see an email within three minutes. Check your spam folder.
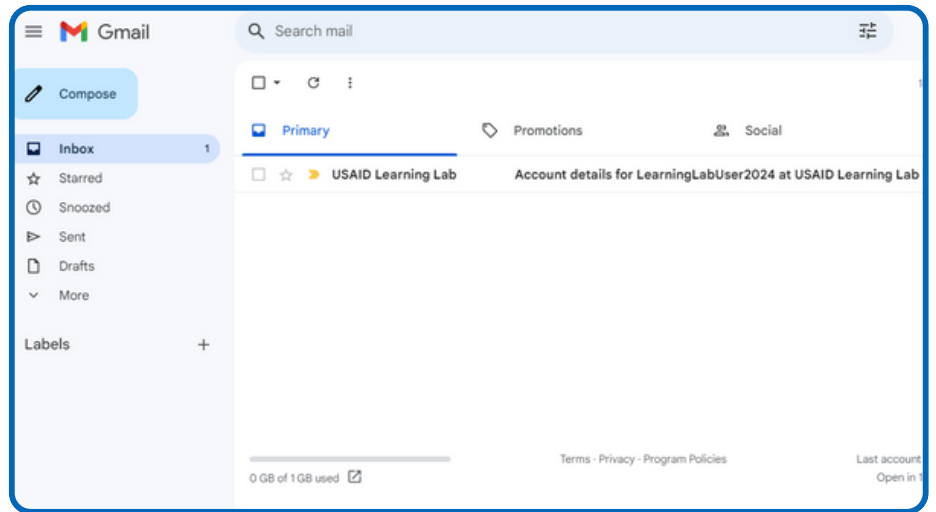
- When you open the email, click on the first link, or copy and paste the link into a new browser tab.
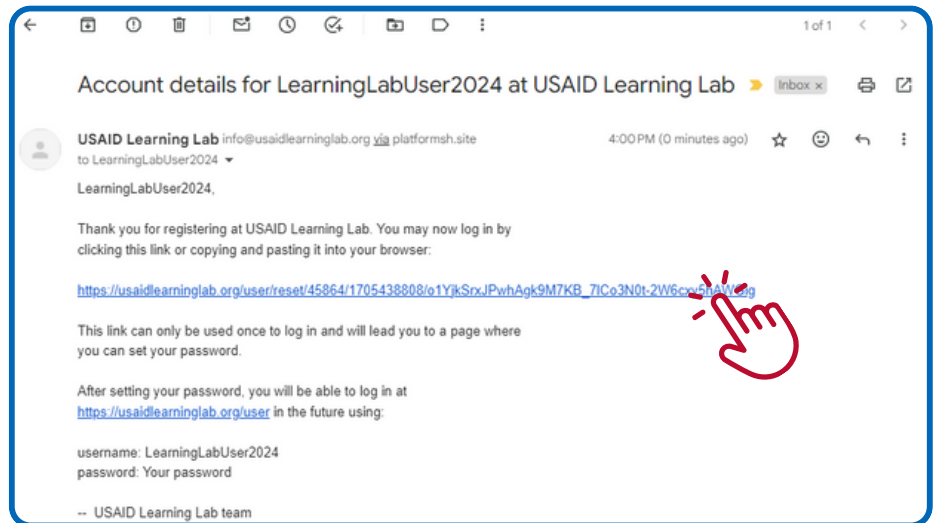
- The link will take you to the page on the right. The green banner indicates the email you have just received.

- Click the "Log in" button.
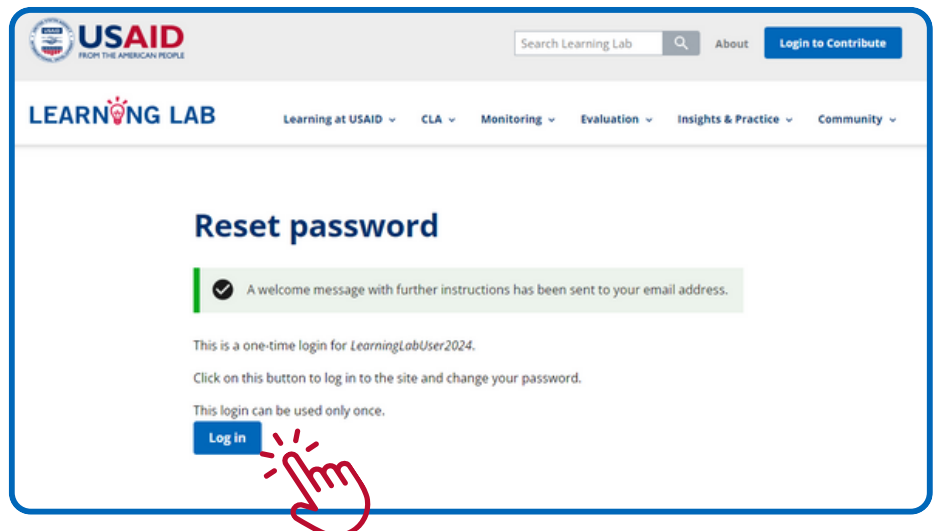
- Fill out a new password. Make sure to use a strong password that includes letters, symbols, and numbers.

- Click "save."

You'll see this page after you click "save." Don't worry, everything has been recorded, and you now have access to your account.

Next time visit, https://usaidlearninglab.org/user or just visit the home page to log in

- Now take a tour around your new account, by clicking the "View" tab under your username.
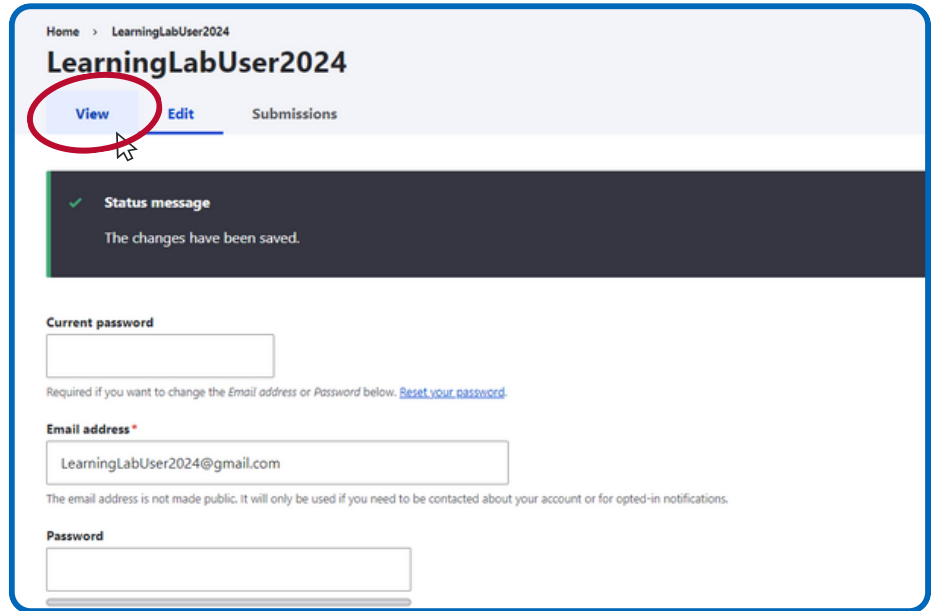
This is the 'home page' of your account.

- To see a list of your own content, scroll down to see under the "Guidance on Contributions" section.
  - This list will appear once you have submitted content to Learning Lab, and/or had content published to the site.

- Click on the "Edit" tab, to update your password or other personal information.

- Click on the "Submissions" button to edit past and current submissions.

If your submission has already been published, your changes will enter the submission queue and will have to be reviewed and republished by the Learning Lab Manager.

- You can submit content for review, by clicking on the "Post" button in the top right corner of your account page.

When logged into your account, you will now see the "Post" button in the upper right of every page. Click 'Post' to begin.

When logging into an existing account, you will be returned to the same blank login page. To see whether you are logged in or not, check to see if the "my account" or post" buttons are visible in the top right corner.

All content submitted to Learning Lab is reviewed by the Learning Lab Manager before it can be published to the site.

- You will see three options for submitting content: blogs, events, and resources. Click one of the options, depending on your content needs.

Visit https://usaidlearninglab.org/community/contribute-content to see instructions on what type of content to submit.
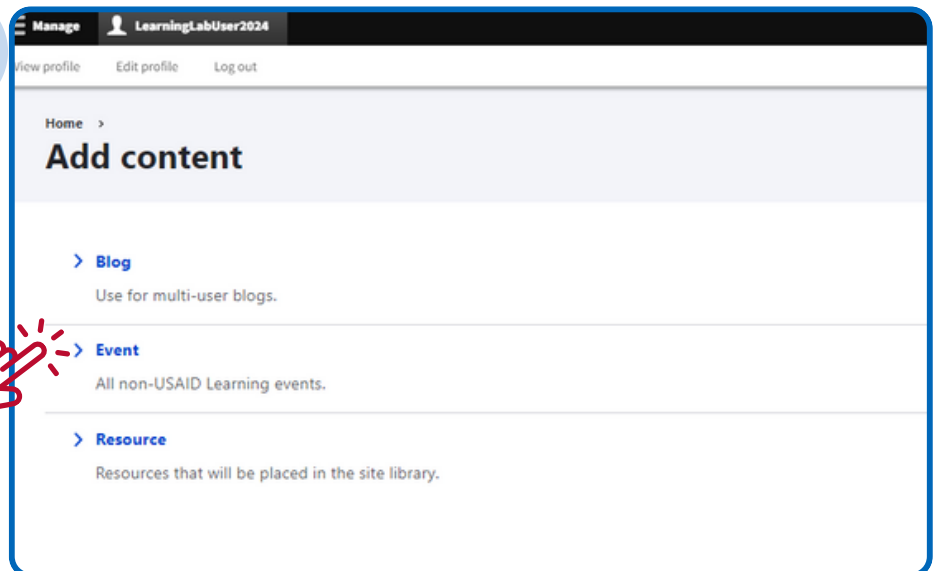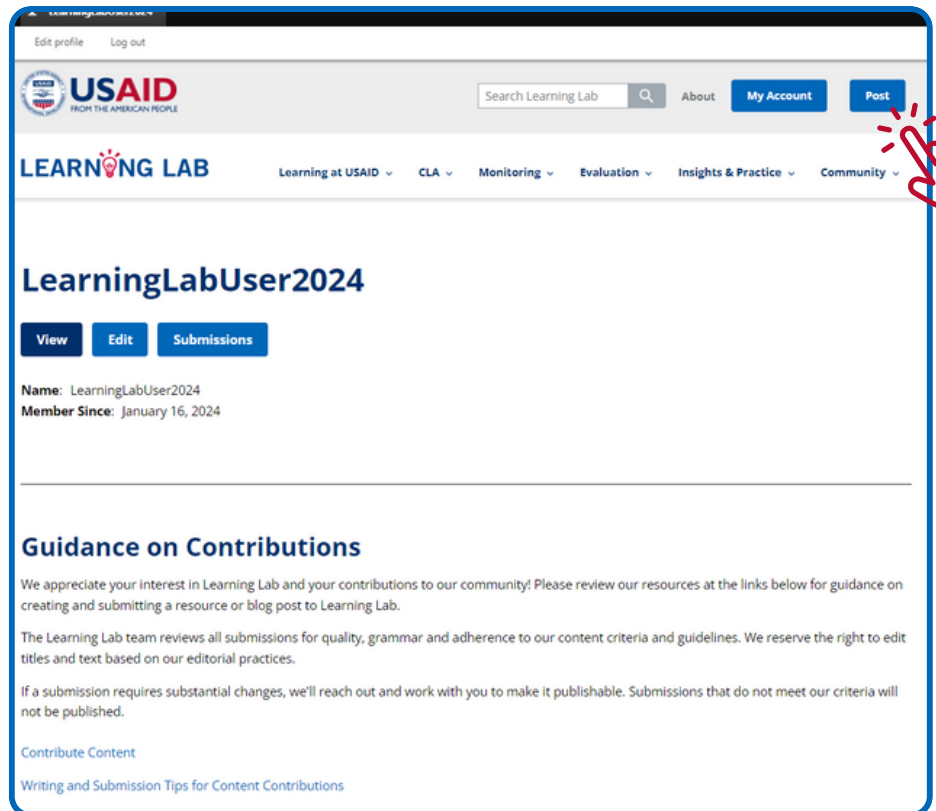
- Once you've clicked on "blog," this page will appear. All the fillable spaces marked with a red asterisk (*) must be completed in order to save a draft blog for review.

- Required fields for draft submissions are the following sections:
  - Title of Post
  - Author(s)
  - Image (optional, but preferred)
  - Teaser (can be less than 100 words, no more than 200 words)
  - Body (no word count limit or maximum)

Home   >   >   Add content

Create Blog

Title of Post *

| Primary Content | Resources | Tags |

Community Contribution

Community Contribution ⌄

Uncheck the box if it is not a community contribution

Authors

Image

No media items are selected.

Add media

3 media items remaining.

Teaser

Paragraph   ⌄   B   *I*   𝒪   66   <>   ≔   ≔ ⌄   Source

Text format   Basic HTML   ⌄   About text formats

Enter a brief, yet descriptive teaser. You are limited to 233 characters. Make them count! This field is displayed in views, not full node.

Body (Edit summary)

Paragraph   ⌄   B   *I*   𝒪   66   <>   ≔   ≔ ⌄   Source

Text format   Basic HTML   ⌄   About text formats

- Further required fields for draft submissions are:
  - "About the Authors" section
    - Name
    - Bio text (can be as little as 2 sentences, or as much as 250 words)
    - Image (optional)

You can add more than one author bio by click on the "Add Biography Teaser" button.

- In order to submit your draft blog for review, you must also fill out the captcha box, and then click "Save."

- Click the "Preview" button to view your blog draft before submitting.

- Required fields for draft submissions are the following sections:
  - Title
  - Author(s), separate multiple authors by a comma
  - Institution(s), separate multiple institutions by a comma
  - Image (optional)
  - Description
  - Resource file(s) or link(s)
  - Tag (at least one tag)

Title *

Primary Content   Resources   Tags

Community Contribution *
- ● Community Contribution
- ○ USAID Contribution

USAID Official - Approved USAID strategies, policies, and related guidance documents.

Community Contribution - Content submitted by USAID staff members or affiliates that is not official Agency-wide guidance. This may include event resources, technical papers, and resources created by other organizations.

USAID Contribution - Content submitted by community members or any resources that do not fit into the two categories mentioned above.

Authors

Organizational Author(s)

Institution(s)

Image

No media items are selected.

Add media

3 media items remaining.

Short Teaser

You are limited to 500 characters.

- Add a description of the resource. The length can range from a few lines to a couple paragraphs long. Please include what the resource is, what it's about, and the intended audience.

If the document is a pdf, please make sure it is 508 compliant, for accessibility.

- Wait to submit your draft! See the following steps on how to attach or link your resource below, to complete the submission process.

Description (Edit summary)

| Paragraph | B | I | 🔗 | 66 | <> | := | := | Source | |

Text format: Basic HTML

About text formats

Document Upload Confirmation *
- ⦿ Yes, I confirm
- ○ No, I do not confirm

In Order to proceed with a file upload you must first confirm to the following :
I confirm to the best of my knowledge that the document I am uploading is free of any viruses or malicious software and Section 508 compliant.

Published

01/16/2024 📅

Enter the resource's publication date.

[ ] I'm not a robot   reCAPTCHA
Privacy - Terms

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Save as: Draft ⌄

Save   Preview

- Click the "Resource" tab to add links, pdfs, word documents, PowerPoints, or videos (both links and .mp4 files) to your resource.

Title *

[   ]

Primary Content | **Resources** | **Tags**

Community Contribution
- ⦿ Community Contribution
- ○ USAID Contribution

USAID Official -Approved USAID strategies, policies, and related guidance documents.

Community Contribution -Content submitted by USAID staff members or affiliates that is not official Agency-wide guidance. This may include event resources, technical papers, and resources created by other organizations.

You can link edit the title, click the captcha, and save your resource, from all three tabs of the resource form.

- To include existing Learning Lab resources in your resource, copy and paste the URL in the "URL" field and add text to represent the link in the "link" field.
  - To add more than one existing resource, click the "Add another item" button.
- To link external resources to a resource, follow the above steps.
  - To add more than one existing resource, click the "Add another item" button.

If external links go to pdf documents, we request you upload the pdf document directly to Learning Lab instead of using a link.

Learning Lab prefers resources to be in PDF format, rather than word documents. If you are uploading a template for wider use, word documents are appropriate.

- To add video files and audio content, click "add media" to upload.

Title *

Primary Content   **Resources**   **Tags**

◉ Show row weights

Existing LL resource

URL
https://usaidlearninglab.org

🔍

This must be an internal path such as /node/add. You can also start typing the title of a piece of content to select it. Enter <front> to link to the front page. Enter <nolink> to display link text only. Enter <button> to display keyboard-accessible link text only.

Link text

Use this to link to existing LL resources/nodes. **Note**: This is NOT a substitute for Related Resources. Should only be used for compilation pages.

Add another item

◉ Show row weights

External Link

URL

🔍

Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/add or an external URL such as http://example.com. Enter <front> to link to the front page. Enter <nolink> to display link text only. Enter <button> to display keyboard-accessible link text only.
Link text

Used to provide link to an external resource, page, website, etc.

Add another item

File Upload

No media items are selected.

Add media

In order to comply with USAID accessibility requirements and to minimize the risk of sharing corrupted files, users are only able to upload PDF documents.

Audio Upload

No media items are selected.

Add media

This field will take your MP3 upload and create a playbar for the end user. This is not an audio download field. If you want a link to the file, use the insert link option to insert a link to the file in the body.

- Fill out the "URL" and "Link Text" fields to add YouTube video links to your resource.

YouTube Video

URL

This must be an external URL such as *http://example.com*.

Link text

Use these fields to stream YouTube videos. This should only be used for YouTube urls.

Related resources

Choose some options

Select the content that you want to show in a list on this page as being related to this page.

- This function is only for resources to be added to the Collaborating, Learning, and Adapting (CLA), Monitoring, or Evaluation toolkits. Please click the 3 dots and then click "remove" to remove this section from your resource.

⊙ Show row weights

Featured In ⋮

Featured In   Collapse ⋮

Featured In Label

⊹   - None -   ⌄

Featured In Content

Choose some options

Add Featured In   to *Featured In*

Document Upload Confirmation *

◉ Yes, I confirm

○ No, I do not confirm

In Order to proceed with a file upload you must first confirm to the following :
I confirm to the best of my knowledge that the document I am uploading is free of any viruses or malicious software and Section 508 compliant.

Published

01/16/2024 📅

Enter the resource's publication date.

☐ I'm not a robot   reCAPTCHA

- Click the "Tags" tab to add at least 1 tag to your resource. This is required for approval.

Title *

Primary Content   **Resources**   **Tags**

Community Contribution *

◉ Community Contribution

○ USAID Contribution

- There are drop down menus for the "CLA Approaches" and the "Program Cycle Component" tags. You must select 1 tag from either the CLA or Program Cycle section.

- You can also start typing in the box and the drop down will show applicable results.

- Don't forget to click the captcha and hit save when you are finished!

- Required fields for draft submissions are the following sections:
    - Title
    - Contribution Type
    - Event Date
    - Event Time Zone UI Text
    - Event Host
    - Event Link (can be a registration page, virtual meeting link, or webpage, link text can say: "Register Here," "Meeting Link," etc

Title *

Primary Content   **Resources**   **Tags**

Community Contribution *

| - Select a value - ⌄ |

Event Date

Start date

| mm/dd/yyyy 📅 | --:--:-- -- 🕐 |

End date

| mm/dd/yyyy 📅 | --:--:-- -- 🕐 |

Event Time Zone

| - None selected - ⌄ |

Event Time Zone UI Text *

Enter the abbreviation for the event's timezone, e.g. EST, PST.

Location

Event Host

Event Link

URL

🔍

Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/add or an external URL such as *http://example.com*. Enter *<front>* to link to the front page. Enter *<nolink>* to display link text only. Enter *<button>* to display keyboard-accessible link text only.

Link text

Enter the link to the event website.

- To submit a resource, please add an image to your event page.

- The main event language and information can be added to the "Body" section on the event form.

- Add one or more biography teasers, to call out presenter bios in special sections.
- If there are new or existing blogs or resources that are related to this event, add the title of the blog, etc in the "Related Content" section.
- You must select "Event Format" to submit/save the draft event.

- Click on the "Resources" tab to add additional related resources that will appear at the bottom of the event page.

- To submit an event, please add at least 1 tag from either "CLA Approaches" or "Program Cycle."

- Click the captcha and then click the "save" button to submit your event for review by the Learning Lab Manager.

Got questions? Email the Learning Lab Manager at info@usaidlearninglab.org for additional assistance.