

# How to Add Fields to a Course



GlobalLearn v2.6

## APPLICABLE TO:

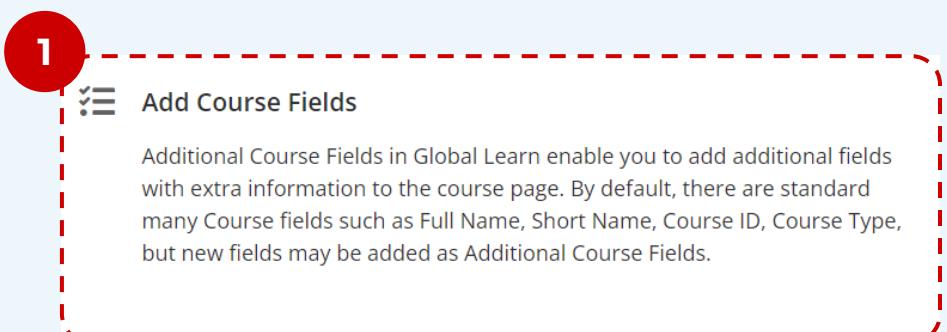
- Company Admin
- Manager
- Instructor
- Learner

## GlobalLearn

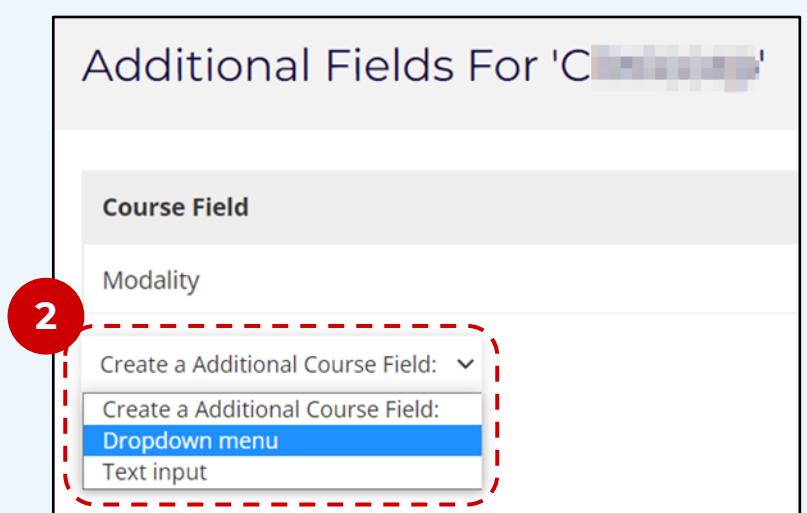
Custom data input fields can be manually set, to capture extra information about courses during the course creation process. These are simply called “Course Fields”.

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

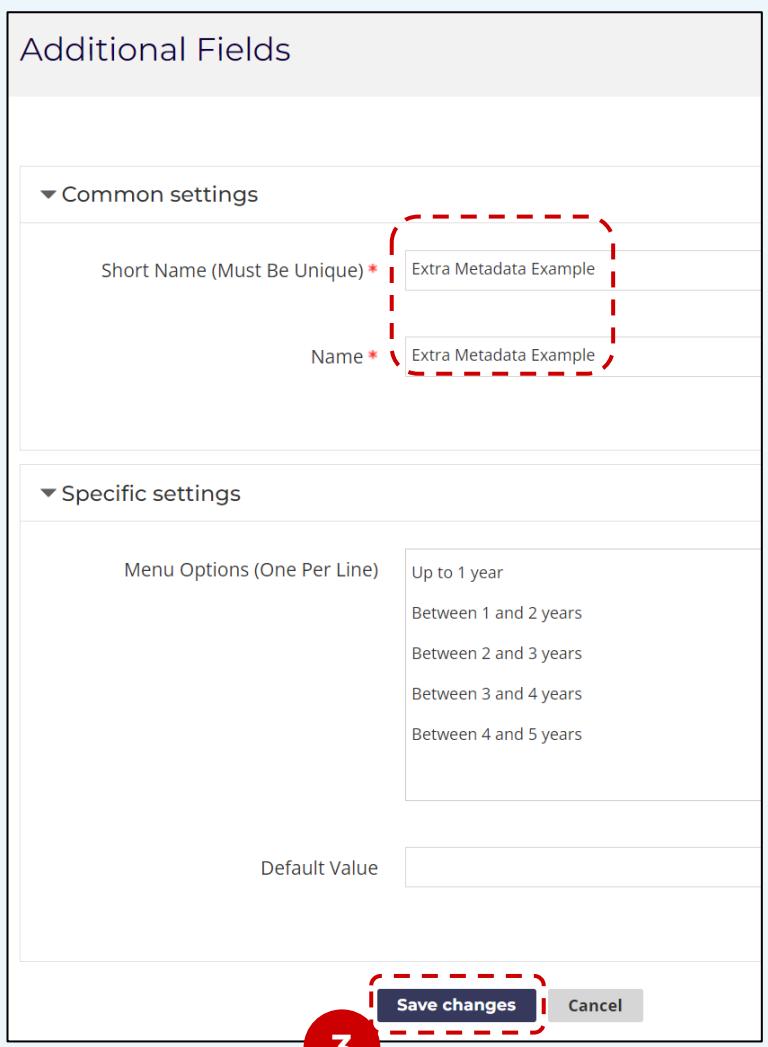
Select **Add Course Fields**.



- 2 Click on the **Create a Additional Course Field** dropdown box. Select the type of field you intend to add.

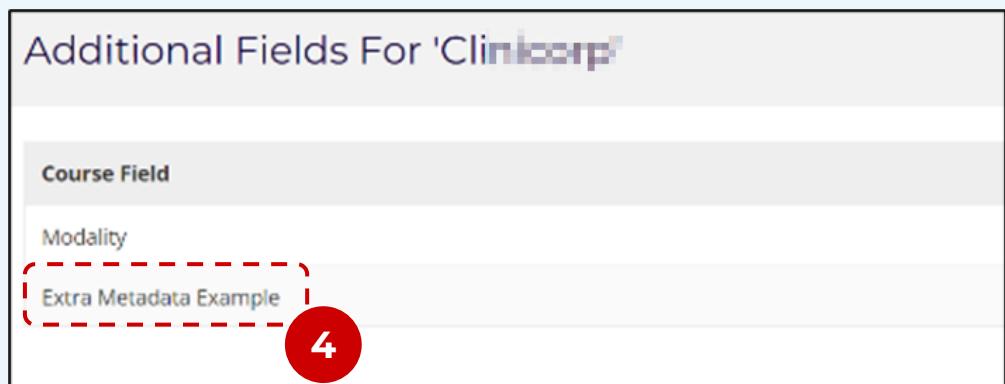


- 3 Fill in all required fields and optional settings and click **Save changes**.

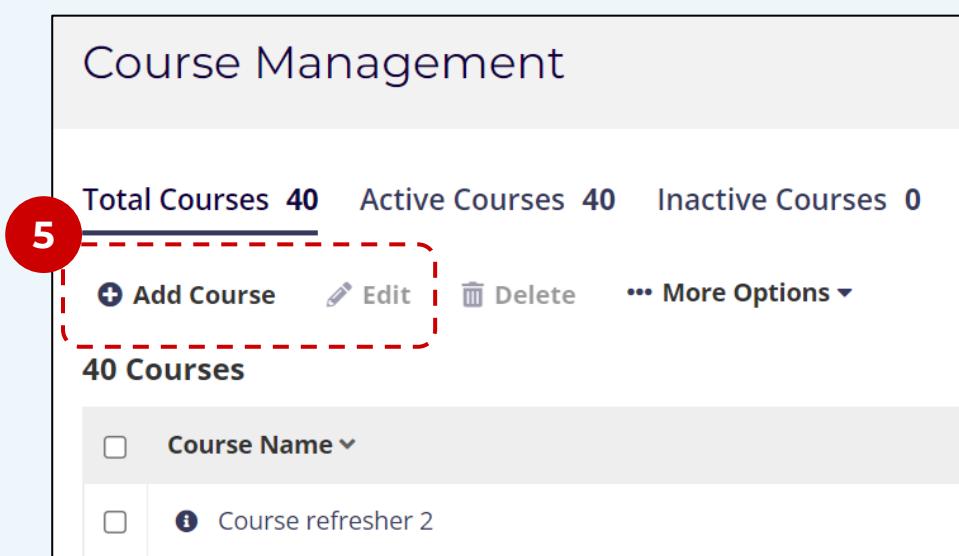


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4 You'll find the additional field you created in the list of additional fields for the company.



5 To include the additional field(s) in a course, navigate to **Course Management**. Use **Edit** or **Add Course**, as appropriate.



6 In the **Create a Course** dialog box, Additional Fields are available in the bottom section.

