

# 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**.

1

 Add Course Fields

Additional Course Fields in Global Learn enable you to add additional fields with extra information to the course page. By default, there are standard many Course fields such as Full Name, Short Name, Course ID, Course Type, but new fields may be added as Additional Course Fields.


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

Additional Fields For 'C [redacted]'

Course Field

Modality

2


Create a Additional Course Field: 


Create a Additional Course Field:  
Dropdown menu  
Text input

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

Additional Fields

▼ Common settings

Short Name (Must Be Unique) \*  Extra Metadata Example

Name \*  Extra Metadata Example

▼ Specific settings

Menu Options (One Per Line) 

Up to 1 year  
Between 1 and 2 years  
Between 2 and 3 years  
Between 3 and 4 years  
Between 4 and 5 years

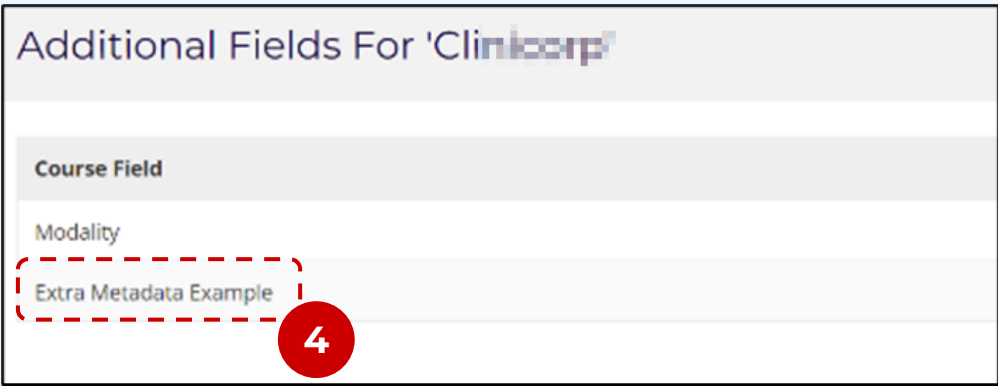
Default Value

3

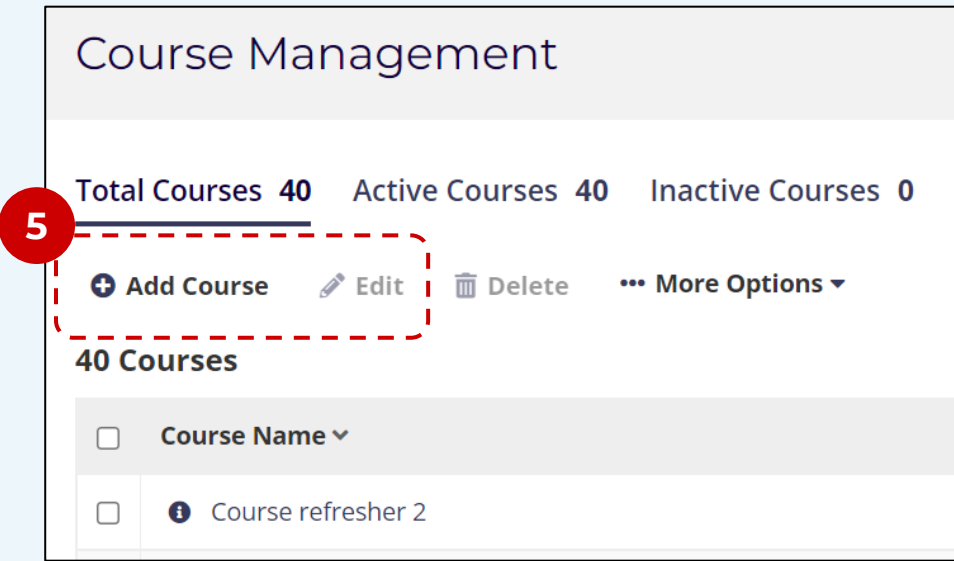
Save changes

Cancel

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.

Create a Course

Please set the configuration details of the course below

Course Full Name\*

Course Short Name\*

Version \*

Course Type\*

Issue Certificate\*

Course Description

Course ID

Course Settings

Recurrence\Refreshment Setting

Don't Show in Catalog

Course Catalog

Course Picture

Due On

Additional Fields

Modality

Extra Metadata Example

Choose...

Choose...

Up to 1 year

Between 1 and 2 years

Between 2 and 3 years

Between 3 and 4 years

Between 4 and 5 years