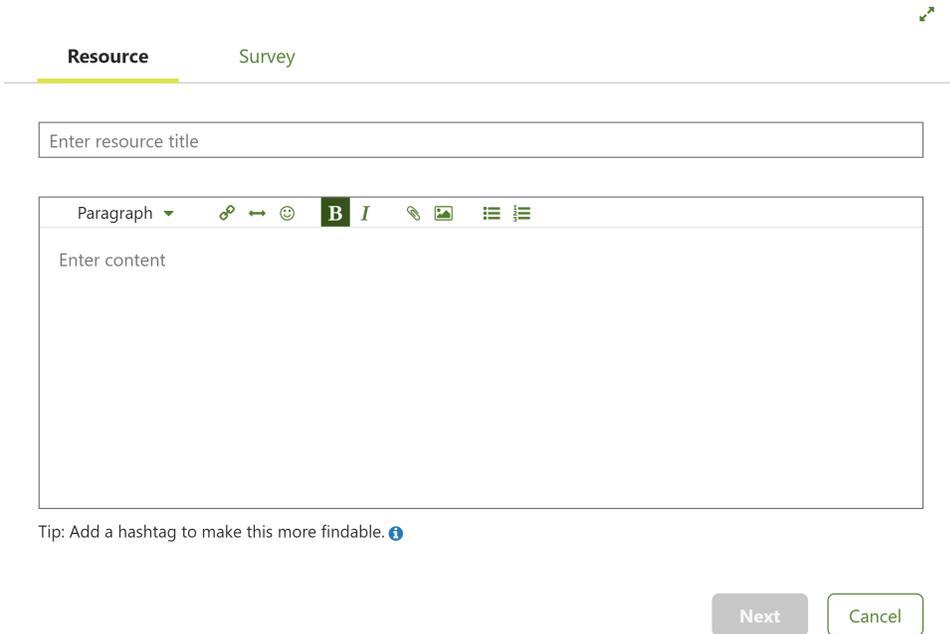


Engage_resources

Resources are one of the [contributions](#) users can create in Totara Engage. Resources can be used to share articles, videos, and links with colleagues. Resources can include text, hyperlinks, embedded images and videos, and file attachments.

Creating a resource

1. Go to the **Library**, then select the add icon () next to **Your resources** in the side panel.
2. Select the **Resource** tab in the dialog box.
3. Enter a title for the resource.
4. Add the resource content in the text editor, then click **Next**.



Resource Survey

Enter resource title

Paragraph    **B** *I*    

Enter content

Tip: Add a hashtag to make this more findable. 

Next Cancel



You can select the **Expand** icon () in the top-right corner of the dialog box to make the text editor larger. When selected, the dialog box will expand to take up most of the screen. You can return the dialog box to its original size by selecting the **Compress** icon ()

5. Select whether **Everyone**, **Limited people**, or **Only you** should be able to see the resource.
6. If you select **Everyone** or **Limited people** then select an option for **Time to read**.
7. If you select **Everyone** you must assign the resource to [topics](#) using the **Assign topic(s)** dropdown.
8. If you select **Everyone** or **Limited people** you can choose who the resource is shared with using the **Share to specific people or workspaces** dropdown. Note that this setting is optional if set to **Everyone**.

9. Select **Done** to create the resource.

Who can see this?

- Everyone can see
- Limited people can see
- Only you can see

Time to read

- Less than 5 mins
- 5 to 10 mins
- more than 10 mins

Assign topic(s)

Leadership ✕ ▼

Share to specific people or workspaces (optional) ⓘ

▼

Shared with 0 people

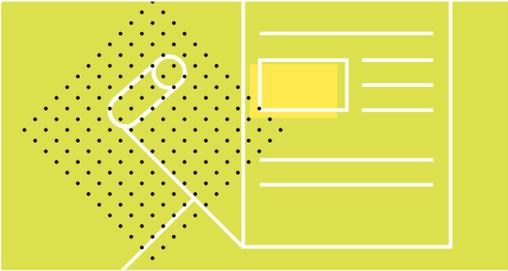
Back

Done

Cancel

Once the resource has been created it will display on the **Your resources** page of the **Library** in a card format, as shown below. The card includes a thumbnail image, the resource title, how long the resource will take to read, and displays how many likes and comments the resource has received. The icon in the corner shows who the resource can be viewed by:

-  : **Everyone can see**
-  : **Limited people can see**
-  : **Only you can see**



Five items every designer should carry in their toolkit

 Less than 5 mins

 
0 0



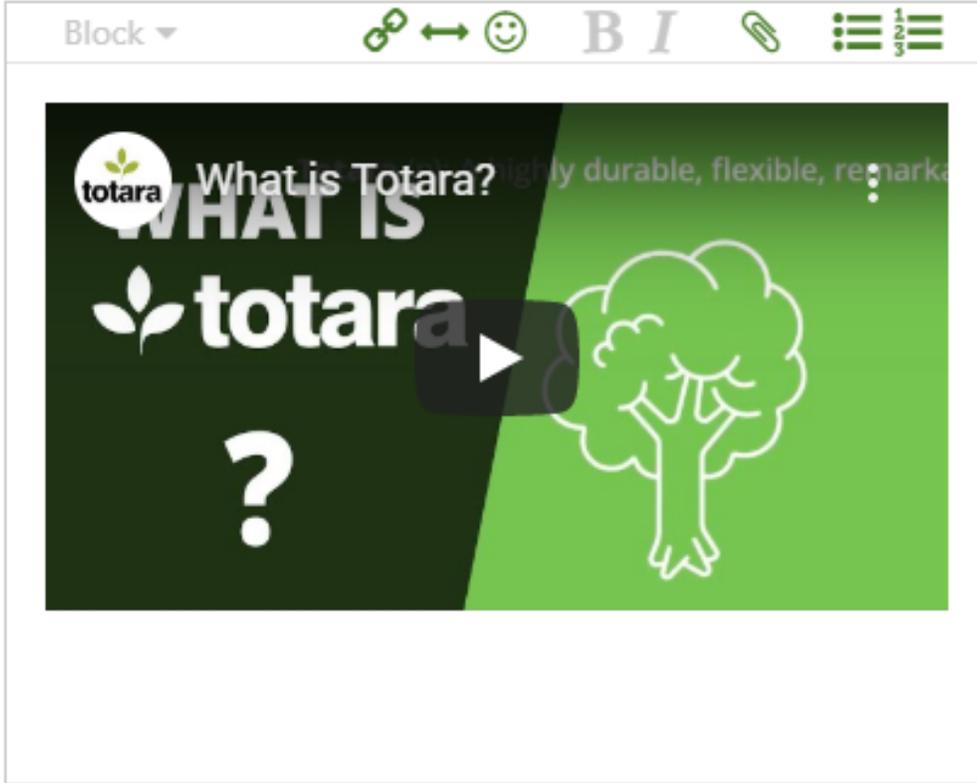
Adding resource content

Videos

You can embed videos from two recognised websites in resources: **YouTube** and **Vimeo**. Embedding a video directly in a resource allows readers to access the content without needing to leave the page.

To embed a video from one of the recognised sites, you can paste the link directly into the text editor. Alternatively you can follow these steps:

1. Select the Insert link icon () in the text editor.
2. Enter the website address in the **URL** field. Note that the **Display text** field is unavailable when linking to a video from one of the two recognised sites.
3. Select **Done**.

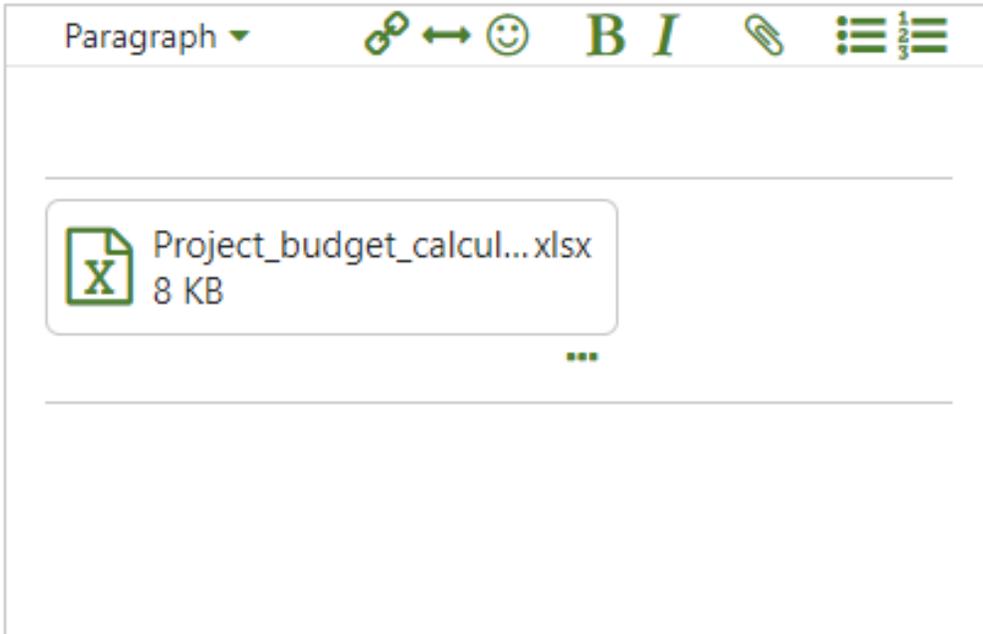


 The size of the embedded video is the default size provided by the linked website (e.g. YouTube), and the video is autopausued by default.

Files

To add files to a resource, follow these steps.

1. Select the **Attachment** icon () in the text editor.
2. Select a file from the file picker.
3. Select the ellipsis icon () under the linked attachment to determine how it displays.

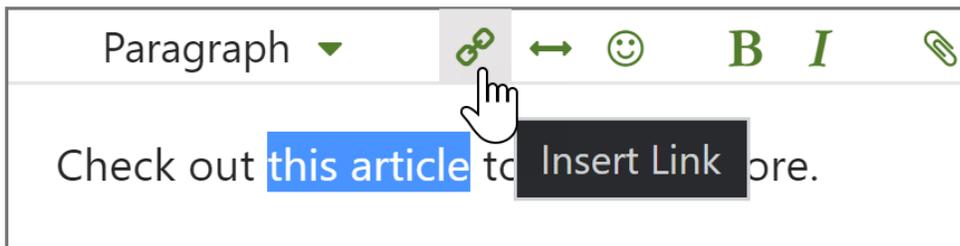


Hyperlinks

To add a hyperlink to a resource, follow these steps:

1. Select the link icon (🔗) in the text editor.
2. Enter the website address in the **URL** field.
3. Add the text you want to display for the link in the **Display text** field.
4. Select **Done**.

Alternatively, you can select a section of existing text before clicking the **Insert link** icon, in which case the **Display text** field will be automatically populated with your selection.



Insert link

URL

Display text

Done Cancel

Once you have added a link, you can click on the link text to view a dropdown menu of options. From here you can choose to **Remove** or **Edit** the link, or **Go to link** to view the linked website.

You can also choose **Display as card** to show the link as a small card containing the site's URL, a thumbnail image, and a snippet of metadata from the website, as shown below:

totaralearning.com

Freedom to learn

At Totara our mission is to
change how learning



Viewing resources

Once a resource has been created, it will be displayed in the catalogue if the resource is public and the catalogue is configured to display resources. The resource will also display in the author's [library](#), as well as the libraries of those the resource has been shared with.



If you are only using Totara Engage then the catalogue will only contain resources. If you also have Totara Learn then the catalogue will also display courses, programs and certifications.

You can view a resource by simply clicking on its card. Users can save a resource by clicking the bookmark icon () , meaning the resource will be displayed in the **Saved resources** page. Clicking the bookmark icon will remove the resource from **Saved resources**.

Five items every designer should carry in their toolkit



Holistically reinvent vertical networks for covalent content. Seamlessly streamline next-generation channels via functional leadership skills. Collaboratively reconceptualize market-driven results and parallel collaboration and idea-sharing. Conveniently reintermediate alternative innovation without user friendly action items. Progressively promote frictionless infrastructures after installed base strategic theme areas.



Admin User
Admin User
admin@example.com

Overview Comments

Created 3 days ago. Last updated 3 days ago.

Limited people can view

Less than 5 mins

0 0

When viewing a resource, a range of information will be displayed in a panel on the right-hand side of the page. This panel is displayed by default, but can be hidden by selecting the arrow on the edge (and re-opened by clicking the arrow again). The information panel indicates the creator of the resource, including the author's profile picture and name (both linking to the user's profile), and the time and date the resource was created. The panel also shows how many [likes](#), [shares](#) and [comments](#) the resource has received, assigned topics, time to view (how long the resource should take to read), as well as which playlists the resource is included in.

Totara Academy



The Totara Academy has a whole course dedicated to using [playlists and resources](#) in Totara Engage. Here you can find out more about creating and sharing playlists and resources, as well as find best-practice guidance.

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