



RIVAL LEARN CONTENT CREATION

USER GUIDE

RIVAL

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Overview

The new **Course Creation workflow** in Rival Learn introduces a modern, guided authoring experience for building, organizing, and previewing courses.

Located under **Content-New → Create Content**, this redesign simplifies the authoring process with fewer clicks, clearer navigation, and built-in guidance—while maintaining full compatibility with existing courses in **Content-Legacy**.

There is **no migration or conversion required**. Both workflows share the same backend tables, meaning:

-  No content is lost
-  All existing courses remain available
-  No conversion, duplication, or re-publishing
-  Content created in Legacy appears instantly in the new workflow, and vice versa

 **Need help?** Use ROSI in the bottom-right corner of the screen to get quick answers from Learn's Help documentation.

Access

1. Sign in to the **Admin Portal**.
2. From the left navigation menu, select **Content-New → Create Content**.
3. The new **Create Content** page opens in a clean, tabbed layout.
4. To adjust access for specific admin users or workgroups, go to:
Enterprise → Admin/Workgroup → Security Setting → Content-New.

Note: The original authoring interface remains available under **Content-Legacy**, and content is shared between the two UIs – no transfer or conversion needed!

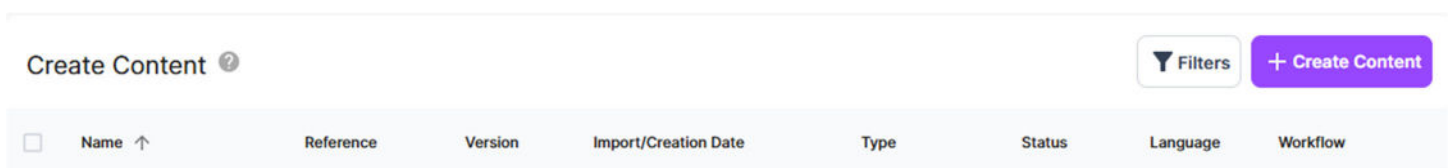
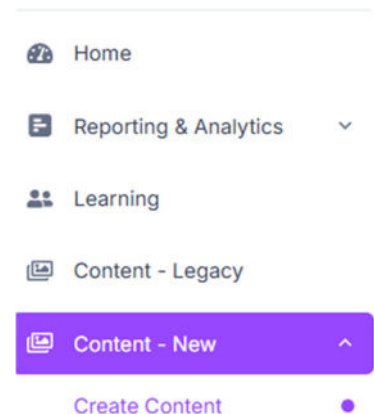
1. Start a New Course, or Editing an Existing Course

To create a course:

- Go to **Content-New → Create Content**
- Select **+ Create Content**

To edit an existing course:

- Click the course name
- Select **Properties**



2. Key Actions (Always Visible)

At the top of the workflow, you'll always see:

- **Save changes**
- **Preview**
- **Add to Library**

These controls stay visible regardless of which step you're in.

Learning Course

Add to Library **Preview** **Save Changes**

3. Status & Workflow Context – “Step 1”

Workflow Status defaults to **Authoring** for new content, and **Library** for items already in the Library. Use **Status Details** (e.g., Analysis, Design) and **Comments** to track progress (optional)

Step 1 **Step 2** **Step 3**

Workflow Status

Authoring

Status Details

The Content Object will remain in *Authoring* for further Development.

Comment

Enter a comment...

☐ **Send Notification**

4. Core Information – “Step 2”

Enter the core course information, including:

- **Name** (required to save)
- Type (Native, SCORM, AICC)
- Description
- Language
- Version
- Categories
- Keywords
- Reference fields
- Author Notes
- Glossary Terms
- Features
- Review Content

Tip: Only the *Name* is required to save and move forward.

Step 1

Step 2

Step 3

Name *

Type

native

Status

Current

Reference

Description

Language

English

Version Number

Version

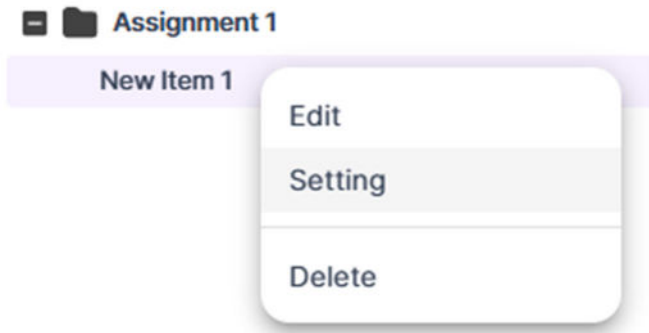
Major Topic Area

5. Add & Organize Content Items – “Step 3”

Step 3 is where you build the structure of your course and connect it to content already stored in Learn.

1. Use the left-hand **content tree** to view the course structure.
2. Click **+ New Item** at the bottom of the screen to add a new item.
3. Use the arrows at the bottom to reorder items or nest them under other items.

Each item in the tree provides two **right-click** options:



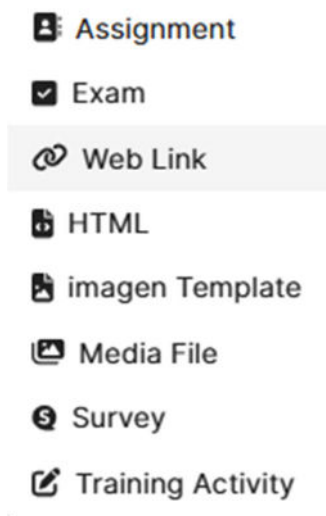
A. Edit – Choose What the Item Is

Use **Edit** when defining the item itself.

In Edit Content Properties, you can:

- Enter or update the item **Title**
- Choose a Content **Type** (Assignment, Exam, Media, etc.)
- Select an existing content object after choosing a type

The item's icon automatically updates based on the selected Content Type.



B. Settings – Control How the Item Behaves

Use **Settings** when you're configuring how the item should behave for learners and admins.

Right-click an item and select **Settings**. Adjust configuration across the familiar tabs:

- **Properties** – Controls how learners move through the item and what counts as completion.
 - Activity settings
 - Learning objectives
 - Sequencing rules & control modes
 -
 - Rollup rules
 - Navigation controls
 - Constraints & limit conditions
 - Delivery controls
- **Lesson Plan** – Provides instructional context for facilitators or designers.
 - Objectives
 - Instructor notes
 - Lesson content description
- **Development** – Stores behind-the-scenes technical or design details.
 - Start/end dates
 - Hours budgeted
 - Screen type
 - Bandwidth
 - Audio file names
 - Media references

Functionally, these settings align with Learn's **Legacy Content Creation** behavior; the main difference is that they're now easier to access from within a single, structured workflow.

The 'Content Settings' dialog box is shown with the 'Properties' tab selected. It features a close button (X) in the top right corner. Below the tab headers, the 'Activity Settings' section is expanded. It includes a 'Required / Scored' dropdown menu currently set to 'Activity is NOT Required OR Scored'. Below this are two checkboxes: 'Rollup Objective Satisfied' and 'Rollup Progress Completion', both of which are unchecked. At the bottom of this section is a 'Rollup Objective Measure Weight' input field containing the number '0'.

The 'Content Settings' dialog box is shown with the 'Lesson Plan' tab selected. It features a close button (X) in the top right corner. Below the tab headers, the 'Objective' section has a search bar with the placeholder text 'Search and select enabling objective'. Below this is the 'Instructor Notes' section, which contains a text area with the placeholder text 'Enter a description...'. At the bottom is the 'Lesson Content' section, which also contains a text area with the placeholder text 'Enter a description...'.

The 'Content Settings' dialog box is shown with the 'Development' tab selected. It features a close button (X) in the top right corner. Below the tab headers, the 'Start Date' and 'Due Date' sections each have a 'From' and 'To' input field with calendar icons. Below these is the 'Hours Budgeted' section, which has two input fields for 'hrs' and 'mins', both containing the number '0'. Below this is the 'Screen Type' section, which has a dropdown menu. Below that is the 'Screen Type Description' section, which has a text area. Below that is the 'Bandwidth' section, which has a dropdown menu. At the bottom is the 'Bandwidth Description' section, which has a text area. At the very bottom are two buttons: 'Discard' and 'Save Settings'.

6. Save, Preview, and Add to Library

You can save and review your work at any time:

- **Save changes** – commits your latest edits without leaving the page.
- **Preview** – opens a preview of the course so you can see the learner experience while staying in the same workflow.
- **Add to Library** – when you're satisfied with the structure and settings, use this action to add the course to the library so it's ready for downstream publishing.

These actions remain visible at the top of the page throughout the workflow.

Helpful Tips

- 💡 **Legacy Compatibility:** Content created in Content–Legacy appears instantly in Content–New.
- 💡 **Navigation Consistency:** This layout aligns with the revamped My Team and Analytics views.

Coming Soon

A redesigned Course Publishing experience (ETA December) will introduce improved staging, approval, and publishing—completing the end-to-end content workflow.

Need Help or Want to Go Deeper?

We're here to help.

Rival Community: <https://www.rivalcommunity.com>

(Email support@rival-hr.com for access.)