



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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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.

USAID
FROM THE AMERICAN PEOPLE

Search Learning Lab About [Login to Contribute](#)

LEARNING LAB Learning at USAID ▾ CLA ▾ Monitoring ▾ Evaluation ▾ Insights & Practice ▾ Community ▾

Contribute Content

Your own experience contributes to broader learning among practitioners who want to improve development outcomes.

Home > Community > Contribute Content

Share Knowledge and Insights with the Learning Lab Community


Learning Lab provides a space for the international development community to access tools and resources on integrating learning approaches and practices across CLA, monitoring, and evaluation into development programming.

- Contribute a blog that tells your story
- Share evidence on what works, or doesn't, in the areas of CLA, monitoring or evaluation
- Upload resources that help others apply new learning
- Promote an upcoming, public event

Already have an account? Log in.

Username or Email Address

Password

I'm not a robot 

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

[Log in](#)

New contributor? Create an account.

The first step to contributing content to USAID Learning Lab is to sign up for an author account.

[Get started!](#)

- 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.

LEARNING LAB Learning at USAID ▾ CLA ▾ Monitoring ▾ Evaluation ▾ Insights & Practice ▾ Community ▾

Create new account

Email address

The email address is not made public. It will only be used if you need to be contacted about your account or for opted-in notifications.

Username

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.

Math question

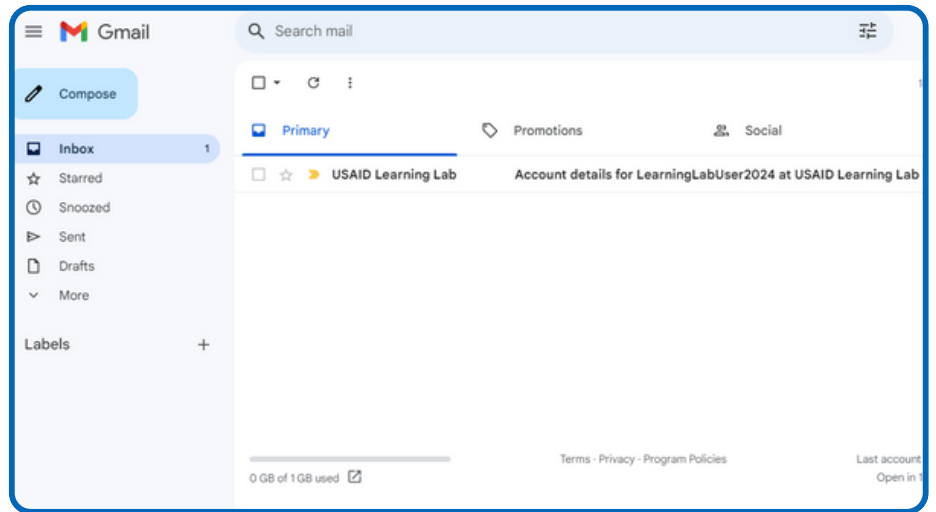
7 + 0 =

Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.

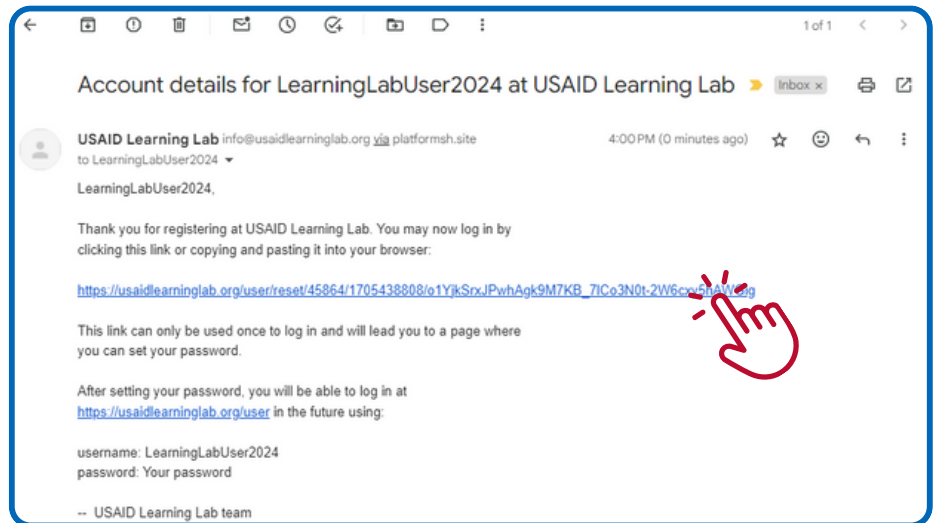
This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

[Create new account](#)

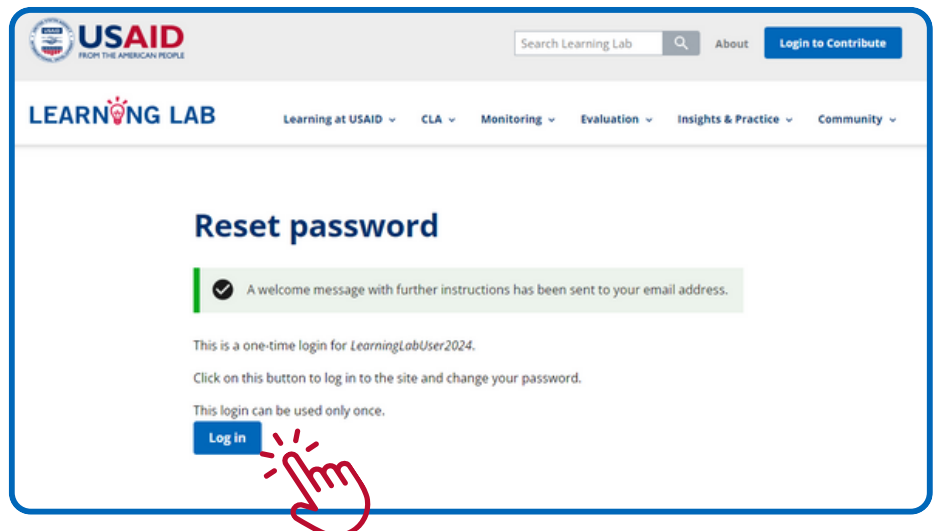
- Log into the email that you used to create your account. You should see an email that starts: “Account details for”...
 - If you don’t see an email within three minutes. Check your spam folder.



- 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.”

Management LearningLabUser2024

View profile Edit profile Log out

Home > LearningLabUser2024

LearningLabUser2024

View Edit Submissions

✓ **Status message**
The changes have been saved.

Email address*
LearningLabUser2024@gmail.com
The email address is not made public. It will only be used if you need to be contacted about your account or for opted-in notifications.

Password
.....
Password strength: **Strong**

Confirm password
.....
Passwords match: **yes**
To change the current user password, enter the new password in both fields.

^ **Locale settings**

Time zone
New York
Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

^ **Google Analytics settings**

Enable user tracking
Users are tracked by default, but you are able to opt out.

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!

Management LearningLabUser2024

View profile Edit profile Log out

Home > LearningLabUser2024

LearningLabUser2024

View Edit Submissions

✓ **Status message**
The changes have been saved.

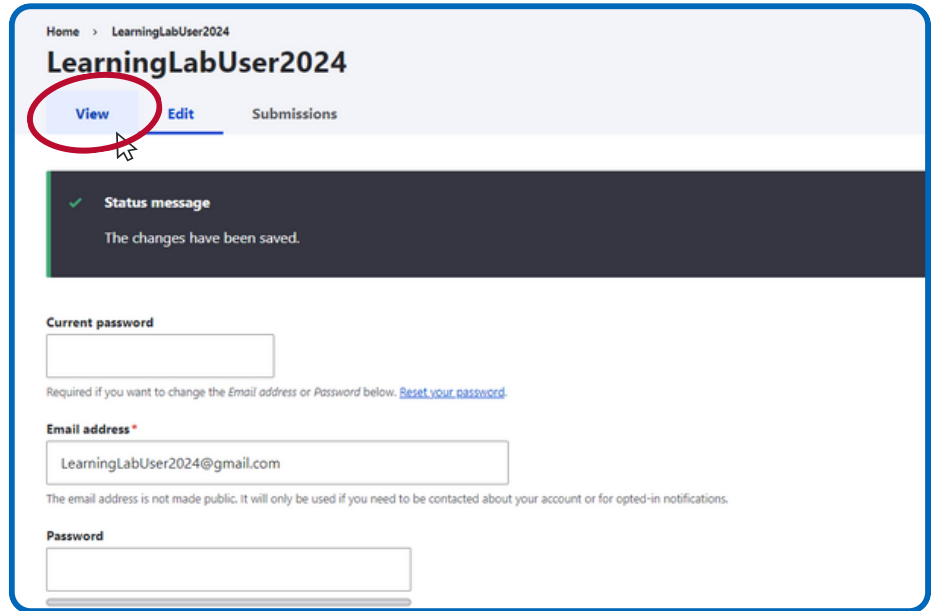
Current password
.....
Required if you want to change the Email address or Password below. [Reset your password](#)

Email address*
LearningLabUser2024@gmail.com
The email address is not made public. It will only be used if you need to be contacted about your account or for opted-in notifications.

Password
.....

Familiarize yourself with your account

- 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.

Submit a blog, resource, or event for review

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

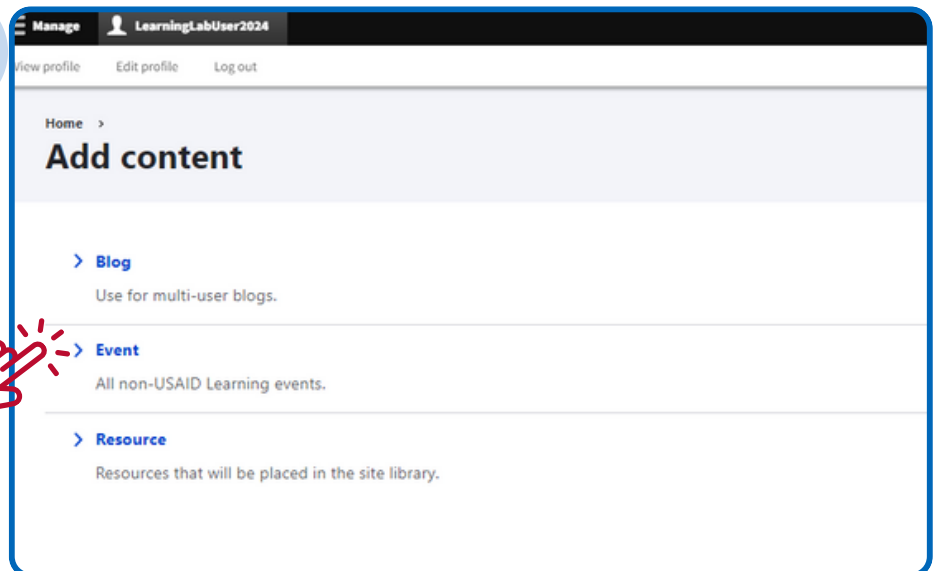
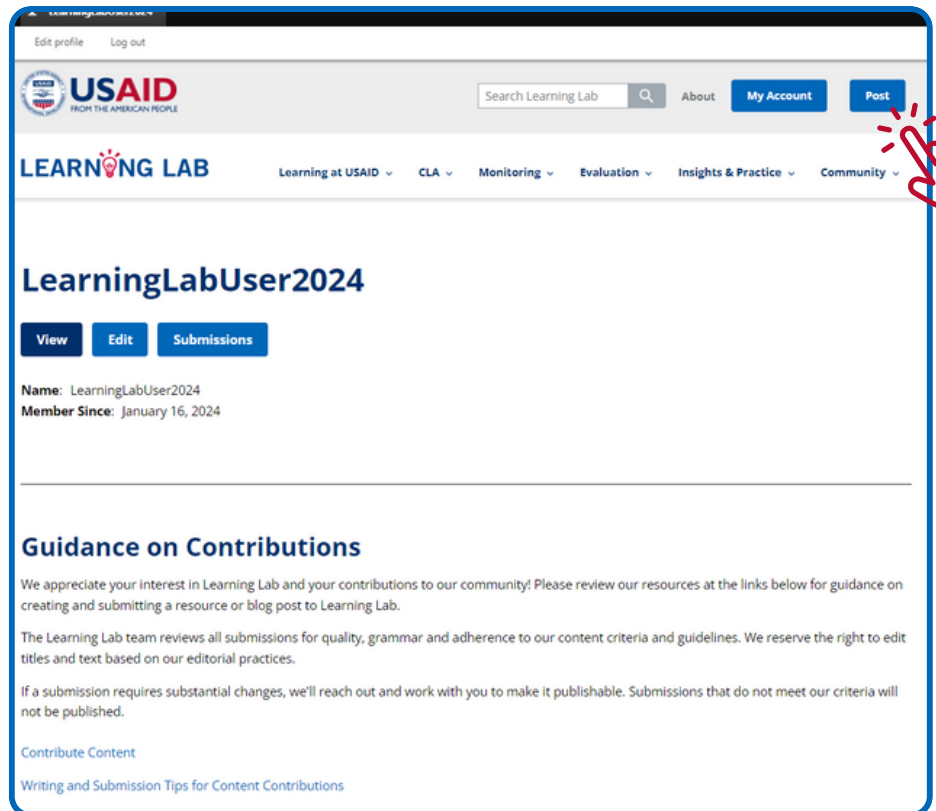
When logged into your account, you will now see the “Post” button in the upper right of every page. Click ‘Post’ to begin.

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 @ “ <> :: := ▾ 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 mode.

Body [\(Edit summary\)](#)

Paragraph ▾ B I @ “ <> :: := ▾ 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.

◀ Show row weights

About the authors

Biography teaser Remove

Name

Bio text

Paragraph **B** *I*

Text format Basic HTML [About text formats](#)

Bio Image

No media items are selected.

Add media

One media item remaining.

Add Biography teaser

I'm not a robot

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

Save as: Draft

Save Preview

- 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*      ▼  

Text format: Basic HTML ▼ [About text format](#)


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 

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/odd. 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/odd 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.
- 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.

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.

◊ Show row weights

Featured In ⋮

Featured In Collapse ⋮

Featured In Label

⊕

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

Enter the resource's publication date.

I'm not a robot

- 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

⌚

End date

⌚

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/odd` 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.







Event image

No media items are selected.

Add media 

Upload any promotional images (banner, logo) related to the event
3 media items remaining.


Body [\(Edit summary\)](#)

Paragraph B I      

Text format Basic HTML [About text formats](#)

Presenters


No Paragraph added yet.

Add Biography teaser 

Related Content


Choose some options

Registration Deadline

mm/dd/yyyy 

Enter the Registration Deadline in the format: month/date/year (for example: 02/08/2020 is February 8, 2020)

Event Format *

- Select a value - 

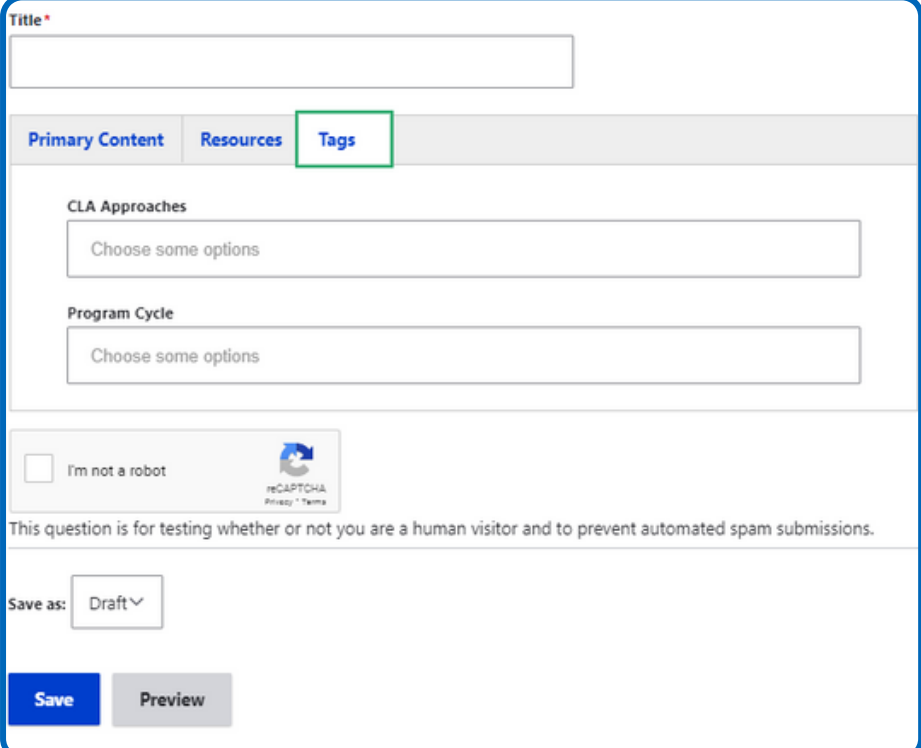
Title *

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

Related Resources

Choose some options

- 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.



The screenshot shows a web form for submitting an event. At the top, there is a "Title" field. Below it is a navigation bar with three tabs: "Primary Content", "Resources", and "Tags", with "Tags" highlighted in green. Under the "Tags" tab, there are two sections: "CLA Approaches" and "Program Cycle", each with a dropdown menu labeled "Choose some options". Below these is a reCAPTCHA section with an "I'm not a robot" checkbox and a reCAPTCHA logo. A note below the reCAPTCHA states: "This question is for testing whether or not you are a human visitor and to prevent automated spam submissions." At the bottom left, there is a "Save as:" dropdown menu currently set to "Draft". At the bottom right, there are two buttons: "Save" (in blue) and "Preview" (in grey).



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