



## LIBRARY USER GUIDE

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The USAID Learning Lab Library provides a wealth of resources that support USAID missions and partners to integrate learning throughout the Program Cycle. The following tips and hints will help you navigate the library.

### CREATING AN ACCOUNT

1. Go to [usaidlearninglab.org](https://usaidlearninglab.org)
2. Click on the red “Create an account” button or the “Join the Learning Lab” link at the very top of the homepage. Once you do, a short form will pop up. If you don’t see this form, try disabling your browser’s pop-up blocker
3. Complete the required sections (Username, Email address, First and Last name, Country)
4. You may have the option to request membership to a working group/community of practice. If you’d like to join one of the available groups, select it here
5. Read and agree to the privacy policy
6. Answer the security math question
7. Click the “Create new account” button
8. Check your email for a message from Learning Lab and click on the activation link to complete your registration. At this point, you will be prompted to create a password for the site.

### ALREADY A MEMBER OF THE LEARNING LAB ON KDID?

For people with previous KDID Portal accounts, your account has been moved over to the new Learning Lab website, but you will be required to create a new password. If you are a KDID member, please click the “Log in now” link under the “Create an account” button. Then select the “Forgot password?” link and enter the email address connected with your KDID account to receive email instructions on creating a new password. If you do not receive the instructions email within a day, or if you have any other problems re-setting your password please use the Contact Us form to alert us to the issue and we will resolve it as soon as possible.

### SEARCHING FOR A RESOURCE

There are two main ways to search through the Learning Lab library:

- You can enter key words into the “search” box located in the blue menu bar. This will return results from across the site, but you can filter the results using the Content Type Menu, which has a Library Resource option.
- If you’d rather just browse the library, click on the “Resources” tab in the main menu and select “Learning Library.” You can then use the filters in the Library by selecting the terms and tags that interest you in the right-hand column to narrow down your selections.

Also available through Learning Lab is the technical library known as QUEST—a compendium of USAID-funded tools produced by the various Technical Bureaus like Global Health and E3. These resources are meant to assist agency managers and partners with planning, designing, and monitoring programs.

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## SUGGESTING/SUBMITTING A RESOURCE

From any page in the library, we also encourage you to share your own resources. Click on the “Add Resource” button to access the submission form. Please fill out the fields indicated below. Unless you are submitting an external link, please ensure that your resource is formatted, edited, and converted to PDF format. Resources can include reports, publications, briefs, tools, case studies, templates, models, and more. To find more information about converting to PDF, please visit the [Learning Lab FAQs](#).

### Fields

Please fill in the following recommended fields in all three tabs with information about the resource. There are additional optional fields that you may choose to fill in as well.

#### Resource Description Tab

- Title (~75 characters) – the Teaser Title can be the same
- Description – full description displayed on the resource page. This should include not a description of the resource but also the intended application of the resource and why someone might find it useful. The first ~300 characters of this description also appear on the Library landing page as a “teaser” with a “read more” link.
- Optional fields: Resource type, Region, Program Cycle component, Learning approaches – These tags are used to automatically generate lists and feeds throughout the site as well as filter site and library searches. See more about tagging in the sidebar →

#### Author/Publication info Tab

- Author –Put the author’s name here. Use a commas to include multiple names
- Organizational Author – This allows you to associate the author with their organization or to list an organization as the author
- Institution –This field is used when the resource has been commissioned or sponsored by an organization other than the author’s organization.
- Published date

#### Resources Tab

- Resource Format –External Link and PDF are the most common formats
- File Upload – click “Browse” and select the PDF file, then click “Upload.” Enter a short title in the Description box that appears; this description will be used as the link text.
- External Link – include a short title and the complete website address to the resource
- Related Resources – Choose related resources already posted to Learning Lab from this drop-down menu. Items chosen will appear at the bottom of the resource page in a “Related” box.
- Click “save”



### HELPFUL TAGGING TIPS

#### How many should I choose?

While you should be specific when tagging your resource, it is not necessary to be exhaustive. If a certain category does not apply to your resource or you are unsure what to put, leave it blank.

Don’t forget to click “Add” after each selection.

#### I want to be more specific

Some options have associated sub-categories you can select. These can help you be more specific with your tagging. If you click on a selection with a grey arrow, a new drop-down menu will appear to the right with additional choices.

You can also add the parent category by leaving this new menu blank and clicking “Add.”

#### I’ve submitted resources before

Many authors and organizations are already in our database and will appear in the drop-down if you type slowly. If the author or organization is not listed, type in the full name. Please type carefully; other people might select your entry once it is in the system.

Use a comma to include multiple authors or organizations.



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FROM THE AMERICAN PEOPLE

**LEARNING LAB**

## Guidance

- When writing description, be concise. Include a brief overview the resource, as well as brief statement of why it is included and/or how it should be used.
- 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. Information is available on [how to convert documents to PDF](#). If your resource is already available on the web, we recommend sharing it an external link instead. If the resource you'd like to upload must be in an editable format (e.g., templates or worksheets), you can create an editable PDF or PDF form ([see the FAQs](#) to learn more). If you need more assistance or information regarding the PDF conversion process, please [contact us](#).
- Remember the audience: Mission staff and country partners who want to apply collaboration, learning and adapting approaches to their development practice. If you have a technical practice-specific resource (i.e., agriculture, education, health, etc.) that is not related to learning approaches or the USAID Program Cycle, please look through the [QUEST](#) resource guide to find the appropriate website for sharing.
- The Learning Lab team will review new submissions weekly, so please allow 3-5 business days for your submission to appear on the site.
- In order to create a robust repository of information, the USAID Learning Lab encourages relevant resource contributions from the greater community of implementing partners and USAID staff in the field. These submissions, as well as resources produced by missions, will be marked as community resources.