

# Viewing, Adding and Editing Translations

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This article details the expected functionality of a portion of the refreshed **Absorb LMS Admin Experience (AE)**. Click [here](#) to learn more about this free upgrade available to you.

## Introduction

As the **System Admin** (or as any **Admin** with the permission to **Manage Translations** based on their role), you have the option to customize the written content displayed within your **Learner Interface** in a language supported by the Absorb LMS and that your LMS has been configured to. (Click [here](#) to see a list of the languages that are supported by the Absorb LMS.)

You have the option to present the content to your **Learners** as defined by Absorb in your chosen language, or you can make changes to any of the **Learner**-facing text displayed in your portal.

**Note:** These translation keys do not apply to course names, course content, or any custom fields.

## View Translations

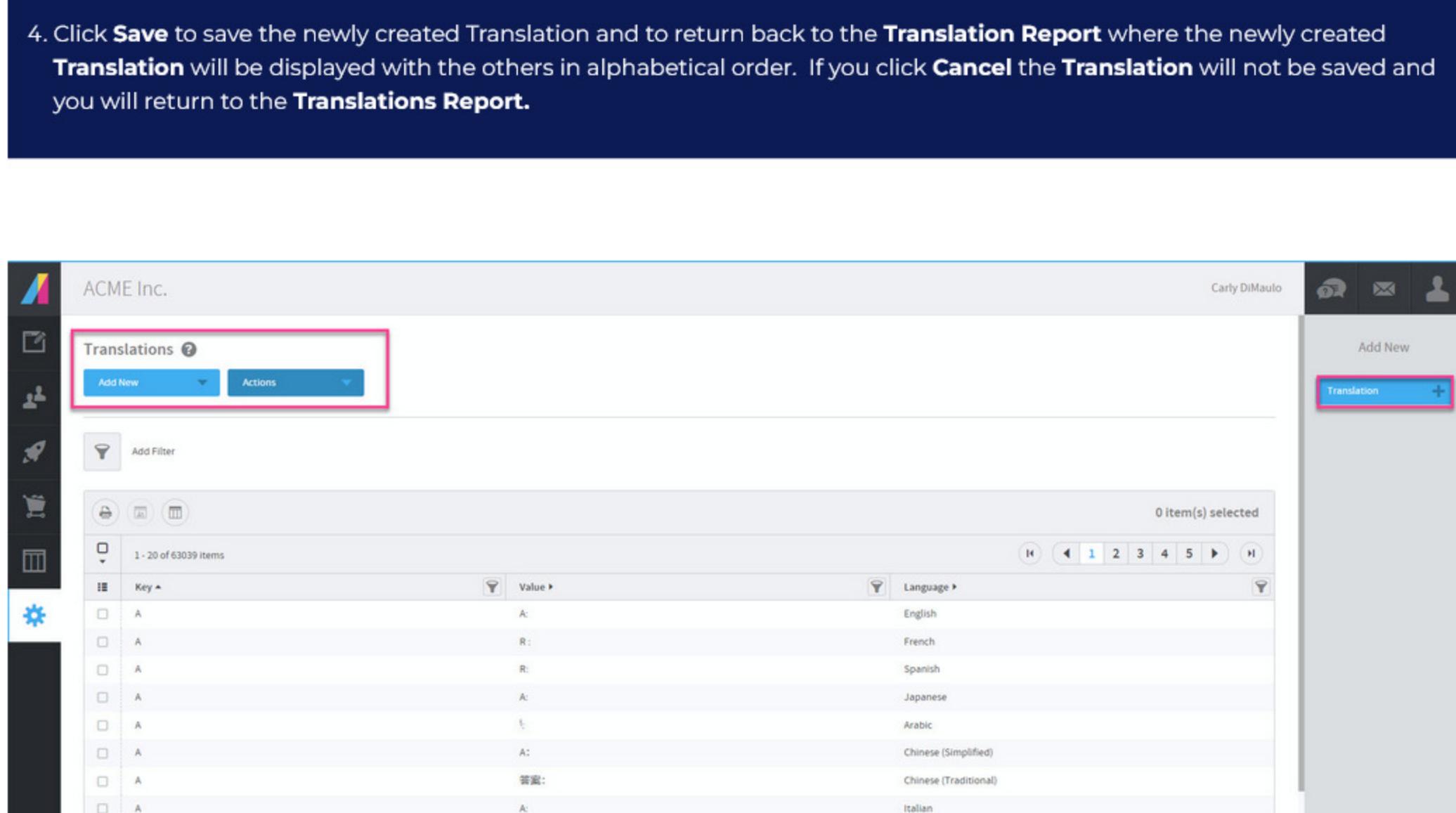
The following instructions guide you to the **Translations Report** within your Absorb LMS portal.

1. Navigate to the Admin Interface, and select the **Setup** icon.
2. Click on the **Translations** section. You will be routed to the **Translations Report** page.
  - Absorb's Translations Report uses the standard report layout. Here you can view a full list of all Translations available for buttons, tiles, and other wording on the learner interface.

You can also filter and sort these **Translations** to create a custom report by:

- **ID** - The unique identifier generated by Absorb to distinguish this **Translation** from others contained in the LMS.
- **Key** - This is what the **Translation** will be named wherever it appears in the LMS (mandatory). It is not shown in the learner interface and is used for Admin identification purposes only.
- **Language** - This drop-down menu provides the choices available to the Admin for which the **Value** will be displayed in when the Learner views it in the portal. The default setting for this field is English.
- **Value** - This is what the translation will be named wherever it appears in the Learner Interface (mandatory). It is this text that the **Learners** will see displayed in their portal in each of the **Languages** that the portal has been configured to support.

**Note:** You can also use this report to **Add a new Translation** or **Edit an existing Translation**

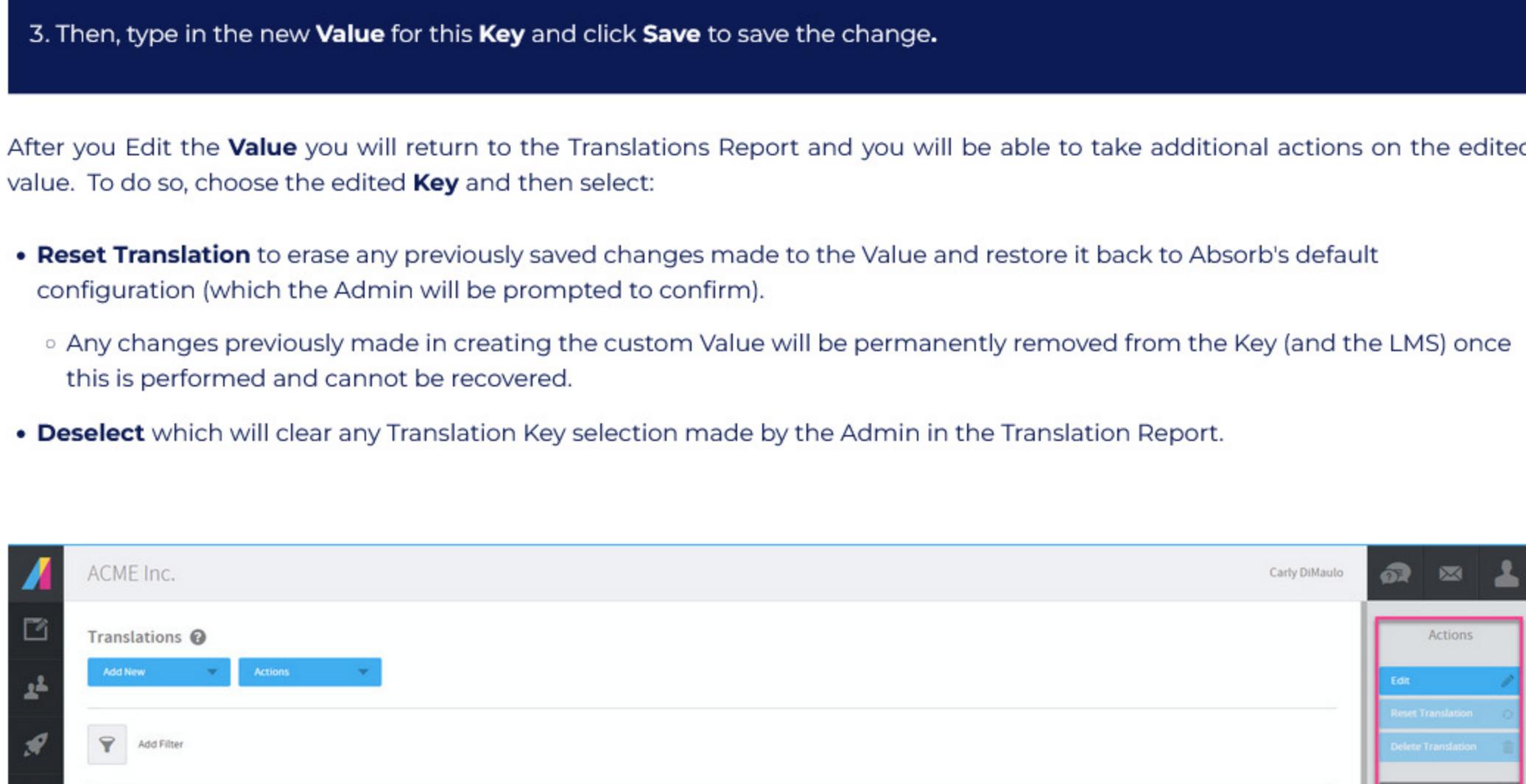


## Add New Translations

The following instructions guide you on how to add a **new translation key** in your Absorb LMS portal.

1. Navigate to the **Translations Report** page.
2. Click **Add Translation** to launch the **Translation** workspace where the new **TranslationKey** can be created.

3. Then, type in the name of the **Key**, select your **Language** and add in the **Value** or the **Translation** name that will appear in the learner interface.
4. Click **Save** to save the newly created Translation and to return back to the **Translation Report** where the newly created **Translation** will be displayed with the others in alphabetical order. If you click **Cancel** the **Translation** will not be saved and you will return to the **Translations Report**.



## Edit Translations

The following instructions guide you on how to **edit a translation** in your Absorb LMS portal.

1. Navigate to the **Translations Report** page. **Select** the translation you wish to edit.
2. Click the **Edit** button on the **Action Menu**. You will be routed to the **Translations workspace**.

3. Then, type in the new **Value** for this **Key** and click **Save** to save the change.

After you Edit the **Value** you will return to the **Translations Report** and you will be able to take additional actions on the edited value. To do so, choose the edited **Key** and then select:

- **Reset Translation** to erase any previously saved changes made to the Value and restore it back to Absorb's default configuration (which the Admin will be prompted to confirm).

◦ Any changes previously made in creating the custom Value will be permanently removed from the Key (and the LMS) once this is performed and cannot be recovered.

- **Deselect** which will clear any Translation Key selection made by the Admin in the **Translation Report**.



**Note:** Delete Translation is greyed out because it is not possible for an Admin to delete a **TranslationKey** in Absorb. Once the existing Key is re-saved the Admin can run a filtered report on the group of Translations in the LMS.