



Adding a Weekly Insight

A step-by-step visual walkthrough of adding a Weekly Insight to a Fundamental, with text, an author, or a video.

Open Fundamentals

Your Weekly Insights now live under Fundamentals, a little different from the old software.

1

Click Fundamentals

From the Admin Panel, select **Fundamentals** in the left-hand menu.

The screenshot displays the CultureWise Admin Panel. On the left is a navigation menu with the following items: Home, Company, Fundamentals, Notification Setup, Gamification, Reports, Billing, and Settings. The 'Fundamentals' item is highlighted. The main content area features a 'Welcome back!' message and a 'Weekly planned content' calendar for the week of July 13 - 19, 2026. A banner at the top right of the main area reads 'FUNDAMENTAL I 10 PRACTICE THE "HUMAN TOUCH."'.

Monday 13.07	Tuesday 14.07	Wednesday 15.07	Thursday 16.07	Friday 17.07	Saturday 18.07	Sunday 19.07
Fundamental I 10						
Weekly Insight	Coaching Guide	Lesson	Pulse Survey	Kudos!		
QuickTip	QuickTip	QuickTip	QuickTip	QuickTip		

The Admin Panel: Fundamentals is in the left-hand navigation.

Choose which Fundamental to add to

Each Fundamental has its own Weekly Insight, along with the week it's scheduled to run.

2

Select a Fundamental

Find the Fundamental you'd like to add a Weekly Insight for and click it. The list shows each Fundamental's schedule and current author.

culturewise

Home
Company
Fundamentals
Notification Setup
Gamification
Reports
Billing
Settings

User Panel
Super Admin Panel

Powered by **culturewise**

Fundamentals

Schedule settings

Start from: Jul 13 - Jul 19, 2026

Search Fundamental

#	Title	Date	Weekly Insight Author
10	PRACTICE THE "HUMAN TOUCH." Current	Jul 13 - Jul 19, 2026	Unassigned
11	FIND A WAY. Upcoming next	Jul 20 - Jul 26, 2026	Tyler Howard
12	GET CLEAR ON EXPECTATIONS.	Jul 27 - Aug 02, 2026	Alex Hill
13	LISTEN GENEROUSLY.	Aug 03 - Aug 09, 2026	Al Curnow
14	SPEAK STRAIGHT.	Aug 10 - Aug 16, 2026	Dustin Campbell
15	COMMUNICATE TO BE UNDERSTOOD.	Aug 17 - Aug 23, 2026	Unassigned
16	GO THE EXTRA MILE.	Aug 24 - Aug 30, 2026	Brittany Friedman
17	CREATE WIN/WIN SOLUTIONS.	Aug 31 - Sep 06, 2026	Erik Waters

The Fundamentals list: select the one you want to work on.

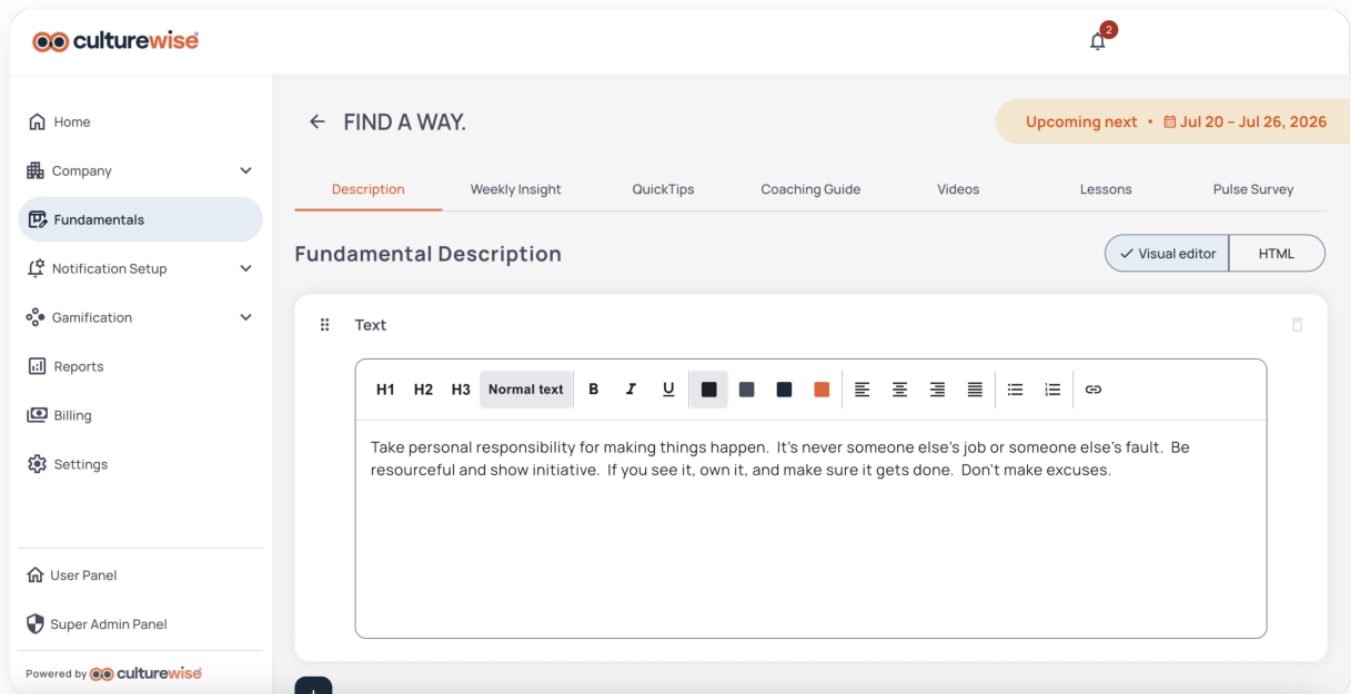
Open the Fundamental

Once inside, you'll see a row of tabs across the top for everything tied to this Fundamental.

3

Locate the Weekly Insight tab

Along the tab row (Description, Weekly Insight, QuickTips, and more), find **Weekly Insight**.



Inside a Fundamental: note the Weekly Insight tab in the row along the top.

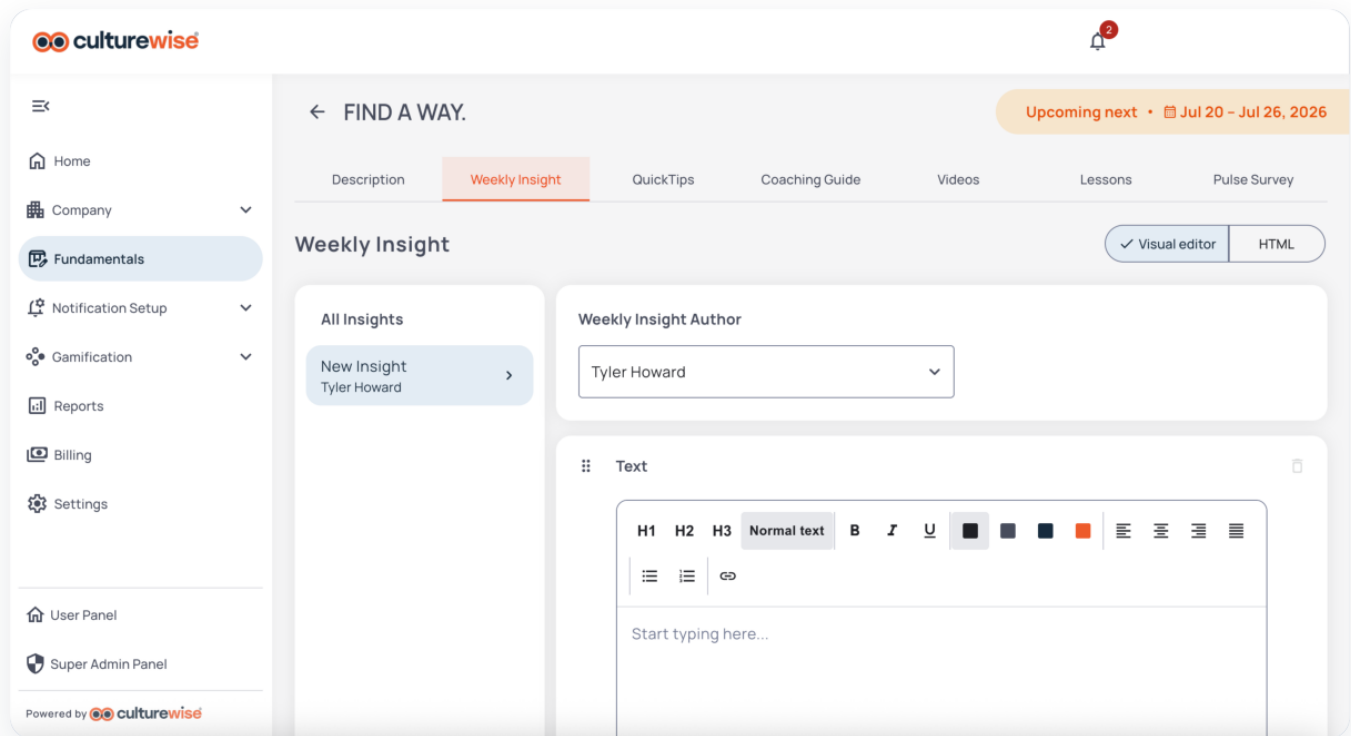
Click the Weekly Insight tab

This is where you'll add the message your team receives for the week.

4

Open Weekly Insight

Click the **Weekly Insight** tab to open the editor, where you can add content and assign an author.



The Weekly Insight tab: your workspace for the week's message.

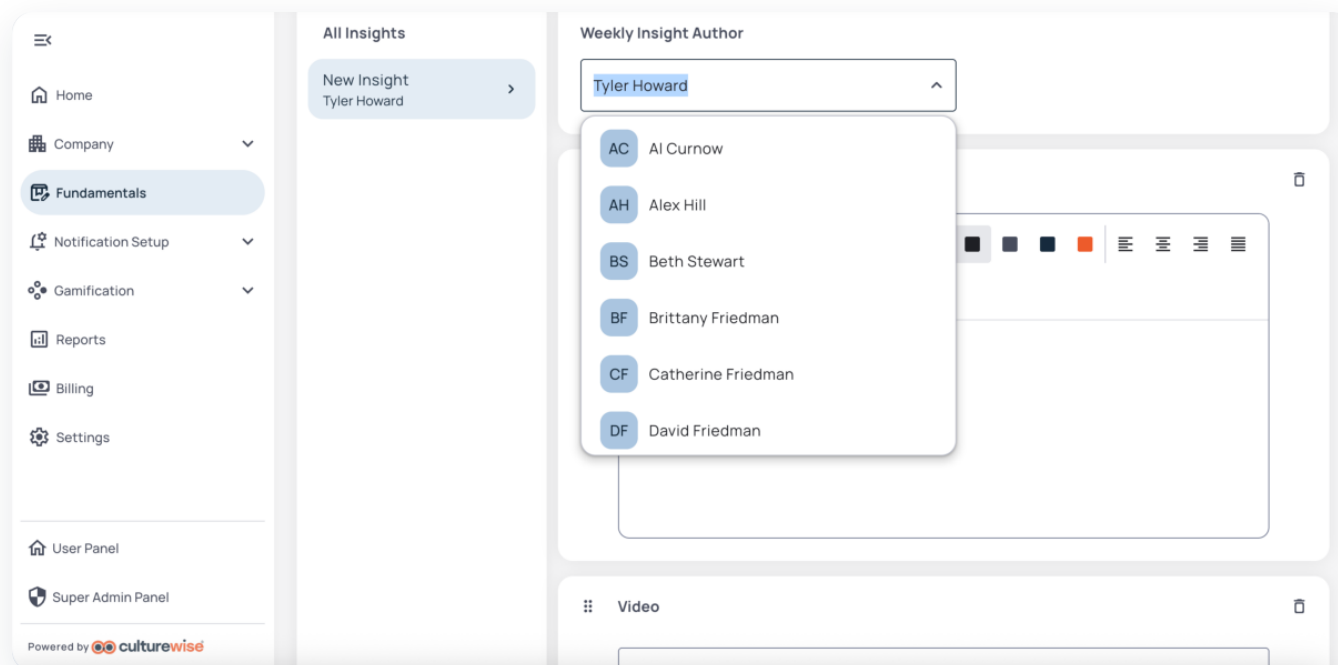
Assign an author

Every Weekly Insight can be attributed to a specific person on your team.

5

Choose the author

Open the **Weekly Insight Author** dropdown and select a name. That person is now responsible for this Weekly Insight.



Select the author from the dropdown menu.

Write or paste your message

The body is a simple editor. Type directly or paste your prepared text.

6

Add your message and save

Copy and paste your message into the body, then click **Save** in the top-right.

The screenshot shows the Culturewise 'Weekly Insight' editor. On the left is a sidebar with navigation links: Home, Company, Fundamentals (highlighted), Notification Setup, Gamification, Reports, Billing, Settings, User Panel, and Super Admin Panel. The main area is titled 'Weekly Insight' and contains a 'Weekly Insight Author' dropdown menu with 'Tyler Howard' selected. Below this is a 'Text' editor with a rich text toolbar (H1, H2, H3, Normal text, Bold, Italic, Underline, background color, text color, bulleted list, numbered list, link) and a large text area containing the placeholder text 'Copy and Paste your Message into the Body. Click Save.' In the top right corner of the editor, there are 'Cancel' and 'Save' buttons.

Paste your message into the body, then click Save.

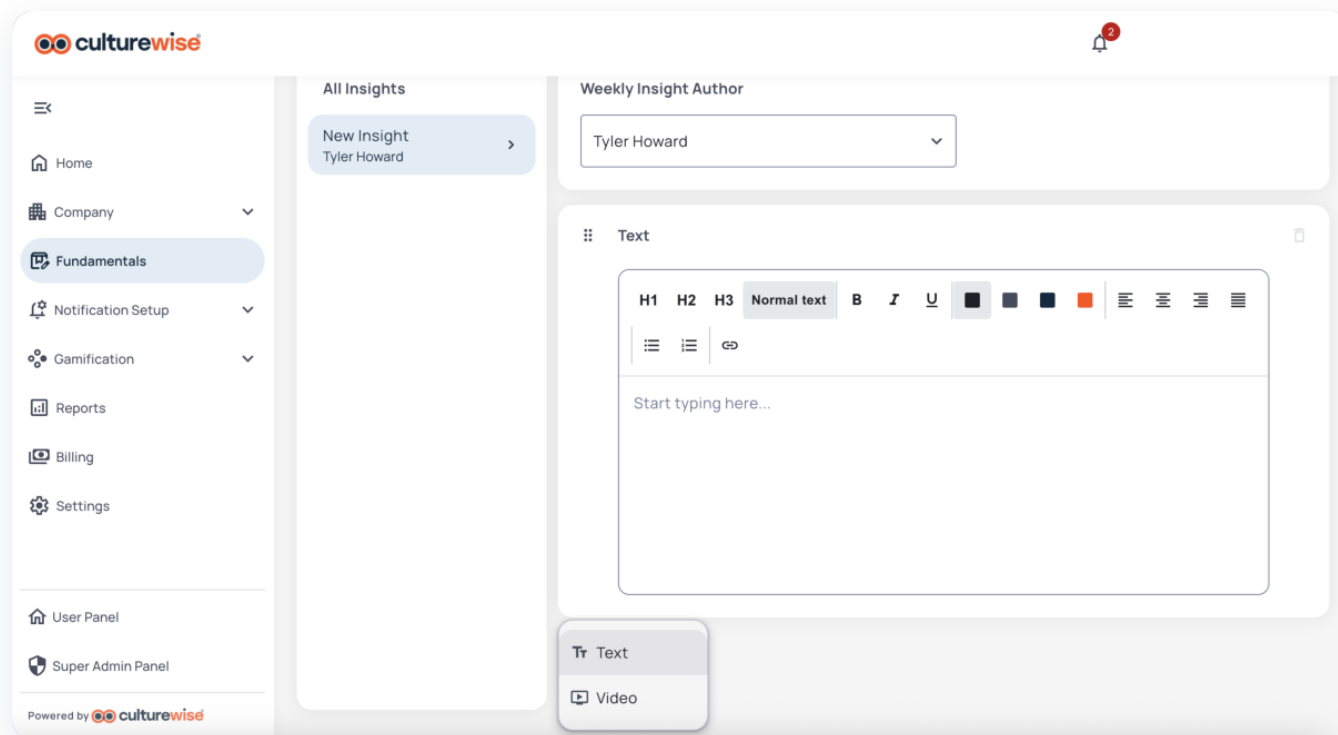
Add a video instead

You can deliver the Weekly Insight as a video rather than text.

7

Click the + button, then Video

Click the + button below the editor and choose **Video** from the menu.



Click the + button and select Video.

Add the video details

Give the video a title and paste its link. That's the last step.

8

Add a title and paste the URL

Enter a title, then paste a **YouTube, Vimeo, or Cloudflare Stream** URL to embed the video. Click Save when you're done.

The screenshot shows the CultureWise interface. On the left is a sidebar with navigation links: Home, Company, Fundamentals (highlighted), Notification Setup, Gamification, Reports, Billing, Settings, User Panel, and Super Admin Panel. The main content area is divided into two sections. The top section is a text editor with a toolbar containing options for heading (H1, H2, H3), text style (Normal text), bold (B), italic (I), underline (U), background color, text color, and list/bulleted options. Below the toolbar is a text input field with the placeholder 'Start typing here...'. The bottom section is titled 'Video' and contains two input fields: 'Title' with the placeholder 'Title of the video' and 'Video URL' with the placeholder 'Paste the URL Here'. Below the 'Video URL' field is a small text note: 'Paste the URL of a video (YouTube, Vimeo or Cloudflare Stream) you'd like to embed.' A plus icon is visible at the bottom right of the main content area.

The Video block: add a title and paste your video URL.



That's it! Your Weekly Insight, whether text or video, is now scheduled to reach your team for that Fundamental's week.

Questions?

Your CultureWise team is always here to help. Reach out anytime.