



Completing a Learning Path

This guide will detail how users interact with the Learning Paths that have been created and gain completion.

Our guide on how to create Learning Paths is [here](#).

Joining a path

Once a path is in 'live' status, users with permission to join it will see it listed in the Learning Path area (Applications > Learning > Learning Paths)

A screenshot of the Learning Paths interface. The header shows 'Learning > Learning Paths' and a '+ Create New Path' button. Below are four path cards, each with an icon, title, description, and progress bar.

Path Name	Description	Progress
Claromentis Digital Workplace	This course provides an overview of Claromentis, focussing on the commonly used appli...	0% (Points: 0/40)
Employee Induction Program	Getting to know your team, the company and our working environment. Learn more about ...	0% (Points: 0/15)
Microsoft Office 365 for Beginner	Get Microsoft Office 365 training and gain the skills needed to be productive at work...	0% (Points: 0/70)
test wefsea		100% (Points: 10/10)

Clicking into the path, they can join it using the button for this:

Learning > Learning Paths > View Path

Employee Induction Program (IND001)

Getting to know your team, the company and our working environment. Learn more about the company and it's culture.

[Join this path](#)

Join this path to reveal your progress
Points: 0/15 **0%**

Path Details

- Onboarding course (OBC)** *
10 Points
Onboarding Training
- Team introductions (MLM)** *
5 Points
Attend this event to get to know your team members and senior management.
Team introductions (31-07-2020 23:00)

Otherwise, administrators can sign up users to the path using the button in the 'Participants' tab:

Learning > Learning Paths > View Path

Employee Induction Program (IND001)

Getting to know your team, the company and our working environment. Learn more about the company and it's culture.

[Join this path](#) [Edit](#)

Join this path to reveal your progress
Points: 0/15 **0%**

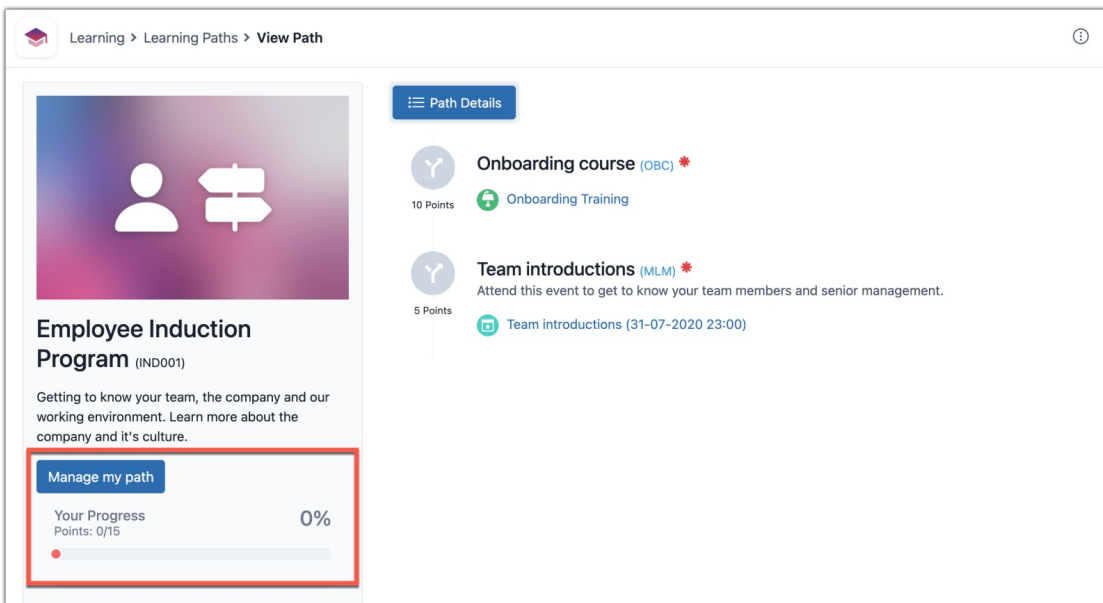
Path Details **Path Steps** **Participants**

[+ Add Participants](#)

Name	Job Title	Progress	Notes	Deadline
No result				

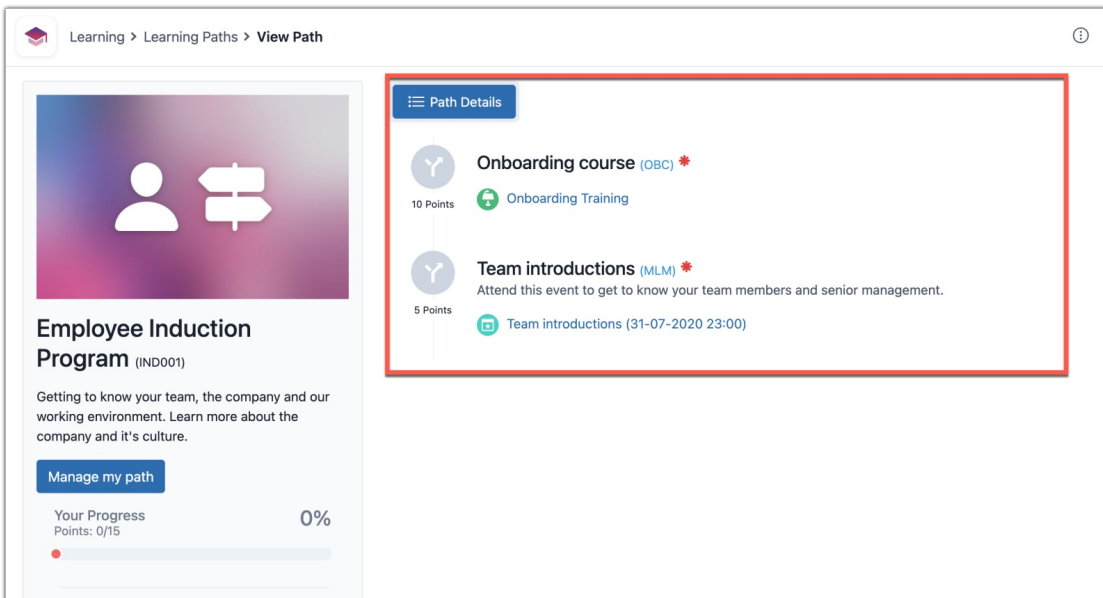
Viewing the path

Once a user has joined the path, the button updates to 'manage my path' and the progress bar begins tracking:



The steps included in the path are shown in the main area.

Users can click into these to view the associated content and complete it.



Content tied into steps can be a [Course](#), [Quiz](#) or [Event](#) for the user to complete or attend, and the icon shown in the step indicates this.

The Learning Path shown in the screenshot above has two steps: the first is a Course and the second is an Event.

The user will need to complete both steps to attain overall Path completion.

Completing the steps

As steps are just housing the content they have been set to show, users complete a step by clicking on the link:

Learning > Learning Paths > View Path

Employee Induction Program (IND001)

Getting to know your team, the company and our working environment. Learn more about the company and it's culture.

Manage my path

Your Progress
Points: 0/15 **0%**

Path Details

- Onboarding course (OBC)** *
10 Points
Onboarding Training
- Team introductions (MLM)** *
5 Points
Attend this event to get to know your team members and senior management.
Team introductions (31-07-2020 23:00)

This opens the content in the application they are hosted in, e.g. Courses to complete a course, Events to join an Event, Quiz to complete a Quiz:

Right-click here to download this video as mp4
Please download the file video/mp4

Path completion

A user can work through each step on their own time (or by a deadline if one was [set by the Path creator](#))

Once a user completes the content in the application it lives in, a completion label will appear in the step.

Learning > Learning Paths > View Path

Employee Induction Program (IND001)

Getting to know your team, the company and our working environment. Learn more about the company and it's culture.

Manage my path

Deadline: No Deadline Set

Your Progress
Points: 10/15 **66%**

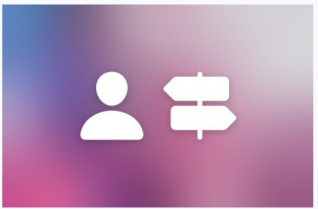
Path Details

- Onboarding course (OBC)** *
10 Points
Onboarding Training **Completed** 28 May 2026
- Team introductions (MLM)** *
5 Points
Attend this event to get to know your team members and senior management.
Team introductions (31-07-2020 23:00)

The progress bar will update with each completion (as long as a score was attributed to each step [in its configuration](#))

Once all steps have been completed, the Path itself will be completed:

Learning > Learning Paths > View Path



Employee Induction Program (IND001)





Getting to know your team, the company and our working environment. Learn more about the company and it's culture.

[Manage my path](#)

Deadline: No Deadline Set

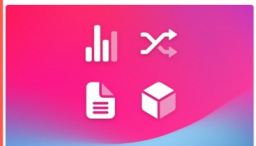
Your Progress
Points: 15/15 **100%**

Path Details

- 
Onboarding course (OBC) *
 10 Points  Onboarding Training **Completed** 28 May 2026
- 
Team introductions (MLM) *
 5 Points Attend this event to get to know your team members and senior management.
 Team introductions (31-07-2020 23:00) **Completed** 28 May 2026

(The green dot represents the pass mark if one was set by the Path creator)


Learning > Learning Paths



Claromentis Digital Workplace

This course provides an overview of Claromentis, focussing on the commonly used appli...

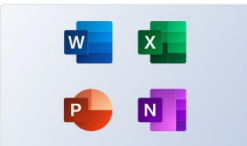
Your Progress
Points: 40/40 **100%**



Employee Induction Program

Getting to know your team, the company and our working environment. Learn more about ...


Your Progress
Points: 15/15 **100%**



Microsoft Office 365 for Beginner

Get Microsoft Office 365 training and gain the skills needed to be productive at work...

Join this path to reveal your progress
Points: 0/70 **0%**



test

wefsea

Join this path to reveal your progress
Points: 0/10 **0%**

This achievement will be recorded in the users training record:

Learning > Training Records ?

View training records for Browse Download as CSV

Employee Induction Program (IND001)
Learning Path
28 May 2026
Edit Delete

Onboarding Training (OBC)
E-Learning
28 May 2026
Edit Delete

Compliance training 101
Certificate
13 May 2026
Edit Delete

Health & Safety 2026
Training Record
11 May 2026
Edit Delete

Abigail Clark
Human Resources Assistant

+ Add New Record + Add Certificate

Latest progress

Employee Induction Program
Points: 15/15 100%

Claromentis Digital Workplace
Points: 40/40 100%

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