



Learning Paths Overview

Learning paths offer a way to link various [courses](#), [quizzes](#), or [events](#) to create an e-learning journey with an overall completion by using qualification codes.

This is an optional feature, as users can simply complete courses or other content alone to achieve individual completion status.

This guide will cover how to create and manage Learning Paths.

Our other guide details how users interact with a Path to complete it [here](#).

Who can create and manage Learning Paths?

[Application Administrators](#) of Learning can select who can create and manage paths from the admin side of the application.

Admin > Learning > Learning Paths

A screenshot of the Learning Paths administration interface. The interface is divided into a left sidebar and a main content area. The sidebar contains a 'Learning Path' menu item, which is currently selected. Other items in the sidebar include 'Training Records', 'Certificate Expiration', 'Bulk Import/Export', and 'Qualification Codes'. The main content area shows the 'Learning Paths' section. At the top, it says 'Admin > Learning'. Below that, it says 'Learning Paths' and 'Learning Path administrator has full permission to add / edit / delete all Learning Paths'. There is a 'Permissions' section with a search box containing 'Start typing to add...', a 'Browse' button, and a 'Remove' button. Below the search box, there is a list of roles: 'Role: Administrators' and 'Role: Managers'. A 'View matching users...' link is below the list. At the bottom of the main content area, there is a 'Save' button.

Creating a learning path

The entered [users/roles/groups](#) on the admin side can create a new Learning Path from the [front end of Learning](#).

Applications > Learning, and then open the Learning Path area:

Learning

Training Records
Historic view of your training records, certifications and to run reports

Learning Paths
Set of learning activities curated for you to achieve your goal

Quizzes
Take quizzes and test your knowledge on a given subject

Courses
Learn via online courses and modules

Events
Training Events, Workshop, Online Training, Webinar, Seminar

Claromentis Administrator
System Administrator

+ Add New Record + Add Certificate

Latest progress

test2
Points: 10/10 100%

test
Points: 10/10 100%

Microsoft Office 365 for Beginner
Points: 0/70 0%

Any existing Paths will be listed in this area and can be edited. The button to create a new learning path:

Learning > Learning Paths

+ Create New Path

Claromentis Digital Workplace
This course provides an overview of Claromentis, focussing on the commonly used appli...
Join this path to reveal your progress Points: 0/40 0%

Employee Induction Program
Getting to know your team, the company and our working environment. Learn more about ...
Join this path to reveal your progress Points: 0/15 0%

Microsoft Office 365 for Beginner
Get Microsoft Office 365 training and gain the skills needed to be productive at work...
Your Progress Points: 0/70 0%

test wefsea
Your Progress Points: 10/10 100%

1. Fill out the Path details

The screen below will appear when creating a new Path:

Learning > Learning Paths > Add/Edit Path Details ?

Learning Path Title*

Qualification Code*

Description/Abstract
[SOURCE]

Days To Complete A deadline will effect each user from the day they "Join" this Path.

Status Under Construction Live Archived

Path Image

Points (optional) In order to complete this learning path the user must complete all mandatory material and obtain at least
 points out of total {0}

Permissions

Can join
 Edit
 Delete
 Manage Participants
 Receive Admin Notifications

[View effective permissions...](#)

- **Learning Path Title:** The name of the path you wish to create
- **Qualification Code:** The most important factor that will link all learning content together. The path needs its own code, and so does each step within it
- **Description/Abstract:** A short description/overview of the Learning Path
- **Days to complete:** A deadline set for users upon enrolling in the path. If users do not complete the path after the number of days specified, a daily notification will be triggered after the deadline as a reminder
- **Status:** The current status of the Learning Path. Users will only be able to access and interact with paths that are set to 'Live'
- **Path Image:** A thumbnail for the Learning Path
- **Points (Optional):** A required pass mark for the Learning Path. This will not be applied immediately, as you need to define points to Steps in your path before adding a required pass mark. This option will need to be revisited if you choose to add a pass mark
- **Permissions:** Define certain user groups/roles with varying levels of control within the Learning Path:
 - **Can join:** User(s) can join the Learning Path
 - **Edit:** User(s) can edit Learning Path details and add Steps
 - **Delete:** User(s) can delete the Learning Path
 - **Manage Participants:** User(s) can view the full list of participants and path records, as well as add participants as needed (This tab will only appear if your Learning Path is set to Live status)
 - **Receive Admin Notifications:** User(s) can receive notifications for when a user enrolls on the Learning Path

2. Add steps to the Path

Now that the path has been created, content can be added by creating steps.

Steps can be created under the 'Main syllabus' or 'Further Learning' section, depending on your preference or needs for the Path.

Click into the 'Path steps' tab and click 'Add step'

Learning > Learning Paths > View Path

Path Details **Path Steps** Participants

Main Syllabus + Add Step

Step Name	Qualification Code	Points
adadwa	people1234	10

Further Learning

Step Name	Qualification Code	Points
No result		

test (910)
wefsea
Manage my path Edit
Deadline: No Deadline Set
Your Progress Points: 10/10 100%

Fill out the details of the step and include the qualification code that represents the content, e.g. course, quiz, or event that you want to pull through:

Learning > Learning Paths > View Path > Add/Edit Path Step

Step Name*

Description [SOURCE]

Requirement Mandatory Non Mandatory Further Learning

Qualification Code*

Points

Save Cancel

- **Step Name:** The name of the step
- **Description:** An explanation or overview of the step that will appear alongside the content
- **Requirement:** Determine if the step is:
 - **Mandatory:** must be completed even if the required pass mark is achieved without completing this step
 - **Non-Mandatory:** an optional step that is not required
 - **Further Learning:** an optional step that is not required for completion
- **Qualification Code:** Connects learning content to the step. Enter the code of the content you wish to pull through to the step (or create a new code, then later attribute that code to the content, e.g. course)
- **Points:** Set how many points completion of this step will achieve

Click 'Save' to create the step.

It will now appear listed in the Path.

Add more steps until all those you want to include have been created, and the content appears in each:

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 **0%**
Points: 0/15

Onboarding course (OBC) *
10 Points
[Onboarding Training](#)

Team introductions (MLM) *
5 Points
[Team introductions \(31-07-2020 23:00\)](#)

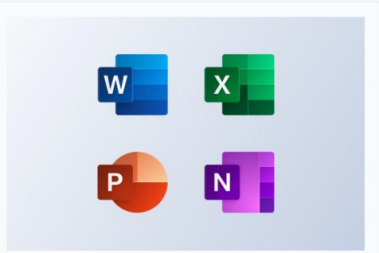
3. Manage the path over time

Once the Path creator puts the path into 'live' status, users with permissions will see it listed and can join the path to start [completing the steps](#). Administrators can also add users to the path directly in the participants tab.

Ensure your user base knows who to reach out to if they encounter any issues completing the content.

Once users complete the path, their [training record](#) will be updated to reflect this.

Users with admin permissions can edit the Path at any time and check user sign-ups or progress in the participants tab:



Microsoft Office 365 for Beginner (MSOB)

Get Microsoft Office 365 training and gain the skills needed to be productive at work. In this path, you can learn the skills needed to take full advantage of Office 365 in the cloud.

[Manage my path](#) [Edit](#)

Deadline: No Deadline Set

Your Progress
Points: 0/70 0%

[Path Details](#) [Path Steps](#) [Participants](#)

[+ Add Participants](#)

Name	Job Title	Progress	Notes	Deadline	
Robert Reith	Managing Director	40 / 70		No Deadline Set	
Sameer Arora		40 / 70		No Deadline Set	
Nigel Davies	Sales Director	40 / 70		No Deadline Set	
Demo Account		40 / 70		No Deadline Set	
Michael Christian	Information Architect	0 / 70	has to finish before end of th...	No Deadline Set	
Michael Hassman	Trainer/Client Manager	40 / 70		No Deadline Set	
Claromentis Administrator	System Administrator	0 / 70		No Deadline Set	
Dave Arril	Head Of Sales	40 / 70		No Deadline Set	
Barclay Martin	Sales & Training Manager	40 / 70		No Deadline Set	