



## Learning Paths Overview

This guide will provide an overview of the Learning Paths feature in the Learning application.

Learning Paths allow you to use content-focused aspects such as Courses, Events, and Quizzes, by linking them into targeted syllabi using the Qualification Code feature.

We will cover the following topics:

- [How to set admin permissions in a learning path](#)
- [How to create a learning path](#)
- [How to set front-end permissions in a learning path](#)
- [How to add steps to a learning path](#)

## The admin side & learning paths permissions

Head to **Admin > Learning > Learning Path**.

A screenshot of the Learning Paths permissions configuration page in the Admin interface. The page has a breadcrumb trail 'Admin / Learning' and a 'Learning Path' menu item highlighted in red. The main content area is titled 'Learning Paths' and includes a permission message: 'Learning Path administrator has full permission to add / edit / delete all Learning Paths'. Below this is a 'Permissions' section with a search input field containing 'Start typing to add...', a 'Browse' button, and a 'Remove' button. A dropdown menu is open, showing 'Role: Administrators'. There is a 'View matching users...' link and a 'Save' button at the bottom.


This section will give users full permission to access and manage Learning Paths by allowing them to add / edit / delete all Learning Paths.


For more information on the admin side of Learning, check out our guide [here](#).

## Creating a learning path

Head to **Application > Learning > Learning Path**:


Learning






**Training Records**

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



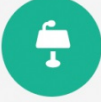
**Learning Paths**

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

You have no active Learning Paths

You will be taken directly to the Learning Path landing page where you will see all existing Learning Paths:

Learning / Learning Paths




claromentis  
intranet software

**Claromentis Beginner**

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

Join this path to reveal your progress
0%


Points: 0/40



**Induction**

Join this path to reveal your progress
0%

Points: 0/15



**Microsoft Office Beginner**






Get Microsoft Office training and gain the skills needed to express your ideas, solve...


Join this path to reveal your progress
0%

Points: 0/70


With the correct permissions, you will see the option to create a Learning Path:

Learning / Learning Paths




[+ Create New Path](#)



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Join this path to reveal your progress **0%**  
Points: 0/40



**Induction**

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



**Microsoft Office Beginner**






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

**Reminder:** If you do not see the option to create a new Learning Path, please check with your administrator that you have the permission needed to do so.


When creating the Learning Path there will be a series of fields to fill out:

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 (specifically Learning Steps) to the appropriate Learning Path.
- **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 re-visit if you choose to add a pass mark.
- **Permissions:** Define certain user groups/roles with varying levels of control within the Learning Path.

## The front-end & learning paths permissions

As noted above, different permissions can be granted to specific users.

The screenshot shows a 'Permissions' configuration window. At the top, there is a search input field with the placeholder text 'Start typing to add...'. To the right of the search field are two buttons: 'Browse' and 'Remove'. Below the search field is a dropdown menu that is currently open, showing two options: 'Role: Administrators' (highlighted in blue) and 'All registered'. Below the dropdown menu is a list of permission options, each with a checkbox: 'Can join' (checked), 'Edit' (checked), 'Delete' (unchecked), 'Manage Participants' (checked), and 'Receive Admin Notifications' (checked). Below the list is a link that says 'View effective permissions...'. At the bottom of the window are two buttons: 'Save' and 'Cancel'.


The permission options are as follows:

- **Can join:** User(s) can join the Learning Path.

The screenshot shows the front-end view of a Learning Path. The breadcrumb navigation at the top reads 'Learning / Learning Paths / View Path'. On the right side, there are navigation icons for home, search, trophy, bar chart, and close. Below the breadcrumb is a tabbed interface with three tabs: 'Path Details' (selected), 'Path Steps', and 'Participants'. The main content area is divided into two columns. The left column features a blue header with the 'claromentis intranet software' logo. Below the logo is the title 'Claromentis Beginner (CLABEG)' and a description: 'This course provides an overview of Claromentis, focussing on the commonly used applications and tools. On completion of the course, attendees will have a basic overall understanding of the platform and will be able to create and manage users and content within the Intranet.' At the bottom of this column is a 'Join this path' button (highlighted with a red arrow) and an 'Edit' button. Below the buttons is a progress indicator showing 'Join this path to reveal your progress' and 'Points: 0/40' with a progress bar at 0%. The right column shows a list of path steps: 'Claromentis Essentials (CLAESS)' with 20 Points, 'Drop In Session (CLARODROP)' with 10 Points, and 'Claromentis Tips and Tricks (CLAROTAT)' with 10 Points. Each step has a corresponding icon and a date/time stamp.

- **Edit:** User(s) can edit Learning Path details and add Steps.

Learning / Learning Paths / View Path



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(CLABEG)

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Join this path
Edit

Join this path to reveal your progress  
Points: 0/40

0%

Path Details
Path Steps
Participants

+ Add Step

Step Name	Qualification Code	Points	
Claromentis Essentials	CLAESS	20	
Drop In Session	CLARODROP	10	
Claromentis Tips and Tricks	CLAROTAT	10	

Further Learning

Step Name	Qualification Code	Points	
No result			

- **Delete:** User(s) can delete the Learning Path.

**Permissions**

Browse
Remove

All registered

Role: Administrators

Can join

Edit

Delete

Manage Participants

Receive Admin Notifications

[View effective permissions...](#)

Save
Cancel
Delete

- **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).

Learning / Learning Paths / View Path

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

Join this path to reveal your progress  
Points: 0/40 0%

Path Details
Path Steps
Participants

+ Add Participants

Name	Job Title	Progress	Notes	Deadline	
Barclay Martin	Sales & Training Manager	0 / 40		No Deadline Set	
Michael Hassman	Trainer/Client Manager	20 / 40		No Deadline Set	
Abigail Clark	Human Resources Assistant	40 / 40		No Deadline Set	
Jean-François Godon		0 / 40		No Deadline Set	

- **Receive Admin Notifications:** User(s) can receive notifications for when a user enrolls on the Learning Path.

### Permissions

Browse
Remove

All registered

Role: Administrators

- Can join
- Edit
- Delete
- Manage Participants
- Receive Admin Notifications**

View effective permissions...

Save
Cancel
Delete

**Reminder:** Deleted Learning Paths cannot be restored.






## Adding steps to a learning path


When looking at your new Learning Path, you will notice there is no content applied to the path. In order to add content, it is required to create a series of Path Steps.

To do so, head to **Learning Path > Path Steps**:



Learning / Learning Paths / View Path



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(CLABEG)

Under Construction

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Join this path
✎ Edit

Join this path to reveal your progress  
Points: 0/40

0%






☰ Path Details
📄 Path Steps
👤 Participants


Nothing Found

No syllabus has been created for this path yet

You will see two sections here: (1) **Main Syllabus** and (2) **Further Learning**.

Learning / Learning Paths / View Path



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(CLABEG)

Under Construction

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Join this path
✎ Edit

Join this path to reveal your progress  
Points: 0/40

0%

☰ Path Details
📄 Path Steps

**Main Syllabus** + Add Step

Step Name	Qualification Code	Points
No result		

**Further Learning**

Step Name	Qualification Code	Points
No result		

You will also see an option + Add Step. When you choose to add a step to the path you will again be given a series of options similar to the path itself.

Step Name\*

Description [SOURCE]

Requirement  Mandatory  Non Mandatory  Further Learning

Qualification Code\*

Points

- **Step Name:** The name of the step you wish to create.
- **Description:** An explanation/overview of the step.
- **Requirement:** Determine if the step is (a) Mandatory - must be completed even if the required pass mark is achieved without completing this step, (b) Non-Mandatory - optional step that is not required, or (c) part of Further Learning - optional step that is not required.
- **Qualification Code:** Connects learning content to the step. The qualification code given at this point must match the qualification code of a course, quiz, or training event.
- **Points:** Used to enable a pass mark for the Learning Path allowing for optional steps in your path.

**Please note:** A qualification code of a Learning Path should never match with one of the Steps. Each step should have a unique qualifications code within the Learning Path.

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Last modified on 1 December 2023 by [Hannah Door](#)

Created on 28 July 2021 by [Veronica Kim](#)

Tags: [learning](#), [lms](#), [user guide](#), [learning paths](#)