



## 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**.

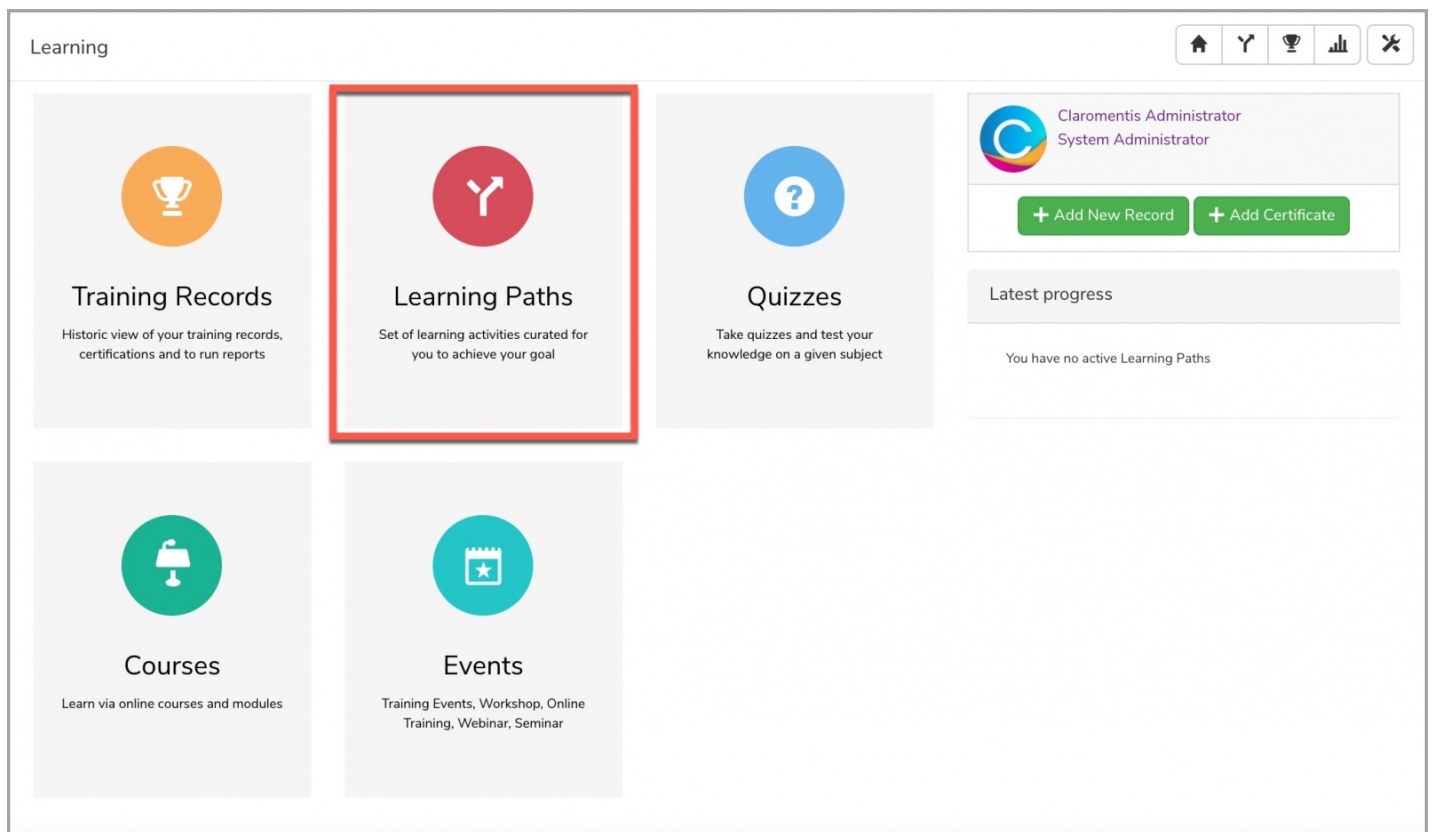
A screenshot of the Learning Paths admin interface. The top navigation bar shows 'Admin / Learning'. On the left sidebar, 'Learning Path' is highlighted with a red box. Below it are 'Training Records', 'Certificate Expiration', 'Bulk Import/Export', and 'Qualification Codes'. The main content area is titled 'Learning Paths' and contains the text 'Learning Path administrator has full permission to add / edit / delete all Learning Paths'. Below this is a 'Permissions' section with a search bar 'Start typing to add...', 'Browse', and 'Remove' buttons. A dropdown menu is open showing 'Role: Administrators'. Below the dropdown is a 'View matching users...' link and a 'Save' button.

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

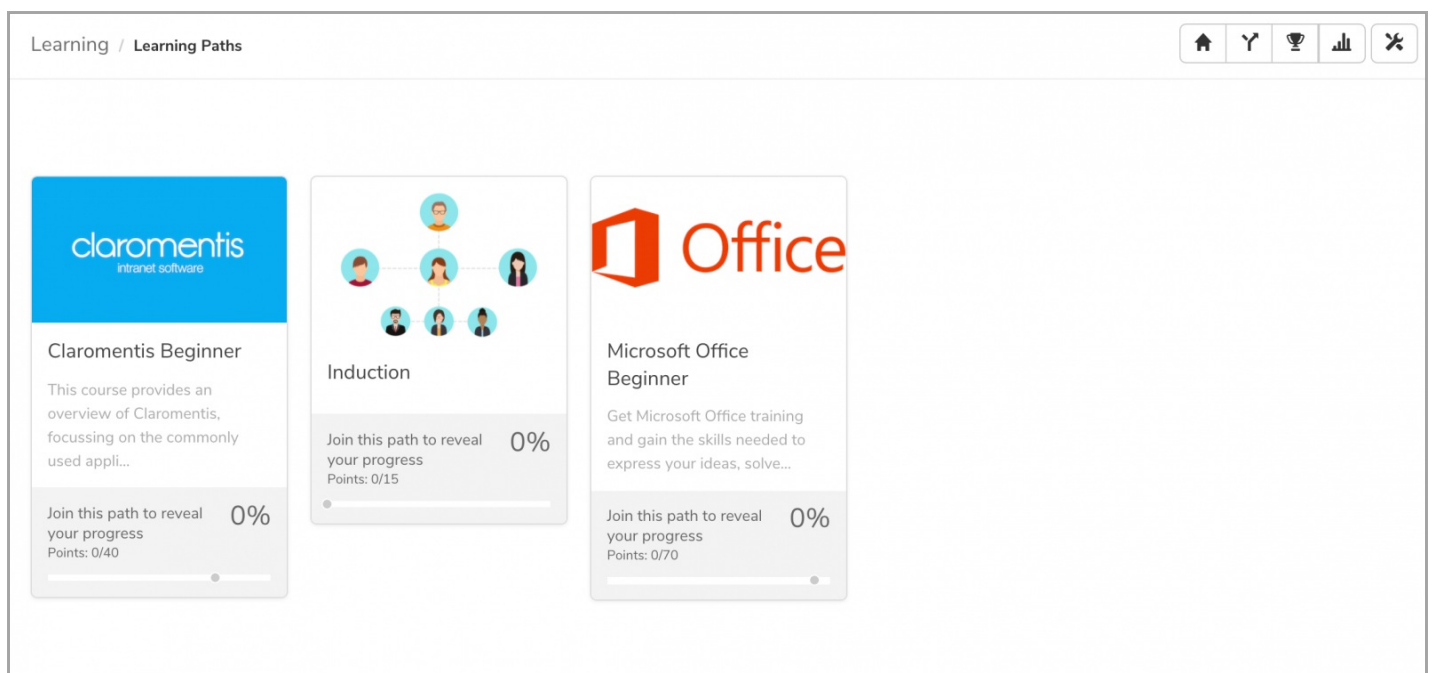
For more information on the admin side of Learning, check out our guide [here](#).

## Creating a learning path

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




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




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

Learning / Learning Paths

Home Y Trophy Bar Chart X

 [+ Create New Path](#)




**Claromentis Beginner**

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

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


0%



**Induction**

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

0%



**Microsoft Office Beginner**

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

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

0%

**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

Home Y Trophy Bar Chart X

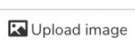
**Learning Path Title\***

**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**  [Browse](#) [Remove](#)

☐ Can join  
☐ Edit  
☐ Delete  
☐ Manage Participants  
☐ Receive Admin Notifications  
[View effective permissions...](#)

[Save](#) [Cancel](#)

- **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.

Permissions

Browse
Remove

Role: Administrators  
All registered

☒ Can join  
☒ Edit  
☐ Delete  
☒ Manage Participants  
☒ Receive Admin Notifications  
[View effective permissions...](#)

Save

Cancel

The permission options are as follows:

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

Learning / Learning Paths / View Path

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Claromentis Beginner

(CLABEG)

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.

Join this path

Edit

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

0%

Path Details
Path Steps
Participants

20 Points
Claromentis Essentials (CLAESS)
Claromentis Essentials

10 Points
Drop In Session (CLARODROP)
Claromentis Drop-In Session (24-07-2017 15:00)

10 Points
Claromentis Tips and Tricks (CLAROTAT)
Claromentis Tips & Tricks (21-07-2017 13:00)

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

Learning / Learning Paths / View Path

Path Details
 Path Steps
 Participants

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

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

0%

**Main Syllabus**

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

[+ Add Step](#)

**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-FranKois Godon		0 / 40		No Deadline Set

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

Permissions

Start typing to add...

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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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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Claromentis Beginner

(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.

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

Step Name\*

Description

B

I

U

F

X<sub>2</sub>

X<sup>2</sup>

EMAIL

[SOURCE]

Requirement

☒ Mandatory
☐ Non Mandatory
☐ Further Learning

Qualification Code \*

Points

Save

Cancel

- **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](#)