

How do we set up Learning Pathway

1. Overview

A Learning Pathway is a structured learning flow that contains a series of training modules arranged in a specific order. It helps learners follow a clear learning journey and complete training step by step as designed.

Learning Pathways are useful when training needs to be completed in sequence to ensure proper understanding.

https://www.youtube.com/embed/DCxrGNWawC0?si=--QHh78XrFx_fDdC

2. When to Use

Use Learning Pathways when you want to:

- Combine multiple modules into one structured program
- Guide learners through a defined learning sequence
- Track overall progress across multiple modules
- Assign deadlines and completion timelines

Only **admins** can create, edit, publish, or delete Learning Pathways.

3. Concepts

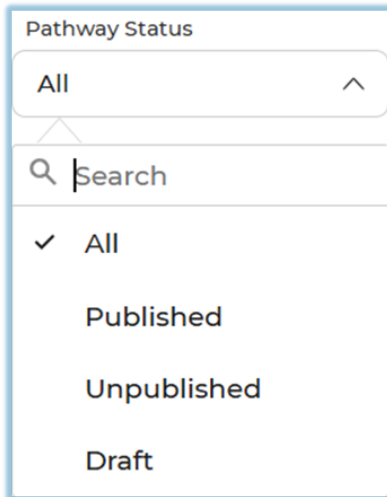
Learning Pathway

A Learning Pathway is a collection of modules arranged in a specific order. Learners complete all modules in the pathway to finish the learning program.

Pathway Status

Pathway Status helps you view different Learning Pathways on the list page.

- **All** – Shows all Learning Pathways
- **Published** – Shows only Learning Pathways that are live
- **Unpublished** – Shows Learning Pathways that are not visible to learners
- **Draft** – Shows Learning Pathways that are still being created



Search and Arrow (Sort)

Search

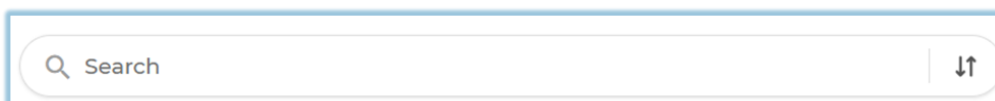
The **Search** option allows users to quickly find a specific Learning Pathway from the list.

- Users can search using the **Learning Pathway name**.
- As text is entered, the list updates to show matching pathways.

Sort

The **Sort** is used to reorder Learning Pathways **based on the created date**.

- Learning Pathways can be sorted by when they were created.
- This helps users view the latest or older Learning Pathways easily.



Completion Status

Shows learner progress for each Learning Pathway, such as Not Started, In Progress, or Completed.

Completion Status

All ^

Search

✓ All

In progress

Completed

Not started

Priority

Priority helps learners understand what the Learning Pathway is about and which pathway they should complete first.

When a priority is selected for a Learning Pathway, it clearly indicates the purpose of the pathway and guides learners to focus on it accordingly.

Example:

If a set of modules is selected and the priority is set as **Induction**, learners will understand that this Learning Pathway is part of their induction training and should be completed first.

Select priority

Sequential Learning

When enabled, learners must complete modules in the given order. All modules must be completed to finish the Learning Pathway.

Andrew

Learning Pathway

Title

Hello

Description

hello

5/420

Select priority

Training

Enable drip reminders for upcoming modules

After 2 day upon completion of the previous module

Pathway

section 1

Select Module

Glow Air Spring + | Upgrade Your Comfort

2

Select Module

Know Your Product | Brochures

2

Enable Sequential Lock

1 Priority Learning

2 Add User

3 Settings

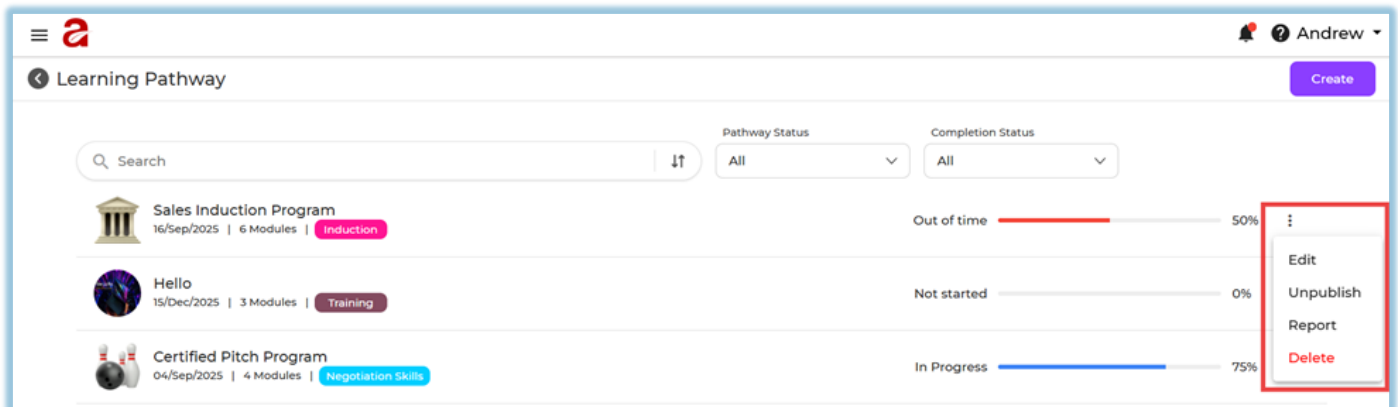
Save & Exit

Next

More Options

Each Learning Pathway has a three-dot menu with management actions:

- **Edit**
- **Unpublish**
- **Report**
- **Delete**

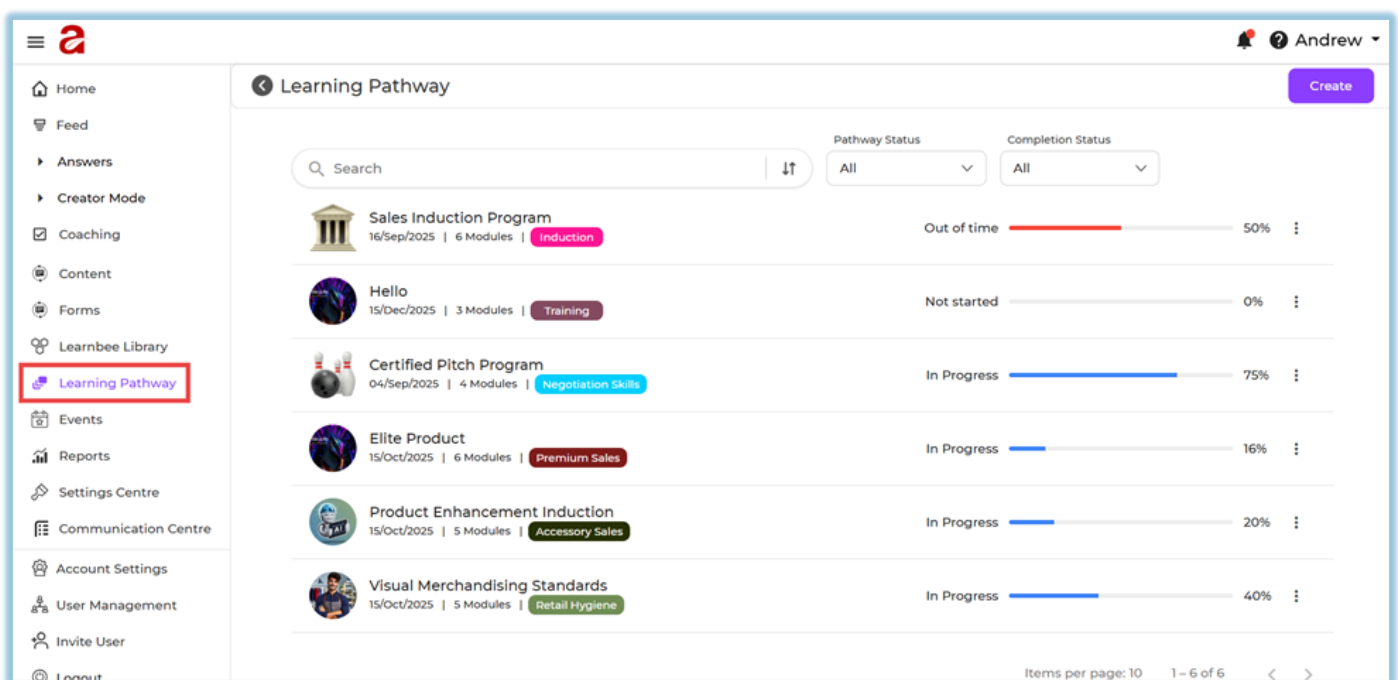


These actions are available only to **admins**.

4. Setup Guide

Step 1: Open Learning Pathway

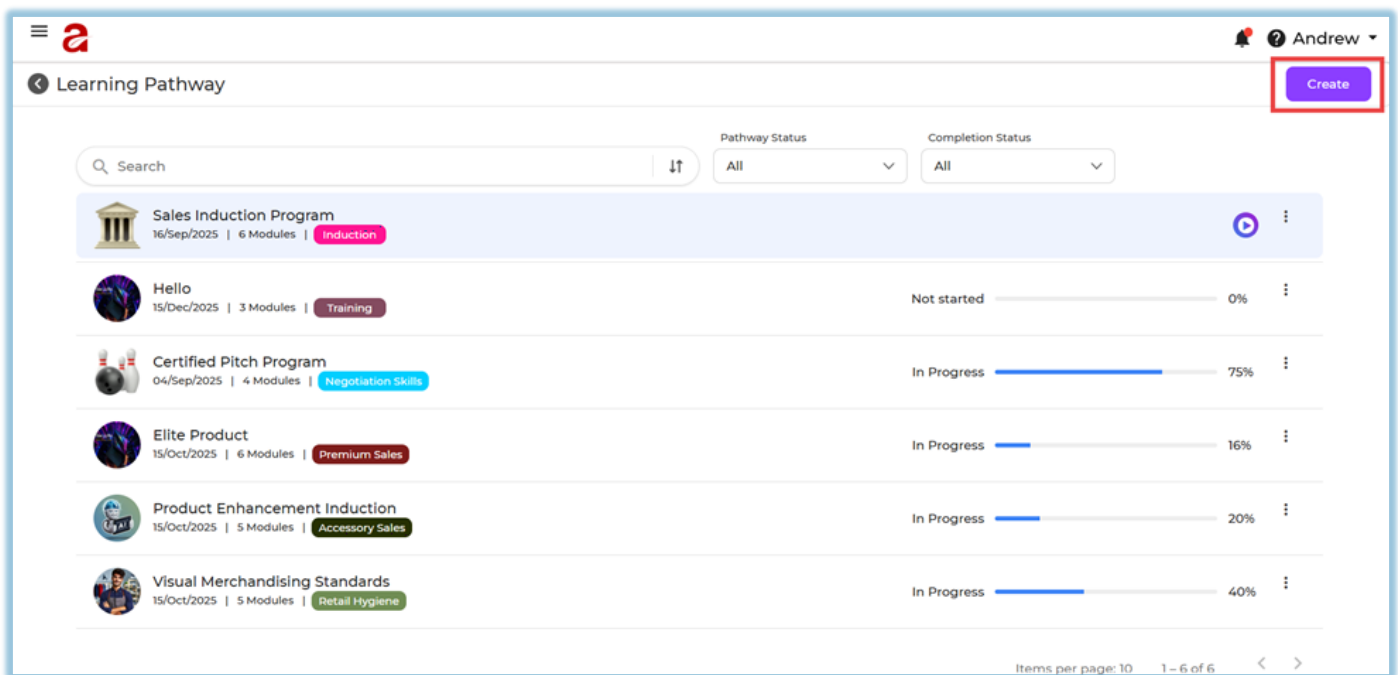
- Go to the left menu
- Click **Learning Pathway**



The Learning Pathway list page opens.

Step 2: Create a Learning Pathway

- Click **Create**

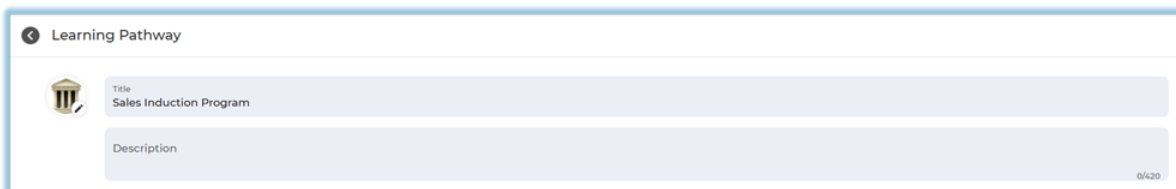


The screenshot shows the 'Learning Pathway' list page. At the top right, there is a 'Create' button highlighted with a red box. Below the header, there is a search bar and two dropdown menus for 'Pathway Status' and 'Completion Status'. The main content area lists several pathways with their respective icons, titles, dates, module counts, and completion progress bars. The pathways listed are:

Pathway Name	Date	Modules	Category	Status	Progress
Sales Induction Program	16/Sep/2025	6 Modules	Induction	Not started	0%
Hello	15/Dec/2025	3 Modules	Training	Not started	0%
Certified Pitch Program	04/Sep/2025	4 Modules	Negotiation Skills	In Progress	75%
Elite Product	15/Oct/2025	6 Modules	Premium Sales	In Progress	16%
Product Enhancement Induction	15/Oct/2025	5 Modules	Accessory Sales	In Progress	20%
Visual Merchandising Standards	15/Oct/2025	5 Modules	Retail Hygiene	In Progress	40%

At the bottom right, there is a pagination bar showing 'Items per page: 10' and '1 - 6 of 6'.

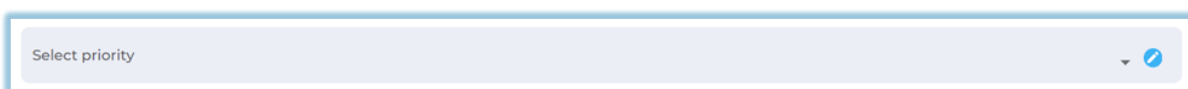
- Enter pathway name
- Add description (optional)
- Add image



The screenshot shows the 'Create Learning Pathway' form. It has a title field and a description field. The title field is filled with 'Sales Induction Program'. The description field is empty. There is a character count '0/420' at the bottom right of the description field.

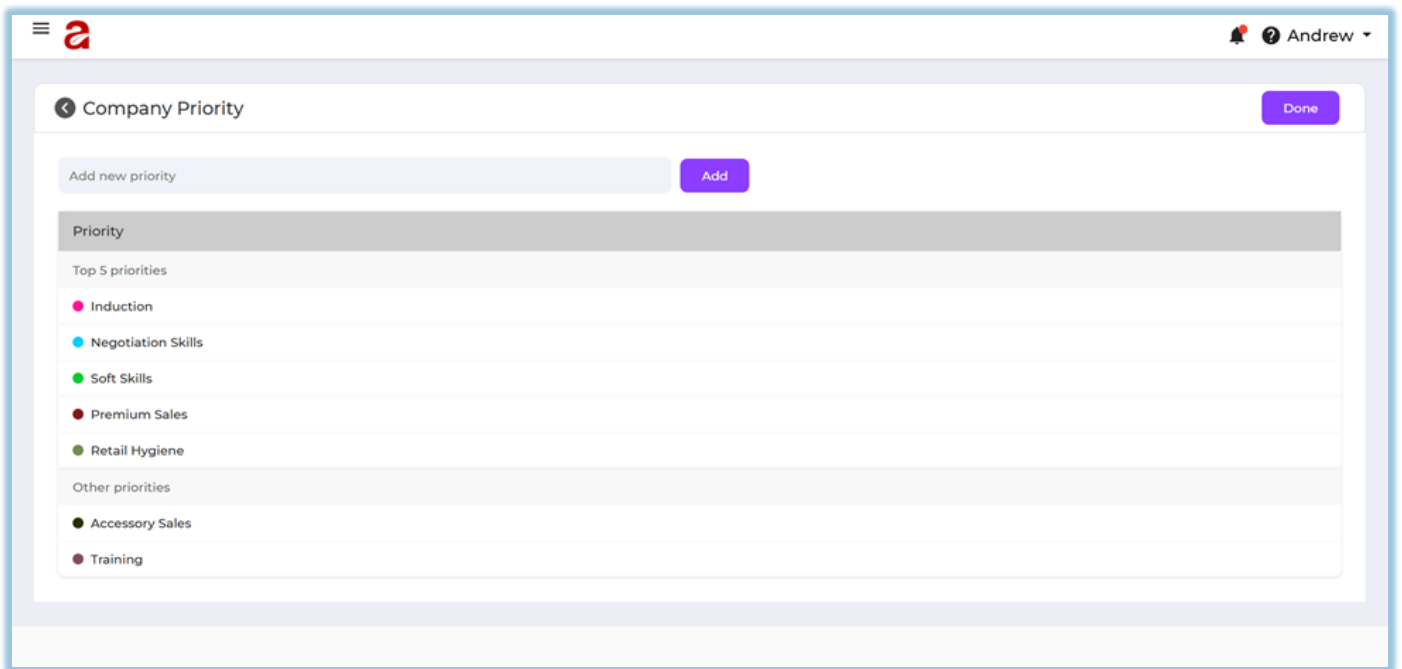
Set Priority

- Click on the **pencil icon** next to the Priority section.



The screenshot shows the 'Set Priority' form. It has a 'Select priority' dropdown menu and a 'Done' button. The dropdown menu is currently empty.

- Enter the **priority name** you want to add.
- Click on **Add** to save the priority.
- Click **Done** to finish and apply the changes.

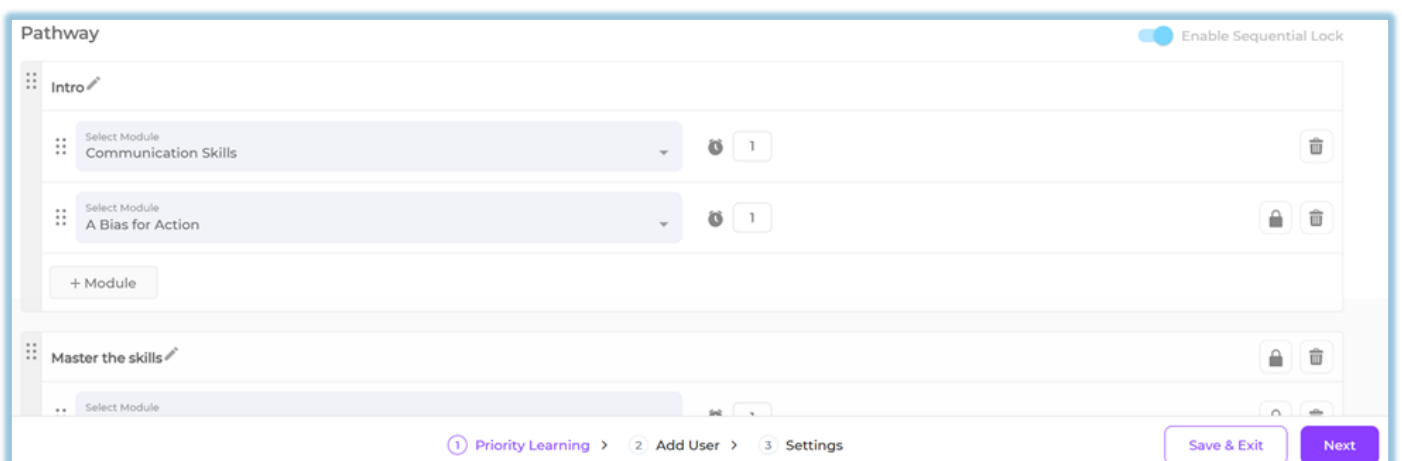


Step 3: Add Modules

- Select modules from the available list
- Modules already added will not appear again in the selection list
- You can add as many modules as needed
- There is no minimum or maximum limit for modules
- You can reorder both modules and sections as needed.

Step 4: Enable Sequential Learning

- Enable if learners must complete modules in order
- Learners cannot skip modules



Step 5: Assign Learners

- Assign to all users
- Or assign specific users

- Or assign using attributes

The screenshot shows a web interface for managing a Learning Pathway. At the top, there's a navigation bar with a menu icon, a logo 'a', and a user profile 'Andrew'. Below the navigation bar, the title 'Learning Pathway' is displayed. There are two tabs: 'Individual Users' (selected) and 'By Attributes'. To the right of the tabs are two buttons: 'Unassign To All Users' and 'Add Participants'. Below the tabs, a message states 'Module Assigned To All Users!!'. A table lists the assigned users with columns for Username, Email Address, Role, and Country. The table contains two rows: Jacob Miller with email user.converse@bsharp.in, and Andrew Felix with email admin.converse@bsharp.in. At the bottom right of the table, it says 'Items per page: 10' and '1 - 2 of 2'. At the bottom of the interface, there's a breadcrumb trail: '1 Priority Learning > 2 Add User > 3 Settings'. To the right of the breadcrumb are three buttons: 'Save & Exit', 'Prev', and 'Next'.

Username	Email Address	Role	Country
Jacob Miller	user.converse@bsharp.in		
Andrew Felix	admin.converse@bsharp.in		

Step 6: Settings

Pathway Deadline

- **No Deadline** – Learners can complete the pathway anytime
- **Due Date** – Set a specific date to complete the pathway
- **Days** – Set the number of days from the learner's start date

Pathway deadline

Set the completion date for learners on this pathway. Once past, learners will see it as due

☒ No deadline ☐ Due Date ☐ Days

Pathway deadline

Set the completion date for learners on this pathway. Once past, learners will see it as due

☐ No deadline ☒ Due Date ☐ Days

Date

18/Dec/2025



Pathway deadline

Set the completion date for learners on this pathway. Once past, learners will see it as due

☐ No deadline ☐ Due Date ☒ Days

Type Here

2

If a learner joins later, the number of days applies from their joining date.

Weightage

- Assign weightage to the Learning Pathway
- Based on weightage, the pathway position changes on the list page

Weightage

Depending on the assigned weightage, the topic will either be positioned at the beginning or the end



Communication Channels

Choose how notifications are sent:

- Email
- In-App Notification

Communication Channels

Select the channels where notification will be delivered to the Admin/trainers/Managers and Learners.

☐  Email

☐  In-App

Notification Manager

When notifications are enabled, learners receive:

- Learning Pathway assigned notification
- Module completed and next module reminder
- Deadline approaching, no action taken
- Final alert when the deadline is very close

Notification Manager

Configure and manage notifications.

Enable notifications for learners ☒

Learning Pathway Assigned Notification

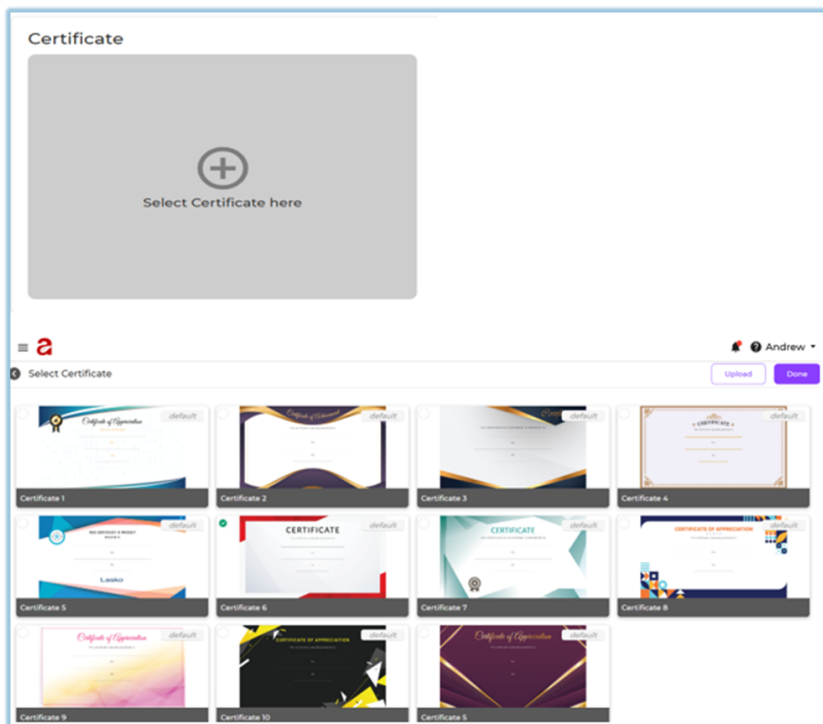
Module Completed and Next Module Reminder

Deadline Approaching, No Action Taken

Final Alert: Deadline is very Close

Certificate

- You can attach a certificate to the Learning Pathway
- Learners receive the certificate after completing all modules



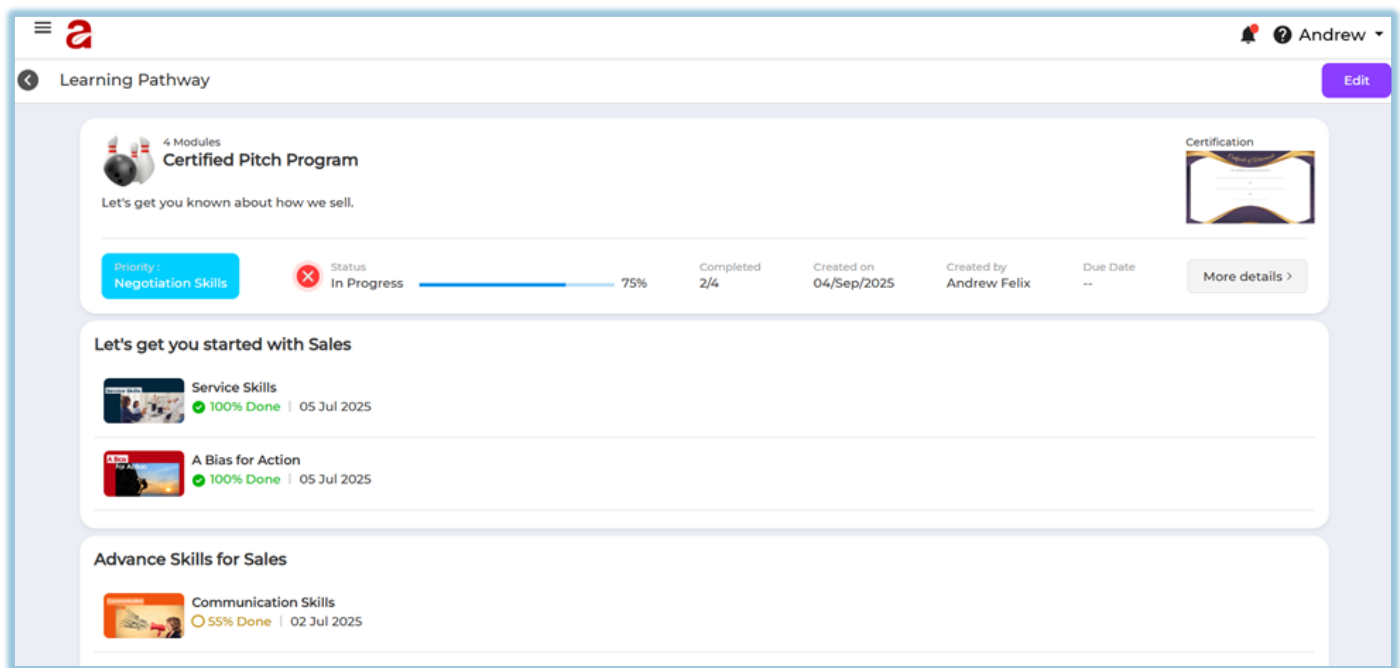
5. User View

Learners can see Learning Pathways:

- On the **Home page**
- In the **left-side menu** under Learning Pathway

Learners can:

- View pathway details
- See total modules
- Track progress
- Resume from last completed module



They must complete **all modules** to finish the pathway.

6. Reporting

- Reports show completion status for each Learning Pathway
- Individual pathway reports can be accessed from the list page
- Reports include module-level completion details

7. Best Practices

- Keep modules logically ordered
- Use clear module titles
- Set realistic deadlines
- Enable sequential learning when order matters
- Review the pathway before publishing

8. Troubleshooting & FAQs

Q: Who can create Learning Pathways?

Only authorized users can create Learning Pathways.

Q: Can learners skip modules?

If sequential learning is enabled, learners must complete all modules to complete the Learning Pathway.

Q: Is there a limit on the number of modules?

No, there is no limit.

Q: What happens if a pathway is unpublished?

Learners will not be able to see unpublished Learning Pathways.

9. Version Notes

Last Updated: 15 Dec 2025

Revision #6

Created 15 December 2025 07:38:04 by Kavya Rajkumar

Updated 9 January 2026 05:56:16 by Manjula Jagadish