

How to Set a Learning Pathway as Mandatory

1. Overview

The Mandatory Learning Pathway feature controls user access based on pathway completion. When a pathway is marked as Mandatory and a deadline is configured, users are required to complete it within the given timeline. If not completed, the system restricts access until the pathway is finished.

2. When to Use

- When training must be completed before users continue using the platform
- When strict enforcement is required after a deadline
- When compliance or critical learning cannot be skipped
- When access restriction is needed for incomplete learning

3. Concepts

- Mandatory Learning Pathway
- Pathway Deadline (Due Date / Days)
- Deadline-Based Enforcement
- Mandatory Pop-up
- Platform Access Restriction
- Task Visibility

4. Set Up Guide

1. Go to the home screen
2. Click the **menu button**
3. Click **Learning Pathway**
4. Click **Create** (top right corner)
5. Enter **Title**
6. Enter **Description**

7. Add **Image**
8. Set **Priority**
9. Locate the **Pathway Importance** section
10. By default, it is set to **Normal**

The screenshot shows the 'Learning Pathway' configuration page. The 'Sales Induction Program' is the selected pathway. The 'Priority' dropdown menu is open, and 'Normal' is selected. The 'Pathway' section shows 'Intro' and 'Communication Skills' modules. The 'Enable Sequential Lock' toggle is checked. The bottom navigation bar includes 'Priority Learning', 'Add User', and 'Settings' tabs, along with 'Save & Exit' and 'Next' buttons.

11. Click the **dropdown (arrow)** next to *Normal*
12. Select **Mandatory**

The screenshot shows the 'Learning Pathway' configuration page with the 'Priority' dropdown menu open. 'Mandatory' is now selected, and it is highlighted with a red box. The 'Normal' option is also visible and has a checkmark. The rest of the interface remains the same as in the previous screenshot.

☐ Once **Mandatory** is selected:

- The pathway becomes a **mandatory learning pathway**
- Mandatory restrictions will be applied to users

13. Add **Section Name**
14. Add **Modules** to the section
15. Enable **Sequential Learning** if required
16. Click **Next**

17. Add users (All users / specific users / attributes)
18. Go to **Settings**
19. Set **Pathway Deadline** (*Mandatory step*):

- Select **Due Date**
- OR Select **Days**

📌 Note:

- Setting a deadline is **compulsory when Mandatory is selected**
- Without deadline, mandatory enforcement will not work

20. Configure **Communication Channels**
21. Configure **Notification Manager**
22. Click **Publish**

5. User View

- Before the deadline:
 - The pathway appears like a normal learning pathway
 - Users can access other features in the platform
- On the due date:
 - No restriction is applied
 - Users can still access the platform normally
- After the due date (next day onwards):
 - A **mandatory pathway pop-up** appears
 - The system highlights that the pathway must be completed
- When mandatory access starts:
 - Users cannot access any other feature on the platform
 - Only the mandatory pathway screen is accessible

- The rest of the platform remains locked
- After completion:
 - Full platform access is restored
 - Users can continue using other features

6. Reporting

- Mandatory pathways can be tracked using **Pathway Master Report**
- Select **Date Range**
- Use **Pathway Type** filter
 - Normal Pathway
 - Mandatory Pathway
- When **Mandatory Pathway** is selected:
 - Shows only mandatory pathway data
- Includes:
 - Last 10 Pathway Completion Status
 - Top 5 Priority Completion
- Available for:
 - **Admin View**
 - **Team View** (Trainers, Coaches, Managers only)

7. Best Practices

- Set clear and realistic deadlines
- Inform users before the due date to avoid sudden restriction
- Use mandatory pathways only for critical learning
- Monitor completion before enforcement starts

8. Related Links / FAQs

Q: When does the mandatory pop-up appear?

It appears after the due date, starting from the next day.

Q: Can users access the platform after the due date without completing the pathway?

No, access is restricted until the pathway is completed.

Q: What happens after completing the mandatory pathway?

Full access to the platform is restored.

9. Version Notes

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