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

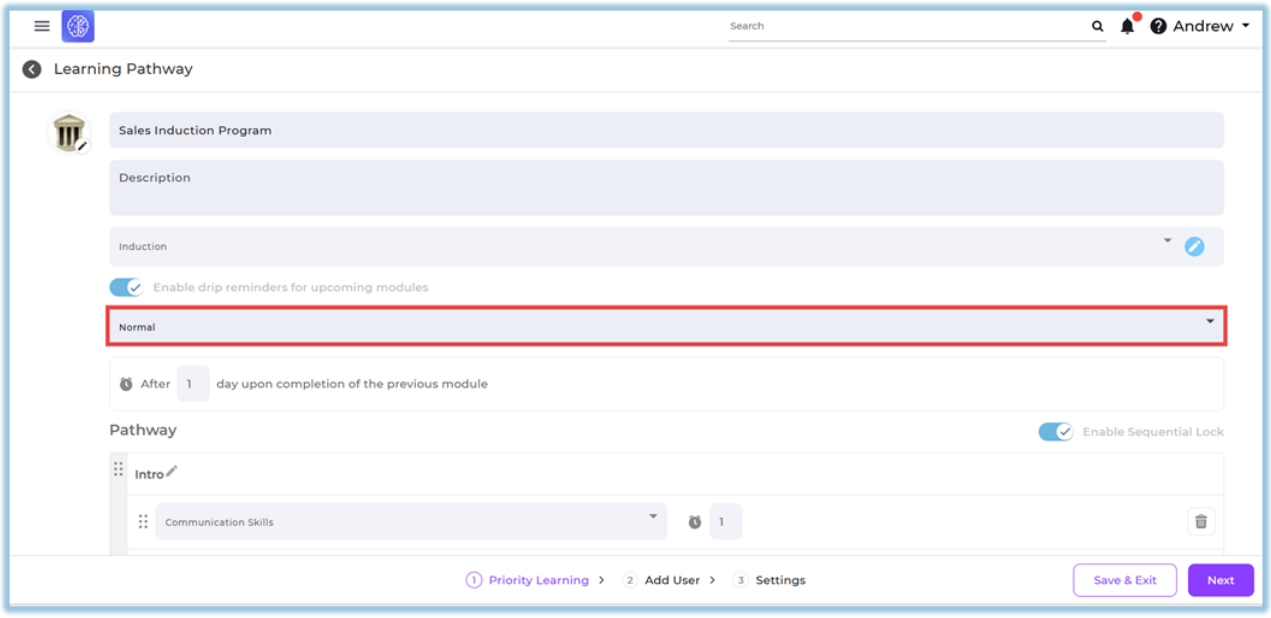
3. Concepts

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

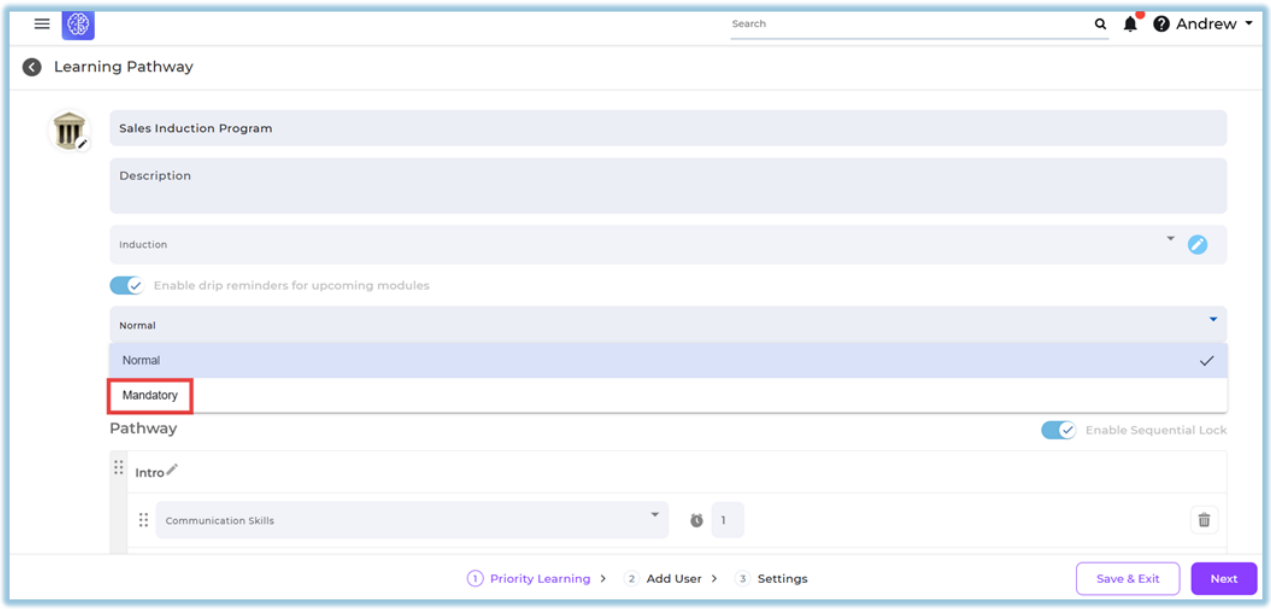
4. Set Up Guide

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**



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



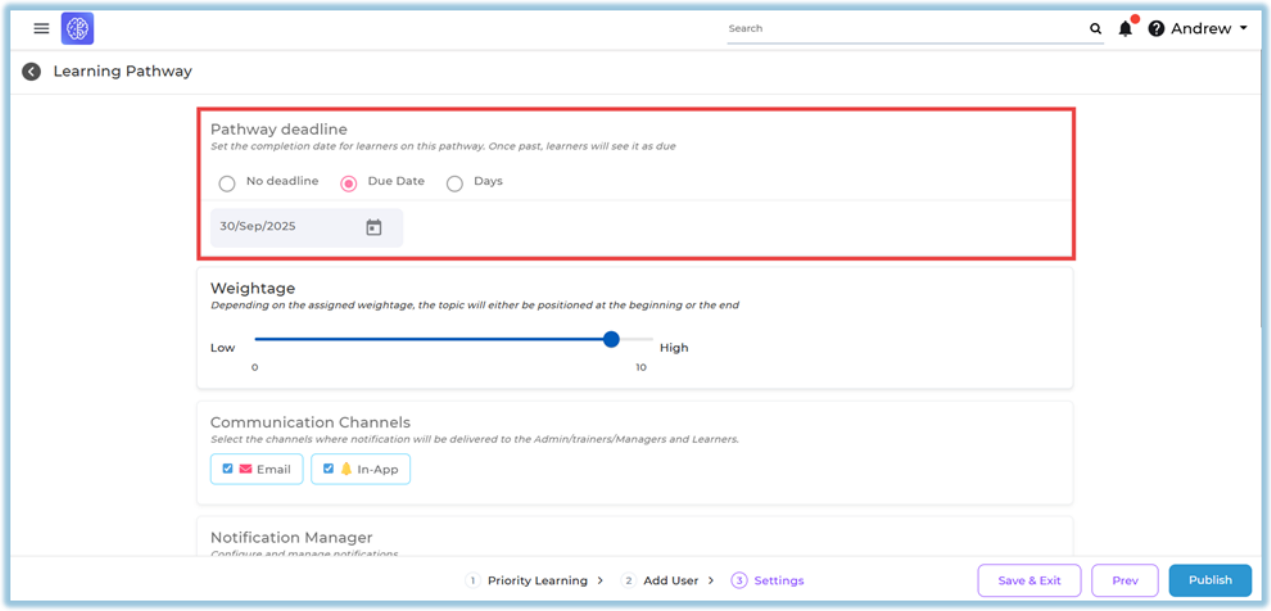
Once **Mandatory** is selected:

- 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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