Publish a Pathway to the Portal (Detail Tab)

Why publish a Pathway? To make it available to a learner or selected group of learners.

> **Note:** For this section, it is assumed that you already have an understanding of how to create and edit a Pathway.

How do you know your Pathway is ready to publish?

Ask yourself the following questions:

- Is the direct and/or indirect Category published?
- Does the Pathway include all the steps I want the learner to complete?
- Are the steps in the correct order?
- Have the Prerequisites been setup correctly?
- Have I confirmed that Log To Learner Record is checked on the steps I want to report on? Is Log to learner record checked on the assessment?
- Has a Pilot group completed the Pathway to confirm there are no spelling errors on the steps or in the content?
- Is the Target Audience setup and have I refreshed it?

If the answer is Yes to all, you are ready to publish your Pathway.

> Note: The steps followed in this article can be completed to publish a category as well.

How to publish your Pathway

Login to the Signify HR system. From the Home page navigate to the System Administration link in the My Quick Start Menu. Navigate to the Maintain Learning Pathway module as shown below.



On the Pathway Treeview, find and expand the Category nodes and then click ON the pathway you want to publish.

Click on the Pathway Node Detail tab when the Pathway opens.



Focus: To quickly publish a Pathway, update only the numbered fields.

After you click the Save button, go to the LMS portal and confirm that your Pathway is displayed on the portal.

The pathway takes between 10 - 15 minutes before the Portal is refreshed and the Pathway is displayed.

Overview of fields

Below is an overview of fields used when publishing a Pathway.

Before you begin to update the fields, confirm that you are :

- Working on the correct Pathway and
- On the Pathway Node detail tab.

Field	Overview
Item Status	Update the item status to: • Publish to people in this schema only • Publish to people in all schemas
Development Status	This is an Administration status and does not have an effect on if the Pathway is published, but make sure to update the **Development Status** to **Can be Published** when you are ready to publish the Pathway.
Priority	Update the Priority value to the order you want the Pathway to be displayed on LMS Portal.
Show as shortcut on LMS portal	When not selected, this item will only appear when searching, or when drilling down in categories where '***Show as shortcut on LMS portal***' was selected.

Field	Overview
Auto Start Pathway	When this option is selected an interactive **Pathway Step** will start automatically when an end user opens a pathway. This option can only be selected for Pathways with one step.

> **Get Started:** Publish a Pathway and view it from the Portal.

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