

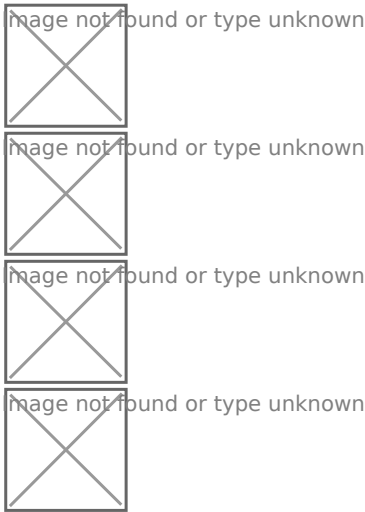
# Pathways

- [How To Create a Movie Step](#)
- [How To Upload An Image](#)
- [How To Publish a Pathway](#)
- [How to Generate a Shareable a Pathway Link](#)

# How To Create a Movie Step

## How to get there?

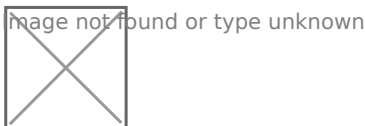
Click on System Administration (1), with your cursor hover over Modules (2) then click on e-Learning (3) and select your pathway (4) then click on the Preview (5) tab.



## What to do?

### Create a .zip video file

- On your desktop click on Search (1).
- Type Notepad (2) in the search field.
- Click on Notepad (3) to open a blank Notepad file.



- Copy the following text in Notepad:

```
<!DOCTYPE html>
```

```
<html>
```

<body>

<video width="100%" height="90%" controls>

<source src="VideoName.mp4" type="video/mp4">

</video>

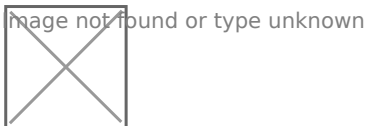
</body>

When the video width and height are set as percentages for example:

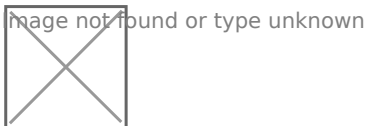
<video width="**100%**" height="**90%**" controls>

The video will automatically resize depending on the device's screen resolutions you use to ensure the video fits your screen.

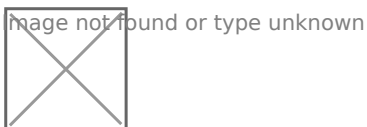
- Ensure that the video name is typed precisely into this field marked (4) below.



- Select file (5).
- Click on Save As...(6).



- Navigate to your video file you want to upload (7).
- Click on the drop down Save as type: (8) and select All Files (\*.\*) .
- In the File name (9) type **Startup.html**
- Then click on Save (10).



- Firstly select the Startup.html (11).
- Then press (Ctrl) on your keyboard, while clicking on your video file (12).
- Right click on the files selected and navigate to Sent to (13).
- Click on Compressed (zipped) folder (14).

Before you zip the file you can double click on the Startup.html file and the video will open in your web browser. If this does not work there is something wrong with your (.html) file.

Important: It is important that you select the (.html) first and then your video file, otherwise the video will not play.

image not found or type unknown



- You will now see three files:
  1. Startup.html (15).
  2. Your video file (16) (VideoName.mp4).
  3. Your zip file (17) (VideoName.zip).

image not found or type unknown



## Creating a Movie step

- Make sure you are in Edit mode
- Click on Edit Pathway (1) to enter edit mode.

image not found or type unknown



- Click on Movie (2) in the toolbox menu.



- Enter the Custom Main Header (3) for your pathway step.
- Click on Choose File (4) to upload your video.
- Navigate to your (.zip) video file (5).
- Click on Open (6).

image not found or type unknown

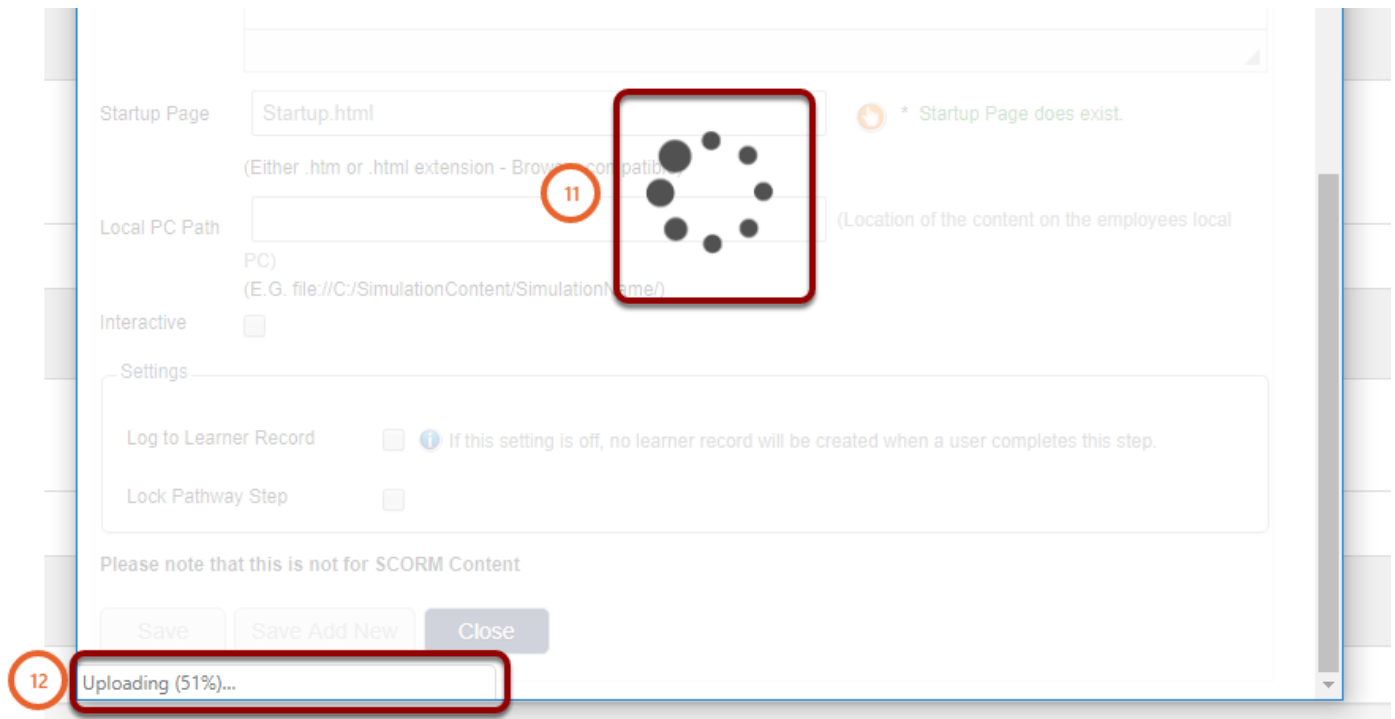


- Enter a Description (7) for your video.
- In the Startup Page field (8) type Startup.html.
- Tick the box Log to Learner Record (9) if you would like to link it to a learner record.
- Click on Save (10).

image not found or type unknown



Important: Do not close the windows until the upload process has been completed (11). Progress indication will be displayed at the bottom of the screen (12).



Startup Page  \* Startup Page does exist.

(Either .htm or .html extension - Browser compatible)

Local PC Path  (Location of the content on the employees local PC)  
(E.G. file:///C:/SimulationContent/SimulationName/)

Interactive ☐

Settings

Log to Learner Record ☐ ⓘ If this setting is off, no learner record will be created when a user completes this step.

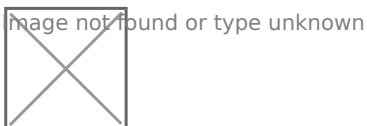
Lock Pathway Step ☐

Please note that this is not for SCORM Content

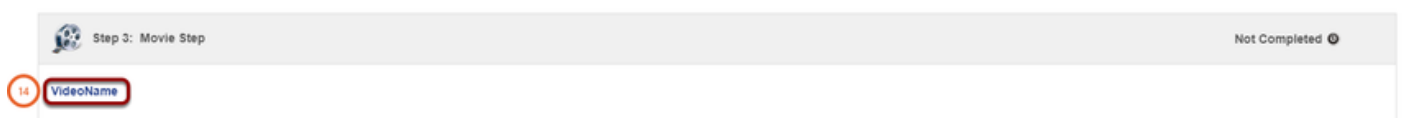
12 Uploading (51%)...

Test the video to make sure everything is working correctly.

- Enter View mode by clicking on Preview as User (13).



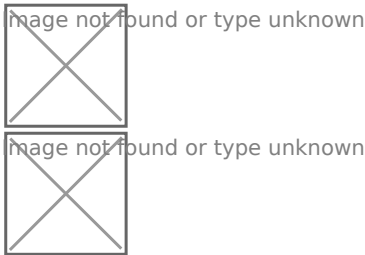
- Navigate to the video step and click on the video (14) to open.
- A new window will open.
- Click on the play icon to ensure the video works.



# How To Upload An Image

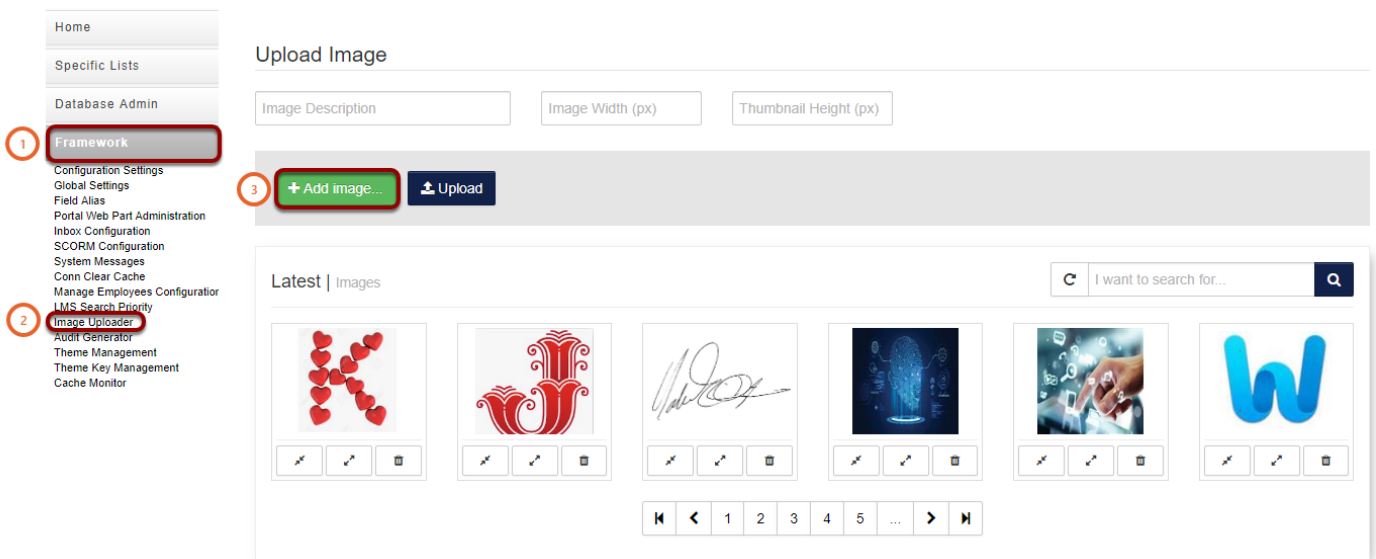
## How to get there?

Click on System Administration (1), then with your cursor hover over System Administration (2) | Tools (3) | Configuration (4).



## What to do?

- Click on Framework (1).
- Then Navigate to Image Uploader (2).
- Click on the Add image... (3) button.
- A new file explorer window will open.



- Navigate to and select your image you would like to upload (4).
- Click on open (5).

image not found or type unknown



- You can now enter a name for your image (6) to make searching easier.
- Click on the Upload button (7) to upload your image.
- A new window will open.

image not found or type unknown



- Two links will appear (8):
  1. Image Url: (This is the original size image that you have uploaded).
  2. Thumbnail Url: (This is a smaller size image than what you have uploaded).
- Now you can click on Done (9).

image not found or type unknown



- Click on the icon at (10) to open the Thumbnail in you browser.
- Click on the icon at (11) to open the original size image in your browser.
- Click on the Delete icon (12) to delete your image

image not found or type unknown



You can copy any of these links at step (8) or (13) when you would like to add the image.

image not found or type unknown



# Add an image to a pathway step

## How to get there

Click on System Administration (1), then with your cursor hover over Module (2) | e-Learning (3) | Learning Management (4) | Maintain Learning Pathway (5), then select the pathway you would like to edit (6).

image not found or type unknown



image not found or type unknown



image not found or type unknown



# What to do?

- Click on the Preview (1) tab.
- Ensure you are in Edit (2) mode.

Pathway Node Detail Target Audience **Preview** Learning Store

Ref: 494 Name: Upload an image

Add Node Edit Node Add Pathway **Edit Node Detail** Print

Preview as User Maintain User Pathway View Progress Configure Pathway SMS Notifications

Employee: **Captain Kurk (Captain Kurk)**

**Legend**

Edit Item Remove Item Pre Requisites Add Item in position Auto Renumber

- Click on the edit symbol (3) where you would like to insert the image.
- A new window will open.

Step 3: Image upload

Rounda Video

- Click on the image symbol (4).
- A new window will open.

Source

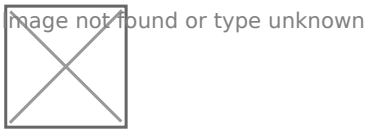
B I U S x<sub>2</sub> x<sup>2</sup> I<sub>x</sub> [List Icons] [Image Icon] [Link Icon] [Unlink Icon] [Table Icon] [Table of Contents Icon] [Help Icon]

Styles Normal Font Size A A

body p




- You can edit the dimensions of the image (6).
- Preview the image in the Preview field (7).
- Click on OK (8) when you are done.



- Ensure that the image you inserted is correct (9).
- Then click on Save (10).

9



body p

Startup Page  \* Startup Page does exist.

(Either .htm or .html extension - Browser compatible)

Local PC Path  (Location of the content on the employees local PC)

(E.G. file://C:/SimulationContent/SimulationName/)

Interactive ☐

Settings

Log to Learner Record ☐ If this setting is off, no learner record will be created when a user completes this step.

Lock Pathway Step ☐


Please note that this is not for SCORM Content

10 Save Save Add New Close

- Ensure that you are happy with the image in the pathway step (11).

Step 3: Image upload

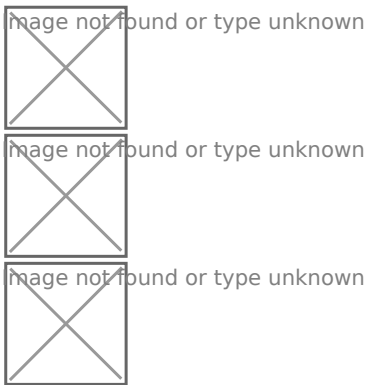
11



# How To Publish a Pathway

## How to get there?

Click on System Administration (1), then with your cursor hover over Modules (2) | e-Learning (3) | Learning Management (4) | Maintain Learning Pathway (5) | Click on Edit (6) by the pathway in question.



## What to do?

### Publish the pathway

To publish a pathway and make it accessible to users follow these steps:

- Click on the tab Pathway Node Details (1).

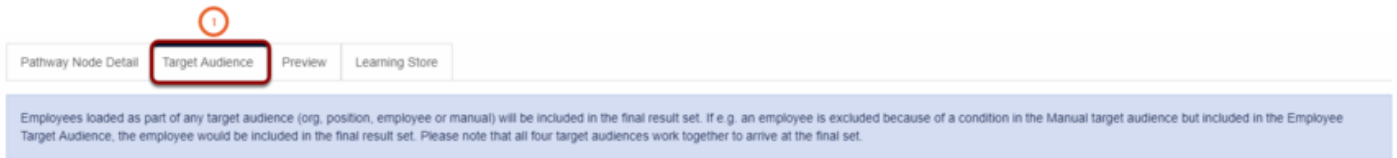
Note: users have to be added to the target audience for them to access the pathway.



- Enter the pathways Item Label (2), this is the pathway name.

- From the Item Status (3) drop down select one of these options:
  1. Not Active. (Select this option when the pathway should not be accessed by users).
  2. Publish to people in all schemas. (This option allows users across all schemas to access this pathway).
  3. Publish to people in this schema only. (Users only in the current schema will be able to access this pathway).
- From the Development Status (4) drop down select one of these options:
  1. Under Construction.
  2. Being Checked.
  3. Can be Published. (Select this option to publish the pathway).
  4. Temporarily Out of Service.
- The Item Order (5) will automatically generate, but if you need the pathway to be in a different order you can change it here.
- Click on Choose File (6) to select a picture for the pathway.
- Select the tick box Show as shortcut on LMS portal (7).
- Click on Save (8).



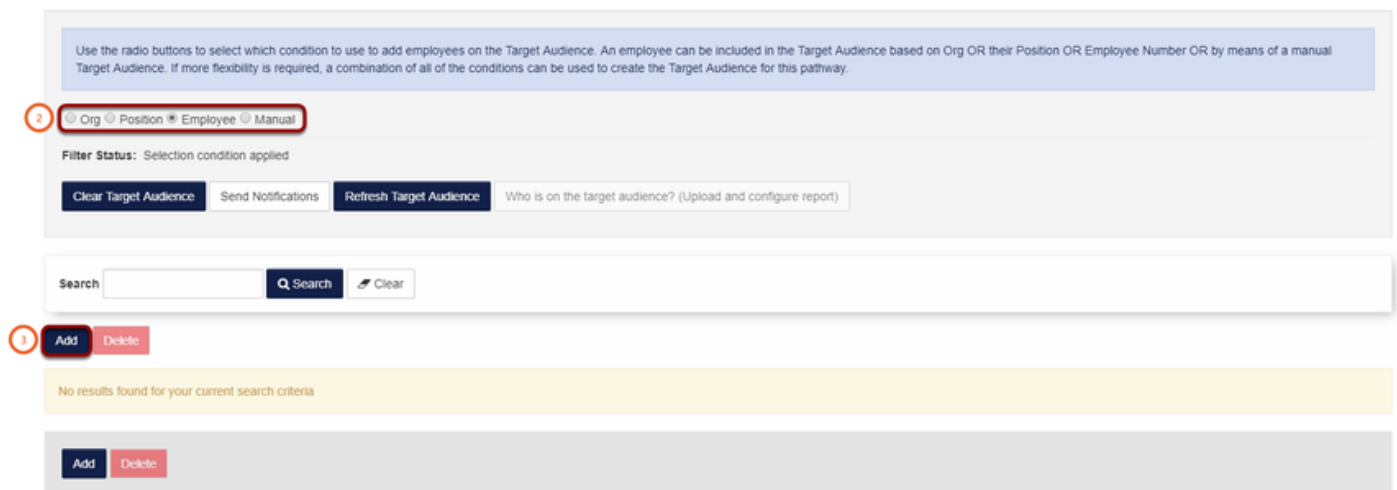


Pathway Node Detail **Target Audience** Preview Learning Store

Employees loaded as part of any target audience (org, position, employee or manual) will be included in the final result set. If e.g. an employee is excluded because of a condition in the Manual target audience but included in the Employee Target Audience, the employee would be included in the final result set. Please note that all four target audiences work together to arrive at the final set.

Tip: You can add an Org, Position and Employee to a target audience by clicking on the relevant buttons (2). For this example we will add an employee.

- Select Employee (2).
- Click on the Add (3) button.
- A new windows will open.



Use the radio buttons to select which condition to use to add employees on the Target Audience. An employee can be included in the Target Audience based on Org OR their Position OR Employee Number OR by means of a manual Target Audience. If more flexibility is required, a combination of all of the conditions can be used to create the Target Audience for this pathway.

☐ Org ☐ Position ☒ Employee ☐ Manual

Filter Status: Selection condition applied

[Clear Target Audience](#) [Send Notifications](#) [Refresh Target Audience](#) Who is on the target audience? (Upload and configure report)

Search  [Search](#) [Clear](#)

[Add](#) [Delete](#)

No results found for your current search criteria

[Add](#) [Delete](#)

- Use the Search (4) criteria to locate a user.
- Then click on Search (5).
- Navigate to the user and select the tick box (6) to select the user.
- Click on Select (7) to add the user to the target audience.
- Close this window when all the employees have been selected.

Tip: if multiple users needs to be added use the Multiple Employee Numbers (4) field.

## Q Employee Search

Search

Hide

Current Employees

Previous Employees

All

Multiple Employee Numbers

EdithR  
GouwsB  
LawrensC

Single Employee Details:

Employee Number

Captain Kurk

Name

Surname

ID Number

Selected Schema:

Switch to

All

Search

Clear

Select

Close

Select	Employee Number	Surname	Name	ID number	E-mail address	Current Position	Location in organisation
<input checked="" type="checkbox"/>	Captain Kurk	Kurk	Captain	93091350190873		Manager	Company

Select

Close

- Click on Refresh Target Audience (8) to apply these settings.

Tip: Click on this link to view the full [manual](#) or send an email to [support@signify.co.za](mailto:support@signify.co.za) for any assistance or more information.

Filter Status: Selection condition applied

Clear Target Audience

Send Notifications

Refresh Target Audience

Who is on the target audience? (Upload and configure report)

Search

Search

Clear

Add

Delete

Employee Number	Surname	Name	Email	Current Position	Location in organisation	Delete
Captain Kurk	Kurk	Captain		Manager	Company	

# How to Generate a Shareable Pathway Link

## System Administration

### How to get there?

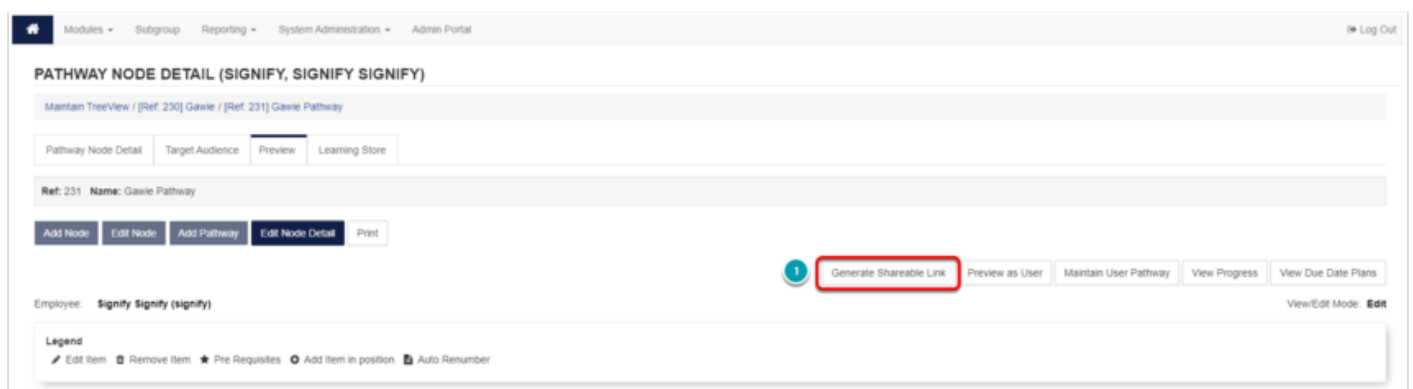
Navigate to System Administration (1), then with your cursor hover over Modules (2) | e-Learning (3) | Learning Management (4) | Maintain Learning Pathway (5) | Edit the pathway | Select the pathway Preview tab.

Image not found or type unknown

Image not found or type unknown

### What to do?

On the pathway preview tab you can select Generate Shareable Link (1).



When you select the Generate Shareable Link button a new page opens with a link that can be copied and sent to other users.

image not found or type unknown

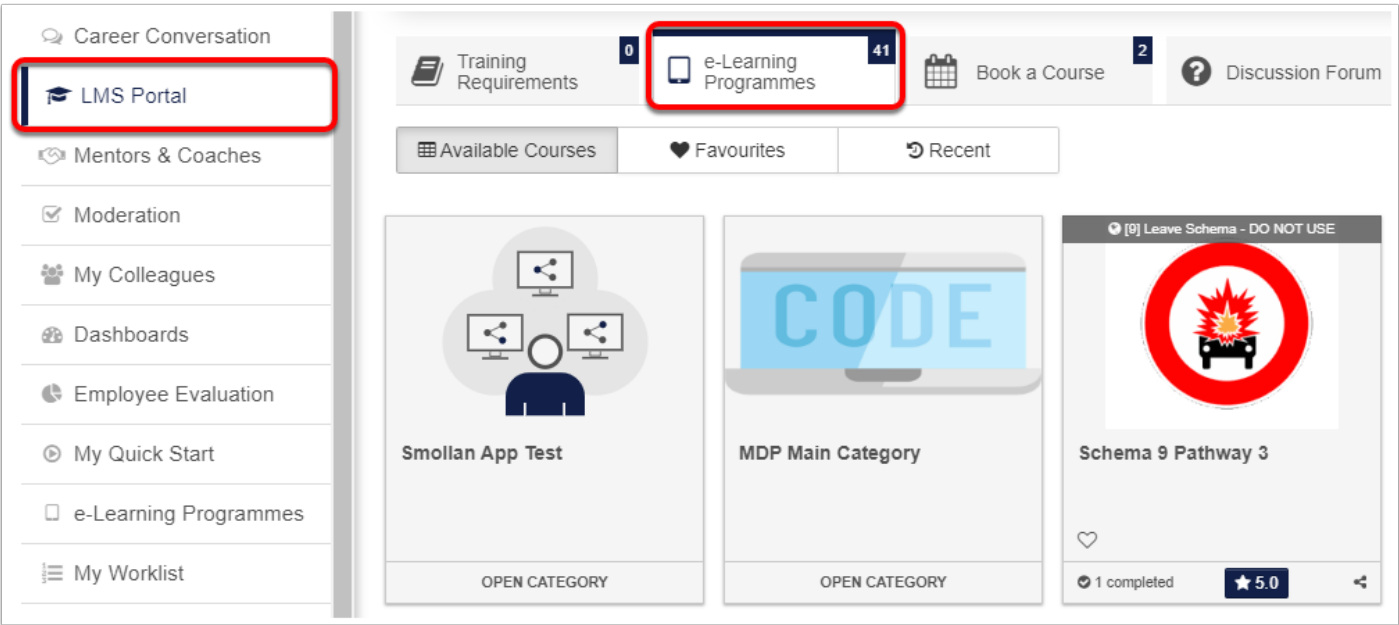


**Note:** A user will only have access to the pathway if loaded on the Target Audience (if applicable), and is logged into the system. If the user is not logged in, the login screen will be displayed.

# LMS Portal

## How to get there?

Navigate to LMS Portal (1), then select the e-Learning Programmes tab (2)



## What to do?

On the pathway select the share icon (1).

image not found or type unknown



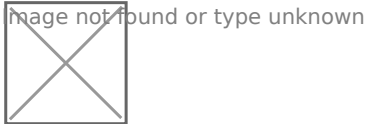
OR

Open the pathway and select the share icon (2) inside that pathway.





When you select the share button a new page opens with a link that can be copied and sent to other users.



**Note:** A user accessing the link will be requested to log in, if not already logged in. Access to the pathway is dependent on relevant permissions.