

# 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).

Use this pathway as template  when creating a new pathway

Item Type Pathway

Pathway Type  Ad Hoc  Unit Standard

2 Item Label \*

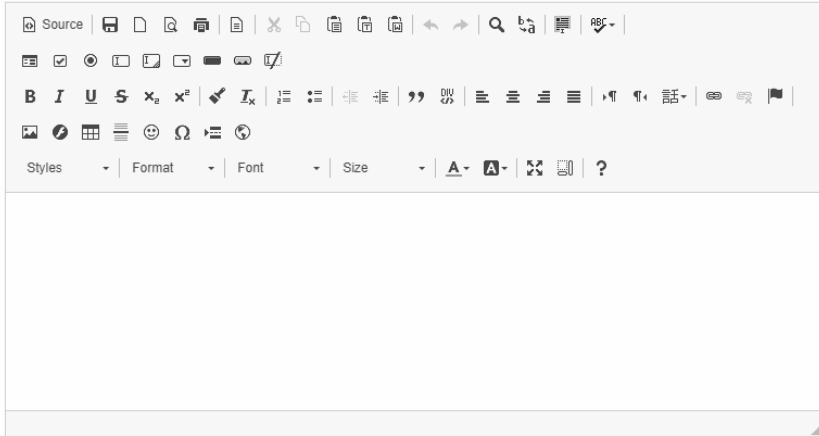
Short Description

Description displayed on LMS Portal

Description Title

Description displayed on category/pathway

Description



Styles | Format | Font | Size | A- | A+ | [Icons] | ?

3 Item Status \*

4 Development Status

5 Item Order \*   
[Autonumber enabled]

Priority   
[0 - Default Value]

6 Upload Image (300 x 200 px)



7 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.

Auto Start Pathway  Auto start is not allowed for pathways with multiple steps.

8

# Adding users to the Target Audience

- Click on the Target Audience (1) tab to add users.

1

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.

2  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](#)

3 [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**  **Name**

**Surname**  **ID Number**

**Selected Schema:**

**Switch to**

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

- 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

Search

Employee Number	Surname	Name	Email	Current Position	Location in organisation	Delete
Captain Kurk	Kurk	Captain		Manager	Company	<input type="button" value="X"/>

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