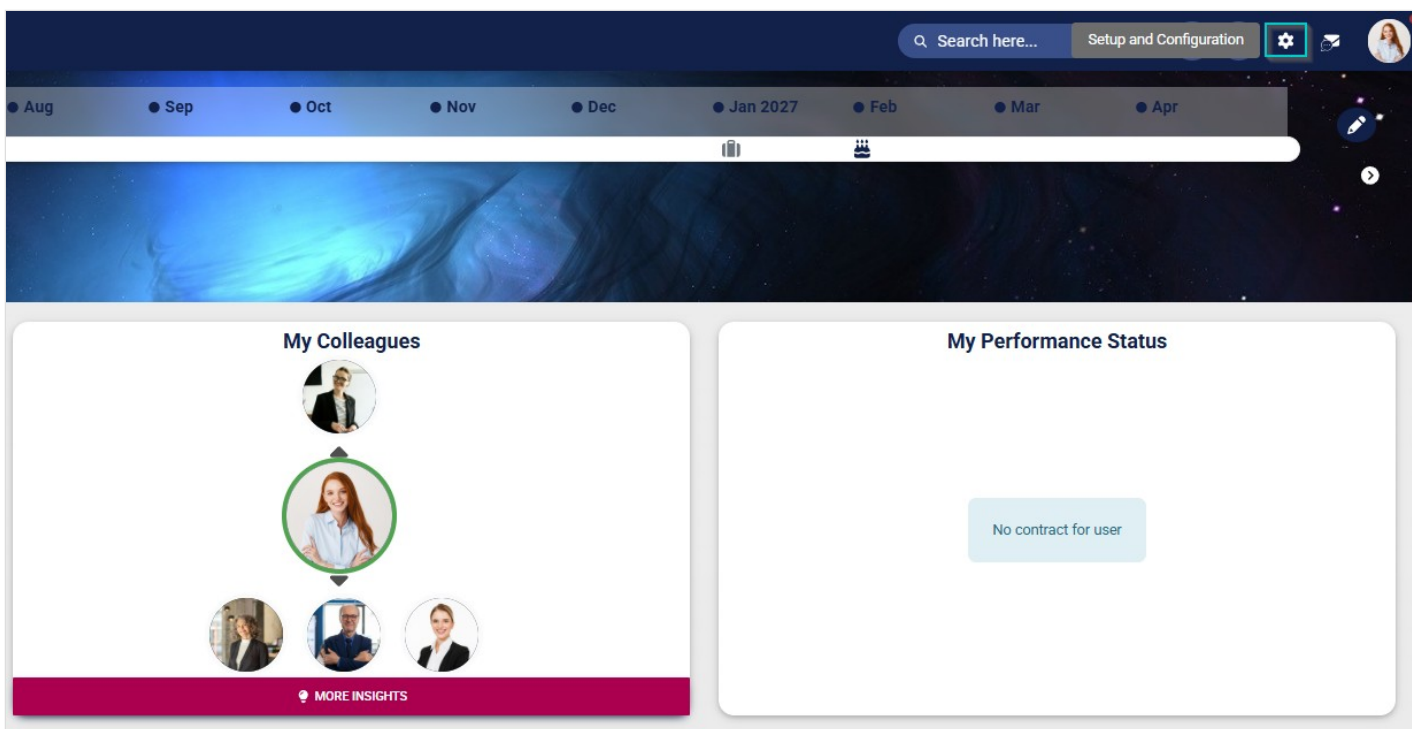


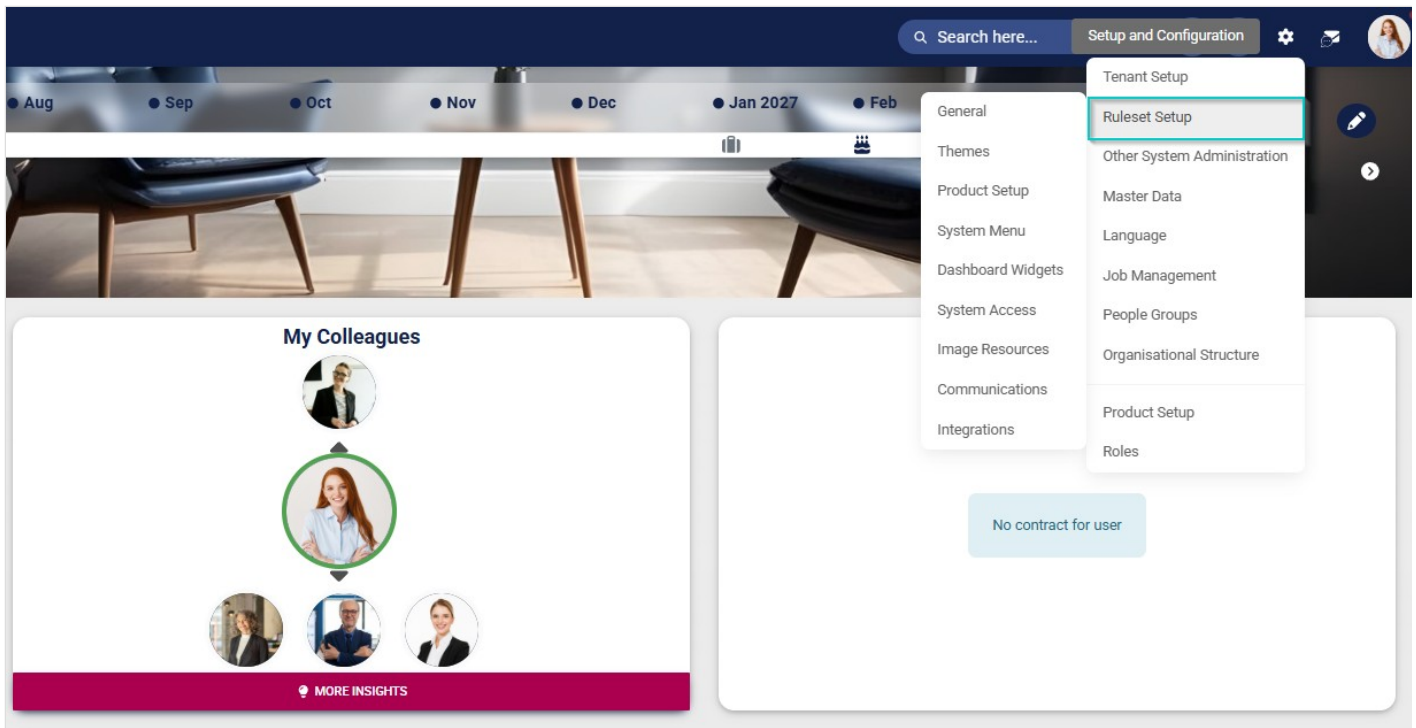
# Learning Management: eLearning Implementation Guide

## Activate the Learning Management module

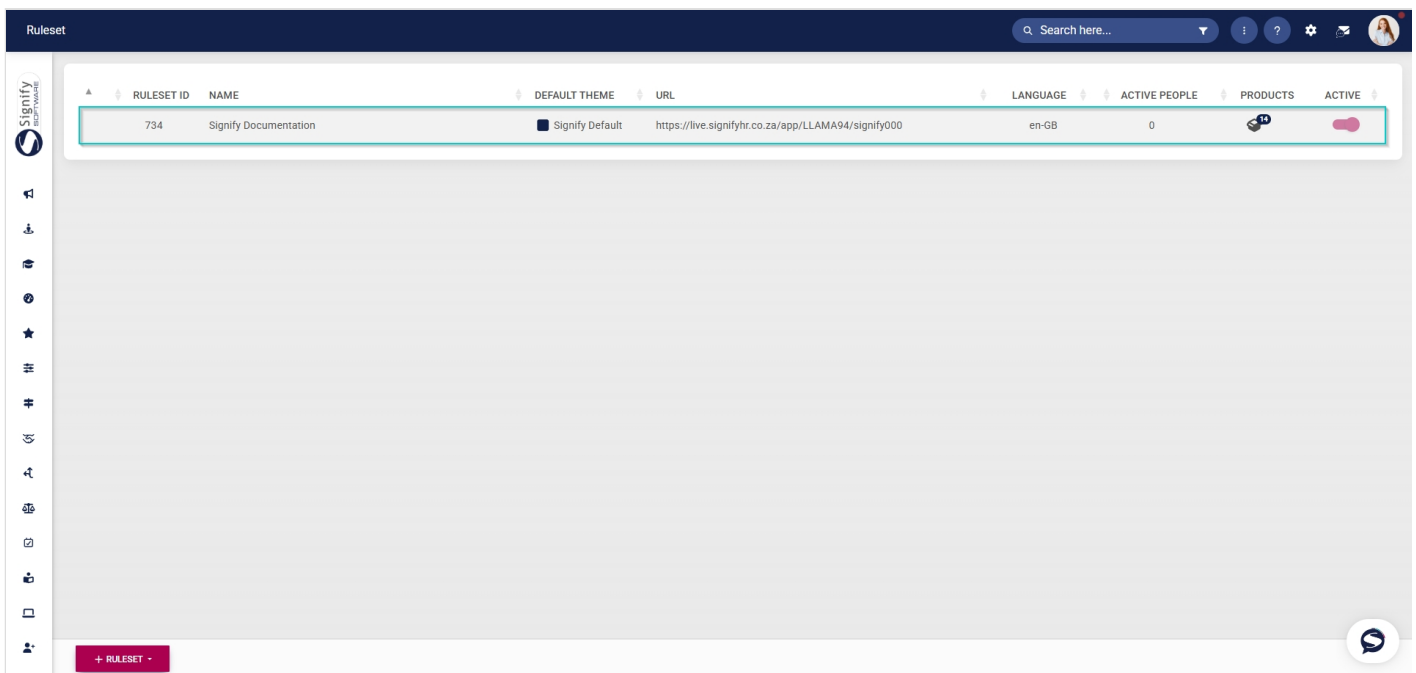
- Click the **gear icon** to access the **Setup and Configuration** menu.



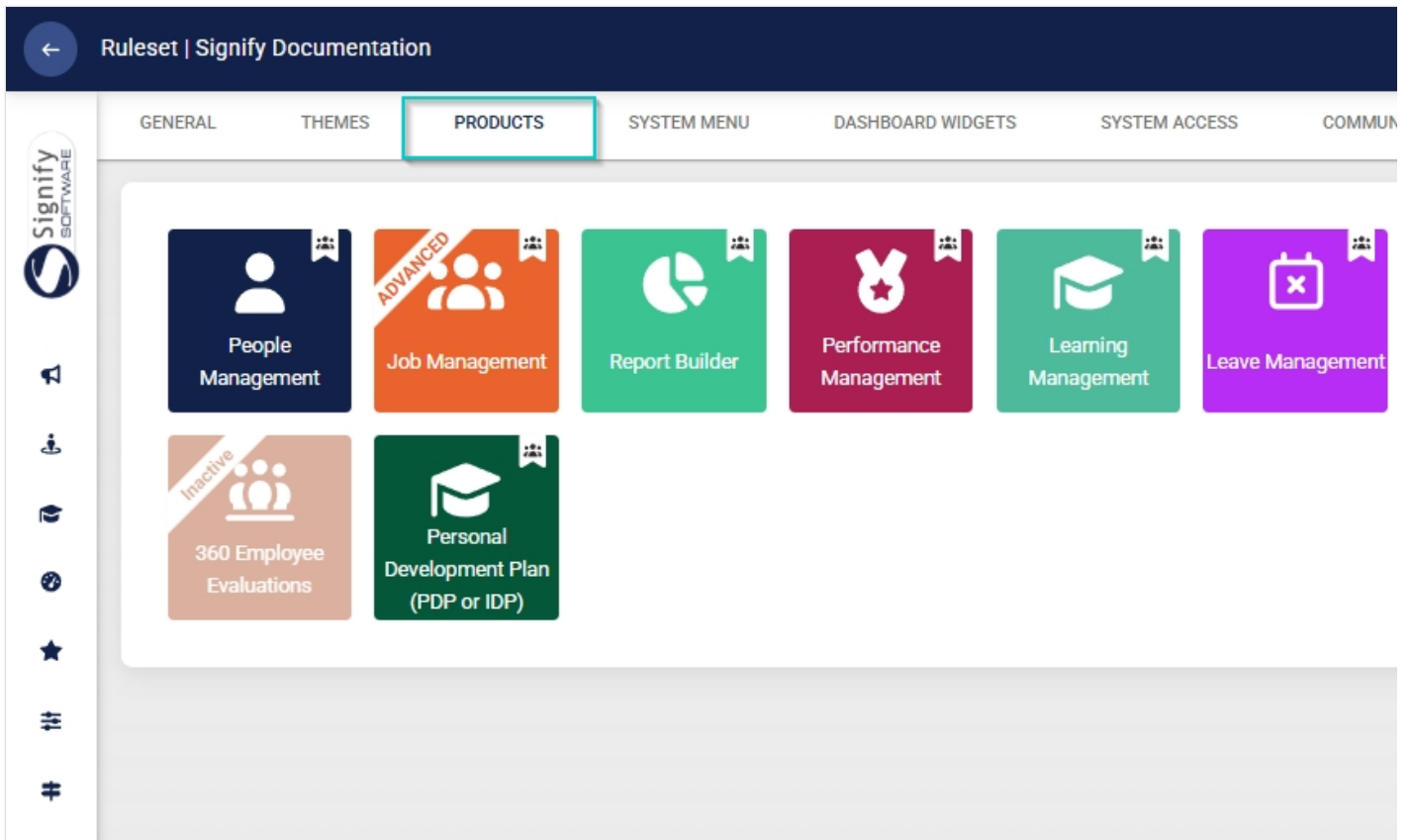
- Click **Ruleset Setup**.



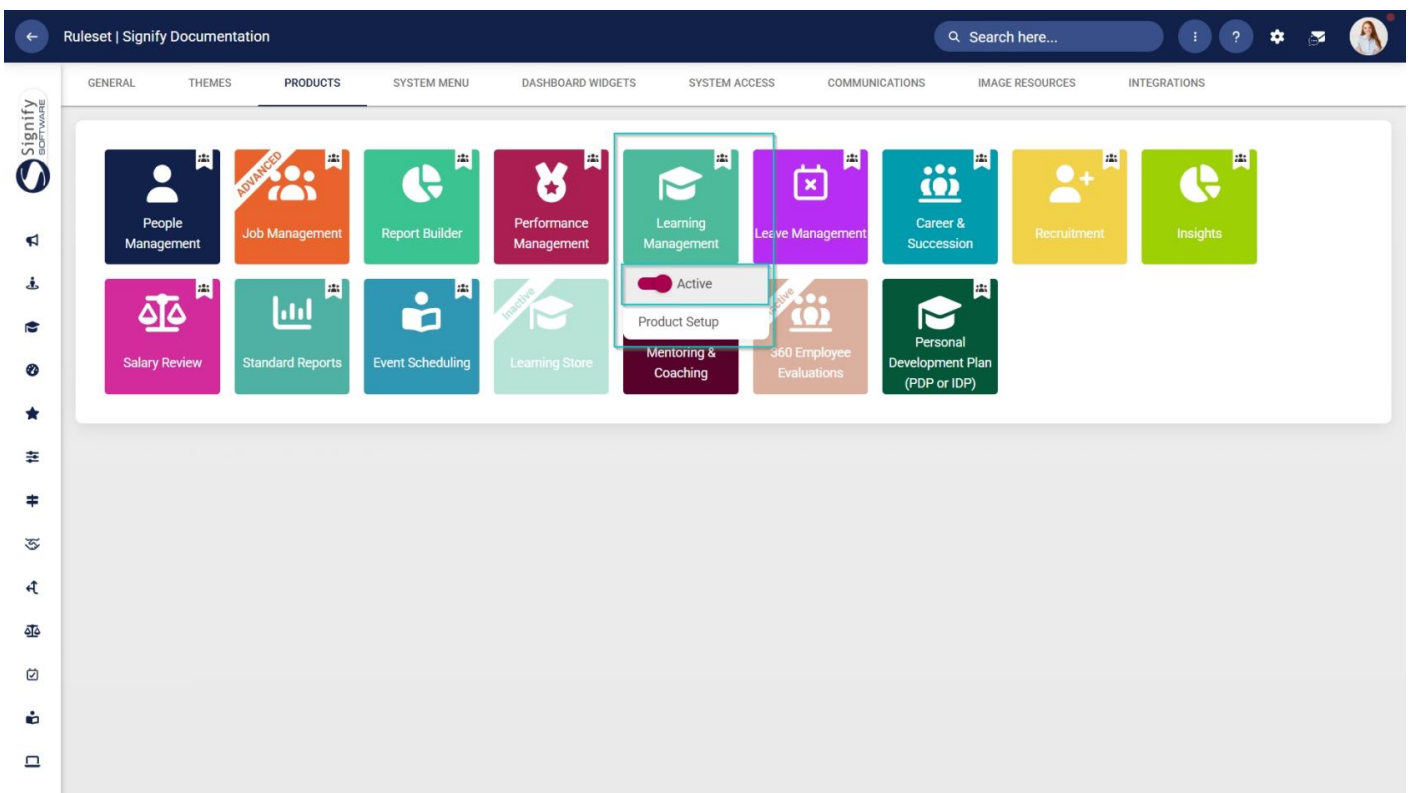
- Select the **ruleset** you would like to update.



- Navigate to the **Products** tab.

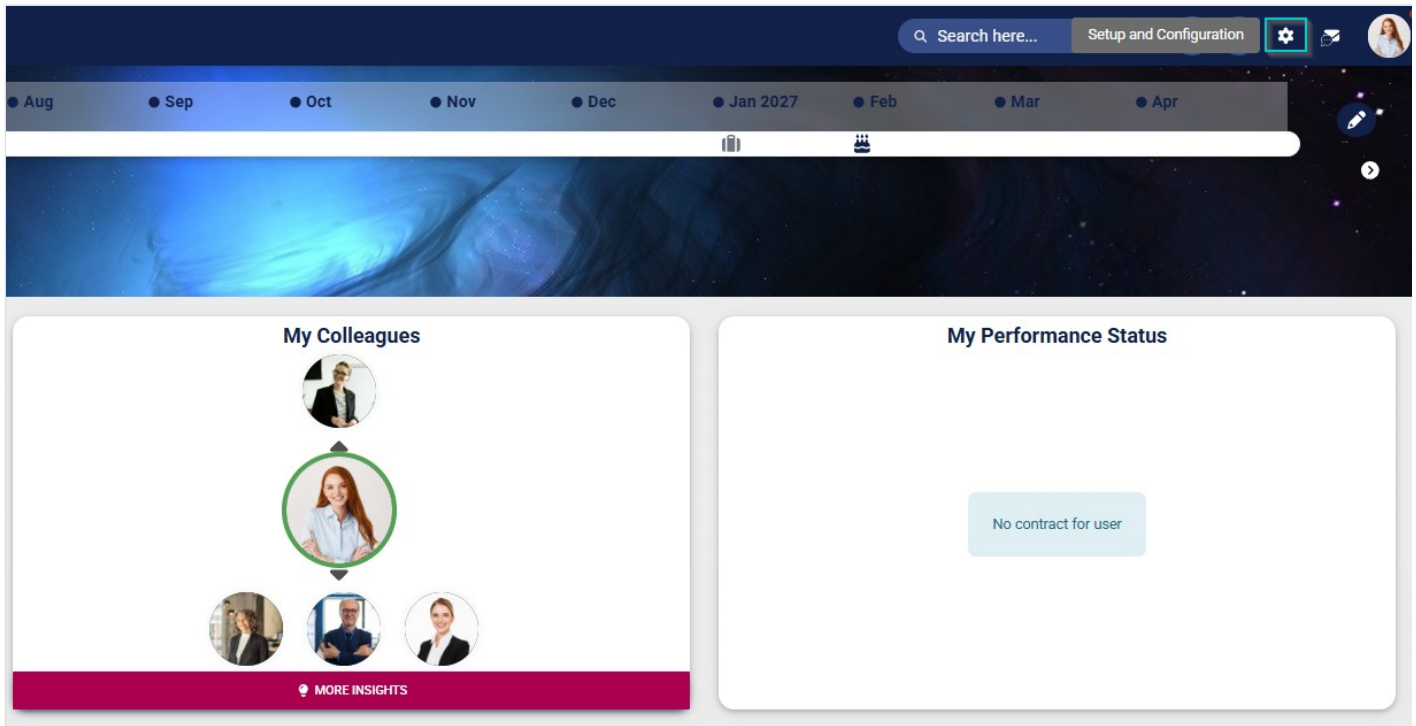


- Click on the **Learning Management** product card, then click the **toggle button** to set the product's status to **Active**.

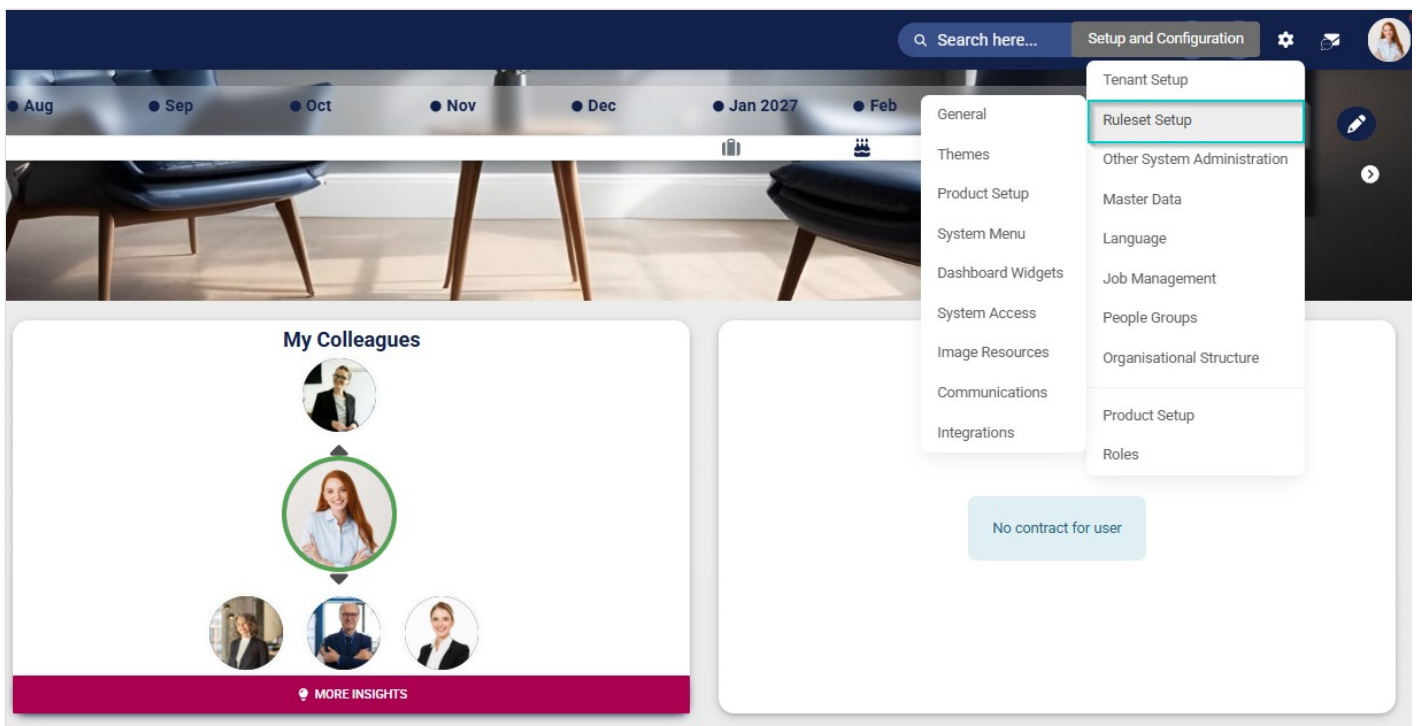


Add Learning Management to the system menu

- Click the **gear icon** to access the **Setup and Configuration** menu.

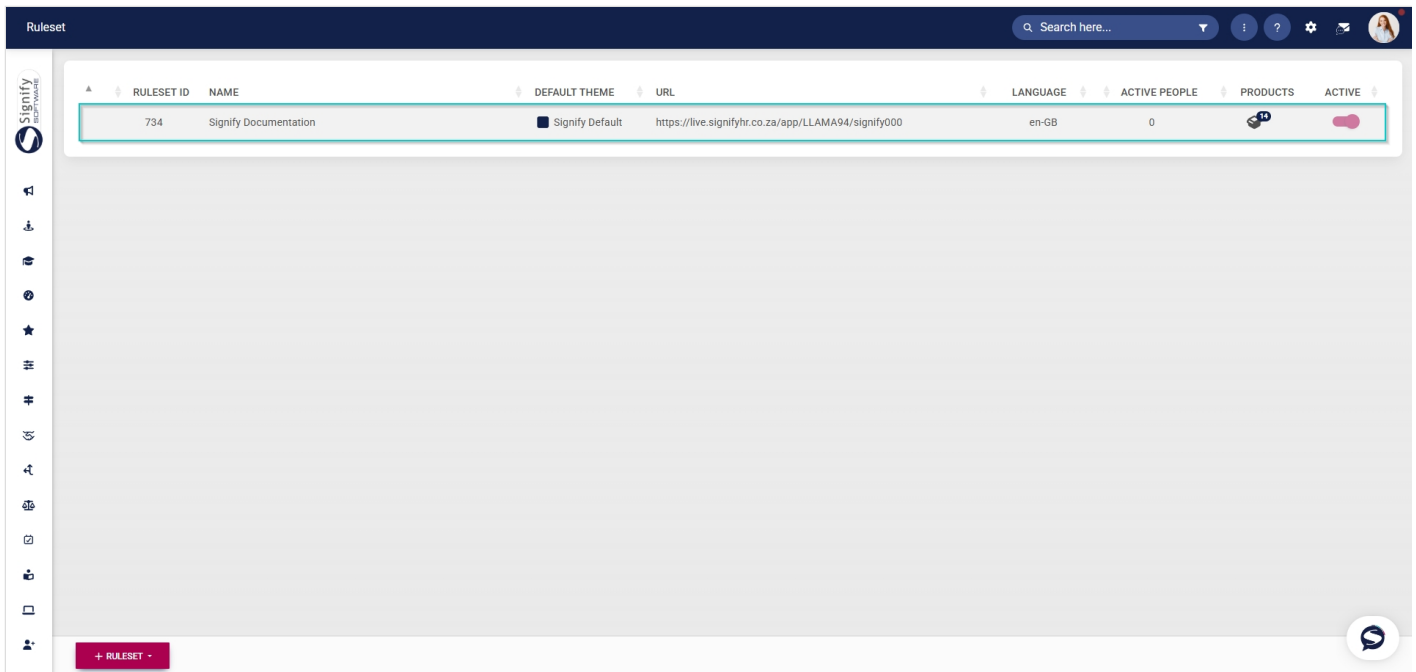


- Click **Ruleset Setup**.

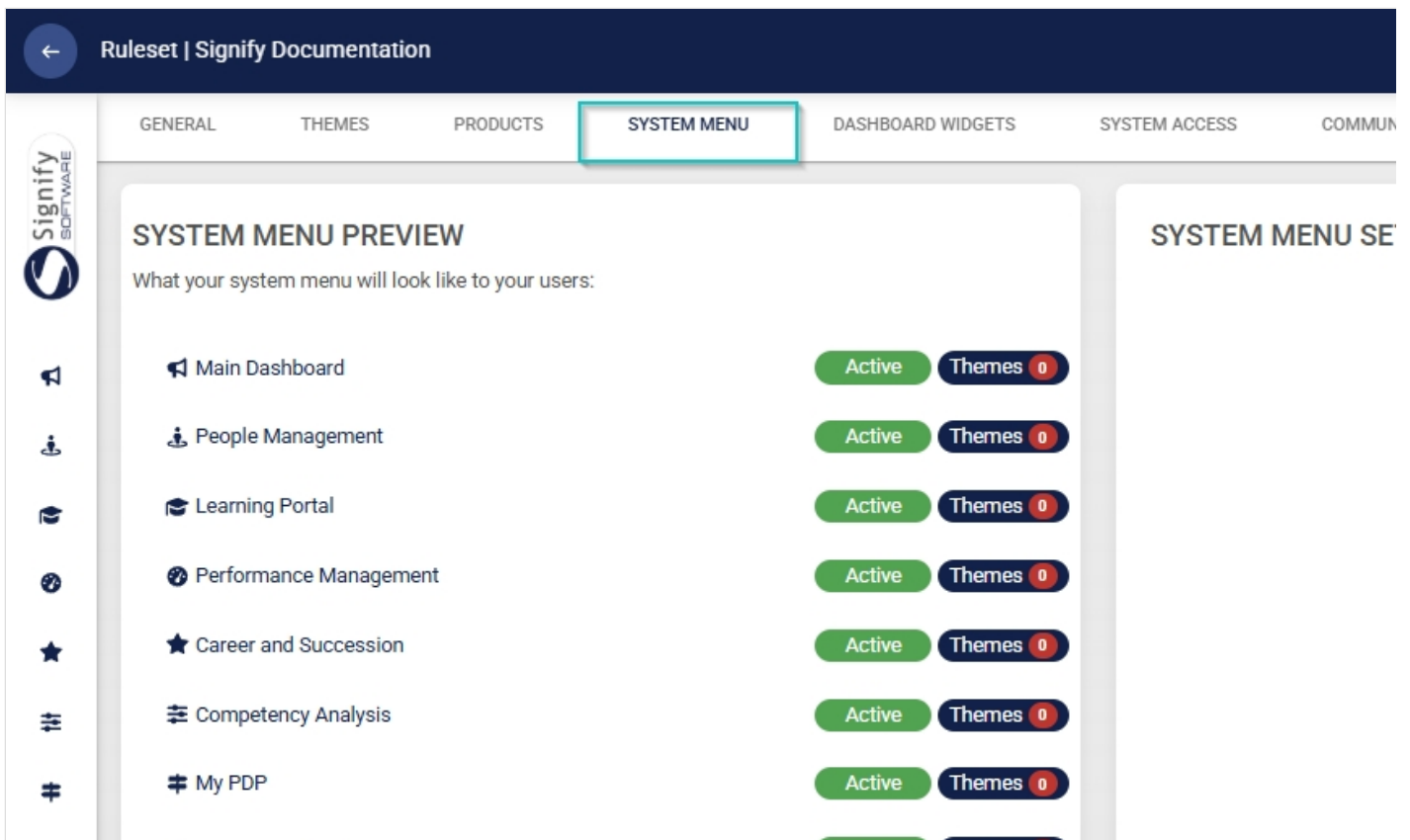


- Select the **ruleset** you would like to update.





- Navigate to the **System Menu** tab.



- Click the **Learning Portal** menu item in the system menu preview.
- Click the **toggle button** to set the system menu item's status to **Active**.

Ruleset | Signify Documentation

GENERAL THEMES PRODUCTS **SYSTEM MENU** DASHBOARD WIDGETS SYSTEM ACCESS COMMUNICATIONS IMAGE RESOURCES INTEGRATIONS

**SYSTEM MENU PREVIEW**  
What your system menu will look like to your users:

- Main Dashboard Active Themes 0
- People Management Active Themes 0
- Learning Portal 1** Active Themes 0
- Performance Management Active Themes 0
- Career and Succession Active Themes 0
- Competency Analysis Active Themes 0
- My PDP Active Themes 0
- My Career Planning Active Themes 0
- Mentoring and Coaching Active Themes 0
- Salary Review Active Themes 0
- Leave Active Themes 0
- Event Scheduling Active Themes 0

**System Menu Setup** Learning Management > Learning Portal

☒ Active 2

Menu Heading \*  
Learning Portal TRANSLATE

Name of the item as displayed on the system menu.

 CHANGE ICON

Display for following theme(s)  
0 Themes Selected

People Groups

| NAME                       |
|----------------------------|
| No data available in table |

SAVE PEOPLE GROUP TARGET AUDIENCE CANCEL

- You can select an icon for the **Learning Management** module by clicking **CHANGE ICON**.

Ruleset | Signify Documentation

GENERAL THEMES PRODUCTS **SYSTEM MENU** DASHBOARD WIDGETS SYSTEM ACCESS COMMUNICATIONS IMAGE RESOURCES INTEGRATIONS

**SYSTEM MENU PREVIEW**  
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- My PDP Active Themes 0
- My Career Planning Active Themes 0
- Mentoring and Coaching Active Themes 0
- Salary Review Active Themes 0
- Leave Active Themes 0
- Event Scheduling Active Themes 0

**System Menu Setup** Learning Management > Learning Portal

☒ Active

Menu Heading \*  
Learning Portal TRANSLATE

Name of the item as displayed on the system menu.

 CHANGE ICON

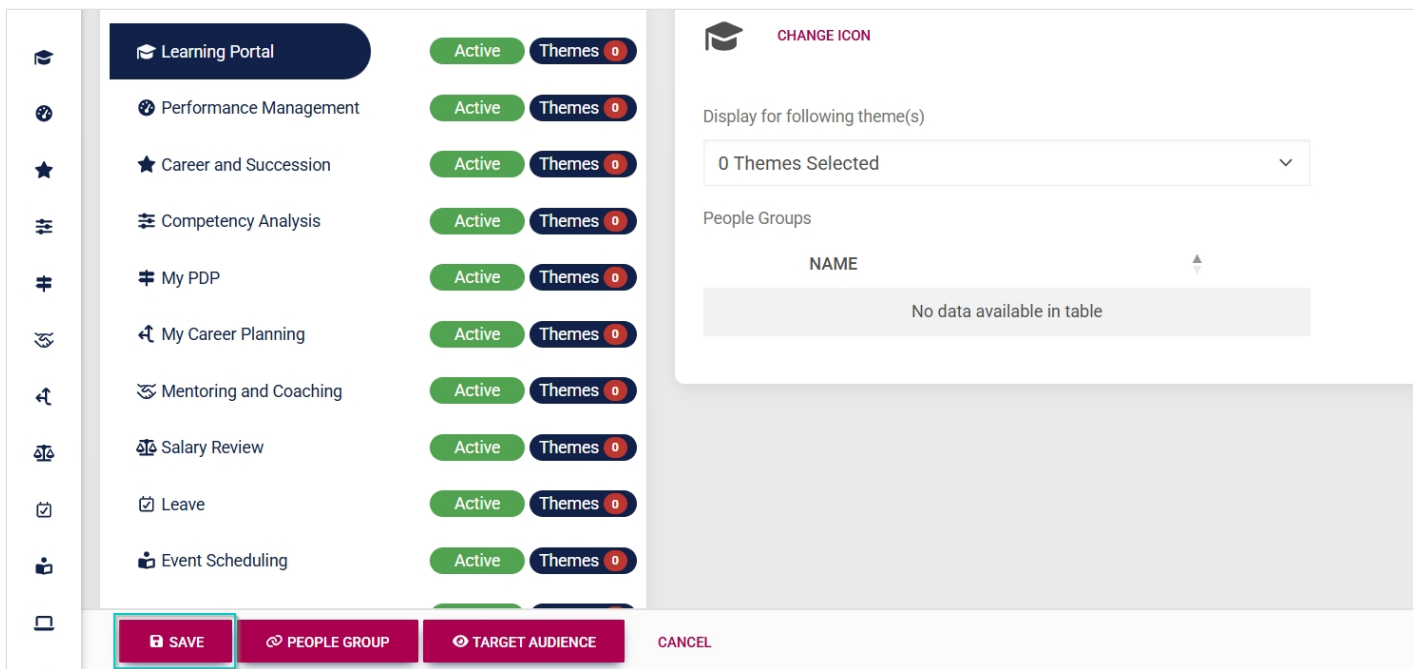
Display for following theme(s)  
0 Themes Selected

People Groups



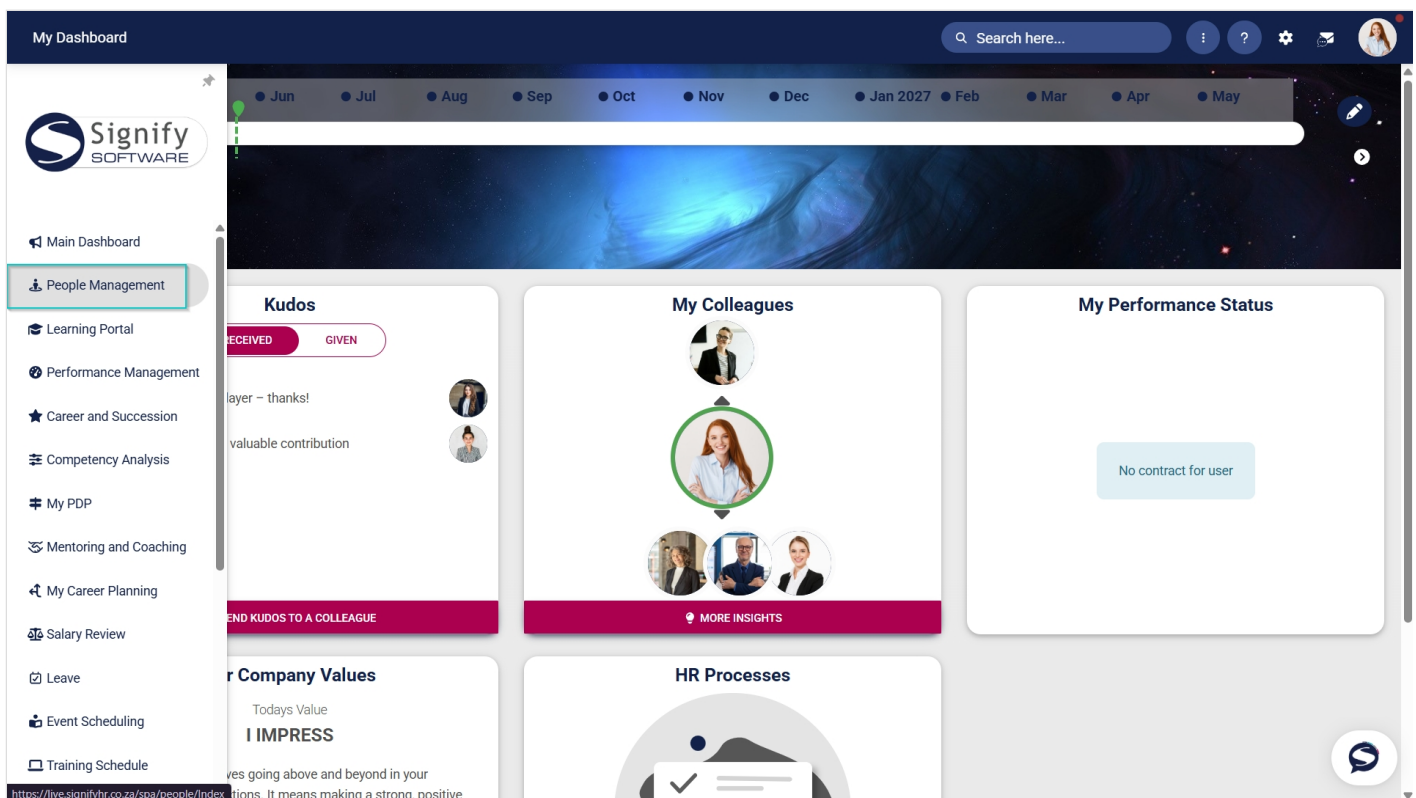
SAVE PEOPLE GROUP TARGET AUDIENCE CANCEL

- Click **SAVE** to continue or **CANCEL** to discard your changes.



## Assign the Learning Management administrator permission

- Hover over the **sidebar** menu, then click **People Management**.



- Click to navigate to the **View/Edit People** tab.

People Management

Search here...

MY TEAM MY DEPARTMENT MY COMPANY **VIEW/EDIT PEOPLE** In: All People

CARD VIEW GRID VIEW

ACTIVE 20 FUTURE DATED TERMINATED ALL

abc  
A  
B  
C  
D  
E  
F  
G  
H  
I  
J  
K  
L  
M  
N  
O  
P  
Q  
R  
S  
T  
U  
V  
W  
X  
Y  
Z

Charlene Britton  
Learner  
Kudos

Aimee Campbell  
Chief of Operations (COO)  
Kudos

Emily Collins  
Development Manager  
Kudos

Ephraim Doha  
Junior Software Developer  
Kudos

Isabella Domingo  
Junior Software Developer  
Kudos

Lisa Edwards  
Senior Business Analyst  
Kudos

Karabo Fweta  
Scrum Master  
Kudos

Kyle Gosling  
Intermediate Business Analyst  
Kudos

Abraham Hamman  
Intermediate Business Analyst  
Kudos

Diego Inez  
Junior Business Analyst  
Kudos

Isaac Jacobson  
Technical Support Consultant  
Kudos

Gabriella Josephs  
Junior Business Analyst  
Kudos

Clinton Kazhila  
Junior Software Developer  
Kudos

Lily Kingsley  
eLearning Manager  
Kudos

Megan la Paz  
Content Developer  
Kudos

Mmathabang Mahlangu  
Intermediate Software Developer  
Kudos

Dominic Manuel  
Graphic Designer  
Kudos

Christian Momborg  
UI/UX Developer  
Kudos

Anza Murovhi  
Ideation and Design Developer  
Kudos

Nazeem Nadir  
Junior Software Developer  
Kudos

+ PERSON REQUEST NEW PERSON

- Click the **pencil icon** to manage the profile of the person you want to edit.

People Management

Search here...

MY TEAM MY DEPARTMENT MY COMPANY **VIEW/EDIT PEOPLE** In: All People

CARD VIEW GRID VIEW

ACTIVE 20 FUTURE DATED TERMINATED ALL

abc  
A  
B  
C  
D  
E  
F  
G  
H  
I  
J  
K  
L  
M  
N  
O  
P  
Q  
R  
S  
T  
U  
V  
W  
X  
Y  
Z

Destiny Lewis  
Chief Administrator  
Kudos

Charlene Britton  
Learner  
Kudos

Aimee Campbell  
Chief of Operations (COO)  
Kudos

Emily Collins  
Development Manager  
Kudos

Ephraim Doha  
Junior Software Developer  
Kudos

Isabella Domingo  
Junior Software Developer  
Kudos

Lisa Edwards  
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Kyle Gosling  
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Graphic Designer  
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UI/UX Developer  
Kudos

Anza Murovhi  
Ideation and Design Developer  
Kudos

+ PERSON REQUEST NEW PERSON

- In the **left-hand menu**, navigate to **User Permissions**, then click **System Modules Admin**.
- Click the **LINK ROLE** button.

People Management

Signify SOFTWARE

LILY KINGSLEY  
(10001600)  
eLearning Manager

Go To Another

Welcome Notification Password

SUMMARY

PROFILE

EXTENDED PROFILE

**USER PERMISSIONS** 1

People Admin

**System Modules Admin** 2

Additional Roles

Additional Reporting Rights

Report Data Access

Report Category Access

APPOINTMENT

PERFORMANCE MANAGEMENT

TRAINING AND DEVELOPMENT

LABOUR RELATIONS

AUDIT INFORMATION

3

LINK ROLE REMOVE ALL ROLES

ROLE

STANDARD PERMISSIONS

CUSTOMISABLE PERMISSIONS

Event Scheduling Administrator

Manage Events

Manage Master Data

- Tick the **checkbox** next to **Learning Management** in the table to assign the Learning Management administrator role to the user.
- Click **SAVE** to continue or **CANCEL** to discard your changes.

People Management

Signify SOFTWARE

LILY KINGSLEY  
(10001600)  
eLearning Manager

Go To Another

Welcome Notification Password

SUMMARY

PROFILE

EXTENDED PROFILE

**USER PERMISSIONS**

People Admin

**System Modules Admin**

Additional Roles

Additional Reporting Rights

Report Data Access

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APPOINTMENT

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LABOUR RELATIONS

AUDIT INFORMATION

LINK ROLE REMOVE ALL ROLES

Link Role

Search here...

PRODUCT ROLE

☐ Ruleset Management Ruleset Administrator - Global

☐ Ruleset Management Ruleset Administrator - Single

☐ Tenant Management Tenant Administrator

☐ Translations Language Administrator

☐ Organisational Structure Organisational Structure Administrator

☐ People Management People Management Administrator

☐ Performance Management Performance Management Administrator

☐ Job Profiler Job Management Administrator

☐ Report Builder Report Builder Administrator

1 ☒ Learning Management Learning Management Administrator

☒ Event Scheduling Event Scheduling Administrator

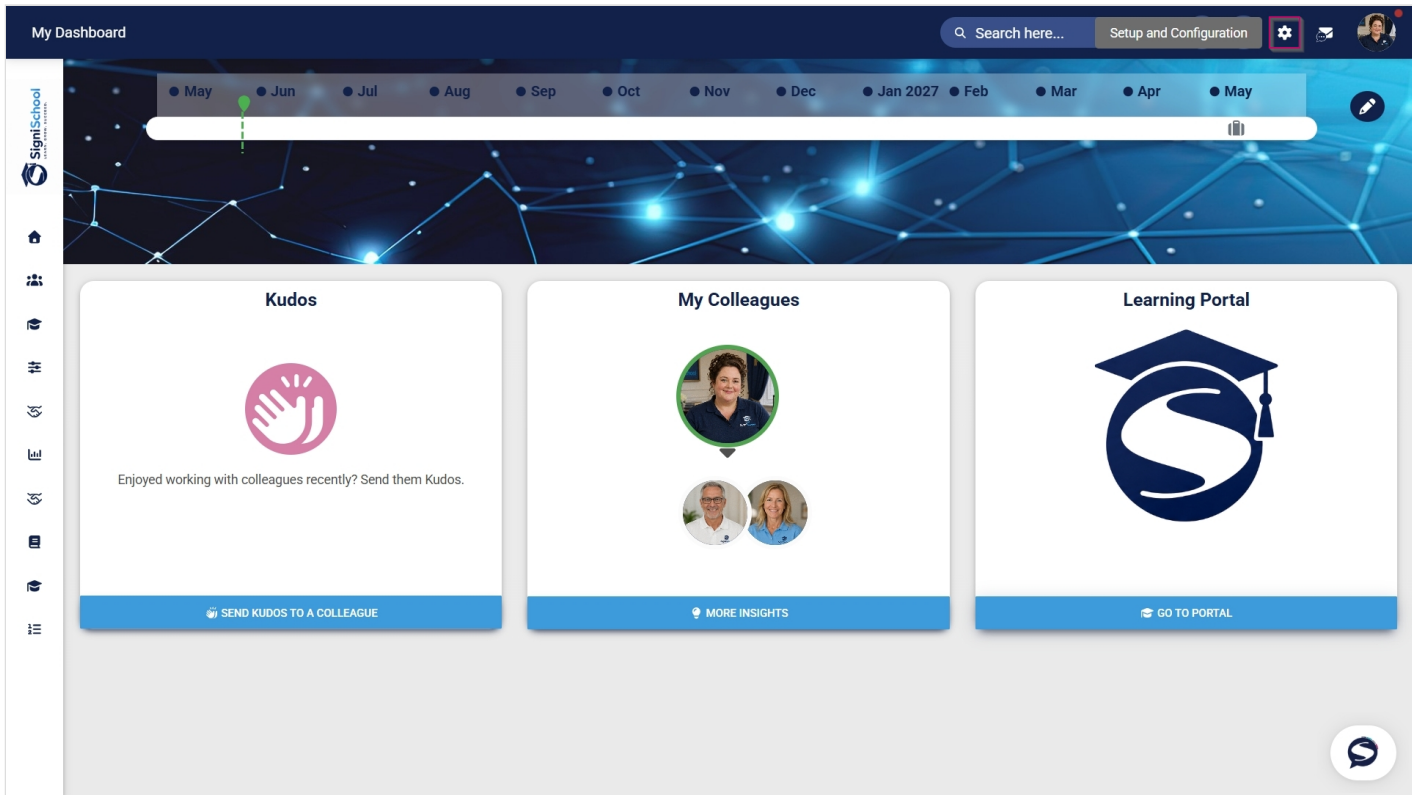
☐ Event Scheduling Event Coordinator

2 CANCEL SAVE

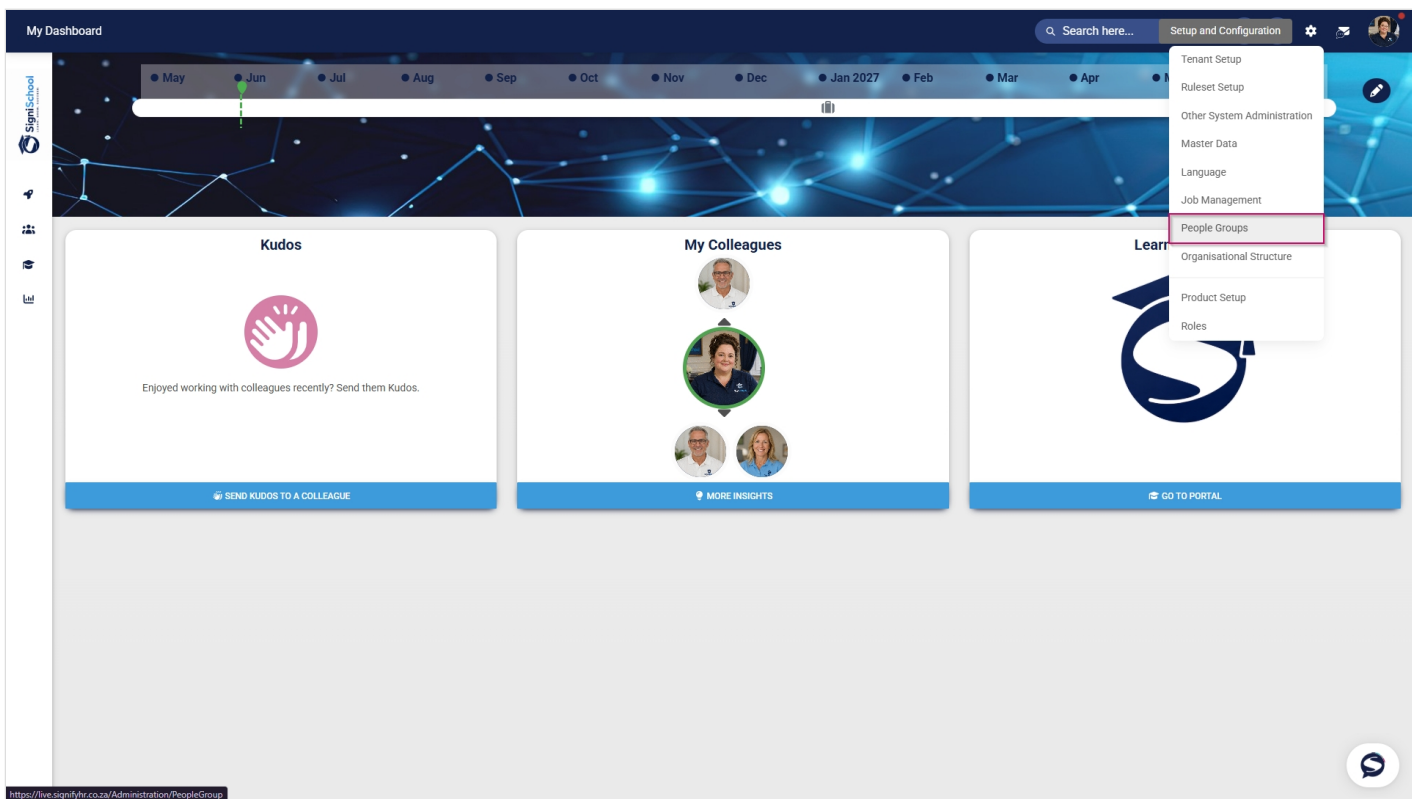
Create people groups



- Click the **gear icon** to access the **Setup and Configuration** menu.

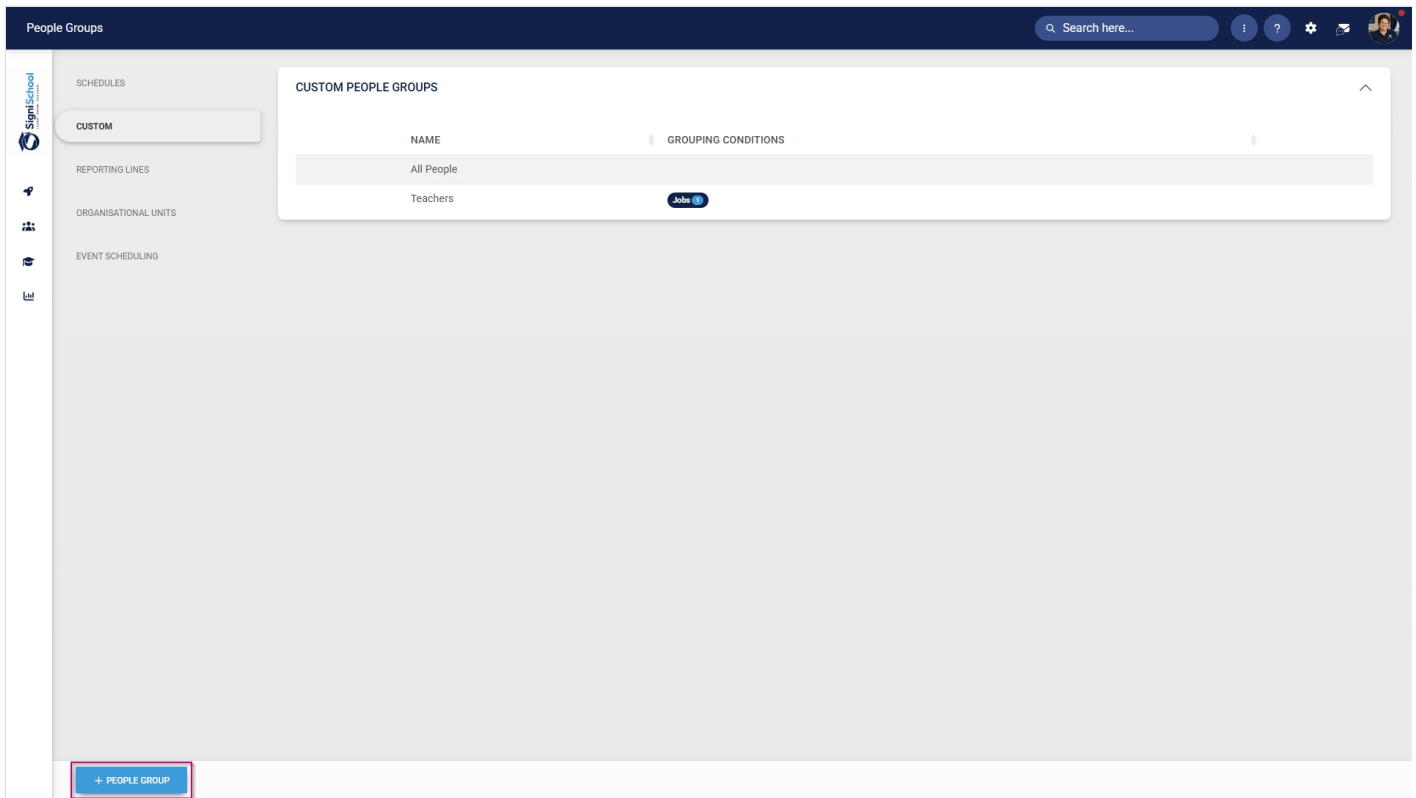


- Click **People Groups**.

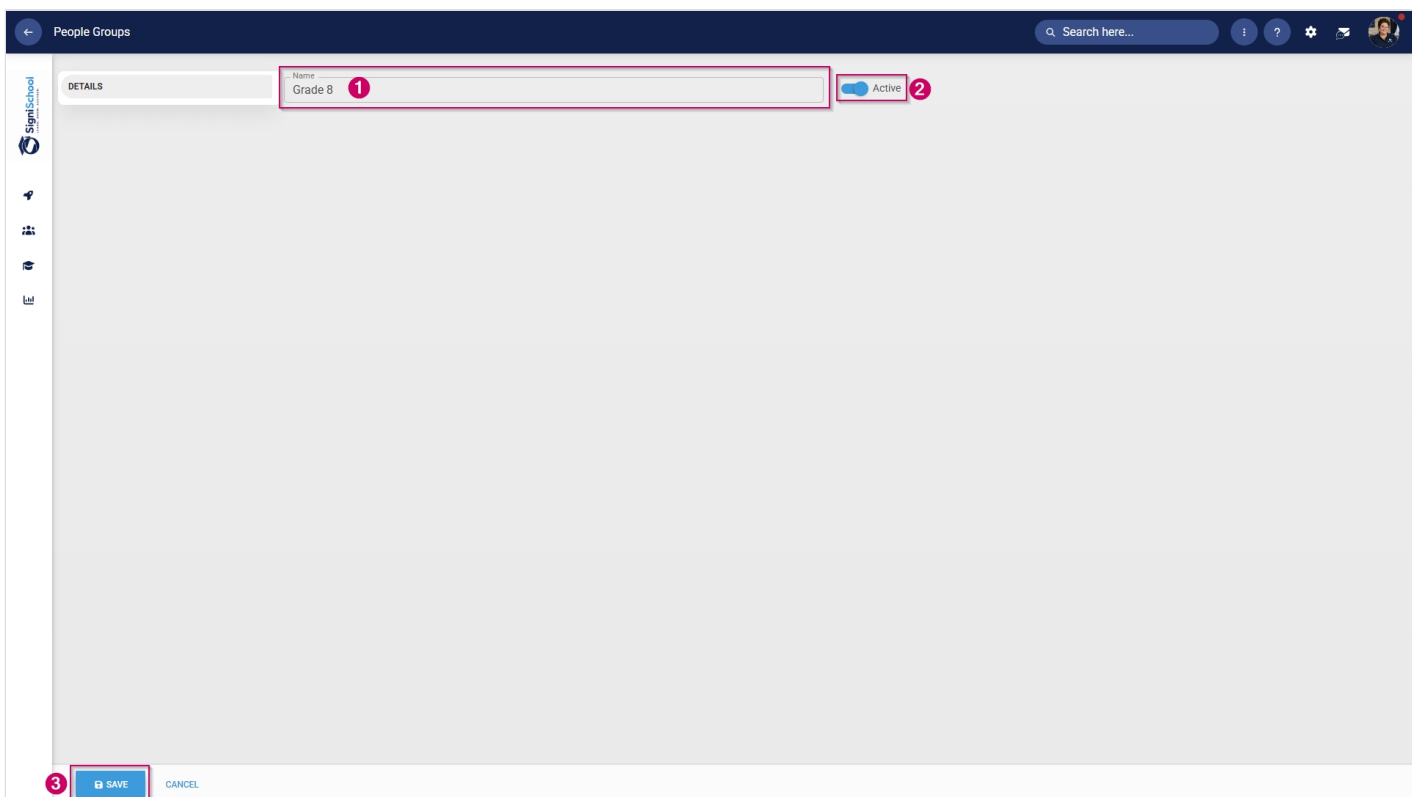


- In the **left-hand menu**, navigate to **Custom**, then click **+PEOPLE GROUP**.





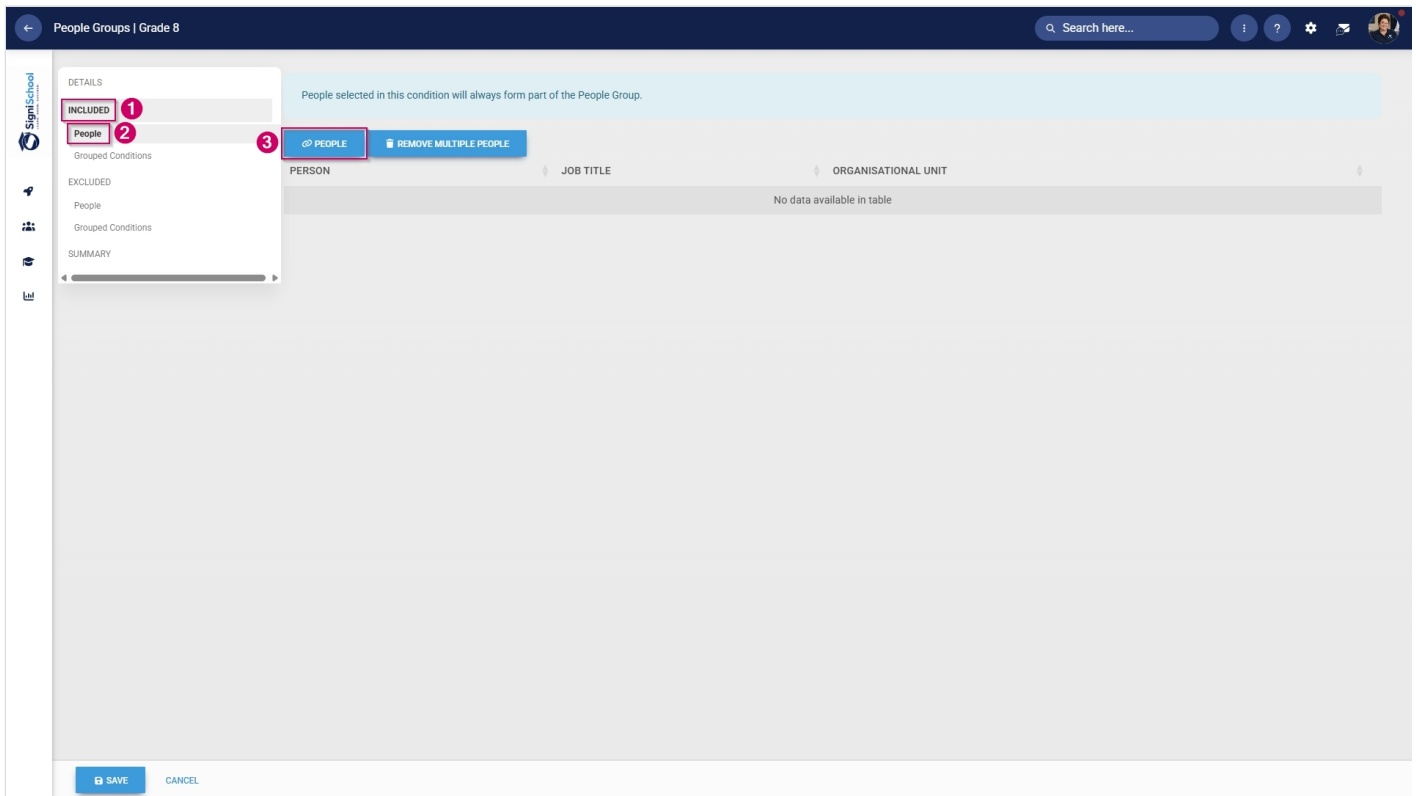
- Enter a descriptive name for the people group.
- Click the **toggle button** to set the status to **Active**.
- Click **SAVE** when you are finished or click **CANCEL** to discard your edits.



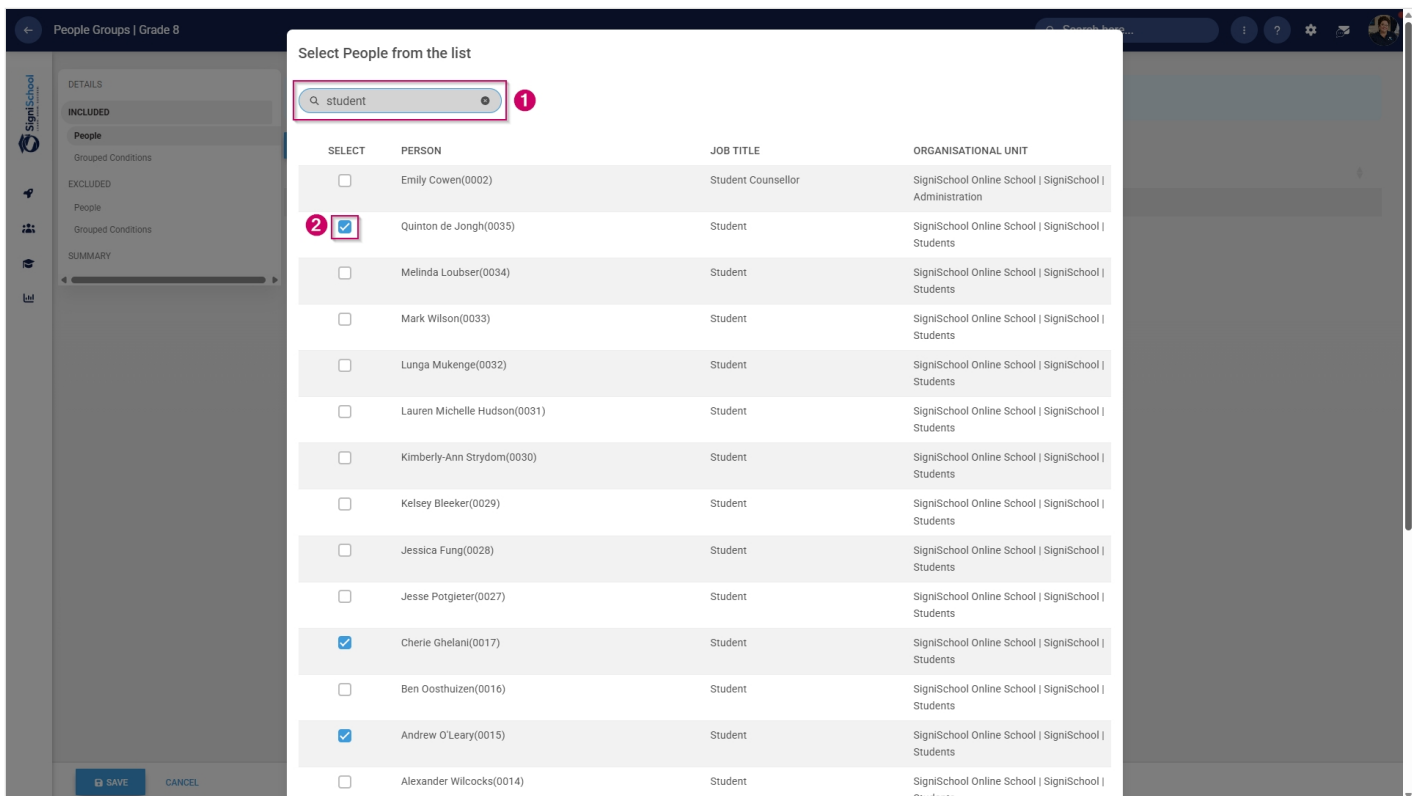
- Once the people group has been created, you can select the people to add to it.

Included: Individuals

- In the **left-hand menu**, click to navigate to the **Included** section, then click **People** to add individuals.
- Click the **PEOPLE** button.



- Use the **search bar** to find a person based on their name, surname, username, or job title.
- Tick the **checkbox** to select a person.



- Click **SAVE** when you are finished or click **CANCEL** to discard your edits.

People Groups | Grade 8

DETAILS

INCLUDED

EXCLUDED

SUMMARY

☐

Laurent Michéne Hudson(0031)

Student

SigniSchool Online School | SigniSchool | Students

☐

Kimberly-Ann Strydom(0030)

Student

SigniSchool Online School | SigniSchool | Students

☐

Kelsey Bleeker(0029)

Student

SigniSchool Online School | SigniSchool | Students

☐

Jessica Fung(0028)

Student

SigniSchool Online School | SigniSchool | Students

☐

Jesse Potgieter(0027)

Student

SigniSchool Online School | SigniSchool | Students

☒

Cherie Ghelani(0017)

Student

SigniSchool Online School | SigniSchool | Students

☐

Ben Oosthuizen(0016)

Student

SigniSchool Online School | SigniSchool | Students

☒

Andrew O'Leary(0015)

Student

SigniSchool Online School | SigniSchool | Students

☐

Alexander Wilcocks(0014)

Student

SigniSchool Online School | SigniSchool | Students

☐

Aleah Mphoko(0013)

Student

SigniSchool Online School | SigniSchool | Students

☒

Zooley Price(0043)

Student

SigniSchool Online School | SigniSchool | Students

☐

Yeoman Fung(0042)

Student

SigniSchool Online School | SigniSchool | Students

☐

Wilbur Everton(0041)

Student

SigniSchool Online School | SigniSchool | Students

☐

Unami Kombani(0040)

Student

SigniSchool Online School | SigniSchool | Students

☒

Sashin Sangakara(0039)

Student

SigniSchool Online School | SigniSchool | Students

First

Previous

1

2

Next

Last

CANCEL

SAVE

- Review the users added to your people group, then click **SAVE** when you are finished or click **CANCEL** to discard your edits.

People Groups | Grade 8

DETAILS

INCLUDED

EXCLUDED

SUMMARY

People selected in this condition will always form part of the People Group.

PEOPLE

REMOVE MULTIPLE PEOPLE

PERSON

JOB TITLE

ORGANISATIONAL UNIT

Quinton de Jongh(0035)

Student

SigniSchool Online School | SigniSchool | Students

Cherie Ghelani(0017)

Student

SigniSchool Online School | SigniSchool | Students

Andrew O'Leary(0015)

Student

SigniSchool Online School | SigniSchool | Students

Zooley Price(0043)

Student

SigniSchool Online School | SigniSchool | Students

Sashin Sangakara(0039)

Student

SigniSchool Online School | SigniSchool | Students

Hassim Malinga(0025)

Student

SigniSchool Online School | SigniSchool | Students

SAVE

CANCEL

Included: Grouped conditions

- Click **Grouped Conditions** to add groups of people based on criteria such as job titles, organisational nodes, etc.
- Click **SAVE** when you are finished or click **CANCEL** to discard your edits.

People Groups | Grade 8

Search here...

**INCLUDED**

People

**Grouped Conditions**

**EXCLUDED**

People

Grouped Conditions

**SUMMARY**

All of the following conditions must be met before a person will be included in the People Group, for example:

- If only a Job Title has been added, then all the people appointed in that Job Title will form part of the People Group.
- If only a Job Grade has been added, then all the people in the linked positions will form part of the People Group.
- If only an Organisational Unit has been selected, only people appointed in that Organisational Unit will form part of the People Group.
- If only a Reporting Line Type has been selected, only subordinates reporting to a specified manager for the Reporting Line Type will form part of the People Group.
- If a combination of the above has been selected, people will be included when they are:
  - Appointed in the Job Title, OR who are also
  - Appointed in a Job Title with the selected Job Grade, OR who are also
  - Appointed in the Organisational Unit, OR who are also
  - Reporting to the specified manager for the Reporting Line Type

**JOBS**

JOBS

| CODE                       | JOB | TOTAL LINKED POSITIONS |
|----------------------------|-----|------------------------|
| No data available in table |     |                        |

**JOB GRADES**

JOB GRADES

| JOB GRADE                  | TOTAL LINKED POSITIONS |
|----------------------------|------------------------|
| No data available in table |                        |

**ORGANISATIONAL UNITS**

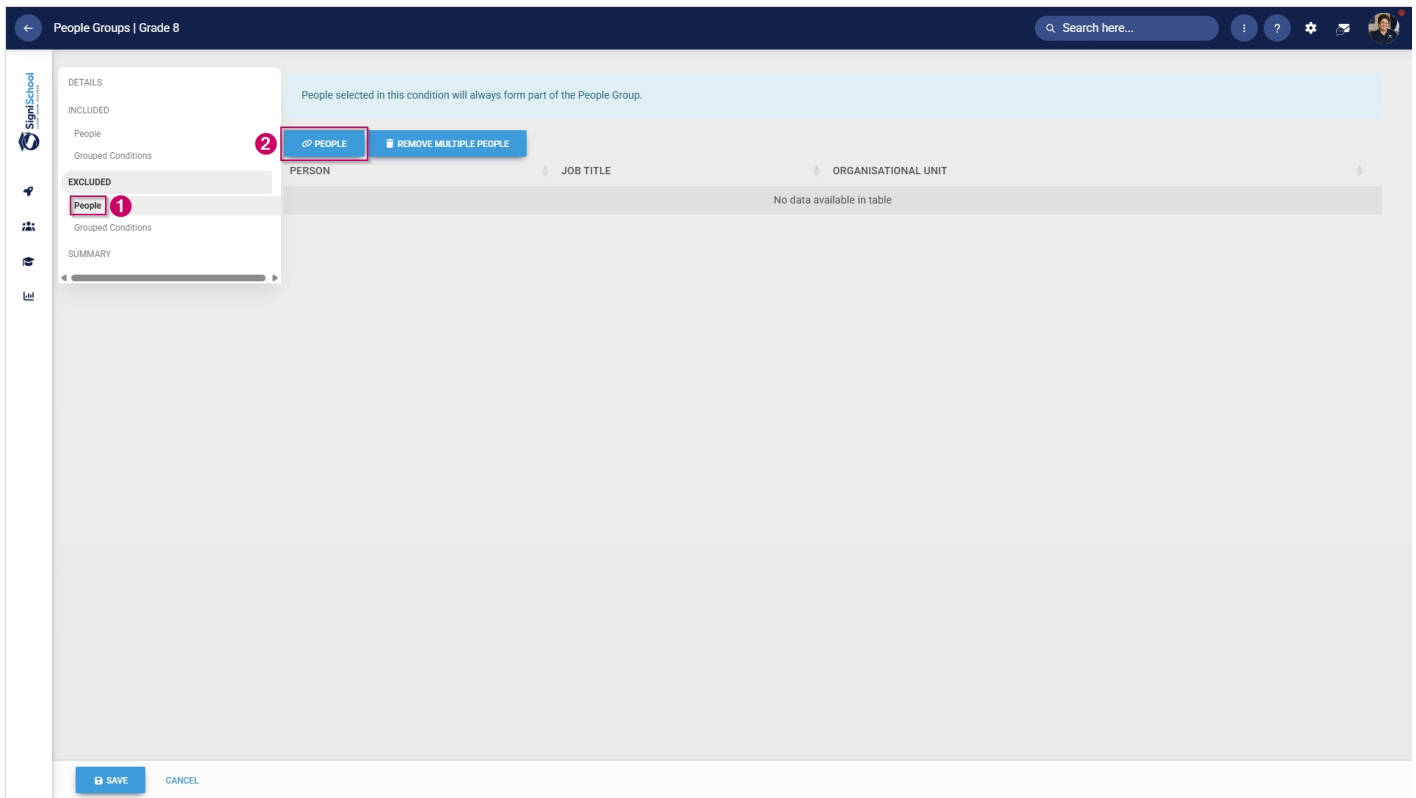
ORGANISATIONAL UNITS

| CODE | NAME | ORGANISATIONAL LEVEL TYPE | ORGANISATIONAL UNIT | TOTAL LINKED POSITIONS |
|------|------|---------------------------|---------------------|------------------------|
|------|------|---------------------------|---------------------|------------------------|

**SAVE** **CANCEL**

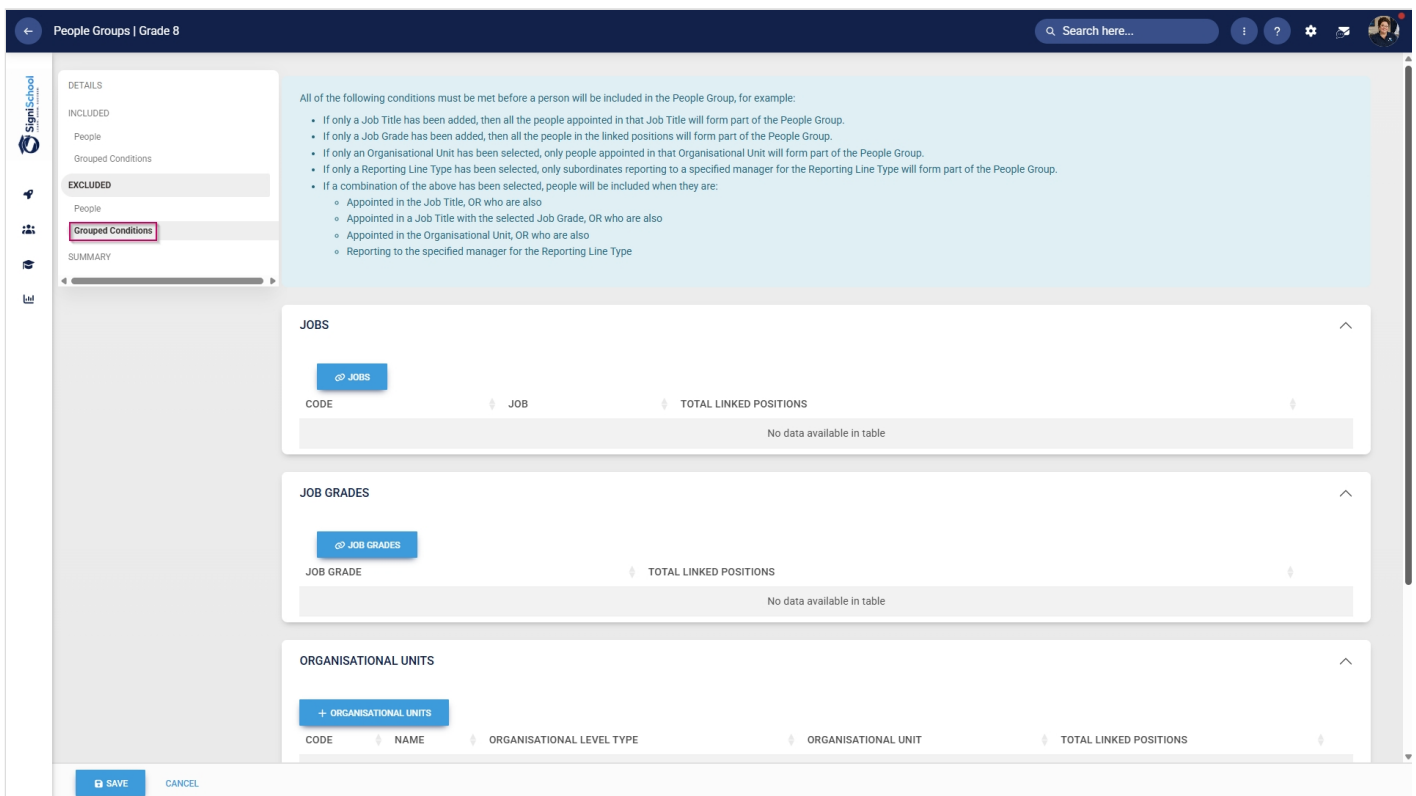
## Included: Individuals

- In the **left-hand menu**, click to navigate to **People** in the **Excluded** section.
  - Click the **PEOPLE** button.
  - Select the people you would like to exclude.
  - Click **SAVE** when you are finished or click **CANCEL** to discard your edits.



## Excluded: Grouped conditions

- Click **Grouped Conditions** to exclude groups of people based on criteria such as job titles, organisational nodes, etc.
- Click **SAVE** when you are finished or click **CANCEL** to discard your edits.



## Summary

- In the **left-hand menu**, click Summary to view all the users included in your people group.

People Groups | Grade 8

Search here...

DETAILS

INCLUDED

People

Grouped Conditions

EXCLUDED

People

Grouped Conditions

**SUMMARY 1**

REFRESH PEOPLE GROUP USERS

| PERSON                 | JOB TITLE | ORGANISATIONAL UNIT                                |
|------------------------|-----------|----------------------------------------------------|
| Quinton de Jongh(0035) | Student   | SigniSchool Online School   SigniSchool   Students |
| Cherie Ghelani(0017)   | Student   | SigniSchool Online School   SigniSchool   Students |
| Andrew O'Leary(0015)   | Student   | SigniSchool Online School   SigniSchool   Students |
| Zooley Price(0043)     | Student   | SigniSchool Online School   SigniSchool   Students |
| Sashin Sangakara(0039) | Student   | SigniSchool Online School   SigniSchool   Students |
| Hassim Malinga(0025)   | Student   | SigniSchool Online School   SigniSchool   Students |

2 SAVE CANCEL

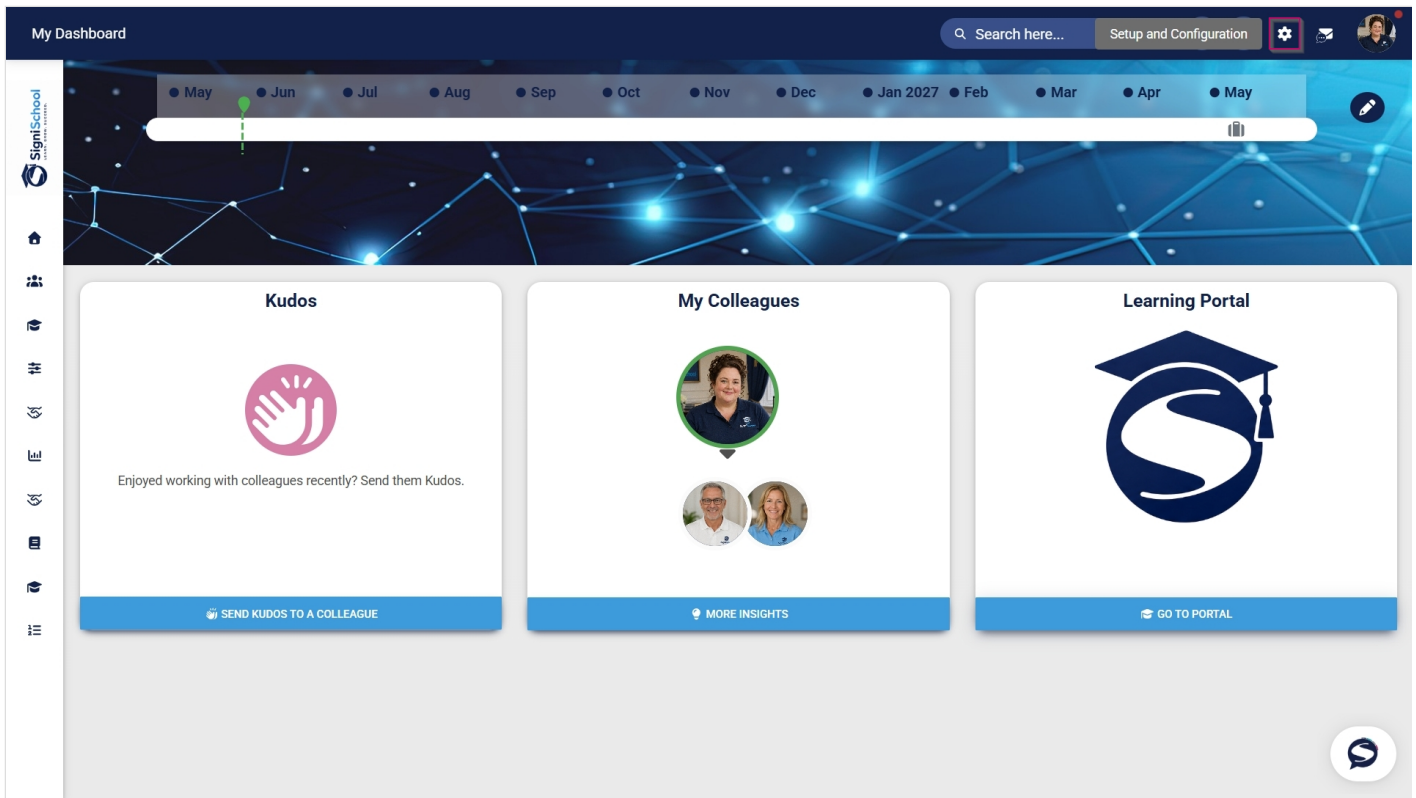
**The people groups take some time to synchronise on the system once they're created. This can take anywhere from 10 minutes to 12 hours, depending on the number of changes.**

- To synchronise the newly-created or updated people groups manually, follow the steps in the next section.

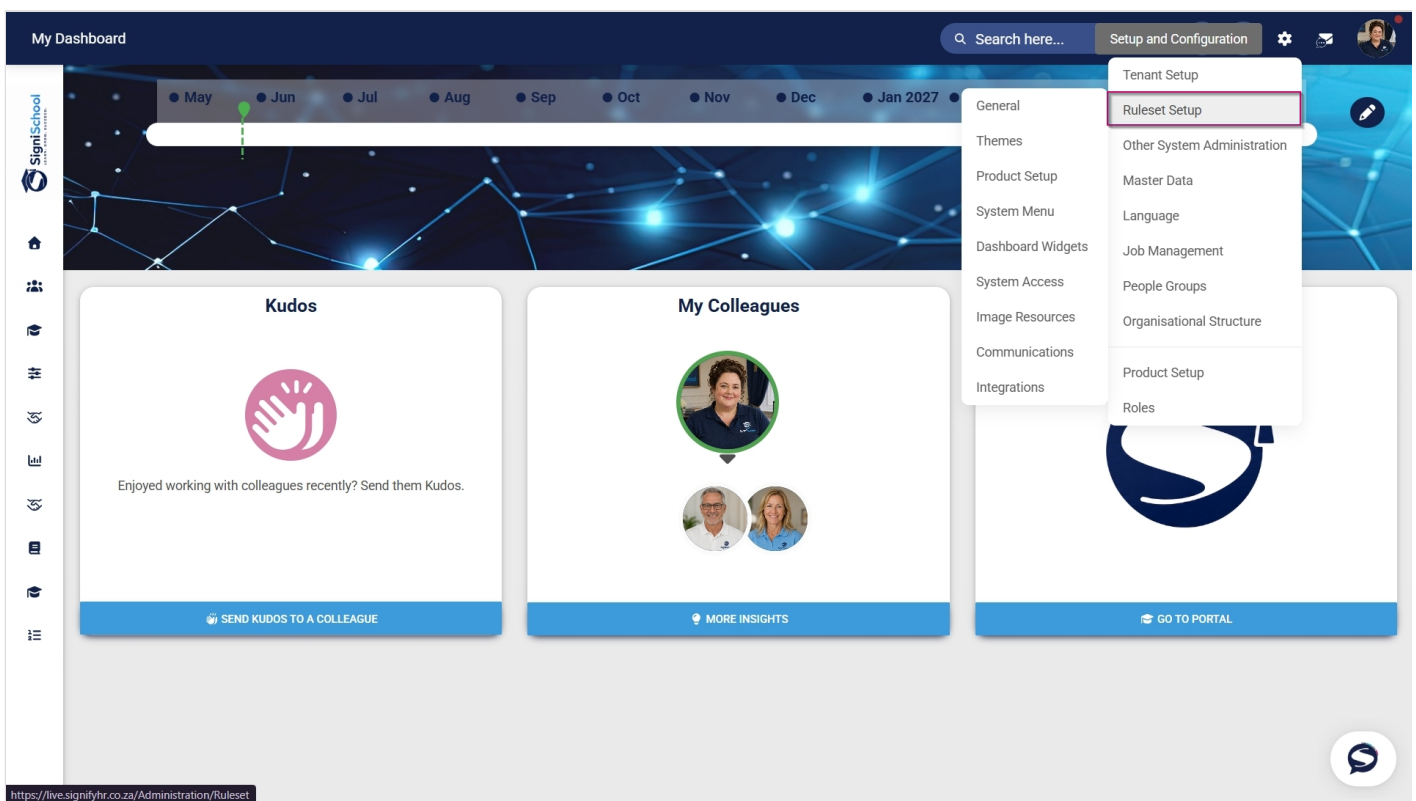
## Manually syncing people groups

- Click the **gear icon** to access the **Setup and Configuration** menu.





- Click **Ruleset Setup**.



- Select the **ruleset** you would like to update.

| RULESET ID | NAME                       | DEFAULT THEME              | URL                                                   | LANGUAGE | ACTIVE PEOPLE | PRODUCTS | ACTIVE                              |
|------------|----------------------------|----------------------------|-------------------------------------------------------|----------|---------------|----------|-------------------------------------|
| 795        | Signify Online School Demo | Signify Online School Demo | https://live.signifyhr.co.za/app/SIGSCHOOL/signify000 | en-GB    | 0             |          | <input checked="" type="checkbox"/> |

- Navigate to the **Integrations** tab.

**GENERAL**

Org Chart Root URL

**Import Settings**

The People import will attempt to update the Person's Username using the selected fields to find them. When all the fields are unselected the Person will always be created when the Username does not exist on the ruleset.

☒ Employee Code

☒ ID Number

☒ External Id/ Payroll ID

**CHAT BOTS**

```

Main Dashboard Bot Code
window.addEventListener('mouseover', initLandbot, { once: true}); window.addEventListener('touchstart', initLandbot, { once: true}); var myLandbot; function initLandbot() { if (!myLandbot) { var s = document.createElement('script'); s.type = 'text/javascript'; s.async = true; s.addEventListener('load', function() { var myLandbot = new Landbot.Livechat({ configUrl: 'https://storage.googleapis.com/landbot.online/v3/H-1680656-DU40UA7C52XGZ95X/index.json', customData: { person_name: person_name, person_surname: person_surname, person_initials: person_initials, person_known_as: person_known_as, person_title: person_title, person_user_id: person_user_id, person_username: person_username, person_email: person_email, person_mobile_number: person_mobile_number, person_language: person_language, person_ruleset_id: person_ruleset_id, person_access_token: person_access_token } }); s.src = 'https://cdn.landbot.io/landbot-3/landbot-3.0.0.js'; var x = document.getElementsByTagName('script')[0]; x.parentNode.insertBefore(s, x); }); });

```

Also showing on Ruleset Management and Notifications Inbox

Main Dashboard Bot Code for Full Page

**SAVE** **CANCEL**

- Scroll down to the **Bulk Additional Service Imports - Push** section.
- For the **People group import** function, you have two options when synchronising manually:
  - Click **REQUEST ALL DATA** to synchronise all the people groups.

- This is a **time-consuming** operation because all the people groups' data is overwritten and synchronised from scratch.

**Please be very careful when selecting this option, as it can affect system performance and speed, particularly during business hours.**

- Click **REQUEST RECENT CHANGES** to synchronise only recent changes to your people groups.
  - This is a **time-efficient** option because only the changes are synchronised, and the previous data remains unchanged.

The screenshot shows the 'Signify Online School Demo' interface. The left sidebar contains a navigation menu with 'GENERAL', 'CONTENT SERVER', and 'PAYROLL'. The main content area is titled 'BULK ADDITIONAL SERVICE IMPORTS - PUSH' and includes a note: 'Please note: schedules below are displayed in UTC time.' Below this is a table with columns: 'IMPORT REQUEST NAME', 'REQUEST IMPORT', 'SCHEDULE', 'LAST RAN', and 'ACTIVE'. The table lists several import requests, with the 'People group import' row highlighted by a red box. This row shows a 'REQUEST RECENT CHANGES' button. At the bottom of the interface, there are 'SAVE' and 'CANCEL' buttons.

| IMPORT REQUEST NAME                 | REQUEST IMPORT                             | SCHEDULE                | LAST RAN             | ACTIVE |
|-------------------------------------|--------------------------------------------|-------------------------|----------------------|--------|
| User import                         | REQUEST ALL DATA<br>REQUEST RECENT CHANGES | Every 12 hours at 00:00 | 2026-06-02 00:00:04Z | ✓      |
| Reporting line import               | REQUEST ALL DATA<br>REQUEST RECENT CHANGES | Daily at 00:00          | 2026-06-02 00:00:03Z | ✓      |
| People group import                 | REQUEST ALL DATA<br>REQUEST RECENT CHANGES | Daily at 00:00          | 2026-06-02 00:00:03Z | ✓      |
| User people group permission import | REQUEST ALL DATA<br>REQUEST RECENT CHANGES | Daily at 00:00          | 2026-06-02 00:00:04Z | ✓      |
| User role import                    | REQUEST ALL DATA<br>REQUEST RECENT CHANGES | Daily at 00:00          | 2026-06-02 00:00:04Z | ✓      |
| Job Structure import                | REQUEST ALL DATA<br>REQUEST RECENT CHANGES | Daily at 00:00          | 2026-06-02 00:00:03Z | ✓      |

- Once you have selected a synchronisation method, a **message** will appear stating that the import has been requested. You can monitor the synchronisation progress by navigating to your **System Inbox**.

Ruleset | Signify Online School Demo

Search here...

GENERAL THEMES PRODUCTS SYSTEM MENU DASHBOARD WIDGETS SYSTEM ACCESS COMMUNICATIONS IMAGE RESOURCES INTEGRATIONS

GENERAL

CONTENT SERVER

PAYROLL

GENERAL

CHAT BOTS

BULK ADDITIONAL SERVICE IMPORTS - PUSH

Please note: schedules below are displayed in UTC time.

| IMPORT REQUEST NAME                 | REQUEST IMPORT                                                             | SCHEDULE                | LAST RAN             | ACTIVE |
|-------------------------------------|----------------------------------------------------------------------------|-------------------------|----------------------|--------|
| User import                         | <a href="#">REQUEST ALL DATA</a><br><a href="#">REQUEST RECENT CHANGES</a> | Every 12 hours at 00:00 | 2026-06-02 00:00:04Z | ✓      |
| Reporting line import               | <a href="#">REQUEST ALL DATA</a><br><a href="#">REQUEST RECENT CHANGES</a> | Daily at 00:00          | 2026-06-02 00:00:03Z | ✓      |
| People group import                 | <a href="#">REQUEST ALL DATA</a><br><a href="#">REQUEST RECENT CHANGES</a> | Daily at 00:00          | 2026-06-02 00:00:03Z | ✓      |
| User people group permission import | <a href="#">REQUEST ALL DATA</a><br><a href="#">REQUEST RECENT CHANGES</a> | Daily at 00:00          | 2026-06-02 00:00:04Z | ✓      |
| User role import                    | <a href="#">REQUEST ALL DATA</a><br><a href="#">REQUEST RECENT CHANGES</a> | Daily at 00:00          | 2026-06-02 00:00:04Z | ✓      |
|                                     | <a href="#">REQUEST ALL DATA</a><br><a href="#">REQUEST RECENT CHANGES</a> | Daily at 00:00          | 2026-06-02 00:00:03Z | ✓      |

The import has been requested on the Additional Services. The services will retrieve data from this system and import the data in bulk. This may take a while to complete. [DISMISS](#)

- Click the **envelope icon** at the top of your screen to navigate to your **System Inbox**, then click **Imports**.

Search here...

IMAGE RESOURCES

COMMUNICATIONS

OTHER MESSAGES

Imports Exports Documents Training requests Leave requests HR Processes

- You can monitor the **status** of your **imports** and **system processes** here:
  - Staged** means the task has been added to the queue and will begin once the current tasks have been completed.
  - Started** means the task is currently running.
  - Completed with Errors** means the task has been completed, although only partially, due to detected errors.
  - Completed** means the task has been successfully executed.
  - Failed** means the task could not be completed.

| Notifications                  |                              |                |                   |
|--------------------------------|------------------------------|----------------|-------------------|
| EXPORTS                        | IMPORTS                      | DOCUMENTS      | TRAINING REQUESTS |
|                                |                              | LEAVE REQUESTS | HR PROCESSES      |
| USERNAME                       | TYPE                         | STATUS         |                   |
| AdditionalServiceImportCommand | PeopleGroupAdditionalService | Completed      |                   |
| CostDescriptionImport          | CostDescription              | Completed      |                   |
| PathwayGroupImport             | PathwayGroup                 | Completed      |                   |
| TrainingInterventionCostImport | TrainingInterventionCost     | Completed      |                   |

- For a **Completed with Errors** or **Failed** task, you can download an Excel document with a breakdown of the errors.
  - Click on the **kebab icon** next to the task.
  - Click **Export Errors**.
  - Review the errors, then re-attempt the task using the steps above.

| Notifications                  |                              |                |                   |
|--------------------------------|------------------------------|----------------|-------------------|
| EXPORTS                        | IMPORTS                      | DOCUMENTS      | TRAINING REQUESTS |
|                                |                              | LEAVE REQUESTS | HR PROCESSES      |
| USERNAME                       | TYPE                         | STATUS         |                   |
| AdditionalServiceImportCommand | PeopleGroupAdditionalService | Completed      |                   |
| AdditionalServiceImportCommand | MasterData                   | Failed         |                   |
| CostDescriptionImport          | CostDescription              | Completed      |                   |
| PathwayGroupImport             | PathwayGroup                 | Completed      |                   |
| TrainingInterventionCostImport | TrainingInterventionCost     | Completed      |                   |

## Add training interventions

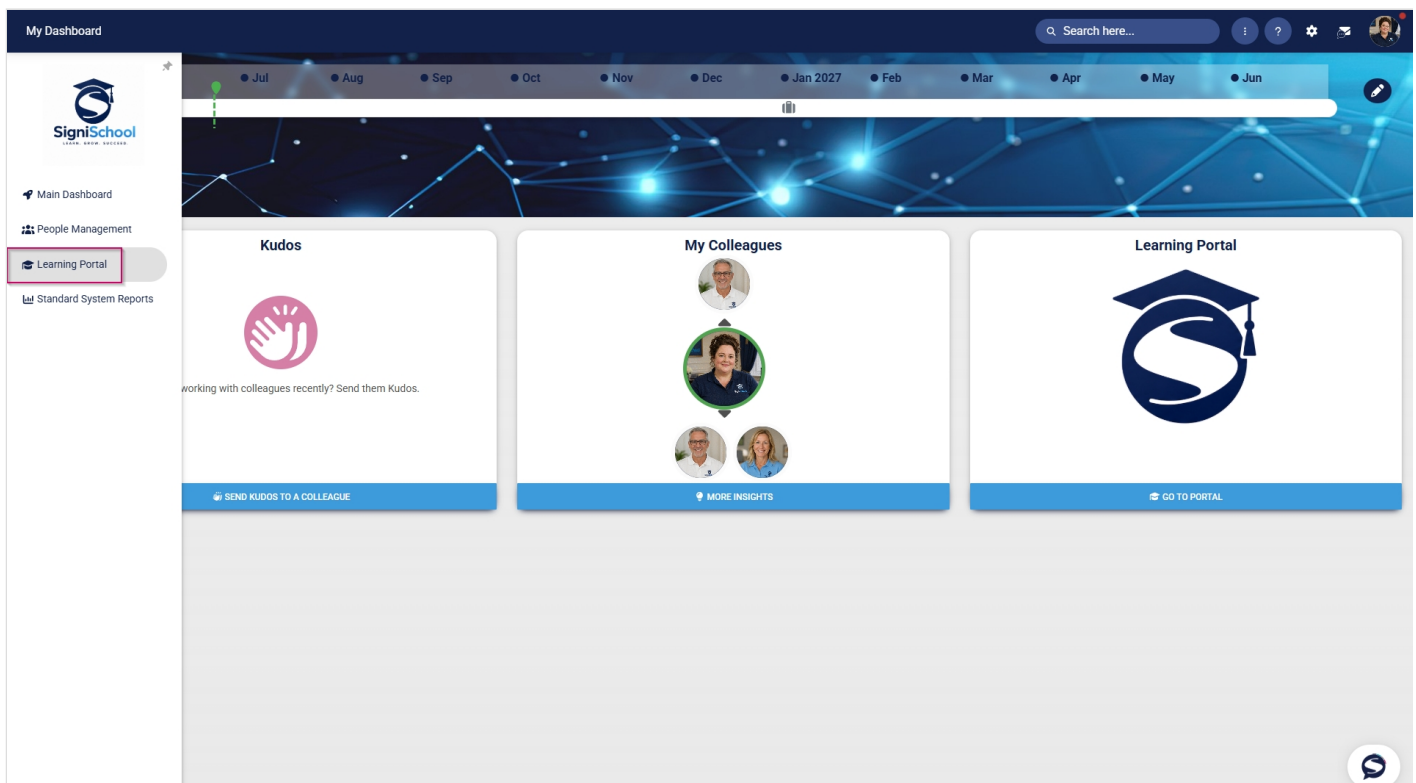
**Training interventions** are used to track a learner's academic progress. Each learning activity or assessment will have its own training intervention. Training interventions can be created in two ways:

- Manually** through the **training intervention builder**
- Automatically** through the **training intervention import functionality**

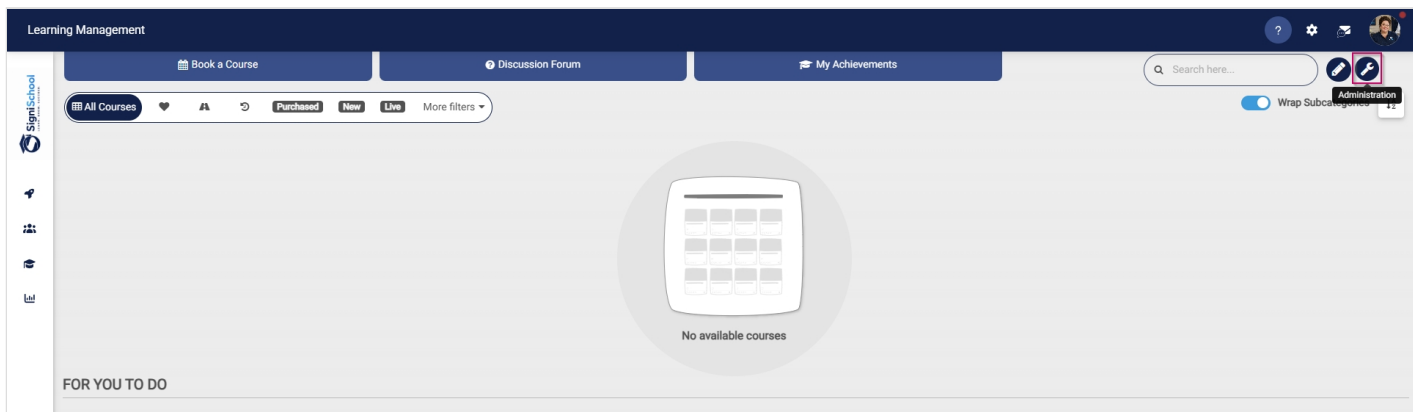
Both methods will be shown below.

## Method 1: Add training interventions manually

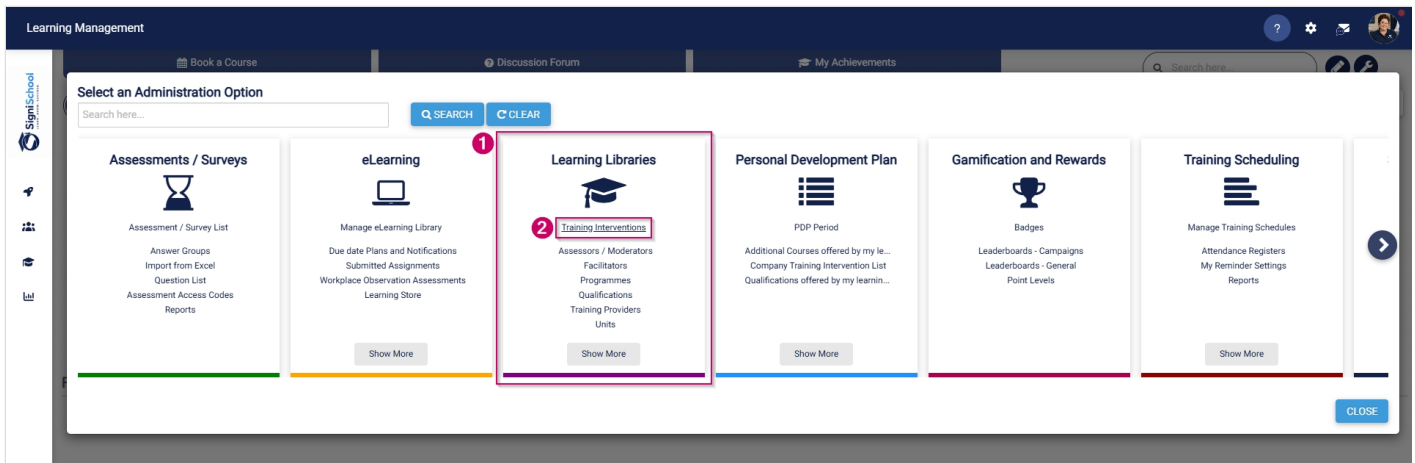
- Hover over the **sidebar** menu, then click **Learning Portal**.



- Click the **spanner icon** to access the system's **Administration** menu.



- On the **Learning Libraries** card, click **Training Interventions**.



- The **Training Intervention Library** will open. This is where training interventions can be created, edited, or deleted. To add a new training intervention, click **ADD**.

- The training intervention editing screen will open.
  - **Please note that all the fields marked with an asterisk (\*) are required.**
  - For our example, we will only fill out the necessary fields, but you can add more details if desired.

**It is recommended to use a naming convention to standardise the training interventions. This ensures it is easy to maintain the data integrity of the Training Intervention Library while also improving the quality of system report outputs.**

- Add an appropriate **name** for the training intervention.



|                              |                                                                                                                      |
|------------------------------|----------------------------------------------------------------------------------------------------------------------|
| Code                         |                                                                                                                      |
| Document Reference Number    |                                                                                                                      |
| Training Intervention Name * |                                                                                                                      |
| Description                  | <p>Source ↺ ↻ 🔍 📄</p> <p>B I U ⚡ x₂ x² Tₓ ↳ :: ≡ ≡ ∟ “ @ 🗒️ 👤 ▶ ◀ 🗂️ — ☰</p> <p>A<sup>⊖</sup> A¹ △ ▴ [H]</p><br><br> |
| Pathway Step Type            | Classroom ▼                                                                                                          |
| Training Provider            | ▼                                                                                                                    |
| Learning Type *              | ▼                                                                                                                    |
| Nature of Learning *         | ▼                                                                                                                    |
| Training Classification *    | ▼                                                                                                                    |
| Legislative First Category   | ▼                                                                                                                    |

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- Select the **type** of training intervention from the **Pathway Step Type drop-down menu**

|                              |                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                            |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pathway Step Type            | Certification Point                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                            |
| Training Provider            | Acceptance<br>Assessment<br>Assignment<br>Assisted Simulation<br><b>Certification Point</b><br>Classroom<br>LTI Resource<br>Mentor and Coach<br>Practical Assessment<br>Question Mark Assessment<br>Scorm Content<br>System Movie<br>Training Intervention Type Adobe Connect Live<br>Training Intervention Type Adobe Connect Recording<br>Unassisted Simulation<br>Unknown<br>Zip Folder | ite contains a transcript and is viewed on the mobile application when the attempt is completed and has been synced to the LMS from the mobile application |
| Learning Type *              |                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                            |
| Nature of Learning *         |                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                            |
| Training Classification *    |                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                            |
| Legislative First Category   |                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                            |
| Legislative Second Category  |                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                            |
| Mobile Application Template  |                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                            |
| Is PIVOTAL Training          |                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                            |
| Is Mandatory                 |                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                            |
| Hours                        |                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                            |
| Automatic Certification      | <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                            |
| SAQA Accreditation           | <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                            |
| Allow viewing of transcripts | <input type="checkbox"/> <i>!</i> Only applicable to <b>Assessment Pathway Step Type</b> training interventions.<br>When selected, all transcripts can be viewed in a single view on an employee (Manage Employees -> Employee Development -> Assessment List)                                                                                                                             |                                                                                                                                                            |
| Documentation Required       | <input type="checkbox"/> <i>!</i> Documentation needs to be uploaded when a learner record is created for this intervention.<br>Licence approval workflows will only be created when documentation is provided.                                                                                                                                                                            |                                                                                                                                                            |
| Exclude from Reports         | <input type="checkbox"/> <i>!</i> Only available on specific reports                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                            |
| Training Category *          |                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                            |
| Sub Category                 |                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                            |
| Skills Priority *            |                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                            |
| Learnership options          | <input type="checkbox"/> <i>!</i> Only applicable when this training intervention forms part of a learnership's requirements.                                                                                                                                                                                                                                                              |                                                                                                                                                            |

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- Select the **Learning Type** from the **drop-down menu**.

Pathway Step Type

Training Provider

Learning Type \*

Nature of Learning \*

Training Classification \*

Legislative First Category

Legislative Second Category

Mobile Application Template  The template contains a transcript and is viewed on the mobile application when the attempt is completed and has been synced to the LMS from the mobile application

Is PIVOTAL Training ☐

Is Mandatory ☐ This is only for reporting purposes.

Hours

Automatic Certification ☐

SAQA Accreditation ☐

Allow viewing of transcripts ☐ Only applicable to Assessment Pathway Step Type training interventions. When selected, all transcripts can be viewed in a single view on an employee (Manage Employees -> Employee Development -> Assessment List)

Documentation Required ☐ Documentation needs to be uploaded when a learner record is created for this intervention. Licence approval workflows will only be created when documentation is provided.

Exclude from Reports ☐ Only available on specific reports

Training Category \*

Sub Category

Skills Priority \*

Learnership options

Update mentor manually ☐ Only applicable when this training intervention forms part of a learnership's requirements. When selected a mentor needs to be selected for this training intervention. If not selected, an employee's line manager will be their mentor on this training intervention.

- Select the **Nature of Learning** from the **drop-down menu**.

Pathway Step Type

Training Provider

Learning Type \*

Nature of Learning \*

Training Classification \*

Legislative First Category

Legislative Second Category

Mobile Application Template  The template contains a transcript and is viewed on the mobile application when the attempt is completed and has been synced to the LMS from the mobile application

Is PIVOTAL Training ☐

Is Mandatory ☐ This is only for reporting purposes.

Hours

Automatic Certification ☐

SAQA Accreditation ☐

Allow viewing of transcripts ☐ Only applicable to Assessment Pathway Step Type training interventions. When selected, all transcripts can be viewed in a single view on an employee (Manage Employees -> Employee Development -> Assessment List)

Documentation Required ☐ Documentation needs to be uploaded when a learner record is created for this intervention. Licence approval workflows will only be created when documentation is provided.

Exclude from Reports ☐ Only available on specific reports

Training Category \*

Sub Category

Skills Priority \*

Learnership options

Update mentor manually ☐ Only applicable when this training intervention forms part of a learnership's requirements. When selected a mentor needs to be selected for this training intervention. If not selected, an employee's line manager will be their mentor on this training intervention.

- Select the **Training Classification** from the **drop-down menu**.

Pathway Step Type

Training Provider

Learning Type

Nature of Learning

Training Classification

Legislative First Category

Legislative Second Category

Mobile Application Template  The template contains a transcript and is viewed on the mobile application when the attempt is completed and has been synced to the LMS from the mobile application

Is PIVOTAL Training ☐

Is Mandatory ☐ This is only for reporting purposes.

Hours

Automatic Certification ☐

SAQA Accreditation ☐

Allow viewing of transcripts ☐ Only applicable to Assessment Pathway Step Type training interventions. When selected, all transcripts can be viewed in a single view on an employee (Manage Employees -> Employee Development -> Assessment List)

Documentation Required ☐ Documentation needs to be uploaded when a learner record is created for this intervention. Licence approval workflows will only be created when documentation is provided.

Exclude from Reports ☐ Only available on specific reports

Training Category

Sub Category

Skills Priority

Learnership options

Update mentor manually ☐ Only applicable when this training intervention forms part of a learnership's requirements. When selected a mentor needs to be selected for this training intervention. If not selected, an employee's line manager will be their mentor on this training intervention.

- Select the **Training Category** from the **drop-down menu**.

Pathway Step Type

Training Provider

Learning Type

Nature of Learning

Training Classification

Legislative First Category

Legislative Second Category

Mobile Application Template  The template contains a transcript and is viewed on the mobile application when the attempt is completed and has been synced to the LMS from the mobile application

Is PIVOTAL Training ☐

Is Mandatory ☐ This is only for reporting purposes.

Hours

Automatic Certification ☐

SAQA Accreditation ☐

Allow viewing of transcripts ☐ Only applicable to Assessment Pathway Step Type training interventions. When selected, all transcripts can be viewed in a single view on an employee (Manage Employees -> Employee Development -> Assessment List)

Documentation Required ☐ Documentation needs to be uploaded when a learner record is created for this intervention. Licence approval workflows will only be created when documentation is provided.

Exclude from Reports ☐ Only available on specific reports

Training Category

Sub Category

Skills Priority

Learnership options

Update mentor manually ☐ Only applicable when this training intervention forms part of a learnership's requirements. When selected a mentor needs to be selected for this training intervention. If not selected, an employee's line manager will be their mentor on this training intervention.

- Select the **Skills Priority** from the **drop-down menu**.

Pathway Step Type

Training Provider

Learning Type

Nature of Learning

Training Classification

Legislative First Category

Legislative Second Category

Mobile Application Template  The template contains a transcript and is viewed on the mobile application when the attempt is completed and has been synced to the LMS from the mobile application

Is PIVOTAL Training ☐

Is Mandatory ☐ This is only for reporting purposes.

Hours

Automatic Certification ☐

SAQA Accreditation ☐

Allow viewing of transcripts ☐ Only applicable to Assessment Pathway Step Type training interventions. When selected, all transcripts can be viewed in a single view on an employee (Manage Employees -> Employee Development -> Assessment List)

Documentation Required ☐ Documentation needs to be uploaded when a learner record is created for this intervention. Licence approval workflows will only be created when documentation is provided.

Exclude from Reports ☐ Only available on specific reports

Training Category

Sub Category

Skills Priority

Learnership options

Update mentor manually ☐ Only applicable when this training intervention forms part of a learnership's requirements. When selected a mentor needs to be selected for this training intervention. If not selected, an employee's line manager will be their mentor on this training intervention.

- Configure the settings for the expiry of **learner records**.

Prerequisite

Learner record expiry options

Please Note: The expiry details potentially have a system-wide impact and therefore it is crucial that the correct expiry information is captured. Some implications of an expired learner record is e.g. that a course is marked as outstanding on an employee's PDP or that a pathway is seen as not completed. The functionality exists to send expiry warning notifications.

☒ A learner record created for this course **never expires**

☐ Learner records for this course expire  months after a learner has completed it.

months **before** the expiry date (called the advance warning period), the course will be re-opened and if a learner repeats the course again from the advance warning period onwards, he will receive a **new** learner record for this course. If the course is repeated before the advance warning period commences, the learner's existing learner record for this course is **updated** with the new results.

☐ Expire all learner records **completed before**  (All learner records with an **end date before (and including)** this specified date, will be displayed as expired.)

Printing of Certificates

When a Certificate template is selected, the administrator will always be able to print a Certificate via the Bulk Certificate Report.

When to print the Certificate

☒ When they have been found competent

☐ When they have completed the course

Who can print the Certificate?

☐ Allow the learner to print the Certificate

Certificate Details

Certificate Template

- Configure the settings for the printing of **certificates**.

**Learner record expiry options**

**Please Note:** The expiry details potentially have a system-wide impact and therefore it is crucial that the correct expiry information is captured. Some implications of an expired learner record is e.g. that a course is marked as outstanding on an employee's PDP or that a pathway is seen as not completed. The functionality exists to send expiry warning notifications.

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☐ Expire all learner records **completed before**   (All learner records with an **end date before (and including)** this specified date, will be displayed as expired.)

---

**Printing of Certificates**

☒ When a Certificate template is selected, the administrator will always be able to print a Certificate via the Bulk Certificate Report.

**When to print the Certificate**

☒ When they have been found competent

☐ When they have completed the course

**Who can print the Certificate?**

☐ Allow the learner to print the Certificate

**Certificate Details**

Certificate Template

Certificate Display Name

---

**Training Intervention Image (300px x 200px)**

---

**Badges**

Show as Badge ☐

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- If you employ a **gamification** strategy in your learning environment, you can display a completed course as a **badge** and assign **points** for **leaderboard** tracking.

**Learner record expiry options**

**Please Note:** The expiry details potentially have a system-wide impact and therefore it is crucial that the correct expiry information is captured. Some implications of an expired learner record is e.g. that a course is marked as outstanding on an employee's PDP or that a pathway is seen as not completed. The functionality exists to send expiry warning notifications.

☒ A learner record created for this course **never expires**

☐ Learner records for this course expire  months after a learner has completed it.

months **before** the expiry date (called the advance warning period), the course will be re-opened and if a learner repeats the course again from the advance warning period onwards, he will receive a **new** learner record for this course. If the course is repeated before the advance warning period commences, the learner's existing learner record for this course is **updated** with the new results.

☐ Expire all learner records **completed before**   (All learner records with an **end date before (and including)** this specified date, will be displayed as expired.)

---

**Printing of Certificates**

☒ When a Certificate template is selected, the administrator will always be able to print a Certificate via the Bulk Certificate Report.

**When to print the Certificate**

☒ When they have been found competent

☐ When they have completed the course

**Who can print the Certificate?**

☐ Allow the learner to print the Certificate

**Certificate Details**

Certificate Template

Certificate Display Name

---

**Training Intervention Image (300px x 200px)**

---

**Badges**

Show as Badge ☐

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- Click **SAVE** when you are finished, **SAVE ADD NEW** to add another training intervention or click **BACK TO LIST** to discard your edits.

**Learner record expiry options**

Please Note: The expiry details potentially have a system-wide impact and therefore it is crucial that the correct expiry information is captured. Some implications of an expired learner record is e.g. that a course is marked as outstanding on an employee's PDP or that a pathway is seen as not completed. The functionality exists to send expiry warning notifications.

☒ A learner record created for this course **never expires**

☐ Learner records for this course expire  months after a learner has completed it.

months **before** the expiry date (called the advance warning period), the course will be re-opened and if a learner repeats the course again from the advance warning period onwards, he will receive a **new** learner record for this course. If the course is repeated before the advance warning period commences, the learner's existing learner record for this course is **updated** with the new results.

☐ Expire all learner records **completed before**  (All learner records with an **end date before (and including)** this specified date, will be displayed as expired.)

---

**Printing of Certificates**

☒ When a Certificate template is selected, the administrator will always be able to print a Certificate via the Bulk Certificate Report.

When to print the Certificate

☒ When they have been found competent

☐ When they have completed the course

Who can print the Certificate?

☐ Allow the learner to print the Certificate

Certificate Details

Certificate Template

Certificate Display Name

---

Training Intervention Image (300px x 200px)

---

Badges

Show as Badge ☐

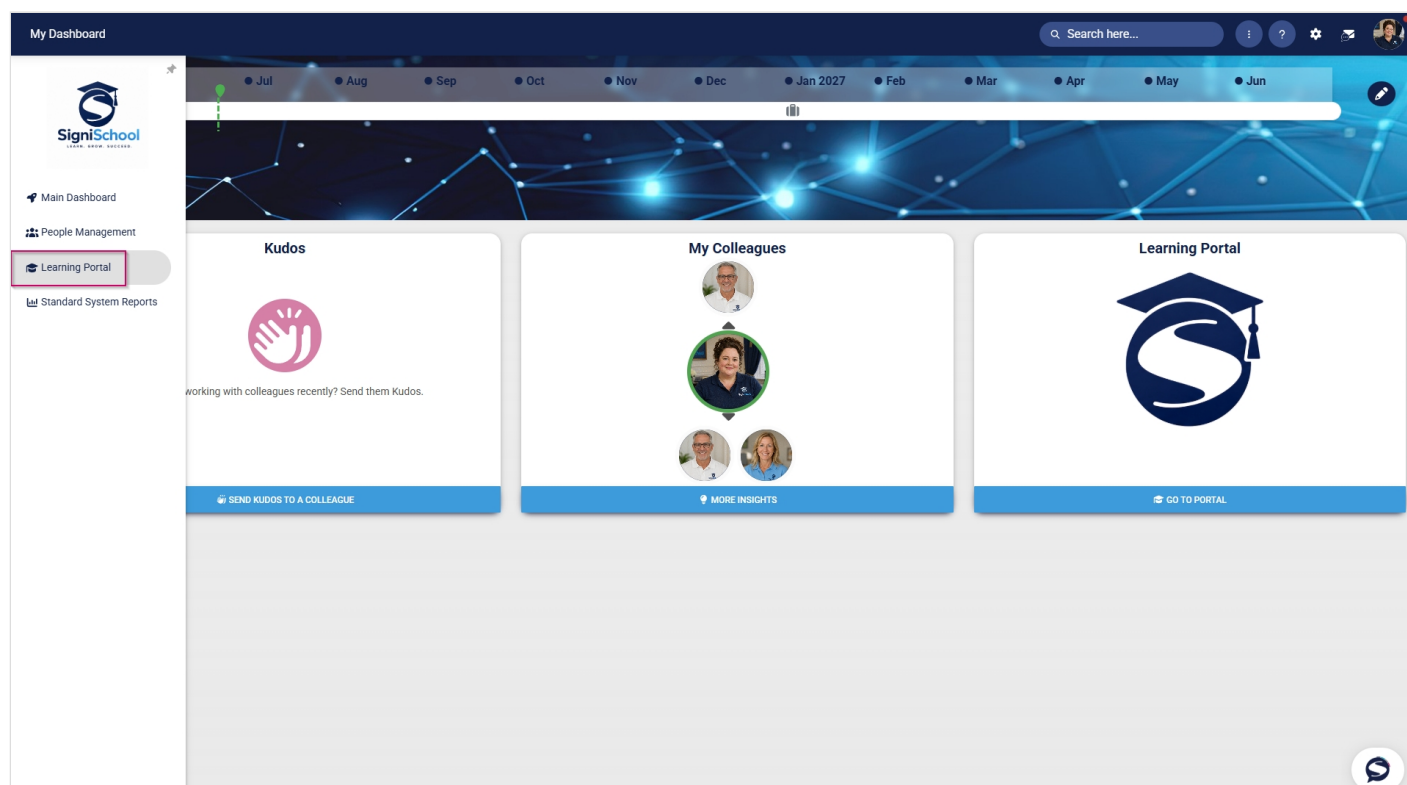
---

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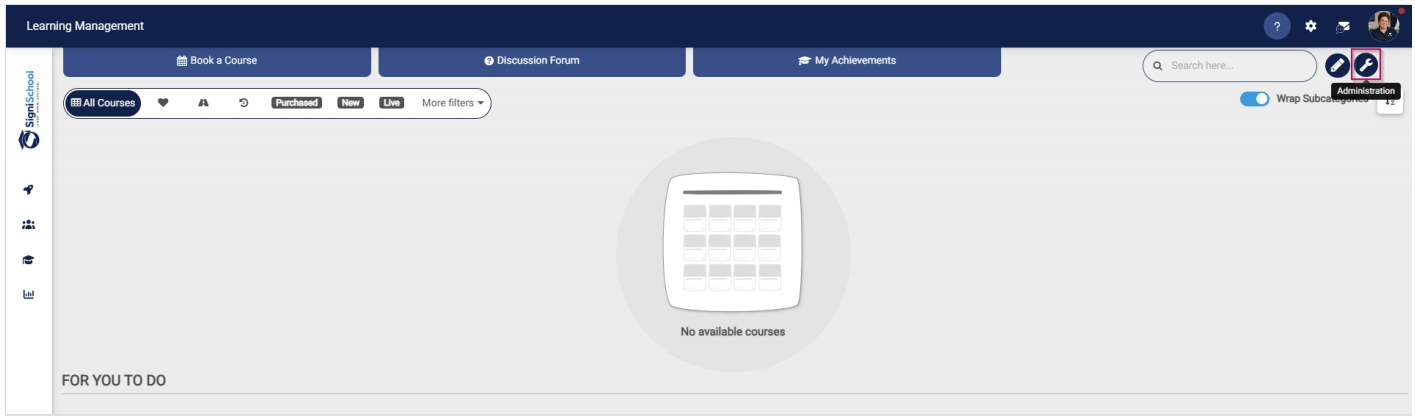
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## Method 2: Add training interventions using the import

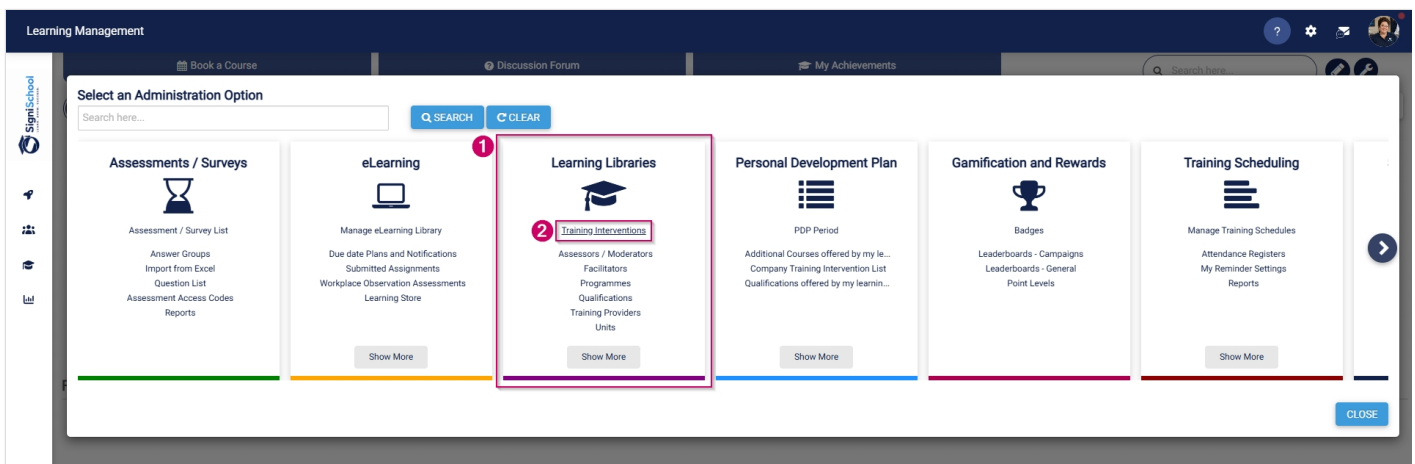
- Hover over the **sidebar** menu, then click **Learning Portal**.



- Click the **spanner icon** to access the system's **Administration** menu.



- On the **Learning Libraries** card, click **Training Interventions**.



- The **Training Intervention Library** will open. This is where training interventions can be created, edited, or deleted. Click **IMPORT TRAINING INTERVENTIONS** to begin.

 Training Intervention List

Search

Description

Type

SETA Name

SETA Period

☐ SETA is PIVOTAL

☐ Show Disabled Training Intervention

SEARCH

CLEAR

ADD

DELETE

IMPORT TRAINING INTERVENTIONS

IMPORT ATR DETAILS

COPY ATR DETAILS

Previous 20 || Next 20

No results found for your current search criteria

Previous 20 || Next 20

ADD

DELETE

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- Click on the **Technical Information** section.
  - Take note of the maximum field lengths for each category.
- Copy the data in the section titled **First row should look like**.
  - Use this data to construct a training intervention import file.
  - For more information and a step-by-step guide on how to do this, go to the next section: [Create a custom Training Intervention file in Excel](#).
- Once you have populated your training intervention document, click **CHOOSE FILE** to upload your import file as a .csv, .xls, or .xlsx.
- Click **SAVE & PREVIEW**.

#### IMPORT FILE

The Import File page provides a summary of the configuration for the selected import process. The user can upload a .csv, .xls or .xlsx file and directly import the selected file using the existing configuration provided that the file is the same as the configuration.

| Technical Information <sup>1</sup> |                                                                                                                                                                                                                                                                                                                 |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name                               | Custom Import Training Interventions                                                                                                                                                                                                                                                                            |
| Description                        | Custom Import Training Interventions                                                                                                                                                                                                                                                                            |
| Delimiter                          | Comma (,)                                                                                                                                                                                                                                                                                                       |
| Text Qualifier                     |                                                                                                                                                                                                                                                                                                                 |
| Does first row contain headers?    | Yes                                                                                                                                                                                                                                                                                                             |
| Comments                           | Maximum Field lengths (in number of characters):<br>Code = 20,<br>Training_Intervention_Name = 500,<br>Training_Provider_Code = 20,<br>Training_Provider = 400,<br>Mandatory Fields: Training_Intervention_Name, Learning_Type, Nature_of_Learning, Training_Classification, Skills_Priority, Training_Category |
| First row should look like         | System.Reference.Code,Training_Intervention_Name,Description,Type,Training_Provider.Code,Training_Provider,Learning_Type,Nature_of_Learning,Training_Classification,NQF_Level,NQF_Band,Credits,Hours,Learner_can_print_own_certificate_when_competent,Certificate_Display_Name                                  |

☒ Show import example

Select file to import Choose file NO FILE CHOSEN <sup>3</sup>

SAVE & PREVIEW CLOSE

<sup>4</sup>

- Review the preview of your data import. If the data appears correct, tick the **checkbox** to confirm it.
- You are now ready to kick off the import.
  - You can execute a **mock import** to ensure all the data displays correctly. This is recommended for very large import files. To do this, click **EXECUTE MOCK IMPORT**.
  - If the data is ready to be imported, click **EXECUTE IMPORT**.

SignifyHR - Google Chrome  
signifyhr.co.za/signifyhr\_multiv8/app/Framework/Common/Pages/ImportDirectly.aspx?ObjectID=23472

IMPORT FILE

The Import File page provides a summary of the configuration for the selected import process. The user can upload a .csv, .xls or .xlsx file and directly import the selected file using the existing configuration provided that the file is the same as the configuration.

Technical Information

Select file to import

Choose file

NO FILE CHOSEN

SAVE & PREVIEW

CLOSE

Hide import file

| ID | SYSTEM_REFERENCE | CODE | TRAINING_INTERVENTION_NAME | DESCRIPTION | TYPE                | TRAINING_PROVIDER_CODE | TRAINING_PROVIDER | LEARNING_TYPE | NATURE_OF_LEARNING | TRAINING_CLASSIFICATION | NQF_LEVEL | NQF_BAND | CREDITS | HOURS | LEARNER_CAN |
|----|------------------|------|----------------------------|-------------|---------------------|------------------------|-------------------|---------------|--------------------|-------------------------|-----------|----------|---------|-------|-------------|
| 1  |                  |      | Course 1 - Acceptance      |             | Acceptance          |                        |                   | eLearning     | Internal           | Local Training          |           |          |         |       | Yes         |
| 2  |                  |      | Course 1 - Assessment      |             | Assessment          |                        |                   | eLearning     | Internal           | Local Training          |           |          |         |       | Yes         |
| 3  |                  |      | Course 1 - Assignment      |             | Assignment          |                        |                   | eLearning     | Internal           | Local Training          |           |          |         |       | Yes         |
| 4  |                  |      | Course 1 - Certificate     |             | Certification Point |                        |                   | eLearning     | Internal           | Local Training          |           |          |         |       | Yes         |
| 5  |                  |      | Course 1 - Scorm Content   |             | Scorm Content       |                        |                   | eLearning     | Internal           | Local Training          |           |          |         |       | Yes         |

☒ I verify that the preview of the above data is correct

EXECUTE MOCK IMPORT

EXECUTE IMPORT

CLOSE

- Your **Training Intervention Library** is now populated with your new training interventions. If you do not see your training interventions, please refresh your browser window.

Training Intervention List

Search

Description

Type

SETA Name

SETA Period

☐ SETA IS PIVOTAL  
☐ Show Disabled Training Intervention

SEARCH

CLEAR

ADD

DELETE

IMPORT TRAINING INTERVENTIONS

IMPORT ATR DETAILS

COPY ATR DETAILS

Previous 20

Next 20

| Code | Training Intervention Name | Type                | Learning Type | Nature of Learning | Category                          | Is PIVOTAL Training | Delete                   |
|------|----------------------------|---------------------|---------------|--------------------|-----------------------------------|---------------------|--------------------------|
|      | Course 1 - Acceptance      | Acceptance          | eLearning     | Internal           | G - Informal Training (Workplace) |                     | <input type="checkbox"/> |
|      | Course 1 - Assessment      | Assessment          | eLearning     | Internal           | G - Informal Training (Workplace) |                     | <input type="checkbox"/> |
|      | Course 1 - Assignment      | Assignment          | eLearning     | Internal           | G - Informal Training (Workplace) |                     | <input type="checkbox"/> |
|      | Course 1 - Certificate     | Certification Point | eLearning     | Internal           | G - Informal Training (Workplace) |                     | <input type="checkbox"/> |
|      | Course 1 - Scorm Content   | Scorm Content       | eLearning     | Internal           | G - Informal Training (Workplace) |                     | <input type="checkbox"/> |
|      | Course 2 - Acceptance      | Acceptance          | eLearning     | Internal           | G - Informal Training (Workplace) |                     | <input type="checkbox"/> |
|      | Course 2 - Assessment      | Assessment          | eLearning     | Internal           | G - Informal Training (Workplace) |                     | <input type="checkbox"/> |
|      | Course 2 - Assignment      | Assignment          | eLearning     | Internal           | G - Informal Training (Workplace) |                     | <input type="checkbox"/> |
|      | Course 2 - Certificate     | Certification Point | eLearning     | Internal           | G - Informal Training (Workplace) |                     | <input type="checkbox"/> |
|      | Course 2 - Scorm Content   | Scorm Content       | eLearning     | Internal           | G - Informal Training (Workplace) |                     | <input type="checkbox"/> |

Previous 20

Next 20

ADD

DELETE

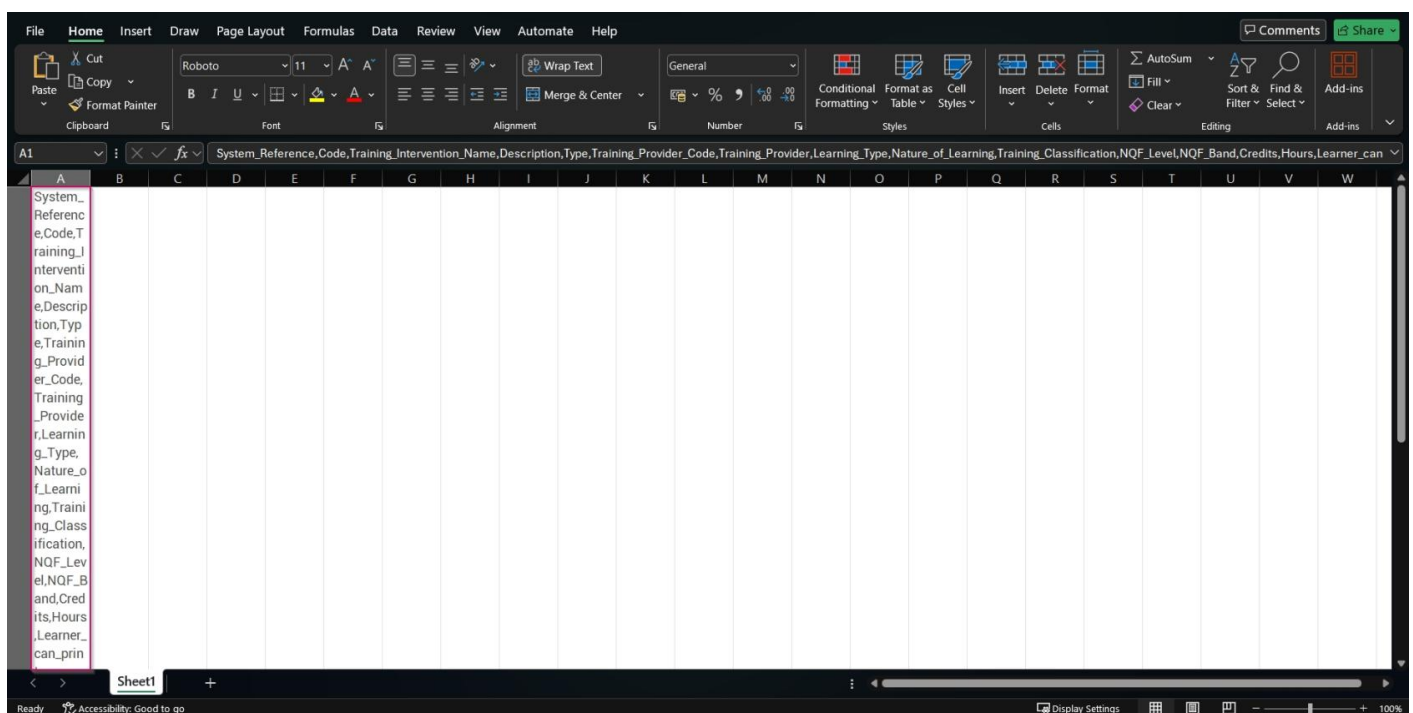
## Create a custom Training Intervention file in Excel

- Copy the following information to your clipboard:

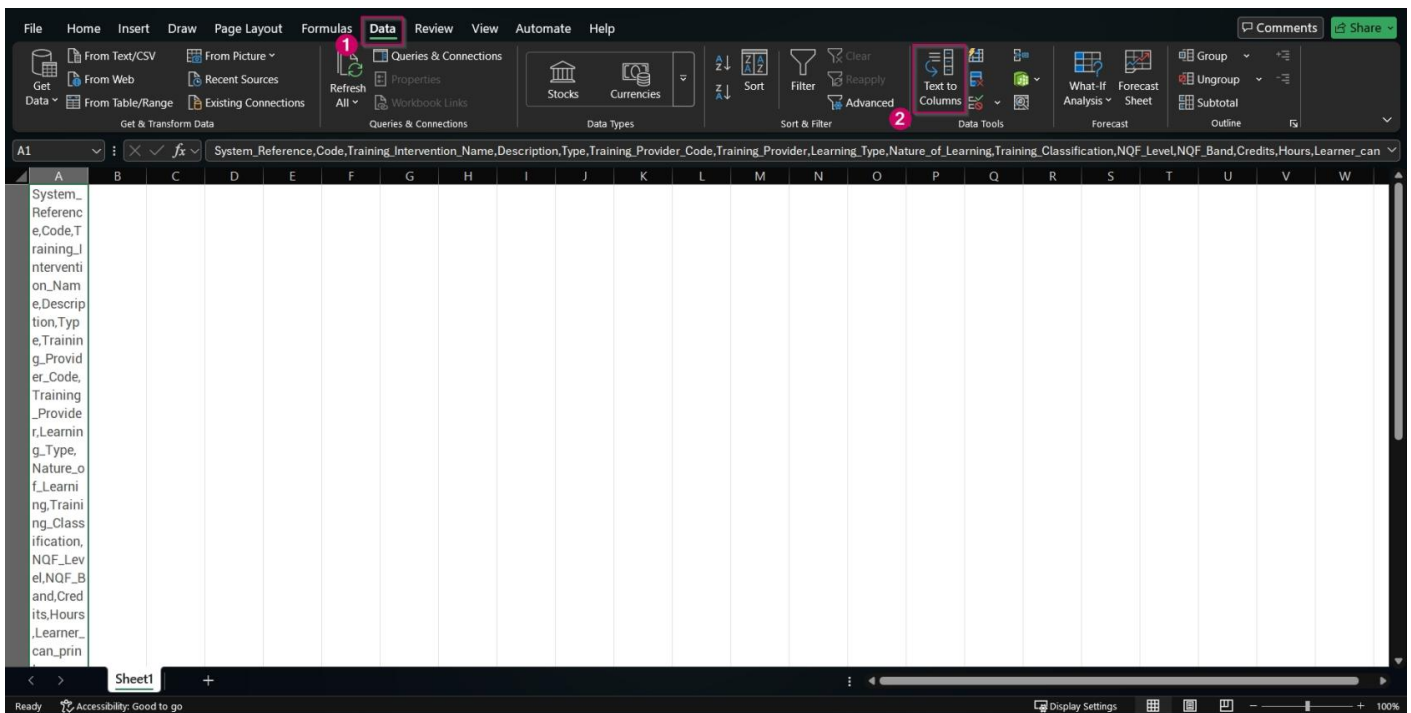
System\_Reference,Code,Training\_Intervention\_Name,Description,Type,Training\_Provider\_Code,Training\_Provider,Learning\_Type,Nature\_of\_Learning,Training\_Classification,NQF\_Level,NQF\_Band,Credits,Hours,Learner\_can\_print\_own\_certificate\_when\_competent,Certificate\_Displ

ay\_Name,Training\_Scheduling\_Category,Participants\_Min,Participants\_Max,Outcomes,Skills\_Priority,Prerequisite,Training\_Category,Log\_to\_Learner\_Record,Learner\_Record\_Never\_Expire\_s,Advanced\_Warning\_Period,Expire\_All\_Learner\_Records\_Completed\_Before,Learner\_Records\_Expiry,Exclude\_From\_Reports,WSP\_ATR\_Category,PTP\_PTR\_Category,DocumentationRequired,AllowViewingTranscripts,IsPivotalTraining,IsMandatory,Mobile\_Application\_Template,Auto\_matic\_Certification,SAQA\_Accredited,Update\_Mentor\_Manually,ImageUrl,BadgeUrl,ShowBadg\_eWhen,MinPoints,MaxPoints,MinScore,MaxScore,BadgeExpiryMonths,BadgeShowScoreDistrib\_utionGraph,BadgeShowLeaderboard

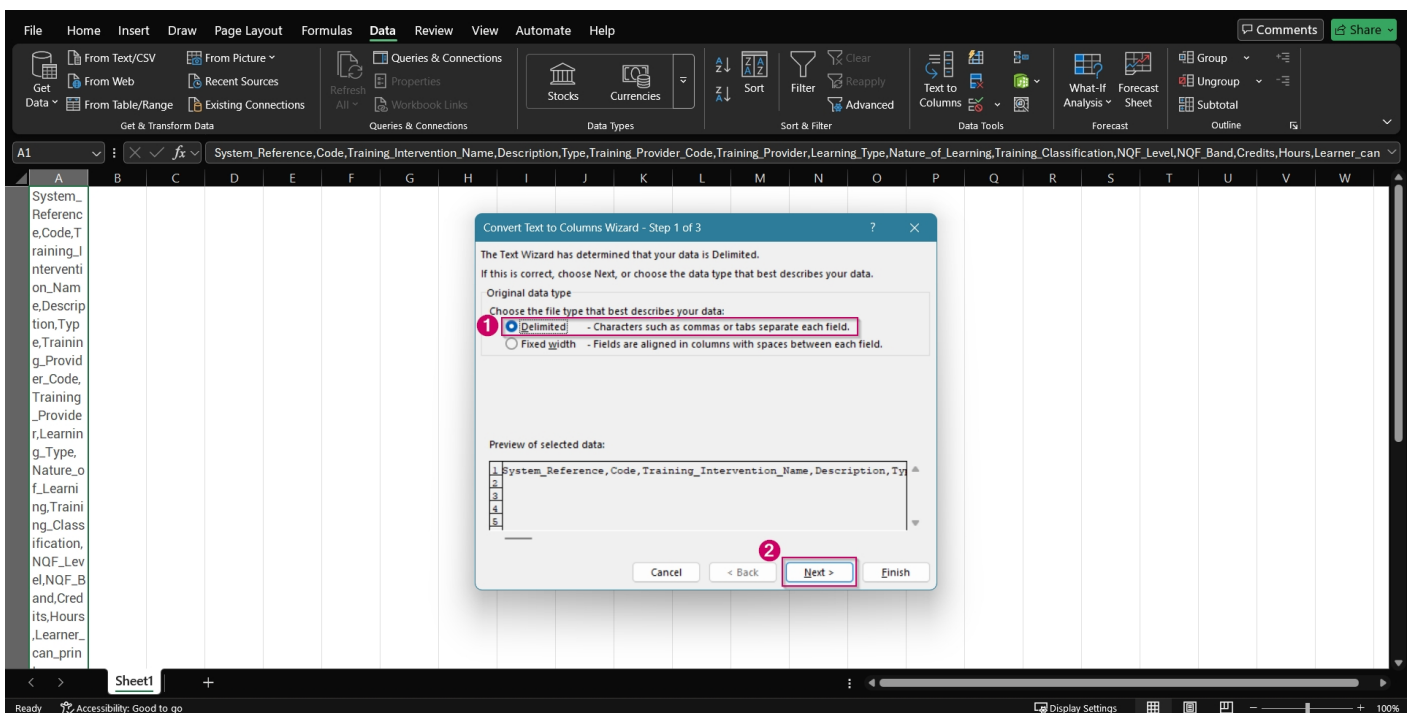
- Open the **Excel** application and create a new **workbook**.
- Paste the information into the first cell of the new workbook.



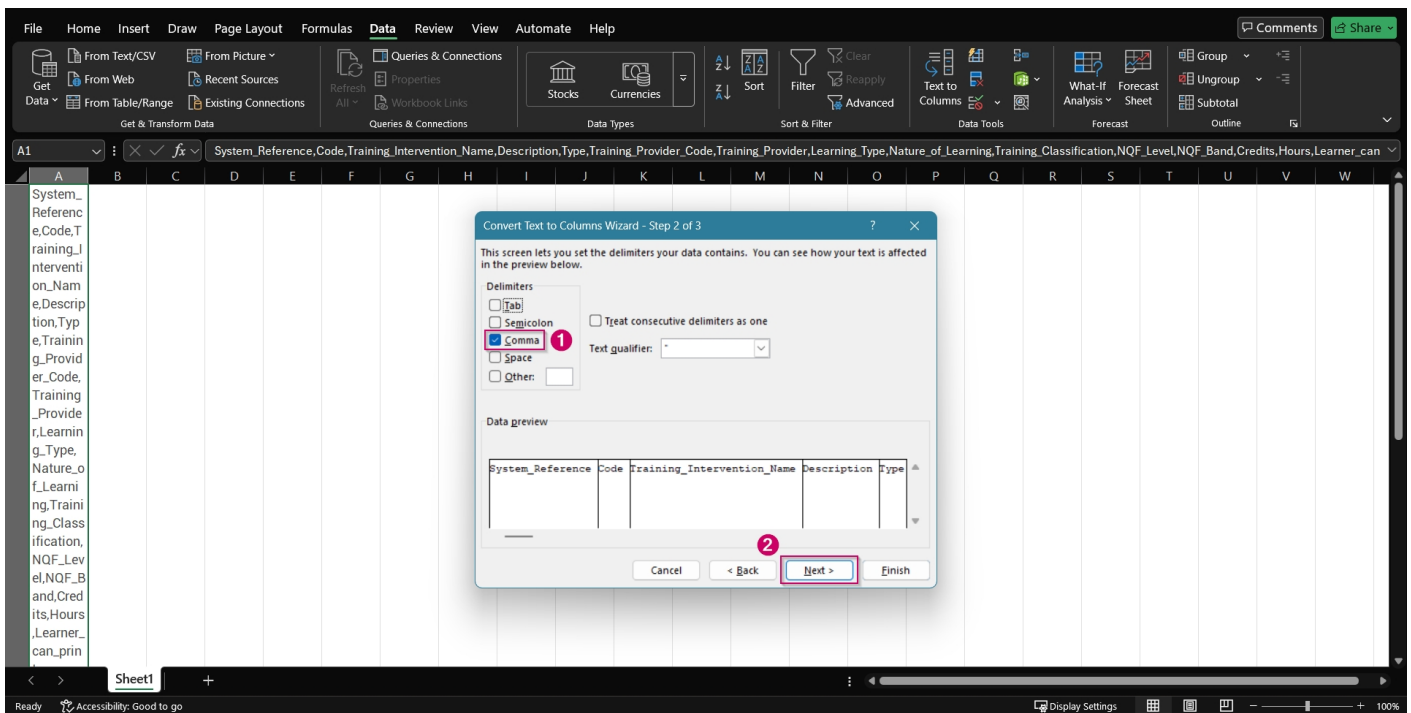
- Ensuring the first cell is selected, navigate to the **Data** tab. Click the **Text to Columns** option in the **Data Tools** section.



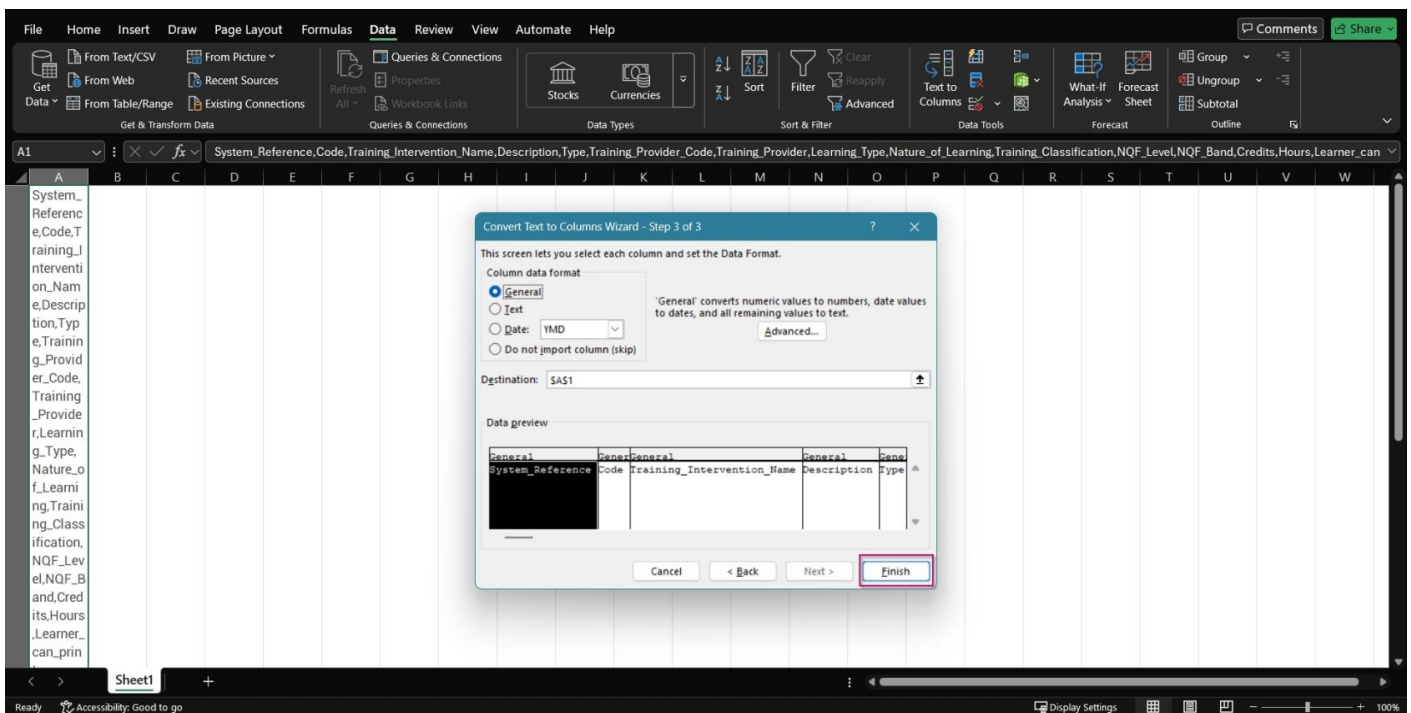
- The **Convert Text to Columns Wizard** will pop up. Click the **Delimited** radio button, then click **Next**.



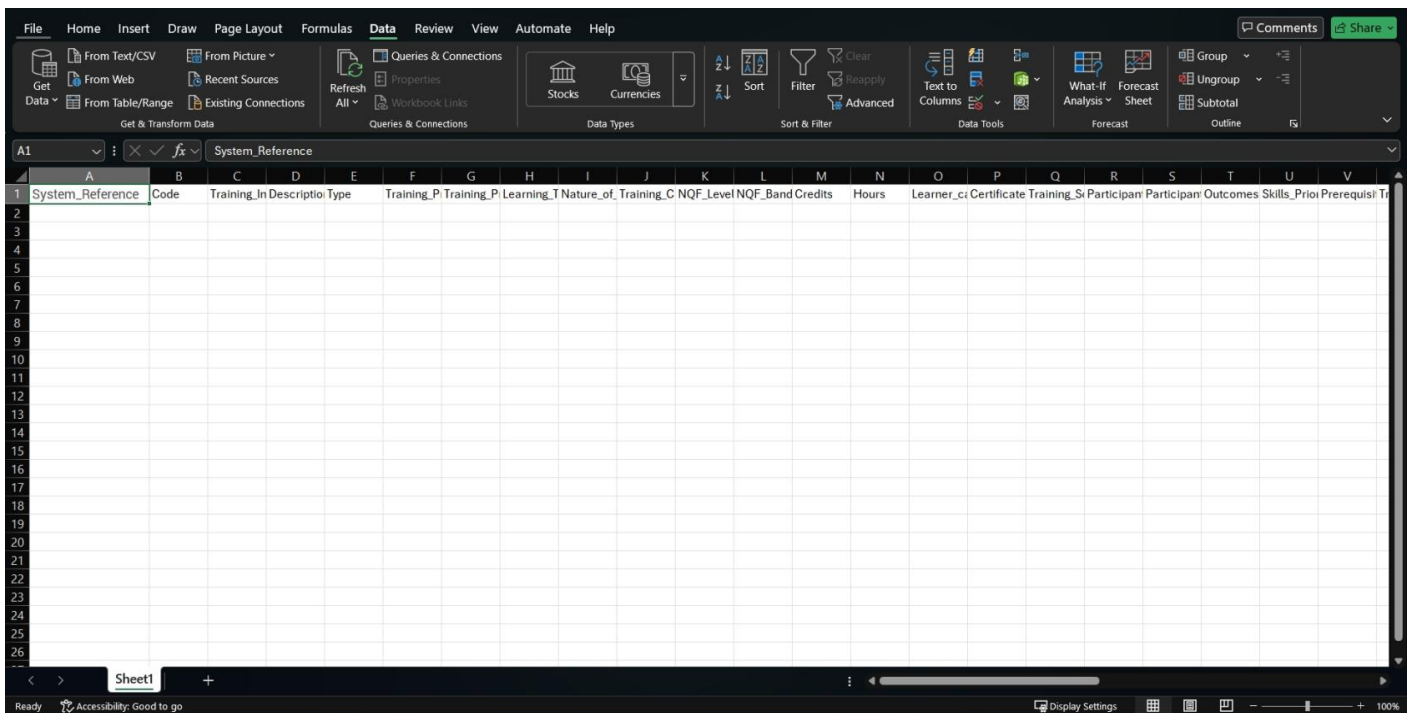
- In the **Delimiters** section, ensure **ONLY** the **Comma** checkbox is ticked, then click **Next**



- Click **Finish**.



- Your file is now ready to be populated.

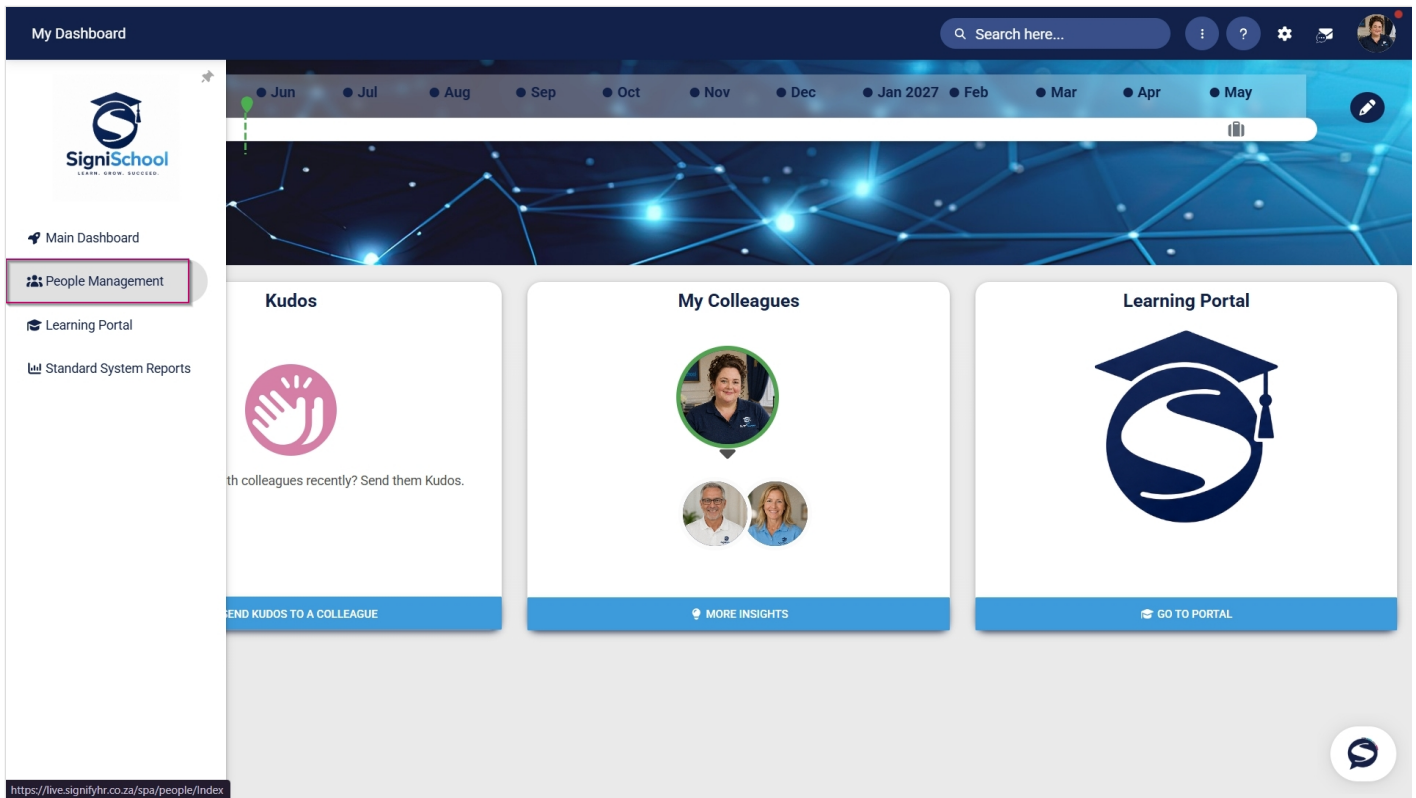


- Please do not enter any data into the System\_Reference or Code columns, as these will be updated automatically.
- Save the **Excel** workbook as a .csv, .xls, or .xlsx file, then use it to import training interventions.

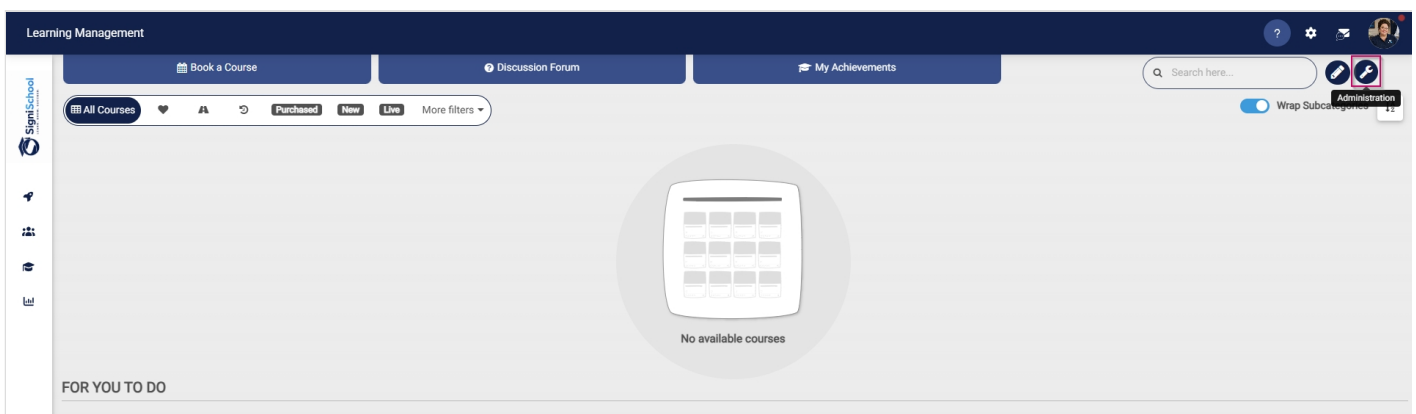
## Create learning pathways

## Starting with pathways

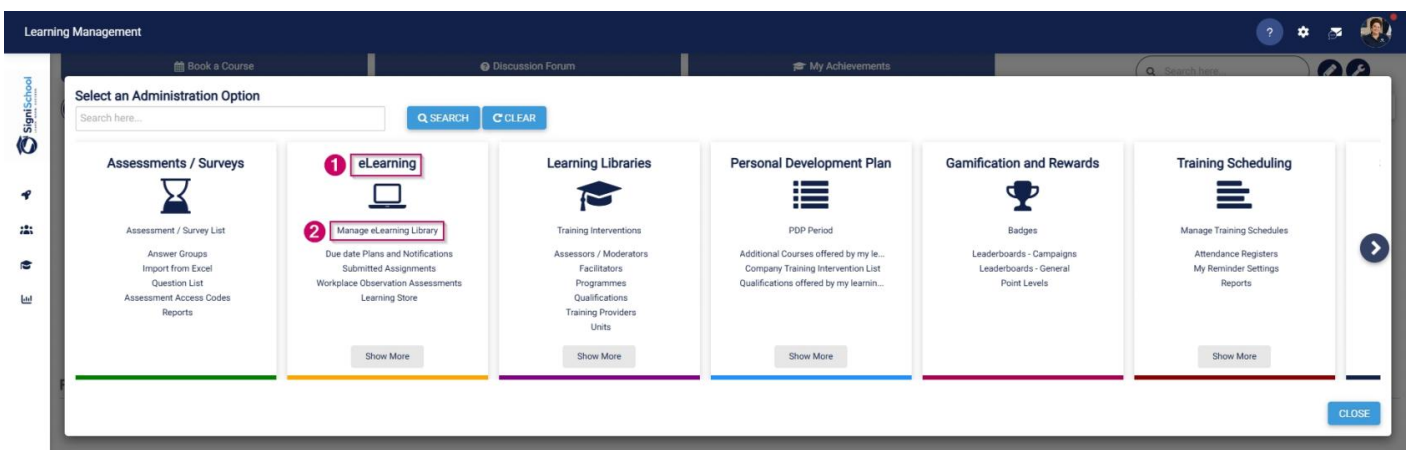
- Hover over the **sidebar** menu, then click **Learning Portal**.



- Click the **spanner icon** to access the system's **Administration** menu.



- On the **eLearning** card, click **Manage eLearning Library**.



- The **Pathways Tree View** screen will open in a new tab.



- Click **ADD MAIN CATEGORY**.

#### LEARNING PATHWAY (0044, NICOLE OSPREY)

Search

Description

Published Status

All

Development Status

All

Parent Node

Type

All

Programme

All

Unit Standard

SEARCH

CLEAR

ADD MAIN CATEGORY

PRINT

REFRESH

VIEW LEARNING JOURNEYS

UPDATE INITIAL LMS DISPLAY ORDER

Category

Pathway

Not Published

Target Audience Applied

Published to Store

- Add a **name** for the category.
- Optionally, add a short description for the category.
- From the **drop-down menu**, select the **published status** as **Publish to this Ruleset only**.
- From the **drop-down menu**, select **Can be Published** to set the **development status**.
- Choose an **image** for the category. When adding your own image, ensure the aspect ratio is 300 by 200 px and that it is in .png, .jpg, or .gif format.
- If the main category should display on the **Learning Portal**, tick the **Show as shortcut on LMS portal checkbox**.
  - **Please be aware that selecting a main category on the Learning Portal and checking this box for related pathways in that category may lead to duplicate entries appearing on the Learning Portal screen.**
  - If the main category appears on the **Learning Portal**, its pathways are accessible through the drill-down feature, so there's no need to tick this checkbox for those pathways.
  - It is recommended to try out this feature to determine the most effective way for you.
- Click **SAVE** when you are finished or click **BACK TO LIST** to discard your edits.



## TREE NODE DETAIL (0044, NICOLE OSPREY)

Maintain TreeView

TREE NODE DETAIL

TARGET AUDIENCE

LEARNING STORE

Define the category details below. Please note that the "Item Label" field is displayed to learners on the LMS Portal. If the "Programme" Category type is selected, the Programme's name will be used as the name of the category and pathways can only be created in this category for "Unit Standards" linked to the selected Programme

Item Type Category

Pathway Type ☒ Ad Hoc ☐ Programme ☐ External Connector

1

Item Label \*

SigniSchool

Short Description

Description displayed on LMS Portal

2

Published Status \*

Publish to this Ruleset only

3

Development Status

Can be Published

Pathway Image



4

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.

5

SAVE

DELETE

COPY

BACK TO LIST

- A **new pathway** can be added to this category in two ways:

- Scroll to the top of the screen after the save is complete, then click **ADD PATHWAY**.

## TREE NODE DETAIL (0044, NICOLE OSPREY)

Maintain TreeView / [Ref: 10791] SigniSchool

TREE NODE DETAIL

TARGET AUDIENCE

LEARNING STORE

ADD PATHWAY

Define the category details below. Please note that the "Item Label" field is displayed to learners on the LMS Portal. If the "Programme" Category type is selected, the Programme's name will be used as the name of the category and pathways can only be created in this category for "Unit Standards" linked to the selected Programme

Item Type Category

Pathway Type ☒ Ad Hoc ☐ Programme ☐ External Connector

Item Label \*

SigniSchool

Short Description

Description displayed on LMS Portal

Published Status \*

Publish to selected Rulesets

Published Rulesets \*

Signify Online School Demo (795) x

Development Status

Can be Published

Pathway Image



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.

SAVE

DELETE

COPY

BACK TO LIST

- Alternatively, click **Maintain TreeView** at the top of the screen to return to the **Pathways Tree View**.

## TREE NODE DETAIL (0044, NICOLE OSPREY)

Maintain TreeView [Ref: 10791] SigniSchool

TREE NODE DETAIL

TARGET AUDIENCE

LEARNING STORE

ADD PATHWAY

Define the category details below. Please note that the "Item Label" field is displayed to learners on the LMS Portal. If the "Programme" Category type is selected, the Programme's name will be used as the name of the category and pathways can only be created in this category for "Unit Standards" linked to the selected Programme.

Item Type Category

Pathway Type ☒ Ad Hoc ☐ Programme ☐ External Connector

Item Label \*

SigniSchool

Short Description

Description displayed on LMS Portal

Published Status \* Publish to selected Rulesets

Published Rulesets \* Signify Online School Demo (795) x

Development Status Can be Published

Pathway Image



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.

SAVE DELETE COPY BACK TO LIST

- Click the **pathway icon** next to the main category's name to add a new pathway.

## LEARNING PATHWAY (0044, NICOLE OSPREY)

Search HIDE

|               |                      |                  |     |                    |     |
|---------------|----------------------|------------------|-----|--------------------|-----|
| Description   | <input type="text"/> | Published Status | All | Development Status | All |
| Parent Node   | <input type="text"/> | Type             | All | Programme          | All |
| Unit Standard | <input type="text"/> |                  |     |                    |     |

SEARCH CLEAR

ADD MAIN CATEGORY PRINT REFRESH VIEW LEARNING JOURNEYS UPDATE INITIAL LMS DISPLAY ORDER

Category Pathway Not Published Target Audience Applied Published to Store

Add Pathway

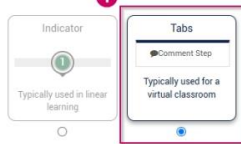
SigniSchool

- The **pathway details** screen will open.
- Choose how the pathway steps should be displayed:
  - Indicators** are used for linear learning.
  - Tabs** are ideal for a virtual classroom or online school environment.
  - For our example, we will be using tabs.
- Add the pathway **name** to the **item label** text field.
- Optionally, add a short description for the pathway.
- Add a **description title**.
- Optionally, add a longer description for the pathway.

Define the pathway. Note that the Short Description field displays on the LMS Portal to learners.

Use this pathway as template when creating a new pathway ☐

Show Step As



Item Type Pathway

Pathway Type ☒ Ad Hoc ☐ Unit Standard

2 Item Label

Grade 10 Maths

Short Description

Description displayed on LMS Portal

3 Description Title

Grade 10 Maths

Description displayed on category/pathway

Description

Source

**B** *I* U  $\frac{x}{y}$   $x^2$   $\sqrt{x}$   $\frac{1}{x}$   $\frac{1}{x^2}$   $\frac{1}{x^3}$   $\frac{1}{x^4}$   $\frac{1}{x^5}$   $\frac{1}{x^6}$   $\frac{1}{x^7}$   $\frac{1}{x^8}$   $\frac{1}{x^9}$   $\frac{1}{x^{10}}$   $\frac{1}{x^{11}}$   $\frac{1}{x^{12}}$   $\frac{1}{x^{13}}$   $\frac{1}{x^{14}}$   $\frac{1}{x^{15}}$   $\frac{1}{x^{16}}$   $\frac{1}{x^{17}}$   $\frac{1}{x^{18}}$   $\frac{1}{x^{19}}$   $\frac{1}{x^{20}}$   $\frac{1}{x^{21}}$   $\frac{1}{x^{22}}$   $\frac{1}{x^{23}}$   $\frac{1}{x^{24}}$   $\frac{1}{x^{25}}$   $\frac{1}{x^{26}}$   $\frac{1}{x^{27}}$   $\frac{1}{x^{28}}$   $\frac{1}{x^{29}}$   $\frac{1}{x^{30}}$   $\frac{1}{x^{31}}$   $\frac{1}{x^{32}}$   $\frac{1}{x^{33}}$   $\frac{1}{x^{34}}$   $\frac{1}{x^{35}}$   $\frac{1}{x^{36}}$   $\frac{1}{x^{37}}$   $\frac{1}{x^{38}}$   $\frac{1}{x^{39}}$   $\frac{1}{x^{40}}$   $\frac{1}{x^{41}}$   $\frac{1}{x^{42}}$   $\frac{1}{x^{43}}$   $\frac{1}{x^{44}}$   $\frac{1}{x^{45}}$   $\frac{1}{x^{46}}$   $\frac{1}{x^{47}}$   $\frac{1}{x^{48}}$   $\frac{1}{x^{49}}$   $\frac{1}{x^{50}}$   $\frac{1}{x^{51}}$   $\frac{1}{x^{52}}$   $\frac{1}{x^{53}}$   $\frac{1}{x^{54}}$   $\frac{1}{x^{55}}$   $\frac{1}{x^{56}}$   $\frac{1}{x^{57}}$   $\frac{1}{x^{58}}$   $\frac{1}{x^{59}}$   $\frac{1}{x^{60}}$   $\frac{1}{x^{61}}$   $\frac{1}{x^{62}}$   $\frac{1}{x^{63}}$   $\frac{1}{x^{64}}$   $\frac{1}{x^{65}}$   $\frac{1}{x^{66}}$   $\frac{1}{x^{67}}$   $\frac{1}{x^{68}}$   $\frac{1}{x^{69}}$   $\frac{1}{x^{70}}$   $\frac{1}{x^{71}}$   $\frac{1}{x^{72}}$   $\frac{1}{x^{73}}$   $\frac{1}{x^{74}}$   $\frac{1}{x^{75}}$   $\frac{1}{x^{76}}$   $\frac{1}{x^{77}}$   $\frac{1}{x^{78}}$   $\frac{1}{x^{79}}$   $\frac{1}{x^{80}}$   $\frac{1}{x^{81}}$   $\frac{1}{x^{82}}$   $\frac{1}{x^{83}}$   $\frac{1}{x^{84}}$   $\frac{1}{x^{85}}$   $\frac{1}{x^{86}}$   $\frac{1}{x^{87}}$   $\frac{1}{x^{88}}$   $\frac{1}{x^{89}}$   $\frac{1}{x^{90}}$   $\frac{1}{x^{91}}$   $\frac{1}{x^{92}}$   $\frac{1}{x^{93}}$   $\frac{1}{x^{94}}$   $\frac{1}{x^{95}}$   $\frac{1}{x^{96}}$   $\frac{1}{x^{97}}$   $\frac{1}{x^{98}}$   $\frac{1}{x^{99}}$   $\frac{1}{x^{100}}$

- From the **drop-down menu**, select the **item status** as **Publish to this Ruleset only**.
- From the **drop-down menu**, select **Can be Published** to set the **development status**.
- Choose a **pathway image** for the pathway. When adding your own image, ensure the aspect ratio is 300 by 200 px and that it is in .png, .jpg, or .gif format.
- If the main category should display on the **Learning Portal**, tick the **Show as shortcut on LMS portal checkbox**.
- Optionally, tick the **Auto Start Pathway checkbox** to skip the summary page when learners start the pathway.
- Click **SAVE** when you are finished or click **BACK TO LIST** to discard your edits.

Grade 10 Maths

Description displayed on category/pathway

Description

Item Status: Publish to this Ruleset only

Development Status: Can be Published

Pathway Image

Grade 10 Maths

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: ☐ The summary page will be bypassed and the first step in the pathway will open.

SAVE DELETE COPY BACK TO LIST

- Scroll to the top of the screen after the save is complete, then click **DESIGN PATHWAY**.

#### PATHWAY NODE DETAIL (0044, NICOLE OSPREY)

Maintain TreeView / [Ref: 10791] SigniSchool / [Ref: 10807] Grade 10 Maths

PATHWAY NODE DETAIL TARGET AUDIENCE APPLIED LEARNING STORE CLASSES/GROUP

DESIGN PATHWAY

Define the pathway. Note that the Short Description field displays on the LMS Portal to learners.

Use this pathway as template when creating a new pathway: ☐

Show Step As

Indicator: Typically used in linear learning

Tab: Typically used for a virtual classroom

Item Type: Pathway

Pathway Type: ☒ Ad Hoc ☐ Unit Standard

Item Label: Grade 10 Maths

Short Description

Description Title: Grade 10 Maths

Description displayed on category/pathway

Description

- This overview explains how to set up **learning pathways** for an online school. We will create the following steps, which are mainly used in an eLearning environment:
  - Comment
  - Document (Download)
  - Acceptance
  - SCORM/xAPI

- Assessment (Online)
- Assignment (Upload)
- Certification point
- Class/Group
- Feel free to include any additional step types not covered in this guide.

## Comment

- The pathway design screen will open. Select **Comment** from the menu.

Grade 10 Maths

BACK TO PATHWAY ADMIN MY NOTES 0

|                     |                   |
|---------------------|-------------------|
| LAST ACCESSED       | Not yet accessed  |
| PROGRESS            | 0 out of 0        |
| LAST STEP ATTEMPTED | Not yet attempted |
| REFERENCE           | 10792             |

- Topic List
- Topic
- Acceptance
- Adobe Connect - Live Session
- Adobe Connect - Recorded Session
- Assessment (Online)
- Assessment (Practical)
- Assignment (Upload Document)
- Catalogue
- Certification Point
- Class/Group
- Comment**
- Document (Download)
- Invoice
- Learning Guide

SUMMARY

| STEP | DATE LAST ACCESSED | STATUS |
|------|--------------------|--------|
|------|--------------------|--------|

- Optionally, select an **image** or a custom **icon** for your step.
- Add a **main header**, or title, for this step.
- Add a **subheading** to the **Reference Description** field.
- Add a **description** for this step.





➕ ADD ADDITIONAL RESOURCES

### Welcome to Grade 10 Maths!

Welcome to Grade 10 Maths! This year, you'll build powerful problem-solving skills as you explore algebra, graphs, geometry, trigonometry, and more.

This year, we will cover the following concepts:

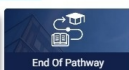
- **Number systems and algebra**  
Real numbers, surds, exponents, algebraic manipulation, expanding, factorising, and simplifying expressions.
- **Number patterns and sequences**  
Arithmetic and geometric sequences, identifying patterns, and finding general terms.
- **Equations and inequalities**  
Solving linear and quadratic equations, simultaneous equations, inequalities, and word problems.
- **Functions and graphs**  
Linear graphs, parabolas, hyperbolas, exponential graphs, gradients, intercepts, and graph transformations.
- **Finance, growth and decay**  
Simple interest, compound interest, inflation, depreciation, and exponential growth/decay calculations.
- **Trigonometry**  
Sine, cosine, tangent, solving right-angled triangles, and applying trig to real-world problems.
- **Analytical geometry**  
Gradient, midpoint, distance between points, and equations of straight lines.
- **Euclidean geometry**  
Angle relationships, properties of triangles, congruency, similarity, and geometric proofs.
- **Statistics**  
Data collection, graphs, frequency tables, mean, median, mode, and interpreting data.
- **Probability**  
Basic probability, tree diagrams, theoretical vs experimental probability, and event calculations.

**IEB focus:** Strong emphasis on **problem solving, logical reasoning, real-world application, and explaining mathematical thinking.**

Stay curious, practise consistently, and remember that every challenge is an opportunity to grow.

## Document (Download)

- Select **Document (Download)** from the menu.



➕ ADD ADDITIONAL RESOURCES

### Welcome to Grade 10 Maths!

Welcome to Grade 10 Maths! This year, you'll build powerful problem-solving skills as you explore algebra, graphs, geometry, trigonometry, and more.

This year, we will cover the following concepts:

- **Number systems and algebra**  
Real numbers, surds, exponents, algebraic manipulation, expanding, factorising, and simplifying expressions.
- **Number patterns and sequences**  
Arithmetic and geometric sequences, identifying patterns, and finding general terms.
- **Equations and inequalities**  
Solving linear and quadratic equations, simultaneous equations, inequalities, and word problems.
- **Functions and graphs**  
Linear graphs, parabolas, hyperbolas, exponential graphs, gradients, intercepts, and graph transformations.
- **Finance, growth and decay**  
Simple interest, compound interest, inflation, depreciation, and exponential growth/decay calculations.
- **Trigonometry**  
Sine, cosine, tangent, solving right-angled triangles, and applying trig to real-world problems.
- **Analytical geometry**  
Gradient, midpoint, distance between points, and equations of straight lines.
- **Euclidean geometry**  
Angle relationships, properties of triangles, congruency, similarity, and geometric proofs.
- **Statistics**  
Data collection, graphs, frequency tables, mean, median, mode, and interpreting data.
- **Probability**  
Basic probability, tree diagrams, theoretical vs experimental probability, and event calculations.

**IEB focus:** Strong emphasis on **problem solving, logical reasoning, real-world application, and explaining mathematical thinking.**

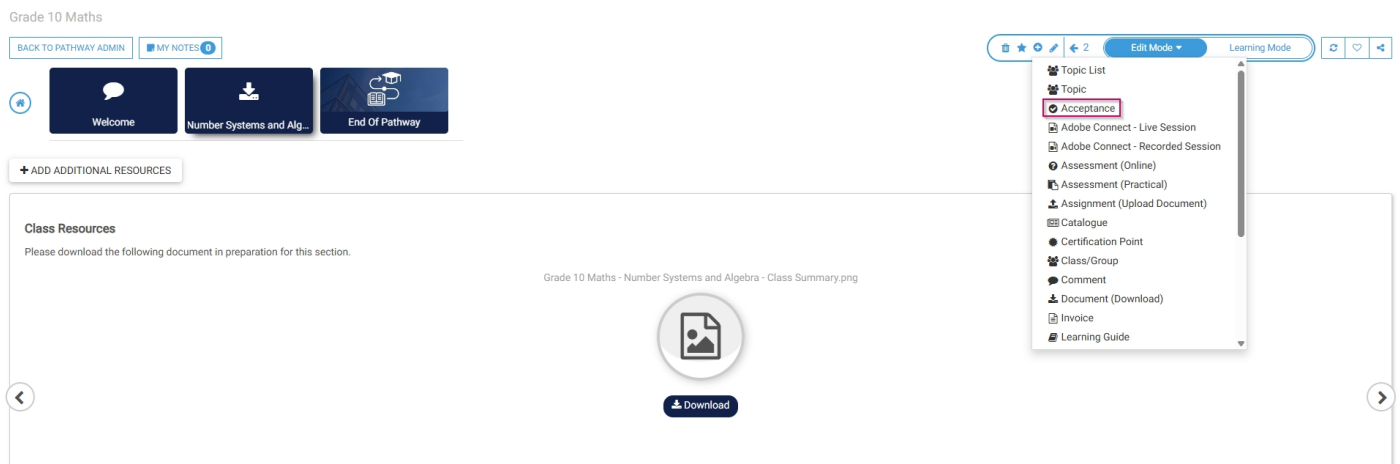
Stay curious, practise consistently, and remember that every challenge is an opportunity to grow.

- Topic List
- Topic
- Acceptance
- Adobe Connect - Live Session
- Adobe Connect - Recorded Session
- Assessment (Online)
- Assessment (Practical)
- Assignment (Upload Document)
- Catalogue
- Certification Point
- Class/Group
- Comment
- Document (Download)**
- Invoice
- Learning Guide

- Optionally, select an **image** or a custom **icon** for your step.
- Add a **main header**, or title, for this step.
- Add a **subheading** to the **Reference Description** field.
- Choose a **file** from your computer for users to download.
- Tick the **checkbox** if you would like the document to appear in this step.
- Add a **description** for this step.







- Optionally, select an **image** or a custom **icon** for your step.
- Add a **main header**, or title, for this step.
- Add a **subheading** to the **Reference Description** field.
- Add an **acceptance title**, which will display next to the tickbox learners are required to tick for this step.
- Add a **description** for this step.

- To log this step in the **learner's record**, check the **box**, then click the **hand icon** to select a **training intervention** to associate with this step.

Grade 10 Maths

BACK TO PATHWAY ADMIN

Welcome

+ ADD ADDITIONAL RESOURCES

Class Resources  
Please download the following resources

Custom Main Header: Acceptance  
(Custom main heading on top of pathway step)

Reference Description: Have you gone through the notes before class?  
(Heading inside pathway step)

Acceptance Title: I confirm that I have downloaded the class notes and reviewed them before joining this lesson.  
(Text next to tick box)

Description:   
Please confirm that you have completed the required preparation.

Due Date: ☐ This works independent from the Due Date Notification plan setup.

Lock Pathway Step: ☐

1 Log to Learner Record ☒

Training Intervention:  2

SAVE SAVE ADD NEW CLOSE

- Select the **training intervention**, then click **SELECT**.

SignifyHR - Google Chrome

signifyhr.co.za/signifyhr\_multiv8/app/Framework/Common/Pages/TrainingInterventionsList.aspx?javascriptCallbac...

## TRAINING INTERVENTIONS

Select a training intervention from the existing library

HIDE

Description:

SEARCH CLEAR

ADD SELECT CLOSE

| SELECT                             | TRAINING INTERVENTION NAME |
|------------------------------------|----------------------------|
| <input checked="" type="radio"/> 1 | Course 1 - Acceptance      |
| <input type="radio"/>              | Course 2 - Acceptance      |

2

ADD SELECT CLOSE

- Click **SAVE** when you are finished, **SAVE ADD NEW** to add another acceptance step or click **CLOSE** to discard your edits.

The screenshot shows a modal window for configuring an 'Acceptance' step. The fields are as follows:

- Custom Main Header:** Acceptance (Note: (Custom main heading on top of pathway step))
- Reference Description:** Have you gone through the notes before class? (Note: (Heading inside pathway step))
- Acceptance Title:** I confirm that I have downloaded the class notes and reviewed them before joining this lesson. (Note: (Text next to tick box))
- Description:** A rich text editor containing the text: "Please confirm that you have completed the required preparation."
- Due Date:** ☐ This works independent from the Due Date Notification plan setup.
- Lock Pathway Step:** ☐
- Log to Learner Record:** ☒ ⓘ
- Training Intervention:** Course 1 - Acceptance

At the bottom, there are three buttons: **SAVE** (highlighted with a red box), **SAVE ADD NEW**, and **CLOSE**.

- The acceptance step has been successfully added to the pathway.

## SCORM/xAPI

- Select **SCORM/xAPI** from the menu.

The screenshot shows the main pathway interface for 'Grade 10 Maths'. The top navigation bar includes buttons for 'Class/Group', 'Welcome', 'Class Resources', 'Acceptance', 'eLearning', 'Activity', and 'Unit 1: Test'. A dropdown menu is open from the 'Unit 1: Test' button, showing various options. The 'SCORM / xAPI' option is highlighted with a red box. The main content area displays a 'Welcome to Grade 10 Maths!' message and a list of topics to be covered, including Number systems and algebra, Functions and graphs, Finance, growth and decay, Trigonometry, Analytical geometry, Euclidean geometry, Statistics, and Probability.

- Optionally, select an **image** or a custom **icon** for your step.
- Add a **name** for this step in the **Step Header** field.
- Add a **description header** for this step.

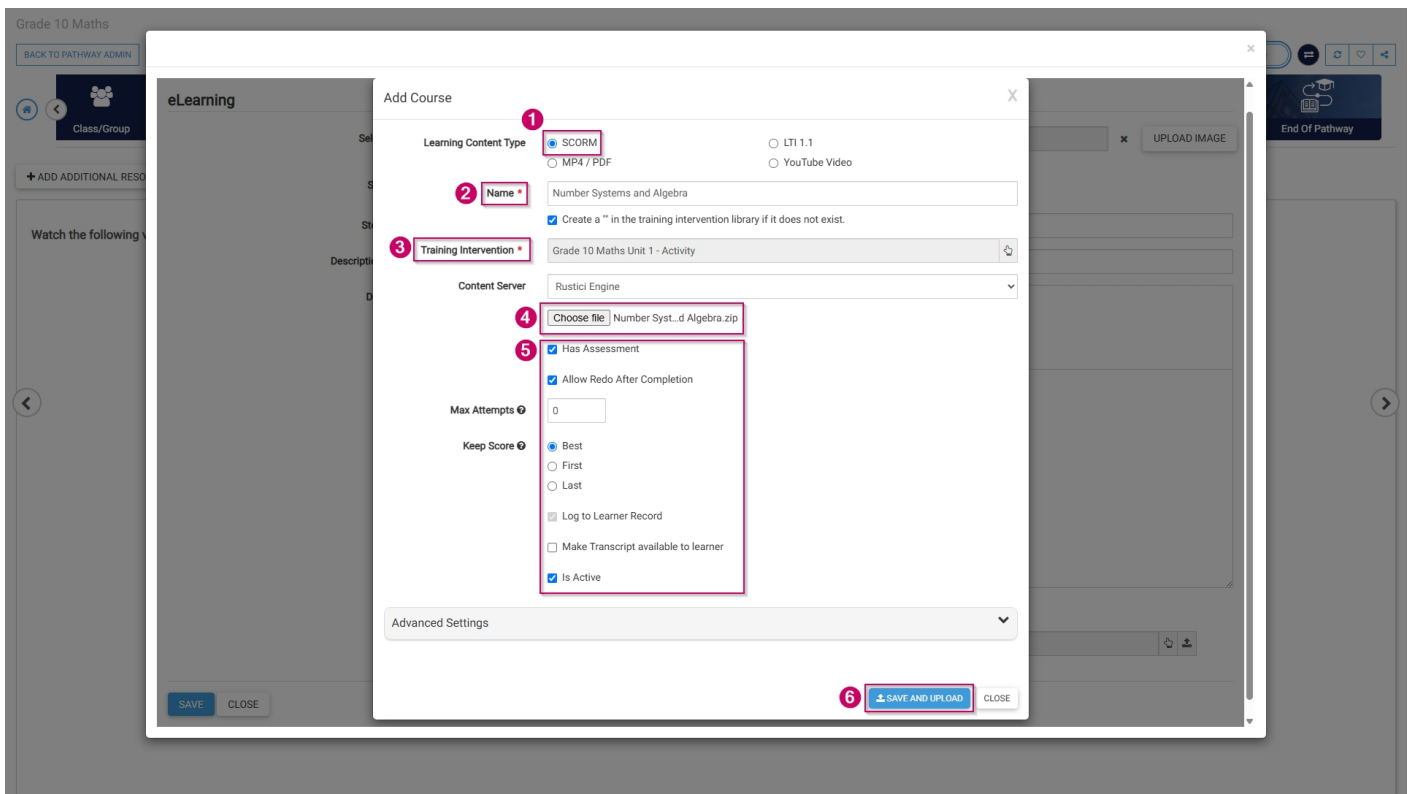
- Optionally, add a **description**.
- Select a **SCORM file** to add to this step by clicking the **upload icon** next to the **Course** field. The SCORM wizard will open.

The screenshot shows the SCORM wizard interface within a 'Grade 10 Maths' admin tool. The wizard is a modal window with the following components:

- Select Icon:** A button labeled 'CHANGE ICON'.
- 1 Step Header:** A text input field containing 'eLearning'.
- 2 Description Header:** A text input field containing 'Watch the following video before the test'.
- Description:** A rich text editor with a toolbar containing various formatting options (bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, video, table, etc.).
- Due Date:** A checkbox labeled 'This works independent from the Due Date Notification plan setup.'.
- 3 Course:** A dropdown menu with 'Number Systems and Algebra' selected. To the right of the dropdown is an upload icon (a square with a plus sign).
- 4:** A red circle with the number 4, indicating the final step.
- Lock Pathway Step:** A checkbox labeled 'Lock Pathway Step'.
- Buttons:** 'SAVE' and 'CLOSE' buttons at the bottom left.

The background interface shows the 'Grade 10 Maths' admin tool with a sidebar containing 'BACK TO PATHWAY ADMIN', 'Class/Group', and 'ADD ADDITIONAL RESOURCES'. The main content area has a section titled 'Have you gone through...' with a confirmation checkbox.

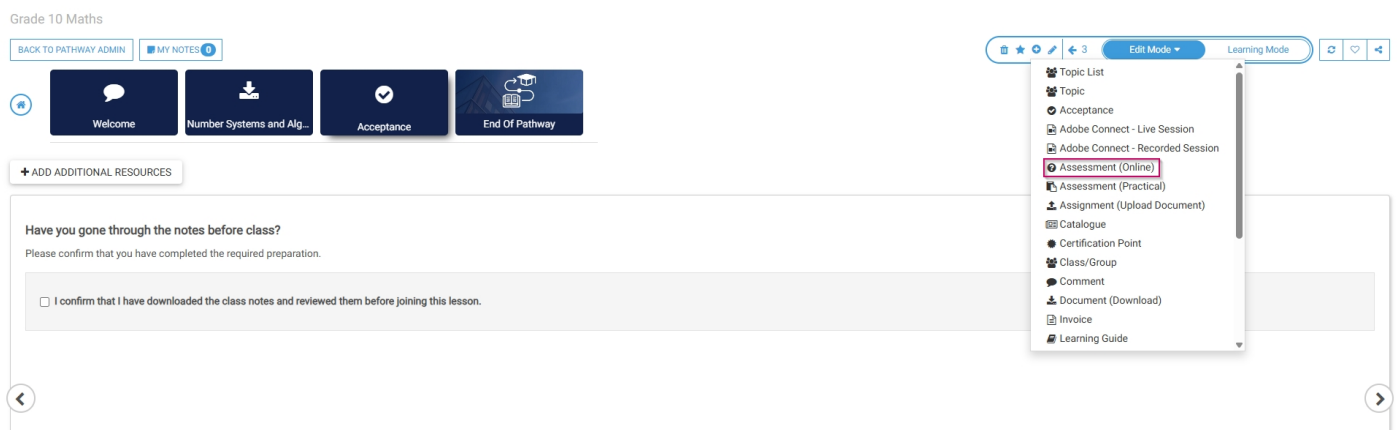
- Select the **radio button** next to **SCORM** in the **Learning Content Type** section.
- Add a **name** for this step.
- Select a **training intervention** from the **Training Intervention Library** using the **hand icon**.
  - Alternatively, tick the **checkbox** to automatically create a training intervention for this step.
  - If using standardised naming conventions, ensure the **name** field complies with those standards.
- Choose a **SCORM file** from your computer in a .zip format.
- Customise how the **SCORM** activity will be set up:
  - Tick the **checkbox** if the file has an **assessment**.
  - Tick the **checkbox** if the learner can **redo** the SCORM activity.
  - Set the maximum number of **attempts**.
  - Choose which **score** to keep.
  - Tick the **checkbox** if the **transcript** should be made available to the learner.
  - Tick the **checkbox** if the SCORM file is **active** and ready for publication.
- Click **SAVE AND UPLOAD** to continue or **CLOSE** to discard your edits.



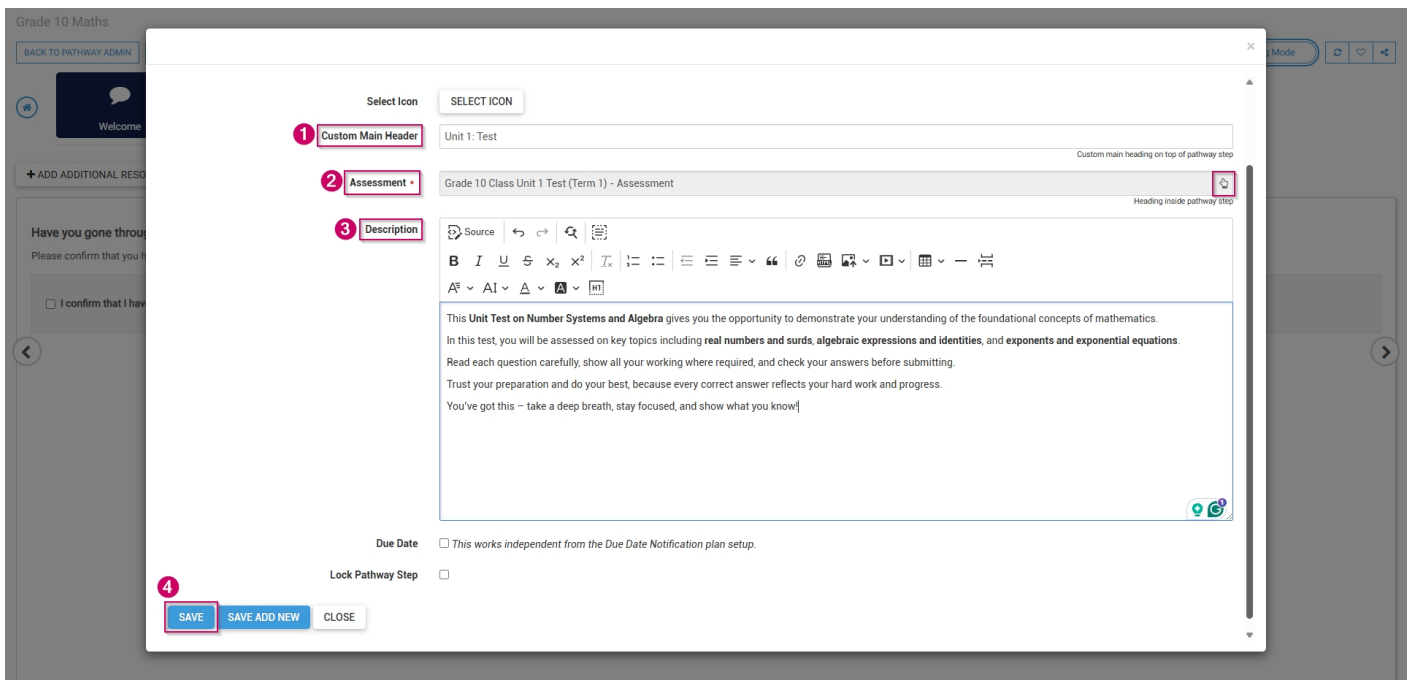
- The SCORM step has been successfully added to the pathway.
- These same steps can be used to add:
  - MP4 files,
  - PDFs, or
  - YouTube videos.

## Assessment (Online)

- Select **Assessment (Online)** from the menu.



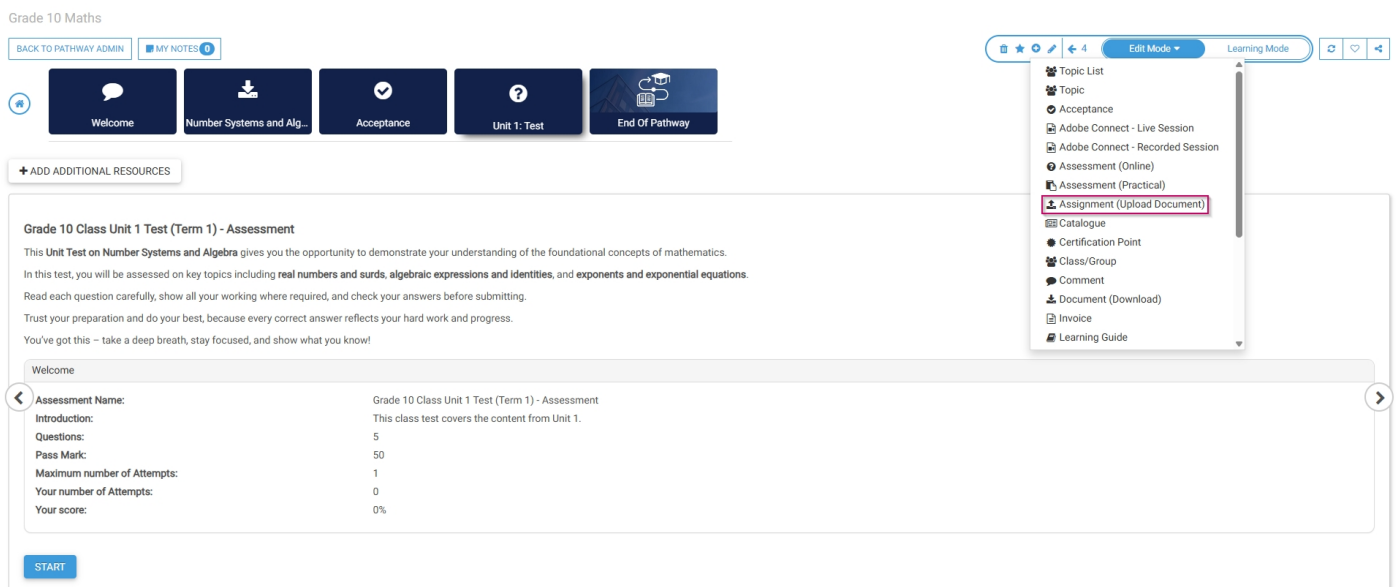
- Optionally, select an **image** or a custom **icon** for your step.
- Add a **main header**, or title, for this step.
- Link a pre-loaded **assessment** to this step by clicking the **hand icon**.
- Add a **description** for this step.
- Click **SAVE** when you are finished, **SAVE ADD NEW** to add another assessment step or click **CLOSE** to discard your edits.



- The assessment step has been successfully added to the pathway.

## Assignment (Upload Document)

- Select **Assignment (Upload Document)** from the menu.



- Optionally, select an **image** or a custom **icon** for your step.
- Add a **main header**, or title, for this step.
- Add a **heading** for this step.
- Add a **description** for this step.
- To log this step in the **learner's record**, check the **box**, then click the **hand icon** to select a **training intervention** to associate with this step.



Grade 10 Maths

BACK TO PATHWAY ADMIN

Welcome

+ ADD ADDITIONAL RESOURCES

Grade 10 Class Unit 1

This Unit Test on Number Systems and Algebra

In this test, you will be asked to:

- Read each question carefully.
- Trust your preparation and knowledge.
- You've got this – take a deep breath and start!

Welcome

Assessment Name: Unit 1 Test

Introduction: This unit test covers the topics of Number Systems and Algebra.

Questions: 10

Pass Mark: 50%

Maximum number of Attempts: 3

Your number of Attempts: 0

Your score: 0%

START

Select Icon: SELECT ICON

Custom Main Header: Upload Class Notes

(Custom main heading on top of pathway step)

Heading: Class Notes

(Heading inside pathway step)

Description: Please upload your:

- class notes,
- exercises, and
- study notes or summaries

for this section.

Due Date: ☐ This works independent from the Due Date Notification plan setup.

Log to Learner Record: ☒

Training Intervention: Course 1 - Assignment

Lock Pathway Step: ☐

SAVE SAVE ADD NEW CLOSE

- The assignment upload step has been successfully added to the pathway.

## Certification point

- Select **Certification Point** from the menu.

Grade 10 Maths

BACK TO PATHWAY ADMIN MY NOTES

Welcome

Number Systems and Algebra

Acceptance

Unit 1: Test

Upload Class Notes

End Of Pathway

+ ADD ADDITIONAL RESOURCES

Class Notes

Please upload your:

- class notes,
- exercises, and
- study notes or summaries

for this section.

Topic List

- Topic
- Acceptance
- Adobe Connect - Live Session
- Adobe Connect - Recorded Session
- Assessment (Online)
- Assessment (Practical)
- Assignment (Upload Document)
- Catalogue
- Certification Point**
- Class/Group
- Comment
- Document (Download)
- Invoice
- Learning Guide

- Optionally, select an **image** or a custom **icon** for your step.
- Add a **main header**, or title, for this step.
- Add a certification point **name**.
- Add a **description** for this step.





SignifyHR - Google Chrome

signifyhr.co.za/signifyhr\_multiv8/app/Framework/Common/Pages/TrainingInterventionsList.aspx?javascriptCallback=Lo...

## TRAINING INTERVENTIONS

Select a training intervention from the existing library

Hide

Description

SEARCH CLEAR

ADD SELECT CLOSE

| SELECT                           | TRAINING INTERVENTION NAME                  |
|----------------------------------|---------------------------------------------|
| <input checked="" type="radio"/> | Course 1 - Certificate                      |
| <input type="radio"/>            | Course 2 - Certificate                      |
| <input type="radio"/>            | Grade 10 Maths Certification Point - Term 1 |

ADD SELECT CLOSE

- A learner record will only be created if prerequisites have been loaded on the step and are all satisfied.
- The learner record is created when the prerequisites are met the FIRST time and can then not be changed. E.g. if one or more results are changed (e.g. due to redoing and failing an assessment) the learner record will not be altered or removed.

- Click **SAVE** when you are finished, **SAVE ADD NEW** to add another certification point step or click **CLOSE** to discard your edits.

Grade 10 Maths

BACK TO PATHWAY ADMIN

Welcome

+ ADD ADDITIONAL RESOURCES

**Class Notes**

Please upload your:

- class notes,
- exercises, and
- study notes or summaries for this section.

Lock Pathway Step ☐

**Settings**

Log to Learner Record ☒

- A learner record will only be created if prerequisites have been loaded on the step and are all satisfied.
- The learner record is created when the prerequisites are met the FIRST time and can then not be changed. E.g. if one or more of the prerequisites or of the steps' results are changed (e.g. due to redoing and failing an assessment) the learner record will not be altered or removed.
- Important: Printing is only allowed when the following has been marked on the Training Intervention:

Training Intervention

☒ Course 1 - Certificate

☐ Unit Standard

SAVE SAVE ADD NEW CLOSE

- To maintain **prerequisites** for this certification point, click **YES**.

Grade 10 Maths

BACK TO PATHWAY ADMIN

Welcome

+ ADD ADDITIONAL RESOURCES

**Class Notes**

Please upload your:

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**CERTIFICATION POINT DETAIL**

Unit Standard

Select Image

Select Icon

Custom Main Header Certification

Certification Point Certification Point Unit 1

Description

Did you pass this unit?

If so, congratulations! You can download your certificate here.

Lock Pathway Step ☐

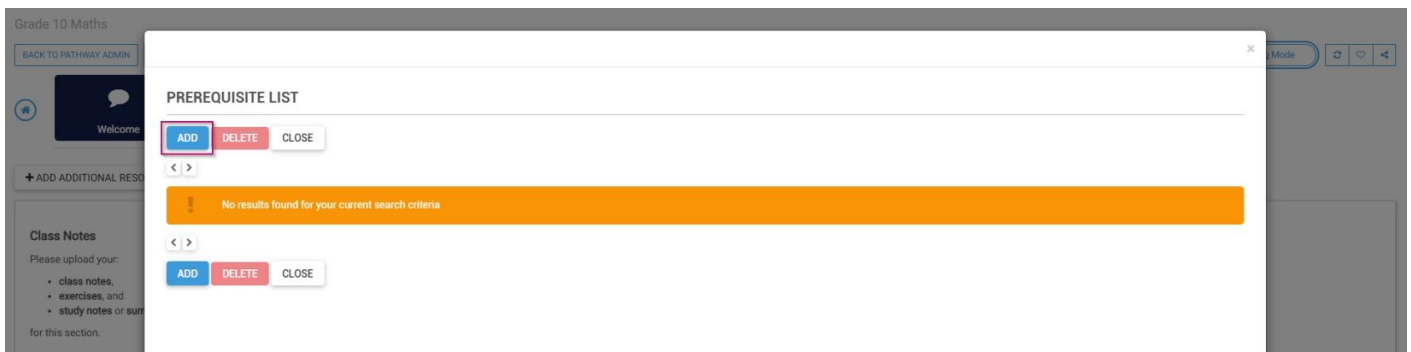
**Settings**

Successfully Saved

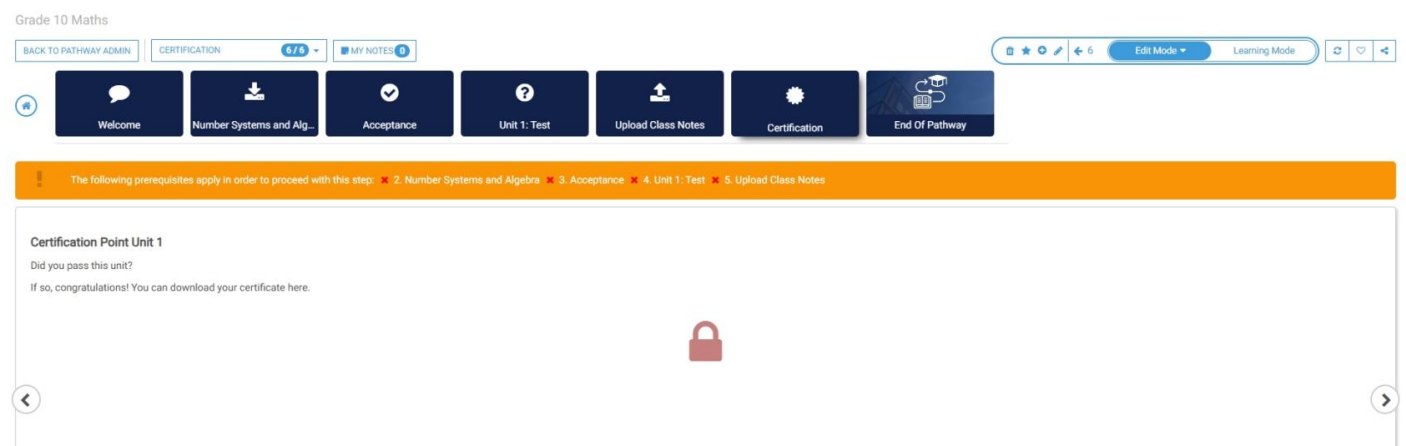
Do you want to maintain pre-requisites

NO YES

- Click **ADD** to select steps from the pathway to add as prerequisites.



- From the **drop-down menu**, select a **pathway item**.
- Select the **status** required to achieve this prerequisite.
- Click **SAVE** when you are finished, **SAVE ADD NEW** to add another prerequisite, or click **CLOSE** to discard your edits.
- The certification point step has been successfully added to the pathway.



## Pathway features

### Edit mode

- When editing a pathway, click **Edit Mode**.

Grade 10 Maths

BACK TO PATHWAY ADMIN WELCOME 2/9 MY NOTES 0

Edit Mode Learning Mode

Class/Group Welcome Class Resources Acceptance eLearning Activity Unit 1: Test Upload Class Notes Certification End Of Pathway

+ ADD ADDITIONAL RESOURCES

**Welcome to Grade 10 Maths!**

Welcome to Grade 10 Maths! This year, you'll build powerful problem-solving skills as you explore algebra, graphs, geometry, trigonometry, and more.

This year, we will cover the following concepts:

- Number systems and algebra**  
Real numbers, surds, exponents, algebraic manipulation, expanding, factorising, and simplifying expressions.
- Number patterns and sequences**  
Arithmetic and geometric sequences, identifying patterns, and finding general terms.
- Equations and inequalities**  
Solving linear and quadratic equations, simultaneous equations, inequalities, and word problems.
- Functions and graphs**  
Linear graphs, parabolas, hyperbolas, exponential graphs, gradients, intercepts, and graph transformations.
- Finance, growth and decay**  
Simple interest, compound interest, inflation, depreciation, and exponential growth/decay calculations.
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**IEB focus:** Strong emphasis on **problem solving, logical reasoning, real-world application, and explaining mathematical thinking.**

Stay curious, practise consistently, and remember that every challenge is an opportunity to grow.

- Click the **dustbin icon** to **delete** the current pathway step.

Grade 10 Maths

BACK TO PATHWAY ADMIN MY NOTES 0

Edit Mode Learning Mode

Welcome End Of Pathway

+ ADD ADDITIONAL RESOURCES

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- Click the **star icon** to add **prerequisites** to this pathway step.


[+ ADD ADDITIONAL RESOURCES](#)

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- Click the **plus icon** to **add** another pathway step after the current one.


[+ ADD ADDITIONAL RESOURCES](#)

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- Click the **pencil icon** to **edit** the current pathway step.



➕ ADD ADDITIONAL RESOURCES

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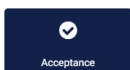
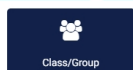
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## Learning mode

- To preview the pathway as a learner, click **Learning Mode**.



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### Revision #16

Created 2026-05-21 12:46:15 UTC by Chanan Stenden

Updated 2026-06-23 10:07:34 UTC by Chanan Stenden