

# TUTOR GUIDE: Setting up, distributing and reporting on Learning Pathways

We are delighted that you would like to set up your first learning pathway. Please follow the instructions below to register with the School, set up, distribute and then report on a learning pathway. If you have already created an account on the School, please skip to **Step 3**.

NOTE: You need administration rights to do this task – if you don't have them, speak to your key contact at the college who can change it or contact **Lucy** who can give you them.

**Step 1:** To access all of our free, CPD-accredited, industry-led learning on the School, you need to have an account.

To register for an account, please click this [link](#). The below form will then appear. Please enter your basic information and use your work/college @ac.uk email. When you are asked to enter your trade, please select "Academic". This form should take no longer than 5 minutes to complete.

## Create account

Membership to the School and the use of all resources, e-learning modules and attendance of workshops is completely free of charge, all we ask is that you register with us so we can recommend the most appropriate learning.

We will not share your details to any 3rd parties without your permission.

We will use your email domain name to match you to colleagues in your company who are already registered. If you are not matched to an existing account it means your company has not yet registered with the School.

Email address	<input type="text"/>	Enter your company email address
Password	<input type="password"/>	The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as *, -, or #
Password (again)	<input type="password"/>	
Firstname	<input type="text"/>	
Surname	<input type="text"/>	
City/town	<input type="text"/>	
Region	<input type="text" value="Choose"/>	

## Select your topics and trades

Please select 1 or more topics your organisation is interested in

Sustainability
  Retrofit
  Procurement
  People
  Offsite
  Management
  Lean
  Digital

## Data Protection & Your Privacy

- I understand and agree to receiving communications from the School as part of my membership. You can log in and change this any time in your profile settings.
- I have read and agreed to the terms and conditions of the School

[Privacy Policy](#) | [Terms & Conditions](#)

If you no longer agree to the Terms & Conditions then please contact [info@supplychainschool.co.uk](mailto:info@supplychainschool.co.uk).

## CONTACT THE TEAM

 [Lucy.hunt@supplychainschool.co.uk](mailto:Lucy.hunt@supplychainschool.co.uk)  
 020 7697 1977  
 [supplychainschool.co.uk/events](http://supplychainschool.co.uk/events)  
 @SupplyCSSchool

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**Step 2:** The system will use your email to see if your organisation is already registered.

**NB:** If it is already registered, it will ask you to join the company (the college/ university) as per the below screen. Click the button highlighted in green to join your organisation's account.

Once confirmed, you will have successfully created your School account.

Join company

Name [REDACTED]

Email [REDACTED]

Domain [REDACTED]

Address [REDACTED]

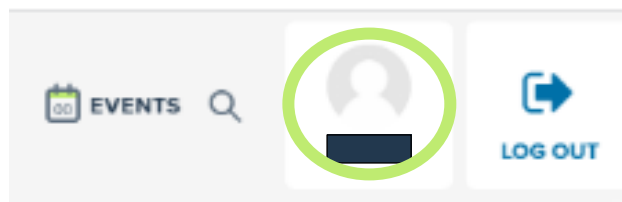
City/town [REDACTED]

Postcode [REDACTED]

Company size [REDACTED]

CANCEL NOT YOUR COMPANY? **REQUEST JOIN COMPANY**

**Step 3:** When you have logged in, navigate to your individual dashboard on the School by selecting your **PERSONAL AVATAR** in the top right corner of your screen (*highlighted in green below*).



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This will take you to your individual dashboard which will look as below. Click on the 'Take me to my company dashboard' button as indicated below.

**Personal assessments**  
 Complete your confidential individual assessment, track your score, and generate your bespoke action plan.

ASSESSMENT	SCORE	BASELINE
BIM		ASSESS >
Lean		ASSESS >
Management		ASSESS >
Offsite		ASSESS >
Sustainability	2.06 2020-06-11	3.42 Reassess

Switch between personal and company dashboards easily

**Step 4:** All admins and owners will have a link found on their company dashboard entitled 'Manage learning pathways'. Click on this link (as indicated in the green box below).

**NB:** If you do not have this feature you will need to request admin rights from your colleagues or the School team.

**Level**  
 BRONZE  
 Download your badge  
 Your status will expire with no action on: 2024-11-20

**Progress**  
 Must complete (green)  
 Currently completed (blue)  
 83.33% on your way to silver  
 To achieve silver, you need to:  
 • Complete a reassessment within 12 months

Administration  
 Manage learning pathways

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**Step 5:** On the next screen, click to 'Create Learning Pathway'.

Manage learning pathways

All F 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

Search:

Show 10 entries

Learning pathway name	Type	LP Level	Assigned	Completions	View	Report	Manage
A Learning Pathway for New Starters to the Supply Chain School	User self-enrol	1			View	Report	

**CREATE LEARNING PATHWAY**

**Step 6:** You will be asked to fill out the following details regarding the learning pathway. Please see below for more information on what to include for each of the sections.

Learning pathway name  
Description

Badge name  
Expiry days

Type  
LP Level  
Conditional access  
Due date

The screenshot shows the 'Create Learning Pathway' form. It includes a title field, a description text area, a badge name field, an expiry days field, a trophy icon, a 'Use default' dropdown, a 'Choose' dropdown for type, another 'Choose' dropdown for LP level, and an 'Enable' checkbox with date pickers for month and year.

If you would like to set up "levels" (sets of resources increasing in difficulty), you can select up to 5 levels (optional).

Choose "user self-enrol" as the "type" of learning pathway.

If your learning pathway contains "levels" you can select which level needs to be completed before the users can proceed (optional).

Leave "conditional access" blank.

You can leave the "due date" field blank too.

You can leave all other fields blank so you can scroll down to the bottom and click 'Save changes'.

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**Step 7:** You will then be taken back to the 'Managing learning pathways' menu. Please see below image which indicates what each button does:

The screenshot shows the 'Manage learning pathways' interface. It includes a search bar, a table of learning pathways, and a 'CREATE LEARNING PATHWAY' button. A callout box points to the 'Report' button, stating: 'Downloads an excel report of which users have completed which resources and when.' Another callout box points to the 'Manage' button, stating: 'Deletes the learning pathway'. A third callout box points to the 'Report' button, stating: 'Choose resources and completion routes'. A fourth callout box points to the 'Manage' button, stating: 'Edits the learning pathway settings (e.g. name, type, description, etc.)'.

As shown above, to select resources for your learning pathway, click the pen and paper icon.

On the following screen, simply type a keyword or resource title in the search field next to 'add resource' and the system will auto-filter for you. You can select unlimited resources. You may want users to complete all or some of the resources – you can choose which resources are mandatory, and which are optional, or select which number of resources a user must complete to achieve the learning pathway. See below screenshot for an example of this:

The screenshot shows the 'Edit learning pathway' interface. It includes a search bar for adding resources, a dropdown menu for pathway completion, and a 'SAVE CHANGES' button. A callout box points to the completion dropdown, stating: 'This learning pathway is achieved when all resources marked required are complete'. Another callout box points to the completion dropdown, stating: 'This learning path is achieved when the specified number of resources are complete'.

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**Step 8:** Your learning pathway is now ready to send out the learning pathway to your students. As shown below, on the main 'Managing learning pathways' menu, click 'View'.

## Manage learning pathways

All # 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

Search:

Show 10 entries

Learning pathway name	Type	LP Level	Assigned	Completions	View	Report	Manage
[Redacted]	User self-enrol		1	0	<a href="#">View</a>	<a href="#">Report</a>	<a href="#">🗑️</a> <a href="#">📄</a> <a href="#">📧</a> <a href="#">⚙️</a>

. On the following page, copy this link (*indicated in the green box*). This is the one you will send to your students.

Example learning pathway | Supp | X +

← ↻ <https://learn.supplychainschool.co.uk/local/coursebuilder/rule/scsslearningpath/view.php?id=1514>

SUPPLY CHAIN SUSTAINABILITY SCHOL

Home About Learn Markets Topics Partners Contact & FAQs

Example learning pathway

**Step 9:** Send out the link to your students, along with any information you deem necessary concerning due date, topics, etc. Please include the **STUDENT GUIDE Registration and Learning Pathways** PDF in any communications you send to help them complete the learning pathway.

**Step 10:** Once sent, you can easily report on who has enrolled and what is in progress by going to the 'Manage learning pathways' menu. To see how many students have completed the learning pathway you can either see the figure under the 'Completions' tab or download the 'Report' (*highlighted in the green boxes*) for more detail on student's progress.

## Manage learning pathways

All # 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

Search:

Show 10 entries

Learning pathway name	Type	LP Level	Assigned	Completions	View	Report	Manage
[Redacted]	User self-enrol		1	0	<a href="#">View</a>	<a href="#">Report</a>	<a href="#">🗑️</a> <a href="#">📄</a> <a href="#">📧</a> <a href="#">⚙️</a>

If you have any questions on the above, please do not hesitate to contact either **Lucy** or **Holly**.

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