

# PRIORITY SUPPLIER LEARNING PATHWAYS: Setting up, distributing and reporting

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

<input type="checkbox"/>	Sustainability	<input type="checkbox"/>	Retrofit	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	People	<input type="checkbox"/>	Offsite	<input type="checkbox"/>	Management	<input type="checkbox"/>	Lean	<input type="checkbox"/>	Digital
<input type="text" value="Choose a trade"/>															

## 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)  
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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.

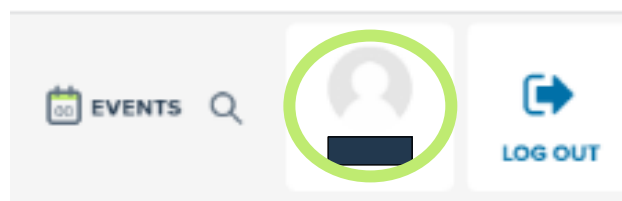
Once confirmed, you will have successfully created your School account.

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.

The screenshot shows a 'Personal assessments' dashboard. On the left, there are statistics for 'Badges' (6) and 'Certificates' (79), along with buttons for 'View my profile' and 'Take me to my company dashboard'. A callout box with a white background and a dark border points to the 'Take me to my company dashboard' button, containing the text: 'Switch between personal and company dashboards easily'. The main area features a table of assessments:

ASSESSMENT	SCORE	BASELINE
BIM		<a href="#">ASSESS &gt;</a>
Lean		<a href="#">ASSESS &gt;</a>
Management		<a href="#">ASSESS &gt;</a>
Offsite		<a href="#">ASSESS &gt;</a>
Sustainability	2.06 2020-06-11	3.42 <a href="#">Reassess</a>

**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.

The screenshot shows a 'Company dashboard' with the following sections:

- Badges:** 3 Badges. Buttons for 'View company profile' and 'Take me to my personal dashboard'.
- Level:** BRONZE level. A 'Download your badge' button. Status: 'Your status will expire with no action on: 2024-11-20'.
- Progress:** A donut chart showing 83.33% progress towards silver. Legend: 'Must complete' (green), 'Currently completed' (blue). Text: '83.33% on your way to silver'. Requirement: 'To achieve silver, you need to: Complete a reassessment within 12 months'.
- Administration:** A button for 'Manage learning pathways' is highlighted with a green box.
- Company assessments:** A section header at the bottom.

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

Manage learning pathways

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			<a href="#">View</a>	<a href="#">Report</a>	<a href="#">✎</a> <a href="#">🔗</a> <a href="#">⚙️</a>

**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



Use default

Choose

Choose

Enable
 

13

September

2024

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

Choose "Priority Supplier" 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.

Assign a due date (optional)

# PRIORITY SUPPLIER LEARNING PATHWAYS: Setting up, distributing and reporting

**Notification email**

Hi {{participantfullname}},

You have been enrolled on the "{{learningpathname}}" learning pathway by [adminname]. Please log into your dashboard to view the activities you are to complete, along with any deadlines that may have been set for you.

**Reminder email**

Hi {{participantfullname}},

The due date for the "{{learningpathname}}" learning pathway is one week away. Please ensure you have completed all activities before this time.

**We recommend you do not alter these merge tag fields. They will automatically populate.**

**Some text has been included but please add your own. This is a rich text field so please add colours, logos in line with your corporate brand.**

**You can edit the notification email which will be sent to supplier allocated to the pathway.**

**If you have set a due date, please edit the reminder email which will be sent ONE WEEK prior to the completion date.**

SAVE CHANGES
CANCEL

When you have finished filling in the relevant fields, 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. At the top, there is a search bar and a 'CREATE LEARNING PATHWAY' button. Below, a table lists learning pathways. One pathway is highlighted with a green box, and callout boxes explain the actions of the 'Report' and 'Manage' buttons.

- Report:** Downloads an excel report of which users have completed which resources and when.
- Manage:** Deletes the learning pathway, chooses resources and completion routes, and 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 field for adding resources, a list of resources, and a section for pathway completion rules. A callout box highlights the completion rule options.

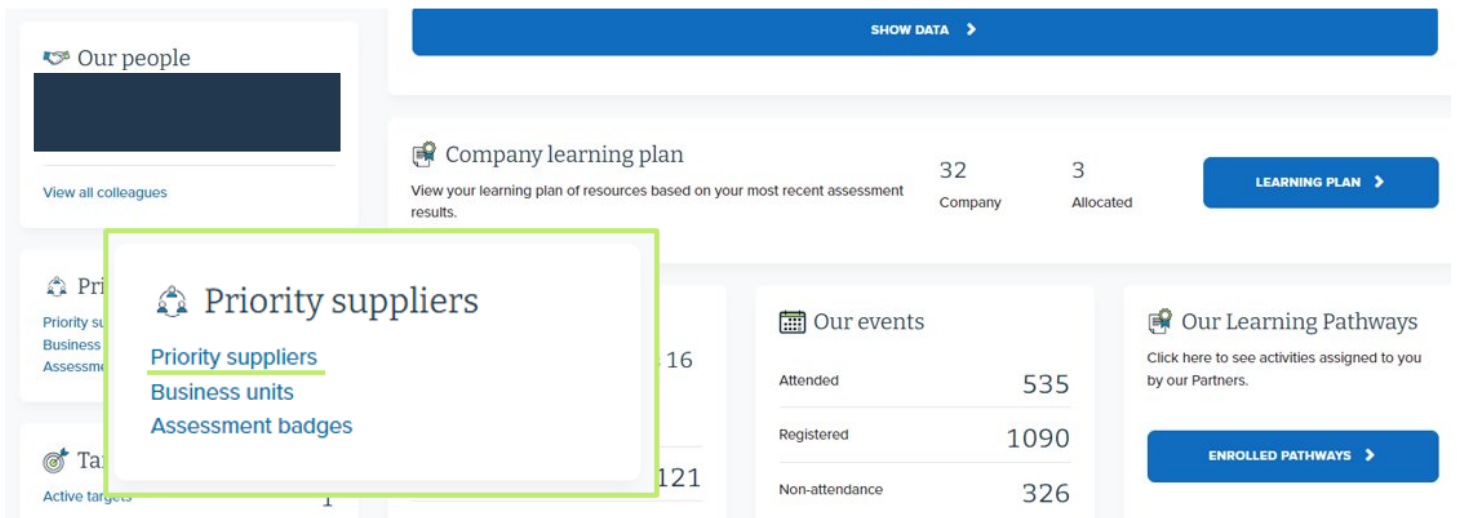
- Example learning pathway:** Welcome to the Supply Chain Sustainability School
- Pathway completion:** This learning pathway is achieved when all resources marked required are complete.
- Completion options:**
  - This learning pathway is achieved when all resources marked required are complete
  - 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 to your suppliers. Go to your company dashboard and click the 'Priority suppliers' button.



On the following page, select the 'Manage' button and then click 'Targets' (indicated in the green boxes).



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**Step 9:** You can now set the learning pathway as a target to individual suppliers, business units or your whole list, assign a due date and send an email alert.

[Redacted]: Manage targets

Manage targets | Target list

**General**

I would like to  Add target  Remove target

Target type: Achieve status (dropdown menu with options: Achieve status, Achieve assessment tool, Achieve Learning Pathway)  Gold

Status: [Redacted]

**Audience**

Audience type: Company (dropdown menu)

Companies: [Empty list box with SELECT ALL/DESELECT ALL button]

**Time period**

Due by: dd/mm/yyyy [calendar icon]  Enable

Send email notification:  Yes  No

**SUBMIT**

You can keep track of the targets you have set by toggling to the 'Target list' section. Here, you can see the due date (if enabled), whether the target has been achieved, and other information.

[Redacted]: Manage targets

Manage targets | Target list

Target list

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: [Search box] Show 10 entries

Name	Target	Due date	Achieved	Allocated by
[Redacted]	[Redacted]	2020-01-1	2021-05-28	[Redacted]
[Redacted]	[Redacted]	2020-01-1	N/A	[Redacted]

Showing 1 to 2 of 2 entries Previous 1 Next

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**Step 10:** For more in depth reporting you can navigate back to the 'Manage learning pathways' menu. To see how many suppliers have completed the learning pathway you can see the figure under the 'Completions' tab and you can also download the 'Report' (*highlighted in the green boxes*) for more detail on supplier'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	View	Report	[Icons]

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

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