

TUTOR GUIDE: 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 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

All fields are required

Email address ?

Password ?

First Name

Surname

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

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

If you no longer agree to the Terms & Conditions, please contact us at info@supplychainschool.co.uk.

CONTACT THE TEAM

- Lucy.hunt@supplychainschool.co.uk
- 020 7697 1977
- 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) listed in the drop-down menu. Click the button in the green box to join your organisation's account.

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

1 Your details → 2 Your preferences → 3 Your company

Link to your organisation

Enter your company name in the field below. If your company already exists, select it from the options presented

Company

× Please select

Search ▼

JOIN COMPANY JOIN WITHOUT COMPANY

If your company name cannot be found by searching the field above please create a new company

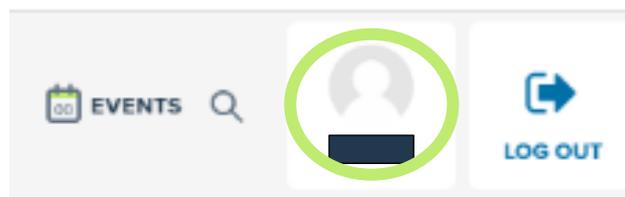
CREATE COMPANY ACCOUNT

Want to start learning without linking to a company? Simply click FINISH to proceed.

FINISH



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 content area is titled 'Personal assessments' and includes a sub-header: 'Complete your confidential individual assessment, track your score, and generate your bespoke action plan.' Below this is a table of assessments:

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

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 a 'Level' section displaying a 'BRONZE' badge and a 'Progress' section showing a donut chart. The 'Level' section includes a 'Download your badge' button and an expiration date of '2024-11-20'. The 'Progress' section shows a donut chart with a legend: 'Must complete' (green) and 'Currently completed' (blue). The chart indicates '83.33% on your way to silver'. To the right, it states 'To achieve silver, you need to:' followed by a bullet point: 'Complete a reassessment within 12 months'. At the bottom left, there is an 'Administration' section with a button for 'Manage learning pathways' highlighted with a green border. Below this is a 'Company assessments' section.

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Step 5: On the 'Manage learning pathways' menu, next to each learning pathway, you can easily report on who has enrolled and what is in progress. 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	View	Report	

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

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