

# 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 register for an account, please follow 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.

1 → 2 → 3  
Your details      Your preferences      Your company



### 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

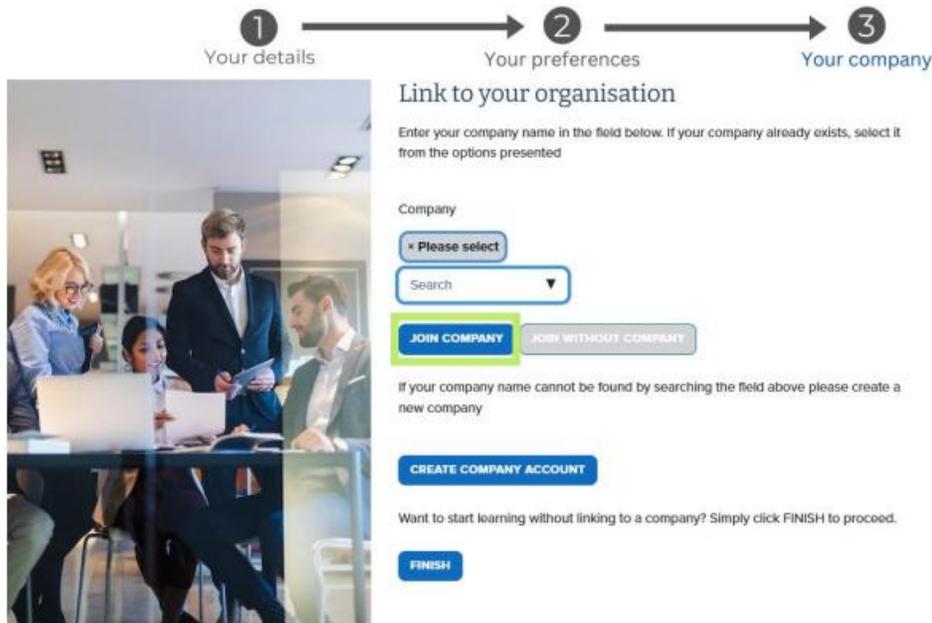
[Terms & Conditions](#) | [Privacy Policy](#)

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

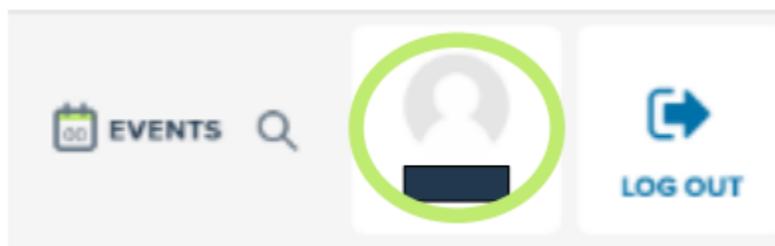
**Step 2:** The system will use your email to see if your organisation is already registered.

**NB:** If it is already registered, it will ask you to join the company (the college/ university) listed in the dropdown menu. Use the button in the green box to join your organisation's account.

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



**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*).



This will take you to your individual dashboard which will look as below. Use 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

6 Badges      79 Certificates

View my profile  
Take me to my company dashboard

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**'. Follow 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.

3 Badges

View company profile  
Take me to my personal dashboard

**Administration**  
Manage learning pathways

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

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

Company assessments

**Step 5:** On the next screen, select the '**Create Learning Pathway**' button.

## 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
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.

The screenshot shows the 'Create Learning Pathway' form with the following fields and callouts:

- Learning pathway name:** A text input field.
- Description:** A large text area for a detailed description.
- Badge name:** A text input field.
- Expiry days:** A text input field.
- Type:** A dropdown menu with 'Use default' selected. Callout: "Choose 'user self-enrol' as the 'type' of learning pathway."
- LP Level:** A dropdown menu with 'Choose' selected. Callout: "If you would like to set up 'levels' (sets of resources increasing in difficulty), you can select up to 5 levels (optional)."
- Conditional access:** A dropdown menu with 'Choose' selected. Callout: "Leave 'conditional access' blank."
- Due date:** A date picker with 'September 2024' selected. Callout: "You can leave the 'due date' field blank too."
- Enable:** A checkbox that is currently unchecked.

Additional callouts on the right side of the form:

- Callout pointing to the 'LP Level' dropdown: "If your learning pathway contains 'levels' you can select which level needs to be completed before the users can proceed (optional)."

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

**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. A callout box points to a 'Report' button, stating: 'Downloads an excel report of which users have completed which resources and when.' Another callout points to a trash icon, stating: 'Deletes the learning pathway.' A third callout points to a pen and paper icon, stating: 'Choose resources and completion routes.' A fourth callout points to a gear icon, stating: 'Edits the learning pathway settings (e.g. name, type, description, etc.)'.

As shown above, to select resources for your learning pathway, use 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, with an example of 'Welcome to the Supply Chain Sustainability School'. Below, there are completion rules. One rule is highlighted: 'This learning pathway is achieved when all resources marked required are complete'. Another rule is also highlighted: 'This learning path is achieved when the specified number of resources are complete'. At the bottom, there are 'SAVE CHANGES' and 'CANCEL' buttons. A callout box points to a 'Choose' button, which opens a dropdown menu with options '1' and '2', and 'YES' and 'CANCEL' buttons.

**Step 8:** Your learning pathway is now ready to send out to your students. As shown below, on the main **'Managing learning pathways'** menu, select **'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="#">Delete</a> <a href="#">Share</a> <a href="#">Settings</a>

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

**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="#">Delete</a> <a href="#">Share</a> <a href="#">Settings</a>

If you have any questions on the above, please do not hesitate to contact either [Lucy](#) or [Holly](#).