

tessello user guide  
Advanced  
Learning Pathways





**A Learning Pathway has many features and options to enhance and customise your learning**

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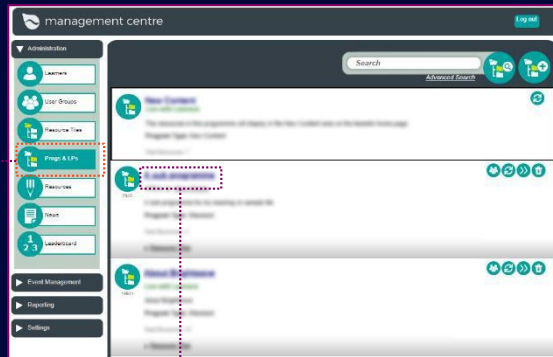
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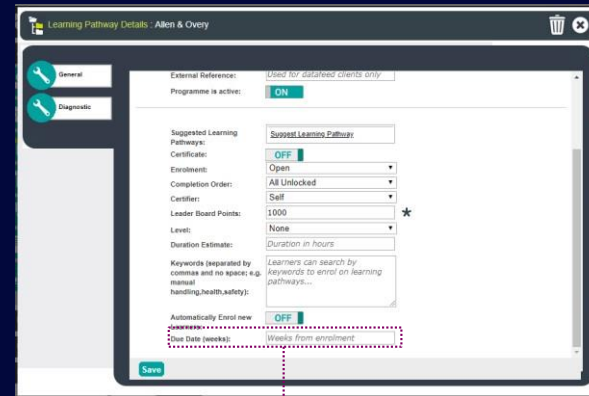
# Due dates

Due dates are set at a Learning Pathway level and can either be added at the time of creating the Learning Pathway or at a later stage, however due dates should only be applied to existing pathways with no enrolled learners.

Step 1  
Open the Administration menu and select Progs & LPs



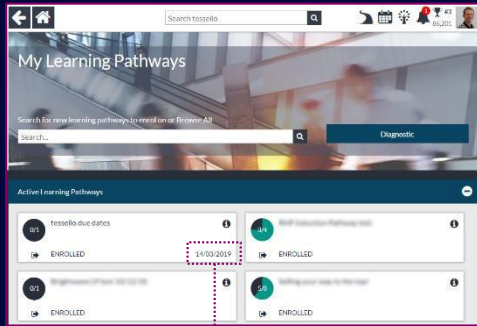
Step 2  
Either create a new Learning Pathway or edit an existing one



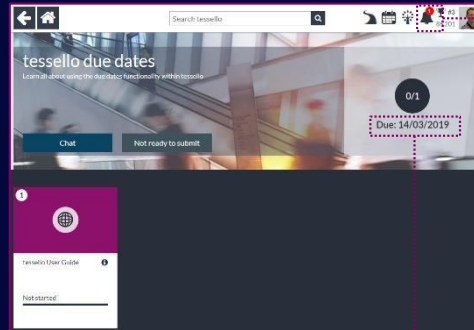
Step 3  
Add, in weeks, how long a learner has to complete the Learning Pathway from the point of enrolment  
**NOTE:** This can only be set in weeks.

# Due dates

For Learning Pathways with due dates set, these will be displayed to the learner in a number of ways. They will also receive notifications as the due date approaches, and once it has passed.



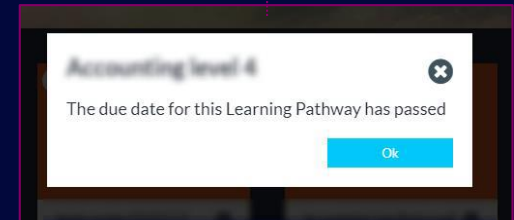
Due dates will display on the Learning Pathway within the My Learning Pathways area. Pathways with due dates will appear at the top, in the order that they are due.



Due dates also display under the progress chart within the Learning Pathway

Should a due date pass, both the learner and their manager receive notifications.

They will also see a message when they access the Learning Pathway. Once closed the pathway will function as normal.

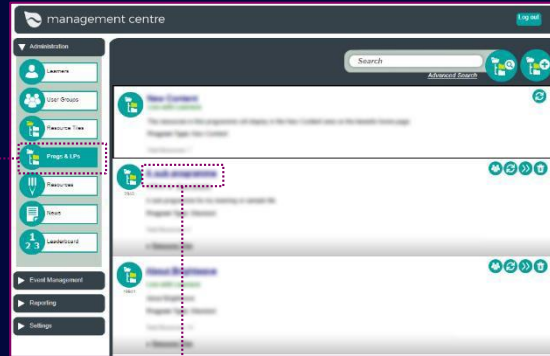


# Certificates

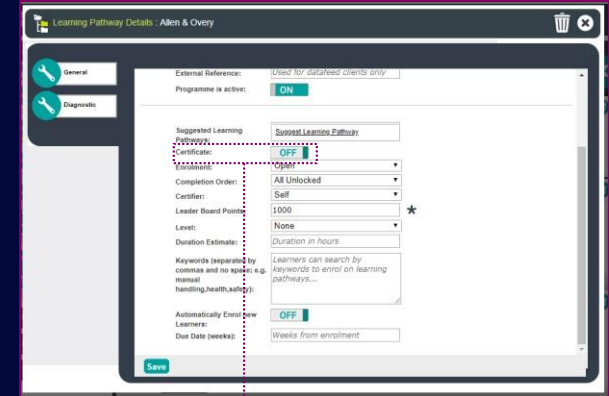
Certificates can be automatically generated upon completion of a Learning Pathway. This will be a PDF file containing the learner's name, Learning Pathway title and completion date. This can be downloaded, saved or printed out. There is a default layout for the certificate, however you are able to supply your own design and we can advise you in regards to positioning of text.

**See the appendix for the default certificate design**

Step 1  
Open the Administration  
menu and select  
Progs & LPs



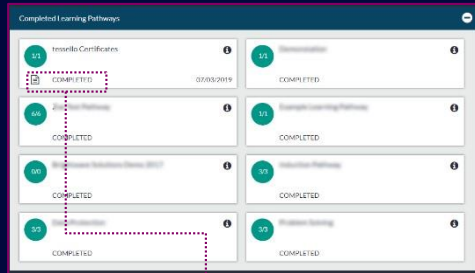
Step 2  
Either create a new Learning  
Pathway or edit an existing one



Step 3  
Toggle whether a certificate  
is available for this Learning  
Pathway

# Certificates

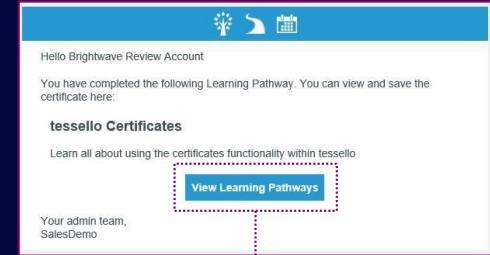
Once a Learning Pathway has been completed, the certificate can be found in a number of ways:



Within the completed Learning Pathways, those with an available certificate will display the certificate icon. Clicking will open the PDF



You can also find a certificate button within the completed learning pathway. Clicking will open the PDF

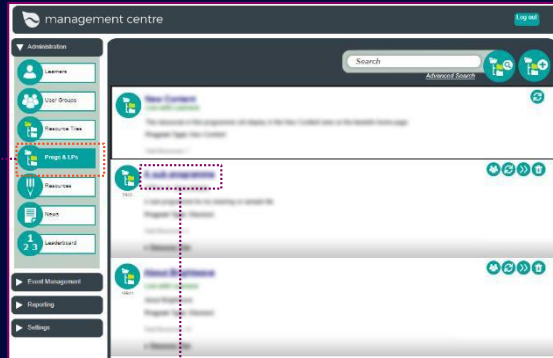


The Learner will also receive an email notifying them that the certificate is available. They can click through to the pathway from here

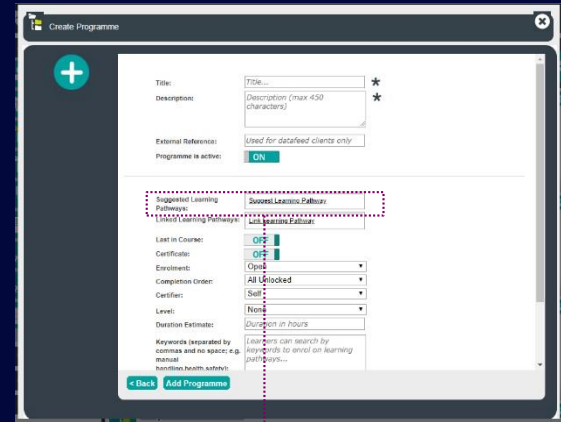
# Suggested Learning Pathways

Upon completion of a Learning Pathway, you have the ability to trigger an email to the learner with suggestions for one or more further Learning Pathways.

Step 1  
Open the Administration  
menu and select  
Progs & LPs

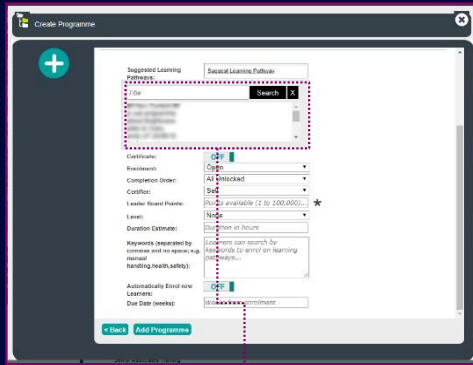


Step 2  
Either create a new Learning  
Pathway or edit an existing one

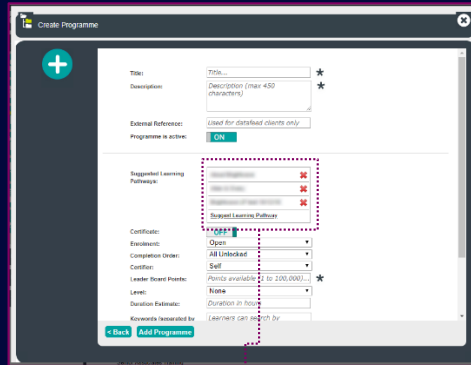


Step 3  
Click in to the Suggested  
Learning Pathway field

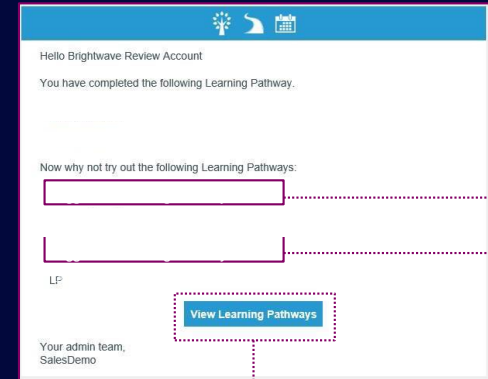
# Suggested Learning Pathways



Search to find the relevant Learning Pathway and add it to the suggestions



All linked Learning Pathways will display. Should you wish to remove one, you can click on the red cross



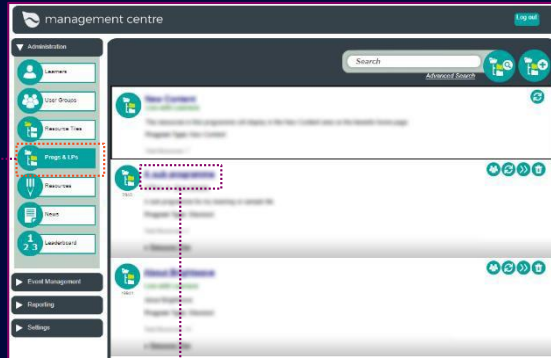
The learner can click straight through to their My Learning Pathways area

Clicking on the suggested Learning Pathway name will link you to the option to enrol/request enrolment

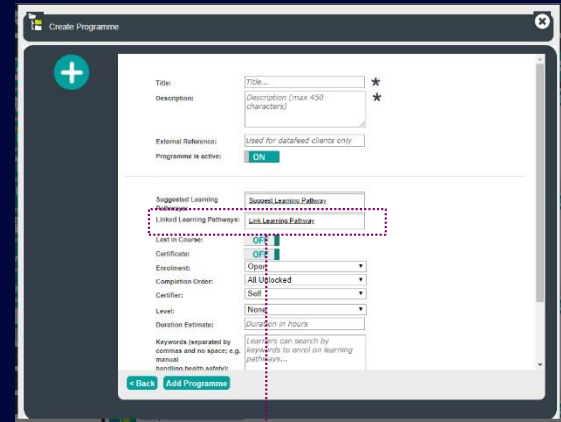
# Linked Learning Pathways

Upon completion of a Learning Pathway, you have the ability automatically enrol the learner on additional Learning Pathways. This can be used where you have different levels of learning a number of Learning Pathways that need to be done in a set order.

Step 1  
Open the Administration  
menu and select  
Progs & LPs

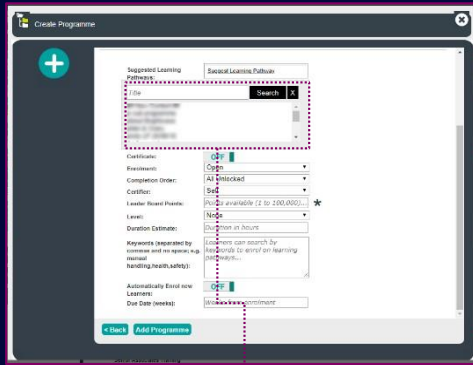


Step 2  
Either create a new Learning  
Pathway or edit an existing one

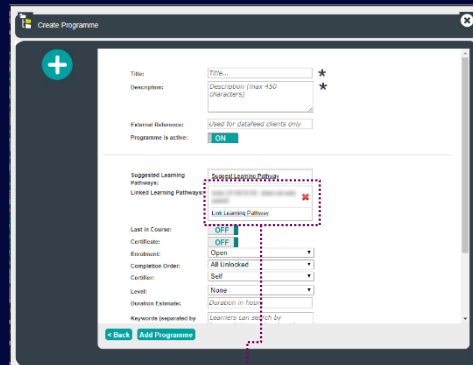


Step 3  
Click in to the Linked  
Learning Pathway field

# Linked Learning Pathways



Search to find the Learning Pathway and add it to the list. You can link as many Learning Pathways as you wish



All linked Learning Pathways will display. Should you wish to remove one, you can click on the red cross

Once a Learner completes this Learning Pathway, they will automatically be enrolled on all linked Learning Pathways



# Appendix

# Certificates template



This is to certify that

[LEARNER NAME]

has completed

[LEARNING PATHWAY NAME]

[DATE]



# Related Guides

# Other useful user guides

Here is a list of other user guides you may find useful

**Content Creation** – How to create Learning Pathways, enrol learners and restrict access to Learning Pathways to a specific group



If you are experiencing any difficulties with the advanced Learning Pathway features, please contact the Tessello support desk.

 **capita**



**tessello**