

# CUES Learning Portal



## Pathway Development Guide

### Why you should create your own pathways:

Creating your own pathway allows you to build and design a custom learning environment for your team. By creating your own pathway for them to follow, you're also in control of quality and quantity of the content they are seeing.

### Pathway Title/Topic:

*Sample*

Cultivating Your Personal Adaptability

### Pathways Purpose:

*Sample*

Today's business context demands that individuals and organizations respond with flexibility to a range of changing situations and stakeholders (Including colleagues).

This pathway is intended to help employees at all levels understand key elements of personal adaptability and learn about strategies for cultivating their personal adaptability to support professional organizational success.

### Target Audience:

*This is important to ensure the content included aligns to the audience skill level and development.*

*Sample*

All Employees, Marketing, Lending, Etc.

### Pathway Structure:

- 1) Identify Number of Sections.
- 2) Include "learn more" section for longer content or content that requires a fee to complete.
- 3) Include application-focused "Build Your Skills" section.

### Content Type:

*Toggle your access between the CUES and External catalogs in the Browse menu.*

- 1) CUES Content Catalog
- 2) External Catalog
- 3) Internal Resources

## Design Best Practices:

- 1) Limit core pathway sections to five.
- 2) Use short-form resources, such as articles, videos and podcasts, to support communication.
- 3) Include longer-form resources, such as courses and books, in a separate "Learn More" section to allow individuals to understand the time involved and to complete as desired/able.

## Content Curation:

After you've outlined your pathway, you can begin curating resources that align to your design. The below provides resources and recommendations on how to identify quality resources.

Answer yes or no to the below questions to identify whether a resource is supportive for your pathway.

- 1) Is the resource you found relevant to the pathway topic, section, or lesson for which you are curating?
- 2) Is the resource addressed to the primary target audience for the pathway? E.g., Individual employee, manager, HR, etc...?
- 3) Is the resource appropriate for the organization?
- 4) Is the resource from a reputable source?
- 5) If the resource is an article, is it well written?
- 6) If the resource is a video or podcast, is the production high quality?
- 7) Does the resource provide useful content, without jargon or excess marketing material by the provider?
- 8) Is the resource suitable for learners across generations or roles?
- 9) Is the resource free content available for all learners? I.e., doesn't require a subscription to view.
- 10) Did you search both your internal & external catalog on Degreed for a blended mix of assets?

## How to Build a pathway:

1. Click on "Profile".



2. Click on "Pathways".



3. Click on "Create".

Pathways are guided paths for content that track a learner's completion progress. Pathways contain content items specific to a subject or topic and can be organized by sections and subsections of related items.



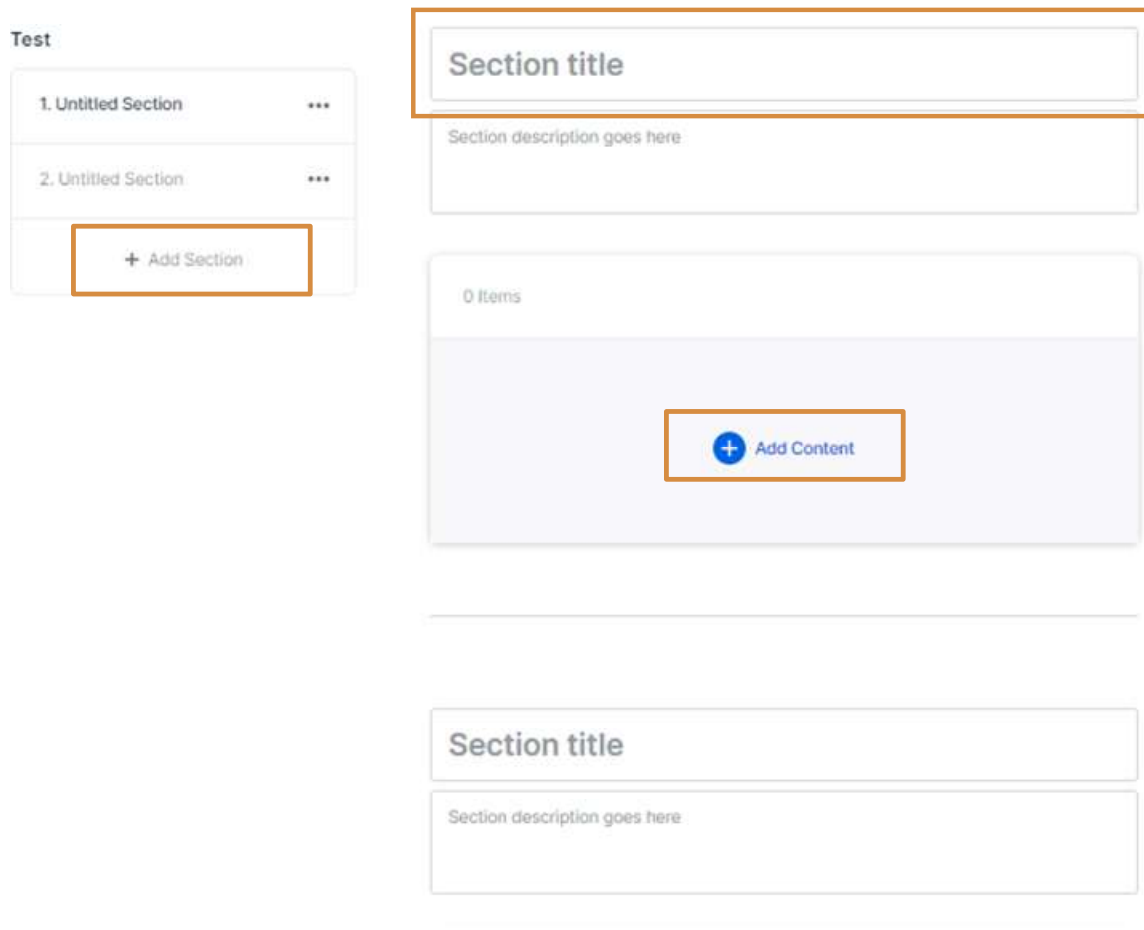
4. Enter name, description, and categories that describe what someone will learn from this pathway. You can also add an image that will be displayed in the pathway title.

The screenshot shows a 'Create Pathway' form with several sections. Annotations with orange arrows point to specific elements:

- Pathway Name\*:** A text input field containing 'E.g. New Employee Onboarding'. An arrow points to it with the text 'Pathway Title.'
- Description:** A large text area for describing the pathway. An arrow points to it with the text 'This will help others understand the value or purpose of the pathway.'
- Image Upload:** A dashed box containing an image icon and the text 'Drag and drop or click to upload an image. PNG, JPG, JPEG or GIF up to 5MB'. An arrow points to it with the text 'Upload a photo that will appear in the pathway title.'
- Related Skills:** A section with a search input 'Enter a skill' and two buttons '+ Customer Support' and '+ It Support'. An arrow points to it with the text 'Add any skills that are included or recommended in this pathway.'
- Pathway Collaborators:** A search input 'Search for people...'. An arrow points to it with the text 'Anyone else who should have access to edit the pathway.'
- Save Pathway:** A blue button at the bottom right. An arrow points to it with the text 'Once everything has been entered, click "Save Pathway". A template will now appear for you to begin completing.'

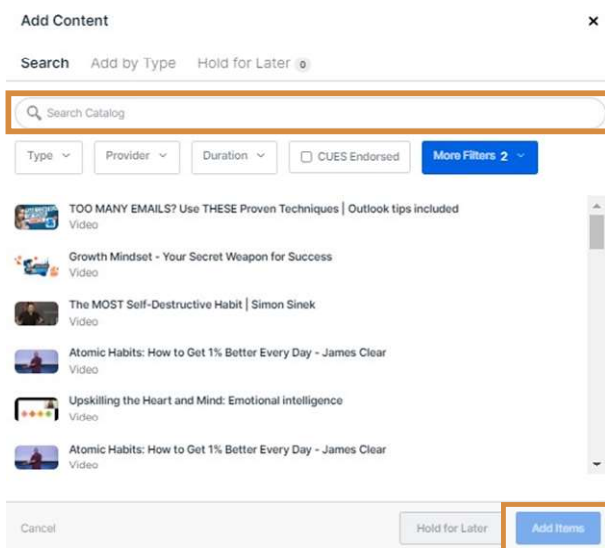
Other form elements include a 'Cancel' button, a 'View our image documentation' link, and a checkbox for 'Hide estimated pathway duration'.

5. Name your first section and add content as desired. Click "+ Add Section" to add a subsection. Afterwards, click "+ Add Content" to begin adding content.



6. From there, content can be added by:

A) Search, search for any content you'd like to include in the pathway. Once you've clicked on all the content you'd like to add, click "Add Items".

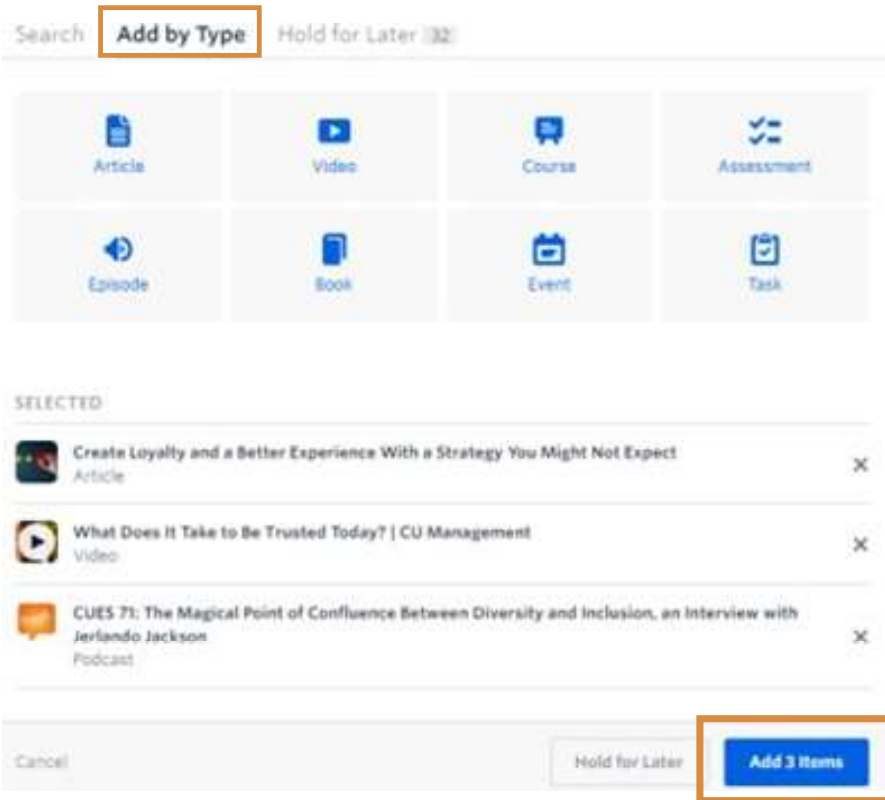


B) Type, adding by "Type" allows you to add content from an outside source (not within the CUES or External catalogs) such as an article, video, event, or task.

Simply click the content type, enter the URL of the article or video (or select from the podcast dropdown, etc...

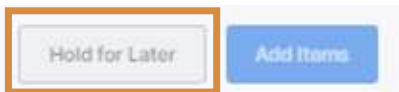
All content types will have their own corresponding prompts to follow.

Just like add by Search, you can select more than one type of content. Once you've made your selections, click the "Add Items" button.



C) Hold for Later, in both adding methods you will also have the option to hold for later. This allows you to save content without necessarily adding it to the pathway yet.

To hold items for later just select the "Hold for Later Button" next to either of the "Add" buttons.



To view any of the content held for later, click on the "Hold for Later Tab."

### Add Content

Search Add by Type Hold for Later

## Pathway Visibility:

To share a pathway you've created it needs to be accessible to others. This is done by making the pathway visible within the create/editing pathway screen.

1. Look for and click on the carrot icon that currently reads "Private to Collaborators".



2. A new window will pop up where you can adjust the visibility. You will be given the other options here:

Option A: My Profile (Visible).

This makes the Pathway visible to anyone by viewing your profile, it will not populate in the browse menu.

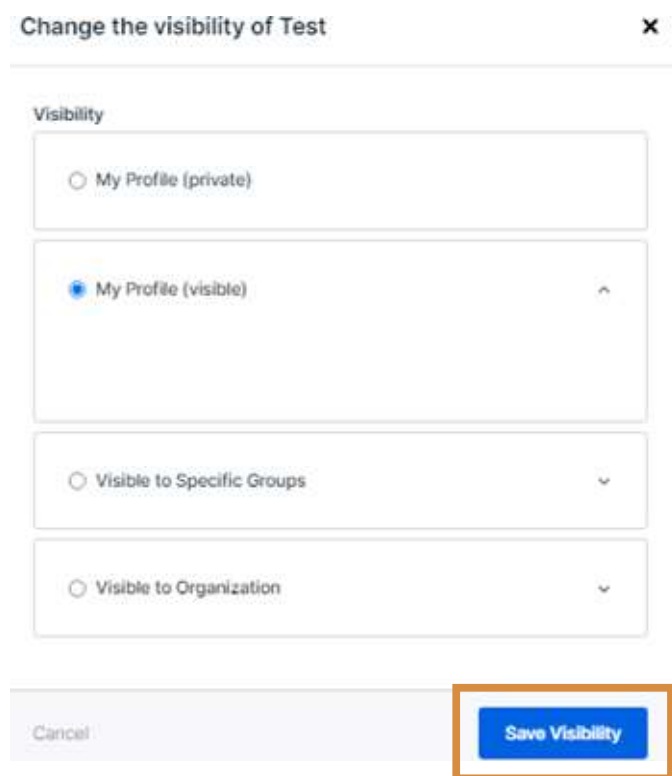
Option B: Visible to Specific Groups.

This makes the pathway visible to any group you choose by searching for them.

Option C: Visible to organization.

This makes the pathway visible to anyone in your organization.

3. After you've selected your desired visibility click the "Save Visibility" button to save your changes.



4. Congratulations! You have successfully built a pathway! From here, click on the "Done Editing" button to finish.

