

CUES Learning Portal



Sharing And Assigning Content Within CUES Learning Portal

To Share Content...

1. Identify the content within CUES Learning Portal you wish to share and click the Share/Arrow icon within the content card.
2. Type in the name(s) of any individual or group you wish to share the content. Then add a message (optional) about why you are sharing this content. When you are done, click the "Share" button.

The screenshot shows the sharing interface for a pathway titled "Leading a Team". At the top, there is a card with an illustration of four people climbing a red arrow. Below the card, the text "PATHWAY Leading a Team" is visible. A share icon (an arrow pointing right) is highlighted with an orange box. Below the card, there is a "Share this Pathway" section with a close button (x). Underneath, there are two options: "Share" and "Trackable Link". The "Share" option is selected. Below this, there is a "To:" field with a search bar and a dropdown menu showing "Holly Hasselbeck" with a close button (x). Below the search bar, there is a "Message" field with the text "Here is the pathway!". Below the message field, there is a preview of the pathway card, including the title "Leading a Team", the illustration, and a URL: "https://degreed.com/pathway/ek957dz383?orgs". Below the preview, there is a "Copy Link" button. At the bottom, there is an "Assign" section with a toggle switch and a close button (x). Below the "Assign" section, there is a "Cancel" button and a "Share with 1 person" button, which is highlighted with an orange box.

To Assign Content...

1. To assign the content instead, from the sharing option and click "Assign". Clicking this will allow you the ability to add a due date. Assigning content as opposed to sharing will add the content to the MyCUES Dashboard of whoever you assign it to and will also make it a priority on the CUES Learning Portal home page.

To: Search by name

Message

Add a message on why you are sharing this

Leading a Team



<https://degreed.com/pathway/ek957dz383?orgs>

Copy Link

Assign

Prioritize learning with an optional due date.



Due by

Dec 12, 2022



2. After clicking the "Assign" option, share the content as normal.

Share this Pathway



Share Trackable Link

To: Damon Rivera Search by name

Message

Test |

Leading a Team



<https://degreed.com/pathway/ek957dz383?orgs>

Copy Link

Assign

Prioritize learning with an optional due date.



Due by

Dec 12, 2022



Cancel

Assign to 1 person