

# Creating a Course Path from the Content Library in Learn and Grow



1 Navigate to <https://connect.threadhcm.com/default.aspx>

The screenshot shows the 'Client Summary' page for Cynkar Technologies. The page includes a navigation sidebar on the left, a search bar, and a main content area with several sections:

- Client Information:** Client: CYN22 - CynTech, Legal: Cynkar Technologies. Client Total Active EEs: 61 (As of last payroll process).
- Company Logo:** Cynkar Technologies logo with tagline 'COMPANY TAGLINE'.
- Address:** 2604 Washington Rd, Augusta, GA 30904.
- Processing Information Table:**

Pay Group	Frequency	Active EEs	Input Method	Output Method	Last PR Processed
Bi-Weekly	Bi-Weekly	61	Email	zDNU - FedEx	Run 15 - 7/18/2025
- Account Representatives Table:**

Account Rep Type	Name	Phone Number
Payroll Processor	Ryan Cynkar	-
- Other Services Table:**

Name	Name	Name
1099 Electronic Filing	ESS Pay Detail with Stub	Notify Alerts
1099 Print/ESS Display	Full Service Package	Pre-Note All
ACA Electronic File	HRIS Package	Self Service
ACA Forms Print	isolved Attendance	Standard Date Ra
Adaptive	isolved Onboarding	T&A Package
Base Payroll Package	isolved Scheduling	Thread Basic Pac
Base Reports - Conv Runs	isolved Time	Virtual Clocks
Benefits Package	isolved University	W2 Electronic Fill
Conversion Tax Filing	Labor Allocation Summ Rpt	W2 Print/ESS Dis
Delivery	New Hire Comb. - GA	Year End Reports
Direct Debit Billing	New Hire Filing	ZayZoon SSO
Employee Direct Deposit		
- Reports Table:**

Report Name	View	Report Name	View
Client Profile Report	<a href="#">PDF</a> <a href="#">Excel</a>	Labor & GL Field List	<a href="#">PDF</a> <a href="#">Excel</a>
Client Contact List	<a href="#">PDF</a> <a href="#">Excel</a>	Pay Group List	<a href="#">PDF</a> <a href="#">Excel</a>
Leave Accrual List	<a href="#">PDF</a> <a href="#">Excel</a>	Tax List	<a href="#">PDF</a> <a href="#">Excel</a>
Deduction List	<a href="#">PDF</a> <a href="#">Excel</a>	Organization List	<a href="#">PDF</a> <a href="#">Excel</a>
Earning List	<a href="#">PDF</a> <a href="#">Excel</a>	Job List	<a href="#">PDF</a> <a href="#">Excel</a>
Memo Calc List	<a href="#">PDF</a> <a href="#">Excel</a>	GL Rule List	<a href="#">PDF</a> <a href="#">Excel</a>

## 2 Click "isolved University"

Client: CYN22 - CynTech Legal: Cynkar Technologies

Client Summary | Client Total Active EEs: 61 (As of last payroll process)

**Cynkar Technologies**

Address: 2604 Washington Rd  
Augusta, GA 30904

Contacts	Name	Phone	Email	Types	
<b>Processing Information</b>					
Pay Group	Frequency	Active EEs	Input Method	Output Method	Last PR Processed
Bi-Weekly	Bi-Weekly	61	Email	zDNU - FedEx	Run 15 - 7/18/2025
<b>Affiliate</b>					
-					
<b>Account Representatives</b>					
Account Rep Type	Name		Phone Number		
Payroll Processor	Ryan Cynkar		-		
<b>Other Services</b>					
Name	Name		Name		
1099 Electronic Filing	ESS Pay Detail with Stub		Notify Alerts		
1099 Print/ESS Display	Full Service Package		Pre-Note All		
ACA Electronic File	HRIS Package		Self Service		
ACA Forms Print	isolved Attendance		Standard Date Ra		
Adaptive	isolved Offboarding		T&A Package		
Base Payroll Package	isolved Onboarding		Thread Basic Pac		
Base Reports - Conv Runs	isolved Scheduling		Virtual Clocks		
Benefits Package	isolved Time		W2 Electronic Fill		
Conversion Tax Filing	isolved University		W2 Print/ESS Dis		
Delivery	Labor Allocation Summ Rpt		Year End Reports		
Direct Debit Billing	New Hire Comb - GA		ZayZoon SSO		
Employee Direct Deposit	New Hire Filing				
<b>Reports</b>					
Report Name	View		Report Name	View	
Client Profile Report	<a href="#">PDF</a> <a href="#">Excel</a>		Labor & GL Field List	<a href="#">PDF</a> <a href="#">Excel</a>	
Client Contact List	<a href="#">PDF</a> <a href="#">Excel</a>		Pay Group List	<a href="#">PDF</a> <a href="#">Excel</a>	
Leave Accrual List	<a href="#">PDF</a> <a href="#">Excel</a>		Tax List	<a href="#">PDF</a> <a href="#">Excel</a>	
Deduction List	<a href="#">PDF</a> <a href="#">Excel</a>		Organization List	<a href="#">PDF</a> <a href="#">Excel</a>	
Earning List	<a href="#">PDF</a> <a href="#">Excel</a>		Job List	<a href="#">PDF</a> <a href="#">Excel</a>	
Memo Calc List	<a href="#">PDF</a> <a href="#">Excel</a>		GL Rule List	<a href="#">PDF</a> <a href="#">Excel</a>	

## 3 If it's your first time logging into the university with this Username, you will get this screen. Click "Create A New Account" and it will ask you to set up your account.

This can be the same email and password as your isolved account. After you create this account the first time, you won't see this screen again and will automatically be directed to the university.

isolved University CLASSROOM- LIBRARY- CONTACT

Logging in from isolved

This is the first time you've logged in from this isolved account, would you like to create a new isolved University account, or merge this isolved account with an existing isolved University account?

[CREATE A NEW ACCOUNT](#) [MERGE WITH AN EXISTING ACCOUNT](#)

4

To explain some of the items you'll see up top:  
**My Classroom** will have all the courses you can view that are set up in your company.

The screenshot shows the 'My Classroom' dropdown menu open on the 'My Dashboard' page. The menu items are: Dashboard, Courses, Course Paths, Onsite Course Sessions, Certificates, and Leaderboard. The 'My Dashboard' page includes a user profile for Ryan Cynkar, navigation tabs for My Assignments, My Courses, My Favorites, and Recommended Courses, and a section for My Assignments with a status of 'Incomplete' and an integration type of 'Path'.

5

**Classroom** will have isolved courses for isolved related help videos.

The screenshot shows the 'Classroom' dropdown menu open on the 'Courses' page. The menu items are: Dashboard, Courses, Course Paths, Onsite Course Sessions, Certificates, and Leaderboard. The 'Courses' page features a list of course categories and languages, and a list of course titles including '1 - Customer Service -1', '1 - Dena's Test Course', and several 'Electrical Safety for Everyone' courses in English and Spanish.



8

To build from the Content Library - Click "Explore More Content" or Marketplace on the left side menu.

**Crescent Payroll Dashboard**

Total Users ⓘ	Total Employees ⓘ	Total Client Users ⓘ
<b>1,710</b>	<b>22</b>	<b>1,688</b>
Courses Completed ⓘ	Badges Earned ⓘ	Certificates Earned ⓘ
<b>9,767</b>	<b>5,475</b>	<b>687</b>
Paths Completed ⓘ	Self-Studies Completed ⓘ	
<b>1,077</b>	<b>688</b>	

[^ Explore More Content ^](#)

9

Search for the course you're looking for. There are over 100,000 courses, so use the search and filters to narrow down the list and find what you need.

**iSolved**

Explore More Content | More Options: ⚙️

Search | Saved | Library | Insights

Ask a question or search...

Items: 102023 | Playlists: 586

Duration | Provider | Level | Type | Region | + Add filter | Top Enrolled

102023 items | Bulk select | All | Added | Not Added

- Emtrain Workplace Violence**  
Interactive - 30 mins - ★ 4.5 (71.9k)  
EN + other language support
- Emtrain Preventing Harassment: US Employees (except CA, Chicago, CT, DE, ME, IL, NY) - Version A**  
Interactive - 30 mins - ★ 4.4 (40.3k)  
EN + other language support

10 Click on the course you'd like to view.

The screenshot shows a course selection interface. At the top, there are several filter tags: communication, problem-solving, empathy, active listening, conflict resolution, time management, product knowledge, adaptability, teamwork, and customer relationship management. Below these are buttons for 'Open chat' and 'Generate a playlist'. A summary bar shows 'Items 1443' and 'Playlists 16'. A filter bar includes 'Duration', 'Provider', 'Level', 'Type', 'Region', '+ Add filter', and 'Most Relevant'. Below the filter bar, there are buttons for '1443 items' and 'Bulk select', along with 'All', 'Added', and 'Not Added' options. The main content area displays a list of courses:

- Me Learning Customer Service**  
Interactive: 30 mins - ★ 4.4 (625)  
EN
- LearningPlanet Customer Service Skills Pathway**  
Interactive: 2 hrs - ★ 4.6 (819)  
EN

11 On the right side, it will show you the details and a preview of the course.

The screenshot shows a course details page. On the left, there is a list of courses:

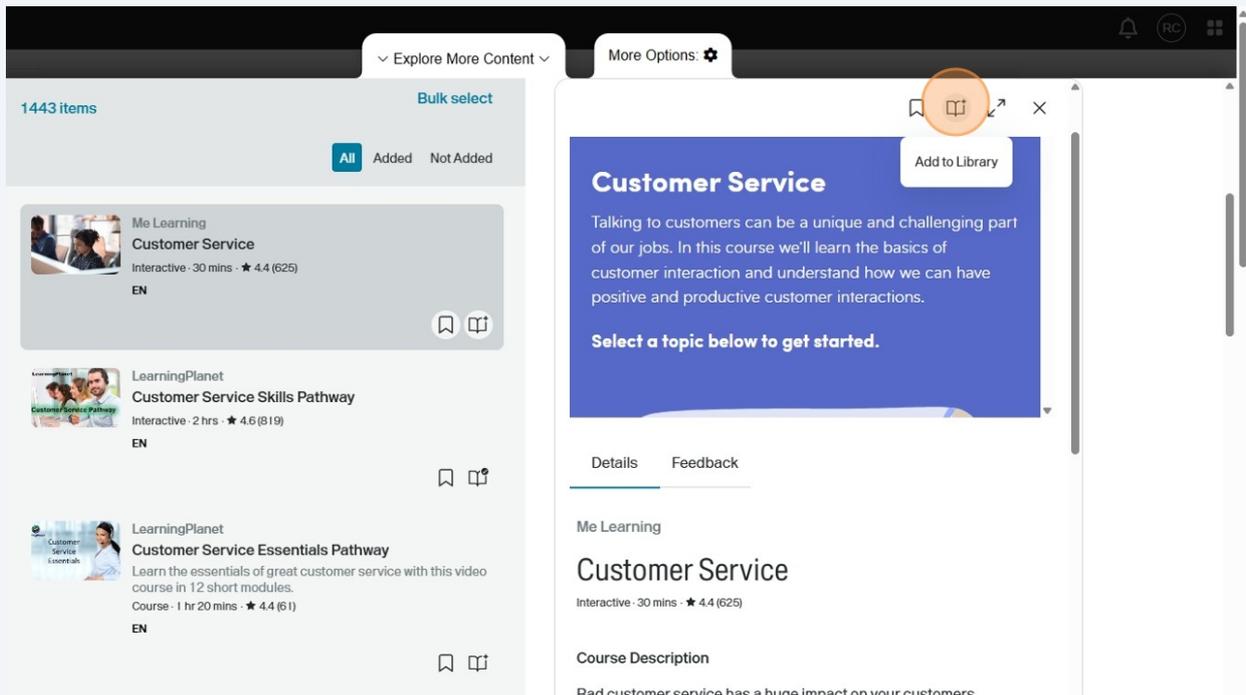
- Me Learning Customer Service**  
Interactive: 30 mins - ★ 4.4 (625)  
EN
- LearningPlanet Customer Service Skills Pathway**  
Interactive: 2 hrs - ★ 4.6 (819)  
EN
- LearningPlanet Customer Service Essentials Pathway**  
Learn the essentials of great customer service with this video course in 12 short modules.  
Course: 1 hr 20 mins - ★ 4.4 (61)  
EN
- ej4 IT Customer Service**  
Interactive: 10 mins - ★ 4.6 (73)  
EN

On the right, the details for the selected course are shown:

- Preview** (with a video thumbnail)
- Details** / **Feedback** (tabs)
- Me Learning Customer Service**  
Interactive: 30 mins - ★ 4.4 (625)
- Course Description**  
Bad customer service has a huge impact on your customers and colleagues, but with this course you'll gain the knowledge necessary to start practising excellent service straight away.  
You'll learn the basics of good service, such as listening and clarifying, preparedness, efficiency and professionalism, and tactics for dealing with customers when they are unhappy or angry...
- More** (dropdown arrow)

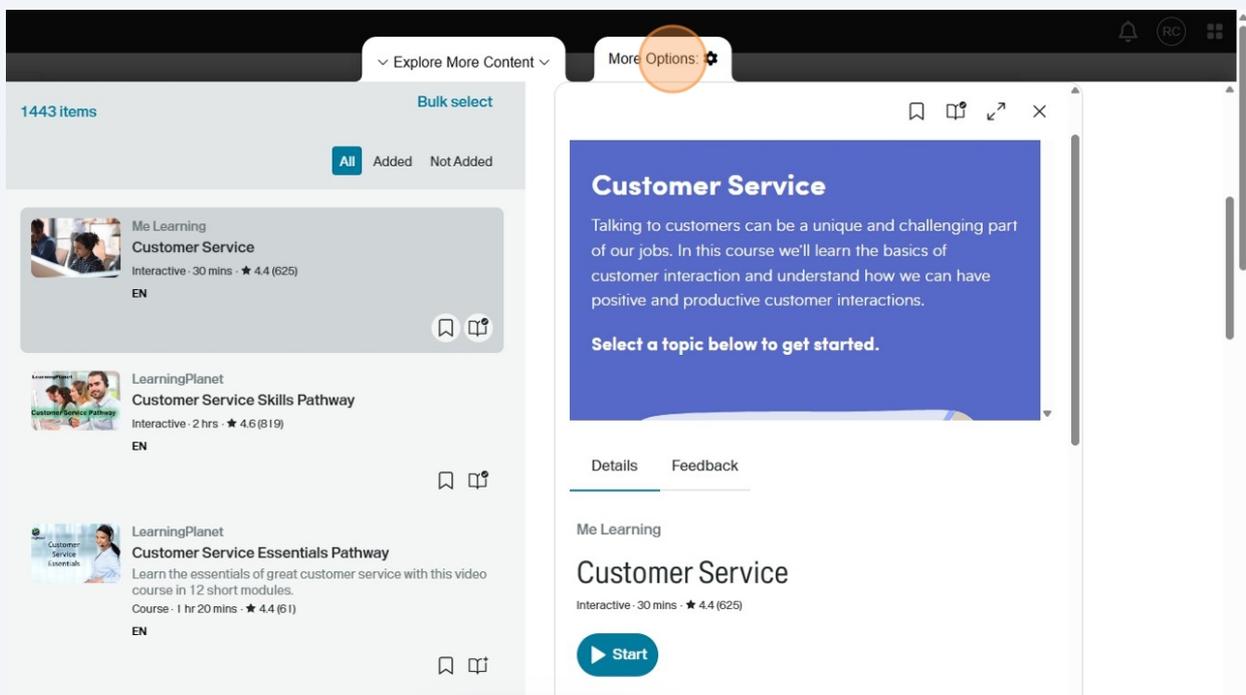
12

If you'd like to add it to the Library, click the small book button on the course, or on the preview pane here.

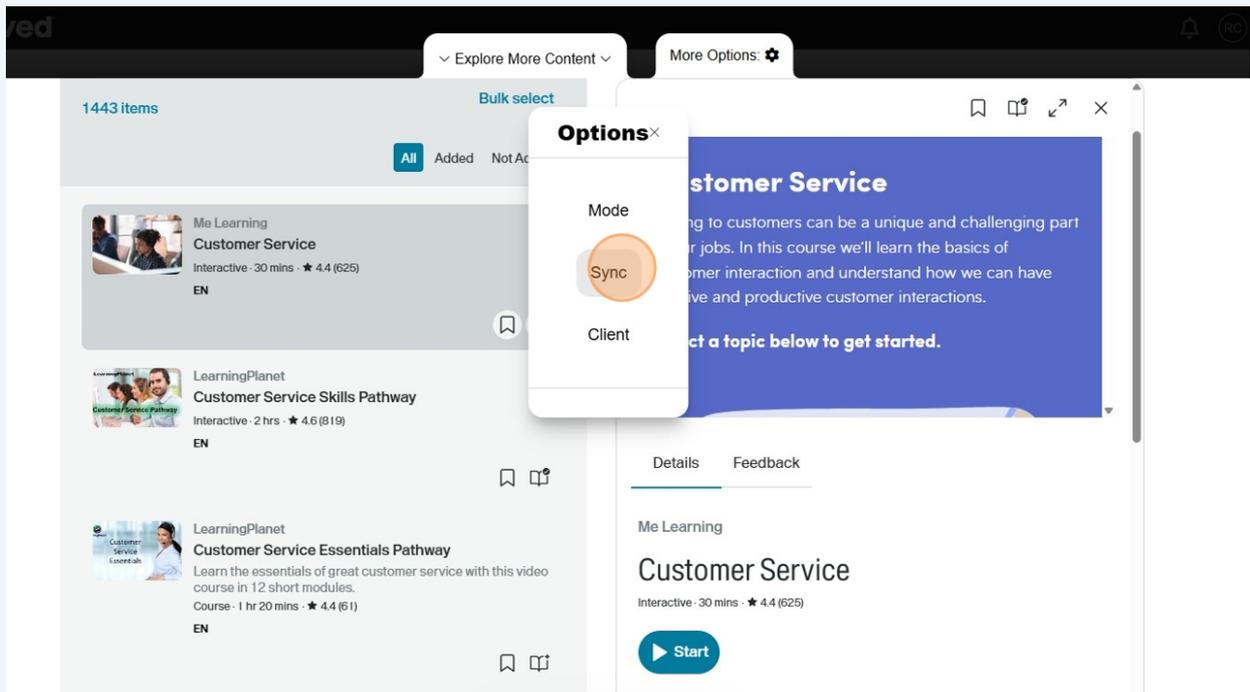


13

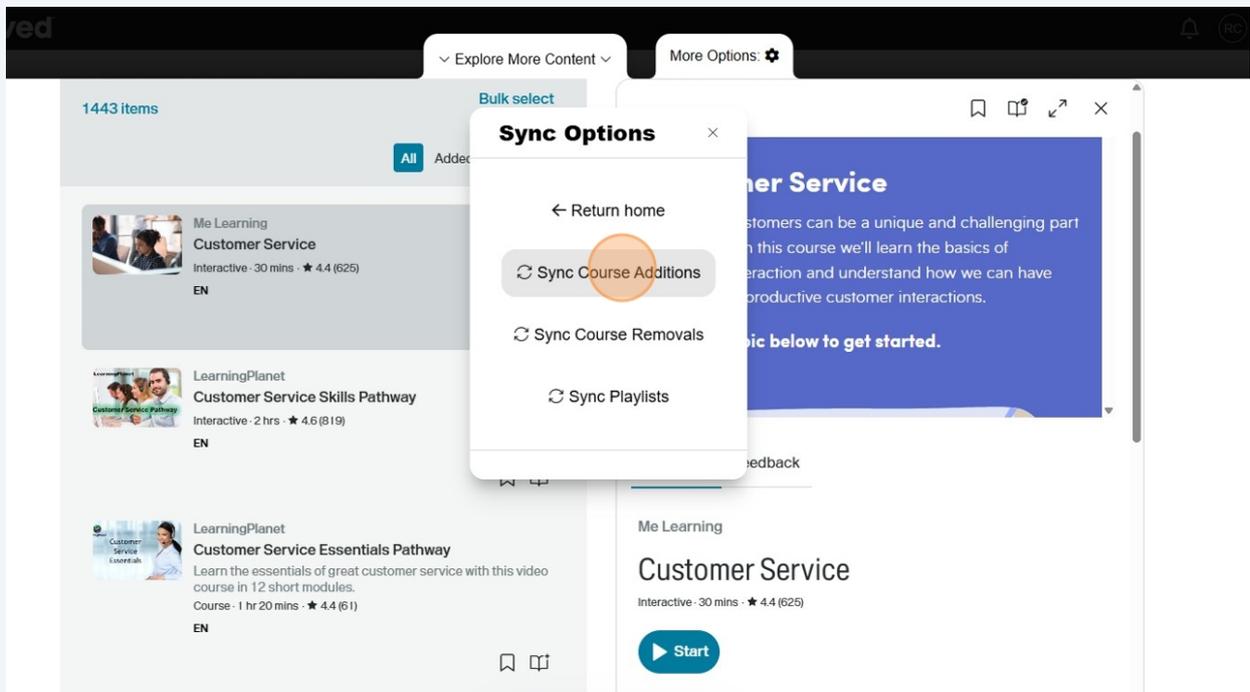
This step isn't required, but to ensure that you see the courses you added or removed, right away, Click "More Options"



## 14 Click "Sync"

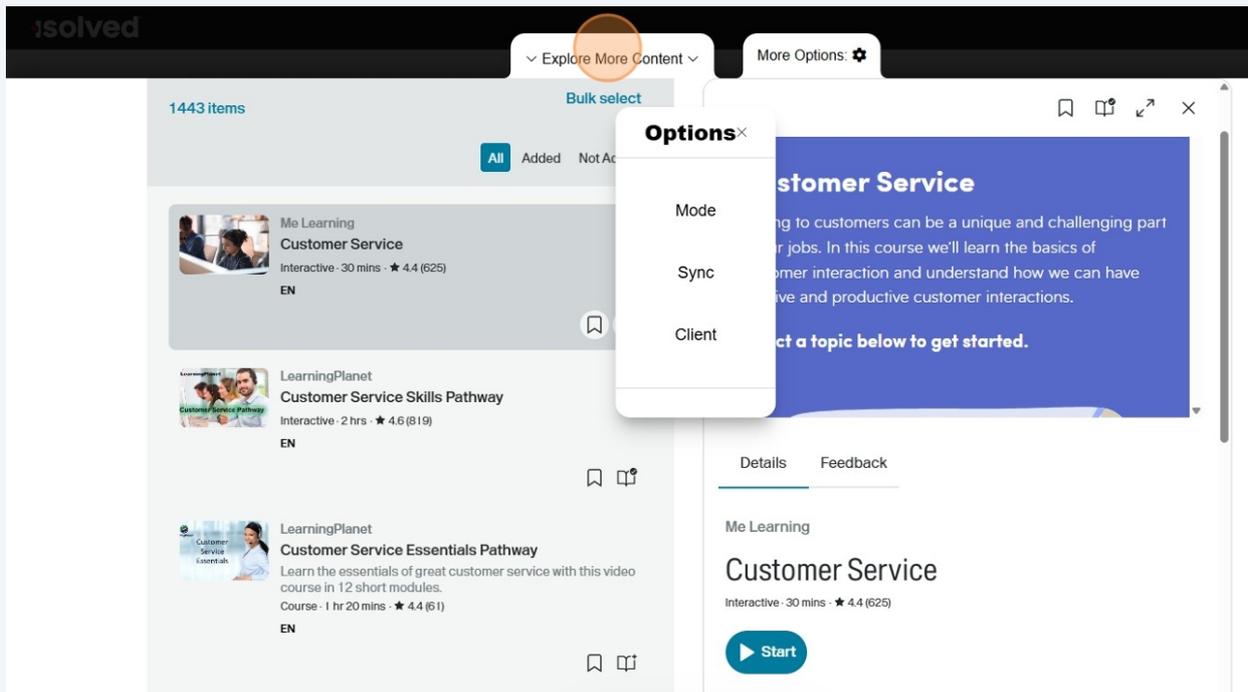


## 15 Click "Sync Course Additions" (or Removals)



16

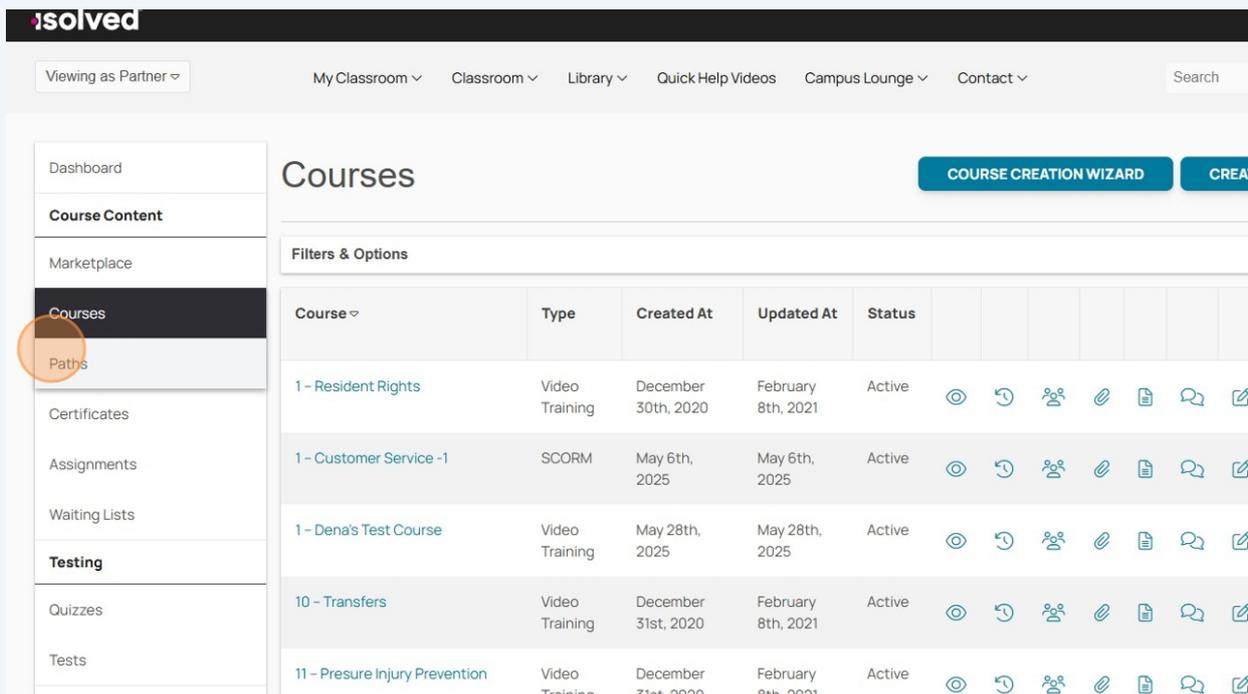
You don't have to wait for this to stop syncing, it will work in the background. Click "Explore More Content" to minimize the content library.



17

Once you have added the courses you need, Click "Paths"

- "Courses" are where you will create your own individual courses.
- "Paths" is where you bring in a group of courses, including the ones you added from the Content Library



# 18 Click "Create Path"

The screenshot shows a web application interface for managing learning paths. At the top, there is a navigation bar with a search bar and several menu items: My Classroom, Classroom, Library, Quick Help Videos, Campus Lounge, and Contact. Below the navigation bar, the main content area is titled "Paths". On the right side of this area, there are three buttons: "SORT PATHS", "PATH CREATION WIZARD", and "CREATE PATH". The "CREATE PATH" button is highlighted with an orange circle. Below the buttons, there is a "Filters & Options" dropdown menu. Underneath, a table lists several paths with their respective icons for refresh, share, copy, edit, and delete.

Path					
Additional Training	↺	👥	📄	✎	🗑️
Advanced Excel	↺	👥	📄	✎	🗑️
Customer Service Test	↺	👥	📄	✎	🗑️
Harassment in the Workplace	↺	👥	📄	✎	🗑️
HR Advisor Stellar Stars Milestone	↺	👥	📄	✎	🗑️
HR Onboarding Specialist Stellar Stars Milestone	↺	👥	📄	✎	🗑️
HR Specialist Stellar Stars Milestone	↺	👥	📄	✎	🗑️

## 19 Fill out the Metadata

- **Status** is the current status of the course path
- **Type** determines if they need to complete this course entirely to pass\
- **Name** it and add a **summary** if you'd like

Viewing as Partner ▾ My Classroom ▾ Classroom ▾ Library ▾ Quick Help Videos Campus Lounge ▾ Contact ▾ Search

### Create Path CREATE IN WIZARD

Metadata Content & Permissions Relations Appearance Featuring Supplemental Materials

**Metadata**

Status \*  
Active

Type \*  
Full Completion

Name \*

Summary

**SAVE PATH**

20 Click "Content & Permissions"

The screenshot shows the 'isolved' interface. At the top, there is a navigation bar with 'Viewing as Partner' and several dropdown menus: 'My Classroom', 'Classroom', 'Library', 'Quick Help Videos', 'Campus Lounge', and 'Contact'. A search bar is on the right. On the left, a sidebar menu lists various options: 'Dashboard', 'Course Content', 'Marketplace', 'Courses', 'Paths' (highlighted), 'Certificates', 'Assignments', 'Waiting Lists', 'Testing', 'Quizzes', and 'Tests'. The main area is titled 'Create Path' and has a 'CREATE IN WIZARD' button. Below the title, there are several tabs: 'Metadata', 'Content & Permissions' (circled in orange), 'Relations', 'Appearance', 'Featuring', and 'Supplemental Materials'. The 'Metadata' tab is active, showing fields for 'Status' (Active), 'Type' (Full Completion), 'Name' (Customer Service Path), and a 'Summary' text area.

21 Select the groups you want to be able to see this. Typically this would be Employees but could also include Client Users (isolved Administrators) as well.

This screenshot shows the 'Create Path' page with the 'Content & Permissions' tab selected. The 'Audiences' section is active, showing a list of groups: 'Client Users', 'Employees', 'Partners', and 'Public'. 'Client Users' and 'Employees' are circled in orange. Below this, there is a 'Courses' section with a checkbox 'Include Unlisted/Hidden Courses to be visible on this Path.' and a dropdown menu set to 'My Classroom Courses'. A 'SELECT' button is visible. At the bottom, there are two rows of course entries: '1 - Resident Rights' and '1 - Customer Service -1', each with an 'Audience(s)' field.

## 22 The drop down will allow you to choose the following:

- My Classroom Courses: This will include courses you created, or ones from the content library.
- Isolated University Courses: this will allow you to choose isolated specific content, and navigate and use isolated

Choose the courses you want by searching and clicking on each course you'd like.

Viewing as Partner ▾ My Classroom ▾ Classroom ▾ Library ▾ Quick Help Videos Campus Lounge ▾ Contact ▾ Search

My Classroom Courses ▾ SELECT

GO1-10622406 - Customer Service 101 Audience(s)

GO1-13971012 - Coaching and Mentoring Bundle Audience(s)

GO1-13971512 - Expertise/Employee Retention Bundle Audience(s)

GO1-14005532 - Customer Service Self-Management Audience(s)

GO1-14038489 - Present a Professional Appearance Audience(s)

GO1-14245808 - Would I Follow Me - Leadership Best Practices Audience(s)

Duration (minutes) ⓘ Duration Min (minutes) ⓘ Duration Max (minutes) ⓘ

SAVE PATH

23 Click "Relations" and choose any items here if needed

The screenshot shows the 'Create Path' interface in the 'solved' system. The top navigation bar includes the 'solved' logo, a 'Viewing as Partner' dropdown, and several menu items: 'My Classroom', 'Classroom', 'Library', 'Quick Help Videos', 'Campus Lounge', and 'Contact'. A search bar is located on the right. The left sidebar contains a navigation menu with categories: 'Course Content', 'Marketplace', 'Courses', 'Paths' (highlighted), 'Certificates', 'Assignments', 'Waiting Lists', 'Testing', 'Quizzes', and 'Tests'. The main content area is titled 'Create Path' and features a 'CREATE IN WIZARD' button. Below the title is a horizontal tabbed interface with tabs for 'Metadata', 'Content & Permissions', 'Relations' (circled in orange), 'Appearance', 'Featuring', and 'Supplemental Materials'. The 'Content & Permissions' tab is active, showing a section for 'Audiences \*' with a list of options: 'Client Users', 'Employees' (highlighted), 'Partners', and 'Public'. Below this is a 'Courses' section with a checkbox for 'Include Unlisted/Hidden Courses to be visible on this Path.' and a dropdown menu for 'My Classroom Courses'. A 'SELECT' button is visible on the right. At the bottom, a course entry is partially visible: 'GO1-10622406 - Customer Service 101' with an 'Audience' dropdown.

24 Click "Appearance"

The screenshot shows the 'Create Path' interface in the 'solved' system, similar to the previous one. The top navigation bar and left sidebar are identical. The main content area is titled 'Create Path' and features a 'CREATE IN WIZARD' button and a 'SAVE PATH' button. The horizontal tabbed interface has the 'Appearance' tab circled in orange. The 'Relations' tab is active, showing a section for 'Legal Companies \*' with a list of checkboxes and blurred content. The 'Audience' dropdown from the previous screenshot is visible on the right side of the page.

## 25 Pick the icon for the Path

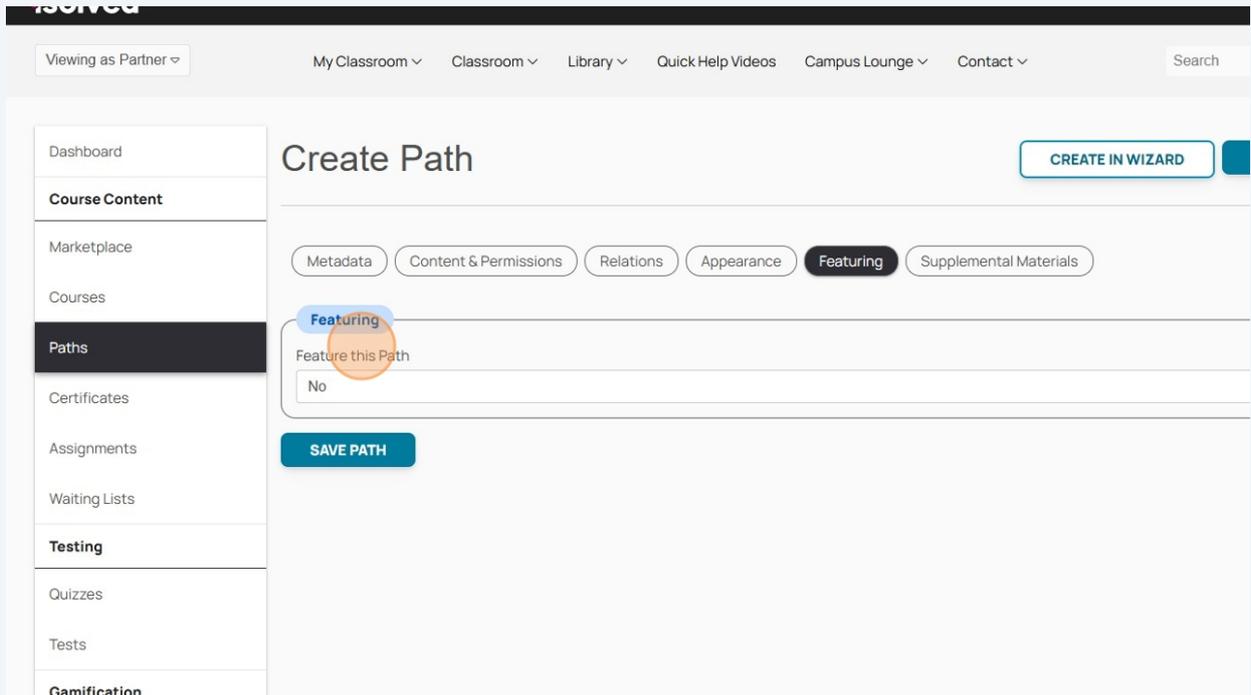
The screenshot shows the 'Create Path' interface. On the left is a navigation sidebar with categories: Dashboard, Course Content, Marketplace, Courses, Paths (highlighted), Certificates, Assignments, Waiting Lists, Testing, Quizzes, Tests, Gamification, Points, and Badges. The main area has a 'CREATE IN WIZARD' button and a series of tabs: Metadata, Content & Permissions, Relations, Appearance (selected), Featuring, and Supplemental Materials. Below the tabs, there's a section for 'Appearance' with a label 'Icon \*' and a search input. A grid of 'Web Application Icons' is displayed, with the first icon (a document with a checkmark) circled in orange.

## 26 Click "Featuring"

The screenshot shows the 'Create Path' interface. At the top, there's a navigation bar with 'My Classroom', 'Classroom', 'Library', 'Quick Help Videos', 'Campus Lounge', and 'Contact', along with a search bar. The main area has a 'CREATE IN WIZARD' button and a 'SAVE PATH' button. Below these are tabs: Metadata, Content & Permissions, Relations, Appearance, Featuring (circled in orange), and Supplemental Materials. The 'Appearance' tab is active, showing a 'Selected:' section with the first icon from the 'Web Application Icons' grid. The grid of icons is visible below.

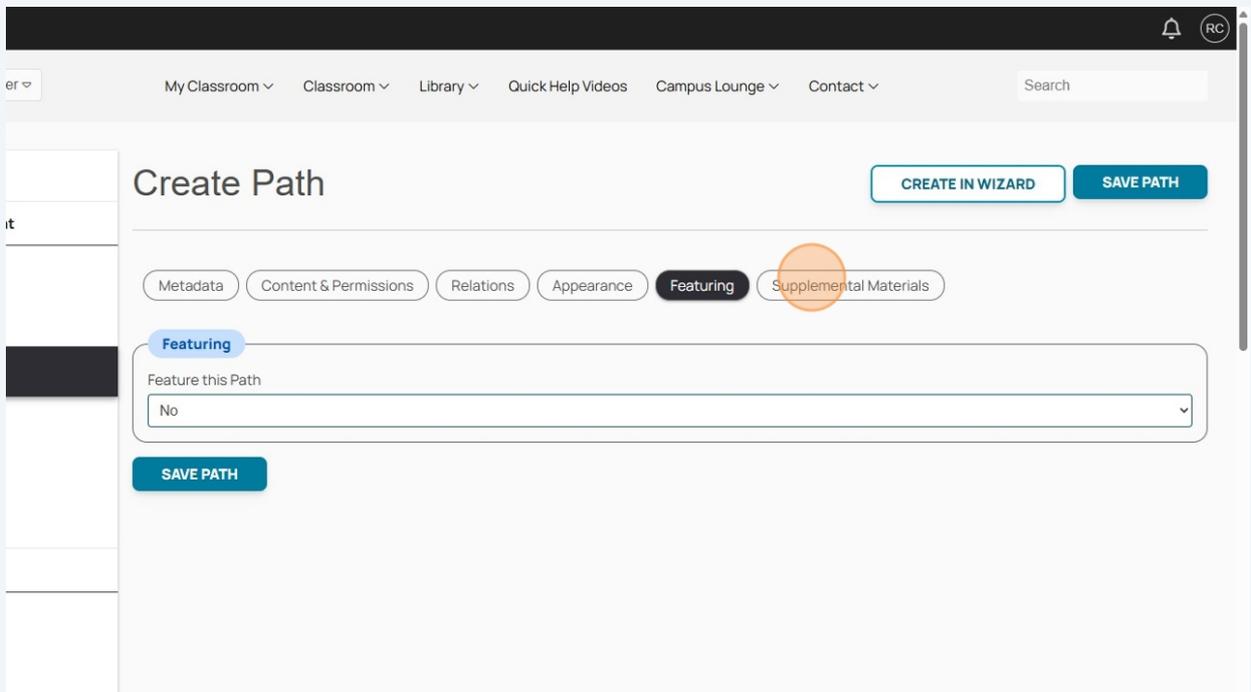
27

If you want to Feature this Path, it will show up for employees to view on their dashboard



28

Click "Supplemental Materials"



29

Here you could add any supporting docs for this Course Path

The screenshot shows the 'isolved' interface for creating a course path. The top navigation bar includes 'Viewing as Partner', 'My Classroom', 'Classroom', 'Library', 'Quick Help Videos', 'Campus Lounge', 'Contact', and a search bar. A left sidebar lists navigation options: Dashboard, Course Content, Marketplace, Courses, Paths (highlighted), Certificates, Assignments, Waiting Lists, Testing, Quizzes, and Tests. The main area is titled 'Create Path' and features a 'CREATE IN WIZARD' button. Below this are tabs for 'Metadata', 'Content & Permissions', 'Relations', 'Appearance', 'Featuring', and 'Supplemental Materials' (which is active and circled in orange). Under the 'Supplemental Materials' tab, there is an 'Articles' section with a 'SELECT ALL' button. A list of articles is displayed, each with a title and an 'Audience(s)' field. The articles listed are: 'Config Mem Error" with Velocity and IQ Time Clocks' (Audience: Internal), 'Multiple Client Pay Items" Error in TimeForce III/isolved Time' (Audience: Client Users, Internal), 'The given object ID 'NEW' in the field 'list id' is invalid" Error in QuickBooks' (Audience: Client Users, Internal), and 'The Name 'Employee Name' Already in Use" Error in the QuickBooks Interface' (Audience: Client Users, Internal).

30

Click "Save Path"

This screenshot shows the same 'Create Path' page as the previous one, but with the 'SAVE PATH' button highlighted with an orange circle. The 'Supplemental Materials' tab remains selected. The 'Articles' section now includes a 'SELECT ALL' button. The list of articles is the same as in the previous screenshot, but the 'Audience(s)' field for the first article, 'Config Mem Error" with Velocity and IQ Time Clocks', has been updated to 'Internal, Partners'. The other articles remain unchanged.

31

Next we will create the assignment, to assign the employee, or groups of employees. Click "Assignments"

**Create Path** CREATE IN WIZARD

Metadata Content & Permissions Relations Appearance Featuring **Supplemental Materials**

**Supplemental Materials**

Articles SELECT

"Config Mem Error" with Velocity and IQ Time Clocks Audience(s): Internal

"Multiple Client Pay Items" Error in TimeForce II/Isolated Time Audience(s): Client Users, Internal

"The given object ID 'NEW' in the field 'list id' is invalid" Error in QuickBooks Audience(s): Client Users, Internal

"The Name 'Employee Name' Already in Use" Error in the QuickBooks Interface Audience(s): Client Users, Internal

"There is Already a Shift with this Name" Error in Advanced Scheduler Audience(s): Client Users, Internal

Courses

32

Click "Create Assignment"

**Assignments** ASSIGNMENT CREATION WIZARD CREATE ASSIGNMENT

Filters & Options

Name	Assignment Type	Assignable Type	Assignable	Created At	Updated At					
test	Manual	Path	test	July 31st, 2025	July 31st, 2025					
Integrations	Manual	Path	Integrations	June 24th, 2025	June 24th, 2025					
HR Advisor	Manual	Path	HR Advisor Stellar Stars Milestone	June 23rd, 2025	June 23rd, 2025					
Dena's Test	Manual	Course	GO1-37736357 - Putting together a winning team:	May 28th, 2025	May 28th, 2025					

33

Enter the name

**solved**

Viewing as Partner

My Classroom

Classroom

Library

Quick Help Videos

Campus Lounge

Contact

Search

Dashboard

**Course Content**

Marketplace

Courses

Paths

Certificates

**Assignments**

Waiting Lists

**Testing**

Quizzes

Tests

## Create Assignment

CREATE IN WIZARD

SAVE AS

Name

Assignment Type \*

Manual

Assignable Type \*

Article

Article \*

Recently Updated Articles

2025 Benefit Changes - Client Level

Audience(s): Client Users, Int

2025.07 July Vertex Guide

Audience(s): Int

34

From the Assignment Type Dropdown, you can choose the following:\

- Manual: This will allow you to pick individual employees and when they are assigned.
- Automatic by Org/Labor: This will be based on the existing Organizations or Labor that employees are assigned to. This allows you to automate this assignment.
- Automatic by Team: You can create teams within Learn & Grow to assign to these specific groups.

**solved**

Viewing as Partner ▾ My Classroom ▾ Classroom ▾ Library ▾ Quick Help Videos Campus Lounge ▾ Contact ▾ Search

Dashboard

**Course Content**

Marketplace

Courses

Paths

Certificates

**Assignments**

Waiting Lists

**Testing**

Quizzes

Tests

## Create Assignment

[CREATE IN WIZARD](#) [SAVE AS](#)

Name  
Customer Service

Assignment Type ⓘ \*  
Manual

Assignable Type \*  
Article

Article \*

Recently Updated Articles

2025 Benefit Changes - Client Level 🌐 Audience(s): Client Users, Int

2025.07 July Vertex Guide 🌐 Audience(s): Int

35

Select the "Assignable Type" This will allow you to choose if you're assigning a Course, a Path or and Article. In this case we are choosing Path.

viewing as Partner | My Classroom | Classroom | Library | Quick Help videos | Campus Lounge | Contact | Search

### Create Assignment

[CREATE IN WIZARD](#) [SAVE AS](#)

Name: Customer Service

Assignment Type: Manual

Assignable Type: Path

Path:

Hire Date Filter: None

Due Date Settings: Due Date by Interval

Due Date Interval: None

Evergreen

36

Choose the Path

viewing as Partner | My Classroom | Classroom | Library | Quick Help videos | Campus Lounge | Contact | Search

### Create Assignment

[CREATE IN WIZARD](#) [SAVE AS](#)

Name: Customer Service

Assignment Type: Manual

Assignable Type: Path

Path: CUS

- + Certification Journey: Payroll (Customer)
- + Certification Journey: Year-end Management (Customer)
- + Customer Service Test
- + Thread Customer Service & Remote Best Practices (New Hires)

Hire Date Filter: None

Due Date Settings: Due Date by Interval

Due Date Interval:

[^ Explore More Content ^](#)

**37** From this item, you will be able to decide when this course will be assigned.

The screenshot shows the 'Solved' interface with a navigation menu on the left and a settings panel on the right. The 'Assignments' menu item is selected. The settings panel includes fields for 'Assignable Type' (Path), 'Path' (Customer Service Test), 'Hire Date Filter' (After Date), 'Hired After Date' (mm/dd/yyyy), 'Due Date Settings' (Due Date by Interval), 'Due Date Interval' (None), 'Evergreen' (No), and 'Status' (Active). An orange circle highlights the 'Hired After Date' field.

**38** This field will allow you to choose when to group the employees into this Path

This screenshot is identical to the one above, showing the same 'Solved' interface with the 'Hired After Date' field highlighted by an orange circle. The 'Administration' menu item is now visible at the bottom of the left navigation menu.

39

### Choose status

Quizzes

Tests

**Gamification**

Points

Badges

Ranks

Gamification Listeners

Gamification Sequences

**Administration**

Taxonomies

Legal Companies

Hideables

Roles

Users

Hired After Date \*

mm/dd/yyyy

Due Date Settings ?

Due Date by Interval

Due Date Interval

None

Evergreen ?

No

**Status**

Active

Reset Progress On Send ?

No

Legal Companies

ALLEGAN COUNTY RESOURCE DEVELOPMENT COMMITTEE, INC.

Bloomer Healthcare LLC

CynTech

Choice Payroll Services Inc

PIX4D Inc

...

^ Explore More Content ^

40

### Click "Save Assignment" If you set it up to do it automatically by Org/Labor or Team, it will start assigning as soon as you hit save.

er ▾

My Classroom ▾ Classroom ▾ Library ▾ Quick Help Videos Campus Lounge ▾ Contact ▾

Search

**Create Assignment**

[CREATE IN WIZARD](#) [SAVE ASSIGNMENT](#)

Name

Customer Service

Assignment Type ? \*

Manual

Assignable Type \*

Path

Path \*

xCustomer Service Test

Hire Date Filter

After Date

Hired After Date \*

41

Then you can assign the course from the Paths screen for that Course Path if you are doing it manually.

**If you set it up to do it automatically by Org/Labor or Team, it will start assigning as soon as you hit save.**

				a winning team: follow the guide - Part 1							
	Thread Client Support - Client Management/HR	Manual	Path	Thread Client Support - Client Management/HR	May 23rd, 2025	May 23rd, 2025					
	Thread Client Support - Payroll	Manual	Path	Thread Client Support - Payroll	May 23rd, 2025	May 23rd, 2025					
ners	Thread Remote Best Practices & Custom Service Training	Manual	Path	Thread Custom Service & Remote Best Practices (New Hires)	May 15th, 2023	May 22nd, 2025					
ences	test course	Manual	Path	Custom Service Test	May 6th, 2025	May 6th, 2025					
	Test	Manual	Path	Custom Service Test	May 6th, 2025	May 6th, 2025					
	Test	Manual	Path	Custom Service Test	May 6th, 2025	May 6th, 2025					

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Choose the employees you'd like to assign it to.

viewing as Faculty | My Classroom | Classroom | Library | Quick Help videos | Campus Lounge | Contact | Search

- Dashboard
- Course Content**
- Marketplace
- Courses
- Paths
- Certificates
- Assignments**
- Waiting Lists
- Testing**
- Quizzes
- Tests
- Gamification**
- Points

## Assign Assignment

### test course

Type \*

Individual Assignment

Assignees \*

[SELECT ALL](#)

2nd Test Employee <beverly.barbeito@yahoo.com>

Abbie Davis <ABBILNATOR@HOTMAIL.COM>

Abbie Greenwell <ABBGREEN2015@GMAIL.COM>

Abigail Tinkler <atinkler@communityactionallegan.org>

Adam Sprecher <adamsprech@gmail.com>

Adan Cervantes <adan.cervantes@pix4d.com>

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Click "Assign"

The screenshot shows a web interface for assigning an assignment. At the top, there is a navigation bar with links for "My Classroom", "Classroom", "Library", "Quick Help Videos", "Campus Lounge", and "Contact". A search bar is located on the right side of the navigation bar. The main content area is titled "Assign Assignment" and "test course". A blue "ASSIGN" button is visible in the top right corner of the main content area. Below the title, there is a "Type" dropdown menu set to "Individual Assignment". Underneath, there is an "Assignees" section with a "SELECT ALL" button and a list of email addresses: "2nd Test Employee <beverly.barbeito@yahoo.com>", "Abbie Davis <ABBILNATOR@HOTMAIL.COM>", "Abbie Greenwell <ABBGREEN2015@GMAIL.COM>", "Abigail Tinkler <atinkler@communityactionallegan.org>", and "Adam Sanchez <adam.sanchez@gmail.com>".