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

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

2   Click "isolved University"

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.

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.

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

6 To created your own courses and update your Library, Click your initials in the top right.

7 Click "Classroom Admin"

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

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.

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

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

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.
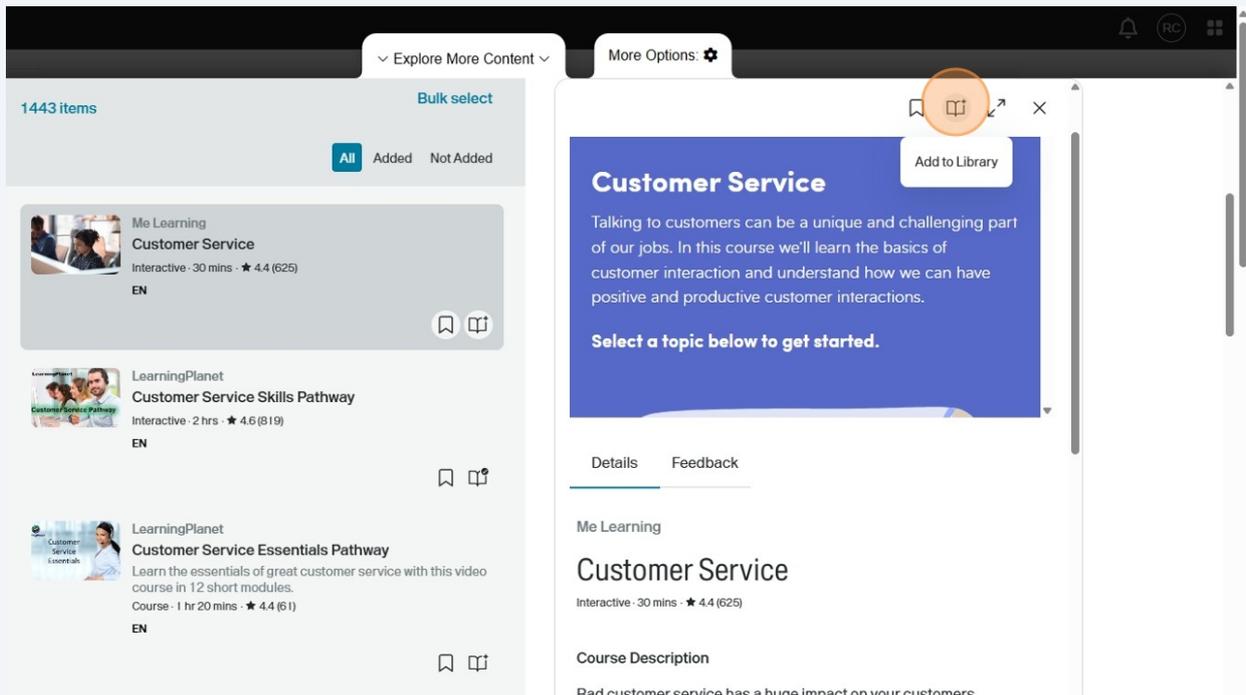
13 This step isn't required, but to ensure that you see the courses you added or removed, right away, Click "More Options"
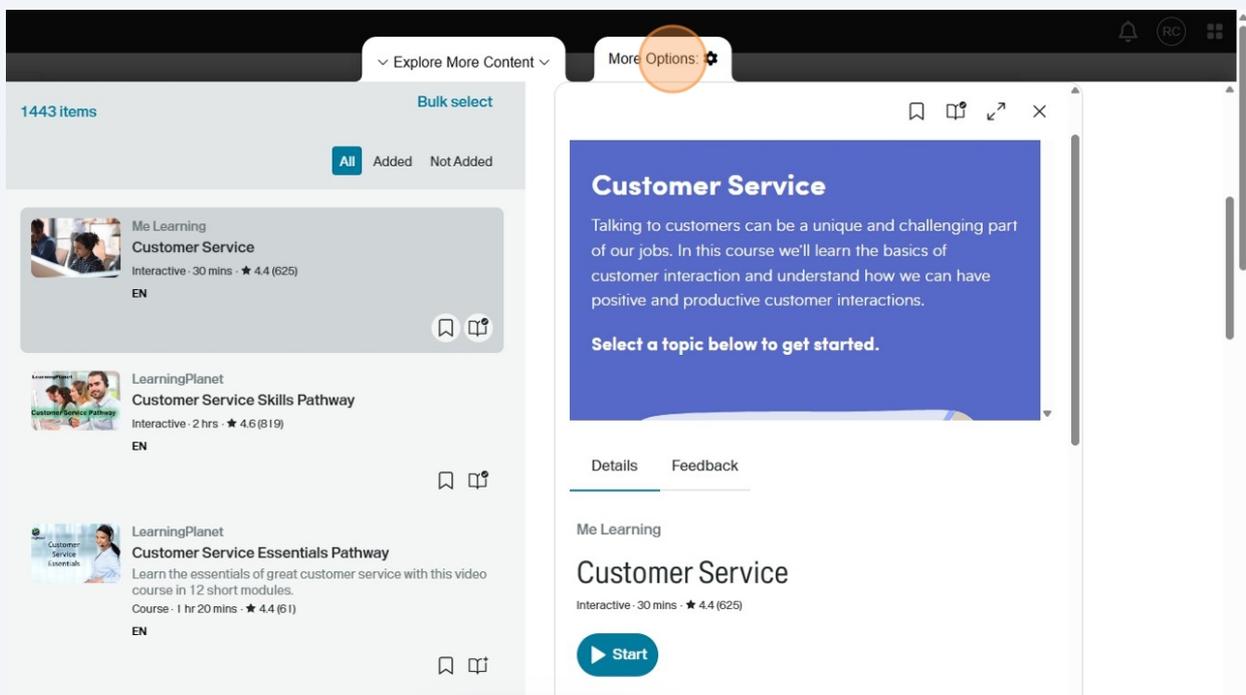
14 Click "Sync"
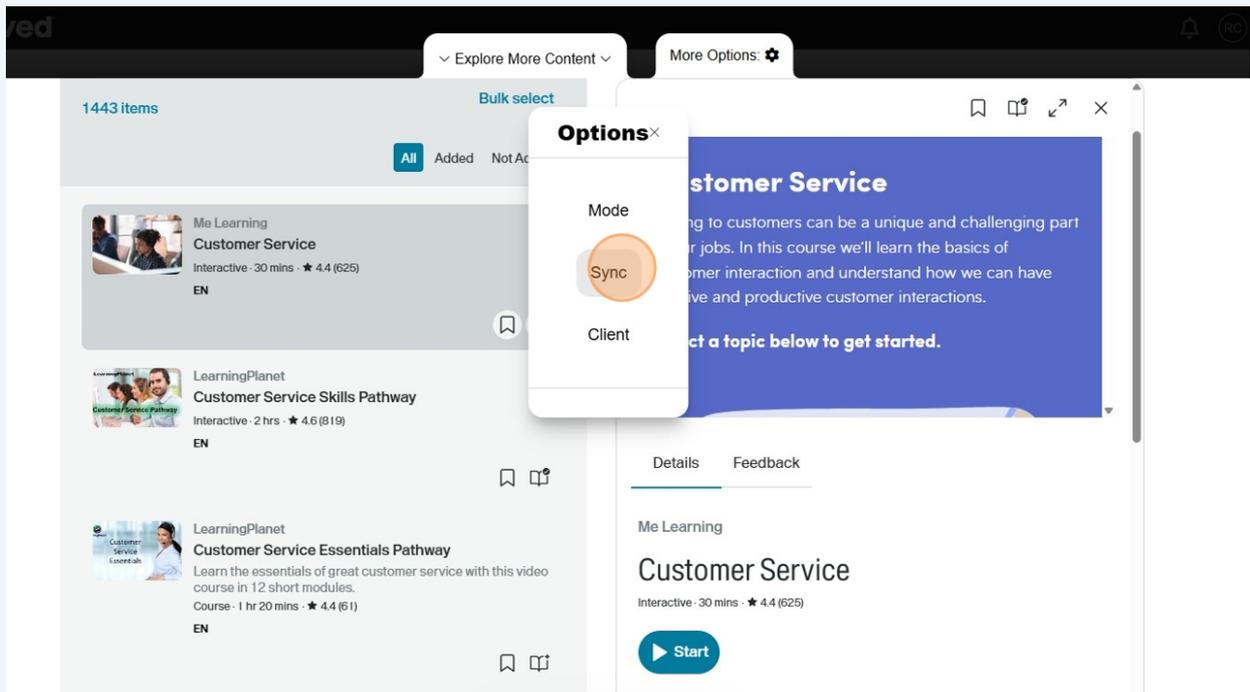
15 Click "Sync Course Additions" (or Removals)
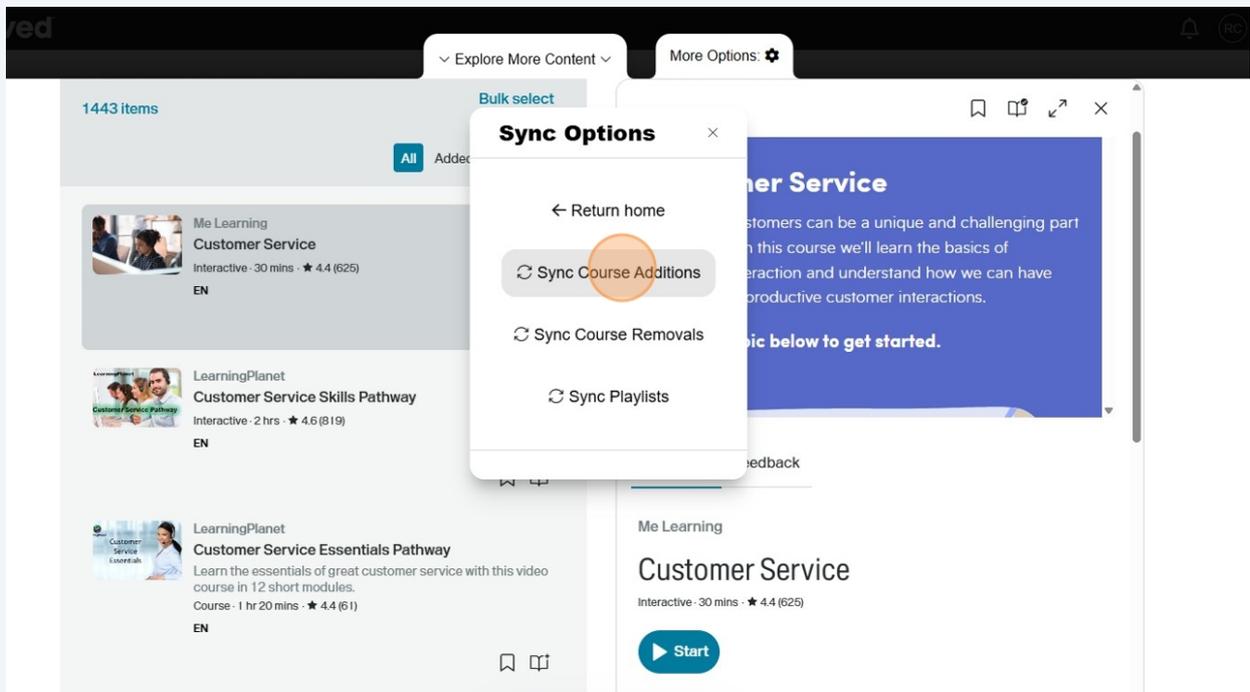
16 You don't have to wait for this to stop syncing, it will work in the background. Click "Explore More Content" to minimize the content library.
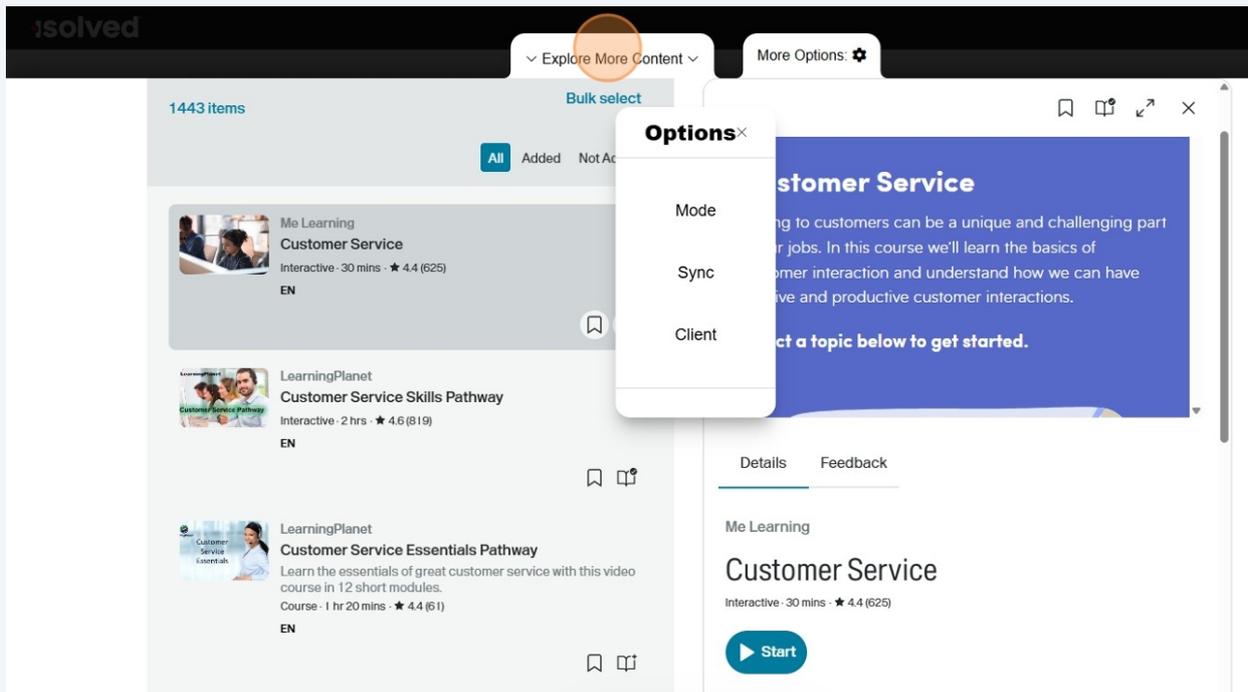
17 Once you have added the courses you need, Click "Paths"

• "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
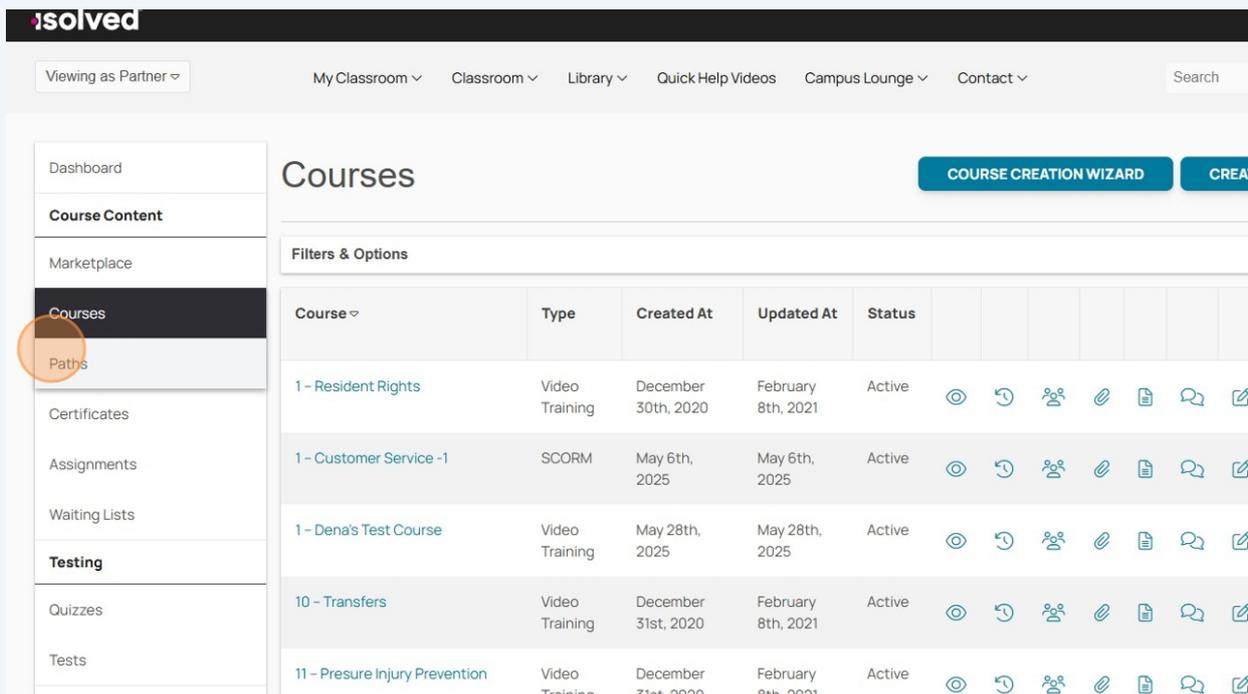
18 Click "Create Path"

Paths

SORT PATHS   PATH CREATION WIZARD   CREATE PATH

Filters & Options

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

20 Click "Content & Permissions"

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.

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.

  • isolved University Courses: this will allows you to choose isolved specific content, and navigate and use isolved

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

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

24 Click "Appearance"

25 Pick the icon for the Path

26 Click "Featuring"

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

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

Gamification

Create Path   CREATE IN WIZARD

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

Featuring

Feature this Path

No

SAVE PATH

---

28 Click "Supplemental Materials"

er ▽   My Classroom ⌄   Classroom ⌄   Library ⌄   Quick Help Videos   Campus Lounge ⌄   Contact ⌄   Search   🔔 (RC)

Create Path   CREATE IN WIZARD   SAVE PATH

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

Featuring

Feature this Path

No

SAVE PATH
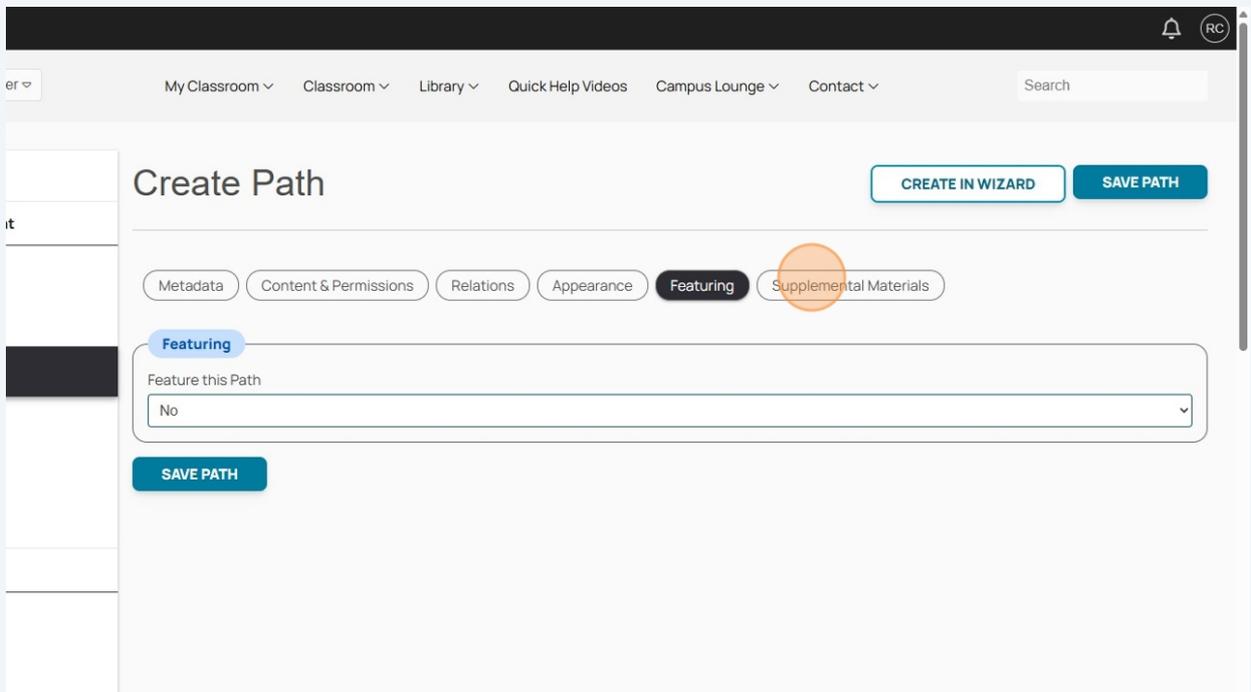
29 Here you could add any supporting docs for this Course Path

30 Click "Save Path"

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

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

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

CREATE IN WIZARD

Supplemental Materials

Articles

SELE

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

"Multiple Client Pay Items" Error in TimeForce II/isolved 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"

My Classroom ⌄   Classroom ⌄   Library ⌄   Quick Help Videos   Campus Lounge ⌄   Contact ⌄   Search

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

isolved

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

Dashboard	Create Assignment	CREATE IN WIZARD	🖫 SAVE AS

Course Content

Marketplace

Courses

Paths

Certificates

Assignments

Waiting Lists

Testing

Quizzes

Tests

Name

Assignment Type ⓘ *

Manual

Assignable Type *

Article

Article *

Recently Updated Articles

2025 Benefit Changes - Client Level ⊕   Audience(s): Client Users, Inte

2025.07 July Vertex Guide ⊕   Audience(s): Inte

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.

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.

36 Choose the Path

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

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

39 Choose status

Quizzes

Tests

Gamification

Points

Badges

Ranks

Gamification Listeners

Gamification Sequences

Administration

Taxonomies

Legal Companies

Hideables

Roles

Users

Hire Date Filter
After Date

Hired After Date *
mm/dd/yyyy

Due Date Settings ⑦
Due Date by Interval

Due Date Interval
None

Evergreen ⑦
No

Status
Active

Reset Progress On Send ⑦
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.

🔔 (RC)

er ⌄   My Classroom ⌄   Classroom ⌄   Library ⌄   Quick Help Videos   Campus Lounge ⌄   Contact ⌄   Search

Create Assignment

CREATE IN WIZARD   ⊡ SAVE ASSIGNMENT

Name
Customer Service

Assignment Type ⑦ *
Manual

Assignable Type *
Path

Path *
✕Customer 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	👁	👥	🕓	🔔	➤
Thread Remote Best Practices & Customer Service Training	Manual	Path	Thread Customer Service & Remote Best Practices (New Hires)	May 15th, 2023	May 22nd, 2025	👁	👥	🕓	🔔	➤
test course	Manual	Path	Customer Service Test	May 6th, 2025	May 6th, 2025	👁	👥	🕓	🔔	➤
Test	Manual	Path	Customer Service Test	May 6th, 2025	May 6th, 2025	👁	👥	🕓	🔔	➤
Test	Manual	Path	Customer Service Test	May 6th, 2025	May 6th, 2025	👁	👥	🕓	🔔	➤

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

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
Gamification
Points

Assign Assignment
test course

Type *
Individual Assignment

Assignees *

SELECT ALL

2nd Test Employee ‹beverly.barbeito@yahoo.com›

Abbie Davis ‹ABBI_NATOR@HOTMAIL.COM›

Abbie Greenwell ‹ABBGREEN2015@GMAIL.COM›

Abigail Tinkler ‹atinkler@communityactionallegan.org›

Adam Sprecher ‹adamsprech@gmail.com›

Adan Cervantes ‹adan.cervantes@pix4d.com›

43 Click "Assign"

My Classroom ⌄   Classroom ⌄   Library ⌄   Quick Help Videos   Campus Lounge ⌄   Contact ⌄   Search

Assign Assignment
test course

ASSIGN

Type *

Individual Assignment

Assignees *

SELECT ALL

2nd Test Employee ‹beverly.barbeito@yahoo.com›

Abbie Davis ‹ABBI_NATOR@HOTMAIL.COM›

Abbie Greenwell ‹ABBGREEN2015@GMAIL.COM›

Abigail Tinkler ‹atinkler@communityactionallegan.org›

Adam Sprecher ‹adamsprech@gmail.com›