



Career Pathing

Launch When You Are Ready – Tip Sheet

Maxtrix Overview

The matrix below displays just a few strategies to launch Career Pathing at your organization. Certain strategies may require hiding Career Paths you create from the catalog to prevent users from taking them on their own.

Strategy	Hide from Catalog & Course Search	Student & Manager Dashboards
Launch Career Pathing - Dashboards appear for students and managers immediately after creating one Career Path	No	On
Launch Career Pathing - Dashboards appear for everyone at a chosen time	No	Off, then On to Launch
Launch Career Pathing - Career Paths and Dashboards only appear for students and their managers when assigned	Yes	On
Career Pathing functionality off for students and managers	No	Off

Detailed Overview

- When Career Pathing is activated for your portal, only Training Administrators will have access to this feature by default.
- When Career Pathing is activated for your portal, Career Path Dashboards for students and managers will be toggled off by default. To view this setting, click **Administration > Management** tab > **Settings** (see below).



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Edit Default Portal Settings

[Cancel](#) [Save](#)

Default Re-take Limits* ⓘ

Unlimited
 Rolling
 Annual


(Note: Changing the default re-take limits will be reflected on all courses that currently have a portal default setting. To view and change courses with customized re-take limits to the portal default, click on the 'Show Course Exceptions' button below.)

[Show Course Exceptions](#)

Default Course Passing Score* ⓘ

(Note: Changing the default passing score will be reflected on all courses that currently have a portal default setting and will not affect Certificate Series, NMLS, and Professional Skills catalogs nor will it affect Completed courses. To change courses with customized passing scores to the portal default, click on the 'Apply' button below.)

[Apply to All Courses](#)

Career Pathing
Student and Manager Dashboards 

Default Time Zone* ⓘ

(Note: Contact customer support or your relationship manager to change the time zone.)

- If the Career Pathing setting is turned **OFF**, students and managers will not see Career Path Dashboards.
- If the Career Pathing setting is turned **ON** but no Career Paths have been created, then students and managers will not see Career Path Dashboards.
- If the Career Pathing setting is turned **ON** but all created Career Paths have the “Hide from Catalog and Course Search” setting set to “Yes,” then students and managers will not see Career Path Dashboards (*see below*).



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Edit Course - Branch Manager

[Cancel](#) [Deactivate](#) [Save](#)

Assignment Type: Career Path


Course Properties

Course Title*

Course Description*

Course Code*

Effective Start Date* Effective End Date

Requires Managerial Approval*  Yes No

Hide from Catalog and Course Search* Yes No

[Edit Course Image](#)

- If the Career Pathing setting is turned **ON** and a minimum of one Career Path is available (i.e. active, and not hidden from the catalog and course search), then all students and managers will see Career Path Dashboards.
- If the Career Pathing setting is turned **ON**, all Career Paths have the “Hide from Catalog and Course Search” setting set to “Yes,” and a Career Path is assigned to a student, then the Career Path Dashboard will only be activated for that student and their manager.