

isolated Learn - Adding a Course from the Content Library



This guide walks through adding courses from the Content Library in isolated Learn and how to assign them to employees.

1

Navigate to <https://connect.threadhcm.com/default.aspx>
Make sure you log in as your Client User login.
Once you are logged in. You can click in the top left on your name.

isolated

DELIVERED BY

thread

Test User

Search the menu

Client:

Welcome Test

MY PROFILE

Test User

ZayZoon

Invite your employees to ZayZoon's Earned Wage Access now. Improve employee satisfaction by offering early access to wages when they need it most. (At no risk to your)

Learn more

Invite Employees

MY REMINDERS

MY ACCOUNT REPS

My Account Manager

QUICK LINKS

As part of our agreement with our bank we are required to remind our clients of their responsibilities regarding electronic funds transfers on an annual basis. The following attachment is a summary of the most common NACHA "Rules"

HR Consulting

1-9 - Employment Eligibility Verification

ANNOUNCEMENTS

CALENDAR

<

MAY 2025

>

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Payroll Due

Pay Date

Run Date - Off Cycle Run

NEXT SCHEDULED PAYROLL

Pay Group	Frequency	Due In Date	Check Date	Period Begin	Period End	Period	Run Type	Processing Schedule
Bi-Weekly	Bi-Weekly	05/07/2025	05/09/2025	04/21/2025	05/04/2025	10	Regular - Auto Run	View

isolated

© 2025

2 From that drop down, Click "University" to go into isolated Learn

The screenshot shows the isolated People Cloud dashboard. The left sidebar contains a navigation menu with 'University' highlighted by an orange circle. The main content area includes a 'Welcome Test' message, a profile section, a calendar for May 2025, and a 'NEXT SCHEDULED PAYROLL' table.

Pay Group	Frequency	Due In Date	Check Date	Period Begin	Period End	Period	Run Type	Processing Schedule
Bi-Weekly	Bi-Weekly	05/07/2025	05/09/2025	04/21/2025	05/04/2025	10	Regular - Auto Run	View

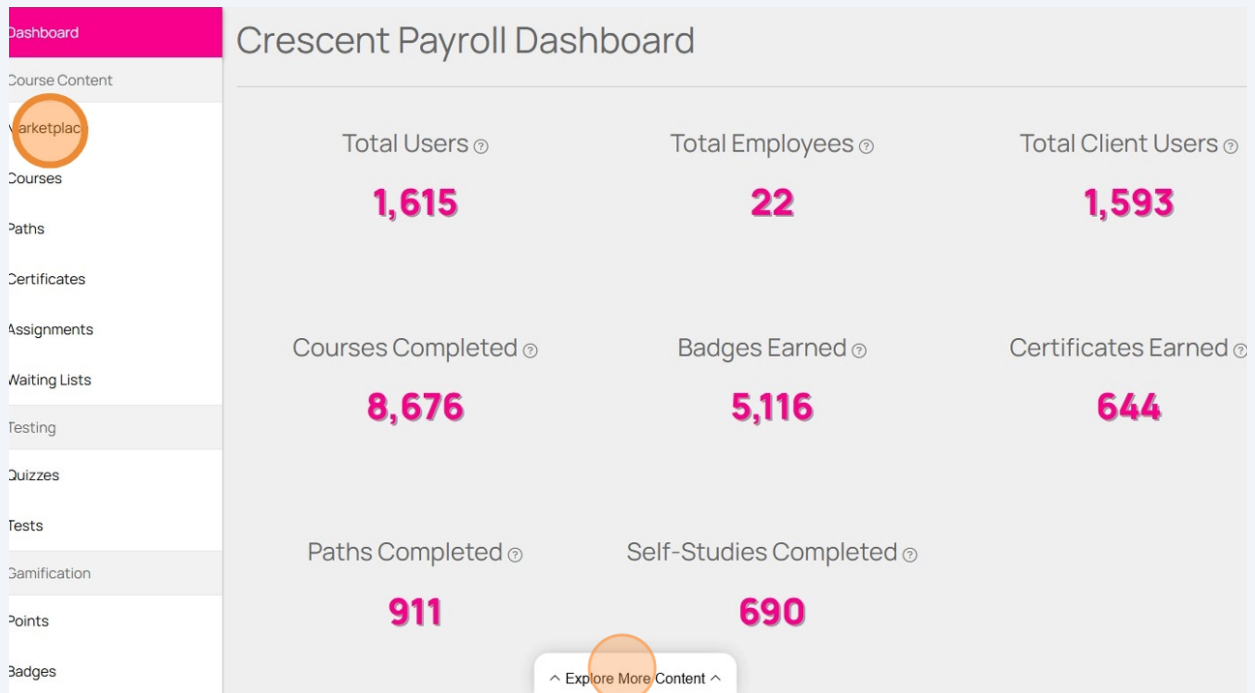
3 Once you are in the university. You will Click "Classroom Admin" in the top right.

The screenshot shows the isolated University dashboard. The 'Classroom Admin' link in the top right navigation bar is circled in orange. The main content area includes a 'My Dashboard' section with buttons for 'My Assignments', 'My Courses', 'My Onsite Registrations', 'My Favorites', and 'Recommended Courses'. Below this is a 'My Assignments' section with a list of assignments.

Status	Assignment	Type
Incomplete	Long Term Care Training	Course
Incomplete	NEW HIRE ALL	Path
Incomplete	RN/LPN NEW HIRE	Path

4

To start by adding courses from the Content Library, you can Click "Marketplace" on the left hand menu, or Click "Explore More Content" on the bottom.



5

This will take you into the Content Library. In here you can click to Search for courses where it says "Ask a question or search". There are over 90,000 courses and are updated regularly.

VIEWING AS PARTNER

Explore More Content | More Options: ⚙️

Home | Search | AI Chat | Insights | New

Ask a question or search...

Or try one of these to get started...

- How to prevent burnout
- Developing leadership skills
- Inclusion and diversity for supervisors
- Identifying and mitigating unconscious bias
- Enhancing emotional intelligence in the workplace
- How to deliver performance reviews
- Navigating organizational change
- Improving customer service

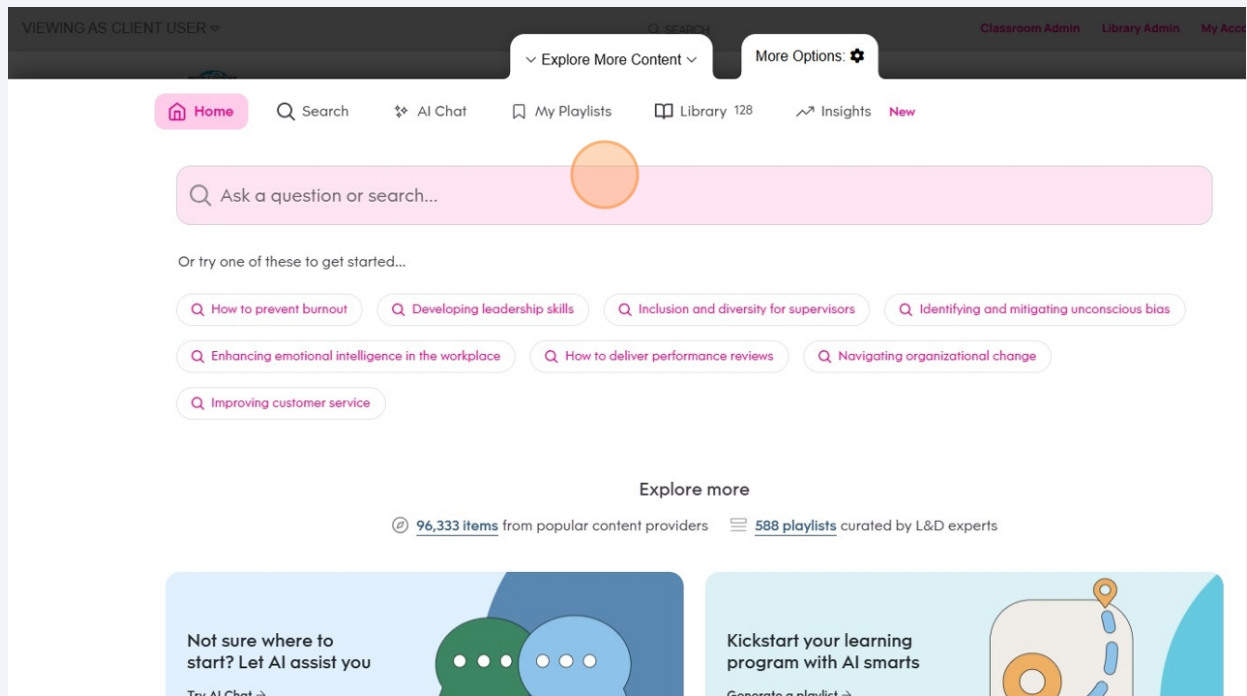
Explore more

96,333 items from popular content providers | 588 playlists curated by L&D experts

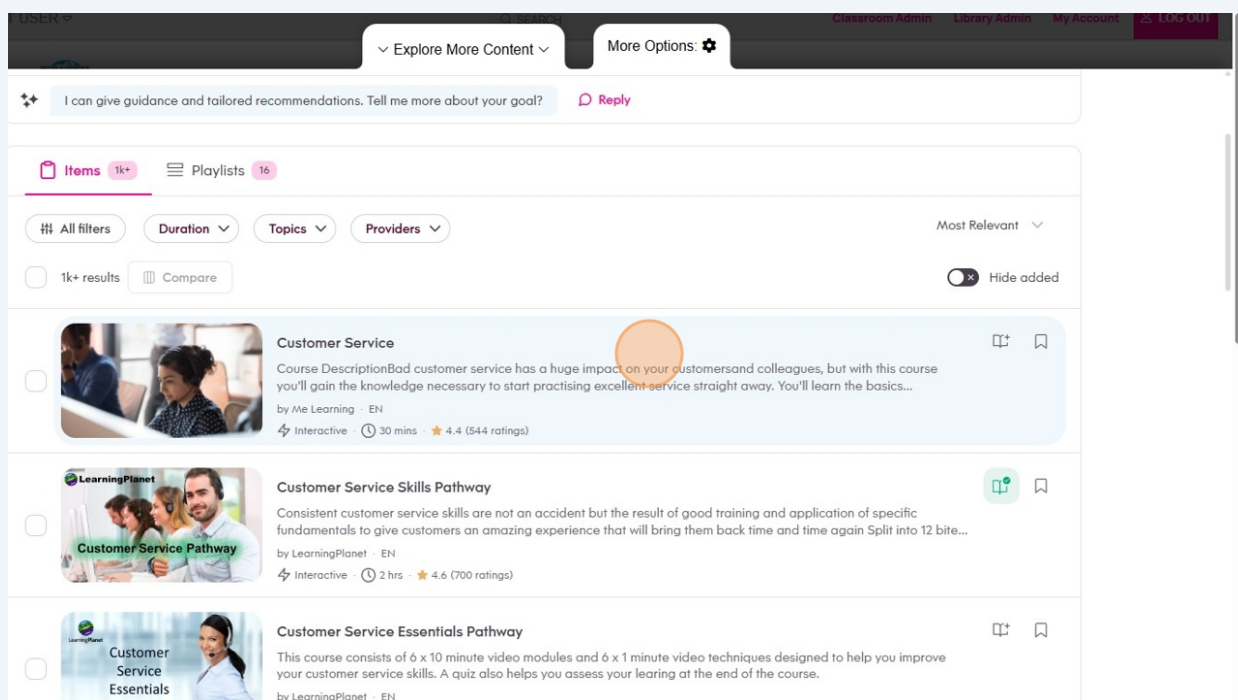
Not sure where to start? Let AI assist you

Try AI Chat →

6 Click the "Ask a question or search..." field.



7 Once you find the course you're looking for. You can click on it and it will open up a summary and a preview, as seen on the next step.



8 If you'd like to use this course, you can click on the "Add to Library" button.

The screenshot shows the LearningPlanet interface. At the top, there's a navigation bar with 'CLIENT USER' and 'Explore More Content'. Below this, a search bar contains the text 'I can give guidance and tailored recommendations. Tell me more about your goal?'. A sidebar on the left shows filters for 'Items' (1k+) and 'Playlists' (16). The main content area displays a list of courses. The first course, 'Customer Service', is highlighted with an orange circle around the 'Add to Library' button. The course details on the right show a preview image, the title 'Customer Service', and a description: 'Course DescriptionBad customer service has a huge impact on your customersand colleagues, but with this course you'll gain t...'. It is by 'Me Learning - EN', is 'Interactive', and has a duration of '30 mins' with a rating of '4.4 (544 ratings)'.

9 Once you have added all the courses you want, you can minimize the Content Library.

The screenshot shows the LearningPlanet interface with the 'Add to Library' button highlighted. The interface is similar to the previous one, but the 'Add to Library' button is now highlighted with an orange circle. The course details on the right show the title 'Customer Service', the provider 'Me Learning', and the rating '4.4 (544 ratings)'. The 'Learning outcomes' section lists two points: 'Why customer service is important, and the main reasons for customer dissatisfaction' and 'The importance of a customer service culture'.

10

Next, go to "Paths".

There are individual Courses, Paths" and Assignments in the left side menu.

Courses are where you set up individual courses (unless it is coming from the Content Library)

Paths is where you set up a group of courses (or in this case, videos from the Content Library)

Assignments is how you assign courses or paths to employees

isolved WORLD MY CLASSROOM CLASSROOM LIBRARY QUICK HELP VIDEOS

Assignments ASSIGNMENT CREATION WIZARD CREATE AS

Filters & Options

Name	Assignment Type	Assignable Type	Assignable	Created At	Updated At				
Test	Manual	Path	Customer Service Test	May 6th, 2025	May 6th, 2025				
Test	Manual	Path	Customer Service Test	May 6th, 2025	May 6th, 2025				
New Hire Filing	Manual	Path	New Hire Filing	March 14th, 2025	March 14th, 2025				
Solutions Enablement Consultant	Manual	Path	Solutions Enablement Consultant	January 17th, 2025	January 17th, 2025				

11 From there, Click "Create Path"

The screenshot shows the 'Paths' management interface. At the top, there's a navigation bar with 'T USER', a search bar, and links for 'Classroom Admin', 'Library Admin', 'My Account', and 'LOG OUT'. Below this is a secondary navigation bar with 'MY CLASSROOM', 'CLASSROOM', 'LIBRARY', 'QUICK HELP VIDEOS', and 'CONTACT'. The main header 'Paths' has three buttons: 'SORT PATHS', 'PATH CREATION WIZARD', and 'CREATE PATH' (highlighted with an orange circle). A 'Filters & Options' dropdown is visible. The main content area is a table with columns for 'Path' and several action icons. The table lists several paths, including 'Additional Training', 'Advanced Excel', 'Customer Service Test', 'Harassment in the Workplace', 'HR Adviser Stellar Stars Milestone', 'HR Onboarding Specialist Stellar Stars Milestone', and 'HR Specialist Stellar Stars Milestone'.

Path	Action 1	Action 2	Action 3	Action 4	Action 5
Additional Training	↺	👥	📄	✎	🗑
Advanced Excel	↺	👥	📄	✎	🗑
Customer Service Test	↺	👥	📄	✎	🗑
Harassment in the Workplace	↺	👥	📄	✎	🗑
HR Adviser Stellar Stars Milestone	↺	👥	📄	✎	🗑
HR Onboarding Specialist Stellar Stars Milestone	↺	👥	📄	✎	🗑
HR Specialist Stellar Stars Milestone	↺	👥	📄	✎	🗑

12 Add the information for your course.

The screenshot shows the 'Create Path' form. On the left is a sidebar menu with options: 'Dashboard', 'Course Content', 'Marketplace', 'Courses', 'Paths' (highlighted), 'Certificates', 'Assignments', 'Waiting Lists', 'Testing', 'Quizzes', 'Tests', 'Gamification', 'Points', and 'Badges'. The main form has a 'Create Path' header with a 'CREATE IN WIZARD' button. Below the header are tabs for 'Metadata', 'Content & Permissions', 'Relations', 'Appearance', 'Featuring', and 'Supplemental Materials'. The 'Metadata' tab is active, showing fields for 'Status' (set to 'Active'), 'Type' (set to 'Full Completion'), 'Name' (highlighted with an orange circle), and 'Summary'. At the bottom of the form is a 'SAVE PATH' button and a link to 'Explore More Content'.

13 Then navigate to Content & Permissions

VIEWING AS CLIENT USER ▾ Q SEARCH Classroom Admin Library Admin My Account

isolved **WORLD** MY CLASSROOM ▾ CLASSROOM ▾ LIBRARY ▾ QUICK HELP VIDEOS

Dashboard
Course Content
Marketplace
Courses
Paths
Certificates
Assignments
Waiting Lists
Testing
Quizzes
Tests

Create Path

CREATE IN WIZARD

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

Content & Permissions

Audiences *

- Client Users
- Employees
- Partners
- Public

Courses

☐ Include Unlisted/Hidden Courses to be visible on this Path.

My Classroom Courses ▾

SELECT

14 Here you can choose the audience that will be able to see this course.

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

Create Path

CREATE IN WIZARD

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

Content & Permissions

Audiences *

- Client Users
- Employees
- Partners
- Public

Courses

☐ Include Unlisted/Hidden Courses to be visible on this Path.

My Classroom Courses ▾

SELECT

1 - Resident Rights Audience(s): E

15

Click the "Courses" field and search for the courses you have added from the Content Library.

Marketplace

Courses

Paths

Certificates

Assignments

Waiting Lists

Testing

Quizzes

Tests

Gamification

Points

Badges

Ranks

Gamification Listeners

Metadata

Content & Permissions

Relations

Appearance

Featuring

Supplemental Materials

Content & Permissions

Audiences *

Client Users

Employees

Partners

Public

Courses

☐ Include Unlisted/Hidden Courses to be visible on this Path.

My Classroom Courses

customer service

GO1-10622406 - Customer Service 101

GO1-14005532 - Customer Service Self-Management

GO1-20421257 - Excellent Customer Service from Mind Tools for Business (Emerald Works)

GO1-24783302 - Customer Service Skills

Explore More Content ^

Audience(s)

Audience(s)

Audience(s)

Audience(s)

16

Click "Relations"

VIEWING AS CLIENT USER ▾

Q SEARCH

Classroom Admin

Library Admin

My Account

solved **WORLD**

MY CLASSROOM ▾

CLASSROOM ▾

LIBRARY ▾

QUICK HELP VIDEOS

Dashboard

Course Content

Marketplace

Courses

Paths

Certificates

Assignments

Waiting Lists

Testing

Quizzes

Tests

Create Path

CREATE IN WIZARD

Metadata

Content & Permissions

Relations

Appearance

Featuring

Supplemental Materials

Content & Permissions

Audiences *

Client Users

Employees

Partners

Public

Courses

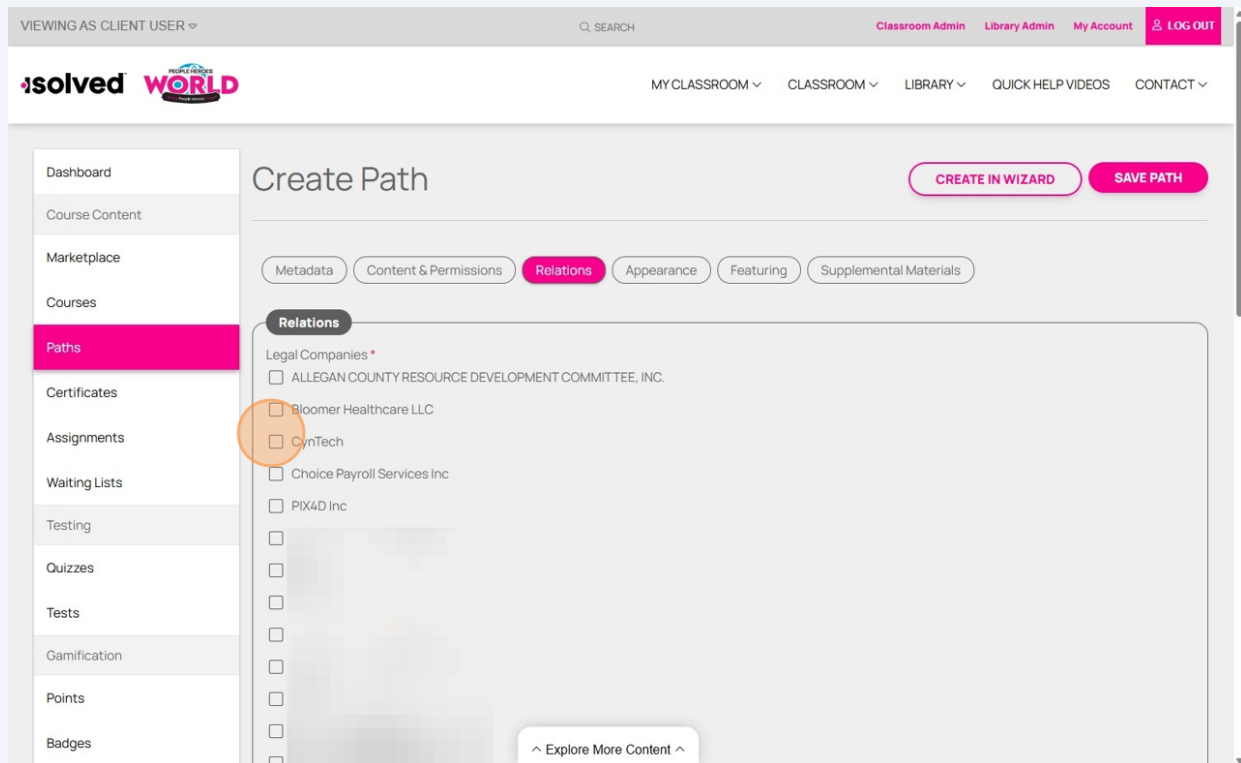
☐ Include Unlisted/Hidden Courses to be visible on this Path.

My Classroom Courses

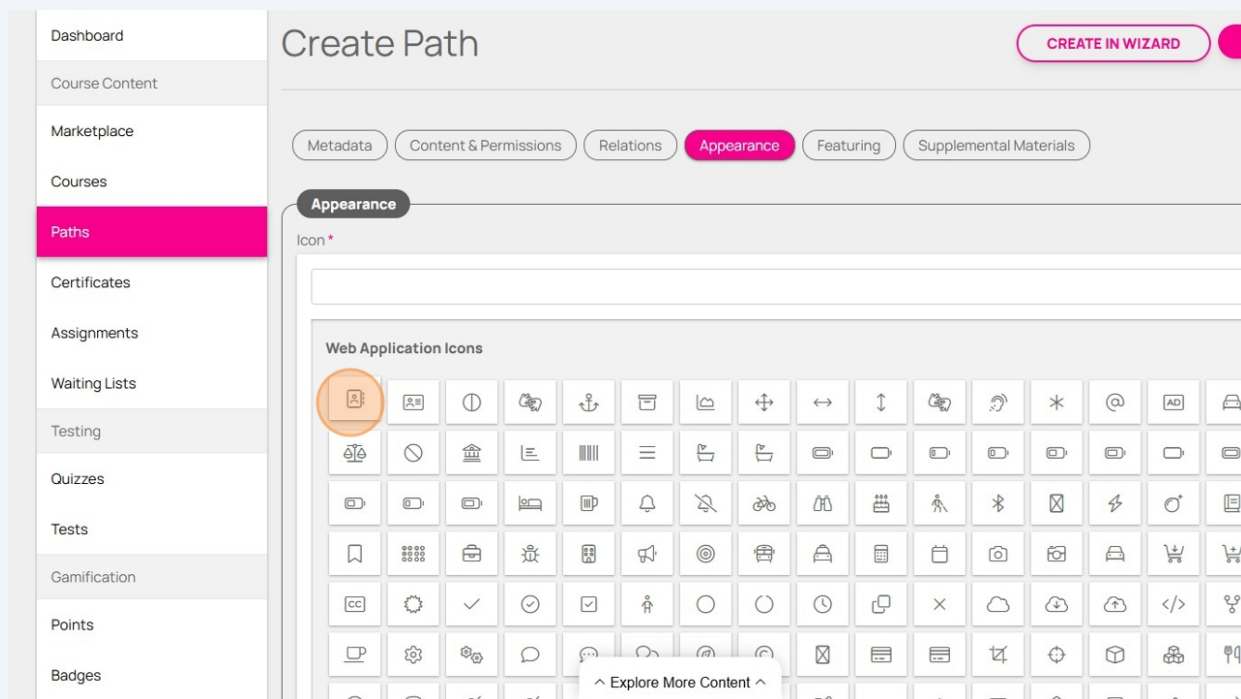
GO1-10622406 - Customer Service 101

Audience(s)

17 Here, you will choose the company you want to add this to.



18 Click "Appearance". Here, you will pick an icon.



19

In Featuring or Supplemental Materials, you will be able to feature this course, or connect other material to this course.

The screenshot shows the 'Create Path' interface. At the top, there's a navigation bar with 'T USER', a search bar, and links for 'Classroom Admin', 'Library Admin', 'My Account', and 'LOG OUT'. Below this is a secondary navigation bar with 'MY CLASSROOM', 'CLASSROOM', 'LIBRARY', 'QUICK HELP VIDEOS', and 'CONTACT'. The main heading is 'Create Path', with buttons for 'CREATE IN WIZARD' and 'SAVE PATH'. Below the heading are tabs for 'Metadata', 'Content & Permissions', 'Relations', 'Appearance', 'Featuring', and 'Supplemental Materials'. The 'Appearance' tab is currently selected, and the 'Featuring' tab is highlighted with an orange circle. The 'Appearance' section includes an 'Icon' field with a 'Selected:' label and a search bar. Below this is a 'Web Application Icons' section with a grid of icons. The first icon in the grid is highlighted with a pink square.

20

Once all looks good, you can hit "Save Path"

The screenshot shows the 'Create Path' interface. At the top, there's a navigation bar with 'T USER', a search bar, and links for 'Classroom Admin', 'Library Admin', 'My Account', and 'LOG OUT'. Below this is a secondary navigation bar with 'MY CLASSROOM', 'CLASSROOM', 'LIBRARY', 'QUICK HELP VIDEOS', and 'CONTACT'. The main heading is 'Create Path', with buttons for 'CREATE IN WIZARD' and 'SAVE PATH'. Below the heading are tabs for 'Metadata', 'Content & Permissions', 'Relations', 'Appearance', 'Featuring', and 'Supplemental Materials'. The 'Supplemental Materials' tab is currently selected, and the 'SAVE PATH' button is highlighted with an orange circle. The 'Supplemental Materials' section includes an 'Articles' field with a search bar and a 'SELECT ALL' button. Below this is a list of articles with their titles and audience(s). The first article is 'Multiple Client Pay Items Error in TimeForce II/Isolved Time' with audience 'Client Users, Internal, Partners'. The second article is 'The given object ID 'NEW' in the field 'list id' is invalid Error in QuickBooks' with audience 'Client Users, Internal, Partners'. The third article is 'The Name 'Employee Name' Already in Use Error in the QuickBooks Interface' with audience 'Client Users, Internal, Partners'.

21

The last step will be to add this to Assignment to be able to assign this to employees. Click "Assignments" on the left side menu.

VIEWING AS CLIENT USER ▾ Q. SEARCH Classroom Admin Library Admin My Account

Course Content

- Marketplace
- Courses
- Paths**
- Certificates
- Assignments**
- Waiting Lists
- Testing
- Quizzes
- Tests
- Gamification
- Points
- Badges

Success!
Path successfully updated.

Metadata Content & Permissions Relations Appearance Featuring Supplemental Materials

Metadata

Status *
Active

Type *
Full Completion

Name *
test course

Summary
customer service

SAVE PATH

22

Click "Create Assignment"

T USER ▾ Q. SEARCH Classroom Admin Library Admin My Account LOG OUT

PEOPLE & THINGS WORLD MY CLASSROOM ▾ CLASSROOM ▾ LIBRARY ▾ QUICK HELP VIDEOS CONTACT ▾

Assignments

ASSIGNMENT CREATION WIZARD CREATE ASSIGNMENT

Filters & Options ▾

Name	Assignment Type	Assignable Type	Assignable	Created At	Updated At					
Test	Manual	Path	Customer Service Test	May 6th, 2025	May 6th, 2025	👁	👤	🔄	🔔	📢
Test	Manual	Path	Customer Service Test	May 6th, 2025	May 6th, 2025	👁	👤	🔄	🔔	📢
New Hire Filing	Manual	Path	New Hire Filing	March 14th, 2025	March 14th, 2025	👁	👤	🔄	🔔	📢
Solutions Enablement Consultant	Manual	Path	Solutions Enablement Consultant	January 17th, 2025	January 17th, 2025	👁	👤	🔄	🔔	📢

23 Name your assignment.

VIEWING AS CLIENT USER ▾ Q SEARCH Classroom Admin Library Admin My Account

Create Assignment

CREATE IN WIZARD SAVE AS

Name

Assignment Type ⓘ *

Manual

Assignable Type *

Article

Article *

Recently Updated Articles

Giving & Volunteering - Company Matching Questionnaire ⓘ Audience(s): Client Users, Internal, Partner

API Overview ⓘ Audience(s): Client Users, Internal, Partner

Under Construction ⓘ Audience(s): Client Users, Internal, Partner

- ## 24 Choose the assignment type.
- Manual** - You will manually assign this course to employees. Leave it in this status until you are ready to assign the Assignment to Employees.
 - Automatic by Org/Labor** - This will automatically assign it to any groups that fit the Org/Labor you choose and the settings at the bottom of the screen.
 - Automatic by Team** - This will automatically assign it to a Team that you create and the settings at the bottom of the screen.

VIEWING AS CLIENT USER ▾ Q SEARCH Classroom Admin Library Admin My Account

Create Assignment

CREATE IN WIZARD SAVE AS

Name

test course

Assignment Type ⓘ *

Manual

Assignable Type *

Article

Article *

Recently Updated Articles

Giving & Volunteering - Company Matching Questionnaire ⓘ Audience(s): Client Users, Internal, Partner

API Overview ⓘ Audience(s): Client Users, Internal, Partner

Under Construction ⓘ Audience(s): Client Users, Internal, Partner

25 Select the "Path" option.

VIEWING AS CLIENT USER ▾ Q. SEARCH Classroom Admin Library Admin My Account

[Dashboard](#)
[Course Content](#)
[Marketplace](#)
[Courses](#)
[Paths](#)
[Certificates](#)
[Assignments](#)
[Waiting Lists](#)
[Testing](#)
[Quizzes](#)
[Tests](#)
[Gamification](#)
[Points](#)

Create Assignment

CREATE IN WIZARD SAVE AS

Name

test course

Assignment Type ? *

Manual

Assignable Type *

Path

Path *

Hire Date Filter

None

Due Date Settings ?

Due Date by Interval

Due Date Interval

None

26 Search for the Path you created in the previous steps.

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

Create Assignment

CREATE IN WIZARD SAVE AS

Name

test course

Assignment Type ? *

Manual

Assignable Type *

Path

Path *

Hire Date Filter

None

Due Date Settings ?

Due Date by Interval

Due Date Interval

None

Evergreen ?

No

27 Click on your Path

Course Content	
Marketplace	Name test course
Courses	Assignment Type [?] * Manual
Paths	Assignable Type * Path
Certificates	Path * customer serv + Customer Service Test
Assignments	Hire Date Filter None
Waiting Lists	Due Date Settings [?] Due Date by Interval
Testing	Due Date Interval None
Quizzes	Evergreen [?] No
Tests	
Gamification	
Points	
Badges	
Ranks	

Explore More Content

28 Down below, you will be able to choose a Hire Date Filter **Hire Date** - This field will allow you to determine employees who need to take this course based on their Hire Date.

VIEWING AS CLIENT USER		Q. SEARCH	Classroom Admin	Library Admin	My Acc
Certificates	Assignable Type * Path				
Assignments	Path * XCustomer Service Test				
Waiting Lists	Hire Date Filter None				
Testing	Due Date Settings [?] Due Date by Interval				
Quizzes	Due Date Interval None				
Tests	Evergreen [?] No				
Gamification	Status Active				
Points	Reset Progress On Send [?] No				
Badges					
Ranks					
Gamification Listeners					
Gamification Sequences					
Administration					

29

Choose the company you want to assign this course to and Click "Save Assignment"

VIEWING AS CLIENT USER ▾ Q SEARCH Classroom Admin Library Admin My Account LOG OUT

Points

Badges

Ranks

Gamification Listeners

Gamification Sequences

Administration

Taxonomies

Legal Companies

Hideables

Roles

Users

Teams

Reports

Audit Log

Other

Help Requests

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 ^

30

Once you save, you can assign to users if you chose to do it manually.

T USER ▾ Q SEARCH Classroom Admin Library Admin My Account LOG OUT

PEOPLE & THINGS
WORLD

MY CLASSROOM ▾ CLASSROOM ▾ LIBRARY ▾ QUICK HELP VIDEOS CONTACT ▾

Edit Assignment

REMIND ASSIGNEES ASSIGN TO USERS SAVE ASSIGNMENT EDIT IN WIZARD

Success!
Assignment successfully saved.

Name

test course

Assignment Type ⓘ *

Manual ▾

Assignable Type *

Path ▾

Path *

XCustomer Service Test

31

This completes creating courses from the Content Library. You can repeat this process for all courses you need, as well as creating your own content through the Courses and tying them to Paths and Assignments.