Creativas

Skills and Prerequisites

October 2025

Smart Courses

The **Skills & Prerequisites** feature adds structure, clarity, and motivation to the Smart Courses learning experience. It connects courses with specific skills, helping learners understand what they'll gain and ensures they follow the right order before starting advanced topics.

By defining which skills are earned from required courses before others, admins and course creators can create a clear learning progression that fits organizational goals. This feature turns learning from a scattered list of courses into a guided, purpose-driven experience.

Why You Should Set It Up?

Setting up skills and prerequisites helps standardize training, validate knowledge, and keep learning consistent across teams. It ensures employees complete essential courses before moving on and helps track real progress through visible skill achievements.

How It Impacts Your Workflow?

Once skills and prerequisites are enabled:

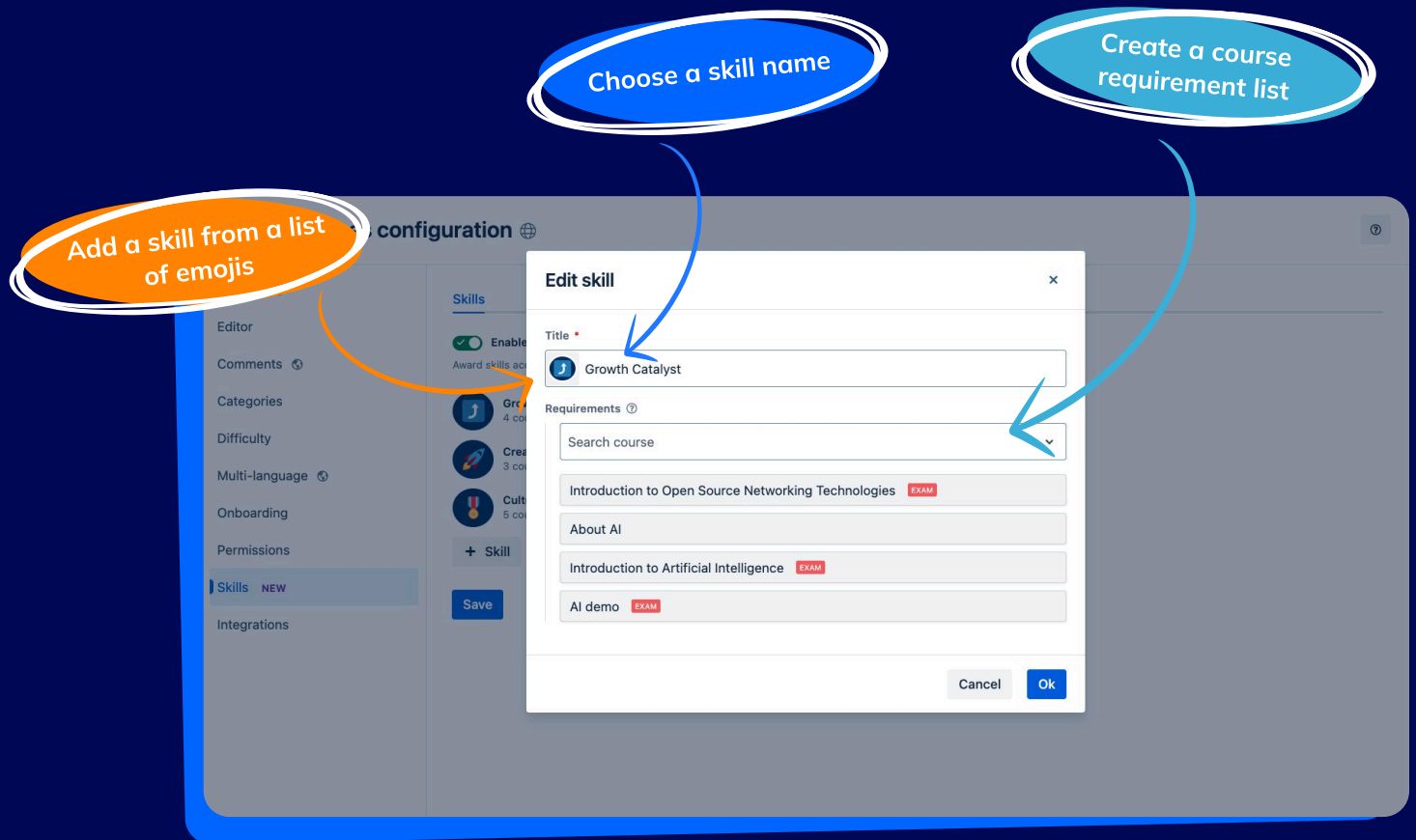Learners instantly see what's required to start a course

Skills appear on dashboards and insights views, making progress easy to track.

Admins gain better control over the learning structure and reporting.

Updates are reflected automatically, keeping every learner aligned with the latest requirements.

For Smart Courses Admins

As an admin, you define the overall skill framework that powers the feature across Smart Courses instance.

Choose a skill name

Create a course requirement list

Add a skill from a list of emojis

configuration 🌐

Skills

Editor

Comments

Categories

Difficulty

Multi-language

Onboarding

Permissions

Skills NEW

Integrations

Enable
Award skills ac

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+ Skill

Save

Edit skill ×

Title *

Growth Catalyst

Requirements ⓘ

Search course

Introduction to Open Source Networking Technologies EXAM

About AI

Introduction to Artificial Intelligence EXAM

AI demo EXAM

Cancel Ok

How to create and manage skills?

- Go to Smart Courses Global Configuration → Skills.
- Add new skills that reflect key competencies in your organization (e.g., Communication, Strategic Thinking, GDPR Awareness).
- For each skill, define which courses or exams must be completed to earn it.
- You can also remove or update skills later, learners will be notified automatically if they gain or lose a skill due to these changes.

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For Course Creators and Contributors

Creators control how skills interact with their courses and when learners can access them.

Enable Skills

Choose skills sets as prerequistes from a predefined skills list

How to add Skill Prerequisites in a course?

In the Course Configuration

Prerequisites tab, you can specify required skills that learners must already have before they can start the course.
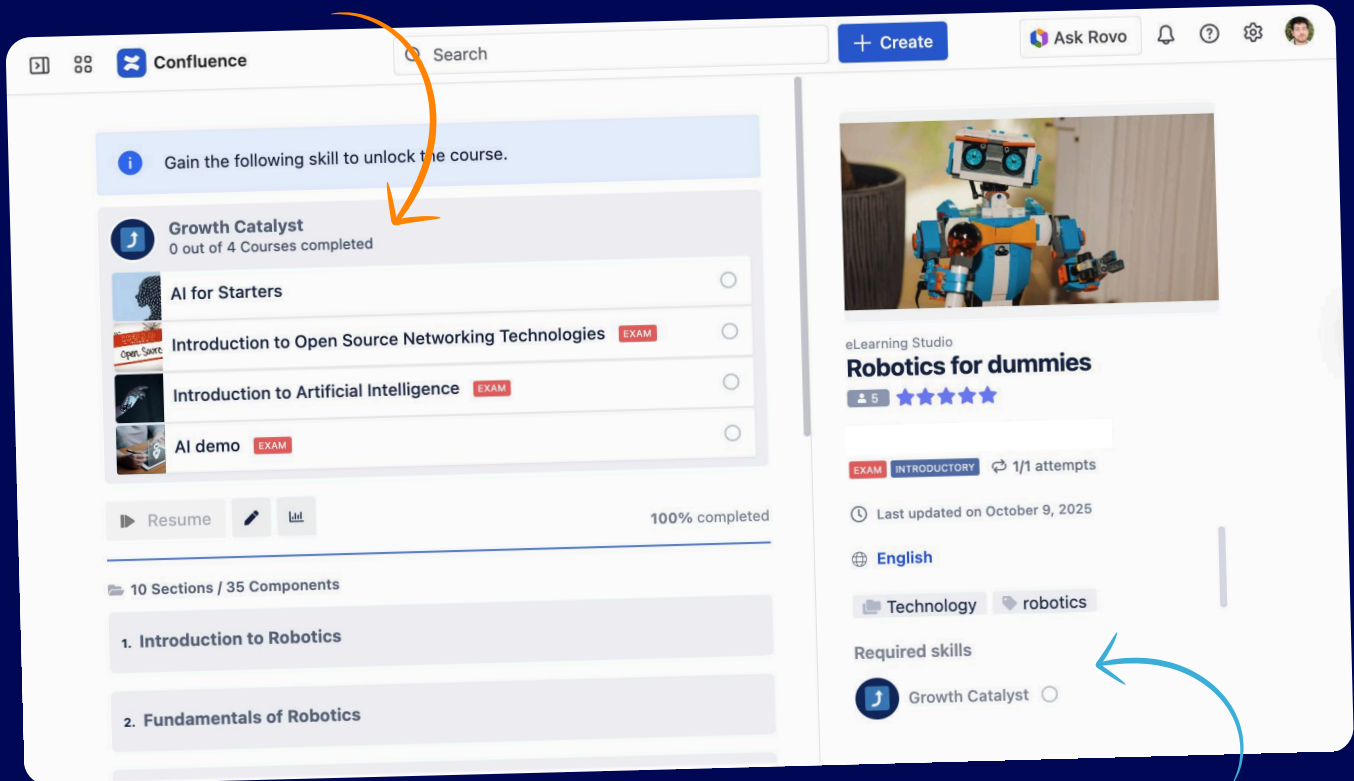
Important:

You cannot add a skill as a prerequisite to a course that is itself required to earn that skill.

For Learners

Learners experience the Skills & Prerequisites feature as guidance and motivation in their training journey.
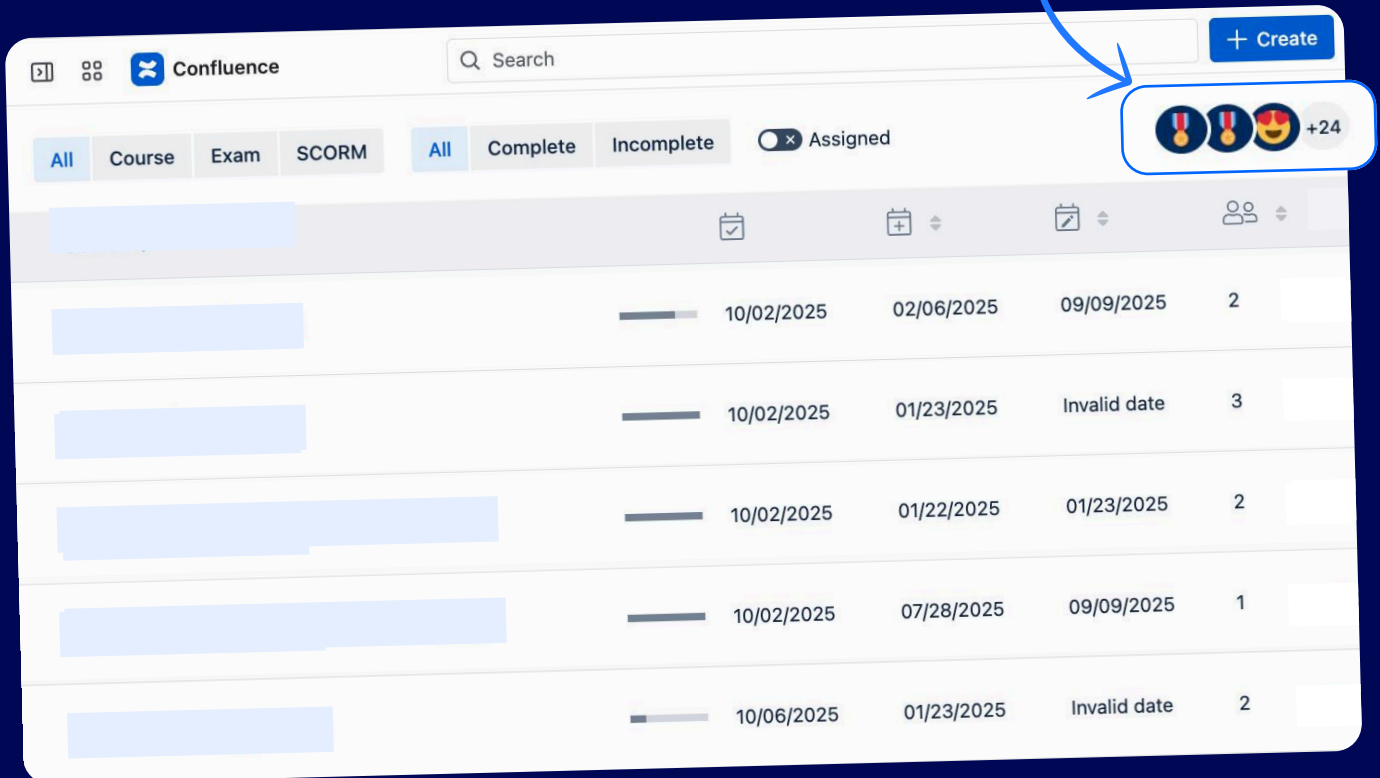
List of requirements

Required skills

Viewing Required Skills

🟠 On each course's landing page, learners can see if any skills are required before starting.

🟡 If a skill is missing, the course will remain locked until. the learner completes the required course(s) or exam(s).
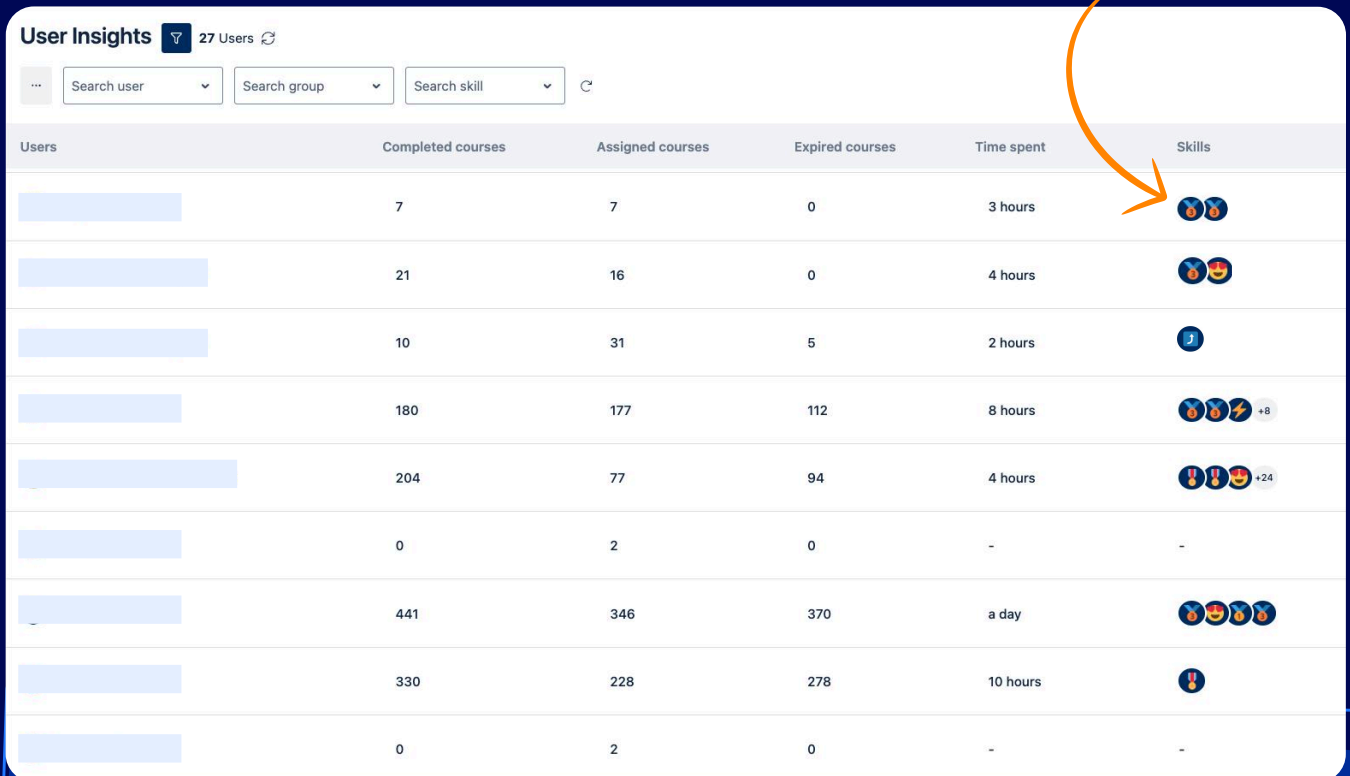
Tracking Earned Skills

🏅 Learners can view all earned skills in their personal dashboard, along with completed and assigned courses.

🥇 Each new skill earned appears automatically, and notifications are sent whenever a skill is gained or lost.

For Users with Insights View Permissions

Users with insights permissions (e.g., team leads, HR managers, or compliance officers) can monitor learner progress without full admin rights

User skills list

User Insights 🔽 27 Users 🔄					
···	Search user ▾	Search group ▾	Search skill ▾	🔄	
Users	**Completed courses**	**Assigned courses**	**Expired courses**	**Time spent**	**Skills**
	7	7	0	3 hours	🔵🔵
	21	16	0	4 hours	🔵🔵
	10	31	5	2 hours	🔵
	180	177	112	8 hours	🔵🔵⚡ +8
	204	77	94	4 hours	🔵🔵🔵 +24
	0	2	0	-	-
	441	346	370	a day	🔵🔵🔵🔵
	330	228	278	10 hours	🔵
	0	2	0	-	-

🟠 Using the Insights Board.
🔵 Use this view to identify learning bottlenecks, plan development discussions, or verify compliance readiness.
🟡 Access Smart Courses → User Insights.

🟠 View each learner's:
-Completed, assigned and expired courses.
-Skills earned.
-Time spent in learning.