

Priority Scales

Priority scales enable you to define the urgency of learning plan items. Priority scales can be used for courses, competencies and objectives in learning plans. You are able to set up multiple priority scales and select any scale for each component.

Create a priority scale

1. Click *Learning Plans > Priority scales* on the **Site administration menu**.
2. Click **Add a new priority scale**.
3. Enter the scale **Name**.
4. Enter the **Priority scale** values. The values must be entered one per line from highest to lowest.
5. Enter a **Description**.
6. Click **Save changes** to save your priority scale.
7. Set the default value by selecting the desired scale value and click **Update**.

The default value is the value that is automatically applied when a course, competency, or an objective, is added to a learner's learning plan. The priority can be changed once the item is added to the learning plan.

Editing a priority scale

1. To change the properties of the scale, including the name, click the **Edit** button.
2. To edit the scale values click the priority scale name:
 - a. Click **Add new priority scale value** to add a new value to this scale.
 - b. Click **Edit** to change a scale value.
 - c. Click **Delete** to remove a scale value.

Editing a priority scale value

You can add more details to a scale value when you edit it.

1. Use **Scale value ID number** to assign a unique ID number to the scale value.
2. **Priority scale numerical value** allows you to assign a numerical value. This numerical value can appear on reports you create in Report Builder.
3. Click **Save changes** before leaving the page.

On this page



The Totara Academy has a whole course dedicated to using [Learning plans](#) in Totara Learn. Here you can learn more on how to use learning plans, see best practice, and give it a go yourself.