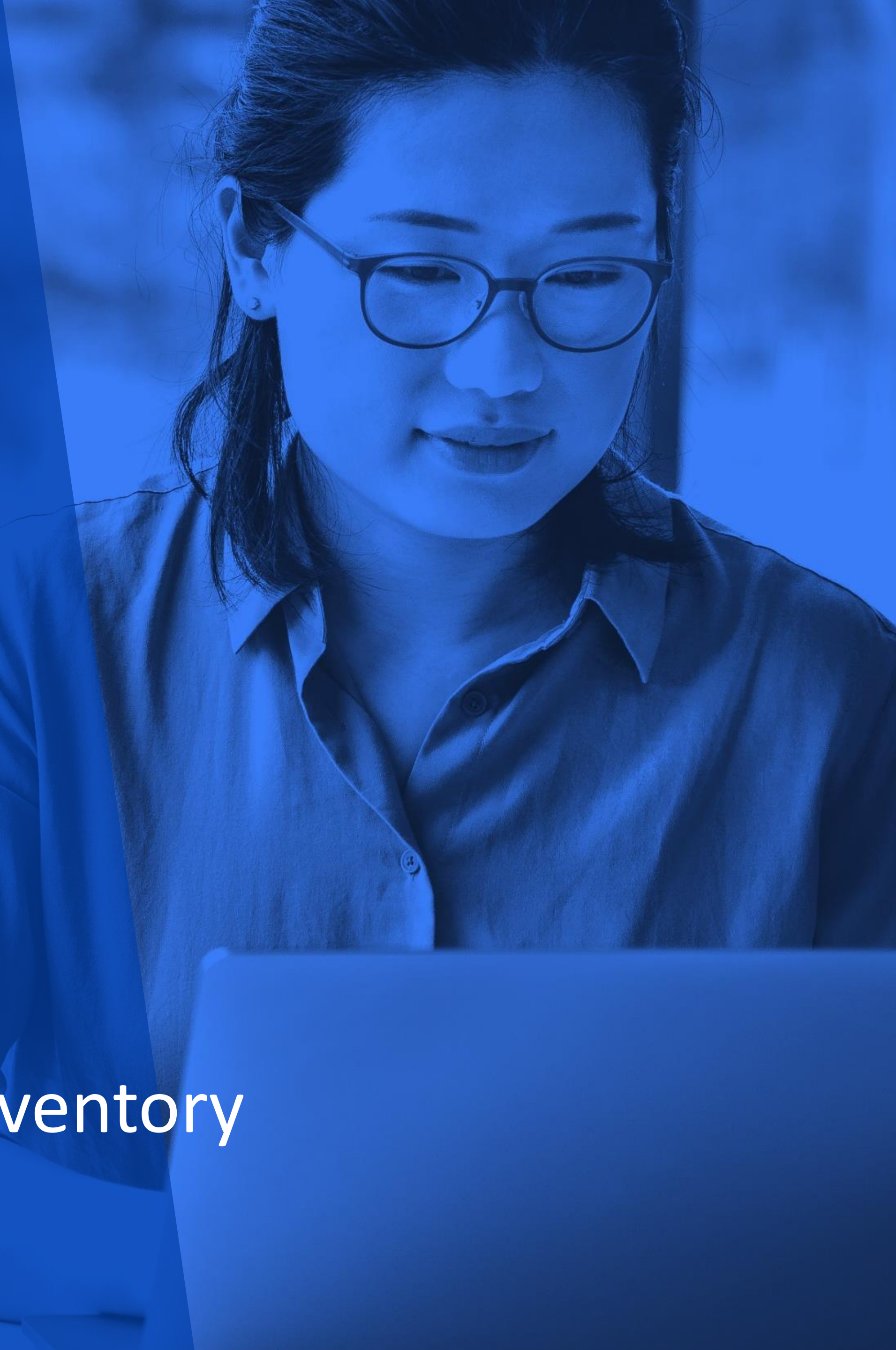
Center for Creative Leadership

LIVE ONLINE ENROLLMENT GUIDE

Client guide to CCL Leadership Accelerator (CLA) course inventory



Delivery Process

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Order Live Online participant seats with our Client Development team or on our website

Within one business day you will receive an email invitation to CCL Leadership Accelerator and user instructions

Follow the email link to accept your invitation and activate your account

Once in the CLA platform, click the “Enrollments” button in the upper right corner

Click “Create a session” within the “Available Seats” section

Select “View Users” or “Upload Users” to load participants – manually or by batch

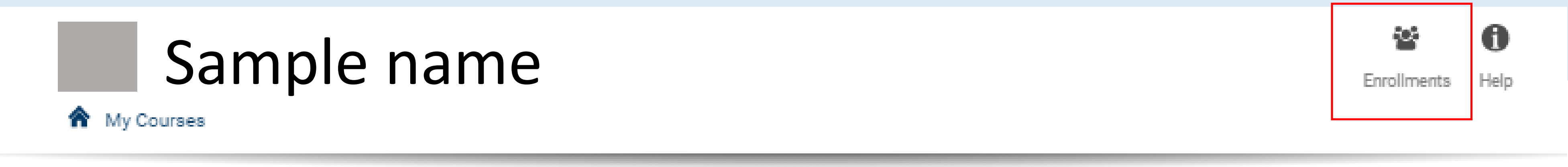
Click “Commit Session” to send invitations to participants

Schedule the delivery of the facilitated session

Facilitate the development session. Post-program, participants maintain access for Apply Phase course work.

Access Inventory

- After your order is complete, you will be able to access your inventory via our CCL Leadership Accelerator (CLA) learning platform.
- If you are new to CLA, you will receive an invitation to activate your account.
- Email confirmations are sent for all orders verifying when inventory has been added.
- In addition to any courses you may already have access to in CLA, you will now see the ***Enrollments*** icon displayed in the top right corner of your screen which is where you can access your inventory.



Access Inventory

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View your inventory on the ***Enrollments*** screen:

Available Seats

Show 10 entries

Search:

Course	Total Available Seats	Used Seats	Remaining Seats	Actions
Lead 4 Success™ Facilitator Kit	150	1	149	Create a session
Listen to Understand Participant Kit	15	0	15	Create a session

Showing 1 to 2 of 2 entries

Previous 1 Next

Enrollments

Create a Session

Filter By:

Committed Sessions: All Sessions **Course** Choose a course

Show 10 entries

Search:

Course	Session	Start	Created By	Users	Actions
L4S_FAC_Kit	Test Committed on: 2020-07-09 21:34 Europe/London	2020-07-09 21:34 Europe/London	John Epps	1	View Users Upload Users

Showing 1 to 1 of 1 entries

Previous 1 Next

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Create a Session

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The top section, ***Available Seats***, allows you to see your total available seats, used seats, and remaining seats.

The ***Create a session*** button to the right of each course allows you to setup a new session. On that screen, you will be asked to name your session and select the inventory item/course you would like to include in the session.

Available Seats

Show 10 entries

Search:

Course	Total Available Seats	Used Seats	Remaining Seats	Actions
Lead 4 Success™ Facilitator Kit	150	1	149	Create a session
Listen to Understand Participant Kit	15	0	15	Create a session

Showing 1 to 2 of 2 entries

Previous 1 Next

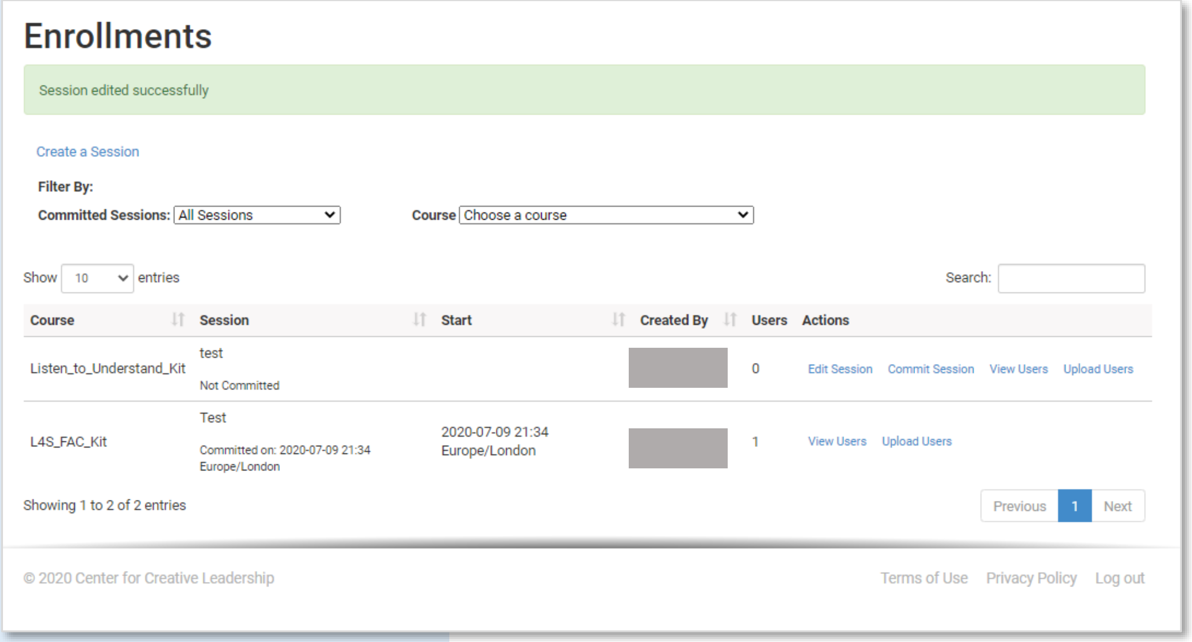
Enroll Participants

The lower half of the ***Enrollments*** screen allows you to add users to sessions you have created. To enroll participants:

- Click ***View Users*** to add individual users manually and make adjustments,

or

- Click ***Upload Users*** and then ***Download Template*** to utilize the batch-upload template. Enter participant information in the file and then return to the ***Upload Users*** page and click ***Choose File***. Select your saved template to add all participants at once.

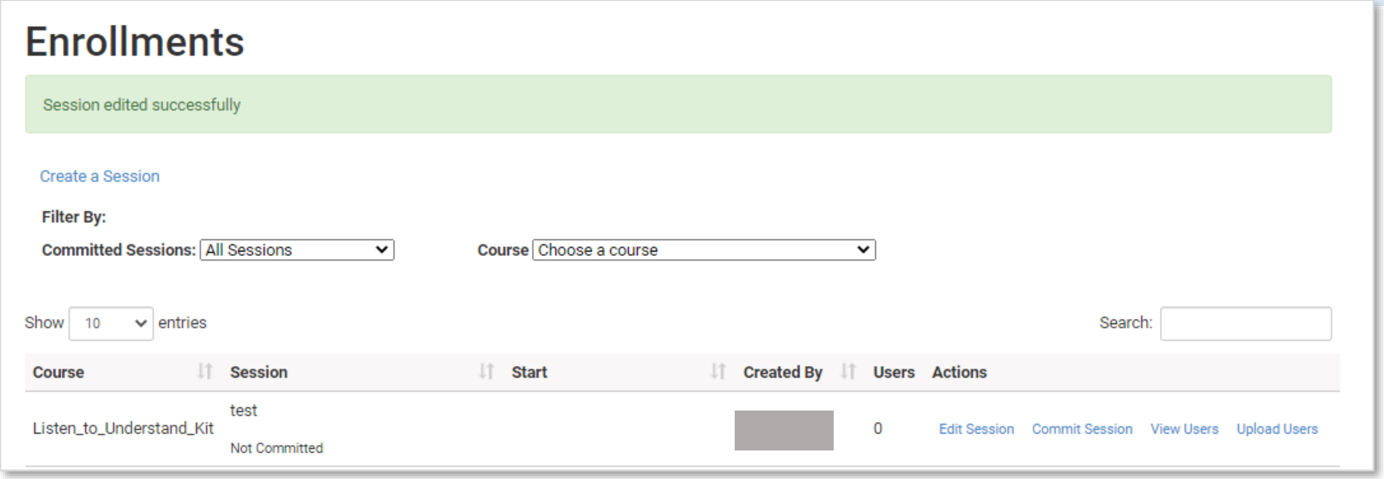


Launch a Session

To launch a session and send out participant invitations, select ***Commit Session***. You will have the option to launch invitations immediately or select a future send time/date. Participants will have ***6 months access from the Commit date***.

To edit a session, select ***Edit Session***. *This button is only available before a session is committed and only allows for a session name or course change.*

Once a session has been committed the seats have been used regardless of attendance or participant access. However, you can edit existing participant information the same ways you set them up, but only if the participant has not accessed the program or already has an existing CLA account (this is most useful for fixing a name or email address if entered incorrectly).

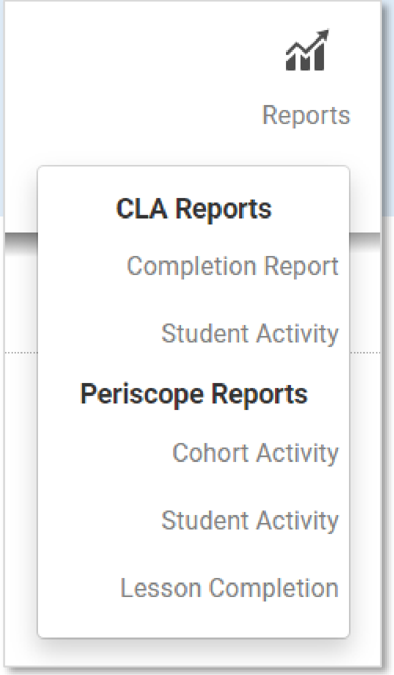


Checking Status

After a session is launched the admin that created the session will also gain access to the course under ***My Courses*** which can be navigated to in the top right corner of the main enrollments page.

If you have multiple sessions launched a dropdown for ***Select Grouping*** will allow you to select your specific session for any given course. You can then select continue for that course and see everything a participant would see in that course.

Once in your session course the ***Reports*** Icon near the top right corner will allow you to view multiple reports on your participants activity and completion.



Checking Status

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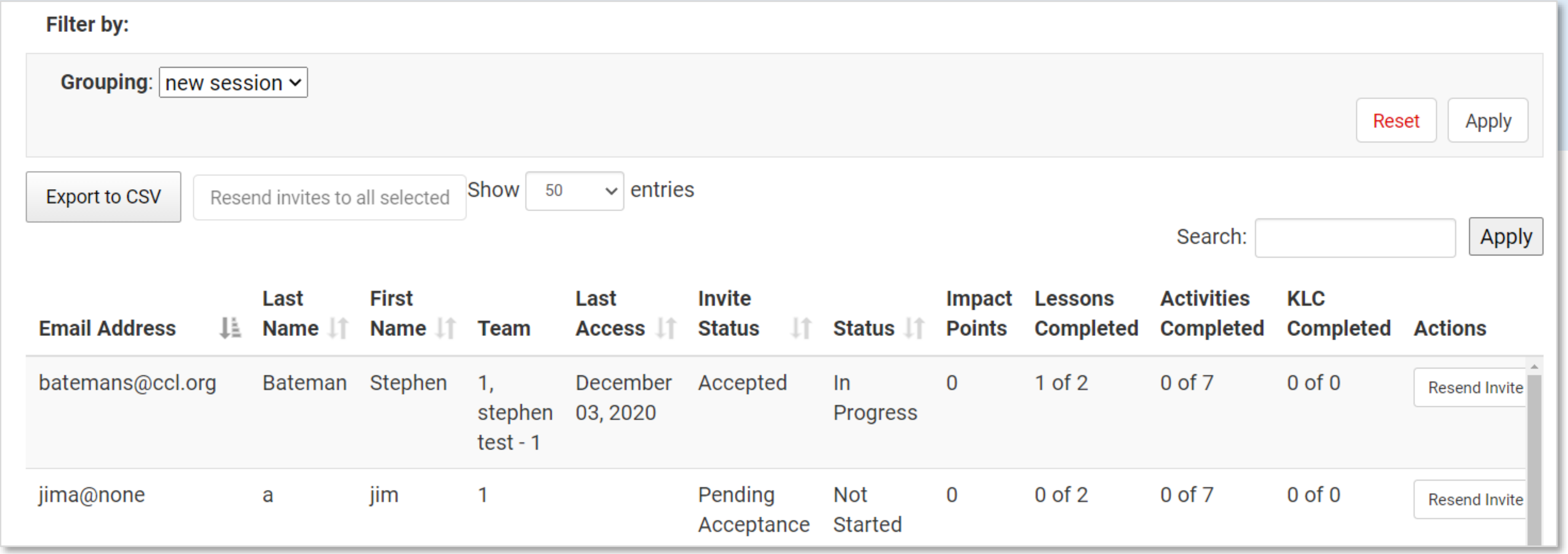
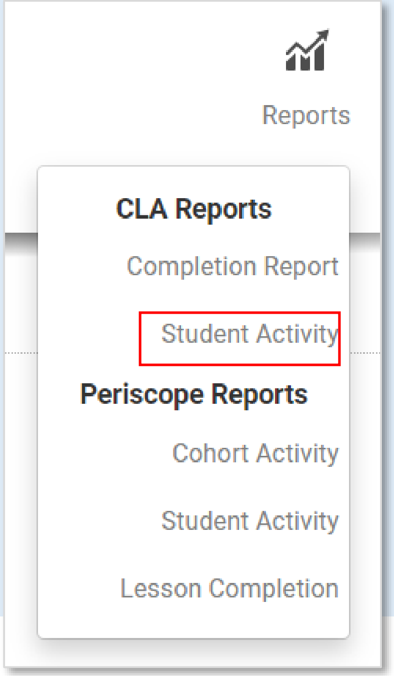
Under ***CLA Reports*** the selection labeled ***Student Activity*** contains details on participant last access, Invite status if they have successfully logged in, and over all status of completion of the program.

If you scroll to the far right of a participant name you will see a button to ***Resend Invite*** that you can use if your participant is having issues finding the original invite.



Email Address	Last Name	First Name	Team	Last Access	Invite Status	Status	Impact Points	Lessons Completed	Activities Completed	KLC Completed	Actions
batemans@ccl.org	Bateman	Stephen	1, stephen test - 1	December 03, 2020	Accepted	In Progress	0	1 of 2	0 of 7	0 of 0	Resend Invite
jima@none	a	jim	1		Pending Acceptance	Not Started	0	0 of 2	0 of 7	0 of 0	Resend Invite



Before and After Launch

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Before Committing/Launching a session it is key to communicate to your participants that they will get an email invite to the CLA platform.

You Should also share with them that for workshop kits* they may have some light pre-work such as a self assessment but in most cases they will only need to enter the system and read through the course info page and prepare tile of their course. In the prepare tile there will be instructions for them to download their course materials for use during the program.

Post program they should return to the course and explore the Apply tile for additional support reading and tools.

* Full and multiday programs such as Better Conversations Everyday and Lead 4 Success generally have a different layout that is covered in the certification process with trainers.

Glossary of Terms

Center for Creative Leadership

- **CLA** – CCL Leadership Accelerator is CCL's digital learning platform where content and courses are delivered to participants.
- **Session** – A session is an online cohort created to assign participants and launch their content to them in batches.
- **Participant Seat** – The digital equivalent of a participant kit, a participant seat is the unique setup required for each Live Online participant.
- **Commit** – This launches the course, sends participant invitations, and grants access to course materials.