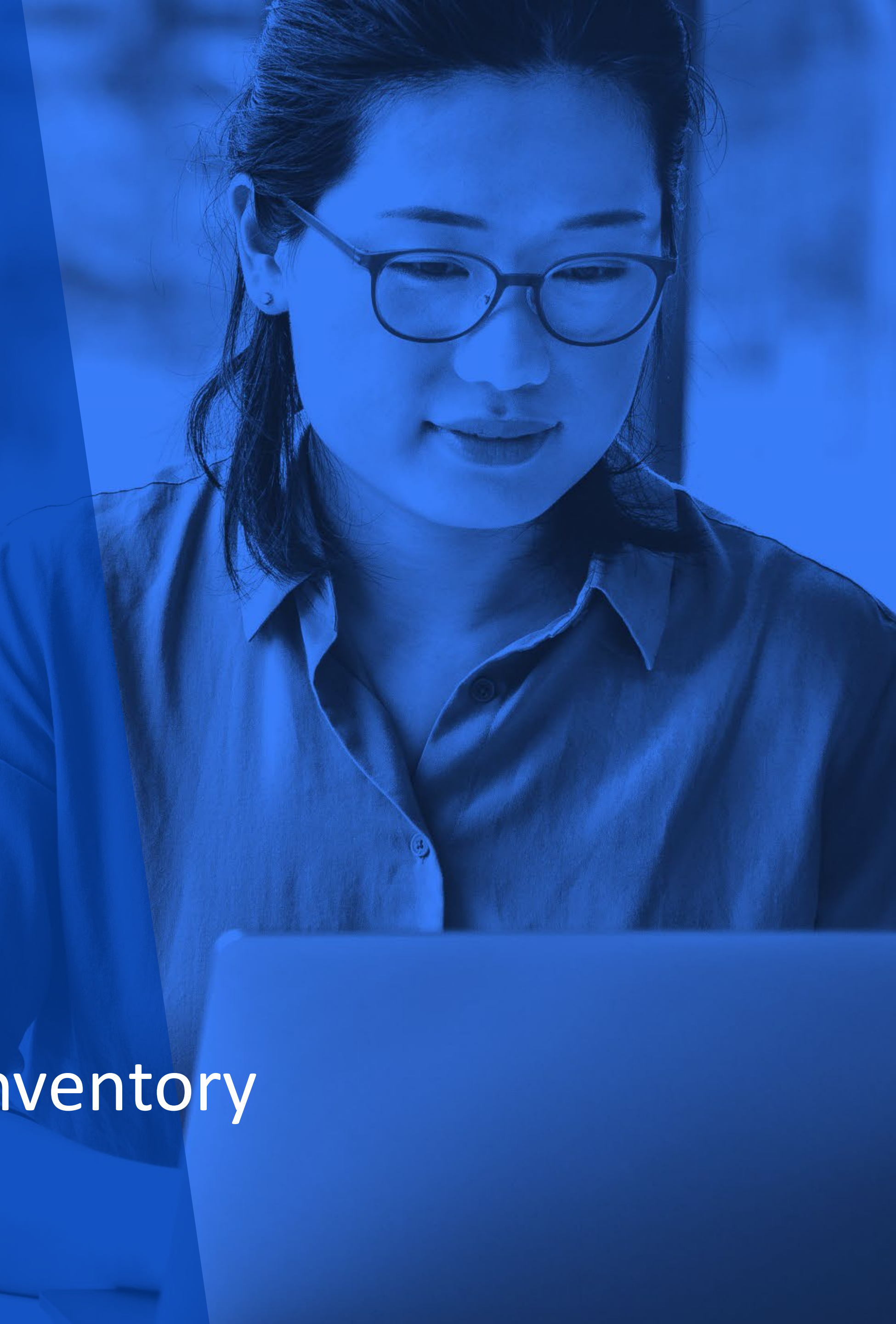
Center for Creative Leadership

LIVE ONLINE ENROLLMENT GUIDE

Client guide to
CCL Leadership Accelerator (CLA) course inventory



About This Guide

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- This guide provides the Technical steps that an organization Administrator would follow to manage live online/digital participant kits and participant courses on the CCL Leadership Accelerator Platform (CLA). This includes things like setting up kit and course sessions, Registering participants, “Committing” the session, and tracking participant progress.

Glossary of Terms

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- **CLA** – CCL Leadership Accelerator is CCL's digital learning platform where participant kits 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. While a course can have many sessions, each session is assigned to only one course and has a set time and set list of participants.
- **Participant seat** – The digital equivalent of a participant kit, a participant seat is the unique setup required for each Live Online participant.
- **Committing a session** – Committing a session makes the session active and invites the participants to join. Before a session is committed, participants are not in the course session and changes can be made to the session. After committing, changes are limited.

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 as a company Administrator and user instructions

Follow the email link to accept your invitation and activate your account or log in to you existing CLA account at https://lead.ccl.org

Once in the CLA platform, click the “Manage Enrollments” button, located in the expanded menu beside current courses

Click “Create a session” within the “Available Seats” section and follow prompts

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

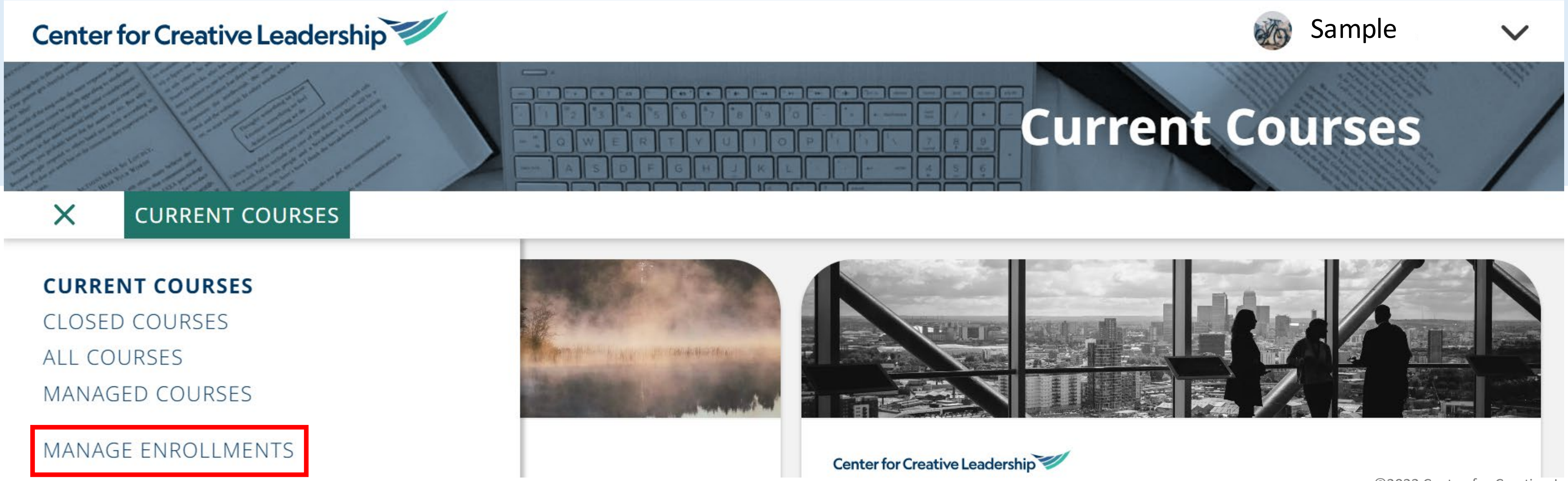
Click “Commit Session” to send invitations to participants

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 ***Manage Enrollments*** option displayed in the expanded menu beside current courses on the left side of your screen, which is where you can access your inventory.



Access Inventory

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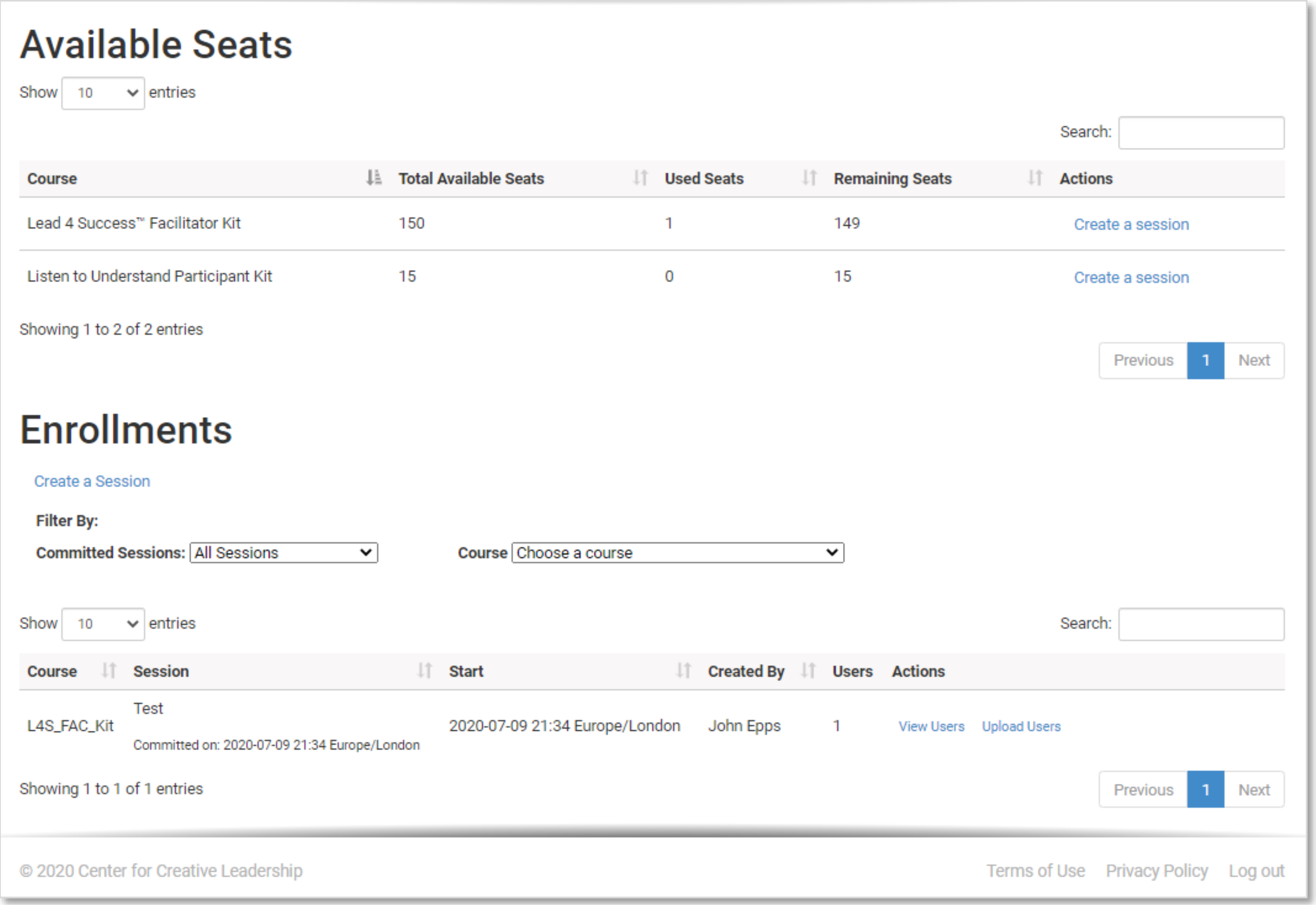
View your inventory on the ***Enrollments*** screen:

- This is an example of an enrollment screen.



Create a Session

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 set up a new session. On that screen, you will be asked to name your session (part of the name will be auto-generated to ensure no duplicate sessions are created) and select the inventory item/course you would like to include in the session.

Available Seats

Show 10 **Entries**

Search

Course	Available Seats	Used Seats	Remaining Seats	Actions
Better Conversations Every Day™ Workshop Participant Kit	57	0	57	Create a session

1

Create a Session *(Continued)*

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- At this point, sessions are not active and any participants you add in the next step will not receive an invitation until the session has been committed, shown in a later step.
- As the Administrator setting up the course, you will automatically be enrolled in the session with the Sponsor role. Any Administrators supporting your course will also need to be set up with the **Sponsor** role which gives them the ability to see the full course and session reports. You have up to **4 Sponsor** seats per session including the one Sponsor seat automatically assigned to the person creating the session **(these seats do not deduct from your inventory, and you should not remove yourself/sponsor from the session).**
- Learner = Participant
- Sponsor = Course Manger/Administrator

Enroll Participants

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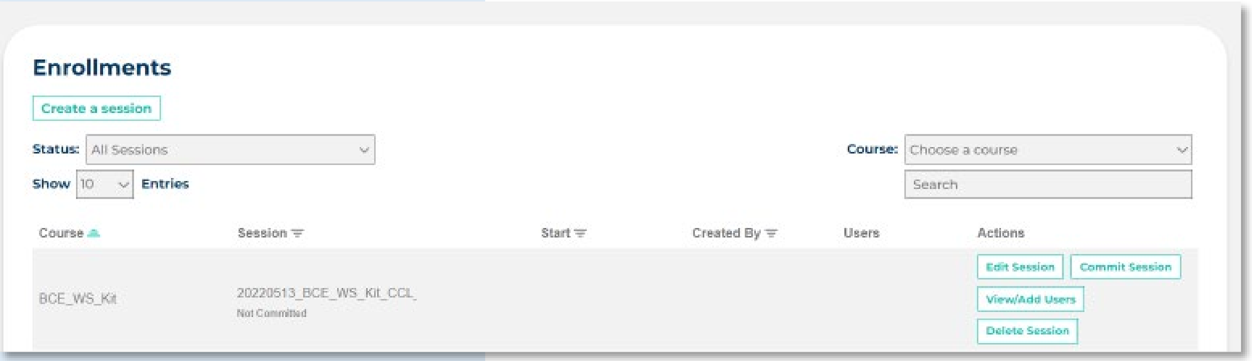
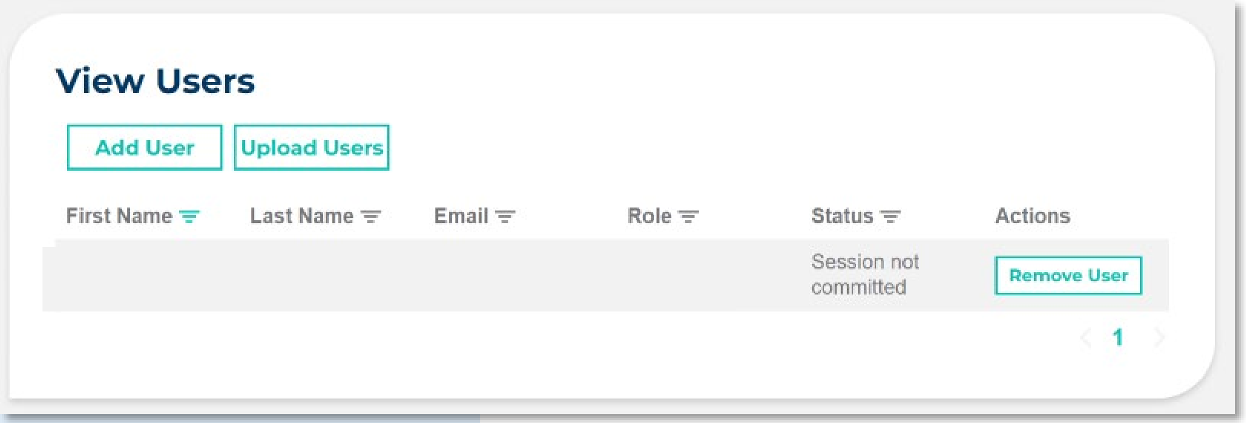
The lower half of the screen, ***Enrollments,*** allows you to add users to sessions you have created. To enroll participants, first go the **View/Add Users** link next to your session. From that screen either:

- Click ***Add User*** to add individual users manually by selecting the role (learner for participants) and entering the name and email.

or

- Click ***Upload Users*** and then select the role of the users to be uploaded and ***Download Template*** to utilize the appropriate 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.





Enroll Participants *(Continued)*

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You can remove and add additional participants by returning to the **View/Add Users** Screen.

- The remove user option and remove session buttons remain available until the session is committed. Once committed, the session can no longer be removed, but users can be removed if they have not already accessed their link/logged in for the first time.
- You can continue to add users even after committing the session and they will receive their invitation immediately. Their access end term will be the same as those originally committed in the session (180 days from commit date).

Launch a Session

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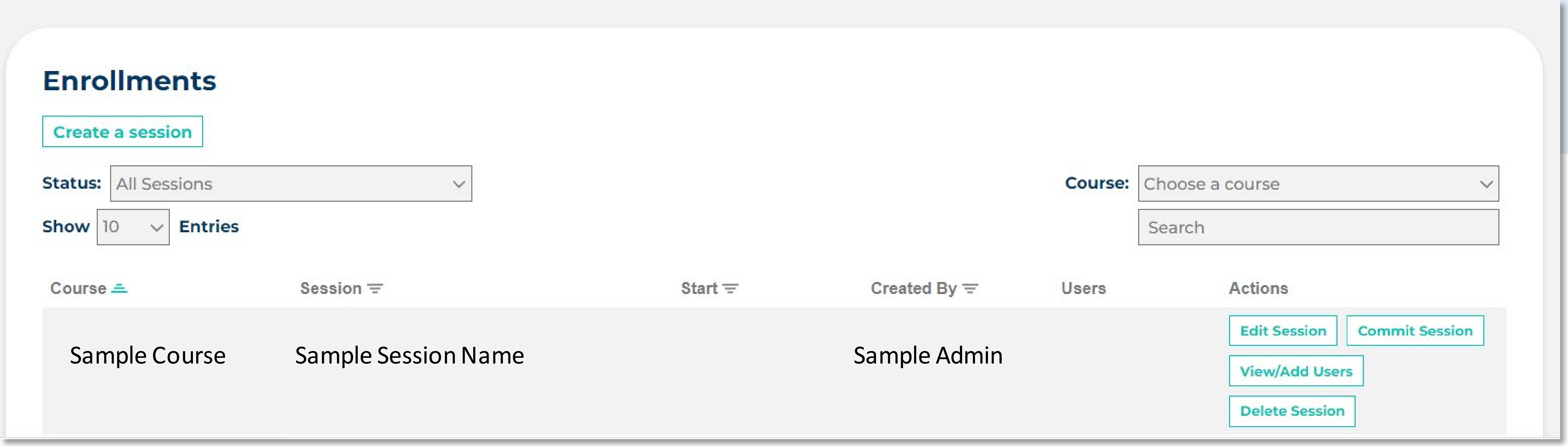
To launch a session and send participant invitations, select ***Commit Session***. You will have the option to launch invitations immediately or select a future send time/date. Participants will have ***a set access term from the Commit date***. (180 days from commit date).

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.*



Recovering Unused Inventory

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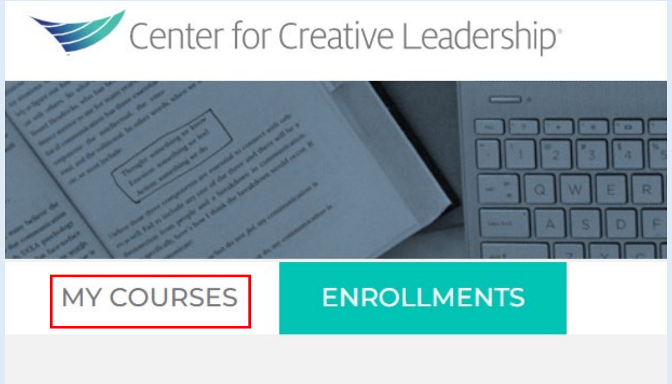
Once a session has been committed and the participant accepts the invitation/logs in the first time, the seat has been used regardless of attendance to any live sessions or course completion. However, until the point of initial access participants can be removed at which point inventory would be restored for that seat.

Participants can be removed if applicable from the **View/Add Users** screen using the **Remove User** button beside their name. If there is no Remove User button next to their name they have already accessed the course and their seat has been used/granted.

Checking Status

After a session is launched, the Administrator that created the session and any assigned Course Managers/Sponsors will also gain access to the course under ***My Courses*** which can be navigated to in the top left corner of the main enrollments page.

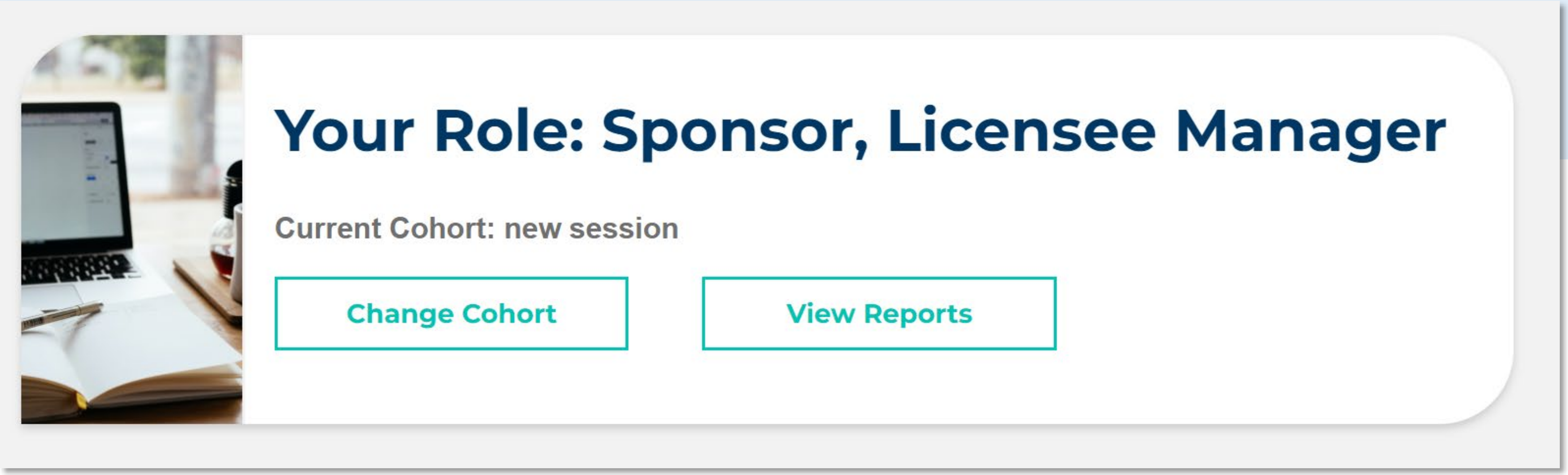


If you have multiple active sessions, a drop down for ***Select Grouping*** will allow you to select your specific session for any given course. You can then select continue for that course and see everything a participant would see in that course.

Checking Status

Once in your course session, an additional role module will be available to session Sponsors near the top of the page. The ***View Reports*** button will allow you to view multiple reports on your participants' activity and completion. The option to resend invitations is located under the student activity report.

At some screen resolutions it may be necessary to scroll to the far right to access the button for resending participant invitations.



Before and After Launch

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

The administrator should also share with the participants of workshop kits* that they may have some light pre-work, such as a self0-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 of each participant kit there will be instructions for participants to download their course materials for use during the live portion of the workshop.

Post workshop 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 Facilitators/Trainers.

Support Center

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For additional support please visit us at https://support.ccl.org/home/