Center for Creative Leadership

PASSPORT ENROLLMENT GUIDE

Client guide to
CCL Leadership Accelerator (CLA) course session management

About This Guide

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- This guide provides the technical steps that a Course Manager, or other organization Administrator, would follow to administer digital moderated and unmoderated courses as part of CCL Passport™. This includes things like setting up course sessions in the CCL Leadership Accelerator platform, Registering participants, "Committing" the session, and tracking participant progress.

Glossary of Terms

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- **CLA** - CCL Leadership Accelerator (CLA) is the Participant platform used to deliver digital learning journeys (referred to a courses) in moderated and unmoderated formats.
- **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 Registration** - Registering a participants refers to adding them by email and name to a session and then committing that session.
- **Session Commitment** - 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 to the session and participant are limited.

Delivery Process

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Ensure you have received an invitation to CLA and have access to the Enrollments module (If not, please reach out to your Client Licensing Manager or sales team)

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

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

Track and complete Course Manager tasks

Send out Access End Message

Access Enrollment Module

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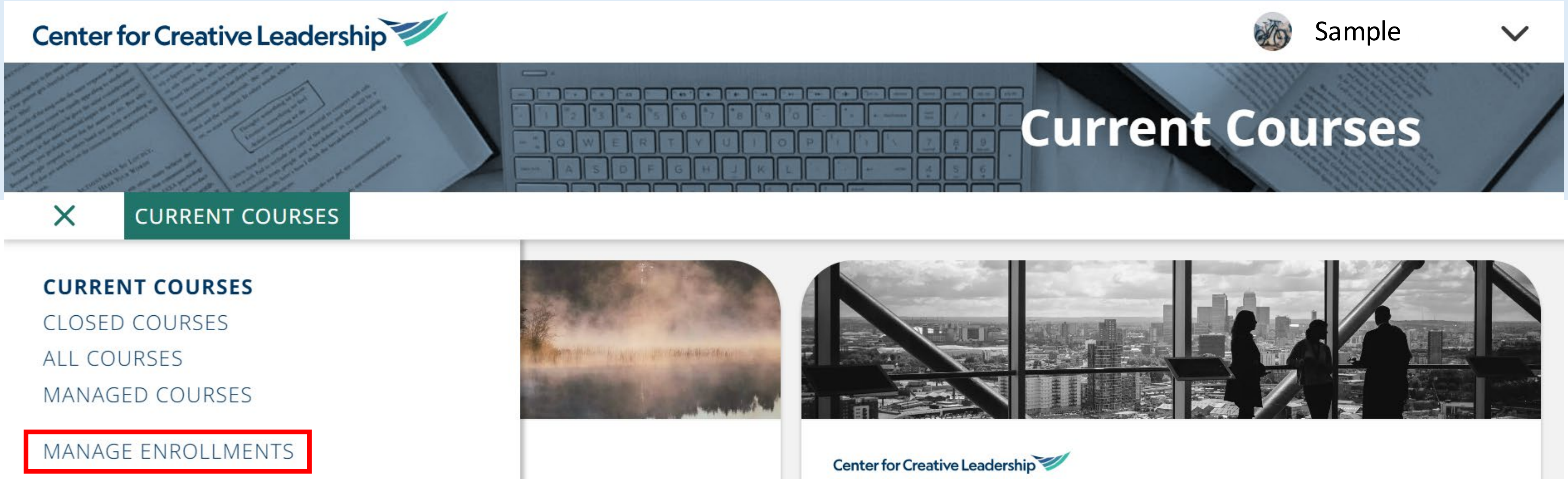
- If you are new to CLA, you will receive an invitation to activate your account.
- After you receive your invitation and log into CLA, you will be able to access courses you are personally enrolled in as a participant the same as your own participants.
- In addition to any courses you may already have access to in CLA as a participant, 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 available CCL Passport™ courses, as an organization Administrator.



Access Inventory

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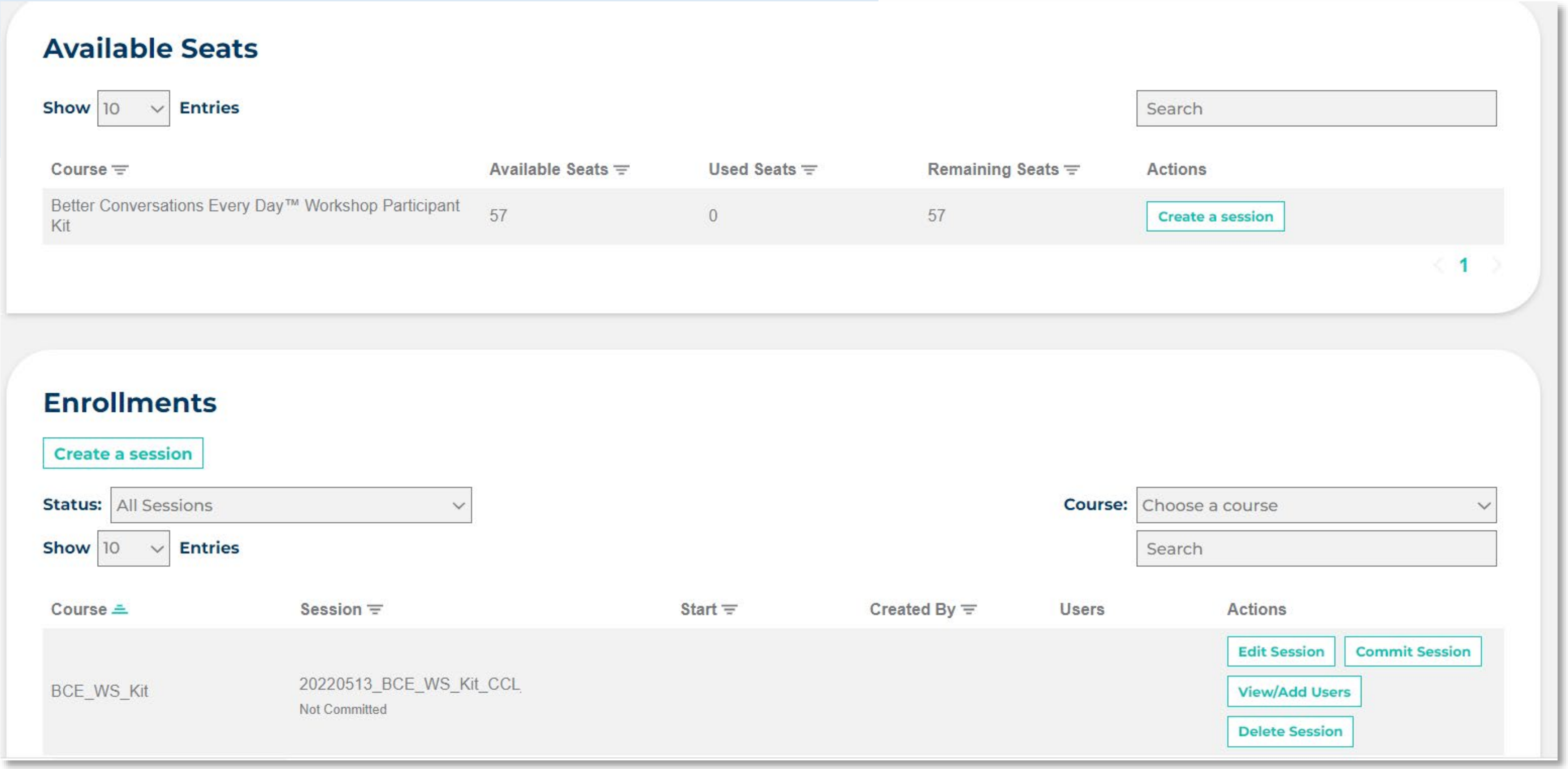
View your inventory on the ***Enrollments*** screen:

- This is an example of an enrollment screen.



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. Any courses you have access to as part of Passport will be designated as Unlimited available 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 **Course Managers** or **Administrators** supporting your course will also need to be set up with the **Sponsor** role which gives them the ability to see session reports. For moderated courses you will also need to assign **Moderators** the **Trainer** role which allows them to interact with the course and participants directly in CLA. You have up to **4 Sponsor** seats and **2 Trainer** seats per session including the one Sponsor seat automatically assigned to the person creating the session.

- Learner = Participant
- Sponsor = Course Manger/Administrator
- Trainer = Moderator/Trainer

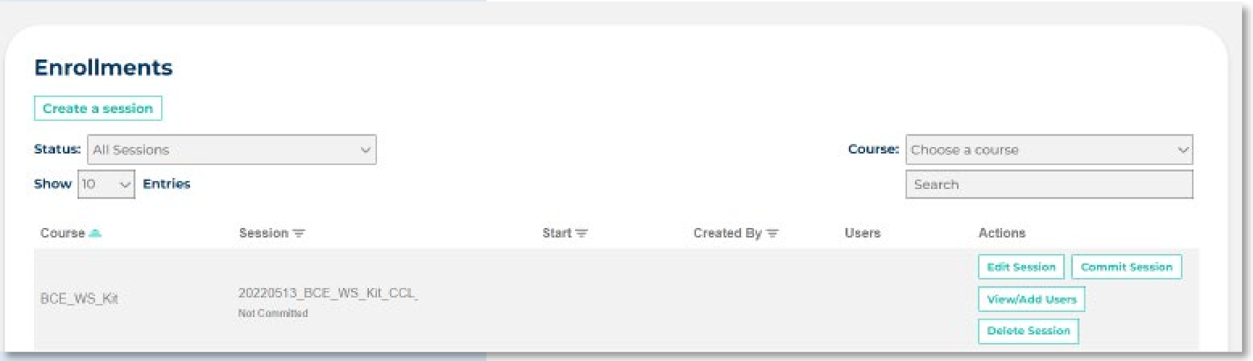
Enroll Participants

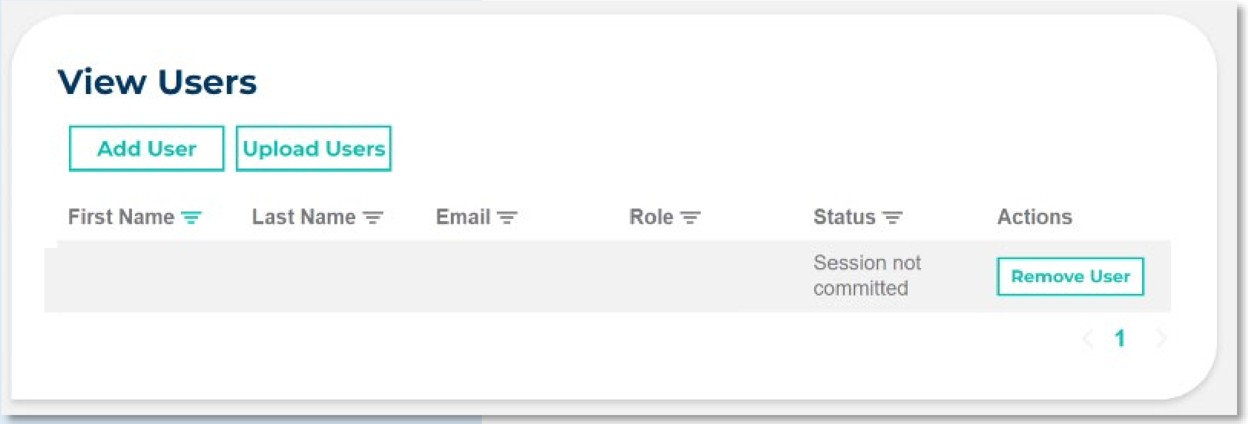
The lower half of the screen, ***Enrollments,*** allows you to add users to sessions you have created. To enroll participants, first go the **View/Add Users** link next to your session. From that screen either:

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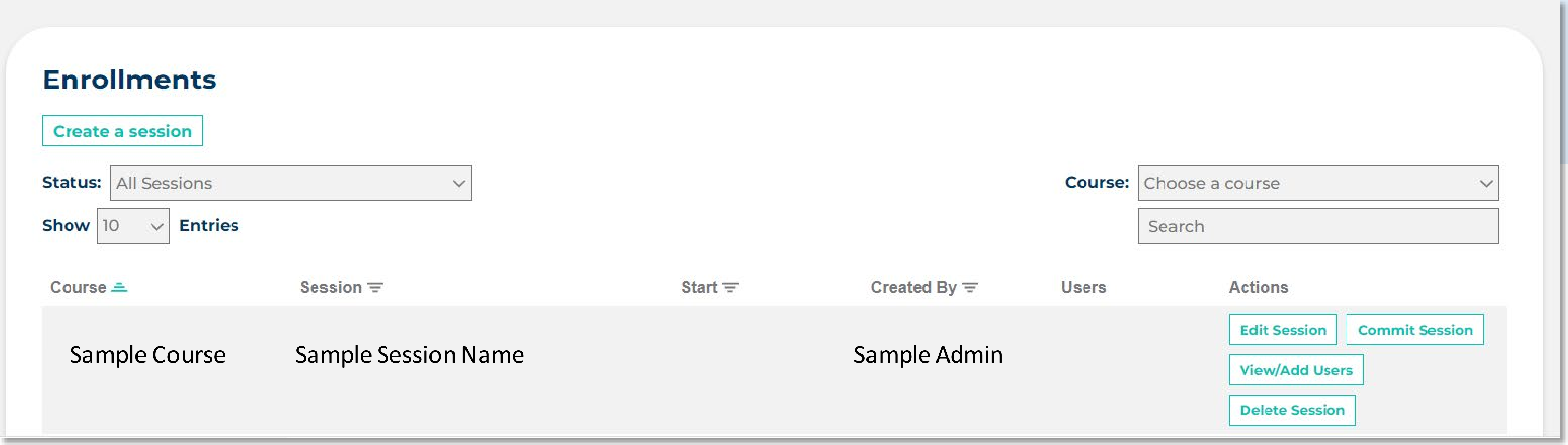
You can remove and add additional participants by returning to the **View/Add Users** Screen.

- 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

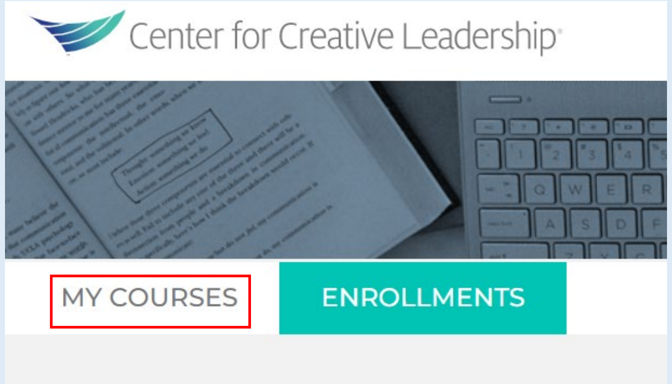
To launch a session and send participant invitations, select ***Commit Session***. You will have the option to launch invitations immediately or select a future send time/date. Participants will have ***a set access term from the Commit date***. (180 days from commit date).

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.*



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

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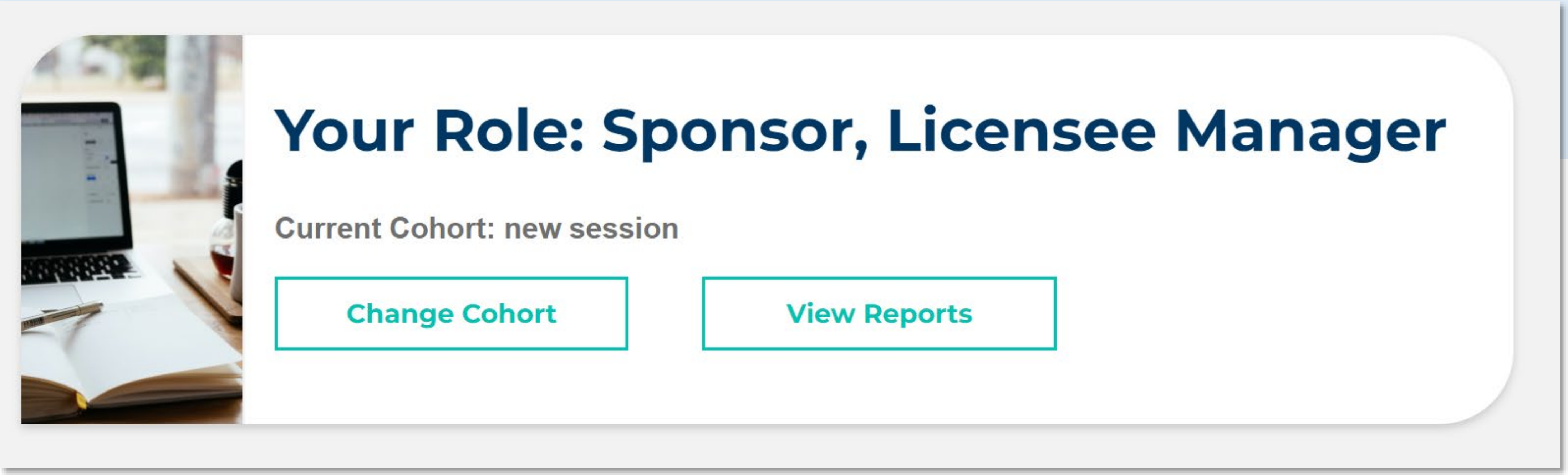
Once in your course session, an additional role module will be available to session Sponsors near the top of the page. The ***View Reports*** button will allow you to view multiple reports on your participants' activity and completion. The option to resend invitations is located under the student activity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

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Before Committing/Launching a session it is key to communicate to your participants that they will receive an email invitation to the CLA platform. Course Managers and Moderators (where applicable) should refer to their training materials on facilitating Kickoff sessions, Communications, and managing participant engagement.