



Administrator's Manual

LMS

Instructor-led Training Module

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Events

Use Events to manage classroom training or Instructor-led training. If you need users to self-enroll for upcoming classes or courses, the Events system will deliver.


Selecting the MANAGE EVENTS tab from the COURSES menu displays the **Events** you have created with **Name**, **Created By**, **Date Created** and **Action** details shown for each Event on the Events list.

The screenshot displays the 'Events' management page in the eLeaP system. At the top, there is a navigation bar with links for HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, and REPORTS. The user 'Walker, Linda' is logged in. The main content area has three tabs: 'MANAGE COURSES', 'MY ASSIGNED COURSES', and 'MANAGE EVENTS', with 'MANAGE EVENTS' being the active tab. Below the tabs is a search bar with a 'Filter' button. A table lists the following events:

No.	Name	Created By	Date Created	Action
1.	Social Media Policy Class	Walker, Linda	06-26-2014	edit delete
2.	Travel Policy Review Class	Samuelson, Donald	06-25-2014	edit delete
3.	New OSHA Regs Class	Samuelson, Donald	06-23-2014	edit delete
4.	HIPPA Compliance Seminar	Samuelson, Donald	06-23-2014	edit delete
5.	Employee Orientation Class	Samuelson, Donald	06-23-2014	edit delete
6.	FMLA Class	Samuelson, Donald	06-20-2014	edit delete

Total Events: 6

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You can filter Events displayed by entering Event name and clicking . You can also click on the **[Name]** or **[Date Created]** column titles to sort by those respective options.

Event Courses

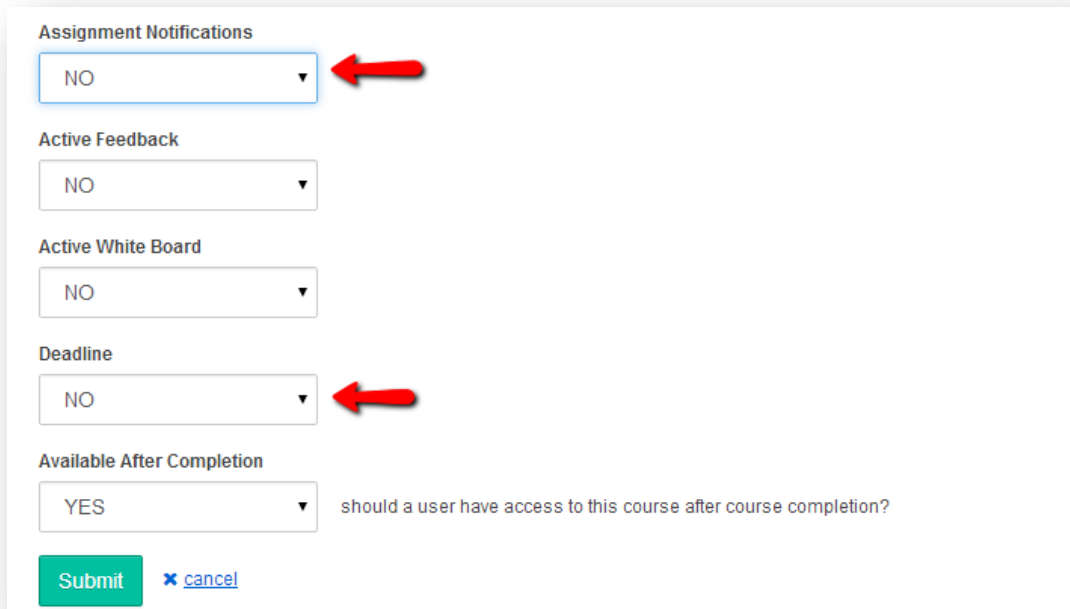
Events require you to prepare a simple eLeaP course to be attached to your Event. A simple course can be created in 2 minutes. Here's what to do:

Add Event Course

Go to [COURSES] or click on [MANAGE COURSES] if you are already in the Events section. Click [add new course] to start adding in your new course.

Complete the create course fields, paying attention to the **Assignment Notifications** and **Deadline** settings.

IMPORTANT: Event courses should **NOT** have deadlines set. Also make sure to set Assignment Notifications to **No**. This will ensure that users are not getting conflicting email messages. See an illustration below:



The screenshot shows a form with the following fields and values:

- Assignment Notifications:** NO (indicated by a red arrow pointing to the dropdown)
- Active Feedback:** NO
- Active White Board:** NO
- Deadline:** NO (indicated by a red arrow pointing to the dropdown)
- Available After Completion:** YES (with the text "should a user have access to this course after course completion?" next to it)

At the bottom of the form are two buttons: a green "Submit" button and a blue "cancel" button with a small 'x' icon.

Tip: Once you have successfully created an event course, you can continue to create new Event Courses by simply duplicating these existing ones. It is quick and easy.

Adding a New Event

Selecting the [+ add new event](#) link from the **Manage Events** screen displays the **Add Events** screen as shown in the following illustration. Use the steps below to successfully add a new Event to the system.

1. Use the drop down selector to select a **Course** to attach to your new Event. *Please note that courses are required for Events in order for eLeaP to properly track and document completions. Plus, you can issue certificates, assign quizzes and distribute documents and handouts using the courses. Check the course settings to make sure Assignment notifications are turned off and deadlines are not set.*
2. Enter a **Name** for the new Event in the Name field.
3. Enter a **Description** for your new Event. Descriptions are not mandatory.
4. Enter a **Location** for your new Event
5. Enter the number of available **Seats** for your new Event. You may leave this field blank or 0 (zero) for unlimited seats.
6. Select whether your event starts **Now** or at some future date and time. For a future date and time, select the **Fixed time:** option
 - a. Should you select **Fixed time**, use the calendar to select the date and then use the hour selector to select the hour the event starts.
 - b. Use the **minutes** selector to choose the minute(s) your event Starts. For example, for an event that starts at 8:45, you will select 8 for hours and 45 for minutes.
 - c. Use the **AM/PM** selector to indicate if your event starts in the morning or afternoon.
7. Select the **Ending** time for your Event using the same procedure as in (6) above. You may leave it as **Never** if you don't wish to enter an **Ending** time.

8. Use the **Time Zone** selector to indicate in which **Time Zone** your event **Starting** and **Ending** time occurs.
9. Select the option to make this event available for self-enrollment in your **Events Calendar**.

Public

No	▼
No	
Yes. Attendees can self-enroll.	

- a. To make the event available, select **Yes. Attendees can self-enroll**.

10. Click Add Event to create the new Event. It will now be displayed on the Manage Events screen.

The Events details screen for the newly created Event is displayed in the following illustration. You can click [edit](#) to make modifications to the Event.


The screenshot shows the 'Social Media Policy Class' event details page. The page has a navigation bar with 'telania' logo and menu items: HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS. A user profile 'Walker, Linda' is visible in the top right. The main content area has tabs for 'MANAGE EVENTS' and 'ASSIGNED USERS'. The event details are as follows:



Name	Social Media Policy Class	edit
Description	How to post to social media	
Course	Classroom 005	
Seats	5	
Starting	08-13-2014 9:00 AM (America/New York)	
Creator	Walker, Linda	
Created on	06-26-2014	
Public	Yes - Enrollment page: https://telania.eleapdev.com/enroll/?e=dfe8866cfb18965175e8d7fa8f2fc3c47	
	Invite others by copying and pasting URL into your email program.	
Events Calendar	https://telania.eleapdev.com/enroll/upcoming	

At the bottom, it says 'Powered by eLeaP' and includes copyright information: 'Copyright 2005 - 2014 Telania, LLC. All rights reserved. Unauthorized use or reproduction is prohibited by US copyright laws and international treaties.' There is also a 'Need help?' link.


Tip: You can also click on the Course link to see the details of the Event associated course. You can make modifications to your course including adding materials, setting up quizzes or even adding in certificates and many other features.

Edit Event

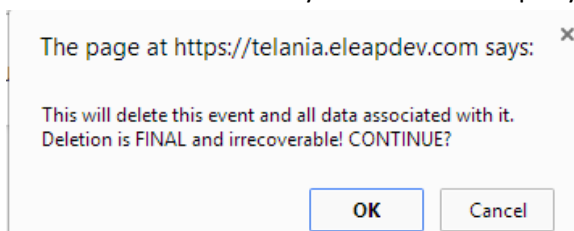
To edit an Event, go to the **Manage Events** screen and click on  [edit](#) next to the Event you want to edit. You can then proceed to change any existing information or setting of the Event you are editing.

When done click the  **Save** button to make your changes permanent or  [cancel](#) to leave the edit screen and go back to the Events listing page.

Delete Event

To delete an Event, click the  [delete](#) link next to the Event in your Event listing.

You will need to confirm your delete attempt by clicking [OK] on the confirmation window.



Note: Deletion is final and irrecoverable. Your Event data will be lost as we are simply unable to retrieve it once it is deleted. Please use only if you are sure you want to delete your Event.

Self-Enrollment

eLeaP has made it easy to invite attendees to your event(s). Simply click on the **Public** link displayed to see the specific **Event registration** page. You can copy and paste this link into your favorite email program to invite attendees to register for your event.

Another option is to share your Events Calendar link on your website, intranet or via email. Simply copy the link provided and add it to any location your attendees can go to register for your event(s). Your Events Calendar link will be something like <https://youreleapaccount.2leap.com/enroll/upcoming>

Event Registration page

When your attendees go to an Event registration, they will see the option to either log in to register (for users who already have an account in your company), or enter their name and email as well as password to create an account before registration.

Note: Once a user is registered, they no longer need to keep creating new accounts to register for additional Events. They can simply log in using their existing account to register for any new Events.

The screenshot displays the 'Enrollment for Travel Policy Review Class' page. At the top left is the Telania logo. The page title is 'Enrollment for Travel Policy Review Class'. Below the title is a table with the following details:

Description	for all employees
Starting	06-26-2014 1:00 PM (America/New York)
Location	173 Sears Avenue, Suite 282, Louisville KY 40207
Creator	Samuelson, Donald
Created on	06-25-2014

Below the table is a section titled 'Register for this event'. It includes a note: 'If you already have an account with Telania | eLeaP, please [Login](#) to register for this event, else complete form below'. The registration form contains the following fields:

- First Name *
- Last Name *
- Email *
- Password * (with a note: 'at least 8 characters and must contain at least one number and one letter')
- Confirm New Password *

At the bottom left of the form are two buttons: 'Register' and 'cancel'. At the bottom right, there is a link: '< Events Calendar'.

If your event is full (meaning your available seats are filled), the following message will appear:

We're sorry this event is full. You can however still register to be put on the waiting list.

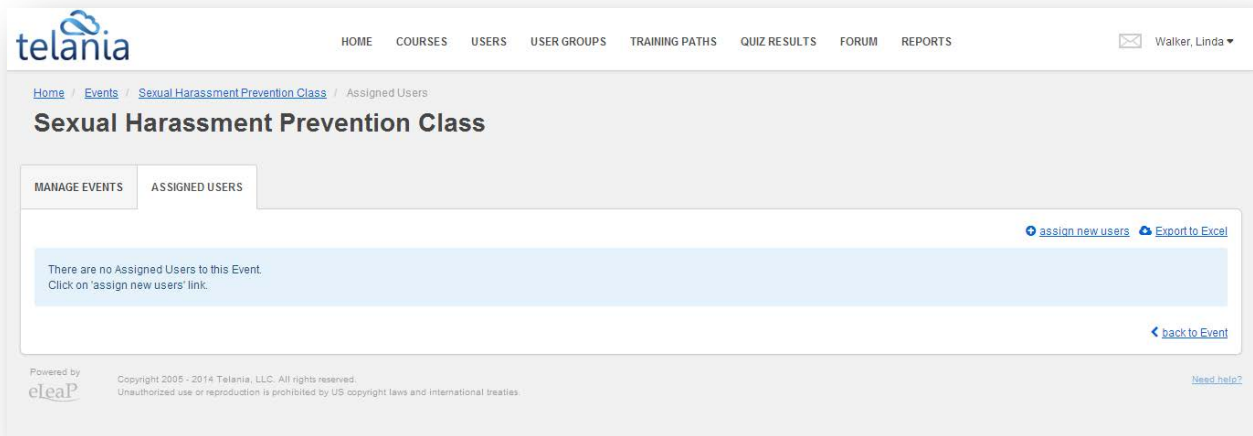
Subsequent registrations will be held in **Pending** Pending status. See more about Event statuses below.

Tip: To see your attendees list, click the [ASSIGNED USERS] tab from the Event details screen.

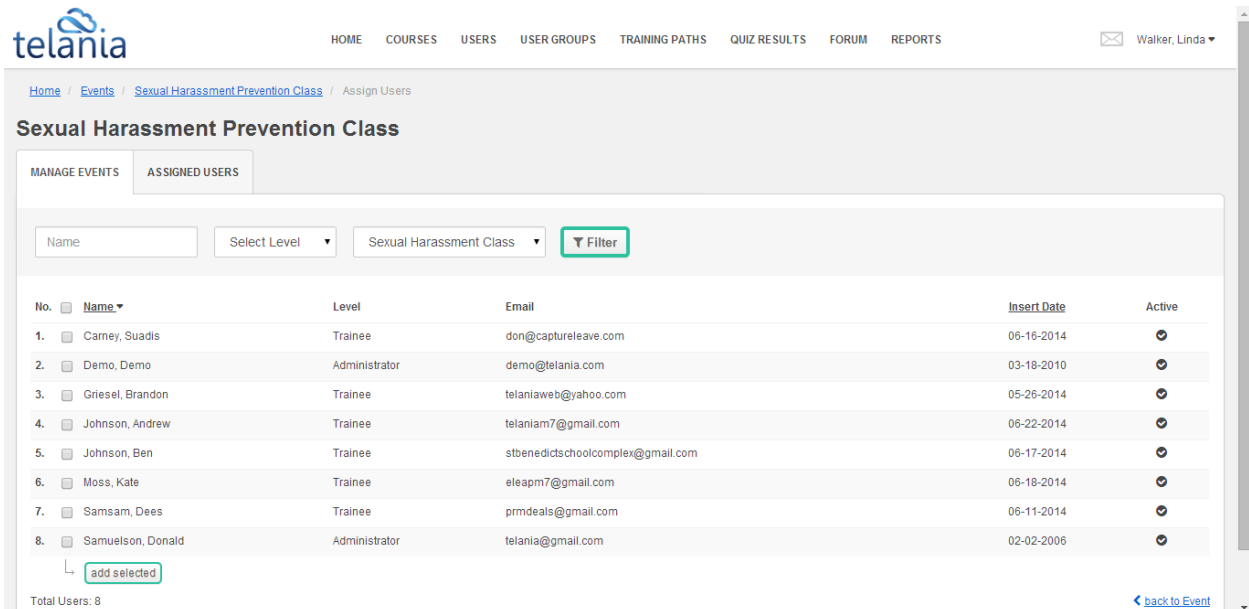
Event Assignment

While you can enable the public self-enrollment option for your attendees to register, you can also directly assign your existing users to your events. A direct assignment is quick and ensures that only the right attendees are registered and can show up for your Event.

To assign users to your Event, click the **ASSIGNED USERS** tab from the Event details screen.

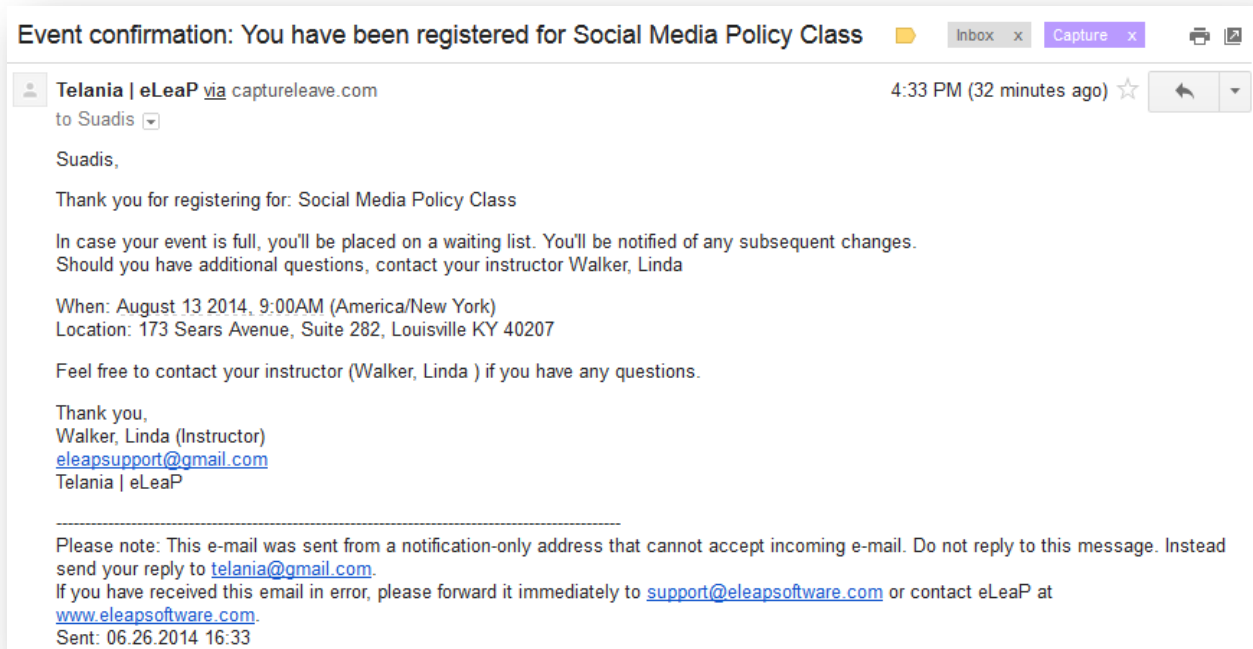


To assign users to your new Event, click the [+ assign new users](#) link. You can then filter your list by user **Name**, Access **Level** or **User Group** membership.

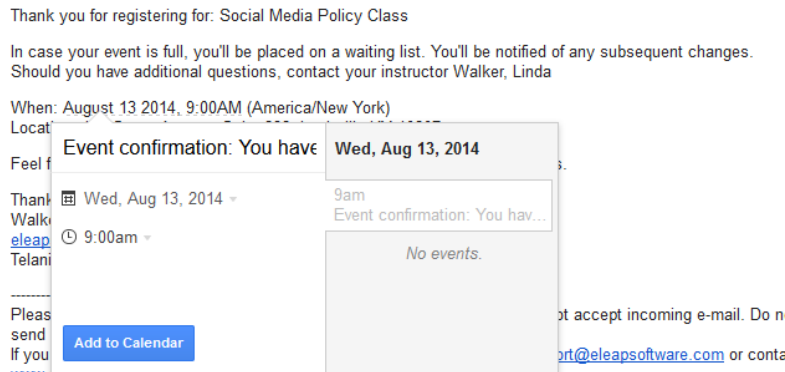


Check the boxes next to the names you wish to add to your Event and click [add selected](#) to enroll these attendees to your Event.

Once added, each attendee will receive an Event confirmation message like:



Tip: Most modern email programs will enable users to click on the **Event Date** to add the Event reminder to their own calendar. For example Google's mail system (including Gmail) enables users to click to add the event to their calendar.



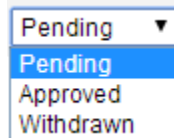
Event Status

The **Events** System has two main statuses: **Registration Status** and **Event Completion Status**.

Event Registration Status

Event **Registration** status indicates the current status of a user's registration for a specific event. Event registration can be:

- **Approved** (Approved):
 - An Event user is automatically **approved** if their registration occurs before the Event **Start time** and if the registration did not occur after the maximum number of seats allowed has been reached. For example if you create an event with 5 seats, the first 5 users you add to the event or who self-register for the event will automatically be **approved**.
 - The 6th registrant and subsequent ones will be held in a wait list with the word 'waiting' added to their names - *Tester 123, Tester (Waiting)*
 - You can move a user from the **Waiting** list to **Approved** by clicking on the [Pending] status to reveal a drop down with options to select Approved, Withdrawn or Pending -



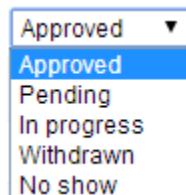
Note: Please be careful with changing Event Statuses as this triggers an email notification to the specific user.


- **Pending** (Pending):
 - A **Pending** Event status indicates that there have been more registrations than allowed number of seats. There's a warning for registrants if an event is full. Should they choose to register, they are put into a Pending status.
 - An attendee in the **Pending** status will receive an email notification indicating their Event status.
 - Any changes to the **Pending** event status will trigger an email alert to the specific user. For example if you change a **Pending** user to '**Approved**' or even '**In Progress**', eLeaP will send an email alerting the user as to their new status.
 - You must first change a user's **Pending** status to '**Approved**' or '**Withdrawn**' before you or the system can automatically assign a course to them for completion purposes.
- **Withdrawn** (Withdrawn):
 - A **Withdrawn** status is when you need to leave a user in the list of registered users yet indicate the user as no longer part of the active attendees.
 - You can change the '**Withdrawn**' status to '**In Progress**' or '**Approved**'.

Event Completion Status

Event **Completion** status refers to what happens to a registration after the initial signup phase. Did the attendee actually show up? Did the attendee complete your short quiz after the Event? Basically, now that a user has registered for your event, are they:

- **In Progress** (In progress):
 - eLeaP automatically assigns the associated Event course to your assigned users on the day of the Event. This is how the system can help you track and document your Event attendance and completion.
 - You can force the [**In Progress**] status change by clicking on the Status field and using the drop down selector to choose the relevant new status; in this case **In Progress**.



- **No Show** (No show):
 - A **No Show** designation means the registered attendee failed to show up for the Event. Use this to conduct your Roll Call.
 - You can reverse a **No Show** status to **In Progress** or even **Completed** should you decide it is needed.
- **Completed** (Completed):
 - Setting a **Completed** designation or status is the goal of the Event system. Once attendees show up and complete the class and course, you may choose to finalize their status by selecting the [**Completed**] status from the status option.
 - If a course is created with a Certificate of Completion, a Course completion designation can trigger a certificate release. Depending on the individual certificate settings in your associated course, you might have to manually release certificates by clicking the red icon  in the Certificate column.
 - Please note that eLeaP will send a certificate release notification to the completed user.

Sample Event Status

The illustration below shows a sample Event with the various statuses we discussed above.

The screenshot shows the 'Assigned Users' screen for the 'Social Media Policy Class' event. The table below represents the data shown in the screenshot:

No.	Name	Level	Email	Status	Course Completion	Certificate	Insert Date
1.	Eight, Crazy	Trainee	don@telania.com	Approved	Not started	✖	06-26-2014
2.	Griesel, Brandon	Trainee	telaniaweb@yahoo.com	Completed	Completed	✖	06-26-2014
3.	Johnson, Andrew	Trainee	telaniam7@gmail.com	Completed	Completed	✖	06-26-2014
4.	Johnson, Ben	Trainee	stbenedictschooldcomplex@gmail.com	In Progress	Not started	✖	06-26-2014
5.	Carney, Suadis	Trainee	don@captureleave.com	No Show	Not started	✖	06-26-2014
6.	Samsam, Dees	Trainee	prmdeals@gmail.com	Withdrawn	Not started	✖	06-26-2014

Event Reports

Your Event status display (see above) can also be downloaded or exported out of eLeaP. To download your Event report, click [Export to Excel](#) from your Event **Assigned Users** screen.

The Excel download will look something like:

A	B	C	D	E	F
Full Name	Level	Email	Event Status	Certificate	Date
Carney, Suadis	Trainee	don@captureleave.com	Completed	NO	06-24-2014
Eight, Crazy	Trainee	don@telania.com	Withdrawn	NO	06-24-2014
Basalic, Adrian	Instructor	adrian@datasolutions.ro	No show	NO	06-25-2014
Bass, Mihai	Administrator	mihai@datasolutions.ro	In progress	NO	06-25-2014
Stafe, Silviu	Administrator	silviu@datasolutions.ro	Approved	NO	06-25-2014
Samuelson, Donald	Administrator	telania@gmail.com	Pending	NO	06-25-2014
Griesel, Brandon	Trainee	telaniaweb@yahoo.com	Pending	NO	06-26-2014

Support/Help Center and eLeaP™ Knowledgebase

eLeaP™ has an incredibly helpful online support center. To access support and help 24 hours a day, go to <http://support.eleapsoftware.com>.

At the Support Center, you can:

- **Access our eLeaP Knowledgebase:** This is a specialized library of articles and reports and powerful how-to tips on how to maximize your eLeaP learning and training system.
- **Submit-a-Ticket:** Do you have a particular question or need help with a feature in eLeaP? Submit a ticket to our helpful staff and you will receive answers. This is an incredibly useful feature. We encourage you to make good use of it.
- **Downloads:** If you need special reports, White Papers or even user guides or manuals, access our Downloads section to get this material.
- **Troubleshooter:** Step-by-step tour to find help for your problems.
- **News:** Visit our news section to learn about latest happenings in eLeaP and our parent company Telania, LLC. You can also access our blog at www.eleapsoftware.com/blog to learn more about the world of eLeaP™.