

# Top Tips For Group Leaders

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Here are some important things you need to know to help you and your team members get started. Please also be sure to review the FAQ section on the training site for quick video tutorials to help you get familiar with our system.

## **Assigning Seats**

- If you have been assigned as a group leader, you will receive a welcome email with login instructions, along with links to our FAQ/Support page to help answer any questions you may have.
- If you are assigning seats, please use a unique email (personal or business) and allow the system to create passwords.
- Students do not need to create their own profiles. One will automatically be created when a seat is assigned to them, and a welcome email with login instructions will be sent.
- If your team members are not receiving their welcome email and it isn't in Spam, please reach out to support.
- You can reassign any seat if the course has not been started by removing the original user on your group leader dashboard.

## **Course Progress and Completion**

- Students have 180 days to complete their course once it's assigned.
- Progress will only be updated on your group leader board after a student completes a module and clicks the "Mark Complete" button on their course intro page.
- Certificates of completion will automatically be sent once the student completes their final exam and clicks the "Mark Complete" button on their course intro page.