



# Instructor-Led Training (ILT) Module

## What is it?

The Instructor-Led Training (ILT) Module is a new eLeaP add-on to provide customers with an easy option to track all training: online and offline.

Some learning happens best in a physical, classroom environment. Or perhaps you have a legacy training system that you need to integrate with your online learning. Whatever the situation, when your training occurs in the classroom, it would be nice to track your users, completion, and feedback for those courses in the same way that you already do for your online eLeaP courses.

The ILT Module aims to provide that service. By adding the new “Manage Events” feature, you can set up, assign users to, schedule, and enroll trainees in classroom trainings from within your eLeaP account. You’ll be able to create the same type of completion reports for Events as you currently do for Courses, making it easy to keep supervisors informed about who showed up to training.

The ILT Module also allows for self-enrollment. Administrators can schedule an event or seminar and make it publicly visible on an **Events Calendar**. Trainees who are interested in their ongoing career and personal development can then enroll in those Events that suit their interests, skills, and schedule. The Events Calendar is available on ILT-enabled accounts which have chosen to allow public enrollment. An example of the Events Calendar can be viewed at: <https://eleapdemo.2leap.com/enroll/upcoming>

## ILT features

### Create Events

- Add new Events with options to include description, location, number of available seats, starting and ending times and self-enrollment options.
- Associate courses with Events for assessments and certificates or handouts.
- Edit or delete created Events.
- Sort Events by *Name* or *Date Created* fields.

### Events Enrollment

- Assign Events to internal users or allow public self-enrollment.
- Invite users to enroll in specific events or post/link to your public calendar.
- Automatically manage wait list and email notifications.



- Manually manage enrollment status if needed.

### **Manage Event Status**

- Automatically trigger course assignments based on Event starting time.
- Automatic Event reminder notification.
- Automatic Event status change notification.
- Set Event completion status using the status toggle feature.
- Automatically or manually issue completion certificates.

### **Reports**

- View online reports 24/7.
- Download Event Completion reports into Excel.

### **Who is it for?**

If you are already using eLeaP for your online training, and if you have offline training that you would like to track and manage from the eLeaP system, the ILT Module is for you.

If you are a company that conducts purely classroom training, the ILT Module enables you to easily enroll, track and document your completions as well as issue assessments and certificates.

The ILT Module also has benefits for pure online training, as it now allows you to schedule a course release automatically.

The new features of the ILT Module are robust and useful. If you're not sure whether it's right for you, why not test it out anyway and see what it can do for you?

### **How can I try the module?**

If you would like to try out the ILT Module, just [let us know](#) and we'll activate the test for your account. We can then set up a meeting to demonstrate and discuss the new features, or you can give it a try yourself by accessing the Getting Started material at these links:

User Guide: <http://www.eleapsoftware.com/files/user-guides/eLeaP-Administrator-User-Guide-ILT.pdf>

Video Tutorial: <http://www.eleapsoftware.com/tutorials/manage-events/>

Contact us: 877-624-7226 or email [sales@eleapsoftware.com](mailto:sales@eleapsoftware.com). Visit us [www.eleapsoftware.com](http://www.eleapsoftware.com)