Alison Business

STEP-BY-STEP
GUIDE FOR
**BUSINESS
MANAGERS**

>>

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Introduction

The Alison Business functionality creates a seamless virtual learning environment for organisations large and small, providing a platform where you can offer your employees, colleagues and users the chance to learn and upskill across a huge range of courses in multiple categories.

By investing in one of our flexible business plans, you can give your members an ads free learning experience, track what they're learning and how well they're doing, and purchase discounted digital Certificates and Diplomas on their behalf.

This guide has been created to help you through the process of creating, managing and optimising your Alison Group(s).
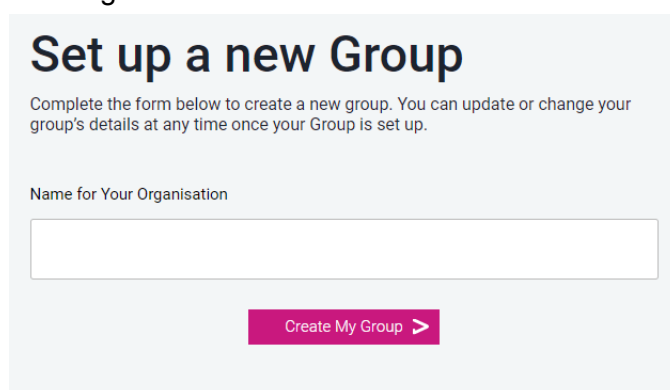
1. Getting Started

This section of our training guide will take you through the steps needed to start enjoying the benefits of Alison Groups, including how to create your Group, invite members to join your Group, and make a purchase for your Group.

a. Create your Group

When you sign up to a free Trial or subscribe to our **Business** or **Business+** plan, you will be guided through the process of creating a Group. Once your initial setup is complete, you can create more Groups if that suits your organisation.

To create a new Group, go to that page and enter the name of your new Group. You can change Group name anytime after your Group is set up, which is explained in the "Change Group details" section of this guide.

Set up a new Group

Complete the form below to create a new group. You can update or change your group's details at any time once your Group is set up.

Name for Your Organisation

[   ]

Create My Group ➤

b. Group Manager Dashboard

Once you have set up a Group, you are taken to your personal Group Manager Dashboard. This is your control centre for each Group that you create, where you will be able to view your Group details, its members and their study progress, and your Group purchases. You will also have a view of the Active Users within your Group, which is what your organisation is billed for monthly. You can find this information in the "Member Privileges" tab of your Group Manager Dashboard, as per the image below. The Dashboard is explained in more detail in the "Managing Your Group" section below.

If you are using the Free Trial version of the **Business** or **Business+** plan, you will not be able to purchase Certification yet. You will need to be on the paid subscription before you can make discounted purchases.

c. Invite members

Once your Group is set up, it's time to start inviting colleagues to join your Group and become members. After you subscribe to the **Business** or **Business+** plan, you will have access to your Group Manager Dashboard. You need to go to the "Group Members" tab.

In the Group Members tab of your Group Manager Dashboard, you will see fields for names and email addresses, which you can fill in to send colleagues an invitation to join your Group. **If you have multiple Groups created, ensure that you invite the right colleagues to the right Group. Your Group's name (that you used when creating your Group) is at the top of each page of your Dashboard for easy reference.**

We do recommend that you give your invitees some context before inviting them to join your Group, i.e. explain what Alison is, why you need them to join your Group. You can also use the following pages on Alison to share more information with your colleagues:
- About Alison Courses
- Get the Alison Android or iOS App
- Free Personality Test

Once you send an invitation to join, your invitee will receive an email with a unique link for your Group. They will need to click the link to accept your invitation. If an invitee chooses to accept your invitation to join your Group, they will need to log in to their existing Alison account, or create a new account if not a registered Alison learner.

You can have as many members in your Group as you'd like. However, if your Group is very large (more than 50 members for example), we would recommend that you create multiple Groups and categorise which members you would like to join each Group. For example, you could create a different Group for each department in your organisation, or a different Group for each Category of learning you would like your members to study. You can customise how you set up your Groups according to your needs.

Once a member has joined your Group, you will have visibility of their study progress from the time they've joined. The below examples will help you understand what information is visible to you as a Group Manager.

Example 1:
Jack is employed as a Junior Front End Developer in the IT team, and has been a registered learner on Alison for 2 years. He has completed 3 courses and is currently enrolled in and studying another 5 courses. Jack receives your invitation to join your Group and accepts. After Jack has joined your Group, he continues studying one of his enrolled courses, as it is relevant to his job. His progress on that course is now visible to you in your Report section of your Dashboard. Jack's progress on his other completed and enrolled courses is not available to you.

Example 2:
Alex is a new employee in the Marketing Team. She is ambitious and would like to upskill as much as possible. She is not a registered learner on Alison. She receives your invitation to join your Group and accepts by creating a new Alison account. Alex enrols in 2 courses after joining your Group. The first course is one you've recommended that is related to her job role and the second is one that she wants to do personally. Alex's progress on both courses is now available for you to view in your Dashboard.

Example 3:
Sam is a senior employee in the Finance Team and has been a registered learner on Alison for 1 year. He has completed 5 courses and is not currently enrolled in any other courses. Sam receives your invitation to join your Group and accepts. After joining your Group, Sam enrols in and studies a new course you've recommended. His progress on the new course he's enrolled in is now visible to you in your Report section of your Dashboard. You are not able to see the previous 5 courses he completed.

Further information on the data included in study progress is in the "Reporting" section below.

d. Make a purchase

As a Group Manager, you have the option to purchase Digital Certificates and Digital Diplomas on behalf of your Group members. You can do so at any time, even before your Group has any members.

When you purchase Digital Certification, you will receive a 25% discount through the Alison Shop. Your Group members can also purchase Digital Certificates or Diplomas at 25% off, which they can do from the Alison Shop after they complete a course. When you make a Digital Certification purchase as a Group Manager, it is not allocated to any specific Group member, but done on a first-come-first-served basis. The below examples illustrate how this works in practice.
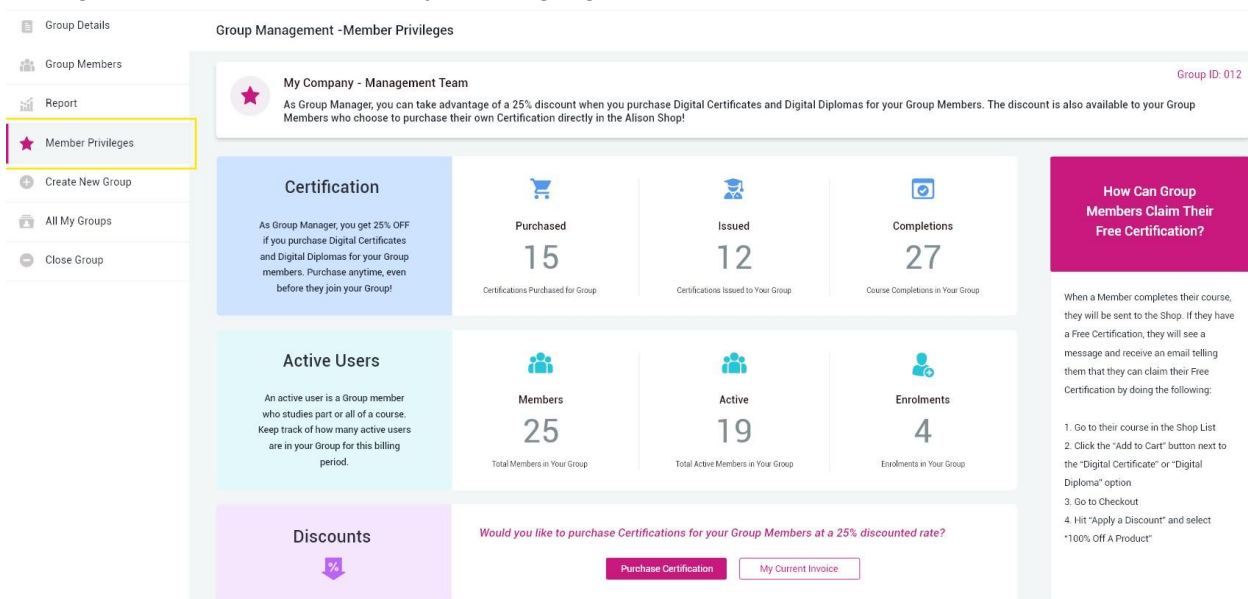

Example 1:
As a Group Manager, you purchase 5 Digital Certificates for your Group. Your Group has 10 members. The 5 Digital Certificates will be allocated to the first 5 completed Certificate courses, even if it is the same member.

Example 2:
As a Group Manager, you purchase 5 Digital Certificates and 5 Digital Diplomas for your Group. Your Group has 10 members. The 5 Digital Certificates will be allocated to the first 5 completed Certificate courses and the 5 Digital Diplomas will be allocated to the first 5 completed Diploma courses within your Group. If 1 member completes 10 courses (5 Certificate and 5 Diploma courses), that member will receive all the Digital Certification you have purchased for your Group.

To make a purchase for your Group, navigate to the Member Privileges tab in your Group Manager Dashboard, as per the yellow highlighted text in the screenshot below.

When you click the Purchase Certification button at the bottom of your screen, you will be taken to the Alison Shop. If you have more than one Group, you will need to confirm which Group you want to purchase for, by clicking the arrow on the dropdown.

Next, select the quantity of Digital Certificates and/or Digital Diplomas you would like to purchase. You will see a summary of your order on the right hand side of the screen. As an example, we are making a purchase of 10 Digital Diplomas.

Encourage Your Members to Complete Courses!

✓ *Pre-purchase their Certification*
✓ *Enjoy a 25% discounted rate*
✓ *Co-brand with your business logo*

As a Group Manager, you can purchase Digital Certificates and Digital Diplomas on behalf of your members at a 25% discount.

You also have the option to co-brand Alison Digital Certificates and Digital Diplomas with your business logo.

What are Digital Certificates and Digital Diplomas?

How many Certifications would you like to purchase for your Members?

Digital Certificate

€21.00
€15.75
Enter Quantity
– 0 +

Digital Diploma

€65.00
€48.75
Enter Quantity
– 10 +

Continue

Order Summary

Order Total: €487.50

Once you are happy with your order, click the "Checkout" or "Proceed to Checkout" buttons, and follow the on-screen instructions to complete your purchase. Once your order is completed, you will be able to view your purchases through the Member Privileges tab on your Group Manager Dashboard. This is discussed in more detail in the "Member Privileges" section below. You will also receive an email confirming your purchase.

Summary and Tips:

- You can create as many Groups as you want to
- Name your Group(s) something you will easily recognise
- There is no limit to the number of members you can have in any Group
- Members can be part of multiple Groups
- As a Group Manager, you can belong to your Groups too.
- You can make a purchase for your Group anytime after creating your Group, even before you have any members
- Make multiple purchases to "top-up"

2.Managing Your Group

Now that you have set up your Group(s), invited members and made a purchase (optional), we will guide you through the day-to-day management of your Group. In this section, we will describe your Group Manager Dashboard in more detail, as this is the central hub for your Group(s).

a. Access your Group

To access your Group Manager Dashboard, you will need to log in to your Alison account and go to your Learner Dashboard. You should be redirected there automatically after logging in. If you are not redirected, you can click the "View your Dashboard" button on the Alison homepage, or click your profile icon and select "My Dashboard", as per the screenshot below.
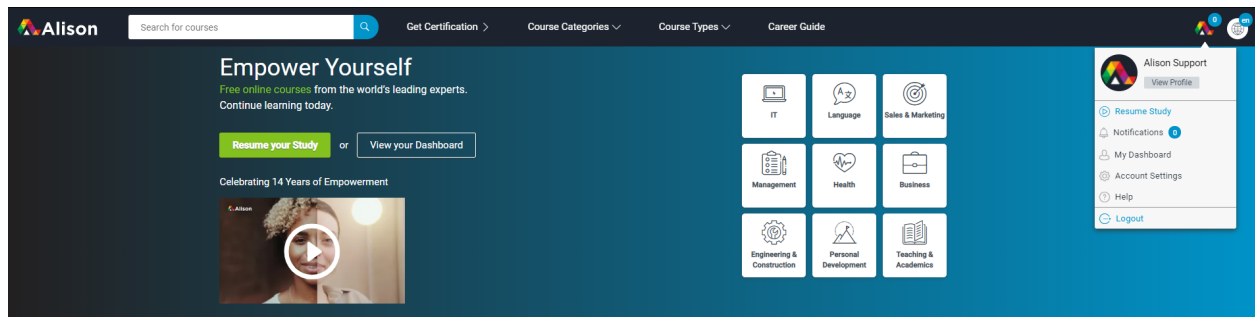
On your Learner Dashboard, you have a number of "My Quick Links" on the left of your screen. You will need to click the last option, which is "Group Manager Dashboard". If you have no Groups, you will not see this option under your quick links.
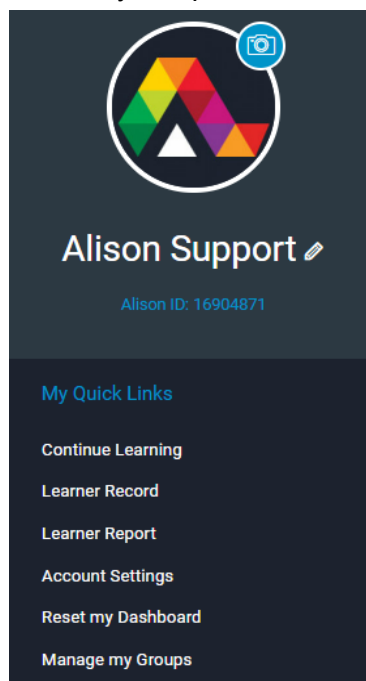
Once you've clicked on "Manage my Groups", you are taken to a page showing all your Groups.

Group Management -Group Details

Which Group do you want to manage right now?

My Company - Management Team	My Company - Marketing Team	My Company - Finance Team	My Company - Technical Team	My Company - Sales Team
Group ID: 012	Group ID: 013	Group ID: 014	Group ID: 015	Group ID: 016
Manage Group	Manage Group	Manage Group	Manage Group	Manage Group

Each Group has its own Dashboard, so you need to select which Group you want to manage. Once you've clicked "Manage Group" for the applicable Group, you will see the Group Manager Dashboard for that Group.

You can also access your Group through the email you received when you set up your Group.

b. Change Group Name

When you enter your Group Manager Dashboard for the selected Group, the first tab you are on is your Group details. This is the information you completed when you created your Group. You can make changes anytime, or simply navigate to a different section of your Dashboard using the tabs on the left of your screen.

Alison Business   Plans   Courses   Pricing   Resources   FAQs   Buy Certificates >

- Group Details
- Group Members
- Report
- Member Privileges
- Create New Group
- All My Groups
- Remove Group

Group Management - Group Details

Alison Learning   Group ID: 710
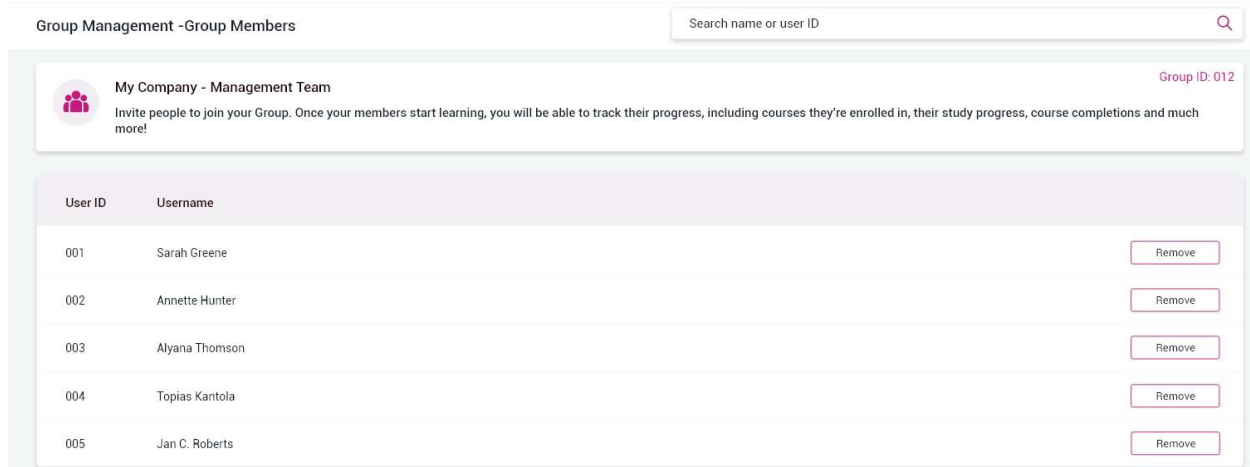
You've set up a Group! As Group Manager, this is your personal Deck where you can view your Group Report, invite and remove members from your Group, purchase Certifications and Ads Free Learning for your Group Members, and more!

Name for Your Organisation

Alison Learning

Save Changes >

c. View Group members

In your Group Manager dashboard, you can view all members in your Group by clicking the "Group members" tab on the left of your screen. This will give you a view of all colleagues who have joined your Group.

Group Management -Group Members	Search name or user ID	🔍

My Company - Management Team — Group ID: 012
Invite people to join your Group. Once your members start learning, you will be able to track their progress, including courses they're enrolled in, their study progress, course completions and much more!

User ID	Username	
001	Sarah Greene	Remove
002	Annette Hunter	Remove
003	Alyana Thomson	Remove
004	Topias Kantola	Remove
005	Jan C. Roberts	Remove

You will see the Alison ID and full name of each of your members in your Group. You are not able to edit this information, as it populates from the details on each member's own Alison account.

You can remove a member by clicking the "Remove" button in line with a member's name. Once you remove a member, you will no longer have access to their study progress. You (as Group Manager) and the removed member will each receive an email confirming that they have been removed from the Group.

d. Member Privileges

The Member Privileges tab in your Group Manager Dashboard summarises key information for your Group which is available to you at a glance.

Your Member Privileges tab provides an overview of the following information:

- Certification purchased - the total number of Digital Certificates and Digital Diplomas purchased by you as a Group Manager
- Certification issued - the total number of Digital Certificates and Digital Diplomas used from the total number purchased
- Completions - the total number of courses completed by your Group members
- Members - the total number of members in your Group
- Active - the number of actively studying members in your Group, to allow you to easily manage your organisation's monthly learning budget.

The Member Privileges tab is the only place you will be able to purchase Digital Certification for your Group, by clicking the "Purchase Certifications" button. **If you go to the Alison Shop without clicking this button, you will only see the certificates and diplomas available to purchase on your individual Alison account.**

e. Close a Group

If you would like to close a Group, select the "Close Group" tab in your Group Manager Dashboard. If you have multiple Groups, make sure you are in the correct Dashboard.

Group Management - Close group

Alison Learning

Are you sure you want to close this Group?

- You will no longer have access to this Group Management page.
- All reporting data for your Group Members in this Group will be removed and is not retrievable.
- If you have purchased Certifications for your Group, your Group Members will still be able to claim their Free Certifications.
- No Group Members will continue to have Ads Free Learning.

☐ Yes I understand the above conditions

Close my group

Please read the information on this page carefully before you select the box that you understand. Once a Group is closed, it cannot be reopened and you will no longer have access to any information in that Group. If you are sure you want to close the Group, click the "Close my group" button.

Summary and Tips:

- Your Group Manager Dashboard is your Group's control centre
- Each Group you create will have its own Dashboard
- From your Dashboard, you can view your Group members, make purchases for your Group, remove members, or close a Group
- The Member Privileges tab is a summary of all purchases, ads-free accounts and course completions by your members
- If a Group is closed, it cannot be reopened

3.Reporting

Once your Group's members start studying, you will have access to their study progress. This section will guide you through what data is available to you, how to filter and search for data, and lastly, how to export that information.

a. Report overview

In the Report tab of your Group Manager Dashboard, you will have access to all study progress of every member of your Group.

The Report tab will display the following information about your members':

- User ID - the member's Alison User ID
- Name - the member's full name as per their Alison account details
- Course - the name of the course being studied
- Course Type - whether it's a Certificate or Diploma course
- Most recent study - date and time the member last studied that course
- Course Progress % - the percentage of the course completed
- Final Score - the assessment score achieved by a member, where 80% is a pass (if a final assessment is attempted)
- Completed - view which courses the member has passed with 80% or more
- Certified - view which courses the member has claimed their Digital Certification for (if available)

If a member is studying multiple courses, each course will appear in a new row.

b. Filter options

You have a number of options available to filter your Group's study data based on your needs. This is particularly helpful if your Group has a lot of members, or if your members are completing multiple courses.

You can filter your data with any of the headings that show this symbol: ⬍ , which includes User ID, Name, Course, and Most recent study.

The filter option for Course will display all your data based on the course name (A-Z and Z-A). There is another filter by course option which allows you to display data for one particular course at a time.

Click the arrow to open the dropdown menu. Select the course you want to filter by, or start typing the name of the course if you know it.

Once you have clicked the course name, only study progress relating to that course will display.

User ID	Name	Course	Course Type	Most Recent Study	Course Progress %	Final Score	Completed	Certified
001	Sarah Greene	iOS App Development: Data Persistence with Core Data	Certificate	23/3/30 08:02	35%	n/a	No	No
002	Annette Hunter	iOS App Development: Data Persistence with Core Data	Certificate	23/3/30 08:02	25%	n/a	18/3/21 13:58	No
003	Alyana Thomson	iOS App Development: Data Persistence with Core Data	Certificate	23/3/30 08:02	100%	96%	17/03/21 15:35	18/03/21 15:35
004	Topias Kantola	iOS App Development: Data Persistence with Core Data	Certificate	23/3/30 08:02	95%	n/a	No	No
005	Jan C. Roberts	iOS App Development: Data Persistence with Core Data	Certificate	23/3/30 08:02	0%	n/a	10/03/21 15:35	No

To clear this filter and display all data again, click the "Clear x" button.

c. Export your data

Once there is data populated in the Report tab of your Group Manager Dashboard, you will have the option to export this data to .csv format. It is your data as a Group Manager, so you can use your exported .csv file with any external software of your choosing. You will find the option to export your data at the bottom of the page in the Report tab of your Group Manager Dashboard.

Summary and Tips:

- Once your members start learning, you can view their study progress at any time
- You have multiple options to filter and search for data
- The data in your Report tab is updated in real-time
- Export your data in .csv, to use in Microsoft Excel or other software packages of your choice

4. Help and support

If you need help with your Business plan functionality, go to the Alison.com site and look for our

Help icon in the bottom right of your screen. You can also email our dedicated business support team on businesshelpdesk@alison.com

Thank you!