

Congregational Leadership Training

How to Guide

Introduction to training

The introductory unit of Congregational Leadership Training (CLT) is *Foundations*, which is designed as a foundational unit for church council members, congregational leaders and employees of congregations. *Foundations*, viewed as a congregational group, is facilitated by online presentations.

This guide gives you some helpful tips in participating in the online unit *Foundations*. The training has been developed using a webinar style of presentation and as this training is delivered online, rather than face-to-face, the presenters will talk through a series of slides (content).

CLT *Foundations* is offered like a webinar presentation, with congregational office-holders and leaders viewing and listening to the presentations as a group and responding to the activities. Individual activities will be submitted online. There is provision for a designated person from a congregational group to submit activities on behalf of those members of the group who are not comfortable with logging into iLearn. To register for this option, please email grassroots@alc.edu.au.

To ensure that everybody participates in the training at the same level, a participant is unable to skip ahead of the presenter. Once the content has been viewed, however, certain navigation functions are available.

Getting started

1. Register for *Foundations* by clicking on the green Register button found on the *Foundations* web page at <http://www.grassroots.edu.au/clt/foundations/>

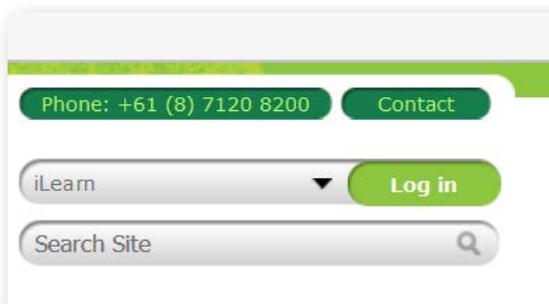
Registration for *Foundations*

The fee per person for *Foundations* course is only \$35, payable when you register.

Register

Alternatively, go to the drop down menu, found in the top right of the Grassroots Training website (www.grassroots.edu.au), select Payments and click on the green log in button. You will be taken to an ALC payments page.

2. Select Congregational Leadership Training and then select *Foundations*.

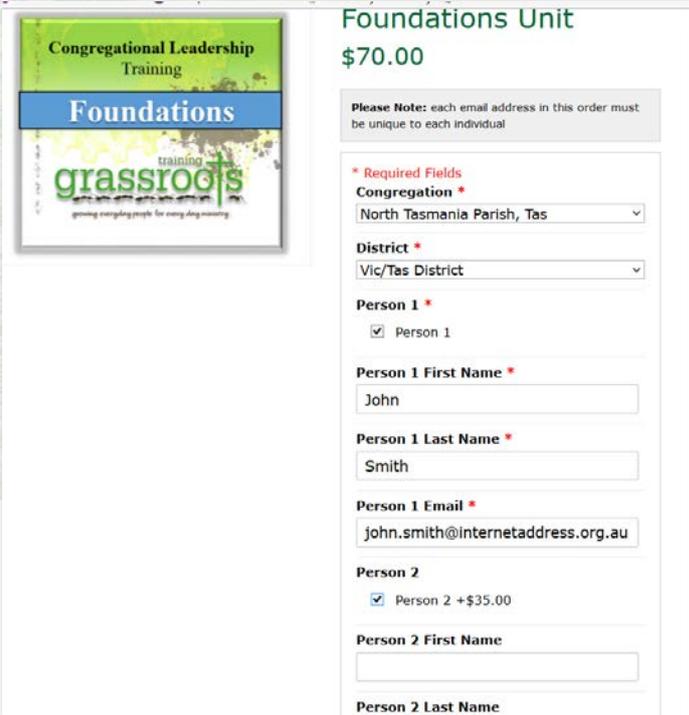


Phone: +61 (8) 7120 8200 Contact

iLearn Log in

Search Site

3. Select your congregation and your district, then complete the details of the people that you are registering. Then click on the green ADD TO CART button.



Foundations Unit
\$70.00

Please Note: each email address in this order must be unique to each individual

* Required Fields

Congregation *
North Tasmania Parish, Tas

District *
Vic/Tas District

Person 1 *
 Person 1

Person 1 First Name *
John

Person 1 Last Name *
Smith

Person 1 Email *
john.smith@internetaddress.org.au

Person 2
 Person 2 +\$35.00

Person 2 First Name

Person 2 Last Name

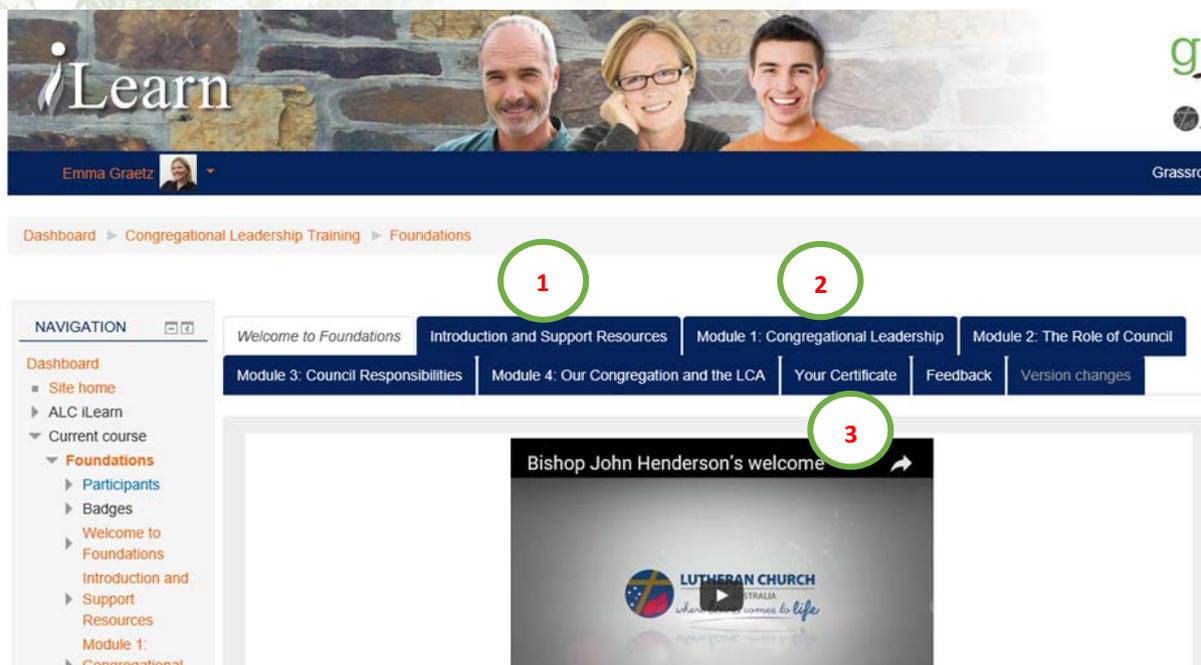
Take care to enter names and email addresses correctly. You are able to register ten people on this payment page. (If you wish to register more than ten people, you have the option to 'CONTINUE SHOPPING'.)

4. Review your shopping cart order and edit, if required. Then click on the blue PROCEED TO CHECKOUT button.
5. Next 'Register to Create an Account' (if you are a new user of ALC Payments) or 'Log in' (if you have previously registered).
6. Complete the required details and use your credit or debit card to make the purchase.
7. You will have successfully registered the participants in *Foundations*. Note that each person you register will receive an email with 'Welcome to CLT' in the subject line. This email provides each *Foundations* participant with a unique password for individually accessing the unit.

Overview of iLearn

Grassroots Training delivers CLT through Australian Lutheran College's online learning platform, iLearn. The [iLearn help booklet](#) provides an extensive overview of how to use iLearn. Chapter 4 is helpful as it describes how to navigate your way around iLearn.

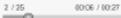
When you enter iLearn, and select *Congregational Leadership Training*, this will be the screen you will see. Essential information is highlighted via the green numbered circles.

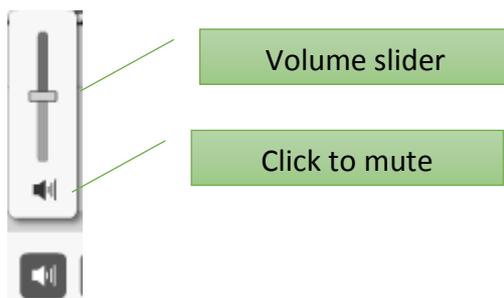


1. **Introduction and support resources:** This tab will have any resources referred to during the *Foundations* training.
2. **Module tabs:** Each tab will have access to the training presentation and your activity submission link.
3. **Your certificate:** This tab will give you access to your certificate, once all activities for *Foundations* have been completed.

Overview of content player

The screenshot shows a web browser window displaying a presentation slide. The slide title is 'Module 3 Council Responsibilities' and it is presented by 'Rev James Winderlich, ALC Principal'. The slide includes logos for 'LUTHERAN CHURCH OF AUSTRALIA' and 'grassroots training'. Below the slide is a control bar with a play/pause button (1), a progress slider (2), a volume control icon (3), and a next button (4). The browser address bar shows the URL: http://learn.alc.edu.au/pluginfile.php/48184/mod_resource/content/1/index.html.

1. **Play/Pause button:** Press this to start the presentation (some will start automatically). When the presentation is running the button will change to a 'pause' 
2. **Slider:** You can use this slider to 'skip' through the content. This is helpful to move to the next slide if you have already viewed the current one. Once you hover your cursor over the slider, a round circle will appear so you can 'left click' and drag to the required position.  Once the slider is moved to the end, the 'Next' button (4) will be activated.
3. **Volume:** Click to increase, decrease (using the volume slider) or mute the sound (clicking the speaker icon on the pop-up control).



4. **Slide navigation:** You can click these to go back to previous slides. The 'Next' button is deactivated until you have viewed the current content (refer to Slider at point 2 above). Most slides will automatically advance.

Submit activities

In order to complete some of the modules you are required to submit activities individually.

These activities are indicated by this icon: 

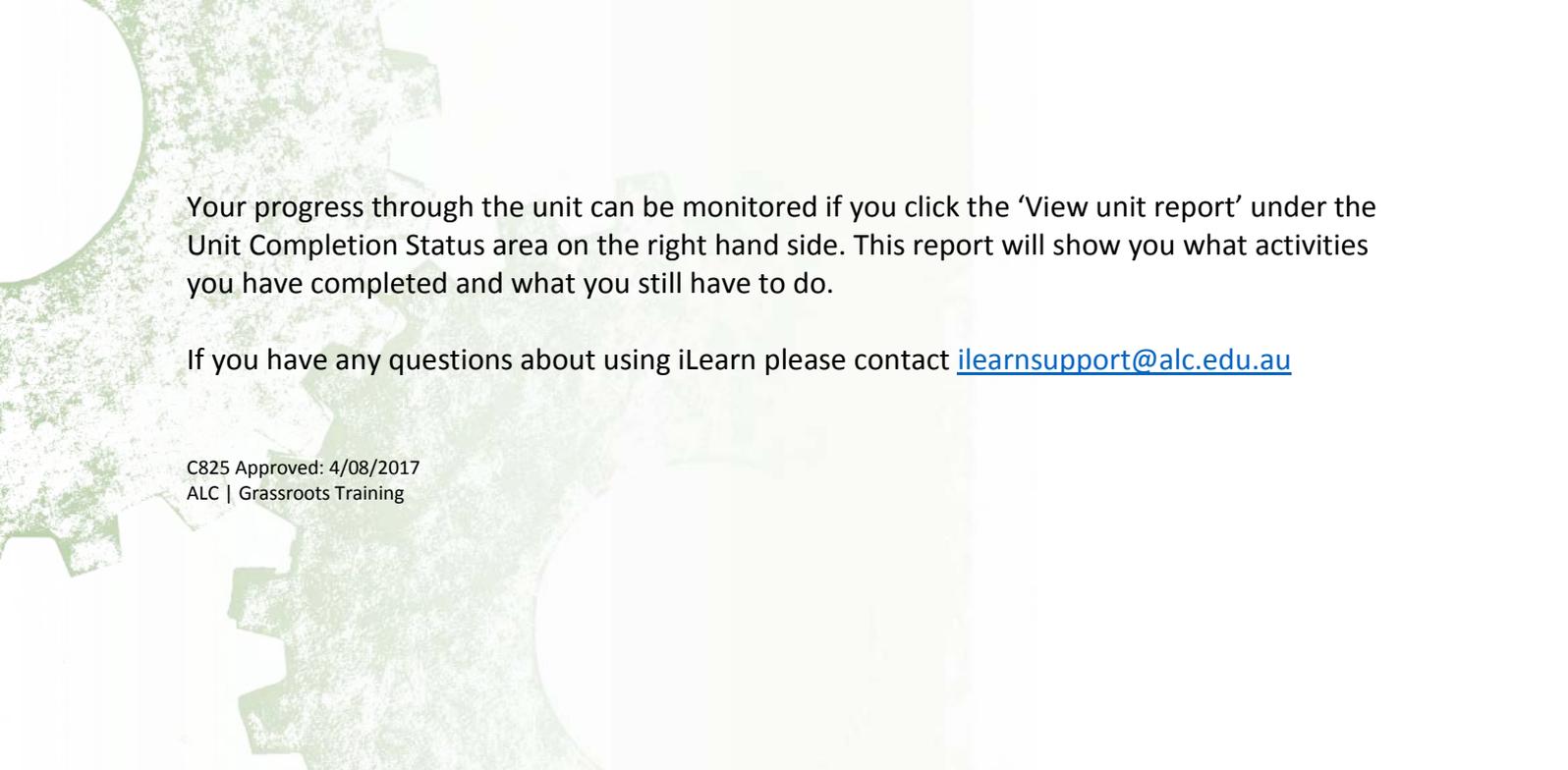
Follow these steps to complete the submission activities:

1. Click on the title next to the icon. This will open up the submission summary screen.
2. At the bottom click on the  button. This will open up the submission screen.
3. There are two ways you can submit the activity. Either:
 - i. **Type or paste** text of the activity into the 'Online text' box
or
 - ii. **Upload** your pdf document in the 'File submissions' box. Either
 - drag-and-drop the file from the Windows Explorer or Finder window, or
 - add the file manually, as follows:
 - a) Click 'Add' icon: 
 - b) In the File picker, click 'Upload a file' from the left menu.
 - c) Click 'Browse'.
 - d) In the File Upload window, browse for and select the submission file. Click 'Open'.
 - e) Enter a display name for the file to 'Save as'. Follow the file naming convention: 'Congregation-name-submission-activity-name'.
 - f) Click 'Upload this file'.
4. Click  button.

Badges and the Certificate

The issuing of badges for each module and the Certificate of Attainment upon completion of the unit is linked to the 'Your progress' check boxes. These check boxes are associated with various activities or content.

A tick next to an activity name is used to indicate when the activity is complete. If a blank tick box is shown, you need to click it to tick the box when you have completed the activity (clicking it again removes the tick if you change your mind). By ticking the box, you acknowledge that you have viewed the content/resource or completed the activity. The tick is a way of tracking your progress through the unit. If a dotted tick box is shown, a tick will appear automatically when you have completed the activity according to conditions set, such as viewing or submitting documents.



Your progress through the unit can be monitored if you click the 'View unit report' under the Unit Completion Status area on the right hand side. This report will show you what activities you have completed and what you still have to do.

If you have any questions about using iLearn please contact ilearnsupport@alc.edu.au

C825 Approved: 4/08/2017
ALC | Grassroots Training