

From Purchase to Launch

Buy Accounts and Set Up Your Team on TLAC Online

Purchasing Accounts

- You will need an account for each teacher whom you want to use TLAC Online.
- If you have coaches who will give feedback on teachers' practice, they will also need an account.
- Your account as a group manager is free. When purchasing your accounts, only put in the number of accounts you'll be paying for. We'll add your additional free manager account after you sign up.

Step 1:

Go to <https://tlaconline.com> and click the yellow "Sign Up" now button in the top right.

Step 2:

For account type, choose multiple accounts for your group. For group name, use the name of your school/district/network/organization.

The prompts to follow will ask you for your billing information to generate an invoice, so please be sure to include the relevant invoice information for your group. You will also have an opportunity to choose a start date for your subscription. The start date is when you want your one-year licenses to be active for your group.

Step 3:

Enter the number of accounts you need. Bulk discounts begin above 25 accounts.

Step 4:

Choose pay by Credit Card or pay by Invoice. If you pay by credit card, you will have access to the platform immediately. If you pay by invoice, you will have access to the platform as soon as we generate the invoice (typically within 48 hours). Under permissions, the first two are required and then hit the yellow "subscribe" button.

We recommend you read through all the directions on the next pages before proceeding.

Setting Up Your Accounts

Once your manager account has been created, you will have access to the platform. The opening screen will be a dashboard that looks similar to this:

The screenshot shows the TLAC Online dashboard. At the top, there is a navigation bar with 'Dashboard' (highlighted), 'Teams', 'My Progress', 'Modules', and 'Resources'. On the right, the user is identified as 'Hi Dan Cotton' with the tagline 'Keep the champions going today!'. The main content area is titled 'Dashboard' and is divided into two main sections: 'Activity by User' and 'Overall Activity'. The 'Activity by User' section includes a search bar, a 'Search' button, and two dropdown menus for 'All Teams' and 'All Time'. Below this is a table with columns for Name, Teams, Role, Last Visited, Sessions, Practices, Shared, and a 'view' link. The 'Overall Activity' section features a 'Users' box showing '12/20' and a 'Sessions Started' box. A blue arrow points from the 'All Teams' dropdown menu to the 'Users' box.

Name	Teams	Role	Last Visited	Sessions	Practices	Shared	
Brittany Hargrove		Teacher	[N/A]	0	0	0	view
Colleen Driggs		Manager	[N/A]	0	0	0	view
Dan Cotton		Manager	Sep 13, 2021	0	0	0	view

Getting Oriented

The first box on the right, **Users**, show the number of accounts you have and the number of team members you've invited to your group.

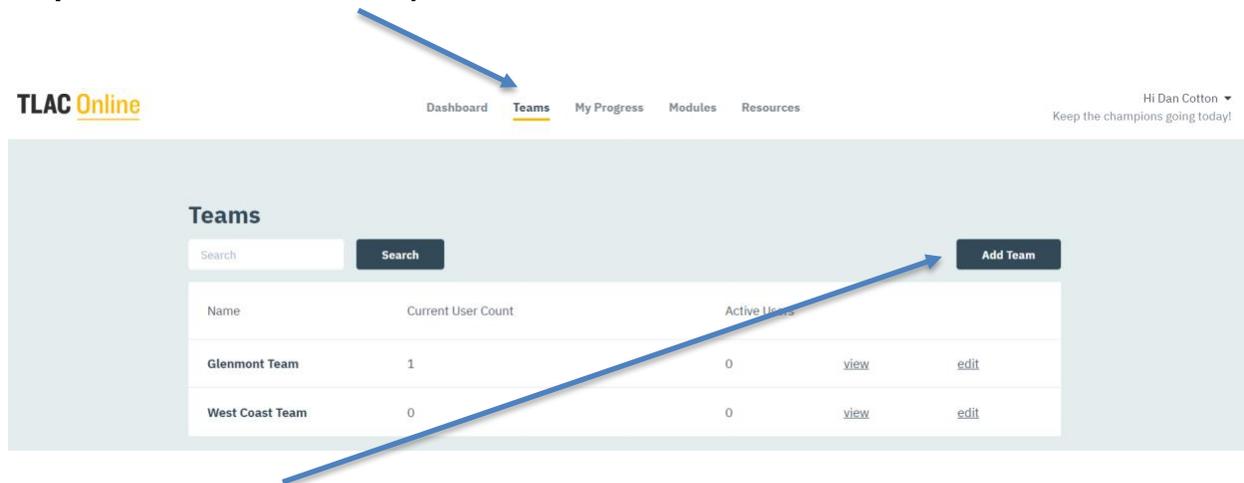
This drop-down menu shows the **Teams** that you've created for your account.

This screenshot is identical to the one above, but a blue arrow points from the 'All Teams' dropdown menu in the 'Activity by User' section to the 'Users' box in the 'Overall Activity' section.

Setting Up Teams

If you have coaches working with particular groups of teachers—grade level teams, subject teams, or different schools if you have a district or network level account—you’ll want to create teams. This will allow you to see more easily the progress of particular groups as well as assign coaches just to the teams they work with. Coaches will have a similar dashboard to the one above—just for their team.

Step 1: Go to the Team tab on your dashboard:



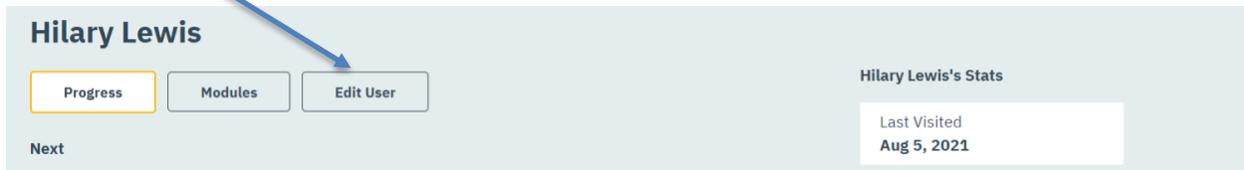
Step 2: Click the “Add Team” button to add teams. You can have as many teams as users. However, each teacher/coach can only be a member of one team.

If you decide to add teams after you’ve uploaded all your users, you can.

To add a teacher to a team after the initial set up, click “View” for that team member from your dashboard:

Hilary Lewis	Teacher	Aug 5, 2021	1	0	0	view
Jaimie Brillante	Manager	[N/A]	0	0	0	view

Click Edit User from atop their dashboard:



Hilary Lewis

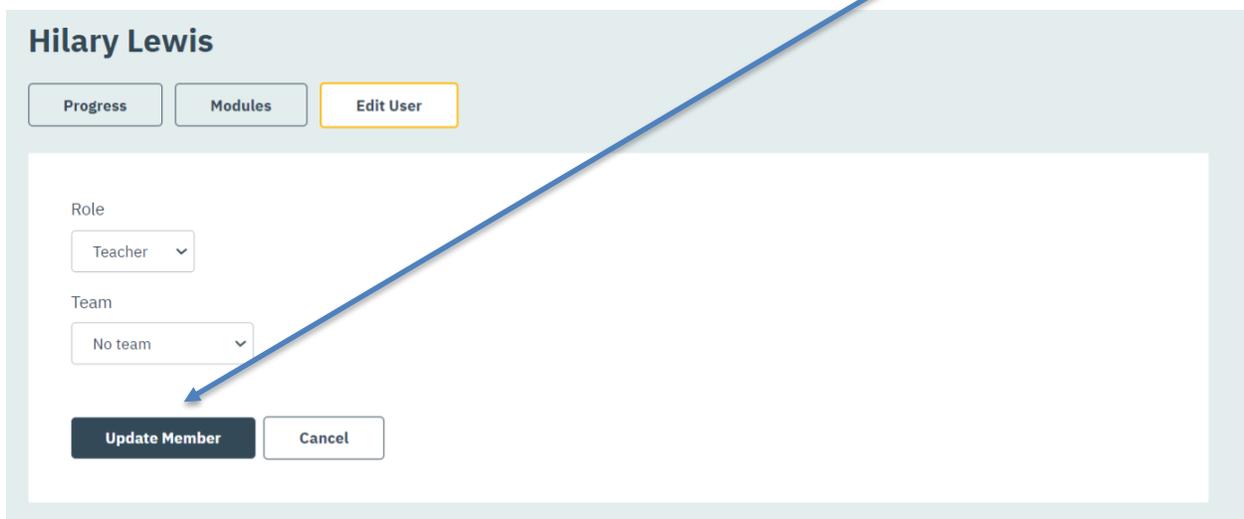
Progress Modules **Edit User**

Next

Hilary Lewis's Stats

Last Visited
Aug 5, 2021

Select their role and team name from the drop-down menu. Click “Update Member.”



Hilary Lewis

Progress Modules **Edit User**

Role
Teacher

Team
No team

Update Member Cancel

Inviting Users to Your Account

You can invite users individually or in bulk.

Invite Users

Import users from a file

Upload a CSV file with the users to be imported. [See an example file.](#)

Choose File

 No file chosen
 Import

Invite users by e-mail

User's e-mail address

Teacher ▾

Glenmont Team ▾

[Invite another user](#)

8 users left

Invite Users
Cancel

Invite Individual Users

Step 1: To invite users individually, simply enter their email

Step 2: Select their role from the drop down (manager, coach, teacher)

Role	Ability To
Manager	<ul style="list-style-type: none"> • Invite users to the account • See every users' progress and videos • Renew the account • Change roles for all other users • Use modules—view, record, share own practice
Coach	<ul style="list-style-type: none"> • See the progress and videos of users on their team • Use modules—view, record, share own practice
User	<ul style="list-style-type: none"> • Use modules—view, record, share own practice

You can have multiple managers and coaches on one account. However, a coach can only be a coach for one team. If you have a coach working across multiple teams you've set up, assign that person the role of manager.

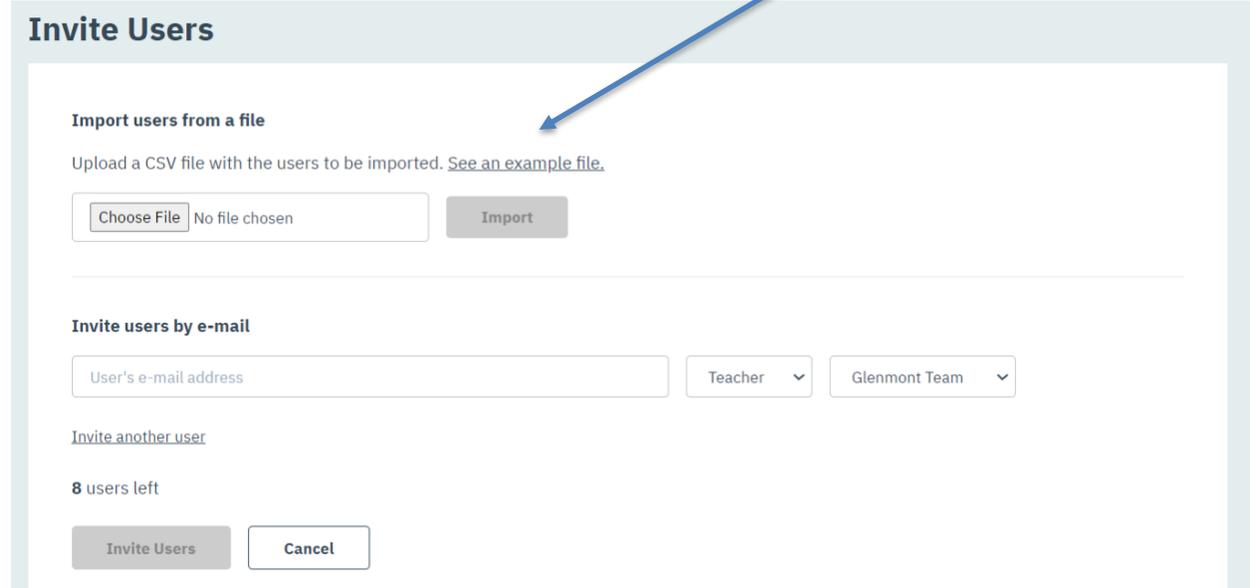
Inviting Users to Your Account (Cont'd)

Step 3: Select their team from the drop-down menu.

Step 4: Click the “Invite User” button and the system will send the colleague an invite email to set up their account.

Invite Multiple Users

Step 1: If you want to set up multiple accounts at the same time, click the “see an example file” button.



Invite Users

Import users from a file

Upload a CSV file with the users to be imported. [See an example file.](#)

No file chosen

Invite users by e-mail

[Invite another user](#)

8 users left

Inviting Users to Your Account (Cont'd)

The platform will download a file that looks like this:

E-mail	first_name	last_name	Role	Teams
teacher@sample.com	Champ	teacher	A	
coach@tejohn.com	Wooden	coach	A,B	

For simplicity, you only need to enter each colleague’s email, first name, last name, and their role (manger, coach, teacher). If you have set up teams, enter the team name. If not, leave blank. **Be sure to replace the data in rows 2 and 3 with your team’s info or the upload will generate an error.**

Step 2: After you’ve filled in the spreadsheet, Save As to your computer, renaming it TLAC Online upload.date.

Step 3: Click Choose File and select the file.

Invite Users

Import users from a file

Upload a CSV file with the users to be imported. [See an example file.](#)

Choose File No file chosen Import

Invite users by e-mail

User's e-mail address Teacher Glenmont Team

[Invite another user](#)

Step 4: Click import. The system will immediately send an invite to each colleague listed. Done!

Let Your Team Know About TLAC Online

As soon as you enter emails into the platform, your colleagues will receive an invite email. You'll want to let them know that you've invested in TLAC Online and that the links in the invite email are safe to click through.

Here's a sample email you can use:

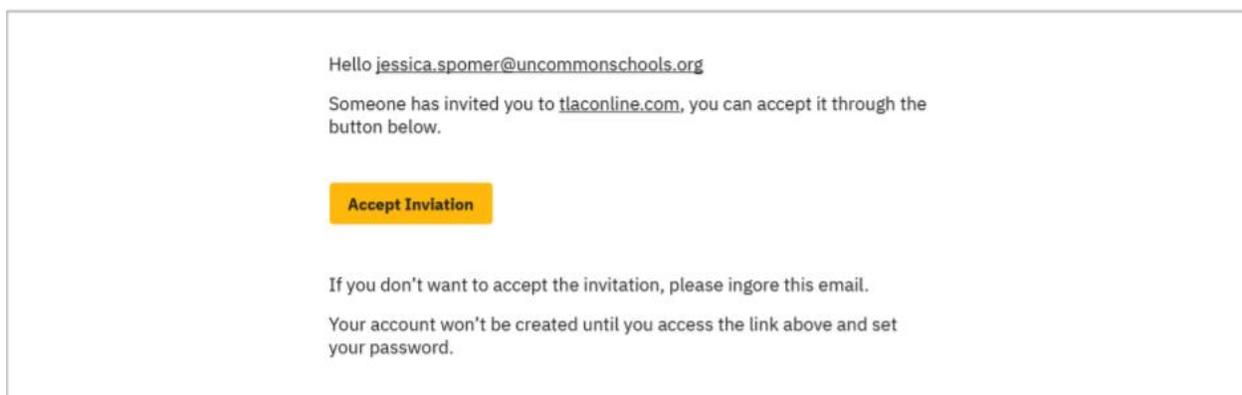
Dear Colleagues,

*I'm excited to share with you that **[insert your school's name]** has invested in a tremendous resource that will allow you to learn and practice Teach Like a Champion techniques on your own schedule: <https://tlaonline.com>. The modules on TLAC Online will allow you to focus on the TLAC techniques that will most benefit your classroom and to complete them at times that are most convenient to you.*

Each module will take about 15 minutes to complete. Within in each module, you will:

- *Watch a video of the technique in action in a classroom*
- *See how a member of the TLAC team plans and practices to be successful at executing the technique*
- *Plan and practice the technique yourself by filming yourself and reflecting on your own practice*

Earlier today you received an email similar to the one below from training@tlaonline.com inviting you to set up your account. It's safe to click! If you don't see one in your inbox, please check your spam folder.



After you accept the invitation, the system will prompt you to set up your password and you're ready to go!

More coming soon on how we'll be using the modules.

Thank you for all you do for our students and families! I'm excited to continue this new phase of learning together.

Now that you're set up, want help thinking through what's next? Check out our Implementation Guide and other supports on our [Resources](#) page. You can also email us at support@tlaonline.com.