



Portfolio Client Admin Guide

Guide for Client Admin users

Table of contents

Table of contents	1
Client Admin	2
Logging in	2
Username and Password provided by Company	2
Registration Link Via Mail	2
Dashboard/Homepage	2
Account Information	3
Upcoming Live Sessions	4
Learners Section	6
Newsfeed	6
Creating a New Post	7
Deleting a Post	7
Navigation Banner	7
Learner Section	7
Add Learner	9
Adding a New Assessor/Verifier	11
Viewing the student progress in detail	11
Adding and Viewing Targets	12
Journey Worker Rates	12
Adding Wages to an Apprentice	13
Wage Increments	16
Adding a Wage Increment	16
Approving the Wage Increment	17
Approving the Receipt	18
Programmes Section	19
Self Enrolment Link	20
Creating a Live Session	21
Teams	23
Slideshow	24

Client Admin

Logging in

Username and Password provided by Company

If you have already received a mail from your company or Olive with your username and password you can [click the link](#) to see how to login.

Registration Link Via Mail

Once the Parent Organisation or Provider creates your Client Organisation with your account you will get an email with the Registration link with which you can access your Client Admin Account. A general registration email should look like the following,

(Add Image here)

Once you click on the "**Registration**" link it will take you to the following page, and you can enter your password here.

Once you click on "Submit" you will be taken to your Dashboard/Homepage.

Student Registration

Full Name

Email

Password

Confirm Password



Password Policy

When creating your password is best to have a password that is,

- ★ Minimum 6 characters long
- ★ One Uppercase, One Lowercase, One number and One Special Character
- ★ If there is a security breach please let you administrator know as soon as possible.

Dashboard/Homepage

Once you have logged into your Client Admin Account you will be taken to the Dashboard/Home Page as shown below,

OLIVE

[Home](#)
[Learner](#)
[Programmes](#)
[Sessions](#)
[Journey Worker Rate](#)

Account

Olive Client Admin
Olive Client
+931234567890

Upcoming Live Sessions
[More](#)

No upcoming Sessions

Programme
[More](#)

Customer Service Specialist Level 3

View Programme >

PDP COMM EX Etc Test

View Programme >

NCFE CACHE Level 1 Award Mental Health Awareness

View Programme >

Level 3 Recruitment Consultant

View Programme >

Level 2 Supply Chain Operator

View Programme >

Level 2 - Rail Operative

View Programme >

Level 2 Logistics Manager

View Programme >

Level 3 Rail Technician

View Programme >

Level 2 Supply Chain

View Programme >

Write Post

Image

Video

Attachment

Thumbnail

OLIVE

Apprenticeship
7/4/2020

APPRENTICESHIP

Welcome to the HiUp Apprenticeship Programme

OLIVE

Top Tips for Starting a Career in Data Science
23/3/2020

"Starting a career in Data Science involves lots of time, perseverance, and education. However, all the hard work is worth it when considering the ..."

[Read More](#)

Account Information
The Account information shows a snapshot of your account, here you can see your profile

Olive Client Admin
Olive Client
+931234567890

3

Olive Group © 2021 All Rights Reserved

image, your name, your organisation name and mobile number.

Upcoming Live Sessions

In the upcoming live sessions you can see a snapshot of the upcoming sessions, search for sessions using the "Search" bar.

Upcoming Live Sessions

[More](#)

	9/4/2020	Wed - Introduction	View >
	9/4/2020	Kev & Dil	View >
	9/4/2020	Session with Scott	View >

To know more about a session you can hover your mouse over the date and it will give you more information as shown on the right.

To have a thorough look of each session you can click on the "view" button beside each session and this will take you to the following page.

9/4/2020

9/4/2020

9/4/2020

Wed - Introduction

9th April 2020
16:10

Number of Attendees : 1

Alexandros Anousis

[Add Events to Calendar](#)

[View >](#)

[View >](#)

[View >](#)

[More](#)

OLIVE
Home Learner Programmes Sessions

Account

Live Session

Wed - Introduction

Edit

Overview Teams Slideshow

Date

9/4/2020

Start Time

16:10

Session Type

Main Room

1on1

1v1

4v4

Team Buyer

Team Seller

Bidding Game

Group

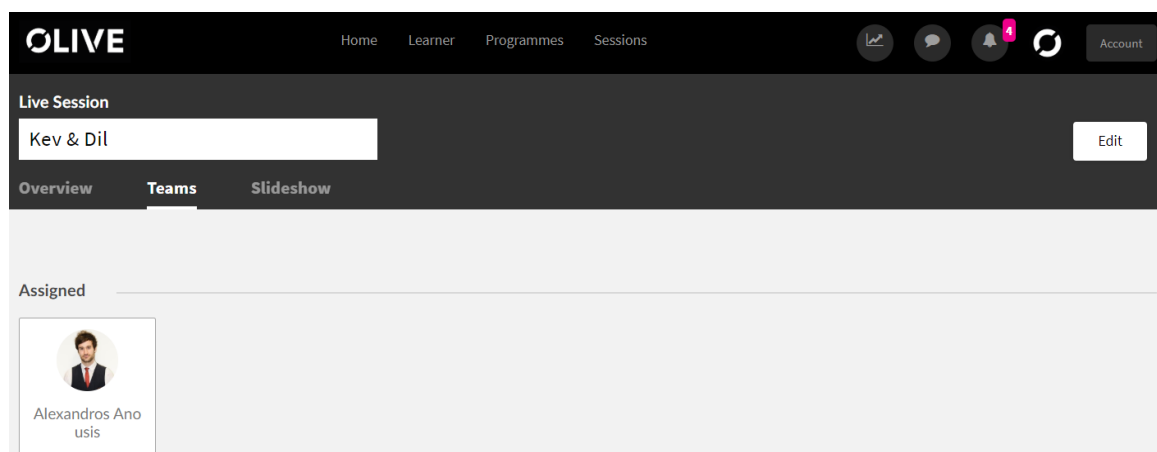
First Aid Response (FAR)

Attendees

Alexandros Anousis

Here you can see the Overview of the session, the name, date and start time, along with what type of room has been selected, the group chosen for the session and the attendees.

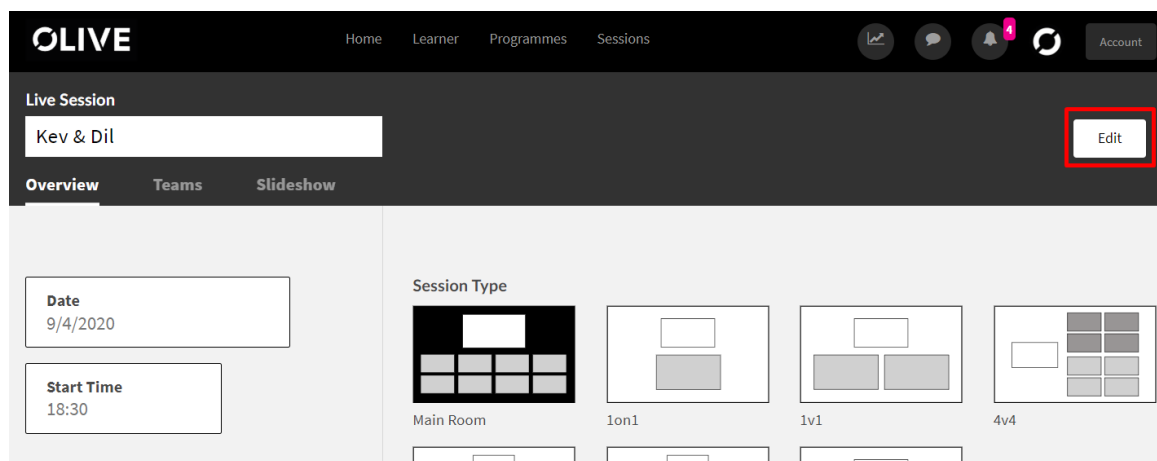
In the Teams section you will be able to see the assigned team members to this session as shown below,



In the Slideshow section, you can upload the slides that need to be showcased during the call, uploading the slides into the slides section ensures that all the attendees are able to view the slides at uploaded quality. A ready to go slide section will look like below,

(Insert image here)

To Edit a session you can click the “edit” button on the top right of the Live Session Page as shown below.



We will be looking into Session creation and editing in a later chapter, you can click the link to access this chapter.

Learners Section

The Learners section is a shortened version of the Learners page, here you,

- Can see the latest learners
- Search for learners using the search tab
- Add new learners using the "+Add" button
- See the full list of learners using the "More" button

We will be looking at the learner page and how to create a new learner in the learner page later on. Click on the link to access this content.

Learner

Add New Learners

+ Add

More

Full List of Learners



Search 11 Learner... Search for Learners here

+447739636956



Alexandros Anousis

+447739636956



Henry Hunter

+447739636956



Gina George

+447739636956



Frank Fletcher

+447739636956



Ellen Edwards

+447739636956



David Dunn

+447739636956



Clare Cooper

+447739636956



Ben Burrows

+447739636956



Alexandros Anousis

+447739636956



Alexandros Anousis

Newsfeed

On the right of the homepage you have the dashboard where as the Client Admin you will be adding news feed, videos, images and attachments for the learners to view and download.

Write Post

Image

Video

Attachment

Thumbnail

OLIVE

Learner User Guide

7/4/2020

Please download the attached user guide. This will take you through all the features of the platform.

Attachment

View Download

Creating a New Post

To create a new post you can click on the write post button on the top, this opens the create post dialog box as shown on the right, where you can add the Post Title and Content in the Text Area.

If you need to add an image you can click on the Image button and this will open your browser for you to select your image.

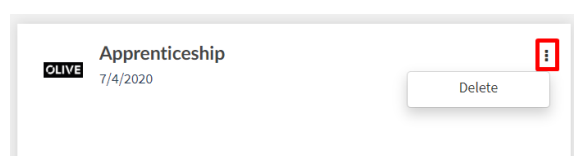
Similarly you can select videos and attachments from your computer too.

Thumbnail is used when the thumbnail that is auto generated once the video is uploaded is not the one you were looking for, you can upload your custom thumbnail here.

Once you are happy with the edits you can click on "Post" to post your content in the newsfeed.

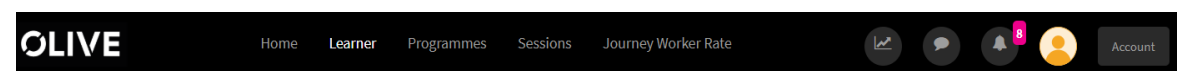
Deleting a Post

Once a post has been created you can delete the post by clicking the 3 dots on the top right of the particular post as shown on the right and clicking delete.



Navigation Banner

On the top you have your navigation banner where you can navigate to the Home Page, Learner Page, Programmes Page, Sessions Page, Journey Worker Rates Page, Reports, Messaging System and Account options.



Learner Section

You can access the learner section by clicking "**more**" in the Learner section in the home page or by clicking the "**Learner Tab**" on the Navigation banner and this will open the Learner window as shown below.

Learner

Add a new learner by clicking this button

Add Learner +

Search 106 Learner... Search for learners here

-- All Programme --

Segregate learners based on programme using this dropdown

▼

Name	Organization	Programme	Progress	
Subham Karki	HIUP Client	Level 3 Personal Trainer	35% COMPLETE	View >
Test Email	HIUP Client	Level 2 Supply Chain Operator	0% COMPLETE	View >
Dinesh Learner	HIUP Client	Level 3 Team Leader	6% COMPLETE	View >
Dinesj Test	HIUP Client	Customer Service Specialist Level 3	0% COMPLETE	View >
hiup Learner 13124	HIUP Client	Level 3 Personal Trainer	17% COMPLETE	View >
hiup Learner 13123	HIUP Client	Level 3 Team Leader	0% COMPLETE	View >
hiup Learner 13122	HIUP Client	Level 5 Operation Departmental...	0% COMPLETE	View >
hiup Learner 13121	HIUP Client	Level 3 Personal Trainer	0% COMPLETE	View >
hiup Learner 13120	HIUP Client	Level 3 Team Leader	13% COMPLETE	View >
location testing	HIUP Client	Customer Service Specialist Level 3	0% COMPLETE	View >

Press "load more" to load more members

Load More

Here you can Create New learners, Search for learners, what programme a learner is doing, their current progress in the programme and view their individual progress in more detail by clicking on “**view**” beside the name of each learner.



Learner Segregation

Client Admins will only be able to see learners in their organisations, for example if A is the Parent organisation and B and C are client organisations, Admin of A will be able to see all the learners of B and , but client admins of B and C can see only the learners in their respective organisations, B cannot see members of C and vice versa.

You can also filter learners based on the programme by clicking the **--All Programme--** drop down as shown below.

-- All Programme --

-- All Programme --
Customer Service Specialist Level 3
PDP COMM EX Etc Test
NCFE CACHE Level 1 Award Mental Health Awareness
Level 2 Supply Chain Operator
Level 3 Recruitment Consultant
Level 2 Supply Chain Warehouse Operative
Level 2 Abattoir Worker
Level 2 Food and Drink Operator
Level 2 Waste Resource Operative
Level 2 - Rail Operative

8

Account

Add Learner +

Add Learner

To Add a new learner you can click on the "+Add" button in the Learner section of the homepage or the "+Add Learner" button on the Learner page and it will open the learner creation page as shown below.

9

Olive Group © 2021 All Rights Reserved

Add Learner



Upload the profile pic for the learner/apprentice here, clicking on the photo icon will open the upload option

PROGRAMME	Select a programme Select the programme from the dropdown	
EXISTING MEMBER	☐	
FIRST NAME	First Name First Name of the Learner/Apprentice	
LAST NAME	Last Name Last Name of the Learner/Apprentice	
EMAIL	Email Learner or Apprentice's Email Address	
GENDER	☒ Male ☐ Female Select the Gender of the Learner/Apprentice here	
WEEKLY LEARNING HOURS	Weekly Learning Hours Enter the learners weekly learning hours here	
ASSESSOR	Assign the Assessor Here	
VERIFIER	Assign the Verifier Here	
ADDRESS	Station Learner/Apprentice Address to be added here	
MOBILE	+44	Mobile Learner Mobile Number
NATIONALITY	British Select the Nationality of the Learner form the dropdown	
DISABILITY	☐ Yes ☒ No If the learner has any disabilities, select the option here	
EMPLOYMENT	Employment Employment Status of the Apprentice/Learner to be added here	
FURTHER NOTES	Further Notes Any Further information regarding the learner needs to be added here	

CANCEL

SAVE

**Learner Registration**

Once the learner has been created a registration email is sent to the address that has been provided, the learner/apprentice will have to enter their information in order to log into the system.

Adding a New Assessor/Verifier

You can create a new assessor or verifier by clicking the corresponding "+" icon beside them as shown below.

ASSESSOR		
VERIFIER		

This will open up the Assessor/Verifier creation page as shown on the right, where you can provide,

- First Name
- Last Name
- Email Address

Once the information has been added click on the **"Save"** button.

Add Assessor
×

First Name	
Last Name	
Email	
CANCEL	SAVE



Assessor and Verifier Registration

Once the Assessor or Verifier has been created a registration email is sent to the address that has been provided, the Assessor and verifier will have to enter their information in order to log into the system.

Viewing the student progress in detail

Here you can see the students' progression in the various sections of the programme. To go into each section you can click on the relevant sub title under the section and it will show the submitted answers and materials and approval status of them.

An Example has been shown below,

WELCOME RESOURCES		
Welcome!!!		Completed
100% COMPLETE 25/25		
KNOWLEDGE		
Knowledge	25/25	Completed
100% COMPLETE 25/25		
SKILL		
Skills	25/25	Completed

CHECKLIST :: KNOWLEDGE

Anatomy, Physiology & Kinesiology

Human movement such as biomechanics, anatomy and physiology such as the cardiorespiratory, musculoskeletal, nervous and endocrine systems and the implications of long and short term exercise on these systems.

test

Approved

Lifestyle Management and Client Motivation

The range of factors that contribute to an individual's lifestyle such as dietary intake, stress, fatigue, alcohol and levels of physical activity.

test

Approved

How to assess clients' readiness to change their behaviour and how to apply a range of appropriate change strategies

test

Approved

Only Assessors can mark a submitted material by a student as approved, we will be looking into it at (insert heading here)

Adding and Viewing Targets

To know more about adding a target to a learner and view targets and comment and review them [click on the link](#).

Add Target View Target View Wage meter Delete

Assessor Verifier

Journey Worker Rates

If there is a Journey Worker Rate associated with the Programme it can be viewed in the Journey Worker Rates tab on the Navigation banner as shown below,

Home Learner Programmes Journey Worker Rate

This will take you to the Journey Worker Rate page that shows you the Rates and Roles for which the Rates are applicable to as shown below,

S.N.	Programme	Base Currency	Rate per Hour	Rate per Month	Rate per Year	Role
1	Software Tes...	USD	19	0	0	Junior- Tester
2	Software Tes...	USD	20	0	0	Mid Level- T...
3	Software Tes...	USD	25	0	0	Professional...

Here you can search for rates based on Programmes and Roles as shown below,

Adding Wages to an Apprentice

If a learner is applicable for a wage increase based on the Guidelines set by the Company on needs a raise this can be done using the Wages section for that particular Learner.

To Access the Wages Section, Navigate to the Learners page and Click on the "View" button beside the Learner Name.

Name	Organization	Programme	Progress
Victoria Hall	Olive Group US	Software Testing Services	0% COMPLETE View >

In the Learner view page, you can see the "View Wage Meter" button on the Top Right Corner as shown below

This will open the Wage Schedule Page for the Particular Learner as shown below,

By using the Journey Worker Rates page as a guide you can assign the Worker Rates for that particular Learner as shown below.

Status: Disabled

Starting Wage

Planned Starting Date:

01 Jun 2020

Planned Date from which the learner will be working for the Company

Base Currency:

\$(USD)

Base Rate per Hour:

USD 20.00

Base Rate per hour taken from the Journey Worker Rate Page

+

Wage Increment 1

Add

Activation

Do you wish to activate this Wage Schedule?

You can review and edit this content at any stage.

Activate Wage Schedule

Click here to activate the Wage Schedule

In the Planning Starting Date, the Client Admin can add the date from which the learner will be starting the Programme in the Company.

The Base Currency and Base Rate Per Hour can be taken from the Journey Worker Rate Page that has been set by the Admin.

To Edit the Schedule, you can click on the Edit button the Top Right of the Section.

Once you are happy with the details, you can click on the "Activate Wage Schedule" to Activate the Wage Schedule.

Status: Active

Starting Wage

Planned Starting Date:

01 Jun 2020

Base Currency:

\$(USD)

Base Rate per Hour:

USD 20.00

+

Wage Increment 1

Add

Once the Wage Schedule is Activated the Status will show as "Active" and the Starting Wage as "Approved"



Once the Journey Rate is Activated this cannot be edited, please make sure to double check the details before activating the Schedule.

Wage Increments

Once a learner has shown the competency for a raise in the programme, the Client Admin or Assessor can add a wage increment for the learner.

Status: Active

Starting WageApproved

Planned Starting Date: 01 Jun 2020

Base Currency: \$(USD)

Base Rate per Hour: USD 20.00

+ Wage Increment 1Approved

Planned Increase Date: 30 Jun 2020

Rate per Hour: USD 25.00
Hours Required: 300

Evidence of Receipt of Increase:

Receipt of Increase
Submitted at: 2020-06-04 17:42:23
Approved
View

Competencies:

Definitions of competence/competency
The term competency was brought into the public arena in the USA in the early 1980s by Boyatzis (1982). Boyatzis defined competency as 'an underlying characteristic of an individual which is causally-related to effective or superior performance'. This definition is quite distinct from the way the term competence came to be used in the new suite of vocational qualifications introduced by the UK Government in the later 1980s. These awards National Vocational Qualifications (NVQs) are based on nationally determined occupational standards or competences and focus on the desired outcomes of work performance. So whilst one term (NVQ competence) was a label for the ability to perform the other (Boyatzis's competency) described the behaviour needed to perform a role with competence.

+ Wage Increment 2

Add

Adding a Wage Increment

To add a Wage Increment, the Assessor and Client Admin can do this from the wage schedule page by clicking the "Add" button beside the Wage Increment as shown below

+ Wage Increment 1

Add

Here you can assign the date from which the Increment for the wage will start and the Rate at which the Rate is increased to. (This is a cumulative amount so if the Increment is 10\$ the amount should be 20\$ (Base Amount) + 10\$ (Increment) = 30\$

The Hours required is the amount of hours the Learner has to put in before the Increment can be applied.

In the Competences Sector the Client Admin and Assessor can put in the criteria to meet the Wage Increment as well.

+ Wage Increment 2

Cancel

Confirm

Planned Increase Date: 30 Jun 2020

Rate per Hour: USD 30

Hours Required: 100

Evidence of Receipt of Increase:

Competencies:

Paragraph B I :: 1= @ “ ← ↷

Competency-based pay definition

Whenever an employee is compensated in accordance with her or his type and level of obtained skills that are applied in the workplace, it's known as competency-based pay. This salary structure differs from paying employees based on their tenure or seniority levels, and is common in fields that require professionals who have specialized knowledge. Competency-based pay has the advantage of being simple to structure and utilizes readily accessible salary tables. One unique disadvantage of the salary structure is it can be difficult to alter during times of economic hardship. Competency-based pay might also be known as skills-based and knowledge-based pay.

Once the Wage Increment details have been put in you can click on "Confirm" to apply the Wage Increment.

+ Wage Increment 2

Cancel

Confirm

Approving the Wage Increment

Once the student/learner has successfully met the criteria for the Wage Increment the Assessor or the Client Admin can Approve the Wage Increment by clicking the "Approve" button or if there are any changes to the Increment, this can be edited using the "Edit" Button as shown below

+ Wage Increment 2

Approve Wage Increment ➡

Approve



Edit Wage Increment

Planned Increase Date: 30 Jun 2020

Rate per Hour: USD 30

Hours Required: 100

Evidence of Receipt of Increase:

Competencies:

Competency-based pay definition

Whenever an employee is compensated in accordance with her or his type and level of obtained skills that are applied in the workplace, it's known as competency-based pay. This salary structure differs from paying employees based on their tenure or seniority levels, and is common in fields that require professionals who have specialized knowledge. Competency-based pay has the advantage of being simple to structure and utilizes readily accessible salary tables. One unique disadvantage of the salary structure is it can be difficult to alter during times of economic hardship. Competency-based pay might also be known as skills-based and knowledge-based pay.

+ Wage Increment 2

Approved



Planned Increase Date: 31 Jul 2020

Rate per Hour: USD 30

Hours Required: 100

Evidence of Receipt of Increase:

Competencies:

Competency-based pay definition

Whenever an employee is compensated in accordance with her or his type and level of obtained skills that are applied in the workplace, it's known as competency-based pay. This salary structure differs from paying employees based on their tenure or seniority levels, and is common in fields that require professionals who have specialized knowledge. Competency-based pay has the advantage of being simple to structure and utilizes readily accessible salary tables. One unique disadvantage of the salary structure is it can be difficult to alter during times of economic hardship. Competency-based pay might also be known as skills-based and knowledge-based pay.

Once the Wage Increment has been approved, the student can then upload the Evidence of Receipt of Increase from the Students Page. Click [here](#) to see how.

Approving the Receipt

Once the learner has uploaded the Receipt of Increment the Assessor will be able to approve the Receipt and will show in the system as shown below

+ Wage Increment 2

Approved



Planned Increase Date: 31 Jul 2020

Rate per Hour: USD 30

Hours Required: 100

Evidence of Receipt of Increase:



Receipt of Increase

Submitted at: 2020-06-04 18:28:27

Approved

View

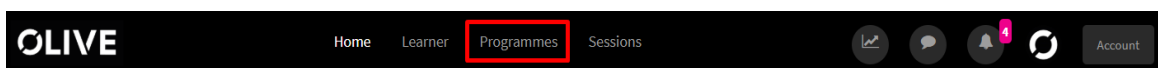
Competencies:

Competency-based pay definition

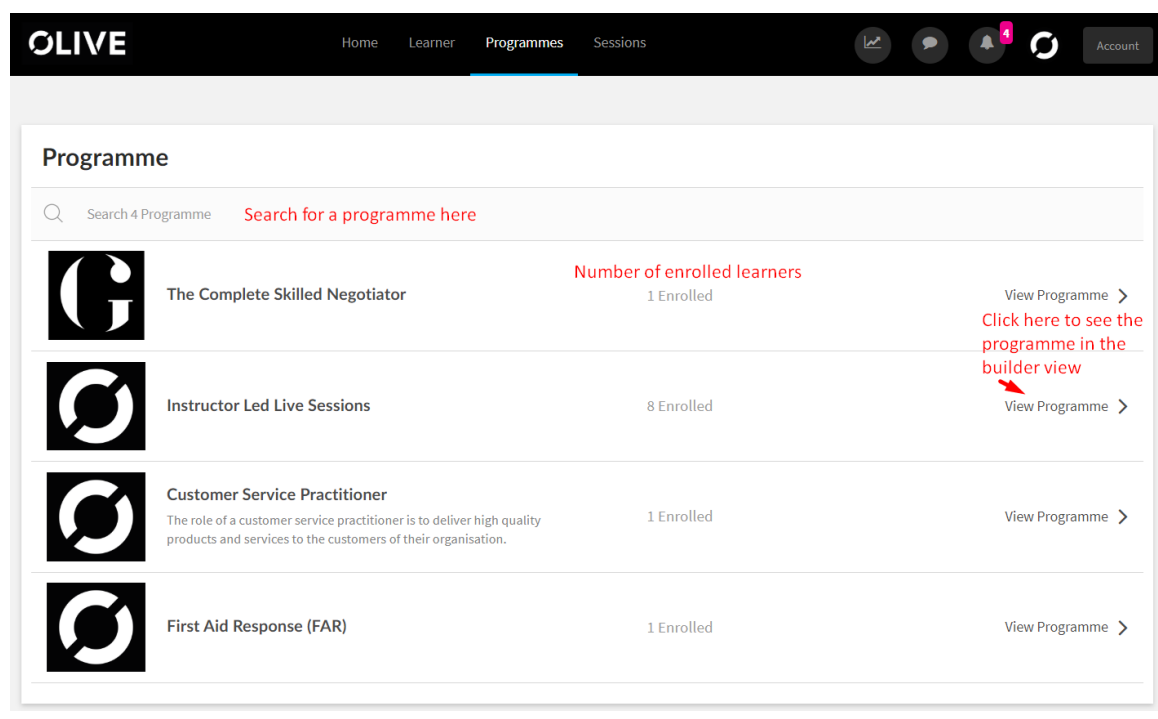
Whenever an employee is compensated in accordance with her or his type and level of obtained skills that are applied in the workplace, it's known as competency-based pay. This salary structure differs from paying employees based on their tenure or seniority levels, and is common in fields that require professionals who have specialized knowledge. Competency-based pay has the advantage of being simple to structure and utilizes readily accessible salary tables. One unique disadvantage of the salary structure is it can be difficult to alter during times of economic hardship. Competency-based pay might also be known as skills-based and knowledge-based pay.

Programmes Section

You can access the programmes section by clicking on "More" on the programmes section of the homepage or the "programmes" tab in the Navigation dashboard as shown below.



In the programmes section as the client admin you will be able to see all the programmes that have been added to the organisation from the parent organisation as shown below, you can view the program builder but will only have limited access to the program builder and see how many learners have been enrolled in each programme and search from a programme using the Search bar as shown below.



The following shows the expanded view of the programme from a "Client Admin" Perspective

The screenshot shows the 'View Programme' page for 'Customer Service Practitioner'. The page includes a header with navigation links (Home, Learner, Programmes, Sessions) and user icons. The main content area displays programme details: Name, Description, and Self-Enrolment Link. A red box highlights the 'Self-Enrolment Link' and a copy icon, with a red arrow pointing to it and the text 'Click this to copy the self enrolment link to the clipboard'. Below this, the 'Arrange' section shows a dropdown menu set to 'BY PHASE TYPE', with a red box around it and a red arrow pointing to it and the text 'Use this drop down to change view to "By Phase Type" and "By Weeks"'. The page also lists various resources: 'Welcome Resource' (Welcome to your Customer Service Practitioner Apprenticeship), 'Journal' (Learning Diary), 'Off The Job Training' (Training Log), and 'Qualification' (Evidence Log for Knowledge, Skills and Behaviours). Each resource has a 'View' button. A red box highlights the 'View' button for the 'Journal' resource, with a red arrow pointing to it and the text 'Click here to view this section in the program builder view'. At the bottom, the 'Master Session' section lists various topics, each with a 'Go to courses' button and a 'View' button. A red box highlights the 'Go to courses' button for the first session, 'Understanding your Organisation and Knowing your customers', with a red arrow pointing to it and the text 'View the course in the course player'.

Self Enrolment Link

Client Admin can add learners by sending self enrolments links too, you can click the copy button beside the link in each programme to copy the link onto the clipboard. This can be then sent via mail or messaging systems to the learner for easy access.



Please note

This link can be accessed and if handled wrongly people who have the link and are not part of the programme will be able to create an account in the system.

Once the learner clicks on the link they will get a page similar to the one below,

1

2

3

Register

Edit Profile

Complete

o

o

User Registration

Olive Tutor has invited you to join Customer Service Practitioner

The role of a customer service practitioner is to deliver high quality products and services to the customers of their organisation.

First Name

Last Name

First Name

Last Name

Email

Code

Telephone Number

Email

+44

Employment

Employment

Sign Up

To see the learner registration process using the self-enrolment link, please [click the link](#).

Creating a Live Session

If the programme you are doing has live sessions you can go to that programme and click on view to get to the sections page as shown below and click on "View" beside the Live Session to access the Section.

OLIVE

HomeLearnerProgrammesSessions

4

Account

View Programme

Name:

First Aid Response (FAR)

Self-Enrolment Link:

<https://myvtdemo.connectedportfolio.com/member/self-enroll/admission?>

Arrange

BY WEEKS

Week 1

RoSPA - Basic First Aid Awareness

View

Olive Group - First Aid Awareness Sports Events

View

Coronavirus Update: April 2020

View

House Rules

View

Introduction (Slides)

View

Live Session 1

View

Module 1 - Patient Assessment (Slides)

View

At the bottom you will be able to see the option to create the live video session as shown on the right.

DURATION

120

VIDEO SESSION

[Create Live Session](#)

CANCEL

Clicking on the “**Create Live Session**” will open the Session Creator window as shown below,

To Import all the members of the group to the session click on the “**Import**” button. This will import the members as shown below.

Group

Instructor Led Live Sessions

Import

Attendees



Henry Hunter



Gina George



Frank Fletcher



Ellen Edwards



David Dunn



Clare Cooper



Ben Burrows



Alexandros Anousis

Teams

To choose specifically which members need to attend the session, you choose the members from the Teams tab. Here you can drag and drop the members from the Unassigned tab to the Assigned tab to add them to the Session.

[Home](#)
[Learner](#)
[Programmes](#)
[Sessions](#)

Account

Live Session

Session #1

Click on Activate to Create the Session

Activate

Overview

Teams

Slideshow

Unassigned

Henry Hunter

Frank Fletcher

David Dunn

Ben Burrows

List of Unassigned Members

Assigned

Gina George

Ellen Edwards

Clare Cooper

Alexandros Anousis

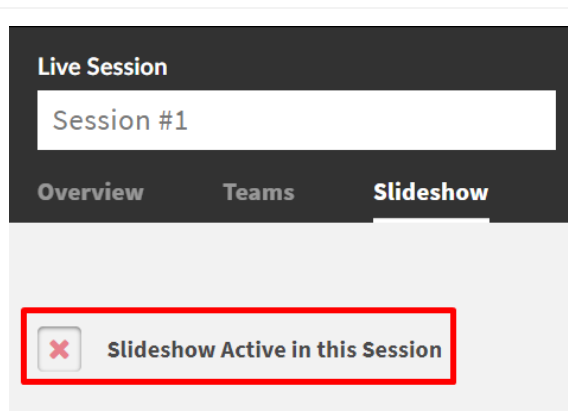
List of Assigned Members

23

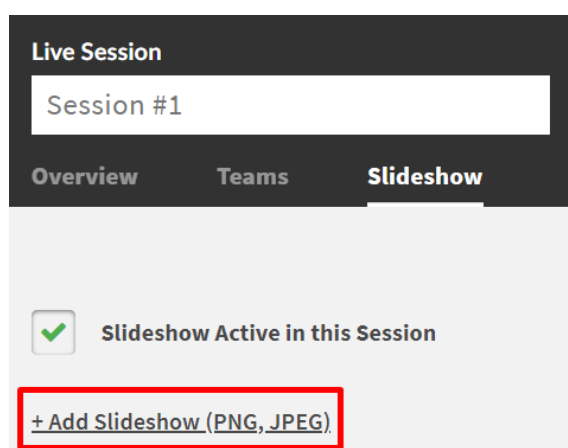
Olive Group © 2021 All Rights Reserved

Slideshow

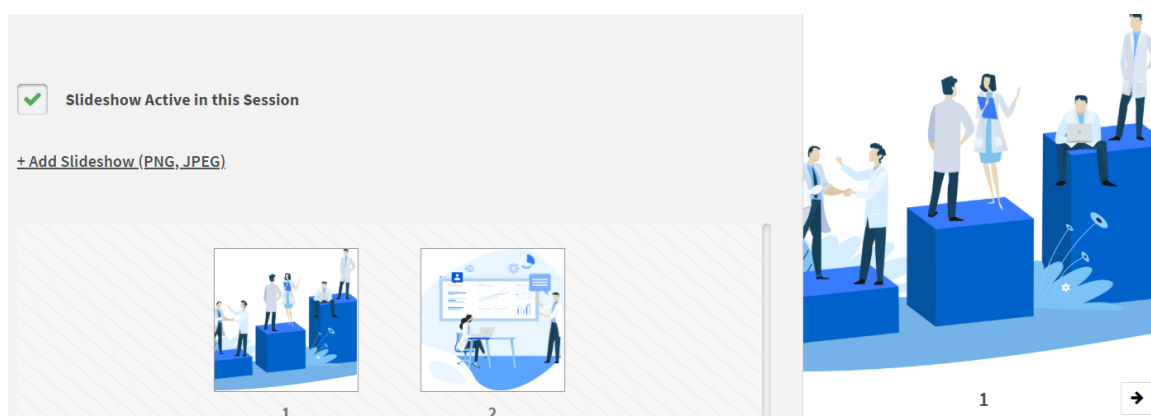
In the Slideshow page, you can enable and disable slide show by ticking the box as shown



Once the slideshow is active you have have option to upload your slides as shown



By Clicking the “+Add Slideshow” button it will allow you to upload PNG and JPEG files.



Once all the information has been added you can click on “**Activate**” and this will add the Live Session to the Calendar and Update all the Learner Calendar as well

