



## Guide to cLc Passport



cLc v1.7

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## 1 Objectives of this Guide

At the end of this 'Guide to cLc Passport you will be able to:

- Create, accept and terminate partnerships between profile sets and schools/cLcs on remote platforms
- Log in as a user on the local platform and view information on a remote platform

## 2 Pre-requisites to using this guide

Before using this guide, UniServity recommend that you first have a good understanding of the cLc Learning Platform and understand profile set sharing.



### 2.1 User access rights required to use this guide

To use this cLc guide you will need to check that you have cLc manager access

To learn about the different cLc user access rights levels, please refer to the '[Guide to cLc Access Levels](#)', or [Click here](#) to view online.

## 3 Key Concepts in the cLc passport?

### 3.1 About the cLc passport?

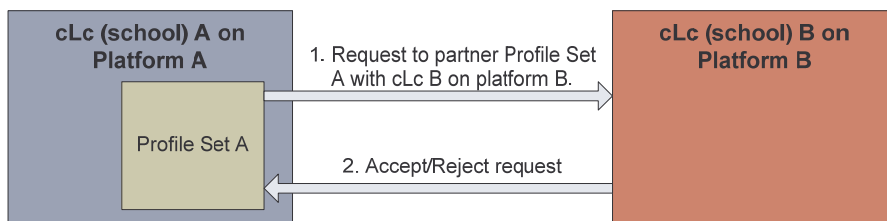
For the duration of this document, a cLc denotes a school on the cLc platform.

The cLc passport enables users on remote platforms to share profile sets and give access to profile sets as if they were on the same platform.

Platforms are remote from one another when they are hosted in separate physical locations. As an example there are separate physical installations of cLc platforms in the UK, Hong Kong and Australia.

Sharing profile sets over remote platform operates as if sharing profile sets with other cLcs on the same platform except that the platform and cLcs needs to be provided.

The following diagram provides an overview of the process of sharing a profile set between two separate cLc platforms.



Once shared, the profile set can be used as if part of the remote cLc.

## 4 How to? Guide

### 4.1 How do I partner with a remote platform?

Partnering a profile set with a cLc follows a three step process.

1. Choose a profile set to partner with a remote cLc
2. Send an invitation to the cLc requesting that they share the profile set
3. The remote cLc chooses to accept/reject the profile set sharing

#### 4.1.1 Sharing a profile set

To begin the process of sharing a profile set with a remote cLc, select either an existing profile set or create a new profile for sharing.



To share the profile set, navigate to:  
Control Panel -> User Manager -> Settings -> Profile Sets.



Create/select the profile set you'd like to use and click 'Share with another cLc'

**CLC/Schools this Profile Set is currently shared with**  
[This Profile Set is not Shared]

**Sent Invitations to Share this Profile Set.**  
[No Invitations Sent]

**Send an Invitation to share this Profile Set**  
This requests to share this profile set with another CLC/School  
Please note: CLC/School Managers can Accept or Decline your invitation.

UK - School-Portal UK  
UK - School-Portal UK  
AU - School-Portal Australia  
JS - School-Portal Jersey  
WB - School-Portal West Berksh  
 show top level in my Communities area

Users can be searched  
 Users can search  
 User can email  
 User can message

Request to Share Profile Set

Select the remote platform that contains the cLc that you'd like to partner with.

**CLC/Schools this Profile Set is currently shared with**  
[This Profile Set is not Shared]

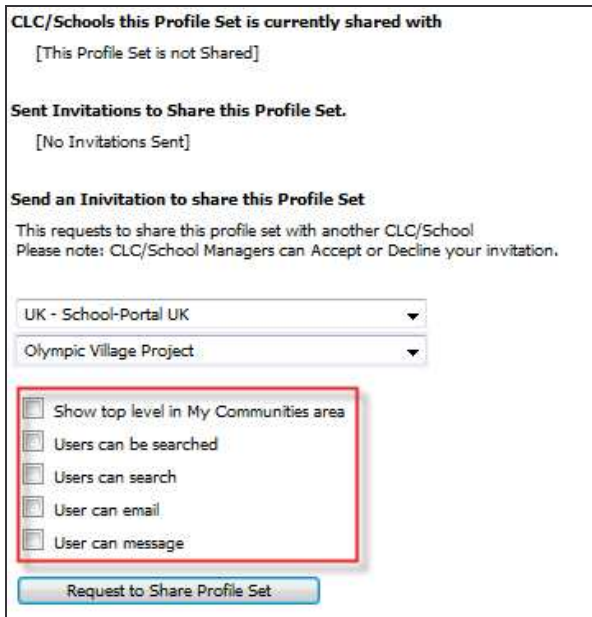
**Sent Invitations to Share this Profile Set.**  
[No Invitations Sent]

**Send an Invitation to share this Profile Set**  
This requests to share this profile set with another CLC/School  
Please note: CLC/School Managers can Accept or Decline your invitation.

UK - School-Portal UK  
Select School....  
Select School....  
Penistone Grammar School  
Sir William Stanier Community School  
Cheshire Learning  
Crewe & Nantwich 14-19  
Eaton Bank School  
ALNS Business & Enterprise College  
Shavington Primary School  
Olympic Village Project  
Egerton CP School Bolton  
Richs School  
Simonsville Primary  
Springfield Elementary

Select the cLc

Select the required options



- Show top level in My Communities area – This option is used so that only the top level group of the remotely partnered cLc is displayed in My Communities. This ensures that if the profile set is included in many groups only the top level group is displayed helping to reduce clutter.
- Users can be searched – This setting determines if users in the profile can be searched for by members in the partnered cLc.
- Users can search – This setting determines if users in the profile set can search for other users in the partnered cLc.
- User can email – This setting determines if users can send email to users in the partnered cLc.
- User can message - This setting determines if users can send email to users in the partnered cLc.

Once the platform, cLc and options have been selected click 'Request to Share Profile Set' to send the partnership invitation.



Please note that it may take up to 24 hours following a profile set share request before the invitation appears in the remote cLc.

To determine whether the invitation has been received, navigate to Control Panel -> User Manager -> Settings -> cLc Security.

**CLC/Schools this Profile Set is currently shared with**  
 [This Profile Set is not Shared]

**Sent Invitations to Share this Profile Set.**  
 Olympic Village Project Cancel

**Send an Invitation to share this Profile Set**  
 This requests to share this profile set with another CLC/School  
 Please note: CLC/School Managers can Accept or Decline your invitation.

WB - VIRT\_TEST7  
 Select School....

Show top level in My Communities area  
 Users can be searched  
 Users can search  
 User can email  
 User can message

Request to Share Profile Set

Once the partnership has been propagated the invitation will be observed.

**Shared Profile Sets**

Invitations from other cLcs to share a Profile Set with your cLc

cLc Name	Profile Set Title	Accept	Decline
UniServity School	Olympic village project	Accept	Decline

Profile Sets shared from other cLcs with your cLc

cLc Name	Profile Set Title	Remove
Bel Royal Primary School	Year 6	Remove

Profile Sets shared from your cLc with other cLcs  
 [No Profile Sets shared]

The remote cLc can accept the partnership by clicking on Control Panel -> User Manager -> Settings -> cLc Security.

From here the option to accept or decline the invitation can be made.

**Shared Profile Sets**

Invitations from other cLcs to share a Profile Set with your cLc  
 [No Profile Set Sharing Invitation]

Profile Sets shared from other cLcs with your cLc

cLc Name	Profile Set Title	Remove
Bel Royal Primary School	Year 6	Remove
UniServity School	Olympic village project	Remove

Profile Sets shared from your cLc with other cLcs  
 [No Profile Sets shared]

Once accepted the profile set becomes shared with the cLc.



## 4.2 Breaking partnerships

**Shared Profile Sets**

Invitations from other cLcs to share a Profile Set with your cLc

[No Profile Set Sharing Invitation]

Profile Sets shared from other cLcs with your cLc

cLc Name	Profile Set Title	
Bel Royal Primary School	Year 6	<input type="button" value="Remove"/>
UniServity School	Olympic village project	<input type="button" value="Remove"/>

Profile Sets shared from your cLc with other cLcs

[No Profile Sets shared]

*To terminate a partnership, select cLc Security from either cLc and click 'Remove' to terminate the partnership*

## 4.3 Viewing and using partnerships

**Control Panel**

**Group Admin** -

**Olympic Village Project**

**Content**

- Homepage
- News
- Calendar
- Resources
- Markbook

**Members**

- Display Members
- Add Members**
- Add Profile Sets
- Membership Types
- Members List Security

*Once a partnership has been established, the shared profile set can be used in the cLc as if it is a local profile set. An example of this would be to add the profile set to a group.*

*Click on Control Panel -> Group Admin -> Members -> Add Members*

### Profiles Sets [Add]

Title	Owner	Editor	Remove
Adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Olympics Primary Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pearson guests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
St Paul's Primary Year 5 Pupils & Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Select [Add] to add the profile set*



The shared profile set(s) will be available to select.



Click on 'Add Select Profile Sets' to the group.



#### 4.4 How do I log onto another platform?

If a user is part of a profile set that has been shared with a remote profile set, the cLc will appear as a link in the user's My Communities.

The shared profile set(s) will be available to select. Click on 'Add Select Profile Sets' to the group.



Clicking on the link to the remote cLc will direct the user to the cLc exactly as if viewing the group locally.

## 5 Additional Help & Support

Further help and support on how to set-up your cLc is available via:

- a. [www.cLcSuccess.com](http://www.cLcSuccess.com) – cLc knowledge hub
- b. cLc Help Component
- c. Contacting the UniServity support team (*Nominated cLc Support Contacts Only*)

### a. [www.cLcSuccess.com](http://www.cLcSuccess.com) :

cLc success is an online knowledge hub that provides UniServity cLc users with the resources, content, user guides and best practice examples to enhance teaching and improve learning outcomes. It is also the gateway for schools around the world to join groundbreaking collaborative projects.

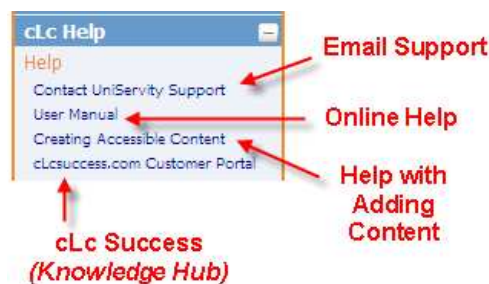
cLc Success is available to cLc Managers and cLc Group Owners only via:

- i) [www.clcsuccess.com](http://www.clcsuccess.com) (*Please enter full username and password to access content*)

When logged into your cLc:

- ii) cLc Help component of the Control Panel (*see next page*)
- iii) My Panel, under the UniServity drop down category

### b. cLc Help Component:



All cLc users who have been granted permission to edit their cLc will have access to the cLc Help component at the bottom right hand side of the screen underneath their My Panel. This will contain some or all of the following options, depending on their access permission level:

1. **Email Support** - Nominated cLc support contacts will see a ‘**Contact UniServity Support**’ option within the cLc Help component. Selecting this option will display an online email form that can be completed and sent directly to the UniServity support team.  
*(Please ask an existing cLc Manager to email a request to UniServity if you want to create any new nominated cLc support contacts – for more information on Nominated cLc support contacts please [click here](#)).*
2. **Online Help** – This option is available to all cLc users who have been granted permission to edit their cLc, and provides a link to the online cLc User Help Manual.
3. **Creating Accessible Content** – This option provides a link to cLc accessibility help pages, providing assistance on how to create content that is accessible to all internet users.
4. [www.cLcSuccess.com](http://www.cLcSuccess.com) – All cLc Managers and Group Owners will have access to a link to the cLc knowledge Hub customer portal.  
*(Please note: This also appears within their My Panel, under the UniServity drop down category)*










### c. UniServity support team contact details:

- **UniServity Support Helpline:** 0845 6751151
- **Email:** [Support@uniservity.com](mailto:Support@uniservity.com)

**Please note:** These contact details are only available to Nominated cLc Support Contacts. In order to contact the UniServity support team you will need to quote your support password. For more information on how to set-up your support password please [click here](#)

## 6 Next Steps

Once you are confident with using the cLc Wikis, UniServity recommend reading the following help guides:

Guide	Overview
 <b>Guide to cLc Podcasts</b> (GA 1b Podcasts)	A Folder of Resources that allows the end user to subscribe to be updated when new resources are added.
 <b>Guide to cLc Tasks</b> (GA 1b Tasks)	A Resource with instructions and downloads, that can be directed to an individual or group of individuals. Also enables the end user to send completed resources back to the Task via their ePortfolio>My Resources
 <b>Guide to cLc Forums</b> (GA 1b Forums)	A Resource which facilitates discussion area. Great for encouraging debate, questioning and reasoning on a download
 <b>Guide to cLc Surveys</b> (GA 1b Surveys)	A form building Resource which facilitates user feedback/Assessment.
 <b>Guide to cLc Custom Pages</b> (GA 1b Custom Pages)	A Resource which enables the creation of Web Pages
 <b>Guide to cLc Links</b> (GA 1b Links)	A Resource which allows you to create Hyperlinks. Useful to point to other web pages that support the download
 <b>Guide to cLc (SCORM) Learning Resources</b> (GA 1b SCORM)	A Resource which allows the uploading of SCORM compatible learning content
 <b>Guide to Wikis</b>	A resource that allows creation linking and sharing of information and content. Very similar to Wikipedia with an education context
 <b>Guide to the Sound Recorder</b>	A resource that allows users to record audio and use it to embed as content is pages or publish as a podcast

## 7 Feedback to this Guide

At UniServity we are always looking to continue to improve our cLc support. Please feel free to send us feedback on how useful you found this cLc guide, or if you think there are ways that it can be improved, by emailing [support@uniservity.com](mailto:support@uniservity.com) and quoting the reference number at the bottom of the page.