Setting up Care Control Academy

Staff Windows · https://cclearninghub.co.uk/docs/setting-up-care-control-academy/

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This guide will cover how to set up the Care Control Academy application for your staff members.

This app contains training modules for your staff to learn Care Control.





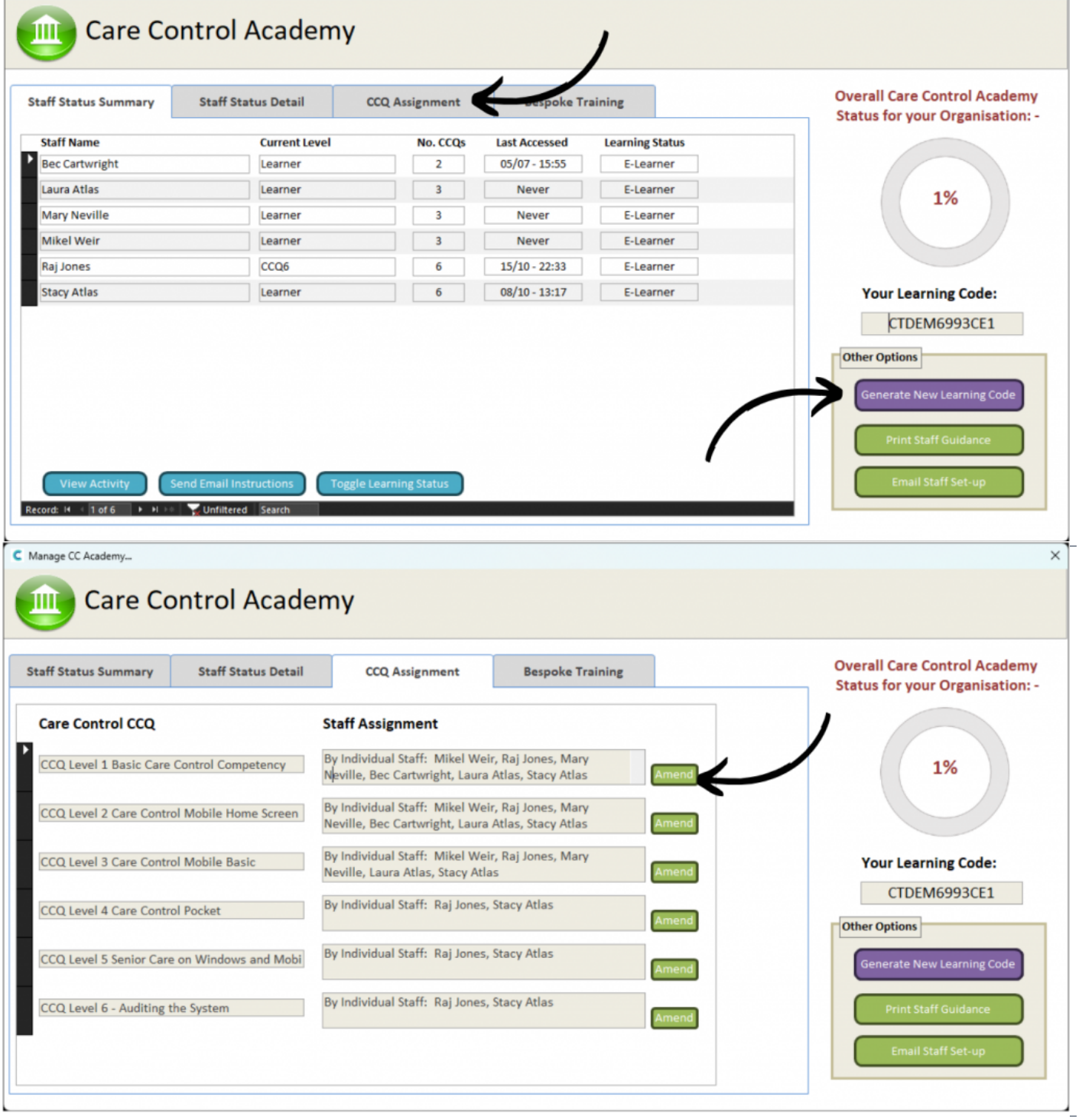
1

In the Administration of Care Control Systems, navigate to the **CC Academy** tool, which can be found under the Staff Area tab.

2

Here, a summary of your staff members assigned can be seen. If you are setting up for the first time, press **Generate New Learning Code**. This code can be given to staff members for them to register the CC Academy application.

Press the **Email Staff Set Up** button to release set up guides to your staff members.



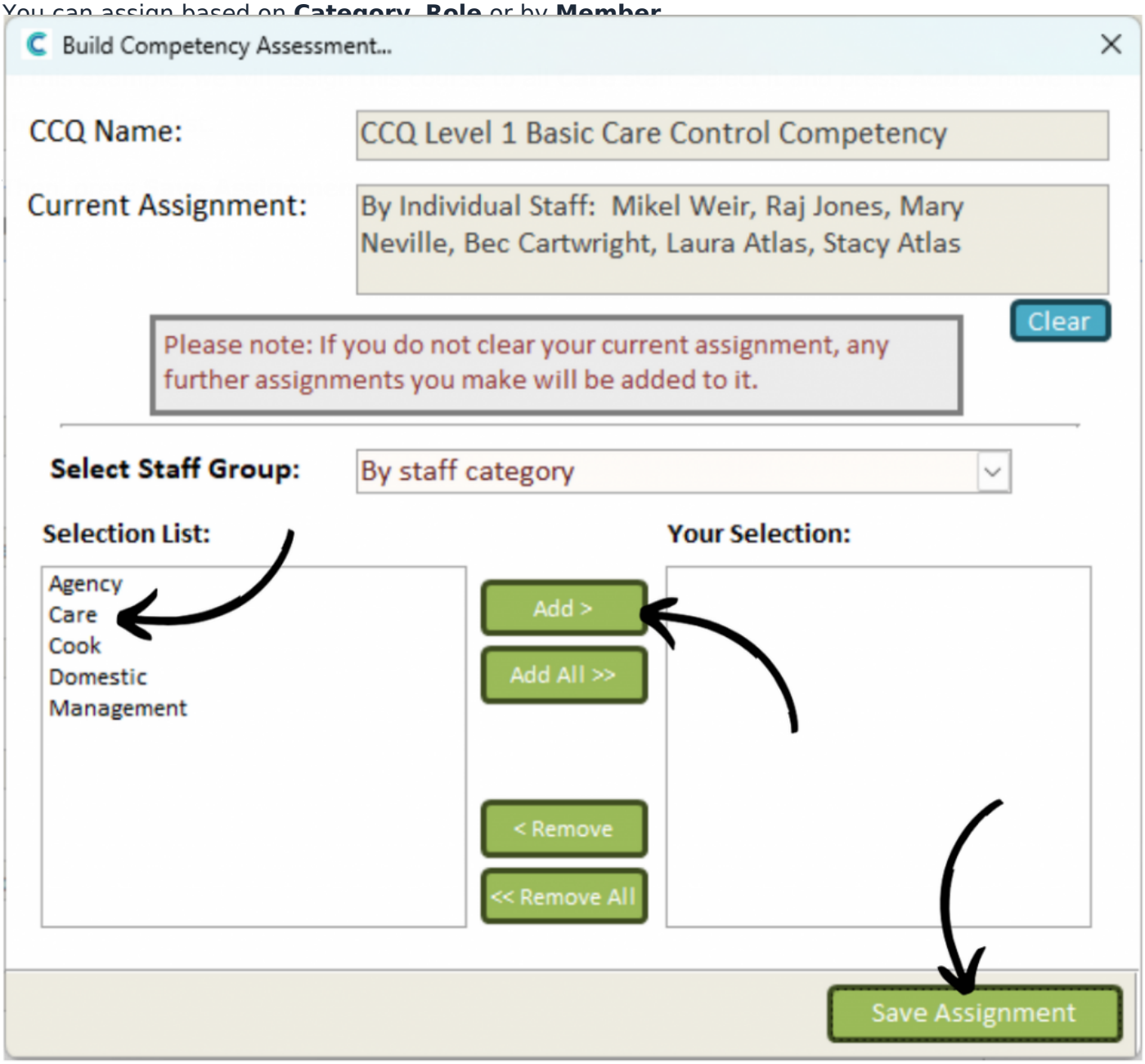
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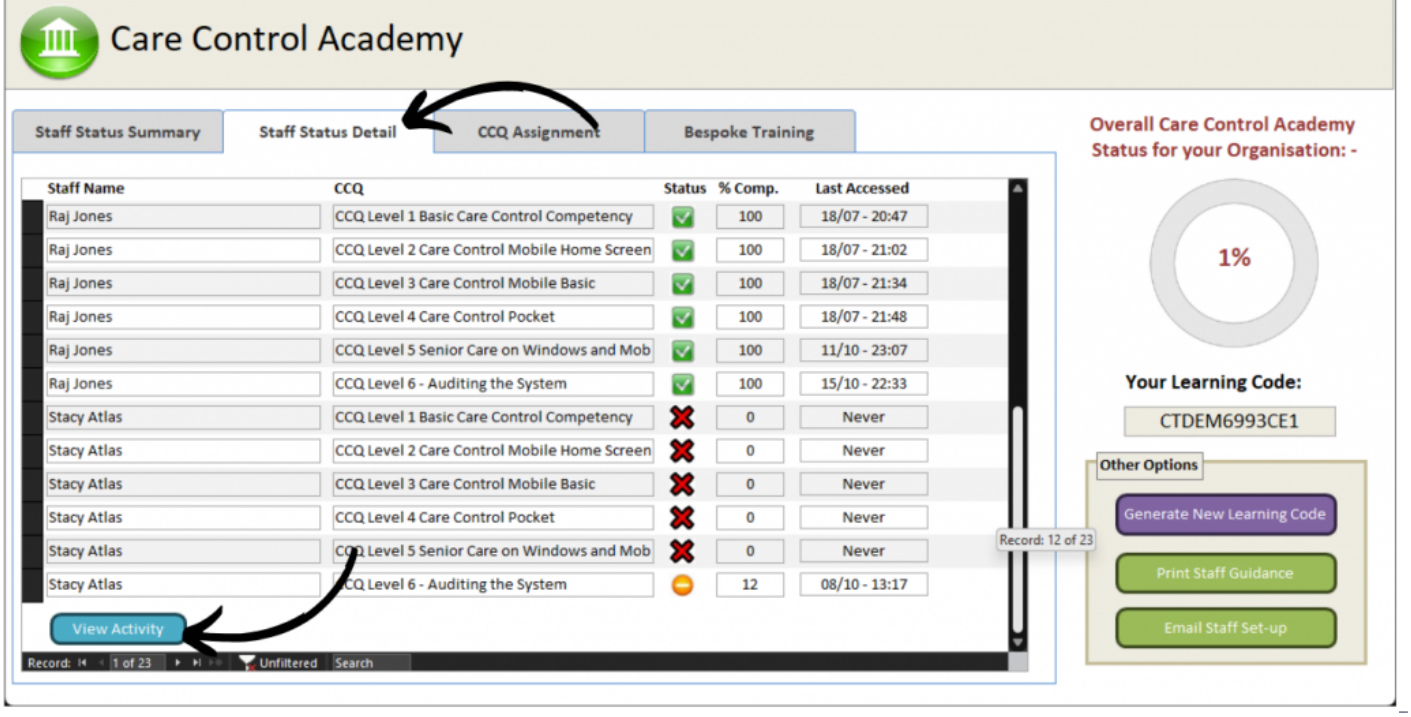
Under the **CCQ Assignment** tab is a list of the courses available.

Press **Amend** to assign one to a staff member.

4

You can assign based on **Category**, **Role** or by **Member**





5

The **Staff Status Detail** tab displays a full breakdown of a staff members progress on a course. This includes their percentage completion as well as when they last accessed it.

Select one and press **View Activity** to view further information.