

EnGen Implementation Guide

Welcome to EnGen!

We are an English training platform for organizations, educational, and government institutions who want to improve their talent pipeline while providing economic mobility, civic participation, and a better quality of life for workers, immigrants, and refugees. To help set you up for a successful implementation of EnGen, please review the following guide.

Key Steps for a Successful Implementation

EnGen has identified a few requirements that build a foundation for the strongest of partnerships:

1. An EnGen Champion

An EnGen Champion is an internal person who is passionate about program success and responsible for enrolling, onboarding learners, tracking progress, engaging and assisting, communicating program, teacher, and learner needs to the Customer Success Manager (CSM). It is important to identify who will serve in this role at the beginning of our partnership.

2. Learners

An organization must be ready to identify the target learners and their needs, then actively work to recruit them for the program and encourage their participation.

3. Learning Goals

Learning goals must be documented and agreed upon before learners are onboarded to the program.

4. Content/ Pathways Selection

The EnGen Champion must help learners identify content and career pathways before enrolling. Three courses per level can be preassigned to each feature group.

5. Success Metrics

Identifying and tracking metrics will give the internal EnGen champion and learners the opportunity for growth and improvement. Examples of success are unit completion, achievement test completion, improving proficiency scores/levels, acceptance into a credential program, overall confidence, etc.

Admin Onboarding Checklist

The items listed below are tasks and decisions the client needs to make prior to the training session:

- Determine Kickoff meeting and training dates
- Attend Kickoff meeting with Customer Success Manager (CSM)
- Make decisions on platform configuration
 - a. Determine success metrics/learning goals
 - b. Proficiency Assessment (PA)
 - c. Grouping learners/time on platform
 - d. Auto-assigning courses/pathways
 - e. Provide list of admins, teachers, coaches
 - f. Discuss reporting requirements
- Attend training session(s)
- Identify and enroll learners
- Responsible for onboarding learners
- Responsible for ongoing learner engagement
- Schedule regular check-ins with CSM to review ongoing learning engagement and reporting

Platform Configuration Options

Grouping Learners- learners can be grouped by proficiency level, course, terms, teacher, etc.

Duration on Platform - determine how long learners will have access to the platform.

Assessment and Frequency - the PA can be set to on-demand or forced at first login with a frequency of your choice to measure growth.

Auto-Assigning Courses - three courses per level can be preassigned with the help of the CSM.

Helpful Resources

Feel free to peruse the helpful resources below for additional information, tips, and tricks. We encourage you to reach out to your Customer Success Manager if you still can't find what you need.

Administrators, Teachers, Coaches, Learners

[Admin Portal](#) - The Admin Portal is where you enroll learners, pull reports, and monitor progress.

[Learner Platform](#) - Every user gets a student demo account that must be activated.

[EnGen Resource Center](#) - This is our one-stop shop for all resources.

[EnGen FAQs](#) - Here are the most frequently asked questions from learners.!!

