

People Powered

LMS First Login Support for the Digital Democracy Accelerator Program

Overview

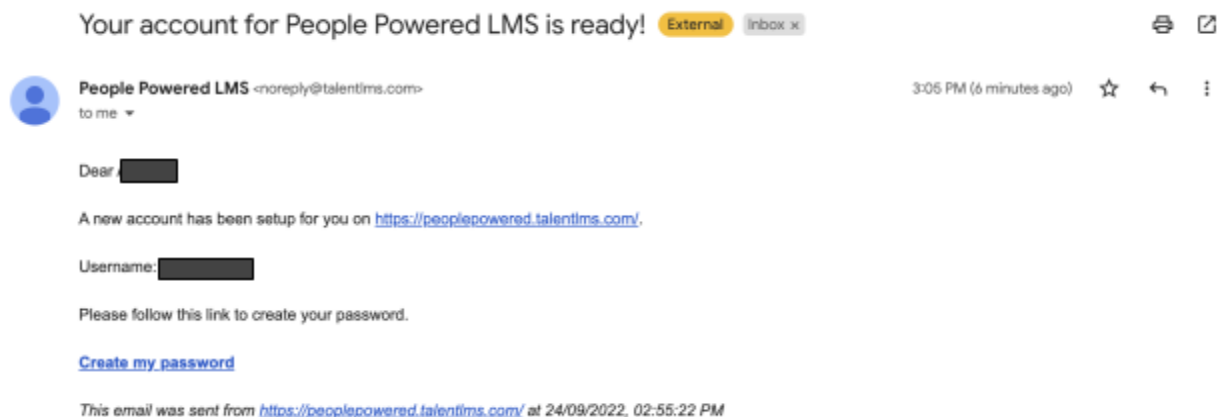
The People Powered LMS is a learning management system or training platform with courses designed to support you in your DDA program journey. On this platform, you can access live session recordings, program documents, and a self-paced course on how to use the Participation Playbook. You will also be expected to debrief your mentorship sessions and track your progress toward the program certificate.

You can access the DDA courses at: <https://dda-peoplepowered.talentlms.com/>

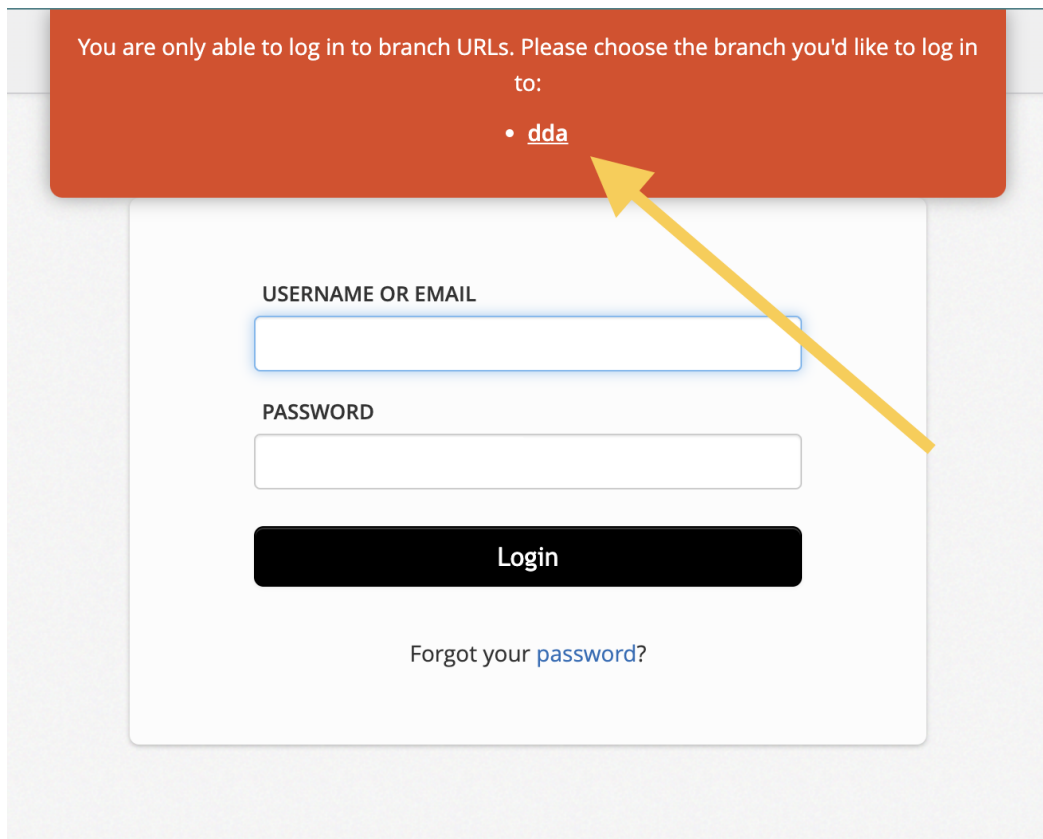
Create a login

You should receive an email titled "**Your account for People Powered LMS is ready!**" (see *the example below*), with your username and link to create your password. Check your inbox or spam folder if you haven't received it.

- Click on the link titled "**Create my password**" and put in your password. You will be redirected to the login page to input your username and password and access the platform.
- Your username is your **email address**



- In case you get this message: **“You are only able to log in to branch URLs. Please choose the branch you'd like to log in to”** (see screenshot below). If you do, all you need to do is click on the **“dda link”**.



The screenshot shows a login interface with a red error message box at the top. The message reads: "You are only able to log in to branch URLs. Please choose the branch you'd like to log in to:". Below this message is a bulleted list with one item: "• [dda](#)". A yellow arrow points from the "dda" link down to the "Login" button. The login form below the message includes a "USERNAME OR EMAIL" field, a "PASSWORD" field, a black "Login" button, and a link for "Forgot your password?".

- If you don't find the email or have forgotten your password, access <https://dda-peoplepowered.talentlms.com/>, click on **"Login"** and **"Forgot your password?"**. You can add the e-mail address provided to the DDA program team on your application.
- If the above options don't work for you, please contact the program team at programteam@peoplepowered.org.

Assigned courses

When you start the program, you will have two courses assigned to you: Session 1: Introduction to the DDA Program and Session 2: How to Use the Participation Playbook. Every course starts with the learning goals and pre-session work (for example, *"read the program syllabus"*, or *"share a short debrief of your first meeting with your mentor"*) and

will end with post-session reminders and a discussion forum to connect you with your peers.

How to complete a course

A course will consist of different units. To complete a unit you might need to:

- Read the material shown on the page,
- Or post your answer to the discussion if there is a discussion forum,
- Or answer the question if there is an assignment (*for example, mentorship debriefs*),
- And click the **"Completed. Let's continue"** button.

Once you have completed all units of a course successfully, a pop-up window will appear indicating you have completed the course.

- After course completion, go to the dashboard and continue your learning by clicking the next course.
- You can easily navigate through units and revisit completed ones from the top menu.
 - If the completed course is not showing on the dashboard, click on "X completed courses" on the top screen tab. You can also view completed courses by accessing "Courses catalog" on the right side of the screen on desktop.
- If the course has been set up to lead to certification, you'll be prompted to download the certificate.

Live sessions recordings

The courses will include live session units. First, you will see the information about the Zoom Meeting, such as the date and Zoom link. After the session, the program team will upload the live session recording for further consultation in case you could not attend the session.

Change your language

You can change the language of the platform.

On a computer:

- Go to the top of the page, hover over your name to reveal the dropdown options, and click **My Info**. You will be able to change your language and the timezone if needed.

On a mobile device:

The application language will be automatically set depending on the language of the phone. To change the language on iOS devices, open settings, scroll down and find the app "TalentLMS", and change the preferred language. However, this will not change the content of the platform, so to access it in other languages please access through your browser on your mobile device.

Accessing mobile apps

DDA program is available for participants on iOS/Android mobile devices with online and offline access to the material via TalentLMS mobile app.

The program is available offline via a mobile app with program content in English to learn from anywhere at any time. Note that offline access does not support automated translation. We suggest using the mobile web browser to access the translated version of the program content via mobile devices.

NB: Some images or pages may not load in full quality when accessed via the apps.

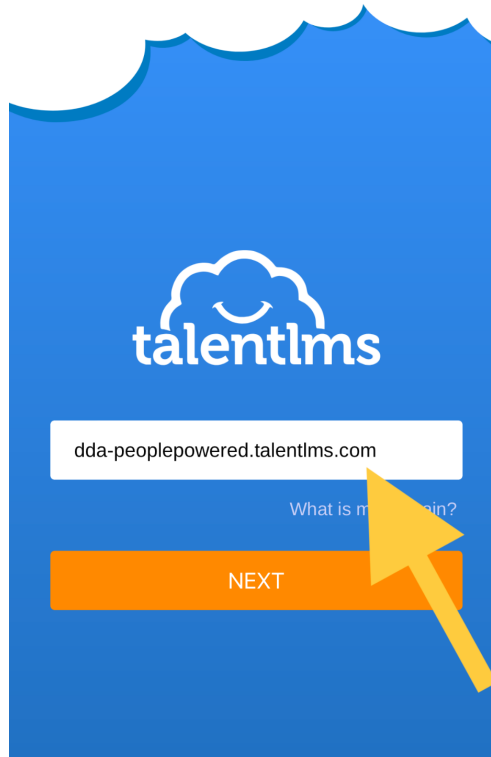
Links to download the app:

- **iOS App Store:** <https://apps.apple.com/us/app/talentlms/id1063795268>

Android Google Play:

https://play.google.com/store/apps/details?id=com.talentlms.android&hl=en_US&gl=US

When you download the app, you will be requested to input the domain name (See screenshot below). Please use "**dda-peoplepowered.talentlms.com**" and press "**Next**". This will automatically take you to the log in page to input your username and password.



Offline access

The content for the DDA program is available for download to get offline access via the mobile app. There are two ways to download the materials using the mobile device:

- Open the course page.
- At the bottom of the page, click the “Download all content for offline use”.

-OR-

- Open the course.
- Click the three dots icon on the top right corner of the page.
- In the pop-up message click “Download all content for offline use”.

The downloaded content can be also deleted manually by clicking three dots on the top right corner of the page. In the pop-up message click “Clear all downloaded content”.

Communicating with other users

People Powered LMS provides various opportunities to engage with your peers.

- **Discussions:** This feature is a forum-like tool where you can connect with other learners or Instructor/s by posting comments. You can also like and comment on the posts of others.
- **Messages:** You can send direct (and private) messages to other learners, as well as your Instructor/s or Administrator/s.

Questions?

Please contact [**programteam@peoplepowered.org**](mailto:programteam@peoplepowered.org)
