

**PRIME***ed*<sup>™</sup>

# *Administrator Guide*

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## **(Section 1) Getting Started**

### **(Section 1.1) Purpose and Scope**

Welcome to the PRIME *ed* Online Training System. We are confident that you will find this new training format to be an excellent resource. This Administrator's Guide contains the information you need in order to use the Industrial Services Group Online Training System effectively.

This guide is intended for any user who needs to use the PRIME *ed* Online Training System to manage, participate in, and set up online and/or instructor-led courses. It is assumed that anyone who uses the PRIME *ed* Online Training System has a good working knowledge of the following:

- Using the conventions and common tools associated with Windows-based applications and computers
- Browsing the Internet
- Sending and receiving email

### **(Section 1.2) Minimum System Requirements and Settings**

- Operating system: Microsoft Windows 95, 98, NT, or 2000
- Internet browser: Microsoft Internet Explorer version 5.0 (higher recommended)
- Macromedia Flash version 7
- Internet Connection: of at least 56 Kbps
- Processor: Pentium 166 or compatible (Pentium II 233 or higher recommended)
- RAM: 32 MB (128 MB or higher recommended)
- Monitor: VGA
- Screen resolution: 1024 x 768
- Color settings: 16 bit High Color (24 bit True Color recommended)

Note: If your system does not meet the minimum system requirements, please contact your supervisor or company systems support.

### **(Section 1.3) Additional Resources and Help**

If you need extra assistance with any aspect of the Online Training System, contact:

- Customer Support 800-283-2859
  - Service hours - Monday through Friday, 8 AM to 5 PM Central Time.
  - E-mail Support - contact us at: [ISGOnlineHelp@pwpl.com](mailto:ISGOnlineHelp@pwpl.com)

## (Section 1.4) Logging On

Before you log on to the Online Training System, you must be assigned an email address (or Login ID) and password for the system. If you do not have an email address (or Login ID) and password for the system, contact your immediate supervisor.

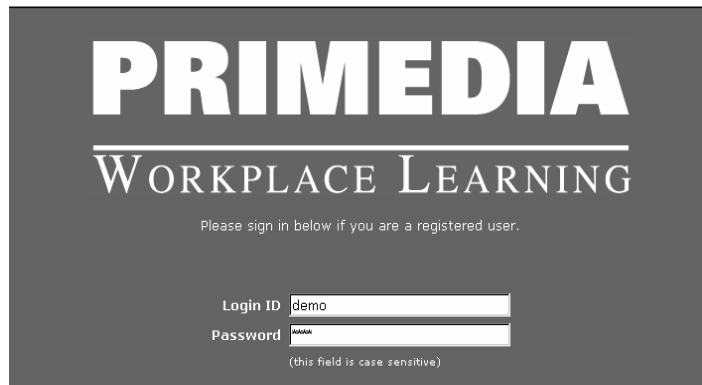
**Step 1:** Open Internet Explorer, and log on to your login page. Please contact your college administrator for the URL.

**Step 2:** Enter your Login ID and Password in the respective fields and click the “Please click here to enter” button.

**NOTE:** the password field is case-sensitive.

After you log on, the home page screen will appear with the Navigation Bar buttons available to your Role in the system, and your PRIMEed status page which will show your assigned training.

**IMPORTANT:** Please make sure that you always log on using your own Login ID and Password. Otherwise, your courses will not be credited to the proper transcript.



## (Section 1.5) Using the Navigation Bar

The home page includes a set of buttons you can use to take advantage of various Online Training System features and functions. The Navigation Bar buttons that appear on the left of the page, as well as the menu commands within each section that you can select, depend on which role(s) assigned to you. For example, the Administrator button only appears if you are assigned the Administrator role.

- My Learning Plan
- Catalog
- Search
- Personal Information
- Reports
- Manager
- User Administrator
- Training Administrator
- PRIMEed Status
- Logout

## (Section 1.6) Changing Your Password

For security purposes, it is a good idea to change your log on password from time to time.

**Step 1:** Click the “Personal Info” button on the Navigation Bar. Your personal information will appear.

### Personal Information

#### User Profile

First Name:	<input type="text" value="Frank"/>
Last Name:	<input type="text" value="Ladder"/>
Email:	<input type="text" value="frank.ladder"/>
Login ID:	frank.ladder
Password:	<input type="password" value="•••••"/>
Verify Password:	<input type="password" value="•••••"/>
PID:	1834395
Job Category:	<input type="text" value="-None-"/>
Manager:	Hook , Robert <a href="#">Select Manager</a>
Preferred Domain:	24657-FETN
Social Security Number:	<input type="text"/>
Employee ID:	<input type="text"/>

**Step 2:** In the “Password” field, type your new password. The password must be at least 2 alphanumeric characters.

**IMPORTANT:** the password field is case-sensitive.

**Step 3:** In the “Verify Password” field, retype your new password, and then click “Save” by scrolling to the bottom of the screen. Do not forget to document your new password in a safe place and use it the next time you log on.

## (Section 1.7) Viewing Reports

To view a report:

**Step 1:** Click the “Reports” button on the Navigation Bar. A Reports menu appears. This menu lists report topics available to the role(s) assigned to you.

#### Administrative Reports

##### [Enrollment Reports](#)

Enrollment related reports such as per Learning Activity enrollment counts, time period enrollment counts, under-enrolled Learning Activities, and Learning Activities which are full.

##### [Manager Reports](#)

Manager reports such as group member scores, and status

##### [Learning Activity Evaluations By Date/Learning Activity](#)

See a report showing all student evaluation responses within a date range and/or for a set of Learning Activities.

##### [Certification Status Reports](#)

See reports showing the status of required certifications for students.

##### [Test Performance Report](#)

Report to track student test results to document training

##### [Training Data Export](#)

Exports a range of scores for an account.

##### [Training Status Report](#)

Report that tracks students who have been assigned training and have not completed it in 30 days, 60 days or days. Also displays score and Pass/Fail of all completed courses/tests.

##### [Percentage Completed Report](#)

Lists the percentage of courses completed by student.

**Step 2:** Review the list of topics and click the topic you want to view. A list of reports associated with the topic appears.

#### Enrollment Reports

##### [Total Enrollment Counts](#)

A list of all Learning Activities, with their total enrollment counts.

##### [Enrollment Details](#)

Generate a customized report of enrollment information using specific search criteria.

##### [Back to Reports Menu](#)

**Step 3:** Click the report you want to review. For a list and description of reports assigned to each role (see [Section 8](#)).

## (Section 2) PRIMEed Roles

A user is anyone who uses the Online Training System to perform a task. Users can be assigned roles such as Student, Manager, Instructor, User Administrator, and Training Administrator. A user must be assigned the Student role in order to allow them access to the Course Catalog. In order to perform various administrative tasks, users may have a combination of the following roles.

### (Section 2.1) Student

The Student role is for users who want to take online and instructor-led courses. When users log on with the Student role only, the “Manager,” “Instructor,” “Training Administrator,” and “User Administrator” buttons do not appear on the Navigation Bar. The Navigation Bar allows users to perform the following Student tasks:

[My Learning Plan](#)

[Catalog](#)

[Search](#)

[Personal Information](#)

[Reports](#)

[PRIMEed Status](#)

[Logout](#)

### (Section 2.2) Manager

The Manager role enables users to review and approve the learning activities of students assigned to them. Managers can assign learning tasks to their students, review student scores, etc.

#### Manager's Main Menu

##### [Group Members](#)

View all subordinates, their personal information and their transcripts. Also edit their information if permitted.

##### [Group Schedule](#)

View scheduled Courses for all your direct reports.

##### [Enroll Group Members](#)

Enroll an individual or batch of users in any available Learning Activities or Blended Activities.

##### [Enroll Group Members in Training Track](#)

Enroll an individual or batch of group members in any Training Track.

##### [Group Learning Plans](#)

Recommend or require group members to take a given set of Learning Activities. Users will then self-enroll in recommended or required activities.

##### [Pending Approval](#)

Grant or reject permission for subordinates' courses, which are pending approval.

##### [Pending Personal Learning Activity Approvals](#)

Grant or reject permission for subordinates' personal learning activities, which are pending approval.

##### [Pending Completions](#)

Mark subordinates's requested activity enrollments complete.

To open the Manager menu, click the “Manager” button on the Online Training System home page. Use this menu to perform the Manager tasks.

## (Section 2.3) User Administrator

The User Administrator role is for users who create and modify the user information of others needing access to the Online Training System. User Administrators can create user names and passwords as well as modify their personal information.

To open the User Administrator menu, click the “Administrator” button on the Online Training System home page. Use this menu to perform the User Administrator tasks.

### User Administrator Functions

#### [List Users](#)

List users in the system.

#### [Add New](#)

Add a new user.

#### [Search](#)

Search for a particular user.

#### [Change Users Domain Membership](#)

Change domain membership for an individual or group of users.

#### [Change Users Manager](#)

Change manager(s) for an individual or group of users.

#### [Activate User\(s\)](#)

Reactivate user(s) who are once again using the system.

#### [Inactivate User\(s\)](#)

Inactivate user(s) who no longer need the system.

## (Section 2.4) Training Administrator

The Training Administrator role is for users who manage Student enrollment and learning paths on the Online Training System. Duties include enrolling users or groups of users, reviewing the Course Catalog, reviewing course sessions, and reviewing certificate programs.

To open the Training Administrator menu, click the “Training Administrator” button on the Online Training System home page. Use this menu to perform the Training Administrator tasks.

### Training Administrator's Main Menu

#### [Batch Enrollment](#)

Enroll an individual or batch of users in any available Learning Activities or Blended Activities.

#### [Training Track Enrollment](#)

Enroll an individual or batch of users in any Training Track.

#### [Enrollment Management](#)

View or update students' enrollment in Learning Activities

#### [Instructor Led Training Session Management](#)

View or update students' session attendance and course completion.

#### [Learning Activities](#)

View all Learning Activities available, add a new online or instructor led course, edit existing courses, delete courses and edit sessions of each course.

#### [Catalog Sections](#)

View all catalog sections available, add a new catalog and edit existing catalog sections. Also edit the Learning Activities under each catalog section.

#### [Group Learning Plans](#)

Recommend or require a given set of students to take a set of Learning Activities. NOTE: Students must then self-enroll in recommended or required activities.

#### [Locations](#)

List, add, edit, and delete Locations.

#### [Resource Management](#)

List, add, edit and delete resource types and resources.

## (Section 3) How Managers Use PRIMEed

This section gives some examples of how Managers perform common tasks. Use these as a guideline for performing other Manager tasks.

**NOTE:** Managers are responsible for a Group of Students. A Group is a collection of Students assigned to a specific Manager. Groups are simply a mechanism to organize sets of Students. Students cannot belong to more than one Group.

### (Section 3.1) Managing Group Members

**NOTE:** Group membership is defined when the User Administrator adds a user or edits a user's profile. During registration, each user can be assigned a Manager. All users assigned to the same Manager are considered to be in the same group.

As a manager, you can access to information about your subordinates. This includes personal information, such as passwords, license info, etc, as well as the individual's PRIMEed Status screen.

**Step 1:** From the manager's menu, select Group Members.

**Step 2:** Change the Number of Results Per page to your desired choice and select a Student Filter of your choice.

**Number of Results per Page**

Number of Results Per Page: 25

Status: Show Active Students Only

All managed domains

Select individual domains

Continue

[Back to Manager's Main Menu](#)

**Step 3:** Click "Continue" to execute and the following screen will appear.

Clicking on 'Learning Plan' will show the students Learning Plan(s).

The option of sorting students by 'Learning Plan' is also available.

**NOTE:** If a Member name is underlined, this indicates that the person has been designated as a Manager. By selecting the Manager's name you will be able to view his/her active members.

**Step 4:** Select "Personal Data" or "Learning Plan" to view the Member's information.

In addition to editing personal information, you may also mark the student as Inactive. This is especially helpful when an employee leaves your facility or is no longer eligible to receive credit for courses. By changing the Active field to NO, the student is marked inactive and can no longer log on to the online system.

Manager's Group

Frank Ladder's Group Members

Learning Plan View Criteria:

All     
  Current Year     
  Last 12 Months

Date Range

From: Jul 25, 2003

To: Jul 25, 2003

Showing 1

Member	Email	Login ID	Job Category	Edit	View
West, Adam	<a href="#">adam.west</a>	adam.west		<a href="#">Personal Data</a>	<a href="#">Learning Plan</a>

Showing 1

[Print These Results](#)   
 [Back to Manager's Main Menu](#)

## (Section 3.2) Enrolling Group Members in Training Tracks

Managers can enroll their group members in to Training Tracks to assign training for their group, but only for those in their group.

**Step 1:** Open the Manager menu and click “Enroll Group Members in Training Tracks.” A search criteria page appears.

**Step 2:** Search for the Students you would like to enroll from your group. You may search using any of the fields provided. If you wish to see the entire group, leave all fields blank, and click Search.

**Step 3:** From the return list, check the boxes next to the student(s) you wish to enroll. Click Select.

**Step 4:** Search for the Training Tracks you would like to assign to Student(s), using “Contains” and entering the track number. To see all tracks, leave the fields blank. Then, click Search.

**Step 5:** When the return list appears, check the boxes next to the desired Training Track. Click Select.

**Step 6:** Verify your selections. If all is satisfactory, click Create. You should then receive a confirmation of your enrollments.

NOTE: Upon completion of the enrollment, the student(s) will receive an automated e-mail confirming their enrollments.

## (Section 3.3) Pending Approvals

Pending Approval will only be used when a Manager must approve a Student's enrollment into a course or test.

**Step 1:** From the navigation bar select Manager and then selecting "Pending Approval" from the Manager's Main Menu.

**Step 2:** A list of enrollments pending approval will appear.

**Step 3:** Check the select boxes for the enrollments that need approval or denials.

Pending Approval				
Course Enrollments Pending Approval				
Select	Code	Activity	Group Member	Booked on
<input checked="" type="checkbox"/>	AMSBA_V4-3	Industrial Safety Basics - Post Test	Admin, CET	Apr 14, 2003
		Approve	Deny	

[Back to Manager's Main Menu](#)

**Step 4:** Click the "Approve" or "Deny" button to execute. Depending on choice selected, the following screen will appear. (or Successful Approval)

### Successful Denial

Denied Course Enrollments		
Activity Code	Activity	Group Member
AMSBA_V4-3	Industrial Safety Basics - Post Test Admin, CET	<pkerr@pwpl.com>

[Back to Manager's Main Menu](#)

## (Section 4) How User Administrators Use PRIMEed

This section gives some examples of how Administrators perform common tasks. Use these as a guideline for performing other Administrator tasks.

### (Section 4.1) Listing Users and Viewing User Profiles

To list users and view or edit user profiles:

Number of Results per Page

Number of Results Per Page: 25

Status: Show Active Students Only

All managed domains  
 Select individual domains

Continue

[Back to User Management Functions](#)

**Step 1:** Open the Administrator menu; click “List Users.”

**Step 2:** Indicate the desired number of student per page by click the down arrow next to "Number of Results Per Page".

**Step 3:** Select the Student Filter by clicking active, inactive or all students.

**Step 4:** Selecting “All managed domains” will automatically search all the existing domains. Selecting “Select individual domains” will give the option of choosing various domains.

**Step 4a:** Choosing “Select individual domains” will. The following screen will appear.

Select Domain(s)

Select the domains to filter by:

ISG Basic  
 PRIMEed

Include all child domains of those selected

Continue >>

**Step 5:** Regardless of which option is selected on the previous screen, the search results will look similar. The difference being that the “All managed domains” option will display all the users in the system whereas the “Select individual domains” will display users in that particular domain.

Search Results			
Showing 1 - 25		Next 25	
Name	Email	Job Category	Pref. Domain
@alvin.cc.tx.us, lcole			ISG Basic
@alvin.cc.tx.us, mdemark			ISG Basic
@bordenchem.com, user 2			ISG Basic
@bordenchem.com, user 3			ISG Basic
@bordenchem.com, user1			ISG Basic
01, user			PRIMEed
01, user			ISG Basic
1@pwpl.com, User			ISG Basic
a, student			ISG Basic
Adams, Jim			ISG Basic
Admin, CET			PRIMEed
admin1.athens.tec.ga.us, bolen@			ISG Basic
admin1.atlanta.tec.ga.us, hcraig@			ISG Basic
albanytech.org, mtrice@			ISG Basic
altamahatech.org, hmartin@			ISG Basic
Anderson, Karen			ISG Basic
Anderson, Roger			ISG Basic

First Name:   
 Last Name:   
 Email:   
 Login ID:   
 Password:   
 Verify Password:   
 PID: 8000835  
 Job Category:   
 Manager:  [Select Manager](#)  
 Roles:  (Instructor, Manager, Training Administrator, User Administrator)  
 Preferred Domain:   
 Social Security Number:   
 Employee ID:   
 Time zone:   
 Active:

**Step 5:** After selecting a user name, the "Edit User" screen appears.

**NOTE:** You cannot delete users from the Online Training System, but you can change the user’s Active status to NO to keep deactivate his or her login.

**REMEMBER:** You **must** click "Save" to update the user record.

### (Section 4.2) Adding New Users

Select Domain(s)  
 Select the domain(s) for the new user:

ISG Basic  
 PRIMEed

**Step 1:** Open the Administrator menu by clicking the “Administrator” button on the Navigation Bar, select “Add New.” The “Select Domains” page appears.

Select your site domain and any applicable course Domains. Click "Continue"

**NOTE:** To select multiple Domains, hold down the Ctrl key while selecting from the list.

User Details

First Name:

Last Name:

Email:

Login ID:

Password:

Verify Password:

Job Category:

Manager:  [Select Manager](#)

Roles: 

- Instructor
- Manager
- Student**
- Training Administrator
- User Administrator

Preferred Domain:

Social Security Number:

Employee ID:

Time zone:

Active:

Domains

ISG Basic

[Change Domain Membership](#)

**Step 2:** After clicking the "Continue" button, the following screen appears.

**NOTE:** To select multiple Roles, hold down the Ctrl key while selecting another role from the drop menu. Remember every user must be a Student regardless of other roles.

**Step 3:** Enter the following information as required and click "Save."

View the Field Characteristics Chart for field explanations (*provided on following page*).

Field Characteristics		
Field	Description	Status
First Name	First name of user	Required
Last Name	Last name of user	Required
Email	Unique email address.	Required
Password	Assigned password must be at least 2 alpha-numeric characters	Required
Password Verify	Verification of password accuracy	Required
Login ID	Unique login ID for user's access to the system; typically the users email address	Required
Job Category	Job category assigned to the user	Optional
Manager	Name of user's manager who will approve use of courses	Optional
Roles	Role(s) assigned to the user. More than one role can be assigned.	By default, all users are assigned the Student role.

Field Characteristics		
Field	Description	Status
Preferred Domain	Should ALWAYS be set to the student's location domain.	Required
Social Security Number	Another way to identify users in the system	Optional
Employee ID	Another way to identify users in the system	Optional
Locale	Can be set to international value.	Defaults to English
Timezone:	Set to student's local time zone.	Defaults to Pacific Time. Can be changed by the user
Active	Yes = active, No = inactive	All new users should be entered as Active (yes).

### (Section 4.3) Searching for Users

**Step 1:** Open the Administrator menu, click “Search.” a Search page appears.

Enter search criteria for users you want to find (i.e., you can search for a specific user by specifying a full user name or Employee ID). The option to specify “Starts With”, “Exact”, and “Contains” allows for a more robust search resulting in more precise search results. The ability to search by manager is also available, and by domain.

**Step 2:** Click “Search.”

Search for a User

Enter as many details as possible

First Name:  Starts With

Last Name:  Starts With

Email:  Starts With

Login ID:  Starts With

PID:

Job Category:  -Any-

Manager: Any [Select Manager](#)

Social Security Number:

Employee ID:

Number of Results Per Page:  25

Status:  Show Active Students Only

Domains:  All managed domains  Select individual domains

Search  Clear

[Back to User Management Functions](#)

A list of users who match the search criteria you specified appear. Each user's name, email address, and job category (when available) appear on this page. For more information on the search result, click the user's name, etc.

Search Results

Showing 1 - 4

Name	Email	Login ID	Pref. Domain	Job Category	Status
<a href="#">Dishman, Chris</a>	<a href="mailto:cdishman@pwpl.com">cdishman@pwpl.com</a>	cd.primeed	PRIMEed		Active
<a href="#">Dishman, Chris</a>	<a href="mailto:cdishman@pwpl.com">cdishman@pwpl.com</a>	chris.instructor	ISG Basic		Active
<a href="#">Dishman, Chris</a>	<a href="mailto:cd.instructor@pwpl.com">cd.instructor@pwpl.com</a>	cd.instructor	PRIMEed		Active
<a href="#">Dishman, Chris</a>	<a href="mailto:Instructor.chris">Instructor.chris</a>	Instructor.chris	PRIMEed		Active

Showing 1 - 4

**Note:** Click on the users Name to edit the user/student information. The user's e-mail address will prompt your computer to open its mail systems and send a new message.

## (Section 4.4) Additional Features

User Administrators have access to several additional features that will allow for mass changes in a single transaction. These include: Adding Users in a Batch, Changing Users' Manager, Changing Users' Domain Membership, Deactivating Users, and Reactivating Users.

Most of these features will guide the Administrator with on-screen instructions. If you would like further information about these features, please contact PRIMEDIA customer care.

## (Section 5) How Training Administrators Use PRIMEed

### (Section 5.1) Enrolling Students in Training Tracks

Training Administrators can assign training to any or all users within their member domains.


**Step 1:** Open the Training Administrator menu and click "Training Track Enrollment." A search criteria page appears.



**Step 2:** Search for the Students you would like to enroll from your group. You may search using any of the fields provided. If you wish to see the entire group, leave all fields blank, and click Search.

**Step 3:** From the return list, check the boxes next to the student(s) you wish to enroll. Click Select.

**Step 4:** Search for the Training Tracks you would like to assign to Student(s), using "Contains" and entering the track number. To see all tracks, leave the fields blank. Then, click Search.



**Step 5:** When the return list appears, check the boxes next to the desired Training Track. Click Select.

**Step 6:** Verify your selections. If all is satisfactory, click Create. You should then receive a confirmation of your enrollments.

NOTE: Upon completion of the enrollment, the student(s) will receive an automated e-mail confirming their enrollments.

### (Section 5.2) Custom Content Management

*If your subscription includes this feature, follow the instructions below.*

**Step 1:** Click "Training Administrator" from Navigation bar.

**Step 2:** Click "Custom Content Management" from Training Administrator's Main Menu.

## Custom Content Management Menu

### Add Custom Content

Add Custom Content to Online, AICC, SCORM, or other Web-based courses.

### Edit Custom Content

Edit Custom Content to Online, AICC, SCORM, or other Web-based courses.

### List Custom Content

View a list of all Custom Content and edit Custom Content, Course, and Domain Associations.

[Back to Training Administrator's Main Menu](#)

**Step 3:**  
Custom Content Management Menu will appear and select "Add Custom Content:.

**Step 4:** Select appropriate Domain(s) and click "Continue".

**Step 5:** Select Course to which a Custom Content page will be added and click "Continue"

**NOTE:** You can assign the same custom content page to several courses by selecting multiple courses.

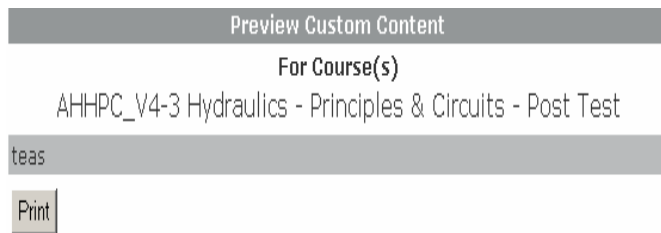
The screenshot shows a dialog box titled "Add Custom Content - Select Course(s)". It contains the following text: "The new Custom Content will be accessible only by Students with the following preferred domain(s) :". Below this, there is a bulleted list: "• ISG Basic" and "• PRIMEed". The next line says "Please select the course(s) in which to create the Custom Content." followed by a note: "\* Note : To select multiple items, hold down CTRL key while left-clicking on the appropriate item(s)". A scrollable list of course names is displayed, including "AHHAC\_V4-2 Hydraulics - Actuators - Course", "AHHAC\_V4-3 Hydraulics - Actuators - Post Test", "AHHDL\_V4-2 Hydraulics - Diagrams - Course", "AHHDL\_V4-3 Hydraulics - Diagrams - Post Test", "AHHFS\_V4-2 Hydraulics - Fluid & Reservoirs - Course", "AHHFS\_V4-3 Hydraulics - Fluid & Reservoirs - Post Test", "AHHPC\_V4-2 Hydraulics - Principles & Circuits - Course", "AHHPC\_V4-3 Hydraulics - Principles & Circuits - Post Test", "AHHPU\_V4-2 Hydraulics - Pumps - Course", "AHHPU\_V4-3 Hydraulics - Pumps - Post Test", "AHHV1\_V4-2 Hydraulics - Valves 1 - Course", "AHHV1\_V4-3 Hydraulics - Valves 1 - Post Test", "AHHV2\_V4-2 Hydraulics - Valves 2 - Course", "AHHV2\_V4-3 Hydraulics - Valves 2 - Post Test", "AMMBA\_V4-2 Basic Math - Course", "AMMBA\_V4-3 Basic Math - Post Test", "AMPLS\_V4-2 Rigging - Ladders & Scaffolds - Course", "AMRLS\_V4-3 Rigging Ladders & Scaffolds - Post Test", "AMSB\_A\_V4-2 Industrial Safety Basics - Course", and "AMSB\_A\_V4-3 Industrial Safety Basics - Post Test". At the bottom left, there is a "continue" button.

**Step 6:** Add a title to identify your custom content page.

The screenshot shows a dialog box titled "Add Custom Content - Enter Title & Content". It contains the following text: "The Custom Content will be accessible by Students with the following preferred domain(s) :". Below this, there is a bulleted list: "• ISG Basic" and "• PRIMEed". The next line says "When attempting to enter the following course(s) :". Below this, there is a bulleted list: "• AHHPC\_V4-3: Hydraulics - Principles & Circuits - Post Test". The next line says "Please enter the Custom Content with a Title." Below this, there is a "Title" label and a text input field containing the text "leas". Below the input field, there is a "Custom Content" label and a large text area. At the bottom left, there are "save" and "cancel" buttons.

**Step 7:** Add custom content as applicable and click "Save".

**Step 8:** The following prompt will then appear. Click "OK"



**Step 9:** A preview of your custom content then will display. Click "Print" if you are needing a hardcopy.

### (Section 5.3) View User Learning Plans

Training Administrators have access to view Learning Plans for any Student within their domain(s).

To see a particular student's learning plan, from the Training Administrator Menu, select View User Learning Plans.

A search criteria screen will appear. Search for the student using any field available. For a list of all students, leave all fields blank.

When the return list displays, select the student and click Learning Plan next to his or her name. This will display a view-only version of this student's progress. To see their PRIMEed progress, click on PRIMEed status.

## (Section 6) Instructor Led Training

PRIMEed Instructor Led Training features provide a complete solution to institutions that use instructor led training in addition to online training as part of their overall learning strategies. Institutions with access to PRIMEed Instructor Led Training features can utilize PRIMEed as a single, centralized system to help track the registration and management of Students enrolled in instructor led training classes in addition to online training courses.

For additional information on PRIMEed Instructor Led Training features, contact your Manager or Customer Service at 800.283-2859.

In order to fully take advantage of PRIMEed Instructor Led Training (ILT) features, a number of steps must be completed to create an ILT Course successfully. When first creating an ILT

Course, it's best to follow these steps in order. The instructions in the following sections are written as though the ILT Course is being created for the first time. Use these sections as a guide to later add additional ILT courses and/or edit ILT Courses as necessary

## (Section 6.1) Add a Location

A location is where the ILT Course be taught.

Select Domain(s)  
Select The Domains Of Users

ISG Basic  
 PRIMEed  
 Include all child domains of those selected

Continue >>

**NOTE:** A user with the Training Administrator role must add the Location. If multiple Domains are present, the Training Administrator in the top Domain must perform this function.

**Step 1:** Open the Training Administrator menu by click the Training Administrator

button on the System Navigation Menu, select Locations, and Add New.

The Select Domains page appears.

**Step 2:** Select the top Domain for the new Location and click "Continue".

**Step 3:** The Add Location page appears.

Add Location  
Location Profile

Name:   
Building:   
Address:   
City:   
Time Zone: Hawaii  
URL: http://

Save

PRIMEed  
Change Domain Membership

Domains

[Back to Training Coordinator's Main Menu](#)

**Step 4:** Enter the information as appropriate and click "Save".

## (Section 6.2) Adding an Instructor as a User

The Instructor role is for users who teach instructor led courses. Instructors can list their course sessions, assign scores to Students, mark courses complete,

and view class lists

Note: A user with the User Administrator role must add the Instructor role. If multiple Domains are present, the User Administrator in the top Domain must perform this function.

**Step 1:** Open the User Administrator menu by clicking the User Administrator button on the System Navigation Menu, select Add New.

**Step 2:** The Select Domains page appears.

Add User

User Details

First Name:

Last Name:

Email:

Login ID:

Password:

Verify Password:

Job Category:

Manager: None [Select Manager](#)

Roles: 

- Instructor
- Manager
- Student
- Training Administrator
- User Administrator

Preferred Domain:

Social Security Number:

Employee ID:

Time zone:

Active:

Domains

**Step 3:** Select the top Domain for the new user and click Continue

**Step 4:** The Add User page appears.

**Step 5:** Enter the information as appropriate, be sure to select at least the Instructor and Student roles, and click "Save". A confirmation page will appear.

User Created

First Name: asdf  
 Last Name: sadf  
 Email: 24@asdf.com  
 Login ID: adfasfd

Notes: As with other PRIMEed roles, the Instructor role can be utilized in combination with other roles. Simply edit the appropriate user to add the Instructor role.

Steps 6 and 7 are optional at this time and can be done at a later time (in a different manner) by the Training Administrator (see [Section 6.3](#)).

### Resource Management Functions

#### Resource Types

[List](#)

List and edit all resource types.

[Add New](#)

Add a new resource type.

#### Resources

[List](#)

List and edit all resources.

[Search](#)

Search for resources.

[Add New](#)

Add a new resource.

[Eligibility](#)

View and change the eligible learning activities for a resource.

### (Section 6.3) Adding an Instructor as a Resource

Instructors need to be added as a Resource before they can be assigned to a course.

Note: A user with the User Administrator role can add an Instructor as a Resource as seen in Steps 4 and 5 of Section 6.2. If the User Administrator did not

complete these steps, a user with the Training Administrator role must add an Instructor as a Resource. If multiple Domains are present, the Training Administrator in the top Domain must perform this function.

**Step 1:** Open the Training Administrator menu and click “Resource Management”. The Resource Management page appears.

### Select Domain(s)

Select The Domains Of Users

ISG Basic

PRIMEed

Include all child domains of those selected

Continue >>

**Step 2:** Select Add New under Resources (not Resource Types). The Select Domains page appears (above).

**Step 3:** Select the top Domain for the Instructor and click Continue. The Add a Resource page appears.

Add Scheduled Resource

Resource Details

Instructor: None [Select](#)

Type: Instructor

Location: AACC

Status: Active

Cost: USD 0.00 per hour

Description:

Save

**Step 4:** Select the Resource Type (Instructor) and click Add.

The Add Resource page appears.

**Step 5:** Select the appropriate Instructor, Location, enter a Description if desired, and click "Save".

## (Section 6.4) Add an ILT Course, Session and Meeting, and Book a Resource

A PRIMEed ILT Course can be any course administered and attended outside of PRIMEed and tracked within PRIMEed through the participation of Students and the manual entry of ILT Course information (e.g. dates, scores, etc.) by administrators.

Each individual ILT Course (e.g. Safety-Chemical Health Hazard, Introduction to Shop/Power Tools, AC Circuits) must have a Session, Meeting, and Resource (Instructor). A Session basically defines the Registration Dates associated with an ILT Course. Session start and end dates are defined by the first and last Meeting. A Meeting actually defines on which date (and time) an ILT Course will start and end.

For your convenience, each ILT Course many have multiple Sessions and Meetings. Let's say your College trains on the Introduction to Shop/Power Tools twice per year: One ILT Course would be created titled Introduction to Shop/Power Tools with a course code of 0200; two Sessions would be created titles 0200-001 and 0200-002 to handle the bi-annual training; and multiple Meetings would be created for each Session to reflect the actual ILT Course dates and

times. For example, Session 0200-001 could have three Meetings: 9/23/02, 9/24/02, and 9/25/02 – all lasting from 8:00 – 10:00 AM.

NOTE: A user with the Training Administrator role must add the ILT Course, Session, and Meeting. If multiple Domains are present, the Training Administrator in the top Domain must perform this function

## (Section 6.5) To add an ILT Course

### Create a New Learning Activity

Select the new learning activity type and click Add:

Learning Activities:

- AICC or SCORM Course
- Blended Activity
- External Learning Activity
- Other Web based Course
- On the Job Training

Instructor Led Activities:

- Instructor Led Course

Add

click Submit.

**Step 1:** Open the Training Administrator menu and click “Learning Activity”. Select a domain then click continue to proceed. The Create a New Course page appears.

**Step 2:** Select Instructor Led Course under Classroom Activities and

### Add new Instructor Led Course

Learning Activity Details:

Code - Title:  -

Inservice Hours:

Certification:  Days until certification expires:

Status:

Description:

Reference Link:

Catalog Sections:

Enrollment Details:

Manager Approval:

Score: Passing:  Maximum:

ScoreMap:

Units:

Printable Certificate:

Domains

PRIMEed

[Change Domain Membership](#)

**Step 3:** Select the top Domain for the ILT Course and click Continue. The Add a New Instructor Led Course page appears.

**Step 4:** Enter the following information as required and click "Save", or “Save and Add Session” to add a session for the next section..

Field	Description	Status
Title	Name of ILT Course	Required

Field	Description	Status
Code	Number associated with ILT Course	Required
Academy Course Code	Does not apply at this time (leave blank)	Not Required/Leave Blank
State	Must be Active in order for Students to enroll	Required
Maximum Score	Maximum score possible	Required
Passing Score	Passing score (no further training needed)	Required
Score Map ID	Must be percentages for score to be recorded correctly	Required
Price	Does not apply at this time (leave blank)	Not Required/Leave Blank
Units	Must be 1 in order to be recorded correctly	Required
Manager Approval	Notes whether a Manager must approve a Student enrollment. Select NO if Students have full authority to enroll themselves. Select Yes if Student may enroll but Manager must approve	Required
Description	Detail on content of ILT Course	Optional
URL to Course Outline	Web address of ILT Course-related outline published online	Optional
Evaluation Template	Does not apply at this time (leave blank)	Not Required/Leave Blank
Printable Certificate	Used for tracking course completion. Select BTCC Certificate or Credit Union Certificate.	Required
Catalog Sections	Where ILT Course will be located in Catalog. Select Main Catalog in order for ILT Course to be accessible	Required

## (Section 6.6) Adding an ILT Course Session

ILT Courses are composed of one or more Sessions and Meetings.

Learning Activity Management  
Learning Activity Details

Code:

Title:

Type:   Certifications Only

Status:

Results Per Page:

**Step 1:** Open the Training Administrator menu and click Learning Activity and Search for a Learning

Activity. The Search For a “Learning Activity”.

Edit Primedia Online Course

Learning Activity Details:

Code - Title:

Academy Course Code:

Inservice Hours:

Certification:  Days until certification expires:

Status:

Description:

Reference Link:

Catalog Sections:

Enrollment Details:

Manager Approval:

Enrollment Valid For:  days If not completed:

Score: Passing:  Maximum:

ScoreMap:

Units:

Access On Completion:

Printable Certificate:

**Step 2:** Enter search criteria and click Search. A list of courses matching the search criteria will appear. Click the appropriate course name, and the “Edit Primedia Online Course” screen will appear.

**Step 3:** Click the “Add or Edit” link at the top.

**Step 4:** The Course Session page appears.

Course Sessions

Learning Activity Code: 2343  
 Title: Jungles own course  
 Type: Instructor Led Course

**Sessions**

This Course doesn't have any Sessions yet.  
[Add a New Session](#) [Show Retired Sessions](#)

Domains

PRIMEed

**Step 5:** Click the Add a New Session link. An Add a New Session page appears. Enter information as desired and click Save.

Add a New Session

**General Data**

Learning Activity: 2343 : Jungles own course  
 Session Code: 2343 - 0001  
 Home Location:   
 Minimum Capacity:   
 Maximum Capacity:   
 Max. Waiting List Capacity:   
 Waitlist Management:   
 Registration Start Date: Jul 25, 2003 3:05 PM PDT  
 Registration End Date: Jul 25, 2003 3:05 PM PDT  
 Materials Link:   
 Notes:   
 Status:

Domains

**Step 6:** The Edit Session page appears. Enter Registration Start and End Dated (and times) and click Save.

*Note:* If multiple Sessions of the ILT Course will be offered throughout the year, select Clone after clicking Save. The Add a New Session page will appear. Edit the Information as desired, and follow Steps 5 & 6 to save the next Session

## (Section 6.7) Adding an ILT Course Meeting

ILT Course Sessions are composed of one or more Meetings.

**Step 1:** Click the Add a New Meeting link at the bottom of the Edit Session page on the appropriate ILT Course. The Add a New Meeting page will appear.

**Step 2:** Select the Start Date and End Date (and time) for the when the ILT Course is taught and click Save. A confirmation page will appear. If the Meeting information is correct, click Add Meetings.

**NOTE:** If the ILT Course will be offered multiple times (daily with the same time frame), select Yes in the Replicate filed and the last day offered – before clicking Save.

**Step 3:** The Edit Session page appears. Session and Meeting information is listed.

Note: Resources must be Booked before the ILT Course can be utilized effectively. Before a Resource can be Booked, it must be made Eligible.

Edit Session

General Data	
Learning Activity:	2343 : Jungles own course
Session Code:	2343 - 0001
Home Location:	AACC
Minimum Capacity:	111
Maximum Capacity:	222
Max. Waiting List Capacity:	12
Waitlist Management:	Automatic
Registration Start Date:	Jul 25, 2003 5:05 PM CDT
Registration End Date:	Jul 31, 2003 5:05 PM CDT
Materials Link:	
Notes:	
Status:	Available
Start:	Jul 28, 2003 8:00 AM CDT
End:	Jul 31, 2003 5:00 PM CDT
Enrolled:	0
Waiting:	0

## (Section 6.8) Making Resources Eligible for ILT Courses

In addition to being added to the system, Resources (e.g. Instructor) must also be made Eligible in order to be utilized in an ILT Course.

Resource Eligibility

Select Resource Type In domain set: ISG Basic, PRIMEed

Resource Types:

[Back to Resource Management Functions Menu](#)

To make a Resource Eligible:

**Step 1:** Open the Training Administrator menu and click Resources. The Resource Management page appears.

**Step 2:** Select Eligibility. The Select Domains page appears.

**Step 3:** Select the top Domain and click

Continue. The resource Eligibility page appears.

**Step 4:** Select the Resource Type (e.g. Instructor) and click See Eligibility. The Instructor's Eligibility – Management page will appear.

Instructor's Eligibility - Management

Select a Instructor

Admin, CET
Carpenter primeed test, Keith
Training, Admin1
Training, Admin2
Demo1, Instructor
Demo2, Instructor
Hawkins, Rick

[Back to Resource Management](#)

**Step 5:** Click Edit Eligible Courses. An Edit Eligible Courses page will appear.

**NOTE:** Declare how qualified the Instructor is to teach the ILT Course by selecting the appropriate number in Ranking filed (10 being highly qualified).

Add to Eligible Learning Activities			
Activity Title	Ranking	Add	
ECCC Test Hands On Lab	10	Add	

Edit/Remove Eligible Learning Activities			
Activity Code	Activity Title	Ranking	Remove
ILT	Industrial ILT	10	Remove
200	Introduction to Power/Shop Tools	10	Remove

[Back to Instructor Eligibility Menu](#)

**Step 6:** Select the appropriate ILT Course and Ranking and click Add. The Edit Eligible Courses page will appear again, listing the Eligible ILT Course.

*Note:* An Instructor can be Eligible for multiple ILT Courses.

Edit Eligible Courses for Instructor Demo1			
Add to Eligible Courses			
Activity Title	Ranking	Add	
PIM Lab 6	10	Add	

Edit/Remove Eligible Courses			
Activity Code	Activity Title	Ranking	Remove
ILT	Industrial ILT	9	Remove
<b>200</b>	<b>Introduction to Power/Shop Tools</b>	10	Remove
Lab 10	Lab 10	10	Remove
PIM 2 Lab	PIM 2 Lab	10	Remove
PRIMEedLAB	PRIMEed Hands on Evaluation Labs	10	Remove
PRMED1	PRIMEed Hands-on-Lab	10	Remove
Prime1Lab	PRIMEed Lab 1	10	Remove

[Back to Instructor Eligibility Menu](#)

## (Section 6.9) Booking a Resources for an ILT Course Meeting

After a Resource (e.g. Instructor) has been added and made Eligible, it must then be booked before the ILT Course, Session, and Meeting can be fully utilized.

**Step 1:** Open the Training Administrator menu, click Learning Activities, and Search for a Course. The Search for a Course page appears.

**Step 2:** Enter search criteria and click Search. A list of courses matching the search criteria will appear. Click the

Edit Instructor Led Course

**Add or Edit Sessions**

Learning Activity Details:

Code - Title: 2343 - Jungles own course

Inservice Hours:

Certification: No Days until certification expires:

Status: Active

Description:

Reference Link: http://

Prerequisites: ( Edit ) None

Instructors/Mentors: ( Edit ) Chris Dishman

Catalog Sections: Industrial Catalog, Leadership/Soft Skills, Maintenance Technical Training, Operations

Enrollment Details:

Manager Approval: No

Score: Passing: 80 Maximum: 100

ScoreMap: (None)

Units:

Printable Certificate: Nil

appropriate course name, and the Edit Course page appears.

**Step 3:** Click the Add/Edit/Delete Sessions link in the upper left corner.

**Step 4:** Click the appropriate Session Code. The Edit Session page appears.

**Step 5:** Locate the desired meeting, select the appropriate Resource (e.g. New Instructor), and click Book. On the next page, enter search criteria and click Search. A Book a Resource page appears.

Book a Resource for a Meeting

Search Results  
Showing 1

Type	Name (Ranking)	Location	Cost	Quantity
Instructor	Dishman, Chris (10)	PWPL	\$ 0.00 per hour	1 <a href="#">Show Bookings</a>

Showing 1

click Book. On the next page, enter search criteria and click Search. A Book a Resource page appears.

**Step 7:** Verify the information, and click Book. A confirmation page appears.

Confirmation

Book this Resource for this Meeting only or for all Meetings of the same Session?

Instructor: Dishman, Chris  
Units: 1  
Meeting: Jul 28 - 31

Note: Existing bookings for this resource will be replaced.

**Step 8:** Verify the information, and click This Meeting. To Book the same Resource for all Meetings of this Session, click All Meetings. The Edit Session page appears, listing all necessary information (e.g. Registration Dates, available Meetings, and the Resources Booked).

**NOTE:** Students may now enroll themselves through the course Catalog. When ILT Courses are created correctly, they will appear at the top of the course Catalog.

Edit Session

General Data

Learning Activity:	2343 : Jungles own course				
Session Code:	2343 - 0001				
Home Location:	AACC				
Minimum Capacity:	111				
Maximum Capacity:	222	<a href="#">Seat Allocations</a>			
Max. Waiting List Capacity:	12				
Waitlist Management:	Automatic				
Registration Start Date:	Jul	27	2003	5	05 PM CDT
Registration End Date:	Jul	29	2003	5	05 PM CDT
Materials Link:					
Notes:					
Status:	Available				
Start:	Jul 28, 2003 8:00 AM CDT				
End:	Jul 31, 2003 5:00 PM CDT				
Enrolled:	0				
Waiting:	0				

Expendable Session Resources

## (Section 6.10) Enrolling in an ILT Course from the Catalog

After an ILT Course has been added correctly to PRIMEed, Students may enroll in the course (unless Prerequisites or Manager Approval have been assigned to the ILT Course) from the Catalog.

**Step 1:** Open the Catalog by clicking the Catalog button on the System Navigation Menu. The Catalog will appear with available ILT Courses listed first.

Catalog

---

[View Schedule of Available Instructor Led Courses](#)

Sort Feature	Course Code	Course Title	Course Type
Main Catalog			
Courses			
	200	<a href="#">Introduction to Power/Shop Tools</a>	Instructor Led Course
	2343	<a href="#">Junglees own course</a>	Instructor Led Course
	AHHAC_V4-3	<a href="#">Hydraulics - Actuators - Post Test</a>	PRIMEDIA Online Test
	AHHDI_V4-3	<a href="#">Hydraulics - Diagrams - Post Test</a>	PRIMEDIA Online Test
	AHHFS_V4-3	<a href="#">Hydraulics - Fluid &amp; Reservoirs - Post Test</a>	PRIMEDIA Online Test
	AHHPC_V4-3	<a href="#">Hydraulics - Principles &amp; Circuits - Post Test</a>	PRIMEDIA Online Test
	AHHPU_V4-2	<a href="#">Hydraulics - Pumps - Course</a>	PRIMEDIA Online Course
	AHHPU_V4-3	<a href="#">Hydraulics - Pumps - Post Test</a>	PRIMEDIA Online Test
	AHHV1_V4-3	<a href="#">Hydraulics - Valves 1 - Post Test</a>	PRIMEDIA Online Test
	AHHV2_V4-3	<a href="#">Hydraulics - Valves 2 - Post Test</a>	PRIMEDIA Online Test
	ECCCCHOL	<a href="#">ECCC Test Hands On Lab</a>	Instructor Led Course
	Lab 10	<a href="#">Lab 10</a>	Instructor Led Course
	NETC-Lab	<a href="#">NETC - SC LAB</a>	Instructor Led Course
	PIM 2 Lab	<a href="#">PIM 2 Lab</a>	Instructor Led Course
	PIM Lab 6	<a href="#">PIM Lab 6</a>	Instructor Led Course
	Prime1Lab	<a href="#">PRIMEed Lab 1</a>	Instructor Led Course
	PRIMEedLAB	<a href="#">PRIMEed Hands on Evaluation Labs</a>	Instructor Led Course
	PRMED1	<a href="#">PRIMEed Hands-on-Lab</a>	Instructor Led Course
	Test ILT	<a href="#">Test ILT</a>	Instructor Led Course

**Step 2:** Click the appropriate ILT Course title. A Learning Activities page will appear listing a Description, Prerequisites (if assigned), and Session Start and End Dates (based on the first and last Meeting per Session

Learning Activity Details

---

**Junglees own course**

**Title:** Junglees own course      **Type:** Instructor Led Course

**Code:** 2343

**Units:** 0

**Prerequisites:** None

[Express Interest](#)   [Add to My Learning Plan](#)   [Plan for My Group](#)

Sessions				
Session	Dates	Location	Seats Left / Max	Actions
<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>* To immediately enroll in this Learning Activity, click Enroll</li> <li>* To place the Learning Activity in your Learning Plan for future enrollment, click Add to My Learning Plan</li> </ul>				

**Step 3:** Click the appropriate Session Code to view available Meetings. A Session Details page will appear listing Meeting Start and End Dates, Location, Description,

Introduction to Power/Shop Tools			
Code:	200-001	Price:	NIA
Units:	1	Max Seats:	15
Start Date:	Nov 12, 2003	Seats Left:	15
End Date:	Nov 15, 2003		
Location:	PWPL HQ 4101 International Pkwy Carrollton, TX 75007 (GMT-06:00) Central Time (US and Canada) <a href="#">click here</a>		
Description:	This Instructor Led Course will provide you with basic skills on Electrical Fasteners, Lubrication and Blueprint Reading of Shop and Power Tools.		
Meetings			
Start	End	Instructors and Rooms	
Nov 12, 2003 8:00 AM CST	Nov 12, 2003 10:00 AM CST	Instructor: Demo1, Instructor	
Nov 13, 2003 8:00 AM CST	Nov 13, 2003 10:00 AM CST	Instructor: Demo1, Instructor	
Nov 14, 2003 8:00 AM CST	Nov 14, 2003 10:00 AM CST	Instructor: Demo1, Instructor	
Nov 15, 2003 8:00 AM CST	Nov 15, 2003 10:00 AM CST	Instructor: Demo1, Instructor	

Max Seats, Seats Left, and Instructor.

**Step 4:** After reviewing the Meeting details for the appropriate Session, click the Back button on your browser, and click the Enroll button for the appropriate ILT Course Session to enroll in the course. A confirmation page will appear. The Progress will be update.

After the appropriate Instructor has successfully assigned a Score to a Student, the Courses Completed area of the Student's Transcript will be updated with both the Score and Instructor Comments (when entered).

View Criteria:		Update View		
NOTE: To display an alternate view, select the appropriate criteria and click Update View.				
<input checked="" type="radio"/> All	<input type="radio"/> Current Year	<input type="radio"/> Last 12 Months	<input type="radio"/> Date Range	
From: May 5, 2003		To: May 5, 2003		
Courses In Progress				
Code	Title	Enrolled on	Status	Action
200	Introduction to Power/Shop Tools	May 5, 2003	Enrolled	
AMMBA_V4-2	Basic Math - Course	May 5, 2003	Enrolled	<a href="#">Enter the Module</a>
AMMBA_V4-3	Basic Math - Post-Test	May 5, 2003	Enrolled	<a href="#">Enter the Module</a>

## (Section 6.11) Enrolling in an ILT Course from the Catalog

Note: A user with the Instructor role must perform these functions. An instructor can view only the Course Session and assign Score to Students enrolled to which ILT Course they are assigned

**Step 1:** Open the Instructor menu by clicking the Instructor button on the System Navigation Menu, and click View Managed Session. A Courses page appears.

**Step 2:** Click the course title to view details about a course Session. A Sessions page will appear.

Manage Learning Activities	
Chris Dishman	
Showing 1	
Code	Title
PIM 2 Lab	PIM 2 Lab
Showing 1	
<a href="#">Back to Instructor's Main Menu</a>	

**NOTE:** To view details about all course sessions, click the All Sessions of All Courses button.

	Code	Location	Start Date	End Date	Scoring	Link
Security & Fraud	0200-001	BTCC southtown branch	Sep 23, 2002	Sep 25, 2002	In Progress	(none)

## (Section 6.12) Assigning Scores to Students

**Step 1:** Open the Instructor menu and click View Managed Sessions.

**Step 2:** Select the course to which you want to assign Student Scores. A Sessions page will appear.

**Step 3:** Locate the Session to which you want to assign scores, and click the link in the Class List and Scoring

Sessions with Instructor Ima Inst6						
Title	Session Code	Location	Start Date	End Date	Class List and Scoring	Course Materials Link
Security & Fraud	0200-001	BTCC southtown branch	Sep 23, 2002	Sep 25, 2002	In Progress	(none)

column. An Enrollment page will appear

**Step 4:** Scroll as necessary, enter number of Hours Spent during training if desired, enter the appropriate Score, mark the course Complete by clicking the Complete check box, enter Instructor Comments if desired, and click Save Changes.

User	Email	Hours Spent	Score	Instructor Comments
Enrolled Users		E-Mail List		
user2, ima	imuser2@email.com	<input type="text"/>	<input type="checkbox"/> Complete	
user3, ima	imuser3@email.com	2	93 <input checked="" type="checkbox"/> Complete	Student was very attentive, asked intellegent questions, and seems to have a good grasp on their responsibilities as a teller.

[Save Changes](#)

**Step 5:** Review the Courses Completed page for accuracy of your selection..

Courses Completed					
Code	Title	Completed on	Score	Passed	Action
0200	Securty & Fraud	Sep 24, 2002	93%	Y	<a href="#">Print Certificate</a>
<b>Instructor Notes:</b> Student was very attentive, asked intellegent questions, and seems to have a good grasp on their responsibilities as a teller.					
0100	Teller Training	Aug 27, 2002	93%	Y	<a href="#">Print Certificate</a>
<b>Instructor Notes:</b> Ima seems to have a strong grasp on her responsibilities as a teller. During the class, she was very attentive and asked strong questions.					

## (Section 6.12) Adding a Resource

Note: A user with the Training Administrator role must perform these functions. If multiple Domains are present, the Training Administrator in the top Domain must perform these functions.

Resource Types (e.g. TV, VCR, projector) can be created and assigned to ILT Courses.

**Step 1:** Open the Training Administrator menu and click Resource. The Resource Management page appears.

**Step 2:** Select Add New under Resource Types (not Resources). The Select Domains page appears.

Resource Management Functions	
Resource Types	
<a href="#">List</a>	List and edit all resource types.
<a href="#">Add New</a>	Add a new resource type.
Resources	
<a href="#">List</a>	List and edit all resources.
<a href="#">Search</a>	Search for resources.
<a href="#">Add New</a>	Add a new resource.
<a href="#">Eligibility</a>	View and change the eligible courses for a resource.

[Back to Training Administrator's Main Menu](#)

**Step 3:** Select the top Domain for the new Resource Type and click Continue. The Add Resource Type page appears.

**Step 4:** Enter a name for the Resource Type, select Active in the State field, select Yes in the Check resource eligibility field, enter a Description if desired, and Click Save.

**NOTE:** Selecting Yes in the Check resource eligibility field will allow this Resource Type to be tracked at a later time.

### (Section 6.13) Adding a Prerequisite

Prerequisites can be added to an ILT Course. Students must complete Prerequisites before they can enroll in an ILT Course. For example, online *courses:* Electrical Fasteners and Electrical Safety could be Prerequisites that a Student must complete (with a passing score) before he/she can enroll in the Introduction to Shop/Power Tools ILT.

**Step 1:** Open the Training Administrator menu, click Courses, and Search for a Course. The Search for a Course page appears.

**Step 2:** Enter search criteria and click Search. A list of courses matching the search criteria will appear. Click the appropriate course name, and the Edit Course page appears.

**Step 3:** Click the Add/Edit Prerequisites link in the upper left corner. The Prerequisites page will appear. Click the appropriate course name, and the Edit Course page appears.

**Step 4:** Select the appropriate online courses, and click Submit. The Course Prerequisites page will appear.

**Step 5:** Select the appropriate Prerequisites, and click Submit. A confirmation page will appear.

Set Required/Recommended For Each Course	
Electrical Fasteners - Course	<input checked="" type="radio"/> Required Prerequisite <input type="radio"/> Recommended Prerequisite <input type="radio"/> Passing Score Required <input type="radio"/> Non-passing Score Required
Electrical Safety - Course	<input checked="" type="radio"/> Required Prerequisite <input type="radio"/> Recommended Prerequisite <input type="radio"/> Passing Score Required <input type="radio"/> Non-passing Score Required

## (Section 6.14) Requiring Manager Approval

An ILT Course can require Manager Approval. If Manager Approval is required, Students cannot fully enroll in an ILT Course without Manager Approval. The enrollment will be listed as Pending until the Student's Manager approves the enrollment.

**Step 1:** Open the Training Administrator menu, click Courses, and Search for a Course. The Search for a Course page appears.

**Step 2:** Enter search criteria and click Search. A list of courses matching the search criteria will appear. Click the appropriate course name, and the Edit Course page appears.

**Step 3:** Select Yes in the Manager Approval Required field, and click Save. A confirmation page appears.

**Edit Course**

Add/Edit/Delete Sessions    Add / Edit Prerequisites

Current Prerequisites: Currently there are not any prerequisites for this course.

Course Type: Instructor Led Course

Title: Introduction to Power/Shop Tools

Code: 200

Academy Course Code:

Inservice Hours: 0

State: Active

Maximum Score (integer): 100

Passing Score (integer): 80

Score Map ID: Nil

Price (numeric): \$0.00

Units (integer): 1

Manager Approval Required: Yes

Description: This Instructor Led Course will provide you with basic skills on Electrical Fasteners, Lubrication and Blueprint Reading of Shop and Power Tools.

URL to Activity Outline: http://

Evaluation Template: (blank for no evaluation)

Printable Certificate: Nil

Main Catalog

Catalog(s) to which course is to be added:

Save    Delete

Notes:

- When a Student enrolls in an ILT Course requiring Manager Approval, a Request Approval button will appear on the Course Details page instead of the Enroll button.
- After a Student Requests Approval for an ILT Course, the course status will read Pending Approval instead of Enrolled on the Student's Transcript.
- The appropriate Manager can approve the enrollment by clicking the Manager button on the System Navigation Menu, Pending Approval, the appropriate course and user, and the Approve button
- After the enrollment has been approved, the course status will read Approved instead of Enrolled on the Student's Transcript; the Student can then enroll in the ILT Course.

## (Section 7) Glossary of Terms

Case-sensitive	Recognizes only symbols as they had been entered originally (e.g. <i>your email is student@xxxx.com. If you type StudentT@xxxx.com, the system will not recognize it</i> )
Course Catalog	A listing of all of the Online Training System courses available
Domain	A segment within the Online Training System. Domains can be setup by site or facility, as well as by field of study (e.g. <i>Site Domain = ABC Hospital Louisville, KY; and Course Domain = Nursing HSTN. A student's primary domain is his or her site domain. He or she may be assigned to multiple course domains, depending on discipline</i> )
Group	A collection of Students assigned to a specific Manager. Groups are simply a mechanism to organize sets of Students. Students cannot belong to more than one group.
Navigation Bar	The bar found on the left side of the home page (Course Catalog) with several button options, specific to your role.
Resources	For Training Administrator Role only. Resources are the materials and personnel you need to teach a course. Once defined you can book (reserve) resources for course meetings to ensure you have the tool necessary to teach the course.
Roles	Your status in relation to the Online Training System. Possible roles are Student, Manager, Instructor, User Administrator, and Training Administrator. Every user must have a Student role regardless of additional roles assigned.
Session	Time and date when certain learning activities are available.
Transcript	A listing of courses a student is enrolled in and/or has completed.
User	Anyone who uses the Online Training System to perform a task Users can be assigned such roles as Student, Manager, Instructor, User Administrator, and Training Administrator.

## (Section 8) Reports by Roles

The following list represents the reports available to specific roles within the online training system.

Reports by Role	Description	Location
<b>Student</b>		
Class Schedule	Lists upcoming courses sorted by date. Includes course ID, name, location, start date, end date and space availability	Reports/ Class Schedule
Account Transactions	Lists debits and credits on a Student's account	Reports/ Account Transactions
<b>Manager</b>		
Employee Scores	Lists scores on all courses for employee of this Manager	Reports/ Manager Reports/ Employee Scores
Competency Evaluation Report	Lists Student scores per test module	Reports/ Manager Reports/ Competency Evaluation Report
<b>Instructor</b>		
Total Enrollment Counts	Lists all courses along with their total enrollment counts	Reports/ Enrollment Reports/ Total Enrollment Counts
Time Period Enrollment Counts	Lists all courses along with their total enrollment counts during a specified time period	Reports/ Enrollment Reports/ Time Period Enrollment Counts
Completed Enrollment Lists	Lists all courses and all Students who have completed the course	Reports/ Enrollment Reports/ Completed Enrollment Lists
Time Period Completed Lists	Lists all course sessions started within a specified time period and the Students who have completed the course	Reports/ Enrollment Reports/ Time Period Completed Lists
Closed and Not Yet Started	Lists sessions of all up coming instructor-led courses (not yet started) which are currently full	Reports/ Enrollment Reports/ Closed and Not Yet Started
Open and Not Yet Started	Lists sessions of all up coming instructor-led courses (not yet started) which still have space available	Reports/ Enrollment Reports/ Open and Not Yet Started

<b>Reports by Role</b>	<b>Description</b>	<b>Location</b>
Under Minimum Enrollment	Lists sessions of all up coming instructor-led courses (not yet started), which have enrollment levels below the minimum defined for that session	Reports/ Enrollment Reports/ Under Minimum Enrollment
Student Comments	Lists all Student-entered comments for a single session of a course or for all sessions of a course	Reports/ Course Results Reports/ Student Comments
Instructor Comments	Lists all Instructor-entered comments for Students in a single session of a course or for all sessions of a course	Reports/ Course Results Reports/ Instructor Comments
Student Scores	List all Students scores for a single session of a course or for all sessions of a course	Reports/ Course Results Reports/ Student Scores
Course Evaluations by Session	Lists all Student evaluations responses for a single session of a course or for all sessions of a course	Reports/ Course Results Reports/ Course Evaluation by Session
Course Evaluations by Date	Lists all Student evaluation responses within a date range and/or for a set of courses	Reports/ Course Results Reports/ Course Evaluation by Date
Revenue by Course	Lists total course revenue earned within a specified period of time	Reports/ Revenue Reports/ Revenue by Course
Revenue by Location	Lists total course revenue by session location	Reports/ Revenue Reports/ Revenue by Location
Revenue by Job Category	Lists total course revenue grouped by job category	Reports/ Revenue Reports/ Revenue by Job Category
Revenue by Student	Lists total course revenue grouped by a Student or a set of Students Sharing similar attributes	Reports/ Revenue Reports/ Revenue by Student
Session Expenses	Lists all session expenses based on the cost of booking course resources for each session	Reports/ Expense Reports/ Session Expenses
<b>User Administrator</b>		
List Users	Lists all users in the system	User Administrator/ Users/ List Users

Reports by Role	Description	Location
<b>Training Administrator</b>		
Training Track Utilization	A report which will show a summary of a group's PRIMEed progress, and also show detail by student	Training Administrator Reports
Training Track Status	A status by student and by track.	Training Administrator Reports
Closed and Not Yet Started	Lists sessions of all up coming instructor-led courses (not yet started) which are currently full	Reports/ Enrollment Reports/ Closed and Not Yet Started
Open and Not Yet Started	Lists sessions of all up coming instructor-led courses (not yet started) which still have space available	Reports/ Enrollment Reports/ Open and Not Yet Started
Training Status Report	Lists that tracks students who have been assigned training and have not completed it in 30 days, 60 days, or 90 days; also who has completed it	Reports/ Enrollment Reports/ Training Status Report
Under Minimum Enrollment	Lists sessions of all up coming instructor-led courses (not yet started), which have enrollment levels below the minimum defined for that session	Reports/ Enrollment Reports/ Under Minimum Enrollment
Student Comments	Lists all Student-entered comments for a single session of a course or for all sessions of a course	Reports/ Course Results Reports/ Student Comments
Instructor Comments	Lists all Instructor-entered comments for Students in a single session of a course or for all sessions of a course	Reports/ Course Results Reports/ Instructor Comments
Student Scores	List all Students scores for a single session of a course or for all sessions of a course	Reports/ Course Results Reports/ Student Scores
Course Evaluations by Session	Lists all Student evaluations responses for a single session of a course or for all sessions of a course	Reports/ Course Results Reports/ Course Evaluation by Session
Course Evaluations by Date	Lists all Student evaluation responses within a date range and/or for a set of courses	Reports/ Course Results Reports/ Course Evaluation by Date
Test Performance Data	Report to track student test results to document training	Reports/ Course Results Reports/ Test Performance Data

<b>Reports by Role</b>	<b>Description</b>	<b>Location</b>
Revenue by Course	Lists total course revenue earned within a specified period of time	Reports/ Revenue Reports/ Revenue by Course
Revenue by Location	Lists total course revenue by session location	Reports/ Revenue Reports/ Revenue by Location
Revenue by Job Category	Lists total course revenue grouped by job category	Reports/ Revenue Reports/ Revenue by Job Category
Revenue by Student	Lists total course revenue grouped by a Student or a set of Students Sharing similar attributes	Reports/ Revenue Reports/ Revenue by Student
Session Expenses	Lists all session expenses based on the cost of booking course resources for each session	Reports/ Expense Reports/ Session Expenses
Resources by Session	A session-by-session list or resources used. Reports are provided based on a number of different search criteria	Reports/ Resource Reports/ Resources by Session
Resource Utilization	Shows resource usage with respect to resource availability. Reports are provided based on a number of different search criteria	Reports/ Resource Reports/ Resource Utilization
Booking Failures	Lists all booking failures that occurred within a specified date range. This report enables you to examine unfulfilled resource requests to determine resource shortages.	Reports/ Resource Reports/ Booking Failures
Training Data Exports	Exports a range of scores for an account.	Reports/ Training Data Exports