

**PRIME***ed*<sup>TM</sup>

# *Student 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 Student'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 participate in 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 4.0 (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.

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

Login Page	
Login ID	<input type="text"/>
Password	<input type="password"/>

(this field is case sensitive)

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

After you log on, the home page screen will appear with the Navigation Bar buttons available.

**IMPORTANT:** Please 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, depending upon which role(s) assigned to you. A user assigned the Student role will use the Navigation Bar to perform the following tasks

- [My Learning Plan](#)
- [Catalog](#)
- [Search](#)
- [Personal Information](#)
- [Reports](#)
- [PRIMEed Status](#)
- [Logout](#)

## (Section 1.6) Navigating your PRIMEed Status

PRIME *ed* is designed to be a prescriptive learning experience for the student. There are multiple Training Tracks in PRIME *ed*, each beginning with a competency evaluation exam and culminating in a hands-on lab experience. Your scores on the individual competency evaluations will determine which online courses and posttests you are required to complete before enrolling in the lab.

Your administrator will enroll you into a Training Track to start your testing.

Training Track	Status	Enroll Date
PIM 21 Training Track	In Progress	Aug 28, 2003

Next Step: Complete PIM Comp Eval 21

Lab	Status	Date
PIM Lab 21	Not Enrolled	

Throughout the Track, you will be prompted as to the next step.

Training Track	Status	Enroll Date
PIM 2 Training Track	In Progress	May 8, 2003

Unit	Comp Eval	Online Component	Status	Date
Blueprint Reading	0%	<a href="#">Diagrams - Blueprints - Post Test</a>	Pending Approval	
Introduction to Shop/Power Tools	0%	<a href="#">Tools - Introduction to Power Tools - Course</a>	Enrolled	
Mechanical Fasteners	0%	<a href="#">Electrical Maintenance - Fasteners - Post Test</a>	Pending Approval	
Lubrication Basics	0%	<a href="#">Lubrication - Basics - Course</a>	Enrolled	

Next Step: Complete Electrical Maintenance - Fasteners - Post Test

Lab	Status	Date
PIM Lab 02	Not Enrolled	

To enter the next learning activity, click on its title in the Online Component column. From the Learning Activity Details screen, you will be able to launch the activity or request approval of your manager.

**NOTE:** Your subscription may require you to request manager approval for all post tests and/or labs. To request approval, select "Request Approval". You will receive a confirmation of your request and your manager will receive e-mail notification of your request. Once your manager has approved your request, you will receive an e-mail notification. \*\*

\*\* Until you receive confirmation from your manager, you are **not** enrolled in the test or lab.

See Section 2 for navigation instructions through courses and tests.

## (Section 1.7) 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.

<ul style="list-style-type: none"> <li>My Learning Plan</li> <li>Catalog</li> <li>Search</li> <li>Personal Information</li> <li>Reports</li> <li>Manager</li> <li>User Administrator</li> <li>Training Administrator</li> <li>Logout</li> </ul>	<h3>Personal Information</h3> <hr/> <p>User Profile</p> <p>First Name: <input type="text" value="Frank"/></p> <p>Last Name: <input type="text" value="Ladder"/></p> <p>Email: <input type="text" value="frank.ladder"/></p> <p>Login ID: <input type="text" value="frank.ladder"/></p> <p>Password: <input type="password" value="•••••"/></p> <p>Verify Password: <input type="password" value="•••••"/></p> <p>PID: 1834395</p> <p>Job Category: <input type="text" value="-None-"/></p> <p>Manager: Hook , Robert <a href="#">Select Manager</a></p> <p>Preferred Domain: 24657-FETN</p> <p>Social Security Number: <input type="text"/></p> <p>Employee ID: <input type="text"/></p>
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**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 2) TAKING A COURSE

### (Section 2.1) Viewing Course Details

To view course details:

**Step 1:** Select the course suggested as your next step on the PRIMEed Status screen. Information, as seen below, appears.

<u>Learning Activity Details</u>			
<b>Post Test - So You Want to Be a Firefighter? Part 1</b>			
<b>Title:</b>	Post Test - So You Want to Be a Firefighter? Part 1	<b>Type:</b>	PRIMEDIA Online Test
<b>Code:</b>	038-0011	<b>Price:</b>	\$ 0.00
<b>Units:</b>	0		
<b>Description:</b>	<p>&lt;p&gt;&lt;b&gt;This is the examination portion for Course 038-0011, So You Want to Be a Firefighter? Part 1.&lt;/b&gt;&lt;/p&gt;           &lt;p&gt;You should have viewed the course and reviewed the supplied training materials before attempting this examination.&lt;/p&gt; </p>		
<b>Prerequisites:</b>	None		
<b>Notes:</b>	<ul style="list-style-type: none"> <li>• You are currently enrolled in this Learning Activity.</li> </ul>		
<a href="#">More Information</a> <a href="#">Add to My Learning Plan</a> <a href="#">Plan for My Group</a>			
	Enrolled	Current Enrollment Status	Actions
Mar 13, 2003	Enrolled	Enrolled	<a href="#">Launch</a>

## (Section 2.2) Beginning a Course

To enroll in a course:

- Step 1: Select the course as prescribed by the Training Track.
- Step 2: Click the “Launch” button on next page, confirming your enrollment.
- Step 3: Click “Enter the Lesson” to start the course.

The course will launch in a new window and begin playing automatically.



These courses are designed as self-advancing slides which allows the student to let the program navigate itself. At various points within the course, the student will have to interact (by answering a question, or clicking “continue”).

### Course Features:

To view the course’s features, click on the Main Menu link in the top right corner of the screen.



This menu will reveal the feature button selections along the top border.

Outline: Each course consists of a series of slides containing the content. The outline shows a list of these slides. When you roll your cursor over a slide in the list, you will see its preview in the right pane. You may skip forwards or backwards through the course by clicking on a particular slide.

Glossary: Each course has a unique set of content-specific glossary terms. By clicking on a term, you can see a definition and an illustration for that term.

Safety: Each course has a standard list of safety terms. By clicking on the term, you can see its explanation and any OSHA requirements for that topic.

Text: Each course has a text version available for those students who would prefer to read the content.

Feedback: This link provides the student with a outlet for their feedback about the content or the PRIMEed system.

About: This link provides the student with information about PRIMEDIA Workplace Learning.

Help: This link will label each of the features described above.

### **(Section 2.3) Marking a Course Complete**

**IMPORTANT:** *You must complete course in order to proceed to the Posttest.*

To complete a course:

You must reach the final slide in the program. When the final slide is complete, simply close the window to return to the PRIMEed system. The PRIMEed screen should automatically refresh to mark the course complete. If it does not refresh, click the Refresh button.

To see the update, Click PRIMEed Status to see your next prescribed step.

### **(Section 2.4) Taking Tests**

Taking competency evaluations and post tests are accomplished in very similar manners to the courses. Select the test from your PRIMEed status screen.

## Learning Activity Details

Post Test - So You Want to Be a Firefighter? Part 1			
Title:	Post Test - So You Want to Be a Firefighter? Part 1	Type:	PRIMEDIA Online Test
Code:	038-0011	Price:	\$ 0.00
Units:	0		
Description:	<p><b>This is the examination portion for Course 038-0011, So You Want to Be a Firefighter? Part 1.</b> <p>You should have viewed the course and reviewed the supplied training materials before attempting this examination.		
Prerequisites:	None		
Notes:	<ul style="list-style-type: none"><li>You are currently enrolled in this Learning Activity.</li></ul>		

[More Information](#) [Add to My Learning Plan](#) [Plan for My Group](#)

	Enrolled	Current Enrollment	Status	Actions
Mar 13, 2003		Enrolled		<a href="#">Launch</a>

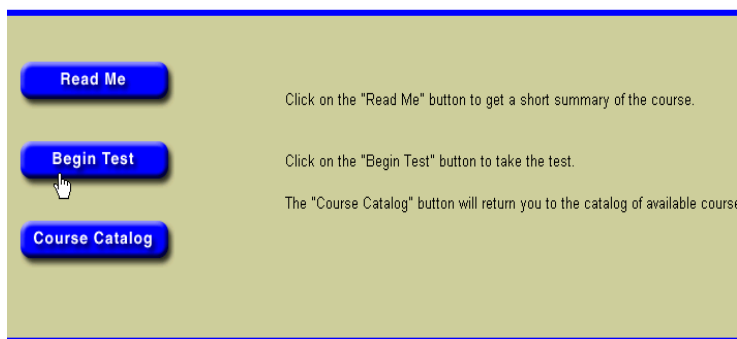
The Course Details screen will appear to show you a description of the test and any prerequisites.

**NOTE:** Your subscription may require you to request manager approval for all pre and post tests. To request approval, select "Request Approval". You will receive a confirmation of your request and your manager will receive email notification of your request. Once your manager has approved your request, you will receive an e-mail notification.

If the test does not require manager approval, you may click "Enroll" and continue with the process.

Click "Launch".

This will take you to the Main Menu for the test. From here, you may see a summary of the test and begin the test.



The screenshot shows a green background with three blue buttons. The first button is labeled "Read Me" and has the text "Click on the 'Read Me' button to get a short summary of the course." below it. The second button is labeled "Begin Test" and has the text "Click on the 'Begin Test' button to take the test." below it. The third button is labeled "Course Catalog" and has the text "The 'Course Catalog' button will return you to the catalog of available courses." below it. A mouse cursor is pointing at the "Begin Test" button.

When you select "Begin Test", you will be given testing instructions. Press "Continue" to begin the first question.



Most questions are multiple choice. Once you make your selection, you will see the answer you selected. If you are satisfied with your answer, press “Next Question”. If not, you may change your answer. You may skip a question to revisit at any time during the test. The navigation bars at the top of each page will allow you to jump to the Next or Previous question, see the list of skipped questions or return to the Main Menu.

***You may revisit any question to change your answer at any time before you mark the test complete.***

### **(Section 2.5) Marking Tests Complete**

Once you are satisfied with all your answers, return to the Main Menu of your test.

At the top of the screen, select the button that says “Course Complete”.



After you have marked the course complete, press the blue button to return to the Course Catalog. *This will post your scores to your Learning Plan* . You can review your scores by viewing the My Learning plan page. (see Section 3)

**NOTE:** If you exit the system before returning to the course catalog page, your learning plan will not be updated.

### **(Section 2.6) Enrolling in Instructor Led Activities (Labs)**

When your PRIMEed status screen directs you to take a Lab, you may click on the title of that lab within the Training Track.

The course details screen will be displayed and will show all available sessions for that lab. Select the session you wish to attend, and enroll. Your instructor will mark this course complete for you.

**NOTE:** If there are no sessions available, select “express interest” and contact your supervisor or Training Administrator for more information.

# (Section 3) USING ADDITIONAL FEATURES / FUNCTIONS OF THE ONLINE TRAINING SYSTEM

## (Section 3.1) Viewing Your Learning Plan

To view your learning plan:

Click the “My Learning Plan” button on the Navigation Bar. The default view is the Summary page. This page will show you all the learning activities you have in progress.

Learning Plan for Frank Ladder

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[Summary](#)     [Plan Details](#)     [Certifications](#)     [Transcript](#)

Summary

Summary View Criteria:

All      Current Year      Last 12 Months     Date Range

From: Jul 3, 2003     To: Jul 3, 2003

[Click Here To Update View](#)

[Show Progress Toward Plan](#)  
[Add a Personal Learning Activity](#)

In Progress				
Code	Title	Status	Date Enrolled	Action
-	<a href="#">test 3</a>	Approved	Jul 2, 2003	<a href="#">Remove</a> <a href="#">Mark Complete</a>
038-0011	<a href="#">Post Test - So You Want to Be a Firefighter? Part 1</a>	Enrolled	Mar 13, 2003	<a href="#">Launch</a>
038-0012	<a href="#">Post Test - So You Want to Be a Firefighter, Part 2</a>	Enrolled	Apr 2, 2003	<a href="#">Launch</a>
038-2001	<a href="#">Post Test - The Terrorism Alert System</a>	Enrolled	Feb 24, 2003	<a href="#">Launch</a>
047-0181-old	<a href="#">Post Test - 'Safety Engine' Concept</a>	Enrolled	Aug 29, 2002	

**NOTE:** While you may review your scores from the My Learning Plan menu, it is highly recommended you continue to complete your Training Tracks through the PRIME ed Status Menu. This will ensure you meet all requirements for the hands-on labs.

The Transcript page will show all completed activities, the date they were completed, and any scores or credit associated with them.

## (Section 3.5) Changing Your Personal Info

To change your personal information:

**Step 1:** Click the “Personal Info” button of the Navigation Bar. The following screen appears. Edit any information as needed.

Personal Information

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User Profile

First Name:

Last Name:

Email:

Login ID:

Password:

Verify Password:

PID: 1834395

Job Category:

Manager: Hook, Robert [Select Manager](#)

Preferred Domain: 24657-FETN

Social Security Number:

Employee ID:

Time zone: (GMT-08:00) Pacific Time (US and Canada); Tijuana

#	Discipline	Position	Number	State	Expires	Action
1	FETN	FT			N/A	Delete
2						Add

Date of Birth:

Address:

City:

State/Province:

Postal Code:

Country:

**Step 2:** Click the “Save” button after making all necessary changes.

**Note:** Job Category and Manager options are preset by the User Administrator.

## (Section 4) GLOSSARY OF TERMS

**Button Bar:** Navigation tools which appear along the left side of the screen.

**Case-sensitive:** Recognizes only symbols as they had been entered originally. Example: your email is student@xxxx.com. If you type StudentT@xxxx.com, the system will not recognize it.

**Course:** A module demonstrating the content. Each course is content-specific.

**Course Catalog:** A listing of all of the Online Training System courses available.

**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.

**Roles:** Your status in relation to the Online Training System. Possible roles are Student, Manager, Instructor, User Administrator, and Training Administrator.

**Learning Activity:** The generic term for catalog entries in the Learning Management system.

**Learning Plan :** 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.