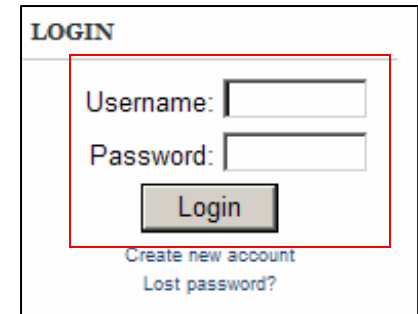


Quick Start Guide for Students

Step 1: Type Your Username and Password and click on the Login Button



LOGIN

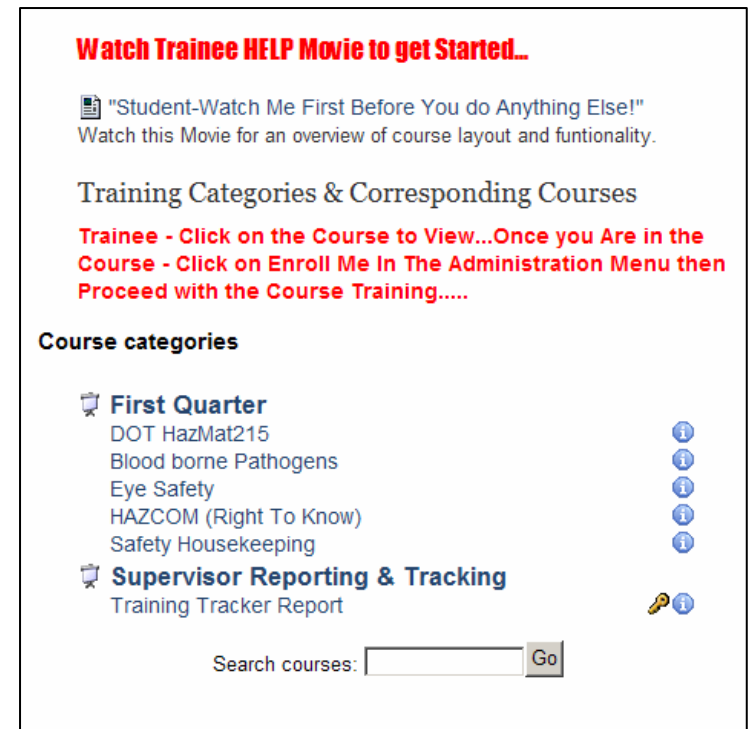
Username:

Password:


[Create new account](#)

[Lost password?](#)

Step 2: Make Your Course Selection by clicking on the Course you would like to take.












Watch Trainee HELP Movie to get Started...

 "Student-Watch Me First Before You do Anything Else!"
Watch this Movie for an overview of course layout and functionality.

Training Categories & Corresponding Courses

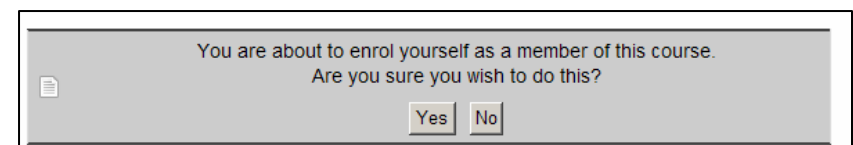
Trainee - Click on the Course to View...Once you Are in the Course - Click on Enroll Me In The Administration Menu then Proceed with the Course Training.....


Course categories

-  **First Quarter**
 - DOT HazMat215 
 - Blood borne Pathogens 
 - Eye Safety 
 - HAZCOM (Right To Know) 
 - Safety Housekeeping 
-  **Supervisor Reporting & Tracking**
 - Training Tracker Report  

Search courses:

Step 3: Enroll Yourself into the Course by clicking on the “Yes” Button



 You are about to enrol yourself as a member of this course.
Are you sure you wish to do this?

Quick Start Guide-Quizzes

- Course Pre-Test : Adaptive-**
This test allows you to answer the questions over and over till you get the right answer. **NOT USED FOR TRAINING CREDIT-used for training.**
- Course- The Training course** has 2 quiz's in the course. The 1st Quiz in the course is an awareness quiz for you to learn your course weakness. The 2nd Quiz in the course is a Remedial Quiz. If you do not pass the 2nd Quiz you will be looped to the beginning of the course to repeat the course material. **COURSE QUIZS DO NOT GIVE YOU TRAINING CREDIT-used for training.**
- Post-Test :Graded for Training Credit.** May be taken 2 times with best score counted. Fail twice-contact supervisor.

Pre-Test Screen

Pre-Test Screen

0:14:42

Update this Quiz

Preview Pre-Test

Start again

1 If you are interviewed:

Marks: 1/1

Choose one answer:

a. Be honest and provide as much information as you can. ✓

b. Do not give any information out.

c. Ask your supervisor what to say.

Submit

Correct

Marks for this submission: 1/1.

2 When an accident happens we need to take the following steps:

Marks: 0/1

Choose one answer:

a. Secure the accident areas

b. Report to the supervisor X

c. Take care of the injured person

d. All of the above

e. Only A & B

Submit

Incorrect

Marks for this submission: 0/1

NOTE: Every Trainee should Make 100% on the Pre-Test!

Incorrect Answer Selected.

2 When an accident happens we need to take the following steps:

Marks: 1/1

Choose one answer:

a. Secure the accident areas

b. Report to the supervisor

c. Take care of the injured person

d. All of the above ✓

e. Only A & B

Submit

Correct

Marks for this submission: 1/1.

Same Question- Correct Answer Selected.

Pre Test - Adaptive quiz:

In the Pre Test, you answer each question and click on the "Submit" Button for each question. You will be informed if you answered the question incorrectly (red X) or correctly (green Correct Bar/answer checkmark).

If you answered the question incorrectly, Select another answer for that question and click that question's "Submit" again. Do so until you find the right answer. Once you have done this for all questions, then click on "Submit all and Finish" Button at bottom of Quiz Page.

Post-Test Screen

Post-Test Screen

0:04:20

Update this Quiz

Preview Post Test

Start again

1 It is not necessary to report any close calls or a near miss to your supervisor.

Marks: 1

Answer:

True

False

2 An accident investigations goal is to prevent you or anyone else being injured.

Marks: 1

Answer:

True

False

Post Test- 2 Attempts :

This Test gives you training Credit! You have two attempts to pass the Post test. Notice no "Submit" Button for any questions. Answer all the questions then click on "Submit all and Finish" Button at bottom of Quiz Page

Pre and Post Test - These are 3 options to stop a quiz:

- Save without submitting -** which, as its name says, saves the answers without submitting them
- Submit page (optional) -** which submits only a given quiz page
- Submit all and finish -** which grades, saves and closes the quiz and counts as an attempt.

IMPORTANT- Controls at the Bottom Page of Quiz's

Save without submitting

Submit page

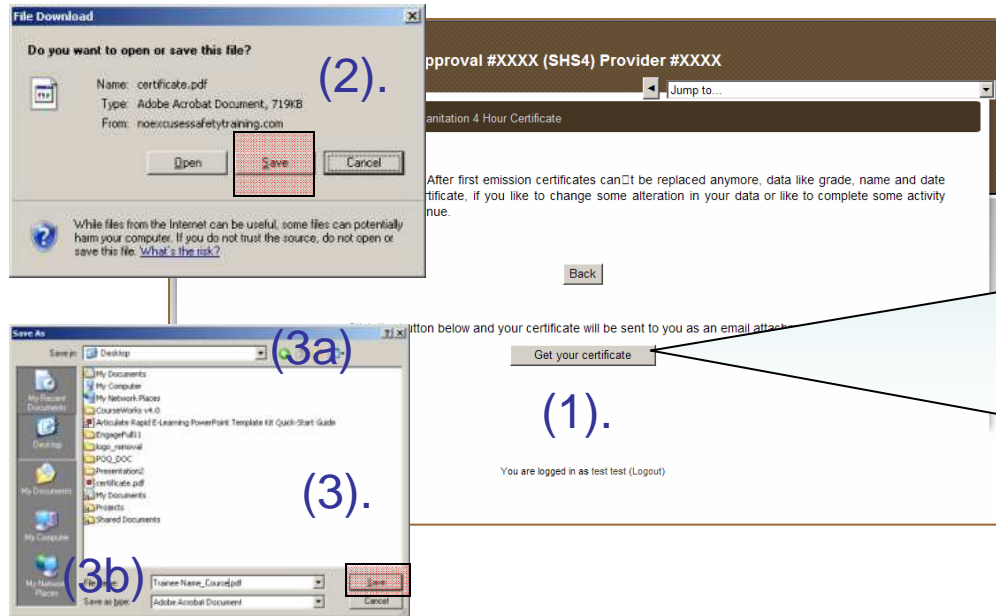
Submit all and finish

1.

2.

3. ←

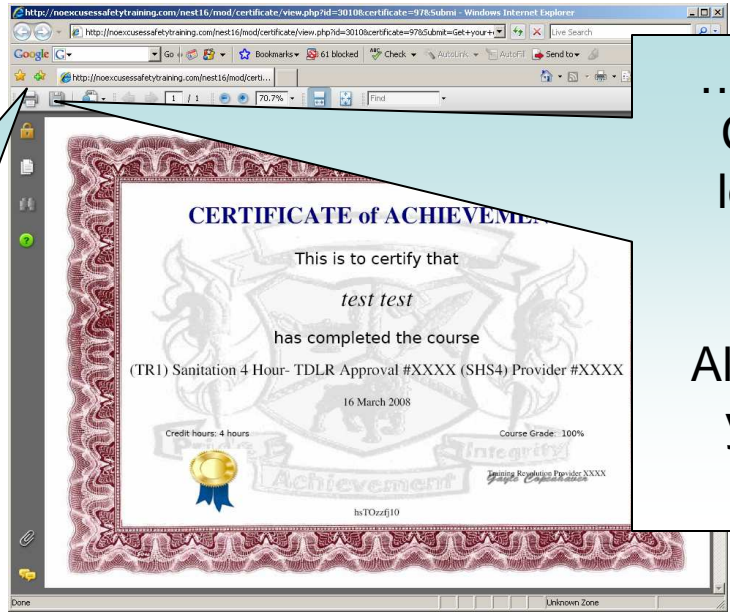
Quick Start Guide-Certificates



Once you complete all the Training Modules, quiz's in a course and you click on your training certificate this screen appears ... Click on the "Get Your Certificate" Button (1). The "File Download" Screen Appears (2) ... Click on "Save" Button. The "Save As" Screen Appears (3), here you choose where you want to save the certificate i.e. as shown "Desktop" (3a) and choose to name the Certificate ... suggest Trainee Name _Course.pdf (3b) ... then click on "Save". Certificate will be Saved to desktop.

Certificate will not work unless you have completed all of the course.

Once the Certificate Downloads (saved to Computer). Go to the Location you saved the Certificate and open it. Now you can Print the Certificate...



...or you can "Save" the Certificate" to another location on your drive, attach to a email etc.

Also, we retain a copy of your Certificate in the Online System.