

In the Administration Area

QualityTrainingPortal.com - Training for Quality and Productivity Improvement

Your Company Learning Management Center Administration

Please enter the following information to customize the LMC:

Name of company*: * Denotes a required field.

Information About the Training Administrator:

First Name*:

Last Name*:

E-Mail Address*:

Phone Number*:

Don't display other courses offered.

Global Passing Score

Click the Set Passing Score button to change this score. If 0 there is no required passing score.

Please enter your training news

MESSAGE TO THE ADMINISTRATOR

IMPORTANT!!! BEFORE TRAINING BEGINS

Print out this information before proceeding by clicking on the Notes icon and selecting print.

- Click on the Administration button and select the Set-Up/Review Records. Then select Maintain Users. Enter your name and a password and click on the check box to make yourself an Administrative User - Making yourself an administrative user is VERY IMPORTANT!!! Then click on the Login As button and select yourself. You are now logged in as yourself. Confirm that you are set up as an administrative user and then select the Admin Admin and click on the Delete User button.

INSTRUCTIONS

Please add information about the training administrator as well as news. We recommend that you keep your news fresh and relevant.

You are logged in as:
Admin
Admin

Your Training Admin:
Robin
McDermott
802-496-5888
robinm@reseng.com

set-up/review records
save information & news

Version: v 3.1.0.02
[Check Course File Versions](#)

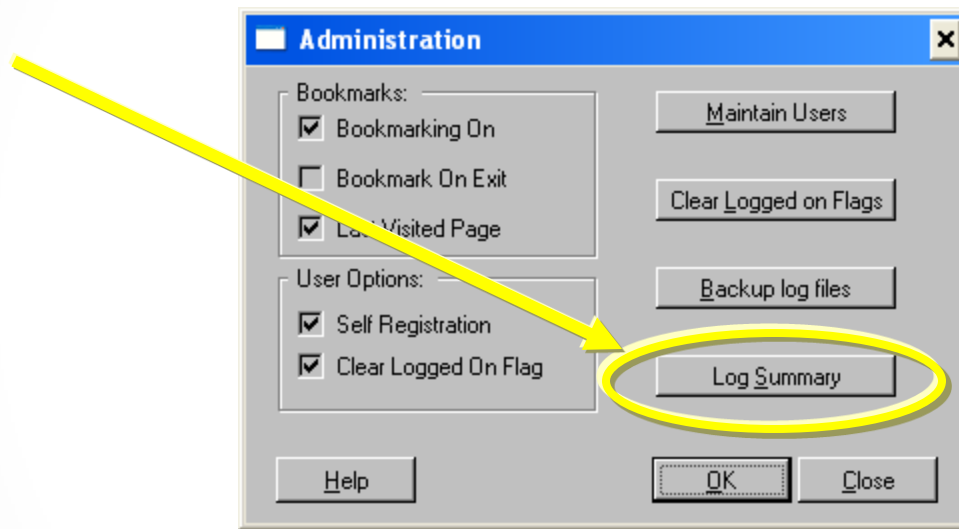
exit administration
set passing scores

return to news
exit

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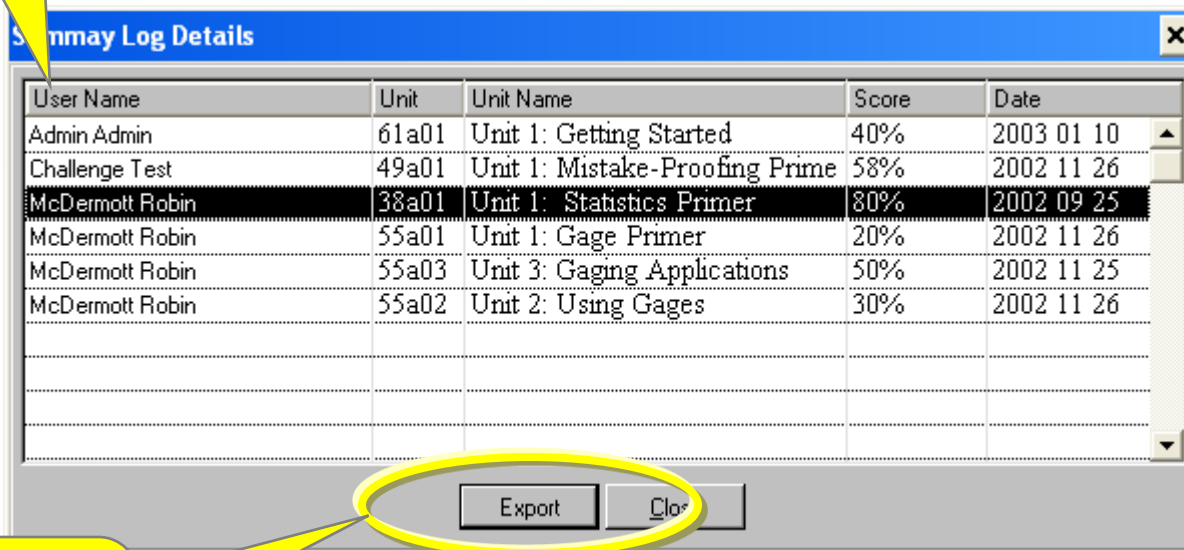
Select the Set-Up and Review Training Records button.

Select the Log Summary Option



Review Learner Scores

You can either review the records in the Log Summary Details viewer.



User Name	Unit	Unit Name	Score	Date
Admin Admin	61a01	Unit 1: Getting Started	40%	2003 01 10
Challenge Test	49a01	Unit 1: Mistake-Proofing Primer	58%	2002 11 26
McDermott Robin	38a01	Unit 1: Statistics Primer	80%	2002 09 25
McDermott Robin	55a01	Unit 1: Gage Primer	20%	2002 11 26
McDermott Robin	55a03	Unit 3: Gaging Applications	50%	2002 11 25
McDermott Robin	55a02	Unit 2: Using Gages	30%	2002 11 26

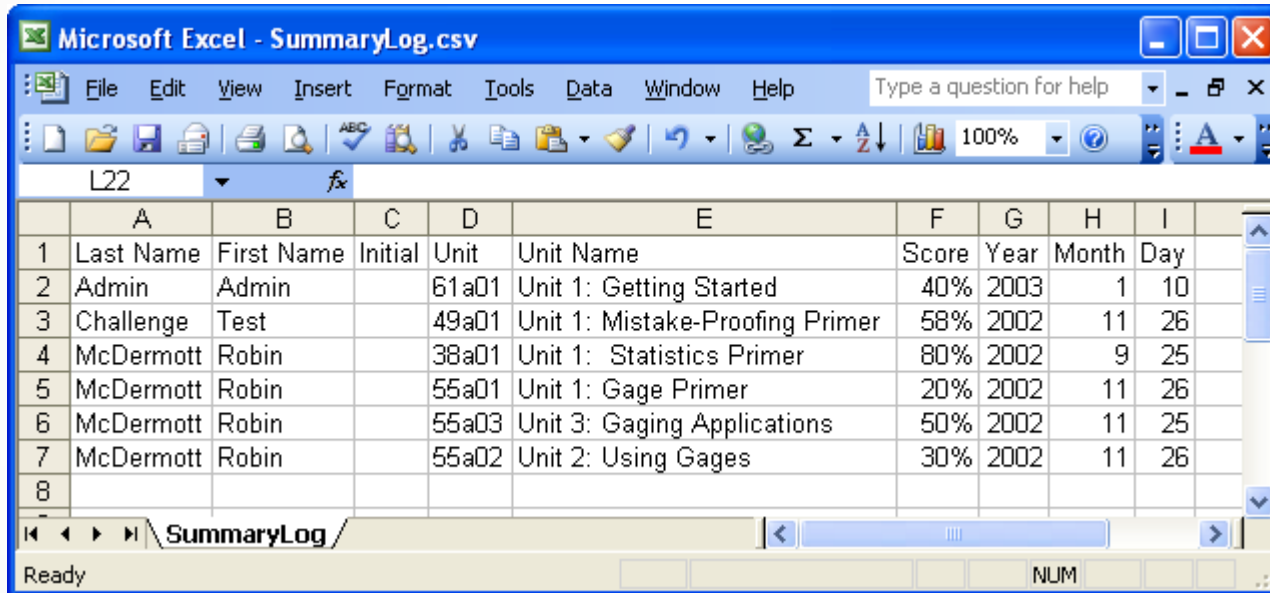
Export Close

Or, you can export the information to view in another program such as Microsoft Excel©

Reviewing Student Records

Viewing the Data in Microsoft Excel®

This is the way the raw data looks in Excel.

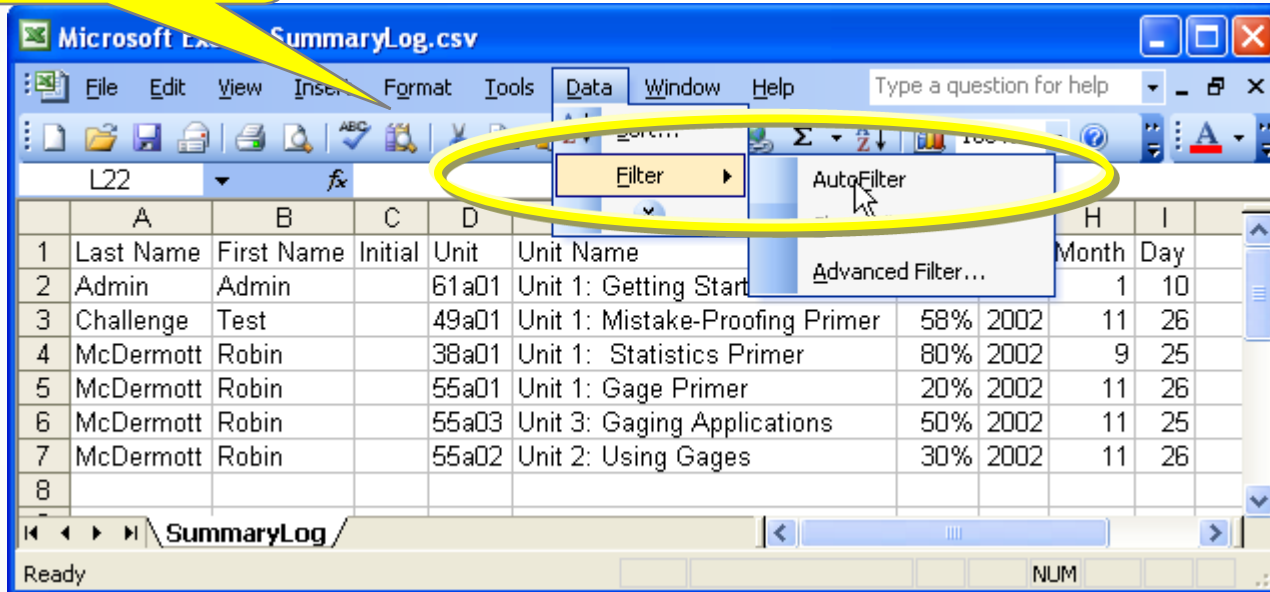


The screenshot shows a Microsoft Excel window titled "Microsoft Excel - SummaryLog.csv". The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I
1	Last Name	First Name	Initial	Unit	Unit Name	Score	Year	Month	Day
2	Admin	Admin		61a01	Unit 1: Getting Started	40%	2003	1	10
3	Challenge	Test		49a01	Unit 1: Mistake-Proofing Primer	58%	2002	11	26
4	McDermott	Robin		38a01	Unit 1: Statistics Primer	80%	2002	9	25
5	McDermott	Robin		55a01	Unit 1: Gage Primer	20%	2002	11	26
6	McDermott	Robin		55a03	Unit 3: Gaging Applications	50%	2002	11	25
7	McDermott	Robin		55a02	Unit 2: Using Gages	30%	2002	11	26
8									

Viewing the Data in Microsoft Excel®

You can do further analysis of the training data by using the AutoFilter option.



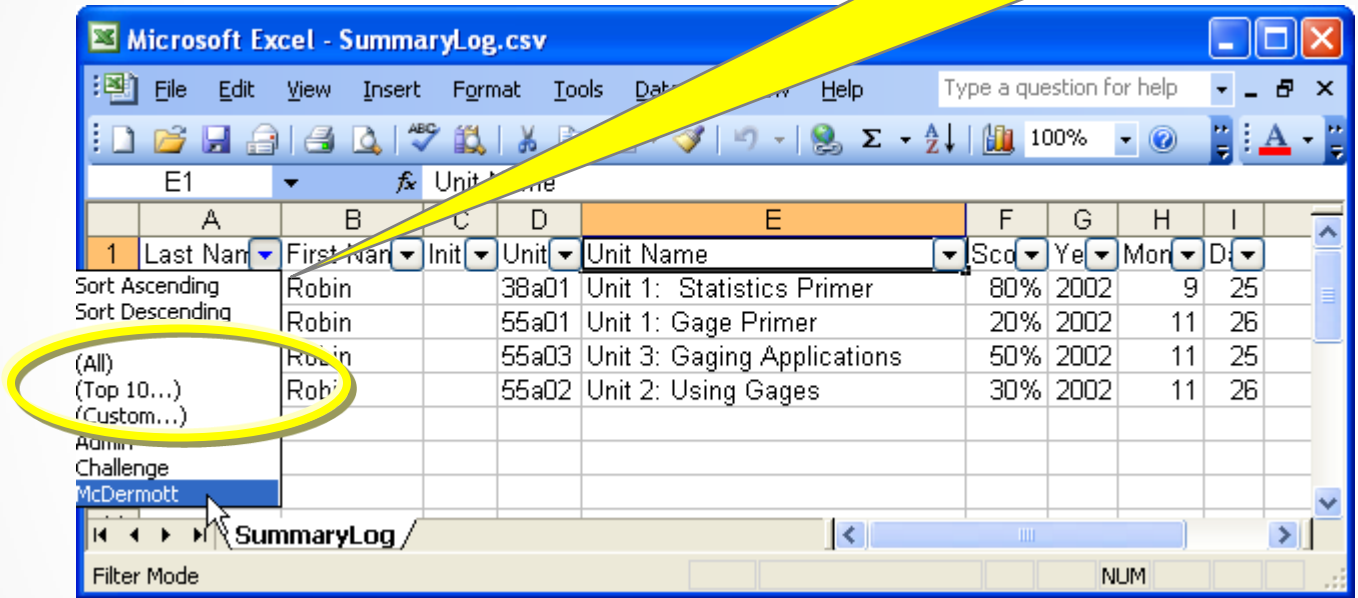
The purpose of this brief tutorial is not to teach you Microsoft Excel.

If you are not familiar with MS Excel, we recommend learning about using a spreadsheet before using Excel to review the training records.

We are not able to provide you with additional support in viewing your records in MS Excel.

Viewing the Data in Microsoft Excel®

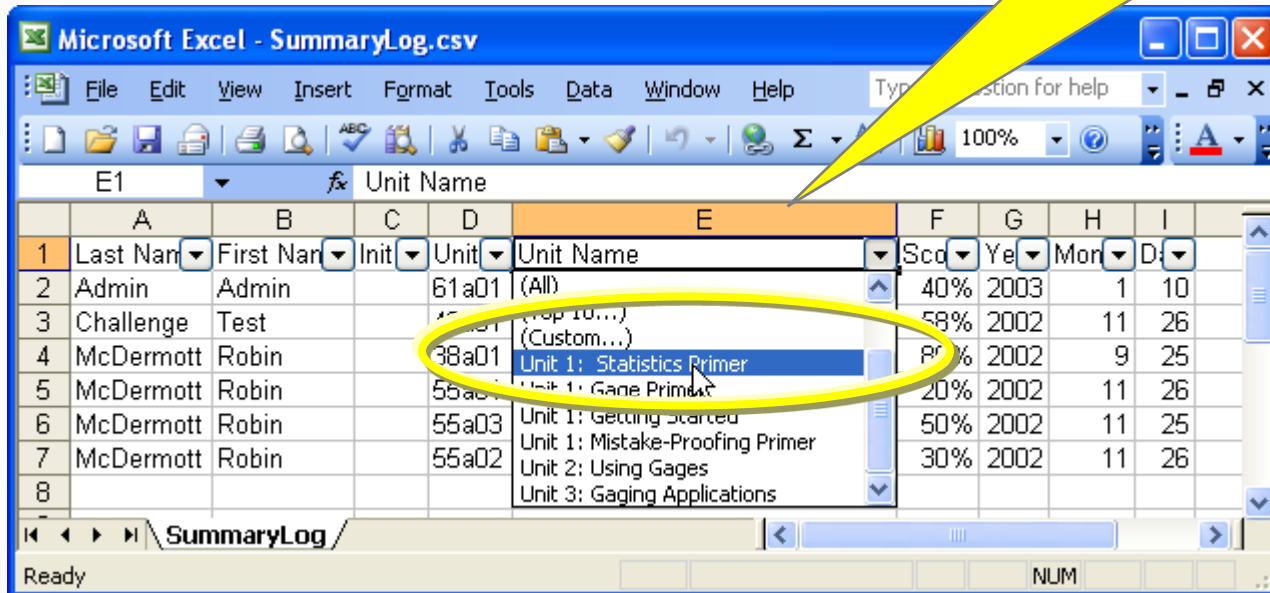
By using the drop down arrows in the header row, you can filter your data. In this case we are filtering on the last name McDermott – so it will only display the records for McDermott



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Viewing the Data in Microsoft Excel[®]

Here we are filtering on the unit so it will only show us records that are unit 1 for SPC Workout which is the Statistics Primer.



Microsoft Excel - SummaryLog.csv

File Edit View Insert Format Tools Data Window Help

100%

	A	B	C	D	E	F	G	H	I
1	Last Name	First Name	Init	Unit	Unit Name	Score	Year	Month	Day
2	Admin	Admin		61a01	(All)	40%	2003	1	10
3	Challenge	Test			(Top 10...)	58%	2002	11	26
4	McDermott	Robin		38a01	(Custom...)	Pr	2002	9	25
5	McDermott	Robin		55a01	Unit 1: Statistics Primer	20%	2002	11	26
6	McDermott	Robin		55a03	Unit 1: Game Primer	50%	2002	11	25
7	McDermott	Robin		55a02	Unit 1: Getting Started Unit 1: Mistake-Proofing Primer Unit 2: Using Gages Unit 3: Gaging Applications	30%	2002	11	26
8									

SummaryLog

Ready NUM

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Reviewing Student Records

Viewing the Data in Microsoft Excel®

Here we are filtering on unit, but we only want to see all of the data for the SPC Workout. So, in this case, we are going to select the Custom option.

	A	B	C	D	E	F	G	H	I
1	Last Name	First Name	Init	Unit	Unit Name	Score	Year	Month	Day
2	Admin	Admin	(All)		Unit 1: Getting Started	40%	2003	1	10
3	Challenge	Test	(All)		Unit 1: Mistake-Proofing Primer	58%	2002	11	26
4	McDermott	Robin	38a01	(Custom)	Unit 1: Statistics Primer	80%	2002	9	25
5	McDermott	Robin	49a01		Unit 1: Gage Primer	20%	2002	11	26
6	McDermott	Robin	55a02		Unit 3: Gaging Applications	50%	2002	11	25
7	McDermott	Robin	55a03		Unit 2: Using Gages	30%	2002	11	26
8			61a01						

The purpose of this brief tutorial is not to teach you Microsoft Excel.

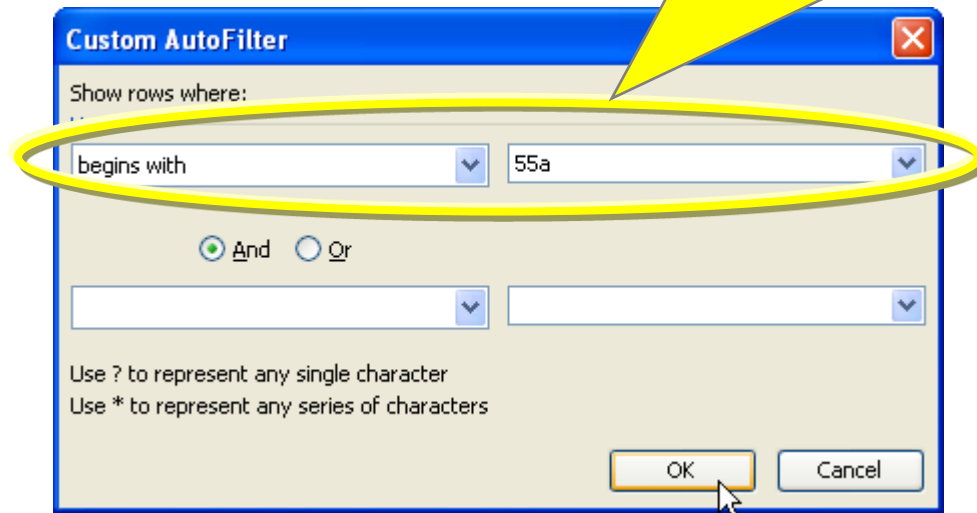
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Viewing the Data in Microsoft Excel[®]

Go to our Knowledge Base for more information on Product Codes/Course Numbers

With the custom option you can ask excel to show you certain records. In this case, we are asking for all records that begin with 55a which happens to be the product code for Gage Mentor.



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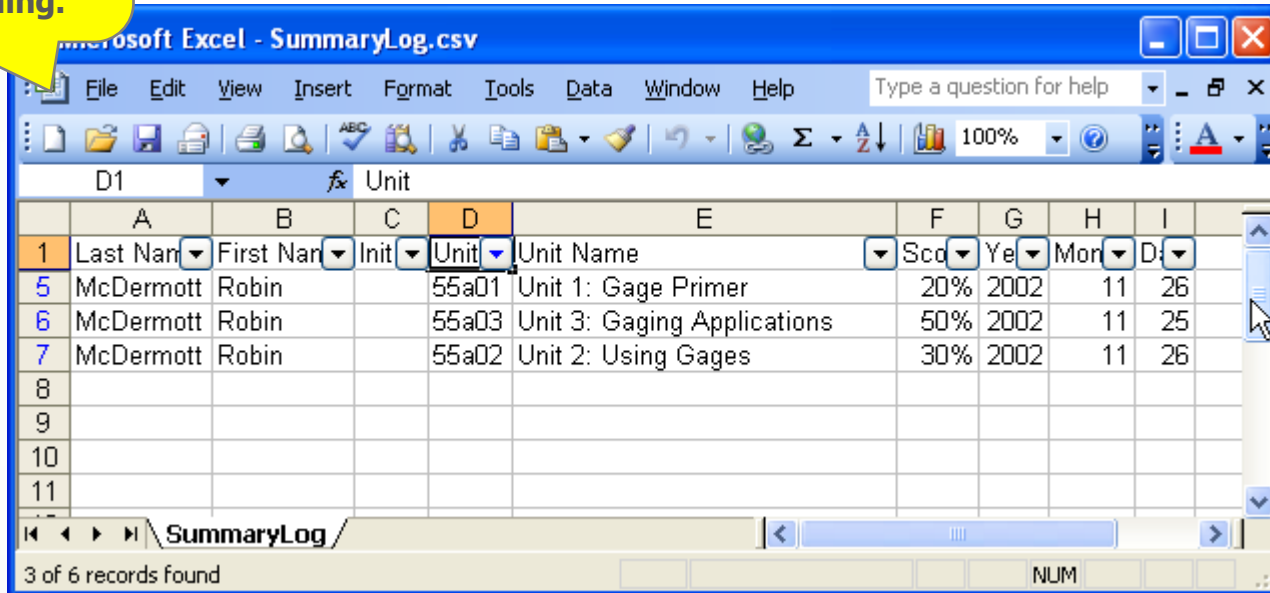
We are not able to provide you with additional support in viewing your records in MS Excel.

Viewing the Data in Microsoft Excel®

By using the custom option in Auto Filter, you can generate very specific reports without a lot of programming.

Here are just a couple examples of reports you can create:

- View all learners who completed a unit since January 1, 2006.
- View all learners who have challenge scores of less than 70%.



Microsoft Excel - SummaryLog.csv

	A	B	C	D	E	F	G	H	I
1	Last Name	First Name	Unit	Unit Name	Score	Year	Month	Day	
5	McDermott	Robin	55a01	Unit 1: Gage Primer	20%	2002	11	26	
6	McDermott	Robin	55a03	Unit 3: Gaging Applications	50%	2002	11	25	
7	McDermott	Robin	55a02	Unit 2: Using Gages	30%	2002	11	26	
8									
9									
10									
11									

SummaryLog / 3 of 6 records found

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Using the Log Reader for More Info

