

Logging In

Administrator Login for First Time

The screenshot shows a web browser window titled "QualityTrainingPortal.com - Training for Quality and Productivity Improvement". The page header includes "DEMO Learning Management Center" and "Learning Management Center" with the "resource engineering" logo. A welcome message for "Ray Mikulak" is displayed. A sidebar on the right shows the user is logged in as "Ray Mikulak" and provides contact information. The main content area contains instructions for administrative setup. Three yellow callout boxes provide additional guidance: one points to the "DEMO" text, another explains the "IMPORTANT" instruction about customizing training news, and a third points to the "administration" button.

DEMO Learning Management Center
Learning Management Center

resource engineering

You are logged in as:
Ray Mikulak
Your Training Admin:
Ray Mikulak
802-496-5888
raym@reseng.com

start training

administration

return to news

exit

IMPORTANT:
Customize your Training News; see QualityTrainingPortal.com/xxx for sample "Training News" scripts

You can add the name of your organization when in the Administration mode

This button appears only for the Administrator

1. 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.

2. In the Administration area, enter information about your company, your contact information, and your initial Training News. Be sure to click on the Save and News button.

3. You may wish to further set-up your training by clicking on the Set-Up/Review Records button, but the default settings are the most typical, so it may not be necessary.

INSTRUCTIONS
To begin your training, click on the Start Training button.

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Customizing Your Training News

The screenshot shows the 'Administration' page of the Learning Management Center (LMC). The page is titled 'QualityTrainingPortal.com - Training for Continuous Improvement' and 'DEMO Learning Management Center Administration'. It contains several sections:

- Customization Section:** A form titled 'Please enter the following information to customize the LMC:'. It includes fields for 'Name of company*' (filled with 'DEMO'), 'Information About the Training Administrator' (First Name: Ray, Last Name: Mikulak, E-Mail Address: raym@reseng.com, Phone Number: 802-496-5888), and a 'Global Passing Score' field (filled with '0').
- Training News Section:** A section titled 'Please enter your training news and information.' containing a text area with the message: 'MESSAGE TO THE ADMINISTRATOR: IMPORTANT!!! BEFORE TRAINING...'. Below this is an 'INSTRUCTIONS' box that says: 'Please add information about the training administrator as well as news. We recommend that you keep your news fresh and relevant.'
- Right Sidebar:** A sidebar on the right shows the user's name 'Ray Mikulak', their email 'raym@reseng.com', and several buttons: 'set-up/review news', 'save information & news', 'exit administration', 'set passing scores', 'return to news', and 'exit'. There is also a link for 'Check Course File Versions'.

Yellow callout boxes provide the following instructions:

- IMPORTANT:** Save after entering information by exiting administration.
- Add the name of your organization here (pointing to the 'Name of company*' field).
- Enter information on your Training Administrator here (pointing to the 'Information About the Training Administrator' fields).
- Add your news here. News can include whatever information you wish to communicate to your users. (pointing to the 'MESSAGE TO THE ADMINISTRATOR' text area).

Setting a Global Minimum Passing Score

The screenshot shows the 'Administration' page of the 'DEMO Learning Management Center'. The page title is 'QualityTrainingPortal.com - Training for Quality and Productivity Improvement'. The user is logged in as 'Ray Mikulak'. The 'Global Passing Score' field is currently set to 0. A dialog box titled 'Maintain Minimum Global Passing Score' is displayed, warning that there is no score set and requesting a number from 1 to 100. A yellow callout bubble points to the 'set passing scores' button, stating: 'You can set a Global Passing Score; if learners do not achieve (at least) the minimum passing score, their tests results will not be saved'. The page also includes a 'MESSAGE TO THE ADMINISTRATOR' section with instructions and a footer with copyright information for Resource Engineering, Inc.

QualityTrainingPortal.com - Training for Quality and Productivity Improvement

DEMO Learning Management Center
Administration

resource engineering

You are logged in as:
Ray Mikulak
Your Training Admin:
Ray Mikulak
802-496-5888
raym@reseng.com

Please enter the following information to customize the LMC:
Name of company*: DEMO * Denotes a required field.

Information About the Training Administrator:
First Name*: Ray
Last Name*: Mikulak
E-Mail Address*: raym@rese
Phone Number*: 802-496-5888

Global Passing Score
0

Maintain Minimum Global Passing Score
There is no Global Passing Score set for all challenges.
Please enter a number from 1 to 100:
OK Cancel

set-up/review records
save information & news
LMC Version: v
[Check Course File Versions](#)
exit administration
set passing scores
return to news
exit

MESSAGE TO THE ADMINISTRATOR
IMPORTANT!!! BEFORE TRAINING BEGINS
Print out this information before proceeding by clicking on the Print button.
1. Click on the Administration button and select the Administration button. Enter your name and a password and click on the check box. An administrative user is VERY IMPORTANT!!! You are now logged in as yourself. Confirm that you are satisfied with the information 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.

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Accessing Learner's Records

QualityTrainingPortal.com - Training for Quality and Productivity Improvement

DEMO Learning Management Center Administration

Please enter the following information to customize your training:

Name of company*: DEMO

Information About the Administrator:

First Name*: Ray
Last Name*: Mikulak
E-Mail Address*: raym@reseng.com
Phone Number*: 802-496-5888

Please enter your training administrator's name and password:

MESSAGE TO THE ADMINISTRATOR:
IMPORTANT!!! BEFORE TRAINING
Print out this information before proceeding.

1. Click on the Administration button and select the Set-up/review records button. 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!!! You are now logged in as yourself. Confirm that you are logged in as yourself and then select the Admin Admin button.

Callouts:

- View/modify/add learners** (points to the Maintain Users button)
- Backup training records periodically** (points to the Backup log files button)
- Build a report of training records** (points to the Log Summary button)

Right Panel:

Your Training Administrator:
Ray Mikulak
802-496-5888
raym@reseng.com

Buttons: set-up/review records, save information & news, exit administration, set passing scores, return to news, exit

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


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

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For additional information about administering training, click on the Help button. (See the Next Screen)

Additional Help Information

Help System Menu

Show Tools  QualityTrainingPortal

Mouseover the buttons for a description of the Help System Item. Click on any of the buttons to go to that item.

- How the Training Works
- How the Challenges Work
- Getting the Most from the Training
- Technical Support
- License Agreement
- Program Registration
- Tips and Info for Administrators**

Help System Contents

This is a special area for training administrators that will describe how to administer the training.

Help System Topics

- exit
- help system menu
- table of contents
- Navigation icons: back, forward, search, etc.