STUDENT
LMS Quick Start
GUIDE

PROTECH
SKILLS INSTITUTE

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QUICK INFO / TECH SPECS:

Website Address: lms.protechskillsinstitute.org

To Login:

Your username is your email address

If You Forgot Your password, click the link above Sign-In on the Login page. (It can also be changed by your Training Director.)

Learning Management System Accessing Machine Needs:

- Wifi Capable
- Administrative rights to connect to local Wifi
- Administrative rights to add a program

Acceptable Operating Systems:

⊞ Windows 8, 8.1, or 10

 Mac OS X 10.7 Lion or Newer

 Chromebook

 iPad iOS 11 or Newer

 Android

Acceptable Browser Combinations:

⊞ **If Windows:** An up-to-date version of Edge, Firefox, or Chrome

 If Mac: An up-to-date version of Safari, Firefox, or Chrome

 If Chromebook: Up-to-date

 If iPad: An up-to-date version of Safari, Firefox, or Chrome

 If Android Tablet: An up-to-date version of Chrome

Where to ind LMS speci ic help: system-support.protechskillsinstitute.org (available from every page of the LMS)

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Important Notes:

Use of the Outside Transformer Simulator does require a Windows Operating System either on a Windows machine, or on a Mac using virtualization software like Parallels.

Use of the Inside Transformer Simulator requires a Windows Operating System either on a Windows machine, or on a Mac using virtualization software like Parallels.

The screen size of devices smaller than 7 inches have significantly reduced real estate to display content and may not be the best experience for the learner.

Specifics about the most common machines:

	Access System	Open All Online References	Interact with All LMS Quiz Components	Support use of the Online Assessments System	Inside Transformer 3D Simulator	Outside Transformer 3D Simulator	Electrical Theory Simulator
Windows	☑	☑	☑	☑	☑ [1]	☑ [2]	☑
MacBooks	☑	☑	☑	☑	☑ [3]	☑ [3]	☑
Chromebooks	☑	☑	☑	☑	⊘	⊘	☑
iPads[4]	☑	☑	☑	⊘	⊘	⊘	☑
Android Tablets[4]	☑	☑	☑	⊘	⊘	⊘	☑
iPhones[5]	☑	☑	☑	⊘	⊘	⊘	⊘
Android Phones[5]	☑	☑	☑	⊘	⊘	⊘	⊘

1. The Inside Transformer Simulator will require the ClickOnce browser add-on

2. The Outside Transformer Simulator will require the ClickOnce browser add-on and is touch capable

3. To access either Transformer Simulator with this machine a Windows OS will need **to be** installed using virtualization software like Parallels

4. The screen size of devices smaller than 7 inches have significantly reduced real estate to display content and may not be the best experience for the learner.

5. These devices are capable for accessing all coursework but will limit user interaction to the point of not being suggested as viable as the standalone training/learning device.

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LMS NAVIGATION:

Home: Basic homepage, important recommendations, and directions to help

My Courses: Courses in which the logged in user has been enrolled

Course Catalog: All courses available to the training program. If you have enrollment in the course, you may access from the catalog. If you do not, you will be notified of no access – access is granted only from enrollments made in the Training Management System.

Reports: Based on user role, reports vary:
- Students may view personal work.
- Instructors may see an individual student's work or groups of students' work if they are enrolled as the instructor for those students in specific sessions of courses.
- Program Administrators may see an individual student's work, groups of students' work for specific instructors, and each of their instructor's sessions.

Instructors' Lounge: lms.protechskillsinstitute.org – Viewable only to instructors and Program Administrators. Place to access the blog, instructor and Program Administrator training information.

Assessments: The assessments button provides access to the Test Generator system. This system with permissions allows you to create tests that can be delivered and proctored to students.

FURTHER NAVIGATION:
- **Web Resources:** External links to websites relative to the lesson topic. Visible to all roles and usable by students and instructors to augment training.
- **CourseWare Study Plan and Enhanced Materials:** Links to interactive activities, media clips, and reference material.

ADDITIONAL COURSE NOTES:
- Some courses will have a Certificate of Completion available when all course materials have been completed successfully.
- Quizzes, Lessons, and Courses each may have minimum requirements set for access to things like; Review of a quiz, Access to a certificate or lesson, information is displayed in the system as appropriate.

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ADDITIONAL COURSE NOTES (continued):

- **Introductory Information:** This is a summary description of the lesson topic with often vitally important information for successful completion of the lesson quiz and possible exam questions.
- **Learning Objectives:** These are the knowledge, skills, and abilities to be accomplished once the lesson has been completed.
- **Web Resources:** External links to websites for digging deeper into relative information about the lesson topic.
- **CourseWare Study Plan and Enhanced Materials:** Links to interactive activities, media clips, and reference material.
- **Lesson Activity:** When present, these are the lesson quizzes that are the main component of the homework.

LESSON QUIZZES:

- The first attempt is the attempt averaged into the course grades.

- Users may attempt a lesson as many times as they choose.

- Users may see all of the answers and solutions notes upon submission of first attempt.

- All attempts are individually reviewable.

- Logout of the system, due to inactivity, is set at 45 minutes.

- When logged out or choosing to log out, a return to a lesson quiz remembers all work completed – meaning, a user may begin a lesson or lessons and return to them at later times or dates before fully completing and submitting, without fear of losing work.

THINGS YOU NEED TO KNOW:

- The Courseware is a training model that is utilized by the training center administrators.

- The LMS (Learning Management System) is a content management and delivery tool for accessing training and participation results.

- At times, the system will inform you when you need to use another browser over another.

- Machines used to access the LMS should stay up to date with software including but not limited to their operating system.

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THINGS YOU NEED TO KNOW (continued):

- The Help Videos for advanced question types are accessed from any of the advanced style of questions. Success on those question types without viewing is very low.

- Often, references to lessons point to help videos.

- Students may not submit errata.

- LMS Support may be accessed by all users. There, they will find answers to FAQs, Hot Topics, and solutions for most if not all access concerns.

- LMS Support can be accessed via links placed on every page of the LMS.

- The first line of support is the instructor. Being aware of all of the help videos, what is available with support, and knowledge of all of the elements within the topics being taught from the LMS are minimum needs.

- LMS users systems must be wifi capable and they must have the adminsitrative ability on their system to connect to a local wifi.

QUESTIONS/SUPPORT:

If you have specific questions about particular devices, or are having issues with any items listed above, please look for your specific issue in the Support Knowledge Base, or if you're unable to find a solution, submit a support ticket.

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