learning your way

informetica

Participant

Revision 14-3

Table of Contents

1. Welcome to Informetica

In this manual, you will be introduced to the basics of taking an online course using Informetica. The manual will take you step-by-step through registration, logging into Informetica, taking an online course, managing your course calendar and interacting with instructors and other participants.

Topics Covered In This Chapter

1.1 Introduction

Informetica is a web-based Learning Content Management System designed to provide functionality that is easily accessible without needing to install software. The Informetica LCMS was built with the end-user in mind, for user-friendliness and ease of access forefront in its architecture. First time users can easily navigate through self-registration, online training and personal account management.

This manual has been written as a guide for all Informetica participants. Therefore, it may reference features that do not apply to your Informetica system and features may be named differently due to customizations specific to your site. Additionally, some systems have customizations they may not be covered in this manual. Please keep in mind that Informetica itself is under constant development and some differences between the live application and this manual may occur.

1.1.1 Disclaimers

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1.1.2 Restrictions

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1.2 System Requirements

Informetica is accessible via any platform with internet access and requires a minimum of 56 Kbps connection speed.

No third party programs are required to access Informetica. However, course content, such as flash files, may require 3rd party plugins to view.

It is recommended that you view Informetica using a current web browser that has JavaScript enabled. Informetica always tests system upgrades and client content on the most current version of a web browser.

1.2.2 Supported Files

Informetica supports all standard web based media formats, as well Microsoft office suite file formats and Adobe PDF. Other supported formats include SCORM, AICCS and Engage packages. A detailed list of supported file formats is shown below. Your specific set up may have different options depending on your needs.

File Type	File Extension
Images	bmp, gif, jpeg, .jpg, pcx, png, psd, tif, tiff
Documents	doc, docx, csv, htm, pdf, ppt, pptx, rtf, txt, wpd, xls, xlsx, xml, zip
Templates	htm, html
Audio/Video	avi, m1v, m4v, mid, midi, mov, mp3, mp4, mpeg, mpg ,sfw, wav, wmv

1.3 What is Informetica?

Informetica is a Learning Content Management System (LCMS) that allows students to take courses online. Instructors have many options when configuring Informetica so you may access your courseware, take tests, interact with instructors and other students, access learning resources and much more.

As a participant a few simple steps gets you started on your way to self-improvement! User-friendly tabs and icons lead you through your learning experience with no technological intimidation. Ease-of-use equals effective learning.

1.3.1 Aims

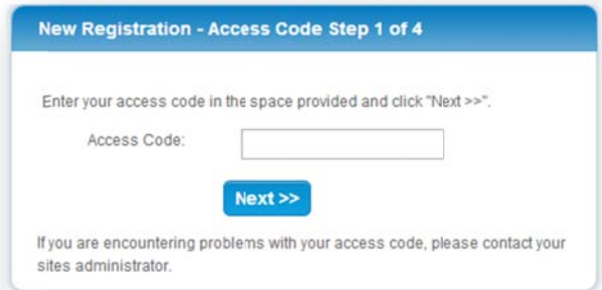
- To prepare you for using an online learning environment.
- To create a unique educational environment.

1.3.2 Objectives

- Ability to navigate within the Informetica Learning Management System.
- Interact with students and the course instructors.

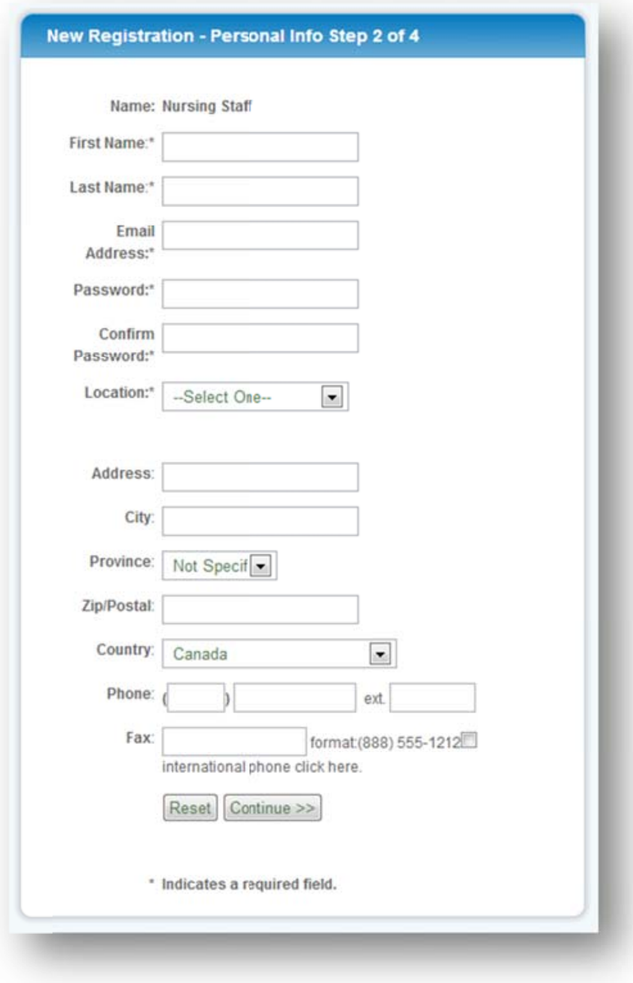
1.4 Registration

Some systems may require that you create a new account if you do not already have one. Go to the course website address provided to you and follow these steps to register for your courses. Select "Do you have an access code?"

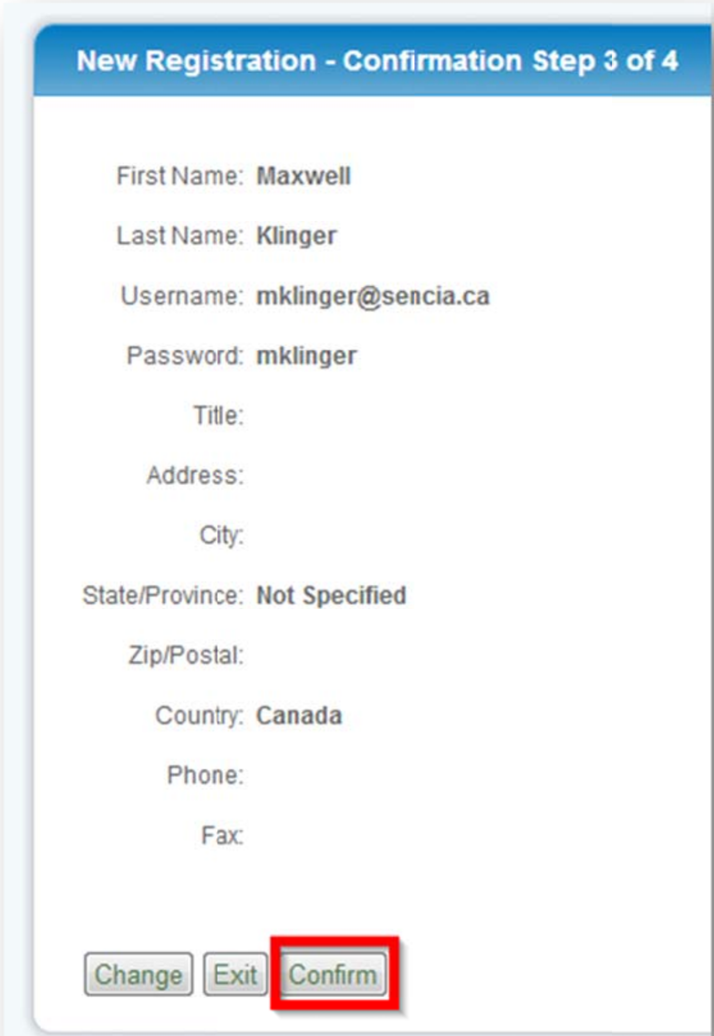


Step 1: Enter the Access Code you were provided and select **Next**.

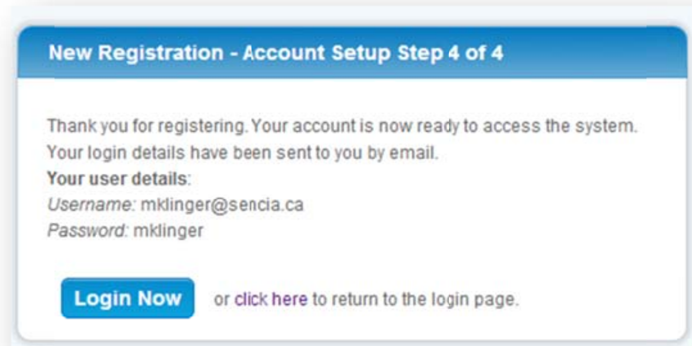
Step 2: Enter your information. Required fields are marked with an asterisk.



Step 3: Confirm that everything you entered is correct.
Select the Change button to fix a mistake or click the Confirm button to complete your registration.



Step 4: Once you confirm, your will be supplied with your user login details. You can automatically login by selecting **Login Now** or select **click here** to return to the login page and log in manually.



1.5 Logging In

You will be required to use a login and password to access your online content. Informetica offers a single, secure login page. Entering your registered email address and the password you chose during registration will grant you access to the system.

1.5.1 Forgotten Password

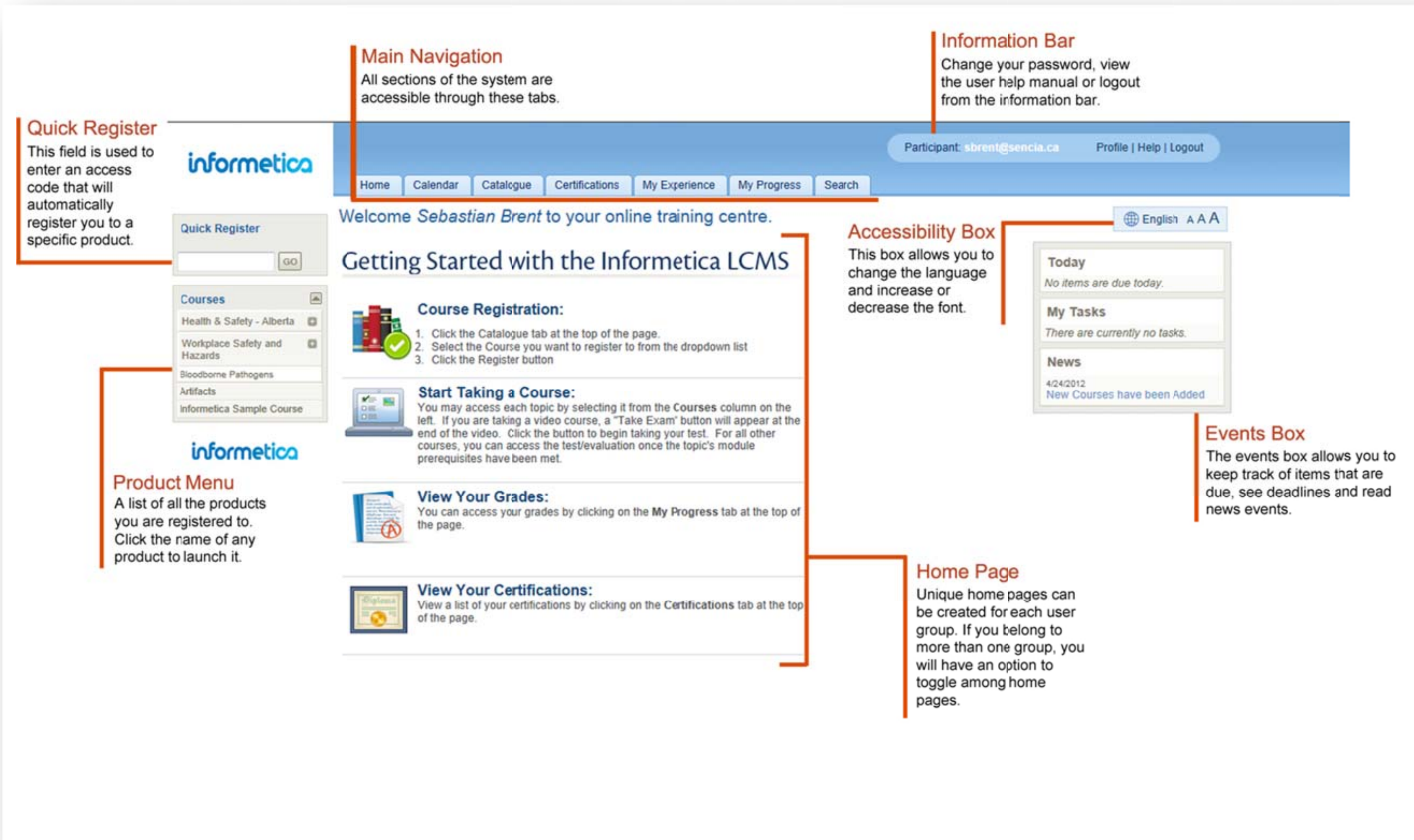
If you have forgotten your password, click the "Forgot Password" link on the login page and then follow the instructions provided.

2. Home Page and Taking Courses

Topics Covered In This Chapter

2.1 Basic Navigation

Once you are logged in to Informetica, you are brought to the home page. From the home page, you can access your assigned courses, change your password, logout, change the language you view the LCMS in and view events, news and tasks. Not that not all of the features listed here may be available on your system. Features may also be named differently, but the functionality will be the same.



2.2 Main Navigation

All sections of the system are accessible through the Main Navigation tabs at the top. You have access to your own transcripts, and can work through products just as a participant can. For more information in these areas, please see the Participant Manual.

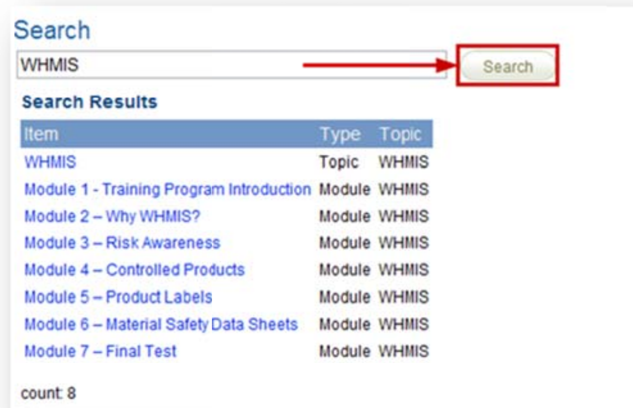
Home: This tab will always return you to the home page.

Calendar: This tab will take you to the calendar where you can view or add personal tasks.

Catalogue: If available, this tab contains a list of Products (courses) that are available for participants.

Transcript or My Progress: Only one will be available. Transcript will show you passing and failing grades as well as incomplete attempts for every product you are registered to. My Progress contains the same information as Transcript as well as certification information progress, if applicable.

Search: This tab allows you to enter simple search terms to look for something in the system. The returned results are also links that you can click to go directly to the item.



2.3 Information Bar

Displays your user login status and contains the following links:

Profile: Click this link to update your account information and password.
Help: Click this link to open a copy of this manual.
Logout: Click this link instead of simply closing the browser window to ensure that any changes you have made will be saved and that your session will be properly recorded.

2.4 Quick Register

If available, this field is used to enter an access code that can automatically register you to specific products.

2.5 Course Menu

The course menu on the left is an interactive list that lets you launch any courses that you are registered to. Simply click the name of any course to begin. You can hide or show this menu by clicking the triangle at the top of the menu. Here is a guide to some of the colours and symbols you may see on this menu:

Runway Condition Reporting Products that show up in **teal** have completion rules assigned to them and that have not yet been finished.

Wildlife Control Plan Products that show up in ***green italics*** have completion rules assigned to them that have been finished. For example, there may be two exams in the product that must be passed for the product is considered complete.

Equipment Operation Items in the list with a plus symbol before the name are courses that are bundled together. Click the plus symbol to expand the list. Click it again to re-collapse the list.

!Airports 101 Items in the list with an exclamation before the name are courses that have been granted an extension.

2.6 Accessibility Box

This box allows you to change the language and the size of the font on the page.

English: Click English to change the language you view the page in if multiple languages are in use by your system.

aAA: Click A A A to change the font size you view the page in. Click the leftmost A to view in the smallest font and the right most A to view in the largest font.

Page Link: Page Link If your LMS is configured for this option, you can create a direct URL link to any Informetica page to send to other users. Users who click the link will be prompted to login and then will either be directed to the destination page or will see a message that they do not have access to the destination page.

2.7 Events Box

The events box allows you to keep track of items that are due, see deadlines and read news events. It is typically used as a way to send global messages to all users on the system and to allow participants to keep track deadlines and tasks. Note that not all three items in the example of the events box may be in use on your system.

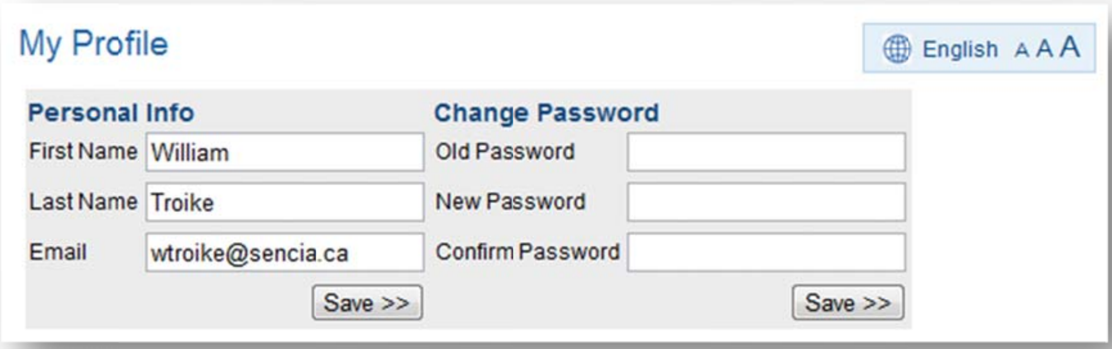
Today: This area shows any items that are due on the current day. This includes automated deadlines.

My Tasks: This area shows self-created tasks entered from the calendar tab.

News: These news items are events set up by site managers.

2.8 Change Password or Profile Information

You can access your user profile at any time by clicking on Profile next to your name in the Status Panel. Make changes to your Personal Info or Change Password and then click the Save button to keep the changes. This information can be viewed by site managers and instructors.



2.9 Taking a Course

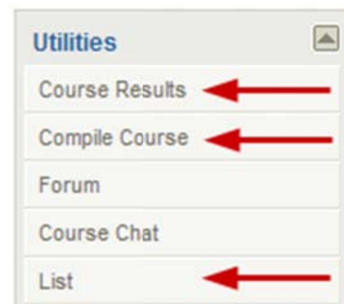
Click the name of any course from your homepage to get started. Some courses will begin automatically (Make sure you have popups enabled on your browser while you take the course) and others may have an introduction page with instructions first. Each course may have unique navigation and this will either be intuitive or there will be instructions.

Some courses may require you to complete items before advancing on to the next items; these prerequisites are shown in red. In the example, each module needs to be viewed in order. The participant cannot access the module "What Do I Have to do?" until they have completed "Why Volunteer".

Once you are within a course, there may be additional tools available such as an overview page or a utilities menu. Not all of these features may be available, depending on your system's set up.

2.10 View Grades

Click the name of any course from your home page to see the Utilities menu. Click **Course Results** at the top. This is an alternative way to check your grades, but only for the specific course that is opened.



2.11 Compile Course

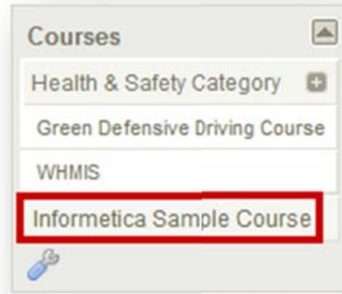
The compile course tool creates a printable, offline version of the course. This compilation will include all text and images, but does not compile SCORM or tests. Click the name of any course from your home page to see the Utilities menu and then click **Compile Course**.

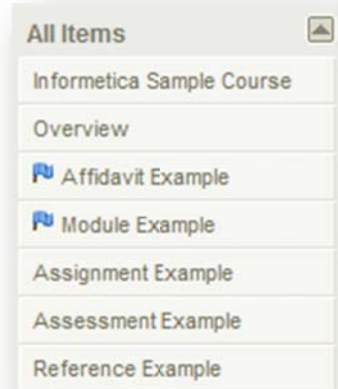
2.12 Participant List

View a list of other participants enrolled to a course you are in. Click the name of any course from your home page to see the utilities menu and then click **List**. Some configurations will also let you email your classmates.

2.13 Review Assets within a Course

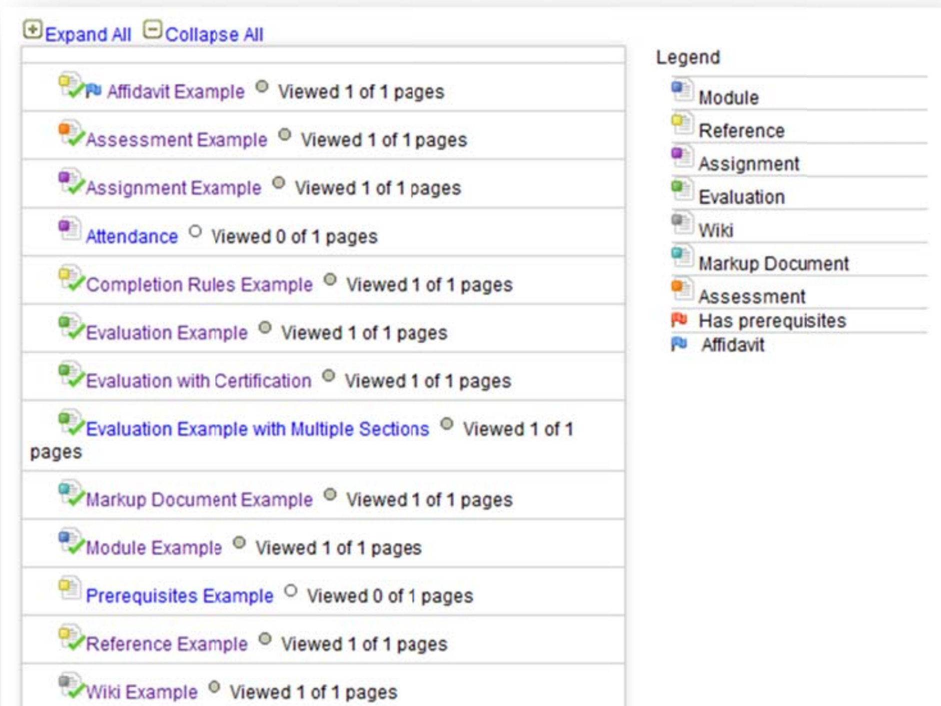
Some courses consist of many different assets. Click the name of any course from the menu on the left side of your home page to each of the individual assets within the product. To view any of the assets, simply click the name to open it.





2.13.1 Overview Page

Some courses may have an overview page that displays all assets available within a course. It shows the asset type, which pages you have visited, and prerequisites.



3. Profile and Journal Entries

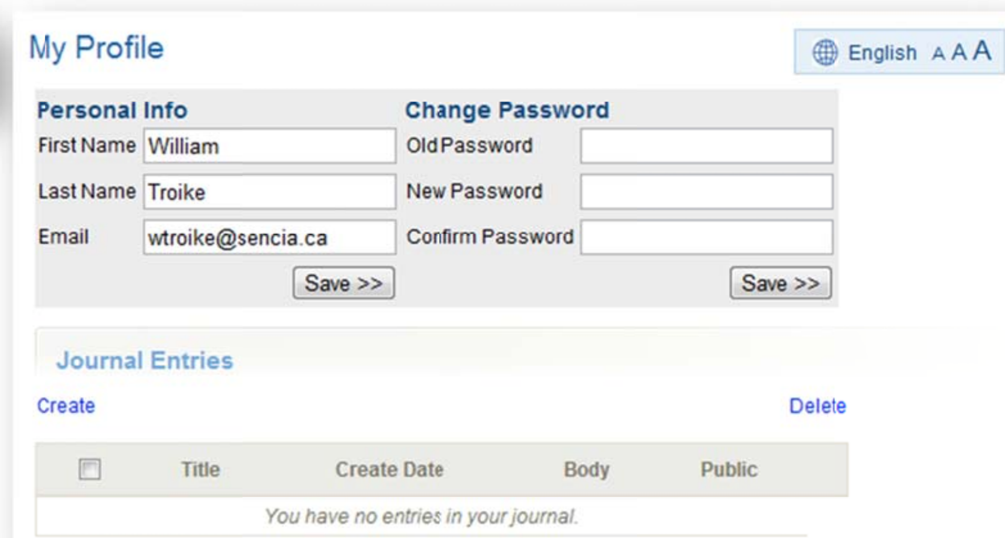
Topics Covered in This Chapter

3.1 Profile

You can access your user profile at any time by clicking on Profile next to your name in the status panel. Make changes to your personal info or change your password and then click **Save**. This information can be viewed by site managers and instructors.

3.2 Journal Entries

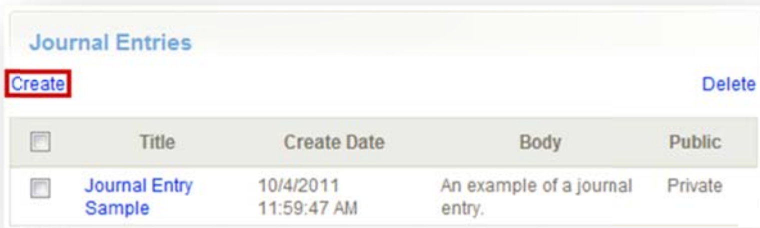
Your participant (student) account includes a journal which is accessed from your profile page. From the journal entries section, you can create, edit or delete journal entries. Journal entries can be set to Private so that they can only be viewed by you or they can be set to public which can be viewed by other students and instructors.

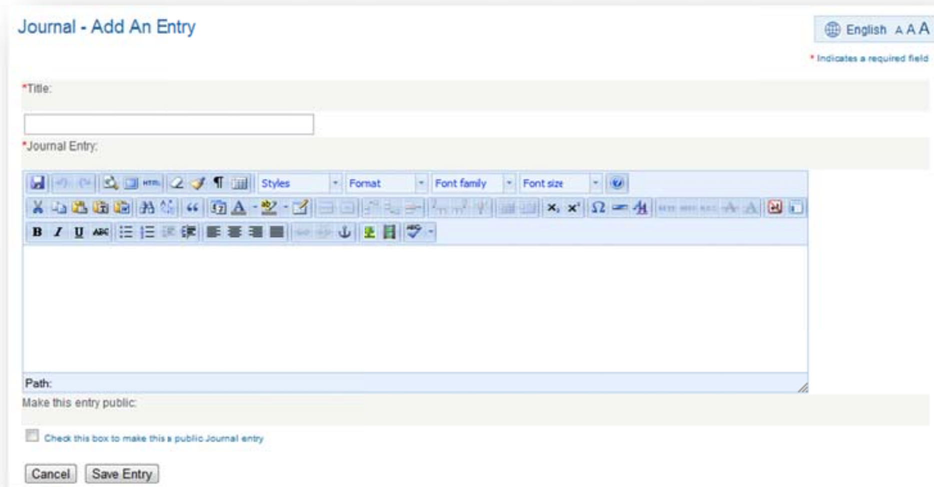


3.2.1 Create a Journal Entry

Journal Entries are created using the Informetica Publishing Window. Please see the next section for more information on using the Publishing Window.

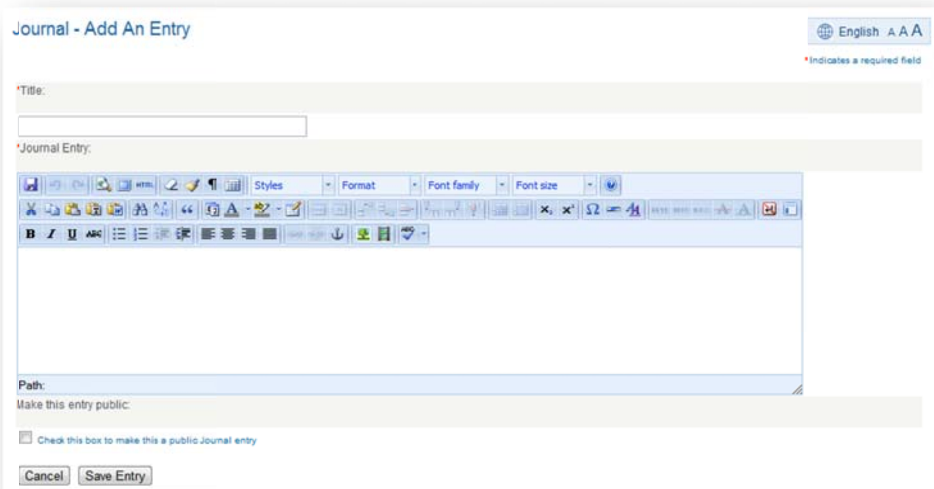
1. On your profile page, scroll down to the Journal Entries section and click Create to open the WYSIWYG editor
2. Enter a Title and text for your Journal Entry
3. Place check in checkbox if you would like to make your Journal Entry Public (leave checkbox blank to set it at Private)
4. Click Save Entry





3.2.2 Informetica’s Publishing Window

Informetica’s Publishing Window utilizes a WYSWYG editor to make it as easy as possible for non-technical users to edit content. A WYSIWYG (pronounced "wiz-ee-wig") editor allows you to see how things will be displayed while the document is being created instead of requiring knowledge of developer code. Informetica’s WYSIWYG editor uses familiar tools found in most popular office programs. WYSIWYG is an acronym for "what you see is what you get". In the Publishing Window, you can format text, add hyperlinks, paste existing content from Microsoft Word and insert tables using familiar tools that are found in most office productivity programs. If you prefer working in code view, simply click the Edit HTML Source button to open the Source Editor. For a complete guide to all the editor tools, please see the Glossary of Publishing Window Tools at the end of the manual.



Spellchecker

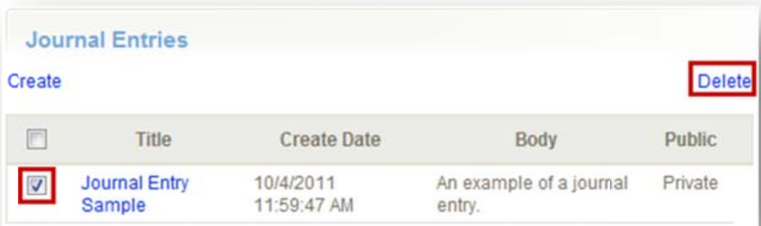
A spellchecker  is available in the publishing window. To use the spellchecker you must toggle the spellchecker button on, located at the top of any publishing window. If a word is spelled incorrectly, a squiggly red line will show up under the word. Click the word to bring up a list of suggestions for the correct spelling or to ignore the misspelling.

3.2.3 Edit a Journal Entry

Simply click on the name of the Journal Entry to open it. Make your edits using the Informetica Publishing Window and click Save.

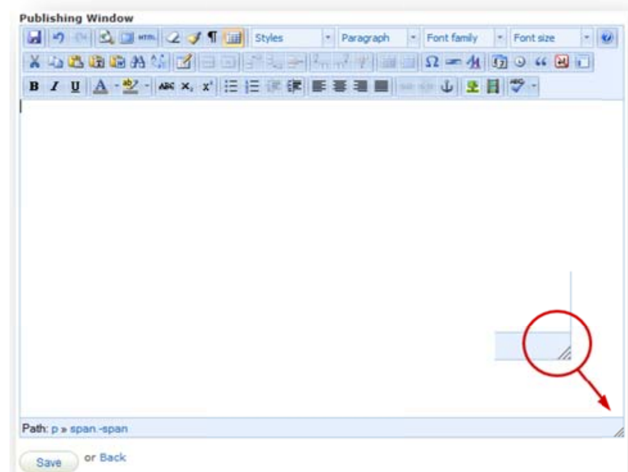
3.2.4 Delete a Journal Entry

Click the checkbox next to the Journal Entry you would like to permanently delete and select **Delete**.



3.2.5 Resizing the Publishing Window

You can easily increase or decrease the height and width of the Publishing Window by clicking and dragging the bottom right corner of the window.



4. Calendar, Tasks, News, and Forums

Topics Covered in This Chapter

4.1 Notification Legend

Several types of notifications can be displayed on a user's desktop calendar or in the News & Task box on their home page. Some events are created by managers, publishers, or instructors, some are personal tasks created by the user, and some are automatically added to the calendar based on the event type and date.

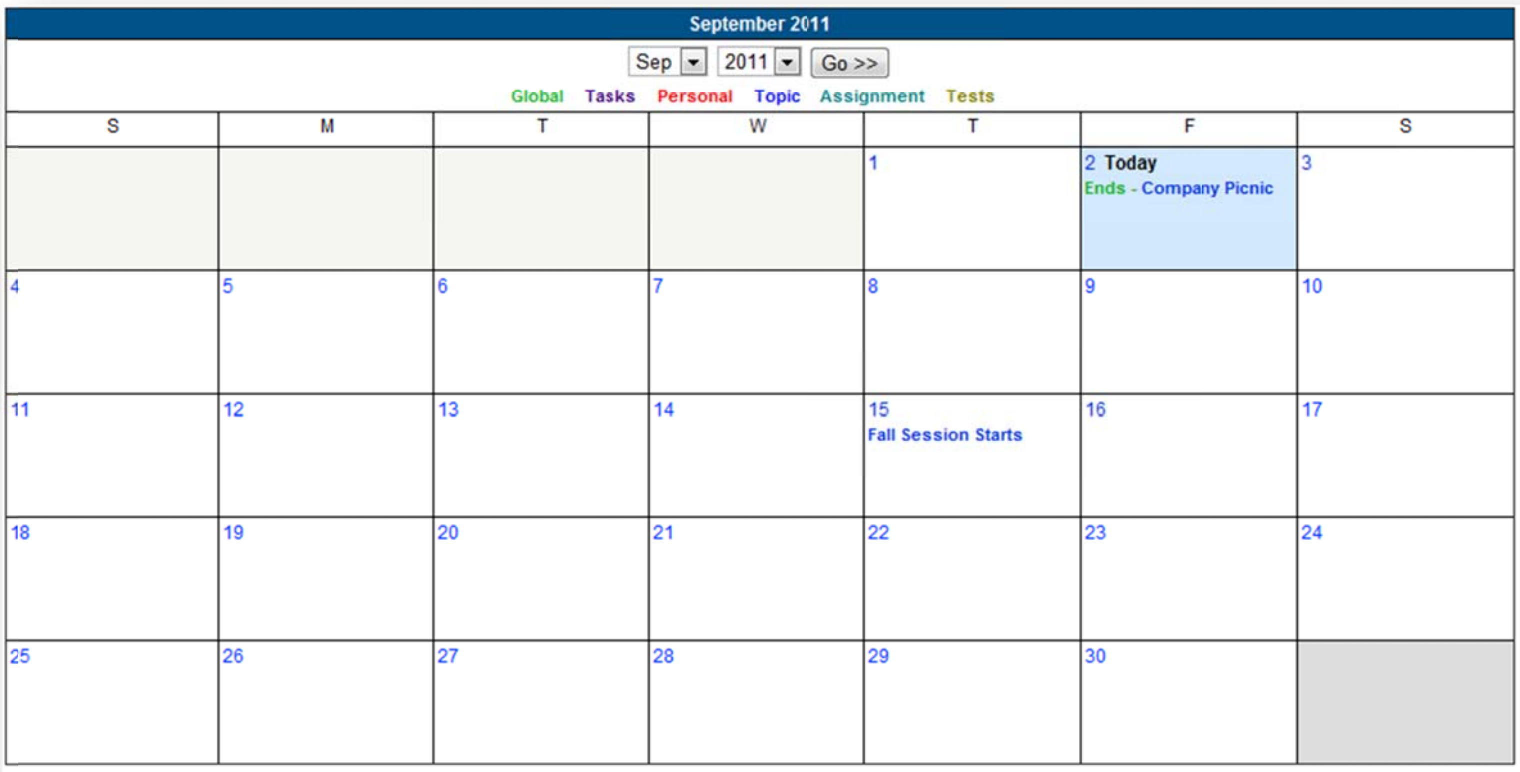
Type	Description	Created by
Assignment	Assignments are added to the calendar automatically based on the due date. **These events are displayed on the calendar in teal**	Automatically Created
Global	Global events are displayed on the calendar for most registered users as well as in the news box on user's home pages. **These events are displayed on the calendar in green**	Site Manager
Personal	A personal event can only be viewed by the user who created it. These are personal reminders for the user and are not necessarily related to their course material or training. **These events are displayed on the calendar in red**	Any User (except Help Desk Users)
Tasks	Tasks are displayed on the calendar for relevant users as well as in the news box on user's home pages. **These events are displayed on the calendar in purple**	Any User (except Help Desk Users)
Tests	Tests are added to the calendar automatically based on the date. **These events are displayed on the calendar in gold**	Automatically Created
Course	Course calendar entries represent the start and end date of any particular course. **These events are displayed on the calendar in blue**	Publishers and Instructors
User Group	This event item will be displayed in the news box on the home page of all users in the particular user group to which it was assigned.	Site Managers and Publishers

4.2 Calendar

Some Informetica systems feature a calendar where users can view events, tasks, and deadlines for courses, assignments, modules, and tests. Items may be added automatically based on their due dates or scheduled by managers, publishers, and instructors. See the News and Task Box section to learn how to add personal tasks to the calendar.

Access the Calendar:
Click the Calendar tab from the main navigation bar at the top.

Site Managers:
From the control panel, select the calendar link.



By default the calendar shows the current month with the current day highlighted in blue. To view a month that is not the current month, use the drop down menus to change the month and year and then press the go button. Click on any event to view more details, who created the event, and the start and end dates.

4.3 My Tasks and News Box

This view is not available to site managers.

Some Informetica systems feature a box on the home page that shows news and tasks relevant to the user.

4.3.1 Today

Today automatically shows assignments and evaluations that have a deadline of today (e.g. the publishing date ends on today's date).

4.3.2 My Tasks

My Tasks keeps track of to-do lists and personal items within Informetica. Tasks may be added by you, a manager, publisher, or instructor. Tasks that you add personally are private and you can opt to view them on the calendar in addition to My Tasks.

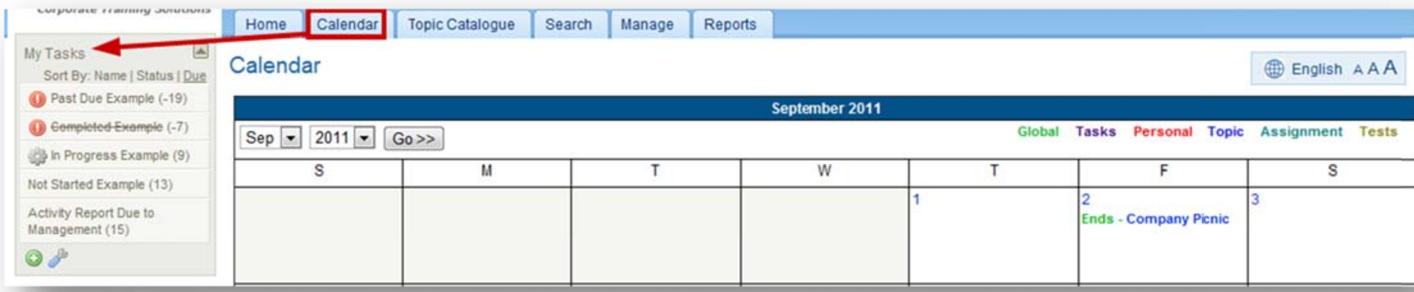
4.3.3 News

News items are added by a manager, publisher, or instructor and show items within a set date range. For example, an event scheduled from March 1-March 15, will not appear in the news box before March 1 or after March 15. The news box lists a maximum of 10 news items at once.

4.3.4 Managing Tasks

This view is not available to site managers.

Open the calendar to view and manage tasks. Click the to collapse or expand the list. The numbers to the right of the tasks indicate how many days until the task is due. A negative number is the number of days it is past due.



Task Icon	Description
No icon	Items that you have not started.
	Items that are in progress.
	Items that are due today or past due.
~~Completed Example~~ (5)	Lined out Items have been completed. Completed items will stay at the top, even when sorted.

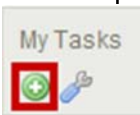
4.3.5 Sort Tasks

Tasks are sorted automatically by due date, but you can re-sort the list to show the tasks alphabetically by name, completion status, or due date. To interact with My Tasks, click the calendar tab from the main navigation bar and use menu on the left. Tasks sorted by status show completed items first, then not started and then in progress.

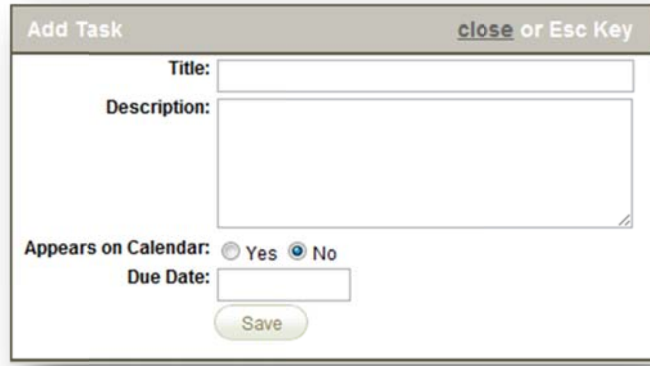
4.3.6 Add Tasks

Participants can only add personal tasks.

1. Open the calendar
2. Click the plus symbol at the bottom of the My Tasks menu



3. Complete the form (an example is shown at right)
4. Save

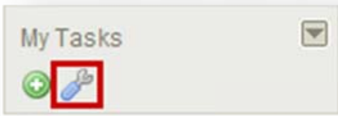


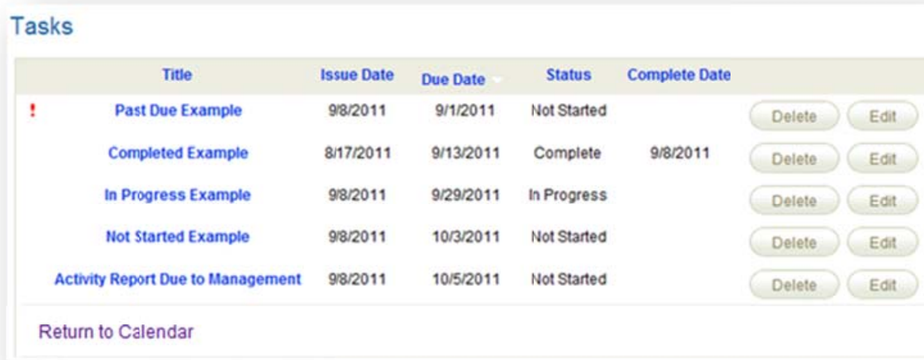
Below is a brief description of the fields.

Field	Description
Title	Add a name for your task.
Description	Enter a description for the task, if desired.
Appears on Calendar	Select yes to see this task on the calendar. Select no to see this task only on the my tasks list.
Due Date	Enter the date by which this task must be completed.
Save	Click Save. Upon saving, the event will be viewable on the my task list and on the calendar if you selected that option.
Close or ESC	Click the close link at the top or press the ESC key to cancel the creation.

4.3.7 Delete and Edit Tasks

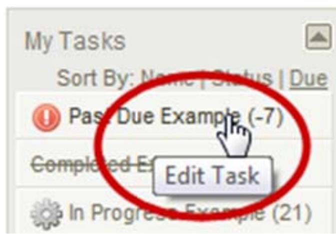
Click the wrench at the bottom of the My Tasks menu to see a list of tasks. You can edit or delete tasks from this page.



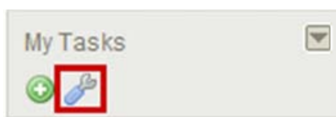


You can edit a task's title, description, status, calendar presence, or due date. There are three ways to edit a task. Make sure to save your changes.

1. Click the name of the task from My Tasks to open the edit task page.



2. Click the wrench at the bottom of My Tasks, and then click the edit button to edit that task.



3. Click the name of the task on the calendar. This will open the manage tasks page. Click the edit button to open the edit task page.

Below is a brief description of the fields:

Field	Description
Title	This is the name of the task.
Issue Date	This is the date that the task was created.
Due Date	This is the date by which this task must be completed.
Status	This indicates if the task is completed, in progress or not started.
Complete Date	If the task is complete, this indicates the date it was completed.
Delete	Click the delete button to remove a task.
Edit	Click the edit button to make changes to the task's title, description, status, appearance on the calendar or due date.

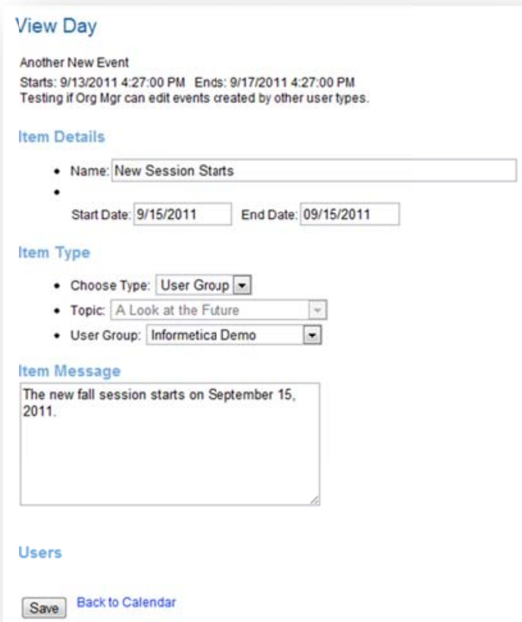
4.4 Managing Calendar and News Events

This option is not available to participants.

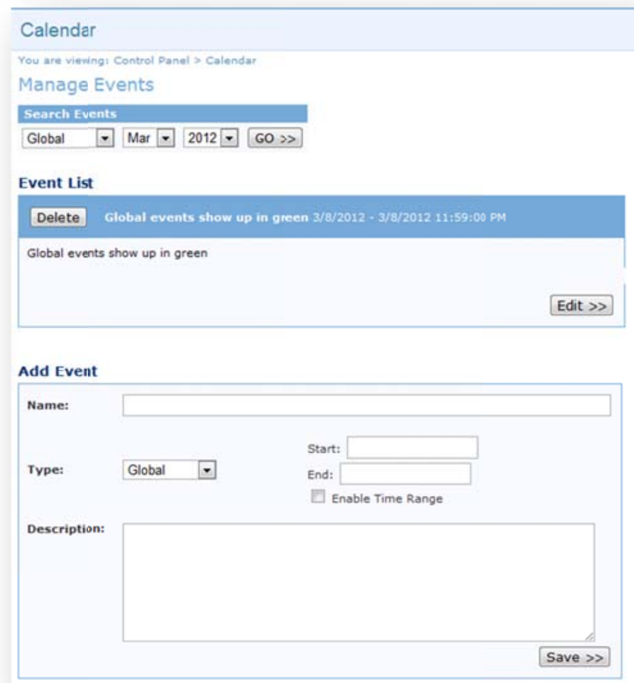
4.4.1 Add and View Events

You can create events and announcements for other users.

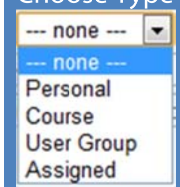
Add and View: From the calendar, click the date for the new event to open the View Day page, fill out the fields (described below), and then save. Existing events, if any, will show up at the top. Item details, item type and item message must all be completed to create a new event.



Site Managers: Click the calendar link, fill out the Add Event fields (described below), and then save. Existing events, if any, will show up under Event List and can be searched for by type and date.

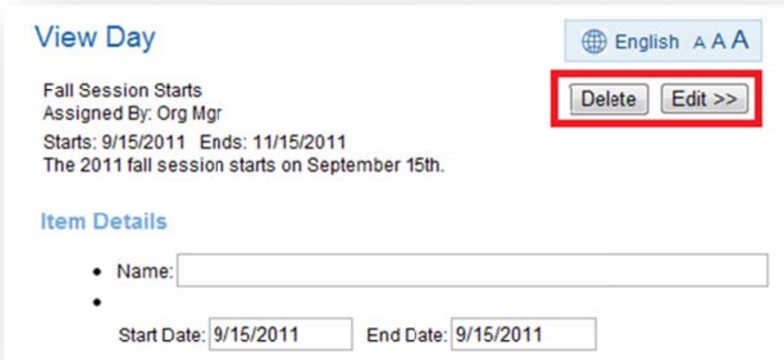


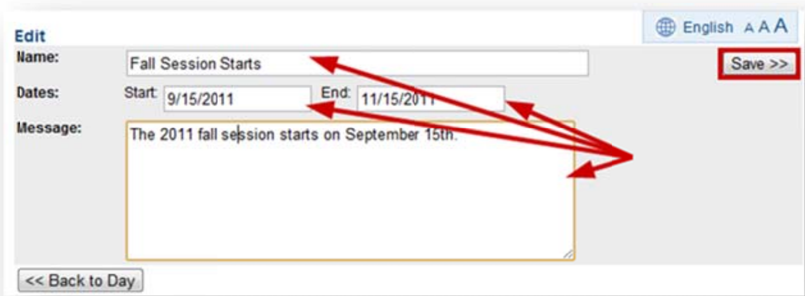
Below is a brief description of the fields:

Field	Description
Search Events	Select an event type, month, and year from the drop down menus, and then click the go button. **Site manager only.**
Event List	A list of events for the current month shows near the top of the page. If there are no events for the current month, you will see the message: "*There are currently no items for this date.* "
Name	Add a name for your event.
Start Date	Enter the start date for the event.
End Date	Enter the end date for the event.
Enable Time Range	You can add a time range to your dates by checking the box before "enable time range". **Site manager only.**
Choose Type 	Choose one type from the drop down menu. Note that not all options below may be available to you. Personal When this type is chosen, it will create a personal event that only you can view; **available to all desktop users** Course When this type is chosen, it will create an event that all users enrolled to the product selected from the Topic field can view; **available to campus admins, campus managers, user group managers, publishers, and instructors** User Group When this type is chosen, it will create an event that users belonging to the selected user group can view; **available to site managers, campus admins, campus managers, and user group managers** Assigned When this type is chosen, it will create an event that only the users selected in the users listing at the bottom of the page can view. **available to campus admins, campus managers, user group managers, and publishers** Global When this type is chose, it will create an event that every desktop user in the system can see. Global events are displayed on the desktop calendar for most registered users as well as in the news box on user's homepage. **available to site managers**
Topic	If you have selected course from the choose type field, then use this drop down menu to select the product. Everyone registered to the selected product will be able to view the event.
User Group	If you have selected user group from the choose type field, then use this drop down menu to select the user group. Everyone registered to the selected user group will be able to view the event.
Message/Description	Enter the text you wish to appear for the event.
Users	If you have selected assigned from the choose type field, then this area will be populated with a multiple select box based in the user groups you belong. Select which users you want to be able to view the event.
Save	Click Save. Upon saving, the event will be viewable on the calendar by the selected users.

4.4.2 Edit and Delete Events

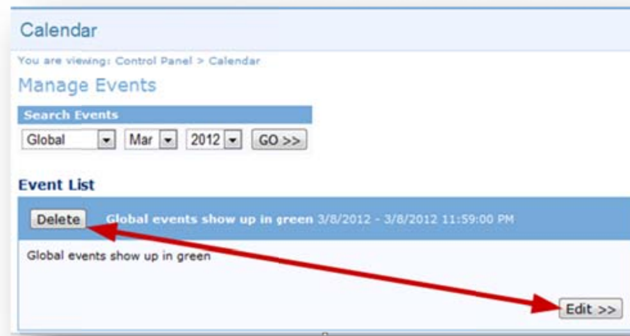
Edit: You can edit the details on events that you have created. Click the event from the calendar to open the View Day page, click the edit button on the top right, make your changes, and then save. You cannot edit global events that are set up by site managers.





Delete: You can delete an event that you have created. Click the event from the calendar to open the View Day page, and then click the delete button on the top right. You cannot delete global events that are set up by site managers.

Site Managers: Click the calendar link and then edit or delete events directly from the Event List. A list of events automatically shows for the current month, but you can also use Manage Events to search for specific events and events in different months: select type, month, and year from the drop down menus, and then click the go button.

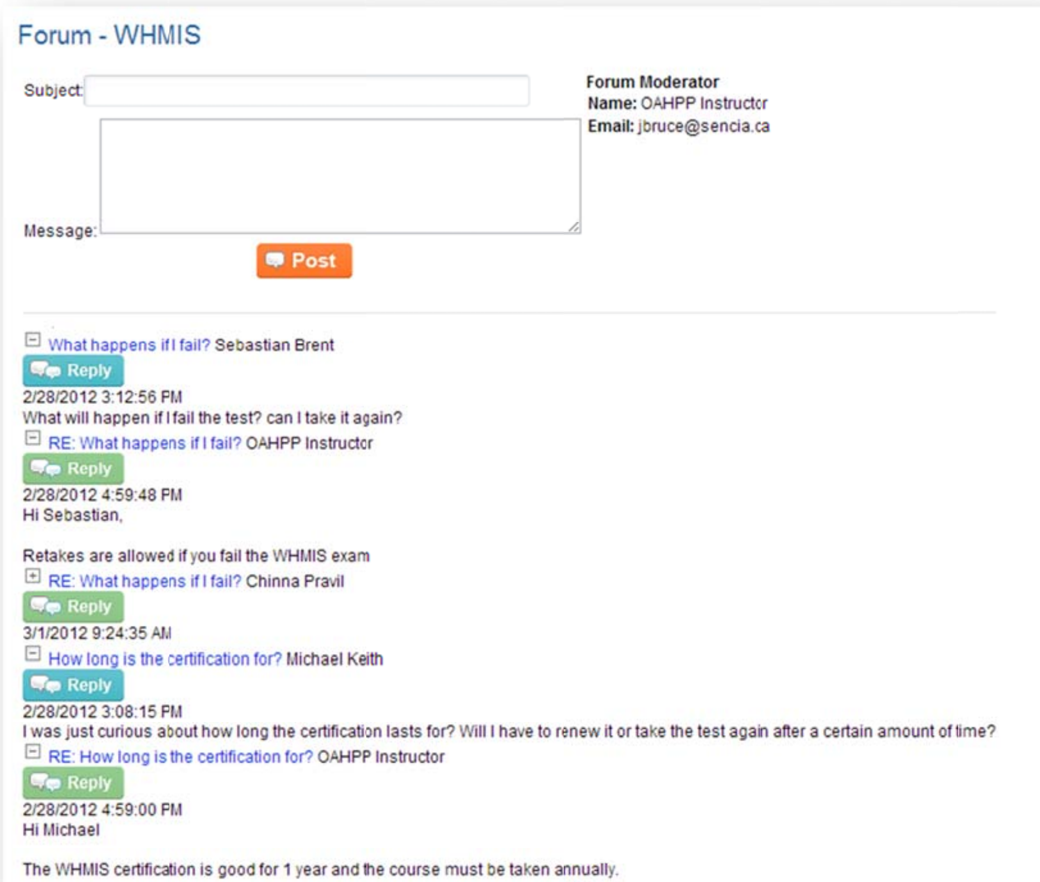


4.5 Product Forums

This view is not available to site managers.

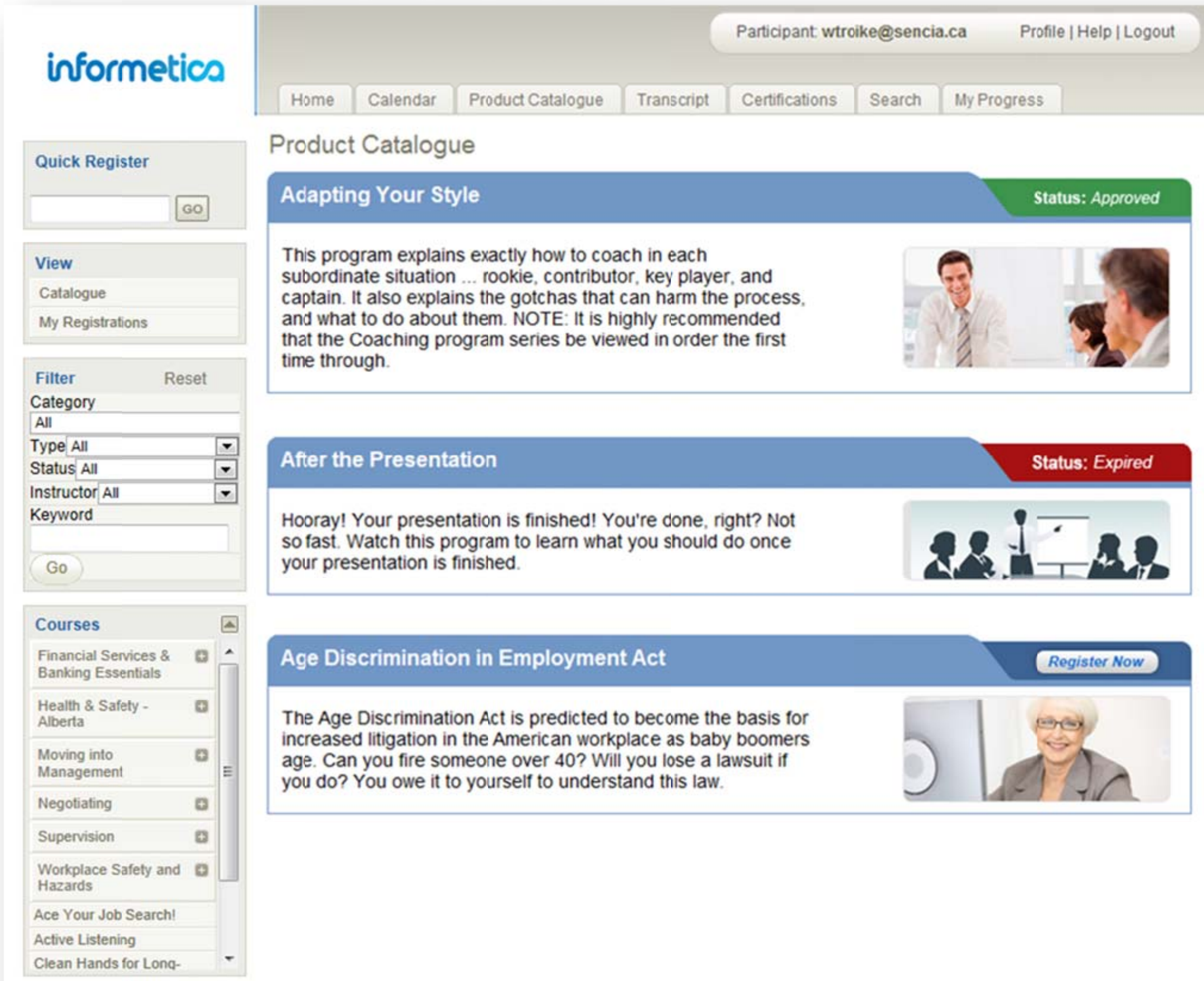
Some Informetica systems use a forums feature. Click the name of any course from your home page to see the Utilities menu and then click the forum link to open the forum board for that course. Everyone with access to the course will be able to read the forum posts.

- **Post a new subject:** fill out the subject and message and then click “Post”.
- **Respond to a post**: click “Reply” next to the post you want to respond to, create your message, and then click “Post Reply”.
- **Read full posts:** click ⊞ (plus symbol) to read full posts.



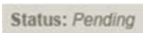
5. Catalogue

The catalogue, if utilized on this system, contains a list of all of the products (courses, topics, etc.) that you are eligible to register for, including products that you are already enrolled to. The catalogue will often also contain a short description of each product. This tab is predominately used by participants.



Some systems are set up so that participants can select items from the catalogue and register for the items they are interested in. Systems may be configured to give participants immediate access when registering in this manner.

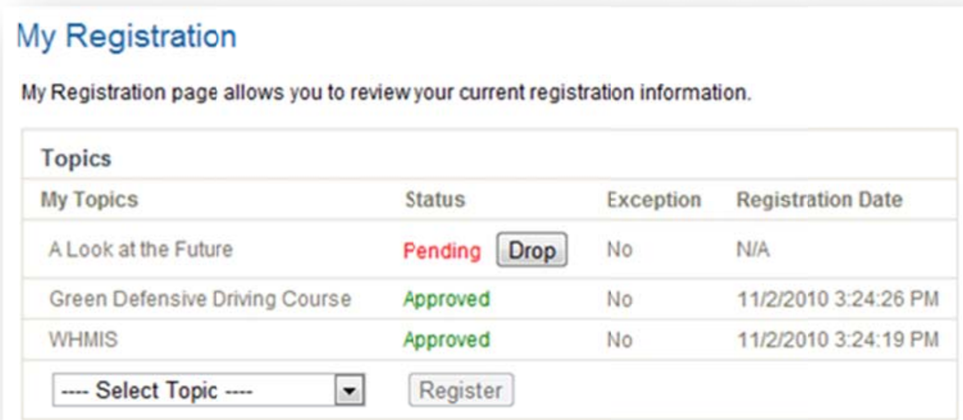
The approved status indicates that you are currently registered for this course.



The pending status means that a site manager has to approve your registration for before you can access the item.

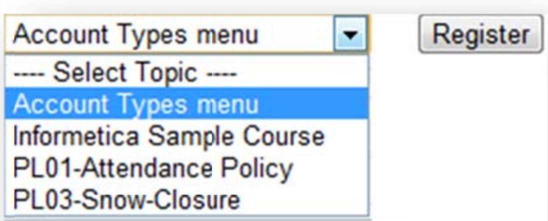
The expired status means you no longer have access to a course due to an expiry date.

You can change the view of this catalogue by using the view menu on the left. Catalogue is the default view, as discussed above. My Registrations will change the view to show only the products you are enrolled to.



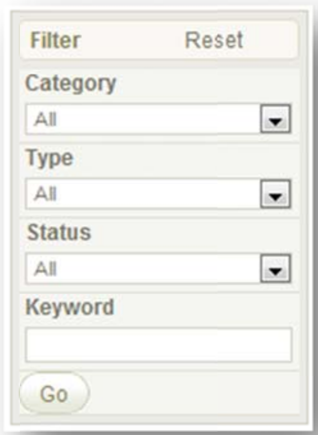
From here you can drop pending products by clicking the 

(drop button) and use the drop down menu to register for offered products.



Filter and Search

You can filter the items you see in the catalogue by the category they belong to, the product type or their status by using the drop down menus. You can also search for specific products by keyword. Note that not all filters mentioned below may be visible on your system. Below is a brief decription of filter options. Below is a brief description of the fields:

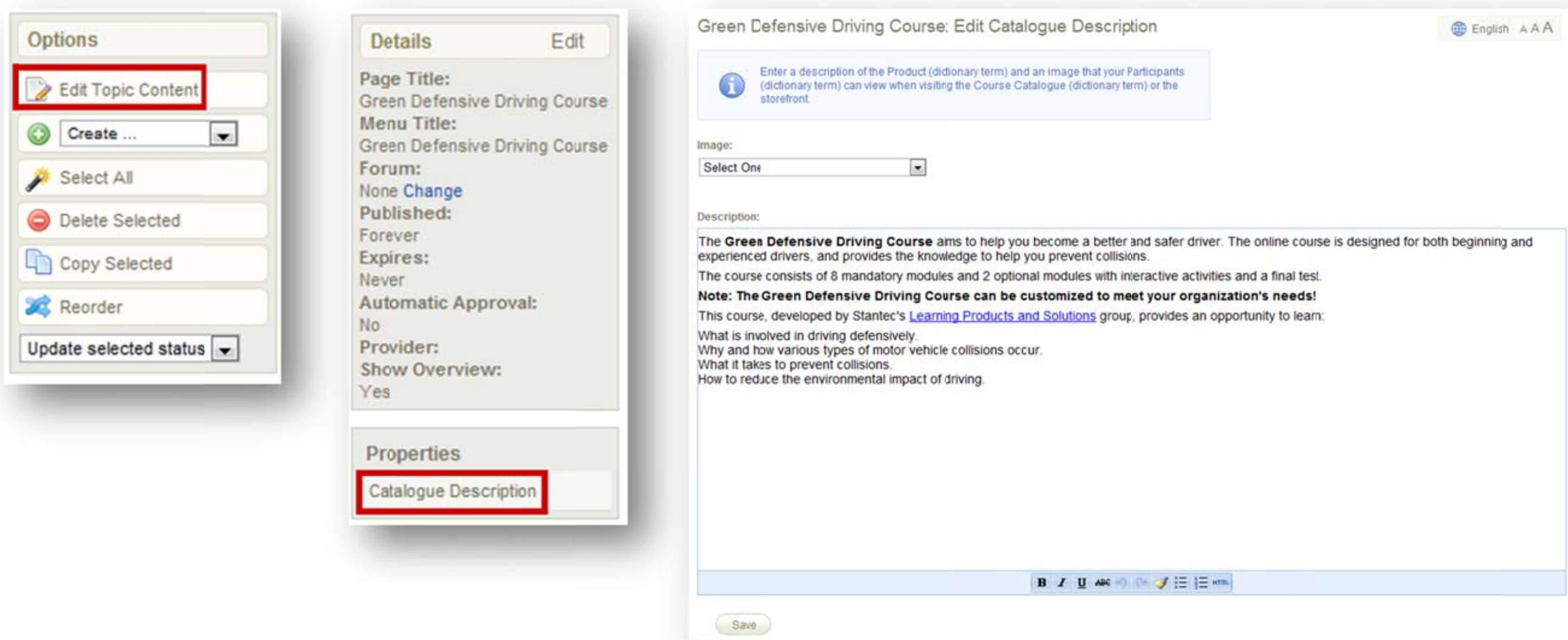


Filter Name	Description
Category	If products have been bundled into categories, this filter will find only the courses listed under selected categories in the catalogue.
Type	For systems that use more than one product type, you can filter to see only one type at a time. This filter is automatically hidden on systems that use only one product type.
Status	Users can filter the list to view only offerings based on one of the four statuses: approved, pending, expired or not registered.
Keyword	Users can enter keyword to help them find offerings in the catalogue. The system will search both the titles and descriptions for the search term.
User Group (not pictured)	This will allow desktop users to filter to see any items within a selected user group that they are allowed access to. This filter can be turned on or off for your system.
Instructor (not pictured)	For systems that make use of the Instructor Led tools, this filter will allow users to filter to see only items led by a specific instructor. Note that this filter is automatically hidden for systems that do not use the Instructor Led tools.

5.1 Edit Catalogue

This option is available only to publishers and campus admins.

Publishers and campus admins can add an image and a description for products in the catalogue page. This will be seen by anyone viewing the catalogue. It also affects the descriptions on storefront for clients using Informetica's e-Commerce feature. Navigate to the manage assets page, by opening a product and then clicking the wrench tool. Click **Edit Topic Content** under the options menu. Click **Catalogue** under the properties section of the left side menu.



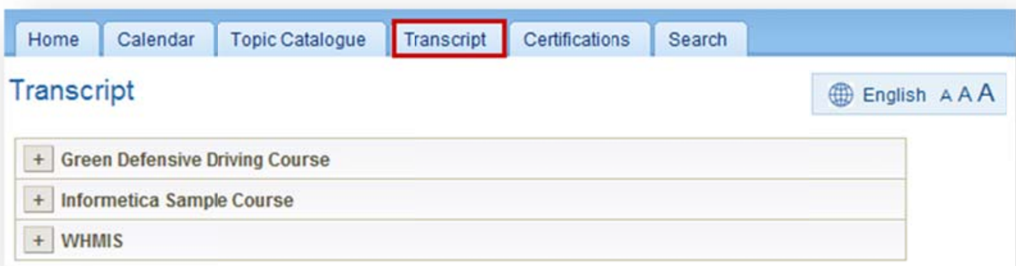
Select an image, if needed. Images must be previously loaded into the product's media library. Edit the description as needed, and click the save button at the bottom when finished.

6. Grades and Certifications

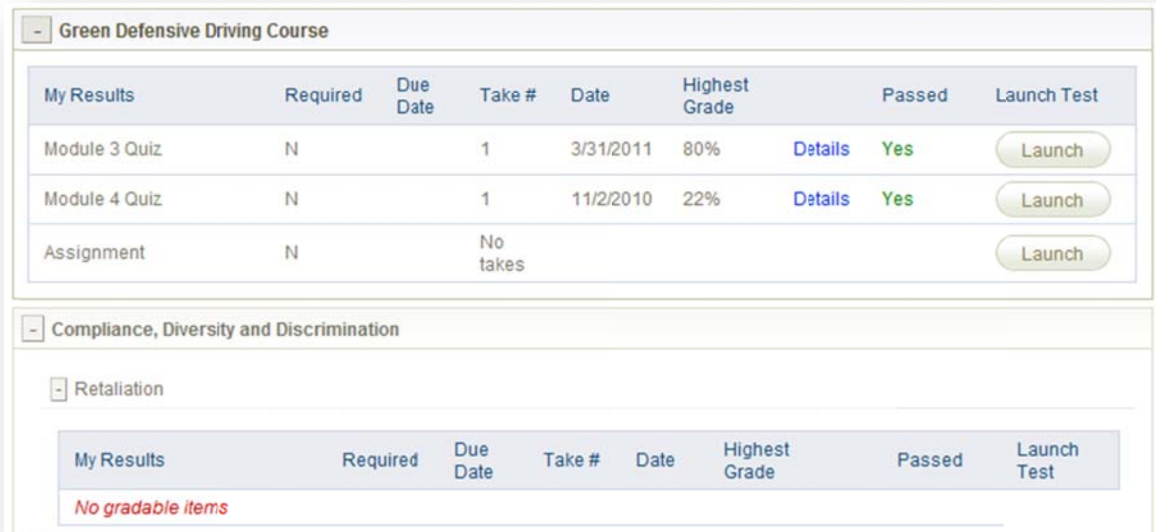
Topics Covered in This Chapter

Your system may have any of the above three configurations or a combination of them to show participants their grades and progress towards certifications. Remember that your system is customized so the default names of the tabs mentioned below may be different than what you see:

6.1 Transcript



The transcript or grades tab shows you a list of the courses that you are registered to as well as which gradable items within the course (assets) you have attempted or have not yet attempted. The transcript will also show you the number of attempts you have made for each gradable item within a course and the grade or mark, if applicable, that you received for each attempt. Click + (plus symbol) to expand the details of a course and view the individual gradable items within that course. The transcript will not show any grade information if you have not yet attempted the course or if there is no gradable content in that course.



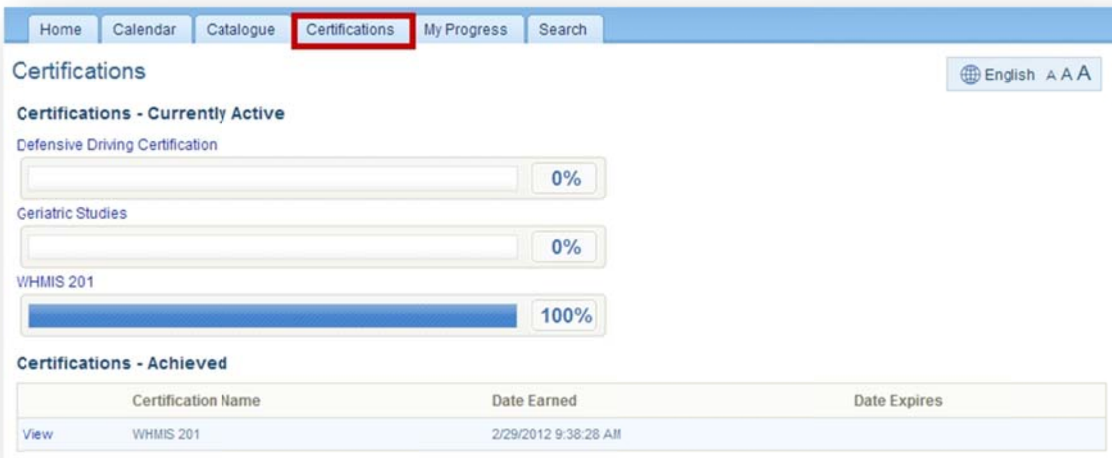
Below is a brief description of the fields pictured. Your transcript may have additional information not mentioned here:

Field	Description
My Results	Shows the name of the individual gradable item (asset) within the product (course). If there are no gradable items in the product, then the transcript will read: *No gradeable items* and the rest of the fields described below will be blank.
Required	This indicates if the item is required as part of a curriculum. This field will show as either N (no) or Y (yes). • N shows when there is no curriculum requirement. • Y indicates that the asset is a curriculum requirement.
Due Date	Items with a due date have a deadline for completion.
Take #	This is the number of attempts that you have attempted the item. The most recent passed attempt will show over other attempts. • If you have not attempted the asset, then the field will read “No takes”. If you have started the item, but not yet completed it, then this field will show Take # 0.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Date</td><td>This is the date that the item was completed by you.</td></tr>
<tr><td>Highest Grade</td><td>This shows the best mark that you have received for the item.</td></tr>
<tr><td>Details</td><td>Click this interactive link to see a more detailed summary of your grade for this item.</td></tr>
<tr><td></td><td>
Grades Details
Details for Jason Bruce
TE2.0
Asset: Practice Quiz - J
Take #1
Required: 65 Grade: 0 Passed: No
<table>
<tr><th>Section</th><th>Date</th><th>Incorrect Responses</th><th>Total Questions</th></tr>
<tr><td>Section 1</td><td>10/25/2011 11:53:33 AM</td><td>6</td><td>13</td></tr>
</table>
Take #2
Required: 65 Grade: 0 Passed: No
<table>
<tr><th>Section</th><th>Date</th><th>Incorrect Responses</th><th>Total Questions</th></tr>
<tr><td>Section 1</td><td>10/25/2011 1:33:01 PM</td><td>6</td><td>11</td></tr>
</table>
</td></tr>
<tr><td>Passed</td><td>Shows whether or not you have passed the item. This field will shows as Yes, No or Incomplete.
• Yes shows when you have received a passing score.
• No shows when you have not received a passing score.
• Incomplete shows when you have started the item but not yet completed it to receive a score/grade.</td></tr>
<tr><td>Launch Test</td><td>Click launch to go straight to the test item and attempt it.</td></tr>
</table>

6.2 Certifications

The certifications tab will show all progression of any certifications that are you working towards, if applicable. Note that not all systems or courses use certifications, so this feature my not be available to you. If your system uses certifications, then they are obtained by you after you have completed the requirements to become certified in specific courses. Click the name of a certification to reveal which items and requirements you need to pass in order to achieve the certification.

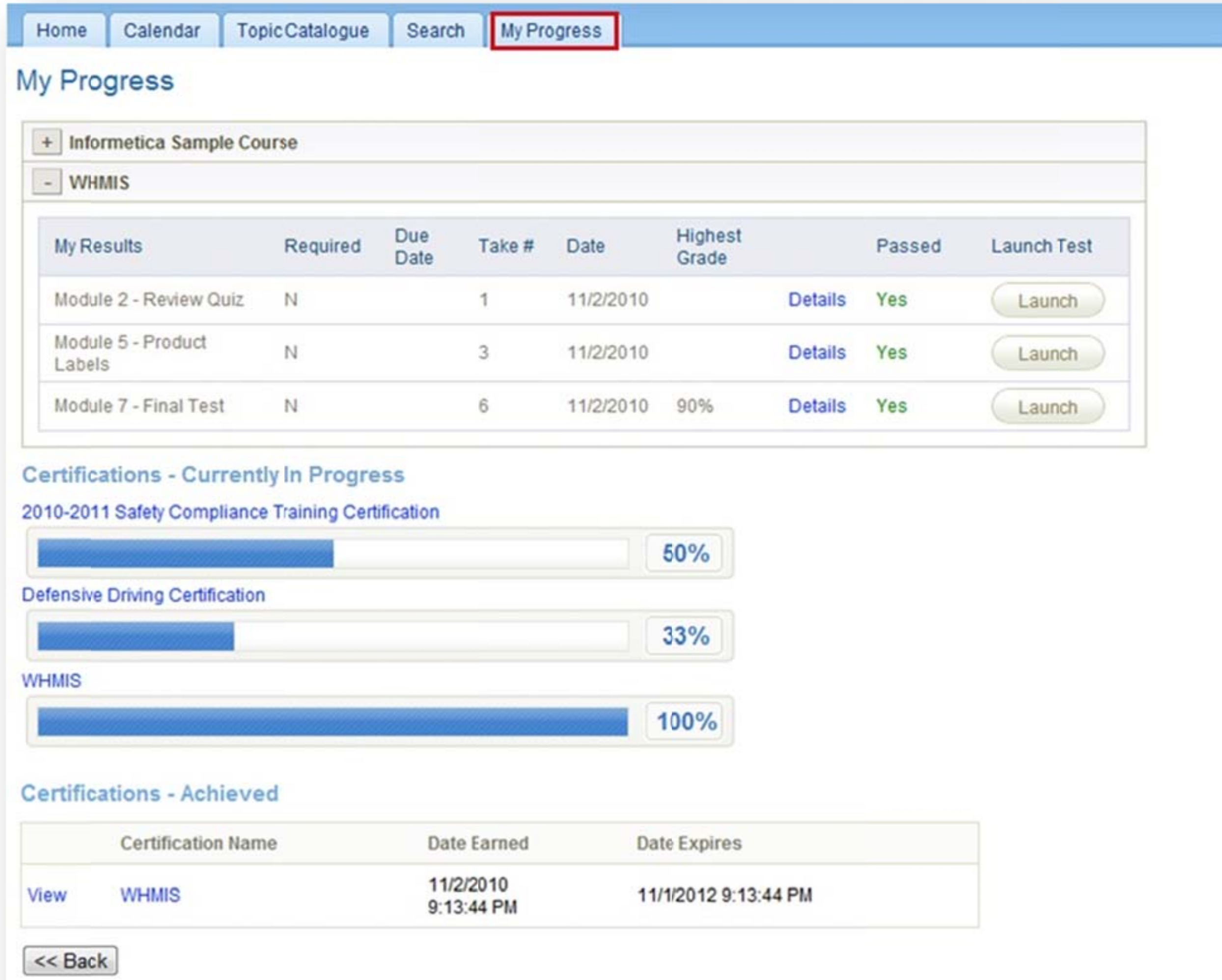


Below is a brief description of the fields:

Field	Description
Certifications – Currently Active	Shows a list of all certifications that you are currently eligible for as well as a percentage representing you progress towards completion of each of the certifications.
Certifications - Achieved	Shows a list of all certifications that you have completed.
View	If a physical copy of the certificate is offered, you can click view to see a copy and print it out. Expired certifications can no longer be viewed.
Certification Name	Indicates the name of the certification that you completed.
Date Earned	Indicates the date that you completed the certification.
Date Expires	Indicates the date that your completed certification expires, if applicable.

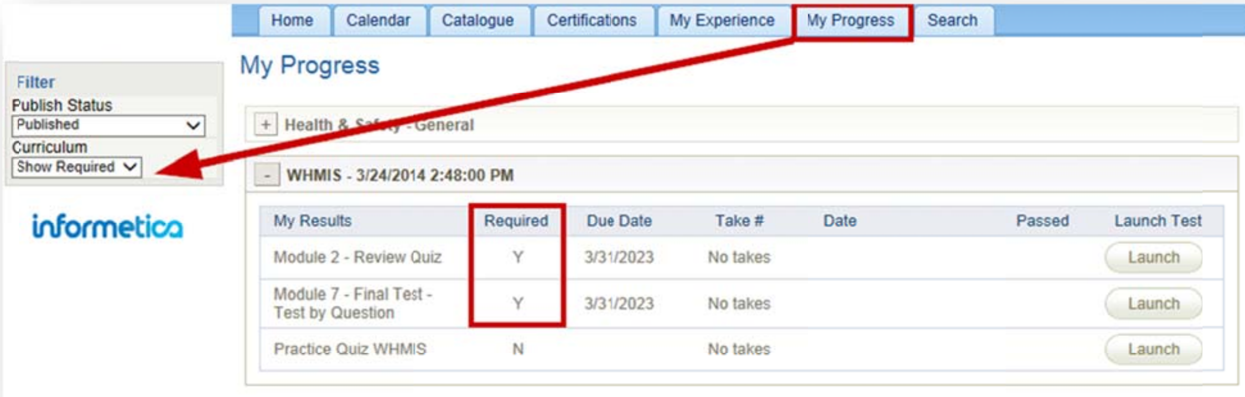
6.3 My Progress

My progress combines the features of the transcript tab with the certifications tab, showing the progression of certifications within a progress bar. See transcripts or certifications above for more details on each. My progress is not generally used when either the transcript or certifications features are available, but every system is different.



6.4 Curriculum

Some systems use a curriculum feature that lets you filter to see required tests and when they are due. Select the**My Progress** or **Transcript** tab at the top and then use the filter options at the left. Under **Curriculum**, you can change the drop down to **Show Required**. In the example below, the participant filtered to show only required items. This participant has over 30 enrolments, but only WHMIS shows as required. You can also see that there are 3 tests, but only 2 required tests (the practice quiz is not required). Required tests have a Y in the required column.



7. My Experience

Participants can add their own training events that can then be approved by a manager. Participants can track their practical experience and personal development plans such as project management experience, flight logs, offline certifications, or other qualifying activities.

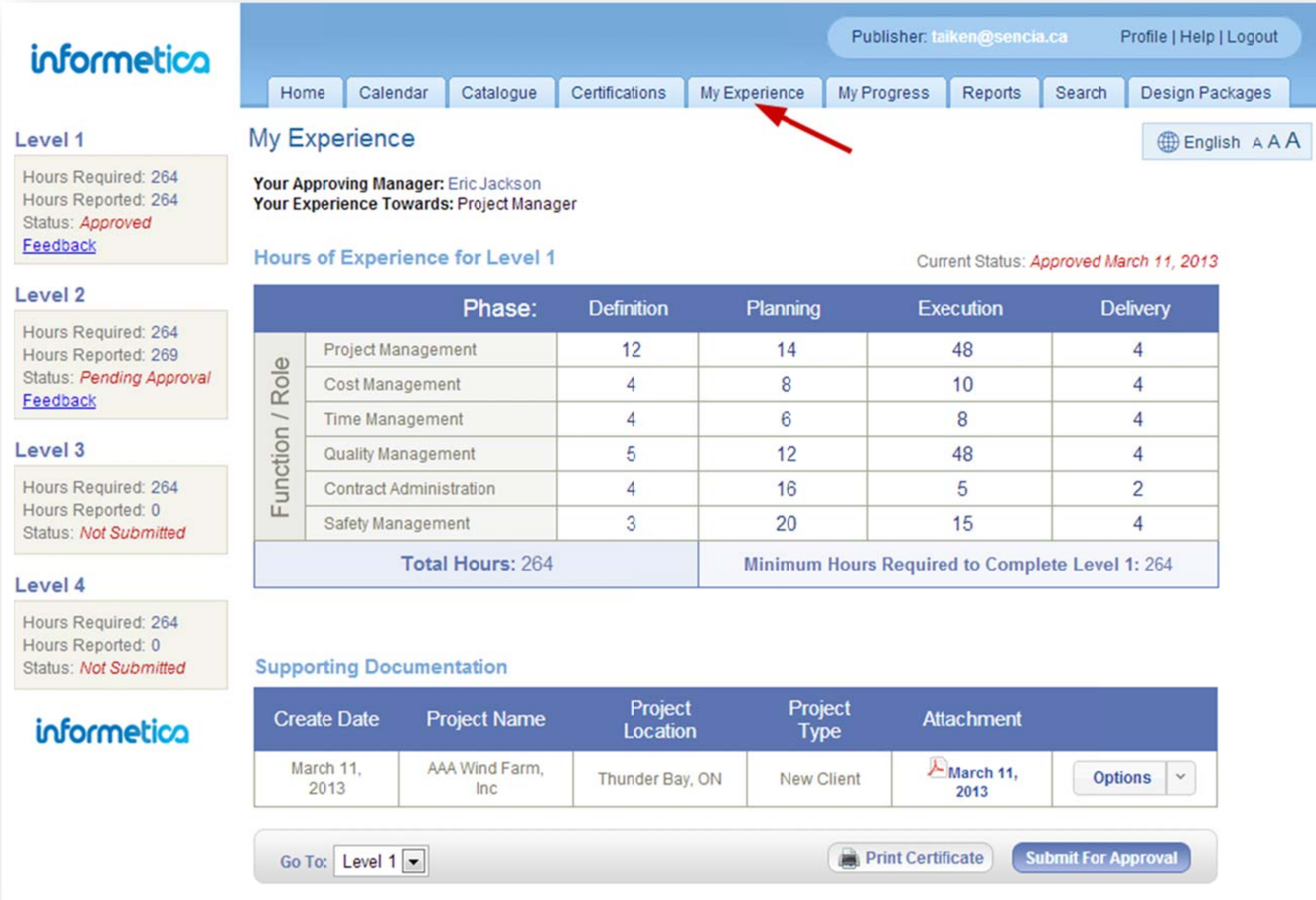
The experience log can be configured to track experience within a web form, by uploading supporting documents (i.e. PDF or word), or a combination of both. Authorized managers are provided with tools for reviewing and endorsing employee experiences as qualifying activities. Managers may also promote employees to up to four levels of pre-defined experience progression.

Topics Covered in this Chapter

7.1 Add Experience and Submit for Approval

1. Click the My Experience tab from your main navigation area to open the experience log.
2. Enter your hours for the current level. This can be done all at once, or a little at a time. You can also change the level at the bottom of the form.
3. Submit your hours for approval after you have met the requirements.
4. Your manager will review your submission and you may get an email to say if the level was approved or not approved.
5. Proceed to the next level, if applicable.

Configuration of the experience log is customized for your specific requirements, so while it will not look like exactly like the examples in this chapter, the functionality is the same.

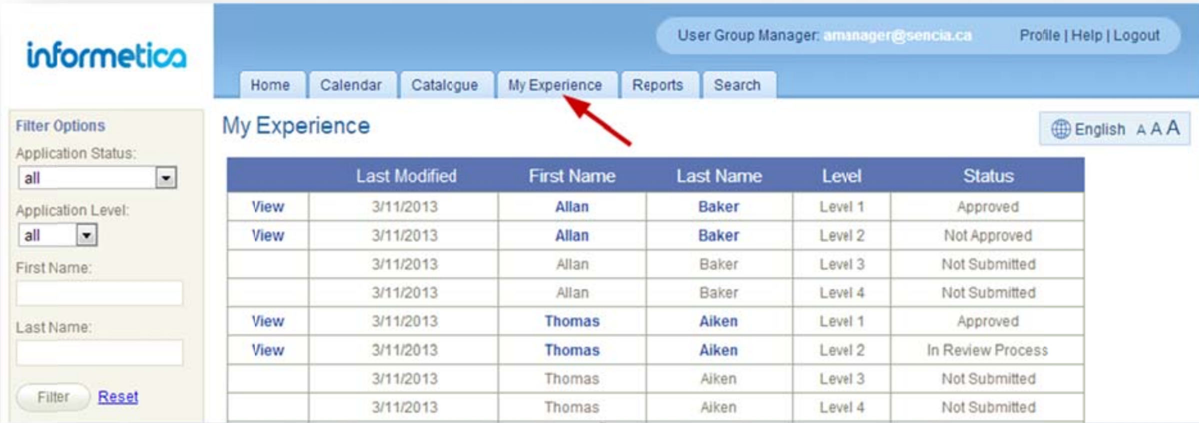

informetica
Publisher: taiken@sencia.ca
Profile | Help | Logout
Home
Calendar
Catalogue
Certifications
My Experience
My Progress
Reports
Search
Design Packages
Level 1
Hours Required: 264
Hours Reported: 264
Status: Approved
Feedback
Level 2
Hours Required: 264
Hours Reported: 269
Status: Pending Approval
Feedback
Level 3
Hours Required: 264
Hours Reported: 0
Status: Not Submitted
Level 4
Hours Required: 264
Hours Reported: 0
Status: Not Submitted
informetica
My Experience
English A A A
Your Approving Manager: Eric Jackson
Your Experience Towards: Project Manager
Hours of Experience for Level 1
Current Status: Approved March 11, 2013
Phase: Definition Planning Execution Delivery
Function / Role
Project Management 12 14 48 4
Cost Management 4 8 10 4
Time Management 4 6 8 4
Quality Management 5 12 48 4
Contract Administration 4 16 5 2
Safety Management 3 20 15 4
Total Hours: 264
Minimum Hours Required to Complete Level 1: 264
Supporting Documentation
Create Date Project Name Project Location Project Type Attachment
March 11, 2013 AAA Wind Farm, Inc Thunder Bay, ON New Client March 11, 2013 Options
Go To: Level 1
Print Certificate
Submit For Approval

Brief description of the form areas

Item	Description
Levels	You can have up to five levels of experience tracking and approval. Change the level that you are viewing at the bottom of the form.
• Hours	Hours required and hours currently reported per level.
• Status	The current status of each level of experience. 1. Not Submitted (default status) 2. Pending Approval (waiting for manager review) 3. In Review Process (manager has started reviewing) 4. Approved (status applied by manager) 5. Not Approved (status applied by manager
• Feedback	View your manager's message after you have submitted hours.
Approving Manager	Name of the manager responsible for approving your experience.
Your Experience Towards	The type of experience you are logging (i.e. project management, flight logs).
Hours of Experience	Enter the hours you have applied towards the project.
• Current Status	Shows the status for this level and the date the status was applied, if applicable.
• Function/Role	Specific to the type of project you are working toward.
• Phase	Specific to the function and roles of the project you are working toward.
• Total Hours	The current hours you have entered towards this level.
• Minimum Hours	The minimum hours required to complete this level.
Supporting Documentation	Add details regarding to the hours you entered and upload supporting documents, if applicable.
• Create Date	The date the supporting document was entered.
• Project Name	The name of the project you are working on.
• Project Location	The location of the project (e.g. city, corporate facility).
• Project Type	The type of project you are working on (e.g. new client, service request).
• Attachment	Upload and view supporting documents (e.g. client contact list, signed service requests).
• Options	Click options to view, edit or delete your supporting documentation.

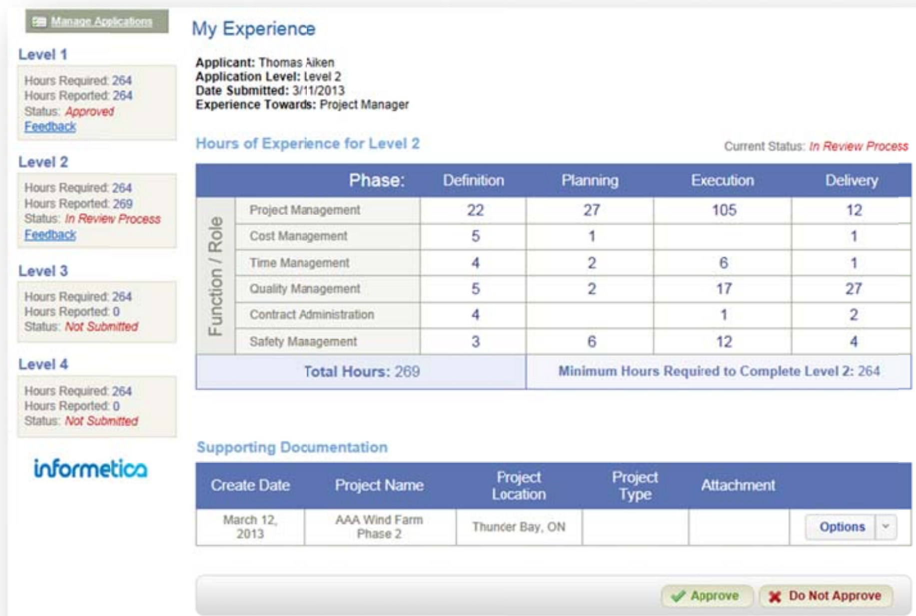
7.2 Approve Experience

A user who is assigned as the authorized approving manager may approve or not approve experience logs that have been submitted.



Generally, anyone who is assigned as the approving manager can do so, regardless of user type.

1. Click the My Experience tab from your main navigation area to open the experience logs for the users that you are managing.
2. Click "View" to open the selected user's submitted experience: Click "Options" to view any supporting documentation.
3. Review the submission and click "Approve" or "Do Not Approve", leave optional feedback for the user, and then click "Confirm".
4. Emails can automatically be sent to the user to let them know if the level was approved or not approved.



Brief description of the approval page

Item	Description
View	Click view to see the submission for a user's experience. View is available for any experience that has been submitted (approved, not approved and pending statuses).
Last Modified	The date that the experience was last modified. For example, for submissions that were not approved, updated, and then submitted again, the date will update each time changes are made to the log.
First Name	The user's first name. Click the name to see the user's experience submission.
Last Name	The user's last name. Click the name to see the user's experience submission.
Level	Indicates which level of experience the user has submitted.
Status	1. Not Submitted (default status) 2. Pending Approval (waiting for manager review) 3. In Review Process (manager has started reviewing) 4. Approved (status applied by manager) 5. Not Approved (status applied by manager

7.2.1 Experience Filter

Use the filter options to narrow your list to specific user experience. By default, users are sorted alphabetically by Last Name. You can filter by the status of the submission, the level of the experience, or by first or last name.