



CENTER FOR BUSINESS/INDUSTRY TRAINING  
**ONLINE SOLUTIONS**

# **Online Solutions Training**

## **Student Guide**

# Online Solutions Training - Student Guide

## TABLE OF CONTENTS

<b>SECTION 1</b>	<b>GETTING STARTED.....</b>	<b>3</b>
1.1	PURPOSE.....	3
1.2	MINIMUM SYSTEM REQUIREMENTS AND SETTINGS.....	3
1.3	ADDITIONAL RESOURCES AND HELP.....	3
1.4	LOGGING ON.....	4
1.5	USING THE NAVIGATION BAR.....	4
1.6	NAVIGATING THROUGH YOUR COURSES.....	5
1.7	CHANGING YOUR PASSWORD.....	5
<b>SECTION 2</b>	<b>TAKING A COURSE.....</b>	<b>6</b>
2.1	VIEWING COURSE DETAILS.....	6
2.2	BEGINNING A COURSE.....	6
	MAINTENANCE COURSES.....	7
	OPERATIONS COURSES.....	9
2.3	MARKING A COURSE COMPLETE.....	12
2.4	TAKING TESTS.....	12
2.5	MARKING TESTS COMPLETE.....	14
	2.5.1 VIEWING YOUR TEST RESULTS.....	14
2.6	REENTERING THE COURSE OR TEST.....	14
<b>SECTION 3</b>	<b>GLOSSARY OF TERMS.....</b>	<b>15</b>

# Online Solutions Training - Student Guide

## GETTING STARTED

### Section 1

#### Purpose

#### Section 1.1

Welcome to the Online Solutions training courses. We are confident that you will find this new training format to be an excellent resource. This Student's Guide contains the information you need in order to use the system effectively.

This guide is intended for any user who needs to use Online Solutions to participate in online and/or instructor-led courses. It is assumed that anyone who uses the Online Training System has a good working knowledge of the following:

- Using the conventions and common tools associated with Windows-based applications and computers
- Browsing the internet
- Sending/receiving email

#### Minimum System Requirements and Settings

#### Section 1.2

- Operating system: Microsoft Windows 95, 98, NT, 2000, ME or XP
- Internet browser: Microsoft Internet Explorer version 5.0 (higher recommended)
- Windows Media Player version 6.4 (for Win95 or NT), or version 7.1 (for Win98, 2000, or Windows ME)
- Internet connection of at least 33.6 Kbps
- Processor: Pentium 166 or compatible (Pentium II 233 or higher recommended)
- RAM: 32 MB (128 MB or higher recommended)
- Monitor: VGA
- Screen resolution: 800 x 600 (1024 x 768 recommended)
- Color settings: 16 bit High Color (24 bit True Color recommended)
- Web browser settings should have JavaScript, Java, and Active X enabled.
- Macromedia's Flash player (version 7).
- Java Runtime Version 1.50\_04 (available at [www.java.com](http://www.java.com))
- Minimum 56Kbps connection for non-video courses
- Minimum 128Kbps connection for video courses
- Sound card and speakers

Note: If your system does not meet the minimum system requirements, please contact your supervisor or company systems support.

#### Additional Resources and Help

#### Section 1.3

If you need extra assistance contact:

- For technical issues: Customer Support (800) 283-2859 or via e-mail: [isgonlinehelp@pwpl.com](mailto:isgonlinehelp@pwpl.com) Support hours - 8:00 A.M. - 5:00 P.M.CST  
Monday – Friday

# Online Solutions Training - Student Guide

- For log in questions or to view additional courses, call (979) 230-3050 or email [jeri.gibbs@brazosport.edu](mailto:jeri.gibbs@brazosport.edu).

## Logging On

## Section 1.4

Before you log on to the Online Training System, you must be assigned a User ID and password for the system. If you do not have a User ID and password for the system, contact your immediate supervisor.

### To log on:

Step 1: Open Microsoft Explorer, and log onto [www.cbitonline.com](http://www.cbitonline.com)

### What we offer

### Online Solutions Dow Portal

Step 2: Enter your **User ID** and **Password** and click the “**Please click here to enter**” button.

*Remember: the Password field is case-sensitive.*



The screenshot shows a login interface with two input fields. The first field is labeled 'Login ID:' and contains the text 'john@velsical'. The second field is labeled 'Password:' and contains several asterisks. Below the password field is a note: 'Note: This field is case sensitive'. At the bottom of the form is a button with the text 'Please click here to enter' and a mouse cursor pointing to it.

After you log on, the home page screen will appear. On it, the Course Catalog is open. This catalog lists all courses in the system.

**IMPORTANT:** Please make sure that you always log on using your own User ID and password. Otherwise, your courses will not be credited to your Learning Plan.

## Using the Navigation Bar

## Section 1.5

The home page includes a set of buttons you can use to take advantage of various Online Training System features and functions. The buttons that appear on the left of the page, as well as the menu commands you can select, depend on which role or roles are assigned to your logon. A user assigned the Student role will use the Navigation Bar to perform the following tasks:

- My Learning Plan
- Catalog
- Search
- Personal Information
- Logout

# Online Solutions Training - Student Guide

## Navigating Through Your Courses

## Section 1.6

The courses you need to take are listed under **My Learning Plan**. To access your courses,

- Step 1: Click **My Learning Plan**.  
Your Course Summary page should display.
- Step 2: Select one of the following:
  - To start a course, click on **Launch** to the right of the course name.  
Make sure you select the correct course option, either **Pretest, Course** or **Post Test**.
  - To view the courses you have completed, click on **Transcripts**.
  - To finish your session, click on **Logout**.

## Changing Your Password

## Section 1.7

For security purposes, it is a good idea to change your logon password from time to time. To change your password:

- Step 1: Click the **Personal Info** button on the Navigation Bar. Your personal information will appear as seen below:

### Personal Information

#### User Profile

First Name:   
Last Name:   
Email:   
Login ID: frank.ladder  
Password:   
Verify Password:

PID: 1834395

Job Category:

Manager: Hook , Robert [Select Manager](#)

Preferred Domain: 24657-FETN

Social Security Number:

Employee ID:

Time zone: (GMT-08:00) Pacific Time (US and Canada); Tijuana

#	Discipline	Position	Number	State	Expires	Action
1	FETN	FF			N/A	Delete
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add

Date of Birth:

Address:

City:

State/Province:

Postal Code:

Country:

# Online Solutions Training - Student Guide

- Step 2: In the **Password** field, type your new password. The password must be at least 2 alphanumeric characters. This field is case-sensitive.
- Step 3: In the **Verify Password** field, retype your new password, then click **Save**.

Do not forget to document your new password in a safe place and use it the next time you log on.

## TAKING A COURSE

## Section 2

### Viewing Course Details

### Section 2.1

To view course details:

- Step 1: In your course list, click on the course **Title**.

#### Learning Activity Details

---

#### Post Test - So You Want to Be a Firefighter? Part 1

<b>Title:</b>	Post Test - So You Want to Be a Firefighter? Part 1	<b>Type:</b>	PRIMEDIA Online Test
<b>Code:</b>	038-0011	<b>Price:</b>	\$ 0.00
<b>Units:</b>	0		
<b>Description:</b>	<p><b>This is the examination portion for Course 038-0011, So You Want to Be a Firefighter? Part 1.</b> <p>You should have viewed the course and reviewed the supplied training materials before attempting this examination.		
<b>Prerequisites:</b>	None		
<b>Notes:</b>	<ul style="list-style-type: none"><li>You are currently enrolled in this Learning Activity.</li></ul>		

[More Information](#) [Add to My Learning Plan](#) [Plan for My Group](#)

	Current Enrollment	Status	Actions
Mar 13, 2003	Enrolled	Enrolled	<a href="#">Launch</a>

## Beginning a Course

## Section 2.2

To start a course:

- Step 1: Select the course you wish to take from **My Learning Plan**.
- Step 2: Click on **Launch** to the right of the course title.

# Online Solutions Training - Student Guide

What you see once you enter the module will depend upon the type of course you have entered-- Maintenance, Operations or Safety.

## Maintenance Courses

Once you enter the module, you will see its main page outlining all sections.

Safety Glossary Main Menu Course Text Notes Post Test

Diagrams  
Blueprint Reading

[Course Tour](#)

[Blueprint](#)

[Scales and Symbols](#)

[Using Blueprints](#)

[Mark Course Complete](#)

[Course Catalog](#)

PRIMEDIA  
WORKPLACE LEARNING

Practically all construction jobs involve some type of drawing or diagram.

Playing 00:02 / 00:38

Welcome to Diagrams: Blueprint Reading. View the introduction by clicking the play button on the slide show. When you have finished viewing the slide show, select a topic.

Step 3: Click on the button marked **Course Tour** to receive instructions on how to navigate through the course effectively.

# Online Solutions Training - Student Guide

The Course Tour Screen looks like this:

**PRIMEDIA**  
WORKPLACE LEARNING

How To Use This Course?

Introduction  
Navigation  
Slide Show  
Audio  
Hot Spots  
Questions  
Global Toolbar  
InfoBytes

Return to Course

Ladders  
Choose the Right Ladder

Straight Ladders  
Extension Ladders

back arrow and forward arrow

Objective  
Practice  
Return to Menu

Navigation

01 of 02

This course contains forward, back, practice, next, and Return to Menu navigation buttons to help you navigate through the course. Once you have finished reviewing a page, you can use the back and forward arrows to move from page to page.

Step 4: Click on any button on the button bar on the left for a tour of that area.

Step 5: Click on **Return to Course** to begin the course.

## To begin the course:

Step 1: From the main course screen, click on one of the Topic areas listed below **Course Tour**. Your screen will appear as below:

**PRIMEDIA**  
WORKPLACE LEARNING

Objective  
Practice

Blueprint Introduction

VIEW ALL PARTS

Defining Blueprints  
Methods of Blueprinting  
Working Drawings  
Parts of a Blueprint

In this introductory section of the program, we'll look at what a blueprint is and how different methods have been used over the years to create blueprints. We'll also examine different types of working drawings that make up a set of blueprints, and we'll look at the basic parts of a blueprint to see what information they provide. To view all the parts and the practice questions, select the button labelled "VIEW ALL PARTS". To view a particular part, select

Click View All Parts or a particular part to continue.

# Online Solutions Training - Student Guide

Once you have completed the course,

- Step 1: Click on **Return to Course Overview**.
- Step 2: Click on **Mark Course Complete**.
- Step 3: Click on **Course Catalog**.
- Step 4: Click on **My Learning Plan**.

## Operations Courses

Once you enter the module, you will see the Course Overview. This screen will include navigation buttons and a brief overview of the course subject.

Chemistry  
Basic Principles 1

[Start Course](#)

[Mark Course Complete](#)

[Course Catalog](#)

This interactive training unit is designed to familiarize trainees with basic concepts associated with the composition of matter and the general characteristics of compounds, mixtures, and solutions. After completing this unit, the trainees should be able to identify the particles that make up an atom and describe two ways in which atoms form chemical bonds. They should also be able to explain what compounds and mixtures are and how they differ from one another. In addition, the trainees should be able to explain what a solution is, calculate the weights of materials in a percent by weight solution, and explain what a pH measurement represents.

Once you have completed this course, return to this menu and click the MARK COURSE COMPLETE button. You can then return to the COURSE CATALOG to take a test or begin another course.


The program requires Macromedia's Flash player. If you cannot see the animation above, click the button below to download the free player from Macromedia.

GET  
macromedia  
FLASH  
PLAYER

To begin the course, select the navigation button **Start Course**. This will begin the course.

# Online Solutions Training - Student Guide

[Return To Course Overview](#)



**PRIMEDIA**  
WORKPLACE LEARNING

CHEMISTRY: Basic Principles 1  
[MAIN MENU](#)

## Operations Training Program

CHEMISTRY: Basic Principles 1

Operations Training Program 1 of 37

- Chemistry is the study of the structure and composition of materials and how this structure and composition can change.

The course will begin to play the slides and audio. You may pause or skip sections by using the controller arrows at the bottom of the screen.

In addition, the Main Menu can help you navigate through the system, as well as show you the additional features of the course.

Select **Main Menu** at the top of your screen.

# Online Solutions Training - Student Guide

2 Topic 1 - Introduction to Chemistry  
3 Composition of Matter, Definitions  
4 Atoms  
5 Atomic Numbers  
6 Review Question  
7 Valence Electrons and Chemical Bonds  
8 Example: Lithium Fluoride  
9 Ionic and Covalent Bonds  
10 Topic 1 - Summary  
11 Practice Session 1  
12 Practice Session 2  
13 Topic 2 - Compounds and Mixtures  
14 **Compounds Formed by Chemical Reactions**  
15 Example: Copper and Sulfuric Acid  
16 Compounds vs. Elements  
17 Review Question  
18 Mixtures, Definitions  
19 Example with Sand and Iron  
20 Topic 2 - Summary  
21 Practice Session 3

PRIMEDIA  
WORKLEARNING

Compounds: Formed by Chemical Reactions

→ Compound  
- A product of a chemical reaction formed when two or more elements chemically bond

→ Chemical Reaction  
- A reaction that forms a chemical bond, breaks a chemical bond, or does both simultaneously

Slide Summary:  
Defines a compound and a chemical reaction

14 OF 37

Each of the menu sections has a different feature.

- The Outline shows a list of all slides within the presentation. You may skip ahead to any slide by clicking on its number to see a preview.
- The Glossary lists all the relevant terms used within the course and defines them, adding appropriate photos or diagrams.
- The Safety tab will show all the safety issues involved in this course (and others), along with any OSHA standards appropriate.
- The Text tab allows a student to view a text-only version of the course.
- The Feedback tab provides an e-mail link to send your comments and suggestions about the content.
- The About tab lists information about PRIMENET Workplace Learning and its training products.
- The Help tab shows the anatomy of the course layout and a description of the links.

When you have completed the course:

- Step 1: Click on **Return to Course Overview**.
- Step 2: Click on **Mark Course Complete**.
- Step 3: Click on **Course Catalog**.
- Step 4: Click on **My Learning Plan**.

# Online Solutions Training - Student Guide

## Marking a Course Complete

## Section 2.3

**IMPORTANT:** *You must mark each course complete in order to proceed to the Post Test.*

To complete a course:

- Step 1: Click on **Mark Course Complete**. This will refresh your screen.
- Step 2: Click on **Course Catalog**.
- Step 3: Click on **My Learning Plan** to update your learning plan.

## Taking Tests

## Section 2.4

Taking Pre- and Post Tests are accomplished in very similar manners to the courses.

### Learning Activity Details

---

Post Test - So You Want to Be a Firefighter? Part 1			
<b>Title:</b>	Post Test - So You Want to Be a Firefighter? Part 1	<b>Type:</b>	PRIMEDIA Online Test
<b>Code:</b>	038-0011	<b>Price:</b>	\$ 0.00
<b>Units:</b>	0		
<b>Description:</b>	<p><b>This is the examination portion for Course 038-0011, So You Want to Be a Firefighter? Part 1.</b><p><p>You should have viewed the course and reviewed the supplied training materials before attempting this examination.		
<b>Prerequisites:</b>	None		
<b>Notes:</b>	<ul style="list-style-type: none"><li>• You are currently enrolled in this Learning Activity.</li></ul>		

[More Information](#) [Add to My Learning Plan](#) [Plan for My Group](#)

	Current Enrollment	Status	Actions
Mar 13, 2003	Enrolled	Enrolled	<a href="#">Launch</a>

T

To view the course description,

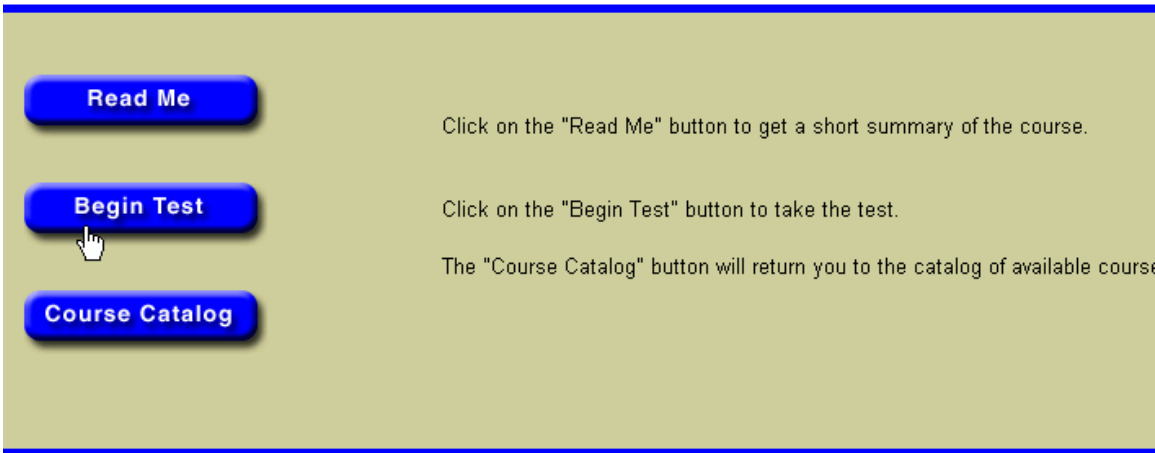
- Step 1: Click on the course **Title**.

The Course Details screen will appear to show you a description of the test and any prerequisites.

To begin a test,

- Step 1: Click on **Launch**.

## Online Solutions Training - Student Guide



The screenshot shows a light green background with three blue buttons on the left. The buttons are labeled "Read Me", "Begin Test", and "Course Catalog". To the right of each button is a short instruction. A mouse cursor is pointing at the "Begin Test" button.

**Read Me** Click on the "Read Me" button to get a short summary of the course.

**Begin Test** Click on the "Begin Test" button to take the test.

**Course Catalog** The "Course Catalog" button will return you to the catalog of available courses.

- Step 2: Click on **Begin Test**.  
You will be given testing instructions.
- Step 3: Click on **Continue** to see the first question.



Most questions are multiple choice.

- Step 4: Select one of the following:
- To answer the question, click on the letter or number next to your answer.
  - To change your answer, click on a different answer.
  - To skip this question, click on the right **Arrow** (Next Question) button. To see a list of skipped questions, use the navigation bar at the top of the page.
  - To go back to the previous question, click on the left **Arrow** (Previous Question) button.

Once you have made your selection and clicked on the right Arrow, you must move to the next question.

- Step 1: Select one of the following:
- When you are satisfied with your answer, click on the right **Arrow** (Next Question) button.
  - If you want to change your answer, select another answer and click on the right **Arrow** (Next Question) button.

You may revisit any question to change your answer at any time before you mark the test complete.

# Online Solutions Training - Student Guide

## Marking Tests Complete

## Section 2.5

Once you are satisfied with all your answers, return to the Main Menu of your test.

**NOTE:** If you exit the system before returning to your Learning Plan page, your learning plan will not be updated.

To complete a test:

Step 1: Click on **Mark Test Complete**. This will refresh your screen.

Step 2: Click on **Course Catalog**.

Step 3: Click on **My Learning Plan** to update your learning plan.

**IMPORTANT:** *You must mark each test complete to see your score and to view your results.*

## Viewing Your Test Results

## Section 2.5.1

To view your test results, at your Course Listing

Step 1: Click on the course **Title**.

Step 2: Click on **View Results**.

Your Transcript History displays for the selected course.

Step 3: To view your answer to a question, click on the **Question** number.

When you have finished looking at your answer, click on the X to close the Pop-Up box.

## Reentering the Course or Test

## Section 2.6

To review Once your Pretest, Course or Post Test has been marked complete, you need to request approval for reentry into the course or test.

To request approval.

Step 1: Click on **Transcript**.

Step 2: Click on the course **Title**.

Step 3: Click on **Request Approval**.

You will receive a confirmation of your request and your manager will receive e-mail notification of your request. When your manager has approved your request, you will receive an e-mail notification. You may then enter the module.

# Online Solutions Training - Student Guide

## GLOSSARY OF TERMS

## Section 3

**Button Bar:** Navigation tools which appear along the left side of the screen.

**Case-sensitive:** Recognizes only symbols as they had been entered originally. Example: your email is student@xxxx.com. If you type Student@xxxx.com, the system will not recognize it.

**Course:** A module demonstrating the content. Each course is content-specific.

**Course Catalog:** The button that posts your scores to your transcript.

**Group:** A collection of Students assigned to a specific Manager. Groups are simply a mechanism to organize sets of Students. Students cannot belong to more than one group.

**Navigation Bar:** The bar found on the left side of the home page (Course Catalog) with several button options, specific to your role.

**Quiz:** Throughout the Study Track, there are quizzes covering the material you just learned. These are to ensure you understand the material and to aid in your comprehension. These quizzes are not recorded as a grade and are for your information only.

**Roles:** Your status in relation to the Online Training System. Possible roles are Student, Manager, Instructor, User Administrator, and Training Administrator.

**Learning Activity:** The generic term for catalog entries in the Learning Management system.

**Learning Plan:** A list of courses a student is enrolled in and/or has completed.

**User:** Anyone who uses the Online Training System to perform a task. Users can be assigned such roles as Student, Manager, Instructor, User Administrator, and Training Administrator.