American Chemistry Council Center for the Polyurethanes Industry

Instructor Guide

How to use Virtual Training Assistant Learner as an Instructor

Contents

Welcome

Welcome to this guide for Instructors of the American Chemistry Council's Center for the Polyurethanes Industry SPF Chemical Health and Safety Training. This guide will provide you with the information you need to use Virtual Training Assistant (VTA) Learner as an Instructor. VTA Learner is the online Learning Management System used by Instructors to teach and manage the SPF Chemical Health and Safety Training. In this guide you will learn how to:

- Register as an Instructor for SPF Chemical Health and Safety Training.

- Create classes for the SPF Chemical Health and Safety Training course.

- Upload students to the classes you create.

- View class information and class rosters for sessions that you create.

- Send email messages to your students.

Notice regarding students

The VTA Learner system has been configured to use email addresses as the Logon ID. You and your students must have an email address in order to have training recorded in the system. This email address must be unique to the student. This means that no two students may share an email address. If students do not have an email address they can get a free one from many locations on the web, including but not limited to the following websites:

- http://www.gmail.com
- http://www.hotmail.com
- http://www.yahoo.com

Instructor Registration

Before performing any actions in VTA Learner you must register as an instructor. In order to register as an instructor you must have:

- Taken the online SPF Chemical Health & Safety Training course, completing all online modules and passing the online test with a score of 100%, or

- Taken an instructor-led SPF Chemical Health & Safety Training class and passed a written exam with a score of 100%.

Your registration as an Instructor lasts for two years from the date you completed the SPF Chemical Health & Safety Training course or class. You will be notified via email automatically when your registration is within 30 days of expiration. You may not charge a fee to anyone who takes the VTA Learner class. As part of your Instructor requirements, you must complete the "Trainer Registration and Commitment Form" when you sign up to be an Instructor (see next page).

To register as an instructor, go to the following address with your web browser: https://www2.virtualtrainingassistant.com/ACC_CPI/LearnerConnection/Security/Logon.aspx?&GoTo=cAcc_NewInst

You will first be prompted to logon to the system. Enter your email address and password to logon. If you have forgotten your password, you can use the "Forgot your password" link to send your password to your email address. If you do not know what email address was used as your logon ID, contact vtasupport@risc-inc.com.
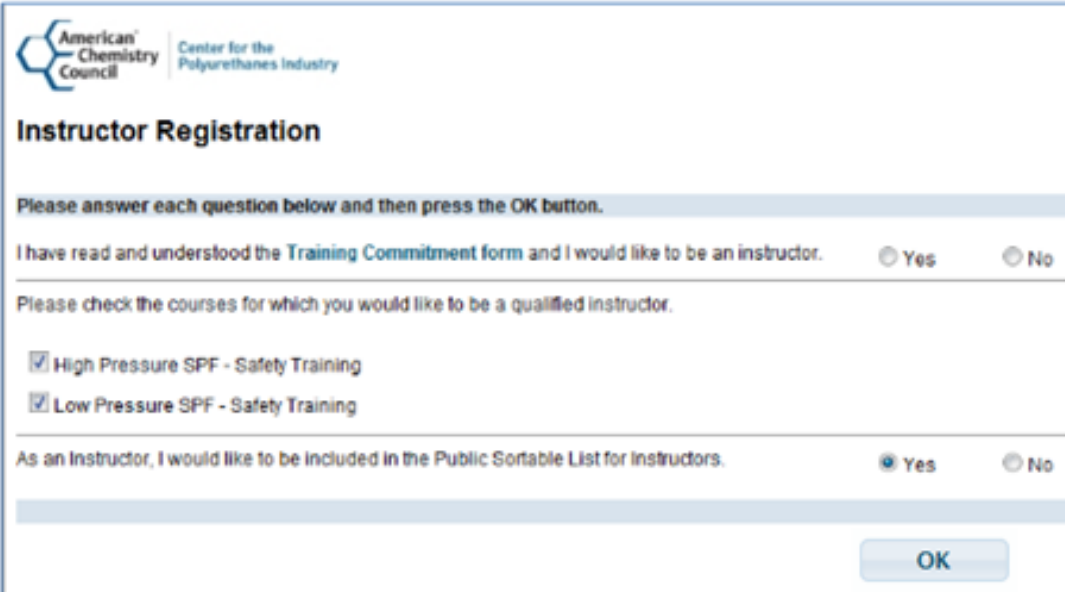

Please Logon

Logon ID: _____ I am a new student

Password: _____ Forgot your password?

OK

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Once you have logged on, you will be taken to the Instructor Registration screen.

Do the following to complete your registration as an Instructor:

1. Please read the training commitment by clicking the "Training Commitment form." This will open a PDF document in a new window. If the document does not open, please be sure that you have turned off any pop-up blockers.
2. Once you have read and understood the Training Commitment form, please check the "Yes" box on the first row to indicate you would like to be an instructor. The Training Commitment form contains many important provisions that all instructors must agree to prior to teaching a class, including that you will not charge a fee to teach the course. See the Training Commitment form for all the provisions that instructors must comply with. The Training Commitment form is available here.
3. Select the course(s) you would like to teach. Note that only courses you have met the instructor qualifications to complete will be displayed in this list.
4. If you wish to be included in the public list of instructors, please select the "Yes" option on the second row. If you do not wish to be included in the public list, please select the "No" option. If you choose to be in the public list of instructors, your name and state will be included in the list and displayed here in VTA Learner.
5. After making your selections, click the "OK" button to register as an Instructor. The system will display a confirmation screen and will send you a confirmation email. This email will include a link to download this Instructor Guide.
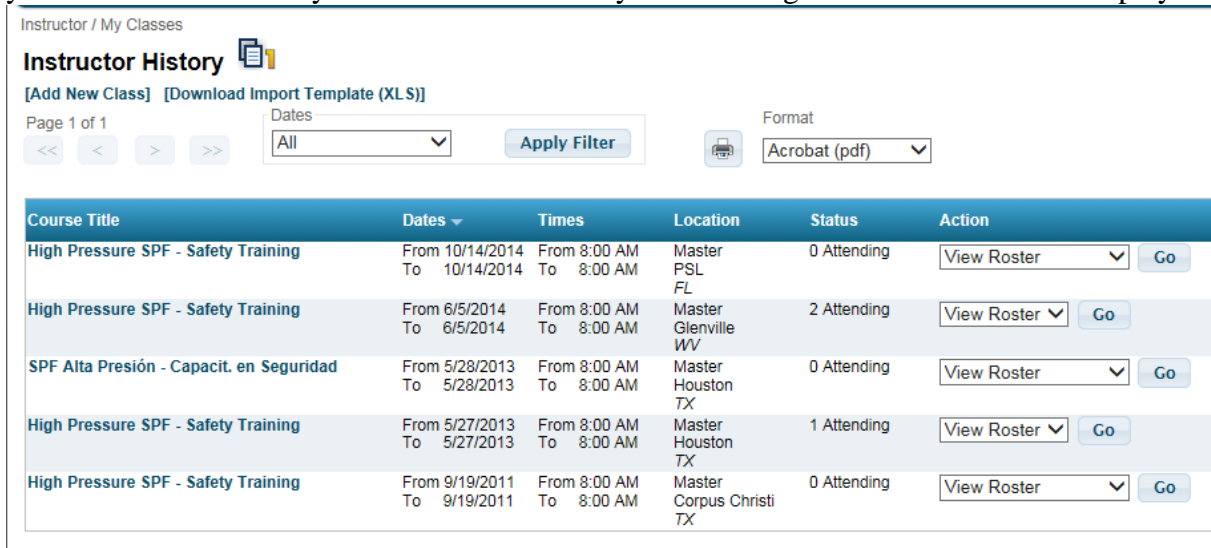
Creating A Class

Once you are registered as an Instructor you may create a class in your My Classes section. To access My Classes:

1. If you have not already logged on to VTA Learner, go to
   https://www2.virtualtrainingassistant.com/ACC_CPI/LearnerConnection/Security/Logon.aspx?
   and logon.

2. Once you have logged on, choose the "Instructor" option from the top menu.

3. Next, choose the "My Classes" option from the dropdown menu.

4. You should now see a list of your classes. This includes classes that have ended and classes that you have scheduled. If you have not created any classes the grid of classes will not display.

5. To add a new class, click the Add New Class link located just above the grid. You should now see a screen like that below.

Instructor: Schedule A Class Request Form

Course	High Pressure SPF - Safety Training ▼
Instructor Name	Welder, Duncan
ID	0000000070
Expected Number of Students	
Class Date	10/14/2014 📅
- Location -	
City	
State	AK ▼

OK   Cancel

6. Enter the expected number of students, the class date, the city and state where the class will be held. Then click the OK button. Learner will create your class and return you to the My Classes page.

7. After creating your class, you will receive an email notice from Learner that contains links to tests and answer keys to be used in the class. Depending on the number of students you expect in the class, this email notice will include two, three or four links to tests and answer keys. For more information on tests, please see the section titled "Using Tests".

Please Note:
You will need to upload the class roster (discussed later in this document) by 30 days after the class date or your classes will be automatically canceled. If you do not upload the roster by 15 days after the class date you will receive an automatic reminder email.

Instructor Materials

The slides for your class can be downloaded from the Instructor menu. To download the slides, first choose "Instructor" from the top menu and then click the Instructor Slide that you need.
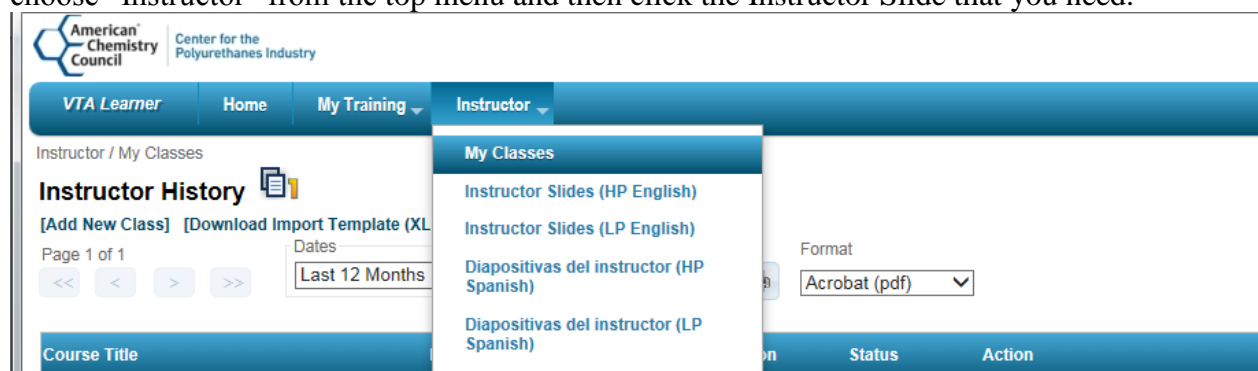
Using Tests

When you create a class using the "Schedule A Class Request Form", shown in the previous section, you will receive an email notice with two or more links to test documents. The number of tests is determined as follows:

1. For less than 25 students you should receive links to two different versions of the test and the associated answer key.
2. For classes with at least 25 but less than 100 you should receive links to three different versions of the test and the associated answer key.
3. For classes where more than 100 students are expected you should receive links to four different versions of the test and the associated answer key.

The purpose of using more than one version of the test is to promote the integrity of the testing. You should distribute randomly so students sitting near each other have different versions of the test.

Each test consists of two documents: a test and an answer key. These are provided in the form of Adobe PDF[1] documents. At the bottom left corner of the test and the answer key there is a "Test ID" number. You can use this number to match up each test with its answer key.

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[1] If you do not have the reader for Adobe PDF documents, you can obtain it from http://www.adobe.com.

Uploading Class Rosters

Once you have finished a training class for students, you must upload the class roster to VTA Learner so that the students are included in the database as completing the course. To access this function perform the following steps:

1. Logon to VTA Learner if you have not already done so.

2. Select "Instructor" from the main menu at the top.

3. Select "My Classes" from the drop down menu.

Preparing to Upload A File

VTA Learner allows you to upload your roster for a class from a Microsoft Excel spreadsheet. This spreadsheet must be a _specific_ format or your upload will be rejected. You can download a blank template for the upload file by clicking the "Download Import Template (XLS)" link located above the grid in My Classes.
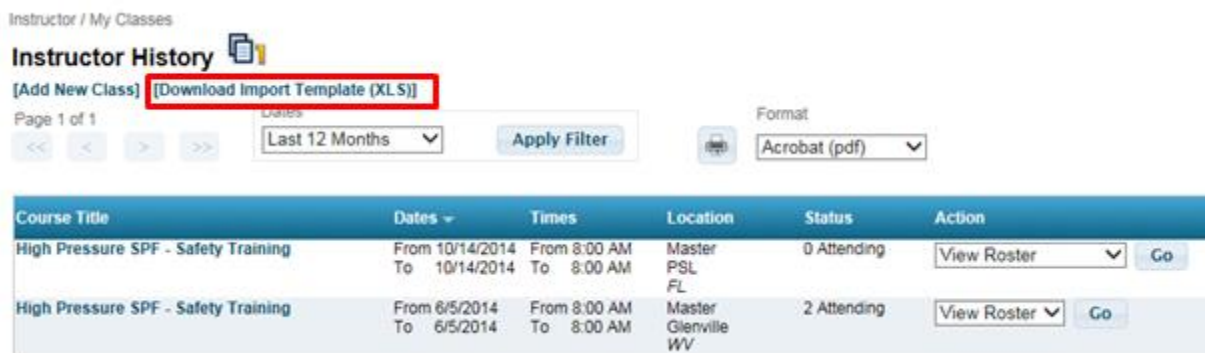
Each field in the upload template, except the Middle Initial is required. Complete a row for each student in the Excel file and save it somewhere on your computer's hard disk. The columns you must complete in the Excel file are:

1. **First Name** – The first name of the student (maximu of 15 characters).

2. **Last Name** – The last name of the student (maximum of 25 characters).

3. **Middle Initial** – The middle initial of the student's name (maximum of 1 character).

4. **E-mail Address** – The email address for the student (maximum of 50 characters). The email address for a student is used for their logon ID in VTA Learner. Each student must have a unique email address; you may not use the same email address for different students.

5. **Company** – The name of the student's company (maximum 30 characters).

6. **City** – The name of the student's city (maximum of 20 characters).

7. **State** – Use the drop-down list to select the student's two digit state abbreviation. If the student does not live in one of the 50 United States or the Distirict of Columbia, you may choose "Other".

8. **Job Function** – Please select a job function from the list. If you do not see the student's job function in the list, choose "Other".

9. **Primary Langauge** – Choose English, Spanish or Other.

10. **Completion Date** – Enter the date that the student completed the course.

11. **Score** – Enter the student's score (0-100).

Please Note:
You will not be able to change the class roster once you sucessfully upload it. Please carefully review your spreadsheet before uploading it to VTA Learner. If you need to make changes after uploading the roster, please send a request to vtasupport@risc-inc.com for assistance.

Uploading A File

Once you have completed the import spreadsheet for your class, go back to the My Classes page in VTA Learner.

1. Locate the class for which you will be importing a roster in the grid. Change the drop-down to "Import Roster" in the "Action" column of the grid[2]. Then click the "Go" button.
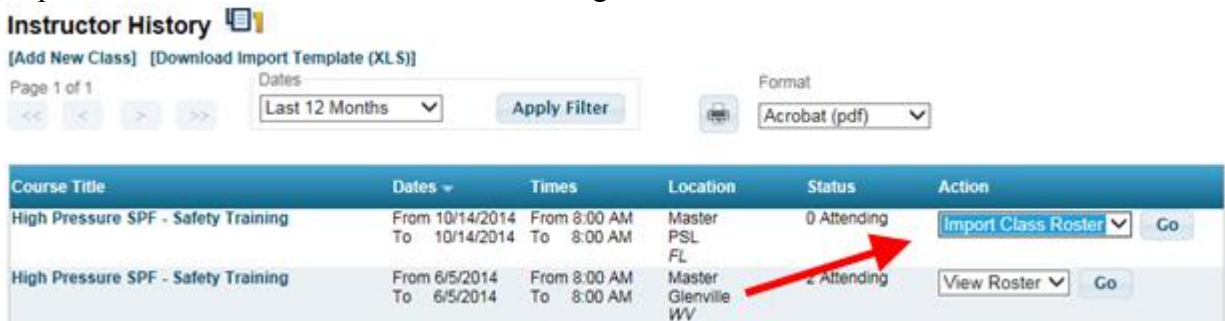
2. You should now see the Import Class Roster screen. Click the "Browse" button and locate the Excel file containing your class roster. Select the file in the "Choose File to Upload" window, and then click the "Open" button.

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[2] Note: You may not import a roster more than once. If a class already has students loaded, the Import Roster option will not display in the grid.

Import Class Roster

Class Information

Course SPF Chemical Health & Safety Training   Start 5/4/2011   8:00 AM
Topic   End 5/4/2011   8:00 AM
Class Status
Roster Counts There are no students on the roster.

Click "Browse..." to view the "Choose File to Upload" window.

File to import

Browse...

Import   Cancel

Choose File to Upload

« workstation-3a (C:) ▸ Temp ▸ ACC ▸   Search ACC

Organize ▾   New folder

foxdata60
hp
I386
Inetpub
jsmin
MSOCache
Network
NVIDIA
PerfLogs
PJM
Program Files
ProgramData
Temp
ACC
BadFiles
Processed

Name	Date modified
BadFiles	5/16/2011 11:57 A
Processed	5/5/2011 4:15 PM
ToProcess	5/16/2011 11:57 A
ACCRosterUploadTemplate.xls	5/16/2011 9:23 AM
BAD.xls	5/16/2011 11:57 A
Boston 08-22-11.xls	5/11/2011 9:28 AM

Then locate your import spreadsheet and click to select it. Then click the "Open" button.

File name: Boston 08-22-11.xls   All Files (*.*)

Open   Cancel

3. After clicking the Open button as shown above, the "Choose File to Upload" window will close and you will return to the Import Class Roster screen. You can now click the" Import" button to begin your import, or choose "Cancel" to return to the My Classes page without uploading your roster.

When you import a class roster VTA Learner will first validate information in the file. If any errors are found in your import file you will see a page titled "Import Failed". An example is shown below. The "Continue" button on this screen will return you to the "Import Class Roster" page.

Import Failed

Email address for Terry Adam is invalid.
Blank values were found in required columns for row 4. All fields are required except Middle Initial.
Email address for somebody@mycompany.com is duplicated. Students must have unique email addresses.

Continue

You may then correct the errors in your Excel file and try your upload again.

When your import file is sucessfully uploaded, you will see the message below. The "Continue" button will return you to the My Classes page.

Your import file was successfully processed.

Continue

Other Automatic Emails

In addition to the emails created for features previously discussed in this document, as an instructor you may also receive the following notices:

- Expiration of Instructor Registration
- "Stale" Class Notifications

These notices are discussed below.

Expiration of Instructor Registration

Your registration as an instructor will last for 2 years from the date you completed the required training. VTA Learner will automatically send you an email notice 30 days, 14 days and 1 day prior to your expiration date. If you wish to re-register as an instructor you will need to:

- Complete the online SPF Chemical Health & Safety Training course. You can either take the online SPF Chemical Health & Safety Training course, completing all online modules and passing the online test with a score of 100%, or take an instructor-led SPF Chemical Health & Safety Training class and passed a written exam with a score of 100%.

- Once you have successfully completed the training course you may re-register as an instructor by following the steps in the "Instructor Registration" section of this document.

Stale Class Notifications

Once you create a class as described on page 7 of this document you must upload your class roster by 30 days after the class date. If you do not upload your roster by this date your class with be automatically canceled. VTA Learner will send you a reminder email notice 15 days after the class date if you have not uploaded the roster. If you have not uploaded the roster by 31 days after the class date, VTA Learner will automatically cancel the class and send you an email notice to let you know that the roster may no longer be uploaded to that class.

Indemnification

You agree to indemnify the ACC and CPI, its members, officers, and employees against all claims, liabilities, costs or damages (including reasonable attorneys' fees and any costs of a lawsuit), arising out of the use of VTA Learner.

Contacting Support

If you need further assistance with VTA Learner, please contact technical support at (281) 480-7910 or via email at vtasupport@risc-inc.com.