



Achieve Desktop Safety Trainer Series

Copyright 2004 Achieve Technologies Ltd.

Program Operation

System Requirements	p. 1
Installation	p. 1
Startup	p. 1
Student Registration	p. 1
Course Structure	p. 2
Program Flow	p. 2 - 3
Questions & Answers	p. 3
Scoring & Remediation	p. 3
Final Quiz	p. 3
Rewrite	p. 3

Administrator's Options	p. 4 - 5
--------------------------------	-----------------

Network installations	p. 5
------------------------------	-------------

PROGRAM OPERATION

MINIMUM SYSTEM REQUIREMENTS

Win95
233 CPU, graphics card with 8 megs
24 bit true color video card, speakers
Forklift-170 MBs., TDG-30 MBs., WHMIS-26 MBs., of hard disk space

INSTALLATION & STARTUP

Insert the program CD into the CD-Player and wait a few moments for the install program to auto start. If the program does not start automatically then click on "Start" and select "Run". Type *D:\Setup.exe, *D: Setup.exe in the space provided then click on . For convenience, the installation program places the program icon on your desktop. Double click on that icon to start the program. Setup will also place the ADMIN icon on the desktop (see page 5). Each course must reside in its own separate folder.

Network installs may require the assistance of your Information Systems Department to bypass possible network security features. See page 5 for details.

Uninstall: Press Start, Settings, Control Panel, Add/Remove programs and select from the list the program reference for example :*TDG Basics*, *WHMIS Office* or *WHMIS for Health Care Facilities* or *Forklifts - A Driver's Guide* and click on Add/Remove program and confirm.

*Substitute the true CDROM drive letter designation on your system if other than "D".

ADMINISTRATIVE OPTIONS - OVERVIEW

Course administrators may optionally control additional student registration fields including Employee ID, Branch, Department and record archiving. Pre-testing is also optional in some modules. See page 4 for more details. Administrators should enable options before registration begins.

STUDENT REGISTRATION

Students are prompted to enter their first name, last name and when activated, an employee number. *The employee number option should be activated where name duplication may occur.* When branch and department names have been entered, students must also select from one or both lists then click on the button. The program searches the database for the student name. If the name is not found, the student is asked to verify the registration information and is then entered as a new student.

Note: Students re-entering the course must enter the identical information used during the initial registration. Errors or omissions could result in the student being enrolled twice.

Windows™ and Win95™ are trademarks of Microsoft® Corporation.

PROGRAM OPERATION

COURSE STRUCTURE

The course subject matter is divided into several sections. Sections are generally followed by short question and answer periods. Upon completion of the last section the student is given a final quiz covering the entire course.

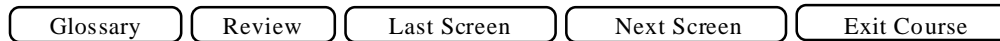
Successful completion of this course requires a minimum grade score of 80%. Students are automatically obliged to repeat the final quiz until the minimum score level is reached. Course restarts are not tracked.

Subject matter is delivered in a sequential point by point fashion. Summaries at the end of each section reiterate major points.

PROGRAM FLOW

Students control the speed at which information is displayed on the screen. This feature allows both fast and slow readers to move through the course at a pace in tune with personal learning abilities. Students are not timed.

The on-screen control buttons students use to move through the course are explained during the course introduction. They are as illustrated:



Glossary

Most modules contain a glossary of important terms. The terms are also displayed in green italics during the course and may be activated with a double click.

Review

As each section is completed, the section title is added to the review menu list. Clicking on the desired section title allows the student to review that section without encountering the associated section quiz. Clicking on the "Finish" menu option returns the student to the current course position.

Last Screen

Clicking this button returns the student to the last screen or screens as far back as the beginning of the current section. Students must use the [Review](#) button to move back beyond that point.

Next Screen

Clicking this button moves the student forward to the next screen.

Exit Course

Clicking this button before course completion records the student status then exits back to the operating system. A returning student signs on using the same information first entered including employee number and any branch and/or department to find the correct match.

Note: Students re-entering the course are shown their status and given the option to continue or start over with a clean record. This option may offer students experiencing difficulty the opportunity to improve their scores.

PROGRAM OPERATION

QUESTION & ANSWERS

All questions are displayed with multiple choice answers. Students must double click on the desired answer or button as requested. Questions and answers can be either text and/or graphical in nature. The breakdown of questions associated with the section quizzes and the final review are explained at the beginning of each course (typically 55 and 20).

SCORING & REMEDIATION

A correct choice, on the first try only, counts as a correct answer. An incorrect answer returns the student to the screen(s) containing the correct information. The student is then returned to the question for another try. Students must answer each question correctly to move forward through the course. A count is kept of each incorrect response. Responding incorrectly to the same question again counts as an additional incorrect answer. A total of eleven (depending on the total number of section questions) incorrect responses automatically returns the student to the beginning of the course to start over with a clean sheet. Students must successfully complete the instructional portion of the program before receiving the final quiz.

FINAL QUIZ

During the final review, students are scored without remediation i.e. students are not returned to the screen containing the correct information. The program advises successful students of their scores at the end of the session. Any incorrect answers are then reviewed before exiting to the operating system.

REWRITES

Unsuccessful students are first taken through a review of all incorrect answers then are advised they must sign in again to repeat the final quiz. The process is repeated until a pass score is achieved.

STUDENT REVIEW FEATURE (Graduates only)

Graduate students may review the any section of the completed course without encountering quiz sessions To access the review feature graduates must sign on as usual then select the Review button option.

Look for this ADMIN icon on your Desktop.



Initial password: Achieve

Passwords may be changed by following the on-screen prompts.

Main Menu

Individual Report

Displays a list of active users. Click on the individual name for a status report and more options.

Complete Report

A printout of all users. **Caution:** may produce several pages depending on number of users.

Custom Report

Select from the criteria displayed for the desired list.

Individual report
Complete report
Custom report
Administrator options

Administrator Options

Licensee	<input type="text" value="Client Name"/>	Language	<input type="text" value="0"/>							
Title	<input type="text" value="WHMIS 2000 - A Worker's Guide"/>	Serial#	<input type="text" value="WU2-000000-00"/>							
Limit	<input type="text" value="0"/>	Sign-ons	<input type="text" value="0"/>	Grads	<input type="text" value="0"/>	Pass	<input type="text" value="80"/>	<input type="text" value="80"/>	Code	<input type="text"/>
<input checked="" type="radio"/> Record Id#	<input type="radio"/> Pre-test	<input checked="" type="radio"/> Archive records	Course expires in <input type="text" value="1"/> yr(s)							
Branches					Departments					
<input type="text" value="Guelph
Ottawa
Toronto
Timmins"/>					<input type="text" value="Staff
Inspector"/>					

Course administrators have access to the following:

Pass

Enter the same minimum pass grade (as a percentage) in both boxes. Default is set at 80%.

Record Id#

Option to require users to enter an employee number.

Pre-Test

Option to allow pre-testing of employees on section by section basis. Failing the pre-test forces the user through the section followed by another quiz. Final quiz is not affected by this option. *Not all courses offer this feature.*

Archive records

Option to automatically archive current records to an inactive file upon expiration of course validation period. (see next field below)

Course expires in _ yr(s)

Default setting is 1 year. Minimum setting is 1 year when "Archive records" is enabled.

Branches

Click in the box area and list each name - **one name per line** with no blanks before or after each entry. The box will scroll if several names are entered. Please ensure spelling as changing a name after employees have registered may cause retrieval mismatches during report generation.

Departments

Click in the box area and list each name - **one name per line**. The box will scroll if several names are entered. Please ensure spelling as changing a name after employees have registered may cause retrieval mismatches during report generation.

NETWORK INSTALLATION

Variations to the following may apply depending on network type, OS and specific settings.

SERVER

- . Install software to a network drive on the server.
- . Enable program's directory with "Change" or "Full" permissions depending on OS.
- . Icons are automatically placed on the server's desktop.

CLIENT

- . Activate Explorer (not Window's Internet Explorer)
- . Select the mapped network drive
- . Select program directory
- . Select the "Trainer.exe" file in the program directory.
- . Drag the icon to the Client Desktop.

How will I know if the program is working ?

Ans: The opening sequence will display some special effect graphics with sound moving through product introduction, client name & logo then pausing for user input with the sign-in screen.