

ToolingU-SME Administrative Center

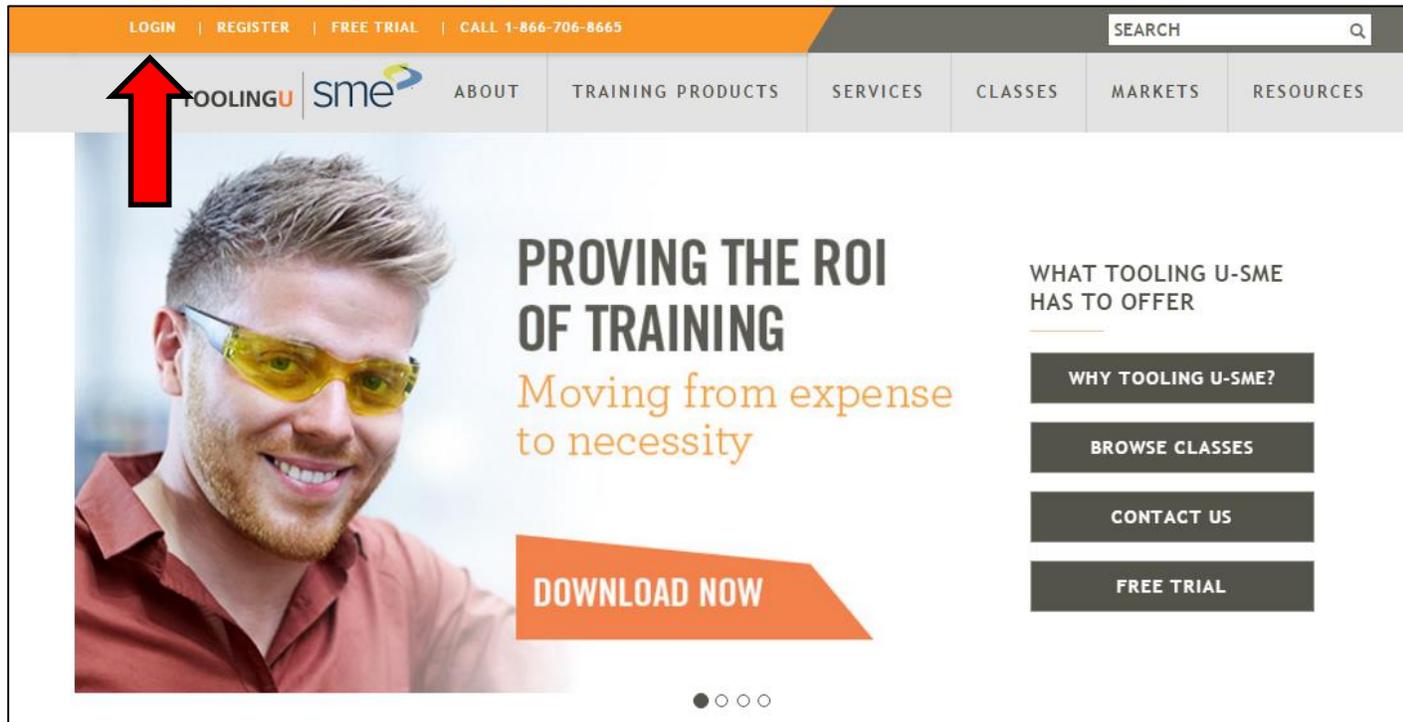


The following directions will guide you through logging onto the Tooling U-SME administration center and the basic navigation and features.

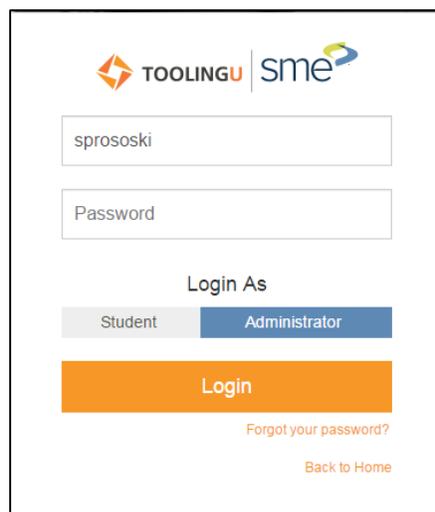
Step by step
instructions
with screen
shots

Tooling U-SME: Administrative Center

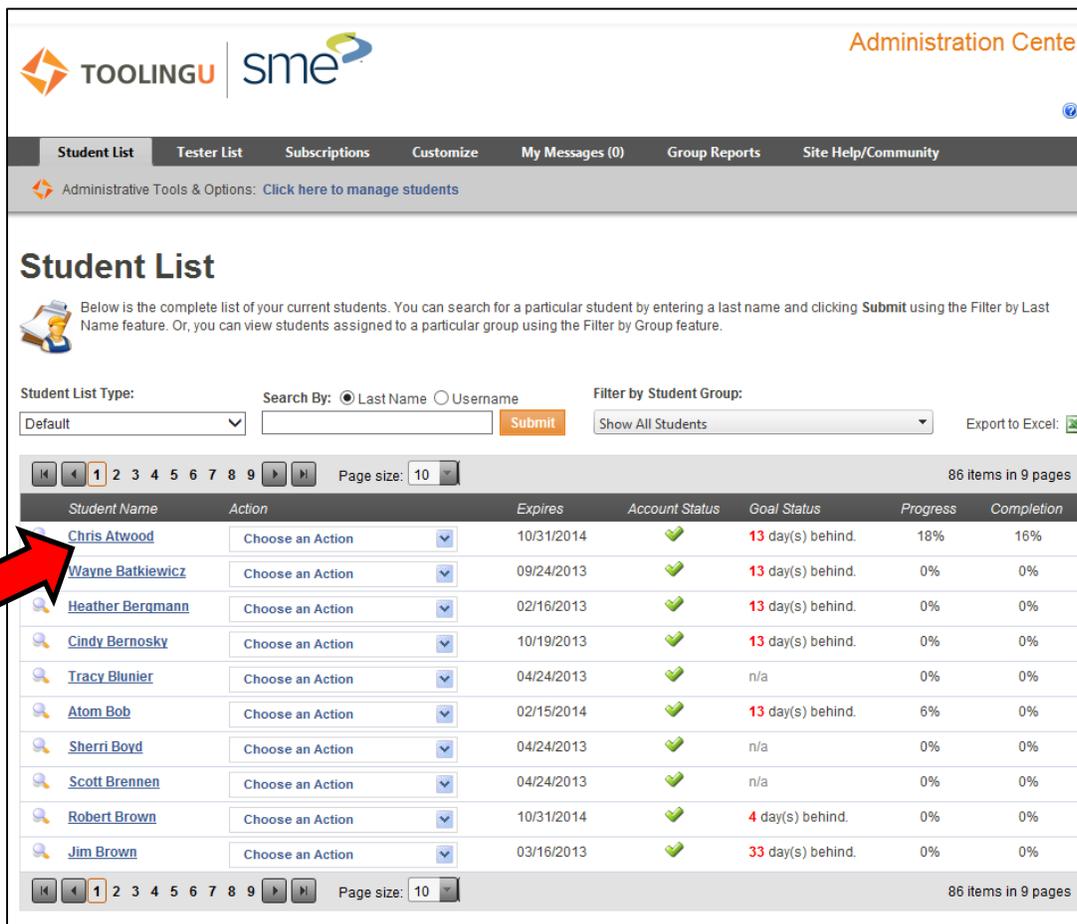
1. To log into your Tooling U-SME Administrative Center visit www.toolingu.com and click on **LOGIN** in the top left hand corner:



2. You will be taken to the Log in box where you will enter your User ID and password. Be sure log in as an administrator is highlighted in blue.



- Once you log in, you will be directed to your **Student List** which will show you the students that you are responsible for.
- You can click on any of your students' names to take you to the **Individual Student Report** which will tell you everything that you need to know about your student within Tooling U-SME.



Administration Center

Student List | Tester List | Subscriptions | Customize | My Messages (0) | Group Reports | Site Help/Community

Administrative Tools & Options: [Click here to manage students](#)

Student List

Below is the complete list of your current students. You can search for a particular student by entering a last name and clicking **Submit** using the Filter by Last Name feature. Or, you can view students assigned to a particular group using the Filter by Group feature.

Student List Type: Search By: Last Name Username Filter by Student Group: Export to Excel:

Page size: 10 86 items in 9 pages

Student Name	Action	Expires	Account Status	Goal Status	Progress	Completion
Chris Atwood	Choose an Action	10/31/2014	✔	13 day(s) behind.	18%	16%
Wayne Batkiewicz	Choose an Action	09/24/2013	✔	13 day(s) behind.	0%	0%
Heather Bergmann	Choose an Action	02/16/2013	✔	13 day(s) behind.	0%	0%
Cindy Bernosky	Choose an Action	10/19/2013	✔	13 day(s) behind.	0%	0%
Tracy Blunier	Choose an Action	04/24/2013	✔	n/a	0%	0%
Atom Bob	Choose an Action	02/15/2014	✔	13 day(s) behind.	6%	0%
Sherri Boyd	Choose an Action	04/24/2013	✔	n/a	0%	0%
Scott Brennen	Choose an Action	04/24/2013	✔	n/a	0%	0%
Robert Brown	Choose an Action	10/31/2014	✔	4 day(s) behind.	0%	0%
Jim Brown	Choose an Action	03/16/2013	✔	33 day(s) behind.	0%	0%

Page size: 10 86 items in 9 pages

- Key Features of the Individual Student Report that you will want to check are Class Progress, Student Test Scores, and Student Competencies.

Administration Center

Administration Center > Individual Student Report
Printable Version

Individual Student Report

The information below details the progress of an individual student. All the information that ToolingU.com stores about a student is displayed on this page.

Student Name:	Chris Atwood
Last Login:	Monday, October 14, 2013 @ 2:52 PM
Subscription Start Date:	Thursday, June 06, 2013 @ 1:16 PM
Total Number of Logins:	113
Total Time Spent in Classes:	28 hour(s) 13 minute(s)
Total Time Spent in Tests:	5 hour(s) 15 minute(s)
Total Time Spent in Classes & Tests:	33 hour(s) 28 minute(s)
Number of Classes Completed:	24
Number of Registered Classes:	118
Percent Complete:	20.34 %
Number of Tests Taken:	91
Average Pretest Score:	63.08 %
Average Final Exam Score:	77.57 %
Company Average Pretest Score:	46.74 %
Company Average Final Exam Score:	60.21 %
TU Average Pretest Score:	65.88 %
TU Average Final Exam Score:	83.21 %

Account Information [\[Edit Info\]](#)

Chris Atwood, Apprentice
15700 South Waterloo
Cleveland, OH 44110
United States

PH: as df
E-mail: demo@demo.com
Student ID: atwood0914demo
Subscription Type: Bundle: Basic Machining Fundamentals Program
Days Remaining: 225
Account Status: Open

Account Status

Clicking *Close This Account* or *Archive This Account* will prevent the student from logging into the website. Clicking *Archive This Account* will remove the student from the Administration Center; the student will not appear in the student list or in any reports. If you choose *Close This Account*, the student will still appear in the student list and reports.

[Close This Account](#)
[Archive This Account](#)

Completed Classes vs. Incomplete Classes

Completed Classes: 24 Incomplete Classes: 94

■ % Complete ■ % Incomplete

Completed Classes	24	20%
Incomplete Classes	94	80%

Detailed Report

[Student Login History](#)

[Class Progress](#)

[Student Test Scores](#)

[Class Goals](#)

[Personal Goals](#)

[CALMS Manager](#)

Tooling U-SME: Administrative Center

6. **Class Progress** will show you classes in your students' schedule. You will be able to view their pretest & final exam scores as well as time in class. You can also print a certificate here.

Class Progress Back to Top

Below is a list of the classes the student is currently taking. Classes that are highlighted in gray have been completed. Classes that are highlighted in red have been completed BUT the minimum score set by the administrator has **NOT** been met. To print a certificate for a student, click the **Print Certificate** icon next to the completed class.

You can also remove a class that the student has not yet started by clicking the red "X" next to the class title. Certificate Template
Default w/ Border

77 items in 4 pages

Class Name	Lesson	Pretest (Max)	Pretest (Avg)	Final (Max)	Final (Avg)	Time Spent	Print Certificate	Delete
41. Six Sigma Goals and Tools 310	1	n/a	n/a	n/a	n/a	0 hour(s) 0 minute(s)		X
42. Managing Practices for Total Quality 320	1	n/a	n/a	n/a	n/a	0 hour(s) 0 minute(s)		X
43. Intro to Machine Rigging 110	1	n/a	n/a	n/a	n/a	0 hour(s) 0 minute(s)		X
44. Rigging Inspection and Safety 210	1	n/a	n/a	n/a	n/a	0 hour(s) 0 minute(s)		X
45. Intro to OSHA 100	18	60%	60%	70%	71%	0 hour(s) 6 minute(s)	Print Certificate	
46. Personal Protective Equipment 120	19	40%	40%	38%	39%	0 hour(s) 5 minute(s)	Print Certificate	
47. Lockout/Tagout Procedures 130	17	40%	40%	100%	100%	0 hour(s) 7 minute(s)	Print Certificate	
48. Safety for Lifting Devices 135	1	n/a	n/a	n/a	n/a	0 hour(s) 0 minute(s)		X
49. Machine Guarding 140	1	n/a	n/a	n/a	n/a	0 hour(s) 0 minute(s)		X
50. Hand and Power Tool Safety 145	1	n/a	n/a	n/a	n/a	0 hour(s) 0 minute(s)		X

7. **Student Test Scores** allows you to see the tests the student has taken. You can even recap the test to see the test question, your students' answer, and the correct answer, so you can see exactly where the student is struggling.

Student Test Scores Check to see if class lessons were accessed during the Final Exam! Back to Top

Below are the test scores for every test the student has taken. Click on the **Recap** link to see all of the test questions. Display Assessments by Custom Program
Select a Custom Program View

11 items in 1 pages

Class Name	Test Type	Correct	Incorrect	Score	Date	Time in Exam	Recap
1. Personal Protective Equipment 120	Final Exam	7	11	38.89 %	2/13/2013 2:17:23 PM	1	Recap
2. Personal Protective Equipment 120	Pretest	2	3	40.00 %	2/13/2013 2:09:31 PM	1	Recap
3. Blueprint Reading 130	Final Exam	8	9	47.06 %	1/31/2013 3:38:03 PM	2	Recap
4. ISO 9000 Overview 110	Pretest	1	4	20.00 %	1/31/2013 3:28:23 PM	1	Recap
5. Blueprint Reading 130	Final Exam	5	12	29.41 %	1/31/2013 11:48:54 AM	2	Recap
6. Blueprint Reading 130	Pretest	2	3	40.00 %	1/31/2013 11:36:52 AM	0	Recap
7. Quality Overview 100	Pretest	1	4	20.00 %	1/31/2013 11:32:05 AM	1	Recap
8. Lockout/Tagout Procedures 130	Final Exam	15	0	100.00 %	1/31/2013 12:00:58 AM	7	Recap
9. Lockout/Tagout Procedures 130	Pretest	2	3	40.00 %	1/30/2013 11:52:31 PM	0	Recap
10. Intro to OSHA 100	Final Exam	12	5	70.59 %	1/30/2013 11:47:53 PM	6	Recap
11. Intro to OSHA 100	Pretest	3	2	60.00 %	1/30/2013 11:41:27 PM	0	Recap
Pretest Total:		11	19	36.67 % [?]			
Final Exam Total:		47	37	55.95 % [?]			

Recap of Results Back to Previous Page

Test Results for: Personal Protective Equipment 120

Review Your Test Results
 The table below summarizes the test results for **Katie Strand**. If a question includes an image, you can view the image by clicking the included link.

Class Name	Assessment Type	Student Score	Date Taken
Personal Protective Equipment 120	Final Exam	38.89 % - (7/18)	2/13/2013 2:17:23 PM

Test Recap

Question	Student Answer	Correct Answer	Result
1. Correctly identify each type of hearing protection. Image	(1) B, (2) C, (3) A	(1) B, (2) A, (3) C	
2. Proper head protection equipment should have:	A shell that fits snugly to the head.	A headband and straps inside the shell.	
3. Match each type of protective clothing material to its description. Image	(1) D, (2) A, (3) C	(1) A, (2) B, (3) E	
4. Match each hardhat classification to its description. Image	(1) Class C, (2) Class G, (3) Class E	(1) Class G, (2) Class C, (3) Class E	
5. Included in OSHA's rules for PPE are requirements that eye and face protection:	Fit the user properly and comfortably.	Fit the user properly and comfortably.	

8. Student Competencies will show you what competencies have been assigned to students and how they are progressing through the competencies. You can click on View Details to see the specific details of the competency and what has and has not been completed.

Student Competencies Back to Top

Below are all of the competencies for this student.

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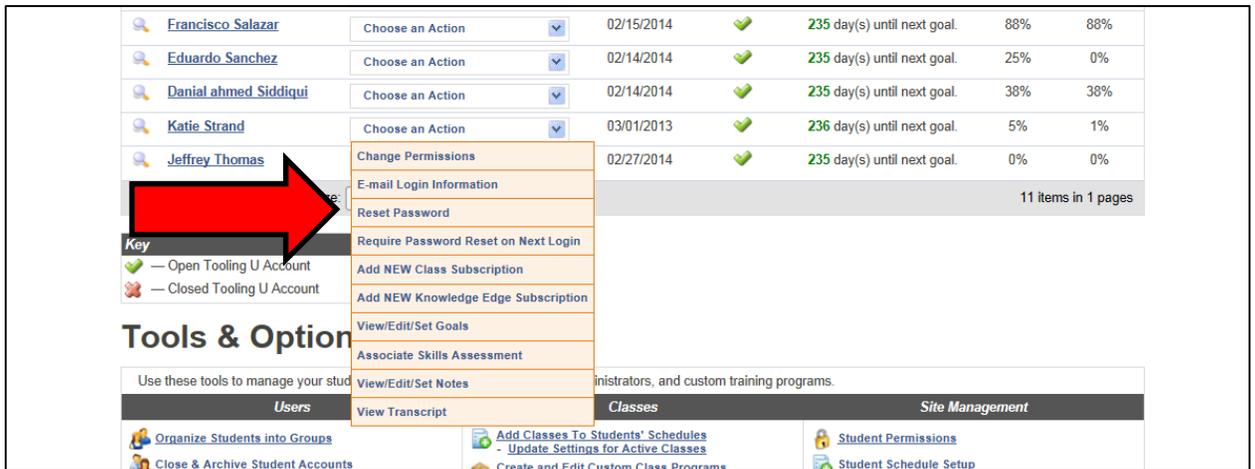
Competency Name	Due Date	Status	Progress	
1. Competency: Maintenance - Supervisors	12/31/2013	On Schedule	Offline: 0/14 TU Classes: 0/27 Total: 0/41 = 0% Avg. Final Exam Score: n/a	View Details 
2. Competency : Manufacturing Essentials	12/31/2013	On Schedule	Offline: 4/16 TU Classes: 1/16 Total: 5/32 = 16% Avg. Final Exam Score: 63%	View Details 

⏪ 1 ⏩ Page size: 20 2 items in 1 pages



Tooling U-SME: Administrative Center

9. If your student forgets their password, you can reset the password for the student. To do this, on your Student List next to the Student's name, you will see an action column that says **Choose an Action**. Pull this menu down and select **Reset Password**.



Francisco Salazar	Choose an Action	02/15/2014	✔	235 day(s) until next goal.	88%	88%
Eduardo Sanchez	Choose an Action	02/14/2014	✔	235 day(s) until next goal.	25%	0%
Danial ahmed Siddiqui	Choose an Action	02/14/2014	✔	235 day(s) until next goal.	38%	38%
Katie Strand	Choose an Action	03/01/2013	✔	236 day(s) until next goal.	5%	1%
Jeffrey Thomas	Choose an Action	02/27/2014	✔	235 day(s) until next goal.	0%	0%

11 items in 1 pages

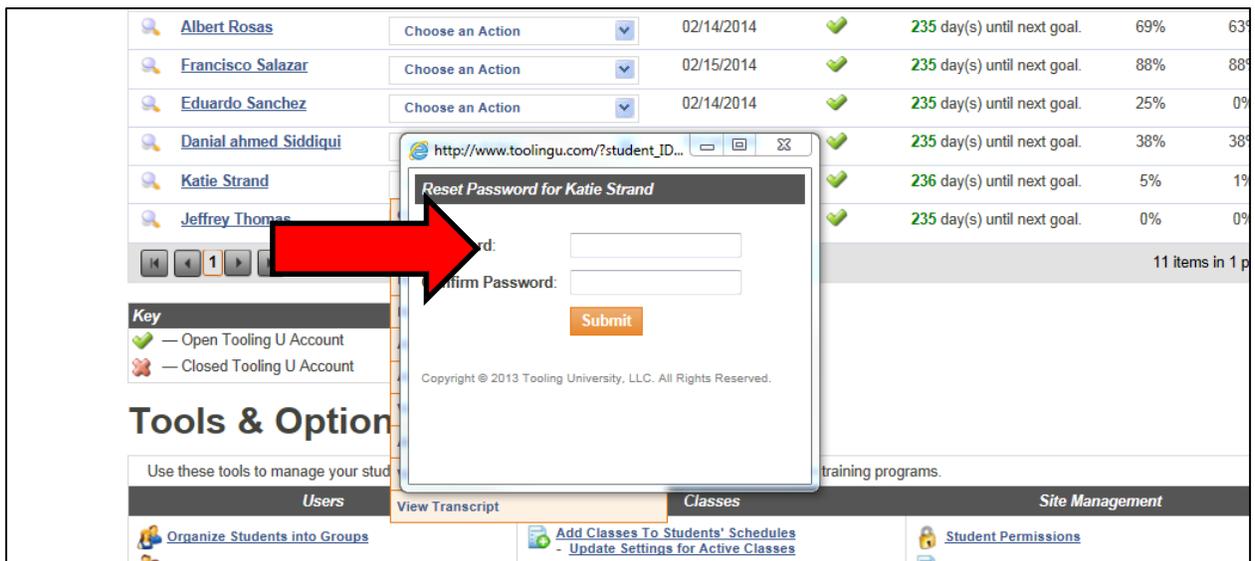
Tools & Options

Use these tools to manage your students, administrators, and custom training programs.

Users | **Classes** | **Site Management**

- Organize Students into Groups
- Close & Archive Student Accounts
- Add Classes To Students' Schedules
- Update Settings for Active Classes
- Create and Edit Custom Class Programs
- Student Permissions
- Student Schedule Setup

- a. When you select Reset Password, a pop up box will appear and ask you for the new password, and ask you to confirm the password and click **Submit** to reset the password:



Albert Rosas	Choose an Action	02/14/2014	✔	235 day(s) until next goal.	69%	63%
Francisco Salazar	Choose an Action	02/15/2014	✔	235 day(s) until next goal.	88%	88%
Eduardo Sanchez	Choose an Action	02/14/2014	✔	235 day(s) until next goal.	25%	0%
Danial ahmed Siddiqui	Choose an Action	02/14/2014	✔	235 day(s) until next goal.	38%	38%
Katie Strand	Choose an Action	03/01/2013	✔	236 day(s) until next goal.	5%	1%
Jeffrey Thomas	Choose an Action	02/27/2014	✔	235 day(s) until next goal.	0%	0%

11 items in 1 pages

Reset Password for Katie Strand

Reset Password:

Confirm Password:

Submit

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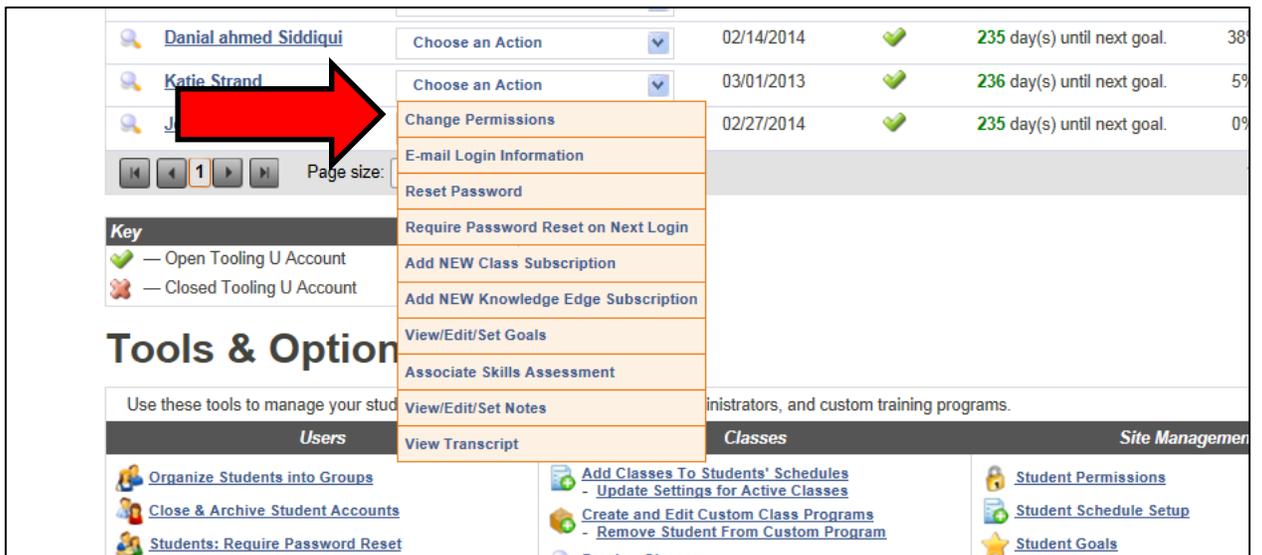
Tools & Options

Use these tools to manage your students, administrators, and custom training programs.

Users | **Classes** | **Site Management**

- Organize Students into Groups
- Close & Archive Student Accounts
- Add Classes To Students' Schedules
- Update Settings for Active Classes
- Create and Edit Custom Class Programs
- Student Permissions
- Student Schedule Setup

10. If you need to increase the number of test attempts for a student, you will need to change the individual's permissions temporarily. You would *only* want to do this in the instance that they exceeded the 3 test attempts that are allowed. To do this, you will want to access the Action column, and pull down the Choose an Action Menu. Then, select the first option, **Change Permissions**.



The screenshot shows a table of users with columns for name, action, date, status, and goal. A red arrow points to the 'Choose an Action' dropdown for 'Katie Strand', which is open, showing 'Change Permissions' as the selected option. Below the table is a 'Tools & Options' section with various management tools.

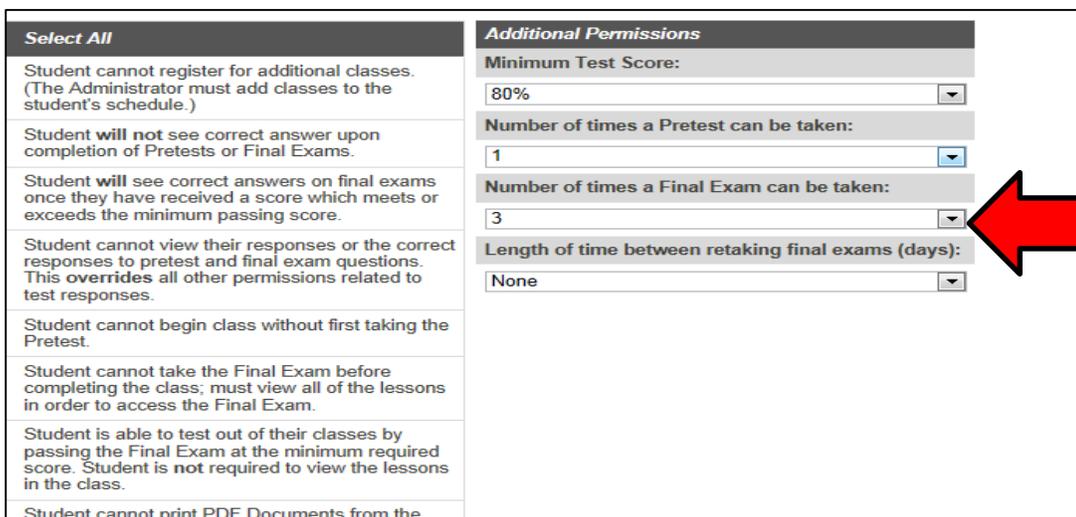
Key	Action	Date	Status	Goal
	Open Tooling U Account			
	Closed Tooling U Account			

Tools & Options

Use these tools to manage your students, classes, and custom training programs.

Users	Classes	Site Management
<ul style="list-style-type: none"> Organize Students into Groups Close & Archive Student Accounts Students: Require Password Reset 	<ul style="list-style-type: none"> Add Classes To Students' Schedules Update Settings for Active Classes Create and Edit Custom Class Programs Remove Student From Custom Program Review Classes 	<ul style="list-style-type: none"> Student Permissions Student Schedule Setup Student Goals

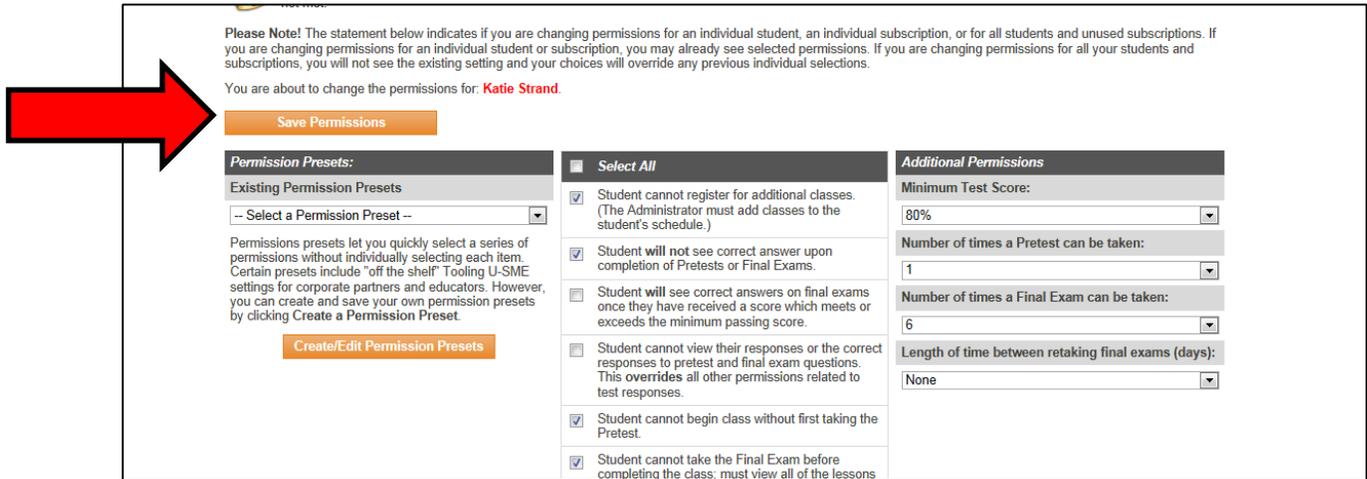
- a. Once you select Change Permissions, you will be shown how the student's permissions are currently set. To increase the number of test attempts, you will go to the Additional Permissions column, and pull the selection for the **Number of times a Final Exam** can be taken:



The screenshot shows the 'Additional Permissions' configuration window. The 'Number of times a Final Exam can be taken' dropdown is set to 3, and a red arrow points to it.

Select All	Additional Permissions
Student cannot register for additional classes. (The Administrator must add classes to the student's schedule.)	Minimum Test Score: 80%
Student will not see correct answer upon completion of Pretests or Final Exams.	Number of times a Pretest can be taken: 1
Student will see correct answers on final exams once they have received a score which meets or exceeds the minimum passing score.	Number of times a Final Exam can be taken: 3
Student cannot view their responses or the correct responses to pretest and final exam questions. This overrides all other permissions related to test responses.	Length of time between retaking final exams (days): None
Student cannot begin class without first taking the Pretest.	
Student cannot take the Final Exam before completing the class; must view all of the lessons in order to access the Final Exam.	
Student is able to test out of their classes by passing the Final Exam at the minimum required score. Student is not required to view the lessons in the class.	
Student cannot print PDF Documents from the	

Once you increase the number of attempts, you will need to click the Save Permissions button:



Please Note! The statement below indicates if you are changing permissions for an individual student, an individual subscription, or for all students and unused subscriptions. If you are changing permissions for an individual student or subscription, you may already see selected permissions. If you are changing permissions for all your students and subscriptions, you will not see the existing setting and your choices will override any previous individual selections.

You are about to change the permissions for: **Katie Strand**.

Save Permissions

Permission Presets:	Select All	Additional Permissions
<p>Existing Permission Presets</p> <p>-- Select a Permission Preset --</p> <p>Permissions presets let you quickly select a series of permissions without individually selecting each item. Certain presets include "off the shelf" Tooling U-SME settings for corporate partners and educators. However, you can create and save your own permission presets by clicking Create a Permission Preset.</p> <p>Create/Edit Permission Presets</p>	<p><input type="checkbox"/> Select All</p> <p><input checked="" type="checkbox"/> Student cannot register for additional classes. (The Administrator must add classes to the student's schedule.)</p> <p><input checked="" type="checkbox"/> Student will not see correct answer upon completion of Pretests or Final Exams.</p> <p><input type="checkbox"/> Student will see correct answers on final exams once they have received a score which meets or exceeds the minimum passing score.</p> <p><input type="checkbox"/> Student cannot view their responses or the correct responses to pretest and final exam questions. This overrides all other permissions related to test responses.</p> <p><input checked="" type="checkbox"/> Student cannot begin class without first taking the Pretest.</p> <p><input checked="" type="checkbox"/> Student cannot take the Final Exam before completing the class; must view all of the lessons</p>	<p>Additional Permissions</p> <p>Minimum Test Score: 80%</p> <p>Number of times a Pretest can be taken: 1</p> <p>Number of times a Final Exam can be taken: 6</p> <p>Length of time between retaking final exams (days): None</p>

*****Just remember that after the student successfully completes the class, you will need to log back in and reset the Number of times a Final Exam can be taken back to the standard 3 attempts.*****