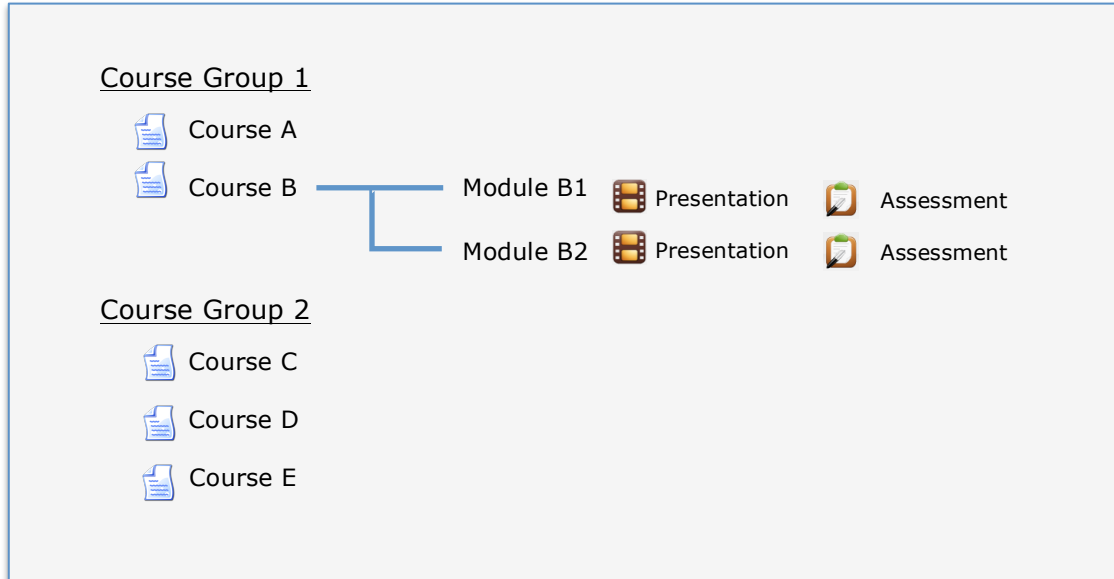


Key Terms

- Course Group:** Several Courses grouped under a common heading.
- Course:** One or more Modules that are grouped together as 'unit of learning'. Each Course completed results in a Record.
- Module:** Presentation and optional Assessment.
- Presentation: Powerpoint, PDF, Doc, flash or other media uploaded to the Module.
- Assessment: Multiple choice questions entered via the Administrator interface.
- Record:** Created when a User completes a Course.



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1. Introduction

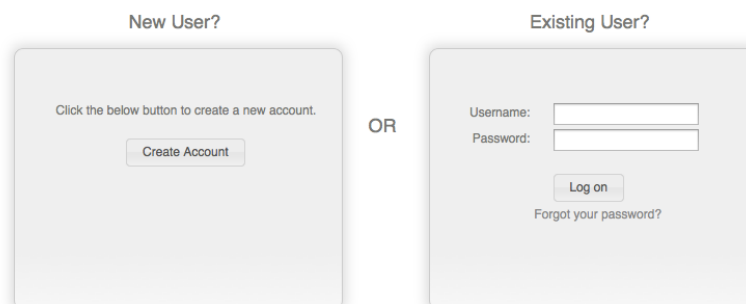
CS Induction is a web based induction system designed to:

- Deliver **inductions** and **training** material to contractors and employees, and to
- Act as an **e-learning portal** when combined with CS Competency.

This manual provides an Administrator with essential information on how to configure and manage CS Induction.

2. Logging In

There are two options when logging in to CS Induction, as indicated below.



2.1 New User (Undertake Training)

Use the left hand 'New User' box to create a new account, and undertake training. The User will be prompted for details including a username and password. An account will then be created allowing access to training courses.

2.2 Administrator or Returning User

Use the right hand 'Existing User' box to log in if returning (already have a username and password). This applies for both for Users returning to continue training and Administrators.

2.3 Lost Password

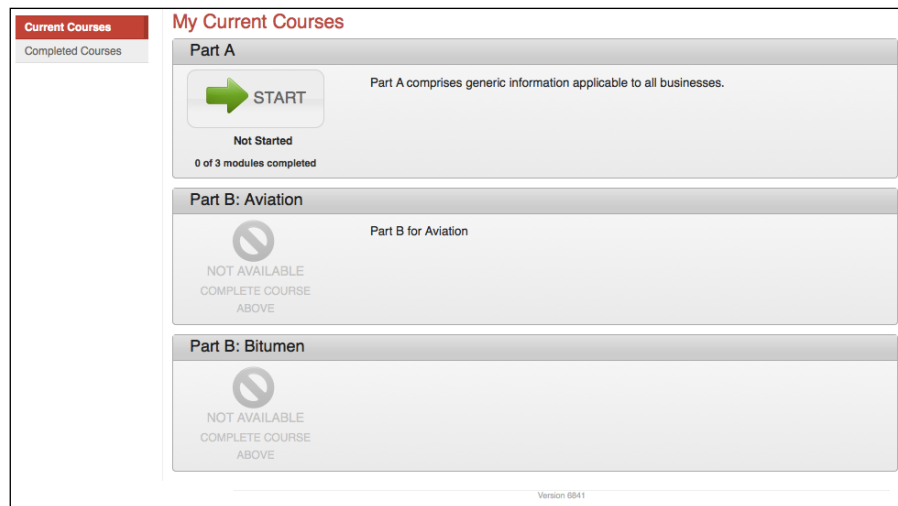
Click the 'Forgot your password?' link on the right hand box and follow the instructions to reset a forgotten password. Access to the email account used to register and username are required.

3. My Training

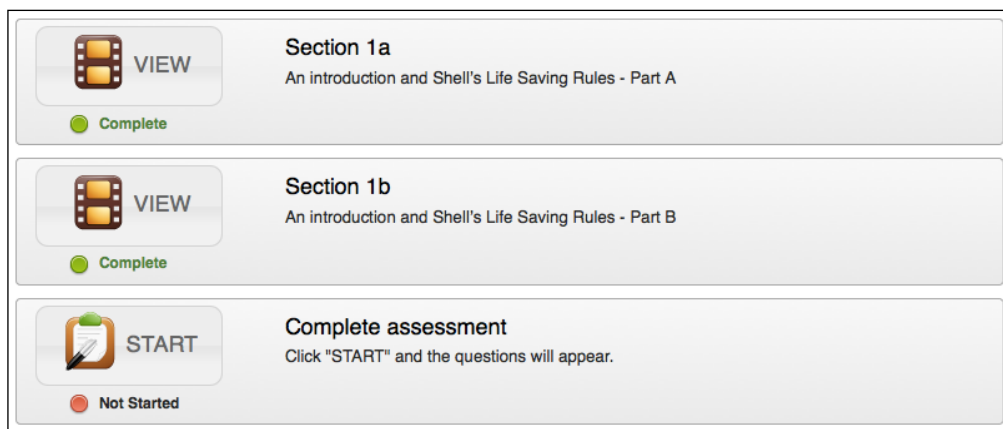
Each user has a My Training tab, which is where they access their Courses and Modules.

3.1 Current Courses

The Current Courses page displays the training Courses that are available to the User, and yet to be completed. Partially completed Courses are also listed. Where there is a pre-requisite Course that is not completed, future Courses may be 'greyed out'. Likewise Modules within a Course may also be greyed out if there are pre-requisites.



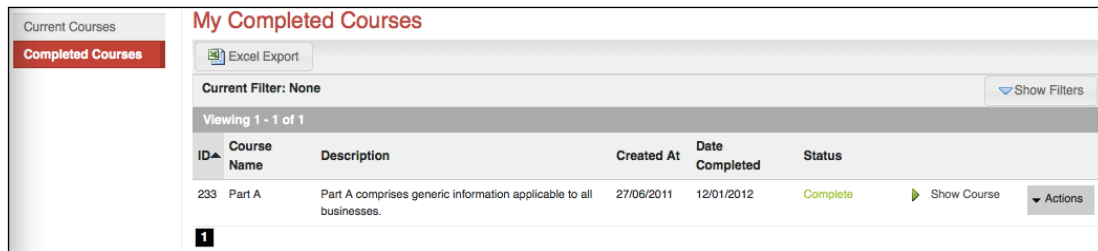
Three **Courses**, with two unavailable until the first is completed.



A **Module** with two presentations and an assessment.

3.2 Completed Courses

The Completed Courses page provides a list of successfully completed courses for the User, as illustrated below.

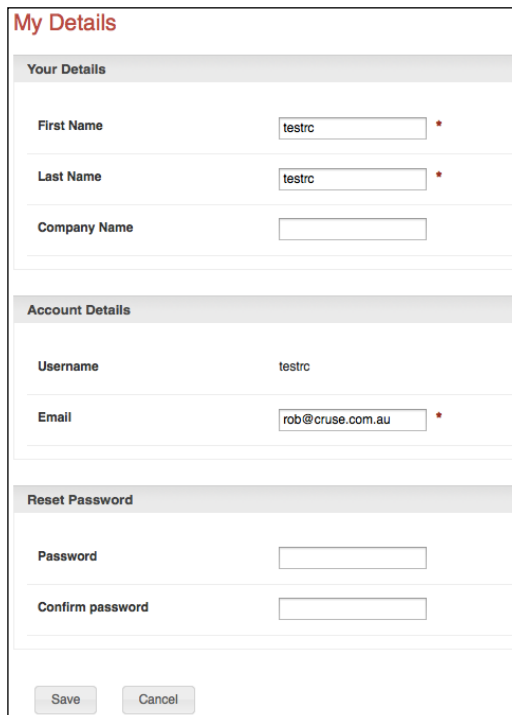


From this page a User can print a receipt (pdf), print their training history (excel) and view the Course that corresponded to the record.

A User can re-do a Course by clicking the 'Show Course' link.

4. My Details

Each user, including Administrators can access their My Details tab. This can be used to modify registration details and modify your password and email address.



My Details

Your Details

First Name: *

Last Name: *

Company Name:

Account Details

Username: testrc

Email: *

Reset Password

Password:

Confirm password:

Save Cancel

5. Records

Administrators and Managers have access to the Records page, which is located on the Settings Menu.

A Record is created for each Course. Records are not created for individual Modules within a Course. The Record is created when a User commences the Course (even if they stop mid-way), and is then updated to reflect a successful completion or fail.

Filters are available to refine the list of Records and to select a particular User or Course. The My Filters tab can be used to save filter settings for later use, and to set a specific default filter.

There are options to open the Record for each Course, including the results of the Assessment for each Module within the Course. A PDF record can also be printed for each Record. The list of Records can be exported to Excel.

The screenshot shows the 'Course Records' interface. It includes a sidebar menu with 'Records' selected, and a main content area with a table of records. Callouts highlight key features: 'Manually add a Record' points to the 'Add New' button; 'Save filters for later use' points to the 'My Filters' tab; 'Use filters to limit the Records displayed' points to the filter dropdowns; and 'More actions such as Record details, printing PDF.' points to the 'Actions' column in the table.

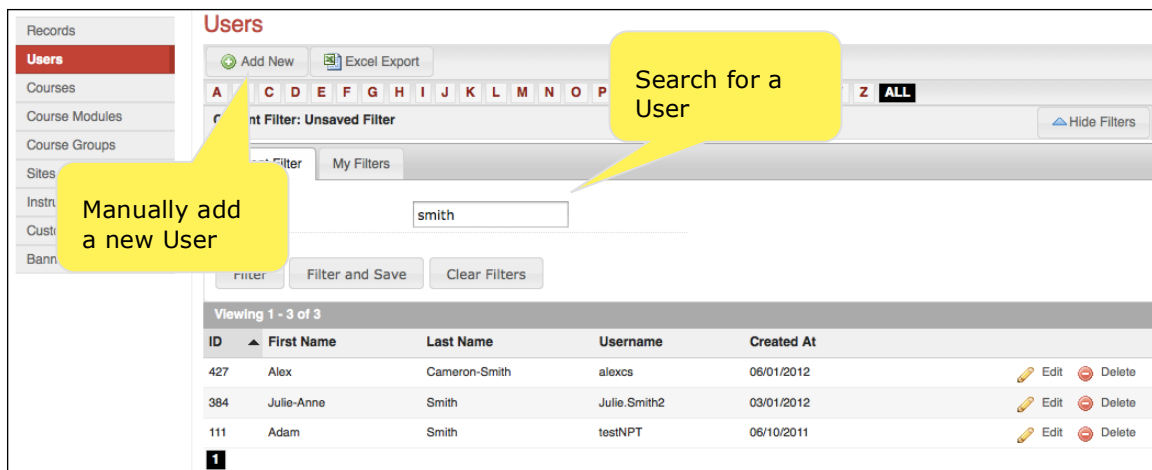
ID	Course Name	Description	First Name	Last Name	No. of Modules	Created At	Date Completed	Status	Actions
1394	Part B: Aviation	Part B for Aviation	Ron	Macindoe	1	20/01/2012	20/01/2012	Complete	Edit Delete Actions
1393	Part B: Supply & Distribution	Supply & Distribution Part B module. Specific information required to work at S&D sites.	Ron	Macindoe	2	20/01/2012	20/01/2012	Complete	Edit Delete Actions
1392	Part A	Part A comprises generic information applicable to all businesses.	Ron	Macindoe	3	20/01/2012	20/01/2012	Complete	Edit Delete Actions
1391	Part C: Parramatta Terminal	Part C face-to-face site induction for Parramatta Terminal	David	Hoey	0	20/01/2012	08/12/2011	Complete	Edit Delete Actions
1390	Part C: Parramatta Terminal	Part C face-to-face site induction for Parramatta Terminal	Mitchell	Sloane	0	19/01/2012	18/01/2012	Complete	Edit Delete Actions

6. Users

The User page enables an Administrator to create and edit User account information. This page only applies to the User accounts that have been created for the purposes of undertaking online training (these are not Administrator accounts).

A new User can be added from this page by clicking the 'Add New' button. This may be used where it is necessary to create an account for a User and forward them the details for logging in, including their password. They can then use the My Details page to change a password if required.

All Administrator accounts are created and managed using CS Access. Please refer to the CS Access User Guide.



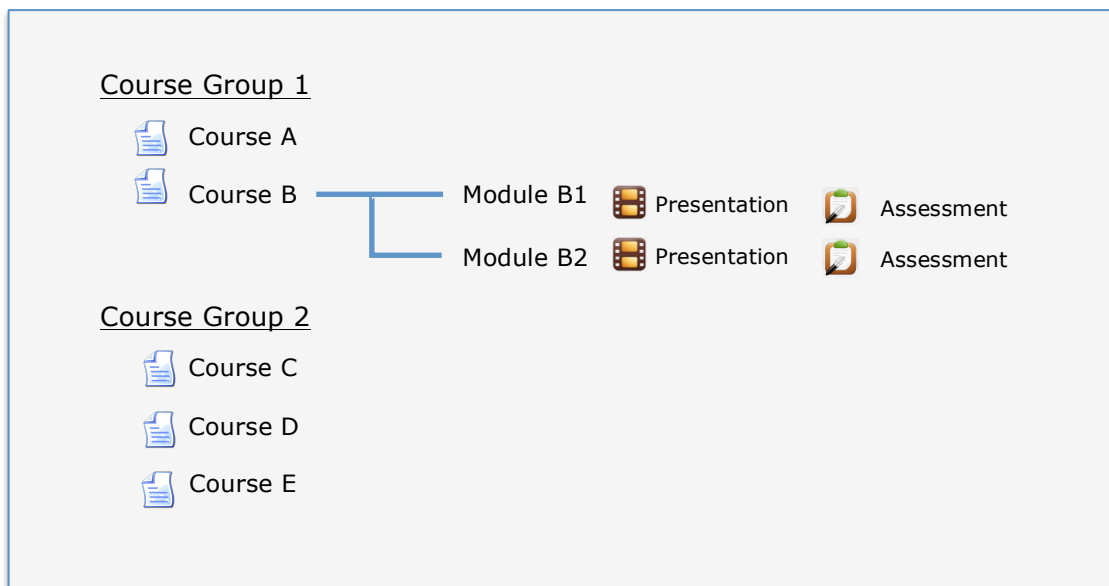
The screenshot shows the 'Users' management page. On the left is a navigation menu with 'Users' selected. The main area has a header with 'Add New' and 'Excel Export' buttons. Below is a search bar with a dropdown menu showing letters A through Z and 'ALL'. A search input field contains 'smith'. Below the search bar are buttons for 'Filter', 'Filter and Save', and 'Clear Filters'. A table below shows a list of users with columns for ID, First Name, Last Name, Username, and Created At. The table contains three rows of data. A small '1' is visible in the bottom left corner of the table area.

ID	First Name	Last Name	Username	Created At	
427	Alex	Cameron-Smith	alexcs	06/01/2012	Edit Delete
384	Julie-Anne	Smith	Julie.Smith2	03/01/2012	Edit Delete
111	Adam	Smith	testNPT	06/10/2011	Edit Delete

7. Courses & Modules

7.1 Overview

CS Induction training material is arranged into Course Groups, Courses and Modules. Each Course belongs to a Course Group, and has one or more Modules.



7.2 Courses

Each time a User completes a Course a Record is created. Each Course must have at least one Module and can have more than one. The modules contains the presentation and assessment that is viewed by the User.

A course can have only one Module – this is a common configuration if a Record is required for each Module that is completed. If it is necessary to have a user complete several modules which together to create a Record, then the Modules should all be grouped within the one Course.

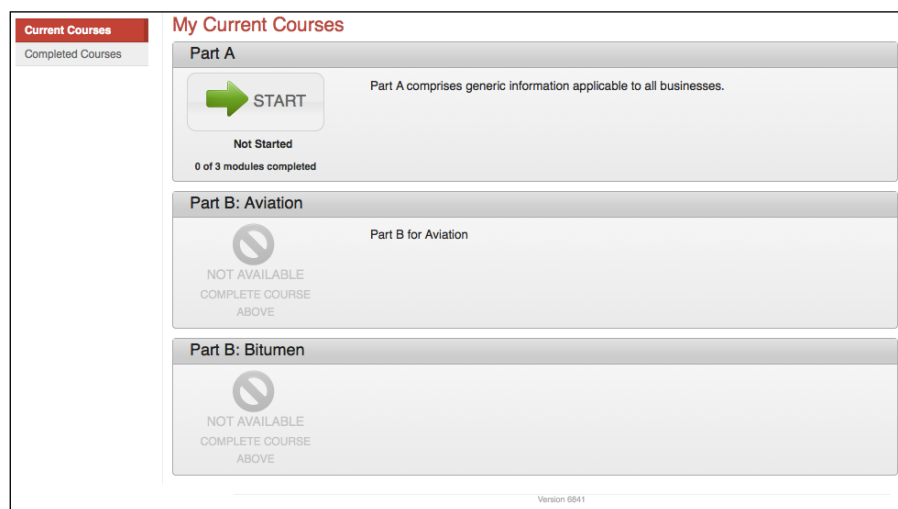
7.3 Course Groups

Course Groups are used to display the Courses available to a User. Each course Group contains one or more Courses. Typically Course Groups are used to display Courses that are related i.e. Company Induction, OH&S, Risk Management etc.

Each Course Group can be marked as Mandatory or Optional.

- Mandatory:** All Courses in a Mandatory Course Group must be completed prior to proceeding with Optional Courses.
- Optional:** Courses in an Optional Course Group can only be accessed after all mandatory Course Groups have been completed.

A course can have only one Module – this is a common configuration if a Record is required for each Module that is completed. If it is necessary to have a user complete several modules which together to create a Record, then the Modules should all be grouped within the one Course.



The "Part A" Course Group is mandatory, and must be completed before "Part B" or "Part C" can be accessed.

7.4 Creating a New Course

The first step to setting up online training is to create a Course. Use the 'Add New' button on the Courses page to commence. Enter details of the Course (these will be displayed to Users undertaking the Course).

Click 'Save and Next' to continue and add Modules to the Course, or 'Save' to return to the list of Courses.

Edit Course

Records
Users
Courses
• Course
• Modules
Course groups
Competencies
Instructions
Custom

Save Cancel

Name: IMS awareness - Zero Harm

Description: Awareness presentation and assessment

Valid For: 0

Training capability: IMS awareness - Zero Harm

Mark as default course:

Save Cancel Save and Next

Use the 'Modules' menu to view and edit the Modules linked to the current Course.

Description is displayed when a User undertakes the Course.

Validity in months – insert '0' for 'does not expire'.

Linked CS Competency Capability for e-learning (refer to CS Competency user manual for more information).

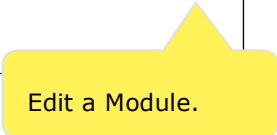
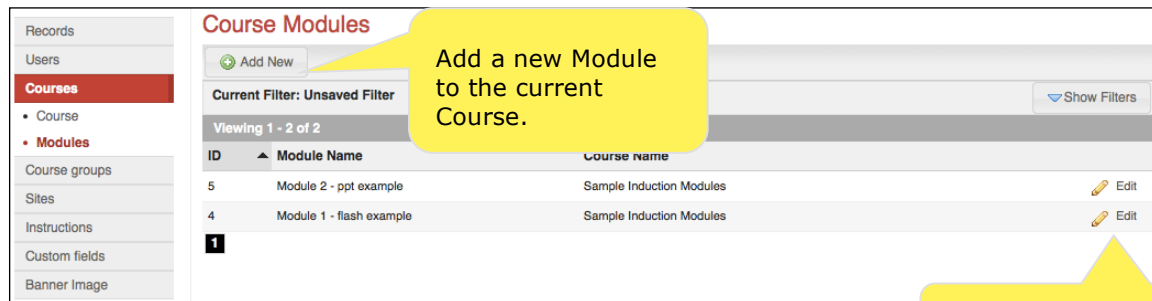
Save and return to the list of Courses

Save and continue to the Modules screen

7.5 Adding Modules to a Course

The Modules linked to a Course are displayed by clicking 'Save and Next' from the Course details page, or clicking the 'Modules' menu item (visible once a Course has been opened).

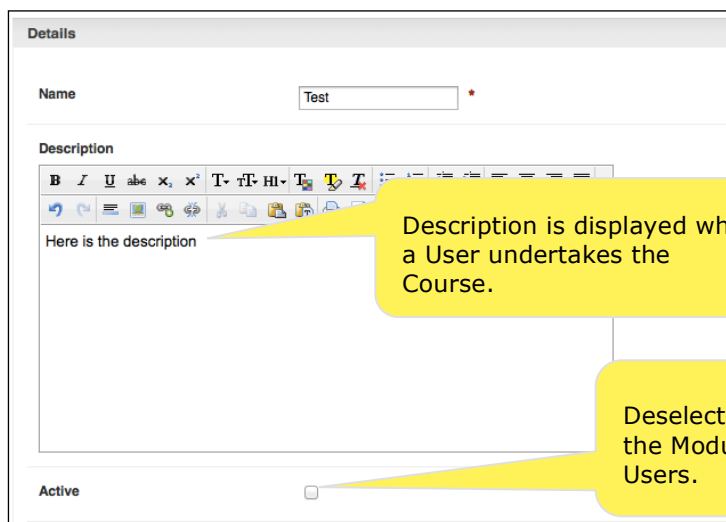
The following image shows two Modules that have been created for a Course. Click 'Add New' to create new Module for the current Course.



Each Module is comprised of three main sections:

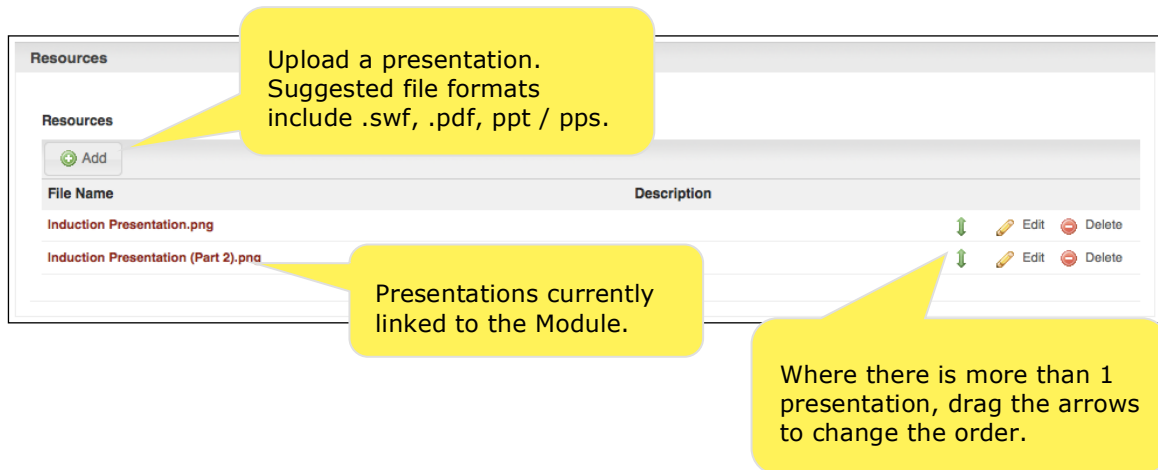
- Administration
- Resources (presentations) and,
- Assessment

Administration



Resources

Resources are the presentations or other material that a User is going to download and watch while completing the Module. More than one presentation can be included. They will be provided to the User in the order shown in the list.



Resources

Resources

Upload a presentation. Suggested file formats include .swf, .pdf, ppt / pps.

File Name

Description

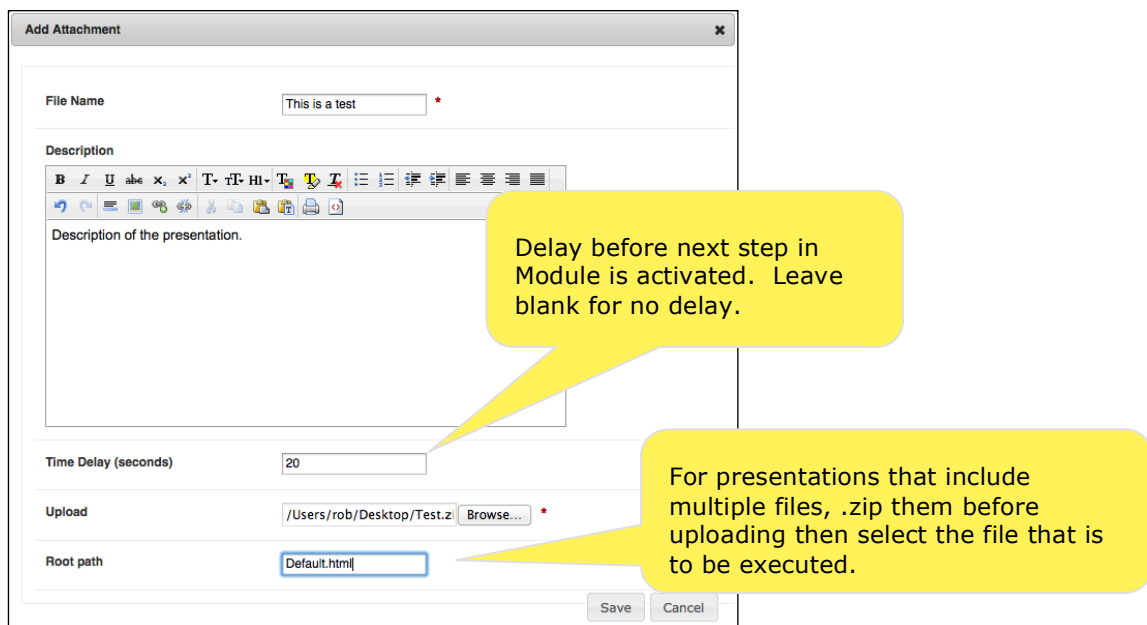
Induction Presentation.png

Induction Presentation (Part 2).png

Presentations currently linked to the Module.

Where there is more than 1 presentation, drag the arrows to change the order.

To upload a presentation, click the 'Add' button. The following screen will be displayed:



Add Attachment

File Name

This is a test *

Description

Description of the presentation.

Time Delay (seconds)

20

Upload

/Users/rob/Desktop/Test.z

Root path

Default.html

Delay before next step in Module is activated. Leave blank for no delay.

For presentations that include multiple files, .zip them before uploading then select the file that is to be executed.

The Time Delay is used to insert a pause before the next step can be commenced. This prevents a User from proceeding immediately to the next step in the Module. If left blank, there is no delay.

Use the upload box to navigate to and upload the presentation material for the Module. If the presentation consists of multiple files, such as an interactive module, first combine the files into a .zip file (prior to uploading). When a .zip file is uploaded, CS Induction will prompt to enter the Root Path or name of the file that should be executed by CS Induction in order to run the presentation.

Single file uploads such as .ppt or .swf do not require a Root Path.

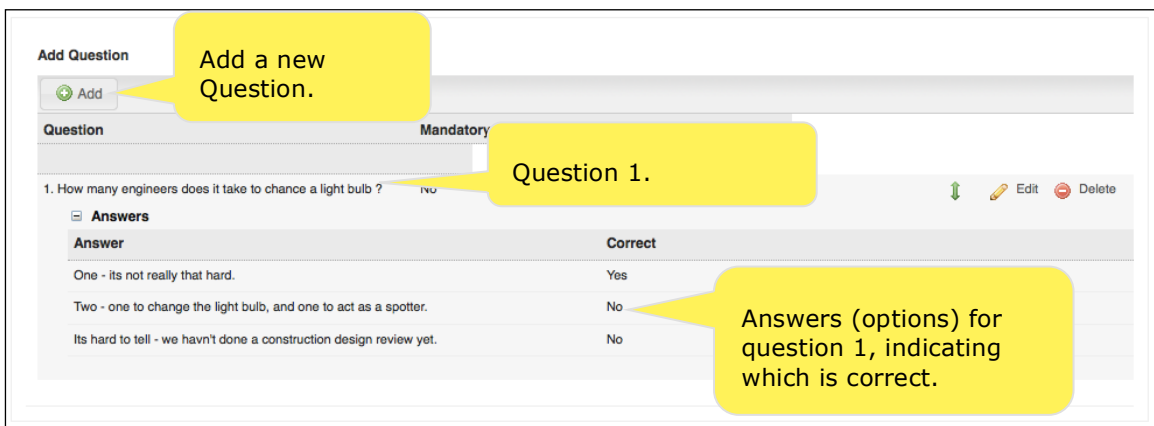
Assessment

The assessment allows the number of questions to be displayed to be set (where there are additional questions specified), the passmark to be set, and the questions themselves to be specified.

The 'Has Assessment' checkbox needs to be ticked in order for the Assessment to be displayed. Otherwise the Module will proceed to the declaration and a Record will be created (with no Assessment). This may be desirable in some situations.

Assessment	
Has Assessment	<input type="checkbox"/>
Number Of Question	<input type="text"/>
Passmark	<input type="text"/>

Questions are configured as multiple choice. There is no limit to the number of potential answers, but there must only be one correct answer. A recap is included (revision text) which is displayed if a User fails a question but passes the Module as a whole.



Add Question

➕ Add **Add a new Question.**

Question **Mandatory** **Question 1.**

1. How many engineers does it take to change a light bulb ?

Answers

Answer	Correct
One - its not really that hard.	Yes
Two - one to change the light bulb, and one to act as a spotter.	No
Its hard to tell - we havn't done a construction design review yet.	No

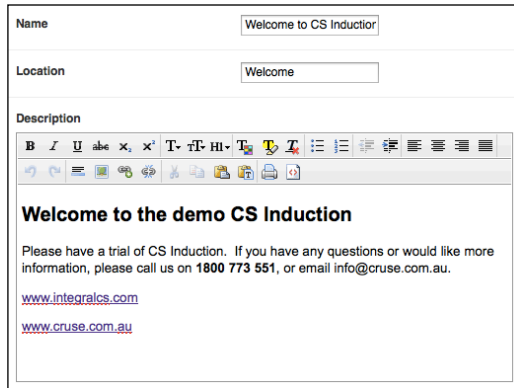
Answers (options) for question 1, indicating which is correct.

Note that individual questions can be marked as mandatory, which means that they are always presented to the User (where there are more questions that required). It does not mean that the User must get 'mandatory' questions correct in order to pass the assessment.

9 Administration Settings

9.1 Instructions

The Instructions menu allows the Login Screen, Terms and Conditions and Welcome page text to be edited. A simple text editor is provided that allows formatting such as bold, highlight and underlining to be specified, as well as hyperlinks.



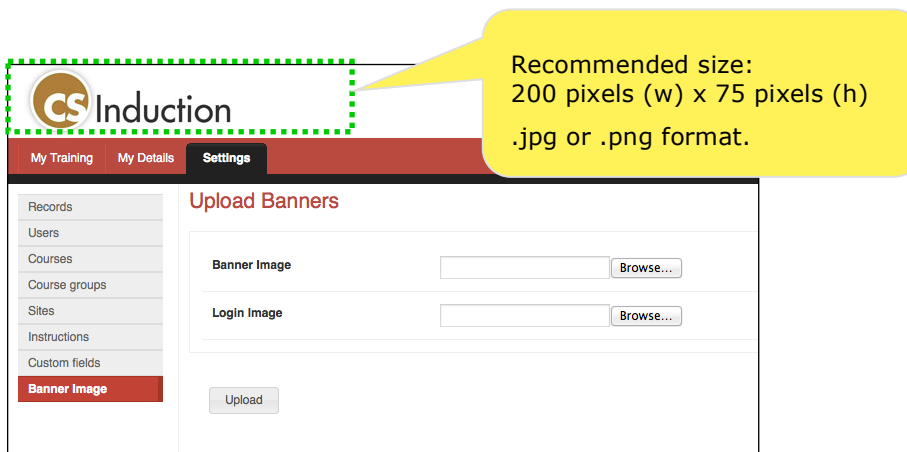
The screenshot shows a form with three main sections:

- Name:** A text input field containing "Welcome to CS Induction".
- Location:** A text input field containing "Welcome".
- Description:** A rich text editor with a toolbar. The content includes:
 - Header:** "Welcome to the demo CS Induction" (bolded).
 - Text:** "Please have a trial of CS Induction. If you have any questions or would like more information, please call us on 1800 773 551, or email info@cruse.com.au."
 - Hyperlinks:** Two links are present: www.integralcs.com and www.cruse.com.au.

9.2 Banner Upload

The site banner can be modified to suit individual company requirements. Replacement images are uploaded using the Banner Image page for both the login screen banner, and the site banner (once logged in).

Important: Only .jpg and .png images are able to be displayed, and all images will display at whatever size is uploaded (CS Induction does not resize the images).



The screenshot shows the "Upload Banners" page in the CS Induction settings. A yellow callout box points to the CS Induction logo in the top navigation bar, containing the following text:

Recommended size:
200 pixels (w) x 75 pixels (h)
.jpg or .png format.

 The main page content includes:

- Navigation:** "My Training", "My Details", and "Settings" (active).
- Left Sidebar:** A list of menu items including "Records", "Users", "Courses", "Course groups", "Sites", "Instructions", "Custom fields", and "Banner Image" (highlighted).
- Form Fields:**
 - Banner Image:** A text input field with a "Browse..." button.
 - Login Image:** A text input field with a "Browse..." button.
- Buttons:** An "Upload" button at the bottom of the form.