



INSTRUCTOR **LMS Quick Start** GUIDE

INSTRUCTOR

LMS Quick Start

GUIDE

QUICK INFO / TECH SPECS:

Website Address: lms.protechskillsinstitute.org

To Login:

Your username is your email address

If You Forgot Your password, click the link above Sign-In on the Login page. (It can also be changed by your Program Administrator.)

Learning Management System Accessing Machine Needs:

- Wifi Capable
- Administrative rights to connect to local Wifi
- Administrative rights to add a program



Acceptable Operating Systems:



Windows 8, 8.1, or 10



Mac OS X 10.7 Lion or Newer



Chromebook



iPad iOS 11 or Newer



Android

Acceptable Browser Combinations:



If Windows: An up-to-date version of Edge, Firefox, or Chrome



If Mac: An up-to-date version of Safari, Firefox, or Chrome



If Chromebook: Up-to-date



If iPad: An up-to-date version of Safari, Firefox, or Chrome



If Android Tablet: An up-to-date version of Chrome



Where to find LMS specific help: system-support.protechskillsinstitute.org (available from every page of the LMS)

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Important Notes:



Use of the Outside Transformer Simulator does require a Windows Operating System either on a Windows machine, or on a Mac using virtualization software like Parallels.




















































Use of the Inside Transformer Simulator requires a Windows Operating System either on a Windows machine, or on a Mac using virtualization software like Parallels.



The screen size of devices smaller than 7 inches have significantly reduced real estate to display content and may not be the best experience for the learner.

Specifics about the most common machines:

	Access System	Open All Online References	Interact with All LMS Quiz Components	Support use of the Online Assessments System	Inside Transformer 3D Simulator	Outside Transformer 3D Simulator	Electrical Theory Simulator
Windows					 ¹	 ²	
MacBooks					 ³	 ³	
Chromebooks							
iPads ⁴							
Android Tablets ⁴							
iPhones ⁵							
Android Phones ⁵							

1. The Inside Transformer Simulator will require the ClickOnce browser add-on
2. The Outside Transformer Simulator will require the ClickOnce browser add-on and is touch capable
3. To access either Transformer Simulator with this machine a Windows OS will need installed using virtualization software like Parallels
4. The screen size of devices smaller than 7 inches have significantly reduced real estate to display content and may not be the best experience for the learner.
5. These devices are capable for accessing all coursework but will limit user interaction to the point of not being suggested as viable as the standalone training/learning device.

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LMS NAVIGATION:

Home: Basic homepage, important recommendations, and directions to help

My Courses: Courses in which the logged in user has been enrolled

Course Catalog: All courses available to the training program. If you have enrollment in the course, you may access from the catalog. If you do not, you will be notified of no access – access is granted only from enrollments made in the Training Management System.

Reports: Based on user role, reports vary:

- Students may view personal work.
- Instructors may see an individual student's work or groups of students' work if they are enrolled as the instructor for those students in specific sessions of courses.
- Program Administrators may see an individual student's work, groups of students' work for specific instructors, and each of their instructor's sessions.

Instructors' Lounge: lms.protechskillsinstitute.org – Viewable only to instructors and Program Administrators. Place to access the blog, instructor and program administrator training information.

Assessments: The assessments button provides access to the Test Generator system. This system with permissions allows you to create tests that can be delivered and proctored to students.

FURTHER NAVIGATION:

- **Resources Link; top right:** Visible only to instructors and Program Administrators. Contains specific (instructor submitted) training resources, reports on session-learning objective performance, Courseware, Web Resources, and Training Partner Resources and Contacts.
- **Web Resources:** External links to websites relative to the lesson topic. Visible to all roles and usable by students and instructors to augment training.
- **CourseWare Study Plan and Enhanced Materials:** Links to interactive activities, media clips, and reference material.

ADDITIONAL COURSE NOTES:

- Some courses will have a Certificate of Completion available when all course materials have been completed successfully.
- Quizzes, Lessons, and Courses each may have minimum requirements set for access to things like: Review of a quiz, Access to a certificate or lesson, information is displayed in the system as appropriate.

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LESSON QUIZZES:

- The first attempt is the attempt averaged into the course grades.
- Users may attempt a lesson as many times as they choose.
- Users may see all of the answers and solutions notes upon submission of first attempt.
- All attempts are individually reviewable.
- Logout of the system, due to inactivity, is set at 45 minutes.
- When logged out or choosing to log out, a return to a lesson quiz remembers all work completed – meaning, a user may begin a lesson or lessons and return to them at later times or dates before fully completing and submitting, without fear of losing work.

THINGS YOU NEED TO KNOW:

- The Courseware is a training model that is utilized by the training center administrators.
- The LMS (Learning Management System) is a content management and delivery tool for accessing training and participation results.
- At times, the system will inform you when you need to use another browser over another.
- Machines used to access the LMS should stay up to date with software including but not limited to their operating system.
- The Help Videos for advanced question types are accessed from any of the advanced style of questions. Success on those question types without viewing is very low.
- Often, references to lessons point to help videos.
- Instructors and Program Administrators may submit errata directly from the question they find that has an error.
- Students may not submit errata.
- Activities may be submitted by instructors and Program Administrators using the Feedback/Suggestions/Errata link located at the bottom of lesson or question pages.

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THINGS YOU NEED TO KNOW (continued):

- LMS Support may be accessed by all users. There, they will find answers to FAQs, Hot Topics, and solutions for most if not all access concerns.
- LMS Support can be accessed via links placed on every page of the LMS.
- The first line of support is the instructor. Being aware of all of the help videos, what is available with support, and knowledge of all of the elements within the topics being taught from the LMS are minimum needs.
- LMS users systems must be wifi capable and they must have the administrative ability on their system to connect to a local wifi.
- All Instructors and Administrators have access to three courses (**Unless not on the PTSI OLS, then it's two courses**). The courses are: *PTSI Online Learning System Review*, Training Partner Symposium, and the Instructors' Lounge. Be sure to become familiar with all of the available resources built to help you within those courses.

QUESTIONS/SUPPORT:

If you have specific questions about particular devices, or are having issues with any items listed above, please look for your specific issue in the [Support Knowledge Base](#), or if you're unable to find a solution, [submit a support ticket](#).

