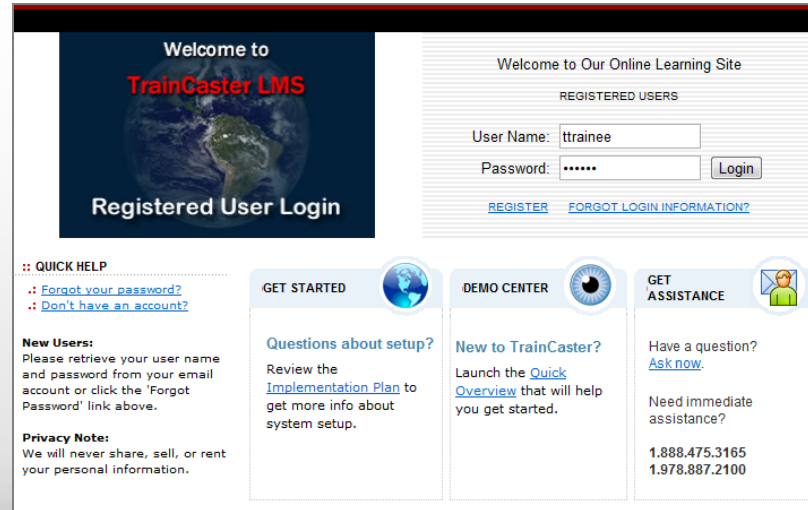


Intro to TrainCaster



The screenshot shows the TrainCaster LMS login page. At the top left, there is a banner with the text "Welcome to TrainCaster LMS" and "Registered User Login" over a globe image. To the right is a login form with fields for "User Name" (containing "ttrainee") and "Password" (containing "*****"), and a "Login" button. Below the form are links for "REGISTER" and "FORGOT LOGIN INFORMATION?".

WELCOME TO OUR ONLINE LEARNING SITE
REGISTERED USERS

User Name:

Password:


[REGISTER](#) [FORGOT LOGIN INFORMATION?](#)

QUICK HELP


- [Forgot your password?](#)
- [Don't have an account?](#)

New Users:
Please retrieve your user name and password from your email account or click the 'Forgot Password' link above.


Privacy Note:
We will never share, sell, or rent your personal information.

GET STARTED 

Questions about setup?
Review the [Implementation Plan](#) to get more info about system setup.

DEMO CENTER 

New to TrainCaster?
Launch the [Quick Overview](#) that will help you get started.

GET ASSISTANCE 

Have a question? [Ask now.](#)

Need immediate assistance?

1.888.475.3165
1.978.887.2100



You received an email when your user account was created. The email has your User ID and Password, as well as the link for your corporate online training site.

Click the link and login using the information provided in the email.



Logging In



My TrainCaster is your online training home page. Here you'll find your course assignments, training requirements and due dates. **'Courses Assigned'** lists all of your courses – both required and optional.

To start taking a course, **click on the Course Title.**

Courses Assigned Expand All | Collapse All

REQUIRED COURSES			
Course	Last Trained	Training Due	
[-] Association of Block Clubs Membership Applicants			
[-] Membership Application Course			
New! Community Partner Introduction		Mar 11, 2011 *	These courses are REQUIRED.
[-] Environmental, Health, Safety & Security			
Ergonomics	Feb 17, 2011	Feb 17, 2012	
Family and Medical Leave Act		Sep 4, 2009 *	Click to start training.
[-] Formulation			
Volcano Intro		Mar 19, 2011 *	
<small>* Overdue Training Date</small>			
<small>* Training Due Within 30 Days</small>			

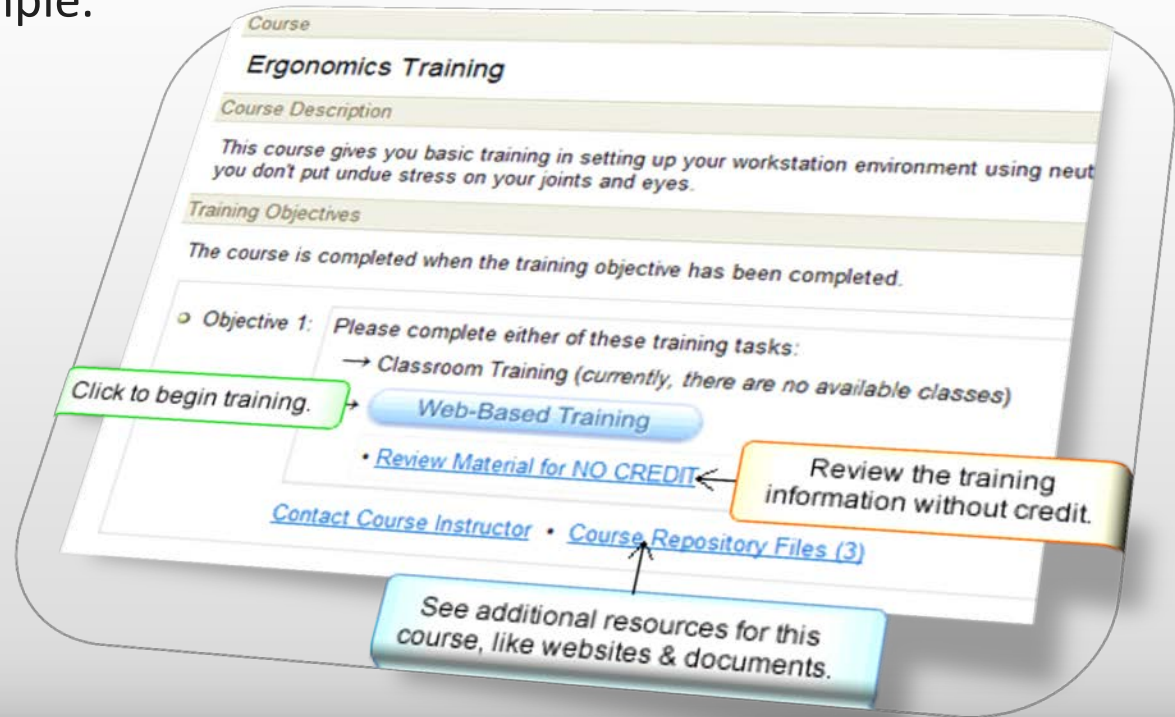
ASSIGNED COURSES		
Course	Last Trained	
[-] Environmental, Health, Safety & Security		
EHS For Everyone		These courses are OPTIONAL.
[-] Facilities and Engineering		
Engineering Admin		

My TrainCaster Explained



The Course Launch page has links to all your options: web training, classroom (if available), additional resources, and a **review link** that lets you view the content for no credit...if you just need a quick refresher, for example.

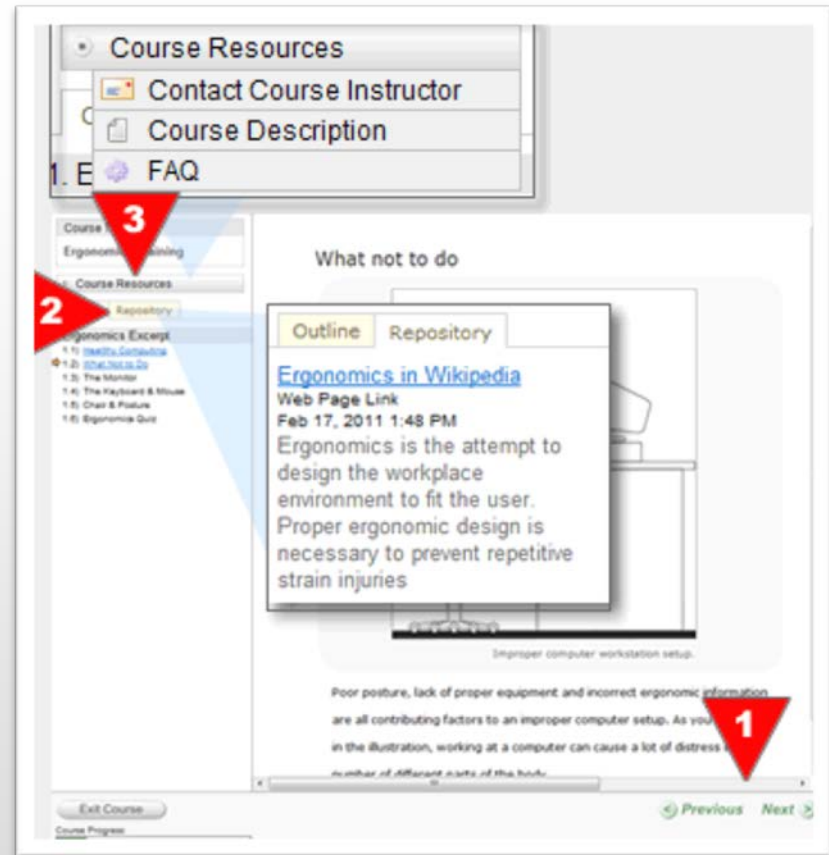
NOTE: Reviewing content is NOT the same as taking the course for credit.



The Course Launch Page



1. Use the NEXT and PREV links to navigate through the course.
2. Click 'Repository' to see files or websites that supplement the course material.
3. Click 'Course Resources' to access the FAQ, Glossary, or to contact the instructor via email.



Taking a Course



To continue a course, click the **RESUME TRAINING** button in the 'Courses in Progress' section of the page.

This will pick up your training session where you left off.

Courses In Progress			
Course		Objective	Status
Ergonomics	1.)	Web-Based Training	RESUME TRAINING (Started: Feb 17, 2011)

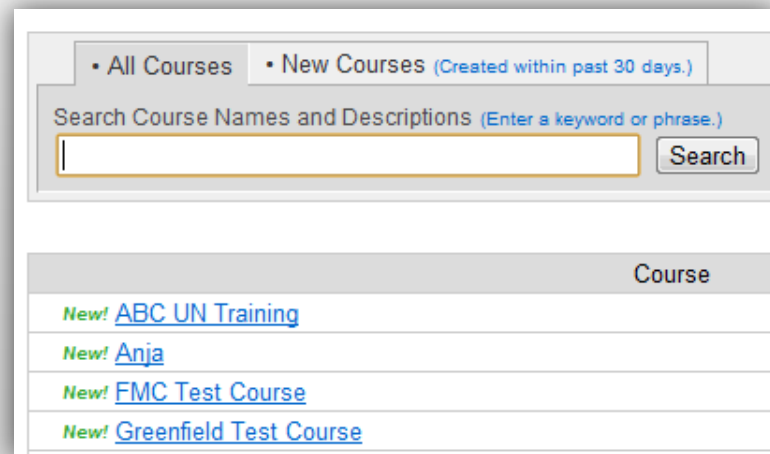
Resume Training



The Course Catalog

Browse the course catalog tab to choose courses yourself. Search for a specific course, or browse the newest courses.

To take a course just click the course name.



The screenshot shows a web interface for a course catalog. At the top, there are two tabs: "All Courses" and "New Courses (Created within past 30 days.)". Below the tabs is a search bar with the placeholder text "Search Course Names and Descriptions (Enter a keyword or phrase.)" and a "Search" button. Below the search bar is a table of courses. The table has a header row with the word "Course" on the right. The table contains four rows of course listings, each starting with "New!" in green text followed by a blue hyperlink to the course name.

	Course
New!	ABC UN Training
New!	Anja
New!	FMC Test Course
New!	Greenfield Test Course



Use the classroom calendar tab to see what training sessions are offered on specific dates, in specific locations. To sign up for a classroom training session, click the 'Register' button.

February 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

February 2011

Arrange by Date

- Feb 22, 2011 10:00 AM
Class: Marcal test course
Location: 6th Floor Training Room
SEATS AVAILABLE
- Feb 22, 2011 10:00 AM
Class: New Hire Training
SEATS AVAILABLE

Course: [Laser Training](#)


Class Start Date: Feb 22, 2011 10:00 AM
Class End Date: Feb 22, 2011 11:00 AM
Enrollment Deadline: Feb 22, 2011 10:00 AM
Cancellation Deadline: Feb 22, 2011 10:00 AM
Class Size: 1 Student
Status: SEATS AVAILABLE
Location: Carl's Training "Center"
Someplace's

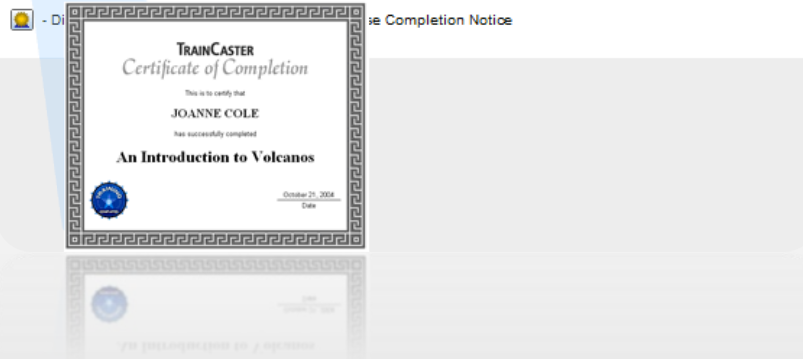
Notes:

REGISTER

Classroom Calendar



Courses Completed			
Course	Score	Status	Total Time
 Ergonomics	100%	Pass	00:00:54
Total:			00:00:54



Need to retrieve a training certificate or completion email?

Click the course history tab to see a listing of all of the courses you have taken. Then click the icon to retrieve your proof of training.

Course History



Although you may re-take courses that you have taken previously, each time you take a course a new training record is stored in the database. Re-taking a course does not update your score from a previous attempt.

TrainCaster automatically keeps track of your training requirements, course progress and all quiz and exam scores for every course you take.

Printable certificates are always available via the course history tab.

Administrative Details



Thanks for viewing this
introduction to TrainCaster.

If you have any additional
questions regarding courses or the
use of TrainCaster, please contact
training administrator in your
organization.

Wrap-up

