

# AMATROL LMS HELP DOCUMENTS



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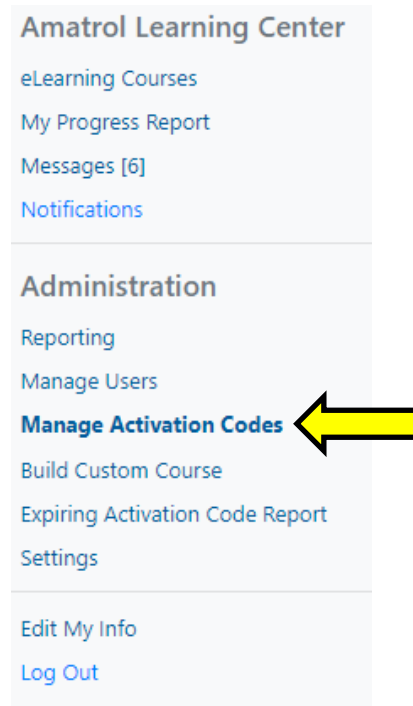
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## Steps to activate a user

All learners need an activation code to access the eLearning. To find your activation codes log in to your admin account at [www.learnamatrol.com](http://www.learnamatrol.com)

On the left-hand side of the window, you will see and select “Manage Activation Codes” under Administration.

Once you are on this page hit ‘Show All’ and you will see the activation code you have on your site



Once you are on this page hit ‘Show All’ and you will see the activation code you have on your site

### Manage Activation Codes

Search filters for Manage Activation Codes:

- User:
- Activation Code:
- Course:
- User Tags:
- Activation Code Tags:
- Content:

☐ Show Archived Users  
☐ Show Expired Codes

0 Licenses Selected 5 Licenses Shown

	Activation Code	Name	User	Start Date	Expires	Duration	Activate By	Type	Status	Tags
<input type="checkbox"/>	9P3-KXJ-VH5	AMATROL				12	2021-03-27	One-Time	Active	
<input type="checkbox"/>	CT6-8QV-JZX	AMATROL				12	2021-03-27	One-Time	Active	
<input type="checkbox"/>	F2X-GJ7-BP6	AMATROL				12	2021-03-27	One-Time	Active	
<input type="checkbox"/>	KNB-L54-HQR	AMATROL				12	2021-03-27	One-Time	Active	
<input type="checkbox"/>	M2Q-WN4-FBL	AMATROL				12	2021-03-27	One-Time	Active	

There are 3 ways to activate users which will be outlined on the following pages.

## 1. Email the activation code and step by step instructions.

Codes can be email to either a single user at a time or a group of users.

To email a code to a single user you will click on the mail icon next to the code you want to send.


<input type="checkbox"/>	Activation Code	Name	User	Start Dat
<input type="checkbox"/>	9P3-KXJ-VH5	AMATROL		
<input type="checkbox"/>	CT6-8QV-JZX	AMATROL		
<input type="checkbox"/>	F2X-GJ7-BP6	AMATROL		
<input type="checkbox"/>	KNB-L54-HQR	AMATROL		
<input type="checkbox"/>	M2Q-WN4-FBL	AMATROL		

This will bring up the email window; you can type in the email address of the user and select Mail Code

**Email Code**

Enter the email to which the activation code will be mailed:

In order to ensure that Amatrol LMS emails arrive, the recipient may need to add **@learnamatrol.com** to their list of trusted senders/trusted domains in their email program. If the recipient is unsure about this procedure, he or she can search for their email program and trusted sender or they may contact their email service provider.




**Mail Code** **Close**

To email codes to multiple users you will select the check boxes next to the codes and then select email from the Bulk Actions drop down

☐ Show Expired Codes  
**Show All**

**Bulk Actions**



Email  
Rename  
Tag  
Print  
Clear  
Move

<input type="checkbox"/>	Activation Code	Name	User	Start Date	Expires	Duration	Activate By	Tags
<input checked="" type="checkbox"/>	9P3-KXJ-VH5	AMATROL				12	2021-03-27	
<input checked="" type="checkbox"/>	CT6-8QV-JZX	AMATROL				12	2021-03-27	
<input checked="" type="checkbox"/>	F2X-GJ7-BP6	AMATROL				12	2021-03-27	
<input type="checkbox"/>	KNB-L54-HQR	AMATROL				12	2021-03-27	
<input type="checkbox"/>	M2Q-WN4-FBL	AMATROL				12	2021-03-27	One-Time Active

Email Selected License(s)

Number of Licenses to be Emailed: 1

Enter email(s), separated by a comma, semicolon, or newline

Emails

In order to ensure that Amatrol LMS emails arrive, the recipient(s) above may need to add @learnamatrol.com to their list of trusted senders/trusted domains in their email program.

If the recipient is unsure about this procedure, he or she can search for their email program and trusted sender or they may contact their email service provider.

Email Licenses
















Cancel

The user will get an email with step-by-step instructions on how to complete their profile user set-up. **\*\*This email may go to their junk folder because it comes from an automated mailed.\*\***

**Once complete, the user will get a confirmation email.**

## 2. You can copy/print the code and manually deliver it to the user:

Many bookstores will use this method and copy the codes down onto index cards with instruction on how to create their account

<input type="checkbox"/>	Activation Code	Name	User	Start Dat
<input type="checkbox"/>	9P3-KXJ-VH5	AMATROL	 	
<input type="checkbox"/>	CT6-8QV-JZX	AMATROL	 	
<input type="checkbox"/>	F2X-GJ7-BP6	AMATROL	 	
<input type="checkbox"/>	KNB-L54-HQR	AMATROL	 	
<input type="checkbox"/>	M2Q-WN4-FBL	AMATROL	 	

Copy the code down for the user, and then direct them to go to [www.learnamatrol.com](http://www.learnamatrol.com) and select New User.

Log In

Username/Email

Password

Log In

Remember Me

New User

Reset Password

By logging in, you are agreeing to be bound by the [Terms of Use](#).

Fill out the Profile information, including the activation code at the bottom and select “Register”.

Email: name@example.com  
[I do not have an email address](#)

Password: Password  
Special characters/phrases allowed

Confirm Password: Password

First Name: First Name

Last Name: Last Name

ZIP Code: ZIP Code

Activation Code: XXX-XXX-XXX

**Register**

**Once complete, the user will get a confirmation email.**

### 3. This is known as the “Manual Option”.

Same steps as #2, go to [www.learnamatrol.com](http://www.learnamatrol.com) and select New User, then select **I do not have an email address**

**\*\*\* The Org must have “Allow Usernames” turned on for this option to be available. \*\*\***

Email: name@example.com  
**I do not have an email address**

Password: Password  
Special characters/phrases allowed

Confirm Password: Password

First Name: First Name

Last Name: Last Name

ZIP Code: ZIP Code

Activation Code: XXX-XXX-XXX

**Register**

Type in the activation code and select submit.

Fill in the profile information and create a username and password. Select ‘Register’ when complete.

#### User Registration: No Email

Activation Code

XXX-XXX-XXX

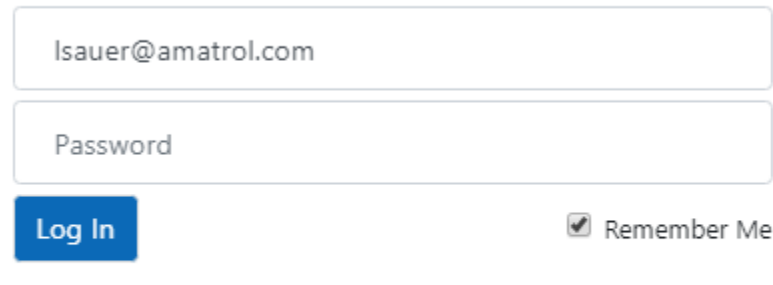
**Submit**

The user will not get a confirmation email from the manual option. They will now appear on your Manage User Page on your site.

## Initial Login

To log in, go to [www.learnamatrol.com](http://www.learnamatrol.com). The following screen will be displayed.

### Log In



The screenshot shows a login form with two input fields: one for the email/username (containing 'lsauer@amatrol.com') and one for the password (containing the placeholder text 'Password'). Below the password field is a blue 'Log In' button. To the right of the button is a checkbox labeled 'Remember Me'.

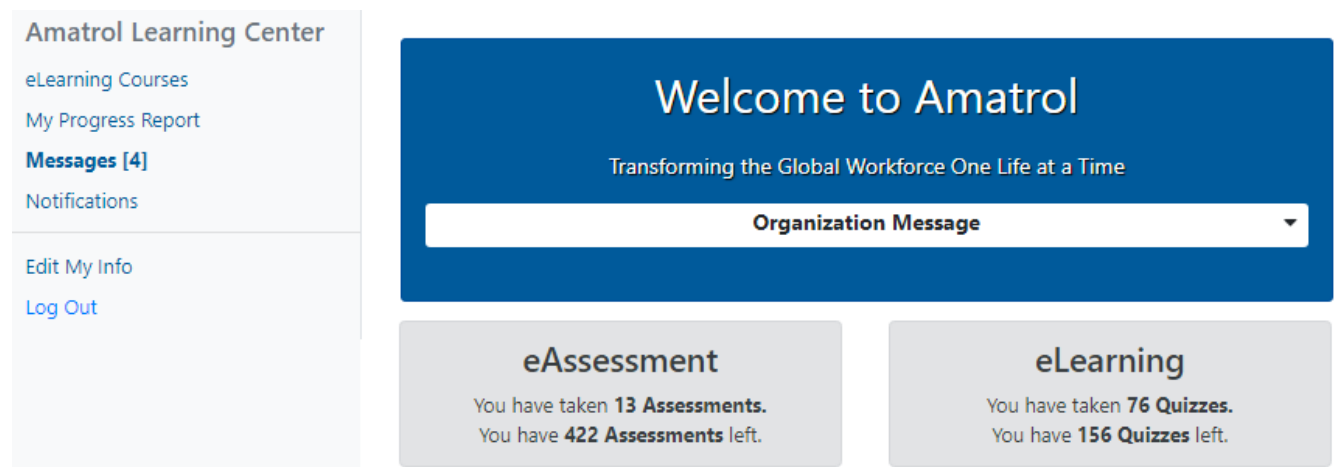
[New User](#)

[Reset Password](#)

By logging in, you are agreeing to be bound by the [Terms of Use](#).

Enter your email (or username) and password in the appropriate boxes as shown above and click the Log In button.

Upon logging in, you are directed to your home screen, like the picture shown below.



The screenshot shows the home screen of the Amatrol Learning Center. On the left is a sidebar with navigation links: 'Amatrol Learning Center', 'eLearning Courses', 'My Progress Report', 'Messages [4]', 'Notifications', 'Edit My Info', and 'Log Out'. The main content area has a blue header with the text 'Welcome to Amatrol' and 'Transforming the Global Workforce One Life at a Time'. Below the header is a white box with the text 'Organization Message' and a dropdown arrow. At the bottom are two grey boxes: 'eAssessment' with the text 'You have taken 13 Assessments. You have 422 Assessments left.' and 'eLearning' with the text 'You have taken 76 Quizzes. You have 156 Quizzes left.'

## eLearning Courses

After logging in to [www.learnamatrol.com](http://www.learnamatrol.com) you will be taken to the eLearning Courses page, unless you have new Messages. The top of the eLearning Courses page will display the last 10 courses you have accessed. You can remove a course from the Recent Courses list by clicking on the ✖ next to the course.

### Skill Print Release

The instructions included in the skills section of the content, as well as the Skill PDF instructors can access, guide users through the steps of each skill. These instructions often include graphics or photos to help clarify information. Many skills have places where users are asked to record data. Each user should print or be provided with a printed copy of these skills. You have permission from Amatrol to print and distribute these materials as needed for users.

### Organization Courses

Click the 'Show Organization Courses' button in the upper right corner to view courses assigned by your organization.

The 'Organization Courses' view lists all courses and libraries available to users with your organization's Activation Codes. Click on a course to expand the view and list the content within that course.

Click the 'View Quiz' link to view the questions and answers for that content. While viewing the quiz, if you need to report an error on a question, click the 'Report Error' link to open the error submission form.

If the content has skills, the Skill PDF button will appear beside the content title. Clicking the Skill PDF button will open the Skill PDF; this document allows access to the full set of skills for the content.

### Assigned Courses

Click the Show Assigned Courses button in the upper right corner to view courses assigned to you with an Activation Code.

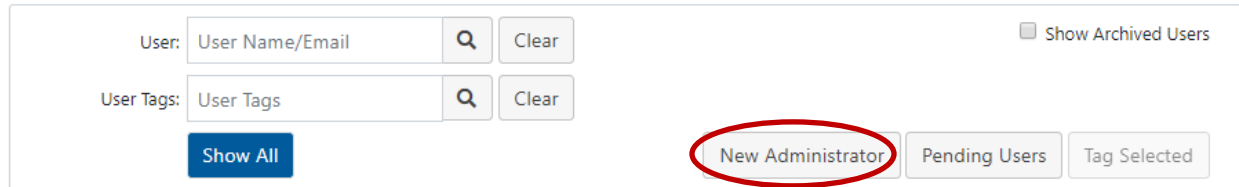
The courses page lists all courses, libraries, and packages that have been assigned and made available to you. Click on a course to expand the view and list the content within that course.



# Adding Site Administrators

If an Administrator has the privileges 'Create Users' and 'Edit Privileges', they should see a button on the Manage User pages that says 'New Administrator.'

## Manage Users

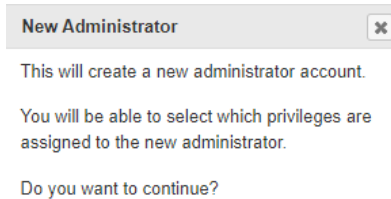


User:

User Tags:

☐ Show Archived Users

When you select this button, it will alert you that you are about to create an administrative account. Click 'Continue' in this window.



New Administrator

This will create a new administrator account.

You will be able to select which privileges are assigned to the new administrator.

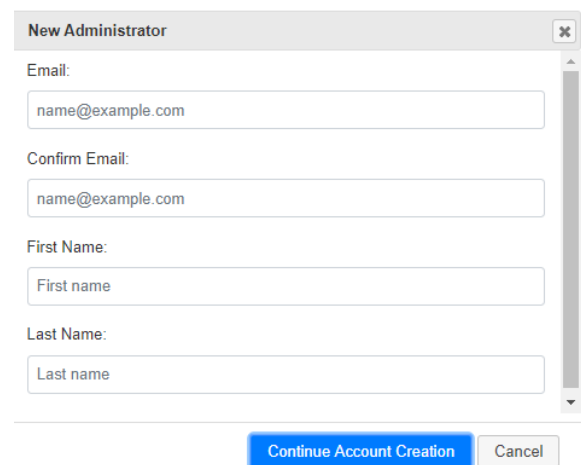
Do you want to continue?



Once you fill in the information and click on 'Continue Account Creation,' an email with a registration link will be sent to the person's email address. (It may go to the junk/spam folder as this is a system automated email and contains a link. The next step you will need to do is assigning the privileges you want this person to have. They range from accessing the courses, creating new users, managing activation codes and reporting. Each site will have to decide what privileges they want other administrators to have.

If you only want someone to access the courses for review, you can give them only the first privilege.

When you have chosen the privileges you want the user to have click 'Save' and then you can close this window.



New Administrator

Email:

Confirm Email:

First Name:

Last Name:

# Building a Custom Course

Click 'Build Custom Course' from the Administration pane on the left of the screen  
From here, click on the + sign to open the library then open the category(s) of your choice. You can also search for a topic or course number. To create a custom course, you can select modules from multiple courses or whole courses even if they are in different categories.

Once you have selected the modules you want included in your custom course, click on the 'Continue Course Creation' button at the bottom of the page. Note there is a limit of 50 modules per custom course and the system will tell you how many modules you selected.

*There is a limit of 50 modules per custom course.*

*You have selected 10 modules.*

Continue Course Creation

Once you have selected 'Continue Course Creation' it will take you to a page to verify the modules you want included in your course. If these are the correct modules click on 'Build Course.' If you need to make changes you can click on 'Start Over.'

Build Custom Course

Search...

Search

Clear

Previous Match


Next Match


AMATROL - Main Library Content


Automation


Electronics


Electrical


☒  VX17401-CM00JEN-E1 - Electric Motor Control


☒  1 Introduction to Electric Motor Control


☒  2 Manual Motor Control and Overload Protection


☒  3 Control Transformers


☒  4 Control Ladder Logic


☐  5 Control Relays and Motor Starters



☐  6 Introduction to Troubleshooting

☐  7 Systems Troubleshooting

☐  8 Reversing Motor Control


☐  9 Automatic Input Devices 1


☐  10 Basic Timer Control: On-Delay and Off-Delay


☒   VXB227-BC00UEN-E1 - AC/DC Electrical Systems


AMATROL - Main Library Content


Electrical



 VX17401-CM00JEN-E1 - Electric Motor Control

 1 Introduction to Electric Motor Control

 2 Manual Motor Control and Overload Protection


 3 Control Transformers

 4 Control Ladder Logic

  VXB227-BC00UEN-E1 - AC/DC Electrical Systems

There is a limit of 50 modules per custom course.

You have selected 10 modules.



Build Course

Start Over

This is where you give the course its name and number. The Course Name will by default be the name of the first course you selected but you can edit that as well as adding a Course Description and Notes if you like. You can also edit the order the modules will appear in the course. To do this use the up and down arrow to move each module until you have all of the in the order you would like. When you are finished with named and reordering the course hit the 'Save' button.

After you click the Save button to the lower right side of your screen, your course will appear in the Custom category of your Amatrol library. If, at a later time, you would like to edit your custom course by either adding or subtracting modules or renaming the course or changing the description, you will need to email Amatrol with the system generated course number (starts with a WC0) and be very precise in what you would like changed. We need our module number to know exactly what to add/subtract as far as modules go.

Building New Course

New Course

Course Number:

Course Name:

Electric Motor Control

Course Description: *(Optional)*

Notes: *(Optional)*

New Course Content

	Name	Title
▲▼	VXB227-BC01UEN-E1	Basic Electrical Circuits
▲▼	VXB227-BC02UEN-E1	Electrical Measurements
▲	VXB227-BC03UEN-E1	Circuit Analysis

Save

Cancel

# Reporting

There are 3 types of reports available on the LMS: Standard, Summary, and Detailed.

## Standard Report

Amatrol Learning Center

eLearning Courses  
My Progress Report  
Messages  
Notifications [9]

Administration  
**Reporting**  
Manage Users  
Manage Activation Codes  
Build Custom Course  
Expiring Activation Code Report  
Settings

**Reporting**

Standard Summary Detailed

User: User Name/Email

Course: Course

Activation Code Tags: Activation Code Tags

User Tags: User Tags

Content: Content

Date Range: 6 Months

☐ Show Archived Users

Searching by Date Range

When you go to reporting it will take you to the Standard report. There are multiple ways you can search in this report including User, Course, Date Range and User Tags. You can also use multiple search filters at once. For a report to generate, you will need to fill out a search criterion and then select the 'Search' button. This report can be exported to Excel or PDF. You can also copy or email the link to the report. This link will be good for 30 days.

## Date Range

Date Range: 6 Months

6 Months  
1 Year  
Custom

The system defaults to a 6-month Date Range. It has two pre-sets, 6 Months and 1 Year, if you need to look for grades beyond 1 year, you can set a Custom Date Range for any date period ranging up to 18 months.

The report will show you the User, Course and Content, date they first started the module, date they last accessed the module, pre-quiz score, quiz score and number of quiz retakes if any. If you have Skill Tracking turned on for your site, there will also be a Skill Tracking column. You can choose to hide specific columns by clicking on the Columns button and unchecking the columns you don't want to see.

Columns

☐ Auto:

- ☒ User
- ☒ Course Number
- ☒ Course Title
- ☒ Content Name
- ☒ Content Title
- ☒ Date Started
- ☒ Last Accessed
- ☒ Pre-Quiz
- ☒ Quiz
- ☒ Quiz Retakes
- ☐ Skill Tracking

You can look at the quiz a user took by clicking on the score, reset it by clicking on the red X, or view previous attempts if there are any by clicking on the number of attempts in parenthesis by the score.

Sauer, Lindsay (lsauer@amatrol.com)	VB701-XA00XEN-E1	Machine Tools 1	W-VTB701-XA-01-E1	Band Saw Operation	2011-02-02 09:03:40	2016-06-09 13:07:42	90%	100% (1) ✖
Sauer, Lindsay (lsauer@amatrol.com)	419-116 (VB831-XA00XEN-E1)	Basic Hydraulics	VB831-XA04XEN-E1	Hydraulic Speed Control			95%	100% ✖

## Summary Report

### Reporting

Standard

Summary

Detailed

Create New Report

Load a Report

For help, click the buttons below.

Summary Report Help

Tagging Help

The Summary report only shows data for learners who have completed all modules in a course. You can also load a previously created report from this screen. Click on Create New Report and then there are 4 steps to creating this type of report.

The first step is to choose who is included in the report. You can choose to include everyone or only those with specific tags. Once you have completed this click to go to Report Grouping. The second step allows you to choose how the users are categorized if you have categories. Once you have chosen your categories or if you don't have any click Results to Show.

### Step 3 of 4

Select the results to include in the report.

Results to Show	
<input checked="" type="checkbox"/>	eAssessment
<input checked="" type="checkbox"/>	eLearning

The fourth and final step allows you to select various options including if you want the individual users listed and the level of detail you want in the report.

The third step has you choose if you want to show just eLearning or eAssessment if your organization uses it.

Report Options	
<b>Show Individual User Information:</b>	
<input type="radio"/>	Yes
<input checked="" type="radio"/>	No
<b>Show Archived Users:</b>	
<input type="radio"/>	Yes
<input checked="" type="radio"/>	No
<b>Level of Detail:</b>	
<input checked="" type="radio"/>	Assessment/eLearning Course
<input type="radio"/>	Module
<input type="radio"/>	Objective
<b>Date Range:</b>	
<input checked="" type="radio"/>	No Limit
<input type="radio"/>	<input type="text" value="2020-04-01"/> - <input type="text" value="2020-04-30"/>

## Detailed Report

### Reporting

Standard

Summary

Detailed

User

Search for a user

Search

The detailed report is for an individual user. It shows everything that user has done and is the same report a learner sees when they go to 'My Progress Report.'

Report Options ▲

☒ Course View

☐ Library View

☐ Detail View

☐ Show Objectives

☐ Show Skills

☐ Include Skills with No Activity

Reload Report

Print

This report can be adjusted to show the objectives and skills and how the learner did on each. The objectives they got correct will be in green and those they got incorrect will be in red. If your organization has a minimum passing grade set, you can also view any certificates a learner has earned from this page.



1 Basic Electrical Circuits

Quiz: 92%

Objective 1 - Define Electricity and Give an Application

Objective 2 - Describe the Two Types of Electrical Current and Give an Application of Each

Objective 3 - Describe the Function and Operation of a Circuit Tester

Objective 4 - Describe the Function of the Four Basic Components of an Electrical Circuit

Objective 5 - Describe the Operation of Two Types of Power Supplies and Give Their Schematic Symbols

Objective 6 - Describe the Function of an Electrical Schematic

Objective 7 - Describe the Operation of a Manual Switch

Objective 8 - Describe the Operation of N.O. and N.C. Contacts and Give Their Schematic Symbols

Objective 9 - Describe the Function of Three Types of Manual Switch Operators and Give an Application of Each

Objective 10 - Describe the Operation of Three Types of Manual Switch Operators and Give Their Schematic Symbols

Objective 11 - Describe the Function of Five Types of Electrical Output Devices and Give an Application of Each

Objective 12 - Describe the Operation of Five Types of Electrical Output Devices and Give Their Schematic Symbols

# Reset a User's Quiz

An Administrator will need to have the View Reporting privilege.

If a user requests for their quiz to be reset or got a NS (No Score) on the quiz, the admin will need to go to the Reporting page and search for that user, they can also search for the specific course.

Reporting

Standard

Summary

Detailed

User: Skeens, Sarah

Q

Clear

User Tags: User Tags

Q

Clear

Course: vb227

x

Q

Clear

Content: Content

Q

Clear

Activation Code Tags: Activation Code Tags

Q

Clear

Date Range: Start Date - End Date

Q

Clear

☐ Show Archived Users

☐ Show Rows With No Activity

## Searching by User, Course

Copy Report Link

Email Report Link

Export to Excel

Export to PDF

Columns

2 Records Shown

User	Course Number	Course Title	Content Name	Content Title	Date Started	Last Accessed	Pre-Quiz	Quiz
Skeens, Sarah (sarah_skeens@amatrol.com)	VB227-BC00UEN-E1	AC/DC Electrical Systems	VB227-BC01UEN-E1	Basic Electrical Circuits	2020-04-01 12:50:31	2020-04-01 12:50:31		92% ❌
Skeens, Sarah (sarah_skeens@amatrol.com)	VB227-BC00UEN-E1	AC/DC Electrical Systems	VB227-BC02UEN-E1	Electrical Measurements	2020-04-01 12:52:31	2020-04-01 12:52:31		NS 🖋️ ❌

Quiz

92% ❌

NS 🖋️ ❌

To reset a quiz score simply click on the red X next to the grade.  
To grade the quiz as is click the pencil. Pre-Quiz scores cannot be reset if the user has opened the content

(1)

Once selected the number of times the quiz has been reset will show up in parenthesis in the quiz column. You can click on this number and see the last attempt before the quiz was reset.



## Adding an Activation code to an existing user

When you have a user already in the system, but their activation code has expired or you need to add a different type of code, you can simply add another activation code to their profile.

The administrator can do this by copying an activation code from the 'Manage Activation Codes' page (this is the 9-digit number) and then going to the user's profile on the 'Manage Users' page and applying it to their profile.

<input type="checkbox"/>	Activation Code	Name	Us
<input type="checkbox"/>	9P3-KXJ-VH5	AMATROL	<a href="#">✎</a> <a href="#">☰</a>
<input type="checkbox"/>	CT6-8QV-JZX	AMATROL	<a href="#">✎</a> <a href="#">☰</a>
<input type="checkbox"/>	F2X-GJ7-BP6	AMATROL	<a href="#">✎</a> <a href="#">☰</a>
<input type="checkbox"/>	KNB-L54-HQR	AMATROL	<a href="#">✎</a> <a href="#">☰</a>
<input type="checkbox"/>	M2Q-WN4-FBL	AMATROL	<a href="#">✎</a> <a href="#">☰</a>

<input type="checkbox"/>	Amatrol	Joe	jamatrol	Active	Fall, Electrical <a href="#">✎</a>	<a href="#">Manage User</a>
--------------------------	---------	-----	----------	--------	------------------------------------	-----------------------------

Joe Amatrol (jamatrol@learnamatrol.com)

[User Information](#) [Activation Codes](#) [Manage Tags](#) [Adaptive Release](#) [Manage Privileges](#)

This can also be accomplished by the user by giving them the 9-digit activation code and they can add it themselves under 'Edit My Info' on their page.

### Amatrol Learning Center

[eLearning Courses](#)

[My Progress Report](#)

[Messages \[3\]](#)

[Notifications](#)

[Edit My Info](#)

[Log Out](#)

### Activation Codes

M2Q-WN4-FBL

Add Activation Code

Activation Code	Organization	Name	Type	Activate By	Start Date	Expires
PLH-5GC-NFT	Feature Demo	AME21 and AMATROL	Subscription	2014-02-12	2014-02-12	2015-02-12

# Building a Custom Course

Click Build Custom Course from the Administration pane on the left of the screen  
From here, click on the + sign to open the library then open the category(s) of your choice. You can also search for a topic or course number. To create a custom course, you can select modules from multiple courses or whole courses even if they are in different categories.

Build Custom Course

Search...

Search

Clear

Previous Match

Next Match

AMATROL - Main Library Content

Automation

Electronics

Electrical

☒

VX17401-CM00JEN-E1 - Electric Motor Control

☒

1

Introduction to Electric Motor Control

☒

2

Manual Motor Control and Overload Protection

☒

3

Control Transformers

☒

4

Control Ladder Logic

☐

5

Control Relays and Motor Starters

☐

6

Introduction to Troubleshooting

☐

7

Systems Troubleshooting

☐

8

Reversing Motor Control

☐

9

Automatic Input Devices 1

☐

10

Basic Timer Control: On-Delay and Off-Delay

☒

VXB227-BC00UEN-E1 - AC/DC Electrical Systems

There is a limit of 50 modules per custom course.

You have selected 10 modules.

Continue Course Creation

Once you have selected the modules you want included in your custom course, click on the ‘Continue Course Creation’ button at the bottom of the page. Note there is a limit of 50 modules per custom course and the system will tell you how many modules you selected.

AMATROL - Main Library Content

Electrical

VX17401-CM00JEN-E1 - Electric Motor Control

1

Introduction to Electric Motor Control

2

Manual Motor Control and Overload Protection

3

Control Transformers

4

Control Ladder Logic

VXB227-BC00UEN-E1 - AC/DC Electrical Systems

There is a limit of 50 modules per custom course.

You have selected 10 modules.

Build Course

Start Over

Once you have selected 'Continue Course Creation' it will take you to a page to verify the modules you want included in your course. If these are the correct modules click on 'Build Course.' If you need to make changes you can click on 'Start Over.'

This is where you give the course it's name and number. The Course Name will by default be the name of the first course you selected but you can edit that as well as adding a Course Description and Notes if you like. You can also edit the order the modules will appear in the course. To do this use the up and down arrow to move each module until you have all of the in the order you would like. When you are finished with named and reordering the course hit the save button. After you click the Save button to the lower right side of your screen, your course will appear in the Custom category of your Amatrol library

Building New Course

New Course

Course Number:

Course Name:

Electric Motor Control

Course Description: *(Optional)*

Notes: *(Optional)*

New Course Content

	Name	Title
▲▼	VXB227-BC01UEN-E1	Basic Electrical Circuits
▲▼	VXB227-BC02UEN-E1	Electrical Measurements
▲	VXB227-BC03UEN-E1	Circuit Analysis

Save

Cancel

If, later, you would like to edit your custom course by either adding or subtracting modules or renaming the course or changing the description, you will need to email Amatrol with the system generated course number (starts with a WCO) and be very precise in what you would like changed. We need our module number to know exactly what to add/subtract as far as modules go.

# Custom Course Module Order

To rearrange the order of modules in a custom course, go to 'Settings' and then to the tab that says 'Custom Course Order.'

The screenshot shows the 'Custom Course Order' interface. On the left, the 'Settings' link in the sidebar is circled in red. The top navigation bar has four tabs: 'Organization Information', 'Customization', 'Equipment Skills Visibility', and 'Custom Course Order'. A red arrow points to the 'Custom Course Order' tab. Below the tabs, there is a search bar with the text 'Search...' and buttons for 'Search' and 'Clear'. The main content area is titled 'Libraries' and shows a list of libraries. The first library is 'AMATROL - Main Library Content', which is expanded to show a 'Custom' library. This library contains several modules, each with a plus icon and a description: 'Ivy Tech MTTC 101 (WC02770-CA00XEN) - Introduction to Machining', 'MTTC 102 (WC02836-XX00XEN) - Ivy Tech - Turning Processes 1', 'MTTC 105 (WC02837-XX00XEN) - Ivy Tech - Abrasive Processes 1', 'MTTC 106 (WC02838-XX00XEN) - Ivy Tech - Print Interpretation', 'MTTC 107 (WC02839-XX00XEN) - Ivy Tech - CNC Setup and Operations', and 'Amatrol Demo (WC03924-AA00UEN) - Virtual Trainers'.

On this tab you will see the Amatrol library which you can expand to see your custom courses. When you expand your custom course, you will see arrows to the left of each module.

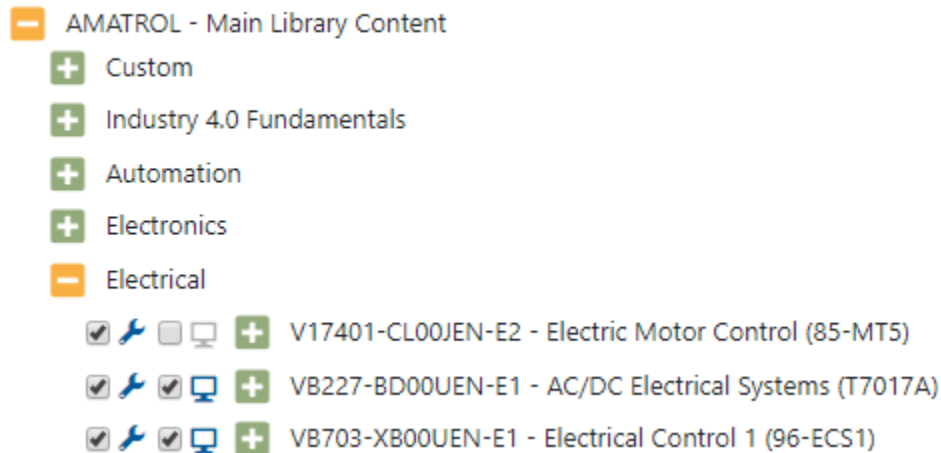
The screenshot shows the details for the 'Ivy Tech MTTC 101 (WC02770-CA00XEN) - Introduction to Machining' course. Below the course title is a description: 'Instructs the student in shop safety, industrial terminology, tools and mach'. A list of 11 modules is shown, each with a triangle icon and a description: 1 Workplace Safety, 2 Accident Response, 3 Lockout/Tagout, 4 PPE in the Workplace, 5 Hazardous Material Communication, 6 Confined Spaces Safety, 7 Basic Measurement, 8 Precision Measurement Tools, 9 Geometric Dimensioning and Tolerancing, 10 Location Tolerances, and 11 Orientation Tolerances.

Using these arrows, you can move modules in a course up or down until the course is in the order you would like. It will automatically save the order of the course when you make changes.

# Course Visibility

The 'Course Visibility' tab in 'Settings' gives privileged administrators the ability to hide or show courses in specific libraries. If your organization has been assigned any libraries with the equipment skills visibility feature, these libraries will be displayed on the Course Visibility tab under the search bar.

## Libraries



In the library, to the left of each course number, you will see 1-2 checkboxes and icons:

The **Wrench** icon indicates that this course has a version that references equipment.

To allow this course to be visible to your users, check the checkbox to the left of the Wrench icon.

If your organization does not own Amatrol equipment that is paired with a course on the Amatrol LMS, you may choose to uncheck the checkbox, but note that this change affects all users. If a user needs access to the version which references equipment, unchecking the checkbox will prevent them from accessing the course.

The **Monitor** icon indicates that this course has a version that does not reference equipment.

To allow this course to be visible to your users, check the checkbox to the left of the Monitor icon.

When a checkbox is unchecked the icon beside it will gray out, indicating that this version of the course is no longer visible to the organization.

# Manage Tags

To manage a user's tags, click on the "Manage Tags" tab.

The screenshot shows a web interface titled "Manage User" for a user named Patrick Larrett (plarrett@amatrol.com). The interface has three tabs: "User Information", "Activation Codes", and "Manage Tags", with the last one being active. Below the tabs is a search bar labeled "Search for a tag..." with a "Search" button. The main content area is divided into two columns. The left column has a blue header "Assigned Tags" and contains a box with the tag "Fall" and a red "X" icon. Below this is a light blue header "Plants" and a box with the tag "Cincinnati". The right column has a grey header "Unassigned Tags" and contains two boxes with the tags "Grant" and "Spring". At the bottom of the interface are three buttons: "Archive", "Reset Password" (highlighted in blue), and "Cancel".

You will see a box displaying the user's current tags, if any, and an Uncategorized Tags box. You may also see one or more Tag Categories. A Tag Category is a way to group similar tags, and only one tag per Tag Category can be assigned to any one user. An example of a Tag Category would be "Shift", with possible tags being "Shift 1", "Shift 2", "Shift 3", etc.

To tag the user with a tag, click a tag from a **Tag Category** or from the **Uncategorized Tags** box. After clicking the tag, the user will automatically be tagged.

If you tag a user with a tag from a Tag Category, all tags in that Tag Category will become disabled, as only one tag per Tag Category can be assigned to the user.

To unassign a tag from a user, click the tag to remove in the "Assigned Tags" box. You will be prompted to confirm that you would like to unassign the tag from the user.

To create a new tag, click the "New Tag" button, enter the new tag, and click "Create". The tag will be added to the bottom of the Uncategorized Tags box.

# Resetting User Passwords

Click on 'Manage Users' under Administration in the Menu on the left side of the screen

**Amatrol Learning Center**  
eAssessment  
eLearning Courses  
My Progress Report  
Messages  
Notifications

**Administration**  
Reporting  
**Manage Users**  
Manage Activation Codes  
Build Custom Course  
Demo Setup  
Demo Reporting  
Expiring Activation Code Report  
Settings

From this page you can either search the name of the user or hit 'Show All' and find the specific user you want to archive on the list. Once you have found the user you want on the list, select the 'Manage User' button to the far right of their name

**Manage Users**

User:

User Tags:

☐ Show Archived Users

0 Users Selected 4 Users Shown

<input type="checkbox"/>	Last Name	First Name	Email	Status	User Tags	Activation Code Tags	
<input type="checkbox"/>	Dupree	Bobby	bdupree	Active	<input type="button" value="✎"/>		<input type="button" value="Manage User"/>
<input type="checkbox"/>	Doe	Jane	jdoe67@gmail.com	Active	<input type="button" value="✎"/>		<input type="button" value="Manage User"/>

Once you have found the user you want on the list, select the 'Manage User' button to the far right of their name. This will bring you to a page that has a 'Reset Password' button at the bottom. Hitting that button will allow you to set a temporary password for the user.

Manage User

Bobby Dupree (bdupree@learnamatrol.com)

User Information

Activation Codes

Manage Tags

Adaptive Release

Manage Privileges

First Name

Bobby

Last Name

Dupree

Email

bdupree

ZIP Code

ZIP Code

Save

Archive

Reset Password

Close

Enter an 8-digit password for the user and click on 'Save Password.' This does not have to be a secure password because it is only a temporary password. You will then get a window saying the user's password has been reset. You can close this window and give the user their temporary password to log in. The next time the user logs in they will use this password and then be prompted to reset their password to something more secure.

Password Reset

This will be a temporary password. The user will be prompted to reset it when they next log in.

Enter new password

Save Password

Cancel

Password Reset

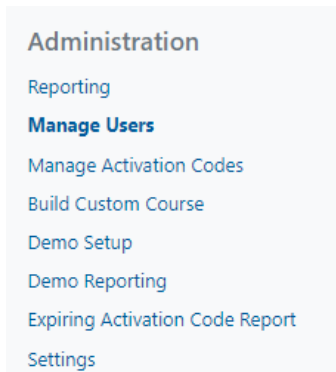
The user's password has been reset.

Close



## How to Archive a User

Click on Manage Users under Administration in the Menu on the left side of the screen



From this page you can either search the name of the user or hit 'Show All' and find the specific user you want to archive on the list. Once you have found the user you want on the list, select the Manage User button to the far right of their name.

### Manage Users

The 'Manage Users' interface includes search filters for 'User' and 'User Tags', each with a search icon and a 'Clear' button. A red arrow points to the 'Clear' button for the 'User' filter. Below the filters is a blue 'Show All' button with a red arrow pointing to it. To the right are buttons for 'New Administrator', 'Pending Users', and 'Tag Selected'. A checkbox labeled 'Show Archived Users' is also present. Below the filters, it says '0 Users Selected 4 Users Shown'. A table lists users with columns: Last Name, First Name, Email, Status, User Tags, Activation Code Tags, and a 'Manage User' button. The first user is Bobby Dupree (bdupree) with status 'Active'. The second user is Jane Doe (jdoe67@gmail.com) with status 'Active'. A red arrow points to the 'Manage User' button for Jane Doe.

	Last Name	First Name	Email	Status	User Tags	Activation Code Tags	
<input type="checkbox"/>	Dupree	Bobby	bdupree	Active	<a href="#">✎</a>		Manage User
<input type="checkbox"/>	Doe	Jane	jdoe67@gmail.com	Active	<a href="#">✎</a>		Manage User

This will bring you to a page that has an Archive user button at the bottom. Hitting that button will archive the user so that they no longer show up in the user list or reports. If they try to log on the site they will get a message saying their account has been archived.

The 'Manage User' page for Bobby Dupree (bdupree@learnamatrol.com) shows tabs for 'User Information', 'Activation Codes', 'Manage Tags', and 'Adaptive Release'. The 'User Information' tab is active, showing fields for First Name (Bobby), Last Name (Dupree), Email (bdupree), and ZIP Code (ZIP Code). A 'Save' button is at the bottom left. At the bottom right, there are three buttons: 'Archive' (highlighted in green), 'Reset Password' (highlighted in blue), and 'Close'.

Manage User [X]

Bobby Dupree (bdupree@learnamatrol.com)

User Information | Activation Codes | Manage Tags | Adaptive Release

Manage Privileges

First Name: Bobby

Last Name: Dupree

Email: bdupree

ZIP Code: ZIP Code



Save

Archive | Reset Password | Close

## How to Print a Student Quiz

Go to eLearning courses and make sure you are on 'Show Organization Courses' so you can see the admin view of the courses. Then find the course you want to print the quiz for.

Click on Generate User Quiz

  V17401-CL00JEN-E2 - Electric Motor Control (85-MT5)

Electric motor control teaches electric relay control of AC electric motors found in industrial, commercial, and residential applications. Learners gain understanding of the operation, installation, design, and troubleshooting of AC electric motor control circuits for many common applications. Develops skills in interpreting schematics, system design, motor start / stop circuits, motor sequence control, reversing motor control, and motor jogging. Safety is emphasized throughout, highlighting motor safety, lockout/ tagout and safety interlocks.



1 Introduction to Electric Motor Control

Launch

View Quiz

Generate User Quiz

Skill PDF

This will open a new window with the quiz and answer key. This quiz and answer key can be printed using the print button at the top right of screen

Print

V17401-CL01JEN-E2 - Introduction to Electric Motor Control

ID: 20200413130045

Student Name: \_\_\_\_\_

Circle the Correct Answer

Date: \_\_\_\_\_

At the top of the page for both the quiz and the answer key will be a unique ID to assist in matching the answer key to the quiz since there can be multiple questions in the bank for each objective and the question chosen as well as the order of the questions is random.

**More Information on use the of Amatrol LMS site can be found by selecting 'Help' in the upper right-hand corner of the Amatrol LMS Site.**

