

Login

Your login always consists of a Sign-In and a password. The Sign-In will always end with "@<companyname>" e.g. admin@cts. When you visit our training site, you will be directed to the Login area.

NOTE: There can be a situation where you can get this message:

Login already open. If you want to end this login, Please enter password again

This message is displayed when you have not logged out properly from the system or when someone else might be using the same login name. In this case, you can simply re-enter your password. This is for increased security.

In the event that you cannot remember your password, you can retrieve your password using Forgot Password Link. Your password will be emailed to your email address that is listed in the training system.

Admin Page

The Administrator Home Page is divided into 3 sections, **Users**, **Reports**, and **Utilities**.







You can navigate between each of these sections by clicking on the desired tab button.

On the bottom of the page, to the left is the number of training seats allotted to your company and the number of seats in use.

To the right of your name are buttons for **Announcements**, **Help**, **Home**, and **Log Out**.



-  The **Announcement** button allows you to view your existing posted announcements.
-  The **Help** button allows you to access the online system operating directions.
-  The **Home** button takes you back to your home page within the training program. This button will **ALWAYS** return you to the **Users** tab.
-  The **Log Out** button logs you out of your current training session.

To get you started, the essential options are discussed below.

Users Section

Add New User



Click on this icon to add users to your system. You will be directed to a form that you must fill out in order to register the user. You will be presented with the following fields:

- **User Name:** The User Name can be any name that you decide. Typically this is in the form of first initial last name (i.e. bsmith). This name must be at least 6 characters long and is case sensitive. The program will automatically add the "@company name" to the end of the students

user name.

- **Password:** The password should be something that the student can easily remember. This password is also case sensitive and must also be at least 6 characters long.
- **First Name:** The student's first name.
- **Last Name:** The student's last name.
- **Email:** Email should be student's email. This will be used by you to notify students of changes to their training program.
- **Show Additional Information:** If this option is selected as "Yes", the additional information that explains the answer is shown after each question regardless of whether the student has answered correctly or not. If the "No" option is selected, the additional information will not be displayed if the student answers the question correctly on the first attempt. If the student answers a question incorrectly on the first attempt, the additional information will be displayed. The default for this field is "Yes".
- **Force User to Complete Lesson Prior to Taking Exam:** If this option is selected, the student will not be able to access or take the exam until all the lessons assigned for that subject are completed. The default option for this field is "No"

Left click on the "Add and Assign Subjects" Button. This will send you to the **Assign Subjects** page.

Delete User



Click on this icon to remove users from your system.
To delete a user:

- Check the checkbox located to the left of the student(s) you wish to delete.
- Click on the "DELETE" button located at the bottom right side of the screen.
- A dialog box will pop up confirming that you want to delete the selected user(s). Click on "YES" to delete, click "NO" to cancel.

Edit User



Click on this icon to edit student details or to reset a student's password.
Select the student you wish to edit from the dropdown User List

You have the following options:

- **Password** – enter a new password for the student
- **Confirm Password** – re-enter the new password for the student
- **First Name** – edit the student's first name
- **Last Name** – edit the student's last name
- **Email** – edit the student's email address.
- **Show Additional Information** - If this option is selected as "Yes", the additional information that explains the answer is shown after each question regardless of whether the student has answered correctly or not. If the "No" option is selected, the additional information will not be displayed if the student answers the question correctly on the first attempt. If the student answers a question incorrectly on the first attempt, the additional information will be displayed. The default for this field is "Yes".
- **Force User to Complete Lesson Prior to Taking Exam** - If this option is selected, the student will not be able to access or take the exam until all the lessons assigned for that subject are completed. The default option for this field is "No"

View User List



Click on this icon to view your students. This list also displays the subjects that are assigned to the student.

View User Logs



Click on this icon to view the student's activity logs.

Build Template – NEW!




This feature was added to give the administrator more options and greater flexibility for grouping and assigning subjects.

An administrator can create multiple templates from this category.


Adding a new template:

Enter a template name in the **Template Name** field and click on the **Add Template** Button



Step 1: Select Subjects

1. You will now see the subjects assigned to your company listed on the left side of the screen and a tab for each month listed on the right side of the screen.
2. Select the subjects from the list that you want to assign to a specific month by holding the Ctrl button while clicking on the subjects that you want to assign.
3. Select the month you wish to assign the subject to by single-clicking on the desired month tab. For example, if you want to assign a group of selected subjects to April, single click on the April tab.
4. Click on the "Assign Subjects" button to assign the selected subjects to the selected month.
5. Repeat this process for each subject (or group of subjects) that you want to assign to other months.
6. Choose either the 12 month cycle or the 6-month cycle option listed below the subjects. **The default setting is 12 months.**
7. Click on the green forward arrow  located in the upper-right hand corner to continue.

Step 2: Assign/De-Assign

1. This step will allow the administrator to tailor which lessons, exams and tutorials the student will have assigned.
2. Click on the first subject listed in the **Subjects** list box.
3. All of the lessons, tutorials and exams for the selected subject will be displayed in their respective boxes, along with an empty check box next to each item. **Unchecked items are already assigned to the subject! To customize the subject, click the checkbox for each lesson/tutorial/exam that you wish to de-assign.**
4. Click on the "Submit" button to apply the custom modifications.
5. Repeat the previous steps for each subject you wish to customize.
6. When you are finished customizing each subject, click on the green forward arrow  to continue.


Step 3: Review Subjects

1. The final step will list all of the subjects assigned to the template. Each subject will have a grey arrow listed to the left of the subject name.
2. Click on the grey arrow to expand the list and view additional items. You will then see Tutorials, Lessons, and Exams listed, along with grey arrows to the left of these (where applicable). If there is no grey arrow, then there is nothing assigned or available to the category section.
3. The administrator can then review each subject and make sure that each subject is customized to his/her liking.
4. If further modifications need to be made, click on the left green arrow , located on the upper right corner of the screen, to go back the previous page and make any additional changes. When you are finished, click on the right green arrow  to return to the Review Subjects page.
5. When you are finished, click on the "Done" button.

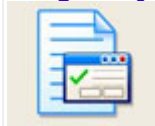
The new template will now be available in the "Assign Subject" section.

To assign subjects to a user using a template:



1. Click on the "Assign Subject" icon  in the users section.
2. Select the user, or multiple users, from the User List. They will be highlighted in green when selected.
3. Click on the checkbox located to the right of the page next to "Use Template". You'll notice that the list of subjects will be "grayed out". You are now ready to select the template you wish to use.
4. Click on the template you wish to use from the list of templates listed in below the checkbox. (Remember, you can create multiple templates, i.e. Initial training vs. Re-Current Training)
5. Click on the "Assign Subject" button to complete the process.

Assign Subject



Once the student is added to the system, you will need to assign subjects.

Select and highlight the students' name by single-clicking on the name listed in the **Select User Name** column of this page.

1. Select all of the subjects that you wish to assign the student by holding the Ctrl button while clicking on the subjects you want to assign.
2. Click on the Assign Subject button when finished.
3. **New Feature - Select Assignment Month:** A subject can now be assigned to a specific start month. Select all of the subjects that you wish to assign to a specific month by holding the Ctrl button while clicking on the subjects. Select the assignment month from the drop-down list that you will want for the subject start month. For example: An admin can now assign Aviation Weather, Airspace and Classes of Fire and then select January as the start month for those subjects. The admin must click on the "Assign Subject" button to set the month. These subjects will now have January as the start month. Repeat the process to assign subjects to the desired month, select the student-select the subject-select the assignment month and click on the "Assign Subject" button to complete the assignment.

4. **New Feature – Choose Subject Cycle:** This options allows and administrator to set the re-current due period for a subject or group of subjects to a 6-month cycle. If this option is selected, the assigned subjects with this option will become re-current due after 5 months rather than the standard 11 month period.
5. **New Feature – Use Template:** This feature will be explained later in this article.
6. **Re-assign if already assigned:** Selecting this option will re-assign a subject (or group of subjects) to a student if that student already has the subject assigned to him/her. **WARNING: This option will delete any previous student records for the selected subjects! Be SURE to print out the users records if you wish to use this option.**

De-Assign Subject

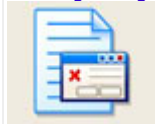


Click on this icon to de-assign subjects from a student. **WARNING: This option will delete any previous student records for the selected subjects! Be SURE to print out the users records if you wish to use this option.**

Select and highlight the students' name by single-clicking on the name listed in the **Select User Name** column of this page.

- Select all of the subjects that you wish to de-assign the student by holding the Ctrl button while clicking on the subjects you want to assign. You can also check the "Select All" box if you wish to de-assign all of the subjects.
- Click on the De-Assign Subject button to finish.

Modify Subject



Click on this icon to modify which tutorials, lessons and exams will be available for a subject when accessed by the student. This section

- Select the subject you wish to edit from the Select Subject drop-down list
- Select and highlight the students' name by single-clicking on the name listed in the Select User Name column of this page.
- All of the lessons, tutorials and exams for the selected subject will be displayed in their respective boxes, along with an empty check box next to each item. **Unchecked items are already assigned to the subject! To customize the subject, click the checkbox for each lesson/tutorial/exam that you wish to de-assign.**
- Click on the "Submit" button to apply the custom modifications.
- Repeat the previous steps for each student and subject you wish to customize.

Reports Section

NOTE: All reports will come up in a pop-up window. Your browser or any pop-up blocking software must be set to allow pop-ups.

Print Training Records



Click on this icon to generate a printed student status report.

Select and highlight the students' name by single-clicking on the name listed in the **Select User**

Name list. You can select multiple students by holding the Ctrl button while clicking on the student names. To select all the students, click on the "Select All" checkbox.

Select and highlight the subjects by single-clicking on the subjects listed in the **Select Subject Name** list. You can select multiple subjects by holding the Ctrl button while clicking on the subject names. To select all the subjects, click on the "Select All" checkbox.

You have the following options available:

- Tutorials – This option will include tutorials in the report.
- Lessons - This option will include lessons in the report
- Exam - This option will include exam scores in the report
- (by default, these options are always selected)

Report date range

- **Date From** – Select a starting date for your report. When you click on this field, a calendar will pop up and you can click on the date you from which the report will start.
- **Date To** – Select an end date. When you click on this field, a calendar will pop up and you can click on the date you from which the report will end.
- (if no date range is selected, all records in the period of one year from the current date will be printed)

Include Subjects Not Taken – Select the checkbox to include subjects not taken in the report.

Click on the "**Submit**" button to generate the report.

Print Delinquency Report



Click in this icon to generate a report that will show which subjects a student is delinquent on.

Select and highlight the students' name by single-clicking on the name listed in the **Select User Name** list. You can select multiple students by holding the Ctrl button while clicking on the student names. To select all the students, click on the "Select All" checkbox.

Select and highlight the subjects by single-clicking on the subjects listed in the **Select Subject Name** list. You can select multiple subjects by holding the Ctrl button while clicking on the subject names. To select all the subjects, click on the "Select All" checkbox.

You have the following options available:

- Tutorials – This option will include delinquent tutorials in the report.
- Lessons - This option will include delinquent lessons in the report
- Exam - This option will include delinquent exams in the report
- (by default, these options are always selected)

Report date range

- **Date From** – Select a starting date for your report. When you click on this field, a calendar will pop up and you can click on the date you from which the report will start.
- **Date To** – Select an end date. When you click on this field, a calendar will pop up and you can click on the date you from which the report will end.
- (if no date range is selected, all records in the period of one year from the current date will be printed)

Include Subjects Not Taken – Select the checkbox to include subjects not taken in the report.

Click on the “**Submit**” button to generate the report.

Print User List



Click in this icon to generate a report that will show a list of your registered students.

Print Reading File Report



Click in this icon to generate a report that will show if and when a posted reading file was viewed by the students.

Report date range

- **Date From** – Select a starting date for your report. When you click on this field, a calendar will pop up and you can click on the date you from which the report will start.
- **Date To** – Select an end date. When you click on this field, a calendar will pop up and you can click on the date you from which the report will end.
- (if no date range is selected, all records in the period of one year from the current date will be printed)

Select and highlight the students’ name by single-clicking on the name listed in the **Select User Name** list. You can select multiple students by holding the Ctrl button while clicking on the student names. To select all the students, click on the “Select All” checkbox.

Select and highlight the Reading File by single-clicking on the subjects listed in the **Select Reading File** list. You can select multiple Reading Files by holding the Ctrl button while clicking on the subject names. To select all the Reading Files, click on the “Select All” checkbox.

Click on the “**Submit**” button to generate the report.

Print Exam



Click in this icon to generate a detailed exam report. This report will show the exam questions, the list of available answers for that question and the answer that was selected by the student during the exam. If the user incorrectly answered a question, the incorrect selection will show as well as the correct answer.

Select and highlight the students’ name by single-clicking on the name listed in the **Select User Name** list. You can select multiple students by holding the Ctrl button while clicking on the student names. To select all the students, click on the “Select All” checkbox.

Select and highlight the subjects by single-clicking on the subjects listed in the **Select Subject Name** list. You can select multiple subjects by holding the Ctrl button while clicking on the subject names. To select all the subjects, click on the “Select All” checkbox.

Click on the “**Submit**” button to generate the report.

Print Exam



Click in this icon to generate a report of archived exam scores for a given subject and exam. This report will show the subject, the exam name, exam taken dates, the current and past exam results and the current and previous exams scores.

Select and highlight the students' name by single-clicking on the name listed in the **Select User Name** list. You can select multiple students by holding the Ctrl button while clicking on the student names. To select all the students, click on the "Select All" checkbox.

Select and highlight the subjects by single-clicking on the subjects listed in the **Select Subject Name** list. You can select multiple subjects by holding the Ctrl button while clicking on the subject names. To select all the subjects, click on the "Select All" checkbox.

Click on the "**Submit**" button to generate the report.

View Training Records



Click on this icon to generate a detailed status report of your student's progress.

Select and highlight the students' name by single-clicking on the name listed in the **Select User Name** list. You can select multiple students by holding the Ctrl button while clicking on the student names. To select all the students, click on the "Select All" checkbox.

Select and highlight the subjects by single-clicking on the subjects listed in the **Select Subject Name** list. You can select multiple subjects by holding the Ctrl button while clicking on the subject names. To select all the subjects, click on the "Select All" checkbox.

You have the following options available:

- Tutorials – This option will include tutorials in the report.
- Lessons - This option will include lessons in the report
- Exam - This option will include exam scores and a exam question summary in the report
- (by default, these options are always selected)

Report date range

- **Date From** – Select a starting date for your report. When you click on this field, a calendar will pop up and you can click on the date you from which the report will start.
- **Date To** – Select an end date. When you click on this field, a calendar will pop up and you can click on the date you from which the report will end.
- (if no date range is selected, all records in the period of one year from the current date will be printed)

Include Subjects Not Taken – Select the checkbox to include subjects not taken in the report.

Click on the "**Submit**" button to generate the report.

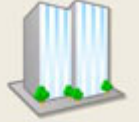
View Start Month



Click on this icon to generate a status report of that shows the start month for student's assigned subjects.

Utilities Section

Edit Company Profile



Click on this icon to modify your company information.

The following fields may be modified:

- Contact First Name
- Contact Last Name
- Contact Designation
- Your Email
- Phone Number
- Fax Number
- Street Address
- City
- State/Province/Territory
- Zip Code
- Country

Fields marked with a red asterisk * are mandatory.

Change Password



Click on this icon to change your administrator password.

To change your administrator password:

- Enter your current password in the "Old Password" field
- Enter you new password in the "New Password" field
- Re-Enter you new password in the "Confirm New Password" field
- Click on the "Change" button to submit the change.

Send Email



Click on this icon to send an email message to your users.

Select Type

- All – Sends a message to all registered users with a valid email address
- Selected – Sends a message to selected users.

Select Save Draft

- The administrator can create a message and save it as a draft, which can be selected from the drop-down list. To save a draft, click on the “Save Draft” checkbox option and enter a draft name in the text field to the right of this option.

Subject

- Enter the message subject in this field.

Message

- Enter the message text in this field.

Click on the “Send” button to send the message.

Fields marked with a red asterisk * are mandatory.

NOTE: This feature is provided to as a convenience to the administrator to send messages to users with valid email addresses. There are certain instances beyond our control when emails sent with this utility get blocked by the recipient’s email server and is returned as undeliverable. Please be sure to follow up with your students to ensure that they get any message you might post.

View Notes



Click on this icon to view notes posted by the student when they have a question and/or suggestion regarding a question in a lesson or exam. If you feel that the question content is incorrect, or need further information regarding the subject, you can forward these messages to the CTS Technical Support team and we’ll make the necessary correction.

This utility will display the following information:

- Total Notes – The total number of posted notes
- New Notes – The total number of new notes
- Unforwarded Old Notes – Notes that have been read, but not forwarded to CTS.
- The date the note was posted.
- The subject of the posted note.
- The student who posted the note.

When viewing the listed notes list, you will see the following icons displayed:



New Note. This icon will display to the left of the note date. Once a note has been viewed, this icon will vanish.



Note Before Additional Info. This icon will display next to the note subject if a user has posted a

message prior to viewing the additional information associated with the question.




Note After Additional Info. This icon will display next to the note subject if a user has posted a message after viewing the additional information associated with the question.



Note Forwarded. This icon will be displayed if the note has been forwarded to CTS Technical Support.

To view and forward notes:

- When you move your mouse over the note, it will be highlighted. **Click on the note to view detailed information.**
- In the detail view, you will be able to view the question and its answer choices. The correct answer will always be listed first.
- You will notice the Notes Details listed below the Question section. This box will show the notes posted by the student. **New Feature** - As administrator, you can add additional comments to this field before forwarding the note to CTS Technical Support. Simply click inside the box and type your comments.
- Click on the Forward button to send the note to CTS Technical Support.
- Once the note has been forwarded, the green "Note Forwarded" icon  will display to the right of the Note Subject.

Customize Settings



Click on this icon to customize settings specific to your company.

You can customize the following:

- Manage Custom Fields. These fields will show up in the user information section
- Set Exam Number Questions – This option allows the administrator to set the number of questions that will be available in a specified exam.
- Set Exam Pass Percentage - This option allows the administrator to set the minimum passing score for an exam.

Add Reading File



Click on this icon to upload a file to your company's reading file section.

To add a reading file:

- Click on the Add New Content button located to the upper right of the screen
- Enter a Topic Name
- Choose a file format that matches the type of file that you will be uploading. Available formats are:
 - HTML – Hyper Text Markup Language – web page
 - PDF – Adobe Acrobat file
 - RTF – Rich Text Format – text file
 - DOC – Microsoft Word document
- Click on the BROWSE button and navigate to the file on your hard drive that you will upload.

When you find the file to upload, click on "Open" in the Windows dialog box. You will then see the full path listed in the File Name field.

- Click on the "Upload" button to upload the file.

Add Notice



Click on this icon to add a short message that will appear in the student notice board section.