User Manual

Online Training Course
with
SharedTrain

https://www.sharedtrain.com

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SharedTrain Online Training Software

Introduction

SharedTrain delivers online training for private or public consumption.

A private course or presentation is restricted to employees of a particular organisation. Others are not able to see it.

Lectures or presentations have no questions/answers. They can be viewed anonymously or with a login depending on business requirements of the owner.

A login is always required for courses with questions and answers.

This manual will cover registration of a new user and walks through taking a course complete with questions and answers.

Trainees are called students in this manual.

Table of Contents

Section 1 – Overview and authentication.....3
Section 2 – First anonymous visit.....4
Section 3 – Register a new student user.....5
Section 4 – Commence the course.....6
Section 5 – Course instruction.....7
Section 6 – Questions.....9
Section 7 – Completing a course.....11

Section 1 - Overview and authentication

https://**www.sharedtrain.com** login requirements vary depending the course style.

There are two types of user for this site ...

- Anonymous – logged out or prior to login everyone is anonymous and may only view public lectures and presentations

- Authenticated – after login with username and password

Every authenticated user may take any public course and record Q&A scores.

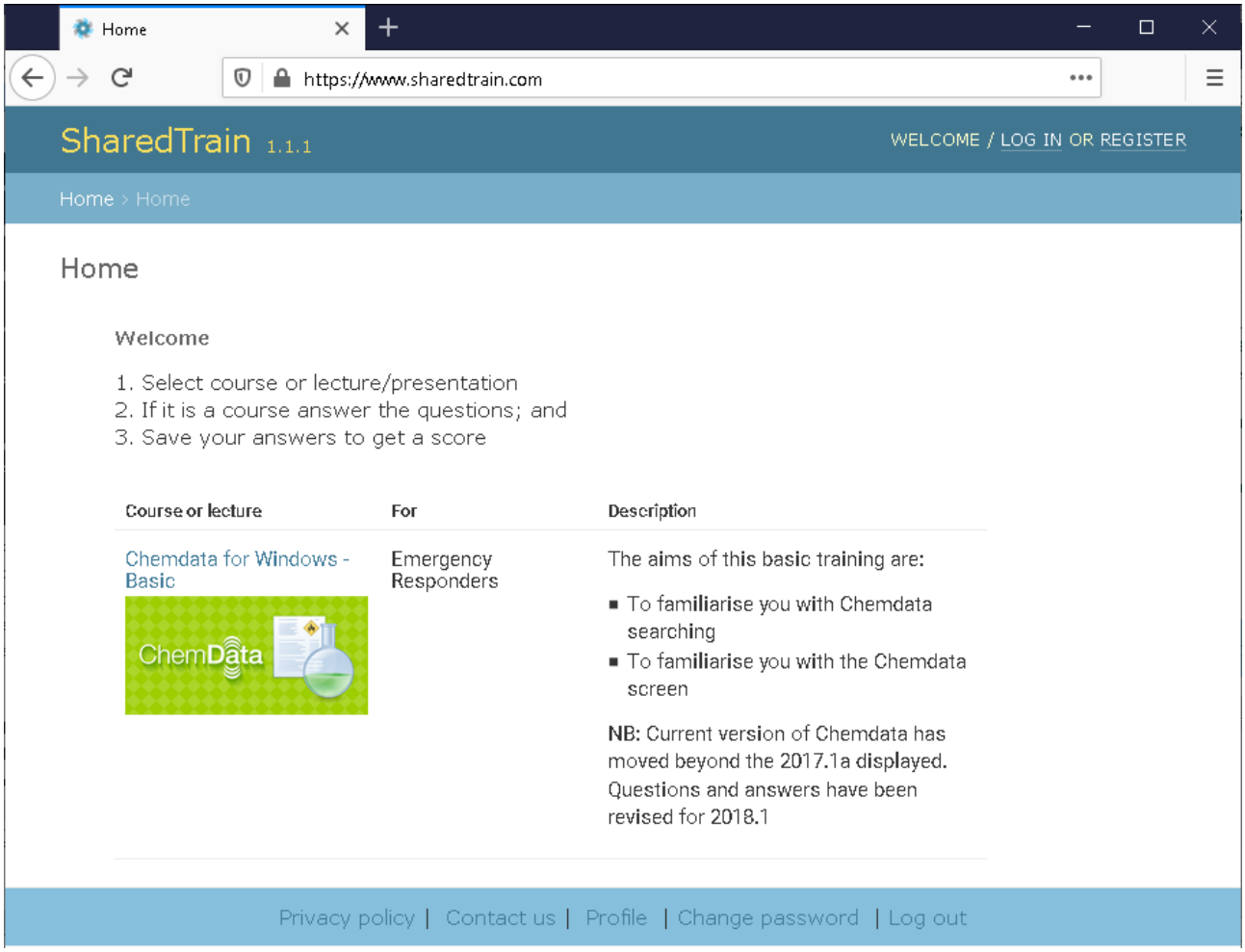
Section 2 shows what the anonymous visitor sees including the REGISTER link.

Section 3 covers registration of a username and optional nomination of an organisation if the desired course is private.

The balance of the manual walks through taking a course with questions and answers.

Section 2 - First anonymous visit

At the https://www.sharedtrain.com home page, there will be one or more public courses from which to select.



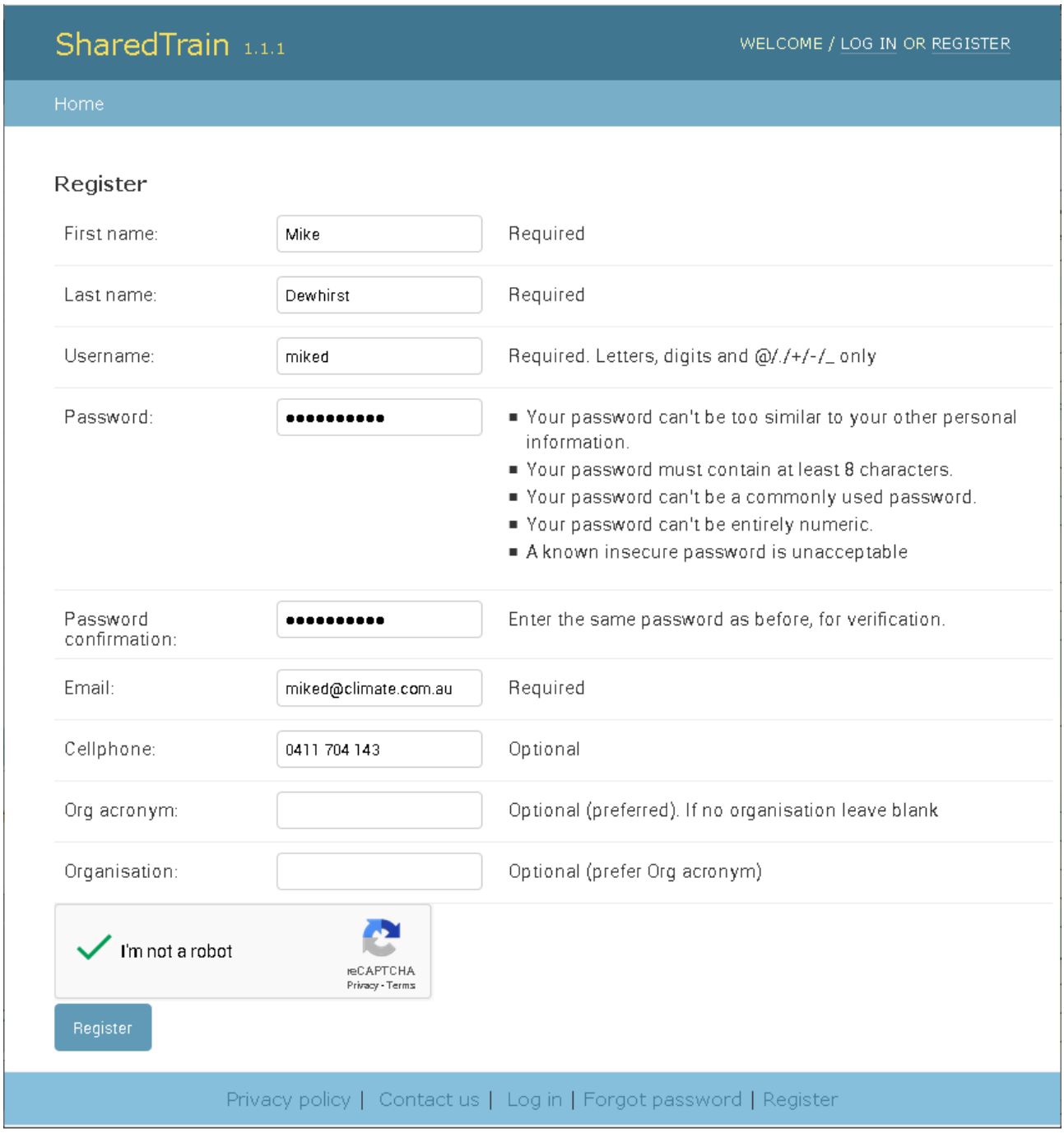
The welcome message (top-right) invites an anonymous user to LOGIN OR REGISTER.

Click the Chemdata course link or, if needing a login, click the REGISTER link.

If this was a public lecture or presentation, it would not require login. If it had a price (it doesn't), a card payment or token would be required.

The Chemdata course has questions and answers therefore login is required. The next section proceeds with user registration.

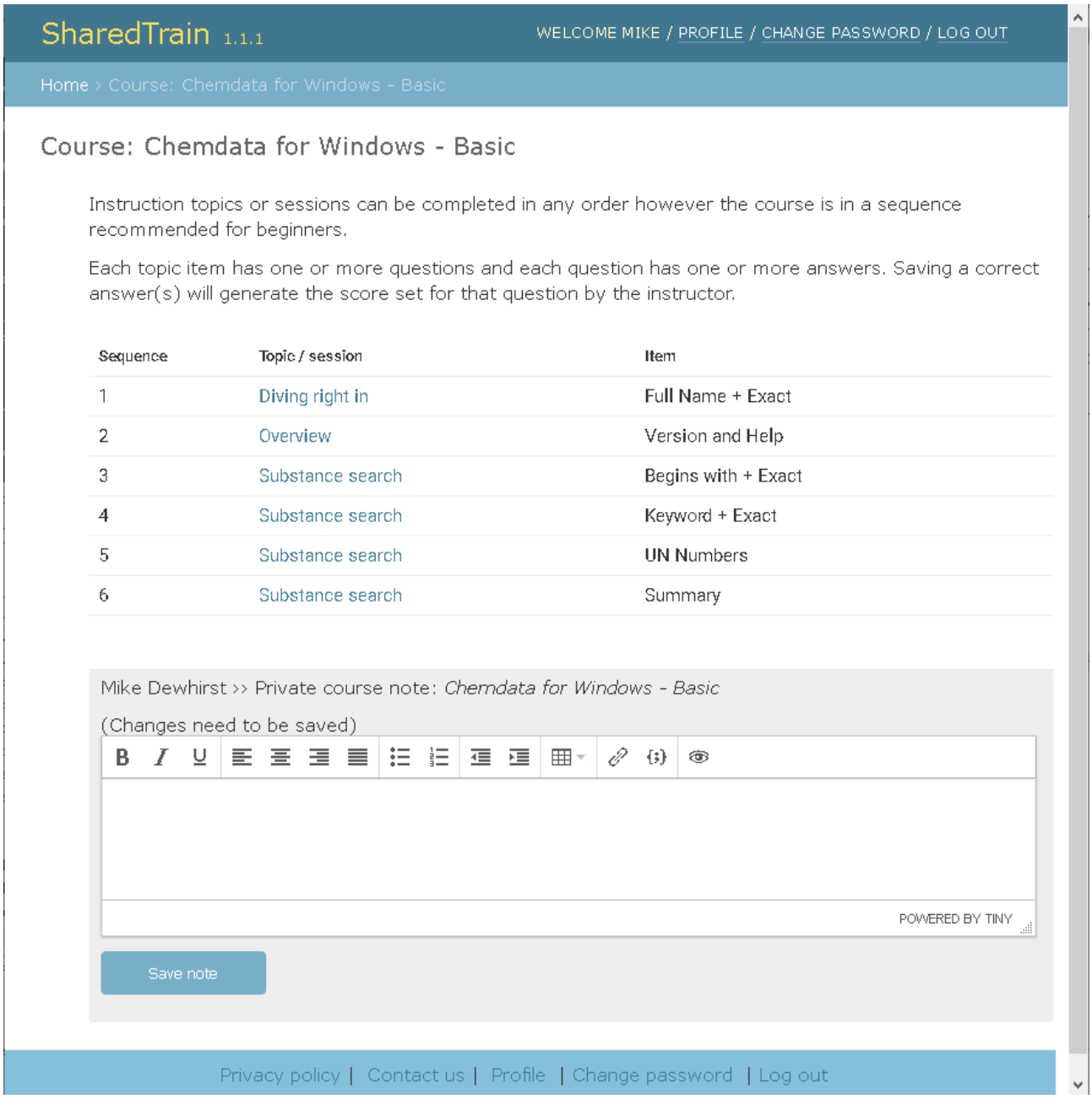
Section 3 - Register a new student user



If there is an existing organisation the *Org acronym* will be used to automatically establish a connection. Both Org fields may be left blank and/or adjusted later.

Section 4 - Commence the course

After login, clicking the course link shown on page 4 will open the course as shown here ...



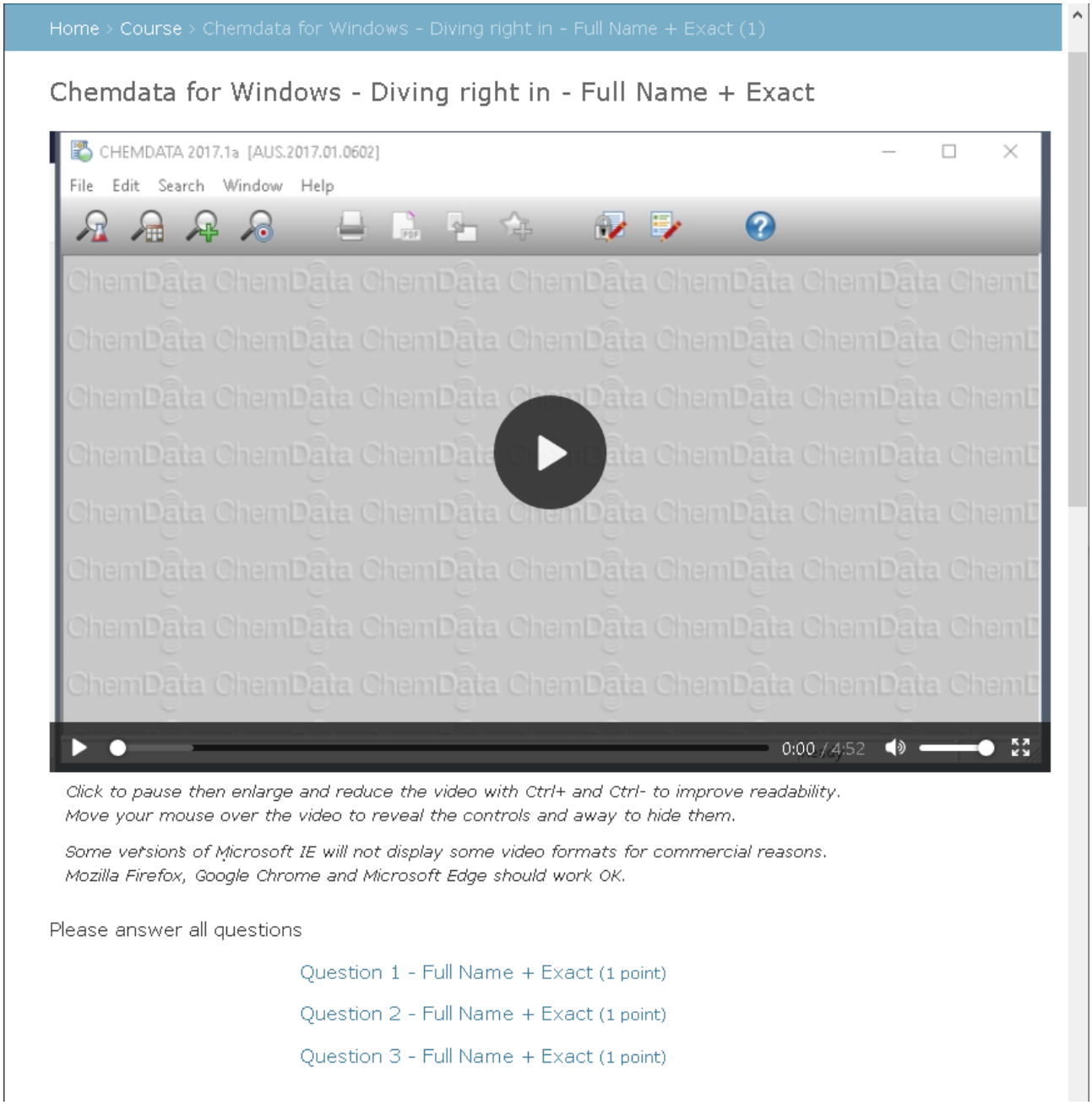
The help text explains to a new user how to get started. Click "Diving right in"

The Private course note is private to the logged-in username.

Section 5 - Course instruction

The course commences when the video is started.

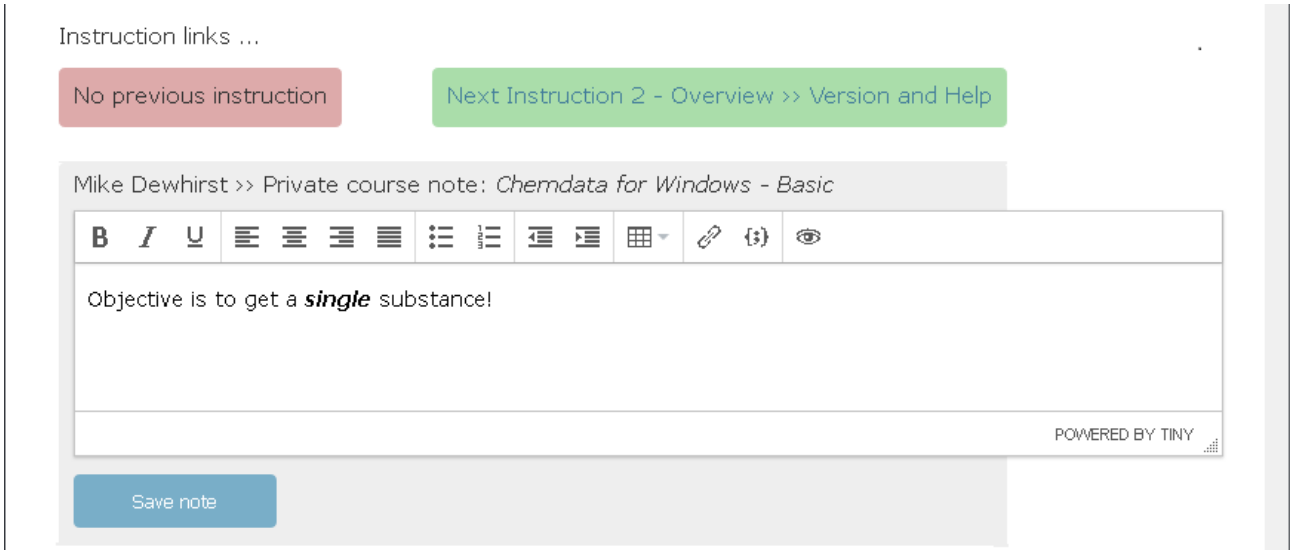
Some courses may not have video. Instead you would see written text and images. The same questions (as below) would appear in either case.



The bottom part of this image is continued on the next page.

5 – Course instruction (continued)

Notice in this image that while watching the video we decided to jot down one of its important instruction points in the private note. This will now be visible throughout the rest of the course.



This private note is the same private note as seen when first opening the course. See the image on page 6.

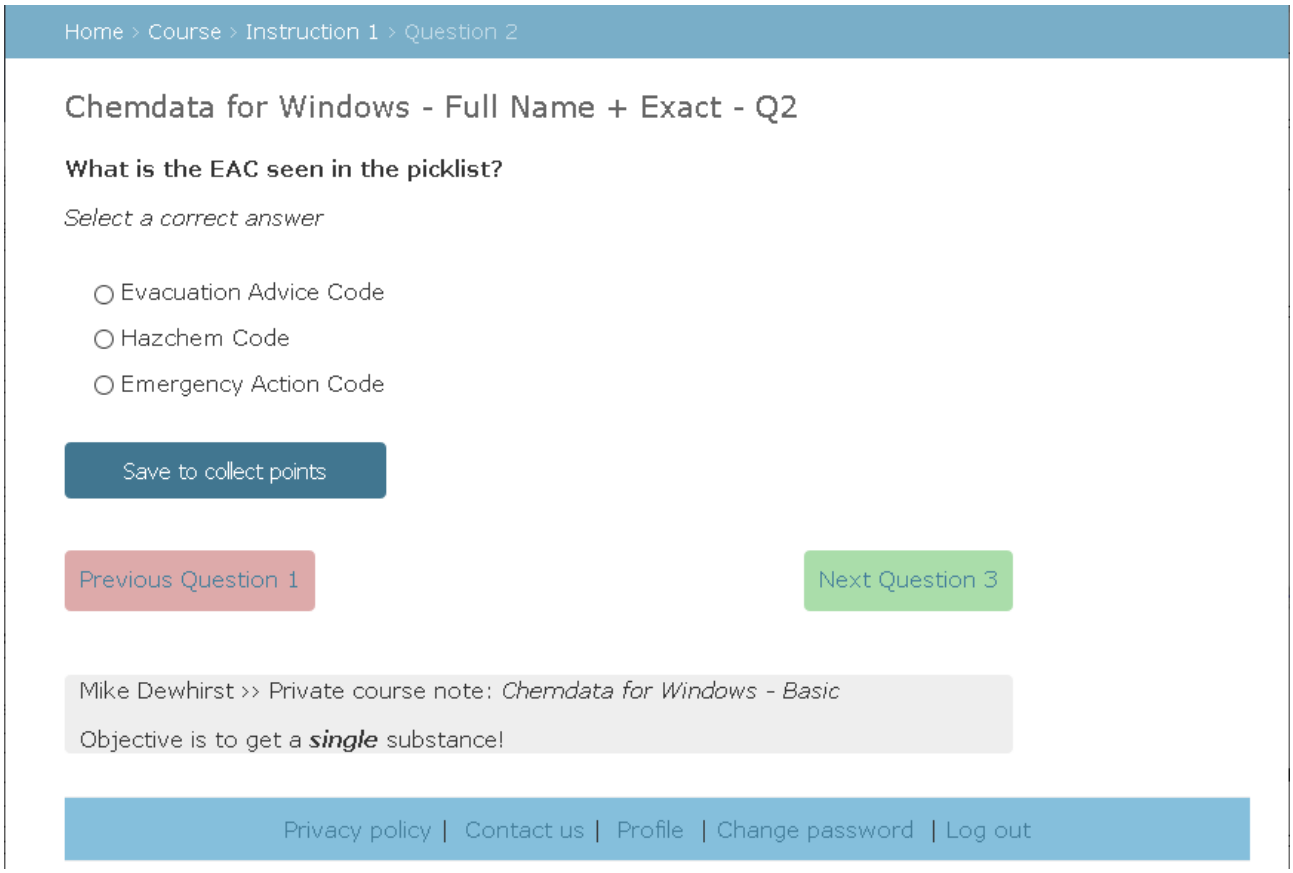
The SharedTrain navigation system follows the marine port/starboard colours for links which go left and right or to be more precise, green goes (right) for next instruction and red goes (left) back to the previous one.

Navigating from instruction to instruction might suit some, but others probably prefer to tackle questions immediately after each video.

Answering the questions (see previous page) is probably the next logical step

Section 6 – Questions

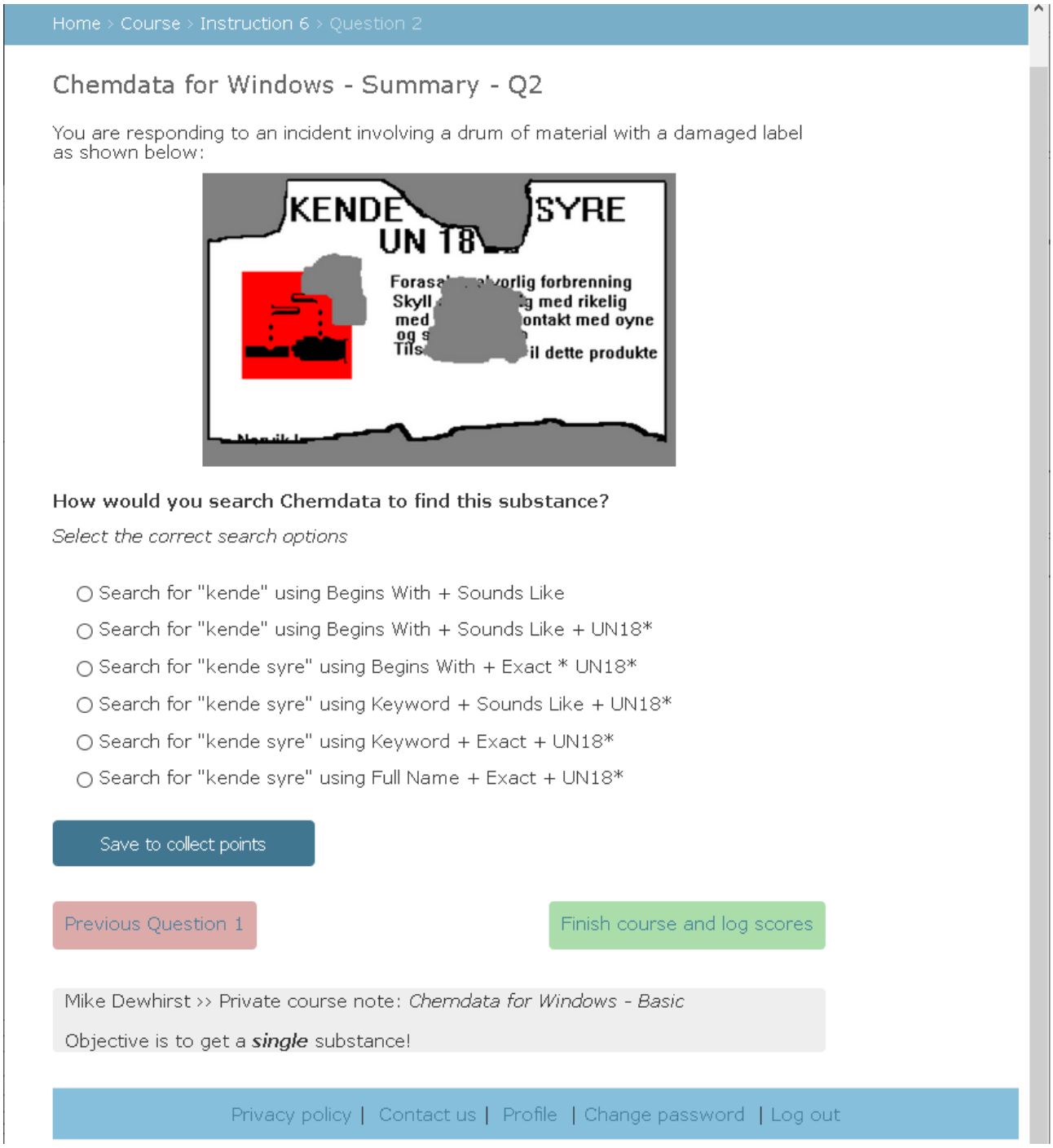
For the purposes of this manual we will start with Instruction 1, Question 2.



Points to note ...

- Different authors will have different techniques for asking questions
- The author of this course asks the question in **bold** font, puts contextual information (none here) in normal font and prompts in *italics*
- *Select a correct answer* has a different intent than *Select the correct answer*
- ... hinting there are two correct answers to the above question
- After answering or changing an answer, click Save to collect points
- The private note is not editable while viewing/answering questions
- Navigating between questions is similar to navigating between videos
- First and last questions in a set navigate to Previous and Next *Instruction* videos respectively – except the very last question of all. See next page.

6 – Questions (continued)

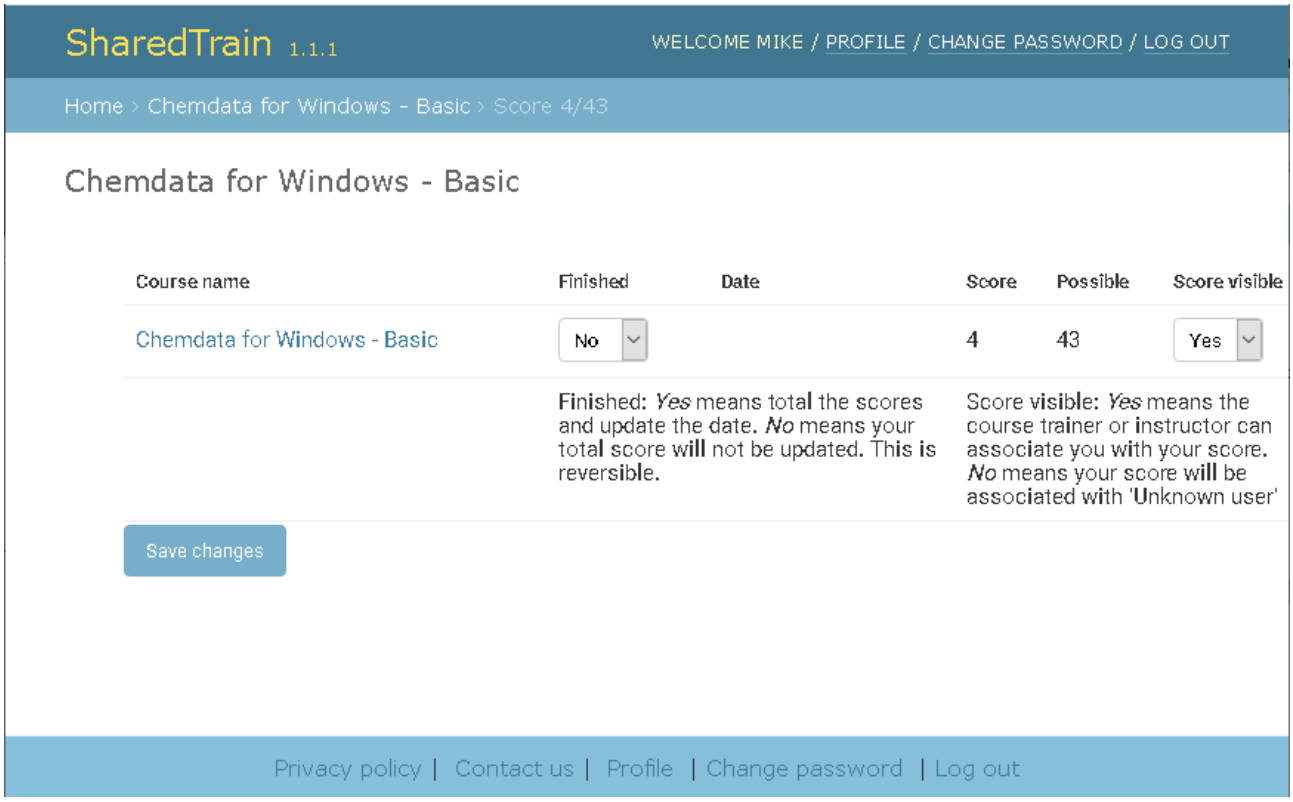


The last question of the last instruction video finishes the course.

All that is now required is to select and save *the* answer then navigate away to Finish course and log scores This will tally the total score. See next section.

Section 7 – Completing a course

After completing the course as indicated on the previous page the following screen appears ...



One might assume with a total score of less than 10% the student might not select "yes" for Finished but would probably prefer to go back and answer more questions than the two already answered (answers not shown for obvious reasons).

Clicking the Course name link returns to the screen shown on page 6.