

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.

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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.

Home > Home

Home

Welcome

1. Select course or lecture/presentation
2. If it is a course answer the questions; and
3. Save your answers to get a score

Course or lecture	For	Description
Chemdata for Windows - Basic 	Emergency Responders	<p>The aims of this basic training are:</p> <ul style="list-style-type: none"> ■ To familiarise you with Chemdata searching ■ To familiarise you with the Chemdata screen <p>NB: Current version of Chemdata has moved beyond the 2017.1a displayed. Questions and answers have been revised for 2018.1</p>

Privacy policy | Contact us | Profile | Change password | Log out

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


SharedTrain 1.1.1
WELCOME / [LOG IN](#) OR [REGISTER](#)

Home

Register

First name:	<input type="text" value="Mike"/>	Required
Last name:	<input type="text" value="Dewhirst"/>	Required
Username:	<input type="text" value="miked"/>	Required. Letters, digits and @/./+/-/_ only
Password:	<input type="password" value="●●●●●●●●"/>	<ul style="list-style-type: none"> ■ Your password can't be too similar to your other personal information. ■ Your password must contain at least 8 characters. ■ Your password can't be a commonly used password. ■ Your password can't be entirely numeric. ■ A known insecure password is unacceptable
Password confirmation:	<input type="password" value="●●●●●●●●"/>	Enter the same password as before, for verification.
Email:	<input type="text" value="miked@climate.com.au"/>	Required
Cellphone:	<input type="text" value="0411 704 143"/>	Optional
Org acronym:	<input type="text"/>	Optional (preferred). If no organisation leave blank
Organisation:	<input type="text"/>	Optional (prefer Org acronym)

✓
I'm not a robot



reCAPTCHA
[Privacy](#) - [Terms](#)

[Privacy policy](#) | [Contact us](#) | [Log in](#) | [Forgot password](#) | [Register](#)

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 screenshot shows the course page for 'Chemdata for Windows - Basic'. The header includes the SharedTrain logo and user navigation links. The main content area contains introductory text and a table of course items.

SharedTrain 1.1.1 WELCOME MIKE / PROFILE / CHANGE PASSWORD / LOG OUT

Home > Course: Chemdata for Windows - Basic

Course: Chemdata for Windows - Basic

Instruction topics or sessions can be completed in any order however the course is in a sequence recommended for beginners.

Each topic item has one or more questions and each question has one or more answers. Saving a correct answer(s) will generate the score set for that question by the instructor.

Sequence	Topic / session	Item
1	Diving right in	Full Name + Exact
2	Overview	Version and Help
3	Substance search	Begins with + Exact
4	Substance search	Keyword + Exact
5	Substance search	UN Numbers
6	Substance search	Summary

Mike Dewhirst >> Private course note: *Chemdata for Windows - Basic*
(Changes need to be saved)

Rich text editor toolbar: **B** *I* U [List icons] [Table icon] [Link icon] [Image icon]

POWERED BY TINY

Save note

Privacy policy | Contact us | Profile | Change password | Log out

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.

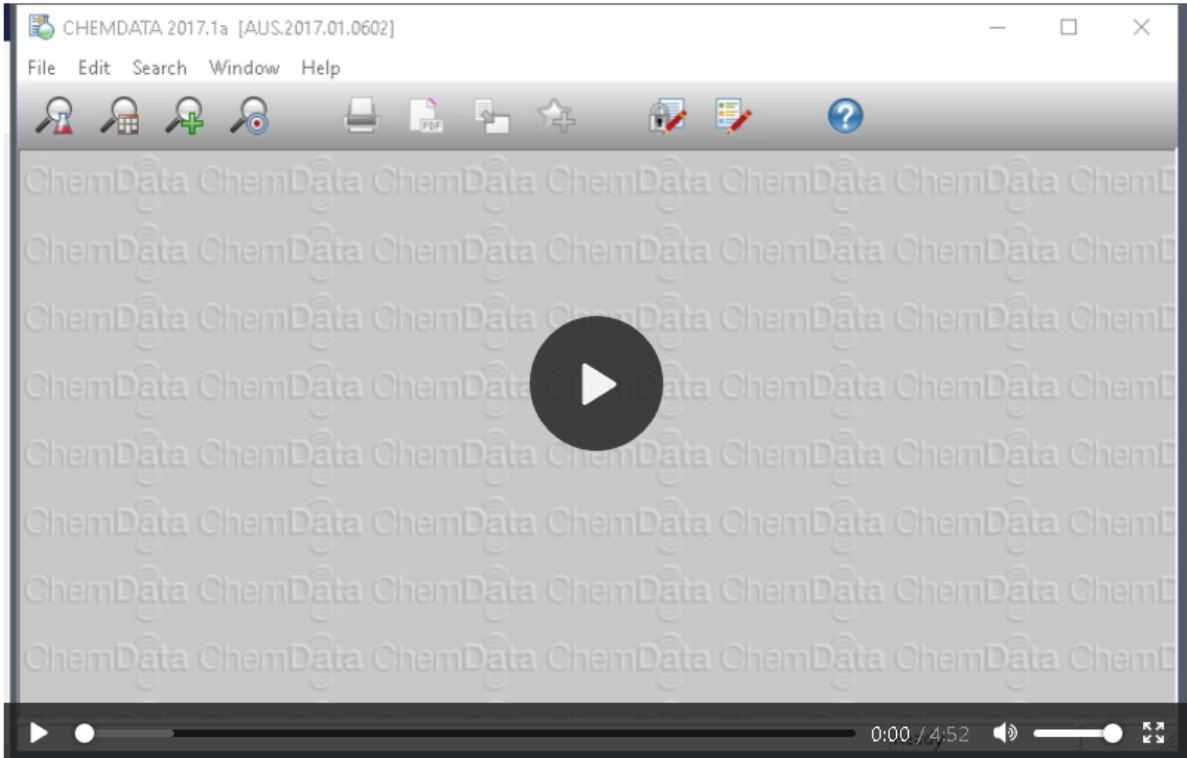
Section 5 - Course instruction

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.

Home > Course > Chemdata for Windows - Diving right in - Full Name + Exact (1)

Chemdata for Windows - Diving right in - Full Name + Exact



Click to pause then enlarge and reduce the video with Ctrl+ and Ctrl- to improve readability. Move your mouse over the video to reveal the controls and away to hide them.

Some versions of Microsoft IE will not display some video formats for commercial reasons. Mozilla Firefox, Google Chrome and Microsoft Edge should work OK.

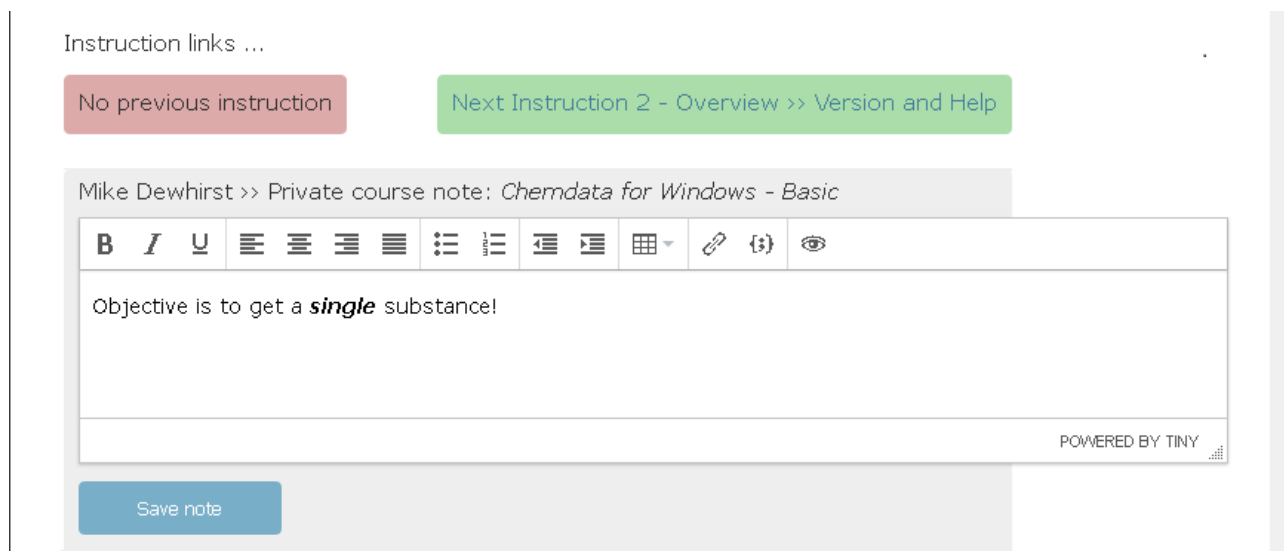
Please answer all questions

- Question 1 - Full Name + Exact (1 point)
- Question 2 - Full Name + Exact (1 point)
- Question 3 - Full Name + Exact (1 point)

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.



The screenshot shows a user interface for a course. At the top, under 'Instruction links ...', there are two buttons: a red one labeled 'No previous instruction' and a green one labeled 'Next Instruction 2 - Overview >> Version and Help'. Below this is a private note editor titled 'Mike Dewhirst >> Private course note: Chemdata for Windows - Basic'. The editor has a toolbar with icons for bold, italic, underline, bulleted list, numbered list, indent, outdent, table, link, unlink, and visibility. The text in the note reads 'Objective is to get a **single** substance!'. At the bottom right of the editor, it says 'POWERED BY TINY'. A blue 'Save note' button is located at the bottom left of the editor area.

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.

Home > Course > Instruction 1 > Question 2

Chemdata for Windows - Full Name + Exact - Q2

What is the EAC seen in the picklist?

Select a correct answer

Evacuation Advice Code
 Hazchem Code
 Emergency Action Code

Save to collect points

[Previous Question 1](#)
[Next Question 3](#)

Mike Dewhirst >> Private course note: *Chemdata for Windows - Basic*
 Objective is to get a **single** substance!

[Privacy policy](#) | [Contact us](#) | [Profile](#) | [Change password](#) | [Log out](#)

Points to note ...

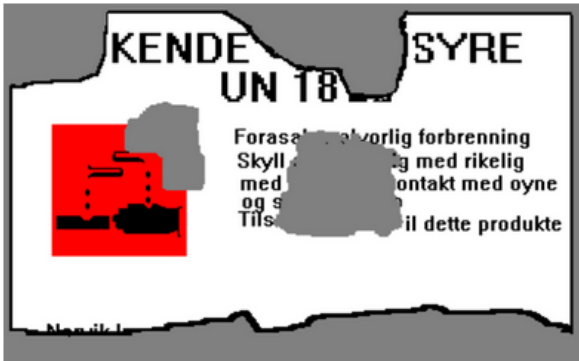
- Different authors will have different techniques for asking questions
- The author of this course asks the question in **bold** font, puts contextual information (none here) in normal font and prompts in *italics*
- *Select a correct answer* has a different intent than *Select the correct answer*
- ... 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)

Home > Course > Instruction 6 > Question 2

Chemdata for Windows - Summary - Q2

You are responding to an incident involving a drum of material with a damaged label as shown below:



How would you search Chemdata to find this substance?
Select the correct search options

- Search for "kende" using Begins With + Sounds Like
- Search for "kende" using Begins With + Sounds Like + UN18*
- Search for "kende syre" using Begins With + Exact * UN18*
- Search for "kende syre" using Keyword + Sounds Like + UN18*
- Search for "kende syre" using Keyword + Exact + UN18*
- Search for "kende syre" using Full Name + Exact + UN18*

Save to collect points

Previous Question 1 Finish course and log scores

Mike Dewhirst >> Private course note: *Chemdata for Windows - Basic*
Objective is to get a **single** substance!

Privacy policy | Contact us | Profile | Change password | Log out

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 ...

SharedTrain 1.1.1 WELCOME MIKE / [PROFILE](#) / [CHANGE PASSWORD](#) / [LOG OUT](#)

Home > [Chemdata for Windows - Basic](#) > Score 4/43

Chemdata for Windows - Basic

Course name	Finished	Date	Score	Possible	Score visible
Chemdata for Windows - Basic	No <input type="button" value="v"/>		4	43	Yes <input type="button" value="v"/>

Finished: *Yes* means total the scores and update the date. *No* means your total score will not be updated. This is reversible.

Score visible: *Yes* means the course trainer or instructor can associate you with your score. *No* means your score will be associated with 'Unknown user'

[Privacy policy](#) | [Contact us](#) | [Profile](#) | [Change password](#) | [Log out](#)

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.