

# Quick Start Guide

## Table of Contents

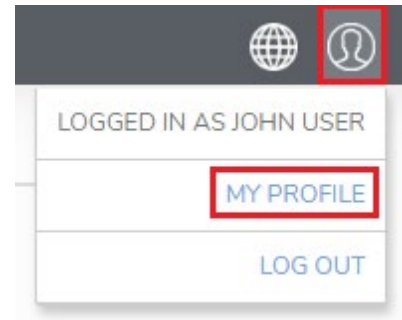
<b>Manage Personal Information .....</b>	<b>1</b>
<b>My Dashboard .....</b>	<b>2</b>
Enrollment Widget .....	4
Documents Widget.....	5
Calendar Widget.....	6
Transcript Widget.....	7
Certificate Widget .....	7
<b>Finding a Course/ Catalog Course.....</b>	<b>8</b>
<b>Enrolling in a course .....</b>	<b>10</b>
Payment Information .....	12
Courses .....	13
Notes/Tips when taking online courses .....	14
<b>Message Center.....</b>	<b>15</b>

## Quick Start Guide

The first thing we recommend is that you verify your personal information is correct.

### MANAGE PERSONAL INFORMATION

To do this you will click the user icon in the top right corner of the LMS portal, and from the drop-down menu, click “My Profile.” You may edit information for any fields your administrator has configured as “user editable,” then click “Save Changes” at the bottom of the page to update the information. All changes will be done by the tech/user in this system, examples are phone number changes or email changes.



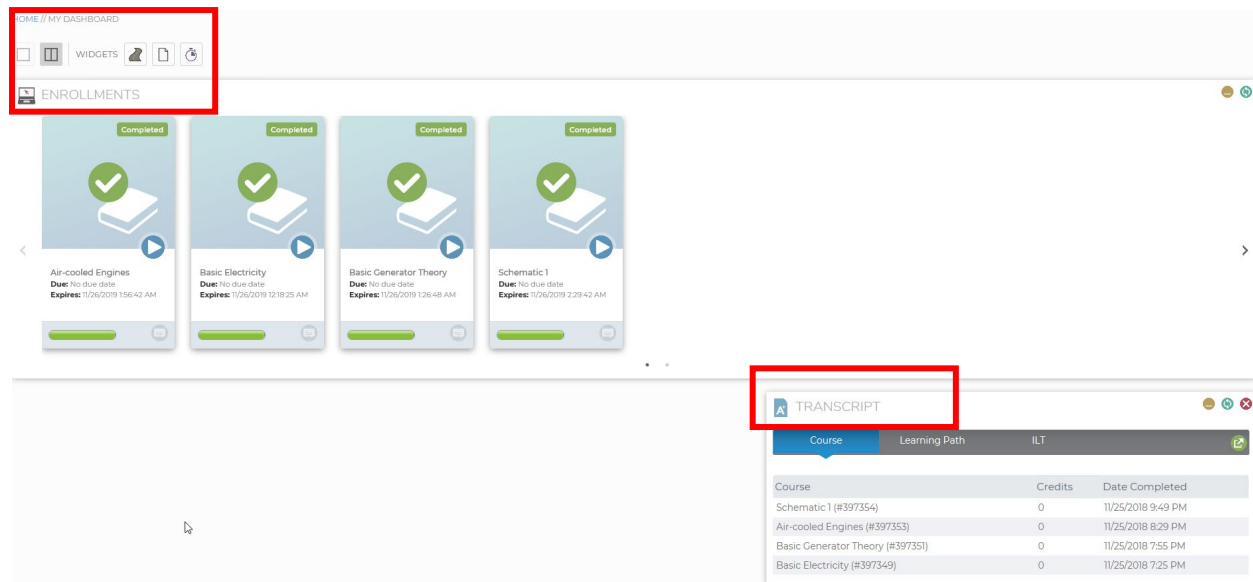
**Note:** It is very important to have your email correct as this is how we will contact you for class confirmations, class changes, certification expirations and more.

A screenshot of the 'My Profile' page in the LMS portal. At the top left, there is a user icon and the text 'USER, JOHN'. Below this is a blue banner with the text 'Modify your information using the form below.' Below the banner is a tabbed interface with two tabs: 'Properties' (active) and 'Files'. The 'Properties' tab contains a form with the following fields: 'First Name: \*' with a text input containing 'John', 'Middle Name:' with an empty text input, 'Last Name: \*' with a text input containing 'User', and 'Avatar:' with a 'Choose File' button and the text 'No file chosen'.

## Quick Start Guide

**MY DASHBOARD** – This is your personal “landing” page you can customize if desired

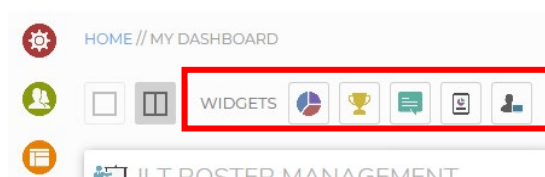
**Example one of a DASHBOARD**



“My Dashboard” is the central component of your LMS experience. The dashboard is made up of “widgets” that allow you to perform tasks such as:

- Viewing and interacting with course content
- Seeing your progress through learning path and course enrollments
- Accessing shared documents
- Viewing events such as course enrollment due dates, course enrollment expiration dates, and instructor led training sessions you are enrolled in
- Viewing and printing your transcripts for completed course, learning path (in the future), and instructor led training enrollments
- Viewing and printing certificates you have earned for completing course
- Interacting with peers and subject matter experts via course and community discussion feeds. (Coming soon)

Some widgets may not be available at this time and an announcement will come when they do become available. When we let you know that they are available you can add them by clicking on the icon on your Dashboard.



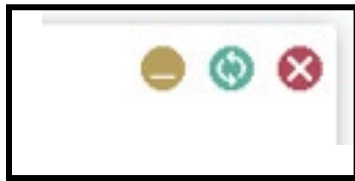
## Quick Start Guide

All widgets that are accessible to you via your dashboard can be re-arranged and opened or closed to your liking. A detailed explanation of each widget and its functions are outlined in the sections below.

### Example 2 of a DASHBOARD

The screenshot shows a dashboard with the following widgets:

- ENROLLMENTS**: A table showing enrollment records.
- TRANSCRIPT**: A table showing course transcripts.
- CERTIFICATES**: A table showing certificate records.
- CALENDAR**: A calendar view for September 2019.
- DOCUMENTS**: A list of documents, including "Learner's Guide (Course - Air-cooled Engines)".



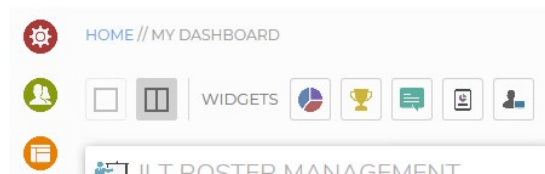
You can minimize the widgets by clicking

You can click the update icon, if you feel the widget info is not up to date.

You can close the widget by clicking the

(Notice you can never close the enrollments widget, just minimize).

If you close a widget and want to open it back up, you can go back to the top and click on the widget icon.



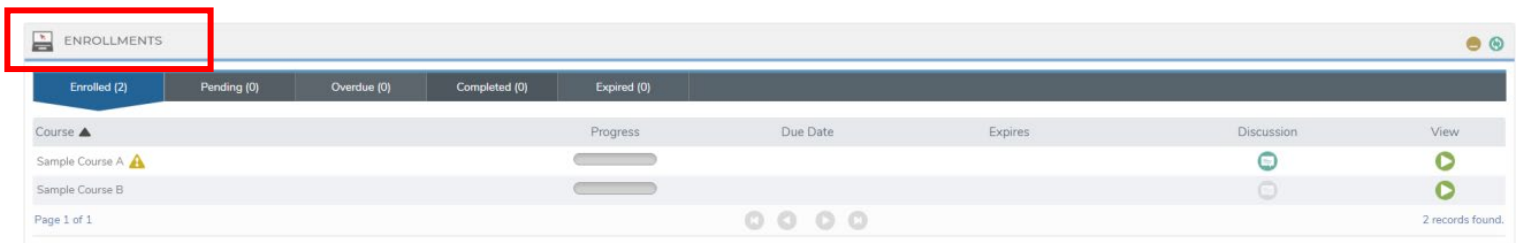
## Quick Start Guide

### ENROLLMENT WIDGET



The “Enrollments Widget” shows a listing of all courses you are enrolled in, and **is the main point of entry for interacting with content for courses you are enrolled in.** It displays your progress, along with information on due and expiration dates for courses you are enrolled in. The widget is broken down into 5 tabs that display enrollments according to their status:

- **Enrolled** – These are the courses you are currently enrolled in that have not passed their due or expiration dates.
- **Pending** – These are courses that you have requested enrollment in that must be approved by your administrator before they will appear on your Enrolled tab.
- **Overdue** – These are courses you are currently enrolled in that have passed their due date. This status has no effect on your ability to complete the course(s), but you should complete them as soon as possible.
- **Completed** – These are the courses that you have completed. If the course enrollment has not expired, and the course’s content has not changed since you have completed it, you may interact with the course content in “review mode.”
- **Expired** – These are the course enrollments that have expired prior to you completing them. Expiration means that you are no longer able to interact with or complete the course enrollment.



For each course enrollment listed in the “Enrollments Widget”, there are buttons you can click to interact with content for that course:

- ▶ **View button** – Clicking this button will take you to the course enrollment details page for that course enrollment. From there, you will be able to access course materials and interact with course content. **This is the main point for launching and completing courses.**
- ▶ **Review button** – This button functions the same as the “View” button above but appears only for completed course enrollments. This opens content in “review mode” where you can still interact with content where progress is no longer tracked.

## Quick Start Guide

### DOCUMENTS WIDGET



The “Documents Widget” shows a listing of all documents you have access to as a result of being enrolled in courses that have course materials attached to them. This widget serves as a means to quickly search for and access any document you have access to within The Service Learning Center.

DOCUMENTS

Document

[Commissioning Intro](#)  
(Course - PWRcell Sales and Installation)

[Checking REbus Wiring](#)  
(Course - PWRcell Sales and Installation)

[Checking AC Power](#)  
(Course - PWRcell Sales and Installation)

[Verifying Internet](#)  
(Course - PWRcell Sales and Installation)

[Registering PWRcell](#)  
(Course - PWRcell Sales and Installation)

[Configuring Inverter Settings](#)  
(Course - PWRcell Sales and Installation)

[400 Amp "W" Type RTS Manual w/ SD/WD](#)  
(Course - Protector Series Recertification Test)

[600-800 Amp "WN" RTS Operational Analysis](#)  
(Course - Protector Series Recertification Test)

[600-800 Amp "WN" RTS Manual w/ WD/SD](#)  
(Course - Protector Series Recertification Test)

[A0000347502 TX ATS 100-400 Rev C](#)  
(Course - Protector Plus)

Page 1 of 4

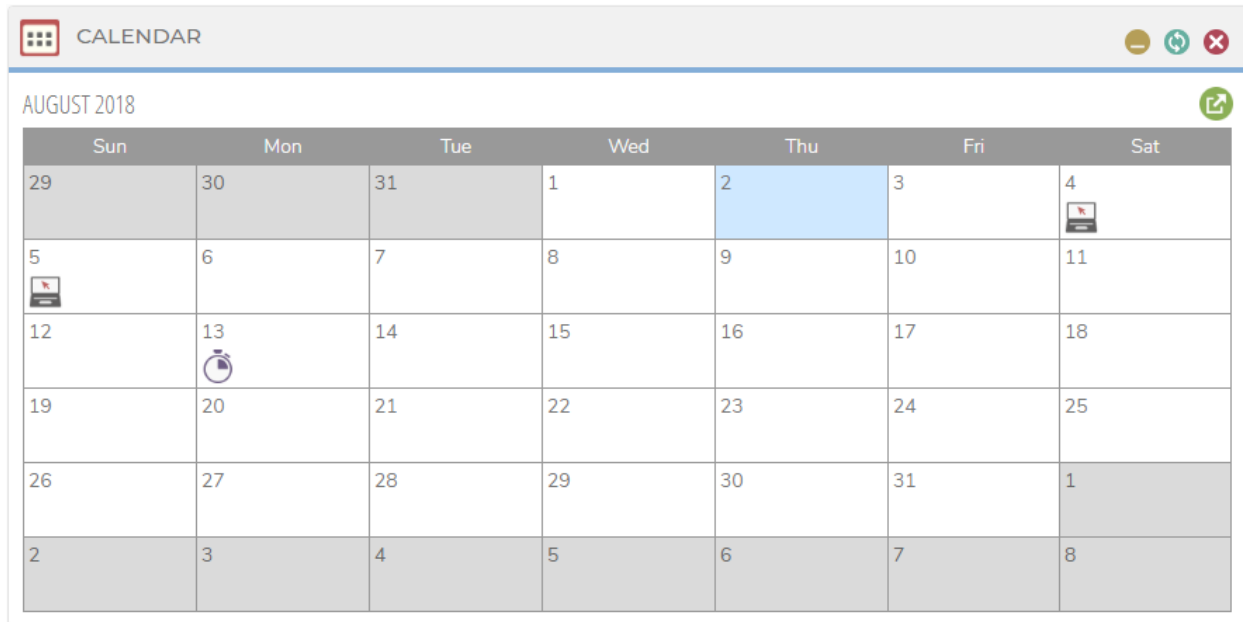
40 records found.

## Quick Start Guide

### CALENDAR WIDGET



The “Calendar Widget” shows upcoming events that are relevant to you such as course enrollment due and expiration dates, and instructor led training sessions that you are enrolled in.



Events on the calendar are indicated by the following icons:



**Enrollments** – This icon indicates that an enrollment is due or will expire on this date. Hovering over the icon will display the event and the name of the enrollment, and clicking on the icon will show additional information about the enrollment.



**Instructor Led Training** – This icon indicates that an instructor led training session you are enrolled in will occur on this date. Hovering over the icon will display the name of the instructor led training session, and clicking on the icon will show additional information about the session.

## Quick Start Guide

### TRANSCRIPT WIDGET










The “Transcript Widget” shows your transcripts for all courses, and instructor led training you have completed.

TRANSCRIPT		
Course	Learning Path	ILT
Course	Credits	Date Completed
Sample Course B (#5889)		8/2/2018 3:43 PM

### CERTIFICATES WIDGET



The “Certificates Widget” shows all certificates you have earned by completing courses and learning paths.

CERTIFICATES						
Certificate	Credits	Award Date ▼	Expires	Save as PDF	Print	View
Completion of Course B	3	8/2/2018				
Page 1 of 1			   		1 records found.	

You can download, print, or view your certificates using the following buttons:



PDF – Clicking this button will generate and download a PDF file for the certificate.



Print – Clicking this button will print the certificate.



View – Clicking this button will open the certificate for viewing.

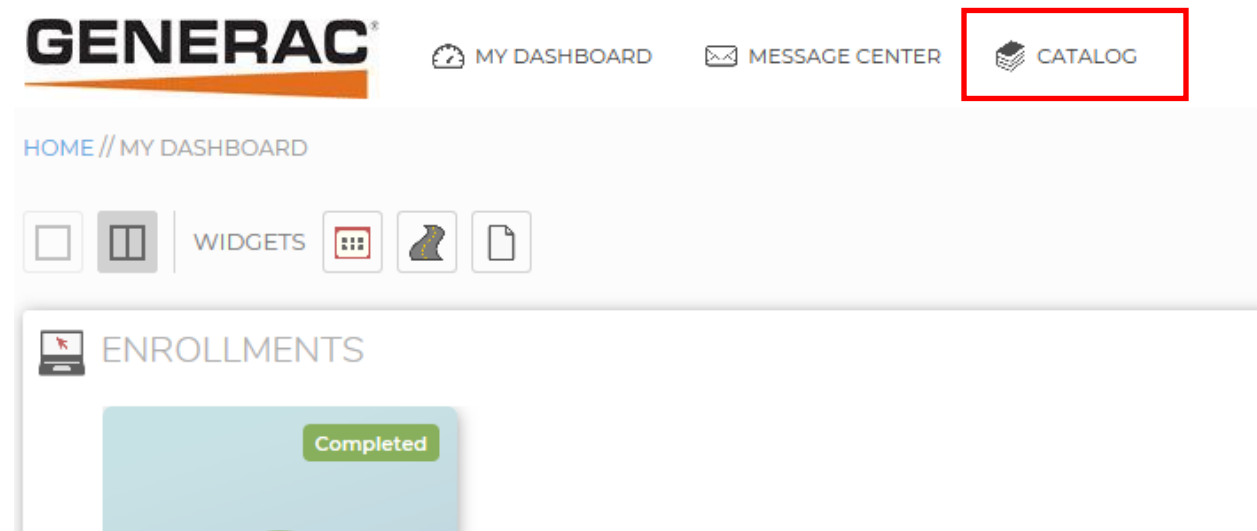




## Quick Start Guide

### FINDING A COURSE/ CATALOG

To view courses, click **CATALOG** on the top banner.



## Quick Start Guide


The course catalog screen will open. On this page you can click on a catalog to expand it to see the courses that exist inside a particular catalog or you can select a course that is not in a catalog. You can also use the Search catalog to search for a catalog or a course. You can use the name of the course to search, or if you know the course number (course code) you can search by that.

**GENERAC®** MY DASHBOARD MESSAGE CENTER CATALOG QUICK START GUIDE CONTACT US

HOME // CATALOG


Search catalog

CATALOGS




Air-cooled Catalog

3 2 0




PWRcell Clean Energy

0 3 0




Installation

0 1 0




Protector Series Cat...

4 2 0



Helpful Links for th...

0 1 0



Video Library

2 0 0

Generac Power Systems, Inc.  
servicetraining@generac.com  
http://www.generac.com

## Quick Start Guide

### ENROLLING IN A COURSE

Clicking a course tile will take you to the details view of that course where you can view additional information and enroll in the course.

To enroll in a pre-req course, click the “Enroll” button below the course title. Once you have been enrolled in the course successfully, you will see a pop-up that contains a link to go to your course enrollment where you can begin interacting with the course’s content.

[HOME](#) // [CATALOG](#) // [AIR-COOLED CATALOG](#) // [AIR-COOLED PRE-REQS](#) // [BASIC ELECTRICITY](#)



[← Back](#)



## RST101 - BASIC ELECTRICITY



**Cost:** Free  
**Credits:** 0  
**Estimated Length:** 1 hour(s)



Your rating: Not yet rated  
Average of 2 ratings: 4 stars

### Description

**You must use Chrome to complete this course.**

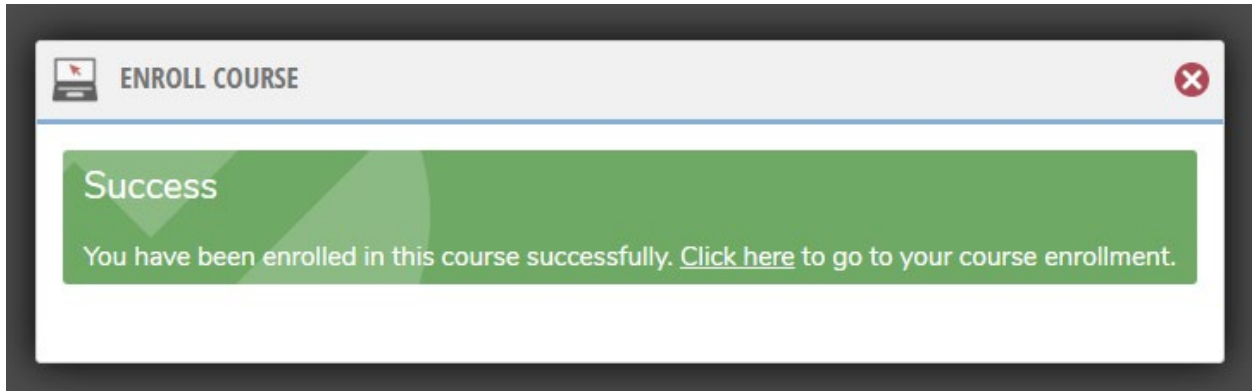
This course is designed primarily for technicians with little or no knowledge of electricity. We start with a framework for thinking about difficult concepts such as amperage, resistance, and voltage through Ohm's law. With the fundamentals covered, we will cover Ohm's law and see how it is applied in both series and parallel circuits. Training courses. Access the Internet via a direct network or a reliable wireless connection.

### Objectives

- Identify basic electrical definitions
- Correctly identify a series and parallel circuit, their electrical relationships, and how they affect the circuit
- Given the definition of Ohm's law, identify the mathematical relationships between resistance, voltage, and current
- Correctly identify one cycle of a sine wave
- Provided with a sine wave, correctly label the RMS voltage, peak to peak voltage, and the average voltage

To enroll in a course, click the “Enroll” button below the course title. Once you have been enrolled in the course successfully, you will see a pop-up that contains a link to go to your course enrollment where you can begin interacting with the course’s content.

## Quick Start Guide



To enroll in a course where there is a fee charged you will click Add to Cart. Clicking the “Add to Cart” button will place the item in your shopping cart.



### RST155 - INSTALLATION

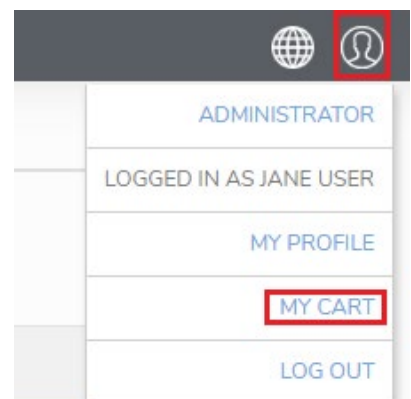


**Cost:** \$100.00 (USD)  
**Credits:** 0  
**Estimated Length:** 4 hour(s)  
**Access:** 2 year(s) from first launch of a module.

#### Description

This self-paced online course will ensure the technician understand class will have several knowledge check questions that are not score **Chrome is recommended.**

From there, you can continue adding items to your cart, or view your cart by clicking the “Go to Cart” button on the item you have just added, or by clicking the “My Cart” link from the user menu.




## Quick Start Guide

From the shopping cart page, you can view the items in your cart, or checkout and pay for your purchases by clicking the “Checkout” button. You can also go back to the catalog to continue adding items to your purchase by clicking the “Continue Shopping” button.


### PAYMENT INFORMATION

Once you click the “Checkout” button, you will be taken to a form to enter your payment information and complete the checkout process.







CHECKOUT

[Return to Shopping Cart](#)

Item	Price	Amount
 <div>Sample Course B</div> <div>Sample Course B</div>	\$10.00	\$10.00
		Total (USD): \$10.00

Credit Card Information:

We accept:

First Name: \*

Last Name: \*

Card Number: \*

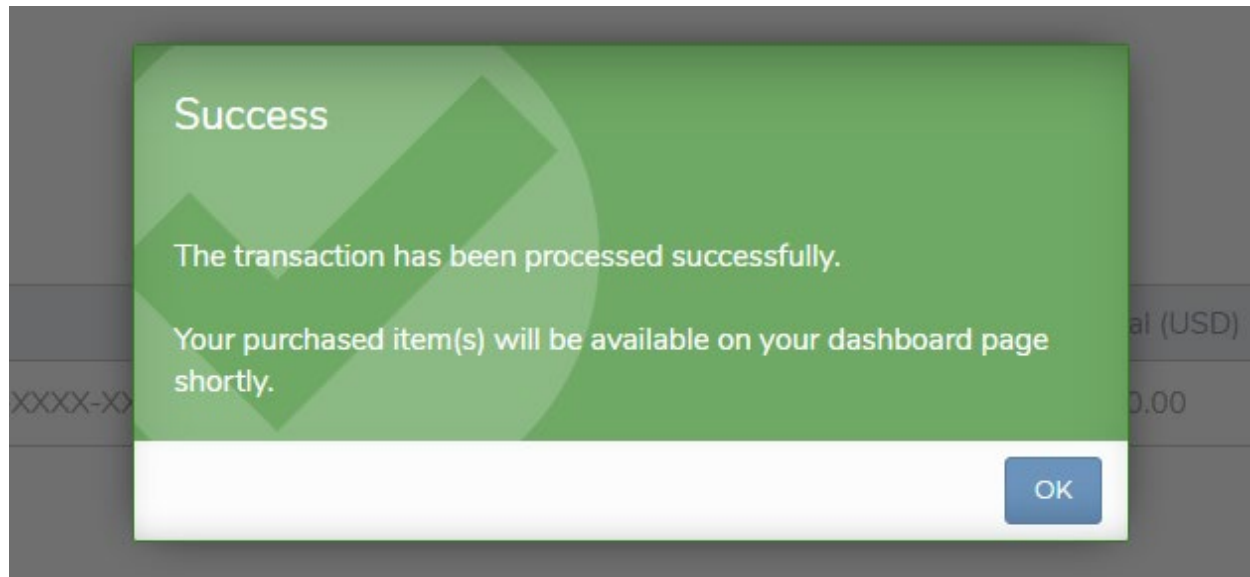
Expiration Date: \*

01

2018

Enter your payment information and click “Submit Order.” Your order will be processed immediately, and once processing is successful, you will be enrolled in the items you purchased, and you will receive a pop-up confirmation that your order has been processed successfully. Also, depending on your administrator has configured their payment settings, you may receive an email receipt from the payment provider.

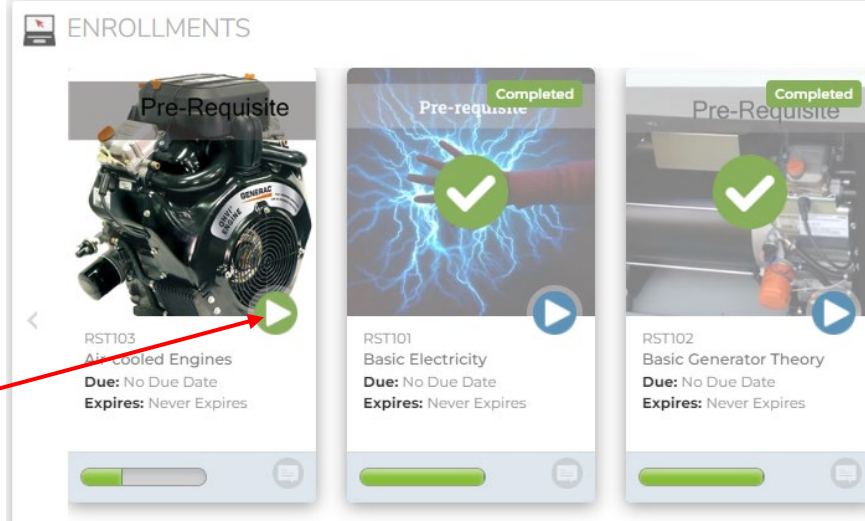
## Quick Start Guide



## Quick Start Guide


### Courses

After you enroll in a course your enrollments are listed on your “[Enrollments](#)” widget, you may interact with them by clicking the “view” button for that enrollment. If you enrolled in an online class or test you will notice in your enrollments that you can launch the test.



Clicking the “view” button for a course enrollment will take you to the course enrollment screen where you can view the modules that make up your course, and all information and materials related to that course. To complete a course enrollment, you must complete all modules listed for the course. This will differ if you enrolled in an online course versus a classroom session.

» // MY DASHBOARD // RST103: AIR-COOLED ENGINES



### RST103: AIR-COOLED ENGINES

★★★★★  
Your rating: Not yet rated  
Average of 44 ratings: 4.4 stars

Credits: 0  
Estimated Length: 40 minute(s)  
Status: Enrolled  
[UNENROLL](#)

**Description**

Designed Primarily for technicians with little or no knowledge of air-cooled engines, this course introduces the basic four stroke cycles of an engine. Breaks down the major components of the engine and introduce how they work together.  
To ensure a good communication link do not use "air cards" when viewing course content. Access the Internet via a direct network or a reliable wireless connection.

**Objectives**

- Identify the four strokes of a typical air-cooled engine
- Identify major components of the engine
- Identify different combustible fuels and how they are introduced into the engine
- Understand how oil contributes the proper operation of an engine
- Understand the purpose of a governor

**Course Materials**

Learner's Guide (1.66 MB)

Module	Status	Score	Action
RST103 Air-cooled Engines (Pre-Test)	Completed	50%	<a href="#">View</a>
RST103 Air-cooled Engines	Incomplete / In Progress		<a href="#">View</a>
RST103 Air-cooled Engines (Post-Test)	Not Attempted		<a href="#">View</a>

## Quick Start Guide

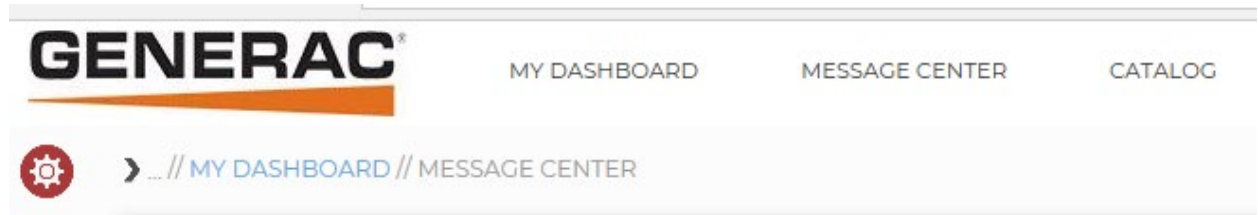
### Online Course Notes:

- We strongly recommend GOOGLE CHROME as your browser for the most reliable results when taking an online test.
- Please use a hard-wired, reliable connection to the Internet. A Wi-Fi connection may be used provided the signal is strong and reliable.
- Please only have the windows open that you need, example, don't have 5 internet sessions open this may cause an interruption of the data connection for your test.
- The attempts allowed for online tests vary, however, if your session times out or you close the session before completing, that will count as one of your attempts.
- If your system locks up or you have technical problems please contact us at [servicetraining@generac.com](mailto:servicetraining@generac.com) or call 262-544-4811 ext. 4172. (M-F 8:00 a.m. – 5:00 p.m. CST)



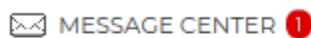
## Quick Start Guide

### MESSAGE CENTER

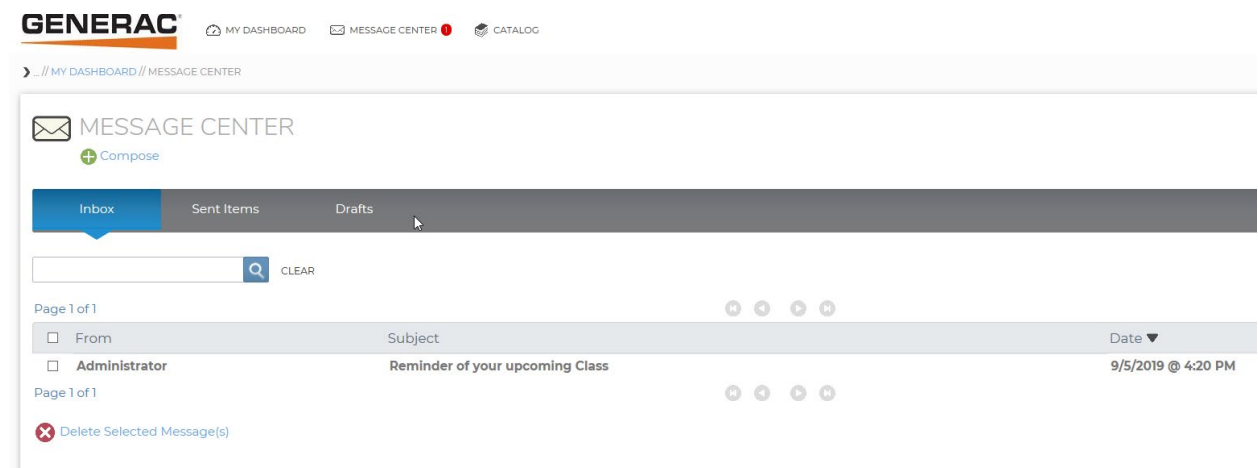



Besides getting communications through email you may also receive communications from the Message Center. You can view messages and also send messages to other users in the system. For example if you meet another tech in class and want to have further discussions with them.

When you have a new message you will notice a little red circle with a number.



When you click on the Message Center it will bring you to the Message Center:



You can click the Compose  **Compose** to create a new message or you can view any existing messages. It is good idea to check to see if you have any messages if you have an upcoming classroom class in case of any changes or important information you may need to know.