



## iFTI Learner Manual

March 2024

iFTI Curriculum Team



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## Product Support

If you have any questions, please contact [ftiinternational@iFTI.edu](mailto:ftiinternational@iFTI.edu).

## Overview

This manual covers the areas of the iFTI LMS relevant to learners.



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## INTRODUCTION

The International Finishing Trades Institute Learning Management System (iFTI LMS) website is an online learning portal and a secure web-based software program for the administration, documentation, tracking, and reporting of training programs, classroom and online events, e-learning programs, and training content. The iFTI LMS is an accessible way of providing apprenticeship training course materials to IUPAT members.



LMS Introduction Link - <https://www.youtube.com/embed/uQ7QIHC8ob0>

As a student, the LMS is your training portal allowing access to all online and classroom-based learning activities and associated training information.

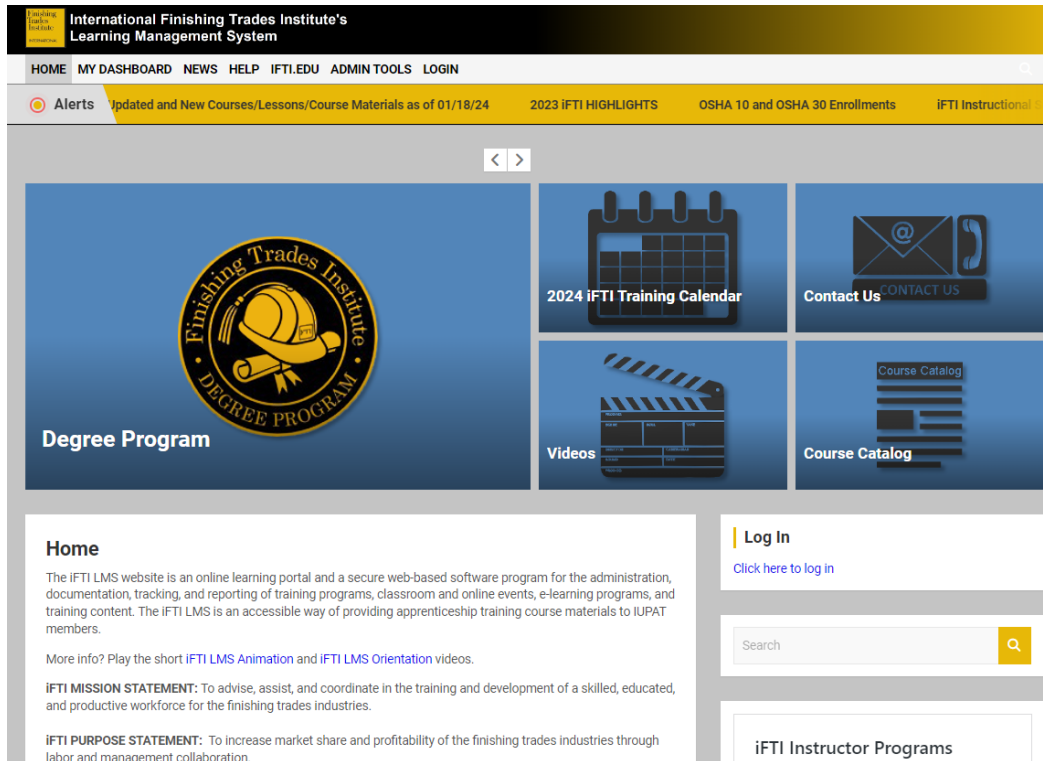
You will be able to use iFTI LMS to do the following activities:

- Review or launch your enrolled courses or learning paths.
- View and print the certificates of completion you have earned.
- View your transcript of completed learning activities.
- Compare completions through My Leaderboards.
- Access My Communities.
- Search available Documents in your account.

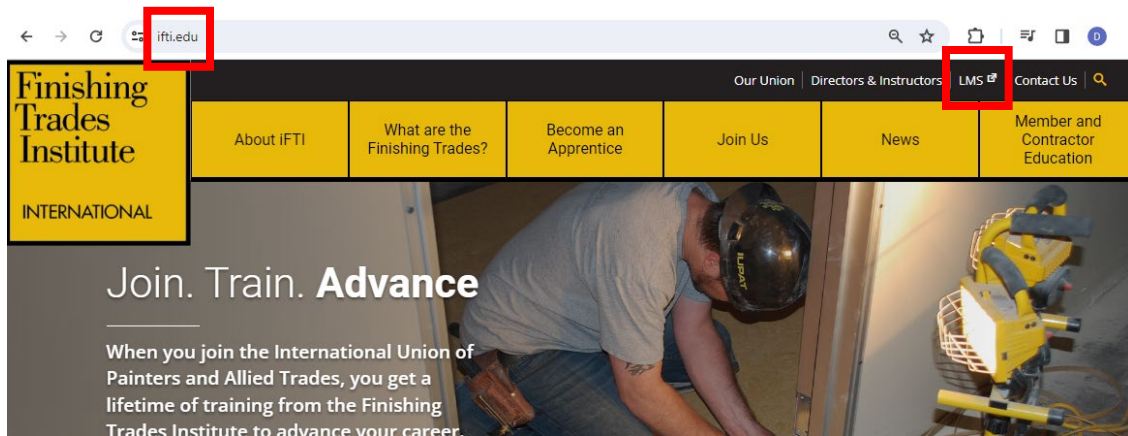


## ACCESSING IFTI LMS

The iFTI Learning Management System (LMS) is web-based, which means that an internet connection and web browser are required to access the system. To access the system, open your web browser, and navigate to the URL - <https://iftilms.org/>.



You can also go to the International Finishing Trades Institute website ([ifti.edu](https://ifti.edu)) and access the LMS link.

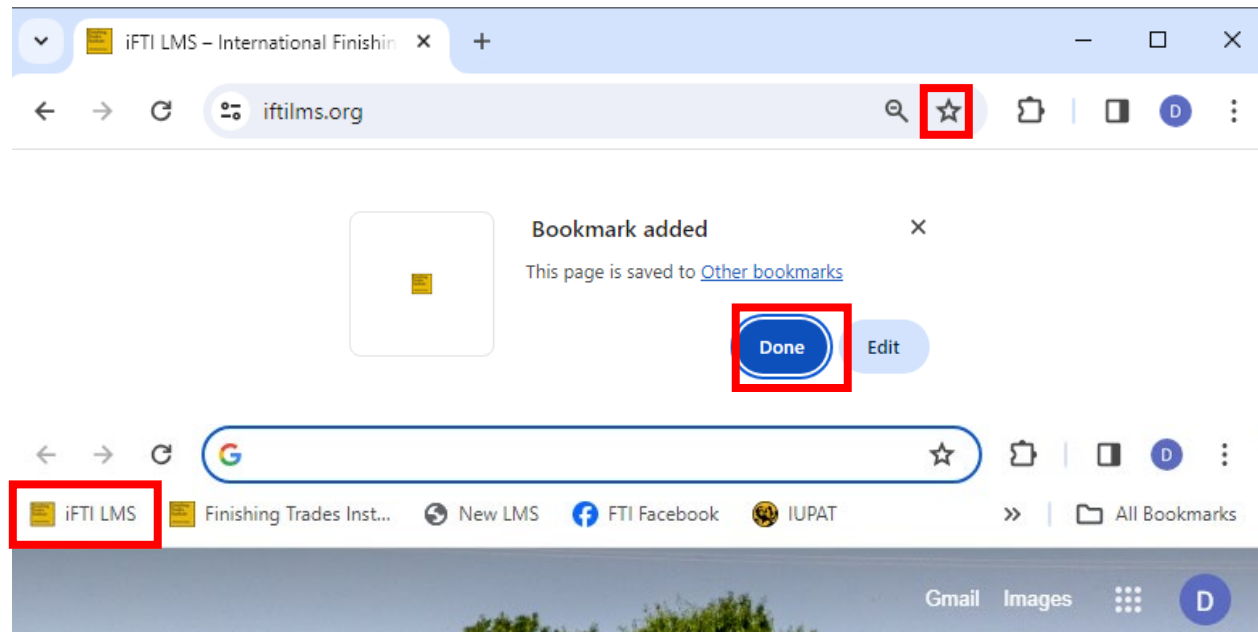




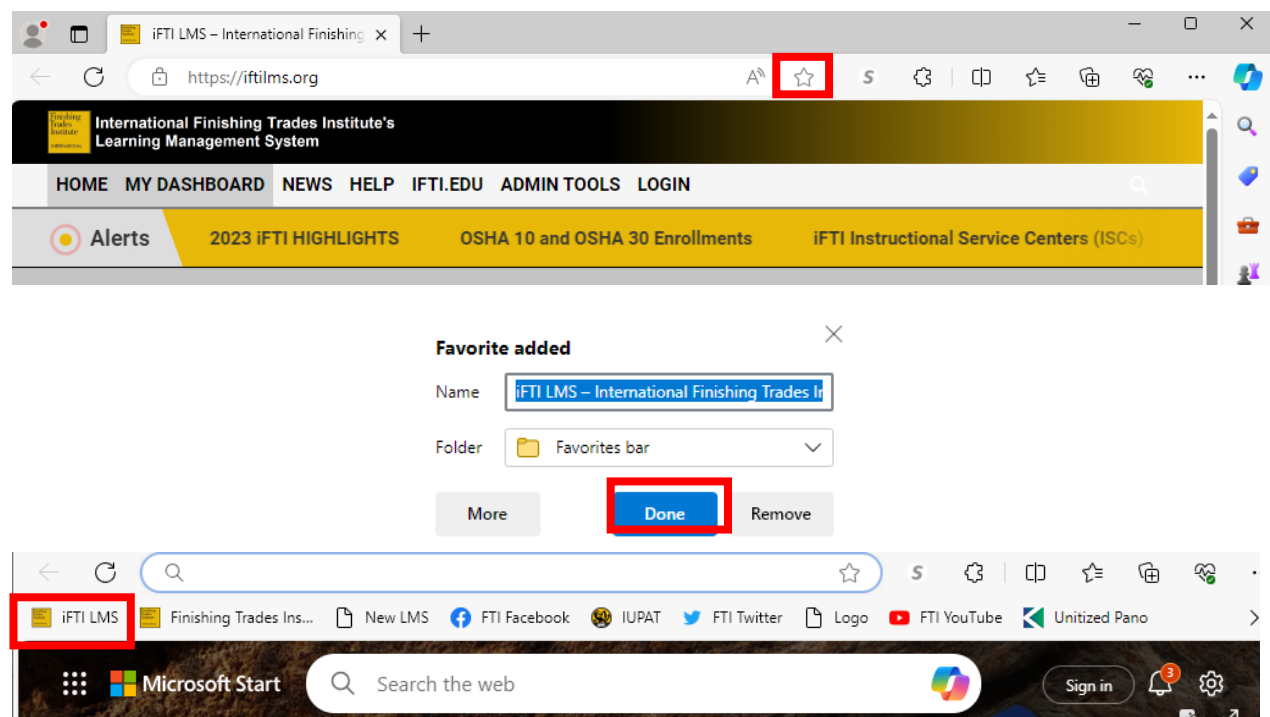
## Bookmarking the LMS Homepage

For easy access, you can bookmark the LMS page. On your browser, click the star icon.

### Google Chrome Screenshots



### Microsoft Edge Screenshots





## Viewing the Home page

The Home page is the starting point that allows you to do one of five things; you can review alerts, choose to login to the system, reset your password, download documents, watch videos, browse the articles, etc. The main part of this screen will display the video, provide Technical FAQs, and access the iFTI training calendar. The Home Page has the following parts:

No.	Feature	Description
1	Main Toolbar	Contains Home, My Dashboard, News, Help, iFTI.edu, Admin Tools, and Login tabs.
2	Alerts	Scrolling announcements or recent articles for users and administrators.
3	Blue Slider	Top Five sections in the LMS: Login In, LMS Training, iFTI Instructor Programs, COE Accreditation, and Degree Program
4	Blue Tiles	Four Main Features of the LMS for DOTs and Instructors: Training Calendar, Contact Us, Videos, and Course Catalog
5	Home Section	Describes the LMS and contains LMS videos. It also lists the iFTI Mission and Purpose Statements.
6	Default Section	Almost every page in the LMS has the Search button and the iFTI Instructor Programs article.

**International Finishing Trades Institute's Learning Management System**

HOME MY DASHBOARD NEWS HELP IFTI.EDU ADMIN TOOLS LOGIN

Alerts Courses/Lessons/Course Materials as of 02/15/24 2023 IFTI HIGHLIGHTS OSHA 10 and OSHA 30 Enrollments IFTI Instructional Service Centers (ISCs) COE Accredited District Councils (DCs) Updates

**LMS Training**

2024 IFTI Training Calendar

Contact Us

Videos

Course Catalog

**Home**

The IFTI LMS website is an online learning portal and a secure web-based software program for the administration, documentation, tracking, and reporting of training programs, classroom and online events, e-learning programs, and training content. The IFTI LMS is an accessible way of providing apprenticeship training course materials to IUPAT members.

More info? Play the short IFTI LMS Animation and IFTI LMS Orientation videos.

**IFTI MISSION STATEMENT:** To advise, assist, and coordinate in the training and development of a skilled, educated, and productive workforce for the finishing trades industries.

**Log In**

Click here to log in

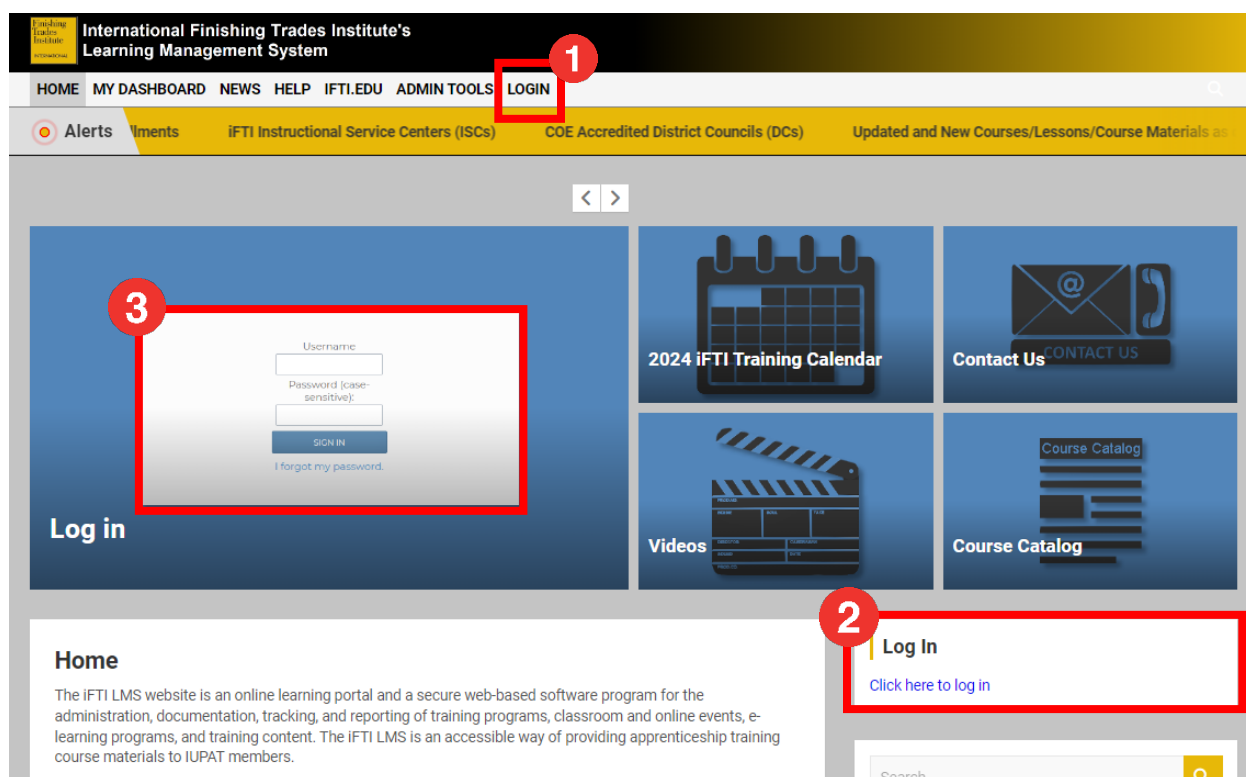
Search



## Logging In

When accessing the system, you are taken to your LMS portal's home page. There are three ways to log in:

No.	Location	Instruction
1	Main Menu Bar (top right-hand corner)	Click Login
2	Login Section (left middle block)	Click here to log in link
3	Slider Block (automatic blue slider icon)	Click Log in graphic.



From the LMS homepage, sign on using your login credentials. Enter your username and password in the form fields, and click the “Sign In” button under the “Password” field. Note that passwords are case-sensitive. So, be sure to enter your password exactly as it was given to you by your administrator.

Username: Member ID/Non-Member ID  
Password (case-sensitive): Check your LMS Welcome email

If your username and password are correct, and your account is not in a “disabled” or “expired” status, you will be logged into the LMS portal. Upon login, you will be redirected to the LMS portal's landing page. The default landing page is the “My Dashboard” page.

**Reminder: The password is case-sensitive. You can change your password under My Profile page.**



If you are unable to login, there are several possible reasons:

Log In Issue	Possible Fix
Login Failed: Incorrect Username/Password	Check your member ID. If you copied and pasted the number, ensure there is no extra space. Check password's case- sensitivity.
Login Failed: Account has expired	Contact your Director of Training or your IMSe/Unite staff to update your account status. Your account may have been disabled.
Nothing happens after I click Login - Username and Password fields are blank.	Check your computer or browser settings - <a href="https://www.kellyhost.com/FTI/LMS/TECHNICAL_FAQs_111215.pdf">https://www.kellyhost.com/FTI/LMS/TECHNICAL_FAQs_111215.pdf</a>

## Resetting a Lost Password

If you have forgotten your password, you will see a link under the “Sign In” button that says, “[I forgot my password.](#)” Click this link if you have forgotten or lost your password.

A pop-up window will prompt you to enter your username in the box, and then click the “Submit” button. Your password will be reset and emailed to the email address associated with your account.

Note, if an email address is not associated with your account, your password cannot be sent through email, and you will need to contact your LMS administrator to have them reset your password.



## Sample Password Reset Email

FTI LMS - Reset Password



Inbox x



? FTIInternational@iupat.org

11:18 AM (6 minutes ago) ☆



to me ▾

Hi TrainingDemo,

You recently requested to reset your password for your FTI LMS account. Click the link below to reset it.

<https://fti.personalearning.com/dialog/resetpassword.asp?token=686D94E37FA04BAEB2EDBAFDA926C47A>

If you did not request this, simply ignore this message.

Do not reply to this message, as no recipient has been designated.

Thank You!  
The Gilfus Education Group Team

**Reminder: Your last resort to reset your password is emailing FTIInternational@fti.edu. For account verification, provide your full name, Member ID (if available), LU, DC, and birthday.**



## TOP MENU (MAIN TOOLBAR)

The Learning Management System interface is divided into several easy-to-use sections. The Top Menu or Toolbar, located just underneath the masthead graphic, provides navigation buttons for accessing My Dashboard, Catalog, News, Help, iFTI.edu, and Admin Tools. The buttons are found in the public homepage with the exception of Catalog. You need to be logged in the LMS to view this feature.

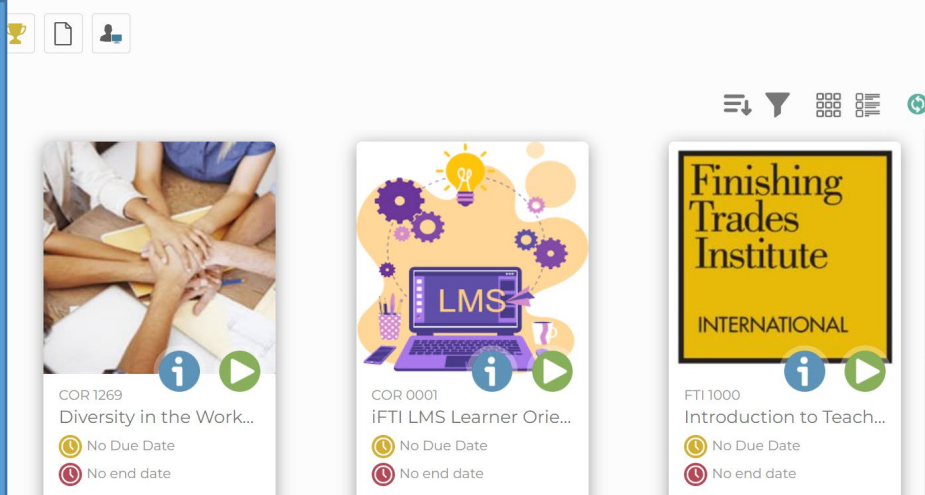
On the upper right hand, you will see Alerts, Languages, and My Profile.



HOME // MY DASHBOARD

The Home page is the starting point for logging into iFTI LMS.

The Catalog lists your available catalogs, learning path, communities, and courses (The full catalog is not available to students). Permissions are granted by your DC admin.



## Accessing Enrollments

There are two ways to access the courses in the Learning Management System (LMS).



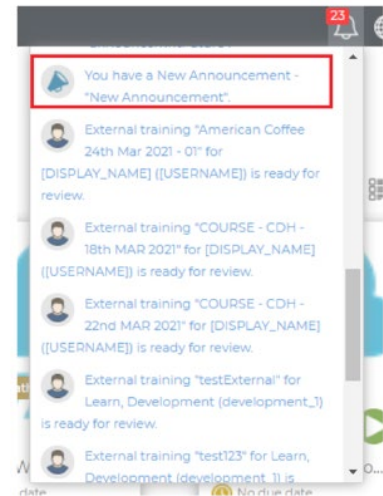
1. **My Dashboard>Enrollments** – Default page after logging in. It lists your assigned pre-enrolled courses (assigned by your instructor or Director of Training). Simply select the course title and click the Course Details button.
2. **Catalog** – Houses all the categories and courses per assigned trade. You can use the Search box or manually locate the course by browsing the catalogs.



## Alerts



The Main Toolbar on the upper right-hand side of your screen contains the Alerts, Languages, My Account. The Alerts (bell icon) section will list all the announcements and tasks assigned to the account. New announcement highlighted under bell icon. On click of the announcement you will be taken to the announcement widget where you can read the full announcement.

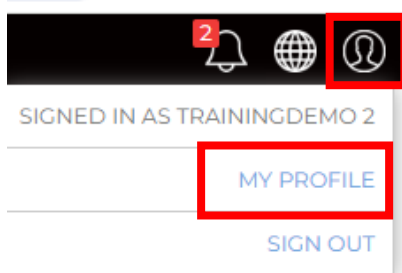


## Languages

The LMS has 10 options for languages. Clicking the desired language translates the website texts. However, the changes do not affect the online modules or downloadable resources (keep the original language they were developed).



## Managing Your User Account Information



User drop-down with My Profile link highlighted

The My Profile screen displays your name, email, company name, as well as any fields that may have been customized in the LMS system. The accounts are automatically exported from the IMSe/Unite, our official IUPAT member database. If you need to update your profile, contact your local admin.





2, TRAININGDEMO

Modify your information using the form below.

Properties

Files

External Training

Security Questions

## ACCOUNT

Avatar/Picture:

No file chosen

First Name: \*

TrainingDemo

Middle Name:

Last Name: \*

2

Email:

FTIInternational@iupat.org

Username/Member ID: \*

2TrainingDemo

My Profile>Properties tab

**Reminder: Ensure that your account information is complete and accurate. For example, OSHA 10 uses address in the LMS to send the OSHA card.**

The only field you can edit are the password and Local Timezone fields. After resetting your password or changing timezone, click Save Changes at the bottom of the page to update the information.

Password:

Confirm by entering again:


Date of Birth:

Local Timezone: \*

(GMT-05:00) Eastern Time (US & Canada)




You will also see a Files tab. You can click this tab to upload files to your profile, and/or view files that have been uploaded to your profile by an administrator.



 2, TRAININGDEMO


Modify your information using the form below.

Properties **Files** External Training Security Questions

 Upload File


Page 1 of 1 ◀ ▶ ⏪ ⏩ 2 records found.


<input type="checkbox"/> File ▲	Modify
<input type="checkbox"/> 2TrainingDemo Transcript	
<input type="checkbox"/> 2TrainingDemo Certificate	

 Delete Selected File(s)


The third tab is External Training. If you are missing a completion in your transcript, you can request an External Training which will be sent and subject to your Director of Training (DOT)'s approval.


Properties Files **External Training** Security Questions


 Add External Training



 CLEAR Records per Page 25 ▾

Page 1 of 1 ◀ ▶ ⏪ ⏩ 1 records found.

<input type="checkbox"/> Course Code	Course Name ▲	Course Credits	Course Completion Date	Status	Comments
<input type="checkbox"/> COR 1000	IUPAT History	8	2/07/2024		

 Delete Selected External Training(s)

 SAVE CHANGES CANCEL


 ADD EXTERNAL TRAINING 


Username:

Course Code:

Course Name: \*

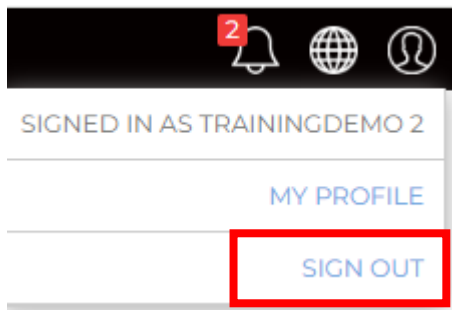
Course Credits:

Course Completion Date: \*  
 

 SAVE CHANGES CLOSE



## Logging Out



To log out of the system, click the user icon in the top right corner of the LMS portal, and from the drop-down menu, click “Log Out.” This will log you out of the system and return you to the LMS portal’s home page.

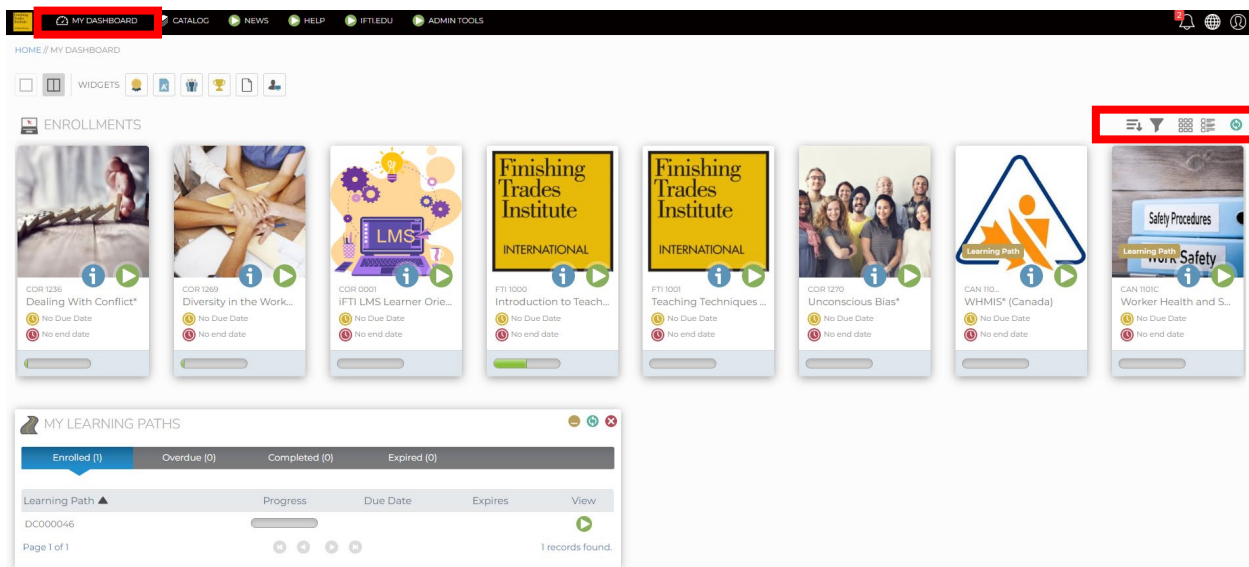
User drop-down with "Log Out" link highlighted

**Reminder:** While you are logged into iFTI LMS, there is a 10-minute limit for non-activity. If you have not performed any function that accesses the server (page navigation or data loads) within this time you will automatically be logged out of the system and must log back in to continue. While viewing a lesson, this limit is lifted and automatic logout will not occur.

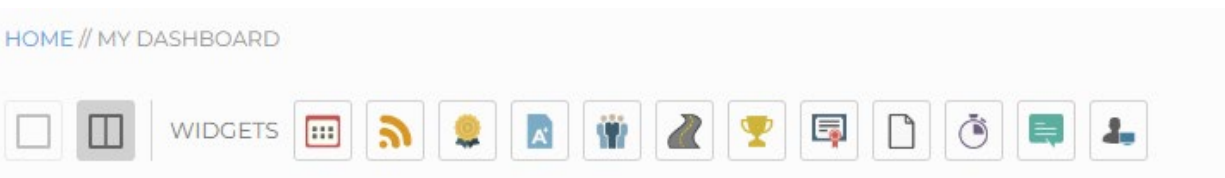


## MY DASHBOARD

My Dashboard is the central component of your iFTI Learning Management System (LMS) experience. Upon sign on, the main area of your page are your Enrollments. Your enrollments are assigned courses by your District Council (DC) training department or the iFTI. Your list may consist of single courses or all courses in your Learning Path. You can customize your view and filters for easy access.



The My 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, and instructor led training enrollments
- Viewing and printing certificates you have earned for completing course and learning path enrollments
- Interacting with peers and subject matter experts via course and community discussion feeds
- Viewing your learning achievements compared to other learners in your LMS portal through leaderboards

The availability of dashboard widgets is dependent upon how the LMS portal is configured by your administrator. You may have access to all available widgets, or only a subset of widgets. 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.



## Enrollments 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. For each course enrollment listed in the Enrollments widget, there are special buttons you can click to interact with content for that course and deadlines listed (due date, end date).



**i Course Details 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. For more information on launching course content, see the section entitled “[Interacting with Learning Content](#).” You can click the Overview and Resources tabs to view more details about the course.

**Reminder:** For iFTI courses (Hanover classes), click the **Course Details** button. Do not click the Launch Content button because this will take you to the registration page which is already completed prior to the class. The Course Details button will load your course information and the Training Survey module.

**Overview** – Provides the course description and available modules. You can click the Play or Launch Content button to take the online course.

The Description section contains a text description of the course as entered by the system administrator. This section may contain more resources e.g., website links, training videos, panorama, etc.

FTI 1000: INTRODUCTION TO TEACHING TECHNIQUES FOR ADULTS

50%  
In Progress

40 Credits  
No Due Date  
No end date

Estimated Length: 40 hour(s)  
★★★★★  
Your rating: Not yet rated  
Average of 2 ratings: 5 stars

Up Next

FTI 1000 Introduction to Teaching Techniques for Adults (Registration)  
Not Attempted

Introduction to instruction for Instructors and Coordinators of occupational training and apprenticeship. Included in this course are an introduction to computers, communication and interaction, planning, organizing and conducting training, and developing and using instructional aids.

Overview Resources

Description

During this course, Introduction to Teaching Techniques for Adults, trainers and coordinators of occupational training and apprenticeship will learn basic information and instructional strategies and methods for training. Included in this course are an introduction to computers, principles of adult learning theory, learning styles, planning, organizing and conducting training, developing engaging activities, and using instructional aids.

FTI 1000 Introduction to Teaching Techniques for Adults 01262021 - Online Webinar Recording  
FTI 1000 Introduction to Teaching Techniques for Adults 01272021 - Online Webinar Recording  
FTI 1000 Introduction to Teaching Techniques for Adults 01282021 - Online Webinar Recording



**Resources** – List all downloadable resources available and experts (instructors) for this course. These files may consist of documents, presentations, spreadsheets, worksheets or any other file that the administrator has uploaded. To download course materials, simply click the desired link.

[Overview](#)[Resources](#)

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### Course Materials

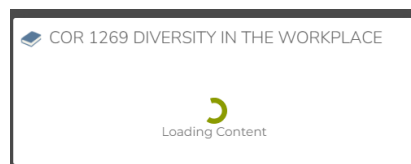
[200 Tips to Make Training Active and Learning Successful](#) (78 KB)  
[Bloom's Taxonomy of Measurable Verbs](#) (341 KB)  
[Deliberate and Impactful Training Techniques \(Johnson\)](#) (6.17 MB)  
[FTI 1000 - Notebook](#) (2.19 MB)  
[FTI 1000 Workbook Handouts](#) (2.34 MB)  
[Introduction to Teaching Techniques for Adults - PPT](#) (38.64 MB)

---

### Experts

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 **Launch Content button** – Clicking this button will launch the online content. You may see a popup window with the course name and loads the online page. Follow the instructions of the course to complete the course.



COR 1269 DIVERSITY IN THE WORKPLACE

Accessibility ☐ off **AA** [Menu](#)

Page 1 of 8 [Exit](#)

Diversity in the Workplace:  
Course Features

About This Course

Please take a moment to review the features of this eLearning course.  
Click, tab or tap the headings to move through the slideshow.

+ Accessibility

+ Audio

+ Navigation

+ Resources and Search Features

**Reminder: While viewing a lesson in the new browser window, do not close the main LMS browser window. Doing so will cause all of your data for the currently launched lesson to be lost.**

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## Common Launching Errors

ERROR	FIX
Popup Blocker	To launch a lesson, make sure your popup blocker is turned off. If you receive a message that the popup blocker is on, turn off the popup blocker and relaunch the lesson. Be sure to add the iFTI LMS site to the allowed sites list in your popup blocker settings.
Using Mobile Device	Taking Click Safety courses using a Mobile Device or Tablet? For example, OSHA 30 has technical requirements to ensure the best training experience. [Launch the LMS homepage to view the FAQs and click Learn More to display <a href="https://www.clicksafety.com/support/mobile-faq">https://www.clicksafety.com/support/mobile-faq</a>
Flash Player	You must have Flash Player Version 7 or higher to launch some parts of eLearning courses. While viewing a lesson in the new browser window, do not close the main LMS browser window. Doing so will cause all of your data for the currently launched lesson to be lost.
Third Party Courses	For Red Vector or ClickSafety courses, an additional screen pops up requiring your account information. A common mistake for these courses results to an incomplete status. You must complete the end of lesson survey and click EXIT so that the completion is reported to the LMS.
Exiting a Course	Clicking X does not report to LMS. To correct this, you can open any module in the course and click the EXIT button.

## Closing and Exiting Content

When you are ready to close a lesson, use the Exit, Close, Quit or other button or link provided in the lesson interface. This ensures that upon exiting, the lesson communicates all necessary information to iFTI LMS.

If you simply close the lesson window, the system will attempt to cleanly handle the data that the lesson has transmitted up to that point. In most cases this will not cause problems, however properly closing the lesson as described earlier is the preferred method.

### Processing Data...Please Wait.

Do **not** close this window.  
Do **not** click the 'Back' button on your browser.  
Do **not** click the 'Refresh' button on your browser.

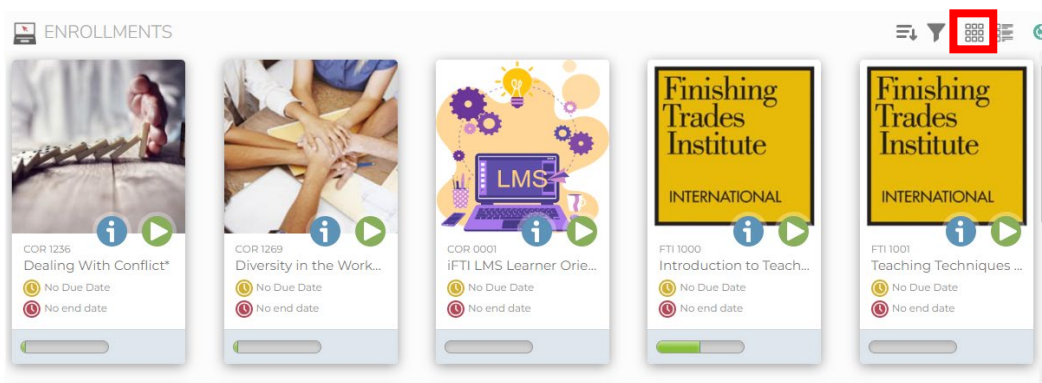
### Data Saved.

[Click here to go back to the course details page.](#)

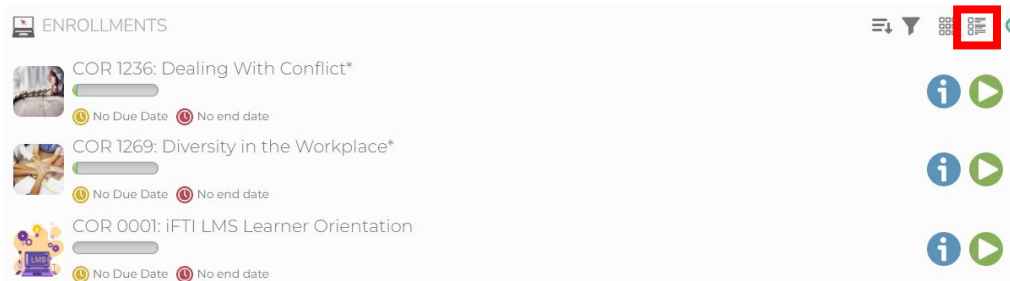
Once the lesson window has closed, the main LMS window will display "Data Saved." From here, click the link [Click here to go back](#), to return to the lesson listing screen. The lesson status and score will reflect your latest activity.



Enrollments can be sorted, filtered, arranged (tile view or list view), or refreshed.



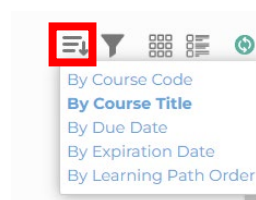
Enrollments widget (Tile View)



Enrollments widget (List View)

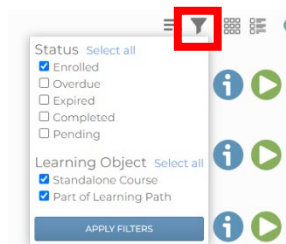
## Sorting

Your enrollments can be sorted by course code, course title, due date, expiration date, or learning path orders. The easiest way to sort is to alphabetically arrange by Course Title.



## Filtering

Another option to help you organizing your enrollments is by filtering. You can filter by Status or Learning Object. You can select one, multiple, or Select All checkboxes.



## Status Checkboxes:

- **Enrolled** – These are the courses you are currently enrolled in that have not passed their due or expiration dates.
- **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.
- **Overdue** – These are courses you are currently enrolled in that have passed their due date. This status has no affect 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."
- **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.



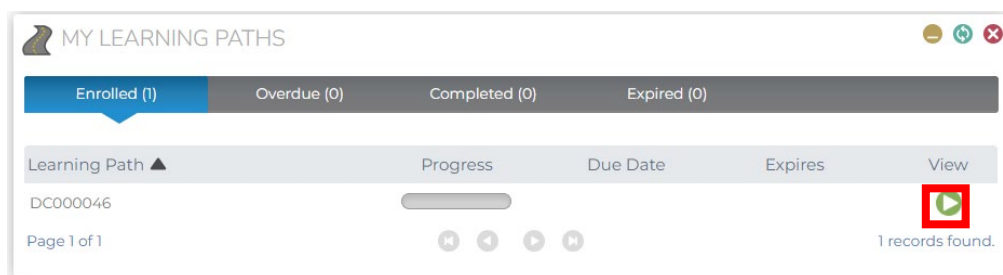
## Learning Object:

- **Standalone Course** – Single course enrollments which are not part of a learning path.
- **Part of Learning Path** – Courses that are part of a learning path assigned by your LMS Admin. The My Learning Path widget is a series of courses assigned to a specific trade, level, year, or semester. For more information, click the [My Learning Path ticker](#).

## My Learning Paths Widget


The My Learning Paths widget shows a listing of all learning paths you are enrolled in, and can be used to view and interact with courses that are part of the learning paths. It displays your progress, along with information on due dates for learning paths you are enrolled in. The widget is broken down into 3 tabs that display enrollments according to their status:

- **Enrolled** – These are the learning paths you are currently enrolled in that have not passed their due date.
- **Overdue** – These are learning paths you are currently enrolled in that have passed their due date. This status has no effect on your ability to complete the learning path(s), but you should complete them as soon as possible.
- **Completed** – These are the learning paths that you have completed.
- **Expired** – These are the learning paths that have expired prior to you completing them. Expiration means that you are no longer able to interact with or complete the learning path.



My Learning Paths widget

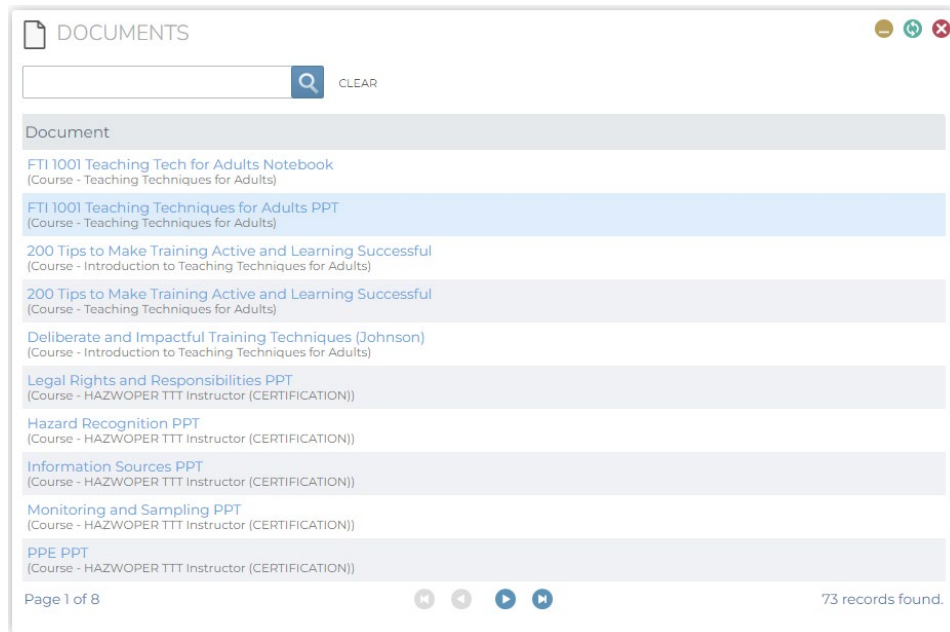
For each learning path enrollment listed in the My Learning Paths Widget, there are buttons you can click to interact with that learning path:

-  **“View” button** – Clicking this button will take you to the learning path enrollment details page for that learning path enrollment. From there, you will be able to access learning path materials and interact with course content for courses that are part of the learning path. For more information on launching course content, see the section entitled “Interacting with Learning Content.”



## Documents Widget

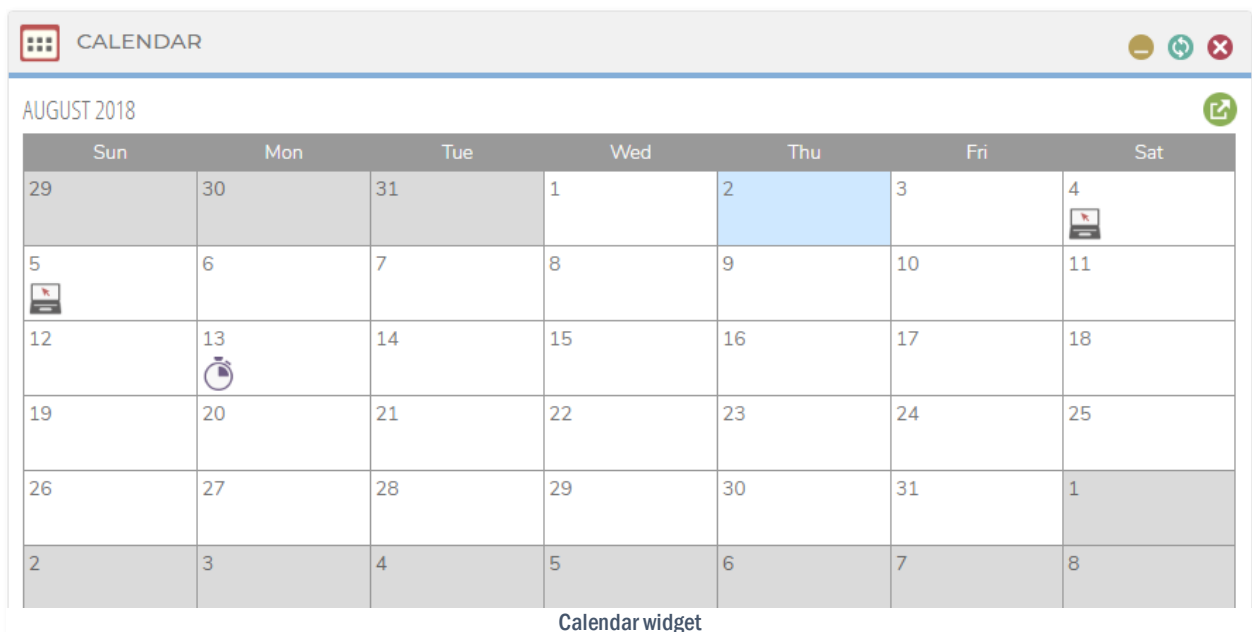
The Documents widget shows a listing of all documents you have access to as a result of being enrolled in courses and learning paths that have course and learning path materials attached to them, and/or being a member of communities that have documents attached to them. This widget serves as a means to quickly search for and access any document you have access to within your iFTI LMS portal.



Documents widget

## 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.

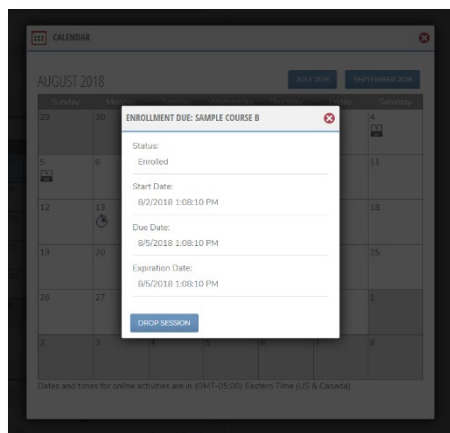


Calendar widget

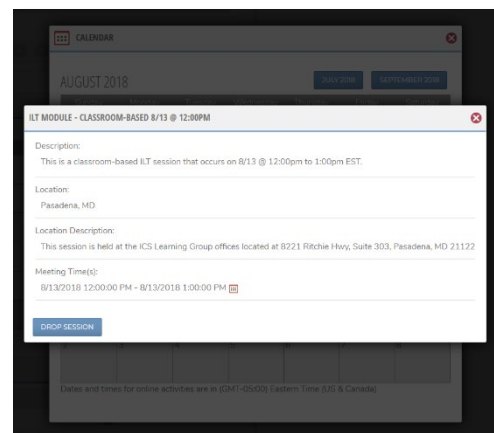


Events on the calendar are indicated by the following icons:

-  **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 and allow you to join the session (if online, and in progress) or drop the session (if not yet in progress).



Enrollment event details



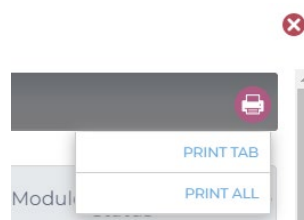
Instructor led training session details

## Transcript Widget

The Transcript widget lists your training completions for all courses within the LMS, learning paths, and iFTI instructor led training you have completed and/or any historical completion (classroom or hands-on training) uploaded by your District Council.

The report includes a complete list of the courses you have enrolled in along with the credits, course status, date completed, module, module status, and score if available. You can sort the report by any column by clicking on the column name.

Click the Print button to send a copy of your transcript to the printer.



Transcript widget>Print

TRANSCRIPT		
Course	Credits	Date Completed
HAZWOPER TTT Instructor (CERTIFICATION) (#67835)	40	7/13/2018 4:02 PM
Hazardous Communication (Spanish) (#64089)	4	1/1/2017 2:30 PM
Abrasives (Student Access) (#44670)	12	12/6/2016 2:30 PM
Airless Spray Application (#52888)	16	2/1/2016 2:30 PM
Hazardous Communication (Spanish) (#80970)	4	12/1/2015 2:30 PM
OVERTON Rigging and Signaling (Signaling for Cranes Assessment Only) (#429)	0	12/1/2015 2:30 PM
School Guard Glass Installation Overview (#128738)	1	11/1/2015 2:30 PM
Architectural Drawings (Instructor Access) (#9627)	16	9/21/2015 1:30 PM

Transcript widget

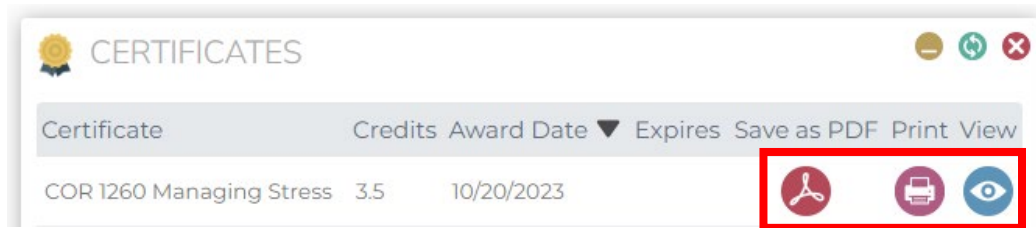





## Certificates Widget

The Certificates widget shows all certificates you have earned by completing courses and learning paths. Certificates are certificates of completion that are automatically awarded by the LMS system to users.

**Reminder:** These certificates are different from your Third-Party certificates uploaded in the Admin Tools (e.g., SSPC certifications or OSHA card) displays in Unite and the IUPAT app.

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.

## CERTIFICATE OF COMPLETION

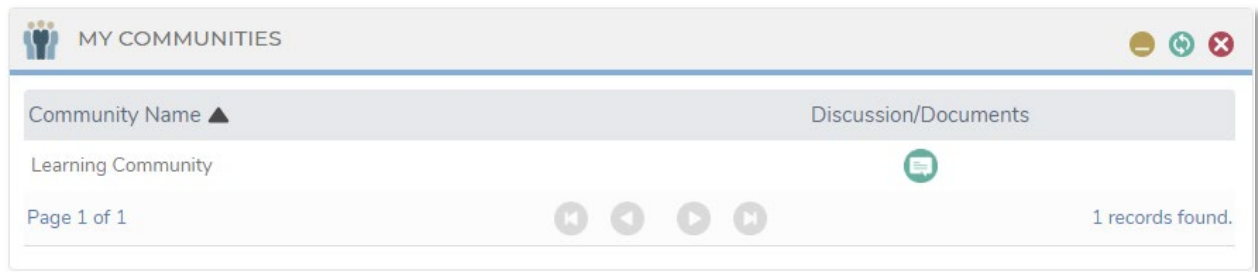
This certificate is awarded to	
TrainingDemo 2	
of District Council	DC000046
on	October 20, 2023
for	COR 1260 Managing Stress
INSTRUCTOR/COORDINATOR	DIRECTOR OF TRAINING
iFTI Learning Management System (LMS)	

Opened certificate shown on View icon click



## My Communities Widget

The **My Communities** widget shows the communities you are joined to.

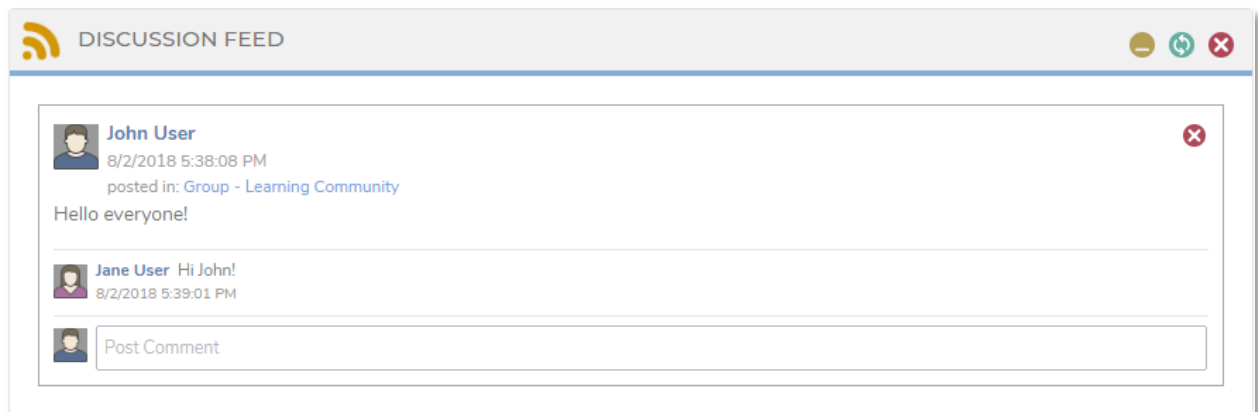


My Communities widget

Clicking the  button will take you to the community's discussion board where you can interact with other community members and access shared documents.

## Discussion Feed Widget

The **Discussion Feed** widget shows a feed of all discussion board messages from courses you are enrolled in and communities you are joined to. From here, you can view and comment on recent messages posted to those discussion boards.







Discussion Feed widget



## My Leaderboards Widget

The My Leaderboards widget allows you to view your learning achievements compared to other learners in your LMS portal. You can compare your progress over numerous categories and time periods, and against all users in the system or users who share similar user profile attributes.




 MY LEADERBOARDS - TOP 10   

By Course Total ▾

all time ▾

relative to

Global ▾

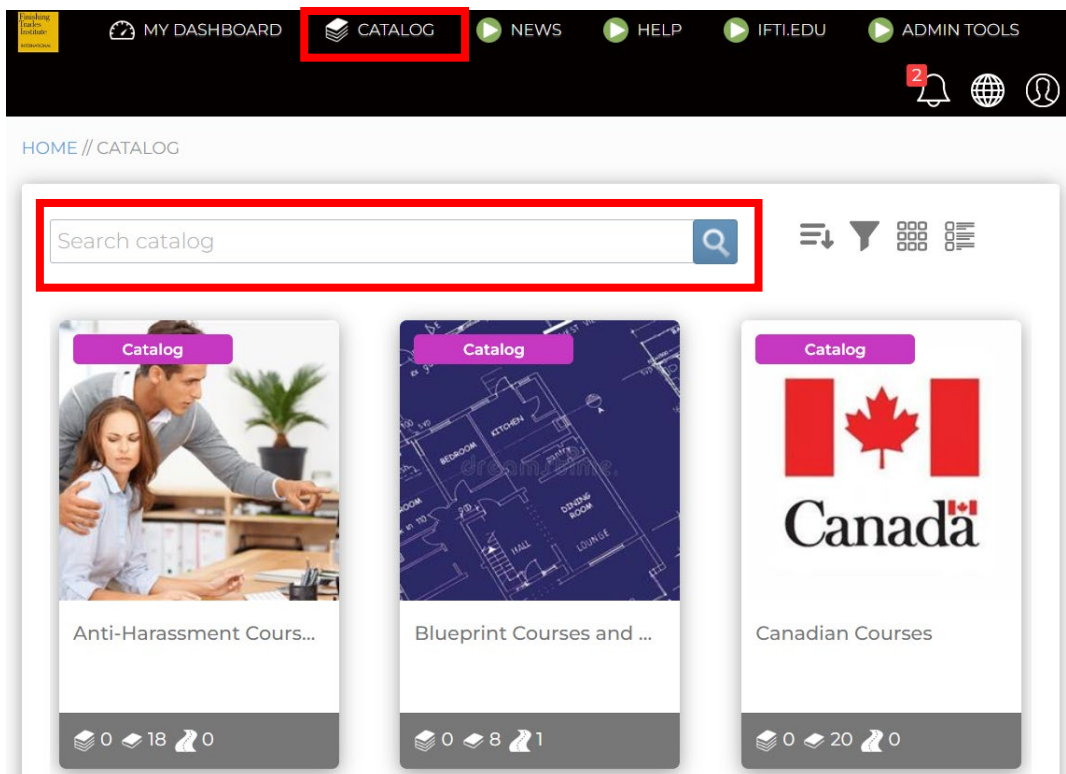
#	Name	Score
1	 JOSEPH DANIEL KINTYHTT	294
2	 MARK DUTTENHEFNER	279
3	 DAVID LIEN	245
4	ZACKARY HAUGEN	230
5	TRAVIS LEVALLEY	218
6	MICHAEL LANGE	215
7	NICHOLAS HORSCH	202
8	SHAYNE KERR	194
9	KEITH SUCHIER	187
10	JOHN MUNJE	185

My Leaderboards widget



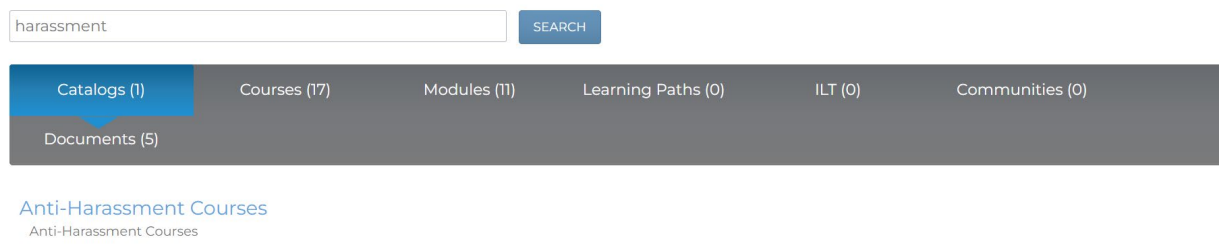
## CATALOG

The Catalog is where you can browse and self-enroll in catalogs, individual courses, learning paths, and where you can join communities of fellow learners. The Catalog lists the categories and courses found in the IFTI LMS assigned by your District Council. The available courses are based on the Programs of Study document. You may/may not have the same access to this feature.



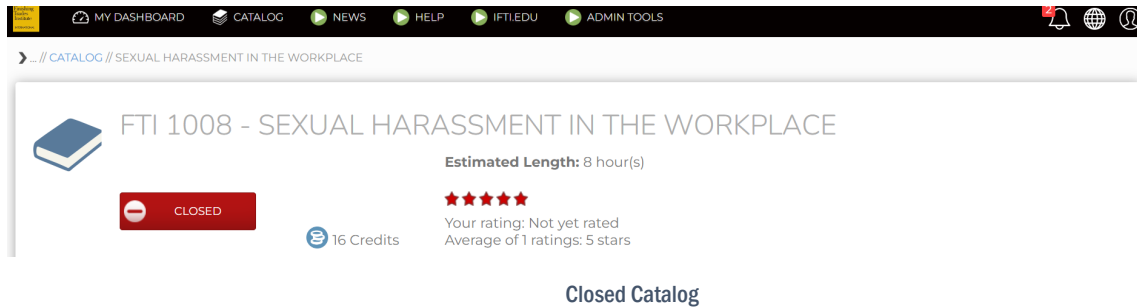
## Search Box

The Search box allows you to search for courses within the Catalog assigned to your account. You may search for a specific course or catalog by using the search form. Simply type a unique keyword or phrase (e.g., COR 1000, 5407, Decorative Finishes, etc.) in the input field and click Search. The search will display results for catalogs, courses, modules, learning paths, ILT, communities, and documents that contain your search word or phrase within the title or description.





Some searched courses maybe marked **Closed**. This maybe a District-Council specific course or iFTI class that need special registration. You will need to contact your local admin or [support@iupat.org](mailto:support@iupat.org).



FTI 1008 - SEXUAL HARASSMENT IN THE WORKPLACE

Estimated Length: 8 hour(s)

**CLOSED**

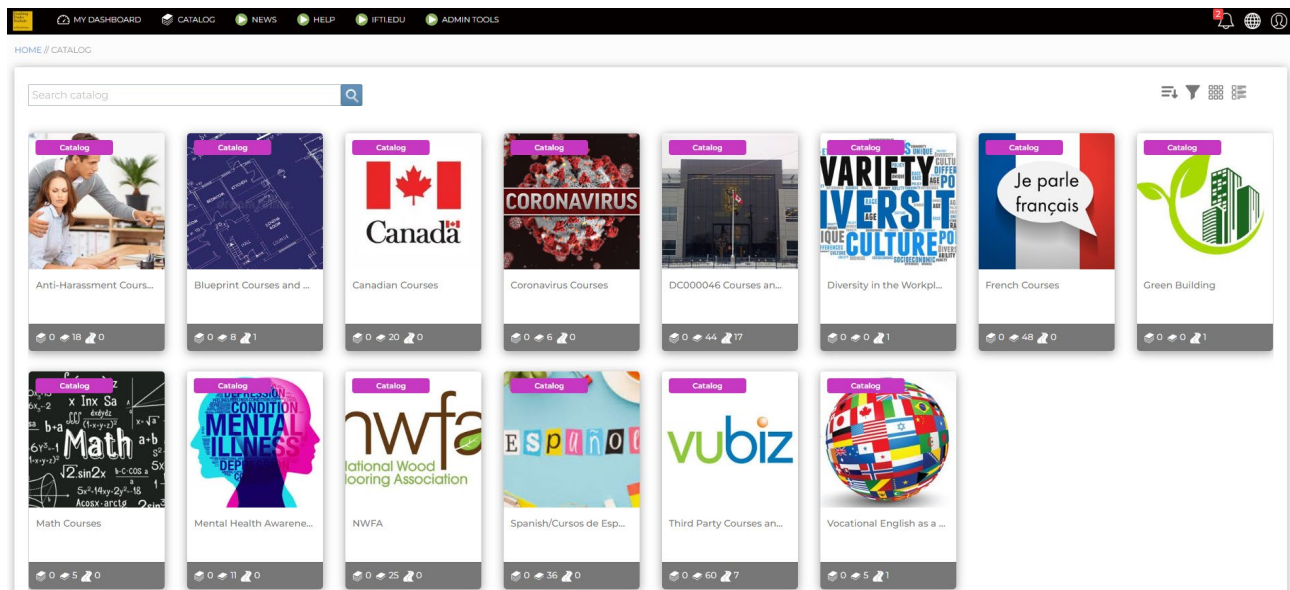
16 Credits

★★★★★  
Your rating: Not yet rated  
Average of 1 ratings: 5 stars

Closed Catalog

## Catalogs

If your administrator has created catalogs to segment and organize courses within the iFTI LMS portal, you will see a list of catalogs under the Catalogs heading. To view more details about that catalog, and the courses contained within, click on the catalog's tile.



Search catalog

Anti-Harassment Courses

Blueprint Courses and ...

Canadian Courses

Coronavirus Courses

DC000046 Courses an...

Diversity in the Workpl...

French Courses

Green Building

Math Courses

Mental Health Awarene...

NWFA

Spanish/Cursos de Esp...

Third Party Courses an...

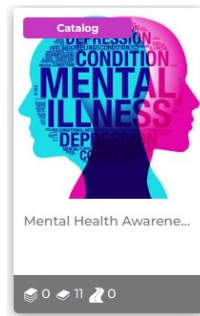
Vocational English as a ...

Catalog details with course tiles

After clicking the catalog tile, you will see the details of that catalog, tiles for each sub-catalog, and tiles for each course in the catalog. You can individually browse and enroll into each sub-catalog and course within the catalog by clicking the tile for that sub-catalog or course (see [Courses](#) section).




Some catalogs can be enrolled into directly, if configured by your administrator. Enrolling in or purchasing an entire catalog will enroll you into each individual course within the catalog.



Sample Catalog

## Courses

Courses that your administrator has published for self-enrollment will appear under the Courses heading.



### MENTAL HEALTH AWARENESS COURSES

10 (Closed courses will not be included.)


ENROLL

Overview

Description


Mental Health Awareness Courses

#### Courses




**Anger Management\***

This course is designed to describe the essentials of managing anger in an appropriate and constructive manner. While designed specifically for the work environment, the core elements of this training can be applied when you are at home or on the road. The constant pressures and stresses of modern life have resulted in a growing realization that anger control methods should be taught.



**Changing the Culture of Construction**

This training is designed to inform and empower the construction industry by separating fact from fiction and encourage our workforce to choose proactivity when it comes to behavioral health issues and addictions. Our goal is to educate individuals, in turn promoting a healthy, safe, and substance free working environment.



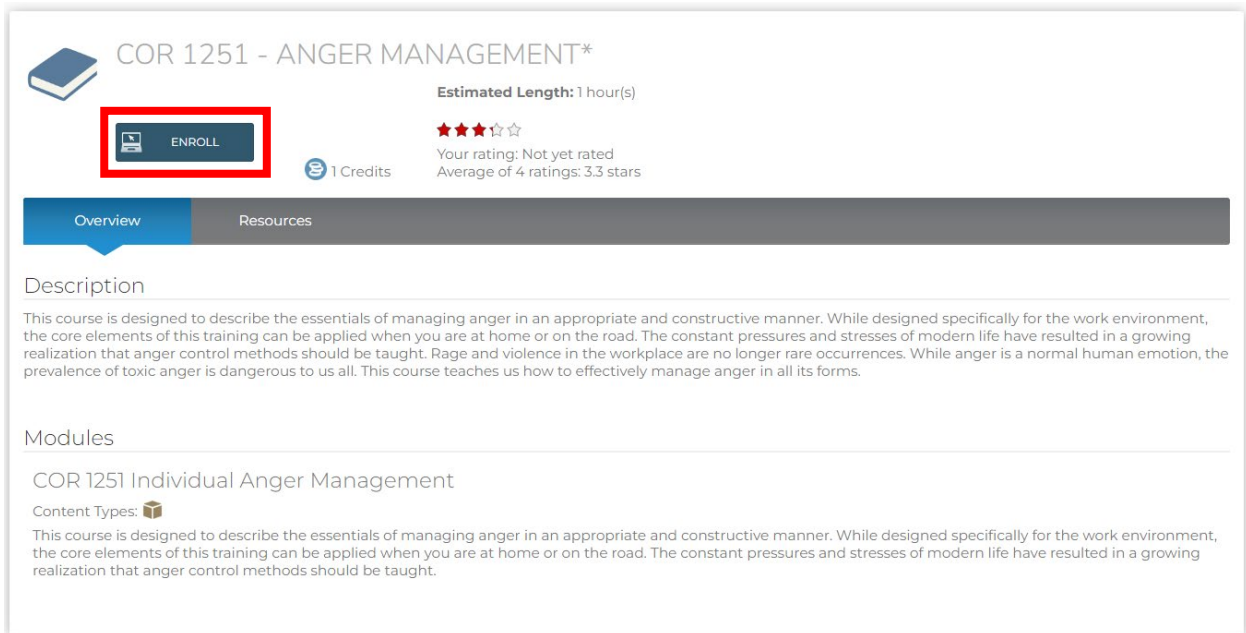
**Comprendre le stress\***

Le stress semble inévitable dans la vie moderne. Mais comprenons-nous réellement le stress? Ce module nous permet d'examiner la distinction entre le stress positif et le stress négatif. Nous discuterons également des trois stades de notre réaction au stress. Nous examinerons enfin les causes les plus fréquentes du stress.

Course List



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.



**COR 1251 - ANGER MANAGEMENT\***

Estimated Length: 1 hour(s)

★★★★☆

Your rating: Not yet rated  
Average of 4 ratings: 3.3 stars

1 Credits

**ENROLL**

Overview Resources

### Description

This course is designed to describe the essentials of managing anger in an appropriate and constructive manner. While designed specifically for the work environment, the core elements of this training can be applied when you are at home or on the road. The constant pressures and stresses of modern life have resulted in a growing realization that anger control methods should be taught. Rage and violence in the workplace are no longer rare occurrences. While anger is a normal human emotion, the prevalence of toxic anger is dangerous to us all. This course teaches us how to effectively manage anger in all its forms.

### Modules

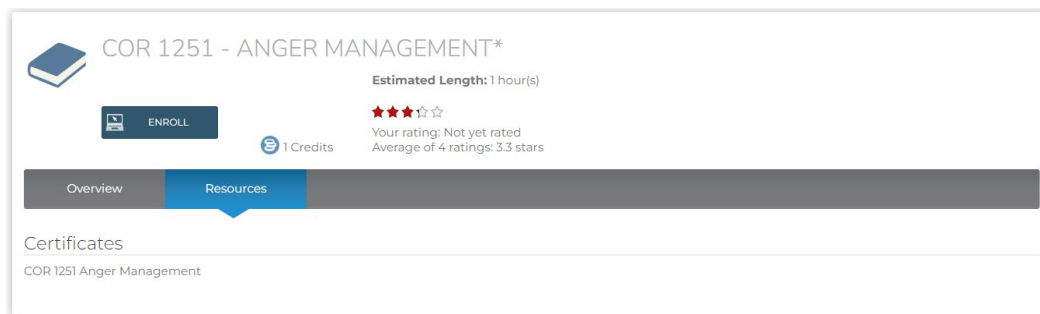
#### COR 1251 Individual Anger Management

Content Types: 📖

This course is designed to describe the essentials of managing anger in an appropriate and constructive manner. While designed specifically for the work environment, the core elements of this training can be applied when you are at home or on the road. The constant pressures and stresses of modern life have resulted in a growing realization that anger control methods should be taught.

Course Overview Tab

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.



**COR 1251 - ANGER MANAGEMENT\***

Estimated Length: 1 hour(s)

★★★★☆

Your rating: Not yet rated  
Average of 4 ratings: 3.3 stars

1 Credits

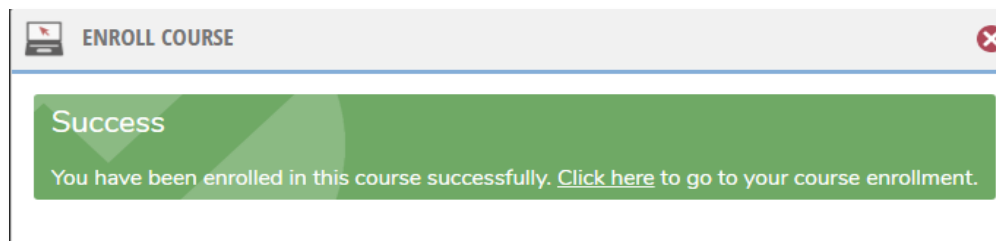
**ENROLL**

Overview Resources

### Certificates

COR 1251 Anger Management

Course Resources Tab



**ENROLL COURSE**

**Success**

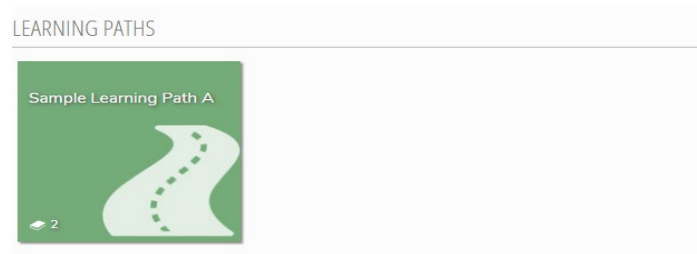
You have been enrolled in this course successfully. [Click here](#) to go to your course enrollment.

Course enroll success screen with link to course enrollment



## Learning Paths

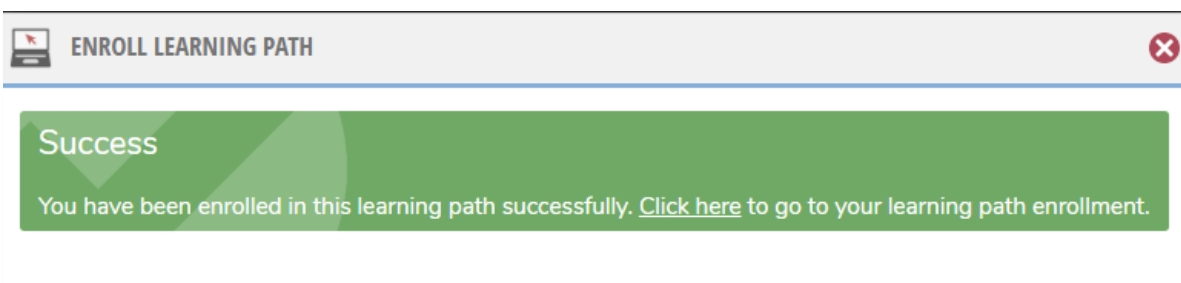
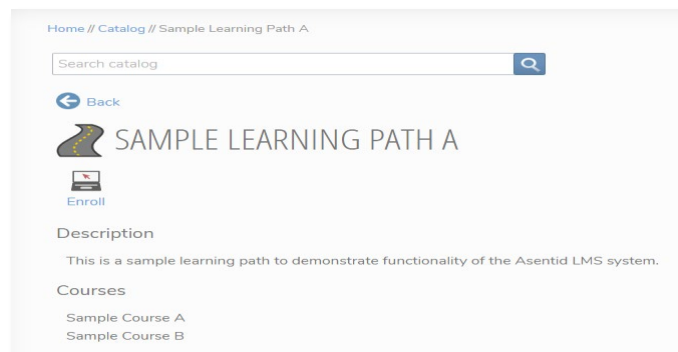
Learning Paths that your administrator has published for self-enrollment will appear under the Learning Paths heading.



Learning Paths heading with learning path tile

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

To enroll in a learning path, click the Enroll button below the learning path title. Once you have been enrolled in the learning path successfully, you will see a pop-up that contains a link to go to your learning path enrollment. Note that enrolling in a learning path will also enroll you in all courses belonging to the learning path.



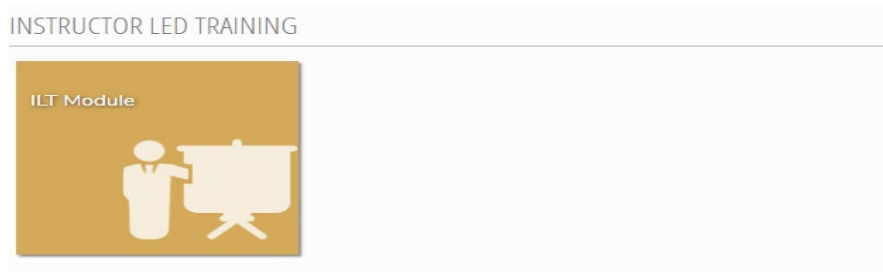
Learning Path enroll success screen with link to learning path enrollment



## Instructor Led Training

Instructor Led Training that your administrator has published for self-enrollment will appear under the Instructor Led Training heading.

Clicking an instructor led training tile will take you to the details view of that instructor led training where you can view additional information and enroll in an upcoming session of the instructor led training.



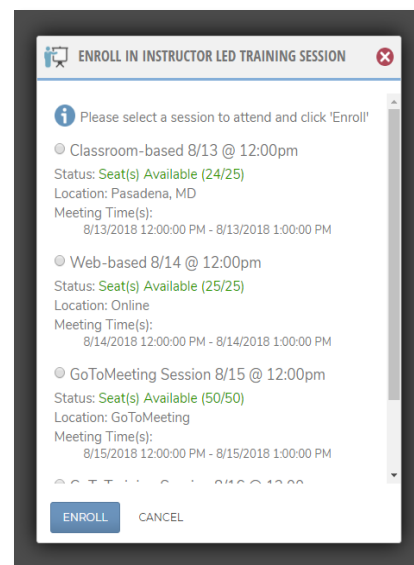
Instructor Led Training heading with instructor led training tile

To enroll in an instructor led training session, click the Enroll button below the instructor led training title. This will bring up a listing of upcoming instructor led training sessions you can enroll in. Select the session you want to enroll in and click the Enroll button. Once you have been enrolled in the instructor led training session successfully, you will see a pop-up that indicates you have been enrolled successfully.

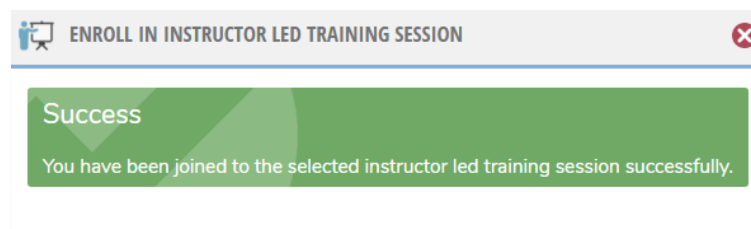


Instructor Led Training details with upcoming sessions

Learning Path details



Instructor Led Training session listing

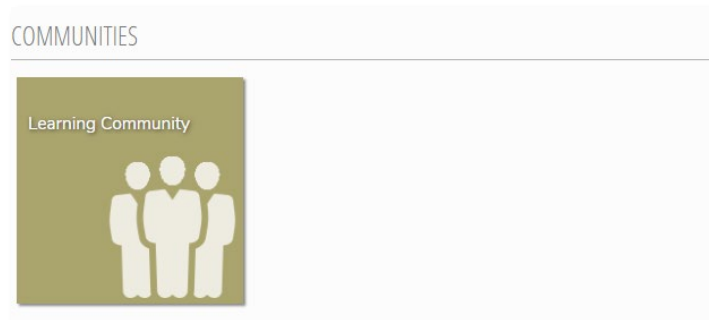


Instructor Led Training enroll success screen



## Communities

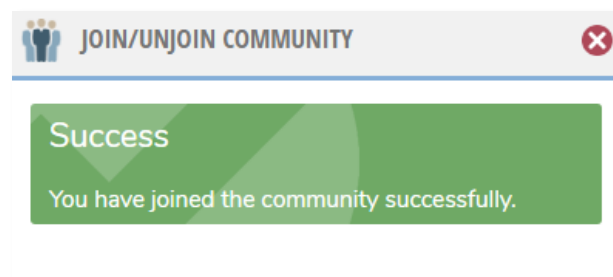
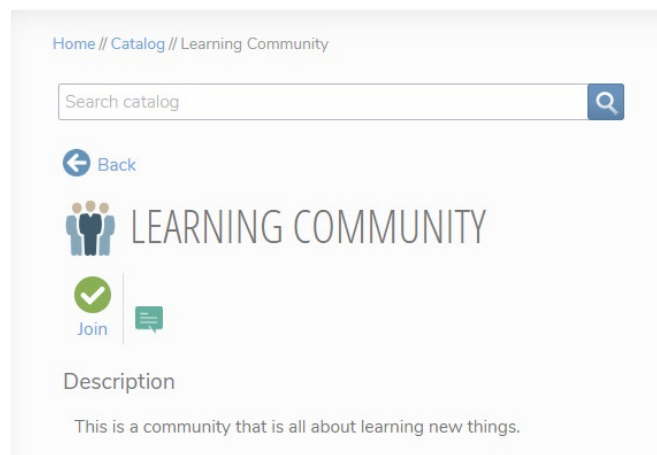
Communities that your administrator has published for learners to join themselves will appear under the Communities heading.



Communities heading with community tile

Clicking a community tile will take you to the details view of that instructor led training where you can view additional information, join the community, or unjoin the community if you were already joined.

To join or unjoin a community, click the Join or Unjoin button below the community title. You will see a pop-up confirming that you have been joined or un-joined successfully.

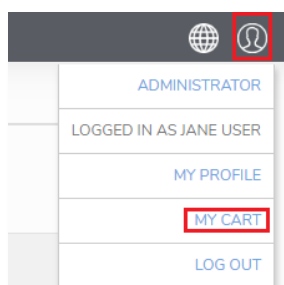
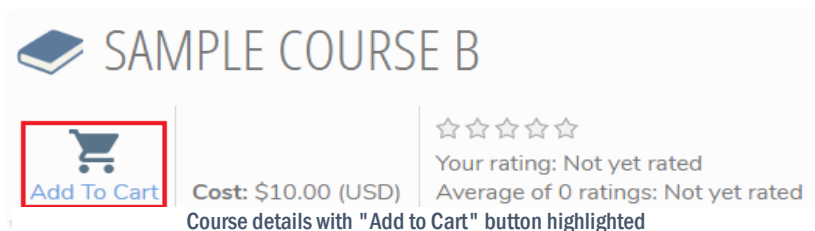


Community join success screen




## Purchasing Items

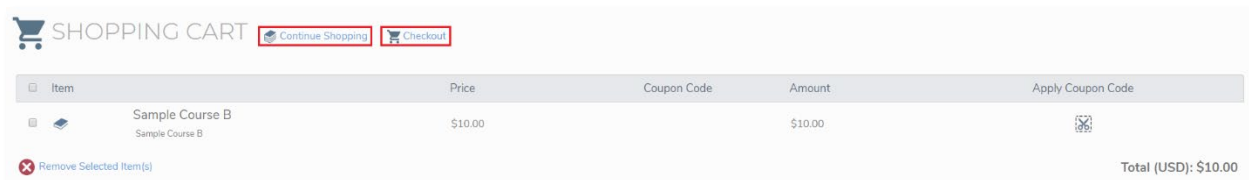
If your administrator has placed a cost on a catalog, course, learning path, or instructor led training, the Enroll buttons you see on those items as described in the sections above will be replaced with Add to Cart buttons with the item's cost to the right of the button. Clicking the Add to Cart button will place the item in your shopping cart.



User menu with "My Cart" link highlighted

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.

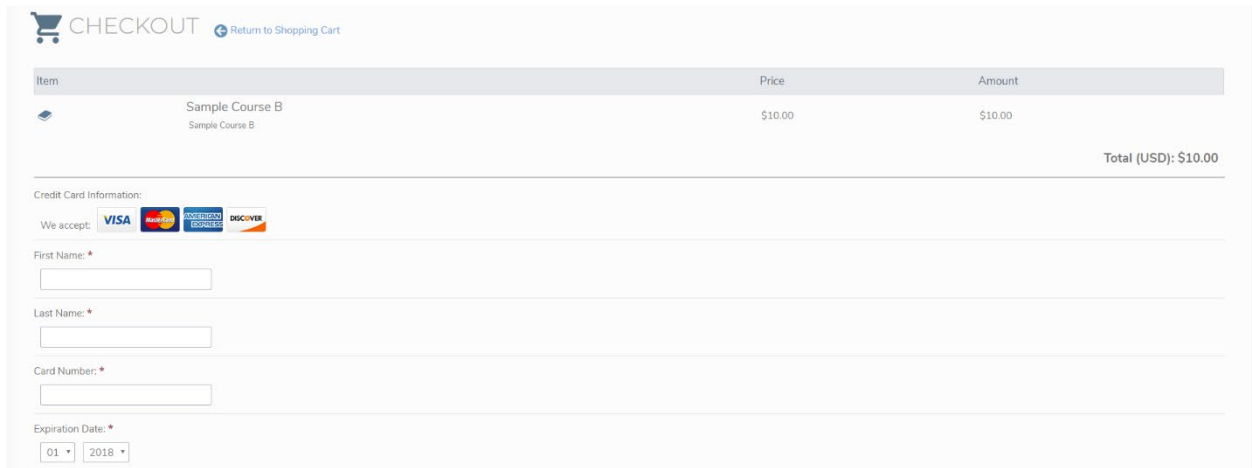
From the shopping cart page, you can view the items in your cart, apply any coupon codes you may have for items by clicking the  button, or checkout and pay for your purchases by clicking the "Checkout" button. You can also go back to the catalog to continue adding items to your purchase by clicking the "Continue Shopping" button.



Shopping cart with Continue Shopping and Checkout links highlighted



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







The screenshot shows a checkout page with a shopping cart and a payment form. The cart contains one item, 'Sample Course B', priced at \$10.00. The total amount is \$10.00 USD. Below the cart, there is a section for 'Credit Card Information' with logos for Visa, Mastercard, American Express, and Discover. The form includes fields for 'First Name', 'Last Name', 'Card Number', and 'Expiration Date' (with dropdown menus for month and year).

Item	Price	Amount
Sample Course B	\$10.00	\$10.00

Total (USD): \$10.00

Credit Card Information:

We accept:    

First Name: \*

Last Name: \*

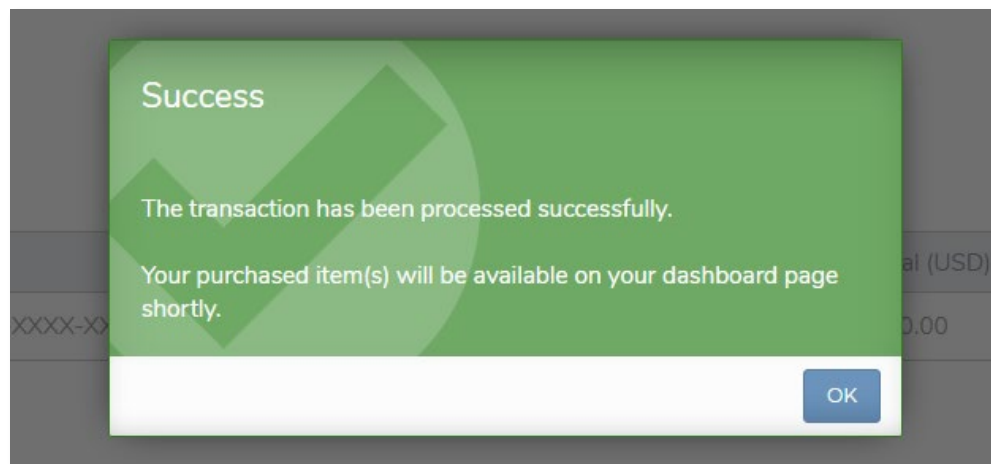
Card Number: \*

Expiration Date: \*

01 2018

Checkout page with payment information form


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 gateway settings, you may receive an email receipt from the payment gateway provider.



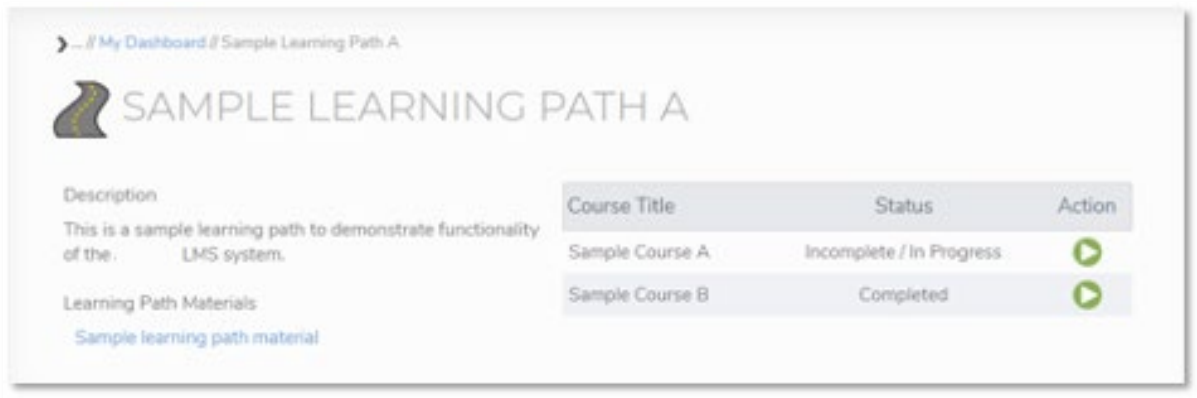
Payment processed successfully message





## INTERACTING WITH LEARNING CONTENT

If you have learning path and/or course enrollments listed on your [My Learning Paths](#) and [Enrollments](#) widgets, you may interact with them by clicking the View button  for that enrollment.

Clicking the View button for a learning path enrollment will take you to the learning path enrollment screen where you can view the courses that make up your learning path, and all information and materials related to that learning path. To complete a learning path enrollment, you must complete course enrollments for all courses listed for the learning path.

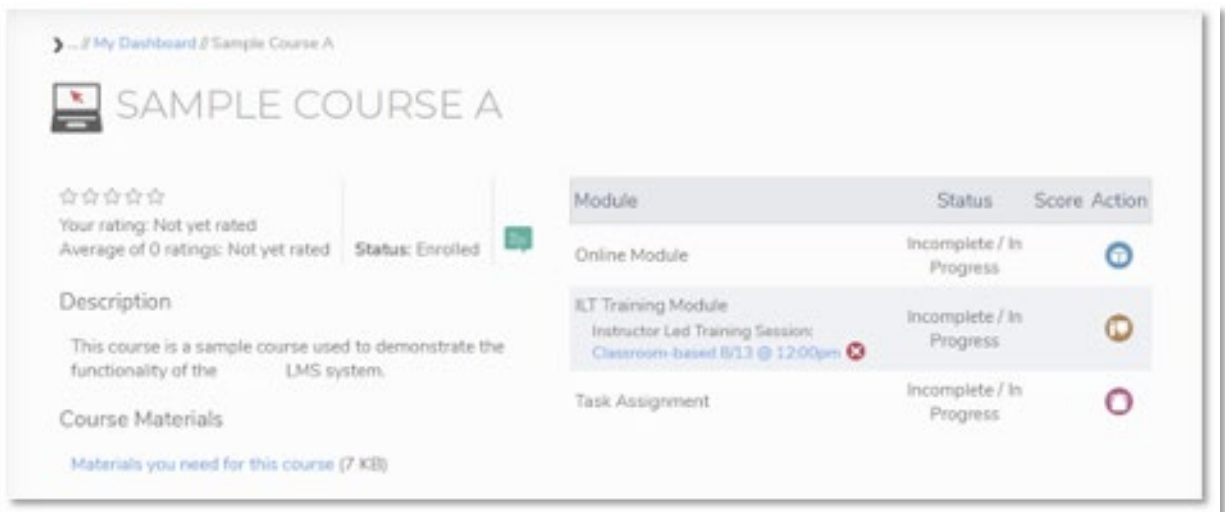


The screenshot shows the 'SAMPLE LEARNING PATH A' enrollment screen. It includes a breadcrumb trail, a description of the learning path, and a table of associated courses.




Course Title	Status	Action
Sample Course A	Incomplete / In Progress	
Sample Course B	Completed	

Learning path enrollment screen

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.



The screenshot shows the 'SAMPLE COURSE A' enrollment screen. It includes a breadcrumb trail, a rating section, a description, and a table of course modules.







Module	Status	Score	Action
Online Module	Incomplete / In Progress		
ILT Training Module Instructor Led Training Session: Classroom-based 8/13 @ 12:00pm	Incomplete / In Progress		
Task Assignment	Incomplete / In Progress		

Course enrollment screen








## Course Modules

Course modules that you are required to complete for a course enrollment are listed on the course enrollment details page. These modules can have a single content type, or multiple content types associated with them. Depending on the content type associated with the module, you will see one of the following icons in the Action column for that module.


Module	Status	Score	Action
Online Module	Incomplete / In Progress		
Task Assignment	Incomplete / In Progress		
ILT Training Module Instructor Led Training Session: Classroom-based 8/13 @ 12:00pm 	Incomplete / In Progress		
OJT Module	Incomplete / In Progress		
Multiple Content Types Module	Incomplete / In Progress		

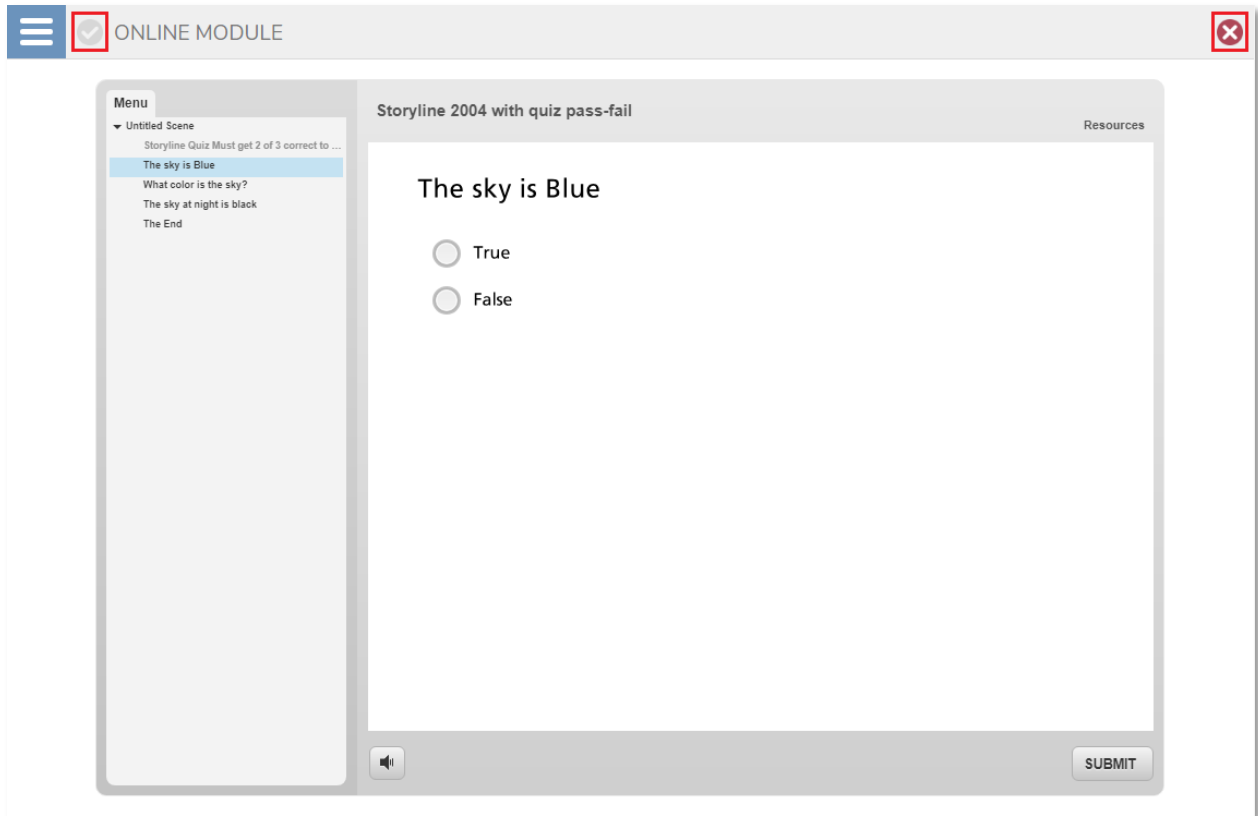
Course modules listing

-  **Content Package/Online** – This icon indicates that the module is an online “content package” module. These modules are launched and tracked entirely within your LMS portal.
-  **Task** – This icon indicates that the module is a “task” module. These modules require you to download a document, complete the task per the instructions in the document, and upload the completed task for an administrator to review. You will receive credit for completing the task after an administrator has reviewed it.
-  **Instructor Led Training** – This icon indicates that the module is an instructor led training module. These modules require you to register for and attend an instructor led training session that is conducted either online or in a classroom setting. You will receive credit for completing the instructor led training after an administrator has confirmed that you have attended the session you registered for.
-  **OJT** – This icon indicates that the module is an “on the job training” module. These modules require you to submit a request and complete the training in your working environment with a proctor. You will receive credit for completing the “OJT” after the proctor has logged in and recorded the results.
-  **Multiple Content Types** – This icon indicates that the module has multiple content types associated with it. Clicking this icon will expose a menu showing two or more of the icons described above. You must complete one of the content types to receive credit for completing the module.





## Launching an Online Module

To launch an online module, click the  icon for the module you want to launch. The module will launch in the same window with a status and navigation bar at the top.



Content launch window with status and exit buttons highlighted


From this screen, you can interact with the online content. Once the content has been completed, the dim Check icon will turn green , you can then exit the content by clicking the red Exit icon .

When exiting online content, be sure to use the Exit icon to ensure that your progress will be properly tracked.

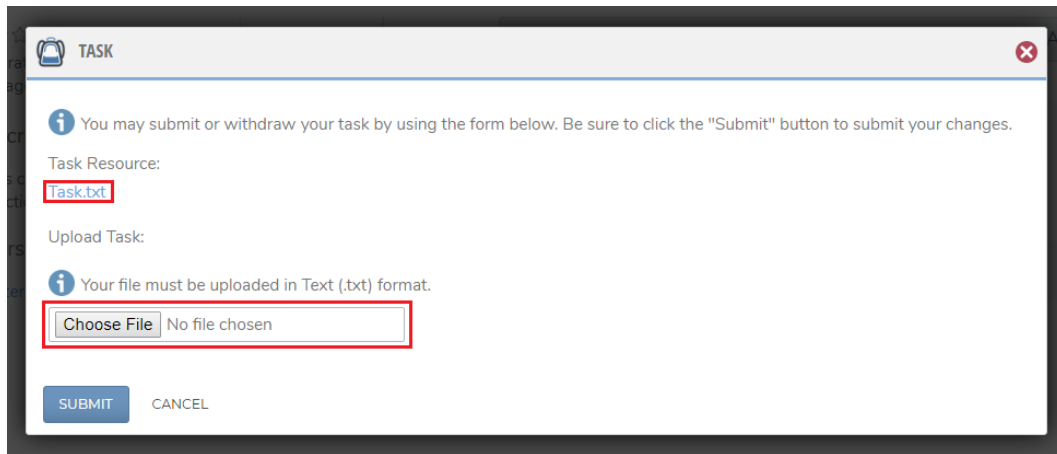
**IMPORTANT NOTE:** If you close your browser window rather than using the Exit icon, your progress in the module will not be tracked.



## Completing a Task Module

To complete a task module, click the  icon for the task module you want to complete. A pop-up window will open showing the task resource document containing the task, and an upload field for you to upload the completed task. You can download the task resource document by clicking the link.

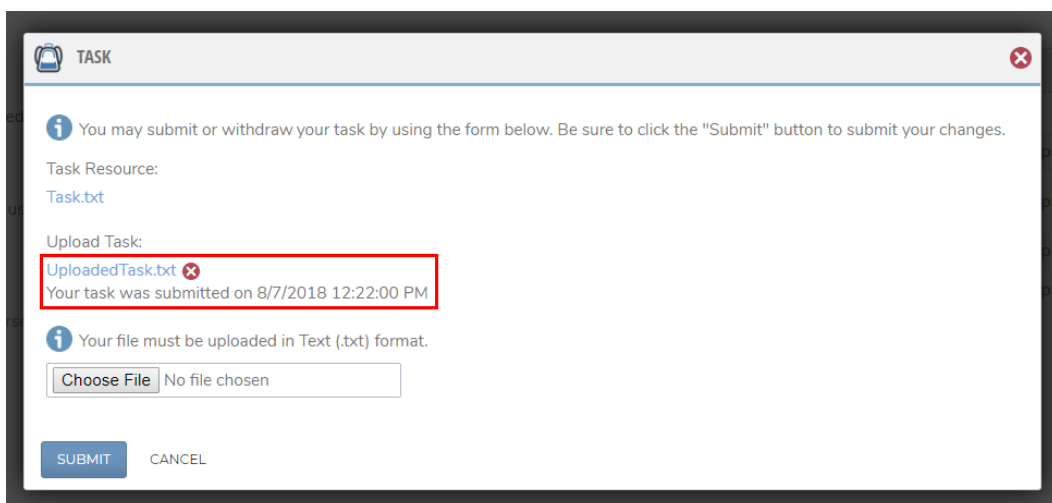
Once you have completed the task per the instructions in the document, you can return to this page to upload the completed task. Uploading the completed task will submit it to an administrator for review, the administrator will review the task and mark the task as completed.



The image shows a pop-up window titled "TASK" with a close button (red X) in the top right corner. Inside the window, there is an information icon (i) followed by the text: "You may submit or withdraw your task by using the form below. Be sure to click the 'Submit' button to submit your changes." Below this, under the heading "Task Resource:", there is a link "Task.txt" which is highlighted with a red box. Under the heading "Upload Task:", there is another information icon (i) followed by the text: "Your file must be uploaded in Text (.txt) format." Below this, there is a file upload field with a "Choose File" button and the text "No file chosen", which is also highlighted with a red box. At the bottom of the window, there are two buttons: "SUBMIT" and "CANCEL".

Task module pop-up with task resource link and upload fields highlighted

If you have uploaded a task, you may withdraw and re-submit the task at any time prior to an administrator reviewing it. You can withdraw the task by clicking the red X icon next to the file you have uploaded.




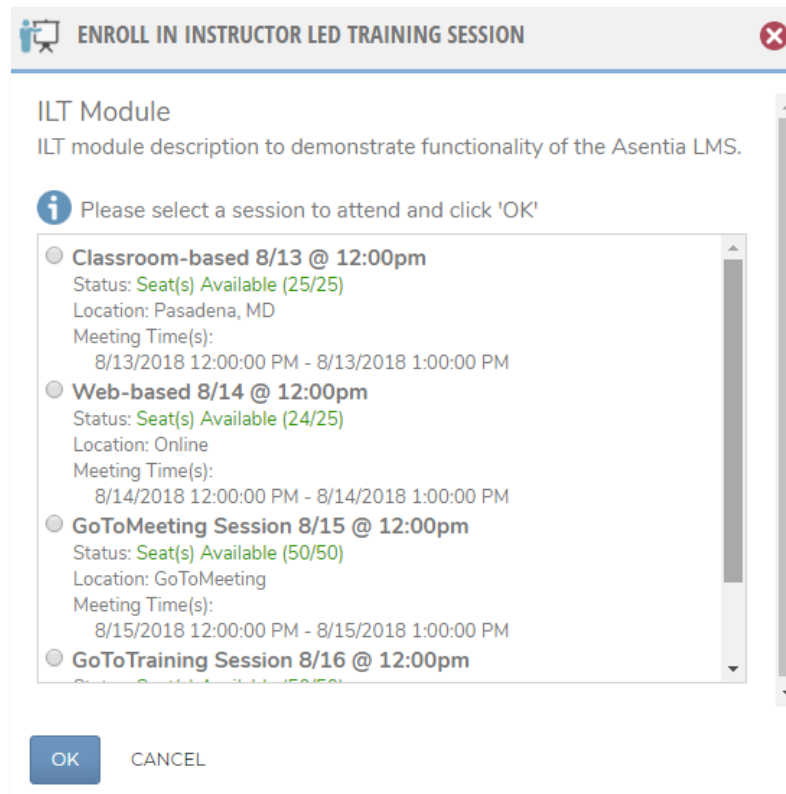
The image shows the same "TASK" pop-up window, but now it displays the state after a task has been uploaded. The "Task Resource:" section remains the same with the "Task.txt" link. In the "Upload Task:" section, the text "Your file must be uploaded in Text (.txt) format." is still present. Below this, the file upload field now shows "UploadedTask.txt" with a red X icon next to it, and the text "Your task was submitted on 8/7/2018 12:22:00 PM" below it. This entire section is highlighted with a red box. The "Choose File" button and "No file chosen" text are still visible below. The "SUBMIT" and "CANCEL" buttons remain at the bottom.

Task module pop-up with uploaded task field highlighted




## Attending an Instructor Led Training Session







To register for an upcoming session as part of an instructor led training module, click the  icon for the module you want to register for. A pop-up window will open showing the upcoming instructor led training sessions that are available for registration. Select the session you want to register for and click the OK button.





Pop-up window showing upcoming instructor led training sessions



Once you have registered for a session, it will appear on your module listing page and in your “[Calendar Widget](#).” To view session details and attend the session you have registered for, you can click the link on the module listing page, or the  icon on your “[Calendar Widget](#).” Note that “join session” links for online-based sessions will only appear beginning 15 minutes prior to the start of the session. If you would like to drop out of a registered session and your administrator allows this, you can drop out of the session by clicking the red “X” icon next to the session listed on the module listing page or from the session details pop-up window.

Module	Status	Score	Action
Online Module	Passed	100%	
Task Assignment	Incomplete / In Progress		
ILT Training Module	Incomplete / In Progress		
Instructor Led Training Session: Web-based 8/14 @ 12:00pm 			
OJT Module	Incomplete / In Progress		
Multiple Content Types Module	Incomplete / In Progress		

Module listing page with registered instructor led training session highlighted


 ENROLLED SESSION INFORMATION 

**Web-based 8/14 @ 12:00pm**

Description:  
This is a web-based ILT session that occurs on 8/14 @ 12:00pm to 1:00pm EST.

Location:  
Online


Location Description:  
This session is held via video conference on the Learning Group website.

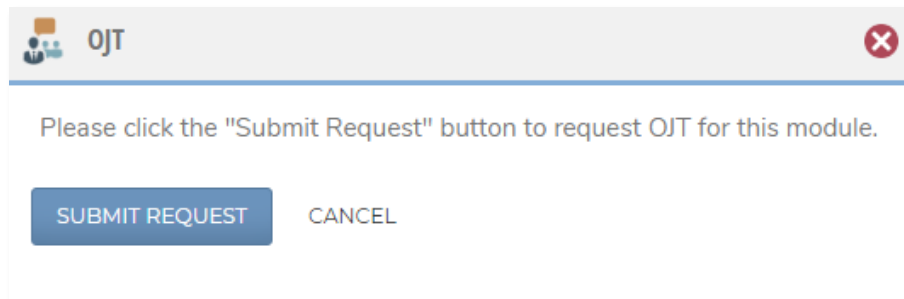
Meeting Time(s):  
8/14/2018 12:00:00 PM - 8/14/2018 1:00:00 PM 

Enrolled session information pop-up window




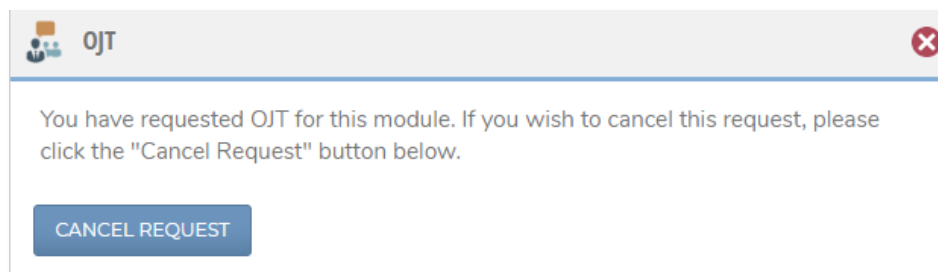
## Completing an OJT Module

To submit a request for On-the-Job Training (OJT), click the  icon, and in the pop-up window, click the Submit Request button. This will submit a request to an administrator who will contact you to schedule on the job training outside of the LMS system. Once your training has been completed, the administrator will record your results and mark the module as completed.



OJT submit request pop-up

If at any time prior to your On-the-Job Training being scheduled, you would like to cancel your request, you may do so by clicking the  icon for the module you sent the request for. In the pop-up window, click the Cancel Request button. This will cancel your On-the-Job Training request.



OJT cancel request pop-up

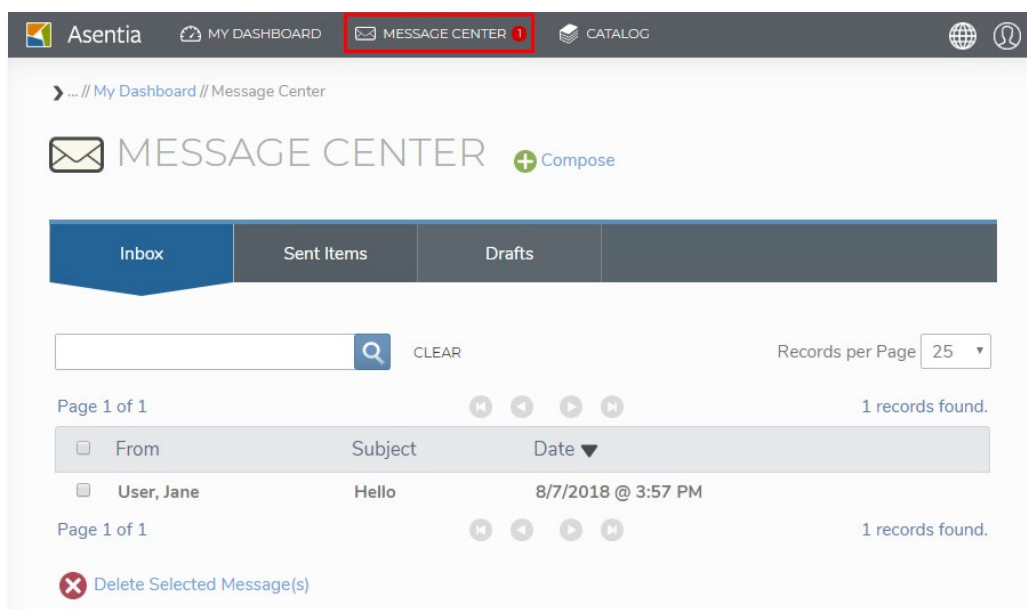


## COMMUNICATING WITH ADMINISTRATORS AND FELLOW LEARNERS

IFTI LEARNING MANAGEMENT SYSTEM (LMS) provides the ability for you to communicate with administrators, subject matter experts, and your fellow learners directly through the [Message Center](#), and through group-oriented messaging in [Discussion Boards](#) attached to courses and communities.

### Message Center

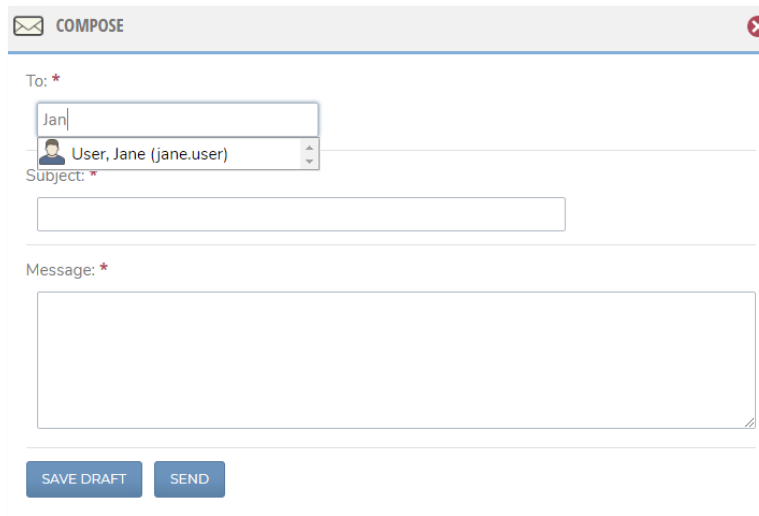
The Message Center is an intra-LMS messaging system that allows you to exchange messages with other users in your LMS portal. To access the message center, click the Message Center link in the top navigation bar of your LMS portal. This will take you to the Message Center, from there you can send messages, and view messages that were sent to you.



Message Center with link highlighted

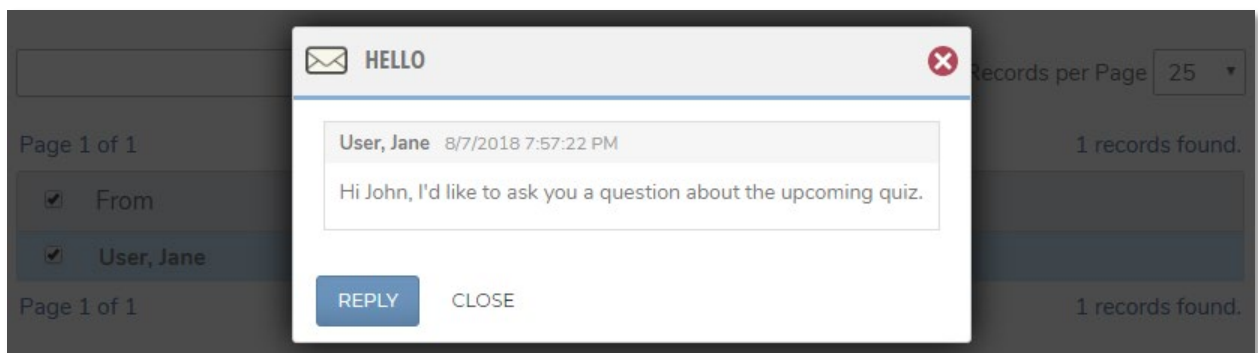


To send a message, click the Compose link on the page. This will open a pop-up window where you can compose and send your message. You can start your message by beginning to type the intended recipient's name in the "To" field, as you type, a list of users and groups will begin to populate, select your recipient by clicking on the name. From there, you can populate the subject and body of your message. Once you have finished, you can send the message by clicking the "Send" button or save it for later by clicking the "Save Draft" button.

A screenshot of a 'COMPOSE' pop-up window. The window has a title bar with an envelope icon and the word 'COMPOSE'. Inside, there is a 'To:' field with a red asterisk, containing the text 'Jan'. Below it is a dropdown menu showing 'User, Jane (jane.user)' with a small user icon. To the right of the dropdown is a small upward arrow. Below the 'To:' field is a 'Subject:' field with a red asterisk, which is currently empty. Below the subject field is a large text area for the message body, labeled 'Message:' with a red asterisk. At the bottom of the window are two buttons: 'SAVE DRAFT' and 'SEND'.

Compose message pop-up


To view a message, click on the message's title in the message listing. This will open a pop-up window containing the message, you can reply to the message from this window, and view all other messages between you and the user in the message thread.

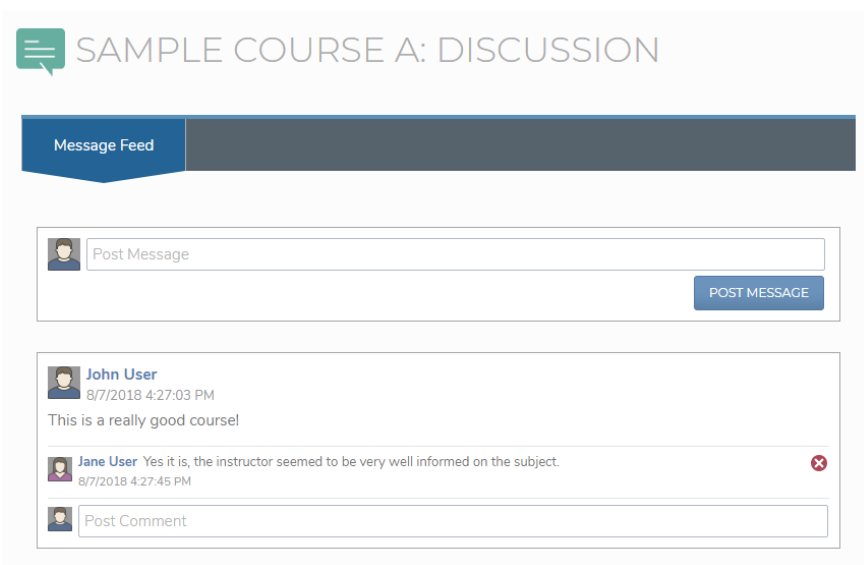
A screenshot of a 'HELLO' pop-up window. The window has a title bar with an envelope icon and the word 'HELLO'. Inside, there is a message header showing 'User, Jane' and the timestamp '8/7/2018 7:57:22 PM'. Below the header is the message body text: 'Hi John, I'd like to ask you a question about the upcoming quiz.' At the bottom of the window are two buttons: 'REPLY' and 'CLOSE'. The background of the image shows a blurred view of a message listing with filters for 'From' and 'User, Jane'.

View message pop-up



## Discussion Boards

Discussion Boards are a group-oriented messaging system that can be attached to courses and communities. To visit a course or community's discussion board, click the  icon for that course or community from your [Enrollments](#) and [My Communities](#) widgets. Clicking the icon will take you to the discussion board for that course or community. From there, you can view and participate in discussions relevant to that course or community. To post a new message to the discussion, enter your message in the “post message” field, and click the Post Message button. Your message will be posted to the discussion, or if your administrator has turned on moderation for the discussion, it will be sent to a moderator for approval. You may also comment on other user's posts by entering your message in the “post comment” field and pressing the “Enter” button on your keyboard. Note that comments on posts are subject to the same moderation rules as new posts.



The screenshot shows a web interface for a discussion board titled "SAMPLE COURSE A: DISCUSSION". At the top left is a green icon with three horizontal lines. Below the title is a dark blue header bar with the text "Message Feed". The main content area has a light gray background. It features a "Post Message" section with a user icon, a text input field containing the placeholder "Post Message", and a blue "POST MESSAGE" button. Below this is a post by "John User" dated "8/7/2018 4:27:03 PM" with the text "This is a really good course!". Underneath is a comment by "Jane User" dated "8/7/2018 4:27:45 PM" with the text "Yes it is, the instructor seemed to be very well informed on the subject." and a red "X" icon. At the bottom is a "Post Comment" section with a user icon and a text input field containing the placeholder "Post Comment".

Course discussion board



## Support

If you have any questions about the LMS, check the [Help](#) area of the LMS. The Help area contains the following sections:

### Contact Us?

Need Support? Can't find the answer you're looking for? Don't worry we're here to help! Submit the [LMS Contact Form](#).

iFTI Newsletters – [iFTI Newsletter Archive](#)

### Frequently Asked Questions (FAQs)

The Frequently Asked Questions and Answers are outlined below. Some questions have simulations/videos to better assist you. If you want to search this page or the LMS pages, click the **Search** icon (magnifying glass) on the Menu bar.

⬆ Collapse All

### Member Mobile App

#### How do I download the app?

To download the IUPAT app on your phone, [click here](#).



[Back to Top](#)

#### Need more information about the app?

Check the [App Help](#) area.



[LMS Contact Form](#) – Complete the form with your information together with your question or attachment and click Submit. The form goes to the iFTI support mailbox and will be answered within 48 business hours.

iFTI [Newsletter Archive](#) – Compilation of monthly/quarterly LMS updates.

Frequently Asked Questions (FAQs) – Top questions sent to the support mailbox. The answers may have clickable links and video tutorials to guide you.

### LMS - All Users

#### Account – What information is found on My Profile page?

[Play the My Profile video](#).

You can also type a searchable keyword in the [Search](#) box in the LMS. It will search the Help area and the News posted on the LMS Alert section.

### Search Results for: OSHA

#### OSHA 10/OSHA 30 – The Next button is grayed out, unable to proceed

Issue: The member started the module but was unable to proceed (the Next button is grayed...

#### \*\*OSHA 10 and OSHA 30 System-wide upgrade\*\*

A ClickSafety system-wide upgrade is scheduled on Nov 17th from 11 p.m. ET until Nov 18th...

#### FTI 1119C OSHA 502 08202024

For more information about the course, click the Class Syllabus. Class instructor is subject to change. ENROLL...

#### FTI 1109C OSHA 500 12022024

For more information about the course, click the Class Syllabus. Class instructor is subject to change. ENROLL...

#### FTI 1109C OSHA 500 09232024

For more information about the course, click the Class Syllabus. Class instructor is subject to change. ENROLL...

#### FTI 1109C OSHA 500 06032024

For more information about the course, click the Class Syllabus. Class instructor is subject to change. ENROLL...

#### FTI 1114C OSHA 510 11182024

For more information about the course, click the Class Syllabus. Class instructor is subject to change. ENROLL...

#### FTI 1114C OSHA 510 08052024

For more information about the course, click the Class Syllabus. Class instructor is subject to change. ENROLL...

#### FTI 1114C OSHA 510 04152024

For more information about the course, click the Class Syllabus. Class instructor is subject to change. ENROLL...

#### OSHA 10 and OSHA 30 Enrollments

In 2022, the OSHA 10 and OSHA 30 enrollments were updated and a new version was loaded. ...

### Log In

[Click here to log in](#)

OSHA

### iFTI Instructor Programs



reading

iFTI LMS

The Associate Instructor Training Program was accredited by the COE (Council on Occupational Education), providing a pathway for iFTI instructors/coordinators along two phases of instructor development; the Associate Instructor Program ... [Continue](#)





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