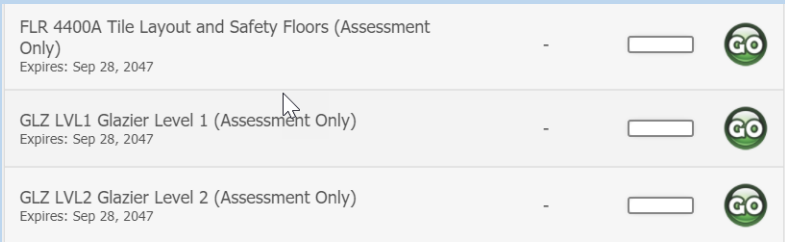

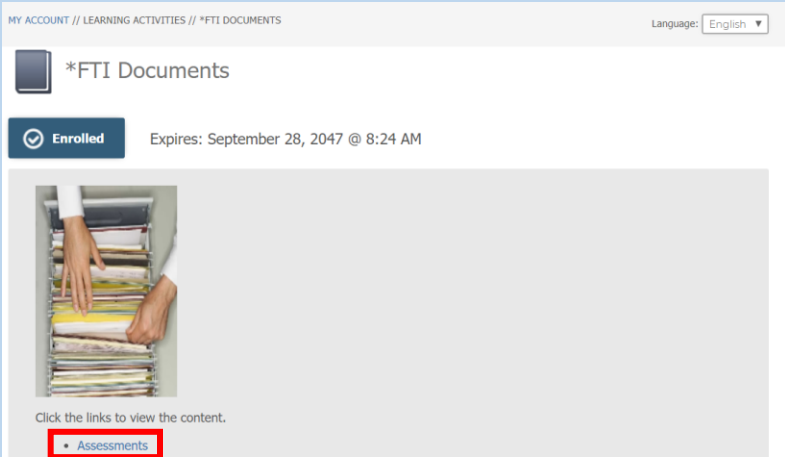


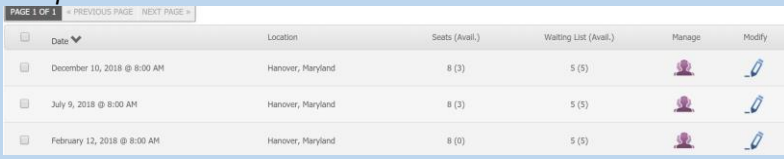
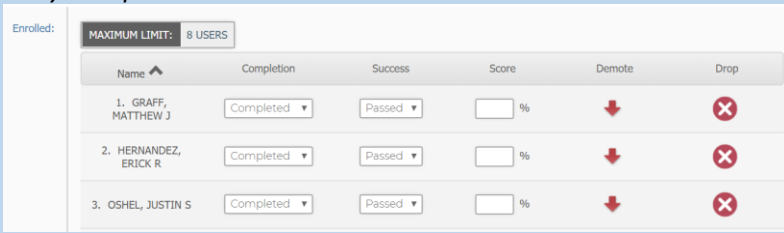
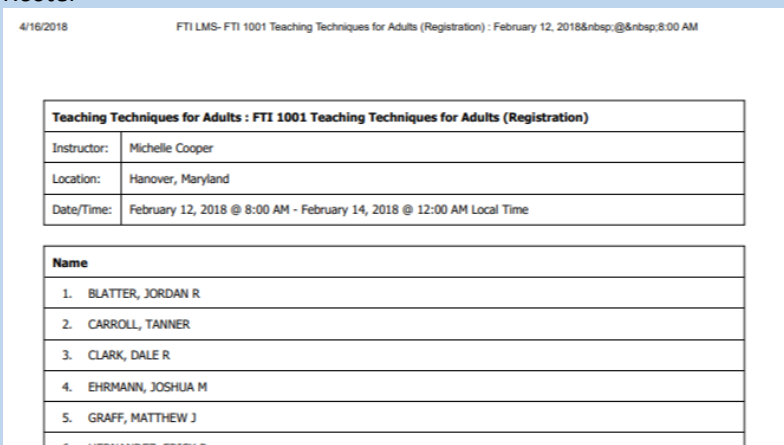
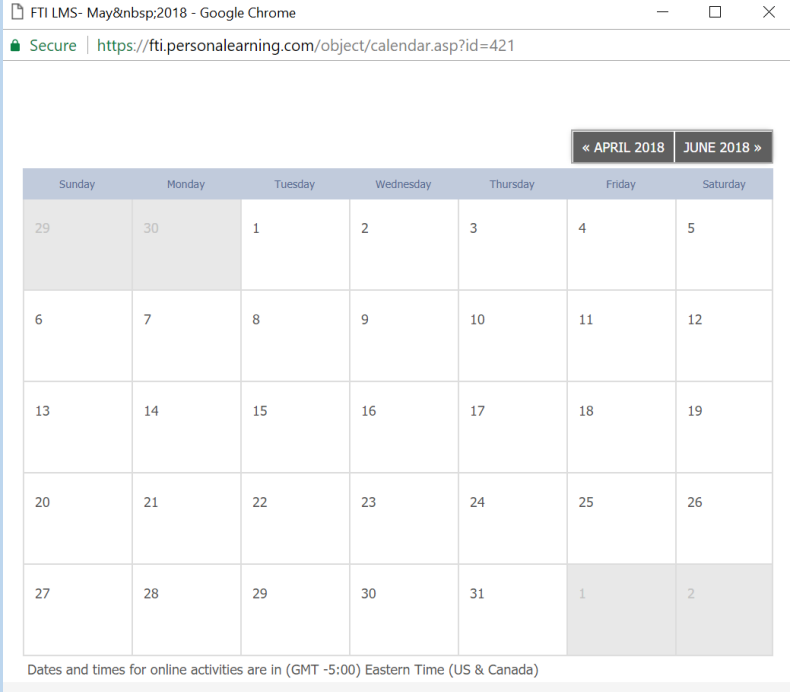
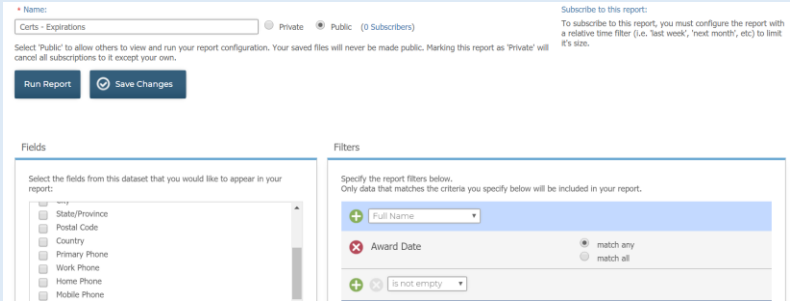
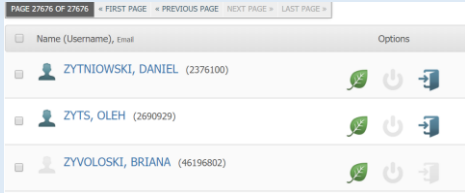
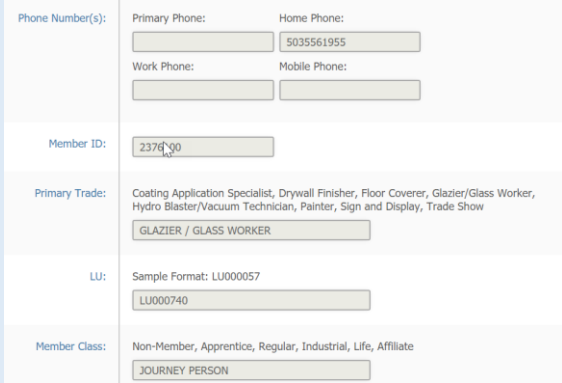


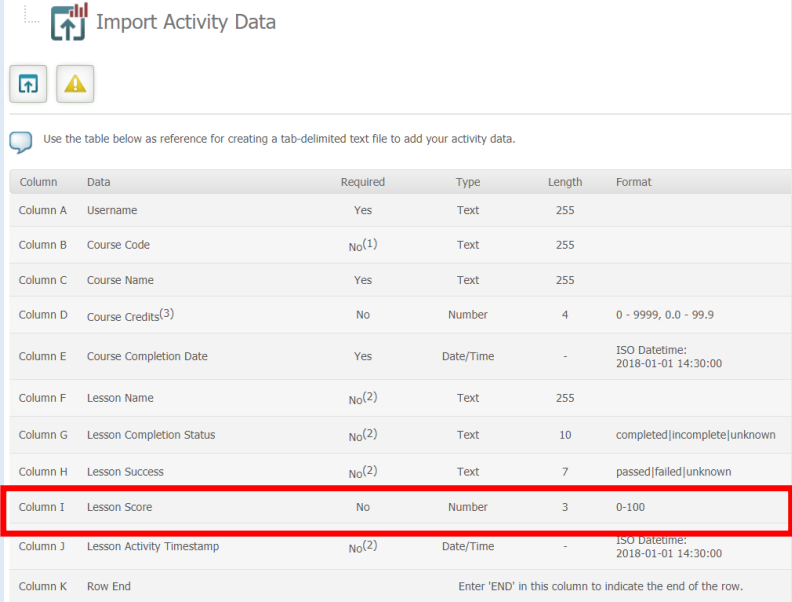
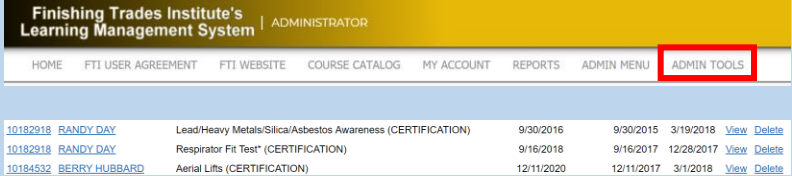
FREQUENTLY ASKED FEATURES

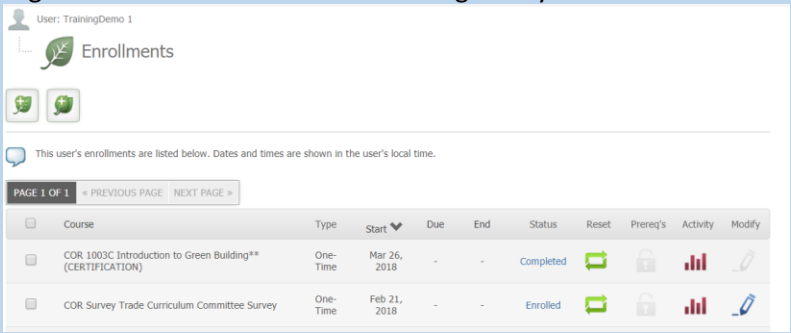
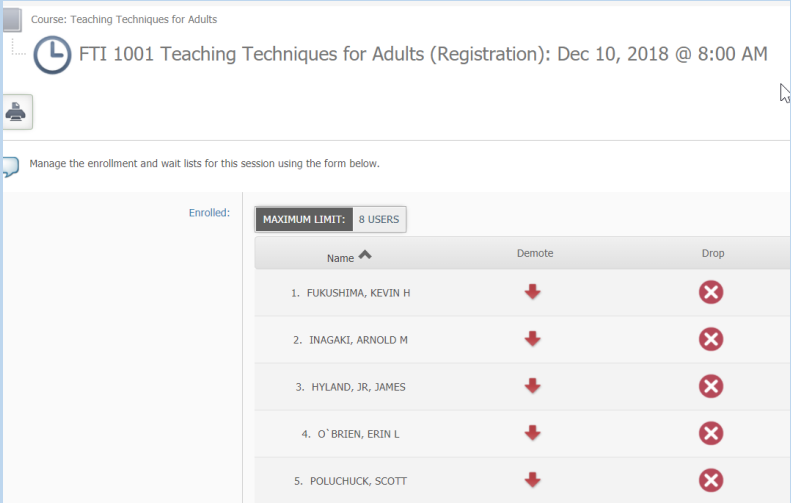
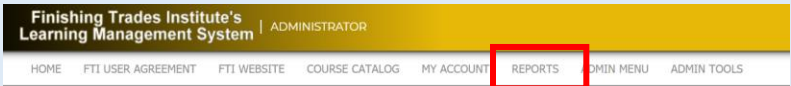
Feature	Available?	Comment/s
Assessments	✓	<p>The FTI Course Catalog has online assessments (automatically tracked) per trade. Most of the trade courses (in-house) have online assessments.</p> <p><i>Trade Assessments</i></p>  <p>Third party courses have built-in exams, pre-, and post- tests.</p> <p><i>Red Vector Exam</i></p>  <p>Compiled paper-based (word docs and pdfs) are found in the DOT/Special access >*FTI Documents or *Assessments folders. However, paper-based assessment results have to be manually uploaded to link the score with an account.</p> <p><i>Paper-based Assessments</i></p>  <p><i>If it's a District Council-specific assessment, IFTI can develop it for DC.</i></p>


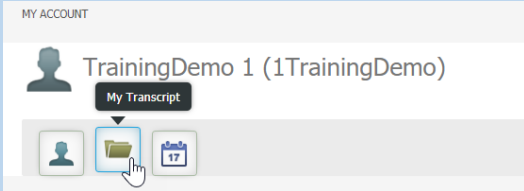
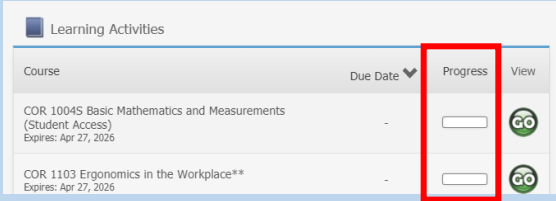
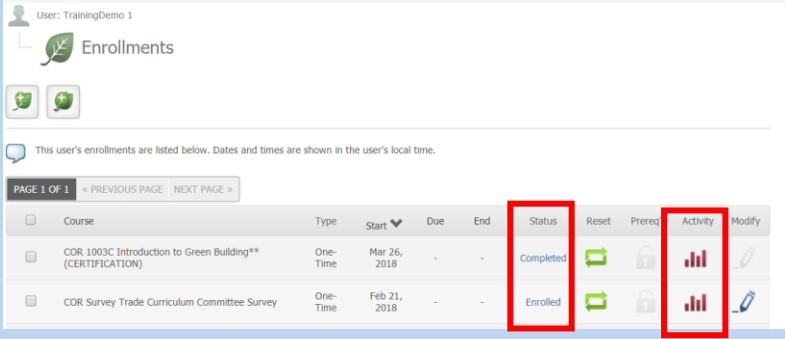
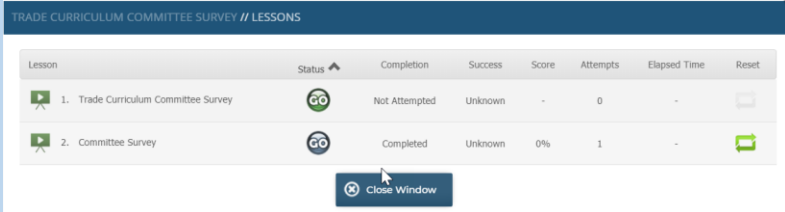
Feature	Available?	Comment/s
Attendance/Roster		<p>Depending on the DC needs, the system can be configured to allow attendance and roster features.</p> <p>Level 1 - DC only tracks the last day of training (where course completion happens) - This can be tracked in the automatic online completion or the manually import activity data seen in the transcript.</p>  <p><i>NOTE: There is no roster for Level 1 setup.</i></p> <p>Level 2 – DC tracks everyday attendance - DC has to set up and complete registrations and everyday sessions in the LMS.</p> <p>Setup</p>  <p>Daily Completion</p>  <p>Roster</p> 

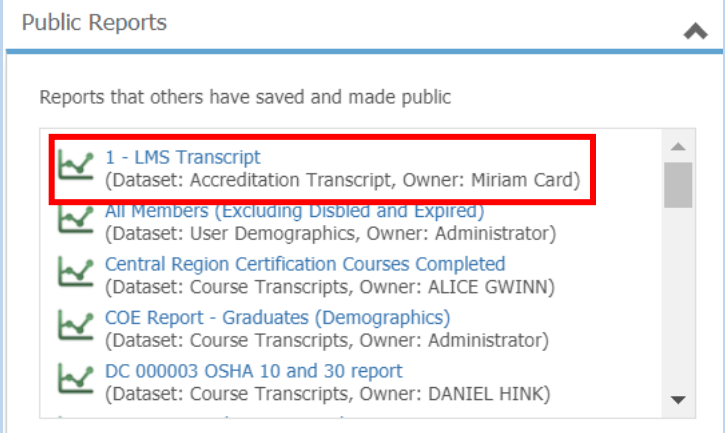
Feature	Available?	Comment/s
Calendar	Limited	<p>The calendar is a system-wide academic calendar displaying personal online training (with dates), the FTI International Training Calendar classes, and any DC class session setup. The FTI Training Calendar is also linked on the LMS homepage. If it's a DC calendar is uploaded in the DC's website, it can be linked on the LMS homepage.</p>  <p>The screenshot shows a web browser window titled "FTI LMS- May&nbsp;2018 - Google Chrome" with the URL "https://fti.personalearning.com/object/calendar.asp?id=421". The calendar displays the month of May 2018, with days of the week as columns and dates as rows. Navigation buttons for "APRIL 2018" and "JUNE 2018" are visible. A note at the bottom states: "Dates and times for online activities are in (GMT -5:00) Eastern Time (US & Canada)".</p>
Certs Expiration	✓	<p>Certifications uploaded in the IMSe (historical records) and LMS can be tracked and searched in the IMSe and the LMS.</p>  <p>The screenshot shows the "Certs - Expirations" report configuration page. It includes a "Name" field with the value "Certs - Expirations", a "Private" radio button selected, and a "Public" radio button with "(0 Subscribers)" next to it. There are "Run Report" and "Save Changes" buttons. Below are sections for "Fields" and "Filters". The "Fields" section lists various attributes like State/Province, Postal Code, Country, etc. The "Filters" section shows a filter for "Full Name" and "Award Date" with options to "match any" or "match all".</p> <p><i>The app is linked to the LMS and will have the date of expiration and will be dropped once expired.</i></p>

Feature	Available?	Comment/s
Communication	Limited	<p>No robocall or text feature.</p> <p>There is no direct email between instructor and apprentice – exploring the Subject Matter software to address this.</p> <p>The LMS is not an email server, but it can send out emails from reports and online triggers set up for email notification within the system. The only automatic email notification set up is for User Creation. When a user account is created in the IMSe, the LMS sends an automatic welcome email containing an LMS introduction and log in details.</p>
Database/User Demographics	✓	<p>IMSe automatically send demographic info. The database contains member – both active and inactive. This year, Pending Members have been added to the database.</p> <p><i>Users/Members</i></p>  <p><i>Profile</i></p>  <p>Any part of the profile can be searched/filtered as a report.</p> <p><i>An upcoming joint project with IMSe is reviewing the request to add Non-members to the database.</i></p>
Electronic Sign-in	✗	Cannot scan, print, and auto-populate electronic signature through devices. However, IMSe has the QE code.
FERPA	✓	Yes but dependent on workflow.
Financial Aid Management	✗	Not available.

Feature	Available?	Comment/s																																																																								
GPA Calculation	X	Not available.																																																																								
Grades	✓	<p>Grades can be tracked through the online lessons (transcript), updated through sessions (see page 2), and manually uploaded through the Import Activity Data feature in the system.</p>  <p>Use the table below as reference for creating a tab-delimited text file to add your activity data.</p> <table border="1"> <thead> <tr> <th>Column</th> <th>Data</th> <th>Required</th> <th>Type</th> <th>Length</th> <th>Format</th> </tr> </thead> <tbody> <tr> <td>Column A</td> <td>Username</td> <td>Yes</td> <td>Text</td> <td>255</td> <td></td> </tr> <tr> <td>Column B</td> <td>Course Code</td> <td>No⁽¹⁾</td> <td>Text</td> <td>255</td> <td></td> </tr> <tr> <td>Column C</td> <td>Course Name</td> <td>Yes</td> <td>Text</td> <td>255</td> <td></td> </tr> <tr> <td>Column D</td> <td>Course Credits⁽³⁾</td> <td>No</td> <td>Number</td> <td>4</td> <td>0 - 9999, 0.0 - 99.9</td> </tr> <tr> <td>Column E</td> <td>Course Completion Date</td> <td>Yes</td> <td>Date/Time</td> <td>-</td> <td>ISO Datetime: 2018-01-01 14:30:00</td> </tr> <tr> <td>Column F</td> <td>Lesson Name</td> <td>No⁽²⁾</td> <td>Text</td> <td>255</td> <td></td> </tr> <tr> <td>Column G</td> <td>Lesson Completion Status</td> <td>No⁽²⁾</td> <td>Text</td> <td>10</td> <td>completed incomplete unknown</td> </tr> <tr> <td>Column H</td> <td>Lesson Success</td> <td>No⁽²⁾</td> <td>Text</td> <td>7</td> <td>passed failed unknown</td> </tr> <tr> <td>Column I</td> <td>Lesson Score</td> <td>No</td> <td>Number</td> <td>3</td> <td>0-100</td> </tr> <tr> <td>Column J</td> <td>Lesson Activity Timestamp</td> <td>No⁽²⁾</td> <td>Date/Time</td> <td>-</td> <td>ISO Datetime: 2018-01-01 14:30:00</td> </tr> <tr> <td>Column K</td> <td>Row End</td> <td></td> <td></td> <td></td> <td>Enter 'END' in this column to indicate the end of the row.</td> </tr> </tbody> </table>	Column	Data	Required	Type	Length	Format	Column A	Username	Yes	Text	255		Column B	Course Code	No ⁽¹⁾	Text	255		Column C	Course Name	Yes	Text	255		Column D	Course Credits ⁽³⁾	No	Number	4	0 - 9999, 0.0 - 99.9	Column E	Course Completion Date	Yes	Date/Time	-	ISO Datetime: 2018-01-01 14:30:00	Column F	Lesson Name	No ⁽²⁾	Text	255		Column G	Lesson Completion Status	No ⁽²⁾	Text	10	completed incomplete unknown	Column H	Lesson Success	No ⁽²⁾	Text	7	passed failed unknown	Column I	Lesson Score	No	Number	3	0-100	Column J	Lesson Activity Timestamp	No ⁽²⁾	Date/Time	-	ISO Datetime: 2018-01-01 14:30:00	Column K	Row End				Enter 'END' in this column to indicate the end of the row.
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Import Certification graphics	✓	<p>New Feature – Admin Tools Tab (special access) – ability to upload actual certificates, cards, letters, etc. in the LMS and automatically linked in the IMSe and the app.</p>  <p>There was a suggestion for ability of the member to upload their own certificates (will look at the possibility/requirements with programmers and SMEs).</p>																																																																								
On-the-Job Learning/Student Hours	X	BOT Approved new feature and In Discussion with ISSI (third party vendor) – The goal is to track OJL hours and features is to be seamlessly incorporated in the LMS.																																																																								

Feature	Available?	Comment/s
Registration	✓	<p>Registration to become users/members – Done through the IMSe, automatically sent to the LMS the next day (see page 4 – Database). IMSe and LMS teams are currently looking at the options to register and track non-members.</p> <p>Registration for online classes - Any active member can be registered and take online classes assigned by the LMS Admin.</p>  <p>Registration for classroom training - See page 2 (additional setup needed).</p> 
Reporting	✓	<p>Yes through the Reports page. There are various datasets to be generated: Accreditation Transcript, Course and Course Information, Certificates, Course Transcripts, Group Permission Information, Purchases, User Demographics, and User Permission Information.</p> 
STAR Classes	✓	<p>Can be configured and tracked depending on District Council needs. A new course may be requested through the online form - https://www.kellydigital.com/tpc/courserequest.asp</p>

Feature	Available?	Comment/s
Student Progress/ Course Tracking		<p>Every member has a transcript/report containing LMS online completions, IMS historical completions, FTI class transcripts, or any completions uploaded by the District Council.</p> <p>Personal Transcript</p>  <p>Learning Activities</p>  <p>Enrollment Tracking-Status</p>  <p>Enrollment Tracking-Activity</p> 

Feature	Available?	Comment/s
Transcripts/Certifications	✓	<p>Certifications are uploaded and viewed through the FTI LMS Admin Tools, IMSe, and the app. Your LMS Admin can upload the graphics for the certifications and will be uploaded in the LMS, IMSe, and the app (see page 5).</p> <p>For the COE visit, the 1-LMS Transcript template in the Reports page was used to view random transcripts.</p>  <p>The screenshot shows a 'Public Reports' section with a list of reports. The first report, '1 - LMS Transcript', is highlighted with a red box. Below it are other reports: 'All Members (Excluding Disabled and Expired)', 'Central Region Certification Courses Completed', 'COE Report - Graduates (Demographics)', and 'DC 000003 OSHA 10 and 30 report'.</p>
Work History	X	<p>Currently, the IMSe sends the last employment history to the LMS and found in My Profile. For detailed info, they may have to look at the IMSe employment history.</p>