FREQUENTLY ASKED FEATURES

Feature	Available?	Comment/s
Assessments	~	The FTI Course Catalog has online assessments (automatically tracked) per trade. Most of the trade courses (in-house) have online assessments.
		Trade Assessments
		FLR 4400A Tile Layout and Safety Floors (Assessment Only) Expires: Sep 28, 2047
		GLZ LVL1 Glazier Level 1 (Assessment Only) -
		GLZ LVL2 Glazier Level 2 (Assessment Only) -
		Third party courses have built-in exams, pre-, and post- tests.
		Red Vector Exam
		Mold Basics
		Component (* Required)PrintScore Status Action Lesson Viewed Continue
		Exam* 0.00%Not Started Begin
		Course to be completed in sequential order.
		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.
		Paper-based Assessments
		MY ACCOUNT // LEARNING ACTIVITIES // *FTI DOCUMENTS Language: English *
		*FTI Documents
		Expires: September 28, 2047 @ 8:24 AM
		Click the links to view the content.
		• Assessments If it's a District Council-specific assessment, IFTI can develop it for DC.

Feature	Available?	Comment/s				
Attendance/Roster	\checkmark	Depending on the DC needs, the system can be configured to allow attendance and roster features.				
		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.				
		COR 1181 Massachusetts Class 1C License 16 Completed Sep 29, 2016 Dc 3 Registration Completed, 100% Preparation (#1688458) Passed 100%				
		NOTE: There is no roster for Level 1 setup. Level 2 – DC tracks everyday attendance - DC has to set up and complete registrations and everyday sessions in the LMS.				
		Setup Prae 10F1 - Previous Prae - NEXT Prace -				
		□ Date ❤ Location Setts (Avail.) Waiting List (Avail.) Manage Modify				
		December 10, 2018 @ 8:00 AM Hanover, Maryland 8 (3) 5 (5) 🧟 🧳				
		🔲 July 9, 2018 @ 8:00 AM Hannver, Maryland 8 (1) 5 (5) 🧟 🧳				
		🗉 February 12, 2018 @ 8:00 AM Hanover, Manyland 8 (0) 5 (5) 🧕 🧳				
		Daily Completion Enrolled: MAXIMUM LIMIT: 8 USERS Name A Completion Success Score Demote Drop				
		1. GRAFF, Completed V Passed V % 4				
		2. HERNANDEZ, Completed Y Passed Y 96 +				
		3. OSHEL, JUSTIN S Completed Passed %				
		Koster 4/16/2018 FTI LMS- FTI 1001 Teaching Techniques for Adults (Registration) : February 12, 2018 .@ .8:00 AM				
		Teaching Techniques for Adults : FTI 1001 Teaching Techniques for Adults (Registration)				
		Instructor: Michelle Cooper				
		Location: Hanover, Maryland				
		Date/Time: February 12, 2018 @ 8:00 AM - February 14, 2018 @ 12:00 AM Local Time				
		Name				
		1. BLATTER, JORDAN R				
		2. CARROLL, TANNER				
3. CLARK, DALE R						
		4. EHRMANN, JOSHUA M				
		5. GRAFF, MATTHEW J 6. HERNANDEZ, ERICK R				

Feature	Available?			C	omment	:/s		
Calendar	Limited	Training (calendar LMS hom	online tra Calendar (Calendar i is upload	ystem-win hining (win classes, an is also linl ed in the ugle Chrome	de acader th dates), nd any DC ked on the DC's web	nic calen the FTI I C class se e LMS ho site, it ca	nternationssion set mepage	
							« APRIL 20	018 JUNE 2018 »
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3	4	5
		6	7	8	9	10	11	12
		13	14	15	16	17	18	19
		20	21	22	23	24	25	26
		27	28	29	30	31		2
		Dates and tim	es for online activi	ties are in (GMT -5	:00) Eastern Time	(US & Canada)		
Certs Expiration	•	• Name: • Cars - Expirations Select Table to allow other Run Report @	acked and	Searche	d in the IN	∕ISe and t	Subscribe to this report To subscribe to this rep	
		Fields Fields	his dataset that you would like t		Filters Specify the report filters belo Cohy data that matches the c Full Name Award Date C S Award Date C S Is not empty	riteria you specify below will	included in your report. The second	
		The app i and will b				have the	date of	expiration

Feature	Available?	Comment/s		
Communication	Limited	No robocall or text feature. There is no direct email between instructor and apprentice – exploring the Subject Matter software to address this. 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.		
Database/User Demographics		IMSe automatically send demographic info. The database contains member – both active and inactive. This year, Pending Members have been added to the database.		
Electronic Sign-in	x	Cannot scan, print, and auto-populate electronic signature through devices. However, IMSe has the QE code.		
FERPA	\checkmark	Yes but dependent on workflow.		
Financial Aid Management	X	Not available.		

Feature	Available?		Comme	ent/s			
GPA Calculation	Х	Not available.					
Grades	✓	Grades can be tracked th updated through session through the Import Activity Import Activity Data	ns (see pag	ge 2), and	manu	ally uploaded	
		Use the table below as reference for creating a tab-delimited text file to add your activity data.					
		Column Data	Required	Туре	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	_{N0} (2)	Text	10	completed[incomplete]unknown	
		Column H Lesson Success	_{N0} (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' i	in this column t	o indicate the end of the row.	
Import Certification graphics	•	New Feature – Admin To upload actual certificate automatically linked in th Finishing Trades Institute's Learning Management System ADM HOME FILUSER AGREEMENT FILWEDSITE 10182018 RANDY DAY 10182018 RANDY DAY 10182018 RANDY DAY 10182018 RANDY DAY 10184522 BERRY HUBBARD There was a suggestion fo own certificates (will loo programmers and SMEs)	s, cards, le he IMSe an AINISTRATOR COURSE CATALOG COURSE CATALOG COURSE CATALOG Asbestos Awareness (CER FIFICATION) DN Tor ability (k at the po	MY ACCOUNT R TIFICATION)	EPORTS AD	e LMS and MIN MENU ADMIN TOOLS 9/30/2015 3/19/2018 View Delete 9/16/2017 12/28/2017 View Delete 12/11/2017 3/1/2018 View Delete 12/11/2017 3/1/2018 View Delete to upload their	
On-the-Job Learning/Student Hours	X	BOT Approved new feate party vendor) – The goal be seamlessly incorpora	l is to tracl	c OJL hou			

Feature	Available?	Comment/s
Registration	✓	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.
		Registration for online classes - Any active member can be registered and take online classes assigned by the LMS Admin.
		Second Seco
		This user's enrollments are listed below. Dates and times are shown in the user's local time. PAGE 1 OF 1
		Course Type Start ♥ Due End Status Reset Prereq's Activity Modify □ COR 1003C Introduction to Green Building** One Mar 26, Time - - Completed □ III _/
		COR Survey Trade Curriculum Committee Survey One-Feb 21, Enrolled 📮 🔒 📶 🧳
		Registration for classroom training - See page 2 (additional setup needed).
		Course: Teaching Techniques for Adults Course: Teaching Techniques for Adults FTI 1001 Teaching Techniques for Adults (Registration): Dec 10, 2018 @ 8:00 AM
		Manage the enrollment and wait lists for this session using the form below.
		Enrolled: MAXIMUM LIMIT: 8 USERS
		Name Demote Drop 1. FUKUSHIMA, KEVIN H Image: Comparison of the second s
		2. INAGAKI, ARNOLD M 🔸 😢
		3. HYLAND, JR, JAMES 🔸 🔇
		4. O'BRIEN, ERIN L 🔸 😢
		5. POLUCHUCK, SCOTT 🔸 😢
Reporting	~	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.
		HOME FTI USER AGREEMENT FTI WEBSITE COURSE CATALOG MY ACCOUNT REPORTS OMIN MENU ADMIN TOOLS
STAR Classes	\checkmark	Can be configured and tracked depending on District Council needs. A new course may be requested through the online form - <u>https://www.kellydigital.com/tpc/courserequest.asp</u>

Feature	Available?	Comment/s
Student Progress/ Course Tracking	✓	Every member has a transcript/report containing LMS online completions, IMS historical completions, FTI class transcripts, or any completions uploaded by the District Council.
		Personal Transcript
		TrainingDemo 1 (1TrainingDemo)
		Learning Activities
		Learning Activities
		Course Due Date Y Progress View
		COR 10045 Basic Mathematics and Measurements (Studen Access) Expires: Apr 27, 2026
		COR 1103 Ergonomics in the Workplace** - COR 1003 Ergonomics and the Workplace -
		Enrollment Tracking-Status
		User: TrainingDemo 1
		Enrollments
		This user's enrollments are listed below. Dates and times are shown in the user's local time.
		PAGE 1 OF 1
		Course Type Start ♥ Due End Status Reset Prered Activity Modify COR 1003C Introduction to Green Building** One- Mar 26. COR EXTRCATION Control Contro
		COR Survey Trade Curriculum Committee Survey Trade 2018 - Enrolled
		Enrollment Tracking-Activity
		TRADE CURRICULUM COMMITTEE SURVEY // LESSONS
		Lesson Status A Completion Success Score Attempts Elapsed Time Reset
		1. Trade Curriculum Committee Survey Com Not Attempted Unknown O O O Completed Unknown O% 1 O O

Feature	Available?	Comment/s
Transcripts/Certific ations	•	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). For the COE visit, the 1-LMS Transcript template in the Reports page was used to view random transcripts.
		Public Reports
		Reports that others have saved and made public I - LMS Transcript (Dataset: Accreditation Transcript, Owner: Miriam Card) Image: All Members (Excluding Disbled and Expired) (Dataset: User Demographics, Owner: Administrator) Image: Central Region Certification Courses Completed (Dataset: Course Transcripts, Owner: ALICE GWINN) Image: Colored Course Transcripts, Owner: Administrator) Image: Colored Course Transcripts, Owner: Administrator) Image: Course Transcripts, Owner: Administrator) Image: Course Transcripts, Owner: Administrator) Image: Course Transcripts, Owner: DANIEL HINK)
Work History	х	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.