

# Create a class, register Members, print class documents, and close a class.

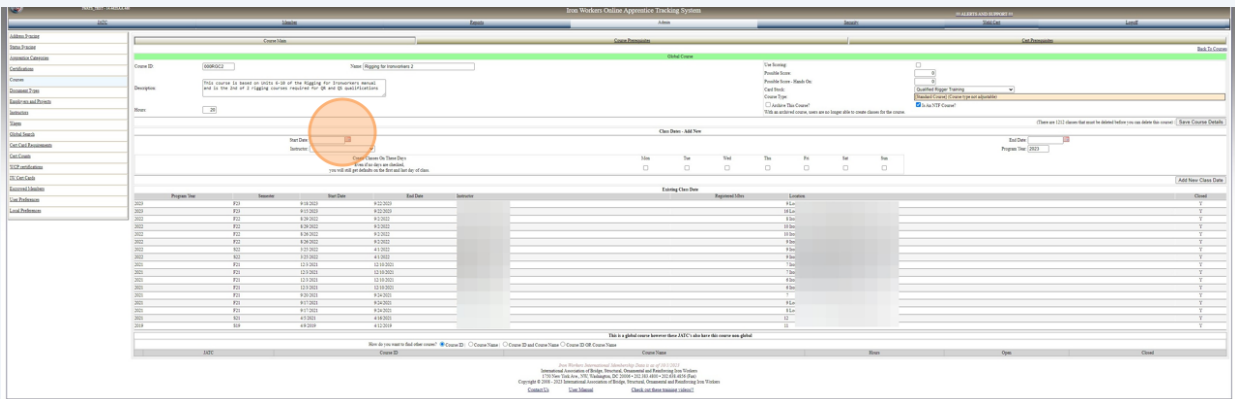


## 1 Click "Admin"

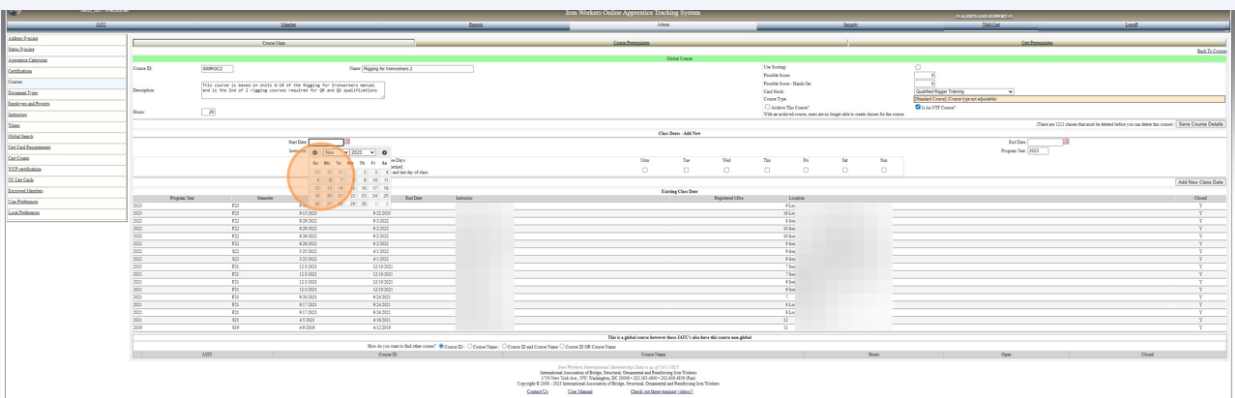
## 2 Select the course you would like to create a class for.

0005AF5	OSHA Subpart R		hour	This course is based on the OSHA Subpart R, Steel Erection standard and results in participants receiving a certificate of completion.	Subpart R, Steel Erection
000WLD2	Oxy-Fuel Gas Cutting		20	This course is based on units 1-4 of the Oxy-Fuel Gas Cutting and welding manual.	
000WLD3	Oxy-Fuel Gas Welding		20	This course is based on units 5-8 of the Oxy-Fuel Gas Cutting and welding manual.	
000RPT2	Placing Reinforcing Steel		12	This course is based on units 8-19 of the Reinforcing Concrete for Ironworkers manual.	National Fund
000MT4	Precast Concrete Erection		16	This course is based on units 1-9 the Precast Concrete Erection training package.	
000RGC1R	Qualified Rigger Refresher			This exam covers content of the Rigging and Cranes manuals. Successfully passing this exam allows refreshing of previous Qualified Rigger qualifications.	Qualified Rigger Training
000RGC3R	Qualified Signal Person Refresher			This exam covers content of the Cranes manual. Successfully passing this exam allows refreshing of previous Qualified Signal Person qualifications.	Qualified Crane Signaling
000RED1	Red Seal Prep Core Competencies		20	This course is based on the Red Seal Prep Core Competencies training manual.	
000RED3	Red Seal Prep Reinforcing and PT		20	This course is based on the Red Seal Prep Reinforcing and PT training manual.	
000RED2	Red Seal Prep Structural Ornamental		20	This course is based on the Red Seal Prep Structural Ornamental training manual.	
000RGC7	Rigger and Signalperson Review		12	This is a general review for a rigger and signalperson.	
000RGC1	Rigging for Ironworkers 1			This course is based on Units 1-5 of the Rigging for Ironworkers manual and is the 1st of 2 rigging courses required for QR and QS qualifications.	
000RGC2	Rigging for Ironworkers 2			This course is based on Units 6-10 of the Rigging for Ironworkers manual and is the 2nd of 2 rigging courses required for QR and QS qualifications.	Qualified Rigger Training
000RGC1S	Rigging Self-Study			This Rigging self-study course based on the 40 Rigging for Ironworkers training package counts as 40 hr.	Qualified Rigger Training
0005AF22	Safety Trained Supervisor Construction Prep			This course will prepare the student to take the BCSP exam for STSC.	National Fund
0005AF2	Scaffold Erector & Dismantler			This course is based on Units 4-7 (1-3 prerequisite) of the Scaffold Training manual and results in Scaffold Erector & Dismantler Certification.	Subpart L, Scaffold User-ED
0005AF1	Scaffold User			This course is based on Units 1-3 of the Scaffold Training manual and results in Scaffold User Certification.	Subpart L, Scaffold
SSCRS	Self-Study Cranes Signalmen		2	Alternative Learning Approach	Qualified Crane Signaling
SSL0G	Self-Study learning enrollment log		0	Alternative Learning Approach	
SSR2G	Self-Study Rigging		3	Alternative Learning Approach	Qualified Rigger Training
000WLD4A	Shielded Metal Arc Welding 1		36	This course is based on units 1-5 and 8 of the Shielded Metal Arc Welding manual. It combines safety, equipment set up, and performing basic welds.	
000WLD4B	Shielded Metal Arc Welding 2		36	This course is based on units 6-10 and designed to further develop SMAW welding skills through performance, practice and analyzing performance.	
0005HP3	Shop Supervisor Training		20	This course is based on the Supervisor Training for Shop Ironworkers manual.	National Fund
0005HP2	Shop work and Fabrication		16	This course is based on units 7-12 of the Shop and Fabrication Training package.	
				This course is based on the Slices in Construction	

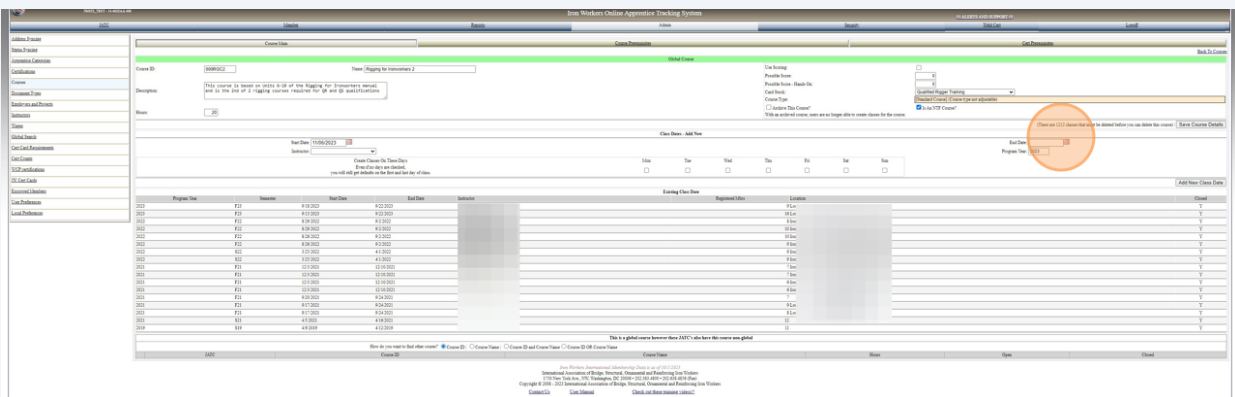
### 3 Select the class Start Date Calendar.



### 4 Select class start date.



### 5 Select the Class End Date Calendar.



## 6 Select the class end date.

The screenshot shows the 'New Class' form. The 'Class Dates' section is highlighted with a red circle, showing a date range from 11/15/2023 to 11/15/2023. A calendar icon is also visible next to the date range.

## 7 Click this dropdown to select Instructor.

The screenshot shows the 'New Class' form. The 'Instructor' dropdown menu is highlighted with a red circle, showing a list of instructors.

## 8 Check the box for all class days you need.

The screenshot shows the 'New Class' form. The 'Class Days' section is highlighted with a red circle, showing a grid of checkboxes for each day of the week.

## 9 Click Add New Class Date.

The screenshot shows the 'Class Dates' tab in the 'New Workers Online Apprenticeship Tracking System'. The interface includes a sidebar with navigation options like 'Add New Dates', 'Class Dates', and 'Class Dates'. The main area displays a table of existing class dates with columns for 'Program Year', 'Session', 'Start Date', 'End Date', 'Session', 'Required Unit', 'Status', and 'Class'. An orange circle highlights the 'Add New Class Date' button in the top right corner of the main area.

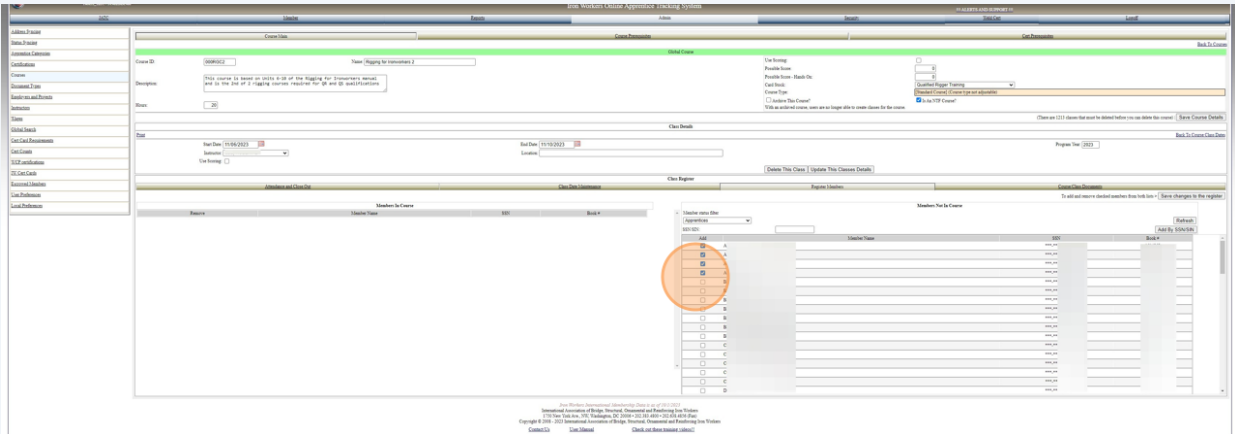
## 10 Click on the class date.

The screenshot shows the 'Class Dates' tab in the 'New Workers Online Apprenticeship Tracking System'. The interface is similar to the previous screenshot. An orange circle highlights one of the class date entries in the table, specifically the row for 'Program Year' 2023, 'Session' F23, 'Start Date' 8/19/2023, and 'End Date' 8/20/2023.

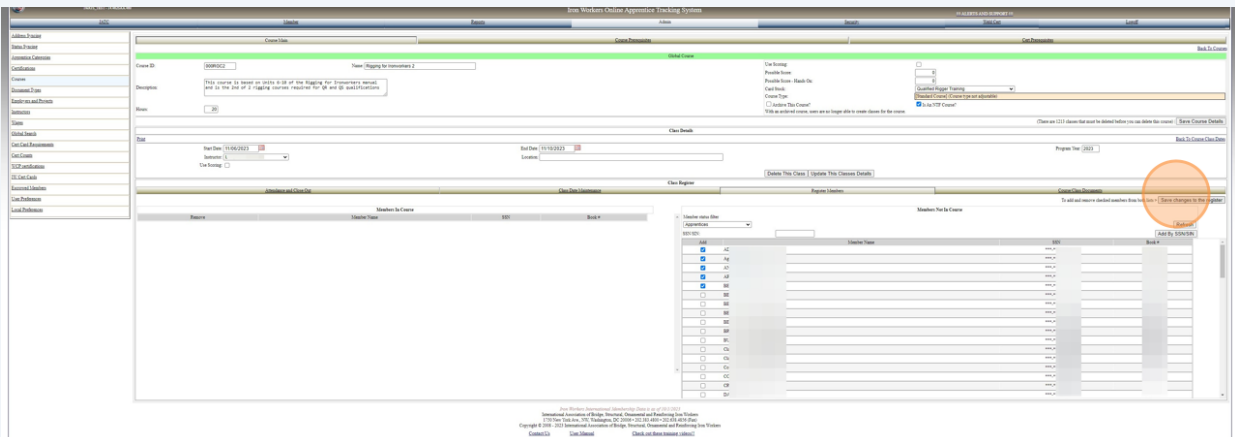
## 11 Click "Register Members"

The screenshot shows the 'Class Dates' tab in the 'New Workers Online Apprenticeship Tracking System'. The interface is similar to the previous screenshots. An orange circle highlights the 'Register Members' button, which is located at the bottom right of the main area, below the table of class dates.

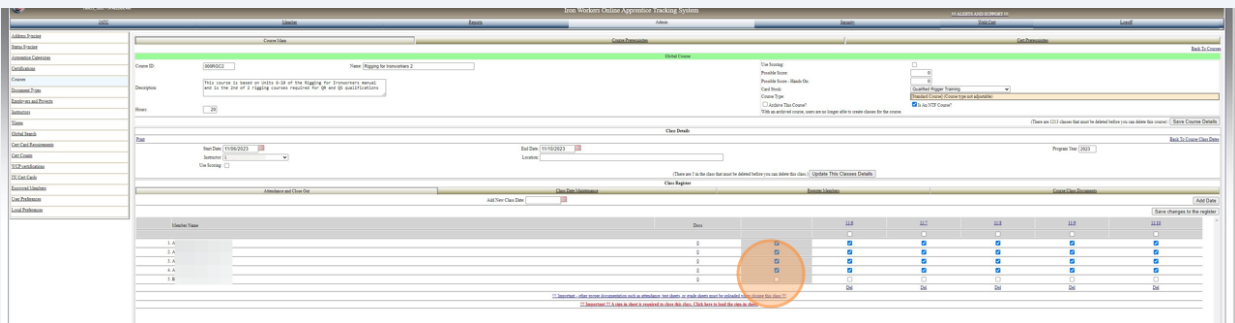
**12** Click the box next to each member you would like to register.



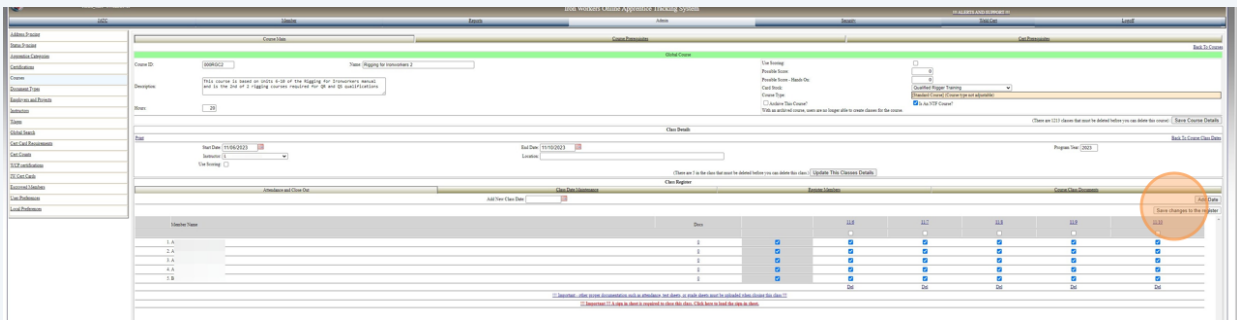
**13** Click Save changes to the register.



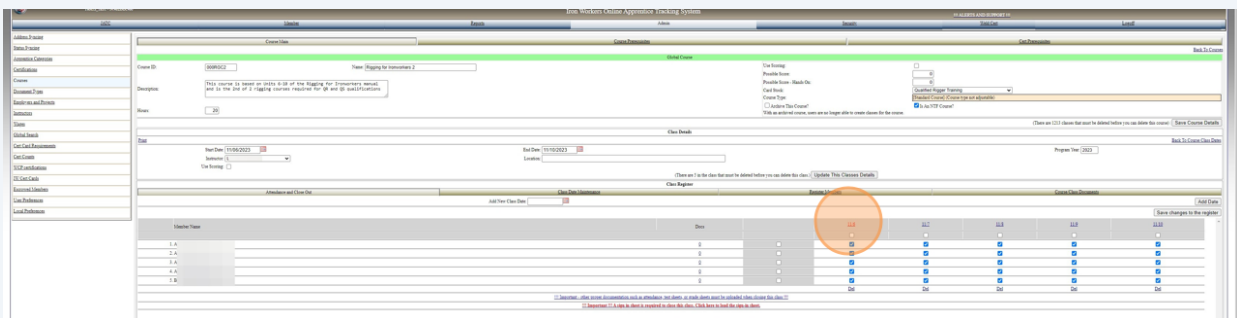
**14** Click the box to select the dates members attended the class.



**15** Click Save changes to the register.



**16** Click the class day to print the sign-in and attendance sheets for each day.



17 Click here to print the sign-in and attendance sheets.

Navigation icons: ⏪ < 1 of 2? > ⏩ ↺ ↻ 100% 📄 🖨️ Find | Next

**Iron Workers**

Course: Rigging for Ironworkers 2 - Instructor: L [REDACTED]

**ATTENDANCE SHEET**

Local(s): [REDACTED] Date 11/6/2023

Name	Class	Book	SSN	LU	Time In	Time Out
1 A [REDACTED]	APPRENTICE	[REDACTED]	[REDACTED]	[REDACTED]		
2 A [REDACTED]	APPRENTICE	[REDACTED]	[REDACTED]	[REDACTED]		
3 A [REDACTED]	APPRENTICE	[REDACTED]	[REDACTED]	[REDACTED]		
4 A [REDACTED]	APPRENTICE	[REDACTED]	[REDACTED]	[REDACTED]		
5 B [REDACTED]	APPRENTICE	[REDACTED]	[REDACTED]	[REDACTED]		
6						
7						
8						
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12						
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18 Click "Course/Class Documents"

Iron Workers Apprentices Tracking System

Navigation: Home, Search, Reports, Settings, User Profile

Course ID: [REDACTED] Course Title: Rigging for Ironworkers 2

Course Description: [REDACTED]

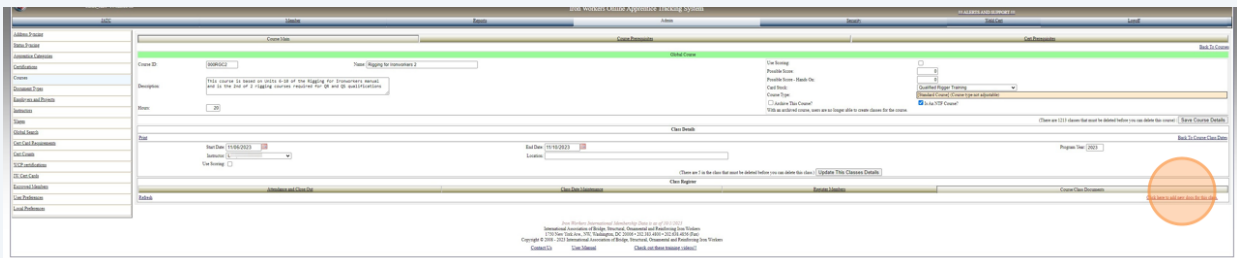
Class Details: Start Date: 11/06/2023, End Date: 11/06/2023

Class Register

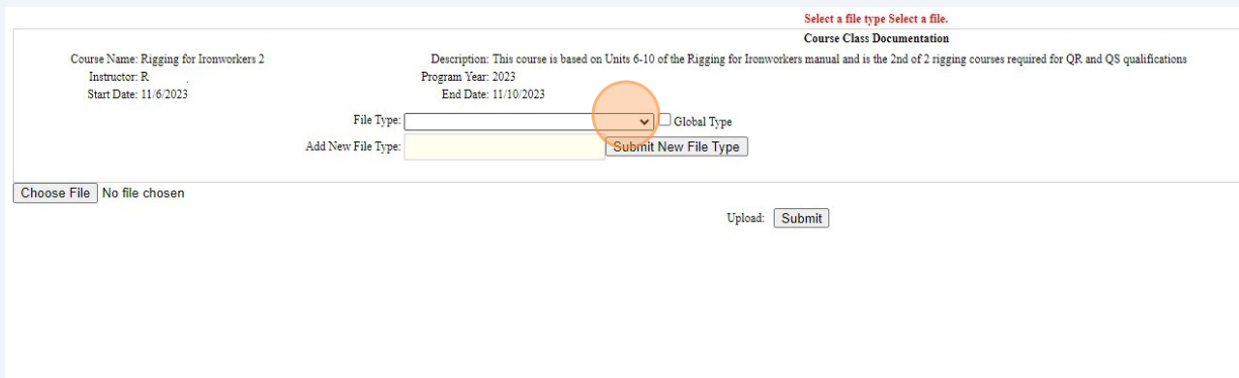
Student Name	DOB	SSN	LU	SSN	LU	SSN	LU	SSN	LU
1. A [REDACTED]									
2. A [REDACTED]									
3. A [REDACTED]									
4. A [REDACTED]									
5. B [REDACTED]									

🖨️ Print This Report

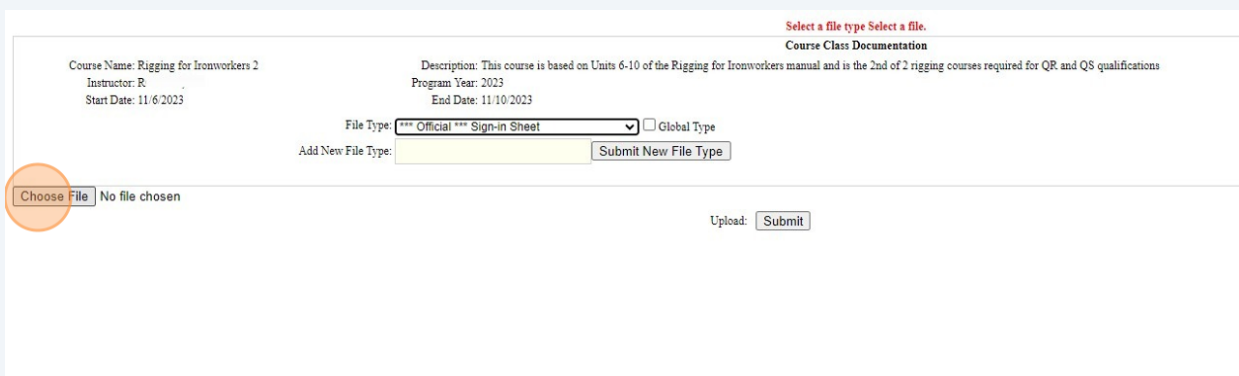
19 Click "Click here to add new docs for this class."



20 Click this dropdown and select \*\*\*Official\*\*\* Sign-In Sheet



21 Click choose file to upload the sign-in sheets.



## 22 Click Submit.

**Select a file type Select a file.**

**Course Class Documentation**

Description: This course is based on Units 6-10 of the Rigging for Ironworkers manual and is the 2nd of 2 rigging courses required for QR and QS qualifications  
Program Year: 2023  
End Date: 11/10/2023

File Type: **\*\*\* Official \*\*\* Sign-in Sheet**  Global Type

Add New File Type:

Upload:

## 23 Click "Refresh"

The screenshot shows the 'Iron Worker Online Apprentice Tracking System' interface. The main content area displays course information for 'Iron Worker - Rigging for Ironworkers 2'. The left-hand navigation menu has a 'Refresh' button highlighted with an orange circle. The course details include Course ID, Description, Hours, Start/End Dates, and various checkboxes for file types and global types.

## 24 Click "\*\*\* Official \*\*\* Sign-in Sheet" to view the sign-in sheet uploaded correctly.

The screenshot shows the same course details page as in step 23. An orange circle highlights the file type dropdown menu, which is currently set to '\*\*\* Official \*\*\* Sign-in Sheet'. The rest of the page content remains the same.

## 25 Click "Attendance and Close Out"

The screenshot shows the 'Attendance and Close Out' section of the software interface. The 'Attendance and Close Out' button is highlighted with an orange circle. The interface includes fields for Course ID, Description, Dates, and various checkboxes for attendance and grading options.

## 26 Click "Close Out This Class"

The screenshot shows the 'Close Out This Class' section of the software interface. The 'Close Out This Class' button is highlighted with an orange circle. The interface includes a table with columns for Member Name, Date, and various attendance/grading indicators.

Member Name	Date	Present	Excused	Missed	Other	Grade
1.A	11/14/2023					
1.A	11/15/2023					
1.A	11/16/2023					
1.A	11/17/2023					
1.A	11/18/2023					
1.A	11/19/2023					

## 27 Click the box for all members or for each member who passed and attended all days. Enter a grade if scoring is required or desired.

The screenshot shows the 'Attendance and Close Out' section of the software interface. The 'Attendance and Close Out' button is highlighted with an orange circle. The interface includes a table with columns for Member Name, Date, Present, Excused, Missed, Other, and Grade.

Member Name	Date	Present	Excused	Missed	Other	Grade
1.A	11/14/2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.A	11/15/2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.A	11/16/2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.A	11/17/2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.A	11/18/2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.A	11/19/2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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### Click Close This Class.

The screenshot displays a web-based course management interface. At the top, there are navigation tabs for 'Home', 'Classroom', 'Classroom', 'Classroom', and 'Classroom'. The main content area is titled 'Close Class' and contains several form fields: 'Course ID' (with a dropdown menu), 'Description' (with a text area), and 'Status' (with a dropdown menu). Below these fields are sections for 'Class Dates' and 'Class Sections'. A table is visible with columns for 'Student Name', 'Date', 'Period', 'Grade', and 'Class Sections'. The table contains several rows of data. At the bottom of the page, there is a red circle highlighting the 'Close This Class' button. A warning message is also visible: 'WARNING: ALL STUDENTS MUST BE UNENROLLED FROM THIS CLASS BEFORE YOU CAN CLOSE THIS CLASS.' Below this message are buttons for 'Cancel Close Out', 'Save Progress', and 'Close This Class'.