

Team Quick Start Guide

Qualifying Round



1.0 Introduction

Teams competing in the Qualifying Round of the NAPTA Troubleshooting Skills Competition will use a learning portal (or Learning Management System) to take a troubleshooting test with scenarios and questions, such as multiple choice and matching. The test will be scored, and the top twenty scoring teams will qualify for the Semi-Final round of the NAPTA Troubleshooting Skills Competition.

The purpose of this document is to show you how to launch the Virtual Training Assistant (VTA) Learner (the learning portal, or LMS, the competition will use) during the Qualifying Round, open troubleshooting scenario documents, and take the related test.

There are three scenarios and related tests. Each scenario has three related documents: the scenario description, a manual related to the scenario, and a troubleshooting worksheet for data placement.

This guide outlines the steps necessary to complete your Qualifying Round competition.

1.1 Logging In to the LMS



Read these directions carefully before proceeding to use the LMS. If you have any technical issues with the LMS, immediately notify the proctor.

When the proctor instructs you to open the LMS, follow these steps:

1. If the computer you are using has a pop-up blocker, turn it off or temporarily disable it.
2. Open a web browser (Internet Explorer 9 or higher, Firefox, Chrome or Safari) and go to this web address:

<https://www2.virtualtrainingassistant.com/NAPTA/LearnerConnection/Security/Logon.aspx>



If you open the link from this document, you may get a warning about opening the link. Click OK.

3. When the VTA Learner Logon page opens, enter the provided Logon ID and password, exactly as provided by your proctor, and click the **OK** button.

LEARNER
VIRTUAL TRAINING ASSISTANT



Please Logon

Logon ID:

Password: [Forgot your password?](#)

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Keep your Logon ID and Password handy; you will need to log out and log in to complete each scenario.

- The VTA Learner will open; displaying the **My Plan** page with the three scenarios you are assigned:

Type	Course Title	Code	Priority	Status	Action
	Qualifying Round - Scenario A	PTS016030	3	Due: 3/31/2017	
	Qualifying Round - Scenario B	PTS016040	3	Due: 3/31/2017	
	Qualifying Round - Scenario C	PTS016050	3	Due: 3/31/2017	



The Status/Due date on your screen may be different from the screen above; this is not an issue.

- Click the **Start** button to the right of Qualifying Round – Scenario A. **NOTE:** Your official time has not started yet.



Carefully manage your time. Time begins when you click the start button on the scenario. If time expires and you have not completed the test, you will not be allowed to continue.

When you start the test, your proctor will hand you a packet of documents for the scenario. You can also access an electronic version of the documents through the LMS.

You must not view any scenario documents (paper and electronic) before you start the test.

The **Course Description** page displays.

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Course Site	NAPTA						
Course	Qualifying Round - Scenario A (PTS016030)						
Custodian							
Credit Hours	0.00						
Charge Amount	\$0.00						
Prerequisite Status	OK						
Documents	Scenario A Part 1 - Scenario In <input type="button" value="Open"/>						
Description							
Outline							
Objectives							
Target Audience							
Lessons	<table><thead><tr><th>Lesson Name</th><th>Lesson Type</th><th>Required</th></tr></thead><tbody><tr><td>Test</td><td>Test</td><td><input checked="" type="checkbox"/></td></tr></tbody></table>	Lesson Name	Lesson Type	Required	Test	Test	<input checked="" type="checkbox"/>
Lesson Name	Lesson Type	Required					
Test	Test	<input checked="" type="checkbox"/>					

6. If you want to open the electronic versions of the scenario documents provided by the proctor, you must do so now from this page. If you do not want to open the electronic versions and use only the hard copy version, proceed to step 7.

To open an electronic document:

Open the drop down list next to **Documents** and select Scenario A Part 1 – Scenario Information. Next, click the **Open** button. The document will open in a new browser tab or window, depending on the browser you are using. The file type is a PDF.

NOTE: You may confirm the document opened by viewing the first page BUT DO NOT GO BEYOND PAGE 1.

Go back to the tab/window with the LMS (it will have the VTAS Learner at the top) and open the next two documents using the same process described in this step. The other documents are:

Scenario A Part 2 – Manual Scenario and Scenario A Part 3 – Worksheet.

Scenario A Part 2 – Manual Scenario is a guide describing information about the process unit, including process description, equipment specifications, diagrams, instrumentation, and operations-related processes.

Scenario A Part 3 – Worksheet is a troubleshooting form you can view. NOTE: This is a non-fillable PDF (meaning you cannot enter information in it, only view it); you will receive a hard copy in the packet from the proctor.

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- Return to the LMS tab/window. From the **Course Description** page, Click the **Start Course** button to open the **Class Lessons** page.

Lesson Name	Lesson Type	Required	Status	Action
Test	Test	<input checked="" type="checkbox"/>	Not Started	Start Test *

* Opens in a new window. Please disable pop-up blockers to open.

- When you are ready to begin, click the **Start Test** button. Your time has not officially started yet. The **Test Instructions** screen will be displayed. It will list instructions about the test. Read them all, but the most important/relevant ones are the amount of time, number of questions, maximizing the browser window, and reading each question carefully

NOTE: No image is provided, to keep certain information secure until your test date.

- Click **Start** to launch the test, and the proctor will provide you with the hard copy documents. **The proctor will need to log in so you can continue.** The test will launch.

NOTE: No image is provided, to keep certain information secure until you see the information for the first time in the LMS.

- The test displays in a new browser window. Answer the test questions, using the scenario and other provided materials. Keep an eye on the timer in the upper right corner of the test screen. **You must click the Finish button before the timer expires.**
- You will have different buttons to move through test questions. **Use the Next button, as the questions must be answered in the order they are presented.** On the final question, the **Next** button is disabled. If you finish answering the questions before time has expired, you can review using the **Go To** button; select the question number to view and click the **Go To** button. While reviewing, you can also use the **Previous, Start, and End** buttons.
- When you are done with the test, click the Finish button** (do not click Quit). The **Test Completion** page appears.
- Click the Grade button to score the test and submit the results. The time officially ends. Note: if you have unanswered questions, they will be listed on this page above the Grade Test button. If you have time, you can go back and answer them.**
- The **Test Graded** screen displays. Your score is shown. Click the **Close Test** to close the window.
- Make sure you see the LMS in the browser window. You should see the **Test Started** screen.

Click the Continue button. You will return to the Class Lessons screen. You should see your test score and date under Status, and Done under Action.

Click the Back button to return to the My Plan page. The scenarios you have not started will appear in the list; your completed scenario is no longer on the list.

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16. Click **Logoff** in the upper right corner of the page. You must take a break before starting the next scenario.
17. Follow these steps again when ready to take Scenario B and C.
18. When done with all three scenarios, log off and close the browser window.
19. Return all materials including the notes and worksheet(s) to your proctor.

The **Course Titles** correspond to the three scenarios and tests that make up the Qualifying Round. The titles, and amount of time you have for each, are: Qualifying Round – Scenario A (45 minutes), Qualifying Round – Scenario B (30 minutes), and Qualifying Round – Scenario C (30 minutes).

Verify that all three Scenarios are listed on your screen. The **Action** for each should be **Start**. If you do not have all three scenarios, or do not see Start as the Action, immediately inform the proctor.

Scenario A is not necessarily more difficult than B or C; you are given 15 extra minutes so you can familiarize yourself with the LMS while completing the first scenario.

Congratulations!

**Your team has completed the Qualifying Round
of the NAPTA Troubleshooting Skills Competition!
Results will be announced to coaches by Monday, March 25.**