

1.0 Introduction

Teams competing in the Qualifying Round of the 2019 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 NAPTA 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) and open/print the materials the teams will need for the Qualifying Round.

If you need assistance, please contact Susan Davis at 832.385.7751 or support@naptaonline.org

You will need to make approximately 60 copies of those pages in color and 60-70 copies of those pages in black & white. If two or more teams are competing on the Qualifying Round date/time at your school, you need to make a set for each team. If more than one team is participating but not on the same date, you only need to make one set. A team must not write on or destroy the materials and return them to you at the end of the Qualifying Round.

There are three sets of materials, called Scenario A, B, and C. Each set has three documents: Scenario A/B/C Part 1 – Scenario Information, Scenario A/B/C Part 2 – Manual, and Scenario A/B/C Part 3 – Worksheet. **You must print Part 1 pages in color**, while Parts 2 and 3 pages can be printed in black & white.

Refer to the 2019 NAPTA Troubleshooting Skills Competition Qualifying Round Proctor Information document for specific information about proctor tasks.

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 coach who will contact technical support with NAPTA.

Follow these instructions for launching the LMS and opening/printing the materials:

1. If the computer you are using has a pop-up block, 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.

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- The VTA Learner Logon page opens. Enter the provided proctor Logon ID and password, exactly as given, and click the **OK** button.

Please Logon

Logon ID:

Password: [Forgot your password?](#)

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During the Qualifying Round, the proctor will also need to log on using the same Logon ID and Password.

- The VTA Learner will open; displaying the **My Plan** page with the course you are assigned.

My Plan

Student ID:

Student Name:

[+] Filter

Group By:

Due <= 30 days Requirements: 1

Type	Course Title	Code	Priority	Status	Action
	SAMPLE - NAPTA Competition Course	PTS016010	3	Due: 3/31/2017	Start
	Qualifying Round - Files to Print	PTS010620	3	Due: 3/31/2017	Start





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

In this case, the materials are located under the **Course Title** of **Qualifying Round – Files to Print**.

- Click the **Start** button to the right of the course title (under **Action** heading on the blue bar).
Note: This button changes to **Resume** once you have started the course.

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My Plan  





Student ID

Student Name

[+] Filter

Group By ▾

Due <= 30 days Requirements: 1

Type	Course Title	Code	Priority	Status	Action
	SAMPLE - NAPTA Competition Course	PTS016010	3	Due: 3/31/2017	 Start
	Qualifying Round - files to Print	PTS010620	3	Due: 3/31/2017	 Start

6. The **Course Description** page displays.

Course Description

Course Site	NAPTA		
Course	Qualifying Round - Files to Print (PTS016020)		
Custodian			
Credit Hours	0.00		
Charge Amount	0.00 USD		
Prerequisite Status	OK		
Description	The 9 'Lesson' files are to be printed by proctors in advance of the qualifying round competition.		
Outline			
Objectives			
Target Audience			
Lessons	Lesson Name	Lesson Type	Required
	Scenario A Part 1	Document	<input checked="" type="checkbox"/>
	Scenario A Part 2	Document	<input checked="" type="checkbox"/>
	Scenario A Part 3	Document	<input checked="" type="checkbox"/>
	Scenario B Part 1	Document	<input checked="" type="checkbox"/>
	Scenario B Part 2	Document	<input checked="" type="checkbox"/>
	Scenario B Part 3	Document	<input checked="" type="checkbox"/>
	Scenario C Part 1	Document	<input checked="" type="checkbox"/>
	Scenario C Part 2	Document	<input checked="" type="checkbox"/>
	Scenario C Part 3	Document	<input checked="" type="checkbox"/>

7. Click the **Start Course** button to open the **Class Lessons** page.

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Class Lessons

Qualifying Round - Files to Print (PTS016020)

Lesson Name	Lesson Type	Required	Status	Action
Scenario A Part 1	Document	<input checked="" type="checkbox"/>	Completed Date: 3/4/2017	Run *
Scenario A Part 2	Document	<input checked="" type="checkbox"/>	Completed Date: 3/4/2017	Run *
Scenario A Part 3	Document	<input checked="" type="checkbox"/>	Completed Date: 3/4/2017	Run *
Scenario B Part 1	Document	<input checked="" type="checkbox"/>	Completed Date: 3/4/2017	Run *
Scenario B Part 2	Document	<input checked="" type="checkbox"/>	Completed Date: 3/4/2017	Run *
Scenario B Part 3	Document	<input checked="" type="checkbox"/>	Not Started	Run *
Scenario C Part 1	Document	<input checked="" type="checkbox"/>	Not Started	Not Available
Scenario C Part 2	Document	<input checked="" type="checkbox"/>	Not Started	Not Available
Scenario C Part 3	Document	<input checked="" type="checkbox"/>	Not Started	Not Available

8. Click on the **Run** link next to a document.

9. The document will appear in a new browser window. Each file is in PDF format. To print document, move your cursor over the bottom part of the screen. A menu bar appears.



10. Move over the **Print** icon and click it to display a standard Print dialog.

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Remember to print the Scenario A/B/C Part 1 documents in color. For Scenario A/B/C Part 2 and 3, you can print these in black and white.

11. Close the sample content window by clicking on the X button in the upper right corner of the window.
12. Go back to the browser window with the LMS displayed in it, and click the **Credit** button on the **Lesson Started** page. This will mark that you have opened and printed the document. You will see the **Class Lessons** page again.



*Important: You will not be able to open and print the next document until you click the **Credit** button.*

13. Repeat steps 8-12 for each document until you have printed everything.
14. If you want to take a sample test so you can see how a team will take a test, click on **Run** next to **SAMPLE – NAPTA Competition Course** on the My Plan page and follow the instructions.
15. When done click **Logoff** in the upper right corner of the page on the VTA Learner page.
16. Close the browser when done.

On the day of the Qualifying Round, you will need to login first to allow the team to login. Instructions for this will be provided in a Quick Start Guide that each team will receive.