

Tomorrow's Technician Video Learning Management System (VLMS) User Manual

Registration

Registration is easy. Once you click on the T2U link, you'll be prompted to create an account. Choose a username and password, then enter your personal details. Under school info, please enter in your school name and click whether you will be using the platform as a student or teacher. Refrain from using acronyms or nicknames when entering your school name. Instead, please use the official title of the school—i.e., write "The Ohio State University," instead of "OSU" or "Ohio State." Once completed, select "Create my new account."

After you first register, you can get back into your account by clicking the yellow "Log In" button at the top right corner of the webpage and entering your username and password. If you ever need to change your password, go to "Preferences" under the drop-down menu next to your profile at the top of your account page. Once in "Preferences," select "change password."

Enrolling for Teachers

Teachers must send their class list to Babcox to be uploaded into the system. The class list should be sent as an Excel or .CVS file and include the student's first name, last name, and email address. Please separate the requested information into titled columns. Please send the class list to mledddy@babcox.com.

The first page you will see is your dashboard. Pop-up tour cards will appear to lead you around the webpage and explain each feature. Once the tour is complete, click on the "home" button and scroll down to the section "Available Courses." Click on the individual course buttons. They will redirect you to a description of the course and present you with the option to self-enroll. After you self-enroll, the course will appear on your dashboard. You will also receive an email confirming your enrollment.

Enrolling for Students

No need to worry about enrolling into each individual course, the course administrators will do that for you.

Beginning the Course

Find the course you want on your dashboard and click on it to begin. You will be redirected to a page with a more in-depth description of the course, as well as the chapter breakdown for each module. If you click on one of the chapter icons at the bottom of the page, a checklist will pop up in the center of the screen and show you the overview of each chapter, including any glossary features and activities. When using the checklist, you can move between chapter overviews with the forward and backward arrows on the sides of the screen.

You can also see a breakdown of the course by chapters on the righthand side of the screen under "Navigation." Clicking on the chapter number will drop down the list of videos, glossaries, and activities included in each chapter. This allows for quick maneuvering between chapter pages. Once you are on a course page, you can go back to the previous activity or go forward to the next activity by clicking on the arrows at the bottom of each page.

Course Completion

Each course consists of several chapters of instructional videos on the topic, an interactive glossary, activities to test your knowledge of the material, and a final Comprehensive Post Test. You must earn a 70% or higher on the test to pass, and only then will you receive a certificate of completion.

FAQs

- **If I start a course but need to pause, do I pick back up in the same place?**
 - Yes, you can pick up where you left off. On your student dashboard, there are indicators of course progress. Also, within the course itself, checkmarks appear on modules you have completed/viewed.
- **Can I check the status of my student's progress?**
 - Yes, instructors that have teacher permissions are able to view grade reports and completions from within the course selected. Also, instructors will be emailed copies of students' certificates of completion as the courses are completed.
- **Can I add students to a course after it has started?**
 - Sure - just make a request to mleddy@babcox.com to add or remove students as needed at any time.
- **My school will not allow me to supply email addresses, can I upload my students' information on my own?**
 - No. Teachers do not have the admin capacity to create accounts. Email addresses are required for basic functions like password resets, system messages, and certificates. ALL user accounts will require an email.
- **How often will new courses be added?**
 - 2 to 3 new courses will be added each month throughout 2021 and into the first part of 2022.
- **Can I recommend a course for the VLMS?**
 - Yes, we welcome feedback! Please contact Maddy Leddy, VLMS Administrator, at mleddy@babcox.com or 330-670-1234 ext. 391.
- **Who do I contact with questions?**
 - Please contact Maddy Leddy, VLMS Administrator, at mleddy@babcox.com or 330-670-1234 ext. 391.
- **Can I access the VLMS from the Tomorrow's Technician website?**
 - Yes. You can register for the site, enroll in classes, and find the latest information about the VLMS at www.tomorrowstechnician.com.
- **Will you offer any live stream classes or webinars during the year?**
 - Yes. Instructors will receive notifications via email when live events and webinars are available.