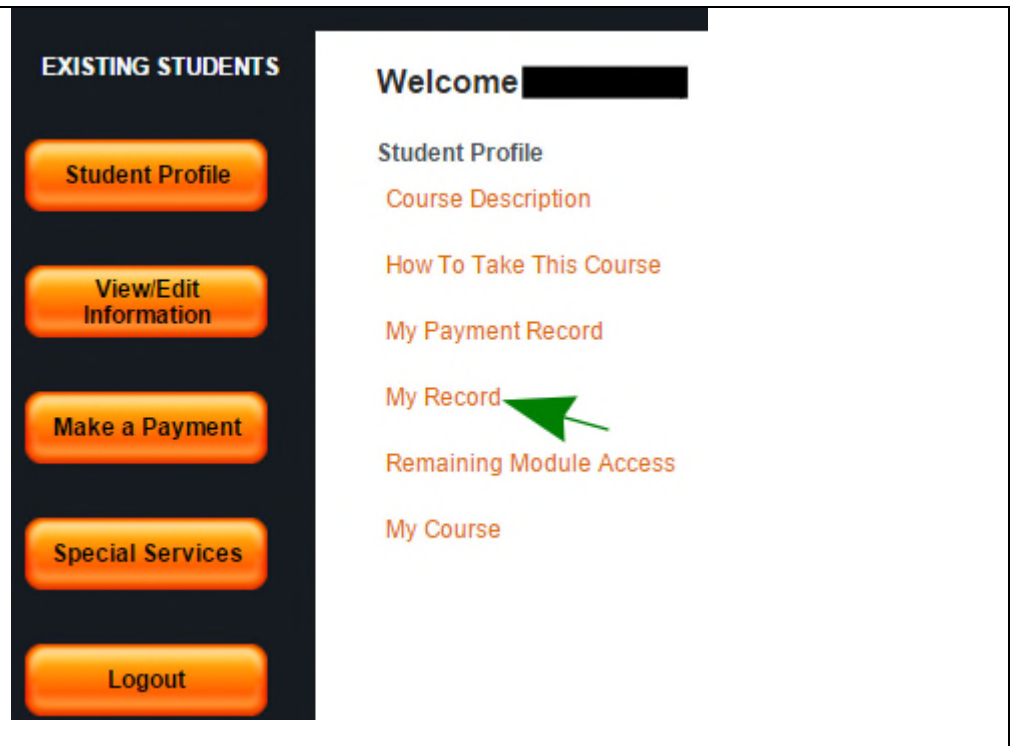


How to Access Your Marks

Step 1: To check your record, click on the “My Record” button.



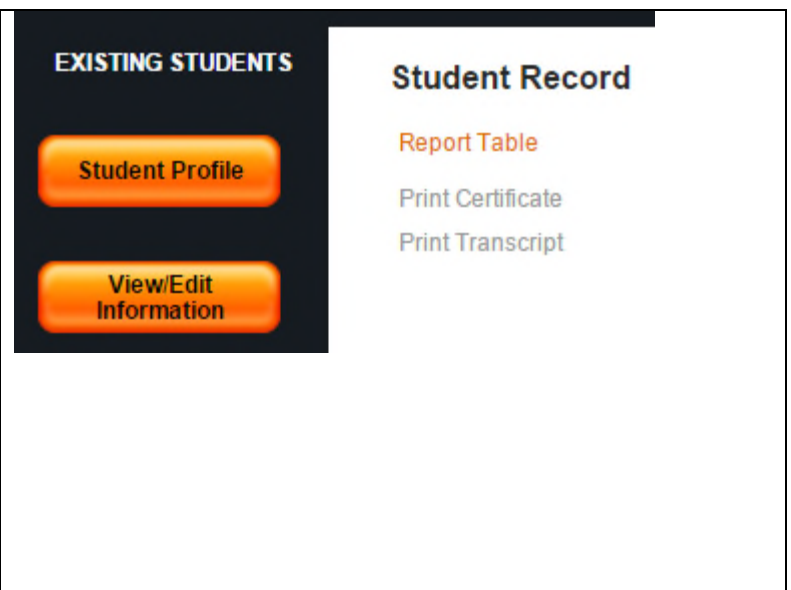
Step 2: Clicking on the “My Record” button, brings you to this screen.

Notice that at the time this screenshot was taken, only the “Report Table” was active.

The other two buttons are grayed out, which will become active after the course requirements have been completed.

Later on in this document, we will discuss what is meant by completing the course requirements.

But, you can click on the “Report Table” button to see what happens. Let’s do that.



Student Record

Student Name ██████████ Course Name HVAC Training - C Enrollment Date 02-28-2016 Min Residency 02-28-2016 Course Expiry 02-27-2017 Today's Date 02-29-2016

Module Name	Module Score (0 to 100)	Module Pass Date(MM-DD-YYYY)	Instructor Comments
Refrigerators and Room AC Fundamentals	--	--	--
Basic Industrial Safety	--	--	--
Basic Lockout-Tagout	--	--	--
Basic Process Instrumentation & Control	--	--	--
Electrical Safety	--	--	--
Electricity for Technicians	--	--	--
Fundamentals of Gas Heating Furnaces	--	--	--
HVACR Safety - Piping-Tubing Handling	--	--	--
Leak Detection - Charging - Expansion	--	--	--
Math for Technicians and Operators	--	--	--
Physics for Technicians 1	--	--	--
Physics for Technicians 2	--	--	--
Physics for Technicians 3	--	--	--
Reading Technical Drawings	--	--	--
Refrigerant Temperature-Pressure Relationship	--	--	--
Basic Hazard Communication	--	--	--
All Module Pass Date - AMPD	--		
Course Pass Date	--		
Course Status	Incomplete		
Course Grade	--		

Step 3: Clicking on the “Report Table” button brings you to the screen shown above.

This table shows your marks for each of the learning modules. After your written test is received and graded, the Instructor records your marks and his comments (if any) in this table. Please note that all marks and comments are communicated to the student through this table- no other written communication is sent to the student.

Note: Your access to the course expires on the course expiry date. In our estimation, an average student should be able to finish the course in a much shorter time – say, four months or so. With that being said, the actual completion time is different for different students –it is largely dependent on the student’s background knowledge, experience, work habits, etc.

You can go back to the “Student Profile” screen by clicking on this button in the left hand menu.