



# **Adapting NC3 Certifications to Virtual Platforms**

**Instructor Reference  
Date: 9.20.20**



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## ABOUT NC3

The National Coalition of Certification Centers (NC3) was established to address the need for strong industry partnerships with educational institutions and to develop and implement industry recognized portable certifications that have strong validation and assessment standards. We are a network of leading educational institutions and globally competitive industries that embody passion for innovative models that produce a sustainable, highly skilled workforce. Visit at [www.nc3.net](http://www.nc3.net).



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# INTRODUCTION TO VIRTUAL LEARNING

## INTRODUCTION

The purpose of this section is to acquaint the reader with an overview of NC3's Virtual Training program requirements.

Topics covered include:

1. Overview of NC3
2. Overview Virtual Training
3. Participant expectations

## NC3-Who We Are

NC3 was established to help build a workforce prepared to meet the needs of today's and tomorrow's industries by connecting employers and educational institutions in synergistic partnerships that foster effective training, elevation of skilled careers, and employment opportunities.

## Our Mission

The mission of NC3 is to meet the skilled workforce needs of industry while training the next generation of skilled workers for productive careers.

## Our Partners

In fulfilling its mission, NC3 builds deep industry-educational partnerships and develops, implements and sustains industry-recognized portable certifications built on national skills standards. We envision an industrial labor market where all workers have jobs they need to thrive and all companies have well-trained employees they need to operate and grow.

## Our Role

NC3 is the accreditation agency and ensures Industry meets education standards and Schools meet industry best practices. NC3 facilitates the flow of up to date critical information to all partners to ensure the best possible student outcomes.



# Certifications Across Industry

NC3 certifications can be applied across multiple industries creating flexible, stackable, and relevant credentials to students and employers of all kinds. NC3 certifications are built to be integrated into an existing technical program to enhance what was already being taught. By integrating NC3 industry certifications into existing courses, classrooms achieve the best of both worlds by introducing kinesthetic learning opportunities, industry-valued competencies, and providing students with employment opportunities and relevant job-ready skills.

## TRANSPORTATION

### Snap-on

- Automotive Diagnostics
- Wheel Service & Alignment
- On-Car Brake Lathe
- Battery Starting and Charging
- Diesel Diagnostics
- Tire Pressure Monitoring Systems (TPMS)

### Kubota

Off-Road Diesel Technologies

- Pre-Delivery Inspection (PDI) & Assembly
- Preventative Maintenance Inspection (PMI)
- Maintenance Procedures
- Electrical
- Hydraulics
- Engine
- Powertrain
- Brakes, Steering, Suspension (BSS)

## BUILDING TRADES/ENERGY EFFICIENCY

### Trane

Residential HVAC Systems

- Airflow
- Refrigeration Diagnostics
- Variable Speed Motors
- Air-to-Air Heat Pumps

Building Automation Systems

- Intro to HVAC Systems Building Control
- Automation, Spaces, Equipment, Security
- Set Points, Scheduling, Area & VAS, Points
- Chiller Plant Control, Alarms, Events
- Data Logs, Reports, Backup

### Greenlee

Electrical Trades

- Hand Bending
- Basic Conduit Bending
- Advanced Conduit Bending
- Wire Pathways
- Fishing Conduits/Raceways and Cable Pulling
- Electrical Branch/Series and Service Level Wire Termination
- 3-Phase Sequencing and Motor Rotation

### Snap-on

- Building Performance Instruments
- Drop Prevention Systems

### 3M

- VentureClad Tape

## MANUFACTURING

### Festo

#### STEM Lab

- Introduction to Mechatronics

#### Level 1: Fundamentals

- Fundamentals of Industry 4.0
- Fundamentals of Fluid Power - Hydraulics
- Fundamentals of Fluid Power - Pneumatics
- Fundamentals of Electricity - AC/DC
- Fundamentals of Robotics
- Fundamentals of Mechanical Systems
- Fundamentals of Sensor Technology
- Fundamentals of PLCs - Allen Bradley/Siemens
- Certified Industry 4.0 Associate Fundamentals (Capstone)

#### Level 2: Advanced Mechatronics

- Applied Robotics
- Applied Fluid Power
- Applied Product ID Fundamentals
- Applied Industry 4.0
- Applied PLC Technology II: Allen Bradley/Siemens

### Snap-on/Starrett

- Precision Measuring Instruments (PMI)
- Advanced Measuring Instruments (AMI)

### Dremel/Palmer Hamilton

- Idea Builder 3D Printing
- Laser Cutter

### Tormach/Palmer Hamilton

- XS Router Desktop CNC Mill Machine

## WELDING

### Lincoln Electric

#### Intro

- Welding Safety\*
- Principles of Welding\*
- Shielded Metal Arc Welding (SMAW)
- Flux-Cored Arc Welding (FCAW)
- Gas Metal Arc Welding (GMAW)
- Gas Tungsten Arc Welding (GTAW)

#### Advanced

- Shielded Metal Arc Welding (SMAW)
- Flux-Cored Arc Welding (FCAW)
- Gas Metal Arc Welding (GMAW)

## AVIATION

### Snap-on

- Structural Sheetmetal
- Drop Prevention Systems

### Snap-on/DMC

- Precision Electrical Termination (PETC)

## HEALTH & SAFETY

### 3M

#### Personal Protective Equipment (PPE)

- Hearing Protection
- Head, Eye & Face Protection
- Respiratory Protection

### Snap-on

- Drop Prevention Systems
- Hand Tool Safety\*
- Electrical Safety \*

### Lincoln Electric

- Welding Safety\*

## STEM

### Dremel/Palmer Hamilton

- Idea Builder 3D Printing
- Laser Cutter

### Tormach/Palmer Hamilton

- XS Router Desktop CNC Mill Machine

### Festo

- Introduction to Mechatronics
- Fundamentals of Electricity

## DIGITAL LITERACY

### Certiport

- IC3 Digital Literacy

### Dremel/Palmer Hamilton

- Idea Builder 3D Printing
- Laser Cutter

\* Certificate of knowledge included with select certification packages.

## Virtual Learning

The world of Education has dramatically changed in a short time. Years of best practices, processes and intuition knowledge are no longer relevant.

Here at NC3 we believe this is an opportunity to address long standing issues and represents a fantastic step into the future. While there is much work to do, we are looking forward to forging ahead to support you and your students.

## Flipping the Classroom

Virtual training has many different models. NC3 supports the Flipped Classroom. A flipped classroom is a type of hybrid learning where students are introduced to content, like lecture, at home and practice working through it at school.

There are two models for at home instruction

- Synchronous Learning
  - Live virtual training, with instruction taking place in real time with set class schedules and attendance expectations. This model is supported by NC3.
- Asynchronous Learning
  - This model relies on self-directed learning and often utilizes videos and guided lesson plans such as E-learning modules. There are no set class times, and students can complete coursework at anytime. **NC3 backed certifications are not designed to be used with this model.**

# Program Requirements

## Overview of Program Requirements:

- Live training
  - Experience has shown student outcomes and learning are achieved best with real time instructor interaction.
- Hands on labs required
  - Hands-on skill-based learning is foundational to nc3 back certifications.
- Exams and competencies tracked on nc3certs.com
  - NC3 certifications are hosted and maintained on NC3's online LMS portal.

## Live Training

Live training is the cornerstone of NC3 backed certifications. Experience has shown student outcomes and learning are achieved best with real time instructor interaction.

All NC3 backed certifications must be delivered “Live” in a synchronous format. Certification curriculum is designed to involve student/instructor interactions and is not suitable for asynchronous courses.

## Recording

NC3 backed certifications are designed with industry to be delivered live. **Due to copyright agreements and program requirements, recording classes, lectures, or labs is prohibited.**

Additionally course materials should not be “hosted” outside of nc3certs.com. Curriculum can not be added to third party LMS systems such as canvas, blackboard, etc.

Please review the help section and EULA for all program requirements or contact NC3 for any questions.

## Hands-on Labs

NC3 backed certifications require students complete hands-on labs to receive a certification certificate.

Instructors must verify student competency on the hands-on labs. Labs should not be completed as “homework” and any lab work should be completed with an instructor present.

Remember when you certify a student, you are signing off that you have observed the student meeting the skill competencies.

## Hands-on Lab Models

There are several options for meeting the hands-on lab requirements of the certification program.

- Loan out program
- Hybrid Classroom
- Delayed Certification

## Loan Out Tools

Some certifications are on equipment that can be easily loaned to students to complete labs while at home. For these certifications, students will need access to everything they will need during the class.

During class, the labs can be run virtually with students completing the labs while on camera for the instructor to observe.

This model is the model used by NC3 as part of its Virtual-Train-The-Trainer series.

## Hybrid

For certifications that the equipment can not be easily transported, a hybrid model can be used.

- Students attend lecture virtually completing one unit at a time
- Students return to campus to complete the hands-on labs that accompany the lecture they have just completed
- Students can rotate back and forth between virtual classes and in person lab times until they complete the course.

## Delayed Certification

For situations where policy prevents students from any in person contact a delayed certification model can be used.

- Students attend all theory and lectures for the entire course
- Students complete the exam remotely.
- Once campus returns to in person session, students will complete all labs.

## Best Practices

NC3 recommends these best practices:

- Suggested 2-hour class time limit
  - Research and experience shows long class times can cause fatigue and diminished learning. NC3 recommends limiting classes to no more than 2 hours.
- Instructors will need access to the equipment in order to teach
  - While students may not have tools in hand if using the hybrid or delayed model, as the instructor you will need them to teach the curriculum and answer questions.

## Participant Expectations

For all models:

- Attendees must have access to internet capable of supporting video conferencing.
  - Virtual Training will occur completely online. For the best experience you'll need a strong internet connection capable of streaming continuous video.
- Attendees must have a Webcam and voice capability. No “call ins” are allowed
  - Classes will be fully interactive. In order for you to ask questions, and for the instructor to check your understanding of the labs, you'll need to be on video. Attendees will not be able to passively listen and will be periodically asked to perform hands-on labs on video to demonstrate understanding and mastery.

- Attendees will need a PC that can open the flipbook and are expected to follow along.
  - The Instructor for your class will display the presentation throughout the class. However, you will also have access to the student curriculum through your NC3 account that you are able to follow along with. You may also be required to complete homework depending on the class you have registered for.
- Attendees will need to complete all pre-requisites and/or homework prior to class days.
  - Your instructor will assume you are ready for class and understand the materials that will be covered that day of class. Many certifications have pre-requisites that you must complete in order to continue the class. Due to the nature of the virtual format you will not have the opportunity to participate at a later date. Failure to keep pace with the class and complete homework will result in not receiving the certification
- Attendees are expected to pay attention. Attendees will be responsible for their own learning.
  - Virtual training is intended to be an interactive education course with full participation in which you will ultimately earn an industry credential. We expect you to be fully present and complete all assignments as requested. Your participation and attendance will be tracked and will be required for the successful completion of the class.

- Strict attendance will be enforced.
  - Classes are “accelerated” and attendees cannot miss class time. There will not be “make up” time, or the ability to watch the class at a different time. Registration will make clear the schedule and attendees must agree to make the class times as scheduled. NC3 may withhold certifications in the event an attendee skips a class.

Additionally for the loan out model:

- Attendees must be able to complete the labs and have access to the internet in that same space.
  - You will be completing the hands-on labs live with the instructor. You will need to be able to complete the labs with the required equipment and be connected to video at the same time. Please ensure that the internet and device you will be using will function in your lab space.

# Using NC3certs.com

## INTRODUCTION

The purpose of this section is to acquaint the reader with using NC3's online certification portal. Nc3certs.com is where all exams and materials are hosted and accessed.

Topics covered include:

1. Program Overview
2. Taking exams
3. Viewing curriculum
4. Setting up your school to issue certifications.
5. Additional features

## Certification Program Overview

All NC3 backed certifications are administered on NC3's LMS nc3certs.com. In order for your students to participate and receive their certifications, they will need access to the site throughout the whole process.

Two things are needed to offer certifications at your school:

1. A Train-The-Trainer trained Instructor
2. The industry required certification equipment

- Students & Working Professionals must pass by 70%
- Instructors must pass by 80%



- Tests are free for students and working professionals!
- Local industry participation and training is encouraged.
- Train as many students and working professionals as you wish.

Instructors are required to attend a Train-The-Trainer event and pass their exams for each and every certification they wish to offer.

**Only NC3 through the TTT events can train instructors to offer certifications.**

Head to [nc3.net/training](http://nc3.net/training) for information on the most current offerings.

Based on the certification you're issuing, you're required to purchase Industry equipment. Equipment purchasing is handled by Industry partners. Speak with your industry representative for information on required equipment and quotes.

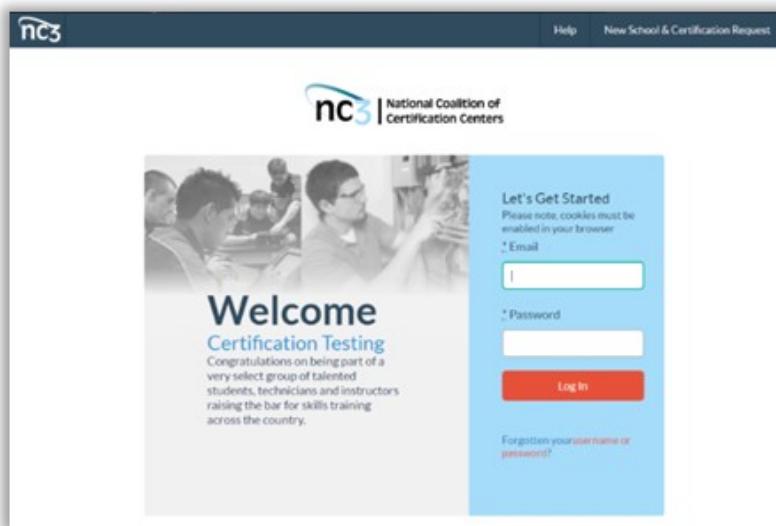
Equipment requirements may differ for Secondary and Post-Secondary schools. Speak with your Industry Representative for more information. Post-Secondary schools' requirements are not affected by dual-enrollments and must meet post-secondary equipment requirements regardless of secondary school student enrollments. Equipment is registered to each school and cannot be shared between multiple schools. Each school and program needs its own equipment.

Equipment requirements are based on student access. Schools must have equipment onsite and available to students to offer certifications. Each kit is made for a certain number of students. Class sizes shouldn't exceed the available equipment numbers. Purchase additional equipment if necessary, to meet your class size needs. Students should have access to the certification equipment throughout the certification delivery and during lab activities.

Remember this is a hands-on experience! Students should be comfortable and proficient using the equipment covered in a certification once they complete your class.

## NC3certs.com

Certifications are issued and maintained on NC3's LMS found on nc3certs.com. Once setup your school will have its own site on nc3certs.com



All curriculum, student records and class information is stored conveniently on nc3certs.com

Head to nc3certs.com

# Login

Login with the email address your account is registered to. Instructors are required to use their school associated email address. Students will use the email their account was setup to use.

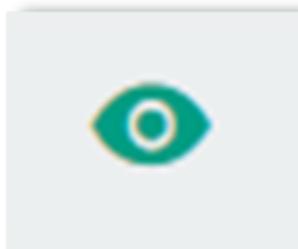


## Using NC3certs.com

The site will default to the “Certifications” tab. Here you’ll find the certifications you are assigned at the schools you are a part of.

Name	Category	Type	Exam Details	Assign
Dremel 3D Idea Builder Certification	US Fab Lab	Certification		
Zero Drop Philosophy	Safety	Certificate of Attendance		
Tools @ Height	Safety	Certification		
Ethos+ (Plus)	Diagnostics Certification	Certification		
604 Multimeter Certification	Meter Certification	Certification		

Click the “eyeball” to access individual exams and to access the curriculum



Click **Take Exam** to attempt an exam

**Certification Details**

Category: Battery, Starting, & Charging  
Certification  
Type: Certification

Certifications > Battery Maintenance & Engine Starting Certification

**Curriculum**  
Studying this material should help prepare you for the exam.

[Battery\\_Maintenance\\_and\\_Engine\\_Startng\\_11.27.18\\_PRINT\\_ONLY\\_DO\\_NOT\\_GIVE\\_TO\\_ST](#)  
[Snap-on\\_Battery\\_Maintenance\\_and\\_Engine\\_Startng\\_5.16.18.pptx](#)  
[BSC\\_All\\_Labs.pdf](#)

**Ready to get started?**

**View Curriculum**

**Take Exam**  
You have 2 attempts remaining.

Exams have no time limit and save automatically after each question is answered.

To take an exam on the nc3certs.com website you should click on the \_\_\_ icon.

House icon  
 Eyeball icon  
 Question Mark "?"  
 the NC3 logo

**Question 1 of 10**

**Edit Exam**

**Edit Question**

Instructor curriculum can be downloaded by clicking the hyperlinks under the “Curriculum” box.

**Certification Details**

Category: Battery, Starting, & Charging  
Certification  
Type: Certification

Certifications > Battery Maintenance & Engine Starting Certification

**Curriculum**  
Studying this material should help prepare you for the exam.

[Battery\\_Maintenance\\_and\\_Engine\\_Startng\\_11.27.18\\_PRINT\\_ONLY\\_DO\\_NOT\\_GIVE\\_TO\\_ST](#)  
[Snap-on\\_Battery\\_Maintenance\\_and\\_Engine\\_Startng\\_5.16.18.pptx](#)  
[BSC\\_All\\_Labs.pdf](#)

**Ready to get started?**

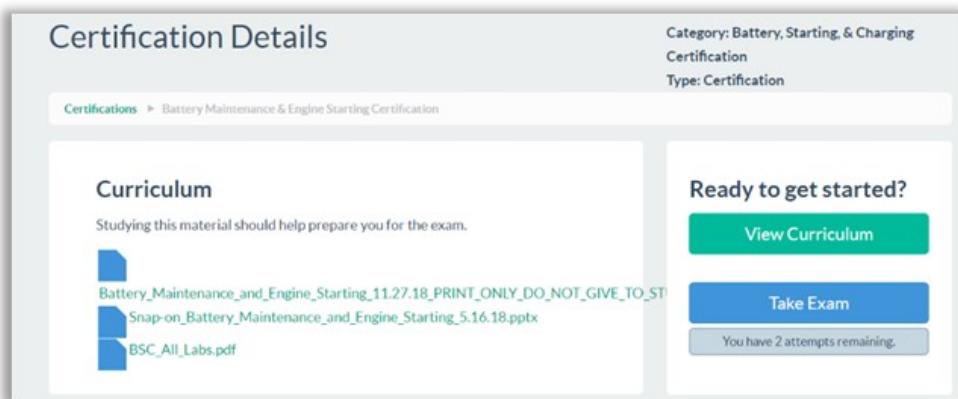
**View Curriculum**

**Take Exam**  
You have 2 attempts remaining.

Remember you must hold a cert and your school must have access in order for curriculum to show up here. Your Campus Admin may also need to toggle your permissions. Be sure you are under your schools heading when selecting the “eyeball”

Always download the latest curriculum before running your class. NC3 is constantly improving the certifications and will publish changes and updates often. To avoid mix-ups it is not recommended to store curriculum on jump drives or locally on your computer.

Click “View Curriculum” to open the Student “Flipbook” in another tab.



The screenshot shows the 'Certification Details' page for the 'Battery, Starting, & Charging' certification. The page is divided into several sections:

- Header:** Category: Battery, Starting, & Charging, Certification, Type: Certification.
- Breadcrumbs:** Certifications > Battery Maintenance & Engine Starting Certification.
- Curriculum Section:** Contains a sub-section titled 'Curriculum' with the text: 'Studying this material should help prepare you for the exam.' Below this are three document icons with their names: 'Battery\_Maintenance\_and\_Engine\_Startng\_11.27.18\_PRINT\_ONLY\_DO\_NOT\_GIVE\_TO\_ST...' (PDF), 'Snap-on\_Battery\_Maintenance\_and\_Engine\_Startng\_5.16.18.pptx' (PPTX), and 'BSC\_All\_Labs.pdf' (PDF).
- Ready to get started? Section:** Contains two buttons: 'View Curriculum' (green) and 'Take Exam' (blue). Below the buttons is a note: 'You have 2 attempts remaining.'

# FlipBook

Click “View Curriculum” to open the Student “Flipbook” in another tab.

## Certification Details

Category: Battery, Starting, & Charging  
Certification  
Type: Certification

**Certifications** > Battery Maintenance & Engine Starting Certification

<b>Curriculum</b> Studying this material should help prepare you for the exam.   Battery_Maintenance_and_Engine_Startng_11.27.18_PRINT_ONLY_DO_NOT_GIVE_TO_ST Snap-on_Battery_Maintenance_and_Engine_Startng_5.16.18.pptx BSC_All_Labs.pdf	<b>Ready to get started?</b>  <b>View Curriculum</b>  <b>Take Exam</b>  You have 2 attempts remaining.
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Flip Books allow instructors the opportunity to integrate the online curriculum into their certification courses. Students get the chance to view tailored curriculum on computers, laptops and all mobile devices. Flip Books allow for paperless curriculum and are the preferred method for offering your students the curriculum.

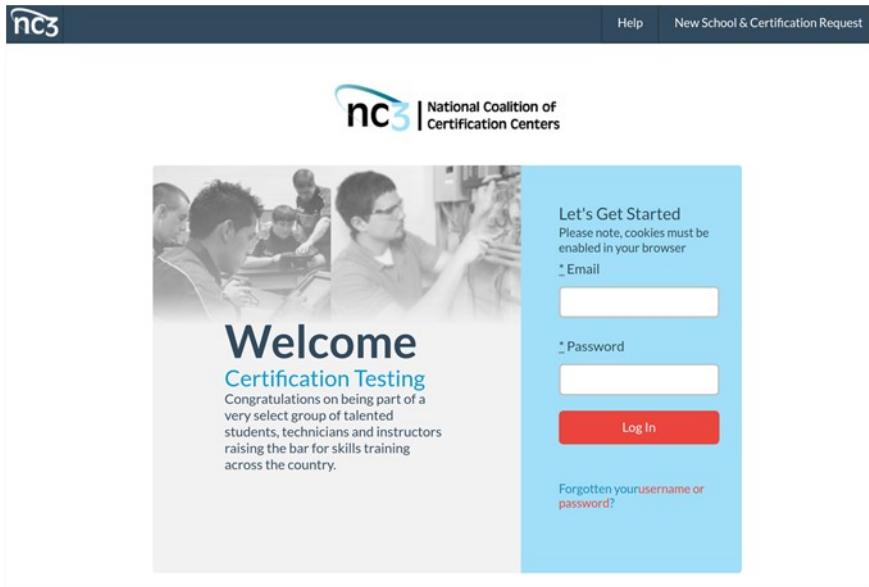


The screenshot shows a digital flipbook interface. On the left, there is a box titled "ABOUT NC3" containing text about the National Coalition of Certification Centers (NC3). On the right, the "TABLE OF CONTENTS" is displayed, showing the following structure:

UNIT 1 VIRTUAL TRAIN-THE-TRAINER .....	1
NC3 .....	2
Virtual Training .....	3
Expectations .....	4
Certification Program .....	6
UNIT 2 USING ZOOM .....	7
Accessing Zoom Settings .....	8
Joining the Webinar .....	11
Screen Setup .....	11
Using Zoom Controls .....	11
Asking a Question .....	11
UNIT 3 USING NC3CERTS.COM .....	12
Your account .....	12
Certification Materials .....	12
Taking Your Exams .....	12
Setting up Your School .....	12
Tour of the Site .....	12
Asking for Help .....	12
ADDITIONAL RESOURCES .....	12

To access the flipbook:

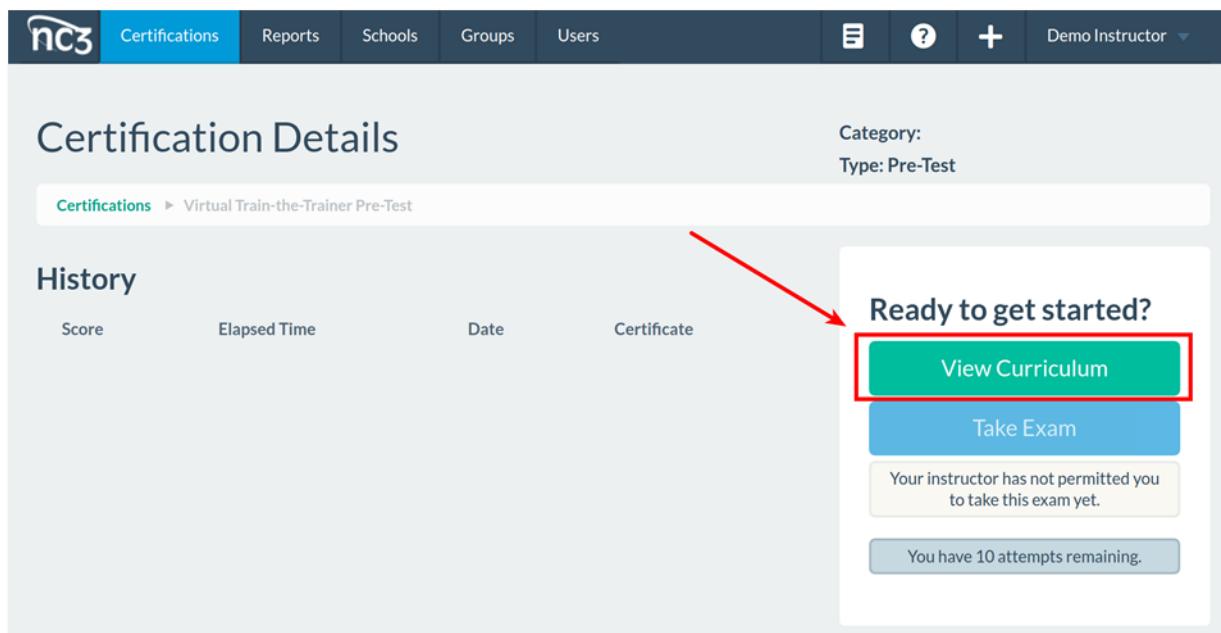
First log in to your account on  
nc3certs.com



Then press the “eyeball” next to your course

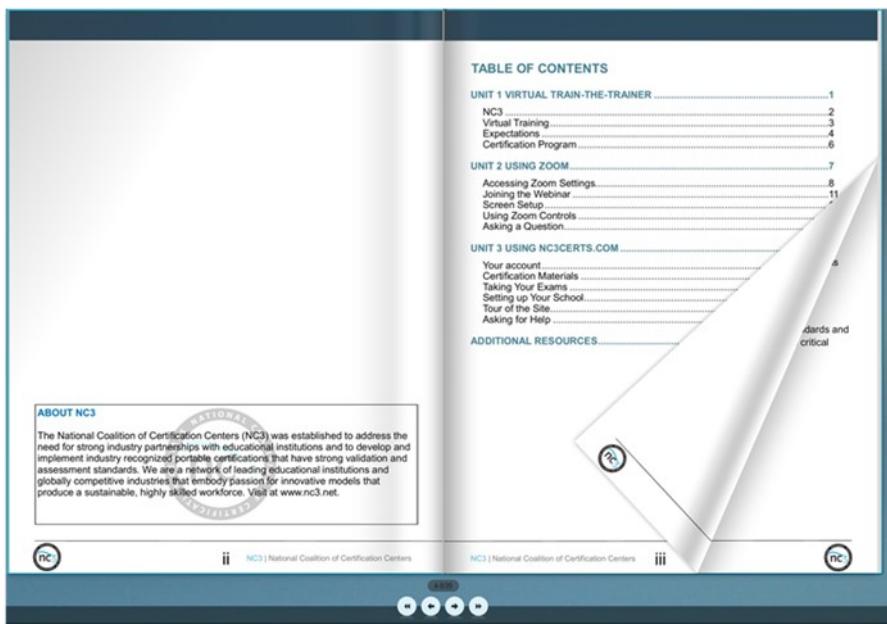
Name	Category	Type	Exam Details	Assign
Virtual Train-the-Trainer Pre-Test	Pre-Test	Pre-Test	<a href="#">Exam Details</a>	<a href="#">Assign</a>
Demo Certification	Certification	Certification	<a href="#">Exam Details</a>	<a href="#">Assign</a>

Press “View Curriculum”



The screenshot shows the NC3 platform interface. At the top, there is a navigation bar with links for Certifications, Reports, Schools, Groups, Users, and Demo Instructor. Below the navigation bar, the page title is "Certification Details" with a sub-category "Type: Pre-Test". On the left, there is a "History" section with columns for Score, Elapsed Time, Date, and Certificate. On the right, there is a "Ready to get started?" section with a "View Curriculum" button (which is highlighted with a red box and an arrow pointing to it), a "Take Exam" button, and two informational boxes: "Your instructor has not permitted you to take this exam yet." and "You have 10 attempts remaining."

The FlipBook will open in a separate window.



The screenshot shows a digital flipbook interface. At the top, there is a "TABLE OF CONTENTS" section with the following table of contents:

UNIT 1 VIRTUAL TRAIN-THE-TRAINER	1
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Setting Up	7
Using Zoom Controls	7
Asking a Question	7
UNIT 3 USING NC3CERTS.COM	8
Your account	8
Certification Materials	8
Take Your Exams	8
Setting up Your School	8
Tour of the Site	8
Asking for Help	8
ADDITIONAL RESOURCES	8

Below the table of contents, there is an "ABOUT NC3" section with a circular logo and text about the organization's mission. At the bottom, there are navigation icons and the NC3 logo.

## User Roles

There are different permission roles that affect what each User has access to. These permission roles are:

- **Campus Admin**

- (max 2 per school) NC3 allows a max of 2 NC3 certified instructors to be the exam site's "Campus Admin" which means that person has full permissions to the site and can add new students to the site. They are responsible for all administrative tasks and leading the NC3 program at your school. Contact this user for help with your schools' site.
- NC3 prefers one CA but allows up to two for the whole of a school. This user must be an TTT certified instructor (self tests certs excluded). This user is the head of implementation of NC3 certs on a school wide level and will be NC3 primary contact point. This user is responsible for all needed administrative tasks such as adding students, running reports, maintaining instructor certification status, account management etc... NC3 programs are intended to be a school wide collaborative program with departments working towards students successes as a whole.
- Ultimately it is up to the school who holds this permission title. Campus admin roles can only be set by NC3 staff and by default for new campuses will be whomever requested access for the school first. A current NC3 CA or school Administration official must submit in writing any request to change who this user is.

- **Instructor**

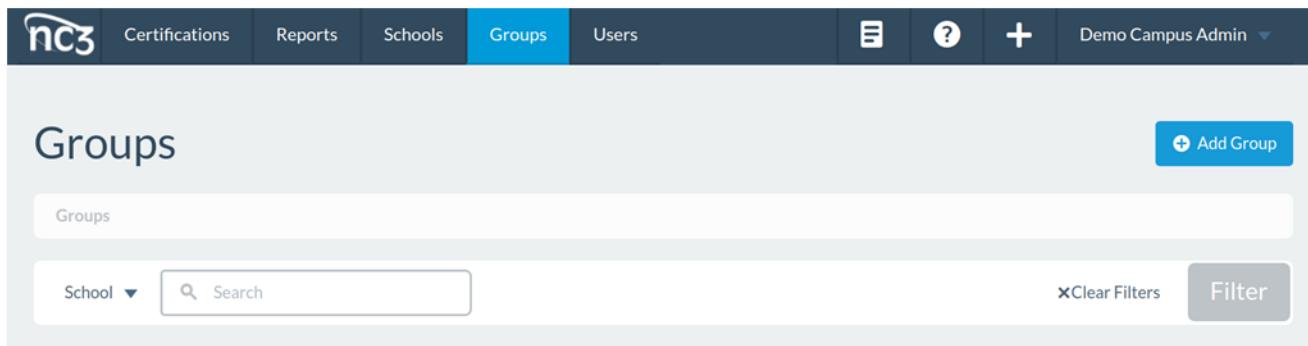
- Unlimited number of "Instructors" can be included on a school's site. Instructors will have full permissions (assigning students to groups, assigning certifications, viewing grades, running reports, etc.) **except for this "add new student" ability.**
- Instructor accounts assigned at a TTT event must be assigned to a campus by NC3 Staff. Contact NC3 for assistance.

## Creating Student Accounts

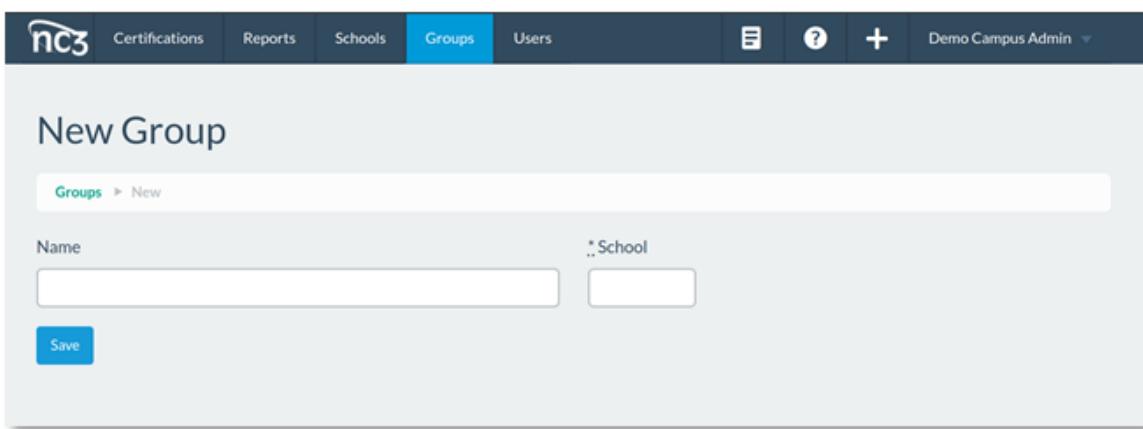
Students must have a personal account on nc3certs.com to participate. To get started a Campus Admin account will create each student account. Once created Instructors will be able to fully manage any student account.

**Remember only Campus Admin accounts can accomplish this task!**

To get started you'll need to create a group. Select the **Groups** tab. Then click **Add Group**



Fill out the name of the group you wish to create and select your school from the drop-down menu.



*Note: Some Campus Admins may have access to multiple schools depending on the setup. Be sure to select the correct school you are working with.*

You'll be brought to the group page. Select **Import Users**

## Edit Group Details

Groups > demo group 5 > Edit

Successfully created group

Name  \* School

**Save**

**Users**

This group doesn't have any users yet. Click the Add User or Import Users button to add some.

Emails

**Import Users**

Follow the steps by downloading the template and opening it.

**Step 1: Download Template**

**Download Import Template**

If you are not automatically prompted to save the file, right-click the button above and choose Save Target As or Save Link As.

**Step 2: Insert Data**

Enter the user details and save it as a CSV file. Feel free to add as many rows as you need.

**Step 3: Upload CSV**

If you do not select a school to import the users into you will not be able to see or update their accounts.

School

Group

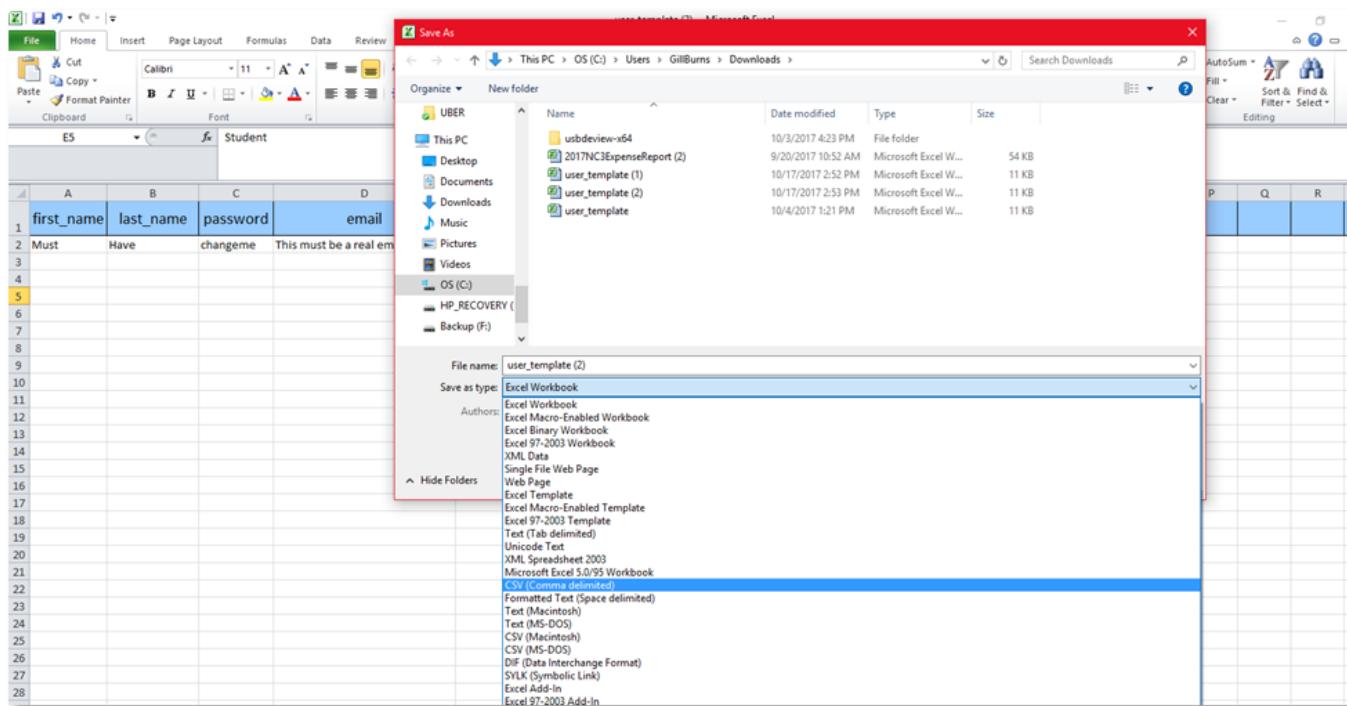
**Choose File** No file chosen

**Submit**

Fill in all fields, leaving no blanks. The drop-down menus will need to be copied and pasted for each student. You should always use real email addresses and the students must be assigned a password, use “changeme” to prompt the system to ask the student to change the password.

A	B	C	D	E	F	G
1	first_name	last_name	password	email	role	job_title
2	Must	Have	changeme	This must be a real email	Student	Post-Secondary Student
3					Student	Post-Secondary Student
4					Student	Post-Secondary Student
5					student	
6						

Click "Save as" in excel and save as a CSV, comma delimited file



On the NC3 "import user" select your school, the group name you already created and the file for the template and click submit.

**Step 2: Insert Data**

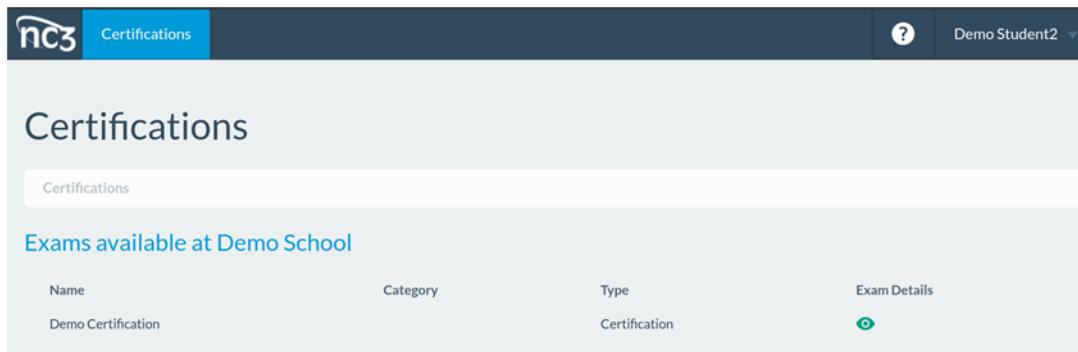
Enter the user details and save it as a CSV file. Feel free to add as many rows as you need.

HORLICK A Block 1  
Racine PMI Instructors  
Sanders 1617 S1/2 - 3B Construction Systems 1/2  
Perry 1617 S1/2 - 3A Construction Systems 1/2  
Perry 1617 S1/2 - 3B Construction Systems 1/2  
Perry 1617 S1/2 - 4A Construction Systems 1/2  
Perry 1617 S1/2 - 4B Construction Systems 1/2  
Kobriger 1617 S1/2 - 1A/1B Transportation Capstone  
Kobriger 1617 S1/2 - 3A/3B Transportation Capstone  
Kobriger 1617 S1/2 - ELPM Auto Tech 1  
Kobriger 1617 S1/2 - ELPM Auto Tech 2  
Haisler 1617 - Construction Systems 3/4 - Block 1AB  
DeBaker1617 S1/2 - 3A/3B CIM  
DeBaker1617 S1 - 1A/1B Machine & Fabrication 3/4 Capstone  
**DeBaker 17-18.test**  
Kobriger 1718 S1/2 - 1A/1B Transportation Capstone  
Kobriger 1718 S1/2 - 2A/2B Transportation Capstone  
Kobriger 1718 S1/2 - 3A/3B Transportation Capstone  
Kobriger 1718 S1/2 - ELPM Auto Tech 1  
Kobriger 1718 S1/2 - ELPM Auto Tech 2

No file chosen

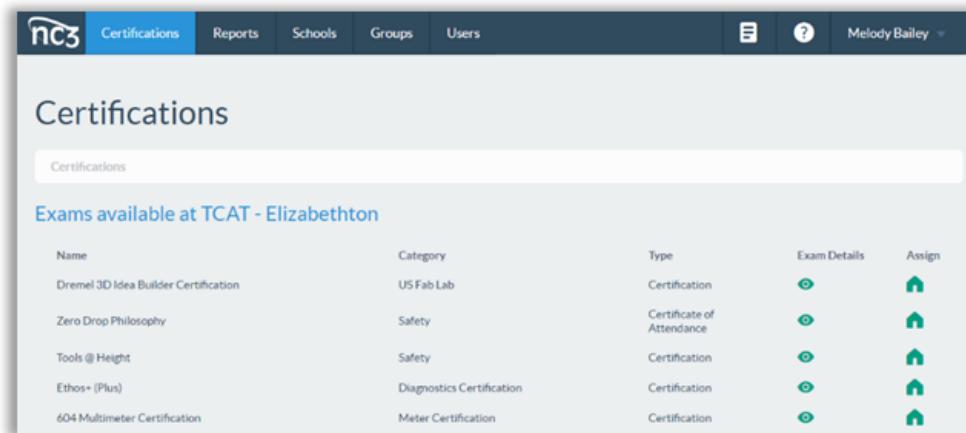
# Assigning Certifications

Once students accounts are created, they can then be managed by all instructors on campus. The next step is to add access to curriculum to your student's accounts.



Name	Category	Type	Exam Details
Demo Certification		Certification	

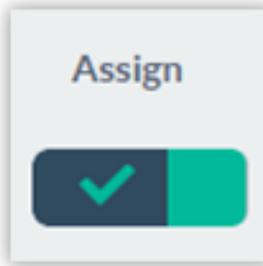
To assign a certification to a student click the “House” icon next to the desired exam. Remember your campus needs verified equipment and you must be up-to-date on your exams.



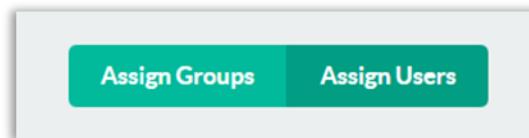
Name	Category	Type	Exam Details	Assign
Dremel 3D Idea Builder Certification	US Fab Lab	Certification		
Zero Drop Philosophy	Safety	Certificate of Attendance		
Tools @ Height	Safety	Certification		
Ethos+ (Plus)	Diagnostics Certification	Certification		
604 Multimeter Certification	Meter Certification	Certification		



Instructors will "toggle on" the exam using the "Assign" toggle.



Exams can be assigned either by student or by Groups of students.



Once assigned students will have access to the student curriculum Flipbook but will not be able to attempt the exam. Students should be given access to this throughout the course.

Assign	Lab Completed?	Exam Available	Allowed Attempts	Expires At	Name ▲	Role ▲	Group	Active
			3	11/20/2	Demo Student1	Student	Demo Group 1	

Ready to get started?

[View Curriculum](#)

[Take Exam](#)

Your instructor has not permitted you to take this exam yet.

Instructors will need to verify via a "toggle on" that the students have performed the hands-on labs. The students must complete the labs to receive a certificate.

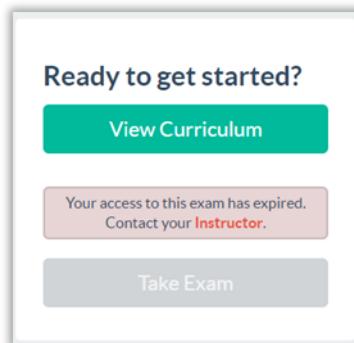
Assign	Lab Completed?	Exam Available	Allowed Attempts	Expires At	Name ▲	Role ▲	Group	Active
			3	11/20/2	Demo Student1	Student	Demo Group 1	

Finally students will need to pass the exam. To grant access toggle the “Exam Available” toggle.

Assign	Lab Completed?	Exam Available	Allowed Attempts	Expires At	Name ▲	Role ▲	Group	Active
			3	11/20/2	Demo Student1	Student	Demo Group 1	

Students are assigned 3 attempts in a 100-day period after which their access expires. If a student fails to pass an exam they can be assigned 3 more attempts once their access expires. To grant new attempts simply un-assign and re-assign students for 3 more attempts and 100 days to complete the exam, no need to contact NC3 and request assistance.

**Please note that students who have exhausted all attempts or whose access has not yet expired cannot be granted new attempts or time until after the expiration date listed on their exam page.**



# Reports

Once your students have completed their exams, you can track progress, pull grades and print reports using the **Reports** tab

The screenshot shows the NC3 software interface with the Reports tab selected. The top navigation bar includes links for Certifications, Reports, Schools, Groups, and Users. The Reports section is highlighted in blue. Below the navigation bar, there are six report categories arranged in a 2x3 grid:

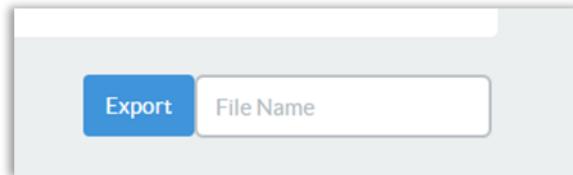
- Exams**: Report
- Certification**: Report
- Certification**: Summary Report
- Credentials**: Issued Report
- Instructor**: Activity Report

To use reports select the filters that apply and click “Filter”

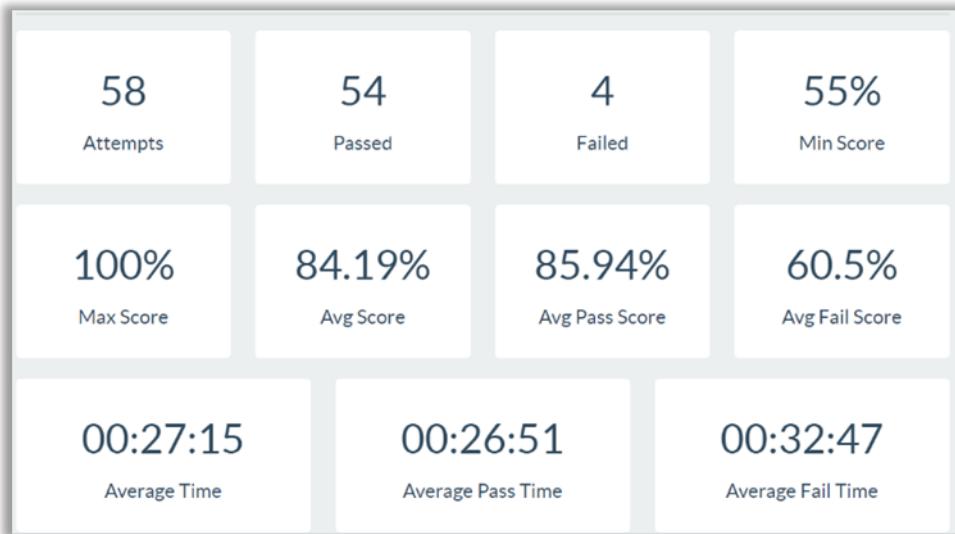
The screenshot shows the "Exams Report" filter dialog box. The dialog box has the following structure:

- Filters** section:
  - Exams**: A dropdown menu with items: Fiber Testing and Troubleshooting, Greenlee OTDR Operation, Fiber Preparation and Termination, Torque Applications and Procedures, and Mechanical Troubleshooting.
  - Schools**: A dropdown menu with item: TCAT - Elizabethton.
  - Exam Type**: A dropdown menu with item: Certification.
  - Exam Grade**: A dropdown menu with item: All.
  - Groups**: A dropdown menu with items: 504/525 Meter Sep 18 Day, 575 DzL Days 18, Cherokee Robotics, CIT, and CIT-DRAMA.
  - Job Title**: A dropdown menu with item: All.
- Date Range**:
  - From**: 1/1/2017
  - To**: 02/05/2019
- Exclude Safety & Theory Exams**: A toggle switch that is currently off.
- Buttons**:
  - Filter (blue button)
  - Clear Filters (red button)

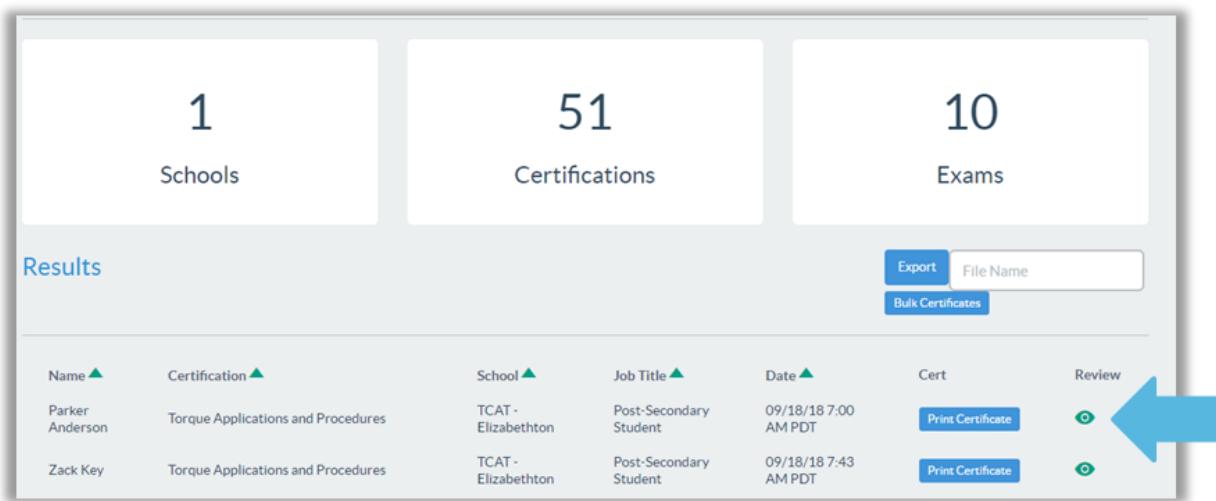
Results can be exported to excel as .csv file by naming the Report and clicking export. This will save to the computers Default save path.  
(Downloads file for Windows and Mac)



The Exams report show exams metrics and student attempts for filtered exams.



Click the “eyeball” to review student attempts.



The Certification report returns students who received certificates for the filtered time frame.

The screenshot shows a dashboard with three main metrics: 1 School, 51 Certifications, and 10 Exams. Below these, a table lists student data with columns for Name, Certification, School, Job Title, Date, Cert, and Review. Two rows of data are shown, each with a 'Print Certificate' button and a 'Review' button.

Name	Certification	School	Job Title	Date	Cert	Review
Parker Anderson	Torque Applications and Procedures	TCAT - Elizabethton	Post-Secondary Student	09/18/18 7:00 AM PDT	<a href="#">Print Certificate</a>	<a href="#">Review</a>
Zack Key	Torque Applications and Procedures	TCAT - Elizabethton	Post-Secondary Student	09/18/18 7:43 AM PDT	<a href="#">Print Certificate</a>	<a href="#">Review</a>

The Certification Summary report returns metrics on total Certificates issued by your school for the timeframe selected.

The screenshot shows a dashboard with two metrics: 1 School and 3533 Certifications.

The Certification Summary report only returns metrics on “Certifications” not Certificates of Attendance like safety and Theory exams.

Name	Category	Type
Dremel 3D Idea Builder Certification	US Fab Lab	Certification
Zero Drop Philosophy	Safety	Certificate of Attendance

The Credential Summary report returns metrics on both “Certifications” and “Certificates of Attendance” issued in the timeframe selected.

The screenshot shows a dashboard with two metrics: 1 School and 4121 Credentials Issued.

# User Management

The **User** tab allows management of users. Updating user information, changing passwords and reviewing certificates can be accessed here. See help section for information.

Name	Role	Schools	Groups	Active	Edit
Nancy Perkins	Website Support	TCAT - Elizabethton		✓	<input checked="" type="checkbox"/>
Justin Hampton	Student	TCAT - Elizabethton		✓	<input checked="" type="checkbox"/>
Steve Quales	Student	TCAT - Elizabethton	Robinette Company	✓	<input checked="" type="checkbox"/>
Dain Neely	Student	TCAT - Elizabethton	Robinette Company	✓	<input checked="" type="checkbox"/>
Christian Justice	Student	TCAT - Elizabethton	HVAC DMM	✓	<input checked="" type="checkbox"/>
Tyler Hale	Student	TCAT - Elizabethton	HVAC 2,6,17	✓	<input checked="" type="checkbox"/>
Houston Ward	Student	TCAT - Elizabethton	HVAC 2,6,17, HVAC DMM, T@H Mon Jan 14th 19	✓	<input checked="" type="checkbox"/>
Luke Reynolds	Student	TCAT - Elizabethton		✓	<input checked="" type="checkbox"/>

Campus Admin and Instructors can change student passwords by entering a new password under the user's profile. Passwords must be at least 8 characters.

Password - Has Password

Password confirmation

Campus Admin's can change student names only if the student hasn't completed a certification exam. Students who have completed an exam can only have their name changed by contacting NC3. This feature prevents certificate duplication and fraud.

# Getting Help

The  button links to help documents and how-to guides. This is your first stop for questions on the site.

## Help

Help

- INSTRUCTORS - How to Register your School.
- IMPORTANT ! First Log-in Instructions
- ALL USERS - Lost Password
- ALL USERS- Role's & Permission Types
- CAMPUS ADMIN & INSTRUCTORS: How to Access Course Curriculum
- CAMPUS ADMINS & INSTRUCTORS - FLIP-BOOK FEATURE
- CAMPUS ADMIN - User Import (Adding Users to the site)
- CAMPUS ADMIN & INSTRUCTORS - Group Management
- CAMPUS ADMIN & INSTRUCTORS: How to Assign Exams to Students
- CAMPUS ADMIN & INSTRUCTORS - Printing Certificates
- CAMPUS ADMIN & INSTRUCTORS - Running Reports
- CAMPUS ADMIN & INSTRUCTORS - How to View and Edit an User
- CAMPUS ADMIN & INSTRUCTORS: How to Lookup and Reset User Account Info (PW, Email, etc)
- CAMPUS ADMINS - Toggle-on Instructors in New System
- CAMPUS ADMIN & INSTRUCTORS - Multiple Accounts for one User
- CAMPUS ADMIN & INSTRUCTORS-Resetting Student Attempts
- CAMPUS ADMIN & INSTRUCTORS-Recertification
- NEW FEATURE- Copy a Group
- NEW FEATURE- Program Documents Page
- NEW FEATURE- Assigned Certifications to a User
- NEW FEATURE- Breadcrumbs

The button also allows you to submit a “Help Request” if you are unable to find the answer you are looking for.

### Can't find an answer?

STUDENTS: Your access is governed by your instructors, not NC3, so you should always contact your instructor first. While students can submit questions this feature is primarily for instructors.

Please contact us using the form below. We will make every effort to respond within the same business day.

First Name*	Last Name*
<input type="text" value="John"/>	<input type="text" value="Smith"/>
School*	Phone*
<input type="text" value="Harvard"/>	<input type="text" value="123-456-7890"/>
Email*	
<input type="text" value="jsmith@example.com"/>	
Question*	
<input type="text"/>	
<input type="button" value="Send"/>	

# Zoom Webinar

## INTRODUCTION

The purpose of this unit is to acquaint the reader with Zoom Webinar

Topics covered include:

1. Introduction to Zoom Webinar
2. Setting up Zoom account
3. Setting up Zoom Webinar
4. Launching Zoom Webinars

## Introduction to Zoom

NC3 utilizes the Zoom platform for all of it's Virtual-Train-The-Trainers. While there are several other platforms available, this presentation will focus only on the Zoom platform.

Zoom is free to students to join a class, though it will require a paid account to host classes as there are feature restrictions on free accounts.

Used properly, with password protections, authenticated links, and encryption, Zoom is a safe and secure platform.

## Zoom Features

Zoom supports and pioneered many features now considered standard for video conferencing software including:

- Camera and audio for all participants, with gallery view allowing all video feeds to be viewed at one time.
- A/V controls for host accounts, allowing for control over participant accounts.
- Screen share and remote screen control abilities for all participants.
- On screen polling
- Text group chat
- Expandable addons for additional functions like Zoom Webinar

## Zoom Webinar

NC3 chose Zoom Webinar for the best mix of features to meet the needs of high quality, interactive virtual learning. While it is possible to recreate this process on other platforms the features described in this section may require multiple different tools to recreate. Zoom webinar is an addon on a paid subscription and does incur a monthly cost to operate. These costs will be covered later in the presentation.

Zoom Webinar offers additional controls and features over the base Zoom platform and is designed with virtual learning in mind. Additional features include:

- Different user roles, with differing controls.
  - Panelist: has full control of A/V and can answer questions and view other participants.
  - Attendee: can only see what the host decides, does not have control over A/V without permission.
- Pre-defined Polls with exportable reports
- Authenticated logins with automatic link generation and reminders
- Class templating for reoccurring classes
- Automatic scheduling
- Registration process with branding and reporting
- Exportable reports for attendance and participation tracking
- Q&A feature for easy question tracking.

## Zoom Webinar User Roles

Zoom Webinar supports two user types with different permissions.

- Attendees
  - This role does not have video or speaking privileges by default
  - Attendees can ask questions using the Q&A feature or use the “Raise Hand” to request speaking privileges
  - This role is best used for students
- Panelist
  - This role has video and speaking privileges by default
  - Panelists can answer questions using the Q&A feature.
  - Panelists can share their screen.
  - This role is best used for adjuncts, assistants or as second accounts for additional camera angles (covered later)
  - Attendees can be “promoted” to panelists in order to grant video and screen-share permission, useful when checking labs or answer questions.

## Zoom Polls

Zoom offers the ability to run Polls during class. These can be used to reinforce concepts as well as document participation. Polls are not “quizzes” and no right answer can be set, however results can be tracked and exported.

Demo Poll in Progress 00:06

Attendees are now viewing questions 0 of 0 (0%) voted

**1. This is a Demo poll. Any questions up to 250 Characters can go here**

There can be up to 10 answers (0)0%

Multiple Selections are allowed (0)0%

Answers can also be 250 characters (0)0%

**2. True or False: This is great way to track participation.**

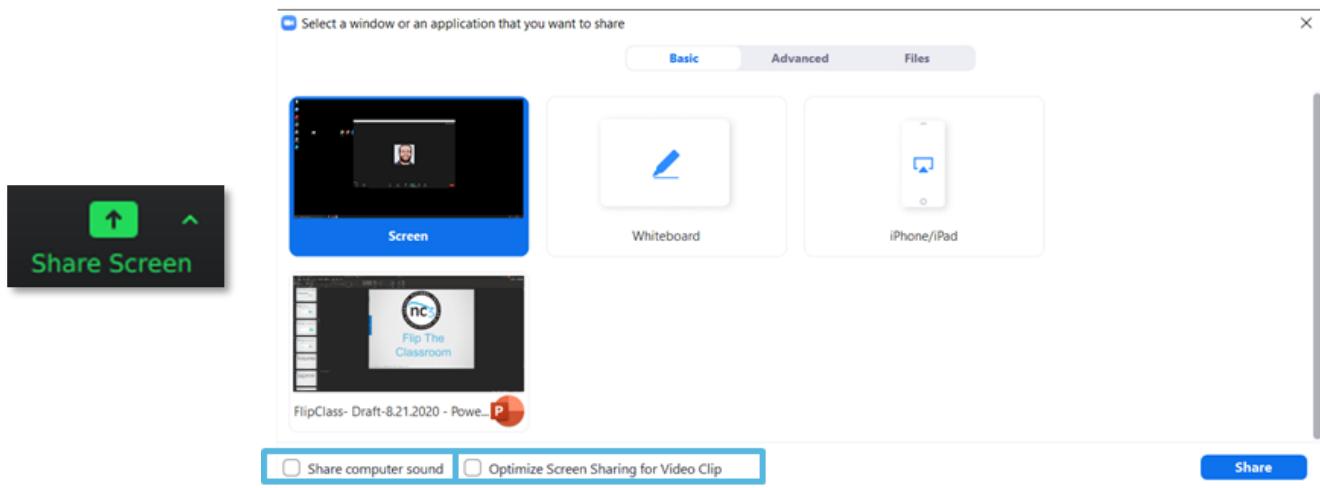
True (0)0%

False (0)0%

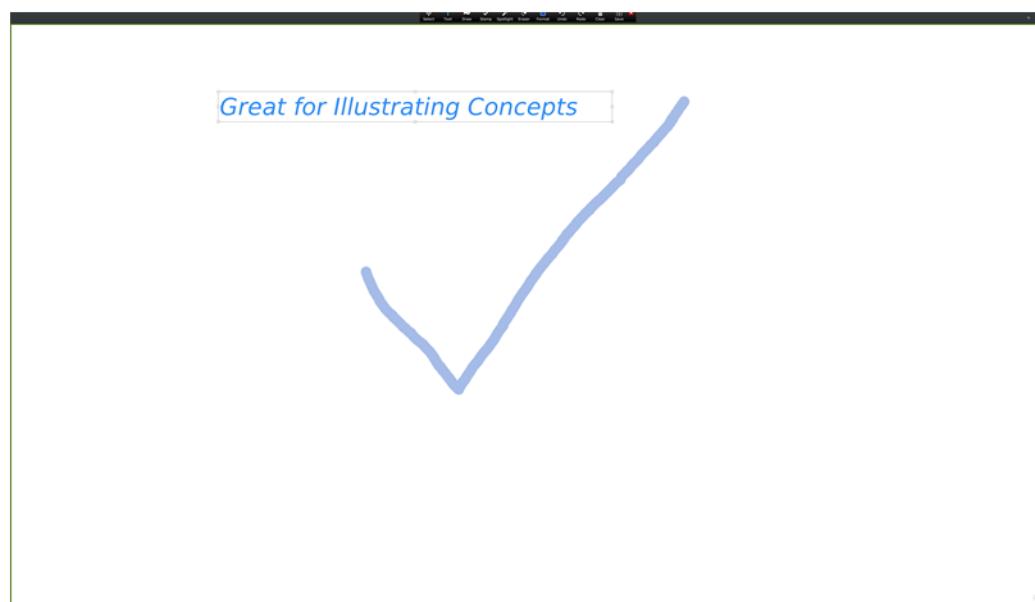
**End Polling**

## Share-Screen

Zoom allows panelists to share their screen. This allows presentations to be shared, or views of software, resources, videos etc.. during class. Individual windows or whole desktop can be shared. Sound can also be shared and optimized for showing videos. Only one screen can be shared at any time.



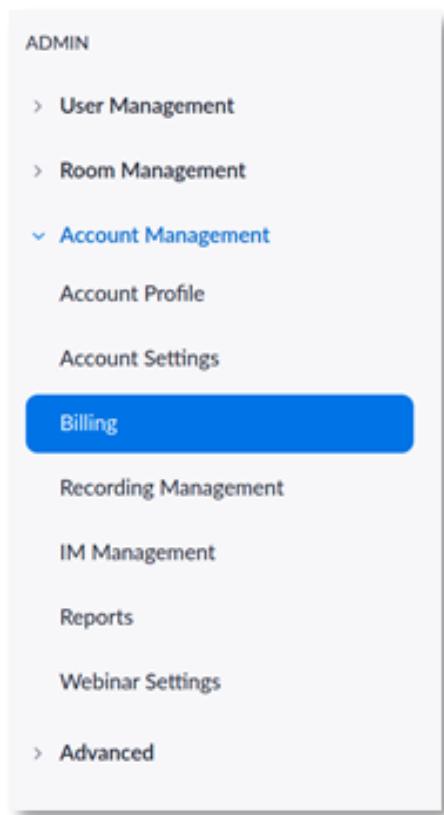
Zoom offers a digital “White Board” feature that allows you to share a screen to draw diagrams or illustrate concepts. It is found as part of the share screen feature.



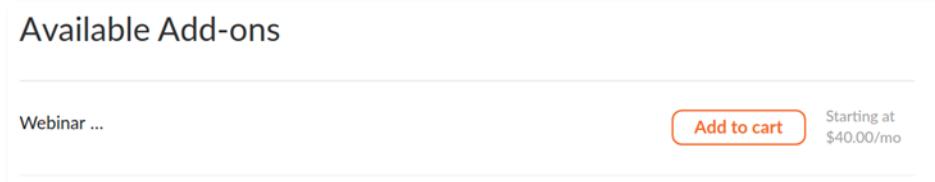
## Zoom Subscription

Zoom webinar is an addon feature for paid Zoom accounts and requires a subscription to use.

To upgrade to this feature, log in to your zoom account on [zoom.us](https://zoom.us), then click Billing



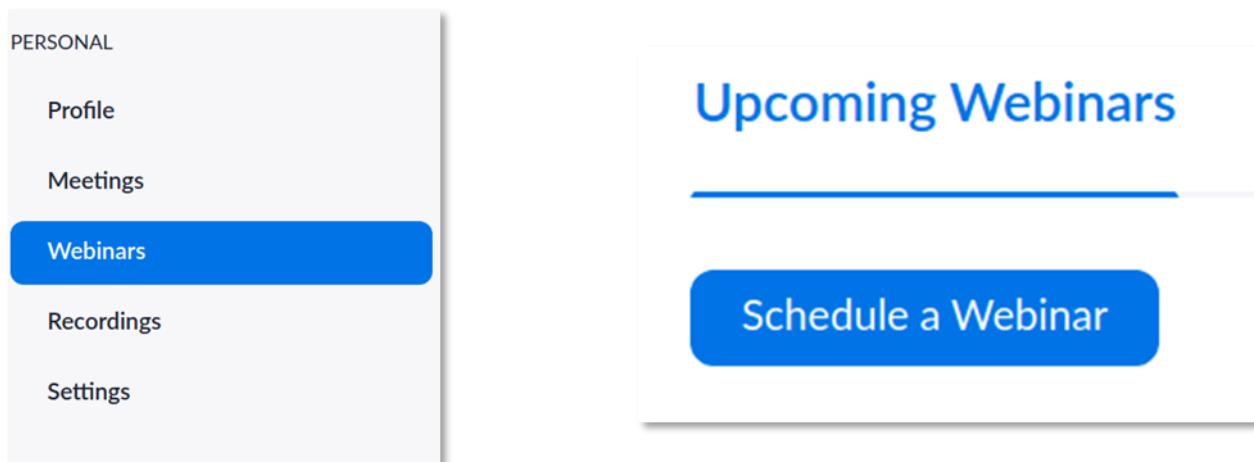
Then choose to add on the Webinar feature.



## Setting Up Zoom Webinar

Webinars are easy to setup and to template for easy class creation. Webinars can be scheduled over multiple days, reused as needed and multiple different webinars can be scheduled from one account. To schedule a webinar:

From your Zoom account click Webinars in the side bar and Click Schedule a Webinar



Fill out the information and choose a time.

When	08/18/2020	9:00	AM	
Duration	1	hr	0	min
Time Zone	(GMT-5:00) Central Time (US and Canada)			
<input type="checkbox"/> Recurring webinar				

Select the desired settings and click schedule.

Registration	<input type="checkbox"/> Required
Webinar Passcode	<input checked="" type="checkbox"/> Require webinar passcode <input type="text" value="918762"/>
Video	Host <input type="radio"/> On <input checked="" type="radio"/> Off
	Panelists <input type="radio"/> On <input checked="" type="radio"/> Off
Audio	<input type="radio"/> Telephone <input type="radio"/> Computer Audio <input checked="" type="radio"/> Both
	Dial from United States of America <a href="#">Edit</a>
Webinar Options	<input checked="" type="checkbox"/> Q&A
	<input type="checkbox"/> Enable Practice Session
	<input type="checkbox"/> Only authenticated users can join
	<input type="checkbox"/> Record the webinar automatically
	<input type="checkbox"/> Enable additional data center regions for this webinar

Schedule

## Webinar Settings

There are several important settings to use when scheduling a webinar

- Registration Required
  - Use if you wish only students that enroll in the class to join. Otherwise anyone can join who has a link or webinar ID
- Passcode
  - To prevent “Zoom Bombing” be sure to use a passcode, this prevents unauthorized persons from joining.
- Audio
  - Should use “Computer only” Call in’s can not view the curriculum, participate in polls, or be on video. NC3 recommends not allowing students to call in and only listen to a class.
- Q&A
  - Enable to use the Q&A feature
- Only Authenticated users can Join
  - This prevents students from sharing zoom accounts. Use this feature with Registration required. This ensures attendance and participation reporting is accurate.

## Webinar Registration

Registering students for your webinar can be done in two ways.

- Manually by importing a template
  - Use this to build class with a roster. NC3certs.com templates can be modified and used to create the class. Students will need pre-existing Zoom accounts (free).
- Registration page
  - Students will register themselves using Zoom's built-in registration page. Registration links can be sent to students to sign up for the class, Zoom will walk them through setting up a Zoom account if they don't have one.

**Both options require a student have a Zoom account.**

To import students to your webinar you'll first need a template. Templates should be in a three columns (headers for illustration only)

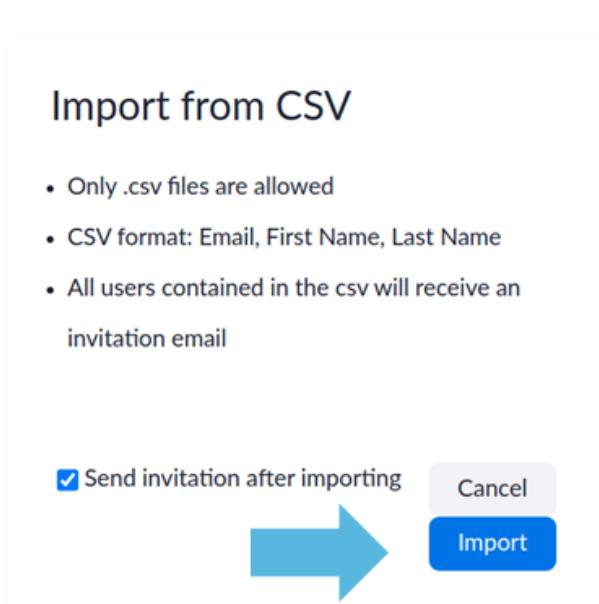
Zoom Email	First Name	Last Name
demo.student@zoom.account	Demo	Student
test.student@zoom.account	Test	Student

Create your template in excel and save as a .csv file

To import students click **Invitations** and then **Import from CSV**

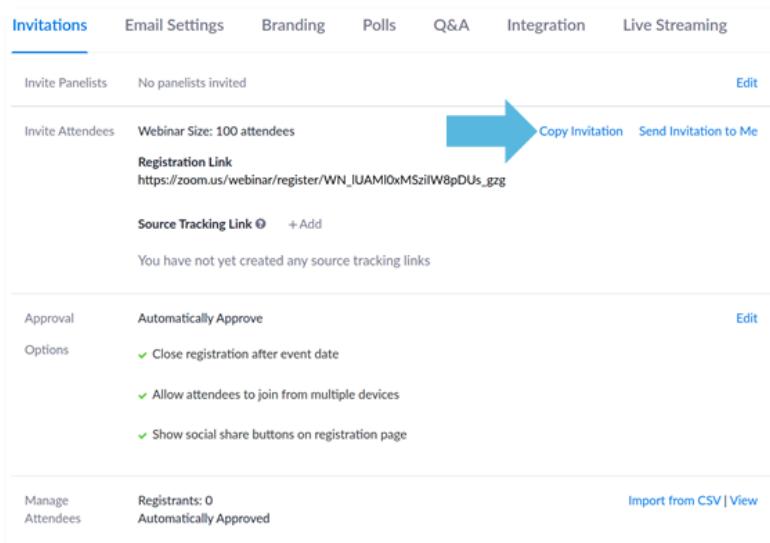
Invitations		Email Settings	Branding	Polls	Q&A	Integration	Live Streaming
Invite Panelists	No panelists invited						<a href="#">Edit</a>
Invite Attendees	Webinar Size: 100 attendees <a href="#">Registration Link</a> <a href="https://zoom.us/webinar/register/WN_IUAMl0xMSzilW8pDUsgzg">https://zoom.us/webinar/register/WN_IUAMl0xMSzilW8pDUsgzg</a>				<a href="#">Copy Invitation</a>	<a href="#">Send Invitation to Me</a>	
	<a href="#">Source Tracking Link</a>  <a href="#">+ Add</a>						
	You have not yet created any source tracking links						
Approval	Automatically Approve						<a href="#">Edit</a>
Options	<input checked="" type="checkbox"/> Close registration after event date <input checked="" type="checkbox"/> Allow attendees to join from multiple devices <input checked="" type="checkbox"/> Show social share buttons on registration page						
Manage Attendees	Registrants: 0 Automatically Approved					<a href="#">Import from CSV</a>   <a href="#">View</a>	

Click import and select your template. Your students will receive a link to join the webinar



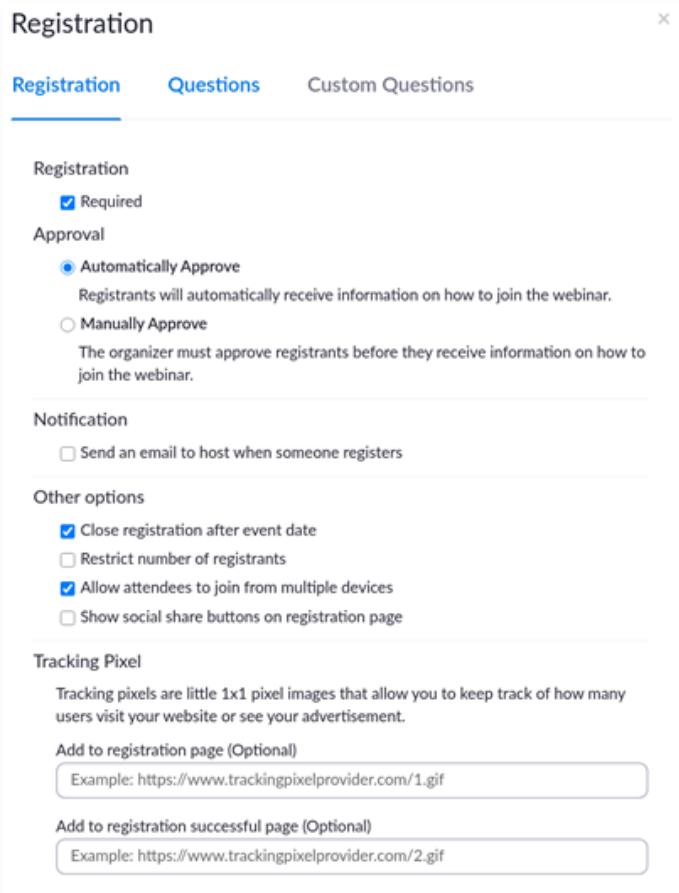
To use the automatic registration feature, click **Invitations** and then **Copy Invitation**

Send the link to your students to register. Zoom will walk students thorough registration.



The screenshot shows the 'Invitations' tab in the Zoom control panel. It displays settings for 'Invite Attendees' including a registration link and source tracking link. A blue arrow points to the 'Copy Invitation' button, which is located next to the 'Send Invitation to Me' button.

There are several setting available for automatic registration:



The registration settings dialog box includes the following sections:

- Registration**:
  - Registration**:
    - Required
  - Approval**:
    - Automatically Approve
      - Registrants will automatically receive information on how to join the webinar.
    - Manually Approve
      - The organizer must approve registrants before they receive information on how to join the webinar.
  - Notification**:
    - Send an email to host when someone registers
  - Other options**:
    - Close registration after event date
    - Restrict number of registrants
    - Allow attendees to join from multiple devices
    - Show social share buttons on registration page
  - Tracking Pixel**:
    - Tracking pixels are little 1x1 pixel images that allow you to keep track of how many users visit your website or see your advertisement.
  - Add to registration page (Optional)**:  
Example: <https://www.trackingpixelprovider.com/1.gif>
  - Add to registration successful page (Optional)**:  
Example: <https://www.trackingpixelprovider.com/2.gif>

- **Approval**
  - Either automatic or manual.
- **Close registration after event date**
- **Allow multiple devices**
  - Allowing this may allow students to share login links.
- **These are set on the invitations page.**

## Webinar Branding

Zoom allows you to Brand the registration page, if you are using the automatic registration. To do this click the [Branding](#) button on the webinar setup page

Invitations Email Settings **Branding** Polls Q&A Integration Live Streaming

Title Webinar Registration

Banner Your banner is displayed at the top of your invitation page.



Change Delete Add Description

Image requirements:

- GIF, JPG/JPEG or 24-bit PNG
- The maximum dimensions: 1280px by 1280px

Logo Your logo is displayed on the right side of the webinar topic on your invitation page, registration page, and in the email invitation to the webinar.

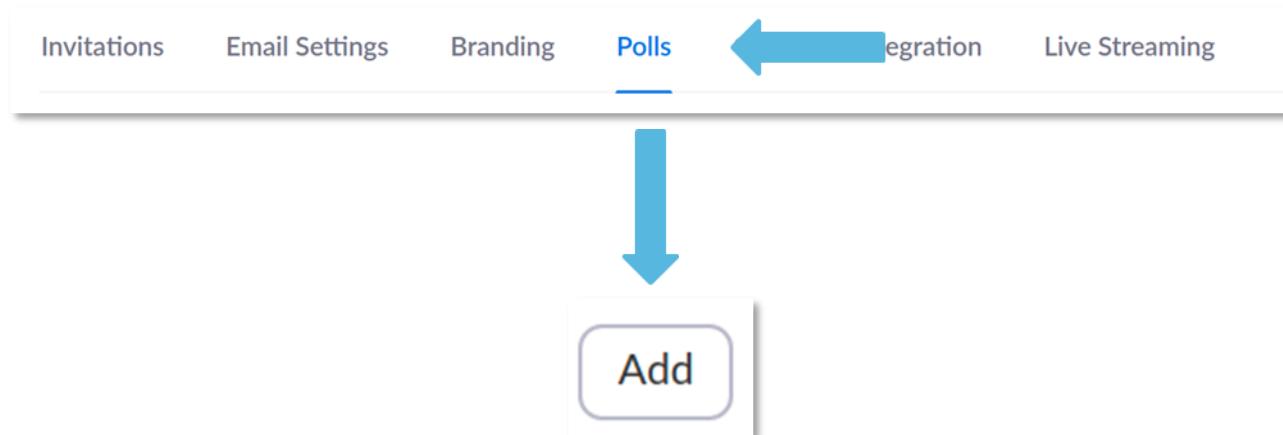
Upload

Image requirements:

# Webinar Polls

Creating polls can be done through the webinar setup page.

To start click the **Polls** button and then Add



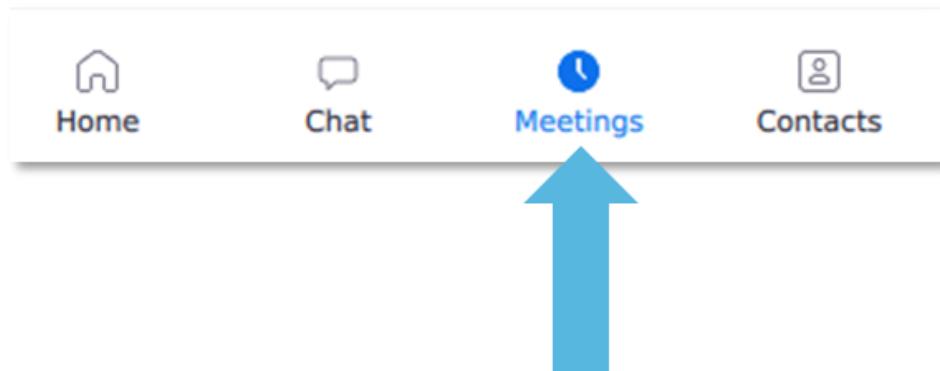
Add NC3 Knowledge checks and additional questions. These can have multiple selections, just click the multiple choice circle. Click Save when done.

Two side-by-side screenshots of a 'Edit Poll 1' dialog box. Both screenshots show the poll configuration and the addition of questions. The left screenshot shows a question being added with the following details: Question text: 'This is a Demo poll. Any questions up to 250 Characters can go here.', Type: 'Single Choice' (radio button selected), and 10 answer fields labeled 'Answer 1 (Optional)' through 'Answer 10 (Optional)'. The right screenshot shows a question being edited with the following details: Question text: 'True or False: This is great way to track participation.', Type: 'Single Choice' (radio button selected), and 10 answer fields labeled 'Answer 1 (Optional)' through 'Answer 10 (Optional)'. Both screenshots include a 'Save' and 'Cancel' button at the bottom.

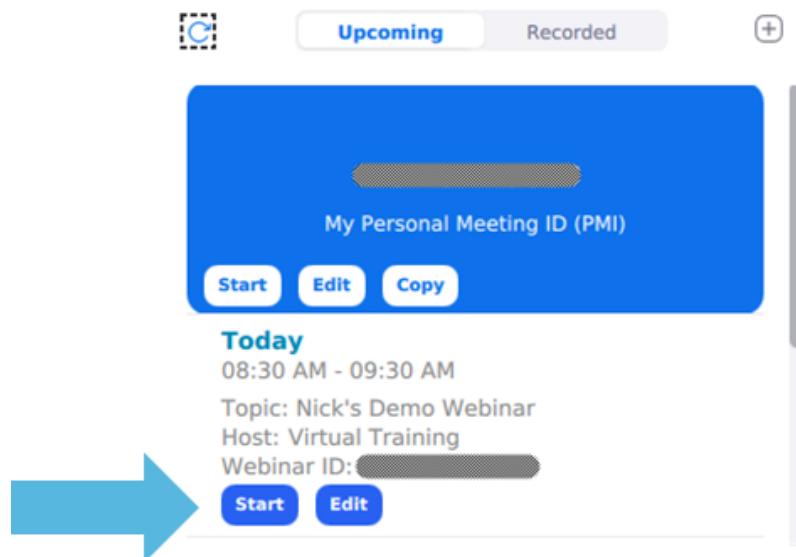
## Launching Webinars

Launching webinars can be done one of two ways: from the desktop client or from the web management page. Both require the paid subscriber account to login to start the webinar.

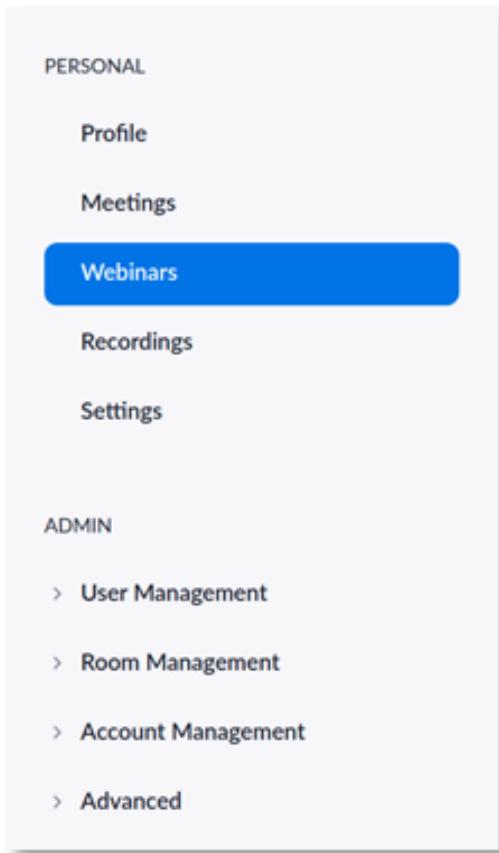
To launch the webinar from the desktop client first log in. Select “meetings” from the bottom toolbar.



Scroll to find your webinar and click start

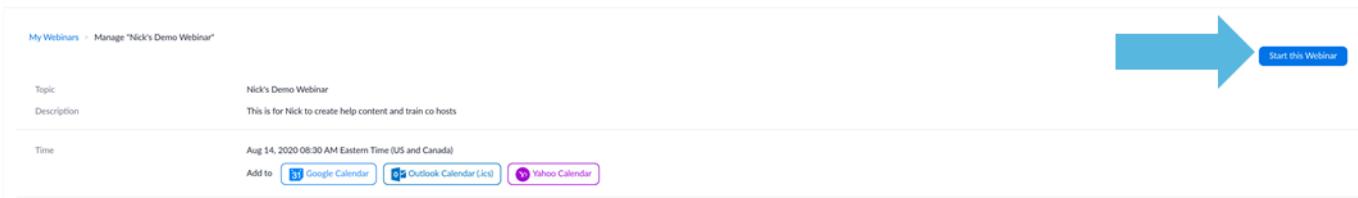


To launch the webinar from the website first log in.



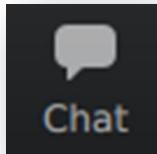
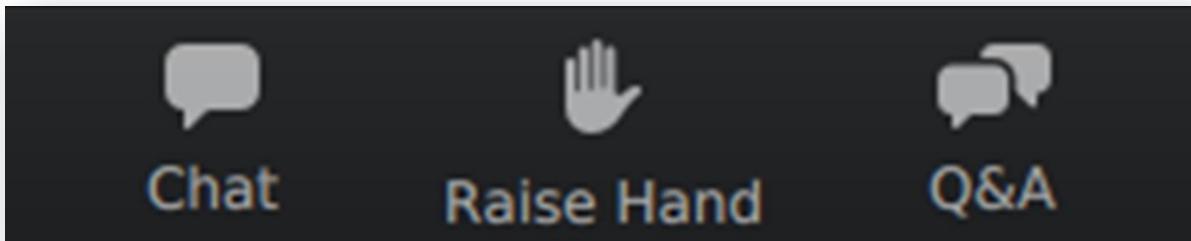
Select “webinars” from the left toolbar.

Scroll to find your webinar and click start



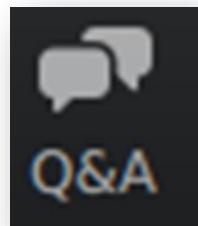
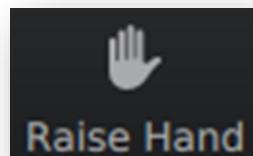
## Attendee Controls

Throughout the meeting attendees will have various controls on the toolbar at the bottom of the screen.



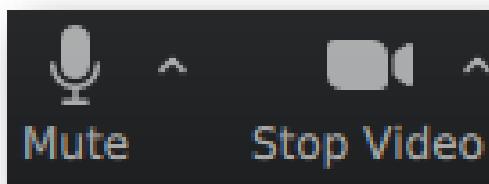
This will open the chat window. Please note that you won't be able to chat with other attendees as only the host can see this. If you have a question, please use the Q&A feature.

Raising your hand will notify the instructor that you have an urgent question. They will stop and unmute you to ask a question as soon as possible. Use this if you have an immediate concern. Otherwise please use the Q&A.



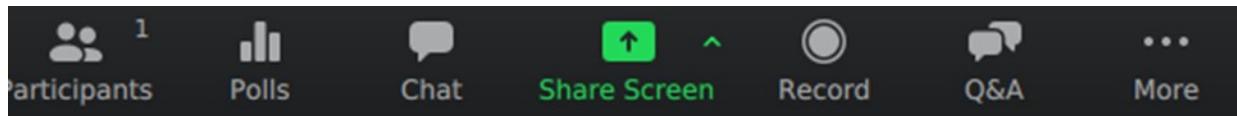
If you have a question use the Q&A feature. The Instructor will be notified and will answer when possible. The instructor may unmute you or answer in chat depending on the question.

During labs, and when you ask a question the instructor will request your video and audio be turned on. You can do this by using the buttons on the bottom left of your screen

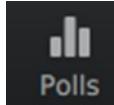


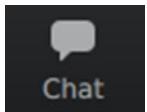
## Host Controls

The host and any cohosts of the webinar will have full controls to manage users, answer questions, and launch polls.



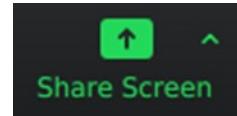
 This opens the user management window. Use this to promote/demote users, control audio and invite additional users.

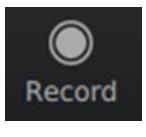
 This opens the Polls window. Use this to launch polls, and share results.



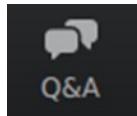
 This opens the chat window. Additional controls for chat are found here

This opens the share screen feature. Desktops, individual application windows and the whiteboard are found here.



 This controls recording. **Please note the NC3 certs should not be recorded. Copyright agreements do not allow NC3 backed curriculum to be recorded or distributed.**

This opens the Q&A window. Here attendees' typed questions can be answered.



## Setting up Your Screen

Virtual training will be conducted with both the PowerPoint presentation and the Instructor being visible at the same time. For easy viewing it is suggested to configure your screen to view both as shown:



Follow the below guide:

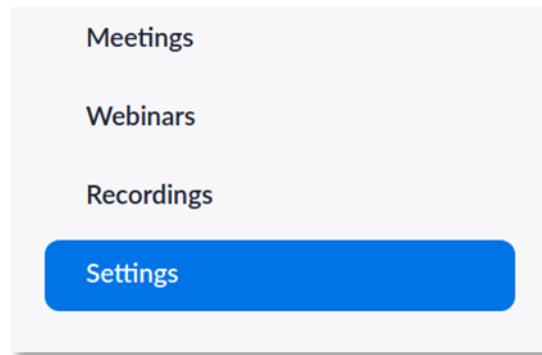


## Additional Webinar Settings

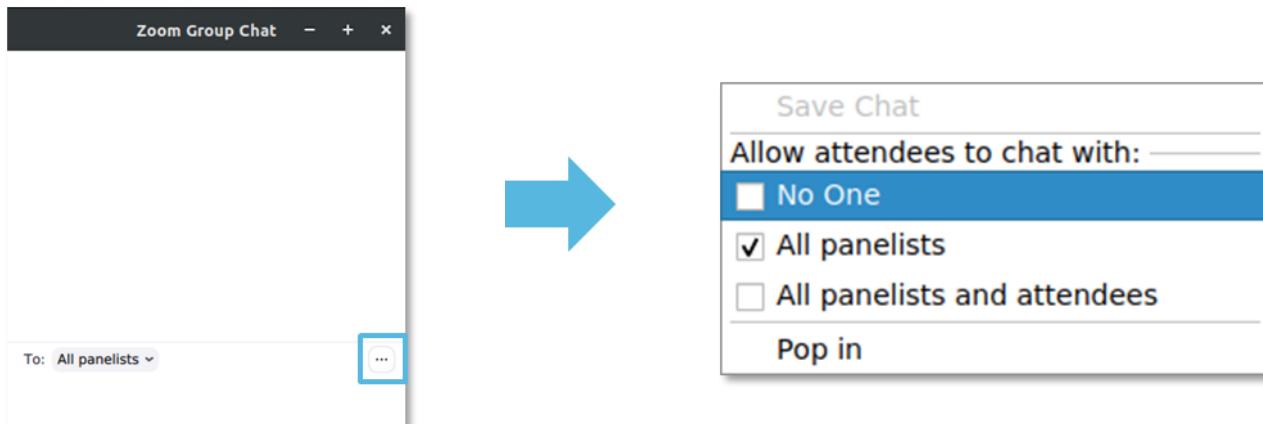
Zoom allows many different customization options. Many of these are optional, however they can make class run much more efficiently. These settings can be found under the settings tab on your account.

Notable settings:

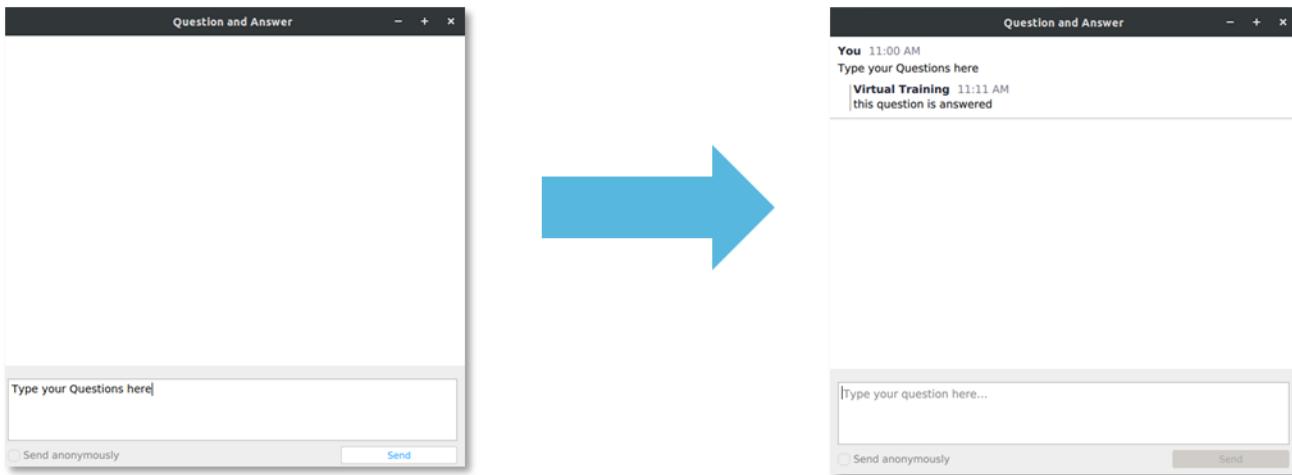
- Cohosts
- Far End Camera Control
- Data center choices
- Require authenticated users



The chat feature can be turned off or limited to prevent students from using the chat inappropriately to distract other students. To do this open the chat window, press the three dots and select the desired level of functionality.

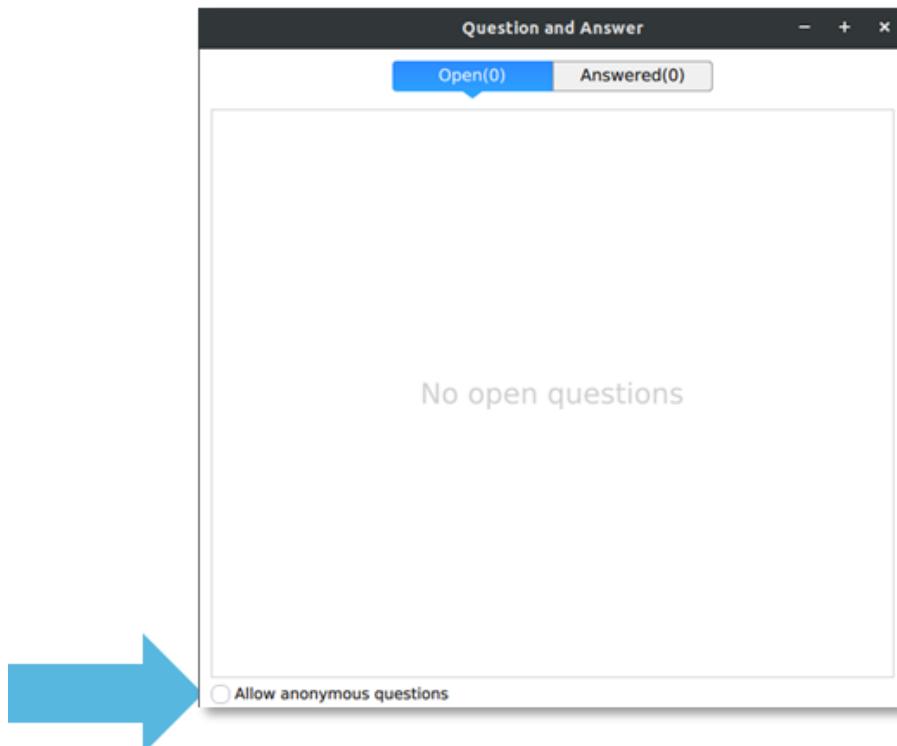


The Q&A feature will allow students to ask questions and will be visible to all attendees. To use click the Q&A button:



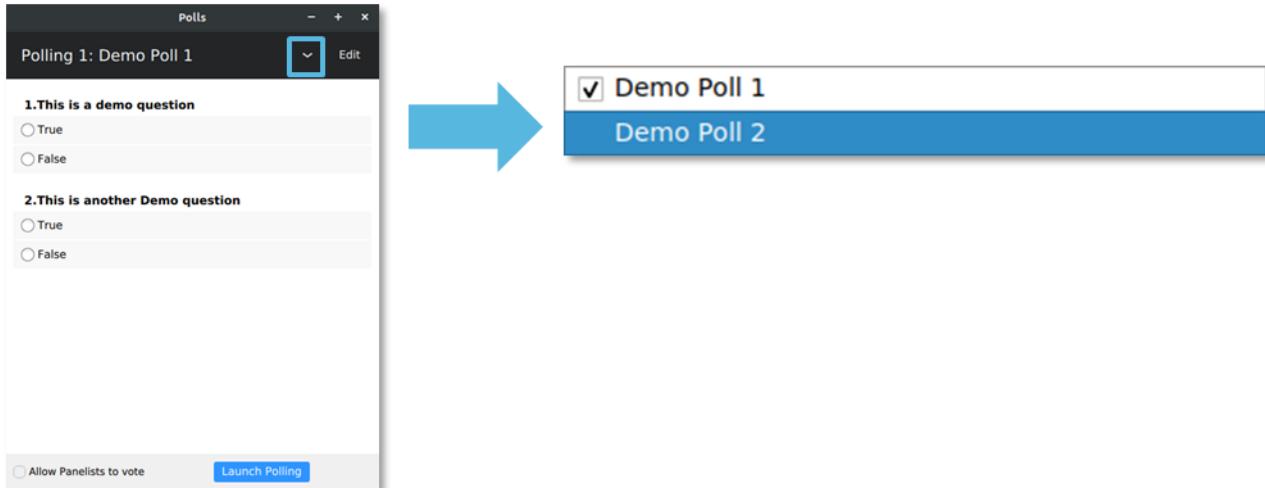
The instructor can either answer live or provide a written response.

The Q&A feature allows anonymous questions to be asked. This can invite students to use the Q&A inappropriately. You can disable this feature which will attach a name to any questions asked.

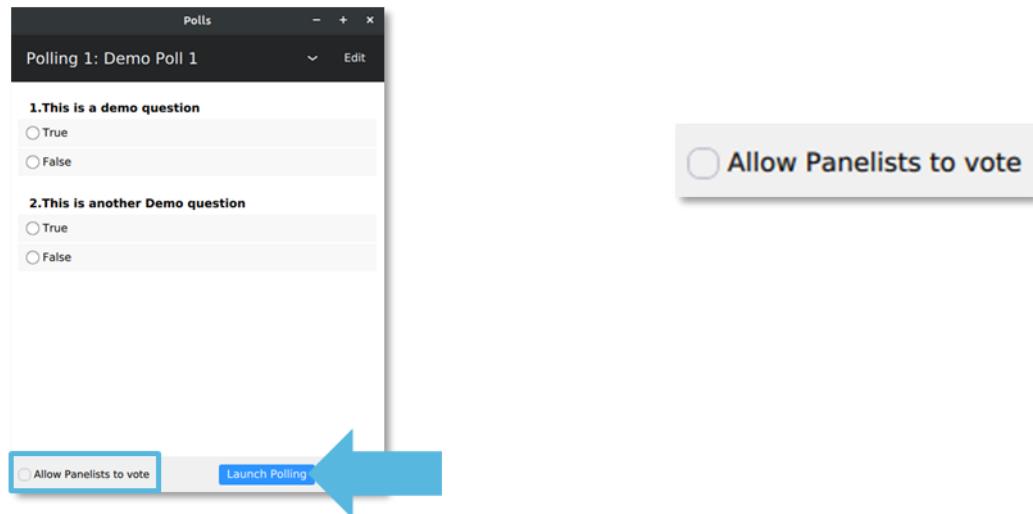


## Launching Polls

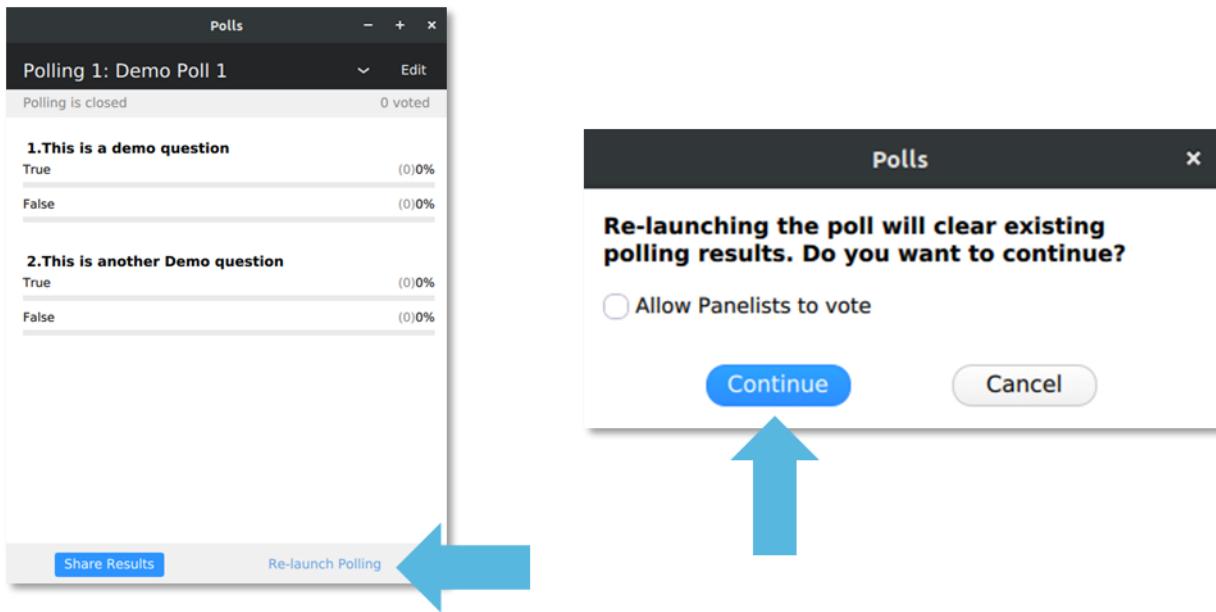
During class Polls can be launched at anytime. To do so click the Polls button on the tool bar. Then choose the poll you wish to launch.



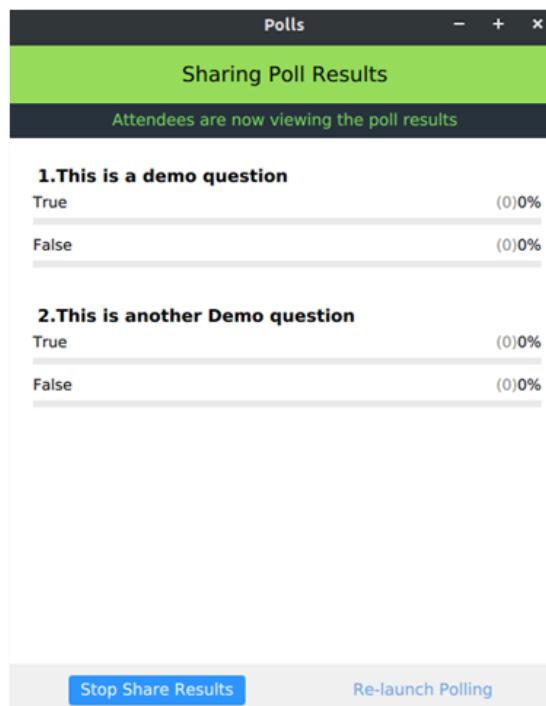
Click Launch Polling to launch the poll. Only attendees will be able to vote by default. Click to change this behavior.



After the first time you launch, subsequent polls can be launched by selecting **Re-Launch Polling**. This will bring up a warning. Click **Continue**



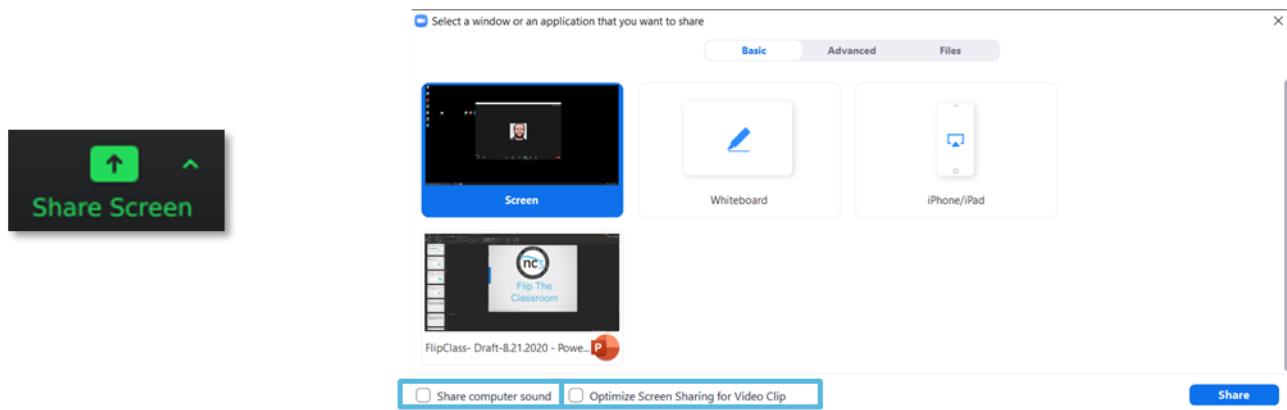
Once the students have completed the polls click Close  
Click Share Results if you wish to show the class the results of the polls.



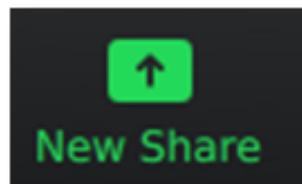
## Screen Share

Sharing your screen will be the primary way to show the PowerPoint presentations or software demonstrations needed for NC3 certifications courses. Only one screen can be shared at one time. However any panelist can share a screen, allowing easy switching between screens.

To share your screen click the green share screen Icon on the bottom toolbar. Sharing your desktop shows everything you can see. Be warned everything on your screen will be visible, including notifications, popups, open tabs etc.

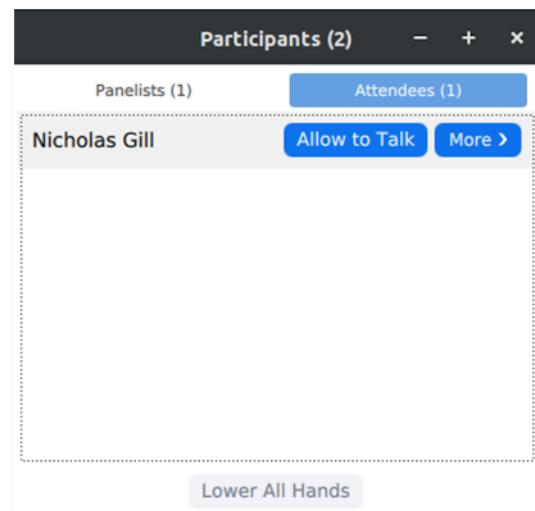


Sharing an application window will only share that application. However, in order to show a new screen, such as when you open a new tab or switch to a different software, you will have to start a new share. To do this select the toolbar on top of your shared screen. Then select New Share.



## Manage Students

To grant Attendee's the ability to speak or ask a question. Hover over attendee's name and click **Allow to Talk**



### Disable talking

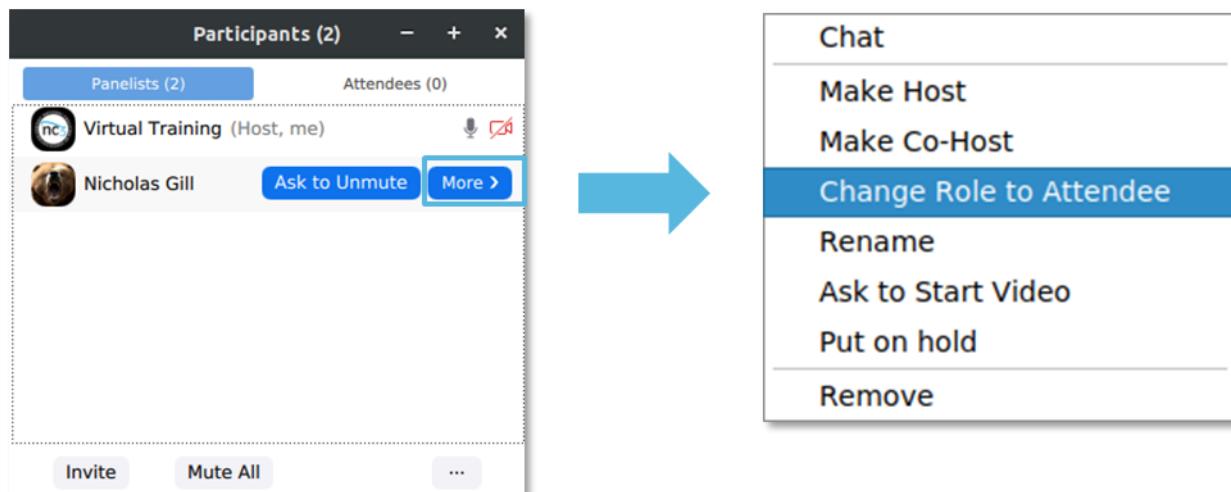
- Chat
- Promote to panelist
- Rename
- Remove

To remove permissions, click More and **Disable Talking**

Students, by default will be “Attendees” without video capabilities. To grant them permission to use their cameras you will need to promote them to “Panelists”. First click the **Participant** control on the toolbar and select the **Attendee** tab. Hover over attendee’s name and click **More**. Then click **Promote To Panelist**.



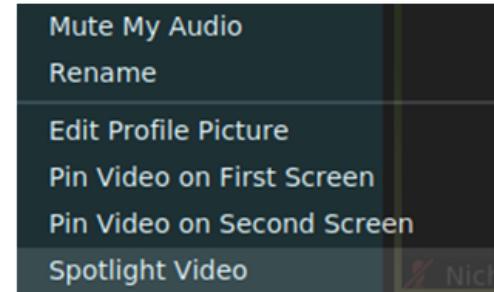
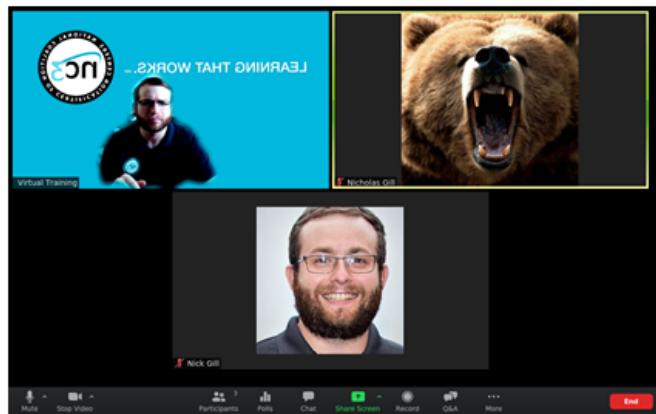
To return a student to attendee select more next to their name in the panelist list. Then click **Change Role to Attendee**



## Spotlighting Video Feeds

To ensure your students see exactly what you wish use the Spotlight video feature.

In “Gallery view” right click the video feed you wish to spotlight, right click and choose Spotlight Video

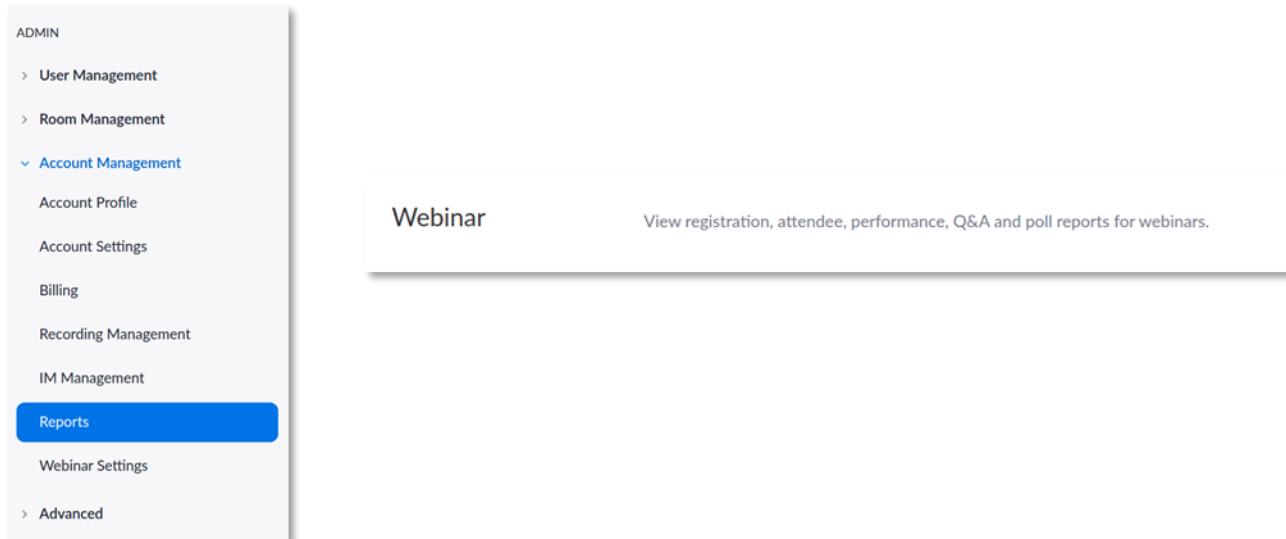


# Exporting Reports

Zoom offers the ability to generate and export reports to track student attendance and participation.

- Registration Report:
  - Displays a list of registrants and their registration details.
- Attendee Report:
  - Displays details about each attendee.
- Q&A Report:
  - Displays questions and answers from the webinar.
- Poll Report:
  - Displays each attendee poll result.

To get started login on your zoom.us account Click [Reports](#) under Account Management. Select [Webinar](#)



To get started login on your zoom.us account and choose the report type.

Reports > Usage Reports > Webinar

Step 1: Select Report Type

Registration Report   Attendee Report   Performance Report   Q&A Report   Poll Report 

Step 2: Choose a Webinar

Step 3: Generate Report

Step 2: Choose a Webinar

From:   To:    Webinar ID 

Maximum report duration: 1 Month

Date	Time	Topic
<input type="radio"/> Aug 18, 2020	12:00 PM	Zeus Training
<input checked="" type="radio"/> Aug 18, 2020	10:00 AM	Nick's Demo Webinar
<input type="radio"/> Aug 17, 2020	12:00 PM	Zeus Training
<input type="radio"/> Aug 17, 2020	08:00 AM	Nick's Demo Webinar

Select the Webinar you need.

Generate the report.

Step 3: Generate Report

All Registrants  Approved Registrants  Denied Registrants



AutoSave                                 <img alt="down arrow icon" data-bbox="9068 701 9078 71

## ADDITIONAL RESOURCES

[www.nc3certs.com](http://www.nc3certs.com)

[www.nc3.net](http://www.nc3.net)

[www.zoom.us](http://www.zoom.us)

[support.zoom.us/](http://support.zoom.us/)







Collaborate in the classroom.  
Compete in the marketplace.

## Industry Partners



palmer HAMILTON



[www.nc3.net](http://www.nc3.net)