



Adapting NC3 Certifications to Virtual Platforms

Instructor Reference
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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.

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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 intuitional 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%

Students

70%

Instructors

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 for information on the most current offerings.

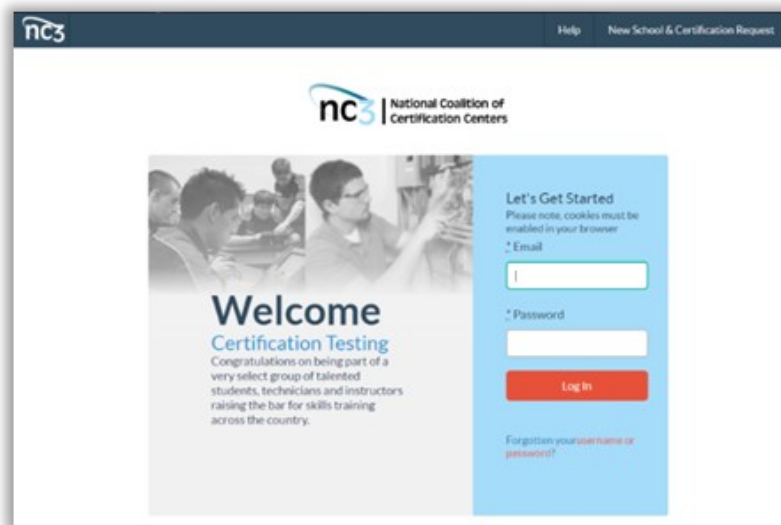
Based on the certification you're issuing, you're required to purchase Industry equipment. Equipment purchasing is handled by Industry partners. Speak with your industry representative for information on required equipment and quotes. Equipment requirements may differ for Secondary and Post-Secondary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

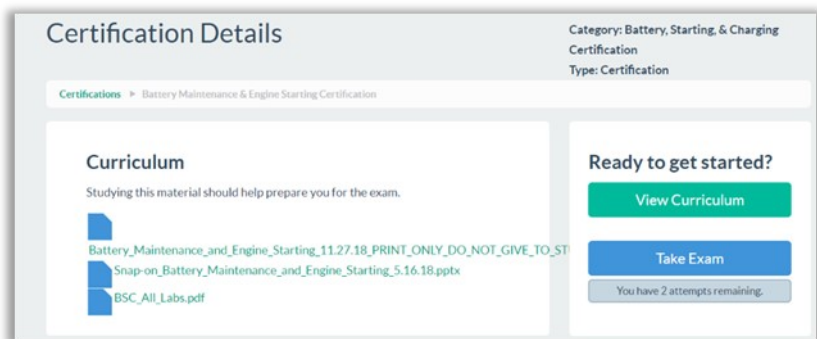
NC3certs.com

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



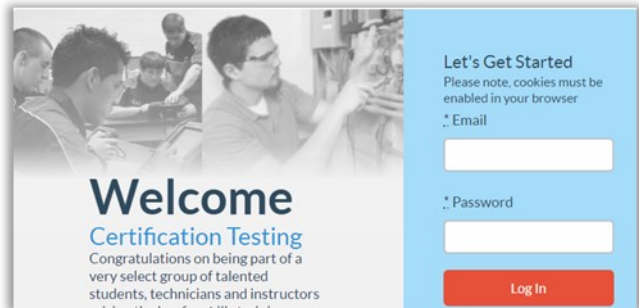
All curriculum, student records and class information is stored conveniently on nc3certs.com

Head to nc3certs.com



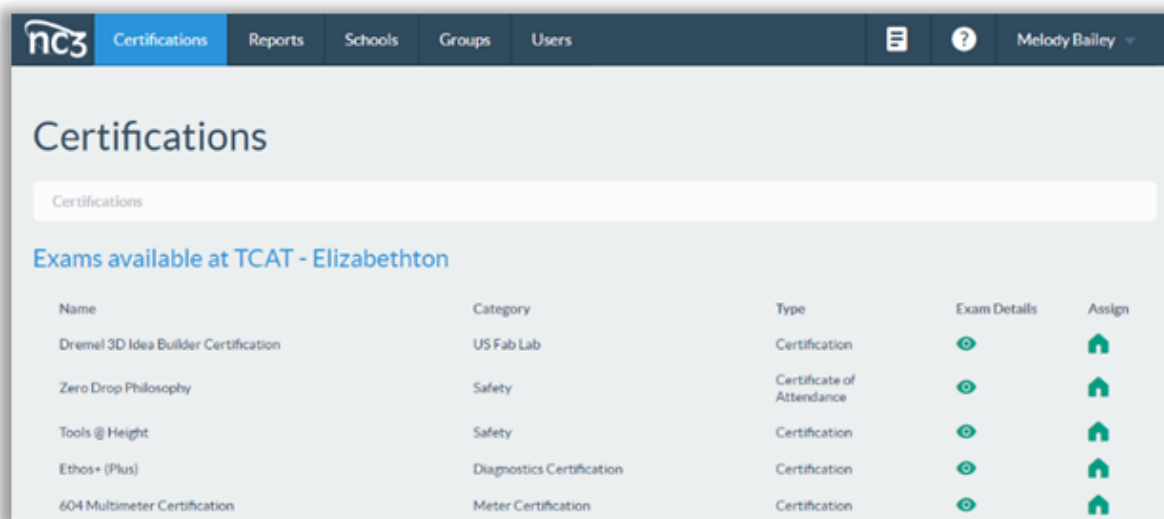
Login

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.



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



Click [Take Exam](#) to attempt an exam

The screenshot shows the 'Certification Details' page. At the top right, it says 'Category: Battery, Starting, & Charging Certification' and 'Type: Certification'. Below this is a breadcrumb trail: 'Certifications > Battery Maintenance & Engine Starting Certification'. The main content is split into two columns. The left column is titled 'Curriculum' and contains the text 'Studying this material should help prepare you for the exam.' followed by three document icons with their names: 'Battery_Maintenance_and_Engine_Starting_11.27.18_PRINT_ONLY_DO_NOT_GIVE_TO_ST', 'Snap-on_Battery_Maintenance_and_Engine_Starting_5.16.18.pptx', and 'BSC_All_Labs.pdf'. The right column is titled 'Ready to get started?' and contains three buttons: a green 'View Curriculum' button, a blue 'Take Exam' button, and a grey button that says 'You have 2 attempts remaining.'

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

The screenshot shows the exam interface. On the left, a question asks: 'To take an exam on the nc3certs. com website you should click on the ____ icon.' Below the question are four radio button options: 'House icon', 'Eyeball icon' (which is selected), 'Question Mark"?"', and 'the NC3 logo'. On the right, it says 'Question 1 of 10' with a progress bar. Below this are two buttons: a blue 'Edit Exam' button and a green 'Edit Question' button.

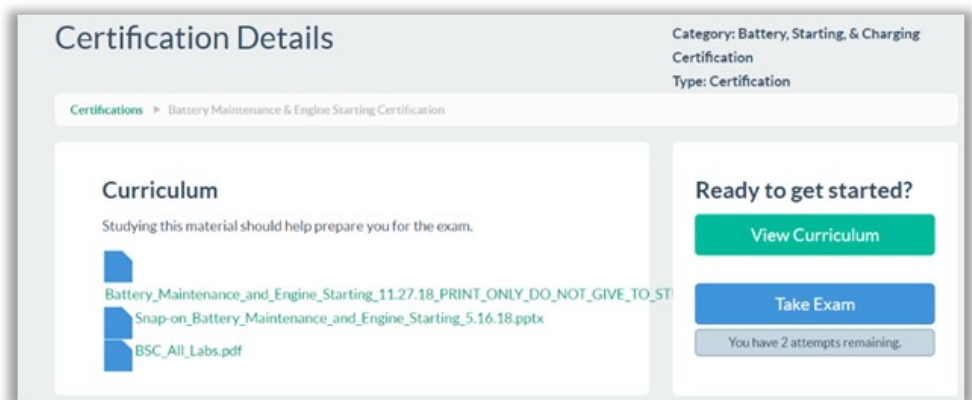
Instructor curriculum can be downloaded by clicking the hyperlinks under the “Curriculum” box.

This is an identical copy of the screenshot above, showing the 'Certification Details' page for the 'Battery Maintenance & Engine Starting Certification'. It includes the curriculum list and the 'Ready to get started?' section with the 'Take Exam' button.

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”

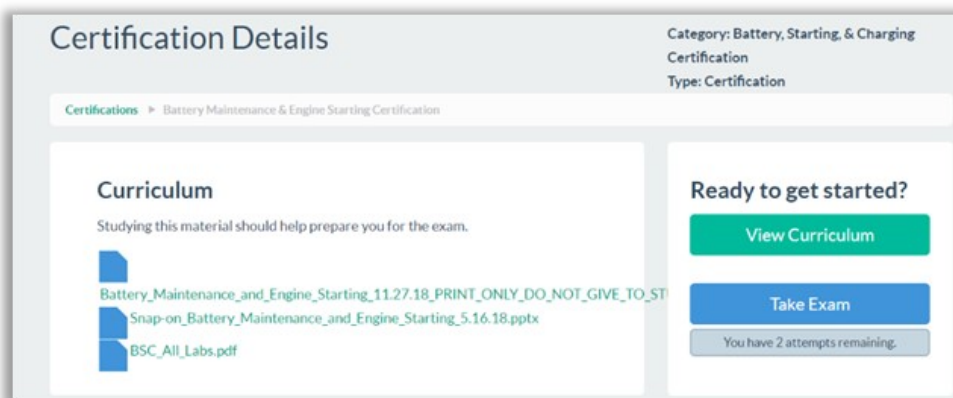
Always download the latest curriculum before running your class. NC3 is constantly improving the certifications and will publish changes and updates often. To avoid mix-ups it is not recommended to store curriculum on jump drives or locally on your computer.

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

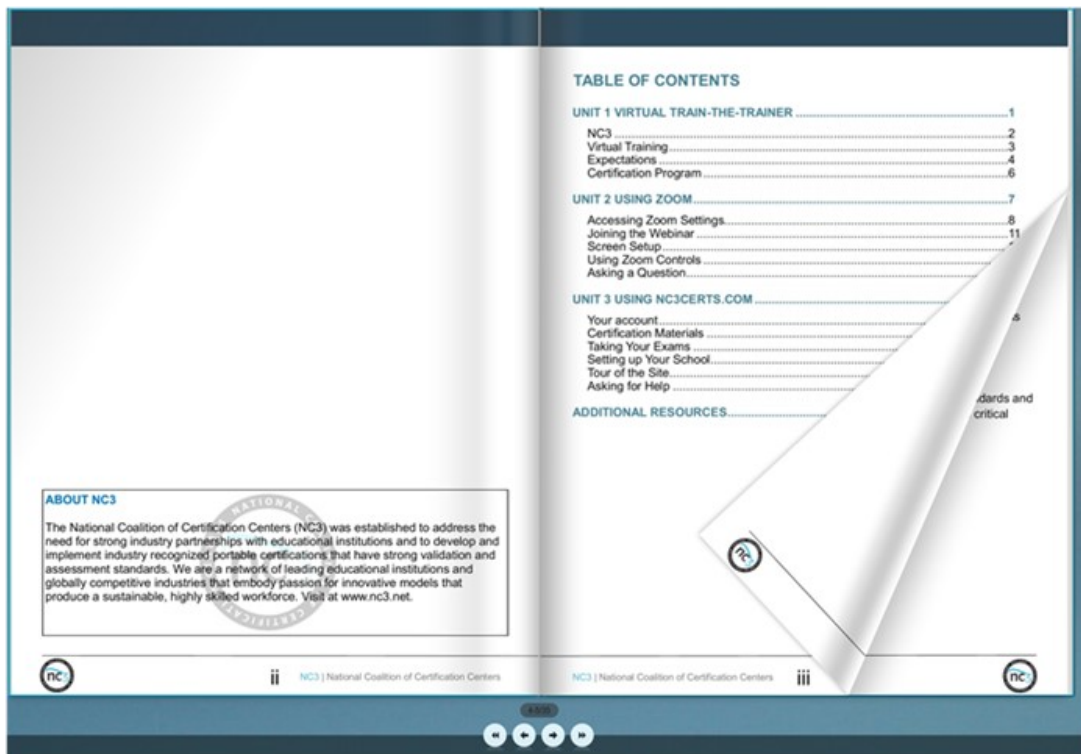


FlipBook

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

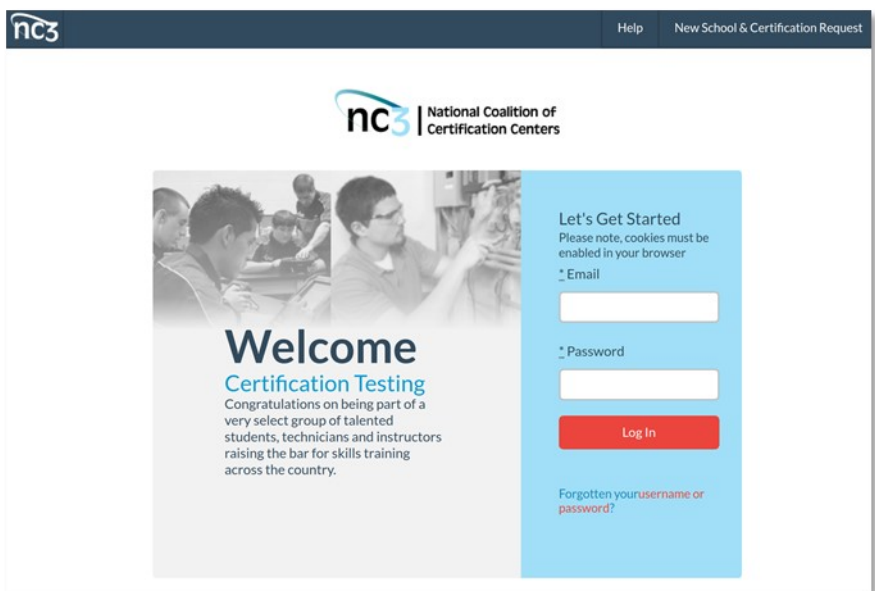


Flip Books allow instructors the opportunity to integrate the online curriculum into their certification courses. Students get the chance to view tailored curriculum on computers, laptops and all mobile devices. Flip Books allow for paperless curriculum and are the preferred method for offering your students the curriculum.

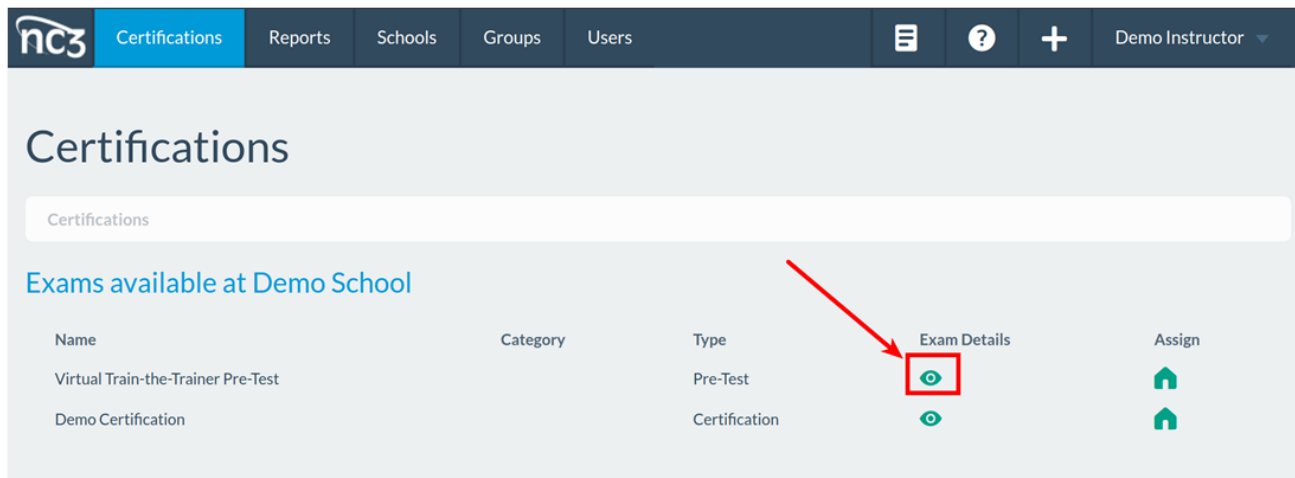


To access the flipbook:

First log in to your account on
nc3certs.com



Then press the “eyeball” next to your course



Press “View Curriculum”

nc3 Certifications Reports Schools Groups Users

Category: Type: Pre-Test

Certifications > Virtual Train-the-Trainer Pre-Test

Certification Details

History

Score	Elapsed Time	Date	Certificate
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Ready to get started?

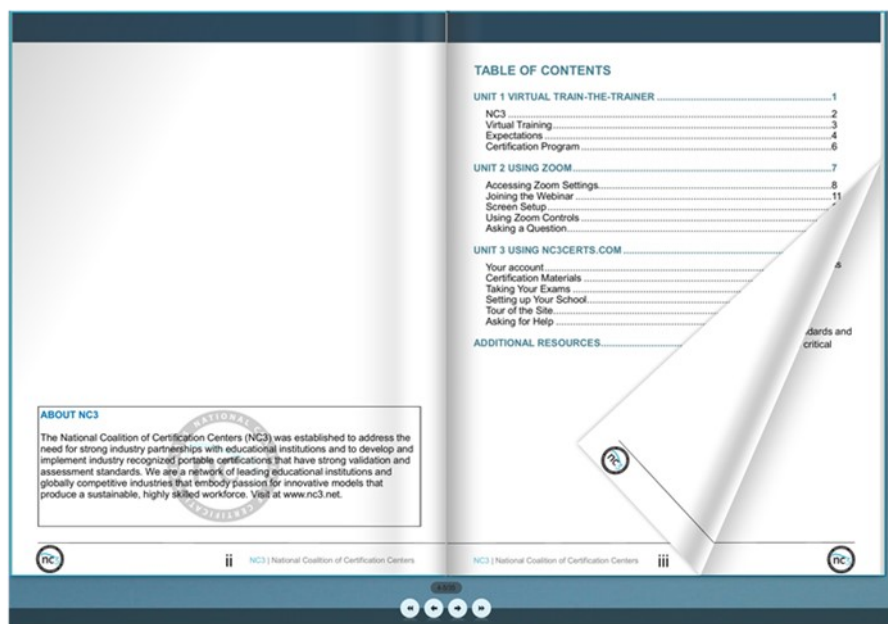
[View Curriculum](#)

[Take Exam](#)

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

You have 10 attempts remaining.

The FlipBook will open in a separate window.



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**

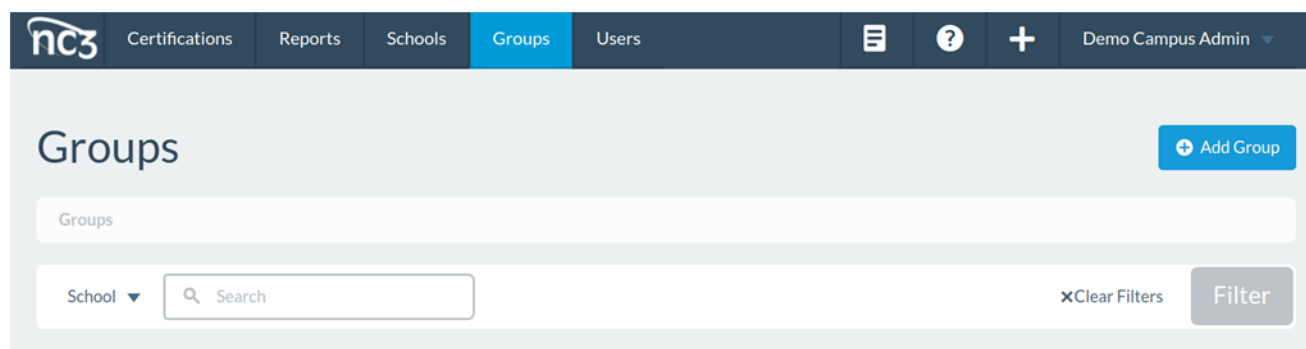
- Unlimited number of "Instructors" can be included on a school's site. Instructors will have full permissions (assigning students to groups, assigning certifications, viewing grades, running reports, etc.) **except for this "add new student" ability.**
- Instructor accounts assigned at a TTT event must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

Creating Student Accounts

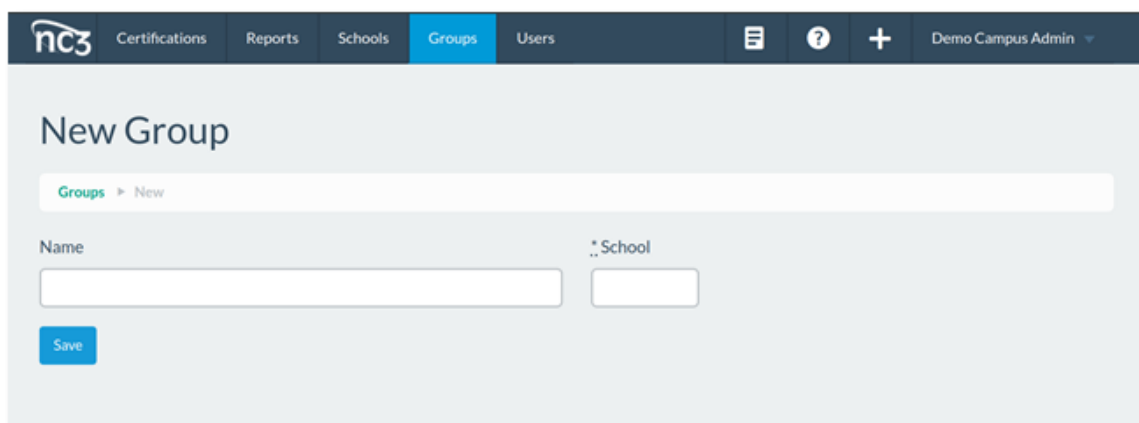
Students must have a personal account on nc3certs.com to participate. To get started a Campus Admin account will create each student account. Once created Instructors will be able to fully manage any student account.

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**

A screenshot of the nc3 web application's 'Groups' page. The top navigation bar includes 'Certifications', 'Reports', 'Schools', 'Groups' (highlighted), and 'Users'. On the right of the navigation bar are icons for a list, help, and a plus sign, along with the user 'Demo Campus Admin'. The main content area has a 'Groups' heading and an 'Add Group' button. Below the heading is a search bar with the placeholder text 'Groups'. At the bottom, there is a 'School' dropdown menu, a search input field, a 'Clear Filters' button, and a 'Filter' button.

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

A screenshot of the 'New Group' form in the nc3 web application. The top navigation bar is the same as the previous screenshot. The main content area has a 'New Group' heading and a breadcrumb 'Groups > New'. Below the heading are two input fields: 'Name' and 'School'. The 'Name' field is a text input, and the 'School' field is a dropdown menu. A 'Save' button is located at the bottom left of the form.

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: demo group 5 School: Demo School

Save

Manage Existing Users Add New User **Import Users** Deactivate Users

Users

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

Emails

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: Demo School

Group: demo group 5

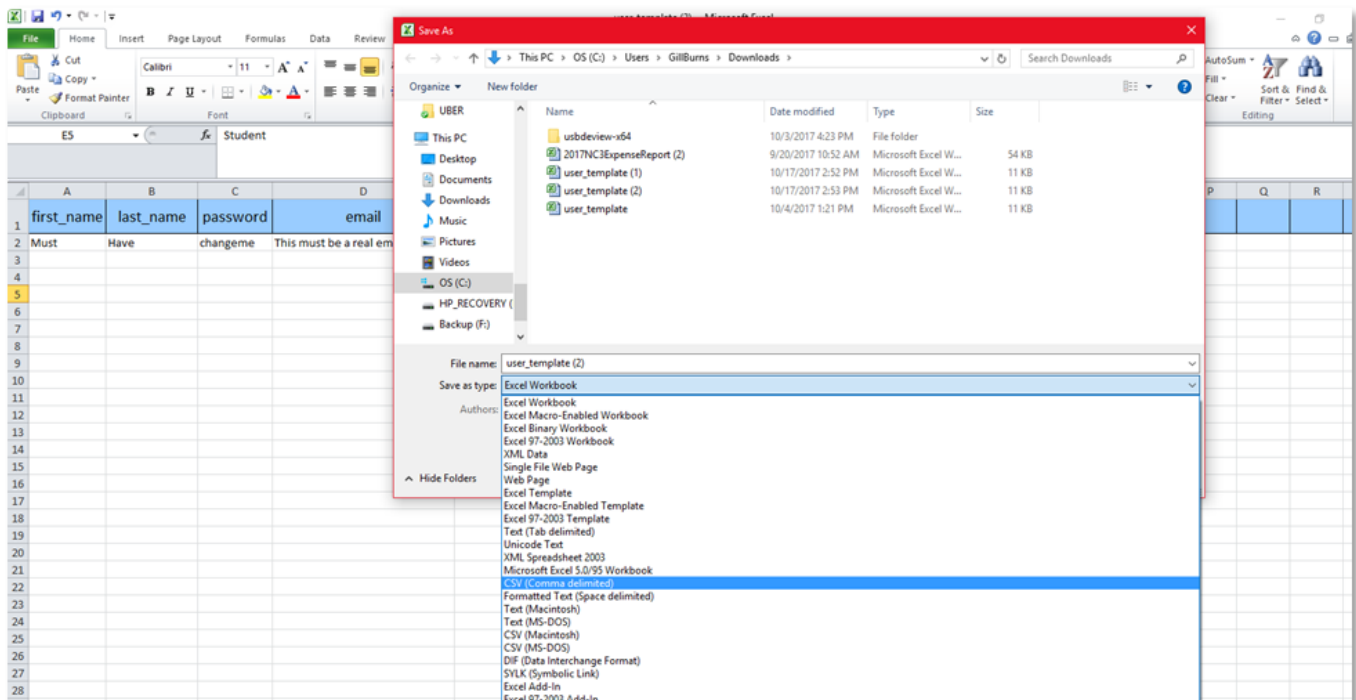
Choose File No file chosen

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


Choose File

No file chosen

Submit

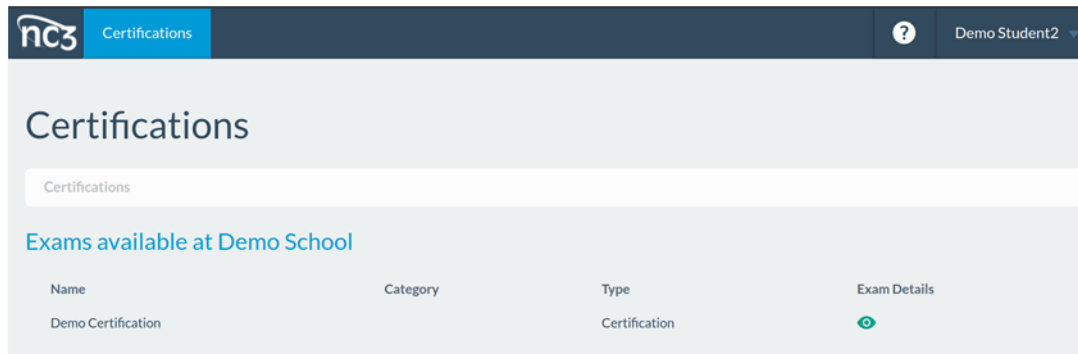
NC3 | National Coalition of Certification Centers

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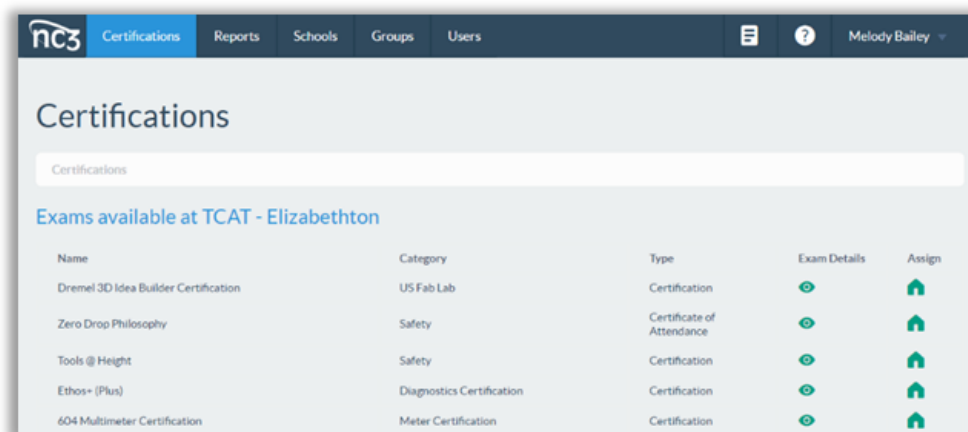


Assigning Certifications

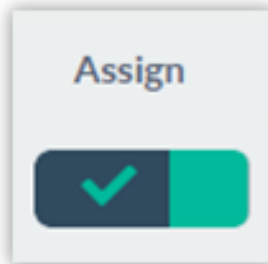
Once students accounts are created, they can then be managed by all instructors on campus. The next step is to add access to curriculum to your student's accounts.



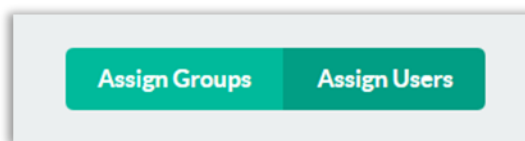
To assign a certification to a student click the “House” icon next to the desired exam. Remember your campus needs verified equipment and you must be up-to-date on your exams.







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
			<input type="text" value="3"/>	<input type="text" value="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 preformed 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
			<input type="text" value="3"/>	<input type="text" value="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
			<input type="text" value="3"/>	<input type="text" value="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.

Ready to get started?

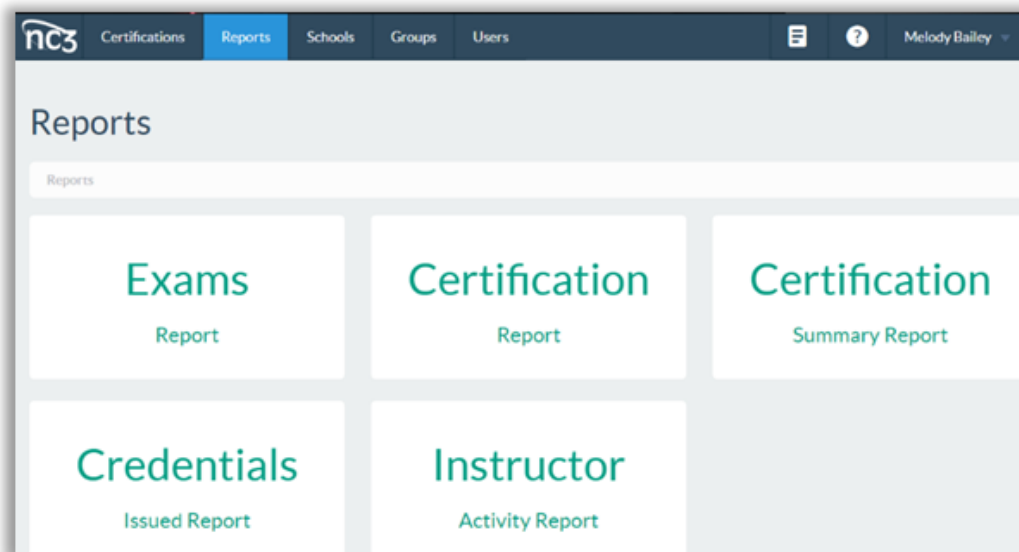
View Curriculum

Your access to this exam has expired.
Contact your **Instructor**.

Take Exam

Reports

Once your students have completed their exams, you can track progress, pull grades and print reports using the [Reports](#) tab



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

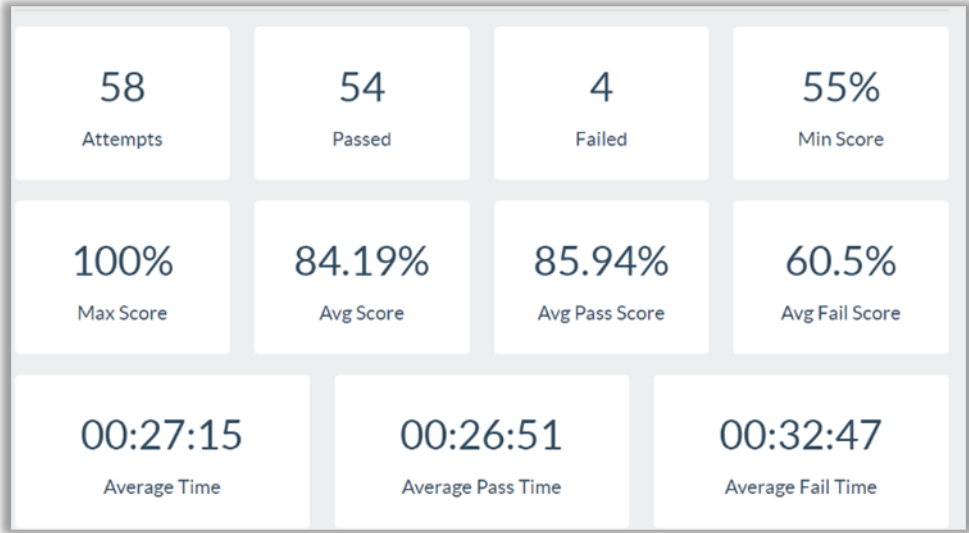
A screenshot of the 'Exams Report' filter form. The breadcrumb trail shows 'Reports > Exams Report'. The 'Filters' section includes: 'Exams' (a list box with 'Fiber Testing and Troubleshooting', 'Greenlee OTDR Operation', 'Fiber Preparation and Termination', 'Torque Applications and Procedures', and 'Mechanical Termination'), 'Exam Type' (a dropdown set to 'Certification'), 'Exam Grade' (a dropdown set to 'All'), 'From' (a date field set to '1/1/2017'), 'To' (a date field set to '02/05/2019'), 'Schools' (a list box with 'TCAT - Elizabethton'), 'Groups' (a list box with '504/525 Meter Sep 18 Day', '575 Dzl Days 18', 'Cherokee Robotics', and 'CIT DALL'), 'Job Title' (a dropdown set to 'All'), and an 'Exclude Safety & Theory Exams' checkbox. At the bottom are 'Filter' and 'Clear Filters' buttons. 'Expand' and 'Collapse' buttons are in the top right of the filter area.

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)

Export

File Name

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



Click the “eyeball” to review student attempts.

1
Schools

51
Certifications

10
Exams

Results

Export

File Name

Bulk Certificates

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	<div>Print Certificate</div>	<div>👁</div>
Zack Key	Torque Applications and Procedures	TCAT - Elizabethton	Post-Secondary Student	09/18/18 7:43 AM PDT	<div>Print Certificate</div>	<div>👁</div>

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

1

Schools

51

Certifications

10

Exams

Results

Export

File Name

Bulk Certificates

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	Print Certificate	
Zack Key	Torque Applications and Procedures	TCAT - Elizabethton	Post-Secondary Student	09/18/18 7:43 AM PDT	Print Certificate	

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

1	3533
Schools	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.

1	4121
Schools	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		✓	
Justin Hampton	Student	TCAT - Elizabethton		✓	
Steve Quailes	Student	TCAT - Elizabethton	Robinette Company	✓	
Dain Neely	Student	TCAT - Elizabethton	Robinette Company	✓	
Christian Justice	Student	TCAT - Elizabethton	HVAC DMM	✓	
Tyler Hale	Student	TCAT - Elizabethton	HVAC 2,6,17	✓	
Houston Ward	Student	TCAT - Elizabethton	HVAC 2,6,17, HVAC DMM, T@H Mon Jan 14th 19	✓	
Luke reynolds	Student	TCAT - Elizabethton		✓	


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

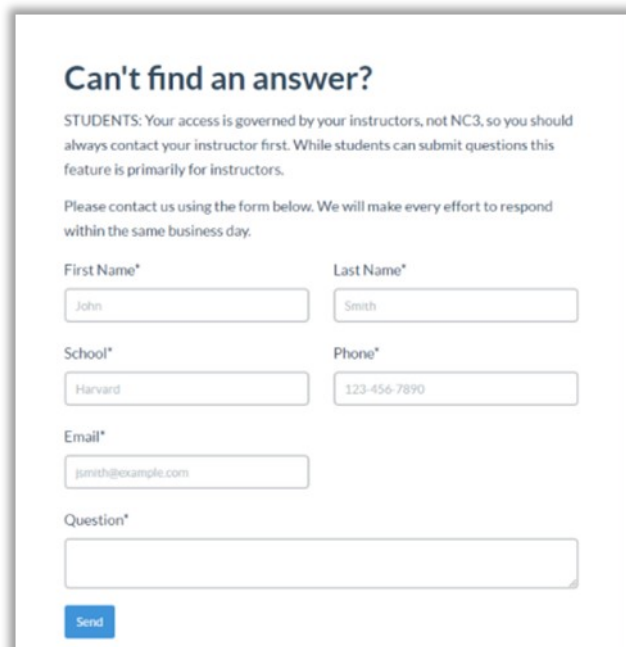
Campus Admin's can change student names only if the student hasn't completed a certification exam. Students who have completed an exam can only have their name changed by contacting NC3. This feature prevents certificate duplication and fraud.

Getting Help

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



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



The screenshot shows a form titled 'Can't find an answer?'. It includes a disclaimer for students, a request to contact the support team, and a form with fields for First Name, Last Name, School, Phone, Email, and Question. A 'Send' button is at the bottom.

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*

School*

Phone*

Email*

Question*

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 its 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 add-on 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 Progress00:06

Attendees are now viewing questions0 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

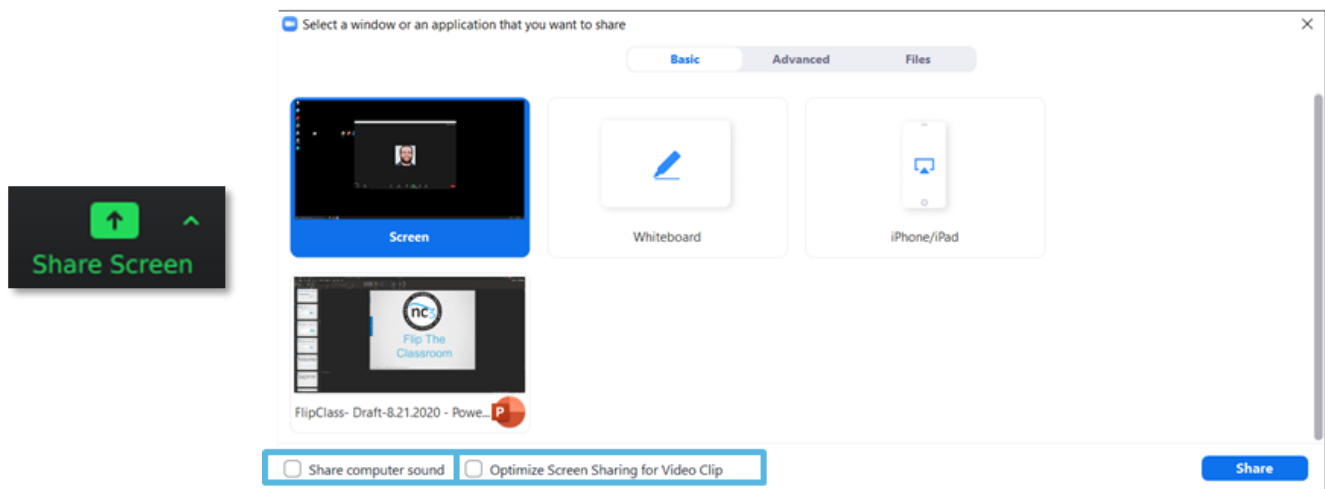


39

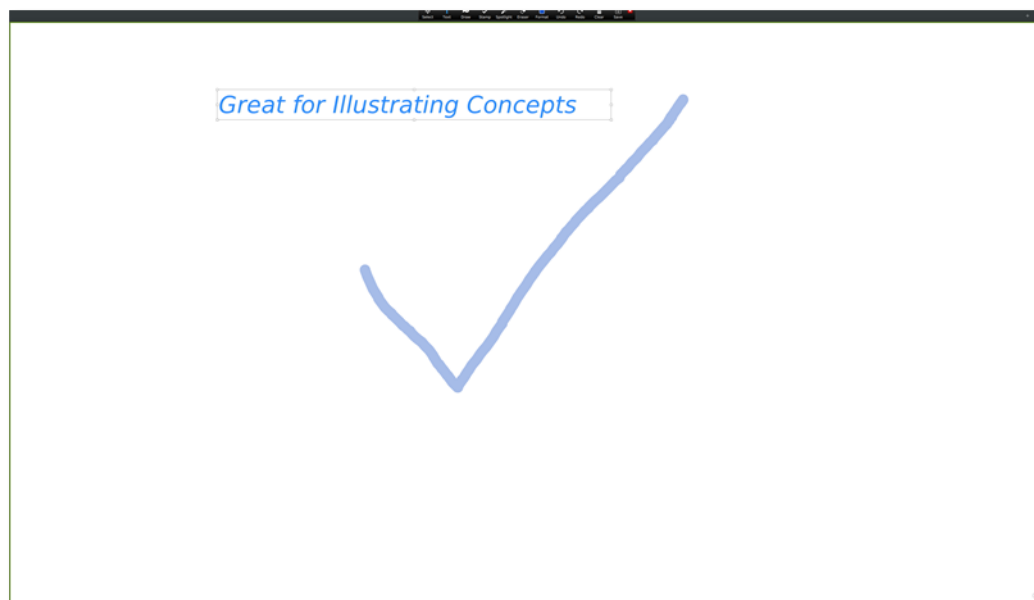
NC3 | National Coalition of Certification Centers

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.



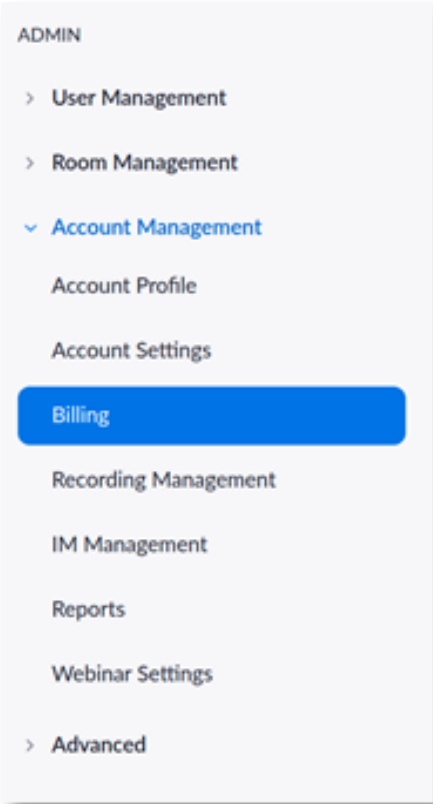
Zoom offers a digital “White Board” feature that allows you to share a screen to draw diagrams or illustrate concepts. It is found as part of the share screen feature.



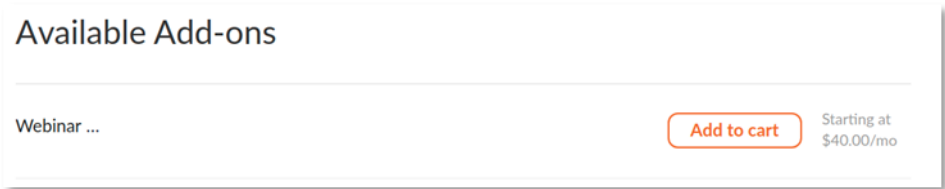
Zoom Subscription

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, then click Billing



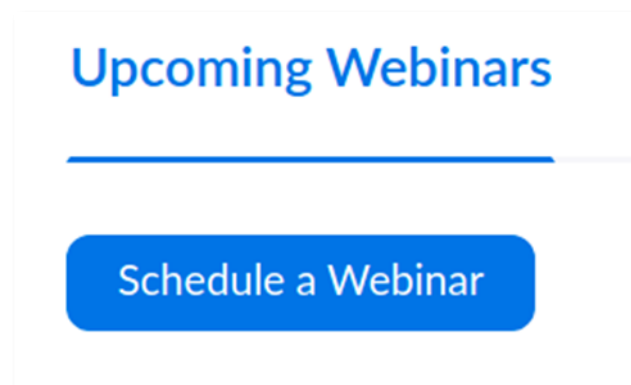
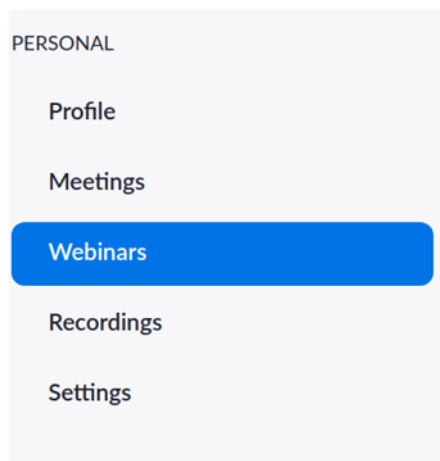
Then choose to add on the Webinar feature.



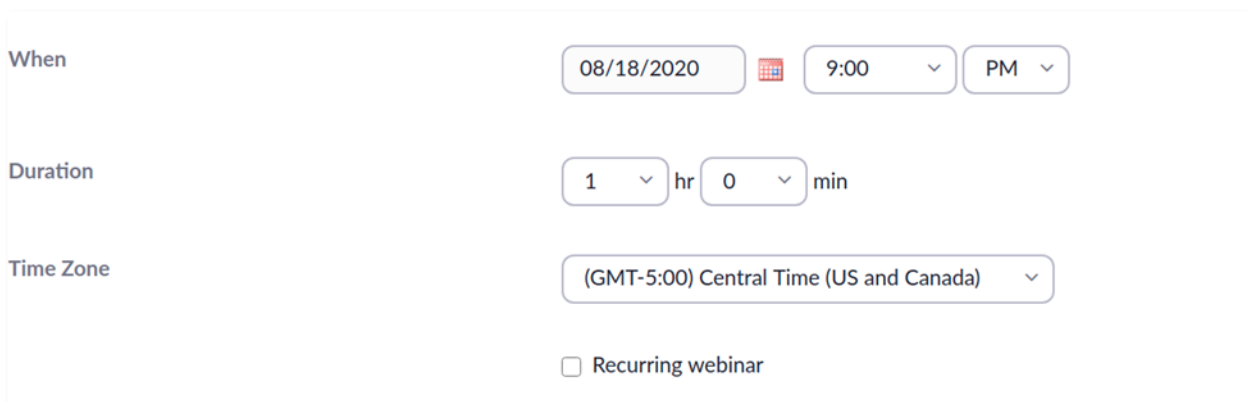
Setting Up Zoom Webinar

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.

A screenshot of the Zoom webinar scheduling form. It includes fields for 'When' (date and time), 'Duration' (hours and minutes), and 'Time Zone'. The 'When' field shows '08/18/2020' and '9:00 PM'. The 'Duration' field shows '1 hr' and '0 min'. The 'Time Zone' field shows '(GMT-5:00) Central Time (US and Canada)'. There is also a checkbox for 'Recurring webinar' which is currently unchecked.

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 Edit
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 | [Edit](#)

Invite Attendees | Webinar Size: 100 attendees | [Copy Invitation](#) | [Send Invitation to Me](#)

Registration Link
https://zoom.us/webinar/register/WN_IUAMI0xMSzilW8pDU5_gzg

Source Tracking Link ⓘ | [+ Add](#)

You have not yet created any source tracking links

Approval | Automatically Approve | [Edit](#)

Options

- ✓ Close registration after event date
- ✓ Allow attendees to join from multiple devices
- ✓ Show social share buttons on registration page

Manage Attendees | Registrants: 0 | Automatically Approved | [Import from CSV | View](#)

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

Import from CSV

- Only .csv files are allowed
- CSV format: Email, First Name, Last Name
- All users contained in the csv will receive an invitation email

☒ Send invitation after importing

[Cancel](#) [Import](#)

To use the automatic registration feature, click [Invitations](#) and then [Copy Invitation](#)

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

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

Invite Panelists | No panelists invited | [Edit](#)

Invite Attendees | Webinar Size: 100 attendees | [Copy Invitation](#) | [Send Invitation to Me](#)

Registration Link
https://zoom.us/webinar/register/WN_IUAMI0xMSzilW8pDU5_gzg

Source Tracking Link ⓘ | + Add

You have not yet created any source tracking links

Approval | Automatically Approve | [Edit](#)

Options

- ✓ Close registration after event date
- ✓ Allow attendees to join from multiple devices
- ✓ Show social share buttons on registration page

Manage Attendees | Registrants: 0 | Automatically Approved | [Import from CSV](#) | [View](#)

There are several settings available for automatic registration:

Registration | Questions | Custom Questions

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

The screenshot shows the 'Branding' tab in the Zoom webinar setup interface. At the top, there is a navigation bar with links: 'Invitations', 'Email Settings', 'Branding' (which is highlighted with a blue underline), 'Polls', 'Q&A', 'Integration', and 'Live Streaming'. Below this, the 'Banner' section is active. It shows a preview of the banner with the 'nc3 the trainer' logo. The text 'nc3' is in black with a blue swoosh, and 'the trainer' is in a large, bold, blue font. Below the preview are three buttons: 'Change' (blue), 'Delete' (grey), and 'Add Description' (blue). Underneath these buttons, the 'Image requirements' are listed: '• GIF/JPG/JPEG or 24-bit PNG' and '• The maximum dimensions: 1280px by 1280px'. Below the banner section is the 'Logo' section. It contains the text: '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.' Below this text is a blue 'Upload' button. At the very bottom of the logo section, the text 'Image requirements:' is visible.

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.

nc3
the trainer

[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.

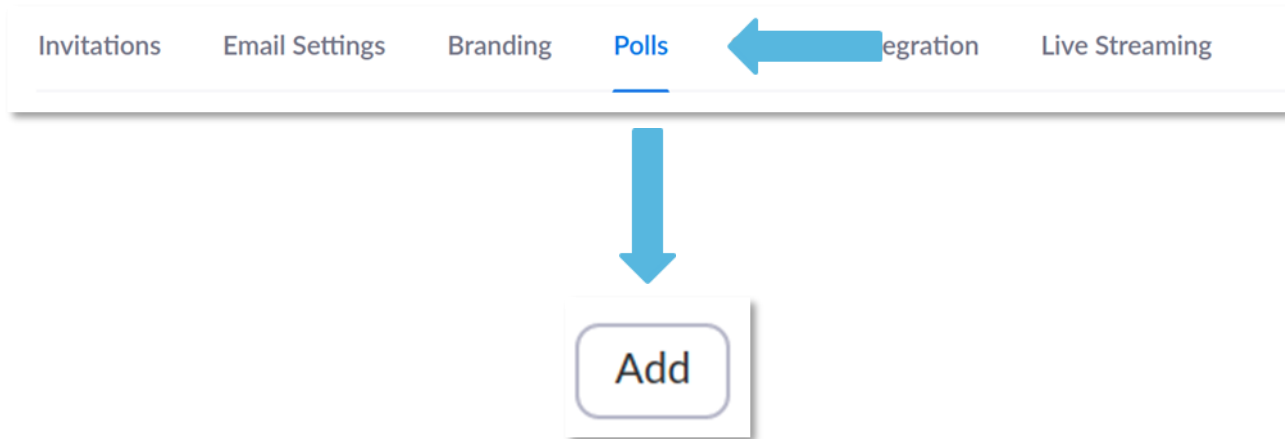
[Upload](#)

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.

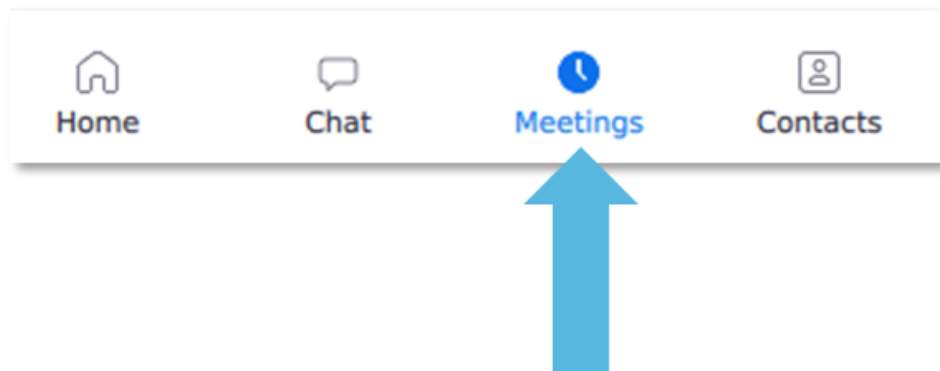
The screenshot shows the 'Edit Poll 1' form. At the top, there is a text input field containing 'Demo Poll'. Below it is a checkbox labeled 'Anonymous?' which is unchecked. The main content area is titled '1.' and contains a text box with the placeholder text 'This is a Demo poll. Any questions up to 250 Characters can go here'. Below the text box are two radio buttons: 'Single Choice' (selected) and 'Multiple Choice'. Underneath these are several text input fields for answers, labeled 'There can be up to 10 answers', 'Multiple Selections are allowed', 'Answers can also be 250 characters', and 'Answer 4 (Optional)' through 'Answer 10 (Optional)'. A 'Delete' button is located at the bottom right of the answer fields. At the bottom of the form, there is a '+ Add a Question' button, a 'Save' button, and a 'Cancel' button.

The screenshot shows the 'Edit Poll 1' form. At the top, there is a text input field containing 'Demo Poll'. Below it is a checkbox labeled 'Anonymous?' which is unchecked. The main content area is titled '1.' and contains a text box with the placeholder text 'This is a Demo poll. Any questions up to 250 Characters can go here'. Below the text box are two radio buttons: 'Single Choice' (selected) and 'Multiple Choice'. Underneath these are several text input fields for answers, labeled 'True or False: This is great way to track participation.', 'True', 'False', 'Answer 3 (Optional)', 'Answer 4 (Optional)', 'Answer 5 (Optional)', 'Answer 6 (Optional)', 'Answer 7 (Optional)', 'Answer 8 (Optional)', 'Answer 9 (Optional)', and 'Answer 10 (Optional)'. A 'Delete' button is located at the bottom right of the answer fields. At the bottom of the form, there is a '+ Add a Question' button, a 'Save' button, and a 'Cancel' button.

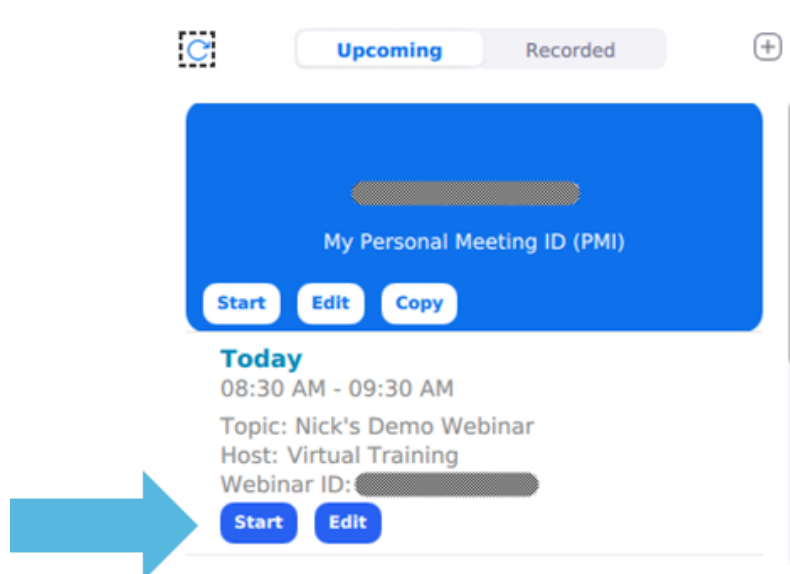
Launching Webinars

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.

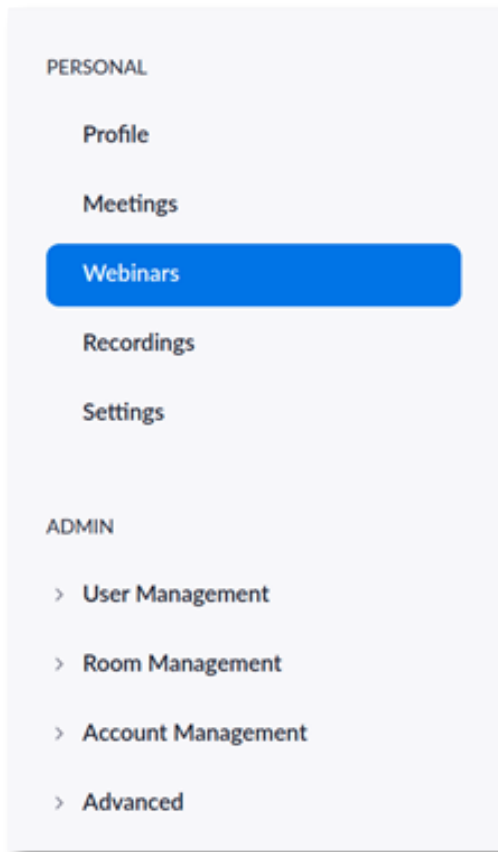
To launch the webinar from the desktop client first log in. Select “meetings” from the bottom toolbar.



Scroll to find your webinar and click start

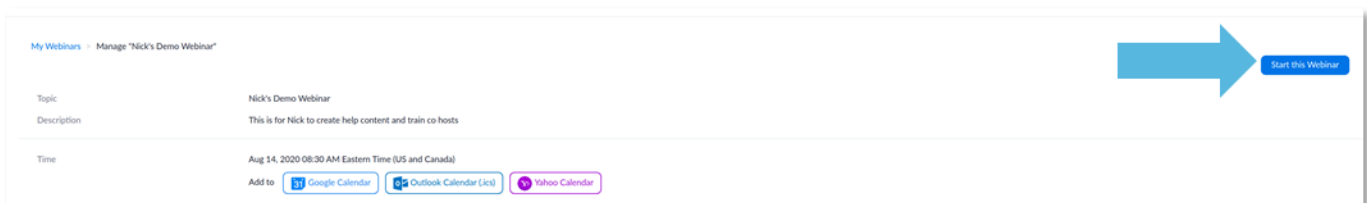


To launch the webinar from the website first log in.



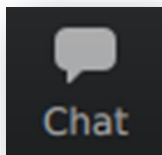
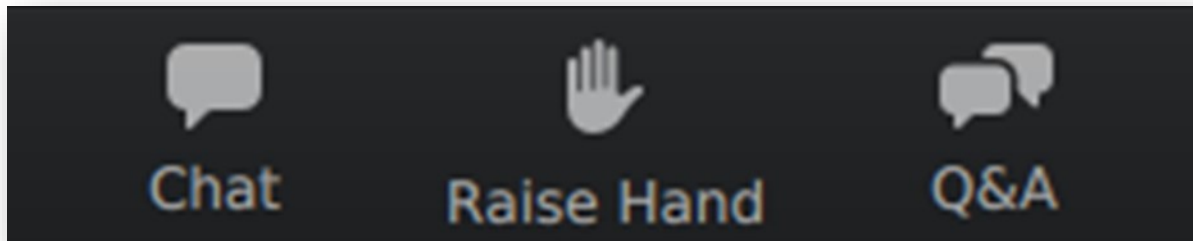
Select “webinars” from the left toolbar.

Scroll to find your webinar and click start



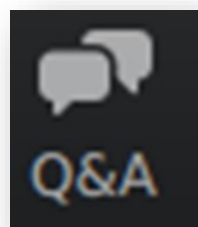
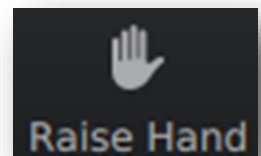
Attendee Controls

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



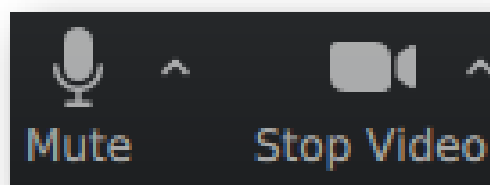
This will open the chat window. Please note that you won't be able to chat with other attendees as only the host can see this. If you have a question, please use the Q&A feature.

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.



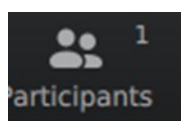
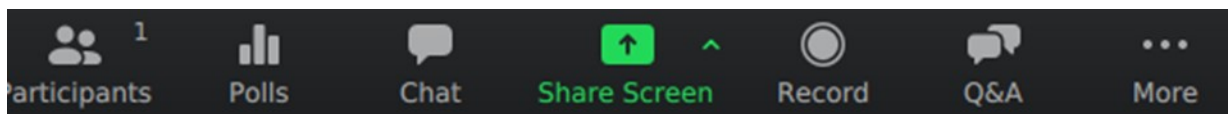
If you have a question use the Q&A feature. The Instructor will be notified and will answer when possible. The instructor may unmute you or answer in chat depending on the question.

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

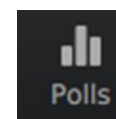


Host Controls

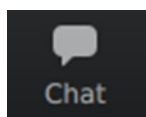
The host and any cohosts of the webinar will have full controls to manage users, answer questions, and launch polls.



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

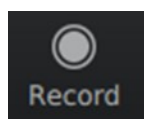
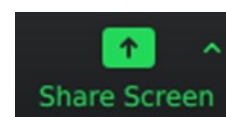


This opens the Polls window. Use this to launch polls, and share results.



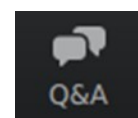
This opens the chat window. Additional controls for chat are found here

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.

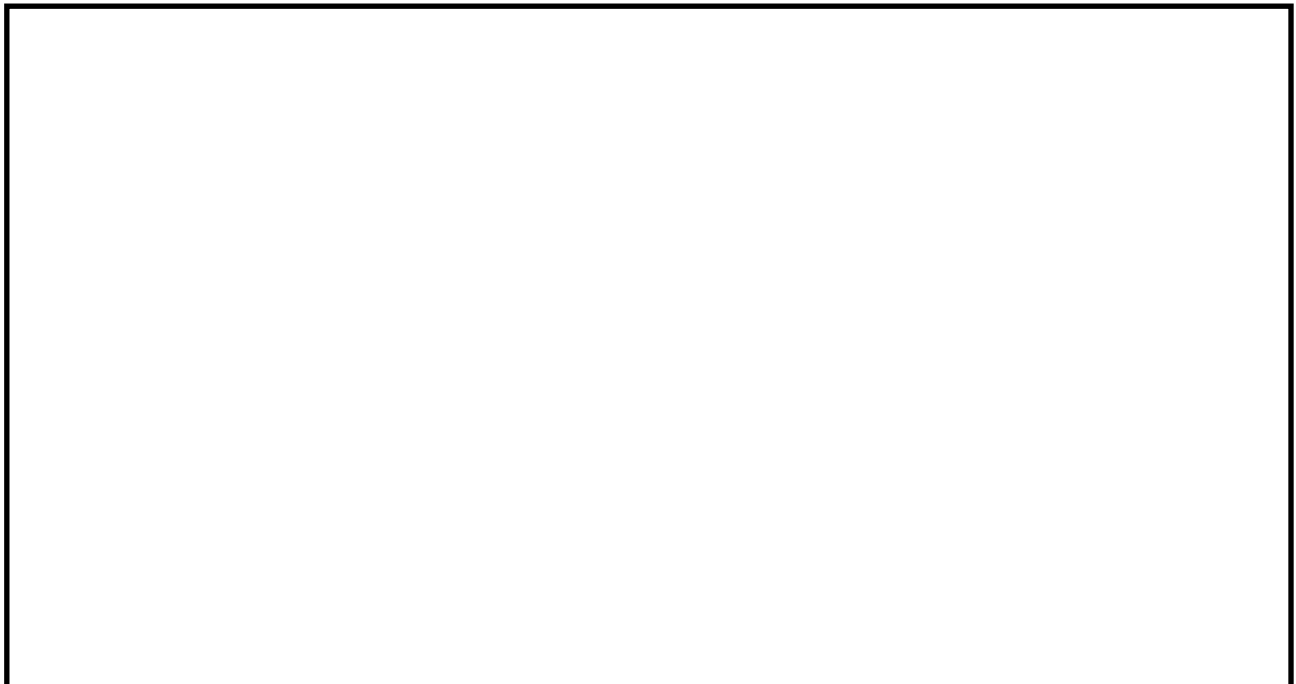


Setting up Your Screen

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:

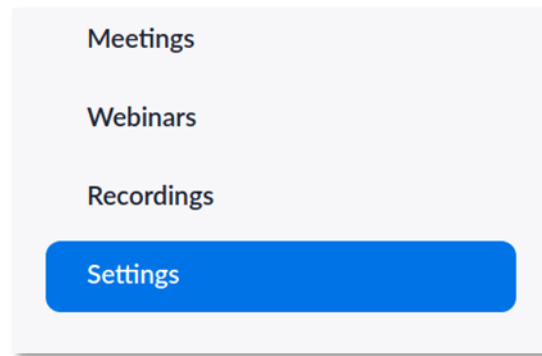


Additional Webinar Settings

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:

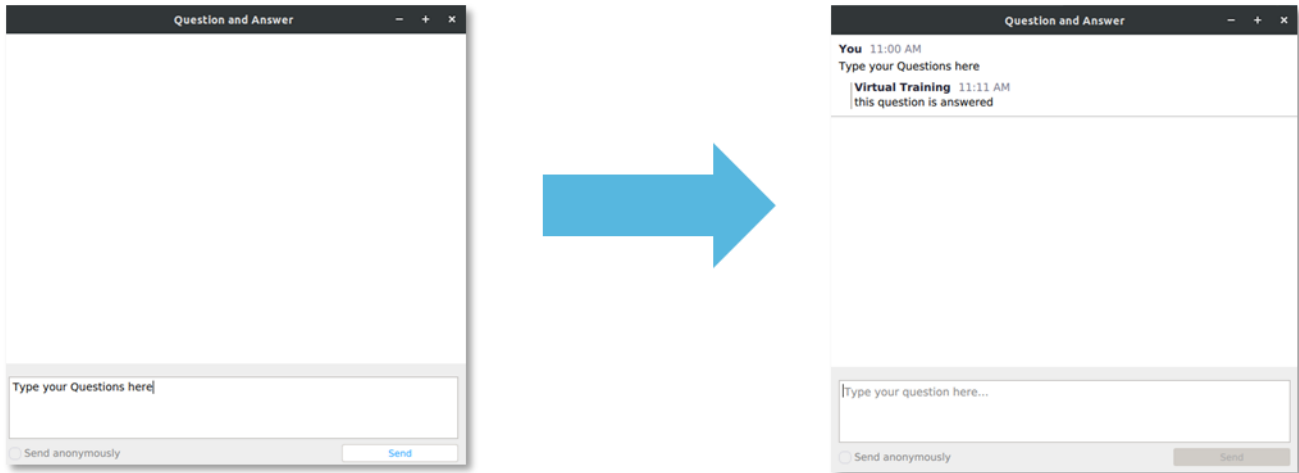
- Cohosts
- Far End Camera Control
- Data center choices
- Require authenticated users



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.

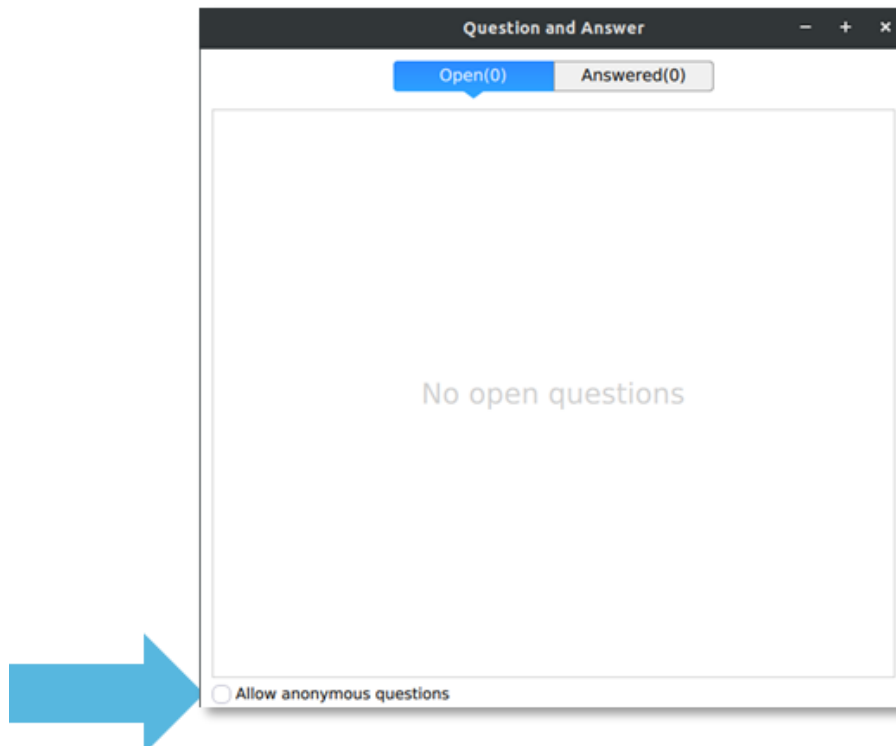


The Q&A feature will allow students to ask questions and will be visible to all attendees. To use click the Q&A button:



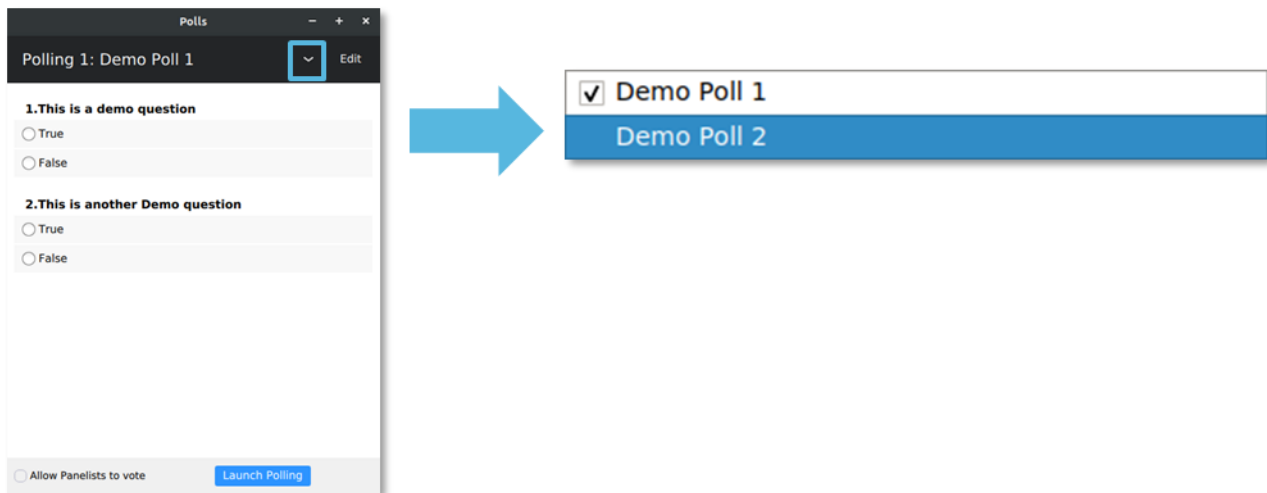
The instructor can either answer live or provide a written response.

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.

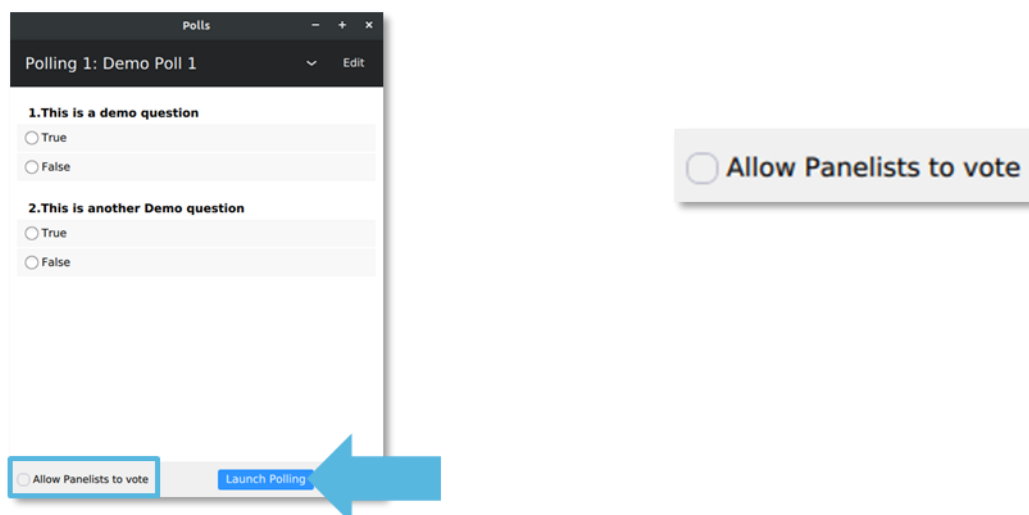


Launching Polls

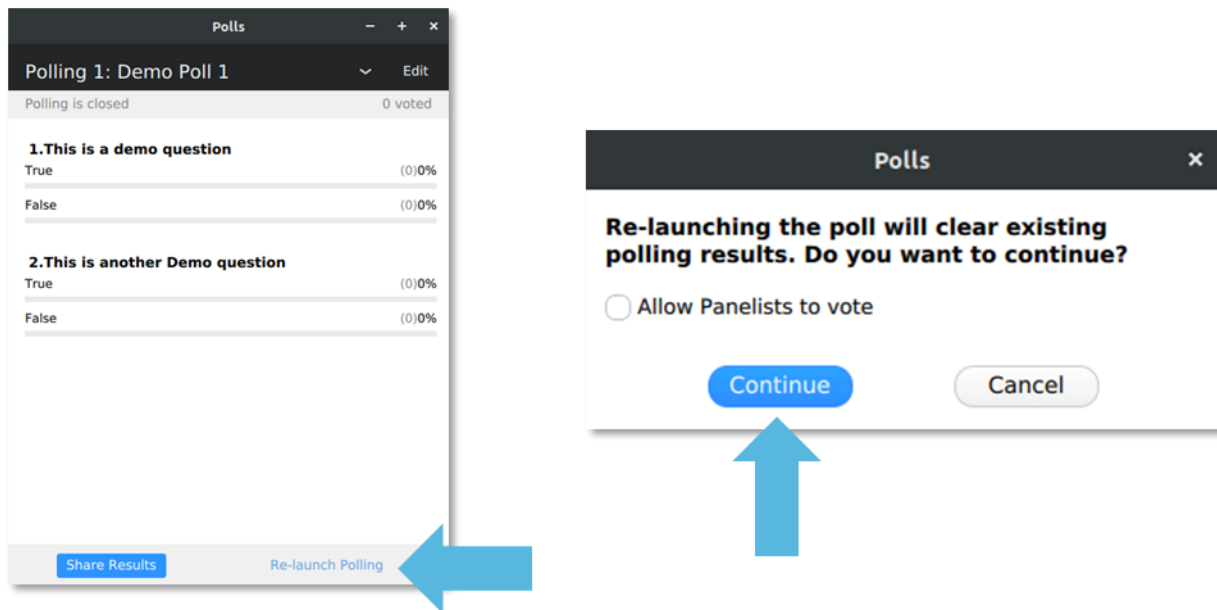
During class Polls can be launched at anytime. To do so click the Polls button on the tool bar. Then choose the poll you wish to launch.



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

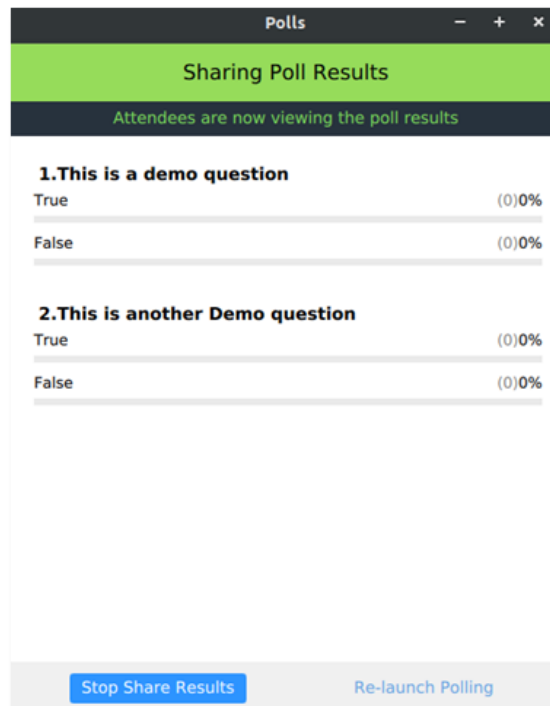


After the first time you launch, subsequent polls can be launched by selecting **Re-Launch Polling**. This will bring up a warning. Click **Continue**



Once the students have completed the polls click Close

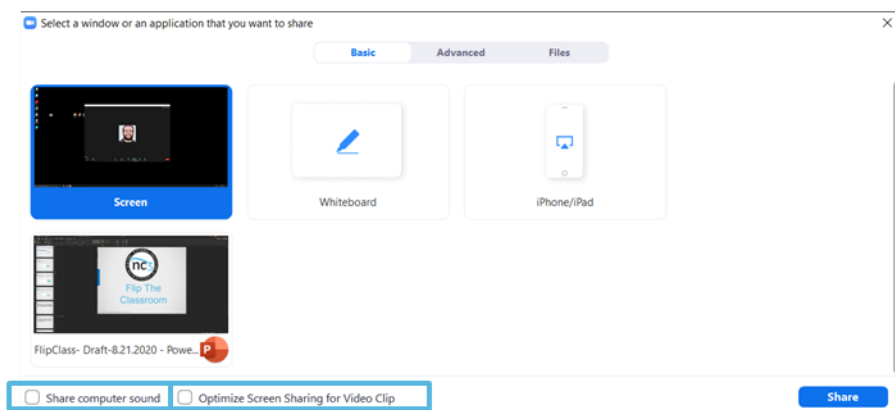
Click Share Results if you wish to show the class the results of the polls.



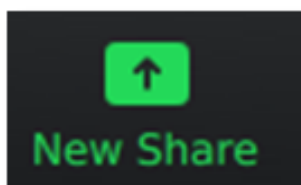
Screen Share

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.

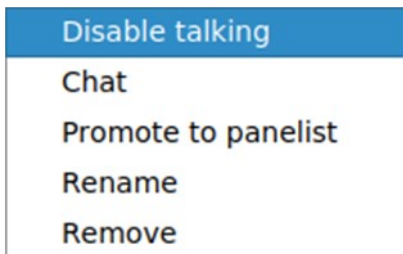
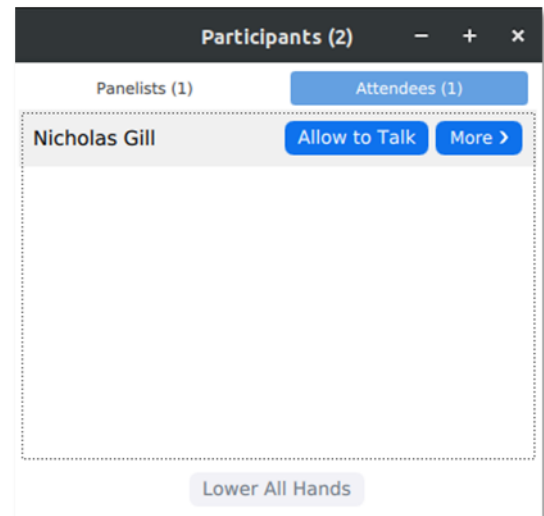


Sharing an application window will only share that application. However, in order to show a new screen, such as when you open a new tab or switch to a different software, you will have start a new share. To do this select the toolbar on top of your shared screen. Then select New Share.



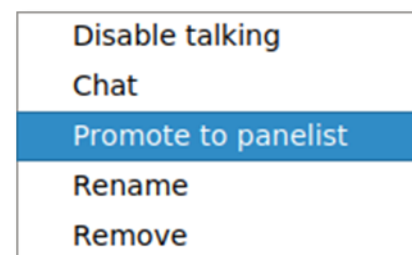
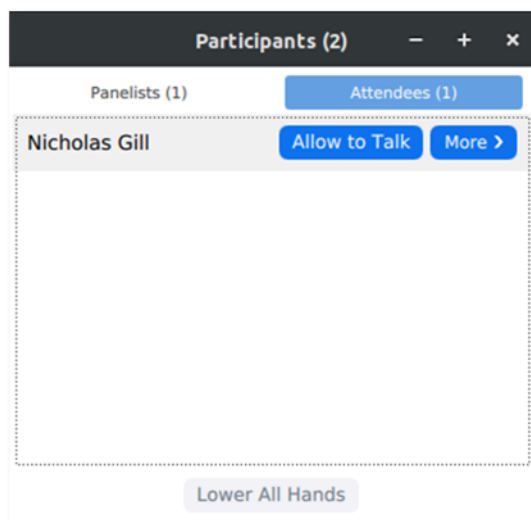
Manage Students

To grant Attendee's the ability to speak or ask a question. Hover over attendee's name and click [Allow to Talk](#)

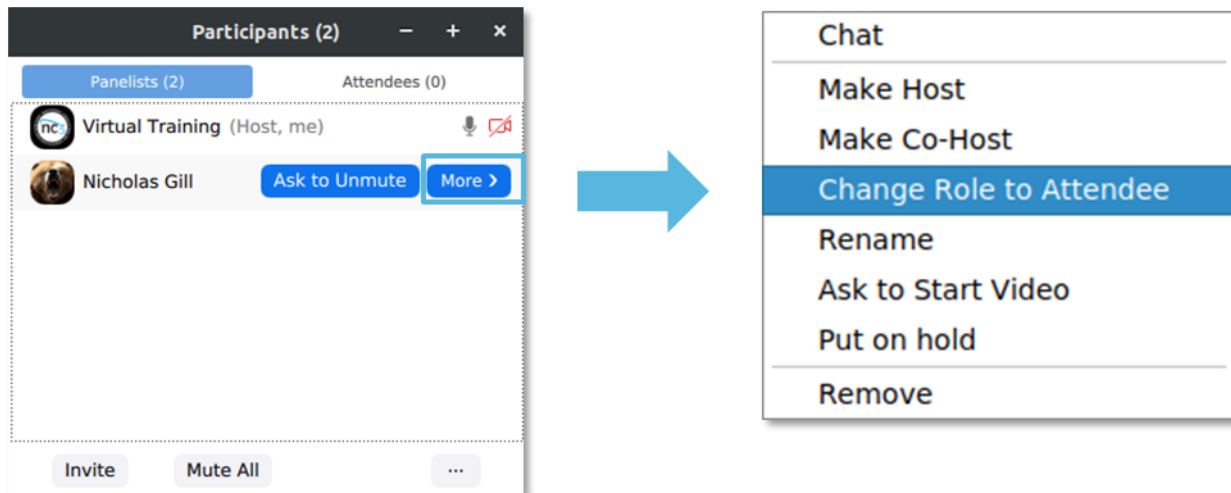


To remove permissions, click More and [Disable Talking](#)

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](#).



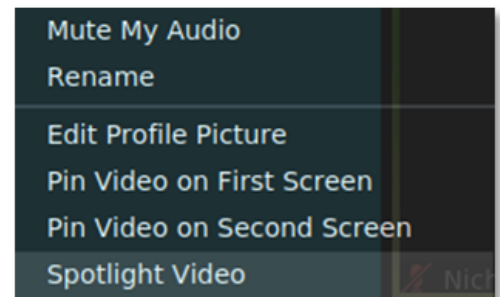
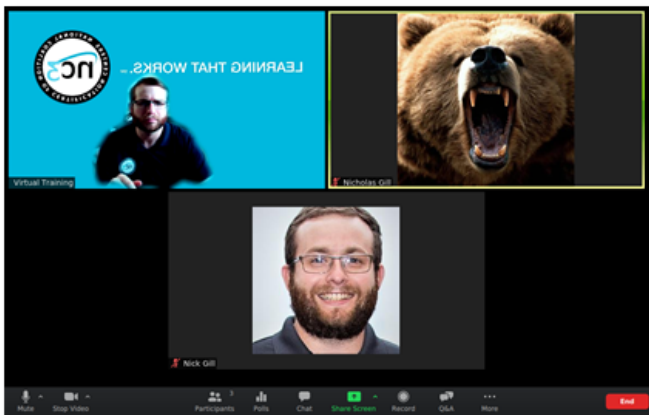
To return a student to attendee select more next to their name in the panelist list.
Then click [Change Role to Attendee](#)



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**

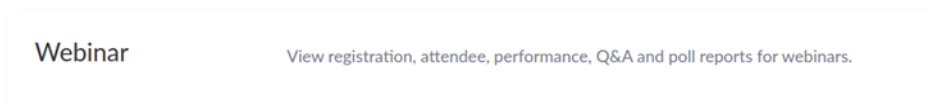
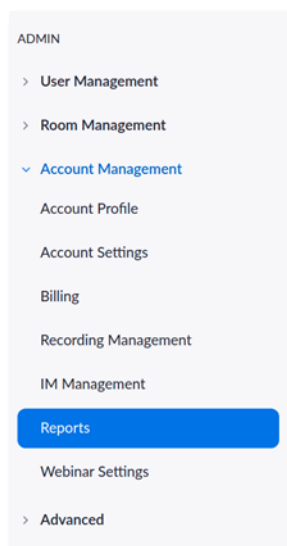


Exporting Reports

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: 08/17/2020 To: 08/18/2020 Filter Webinar ID Search

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

Generate CSV Report

AutoSave		99099046376 - Attendee Report									
File Home Insert Page Layout Formulas Data Review View Help											
Clipboard		Font		Alignment		Number		Styles			
<div>Attendee Report</div> <div>Report Generated: 8/18/2020 16:59</div> <div>Topic Webinar ID Actual Start Time Actual Duration (minutes) # Registered # Cancelled Unique Viewers Total Users Max Concurrent Views</div> <div>Nick's Demo Webinar 111 1111 1111 8/17/2020 10:07 5 2 0 2 5</div> <div>Host Details</div> <div>Attended User Name Email Join Time Leave Time Time in Session (minutes) Country/Region Name</div> <div>Yes Virtual Training demo@nc3.net 8/17/2020 10:07 8/17/2020 10:11 5 United States of America</div> <div>Panelist Details</div> <div>Attended User Name Email Join Time Leave Time Time in Session (minutes) Country/Region Name</div> <div>Yes Nicholas Gill nicholas.g.gill@gmail.com 8/17/2020 10:07 8/17/2020 10:11 5 United States of America</div> <div>Yes Nick Gill nick.gill@nc3.net 8/17/2020 10:10 8/17/2020 10:11 1 United States of America</div> <div>Attendee Details</div> <div>Attended First Name Last Name Email Registration Time Approval Status Join Time Leave Time Time in Session (minutes)</div> <div>Yes Nicholas Gill demo@nc3.net 8/17/2020 9:58 approved 8/17/2020 10:07 8/17/2020 10:07 1</div> <div>Yes Nick Gill demo@nc3.net 8/17/2020 10:09 approved 8/17/2020 10:09 8/17/2020 10:10 1</div>											

ADDITIONAL RESOURCES

www.nc3certs.com

www.nc3.net

www.zoom.us

support.zoom.us/



Collaborate in the classroom.
Compete in the marketplace.

Industry Partners



www.nc3.net