



TestMaster Universe

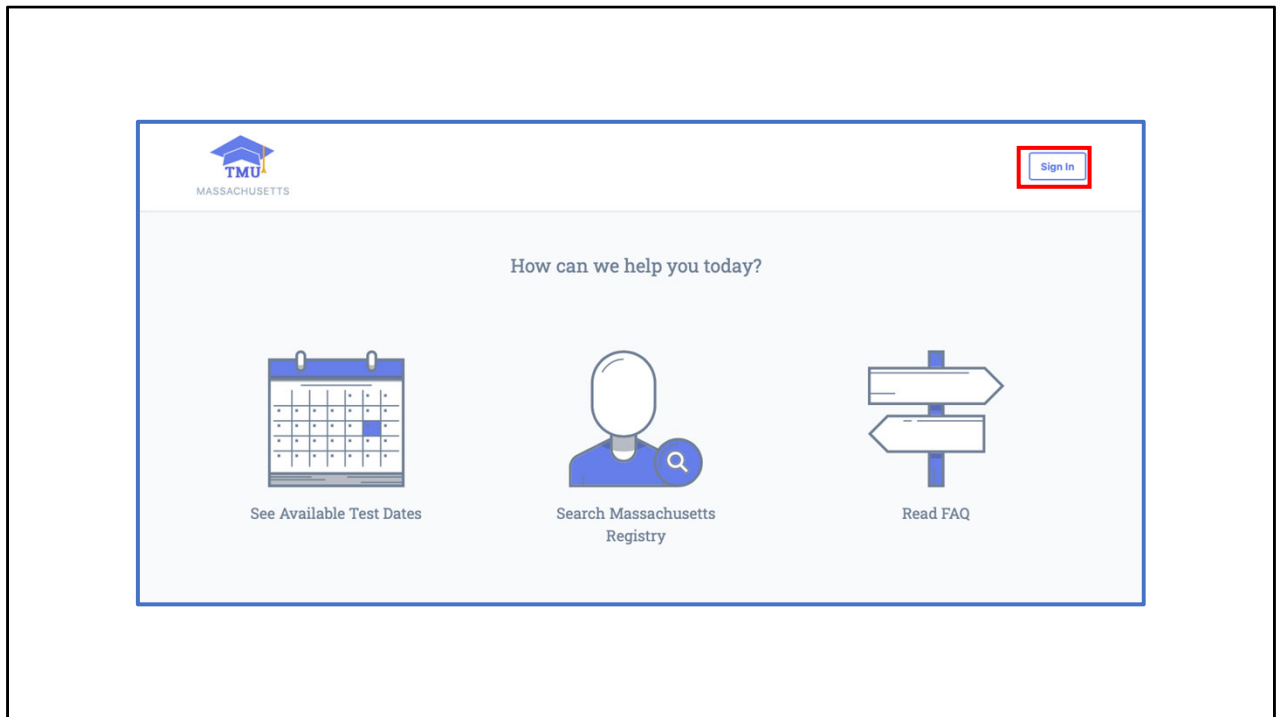
Massachusetts



Trainer:
How to Complete an Individual
Student's Training
Record

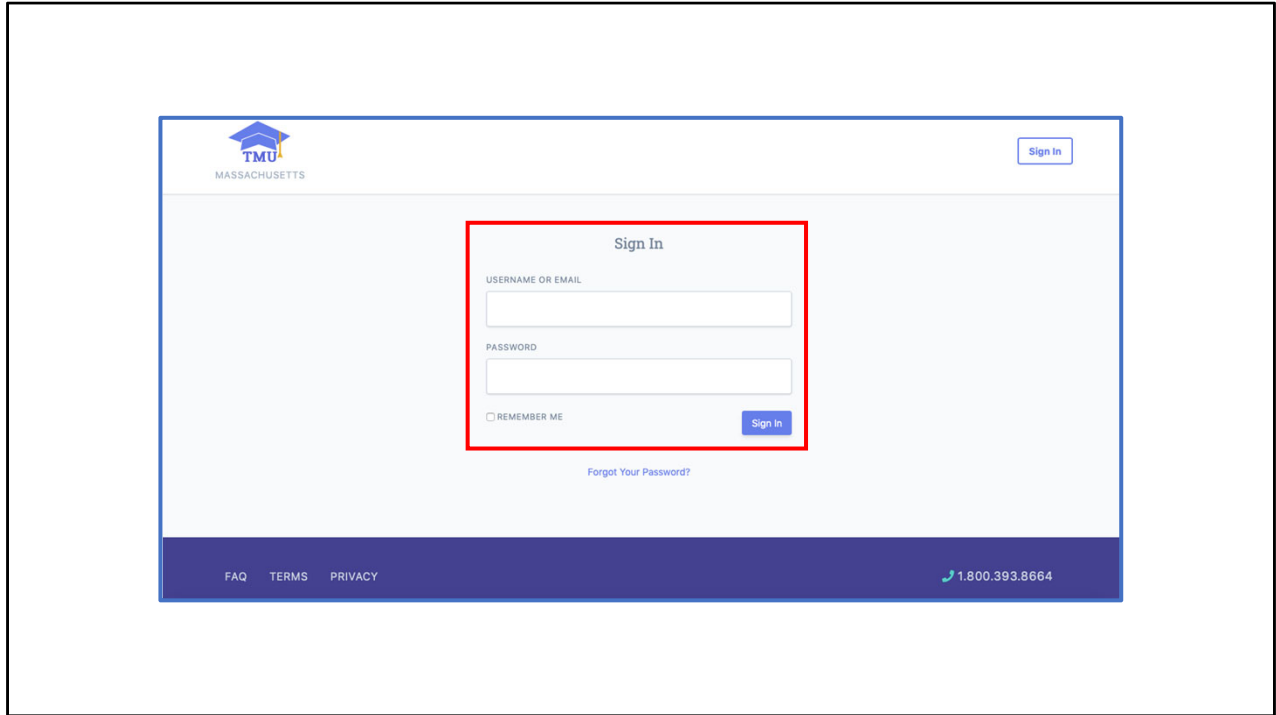
Log into: <https://ma.tmuniverse.com/>

Hi my name is Jasyn I'm with D&SDT – Headmaster. Today I'm going to show you how a trainer completes an individual students training record

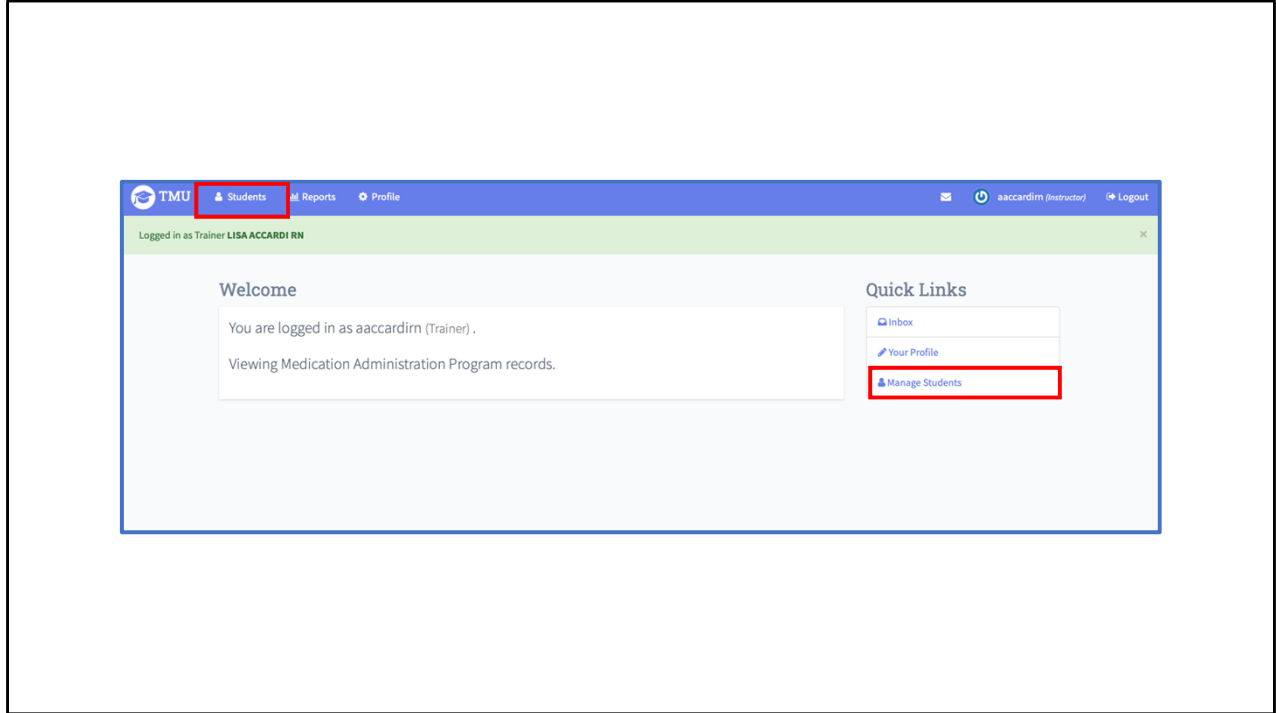


If you follow the link in the last screen, it will take you to this home page

To log in click the 'Sign In' button in the upper right-hand corner.

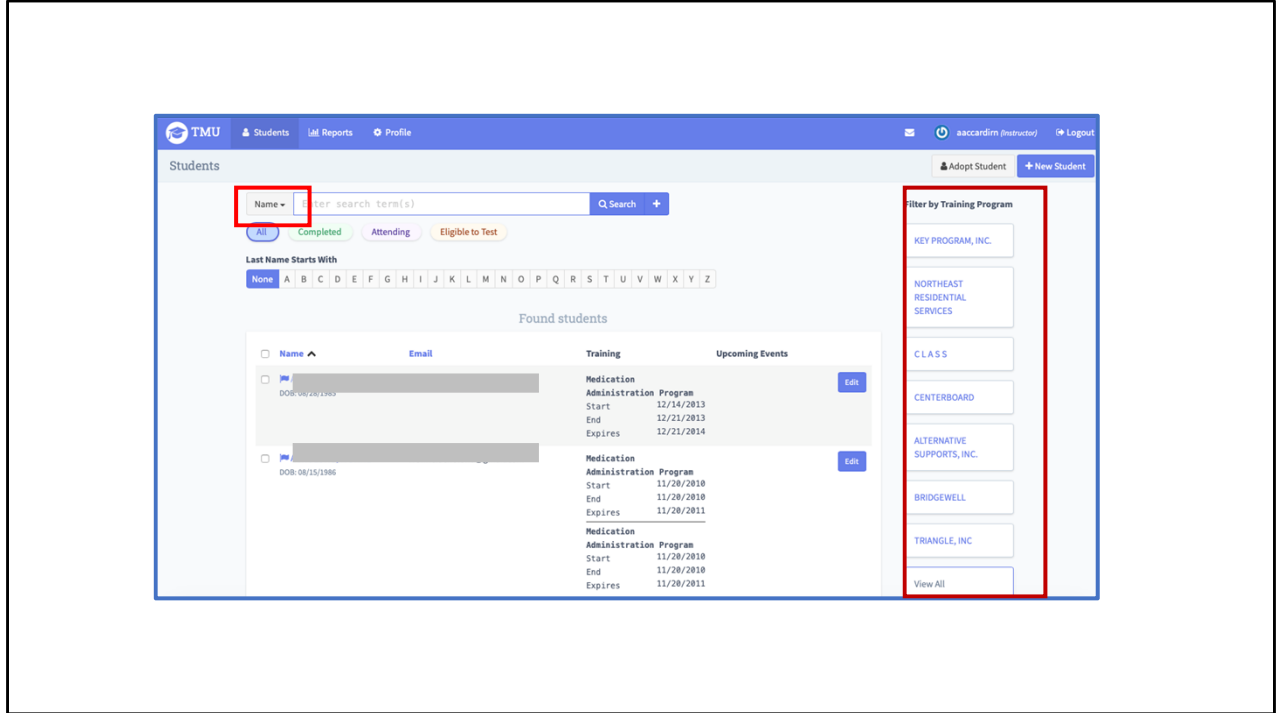


A person will enter their log in information and click 'Sign in'



To view students, the trainer may click on either the 'Students' tab at the top of the screen or to the right

No matter which button the trainer clicks on, it will take them to the same screen.....



The Students page

Initially, it will pull up all the students the trainer has entered

However, there several ways to filter them -

If a trainer works for more than one training program, all the programs will be listed on the right side. The trainer can filter their students by training program by clicking on the name of the training program

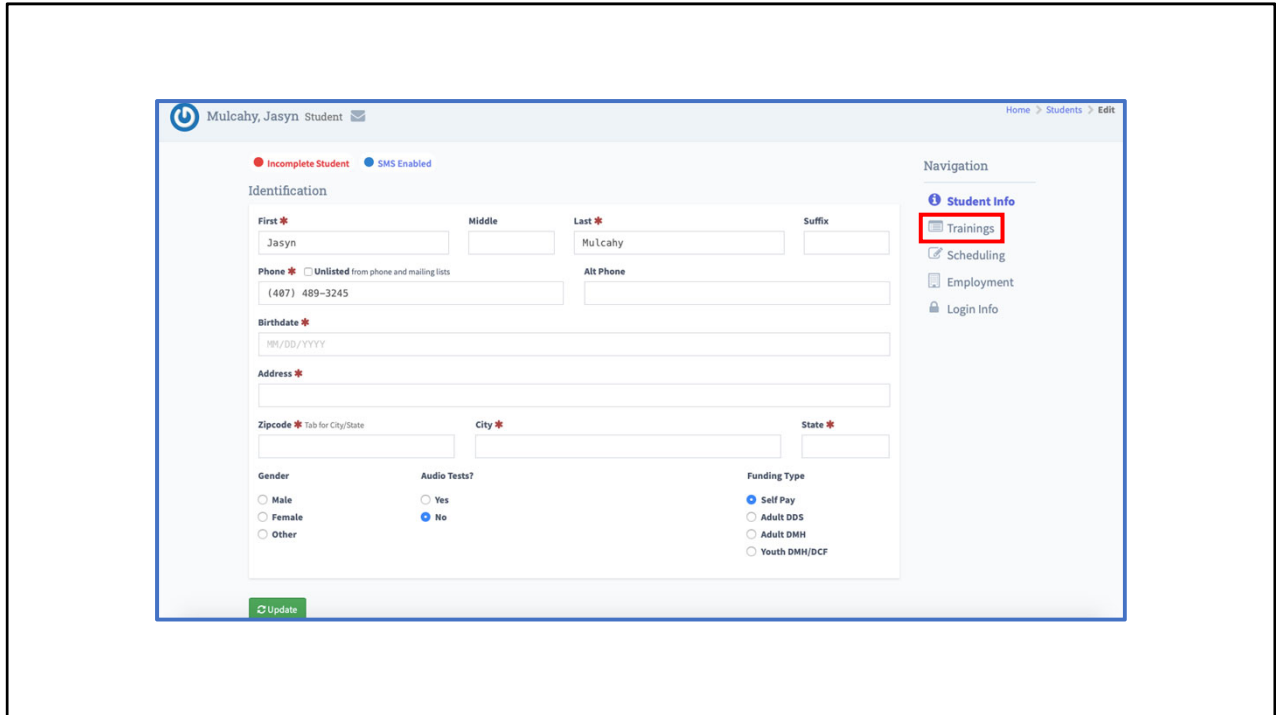
A trainer can search for a student or group of students by using the search bar at the top of the page. The 'Name' will drop down and allow trainers to search by Social Security Number, Date of Birth, Test ID, Email, City, License, Certified On, Certified Before, Certified After, Trained At, Trained by, Training Name, Training Type, Training Status, Training Start, Training End, Training Expires, ADA, ADA Status, Created after, or Updated After.

The screenshot shows the TMU Students management interface. At the top, there is a navigation bar with 'TMU', 'Students', 'All Reports', and 'Profile'. The user is logged in as 'aacardim (Instructor)' and can click 'Logout'. The main heading is 'Students', with options to 'Adopt Student' and '+ New Student'. A search bar is highlighted with a red box, containing the text 'Enter search term(s)' and a 'Search' button. Below the search bar are filters for 'All', 'Completed', 'Attending', and 'Eligible to Test'. A 'Last Name Starts With' section shows a grid of letters from A to Z. The 'Search Parameters' section shows 'Search' as '12/15/2019' and 'Type' as 'Training Start'. The 'Found students' section contains a table with one entry:

<input type="checkbox"/>	Name	Email	Training	Upcoming Events	
<input type="checkbox"/>	Mulcahy, Jasyn	jasyn@hdmaster.com	Medication Administration Program Start 12/15/2019		Edit

At the bottom, there is a 'With Selected' section with a 'Print Roster' button and a 'Go' button. On the right side, there is a 'Filter by Training Program' section with buttons for 'KEY PROGRAM, INC.', 'NORTHEAST RESIDENTIAL SERVICES', 'CLASS', 'CENTERBOARD', 'ALTERNATIVE SUPPORTS, INC.', 'BRIDGEWELL', 'TRIANGLE, INC.', and 'View All'.

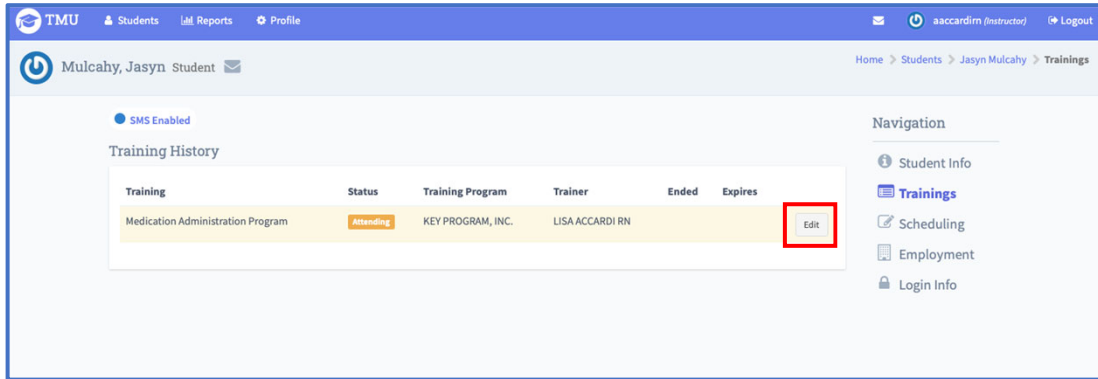
For this search the training start date was used. Click on the student's name to open the student's record



Which will bring you into the student record. A trainer may navigate through the student record by using the 'Navigation' Pane on the right-hand side.

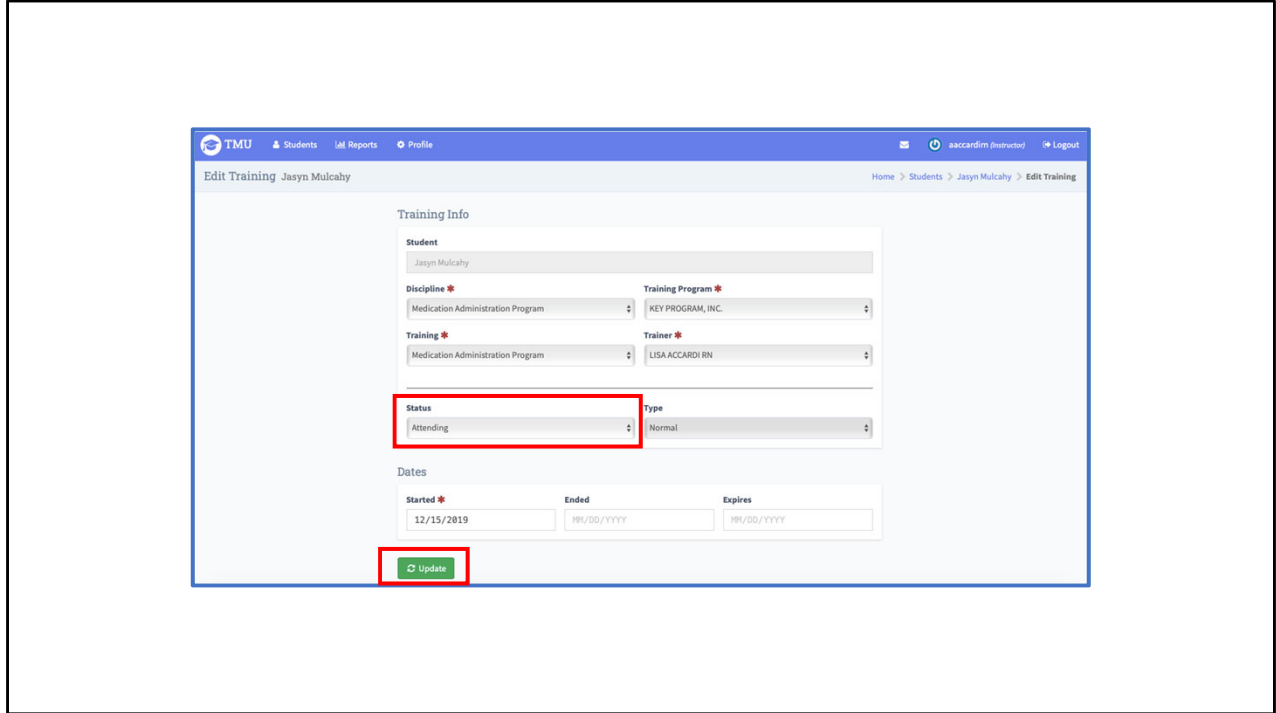
To view a students training select 'Trainings'

FYI, the trainer may edit demographic information from this screen as well



From the Trainings screen the trainer will click on the Edit button

Which will bring them to...

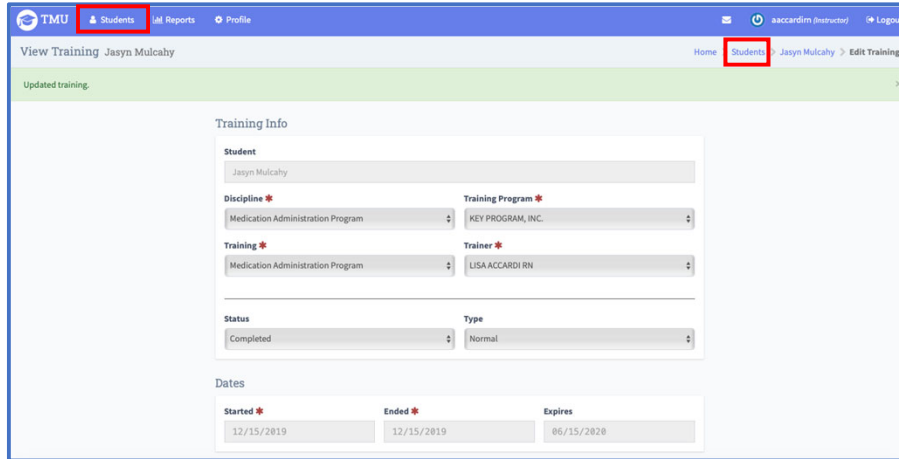


this screen

From this screen the trainer will enter the students training information. The asterisk fields are required. A trainer must drop down the 'Status' box and choose either 'Completed' or 'Incomplete' in order to complete the student record. Updating the student's status will automatically cause the end date field to become an asterisk field

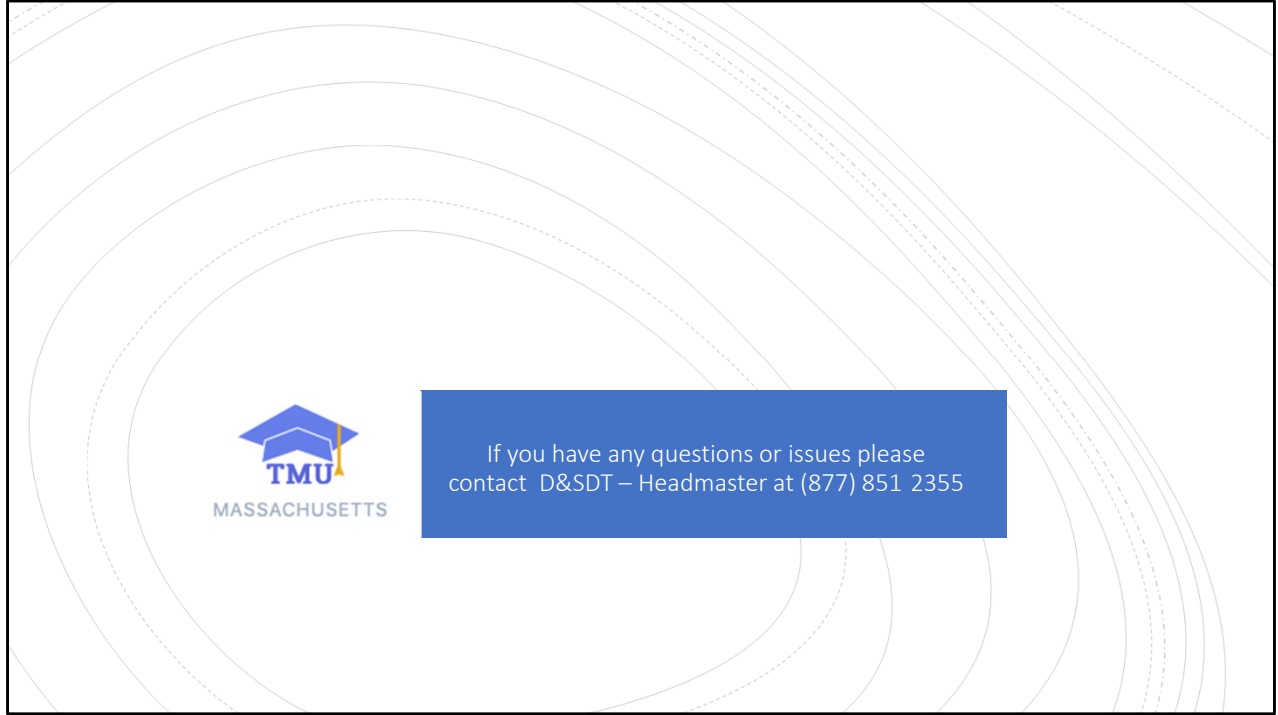
Once all the information is entered, click the green update button at the bottom

You should then see...



A green bar across the top of the record that says 'Updated Training'

The trainer will be able to leave the screen at this point and go back to other students records by clicking one of the 'Students' tabs



If you have any questions or issues, please contact D&SDT – Headmaster at (877) 851-2355