



TestMaster Universe

Massachusetts

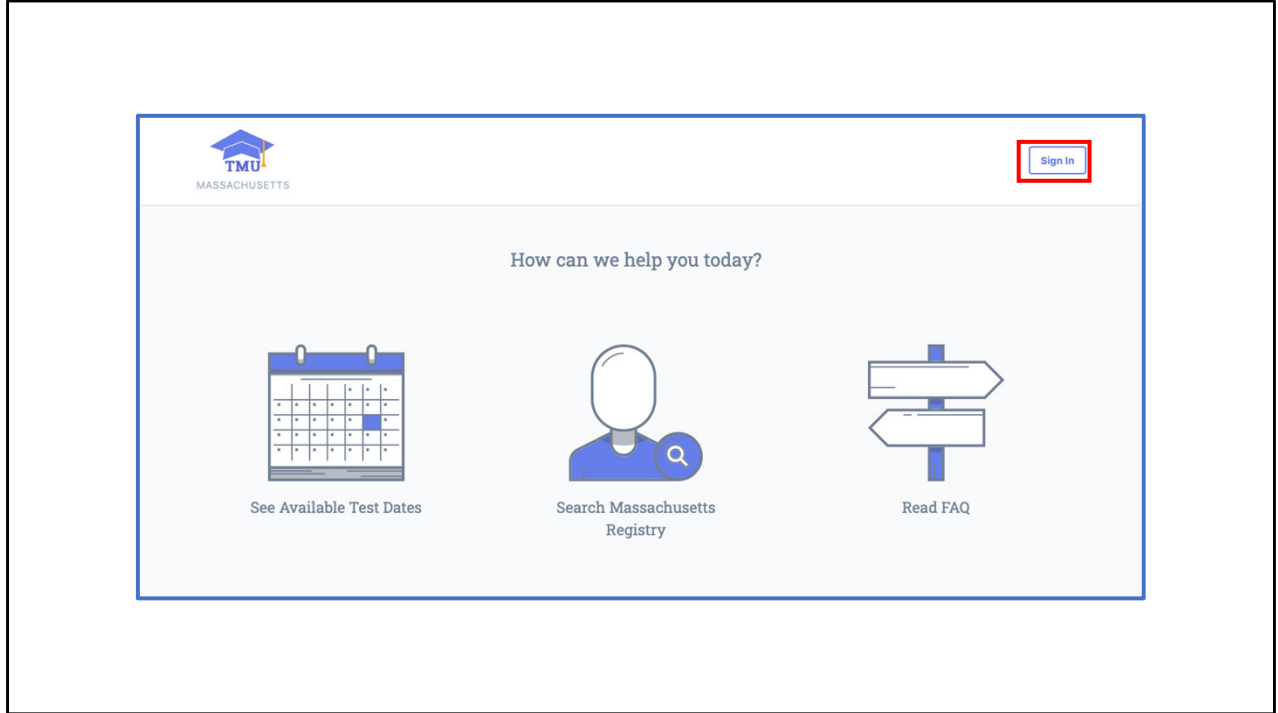


Trainer:
How to Enter Completion Date for an
Entire Graduating Class

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

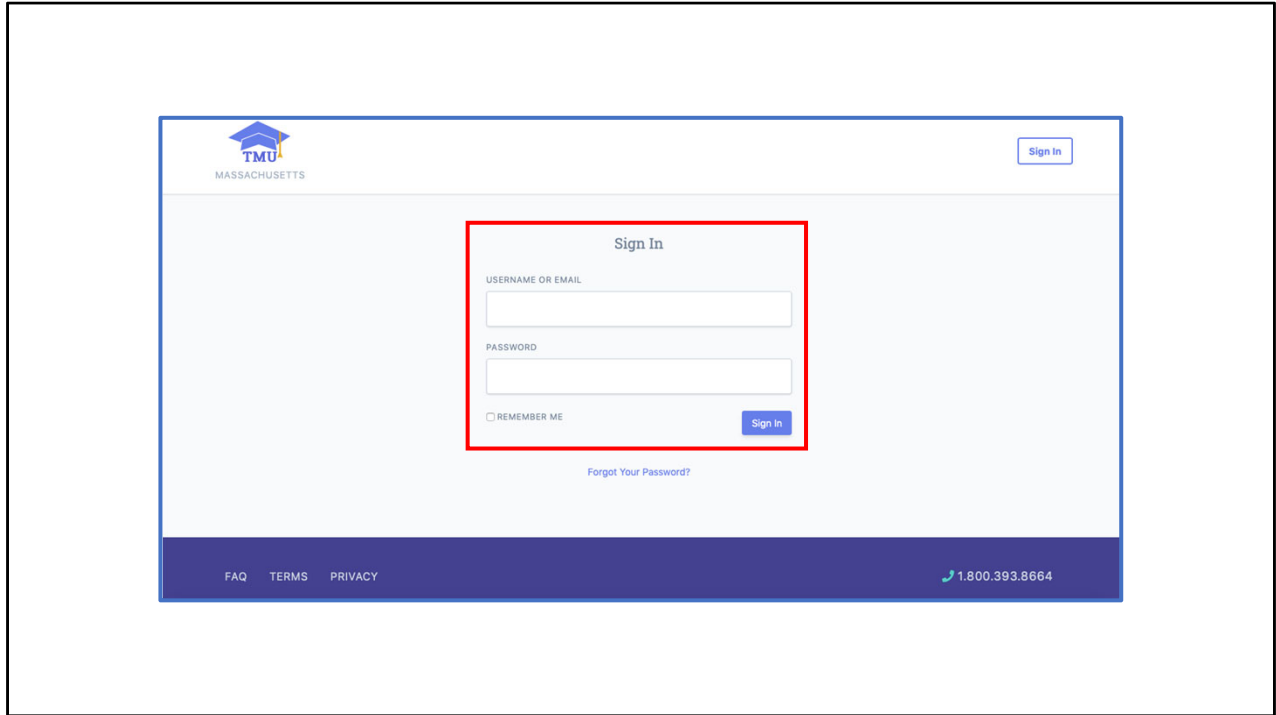
Hi I'm Jasyn I'm with D&STD – Headmaster. And today I'm going to show you how a trainer enters a completion date for an entire graduating class at the same time. Otherwise known as a mass completion.

Keep in mind that a trainer may only use this option if all of his or her students are completing training or graduating on the same day with the same number of hours.

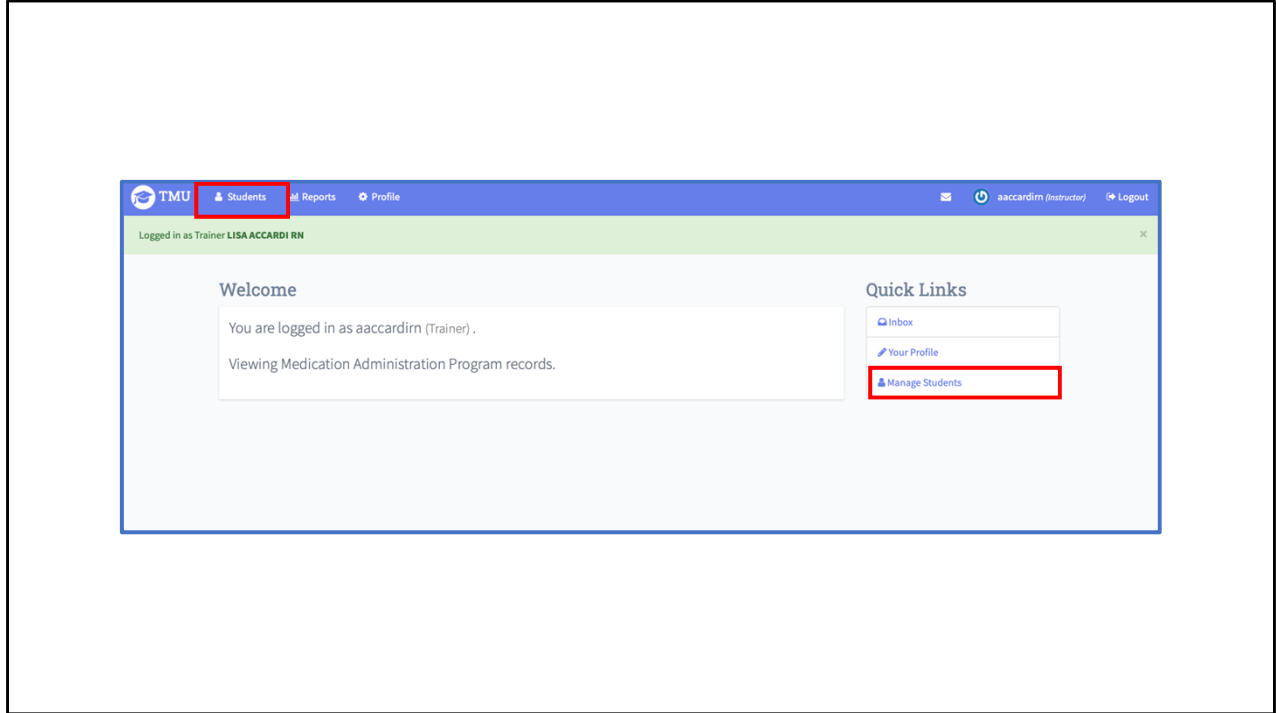


If they follow the link on the previous screen, it will take them to this home page

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

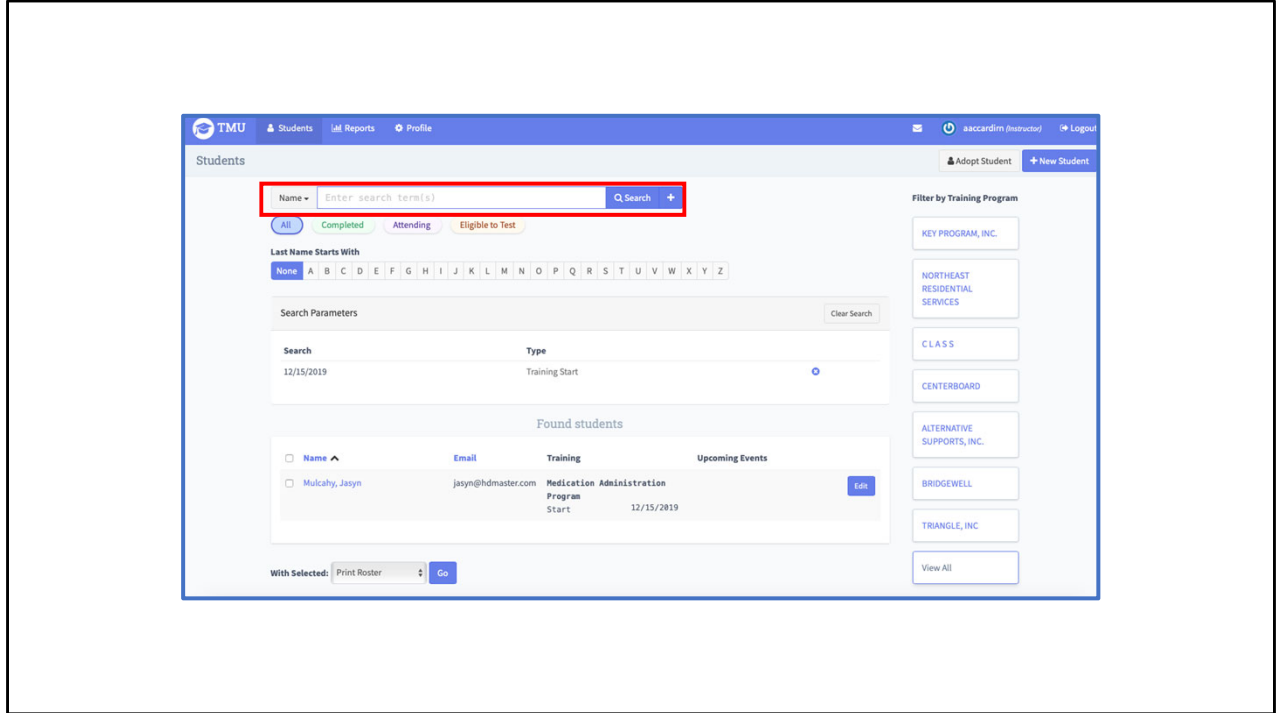


You will enter your log in information and click 'Sign in'



To view students, the trainer may click on either the 'Students' tab at the top of the page or the button on the right under "Quick Links"

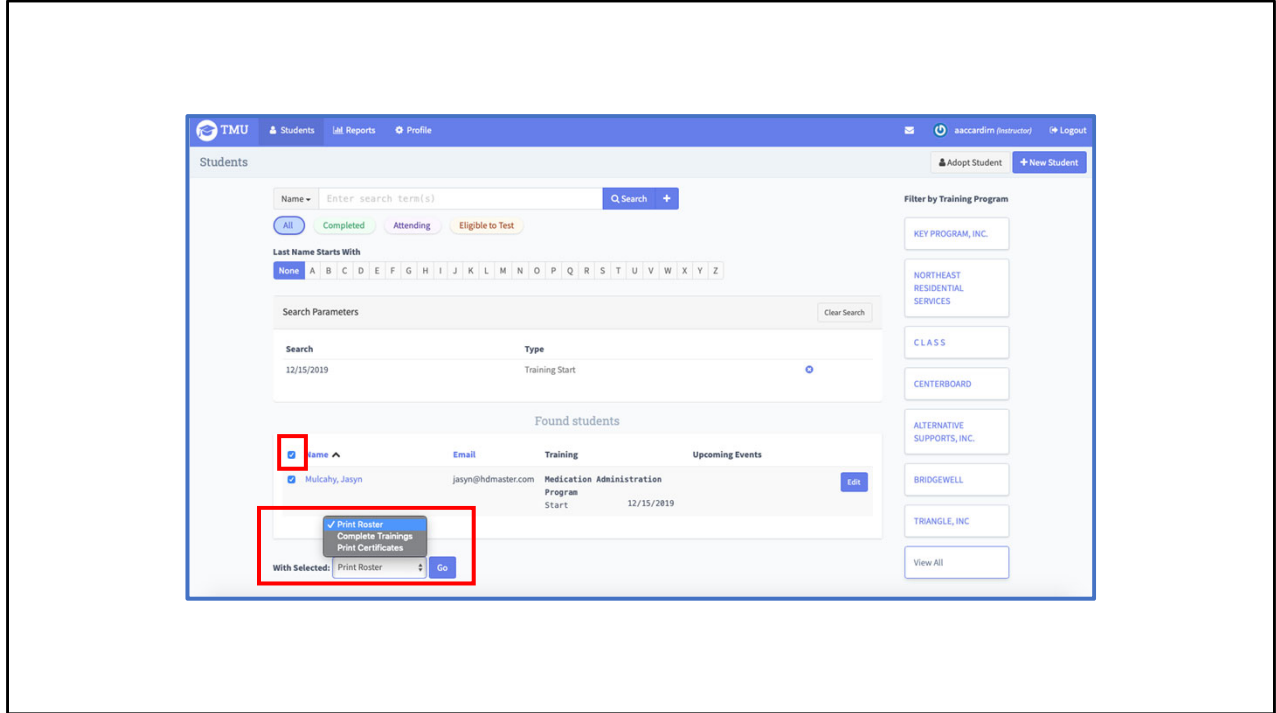
No matter which button the trainer clicks on, it will take them to the same screen.



The Student's page

From this page, select 'Training Start' from the "Search" drop down menu at the very top of the page and enter the graduating class' start date in the search box

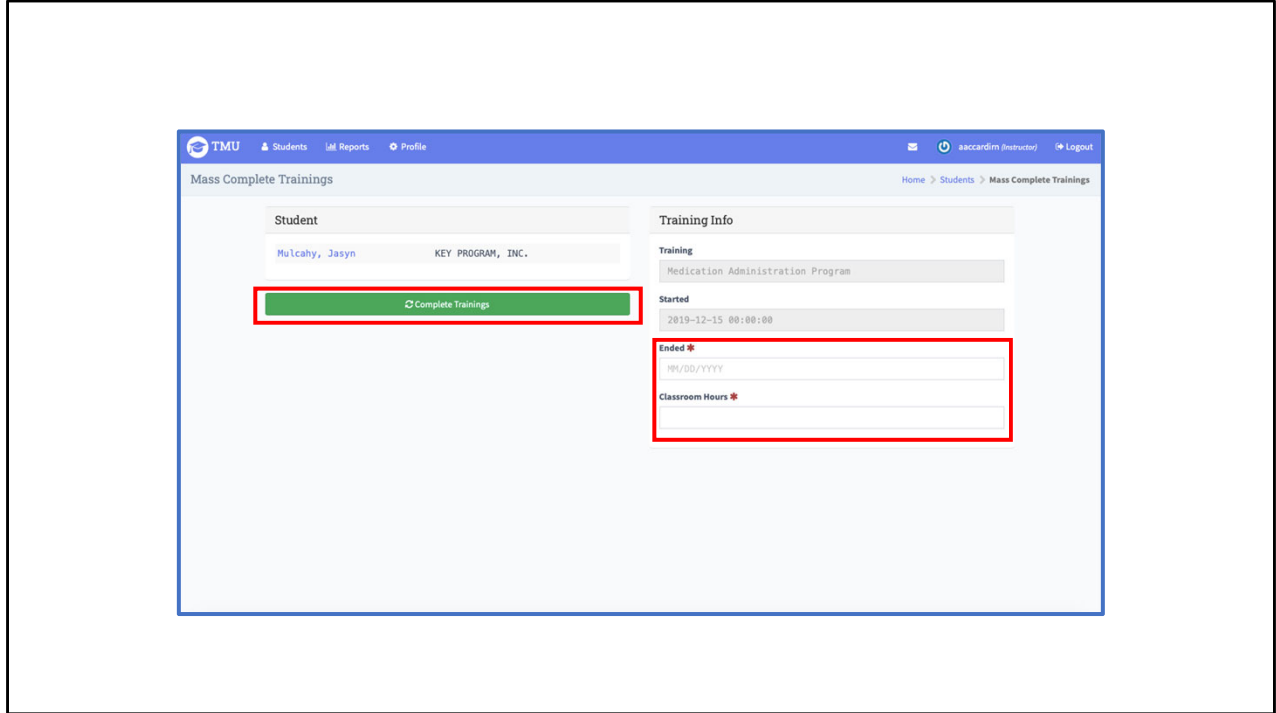
Click 'Search.'



It should pull up all the students with that start date. You will want to check mark the box next to the 'Names' header - This will check mark all of the students that are listed on the page. If you would like to check mark the students names individually they each have a box next to their name.

After that the trainer will go to the drop-down menu at the bottom of the page, select 'Complete Trainings' and click 'Go'

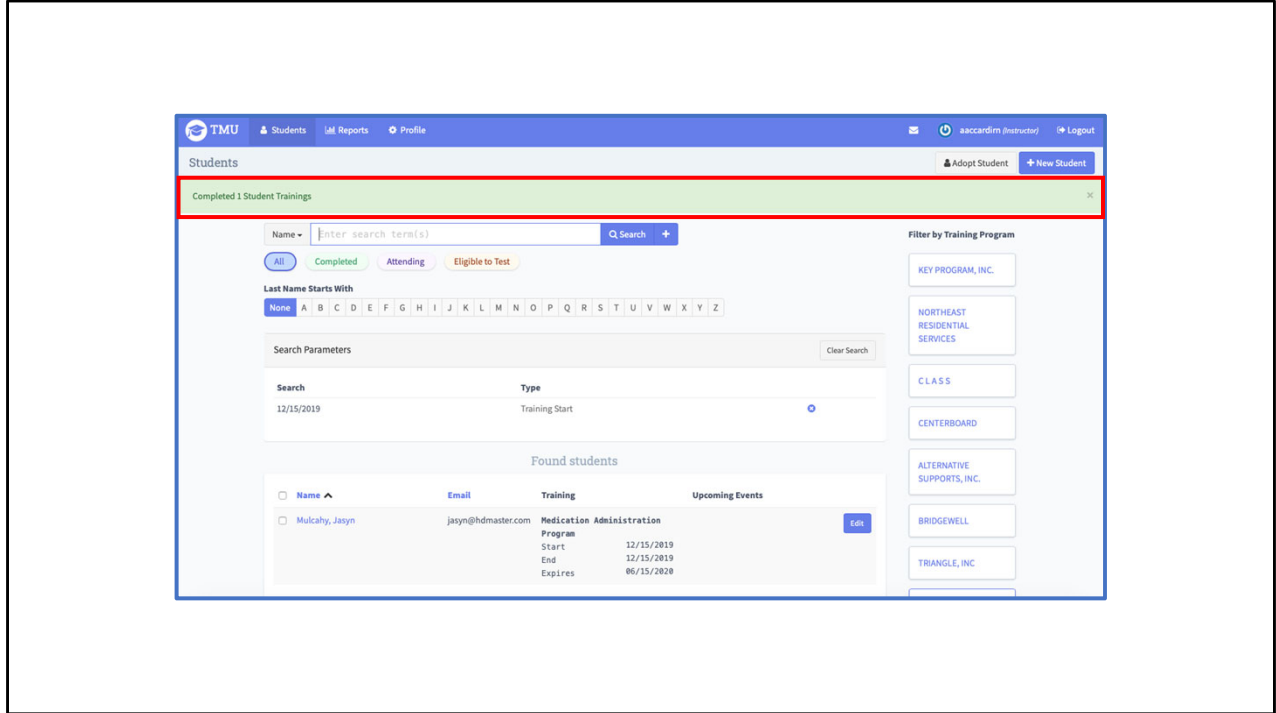
Please Note - The trainer can also print the roster of the students from this screen by clicking 'Print Roster' rather than 'Complete Trainings'



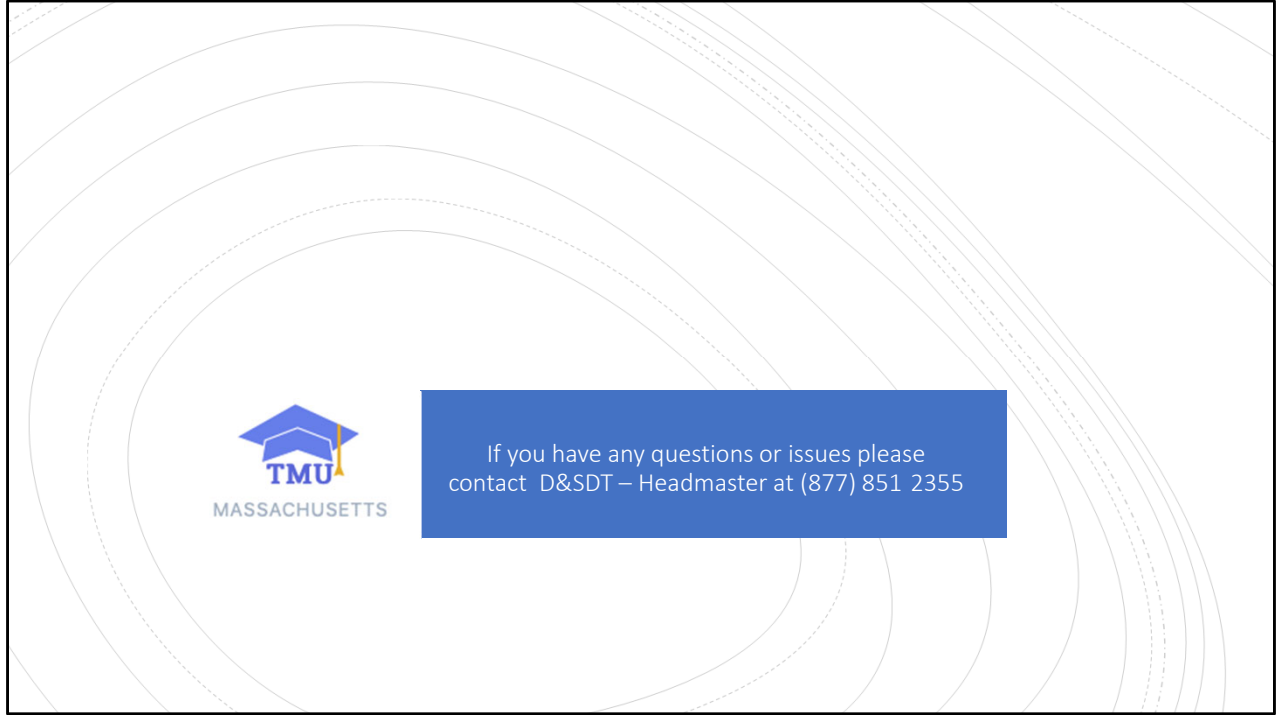
All of the students that you have selected will be listed under the 'Student' section

You will enter their training "Ended" information under 'Training Info' – The asterisks indicate required fields

When all the information is entered, click the green 'Complete Trainings' button on the left



It will then take the trainer to this screen – The green bar will indicate the number of students that have completed training. In this case, just one.



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