



## Train-the-trainer Training Outline

Thank you for your interest in holding a Team Safe Trucking training.

Today we will be going over the following:

1. How to start an Online Training
2. How to conduct a Training without Internet Access
3. Accessing Administrator Forms
4. Being assigned as Administrator on Team Safe Trucking
5. Entering Users Online on the Team Safe Trucking Training Platform
6. Creating Courses Online on the Team Safe Trucking Training Platform
7. Assigning Users to Courses on the Team Safe Trucking Training Platform
8. Managing Class Completion on the Team Safe Trucking Training Platform
9. Importing and Exporting classroom training documentation forms

### #1 How to start an Online training:

Go to [teamsafetrucking.com](http://teamsafetrucking.com) and click on Online training, select Owner Module click start.

### #2 How to conduct a Training without Internet Access

You will need to contact [Miranda.gowell@teamsafetrucking.com](mailto:Miranda.gowell@teamsafetrucking.com) and let her know that you are planning to hold a classroom training where there will not be any internet access. She will email you a link of a video that can be downloaded on the device that you will be using to show the training on.

You will need to receive the same Administrator Forms as the Classroom Online training Administrator.

### #3. If you are planning on holding a training, you will need to receive Train-the-trainer forms.

This includes the following:

1. Classroom sign in sheet (ensure people print neatly this information will be used to create a login for each participant)

At this point it is necessary to have an email address where the recipient can receive notifications. The email selected can

not be an email already being used by another user/participant.

2. Quiz
3. Quiz Answer Sheet
4. Classroom training evaluation

You can receive this documentation currently by one of the two following ways:

#1. sending an email to [Miranda.gowell@teamsafetrucking.com](mailto:Miranda.gowell@teamsafetrucking.com)

#2 by going online and selecting Administrator in the drop down and downloading Training Administrator Forms.

#4. Being assigned as Administrator on Team Safe Trucking

You will need to contact Miranda Gowell at [Miranda.gowell@teamsafetrucking.com](mailto:Miranda.gowell@teamsafetrucking.com) and request to be assigned as an Administrator.

Miranda then will go to the Team Safe Trucking training platform online and change you from learner or trainer to Administrator.

You need to be an Administrator in order to add users/class participants to your administrator led training day.

#5. Entering Users Online on the Team Safe Trucking Training Platform

Once an Administrator you will be able to add users after your training from the classroom sign-in sheet.

You will want to go onto [teamsafetrucking.com](http://teamsafetrucking.com)

Go to the Go to drop down area and select users

Once on the users page

Click on the button add user

Enter the students information from the sign-in sheet

#6. Creating a Classroom Training Day Online on the Team Safe Trucking Training Platform

You will need to be in Instructor Mode and not Administrator Mode for these next steps

You can change modes at the top where it says your name/Administrator you want to change to your name/Instructor

You will only want to do this after you have added all the users/class participants

Then you will want to add a classroom training course

To do this you will want to Go to the Go to drop down and select courses

Click course: click on the course you want to train on the classroom training day

Click Reports

Click Content

Click Add

Select Instructor Led Training

Enter the Unit Name: Example Owner Module 1

Click add session

Create a Name for the training: IP Training day 6-8-18

Click Add Session

Click save

Then you are ready to assign users/participants to your training

#7. Assigning Users to the Classroom Training Course on the Team Safe Trucking Training Platform

You will do this by being in the instructor mode

Select the drop down my courses

Select the course ie: Owner Module 1

Click reports

Click content

Click the classroom training day name you created

Click registered users

Add users that you entered in from sign-in sheet

#8. Managing Class Completion on the Team Safe Trucking Training Platform

You want to be Instructor Mode for Mass grading users/participants so that they receive a certificate for the training

Go to drop down box my courses

Select Owner Module 1 or the course you want to conduct the mass grading for

Click Reports

Click Content

Click the Instructor Led Training class you created

Click registered users

Select Mass Grade or grade individually depending on the results from the class quizzes

Then an email will be sent to each participant with a certificate of completion

#9 Importing and Exporting Administrator Training Documentation/Forms

Be in the Administrator role

Select Groups

Select your Group

Drag and Drop your files: Quiz, Sign in Sheet and evaluations

Thank you,

Miranda Gowell

Special Projects Manager

Team Safe Trucking, Inc.

p: 877-399-7757

m: 207-841-0250

a: 3881 Ten Oaks Rd. 2E, Glenelg, MD 21737

w: teamsafetrucking.com e: Miranda.gowell@teamsafetrucking.com