

FleetMentor's Online Training Guide

Online training provides you with the tools you need to supplement classroom and field training with interactive, self-paced learning. Blended learning has shown to improve the retention of concepts and ensures student interaction - online training is an ideal tool for you to use as a follow-up or prerequisite to hands-on training to reinforce key concepts.

Step 1: Enter Your Employee Information



To make using the online training feature easier, we suggest you use the **Employees & Drivers** feature to **import** and maintain information on your employees. If you have a large workforce and plan to enroll a large number of employees in online training, it is imperative that you enter employee information such as job title and company location. These fields will prove invaluable when filtering large employee lists to **enroll numerous employees at one time**. The **Employees & Drivers** tool provides an **upload** function that will allow you to import this information quickly and easily.

While not necessary, the enrollment process will be easier if you enter **your employees' email addresses** too. This will allow you to automatically notify employees when they are enrolled in a course. If your employees don't have email addresses, you will have the option of printing the enrollment notices, which you can then print out and give the employees.

Step 2: Purchase Training Points



Before you can begin the process of enrolling students in online training courses, you will need to **purchase training points**. The more training points you purchase, the **lower your cost** will be for training each employee.

Each course will typically require 20 training points per seat. This is a **20% discount** from regular J. J. Keller Interactive Training Center pricing. You may purchase points yourself through FleetMentor or by contacting your FleetMentor sales associate at 1-877-595-1157.

Training Points	Price per Point
1 - 249	\$1.00 per point
250 - 1,299	\$0.95 per point
1,300 - 2,499	\$0.90 per point
2,500 - 6,799	\$0.80 per point
6,800 - 12,999	\$0.70 per point
13,000 - 24,999	\$0.60 per point
For 25,000+, call for quote at 800-843-3174 ext. 8226	

Step 3: Enroll Students

Enrolling students follows an easy 4 step process.....

Step 1 – Select students for the course.

To enroll students in a course:

- Click the course title that you would like to enroll employees in.
- Click the **Enroll Students** link.
 - New employees can be added at this point if they are not already part of your employee list.
- Search employees by Job Title, Last Name, or Location.
- Select the employees you want to enroll and click **Enroll**.

Step 2 – Set Course Enrollment Options

Set the **time frame** allowed to complete the course.

- FleetMentor allows a maximum of **90 days to complete** the course.
 - You may shorten the time frame but not exceed the 90 days.
 - Set how far ahead you want employees reminded that their course time is expiring.
- Select your **notification options**.
 - **Email each employee** their enrollment information, or
 - **Email yourself and/or print** their enrollment information for you to distribute.

Course Enrollment Options

Set Enrollment Period
 Course enrollment expires in days from today.

Set Student Email Notification Options:

Announcements for students without email addresses will be sent to the enroller.

Send a course announcement to all students containing their username/password.

Send a course reminder to all students days before course ends.

Students will access the course at <http://www.jiktrainingportal.com>

Each student will receive their own username/password to enter the course.

DO NOT share your FleetMentor username/password

Click **Continue**

Step 3 – Update/Add Employee Email Addresses

- **Course notifications** can be sent to enrolled employees by **email or printed** and given to each employee.
- Each enrolled employee will **receive his/her own username and password**.
- Once email addresses are updated, click **Continue**

Name	Location Name	Job Title	Email Address
Andrew, Smith	ABC Trucking - Chicago	Mechanic	asmith@webmail.com
Baker, Joe	ABC Trucking - Chicago	DA Coordinator	Add Email Address
Carason, Adam	ABC Trucking - Chicago	Driver	Add Email Address

Step 4 – Click Complete Enrollment!

- Once you click **Complete Enrollment** each employee will be emailed their own user name and password to enter the course along with the URL to access the training portal.
- *If you unenroll a student from the course, their login will no longer allow them access to the training portal.*

ENROLLMENT OPTIONS

Course Title: A Supervisor's Guide To Reasonable Suspicion Testing

Complete Enrollment:

Clicking **Complete Enrollment** will deduct XXX Training Points from your total.

You will have XXXX Training Points remaining.

- Students will be sent an email containing their username/password and the access link to the training portal.
- [subscriber email] will be sent an email for each student containing their username/password and the access link to the training portal.

Access to the Student Training Portal

When your employees receive their login information (via email or the printed announcement you distribute) they will be instructed to access the training course at: www.jjktrainingportal.com.

Each employee will need their own user name and password (not yours) to enter the course. Once your employees enter the portal they should find the courses intuitive and easy to use. Each lesson guides the student through the course with verbal and visual clues.

If your employees do have questions, they will find New Student Guide and Technical Guide links just a click away. Employees can also submit questions directly to their training administrator using the built-in Question & Answer feature.

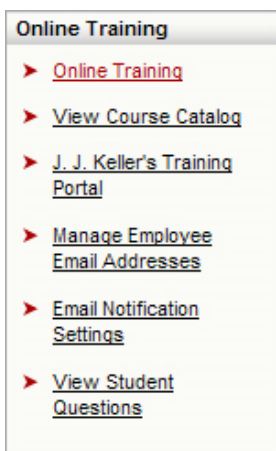


Tools for Online Training Administration

In addition to enrolling employees in Online Training courses, there are a number of other tools and functions available to aid in the administration of your online training program. These include:

- Customizing the Student Training Portal,
- Answering employee questions,
- Updating email notification settings,
- Monitoring employee progress, and
- Printing progress reports and completion certificates.

Customizing and Using the Student Training Portal



The Student Training Portal can be customized to include your company logo and a welcome message posted by the training administrator(s). Each administrator has the ability to post their own contact information and monitor and answer questions posted by their employees enrolled in the course(s). Administrators can opt-in or -out for email notifications when employees have completed the course or when employees are nearing the expiration of their course.

Links for these helpful administrative tools can be found in the left sidebar of the main Online Training page.

Monitoring Employee Progress

Within each course, you can continuously monitor the progress of all employees; including the time spent in the course and their final test scores. You can keep an eye on who is enrolled, who has completed, and who has let their course enrollment expire. If an employee's course is about to expire, you can email a reminder from within the course as well.

Employee course information can be viewed individually or collectively using **the print and excel output** options.

Student Name	Job Title	Location	Completed Date	Time In Course	Score	Certificate Printed
Laux, Pat	Sales Administrator	Jurmu Trucking - Madison	11/19/2009	02:45:18	99%	
Ness, Heather	Dispatcher	Jurmu Trucking - Madison	11/27/2009	03:03:45	100%	11/30/2009



Print Completion Certificates

All course final exams are multiple-choice exams.

Each employee is permitted to take the course three times in an attempt to improve his or her score.

Once a course is complete, the administrator can **print a completion certificate** for each employee. Certificates can be printed one at a time or all at once for an entire group of enrollees.

Other Online Administrative Tools

- [Enroll Students](#)
- [Unenroll Students](#)
- [Resend Course Announcement](#)
- [Resend Course Reminder](#)
- [Preview Course](#)
- [View Course Description](#)
- [Change Course Expiration](#)
- [Print Completion Certificates](#)

Each Online Training Course can be managed individually. The training administrator determines which employees are enrolled in which courses, and how long the employees have to complete each course. The various course announcements and reminders can be sent and resent as needed and certificates can be printed and reprinted once the course is complete.

Reporting and Recordkeeping

FleetMentor's **integrated recordkeeping** is provided to assist you in maintaining and monitoring your training history. From within the Online Training feature you can generate output on the basic status for all courses, or generate more detailed reports or excel **spreadsheets** for each individual course.

Workplace Safety	Completed	Enrolled &				
Accident Investigation	0	0				
Asbestos Awareness	0	0				
Back Safety: A User's Guide	0	0				
Bloodborne Pathogens: Exposure in the	45	0				

	A	B	C	D	E	F
1	Employee	Location	Work Area	Completion Date	Course Time	Final Sc
2	Adams, Peter	Lexington		01/07/2010	01:03:28	100%
3	Avril, Charles	Lexington		02/08/2010	01:01:06	100%
4	Baker, David	Lexington		01/12/2010	01:16:22	92%
5	Ballard, Diane	Mansfield		01/07/2010	00:40:40	100%
6	Carter, Pedro	Mansfield		02/04/2010	02:15:50	92%
7	Cornell, Adrian	Mansfield		02/14/2010	03:12:17	92%
8	Davis Steven	Lexington		01/07/2010	00:52:53	100%
9	Dullas, Cooper	Mansfield		01/14/2010	00:59:49	100%
10	Everett, Chris	Mansfield		01/27/2010	01:00:55	100%
11	Larkin, Pete	Mansfield		01/05/2010	00:58:22	80%
12	Mason, Edward	Lexington		02/10/2010	00:59:18	100%
13	Moore, Anthony	Mansfield		01/29/2010	01:25:17	100%

Linking with Other FleetMentor Tools

The Online Training feature can also be used in conjunction with FleetMentor's **Training Recordkeeping** feature. Linking your Online Training to your classroom-lead training allows you to track all training history in one convenient tool. Incorporating the training topics together allows for more advanced reporting and the triggering of retraining reports when required.

For More Information

For more information contact technical support at: 1-800-230-4094