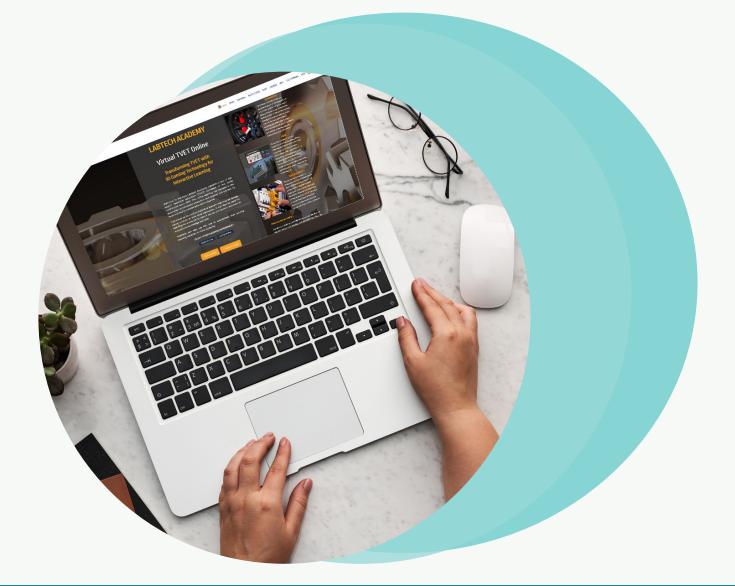
STUDENT USER GUIDE

HOW TO REGISTER AND LOGIN



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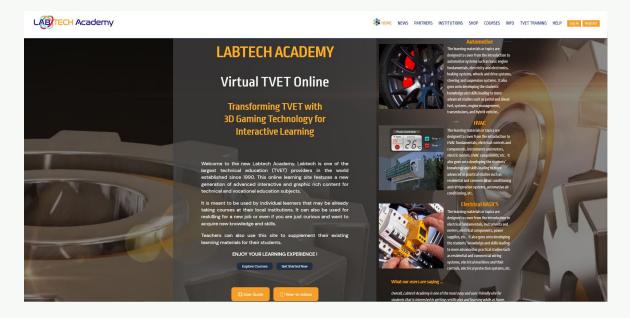
Welcome to the Labtech Academy Student User Guide. It is designed to show you how to register and log on to the TVET LMS System and how to access the courses that you are enrolled in. The guide is in two (2) parts, the first part is about how to register and log in to the TVET LMS System and the second part is about using the TVET LMS System once you are logged in.

LABTECH ACADEMY IS SUPPORTED ON ANY MODERN WEB BROWSER. FOR BEST PERFORMANCE WITH LANGUAGE TRANSLATION FUNCTIONALITY, WE RECOMMEND THE MICROSOFT EDGE WEB BROWSER ON DESKTOPS AND LAPTOPS, AND FOR TABLETS AND SMARTPHONES, WE RECOMMEND GOOGLE CHROME.

IF USING A TABLET OR SMARTPHONE WE RECOMMEND USING IN LANDSCAPE MODE. ENJOY YOUR LEARNING EXPERIENCE!

PART 1: HOW TO REGISTER AND LOGIN TO THE TVET LMS SYSTEM

(a) Firstly you need to go to the site at: <u>https://labtech-academy.com/</u>and you will see a screen that looks like the one below:



This is your site home screen, it provides access to the TVET LMS System, and you're online course. At the top right corner of the screen you will see a "**Register**" button.

(b) Click on the **"Register"** button and the next screen will look like the one below:



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LOBTECH Academy		👬 НОМЕ	NEWS	LINKS	SHOP	COURSES	INFO	TVET TRAINING	HELP	Log in Register
Register										
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city •										
Country *	Indonesia				÷					

Enter your details and note that everything with a red * means it is mandatory that you complete please and then click the "**Privacy Policy**" tick box and the "**I'm not a Robot**" tick box so you can then click the "**PROCEED WITH SIGNUP**" button. Now you will be directed to a screen that looks like the one below:

Note: You will also receive an email confirming your registration details.

LOTECH Academ	y		🍀 НОМЕ	NEWS	LINKS	SHOP	COURSES	INFO	TVET TRAINING	HELP	Log in Register
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	Registration/Subscripti Thanks Labtech Academy for signing up at Lab Your details are as follows:	-									
	Plan	Register									
	Username	labtech-academy									
	Subscription Start Date	10-15-2021									
	Subscription End Date	04-15-2022									
	Salutation	Mrs									
	First name	Labtech									
	Last name	Academy									
	Email	labtech-marketing@labtech.org									
	Retype email	labtech-marketing@labtech.org									
	City	batam									
	Country	Indonesia									
	State	N/A									
	Type of user	Educational Institution									
	Activity / Role	Student									

(c) Now you are ready to "**Login**" by clicking on "**Login**" top right of screen as shown below:



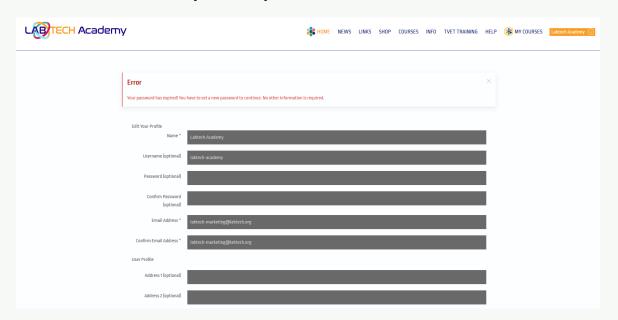
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Activity / Role	Student								

(d) After Logging in for the 1st time you will see a screen like below requesting you to change your password again. This is for security reasons. You only need to enter a new Password and Confirm the Password. No Need to complete any other information. Then click on the "**SUBMIT**" button at the bottom.

Note: Please remember your new password.



(e) After you hit the "**SUBMIT**" button you will then see a screen like below. Even though you can see the "**MY COURSES**" button at the top there is nothing in there yet as you are not enrolled on any courses. You will need to go to the click on the "**SHOP**" button next which is also up top and enroll on a course.



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Profile											
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Usernam											
Registered Dat	e Friday, 15 October 2021										
Last Visited Dat	e Friday, 15 October 2021										
User Profile											
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Address	2 No Information Entered										
Cit	y No Information Entered										
Countr	y No Information Entered										
Postal/ZIP Cod	e No Information Entered										
Phon	e No Information Entered										
Websit	e No Information Entered										

(f) After you select what course you want to enroll on in the "**SHOP**" you will see a screen like below. It will remember your details from registration so you only need to go to the bottom and click the "**Privacy Policy**" tick box and the "**PROCEED WITH SIGN-UP**" button.

Note: You will also receive an email confirming your subscription details

		🍀 НОМЕ	NEWS	LINKS	SHOP	COURSES	INFO	TVET TRAINING	HELP	Log in Register
Automotive 1 Complete/Update your pro	2 Months The information (If required) then click on the relevant baxes at bottom before clicking on the "PF	CCEED WITH SI	GN-UP" but	ton.						
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	Mrs Ms Dr									
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City *										

(g) Subscription Complete Screen will then appear like below.



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LOBTECH Academy			<table-of-contents></table-of-contents>	NEWS	LINKS	SHOP	COURSES	INFO	TVET TRAINING	HELP	🛞 MY COURSES	Labtech Academy 💿
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Туре о	of user	Educational Institution										
Activit	ity / Role	Student										

(h) Now if you look at the top right hand part of the screen you will see your user ID and to the left of it you will see a "**MY COURSES**" button. Clicking on this button you can view the courses you are enrolled in.

IMPORTANT NOTE: If for any reason this does not work or you do not understand the process you can click on the word **"HELP"** which is on the left next to the **"MY COURSES"** button. This will then allow another screen to open like the one below which is for support:

LETECH Academy			
LABTECH TVETLMS	Helpdesk		
GO TO Labtech TVETLMS > LA	BTECH TVETLMS Helpdesk		
	Hello, how ca	n we help?	
	Bubmit a ticket Submit a new issue to a department	View existing tickets View tickets you submitted in the past	
	Go to Administra	ation Panel	

This screen then lets you choose the support that you need and you can simply follow the prompts and fill in the required details in the online forms. Once this has been submitted you will get a confirmation from Labtech and someone will assist you with your enquiry.



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Submit a Support Request

LABTECH TVETLMS Helpdesk
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View existing ticket

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GO TO Labtech TVETL	MS > LABTECH TVETLMS Helpdesk > View ticket	
	View existing ticket	
	Ticket tracking ID+	
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	Remember my email address	
	Viewticket	
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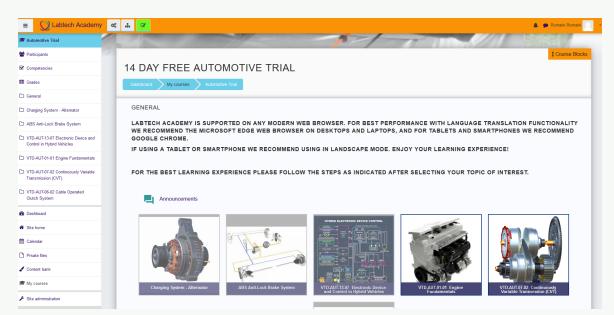
PART 2: USING THE TVET LMS SYSTEM

Once you have logged into the TVET LMS System and after completing section Part 1 of this User Guide you will see a screen that looks like the one below:

	🍀 HOME NEWS LINKS SHOP COURSES INFO TVETTRAINING HELP 🛞 MY COURSES Tromaini Romaini 🥥
Automoth	Insportation W Day FREE Automotive Tital This course containse sample topics from across the range of offerings in each course. It provides the users with typical examples of the range of Israing materials contained in the Labtech TVET Automotive Programs.
Air-Condit	Refrigeration
	H Day FREE HVAC Tild This course contains example topics from across the range of available Topic offerings. It provides the users with typical examples of the range of learning materials contained in the Labtech TVET HVAC Programs.

This screen displays the courses that you are enrolled in and you can enter each of the courses by clicking on the course icons on the left of the short course descriptions. You will also note we have a Feedback Survey on the right of the image above. We would very much appreciate it if you can complete it after you have used this site a few times. It only takes 2 minutes to complete.

Next by clicking on the top course, which is **Automotive & Transportation**, it will take you to a screen like the one below:

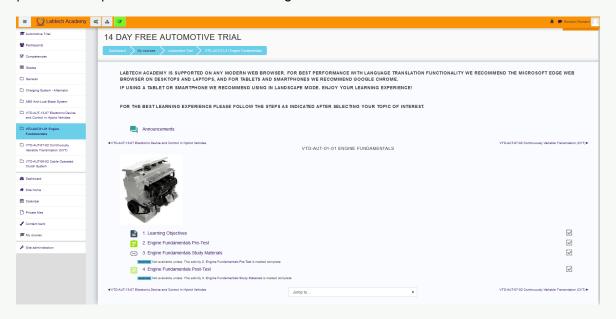




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On this screen, you can see the different topics that make up the course being studied. The topics that "**are active**" have an image shown in them. By clicking on an active icon, you will be taken to the learning materials area of the system for that particular topic as indicated in the images below:



Clicking on each of the icons on the screen, it will take you to different elements of the topic. As per images below

Learning Objectives

E Labtech Academy	A Construction	
Automotive Trial		
🖉 Participants		1
Competencies	14 DAY FREE AUTOMOTIVE TRIAL	I
I Grades	Instituted > My courses > Automative Test > V/D-AUT-01-01 Engine Fundamentas > 1 Learning Objectives	I
C General		1
Charging System - Alternator	1. LEARNING OBJECTIVES	I
D ABS Anti-Look Brake System		I
VTD-AUT-13-07 Electronic Device and Control in Hybrid Vehicles	THE OBJECTIVES FOR THIS TOPIC ARE: 1. INTRODUCTION - ENGINE BOTTOM EID CONSTRUCTION	l
C VTD-AUT-01-01 Engine Fundamentals	EIGNIE DO FINICIAIS OFFICIALISTICAL	l
VTD-AUT-07-02 Continuously	2. FUEL SYSTEM PARTS	I
Variable Transmission (CVT) C VTD-AUT-06-02 Cable Operated Clutch System	3. ELECTRICAL \$YSTEM PARTS - STARTING MOTOR - CHARGNIG \$YSTEM PARTS - IONITION \$YSTEM PARTS	
2 Dashboard	- GNITON COLL PART	I
# Site home	4. COOLING SYSTEM PARTS	I
🛗 Calendar	5. LUBRICATION SYSTEM PARTS	I
Private files	6. MANUAL TRANSMISSION PARTS	I
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My courses		J
${\cal F}$ Site administration		



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Pre-Test (1 Attempt)

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🞓 Automotive Trial		
Participants		
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ABS Anti-Lock Brake System	Grading method: Highest grade	
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C VTD-AUT-08-02 Cable Operated Clutch System		
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Pre-Test (1 Attempt)

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ieneral		
Charging System - Alternator	Coust 11 Technician A says that the ignition coil consists of two sets of windings. Technician B says they are Primary windings and secondary windings. Who is correct?	QUIZ NAVIGATION
ABS Anti-Lock Brake System	T ^{er} Faq qe	
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Study Materials

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🗅 General			
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C ABS Anti-Lock Brake System		Glossary	background meory
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C VTD-AUT-07-02 Continuously Variable Transmission (CVT)		Learning Objectives	Engine Fundamentals
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B Dashboard		Engine Top End Construction Engine Front End Construction	
# Site home		2. Fuel System Parts	and and the second
1 Calendar		3. Electrical System Parts	
Private files		- Starting Motor - Charging System Parts	
🖌 Content bank		- Ignition System Parts	
# Ny courses		- Ignition Coil Part - Ignition Distributor Part	
✤ Site administration		4. Cooling System parts	
		5. Lubrication System Parts 6. Manual Transmission Parts	
		© Labtech International LTD v1.0	С

Post Test (3 Attempts)

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📽 Participants	
Competencies	14 DAY FREE AUTOMOTIVE TRIAL
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🗅 General	
C Charging System - Alternator	4. ENGINE FUNDAMENTALS POST-TEST
C ABS Anti-Lock Brake System	Attempts allowed 3
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VTD-AUT-07-02 Continuously Variable Transmission (CVT)	

Post Test (3 Attempts)

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) b. Ol pump and ol filter		
) a. Water pump and oil pump		
) d. Peson and piston rings		
	question 3	
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Note: After completing all the topics within a course you can take the Course Exam and if you score 80% or higher you will receive a Certificate of Completion



You will also see a menu on the left of the screen that allows you to access other information like your course grades for each topic. For instance if you look at your grades by clicking on the word "Grades" you will see a screen like the one below:



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35 Anti-Lock Brake System								View report as User
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ite administration	2. Cable Operated Clutch System Pre-Test			0-10				
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	😭 2. Engine Fundamentals Pre-Test			0-10				
	😭 4. Engine Fundamentals Post-Test			0-10				
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This screen shows you a detailed report on your progress in the topic. This menu screen can be hidden by clicking on the **WHITE** lcon in the top left hand corner to make the course screen bigger so that you can see the course information easier if needed (like in the screen below):

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Keep this information handy as you progress through the course as you can use it as a reference if you forget how to do something. Have fun with the learning process, we hope that you will truly enjoy your learning experience with us!

> For Further Instructions refer to the "How to use the Virtual TVET Digital Content User Guide"



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