



SimTech™

Training Administrator Instructions

Assigning users to SimTech is very similar to assigning users to Skillbuilder.

1. Go to www.paulsonskillbuilder.com and login using your provided credentials.

Login

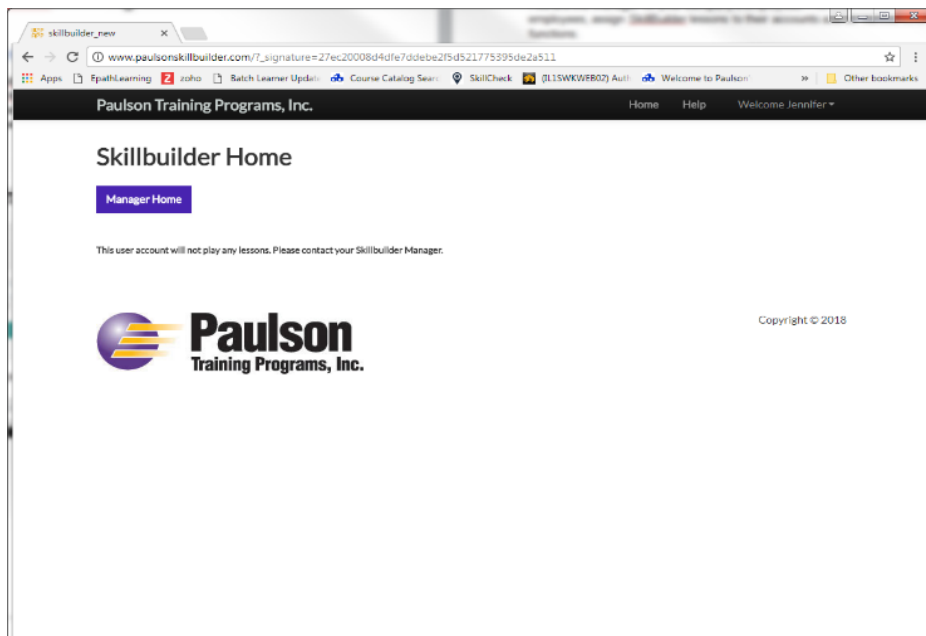
E-mail:

Password:

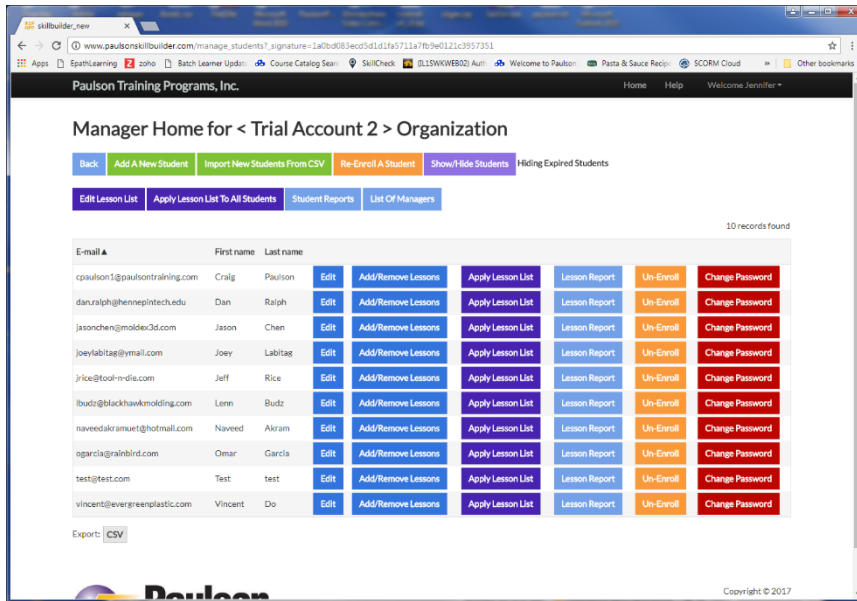
Remember me (for 30 days)

Login

2. Next you'll be at the home page of the Manager. Click on 'Manager Home'.

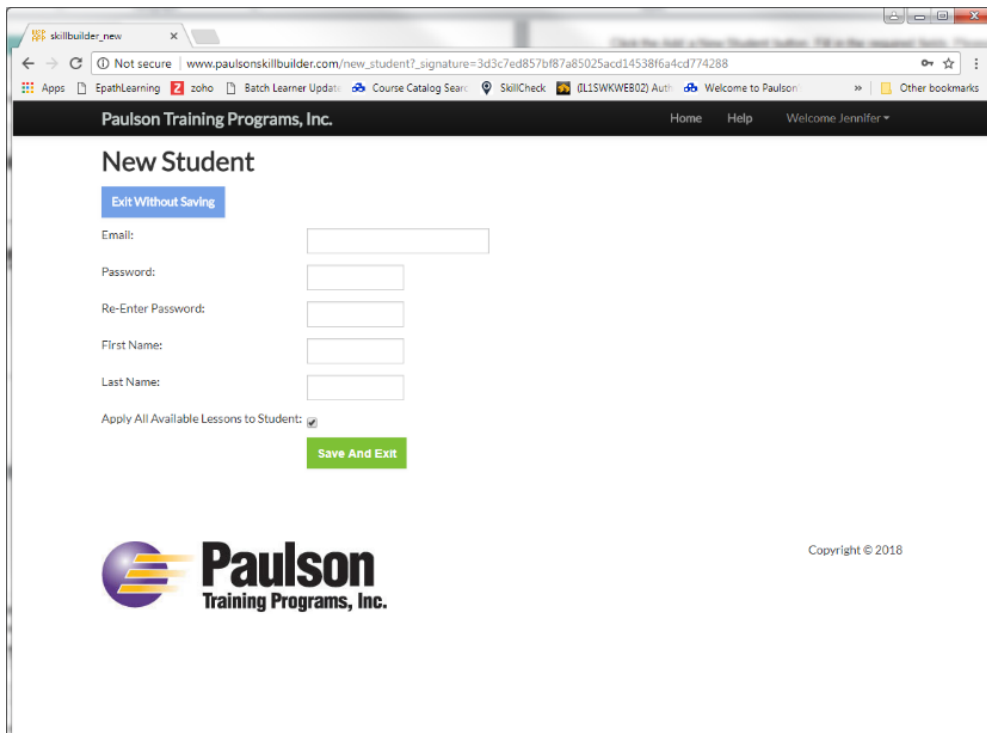


- As the Manager for your company’s employees, you can add new students, assign SimTech lab lessons and FreeMold to their accounts, and do various other Manager functions.



- To Add a New Student

Click the ‘Add a New Student’ button. Fill in the required fields. Please note the email address does not have to be a valid email address, recognizing that not all employees have a company email, but it must follow email conventions. Example: tjones@abcco.com



5. Adding Employees to SimTech or SkillBuilder as a Group

To enroll multiple employees into SimTech or SkillBuilder, create a *.csv file with their information and import using the Import 'New Students From CSV' button.



Below is a sample .csv file. At your request we can email you a blank *.csv file as a template. For each employee, you will need to provide an email address, first name, last name, and a password. Each employee can change their password anytime they login.

NOTE: The email address does **not** have to be a valid email, recognizing that not all employees have a company email. It just needs to follow email conventions, namely an “@”. No email will be sent to that address, it is only used for login purposes. Passwords must be a minimum of six characters.

	A	B	C	D	E
1	auth_user.email	auth_user.first_name	auth_user.last_name	auth_user.password	
2	email1@email.com	firstname	lastname	123456	
3	email2@email.com	firstname	lastname	234567	
4	email3@email.com	firstname	lastname	345678	
5					
6					
7					



This button assigns all the SimTech lab lessons you have purchased, to your employees. So after you have imported all your employees via a *.csv file, click this button to assign them SimTech lab lessons. From this point, all your employees will have access to all their SimTech lab lessons.

6. Student Reports

From the Manager Home page, click on 'Student Reports'. There are four different reports available. Each report indicates if a lesson is assigned, finished, percent complete, and date last accessed.

Comprehensive Student Report – Lists all students

Assigned Lesson Report - Lessons currently assigned to the student

Former Lessons Report - Lessons previously assigned to the student that are no longer assigned

All Lessons Report - Lessons currently assigned and previously assigned

The screenshot displays the 'Student Reports for <Trial Account 2> Organization' page. It features a navigation bar with 'Back' and 'Comprehensive Student Report' buttons. Below the header, it indicates '12 records found'. The main content is a table with the following data:

E-mail	First name	Last name	Assigned Lessons Report	Former Lessons Report	All Lessons Report
cpaulson1@paulsontraining.com	Craig	Paulson	Assigned Lessons Report	Former Lessons Report	All Lessons Report
dan.ralph@hennepin.edu	Dan	Ralph	Assigned Lessons Report	Former Lessons Report	All Lessons Report
jasonchen@moldex3d.com	Jason	Chen	Assigned Lessons Report	Former Lessons Report	All Lessons Report
joeylabitag@gmail.com	Joey	Labitag	Assigned Lessons Report	Former Lessons Report	All Lessons Report
jrjce@tool-n-die.com	Jeff	Rice	Assigned Lessons Report	Former Lessons Report	All Lessons Report
lbudz@blackhawkmolding.com	Lenn	Budz	Assigned Lessons Report	Former Lessons Report	All Lessons Report
loren@ron-vik.com	Loren	Pribyl	Assigned Lessons Report	Former Lessons Report	All Lessons Report
naveedakramuet@hotmail.com	Naveed	Akram	Assigned Lessons Report	Former Lessons Report	All Lessons Report
ogarcia@rainbird.com	Omar	Garcia	Assigned Lessons Report	Former Lessons Report	All Lessons Report
test@test.com	Test	test	Assigned Lessons Report	Former Lessons Report	All Lessons Report
trialaccount2@gmail.com	Jennifer	Lentz	Assigned Lessons Report	Former Lessons Report	All Lessons Report
vincent@evergreenplastic.com	Vincent	Do	Assigned Lessons Report	Former Lessons Report	All Lessons Report