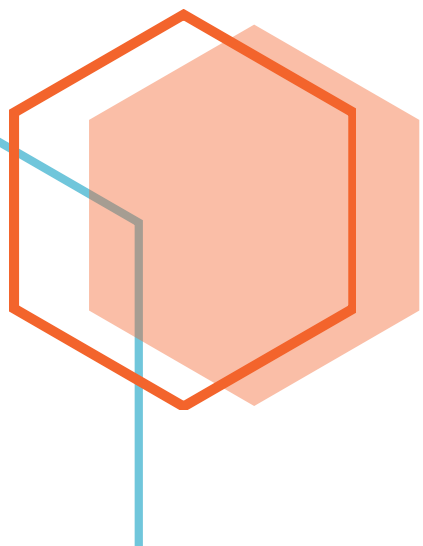# Apprentice Handbook

Helpful Tips to navigating through the El Dorado Electrical JATC Apprenticeship Program.

Find inside the answers to frequently asked questions and inquiries.

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TradeSchool

What It Is
TradeSchool Inc is a program created to track apprenticeship through its various stages, both in the classroom and on the job.

Logging In
The first time you log in, you will need to go to our website at www.eldoradojatc.com and go to the students tab. From there you can select the link to TradeSchool Inc.

If you are logging in for the first time, enter your email address and then select rest password. This will generate an automated email to your account with a password. Once you use this to log in, you will be prompted to enter a new password. DO NOT LOSE THIS! The administrator does not have access to reset passwords in this program.

What's in There?
TradeSchool Inc is your one stop for your personal apprenticeship information. You can review your basic information, check your grades, enter your time cards, check your class schedule, check your pay scale, and other helpful things.

Navigating TradeSchool
TradeSchool has made it simple for you to navigate and find the answers to many questions you may have about your apprenticeship. Here are the features available to you and how to get to them!

Getting Started

Across the top of your screen is a dark blue bar with the selections of Logout, Class Schedule, My Account, and Apprentice. These are your main ways to navigate the system.

Class Schedule

My Account
Clicking this link brings up three smaller tabs below it.

The first tab is your personal information. From here you can change your address, phone numbers, email, and other information. The membership ID is your DOL registration number. Please do not change this information.

The second tab is CEU training. This is training done outside of regular class such as C-Stop, Code of Excellence and other trainings. You can view what you have been credited with here.

The third tab is titled web invoices. In the event we were to need to bill you for classes or other materials, this is where your invoice will appear. As of right now our program does not use this feature.

Apprentice
Clicking this link brings up five smaller tab below it.

The first tab is office news. This is where the main office can post updates and alerts to all students at once. Check here for news that could pertain to you.

The second tab is Overview. This is a general report card for you to view your progress. It tells you what program you are in, your employment status, how many hours you have, the last work reports we have on you, your grade average, and your pay scale.

Employment
The employment tab is a good place to keep track of your current employment status, and your past employers.

Hours

This tab is where you will enter your hours. This program replaces the need for the weekly paper time cards. This link also generates four more smaller tabs to review.

Pending is where your unfinshed time cards can be entered. It will pull up the current month with the dates across the top of the table. Down the sides are the different areas that you could be working in throughout your OJT process. Do your best to enter under each day how many hours you spent in each category. This is so we can make sure you are getting a well rounded education in the field. Once you are done with that month, click submit and it is submitted to your record. After submission, it cannot be changed. Changes must be sent to the Training Director.

Yearly tabs give you a summary of when you submitted your work reports, and how many hours you have submitted for that month. It also shows your contractor, and any penalties given against your OJT hours for that month.

Summary will show you how many hours you are spending in each category broken down by year. This way you can see the areas you have worked the most in, and see other areas where you may need to request some more time in.

Detail is where a monthly time card that has already been submitted may be reviewed. To do this, go to the year tab, then click on view next to the month you wish to see the detail on. This pops up in the detail tab and you may review the information.

Class Schedule

This brings up two smaller tabs, Required Term Class and Class Detail.

Required Term Class is your class for that year. It shows your grade average, and how many hours you have attended class that year. If you click on view out beside the class, it takes you to the Class Detail tab. This shows you the dates the class is brought in, and your test scores for the year.

Conclusion

TradeSchool Inc is a critical program that you need to learn to utilize to best navigate and stay on track of your apprenticeship.

Blended Learning

What it Is
Blended learning is a web based program used to help students learn the material in each class, and to help them see visually the subjects being discussed.

Logging In
Go to www.eldoradojatc.com then go to the Students tab at the top. There will be a selection for Blended Learning. Click on the link. If it is the first time you have logged in, your login is the email you provided, and your password will be apprentice in all lower case. After your first log in, you may change your password. To do this, go to settings and change your password. The administrator can change passwords in this system if you need to reset it.

Navigation
Down the side of your Blended Learning screen are blue tabs. These are labeled as Home, My Courses, Course Catalog, Reports and Settings.

Home
Home will always bring you back to the home screen. This home screen shows you what your operating system is, what browser you are using, and if your system is compatible with the programs in Blended Learning. The best browser to use is Chrome at this time. Firefox also will work but may have issues. Edge and Internet Explorer are not recommended.

My Courses
Clicking on my courses will take you to your courses that you have been enrolled in. To access the courses, you will need to scroll down to find the appropriate class and click on go. Once inside the course, it is broken down to lessons. You can click on open to the lesson you want to start on.

Once inside the lesson you can see what reference materials you will need, some introduction to the lesson, objectives to learn during the lesson. There is also a section for any web resources you can use, and then the courseware program which is the lesson itself. Once you have learned from the courseware, and studied the material then you proceed to the quiz.

After you have achieved a satisfactory grade on your quiz you may move on to the next lesson.

When you have completed your entire course with all lessons and quizzes completed, then you can go back to My Courses, find the course again and archive it. To do this, go down to

the bottom right corner of the section for that course where it says "Move course to.." then click on the drop down box. Click Previous Courses, then click the arrow to archive it. This lets you see only the courses you need to complete.

Course Catalog

This section shows you all courses the JATC offers on its online Blended Learning system. If at any time you which to advance your studies on your own, you may pay for one of these courses and get the necessary materials. However if this course is scheduled to be in a future class, you will not have access to it until then.

Note: These advanced classes if not being taught by the school are to be done at your own personal cost. The El Dorado Electrical JATC will not be responsible for payments for these classes, and payments must be received before you will be enrolled in the class.

Reports

Reporting lets you see what grades you are getting on your quizzes, the amount of time you are spending in Blended Learning, and the overall course scores. This is where you can monitor your performance in your blended learning training.

Settings

This is where you change your password. Click Change Password under the settings bar. From here you must type the current password, then your new password, then confirm and click save changes. The password must be at least five characters long.

Log Out

To Log out of the Blended learning system, at the top of the screen to the right in the blue bar it says who is logged in. Click there on the log out button to log yourself out of the system.

Help

If at any time you need help with blended learning, on the bottom of the screen to the right in a blue bar is LMS Support. This will take you to a FAQ section, knowledge center and even a place to submit a ticket in the event you can't find your issue covered. Please contact the training director before submitting a ticket as he/she may already know what the issue is.

Deadlines

Many of the things done in the program are required to be submitted at a certain time. Here are a few of the deadlines that must be met to satisfy committee requirements.

Monthly Work Reports – These are due by the 10th of the month following the completion of the prior month. (example: December's time card and monthly work reports are due by the 10th of January)

Class Start – Classes start at 5:30. You must be there by 5:30 or you are considered tardy. 3 tardies equal an unexcused absence. Per the policy, five minutes late is considered tardy.

Where Can I Find It?

Here is a list of the most asked for items in the main office. Here's where you go find them!

Monthly Work Reports – In the file containers in the main hallway by the bulletin board. You may also print a copy from our website at www.eldoradojatc.com and go to the students tab. Click on Files and then download a copy of the monthly work report.

Time cards – these are no longer paper, and are done in the TradeSchool Inc program. See the instructions for TradeSchool Inc for help.

Hours/ last work report – these are no longer on a sheet on the bulletin board. To see your last work report and time cards, go to the TradeSchool Inc website. See the instructions for TradeSchool Inc for help.

Network – Our internet connection is named eldoradojatc and the password is jatcnetwork101 . JATC OFFICE is off limits to students.