



## TOTALTRACK TUTORIAL (PART 1)

Welcome to the Sheet Metal Workers Training Centre and the TotalTrack system that **apprentices** will be using during their technical training. You will be asked to review documents, complete assignments, quizzes, tests and evaluations, and upload documents into the TotalTrack system.

This document will assist you in the performance of those specific tasks within the TotalTrack system. The Mandatory Orientation includes a presentation to provide you an overview of TotalTrack, so you understand how to use the system and are comfortable navigating the various features.

### LOGGING IN TO TOTALTRACK:

Total Track can be accessed via computer or cell phone with web browsing capabilities.

The recommended browser for TotalTrack's best performance is **Google Chrome**.

You may use other browsers if you choose to however due to the limitations of the other browsers, neither the ITI, Local 280 or DRG (the developers) can ensure you are operating the system under the best of situations.



*Recommended Browser*

1. To Log in: go to [www.totaltrack.org](http://www.totaltrack.org)
2. Once there you will see the following screen



Home

Enter your email address here

Login

Please enter your email address and password to log in.

Email address: \*

Password: \*

Remember me

Log in Forgot your password?

Enter your password here



Once you have logged in the following screen will appear:

The screenshot shows a web dashboard for 'My Education'. The top navigation bar includes 'Home', 'My Education', 'Dashboard', 'Tasks', 'Messages', 'Calendar', 'My Reports', 'Committee Meetings', and 'Training Videos'. The main content area is titled 'My Dashboard' and is divided into several sections:

- Personal Info:** Fake Student66, No default address on record, fsstudent66@gmail.com, Male, SMART (SMWIA) Number, Record Status: Active, Organization: Local 066 Washington, Interest Reason, Lead Source, Primary Affiliate, Region, Job Classes, Current Job Class, Person Status, Actual Current Wage.
- Student Info:** Apprenticeship Number, High School, SMART (SMWIA) Number, DOL Number, College ID Number, Journeyman: Yes, Employed, Apprenticeship Type: Building Trades Sheet Metal Worker, Indenture Date, Accepted Date: 10/24/2016, Termination Date, Student Year, Wage Level: 45% - \$24.15 (45.00%), Last Upgrade: 11/6/2017, Estimated Next Upgrade: (Not started).
- Student Progress:** Community Service Balance: 0.00, CA Points: 0.00, Total School Hours: 0, Last School Hour Recorded: 10/18/2017, Total Non-School Hours: 0, Total OJT Hours: 24, Total Employer Hours: 0, Last OJT Hour Recorded: 10/5/2017, Total OJT/School Hours: 24, Last Work Report Submitted: October 2017, Estimated Completion Date, Actual Completion Date.
- Registered Classes:** A table with columns for Class, Absences, Start Date, and Grade.
- Upcoming Class Days:** A section with a search bar for Class and Where.
- Quick Links:** ITI eReader, ITI Online Learning Portal.
- Recent Reports:** Total Process Hours (OJT by W...).
- Change History:** Created: 10/24/2016 2:08:59 PM by Larry Lawrence, Last Modified: 7/17/2018 2:15:48 PM by System User.

From your dashboard you may navigate through the system to get to information regarding class schedules, pending tasks, work reports and such. You will also be able to view your progress in any class you are currently enrolled in as well as look at history for completed classes. You will also be able to access any electronic book that has been issued.

- 1. Reading your Dashboard:** When you look at your dashboard there are several key parts to pay attention to. You can see your class schedule, your upcoming classes, your certifications, your current pay scale, student progress and tasks assigned to you by either your Administrative staff or instructors. You can also view any messages that were sent to you from either Administrative staff or instructors.

Shown below will be some screen shots of your dashboard with brief “how to” descriptions.



**Personal Info**

Fake Student  
Sheet Metal Apprentice  
No default address on record  
(804) 555-5555 (Cell)  
fake324@gmail.com

DOB: 1/1/1980 (40 yr 5 mo)  
SSN: \*\*\*-\*\*-9999  
Unknown

Emergency Contact Name: Mom  
2nd Emergency Contact Name: Dad

SMART (SMWIA) Number: 1234567

Record Status: Active  
Organization: Sheet Metal Industry Training Board

Interest Reason:  
Lead Source:  
Primary Affiliate:  
Region:  
Job Classes:  
Current Job Class:  
Person Status:  
Actual Current Wage:

**Company Info**

Company: Fake Company  
Contact Info: XX Ave  
Someplace, A Province X1X2X3  
A Country  
(555) 555-5555 (Office)  
fakecompany@gmail.com

Start: 6/6/2020  
End:  
Primary Contact: Fake Owner  
Phone: (800) 555-5555  
Email: fakeowner@gmail.com

**Registered Classes**

Class	Absences	Start Date	Grade
2044-SM4-Admin	0	6/6/2020	
Developmental Class Sheet Metal	0	4/1/2022	

**Student Info**

Apprentice Number:  
High School: Britannia Community Secondary  
SMART (SMWIA) Number: 1234567  
DOL Number: 123456  
College ID Number:  
Journeyman: No  
Employed: 6/6/2020

Apprentice Type: Sheet Metal (SMACNA)  
Indenture Date: 3/25/2020  
Accepted Date: 6/7/2020  
Termination Date:  
Student Year: 0  
Wage Level: \$24.91 (60.00%)  
Last Upgrade: 6/5/2020  
Estimated Next Upgrade: 3/25/2021 (Not started)

**Student Progress**

Community Service Balance: 0.00  
CA Points: 0.00  
Total School Hours: 0  
Last School Hour Recorded: 4/9/2020  
Total Non-School Hours: 0  
Total OJT Hours: 0  
Total Employer Hours: 1601  
Last OJT Hour Recorded:  
Total OJT/School Hours: 0  
Last Work Report Submitted:  
Estimated Completion Date: 3/24/2024  
Actual Completion Date:  
Career Path: Sheet Metal (H)  
Average Percentage: 0.00% (recalculate)

**Upcoming Class Days**

Class	Where
2044-SM4-Admin June 12, 2020 7:00 AM - 2:30 PM	SMWTC
2044-SM4-Admin June 15, 2020 7:00 AM - 2:30 PM	SMWTC
2044-SM4-Admin June 16, 2020 7:00 AM - 2:30 PM	SMWTC
2044-SM4-Admin June 17, 2020 7:00 AM - 2:30 PM	SMWTC
2044-SM4-Admin June 18, 2020 7:00 AM - 2:30 PM	SMWTC
2044-SM4-Admin June 19, 2020 7:00 AM - 2:30 PM	SMWTC
2044-SM4-Admin June 22, 2020 7:00 AM - 2:30 PM	SMWTC
2044-SM4-Admin June 23, 2020 7:00 AM - 2:30 PM	SMWTC
2044-SM4-Admin June 24, 2020 7:00 AM - 2:30 PM	SMWTC
2044-SM4-Admin June 25, 2020 7:00 AM - 2:30 PM	SMWTC

**My Tasks**

%	Summary	Due Date	Type	Completed	Regarding
---	---------	----------	------	-----------	-----------

## 2. Viewing class information, class grades, available class documents and upcoming assignments:

From time to time you will be asked to pull up assignments from your class that you are enrolled in. To do so is relatively easy if you follow these steps

- Log into TotalTrack
- From your dashboard go to the **My Education** tab
- Click the **Classes** tab
- Click on your assigned class
- From your class profile you will see several things as shown below such as your attendance, your current percentage, issued books, who your instructor is, the schedule and location of the class and any assignments or class documents available for that class
- If you click on anything in light blue from the class documents section or assignments section it will download to your computer for printing or viewing.

## 3. Using the Electronic Reader:

Periodically your instructors may ask you to read material from the assigned curricula from your classes. To do so, you will be required to log into the E-Reader and use your email address and password that you use to get into TotalTrack.



You can access the electronic reader in two ways.

- **First** if you go to your web browser and enter the following [read.sheetmetal-iti.org](http://read.sheetmetal-iti.org) it will take you to the login page for the e-reader at which point you will log in as previously mentioned
- The **Second and most efficient way** is to go to the quick-links box shown below and click **ITI e-reader** and it will take you to the E-reader log in page.



We have just touched the surface of what TotalTrack can do but it is a valuable tool for your use in the tracking of your progress through your apprenticeship journey. It can also be used to track your training history through your career.

Best of luck in your apprenticeship. If you have any questions or comments regarding TotalTrack address them to your instructors, coordinators or administrative staff.

Best of Luck!!!