



## SHEET METAL INDUSTRY TRAINING BOARD SHEET METAL WORKERS TRAINING CENTRE SOCIETY

19077 95A Ave. Surrey B.C. Canada V4N 4P3 604.882.7680| registrar@smwtcs.ca

## **TOTALTRACK TUTORIAL (PART 2)**

**STEP ONE:** sign in as per your previous instruction set. Your **Profile Page** looks like this:



Click the **My Education tab.** You will then see the following screen:



Click on your **Class** (e.g. 2044-SM4-Admin). The class name will differ based on what class you are in.

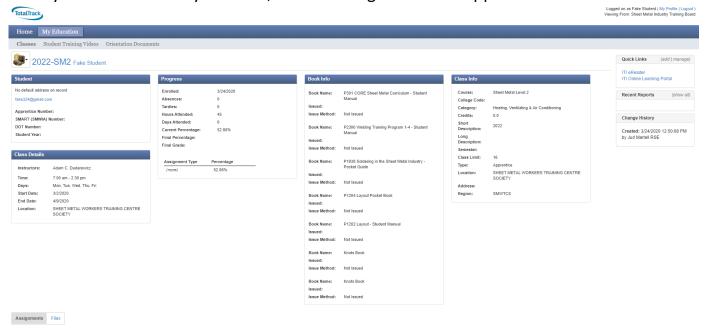




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Once you have selected your class, the following screen will appear:



Scroll to the bottom of the page to see a list of assignments that looks like this:



Click **Take it Now** (in blue) - it will take you to the Test assignment. Click in the boxes with the drop arrow and a series of answers will appear. Pick your best possible answer then move to the next question. If you see a (image) next to the question, click on image to view. All questions need to be answered.

When completed click Save & Submit at bottom of test. You have taken your first test!