



TOTALTRACK TUTORIAL (PART 2)

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

Personal Info

File Student
 No default address on record
 fwe324@gmail.com
 SMART (SMWA) Number:
 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:

Student Info

Apprentice Number:
 High School:
 SMART (SMWA) Number:
 DOL Number:
 College ID Number:
 Journeyman: No
 Employed:
 Apprentice Type: Sheet Metal (SMACNA)
 Indenture Date:
 Accepted Date: 3/24/2020
 Termination Date:
 Student Year:
 Wage Level: \$20.36 (50.00%)
 Last Upgrade: 3/24/2020
 Estimated Next Upgrade: 3/24/2021 (Not started)

Student Progress

Community Service Balance: 0.00
 CA Points: 0.00
 Total School Hours: 45
 Last School Hour Recorded: 3/24/2020
 Total Non-School Hours: 0
 Total OJT Hours: 0
 Total Employer Hours: 0
 Last OJT Hour Recorded:
 Total OJT School Hours: 45
 Last Work Report Submitted:
 Estimated Completion Date:
 Actual Completion Date:
 Career Path:
 Average Percentage: 0.00% (recalculate)

Registered Classes

Class	Absences	Start Date	Grade
2021-SM1-H	0	2/04/2020	
LS WL 2020	0	12/31/2020	
2022-SM2	0	3/2/2020	
2023-SM3	0	3/2/2020	

Upcoming Class Days

Class	Where
2021-SM1-H March 27, 2020 7:00 AM - 2:30 PM	SHEET METAL WORKERS TRAINING CENTRE SOCIETY
2022-SM2 March 27, 2020 7:00 AM - 2:30 PM	SHEET METAL WORKERS TRAINING CENTRE SOCIETY
2023-SM3 March 27, 2020 7:00 AM - 2:30 PM	SHEET METAL WORKERS TRAINING CENTRE SOCIETY
2021-SM1-H March 30, 2020 7:00 AM - 2:30 PM	SHEET METAL WORKERS TRAINING CENTRE SOCIETY
2022-SM2 March 30, 2020 7:00 AM - 2:30 PM	SHEET METAL WORKERS TRAINING CENTRE SOCIETY
2023-SM3 March 30, 2020 7:00 AM - 2:30 PM	SHEET METAL WORKERS TRAINING CENTRE SOCIETY
2021-SM1-H March 31, 2020 7:00 AM - 2:30 PM	SHEET METAL WORKERS TRAINING CENTRE SOCIETY
2022-SM2 March 31, 2020 7:00 AM - 2:30 PM	SHEET METAL WORKERS TRAINING CENTRE SOCIETY
2023-SM3 March 31, 2020 7:00 AM - 2:30 PM	SHEET METAL WORKERS TRAINING CENTRE SOCIETY
2021-SM1-H April 1, 2020 7:00 AM - 2:30 PM	SHEET METAL WORKERS TRAINING CENTRE SOCIETY

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

Classes

Enrolled

Class	Waitlist Pos.	Code	Date	Instructor	Score	Grade	Completion	Inactive	Withdrawn
LS WL 2020		LS	12/31/2020 - 12/31/2020				Enrolled		No
2022-SM2		SM2	3/2/2020 - 4/9/2020	Adam C. Dudarewicz			Enrolled		
2023-SM3		SM3	3/2/2020 - 4/9/2020	Jacques "Jake" LeBlanc			Enrolled		
2021-SM1-H		SM1-H	2/24/2020 - 4/17/2020	Matthew N Brown			Enrolled		

Records 1 through 4 of 4

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



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

Logged on as Fake Student ([My Profile](#) | [Logout](#))
 Viewing From: Sheet Metal Industry Training Board

Home **My Education**

Classes Student Training Videos Orientation Documents

2022-SM2 Fake Student

Student	Progress	Book Info	Class Info
No default address on record fake324@gmail.com Apprentice Number: SMART (SMWIA) Number: DOT Number: Student Year:	Enrolled: 3/24/2020 Absences: 0 Tardies: 0 Hours Attended: 45 Days Attended: 6 Current Percentage: 52.86% Final Grade:	Book Name: P301 CORE Sheet Metal Curriculum - Student Manual Issued: Issue Method: Not Issued Book Name: P2300 Welding Training Program 1-4 - Student Manual Issued: Issue Method: Not Issued Book Name: P1938 Soldering in the Sheet Metal Industry - Pocket Guide Issued: Issue Method: Not Issued Book Name: P1204 Layout Pocket Book Issued: Issue Method: Not Issued Book Name: P1202 Layout - Student Manual Issued: Issue Method: Not Issued Book Name: Knots Book Issued: Issue Method: Not Issued Book Name: Knots Book Issued: Issue Method: Not Issued	Course: Sheet Metal Level 2 College Code: Category: Heating, Ventilating & Air Conditioning Credits: 0.0 Start Description: 2022 Long Description: Semester: Class Limit: 16 Type: Apprentice Location: SHEET METAL WORKERS TRAINING CENTRE SOCIETY Address: Region: SMWYCS

[Quick Links](#) (add | manage)
[ITI eReader](#)
[ITI Online Learning Portal](#)
[Recent Reports](#) (show all)
[Change History](#)
 Created: 3/24/2020 12:50:08 PM by Jud Martell RSE

[Class Details](#)
 Instructors: Adam C. Dudarewicz
 Time: 7:00 am - 2:30 pm
 Days: Mon, Tue, Wed, Thu, Fri
 Start Date: 3/2/2020
 End Date: 4/9/2020
 Location: SHEET METAL WORKERS TRAINING CENTRE SOCIETY

Assignment Type Percentage
 (none) 52.86%

[Assignments](#) [Files](#)

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

[Assignments](#) [Files](#)

%	Assignment	Type	Module	Due Date	Weight	Available	Submitted	Points Earned	Percentage	Grade
	2nd Year Final Exam			3/27/2020	1		3/26/2020	5,714286	5.71%	F
	practice exam			3/31/2020	1	Take It Now		100	100.00%	P
	Government Exam Score				20					
	Overall Mark				80					
	Government Exam Score				20					
	Overall Mark				80					

Records 1 through 6 of 6 Showing 20

© 2020 | 3/26/2020 12:56 PM PDT | v 2019.4.0.615

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!