How to use the new LMS as a Student

LMS and WebEx Student User Guide
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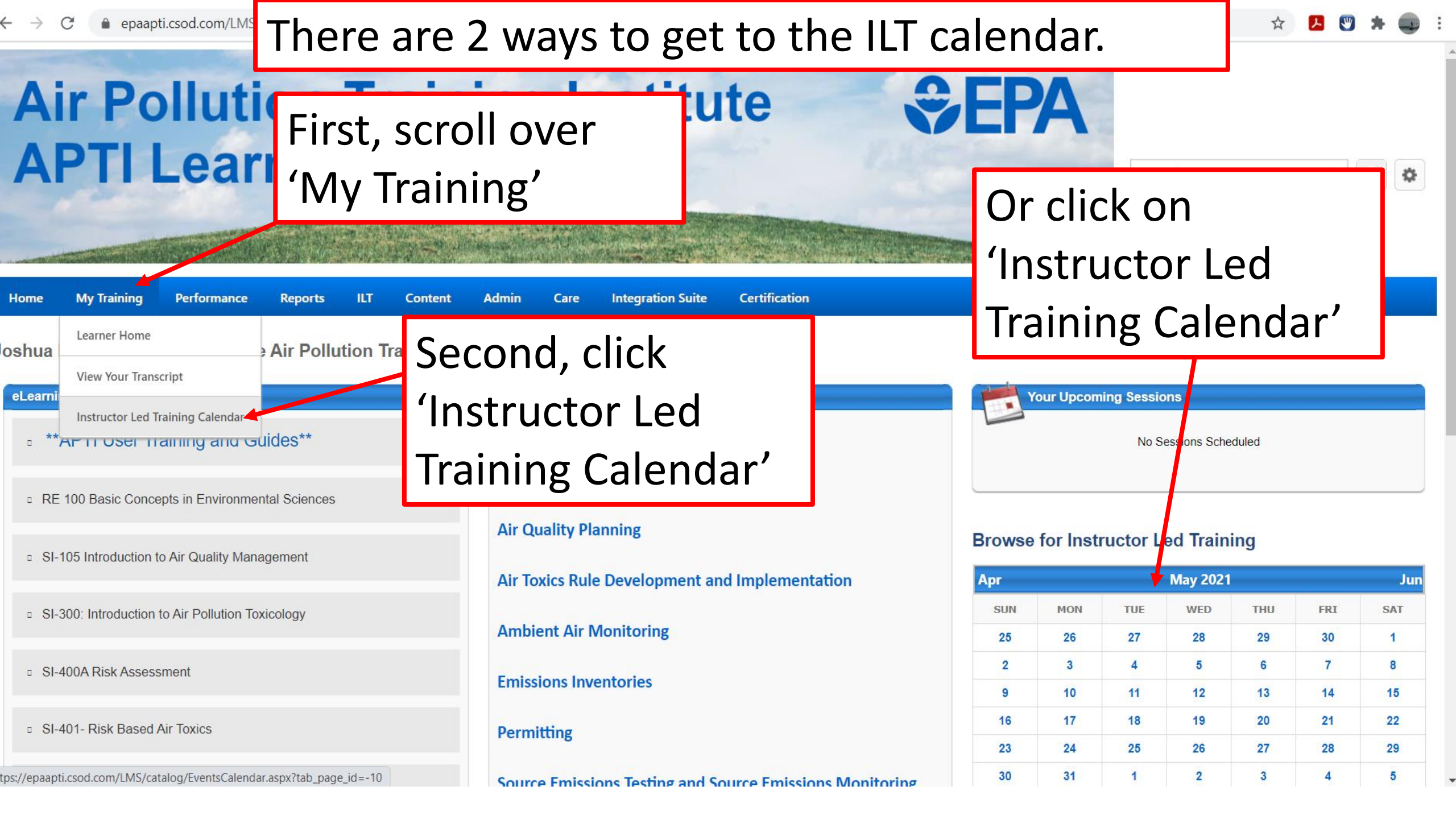
- WebEx: How to use RAISE HAND feature
- How to share screen as a student
- WebEx: How to use CHAT feature
- How to view CERTIFICATES

LMS: How to REGISTER for a Training Course


There are 2 ways to get to the ILT calendar.
First, scroll over 'My Training'
Second, click 'Instructor Led Training Calendar'
Or click on 'Instructor Led Training Calendar'
Home
My Training
Performance
Reports
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Instructor Led Training Calendar
RE 100 Basic Concepts in Environmental Sciences
SI-105 Introduction to Air Quality Management
SI-300: Introduction to Air Pollution Toxicology
SI-400A Risk Assessment
SI-401- Risk Based Air Toxics
Air Quality Planning
Air Toxics Rule Development and Implementation
Ambient Air Monitoring
Emissions Inventories
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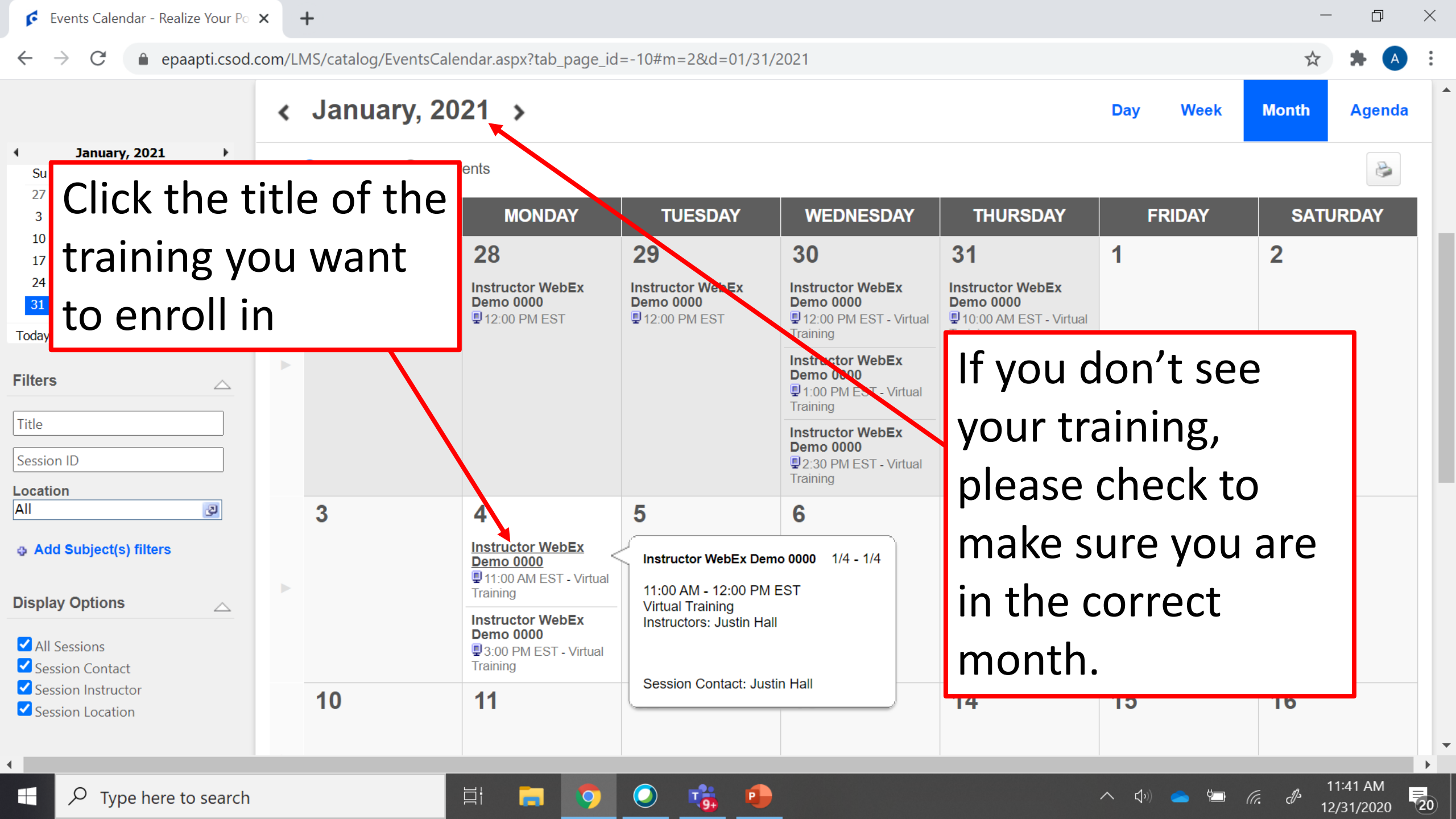
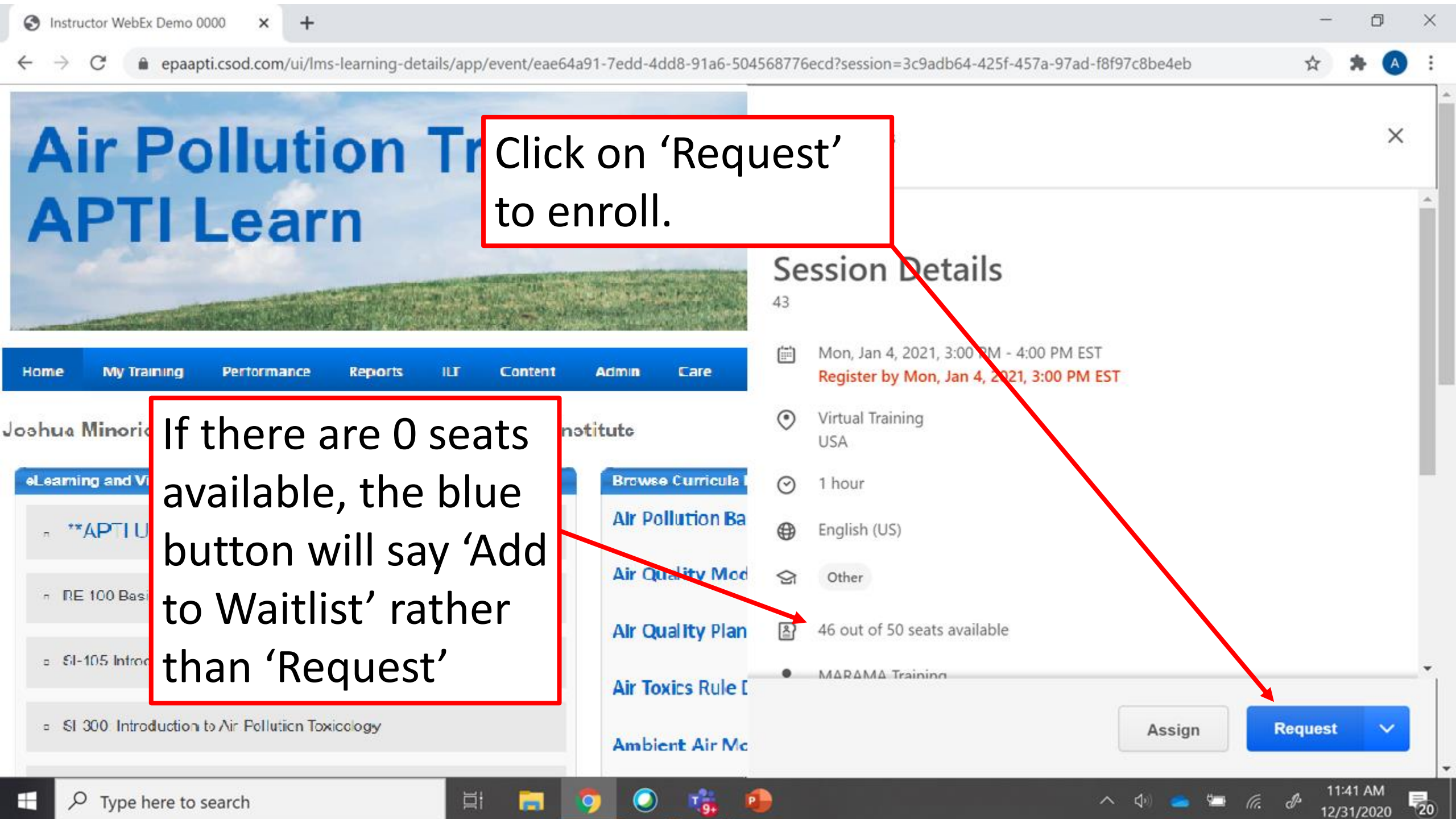
Your Upcoming Sessions
No Sessions Scheduled
Browse for Instructor Led Training
Apr
May 2021
Jun
SUN MON TUE WED THU FRI SAT


Events Calendar - Realize Your Po
epaapti.csod.com/LMS/catalog/EventsCalendar.aspx?tab_page_id=-10#m=2&d=01/31/2021
January, 2021
Day
Week
Month
Agenda
Click the title of the training you want to enroll in
If you don't see your training, please check to make sure you are in the correct month.
MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY
SATURDAY
28
29
30
31
1
2
Instructor WebEx Demo 0000
12:00 PM EST
12:00 PM EST
12:00 PM EST - Virtual Training
1:00 PM EST - Virtual Training
2:30 PM EST - Virtual Training
10:00 AM EST - Virtual
3
4
5
6
Instructor WebEx Demo 0000
11:00 AM EST - Virtual Training
Instructor WebEx Demo 0000
3:00 PM EST - Virtual Training
Instructor WebEx Demo 0000 1/4 - 1/4
11:00 AM - 12:00 PM EST
Virtual Training
Instructors: Justin Hall
Session Contact: Justin Hall
10
11
Filters
Title
Session ID
Location
All
Add Subject(s) filters
Display Options
All Sessions
Session Contact
Session Instructor
Session Location
Type here to search
11:41 AM
12/31/2020


Instructor WebEx Demo 0000
epaapti.csod.com/ui/lms-learning-details/app/event/eae64a91-7edd-4dd8-91a6-504568776ecd?session=3c9adb64-425f-457a-97ad-f8f97c8be4eb
Air Pollution Tr
APTI Learn
Click on 'Request' to enroll.
Home
My Training
Performance
Reports
ILT
Content
Admin
Care
If there are 0 seats available, the blue button will say 'Add to Waitlist' rather than 'Request'
Session Details
43
Mon, Jan 4, 2021, 3:00 PM - 4:00 PM EST
Register by Mon, Jan 4, 2021, 3:00 PM EST
Virtual Training
USA
1 hour
English (US)
Other
46 out of 50 seats available
Assign
Request
Type here to search
11:41 AM
12/31/2020

LMS: How to LAUNCH a Training Course

Air Pollution Training Institute
APTI Learn

EPA

Search

Log in to your LMS profile and click on your class under "Your Upcoming Sessions"

Home | My Training

ohn User, Welcome to the Air P

eLearning and Video Courses

- **APTI User Training and Guides**
- RE 100 Basic Concepts in Environmental Sciences
- SI-105 Introduction to Air Quality Management
- SI-300: Introduction to Air Pollution Toxicology
- SI-400A Risk Assessment

Air Pollution Basics

Air Quality Modeling

Air Quality Planning

Air Toxics Rule Development and Implementation

Ambient Air Monitoring

Emissions Inventories

Your Upcoming Sessions

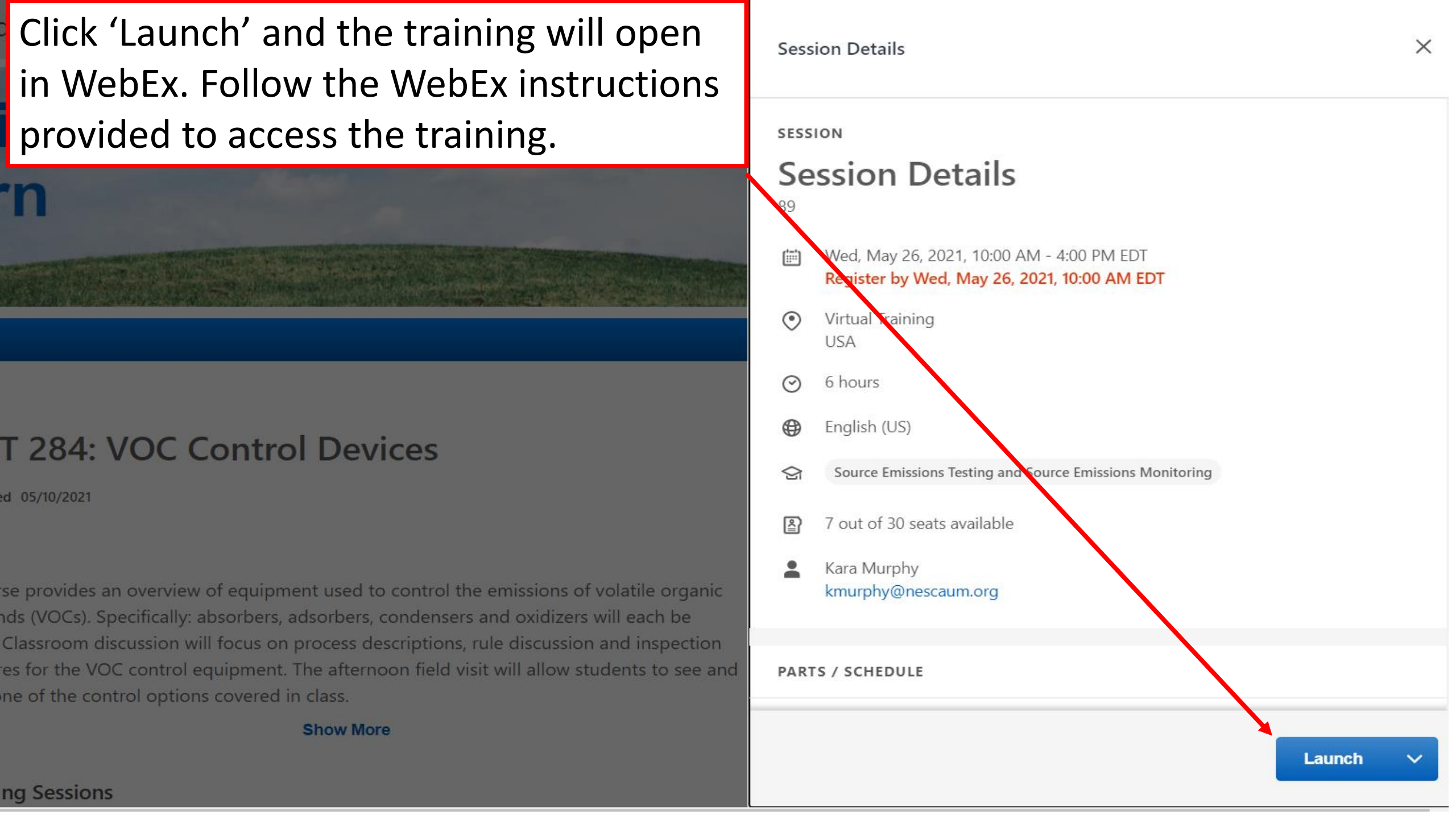
NACT 284: VOC Control Devices (Starts 5/26/202

Browse for Instructor Led Training

Apr			May 2021
SUN	MON	TUE	WED
25	26	27	28
2	3	4	5

tps://corporate4proxy.csod.com/LMS/catalog/Main.aspx?tab_page_id=-67&tab_id=-1

Click ‘Launch’ and the training will open in WebEx. Follow the WebEx instructions provided to access the training.



LMS: How to take a PRE and POST TEST

Air Pollution Training Institute
APTI Learn

EPA

Search

Log in to your LMS profile and click on your class under "Your Upcoming Sessions"

Home | My Training

ohn User, Welcome to the Air P

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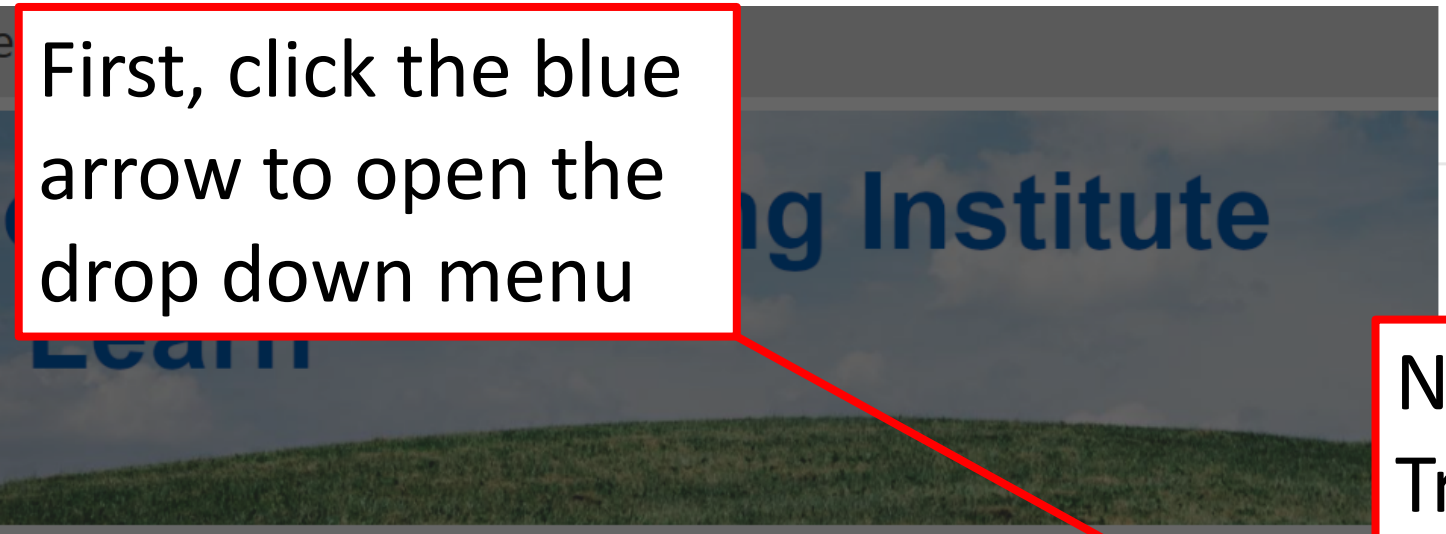
2	3	4	5

tps://corporate4proxy.csod.com/LMS/catalog/Main.aspx?tab_page_id=-67&tab_id=-1

First, click the blue arrow to open the drop down menu

Next, click ‘View Training Details’



EVENT

NACT 284: VOC Control Devices

Last Updated 05/10/2021

Details

This course provides an overview of equipment used to control the emissions of volatile organic compounds (VOCs). Specifically: absorbers, adsorbers, condensers and oxidizers will each be covered. Classroom discussion will focus on process descriptions, rule discussion and inspection procedures for the VOC control equipment. The afternoon field visit will allow students to see and inspect one of the control options covered in class.

Show More

Upcoming Sessions

Session Details

SESSION

Session Details

USA

6 hours

English (US)

Source Emissions Testing and Source Emissions Monitoring

7 out of 30 seats available

Kara Murphy
kmurphy@nescaum.org

PARTS / SCHEDULE

Withdraw

View Training Details

Save for Later

Launch

Resources: NACT 231 7-13 student slides

Locator Number: 13
Subjects: Source Emissions Testing and Source Emissions Monitoring
Training Contact: MARAMA Training training@marama.org
Refunds:
Penalty for Withdrawal:
Penalty for No Show:
Registration Deadline: 1/6/2021 9:00 AM EST
Schedule:

Day	Part Name	Description	Starts	Ends	Add to Calendar	Training Hours	Instructor	Location
Monday	NACT 231 Metal Parts and Products	Instructed by Mohsen Nazemi and Bob Waterfall	1/11/2021 9:00 AM EST	1/11/2021 4:00 PM EST	Add to Calendar	7 Hour(s) 0 Minute(s)	MARAMA Training (Primary)	Virtual Training

Training Progress Details

Status: Registered
Training Purpose:
Due Date: None
Required Attendance: Must attend 1 of 1 parts for course co
Attendance Record: 1. NACT 231 Metal Parts and Produc

Scroll down and click 'Activate' to take the pre-test for the course you are participating in.

Pre-Work

TITLE (CLICK ON TO SEE COURSE DESCRIPTION)	TYPE				STATUS	OPTION	DETAILS
NACT 231: Pre Test	Test	None	Yes	No	Not Activated	Activate	None

javascript:WebForm_DoPostBackWithOptions(new WebForm_PostBackOptions("PreWork$WorkListDataList$ctl01$actionOption$UserActions$ctl00$UserAction", "", true, "", "", false, true))

LMS: How to access TRAINING RESOURCES

Search

Log in to your LMS profile and click on your class under "Your Upcoming Sessions"

Home | My Training

ohn User, Welcome to the Air P

eLearning and Video Courses

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Air Pollution Basics

Air Quality Modeling

Air Quality Planning

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Your Upcoming Sessions

NACT 284: VOC Control Devices (Starts 5/26/202

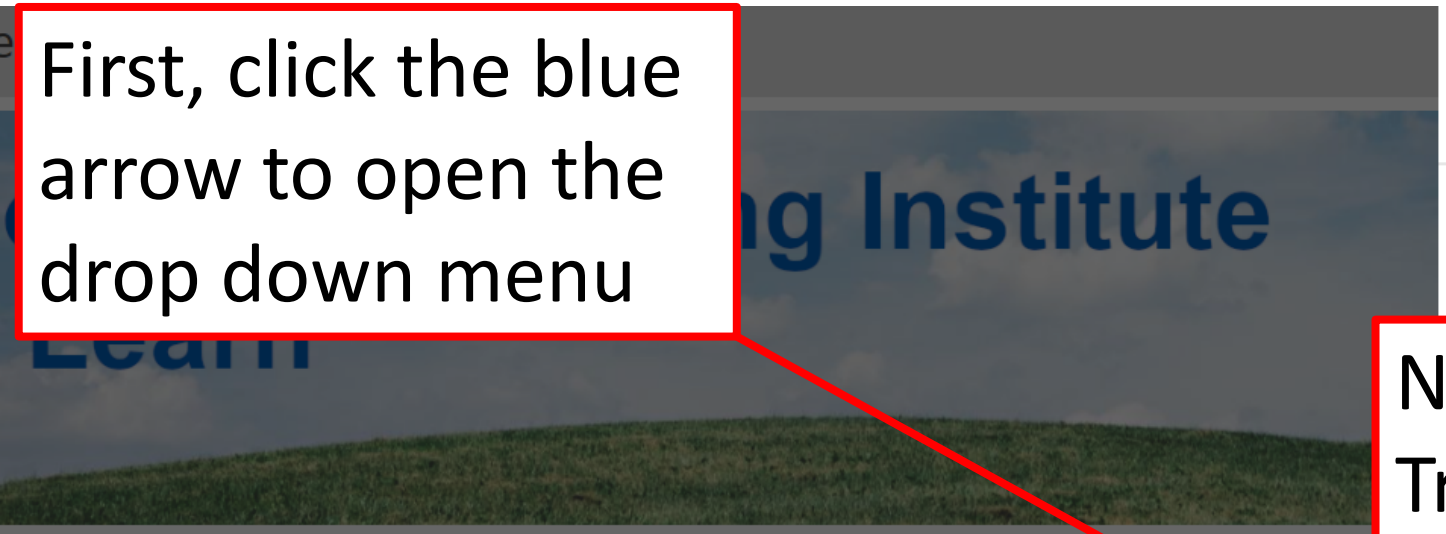
Browse for Instructor Led Training

Apr			May 2021
SUN	MON	TUE	WED
25	26	27	28
2	3	4	5

tps://corporate4proxy.csod.com/LMS/catalog/Main.aspx?tab_page_id=-67&tab_id=-1

First, click the blue arrow to open the drop down menu

Next, click ‘View Training Details’



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Show More

Upcoming Sessions

Session Details

SESSION

Session Details

USA

6 hours

English (US)

Source Emissions Testing and Source Emissions Monitoring

7 out of 30 seats available

Kara Murphy
kmurphy@nescaum.org

PARTS / SCHEDULE

Withdraw

View Training Details

Save for Later

Launch

NACT 334

Event: NACT 334

Click on the training resources that you'd like to access

Request Exemption | Move to Archived Transcript

Training Details

0 Reviews

Provider: WebEx VILT
Duration: 22 Hours 30 Minutes
Description:

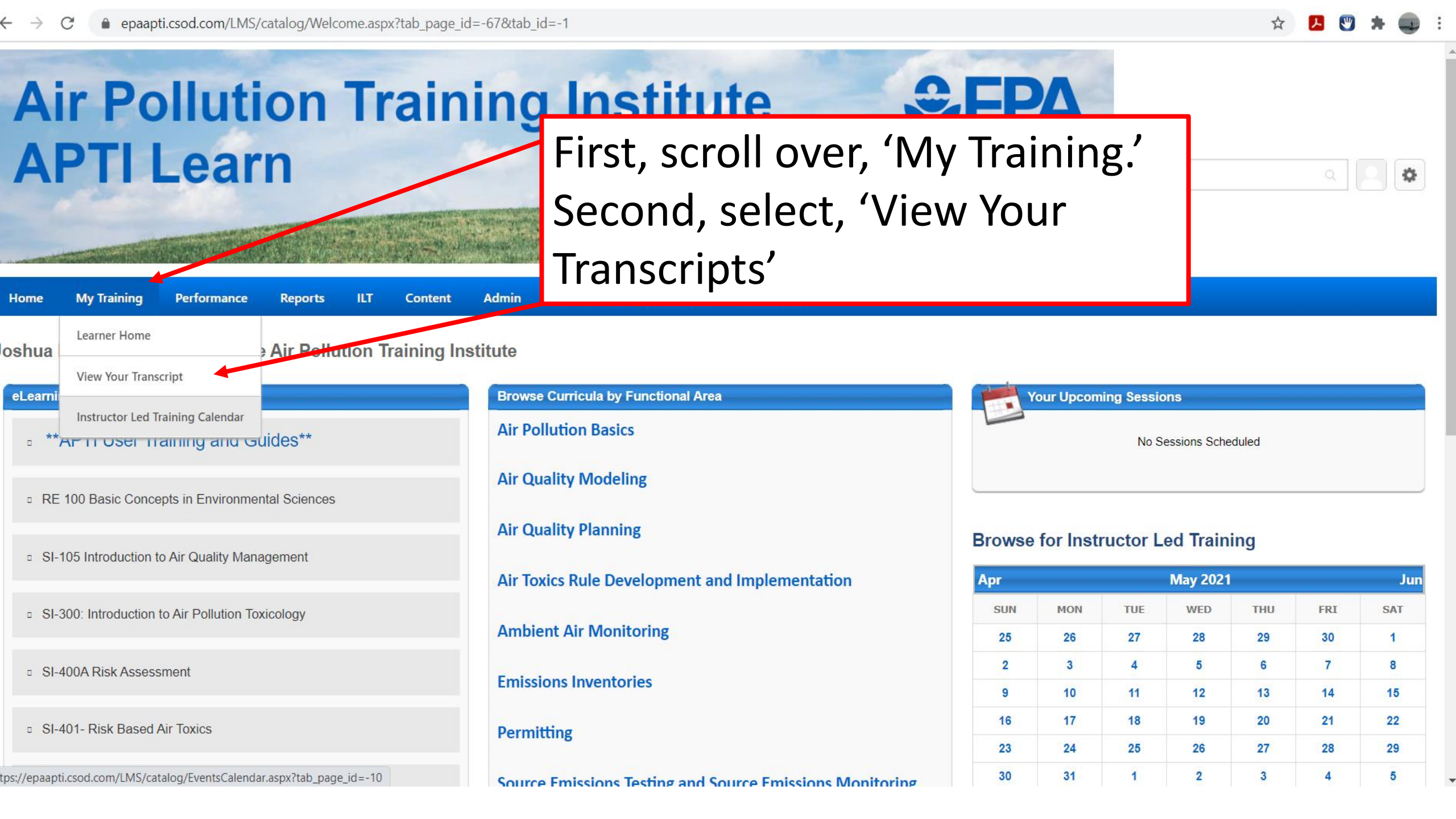
NACT 334: Permit Writing Practices and Principles

This course provides hands-on training in the methods and procedures used to review permit applications and to prepare air quality permits. This course is designed for personnel of State and local agencies that have some experience in permit programs. The course is designed primarily for permit writers, but inspectors who must read and interpret permit conditions and make site inspections will benefit as well.

Course material will address state and local permits, as well as Title V federal operating permits. Other topics covered will include Compliance Assurance Monitoring; Monitoring, Reporting, and Record-keeping requirements; and toxic air contaminant issues associated with permitting.

Resources:
NACT 334 Student Slides Part 2
NACT 334 Student Slides part 1a
NACT 334 Student Slides Part 3
NACT 334 Student Slides Part 4
NACT 334 Student Slides Part 5
NACT 334 Student Slides Part 6a
NACT 334 Student Slides 2 Part 7
NACT 334 Student Slides 2 Part 8
BACT Exercise
CAM Applicability Flowchart
NACT 334 - Class Exercise Top-Down BACT
NACT 334 - Handout Major Source Determination (MN - 08-25-20)
NACT 334 Handout - Final List of Acrynoms (MN 08-20-2020)
NACT334_TipSheet 1
NACT 334 TipSheet 2
NACT334_TipSheet 3_DRAFT

LMS: How to complete a Training Course EVALUATION


epaapti.csod.com/LMS/catalog/Welcome.aspx?tab_page_id=-67&tab_id=-1
Air Pollution Training Institute
APTI Learn
EPA
First, scroll over, 'My Training.'
Second, select, 'View Your Transcripts'
Home
My Training
Performance
Reports
ILT
Content
Admin
Learner Home
View Your Transcript
Instructor Led Training Calendar
Air Pollution Training Institute
eLearni
APTI User Training and Guides
RE 100 Basic Concepts in Environmental Sciences
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SI-400A Risk Assessment
SI-401- Risk Based Air Toxics
Browse Curricula by Functional Area
Air Pollution Basics
Air Quality Modeling
Air Quality Planning
Air Toxics Rule Development and Implementation
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Permitting
Source Emissions Testing and Source Emissions Monitoring
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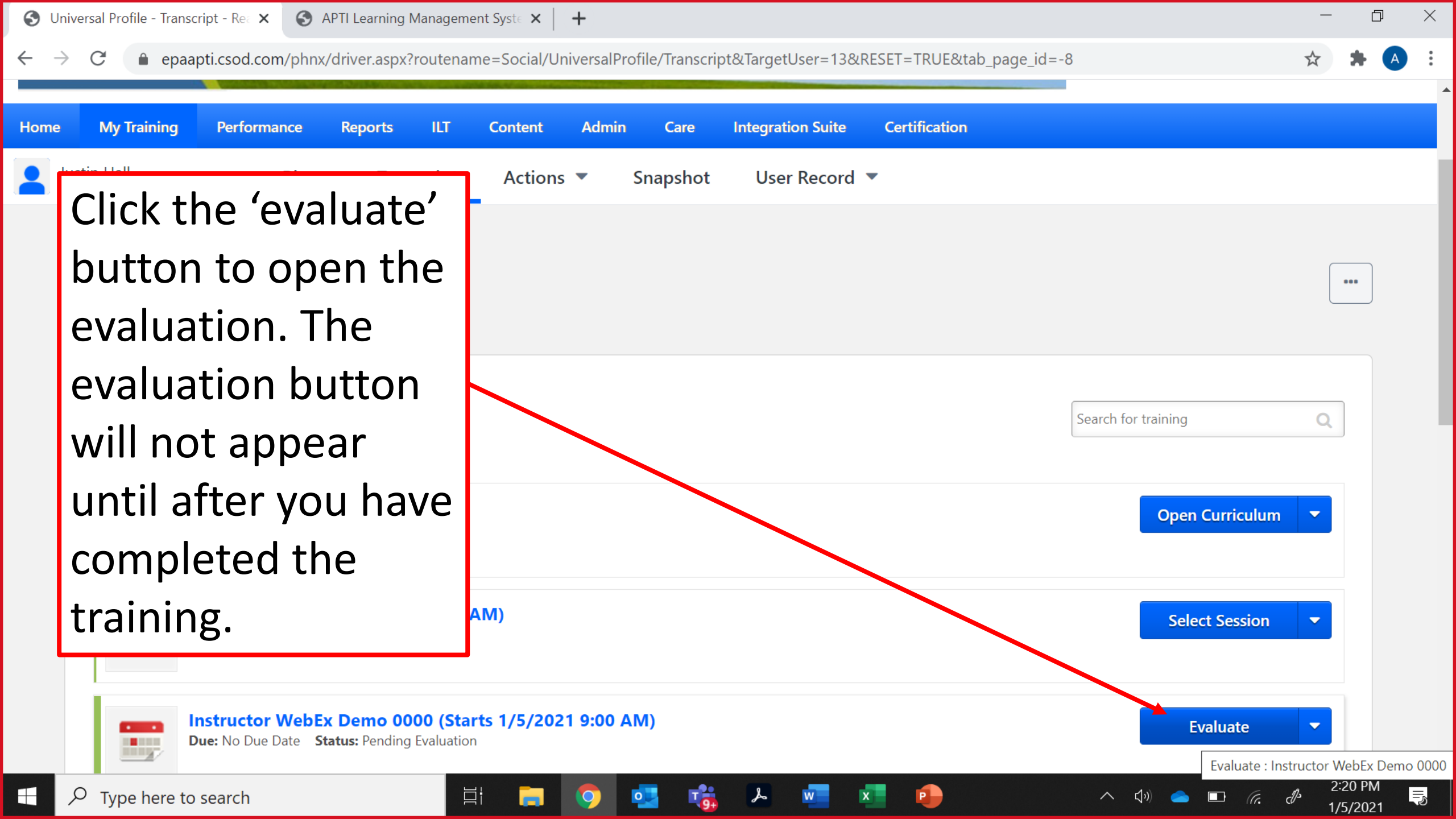
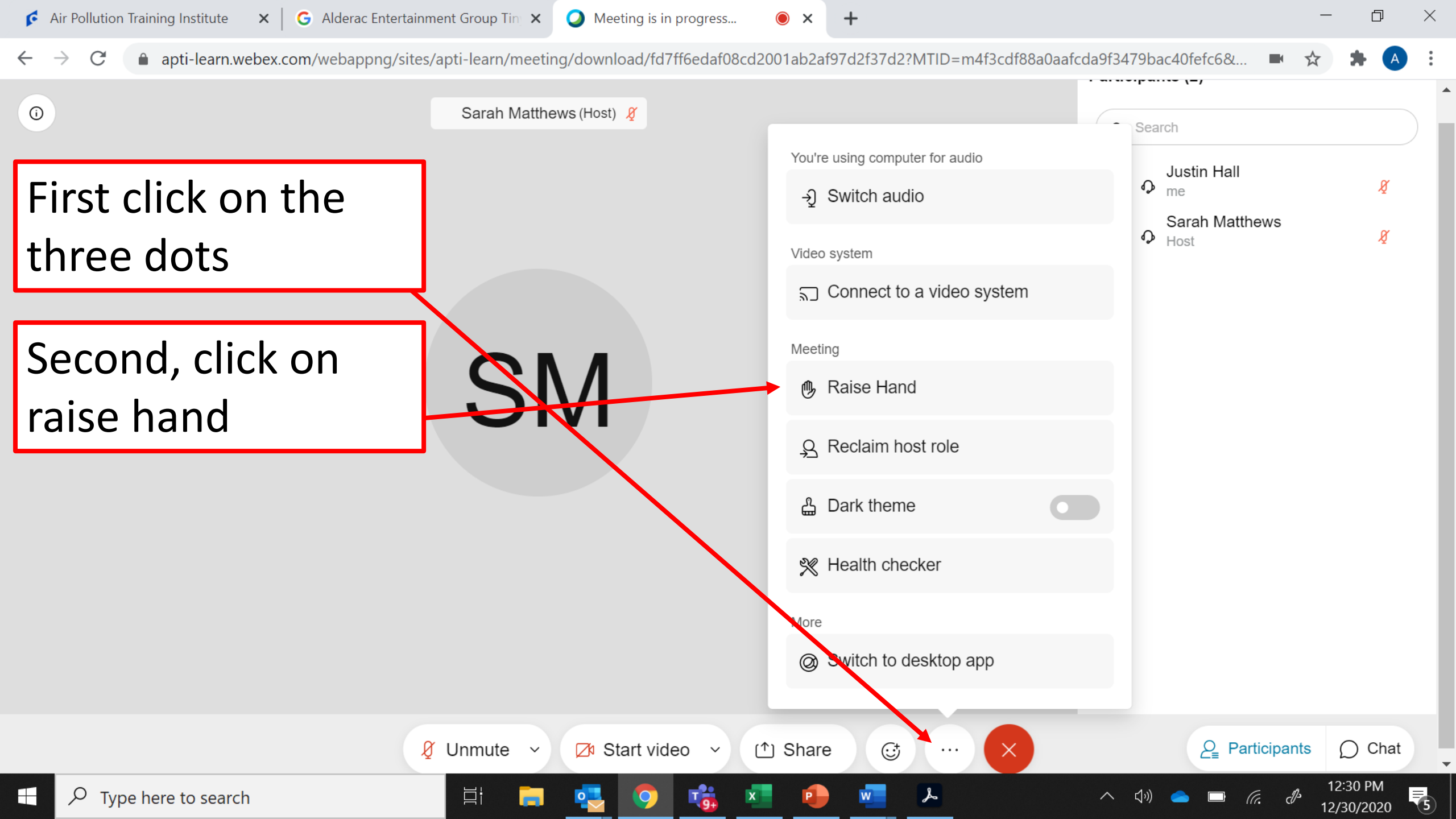
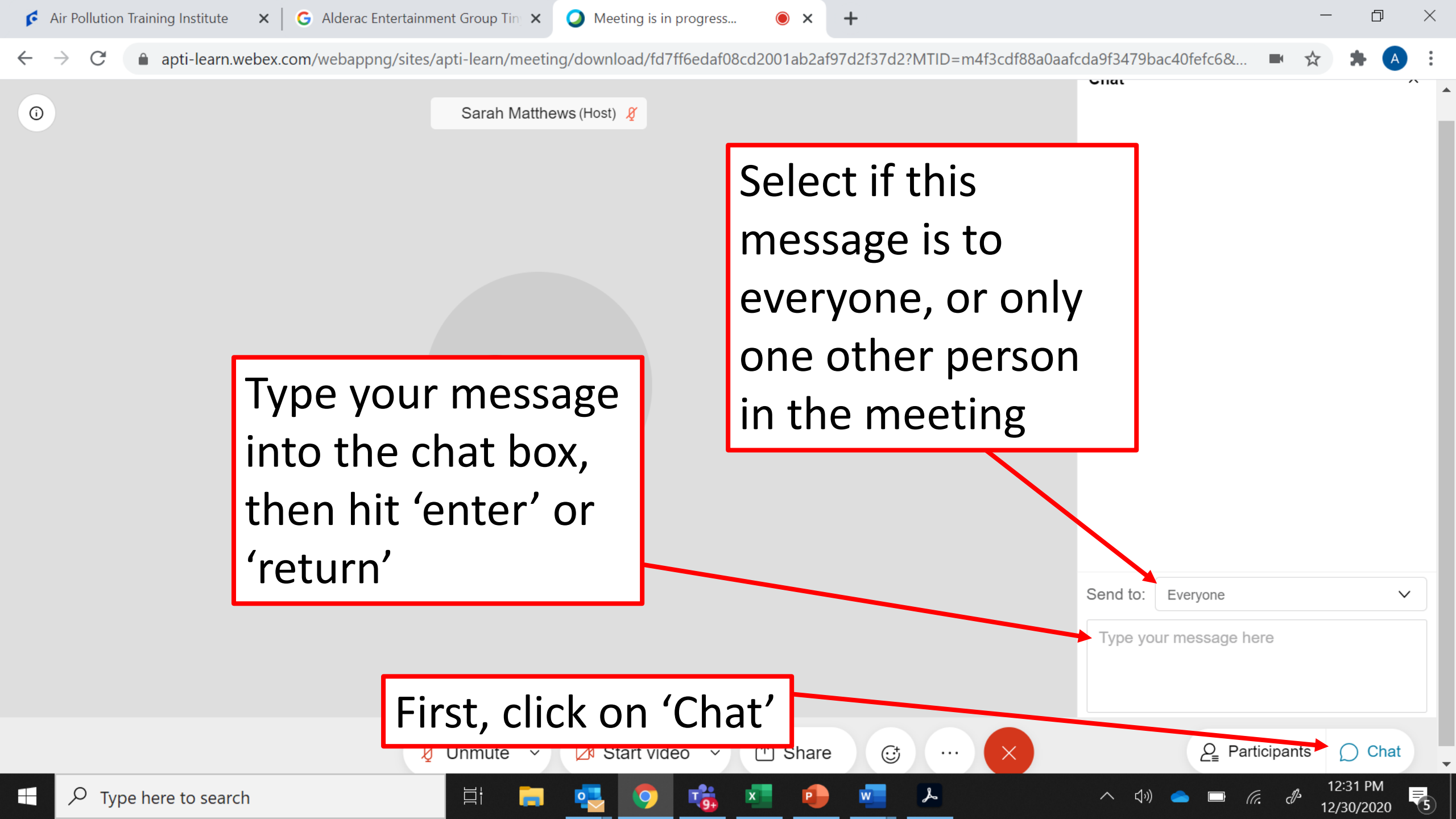
No Sessions Scheduled
Browse for Instructor Led Training
Apr
May 2021
Jun
SUN MON TUE WED THU FRI SAT
25 26 27 28 29 30 1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31 1 2 3 4 5
https://epaapti.csod.com/LMS/catalog/EventsCalendar.aspx?tab_page_id=-10


Universal Profile - Transcript - Re
APTI Learning Management Syste
epaapti.csod.com/phnx/driver.aspx?routename=Social/UniversalProfile/Transcript&TargetUser=13&RESET=TRUE&tab_page_id=-8
Home
My Training
Performance
Reports
ILT
Content
Admin
Care
Integration Suite
Certification
Actions
Snapshot
User Record
Click the 'evaluate' button to open the evaluation. The evaluation button will not appear until after you have completed the training.
Search for training
Open Curriculum
Select Session
Instructor WebEx Demo 0000 (Starts 1/5/2021 9:00 AM)
Due: No Due Date
Status: Pending Evaluation
Evaluate
Evaluate : Instructor WebEx Demo 0000
Type here to search
2:20 PM
1/5/2021

WebEx: How to use RAISE HAND feature


Air Pollution Training Institute
Alderac Entertainment Group Tin
Meeting is in progress...
apti-learn.webex.com/webappng/sites/apti-learn/meeting/download/fd7ff6edaf08cd2001ab2af97d2f37d2?MTID=m4f3cdf88a0aafcda9f3479bac40fefc6&...
Sarah Matthews (Host)
First click on the three dots
Second, click on raise hand
SM
You're using computer for audio
Switch audio
Video system
Connect to a video system
Meeting
Raise Hand
Reclaim host role
Dark theme
Health checker
More
Switch to desktop app
Search
Justin Hall
me
Sarah Matthews
Host
Unmute
Start video
Share
Participants
Chat
Type here to search
12:30 PM
12/30/2020

WebEx: How to use the CHAT feature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Meeting is in progress...
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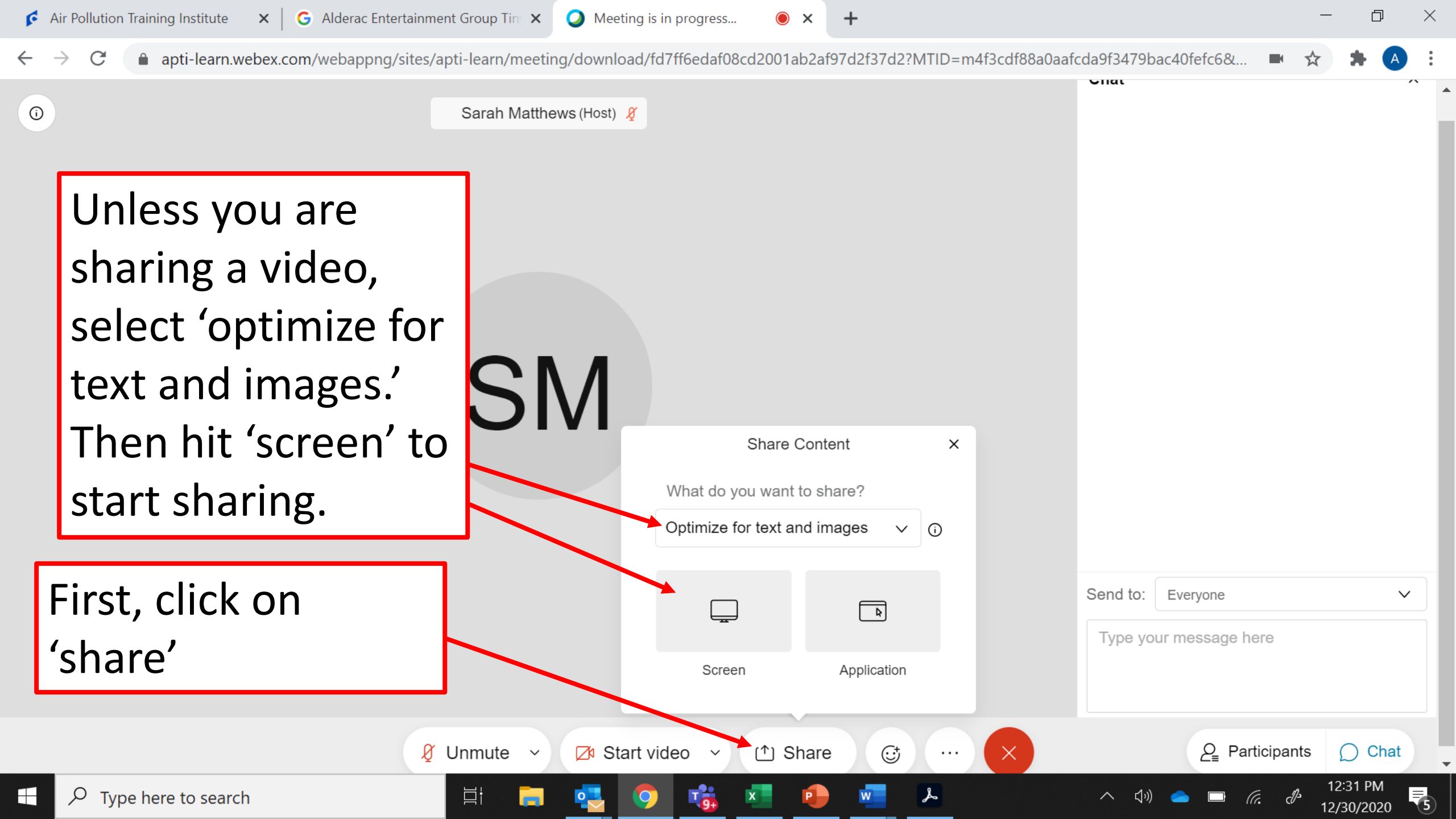
Sarah Matthews (Host)
Select if this message is to everyone, or only one other person in the meeting
Type your message into the chat box, then hit 'enter' or 'return'
First, click on 'Chat'
Send to:
Everyone
Type your message here
Unmute
Start video
Share
Participants
Chat
Type here to search
12:31 PM
12/30/2020

How to share your screen as a student


Air Pollution Training Institute
Alderac Entertainment Group Tin
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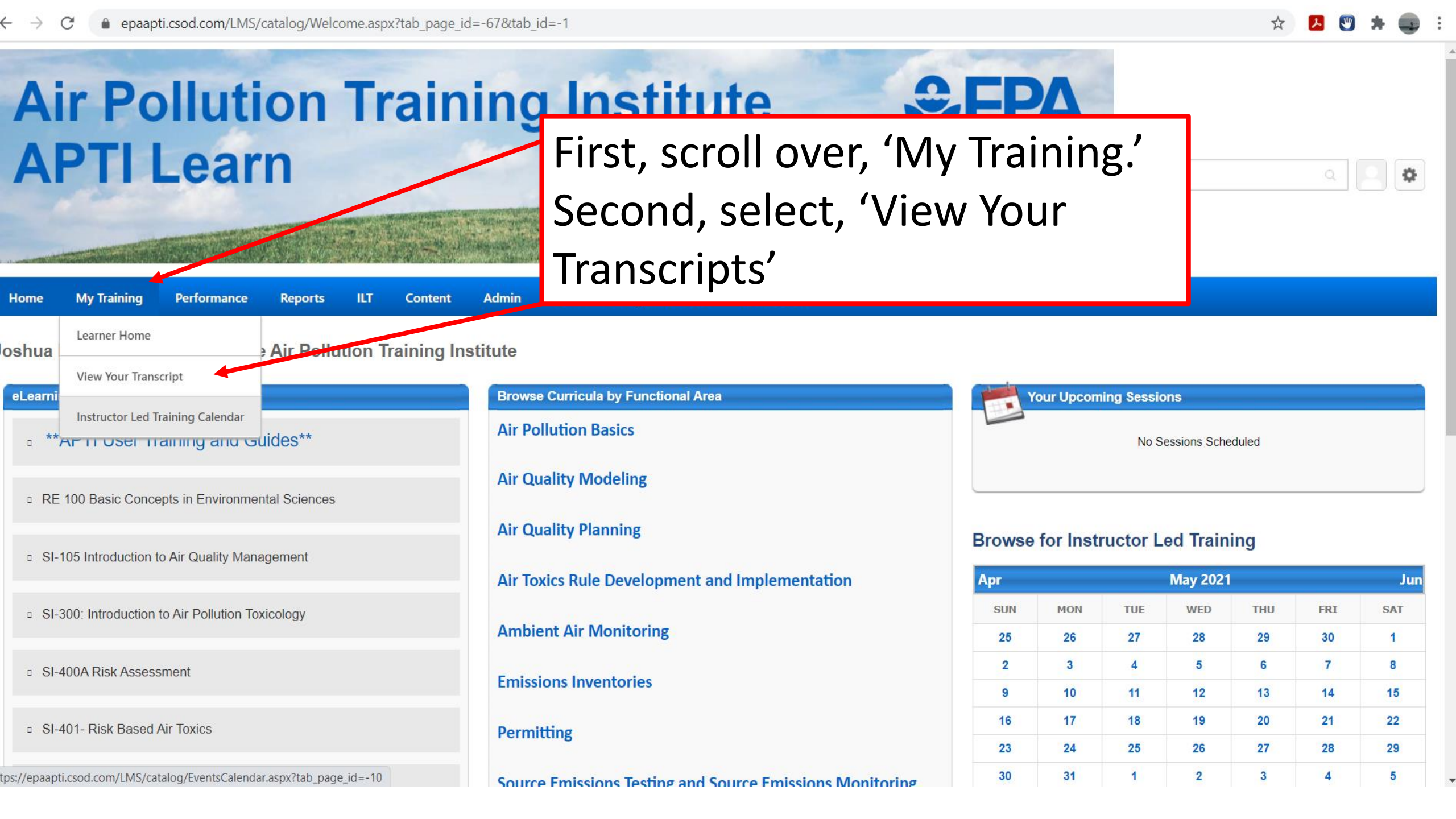
apti-learn.webex.com/webappng/sites/apti-learn/meeting/download/fd7ff6edaf08cd2001ab2af97d2f37d2?MTID=m4f3cdf88a0aafcda9f3479bac40fefc6&...
Sarah Matthews (Host)
Unless you are sharing a video, select 'optimize for text and images.' Then hit 'screen' to start sharing.
First, click on 'share'
SM
Share Content
What do you want to share?
Optimize for text and images
Screen
Application
Send to:
Everyone
Type your message here
Unmute
Start video
Share
Participants
Chat
Type here to search
12:31 PM
12/30/2020

How to view certificates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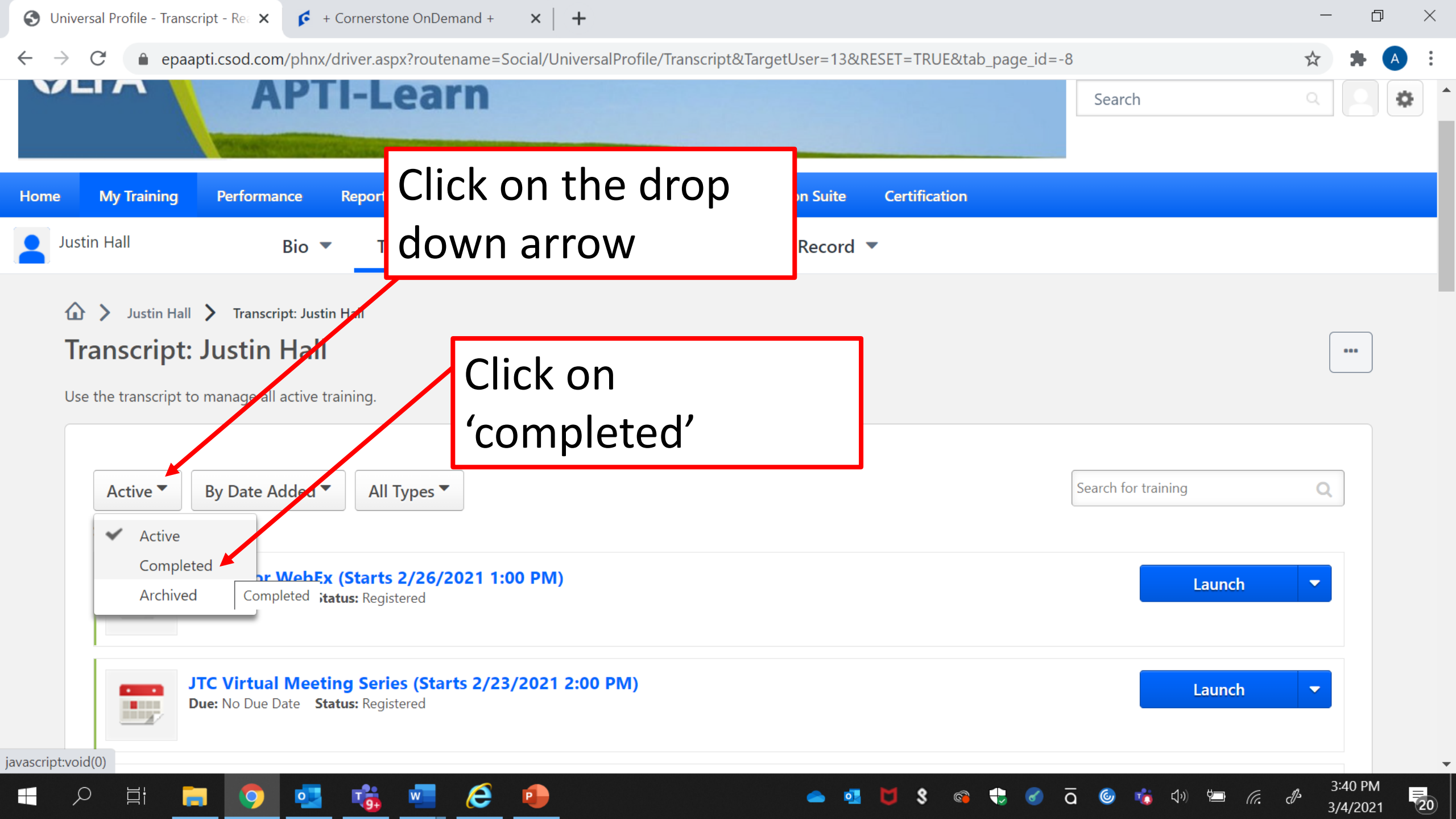
https://epaapti.csod.com/LMS/catalog/EventsCalendar.aspx?tab_page_id=-10


Universal Profile - Transcript - Re
+ Cornerstone OnDemand +
epaapti.csod.com/phnx/driver.aspx?routename=Social/UniversalProfile/Transcript&TargetUser=13&RESET=TRUE&tab_page_id=-8
APTI-Learn
Search
Home
My Training
Performance
Certification
Justin Hall
Bio
Record
Click on the drop down arrow
Justin Hall
Transcript: Justin Hall
Transcript: Justin Hall
Use the transcript to manage all active training.
Click on 'completed'
Active
By Date Added
All Types
Search for training
Active
Completed
Archived
Completed
Launch
JTC Virtual Meeting Series (Starts 2/23/2021 2:00 PM)
Due: No Due Date
Status: Registered
Launch
javascript:void(0)
3:40 PM
3/4/2021

Universal Profile - Transcript - Re

+ Cornerstone OnDemand +

epaapti.csod.com/phnx/driver.aspx?routename=Social/UniversalProfile/Transcript&TargetUser=13&RESET=TRUE&tab_page_id=-8#loaded

Home | My Training | Performance | Reports | ILT | Content | Admin | Care | Integration Suite | Certification

Justin Hall

Bio | Transcript | Actions | Snapshot | User Record

Justin Hall > Transcript: Justin Hall

Transcript: Justin Hall

Use the transcript to manage all active training.

Click on 'view completions'

Completed | By Completion Date | All Types

Search for training

Search Results (1)

Instructor WebEx (Starts 1/5/2021 9:00 AM)
Completed: 3/4/2021 **Status:** Completed

View Completio...

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3:41 PM
3/4/2021

Realize Your Potential: epaapti | + Cornerstone OnDemand +

epaapti.csod.com/LMS/UniversalProfile/CompletionGratification.aspx?TargetUser=%5e%5e%5e7gUKyVL9oFXwA0UYH98Z%2fg%3d%3d&regnum=%5e%5e%5...

Justin Hall > Transcript > Training Completion

Click on 'view my certificate'

Transcript

Actions

Snapshot

User Record

...uctor WebEx!

What's next?

Rate This Training

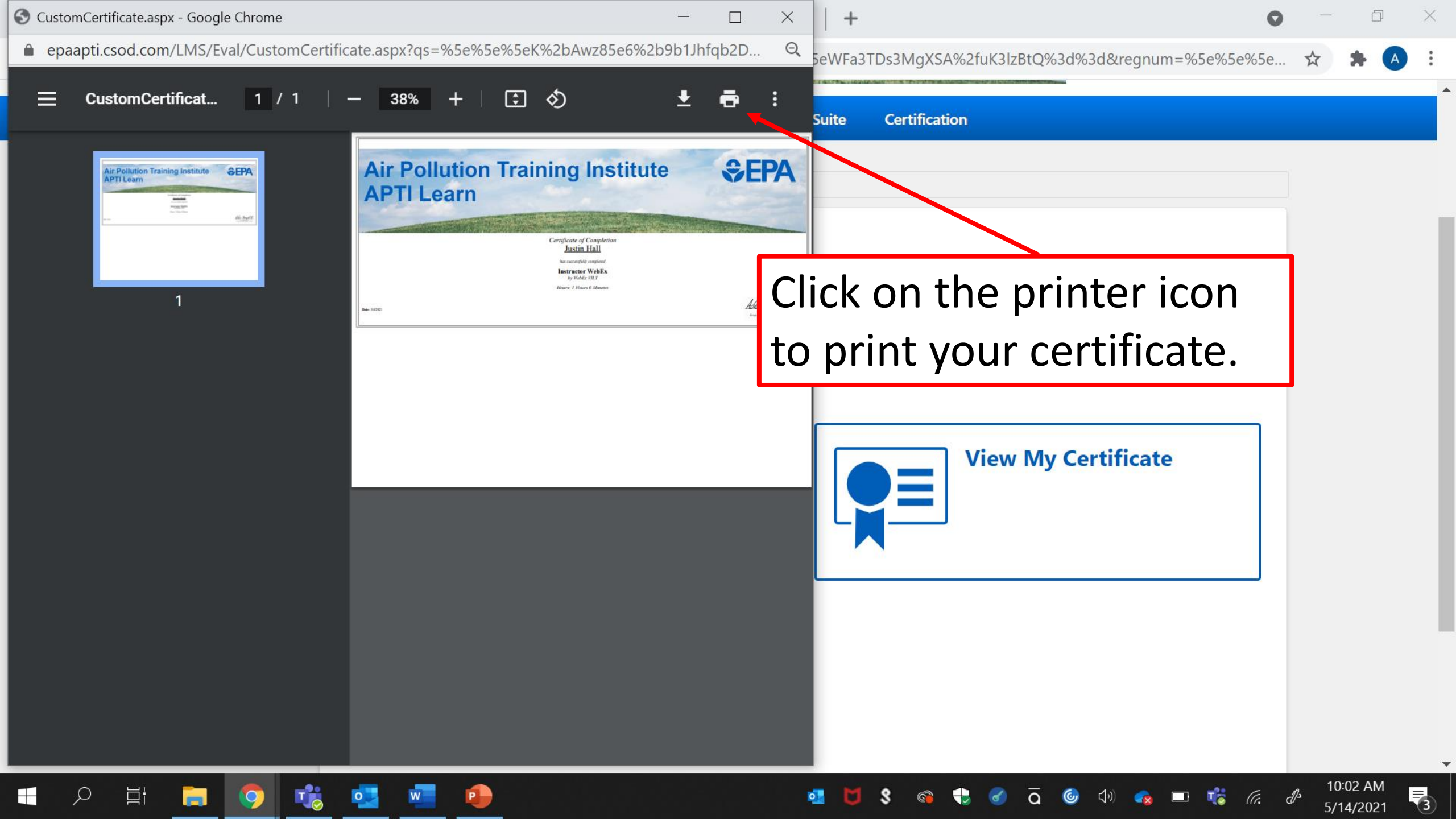
View My Certificate

Evaluation Completed

Continue to Learner Home

Continue to Transcript

3:43 PM
3/4/2021


CustomCertificate.aspx - Google Chrome
epaapti.csod.com/LMS/Eval/CustomCertificate.aspx?qs=%5e%5e%5eK%2bAwz85e6%2b9b1Jhfqb2D...
CustomCertificat...
1 / 1
38%
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APTI Learn
EPA
Certificate of Completion
Justin Hall
Instructor WebEx
Suite
Certification
Click on the printer icon to print your certificate.
View My Certificate
10:02 AM
5/14/2021