



TMI Online Student User Guide

If you have questions, or require support, regarding TMI Online, please contact us at:

- 330.630.7000 ext. 3233
- 1.800.444.9580
- tmionline@sdmyers.com

System Requirements

400Mhz Processor

128 MB RAM

Broadband internet connection of 512 Kb/s download and 128 Kb/s upload

Windows 2000 or newer

Internet Explorer 6 or newer OR Firefox 2.0 or newer

Flash 9 Plug-in installed on browser

or

Mac OSX

Firefox 2.0 or newer OR Safari 3 or newer

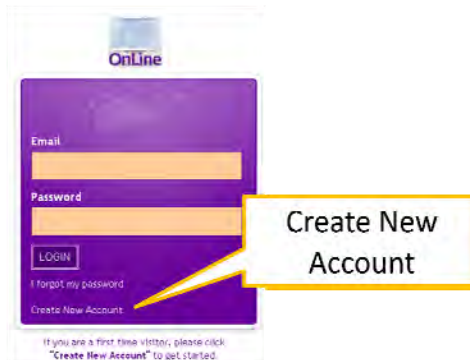
Flash 9 Plug-in installed on browser

Acrobat 7 or above (download from Adobe.com)

Account Registration

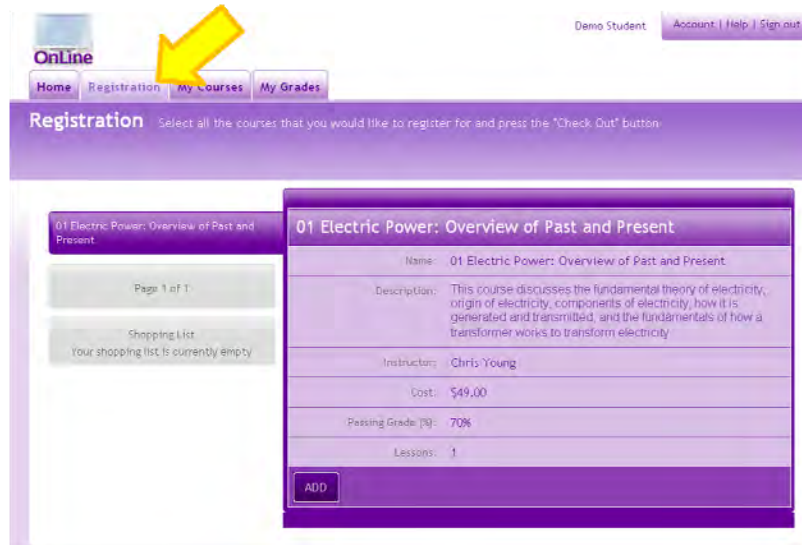
If you are a returning student, simply type in your Email / ID and Password to proceed.

If you are new to TMI Online, click the **Create a New Account** link. Complete all required fields then click the Save button. You will receive an account creation acknowledgement page. Click the Continue button then log onto the system with your newly created ID and Password.

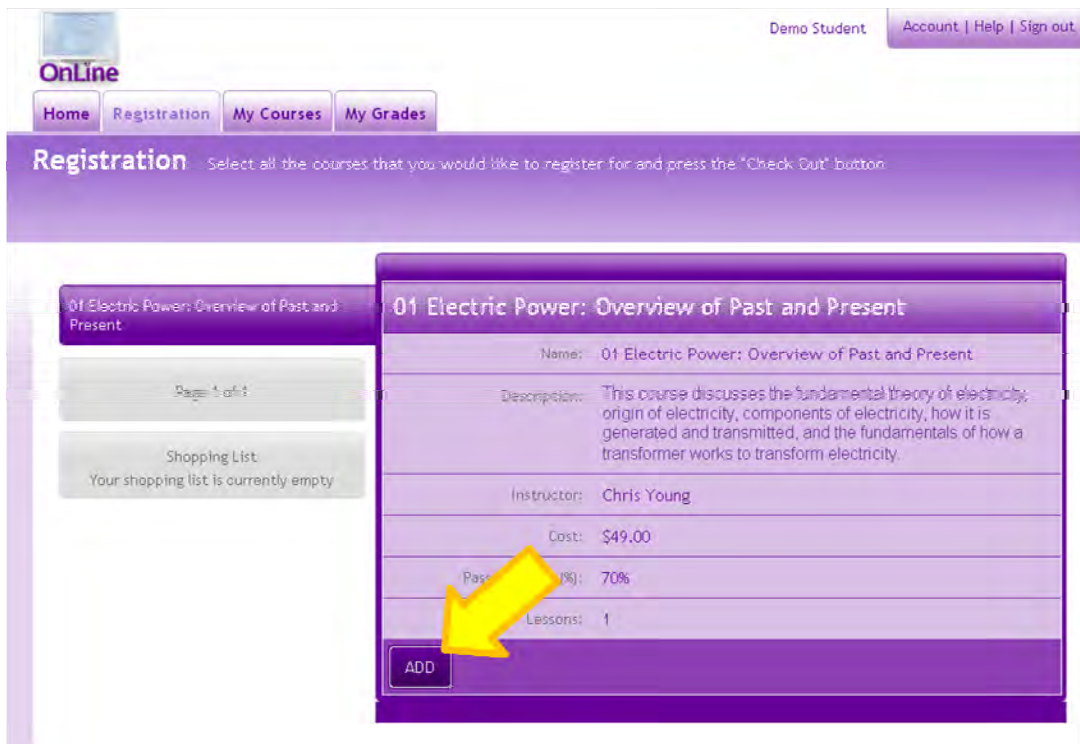


Course Registration and Purchase

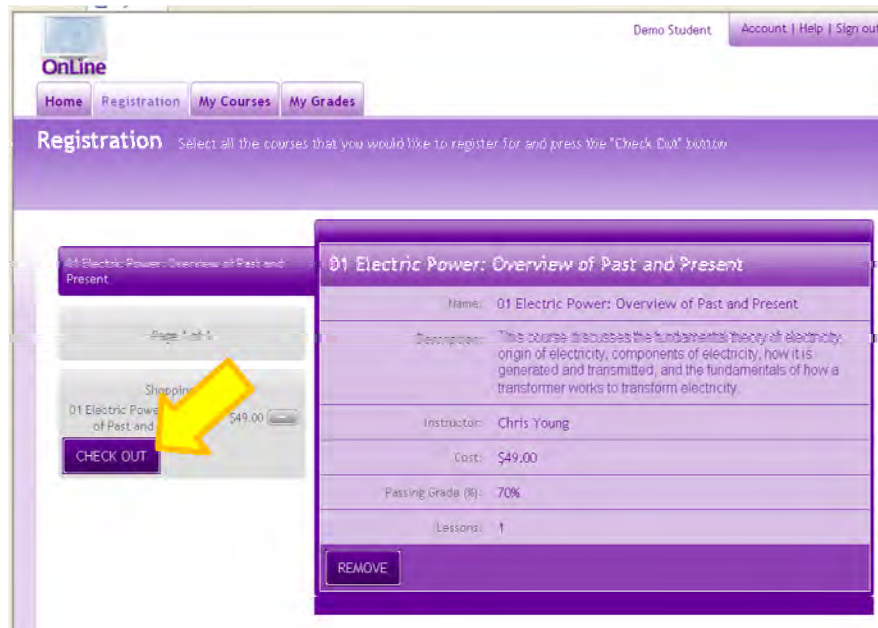
Once you have logged onto your account, please read the User License Agreement and the Legal Message from TMI Online. The next step is to register for the Courses you would like to take. To register for a course, click the **Registration** tab located in the main menu.



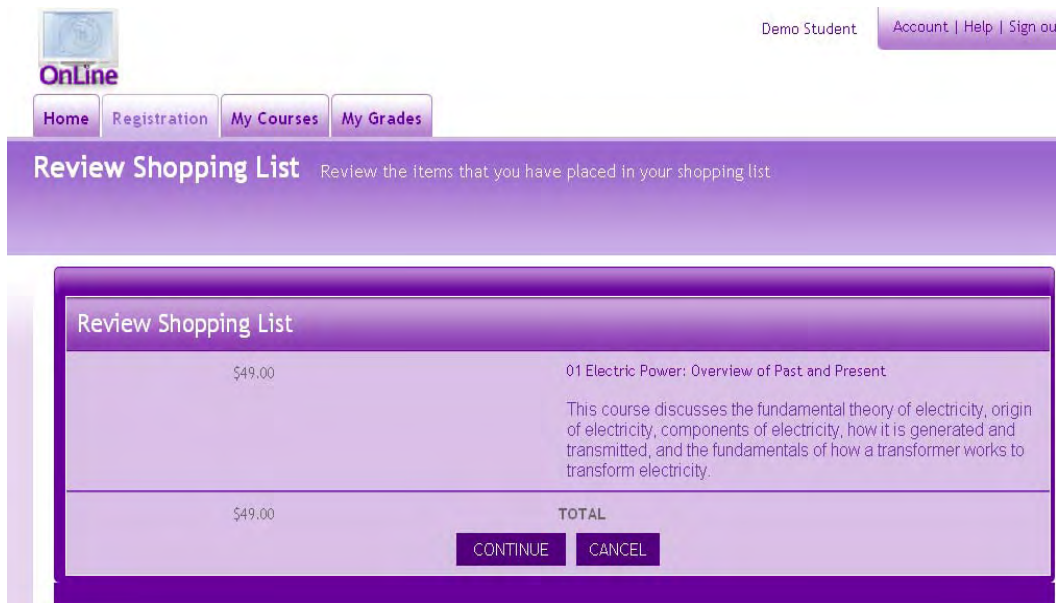
Every course available to you will be listed in the Registration view. To select a course for registration and purchase, click the course name then click the **Add** button to place your course in your **shopping cart**.



When you are done adding courses to your shopping cart, click the **Checkout** button.

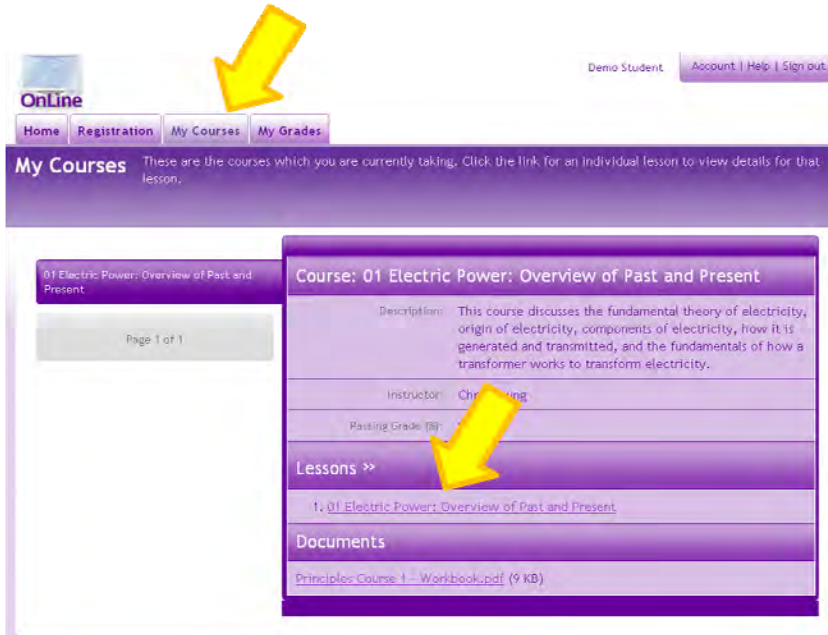


The **Review Shopping** list view will provide all of the details of the courses you have selected for purchase. Review the list for accuracy, then click the Continue button and you will be taken to a payment site to finish your transaction.

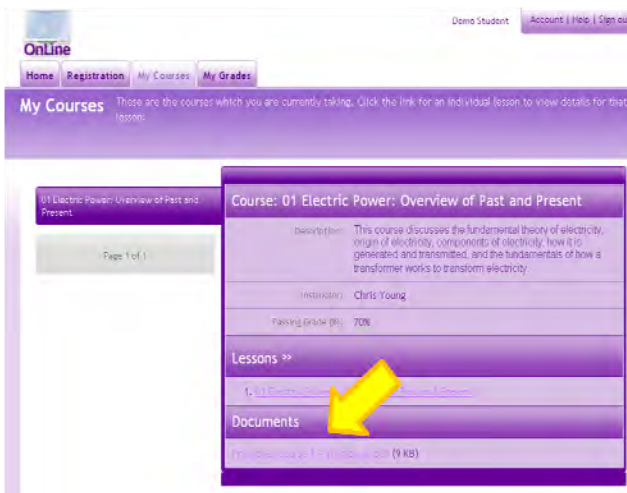


Taking the Course

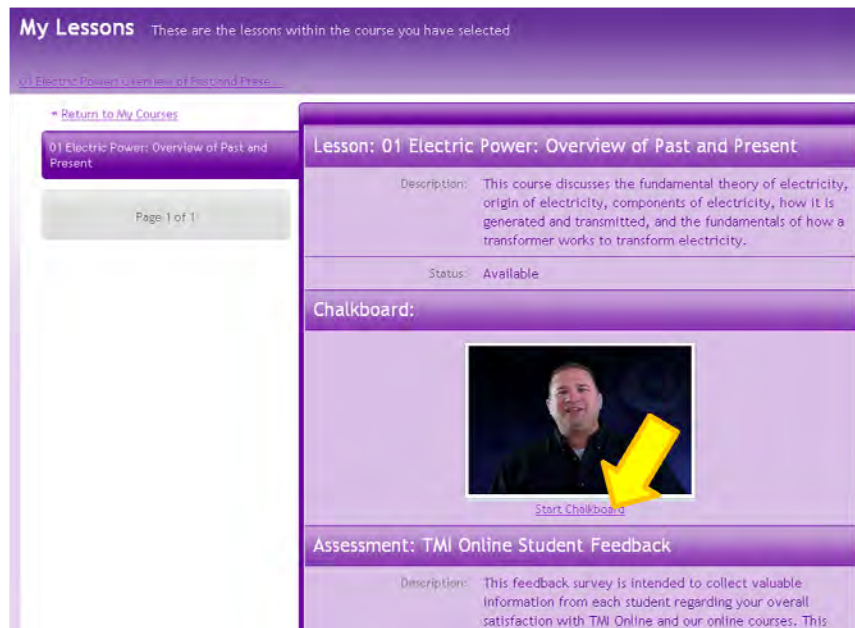
To begin taking the Courses you have purchased, click the **My Courses** tab located in the main menu. Click the name of the course, then click the lesson link for the course / lesson you would like to take.



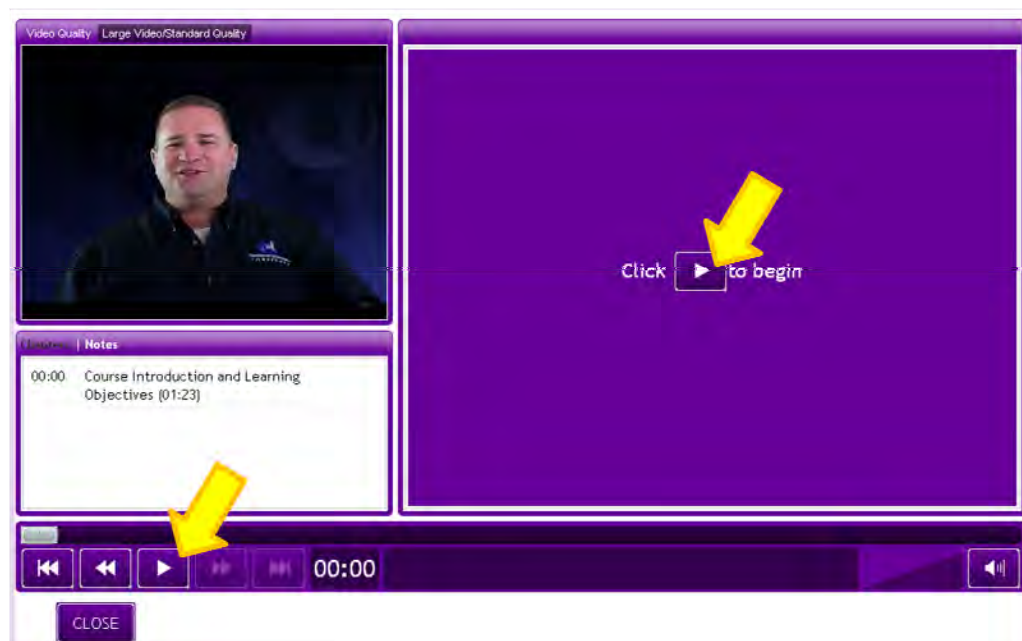
To download the **Workbook** associated with the course you selected, scroll down within the Course detail to the **Document** heading and select the Workbook attached document link. Download and print the PDF Workbook for your use to take notes throughout the Course and for later reference. The typical Workbook includes approximately 25 pages and, therefore, may take a few moments to download.



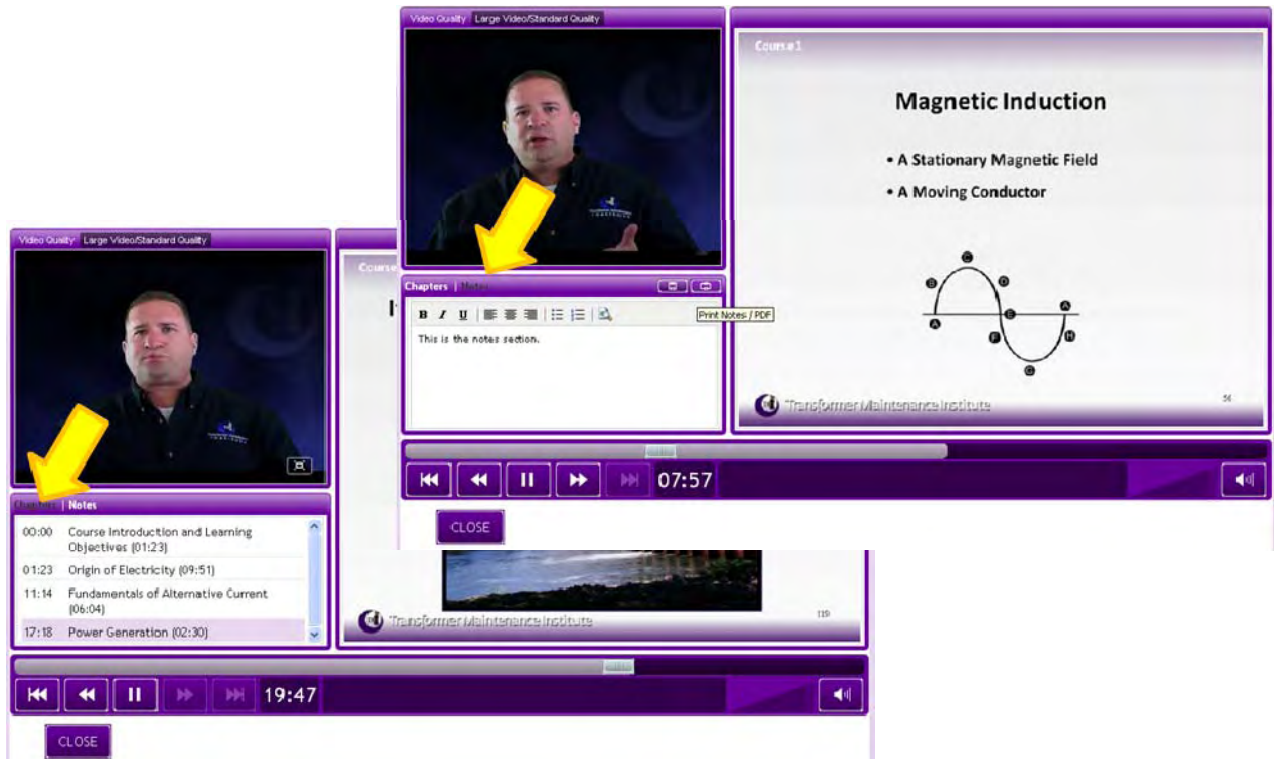
Return to the Course / Lesson detail and click on the **Start Chalkboard** link to begin the course / lesson.



The training screen (chalkboard) will be displayed. It may take a few moments for all of the images to load. Click the **Play** button to start the course.

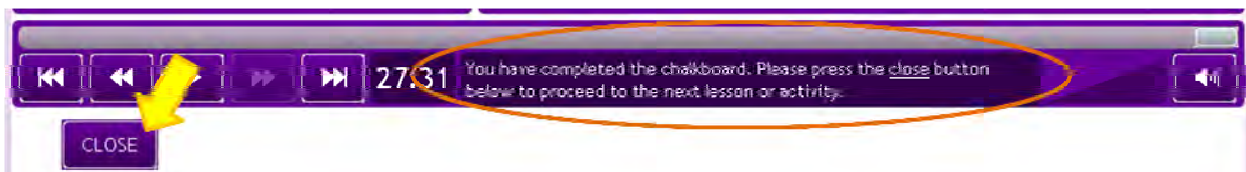


As you take the course / lesson, you will notice a display window in the lower left with two tabs: (1) **Chapters** and (2) **Notes**. Clicking one of the Chapter links will take you to the beginning of that specific topic in the Course. In addition to your downloaded Workbook, you have the option of taking notes within this window, as well. Click the Notes tab to open and type in the notes window. To save your notes, simply click the Save button. The notes will be saved within your course / lesson for your review when you return. If you would like to take your notes with you, click the Print Notes / PDF icon.

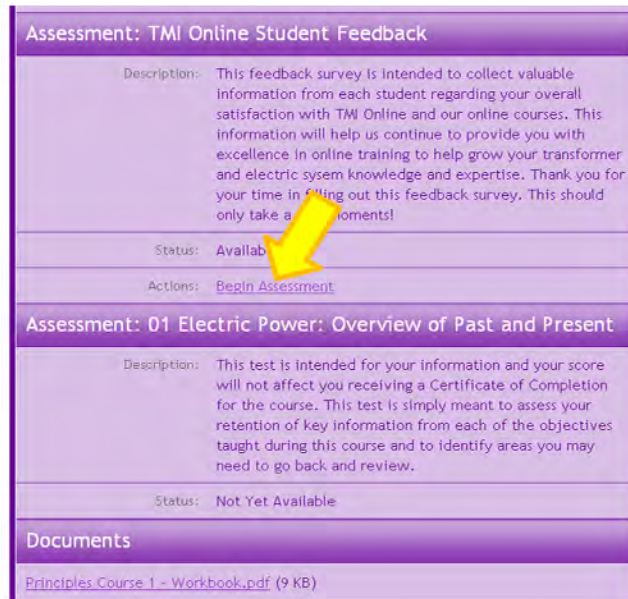


Taking Assessments – Student Feedback and Course Tests

Once you have completed a course / lesson, you will be directed to press the **Close** button to proceed to the next lesson or activity.



You will then see a **Begin Assessment** link located at the bottom of the Lesson Detail view. Click the link to go to the Assessments.



Assessment: TMI Online Student Feedback

Description: This feedback survey is intended to collect valuable information from each student regarding your overall satisfaction with TMI Online and our online courses. This information will help us continue to provide you with excellence in online training to help grow your transformer and electric system knowledge and expertise. Thank you for your time in filling out this feedback survey. This should only take a few moments!

Status: Available

Actions: [Begin Assessment](#)

Assessment: 01 Electric Power: Overview of Past and Present

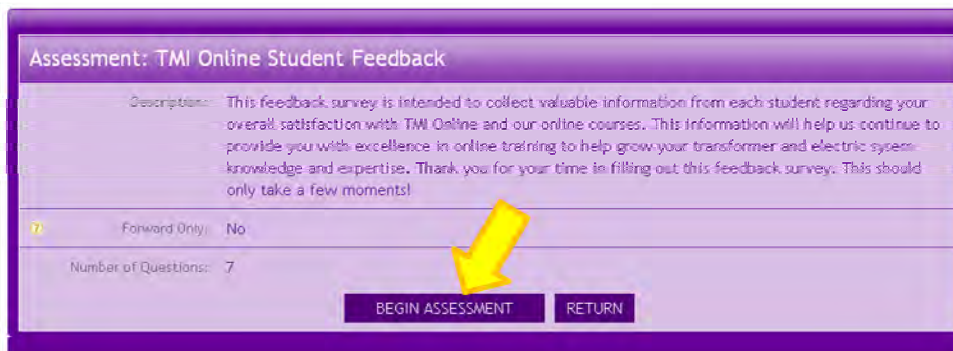
Description: This test is intended for your information and your score will not affect you receiving a Certificate of Completion for the course. This test is simply meant to assess your retention of key information from each of the objectives taught during this course and to identify areas you may need to go back and review.

Status: Not Yet Available

Documents

[Principles Course 1 - Workbook.pdf](#) (9 KB)

The **Take Assessment** view displays details about the assessment. Please take the **Student Feedback** assessment and then the end of **Course Test** assessment. To begin an assessment, click the **Begin Assessment** button.



Assessment: TMI Online Student Feedback

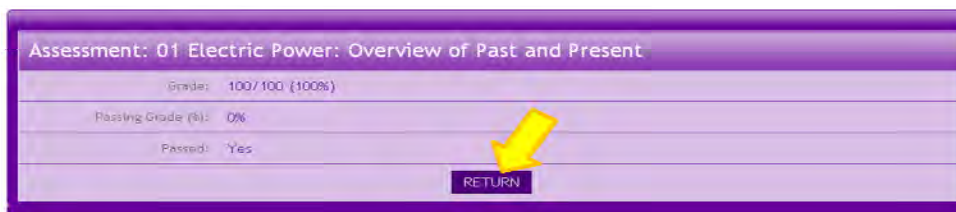
Description: This feedback survey is intended to collect valuable information from each student regarding your overall satisfaction with TMI Online and our online courses. This information will help us continue to provide you with excellence in online training to help grow your transformer and electric system knowledge and expertise. Thank you for your time in filling out this feedback survey. This should only take a few moments!

Forward Only: No

Number of Questions: 7

BEGIN ASSESSMENT **RETURN**

Answer each question as they are presented. Upon answering the last question, click the **Review Assessment** button. You will be given a summary of your answers to each question. Click the **Grade Assessment** button to finalize the assessment. Please remember, our assessments are for informational purposes only (yours and ours) and the grade will not impact you receiving your Certificate of Completion. When you have finished reviewing the grade information, click the **Return** button to be taken back to the My Lessons view.



Assessment: 01 Electric Power: Overview of Past and Present

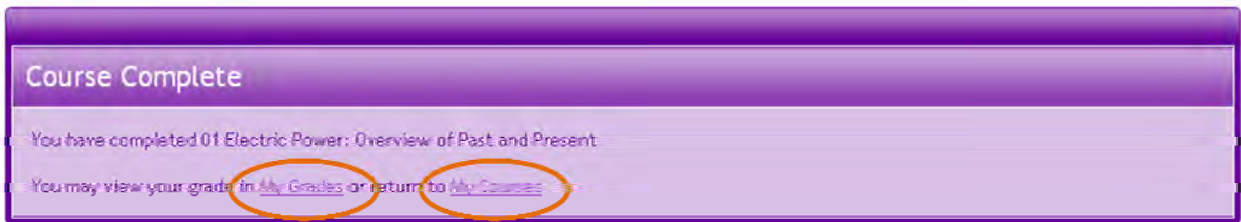
Grade: 100/100 (100%)

Passing Grade (s): 0%

Passed: Yes

RETURN

When you have completed the course you will be presented with a congratulatory page indicating that you have completed the course. The **My Courses** view will display a list of the remaining courses that you have registered for and purchased. The **My Grade** view will display a list of all the courses you have taken and your grades for each.



Printing Your Certificate

Once you have completed the Student Feedback and Course Test assessments, continue to the **My Grades** view to view your completed course and print your **Certificate of Completion** (or **Certificate of Achievement** if you have completed all 10 courses in the program). Click the Print Certificate link located in the completed course detail to print your certificate.

