

CTP phases & classes

Overview & Step guide of each page

Phases Page

The Phases page allows admins to create, edit, and manage various phases under a single Course Training Plan (CTP). Each phase can further be broken down into various classes, catering to the multi-layered teaching methodology of your institution (organization).

Creating Phases

1. Go to the Phases page in your TOS admin dashboard.
2. Click the plus (+) icon to add a new phase.
3. Input the phase name.
4. To add more phases, repeat steps 2 and 3.
5. Once done, click 'Submit' to save all the phases. They will all appear in the phases list.

Editing & Deleting Phases

1. Find the phase you want to edit/delete from the phases list.
2. Hover over the pen icon next to the phase name to edit or bin icon to delete
3. Edit/delete the phase name.

Clear Nomenclature: Name your phases and classes clearly and descriptively, it helps when you need to search for them or distinguish between them later. For example, "Phase 1: Basic Introduction" is more meaningful than just "Phase 1".

Classes Page

The Classes page is categorized into three distinct types: Actual, Simulation, and Academic. For the ease of access, a Testing (or Exam) tab is also provided along with these classes. Each phase may contain either one academic class or multiple classes of different types. Additionally, each class carries its unique symbol code and a default percentile of 100.

Creating Classes

1. Go to the Classes page.
2. Select the type of class you want to create (Actual, Simulation, **Academic**, or Testing).
3. Click the plus (+) icon to add a new class.
4. Enter the class details and symbol code.
5. To add more classes, repeat steps 3 and 4.

6. Click 'Submit' to save all the classes.

Balanced Distribution: Distribute your classes evenly among the phases, if possible. This can help students maintain a steady learning pace and not feel overwhelmed by too many classes in one phase.

Editing & deleting Classes

1. Find the class you want to edit/delete from the classes list.
2. Click the pen/bin icon under the 'Actions' column.
3. Edit/delete the class details as necessary.

The screenshot shows the TOS system's interface for managing classes. A modal window titled 'Edit Actual Class' is open, prompting for 'Class:' (Ingredient Management) and 'Symbol:' (ING02). Below the modal is a 'Save' button. The main area displays a table of existing classes:

SR NO	CLASS NAME	SYMBOL	PHASE	CTP	PERCENTAGE	ITEM AND SUBITEM	ACTION
1	Basic Baking Techniques	BBT01	Understanding Baking Basics	Baking 101 for beginners	100	Add	
2	Ingredient Management	ING02	Understanding Baking Basics	Baking 101 for beginners	100	Add	

In the TOS system, upon adding classes, the system does not automatically transition to the subsequent type of class tab. This feature has been implemented to preclude any confusion and to guarantee the appropriate placement of classes under the correct categories.

Video Tutorial

https://msarii.monday.com/protected_static/9771827/resources/946427034/Gradesheet-Phases&Classes.mp4

Troubleshooting common issues

Problem:

I've added two simulation classes, but they are not visible in the Simulation tab.

Solution:

In the TOS system, when you add classes, it won't automatically switch to the next type of class tab. This feature is to avoid any confusion and to ensure the right classes are added under the correct category.

Here's what you can do to correct this:

1. Go to the 'Actual' classes tab and identify the classes you initially intended to be 'Simulation' classes.
2. Delete these classes by clicking on the bin button under the 'Action' column.
3. Now navigate to the 'Simulation' classes tab and re-add these classes correctly.

Remember, to always double-check that you're in the correct class type tab (Actual, Simulation, or Academic) before adding new classes.

Problem:

I've added a file to an Academic class, but now I want to replace it. The edit (pen) option only allows me to edit the Academic class name and class code, not the file.

Solution:

The Training Operation System (TOS) allows you to update the class file directly. To replace the file for an Academic class, follow these steps:

1. Navigate to the Academic class where the file is to be replaced.
2. Locate the "Add File" button in the class details section.
3. Click on "Add File" and upload the new file that you want to replace the existing one with.

Upon uploading the new file, it will automatically replace the old one.

Remember, In the TOS, to replace an academic file, you don't need to delete the old one; you can just add the new file, and it will replace the previous one. This feature can help streamline your work process by allowing quick and easy updates to class files.

FAQs

Can I add multiple phases at the same time?

Yes, you can add multiple phases at the same time. In the Phases Page of the TOS, click the plus icon next to the phase name input field. This will generate another field for you to input a new phase name. You can repeat this process as many times as you need to add additional phases. Once you've filled in all the phase names, click the 'Submit' button, and all your phases will be created and appear in the phases list.

Can I edit the name of a phase once it's been created?

Yes, you can edit the name of a phase after it's been created. On the Phases Page, hover over the pen icon that appears in the action column & click it. This will allow you to edit the name of the phase. Once you're done, confirm the changes, and the new phase name will be updated in the phases list.

What are the different types of classes I can add?

There are three types of classes that you can add in the TOS: Actual, Simulation, and Academic. An 'Actual' class refers to hands-on, practical classes. A 'Simulation' class refers to classes that utilize simulated environments or activities for learning. An 'Academic' class typically refers to traditional, lecture-based classes. Apart from these, there is a 'Testing' page tab for adding exams or tests related to the course.

What does a default percentile of 100 mean? Why can't I change it?

The default percentile of 100 indicates that each class, by default, accounts for 100% of the course content. This doesn't mean it's the only content, but rather it signifies that each class is seen as a whole entity within the course. This setting is standard and can't be changed to ensure consistency and to avoid confusion in course structure. However, the distribution of classes and their respective weightage in terms of the course content can be managed through the organization of phases and how classes are spread across them.

Infographic guide

