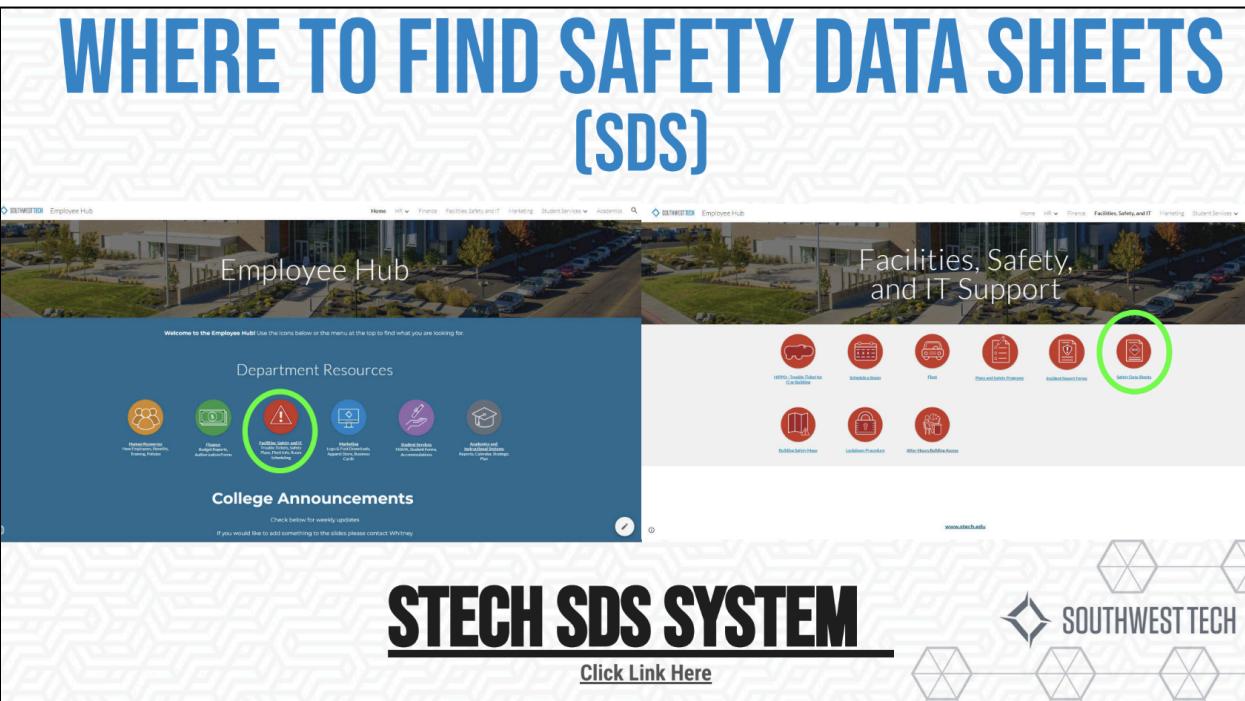


5.A.3

The institution provides a documented orientation on the use of educational resources and services applicable to instructors, staff, and students.

Exhibit 5.A.3.1 — Employee Orientation (Applicable to Instructors and Staff) [Presentation]


**SOUTHWEST TECH
EMPLOYEE ORIENTATION**



WHERE TO FIND SAFETY DATA SHEETS (SDS)

The screenshot shows two side-by-side web pages from the Southwest Tech Employee Hub. The left page is titled "Employee Hub" and features a "Department Resources" section with icons for Human Resources, Finance, Facilities, Safety and IT, Marketing, Student Services, and Academic. One icon, labeled "Safety, Health and Environmental Protection", is circled in green. The right page is titled "Facilities, Safety, and IT Support" and lists various support services with corresponding icons. One icon, labeled "Safety Data Sheets", is circled in green. Below these pages is a large banner for the "STECH SDS SYSTEM" with a "Click Link Here" button. The bottom right corner of the banner features the Southwest Tech logo and website address.

Source: [Employee Orientation](#)

Exhibit 5.A.3.2 — Employee Orientation Verification Form (Instructors and Staff)**NEW EMPLOYEE ORIENTATION**

This checklist serves as a guide for new employee orientation and as documentation that the employee has reviewed the Employee Orientation Manual. By signing this form, the employee agrees that he/she has read, understands and agrees to abide by the information contained in the Employee Orientation Manual. A copy of the signed checklist will be kept in the employee's personnel file.

All employees are encouraged to continually educate themselves on all policies and contact a member of the administrative team if questions arise.

Employee Name: Anthony Huber Start Date 04/08/2025

WELCOME TO SOUTHWEST TECHNICAL COLLEGE

College President Welcome	Policy Manual Access and Policy Review below
College History	<ul style="list-style-type: none"> • Harrassment, Nondiscrimination and Equal Opportunity Policy
Overview/Mission/Vision Statements	<ul style="list-style-type: none"> • Code of Conduct Policy
Guiding Principles	<ul style="list-style-type: none"> • Corrective Action Policy
College Programs	<ul style="list-style-type: none"> • Abusive Conduct Policy
Payroll Information	<ul style="list-style-type: none"> • Employee Safety and Workplace Violence Prevention Policy
FMLA	<ul style="list-style-type: none"> • Grievance Policy
ADA	Plans and Safety Programs
Educational Benefits	Accident Procedures
Duel Enrollment	Lockdown Prodedures and Emergency Notifications
Dress Code	Campus Access and Alarm System
Organizational Chart	Mandatory Training
FERPA	BambooHR Introduction
	College Tour and Introductions

Please see the Southwest Tech website (Campus Info – Employee Hub) for online orientation and an electronic copy of the Southwest Tech Policy Manual.

I Anthony Huber have been provided the information above and have completed the Southwest Technical College employee orientation.

Employee Signature

04/08/2025

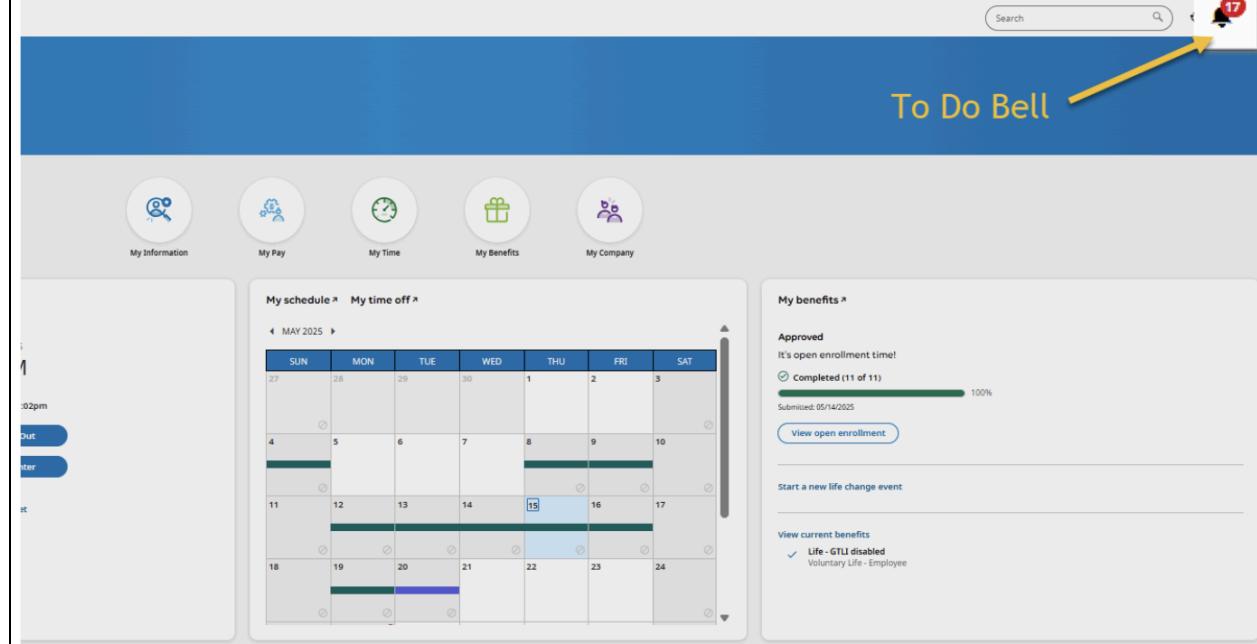
Date

Source: [Orientation Verification Form Samples](#)

Exhibit 5.A.3.3 — UKG Training (Instructors and Staff) [Presentation]

Employee Quick Reference Guide

To Do Bell 



The screenshot shows the UKG Employee Quick Reference Guide interface. At the top, there's a blue header bar with the title "Employee Quick Reference Guide". Below it is a search bar and a notification bell icon with a red badge showing the number 17. The main content area is divided into several sections:

- Top navigation:** My Information, My Pay, My Time, My Benefits, My Company.
- Left sidebar:** A vertical sidebar with icons for clock, gear, gift, and person, and labels "02pm", "Out", "Ter", and "it".
- My schedule & My time off:** A calendar for May 2025 showing various scheduled events and time off requests.
- My benefits:** A section titled "Approved" showing an enrollment progress bar for "completed (11 of 11)" at 100%, submitted on 05/14/2025, with a "View open enrollment" button. It also includes a "Start a new life change event" link and a "View current benefits" section with "Life - GTLI disabled" and "Voluntary Life - Employee" listed.

Source: [UKG Training](#)

Exhibit 5.A.3.4 — Monthly Faculty Training (Instructors and Staff)

MONTHLY FACULTY TRAINING

DATE	TIME	SUBJECT
11/19/24	4:00 PM	Classroom Management
12/18/24	11:00 AM	Northstar 101
1/17/25	3:00 PM	Classroom Discipline
2/13/25	11:00 AM	Canvas Technology
3/10/25	3:00 PM	Classroom Emergencies
4/23/25	4:00 PM	Classroom Technology
5/12/25	11:00 AM	Creating Effective Curriculum
6/26/25	11:00 AM	Creating Engaging Curriculum

Trainings are held in the Multipurpose Room, and are approximately an hour long.
Faculty must attend a minimum of four (4) trainings per year.

Source: [Monthly Faculty Training Schedule](#)

Exhibit 5.A.3.5 — Professional Development Modules for Faculty & Staff in Canvas LMS on Educational Resources

⋮ ▾ Northstar 101 (12/18/24) ✓ ▾

⋮ Session Survey

⋮ ▾ Classroom Technology (4/23/25) ✓ ▾

⋮ Session Survey

⋮ Class Recording

⋮ ViewBoard Training

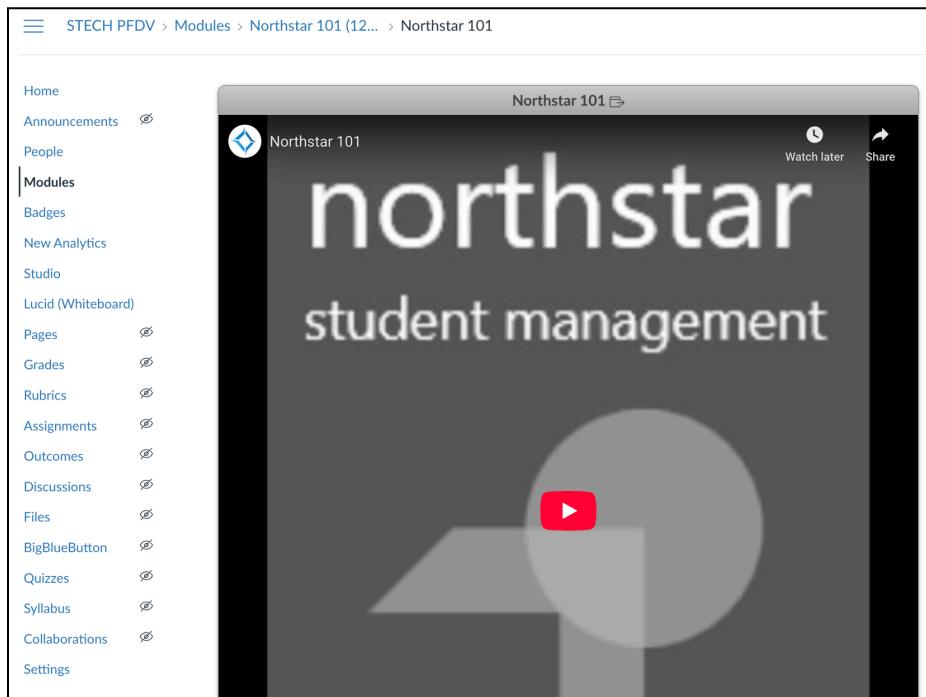
⋮ Classroom technology.pdf

⋮ ▾ Canvas Studio ✗ ▾

⋮ Canvas Studio Demo Video
0 pts

⋮ EV Fundamentals | Online Course
0 pts

Source: [Professional Development Canvas Modules](#)

Exhibit 5.A.3.6 — Northstar 101 Training for Faculty and Staff in YouTube and Canvas [Video]

The screenshot shows the Northstar software interface. The window title is "Northstar - zTECH Nightly - v2.24.12.1". A message at the top says "-- ALERT! You are connected to a TEST server and not the production environment. --". The left sidebar has a "Navigation" tree with "Instructional Management", "Attendance", "Batch Course Sign-Off", "Class Roll" (which is selected), "Course Sign-Off", "Grade Book", "Verified Outcomes", "Reporting", "Reports - Administrative", "Reports - Excel", "Reports - Student Services", and "Student Management". The main area is titled "Class Roll" and shows a grid of student data. The grid columns include Date (9/19/2024), Unsubmitted Dates (9/19/2024), Load, Past, Room, Only Unsubmitted, Students: 2 / 2, AM (09:00 AM, 10:00 AM, 11:00 AM, 12:00 PM, 12:10 PM, 01:00 PM, 02:00 PM, 03:00 PM, 06:00 PM, Classes), High Schools, and Clinical Information (checkboxes for attendance recorded and clocked-in). The right side of the screen has a "Student Lookup" panel with fields for ID/UserName, Last Name, First Name, SSN, SSID, Prev. Last Name, Preferred Name, Birthdate, Email, Instructor, Class Name, Room, High School, Program Outcome, Outcome Cluster, Objective, Financial Aid, Sponsor, and Active Only. There are buttons for New Search and Add to Search. At the bottom, there are links for Student Lookup and Program Dashboard.

Source: [Northstar 101 Training](#)

Exhibit 5.A.3.7 — ViewBoard Training for Faculty and Staff in YouTube and Canvas [Video]

The screenshot shows a YouTube video player. At the top, it says "ViewBoard Training" with a link icon. Below that is the Southwest Technical College logo and a "Copy link" button. The main video frame shows a person's hands interacting with a large touchscreen monitor displaying the "ViewBoard" interface. The interface includes a clock showing "10:13 AM" and a date "Thursday 2023-06-29". Below the clock are icons for "Overview", "Interactive Whiteboard", "Setup", and "Help". At the bottom of the video frame, there is a progress bar showing "0:07 / 1:40:36 · Intro" and standard YouTube controls (play, volume, etc.). To the left of the video frame is a sidebar with a navigation menu:

- Home
- Announcements
- People
- Modules
- Badges
- New Analytics
- Studio
- Lucid (Whiteboard)
- Pages
- Grades
- Rubrics
- Assignments
- Outcomes
- Discussions
- Files
- BigBlueButton
- Quizzes
- Syllabus
- Collaborations
- Settings

Source: [ViewBoard Training](#)

Exhibit 5.A.3.8 — Zoom AI Companion Training for Faculty and Staff in Canvas [Presentation]

The screenshot shows a Zoom meeting interface. On the left, there is a sidebar with various links: Home, Announcements, People, Modules, Badges, New Analytics, Studio, Lucid (Whiteboard), Pages, Grades, Rubrics, Assignments, Outcomes, Discussions, Files (which is selected), BigBlueButton, and Quizzes. The main area displays a video of a man named Scott Leavitt from Southwest Technical College. At the bottom of the screen, the Zoom control bar includes buttons for Audio, Video, Participants (showing 1 participant), Chat, React, Share, Host tools, AI Companion (circled in red), More, and End. To the right of the video, the AI Companion window is open. It features a blue star icon at the top. Below it are two boxes: "What meetings do I have today?" and "Brainstorm ideas for a team bonding activity". Further down are two more boxes: "What are some meeting icebreakers?" and "Write a short message to share gratitude". A text input field says "Write a message or type / for more" with a send button. A note at the bottom states "No other participants can see this conversation".

Source: [Classroom Technology Training](#)

Exhibit 5.A.3.9 — Faculty Training Attendance

Timestamp	What is todays date?	Name:	Department	What is the topic of
12/18/2024 11:03:00	12/18/2024	McKael Stapel	Automotive	Northstar training
12/18/2024 11:03:07	12/18/2024	Jason Adams	Computer Science	Northstar
12/18/2024 11:03:13	12/18/2024	Greg Davis	Computer Science	Northstar
12/18/2024 11:03:20	12/18/2024	Tim Hatch	Nursing	Northstar
12/18/2024 11:03:30	12/18/2024	Gail Goodman	HP & PS	NorthStar
12/18/2024 11:03:40	12/18/2024	Chris Macias	Professional Truck Drivin	Northstar 101
12/18/2024 11:03:50	12/18/2024	James Coats	CDL	Northstar
12/18/2024 11:03:53	12/18/2024	Preston Dye	Nursing	Northstar
12/18/2024 11:03:54	12/18/2024	Amy Rupert	Nursing	Northstar
12/18/2024 11:04:04	12/18/2024	Chantry Brindley	Professional Truck Drivin	Northstar
12/18/2024 11:04:14	12/18/2024	Samantha Herbaugh	Health Professions	North Star
12/18/2024 11:04:24	12/18/2024	Eliza DeMille	Nursing and Pharm Tech	NorthStar
12/18/2024 11:04:44	12/18/2024	Heidi Choate	Nursing	Northstar
12/18/2024 11:04:59	12/18/2024	Wade Esplin	Transportation	Northstar
12/18/2024 11:05:20	12/18/2024	Dusty Hunter	Health Professions	Northstar
12/18/2024 11:06:46	12/18/2024	Kylee McBride	Nursing	Northstar 101
12/19/2024 7:46:20	12/18/2024	Naomi Cook	Automation Technology	Northstar
1/7/2025 22:05:33	1/7/2025	Sierra lamb	Data and program servic	Class room management
3/10/2025 15:02:32	3/10/2025	Tyson Schurtz	MFG	Classroom emergency
3/10/2025 15:02:35	3/10/2025	Tim Hatch	Nursing	Classroom emergencies
3/10/2025 15:02:44	3/10/2025	Chris Durand	Welding	Classroom emergencies
3/10/2025 15:02:51	3/10/2025	Amasay Nielsen	Culinary	Classroom Emergencies
3/10/2025 15:02:54	3/10/2025	Jason Adams	Computer Science	Classroom emergencies
3/10/2025 15:03:01	3/10/2025	Dusty Hunter	Health Professions	Classroom Emergency
3/10/2025 15:03:04	3/10/2025	Kylee McBride	Nursing	Classroom Emergencies

Source: [Faculty Training Attendance](#)

STANDARD 5—LEARNING RESOURCES (EXHIBITS)

Exhibit 5.A.3.10 — Faculty Training Evaluation Survey

Timestamp	What session are you evaluating?	How would you rate the overall quality of the	How engaging was the presenter?	How relevant was the content to your teachi	Was the information practical and easy to ap
5/8/2025 11:59:44	Classroom Emergencies (3/10/25)	Good		4	4 Yes
5/8/2025 12:01:52	Classroom Emergencies (3/10/25)	Excellent		5	5 Yes
5/8/2025 12:02:33	Northstar 101 (12/18/24)	Excellent		5	5 Yes
5/8/2025 12:02:51	Classroom Discipline (1/17/25)	Excellent		5	5 Yes
5/8/2025 12:23:16	Classroom Emergencies (3/10/25)	Excellent		5	5 Yes
5/8/2025 12:24:08	Classroom Technology (4/23/25)	Excellent		5	5 Yes
5/8/2025 12:49:35	Classroom Discipline (1/17/25)	Excellent		4	4 Yes
5/8/2025 13:43:43	Classroom Emergencies (3/10/25)	Excellent		5	5 Yes
5/8/2025 13:44:08	Northstar 101 (12/18/24)	Good		3	5 Yes
5/8/2025 14:02:09	Northstar 101 (12/18/24)	Good		5	5 Yes
5/8/2025 14:17:58	Classroom Discipline (1/17/25)	Good		4	5 Yes
5/8/2025 14:19:28	Northstar 101 (12/18/24)	Good		4	5 Yes
5/8/2025 14:21:15	Classroom Technology (4/23/25)	Good		3	4 Somewhat
5/8/2025 14:22:29	Classroom Emergencies (3/10/25)	Good		5	4 Yes
5/8/2025 16:16:34	Classroom Technology (4/23/25)	Good		5	5 Yes
5/9/2025 7:30:56	Classroom Management (11/10/24)	Fair		1	1 No
5/9/2025 8:12:25	Canvas Technology (2/13/25)	Fair		3	2 Somewhat
5/9/2025 8:44:41	Classroom Emergencies (3/10/25)	Excellent		5	5 Yes
5/9/2025 8:47:32	Classroom Technology (4/23/25)	Excellent		5	3 No
5/9/2025 15:49:57	Classroom Technology (4/23/25)	Good		4	5 Somewhat
5/9/2025 16:26:16	Classroom Emergencies (3/10/25)	Excellent		5	5 Yes

Source: [Faculty Training Evaluation Survey](#)

Exhibit 5.A.3.11 — Student Orientation in Canvas LMS (Student Portal, Canvas, Testing Center)

Student Orientation

Student Portal

Your **Student Portal** allows you to manage various aspects of your enrollment without having to be on campus. You can view your current schedule, make online payments, track your academic progress, and access other important information. If you already have a student account, simply [log in](#) using your student email and password. If you're unsure of your login details, please [contact](#) the College for assistance.

[Portal > Student > Login](#)

Login

Options have changed. Contact the college if you have any questions or need assistance with logging in.

Have you received a College-affiliated email account that ends with `stu.stech.edu`? If so, use the button below to login with your student account.



If you have not been issued a College-affiliated email address, use the option below to login to your account using your 10-digit Student ID and password.



If you've forgotten your password, please contact the college for assistance. Do not use the 'Forgot Password' option displayed on the next page; it is not configured to send emails to non-SSO accounts.

Logging into Canvas

[SOUTHWEST TECH](#) [Browse courses](#)

Email

Password

Stay signed in [Forgot Password?](#)

[Help](#) [Privacy policy](#) [Terms of service](#) [Facebook](#) [Twitter](#)

INSTRUCTURE

- You must be enrolled in an Southwest Tech program as per campus standards
- Once enrolled in a course, you will receive an enrollment email
- Go to <https://stech.instructure.com/> to log into Canvas
- Enter your email as your username (Example: If your name was Michael Thompson, and Student ID: 6200156442, your email would be `Thompson.Mic6442@stu.stech.edu`)
- Please see Student Services if you forget your password, cannot login to Canvas, or need help setting up your student email.

Testing Center Hours

The Testing Center is located on the first floor of the Health Professions and Trades Building (757 W. 800 S.), in Room 119. Be sure to bring a valid form of identification.

Please note that Testing Center hours may change periodically. For the most up-to-date availability, click the following link:

[\[Testing Center Hours\]](#)



Testing Center

Source: [Student Orientation](#)

Exhibit 5.A.3.12 — Program-Specific Student Orientation Example 1: Pharmacy Technician – PioneerRX)

Pioneer RX Tips

- Pioneer RX Pharmacy Software Assignment #1
40 pts
- (OPEN BOOK & NOTES) Pioneer RX - Insurance Billing Code Rejections
25 pts
- Create a PTCB Account
10 pts
- Create a NABP Account
10 pts

PIONEERRX OVERVIEW

In the following pages, you will find common terminology, and color codes used throughout PioneerRx. Being familiar with the color legend, Rx statuses, workflow statuses, and keyboard shortcuts will help you complete exercises given throughout this manual efficiently.

Pioneer RX Pharmacy Software Assignment #1

Published

Pioneer RX Pharmacy Software Assignment #1

Learning Objective:

- Collect, organize, and record demographic and clinical information for the patient care process
- Initiate, verify, and manage the adjudication of billing for pharmacy services & goods and the collection of payment for said services & goods
- Receive, process, and prepare prescriptions for completeness, accuracy, and authenticity to ensure patient safety

The screenshot shows the Pioneer RX software interface. A prescription window is open for "Prisacina 10 MG CAPSULE". The prescription details are as follows:

- Patient:** Sample Name A, Age: 50, Sex: Female, DOB: 01/01/1960, Address: 123 Main St, City: Anytown, State: GA, Zip: 30212, Rx Number: 47612.
- Prescriber:** Physician A, NPI: 1234567890, Address: 123 Main St, City: Anytown, State: GA, Zip: 30212, Rx Number: 47612.
- Item:** PRISACINA 10 MG CAPSULE (Strength: 10 MG CAPSULE).
- Quantity:** Written: 30, Dispensed: 0, Refills: 3, Quantity Remaining: 30.
- Directions:** Take 1 capsule daily in the morning.
- Price:** \$4.20.
- Origin:** 1 tablet.

 To the right of the prescription window, there is a photograph of an orange capsule labeled "PRISACINA 10 MG".

Directions:

- Fill out the following document [Pioneer RX Patient 1](#).
- Use the document to complete the steps listed below.

Submission Details

Pioneer RX Pharmacy Software Assignment #1
[REDACTED] submitted Sep 12, 2024 at 1:35pm

1726169718.6748319.jpg 2.56 MB

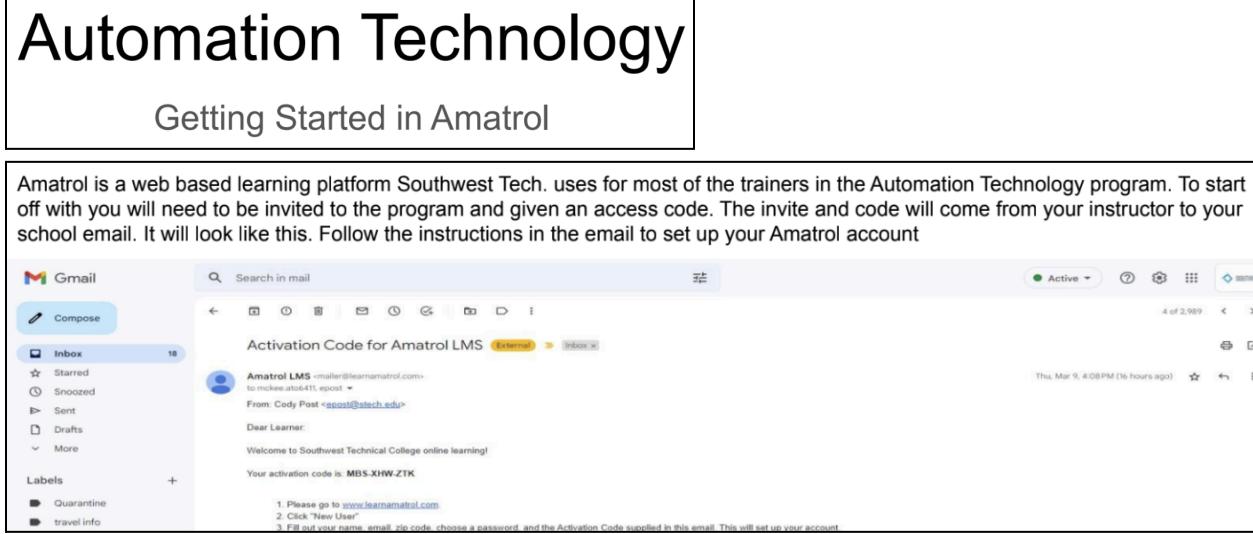
Source: [Pharmacy Technician Orientation](#). See evidence for each program under 2.D.5 for more samples.

Exhibit 5.A.3.13 —Program-Specific Student Orientation Example 2: Automation Technology – Amatrol

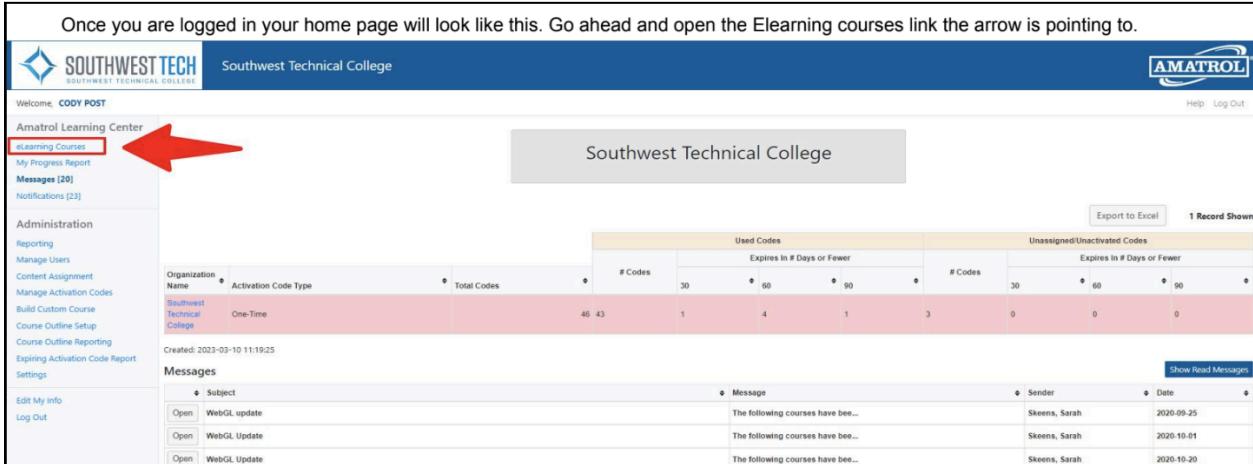
Automation Technology

Getting Started in Amatrol

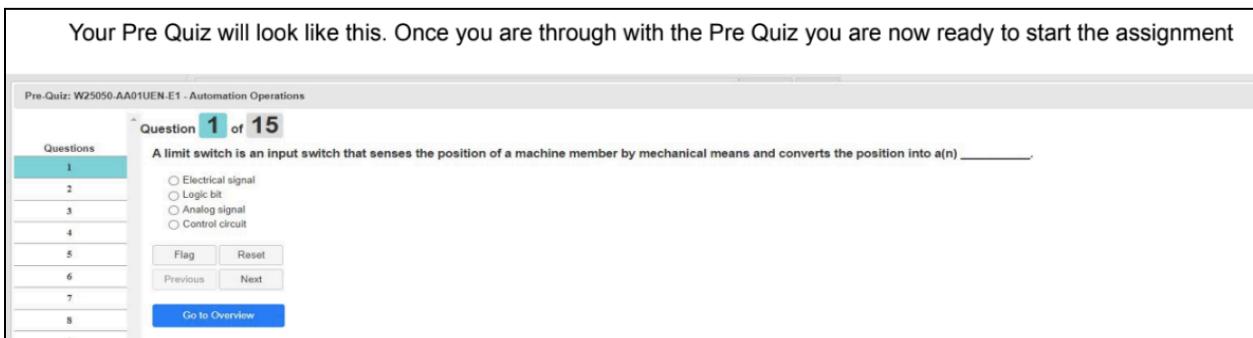
Amatrol is a web based learning platform Southwest Tech uses for most of the trainers in the Automation Technology program. To start off with you will need to be invited to the program and given an access code. The invite and code will come from your instructor to your school email. It will look like this. Follow the instructions in the email to set up your Amatrol account



Once you are logged in your home page will look like this. Go ahead and open the Elearning courses link the arrow is pointing to.



Your Pre Quiz will look like this. Once you are through with the Pre Quiz you are now ready to start the assignment



Source: [Automation Technology Orientation](#). See evidence for each program under 2.D.5 for more samples.

Exhibit 5.A.3.14 — Program-Specific Student Orientation Example 3: Information Technology – LabSim & Test Out

Read Me First! Exam Orientation, Vouchers, Exam Objectives and Practice Questions

Published Assign To Edit

Meet with your instructor to order the 2 exam vouchers!

When student services gives you voucher paper, visit <https://login.comptia.org/login> to schedule the 2 exams. CompTIA A+ 1101 & A+ 1102.

You can schedule these two exams on the last two days of your course time allotment. Check with your instructor for these dates.

[Sample CompTIA Lab](#)

CompTIA has published the objectives of the two parts of the A+ exam. Be familiar with all of the acronyms and vocabulary from these PDF's

[1101 Objectives](#)

[1102 Objectives](#)

Notice these practice questions are quite a bit easier than the actual CompTIA questions found on the A+ exam, but be aware of the tricky phrasing CompTIA uses

[1101 Questions](#)

[1102 Questions](#)

Watch Video

Get Acquainted 050323 FINAL

LABSIM

Get Acquainted with LabSim

Watch on YouTube

TestOut

LAUNCH COURSE

- Click the **Home** tab, this is already the home tab for students.
- Click either the product graphic or the product title to launch the course.

MENU/LAYOUT

- Use the menu button to view the course outline. You can also use this button to navigate.
- The course is setup by chapter topics.
- Within each chapter are section topics in bold text.
- Within the sections are the various activities designated by different icons. Our Office course uses three of these activities.

Source: [Information Technology Orientation](#). See evidence for each program under 2.D.5 for more samples.