# How to Use the ODP Virtual Training System

11/21/2014  
 **Coder:**

1. Open ODPTaxonomyTrainingHelper shortcut on your desktop by doubleclicking on it.
2. Launch Google Chrome
3. Log into the training environment website (e.g. odptaxtraining1.iqsolutions.com) that is setup for you; there should be a bookmark already stored in Chrome.
   1. 020 odptaxtraining1.iqsolutions.com
   2. 021 odptaxtraining2.iqsolutions.com
   3. 022 odptaxtraining3.iqsolutions.com
4. Click on the View/Code Abstract button.
5. Read the abstract and click on the Code Abstract button
6. Code the abstract.
7. Once you have finished coding an abstract, go to the ODPTaxonomyTrainingHelper program you opened in Step #1 and click on the “Prepare for Consensus” button.
8. You should get a confirmation message pop-up reading “Robots data entered successfully. Ready for Consensus” Click OK.
9. Go back to the website and click on Refresh the browser using Ctrl +R or the Refresh button. The “Start Consensus” button should be available.
10. Press the “Start Consensus” button and code the consensus, selecting and deselecting until you have selected the same codes that the “robots” chose.
11. Finish consensus and Submit. You should see a confirmation message on the screen – “Saved Form Successfully!”
12. In the top left of the screen, click on the Menu to open it, then click on “View/Code Abstract” to code the next abstract.
13. Repeat Steps 5 – 12 until finish with all available abstracts.

**Coder Supervisor:**

1. Login into Training Admin website, http://[odptaxtrainingadmin.iqsolutions.com](http://odptaxtraining-admin.iqsolutions.com).
2. In the dropdown, select an instance. The Instance corresponds to the training URL. For example, Instance #1 is the same as “odptaxtraining1.iqsolutions.com”
3. Click on “Push Trainee Data”.
4. You should get a success message like “Trainee Data successfully pushed for Instance 2. Abstracts Count = 1. Please wait 15 minutes before pulling Trainee KAPPA data”
5. Wait 15 minutes and click on “Pull Trainee KAPPA”. You should see a success message like “Trainee KAPPA Data successfully pulled for Instance 2. Abstracts Count = 1”
6. In a separate Chrome window, login into the appropriate training environment website and use View Abstract List to see the KAPPA scores for that trainee.