



Trainee Tracker Website

Trainer Guide

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The Trainer Dashboard

After signing in, you will be taken to the Trainer Dashboard (pictured below). This is where you will be navigating from when you carry out your tasks as a trainer. For the actions laid out in this guide, they will assume navigation from the Dashboard, or from the sidebar on the left-side of the screen, which is present on all pages of the website.

[Dashboard](#)
[View](#)
[Trainer Options](#)
[404 Error](#)


Trainer Dashboard

FULL NAME:
Manish Gadhvi



ASSIGNED CLASS:
Engineering 68



COURSE ASSIGNED:
Java Development



CURRENT WEEK OF COURSE:
12



Overall Group Attendance

On Time

46.77%

Late

25.81%

Excused Absence

14.52%

Unexcused Absence

12.9%

Select Trainee:

Tasnia Khan

[View Trainee Profile](#)

Missed Deadlines:

Trainees who have not submitted their feedback forms for the current week

- David Trieu

Feedback Pending:

Trainer feedback to be completed

Feedback Report Submission Tracker

Trainee	Week											
	1	2	3	4	5	6	7	8	9	10	11	12
Tasnia Khan												
Timothy Oluwole												
Conor Malone												
Michael Camacho												
Manit Shah												
David Trieu												
Bill Bird												



Submitted



Passed Deadline

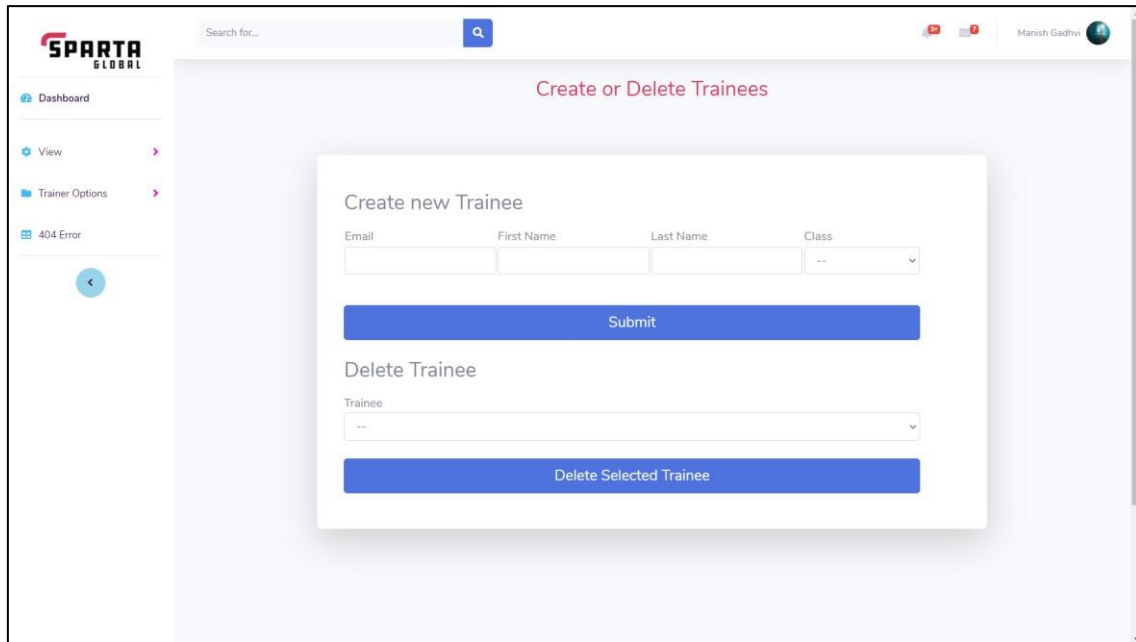
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Trainee Management

From the sidebar, select the [Trainer Options](#) menu and then the [Trainee Management](#) option. You will then be led to the screen shown below.



Adding New Trainees

To add a new trainee, below *Create new Trainee*, you will be asked to enter the following information about them:

- Email
- First Name
- Last Name
- Class (selected from a dropdown menu of existing Sparta classes)

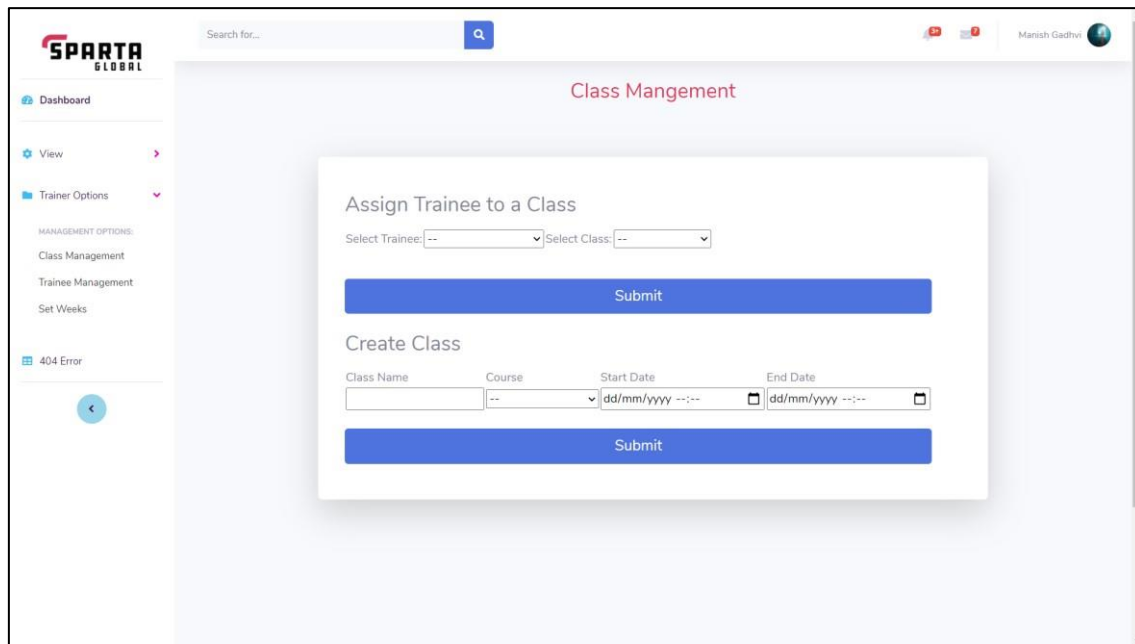
After filling in the information, press the [Submit](#) button to add the trainee in.

Deleting Trainees

To delete a trainee, below *Delete Trainee*, you can choose the trainee to delete from the dropdown menu of existing Sparta trainees. After selecting a trainee, press the [Delete Selected Trainee](#) option to remove the trainee.

Class Management

From the sidebar, select the [Trainer Options](#) menu and then the [Class Management](#) option. You will then be led to the screen shown below.



The screenshot shows the SPARTA GLOBAL web application interface. On the left is a sidebar with navigation links: Dashboard, View, Trainer Options, and a 404 Error message. The main content area is titled 'Class Mangement' (sic). It contains two forms. The first form, 'Assign Trainee to a Class', has two dropdown menus for 'Select Trainee' and 'Select Class', followed by a blue 'Submit' button. The second form, 'Create Class', has four fields: 'Class Name' (text input), 'Course' (dropdown menu), 'Start Date' (calendar icon with format dd/mm/yyyy --:--), and 'End Date' (calendar icon with format dd/mm/yyyy --:--). Below these fields is a blue 'Submit' button.

Assigning Trainees to Classes

To assign a trainee to a class, below *Assign Trainee to a Class*, you will be asked to choose the trainee you are assigning and the class to which you are assigning them. After this, press the [Submit](#) button to assign the selected trainee to that class.

Creating New Classes

To create a new Sparta class, below *Create Class*, you will need to enter the following information

- The Name of the Class
- The Course Type (selected from a dropdown menu of existing Sparta courses)
- The Class' Start Date
- The Class' End Date


After entering the required information, press the [Submit](#) button and the new class will be made.

Tracking Your Trainees

From the Trainer Dashboard, you will see various details about the class you are currently teaching and the trainees in it.

 Dashboard

 View

 Trainer Options

 404 Error



Trainer Dashboard

FULL NAME:
Manish Gadhvi



ASSIGNED CLASS:
Engineering 68



COURSE ASSIGNED:
Java Development



CURRENT WEEK OF COURSE:
12



Overall Group Attendance

On Time

46.77%

Late

25.81%

Excused Absence

14.52%

Unexcused Absence

12.9%

Select Trainee:

Tasnia Khan

[View Trainee Profile](#)

Missed Deadlines:

Trainees who have not submitted their feedback forms for the current week

- David Trieu

Feedback Pending:

Trainer feedback to be completed

Feedback Report Submission Tracker

Trainee	Week											
	1	2	3	4	5	6	7	8	9	10	11	12
Tasnia Khan												
Timothy Oluwole												
Conor Malone												
Michael Camacho												
Manit Shah												
David Trieu												
Bill Bird												



Submitted



Passed Deadline

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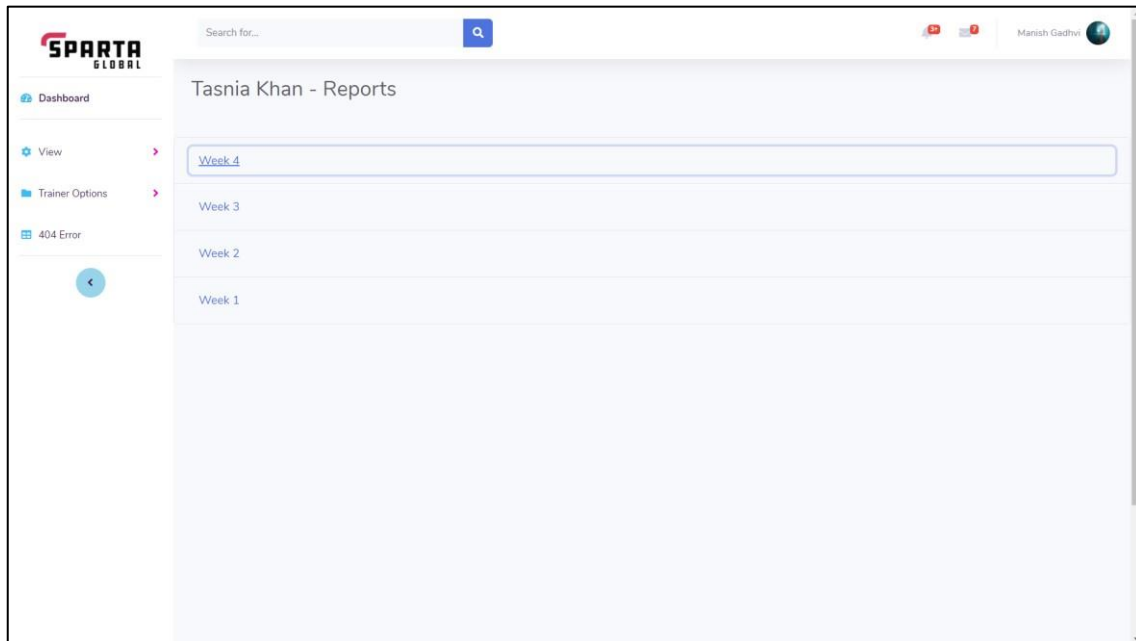
View Trainee Report Submissions

You can find the submissions made by all the trainees in your class by scrolling down to the *Feedback Report Submission Tracker* table. If a trainee has completed the report

for a given week, the cell is green. If not, then it is red. The students who have missed the deadline for submitting their reports for the current week are listed below *Mixed Deadlines*.

View Trainee Reports

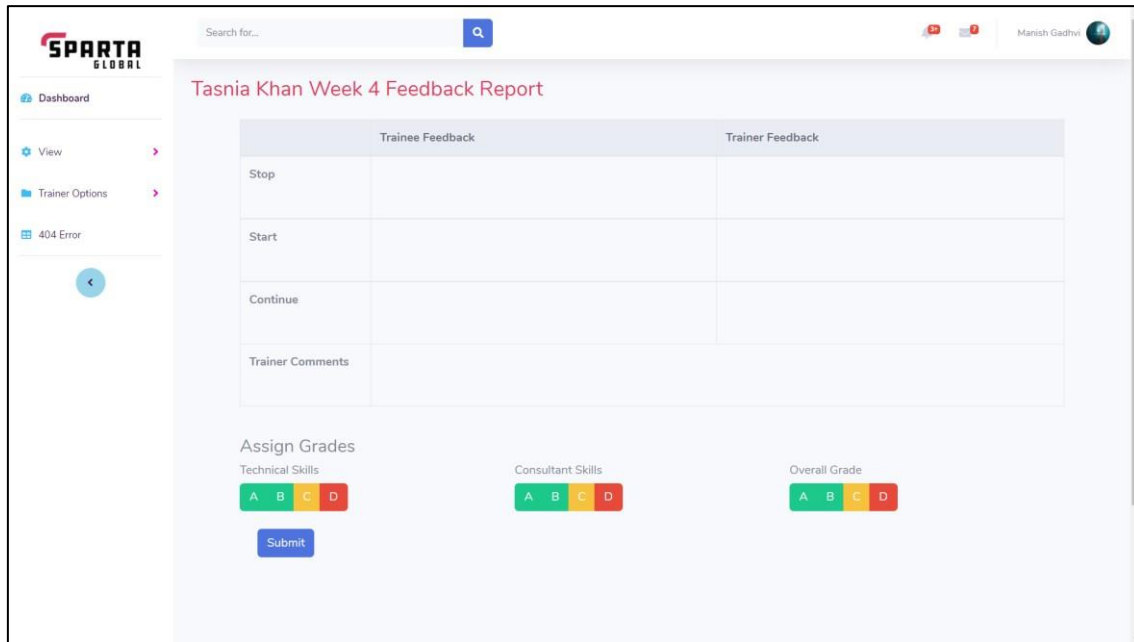
On the Dashboard itself, you can view the reports of each trainee in your class. The [Select Trainee](#) drop down menu lets you choose whose reports you wish to see. Pressing the [View Trainee Profile](#) button will take you to the profile page, from here you will see an overview of the trainee's reports. Clicking [Report Details](#) will display a more detailed view.



From here, you can select any of the “Week #” options to show the trainee's report for that week, which details the Starts, Stops, Continues and Grades, given by both you and the trainee, as well as any comments you have for them on that week.

Edit Trainee Reports

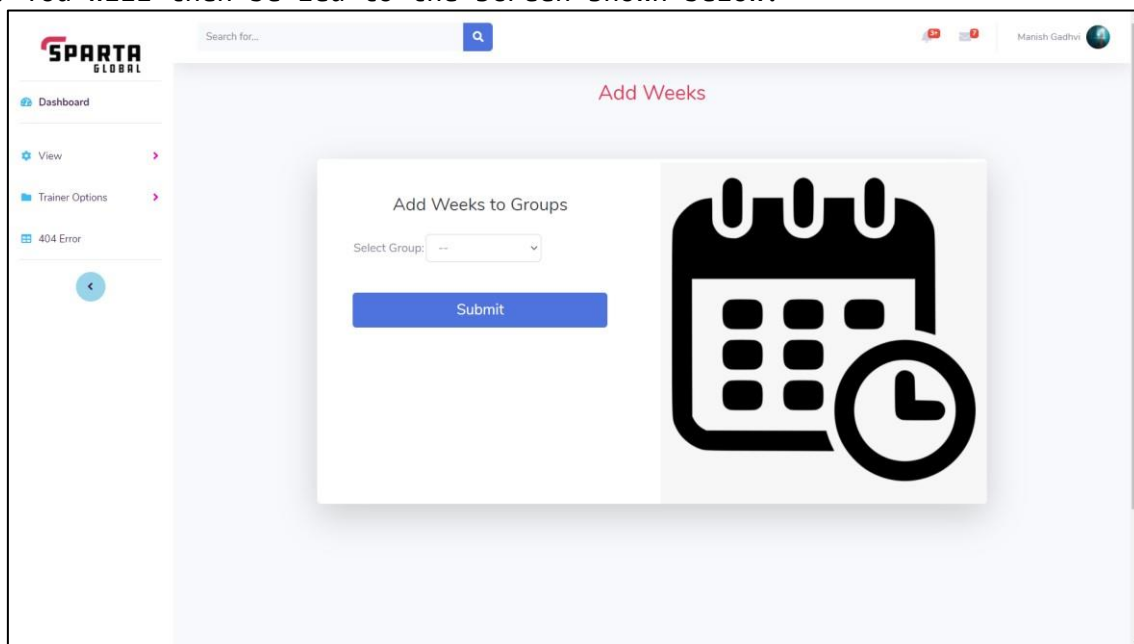
To edit a report, select one of them and, at the bottom of the report itself, there will be an [Edit Report](#) button. Press the button and you will be shown the page shown below.



The page will show you the Stop, Start and Continue entries that the trainee has given for themselves. You can edit your own entries, add more trainer comments and assign the trainee their grades for the week. After you are done with your changes, press the [Submit](#) button to save your changes.

Adding New Reports to Complete

As a trainer, you will need to add a report each week for your trainees to complete. To do this, from the sidebar, select the [Trainer Options](#) menu and then the [Set Weeks](#) option. You will then be led to the screen shown below.



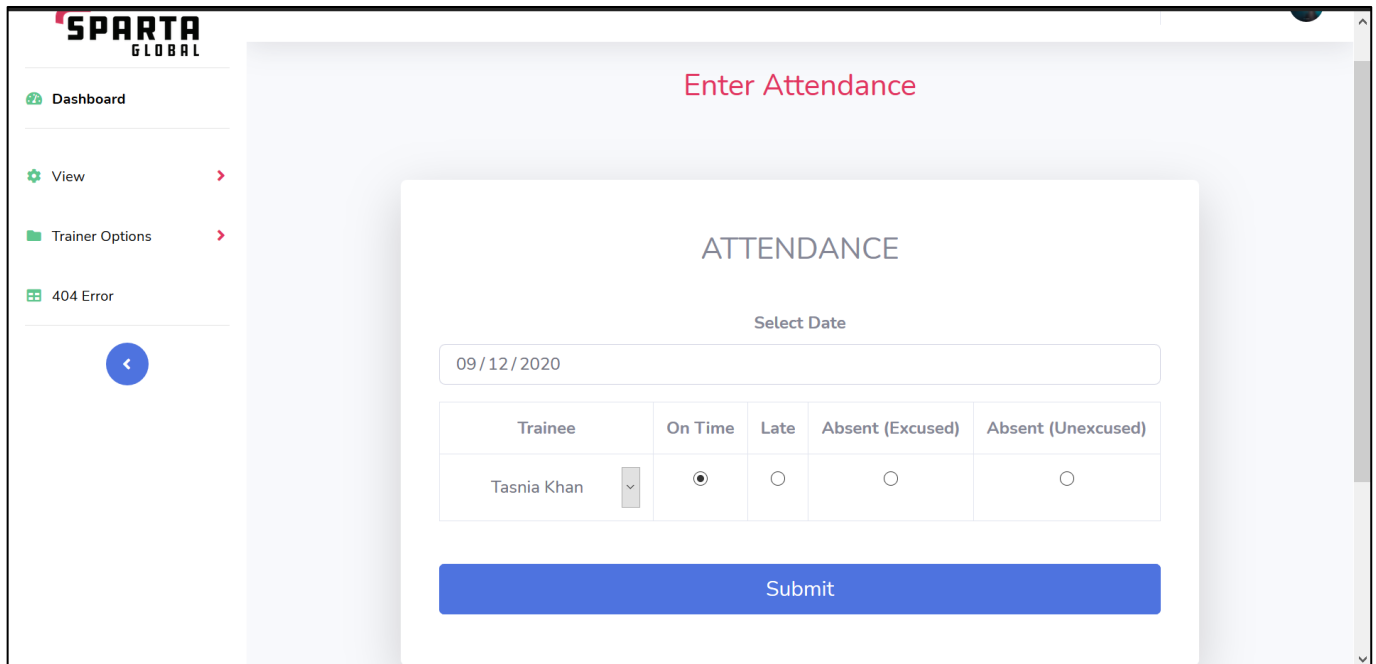
From this page, you will be asked to select the class whose trainees will have new reports to complete from the menu given. Once you have chosen a class, press the [Submit](#) button to add those weeks. When you go back to the *Feedback Report Submission*

Tracker table on the Trainer Dashboard, you will then see a new column of red cells, indicating incomplete trainee reports.

Trainee Attendance

Taking Attendance

From the sidebar select [Trainer Options](#) and [Enter Attendance](#), this will display this attendance logger.




Trainee	On Time	Late	Absent (Excused)	Absent (Unexcused)
Tasnia Khan	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>


The current date is pre-selected, to log a trainee's attendance, select them from the drop down, check the correct box and click [Submit](#).

Track Weekly Attendance

To view the attendance of the whole group of trainees, select [Trainer Options](#) and [Weekly Attendance](#) from the sidebar.

 Dashboard

 View

 Trainer Options

 404 Error



Weekly Attendance Overview

■ : On Time
 ■ : Late
 ■ : Excused
 ■ : Unexcused
 ■ : No Entry

Week					
- Week 12					
Trainee Name	Monday	Tuesday	Wednesday	Thursday	Friday
Conor Malone	On Time	On Time	Late	On Time	On Time
David Trieu	Excused	On Time	Late	Excused	On Time
Michael Camacho	On Time	On Time	Late	On Time	On Time
Tasnia Khan	Excused	On Time	Late	On Time	On Time
Bill Bird	No Entry	Unexcused	Late	Excused	On Time
Timothy Oluwole	On Time	On Time	Late	On Time	On Time
Manit Shah	Late	On Time	Late	Unexcused	On Time
+ Week 11					
+ Week 10					
+ Week 9					
+ Week 8					
+ Week 7					
+ Week 6					
+ Week 5					
+ Week 4					
+ Week 3					
+ Week 2					
+ Week 1					

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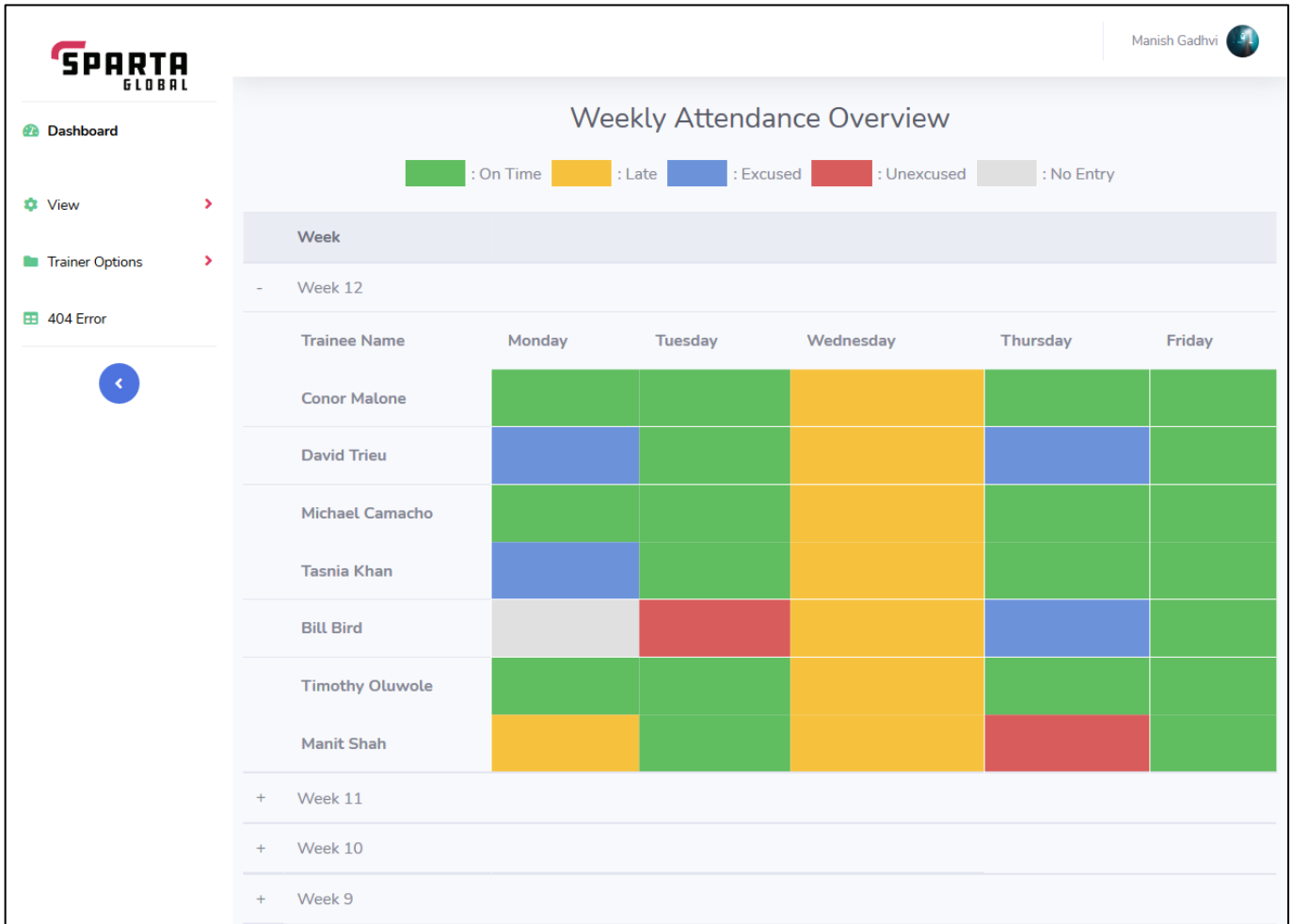
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From this page, you are able to view a week-by-week breakdown of each trainee's attendance. Select a week by clicking on the [Week #](#) header.

Trainee Attendance Overview

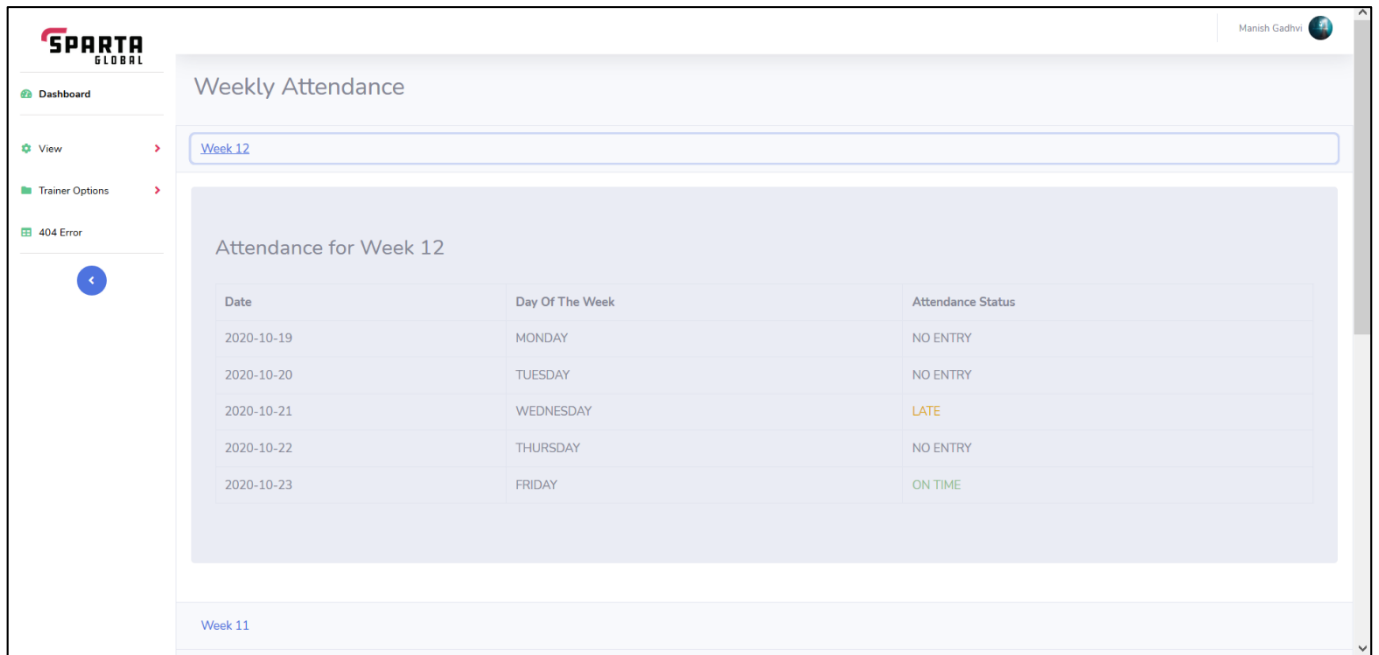
To view an overview of a trainee's attendance, select the trainee from the drop-down menu on the dashboard and select [View Trainee Profile](#). This will display the trainee's profile.



The profile displays the trainee's attendance breakdown, from here you can monitor the trainee's attendance statistics.

Trainee Attendance Breakdown

From the Trainee Profile select [Attendance Details](#).



Weekly Attendance

Week 12

Attendance for Week 12

Date	Day Of The Week	Attendance Status
2020-10-19	MONDAY	NO ENTRY
2020-10-20	TUESDAY	NO ENTRY
2020-10-21	WEDNESDAY	LATE
2020-10-22	THURSDAY	NO ENTRY
2020-10-23	FRIDAY	ON TIME

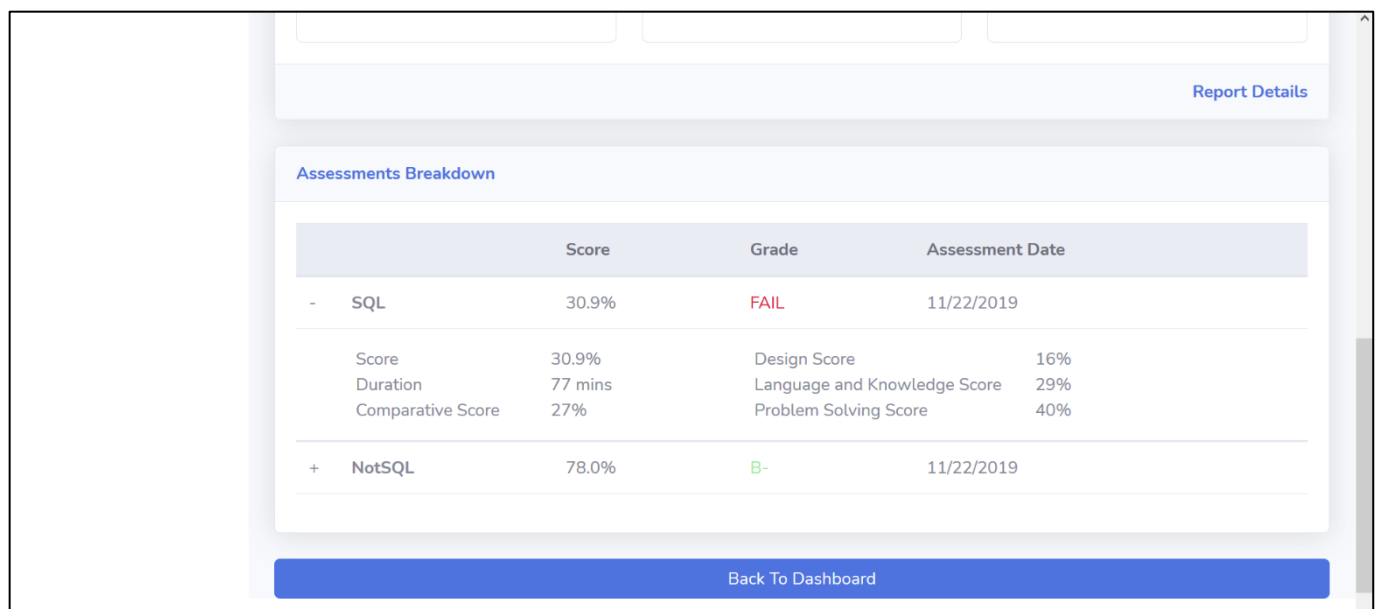
Week 11

On this page, you will see the individual trainee's attendance as a day-by-day and week-by-week breakdown. Select a week by clicking the [Week #](#) header.

Trainee Assessments

View Trainee's Assessments

From the dashboard, select a trainee in the drop-down and click [View Trainee Profile](#).



Report Details

Assessments Breakdown

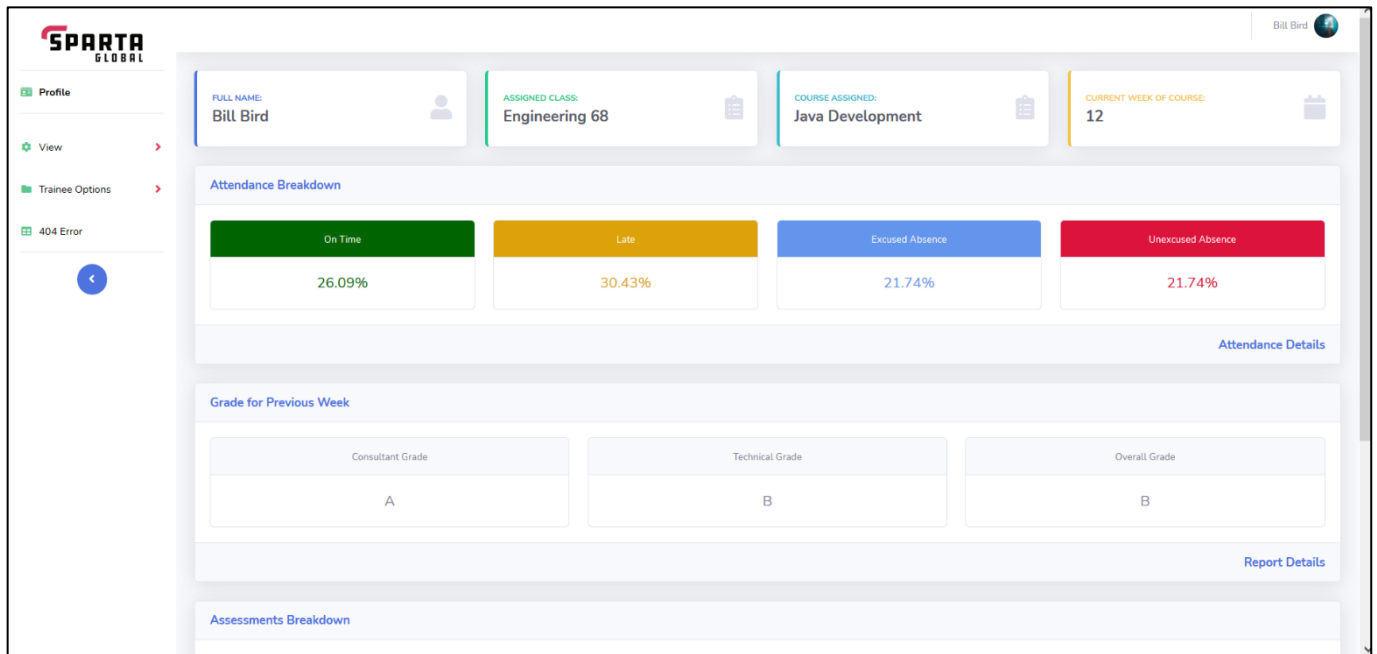
	Score	Grade	Assessment Date
- SQL	30.9%	FAIL	11/22/2019
Score	30.9%	Design Score	16%
Duration	77 mins	Language and Knowledge Score	29%
Comparative Score	27%	Problem Solving Score	40%
+ NotSQL	78.0%	B-	11/22/2019

Back To Dashboard

The assessment breakdown is at the bottom of the trainee's profile. From here you are able to view all the assessments a trainee has taken, with their score, grade and date taken. Clicking on an assessment will display a detailed breakdown.

Trainees - The Trainee Dashboard

After signing in, trainees will be taken to the Trainee Profile (pictured below). Trainees are shown the name of their class, the course they are on and which week they are currently on. They are also shown their current Consultant, Technical and Overall grades so they can see where they are currently at, attendance and assessment overviews.



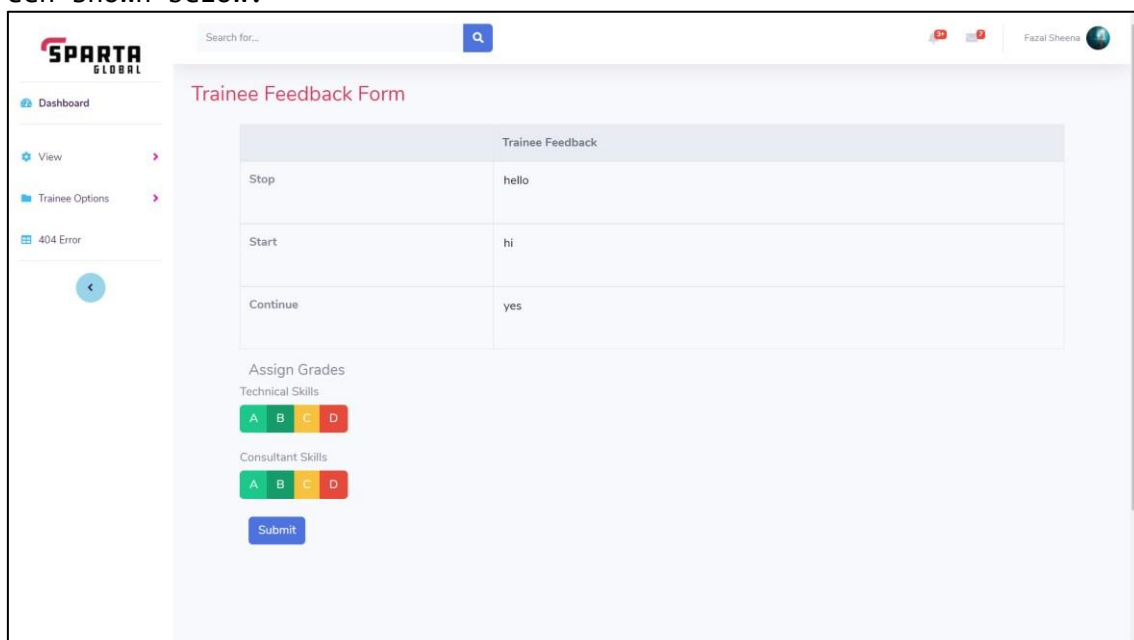
The screenshot shows the Trainee Profile dashboard for Bill Bird. The dashboard includes a sidebar with navigation options: Profile, View, Trainee Options, and 404 Error. The main content area displays the following information:

- Profile:** FULL NAME: Bill Bird
- ASSIGNED CLASS:** Engineering 68
- COURSE ASSIGNED:** Java Development
- CURRENT WEEK OF COURSE:** 12
- Attendance Breakdown:**
 - On Time: 26.09%
 - Late: 30.43%
 - Excused Absence: 21.74%
 - Unexcused Absence: 21.74%
- Grade for Previous Week:**
 - Consultant Grade: A
 - Technical Grade: B
 - Overall Grade: B
- Assessments Breakdown:**

Trainees – reports

Completing the Weekly Report

If a trainee has a report to submit for the week, from the sidebar, they should select the *Trainee Options* menu and then the *Feedback Form* option. They will then be led to the screen shown below.



The screenshot shows the Trainee Feedback Form. The form includes a sidebar with navigation options: Dashboard, View, Trainee Options, and 404 Error. The main content area displays the following information:

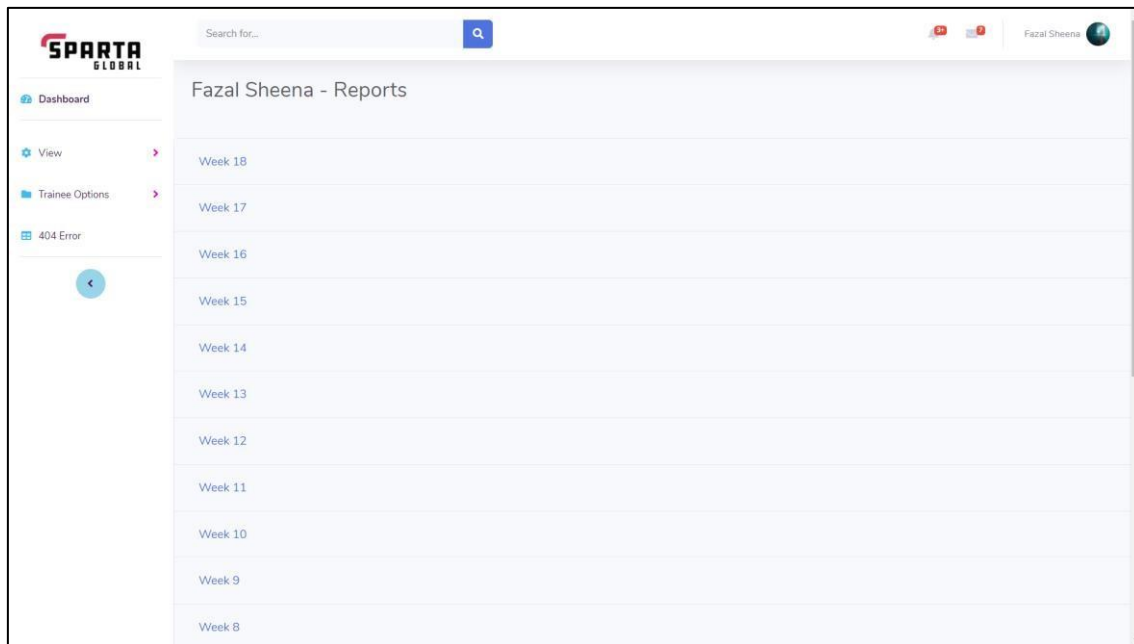
- Trainee Feedback Form:**
- Trainee Feedback:**

Stop	hello
Start	hi
Continue	yes
- Assign Grades:**
 - Technical Skills: A B C D
 - Consultant Skills: A B C D
- Submit:**

They will be shown the option to fill out their Stop, Start and Continues for the week, as well as give themselves Consultant and Technical grades. After they are done, they should press the [Submit](#) button to complete their report.

Viewing Weekly Reports

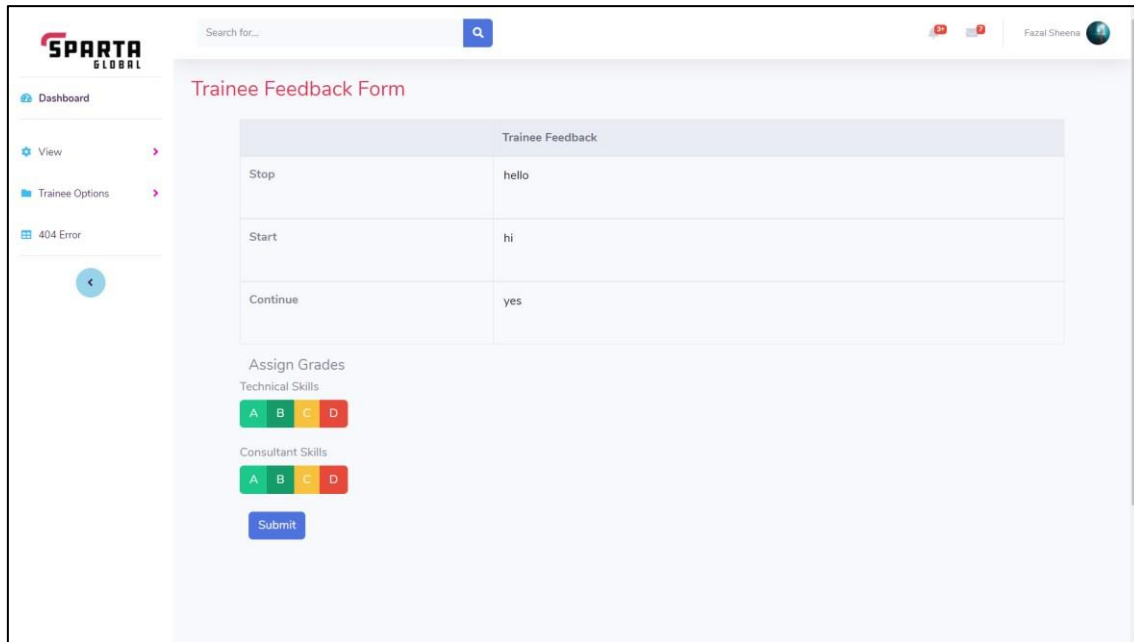
If a trainee wants to view all their weekly reports, from the sidebar, they should select the [Trainee Options](#) menu and then the [Reports History](#) option. They will then be led to the screen shown below.



From here, the trainee can select any of the “Week #” options to show the trainee’s report for that week, which details the Starts, Stops, Continues and Grades, given by both you and the trainee, as well as any comments you have for them on that week. An important note for the trainees in particular, it also highlights the deadline for submission at the bottom of the report itself, which is the Thursday of that week at 5:30pm.

Editing Reports

If a trainee wants to edit a report before its deadline, they should select one of them and, at the bottom of the report itself, there will be an [Edit Report](#) button. If they click the button, they will be shown the page shown on the following page. Similarly, they can click [Edit Report](#) link from their dashboard, which will take them directly to the page.



The screenshot shows the 'Trainee Feedback Form' interface. On the left is a sidebar with a search bar and navigation links: 'Dashboard', 'View', 'Trainee Options', and '404 Error'. The main content area is titled 'Trainee Feedback Form' and contains a table for feedback entries.

Trainee Feedback	
Stop	hello
Start	hi
Continue	yes

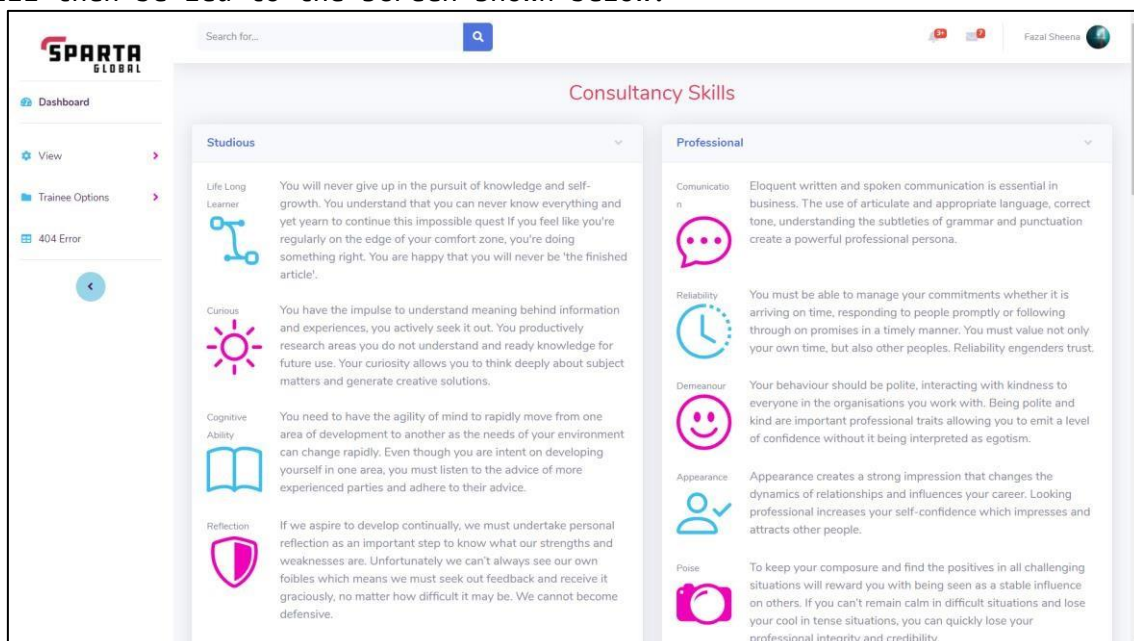
Below the table, there are sections for 'Assign Grades' for 'Technical Skills' and 'Consultant Skills', each with a row of four colored buttons labeled A, B, C, and D. A blue 'Submit' button is located at the bottom of the form.

The page is identical to the page used to complete reports. As with that task, they can edit their Stop, Start and Continues for the week, as well as their personal Consultant and Technical grades. After they are done, they should press the [Submit](#) button and their report will be edited.

A note that only the most recent report can be edited by a trainee and only if the deadline for the report has not yet passed. If the deadline has passed for their latest report, the [Edit Report](#) button option will no longer be available on the report.

Trainees – Consultancy skills

Trainees can view the different skills that make a good consultant. To do this, from the sidebar, they should select the [View](#) menu and then the [Consultancy Skills](#) option. They will then be led to the screen shown below.



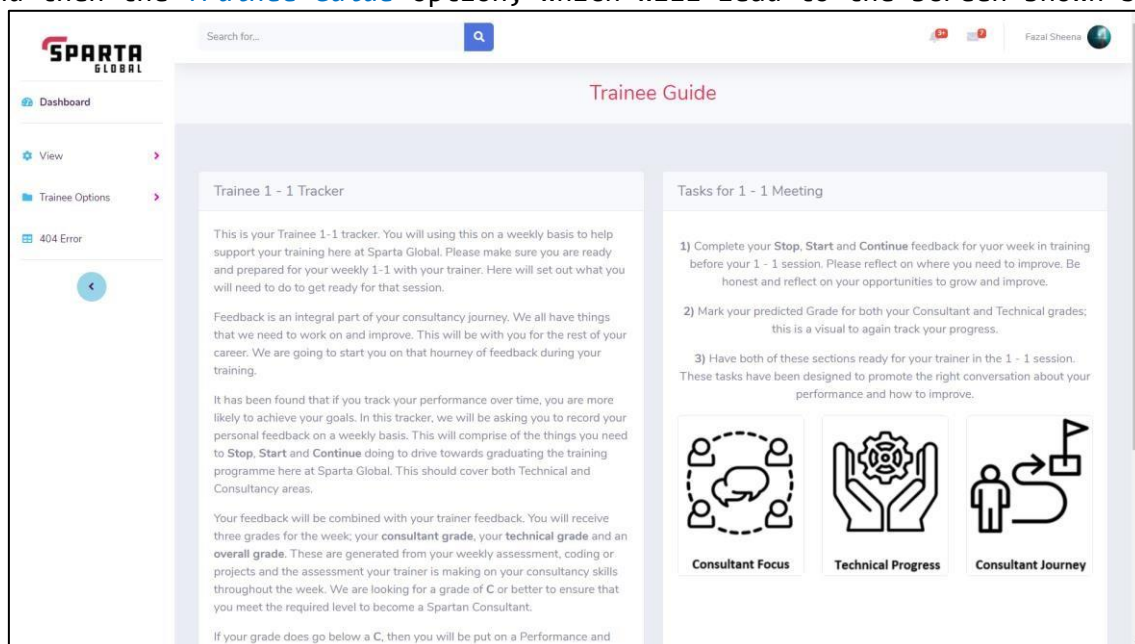
The screenshot shows the 'Consultancy Skills' page. The sidebar on the left is identical to the previous screenshot. The main content area is titled 'Consultancy Skills' and is divided into two columns: 'Studious' and 'Professional'.

Studious Column:

- Life Long Learner:** You will never give up in the pursuit of knowledge and self-growth. You understand that you can never know everything and yet yearn to continue this impossible quest if you feel like you're regularly on the edge of your comfort zone, you're doing something right. You are happy that you will never be 'the finished article'.
- Curious:** You have the impulse to understand meaning behind information and experiences, you actively seek it out. You productively research areas you do not understand and ready knowledge for future use. Your curiosity allows you to think deeply about subject matters and generate creative solutions.
- Cognitive Ability:** You need to have the agility of mind to rapidly move from one area of development to another as the needs of your environment can change rapidly. Even though you are intent on developing yourself in one area, you must listen to the advice of more experienced parties and adhere to their advice.
- Reflection:** If we aspire to develop continually, we must undertake personal reflection as an important step to know what our strengths and weaknesses are. Unfortunately we can't always see our own foibles which means we must seek out feedback and receive it graciously, no matter how difficult it may be. We cannot become defensive.

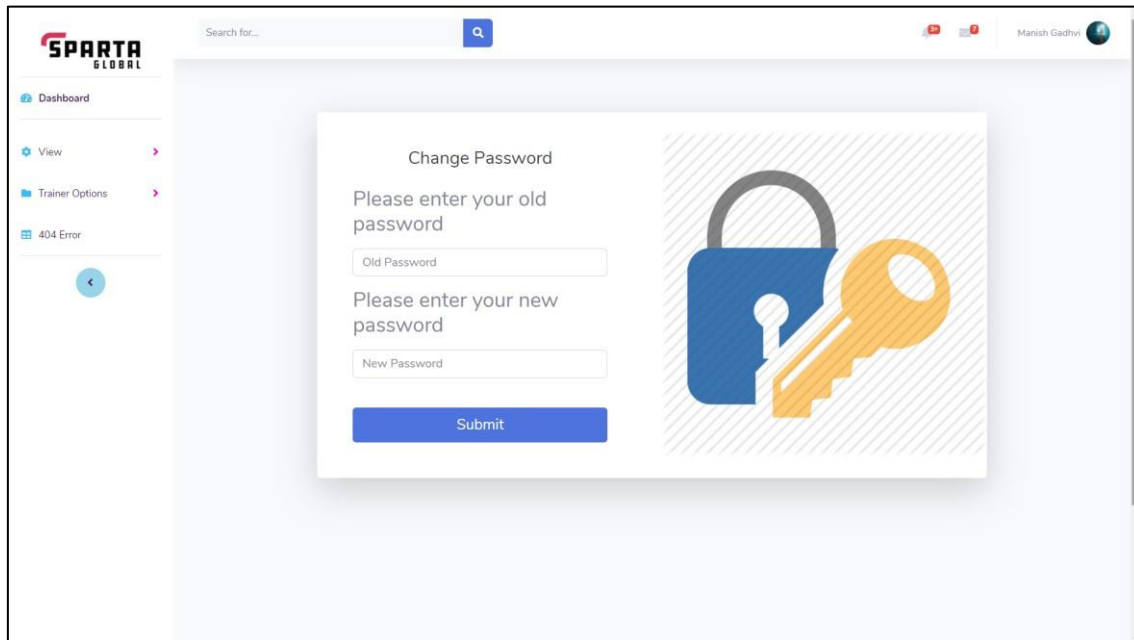
Professional Column:

- Communication:** Eloquent written and spoken communication is essential in business. The use of articulate and appropriate language, correct tone, understanding the subtleties of grammar and punctuation create a powerful professional persona.
- Reliability:** You must be able to manage your commitments whether it is arriving on time, responding to people promptly or following through on promises in a timely manner. You must value not only your own time, but also other peoples. Reliability engenders trust.
- Demeanour:** Your behaviour should be polite, interacting with kindness to everyone in the organisations you work with. Being polite and kind are important professional traits allowing you to emit a level of confidence without it being interpreted as egotism.
- Appearance:** Appearance creates a strong impression that changes the dynamics of relationships and influences your career. Looking professional increases your self-confidence which impresses and attracts other people.
- Poise:** To keep your composure and find the positives in all challenging situations will reward you with being seen as a stable influence on others. If you can't remain calm in difficult situations and lose your cool in tense situations, you can quickly lose your professional integrity and credibility.



Changing Your Password

Trainers and trainees can edit their password. In order to do so, from any page on the website, click your name or the icon next to it in the top right-hand corner of the page, then select the [Change Password](#) option, which will lead to the screen shown below.


A screenshot of a web browser showing the SPARTA GLOBAL 'Change Password' form. The browser's address bar shows 'Search for...' and a search icon. The top right corner of the browser shows a user profile icon and the name 'Manish Gadhi'. The SPARTA GLOBAL logo is in the top left corner. The form itself is centered and has a light blue background. It contains the title 'Change Password', followed by the instruction 'Please enter your old password' and a text input field labeled 'Old Password'. Below that is the instruction 'Please enter your new password' and a text input field labeled 'New Password'. At the bottom of the form is a blue button labeled 'Submit'. To the right of the form is a graphic of a blue padlock and a yellow key. The left sidebar of the browser shows a menu with 'Dashboard', 'View', 'Trainer Options', and '404 Error'.

You will be asked to fill in your previous password and then enter in your new password. Select the [Submit](#) button after you are done to save your changes.


Attendance

Attendance Overview

When you log in you will see the profile page, your attendance overview is displayed on this page.



[Profile](#)
[View](#)
[Trainee Options](#)
[404 Error](#)



FULL NAME:
Bill Bird

ASSIGNED CLASS:
Engineering 68

COURSE ASSIGNED:
Java Development

CURRENT WEEK OF COURSE:
12

Attendance Breakdown

On Time
24%

Late
28%

Excused Absence
24%

Unexcused Absence
24%

[Attendance Details](#)

Grade for Previous Week

Consultant Grade
A

Technical Grade
B

Overall Grade
B

[Report Details](#)

Assessments Breakdown

		Score	Grade	Assessment Date
+	SQL	30.9%	FAIL	11/22/2019
+	NotSQL	78.0%	B-	11/22/2019

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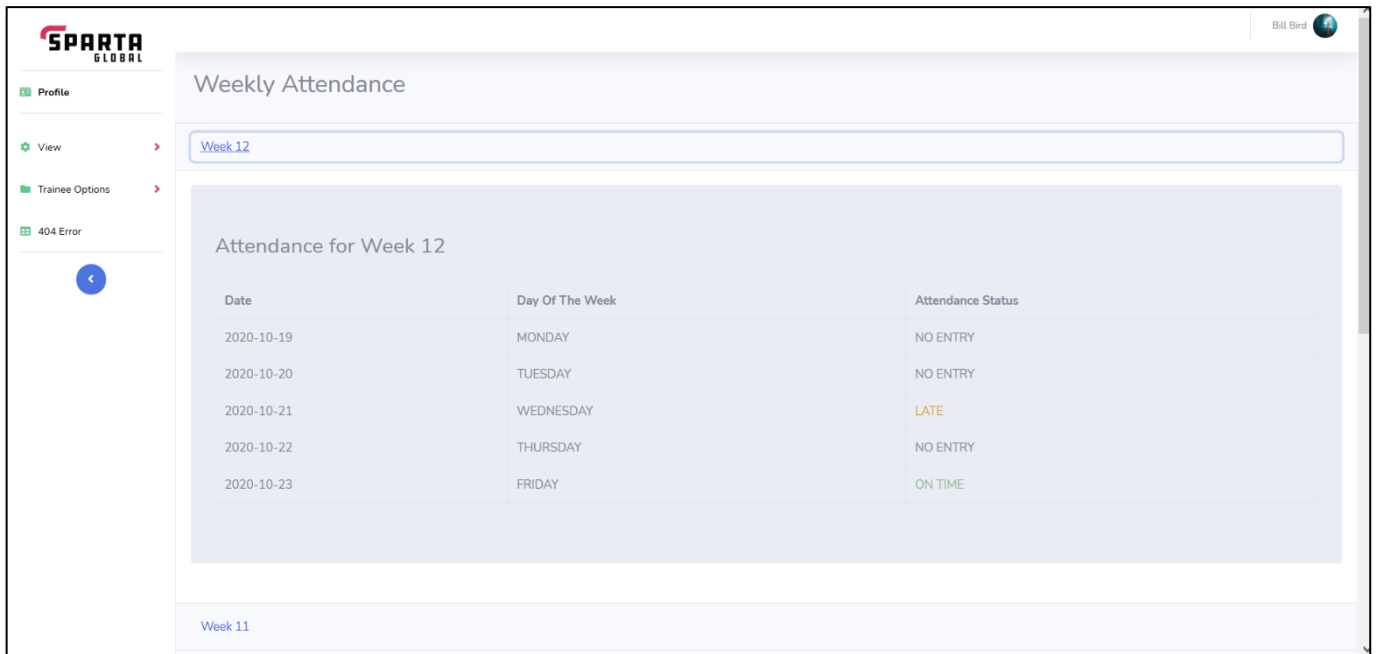
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Here, you can see your attendance statistics, including the percentage of days you were on time, late and absent.

Weekly Attendance Breakdown

From the profile page, select [Attendance Details](#).



Weekly Attendance

Week 12

Attendance for Week 12

Date	Day Of The Week	Attendance Status
2020-10-19	MONDAY	NO ENTRY
2020-10-20	TUESDAY	NO ENTRY
2020-10-21	WEDNESDAY	LATE
2020-10-22	THURSDAY	NO ENTRY
2020-10-23	FRIDAY	ON TIME

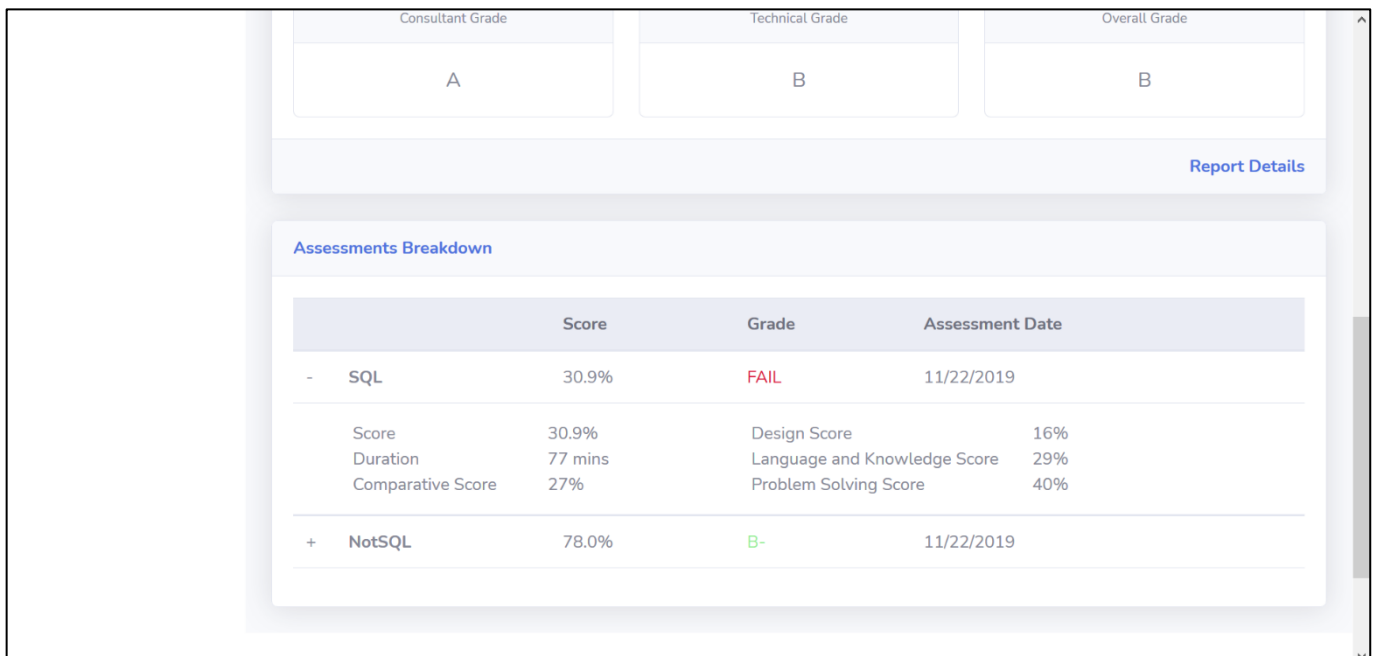
Week 11

This will display a day-by-day and week-by-week breakdown of your attendance. To view a week, select the [Week #](#) header.

Assessments

Assessments Overview

The profile page displays an overview of all the assessments you have taken.



Consultant Grade: A

Technical Grade: B

Overall Grade: B

[Report Details](#)

Assessments Breakdown

	Score	Grade	Assessment Date
- SQL	30.9%	FAIL	11/22/2019
Score	30.9%	Design Score	16%
Duration	77 mins	Language and Knowledge Score	29%
Comparative Score	27%	Problem Solving Score	40%
+ NotSQL	78.0%	B-	11/22/2019

By scrolling down to the [Assessments Breakdown](#), you will see all of the assessments you have completed with the score, grade and date taken. Clicking on an assessment will display a detailed breakdown of the assessment.