



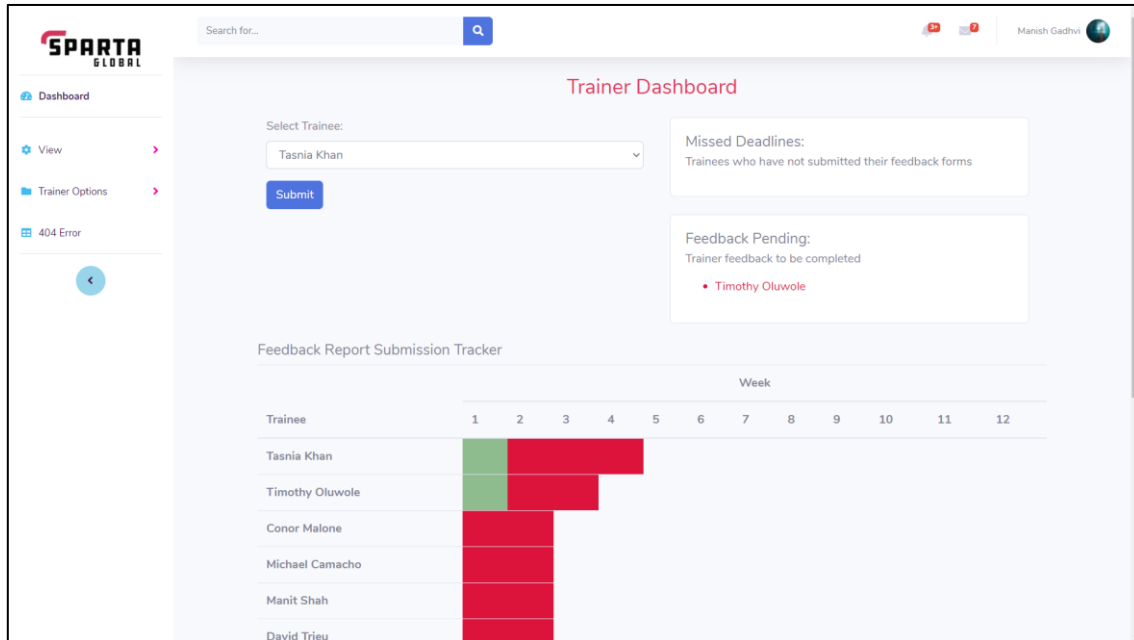
TRAINEE TRACKER WEBSITE
TRAINER GUIDE

CONTENTS

The Trainer Dashboard	3
Trainee Management	3
Adding New Trainees	4
Deleting Trainees	4
Class Management	4
Assigning Trainees to Classes	4
Creating New Classes	5
View Trainee Reports	5
Tracking Your Trainees	5
View Trainee Report Submissions	5
View Trainee Reports	6
Edit Trainee Reports	6
Adding New Reports to Complete	7
Trainees - The Trainee Dashboard	8
Trainees - reports	8
Completing the Weekly Report	8
Viewing Weekly Reports	9
Editing Reports	9
Trainees - Consultancy skills	10
Trainees - Trainee Guide	11
Changing Your Password	12

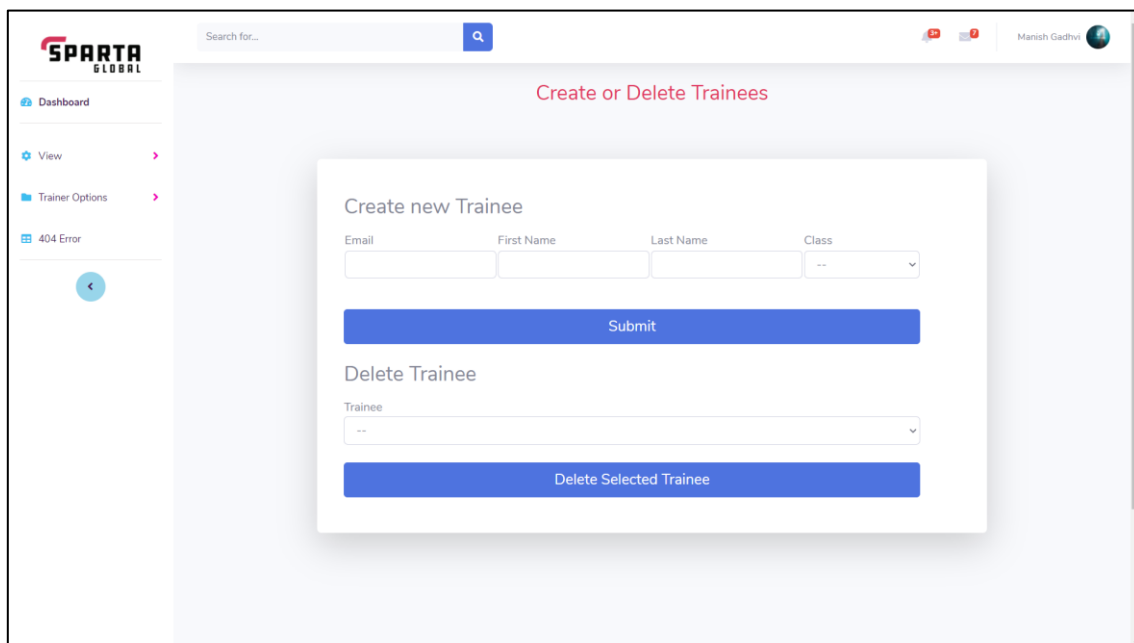
THE TRAINER DASHBOARD

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.



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.



The screenshot shows the "Create or Delete Trainees" form. It has two main sections: "Create new Trainee" and "Delete Trainee".

Create new Trainee

Email: First Name: Last Name: Class:

Delete Trainee

Trainee:

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)

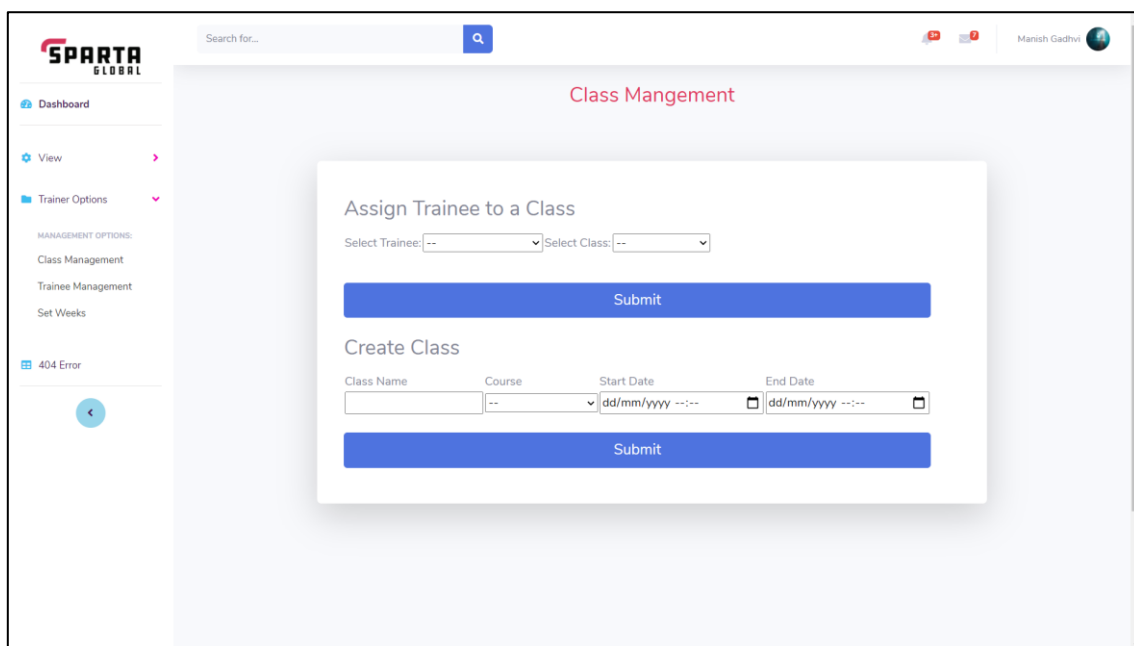
After filling in the information, press the [Submit](#) button to add the trainee in.

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 (expanded), and 404 Error. Under Trainer Options, there are links for Class Management, Trainee Management, and Set Weeks. The main content area is titled 'Class Mangement' (sic) and contains two forms. The first form, 'Assign Trainee to a Class', has dropdown menus for 'Select Trainee' and 'Select Class', followed by a blue 'Submit' button. The second form, 'Create Class', has input fields for 'Class Name', 'Course' (a dropdown), 'Start Date' (with a date picker), and 'End Date' (with a date picker), followed by a blue 'Submit' button. The top of the page features a search bar, notification icons, and a user profile for 'Manish Gadhi'.

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

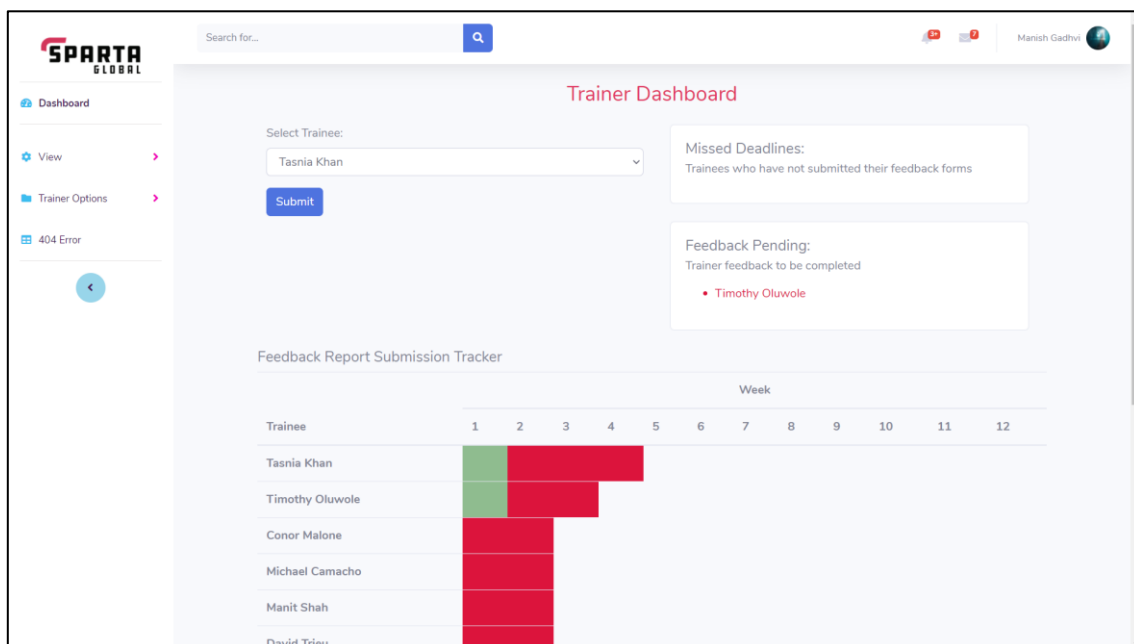
After entering the required information, press the [Submit](#) button and the new class will be made.

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 [Submit](#) button will take you to the reports page.

TRACKING YOUR TRAINEES

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

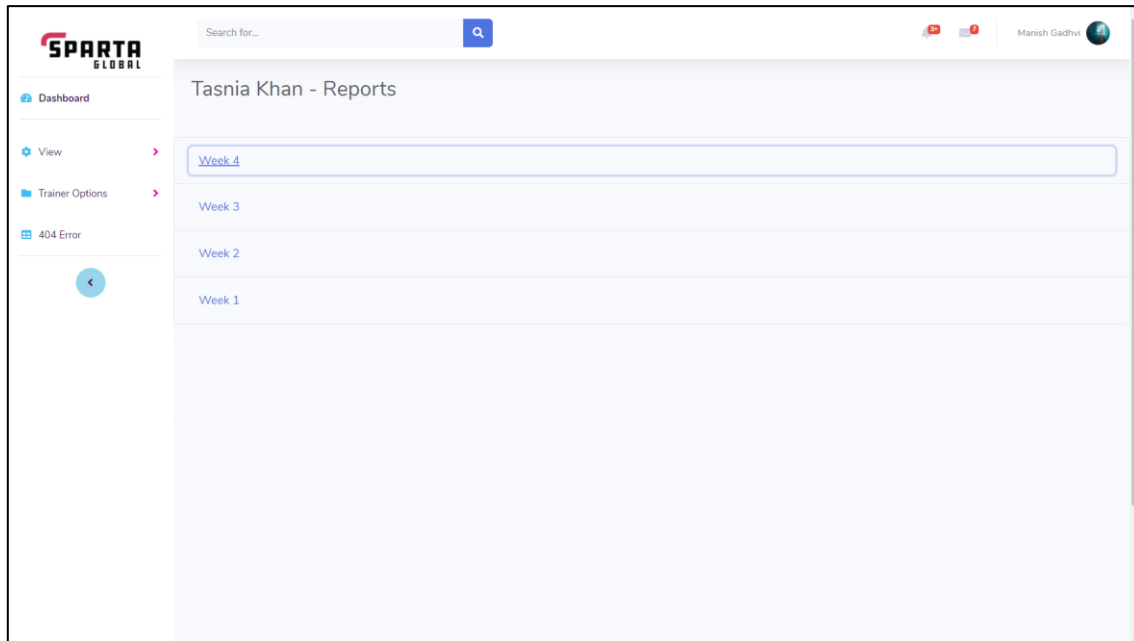


VIEW TRAINEE REPORT SUBMISSIONS

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

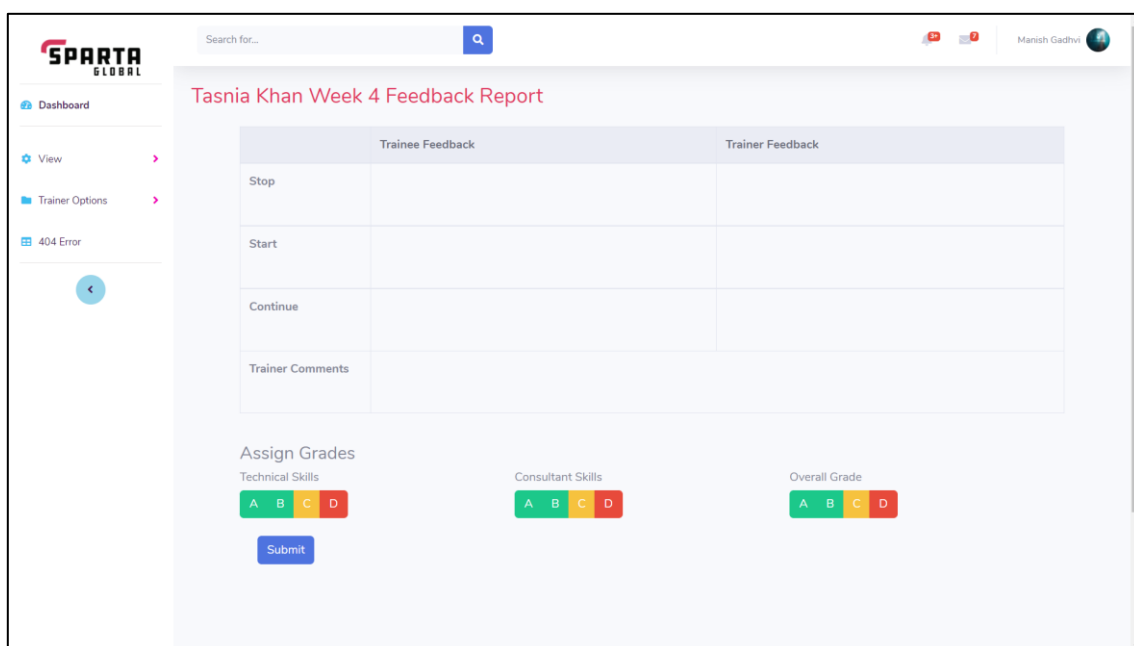
From the Trainer Dashboard, you can select the trainee whose reports you wish to see from the *Select Trainee* dropdown at the top, then press the [Submit](#) button to view their reports. You will then be taken to the reports page, pictured below.



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

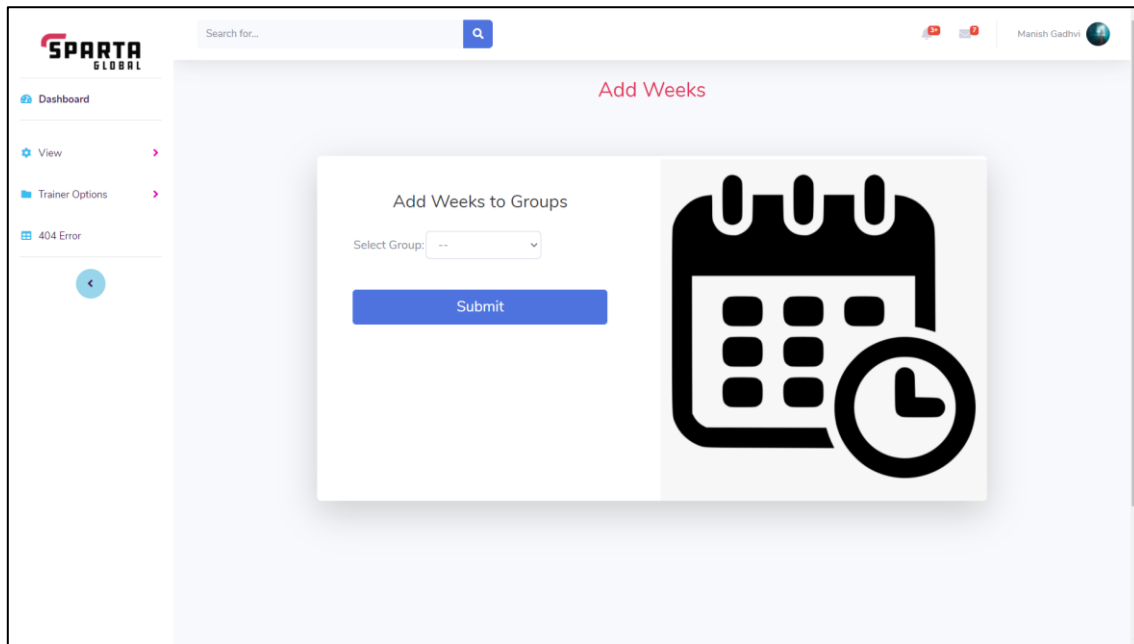
To edit a report, select one of them and, at the bottom of the report itself, there will be an [Edit Report](#) button. Press the button and you will be shown the page shown below.



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

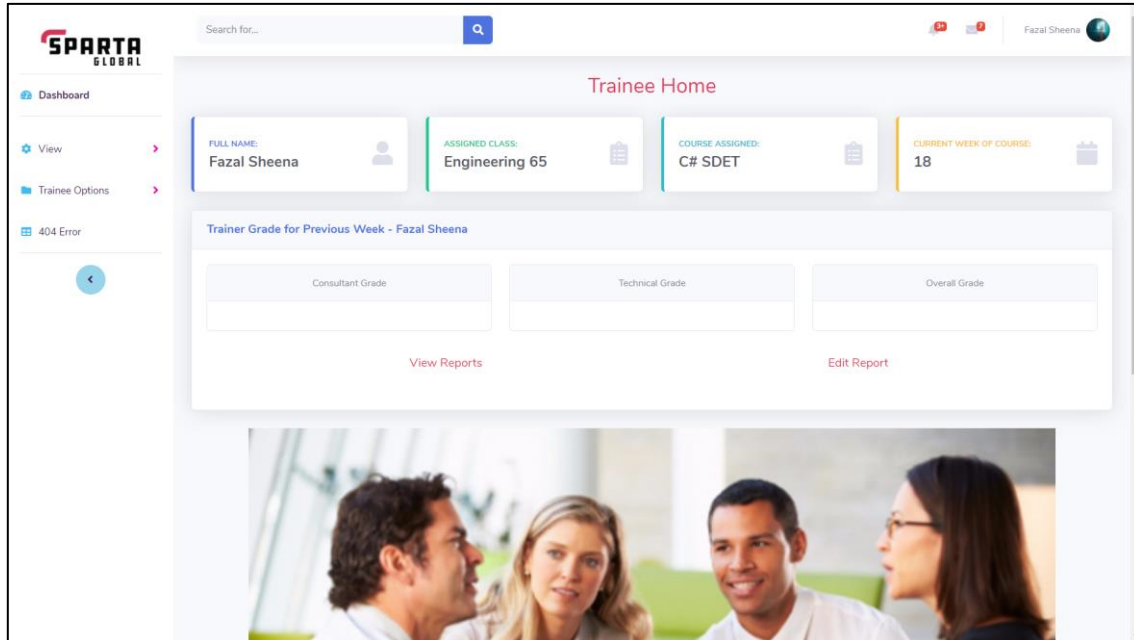
As a trainer, you will need to add a report each week for your trainees to complete. To do this, from the sidebar, select the [Trainer Options](#) menu and then the [Set Weeks](#) option. You will then be led to the screen shown below.



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.

TRAINEES - THE TRAINEE DASHBOARD

After signing in, trainees will be taken to the Trainee Dashboard (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.

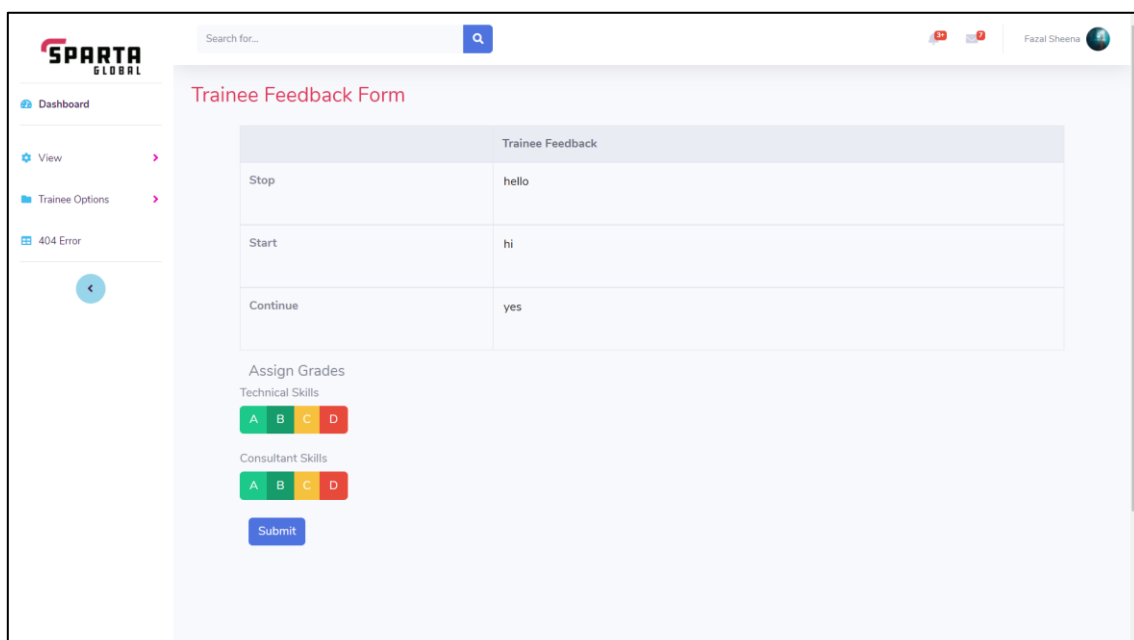


The screenshot shows the 'Trainee Home' dashboard. At the top, there's a search bar and a user profile for 'Fazal Sheena'. Below this, four cards display key information: 'FULL NAME: Fazal Sheena', 'ASSIGNED CLASS: Engineering 65', 'COURSE ASSIGNED: C# SDET', and 'CURRENT WEEK OF COURSE: 18'. A section titled 'Trainer Grade for Previous Week - Fazal Sheena' contains three input fields for 'Consultant Grade', 'Technical Grade', and 'Overall Grade', with 'View Reports' and 'Edit Report' links below them. At the bottom is a banner image of four people in a meeting.

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'. It features a table for 'Trainee Feedback' with columns for action and response. Below the table are sections for 'Assign Grades' for 'Technical Skills' and 'Consultant Skills', each with buttons for grades A, B, C, and D. A 'Submit' button is at the bottom.

Trainee Feedback	
Stop	hello
Start	hi
Continue	yes

Assign Grades

Technical Skills

A B C D

Consultant Skills

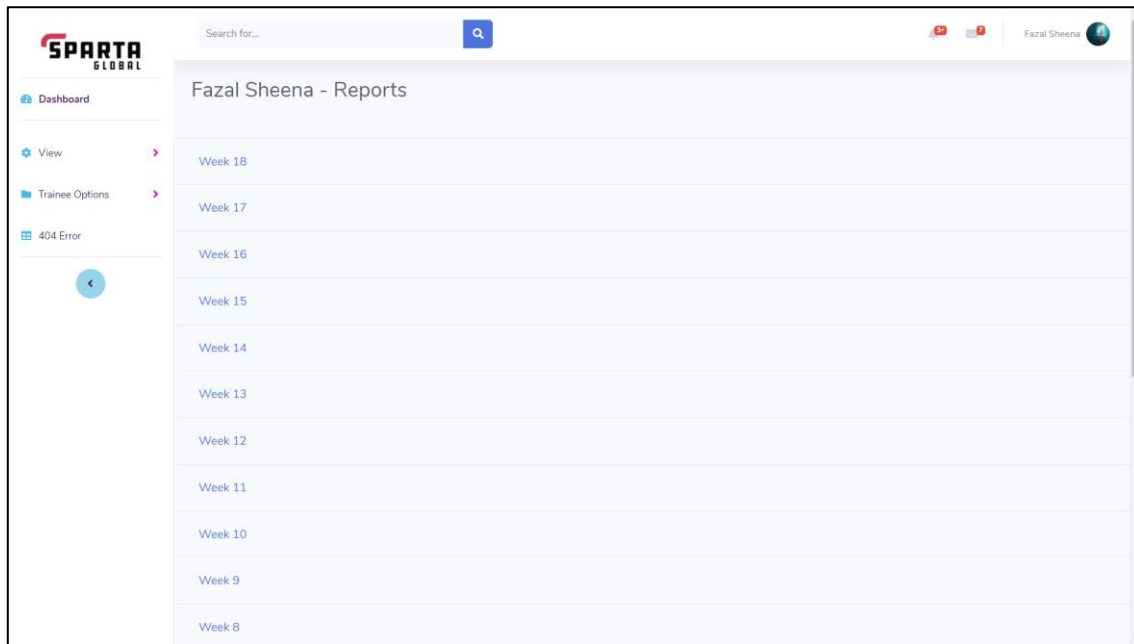
A B C D

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

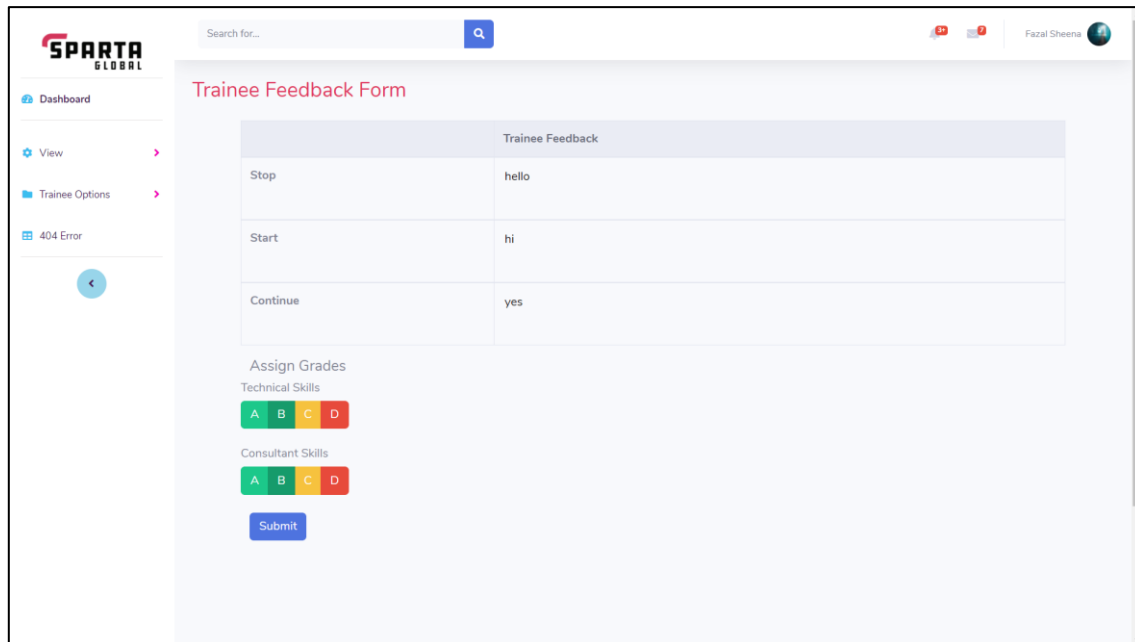
If a trainee wants to view all their weekly reports, from the sidebar, they should select the [Trainee Options](#) menu and then the [Reports](#) option. They will then be led to the screen shown below. Similarly, they can click [View Reports](#) link from their dashboard, which will take them to this page as well.



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.



Trainee Feedback	
Stop	hello
Start	hi
Continue	yes

Assign Grades

Technical Skills

A B C D

Consultant Skills

A B C D

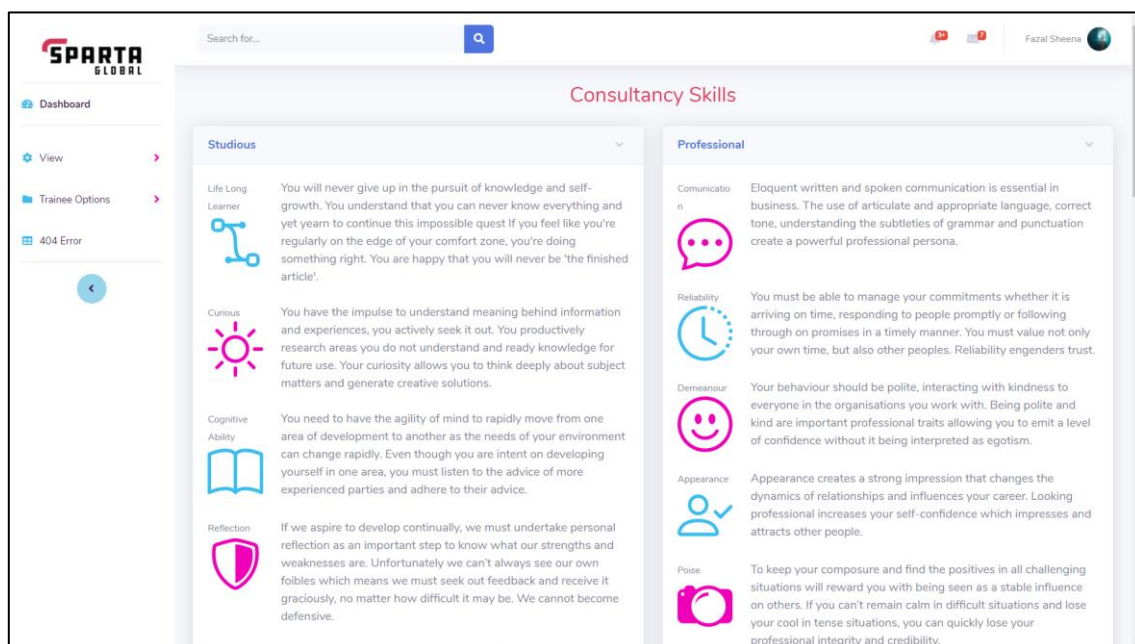
Submit

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.



Consultancy Skills

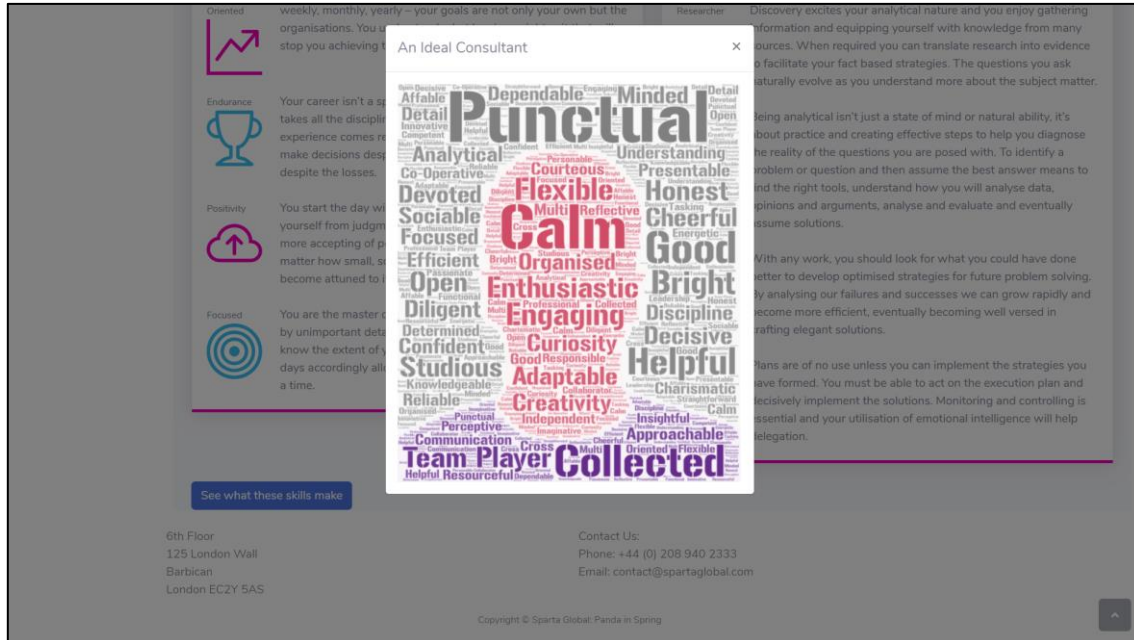
Studious

- 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

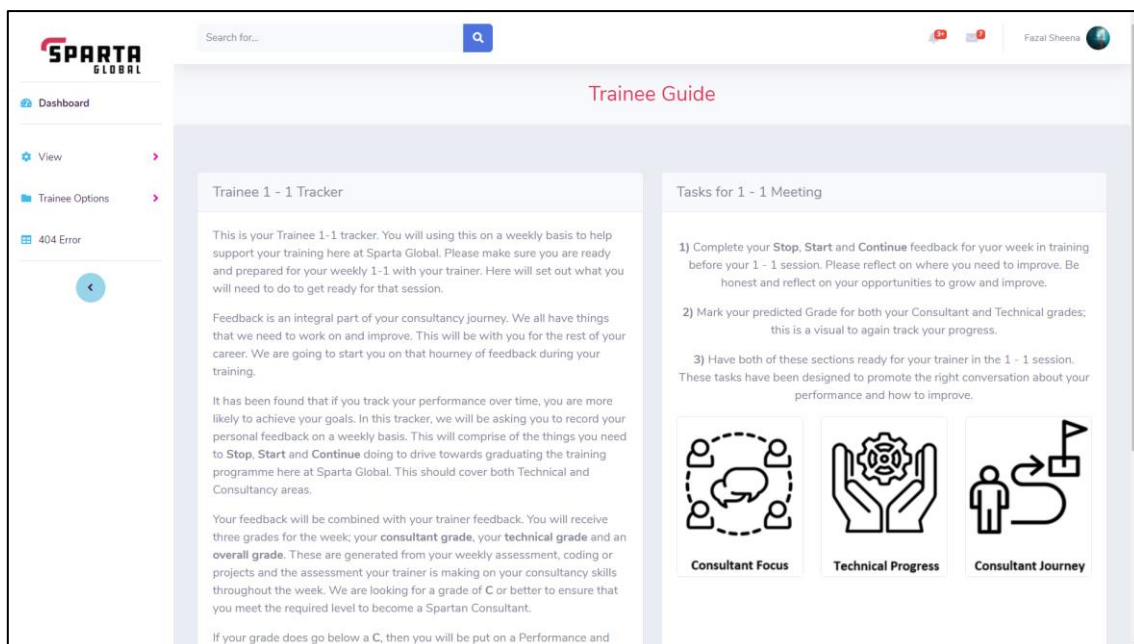
- Communication**: Eloquent written and spoken communication is essential in business. The use of articulate and appropriate language, correct tone, understanding the subtleties of grammar and punctuation create a powerful professional persona.
- Reliability**: You must be able to manage your commitments 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.

On this page, there are six skills listed, which are collapsible for further detail and elaboration. At the bottom of the page is a [See what these skills make](#) button. When pressed, it shows a word cloud that contains numerous characteristics of a good consultant, as shown below. They may refer to the word cloud for direction and ideas on what kind of consultant they wish to be and what traits they may want to possess.



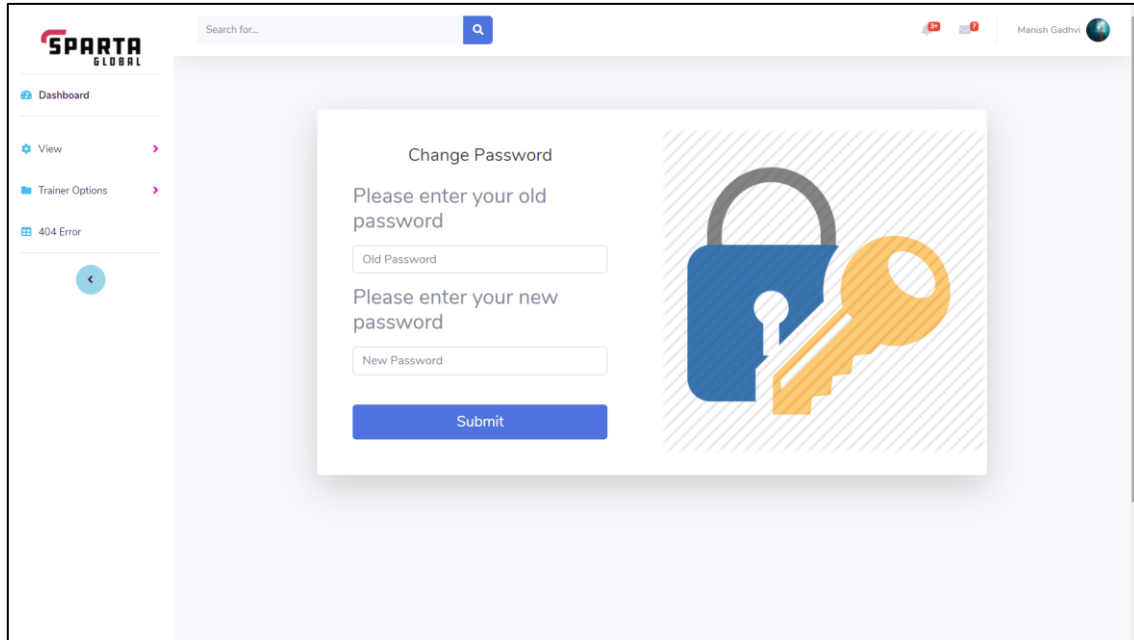
TRAINEES - TRAINEE GUIDE

Trainees may also refer to the Trainee Guide on how to stay on top of their reports and view their progress as trainee consultants. Trainees should be referred to this page when they first use the website so they know what will be expected of them as they use it. To access this page, from the sidebar, trainees should select the [View](#) menu and then the [Trainee Guide](#) option, which will lead to the screen shown below.



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 the SPARTA GLOBAL web application showing the 'Change Password' form. The form is a white card centered on a light blue background. It contains two text input fields: 'Old Password' and 'New Password', each with a placeholder text 'Please enter your old password' and 'Please enter your new password' respectively. Below the 'New Password' field is a blue 'Submit' button. To the right of the form is a graphic of a blue padlock and a yellow key. The left sidebar of the application is visible, showing the SPARTA GLOBAL logo, a search bar, and a list of menu items: 'Dashboard', 'View', 'Trainer Options', and '404 Error'. The top right corner of the application shows a user profile icon and the name 'Manish Gadhi'.

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.