

NTDP Track: CSC

NTDP Core
TRACK SET UP

Set Track Parameters

Set Track NTDP Track K W

Track Status

Save

Cancel

Save validation info here?

Pre-Class Data

- ☒ Date Welcome Email Sent M
- ☒ Attended Orientation Pre work X
- ☒ Completed Pre-Assessment N
- ☐ Completed Pre-Work – Part 1 E
- ☐ Completed PPA - Self Pace N
- ☐ Completed Pre-Work – Part 2 O
- ☒ Completed Pre-Work - Part 3 P
- ☒ Completed Pre-work - Part 4 Q

Post-Class Data

- ☒ Completed Post Assessment/ P
- ☐ Completed NTDP Class? Q
- ☐ Date NTDP Class Completed R
- ☒ Reason Not Completing NTDP S
- ☐ TMS Credit Given T
- ☐ Date Enrolled NTDP Course G
- ☐ Org When Class Completed S
- ☐ Class Comments Z

VILT Week 1

- ☒ Week 1: NTDP VILT Day 1 A
- ☒ Week 1 NTDP VILT Day 2 B
- ☒ Week 1: NTDP VILT Day 3 C
- ☐ Week 1: NTDP VILT Day 4 a

VILT Week 2

- ☒ Week 2: NTDP VILT Day 1 F
- ☒ Week 2: NTDP VILT Day 2 G
- ☒ Week 2: NTDP VILT Day 3 H
- ☐ Week 2: NTDP VILT Day 4 I

VILT Week 3 X

- ☐ Week 3: NTDP VILT Day 1 B
- ☐ Week 3: NTDP VILT Day 2 C
- ☐ Week 3: NTDP VILT Day 3 D
- ☐ Week 3: NTDP VILT Day 4 E

VILT Week 4 Z

- ☐ Week 4: NTDP VILT Day 1 J
- ☐ Week 4: NTDP VILT Day 2 K
- ☐ Week 4: NTDP VILT Day 3 L
- ☐ Week 4: NTDP VILT Day 4 M

Track Set Up
Notes

Track Set Up Notes

NTDP Track Set Up

Pre-Data

Date Welcome Email Sent **M**

Attended Orientation/Pre work **X**

Completed Pre-Assessment **N**

NTDP Class Scheduler

Course Data

Orientation and Pre-Work Start Date: **D**

Pre-Work End Date: **E**

Pre-Test Open: **M**

Pre-Test Close: **N**

VILT Week 1 Start Date: **F**

VILT Week 1 End Date: **G**

Completed Pre-Work Part 1 **E**

Completed PPA - Self Paced

PPA - Self Paced Start Date **N**

PPA - Self Paced End Date

Completed Pre-Work – Part 2

Pre-Work Part 2 Start Date **O**

Pre-Work Part 2 End Date

VILT Week 2 Start Date: **H**

VILT Week 2 End Date: **I**

Completed Pre-Work Part 3

Pre-Work Part 3 Start Date **P**

Pre-Work Part 3 End Date

VILT Week 3 Start Date: **X**

VILT Week 3 End Date:

Completed Pre-Work Part 4

Pre-Work Part 4 Start Date **Q**

Pre-Work Part 4 End Date

VILT Week 4 Start Date: **Z**

VILT Week 4 End Date:

Employee Class Assignment

Pre-Data

Date Welcome Email Sent **M**

Attended Orientation/Pre-Work **X**

Completed Pre-Assessment **N**

Completed Pre-Work – Part 1 **E**

Completed PPA - Self Paced **N**

Completed Pre-Work – Part **O**

Completed Pre-Work - Part **P**

Completed Pre-Work - Part **Q**

VILT Week 1 – Results

Week1: NTDP VILT Day 1 **A**

Week1 NTDP VILT Day 2 **B**

Week1: NTDP VILT Day 3 **C**

Week1: NTDP VILT Day 4 **A**

VILT Week 2 - Results

Week2: NTDP VILT Day 1 **B**

Week2: NTDP VILT Day 2 **C**

Week2: NTDP VILT Day 3 **D**

Week2: NTDP VILT Day 4 **E**

VILT Week 3 - Results

Week 3: NTDP VILT Day 1 **F**

Week 3: NTDP VILT Day 2 **G**

Week 3: NTDP VILT Day 3 **H**

Week 3: NTDP VILT Day 4 **I**

VILT Week 4 - Results

Week 4: NTDP VILT Day 1 **J**

Week 4: NTDP VILT Day 2 **K**

Week 4: NTDP VILT Day 3 **L**

Week 4: NTDP VILT Day 4 **M**

NTDP Track Set Up

Post-Data

NTDP Class Scheduler

Course Data

Employee Class Assignment

Post-Data



Completed Post Assessment/ P

Post-Test/ Open: O

Post-Test/ Close: P

Completed Post Assessment/ P

Completed NTDP? Q

Completed NTDP? Q

Date NTDP Course Completed R

Date NTDP Course Completed R



Reason Not Completing NTDP S

Reason Not Completing NTDP S



TMS Credit Given T

TMS Credit Given T

Date Enrolled NTDP Course G

Date Enrolled NTDP Course G

Org When Course Completed

Org When Course Complet S

Course Comments Z

Course Comments Z

Add NTDP Core – Track Set Up form

Role:

Part 1: Add Track Set Up form

- 1. Add Course Data Entry form = Big outer container
 - 1. Light grey background with Light grey border
- 2. Add Tab Form Header container = If active = light green spans top of form
 - 1. Bold Black font, left justify
 - 2. Label = NTDP Track: **Display Track**

Part 2: Add Form Label

- 1. Add Form Label -- Above the container
 - 1. Dark Green background, Bold white text
 - 2. Label =
 - 1. **Top row = NTDP Core**
 - 2. **Row 2 = Track Set Up (small caps)**

Part 3: Add container – Track Status

- 1. Add top container = White background with thin light grey border
 - 1. Add container header
 - 1. Light green w/thin light grey border
 - 2. Black bold text = **Set Track Parameters**
 - 2. Same field = NTDP Track **(required)**
 - 1. **Db = InstructorTrack**
 - 3. NEW field = Track Status **(required)**
 - 1. Draft
 - 2. Active
 - 3. Inactive
 - 4. Add button = Save
 - 1. Save all items in the form
 - 5. Add Button = Cancel
 - 1. No items are saved
 - 6. Add save validation

NTDP Track: CSC

NTDP Core
TRACK SET UP

Set Track Parameters

Set Track NTDP Track: **K W**

Track Status

Save Cancel

Save validation info here?

Add NTDP Core – Track Set Up form

Role:

The Track Set Up form allows the user to configure the fields to display in a Track. By setting the toggle to yes, that specific toggle will display specific fields in both the Class Scheduler and the Employee Assignment forms.

Part 1: Add container – Pre-Class Data

- 1. Add top container = White background with thin light grey border
 - 1. Add container header
 - 1. Light green w/thin light grey border
 - 2. Black bold text = **Set Pre-Class Data**
 - 2. Add toggle = existing field = Date Welcome Email Sent
 - 3. Add toggle = existing field = Attended Orientation Pre work
 - 4. Add toggle = existing field = Completed Pre-Assessment
 - 5. Add toggle = existing field = Completed Pre-Work – Part 1
 - 6. Add toggle = NEW field = Completed PPA - Self Paced
 - 7. Add toggle = NEW field = Completed Pre-Work – Part 2
 - 8. Add toggle = NEW field = Completed Pre-Work - Part 3
 - 9. Add toggle = NEW field = Completed Pre-Work - Part 4

Part 2: Add container – Track Set Up Notes

- 1. Add top container = White background with thin light grey border
 - 1. Add container header
 - 1. Light green w/thin light grey border
 - 2. Black bold text = **Track Set Up Notes**
 - 2. New field = 300 characters

What is required when?

The screenshot displays the 'NTDP Track: CSC' setup interface. A central panel titled 'Pre-Class Data' contains a list of toggle switches and their corresponding field names. The toggles are either green (on) or red (off). The fields are: 'Date Welcome Email Sent' (M), 'Attended Orientation Pre work' (X), 'Completed Pre-Assessment' (N), 'Completed Pre-Work – Part 1' (E), 'Completed PPA - Self Paced' (N), 'Completed Pre-Work – Part 2' (O), 'Completed Pre-Work - Part 3' (P), and 'Completed Pre-work - Part 4' (Q). Below this panel, there are two tabs: 'Track Set Up Notes' (active) and 'Track Set Up Notes' (inactive). The background of the form is light yellow, and the top bar is light blue.

Add NTDP Core – Track Set Up form

Role:

The Track Set Up form allows the user to configure the fields to display in a Track. By setting the toggle to yes, that specific toggle will display specific fields in both the Class Scheduler and the Employee Assignment forms.

Part 1: Add container – Post-Class Data

1. Add top container = White background with thin light grey border
 1. Add container header
 1. Light green w/thin light grey border
 2. Black bold text = **Set Post-Class Data**
 2. Add toggle = existing field = Completed Post Assessment/EOC
 3. Add toggle = existing field = Completed NTDP Class?
 4. Add toggle = existing field = Date NTDP Class Completed
 5. Add toggle = existing field = Reason Not Completing NTDP
 6. Add toggle = existing field = TMS Credit Given
 7. Add toggle = existing field = Date Enrolled NTDP Course
 8. Add toggle = NEW field = Org When Class Completed
 9. Add toggle = existing field = Class Comments

The screenshot shows a software interface with a central panel titled "Post-Class Data". The panel has a light green header bar with the title. Below the header, there are several toggle switches and text input fields, each with a small circular icon to its right. The toggles are: "Completed Post Assessment/EOC" (green), "Completed NTDP?" (blue), "Date NTDP Class Completed" (blue), "Reason Not Completing NTDP" (green), and "TMS Credit Given" (red). The text input fields are: "Date Enrolled NTDP Course" (blue), "Org When Class Completed" (orange), and "Class Comments" (blue). The background of the interface is a light yellow color.

Add NTDP Core – Track Set Up form

Role:

The Track Set Up form allows the user to configure the fields to display in a Track. By setting the toggle to yes, that specific toggle will display specific fields in both the Class Scheduler and the Employee Assignment forms.

Part 1: Add container – VILT Week 1

- 1. Add top container = White background with thin light grey border
 - 1. Add container header
 - 1. Light green w/thin light grey border
 - 2. Black bold text = **VILT Week 1**
 - 2. Add toggle = existing field = Week 1: NTDP VILT Day 1
 - 3. Add toggle = existing field = Week 1 NTDP VILT Day 2
 - 4. Add toggle = existing field = Week 1: NTDP VILT Day 3
 - 5. Add toggle = NEW field = Week 1: NTDP VILT Day 4

Part 3: Add container – VILT Week 3

- 1. Add top container = White background with thin light grey border
 - 1. Add container header
 - 1. Light green w/thin light grey border
 - 2. Black bold text = **VILT Week 3**
 - 2. Add toggle = NEW field = Week 3: NTDP VILT Day 1
 - 3. Add toggle = NEW field = Week 3: NTDP VILT Day 2
 - 4. Add toggle = NEW field = Week 3: NTDP VILT Day 3
 - 5. Add toggle = NEW field = Week 3: NTDP VILT Day 4

The screenshot displays a user interface for configuring VILT (Virtual Instructor-Led Training) weeks. It features two main sections: 'VILT Week 1' and 'VILT Week 3'. Each section has a header bar with a toggle switch and a title. Below the header, there are four rows, each representing a day of the week. Each row contains a toggle switch, a text label, and a dropdown menu. The 'VILT Week 1' section has a green header bar and all toggles are turned on. The 'VILT Week 3' section has a green header bar and all toggles are turned off. The dropdown menus show different options for each day.

Week	Day	Toggle	Text	Dropdown
VILT Week 1	Week 1: NTDP VILT Day 1	On	Week 1: NTDP VILT Day 1	A
	Week 1 NTDP VILT Day 2	On	Week 1 NTDP VILT Day 2	B
	Week 1: NTDP VILT Day 3	On	Week 1: NTDP VILT Day 3	C
	Week 1: NTDP VILT Day 4	On	Week 1: NTDP VILT Day 4	a
VILT Week 3	Week 3: NTDP VILT Day 1	Off	Week 3: NTDP VILT Day 1	B
	Week 3: NTDP VILT Day 2	Off	Week 3: NTDP VILT Day 2	C
	Week 3: NTDP VILT Day 3	Off	Week 3: NTDP VILT Day 3	D
	Week 3: NTDP VILT Day 4	Off	Week 3: NTDP VILT Day 4	E

Add NTDP Core – Track Set Up form

Role:

The Track Set Up form allows the user to configure the fields to display in a Track. By setting the toggle to yes, that specific toggle will display specific fields in both the Class Scheduler and the Employee Assignment forms.

Part 1: Add container – VILT Week 2

- 1. Add top container = White background with thin light grey border
 - 1. Add container header
 - 1. Light green w/thin light grey border
 - 2. Black bold text = **VILT Week 2**
 - 2. Add toggle = NEW field = Week 2: NTDP VILT Day 1
 - 3. Add toggle = NEW field = Week 2 NTDP VILT Day 2
 - 4. Add toggle = NEW field = Week 2: NTDP VILT Day 3
 - 5. Add toggle = NEW field = Week 2: NTDP VILT Day 4

Part 3: Add container – VILT Week 4

- 1. Add top container = White background with thin light grey border
 - 1. Add container header
 - 1. Light green w/thin light grey border
 - 2. Black bold text = **VILT Week 4**
 - 2. Add toggle = NEW field = Week 4: NTDP VILT Day 1
 - 3. Add toggle = NEW field = Week 4: NTDP VILT Day 2
 - 4. Add toggle = NEW field = Week 4: NTDP VILT Day 3
 - 5. Add toggle = NEW field = Week 4: NTDP VILT Day 4

The screenshot displays a user interface for configuring VILT (Virtual Instructor-Led Training) weeks. It features two main sections: 'VILT Week 2' and 'VILT Week 4'. Each section has a header bar with a toggle switch and a title. Below the header, there are five rows, each representing a VILT day. Each row contains a toggle switch, a text label indicating the day and week, and a dropdown menu showing the day of the week. The 'VILT Week 2' section has all five days toggled on (green), while the 'VILT Week 4' section has all five days toggled off (red). The days of the week shown in the dropdowns are F, G, H, I for Week 2 and Z, J, K, L, M for Week 4.

Week	Day	Toggle	Day of Week
VILT Week 2	Week 2: NTDP VILT Day 1	On	F
	Week 2: NTDP VILT Day 2	On	G
	Week 2: NTDP VILT Day 3	On	H
	Week 2: NTDP VILT Day 4	On	I
	Week 2: NTDP VILT Day 5	On	
VILT Week 4	Week 4: NTDP VILT Day 1	Off	Z
	Week 4: NTDP VILT Day 2	Off	J
	Week 4: NTDP VILT Day 3	Off	K
	Week 4: NTDP VILT Day 4	Off	L
	Week 4: NTDP VILT Day 5	Off	M