Training Video Outline

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RAC System

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2018

# Summary

The purpose of this document is to outline the training that will be done in the videos for the RAC system. It will contain sections on the content that the training video will contain, the format that the training video will take, the learning styles that the videos will target, as well as the handouts that trainees will receive when being instructed how to use the system.

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# Content

## What is the RAC system?

* What is the RAC process in the college?
* What is the RAC system?

## Starting with RAC – Registration and Login

* Description of the fields on the form
  + Indicate mandatory fields in the form
* Explain the rules for a password
* Explain how to pick a program for the RAC request.
* Confirming your password via email
* Logging in to the system

## Completing your Self-Evaluation

* Reason to complete the self-evaluation
* Three different options in the form
* Expanding on your experience
* Program specific vs General Education
* Uploading files
  + File size limits
  + File extension restrictions
* Saving your self-evaluation
* Submitting your self-evaluations

## Managing your Account

* Editing your personal information (entered at time of registration)
* Changing your password
* Changing programs
* Deleting your account

## Password Recovery

* Where to find it
* How to fill it out
* Confirming the email
* Picking a new password

## Creating a New Program

* Purpose of workflow
* Importing from Clara
* General Education Code
* Selecting Program Profile
* Configuring program’s competencies
* Configuring program’s courses

## Viewing Candidates

* Listing all candidates
* Sorting list of candidates
* Viewing candidate details
* Viewing candidate self-evaluation

# Format

## Introduction

The introduction to the system will be done through slides explaining the RAC process and the purpose of the RAC system. The basic navigation sections of the site will also be captured in these slides, explaining how the site is laid out.

## RAC System

Demonstration of the actual RAC system will be done in one of two different ways – either by walking through with screen captures from the system, or by having a video walkthrough of how to use everything in the system. The video will contain in depth explanations of everything that it’s doing, with subtitles included to make it easy for people to pause and follow along. Everything being shown on a page will be explained in depth – explaining what the purpose of each page is, how it fits into the workflow, and a what everything they’re seeing on the page is. This includes fields indicating mandatory or optional, what the field means, and sample data for the field.

# Learning Style

## Auditory Learners

For people who are auditory learners, there will be voice overs explaining everything that’s going on throughout the course of the video. The audio will in depth explain everything that the driver is doing at every point in the video.

## Experiential Learners

For people who are experiential learners, they will be able to follow along with the video as a tutorial on how to use the system. All workflows of the system are going to be explained in depth, so it will give experiential learners a chance to practice using the system.

## Visual Learners

For For visual learners, they will be able to watch someone go through the system and perform every action that they will need to perform as well. This helps them emulate what the driver did so that they know how to do everything as well.

# Handouts

The handouts that will be included in the presentation of the system will be the user documentation as well as the system overview. The user documentation provides screen captures and explanations of various workflows that will complement the training video and the system overview has a brief explanation of everything as well, so it can be used as a quick reference.