

E. Other Things to Note

- a.** Workstations shall be maintained in a clean and orderly manner. Monitors should wipe down cubicle desk, key board, mouse, and headsets are to be wiped down with alcohol solution or sanitizer wipes after each use. **Monitor Screens should be wiped with water or pledge wipes ONLY.** Defective headsets should be replaced as needed.
- b.** Make a note of all computer problems. Create a help desk ticket to notify the technical dept of all computer issues.
- c.** Never log a trainee out of a program if a blue screen or any type of error message appears on the monitor during or at the very end of the trainees program. This enables the database to record the test score. Always confirm that the score has been recorded by calling the technical department before logging the trainee off the blue screen.
- d.** Trainees that have attended the basic plus classroom version and have not successfully been Pic- viewed by the instructor will have an error message that will appear in course launcher. Always allow the instructor to check the trainee out.
- e.** For identification purposes trainees that are allowed to take breaks in between programs must be kept on the course launcher profile screen

Triple “S” craft evaluations are also available at I.S.T.C. for Triple “S” employees only. Below is a list of what’s available and the codes. Let the student know that once they select an answer they cannot change it.

<u>Craft</u>	<u>Code</u>		
TS Carpenter	TSCARP	TS Ironworker	TSIRON
TS Crane Operator	TSCRAN	TS Forklift Operator	TSFORK
TS Back Hoe Operator	TSBACK	TS Millwright	TSMILL
TS Cement Worker	TSCEME	TS Craft Helper	TSCRAF
TS Boilermaker	TSBOIL	TS Insulator	TSINSU
TS Pipe Fitter	TSPIPE	TS Tank Builder	TSTANK

If a student has one of the 3 following codes, you will need to provide him/her with the appropriate worksheet to complete the course.

<u>Code</u>	<u>Worksheet</u>
TSCRAN	Crane Operator Worksheets A & B
TSCARP	Carpenter Worksheet A
TSIRON	Ironworker Worksheet A

The students will use these worksheets to complete certain test questions on these craft evaluations. No other disciplines listed above require a worksheet. Upon completion of any Triple “S” craft evaluations, Primus will not show a grade for this program. Employees are to pass the training once the trainee has completed the test. Results of the test will go straight to Triple S. (***THESE ARE NOT PASS/FAIL COURSES***). No badges or certificates will be issued for these craft evaluations.