



Welcome to the Labtech Academy Student User Guide. It is designed to show you how to register and log on to the TVET LMS System and how to access the courses that you are enrolled in. The guide is in two (2) parts, the first part is about how to register and log in to the TVET LMS System and the second part is about using the TVET LMS System once you are logged in.

**LABTECH ACADEMY IS SUPPORTED ON ANY MODERN WEB BROWSER. FOR BEST PERFORMANCE WITH LANGUAGE TRANSLATION FUNCTIONALITY, WE RECOMMEND THE MICROSOFT EDGE WEB BROWSER ON DESKTOPS AND LAPTOPS, AND FOR TABLETS AND SMARTPHONES, WE RECOMMEND GOOGLE CHROME.**

**IF USING A TABLET OR SMARTPHONE WE RECOMMEND USING IN LANDSCAPE MODE. ENJOY YOUR LEARNING EXPERIENCE!**

## Part 1: How to Register and Login to the TVET LMS System

- (a) Firstly you need to go to the site at: <https://labtech-academy.com/> and you will see a screen that looks like the one below:

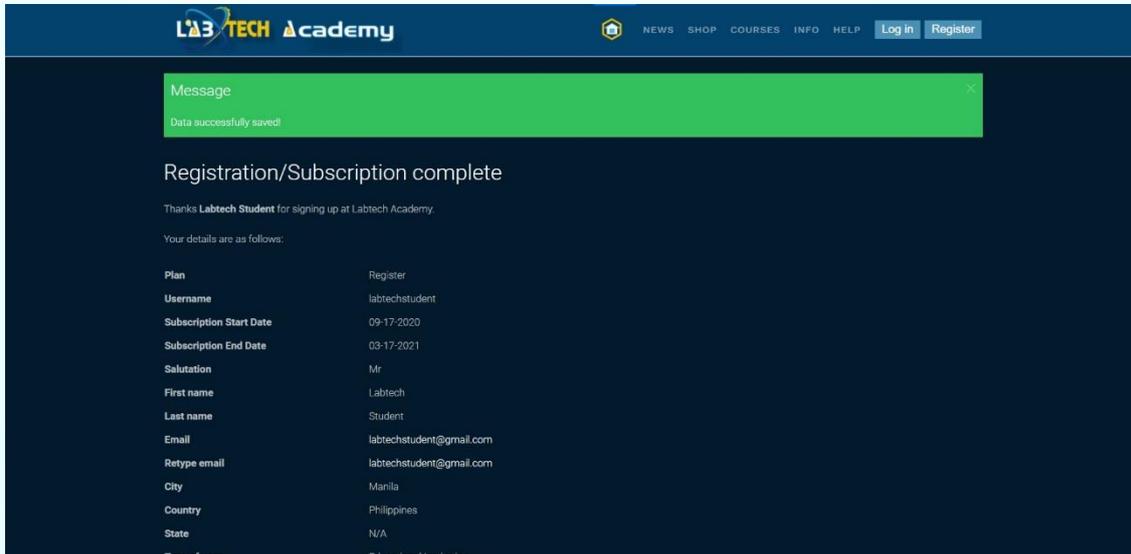


This is your site home screen, it provides access to the TVET LMS System, and you're online course. At the top right corner of the screen you will see a **"Register"** button.

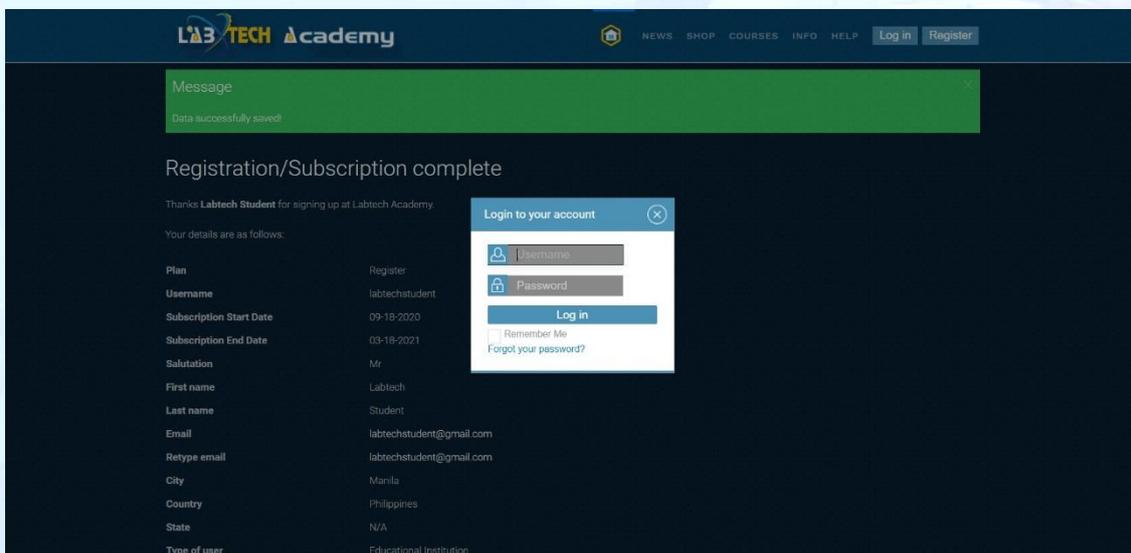
- (b) Click on the **"Register"** button and the next screen will look like the one below:

Enter your details and note that everything with a red \* means it is mandatory that you complete please .... and then click the “**Privacy Policy**” tick box and the “**I’m not a Robot**” tick box so you can then click “**PROCEED WITH SIGNUP**” button. Now you will be directed to a screen that looks like the one below:

**Note: You will also receive an email confirming your registration details.**

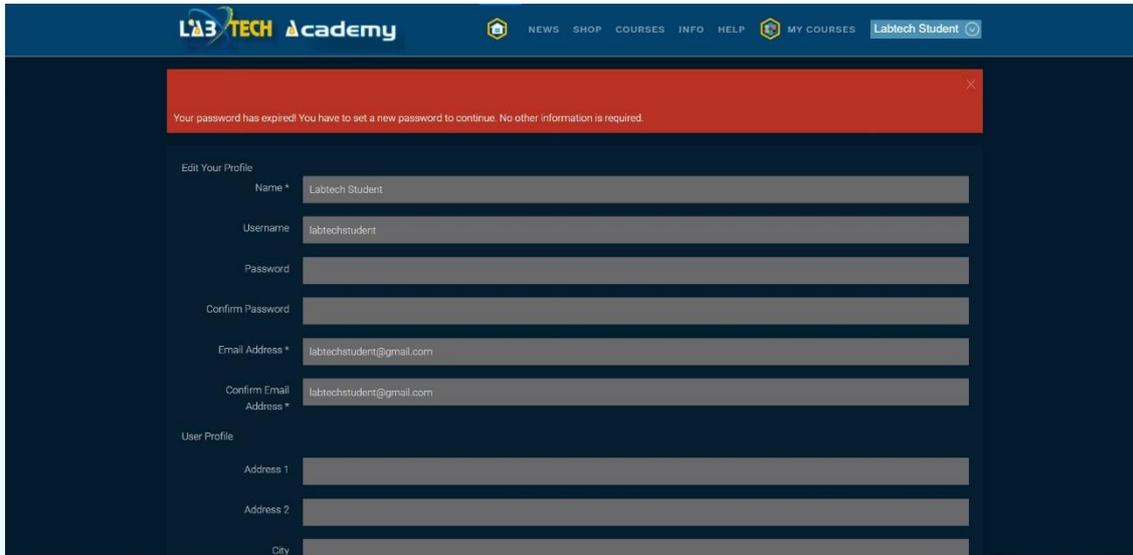


(c) Now you are ready to “**Login**” by clicking on “**Login**” top right of screen as shown below:

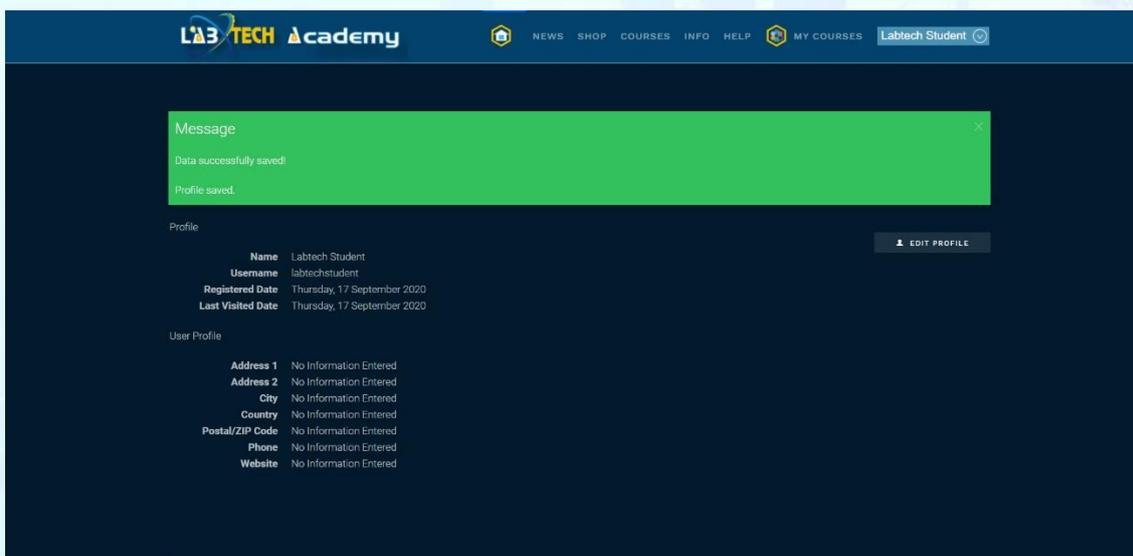


(d) After Logging in for the 1<sup>st</sup> time you will be see a screen like below requesting you to change your password again. This is for security reasons. You only need to enter a new Password and Confirm the Password. No Need to complete any other information. Then click on the “**SUBMIT**” button at the bottom.

**Note: Please remember your new password.**



(e) After you hit the **“SUBMIT”** button you will then see a screen like below. Even though you can see the **“MY COURSES”** button at the top there is nothing in there yet as you are not enrolled on any courses. You will need to go to the click on the **“SHOP”** button next which is also up top and enrol on a course.



(f) After you select what course you want to enrol on in the **“SHOP”** you will see a screen like below. It will remember your details from registration so you only need to go to the bottom and click the **“Privacy Policy”** tick box and the **“PROCEED WITH SIGN-UP”** button.

**Note: You will also receive an email confirming your subscription details**

COVID Support: Electrical BASICS

Complete/Update your profile information (if required) then click on the relevant boxes at bottom before clicking on the "PROCEED WITH SIGN-UP" button.

Salutation \*  Mr  
 Mrs  
 Ms  
 Dr  
 Prof

First name \* Labtech

Last name \* Student

Email \* labtechstudent@gmail.com

Retype email \* labtechstudent@gmail.com

City \* Manila

Country \* Philippines

State \* Not available

Type of user \*  Educational Institution  
 Commercial Organization

(g) Subscription Complete Screen will then appear like below.

Message  
Data successfully saved!

Registration/Subscription complete

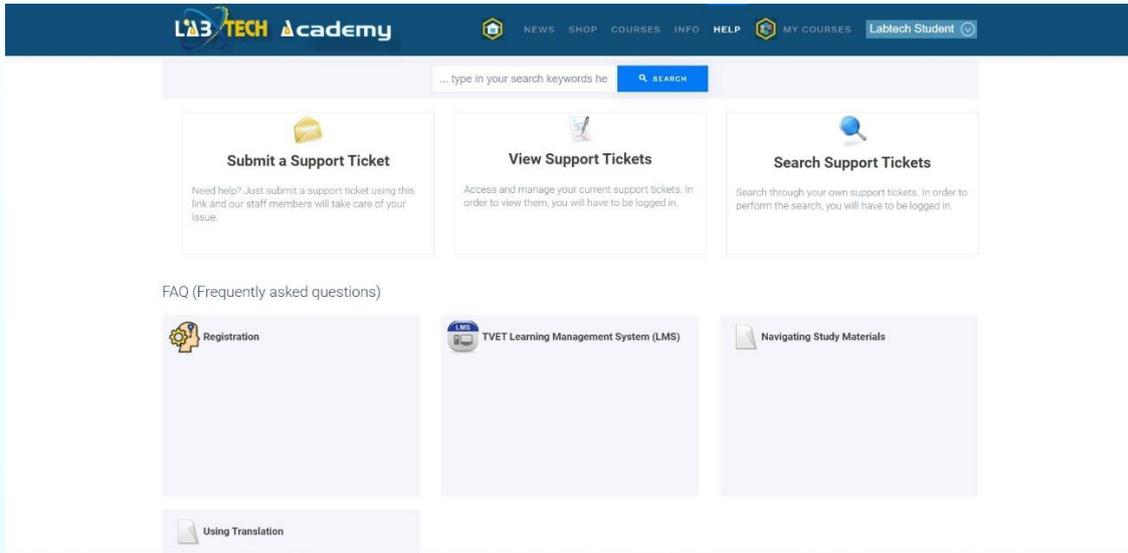
Thanks Labtech Student for signing up at Labtech Academy.

Your details are as follows:

Plan	COVID Support: Electrical BASICS
Username	labtechstudent
Subscription Start Date	09-18-2020
Subscription End Date	10-18-2020
Salutation	Mr
First name	Labtech
Last name	Student
Email	labtechstudent@gmail.com
Retype email	labtechstudent@gmail.com
City	Manila
Country	Philippines
State	N/A
Type of user	Educational Institution

(h) Now if you look at the top right hand part of the screen you will see your user ID and to the left of it you will see a **"MY COURSES"** button. Clicking on this button you can view the courses you are enrolled in.

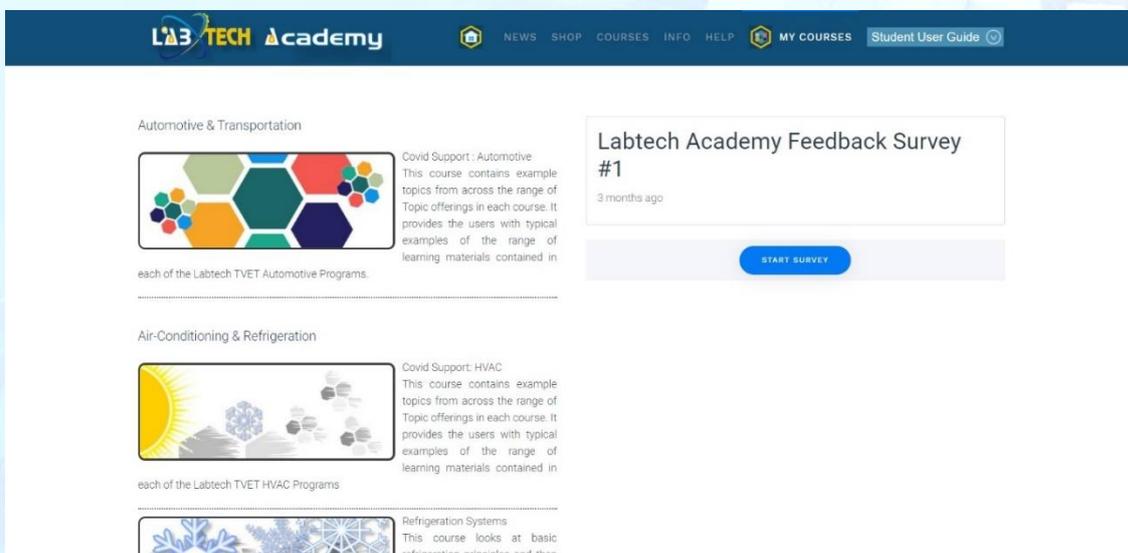
**IMPORTANT NOTE:** If for any reason this does not work or you do not understand the process you can click on the word **"HELP"** which is on the left next to the **"MY COURSES"** button. This will then allow another screen to open like the one below which is for support:



This screen then lets you choose the support that you need and you can simply follow the prompts and fill in the required details in the online forms. Once this has been submitted you will get a confirmation from Labtech and someone will assist you with your enquiry.

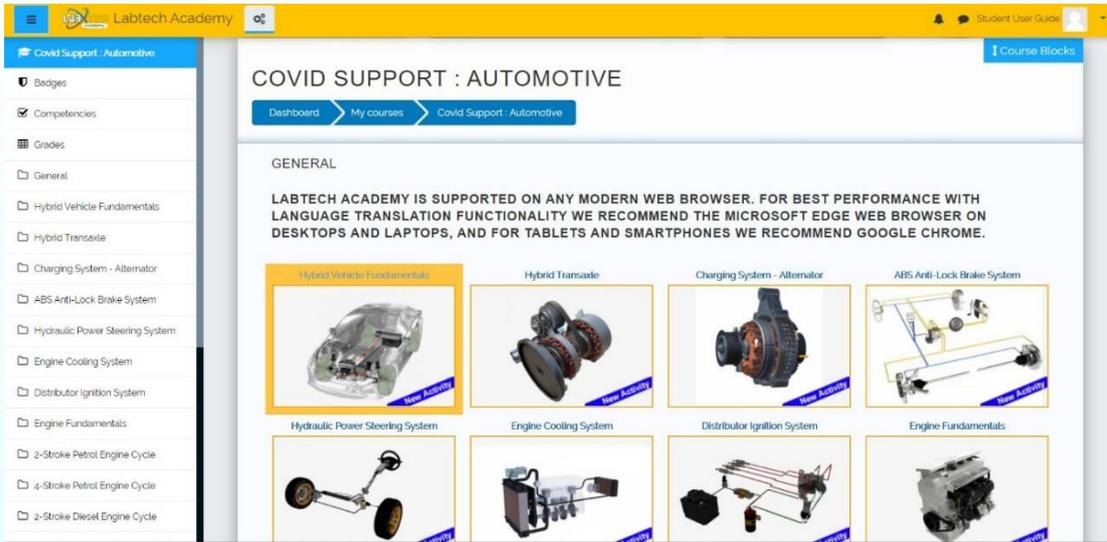
## Part 2: Using the TVET LMS System

Once you have logged into the TVET LMS System and after completing section Part 1 of this User Guide you will see a screen that looks like the one below:

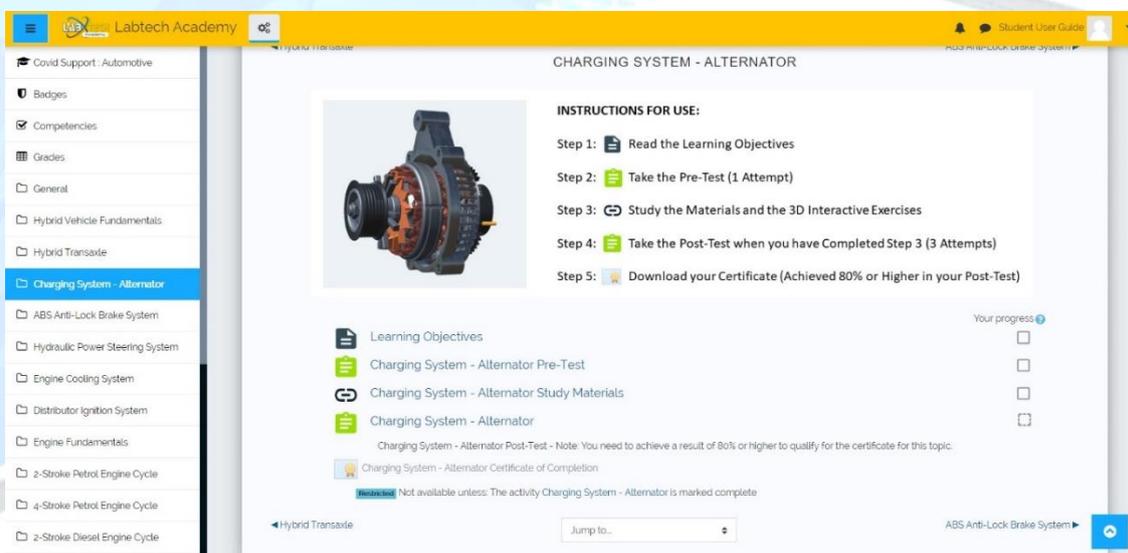
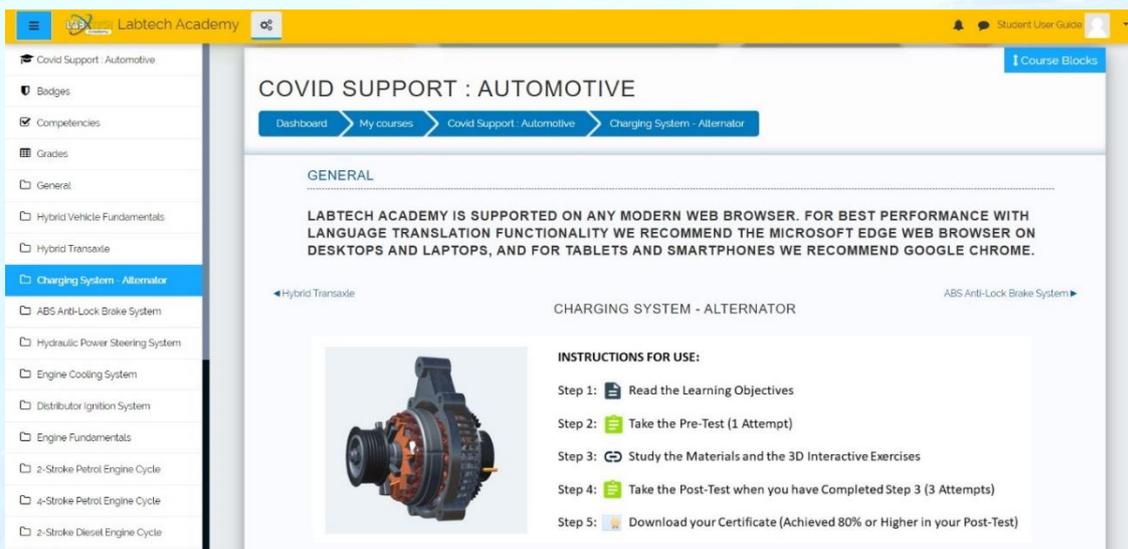


This screen displays the courses that you are enrolled in and you can enter each of the courses by clicking on the course icons on the left of the short course descriptions. You will also note we have a Feedback Survey on the right of the image above. We would very much appreciate if you can complete after you have used this site a few times. It only takes 2 minutes to complete.

Next by clicking on the top course, which is COVID SUPPORT: AUTOMOTIVE, it will take you to a screen like the one below:



On this screen, you can see the different topics that make up the course being studied. The topics that **“are active”** have an image shown in them. By clicking on an active icon, you will be taken to the learning materials area of the system for that particular topic as indicated in the images below:



Clicking on each of the icons as show in the instructions on the screen will take you to different elements of the topic. As per images below

## Learning Objectives

The screenshot shows the 'Learning Objectives' page for 'COVID SUPPORT : AUTOMOTIVE'. The breadcrumb trail is: Dashboard > My courses > Covid Support - Automotive > Charging System - Alternator > Learning Objectives. The page title is 'LEARNING OBJECTIVES'. Below the title, it states 'THE OBJECTIVES FOR THIS TOPIC ARE:' followed by a numbered list:

1. INTRODUCTION
  - THEORY OF OPERATION
2. ALTERNATING CURRENT
3. ALTERNATOR COMPONENTS
  - ROTOR
  - STATOR
  - ALTERNATOR END FRAMES
  - SLIP RING & BRUSH ASSEMBLY
  - RECTIFIER ASSEMBLY
  - ALTERNATOR COOLING FAN
4. ROTOR CIRCUIT

At the bottom, it says 'Last modified: Friday, 20 May 2020, 6:04 AM'.

## Pre-Test (1 Attempt)

The screenshot shows the 'Pre-Test' page for 'CHARGING SYSTEM - ALTERNATOR'. The breadcrumb trail is: Dashboard > My courses > Covid Support - Automotive > Charging System - Alternator > Charging System - Alternator Pre-Test. The page title is 'CHARGING SYSTEM - ALTERNATOR PRE-TEST'. Below the title, it says 'Attempts allowed: 1' and there is a button labeled 'Attempt quiz now'.

## Pre Test (1 Attempt)

The screenshot shows the 'Pre-Test' page with two questions. The breadcrumb trail is: Dashboard > My courses > Covid Support - Automotive > Charging System - Alternator > Charging System - Alternator Pre-Test. The page title is 'COVID SUPPORT : AUTOMOTIVE'.

**QUESTION 1**  
Not yet answered  
Marked out of 1.00  
Flag question

The charging system consists of each of these, except:

Select one:

- a. Battery
- b. Regulator
- c. Alternator
- d. Starting Motor

**QUESTION 2**  
Not yet answered  
Marked out of 1.00  
Flag question

The rotor winding assembly rotates inside the stator winding. The rotor generates ..

Select one:

- a. A magnetic field
- b. Current field
- c. Both of the above
- d. None of the above

**QUIZ NAVIGATION**

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20				

Finish attempt ...

## Study Materials

### Post Test (3 Attempts)

Note: If you score 80% or higher you will receive a Certificate of Completion)

August 16, 2020

**LAB TECH**  
Knowledge Engineering  
www.labtech.org  
ISO 9001, ISO 14001, OHSAS 18001

## CERTIFICATE of COMPLETION

The Labtech Academy hereby Certifies

### Labtech Student

has completed the Online Training Topic

### Charging System - Alternator

***This topic requires a nominal Study Time of 5 hours and a Grade Pass of at least 80%***

The Labtech Academy is operated by Labtech International Ltd, the International Technical Education Company. Labtech designs, manufactures and supplies Technical and Vocational Education (TVET) Systems worldwide.

Labtech Training systems and courses are used in over 80 countries. Its content, benchmarked to curricula across the globe, is developed to the highest standards.

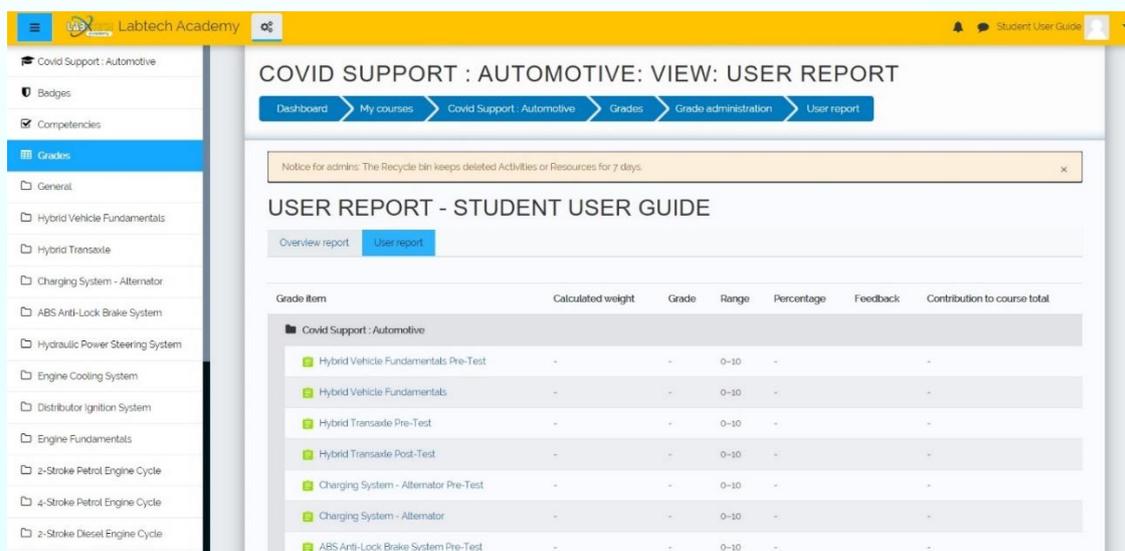
We wish to thank for your participation and support and feel certain that the knowledge and experience obtained from this online program will be useful and beneficial to both you and your institution.

*Bradley Ker*  
Mr. Bradley Ker  
Digital Programs Executive

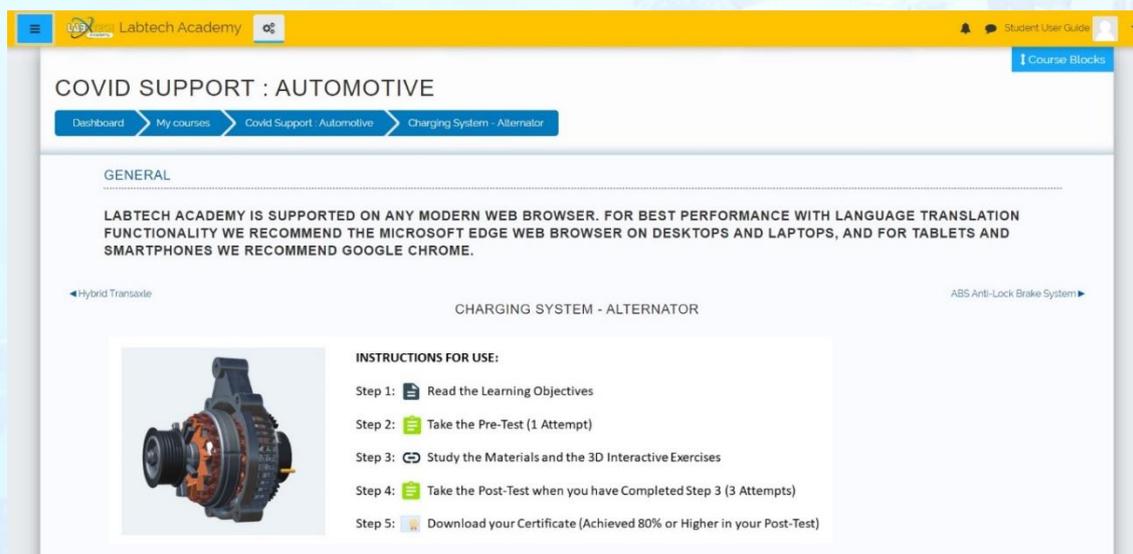
www.labtech.org  
www.labtech-academy.com

This program has been provided by the Labtech Academy as part of its COVID 19 Support Initiative.

You will also see a menu on the left of the screen that allows you to access other information like your course grades for each topic. For instance if you look at your grades by clicking on the word “**Grades**” you will see a screen like the one below:



This screen shows you a detailed report on your progress in the topic. This menu screen can be hidden by clicking on the **BLUE** Icon in the top left hand corner to make the course screen bigger so that you can see the course information easier if needed (like in the screen below):



Keep this information handy as you progress through the course as you can use it as a reference if you forget how to do something. Have fun with the learning process, we hope that you will truly enjoy your learning experience with us!

**For Further Instructions refer to the “How to use the Virtual TVET Digital Content User Guide”**