



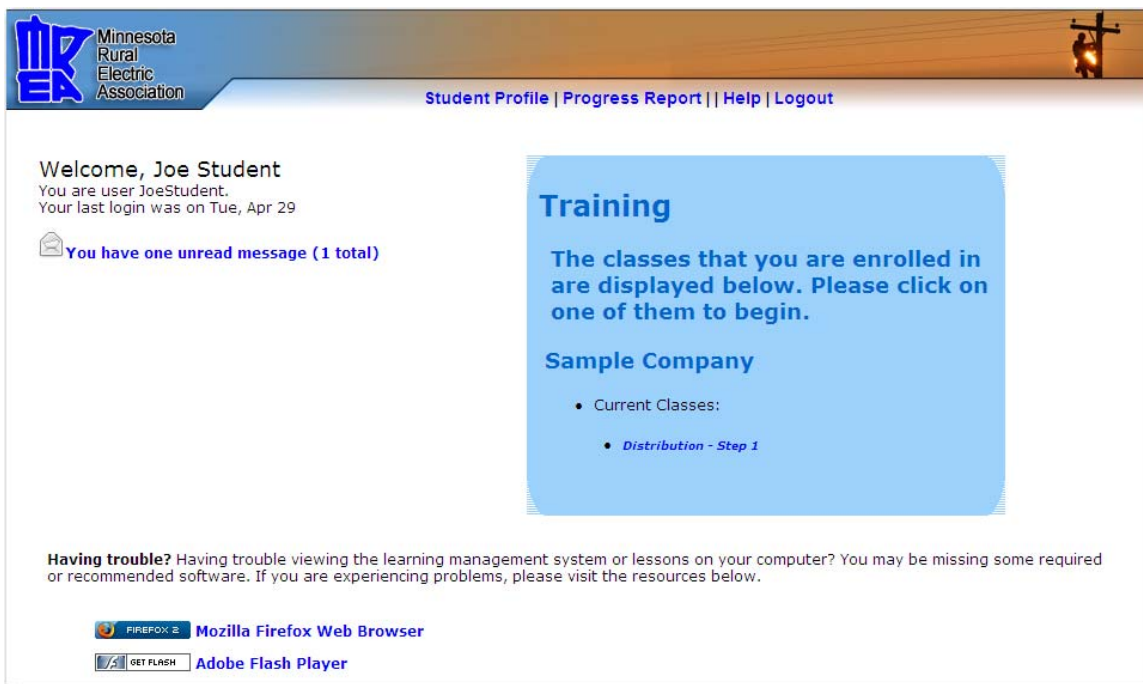
The cover features a central yellow rectangular area with the text 'CDL ONLINE TRAINING' in bold black font. This yellow area is flanked by a blue horizontal bar at the top and an orange horizontal bar at the bottom. Below the main title area, there is a thin black horizontal line. At the bottom of the cover, there is a smaller version of the blue, yellow, and orange horizontal bars, with the text 'Student Guide' in bold black font centered within the yellow bar.

CDL ONLINE TRAINING

Student Guide

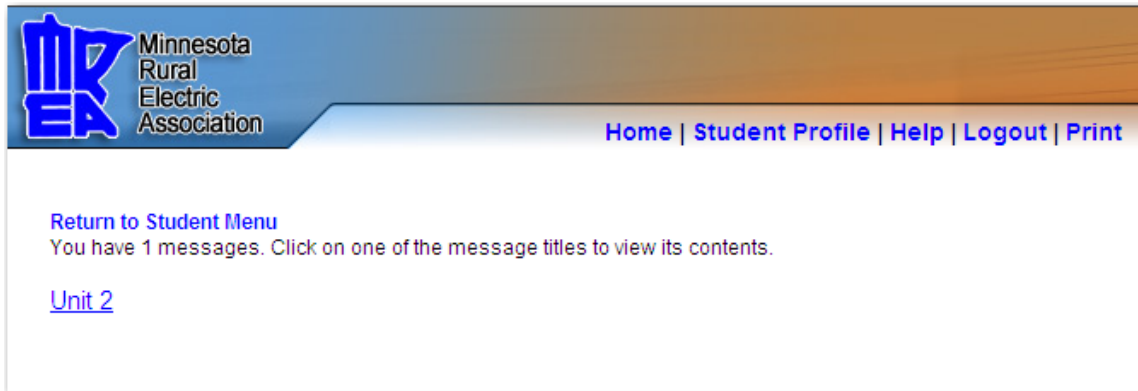


To access the CDL Online Training Program you will need to login using the Username and Password provided to you by your Line Superintendent.

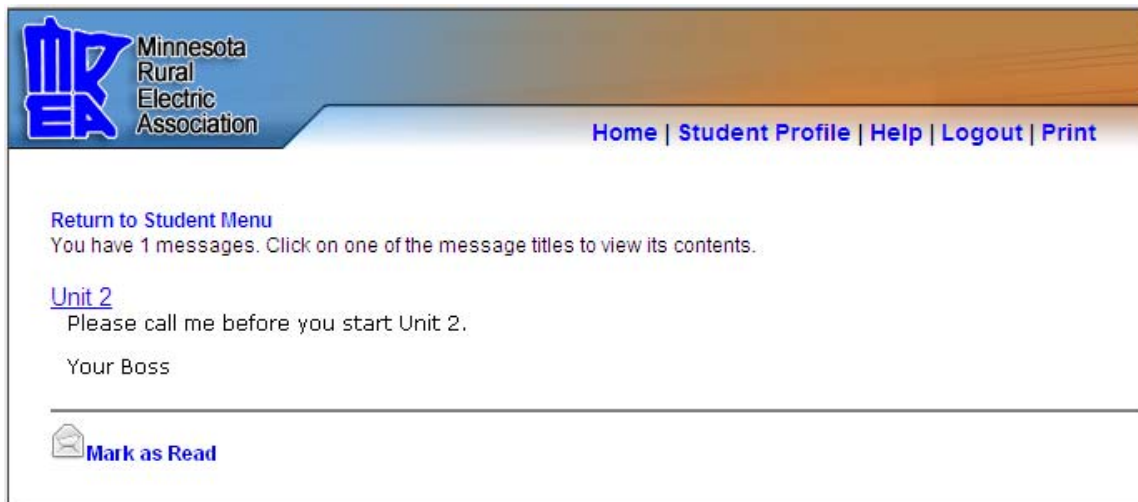


The welcome page will be brought up. On this page the student's name will be displayed as well as the last date the student logged into the system. Also, the courses that the student has been enrolled in will be listed in the blue box.

Click on the course title/link to proceed to the course map page, or click on the message link to access the message page.



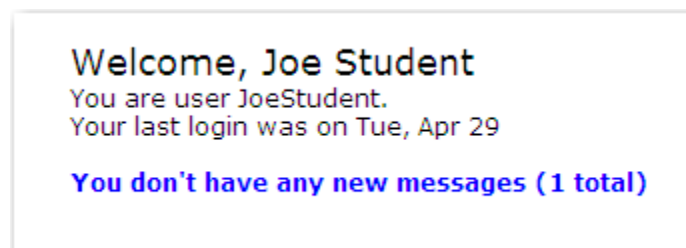
Click on the message title to access/view the message.



The message center will be brought up for viewing.

To print a copy of message, click on the “**Print**” link displayed at the top of the page.

To mark the message as read, click on the “**Mark as Read**” link and the message on the welcome page will be updated as such (shown below).



Even though there are no new messages, the student will still be able to access the read message(s) by clicking on the link.

Click “**Return to Student Menu**” or “**Home**” to go back to the welcome page.

Minnesota Rural Electric Association

Home | Print | Help | Logout

Sample Company

Distribution

Online Test

Step 1

- ⌵ TDA01) Introduction to Transmission and Distribution Systems
- ⌵ TDA02) Transmission ✓ (80%)
- ⌵ TDA03) Distribution ✓ (70%)
- ⌵ TDA04) Substations and Switchyards ✓ (80%)
- ⌵ TDA08) Safety in Transmission and Distribution Maintenance
- ⌵ TDA07) Climbing Wooden Poles
- ⌵ TDA12) Electrical Safety ✓ (80%)
- ⌵ TDB101) Overhead Distribution Systems
- ⌵ TDA09) Using Tools
- TDB102) Service Installation
- TDA17) Introduction to Metering
- TDA10) Rigging 1
- TDB103) Pole Framing and Guying

From the course map page you will see a list of the units associated with the step you are currently working on.

A clock will be displayed to the left of the course code/name if the course has been started. If you hover over the clock you will see how many more days you have to access that particular course and the associated materials.

The test score (if the student passed) will be displayed to the right of the unit name/link; otherwise that section will be left blank.

Click on the unit name/link to access the course, course materials and FPR if one has been created for you.


Minnesota Rural Electric Association

Course Map | Bookmark | Help | Logout


Introduction to Transmission and Distribution Systems

You are subscribed to this course until July 08, 2008. You have 70 days remaining.


You have visited this course 6 times. You have taken the test for this course 3 times, with your most recent score being a 60% on April 29, 2008. Your Highest score is 60%. A score of 70% is considered passing for this course. You have spent 18 minutes viewing this course.



Launch Course



Course Materials



FPR

Course Updated on 2008-03-05

If the student has already passed the test for the selected unit...they will see the following message:

Congratulations! You have already passed this course. You may not take this course again.

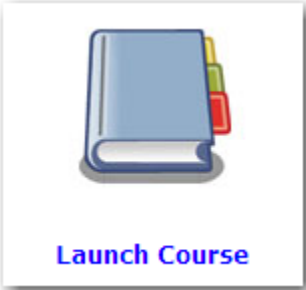
Sample Company

Distribution Online Test

Step 1

- ▶ TDA01) Introduction to Transmission and Distribution Systems [Remove Bookmark]
- ▶ TDA02) Transmission ✔ (80%)
- ▶ TDA03) Distribution
- ▶ TDA04) Substations and Switchyards ✔ (70%)

Click on the **“Bookmark”** link to easily differentiate between the unit you are working on and the other available units. The bookmarked unit will be highlighted on the course map page. Only one bookmark can be set at any given time. Click on **[Remove Bookmark]** when you want to remove the flag from the unit currently bookmarked, or bookmark another unit and the previous bookmark will be cleared.



Launch Course...

Click on the **“Launch Course”** icon to start the unit training/video.

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Course Map | Bookmark | Print | Help | Logout

Exit Course

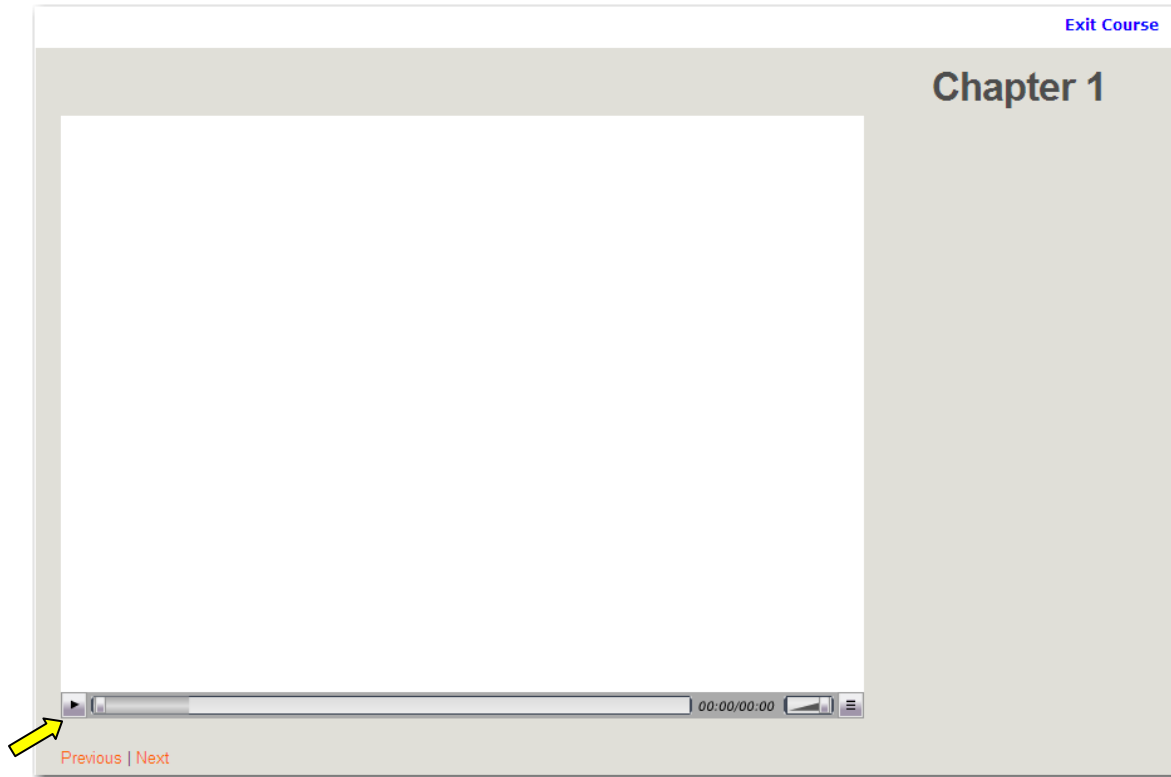
Introduction to Transmission and Distribution Systems

Utility companies produce, transmit, and distribute electricity. Each company is primarily responsible for meeting the needs of its own customers. However, there are times when customers demand more power than the company can produce when generating units within the company may be out of service. For this reason, many individual systems are tied together to form a power grid. A power grid is a network of major electrical conductors that link individual utility companies together. Because of these interconnections, when customer demand for electricity is greater than the amount produced by the local supplier, extra power can be obtained through the power grid. Also, if a power plant must be taken out of service for maintenance or repair, the power grid can supply power to the area served by that plant until the plant is returned to service.

Generally, all companies have more generating capacity than is needed to supply peak customer loads. Problems are created, however, when large generating units are out of service for scheduled or emergency maintenance.

Previous | Next

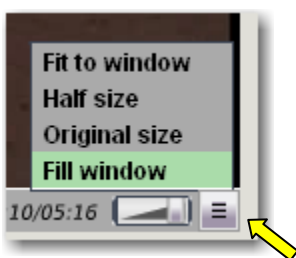
An overview of the unit will be displayed on the page, click **“Next”** to the course video/test.



To start the video, click on the inverted arrow to the left of the progression bar.



To increase/decrease the volume, use the button to the right of the timer.



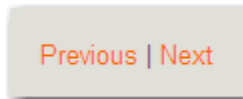
To resize the video window, click on the button (with three horizontal lines) to the right of the volume control/button.

Click on "[Exit Course](#)" to go back to the previous page where you can review course materials, view FPR is active or launch the course.

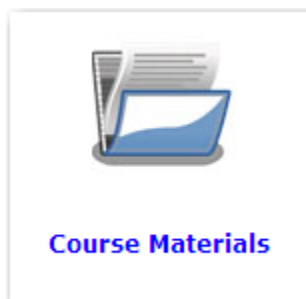
Chapter 1



To stop the video, click on the button (with two vertical lines) displayed to the left of the progression bar. This button will toggle back and forth between play and stop...depending on whether the video is playing or not.



Click “**Previous**” to go back to a previous chapter, click “**Next**” to go forward to the next chapter or to navigate to the test at the end of the video.



Course Materials...

Click on the “**Course Materials**” icon to access any additional resources that would available for the unit (i.e. blank FPR, Workbook, etc.).

IMPORTANT: The materials listed within this section have specific copyright restrictions applied. You are authorized to view the materials for your personal use for the duration that you are enrolled in this course. You may not duplicate, reproduce, make derivative works of or distribute in whole or in part without the express written permission of the copyright holder listed for each resource

A link will be displayed for each of the additional resources that are available for the unit that the student is working with. Click on the appropriate link to open the PDF.

The PDF will be brought up in a separate window, which will allow the student more flexibility. Click on the [X] in the upper right-hand corner to close the window.

The student can print a blank copy of the FPR form that is associated with the unit...and bring it with them out in the field.



FPR...

Click on the “FPR” icon to view the status of the Field Performance Review that is associated to the unit. If the FPR icon is grayed-out (deactivated), it means their supervisor has not yet assigned a FPR for this student/unit.

Minnesota Rural Electric Association

Course Map | Bookmark | Logout | Print

Exit Field Performance Requirements

Field Performance Requirements
 NAME: [Joe Student \(JoeStudent\)](#)
 Course: **Introduction to Transmission and Distribution Systems**

VG = Very Good
 ACC = Acceptable
 NI = Needs Improvement
 NA = Not Able to Complete on this Crew

REQUIREMENTS SUPERVISOR SIGN-OFF

	VG	ACC	NI	NA	Comments
SECTION 1 - T&D SYSTEMS OVERVIEW					
1.1 Can describe major components of a T&D System	●				
SECTION 2 - POWER PLANTS AND ELECTRICAL PRINCIPLES					
2.1 Can define the terms "voltage, current, resistance and power" satisfactorily		●			

The Field Performance Review is divided into sections and the student will be rated for each of those sections by their Line Superintendent.

The ratings are as follows:

- VG** = Very Good
- ACC** = Acceptable
- NI** = Needs Improvement
- NA** = Not Able to Complete on this Crew

Click on "[Exit Field Performance Requirements](#)" to close the FPR and go back to the Course Map page.

Student Profile

Click on the "[Student Profile](#)" link found at the top of the welcome page to view the demographics or to change the password used to access the CDL Online Program.

Minnesota Rural Electric Association

Home | Progress Report | Help | Logout

Student Information

Username	JoeStudent
Password
Confirm Password
First Name	Joe
Last Name	Student
Email Address	joestudent@sampleco.com
Company	Sample Company Minnesota Rural Electric Assn
Company Address Line 1	111 Main Street
Company Address Line 2	Suite 100
City	Minneapolis
State	Minnesota
Zipcode	55400
Telephone #	612.555.5555
Mobile Phone #	612.555.5000

Progress Report

Click on the “**Progress Report**” link displayed at the top of the welcome page to view your progress report. The progress report will include the student’s test scores, the number of attempts (the students are currently limited to three attempts per test, contact your Line Superintendent if you wish to take the test again), and their OJT Hours.

Progress Report: Distribution - Step 1 Sample Company
 Enrolled: April 30, 2008

Distribution Step 1	60/70	80/70	50/70	70/70	65/70	40/70	80/70	50/70	45/70	0/70	0/70	0/70	0/70	Avg:60%
# Test Attempts	3	1	1	1	1	1	1	1	1	0	0	0	0	

- Test passed
 - Test failed
 - Test not taken
 - FPR Data

x/y - Score / Score needed to pass

Note: To see the course name, roll your mouse cursor over the test score.

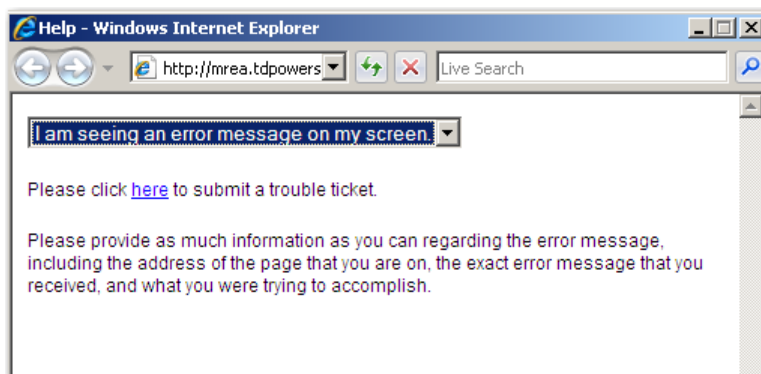
On the Job Training Report: Distribution - Step 1
 Enrolled: April 30, 2008

Category	Hours Required	Jun 07	Jul 07	Aug 07	Sep 07	Oct 07	Nov 07	Dec 07	Jan 08	Feb 08	Mar 08	Apr 08	May 08	Total Current Hrs.	Hours Prior Empl.	Total Hours	Remaining Hrs.	Req'd 80%
Job Site Safety	100	0	0	0	0	0	0	0	0	0	0	30	0	30	0	30	70	80
Protective Equipment	300	0	0	0	0	0	0	0	0	0	0	1	0	1	0	1	299	240
Operating Mech Equipment	300	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	300	240

TIP: The course name will be displayed as you move the cursor over each of the test score cells.

Help

Click on the “**Help**” link displayed at the top of the page and a separate window will be brought up. From the drop down list displayed within the window the user may submit a trouble ticket or access a link that allows them to update Firefox or Flash on their system.



Logout

Click “**Logout**” found at the top of the welcome page to close the application completely.