Welcome to SENSE Online! The SENSE Online platform allows administrators and instructors of SENSE – Level I training organizations to administer the SENSE knowledge/theory exams to its students electronically. This allows for automatic grading and electronic record keeping of students’ SENSE grades, including the results of their SENSE practical/performance exams. Upon successful completion of the SENSE program, this platform automatically allows students to access their grades, certificate(s) of completion, and wallet card.

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Logging In

1. To receive instructor access to SENSE Online, the training organization must complete and submit a SENSE Registration Form to sense@aws.org. Once AWS processes the SENSE Registration Form, the training organization’s instructor(s) will receive their SENSE Online username (which is the email provided) and a temporary password via email.

2. To log in, go to senseonline.org and enter the username and temporary password provided via email at the top right corner of the homepage and hit enter.

3. You will be prompted to set your own password. The password must be at least eight (8) characters, must include at least one (1) capital letter, and must include at least one (1) number. An example of a correct password is Smith8226.

4. Once you have successfully logged in, you will be automatically directed to your Dashboard. At this point, the only course available for access is SENSE Help for Instructors. This course includes instructor resources, including a Discussion Forum for SENSE Instructors and a Library of Documents (links to electronic SENSE standards, program announcements, FAQ’s, etc.).

Password Reset

1. To reset your password, click on Recover my Password on the top blue navigation bar on the homepage.

2. Enter your username or password and an email will be sent to you. If you do not receive an automatic email, please contact sense@aws.org.

Enrolling Students/Requesting a New Class

1. To enroll students or request a new class, the SENSE Level I Enrollment Form must be completed and submitted to sense@aws.org. The Enrollment Form can be accessed in the Instructor’s Library of Documents. Once AWS processes the Enrollment Form, an email will be sent to the instructor(s) with each students’ username (email address provided) and a temporary password. The instructor must provide log-in information to each student. AWS will create your Class as well as the Group.

2. Once logged in, you will now see your class listed under Course Overview in the Dashboard. The class name will begin with SL1, followed by the name of the training organization, initials of the training organization, and ending with the training organizations’ ID number. For example, SL1-Example School-ES-123456. A Group under the Class will begin with the year and month, followed by the state’s initials, initials of the training organization, name of the Group requested by the instructor, and ending with the instructor(s)’ first name initial and last name. For example, 1811FL_ES_SENCECLASS_AVARGAS.

3. The students can now log onto their SENSE Online account and their Group.
Scheduling Theory/Knowledge Exams

1. Under Course Overview, click on the Class.

2. Under Instructor Class Management on the left, click on Schedule Theory Exam.

3. You can schedule an exam for the entire Group or for certain individuals. To schedule an exam for the entire Group, click on the Module for which you will be testing to under the column labeled Group. To schedule a theory/knowledge exam for certain individuals, click on the Module for which you will be testing to under the column labeled Individuals.

4. Click on Add Group Override and fill out the form:
   
   4a. Override Group: using the drop down menu next to Override Group, select the Group for which you would like to schedule the exam for.
   
   4b. Require Password: you may set a password that your students must enter to access the exam once it has been scheduled. This is not required. If there is a password automatically populated and you do not wish to set one, please be sure to delete all characters in this field.
   
   4c. Open the Quiz: using the drop down menus next to Open the Quiz, select the day, month, and year you would like the exam to open. Also select the time you would the exam to open. Please note the time is in military time. Please ensure that the checkbox labeled Enable is selected.
   
   4d. Close the Quiz: repeat step 4c.
   
   4e. Time Limit: indicate the amount of time you would like to give the students to complete the exam. Please ensure that the checkbox labeled Enable is selected.
   
   4f. Attempts Allowed: using the drop down menu next to Attempts Allowed, select the number of attempts you would like to allow for the test to be taken.

5. Click on Save.
Grading Practical/Performance Tests

1. Under Course Overview in the Dashboard, click on the class.

2. Under Instructor Class Management, click on Grade Practical Exams.

3. Using the drop down menu next to Separate Groups on the right hand side of the screen, select the Group for which you would like to enter grades for.

4. Using the drop down menu labeled Select Grade Item, select the practical exam for which you would like to grade. Alternatively, you may also select to view a certain student by selecting the student’s name in the drop down menu labeled Select User.

5. Using the drop down menu under the column labeled Grade, select Pass or Fail. Feedback may be typed under the column labeled Feedback; this is optional.

6. Click Save.

Note: Please do not select any checkboxes under the column labeled Exclude.
Manually Grading Knowledge/Theory Exams

1. Under Course Overview in the Dashboard, click on the class.

2. Under Instructor Class Management, click on Grade Practical Exams.

3. Using the drop down menu next to Separate Groups on the right hand side of the screen, select the Group for which you would like to manually enter grades for.

4. Using the drop down menu labeled Select Grade Item, select the theory exam for which you would like to manually grade. Alternatively, you may also select to view a certain student by selecting the student’s name in the drop down menu labeled Select User.

5. Select the checkbox under the column labeled Override.

6. Type the student’s grade under the column labeled Grade. Feedback may be typed under the column labeled Feedback; this is optional.

7. Click Save.

Note: Please do not select any checkboxes under the column labeled Exclude.

Note: If grades were originally manually inputted, the Override boxes must be unselected if exams will be electronically administered thereafter. If the Override boxes remain selected, the electronic grade will not be recorded correctly and would have to be manually inputted. If grades were originally manually inputted and then the student takes the exam electronically, the manually inputted grade may be lost.
Accessing Students’ Certificate(s) of Completion

1. Under Course Overview in the Dashboard, click on the class.

2. Under Instructor Class Management, click on Completion Report.

3. Using the drop down menu next to Separate Groups, select the Group for which you wish to access.

4. Click on the certificate symbol (ทำการ) under the process name and for the student you wish to access.

5. Click on View Issued Certificates toward the top right corner of the screen.

6. Click on the PDF file to access the certificate of completion the student earned.

Note: the student must view and download their certificate(s) of completion before the instructor can access it. The student must complete all required modules (including Module 1) in order to view and download their certificate(s) of completion and wallet card.
Generating a Completion Report

1. Under Course Overview in the Dashboard, click on the class.
2. Under Instructor Class Management, click on Completion Report.
3. Using the drop down menu next to Separate Groups, select the Group for which you wish to generate the report for.
4. Click on Download at the bottom of the page to download an Excel version of the Completion Report.
5. The last several columns on the right, will indicate which students completed the program.

Note: the student must view and download their certificate(s) of completion and wallet card in order for the report to generate correctly. The student must complete all required modules (including Module 1) in order to view and download their certificate(s) of completion and wallet card.