Technical Assessments and Certification
Oasis System FAQ

Program Coordinators

February 2020
AED Foundation Program (AEDF) Coordinator FAQ
Oasis Technical Assessments System

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NOTES:
• If you need assistance, call The AED Foundation at 800.388.0650 or email us at support@aedflearning.org.
• To access the Oasis assessments system, always login from this portal: http://bit.ly/aedftechassessments.
AED Foundation (AEDF) – Program Coordinator FAQ-Oasis System

If you need assistance, call The AED Foundation at 800.388.0650 or email us at support@aedflearning.org.

1. **Accessing or Creating Your Account as a Program Coordinator**

   b. You will see this page. Under “I am a Coordinator,” click on “Login with Single Sign-On Account.”
c. If you have an AED account, go ahead and login with that account. If you don’t have an AED account, please go through the “New Visitor Registration” process to create an account.
**New Visitor Registration**

d. You will now see, per the screen shots below, that you are at the top and bottom of a fairly long account registration page. Please make sure you fill in every required field for the account registration. When you have completed the registration form, **click on “Create Account & Enter Your Organization.”**

![Screen shot of New Visitor Registration form]

**Select Create Account & Enter Your Organization**

e. You will now see the next page, where you will now “Select Your Organization.” If your organization is not listed here, select “Continue.”

![Screen shot of Select Your Organization form]
f. Add Your Organization Information; fill out the sheet completely. The screenshot below only shows the top of the page. After filling out, Click “Save Organization” at the end of the page.

![Add Organization Information](image)

- Organization Name: AED University
- Organization Type: Agency
- I Am The Primary Contact: Yes
- Business Address Information
  - Please select the country first and the “State” input field will be populated with available states, provinces or territories of that country.

![Edit Social Information](image)

- Facebook: 
- Twitter: 
- LinkedIn: 

h. You will now be shown a “My Information” page. Ensure that all information is correct on that page and edit content if necessary.

i. Now [Logout of system](#) at upper right side of page and [Re-login](#) at [http://bit.ly/aedftechassessments](http://bit.ly/aedftechassessments) this time using your new password. You will now see a Create Your Profile screen. Create your learning profile and click the “Update” button on the lower right-hand corner of the page. The next screen will say “You have successfully updated your profile.” Click on “Continue.”

![Create Your Profile](image)
j. The next step is critical. Select “Dealer / Employer” as the Account Type, and enter your Organization Name in the text highlighted in the screenshot below. Click on “Request Account Activation” when you have confirmed that your organization name has been entered correctly.

![Screenshot of account creation process]

k. If you have reached the message below, your account has been created in the learning portal, and is waiting for admin approval. You will be notified by The AED Foundation via email once your account has been approved.

If you have any questions, you can reach out to an AED administrator at support@aedflearning.org.

![Notification message]

Please Logout from the system at this time and wait for the approval email.

2. Logging directly into the system for the first time.
   Once you have received the approval of your account from The AED Foundation via email, re-login to the system

   Note: If you don’t see the screenshot below, you may need to go to the upper right corner of the page where your name is, click on the down arrow, and select “Switch to Coordinator.

Now, you should see the Program Coordinator Home Page, similar to below, where your organization name appears in the red box.

![Program Coordinator Home Page]

Note: Three menu items on left; this is the “User” View
b. If you do NOT see this option, your account was not configured as a coordinator correctly, and you should contact support@aedflearning.org.

**Note:** When populated with your test-takers, the “User View” of the page in above Step 8 will look like this.

**IMPORTANT:** By clicking on the three short horizontal bars icon at the top left of the Program Coordinator page, you will find the main menu: Courses, Users and Vouchers.
3. **Dashboard Options – Program Coordinator Home Page/Users**

   “Three bars” menu shows “Courses, Users, Vouchers”

   a. The screenshot below shows the “Users” Home Page

   ![Dashboard Options Screenshot](image)

   **Three bars at top left of page = Menu**
   - Courses
   - Users
   - Vouchers

   **IMPORTANT:** By clicking on the three short horizontal bars icon at the top left of the Program Coordinator page, you will find the main menu: Courses, Users and Vouchers.

   1.) This page shows list of all organization users.
   2.) The program coordinator can filter by time period; see “Filter by Last Login.”

   b. You can click on a “User Name;” you will see the screenshot below.

   1. **User Info Tab** – Shows information about User, with editing capabilities.
   2. **User Progress Tab** – One can see all the Courses for this user. If there are more than one they will be listed here.

   ![User Progress Screenshot](image)
3. Referring to b.2. above on page 9, Click on Test Name or Status (Completed); you will see test details. NOTE: “Organization Score” refers to the collective results of your organization only.

![Image of AED Assessment Report]

4. Referring to b.3. above on this page, Click on “expand all” to get the AEDF Detailed Report (sub-categories included) NOTE: Click on “download report” to get the Excel file for AEDF Detailed Report (again with sub-categories)

<table>
<thead>
<tr>
<th>Topic</th>
<th>Questions</th>
<th>Correct</th>
<th>Score</th>
<th>Organization Score</th>
<th>+/-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety/Administrative</td>
<td>10</td>
<td>8.80.0%</td>
<td>78.7%</td>
<td>+1.3%</td>
<td></td>
</tr>
<tr>
<td>Safety</td>
<td>8</td>
<td>6.75.0%</td>
<td>73.9%</td>
<td>+1.1%</td>
<td></td>
</tr>
<tr>
<td>Administrative</td>
<td>2</td>
<td>1.100.0%</td>
<td>98.0%</td>
<td>+2.0%</td>
<td></td>
</tr>
<tr>
<td>Electrical/Electronics</td>
<td>25</td>
<td>28.80.0%</td>
<td>67.3%</td>
<td>+12.5%</td>
<td></td>
</tr>
<tr>
<td>Fundamental knowledge</td>
<td>11</td>
<td>7.63.6%</td>
<td>63.8%</td>
<td>-3.3%</td>
<td></td>
</tr>
<tr>
<td>Cranking/charging circuits</td>
<td>7</td>
<td>8.85.7%</td>
<td>80.6%</td>
<td>+15.1%</td>
<td></td>
</tr>
<tr>
<td>Lights, access, controls</td>
<td>1</td>
<td>10.00.0%</td>
<td>100.0%</td>
<td>+0.0%</td>
<td></td>
</tr>
<tr>
<td>Schematics/diagnostics</td>
<td>11</td>
<td>10.90.9%</td>
<td>72.4%</td>
<td>+18.5%</td>
<td></td>
</tr>
<tr>
<td>Hydraulics/Hydrostatics</td>
<td>35</td>
<td>31.86.1%</td>
<td>67.1%</td>
<td>+19.0%</td>
<td></td>
</tr>
<tr>
<td>Theory &amp; operation - Basic</td>
<td>9</td>
<td>8.88.9%</td>
<td>68.8%</td>
<td>+20.1%</td>
<td></td>
</tr>
<tr>
<td>Fluids, mant, repair, replace</td>
<td>5</td>
<td>3.100.0%</td>
<td>86.4%</td>
<td>+13.0%</td>
<td></td>
</tr>
<tr>
<td>Schematics/diagnostics</td>
<td>10</td>
<td>7.70.0%</td>
<td>58.3%</td>
<td>+11.8%</td>
<td></td>
</tr>
<tr>
<td>Theory &amp; ops - Components</td>
<td>12</td>
<td>11.92.7%</td>
<td>65.3%</td>
<td>+25.3%</td>
<td></td>
</tr>
<tr>
<td>Power Trains</td>
<td>36</td>
<td>27.75.0%</td>
<td>66.4%</td>
<td>+8.6%</td>
<td></td>
</tr>
<tr>
<td>Power shift trans/torque convert</td>
<td>12</td>
<td>9.75.0%</td>
<td>70.0%</td>
<td>+5.0%</td>
<td></td>
</tr>
<tr>
<td>Hydrostatic drive systems</td>
<td>7</td>
<td>6.85.7%</td>
<td>64.1%</td>
<td>+21.5%</td>
<td></td>
</tr>
<tr>
<td>Troubleshoot, diagnose, maint</td>
<td>2</td>
<td>0.00.0%</td>
<td>26.4%</td>
<td>-26.4%</td>
<td></td>
</tr>
<tr>
<td>Diesel Engine</td>
<td>28</td>
<td>26.92.9%</td>
<td>84.5%</td>
<td>+8.3%</td>
<td></td>
</tr>
<tr>
<td>Theory &amp; operation</td>
<td>9</td>
<td>9.100.0%</td>
<td>90.4%</td>
<td>+9.6%</td>
<td></td>
</tr>
<tr>
<td>Maint &amp; component repair</td>
<td>3</td>
<td>3.100.0%</td>
<td>74.4%</td>
<td>+25.6%</td>
<td></td>
</tr>
<tr>
<td>Engine subsystems</td>
<td>4</td>
<td>4.100.0%</td>
<td>79.3%</td>
<td>+20.2%</td>
<td></td>
</tr>
<tr>
<td>Diagnostics</td>
<td>12</td>
<td>10.83.3%</td>
<td>84.4%</td>
<td>-1.1%</td>
<td></td>
</tr>
<tr>
<td>Air Conditioning &amp; Heating</td>
<td>15</td>
<td>11.73.3%</td>
<td>69.4%</td>
<td>+5.9%</td>
<td></td>
</tr>
<tr>
<td>Fund knowledge/ops HVAC</td>
<td>11</td>
<td>7.63.6%</td>
<td>67.0%</td>
<td>-3.3%</td>
<td></td>
</tr>
<tr>
<td>Service, diagnostics, repair</td>
<td>4</td>
<td>4.100.0%</td>
<td>76.0%</td>
<td>+24.0%</td>
<td></td>
</tr>
</tbody>
</table>
4. **Dashboard Options – Program Coordinator Home Page/Courses**

   **Note:** From this area, you will also be able to pull Organization Summary Reports.

   Select “Courses” on the Main Menu Button at upper left on the page.

   a. If you do not yet have any test users in your organization, you will see this page.

   ![Dashboard Options](image)

   b. Once you do have test-takers in your organization you will see the above page populated as below. You will see two versions: English and Spanish – click on English version. Note that if you click on the Spanish version, the following applies for all who took that version of the test.

   ![Dashboard Options](image)

   c. You will now see the screenshot below. See the “Summary” Tab; this shows **collective** “Organization Results” Summary Reports with benchmarking.

   ![Dashboard Options](image)
d. See “Expand All” on the screenshot from item 3. on page 10. **Click on “Expand All”** to see the “expanded report” with all 20 subcategories as well as the 6 key subject area scores. **Again, this is collective organization information.**

e. As shown in the screenshot from item 3. on page 10, **Click on “Download Report”** to get an Excel version of the “expanded report” results. **Again, this is collective organization information.**
f. Refer to the screenshot from item 4.c. on page 11. If you **click on “Detail Tab,”** you will see individual score information, as well as the test status for each. **See the screenshot below.**

- Note at top right of page, you can select the date parameters for this page to help in finding individual information you are looking for. **See “Completed In:”** at top right of page.
- At top left of page, at “Status,” you can select what you want included in the information on the page (you can check from “one to all” boxes).
- Just below “Status” on the page, you can **“Search” by “User Name”** to pull information on a single individual.
- At top right of page, you can **“Email Selected User”** with test results.
- Also at top right of the page, you can **select to “Download All Progress;”** using the mouse-over, you can also select which fields you want in the report. **If you select “download all progress” without narrowing down your selections, the download may time out and not give you the report.**
- **Clicking on “Status-Completed” will take you to the “Individuals Score Report Screen” page.**
g. Refer to the screenshot from item 4.f. on page 13.

1.) **Clicking on the “Individual’s User Name”** will take you to the User Information Page, as shown below.

2.) **Clicking on the User Progress tab** shown in the above screenshot takes you to the User Progress Page.
5. **Dashboard Options – Program Coordinator Home Page/Vouchers**

Note: From this area, you will also be able to manage your Voucher purchases. Select “Vouchers” on the Main Menu Button at upper left on the page.

**Voucher Definition:** You will purchase vouchers from The AED Foundation that are identified by codes. The voucher codes are what you will send to test-takers for them to access the technical assessment.

b. **Log into the website with your AED account** and make sure you are on the coordinator dashboard. If you are not on the coordinator dashboard, go to the upper right corner of the page where your name is, click on the down arrow, and select “Switch to Coordinator.”
c. **Navigate to the “Vouchers” section** via the menu (#1 below) and **click on “Purchase Voucher” (#2 below).** If you don’t see the menu, click on the three bar symbol **☰** on the upper left of the page to show the menu.

![Image of Vouchers section](image)

Notes for this page:
1.) Before ordering, check this page to see how many vouchers you have used from previous orders; see “Usage Count/Limit.”
2.) Click on the “Usage Count/Limit” number; you will be shown all test-takers who have completed the test using the voucher promo code for this order.
3.) If you have remaining vouchers from a previous order; just use the available voucher promo codes until the tests are used up. Just send the voucher promo code to the test-taker along with system access instructions.

1. **If you ordered 10 tests, the voucher promo code shown is used for all 10 test-takers.**
2. If a promo code says “(Retired),” all tests on that order have been used and you can no longer use that code.
d. The **Voucher Purchase** page is similar to any other eCommerce credit card check out page. Fill out the information and “Confirm Payment.”

![Voucher Purchase Page](image)

Note that:
1. You should select the course for which the voucher is valid, along with the number of times that the voucher is good for. The total amount due is the per unit price of the item purchased, times the quantity purchased.
2. Make sure you use a valid credit card
3. Check the “I confirm…” box before clicking on “Confirm Payment”

e. After your credit card is successfully processed, you will see a screen similar to below. Please read the instructions carefully and safeguard the voucher codes that are displayed.

![Voucher Purchase Confirmation](image)
Note that:

- You will receive an email, which will be your only copy of the purchase receipt.
- You can visit your voucher list any time.
- Any other coordinators for your program will be able to see the voucher codes that you purchased.

f. **THIS IS AN OPTION BUT THE AED FOUNDATION DOES NOT RECOMMEND THIS. IT’S EASIER TO TRACK YOUR ORDERS IF YOU ALWAYS CREATE A NEW ORDER USING “PURCHASE VOUCHER.”**

In addition to purchasing new voucher codes, you can also purchase additional usage for any existing voucher codes. This is simply another option for purchasing vouchers.

The only difference in the purchase process is that the product to purchase on the checkout page has been pre-selected; the number of usage count will be added to the existing count for that voucher code.
g. The voucher (promo) code is what you give to your student, so they can take any exams or educational product on the website, without having to pay themselves.

h. **Ordering Purchase Voucher via “Invoice Me.”**

Call The AED Foundation at 800.388.0650 or email us at support@aedflearning.org.

6. **Assigning a Voucher/Promo Code to a Test-Taker and Test Taker Instructions**
   a. Send Voucher/Promo Code via email to the test-taker, along with the test-taker instructions.
   b. The test-taker instructions are a separate document you have received.

7. **Quick Reference – Running Reports as a Program Coordinator**
   a. Access the website at [http://bit.ly/aedtechassessments](http://bit.ly/aedtechassessments) and make sure you are logging as a program coordinator. If you are not on the coordinator dashboard, go to the upper right corner of the page where your name is, click on the down arrow, and select “Switch to Coordinator.”

   b. To run any reports on assessments submitted by students within your organization, navigate to "Courses". **All assessments that your students have participated will be listed on the "Courses" page.** The instructions below will assume that you have clicked into the "AED Technical Assessment," which is an exam-based product.
c. The initial page, when clicking into "AED Technical Assessment", is the "Report Dashboard". This dashboard is meant to give you a high-level information, such as average score, completion rate, etc, without the actual student details. This report shows all company data, not individual test score data.

Directly from this dashboard, you can:

1. Use the dropdown to filter the report based on the year of completion, or a custom date range.
2. Expand the report to see the results for report subcategories as well as key subject areas.

3. Download the report in Excel format. The downloaded Excel file will include the items displayed in the dashboard, including any filters you have applied to the data.
4. The **detail** tab takes you to the detailed student information on this exam (or any other educational product).

5. **Detail Tab:**

   a.) On the list of students listed in the Detail tab, the student name and email are links for student detail page, whereas the “Status” link takes you to student’s actual progress within that exam.

   ![Learner Progress Detail](image)

   b.) Screenshot below is an example of **Learner Progress Detail**.

   ![Learner Progress Detail](image)

8. **Other FAQs**

   1. If you need assistance, call The AED Foundation at 800.388.0650 or email us at [support@aedflearning.org](mailto:support@aedflearning.org).
   2. If a test-taker needs to retake a test because of a disruption beyond their control (internet problem, etc.), call The AED Foundation and the assessment can be “re-set.”