

Essential Skills Manual

A Guide
to the
Online Tool



WMC CFB
Wood Manufacturing Council
Conseil des fabricants de bois

To access the Essential Skills tool, visit the web address (<http://es.wmc-cfb.ca/>), or visit the WMC webpage (www.wmc-cfb.ca) and click on “Online Tools,” then “Essential Skills” and you will be taken to the Welcome screen.

The screenshot shows the 'Welcome' page of the Essential Skills portal. At the top left is the WMC CFB logo. The main heading is 'Welcome'. Below it, a message reads: 'Welcome to the Essential Skills portal of the Wood Manufacturing Council of Canada. Please login below using your provided e-mail and password.' There are two input fields: 'Email' and 'Password', followed by a 'Login' button. A link for '[Forgot your password?](#)' is located below the input fields. On the right side, there is a 'New Users' section with the text: 'If you do not have a username/password you can request an account by registering now.' and a 'Register' button. At the bottom right, the copyright notice reads: '©2010 Wood Manufacturing Council. All rights reserved.'

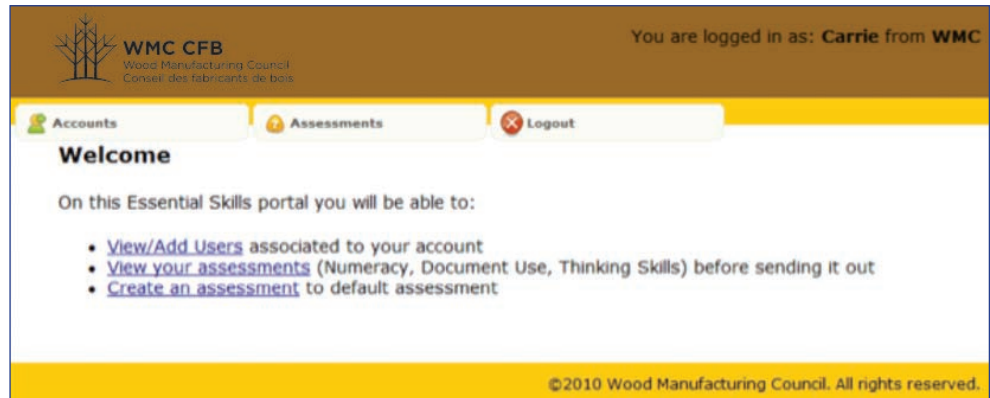
If you are a new user, click “Register” and fill in your information. The WMC is committed to protecting your privacy when collecting personal information.

The screenshot shows the 'Registration Form' page. At the top left is the WMC CFB logo. The heading is 'Registration Form'. The form contains the following fields: 'First Name', 'Last Name', 'Company', 'Category' (a dropdown menu with '[please select]' as the current selection), 'Email', 'Password', and 'Confirm Password'. Below the form fields is a 'Privacy Policy' section with a scrollable text area. The text in the scrollable area reads: 'Wood Manufacturing Council of Canada Web Site Privacy Policy' and 'What information do we collect? We collect information from you when you fill out a web form. When registering on our site.'

Once you submit your registration, an email will go to the administrator to approve your account. Approval occurs within 24 hours.

Once you are approved, you can log in with your email address and password. If you have forgotten your password, click “Forgot your password?” and an email will be sent to you promptly with a new password.

Enter your email and password on the main screen to log in. Once you log in, you will see the options for administering your assessments.

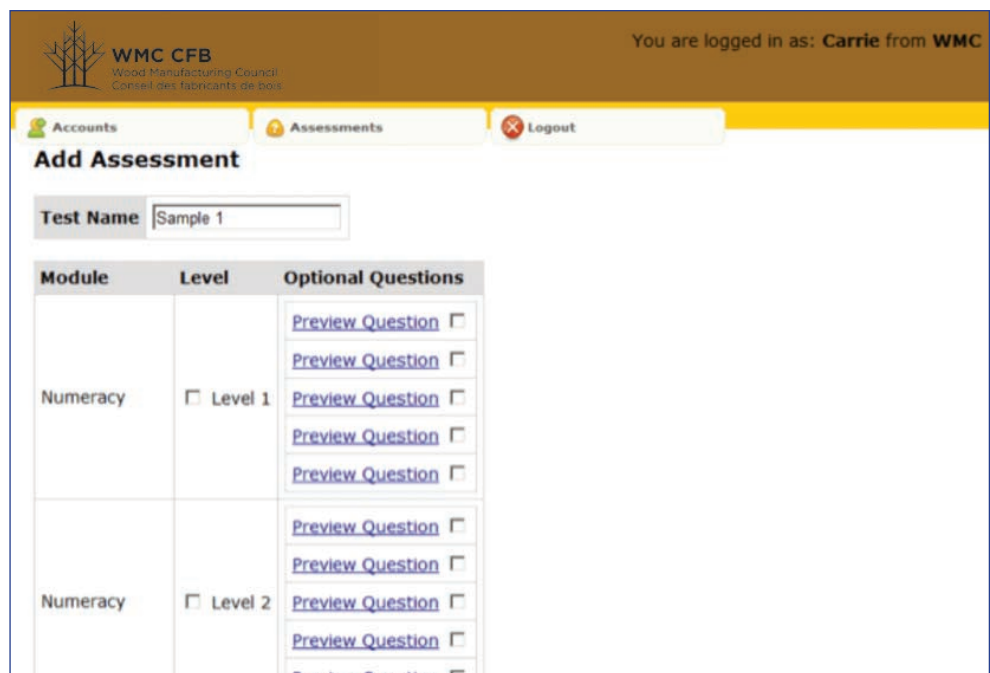


View/Add Users – to add another user to your account who will be administering essential skills assessments.

View your assessments – to view assessments you have already created and to distribute your assessment to the participants.

Create an assessment – the starting place for creating your assessment.

To start, click on “Create an assessment.”



Enter the name of your assessment in "Test Name." For each module and level, there are ten questions that are standard to the test. For example, Numeracy Level 1 has ten questions; the five questions labeled "Preview Question" are in addition to the ten. You can preview each one to decide if you would like to include it in your test. If you are testing numeracy skills up to level 2, you would check the boxes next to Level 1 and Level 2. This will give you a test of 20 questions. Then check any of the additional questions you feel pertain to your test. Once you have checked all the boxes with questions you would like to use, click "Submit."

The screenshot shows the WMC CFB Assessments page. At the top, it says "You are logged in as: Carrie from WMC". Below the navigation bar, the page title is "Essential Skills Assessment". A message states: "Below you will see the Core questions required as part of the WMC Essential Skills Assessment. You may preview the assessment, or choose to modify the assessment with optional questions." There is an "Add New Assessment" button. Below this, a message says: "The table below contains your companies previously modified assessments." The table has three columns: Name, Modified, and Actions. The table lists several assessments, including "Sample 1" which was modified on 2010-07-20 09:38:06. Below the table are navigation links: "<< previous | next >>". At the bottom, it says "©2010 Wood Manufacturing Council. All rights reserved."

Name	Modified	Actions
Document Use 1	2010-05-09 09:10:44	View Delete Distribute
Numeracy Day Shift	2010-07-09 09:31:57	View Delete Distribute
Numeracy Night Shift	2010-07-09 09:31:25	View Delete Distribute
Thinking Skills Office Staff	2010-07-09 09:32:15	View Delete Distribute
Document Use Sales Team	2010-07-09 09:32:38	View Delete Distribute
Numeracy	2010-07-09 09:44:47	View Delete Distribute
Sample 1	2010-07-20 09:38:06	View Delete Distribute

You can see your test "Sample 1" in the list with the other assessments you have created. Click "View."

The screenshot shows the WMC CFB Assessments page with "Sample 1" selected. The page title is "Sample 1". Below the title, there are buttons for "Preview Assessment" and "Add Responder". There is also a link "Return to Assessments". At the bottom, it says "©2010 Wood Manufacturing Council. All rights reserved."

To review the test prior to sending it out, click "Preview Assessment."

The screenshot shows the WMC Questionnaire preview screen. At the top, it says "WMC CFB Wood Manufacturing Council Conseil des fabricants de bois". Below this, the page title is "Essential Skills Questionnaire". The main heading is "WMC Questionnaire". There is a "Begin Test ->" button and a "Quit and Save Questionnaire" button. At the top right, there is a "Close" button. At the bottom, it says "©2010 Wood Manufacturing Council. All rights reserved."

Click "Begin Test" to review the test questions.

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Essential Skills Questionnaire: Numeracy Level 1 Question: 3 of 20

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3. A furniture assembler purchases a hammer at the local hardware store at a cost of \$27.00. He hands the cashier a \$50.00 bill.

How much change will the furniture assembler expect to receive?

\$13.00
 \$17.00
 \$23.00 *Correct Answer
 \$27.00

Click "Previous" or "Next" on the left-hand side to navigate through the questions. Once you are finished reviewing, click the "Close" button in the upper right corner to return to the main screen.

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You are logged in as: Carrie from WMC

[Accounts](#) [Assessments](#) [Logout](#)

Sample 1

[Preview Assessment](#) [Add Responder](#)

[Return to Assessments](#)

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To add your test participants, click "Add Responder."

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You are logged in as: Carrie from WMC

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Add Responder

Use the form below to add a candidate to an assessment.

First Name	<input type="text" value="John"/>
Last Name	<input type="text" value="Smith"/>
Email	<input type="text" value="johnny@hotmail.com"/>
Participant Id	<input type="text" value="1234"/>

[Return to Assessments](#)

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Fill in the form to add the “responder” John Smith, then click “Submit.” Repeat this for each participant. Once all of your participants are entered, you are ready to distribute the test.

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You are logged in as: **Carrie** from **WMC**

Accounts Assessments Logout

Sample 1

Preview Assessment Add Responder

Completed or In Progress Responses to 'Sample 1'

Actions	First Name	Last Name	E-mail	Finished	Questions Complete	Score
View Distribute Results Edit	John	Smith	johnny@hotmail.com	0	0 / 20	

<< previous | next >>

Return to [Assessments](#)

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View - to view the test that John will take.

Distribute - to distribute the test to John. The test will be sent to his email inbox. You need to click “Distribute” next to each person you want to send the test.

Results - to view the results of John’s test once he’s completed it.

Edit - to edit John’s information (name, email, student number) or to delete this participant.

Results Edit	Jenny	Bright	Jenny@hotmail.com	0	0 / 10
View Distribute Results Edit	Rich	Mansfield	RM@hotmail.com	0	0 / 10
View Distribute Results Edit	Cory	Dude	Cory@hotmail.com	0	0 / 10
View Distribute Results Edit	Corinne	Dudette	Corrine@hotmail.com	0	0 / 10
View Distribute Results Edit	Lisa	Lemons	Lisa@hotmail.com	0	0 / 10

<< previous | 1 | 2 next >>

Return to [Assessments](#)

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Twenty participants are shown per page. Click “Next” to get to the next page of participants to distribute the test to them.

Once you have distributed the test to the participants and they have responded, you can check their results by clicking “Results” next to each name.