



**IADC**  
WELLSHARP

# **IADC WellSharp™ Database Users' Manual**

*For IADC WellSharp*

*Training Providers,*

*Instructors, and Trainees*

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# Training Provider's Guide

## Administrator Functions

As an IADC WellSharp™ Training Provider, you will use the IADC Assessment Database to schedule your classes, assign test codes, view results, and manage instructors.

Any data shown in reference images is artificial and for testing purposes only. This document is designed to provide an understanding of how the database will function.

To log in to your training provider account, open the IADC WellSharp Testing Database at <https://iadc.wellsharp.org/>. Enter your IADC provided WellSharp ID and password on the log in screen. User password may be changed after initial log in.



Figure 1: Log in Screen.

Upon logging in to your training provider account, you will see the Home screen. This page shows a global, interactive view of upcoming classes, available test codes and past classes.

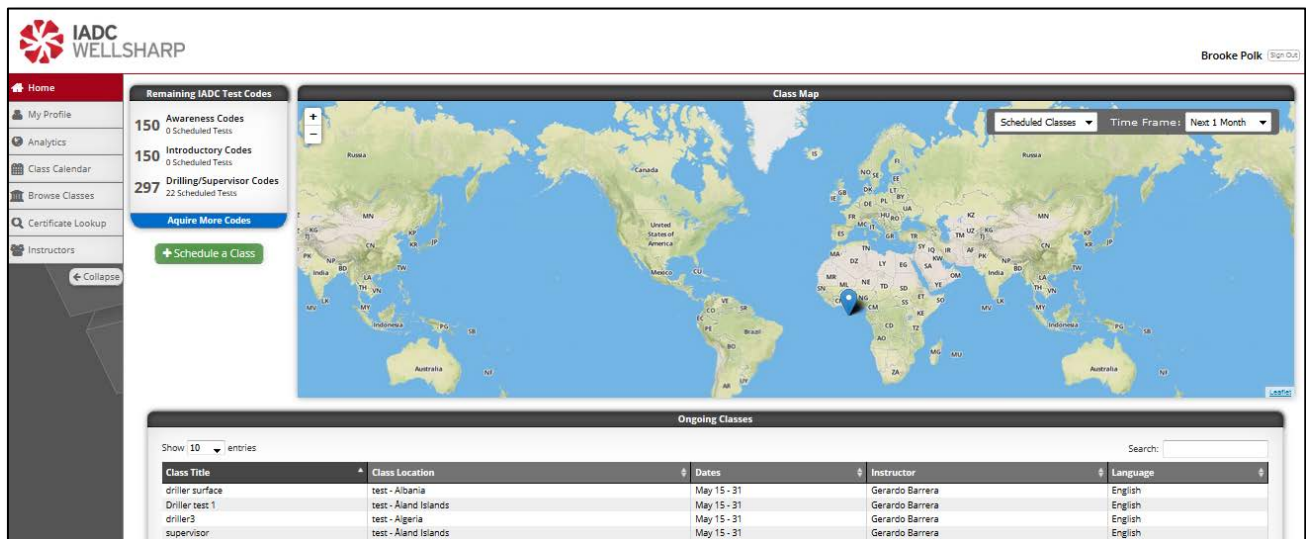


Figure 2: Home screen.

From the Home page, you can quickly access several features of the database. These functions include scheduling new classes, modifying upcoming classes, and acquiring more test codes. Note the collapsible navigation bar on the left side of the page. This will be used to access the various pages discussed below.

## Scheduling Classes

New classes can be scheduled from the Home screen, or from the Class Calendar page, discussed below.

In both cases, the green button labeled “Schedule a Class” will open a pop-up in your browser where you will input the class information. Until the class start date, you will be able to modify this class information as necessary.

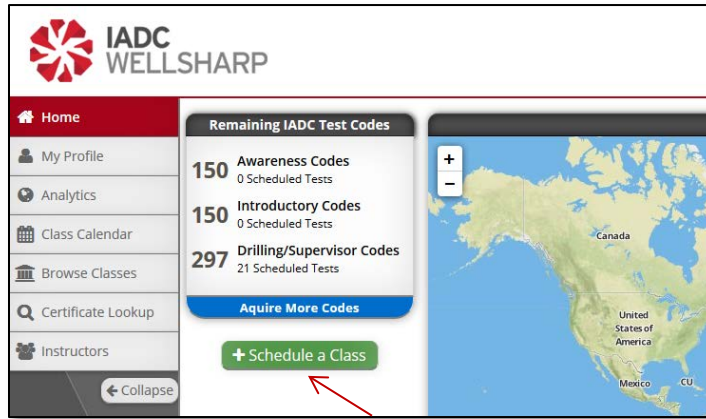
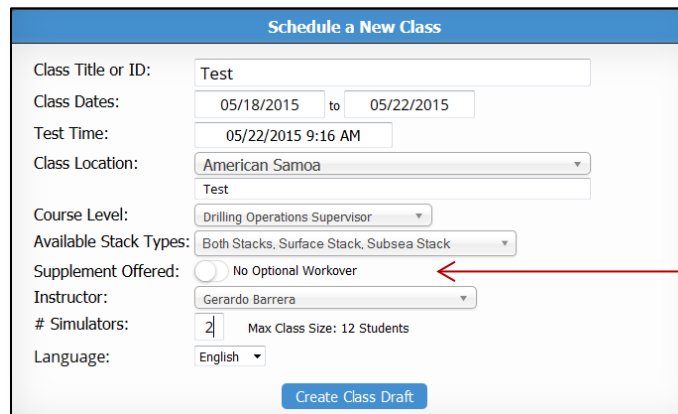


Figure 3: Schedule a class.

## Class Details

The class detail information below must be filled out to schedule a class. Providing the exact date and time of the test is important as it is sent to the proctor company for scheduling your proctor, if needed. When selecting the course level, the system will automatically allow the scheduler to select which stack types, and whether the workover supplement will be offered in the class. If the workover supplement will be offered, make sure to turn on the workover option as shown below.

After the class draft has been created, you can see the class on the map, Class Calendar, and Upcoming Class List.



If offered, turn on Workover Supplement.

Figure 4: Class detail.

## Modifying Classes

Opening the class draft will allow you to modify class details. Selecting the “Modify Class Details” button allows you to edit the basic information that was entered when the class was created. Classes can also be deleted by clicking on the “Delete Class” button.

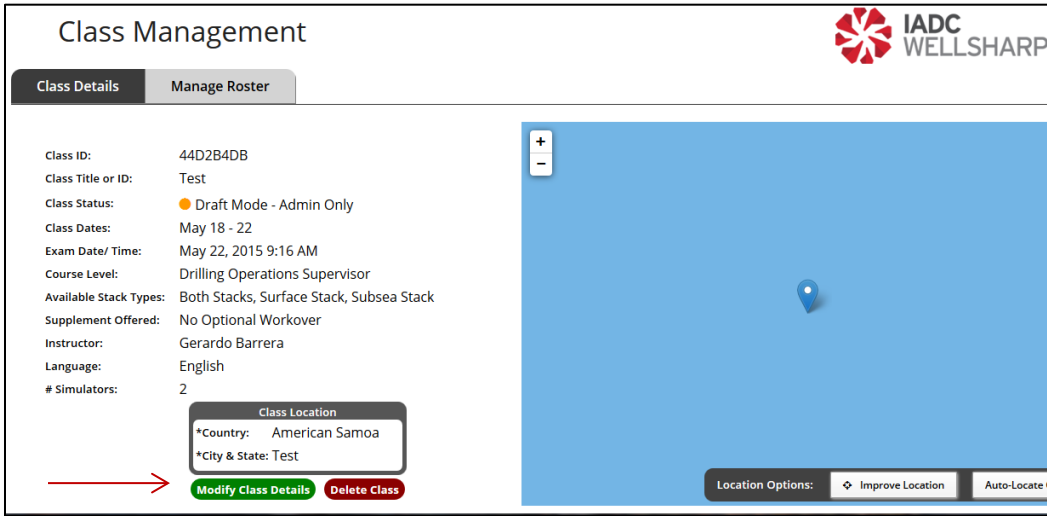


Figure 5: Modify class detail or delete class.

To change from draft mode to scheduled class mode, which makes it visible to the instructor assigned to the class. Click the Options button next to “Draft Mode – Admin Only” and select “Schedule Class”. Even after scheduling a class, the training Provider can still edit the details of that class. Include the exact address of the test as this information is provided to the proctoring service, if a proctor is needed. Classes needing a proctor should be scheduled at a minimum of 5 days before assessment date. Notify Proctor Service Company 48 hours in advance of a canceled class or training provider is subject to proctor fees.

Once a class has been scheduled, you will still be able to modify class details and update the roster until the start date of the class.

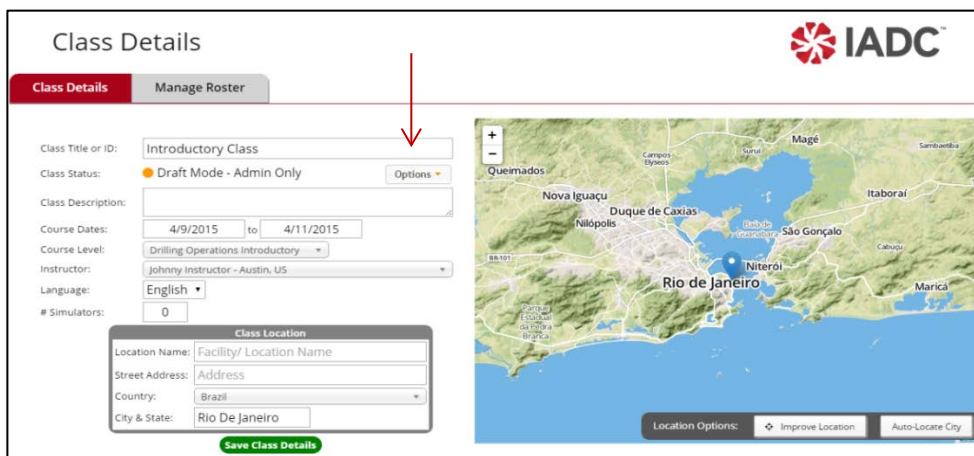


Figure 6: Scheduled class.

Once a class has been scheduled, the “Class Preview” option is visible. Clicking “Class Preview” allows the user to view and print the student roster with assigned student test codes.

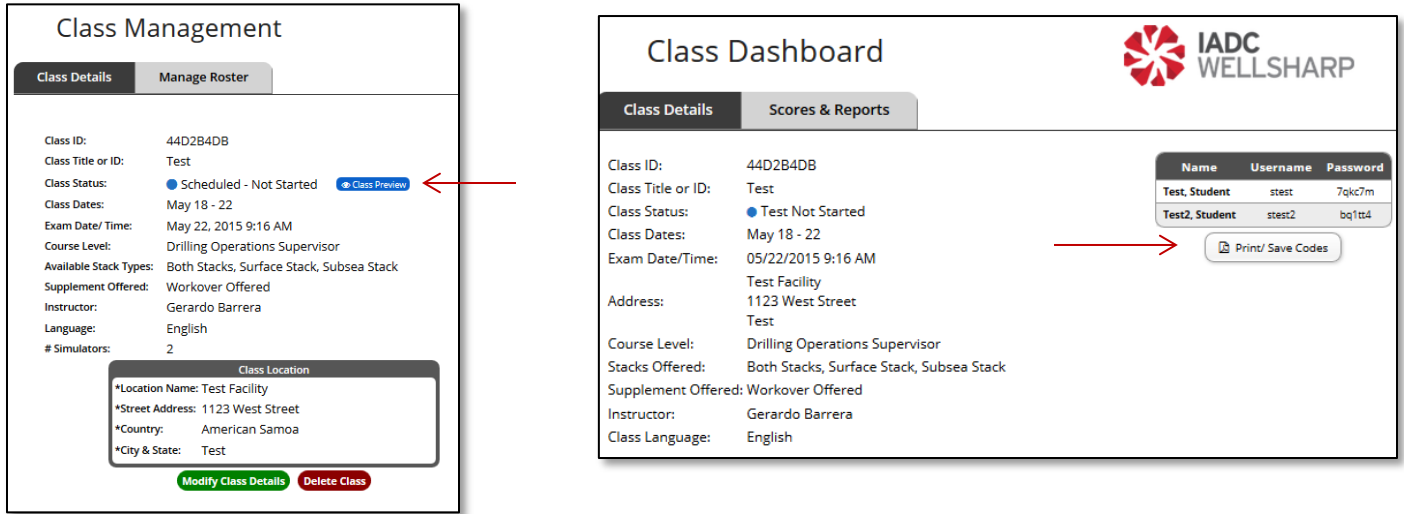


Figure 7: Class preview

## Adding Trainees

There are two ways to add trainees to a course, under the “Manage Roster” tab. The primary method to add trainees will be by import. An Excel template is provided in the database that can be used to upload an entire class roster very quickly. It is recommended to keep a copy of the blank template provided, and create a new document from it each time a class is created. Users can also be added individually from the database.

In addition to adding the trainees, select stack types and supplements for each trainee may be selected. This is also where retakes or test outs can be assigned when needed.

If offered, turn on workover supplement option for each trainee by clicking the “Add Workover” button.

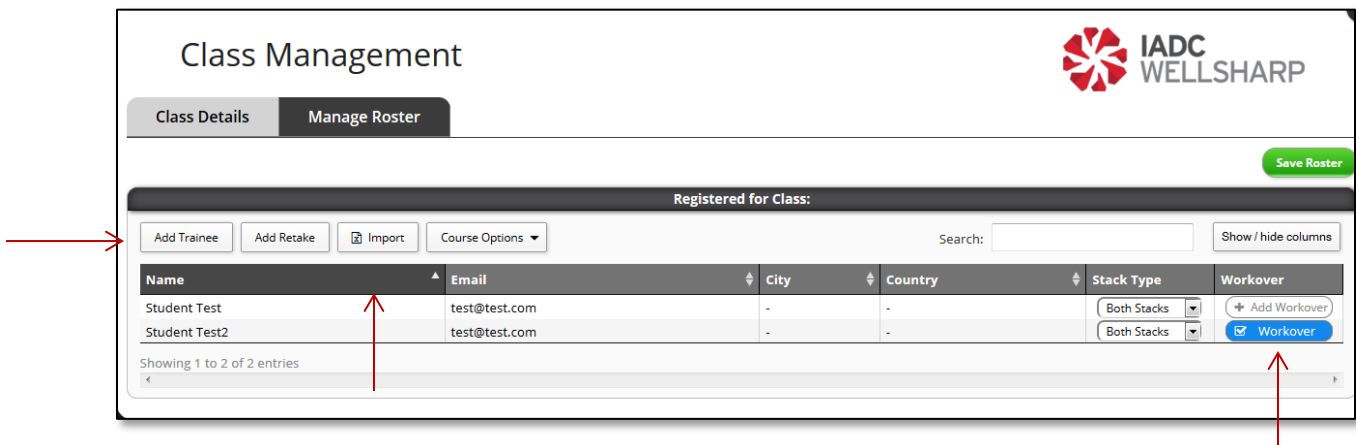


Figure 8: Adding trainee

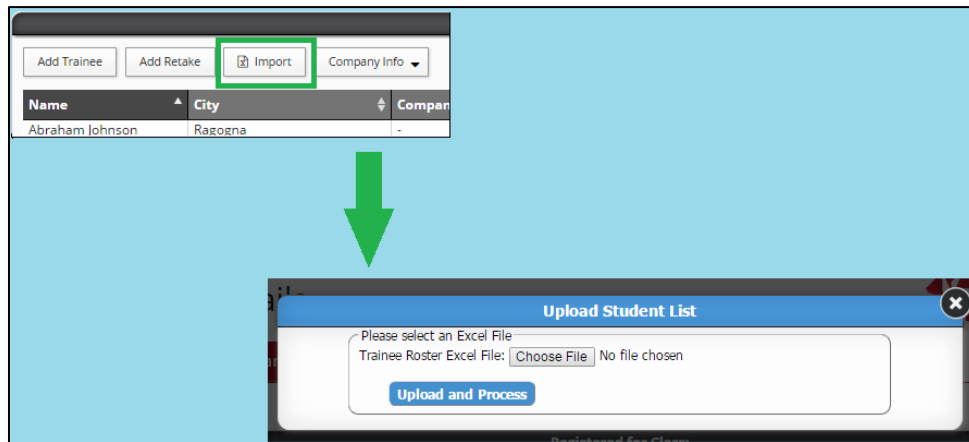


Figure 9: Uploading a class roster.

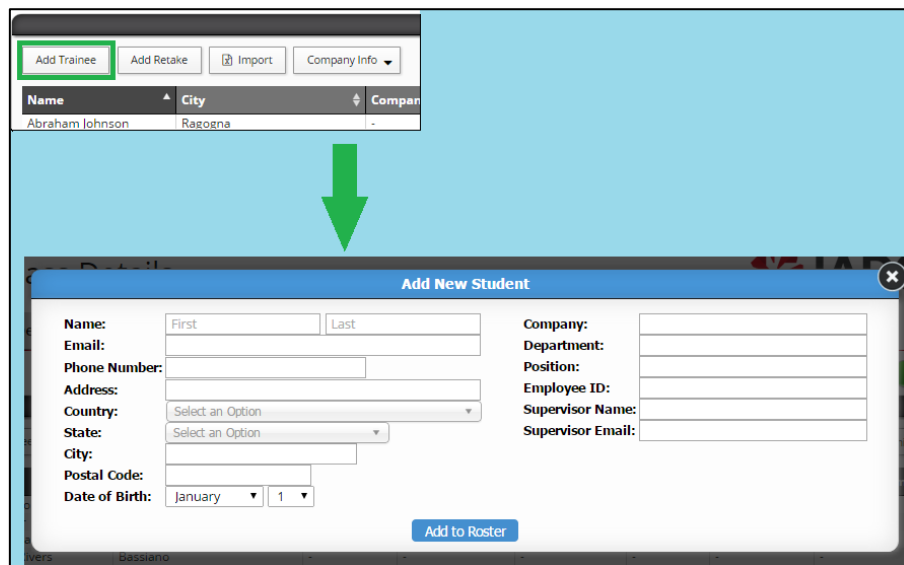
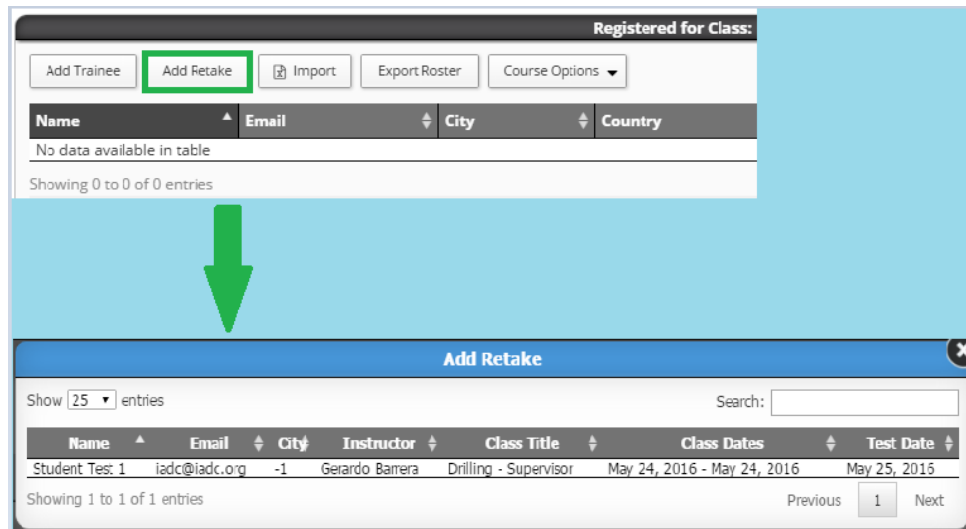


Figure 10: Adding trainee manually.

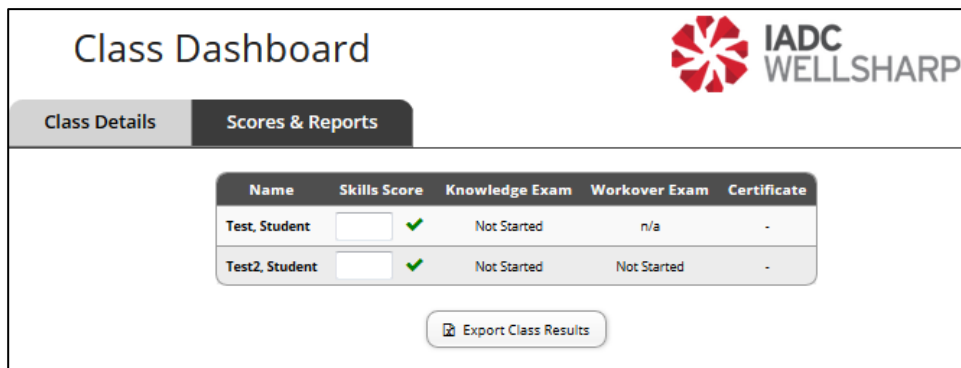




**Figure 11: Adding trainee qualified for a Retake**

### Inserting Skills Assessment Scores

Open a scheduled class and click on the “Scores & Reports” tab. The name of each trainee on the class roster will be visible. Type the skill score for each trainee next to the corresponding trainee name. Click the green check button next to each simulator/skill assessment score to save the assessment score.

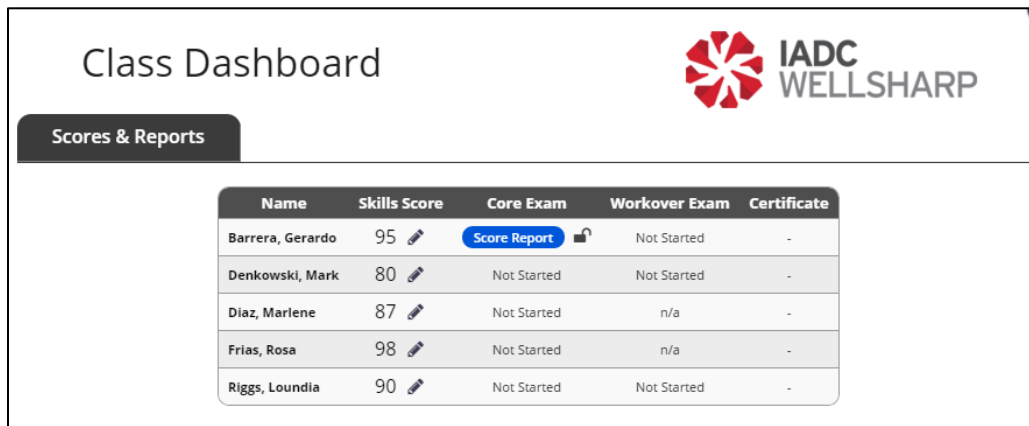


**Figure 12: Adding Skill Assessment Score.**

### Live Class Dashboard

After the Instructor has opened the final exam for his or her trainees, the Live Class dashboard will become active. The dashboard allows Instructors and training providers to monitor trainees’ progress in real time, and view their score report once they have completed each portion of the exam. Instructors and training providers can also download and print trainee certificates from the Live Class dashboard. Trainees’ certificate is visible for download after the trainee successfully completes the test.

The Live Class Dashboard becomes available to the Training Provider after the Instructor and Proctor start the test.



| Name             | Skills Score | Core Exam                    | Workover Exam | Certificate |
|------------------|--------------|------------------------------|---------------|-------------|
| Barrera, Gerardo | 95           | <a href="#">Score Report</a> | Not Started   | -           |
| Denkowski, Mark  | 80           | Not Started                  | Not Started   | -           |
| Diaz, Marlene    | 87           | Not Started                  | n/a           | -           |
| Frias, Rosa      | 98           | Not Started                  | n/a           | -           |
| Riggs, Loundia   | 90           | Not Started                  | Not Started   | -           |

Figure 13: Live Class Dashboard.

## Training Provider Administrator Profile

The Profile page allows Training Provider admins to edit their personal information. However, the most important function of this page is changing passwords. After receiving your login credentials, you should always create a unique password to secure your account.



Welcome to Your Account

**Welcome to Your IADC Training Portal**  
Please keep your name and contact information up to date so that we have accurate records for scheduling and reporting purposes.

**Update Your Profile**

Name:

Date of Birth:  |

Email:

Phone Number:

Address:

Country:

State:

City:

Postal Code:

Company:

Position:

Employee ID:

Password:

Figure 14: Profile page.

## Training Provider Analytics

The Assessment Database contains a section devoted entirely to organizing the results of a provider's classes. Analytics is divided into two sections: Assessments and Classes.

The metrics that will be available include score trends, grade distributions, and breakdown by assessment. The Assessments tab gathers scores from all assessments that have been completed and displays the data in a variety of ways.

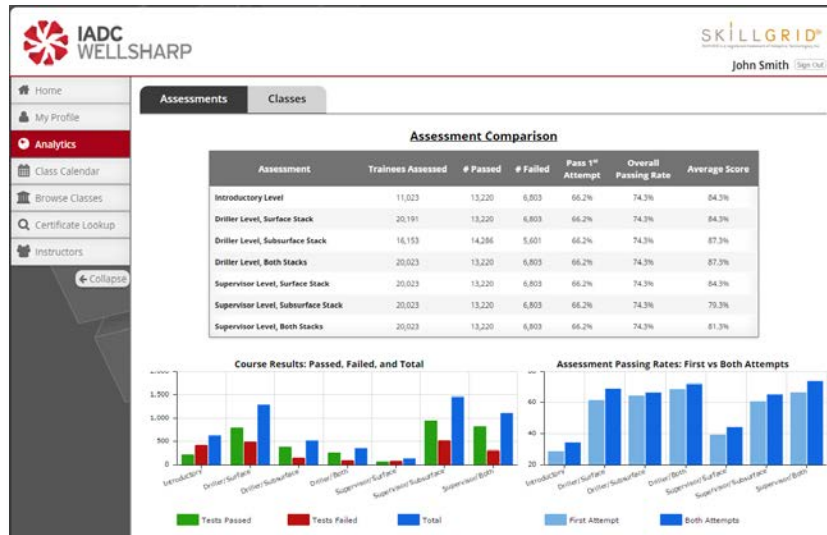


Figure 15: Assessment Analytics page.

## Class Calendar

On this page, scheduling classes and modifying existing classes can be done from a calendar view. The Class Calendar page can create new classes using the green “Schedule a Class” button, and upcoming classes, shown as blue bars on the calendar, can be modified by clicking on them.

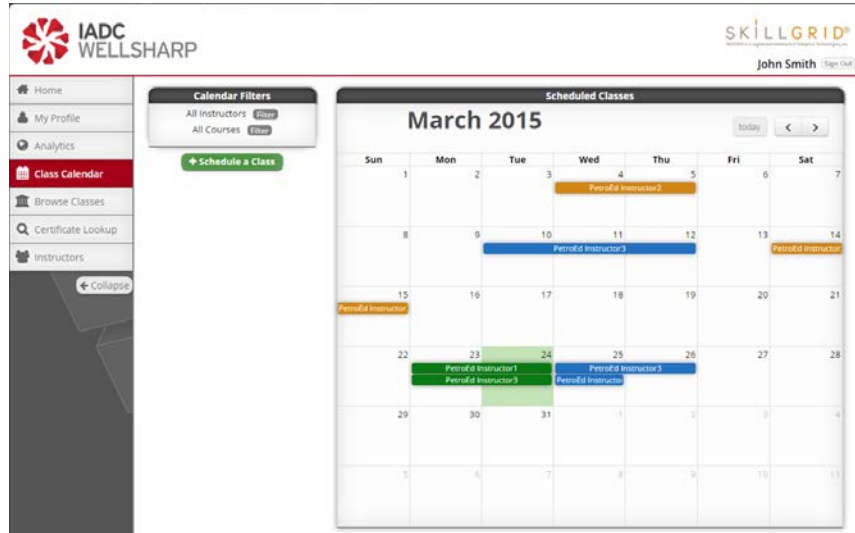


Figure 16: Assessment Analytics page.

## Browse Classes

To find a previous or upcoming class and look at the details for that class, the IADC Assessment Database contains a search function. Classes can be filtered by Title/ID, date, location, course level, instructor, or language.

The Browse Classes page filters all classes offered by a Training Provider by the fields at the top of the page. Results are shown immediately, so there is no search button on this page.

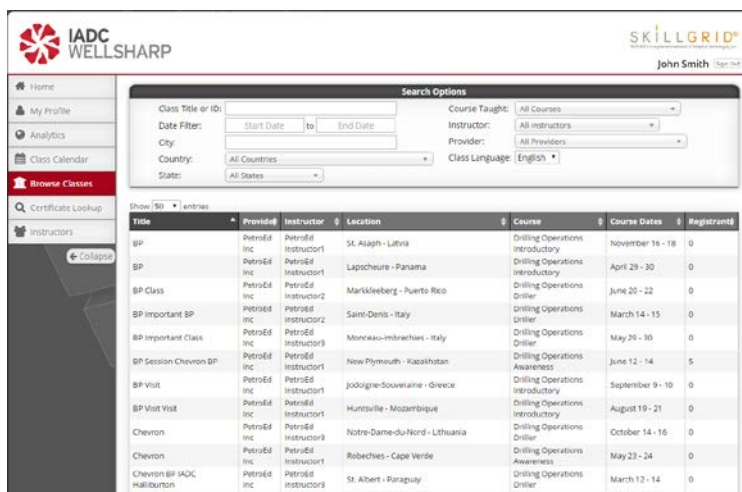


Figure 17: Browse Class page.

## Certificate Lookup

Providers also have the ability to search through the certificates they have issued, and take a number of actions for each certificate. The Certificate Lookup page contains a search function like the one found on the Browse Courses page, and a list of trainees that have issued IADC WellSharp certificates.

On the right side of each trainee's row, there is a button that allows Training Providers to take one of three actions: Certificates can be previewed in a pop-up window, downloaded as a PDF document, or emailed to the recipient.

The Certificate Lookup shows all certificates issued. Search options at the top of the page will filter by a number of criteria, and actions for any given certificate can be taken by clicking on the "Select an Action" button to the right of each row.

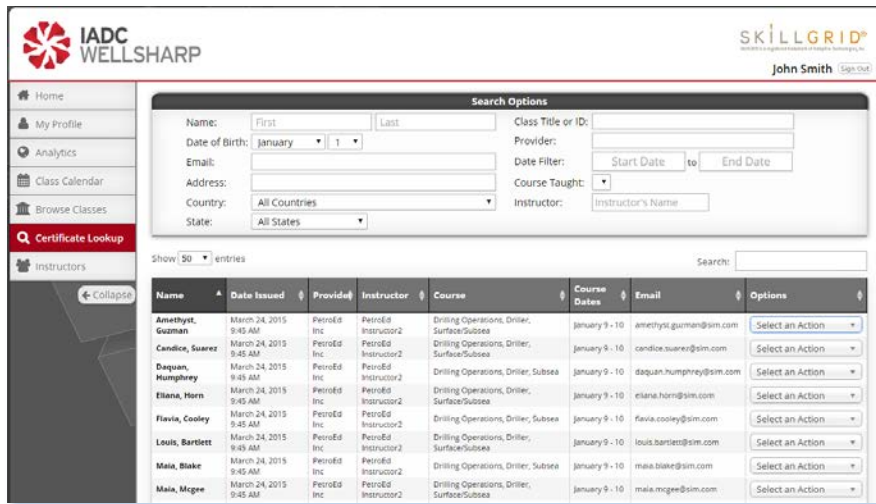


Figure 18: Certificate Lookup options.

## Instructors

The Instructors page of a Training Provider's interface shows the provider's IADC-approved WellSharp instructors. A search function is present on this page, as well as the instructors associated with the provider. An Instructor's name can be selected to display the performance of that instructor's trainees. Providers can also manage Instructor logins from this tab.

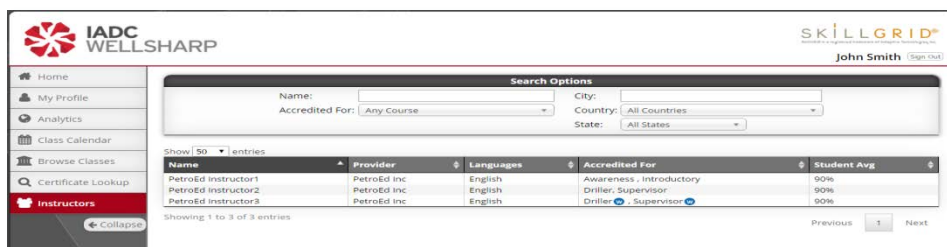
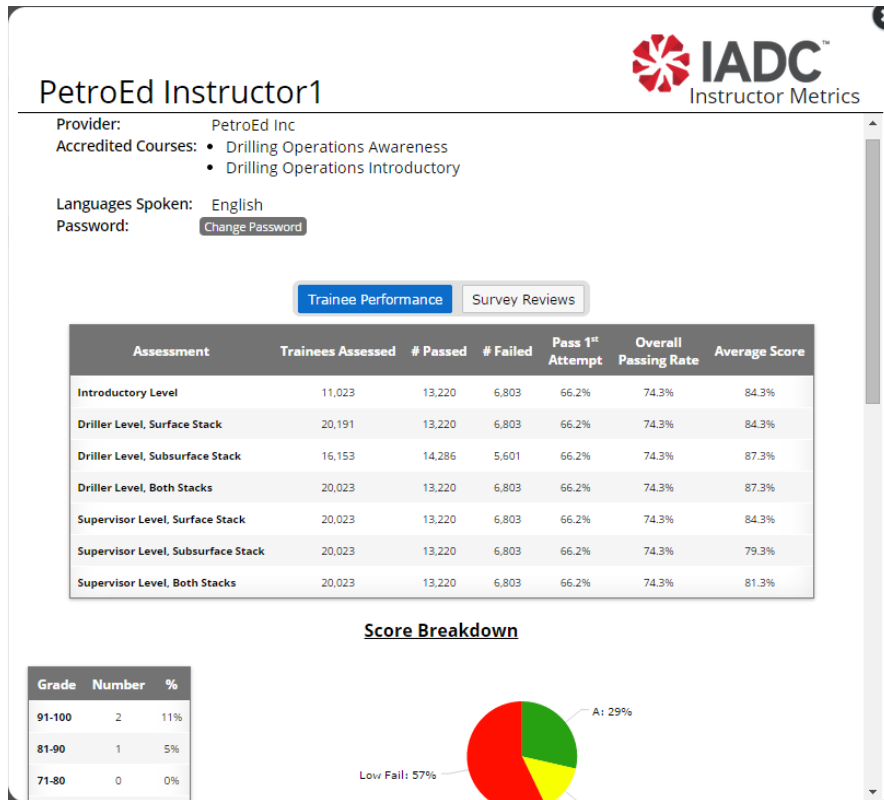


Figure 19: Data for Instructors affiliated with a training provider.

Instructors affiliated with a training provider are shown on this page. The figure below shows some of the performance data that is available by clicking on an instructor's name.

An instructor's training performance is shown in a pop-up window when his or her name is selected from the list. The tabs at the top toggle between test data and surveys taken by each instructor's trainees.



**Figure 20: Instructor's performance pop-up window.**

This pop-up window is also where an Instructor's password can be updated. Training providers will need to provide each of their instructors with their access information individually.



**PetroEd Instructor1**

Provider: PetroEd Inc  
 Accredited Courses:
 

- Drilling Operations Awareness
- Drilling Operations Introductory

 Languages Spoken: English

Password: 
 New Password: 
 Retype New Password:

**Figure 21: Updating Instructor's password.**



# Instructor's Guide

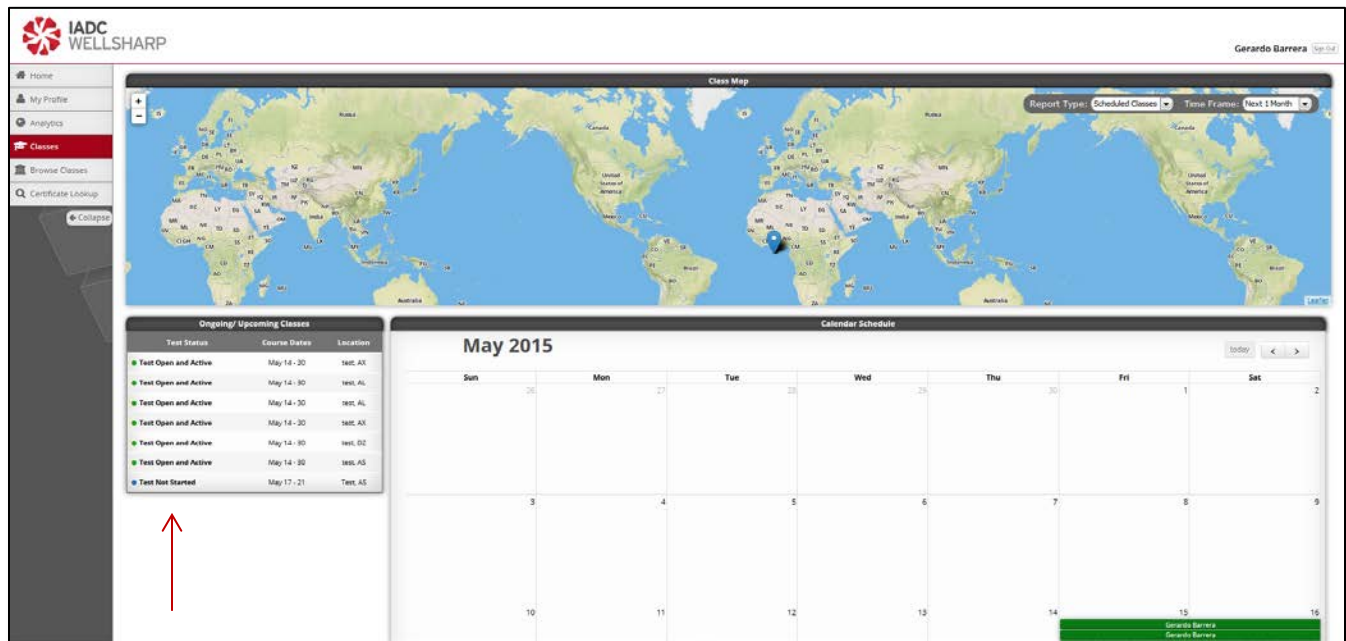
## Functions

IADC WellSharp Instructors will utilize the IADC WellSharp Assessment Database to administer the final assessment for their trainees. Upon logging in, their interface will show upcoming and current classes they are leading, and provide an interface for the new functions for teaching an IADC WellSharp class.

If you don't know your login and/or password, please contact your Training Provider administrator.

Instructors will be able to view an Analytics page for trainees in their classes, administer the required tests for their classes, review score reports, and print certificates issued to their trainees.

Upon logging in the instructor is taken to the Classes page, which provides a global view of upcoming classes, as well as the classes in a list and calendar view. Note that classes are categorized as "Test Not Started" or "Test Open and Active." These categories are marked with blue and green markers, respectively.



**Figure 22: Class screen for instructors.**

The list, calendar, and map on this page all display that instructor's courses only, and selecting a course from any of the views opens the Class Dashboard for that class.

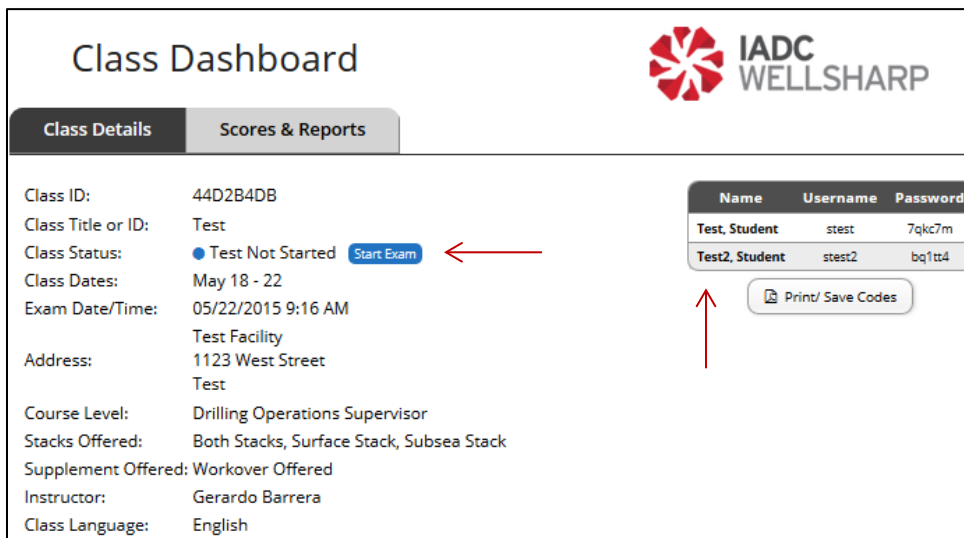


## Class Dashboard: Starting the Assessment

Opening the Class Dashboard offers different functions depending on the test status of the class. A test may be started and stopped from the dashboard. When a test is active, the dashboard shows the details of the class, and test scores.

The Class Dashboard shows the details and roster for that class. Data on scores for the Assessment can be accessed by clicking on the “Scores & Reports” tab.

When the test for a course is not yet active, the instructor will have the option to start the exams for that course. The blue “Start Exam” button brings up another page where the instructor must select the proctor for the exam, then begin the test. Trainees will not be able to begin their final assessment until this step has been taken.



**Class Dashboard**

**Class Details** | **Scores & Reports**

Class ID: 44D2B4DB  
 Class Title or ID: Test  
 Class Status: ● Test Not Started **Start Exam**  
 Class Dates: May 18 - 22  
 Exam Date/Time: 05/22/2015 9:16 AM  
 Address: Test Facility  
 1123 West Street  
 Test  
 Course Level: Drilling Operations Supervisor  
 Stacks Offered: Both Stacks, Surface Stack, Subsea Stack  
 Supplement Offered: Workover Offered  
 Instructor: Gerardo Barrera  
 Class Language: English

| Name           | Username | Password |
|----------------|----------|----------|
| Test, Student  | stest    | 7qkc7m   |
| Test2, Student | stest2   | bq1tt4   |

**Print/ Save Codes**

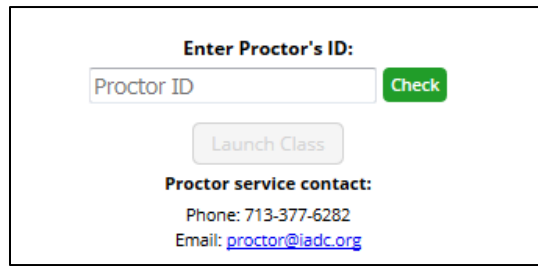
**Figure 23: Class Dashboard.**

The Class Dashboard is the primary way that instructors will interact with their classes in the Assessment Database. However, there are other functions that allow instructors to monitor the records from past classes and scheduled classes.

Instructors will also need to provide the username and password to each of their trainees in order for the trainees to log in to their final exam.

When opening the final exam to trainees, a Proctor must be present to enter his or her personal code and begin the exam.

When a Proctor has verified his or her ID in the WellSharp system, it will allow the test to be started. A proctor must be present during all WellSharp testing.



**Enter Proctor's ID:**

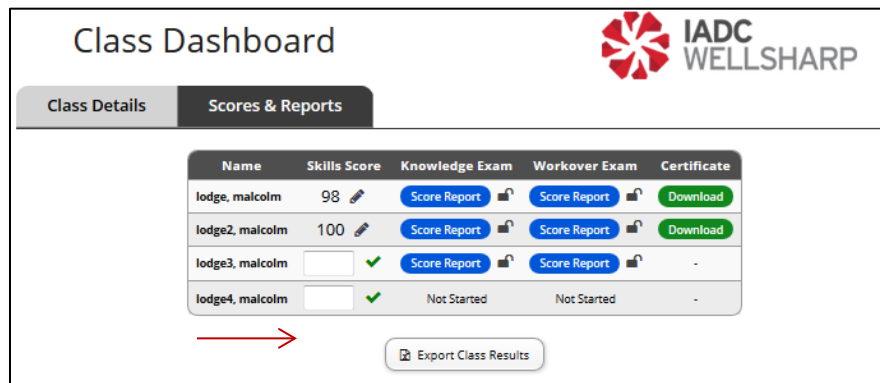
**Proctor service contact:**

Phone: 713-377-6282  
 Email: [proctor@iadc.org](mailto:proctor@iadc.org)


**Figure 24: Proctor's ID verification box.**

## Class Dashboard: Scores, Reports, and Certificates








The Scores & Reports tab of the Dashboard is where Instructors will enter a trainee's score on practical elements of the WellSharp course such as simulators or skills assessments. Enter the score and click the green check box to save the simulator/skill assessment score. Clicking on the pencil icon allows the simulator/skill assessment score to be edited.




**Class Dashboard**



Class Details | **Scores & Reports**

| Name            | Skills Score                                                                            | Knowledge Exam                                                                                                                  | Workover Exam                                                                                                                    | Certificate                             |
|-----------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| lodge, malcolm  | 98   | <input type="button" value="Score Report"/>  | <input type="button" value="Score Report"/>  | <input type="button" value="Download"/> |
| lodge2, malcolm | 100  | <input type="button" value="Score Report"/>  | <input type="button" value="Score Report"/>  | <input type="button" value="Download"/> |
| lodge3, malcolm | <input type="text"/> <input checked="" type="checkbox"/>                                | <input type="button" value="Score Report"/>  | <input type="button" value="Score Report"/>  | -                                       |
| lodge4, malcolm | <input type="text"/> <input checked="" type="checkbox"/>                                | Not Started                                                                                                                     | Not Started                                                                                                                      | -                                       |



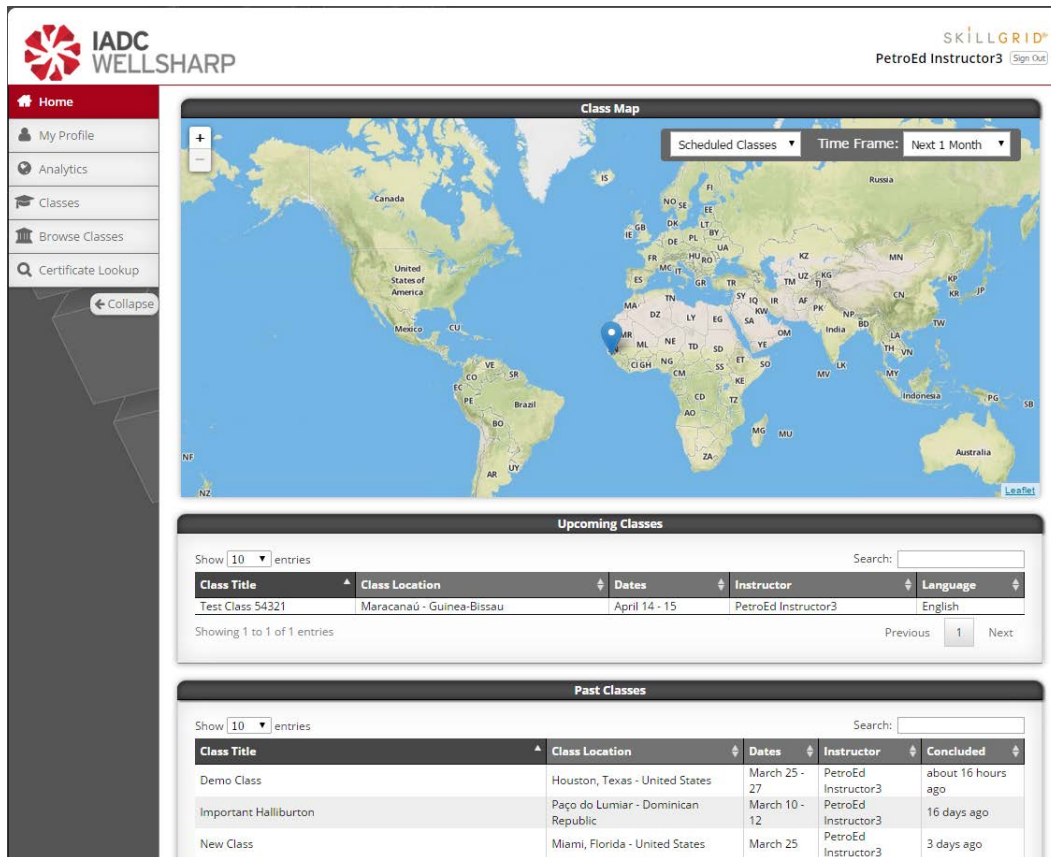
**Figure 25: Scores & Reports tab in the Class Dashboard.**

When a trainee has completed their final exam, the Instructor will be able to view the score report, as well as unlock the report so the trainee can view the report from their own interface. Upon successful completion of the assessment, certificates of completion can be downloaded and printed by clicking the certificate download button.

Class results can be exported by clicking the "Export Class Results" button.

## Instructor's Home Page

The Instructor's Home page provides access to all of the functions of the Classes page discussed above. On the Home page, the class calendar and ongoing/upcoming class list have been replaced with a detail table of ongoing/upcoming classes and a table showing past classes.



**Figure 26: Instructor's Home page.**

The Instructor's Home page includes a class map, and tables containing all of the instructor's classes. Past classes can be reviewed from this page, and all of the functions for current and upcoming classes are also available from this page.

## Profile

The Profile page allows Instructors to edit their personal information. However, the most important function of this page is changing passwords. After receiving your login credentials, you should always create a unique password to secure your account.

The Profile page contains personal and demographic information for each Instructor's account. All of these fields can be edited by the user, and should be kept up-to-date.



Figure 27: Instructor's Profile page.

## Instructor Analytics

The Analytics page for Instructors shows information from the previous classes that instructor has taught.

Each instructor's Analytics page displays assessment data from previous classes. The metrics displayed are subject to change, but could include information such as grade distribution, frequencies and trends in addition to the graphs displayed above.

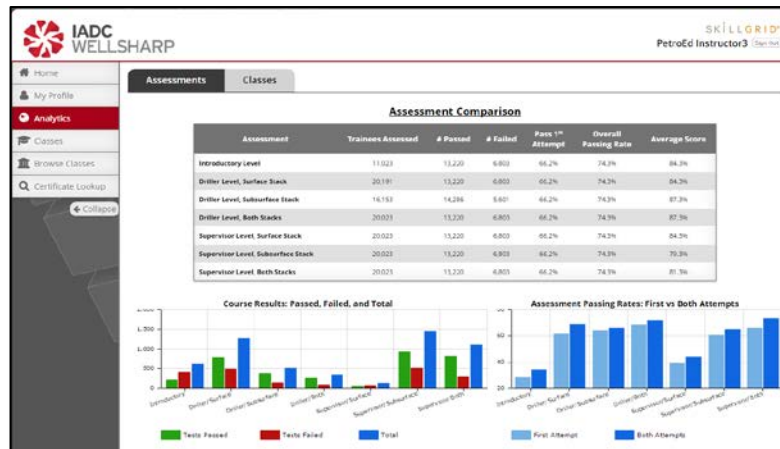


Figure 28: Instructor's Profile page.

## Browse Classes

To allow Instructors to find a previous or upcoming class and look at the details for that class, the IADC Assessment Database contains a search function. Classes can be filtered by Title/ID, date, location, course level, instructor, or language.

The Browse Classes feature filters all classes for an Instructor by the fields at the top of the page. Results are shown immediately, so there is no search button on this page.

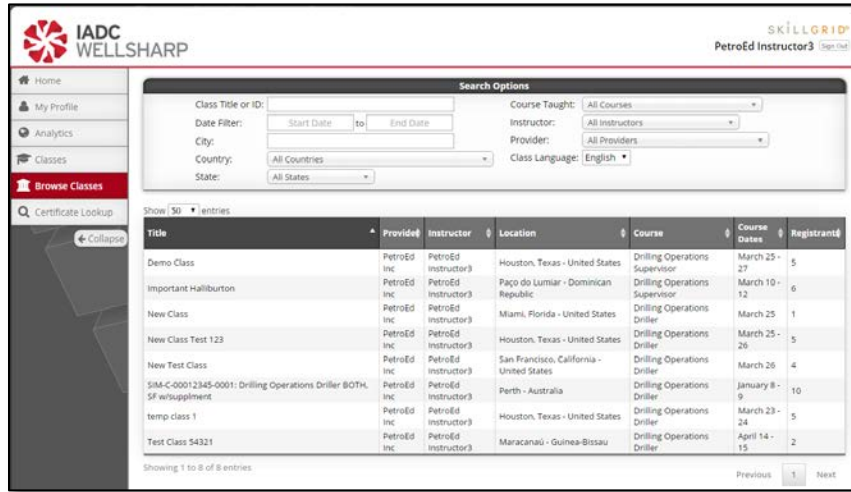


Figure 2: Browse Classes feature.

## Certificate Lookup

Instructors also have the ability to search through the certificates their trainees have earned, and take a number of actions for each certificate. The Certificate Lookup page contains a search function and a list of trainees who have received IADC WellSharp certificates. On the right side of each trainee's row, there is a button that allows Training Providers to take one of three actions.

Certificates can be previewed in a pop-up window, downloaded as a PDF document, or emailed to the recipient.

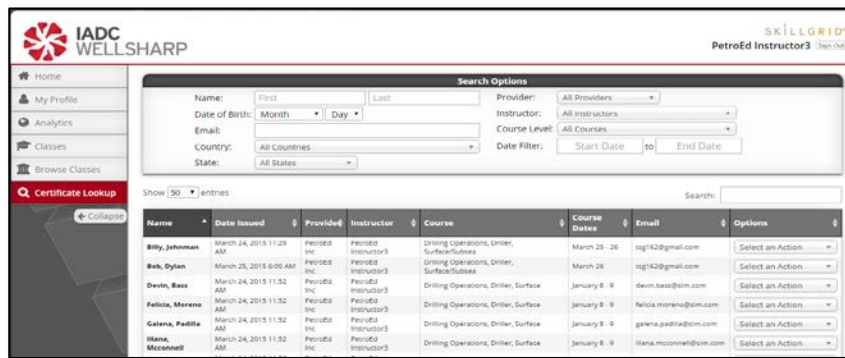


Figure 30: Certificate Lookup page.



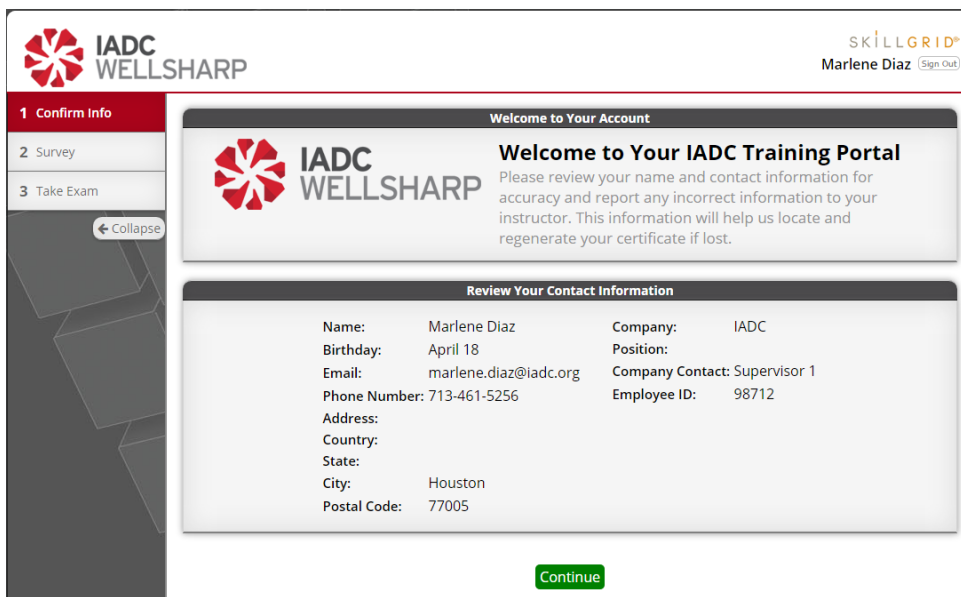
# Trainee's Guide

## Functions

Trainees taking an IADC WellSharp course will be given a password and login to take the final assessment for their course. The exam length and content will be dependent on the type of course attended.

Trainees may not log in before their instructor has started the exam. If a trainee attempts to access the Assessment Database before their exam is started, they will receive an error message.

After logging in, trainees will need to input their contact information to move to the next step. It is possible this will have been done for you when the Training Provider uploaded the class roster.



| Review Your Contact Information |                       |                  |              |
|---------------------------------|-----------------------|------------------|--------------|
| Name:                           | Marlene Diaz          | Company:         | IADC         |
| Birthday:                       | April 18              | Position:        |              |
| Email:                          | marlene.diaz@iadc.org | Company Contact: | Supervisor 1 |
| Phone Number:                   | 713-461-5256          | Employee ID:     | 98712        |
| Address:                        |                       |                  |              |
| Country:                        |                       |                  |              |
| State:                          |                       |                  |              |
| City:                           | Houston               |                  |              |
| Postal Code:                    | 77005                 |                  |              |

**Figure 31: Trainee's Profile page.**

The trainee's Profile page requires, at minimum, an email address to continue on to the exam. It is important to make sure that all information entered on this page is correct before clicking the "Continue" button.

## Survey

The next step after completing/reviewing your profile is to fill out a short survey on the WellSharp course that you have taken. Your opinions will help the IADC and WellSharp training providers create a better experience and more effective training.

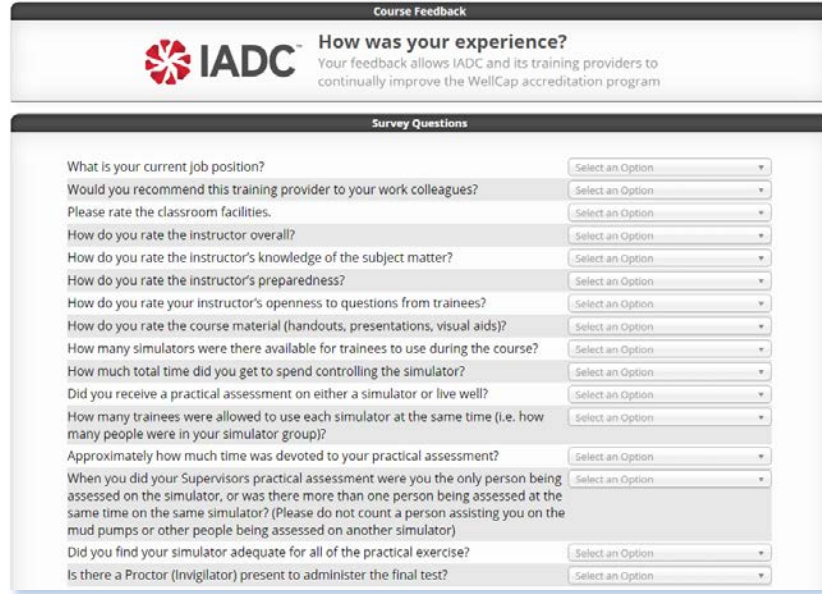


Figure 3: Trainee's Survey page.

The Survey allows trainees to give their feedback to the IADC. The survey will ask you to rate several different aspects of the course on a scale of 1 to 5.

### Taking the Exam

After completing the Profile and Survey pages, you may begin your exam. Depending on the supplements offered for your course, there may be more than one section to the test.

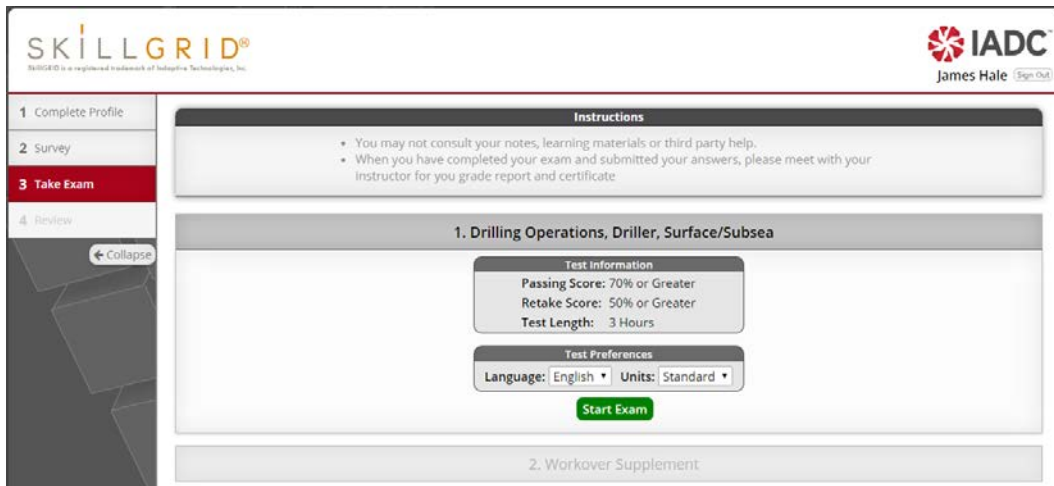


Figure 4: Launch Exam page.

The Launch Exam page shows the passing score, and required score for a retake. Only one retake is allowed per exam, and all retakes must be approved by your Training Provider.

The exam will be tailored to the WellSharp course you have taken. These exams are timed and, after completion, the trainee will be able to review his or her exam.



## **Review**

Once your exam is submitted, you will be allowed to review the results. To see the results, you will need to inform your Instructor you have finished the course, and the Instructor can unlock your results.

The Results page will show questions missed, incomplete learning objectives, and overall score.

## Resources

For support and questions regarding IADC's Assessment Database, contact:

WellSharp Database Technical Support: 1-800-434-6037

Proctor Service Support : 1- 713-377-6282