

Presentation of ClasseNet

Document history:

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Change log:

Version	Editing
3	Editing the document to only cover Classenet
3	Adding new features (error message, adding a participant)
4	Adding instruction manuals. Corrections and formatting/page layout

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Logging into Classenet

The trainer for the course that you are going to take will send you the class code and a password for you to log into Classenet.

Portal address:

<http://formation.versalys.com/classenet/>

Click on the FR or EN language code appearing on the right of the Versalys logo, if the correct language is not displayed.

Enter the class code and password in the relevant fields. Then click on “Submit”.

514-844-2300 contact@versalys.com

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FR
EN

Bienvenue dans **ClasseNet**

L'extranet des évaluations de cours de
Versalys

IDENTIFICATION

Course Code

Password

Submit

List of participants page

After logging into Classenet, the next page will display different information depending on whether you are taking a Public class or a Private class.

Public Class

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List of training documents

INSTRUCTIONS CLASSENET ET PORTAIL
MS-POWERPOINT 2010

List of participants of the training

BERTRAND GARAUD

In a Public class, if PDF manuals are available for this course, the available manual(s) will be listed at the top of the window.

By clicking on the document name, the document will open in the web browser. You can then save it on a workstation, USB flash drive, etc. (go to downloading instructions below).

Just below, you will see the list of participants who have signed up for the course. Find your name in the list, then click on it to access your participant page.

Private Class

In a Private class, if PDF manuals are available for this course, the available manual(s) will be listed at the top of the window.

By clicking on the related manual name, the manual will open in the web browser. You can then save it on a workstation, USB flash drive, etc. (go to downloading instructions below).

Right below, you will see the list of participants who have signed up for the course. Find your name in the list, then click on it to access your participant page.

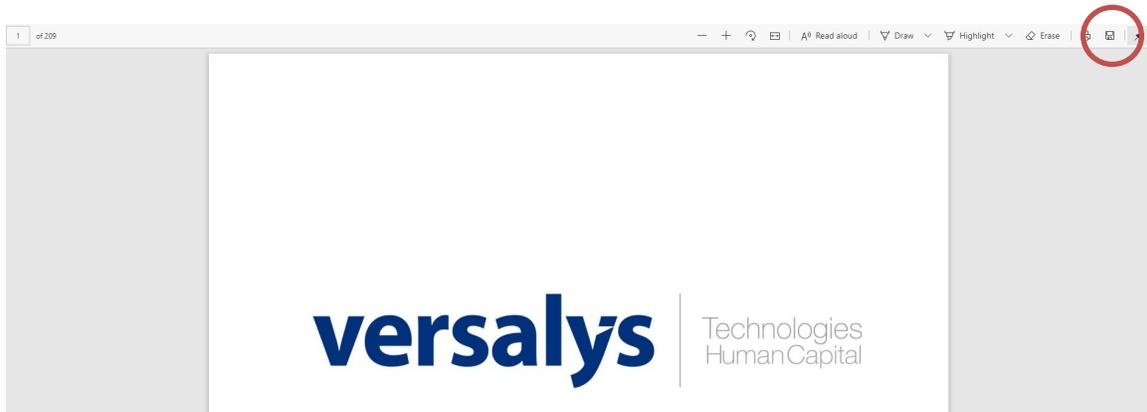
If your name is not showing or the list of participants is empty, you can add yourself as course participant:

- Enter your last name and first name in the relevant field to add your attendance, then confirm by clicking on “OK”.
- If the last name and first name that you have entered is already known. The page will display the list of existing matches:
- If you recognize yourself in the list, click on “Select”.
- If you do not recognize yourself in the list, click on “Add” (no match). This will add you as course participant.

Downloading the Manual

On the List of Course Participants page (see above), click on the name of the manual which will open in the web browser. You must then save the manual on your PC or a USB flash drive:

- On Microsoft Edge: click on the **save as icon** located near the top-right corner of the toolbar above the document, or right-click directly on the document page.



- On Google Chrome: click on the **download icon** located near the top-right corner of the toolbar above the document, or right-click directly on the document page.

Note 2: After you have downloaded/saved the manual; if you use Windows 7 operating system, a right-click will open the file via PDF Reader. However, if you use Windows 10 operating system, Edge will open when you double-click, so right-click to open via Acrobat Reader.

Participant Information Page

After clicking on your name in the list of course participants, you will access your personal information page.

List of training documents

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Send email with course content

General informations

Name

First name

Function

Department

Indicative

Phone

Post

Email

Address

City

Postal code

Province

Country

Edit

Get access to the participant portal

Send email

If documents are linked to the course, you will be able to send an email to yourself with all course content.

If the email address is known, it will already be entered in the **Email** field on the General informations form

By clicking on "Send email with course content", an automatic email will be created containing all links to access the course content files.

!/: If the email address is not visible in the relevant field, you should first enter an email address in the form and confirm the change to the form.

Note: if the email address field is not completed, a small message box will appear to inform you that the email address is missing.

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PERSONAL
DETAILS

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Courriel vide / Email empty

List of training documents

INSTRUCTIONS CLASSENET ET PORTAIL
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Send email with course content

General informations

Name

First name

Function

Department

Indicative

Phone

Post

Email

OK

All details contained in your participant form can be changed.

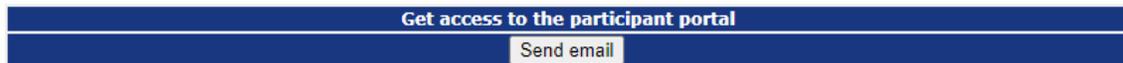
To confirm your changes, click on “Edit”.

Accessing the Participant Portal

The participant portal will enable you to view the history of all of your courses and related manuals so that you can retrieve them in the future.

To access the participant portal, you need an email address and a password:

- The email address is the same as you entered on your participant page.
- The password will be generated by Classenet and sent by email when you click on “Send email”.



Note: if the email address field is not completed, a small message box will appear to inform you that the email address is missing.

Note 2: The email address field must be completed in the main form. The line showing at the bottom of the window is only a visual reminder that the email address is already linked to the participant.

Course Evaluation Page

By clicking on “Course Evaluation” at the top of the window, you can access the course evaluation page.

The use of the masculine in this document represents a simplification that does not reflect any discrimination						
Reception						N/A
Upon your arrival at Versalys Formation.	<input type="radio"/>					
Given by the instructor when you entered the classroom.	<input type="radio"/>					
The course						N/A
I have the previous knowledge required to understand the course content.	<input type="radio"/>					
The course objectives stated by the instructor were clear and specific.	<input type="radio"/>					
The course content fulfilled my needs.	<input type="radio"/>					
The course duration was long enough to meet the objectives.	<input type="radio"/>					
The course content can be directly applied to tasks I perform.	<input type="radio"/>					
The other participants had the same level of knowledge and the same needs as I.	<input type="radio"/>					
Teaching aids						N/A
The documentation was well structured.	<input type="radio"/>					
The documentation was used during the course.	<input type="radio"/>					
The documentation will be helpful for future reference.	<input type="radio"/>					
The exercises contributed to my learning.	<input type="radio"/>					
The exercises and labs reinforced what was taught in the course.	<input type="radio"/>					
The hardware was adequate and operational.	<input type="radio"/>					
The software was properly installed and configured.	<input type="radio"/>					
The graphics and multimedia material helped clarify the concepts.	<input type="radio"/>					
The instructor						N/A
The course presentation was structured.	<input type="radio"/>					
The instructor was enthusiastic.	<input type="radio"/>					
The instructor demonstrated a mastery of the course concepts.	<input type="radio"/>					
The instructor's explanations were clear.	<input type="radio"/>					

Evaluate only the relevant points for the course that you have taken.

Then click on "Submit" at the bottom of the window when you have finished.

Note: if you have already completed the evaluation, a message will be displayed instead of the evaluation form.

Signing Out

By clicking on "Sign Out" in the menu bar at the top of the window, you exit Classenet to return to the home page.


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COURSE
EVALUATION
LESSON PLAN
SIGN OUT

List of training documents

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