



PTSI · TRAINING MANAGEMENT & LEARNING SYSTEMS

CUSTOM EXAMS STEP-BY-STEP TUTORIAL

Creating, assigning, and configuring a Custom Exam — from the TMS exam shell through the LMS template builder, generating the exam, and granting student access — plus a look at what the student sees, up through launching LockDown Browser.

Audience	Training Directors (TD) and TD Assistants (TDA)
Systems used	TMS (create, enroll) · LMS (template builder, exam settings, generate exam, grant access)
Scope	Exam creation through configuration, generation, and granting student access — including the student's view up through launching LockDown Browser.

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BEFORE YOU BEGIN

ROLES, PREREQUISITES & KEY TERMS

A Custom Exam is a practice exam that a Training Director builds by pulling questions from up to 12 curriculum courses, without building a full custom course. This guide walks a **TD or TDA** through the whole process: creating the exam shell in the TMS, enrolling people into it, configuring what the exam contains in the LMS, generating it, and granting students access — including a look at what the exam looks like from the student's side, up through launching LockDown Browser.

What each system does

- **TMS** — where you create the Custom Exam “shell” and enroll students and an instructor.

- **LMS** — where you open the Template Builder to pick source courses, lessons, delivery method, and grouping; configure exam settings; then generate the actual exam and grant students access to it.

What your role can do

ROLE	SEE CUSTOM EXAMS (TMS)	ENROLL PEOPLE	CONFIGURE EXAM (LMS)
TD	Yes	Yes	Yes
TDA	Yes, if granted the permission	Yes	Yes
Instructor / Proctor	No	—	No — administers & grants access only
Student	No	—	No

Prerequisites checklist

- Your Training Location has the Custom Exam LMS feature (via its tier, or assigned directly).
- The Custom Exams feature is enabled for your JATC/AJATC.
- Your account has the Custom Exams permission for your role.
- You have test students **and** at least one instructor ready to enroll — enrollment cannot be completed without an instructor.
- You know how to reach the LMS from the TMS (the **Login to LMS** action on a Training Location).

PART 1 · TMS

CREATE A CUSTOM EXAM

- 1 Log in to the TMS as a TD (or TDA).
- 2 In the Training Location menu, confirm a **Custom Exams** item appears.

S1 The Training Location menu with **Custom Exams** highlighted, under Courses/Content.

PT INFORMATION

Contact Information

MANAGE USERS

Roster

User Access Requests

Filter Groups

Pending Forget

Purchase Access

Manage Access

Invoice Management

Transaction History

PLANNING / ANALYTICS

Course Analytics

Curriculum Scheduling Tool

COURSES / CONTENT

Enrollment

Session Management

Enrollment History

Custom Courses

Custom Exams

ICA History

Legacy Order History

EDBOOKS

Assignment

Assignment History

GRADES MANAGEMENT

Manage Grades

View Grades Transactions

Grades Report

Qualifications

TT0007 TRAINING MANAGEMENT SYSTEM

Logged in as: Jim Stover

HOME

WELCOME

Welcome to the Training Management System (TMS) – the enrollment application used for the PTSI Online Learning System. This is your gateway to manage users and their enrollments into digital content and help facilitate the management of your training. The menu to the left provides various functions. From these menus:

- learning system users can be rostered into the system
- access to the system and content can be granted
- filter groups can be created – this is a tool for grouping rostered users for use later for assigning content and more
- transaction histories may be reviewed and printed
- director assistants can be entered into the system
- access to the LMS from the TMS grants administrator access to reporting details in the LMS.

Many more features may be accessed and utilized from the menu. Be sure to watch the videos below for assistance in learning about the system. Also note the question mark icon in the upper right hand of TMS pages. On each page the icon is a link to a video and transcript of how that page functions.

TMS NOTIFICATIONS

Restricted Access to LMS Content for TDA Accounts

Effective July 1, 2026, all administrator (TDA) accounts, except the primary TD account will no longer have the ability to access course content in the LMS. This will not affect the ability for TDAs to access the LMS from the TMS via the **Login to LMS** menu item, however, access will be limited to reporting and the creation and administering of exams.

After the July 1 effective date, any user with a TDA role that also needs to access course content in the instructor role will be required to be rostered, enrolled and granted access via an instructor account.

Add a 2nd MFA Delivery Method to Bulletproof Your Login Experience

Recently, some major email service providers experienced technical difficulties that may have delayed or prevented the delivery of Multi-Factor Authentication (MFA) codes. Help your instructors and students avoid access problems by adding a 2nd method for receiving MFA codes. Read and share the most recent **Blog** post today!

TMS HELP RESOURCE

HAVE QUESTIONS?

The TMS Help Resource has what you're looking for.

Visit the TMS Help Resource

BlendedLearning Blog

The latest news for the electronic training ALLIANCE LMS professionals

New Feature: Create Filter Groups On the Fly in Roster > Add User

Jim Stover 06/25/2024

Good news for anyone building out their roster: you can now create a brand-new Filter Group right from the TMS > Roster > Add User screen. Need to sort a new user into a group that doesn't exist yet? Create it in the moment, assign your user to it, and keep going – all in one place.

This is especially handy at the start of a new term or cohort, when you're adding a batch of new users ...

(MORE...)

Instructor Portal Maintenance Event

Jim Stover 06/17/2024

On Tuesday, August 18, from approximately 8:00pm to 10:00pm EST, the Instructor Portal will be unavailable for necessary system maintenance. We appreciate your understanding as we work to ensure our systems are safe and secure.

(MORE...)

Skills Training and Assessments

Steve Harper 06/24/2024

Running a Skills Training & Assessment Course (STA)

How PTSI stands as a PTSA Member: In 2024, we have a new PTSA and we are excited to be a part of it.

- S2** The Custom Exams list: Course Name, Course ID, Exam Description, and Actions, plus the Exam Title search box and **+ Add Exam**.

The screenshot shows the ProTech Skills Institute Training Management System interface. The left sidebar contains navigation menus for 'TL INFORMATION', 'MANAGE USERS', 'PLANNING / ANALYTICS', and 'COURSES / CONTENT'. The main content area is titled 'TT0007 TRAINING MANAGEMENT SYSTEM' and 'CUSTOM EXAMS'. It features a search box for 'Exam Title' and a '+ ADD EXAM' button. Below is a table with columns: Course Name, Course ID, Exam Description, and Actions. The table lists three exams: '2026-08-18_Fenstermaker', 'Complete DC-AC Theory Exam', and 'Example Test'. At the bottom, there is a pagination indicator '1-3 of 3 exams' and a page size selector '10 / page'.

Course Name	Course ID	Exam Description	Actions
2026-08-18_Fenstermaker	24324	2nd Year Midterm	
Complete DC-AC Theory Exam	25221	ET1-ET3. Use as assessment for placement	
Example Test	23300	Test of All Knowledge	

- 3** Click **+ Add Exam**. An “Add Custom Exam” modal opens.

- S3** The “Add Custom Exam” modal, with the Course Name/Exam Title and Exam Description fields empty.

The screenshot shows the same ProTech Skills Institute Training Management System interface, but with the 'Add Custom Exam' modal open. The modal has two input fields: 'Course Name / Exam Title' and 'Exam Description'. At the bottom of the modal are 'CANCEL' and 'SAVE' buttons. The background content is dimmed.

- 4** Fill in the **Course Name / Exam Title** (required, 255 characters max) and the **Exam Description** (required, multi-line).

S4 The same modal filled in with a title and description ready to save.

The screenshot shows the 'CUSTOM EXAMS' page in the ProTech Skills Institute Training Management System. A modal titled 'Add Custom Exam' is open, displaying the following fields:

- Course Name / Exam Title: Comprehensive Code Calculations
- Exam Description: Comprehensive test encompassing all code calculation courses

The modal has 'CANCEL' and 'SAVE' buttons. In the background, a table lists existing exams:

Course Name	Actions
2026-08-18_Fenstermaker	[Gear Icon]
Complete DC-AC Theory Exam	[Gear Icon]
Example Test	[Gear Icon]

Page navigation: 1-3 of 3 exams, 10 / page

5 Click **Save/Create**.

6 Confirm a success message appears (“Custom Exam successfully created”) and the new exam shows up in the list immediately.

S5 The “Custom Exam successfully created” confirmation, with the new exam already in the list.

The screenshot shows the 'CUSTOM EXAMS' page after a successful creation. A green success message is displayed at the top right: "Custom Exam successfully created." The table now includes the newly added exam:

Course Name	Course ID	Exam Description	Actions
2026-08-18_Fenstermaker	24324	2nd Year Midterm	[Gear Icon]
Complete DC-AC Theory Exam	25221	ET1-ET3. Use as assessment for placement	[Gear Icon]
Comprehensive Code Calculations	25222	Comprehensive test encompassing all code calculation courses	[Gear Icon]
Comprehensive Conduit Exam	25224	Conduit 1 & 2	[Gear Icon]
Example Test	23300	Test of All Knowledge	[Gear Icon]

Page navigation: 1-5 of 5 exams, 10 / page

GOOD TO KNOW

Both the title and description are required — the form will not save with either field blank.

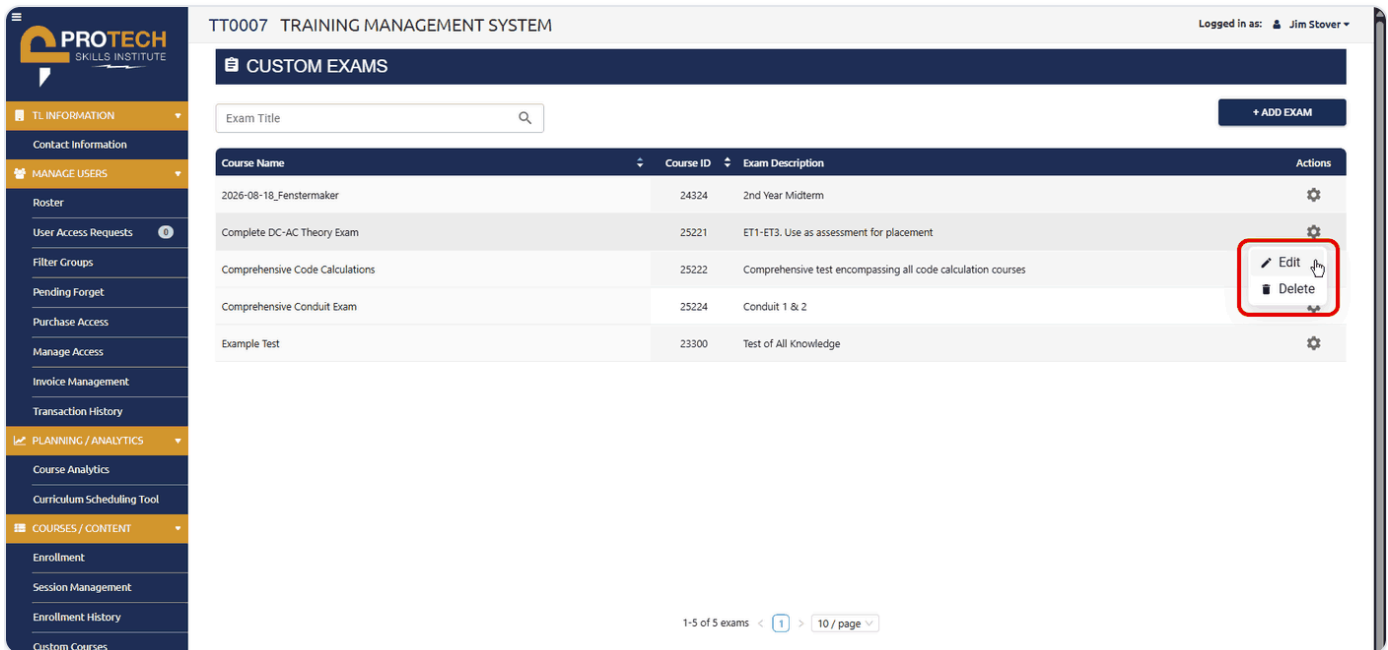
PART 2 · TMS

EDIT OR DELETE A CUSTOM EXAM

Editing

- 1 On the Custom Exams list, click the gear (Settings) icon in the Actions column for the exam, then choose **Edit**.
- 2 Change the Course Name and/or Exam Description, then save.
- 3 Confirm the updated name/description appear in the list immediately.

S6 The gear icon menu open on a list row, showing Edit and Delete.



The screenshot displays the ProTech Skills Institute Training Management System (TMS) interface. The left sidebar contains navigation menus for 'TL INFORMATION', 'MANAGE USERS', 'PLANNING / ANALYTICS', and 'COURSES / CONTENT'. The main content area is titled 'TT0007 TRAINING MANAGEMENT SYSTEM' and 'CUSTOM EXAMS'. It features a search bar and a table of exams. The 'Comprehensive Code Calculations' exam row is highlighted, and its gear icon menu is open, showing 'Edit' and 'Delete' options. The table has columns for Course Name, Course ID, Exam Description, and Actions.

Course Name	Course ID	Exam Description	Actions
2026-08-18_Fenstermaker	24324	2nd Year Midterm	
Complete DC-AC Theory Exam	25221	ET1-ET3. Use as assessment for placement	
Comprehensive Code Calculations	25222	Comprehensive test encompassing all code calculation courses	Edit
Comprehensive Conduit Exam	25224	Conduit 1 & 2	
Example Test	23300	Test of All Knowledge	

GOOD TO KNOW

Editing is always allowed — even for an exam that already has enrolled students or a generated exam instance. You do not need to remove enrollments first to fix a typo.

Deleting

- 1 Click gear → **Delete** and confirm.
- 2 Confirm the exam disappears from the list, and from the Enrollment and Grades Management screens.

BEFORE YOU DELETE

An exam **with students or an instructor already enrolled** cannot be deleted — you'll get a message that it still has people enrolled. An exam **with a generated exam instance** also can't be deleted, with a message specific to that reason. Only a “clean” exam (no enrollments, nothing generated) can be removed.

PART 3 • TMS

ENROLL STUDENTS AND AN INSTRUCTOR

- 1 In the Training Location, navigate to the **Enrollment** page.
- 2 Begin enrolling: select the students to add.

S7 The Enrollment page's "Enroll Students" tab, with test students checked.

The screenshot shows the ProTech Skills Institute Training Management System (TT0007) interface. The left sidebar contains navigation menus for 'TL INFORMATION', 'MANAGE USERS', 'PLANNING / ANALYTICS', and 'COURSES / CONTENT'. The 'Enrollment' option is selected under 'COURSES / CONTENT'. The main area displays the 'ENROLLMENT' tab with sub-tabs: 'Enroll Students', 'Choose courses', 'Enroll Instructors', 'Specify Session Name', 'Specify Access Date', and 'Verify Enrollments'. The 'Enroll Students' sub-tab is active, showing a list of available students. The list includes 7 test students, all of whom are checked for enrollment. The 'Selected: 3' status is shown at the bottom right of the list. A 'Next' button is visible in the bottom right corner.

TT0007 TRAINING MANAGEMENT SYSTEM

Logged in as: Jim Stover

ENROLLMENT

Enroll Students Choose courses Enroll Instructors Specify Session Name Specify Access Date Verify Enrollments

Select the students you want to enroll.

Available Student

Filter Options Save Search Name (Last, First) Email 2026-05-04 Instructors... Students Per Page

Hide Archived Users Hide Pause/Blocked Users

View Selected Users

☐ Check All Displayed

☐	Demo, MyRecords (who+myrec@etalliance.org)	
☒	Franks, Rickie (rickie_franks3509@reallyfast.biz)	
☒	Guthrie, Guadalupe (guthrie1901@fastem.com)	
☒	Henderson, Milo (milo_henderson3448@fmailbox.com)	
☐	Juarez, Jenelle (jenelle_juarez1126@rushpost.com)	
☐	Orick, William (who+ttstu@etalliance.org)	
☐	Valenzuela, Lang (lang1285@postinbox.com)	

(Showing 7 of 7 students.)

Selected: 3

1

Viewing Page 1 of 1

Next

3 Select the **Custom Exam** as the course/session.

S8

The “Choose courses” tab, with the Custom Exam selected. Note the ∞ symbol under Available Licenses — that’s the unlimited-seats behavior described below.

TT0007 TRAINING MANAGEMENT SYSTEM

Logged in as: Jim Stover

ENROLLMENT

Enroll Students **Choose courses** Enroll Instructors Specify Session Name Specify Access Date Verify Enrollments

Select courses...

Available Courses

Filter Options Save Search Search: conduit CLCS Worksheet Select a Worksheet Only Courses with Existing Sessions

Hide Courses with No Available Licenses Hide Inactive Custom Courses 10

Export License Summary View Selected Courses

Number of Students Selected: 3

☐ Check All Displayed	Grace Period	Available Licenses	Course Details
☒ Comprehensive Conduit Exam	-	∞	
☐ Conduit System Fabrication 1 - CML	-	22	
☐ Conduit System Fabrication 2 - CML	-	56	

(Showing 3 of 3 courses)

Selected: 1

Viewing Page 1 of 1

Courses listed that are not selectable indicates insufficient number of course licenses or a custom course that has been marked as inactive. You will not be able to add these courses for the selected users.

Back Next

4

Assign an instructor. **The enrollment cannot be completed without one.**

5

Complete enrollment and confirm success.

- S9** The “Enroll Instructors” tab. The warning banner at the bottom — “At least one (1) qualified instructor must be enrolled” — is exactly the requirement below.

The screenshot displays the 'Enroll Instructors' tab in the ProTech Skills Institute Training Management System (TMS). The interface includes a sidebar with navigation options such as 'TL INFORMATION', 'MANAGE USERS', 'PLANNING / ANALYTICS', 'COURSES / CONTENT', 'EBOOKS', and 'GRADES MANAGEMENT'. The main content area shows a table of 'Courses to Enroll' with columns for 'Instructors Selected' and 'Available Licenses'. A warning banner at the bottom states: 'Comprehensive Conduit Exam: At least one (1) qualified instructor must be enrolled.'

i GOOD TO KNOW

A Custom Exam behaves like a Custom Course for licensing — it has effectively unlimited seats, so you won't hit an “out of licenses” block when enrolling students.

PART 4 • LMS

BUILD THE EXAM TEMPLATE — PICK SOURCE COURSES

- 1** From the TMS, use **Login to LMS**.
- 2** Go to **My Courses** and open the Custom Exam. It's marked with a “**CUSTOM EXAM**” tag.

S10 The My Courses list with the exam's "CUSTOM EXAM" tag next to a regular course tile.

Administrative View



TMS TRAINING LOCATION

ONLINE LEARNING SYSTEM

HOME

MY COURSES

TOOLS/RESOURCES

REPORTS

ASSESSMENTS

HELP

MY RECORDS

Back

Home > My courses

MY COURSES

Current Courses

Previous Courses

Custom Courses

Custom Courses

View All

+

conduit

Rename Tab | Delete Tab



Comprehensive Conduit Exam

CUSTOM EXAM

Last Accessed: Never

Conduit 1 & 2

Move course to... →





Conduit Fabrication, Level I - 3rd Ed.

Last Accessed: 07/15/2026

This course is designed to instruct an Electrical Worker in the basic concepts of conduit bending.



- S11** The course landing page: title, curriculum reference, and the practice-exam disclaimer, above the Exam Configuration card.

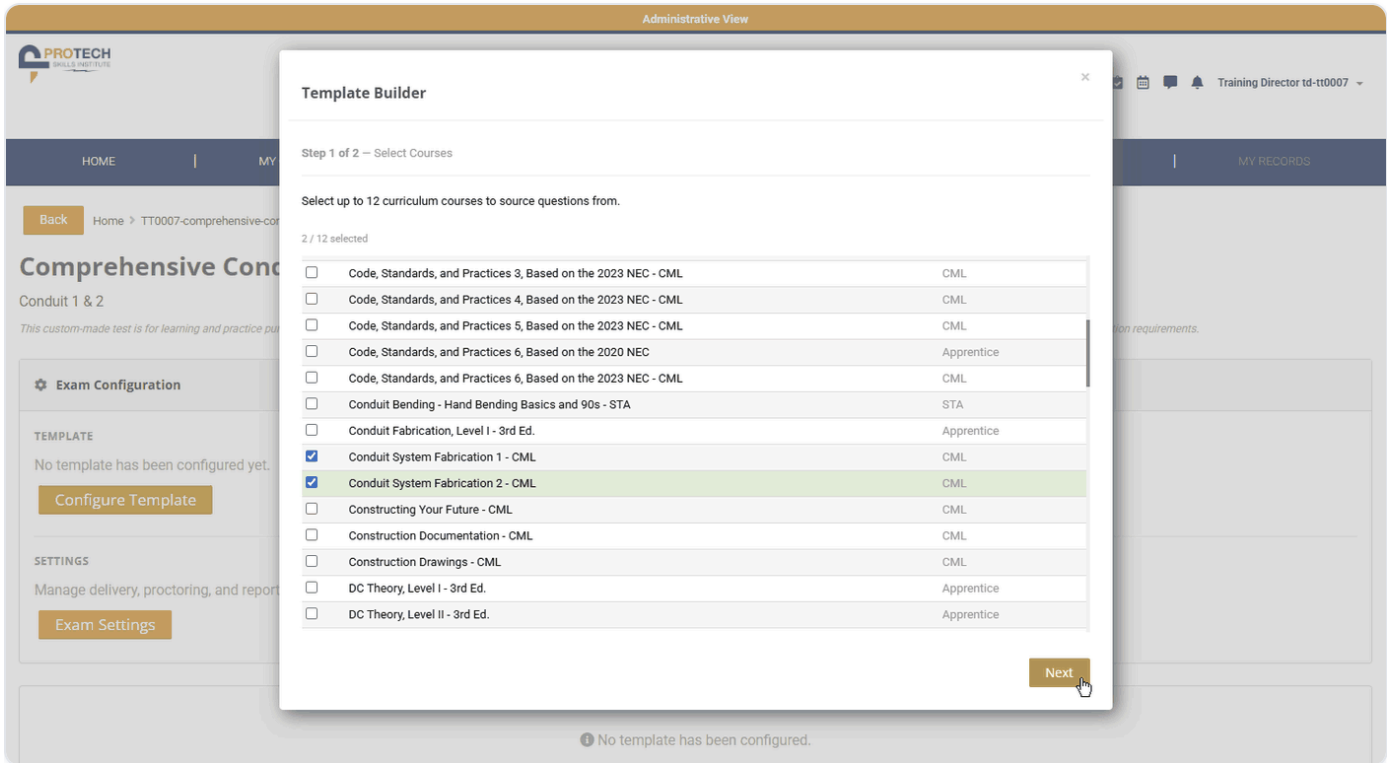
The screenshot shows the administrative interface of the PTech Skills Institute's Online Learning System. At the top, there's a header with the PTech logo, 'TMS TRAINING LOCATION', and a user profile for 'Training Director td-tt0007'. Below this is a navigation bar with links for HOME, MY COURSES, TOOLS/RESOURCES, REPORTS, ASSESSMENTS, HELP, and MY RECORDS. The main content area is titled 'Comprehensive Conduit Exam' and includes a breadcrumb trail: Home > TT0007-comprehensive-conduit-exam. A disclaimer states: 'This custom-made test is for learning and practice purposes only. It does not serve as the official exam required to verify topic completion for apprenticeship credit. Only approved assessments can be used to meet those verification requirements.' Below the disclaimer is an 'Exam Configuration' section with two sub-sections: 'TEMPLATE' and 'SETTINGS'. The 'TEMPLATE' section indicates 'No template has been configured yet.' and features a 'Configure Template' button. The 'SETTINGS' section indicates 'Manage delivery, proctoring, and report options.' and features an 'Exam Settings' button. At the bottom of the configuration section, a message states: 'No template has been configured.'

i GOOD TO KNOW

The disclaimer reads: *“This custom-made test is for learning and practice purposes only. It does not serve as the official exam required to verify topic completion for apprenticeship credit. Only approved assessments can be used to meet those verification requirements.”* Make sure students and instructors understand this distinction.

- 3** Under **Exam Configuration**, click **Configure Template**.
- 4** A “Template Builder” window opens: **Step 1 of 2 — Select Courses**.
- 5** Select up to **12** curriculum courses to source questions from. A running count is shown (e.g., “2 / 12 selected”).

- S12** Template Builder, Step 1 of 2: two courses selected, with the running counter and each course's curriculum label (CML, Apprentice, STA).



i GOOD TO KNOW

At 12 selected courses, the remaining courses become disabled and a limit message appears. Unselecting one re-enables the rest. **Next** stays disabled until at least one course is selected.

- 6** Click **Next** to advance to topic selection.

PART 5 • LMS

BUILD THE EXAM TEMPLATE — LESSONS, DELIVERY & GROUPING

- 1** From Step 1, click **Next**. The same window advances to **Step 2 of 2 — Select Lessons**.

2 Near the top, set the **Delivery method**:

- **Online (Respondus LDB)** — the student takes the exam in LockDown Browser.
- **Printed** — disabled with a warning if any selected lesson contains non-printable question types.

3 Just below it, set **Question grouping**:

- **Random (shuffle within each topic)** — questions are shuffled within each topic.
- **Group by question category** — questions stay grouped by category.

S13 Step 2 of 2: Delivery method, Question grouping, and lessons grouped by course, each with an Objective / Available / # Questions table.

Administrative View

PROTECH SKILLS INSTITUTE

HOME | MY RECORDS

Back Home > TT0007-comprehensive-conduit

Comprehensive Conduit 1 & 2

This custom-made test is for learning and practice purposes only. It is not for certification requirements.

Exam Configuration

TEMPLATE

No template has been configured yet.

Configure Template

SETTINGS

Manage delivery, proctoring, and reporting

Exam Settings

Training Director td-tt0007

MY RECORDS

Template Builder

Step 2 of 2 — Select Lessons

Select lessons and configure question counts per objective.

Delivery method

☒ Online (Respondus LDB)

☐ Printed ⚠ One or more selected lessons contain non-printable question types.

Question grouping

☒ Random (shuffle within each topic)

☐ Group by question category

Conduit System Fabrication 1 - CML

☒ Lesson 1: Raceways and Conduit Systems Printable

Objective	Available	# Questions
1. Identify the types of conduit that can be bent to shape per the NEC and typical conduit applications.	15	2
2. Identify the types of conduit bodies and fittings commonly used for conduit installations.	12	1 Only 12 available
3. Identify the common types of enclosures and how they function within an electrical distribution installation	10	1 Only 10 available

Back Build Template

ⓘ No template has been configured.

S15 The same screen, with Delivery method and Question grouping called out.

Administrative View

PROTECH SKILLS INSTITUTE

HOME | MY RECORDS

Back Home > TT0007-comprehensive-conduit

Comprehensive Conduit 1 & 2

This custom-made test is for learning and practice purposes only.

Exam Configuration

TEMPLATE

No template has been configured yet.

Configure Template

SETTINGS

Manage delivery, proctoring, and reporting.

Exam Settings

Template Builder

Step 2 of 2 – Select Lessons

Select lessons and configure question counts per objective.

Delivery method

☒ Online (Respondus LDB)

☐ Printed ⚠ One or more selected lessons contain non-printable question types.

Question grouping

☒ Random (shuffle within each topic)

☐ Group by question category

Conduit System Fabrication 1 - CML

☒ Lesson 1: Raceways and Conduit Systems Printable

Objective	Available	# Questions
1. Identify the types of conduit that can be bent to shape per the NEC and typical conduit applications.	15	2
2. Identify the types of conduit bodies and fittings commonly used for conduit installations.	12	1 Only 12 available
3. Identify the common types of enclosures and how they function within an electrical distribution installation	10	1 Only 10

Back Build Template

ⓘ No template has been configured.

- Below that, lessons are grouped by course with a checkbox per lesson. Check any number — there's no maximum.
- Expand a checked lesson to see its objectives table (Objective / Available / # Questions), and set the **number of questions** to pull for each objective.
- Click **Build Template**.

PART 6 · LMS

CONFIGURE EXAM SETTINGS

Note: the shipped screen includes a fourth field not mentioned in the original documentation (noted below).

- From the Custom Exam course, under **Settings**, click **Exam Settings**.

2 Under **Proctoring & Access**, set each field:

- **Proctors Can View Questions** — Yes / No.
- **Answer Key** — Enabled / Disabled. Requires Proctors Can View Questions = Yes.
- **Exam Preview** — Enabled / Disabled (whether proctors/instructors can preview the exam). Also requires Proctors Can View Questions = Yes.
- **Students Can Review Attempts** — Enabled / Disabled (whether proctors can enable students to review their own completed attempts).

3 Click **Save**.

S16 Exam Settings: Proctoring & Access, with all four fields and their current values.

The screenshot shows the 'Exam Settings' modal in the ProTech Skills Institute administrative interface. The modal is titled 'Exam Settings' and has a close button (X) in the top right corner. It contains a note: 'Settings marked with * only apply to newly generated exams.' The modal is divided into sections: 'PROCTORING & ACCESS', 'Proctors Can View Questions', 'Answer Key', 'Exam Preview', and 'Students Can Review Attempts'. Each section has a dropdown menu. The 'Proctors Can View Questions' dropdown is set to 'Yes'. The 'Answer Key' dropdown is set to 'Enabled'. The 'Exam Preview' dropdown is set to 'Enabled'. The 'Students Can Review Attempts' dropdown is set to 'Enabled'. Below the dropdowns, there are explanatory notes for each setting. At the bottom of the modal, there are 'Save' and 'Cancel' buttons. The background of the interface shows the 'Comprehensive Conduit Exam' configuration page with a 'Template is being generated...' message and a 'Refresh' button.

i GOOD TO KNOW

A note at the top of this screen reads: “Settings marked with * only apply to newly generated exams” — check which fields carry that mark on your build before assuming a change affects an exam that's already generated. Separately, **students never get answer-key access** no matter how Answer Key is configured here — this setting only governs proctor/instructor access.

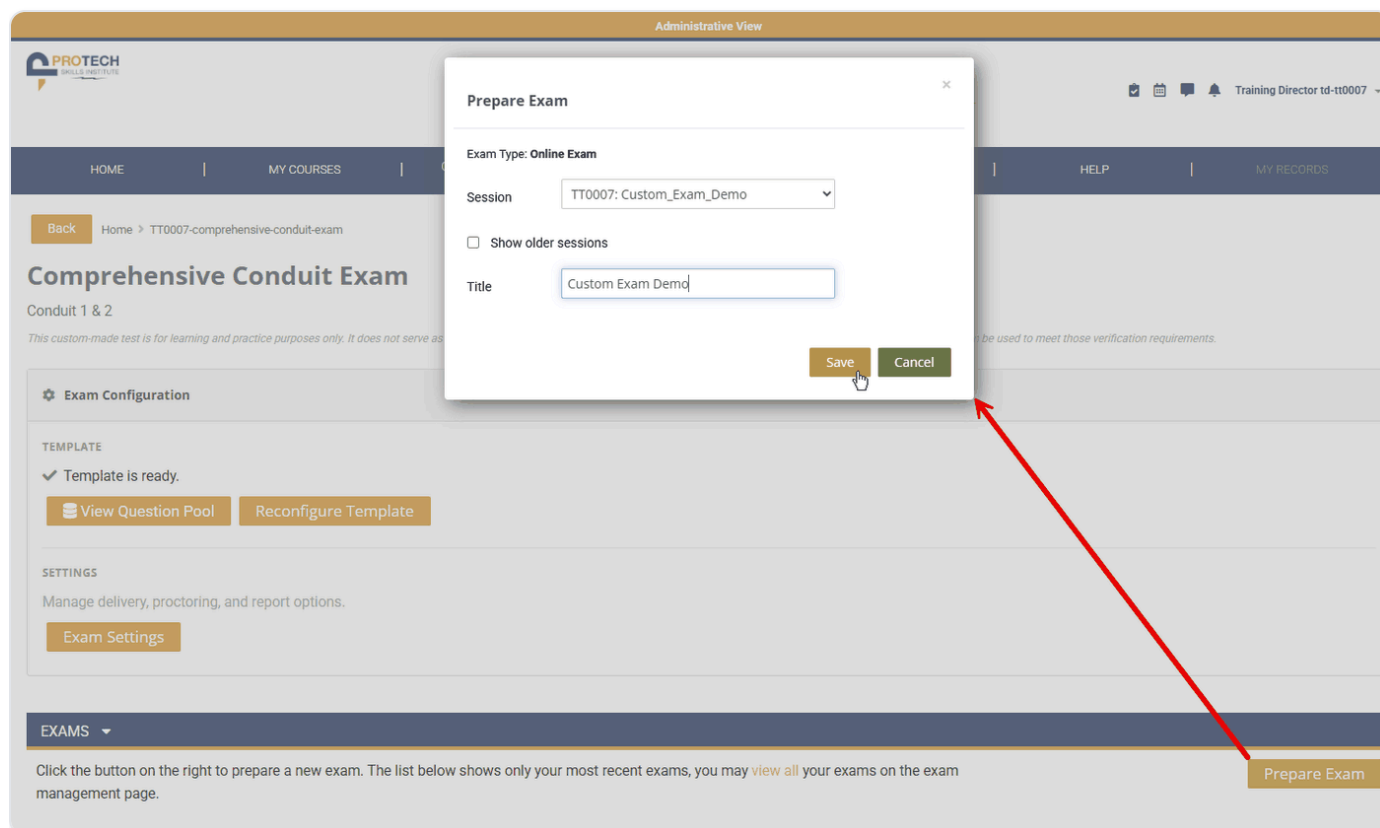
GENERATE THE EXAM & GRANT STUDENT ACCESS

Note: the shipped flow splits this into two distinct actions, Prepare Exam and Access Gate, both shown below.

Prepare the exam

- 1 Once the template finishes building, the Exam Configuration card shows **Template is ready**, with **View Question Pool** and **Reconfigure Template** buttons.
- 2 Further down, click **Prepare Exam**.
- 3 In the “Prepare Exam” window: confirm the **Exam Type** (Online Exam), choose or create a **Session**, and enter a **Title** for this exam instance.
- 4 Click **Save**. The exam now appears as a row in the **Exams** table, with an Exam ID and a Status of “Open.”

- S18** The “Prepare Exam” window: Exam Type, Session, and Title, opened from the Prepare Exam button below the ready template.



Grant students access

- 1 On the exam's row in the Exams table, click the people icon to open **Access Gate**.
- 2 Set an **Attempt Password** — students must enter this to start the exam.
- 3 Decide whether to **Show Grades to Students Upon Attempt Submission**.
- 4 Set the access window: **Start Date/Time** and **End Date/Time**. These are always in Eastern Time; if you don't set a time, access ends at 11:59 PM ET on the end date.
- 5 In the student list, set **Exam Access** to **Yes** for each student who should be let in.
- 6 Click **Save**.

- S19** Access Gate: password, grade-visibility checkbox, the Eastern Time access window, and per-student Exam Access.

Access Gate

environments. Additionally, access may be restricted to a given date range and made available only through LockDown Browser.

Attempt Password

☐ Show Grades to Students Upon Attempt Submission

All times are in Eastern Time (ET), which changes between Eastern Standard Time (EST) and Eastern Daylight Time (EDT) depending on the time of year.

Access to the test will end at 11:59 PM Eastern Time (ET) on the selected end date, if a time is not specified.

Start Date Start Time

End Date End Time

3 student(s) selected

☒ Name (Email)	Course Complete	Exam Status	Exam Access
☒ Franks Rickie (rickie_franks3509@reallyfast.biz)	☐	Pending	Yes
☒ Guthrie Guadalupe (guthrie1901@fastem.com)	☐	Pending	Yes
☒ Henderson Milo	☐	Pending	Yes

EXAMS

Click the button on the right to prepare a new exam. The list below shows only your most recent exams, you may [view all](#) your exams on the exam management page.

Exam ID	Name	Session	Prepared By	Administered By	Date Created	Available	Administered	Status
155139	Custom Exam Demo	TT0007: Custom_Exam_Demo	Training Director td-tt0007		08/30/2026	0	0	Open

[View All](#)

i GOOD TO KNOW

Preparing and granting access are two separate steps. Preparing creates the exam instance under a session; the Access Gate is what actually lets specific students in, on its own password and time window. It's normal to see a red “not complete” mark and an Exam Status of “Pending” for every student here — that's their state before they attempt the exam, not an error.

PART 8 • LMS • STUDENT VIEW

WHAT THE STUDENT SEES

Once access is finalized, the exam appears on the student's own course list — useful to know if a student asks where to find it, or if something isn't showing up.

- 1 The student opens their My Courses / assignment list and sees the exam, along with the Available, Due, and Assigned dates set in the Access Gate.

S20 The student's view: the exam listed with its Available/Due/Assigned dates and an Open Exam button.

The screenshot displays the 'TMS TRAINING LOCATION' Online Learning System interface. At the top, the 'PROTECH' logo is on the left, and the user's name 'Rickie Franks' is on the right. Below the header is a navigation bar with links: HOME, MY COURSES, TOOLS/RESOURCES, REPORTS, ASSESSMENTS, HELP, and MY RECORDS. The main content area shows a breadcrumb trail: Home > TT0007-comprehensive-conduit-exam. Below this is the title 'Comprehensive Conduit Exam' and a sub-header 'Conduit 1 & 2'. A disclaimer states: 'This custom-made test is for learning and practice purposes only. It does not serve as the official exam required to verify topic completion for apprenticeship credit. Only approved assessments can be used to meet those verification requirements.' A box contains the exam details: 'Custom Exam Demo', 'Available Aug 31, 2026 at 6:00 PM ET · Due Aug 31, 2026 at 7:00 PM ET · Assigned Aug 30, 2026', and an 'Open Exam' button. The footer includes '© 2026 Protech Skills Institute. All rights reserved.', 'Terms of Service', and 'LMS Support'.

- 2 The student clicks **Open Exam** and lands on a page confirming the exam requires LockDown Browser, showing attempts allowed, the open/close window, and that they'll need the **attempt password** (the one set in Part 7).

S21

The LockDown Browser gate: attempts allowed, the access window, the password requirement, and Launch LockDown Browser.

PTI PROTECH SKILLS INSTITUTE

TMS TRAINING LOCATION

ONLINE LEARNING SYSTEM

HOME | MY COURSES | TOOLS/RESOURCES | REPORTS | ASSESSMENTS | HELP | MY RECORDS

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Custom Exam Demo

This quiz has been configured so that students may only attempt it using the Respondus LockDown Browser.

Attempts allowed: 1

This quiz opened on Sunday, August 30, 2026, 4:00 PM Eastern Time

This quiz will close on Sunday, August 30, 2026, 7:00 PM Eastern Time

To attempt this quiz you need to know the quiz password

Respondus LockDown Browser is required for this exam.

[Download LockDown Browser](#) | [Check your LockDown Browser Setup](#)

[Launch LockDown Browser](#)

[Back to the course](#)

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⚠ OUT OF SCOPE FOR THIS GUIDE

This tutorial stops here. What happens after the student clicks **Launch LockDown Browser** — the proctored exam attempt itself — is not covered.