

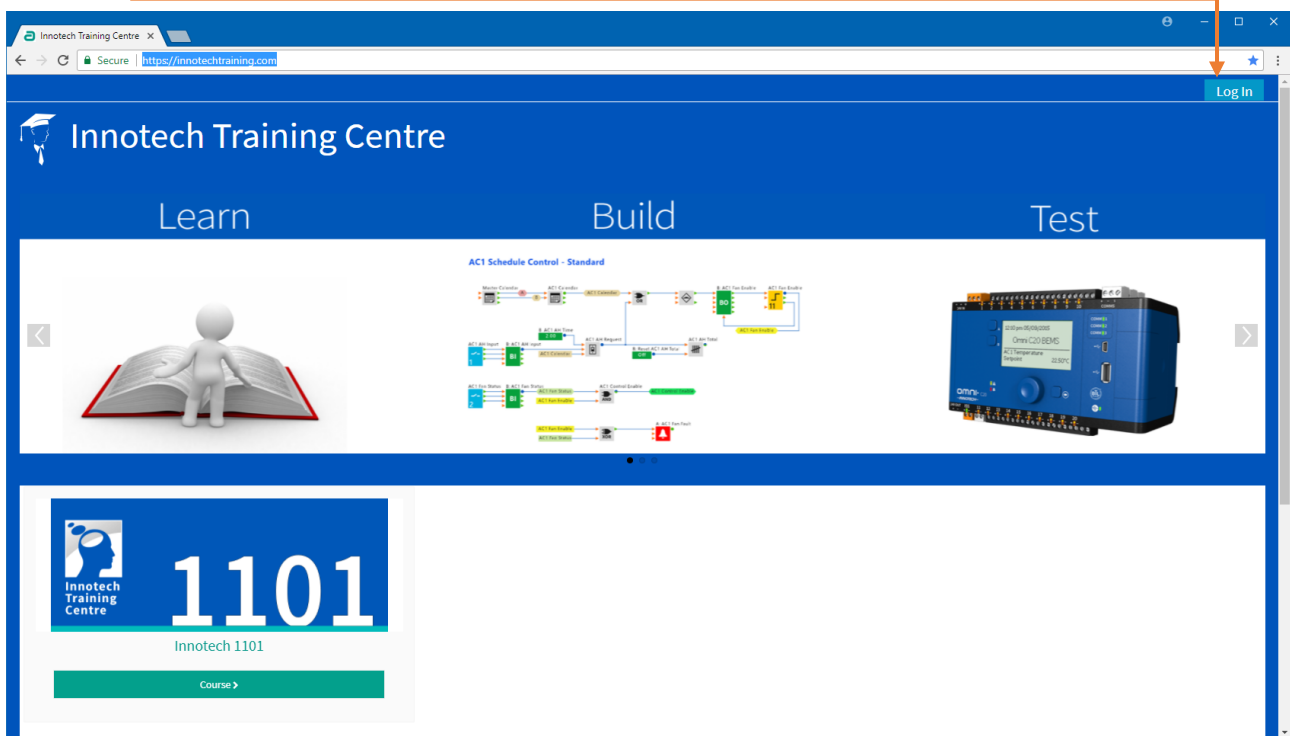
## Innotech Training Centre – Student Guide

Welcome to the Innotech Training Centre (ITC). This document covers how to navigate and use the training environment and assist you to complete the required tasks.

### ITC HOME PAGE

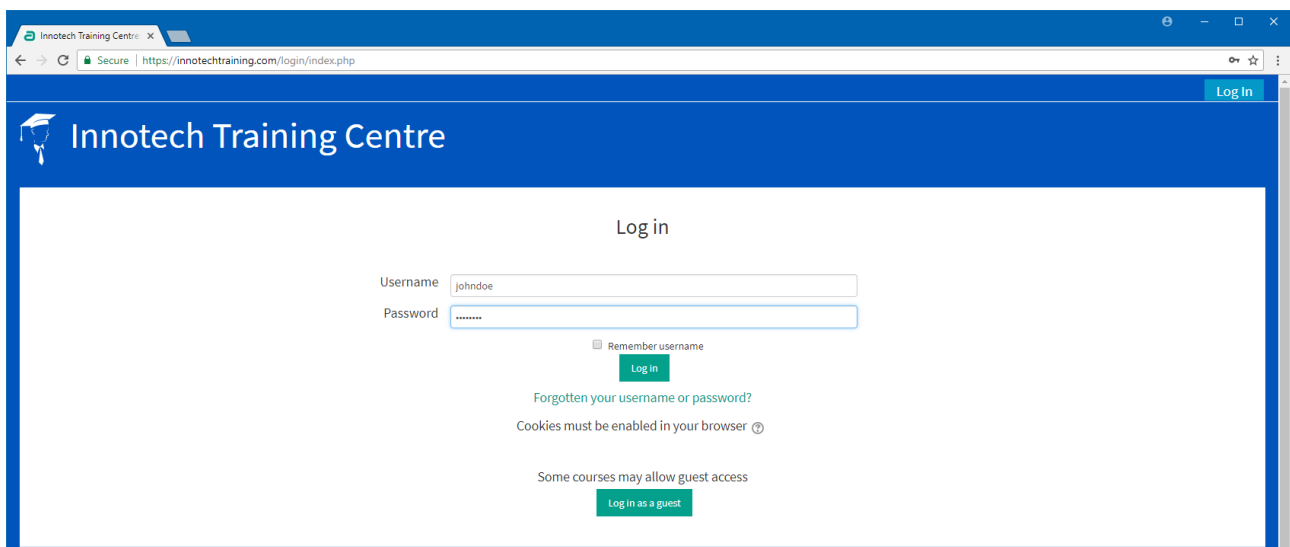
This page is the default page that appears when you enter the url: <https://innotechtraining.com/> into your web browser. **Note we recommend using Chrome, Edge or Internet Explorer (IE may have issues playing some content)**

The **login button** is at the top right of the page. Use this to log into the site with the details provided to you.



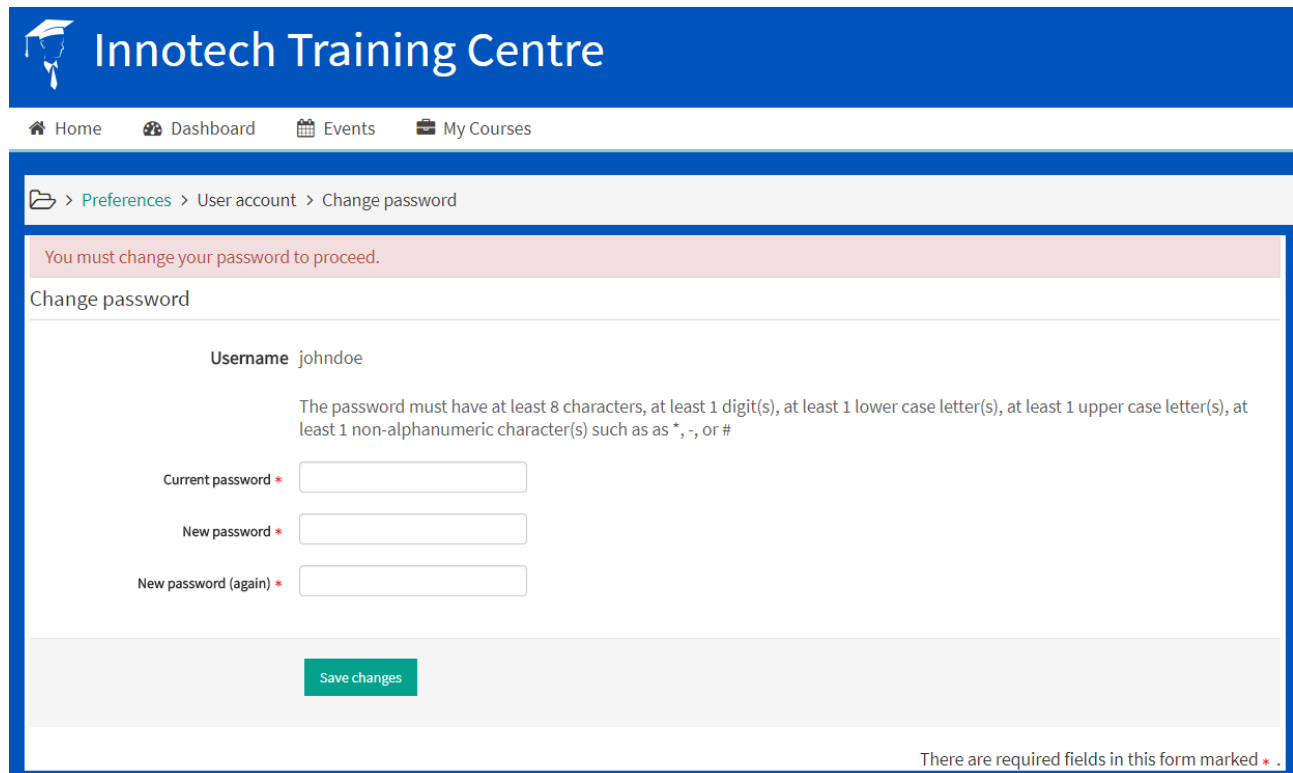
Any courses that you are currently enrolled in can be accessed by viewing your dashboard after log in.

At the login screen, enter your details that were provided. **Note that you will need to change your password at your initial login.**



## CHANGE OF PASSWORD AT INITIAL LOGIN

Enter your new password following the password rules shown.



**Innotech Training Centre**

Home Dashboard Events My Courses

Preferences > User account > Change password

You must change your password to proceed.

Change password

Username johndoe

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as \*, -, or #

Current password \*

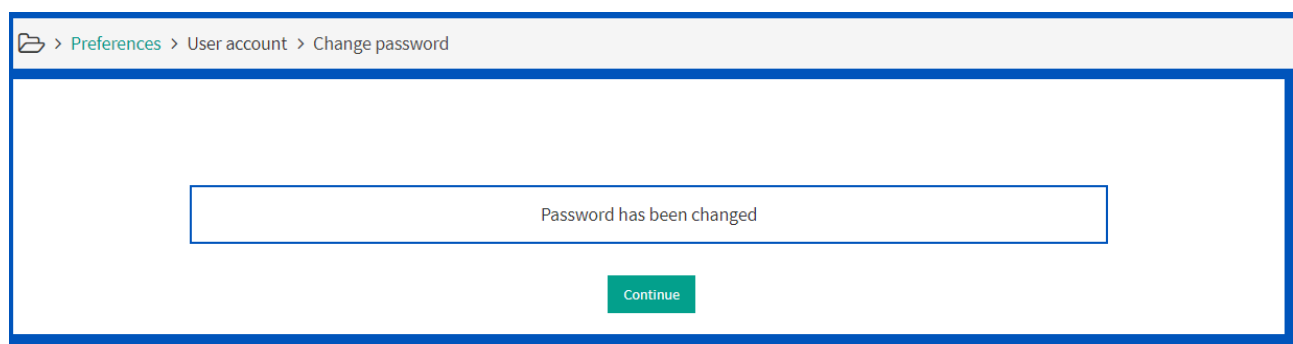
New password \*

New password (again) \*

Save changes

There are required fields in this form marked \*

Once you have entered your new password click the continue button to access the site.



Preferences > User account > Change password

Password has been changed

Continue

## FORGOTTEN PASSWORD INFORMATION

If you have forgotten your password, click the **Forgotten your username or password link** at the login page, then follow the prompts to reset your password via the email sent to you. Note that you must provide a valid user name or email address that was used to create your account. **You will have 30 minutes to reset your password once the email has been sent.**

Username

Password

☐ Remember username

Log in

Forgotten your username or password?



If you need further assistance, contact the trainer, [training@innotech.com](mailto:training@innotech.com)

## ACCEPT SITE POLICIES

On your initial login, the site EULA policy is presented.

### EULA

#### Summary

END-USER LICENSE AGREEMENT FOR INNOTECH TRAINING MODULES

#### Full policy

IMPORTANT PLEASE READ AND ACCEPT THE TERMS AND CONDITIONS OF THIS LICENSE AGREEMENT CAREFULLY BEFORE CONTINUING WITH THIS PROGRAM INSTALL AND/OR DOWNLOAD:

Innotech Control Systems Australia End-User License Agreement ("EULA") is a legal agreement between you (either an individual or a single entity) and Innotech Control Systems Australia for the components, media, printed materials, and "online" or electronic documentation. By installing, copying, or otherwise using the training modules, you agree to be bound by the terms of this EULA. This program between you and Innotech Controls, (referred to as "licenser"), and it supersedes any prior proposal, representation, or understanding between the parties. If you do not agree to the terms:

These training modules are protected by copyright laws and international copyright treaties, as well as other intellectual property laws and treaties. These training modules are licensed, not sold.

#### 1. GRANT OF LICENSE.

The training modules are licensed as follows:

(a) Installation and Use.

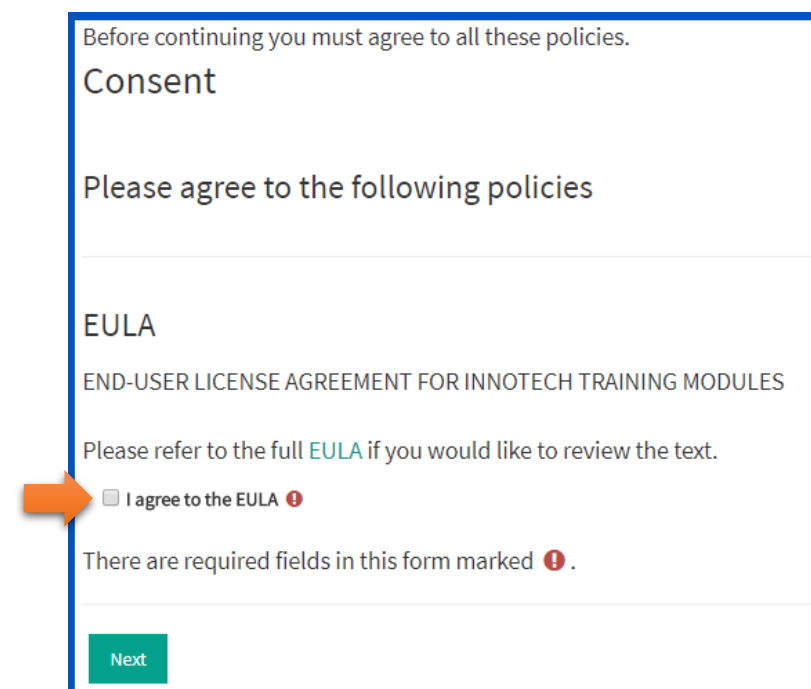
Innotech Controls grants you the right to install and use copies of the training modules on your computer running a validly licensed copy of the operating system for which the training modules were developed. (Windows 2003, Windows XP, Windows ME, Windows Vista, Windows 7, Windows 10).

(b) Backup Copies.

You may also make copies of the downloadable training material (PDFs) as may be necessary for backup and archival purposes. **The online training content may not be copied for any reason.**

Please read this and when you are ready, click the **next button** to continue at the bottom of the page.

On the consent page click the **I agree checkbox** to agree to the site terms.



Before continuing you must agree to all these policies.

### Consent

Please agree to the following policies

---

### EULA

END-USER LICENSE AGREEMENT FOR INNOTECH TRAINING MODULES

Please refer to the full [EULA](#) if you would like to review the text.

☐ I agree to the EULA !

There are required fields in this form marked !.

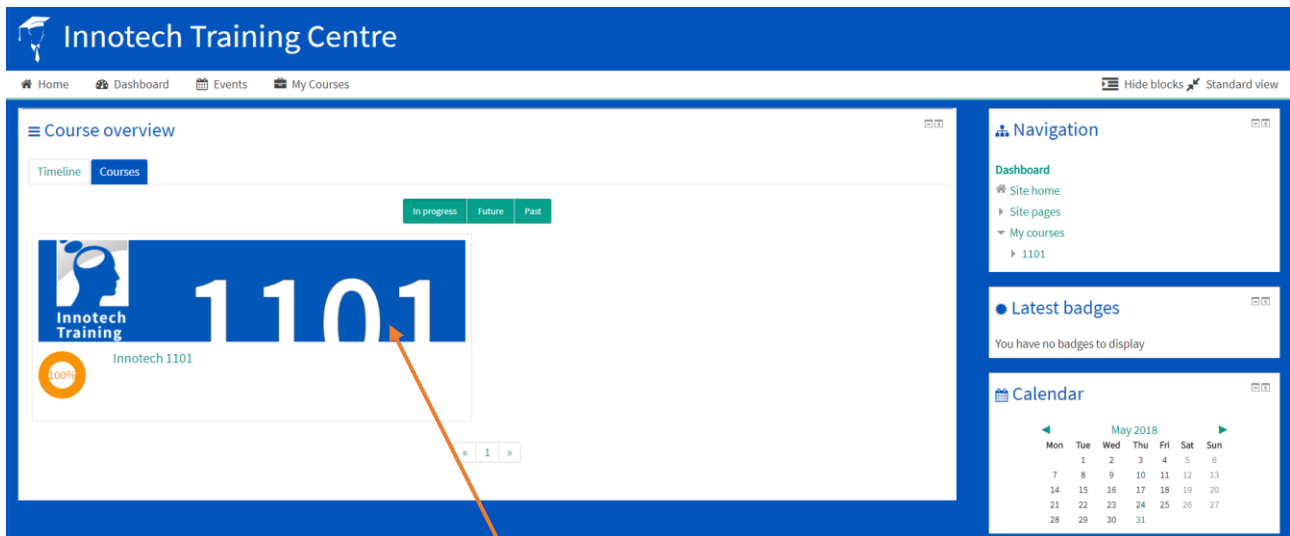
Next

Click **Next** to continue to your dashboard page and navigate the site.

**Note there may be additional agreements that you will need to view and agree to prior to gaining access to the site.**

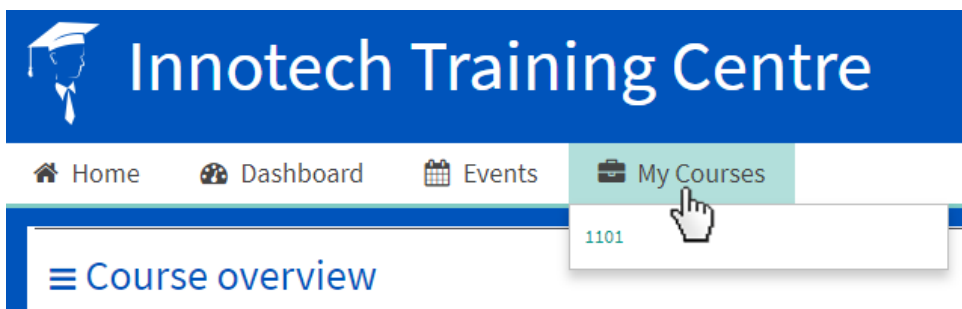
## Innotech Training Centre – Student Guide

Once you have logged in, the dashboard page is displayed. To access the course, do one of the following listed below.

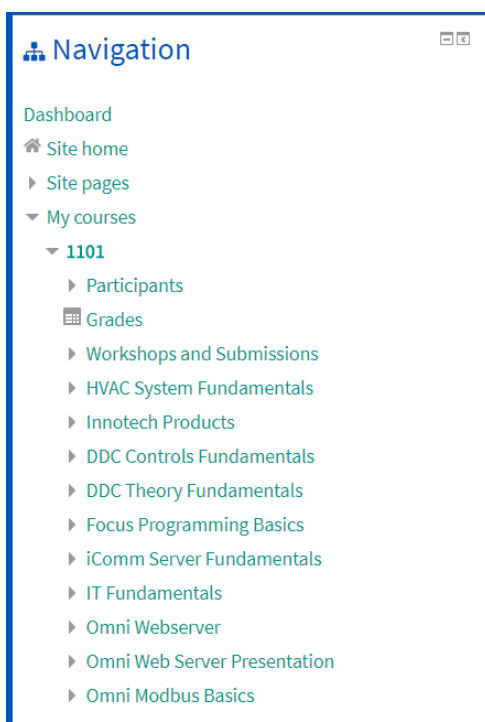


Click the courses tab, then click on the **Course image** to open the course page or,

Access the My courses link in the top toolbar. This lists all courses that you are enrolled in.




Or you can access the navigation block to expand the available courses and course structure for quick navigation between items.



## THE COURSE PAGE

The course page contains all the course information and activities. This includes links to the presentations and any quizzes that have been included which need to be completed for grading.



# 1101

Innotech 1101 has been designed to provide the student with the required knowledge and skills to identify and understand the components used in a standard Heating Ventilation and Air Conditioning (HVAC) system, encompassing Innotech Omni hardware and software products. Introductory skills are covered that form the essentials for HVAC and Building Management Systems (BMS).

**Material Covered**

- Introduction to Heating Ventilation and Air Conditioning (HVAC)
- Introduction to Omni and selected Innotech products
- Controls Basics
- Fundamentals of DDC theory
- Focus Programming Basics
- Introduction to iComm Server V3
- IT Fundamentals
- Focus simulation basics
- Magellan basics
  - Overview of program function. Does not cover engineering or implementation.
- Facility Manager Basics
  - Overview of basic operation and program function. Does not cover engineering or implementation.

**Duration:** Self-paced, allow approximately 2 work days' full time.

**Requirements**

**Hardware**

- Omni Controller is optional and not required for this training



**Software**

- Focus Programming software

Please view each presentation and complete the Quiz if applicable. Note that each presentation must be viewed completely to receive a mark and final completion signoff. This activity is automatically logged.

Once you have completed the course, please take some time to complete the feedback form below. Thank you.

**Workshops and Submissions**

**Workshop files and information** Zipped package. [Click here to download.](#)

The zipped file contains all the required workshops and other important information for this course. **Please download and extract this file by clicking the link above.**


**Workshop Submissions.** [Click here to upload your work.](#)

Please add all your workshop files and screen captures here. [Click the link above to upload your work.](#)

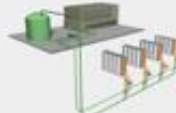
You can add a zipped file that has all your work, or up to 10 individual files. **Total file size is 10MB.**

**Course Feedback**

Please share your feedback with us. This helps us to improve our training programs. [Click the Course Feedback link above.](#)



**HVAC System Fundamentals**




This module covers the basics of HVAC systems. We will look at many aspects of HVAC equipment and how they fit into a typical installation.

[Click the link below to view the presentation. Note that this module is optional.](#)

**HVAC Fundamentals Presentation**

**Innotech Products**



In this module we will be covering various Innotech products. We will be focusing mainly on the digital BEMS product line. Innotech also produces a stand alone product range which can be viewed via the [Innotech Website](#).

View the presentation by clicking the link below, then complete the quiz by clicking the quiz link.

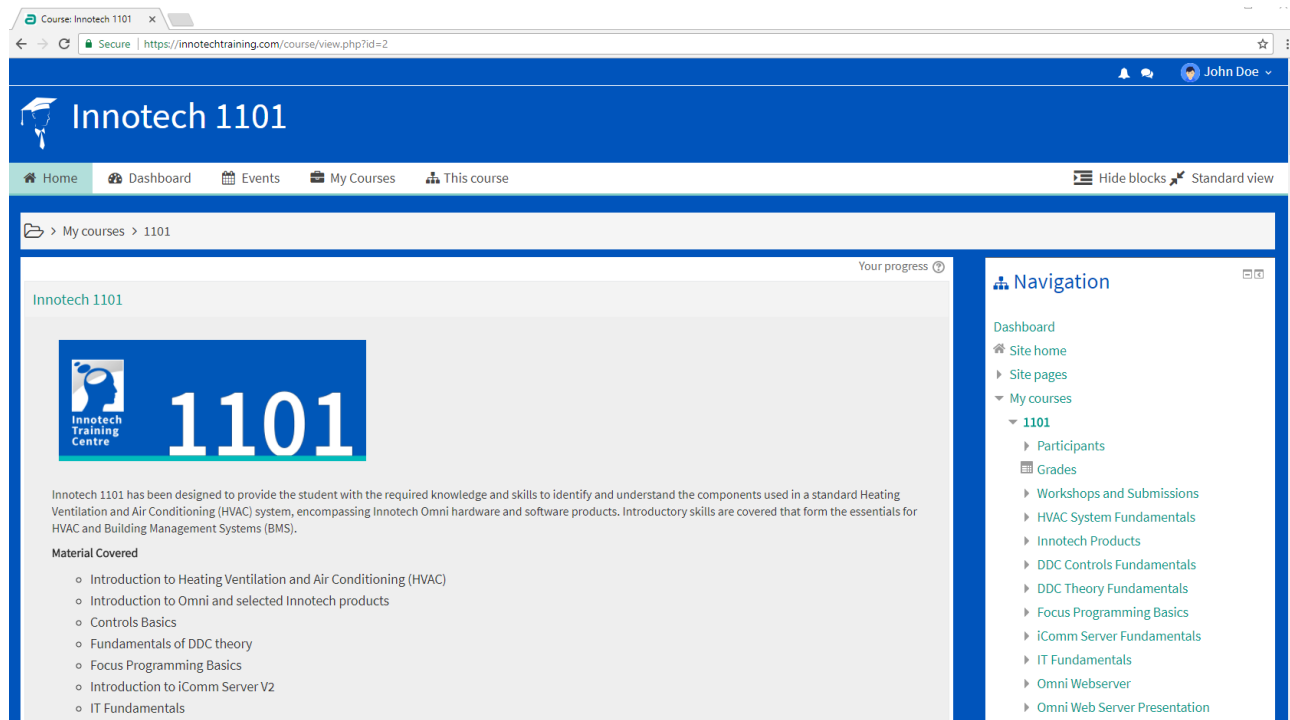
**Innotech Products Presentation**

**Innotech Products Quiz**

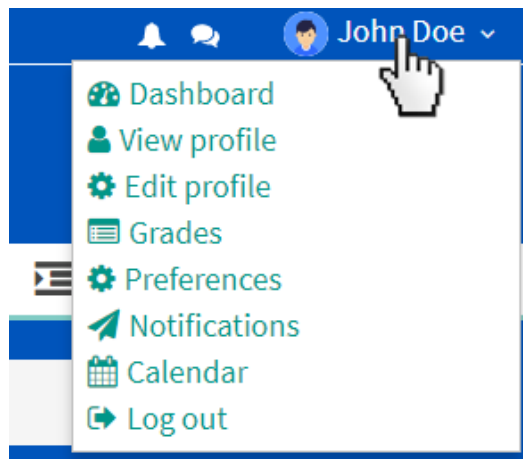
**Note that this quiz must be completed and submitted to count towards your final grade.**

## COURSE PAGE NAVIGATION

At the course page, you have several navigation options available. The main course body is the current course that you are participating in and contains all the presentations, quizzes, workshops and upload your submissions.



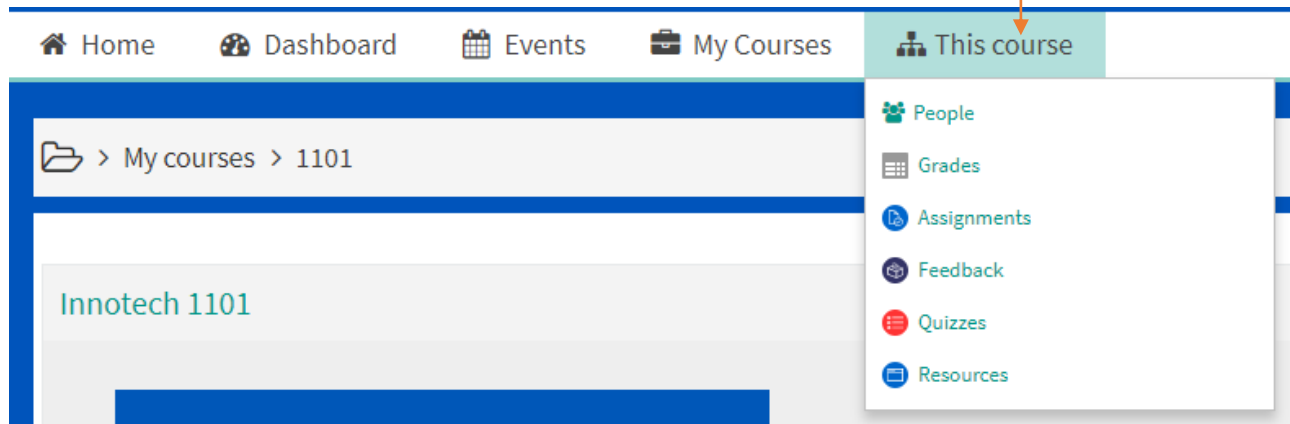
At the top right of the page is the user log in and other navigation items. Hover your mouse over your account name to access the menu.



From here you can access the various items, or log out of the training server session.

The top menu bar provides further navigation to various course items such as the home page, your dashboard, events calendar, my courses list which shows a list of courses that you are enrolled in and **the This Course** link that provides a list of items that are available for this course that you are currently viewing.

The dashboard displays any enrolled courses and your progress for each course.



## COURSE WORKSHOPS, SUBMISSIONS AND FEEDBACK

Scrolling down the course main page, you will find the section in which you can download the course workshops and other files, submit your completed workshops and other required items.

**Note that you can upload 10 individual files or one zipped file up to 10Mb. You cannot add a folder to the submission drag and drop area.**

Workshops and Submissions

Click the link to download the course resource. This will be downloaded to your local folder as a zipped file.

**Workshop files and information Zipped package. Click here to download..**

The zipped file contains all the required workshops and other important information for this course. **Please download and extract this file by clicking the link above.**

**Workshop Submissions. Click here to upload your work.**

Please add all your workshop files and screen captures here. **Click the link above to upload your work.**

You can add a zipped file that has all your work, or up to 10 individual files. **Total file size is 10MB.**

**Click this link to submit your workshop files and other information.**

**Course Feedback**

Please share your feedback with us. This helps us to improve our training programs. **Click the link above.**

**Note that these items are marked off as part of your final grade and they must be completed to finalise the course.** Please also take time to complete the feedback form.

## SUBMITTING YOUR WORK

After clicking the Workshop submissions link, you will see the submissions page.

Workshop Submissions. [Click here](#) to upload your work.

Please add all your workshop files and screen captures here. [Click the link above to upload your work.](#)  
You can add a zipped file that has all your work, or up to 10 individual files. **Total file size is 10MB.**

### Submission status

Submission status	No attempt
Grading status	Not graded
Last modified	-

Submission comments

► [Comments \(0\)](#)

[Add submission](#)

Click the **Add Submission** button to begin the process.

File submissions

Maximum size for new files: 10MB, maximum attachments: 10

Files

You can drag and drop files here to add them.

Save changes

Cancel

Using file explorer, **drag and drop your files into the file window** and click the save changes button to complete the submission. *You can only add one zipped file in the .zip or .7z formats.*

A zipped file has been added in the example below.

File submissions

Maximum size for new files: 10MB, maximum attachments: 10

Files

1101 workshop files.zip

Save changes

Cancel


Click the save changes button to save your files to the server.



## EDITING YOUR SUBMISSION PRIOR TO GRADING

If you need to make any changes to your files, click the Edit submission button.

### Submission status

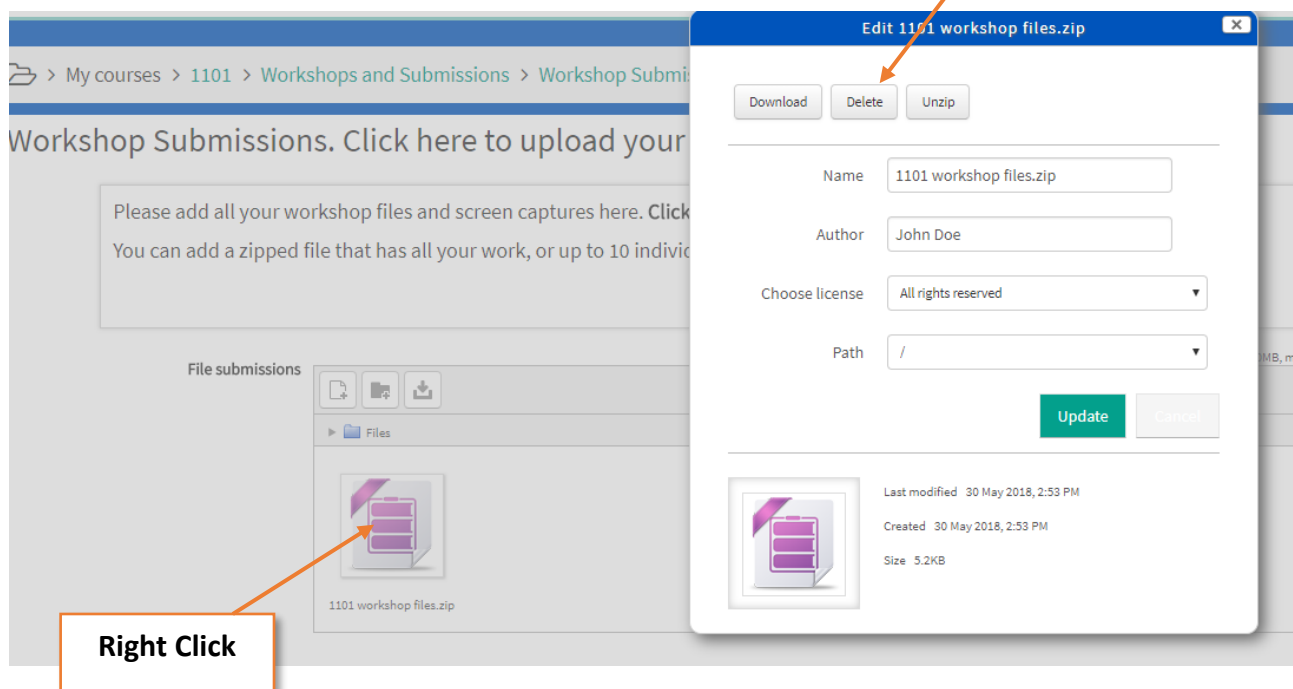
Submission status	Submitted for grading
Grading status	Not graded
Last modified	Wednesday, 30 May 2018, 2:29 PM
File submissions	 1101 workshop files.zip
Submission comments	► Comments (0)



You can still make changes to your submission

You will then return to the add your submission page to replace any files as required. Make your changes then click the save changes button to complete the process.

Note to delete a file in your submission, simply **right click** on it and select the **delete** option.





The screenshot shows a web interface for managing submissions. In the background, a submission titled '1101 workshop files.zip' is listed under 'File submissions'. An orange arrow points from a box labeled 'Right Click' to this submission. In the foreground, the 'Edit 1101 workshop files.zip' modal window is open. An orange arrow points from the 'Delete' button in the modal's top bar to the 'Right Click' box. The modal contains fields for Name, Author, License, and Path, along with 'Update' and 'Cancel' buttons. At the bottom, it shows file metadata: Last modified 30 May 2018, 2:53 PM, Created 30 May 2018, 2:53 PM, and Size 5.2KB.

## SUBMIT YOUR FINAL WORKSHOP FILES

Once you have **completed** the workshops and other evidence gathering tasks, you must perform a final submission.

Submission status

Attempt number	This is attempt 1 ( 5 attempts allowed ).
Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Wednesday, 20 June 2018, 6:34 AM
File submissions	 1101 worshop files.zip
Submission comments	 Comments (0)

[Edit submission](#)

You can still make changes to your submission

[Submit assignment](#)

Once this assignment is submitted you will not be able to make any more changes.

To make your final submission once your course work is complete, you must click the **Submit assignment button**.

The page below will then be displayed.

Workshop Submissions. Click here to upload your work.

Please add all your workshop files and screen captures here. **Click the link above to upload your work.**  
 You can add one (1) zipped file that has all your work, or up to 5 individual files. **Total file size is 5 MB.**  
**Please notify the Trainer that you have submitted your final files for a prompt response for grading. Thank you.**

Confirm submission



☒ This assignment is my own work, except where I have acknowledged the use of the works of other people.

Are you sure you want to submit your work for grading? You will not be able to make any more changes.


[Continue](#)

[Cancel](#)

Check the option to declare that the files you are submitting are your work and you have not plagiarised any items.

Click continue to submit the files on the server for grading. The submission status will show submitted

Submission status

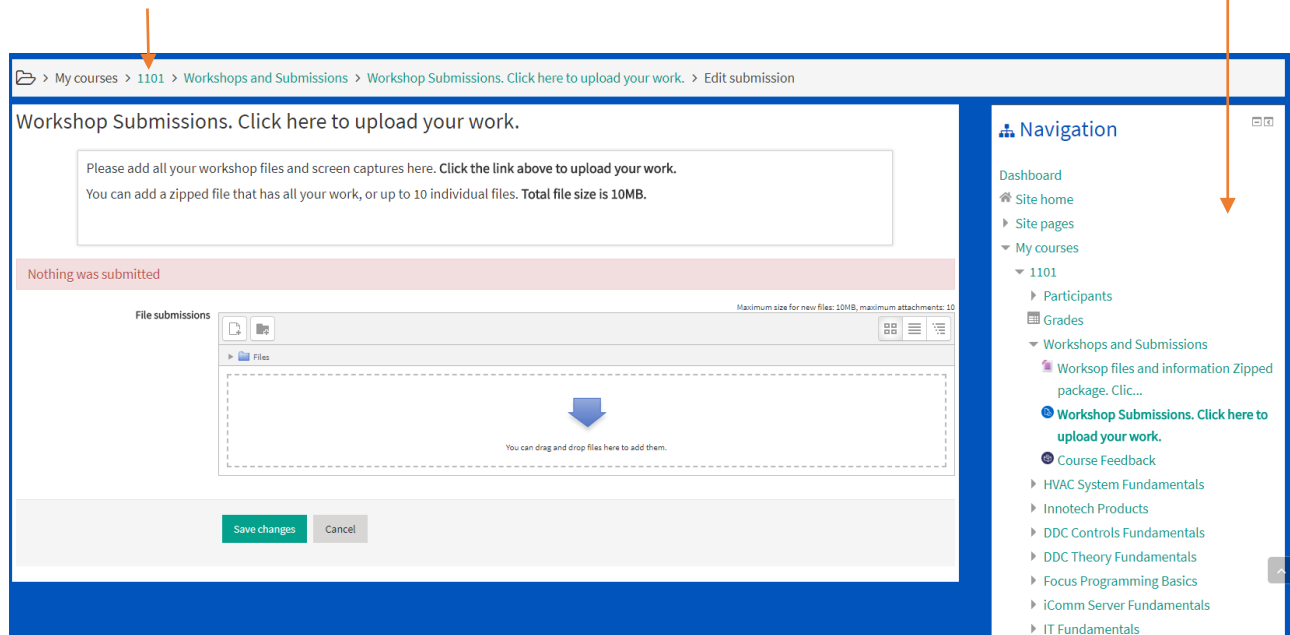
Attempt number	This is attempt 1 ( 5 attempts allowed ).
Submission status	Submitted for grading
Grading status	Not graded
Last modified	Wednesday, 20 June 2018, 6:42 AM
File submissions	 1101 worshop files.zip

for grading. **No further changes can be made without consent from the assigned trainer.**

**Once the trainer has graded your work, you should receive an email stating your submission has been graded.**

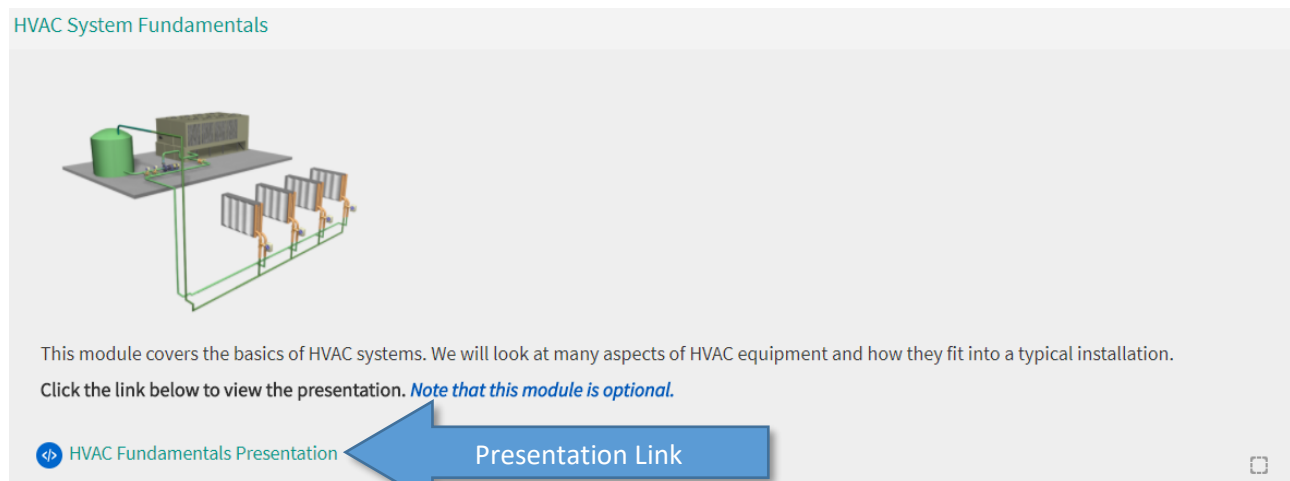
To navigate back to the course, use the quick links via the top bar or navigation panel.

For example, clicking the 1101 link, takes you back to the main course page. Or you can use the **navigation panel** to select the item that you wish to navigate to.



## COURSE PRESENTATIONS AND QUIZZES.

To view a presentation, click the presentation link under the module description.



A new popup window will be displayed by your browser that you can then navigate and interact with various features. **This new popup can be resized to suit your requirements.**

[https://innotechtraining.com/pluginfile.php/37/mod\\_resource/content/1/index.html](https://innotechtraining.com/pluginfile.php/37/mod_resource/content/1/index.html) - Google Chrome

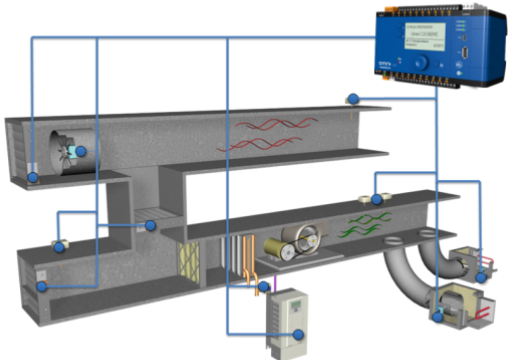
Secure | [https://innotechtraining.com/pluginfile.php/37/mod\\_resource/content/1/index.html](https://innotechtraining.com/pluginfile.php/37/mod_resource/content/1/index.html)



## Introduction to HVAC Systems and Controls

### Comfort Requirements

The Heating Ventilation and Air-Conditioning (HVAC) system enables the control of many aspects of a building air conditioning system. The main goal is to provide people with a comfortable environment to work in or rest at home. Controlling temperature limits and providing filtered air in an office space can assist in maintaining this goal. As you will see during this module, there are a number of processes that run in conjunction with each other to deliver a HVAC solution.

- ◆ Temperature
- ◆ Humidity
- ◆ Air movement
- ◆ Fresh air
- ◆ Clean air
- ◆ Air quality
- ◆ Filtration
- ◆ Lighting Control
- ◆ Load Shedding



If an information icon is present, hover your mouse over it to display the information. **Note that this may not work with touch devices such as an iPad or Android tablet.**

[https://innotechtraining.com/pluginfile.php/37/mod\\_resource/content/1/index.html](https://innotechtraining.com/pluginfile.php/37/mod_resource/content/1/index.html) - Google Chrome

Secure | [https://innotechtraining.com/pluginfile.php/37/mod\\_resource/content/1/index.html](https://innotechtraining.com/pluginfile.php/37/mod_resource/content/1/index.html)

## Introduction to HVAC Systems and Controls

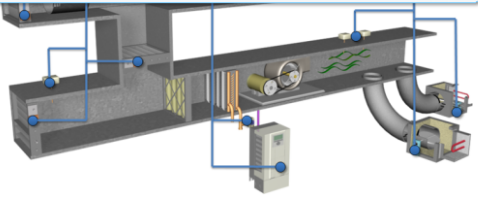
### Comfort Requirements



The Heating Ventilation and Air-Conditioning (HVAC) system enables the control of many aspects of a building air conditioning system. The main goal is to provide people with a comfortable environment to work in or rest at home. Controlling temperature limits and providing filtered air in an office space can assist in maintaining this goal. As you will see during this module, there are a number of processes that run in conjunction with each other to deliver a HVAC solution.

The main goal is to provide people with a comfortable environment to work in or rest at home. Controlling temperature limits and providing filtered air in an office space can assist in maintaining this goal. As you will see during this module, there are a number of processes that run in conjunction with each other to deliver a HVAC solution.

The controls aspect of a HVAC system is closely integrated with the mechanical and electrical components of the system. This can be further enhanced by adding many other options via the Building Energy Management System (BEMS) and integrating various aspects of the mechanical / electrical installation.

- ◆ Temperature
- ◆ Humidity
- ◆ Air movement
- ◆ Fresh air
- ◆ Clean air
- ◆ Air quality
- ◆ Filtration
- ◆ Lighting Control
- ◆ Load Shedding



There may be other items that you can hover over and these will be highlighted in the slide text. To navigate, click the next and previous icons at the lower right of the page.



## QUIZZES

If the module contains a quiz, it will be listed under the presentation link. Click the quiz link to complete the quiz questions.

**Note that the quiz must be completed and submitted in the allotted time frame to complete this course.** The training manager can keep track of your progress and alert you if you have missed any items.

Innotech Products

In this module we will be covering various Innotech products. We will be focusing mainly on the digital BEMS product line. Innotech also produces a stand alone product range which can be viewed via the [Innotech Website](#).

View the presentation by clicking the link below, then complete the quiz by clicking the quiz link.

Innotech Products Presentation

Innotech Products Quiz

Quiz Link

Click the **Attempt quiz now** button to enter the quiz.

My courses

1101

Innotech Products

Innotech Products Quiz

Innotech Products Quiz

Attempts allowed: 3

Grading method: Highest grade

Attempt quiz now

Answer the quiz question, then click the **check button** to view your response.

Question 2

Tries remaining: 1

Marked out of 1.00

Flag question

The Omni BEMS Controllers have

Select one:

☐ a. Programmable UIO Points

☐ b. Native BACnet on-board

☒ c. A built in Web server

☐ d. Expansion available

☐ e. All of the above

Check

Quiz navigation

1

2

3

4

5

6

7

8

9

10

11

Finish attempt ...

*If you don't click the check button, your response is still submitted for this question but no feedback is displayed.*

Any correct or incorrect responses are logged and shown in the quiz navigation window. This is only true if you have clicked the check button during the attempt.

Question 2

Incorrect

Mark 0.00 out of 1.00

Flag question

The Omni BEMS Controllers have

Select one:

☐ a. Programmable UIO Points

☐ b. Native BACnet on-board

☒ c. A built in Web server

☐ d. Expansion available

☐ e. All of the above

Quiz navigation

1

2

3

4

5

6

7

8

9

10

11

Finish attempt ...

Next page

Once you have completed the quiz, click the **finish attempt** button.

After clicking the finish attempt button, the quiz summary is shown. **If you want to retake the quiz to fix any incorrect answers, you must first submit this attempt.** In this example, the student may have a further two attempts for this quiz.

## Innotech Products Quiz

### Summary of attempt

Question	Status	Marks
Innotech Products Quizz		
1	Correct	1.00
2	Incorrect	0.00
3	Correct	1.00
4	Correct	1.00
5	Correct	1.00
6	Correct	1.00
7	Correct	1.00
8	Correct	1.00
9	Correct	1.00
10	Correct	1.00
11	Correct	1.00

Return to attempt

Submit all and finish

If you are happy with your attempt, click the **submit and finish** button, then click the submit button on the popup to complete and submit the attempt.

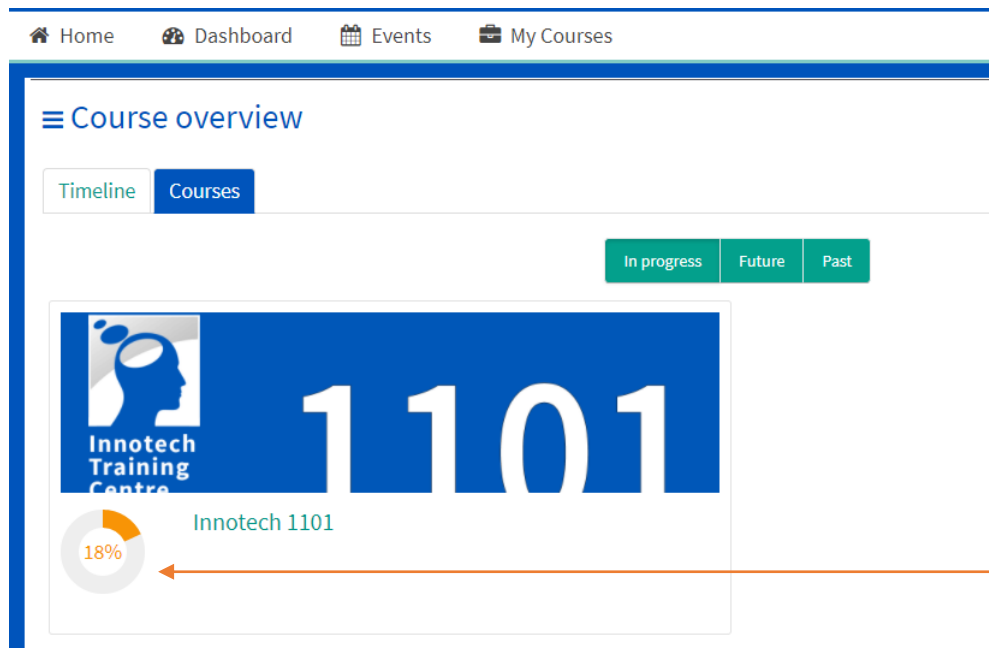
**Note that once you have submitted the quiz, you can return to correct any items that you may have missed. This depends on if you have any remaining attempts left.**

**Also, note that some questions, such as a short written answer, won't show a mark (score) until the trainer has reviewed and provided a mark for that question.**

You are then presented with a complete summary of the quiz with feedback. Review this feedback then navigate to the main course link to continue the course.

## TRACKING AND COMPLETION OF THE TRAINING COURSE.

If you navigate or return back to the course at a later time, you can see your **overall progress** of completion via the dashboard page.

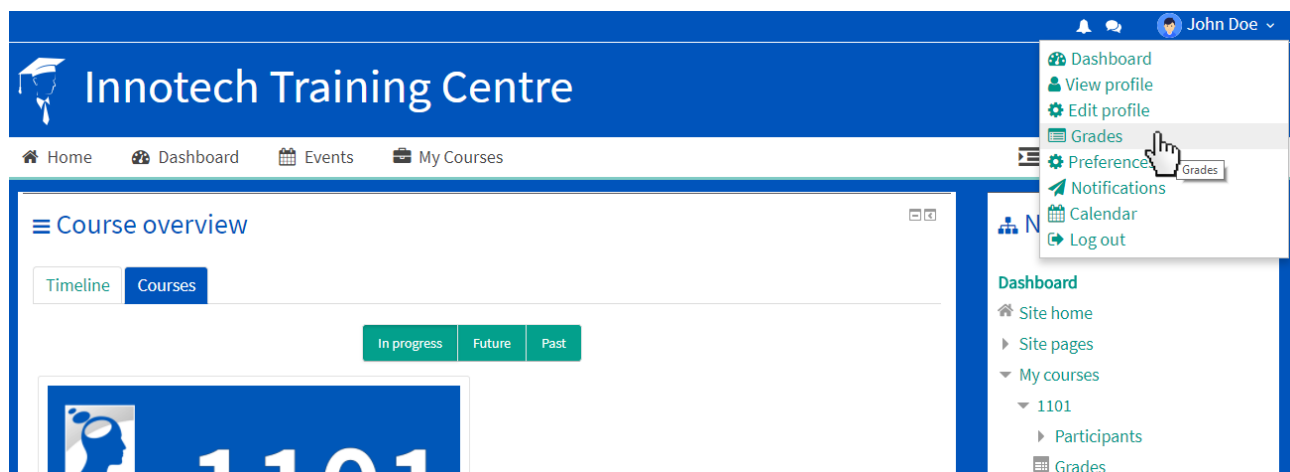


In this example, the student is currently 18% complete for this course. Once all items have been completed and your final grade is received, the course will be marked 100% complete.

## COURSE GRADING

Once complete You will then receive any feedback on how you went with your submissions and other tasks once they have been graded. To view your grade, hover over your user name in the top right of the browser window, then select Grade.

You can also select grade from the My courses link, then select the course that you wish to view.



**Note it is recommended, although not required, that you send the Innotech systems trainer an email to advise that you have completed the course and are waiting grading.**

If you have any questions or experience any issues, contact the Innotech trainer via email, [training@innotech.com](mailto:training@innotech.com)

If you have used the grade option from your user name link, select the course that you wish to view.

> Grades

Courses I am taking

Course name	Grade
Innotech 1101	98.53

In this case, I will select the **Innotech 1101** course. The following user report information (below) is displayed, and will also be displayed if you selected the grade option from the My Courses link.

> Grades > 1101 > User report

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Innotech 1101						
Quizzes						
Innotech Products Quiz	25.58 %	10.00	0–11	90.91 %		3.88 %
DDC Theory Quiz	30.23 %	11.00	0–13	84.62 %		4.26 %
Controls Fundamentals Quiz	16.28 %	6.00	0–7	85.71 %		2.33 %
IT Fundamentals Quiz	27.91 %	12.00	0–12	100.00 %		4.65 %
Quizzes total Simple weighted mean of grades.	16.67 %	49.07	40–50	90.70 %		-
Workshop Submissions						
Workshop Submissions. Click here to upload your work.	100.00 %	48.00	0–50	96.00 %	Well done Joe. your coursework was completed with all the required information and configs were error free. I look forward to marking your next course.	80.00 %
Workshop Submissions total Simple weighted mean of grades.	83.33 %	48.00	0–50	96.00 %		-
Course total Simple weighted mean of grades.	-	98.53	70–100	95.12 %		-

This report displays all your grading information for the quizzes and workshop submissions.

Your final grade is shown at the lower section of the report, in this case, the students total is 98.53, which gave them a 95% total mark for this course. Each quiz and workshop marks are also shown. This quiz marks are dependent on how you scored in the quiz.

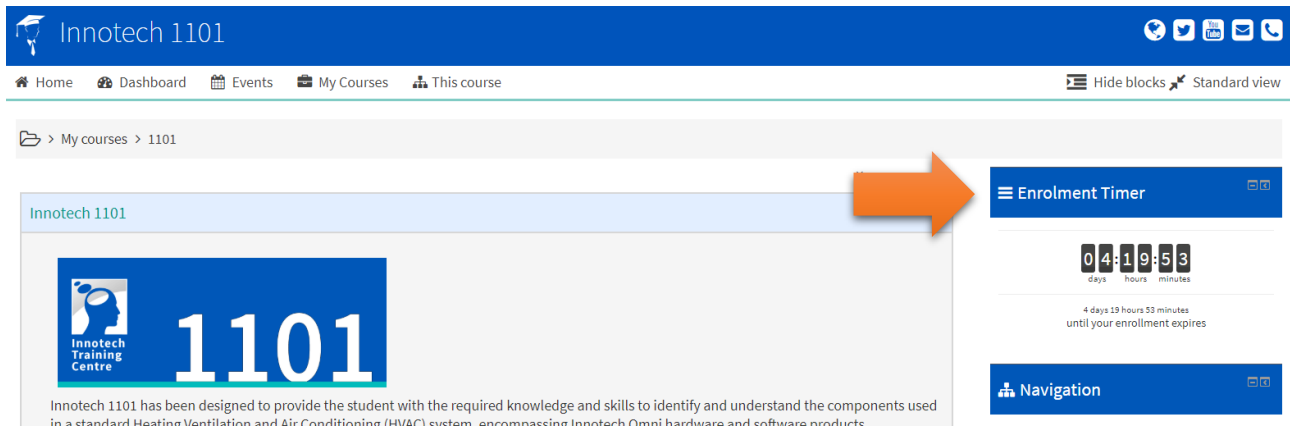
Any notes will be added by the teacher and a message / email may be sent to the student to advise that the course is complete or if other evidence is required.

**Your overall grade or percentage on the dashboard won't show 100% until the workshop files are graded by the trainer and all other tasks are completed.**

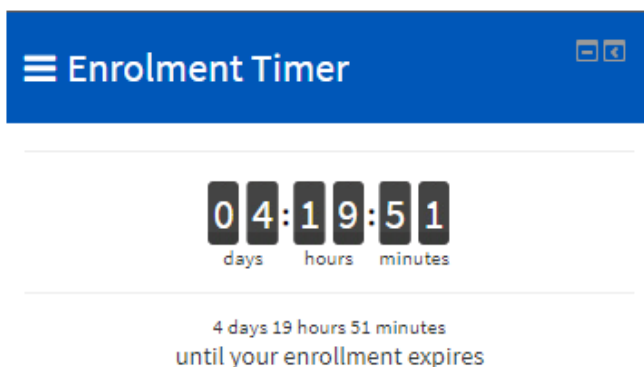


## VIEWING YOUR ENROLMENT TIMER COUNTDOWN

Each course that you are enrolled in displays a countdown timer that shows you how long you have left for this enrolment period. This is shown at the top of the page as shown below. This uses JavaScript so it may need to be enabled in your browser to function correctly if you see any issues with its operation.



The timer displays the remaining time in days, hours and minutes. If you need an extension to complete the course, please notify the trainer via email, [training@innotech.com](mailto:training@innotech.com) and we can extend the time for you.

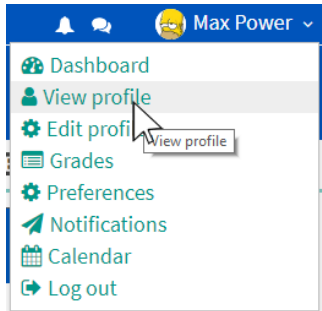


In this example, the student has 4 days, 19 hours and 51 minutes to complete the course.

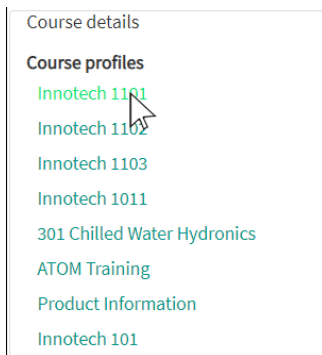
This timer actively counts down until the time has elapsed. Then the student will be automatically unenrolled from the course.

## VIEWING YOUR COURSE OUTLINE REPORT

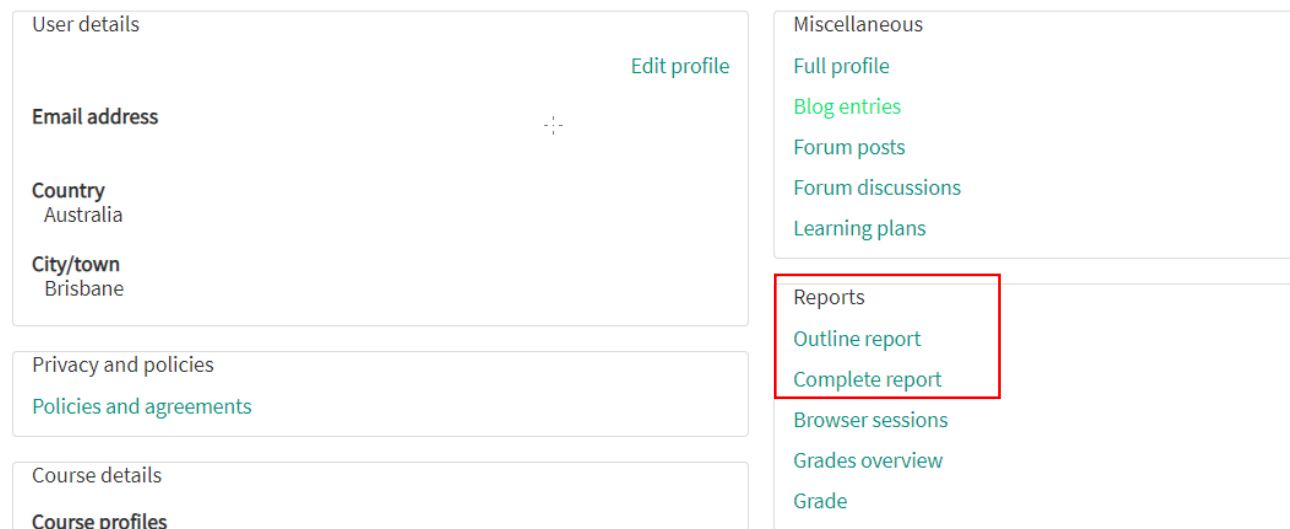
This report provides a view of all the activities for the course that you are participating in. To view this, access your user menu at the top right of the page, then click on the **view profile** item.



On the profile page, click the course that you wish to view. Only the courses that you are enrolled in are displayed. In this example, I will access the 1101 course.











On this user page, you can access the **Outline** and **Complete** reports for the course.



## User Reports


The **outline report** shows you which course items you have accessed and when. This is a brief report. You can keep track of your progress easily.

Innotech 1101		
HVAC System Fundamentals		
 HVAC Fundamentals Presentation	3 views	Tuesday, 9 October 2018, 8:16 AM (15 days 22 hours)
Innotech Products		
 Innotech Products Presentation	2 views	Tuesday, 25 September 2018, 8:52 AM (29 days 21 hours)
 Connecting an ISS to an Omni C20 or C40 Controller Video	2 views	Tuesday, 25 September 2018, 8:52 AM (29 days 21 hours)
 Innotech Products Quiz	Grade: 1.00 / 11.00	Tuesday, 25 September 2018, 8:53 AM (29 days 21 hours)
DDC Controls Fundamentals		
 DDC Controls Fundamentals Presentation	1 views	Friday, 13 July 2018, 1:28 PM (103 days 17 hours)
 Controls Fundamentals Quiz	Grade: -	
DDC Theory Fundamentals		
 DDC Theory Fundamentals Presentation	-	
 DDC Theory Quiz	Grade: -	

The **complete report** provides additional items such as quiz attempts and results as shown below. This is a more comprehensive report for your tracking requirements.


Innotech 1101

HVAC System Fundamentals


 File: HVAC Fundamentals Presentation

3 views - most recently Tuesday, 9 October 2018, 8:16 AM


Innotech Products

 File: Innotech Products Presentation

2 views - most recently Tuesday, 25 September 2018, 8:52 AM

 File: Connecting an ISS to an Omni C20 or C40 Controller Video

2 views - most recently Tuesday, 25 September 2018, 8:52 AM

 Quiz: Innotech Products Quiz

Grade: 1.00 / 11.00  
Attempt 1: 1.00/11.00 - Tuesday, 25 September 2018, 8:53 AM

Both these reports should be used with the [course grade book](#) for complete course tracking.