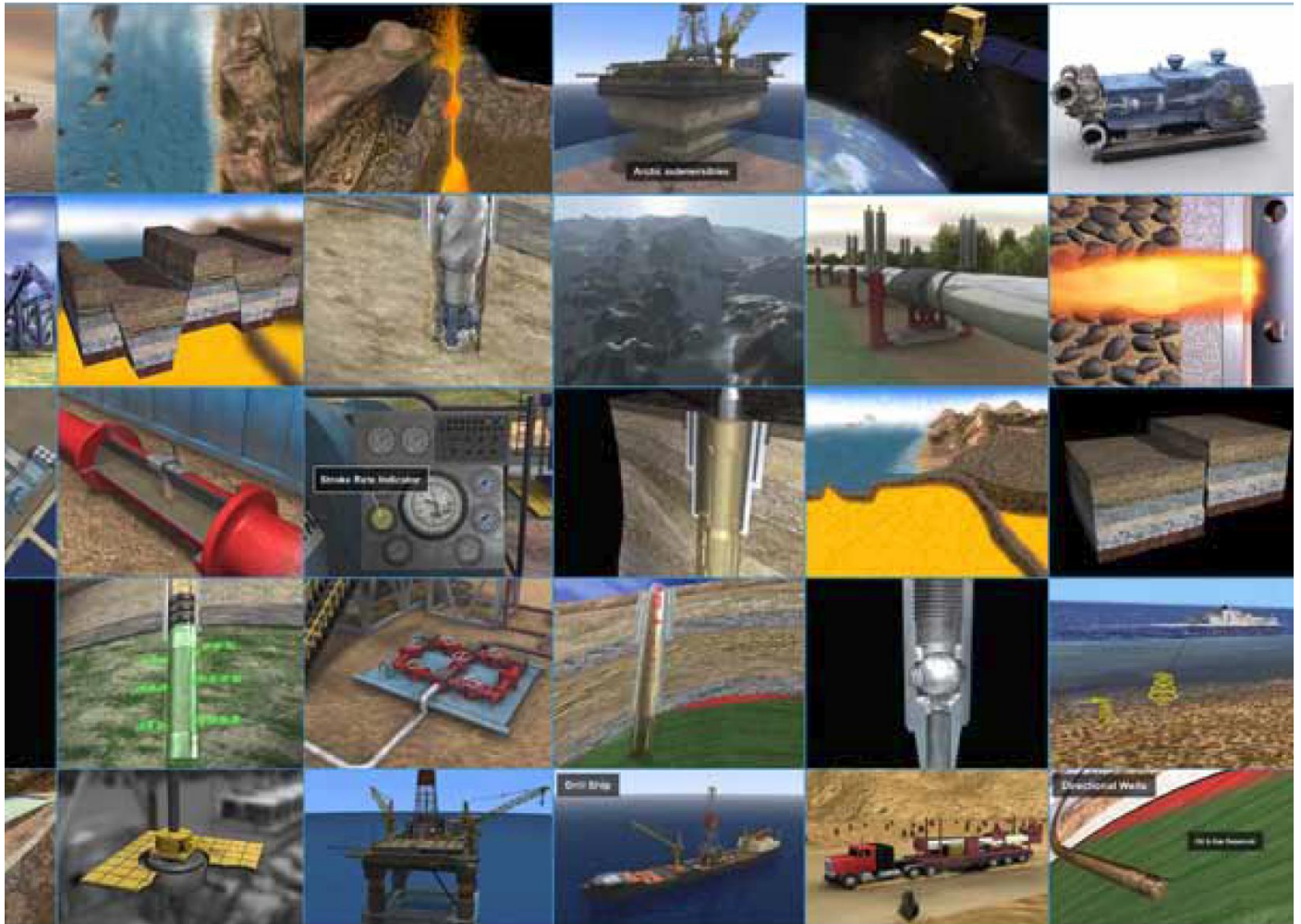


# PetroEd® PetroEd®

## SkillGRID User Manual | Student



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## Introduction

**S**killGrid is a total learning management solution. In addition to delivering online learning content, it makes a record of all your past learning accomplishments, identifies future learning requirements, maintains training credentials and certifications, and can certify your competency for the position you hold. As you grow within your company—whether it is through new work assignments, positions or worksites—SkillGRID will grow with you, coordinating the training you need to maintain the highest possible level of knowledge and skills.

When used in combination with SkillSTICK, the system becomes truly portable and maintains the total currency of your information even when access to the Internet is limited or not available. In addition to tracking valuable training and learning data, SkillGRID can also manage and store other important documentation relevant to your job such as passports, visas, and certifications, as well as provide direct access to online courses that your company has selected for you.

## Using this Manual

This user's manual is intended to show how to effectively utilize the features found in SkillGRID and is suitable for beginning users of the software. The content of this document was prepared to be read in any order; therefore, you may skip to the relevant section(s) that are applicable for your application.

Within this manual, words in quotes (“ ”) refer to precise wording that can or would be seen on your screen. Words in *italics* are words that have specific meaning(s) within SkillGRID or are keywords that you should be familiar with in order to understand how SkillGRID works.

## SkillGRID Login Page

The SkillGRID software can be accessed via Internet connection or through SkillSTICK. Access via internet is possible by going to <https://www.skillstick.com/SkillGRID/> or by using a SkillSTICK thumb drive. For more information on accessing the software primarily through SkillSTICK, see page 31.

The login page will appear as shown in Figure 1.

SKILLGRID®

SkillGRID ID:

Password:

Login Close

[Forgot your password?](#)

[Technical Support](#) [System requirements](#) SkillGRID® (online)2.7.0.7 © 2013 Indaptive Inc.

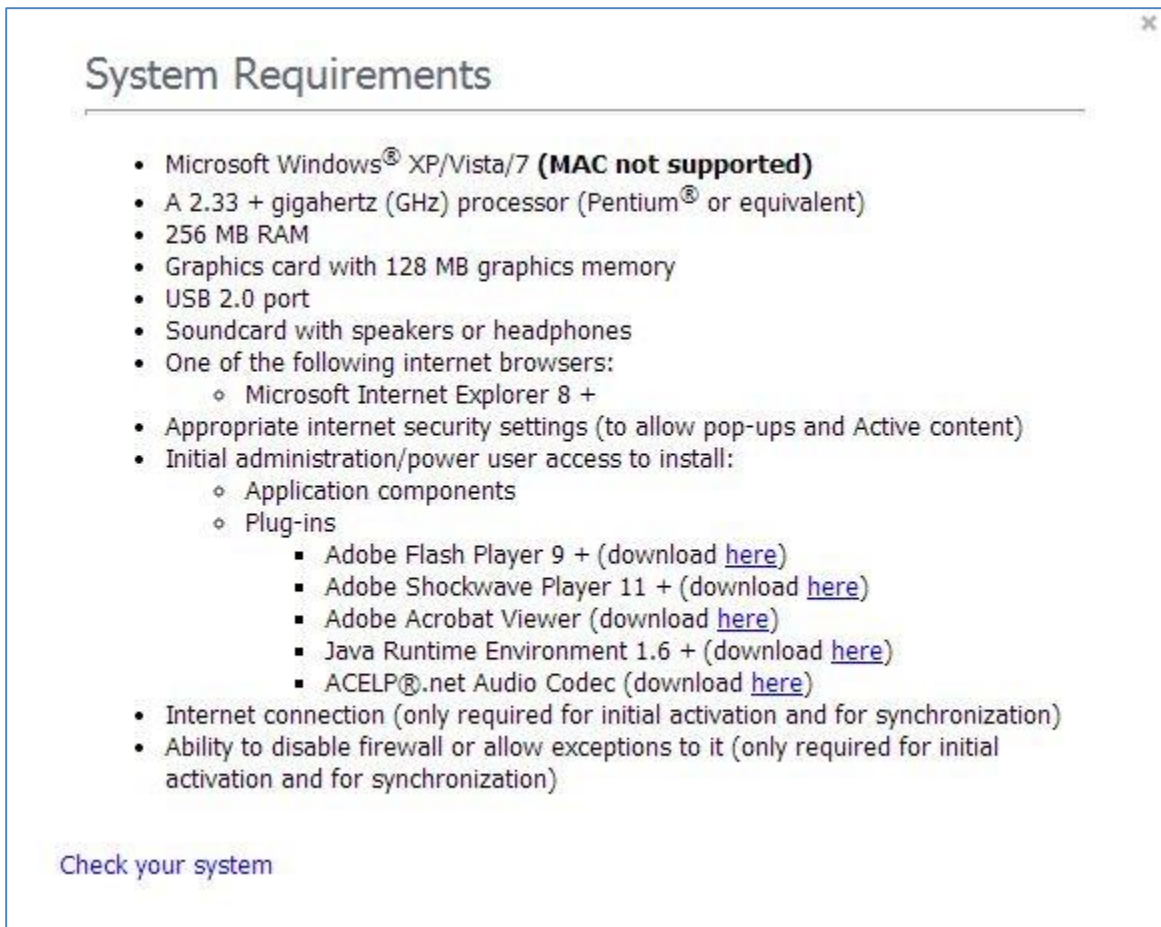
Figure 1: Login screen for SkillGRID

### Technical Support

If you need help with using SkillGRID or experience a problem with the product, you may contact Technical Support by clicking on the link at the login page.

### System Requirements

If you are logging into SkillGRID for the first time, you should verify that your system requirements are adequate. The system requirements can be found by clicking on the “System Requirements” link at the bottom of the Login page. An itemized list will appear, similar to that shown in Figure 2.



**Figure 2: Minimum system requirements for SkillGRID. Clicking on “Check your system” will run a diagnostic for identifying all of the necessary components installed on your workstation.**

Clicking on the “Check your system” link, will lead to a diagnostic that will identify whether your workstation has the necessary operating system, browser, settings, and plugins. Figure 3 shows the diagnostic when each of the items is installed properly. Any items not receiving a green check should be corrected prior to beginning use of SkillGRID. Plug-ins not installed on your machine such as Flash, Shockwave, and Java may be downloaded via links found on the System Requirements page (Figure 2).

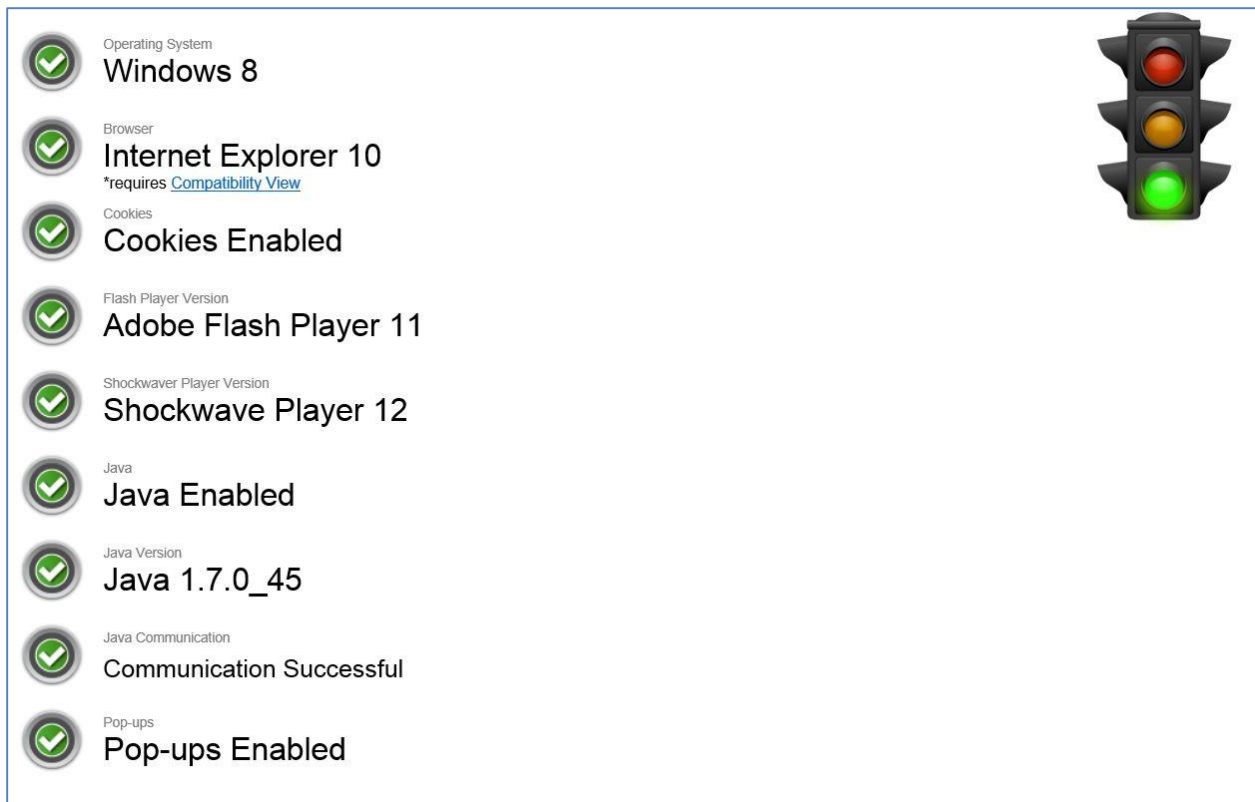


Figure 3: The system diagnostic with all appropriate settings and plugins.

## Logging In

Enter the username and password provided to you by your company's SkillGRID administrator into the respective fields on the login page and click the Login button. The next page you will see is the home page within SkillGRID.

Figure 4 shows home page with the main areas you will use within SkillGRID: Profile, Position Grid (if available), E-Learning, Competencies (if available), and Sync. Sync will be disabled unless you are using SkillSTICK (see page 31 for more information on SkillSTICK). This and subsequent chapters will discuss each of these areas in detail with a focus on how to utilize SkillGRID to meet all of your training and document management needs.

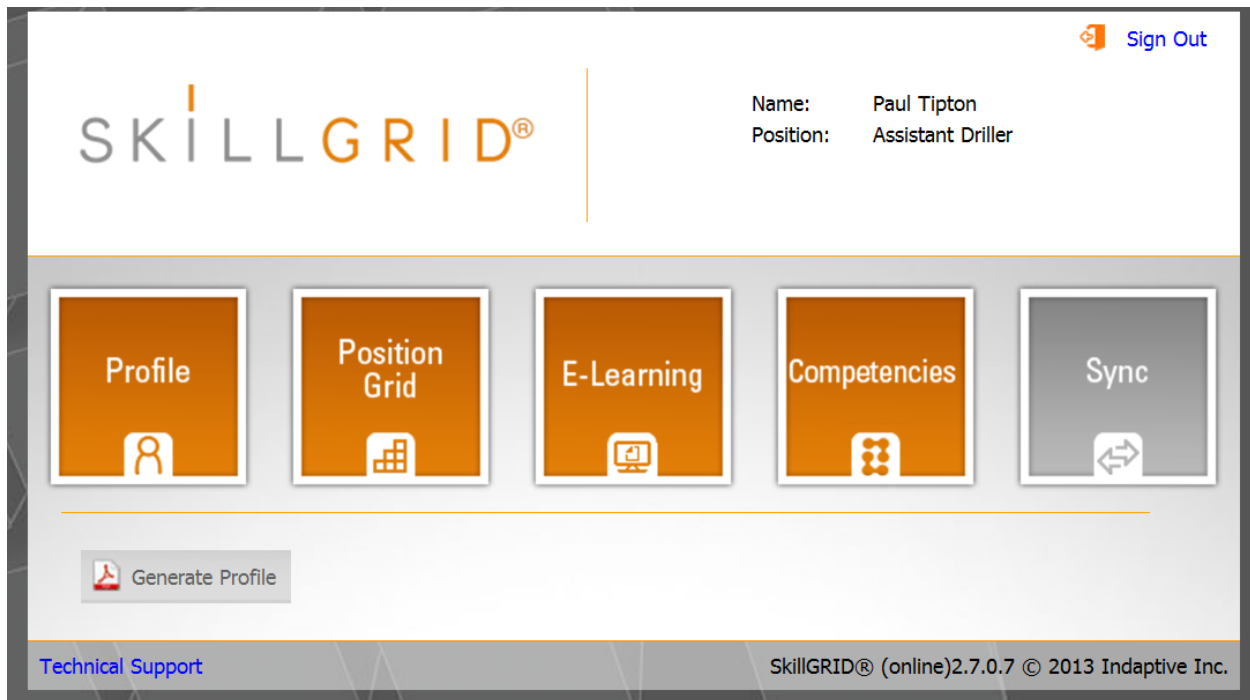


Figure 4 The SkillGRID homepage.

Just as you can navigate to the main areas (Profile, Position Grid, E-Learning, Competencies, and Sync) from the Home page, a complete menu is always available within each of the main areas. You can also click on “Home” to go back to the homepage. The menu depicted in Figure 5, located at the left-hand side of the page, is shown on all pages, except the home page.

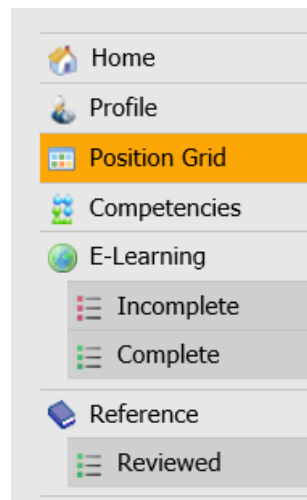



Figure 5 The main menu located on the left-hand side of all pages within SkillGRID, except the home page.

## The Profile Page and Document Storage

From the Profile page you can view all of your relevant profile and account data for SkillGRID. Clicking on the “Profile” block at the home page will bring you to the Profile page, shown in Figure 6. Fields that are disabled appear gray. Disabled fields, such as your position and working location, can only be modified by your company’s SkillGRID administrator. Those fields that are not grayed out can be modified by you, the user, at any time. These user-modifiable fields include: employee ID, email address, date-of-birth, account password, and other contact information including address and phone numbers. These fields will be required to obtain third party training certification.

The screenshot displays the 'Edit Profile' page in SkillGRID. On the left is a navigation menu with options: Home, Profile (selected), Position Grid, Competencies, E-Learning, Incomplete, Complete, Reference, and Reviewed. The main content area is titled 'Edit Profile' and contains three sections: Profile, Account Information, and Demographic Information.

Profile	
User ID	FCC16497258C4E1A97697ED5D18C1E5B
First Log Date	May 8, 2013, 12:37 pm
Last Log Date	December 21, 2013, 8:17 am
First Name	Paul
Middle Name	
Last Name	Tipton
Employee ID	
Email	test@drilling.com
Location	Location/Rig #1
Position	Assistant Driller
Department	
Tier	1
New Hire	No
DOB	04/18/1975
Picture ID	

Account Information	
SkillGRID ID	test@drilling.com
Account Status	Active
Subscription Expires	05/31/2016
Password	*****
Confirm Password	*****

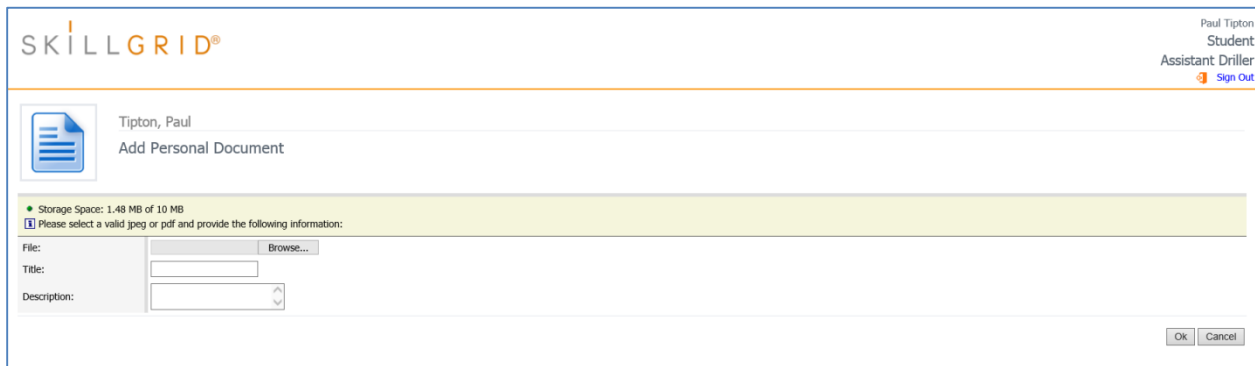
Demographic Information	
Company	PetroEd
Address	2503 Robinhood

Figure 6: A portion of the Profile page showing the user’s relevant profile and account information.

## Storing User Documents

At the very bottom of the Profile page is a listing of “Other Documents” for your account. Here, items such as scanned photocopies of paper documents such as visas, passports, driver’s licenses, and other personal documents can be stored.

To upload a new document to your SkillGRID account, click on the “Add” link at the bottom of the “Profile” page. You will then be directed to the “Add Personal Documents” page, as shown in Figure 7.



The screenshot displays the SkillGRID user interface for adding a personal document. At the top left is the SkillGRID logo. At the top right, the user's name 'Paul Tipton' is shown, along with their roles 'Student' and 'Assistant Driller', and a 'Sign Out' link. Below the header, the user's name 'Tipton, Paul' is displayed next to a document icon, with the heading 'Add Personal Document'. A green banner indicates 'Storage Space: 1.48 MB of 10 MB' and includes a note: 'Please select a valid jpeg or pdf and provide the following information:'. The form contains three fields: 'File:' with a 'Browse...' button, 'Title:', and 'Description:'. At the bottom right, there are 'OK' and 'Cancel' buttons.

Figure 7: The “Add Personal Document” page.

By clicking the “Browse” button you can then navigate to your desired document and select it. Your file’s path should then be listed in the “File” field. Give your document a title you will easily recognize and, if desired, a detailed description. After clicking “OK” your document will be listed as “Pending,” until your local SkillGRID administrator approves the document. After final approval, your document will be permanently stored within your SkillGRID account/profile.

## Position Grid

**NOTE: Position Grid is an optional feature within SkillGRID. Check with your local corporate administrator to verify whether your company utilizes Position Grid.**

One of the unique features SkillGRID offers is Position Grid. The Position Grid presents a custom training schedule designed around your position, location, and skill level and is how you will track your required training. The training that has been assigned to you may depend not only on the position you hold, but also on your specific work-site location. Once you have accessed your own individual position grid, you will see the name of your position listed and all of the respective training items needed.

Figure 8 shows the Position Grid for our sample user. In this case, a user has a single position—**Assistant Driller**—written in bold. The training progress for this position is shown in the form of a percentage completed.

SKILLGRID®

Paul Tipton  
Student  
Assistant Driller  
Sign Out

Home  
Profile  
Position Grid  
Competencies  
My E-Learning  
Incomplete  
Complete  
Reference  
Reviewed

Position Grid for Assistant Driller

Review and complete the items for your "Assistant Driller" Position Grid.

\*Position Grid  8% (5/66)

Legend  
 Computer Based Training  
 Other

Item	Status
Stuck Pipe Prevention	In Progress
FD Fall Protection Awareness	Complete
HUET	Complete
HUET Cold Water	Incomplete
IADC - RIG PASS	In Progress
IADC - Well Control (Introduction)	In Progress
Confined Space Entry	Incomplete
Confined Space Rescue	Incomplete
First Aid / CPR / AED	Complete
H2S Awareness	Incomplete
Basic Principles of Petroleum	In Progress
Emergency Response: Alarms	Complete
Emergency Response: Planning for Emergencies	Complete
Fire Safety: Employee Responsibilities	Incomplete
Fire Safety: Overview	Incomplete
General Safety: Accident reporting and Investigating	Incomplete

Figure 8: Position grid for a sample user. The position shown is “Assistant Driller.” In this case he has completed 5 of 66 items (or 8%) of the training required for this position. Each item has a status of “In Progress,” “Complete,” or “Incomplete.”

## Training Item Status

The drop down box found on the Position Grid page allows you to view courses by completion status. Incomplete items may have a status of “Incomplete” or “In Progress.” “Incomplete” denotes learning items that have yet to be started. “In Progress” denotes items that have not been completed yet or have not yet been verified complete by your local administrator. Selecting the “Incomplete” option from the drop box allows you to see what learning items you have yet to complete. Figure 9 shows the sample user’s incomplete training items.

Position Grid for Assistant Driller

Review and complete the items for your "Assistant Driller" Position Grid.

\*Position Grid - Incomplete Items 11% (7/66)

Training Items Legend

- E-Learning
- Other

Training Item	Status
Stuck Pipe Prevention	In Progress
IADC - RIG PASS	In Progress
IADC - Well Control (Introduction)	In Progress
Confined Space Entry	Incomplete
Confined Space Rescue	Incomplete
H2S Awareness	Incomplete
Basic Principles of Petroleum	In Progress
Fire Safety: Employee Responsibilities	Incomplete
Fire Safety: Overview	Incomplete
General Safety: Accident reporting and Investigating	Incomplete
General Safety: Alcohol and Drug Policies	Incomplete
General Safety: Firearms Weapons and Other Prohibited Items	In Progress

Figure 9: A sample Position Grid showing only those learning items not yet completed for the Assistant Driller position. Items include those with a status of “Incomplete” representing training he has not started at all and others labeled “In Progress” that he has started but not fully completed yet.

## Training Items Types

There are two types of training items within SkillGRID:

1. *E-learning* is online, computer-based training content that is accessed within SkillGRID or through SkillSTICK
2. Everything else, including classroom learning and on-the-job training (OJT) taught by other personnel are classified as *other*.

The legend found on the Position Grid (Figure 10) shows the symbols that correlate to each type of training item, respectively.

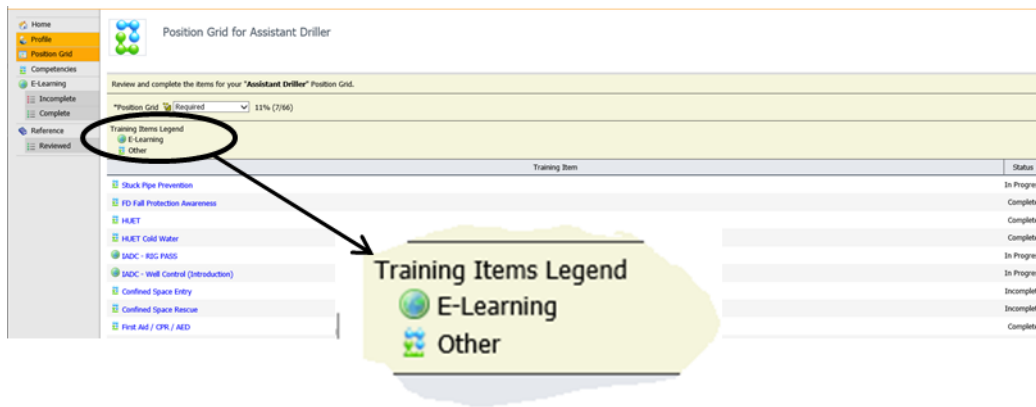



Figure 10 Magnified view of the training items legend found on the Position Grid page.

## Completing Training Items


The method for changing a training items status from “incomplete” or “in progress” to “complete” depends on the type of training item. E-Learning training items require a passing grade on a post-assessment exam that is administered and automatically graded by SkillGRID. After a passing grade is earned on the post-assessment, SkillGRID will instantly change the status of the E-Learning training item to “Complete.” More information on post-assessments can be found in the E-Learning chapter of this document.



“Other” training items, by definition, are training courses that take place outside of SkillGRID. As such, achieving a status of “complete” for these courses requires manual intervention from you and an administrator who will approve your submission. To submit an “other”-type training item for completion, under the “Position Grid” page, click on the hyperlinked (blue) text associated with the “other” course title you want to complete. In the following example, we will submit a completion for “Confined Space Entry.” See Figure 11.














Position Grid for Assistant Driller

Review and complete the items for your "Assistant Driller" Position Grid.


\*Position Grid  Required 11% (7/66)





Training Items Legend  
 E-Learning  
 Other

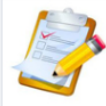
Training Item	Status
 Stuck Pipe Prevention	In Progress
 FD Fall Protection Awareness	Complete
 HUET	Complete
 HUET Cold Water	Complete
 IADC - RIG PASS	In Progress
 IADC - Well Control (Introduction)	In Progress
 <b>Confined Space Entry</b>	Incomplete
 Confined Space Rescue	Incomplete
 First Aid / CPR / AED	Complete
 H2S Awareness	Incomplete
 Basic Principles of Petroleum	In Progress

**Figure 11** To submit an “other”-type training item for submission, find the title of the item listed on the Position Grid page.

After clicking on the appropriate title, you will be directed to a completion form for submitting a new item completion for review.



-  Home
-  Profile
-  Position Grid
-  Competencies
-  E-Learning
-  Incomplete
-  Complete
-  Reference
-  Reviewed



### \* Confined Space Entry

 0 Item Completion Record(s):

[+ Add New Item Completion for Review](#)

**Figure 12** Item completion page

By clicking on the hyperlinked text, “Add New Item Completion for Review,” you will be able to enter the required details needed for approval such as the dates of training, expiration date, comments, and electronic certificates of completion. See Figure 13. Once submitted, a local administrator approves via the SkillGRID system and the status for this course will change to “Complete.”



## Confined Space Entry Create Item Record

**i** Provide the following information:

Item	Confined Space Entry
Item Type	Training Item
Start Date	<input type="text"/>
* End Date	<input type="text"/>
Expires On	<input type="text"/>
Comments	<input type="text"/>

**+** [Add Supporting Document](#) Please save record before adding documents.

Figure 13 Completion entry form for the “other”-type course called “Confined Space Entry.”

## **E-Learning**

**T**he E-Learning section contains all of the online training that you can access within SkillGRID. The overall organization of E-Learning is shown in Figure 14. All E-Learning is grouped into subject areas for organization and clarity. The E-Learning subject area consists of various courses and the courses are then broken down into short modules. Each module has a post assessment (a test that is given after you view the module). Course completion could also require a cumulative “course post-assessment.” In Figure 14, the user must pass a course-level post assessment for Course 1 before it can be completed. Course 2 only has module-level post assessments. By viewing the modules and passing all necessary post-assessments, you can complete each course. You may view each module as time permits, starting, stopping, and re-starting according to your own schedule.

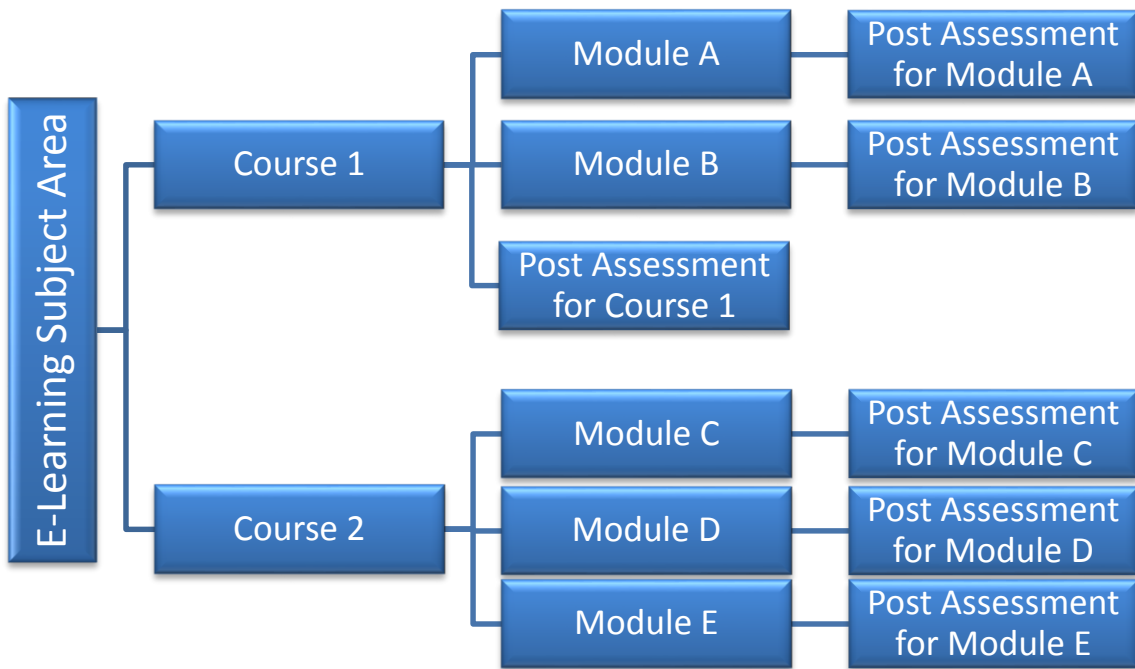


Figure 14 Organization of E-Learning training items. In this case, the subject area consists only of two courses (Course 1 and Course 2). Completion of Course 1 requires the completion of Modules A and B, along with a passing score on *post assessments* for Module A, Module B and the cumulative course post-assessment (to be completed last). Completion of Course 2 only requires completion of Modules C-E and the module-level post assessments.

E-Learning courses can be accessed in multiple ways. The first option is screening courses by completion status—either Complete or Incomplete. Two buttons immediately under the “E-Learning” link serve this purpose. See Figure 15.

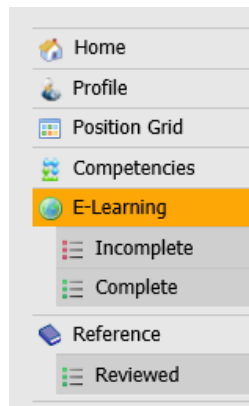
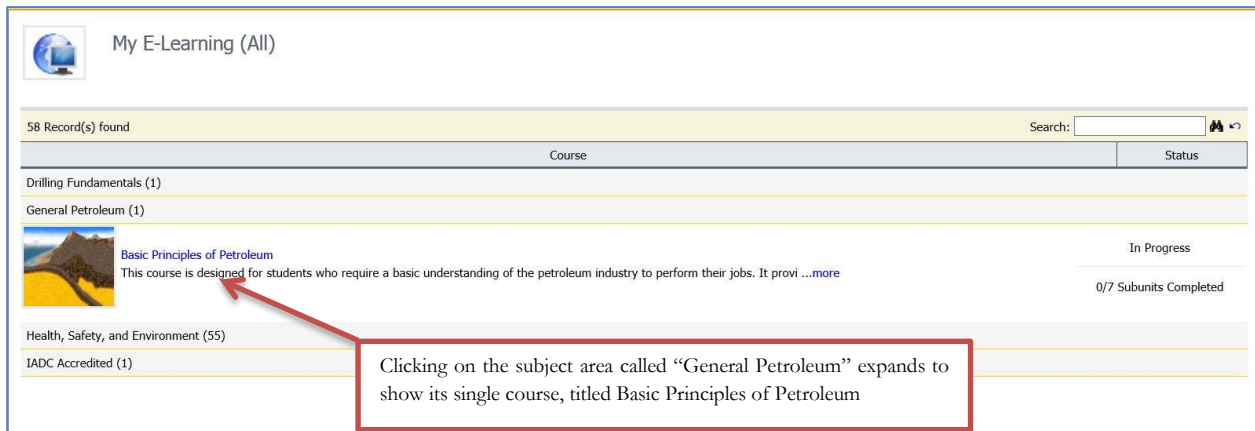


Figure 15 The main menu with E-Learning selected. The buttons immediately below “E-Learning” labeled “Incomplete” and “Complete” will show only courses with the corresponding status.

The second option for locating courses is to use the search bar at the upper right of the E-Learning page. Typing a search term, for example—“safety,” will return all E-Learning courses with the word “safety” in their titles. The search function is only valid across E-Learning course titles and not the courses’ descriptions.

Each of the E-Learning courses available to you is placed into a knowledge subject-area. Clicking on the subject-area’s name will expand that subject such that all of the courses it contains are visible. Similarly, you may collapse the list by again clicking on the subject-area title.

E-Learning courses are easily identified by the blue hyperlink associated with their titles. Figure 16 shows the “General Petroleum” subject area expanded. In this case, only one course exists within the subject-area—“Basic Principles of Petroleum.”

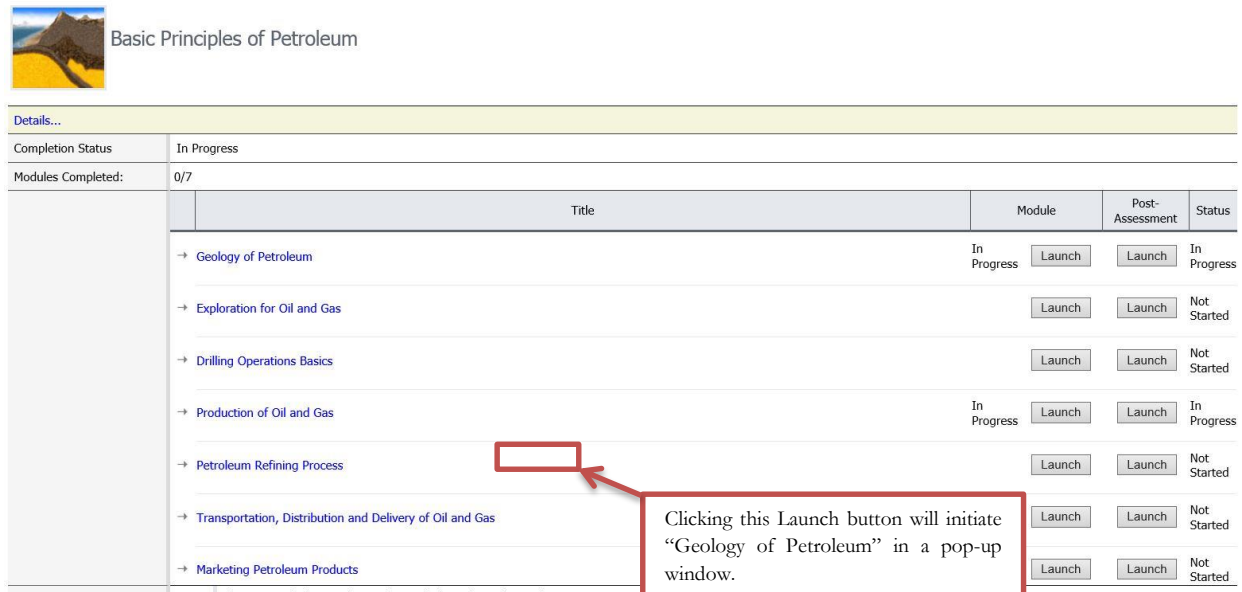


**Figure 16 E-Learning records for a sample user.**

Clicking on the course title will bring you to the course page where you can view a list of all the modules needed to complete the course.

## Viewing Modules

Clicking on the blue, hyperlinked course title (see Figure 16), will take you to the course page, as shown in Figure 17. You can see that for this particular course, there exist six modules. To view one of the sub-modules, click on the respective module's "Launch" button.



Basic Principles of Petroleum

Details...				
Completion Status	In Progress			
Modules Completed:	0/7			
	Title	Module	Post-Assessment	Status
→	<a href="#">Geology of Petroleum</a>	In Progress	Launch	In Progress
→	<a href="#">Exploration for Oil and Gas</a>		Launch	Not Started
→	<a href="#">Drilling Operations Basics</a>		Launch	Not Started
→	<a href="#">Production of Oil and Gas</a>	In Progress	Launch	In Progress
→	<a href="#">Petroleum Refining Process</a>		Launch	Not Started
→	<a href="#">Transportation, Distribution and Delivery of Oil and Gas</a>		Launch	Not Started
→	<a href="#">Marketing Petroleum Products</a>		Launch	Not Started

Clicking this Launch button will initiate "Geology of Petroleum" in a pop-up window.

**Figure 17** Course page for "Basic Principles of Petroleum." This course consists of six different modules. Two "Launch" buttons—one for executing the module itself and another to start the post-assessment test are available for each module.

Once the "Launch" button is clicked, the corresponding module will open in a new, separate window. (Pop-ups must be allowed from this site.) This new window will show the E-Learning module player and will look similar to Figure 18. Clicking on the "Start" button will begin the module.

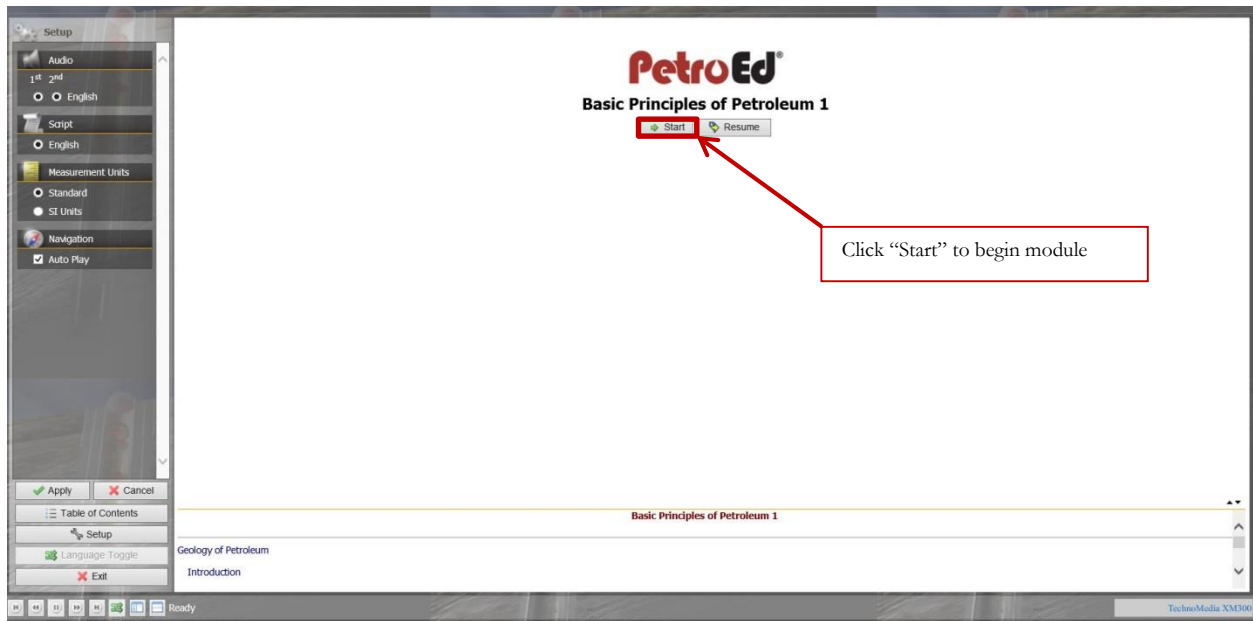
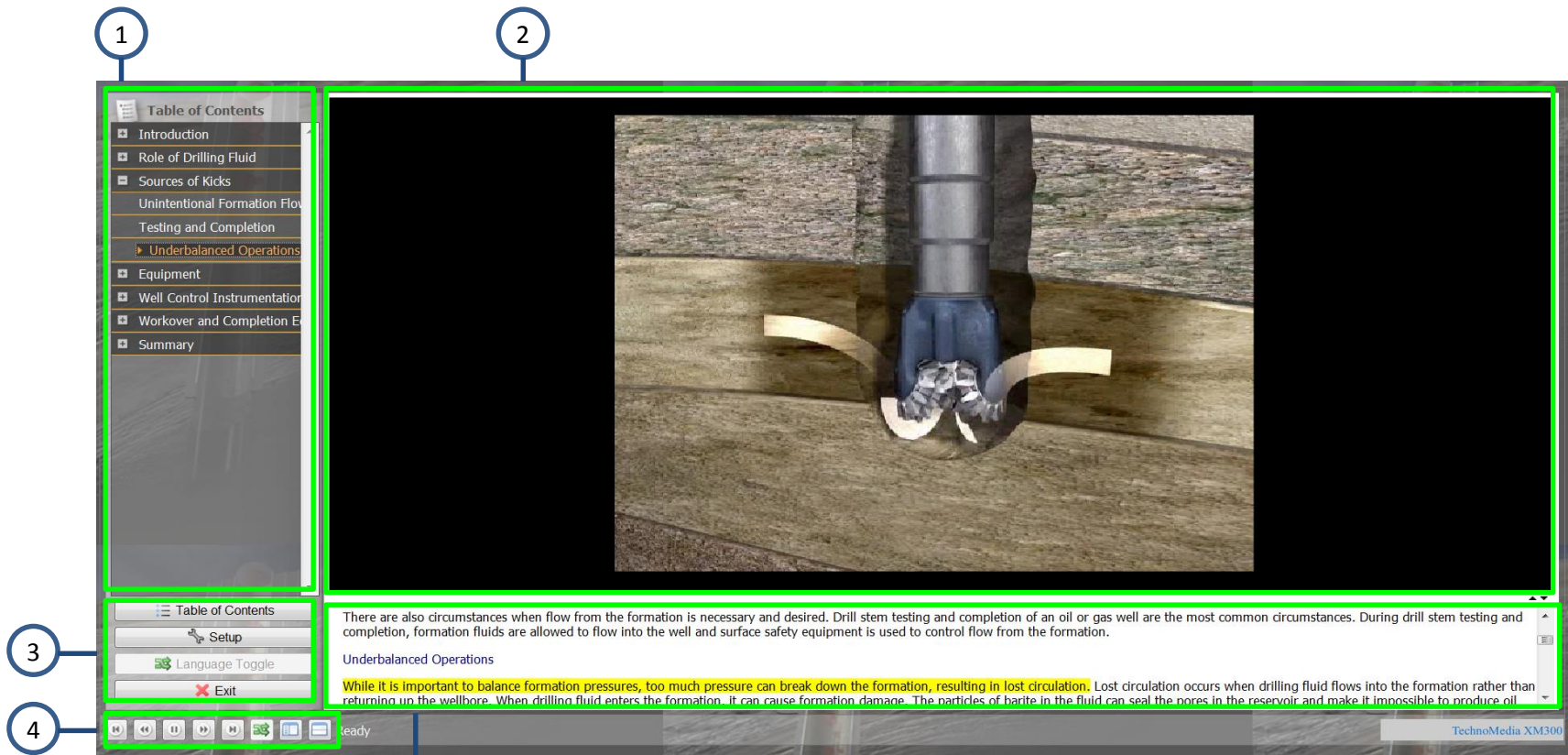


Figure 18 The SkillGRID E-Learning Module Player. Clicking the “START” button at the center of the screen will begin the module. Details on the controls and setup are discussed below. NOTE: If this is the first time the module is launched, the “Resume” button will not be available. Otherwise “Resume” allows you to pick up where you left off during your last session.

### SkillGRID E-Learning Module Player (XMp)

All PetroEd Drilling, Production, Safety and General Petroleum E-Learning course modules are displayed through The SkillGRID E-Learning Module Player (XMp). The XMp player is an E-learning presentation module that synchronizes video, audio, and text together for an integrated learning experience. Figure 19 shows a picture of the overall player with the various window panes labeled.

NOTE: XMp course look and feel can vary based on your company’s choice of content provider.



- 1 Navigation
- 2 Video
- 3 Controls
- 4 Playback and toggle controls
- 5 Script Pane

Figure 19 Picture of the E-Learning Module Player.

As you watch the module, you will see both the video content in the video pane, as well as a rolling text that corresponds to the narrator’s script in the script pane. You should also hear the audio of the narrator’s voice. Some modules have multiple languages available, in which case you can select the audio and script language to suit your needs (see “Setup” section below).

The controls for XMp are found along the left side of the screen as shown in Figure 18. The navigation pane (Item 1 shown in Figure 19) shows either a table of contents for the module or setup options for the player. Selection of either the table of contents or the setup options is made using the “Table of Contents” and “Setup” buttons, respectively, in the controls pane. Figure 20 shows examples of the navigation pane both in “Setup” and “Table of Contents” mode.

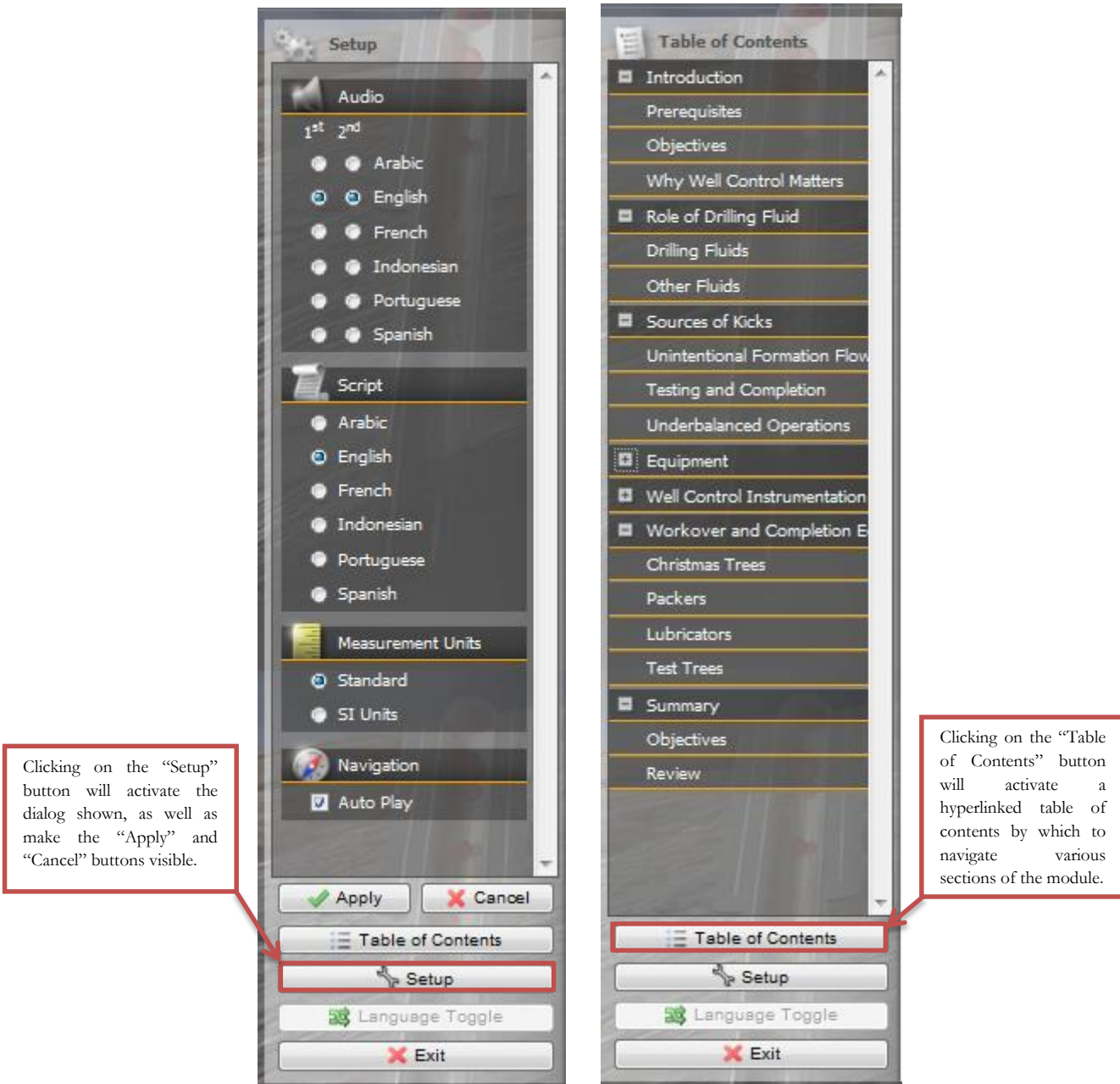


Figure 20 Navigation and control panes. The navigation pane changes depending on whether you are in "Setup" or "Table of Contents."

## Setup

The setup mode will be open by default when you first launch the module, however if the Table of Contents is active, setup mode may be accessed by clicking the "Setup" button. **NOTE: You must click "Apply" for the new setting to be accepted. Failure to do so means that the option you selected will not be adopted.**

For those modules with the optional multi-language feature enabled, various languages may be selected using the radio buttons under "Audio." Setting the desired language under "1<sup>st</sup>" and "2<sup>nd</sup>" allows you to later use

the language toggle button for the purpose of hearing the module in one of two languages. If you want to hear the module in only a single language then set both 1<sup>st</sup> and 2<sup>nd</sup> to your desired choice and “Language Toggle” will be disabled.

You can similarly set the written script language, enabling a written translation of the script in the selected language. This allows for hearing the module in one language and seeing a written translation in a native language, etc.

Again, for those modules with the option included, changing the “Measurement Units” by selecting either “Standard” or “SI” will change all spoken and written units within the module. Numerical values will also change to maintain the proper quantity for the unit selected.

Auto Play is a feature that allows the module to proceed without any delays, except at slides that require user input such as progress checks or learning exercises. If Auto Play is unchecked, the module will proceed one script line at a time. This is helpful if the module is moving too fast for you—unchecking Auto Play allows you to go at your own pace. Clicking on the subsequent script text will resume play of the module for the next section. Figure 21 shows an example where Auto Play has been disabled and the module has stopped and is waiting for user input prior to proceeding.

Again, remember to click on the “Apply” button which is only visible in setup mode in order for your new settings to take effect.

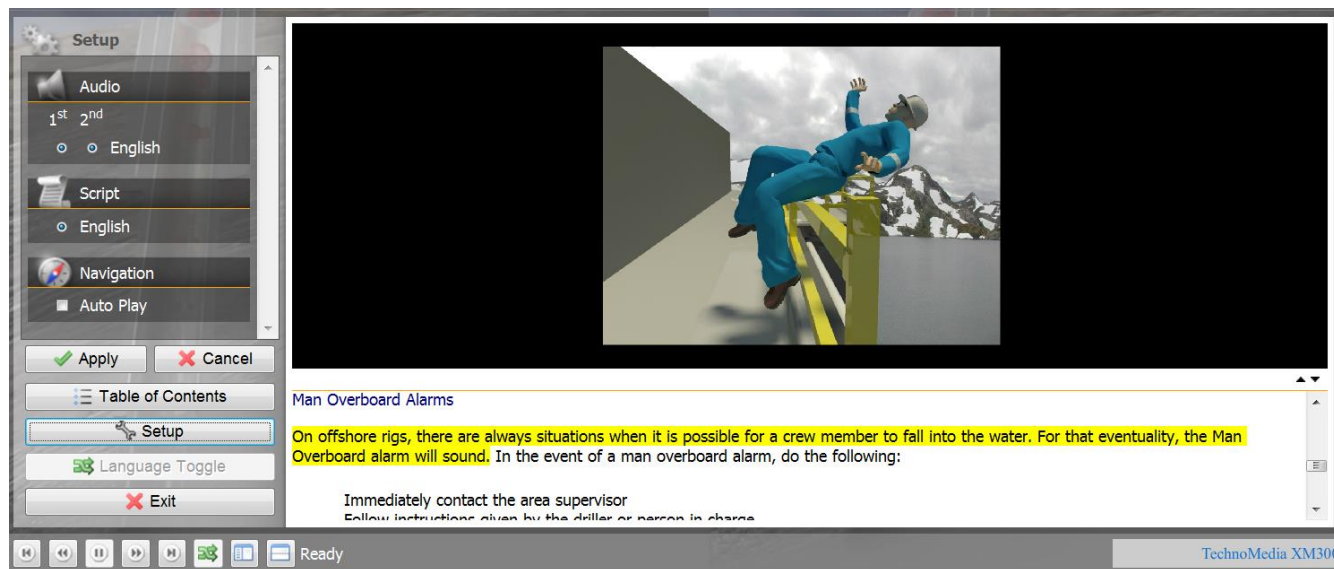



Figure 21 Disabling Auto Play mean the user must manually intervene in order to procede. The user has to click on the next section of text—“In the event of a man overboard alarm, do the following:”— OR click  to proceed. Placing a check mark beside Auto Play and clicking “Apply” will allow the module to proceed automatically.

## Table of Contents

After clicking the “Table of Contents” button in the control pane, the navigation pane changes to display the various sections within the module you are viewing. Each section title is hyperlinked so that when clicked, the module automatically skips to the beginning of that section.

## Playback and Toggle Buttons

The playback and toggle buttons, located at the bottom left-hand corner of XMp, provide single-click control for commonly used functions. A magnified view with labeled descriptions is shown in Figure 22.

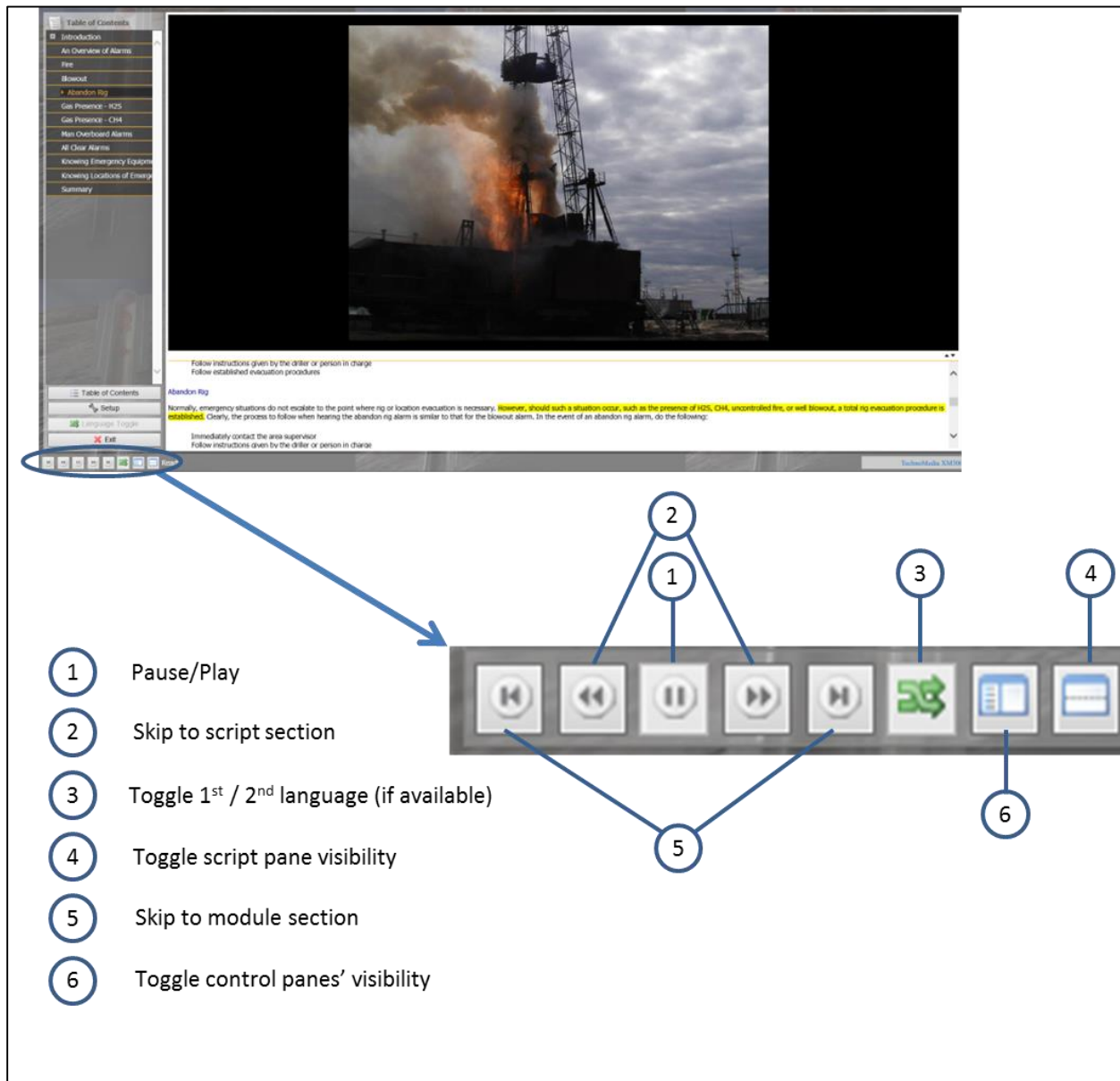


Figure 22 Playback and toggle controls within XMp.

## Post-Assessments

Post-assessments are tests taken after completing online training (E-Learning) within SkillGRID. Some may have internal self-assessments, while others may not have any assessments at all and are considered “self-complete.”

For courses with external post-assessments (as discussed below), a link is provided at the end of the course or module to mark as “complete.” These tests may be required after modules, courses, or both. Post-assessments taken in order to complete courses require that all of the module-level post-assessments be completed with a passing grade first.

1. Post-assessments may be launched from one of two screens.

Once you have entirely completed a module, clicking on the “Exit” button in the control pane will give you the option of marking the course as “completed.” If you choose the “complete” option, your records will reflect course completion and you will then be asked if you would like to take the post-assessment, as shown in Figure 23.

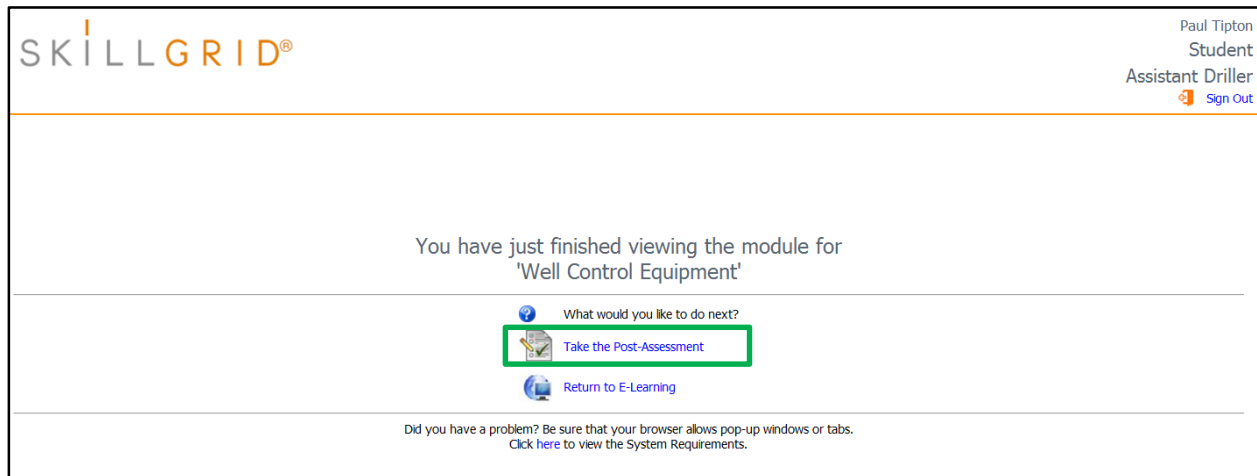
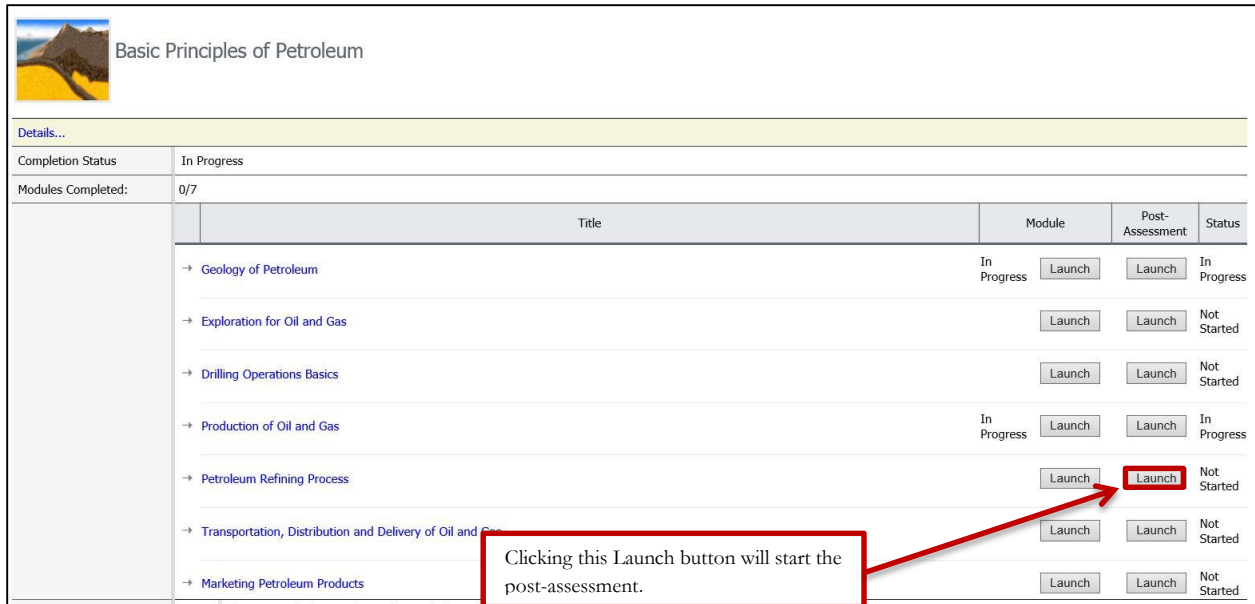


Figure 23: Post-assessment launch option available after module (or course) completion.

An alternative method for taking the post-assessment is to go back to the course page and click on the “Launch” button associated with the post-assessment. This is the same page that the module was originally launched from. See Figure 17 and Figure 24.



Basic Principles of Petroleum					
Details...					
Completion Status	In Progress				
Modules Completed:	0/7				
	Title	Module	Post-Assessment	Status	
→	Geology of Petroleum	In Progress	Launch	Launch	In Progress
→	Exploration for Oil and Gas		Launch	Launch	Not Started
→	Drilling Operations Basics		Launch	Launch	Not Started
→	Production of Oil and Gas	In Progress	Launch	Launch	In Progress
→	Petroleum Refining Process		Launch	Launch	Not Started
→	Transportation, Distribution and Delivery of Oil and Gas		Launch	Launch	Not Started
→	Marketing Petroleum Products		Launch	Launch	Not Started

Clicking this Launch button will start the post-assessment.

**Figure 24** Clicking on the “Launch” button highlighted here will start the post assessment for the corresponding module. Note that some 3<sup>rd</sup> party E-Learning material has internal assessments that are only accessible from within the modules. These will not have “Launch” buttons.

After launching the course- or module-post-assessment, a series of multiple choice questions will appear. Select one of four radio buttons that corresponds to the correct answer for each question. Once all questions have been completed, click the “Submit” button and SkillGRID will automatically grade your test and post your score.

## Certificates

After completing a course, SkillGRID generates certificates of completion for your records. These records can be electronically copied as PDF files or printed on a local printer. SkillGRID will maintain these certificates but the option exists for you to save them in an alternative location besides your SkillGRID profile.

To access the certificates after you have completed a course, find the course listing under E-Learning. If completed, the status will read “Complete” and a printer icon will be displayed as shown in Figure 25 . Clicking the printer icon loads computer-generated certificate as shown in Figure 26.

E-Learning (All)

58 Courses(s) found Search:






Subjects	Status
Drilling Fundamentals (1)	
General Petroleum (1)	
Health, Safety, and Environment (55)	
 <b>Emergency Response: Alarms</b> In the Emergency Situations and Overview module students will become familiar with various types of alarms, why they are necessa ...more	Complete 
 <b>Emergency Response: Planning for Emergencies</b> The Emergency Planning module will cover the importance of emergency planning and short-service employee roles. Emergency situat ...more	Complete 
 <b>Fire Safety: Employee Responsibilities</b> The Employee Responsibility module will familiarize students with correct procedures for reporting fires and fire hazards, onst ...more	Not Started

Figure 25 The printer icon for “Emergency Response” is highlighted in red. Clicking on the printer icon will load the certificate in a pop-up window where it can then be saved and/or printed.



Figure 26 Sample certificate generated by SkillGRID. The reference number located at the bottom right is internally generated by the SkillGRID system making each certificate unique and traceable.

## Competence Program (Competencies)

The competence program within SkillGRID combines both knowledge and skills into a single package with a view towards creating a more effective learning dynamic. Within SkillGRID, learning and mastery of *skills* (the ability to do something) is demonstrated through completing tests known as “skill items,” while learning and mastery of *knowledge* (understanding an area of study) is demonstrated via “knowledge items.” Knowledge items may be in the form of online E-Learning or actual classroom instruction. The conceptual diagram in Figure 27 shows the hierarchical relationships between an element of competency (called “Competencies for Assistant Driller”) and the knowledge items and skills. The combination of various skill and knowledge items are maintained within *sections* and a number of sections make up an *element*.

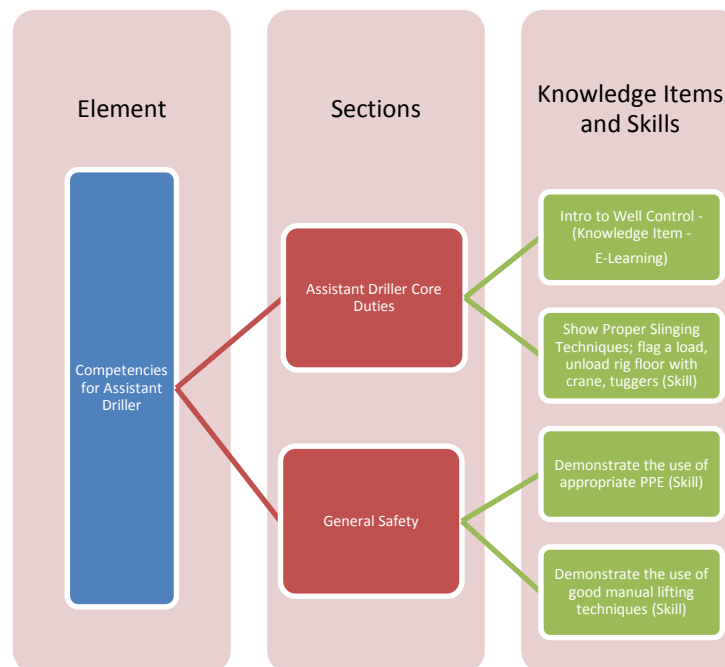


Figure 27 Abbreviated diagram of the competency element, “Competencies for Assistant Driller.” Shown are two sections (“Assistant Driller Core Duties” and “General Safety”) that have two blocks each under “Knowledge Items and Skills.” In this example, “demonstrating the use of appropriate PPE” and “demonstrating the use of good manual lifting techniques”

will complete the “General Safety” section. When all *sections* have been completed, the *element* is complete. **NOTE:** This example shows just one element, but multiple elements may be included for any one position.

To view details associated with your position’s competencies, click on the “Competencies” button on the left SkillGRID menu (or on SkillGRID’s home menu as shown in Figure 4).

The competence program screen will show information about the competency profile including the worksite location, position, and number of elements completed. All elements will be listed at the bottom. Within the elements are the sections and training items to complete. Figure 28 shows the Competence Program page and indicates how to expand the element. Figure 29 shows the same page after element expansion.

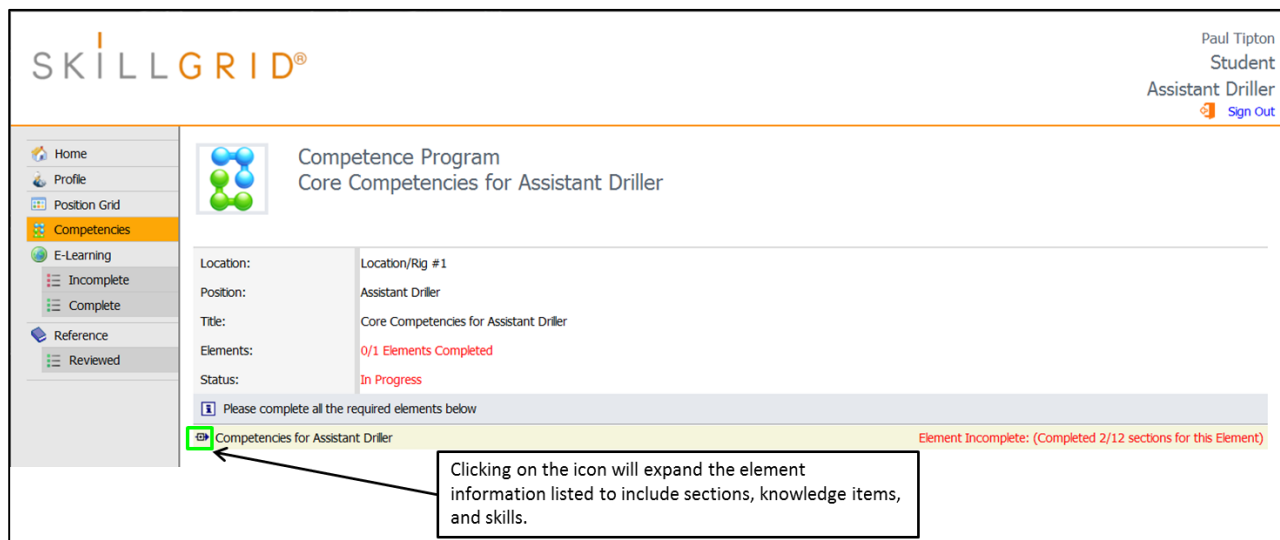


Figure 28 Competence Program for the Assistant Driller Position. In this case, completion of only one element is required (Competencies for Assistant Driller).

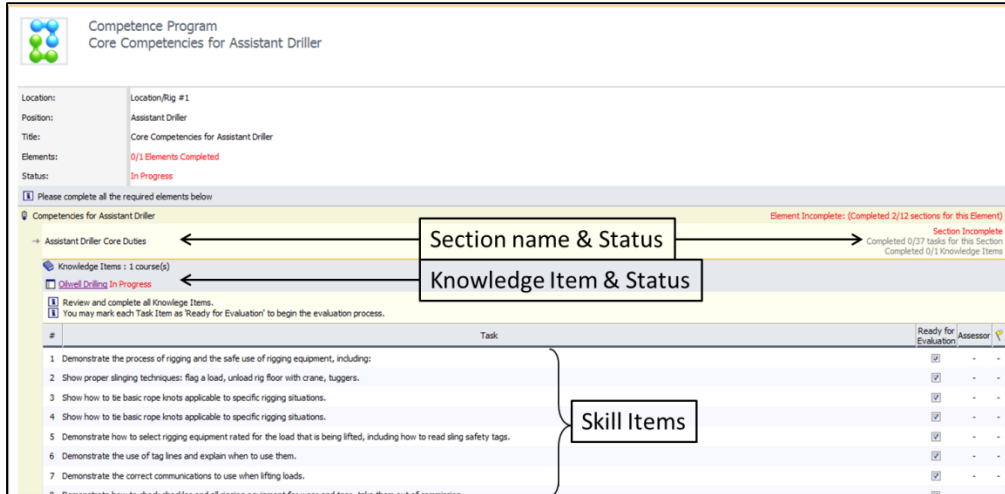


Figure 29 Competence Program for the Assistant Driller Position with element information expanded to show section, knowledge items, and skill items. Only one section is shown in this figure for clarity; however others can be seen by scrolling further down the Competence Program page.

## Completing Items

Completion of an element is achieved by completing the corresponding lower level knowledge and skill items. E-Learning items (such as the “Oilwell Drilling” course shown in Figure 29) are marked “complete” after finishing the course within SkillGRID and earning a passing grade on the post-assessment exam.

Skill items, such as “Demonstrate the process of rigging and the safe use of rigging equipment...” requires approval from another person qualified to assess you. This person, known within SkillGRID as an *assessor*, is able to review items you have submitted for evaluation from their own SkillGRID account, and approve or disapprove of your demonstration. For example, if you have received on-the-job training (OJT) on how to use rigging equipment, you would log into SkillGRID, click on Competencies, expand the “Competencies for Assistant Driller,” and find “Demonstrate the process of rigging...” Clicking “Ready for Evaluation” will flag the skill for review by your SkillGRID assessor. After assessor approval, each item will be marked “Approved.” When all courses and skill items have been completed and approved, SkillGRID will automatically change the status of the element to “Complete.” An example of a completed section is shown in Figure 30.

Section name

Section status

Section Complete  
Completed 4/4 tasks for this Section

→ General Duties

Section has been evaluated.

#	Task	Ready for Evaluation	Assessor
1	Task	<input checked="" type="checkbox"/>	Approved
2	Demonstrate participation in pre-job meetings with the drilling crew for all non-routine drilling operations.	<input checked="" type="checkbox"/>	Approved
3	Provide examples of promoting and maintaining good working relationships with other departments, third party personnel and client representatives.	<input checked="" type="checkbox"/>	Approved
4	Show how to maintain discipline onboard, ensuring compliance with Drilling's disciplinary procedures.	<input checked="" type="checkbox"/>	Approved

"Approved" status

Figure 30 The “General Duties” section from the Assistant Driller profile. Once the assessor has approved the skills that you have checked “Ready for Evaluation,” the status changes to “Approved.” The section shown in this figure is now complete, since all skills have been “Approved.”

## SkillGRID References

SkillGrid has an integrated area for reference material. This reference material may be in the form of video modules (identical in form to that of the E-Learning modules) or in the form of electronic documents such as PDF handbooks, etc. To refer to the reference material included in your SkillGRID package, click on the “Reference” button on the left-hand menu as shown in Figure 31. Each reference item available to you will appear in blue, hyperlinked text. Clicking on the item will load either the module or the document in a pop-up window.

Clicking on the “Reviewed” button immediately under “Reference,” will show all reference items you have previously marked as “viewed” or “in progress.”

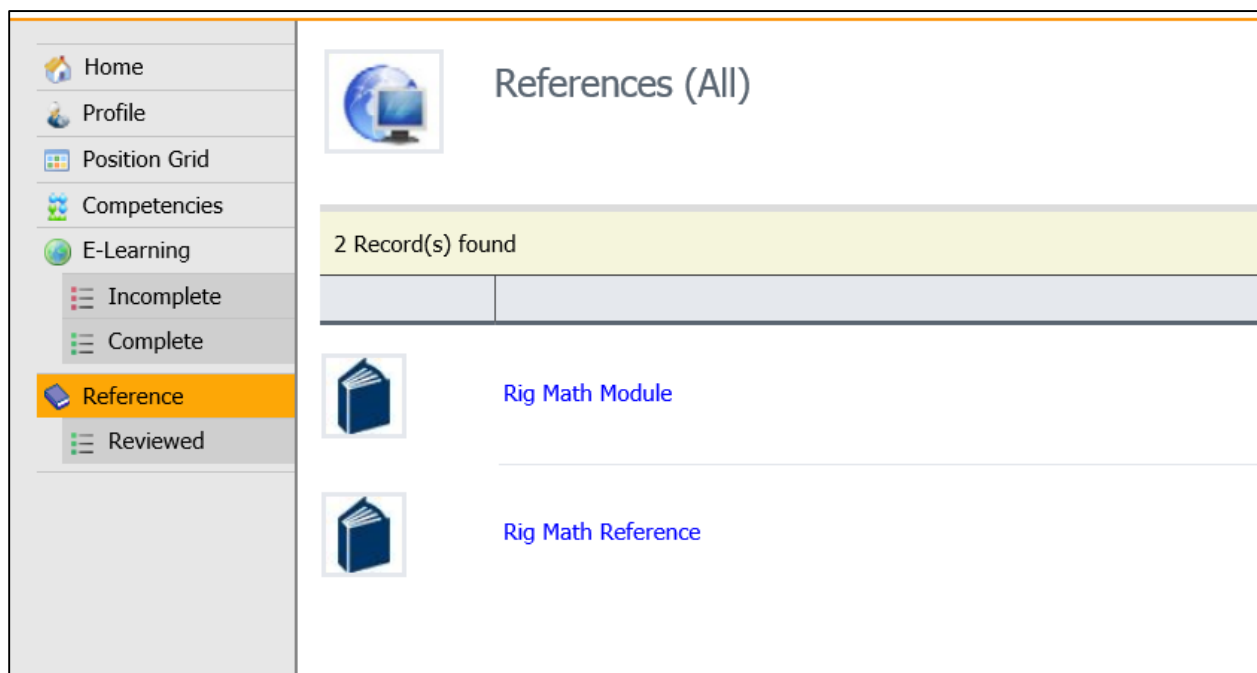


Figure 31 References included in SkillGRID

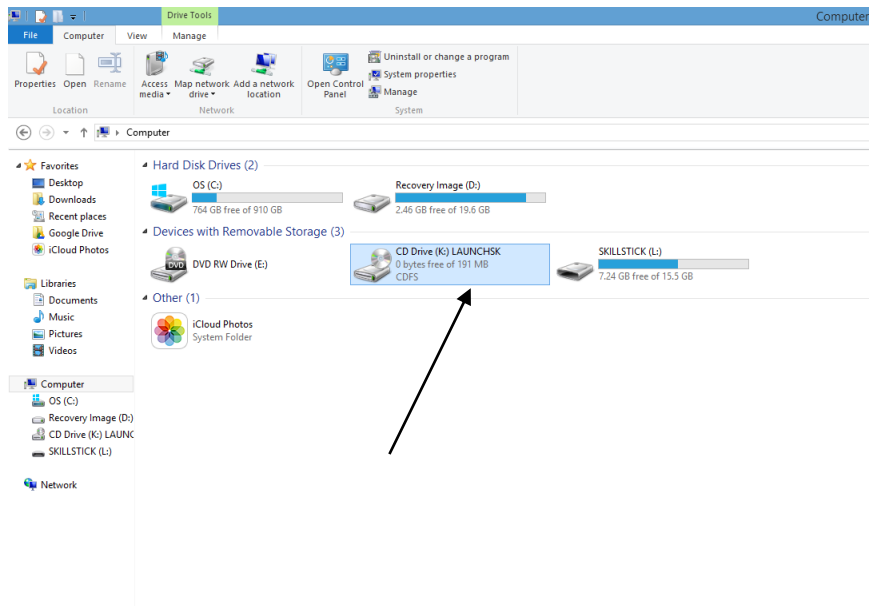
## SkillSTICK

SkillSTICK, offered by PetroEd, transforms SkillGRID into a truly portable platform. It can be used on any compatible computer (see “System Requirements,” page 2).

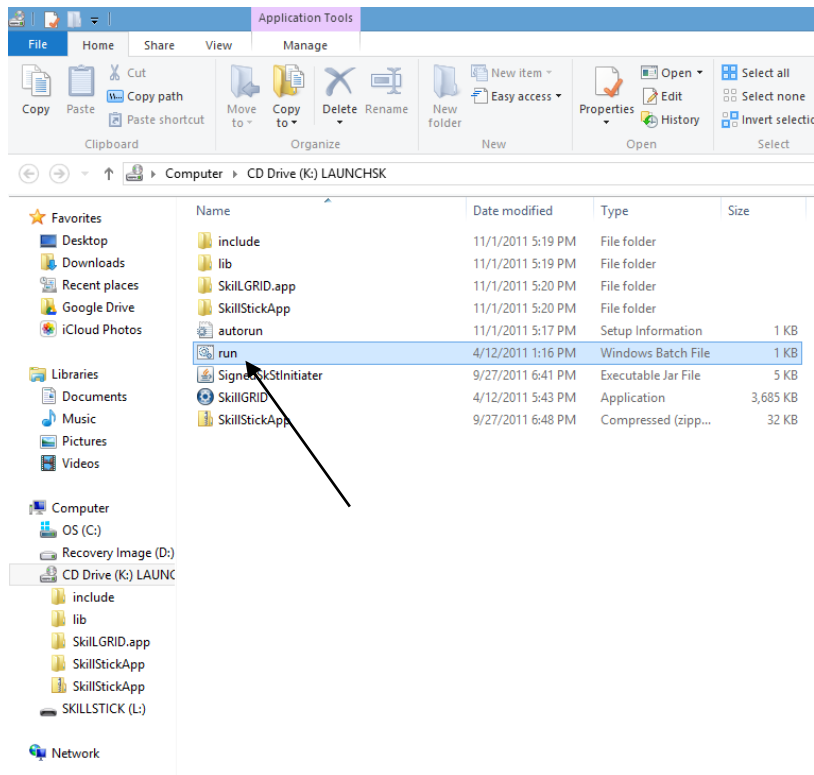
To begin using SkillSTICK, you should already have a previously-setup SkillGRID account with a valid user profile. In addition, all of the preceding chapters on SkillGRID (ex. Competencies, E-Learning, Position Grid) apply to SkillSTICK. Therefore if you are not familiar with these features, it is best to review those chapters first prior to reading this chapter.

While internet access is required for initial setup and for occasional syncing purposes, SkillSTICK is ideal for living and working in remote locations while maintaining access to E-Learning course work, training records, and other documents you have stored in SkillGRID. Using a networked computer with internet access, insert SkillSTICK into a USB port. In most cases, SkillSTICK should execute automatically and you will be able to initiate Registration. However, if after inserting SkillSTICK the software does not execute automatically, you may initiate it manually by performing the following steps.

1. Open Windows Explorer by pressing Windows Key + E
2. Navigate to and double click on the drive labeled “LAUNCHSK”



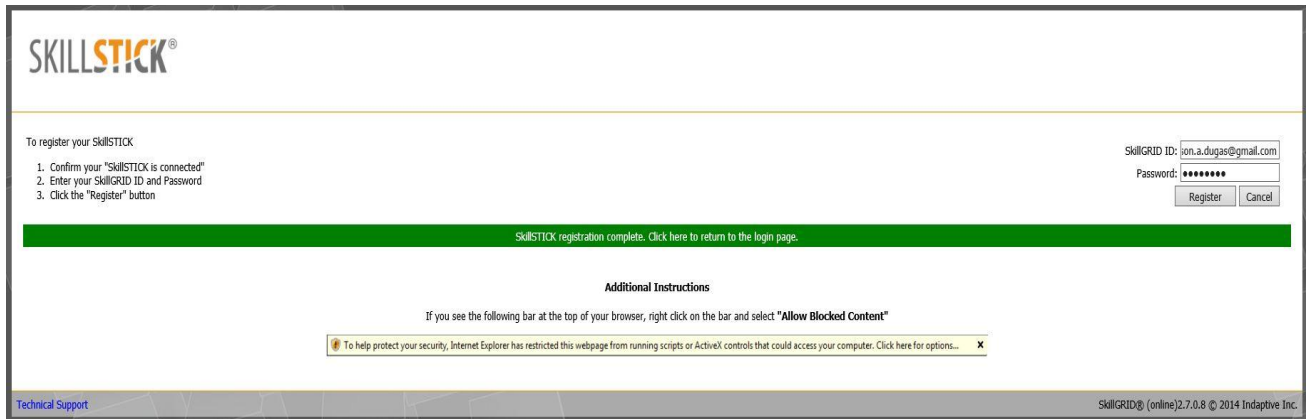
3. You will now see the contents of a drive. Double click the file labeled “run.”



4. After clicking the “run” file, SkillGRID will execute and you will either be ready for registration (if this is your first time using SkillSTICK) or you will see the main SkillGRID title page for logging in.

## SkillSTICK Registration

Once SkillGRID has been executed from the stick you will have to register in order to install your profile. **Initial registration does require online internet access.** Once installed, your profile will be permanently associated with the SkillSTICK and cannot be changed. Enter your user name and password and click the “Register” button. If successful, a green banner will appear indicating that registration is complete.



## SkillSTICK Synchronization

SkillSTICK enables you to use the SkillGRID platform with or without a connection to the Internet. Eventually you will want to synchronize the work you have completed via SkillSTICK to the SkillGRID system online. Only after synchronization will the local administrator and assessor be able to view the progress made while working off of SkillSTICK. In addition, you might need to download new course offerings to SkillSTICK for portable use. These and other features are enabled through the synchronization or “Sync” feature.



Figure 32 The SkillSTICK home page. The “Sync” button at right will allow you to access the synchronization manager discussed below. When properly synchronized, profile, position grid, and E-Learning all work normally as they would using the SkillGRID website.

Clicking on “Sync” at the SkillSTICK home page will open the Synchronization Manager. From the Synchronization Manager you can synchronize training records, documents & certificates, or E-Learning courses by clicking on the respective icon as shown in Figure 33.

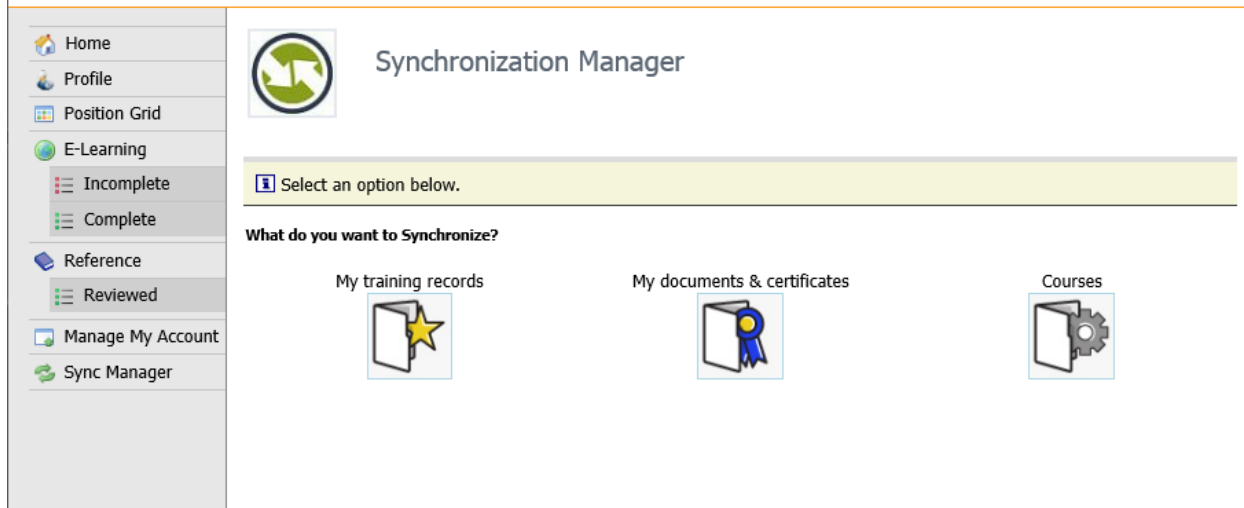


Figure 33 The Synchronization Manager. By clicking on the respective icon, you can sync training records, stored documents and certificates, and E-Learning Courses for future viewing on SkillSTICK.

Once an icon is clicked (either Training Records, Documents & Certificates, or Courses), a new popup window will appear. Click the button to download the selected data. The bandwidth of your data connection will determine the amount of time needed to transfer the data.

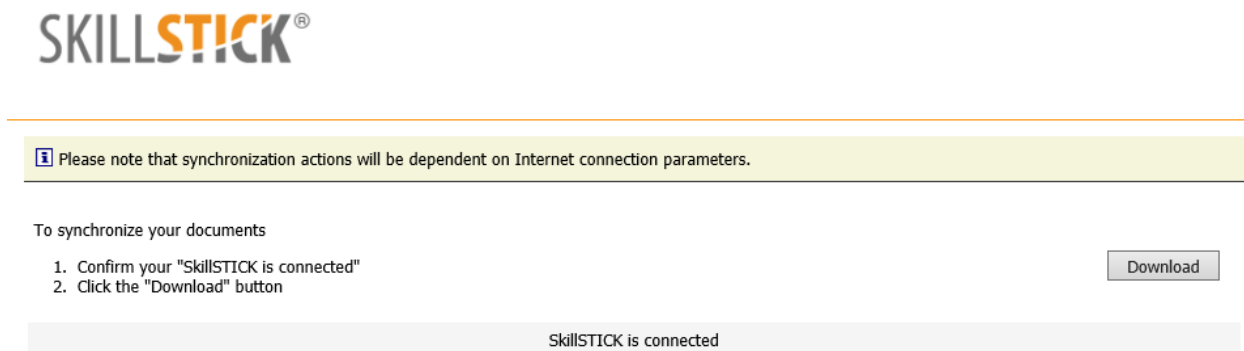


Figure 34 SkillSTICK synchronization of user documents. By plugging the SkillSTICK into a workstation with internet access, you can download (synchronize) all documents and certificates currently associated with your profile to the SkillSTICK. Afterwards you can then access all documents and certificates directly from the SkillSTICK (no internet connection needed).