# MSSC Guidance for Running Virtual Certified Production Technician (CPT) & Certified Logistics Technician (CLT) Sessions

The following information is being provided by the Manufacturing Skill Standards Council (MSSC) to help guide our instructors on delivering the CPT & CLT coursework in an online setting in the event in-person classes cannot be held due to the current Coronavirus health emergency. These are general recommendations, please work with your individual institutions on the details.

## Setting up Class Meeting Times, Instructor Office Hours

The instructor should work with the college to set up online meeting capabilities (such as Skype, Go-to-Meeting, Microsoft teams, etc.) for the initial cohort or session kick-off, daily class check-ins, and other times it will be necessary to check with the students as a group.

It will be up to each instructor to set up online meetings/sessions for the class, determine "office hours" and how to respond to student questions (either by email, text or phone call.)  This should be communicated clearly to each student, along with the IT requirements necessary to run the courses remotely.

## Registering Students and Assigning Courses

In order for students to access their CPT & CLT modules remotely, they must ensure the computers they will be using for their remote coursework meets the IT requirements of the program. Please see below for CPT & CLT "IT System Requirements."

## Certified Production Technician (CPT)

## System Requirements

The following are the minimum required system specifications to run the multimedia and access all features on the LMS:

- 1 GHz processor
- 512 MB RAM
- Windows 10 (may function under previous versions, but testing and support limited to Windows 10)
- Sound card (or onboard sound)
- Video card (or onboard video) capable of 800×600 resolution with 24bit color
- Firefox 3.6 or newer, Chrome, Edge, or Safari
- Flash Player 10.1.142 or newer*
- Broadband Internet access (DSL/Cable/T1) capable of 384 kbps

Test the speed of your connection to our server with one of our bandwidth tests.

### Flash Player 10.1.142 or newer

If you can see a message saying **Flash successfully installed**, then it is already installed.

If not, you will need to click the button below:

Get ADOBE FLASH PLAYER

You do not have the latest Flash Player installed.

Please click the button to the left to download the latest Flash Player.

---

* The Flash plugin is free and readily available on the internet. While viewing this page, if you don't already have the software installed, it should automatically install. But if for some reason Flash does not install, a button is provided at the bottom of the page that will link you to the appropriate website to download the plugin.

---

Firefox users: Firefox has recently disabled the Flash plugin up to version 18.0.0.203. If you are unable to launch content and see a notification that Firefox has prevented the outdated plugin Adobe Flash from running, please update the Flash plugin to the most recent version by visiting the official Adobe Flash Player download page.

---

Chrome users: Chrome has recently disabled the Flash plugin. If you are unable to launch content and see a notification that Chrome has prevented Adobe Flash from running, you can add an exception for admin.mssctraining.com by clicking on the "View All Requirements" link, then clicking on the "Get Flash" button. A message will appear stating that the site is trying to run Flash and prompts you to allow Flash to run.

## Certified Logistics Technician (CLT)

**CLT Opusworks eLearning Portal System Requirements**

**Browser Settings**

| | |
|---|---|
| Browser Type | Browser is Chrome 80.0.3987.132. |
| Session Cookies | Session Variables are enabled. |
| Adobe Flash | Upgrade or install flash. |

Pop Up Blockers          Pop Up and Ad Blockers must be disabled while running courses.

Connection Speed          0.00 Mbps. For best results, we suggest using high-speed Internet that is above
768 Kbps.

Java Script

Frames

**System Settings**

Screen Size      Screen is 1920 x 1080.

Firewall          OFF


Once the student is registered with the MSSC, the student will receive their log-in information and the CPT & CLT coursework can be accessed by the student after the instructor has assigned the courses, following normal procedure. (Student registration can be accomplished by the instructor with each student before the first class "starts", as long as courses have been ordered and are available for the Instructor to assign.  The instructor is able to send an email from the portal to the student.)

If at any time, the student encounters technical issues with the coursework or if you have additional questions please contact Sommer Hicks, Operations Coordinator, MSSC shicks@msscusa.org Direct Line 571-414-0720 or Kim Kaiser, Operations Coordinator, MSSC kkaiser@msscusa.org Direct Line 571-414-0723. We hope this information is helpful during this challenging time.