



## **PWA University (PWAU)**

**PWA is proud to present the following information which outlines the goals and objectives of PWAU.**

### **What is PWAU?**

**PWAU is a free technical product training program offering on-line lessons from manufacturers to help the PWA warehouse distributors and PAR jobber/retailer's evaluate the product knowledge level of their phone or outside salespeople.**

eTool Developers under the guidance of PWA has created a product training program to allow PWA W/D's and PAR jobber employees to take "lessons" that are accessible on the Internet. The following will give you a better understanding of this program:

- PWA offers a *secured* website [www.pwauniversity.com](http://www.pwauniversity.com) which provides Internet access to product training content. This is a **free service** to member companies.
- The manufacturers have the ability to create "lessons" with quizzes, related to their products.
- PWA W/D and PAR members have the ability to provide their personnel with access to the product training lessons. Manufacturer are able to access their OWN lessons for use by their employees and Sales Reps.
- Lesson takers (students/employees) have access to all lessons assigned to them.
- All three groups have access to review results/statistics as described below.

### **What Performance Warehouse Association provides.**

1. PWA furnishes the Login **User ID** and **Password** to PWA member Manufacturers, Warehouse Distributors and PAR members.
2. PWA has tutorials posted on the home page of the PWAU web site. The following tutorials are available:
  - a. **Manufacturers:**
    - How to Create a Lesson
    - Guidelines for Creating PWAU Lessons
  - b. **Jobbers, Retailers, Warehouse Distributors and Test Administrators:**
    - How to Register Students and Assign Lessons

**Manufacturers will need to do the following.**

1. Manufacturers will create their own product training lessons in a *secured* site. The lesson will be comprised of:
  - a. A text block that can be plain text or HTML
  - b. An optional image to accompany the text
  - c. An unlimited collection of questions with responses that can be:
    - i. True or false
    - ii. Choose one answer from multiple
    - iii. Choose one or more answers from multiple
  - d. Identification of correct responses
  - e. There is no pass/fail criteria for the lesson
2. Once a lesson has been published for use **it cannot be modified.**
3. The Manufacturer can log in to see a summary report of all results, for each lesson, showing % of correct responses to each question. The responses from all lesson takers, of all PWA distributors (by company) and PAR jobber members as a group will be viewed as a single statistic for each question. The Manufacturers have the ability to see how many students/employees took their lessons. The Manufacturers have the ability to designate the correct answers.

**The W/D and PAR members or any Test Administrators (TA)**

1. The TA has the ability to log in, create User ID's and Passwords for lesson takers and assign lessons from the list of available items to the lesson takers.
2. The TA has the ability to see the answers given and correct answer for each test taker.
3. The TA can log in to see a summary report of all results for each lesson, showing % of correct responses to each question from their own company. The TA can also view the results by each taker (student / employee).
4. The TA can print a certificate of completion showing % of lesson for each taker (student / employee).

### **The Lesson Takers / Student**

1. The lesson taker/student will log in to see a list of lessons that have been assigned by the TA and take the lesson's and quiz. They have the ability to take all lessons. Manufacturers have the ability to take their **own** lessons.
2. Once the lesson taker/student clicks the quiz "submit" button the quiz cannot be retaken. If there is a need to retake a lesson, the TA would reauthorize the lesson/quiz.
3. The lesson taker/student has the ability to view only their results.
4. The user is able to view each member Manufacturer company lesson and all of their Chapters. (Again, the manufacturer users will only be allowed to take their own lesson.)

## **HOW TO GET STARTED WITH PWAU**

**You will need Login & Password information. This information is available from PWA. You will need these items before you can logon to PWAU. If you do not have this information or you have misplaced this information, please contact Roxanne via email at; [Roxanne@pwa-par.org](mailto:Roxanne@pwa-par.org) and she will return your Login & Password information via email to the contact listed for your company.**

### **PWA MANUFACTURERS:**

There are two areas for Manufacturers on the PWA University site.

- A) The Manufacturer Lesson Creator
- B) Manufacturer Administrator.

#### **A) Manufacturer Lesson Creator:**

Go to [www.pwauniversity.com](http://www.pwauniversity.com) and click on "Manufacturer Lesson Creator". Enter your Login & Password. You will now be able to create your Lesson and Quiz. You may even upload your company logo. For assistance on how to create a lesson simply click on "University Tutorials" and choose both the "Guidelines for Creating PWAU Lessons" and "How to Create a Lesson". Once you have created and activated your lesson it will appear on the "University Curriculum" page.

#### **B) Manufacturer Administrator:**

Go to [www.pwauniversity.com](http://www.pwauniversity.com) and click on "Manufacturer Administrator". Enter your Login & Password. You will now be able to assign as many lesson plans to as many employees as you need. Simply register each employee (student) with their own personal Login & Password. This is something you will need to make up. Once you have assigned the lessons you want your student(s) to take it's ready for them to get started. For assistance on how to register a student and assign lessons simply click on "University Tutorials" and choose "How to Register Students and Assign Lessons".

**PWA WAREHOUSE DISTRIBUTORS:**

There are two areas for Warehouse Distributors on the PWA University site.

- A) The Warehouse Lesson Creator
- B) Warehouse Administrator.

**A) Warehouse Lesson Creator:**

Go to [www.pwauniversity.com](http://www.pwauniversity.com) and click on “Warehouse Lesson Creator”. Enter your Login & Password. You will now be able to create your Lesson and Quiz. You may even upload your company logo. For assistance on how to create a lesson simply click on “University Tutorials” and choose “How to Create a Lesson”. Once you have created and activated your lesson it will only be available to your own employees. Your lesson will not appear on the University Curriculum page of PWAU.

**B) Warehouse Administrator:**

Go to [www.pwauniversity.com](http://www.pwauniversity.com) and click on “Warehouse Administrator”. Enter your Login & Password. You will now be able to assign as many lesson plans to as many employees as you need. Simply register each employee (student) with their own personal Login & Password. This is something you will need to make up. Once you have assigned the lessons you want your student(s) to take it’s ready for them to get started. For assistance on how to register a student and assign lessons simply click on “University Tutorials” and choose “How to Register Students and Assign Lessons”.

**PWA SALES REPRESENTATIVES:**

Go to [www.pwauniversity.com](http://www.pwauniversity.com) and click on “Training Administrator”. Enter your Login & Password. You will now be able to assign as many lesson plans to as many employees as you need. Simply register each employee (student) with their own personal Login & Password. This is something you will need to make up. Once you have assigned the lessons you want your student(s) to take it’s ready for them to get started. For assistance on how to register a student and assign lessons simply click on “University Tutorials” and choose “How to Register Students and Assign Lessons”.

**STUDENTS:**

Once you have been assigned one (1) or more lesson plans, you will need to go to [www.pwauniversity.com](http://www.pwauniversity.com) and click on “Student”. Enter your private Login & Password. The assigned lessons will be ready and waiting for you. Simply click on the lesson you want to study and you’re off and running. You can start and stop at any time without losing what you have done. After you have “completed” each lesson simply hit the “submit” button and your results will be posted. You may also go back and review the results of any lesson you have completed at any time. Remember, this is not a pass / fail program, it’s simply a way for you to learn more about the products you sell.

**PAR JOBBER/RETAILERS:**

Go to [www.pwauniversity.com](http://www.pwauniversity.com) and click on “PAR Administrator”. Enter your Login & Password. You will now be able to assign as many lesson plans to as many employees as you need. Simply register each employee (student) with their own personal Login & Password. This is something you will need to make up. Once you have assigned the lessons you want your student(s) to take it’s ready for them to get started. For assistance on how to register a student and assign lessons simply click on “University Tutorials” and choose “How to Register Students and Assign Lessons”.