

**OPCMIA CURRICULUM  
ELECTRONIC PUBLICATIONS  
(ePubs)**



**USER GUIDE**

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If you do not believe that you have access to the OPCMIA Curriculum found at <https://opcmiatraining.org/>, or if you have forgotten or lost your username and password, please contact Kayleigh Jackson at [kjackson@opcmia-itf.org](mailto:kjackson@opcmia-itf.org)



The OPCMIA-ITF does not dictate the training methods or materials used to meet the training standards established by the local JATCs.



# OPCMIA International Training Fund

## Instructions for Coordinators

### To Log In:

The OPCMIA ITF home page is at <https://opcmiatraining.org>

You will see a “Login” **1** area in the right sidebar of the home page and many other pages of the site.

Enter the username or email and password that you received via email.



### After Logging In:

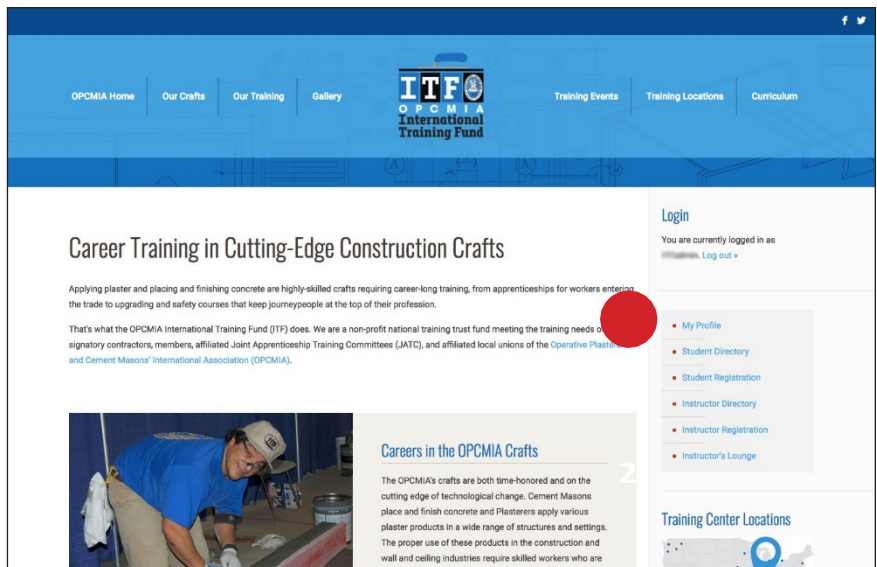
The sidebar menu options will change to allow you access to pages available only to logged in users. **2**

The options will vary depending upon your user level permissions.

Coordinators will see:

“My Profile,” “Student Directory,” “Student Registration,” “Instructor Directory,” “Instructor Registration,” and “Instructor’s Lounge.”

*(Instructors will see a similar list of menu items except that they will not have access to the Instructor Directory or Instructor Registration. They may only see and register Students.)*



## My Profile:

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When you select the “My Profile” link you will be taken to a page where you can:

- 1 - Edit your personal information. **NOTE:** You CANNOT edit your username.
- 2 - Upload a “Profile Photo” which other users will see when you post in the Instructor’s Lounge.
- 3 - Reset your password.

If you make any changes on this page, click the red “Update” button at the bottom of the screen to save your changes.

## Student and Instructor Directories:

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When you select either the “Student Directory” or “Instructor Directory” link you will be taken to a page where you will see a listing of all registered users of the selected user role. There is a “More...” link at the right side of each row that you can click to see details about that user.

The table entries can be sorted by column using the arrows in the header of each column next to the column title.

**NOTE:** Directories are “view-only.” Edits CANNOT be made to another user’s information.

## Registering Students and Instructors:

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When you select either the “Register Student” or “Register Instructor” link you will be taken to a page where you will see a form with the required fields for the selected user role.

**NOTE:** All of the fields are required and you will not be able to register a user if any fields are left blank.

There is a checkbox at the end of the form that you can select if you want the system to automatically send an email to the new user providing them with their login credentials. If you do not check this box, you will need to provide the user with their login information through some other means.

**NOTE:** Some email clients will view the email being generated as spam and filter it into the users Junk folder. There is no way around this as it is a function of the mail client that the mail is being received by and cannot be controlled by the system sending the email. For this reason, you should **keep a record of the username and password** you’ve assigned to each new user so that you can provide it to them another way if they cannot find the email.

Once you have entered all of the information, click the “Add User” button at the bottom of the form. Return to the form as many times as necessary to register all of your Instructors and/or Students.

## Instructor’s Lounge:

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The Instructor’s Lounge is a message board that is accessible to all Coordinators and Instructors. You can create topics and reply to topics that others have posted. The right sidebar highlights the most recent topics and replies.

# DOWNLOADING ePUBS:

## **On your laptop:**

Log in to OPCMIA ITF Website @ <https://opcmiatraining.org/>

Hold your cursor over Curriculum at top right of page and a drop down menu appears.

Click on Student ePubs and scroll down and review the Downloads section. Click on DOWNLOAD on right side of ePub that you want to download. The download should appear in the lower left of your screen just above your taskbar.

You will be asked to look for an app in the Microsoft app store to open the app. Click on the icon to go to the App Store and select one of these Apps:

- [Calibre Book Reader](#) (For Windows)
- Edge Browser (For Windows 10)
- [iBooks](#) (For iOS and Macintosh)

## **On your iPad:**

Log in to OPCMIA ITF Website @ <https://opcmiatraining.org/>

Tap on the menu icon at top right of screen and tap on (+) sign to right of Curriculum at bottom of menu. The menu extends. Tap on Student ePubs.

Scroll down and review the Downloads section. Click on DOWNLOAD on right side of ePub that you want to download. It will ask if you want to download. Tap download. At the top right of your screen tap on the arrow pointing down in the circle. The ePub should appear in your Library. Tap on the ePub in the Library that you wish to view and the ePub opens. Swipe with your finger left to go forward and right to go back.

**On your Android:** [Before logging in, ***you will need to download a reader***, we suggest that you go to the Play Store and load the Google Play App to your tablet]

Log in to OPCMIA ITF Website @ <https://opcmiatraining.org/>

Tap Curriculum at top right of page and a drop down menu appears.

Tap Student ePubs and scroll down and review the Downloads section. Tap DOWNLOAD on right side of the ePub that you want to download. The download should appear at the bottom of your screen. When it is complete, Tap open. The ePub will then appear in "My Files". You will need to Tap "unzip". Then tap on each file that you want to load into your reader. We suggest using Google Play Books. Swipe with your finger left to go forward and right to go back.

## Suggestions for Using ePubs:

**There is no right or wrong way of utilizing the OPCMIA ePubs. You can be creative in developing lessons for your students. Some ideas are listed below:**

- Create fillable PDFs for each unit test and send as an attachment to each apprentice. Have them send back when completed.
- Create a Word document for each unit test and send as an attachment to each apprentice. Have them send back when completed or have apprentices answer questions in an email with name of unit and number the answers.
- Depending on how many apprentices you have you could do a phone quiz and have the apprentice answer the questions verbally. Of course, you would need to have them read the material, and schedule the time for the call.
- One local is having students do a drive through at the training center to be handed a test packet from the instructor on Monday. The students must bring it back on Friday. The staff is geared up with PPE to protect themselves and the students. This method would depend on what the public health safety requirements of the state are.
- Depending on year of apprentice. Send out a Drawing via PDF and have them do a take off of materials, estimate the time to complete project and the Man power to complete it, etc...
- If you choose to use Zoom, have students watch the instructor do hands on training. This could include a class on stains, sealers, ornamental plaster or EIFS, etc...
- Create math assignments.
- Be creative and think outside the box.

# Zoom Teleconferencing:

The OPCMIA-ITF is not endorsing, nor suggesting the use of the Zoom Teleconference platform referenced below. We are merely providing information for Coordinators to investigate and present to their JATC as an option to use for distance learning in light of the present circumstances due to the Covid-19 pandemic.

## ZOOM

To set up your free account with Zoom either click on this link:

[https://zoom.us > signup](https://zoom.us/signup)

or Google: “Zoom free” and click on the “Sign Up Free – Zoom.”

Zoom free:

- Host up to 100 participants
- Unlimited 1 to 1 meetings
- 40 mins limit on group meetings
- Unlimited number of meetings
- Online support
- [Video Conferencing Features](#)
- [Web Conferencing Features](#)
- [Group Collaboration Features](#)
- [Security](#)

If you want to expand the duration of your meetings you can purchase Zoom Pro for \$14.99/Mo/host:

- **All Basic features +**
- Includes 100 participants
- [Need more participants?](#)
- Meeting duration limit is 24 hrs
- User management
- Admin feature controls
- Reporting
- Custom Personal Meeting ID
- Assign scheduler
- 1GB of MP4 or M4A cloud recording
- [REST API](#)
- Skype for Business (Lync) interoperability