

BOC Fundamentals of Energy Efficient Building Operations (FEEBO) Course Manager (CM) Procedures, Checklist and Announcements 2024

This procedures document applies to partners who use the BOC LMS: <https://elearn.theboc.info>

Procedures related to 'in person' class delivery are italicized

CLASS MATERIALS

All Classes:

- o **Sign-in Sheet** (1 for each day for welcome table)
- o **Student Handbooks** (1 per student + additional 5 for drop-ins, etc.) – Ordered via AAA Printing
- o **Extension cord**
- o **Extra pens, markers, small post-it notes and tape**
- o **Magazines or publications of interest** – optional

Part 1 Class:

- o **Name Tags** (1 per student, instructor, and CM, additional 5 for drop-ins, etc.) – CM to provide if desired
- o **Classroom Requirements Checklist** – Download from repository

PROCEDURES FOR ALL CLASSES

Course Managers should use 'bcc' for all email communications to groups of students.

At least one week prior to each class:

- Confirm with the instructor (and copy the class moderator if you will not be moderating the class) and provide them with your contact info (and/or the moderator's information if the CM will not be moderating) for the day of class (example template below). Make sure they reply and call them if needed. Determine whether they have any additional A/V needs or materials for class. Confirm they will be using the latest version of the student handbook/PPT from the repository.

Hi [instructor name],

My name is [CM name] and I am the course manager for the BOC class you are teaching next [day, date]. [Moderator name] will be moderating. Please let us know if you would like to use any polls and we can get those set up in the Zoom meeting. If you have any other requests or questions before the class, we can help with that as well. A friendly reminder to please use the latest version of the class handbook/PPT from the BOC Repository.

[Moderator name] will reach out to you with their cell phone number and will request yours, so that there's a way to be in contact the day of class if need be.

I am adding the zoom link and password below for your convenience.

[Copy and paste invites below, sample provided here]

The BOC Program (D) is inviting you to a scheduled Zoom meeting.

Topic: FEEBO Part 1 with [Instructor Name]

Time: Oct 19, 2024 08:30 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://>

Meeting ID: XXXX

Passcode: XXXX

- *Contact the site facility to confirm the reservation of classroom, time and any AV equipment that are needed (e.g. projector, white board, etc.)*
- *Contact the caterer (if food will be provided) to confirm the date, times (breakfast, lunch & snack), and head count (at least total # of students + instructor + Course Manager)*
- *Confirm you have enough student handbooks for the number of people registered, plus several extras for walk-ins and make-ups.*

On the class day:

- If moderating the class: launch and co-host the Zoom meeting.
- *Arrive at the site a minimum of 30 minutes early (one hour is best) to set up the training room, including enough seats for students and AV equipment.*
- *Set up a “welcome” table near the door and with the following:*
 - **Sign-in Sheet** - *Students should review information, make changes, and initial attendance.*
 - **Student Handbooks** – *Give to students to use during class and to keep.*

After each class:

- If you find errors in student handbooks, project workbooks, PowerPoints, test, and answer key, please submit the information using the “CurriculumFeedback-TestTrackingForm” located on the repository. Follow directions on the spreadsheet and submit by May 31 of each year.

UNIQUE PROCEDURES BY CLASS

Part 1 Class:

- **One week prior** to the Part 1 class, Building Potential (BP) suggests you prepare a Course Syllabus and an Excel workbook with the following documents:
 - Sign-in sheets for each class
 - ID List by Student Name
 - Registration List (for your reference)
- Several days prior to the Part 1 class, BP suggests you email the students an introductory email welcoming the students and providing course logistics (example template below). Attach the LMS Getting Started guide (make sure you use the guide specific to FEEBO courses).

Dear BOC Fundamentals of Energy Efficient Building Operations (FEEBO) Students:

Thank you for registering for the upcoming BOC Fundamentals of Energy Efficient Building Operations course starting next week on Thursday, October 14.

My name is _____, and I am the Course Manager. I will attend every class and am your primary contact for any questions that come up during the course series. Please feel free to reach out anytime.

Attached, please find a course syllabus, including class dates, Zoom meeting links, instructor contact information, and other important information. Also attached is a Getting Started guide for the BOC Learning Management System (LMS).

Please keep an eye out for a separate email notification with your log-in credentials for the LMS. Please log-in by Tuesday, October 12 and complete the “Introduction” class, including accepting the Terms of Use. If you have any trouble

logging in or setting your password, please see the Getting Started guide or use the 'Contact' form on the website to ask for assistance. If you do not receive your LMS log-in credentials by Tuesday, please let me know. You will also be receiving hard copies of the student handbooks in the mail for each class.

Also, please note that in addition to attending the classes and completing the in-class exercises, there will be one multiple choice test for you to take after the final class, as well as three class evaluations for you to complete. These will be taken in the LMS.

I look forward to kicking off the course next week! Please let me know if you have questions.

- **On the Part 1 class day:**

- Complete the **Classroom Requirements Checklist** (available for download from the BOC Repository), if helpful.
- Hand out any other first class materials in addition to the Student Handbook.
- At the beginning of the class, greet the students and deliver the following announcements:

Explain your role as Course Manager:

- You are there to help them have a successful experience with the program and to support them in earning their credential.
- You are their point of contact for questions, missed classes, and class requirements.
- You will be consistently available throughout the course series and will attend some/all classes, while instructors may change.

Provide introductory information about:

- Attendance policy
- Class format
- Final Test, which will be taken via the LMS at the end of the entire course
- Class evaluations, which will be taken via the LMS and cover Parts 1 & 2, Parts 3 & 4, and Parts 5, 6 & 7.
- The 'FEEBO Reflection', which will be completed via the LMS at the end of the entire course. This final reflection is primarily to confirm that the student met the attendance requirement. Once the Course Manager grades it and marks the student complete, the student will be able to download their completion certificate from the main course page.

Review the Course Syllabus. Remind students you emailed it to them prior to class. Review class dates and topics and advise them that the class schedule can also be found on the BOC website. Students will always be notified if dates change.

Encourage the students to follow BOC on Facebook, Linked-In and the BOC Blog. Links are in the BOC Program Guide and on the BOC website.

Review the BOC webinar series information on the BOC website:

<https://www.theboc.info/continuing-education/webinars/>. Share that BOC offers technical webinars that are free to all current students using the code STUDENT. This is a \$300 value.

Introduce the instructor, who will kick off the day's curriculum.

Part 6/7 Class:

- Remind the students that they will need to complete the following course requirements in the LMS after the final class:
 - 'Final Test' (20 question multiple choice test) after the last class

- o Three Class evaluations (for Parts 1&2, Parts 3&4 and Parts 5, 6 & 7).
- o The 'FEEBO Reflection' to confirm that the student met the attendance requirement.
- Encourage students to consider taking the BOC Level I course and share that the FEEBO certificate plus one year of experience allows them to be eligible for BOC Level I. Inform them that they will be asked to indicate their interest in taking a Level I course as part of the Final Course Evaluation on the LMS.
- Once the course requirements are complete and the Course Manager checks them off in the LMS, the student will be able to download their completion certificate from the main course page.

After the Last Class:

- Periodically (every couple of days), review student status in the LMS. As students complete the course requirements, confirm student coursework is complete by updating Course Progress to show 'course complete.'
 - o See: Group Administration > List Users > Report (for each student)
 - o Open to show details and make sure it shows course is complete
- Notify students when you have marked them complete so that they are able to download their certificate.
- 'Final Test' retakes: If a student fails the Final Test (below 70%), they can retake it on the LMS. Students are limited to 3 test attempts. If they still have not passed the Final Test after 3 attempts, the CM can notify them which questions they got wrong to help guide studying. CMs should check with Katherine Morgan to allow the student to take the test additional time(s).
- Evaluation Summaries: A few days after the final class, check the Class Evaluation entries in the LMS. If most students have completed the evaluations, copy and paste Survey Results into the Evaluation Summary Excel workbook (provided by Katherine Morgan). If many students have not yet completed the evaluations, send a reminder to the students and wait for additional entries before creating the evaluation summaries. When the majority of students have completed the evaluations, create a PDF of the class evaluation summaries.
- Mail the hard copies of the sign-in sheets, evaluation summaries and any remaining materials to the BOC Administrator at Building Potential.
- Val Quiggle will pull a report out of the LMS once a month that includes all FEEBO certificates produced that month and will update Cvent accordingly.

Contact Information

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