

Training Help Guidelines

SYSTEM REQUIREMENTS

The minimum requirements for an internet connection, computer hardware and software are recommended:

- Broadband connection (600k or faster)
- PC operating system: Windows Vista, Windows XP Home/Professional Edition,
- Windows 2000 or Windows 98SE (or newer)
- Mac operating system: OS X (or newer)
- 500 MHZ processor (or faster)
- 512 MB RAM (minimum)
- Internal soundcard, 5.1 multichannel (or better)
- Internet Explorer 7 or higher; Firefox 3.5 or higher; Safari 3.1.2 or higher (or equivalent)
- Adobe Acrobat Reader (free download from <http://get.adobe.com/reader/>)


REGISTRATION AND PURCHASE HELP

Step 1: Register an Account.

To register an Account: Click on Register link in the upper right-hand corner of any page on the *Knowledge to Build on site* and fill out all fields provided and choose your User Group. After entering your information, press Submit. That's it! You have successfully registered for a user account.

Building Industry Training Solutions HOME | CONTACT US | REGISTER | LOGIN

Course Library • Builders • Remodelers • Home Inspectors / Code Officials • Other Users • Seminars Calendar



KNOWLEDGE TO BUILD ON

Presented by: NYSBA Research & Education Foundation

» Home » Register

Register - Account Setup

User Information

Please provide the following user information, which is required for account setup:

First Name:

Last Name:

Email Address: (Username you login in with on the site)

Password:

Confirm Password:

Company Name:

Address 1:

Address 2:

City: State: Zip Code:

Phone:

NAHB Member?:

NAHB Number:

NAHB Organization:

Accreditation ID:

Accreditation	ID	ID Format
<input type="checkbox"/> AIA	<input type="text"/>	8 digit numeric
<input type="checkbox"/> NYSDOS	<input type="text"/>	NY9999999 (NY+7 digit zero-filled numeric)

Default User Group:

Step 2: Purchase Training

To purchase training after registering, click on the “Purchase Training” link. After selecting the training you want, click the shopping cart. You will be directed through a payment system.

Pay for your training online through our secure credit card payment process. Upon successfully completing the transaction, you will have access all training materials immediately.

You may also purchase online or seminar training after logging in to the site from the “Course Library” or “Seminars Calendar” links from the black horizontal menu.

The screenshot shows the 'Course Library' page on the Building Industry Training Solutions website. At the top, there is a navigation bar with links for HOME, CONTACT US, LOGOUT, and ADMIN. Below this is a secondary menu with links for Course Library, Builders, Remodelers, Home Inspectors / Code Officials, Other Users, Seminars Calendar, and My Account. The main header features a large image of a construction worker and the text 'KNOWLEDGE TO BUILD ON', presented by NYSBA Research & Education Foundation. The page content includes a search bar and a 'Current View' dropdown set to 'All Courses'. Two course listings are visible: 'Building Science Basics' and 'Building ENERGY STAR® Homes'. Each listing includes a thumbnail image, a brief description, and links to 'Take the Course' and 'Add to Cart'.

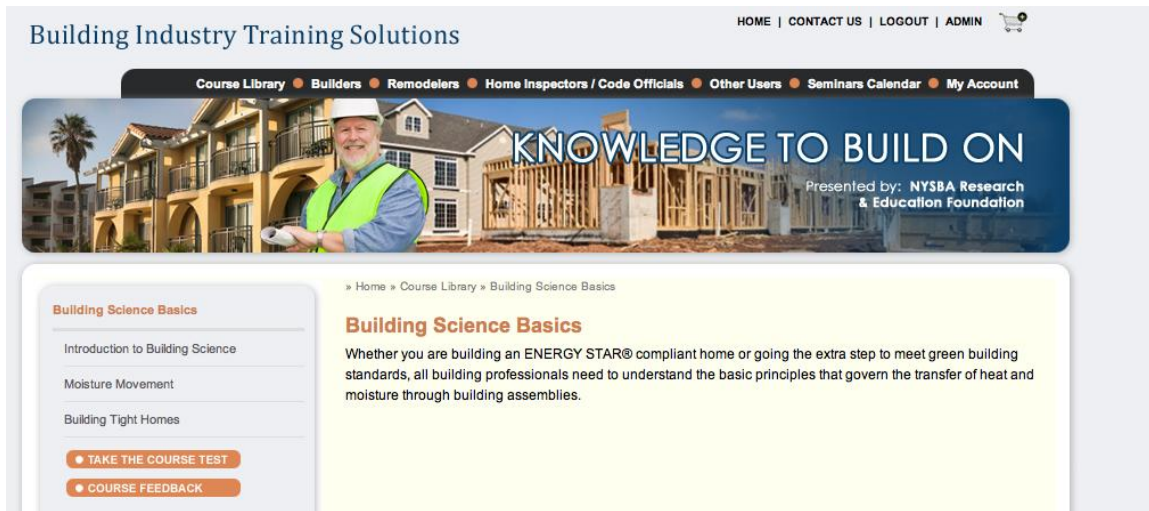
The screenshot shows the 'Seminar Calendar' page on the Building Industry Training Solutions website. The layout is similar to the Course Library page, with the same navigation and header. The main content area is titled 'Seminar Calendar' and shows the 'Current View' set to 'All Seminars'. A calendar navigation shows 'November 2010' with a 'MORE SEMINARS' link. A single seminar listing is displayed for 'Business Management for Building Professionals', held on November 10th, 2010. The listing provides details such as date and time (08:30AM - 05:00PM), length (8-hour course), location (Building Industry Association of NYC, 3225 Victory Boulevard, Staten Island, NY 10314), speaker name (John Barrows), registration deadline (November 14th, 2010), attendee limit (50), and pricing for members (\$265) and non-members (\$325). A brief description at the bottom states: 'Learn the management skills that give industry leaders the edge.'

TRAINING HELP

Once you have purchased training, you may begin the course.

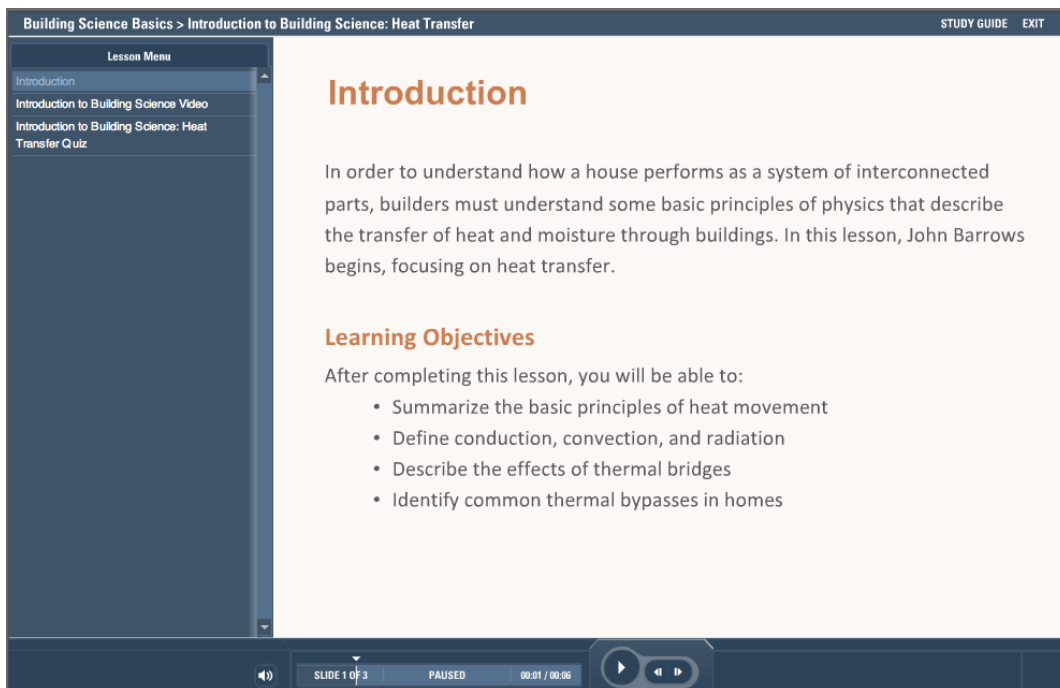
Completing a Course

Click on the Course menu at left to reveal the Lesson menu.



In the example shown above, we have selected Building Science Basics training. Clicking on the Course title reveals three Lessons for this Course in the Lesson menu.

Clicking on a Lesson will launch the Lesson Module, as shown below:



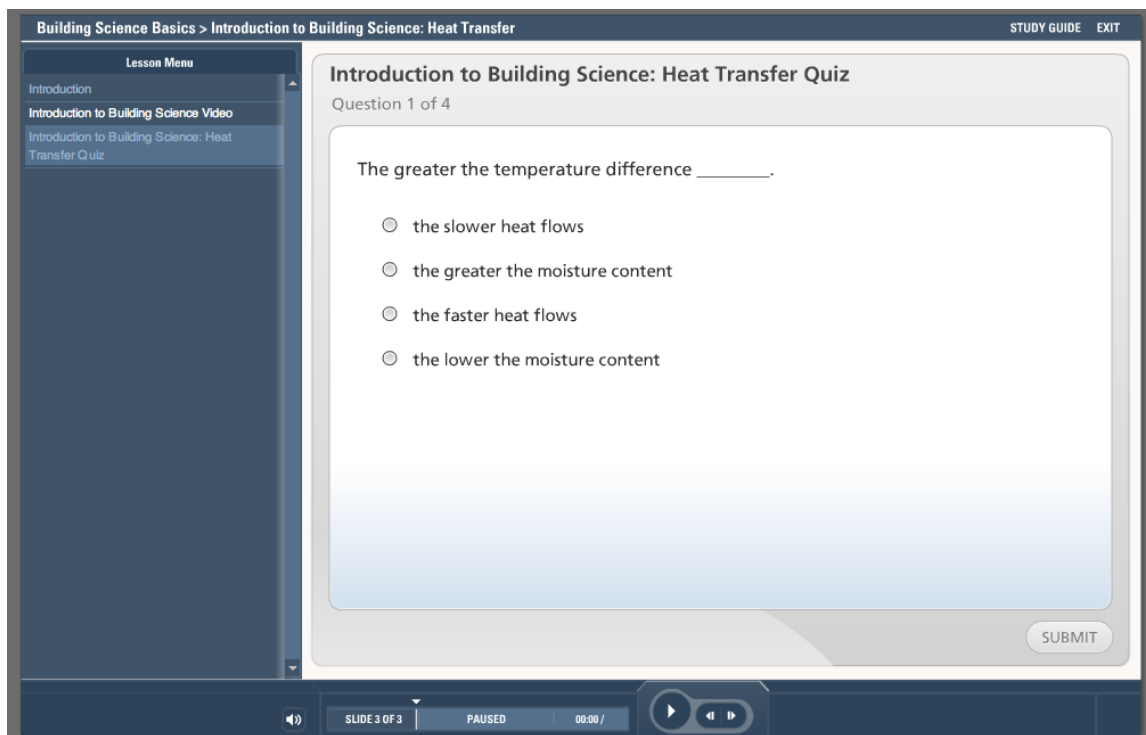
Step 1: Begin by taking a moment to orient yourself to the topic and read the Learning Objectives provided in the introduction to each Lesson.

The Learning Objectives are a clue for what you should take away from studying this lesson. If you think about these carefully, you'll know what to look for, and will retain the information better than if you blindly charge into a Lesson.

Step 2: Click on the video link to watch the Video Presentation. Think of this presentation as the “lecture” in a traditional school environment.

Step 3: Review the Study Guide. For each Video Presentation, a link is provided in the upper right-hand corner of the module to a Study Guide, as shown below. These articles, in printable PDF format, provide information that enhances the video presentation, and often present a greater level of detail about the topic. We suggest you print out each Study Guide and keep them in a 3-ring binder. They will provide a valuable resource that you may want to reference after your online training is completed.

Step 4: Take the Quiz. This is an opportunity for you to check your knowledge about a particular topic. It's designed as a self-study tool and is a good way to dial-in on the “take home message” from each lesson. If you are familiar with the answers to the Quiz questions for every Lesson, you can expect to do reasonably well on the Test.



When you have completed the Quiz, you may Exit the Lesson module (click the Exit button in the upper right corner of the module).

Step 5: Take the Test: When you have completed all the Lessons in a course, and feel reasonably certain that you understand the answers to the self-study Quizzes, you are ready to take the Test. You must to get a minimum score of 80% on each Test to pass.

The Course Test may be launched from the button at the bottom of the Lesson menu for each Course, as shown below.

Building Industry Training Solutions HOME | CONTACT US | LOGOUT | ADMIN

Course Library • Builders • Remodelers • Home Inspectors / Code Officials • Other Users • Seminars Calendar • My Account

KNOWLEDGE TO BUILD ON

Presented by: NYSBA Research & Education Foundation

> Home » Course Library » Building Science Basics

Building Science Basics

Introduction to Building Science

Moisture Movement

Building Tight Homes

▶ TAKE THE COURSE TEST

▶ COURSE FEEDBACK

Building Science Basics

Whether you are building an ENERGY STAR® compliant home or going the extra step to meet green building standards, all building professionals need to understand the basic principles that govern the transfer of heat and moisture through building assemblies.

Sponsors:

Curtis Lumber

Sitemap | System Check | Feedback | FAQ

Checking Your Progress

Users may click on My Account at the top of the screen to check your progress, quiz and test scores. You can also check your completed certificates and credits earned by clicking on it in the left hand menu.

Change Your Password and User Data

Click My Account at the top of the screen and select Change Password in the left hand menu.

Building Industry Training Solutions

HOME | CONTACT US | LOGOUT | ADMIN

Course Library • Builders • Remodelers • Home Inspectors / Code Officials • Other Users • Seminars Calendar • My Account

KNOWLEDGE TO BUILD ON
Presented by: NYSBA Research & Education Foundation

» Home » My Account » My Progress

MY ACCOUNT:
My Progress
My Certificates
My Credits
Change User Data
Change Password

My Progress

Course Library

Course/Lesson	Presentation	Quiz	Last Accessed
Building Science Basics			
Introduction to Building Science	✓		11/08/10 1:55PM
Moisture Movement	✓		10/25/10 7:13AM
Building Tight Homes	✓		11/08/10 1:55PM
Course Test	Test not passed. Score: 0%		
Building ENERGY STAR® Homes			
What is Energy Star®?	✓	4/4	10/25/10 8:09PM
Energy Star® Performance	✓	11/15	10/26/10 4:11AM
Insulating Homes Right	✓		10/25/10 8:36PM
High-Performance Windows	✓	3/5	10/26/10 4:48AM
Indoor Environments	✓	2/4	10/26/10 5:19AM
High-Performance HVAC	✓	6/11	10/26/10 5:38AM
Baseline Energy	✓		10/26/10 5:38AM
HERS Verification	✓	2/3	10/26/10 6:31AM
Course Test	Test not passed. Score: 0%		