



## IEC DAKOTAS ONLINE APPRENTICE TRAINING

### STUDENT MANUAL

Congratulations on being a part of the best electrical apprentice training program in the country! IEC Dakotas has been in the business of educating apprentices since 1947.

You will get out of this training exactly what you put into it! We're here to help, but it's important that you do your part, read your homework, and follow your instructor's direction. This is intended to be a challenging program, and those who graduate will be well on their way to a rewarding career as an electrician.

### Our Online Instructors

All of our instructors are professional electricians during the day. Our online team is incredibly knowledgeable. Between them, they have more than 80 years of experience in the field and more than 40 years of teaching experience.

Year 1	Rob Globke	<a href="mailto:rglobke@gmail.com">rglobke@gmail.com</a>	605.760.9380	TUESDAYS at 7pm CST
Year 2	Jesse Sorum	<a href="mailto:jesse.sorum@gmail.com">jesse.sorum@gmail.com</a>	701.741.7978	TUESDAYS at 6pm CST
Year 3	Jordan Allmaras	<a href="mailto:Jordan.allmaras.jdp@gmail.com">Jordan.allmaras.jdp@gmail.com</a>	701.566.4696	WEDNESDAY at 6pm CST
Year 4	Jeff Green	<a href="mailto:electricreb@hotmail.com">electricreb@hotmail.com</a>	701.740.6937	MONDAYS at 6pm CST
HELP CENTER	Josh Meirose	<a href="mailto:iecdakol@outlook.com">iecdakol@outlook.com</a>	605.490.2254	THURSDAYS AT 7pm CST

### How Online Training Works

IEC Dakotas has been providing online apprentice training for 16 years, making us one of the original providers in the nation. Here's how it works:

1. You'll receive a set of textbooks from IEC. You'll receive the Student Manual and the Student Workbook plus some supplemental books and blueprints.

2. You'll receive an email with login instructions and an access code for the CMS (Classroom Management System), our online training portal. The Portal is located at <https://www.iecdakotas.com/online-training-portal/> Please register for the CMS as soon as you receive this email.

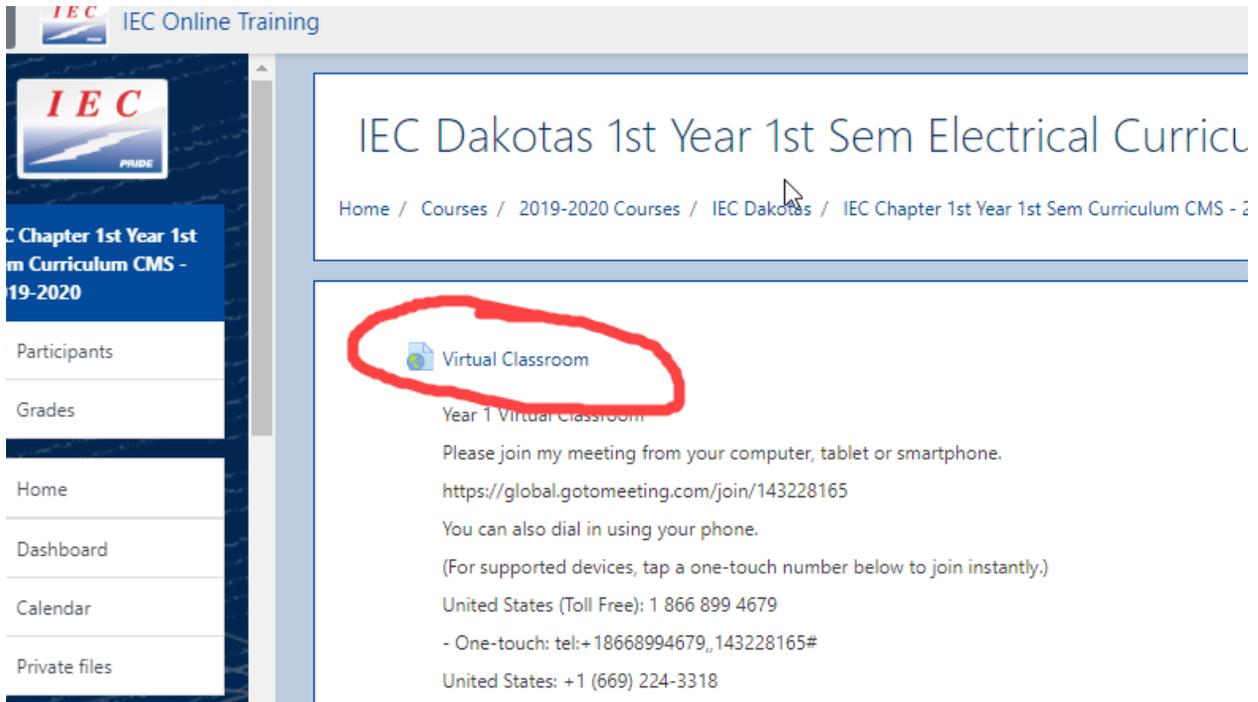
3. Each week you'll open the Student Manual and read the assignment for that week. Weekly lessons vary from 20 pages to 70+ pages. Once you've finished your reading, you'll open the Student Workbook and answer the homework questions from each week's lesson. Homework can range from 30 questions to 100+. They're all multiple choice.

4. Once you've completed your homework in the Student Workbook, login to the Classroom Management System (CMS) at [www.iecatplms.com](http://www.iecatplms.com) and find the online lesson that matches the lesson you just completed. You'll notice that each online lesson is clearly marked and is laid-out just like your textbooks. At the top of each lesson you'll see some helpful review topics like videos and a review section. These are not graded, but are simply to help you better understand the weekly lessons. Each lesson has an "Open Date" and a "Close Date". Your lessons must be completed by the "Close Date" or you will not get credit for them.

5. Inside each CMS lesson you'll see a section titled "Worksheets and Weekly Quiz". This is the part you'll be graded on each week. You'll notice that there are assignments that match the assignments that you just completed in the Student Workbook. Click on an assignment and transfer your answers from the Workbook to the CMS. When you've finished, click "Submit Answers" and that homework lesson will be automatically graded. If you're happy with your score, you're done with that lesson for the week. If you would like to improve your score, you may take each lesson up to 3 times. Your grade is an average of the 3 attempts. Once you've completed the 3 attempts, you'll be given the correct answers for each one you got wrong.

The screenshot displays the Classroom Management System (CMS) interface. On the left is a navigation sidebar with the IEC logo and text: "IEC Chapter 1st Year 1st Sem Curriculum CMS - 2019-2020". The sidebar includes links for "Participants", "Grades", "Home", "Dashboard", "Calendar", "Private files", and "My courses". The main content area is divided into three colored sections: a red "Review" section with "Review Presentation", "Flash Cards", and "Knowledge Check"; a purple "Worksheets and Weekly Quiz" section with a red circle around it, containing "101 Reading Worksheet", "Objective 101.3 Worksheet", "Objective 101.4 Worksheet", "Objective 101.5 Worksheet", and "Lesson 101 Weekly Quiz"; and an orange "Instructor Resources" section with "101 Instructor Worksheets" and "Knowledge Check Answer Key", both marked "Hidden from students". A note below the quiz section states: "The weekly quiz makes up 25% of your overall grade. It has 10 questions and you have 30 minutes to complete it. You get to take it..."

6. Now that your homework is completed, you'll need to join your online instructor for a live lecture and Q&A each week. At the top of the CMS class, you'll see a link to IEC's "Virtual Classroom". Click on that a few minutes ahead



The screenshot shows the IEC Online Training website. The header includes the IEC logo and 'IEC Online Training'. The main content area is titled 'IEC Dakotas 1st Year 1st Sem Electrical Curriculum'. Below the title is a breadcrumb trail: 'Home / Courses / 2019-2020 Courses / IEC Dakotas / IEC Chapter 1st Year 1st Sem Curriculum CMS - 2'. On the left side, there is a navigation menu with options: 'Participants', 'Grades', 'Home', 'Dashboard', 'Calendar', and 'Private files'. The main content area features a 'Virtual Classroom' link, which is circled in red. Below this link, there is a section titled 'Year 1 Virtual Classroom' with the following text: 'Please join my meeting from your computer, tablet or smartphone. https://global.gotomeeting.com/join/143228165 You can also dial in using your phone. (For supported devices, tap a one-touch number below to join instantly.) United States (Toll Free): 1 866 899 4679 - One-touch: tel:+18668994679,,143228165# United States: +1 (669) 224-3318'

During each week's class, your instructor will discuss the homework assignments and make sure you understand the concepts. He'll give a lecture on the week's topic. You'll take the week's Weekly Quiz (when the instructor tells you to), and you'll have a wrap-up to talk about what's ahead in the coming weeks. After that, class is formally dismissed. You are welcome to stay online if you want extra help.

7. Midway through the semester you'll be given a Midterm Exam to test your knowledge of the material to date. These exams are 80 questions of multiple-choice and you have 4 hours to complete them. Take your time. 4 hours is a lot of time and no one runs out of time!

8. At the end of each semester you'll be given the Final Exam. This exam is not a true final: It only test you over the material from the 2<sup>nd</sup> half of the semester. It, too, is 80 questions and has a 4-hour time limit.

9. Your grade is calculated as follows:

Homework	25%
Quiz	25%
Midterm	25%
Final	25%

You need a 70% average to pass each semester. If you read your assignments and pay attention, it is highly likely that you'll pass! Homework is open-book with no time limit. And you get three attempts. There's no excuse not to do well on homework! The Quiz is mostly questions taken from the weekly homework. If you did well on the homework you should do well on the quiz! An important note: You cannot have more than 2 unfinished lessons per semester. If you fail to complete all or parts of 3 different lessons you will automatically receive a failing grade.

10. Help and Communication- As in almost everything, communication is key to success! IEC is here to help you succeed. We have a dedicated team of instructors who want you to succeed. Our office staff wants you to succeed. Our Board of Directors wants you to succeed. So if you need help with anything, please reach out.

A. Talk with your instructor! Your instructor is highly experienced and is here to help you. If you need any assistance, email, call, or text your instructor. Or just talk to him during class.

B. Reach out to IEC. If you need additional help, just call Jeff or Nancy at IEC and they'll do what they can to get you the resources you need.

Jeff (Executive Director)      [iecdakotasonline@gmail.com](mailto:iecdakotasonline@gmail.com)      605.376.0819

Nancy (Training Director)      [nancymeending@gmail.com](mailto:nancymeending@gmail.com)      605.929.7394

C. Remind.com is an app that we use to communicate between students, instructors, IEC, and contractors. You'll be emailed an invite to join Remind. Please accept and download the app. It's an easy way to communicate with each other day and night.

D. Within the CMS. Inside the CMS, you may send messages to IEC or to your instructor. We do not recommend using this method as a primary method of communication. It works just fine, but the system does not notify you when you receive a message.

E. Help Center. You'll be given an access code for our online Help Center. Once you receive this code, you will need to login and select "add new class" and then enter the access code. The Help Center is run by Josh Meirose, one of our most experienced instructors. He's online for live help on Thursday nights from 7-10 PM CST/6-9 PM Mountain Time. The Help Center is set up like a CMS Class. Just click on the link below (HELP CENTER START HERE) and Josh will figure out how best to help you.



**Dakotas Help Center**

- Participants
- Grades
- Home
- Dashboard
- Calendar
- Private files
- courses

Tuesdays from 6-9 PM Central Time (5-8 PM Mountain Time)  
Thursdays from 7-10 Central Time (6-9 PM Mountain Time)  
Or by appointment with an instructor

Please login to the Big Blue Button and post your question in the CHAT ROOM. An instructor will answer questions on a first come, first served basis. Your instructor will do his best to answer your question. Your instructor may provide other help via whiteboard, screen share, or

If you have a question, please click on your name, choose "status", and raise your hand. Please be patient and we'll answer your questions as they were received.

**Josh Meirose** [jmeirose@outlook.com](mailto:jmeirose@outlook.com) is the senior online instructor for this class  
**Rob Globke** [rglobke@gmail.com](mailto:rglobke@gmail.com) is the senior online instructor for this class

- [HELP CENTER #1 START HERE!](#)
- [HELP CENTER #2 GO HERE IF DIRECTED BY INSTRUCTOR](#)
- [HELP CENTER #3 GO HERE IF DIRECTED BY AN INSTRUCTOR](#)
- [IEC Dakotas Help Forum](#)

Questions submitted here will be answered within 24 hours. Please be as specific as possible, and be sure to mention your class