Instructor Notes

Communicating with Your System 600 APOGEE
Part Number 159-075

Preparation Time:

You should take approximately 2-3 hours to prepare for teaching this unit. It should take approximately 4-8 hours to deliver the training. Training times will vary depending on the number of students and their keyboarding experience.

Equipment Checklist:

Before you start this module, you should have the following items:

- Student training modules (one for each student)
- A black board, white board, or flip chart
- Any additional publications you consider useful, such as user manuals. You may simply want to show these so that students will know where more detailed information is available.

General Notes:

Before you teach this unit, you need to decide what site-specific points to use in the practices, and you must know the results of the actions you perform in the practices. You need to be able to explain how points are named at the site where you are teaching.

It will also be helpful for you to know how trending and totalization are used at the site where you are training. Plan to use some specific examples for the students from their database if possible.

Evaluation

It is important that you get feedback from your students about the training that you deliver. By asking your students to comment on the training they received, you can refine your skills and work to deliver better training.

The following pages contain two evaluation forms which you can copy and pass out to your students when the training sessions are complete. Collect the forms and use them to help make your training better. One form specifically checks on how students feel they can perform the tasks which were part of the training objectives. The other is more general in nature.

Course Evaluation Form

Customer Training Delivered by the Field Office

Course: Communicating with Your System 600 APOGEE

Your name: _____

Company name: _____

Rate how well you can now perform the following activities, which were objectives of this training class:

	Not at all	With help	With limited help	Easily
Log on and off your system.				
Correct errors using the Backspace and # (SHIFT-3) keys.				

Explain the purpose of the following reports:
   point log
   point monitor
   point trend
   point definition				

Define the components of a point log:				

Run a point log for:
   one point in your building
   a group of points using wildcards				

Command a point. Command subpoints				
Return commanded points to system control.				
Run a point monitor report.				
Describe trending by COV and trending by time.				
Define totalization and give an example of how it can be used at your site.				

Training Evaluation Form

Customer Training Delivered by the Field Office

Your name: _____

Company name:_____

Date of training: _____

Rate the training you received:

	Poor			Excellent	
Quality of instruction	1	2	3	4	5
Organization of course	1	2	3	4	5
Quality of reference materials	1	2	3	4	5
Practices and exercises	1	2	3	4	5
Discussions and applications	1	2	3	4	5
Value of this training to your job	1	2	3	4	5
Overall rating for this training	1	2	3	4	5

Please expand on any of the above marked 3 or below:

Additional Comments:

_____

_____

_____

_____

_____

_____

_____

_____