Using Digital Instructor's Guides

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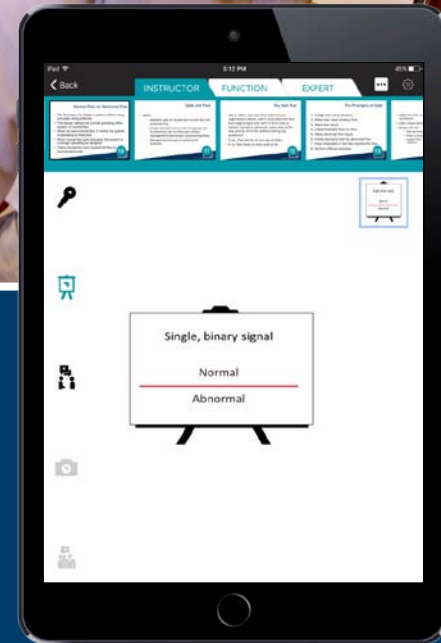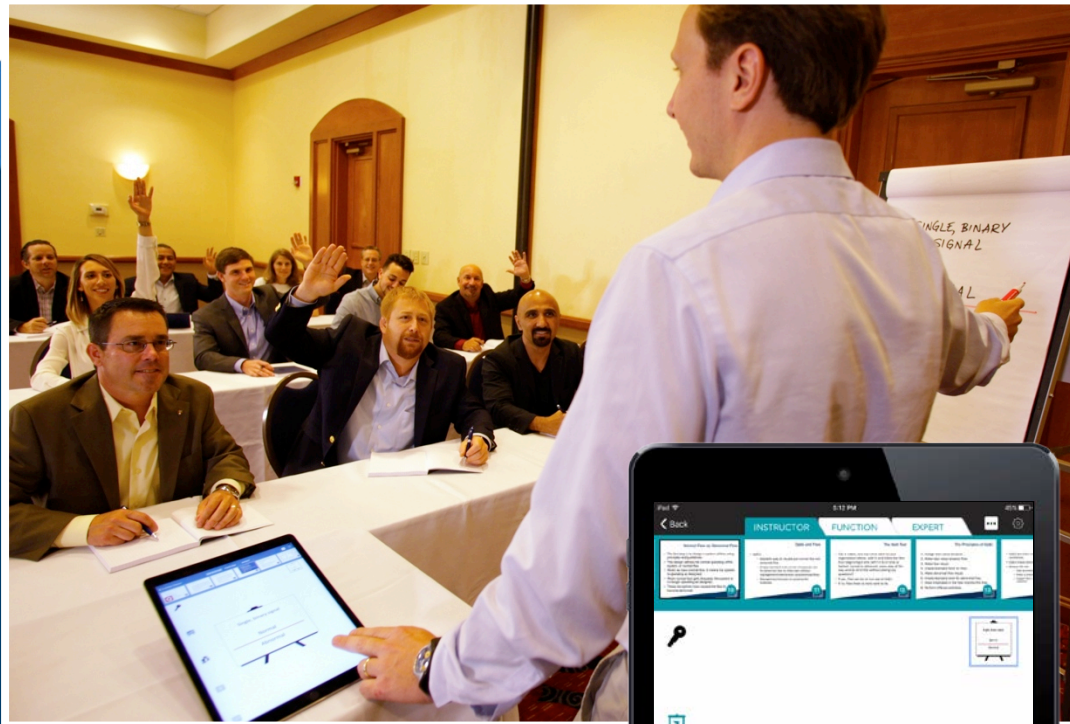
Using the OpEx Digital Instructor's Guide's

- **Using your Guide to prepare to teach the OpEx course**
- Teaching OpEx course's with your Digital Instructor's Guide
- Reviewing material on breaks
- Reporting of OpEx mandatory compliance after course completion
- Transitioning your veteran OpEx trainers to use *expert mode*

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Preparing

- After your purchase you will receive an email from Instructor's Edge with a link to access your Digital Instructor's Guide .

- Download the latest version of the Instructor's Edge App through the App Store on your iPad.

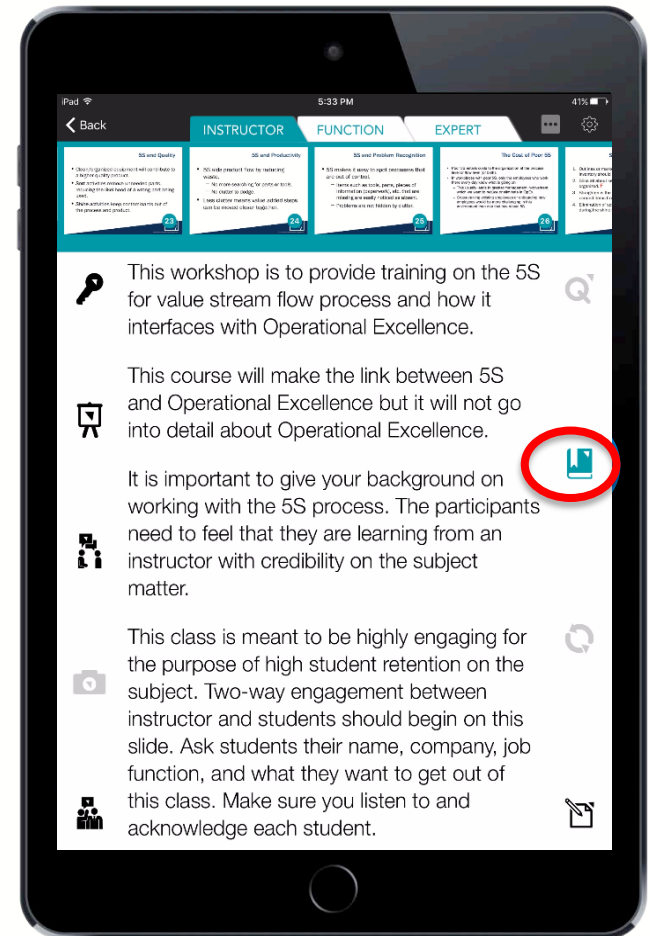institute *for*
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Preparing

- Download the latest version of your OpEx class with the push of a button.

- Once downloaded, your Digital Instructor's Guides can be used in airplane mode without an internet connection.

- The red button in the lower corner of a class icon indicates there is an updated version ready to download

Using the Guide to Prepare

- Prior to teaching your OpEx class, you can review the reference material using the ***Reference Material icon*** for each slide. Reference material for just about every slide is included.

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While Teaching

While teaching the OpEx class, simply place the tablet where you can easily see it. A quick glance at the icons will tell you:

Key Points – What students should know after each slide.

Flip Charts – Know when to draw important concepts.

Engagement – Know exactly what to say, do, ask, and demo on each slide to engage students.
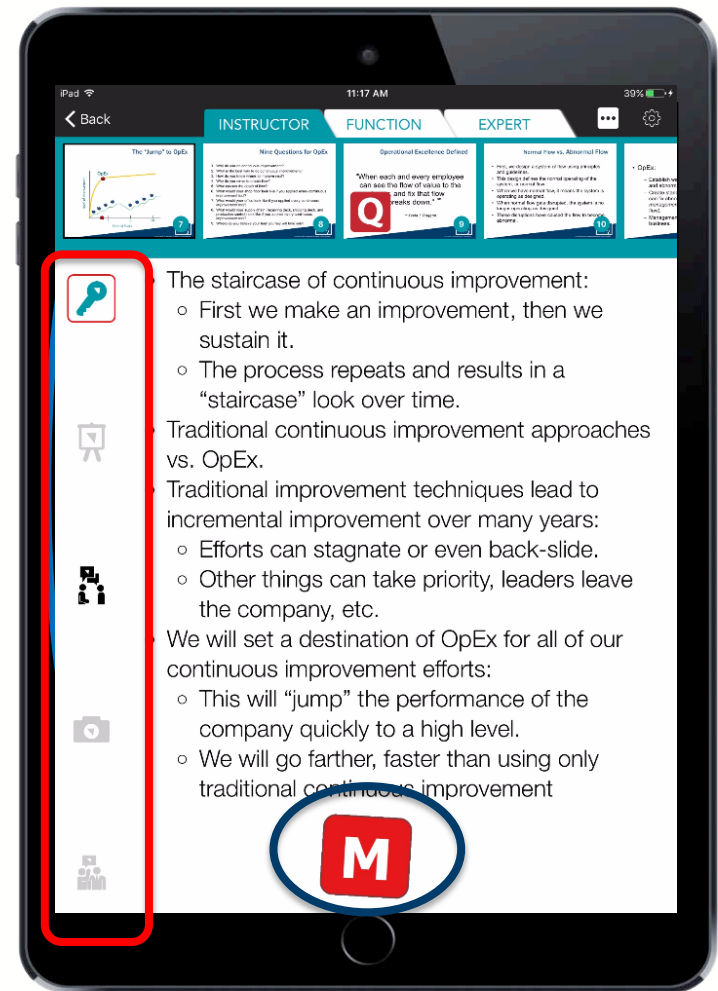
Pictures – Prompt the instructor to tell a story or application relevant to the slide.

Mentor Notes – Like an expert whispering into the instructor's ear, these are the tips that make good instructors great.

Mandatory Points – Content that must be taught verbatim for legal, regulatory, or compliance purposes, or per company policy.

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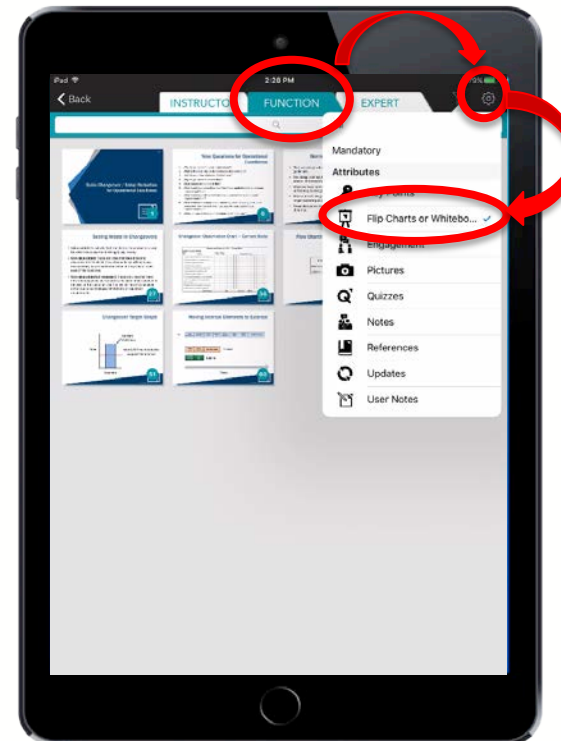- Transitioning your veteran OpEx trainers to use *expert mode*

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FUNCTION MODE

Students on Break

During breaks, function mode allows you to drill down by category and prepare for the next section of teaching. They can easily review:

- What flipcharts they need to draw
- What stories they have to tell
- What mandatory items they have to teach verbatim
- What quiz questions are coming up
- What mentor notes are available
- What reference material is available
- What updates have been made to the material ahead
- What personal notes they have made on upcoming slides

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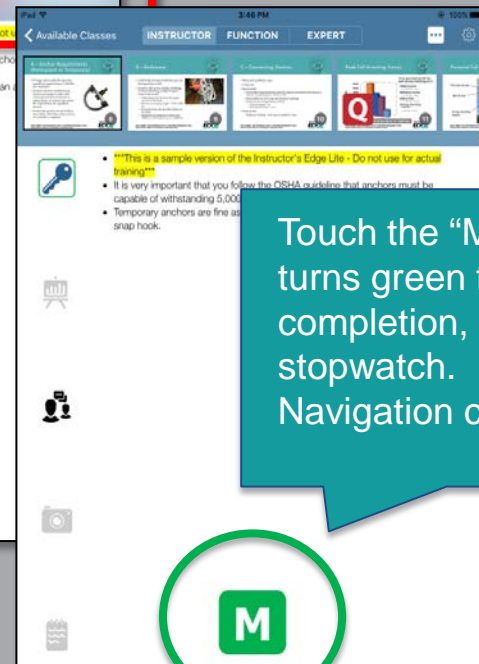- Transitioning your veteran OpEx trainers to use *expert mode*
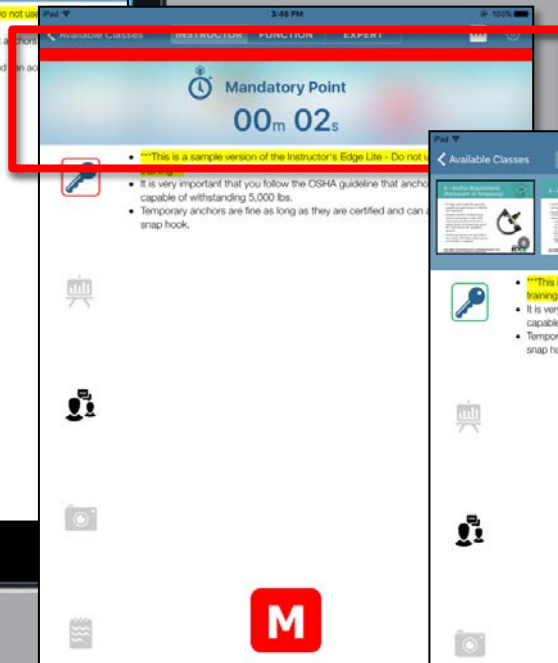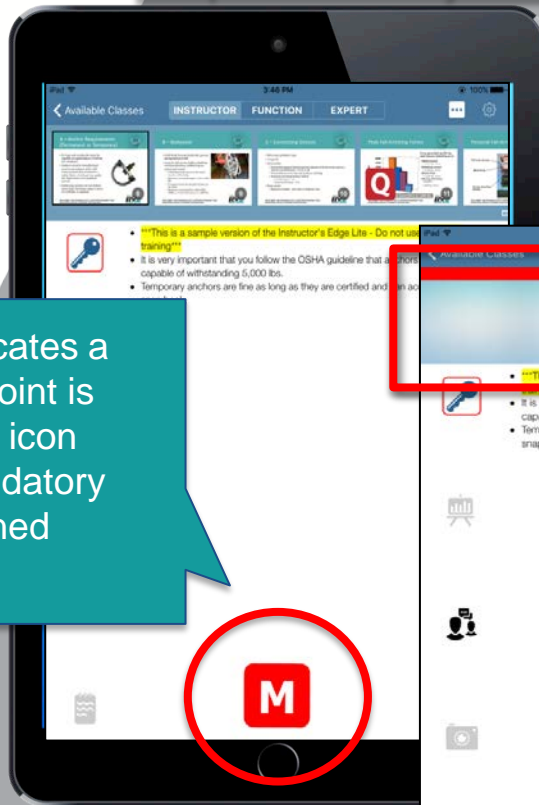
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Mandatory Point Recording

You can flag slides as containing mandatory points that must be taught verbatim. And track how much time was spent on this important subject.

Touch the "M". Navigation freezes and a stopwatch starts. You can touch and activate any icons on the current slide.
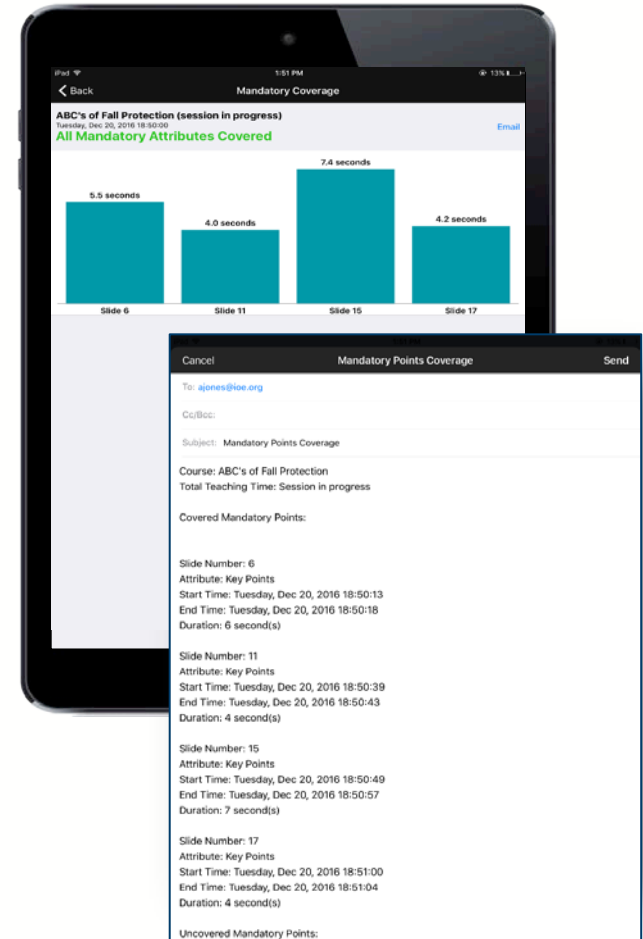
The "M" indicates a mandatory point is present. The icon with the mandatory point is outlined in red.

Touch the "M" again and it turns green for completion, stopping the stopwatch.
Navigation can resume.

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Mandatory Point Reporting

- At the end of teaching the class, you can review reports that show how much time was spent on each mandatory point.

- These can also be emailed for documentation.

- If you are in management, you can receive these reports for every class OpEx taught.

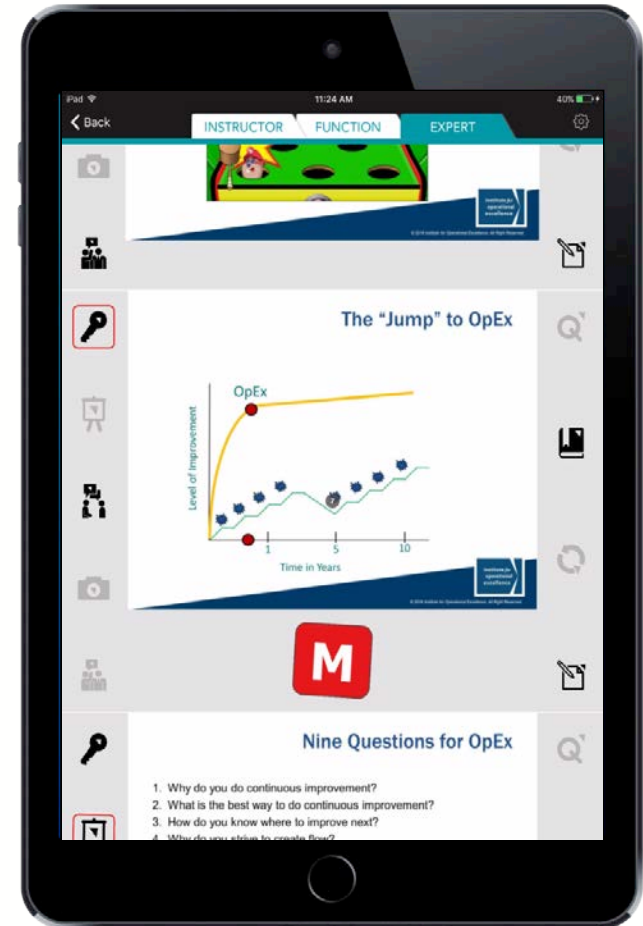# Using the OpEx Digital Instructor's Guide's

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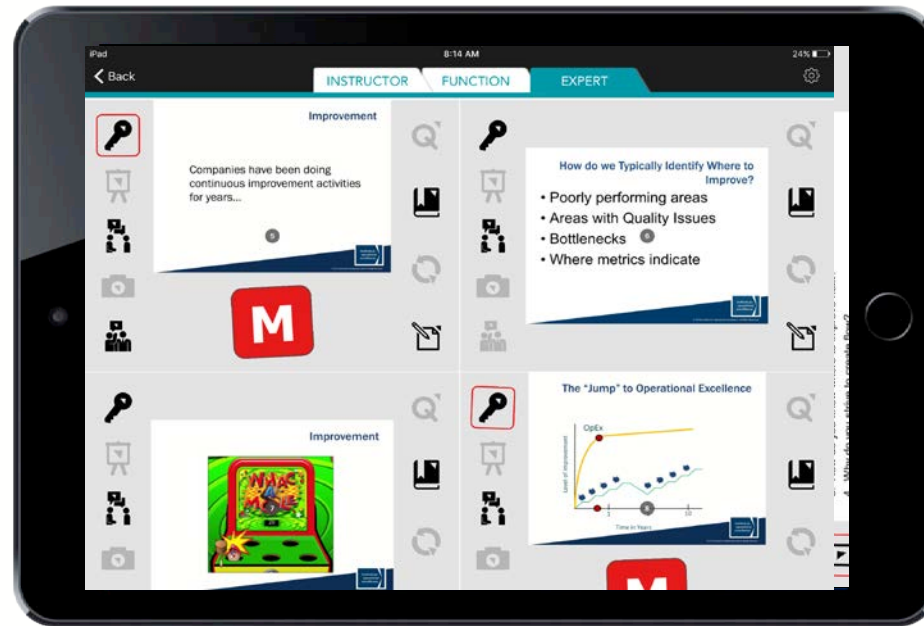
EXPERIENCED INSTRUCTOR
EXPERT MODE

- For the veteran instructor who has taught OpEx course's several times, **Expert Mode** displays the slide along with a quick reminder of the attributes available for it. **Expert Mode** also indicates Mandatory points and updates that have been added to the slide.

- Put the tablet in landscape mode by turning it and Expert mode displays 4 slides for quick reference.

WEB   www.instituteopex.org
PHONE   1 401 667 0117
EMAIL   info@instituteopex.org

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