

# IMTEF

## Saylor Academy Setup and User Guide



### Introduction

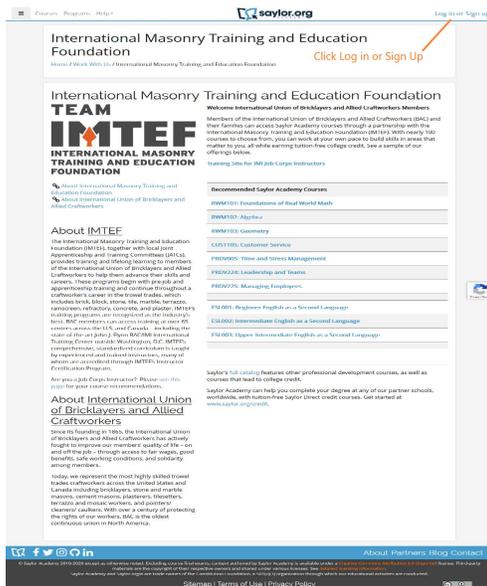
Members of the International Union of Bricklayers and Allied Craftworkers (BAC) and their families can access Saylor Academy courses through a partnership with the International Masonry Training and Education Foundation (IMTEF). With nearly 100 courses to choose from, you can work at your own pace to build skills in areas that matter to you, all while earning tuition-free college credit. See a sample of our offerings below.

### Setup/User Guide

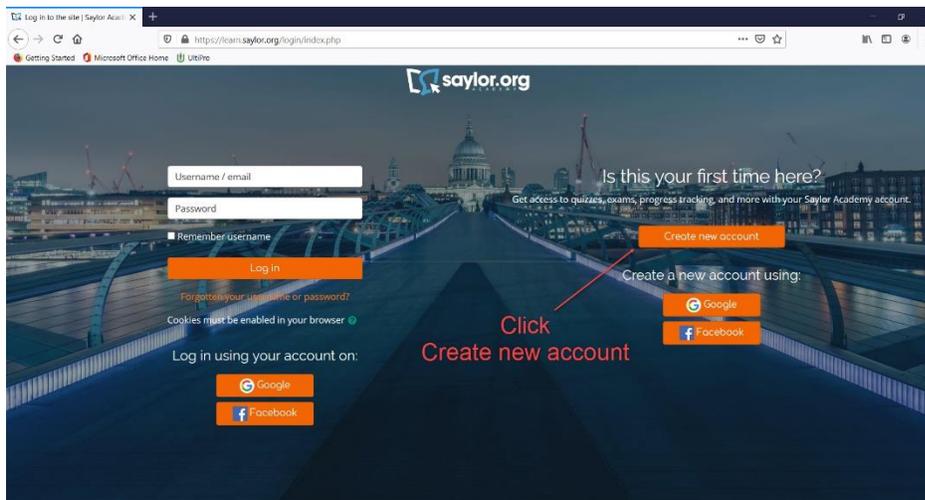
1. Please visit: <https://www.saylor.org/partners/international-union-of-bricklayers-and-allied-craftworkers/>

This will take you to IMTEF's page for BAC members on Saylor's website.

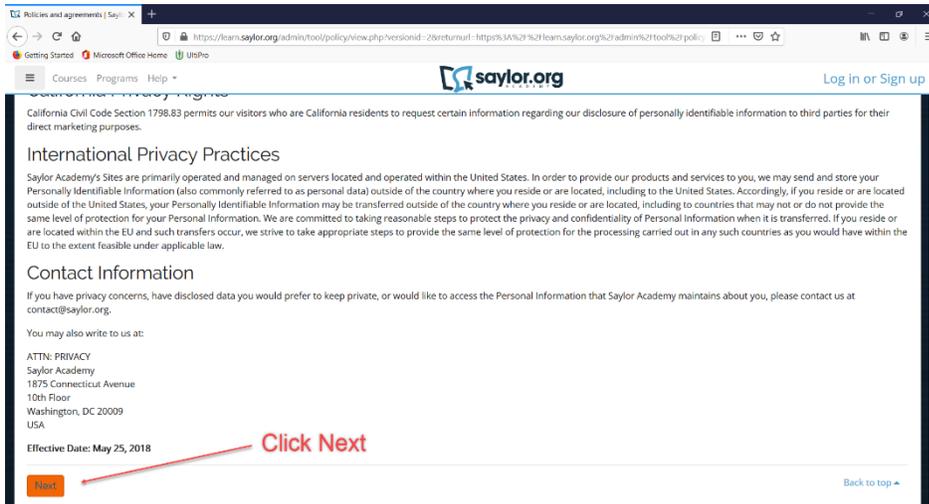
2. Click **Log in or Sign up**.



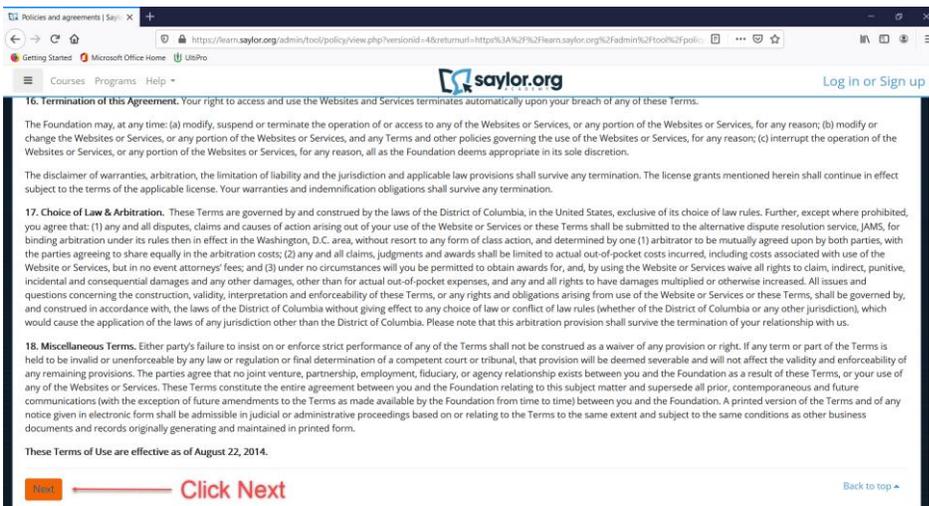
3. Click **Create new account**.



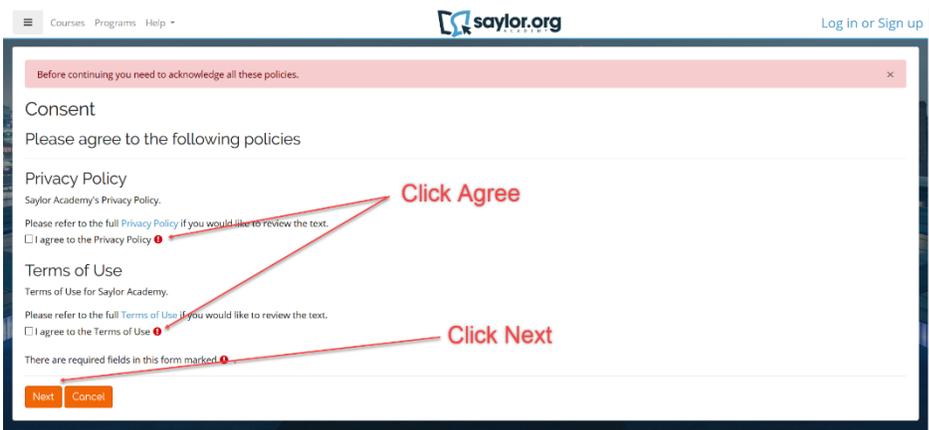
4. Read the Saylor Academy Privacy Policy and click **Next** at the bottom of the page.



5. Read the Saylor Academy Terms of Use and click **Next** at the bottom of the page.



6. Click **I agree to the Privacy Policy**.  
Click **I agree to the Terms of Use**.  
Click **Next** at the bottom of the page.



7. Fill in the required fields.

Then Click **Create my new account** at the bottom of the page.

Saylor Academy

New account ▼ Collapse all

▼ Choose your username and password

Username

Password

▼ More details

Email address

Email (again)

First name

Last name

City/town

Country

▼ What is your main goal at Saylor Academy?  
(Select the best answer) I want to...

Security question  I'm not a robot

There are required fields in this form marked ●.

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Data retention summary  
Get the mobile app  
Policies

8. Click **Continue**.

Saylor Academy

Home / Confirm your account

Almost done! Check your email [redacted] to complete your registration.

Click Continue

Courses Programs Help

Saylor Academy

Log in or Sign up

9. You will receive an Email notification.  
**Confirm your account** by Clicking on the link.

From: "Saylor Academy (via Saylor Academy)" <noreply@mail.saylor.org>  
Date: Thu, Apr 16, 2020 at 9:06 PM -0400  
Subject: Saylor Academy: account confirmation  
To: [redacted]



Confirm your account by  
Clicking on the link

Hi [redacted],

Please confirm your new account with Saylor Academy by clicking the link below:

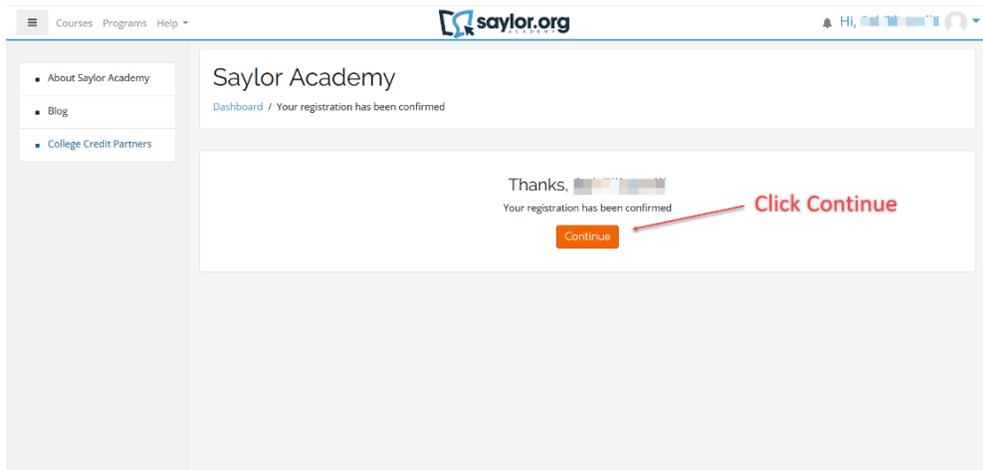
[redacted]  
[\[redacted\]](#)

(If you cannot click on the link, copy and paste the link into the address bar of your web browser.)

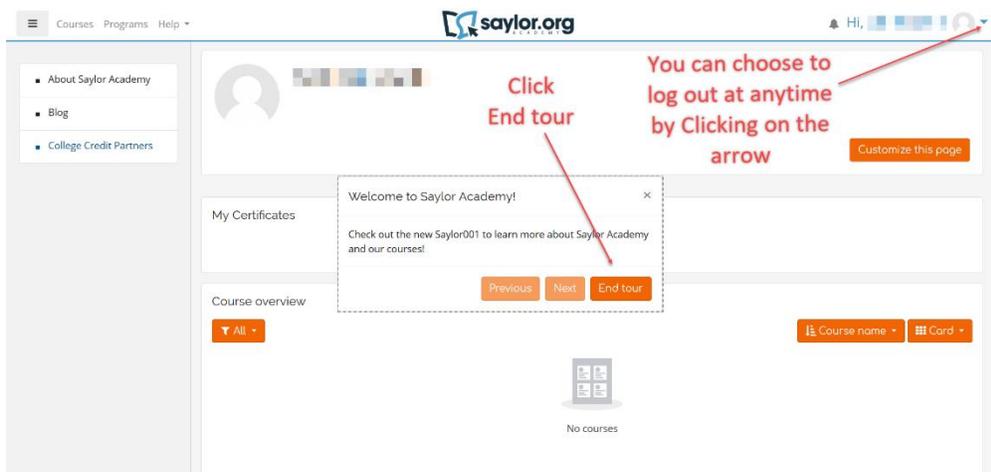
Welcome to Saylor Academy!

The Saylor Academy Team

10. **Click Continue.**



11. **Click End tour.**



## 12. Click Saylor001: Learning at Saylor Academy

The screenshot shows the Saylor Academy user interface. At the top, there are navigation links for 'Courses', 'Programs', and 'Help'. Below this is a user profile section with a 'Customize this page' button. The main content area is titled 'My Certificates' and contains a 'View all' button. Below that is a 'Course overview' section with a dropdown menu set to 'All'. A course card for 'SAYLOR001: LEARNING AT SAYLOR ACADEMY' is displayed, showing '0% complete'. A red arrow points to the course card with the text 'Click on the course'. At the bottom, there are social media icons and a footer with 'About Partners Blog Contact' and 'Reset user tour on this page'.

## 13. Read the course information.

Select and read the **additional information** Labeled in blue.

Acknowledge that you have read the information by **checking the boxes** to the right.

Complete the **Final Exam**.

The screenshot shows the course page for 'Saylor001: Learning at Saylor Academy'. The main content area is divided into several sections: 'Course Introduction', 'Code of Conduct', 'Unit 1: Programs', 'Unit 2: Partners', 'Unit 3: Plagiarism and Conduct', and 'Final Exam'. A sidebar on the left contains navigation links for 'Sections', 'Messages', 'Activities', 'About Saylor Academy', 'Blog', and 'College Credit Partners'. A right sidebar contains 'Course Progress' and 'Other students also took...' sections. A blue box highlights the 'Additional Information' section in the main content area, which contains information about the course and its completion requirements. A red arrow points to the 'Additional Information' section with the text 'Click on the items listed in blue and read the information'.

The screenshot shows the 'Additional Information' section of the course page. It is divided into three units: 'Unit 1: Programs', 'Unit 2: Partners', and 'Unit 3: Plagiarism and Conduct'. Each unit has a checkbox to the right of the text. A blue box highlights the 'Additional Information' section. A red arrow points to the 'Additional Information' section with the text 'Click on the items listed in blue and read the information'. Below the units, there is a 'Final Exam' section with a checkbox to the right of the text. A red arrow points to the 'Final Exam' section with the text 'Click on the Final Exam'.

## 14. Click **Attempt quiz now**

Saylor001: Learning at Saylor Academy

Dashboard / My courses / Saylor001: Learning at Saylor Academy / Sections / Final Exam / Saylor001: Certificate Final Exam

Back to 'Final Exam'

Saylor001: Certificate Final Exam

And now for your exam! This one is quite short -- only a single question.

Time limit: 2 hours  
Grading method: Highest grade

Attempt quiz now

## 15. **Acknowledge** that you have read the statement. Click **Start Attempt**.

Start attempt

Please read the following message

As a student of Saylor Academy, I agree to the Code of Conduct:

- I will make only one account. If I make more than one account, the accounts and any certificates earned will be deleted.
- I will not share final exam questions. I will not share my answers with anyone else unless the assignment asks me to work with others.
- I will not copy anyone else's work. I will not use anyone else's text or ideas in any of my own work, including my answers, without saying where I found them or naming that person. That is plagiarism.
- I will be respectful and courteous to other members of the Saylor Academy community.
- I will follow the [Terms of Use](#), [Privacy Policy](#), and [Student Handbook](#).

**Acknowledge**

I have read and agree to the above statement.

Timed quiz

**Click Start attempt**

This quiz has a time limit of 2 hours. Time will count down from the moment you start your attempt. Are you sure you want to begin?

Start attempt Cancel

## 16. Click **Finish review**.

Saylor001: Learning at Saylor Academy

Dashboard / My courses / Saylor001: Learning at Saylor Academy / Sections / Final Exam / Saylor001: Certificate Final Exam

Back to 'Final Exam'

Started on: Thursday, April 16, 2020, 10:31 PM  
State: Finished  
Completed on: Thursday, April 16, 2020, 10:32 PM  
Time taken: 1 min 2 secs  
Grade: 10.00 out of 10.00 (100%)

**Feedback:** If your answer to the question was correct, you will receive a passing score and this course will be completed. For any other course, you would also receive an email with a link to your certificate of completion.

If your answer was not correct, you can re-attempt this exam immediately (most Saylor exams will ask you to wait for 1 week or more before your next attempt.)

**This exam has just one question!**

Question 1  
Correct  
10.00 points out of 10.00  
Flag question

Which of the following is the best way to avoid plagiarism?

Select one:

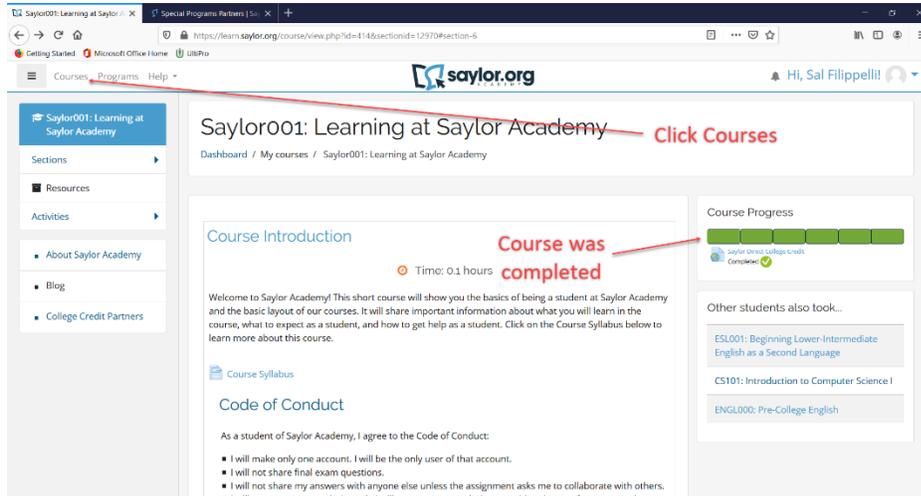
- [Incorrect]
- [Incorrect]
- [Correct]
- [Incorrect]

Your answer is correct.  
The correct answer is: Use quotations and give credit when referring to resources you used.

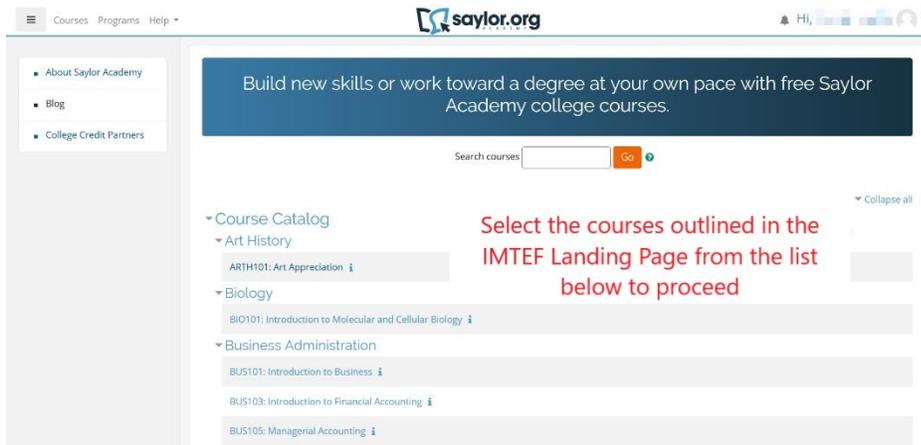
**Click Finish Review**

Finish review

17. Click Courses.

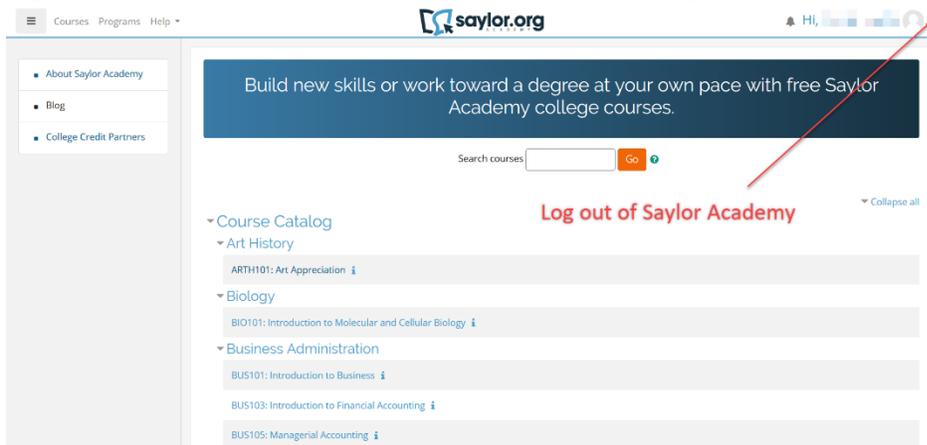


18. Select a course to proceed.



Or proceed with the following;

19. Log out of Saylor Academy via the arrow icon at the top right of the page.



20. Access Saylor Academy via the following link:

<https://www.saylor.org/partners/international-union-of-bricklayers-and-allied-craftworkers/>

21. Select a course from the list provided on the Landing Page.

International Masonry Training and Education Foundation

Home / About Web Us / International Masonry Training and Education Foundation

## International Masonry Training and Education Foundation

Welcome International Union of Bricklayers and Allied Craftworkers Member

Members of the International Union of Bricklayers and Allied Craftworkers (IBAC) and their families can access Saylor Academy courses through a partnership with the International Masonry Training and Education Foundation (IMTEF). With nearly 100 courses to choose from, you can work at your own pace to build skills in areas that matter to you, all while earning tuition-free college credit. See a sample of our offerings below.

Training Site for IMT Job Corps Instructors

**Click on a course**

### Recommended Saylor Academy Courses

- RWM101: Foundations of Real World Math
- RWM102: Algebra
- RWM103: Geometry
- CUST100: Customer Service
- PRES205: Time and Stress Management
- PRES226: Leadership and Teams
- PRES226: Managing Employees
- ESL101: Beginner English as a Second Language
- ESL102: Intermediate English as a Second Language
- ESL103: Upper Intermediate English as a Second Language

Saylor's full catalog features other professional development courses, as well as courses that lead to college credit.

Saylor Academy can help you complete your degree at any of our partner schools worldwide, with tuition-free Saylor Direct credit courses. Get started at [www.saylor.org/ibac/](http://www.saylor.org/ibac/).

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22. Log in to Saylor Academy.

RWM101: Foundations of Real World Math

Home / Courses / Course Catalog / Mathematics / RWM101: Foundations of Real World Math

Log in or Sign up to track your course progress, gain access to final exams, and get a free certificate of completion!

### Course Introduction

Time: 40 hours Free Certificate

We use math in our daily activities as part of almost every career you can imagine, from business to cooking, farming, or medicine. Many consider math the "universal language", since people across the world use the same numbers, formulas, and equations to help them navigate their lives. In this course, we will study fundamental math concepts and how you can use them in your life.

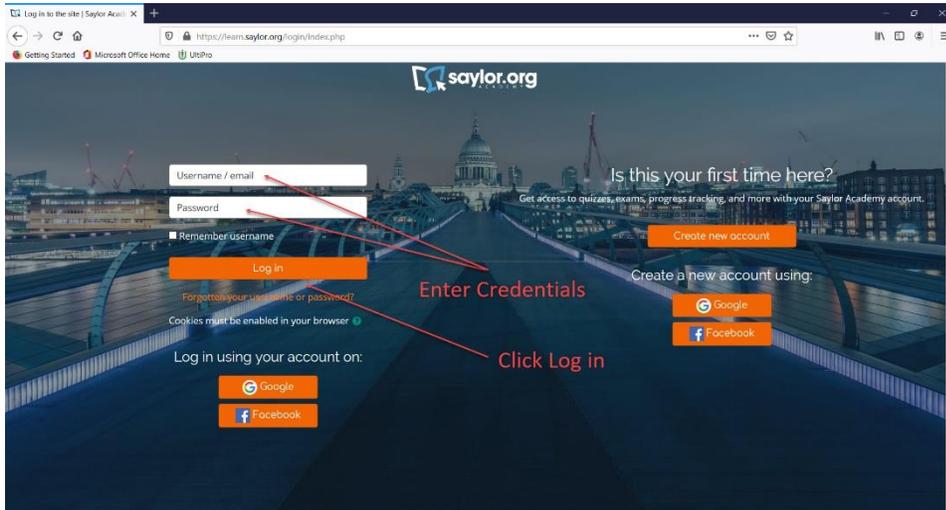
For example, we use fractions when we make measurements, configure ratios, and calculate proportions. We use decimals and percentages in finance, measurement, and weight. In this course we also study how to represent data visually, such as with bar graphs, line graphs, or pie charts. Graphs and charts convey data quickly to an audience. We also explore how to interpret data to help you make sense of charts, like those that outline interest rates, so you can calculate how much money you will need to pay off a loan. Math can also be fun: you need to understand statistics to create a winning fantasy football team.

First, read the course syllabus. Then, enroll in the course by clicking "Enroll me in this course". Click Unit 1 to read its introduction and learning outcomes. You will then see the learning materials and instructions

Other students also took...

- RWM102: Algebra
- MA001: College Algebra
- ENGL000: Pre-College English

23. Enter in credentials and Click **Log in**.



24. Click **Enroll me in this course**.

