

Concrete Products University Online – Instructions for Managers

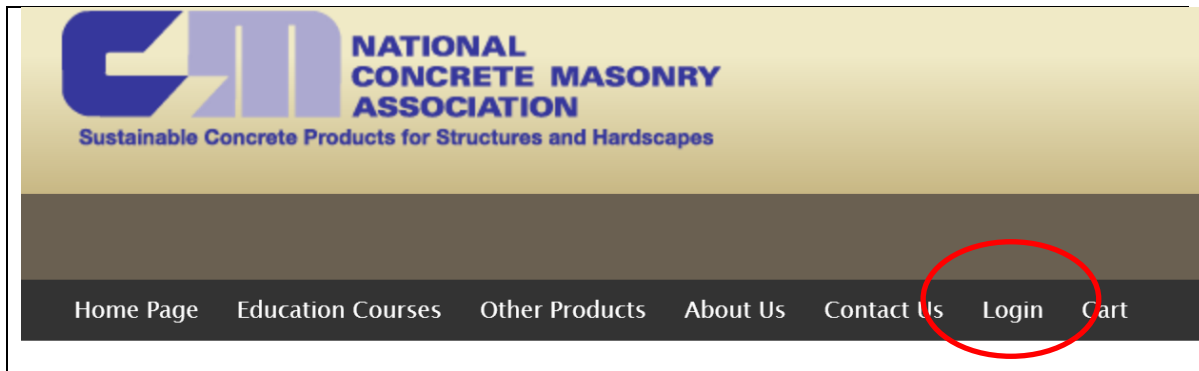
NCMA's Concrete Products University Online provides the opportunity for supervisors and managers to track education progress for their employees. There are two ways that progress tracking can be set up, depending on how you would like to handle payment for education modules:

- Option 1 – Manager purchases education and assigns. These instructions cover this option.
- Option 2 – Individual employees purchase their own education. For this option, a 'Group' must be set up for tracking. Contact NCMA Staff for more information on this and to set up a 'Group' for your employees.

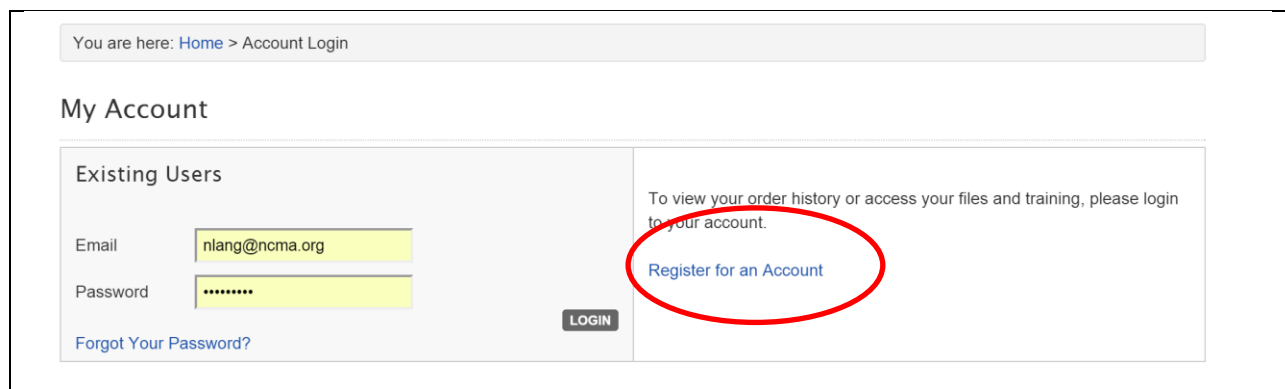
These instructions will cover how to manage tracking for employees using Option 1 above.

Step 1 – Create CPU Online Account for Manager

1. Go to www.ncma-cpu.org
2. Click on 'Login'



3. Click on 'Register for an Account'



4. Fill in necessary information and create account (there is no cost for this).

Step 2 – Purchase Education for Employees

1. Browse CPU Online to locate education module(s) that you would like your employees to take.
2. When prepared to purchase a module, enter the number of access codes you would like to purchase (see the circled box in picture below).

You are here: [Home](#) > Product Details

C203Da – Sound Abatement

This presentation introduces the concepts of mitigating unwanted noise using concrete masonry assemblies and systems. Topics covered include a basic review of sound and noise, what requirements are mandated by building codes to address sound control, how to determine the sound transmission class and inside-outside transmission classification of building assemblies, noise reduction coefficients, and proper methods of detailing concrete masonry systems to maximize its effectiveness as a sound barrier.

(43 slides – 1 hr. LU/HSW)

Learning objectives

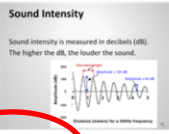
- Common sources of internally- and externally-generated sounds and code minimum requirements for mitigating unwanted noise.
- Standardized means of calculating the sound transmission class (STC) and outside-inside transmission classification (OITC) of concrete masonry assemblies.
- Reflected versus absorbed sound and the role of the noise reduction coefficient in concrete masonry design.
- Appropriate layout and detailing options for maximizing sound reduction within buildings for optimum user comfort.

Keywords: concrete masonry, sound control, sound transmission class (STC), outside-inside transmission class (OITC), International Building Code, ASHRAE 189.1, sustainability, noise reduction coefficient (NRC), detailing, building layout

Product Details

Sound Intensity

Sound intensity is measured in decibels (dB). The higher the dB, the louder the sound.



1

Access Type

Individual Access ▾

ADD

3. For 'Access Type', click drop down arrow and select 'Registration Code'.

mbles and systems. Topics **Product Details**

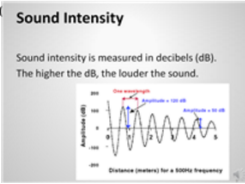
es to address sound control, h

assemblies, noise reduction

s as a sound barrier.

Sound Intensity

Sound intensity is measured in decibels (dB). The higher the dB, the louder the sound.



1

Access Type

Individual Access ▾

Individual Access

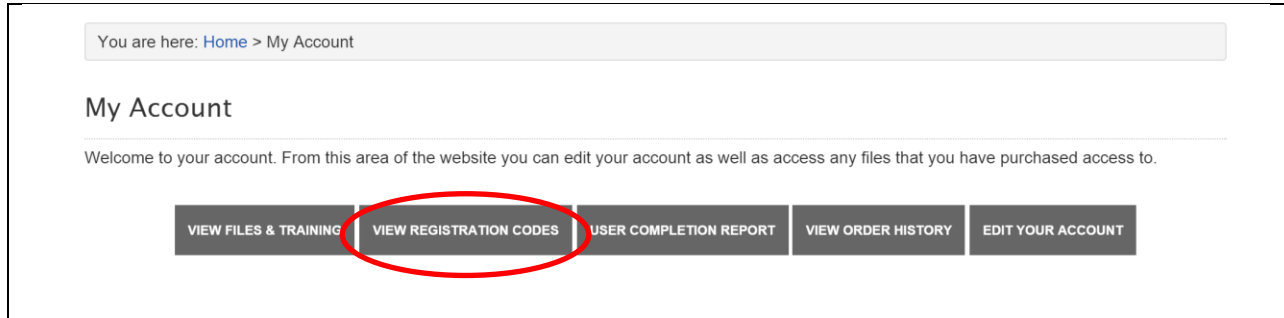
Registration Code ←

ADD

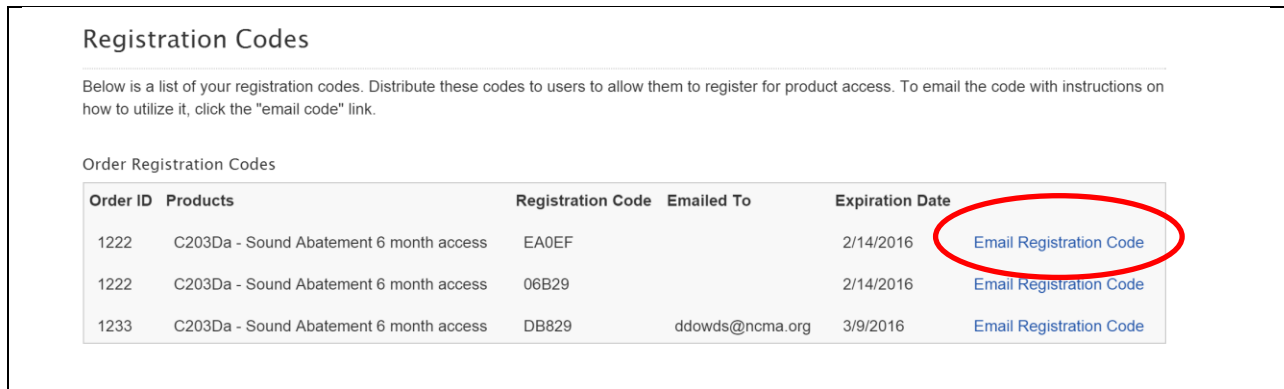
4. Click 'Add' to add to your cart.
5. Complete purchasing process by going to your Cart and purchasing. (Note that purchasing happens through PayPal, but you can enter a credit card without having to create a PayPal account).

Step 3 – Assign Registration Codes to Employees

1. Log in to your CPU Online account
2. Click on the box that says ‘View Registration Codes’



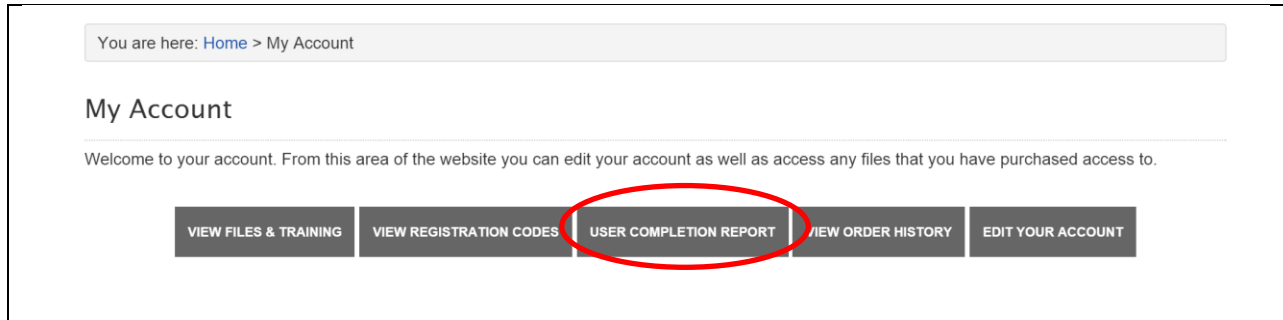
3. This page lists all your registration codes. The ones on the top are ones that are purchased and not assigned. At the bottom are codes that have been registered to employees previously.
4. To assign a code, simply click the link ‘Email Registration Code’ for the code you wish to assign.



5. Enter the email for the employee you wish to assign. The CPU Online system will send that person an email with a link for the to access the training
6. They will have to click on the provided link and log in to access (it is helpful if they have created a CPU Online account first).

Step 4 – Tracking Progress

1. Once you have assigned codes, you can use the CPU Online system to monitor the progress of your employees.
2. Log into your account, and then click on the box that says ‘User Completion Report’



3. Once your employee(s) have claimed the registration code from the system email, they will show up on this report. You can sort by name, module, or completion date. The ‘Course Status’ column will show whether the education module has been completed or not. For courses that have certificates, you can download a copy of the certificate once they have finished the course. You can also export this report to Excel if that is desired.

The screenshot shows the 'User Completion Report' page. At the top, it says 'You are here: Home > My Account > User Progress'. Below that is the heading 'User Completion Report'. In the top right corner, there is a blue link 'Export to Excel' circled in red. Below the heading is a table with the following data:

Course	Last Name	First Name	Course Status	Expiration Date	Start Date	Completion Date
C101a CPU Online Overview SCORM	Lang	Nicholas	Not Started	9/19/2015		
C101a CPU Online Overview SCORM	Lang	Nicholas	Not Started	5/6/2016		
C102Da - NCMA Materials and Resources	Lang	Nicholas	Not Started	5/6/2016		
C103Da - Introduction to CM Production	Lang	Nicholas	Incomplete	5/21/2015	5/5/2015 5:13:52 AM	
C103Da - Introduction to CM Production	Lang	Nicholas	Incomplete	5/6/2016	5/5/2015 5:13:52 AM	
C104Da - Concrete Masonry Overview	Lang	Nicholas	Completed Save Certificate	5/29/2015	2/12/2015 6:30:04 AM	2/12/2015 7:59:41 AM
C104Da - Concrete Masonry Overview	Lang	Nicholas	Completed Save Certificate	5/6/2016	2/12/2015 6:30:04 AM	2/12/2015 7:59:41 AM

Please do not hesitate to contact NCMA staff if you have any problems with this process!