

Capstone Resources & Videos Online Instructions for Site Coordinators

Dear Site Coordinators,

In response to the worldwide pandemic of Covid-19, TUMI has developed an optional work-around for sites that are unable to meet for regular Capstone classes. This will enable you as the Site Coordinator to provide tools to your Mentors and Students, including access to the video teaching segments, quizzes and exams in a word document form and instruction on how to utilize the video meeting platform Zoom.

Create an account on www.TUMInetwork.com or login to an existing account

1. Click on “Satellites” from the menu option
2. Click on the article, “Let’s stay focused and continue to train leaders for the harvest!” and watch the short video segment from Dr. Don Davis to you
3. Review the Mentor Resources:
 - a. How to host a ZOOM meeting – scheduling, starting and managing the meeting
 - b. How to join a ZOOM meeting as a participant
 - c. The Key Components of “In Context” Theological Education (.pdf)
 - d. Online Satellite Class Hosting: Tools for Mentors (.pdf)
 - e. Sample Class Info Page (word.doc.)
 - f. Sample Class Contact Sheet (word.doc)
4. Review the Student Resources:
 - a. Reading Completion Sheet *
 - b. Scripture Memory Contact Sheet *
 - c. Links to each module workbook and required reading textbooks
5. Quizzes and Exams – to access a word.doc version that can be filled out in Word, please download from the regular location on www.tumi.org by logging into the Satellite Gateway and located under the *Quizzes/Exams, Answer Key, Reading Assignment* link. **In order to maintain the integrity of the quizzes and exams, we ask that the Site Coordinator download and distribute the document(s) to your Mentors for their distribution to students. This prevents students from going directly to the protected website where answer keys are also located.**
6. Video segments for viewing by Mentors and Students
 - a. Under Capstone Video Links, click on the desired module number, then click on either the highlighted module number/title, or on the module cover image
 - b. Enter the password: **TUMI** (must be uppercase letters)
 - c. Select desired video segment

Tips:

1. Instruct your Mentors and Students to access Capstone videos by creating their own TUMI Network account.
2. Encourage your Mentors to have Students view the video segments prior to meeting by ZOOM in order to maximize the discussion time over video conferencing. Playing the video via ZOOM does not stream well.
3. * All of the word.doc Student forms are meant to be filled out, saved and returned to the Mentor by email. Students can do the same with the Exegetical projects. These can also be printed out by the student and sent via regular mail if your Mentor makes an address available.
4. Our system of equipping is heavily dependent upon the Mentor's ability to help our students adjust to this new platform of class interaction. This online training assumes that our Mentors will smartly guide our students through this process by communicating clearly regarding ZOOM class times and handling efficiently how assignments with their due dates and materials are received. Please make certain that your Mentors use the template “Sample Class Info page” in order to make clear how this online training will proceed.