



OFFICE OF STATE FIRE MARSHAL Fire and Life Safety Training Procedures

INSTRUCTOR RESPONSIBILITIES

1. **TRAINING COORDINATION:** -----
 - a. Instructor notifies the Office of State Fire Marshal FLSS (contact information page 2) of the type of training to be held:
 - i. Fill out the 'OSFM iLearn Training Form.doc', this is a fillable form.
 1. Open the form, complete the form
 2. On the top tool bar, Click File and Save As, save it on your desktop.
 3. Then email it as an attachment.
 - b. The OSFM – iLearn administrator will create the course on iLearn.
 - c. Instructors gather a sign up sheet – Use 'OSFM Initial Sign Up' form. ***Provide a deadline for signing up with ample time for registering students on iLearn and creating your student manuals'***
 - i. At least a week prior to the class, fax, email, or mail the 'OSFM Initial Sign Up' form to OSFM – FLSS, who will log in and register students for the class on iLearn
 - OR**
 - ii. Advise students to log on and register for their course (**provide a deadline**):
2. **CLASS ROSTER:** -----
 - a. An OSFM roster will be completed at the beginning of the course and returned to the OSFM – FLSS.
 - b. DPSST certified classes: participants fill out the DPSST roster. The completed DPSST roster will be returned to the OSFM – FLSS
3. **TEST:** -----
 - a. Every course requires a test to be successfully completed by each participant to receive credit for the class
 - b. The instructor grades the tests and places the results on iLearn: see 'OSFM iLearn Instructor Guide': edit scores and attendance.
 - i. When the attendance has been updated OSFM – FLSS iLearn administrator will print and mail certificates to Instructor. Instructor will distribute to students.
 - c. Upon completion of each training module, route all tests and rosters to the OSFM – FLSS iLearn administrator.



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4. COURSE EVALUATION FORM: -----

- a.** Instruct students to fill out the online evaluation on iLearn following the completion of the course (see instructions Pg. 2).

After students have completed the evaluations, instructors can view the completed evaluations on iLearn (see iLearn Instructor guide)

AND/OR

Provide written evaluations at the end of the class.

ON LINE EVALUATION INSTRUCTIONS

Please complete an evaluation survey for the OSFM – FLS (name of course)

You can find the survey in the iLearnOregon system under your account.

To complete the survey, follow these steps:

1. In your web browser type in this URL: <https://ilearn.oregon.gov>. Then log in using your iLearn login ID and password.
2. On the tabs, click on "Transcript."
3. From your Transcript page find the course you want to complete the survey for and on the Action menu select the blue drop down button and select "Take Survey" and then select "Go." The "Take Survey" page will display.
4. Click on the title of the survey to launch it.
5. Enter your answer for each question.
6. Click "Submit" to submit your answers. You may only complete a survey once, and all the questions must be answered before the survey can be submitted. Or, you may click on the "Complete Later" button if you want to complete the survey at a later time. You will be taken back to the "Take Survey" page, but under "Status" it will show "Completed."
7. Click "Return" to go back to the Transcript page.

For help contact:

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