This instructor packet accompanies the FIF 100 series courseware and is meant for use by program administrators, instructors, and supervisors of the students who take the FIF 100 course. Use this guide in conjunction with the Student FIF 100 Study Guide to administer the FIF 100 course.

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The Web-ROM
Students will receive a Web-ROM to install at their workstation. They will use the registration key provided to CREATE ACCOUNT as a course user and create a user name and password. They must be connected to the Internet to access the course.

The Web-ROM will install components for the course, including a desktop start icon. They will use the start icon (or start menu) to login into the course each time (the Web-ROM must be in the disc drive of their computer to access the Web-ROM course).

The Web-ROM also holds key media files that allow the user to view the videos and open documents with speed and ease.

If, however, students would like to access the course from another workstation (provided the workstation has a high-speed Internet connection), they may access the course on the web at www.fireinthefield.net and login. This will stream the videos and pull the documents from the main server, but will allow students to access the course without the Web-ROM if desired.

Course Units
OPENING PAGE
This page contains information on course content and a link to the article that explains how the student is to proceed with taking the course. See Appendix page i for the article.

ASSIGNMENTS
Each seminar section contains various assignments that may include the following:

Read
Click on the article title to read (or print) the article.

View Video
Click the video title to view an additional video on the topic.

Fig. 1 - Video Seminars Screen
**Answer Study Guide Questions**

Click the link to answer the study guide questions and save them for administrator review.

Students may access the study guide at-a-glance page from the resources menu. Here students may print out study guide questions with their typed answers to each section for further study.

If desired, the student may also print out a hard copy of the study guide and hand write the answers.

**Take Quiz**

The quiz is meant to indicate to the students how well they are mastering the material, and how prepared they will be to take the final written exam. They may use encyclopedia articles, video transcripts (located in the resources section), and their study guide question answers to help them during the quiz.

Choose an answer. Click “submit.” The question is scored and student feedback is delivered. Click “next” to go on to the next question.

After the final quiz question is answered, the program scores the review exercise and displays the student's score (e.g., “You scored 4 correct answers out of a possible 5.”) and a recommendation on whether or not the student is prepared to move on or should review material before proceeding. The recommendations are as follows:

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**Fig. 2 - Study Guide Questions**

**Fig. 3 - Study Guide At-A-Glance Menu**

**Fig. 4 - Study Guide Download Location**
SCORE | RECOMMENDATIONS
--- | ---
Perfect Score (100%) | Excellent. You are ready to move on to the next seminar.

Good or Passing Score (80-99%) | Good. Unless you’d like to review this video and its related assignments again, you can move on to the next video.

High Failing Score (70-79%) | It is recommended that you revisit the material in this video along with its related assignments.

Low Failing Score (< 69%) | At this time, your knowledge of the material in this seminar is not sufficient for you to pass the unit exam. To improve your chances of success, we recommend that you revisit the video and its related assignments.

Unit Exams
Students may take the unit exams at the end of each section. These are randomized questions taken from the quizzes. Each time a unit exam is accessed, therefore, the question order will be different. The unit exams function in the same manner as the quizzes – they are meant to indicate to the students how well they are mastering the material and prepare them for the final written exam.

Resources
The resources section of the courseware houses the encyclopedia articles for the assignments, other encyclopedia resources used by the region.
or state, the NWCG Glossary of Wildland Fire Terminology (PMS 205), and the NWCG Publications that relate to the course material. Many student assignments involve accessing an NWCG article or video. Instructors or supervisors may want to use the NWCG PowerPoint presentations for remediation or review of the courseware objectives.

Links and Tools
This page directs the student to various WWW links useful for a wildland firefighter.

Check Progress
This page shows students a list of the course unit sections and how much the time spent on each item as well as the date of access.

This section also shows quiz and test attempts and scores, shows study guide answers, and links students to the messaging system where they can send and receive administrator messages.

Contact Info
This page lists tech support contact information.

Support
Students may click on “Support” for help with technical issues. From there, they choose a support topic to find information on that issue or request additional support from Interactive Training Media.
Administrator Login

Logging In
You will be given a user name and password that will allow you to function as an administrator for the trainees you are responsible for. You may log in at www.fireinthefield.net.

As an administrator, you will be able to change student information, check and report student progress, send and receive student messages, access program reports, add or alter assignments, and view license details.

Selecting a Course and Student

FIND A COURSE BRANCH
Look for your branch in the “Find a Student” tree branch listing. You may need to click the + to reveal more sub-branches. You may click on the top tree branch to view ALL STUDENTS at your permission level.

SELECT A STUDENT COURSE BRANCH
Click any branch or sub-branch of the tree to find students in that group. The list of students will appear in the dropdown menu below the tree. NOTE: You must select a student course branch before sending e-mail to that group, or creating reports for that group.

CHOOSE A STUDENT
Use the dropdown menu to choose a student to check individual progress then click “select.”
Individual Student Management Page
Here you will see the registration information for the selected student, as well as the student's registration number and expiration date. You may edit the registration information by clicking “edit” to change information in the fields. Click “save” when you have finished to save the changes.

Use the “Portions Completed” section to indicate when the student has completed additional sections of the course by clicking on “yes” and entering a date. Click “submit edits” to save these results.

PROGRESS DETAIL
Click “View student progress detail” to access the student progress page. Each seminar title is listed. If a student spent time in a seminar section, a time will be listed, which corresponds to the time spend viewing the seminar video. Click on the seminar title to view a dropdown menu of the other assignments for that seminar. If a time is listed next to an assignment title, then the student accessed that assignment. Click again on study guide questions or quiz to see the answers or score for those assignments.

Note: The student can access this same student progress page from his/her Web-ROM.
SEQUENCE DETAIL
Click “View student sequence detail” to view a report that shows each place the student accessed in the program in order of date and time.

Note: The login/logout entries do not total in student time total.

STUDY GUIDE RESPONSES
Click “View study guide responses” to see that “at a glance” questions and student answers for all of the study guide questions in the program.

You may click on a section title to see what the student response was. You may also type in feedback (change the font or use the highlighter function to distinguish from student’s answer) - be sure to click "CLOSE" and then the back button on the browser to access another section.

You may check section boxes and then click on the printer icon to open up a pdf with the questions and student responses to print out for review.

Note: The student can access this same study guide questions page from his/her Web-ROM. The students may also print out questions, their answers, and your feedback to study for the final written exam.
VIEW VIDEO PROGRESS
Click “View video progress” to access a report of the videos the student has completed. True denotes the student watched the entire video. False means the video was not viewed in its entirety. You may export this report to Excel for your records. Click your browser’s back button to return to the student progress page.

Messaging System
The “Mail” button allows you to access the messaging system, which works like a typical e-mail system to allow administrators and students to communicate.

You may see your e-mail or reply to a received message before you choose a student group. However, to send e-mail to a particular student or student group, you must first choose that student group from the tree under “Find a Student.” Once you have done that you can send to individual students in that group or choose “send to everyone” from the dropdown menu to send to everyone in that group.

Note: Students must log in to the FIF Web-ROM in order to get FIF mail. There are times you will want to go to the student management page and e-mail the personal account they entered during registration instead of using the FIF mail system. If students have not yet registered for the FIF course, or have stopped logging either because they have completed the course, or are just not finishing, e-mail sent through the FIF mail program won’t be an effective means of communicating.
Reports
The administrator can generate reports that contain registrant information, usage of the program, and other custom components. Below are some report examples.

STUDENT CONTACT INFO
This report draws from the registration information to report name, address, job title, and phone number.

STUDENT TEST SCORES
This report show registration date, time spent in program, last student visit, and the students’ highest unit test scores.

STUDENT ACHIEVEMENTS
This report indicates final exam, field exam, and certification information.

REGION/CLASS INFORMATION
This report shows name and organization of students, as well as title and certification

INSTRUCTOR LIST
This shows a list of instructors who have permissions to view the group branch.

TIME VS. PERFORMANCE
This lists a percentage of the study guide questions answered, as well as test scores and total time spent in program.
Viewing the Student Course Materials:
You may view the course materials online – after you have selected a student, a “course” button will appear at the top of the screen. Click on course to view the student materials. You must allow pop-ups to view pdfs, and you must set you windows media player to download usage rights automatically to view the videos (open windows media player, choose tools, then options, then privacy to make sure this is checked).

***Note about using a Web-ROM as an administrator***

If you are having difficulty viewing the streaming version of the distance learning course online, you may create a student account for yourself using a Web-ROM to view the contents of the course. You cannot use the Web-ROM with your administration username and password. To create a Web-ROM account, insert the Web-ROM into your CD-ROM drive and follow the default install screens to CREATE ACCOUNT with a new Web-ROM username and password.

To install your Web-ROM with an existing student account, insert the Web-ROM into your CD-ROM drive and follow the default install screens. When the installer asks you to CREATE ACCOUNT to register with a username and password, click EXISTING ACCOUNT instead to finish the Web-ROM install and login with your existing student username and password.

Common Questions:

**How do I set up a course?**
Call ITM to set up a course branch. They will make sure that course branch appears on your administration site and is open for student registration. We suggest you meet face-to-face with your students to give them the Web-ROMS and the installation instructions with the course title written in, and to explain the expectations for the course.

**Note:** It is important that you make clear to the students what group to choose during registration, so that you are sure that they are entered into your class title. Use the slot in the installation instructions, or a cover letter to indicate the name of the course they are to choose in the drop down menu during their registration process.

**What is an appropriate timetable for completion?**
It is best to give students between 4 and 8 weeks to complete the course work. Less than 4 weeks may result in students not being able to finish due to heavy work loads; more than 8 weeks may result in students not retaining information from the course for their field day requirements.

**How much time do students spend on the course content?**
The value of individual distance learning is that students may take the course at their own pace depending on their previous experience with the material, rate of comprehension, and ability to retain information. We unusually see anywhere from 12 – 30 hours for students to complete the course, but depending on the student, fewer or more hours will also be valid.

**Can the student retake the Unit Exams?**
Yes – in fact that is a good review for the final written exam. Students may take the test as many times as they want. All the scores show in the student detail page; the highest score will show on reports and the student management page.
Should the student complete all the assignments?
The course was designed for the student to watch the seminar videos and complete all the related assignments in order to fully prepare for the field exercises and final written exam. The instructor should make clear his/her expectations that students complete the assignments before reporting for the field exercises.

What if a student cannot finish the course due to circumstances beyond his/her control?
It is possible for ITM or the State FIF Administrator to move a student who was unable to complete the coursework to another course when one is available so the student will be able to complete the coursework at a later date. ITM can also extend the expiration date for students who may need this to allow for a longer completion time period.

What happens once a class has completed the course?
The instructor should complete the database entries in the “Portions Completed” section of each student management page. Instructors give certificates to students who have passed all requirements. ITM closes the registration for that class when notified by the instructor, but the instructor will always be able to access the data on that class.

Do Web-ROMs expire?
Most Web-ROM accounts expire 180 days after registration. If the course is to be used for refresher training, the Web-ROM account will expire after 3 years. If a student has completed the course or the refresher training and would like to view the materials again, ITM will be glad to extend permissions for that student to login to review the materials. The student should call the toll free number on the back of the packaging to ask ITM to do this.

Can the FIF 100 DL course be used for refresher training?
An instructor can use the FIF 100 DL Web-ROM for refresher training by indicating in the cover letter to the student when sending a Web-ROM which sections are required to complete the refresher training.

What if the student has technical difficulties?
Please have the student call the toll free number on the back of the FIF 100 DL Web-ROM packaging to get help with technical issues. Some common issues can be resolved using the technical bulletins found on the following pages.
Tech Bulletin - Quick Fixes to Common Problems

1. White screen issue

If while using the FIF DL program, the screen goes completely white, this means the program is having trouble resetting the page. Press and hold “Alt”, then “Tab” to clear.

2. Any issue

Check the version number on the Web-ROM surface art. Anything from 12/07 (v.1207) on is good. If they have one that says v.1107, send a replacement and be sure they uninstall the old on first.

3. Forgetting username and/or password

A student’s username and password can now be found by the administrator, or by an ITM rep using the admin login, on their student summary page. If an administrator forgets his/her username or password, they must contact Joe or Mary to retrieve it.

4. Hanging on the loading screen

This means there is an Internet connection issue using the Web-ROM. Have the user try again at a later time—or have them try the online site to login. If you send them to the online login, be sure they allow pop-ups on the site, and be sure their media player is set to download usage rights automatically (see other technical bulletin). They may also try downloading the latest version of Shockwave — see below.

5. Fatal error

If the program submits a FATAL ERROR, which says something like Macromedia Director has experienced a problem and must close, then have the user download the latest version of Shockwave at the following web address: http://adobe.com/shockwave/download.

6. PDF printing problems

If a user has trouble printing the PDFs from inside the program, have them print them using the media folder on the WebROM (Click My Computer, Right click on the FIF CD-ROM drive, click Explore, Click Media, then PDFs to open and print.) If an administrator cannot print from the instructor guide on the admin sites, please e-mail the pdfs to that administrator to print out in Acrobat.

If you are using the fireinthefield.net site for FIF 100 DL, and you get this message, follow these steps:

1. Logout of fireinthefield.net online program
2. Open up Windows Media Player
3. Go to Tools, and Click on “Options”
4. Click “Privacy” from the top tab choices
5. Make sure “Download usage-rights automatically when I play or sync a file” is checked
6. Click “OK”
7. Return to fireinthefield.net and login
Tech Bulletin 6/26/2008 - Debugger Issue

If you get an error message about running a “debugger”, follow these steps:

1. Logout from the program
2. Open up Internet Explorer, click on Tools, Internet Options
3. Click the tab labeled “Advanced”
4. Make sure Disable script debugging (Internet Explorer) and Disable Script debugging (other) are both checked
5. Click “OK” and close out Internet Explorer
6. Start and login to the FIF 100 DL program
Tech Bulletin 6/27/2008 - Registration Issue

If you are getting a script error when trying to register after installing the Web-ROM, follow these steps:

1. Go to fireinthefield.com and click register

2. Use the code on the back of your Web-ROM to register for the course

3. At the end of this process, close out the Internet Explorer browser

4. Open the Fire in the Field Web-ROM program, then use your established username and password to login and begin

NOTE: If you have trouble with the Web-ROM, or cannot install the Web-ROM at all, try registering and logging in at www.fireinthefield.com, which is an online site with the same content as the Web-ROM. Be sure to allow pop-ups when using this site.