

FireTrex

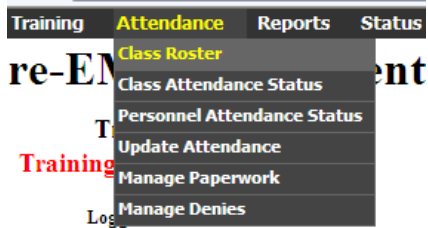
Training Software User Guide Training Administrator

6.1 Class Roster v1.0 (2011)

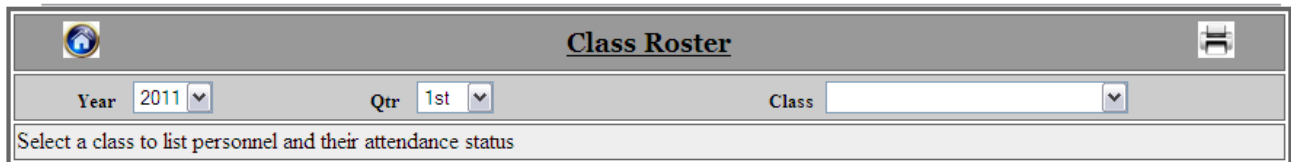
Class Roster

The class roster gives the Training Administrator a one page summary showing class details and attendance status for any given assigned class.

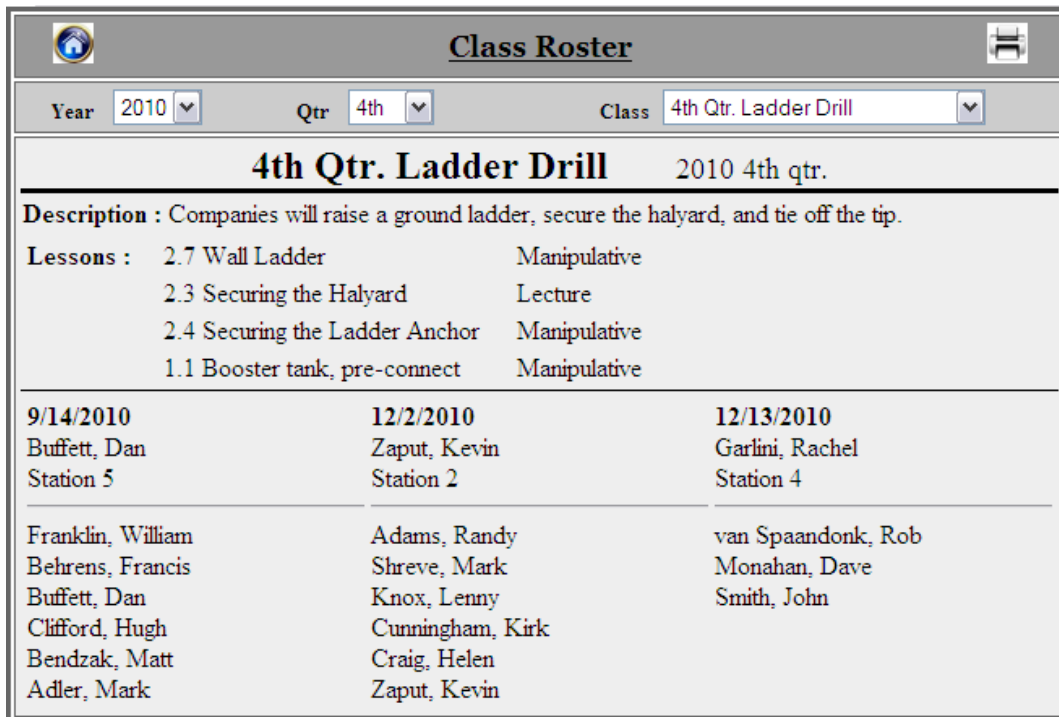
1. Hover over **Attendance**. Click on **Class Roster**.



2. This will take you to the **Class Roster** page.
3. Use the drop down menus to select the desired **Year**, **Qtr**, and **Class**.



4. After you have selected a class, the class roster will appear.






- The top of the roster lists the class details which include: class title, year and quarter the class was assigned, description, and the lessons that were included.

4th Qtr. Ladder Drill		2010 4th qtr.
Description : Companies will raise a ground ladder, secure the halyard, and tie off the tip.		
Lessons :	2.7 Wall Ladder	Manipulative
	2.3 Securing the Halyard	Lecture
	2.4 Securing the Ladder Anchor	Manipulative
	1.1 Booster tank, pre-connect	Manipulative

- The bottom of the roster shows the attendance status which includes: class date, instructor, location, and attendees. NOTE: This report only lists the employees who attended the class.

9/14/2010	12/2/2010	12/13/2010
Buffett, Dan Station 5	Zaput, Kevin Station 2	Garlini, Rachel Station 4
Franklin, William Behrens, Francis Buffett, Dan Clifford, Hugh Bendzak, Matt Adler, Mark	Adams, Randy Shreve, Mark Knox, Lenny Cunningham, Kirk Craig, Helen Zaput, Kevin	van Spaandonk, Rob Monahan, Dave Smith, John

- If you would like to print the report, click the print button  at the top of the page.


Class Roster


Year
Qtr
Class

4th Qtr. Ladder Drill 2010 4th qtr.

Description : Companies will raise a ground ladder, secure the halyard, and tie off the tip.

Lessons :

2.7 Wall Ladder	Manipulative
2.3 Securing the Halyard	Lecture
2.4 Securing the Ladder Anchor	Manipulative
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