

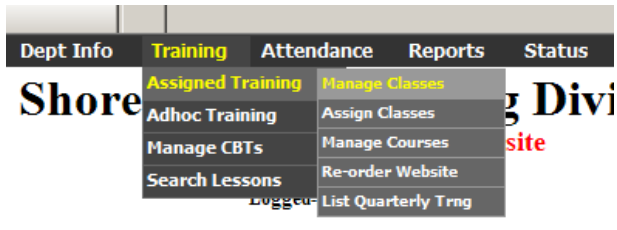
FireTrex

Training Software User Guide Training Administrator

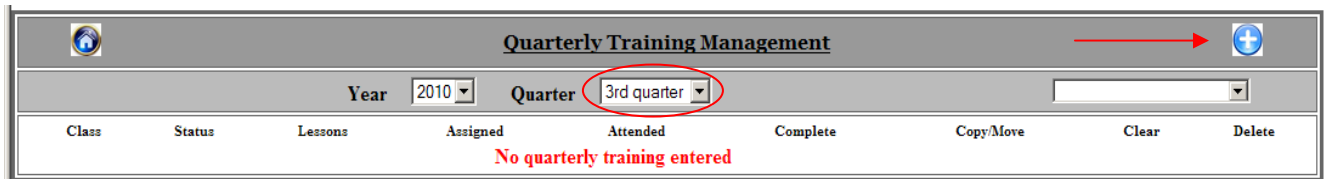
Manage Classes
v1.0 (June 2010)

Manage Classes

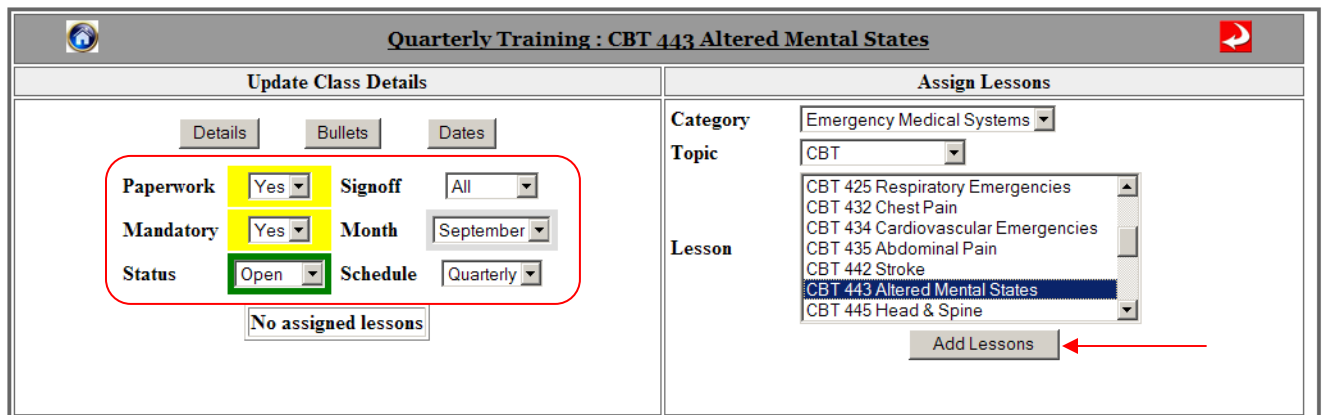
1. Hover over **Training, Assigned Training**. Click on **Manage Classes**.



2. The current quarter is displayed. If you need to change the quarter, use the drop down menu to select a new quarter.

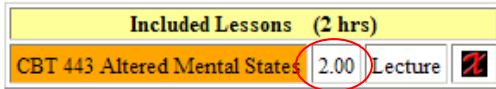


3. At the right of the screen, click on the blue plus sign to add a new class.
4. A pop up window will appear. Enter the title of the class. Click **Create Class**.
5. Choose the option to **edit the new class**.
6. Use the drop down arrows to customize your class accordingly.



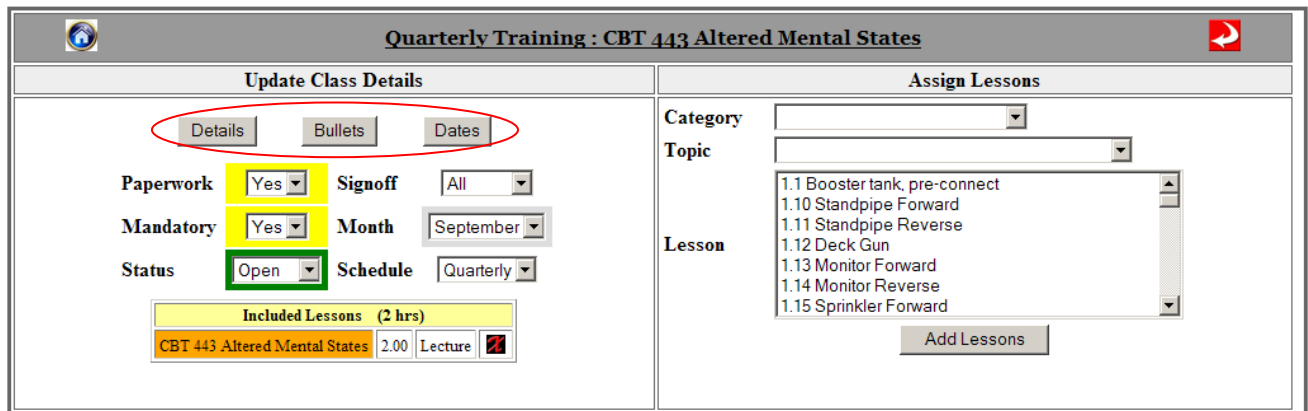
7. Next, assign lesson(s) to the class. Choose a **Category, Topic, and Lesson**.
NOTE: a class can have more than one lesson. Hold down the **Ctrl** key to select multiple lessons.
8. Click **Add Lessons**. The assigned lesson(s) will now appear on the left side of the screen.

- To change the default hours of a lesson, click on the current hours displayed. A popup window will appear. Enter the new hours and click **Save Update**. You can also delete the lesson by clicking on the red 'X'.

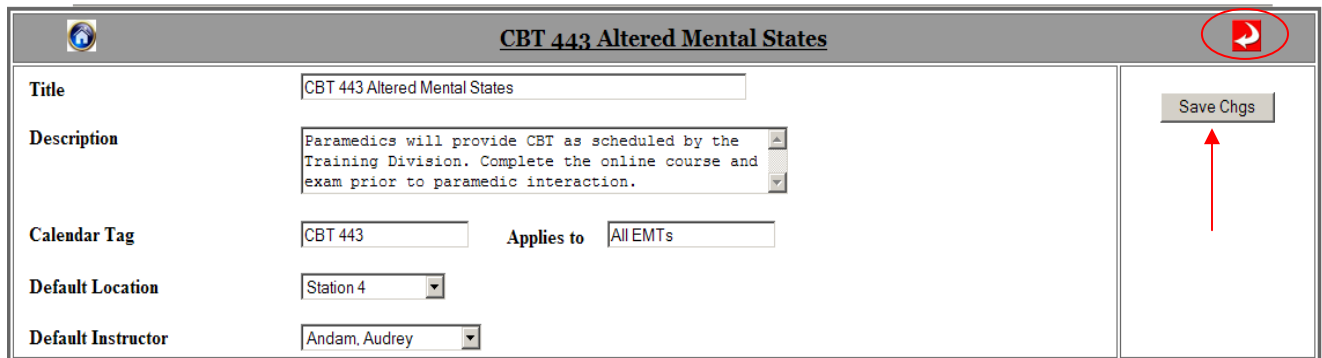


Update Quarterly Training on the Training Website:

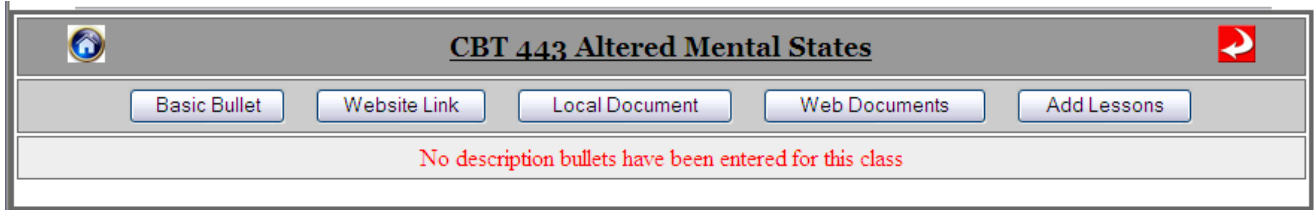
- The top three buttons allow you to update the class details on your Training Website. These details will be displayed on the **Quarterly Training** class list.



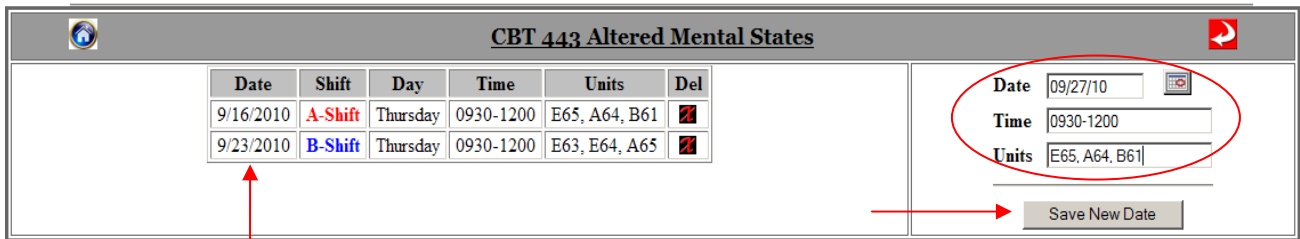
- Click on the **Details** button.
- The title is already displayed. Enter the appropriate class information in the remaining fields.
- Click **Save Chgs**.
- Click the red arrow button to go back to the previous screen.



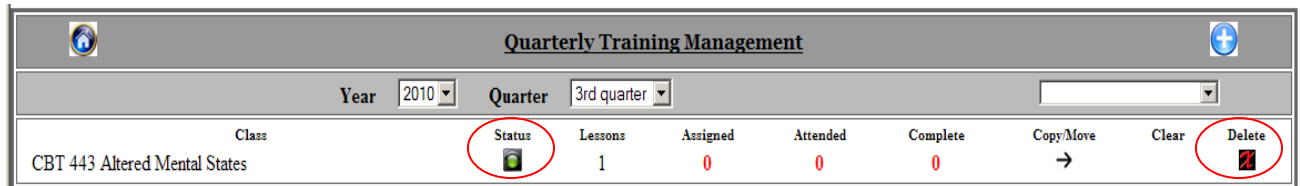
15. Click on the **Bullets** button. There are five ways to add a bullet to a class description. You may also choose not to add a bullet at all.
16. Please see the *Adding Bullets* user guide for detailed instructions.
17. After all bullets are added, click on the red arrow button to go back to the previous screen.



18. Click on the **Dates** button.
19. Enter the Date, Time and Units. Click **Save New Date**.
20. The class date and assignment will appear on the left side of the screen.




21. To change the date, time or units, hover over the entry until the hand symbol is visible. Click on the entry. A popup window will appear. Enter the new information and click **Save Update**.
22. Click the red arrow button to go back to the previous screen.



23. Here, you will see the classes entered. The **Status** is green, which means the class is open. Click on the green button to change the status to closed or design mode.
24. If you need to update a class, click on the class title.
25. You can also delete a class by clicking on the red 'X'. NOTE: once personnel have been assigned to a class, you will no longer be able to delete the class.
26. To add another class, click the blue plus sign and follow the directions above.

27. Lastly, be sure to view your Department's Training Website to see the new class listed under Quarterly Training.



Fire and E.M.S. Training Division

FireTime
Software
v2.0 © 2006-2010

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Third Quarter
Training

First Quarter

Second Quarter

Third Quarter

Fourth Quarter

Assigned Training for Third Quarter

CBT 443 Altered Mental States ↑
All EMTs

Description: Paramedics will provide CBT as scheduled by the Training Division. Complete the online course and exam prior to paramedic interaction.

- Complete the online exam [click here](#)

Shift	Date	Time	Units
A-Shift	9/16/2010	0930-1200	E65, A64, B61
C-Shift	9/20/2010	0930-1200	E65, A64, B61
B-Shift	9/23/2010	0930-1200	E63, E64, A65

[Class Links](#)

CBT 443 Altered Mental States