



Dutchess County Department of Emergency Response Training Center Standard Operating Procedures

S.O.P #21-001

Revision Date: 09/30/2022

Subject: Course Registration/NYS LMS

Notes: Original issue 11/19/21, in full effect 1/1/22; email data field revised 9/30/22

Dutchess County will operate a hybrid of two systems.

DC911.com will allow Department Officers to have control over signing up their members for courses offered, while the NYS LMS will be used to track all student training records and actual course enrollment.

Dutchess County website DC911.com

Fire Dept Users and Responsibilities

Officers and designees seeking authorization to utilize the system shall complete and submit a DC911.com User Registration form available on the website to the General Fire Training Mailbox. (Please put User Reg in the subject line). Authorized Users will be the only department personnel with the capability to sign up students for classes and manage their department database. It is the responsibility of the department to maintain correct and current Authorized Users.

Each department through their Authorized Users will be responsible to maintain a roster of current/active members containing their NYS ID#. The member's NYS ID# is **REQUIRED** to be in the Contact No field of the *FireFighter Registration* page instead of a phone number. (You must select Edit for the existing membership list.) This data field is visible to Instructors and admins and is needed to register and enroll the student into the course through LMS. It should also be entered in the NYS ID field to be visible to Authorized Dept Users in the *View Firefighter List*.

Email address REVISION 2022 – NO notifications will be sent from DC911 to a member. Although the field requires an entry, it does not have to be a legitimate email address unless you desire so for your records. An email can only be used Once throughout the entire system of all Dutchess County Fire Departments. If the member's email address is already in use from a previous dept, you will not be able to reuse it.

Any column heading highlighted in **Blue** on the DC911 website can be sorted in Descending order by clicking it. Click a Second time to sort in Ascending order.

It is currently not possible to delete a member from your rolls. To make viewing your membership roster list easier, and signing up members for classes easier, add an 'X' as the first letter of the members last name for anyone that has left your department. That will cause Active members to be listed at the top of your membership rolls

NYS LMS (Learning Management System)

Individual Users and Responsibilities

Each student is responsible to obtain and update information on their own NYID# which needs to be provided to their Fire Dept DC911 Authorized User.

New student/member NYS ID#'s can be and should be requested as soon as a member joins the department.

See NYS LMS ID# in the forms section of DC911.com for instructions on how to Create, Update or Retrieve NYS ID#.

Once a LMS account has been created, students can log in at any time to view their status of requested courses. Students are currently NOT allowed to Register for courses in Dutchess County directly through LMS, but may search, view and enroll in other courses posted throughout NYS. *(Dutchess is not the only county restricting student enrollment-check the appropriate county website for further information.)*

If there is a need to cancel your request and withdraw from the course prior to the start date, you must contact the Dutchess County Training Coordinator requesting to be done so. Failure to provide advance notification of course withdrawal will be marked as a "No Show" on the student's LMS record and will be visible upon future requests. Please do so as early as possible to allow other students to fill the seat.

A student will become listed as "InActive" in LMS if there is not a current valid email address on file, or the student has not taken a training class in 10 years. **It is the responsibility of the student to maintain a current Active status in LMS.**

Requesting Admission to a course offered through Dutchess County Fire Training

Courses offered by Dutchess County, or NYS courses offered through Dutchess County will continue to be posted on the DC911.com website. Listed Maximum enrollment levels will be higher than Actual Maximum Enrollment levels of the course. This will reduce members being lost on a waiting list because they were not sitting at the computer at time of course announcement.

A Department Authorized User will request admission for a member to a Training Class through DC911.com with students NYS ID# visible in "Contact No" data field.

- Actual students attending must be entered.
- Seats can not be held by names other than the requesting student.

A fully completed Training Authorization Letter must then be emailed to the General Fire Training Mailbox listed on the DC911.com website. (Please put TAL in the subject line). Date and time stamp will be visible and noted. A fillable pdf file can be located in the *Forms & Information* tab. This can be filled out and downloaded with completed information to then be signed and sent as an email attachment. (An electronically signable pdf is being worked on).

DCDER staff will regularly review the county website admission request list and REGISTER students into the course through NYS LMS. This will be done frequently particularly on posting dates. Date and Time stamp will be recorded in LMS.

If there is no visible NYID#, the student will be skipped over.

DCDER staff will subsequently locate the student in LMS utilizing the NYID# and review the submission for meeting the needed Prerequisites. **If the student does not have an Active NYID#, they will not proceed to the next step.** Upon prerequisites being met, and having received a TAL, the student will be marked as ELIGIBLE for enrollment in the course through NYS LMS.

At a minimum of 10 days prior to the start of the course depending on demand, and following any guidance from the Fire Coordinator, ie. limiting number of students per dept, etc, eligible students will ENROLLED (accepted) into the course by DCDER staff up to the class maximum. An email will be automatically sent to the student from NYS LMS administration. LMS Registration and Enrollment will continue until the day before class starts as long as seats are still available. The DC911 website will also be updated to show those students actually enrolled into the course.

1st day of class

Only students who have received a confirmation email from NYS LMS have been accepted and enrolled into the class.

If a student had requested admission through their Dept Authorized User, a TAL was submitted and yet did not receive a confirmation of enrollment, there is always the possibility that an Enrolled student may be a No Show (for which that will be marked on their record) and it is the prerogative of a student to arrive at the 1st session of class and take a chance on a seat being available. The course instructor will have complete authority and control over any replacement admissions based on all requirements having been met and documented in LMS and class size limitations. Students that failed to have followed all required steps will not be accepted. **NO Walk-ins are allowed.**

Instructor Responsibilities

An Instructor's role is primarily to instruct. All student Registration and Enrollment will be handled by DCDER staff.

At any time, Instructors are able to view and print a Course Roster Report showing student's enrolled in their course through LMS. Filters can be set to show those students that cancelled, did not meet prerequisites and were denied, were Eligible but Wait listed due to seats being full, etc. Notes will be visible pertaining to such status conditions of eligibility to attend as well as date they were Enrolled in the course.

Emails can be sent to all students through LMS. Addresses are guaranteed valid for students to get to this point.

At the 1st session, any student that was Enrolled and is a "No Show" is to be promptly documented as such to the Training Coordinator. A "No Show" status will then be marked in the Notes on the Registration tab and an email will be sent to OFPC Training requesting the student be *Departed* from the course. This will become part of their permanent record.

Additional students that arrive in the hopes of a seat being available may be accepted at the instructor's discretion based on information visible in LMS including eligibility for enrollment of prerequisites being met and TAL being received. Upon viewing and verifying their eligibility status in the Registration tab, you may Enroll them into your course if acceptable. Any student not having followed the required steps to request admission to a course shall be dismissed. **NO Walk-ins are allowed.**

Attendance is not yet logged through LMS and may be forthcoming in a later module.

Test grades are to be entered as taken. Advise OFPC Training if additional tests are not listed or the minimum passing score is listed inaccurately. Do not enter grades if no test was given.

If requested, Certificates of Completion can be printed by DCDER staff on card stock, otherwise the Lead Instructor is responsible to create, print and/or email them through LMS. If card stock is desired for a "Graduation" type ceremony, please allow sufficient time for DCDER to process.

When the course is concluded, students that successfully passed must be edited to a Completed Status with an effective date of completion. A Course Roster Report is then to be created, downloaded and emailed to OFPC Training and Cc'd to the Training Coordinator stating that the course is to be marked as Completed and Closed. This should be done in a timely manner after the end of the course so student records will be updated and possibly affect prerequisites for future course requests.