



Fire Service Learning Network Instructor Mode

RESILIENCE IS A CHOICE.

FM Global Fire Service Learning Network

Using FM Global FSLN programs in the classroom

Fire Service Learning Network programs are designed so that they can be used in the classroom by an instructor. The Network's Instructor Mode allows training officers and instructors to use self-paced programs with their classes. When activated, the Instructor Mode allows the instructor to freely move about the program to show sections to students in class. To utilize this feature, the instructor must first complete the selected module and complete the Skills Challenge for the program.

The instructor can authorize class attendees who have their own FM Global Fire Service Learning Network logins to skip the requirement to view all sections of the program, since they have seen it in the class. The authorized class attendees can go straight to the Skills Challenge test to earn their certificate of completion for the program when the test is passed.

To authorize students, the instructor can either enter the student's email addresses into the form field on the page (this must be the same email the student uses as their username for their FM Global Fire Service Learning Network account) or upload a properly formatted Excel (.xlsx) list of class attendees' email addresses. A sample .xlsx file is available for download under the Instructor Features tab for each module.

A downloadable Instructor Guide for the FM Global Fire Service Learning Network modules is also available under the Instructor Features tab for each module.

Activating and Using the Instructor Mode

To activate the Instructor Mode, first log into the FM Global Fire Service Learning Network and select the **Edit Profile** tab on the Home page. Scroll down to the Professional Information section and select **YES** for either the **Training Officer** or **Instructor** radio buttons. When that is completed click the Update Profile button at the bottom of the page.

Professional Information

*What type of organization do you work for that will benefit from your training on the Network?

*Are you a Training Officer? Yes No

*Are you an Instructor in a topic related to the fire service or fire suppression systems? Yes No

Create a Password

Current password

New Password Retype new Password

*Security Question

*Security Answer

Newsletter Subscriptions

*New Content Yes No

*Network Updates Yes No

UPDATE

When your profile is updated, the Programs Detail page for each module will update and give the option of enabling or disabling the Instructor Mode for that module. To use Instructor Mode the instructor must first view each program to be used in the class and pass the Skills Challenge.

The screenshot shows the top navigation bar with the FM Global logo and 'Fire Service LEARNING NETWORK' text. To the right are links for TRAINING, GROUP REGISTRATION, SUPPORT, and ABOUT US. Below this is a purple header bar with 'Welcome back, Jon', 'EDIT PROFILE', 'ADMIN', and 'SIGN OUT' buttons. A 'DASHBOARD' link is centered below the header. The main content area features the program title 'Automatic Sprinkler System Design and Function' with a 'Share' button. Below the title are program details: 'Credit Hours: 1', 'Approximate reading time: 0.5 Hours', and 'Approximate online time: 0.5 Hours'. A row of four purple buttons is displayed: 'LAUNCH PROGRAM', 'GET CERTIFICATE!', 'REFRESH SKILLS CHALLENGE CERTIFICATE', and 'ENABLE INSTRUCTOR MODE'. A red arrow points to the 'ENABLE INSTRUCTOR MODE' button. Below the buttons are three images: a white tank, a person at a control panel, and fire equipment.

Program Abstract

Firefighters must understand how sprinkler systems work to pre-plan fire response and to use sprinklers effectively during a fire incident. This self-paced program demonstrates the advantages of automatic sprinkler systems, then describes how they work and what components they contain.

This program is the first in a series of four programs in the Fighting Fire In Sprinklered Buildings multi-program certificate. The full sequence is:

- Part 1: Automatic Sprinkler System Design and Function
- Part 2: Why Sprinklered Buildings Burn
- Part 3: Developing a Pre-Incident Plan for a Protected Building
- Part 4: Engine Company Operations at Fires in Sprinklered Properties

This screenshot is identical to the one above, showing the same program page. However, the 'ENABLE INSTRUCTOR MODE' button has been replaced by a 'DISABLE INSTRUCTOR MODE' button, and a red arrow points to this new button. The rest of the page content, including the navigation bar, header, program details, and abstract, remains the same.

With the Instructor Mode activated, modules will show an **Instructor Mode** box in the Module header. An **Instructor Features** tab is also added to the Module tabs at the top of the page.



How Sprinklers Make a Difference



The **Instructor Features** page provides a quick overview of the Instructor Mode. From this page the instructor may download the Instructor Guide for the programs, upload a student list, or manually add student emails. Email addresses used to authorize students must match the emails those students used when they registered on the **FM Global Fire Service Learning Network**. After the class list is uploaded, select the **SUBMIT** button at the bottom of the page.

The FM Global Fire Service Learning Network has been updated to accommodate use in the classroom. The new Instructor Mode allows training officers and instructors to use self-paced programs with their classes. When activated, the Instructor Mode allows the instructor to freely move about the program to show sections to students in class. To utilize this feature, the instructor must first complete the selected module and complete the Skills Challenge for the program.

The instructor can authorize class attendees who have their own FM Global Fire Service Learning Network logins to skip the requirement to view all sections of the program, since they have seen it in the class. The authorized class attendees can go straight to the Skills Challenge test to earn their certificate of completion for the program (they still have to take and pass the test).

To authorize students, the instructor can either enter the student's email addresses into the form field on this page (this must be the same email the student uses as their username for their FM Global Fire Service Learning Network account) or upload a properly formatted Excel (.xlsx) list of class attendees' email addresses. A [sample .xlsx file](#) is available for download under the Instructor Features tab for each module.

A downloadable Instructor Guide for the FM Global Fire Service Learning Network modules is also available under the Instructor Features tab for each module.

[Download Instructor Guide](#)

Add from Excel

To batch authorize students, [download the sample .xlsx](#) file to your computer, then upload it using the "Upload File" button below.

UPLOAD FILE

Add Manually

To authorize the student, type his/her email (the one they use as their FM Global Fire Service Learning Network username) in the field below and click Submit. Enter only one email address at a time.

SUBMIT

When the Instructor Mode is selected, the instructor can conduct the class using any of the available modules. While in the Instructor Mode, the Knowledge Checks in the program are disabled and the instructor can move around in the programs as desired.

A separate class list must be uploaded for each of the modules used in the class. Once uploaded, each student will receive an email from the Network. Students who are not currently registered on the Network will have the opportunity to register and then go to the module they completed in the classroom to take the Skills Challenge. Students who are already registered on the Network will receive an email directing them to the completed module to take the Skills Challenge. When the student opens the module, they will have the option of watching the program as review or they may skip directly to the Skills Challenge. When the Skills Challenge is successfully completed the student will be able to download the Certificate of Completion for that module and their Transcript will be updated to reflect successfully completing the program.

Example of batch student upload file with status.

This file is available to the instructor once the email address are uploaded.

USERS

E-Mail Address	Status	
Firefighter1@email.com	Not a user	Delete
Firefighter2@email.com	Registered	Delete
Firefighter3@email.com	Passed	Delete
Firefighter4@email.com	Already passed	Delete
Firefighter5@email.com	Duplicate	Delete

Status Definitions

Processing

Name/Email has been submitted, email will be sent shortly.

Not a user

User has not registered for the FM Global Fire Service Learning Network. Once registered they will have access to complete the training module's skills challenge.

Registered

User is registered for the FM Global Fire Service Learning Network. They now have access to complete the training module's skills challenge.

Attempted

User has attempted the training module's skills challenge as an attendee of the instructor lead training, but not yet passed.

Passed

User has passed the training module's skills challenge as an attendee of the instructor lead training.

Already passed

User has already passed the module before being added as an attendee of the instructor lead training.

Deactivated

User has been deactivated, as an instructor lead trainee, by the instructor.

Duplicate

The email address was entered twice when submitting the attendees for this training module.

Merged

User has been merged into another account.

User was unable to be reached using the email address provided.