

	<b>TRAVIS COUNTY ESD #5</b> <b>MANCHACA FIRE RESCUE</b> <b>Department Directive</b>		<b>D2020-011</b>
	<b>Use of ESO Training Module</b>		Effective: 12/30/2020
			Rescinds:
			From: C. Poole

Earlier this year, ESO upgraded their Training module as part of their overall plan to migrate away from an older operating platform and to the operating interface you see today. The Training and Personnel Management modules were amongst the last to be converted. When this occurred, some additional setup was required to bring the Training module on line and ready for data entry. That setup has been completed and the Training module is now available for documenting training events.

Moving forward, all training events should be recorded in the ESO Training module so we can track our training efforts as an organization as well as accurately record each individual's training hours. Amongst the types of training that should be tracked are:

**Typically Tracked by the Battalion Chief/Training Officer**

- ACC Blackboard CE (recorded by the BC after the conclusion of each semester)
- Internal Training Courses (S130/190, D/O, etc.)
- External Certification Classes
- Conference Attendance

**Typically Managed by the Company Officer**

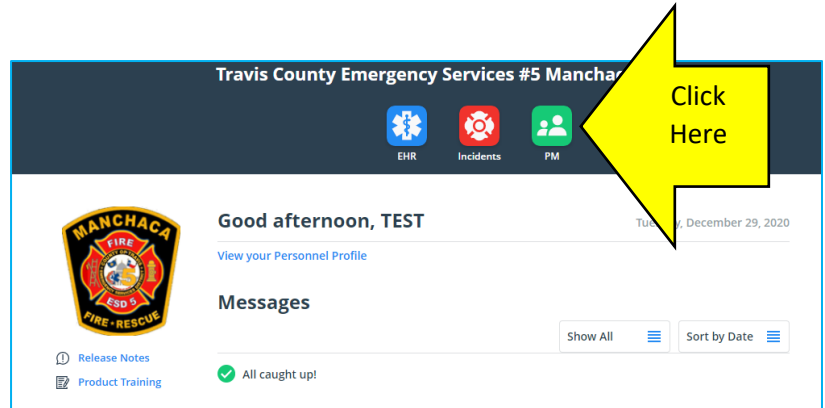
- Company Drills
- One-on-one training
- On-duty drills with other companies
- External training certificates that crew members present to their Officer (certificates should be scanned and attached to the training record via the Attachments feature)

All Lieutenants and Drivers have system permission to enter Training events. Lieutenants and Drivers have the ability to edit training records, but only administrators (Chiefs and Office Manager) can delete a training record.

The following pages illustrate how to navigate the ESO Training module and enter training records.

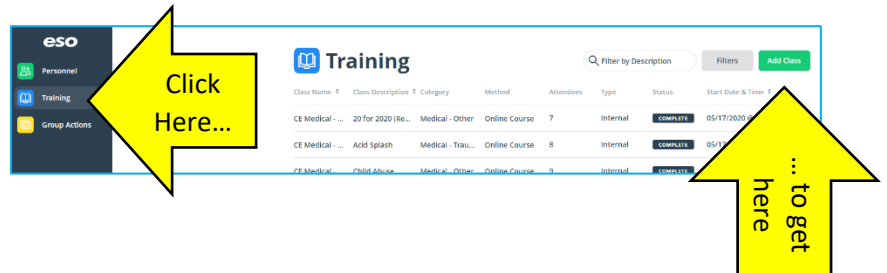
## Tutorial: ESO Training Module

The **Training Module** is part of the **PM (Personnel Management) Module**. Click the **Green Icon** to access.



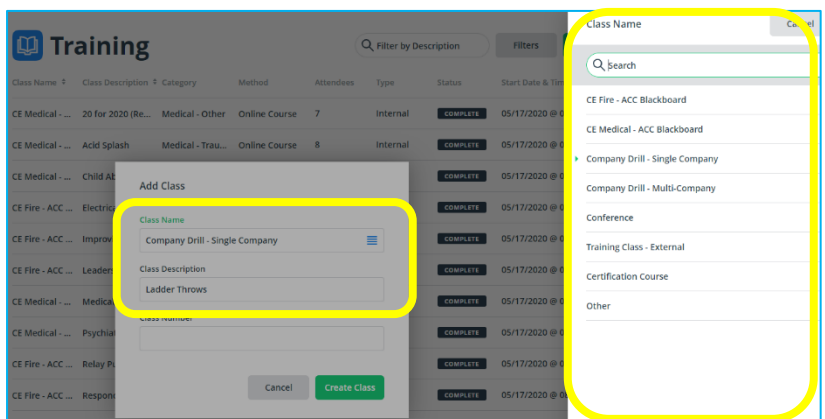
Click the **Blue Icon** on the left to access the list of training records.

Click **Add Class** to create a new record.



You must give the **class** a **name** from the drop list. This is a general category of the type of training conducted. Contact the BC if you see a need for additional categories.

**Class Description** is where you can be more specific as to the type of training performed.



At this point the click **Create Class** to create the class and open this screen.

There are three sections to the record:

- Class Details
- Credits
- Attendees

On the **Class Details** section, there are 6 subsections. The only info that needs to be added here is:

- Class – **Category**
- Class – **Method**
- **Sessions** subsection

Click **Edit** next to **Class** to add the **category** and **method** data.

Class Ladder Throws

Start Date & Time -- Status Open

Class Details Credits Attendees

**Class** Edit

Class Name Company Drill - Single Company

Class Description Ladder Throws

Class Number

Class Type Internal

Category

Method

Educational Facility

Accreditation Code

Origin Training

**Sessions** Add

No sessions

The **Category** field is important for tracking the type of training for CE tracking and ISO review.

There are several topic choices available. The **search** feature can be helpful in finding the correct category.

The **Method** of instruction should also be entered. The choices are shown to the right.

*This completes the necessary data from the **Class** subsection.*

Category Cancel

Search

Clear Selection

Aerial Ladder Support

Building Construction

Driver Operator - Drafting Operations

Driver Operator - Driving Skills

Driver Operator - Foam Operations

Driver Operator - General

Driver Operator - Hose Lays and Loads

Driver Operator - Hydraulics

Driver Operator - Inspection/Maintenance

Driver Operator - Pump Operations

Category Cancel

Search Ladd

Aerial Ladder Support

Ground Ladders

Method Cancel

Search

Clear Selection

Certification Course

Hands On

Lecture

Online Course

Simulation

Click **Add** next to **Sessions** to enter the date and time the class took place. The session name is not required and will typically be the same as the Class Description. A session name is more important when a large class is broken up into multiple sessions (i.e, a week-long wildfire class). The date, start, and end time are required fields.

The Instructor and Location information is optional.

New Session Cancel Save

Session Name

Ladder Throws

Date Required mm/dd/yyyy

Start Time Required hh:mm

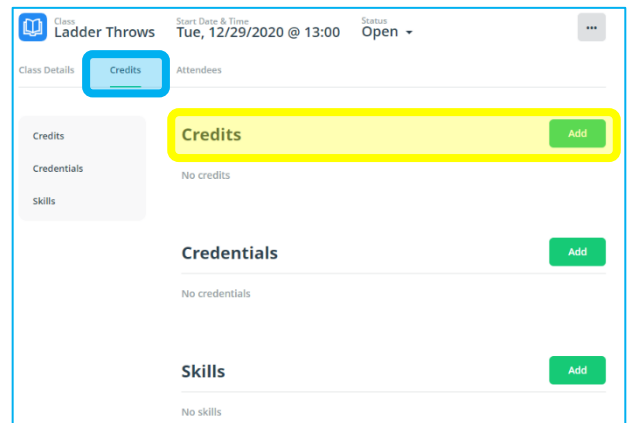
End Time Required hh:mm

Instructors

Training Location

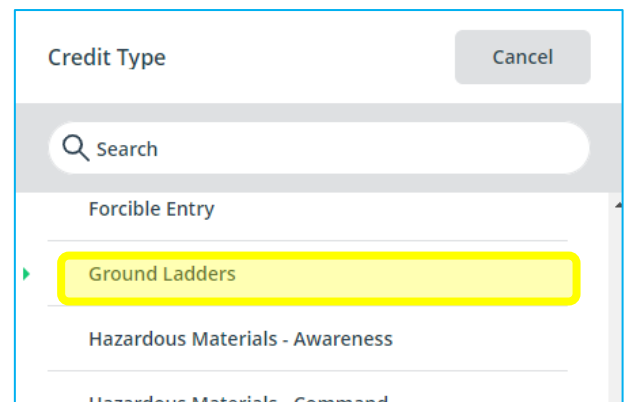
At this point, you have entered the critical information needed for the **Class Details** section. You can fill in other fields as they apply or use the **Contact**, **Comments**, **Attachments**, or **Links** subsections as needed. The **Comments** subsection is useful if the name or category does not adequately describe what was covered in the class.

Click **Credits** on the top menu and then **Add** next to the **Credits subsection**. You do not need to enter any info in the Credentials or Skills area.



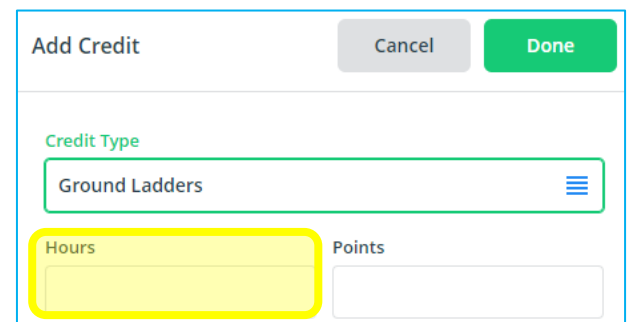
The screenshot shows the 'Class Details' section for 'Ladder Throws' on 'Tue, 12/29/2020 @ 13:00'. The 'Credits' tab is selected, and the 'Add' button is highlighted. The 'Credentials' and 'Skills' sections are empty with 'Add' buttons.

Enter the **type of credit**. This will be the same as the category entered earlier.



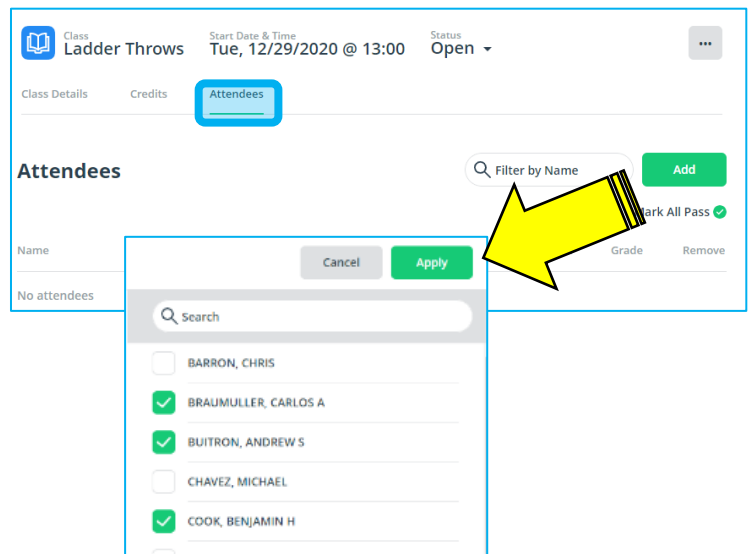
The screenshot shows the 'Credit Type' selection screen. The 'Ground Ladders' option is highlighted.

Enter the number of **hours** for that credit type. You can make multiple credit entries to give more than one type of credit for a class. However, the total hour credits should not be more than the overall class length. (Example – A 4-hour class involving ground ladders and advancing hose up ladders could have 2 hours credit for ladders and 2 hours for hose)



The screenshot shows the 'Add Credit' screen. The 'Ground Ladders' credit type is selected, and the 'Hours' field is highlighted.

With credit hours assigned, click **Attendees** on the top menu and click **Add** to enter the class participants.



The screenshot shows the 'Attendees' section. The 'Attendees' tab is selected, and the 'Add' button is highlighted. A list of participants is shown, including 'BARRON, CHRIS', 'BRAUMULLER, CARLOS A', 'BUITRON, ANDREW S', 'CHAVEZ, MICHAEL', and 'COOK, BENJAMIN H'.

Select the class participants (including instructors) and click **Apply**.

Once the students are entered, they can be assigned a grade or a pass/fail designation. Pass/fail is also used to show attendance for a class (set to pass).

Click where it says **Mark All Pass** to set all attendees to Pass status.

You have to click the **Save** button at the bottom of the screen to record the attendees record.

The screenshot shows the 'Attendees' page for a class named 'Ladder Throws'. At the top, there are tabs for 'Class Details', 'Credits', and 'Attendees'. The 'Attendees' tab is active. Below the tabs, there is a search bar labeled 'Filter by Name' and an 'Edit' button. A 'Mark All Pass' button with a green checkmark is also visible. The main area contains a table with columns: Name, Pass/Fail, Grade, and Remove. The table lists three students: BRAUMULLER, CARLOS A; BUITRON, ANDREW S; and COOK, BENJAMIN H. Each student has a 'Pass/Fail' toggle set to 'Fail', a 'Grade' of '0-100', and a 'Remove' button with a red 'x'. At the bottom, there is a yellow warning box that says 'When you're finished, click Save to commit your changes.' with 'Discard' and 'Save' buttons.

Name	Pass/Fail	Grade	Remove
BRAUMULLER, CARLOS A	Fail	0-100	x
BUITRON, ANDREW S	Fail	0-100	x
COOK, BENJAMIN H	Fail	0-100	x

If you are done entering class data, you can complete the class (close the record) by clicking at the top where the **status** is displayed.

Then click **Complete Class** to close out the record.

The screenshot shows a dialog box titled 'Is this class completed?' with a green gear icon. The text inside says 'After a class is completed, you cannot add students, grades, or make edits.' Below this, it states '3 of 3 students earned credit and will receive the following:' followed by a list: '(2) Hours of Aerial Ladder Support' and '(2) Hours of Fire Hose Practices'. At the bottom of the dialog are 'Cancel' and 'Complete Class' buttons. In the background, the 'Attendees' page is visible, but the 'Status' dropdown at the top is highlighted with a blue box and set to 'Open'. The 'Attendees' table shows the same three students, but the 'Pass/Fail' toggle for COOK, BENJAMIN H is now set to 'Pass'.

Is this class completed?  
After a class is completed, you cannot add students, grades, or make edits.

3 of 3 students earned credit and will receive the following:

- (2) Hours of Aerial Ladder Support
- (2) Hours of Fire Hose Practices

Cancel Complete Class