

## DETAILED LESSON OUTLINE

COURSE:	ROSS Administration
UNIT:	0 – Introduction
SUGGESTED TIME:	30 Minutes
TRAINING AIDS:	Computer projector, screen, PowerPoint presentation, computer for instructor with Internet connection.
OBJECTIVE(S):	During this unit the instructor will:  <ol style="list-style-type: none"><li>1. Introduce the instructors and students.</li><li>2. Discuss administrative concerns.</li><li>3. Explain what ROSS Administration is.</li><li>4. Present an overview of course.<ul style="list-style-type: none"><li>• Course Objectives</li><li>• Student Evaluation Criteria</li></ul></li><li>5. Discuss student course expectations.</li><li>6. Explain application help and training options.</li></ol>

OUTLINE (CONTINUATION)	AIDS & CUES
<b>WHAT IS ROSS SLIDE.</b>	00-01-ROSSA-EP
<b>UNIT OBJECTIVES</b>	00-02-ROSSA-EP
I. WELCOME AND INTRODUCTIONS	00-03-ROSSA-EP
<b>INTRODUCE INSTRUCTORS AND STUDENTS.</b>	00-04-ROSSA-EP
<b>PASS AROUND STUDENT SIGN IN SHEET.</b>	
II. HOUSEKEEPING.	00-05-ROSSA-EP
<ul style="list-style-type: none"> <li>• Facilities location (emergency exits, restrooms, vending machines).</li> <li>• Cell phones off.</li> <li>• Computers (log in only when instructed, no Internet surfing, etc.)</li> <li>• Local information (eateries, entertainment, local map.)</li> <li>• Meals and breaks (Lots to cover in class so punctuality is important.)</li> <li>• Transportation (Who needs rides to lunch, hotel, etc.)</li> </ul>	
<b>PROVIDE STUDENTS THE ADDRESS FOR THE ROSS HOMEPAGE: <a href="http://ross.nwcg.gov/">http://ross.nwcg.gov/</a></b>	00-06-ROSSA-EP
II. WHAT IS ROSS ADMINISTRATION?	00-07-ROSSA-EP
<p>The administration portion of ROSS is the foundation upon which the dispatch part of ROSS is based. Administration work is needed in preparation for the resource ordering portion of ROSS.</p>	
A. Data Entry.	
<p>Entering Organizations, resources, locations, etc. into ROSS.</p>	

OUTLINE (CONTINUATION)	AIDS & CUES
<p>B. User Account Management.</p> <p>Establishing user accounts and assigning roles.</p> <p>C. Resource Status.</p> <p>After the organizations and resources are entered, users are able to track and status resources.</p> <p>D. Resource Ordering.</p> <p>Automates the ordering and statusing of resources.</p>	
<p>III. COURSE OVERVIEW</p> <p>The course is presented through lecture and demonstration, discussions and practice sessions.</p> <p>A student work book is provided that follows the lecture and provides room for note taking.</p>	00-08-ROSSA-EP
<p>A. Course Objectives.</p> <p>At the end of the course the student will:</p> <ul style="list-style-type: none"> <li>• Understand the ROSS Infrastructure components.</li> <li>• Understand how Organizations are used in ROSS and how to request updates and the creation of a new Organization.</li> <li>• Give users roles in ROSS and create Web Status accounts.</li> <li>• Successfully manage Contracts.</li> <li>• Successfully manage resource items in ROSS.</li> <li>• Successfully manage Locations.</li> <li>• Successfully manage Selection areas.</li> </ul>	00-09-ROSSA-EP

OUTLINE (CONTINUATION)	AIDS & CUES
<p>B. Student Evaluation.</p> <p>Students are evaluated by the instructors and coaches on their understanding of the ROSS Administration units and their ability to complete the exercises.</p> <p>Students will only be granted Administrative roles if they have proven proficiency by the end of the class.</p>	00-10-ROSSA-EP
<p>C. Student Expectations.</p> <p><b>ASK STUDENTS WHAT THEY EXPECT FROM THE CLASS AND DISCUSS WHETHER THOSE ITEMS ARE COVERED IN THE CLASS.</b></p>	00-11-ROSSA-EP
<p>III. APPLICATION HELP AND TRAINING</p>	00-12-ROSSA-EP
<p>A. Application Help.</p> <p>User support documents are posted on the ROSS web page under <u>User Support</u>. Examples of support documentation:</p> <ul style="list-style-type: none"> <li>• User Guides.</li> <li>• Quick Reference Cards.</li> <li>• ROSS Tips &amp; Tricks.</li> <li>• Application Online Help.</li> </ul> <p>Click on the <b>?</b> while in the ROSS application to be taken to 'How To' instructions. This help is context sensitive and takes you to information about the page you are currently on.</p>	
<p>B. ROSS Training.</p> <p>Training on the application may be conducted in several ways. For instance classroom or virtual instructor led training or OJT.</p> <ul style="list-style-type: none"> <li>• Courseware is posted on the ROSS web site under the <u>Training</u> tab.</li> </ul>	00-13-ROSSA-EP

OUTLINE (CONTINUATION)	AIDS & CUES
<ul style="list-style-type: none"><li data-bbox="354 222 1143 302">• The user support documents mentioned above are also useful in user training.</li></ul> <p data-bbox="256 369 472 411"><b>QUESTIONS?</b></p>	<p data-bbox="1154 369 1443 411">00-14-ROSSA-EP</p>