# DOI

# INTERAGENCY AVIATION TRAINING INSTRUCTOR JOB AID

## INSTRUCTOR ROLE JOB AID FOR IAT

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This job aid is designed to provide guidance to instructors to perform essential tasks on the Interagency Aviation Training website at http://www.iat.gov.    IAT Administrative Contact Information: email: iat_admin@ios.doi.gov, phone 208-433-5093 (Monday through Friday 8 am to 5 pm, Mountain Time)

# Contents

## Purpose

This job aid is designed to provide guidance to instructors to perform essential tasks on the Interagency Aviation Training website at http://www.iat.gov.

**IAT Administrative Contact Information**: **email**: iat_admin@ios.doi.gov, **phone** 208-433-5093 (Monday through Friday 8 am to 5 pm, Mountain Time)

## How to utilize the Instructor Role:

1.  Navigate to the IAT Homepage using **Google Chrome** as the web browser: http://www.iat.gov

2.  Log in using your username and password.  (Be sure to select a security question to facilitate your password reset should you ever have a change in email address.)

3. Select the role of Instructor. (See Figure 1)

**Figure 1 – Selecting the Role of Instructor**
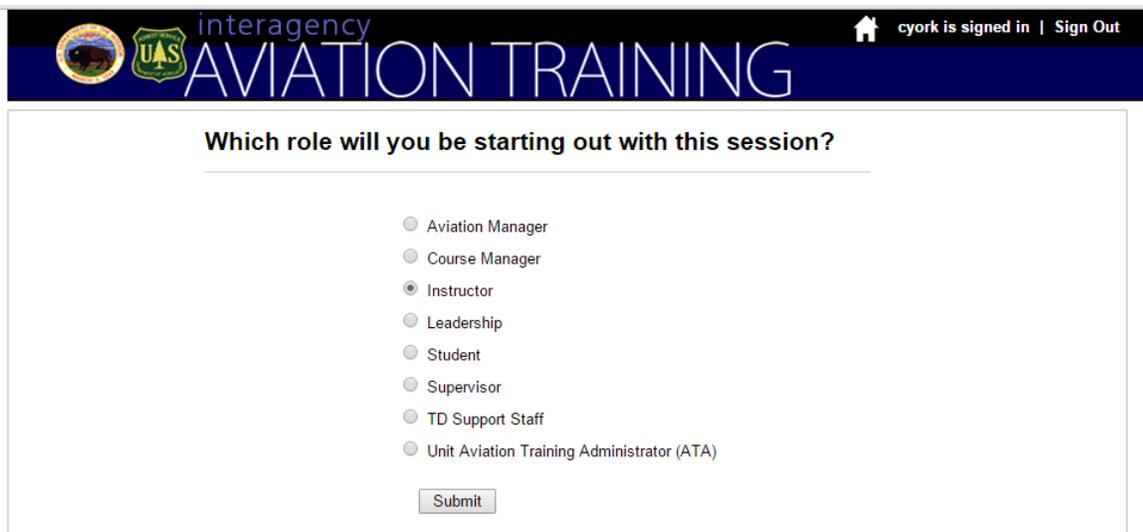


If you already logged on in another role, you may "Change Roles" by using the tab in the upper right corner of the view you are in. The Instructor Role has four tabs: Course Offerings, Qualifications, Resources and Reports.

**Note**: Ensure your contact information is current by logging in as a student and verifying the correct information is listed in your profile. This is critical for students to be able to reach you with questions.

Once you've selected the instructor role, the screen will open up to the Instructor Home Base under the first tab; Course Offerings.

## Managing Course Offerings

The first tab labeled "Course Offerings" displays both your "**Upcoming Course Offerings**" and "**Delivered Offerings**".  You will have the option to add new course offerings, modify or manage upcoming course offerings, or view a completed course. (See **Figures 2 and 3**)

**Figure 2 - Upcoming Offerings as shown on the Instructor Home Base in IAT**



**Figure 3 - Delivered Course Offerings as shown on the Instructor Home Base in IAT**

# Adding a New Course Offering

You will need to select the button "**Add a New Offering**" to add a new class into the IAT system. Prior to adding the class you will need the following information to complete the fields and add the offering:

1. Course Number and Name.
2. Registration Start Date (to open the course to registration).
3. Start and End Dates and Time.
4. Time Zone of the location.
5. Class Length (in hours),
6. Training Location (including street address, city, state, and directions),
7. Delivery Method,
8. Instructor Names **Note:** all instructors must be qualified instructors in IAT to be listed.
9. Enrollment Limit (maximum number of students)
10. You can upload materials you wish to provide upon registration. The preferable format is either an Adobe pdf file or Microsoft Word zipped file.

Once the required fields (identified by an *) are completed, you may submit the form and the course offering will then be listed in your "Upcoming Offerings." (See **Figure 4**)

**Figure 4 - Adding a New Course Offering to be listed in IAT**

## Modifying an Existing Course Offering

If you need to edit information on the course offering fields, you may do so using the "**Modify Offering**" option. This will provide a screen similar to when you added the course offering, permitting you to edit those fields. Be sure to submit upon completion to update.

## Managing the Roster

From the "**Manage Roster**" view, you can perform multiple tasks (See **Figure 5**):

You can view how many students are enrolled as well as their **Registration** (Reg) status. If students are waitlisted and you would like to add them, you will have the option to "**Force Registration**" under the "**Action**" column.

With the blue highlighted links in the upper right of the page, you can "**Print the Class Roster**" OAS-106 form. This option also provides the emails of the students if needed or "**Print a Course Evaluation Form**" (OAS-111).

**Figure 5 - Managing the Roster**

Instructor Home Base > Course Offerings > Manage Roster

**Manage Roster**

**Demonstration Offering**
Course:     A-100 Basic Aviation Safety
Primary Instructor: Cathy Barta
Location:
City, State:
Start Date/Time:   6/23/2015 08:00

Print Class Roster
Print Course Evaluation Form
Correspond with students
Add Students to Class Roster

Global Completion Date: _____    Scoring Method: ⊙ Pass/Fail ○ Scored Exam

| | Name | Agency | Phone | Reg Status | Reg Date | Completion Date | Score | Action |
|---|---|---|---|---|---|---|---|---|
| ☒ | Earhart, Amelia | DEMO | (000) 000-0000 | Completed | 6/23/2015 | 6/23/2015 | ⊙ Pass ○ Fail ☐ No Show | Remove Score |
| ☒ | Lindbergh, Charles | DEMO | (000) 000-0000 | Completed | 6/23/2015 | 6/23/2015 | ⊙ Pass ○ Fail ☐ No Show | Remove Score |
| ☒ | Cochran, Jacqueline | DEMO | (000) 000-0000 | Withdrawn | 6/23/2015 | | ○ Pass ○ Fail ☐ No Show | Reinstate |
| ☒ | Colman, Bessie | DEMO | (000) 000-0000 | Completed | 6/23/2015 | 6/23/2015 | ⊙ Pass ○ Fail ☐ No Show | Remove Score |
| ☒ | Lindbergh, Anne M | DEMO | (000) 000-0000 | Completed | 6/23/2015 | 6/23/2015 | ⊙ Pass ○ Fail ☐ No Show | Remove Score |

Total number of students enrolled:  4
Total number of students with open registration:  0
Total number of students completed:  4
Total number of students marked no show:  0
Total number of students on waitlist:  0

Reset Form    Submit Scores and Send Certification Notices

## Adding a Student to the Roster

If you have students that attended the training but didn't pre-register, you'll need to add them to the roster. Students must have an account within IAT to be added to the roster. (See **Figure 6**) Simply type their name into the box and once it displays click on "Update Roster".

**Figure 6 - Adding a Student to the Roster**



**Manage Roster**

Course Offering: A-115 Automated Flight Following WEBINAR 6.29.2015 10 am MDT. Link to be sent out 6
Course: A-115 Automated Flight Following
Primary Instructor: Cathy Barta
Location:
City, State:
Start Date/Time: 6/29/2015 10:00:00 AM

Begin typing in the student's name to be added

| Student to be Added | |
| --- | --- |
| Barta, Cathy (Headquarters Boise, OAS) | ☒ |

Cancel    Update Roster

## Corresponding with Students

If you would like to send an email to the students with specific course information you can easily do so in the Manage Roster View. Just select the audience you wish to send to: All, Completed, Waitlisted, Registered, or Withdrawn by selecting the appropriate box and clicking on the submit button. A new screen will display which will allow you to type your message. A copy will be sent to you as well. You also have the option to add an attachment if needed. (See **Figure 7**)

Figure 7 - Corresponding with Students via Email



## OAS-111 Course Evaluation Forms

The OAS-111 Course Evaluation Forms are required for each course offering and provide valuable information to the OAS Training Division not only on how we can improve course offerings, but also on the quality of instruction that is being provided in the field. These forms are to be distributed to students to complete at the end of the class. Instructors then gather and return them to OAS Training Division. The forms are then scanned which provides a summary report to the instructor and the OAS Training Division. The data from these also provides the required instructor qualification score line item titled "Student evaluation score greater than 4.0."

## Completing a Course Offering

Upon completion of the course, you are required to close the course offering within five business days by entering the "**Completion Date**" and "**Score**" for each student and selecting "**Submit Scores and Send Notification Notices**".

If there is not a scored exam/activity for the course, you can choose to select "**Pass/Fail**" or enter a passing "**Scored Exam**" (69-100) to give credit for the course. You may also use the "**Global Completion Date**" field to enter the same date for all of the students.

You must also indicate any students who registered but did not attend by selecting the "**No Show**" option under the "**Action**" column for each student.  You will only have access to the roster for 30 days after the course closes.

Send the signed class roster (OAS-106) and the completed student course evaluations (OAS-111s) to the IAT Admin within five business days of completing the course. Please mail to:

IAT Admin
OAS Training Division
300 East Mallard Drive. Suite 200
Boise, ID 83706

## Instructor Qualification Status

The second tab on the Instructor Home Base labeled "**Qualifications**" displays your current status as an IAT instructor for each course you are qualified to instruct. (See **Figure 8**)

The Interagency Aviation Training Guide now requires that instructors be qualified for each course. In addition, for Department of the Interior employees, OPM-04 provides additional policy guidance for IAT Instructors to maintain currency.

The IAT website allows you to check status by each course. Ensure you are on the Qualifications tab then select the course for which you want to check your qualification status. The "status" line will indicate any concerns as well as the items with yellow or red markers below on line items.

If you are not certain why an item is marked with yellow or red, contact the IAT Admin to research.

http://oas.doi.gov/library/opm/OPM-04.pdf

http://www.iat.gov/docs/IAT_Guide_2014_0331.pdf

**Figure 8 - Instructor Compliance Check**



## Current Course Materials

The third tab on the Instructor Home Base labeled "**Resources**" displays valuable resources including curriculum for several courses.

At OAS, we are continuously reviewing and improving the course materials. To ensure you have the most current version of materials, check first on the IAT website under the option to "Download Course Materials" on the "Resources" tab. (See Figure 9)

If you do not find the materials there or are unable to download them, contact the IAT Admin at least ten business days in advance to request the materials. We are also interested in your feedback. If you have comments or suggestions for improvement or have identified needed edits, please take the time to notify us so we can make the necessary edits in a timely manner.

**Figure 9 - Resources Available for IAT Instructors**



**Instructor Home Base**

| Course Offerings | Qualifications | Resources | Reports | | Change Role |

**Download Lesson Plans**

**Safety Alerts**

**Creative Training Techniques** *(Games, Ice Breakers)*

**Tech Bulletins**

**Links - Instructor Bookmarks/Favorites**

**Water Ditching Instructor Availability**

**Instructor Job Aid**
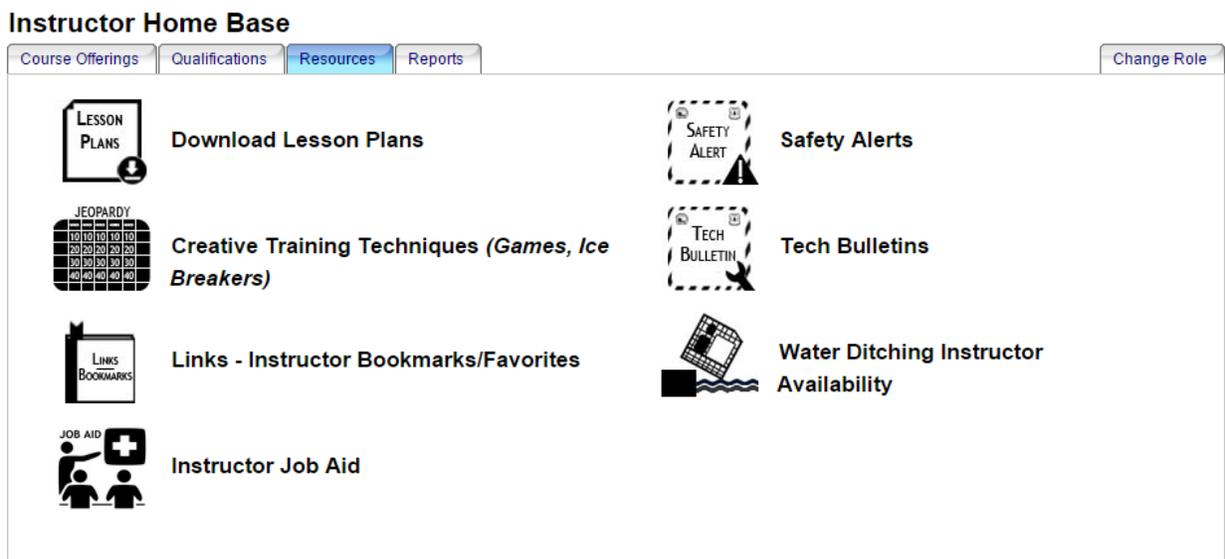
Below is a list of current curriculum available for downloading. (See **Figure 10**)

**Figure 10 - List of Current Course Curriculum Available to Download Directly from IAT**



# Instructor Resources

## LESSON PLANS, VISUAL MEDIA, QUIZZES AND EXERCISES
**What if I need course materials that aren't listed below?**

We're working on getting all the latest, greatest aviation training curriculum available here, but some courses have files that are so big that it just doesn't work.

If you need course materials for an upcoming course and don't see it listed below, send an email to iat_admin@ios.doi.gov. Include the course(s) you will be teaching, the course delivery date and a mailing address that FedEx can deliver to.

IMPORTANT: For planning purposes, allow 10 business days to receive the materials.

| Course | Last Revision Date |
|---|---|
| M3 - DOI Aviation Management Training for Supervisors | 05/23/2014 |
| A-100 - Basic Aviation Safety | 11/26/2013 |
| A-109 - Aviation Radio Use | 05/2001 |
| A-110 - Aviation Transportation of Hazardous Materials | 05/2005 |
| A-112 - Mission Planning & Flight Request Process | 06/2001 |
| A-115 - Automated Flight Following (AFF) | 05/20/2015 |
| A-204 - Aircraft Capabilities & Limitations | 10/2001 |
| A-205 - Risk Management I | 04/17/2015 |
| A-208 - Aircraft and Pilot Approval | 05/29/2014 |
| A-219 - Helicopter Transport of External Cargo | 02/05/2014 |
| A-225 - IAT Instructor Update | 10/17/2014 |
| A-303 - Human Factors in Aviation | 04/30/2014 |
| A-304 - Aircraft Maintenance | 04/23/2014 |
| A-305 - Risk Management II | 03/04/2015 |
| A-307 - Aviation Policy and Regulations II | 08/20/2014 |
| A-309 - Helicopter Flight Manuals | 02/2006 |
| A-310 - Overview of Crew Resource Management | 01/27/2014 |

**Figure 11 - Providing Feedback to us to Improve Aviation Training**

**YOUR FEEDBACK**

Please take a few minutes to take a short survey on the Course Materials you used to present your class. By giving us your feedback, you can help us to improve the Instructor Guides and Visual Aids we provide you with in the future.

IAT Course Materials Survey

Thank You
IAT Staff

For suggestions or questions regarding the IAT Instructor role or the IAT website, please email IAT_admin@ios.doi.gov or call 208-433-5093. All entries are logged and tracked.