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# INTERAGENCY AVIATION TRAINING INSTRUCTOR JOB AID

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## INSTRUCTOR ROLE JOB AID FOR IAT

Interagency Aviation Training; Cathy Barta

6/24/2015



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](mailto:iat_admin@ios.doi.gov), phone 208-433-5093 (Monday through Friday 8 am to 5 pm, Mountain Time)

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## Purpose

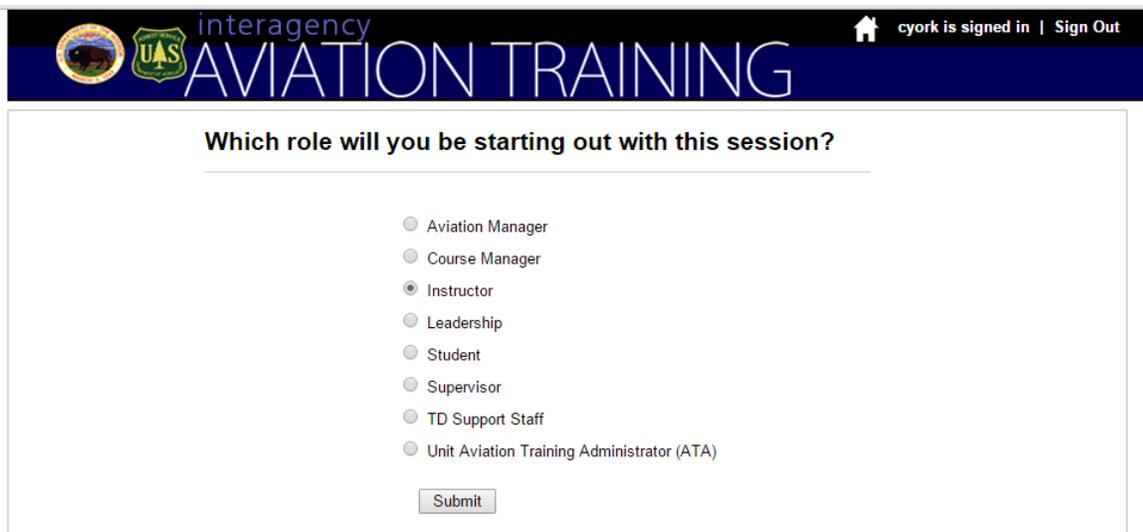
This job aid is designed to provide guidance to instructors to perform essential tasks on the Interagency Aviation Training website at <http://www.iat.gov>.

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## 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



The screenshot shows the top navigation bar of the Interagency Aviation Training website. The header includes the UAS logo, the text "interagency AVIATION TRAINING", a home icon, and the user status "cyork is signed in | Sign Out". Below the header is a form titled "Which role will you be starting out with this session?". The form contains a list of roles with radio buttons: Aviation Manager, Course Manager, Instructor (selected), Leadership, Student, Supervisor, TD Support Staff, and Unit Aviation Training Administrator (ATA). A "Submit" button is located at the bottom of the form.

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

The screenshot shows the 'Instructor Home Base' interface. At the top, there is a navigation bar with the 'interagency AVIATION TRAINING' logo and a user profile for 'cyork is signed in | Sign Out'. Below the navigation bar, the 'Course Offerings' tab is selected. The main content area is titled 'Manage My Course Offerings' and includes a '+ Add New Offering' button. A table displays the following data:

|   | Course | Course Offering Name  | Location  | Instr. Type | Start     | Cancel |
|---|--------|---|-----------|-------------|-----------|--------|
| <a href="#">Manage Roster</a> <a href="#">Modify Offering</a> | A-100  | A-100 (Online)  | On-Demand | Primary     | 1/1/1900  |        |
| <a href="#">Manage Roster</a> <a href="#">Modify Offering</a> | A-115  | A-115 Automated Flight Following WEBINAR 6.29.2015 10 am MDT. Link to be sent out 6/26.             |           | Primary     | 6/29/2015 |        |
| <a href="#">Manage Roster</a> <a href="#">Modify Offering</a> | A-307  | A-307 Aviation Policy II WEBINAR with REQUIRED PREWORK 6.30.2015 at 12 pm MDT                       |           | Primary     | 6/30/2015 |        |
| <a href="#">Manage Roster</a> <a href="#">Modify Offering</a> | A-225  | A-225 Instructor Update WEBINAR 7.1.2015 at 10 am MDT. Link to be sent out 6.30.2015                |           | Primary     | 7/1/2015  |        |
| <a href="#">Manage Roster</a> <a href="#">Modify Offering</a> | A-325R | A-325R Water Ditching Academic Refresher WEBINAR 7.29.2015 at 12 pm MDT. Link to be sent 7.28.2015. |           | Primary     | 7/29/2015 |        |
| <a href="#">Manage Roster</a> <a href="#">Modify Offering</a> | A-225  | A-225 Instructor Update WEBINAR 8.6.2015 at 10 am MDT. Link to be sent out 8.5.2015                 |           | Primary     | 8/6/2015  |        |

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

The screenshot shows the 'Delivered Offerings' section of the interface. It features a table with the following data:

|   | Course | Course Offering Name  | Location      | Instr. Type | Start     | Cancel |
|---|--------|---|---------------|-------------|-----------|--------|
| <a href="#">Manage Roster</a> <a href="#">Modify Offering</a> | A-325R | A-325R Water Ditching Academic Refresher WEBINAR 6.16.2015 at 12 pm MDT. Link to be sent 6.15.2015. |               | Primary     | 6/16/2015 |        |
| <a href="#">Manage Roster</a> <a href="#">Modify Offering</a> | A-115  | A-115 AFF WEBINAR 6.3.2015 at 12 pm MDT. Link to be sent out on June 2nd.                           |               | Primary     | 6/3/2015  |        |
| <a href="#">Manage Roster</a> <a href="#">Modify Offering</a> | A-225  | A-225 Instructor Update WEBINAR 6.2.2015 at 10 am MDT Link to be sent out June 6.1.2015             |               | Primary     | 6/2/2015  |        |
| <a href="#">Manage Roster</a> <a href="#">Modify Offering</a> | A-325R | A-325R Academic Refresher WEBINAR 5.28.2015 at 12 pm MDT. Link to be sent out May 28th.             |               | Primary     | 5/28/2015 |        |
| <a href="#">View Details</a>                                  | A-115  | A-115 Automated Flight Following WEBINAR May 21, 2015 at 12 pm MDT                                  |               | Primary     | 5/21/2015 |        |
| <a href="#">View Details</a>                                  | A-200  | A-200 Mishap Review Lewistown, MT. 5.13.2015 at 10 am   | Lewistown, MT | Primary     | 5/13/2015 |        |

\*\*Courses are only available for scheduling an offering if your qualifications to instruct that course are in compliance with policy.

## 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

### Manage Course Offering

Course: \*  \* Denotes a required field

Course Offering Name \*

Registration Start Date \*

---

Contact Duration

Start Date \*  End Date \*

Start Time \*  End Time \*

Time Zone \*

Class Length \*  Hours

---

Training Location (if applicable)

Facility Name  OR

[Add/Modify Training Location](#)

---

Delivery Logistics

Delivery Method \*  Primary Instructor \*

URL (if applicable)  [Add Assistant Instructor](#)

Delivery Cost

Enrollment Limit \*  Students

---

Active \*

## 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                       |
|---|--------|----------------|------------|-----------|-----------------|--|------------------------------|
| <input checked="" type="checkbox"/> Earhart, Amelia     | DEMO   | (000) 000-0000 | Completed  | 6/23/2015 | 6/23/2015       | <input checked="" type="radio"/> Pass <input type="radio"/> Fail<br><input type="checkbox"/> No Show | <a href="#">Remove Score</a> |
| <input checked="" type="checkbox"/> Lindbergh, Charles  | DEMO   | (000) 000-0000 | Completed  | 6/23/2015 | 6/23/2015       | <input checked="" type="radio"/> Pass <input type="radio"/> Fail<br><input type="checkbox"/> No Show | <a href="#">Remove Score</a> |
| <input checked="" type="checkbox"/> Cochran, Jacqueline | DEMO   | (000) 000-0000 | Withdrawn  | 6/23/2015 |                 | <input type="radio"/> Pass <input type="radio"/> Fail<br><input type="checkbox"/> No Show            | <a href="#">Reinstate</a>    |
| <input checked="" type="checkbox"/> Colman, Bessie      | DEMO   | (000) 000-0000 | Completed  | 6/23/2015 | 6/23/2015       | <input checked="" type="radio"/> Pass <input type="radio"/> Fail<br><input type="checkbox"/> No Show | <a href="#">Remove Score</a> |
| <input checked="" type="checkbox"/> Lindbergh, Anne M   | DEMO   | (000) 000-0000 | Completed  | 6/23/2015 | 6/23/2015       | <input checked="" type="radio"/> Pass <input type="radio"/> Fail<br><input type="checkbox"/> No Show | <a href="#">Remove Score</a> |

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

[Instructor Home Base](#) > [Course Offerings](#) > [Manager Roster](#) > Correspond with Students

### Correspond with Students

Course: A-100 Basic Aviation Safety  
Primary Instructor: Cathy Barba  
Location:  
City, State:  
Start Date/Time: 6/23/2015 8:00:00 AM

#### Step One: Select Students for Correspondence

- All
- Completed
- Registered
- Waitlisted
- Withdrawn

- 
- Earhart, Amelia (DEMO) - *completed*
  - Lindbergh, Charles (DEMO) - *completed*
  - Cochran, Jacqueline (DEMO) - *withdrawn*
  - Colman, Bessie (DEMO) - *completed*
  - Lindbergh, Anne (DEMO) - *completed*

## 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](http://www.iat.gov/docs/IAT_Guide_2014_0331.pdf)

Figure 8 - Instructor Compliance Check

The screenshot displays the 'Instructor Home Base' interface with the 'Qualifications' tab selected. It features a 'My Instructor Qualification Standing' section with a course selection dropdown and a 'Print Instructor Quals Report' link. Below is a table of qualification requirements, all of which are marked as 'In Compliance' with a green checkmark.

| Qualification                                       |   |               |
|---|---|---------------|
| Taught a course at least once in the last 24 months | ✓ | In Compliance |
| New Instructor Certification                        | ✓ | In Compliance |
| Graduated from A-225 course in the last 24 months   | ✓ | In Compliance |
| Registered course offerings on IAT web site         | ✓ | In Compliance |
| Submitted OAS-111 course evaluations to OAS-TD      | ✓ | In Compliance |
| Submitted all student graduation rosters            | ✓ | In Compliance |
| Student evaluation score > 4.0                      | ✓ | In Compliance |

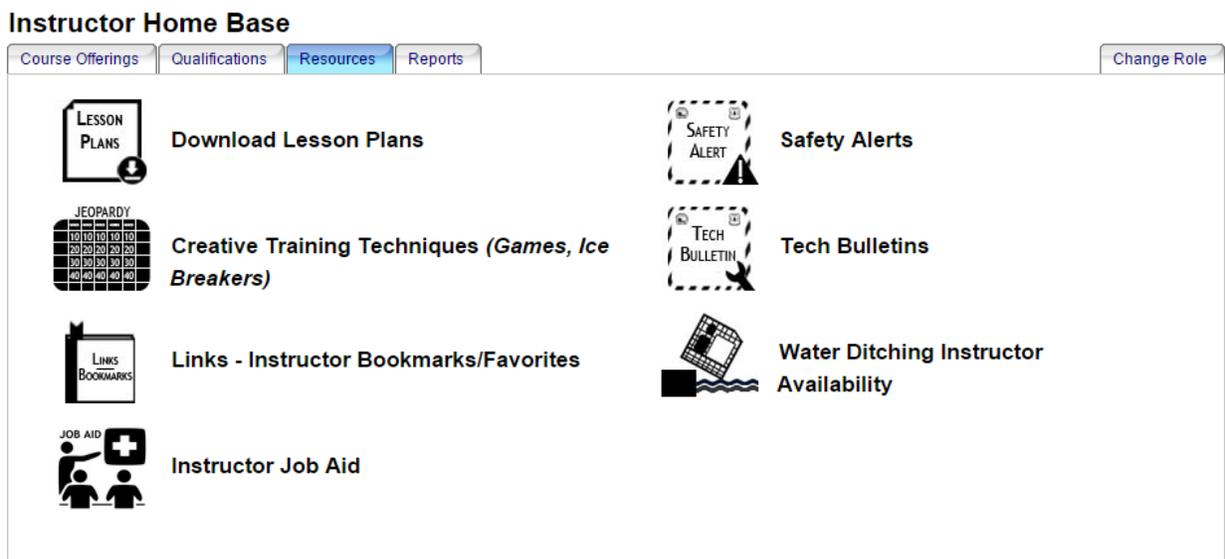
## Current Course Materials

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



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](mailto: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 |
|--|--------------------|
| <a href="#">M3 - DOJ Aviation Management Training for Supervisors</a>  | 05/23/2014         |
| <a href="#">A-100 - Basic Aviation Safety</a>                          | 11/26/2013         |
| <a href="#">A-109 - Aviation Radio Use</a>                             | 05/2001            |
| <a href="#">A-110 - Aviation Transportation of Hazardous Materials</a> | 05/2005            |
| <a href="#">A-112 - Mission Planning &amp; Flight Request Process</a>  | 06/2001            |
| <a href="#">A-115 - Automated Flight Following (AFF)</a>               | 05/20/2015         |
| <a href="#">A-204 - Aircraft Capabilities &amp; Limitations</a>        | 10/2001            |
| <a href="#">A-205 - Risk Management I</a>                              | 04/17/2015         |
| <a href="#">A-208 - Aircraft and Pilot Approval</a>                    | 05/29/2014         |
| <a href="#">A-219 - Helicopter Transport of External Cargo</a>         | 02/05/2014         |
| <a href="#">A-225 - IAT Instructor Update</a>                          | 10/17/2014         |
| <a href="#">A-303 - Human Factors in Aviation</a>                      | 04/30/2014         |
| <a href="#">A-304 - Aircraft Maintenance</a>                           | 04/23/2014         |
| <a href="#">A-305 - Risk Management II</a>                             | 03/04/2015         |
| <a href="#">A-307 - Aviation Policy and Regulations II</a>             | 08/20/2014         |
| <a href="#">A-309 - Helicopter Flight Manuals</a>                      | 02/2006            |
| <a href="#">A-310 - Overview of Crew Resource Management</a>           | 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](mailto:IAT_admin@ios.doi.gov) or call 208-433-5093. All entries are logged and tracked.