

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">1. Introduce the instructors and students.2. Discuss administrative concerns.3. Explain what ROSS Administration is.4. Present an overview of course.<ul style="list-style-type: none">• Course Objectives• Student Evaluation Criteria5. Discuss student course expectations.6. Explain application help and training options.

OUTLINE (CONTINUATION)	AIDS & CUES
WHAT IS ROSS SLIDE.	00-01-ROSSA-EP
UNIT OBJECTIVES	00-02-ROSSA-EP
I. WELCOME AND INTRODUCTIONS	00-03-ROSSA-EP
INTRODUCE INSTRUCTORS AND STUDENTS.	00-04-ROSSA-EP
PASS AROUND STUDENT SIGN IN SHEET.	
II. HOUSEKEEPING.	00-05-ROSSA-EP
<ul style="list-style-type: none"> • Facilities location (emergency exits, restrooms, vending machines). • Cell phones off. • Computers (log in only when instructed, no Internet surfing, etc.) • Local information (eateries, entertainment, local map.) • Meals and breaks (Lots to cover in class so punctuality is important.) • Transportation (Who needs rides to lunch, hotel, etc.) 	
PROVIDE STUDENTS THE ADDRESS FOR THE ROSS HOMEPAGE: http://ross.nwcg.gov/	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"> • Understand the ROSS Infrastructure components. • Understand how Organizations are used in ROSS and how to request updates and the creation of a new Organization. • Give users roles in ROSS and create Web Status accounts. • Successfully manage Contracts. • Successfully manage resource items in ROSS. • Successfully manage Locations. • Successfully manage Selection areas. 	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>ASK STUDENTS WHAT THEY EXPECT FROM THE CLASS AND DISCUSS WHETHER THOSE ITEMS ARE COVERED IN THE CLASS.</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"> • User Guides. • Quick Reference Cards. • ROSS Tips & Tricks. • Application Online Help. <p>Click on the ? 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"> • Courseware is posted on the ROSS web site under the <u>Training</u> tab. 	00-13-ROSSA-EP

OUTLINE (CONTINUATION)	AIDS & CUES
<ul style="list-style-type: none"><li data-bbox="354 222 1143 300">• The user support documents mentioned above are also useful in user training. <p data-bbox="256 369 472 407">QUESTIONS?</p>	<p data-bbox="1154 369 1443 407">00-14-ROSSA-EP</p>