



INFORMATION BULLETIN

Digital Roster and Grade Submission For Instructors

Published: June 2024

OVERVIEW

New features and enhancements have been activated on the State Fire Training (SFT) User Portal. This information bulletin shows instructions on how Registered Instructors will electronically submit the rosters and grades for courses they have been assigned to (Please see the alternate bulletin if you are the admin for an Accredited Academy). This process replaces the previous method of attaching an Excel roster file to the web form submission.

Beginning July 1, 2024, State Fire Training will require all course rosters to be returned using the new system.

COURSE ROSTER SUBMISSION

1. Navigate to the [SFT User Portal](#) and sign in at the top right of the page.

The screenshot shows the State Fire Training User Portal interface. At the top left is the CAL FIRE logo and the text 'California Office of the State Fire Marshal | State Fire Training'. The main content area is titled 'The State Fire Training User Portal' and contains several paragraphs of text. On the right side, there is a 'Sign In' form with two input fields: 'Enter email address' and 'Enter password'. Below these fields is a blue 'Sign In' button. A red arrow points from the 'Sign In' button in the main content area to the 'Sign In' button in the sign-in form. Below the sign-in form are links for 'Terms of Service' and 'Feedback'. At the bottom right, there is a 'Resources' section with links for 'Available Training', 'Training Catalog', 'WebForms', and 'Authorized Organizations'. Below the resources is a 'Request SFT ID' section with a paragraph of text.

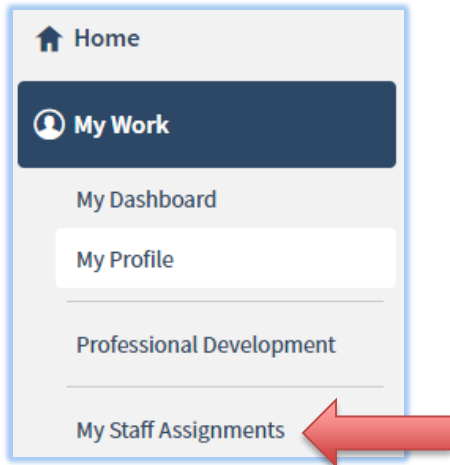
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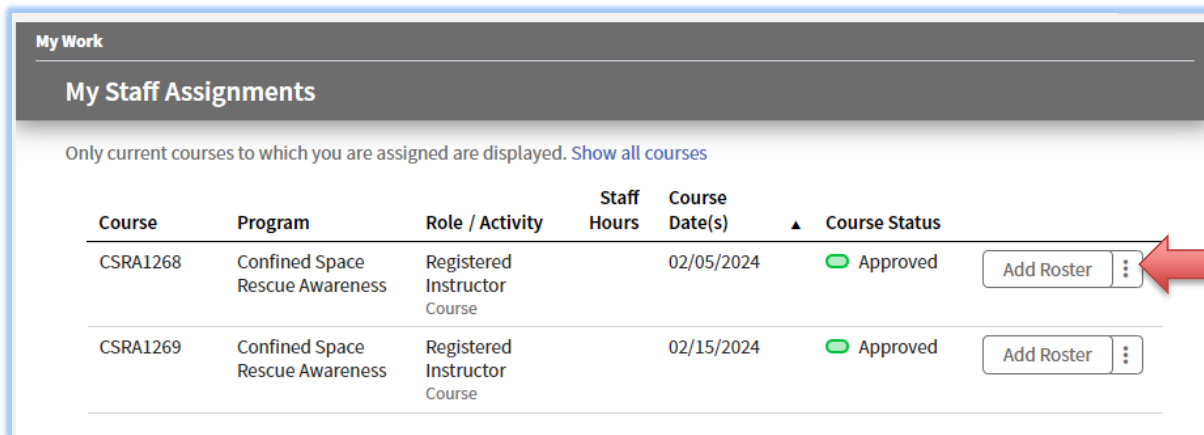
INFORMATION BULLETIN

Digital Roster and Grade Submission For Instructors

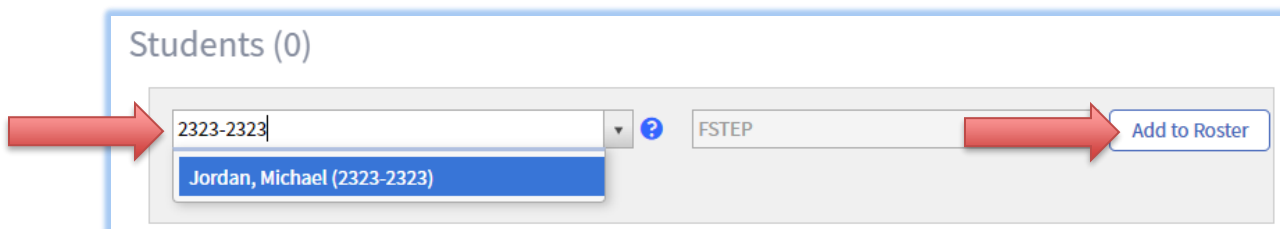
2. Locate the section titled “My Staff Assignments” on the left-hand side of the page and click on the link.



3. On this page, you will see all the currently open courses that you are assigned to. By default, past courses are not shown. Locate the course you are working on and click on the "Add Roster" button on the right-hand side.



4. In the Students section of the page, you can enter the SFT ID of the student you are looking to enroll. You can enter multiple names at once and then click the "Add to Roster" button, or you can add them one at a time. If you make a mistake while adding a student, you can easily remove them at any time until you submit the roster. *Note: Do not choose the “select from list of personnel” option as this may kick you out of the system - this feature is not utilized by SFT.*



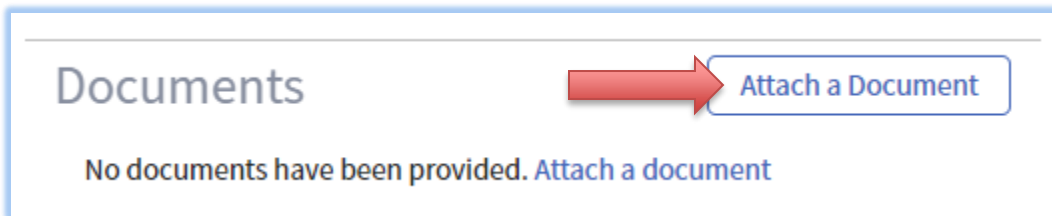


INFORMATION BULLETIN

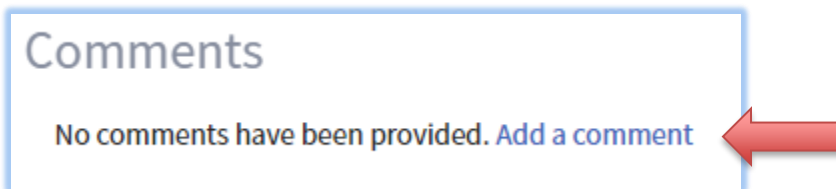
Digital Roster and Grade Submission For Instructors

If you are unable to locate the student via their SFT ID and you have already confirmed the number with the student, please reach out to the [SFT Help Desk email](#) for assistance looking up the SFT ID or have the student contact SFT to verify their SFT ID. It is recommended that you advise all students to come prepared to the first day of class with their SFT ID ready. If they are new to the system, they can request an SFT ID using an online form – details on retrieving or obtaining and SFT ID are outlined on the [User Portal](#) home page or the [Administration](#) page of the SFT website.

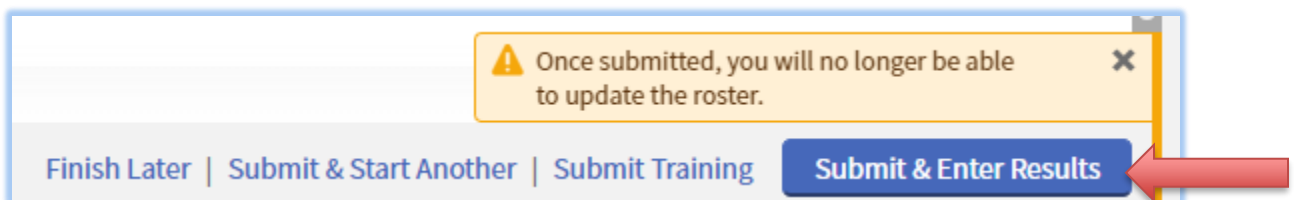
5. If there are any documents requested by SFT you can select the Attach Document button and upload a document with a description in the pop-up dialog box. It is not mandatory to attach a document unless requested.



6. Next, you can use the add comments field in the same way as the existing notes and deviations section of the course return web form. Here you can note any issues or changes with the course such as additional assistant instructors who participated in the course delivery.



7. At the bottom of the page there are several options. "Finish Later" will allow you to save the roster for later completion without submitting it to SFT (you will be able to re-enter the roster screen from your "My Staff Assignments" page). The "Submit & Start Another" and "Submit Training" options should not be used as they will submit the roster without entering test results, which may lead to delays in your course being processed and diplomas being issued to the students. "Submit & Enter Results" should be the option chosen when you are ready to submit, as it will submit the roster and take you to the page to enter the student's pass or fail results.



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INFORMATION BULLETIN

Digital Roster and Grade Submission For Instructors

8. On the next page you will see a list of all students as well as a test date and pass or fail dropdown. The test date should be entered as the final day of the course. There are two ways to enter the results, individually, or using the quick set option. The quick set option allows you to specify a date and result and apply it to all students. You can still change an individual result after using a quick set before you submit the results. You can cancel, save the results to finish later, or submit the results. Once you have submitted the test results you cannot return to change them. Once the results are submitted you will see a confirmation pop up and be taken to a page containing your test results for recent courses you are assigned to. You can click view to revisit the results.

Name	SFT ID	Test Date	Pass - Fail *	Quick Set
Cal, Captain	1234-5678	02/05/24	Select a value...	
Cruise, Tom	1111-1111	<input type="text"/>	Select a value...	
Ford, Harrison	2222-2222	<input type="text"/>	Select a value...	
Jordan, Michael	2323-2323	<input type="text"/>	Select a value...	
Monroe, Marilyn	3333-3333	<input type="text"/>	Select a value...	

Quick Set

Set the test date for all students

Test Date

Attempt

Apply to all students

WHAT HAPPENS AFTER SUBMISSION?

After completion, your submission will enter a queue that SFT staff will review. Once SFT staff approves your submission, the status will change from "Approved" to "Completed". Diplomas will not be issued until your submission is approved **and** you have made payment for the course. For information on how to pay for the course, see the Digital Course Invoice Payment Information Bulletin.