Registration and Evaluation System (RES) MicroStrategy Shared Reports User Guide

For Training Providers

Version 1.01.01

October 2013

FEMA

This document was prepared for the Federal Emergency Management Agency (FEMA) National Training and Education Division (NTED) and is intended solely for the uses and information of the client for whom it is addressed.

This version of the *Registration and Evaluation System (RES) MicroStrategy Shared Reports User Guide* was developed in conjunction with the RES version 3.01.00

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RES MICROSTRATEGY REPORTS OVERVIEW

MicroStrategy Reports is a commercial off-the-shelf (COTS) web-based application used to support report building for the Registration and Evaluation System maintained by FEMA's NTED. MicroStrategy Reports includes shared reports that pull from data collected through RES. In addition, FEMA Program Managers can create ad hoc report features to build custom reports for their use or to share with others.

Access to MicroStrategy Reports is provided to Training Providers and FEMA Program Managers through the issuance of a license. Contact your FEMA NTED Program Manager or the RES Help Desk (res@dhs.gov) for more information.

For best results, use Microsoft Internet Explorer 8 when accessing MicroStrategy.

Please note that RES MicroStrategy is designed to work using Microsoft Internet Explorer 8 as the primary web-browser. In addition, most exporting functions work best using Microsoft Excel 2007.

A. USING THIS GUIDE

The *RES MicroStrategy Shared Reports User Guide* provides step-by-step instructions for shared reports available in MicroStrategy. This guide is designed for training providers.

The *RES MicroStrategy Shared Reports User Guide* has several features to facilitate navigation through the document. The table of contents includes hyperlinks to chapters and sections of the document to enable users to click on a desired topic to be automatically brought to the requested section. Additional hyperlinks appear within some sections where cross-referenced information may be available elsewhere in the document. Simply click the hyperlink to read more about the selected topic.

Each set of instructions are followed by system screen prints (figures). Callout boxes highlight important information for users to remember. The guide is updated with each release of RES MicroStrategy and updates are tracked in Appendix A: RES MicroStrategy Updates.

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CHAPTER I: GETTING STARTED

CHAPTER TOPICS:

A. GETTING ACCESS TO MICROSTRATEGY REPORTS

MicroStrategy reports are accessed from the Registration and Evaluation System. Only licensed users with a valid user name and password can access MicroStrategy. If you do not already have access to MicroStrategy Reports contact your FEMA National Training and Education Division Program Manager (see Logging into MicroStrategy).

B. LOGGING INTO MICROSTRATEGY

Licensed MicroStrategy users can access the reports feature from RES. Users will be prompted to log in separately to MicroStrategy, usually using a different user name and password from their RES user name and password. If you are not sure whether you have access to MicroStrategy, contact your FEMA NTED Program Manager or the RES help desk at res@dhs.gov.

Only licensed users have access to MicroStrategy Reports.

For best results, use Microsoft Internet Explorer 8 when accessing MicroStrategy.

Notes:

- Due to the limited number of licenses available, not all RES users have access to MicroStrategy reports.
- For best results, use Microsoft Internet Explorer 8 as your internet browser.

To log into MicroStrategy reports:

Step 1: Navigate to the Registration and Evaluation System website at https://www.firstrespondertraining.gov/res (see Figure 1-1: Logging into RES)

Step 2: In the **UserID** field, enter your user ID.

Step 3: In the **Password** field, enter your password.

Note: Passwords are case sensitive.

Step 4: Click the **Login** button.

Note: See the RES User Guide for additional information on logging in and using RES.

Figure 1-1: Logging into RES

Step 5: From the RES application, click on the **Reports** tab or the **View Reports** box (see Figure 1-2: Accessing MicroStrategy). This action opens a new window.

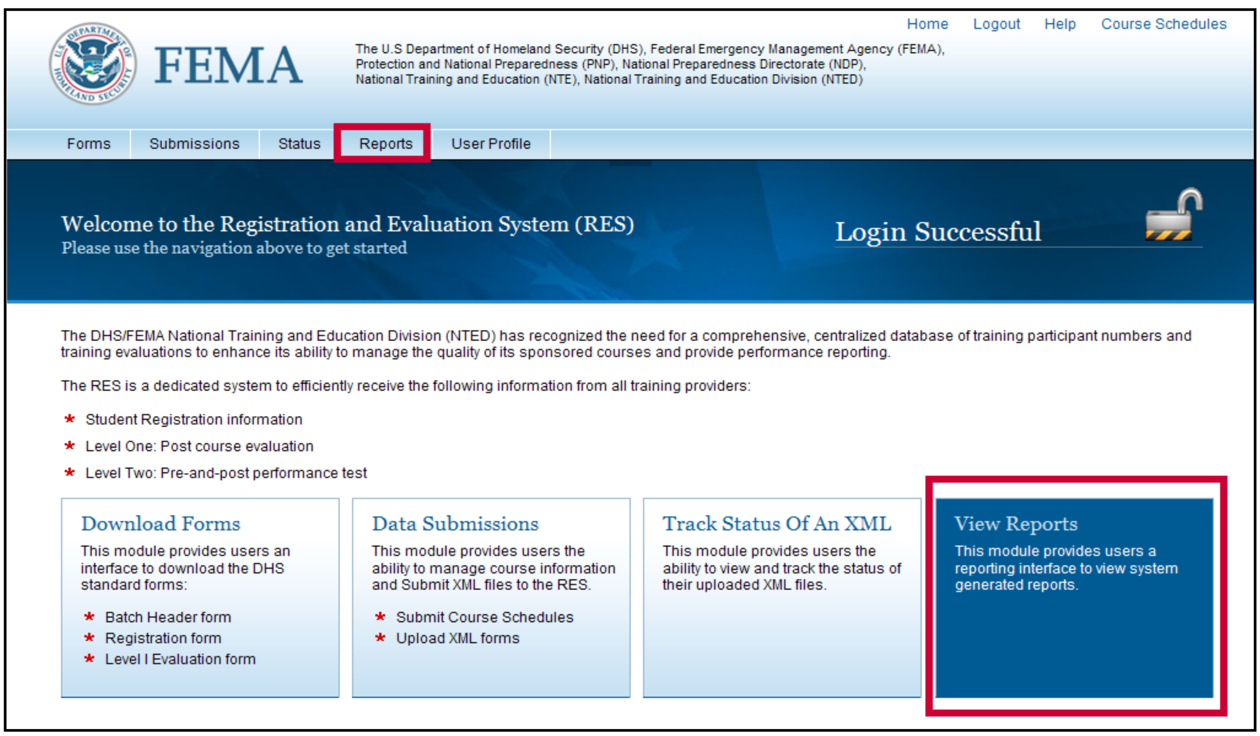

Figure 1-2: Accessing MicroStrategy

Step 6: On the MicroStrategy page, click on the **RES NTED** link (see Figure 1-3: Accessing MicroStrategy).

After 20 minutes of inactivity, MicroStrategy will prompt you to log in again.

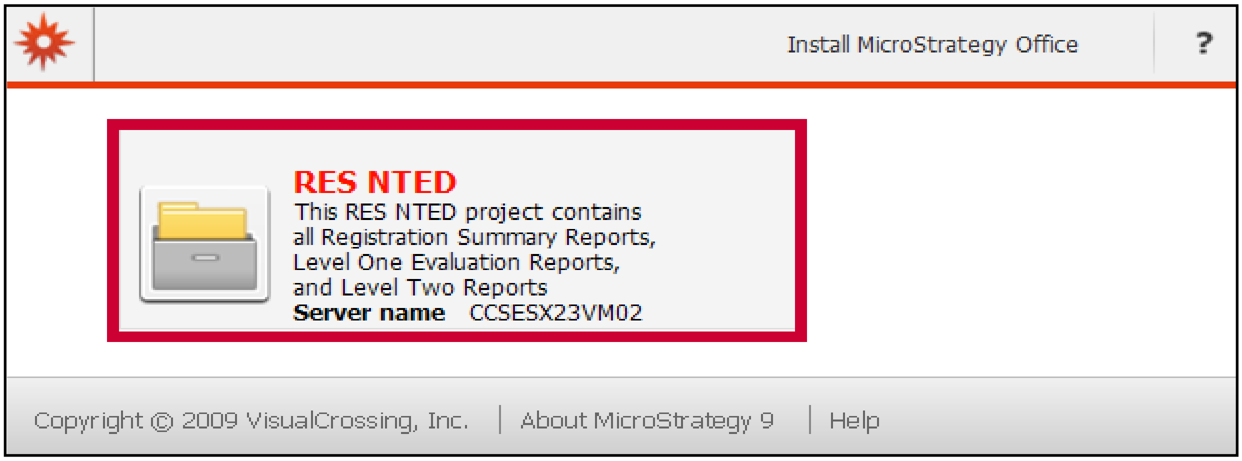

Figure 1-3: Accessing MicroStrategy

Step 7: On the log in page, in the **User name** field, enter your user name (see Figure 1-4: Logging into MicroStrategy Reports).

Note: Your MicroStrategy user name and password are usually different from your RES user name and password.

Step 8: In the **Password** field, enter your password.

Note: Passwords are case sensitive. If you forget your password, contact the RES Help Desk at res@dhs.gov for assistance.

Your MicroStrategy user name and password are usually different from your RES user name and password.

Step 9: Click the **Login** button.

Note: After 20 minutes of inactivity you will be prompted to log back into MicroStrategy.

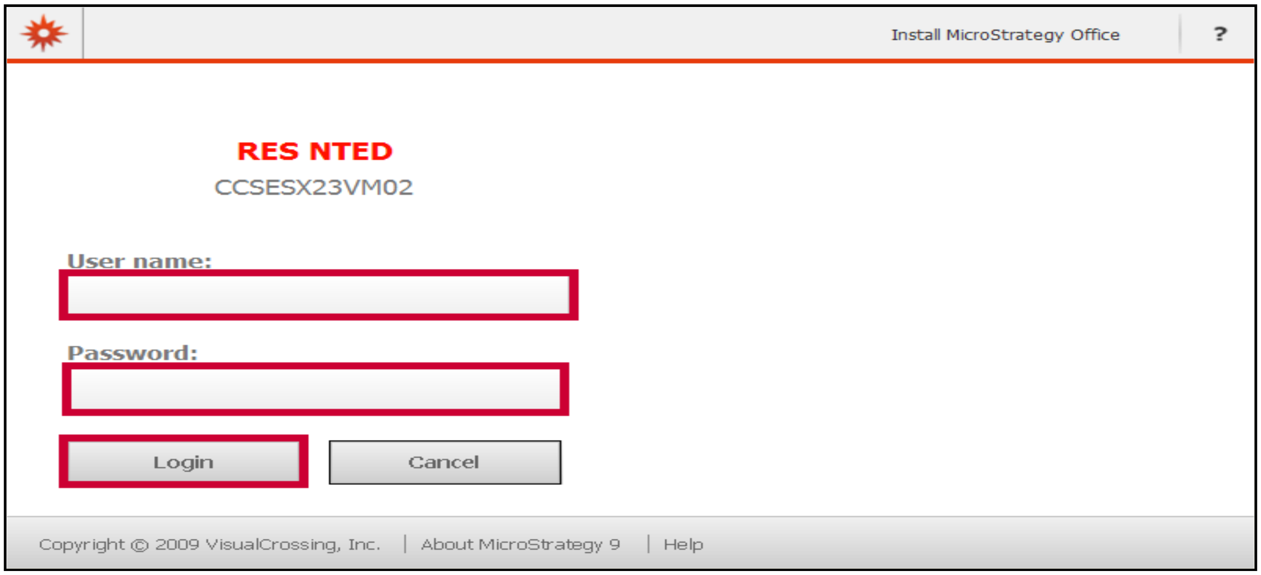

Figure 1-4: Logging into MicroStrategy Reports

C. NAVIGATING MICROSTRATEGY REPORTS

The MicroStrategy Reports home page provides easy access to reports and supporting functionality. Options that display on the home page change depending on your user privileges. The MicroStrategy Reports home page includes (see Figure 1-5: MicroStrategy Home Page):

- The **Browse** section displays folders for existing reports and functionality including:
  - **Shared Reports:** Provides access to existing reports that are available to other users.
  - **My Reports:** This folder is currently not active for training providers.
- The **link strip** provides links to access to commonly used features from any page, including:
  - **Link strip** options change depending on the user's permission type.
  - **Shared Reports** and **My Reports** folders are also available on the home page.
  - The **Help** link provides help information on the COTS product; this help menu is not tailored to NTED/RES MicroStrategy reports and content.
  - Use the **Logout** link to end your MicroStrategy session.

Link strip options depend on your user role.

The Help link displays standard MicroStrategy software help only; it is not customized to RES users.

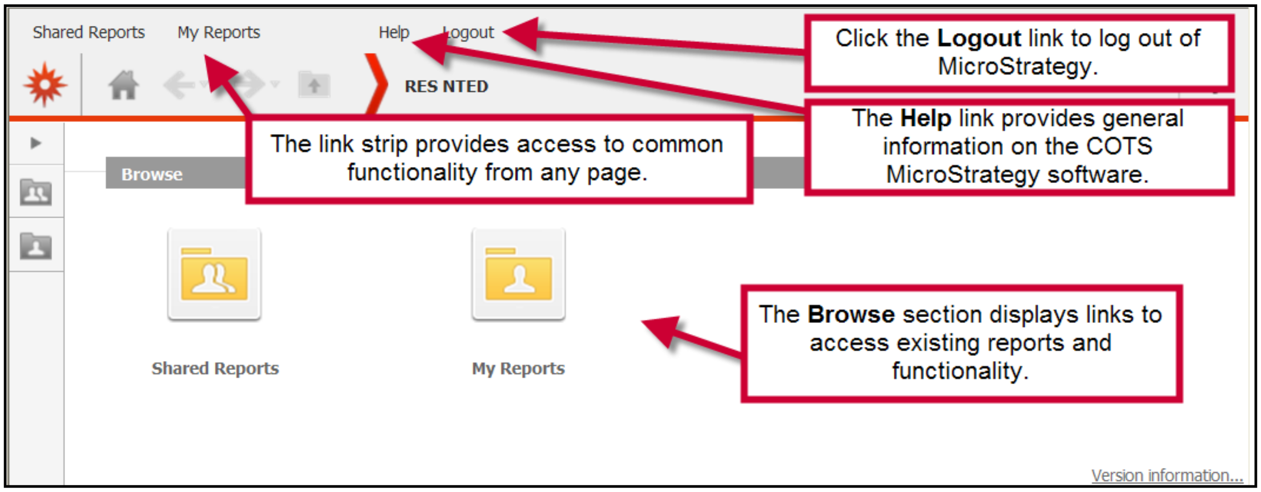

Figure 1-5: MicroStrategy Home Page

You can also use the **navigation buttons** to return to the home page, go back to the previous page, go forward to a previously accessed page, or to go up a navigation level (see Figure 1-6: MicroStrategy Navigation Buttons).

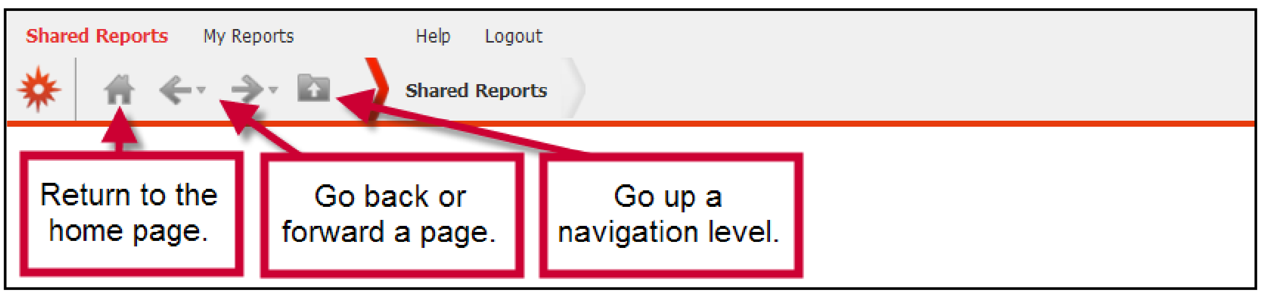

Figure 1-6: MicroStrategy Navigation Buttons

Click the **Projects** icon to open the dropdown menu with the Projects (not used), **Home, Shared Reports, My Reports**, and **Logout** options (see Figure 1-7: MicroStrategy Projects Icon).

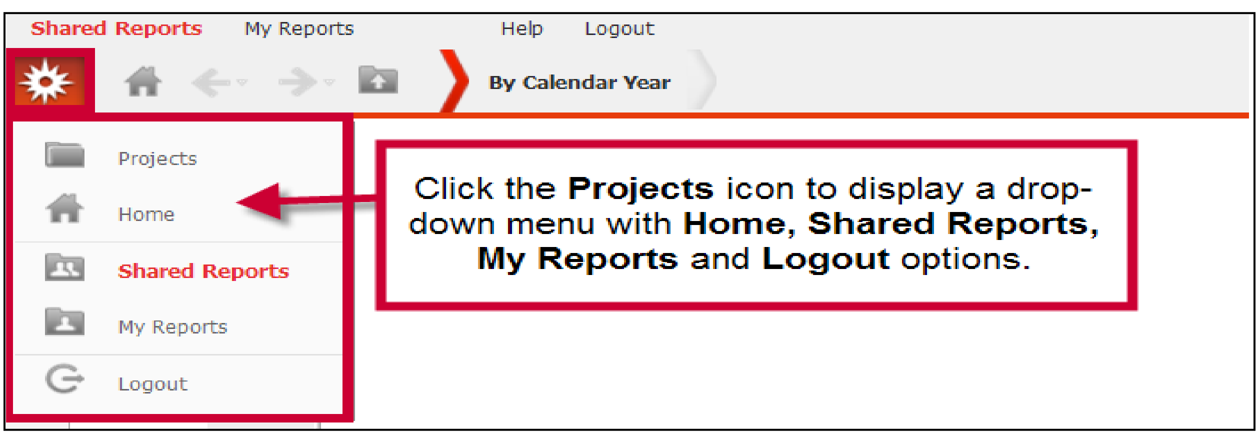

Figure 1-7: MicroStrategy Projects Icon

You can change how the page options, objects and folders pane display (see Figure 1-8: MicroStrategy View Buttons). The Navigation Tree does not display by default but you can click the open arrow to display navigation folders; click the close arrow to collapse the tree.

By default, items in folders display as icons. You can change to a list view by selecting **View: List** icon. Click the **View: Icon** icon to return to the icon view.

Breadcrumbs display your navigation path at the bottom of the page. Use the breadcrumb links to navigate back to previous pages and levels within MicroStrategy.

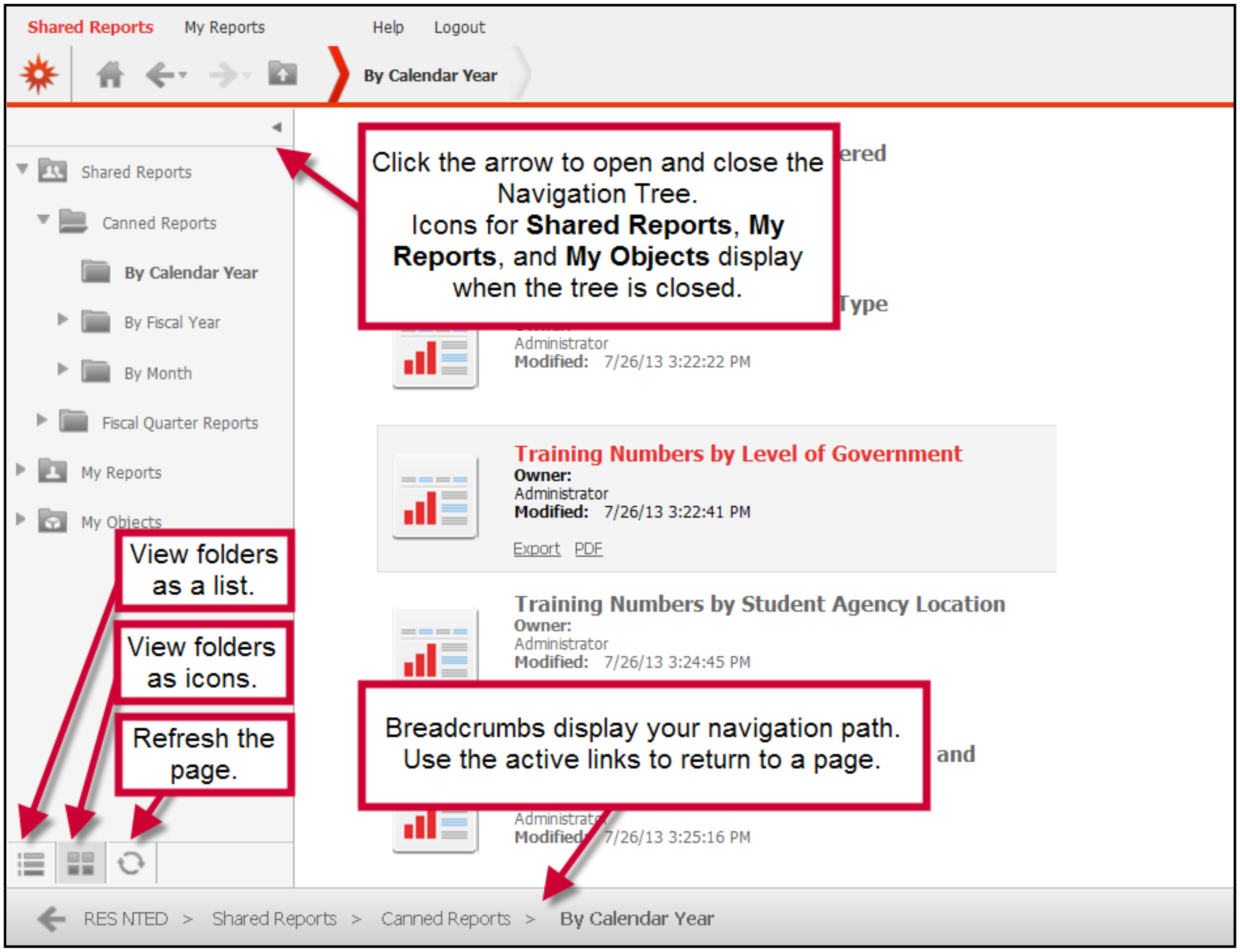

Figure 1-8: MicroStrategy View Buttons

D. LOGIN AND PASSWORD ASSISTANCE

Contact the RES help desk for assistance with your user name or password at res@dhs.gov.

E. LOGGING OUT OF MICROSTRATEGY

Log out of MicroStrategy to end your session.

To log out of MicroStrategy:

Step 1: Click the **Logout** link on the link strip or the **Sign Out** option on the home page (see Figure 1-9: Logging Out).

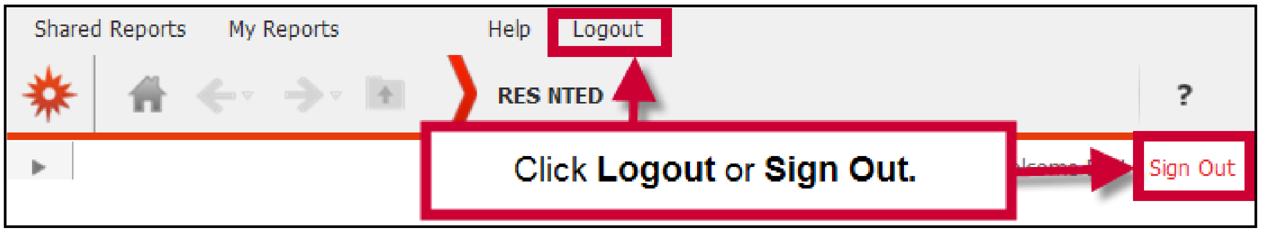

Figure 1-9: Logging Out

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CHAPTER II: USING SHARED REPORTS

CHAPTER TOPICS:

A. OVERVIEW OF SHARED REPORTS

MicroStrategy shared reports allow users to access standard reports formatted for easy reporting. User access to shared reports depends on the user's assigned role in MicroStrategy. Chart 2-1: Shared Reports Users provides a brief description of the shared reports and outlines who has access to the report. Click on the hyperlink to skip to the selected report section for more information (see Figure 2-1: Shared Reports).

Note: When running shared reports, users only see data for the account(s) to which they are assigned.

Access to Shared Reports depends on your user role.

Users will only see data for accounts to which they are assigned.

Chart 2-1: Shared Reports Users

Report Name	Description	Users
Primary Reports		
1. Registrations Summary	The Registration Summary is the primary report to view training numbers and contact hours broken out by training provider. There are several drill-down reports that highlight supporting information. **Note:** This report does not include modular courses. See the Modular Registration Summary for information on modular courses.	All users
2. Level One Evaluations – Classes Recommended for Review	The report displays courses recommended for review because the average Pre-test score is 80% or greater or because the average pre-test to post-test percentage point gain is less than 17%.	All users
3. Level Two Test Scores – Classes of Excellence	The report flags the classes that have a pre-test to post-test percentage point gain of 90% or greater as classes of excellence.	All users
4. Level Two Test Scores – Classes Recommended for Review	The report flags classes that have a pre-test to post-test percentage point gain of less than 20% as classes recommended for review.	All users
5. Modular Registrations Summary	The Report displays metrics on modular lessons completed (instructor led, web, all), total number of distinct students, and total contact hours display, broken out by training provider. The report displays graphs detailing the top ten training providers by number of lessons for modular courses completed and the top ten training providers by number of distinct students trained in modular courses.	All users
Additional Reports		
Canned Reports	Canned reports display commonly requested information by Calendar Year, Fiscal Year or Month.	All users
Fiscal Quarter Reports	Fiscal Quarter reports display commonly requested information broken out by fiscal quarter. By default, metrics for Center for Domestic Preparedness are excluded from the reports.	All
Global Information Systems (GIS)	GIS reports provide metric information depicted on an interactive map. (See Appendix G: Running Global Information Systems (GIS) Reports.)	Users granted a GIS report license
NPDC Reports	National Domestic Preparedness Consortium reports display NDPC numbers to all NDPC members.	NPDC members; NTED Program Managers; Administrators

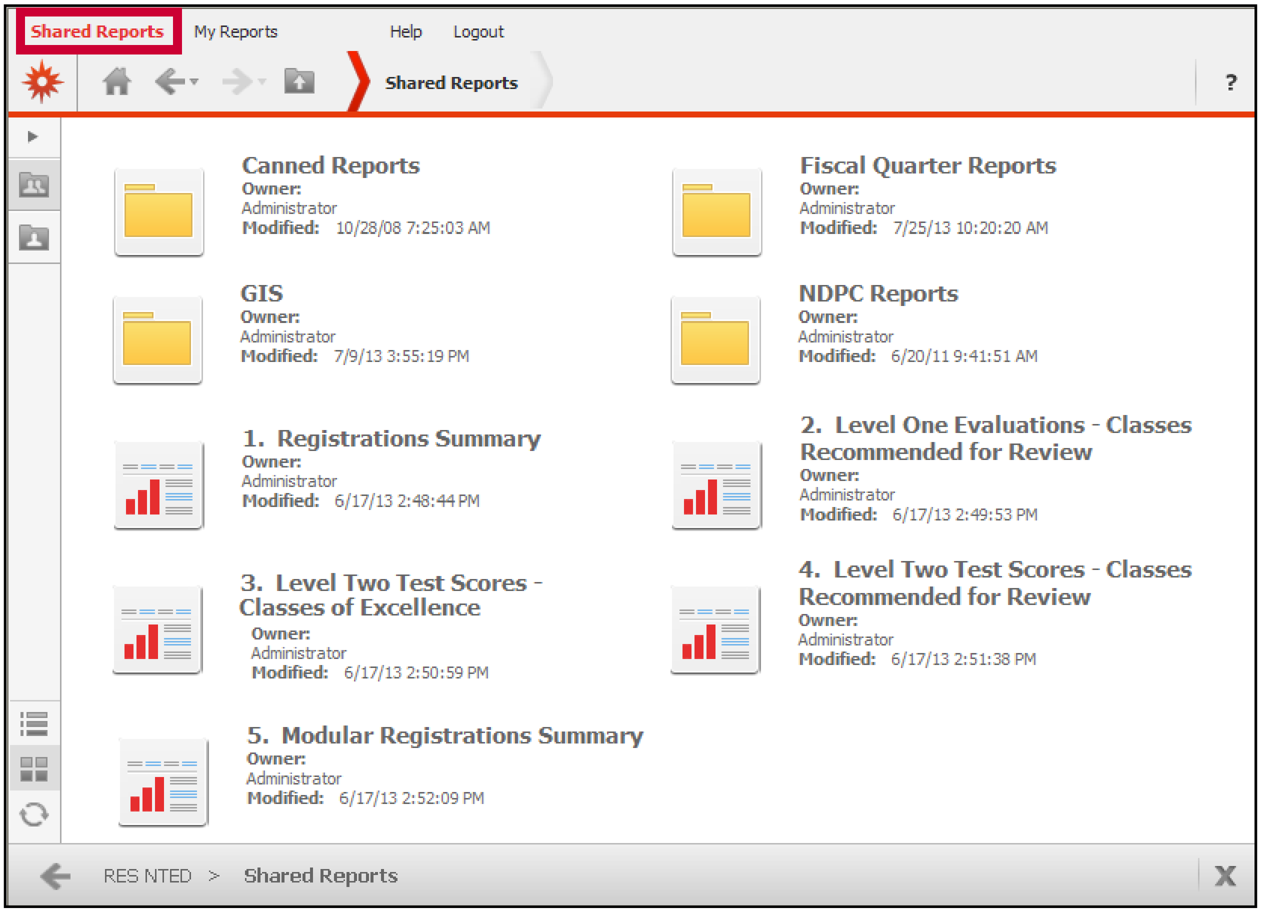


Figure 2-1: Shared Reports

B. RUNNING THE REGISTRATIONS SUMMARY

Available to all users, the Registration Summary serves as the main source for a summary of the number of classes and students trained by training provider. The summary includes graphs that highlight the top 10 training providers by number of classes held and number of students trained. The report includes drill-down functionality for each training provider.

The Registration Summary is the primary report to find information on student and class numbers.

Notes:

- When running the report, training providers only see metrics related to their account.
- This Registrations Summary metrics do not include modular courses. See Running the Modular Registrations Summary for information on running a report that displays modular course data.

Training providers see only metrics for their account.

See the Modular Registrations Summary for metrics related to modular courses.

To run the Registrations Summary report:

Step 1: Click on the **Shared Reports** link on the link strip (see Figure 2-2: Running the

Registration Summary).

Step 2: To select the report, click on the **1. Registrations Summary** link or the report document icon.

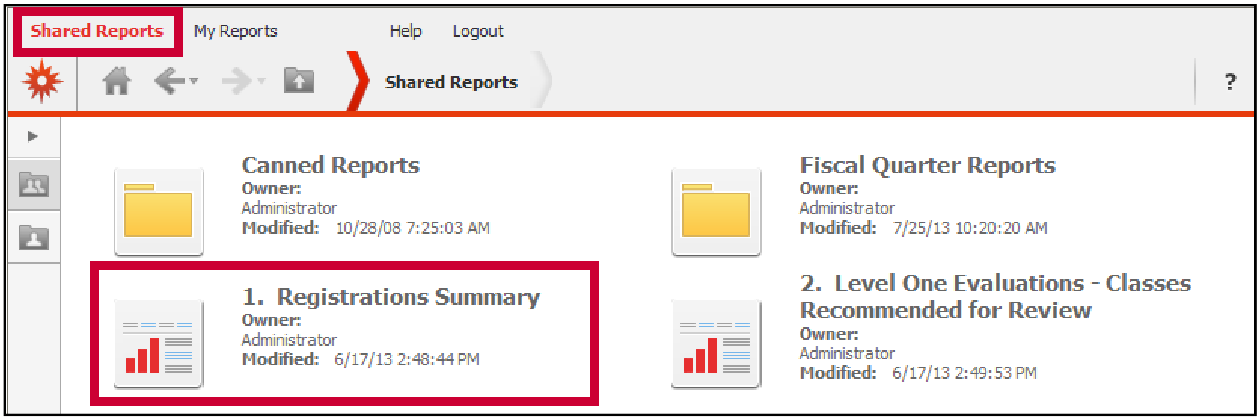


Figure 2-2: Running the Registration Summary

Step 3: On the Registration Summary prompt page, in the **1. Choose the beginning date for the desired date range** section, enter the appropriate beginning date and press the **Enter** key (see Figure 2-3: Selecting a Beginning Date).

Be sure to press the Enter key after typing in a date or year.

Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the appropriate date to select it. If you enter the year on the widget, be sure to press the **Enter** key before selecting the date to ensure the year has been properly selected.

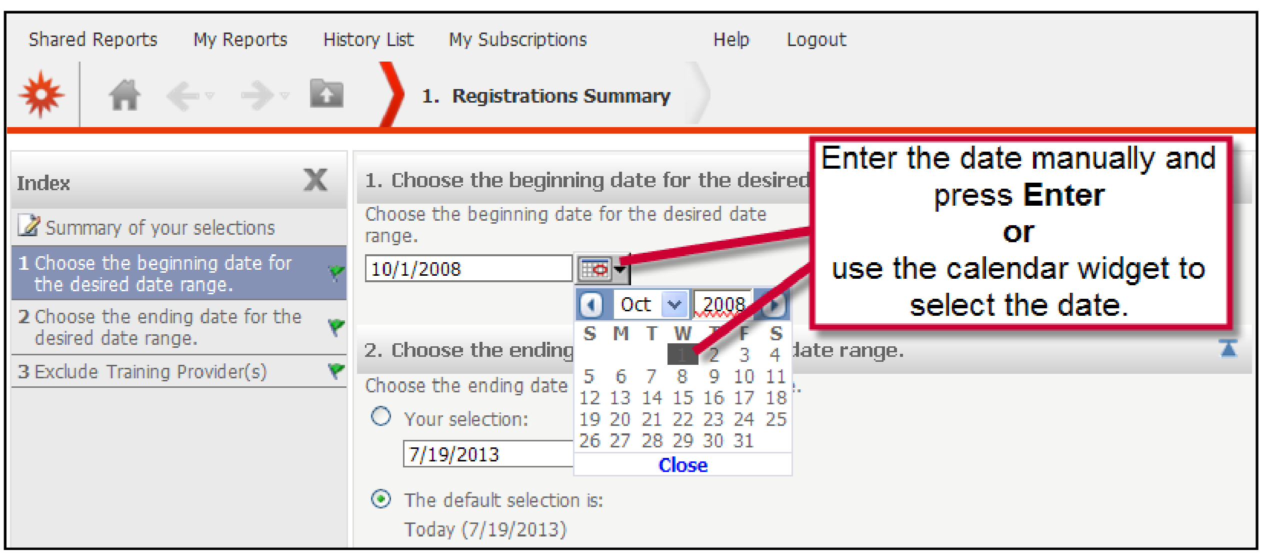


Figure 2-3: Selecting a Beginning Date

Step 4: In the **2. Choose the ending date for the desired date range** section, select the radio button to select the appropriate ending date option (see Figure 2-4: Selecting an Ending Date).

Note: Today's date is selected as the range end date by default. Skip to step 6 if you selected the default option.

Step 5: If you opted to select the date, in the **Your selection:** field, enter the appropriate ending date and press the **Enter** key.

Be sure to press the Enter key after typing in a date or year.

Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the appropriate date to select it. If you enter the year on the widget, be sure to press the **Enter** key before selecting the date to ensure the year has been properly selected.

Step 6: If appropriate, navigate to the **3. Exclude Training Provider(s)** section, select the appropriate training providers to exclude from the report.

Notes:

- The Center for Domestic Preparedness is excluded from the report by default.
- In the **Available** field, click on the appropriate training provider(s) to select it and then click the **Add** arrow to move the value to the **Selected** field.
- You can also double click on the training provider to move it to the **Selected** field.
- Do not use the **Add All** icon as only one option can be added to columns.
- Use the **Remove** and **Remove All** icons to move the training provider out of the **Selected** field.

Step 7: To run the report, click the **Run Document** button.

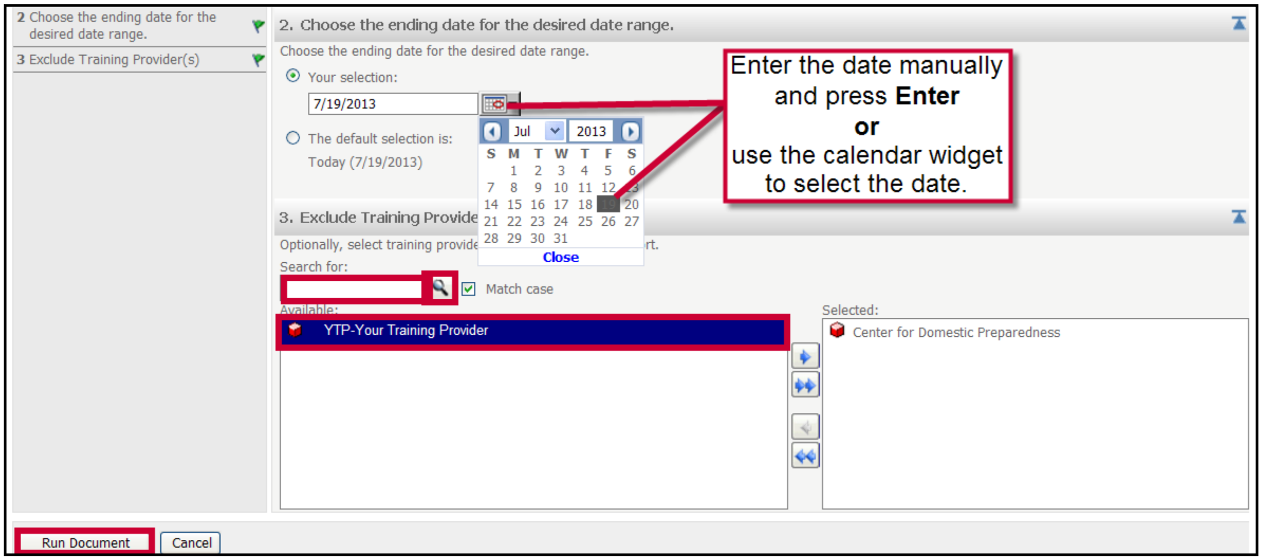


Figure 2-4: Selecting an Ending Date

Step 8: Review the report results (see Figure 2-5: The Registration Summary).

Notes:

- Only metrics for the training provider(s) you have permission to view display.
- Two graphs display:
  - — Top 10 Training Providers by Number of Instructor Led Classes Held
  - — Top 10 Training Providers by Number of Students Trained.
- Training provider data displays in a table including the number of instructor led classes, the number of students trained (instructor led, web, and all), and total contract hours.
- Click on the **training providers name** link to drill down to the Course Summary report for the training provider. See Registration Summary Drill-down Reports for more information.
- See Printing and Exporting Shared Report Documents for more information on how to export the report.

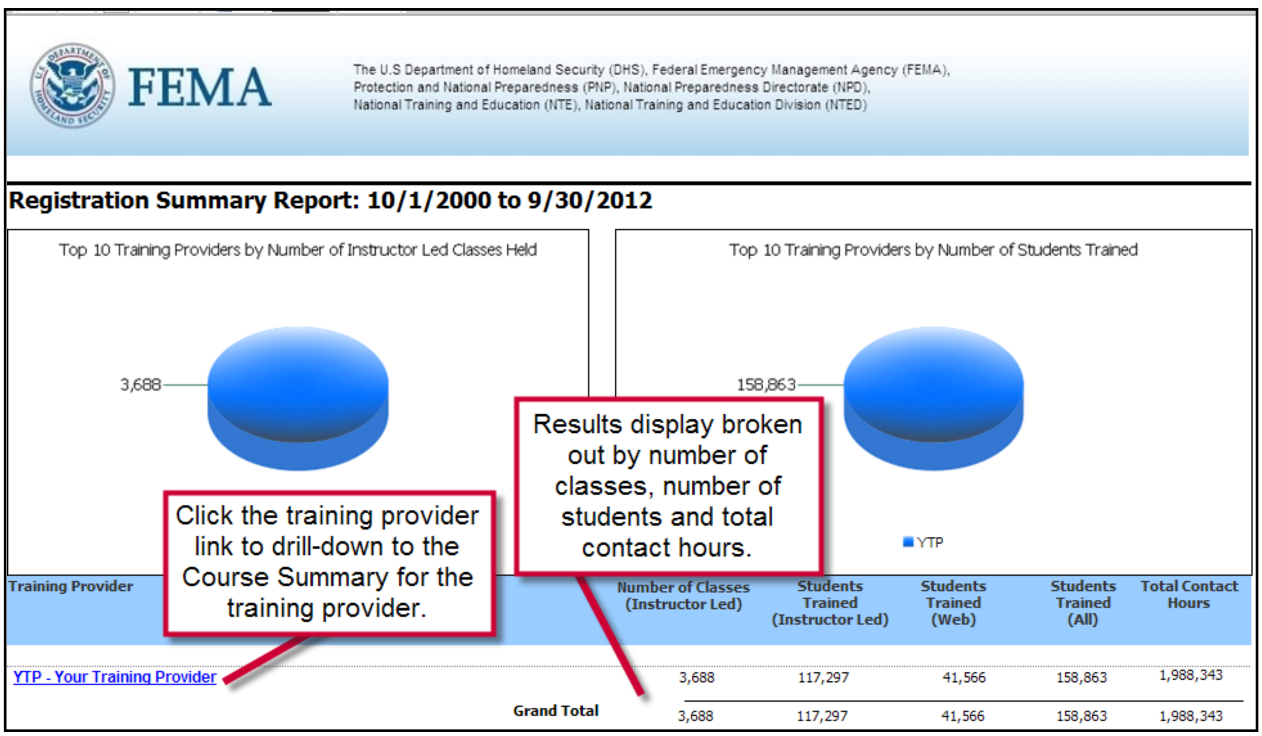


Figure 2-5: The Registration Summary

1. REGISTRATION SUMMARY DRILL-DOWN REPORTS

From the Registration Summary, users can drill-down to view additional information related to the Registration Summary by clicking on the **Training Provider** link (see Figure 2-6: Registration Summary Drill-down Report). Chart 2-2: Registration Summary Drill-down Reports provides an overview of each drill-down report available and the steps required to access the drill-down report.

For information on running the Registration Summary, see Running the Registration Summary.

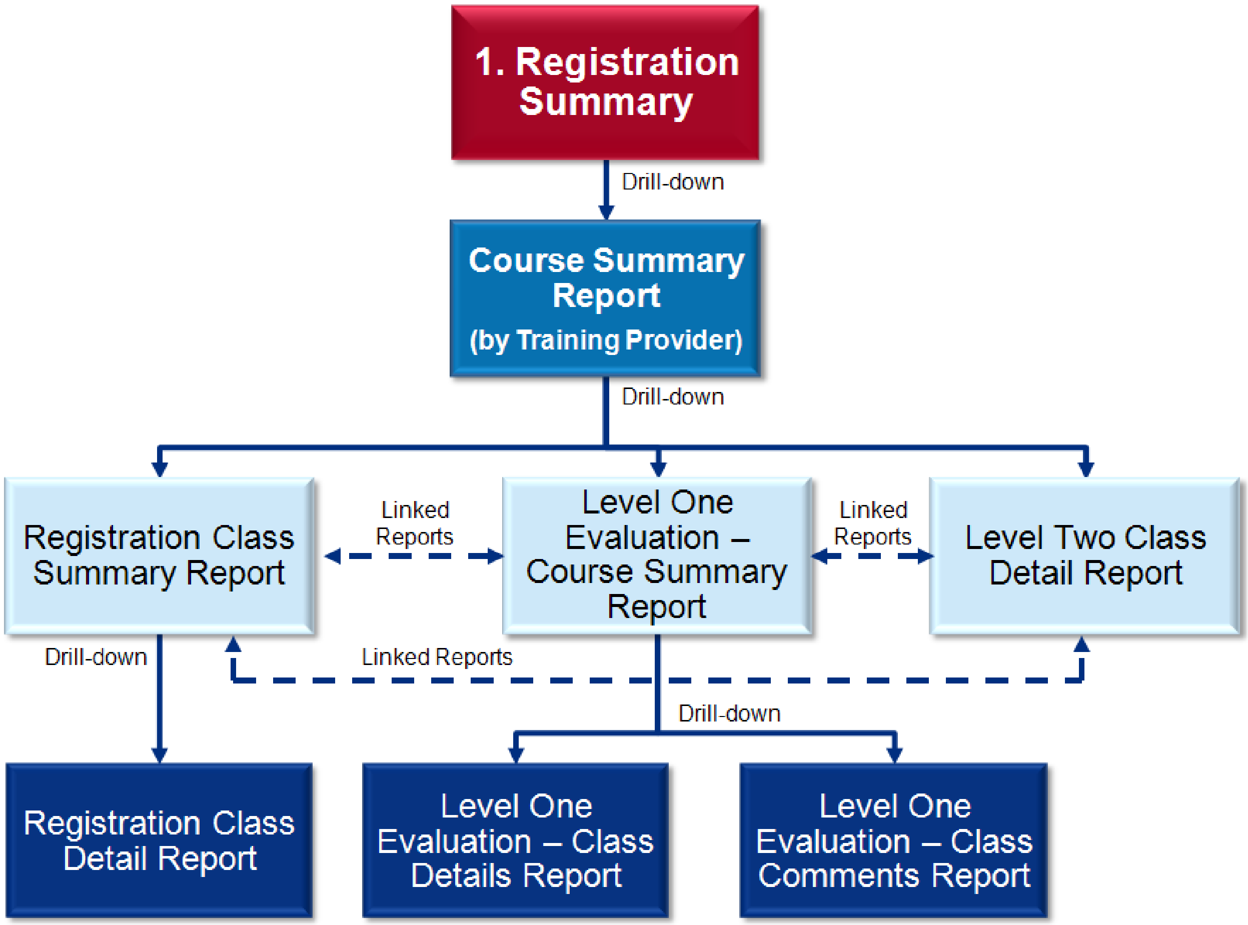


Figure 2-6: Registration Summary Drill-down Reports

Chart 2-2: Registration Summary Drill-down Reports	
Report Name	Description
1.A Course Summary Report (by Training Provider)	Drill-down from the Registration Summary report to the Course Summary Report by clicking on the **Training Provider** link. For the date range selected when running the Registration Summary and the selected training provider, the report displays a graph of the top 10 classes based on the number of students trained. A grid displays each course broken out by training method, number of classes, number of students, number of evaluations, pre and post-test averages, average increase in KSAs, and contact hours. Drill-down options: • Click on the **Course #** and **Name** to drill-down to the Registration Class Summary Report (see 1.A.1). • Click on the appropriate **# of Evaluations** link to drill-down to the Level One Evaluation – Course Summary Report (see 1.A.2). • Click on the appropriate **Avg Inc of KSA** link to drill-down to the Level Two Class Detail Report (see 1.A.3).

Chart 2-2: Registration Summary Drill-down Reports

Report Name	Description
1.A.1 Registration Class Summary Report	Drill-down from the Course Summary Report to the Registration Class Summary Report by clicking the appropriate **Course #** or **Course Name**. For the selected training provider and course, two graphs display the number of classes held by class State and number of students trained by class State. A grid displays each class session of the selected course conducted by the training provider broken out by class start date, start time, instructor, number of students, course length, city, state, zip code, and country. Drill-down options: • Click on the appropriate **Class Start Date** link to drill down to the Registration Class Detail Report (see 1.A.1.a). Linked reports: • Click the **View Evaluations by Class** link to view the Level One Evaluation – Course Summary Report (see 1.A.2). • Click the **View Test Scores by Class** link to view the Level Two Class Detail report see 1.A.3).
1.A.1.a Registration Class Detail Report	Drill-down from the Registration Class Summary Report to the Registration Class Detail Report by clicking the **Class Start Date** link. Two graphs display the number of students trained by level of government and by disciple. A grid displays each student broken out by student agency, level of government, student discipline, city, State, zip code, and country.
1.A.2 Level One Evaluation – Course Summary Report	Drill-down from the Registration Class Summary Report to the Level One Evaluation – Course Summary Report by clicking the **# of Evaluations** link. For the selected training provider and course, a grid displays each class broken out by class start date, class start time, instructor name, number of students, number of evaluations, KSA levels before and after, KSA difference, course evaluation, instructor evaluation, course benefit, overall ratings, and class location. Drill-down options: • Click the appropriate **Class Start Date** link to drill-down to the Level One Evaluation – Class Details Report (see 1.A.2.a). • Click the **view** link to drill down to the Level One Evaluation – Class Comments Report (see 1.A.2.b). Linked reports: • Click the **View Class Summary** link to view the Registration Class Summary Report (see 1.A.1). • Click the **View Test Scores by Class** link to view the Level Two Class Detail report (see 1.A.3).
1.A.2.a Level One Evaluation – Class Details Report	Drill-down from the Level One Evaluation – Course Summary Report to the Level One Evaluation – Class Details Report by clicking the **Class Start Date** link. For the selected training provider, the report displays a breakout of average evaluation responses to the selected class.

Chart 2-2: Registration Summary Drill-down Reports	
Report Name	Description
1.A.2.b Level One Evaluation – Class Comments Report	Drill-down from the Level One Evaluation – Course Summary Report to the Level One Evaluation – Class Comments Report by clicking the **view** link. For the selected training provider, the report displays responses submitted for open answer evaluation questions for the selected class.
1.A.3 Level Two Class Detail Report	Drill-down from the Registration Class Summary Report to the Level Two Class Detail Report by clicking the **Avg Inc of KSA** link. For the selected training provider and course, a grid displays each class broken out by class start date, class start time, instructor, class location, pre- and post-test score average, and average increase of KSA. Linked reports: • Click the **View Class Summary** link to view the Registration Class Summary Report (see 1.A.1). • Click the **View Evaluations by Class** link to view the Level One Evaluation – Course Summary Report (see 1.A.2).

C. RUNNING LEVEL ONE EVALUATIONS – CLASSES RECOMMENDED FOR REVIEW REPORT

All users can run the Level One Evaluations – Classes Recommended for Review report to view a list courses recommended for review because the average pre-test score is 80% or greater or when the average pre-test to post-test percentage point gain is less than 17%. Classes are displayed by training provider and course number and are broken out by class start date, class location, class start time, instructor last name, number of students, number of evaluations, KSA levels before and after, difference in KSA before and after, instructor evaluation score, course evaluation score, course benefit score, and the overall ratings.

The Level One Evaluations – Classes Recommended for Review Report flags classes that have a pre-test score of more than 80% or a pre- to post-test score gain of less than 17%.

Note: When running the report, training providers will only see metrics related to their account. If nothing displays after the report has run, courses for your account do not meet the recommended for review criteria.

Training providers will see only their own courses that meet the recommended for review criteria.

To run the Level One Evaluations – Classes Recommended for Review Report:

Step 1: Click on the **Shared Reports** link on the link strip (see Figure 2-7: Running the Level One Evaluations – Classes Recommended for Review Report).

Step 2: To select the report, click on the **2. Level One Evaluations – Classes Recommended for Review** link or the report document icon.

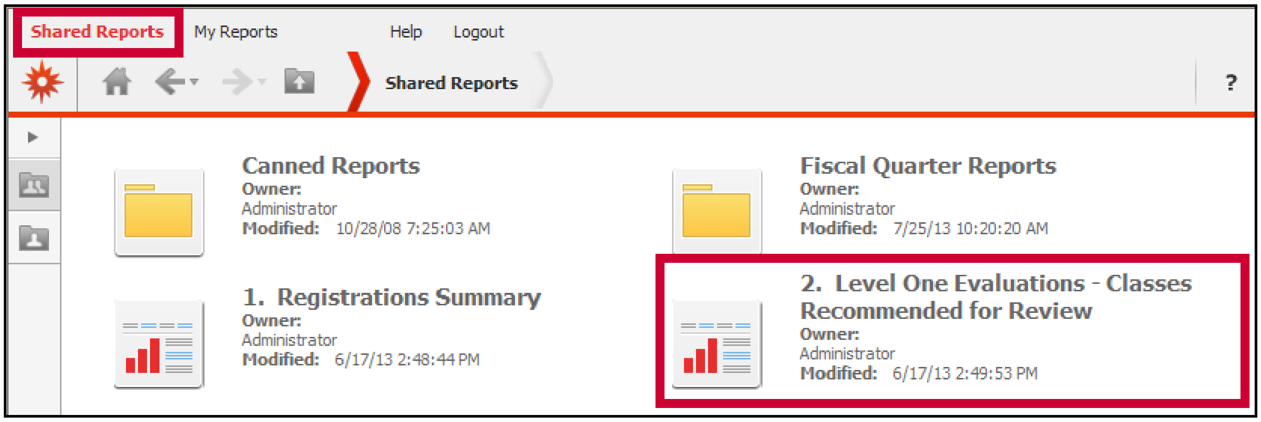


Figure 2-7: Running the Level One Evaluations – Classes Recommended for Review Report

Step 3: On the Classes Recommended for Review prompt page, in the **1. Choose the beginning date for the desired date range** section, enter the appropriate beginning date and press the **Enter** key (see Figure 2-8: Selecting a Beginning Date).

Be sure to press the Enter key after typing in a date or year.

Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the appropriate date to select it. If you enter the year on the widget, be sure to press the **Enter** key before selecting the date to ensure the year has been properly selected.

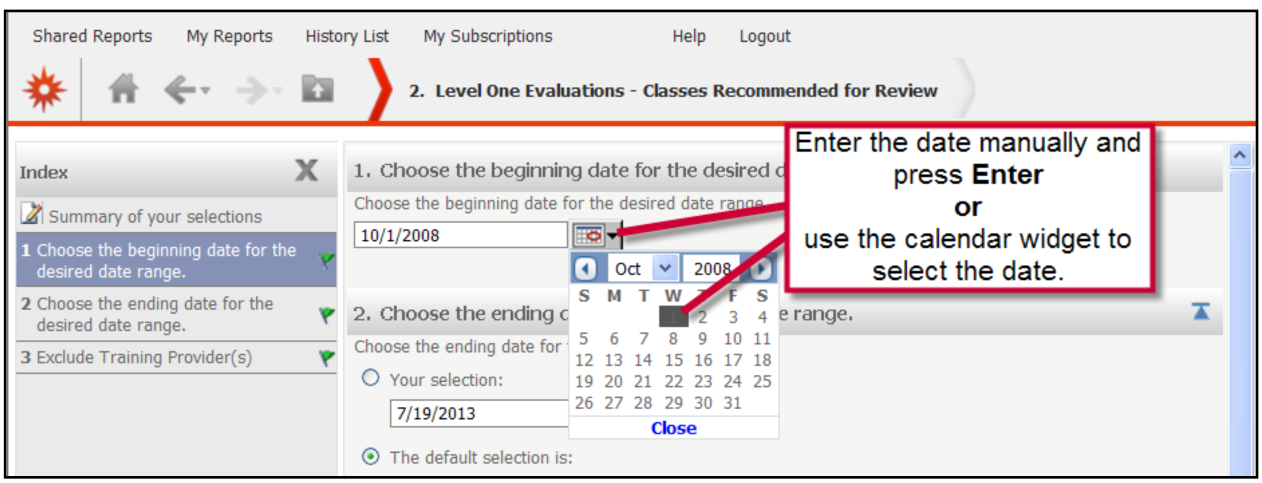


Figure 2-8: Selecting a Beginning Date

Step 4: In the **2. Choose the ending date for the desired date range** section, select the radio button to select the appropriate ending date option (see Figure 2-9: Selecting an Ending Date).

Notes: Today's date is selected as the range end date by default. Skip to step 6 if you selected the default option.

Be sure to press the Enter key after typing in a date or year.

Step 5: If you opted to select the date, in the **Your selection:** field, enter the appropriate ending date and press the **Enter** key.

Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the appropriate date to select it. If you enter the year on the widget, be sure to press the **Enter** key before selecting the date to ensure the year has been properly selected.

Step 6: If appropriate, navigate to the **3. Exclude Training Provider(s)** section, select the appropriate training providers to exclude from the report.

Notes:

- The Center for Domestic Preparedness is excluded from the report by default.
- In the **Available** field, click on the appropriate training provider(s) to select it and then click the **Add** arrow to move the value to the **Selected** field.
- You can also double click on the training provider to move it to the **Selected** field.
- Do not use the **Add All** icon as only one option can be added to columns.
- Use the **Remove** and **Remove All** icons to move the training provider out of the **Selected** field.

Step 7: To run the report, click the **Run Document** button.

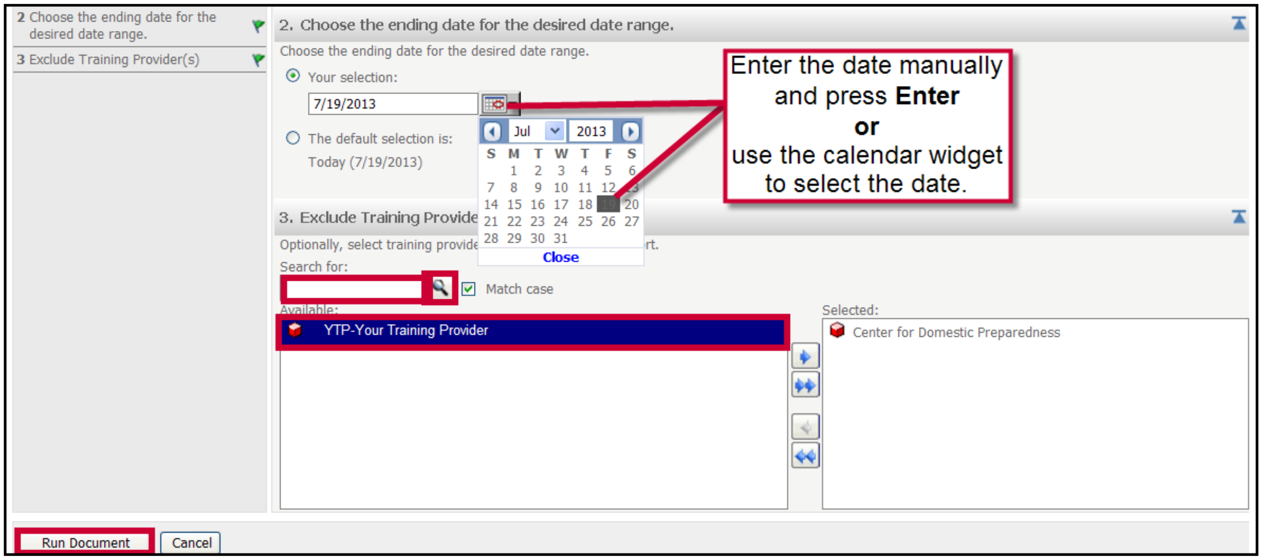


Figure 2-9: Selecting an Ending Date

Step 8: Review the report results (see Figure 2-10: Classes Recommended for Review Report).

Notes:

Training providers will see only their own courses that meet the recommended for review criteria.

- Only metrics for the training provider(s) you have permission to view display. If nothing displays after the report has run, courses for your account do not meet the recommended for review criteria.
- Classes recommended for review display arranged by training provider, course, and class and are broken out by class start date and time, instructor name, number of students, number of evaluations, KSA scores, and evaluation ratings.
- There are two drill-down options (see Classes Recommended for Review Drill-down Reports for more information):
  - — Click the **Class Start Time** link for the appropriate class to drill-down to the Level One Evaluation – Class Details Report.
  - — Click on the **view** link for the appropriate class to drill-down to the Level One Evaluation – Class Comments report.
- See Printing and Exporting Shared Report Documents for more information on how to export the report.

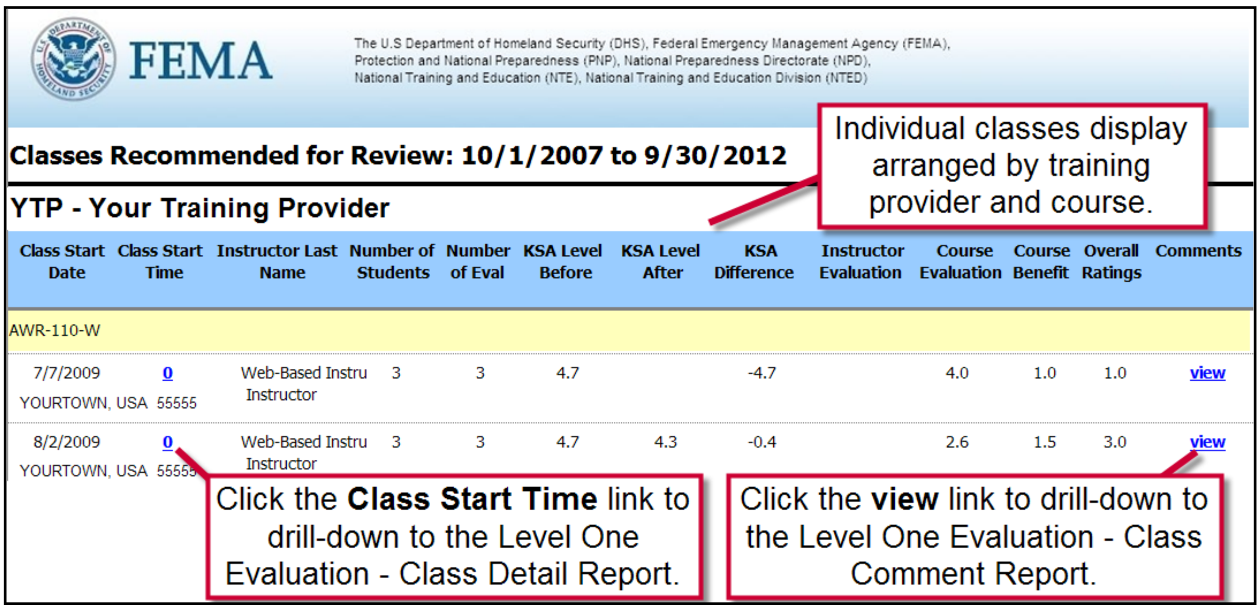


Figure 2-10: Classes Recommended for Review Report

1. CLASSES RECOMMENDED FOR REVIEW DRILL-DOWN REPORTS

From the Level One Evaluation - Classes Recommended for Review report, users can drill-down to view additional information related to the classes recommended for review by clicking on the **Class Start Time** or **view** links (see Figure 2-11: Classes Recommended for Review Drill-down Reports). Chart 2-3: Classes Recommended for Drill-down Reports provides an overview of each drill-down report available.

For more information on the Level One Evaluation – Classes Recommended for Review report see Running Level One Evaluations – Classes Recommended for Review Report.

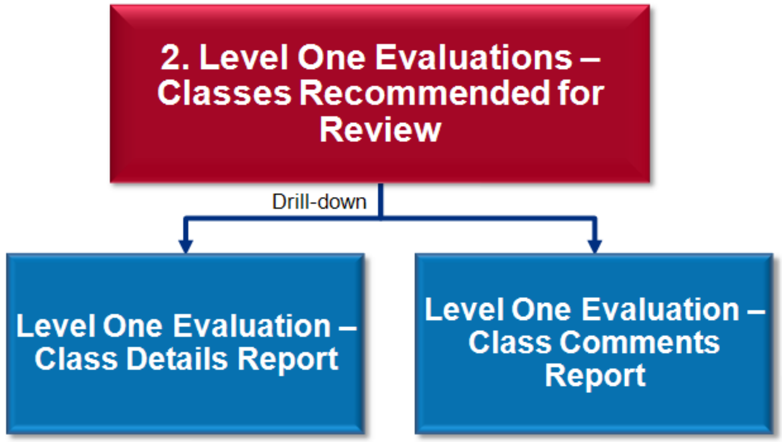


Figure 2-11: Classes Recommended for Review Drill-down Reports

Chart 2-3: Classes Recommended for Review Drill-down Reports

Report Name	Description
2.A Level One Evaluation – Class Details Report	Drill-down from the Level One Evaluation – Classes Recommended for Review to the Level One Evaluation – Class Details Report by clicking the **Class Start Time** link. For the selected training provider, the report displays a break out average evaluation responses for the selected class.
2.B Level One Evaluation – Class Comments Report	Drill-down from the Level One Evaluation – Classes Recommended for Review to the Level One Evaluation – Class Comments Report by clicking the **view** link. For the selected training provider, the report displays responses submitted for open answer evaluation questions for the selected class.

D. RUNNING THE LEVEL TWO TEST SCORES – CLASSES OF EXCELLENCE REPORT

Classes of excellence are those that have a pre-test to post-test percentage point gain of 90% or greater. All users can run the Level Two Test Scores – Classes of Excellence report to view the classes of excellence broken out by training provider, course number, training method, class start and end date, number of students, number of evaluations, pre-test and post-test scores, and average increase in KSAs.

Classes of excellence show a 90% or more improvement of pre-test to post-test scores.

Note: When running the report, training providers will only see metrics related to their account. If nothing displays after the report has run, courses for your account do not meet the classes of excellence criteria.

Training Providers will see only their own courses that meet the classes of excellence criteria.

To run the Level Two Test Scores – Classes of Excellence Report:

Step 1: Click on the **Shared Reports** link on the link strip (see Figure 2-12: Running the Classes of Excellence Report).

Step 2: To select the report, click on the **3. Level Two Test Scores – Classes of Excellence** link or the report document icon.

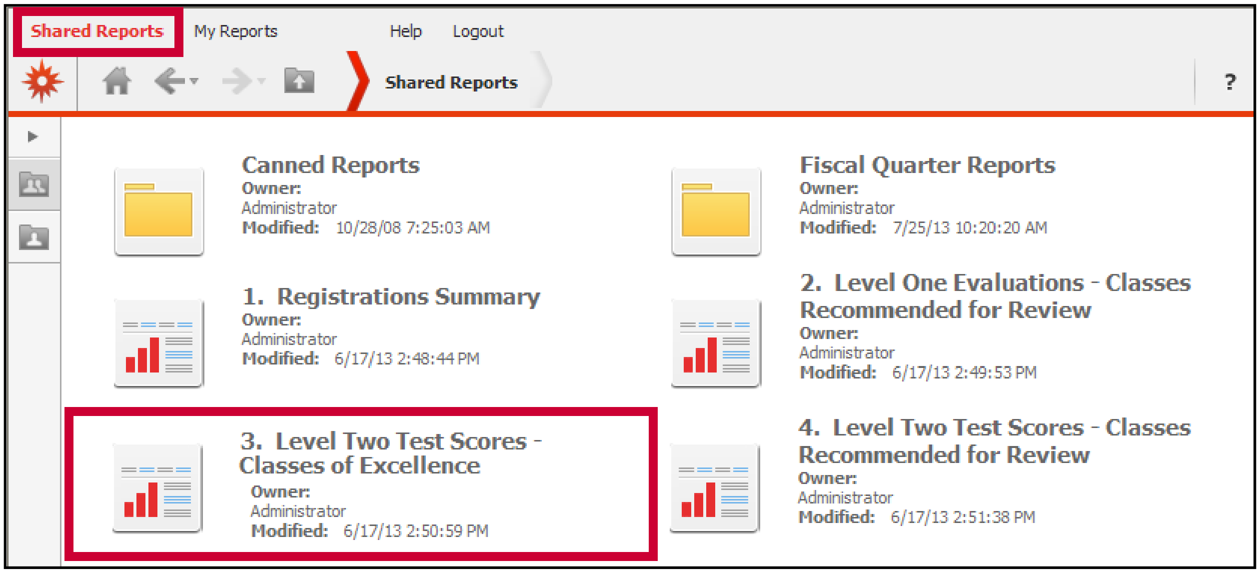


Figure 2-12: Running the Classes of Excellence Report

Step 3: On the Classes of Excellence prompt page, in the **1. Choose the beginning date for the desired date range** section, enter the appropriate beginning date and press the **Enter** key (see Figure 2-13: Selecting a Beginning Date).

Be sure to press the Enter key after typing in a date or year.

Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the appropriate date to select it. If you enter the year on the widget, be sure to press the **Enter** key before selecting the date to ensure the year has been properly selected.

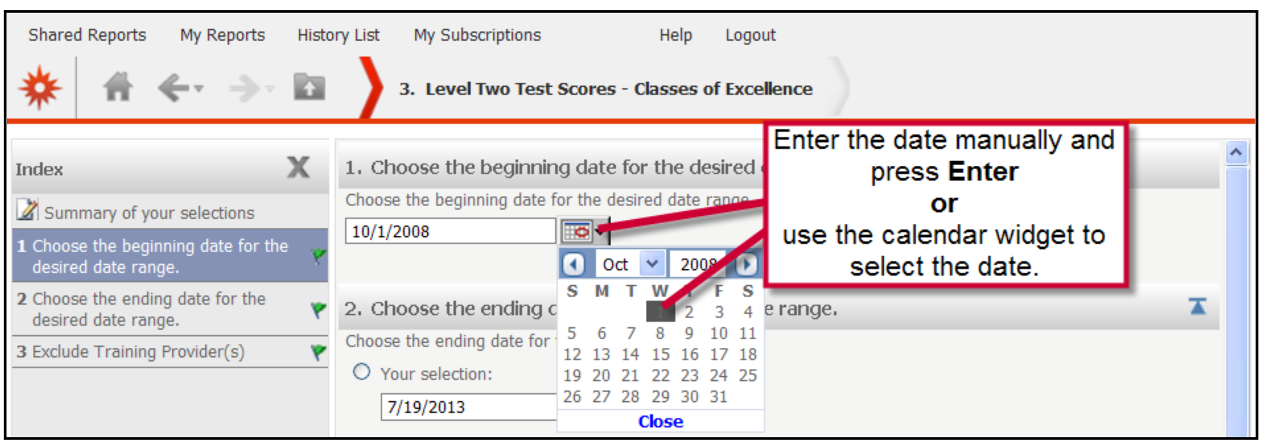


Figure 2-13: Selecting a Beginning Date

Step 4: In the **2. Choose the ending date for the desired date range** section, select the radio button to select the appropriate ending date option (see Figure 2-14: Selecting an Ending Date).

Notes: Today's date is selected as the range end date by default. Skip to step 6 if you selected the default option.

Step 5: If you opted to select the date, in the **Your selection:** field, enter the appropriate ending date and press the **Enter** key.

Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the appropriate date to select it. If you enter the year on the widget, be sure to press the **Enter** key before selecting the date to ensure the year has been properly selected.

Be sure to press the Enter key after typing in a date or year.

Step 6: If appropriate, navigate to the **3. Exclude Training Provider(s)** section, select the appropriate training providers to exclude from the report.

Notes:

- The Center for Domestic Preparedness is excluded from the report by default.
- In the **Available** field, click on the appropriate training provider(s) to select it and then click the **Add** arrow to move the value to the **Selected** field.
- You can also double click on the training provider to move it to the **Selected** field.
- Do not use the **Add All** icon as only one option can be added to columns.
- Use the **Remove** and **Remove All** icons to move the training provider out of the **Selected** field.

Step 7: To run the report, click the **Run Document** button.

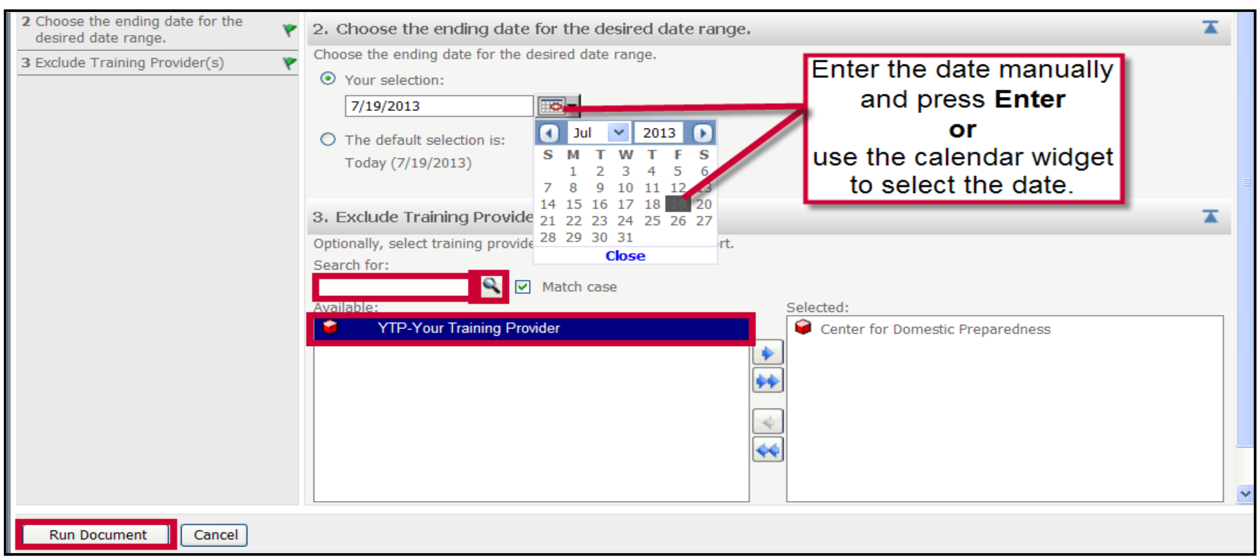


Figure 2-14: Selecting an Ending Date

Step 8: Review the report results (see Figure 2-15: Classes of Excellence Report).

Notes:

- Only metrics for the training provider(s) you have permission to view display. If nothing displays after the report has run, courses for your account do not meet the classes of excellence criteria.
- Classes of excellence display arranged by training provider, course and class and broken out by training method, class start, number of students, pre- and post-test scores, and average percent increase of KSA .
- See Printing and Exporting Shared Report Documents for more information on how to export the report.

Training providers will see only their own courses that meet the classes of excellence criteria.

FEMA

The U.S Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Protection and National Preparedness (PNP), National Preparedness Directorate (NPD), National Training and Education (NTE), National Training and Education Division (NTED)

Classes of Excellence Report (based on test scores): 10/1/2007 to 9/30/2012

Training Provider	Course Number	Training Method	Class Start Date	Class End Date	Total Number of Students	Total Number of Eval	Pre Test Score Average (%)	Post Test Score Average (%)	Average Increase of KSA (%)
YTP					180	69			
	MGT-320				27	27	25.0%	94.0%	276.3%
		MOBILE	7/1/2008	7/3/2008	9	9	25.3%	95.6%	277.2%
		MOBILE	7/29/2008	7/31/2008	18	18	24.6%	92.4%	275.3%
	PER-220				101	18	44.2%	88.8%	101.2%
		MOBILE	7/14/2008	7/16/2008	19	18	40.8%	86.5%	111.9%

Figure 2-15: Classes of Excellence Report

E. RUNNING THE LEVEL TWO TEST SCORES – CLASSES RECOMMENDED FOR REVIEW

Classes recommended for review that have a pre-test to post-test percentage point gain of less than 20%. All users can run the Level Two Test Scores – Classes Recommended for Review Report to view the classes recommended for review. Classes are broken out by training provider, course number, training method, class start and end date, number of students, number of evaluations, pre-test and post-test scores, and average increase in KSAs.

The Level Two Test Scores – Classes Recommended for Review Report flags classes that have a pre- to post-test score gain of less than 20%.

Note: When running the report, training providers will only see metrics related to their account. If nothing displays after the report has run, classes for your account do not meet the recommended for review criteria.

Training providers will see only their own classes that meet the recommended for review criteria.

To run the Level Two Test Scores – Classes Recommended for Review:

Step 1: Click on the **Shared Reports** link on the link strip (see Figure 2-16: Running the Level Two Test Scores – Classes Recommended for Review).

Step 2: To select the report, click on the **4. Level Two Test Scores – Classes Recommended for Review** link or the report document icon.

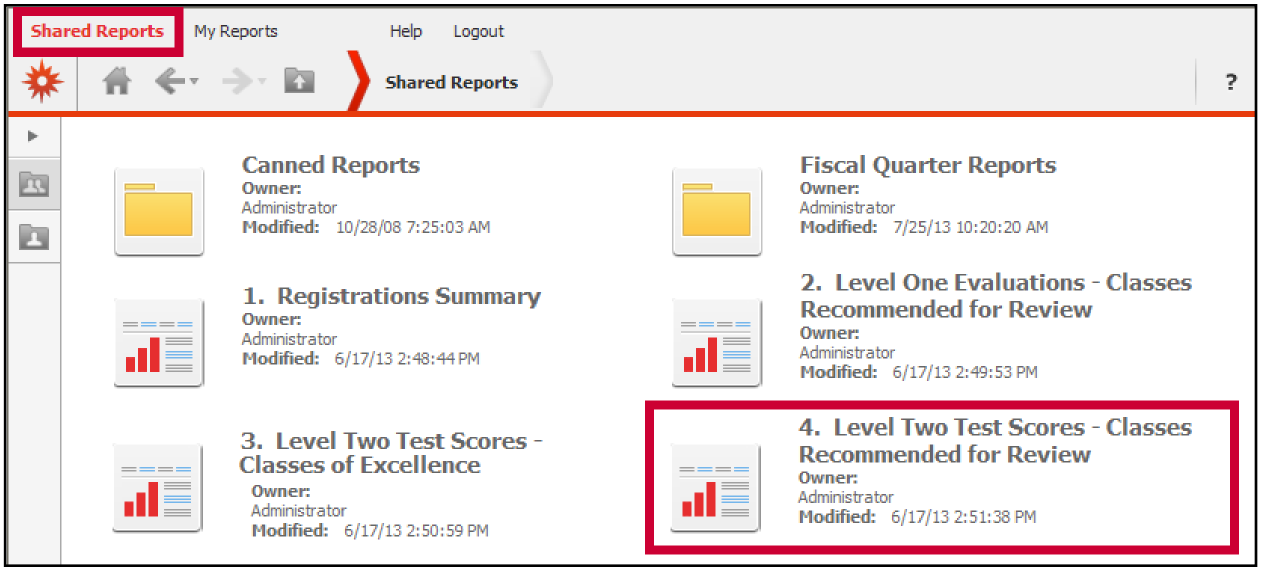


Figure 2-16: Running the Level Two Test Scores - Classes Recommended for Review

Step 3: On the Level Two Test Scores – Classes Recommended for Review prompt page, in the **1. Choose the beginning date for the desired date range** section, enter the appropriate beginning date and press the **Enter** key (see Figure 2-17: Selecting a Beginning Date).

Be sure to press the Enter key after typing in a date or year.

Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the appropriate date to select it. If you enter the year on the widget, be sure to press the **Enter** key before selecting the date to ensure the year has been properly selected.

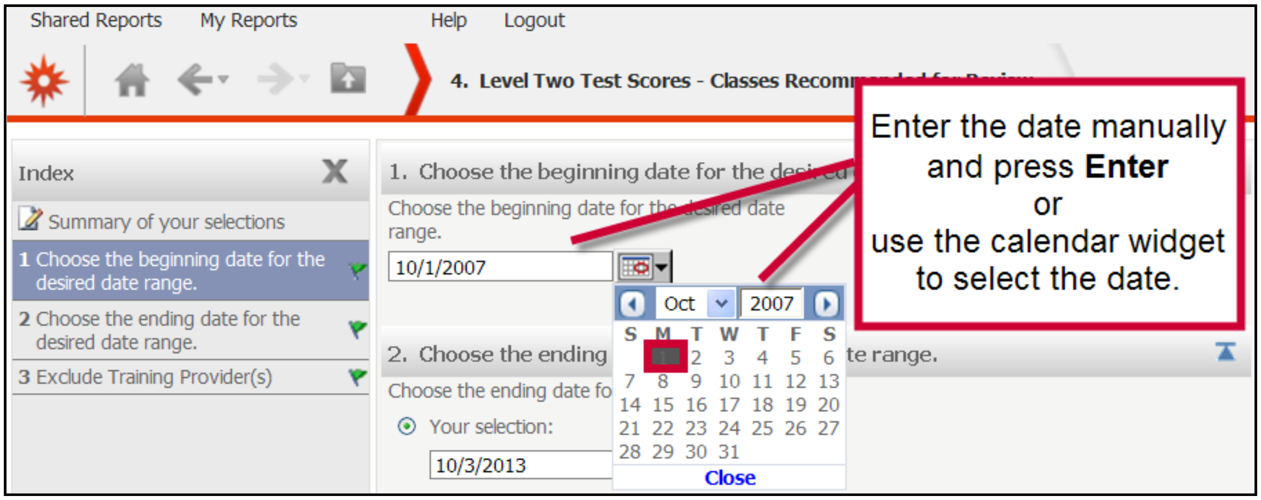


Figure 2-17: Selecting a Beginning Date

Step 4: In the **2. Choose the ending date for the desired date range** section, select the radio button to select the appropriate ending date option (see Figure 2-18: Selecting an Ending Date).

Notes: Today's date is selected as the range end date by default. Skip to step 6 if you selected the default option.

Step 5: If you opted to select the date, in the **Your selection:** field, enter the appropriate ending date and press the **Enter** key.

Be sure to press the Enter key after typing in a date or year.

Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the appropriate date to select it. If you enter the year on the widget, be sure to press the **Enter** key before selecting the date to ensure the year has been properly selected.

Step 6: If appropriate, navigate to the **3. Exclude Training Provider(s)** section, select the appropriate training providers to exclude from the report.

Notes:

- The Center for Domestic Preparedness is excluded from the report by default.
- In the **Available** field, click on the appropriate training provider(s) to select it and then click the **Add** arrow to move the value to the **Selected** field.
- You can also double click on the training provider to move it to the **Selected** field.
- Do not use the **Add All** icon as only one option can be added to columns.
- Use the **Remove** and **Remove All** icons to move the training provider out of the **Selected** field.

Step 7: To run the report, click the **Run Document** button.

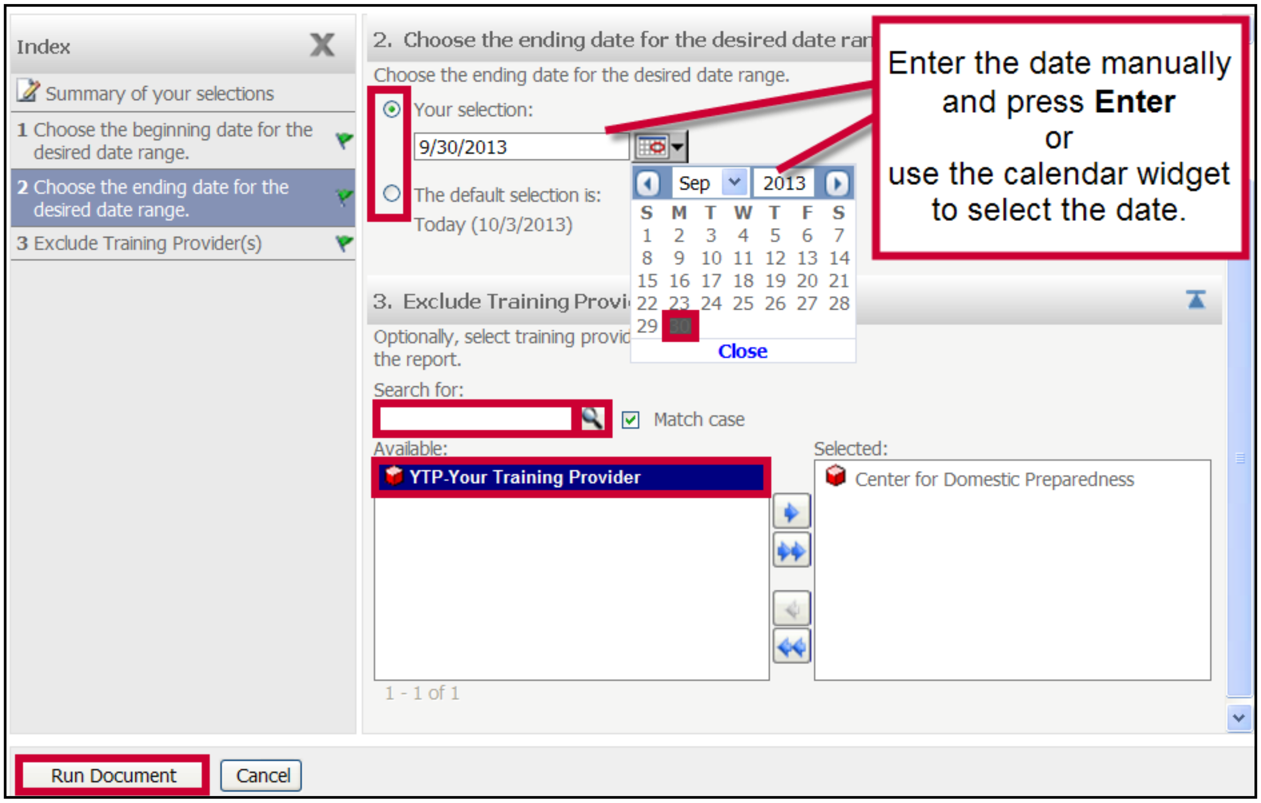


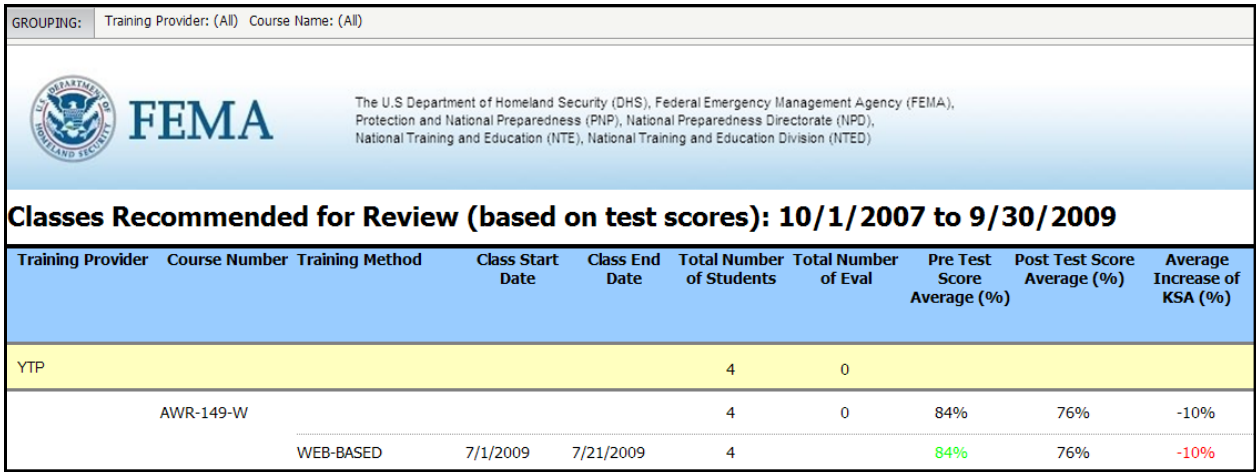
Figure 2-18: Selecting an Ending Date

Step 8: Review the report results (see Figure 2-19: Level Two Test Scores – Classes Recommended for Review Report).

Training Providers will see only their own courses that meet the classes recommended for review criteria.

Notes:

- Only metrics for the training provider(s) you have permission to view display. If nothing displays after the report has run, classes for your account do not meet the recommended for review criteria.
- Classes of recommended for review display arranged by training provider, course and class and broken out by training method, class start and end date, number of students, number of evaluations, pre- and post-test scores, and average percent increase of KSA .
- See Printing and Exporting Shared Report Documents for more information on how to export the report.



GROUPING: Training Provider: (All) Course Name: (All)

FEMA

The U.S Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Protection and National Preparedness (PNP), National Preparedness Directorate (NPD), National Training and Education (NTE), National Training and Education Division (NTED)

Classes Recommended for Review (based on test scores): 10/1/2007 to 9/30/2009

Training Provider	Course Number	Training Method	Class Start Date	Class End Date	Total Number of Students	Total Number of Eval	Pre Test Score Average (%)	Post Test Score Average (%)	Average Increase of KSA (%)
YTP					4	0			
	AWR-149-W				4	0	84%	76%	-10%
		WEB-BASED	7/1/2009	7/21/2009	4		84%	76%	-10%

Figure 2-19: Level Two Test Scores – Classes Recommended for Review Report

F. RUNNING THE MODULAR REGISTRATIONS SUMMARY REPORT

All users can run the Modular Registrations Summary Report to display graphs detailing the top ten training providers by number of lessons for modular courses completed and the top ten training providers by number of distinct students trained under modular courses. Additional metrics on lessons completed (instructor led, web, all), total number of distinct students, and total contact hours display, broken out by training provider. The report includes drill-down functionality for each training provider.

Training providers will see only metrics for their account.

Note: When running the report, training providers will only see metrics related to their account.

To run the Modular Registrations Summary report:

Step 1: Click on the Shared Reports link on the link strip (see Figure 2-20: Running the Modular Registrations Summary Report).

Step 2: To select the report, click on the **5. Modular Registrations Summary Report** link or the report document icon.

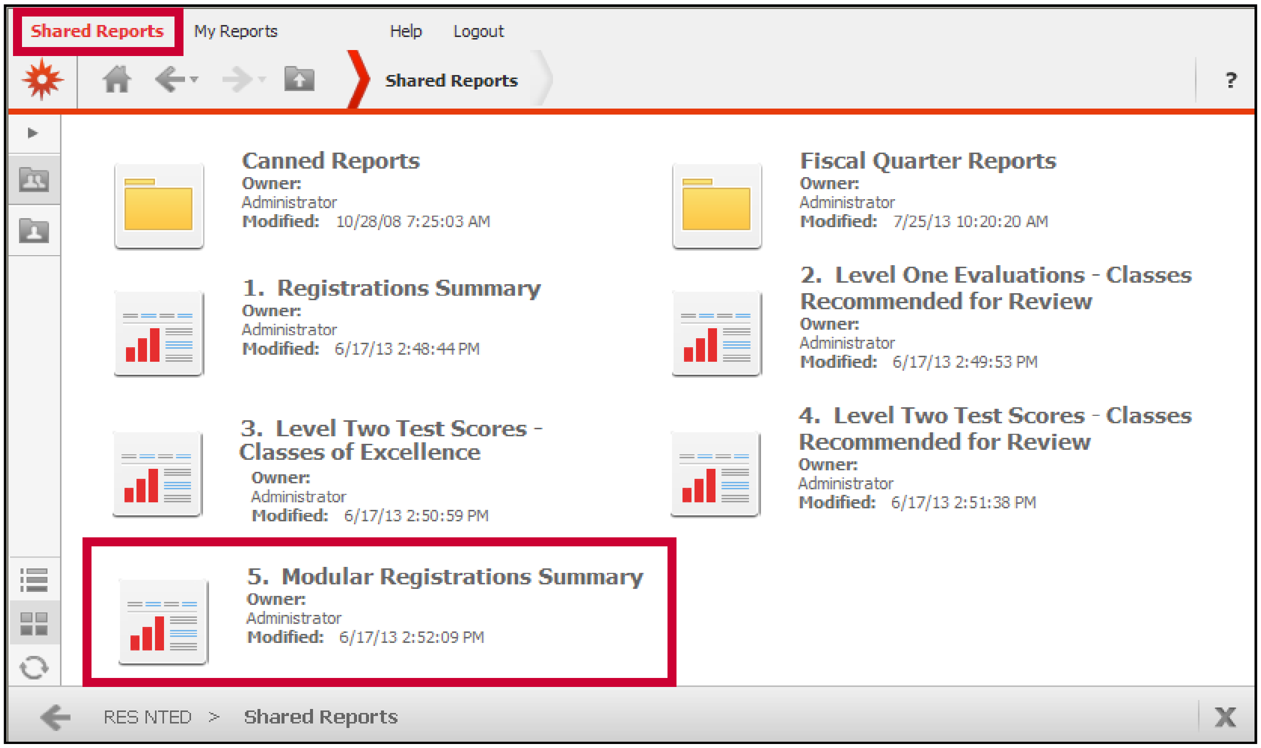


Figure 2-20: Running the Level Modular Registrations Summary

Step 3: On the Modular Registrations Summary prompt page, in the **1. Choose the beginning date for the desired date range** section, enter the appropriate beginning date and press the **Enter** key (see Figure 2-21: Selecting a Beginning Date).

Be sure to press the Enter key after typing in a date or year.

Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the appropriate date to select it. If you enter the year on the widget, be sure to press the **Enter** key before selecting the date to ensure the year has been properly selected.

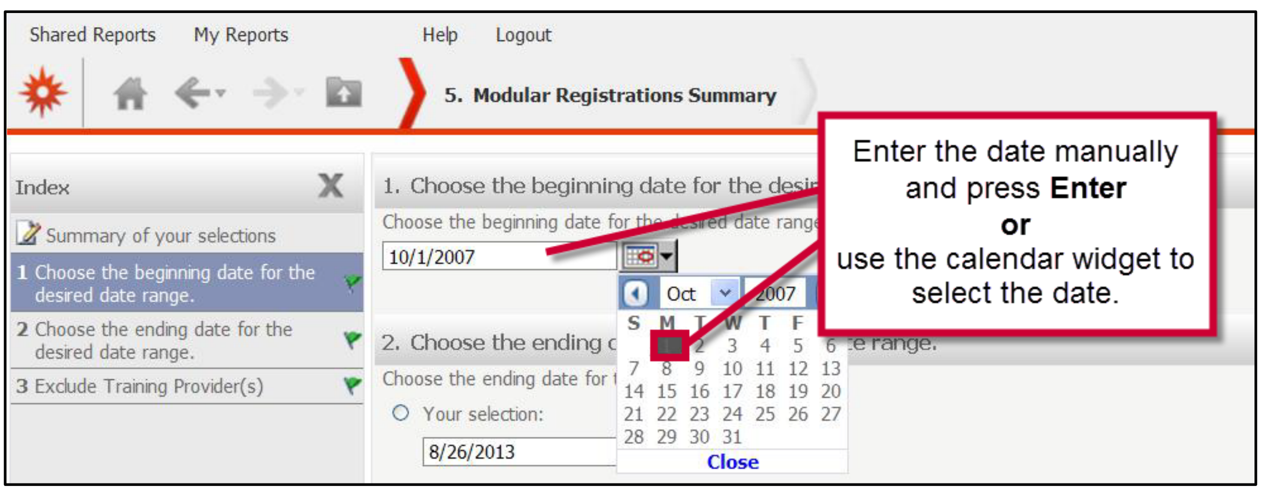


Figure 2-21: Selecting a Beginning Date

Step 4: In the **2. Choose the ending date for the desired date range** section, select the radio button to select the appropriate ending date option (see Figure 2-22: Selecting an Ending Date).

Notes: Today's date is selected as the range end date by default. Skip to step 6 if you selected the default option.

Step 5: If you opted to select the date, in the **Your selection:** field, enter the appropriate ending date and press the **Enter** key.

Be sure to press the <u>Enter</u> key after typing in a date or year.

Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the appropriate date to select it. If you enter the year on the widget, be sure to press the return key before selecting the date to ensure the year has been properly selected.

Step 6: If appropriate, navigate to the **3. Exclude Training Provider(s)** section, select the appropriate training providers to exclude from the report.

Notes:

- The Center for Domestic Preparedness is excluded from the report by default.
- In the **Available** field, click on the appropriate training provider(s) to select it and then click the **Add** arrow to move the value to the **Selected** field.
- You can also double click on the training provider to move it to the **Selected** field.
- Do not use the **Add All** icon as only one option can be added to columns.
- Use the **Remove** and **Remove All** icons to move the training provider out of the **Selected** field.

Step 7: To run the report, click the **Run Document** button.

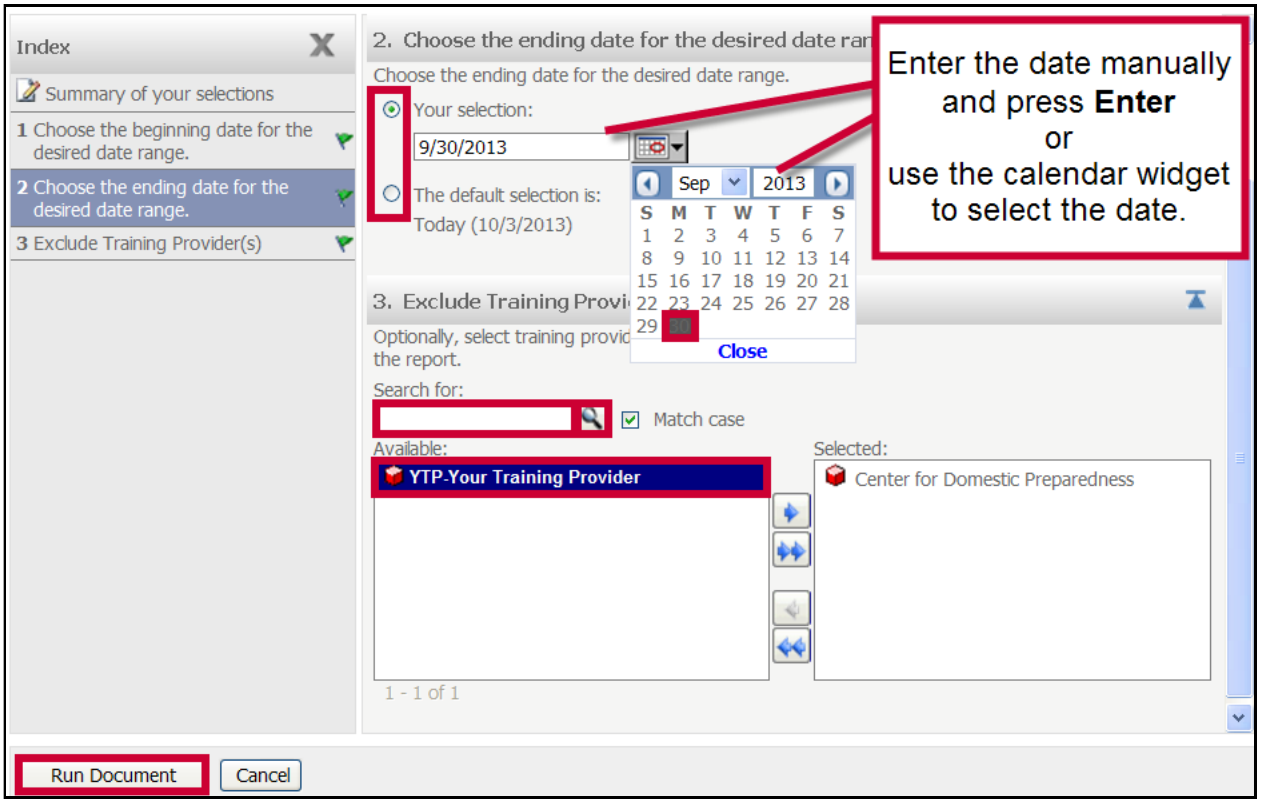


Figure 2-22: Selecting an Ending Date

Step 8: Review the report results (see Figure 2-23: Modular Registration Summary Report).

Notes:

- Only metrics for the training provider(s) you have permission to view display.
- Two graphs display:
  - Top 10 Training Providers by Number of Lessons Completed
  - Top 10 Training Providers by Number of Distinct Students Trained.
- Training provider data displays in a table including the number of lessons completed (instructor led, web, and all), the number of distinct students (instructor led, web, and all), and total contract hours.
- Click on the **training providers name** link to drill-down to the Course Summary report for the training provider (see Modular Registrations Summary Drill-down Reports).
- See Printing and Exporting Shared Report Documents for more information on how to export the report.

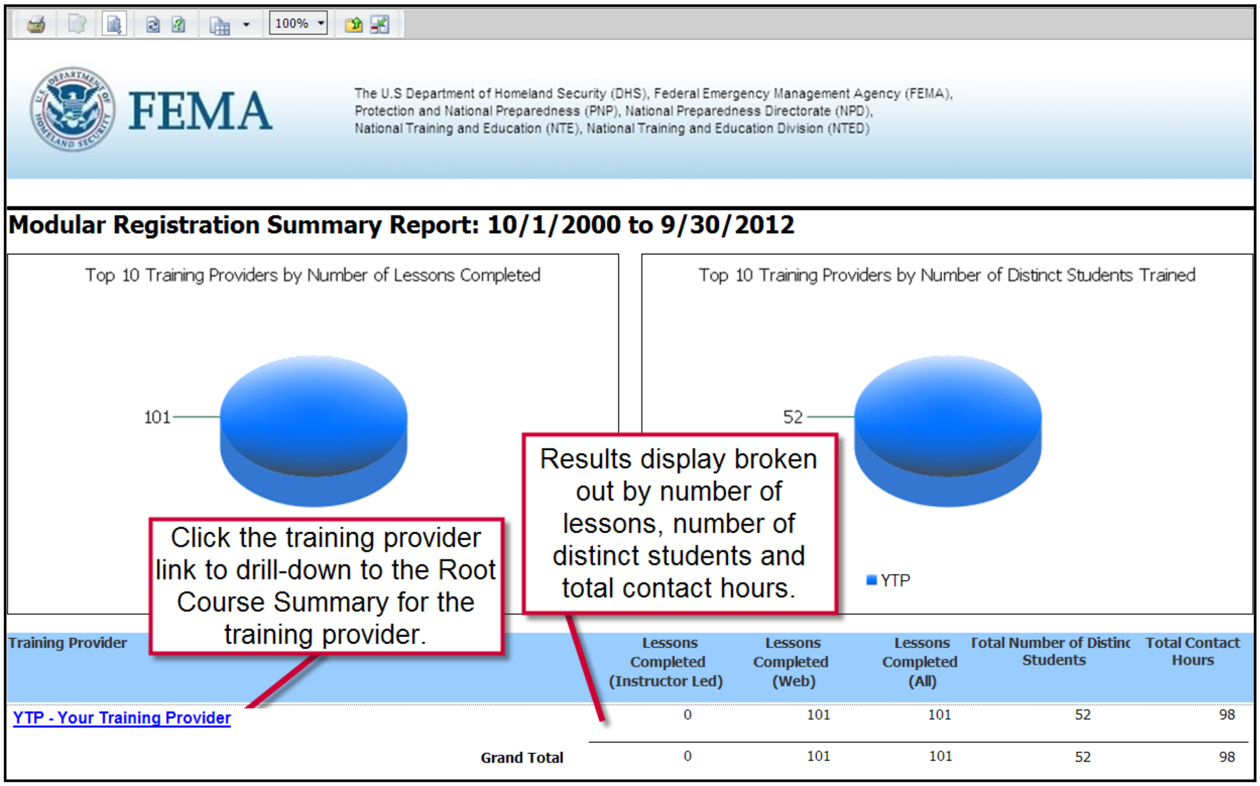


Figure 2-23: Modular Registration Summary Report

1. MODULAR REGISTRATIONS SUMMARY DRILL-DOWN REPORTS

From the Modular Registration Summary, all users can drill-down to view additional information related to the Modular Registration Summary by clicking on the training provider link (see Figure 2-24: Modular Registration Summary Drill-down Reports). Chart 2-4: Modular Registration Summary Drill-down Reports provides an overview of each available drill-down report.

For more information on the Modular Registration Summary Report, see [Running the Modular Registrations Summary Report].

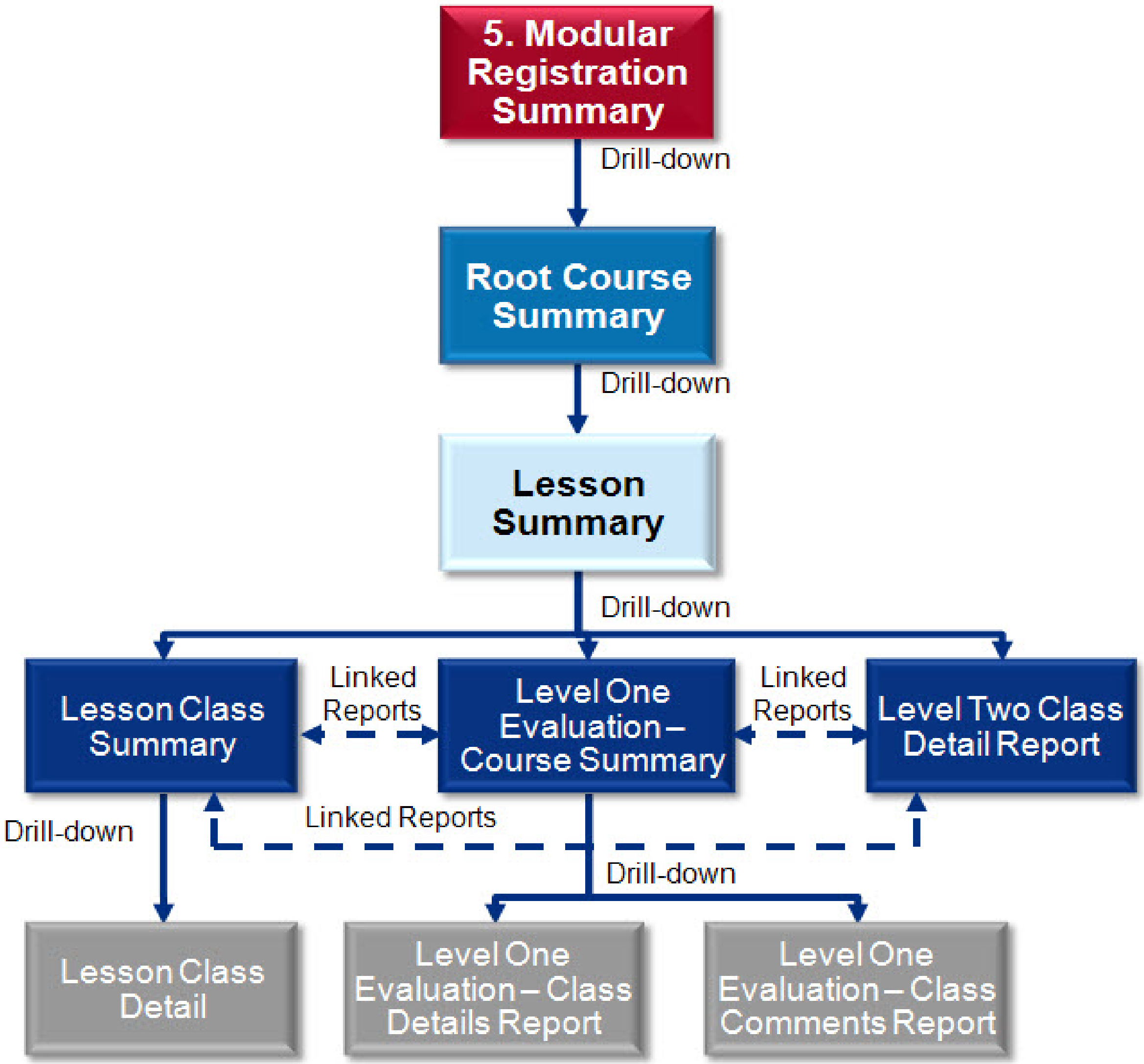


Figure 2-24: Modular Registration Summary Drill-down Reports

Chart 2-4: Modular Registration Summary Drill-down Reports

Report Name	Description
5.A Root Course Summary	Drill-down from the Modular Registration Summary to the Root Course Summary by clicking on the **Training Provider** link. For the date range selected when running the Modular Registration Summary and the selected training provider, the report displays a graph of the top ten courses based on the number of students trained. A grid displays each course broken out by lessons completed, number of distinct and contact hours. Drill-down option: • Click on the **Course #** and **Name** to drill-down to the Lesson Summary (see 5.A.1).
5.A.1 Lesson Summary	Drill-down from the Root Course Summary Report to the Lesson Summary by clicking the appropriate **Course #** or **Course Name**. For the selected training provider and course, a graph displays the top ten lessons based on the number of students by lesson and the number of evaluations by lesson. A grid displays each lesson of the selected course conducted by the training provider broken out by training method, number of classes, number of students, number of evaluations, pre- and post-test scores, average KSA increase, and contact hours. Drill-down options: • Click on the appropriate **Course Number and Name** link to drill-down to the Lesson Class Summary Report (see 5.A.1.a). • Click the **# of Evaluations** link to drill-down to the Level One Evaluation – Course Summary Report (see 5.A.1.b). • Click the **Avg Inc of KSA** link to view the Level Two Class Detail Report (see 5.A.1.c).
5.A.1.a Lesson Class Summary Report	Drill-down from the Lesson Summary Report to the Lesson Class Summary Report by clicking the **Course Number and Name** link. Two graphs display the number of classes held by class state and the number of students trained by class state. A grid displays each class broken out by class start and end date, class start time, instructor name, number of students, course length, city, state, zip code, and country. Linked reports: • Click the **View Evaluations by Class** link to view the Level One Evaluation – Course Summary Report (see 5.A.1.b). • Click the **View Test Scores by Class** link to view the Level Two Class Detail report (see 5.A.1.c). Drill-down options: • Click the **Class Start Date** link to drill-down to the Lesson Class Detail Report (see 5.A.1.a.01)
5.A.1.a.01 Lesson Class Detail Report	Drill-down from the Lesson Class Summary Report to the Lesson Class Detail report by clicking the **Class Start Date** link. The report displays two graphs showing the number of students trained by level of government and by student discipline. Details about the lesson including class start time and date, class end date, instructor, location, and student information.

Chart 2-4: Modular Registration Summary Drill-down Reports

Report Name	Description
5.A.1.b Level One Evaluation – Course Summary Report	Drill-down from the Lesson Summary Report to the Level One Evaluation – Course Summary Report by clicking the **# of Evaluations** link. For the selected training provider and course, a grid displays each class broken out by class start date, class start time, instructor name, number of students, number of evaluations, KSA levels before and after, KSA difference, course evaluation, instructor evaluation, course benefit, overall ratings, and class location. Linked reports: • Click the **View Class Summary** link to view the Lesson Class Summary Report (see 5.A.1.a). • Click the **View Test Scores by Class** link to view the Level Two Class Detail report (see 5.A.1.c). Drill-down options: • Click the appropriate **Class Start Date** link to drill down to the Level One Evaluation – Class Details Report (see 5.A.1.b.01). • Click the **view** link to drill down to the Level One Evaluation – Class Comments Report (see 5.A.1.b.02).
5.A.1.b.01 Level One Evaluation – Class Details Report	Drill-down from the Level One Evaluation – Course Summary Report to the Level One Evaluation – Class Details Report by clicking the **Class Start Date** link. For the selected training provider, the report displays a break out average evaluation responses to the selected class.
5.A.1.b.02 Level One Evaluation – Class Comments Report	Drill-down from the Level One Evaluation – Course Summary Report to the Level One Evaluation – Class Comments Report by clicking the **view** link. For the selected training provider, the report displays responses submitted for open answer evaluation questions for the selected class.
5.A.1.c Level Two Class Detail Report	Drill-down from the Lesson Summary Report to the Level Two Class Detail Report by clicking the **Avg Inc of KSA** link. For the selected training provider and course, a grid displays each class broken out by class start date, class start time, instructor, class location, pre- and post-test score average, and average increase of KSA. Linked reports: • Click the **View Class Summary** link to view the Lesson Class Summary Report (see 5.A.1.a). • Click the **View Evaluations by Class** link to view the Level One Evaluation – Course Summary Report (see 5.A.1.b).

G. RUNNING CANNED REPORTS

Canned reports display commonly requested information by calendar year (CY), fiscal year (FY) or month. All users have access to Canned Reports. Chart 2-5: Canned Reports provides a description of each report.

Chart 2-5: Canned Reports

Canned Reports	CY	FY	Month	Description
Total Number of Courses Delivered	✓	✓	✓	The report displays a graph of the number of classes and Students by the identified period (CY, FY, or Month). Courses are broken out by number of classes (instructor led), students trained (instructor led, web, all), and number of Contact Hours.
Training Numbers by Class Location	✓	✓	✓	The report displays the number of students trained broken out by the State or territory where the class was held for the selected time period.
Training Numbers by Delivery Type	✓	✓	✓	The report displays the number classes held and the number of students trained broken out by training method (indirect, mobile, resident, and web-based).
Training Numbers by Fiscal Year Quarter		✓		The report displays the number of classes and students trained by training method (instructor led, web, all) and total contact hours broken out by training provider and fiscal year quarter.
Training Numbers by Job Discipline	✓	✓	✓	The report displays the number of students trained broken out by student discipline. • Agricultural Safety (Pre and Post Harvest) (AGS) • Animal Emergency Services (AES) • Citizen/Community Volunteer (CV) • Emergency Management (EM) • Emergency Medical Services (EMS) • Fire Service (FS) • Governmental Administrative (GA) • Hazardous Materials (HM) • Healthcare (HC) • Information Technology (IT) • Law Enforcement (LE) • Private Sector/Corporate Security and Safety Professionals (PSP) • Public Works (PW) • Public Safety Communications (PSC) • Public Health (PH) • Search & Rescue (SR) • Transportation Security (Air, Water, Ground, Port) (TS) • Other (OTH)

Chart 2-5: Canned Reports

Canned Reports	CY	FY	Month	Description
Training Numbers by Level of Government	✓	✓	✓	The report displays the number of students trained broken out by student level of government. • DHS Federal • Local • Not Applicable • Non DHS Federal • State • Tribal
Training Numbers by Performance Level	✓	✓	✓	The report displays the number of classes and students trained by training method (instructor led, web, all) and total contact hours broken out by the planned performance level (awareness, management, and performance).
Training Numbers by Student Agency Location	✓	✓	✓	The report displays the number of distinct students trained broken out by student agency State.
Training Numbers by the NDPC	✓	✓	✓	The report displays the number of classes and students trained by training method (instructor led, web, all) and total contact hours broken out by training provider.
Training Numbers by Train-the-Trainer and Indirect Courses	✓	✓	✓	The report displays the number of classes, number of students, and number of contact hours broken out by the train-the-trainer course name.
Trend of Training Numbers by Calendar or Fiscal Year	✓	✓		The report displays the number of classes and students trained by training method (instructor led, web, all) and total contact hours broken out by training provider for each year (CY or FY). A graph displays the trend of training numbers over by years selected.

When running canned reports, users are prompted to select the appropriate time period (CY, FY, fiscal quarter, or month). The general steps below apply to each canned report.

To run a canned report:

Step 1: Click on the **Shared Reports** link on the link strip (see Figure 2-25: Running Canned Reports).

Step 2: To select the report, click on the **Canned Reports** link or the folder icon.

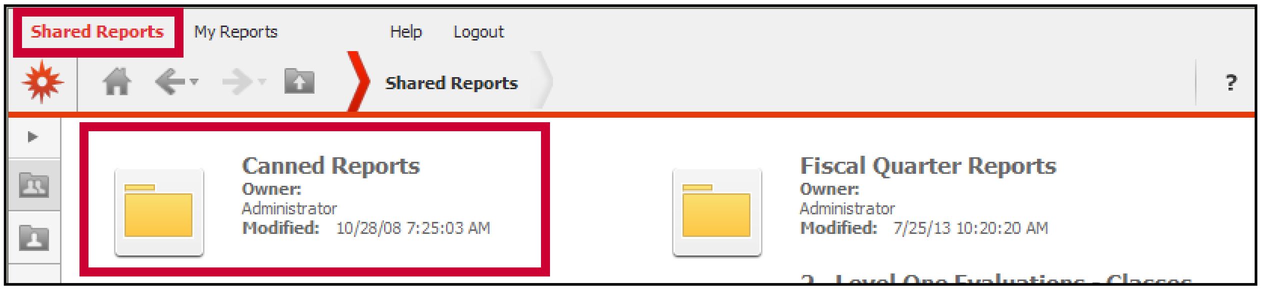


Figure 2-25: Running Canned Reports

Step 3: On the Canned Reports page, select the folder for the appropriate time period (see Figure 2-26: Selecting a Canned Report Time Period).

Note: See Chart 2-5: Canned Reports for a list of which reports are available for each time period.

- **By Calendar Year:** Users are prompted to select one or more calendar year (January – December).
- **By Fiscal Year:** Users are prompted to select one or more fiscal year (October – September). The Training Numbers by Fiscal Year Quarter report prompts users to pick the appropriate fiscal year quarter.
- **By Month:** Users are prompted to select one or more month.

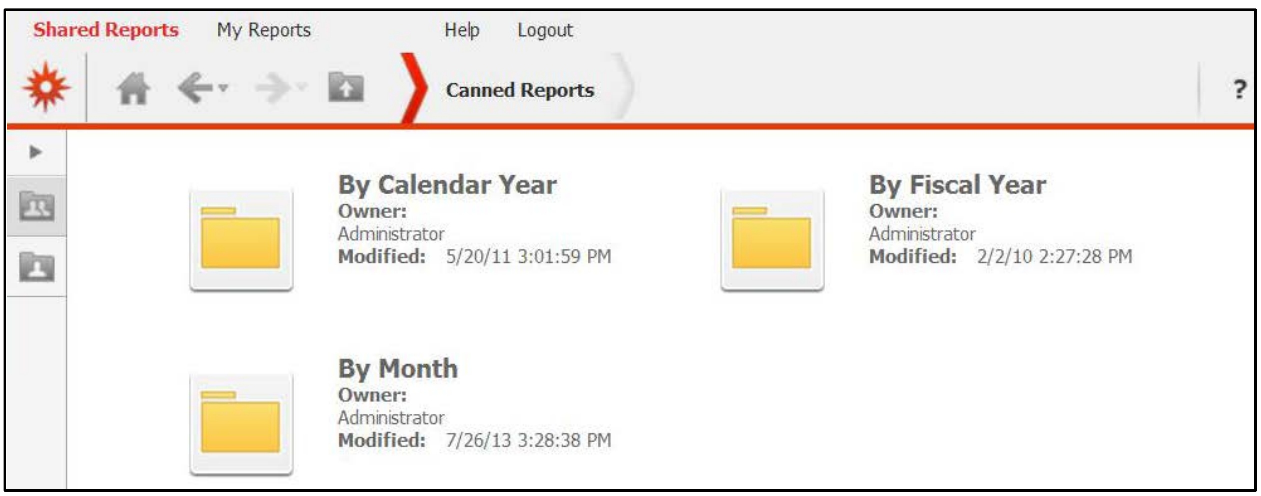


Figure 2-26: Selecting a Canned Report Time Period

Step 4: On the By Calendar Year, By Fiscal Year, or By Month page, to select a report, click on the **appropriate title** link or report document icon (see Figure 2-27: Selecting a Canned Report).

Note: See Chart 2-5: Canned Reports for a description of reports.

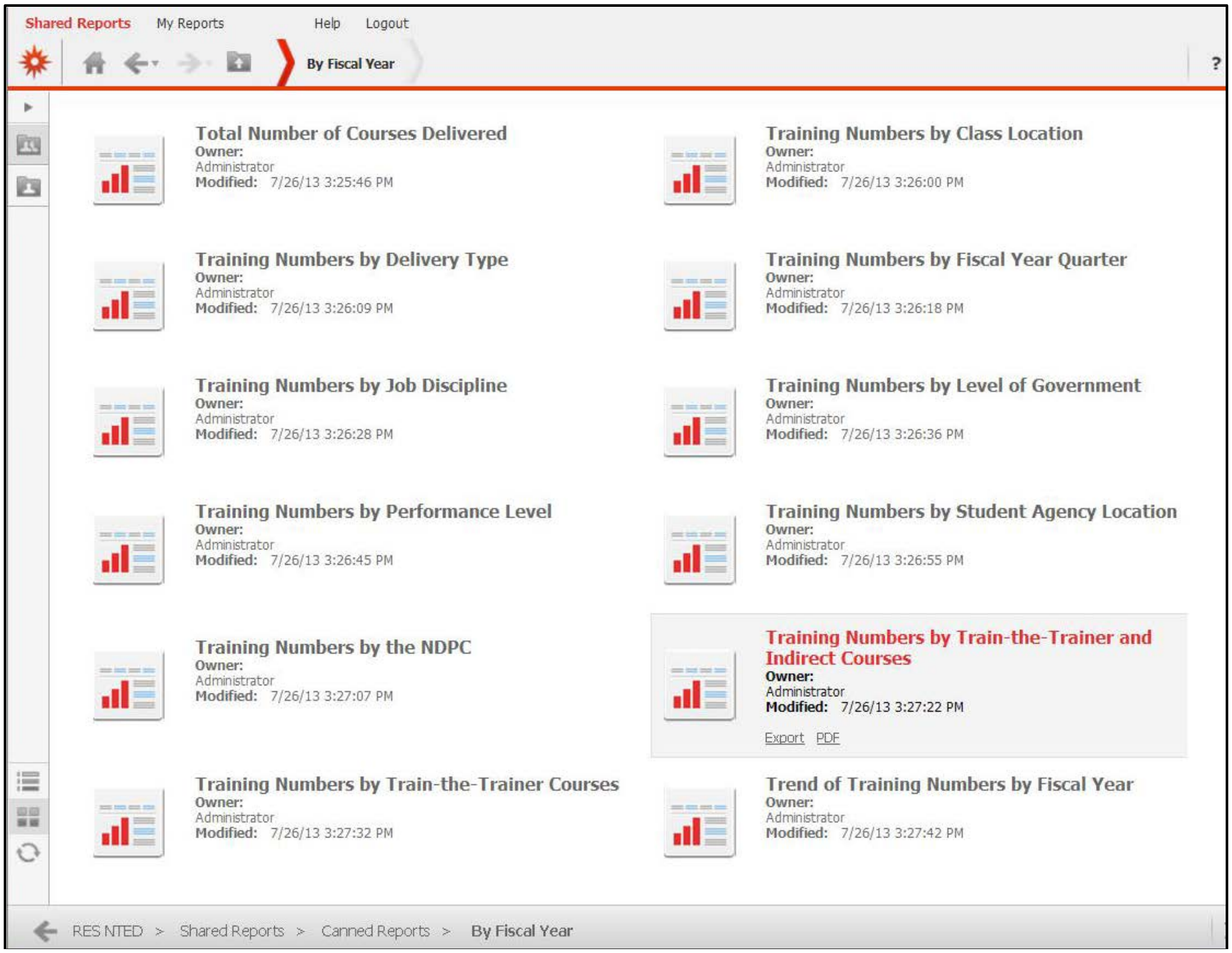


Figure 2-27: Selecting a Canned Report

Step 5: On the prompt page, in the **Available** field, click on the appropriate time period (see Figure 2-28: Selecting a Period Values).

Notes:

- Users can use the **Search for** field, enter the appropriate year. Press the **Enter** key or click the **search** icon.
- Use the list arrows (⏮ ◀ ▶ ⏭) to navigate through the month pick list.
- Chart 2-6: Recommended Criteria for Canned Reports.

Chart 2-6: Recommended Criteria for Canned Reports

Canned Reports	Time Period	Recommended Filter Criteria
• Total Number of Courses Delivered • Total Number of XML Submissions • Training Numbers by Class Location • Training Numbers by Delivery Type • Training Numbers by Job Discipline • Training Numbers by Level of Government • Training Numbers by Performance Level • Training Numbers by Student Agency Location • Training Numbers by the NDPC • Training Numbers by Train-the-Trainer and Indirect Courses	CY FY Month	Select one or more of the appropriate period (CY, FY, or Month).
• Trend of Training Numbers by Calendar or Fiscal Year	CY FY	Select more than one year (CY or FY) to view the trends over multiple years.
• Training Numbers by Fiscal Year Quarter	Fiscal Quarter	Select one or more of the fiscal year quarter(s).

Step 6: To move the selected value to the **Selected** field, click the **add** button.

Notes:

- Use the **add all** button to move all the values that display in the **Available** field to the **Selected** field.
- Use the **remove** and **remove all** buttons to remove values from the **Selected** field.

Step 7: Repeat Steps 5 – 6 until all appropriate values appear in the **Selected** field.

Step 8: Click the **Run Document** button.

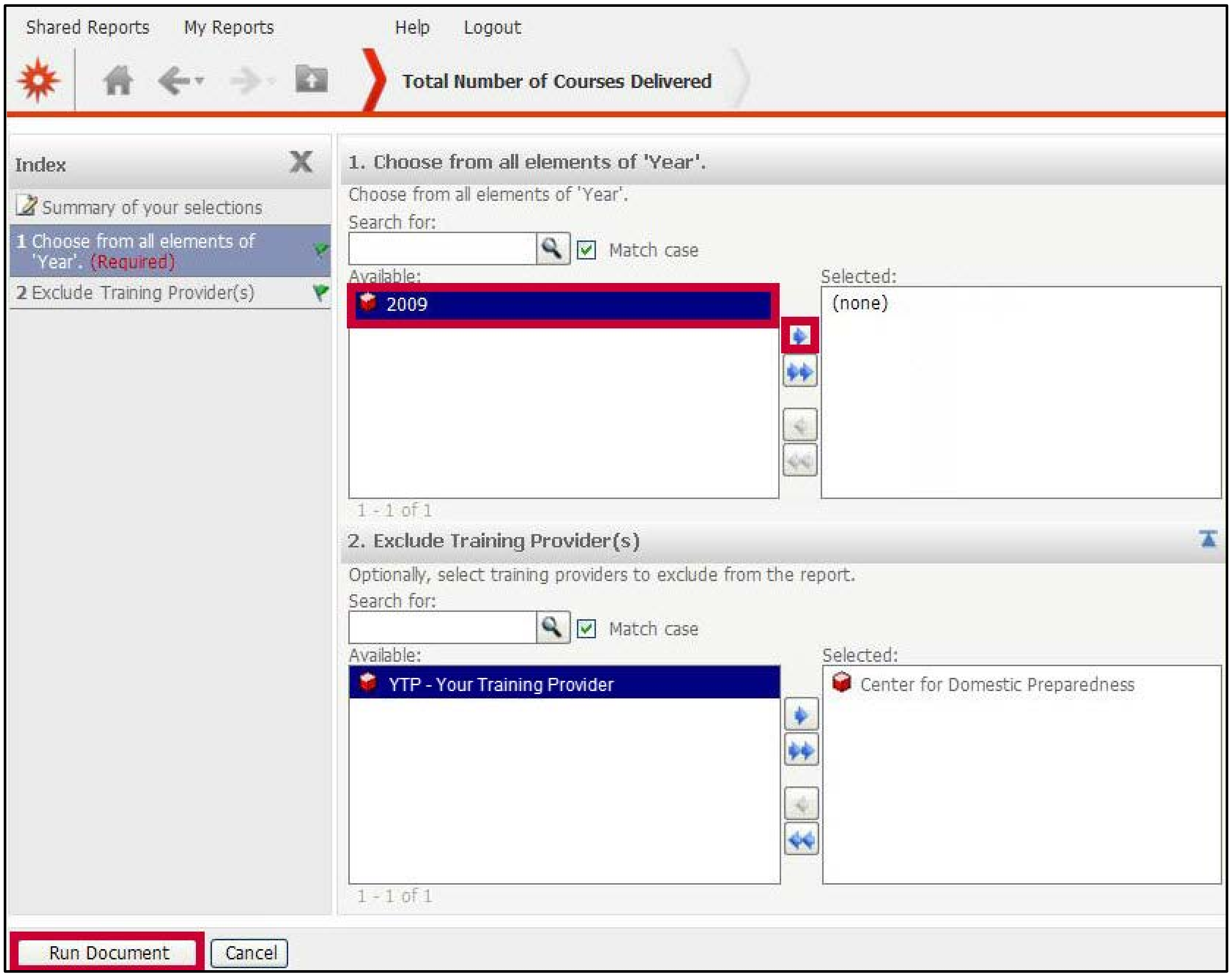
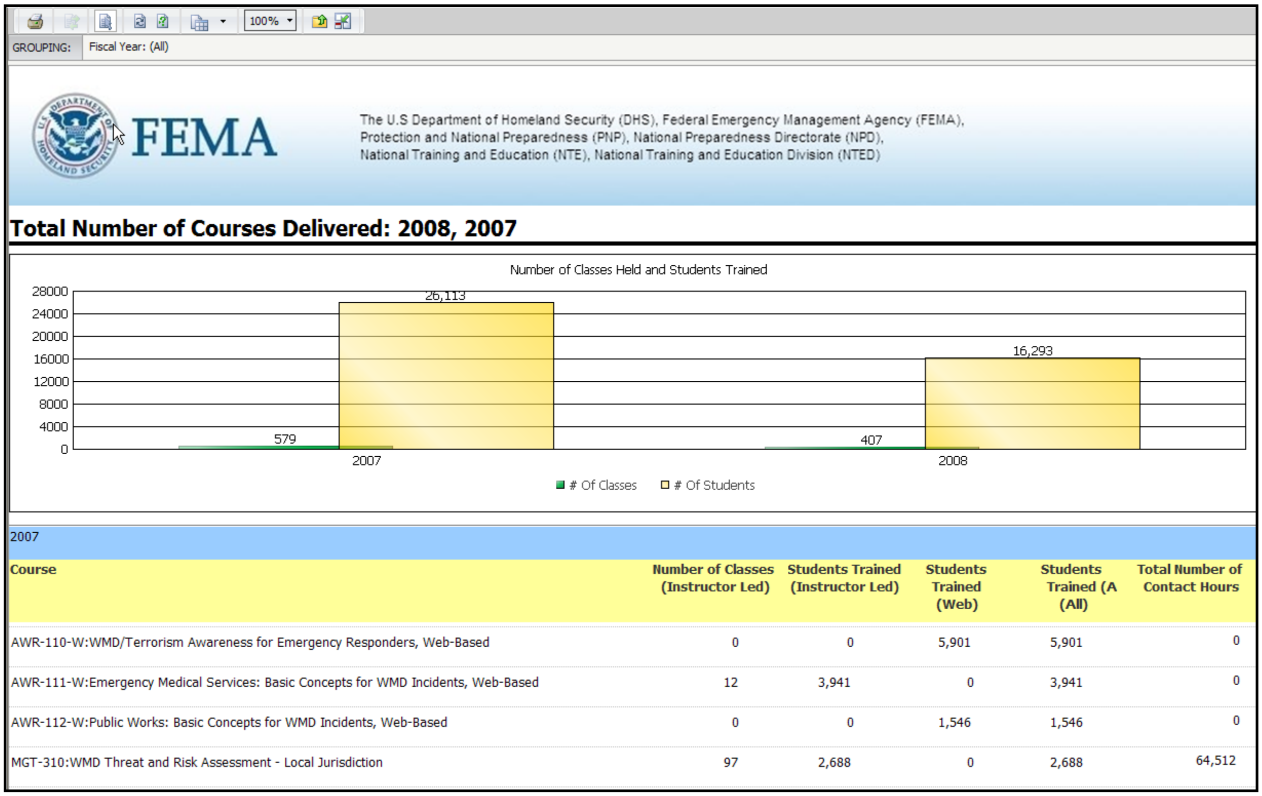


Figure 2-28: Selecting Period Values

Step 9: Review the results that display (see Figure 2-29: Viewing Canned Reports)

Note: See Printing and Exporting Shared Report Documents for more information on how to export the report.



Course	Number of Classes (Instructor Led)	Students Trained (Instructor Led)	Students Trained (Web)	Students Trained (A (All)	Total Number of Contact Hours
AWR-110-W:WMD/Terrorism Awareness for Emergency Responders, Web-Based	0	0	5,901	5,901	0
AWR-111-W:Emergency Medical Services: Basic Concepts for WMD Incidents, Web-Based	12	3,941	0	3,941	0
AWR-112-W:Public Works: Basic Concepts for WMD Incidents, Web-Based	0	0	1,546	1,546	0
MGT-310:WMD Threat and Risk Assessment - Local Jurisdiction	97	2,688	0	2,688	64,512

Figure 2-29: Viewing Canned Reports

H. RUNNING FISCAL QUARTER REPORTS

Seven Fiscal Quarter reports provide display metrics broken out by fiscal quarter. All users have access to the Fiscal Quarter reports, but training providers will only see metrics related to their own organization.

The following steps outline the process for running all seven Fiscal Quarter reports. Note that Section 6 on the prompt page provides users the opportunity to select the appropriate attribute value(s) for the selected report.

To run a Fiscal Quarter Report:

Step 1: Click on the **Shared Reports** link on the link strip (see Figure 2-30: Running Fiscal Quarter Reports).

Step 2: Click on the **Fiscal Quarter Reports** link or the folder icon.

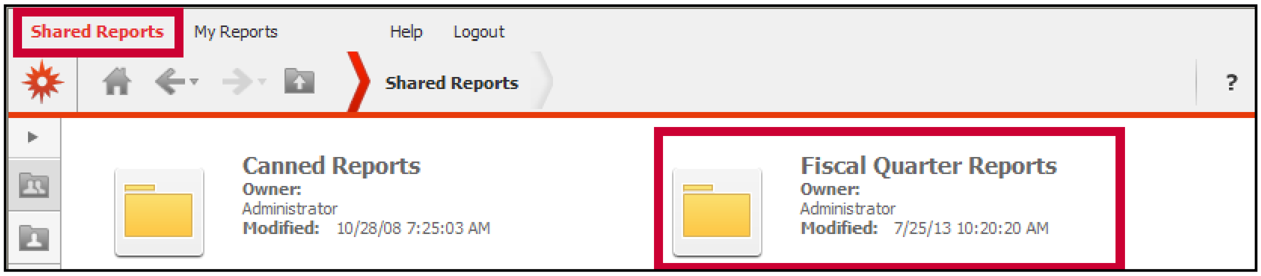


Figure 2-30: Running Fiscal Quarter Reports

Step 3: Chart 2-7: Fiscal Quarter Reports describes the seven Fiscal Quarter reports. To select a report, click on the appropriate **report title** link or the report document icon (see Figure 2-31: Selecting a Fiscal Quarter Report).

Chart 2-7: Fiscal Quarter Reports	
Name	**Description**
Average Increase in KSA % by Training Method	For the selected fiscal quarter(s), this report displays the percent increase of average of post-test KSA scores over the average of pre-test KSA scores.
Students Trained by Performance Level	For the selected fiscal quarter(s), this report displays the number of students trained broken out by the targeted performance level (awareness, management, or performance).
Students Trained by Student Discipline	For the selected fiscal quarter(s), this report displays the number of students trained broken out by 18 student discipline categories.
Students Trained by Student Level of Government	For the selected fiscal quarter(s), report displays the number of students trained broken out by student level of government (DHS Federal, Local, Not Applicable, Non DHS Federal, State, or Tribal).
Students Trained by Student Region	For the selected fiscal quarter(s), this report displays the number of students trained broken out by FEMA region (I-X).
Students Trained by Student State	For the selected fiscal quarter(s), report displays the number of students trained broken out by student state
Students Trained by Training Method	For the selected fiscal quarter(s), the selected fiscal quarter(s), this report displays the number of students trained broken out by training method (indirect, mobile, resident, or web-based).

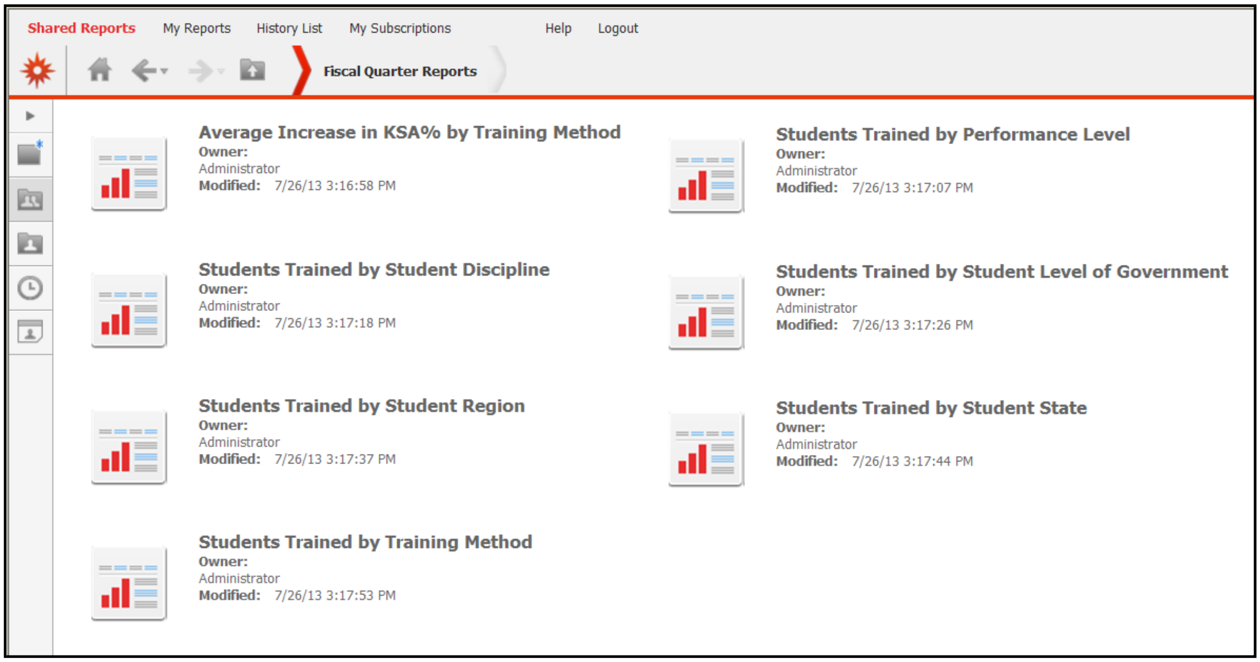


Figure 2-31: Selecting a Fiscal Quarter Report

Step 4: On the prompt page, in the **1. FY Range Start** section, enter a start year (see Figure 2-32: Selecting a Fiscal Quarter).

Note: Using this option allows users to view all quarters of the selected fiscal year range. Skip to step 6 to select one or more fiscal quarters instead.

Step 5: In the **2. FY Range End Year section**, enter an ending date.

Step 6: In the **3.Select Fiscal Quarter(s)** section, select the fiscal quarter.

Notes:

- Use the list arrows ( ) to navigate through the pick list.
- To search for a fiscal quarter, enter a value in the **Search for** field, and then click the **Find** icon. Select the **Match case** checkbox to narrow the search further.
- In the **Available** field, click on the appropriate fiscal quarter to select it and then click the **Add** arrow to move the value to the **Selected** field.
- You can also double click on the fiscal quarter to move it to the **Selected** field.
- Do not use the **Add All** icon as only one option can be added to columns.
- Use the **Remove** and **Remove All** icons to move the fiscal quarter out of the **Selected** field.

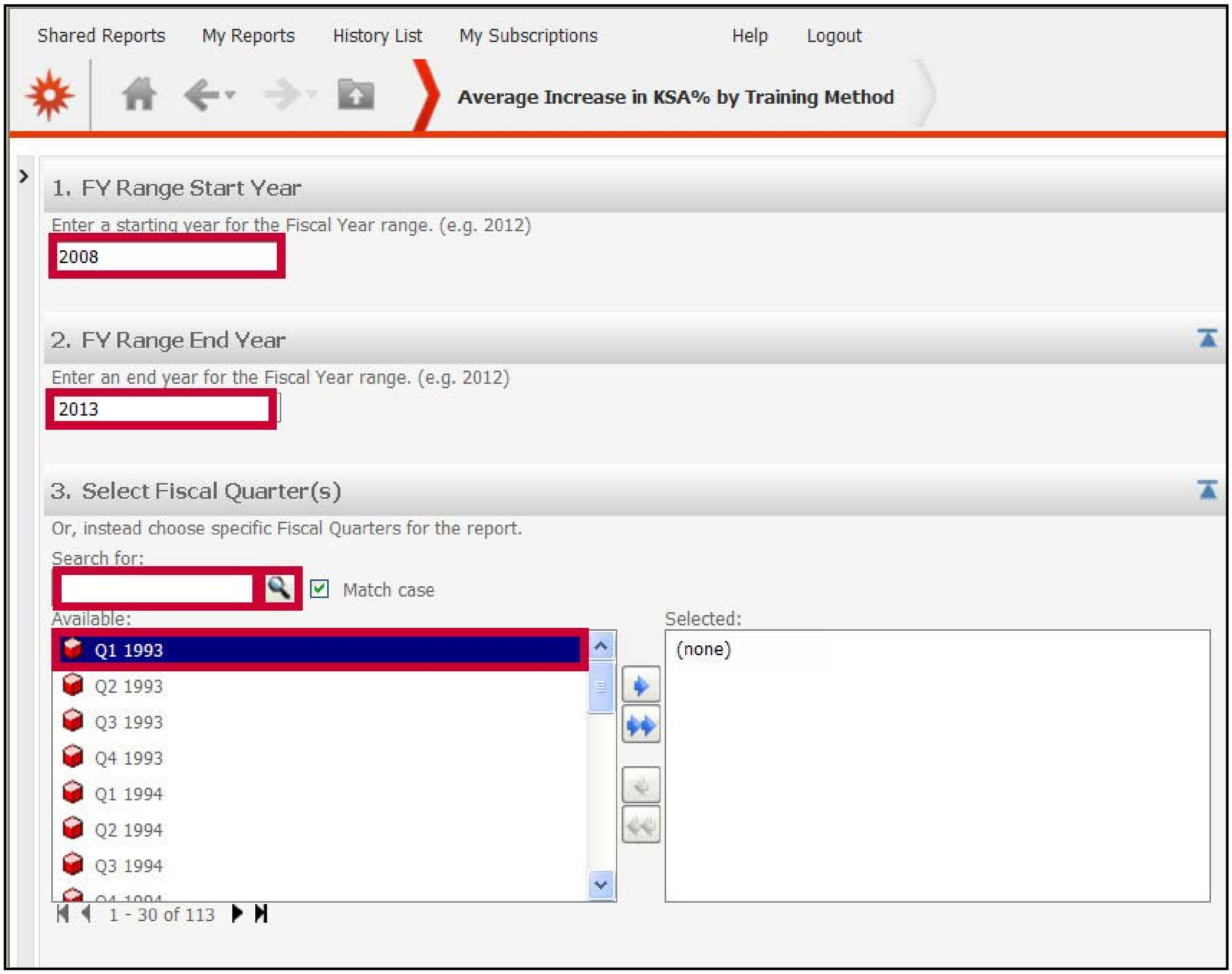


Figure 2-32: Selecting a Fiscal Quarter

Step 7: Optionally, in the **4.Select Training Provider(s) section**, select one or more training providers to include in the report (Figure 2-33: Selecting Training Providers).

Note: In most cases, you will only have the option to select your organization. By default the report runs only your organization's metrics; you do not have to select your organization specifically.

Step 8: Optionally, in the **5. Exclude Training Provider(s)** section, select the one or more training providers to exclude from the report.

Notes:

- In most cases, you will only have the option to select your organization.
- The Center for Domestic Preparedness is excluded from the report by default.

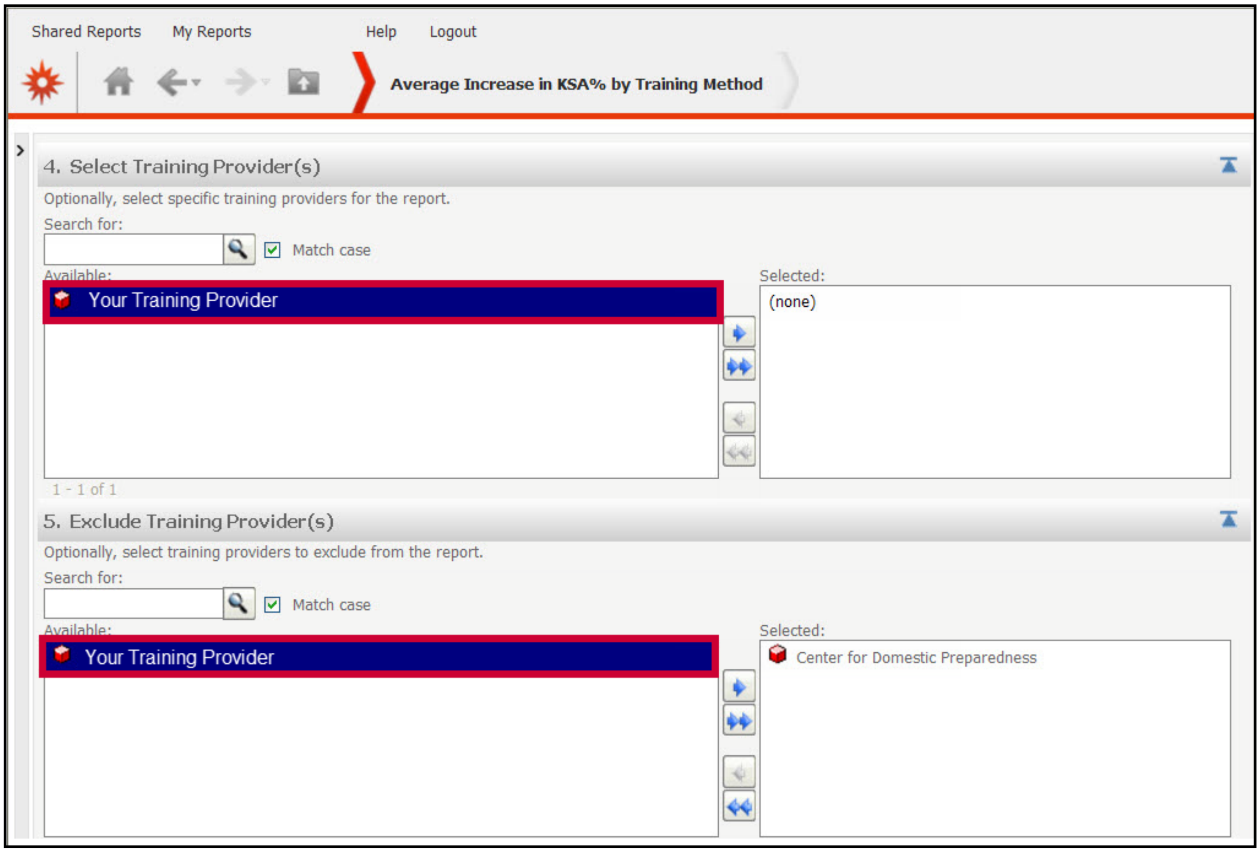


Figure 2-33: Selecting Training Providers

Step 9: In section 6, select the appropriate criteria for the report (see Chart 2-8: Fiscal Quarter Report Attributes and Figure 2-34: Selecting Fiscal Quarter Report Criteria).

Note: The report filter option depends on which Fiscal Quarter Report you selected.

Chart 2-8: Fiscal Quarterly Report Attribute

Name	Description
Student Discipline	Includes 18 student discipline categories: • Agricultural Safety (Pre and Post Harvest) (AGS) • Animal Emergency Services (AES) • Citizen/Community Volunteer (CV) • Emergency Management (EM) • Emergency Medical Services (EMS) • Fire Service (FS) • Governmental Administrative (GA) • Hazardous Materials (HM) • Healthcare (HC) • Information Technology (IT) • Law Enforcement (LE) • Private Sector/Corporate Security and Safety Professionals (PSP) • Public Works (PW) • Public Safety Communications (PSC) • Public Health (PH) • Search & Rescue (SR) • Transportation Security (Air, Water, Ground, Port) (TS) • Other (OTH)
Student Level of Govt	Includes six categories of government (DHS Federal, Local, Not Applicable, Non DHS Federal, State, Tribal) that the student represents.

<table>
<tr><th colspan="2">Chart 2-8: Fiscal Quarterly Report Attribute</th></tr>
<tr><th>Name</th><th>Description</th></tr>
<tr><td>Student Region</td><td>Includes the 10 FEMA Regions that the students represent in Roman numerals (e.g.: I-X)</td></tr>
<tr><td>Student State</td><td>Includes the State ID in the form of the standard 2-letter abbreviation for the State/territory that the student represents.</td></tr>
<tr><td>Training Method</td><td>Includes four training methods:
<table>
<tr><th>DESC</th><th>Description</th></tr>
<tr><td>INDIRECT</td><td>Train-the-trainer format</td></tr>
<tr><td>MOBILE</td><td>The training provider came to students</td></tr>
<tr><td>RESIDENT</td><td>Classroom setting</td></tr>
<tr><td>WEB-BASED</td><td>Available on the web</td></tr>
</table></td></tr>
<tr><td>Training Provider</td><td>Includes the training provider listed by name.</td></tr>
</table>

Step 10: To run the report, click the **Run Document** button.

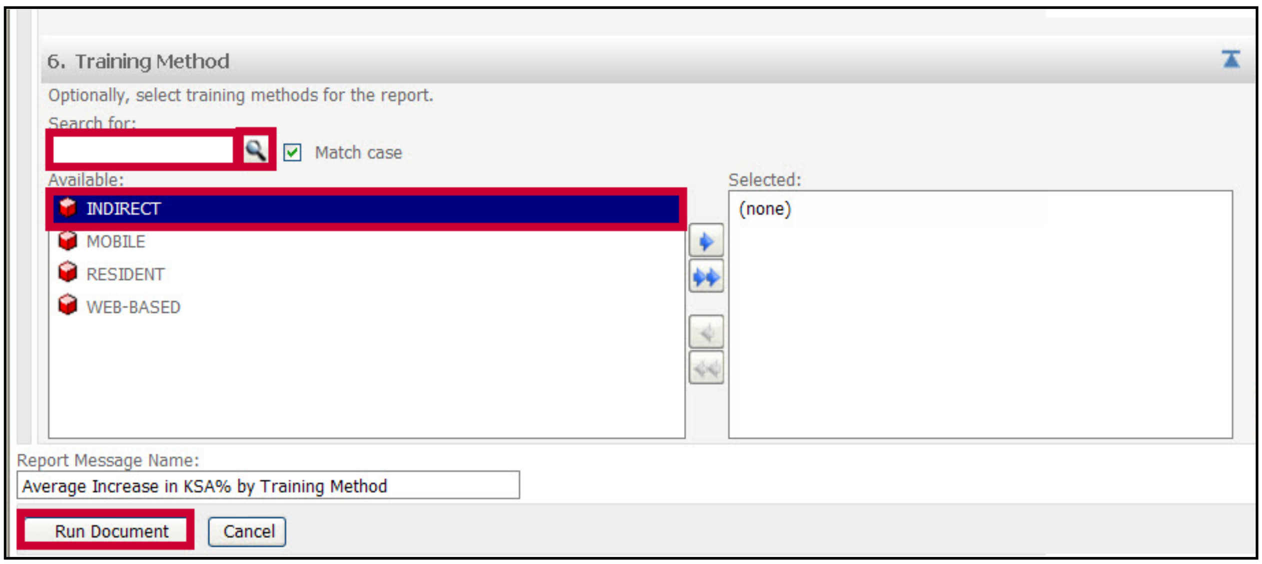


Figure 2-34: Selecting Fiscal Quarter Report Criteria

Step 11: Review the report results (see Figure 2-35: Reviewing a Fiscal Quarter Report).

FEMA

The U.S Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Protection and National Preparedness (PNP), National Preparedness Directorate (NPD), National Training and Education (NTE), National Training and Education Division (NTED)

National Training and Education Division - Quarterly Report 2008 - 2013

Students Trained by Training Method

Selected Quarters:

Excluding: Center for Domestic Preparedness

Fiscal Year	Fiscal Quarter	Training Method	INDIRECT	MOBILE	RESIDENT	WEB-BASED
		Metrics	Average Increase of KSA (%)	Average Increase of KSA (%)	Average Increase of KSA (%)	Average Increase of KSA (%)
2008	Q1 2008					
	Q2 2008		-2.2%			100.0%
	Q3 2008				80.0%	800.0%
	Q4 2008		25.9%	39.7%	54.2%	
2009	Q1 2009					
	Q2 2009			63.0%	6.2%	
	Q3 2009		41.0%		100.0%	0.0%
	Q4 2009		41.0%			8.2%
2010	Q1 2010			49.2%	49.2%	22.9%
	Q2 2010		34.9%	104.4%	59.5%	33.7%
	Q3 2010		11.1%		117.3%	30.9%
	Q4 2010					-13.5%
2011	Q1 2011			57.3%		

Figure 2-35: Selecting Fiscal Quarter Report Criteria

I. RUNNING NDPC REPORTS

National Domestic Preparedness Consortium Reports are available to NDPC members, NTED Program Managers and System Administrators. The NDPC is a professional alliance sponsored through the DHS/FEMA National Preparedness Directorate (NPD). The consortium is made up of seven members, including:

- Center for Domestic Preparedness (CDP)
- New Mexico Tech (NMT) – Energetic Materials Research and Testing Center
- Louisiana State University's (LSU) – Academy of Counter-Terrorist Education and National Center for Biomedical Research and Training
- Texas Engineering Extension Service (TEEX) – National Emergency Response and Rescue Training Center at Texas A&M University
- Department of Energy's Nevada Test Site (NTS) – Counter Terrorism Operations Support
- Transportation Technology Center, Inc. (TTCI)
- University of Hawaii – National Disaster Preparedness Training Center (UH-NDPTC)

NDPC Reports are run for a specific date range and can be run for a specific student State. Chart 2-7: NDPC Reports provides a description of the three available reports.

Chart 2-9: NDPC Reports	
Report Name	Description
Contact Hours by Student Discipline	The report displays the number of contact hours broken out by student discipline and each NDPC training provider for the selected date range and State. A bar graph displays the number of contact hours for the top five disciplines. A pie chart displays the number of contact hours broken out by training method (indirect, mobile, resident, and web-based).
Course Completion by Student Discipline	The report displays the number of course completions broken out by student discipline and each NDPC training provider for the selected date range and State. A bar graph displays the number of course completions for the top five disciplines. A pie chart displays the number of course completions broken out by training method (indirect, mobile, resident, and web-based).
Number of Deliveries by Training Method	The report displays the number of course deliveries by training method (indirect, mobile, resident, and web-based) and each NDPC training provider for the selected date range and State. A bar graph and pie chart display the number of training deliveries by training method.

When running NDPC reports, users are prompted to select the appropriate time period and State. The general steps below apply to each NDPC report.

To run a NDPC Reports:

Step 1: Click on the **Shared Reports** link on the link strip (see Figure 2-36: Running NDPC Reports).

Step 2: To select the report, click on the **NDPC Reports** link or the folder icon.

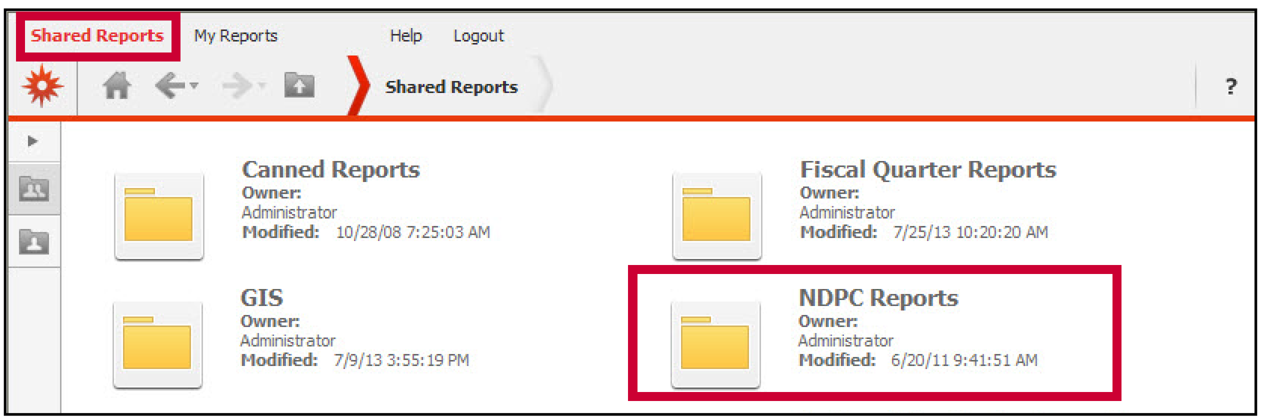


Figure 2-36: Running NDPC Reports

Step 3: On the NDPC Reports page, click on the **appropriate NDPC report** link or the report document icon (see Figure 2-37: Selecting a NDPC Report).

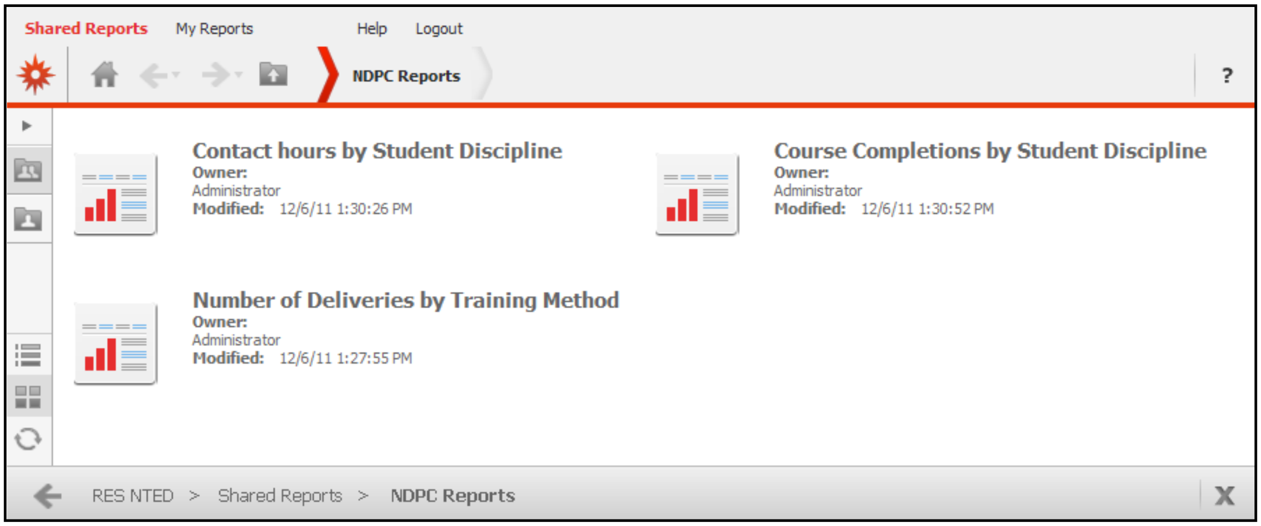


Figure 2-37: Selecting a NDPC Report

Step 4: On the prompt page, in the **1. From Date** section, enter the appropriate beginning date and press the **Enter** key (see Figure 2-38: Selecting a Beginning Date).

Be sure to press the Enter key after typing in a date or year.

Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the appropriate date to select it. If you enter the year on the widget, be sure to press the **Enter** key before selecting the date to ensure the year has been properly selected.

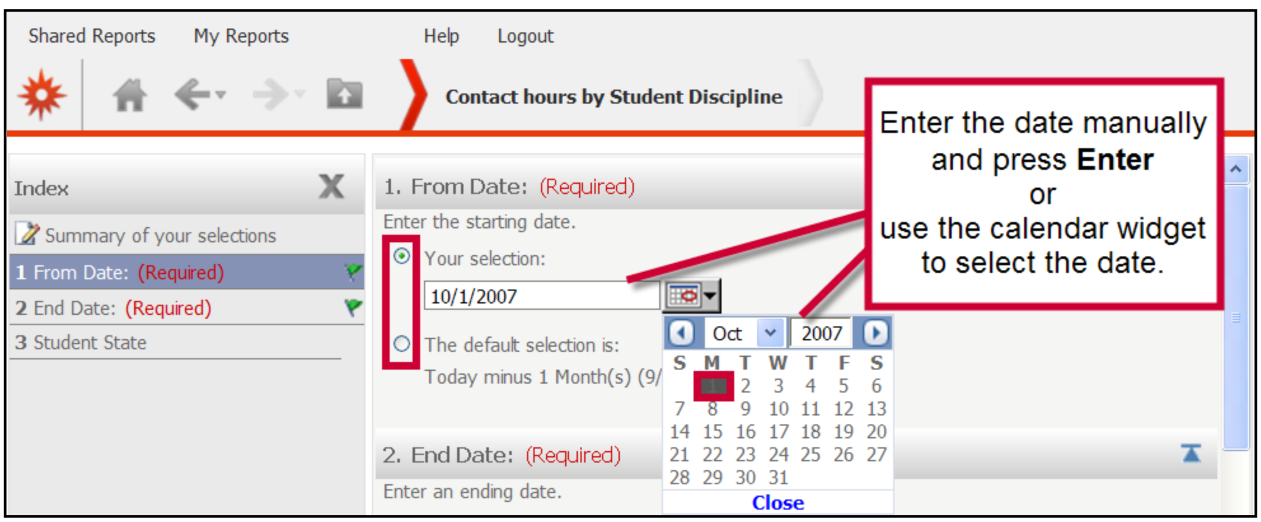


Figure 2-38: Selecting a Beginning Date

Step 5: In the **End Date** section, select the radio button to select the appropriate ending date option (see Figure 2-39: Selecting an Ending Date).

Be sure to press the Enter key after typing in a date or year.

Notes: Today's date is selected as the range end date by default. Skip to step 7 if you selected the default option.

Step 6: If you opted to select the date, in the **Your selection:** field, enter the appropriate ending date and press the **Enter** key.

Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the appropriate date to select it. If you enter the year on the widget, be sure to press the **Enter** key before selecting the date to ensure the year has been properly selected.

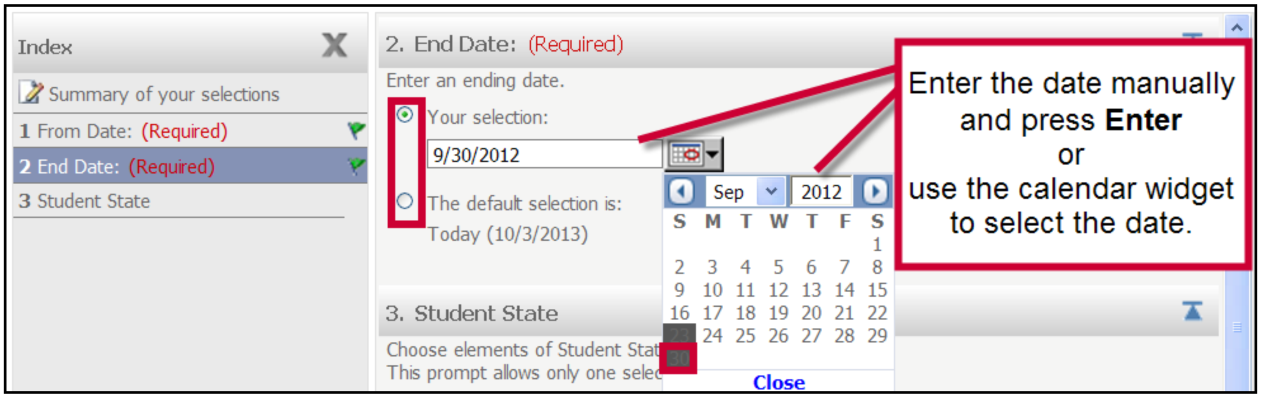


Figure 2-39: Selecting an Ending Date

Step 7: In the **Student State** field, select the appropriate student State from the drop-down list menu (see Figure 2-40: Selecting a Student State).

Note: Use the list arrows (⏮ ◀ ▶ ⏭) to navigate through the pick list.

Step 8: To run the report, click the **Run Document** button.

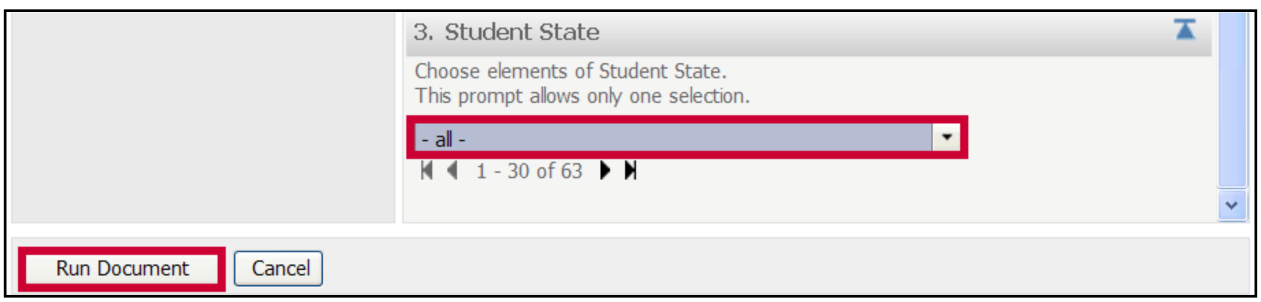


Figure 2-40: Selecting a Student State

Step 9: Review the report results (Figure 2-41: Reviewing NPDC Report).

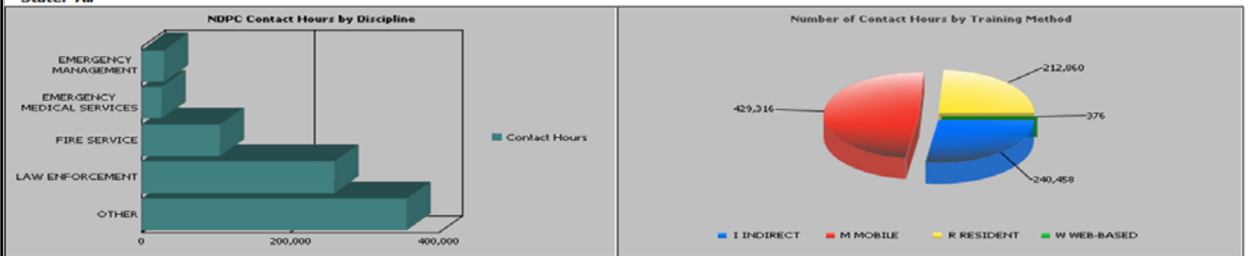
Note: See Printing and Exporting Shared Report Documents for more information on how to export the report.

FEMA

The U.S Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Protection and National Preparedness (PNP), National Preparedness Directorate (NPD), National Training and Education (NTE), National Training and Education Division (NTED)

Contact Hours by Discipline: 10/1/2007 12:00:00 AM to 9/30/2012 12:00:00 AM

State: All



Student Discipline	LSU	NMT	CDP	NTS	TEEX	TTCI	UH-NDPTC
AES ANIMAL EMERGENCY SERVICES	220	0	0	0	0	0	7
AGS AGRICULTURAL SAFETY (PRE AND POST HARVEST)	502	0	0	0	0	0	13
CV CITIZEN/COMMUNITY VOLUNTEER	0	4	0	0	0	0	20
EM EMERGENCY MANAGEMENT	4,139	342	0	4,552	20,360	0	449
EMS EMERGENCY MEDICAL SERVICES	2,785	1,467	320	5,168	17,764	0	0
FS FIRE SERVICE	22,826	5,359	560	45,008	32,040	0	0
GA GOVERNMENTAL ADMINISTRATIVE	1,727	68	0	1,424	12,474	0	39
HC HEALTHCARE	841	166	0	1,912	13,230	0	0
HM HAZARDOUS MATERIALS	4,819	400	0	10,240	3,322	0	13
IT INFORMATION TECHNOLOGY	0	81	0	0	0	0	0
LE LAW ENFORCEMENT	127,907	18,049	0	66,168	46,642	0	33
OTH OTHER	35,629	298,030	0	3,816	18,656	0	221
PH PUBLIC HEALTH	3,003	194	0	7,096	7,152	0	33
PSC PUBLIC SAFETY COMMUNICATIONS	548	8	0	464	2,838	0	33
PSP PRIVATE SECTOR/CORPORATE SECURITY AND SAFETY PROFESSIONALS	518	130	0	2,256	7,268	0	7
PW PUBLIC WORKS	285	227	0	944	16,136	0	7
SR SEARCH AND RESCUE	232	8	0	560	1,464	0	26
TS TRANSPORTATION SECURITY (AIR, WATER, GROUND, PORT)	628	4	0	160	962	0	13
Grand Total:	206,607	324,537	880	149,768	200,308	0	910

Figure 2-41: Reviewing the Contact Hours by Student Discipline Report

J. PRINTING AND EXPORTING SHARED REPORT DOCUMENTS

Once run, all reports can be printed, saved, or exported for distribution outside of MicroStrategy. MicroStrategy is designed to run using Microsoft Internet Explorer 8 and work with Windows XP. If you are using a different internet browser or operating system, you may see some additional steps.

For best results, use Microsoft Internet Explorer 8 when accessing MicroStrategy.

1. PRINTING AND SAVING A SHARED REPORT

The process of printing a report and generating a PDF are virtually the same. Both processes result in a printable report that can be saved to the user's hard drive.

To print a shared report:

Step 1: Run the appropriate report (see Figure 2-42: Printing a Shared Report).

Step 2: On the quick link strip, click the **Print** icon.

Note: See Appendix C: Report Document Quick Strip Icons for more information on the quick strip.

Figure 2-42: Printing a Shared Report

Step 3: Review the report (see Figure 2-43: Viewing a Printable PDF).

Note: Due to system security requirements the FEMA header cannot be exported.

Step 4: Click the **Print** option to print the report.

Step 5: Click the **Save** option to save the PDF to your hard drive.

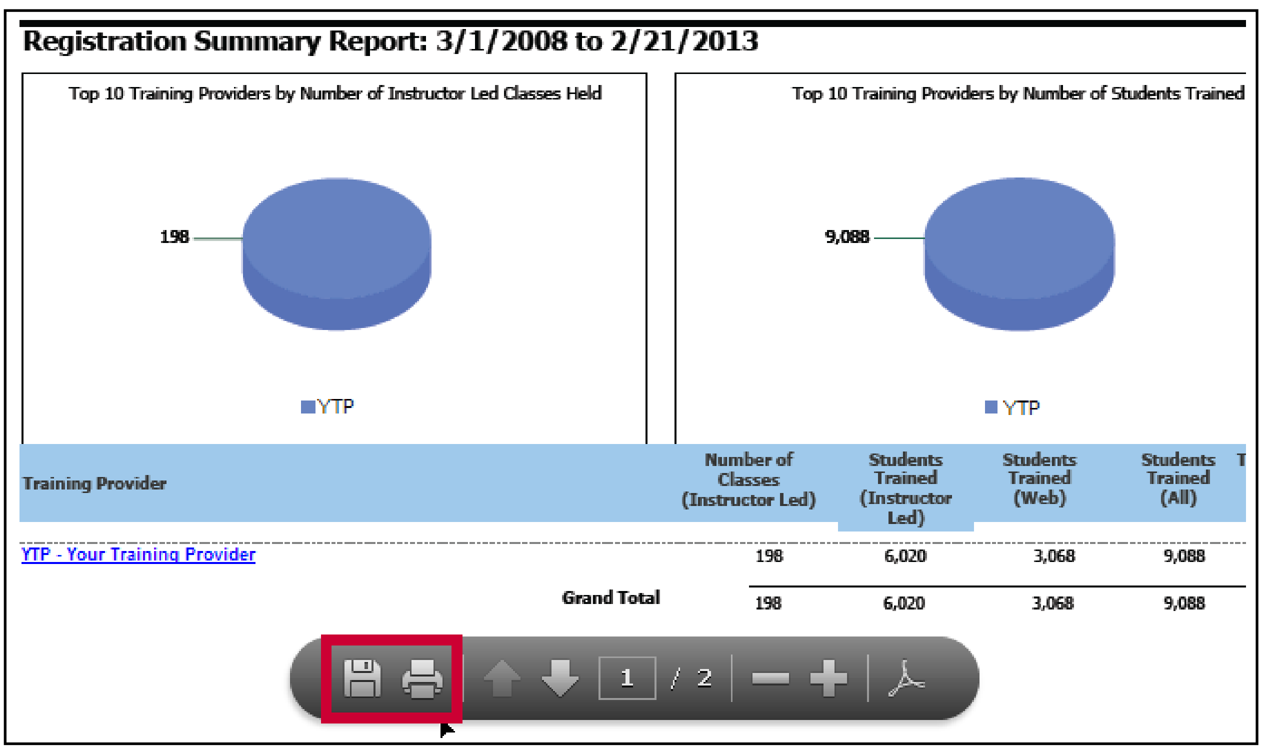


Figure 2-43: Viewing a Printable PDF

2. EXPORTING A SHARED REPORT TO AN EXCEL SPREADSHEET

Users can easily export shared report documents to an Excel spreadsheet. MicroStrategy is designed for MicroStrategy exports best to Excel 2007 and using Windows XP. If you are using a different internet browser or operating system, you may see some additional steps.

To export a shared report:

Step 1: Run the appropriate report (see Figure 2-44: Exporting a Shared Report to Excel).

Step 2: Click the **Export**  icon.

Note: See Appendix C: Report Document Quick Strip Icons for more information on the quick strip.

Figure 2-44: Exporting a Shared Report to Excel

Step 3: On the File Download window, click the **Open** button (see Figure 2-45: Opening an Excel Spreadsheet).

Notes: Click the **Save** button to save the spreadsheet before opening it.

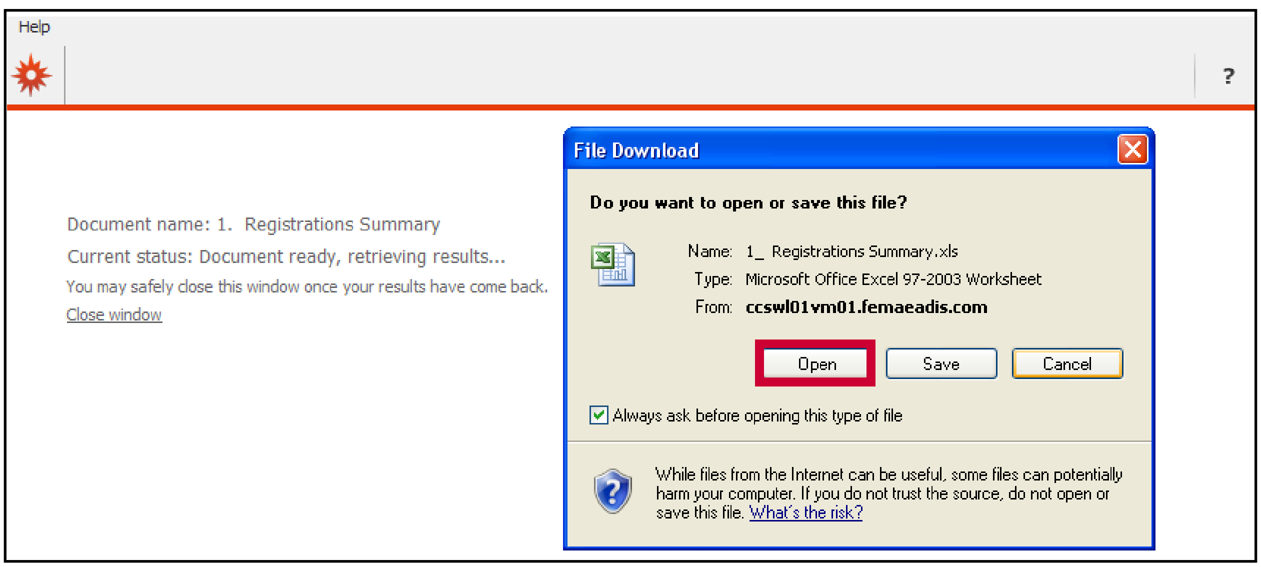


Figure 2-45: Opening an Excel Spreadsheet

Step 4: On the Microsoft Office Excel window, to confirm click **Yes** button (see Figure 2-46: Confirm Opening of an Excel Spreadsheet).

MicroStrategy recommends exporting reports to Excel 2007.

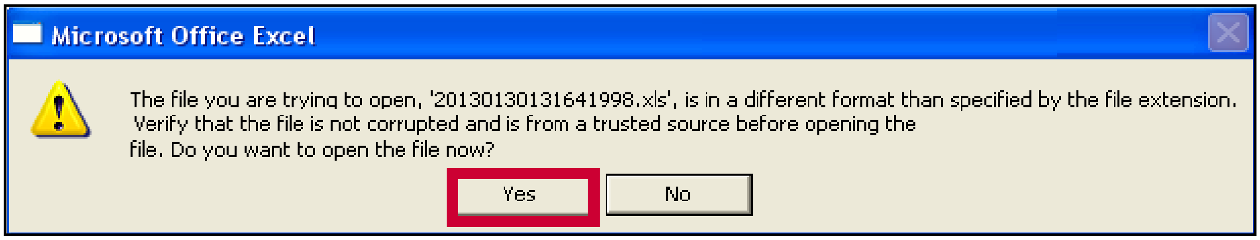


Figure 2-46: Confirm Opening of an Excel Spreadsheet

Step 5: Review the Excel spreadsheet (see Figure 2-47: Reviewing a Shared Report Exported to an Excel Spreadsheet).

Note: Due to system security requirements the FEMA header cannot be exported.

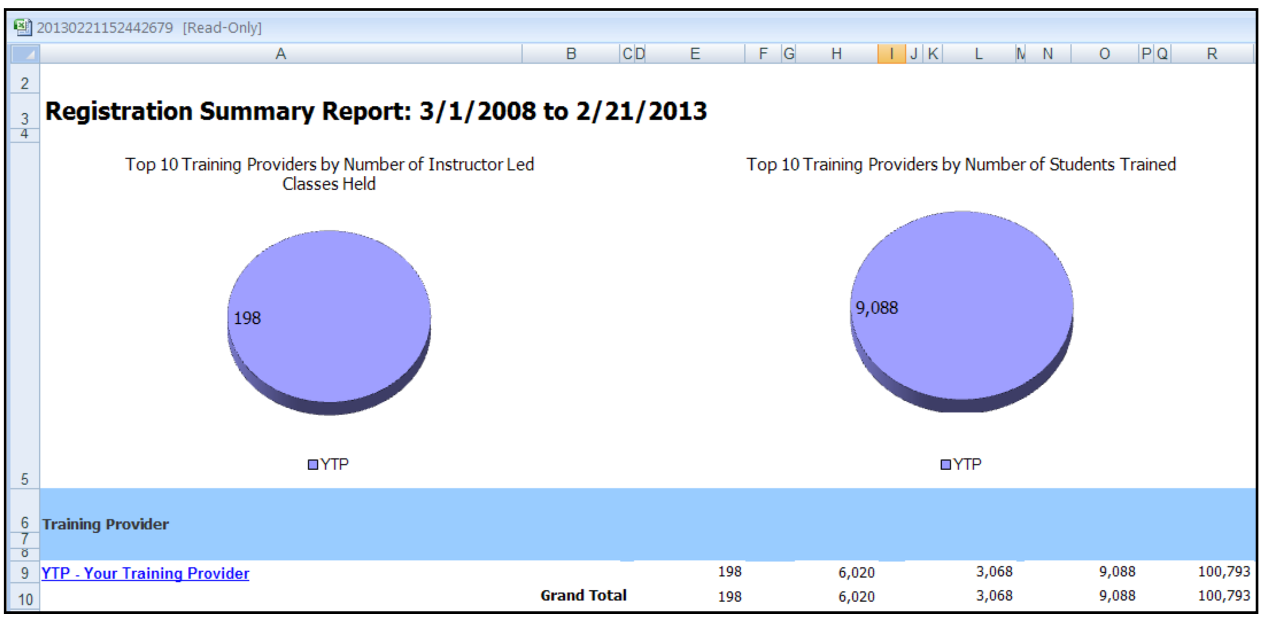


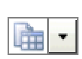
Figure 2-47: Reviewing a Shared Report Exported to an Excel Spreadsheet

3. EXPORTING A SHARED REPORT AS A PDF

The process of printing a report and generating a PDF are virtually the same. Both processes result in a printable report that can be saved as a PDF to the user's hard drive.

To export a shared report to a PDF:

Step 1: Run the appropriate report (see Figure 2-48: Exporting a Shared Report to PDF).

Step 2: On the quick link strip, click the **arrow**  to open the export option drop-down list menu and select **PDF**.

Note: See Appendix C: Report Document Quick Strip Icons for more information on the quick strip.

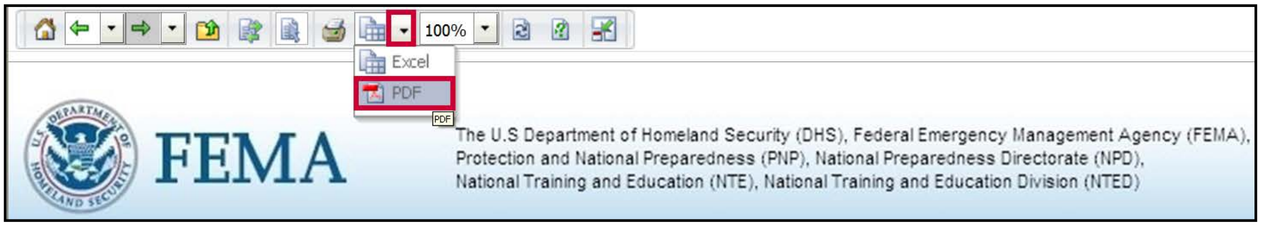


Figure 2-48: Exporting a Shared Report to PDF

Step 3: Review the report (see Figure 2-49: Viewing a Printable PDF).

Note: Due to system security requirements the FEMA header cannot be exported.

Step 4: Click the **Save** option to save the report.

Step 5: Click the **Save** option to save the PDF to your hard drive.

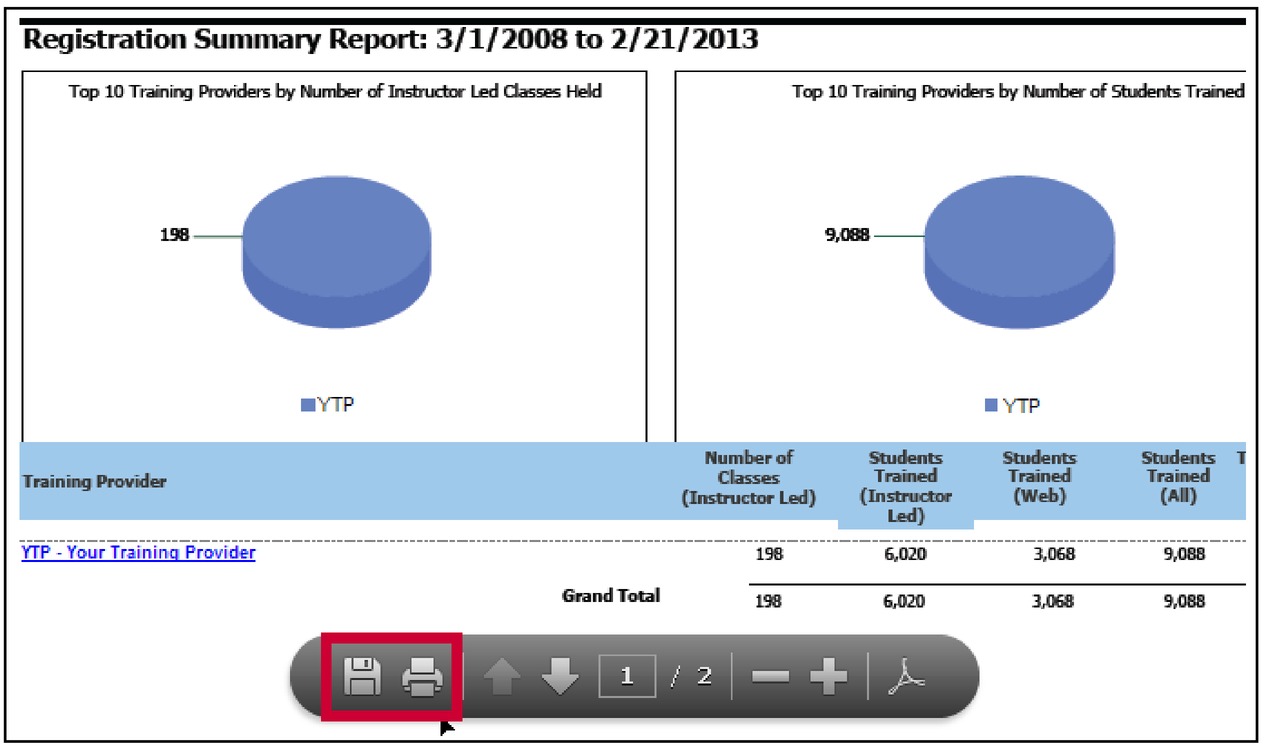


Figure 2-49: Viewing a Printable PDF

APPENDICES

Appendices included in this document include:

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APPENDIX A: MICROSTRATEGY UPDATES

MicroStrategy Updates

Change	Users	Description	Date
2013			
MicroStrategy version upgrade	All	MicroStrategy was upgraded to Windows Server 2008 to allow more features and improve the user interface with MS Explorer 8. Users will notice changes to the look and feel of MicroStrategy but functionality remains the same or better.	9/15/2013
Expanded Training Category options	All	The Training Category attribute now includes five new categories: custom, exercise-based, foreign language, just-in-time, and seminar.	9/15/2013
Fiscal Quarter Reports added	All	Seven new Fiscal Quarter reports are available to all users. The reports display the number of students trained filtered by training method, performance level, student level of government, student region, student State, student discipline, or average increase in KSA%.	9/15/2013
Filters added to exclude the Center for Domestic Preparedness (CDP) from Shared Reports	Program Officers and NDPC Training Providers	The following reports now include a filter that excludes the CDP from the report by default: • Registration Summary • Level One Evaluation – Classes Recommended for Review • Level Two Test Scores- Classes of Excellence • Level Two Test Scores – Classes Recommended for Review • Modular Registration Summary • Canned Reports	9/15/2013
2012			
Rollup Reports – Select Column enhancement.	Program Officers and Administrators	The Rollup Report – Selected Column was expanded to allow users to add five qualifications to report objects for improved filtering.	3/31/2012
Rollup Reports – Select Rows and Columns enhancement.	Program Officers and Administrators	The Rollup Report – Selected Rows and Columns was expanded to allow users to select two rows and add five qualifications to report objects for improved filtering.	3/31/2012

MicroStrategy Updates			
Change	Users	Description	Date
Metrics and attributes streamlined	Program Officers and Administrators	The most commonly used metrics and attributes available in the public objects folder have been streamlined to facilitate ad hoc reporting. The available attributes and metrics enable more consistent and accurate reporting.	3/31/2012
Returned data set Expanded	All	MicroStrategy will return 65,000 records instead of the former limit of 32,000.	12/31/2012

APPENDIX B: TROUBLESHOOTING

1. WHEN I RUN MY REPORTS, NO DATA DISPLAYS.

Usually, the reason no data displays is because the no data exists for the selected criteria. Try broadening the search to include a longer date range. If that does not resolve the issue, verify that your other report criteria is applicable. For example, verify that the training provider conducted a course during the date range requested.

MicroStrategy is designed to work best when using Microsoft Internet Explorer 8. If you are using a different internet browser, some reports may not display or display correctly. Sometimes, refreshing the page of report executed using a browser other than Internet Explorer 8 will improve the report display.

To get further assistance with running the report, contact your FEMA NTED Program Manager or the RES help desk at res@dhs.gov.

2. WHEN I RUN MY REPORTS, I RECEIVE AN ERROR.

There are several errors that may occur:

- **Too many records:** MicroStrategy caps the number of returned records for each report at 65,000. Try to narrow the date range to Fiscal Year, Fiscal Quarter, or month to break the data down to more manageable segments.
- **Attributes/metrics agreement:** There are some metrics and attributes that conflict. Review Appendix D: MicroStrategy Attributes and Appendix E: MicroStrategy Metrics to better understand metric requirements.

To get further assistance with running the report, contact your FEMA NTED Program Manager or the RES help desk at res@dhs.gov.

3. I HAVE PROMBLEM EXPORTING MY REPORT TO EXCEL.

MicroStrategy is designed to work best when using Microsoft Internet Explorer 8 and Microsoft Excel 2007. Using other internet browsers or versions of Excel may result in unexpected behavior such as additional steps or verifications; difficulty seeing reports; and difficulty editing excel documents.

If you have trouble exporting reports to Excel, try the following:

- Set your pop-up blocker to allow new windows from MicroStrategy.
- Save the export to your hard drive first. Do not accept the prompt to open the document. Instead, open the saved file from the designated place.

For additional information on exporting to Excel, see Exporting a Shared Report to an Excel Spreadsheet. To get further assistance with exporting a report to Excel, contact your FEMA NTED Program Manager or the RES help desk at res@dhs.gov.

4. I HAVE PROMBLEMS PRINTING OR EXPORTING MY REPORT TO PDF.

MicroStrategy creates a PDF of the report when user print the report using the **print** icon or export it by selecting the **PDF option** . Note that due to system security requirements the FEMA header cannot be exported.

If you have trouble printing or exporting reports to a PDF, try the following:

- Set your pop-up blocker to allow new windows from MicroStrategy.
- Instead of exporting as a PDF, try exporting as an Excel spreadsheet.
- Sometimes, the PDF will display awkwardly on multiple pages. To adjust the page size:

Step 1: On the executed report, click the **Restore Normal Screen Mode** icon on the quick strip (see Figure B-1: Returning to Normal View).

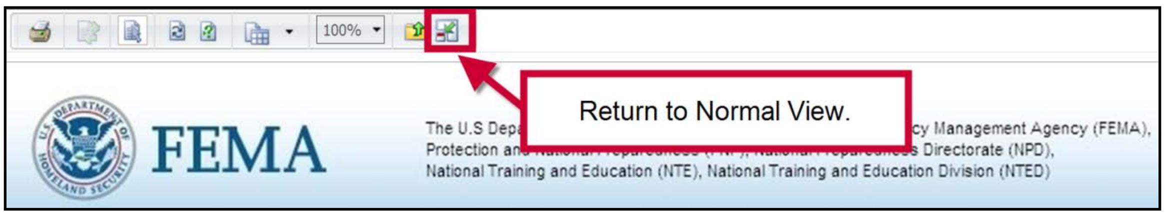


Figure B-1: Returning to Normal View

Step 2: In the normal view, to expand the **Home** tab options, click the **down arrow** ▼(see Figure B-2: Selecting Page Setup).

Step 3: From the drop-down menu, select **Page Setup…**

Figure B-2: Selecting Page Setup

Step 4: In the Properties pop-up window, select the appropriate printing criteria (see Figure B-3: Editing the Page Setup).

Notes:

- In most cases, the standard paper size of 8.5” x 11” in landscape orientation is preferred, however users can adjust the page size and orientation as appropriate.
- In the scaling option, select the **Fit to** option radio button. For best results, enter **1** in the pages wide field and enter a large number in the pages **tall** field. This allows the report to fill the margins for one page width.
- Users can also use the **Adjust to:** option to select larger or smaller percentage scaling.

Step 5: Click the **Apply** button.

Step 6: Click the **OK** button.

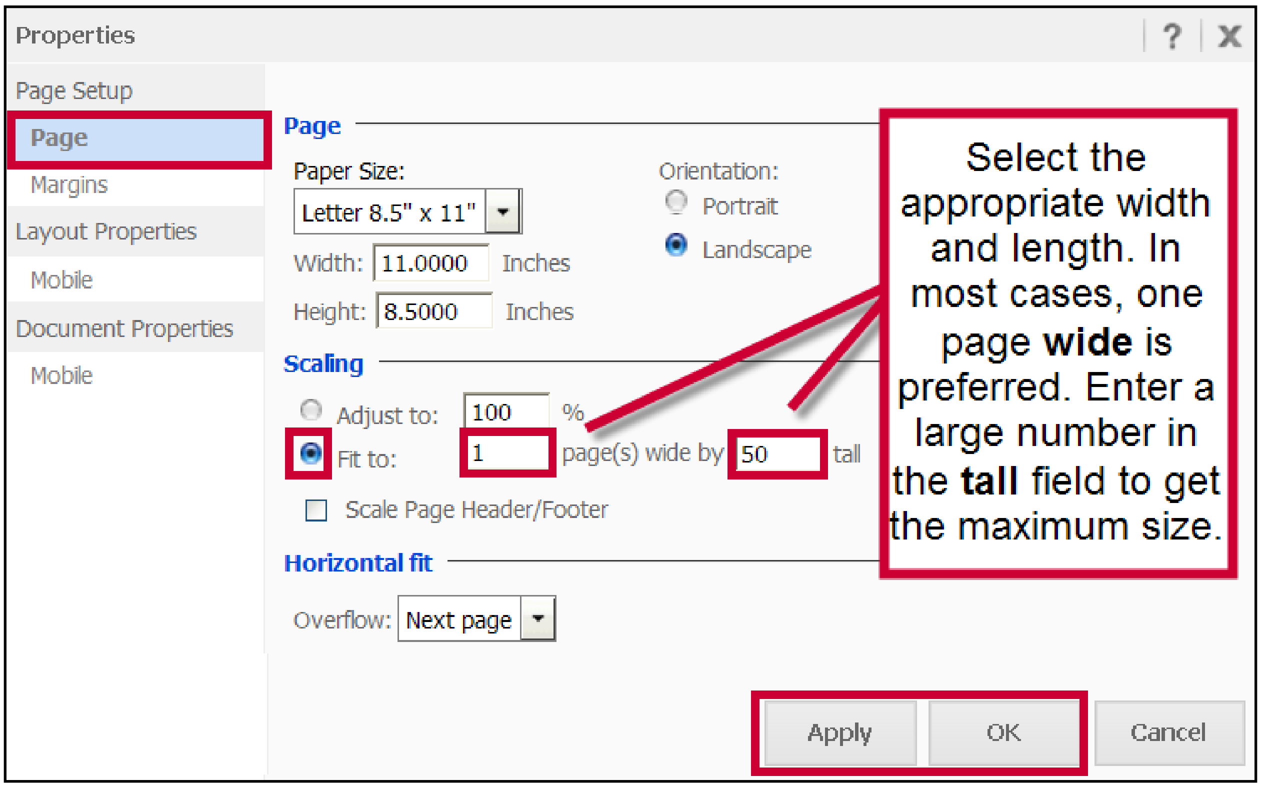


Figure B-3: Editing the Page Setup

Step 7: On the executed report page, print or export to a PDF as normal by selecting the **Print** or **Export to PDF** icons (see Figure B-4: Printing and Exporting to PDF).

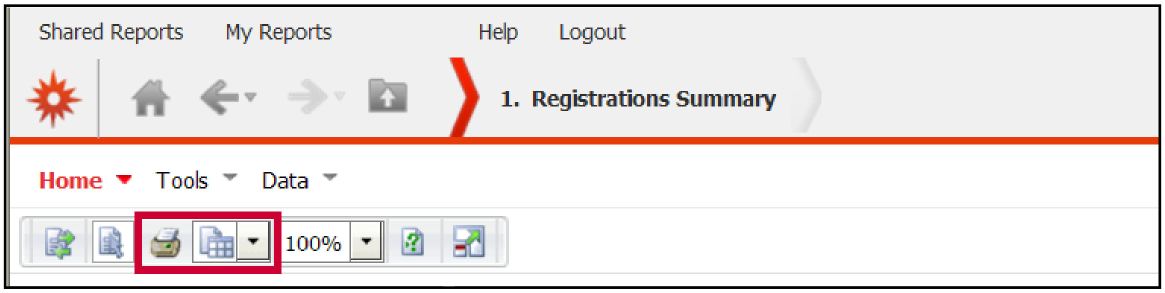


Figure B-4: Printing and Exporting to PDF

For addional information of printing and exporting to a PDF See Printing and Exporting Shared Report Documents. To get further assistance with exporting a report to PDF, contact your FEMA NTED Program Manager or the RES help desk at res@dhs.gov.

5. WHY DOES CENTER FOR DOMESTIC PREPAREDNESS (CDP) DATA SHOW IN MY NDPC REPORTS?

The Center for Domestic Preparedness is part of the NDPC. As part of the report requirements, CDP data is included in the Quarterly Report for Other Courses, the Quarterly Report for Indirect Courses, and the NDPC Reports. The following are recommendations for excluding CDP data from reports.

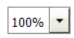
- **Quarterly Reports:** Can be filtered by NDPC including or excluding the CDP.
- **NDPC Reports:** Export the report to Excel and edit columns accordingly.
- **Ad Hoc Report:** NTED Program officers and system administrators can create an ad hoc report to include the appropriate NDPC training provider information. See the *Registration and Evaluation (RES) MicroStrategy Ad Hoc Reports User Guide* for additional information.

To get further assistance with NDPC information, contact your FEMA NTED Program Manager or the RES help desk at res@dhs.gov.

APPENDIX C: REPORT DOCUMENT QUICK STRIP ICONS

The following icons display on the report document quick strip.

Report Document Quick Strip Icons

Icon/Description			
	Home		Export to Excel
	Go back: use dropdown menu to select a specific document		Export to PDF (Available as a in the drop-down menu)
	Go forward; use dropdown menu to select a specific document		Zoom
	Browse Parent Folder		Refresh the Report Data
	Apply changes		Reprompt
	Interactive Mode		Full Screen Mode
	Print (creates a PDF)		Normal Mode

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APPENDIX D: MICROSTRATEGY ATTRIBUTES

The chart below provides a description of attributes available for selection when users run Rollup Reports (see Running Rollup Reports).

MicroStrategy Attributes	
Name	**Description**
Course ID	Includes the course ID (Course Number, i.e. AWR-101).
Course Name	Includes the course information in three forms: DESC (Title of the Course), ID (Course Number), and Modular (N - no/Y – yes).
Calendar Quarter	Includes four abbreviations for four quarters of calendar year (CY) in the format the of the 4-digit calendar year followed by quarter number YYYY QX (i.e. 2012 Q2). • Q1: January 1 – March 31 • Q2: April 1 – June 30 • Q3: July 1 – September 30 • Q4: October 1 – December 31 CY 1993 – 2020 are available.
Class County	Custom group that displays counties based on classes' zipcodes.
Class Region	Includes the 10 FEMA Regions where the class was held in two forms: DESC (in Roman numerals, e.g.: I-X) and ID (in Arabic numerals, e.g.: 1-10).
Class State	Includes the State ID in the form of the standard 2-letter abbreviation for the State/territory where the class was held.
Class UASI Region	Custom group that displays UASI Regions based on classes' zipcodes.
Calendar Year	Includes the calendar year (January – December) in a 4-digit format from 1993 -2020.
Fiscal Quarter	Includes four abbreviations for four quarters of Federal government fiscal year (FY) in the format of the quarter number followed by the 4-digit fiscal year of QX YYYY (i.e. Q2 2012). • Q1: October 1 – December 31 • Q2: January 1 – March 31 • Q3: April 1 – June 30 • Q4: July 1 – September 30 Currently FY 1993 – 2020 are available in the system. More fiscal years are added on an as needed basis.
Fiscal Year	Includes the Federal government fiscal years (October –September) from 1993 – 2021 in the format of a 4-digit year.
Performance Level	Describes which of the three levels of performance the course targets: • Awareness • Management • Performance
Student Agency	Includes information related to the agency the student is associated with.
Student Country	Includes the country ID (country code) that the student represents.
Student County	Custom group that displays counties based on students' zipcodes.
Student Discipline	Includes 18 student discipline categories in two forms DESC (discipline title) and ID (discipline acronym):

<table>
<tr><th colspan="2">MicroStrategy Attributes</th></tr>
<tr><th>Name</th><th>Description</th></tr>
<tr><td></td><td>Agricultural Safety (Pre and Post Harvest) (AGS)
Animal Emergency Services (AES)
Citizen/Community Volunteer (CV)
Emergency Management (EM)
Emergency Medical Services (EMS)
Fire Service (FS)
Governmental Administrative (GA)
Hazardous Materials (HM)
Healthcare (HC)
Information Technology (IT)
Law Enforcement (LE)
Private Sector/Corporate Security and Safety Professionals (PSP)
Public Works (PW)
Public Safety Communications (PSC)
Public Health (PH)
Search & Rescue (SR)
Transportation Security (Air, Water, Ground, Port) (TS)
Other (OTH)</td></tr>
<tr><td>Student Level of Govt</td><td>Includes six categories of government that the student represents in two forms:
DESC (DHS Federal, Local, Not Applicable, Non DHS Federal, State, Tribal)
ID: (DF, L, NA, NF, S, T).</td></tr>
<tr><td>Student Region</td><td>Includes the 10 FEMA Regions that the students represent in two forms: DESC (in Roman numerals, e.g.: I-X) and ID (in Arabic numerals, e.g.: 1-10).</td></tr>
<tr><td>Student State</td><td>Includes the State ID in the form of the standard 2-letter abbreviation for the State/territory that the student represents.</td></tr>
<tr><td>Student UASI Region</td><td>Custom group that displays UASI Regions based on students’ zipcodes.</td></tr>
<tr><td>Training Category</td><td>Includes four training categories in two forms: DESC and ID.
<table>
<tr><th>DESC</th><th>ID</th><th>Description</th></tr>
<tr><td>CUSTOM</td><td>C</td><td>Course contains information customized for a specific purpose or group.</td></tr>
<tr><td>DIRECT</td><td>D</td><td>The training provider came to students</td></tr>
<tr><td>EXERCISE-BASED</td><td>E</td><td>Course consists of an exercise</td></tr>
<tr><td>FOREIGN LANGUAGE</td><td>F</td><td>Course trains in foreign language</td></tr>
<tr><td>INDIRECT</td><td>I</td><td>Courses trained by the trainers</td></tr>
<tr><td>JUST-IN-TIME</td><td>J</td><td>Course provides just-in-time information, usually on an ad hoc basis</td></tr>
<tr><td>SEMINAR</td><td>S</td><td>Course conducted as a seminar</td></tr>
<tr><td>TRAIN-THE-TRAINER</td><td>TTT</td><td>Train-the-trainer format</td></tr>
<tr><td>WEB-BASED</td><td>W</td><td>Available on the web</td></tr>
</table></td></tr>
<tr><td>Training Method</td><td>Includes four training methods in two forms: DESC and ID.
<table>
<tr><th>DESC</th><th>ID</th><th>Description</th></tr>
<tr><td>INDIRECT</td><td>I</td><td>Train-the-trainer format</td></tr>
<tr><td>MOBILE</td><td>M</td><td>The training provider came to students</td></tr>
<tr><td>RESIDENT</td><td>R</td><td>Classroom setting</td></tr>
<tr><td>WEB-BASED</td><td>W</td><td>Available on the web</td></tr>
</table></td></tr>
<tr><td>Training Provider</td><td>Includes the training provider information in two forms: DESC (training provider name) and ID (training provider name abbreviation).</td></tr>
</table>

APPENDIX E: MICROSTRATEGY METRICS

The chart below provides a description of metrics available for selection when users run Rollup Reports (see Running Rollup Reports).

MicroStrategy Metrics	
Name	**Description**
Count of Distinct Students	Displays the number of distinct students who have participated in training, counting each student once, regardless of the number of classes the student has participated in.
Count of Students	Displays the total number of students who participated in a course. If this metric is used with a course, then it will give the number of all students that took the course as a part of different classes.
Count of Classes	Displays the total number of Non-Web Based classes conducted based on DHS course schedule course end date field.
Total Contact Hours	Displays the total number of hours that all participants have contact with an instructor for a class i.e., number of contact hours of all the students for a class.
Average Increase of KSA (%)	Displays the percent increase of average of post-test KSA scores over the average of pre-test KSA scores. This metric can be drilled down to the Post Test Score Average (%) and Pre Test Score Average (%).
Post Test Score Average (%)	Displays the average percent of correct post-test responses.
Pre Test Score Average (%)	Displays the average percent of correct pre-test responses.

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APPENDIX F: RES MICROSTRATEGY SHARED REPORTS CHART

RES MicroStrategy Shared Reports

Report	Users	Description	Recommended Criteria
1. Registration Summary	All users	The system displays a list of training providers along with the associated number of instructor led classes, number of students trained by instructor led courses, number of students trained by web based courses, total number of students trained, and contact hours. Also, the system displays grand totals for number of instructor led classes, students trained by instructor led courses, students trained by web based courses, number of students trained, and contact hours. **Notes:** • Training Providers only see their own metrics. • Modular courses are not included on the Registration Summary. To view modular courses, run the Modular Registration Summary. Drill-down option: • Click on the appropriate **Training Provider** link to drill-down to the Course Summary Report (see 1.A).	• Follow the prompts to select the appropriate date range for the report. • Users can run the report for a specific month, quarter or fiscal year (FY) (October – September), calendar year (CY) (January – December). • Click on the **Training Provider** name to drill down to the Course Summary Report for the selected Training Provider.
1.A Course Summary Report (by Training Provider)	All users	Drill-down from the Registration Summary report to the Course Summary Report by clicking on the **Training Provider** link. For the date range selected when running the Registration Summary and the selected training provider, the report displays a graph of the top 10 classes based on the number of students trained. A grid displays each course broken out by training method, number of classes, number of students, number of evaluations, pre and post-test averages, average increase in KSAs, and contact hours. Drill-down options: • Click on the **Course #** and **Name** to drill-down to the Registration Class Summary Report (see 1.A.1). • Click on the appropriate **# of Evaluations** link to drill-down to the Level One Evaluation – Course Summary Report (see 1.A.2). • Click on the appropriate **Avg Inc of KSA** link to drill-down to the Level Two Class Detail Report (see 1.A.3).	• Select the appropriate **Training Provider** on the Registration Summary to access the Course Summary Report. • The date range identified when the Registration Summary is run applies to the Course Summary Report.

RES MicroStrategy Shared Reports			
Report	**Users**	**Description**	**Recommended Criteria**
1.A.1 Registration Class Summary Report	All users	Drill-down from the Course Summary Report to the Registration Class Summary Report by clicking the appropriate **Course #** or **Course Name**. For the selected training provider and course, two graphs display the number of classes held by class State and number of students trained by class State. A grid displays each class session of the selected course conducted by the training provider broken out by class start date, start time, instructor, number of students, course length, city, state, zip code, and country. Drill-down options: • Click on the appropriate **Class Start Date** link to drill down to the Registration Class Detail Report (see 1.A.1.a). Linked reports: • Click the **View Evaluations by Class** link to view the Level One Evaluation – Course Summary Report (see 1.A.2). • Click the **View Test Scores by Class** link to view the Level Two Class Detail report see 1.A.3).	• From the Course Summary Report, select the appropriate **Course #** or **Course Name** to access the Registration Class Summary Report. • The date range identified when the Registration Summary is run applies to this report. • Only metrics for the training provider selected on the Course Summary Report displays. • Click the **View Evaluations by Class** link to view the Level One Evaluation – Course Summary Report (see 1.A.2). • Click the **View Test Scores by Class** link to view the Level Two Class Detail report see 1.A.3).
1.A.1.a Registration Class Detail Report	All users	Drill-down from the Registration Class Summary Report to the Registration Class Detail Report by clicking the **Class Start Date** link. Two graphs display the number of students trained by level of government and by disciple. A grid displays each student broken out by student agency, level of government, student discipline, city, State, zip code, and country.	• From the Registration Class Summary Report, select the appropriate **Class Start Date** to access the Registration Class Detail Report. • The date range identified when the Registration Summary is run applies to this report. • Only metrics for the training provider selected on the Course Summary Report displays.
1.A.2 Level One Evaluation – Course Summary Report	All users	Drill-down from the Registration Class Summary Report to the Level One Evaluation – Course Summary Report by clicking the **# of Evaluations** link. For the selected training provider and course, a grid displays each class broken out by class start date, class start time, instructor name, number of students, number of evaluations, KSA levels before and after, KSA difference, course evaluation, instructor evaluation, course benefit, overall ratings, and class location. Drill-down options: • Click the appropriate **Class Start Date** link to drill-down to the Level One Evaluation – Class Details Report (see	• From the Course Summary Report, select the appropriate **# Number of Evaluations** link to access the Level One Evaluation – Course Summary Report. • The date range identified when the Registration Summary is run applies to this report. • Only metrics for the training provider selected on the Course Summary Report displays. • Click the **View Class Summary** link to view the Registration Class Summary

RES MicroStrategy Shared Reports

Report	Users	Description	Recommended Criteria
		1.A.2.a). • Click the **view** link to drill down to the Level One Evaluation – Class Comments Report (see 1.A.2.b). Linked reports: • Click the **View Class Summary** link to view the Registration Class Summary Report (see 1.A.1). • Click the **View Test Scores by Class** link to view the Level Two Class Detail report (see 1.A.3).	Report (1.A.1) • Click the **View Test Scores by Class** link to view the Level Two Class Detail report (see 1.A.3).
1.A.2.a Level One Evaluations – Class Details Report	All users	Drill-down from the Level One Evaluation – Course Summary Report to the Level One Evaluation – Class Details Report by clicking the **Class Start Date** link. For the selected training provider, the report displays a breakout of average evaluation responses to the selected class.	• From the Level One Evaluation – Course Summary report, select the appropriate **Class Start Date** link to access the Level One Evaluation – Class Details Report. • The date range identified when the Registration Summary is run applies to this report. • Only metrics for the training provider selected on the Course Summary Report displays.
1.A.2.b Level One Evaluation – Class Comments Report	All users	Drill-down from the Level One Evaluation – Course Summary Report to the Level One Evaluation – Class Comments Report by clicking the **view** link. For the selected training provider, the report displays responses submitted for open answer evaluation questions for the selected class.	• From the Level One Evaluation – Course Summary report, select the appropriate **view** link to access the Level One Evaluation – Class Comments Report. • The date range identified when the Registration Summary is run applies to this report. • Only metrics for the training provider selected on the Course Summary Report displays.
1.A.3 Level Two Class Detail Report	All users	Drill-down from the Registration Class Summary Report to the Level Two Class Detail Report by clicking the **Avg Inc of KSA** link. For the selected training provider and course, a grid displays each class broken out by class start date, class start time, instructor, class location, pre- and post-test score average, and average increase of KSA. Linked reports: • Click the **View Class Summary** link to view the Registration Class Summary Report (see 1.A.1). • Click the **View Evaluations by Class**	• The date range identified when the Registration Summary is run applies to this report. • Only metrics for the training provider selected on the Course Summary Report displays. • Click the **View Class Summary** link to view the Registration Class Summary Report (see 1.A.1). • Click the **View Evaluations by Class** link to view the

RES MicroStrategy Shared Reports

Report	Users	Description	Recommended Criteria
		link to view the Level One Evaluation – Course Summary Report (see 1.A.2).	Level One Evaluation – Course Summary Report (see 1.A.2).
2. Level One - Courses Recommended for Review	All users	The system displays the report that recommends courses for review when the average Pre-test score is 80% or greater or when the average pre-test to post-test percentage point gain is less than 17%. Classes are displayed by training provider and course number and are broken out by class start date, class location, class start time, instructor last name, number of students, number of evaluations, KSA levels before and after, difference in KSA before and after, instructor evaluation score, course evaluation score, course benefit score, and the overall ratings. **Note:** Training providers only see their own metrics. Drill-down options: • Click the **Class Start Time** link to drill-down to the Level One Evaluation – Class Details Report (see 2.A) • Click the **view** link to drill-down to the Level One Evaluation –Class Comments Report (see 2.B).	• Follow the prompts to select the appropriate time period for the report. • Users can run the report for a specific month, quarter or fiscal year (FY) (October – September), calendar year (CY) (January – December). • Click on the **Class Start Time** link for the appropriate class to drill down to the Level One Evaluation – Class Details Report (2.A). • Click on the **view** link for the appropriate class to drill down to the Level One Evaluation – Class Comments Report (2.B).
2.A Level One Evaluation – Class Details Report	All users	Drill-down from the Level One Evaluation – Classes Recommended for Review to the Level One Evaluation – Class Details Report by clicking the **Class Start Time** link. For the selected training provider, the report displays a break out average evaluation responses for the selected class.	• The date range identified when the Level One – Courses Recommended for Review is run applies to this report.
2.B Level One Evaluation – Class Comments Report	All users	Drill-down from the Level One Evaluation – Classes Recommended for Review to the Level One Evaluation – Class Comments Report by clicking the **view** link. For the selected training provider, the report displays responses submitted for open answer evaluation questions for the selected class.	• The date range identified when the Level One – Courses Recommended for Review is run applies to this report.
3. Level Two Test Scores – Classes of Excellence	All users	The system displays the report that flags the classes of excellence that have a pre-test to post-test percentage point gain of 90% or greater. Classes are broken out by training provider, course number, training method, class start and end date, number of students, number of evaluations, pre-test and post-test scores, and average increase in KSAs. **Note:** When running the report, training providers will only see metrics related to	• Follow the prompts to select the appropriate date range for the report. • Run the report for a specific month, quarter or fiscal year (FY) (October – September), calendar year (CY) (January – December).

RES MicroStrategy Shared Reports			
Report	**Users**	**Description**	**Recommended Criteria**
		their account. If nothing displays after the report has run, courses for your account do not meet the classes of excellence criteria.	
4. Level Two Test Scores – Classes Recommended for Review	All users	The system displays the report that flags the classes recommended for review that have a pre-test to post-test percentage point gain of less than 20%. Classes are broken out by training provider, course number, training method, class start and end date, number of students, number of evaluations, pre-test and post-test scores, and average increase in KSAs. **Note:** When running the report, training providers will only see metrics related to their account. If nothing displays after the report has run, courses for your account do not meet the classes of excellence criteria.	• Follow the prompts to select the appropriate date range for the report. • Run the report for a specific month, quarter or fiscal year (FY) (October – September), calendar year (CY) (January – December).
5. Modular Registration Summary	All users	The system displays graphs detailing the top ten training providers by number of lessons for modular courses completed and the top ten training providers by number of distinct students trained in modular courses. Additional metrics on Lessons Completed (Instructor Led, Web, All), Total Number of Distinct Students, and Total Contact Hours display, broken out by training provider. Drill-down option: Click the **Training Provider** name to drill-down to the Root Course Summary report (see 5.A).	• Follow the prompts to select the appropriate time period for the report. • Users can run the report for a specific month, quarter or fiscal year (FY) (October – September), calendar year (CY) (January – December). • Click on the **Training Provider** name to drill-down Root Courses Summary Report.
5.A Root Course Summary	All users	Drill-down from the Modular Registration Summary to the Root Course Summary by clicking on the **Training Provider** link. For the date range selected when running the Modular Registration Summary and the selected training provider, the report displays a graph of the top ten courses based on the number of students trained. A grid displays each course broken out by lessons completed, number of distinct and contact hours. Drill-down option: Click on the **Course #** and **Name** to drill-down to the Lesson Summary (see 5.A.1).	• From the Modular Registration Summary, select the appropriate **Training Provider** link to access the Root Course Summary. • The date range identified when the Modular Registration Summary is run applies to this report.
5.A.1 Lesson Summary	All users	Drill-down from the Root Course Summary Report to the Lesson Summary by clicking the appropriate **Course #** or **Course Name**. For the selected training provider and course, a graph displays the top ten lessons based on the number of students by lesson and the number of evaluations by lesson. A grid displays each	• From the Root Course Summary Report, select the appropriate **Course #** and **Course Name** to access the Lesson Summary. • The date range identified when the Modular Registration

RES MicroStrategy Shared Reports

Report	Users	Description	Recommended Criteria
		lesson of the selected course conducted by the training provider broken out by training method, number of classes, number of students, number of evaluations, pre- and post-test scores, average KSA increase, and contact hours. Drill-down options: • Click on the appropriate **Course Number and Name** link to drill-down to the Lesson Class Summary Report (see 5.A.1.a). • Click the **# of Evaluations** link to drill-down to the Level One Evaluation – Course Summary Report (see 5.A.1.b). • Click the **Avg Inc of KSA** link to view the Level Two Class Detail Report (see 5.A.1.c).	Summary is run applies to this report. • Only metrics for the training provider selected on the Lesson Summary displays. • Click on the appropriate **Course Number and Name** link to drill-down to the Lesson Class Summary Report (see 5.A.1.a). • Click the **# of Evaluations** link to drill-down to the Level One Evaluation – Course Summary Report (see 5.A.1.b). • Click the **Avg Inc of KSA** link to view the Level Two Class Detail Report (see 5.A.1.c).
5.A.1.a Lesson Class Summary Report	All users	Drill-down from the Lesson Summary Report to the Lesson Class Summary Report by clicking the **Course Number and Name** link. Two graphs display the number of classes held by class state and the number of students trained by class state. A grid displays each class broken out by class start and end date, class start time, instructor name, number of students, course length, city, state, zip code, and country. Linked reports: • Click the **View Evaluations by Class** link to view the Level One Evaluation – Course Summary Report (see 5.A.1.b). • Click the **View Test Scores by Class** link to view the Level Two Class Detail report (see 5.A.1.c). Drill-down options: • Click the **Class Start Date** link to drill-down to the Lesson Class Detail Report (see 5.A.1.a.01).	• From the Lesson Summary Report, select the appropriate **Course Number and Name** link to drill-down to the Lesson Class Summary Report. • The date range identified when the Modular Registration Summary is run applies to this report. • Only metrics for the training provider selected on the Lesson Summary displays. • Click the **Class Start Date** link to drill-down to the Lesson Class Detail Report (see 5.A.1.a.01).
5.A.1.a.01 Lesson Class Detail Report	All users	Drill-down from the Lesson Class Summary Report to the Lesson Class Detail report by clicking the **Class Start Date** link. The report displays two graphs showing the number of students trained by level of government and by student discipline. Details about the lesson including class start time and date, class end date, instructor, location, and student information.	• From the Lesson Class Summary Report, select the appropriate **Class Start Date** to access the Lesson Class Detail Report. • The date range identified when the Modular Registration Summary is run applies to this report. • Only metrics for the training provider selected on the Lesson Summary displays.

<table>
<tr><th colspan="4">RES MicroStrategy Shared Reports</th></tr>
<tr><th>Report</th><th>Users</th><th>Description</th><th>Recommended Criteria</th></tr>
<tr><td>5.A.1.b Level One Evaluation Course Summary Report</td><td>All users</td><td>Drill-down from the Lesson Summary Report to the Level One Evaluation – Course Summary Report by clicking the # of Evaluations link. For the selected training provider and course, a grid displays each class broken out by class start date, class start time, instructor name, number of students, number of evaluations, KSA levels before and after, KSA difference, course evaluation, instructor evaluation, course benefit, overall ratings, and class location.

Linked reports:
Click the View Class Summary link to view the Lesson Class Summary Report (see 5.A.1.a).
Click the View Test Scores by Class link to view the Level Two Class Detail report (see 5.A.1.c).
Drill-down options:
Click the appropriate Class Start Date link to drill down to the Level One Evaluation – Class Details Report (see 5.A.1.b.01).
Click the view link to drill down to the Level One Evaluation – Class Comments Report (see 5.A.1.b.02).</td><td>From the Lesson Summary Report, select the appropriate Evaluations link to drill-down to the Level One Evaluation Course Summary Report.
The date range identified when the Modular Registration Summary is run applies to this report.
Only metrics for the training provider selected on the Lesson Summary displays.
Click the appropriate Class Start Date link to drill down to the Level One Evaluation – Class Details Report (see 5.A.1.b.01).
Click the view link to drill down to the Level One Evaluation – Class Comments Report (see 5.A.1.b.02).</td></tr>
<tr><td>5.A.1.b.01 Level One Evaluation – Class Details Report</td><td>All users</td><td>Drill-down from the Level One Evaluation – Course Summary Report to the Level One Evaluation – Class Details Report by clicking the Class Start Date link. For the selected training provider, the report displays a break out average evaluation responses to the selected class.</td><td>From the Level One Evaluation Course Summary Report, select the appropriate Class Start Date to access the Level One Evaluation – Class Detail Report.
The date range identified when the Modular Registration Summary is run applies to this report.
Only metrics for the training provider selected on the Lesson Summary displays.</td></tr>
</table>

RES MicroStrategy Shared Reports

Report	Users	Description	CY	FY	Month	Recommended Criteria
5.A.1.b.02 Level One Evaluation – Class Comments Report	All users	Drill-down from the Level One Evaluation – Course Summary Report to the Level One Evaluation – Class Comments Report by clicking the **view** link. For the selected training provider, the report displays responses submitted for open answer evaluation questions for the selected class.				• From the Level One Evaluation Course Summary Report, select the appropriate **view** link to access the Level One Evaluation – Class Comments Report. • The date range identified when the Modular Registration Summary is run applies to this report. • Only metrics for the training provider selected on the Lesson Summary displays.
5.A.1.c Level Two Class Detail Report	All users	Drill-down from the Lesson Summary Report to the Level Two Class Detail Report by clicking the **Avg Inc of KSA** link. For the selected training provider and course, a grid displays each class broken out by class start date, class start time, instructor, class location, pre- and post-test score average, and average increase of KSA. Linked reports: • Click the **View Class Summary** link to view the Lesson Class Summary Report (see 5.A.1.a). • Click the **View Evaluations by Class** link to view the Level One Evaluation – Course Summary Report (see 5.A.1.b).				• From the Lesson Summary Report, select the appropriate **Avg Inc of KSA** link to drill-down to the Level One Evaluation Course Summary Report. • The date range identified when the Modular Registration Summary is run applies to this report. • Only metrics for the training provider selected on the Lesson Summary displays.
Canned Reports	All users	Canned reports display commonly requested information by Calendar Year, Fiscal Year or Month.	CY	FY	Month	
Total Number of Courses Delivered	All users	The report displays a graph of the number of classes and Students by the identified period (CY, FY, or Month). Courses are broken out by number of classes (instructor led), students trained (instructor led, web, all), and number of Contact Hours.	✓	✓	✓	• Select one or more of the appropriate period (CY, FY, or Month).
Training Numbers by Class Location	All users	The report displays the number of students trained broken out by the State or territory where the class was held for the selected time period.	✓	✓	✓	• Select one or more of the appropriate period (CY, FY, or Month).
Training Numbers by Delivery Type	All users	The report displays the number classes held and the number of students trained broken out by training method (indirect, mobile, resident, and web-based).	✓	✓	✓	• Select one or more of the appropriate period (CY, FY, or Month).
Training Numbers by Fiscal Year Quarter	All users	The report displays the number of classes and students trained by training method (instructor led, web, all) and total contact hours broken out by training provider and fiscal year quarter.		✓		• Select one or more of the fiscal year quarter(s).

RES MicroStrategy Shared Reports

Report	Users	Description	Recommended Criteria			
Canned Reports	All users	Canned reports display commonly requested information by Calendar Year, Fiscal Year or Month.	CY	FY	Month	
Training Numbers by Job Discipline	All users	The report displays the number of students trained broken out by student discipline. • Agricultural Safety (Pre and Post Harvest) (AGS) • Animal Emergency Services (AES) • Citizen/Community Volunteer (CV) • Emergency Management (EM) • Emergency Medical Services (EMS) • Fire Service (FS) • Governmental Administrative (GA) • Hazardous Materials (HM) • Healthcare (HC) • Information Technology (IT) • Law Enforcement (LE) • Private Sector/Corporate Security and Safety Professionals (PSP) • Public Works (PW) • Public Safety Communications (PSC) • Public Health (PH) • Search & Rescue (SR) • Transportation Security (Air, Water, Ground, Port) (TS) • Other (OTH)	✓	✓	✓	• Select one or more of the appropriate period (CY, FY, or Month).
Training Numbers by Level of Government	All users	The report displays the number of students trained broken out by student level of government. • DHS Federal • Local • Not Applicable • Non DHS Federal • State • Tribal	✓	✓	✓	• Select one or more of the appropriate period (CY, FY, or Month).
Training Numbers by Performance Level	All users	The report displays the number of classes and students trained by training method (instructor led, web, all) and total contact hours broken out by the planned performance level (awareness, management, and performance).	✓	✓	✓	• Select one or more of the appropriate period (CY, FY, or Month).
Training Numbers by Student Agency Location	All users	The report displays the number of distinct students trained broken out by student agency State.	✓	✓	✓	• Select one or more of the appropriate period (CY, FY, or Month).
Training Numbers by the NDPC	All users	The report displays the number of classes and students trained by training method (instructor led, web, all) and total contact hours broken out by training provider.	✓	✓	✓	• Select one or more of the appropriate period (CY, FY, or Month).

RES MicroStrategy Shared Reports						
Report	**Users**	**Description**	**Recommended Criteria**			
Canned Reports	All users	Canned reports display commonly requested information by Calendar Year, Fiscal Year or Month.	CY	FY	Month	
Training Numbers by Train-the-Trainer and Indirect Courses	All users	The report displays the number of classes, number of students, and number of contact hours broken out by the train-the-trainer course name.	✓	✓	✓	• Select one or more of the appropriate period (CY or FY).
Trend of Training Numbers by Calendar or Fiscal Year	All users	The report displays the number of classes and students trained by training method (instructor led, web, all) and total contact hours broken out by training provider for each year (calendar or fiscal). A graph displays the trend of training numbers over by years selected.	✓	✓		• Select more than one year (CY or FY) to view the trends over multiple years.
Fiscal Quarter Reports	All Users	Fiscal Quarter reports display metric information broken out by fiscal quarter				
Average Increase in KSA % by Training Method	All Users	For the selected fiscal quarter(s), this report displays the percent increase of average of post-test KSA scores over the average of pre-test KSA scores.				• When prompted select the appropriate fiscal year quarter from the pick list. • Use the list arrows (⏮ ◀ ▶ ⏭) to navigate through the month pick list. • Select one or more training methods
Students Trained by Performance Level	All Users	For the selected fiscal quarter(s), this report displays the number of students trained broken out by the targeted performance level (awareness, management, or performance).				• When prompted select the appropriate fiscal year quarter from the pick list. • Use the list arrows (⏮ ◀ ▶ ⏭) to navigate through the month pick list. • Select one or more performance level.
Students Trained by Student Discipline	All Users	For the selected fiscal quarter(s), this report displays the number of students trained broken out by 18 student discipline categories.				• When prompted select the appropriate fiscal year quarter from the pick list. • Use the list arrows (⏮ ◀ ▶ ⏭) to navigate through the month pick list. • Select one or more student discipline.
Students Trained by Student Level of Government	All Users	For the selected fiscal quarter(s), report displays the number of students trained broken out by student level of government (DHS Federal, Local, Not Applicable, Non DHS Federal, State, or Tribal).				• When prompted select the appropriate fiscal year quarter from the pick list. • Use the list arrows (⏮ ◀ ▶ ⏭) to navigate through the month pick list. • Select one or more student level of government.

RES MicroStrategy Shared Reports			
Report	**Users**	**Description**	**Recommended Criteria**
Students Trained by Student Region	All Users	For the selected fiscal quarter(s), this report displays the number of students trained broken out by FEMA region (I-X).	• When prompted select the appropriate fiscal year quarter from the pick list. • Use the list arrows (⏮ ◀ ▶ ⏭) to navigate through the month pick list. • Select one or more FEMA Region.
Students Trained by Student State	All Users	For the selected fiscal quarter(s), report displays the number of students trained broken out by student state	• When prompted select the appropriate fiscal year quarter from the pick list. • Use the list arrows (⏮ ◀ ▶ ⏭) to navigate through the month pick list. • Select one or more student States.
Students Trained by Training Method	All Users	For the selected fiscal quarter(s), the selected fiscal quarter(s), this report displays the number of students trained broken out by training method (indirect, mobile, resident, or web-based).	• When prompted select the appropriate fiscal year quarter from the pick list. • Use the list arrows (⏮ ◀ ▶ ⏭) to navigate through the month pick list. • Select one or more training methods
GIS Reports	Users granted a GIS report license	GIS reports provide metric information with an interactive map. GIS reports are available to all users who have been granted a GIS license by the NTED Program Office.	
GIS (1) Map of FEMA Regions	Users granted a GIS report license	The Map of FEMA Region displays metrics for classes and students in a map and graph format. By default, data for classes and contact hours displays. Users can opt to view results by students. Drill-down options: • With the **Class** option selected, click the FEMA Region and select the **Drill** button to drill-down to the State Class Map (see GIS (1).A).	• Follow the prompts to select the appropriate date range for the report. • Select the Class radio button to view metrics based on class region. • Select the Student radio button to view metrics based on student region. • Click on the appropriate Region and the drill button to drill-down to the State Class Map or to the Student State Map. • Add up to five filters on the report

GIS Reports	Users granted a GIS report license	GIS reports provide metric information with an interactive map. GIS reports are available to all users who have been granted a GIS license by the NTED Program Office.	
GIS (1).A State Class Map	Users granted a GIS report license	With the **Classes** option selected on the Map of FEMA Regions, drill-down to the State Class Map by selecting the appropriate **FEMA Region** on the map and then clicking the **drill** button. The map displays the number of classes conducted in the States in the selected region. A bar chart ranks the States within the region by number of classes. Two graphs display metrics on Classes by Training Method (indirect, mobile, and resident) and Classes by Performance Level (awareness, management, performance) for the selected FEMA Region. Hover over a State to view metrics on the number of classes and contact hours. Drill-down option: • Click on a **State** and click the **drill** button to drill down to the District Class Map (see GIS (1).A.1).	• The date range identified when the Map of FEMA Regions is run applies to this report. • Click the appropriate State and the **drill** button to access the District Class Map.
GIS(1).A.1 District Class Map	Users granted a GIS report license	Drill-down to the District Class Map from the State Class Map by clicking the appropriate **State** and then clicking on the drill button. The map shows the number of classes conducted broken out by district with the selected State. Two graphs display metrics on Classes by Training Method (Indirect, Mobile, and Resident) and Classes by Performance Level (Awareness, Management, Performance). A bar chart displays showing the top ten districts ranked by classes held. Hover over a district to view metrics on the number of classes and contact hours.	• The date range identified when the Map of FEMA Regions is run applies to this report.
GIS (2) Map of US States	Users granted a GIS report license	The system displays 'US State' reports for classes and students. By default system shows data for classes and contact hours. The system shows image of the USA map on the report screen.	• Follow the prompts to select the appropriate date range for the report. • Select the **Class** radio button to view metrics based on class region. • Select the **Student** radio button to view metrics based on student region. • Add up to five filters on the report

NDPC Reports	NPDC members; NTED Program Managers; Administrators	National Domestic Preparedness Consortium (NDPC) report will allow the NDPC numbers to be displayed to all NDPC members.	
Contact Hours by Student Discipline	NPDC members; NTED Program Managers; Administrators	The report displays the number of contact hours broken out by student discipline and each NDPC training provider for the selected date range and State. A bar graph displays the number of contact hours for the top five disciplines. A pie chart displays the number of contact hours broken out by training method (indirect, mobile, resident, and web-based).	• Follow the prompts to select the appropriate date range for the report. • In the Student State field: — Select **All** to view metrics for all student States. — Select a **single** to view metrics for the selected student State.
Course Completion by Student Discipline	NPDC members; NTED Program Managers; Administrators	The report displays the number of course completions broken out by student discipline and each NDPC training provider for the selected date range and State. A bar graph displays the number of course completions for the top five disciplines. A pie chart displays the number of course completions broken out by training method (indirect, mobile, resident, and web-based).	• Follow the prompts to select the appropriate date range for the report. • In the Student State field: — Select **All** to view metrics for all student States. — Select a **single** to view metrics for the selected student State.
Number of Deliveries by Training Method	NPDC members; NTED Program Managers; Administrators	The report displays the number of course deliveries by training method (indirect, mobile, resident, and web-based) and each NDPC training provider for the selected date range and State. A bar graph and pie chart display the number of training deliveries by training method.	• Follow the prompts to select the appropriate date range for the report. • In the Student State field: — Select **All** to view metrics for all student States. — Select a **single** to view metrics for the selected student State.

APPENDIX G: RUNNING GEOGRAPHIC INFORMATION SYSTEMS (GIS) REPORTS

GIS reports provide metric information with an interactive map. GIS reports are available to all users who have been granted a GIS license by the NTED Program Office. If you want access to GIS reports, please contact your FEMA NTED Program Manager or the RES help desk at res@dhs.gov.

Users must have a GIS license to access GIS Reports.

1. RUNNING THE MAP OF FEMA REGIONS

The Map of FEMA Region displays metrics for classes and students in a map and graph format. By default, data for classes and contact hours displays.

To run the Map of FEMA Regions:

Step 1: Click on the **Shared Reports** link on the link strip (see Figure G-1: Running GIS Reports.

Step 2: To select the report, click on the **GIS** link or the folder icon.

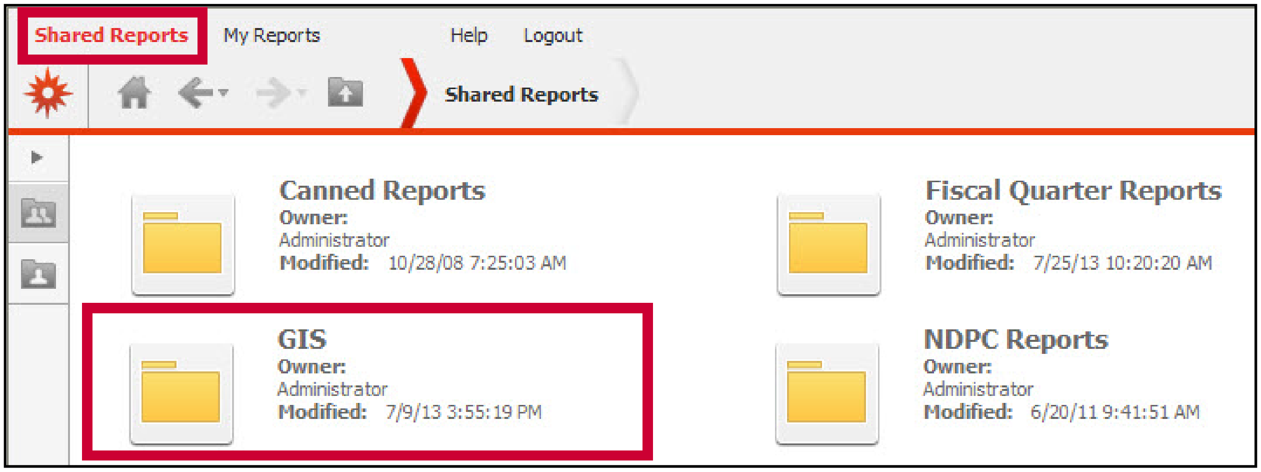

Figure G-1: Running GIS Reports

Step 3: On the GIS page, click on the **(1) Map of FEMA Regions** link or the report document icon (see Figure G-2: Selecting the Map of FEMA Regions).

Note: You must have Flash enabled to run GIS Reports.

Users must have Flash enabled to run GIS Reports.

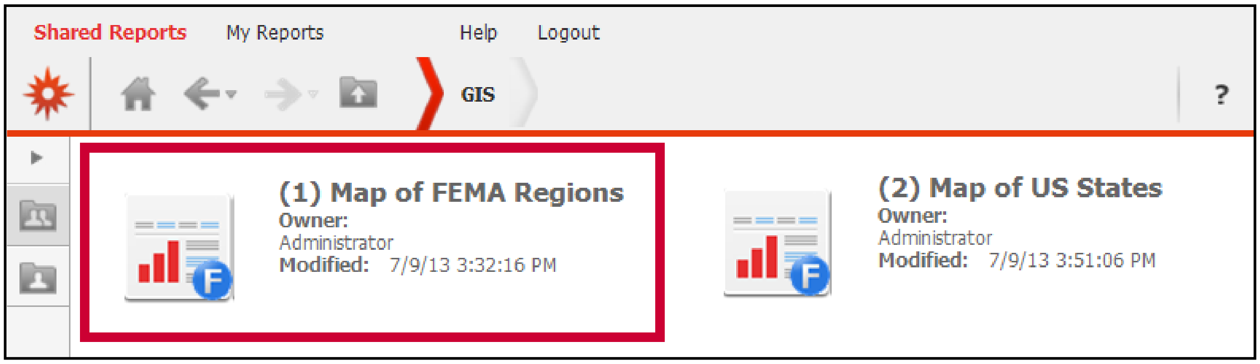

Figure G-2: Selecting the Map of FEMA Regions

Step 4: On the (1) Map of FEMA Regions prompt page, in the **1. Choose the beginning date for the desired date range** section, enter the appropriate beginning date and press the **Enter** key (see Figure G-3: Selecting a Beginning Date).

Be sure to press the Enter key after typing in a date or year.

Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the appropriate date to select it. If you enter the year on the widget, be sure to press the **Enter** key before selecting the date to ensure the year has been properly selected.

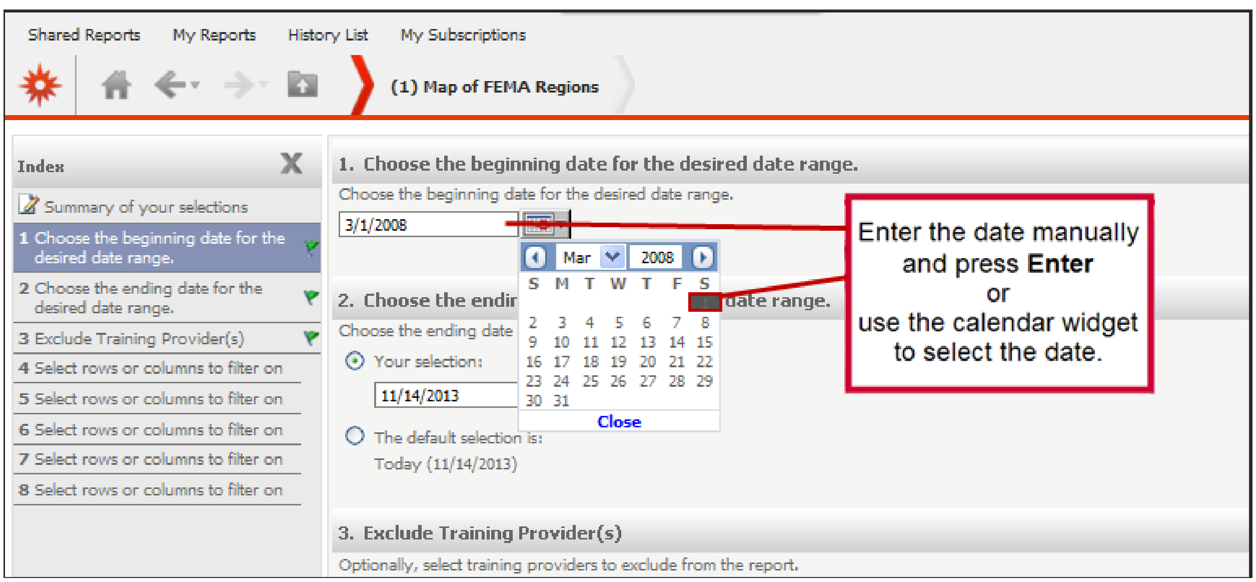

Figure G-3: Selecting a Beginning Date

Step 5: In the **2. Choose the ending date for the desired date range** section, select the radio button to select the appropriate ending date option (see Figure G-4: Selecting an Ending Date).

Notes: Today's date is selected as the range end date by default. Skip to step 7 if you selected the default

Be sure to press the Enter key after typing in a date or year.

option.

Step 6: If you opted to select the date, in the **Your selection:** field, enter the appropriate ending date and press the **Enter** key.

Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the appropriate date to select it. If you enter the year on the widget, be sure to press the **Enter** key before selecting the date to ensure the year has been properly selected.

Step 7: If appropriate, navigate to the **3. Exclude Training Provider(s)** section, select the appropriate training providers to exclude from the report.

Notes:

- The Center for Domestic Preparedness is excluded from the report by default.
- In the **Available** field, click on the appropriate training provider(s) to select it and then click the **Add** arrow to move the value to the **Selected** field.
- You can also double click on the training provider to move it to the **Selected** field.
- Do not use the **Add All** icon as only one option can be added to columns.
- Use the **Remove** and **Remove All** icons to move the training provider out of the **Selected** field.

Step 8: If appropriate, scroll to the first **Select rows or columns to filter on** section (see Figure G-11-A: Adding a Filter).

Adding filters is optional on GIS Reports

Note: Adding filters is optional. Skip to step 13 if no filter is needed.

Step 9: In the Attribute field, click on the appropriate attribute to select it.

Step 10: Select the radio button to select the appropriate option

- **Qualify:** The **Qualify** option allows users to enter specific qualifications for the report using expressions from the drop down section.
- **Select:** The **Select** option allow users to select from available elements on a list.

Step 11: Enter appropriate criteria for the filter object.

Notes:

- If the **Qualify** option is selected:
  - — In the **Form** drop-down menu, select the appropriate form.
  - — In the **Is** drop-down menu, select the appropriate qualification.

  - In the **Value** field, enter the appropriate value.

- If the **Select** option is selected:
  - In the **Is** drop-down menu, select whether the values should be included (**In List**) or excluded (**Not In List**).
  - Click the **Edit** link to open a pop-up menu of available values.
    - Select a value from the **Available** field then click the **Add to selections** arrow to move the value to the **Selected** field.
    - If appropriate, to search for a value, enter a value in the **Search for** field, and then click the **Find** icon. Select the **Match case** checkbox to narrow the search further.
    - To remove a value, select the appropriate value from the **Selected** field then click the **Remove from selections** arrow to move the value to the **Available** field.
    - Click the OK button to confirm selection.

Step 12: Scroll to the next filter section and repeat Steps 10 – 13 until all appropriate filters are added.

Step 13: To run the report, click the **Run Document** button.

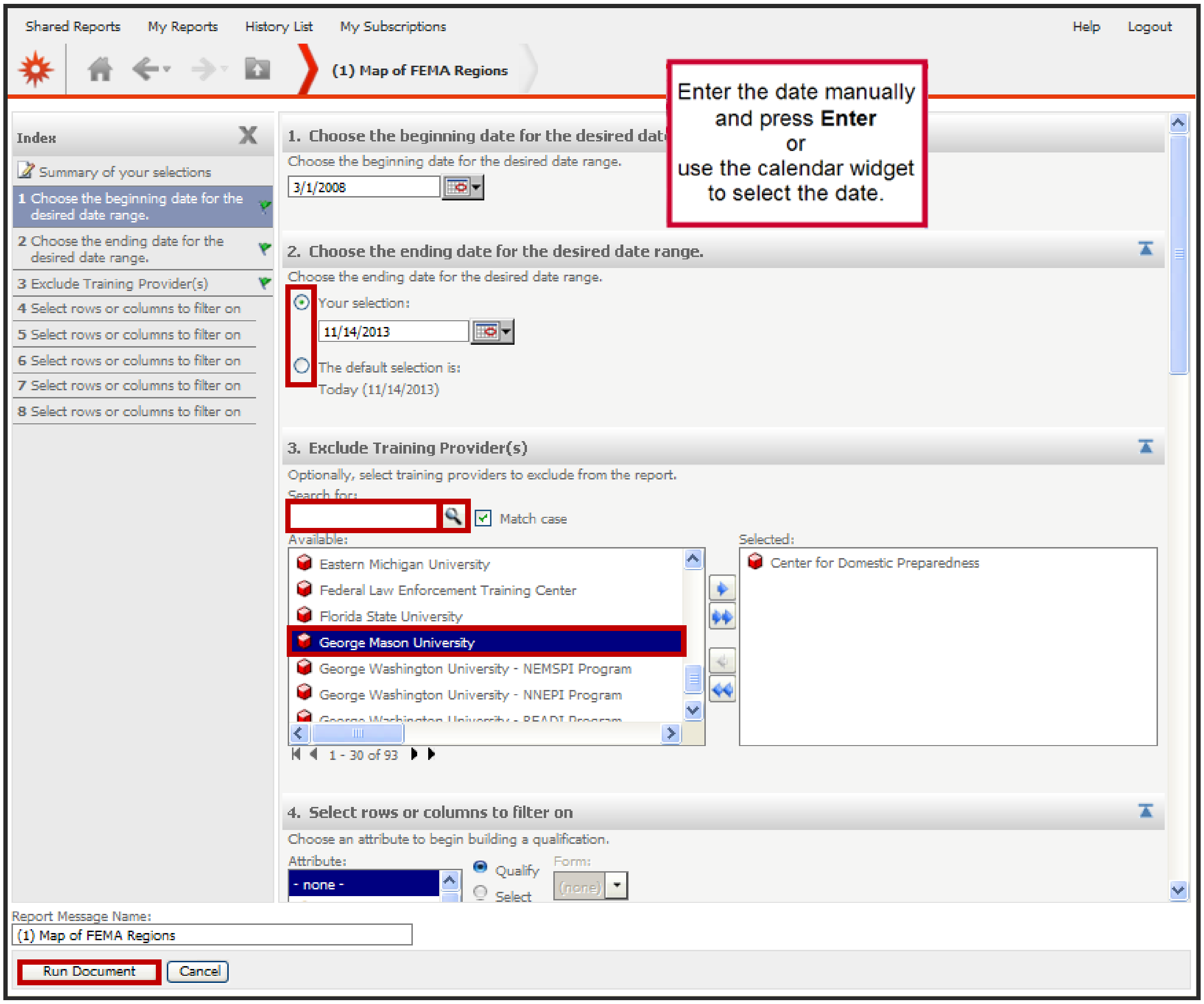

Figure G-4: Selecting an Ending Date

Step 14: On the Map of FEMA Regions, review the report (see Figure G-5: Reviewing the Map of FEMA Regions by Classes).

Notes:

Metrics relating to Class Region displays by default.

- By default, metrics based on Class Region display by number of classes.
- Hover over each Region to view a pop-up of number of classes and contact hours.
- There are two ways to drill-down to State data within a FEMA Region (see Map of FEMA Regions Drill-down Maps):
  — Double click on the FEMA Region
  — Click the Region to select it, and then click the **drill** icon
- The Classes by Training Method (Indirect, Mobile, Resident), Classes by Performance Level (Awareness, Management, Preferences), FEMA Regions Ranked by Classes (Top 10) graphs display. When you hover-over the graph, metric details

for the particular category display. In addition, the following options display:

 View graph results in chart form

 View chart in graph form (appears after selecting chart view)

 Export graph results to Excel

 Export graph to PDF

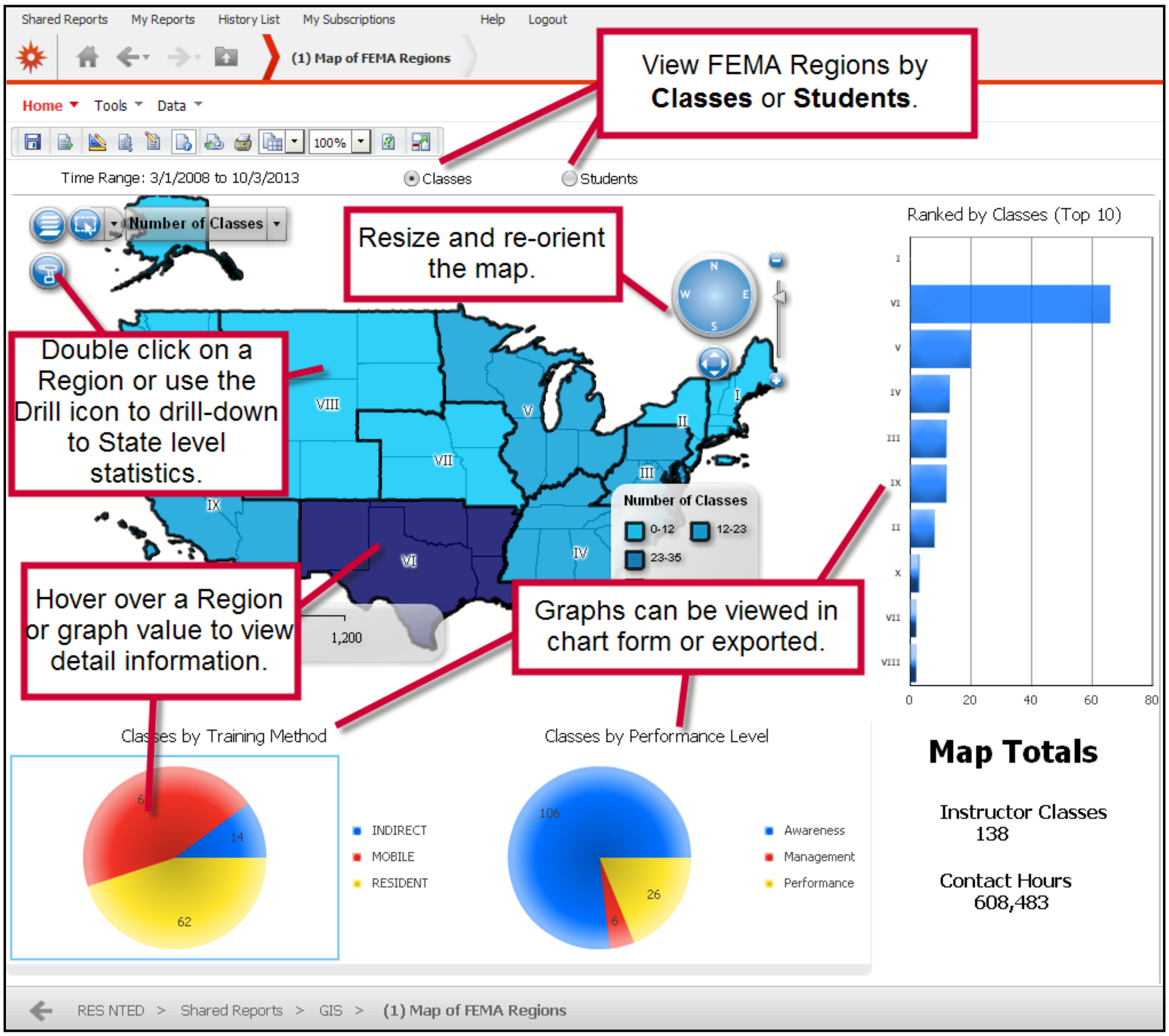

Figure G-5: Reviewing the Map of FEMA Regions by Classes

Step 15: To view chart by Student Region, select the **Students** radio button (see Figure G-6: Reviewing the Map of FEMA Regions by Students).

Select Students to view metrics relating to Student Region.

Notes:

- FEMA Regions Ranked by Student (Top 10) and Trend of Count of Students graphs display. When you hover-over the graph, metric details for the particular category display. In addition, the following options display:

   View graph results in chart form

   View chart in graph form (appears after selecting chart view)

   Export graph results to Excel

   Export graph to PDF

   Pin slider to adjust the time line (on trend lines only)

- See Printing and Exporting Shared Report Documents for more information on how to export the report.

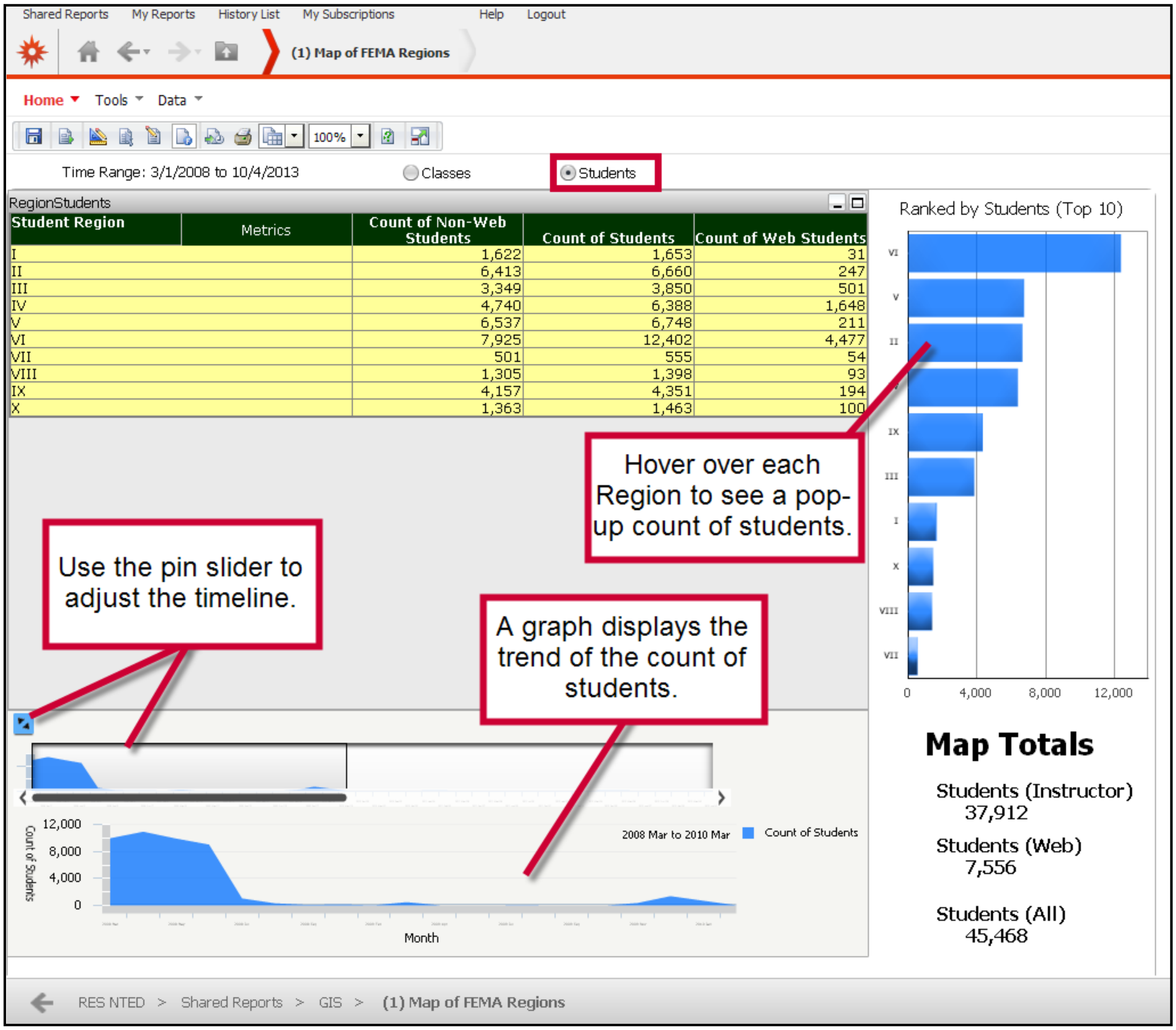

Figure G-6: Reviewing the Map of FEMA Regions by Students

2. MAP OF FEMA REGIONS DRILL-DOWN MAPS

From the Map of FEMA Regions, users with a GIS license can drill-down to view additional information related to the classes and student numbers (see Figure G-7 Map of FEMA Regions Drill-down Maps). Before drilling down to additional information, users should verify that they have selected the appropriate radio button for the **Classes** or **Students** option. Chart G-1: Map of FEMA Regions Drill-down Maps provides an overview of each drill-down map available.

For more information on the Map of FEMA Regions, see Running the Map of FEMA Regions.

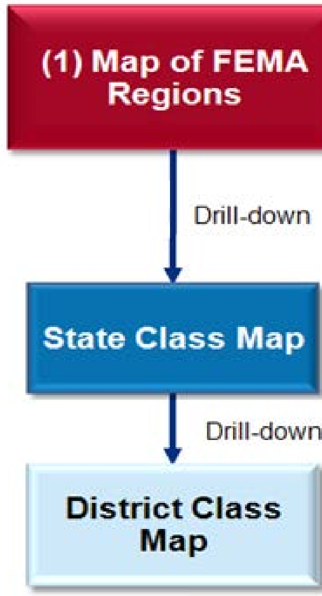

Figure G-7: Map of FEMA Region Drill-down Maps

Chart G-1: GIS Map by FEMA Regions Drill-down Maps

Report Name	Description
GIS(1).A State Class Map	With the **Classes** option selected on the Map of FEMA Regions, drill-down to the State Class Map by selecting the appropriate **FEMA Region** on the map and then clicking the **drill** button. The map displays the number of classes conducted in the States in the selected region. A bar chart ranks the States within the region by number of classes. Two graphs display metrics on Classes by Training Method (indirect, mobile, and resident) and Classes by Performance Level (awareness, management, performance) for the selected FEMA Region. Hover over a State to view metrics on the number of classes and contact hours. Drill-down option: • Click on a **State** and click the **drill** button to drill down to the District Class Map (see GIS (1).A.1).
GIS(1).A.1 District Class Map	Drill-down to the District Class Map from the State Class Map by clicking the appropriate **State** and then clicking on the drill button. The map shows the number of classes conducted broken out by district with the selected State. Two graphs display metrics on Classes by Training Method (Indirect, Mobile, and Resident) and Classes by Performance Level (Awareness, Management, Performance). A bar chart displays showing the top ten districts ranked by classes held. Hover over a district to view metrics on the number of classes and contact hours.

3. RUNNING THE MAP OF US STATES

The Map of US States displays metrics for classes and students in a map and graph format. By default, data for classes and contact hours displays.

To run the Map of US States:

Step 1: Click on the **Shared Reports** link on the link strip (see Figure G-8: Running GIS Reports).

Step 2: To select the report, click on the **GIS** link or the folder icon.

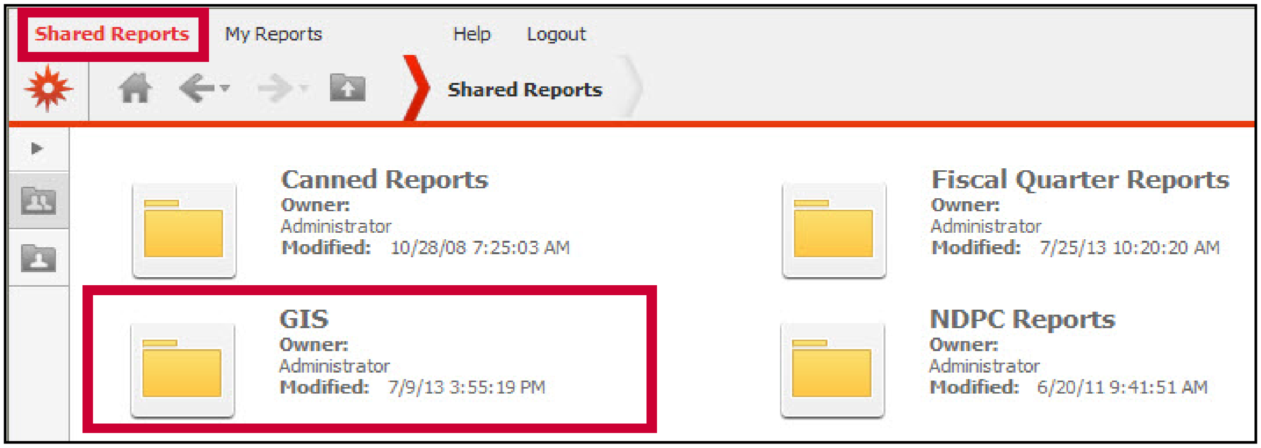

Figure G-8: Running GIS Reports

Step 3: On the GIS page, click on the **(2) Map of US States** link or the report document icon (see Figure G-9: Selecting the Map of US States).

Note: You must have Flash enabled to run GIS Reports.

Users must have Flash enabled to run GIS Reports.

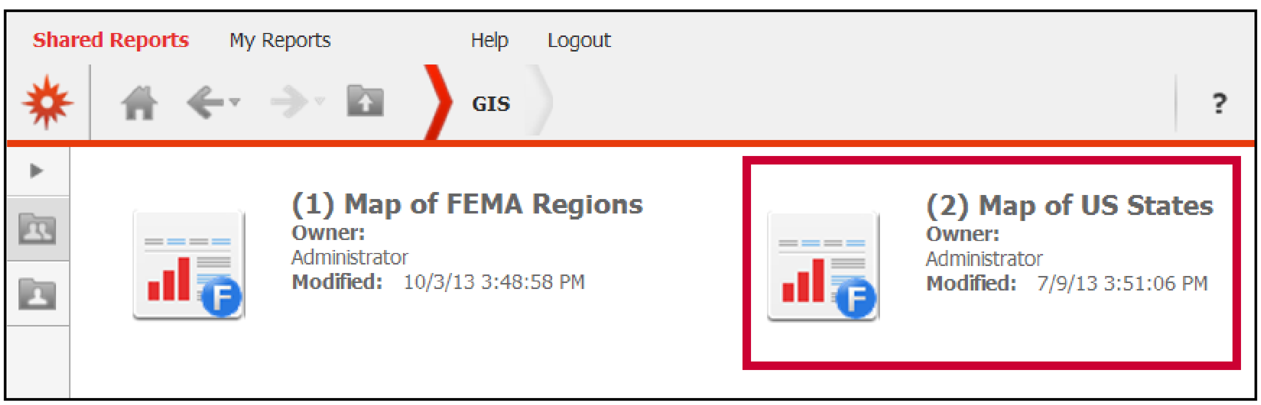

Figure G-9: Selecting the Map of US States

Step 4: On the (2) Map of US States prompt page, in the **1. Choose the beginning date for the desired date range** section, enter the appropriate beginning date

Be sure to press the Enter key after typing in a date or year.

and press the **Enter** key (see Figure G-10: Selecting a Beginning Date).

Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the appropriate date to select it. If you enter the year on the widget, be sure to press the **Enter** key before selecting the date to ensure the year has been properly selected.

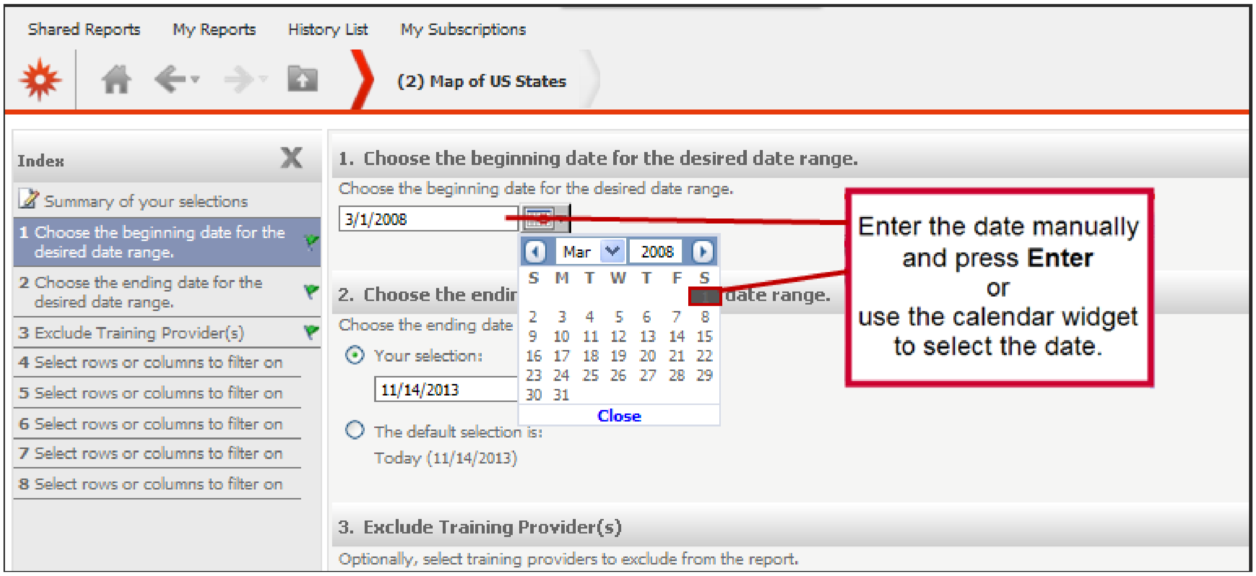

Figure G-10: Selecting a Beginning Date

Step 5: In the **2. Choose the ending date for the desired date range** section, select the radio button to select the appropriate ending date option (see Figure G-11: Selecting an Ending Date).

Notes: Today's date is selected as the range end date by default. Skip to step 7 if you selected the default option.

Step 6: If you opted to select the date, in the **Your selection:** field, enter the appropriate ending date and press the **Enter** key.

Be sure to press the Enter key after typing in a date or year.

Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the appropriate date to select it. If you enter the year on the widget, be sure to press the **Enter** key before selecting the date to ensure the year has been properly selected.

Step 7: If appropriate, navigate to the **3. Exclude Training Provider(s)** section, select the appropriate training providers to exclude from the report.

Notes:

- The Center for Domestic Preparedness is excluded from the report by default.

- In the **Available** field, click on the appropriate training provider(s) to select it and then click the **Add** arrow to move the value to the **Selected** field.
- You can also double click on the training provider to move it to the **Selected** field.
- Do not use the **Add All** icon as only one option can be added to columns.
- Use the **Remove** and **Remove All** icons to move the training provider out of the **Selected** field.

Step 8: If appropriate, scroll to the first **Select rows or columns to filter on** section (see Figure G-11-A: Adding a Filter).

Adding filters is optional on GIS Reports

Note: Adding filters is optional. Skip to step 13 if no filter is needed.

Step 9: In the Attribute field, click on the appropriate attribute to select it.

Step 10: Select the radio button to select the appropriate option

- **Qualify:** The **Qualify** option allows users to enter specific qualifications for the report using expressions from the drop down section.
- **Select:** The **Select** option allow users to select from available elements on a list.

Step 11: Enter appropriate criteria for the filter object.

Notes:

- If the **Qualify** option is selected:
  - In the **Form** drop-down menu, select the appropriate form.
  - In the **Is** drop-down menu, select the appropriate qualification.
  - In the **Value** field, enter the appropriate value.
- If the **Select** option is selected:
  - In the **Is** drop-down menu, select whether the values should be included (**In List**) or excluded (**Not In List**).
  - Click the **Edit** link to open a pop-up menu of available values.
    - Select a value from the **Available** field then click the **Add to selections** arrow to move the value to the **Selected** field.
    - If appropriate, to search for a value, enter a value in the **Search for** field, and then click the **Find** icon. Select the **Match case** checkbox to narrow the search further.
    - To remove a value, select the appropriate value from the **Selected** field then click the **Remove from selections** arrow to move the value to the **Available** field.
    - Click the OK button to confirm selection.

Step 12: Scroll to the next filter section and repeat Steps 10 – 13 until all appropriate filters are added.

Step 13: To run the report, click the **Run Document** button.

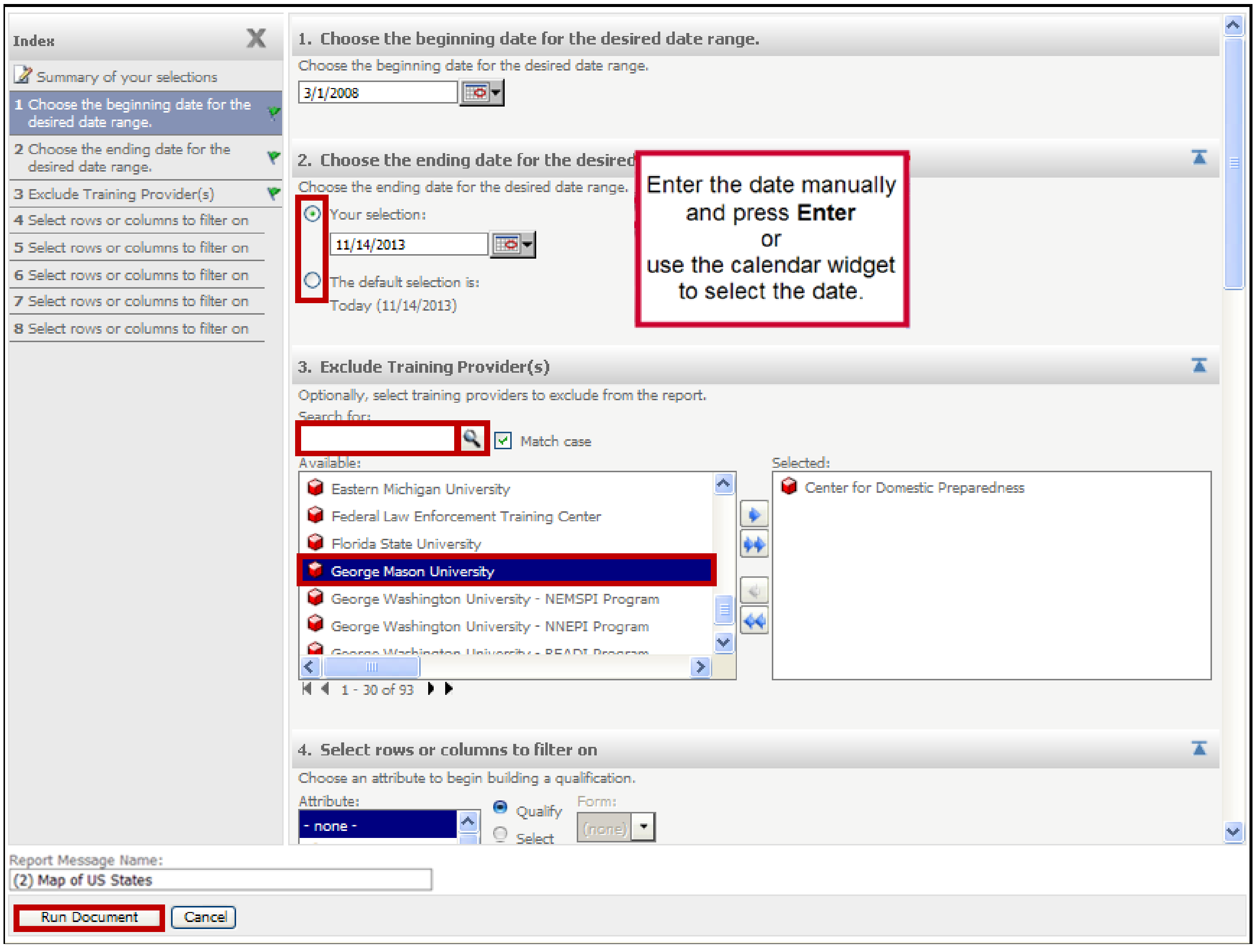

Figure G-11: Selecting an Ending Date

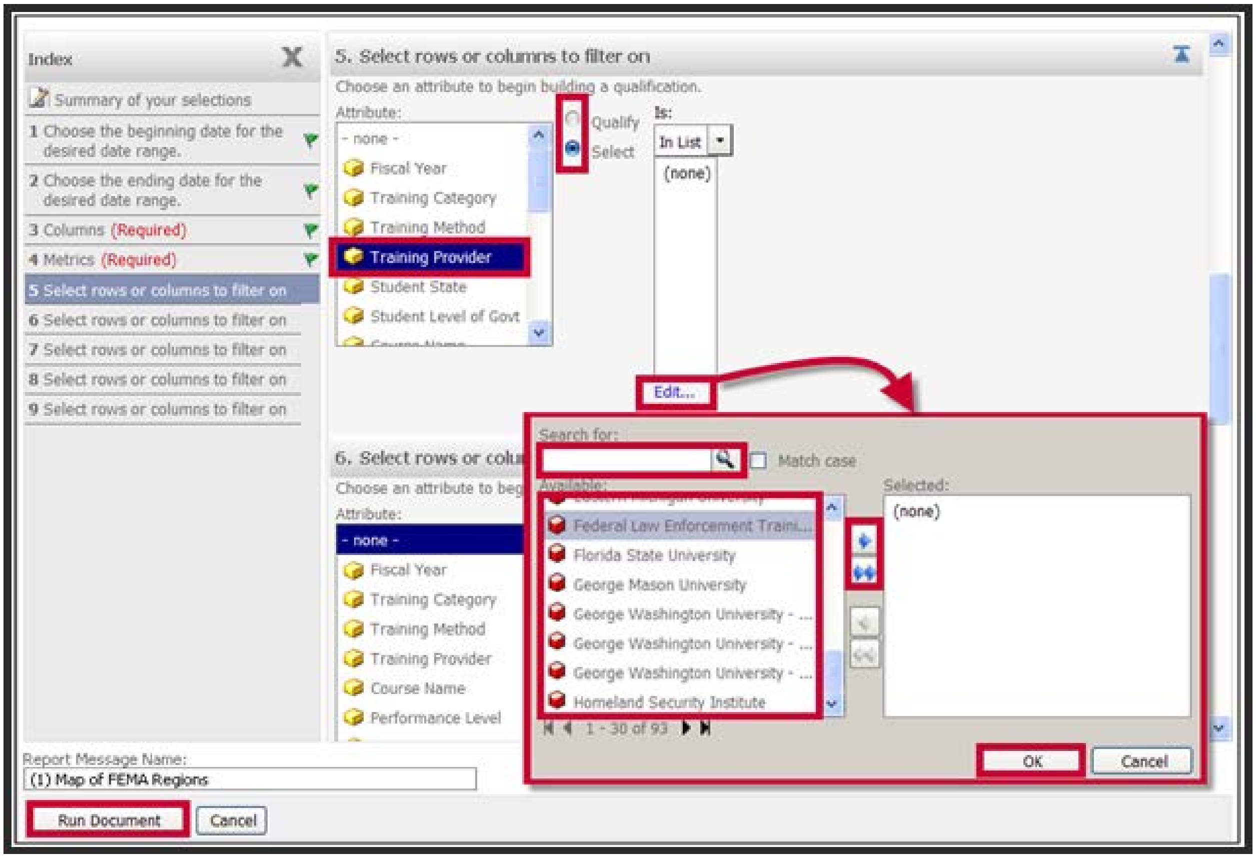

Figure G-12-A: Adding a Filter

Step 14: On the Map of US States, review the report (see Figure G-12: Reviewing the Map of US States by Classes).

Notes:

- By default, metrics based on State display by number of classes.
- Hover over each State to view a pop-up of number of classes and contact hours.
- The States Ranked by Classes (Top 10) graph displays.
- Click on a State to display the Classes by Training Method (Indirect, Mobile, Resident) and Classes by Performance Level (Awareness, Management, Preferences).
- When you hover over a graph, metric details for the particular category display. In addition, the following options display:

 View graph results in chart form

 View chart in graph form (appears after selecting chart view)

 Export graph results to Excel

 Export graph to PDF

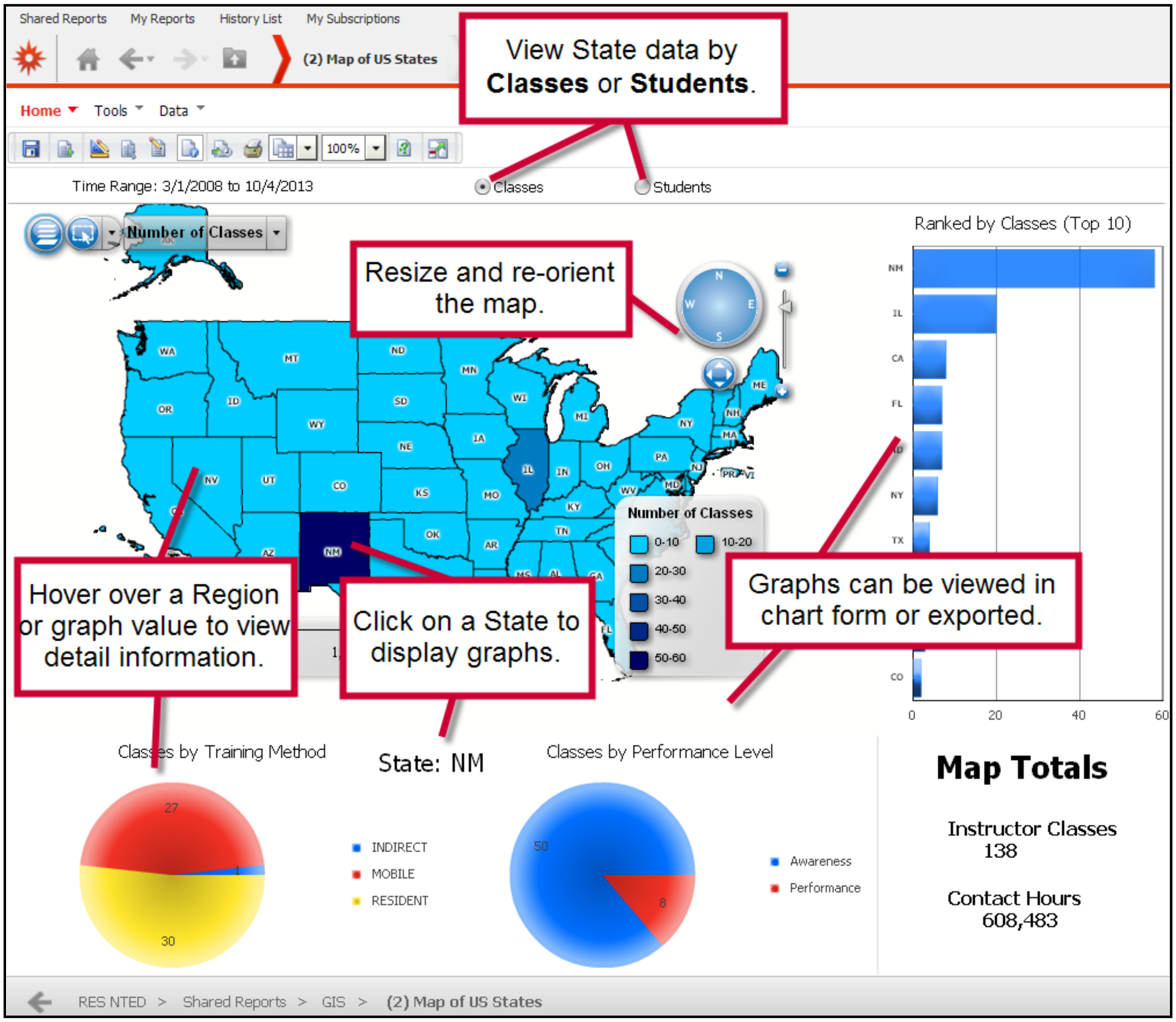

Figure G-13: Reviewing the Map of US States by Classes

Step 15: To view the map by student State, select the **Students** radio button (see Figure G-13: Reviewing the Map of US States by Students).

Notes:

- Trend of count of students over the selected time period.
- US States ranked by number of students (Top 10).
- See Printing and Exporting Shared Report Documents for more information on how to export the report.
- States Ranked by Student (Top 10) display
- On the chart, click on a State to display the Trend of Count of Students graph below the chart.
- When you hover-over a graph, metric details for the particular category display. In addition, the following options display:

View graph results in chart form

View chart in graph form (appears after selecting chart view)

Export graph results to Excel

Export graph to PDF

Pin slider to adjust the time line (on trend lines only)

- See Printing and Exporting Shared Report Documents for more information on how to export the report.

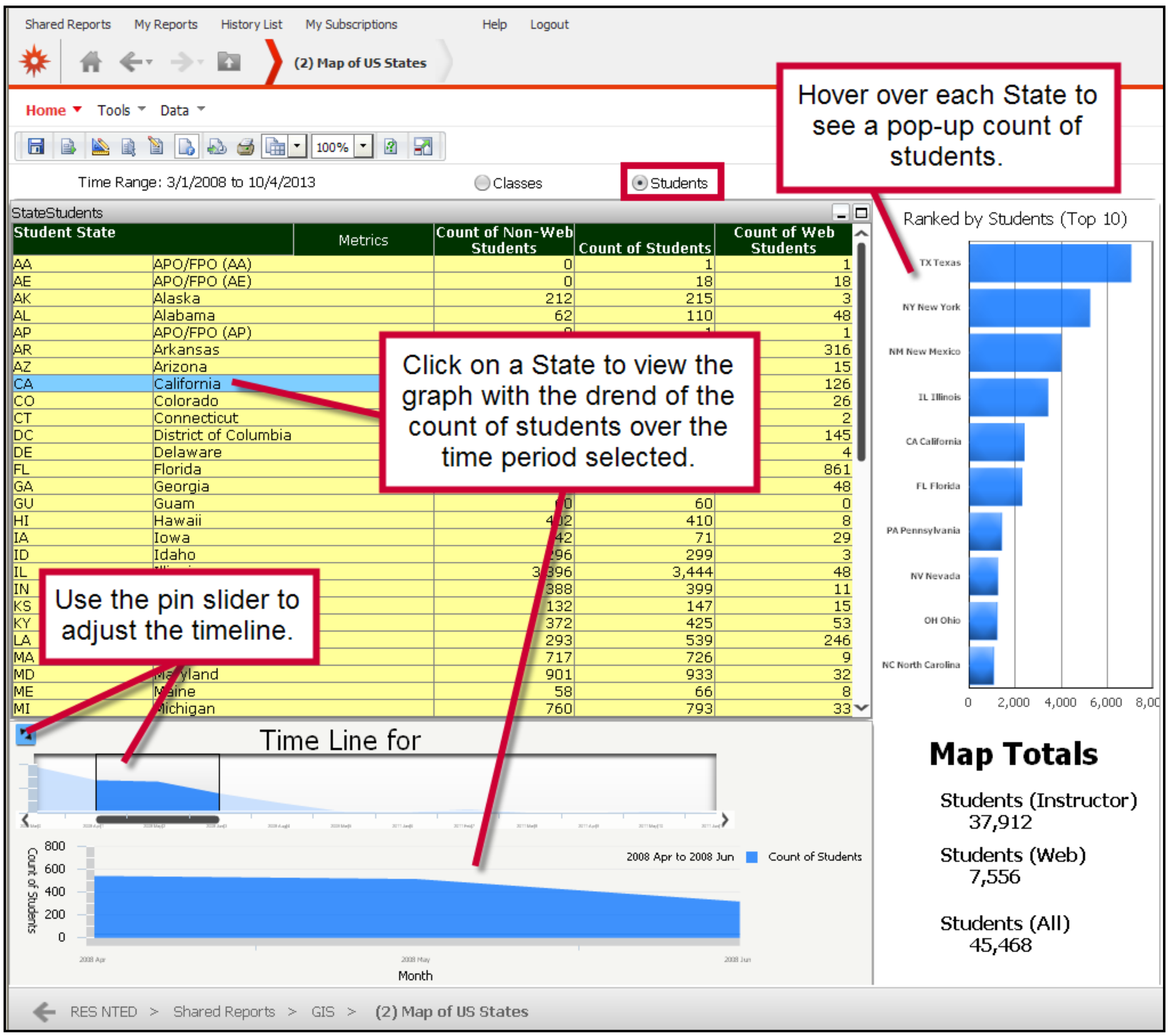

Figure G-14: Reviewing the Map of FEMA Regions by Student

ACRONYMS

AGS	Agricultural Safety
AES	Animal Emergency Services
BSC	Bulk Scanning Contractor
CDP	Center for Domestic Preparedness
CV	Citizen/Community Volunteer
CY	Calendar Year
DESC	Description
DHS	Department of Homeland Security
COTS	Commercial Off-the-Shelf
EADIS	Enterprise Application Development, Integration, and Sustainment
EKU	Eastern Kentucky University
EM	Emergency Management
EMS	Emergency Management Services
ETSU	East Tennessee State University
FEMA	Federal Emergency Management System
FY	Fiscal Year
FS	Fire Services
GA	Governmental Administrative
HA	Hazardous Materials
HC	Healthcare
HM	Hazardous Materials
IE	Internet Explorer
IT	Information Technology
KSA	Knowledge, Skills and Abilities
LE	Law Enforcement
LSU	Louisiana State University
NCCU	North Carolina Central University
NDPC	National Domestic Preparedness Consortium
NMT	New Mexico Tech
NPD	National Preparedness Directorate
NTED	National Training Education and Division
NTS	Department of Energy's Nevada Test Site
NWACC	NorthWest Arkansas Community College
OTH	Other
PDF	Portable Document Format
PH	Public Health
PSP	Private Sector/Corporate Security and Safety Professionals
PSC	Public Safety Communications
PW	Public Works
QAI	
RDPC	Rural Domestic Preparedness Consortium
RES	Registration and Evaluation System
SR	Search & Rescue
TAHTC	The All Hazards Training Center at The University of Findlay
TEEX	Texas Engineering Extension Service
TS	Transportation Security

TTCI	Transportation Technology Center, Inc.
TEEX	Texas A&M University National Emergency Response and Rescue Training Center
UH-NDPTC	University of Hawaii - National Disaster Preparedness Training Center
WIFSS	The Western Institute for Food Safety and Security at University of California, Davis
XML	Extensible Markup Language

GLOSSARY

Attribute An attribute provides information about a category of data. For example, an attribute may include Year, Fiscal Year, Course, Class, FEMA Region, State, or Student Type. Attributes are generally placed in the row section of the report. Placing attributes on within columns allows for grouping by attribute.

Breadcrumbs **Breadcrumbs** display your navigation path in the gray bar below the link strip. Use the breadcrumb links to navigate back to previous pages and levels within MicroStrategy.

Filters Filters specify the required conditions for report objects in order to be included in the report results. Using filters narrows the data to include only information useful for your report. See Managing Filters for more information.

Metrics Metrics are the calculations of elements of data (attributes, other metrics, and facts). Metrics include expressions such as: Count of Students; Count of Web Students; Average Increase in KSA (%); and Number of Classes (by Method). The metric is what relates the attributes in a report. Metrics are generally placed in the column section of the report.

National Domestic Preparedness Consortium (NDPC) The National Domestic Preparedness Consortium (NDPC) is a professional alliance sponsored through the DHS/FEMA National Preparedness Directorate (NPD). The consortium is made up of seven members, including:

- Center for Domestic Preparedness (CDP)
- New Mexico Tech (NMT) – Energetic Materials Research and Testing Center
- Louisiana State University's (LSU) – Academy of Counter-Terrorist Education and National Center for Biomedical Research and Training
- Texas Engineering Extension Service (TEEX) – National Emergency Response and Rescue Training Center at Texas A&M University
- Department of Energy’s Nevada Test Site (NTS) – Counter Terrorism Operations Support
- Transportation Technology Center, Inc. (TTCI)
- University of Hawaii - National Disaster Preparedness Training Center (UH-NDPTC)

Prompt Prompts ask users executing the report for information necessary to complete report generation. Prompts are often paired with filters to select specific report attributes such as Fiscal Year Quarter, FEMA Region or State.

Rural Domestic Preparedness Consortium (RDPC)	The RDPC is comprised of six academic institutions that possess extensive experience and unique capabilities in serving the rural emergency response community. • Eastern Kentucky University (EKU) • East Tennessee State University (ETSU) • North Carolina Central University (NCCU) • NorthWest Arkansas Community College (NWACC) • The All Hazards Training Center (TAHTC) at The University of Findlay • The Western Institute for Food Safety and Security (WIFSS) at University of California, Davis