Firefighter I & II Data Collection Procedures

1. In an Excel Spreadsheet, list the following fields:
   a. Student's UIC
   b. Last Name
   c. First name
   d. Building Name
   e. Building Number
   f. Result – Pass or Fail

   PLEASE DO NOT SEND SPREADSHEET VIA EMAIL DUE TO STUDENT CONFIDENTIALITY

2. Save Spreadsheet and Upload into secure Moodle website. **Registration is required for the Moodle site. Please follow the directions below in steps 3 through 7 along with referring to the Moodle Registration document on the CTE Skills Assessment Website under the Data Coordination and Collection Section.**
   http://www.michigan.gov/mde/0,4615,7-140-2629_53968_53970---,00.html.

3. The Moodle room that is required for registration is the **Michigan Fire Fighting Certification Project Share Room.**

   To complete Step #3 of the Moodle Registration Procedures, click on the following links within Moodle:
   - Michigan Project Rooms
   - External Coordination
   - Michigan Fire Fighting Certification Project Share Room

4. Complete Steps 4, 5, and 6 as stated in the Moodle Registration Procedures.

5. To complete Step 7, please enter the Enrollment Key: **Firefighter18**

6. Complete Steps 8 and 9 as stated in the Moodle Registration Procedures.

7. Upload the files – see instructions on the CTE Skills Assessment Website on How to Upload a File in Moodle.

If you have issues entering the **Michigan Fire Fighting Certification Project Share Room**, please contact Valerie Felder at felderv@michigan.gov or at 517-335-1066.