



About the I-100 ICS Interactive Course	1
Launching and running the I-100 ICS Interactive Course	1
Case studies and audio interviews.....	3
Taking the unit quizzes	3
Taking the final exam.....	4
Printing course materials and other supplemental information.....	5
Printing/saving the Certificate of Training	5

About the I-100 ICS Interactive Course

The I-100 ICS Interactive Course was developed to be taken on a PC or Macintosh computer. The entire course takes approximately two hours to complete.

Note: If you are taking the I-100 ICS Interactive Course offline (either the downloaded or CD-ROM version), the course must be completed in one sitting. If you close the course before fully completing it, you must restart the program and begin the course again, starting with Unit 1.

If you are taking the course online and lose your Internet connection, *do not* close the course window. Simply, reconnect to the Internet to begin the course from where you left off. If you close the course window, you must restart the program and begin the course again, starting with Unit 1.

The course materials are divided into six units. Each of the six units is followed by a brief, non-graded quiz designed to prepare you for the final exam. You must successfully complete each quiz before moving on to the next unit, and you must successfully complete all six units before taking the final exam.

The final exam consists of 30 multiple choice questions. A minimum score of 70% is required to pass. If you do not pass the exam after three attempts, you will need to complete the entire course again, starting with Unit 1. You may retake this course as many times as necessary to pass.

Once you have passed the exam, you can print a certificate that verifies your successful completion of the course.

Note: In order for you to print the Certificate of Training, the computer you are working from must be connected to a functioning printer. If your computer is not connected to a functioning printer, you will need to save your certificate on your computer. Please read the “Printing/saving the Certificate of Training” section of this document for more information.

Launching and running the I-100 ICS Interactive Course

You have three options for taking the I-100 ICS Interactive Course:

- 1) You can complete the course online.
- 2) You can download the course onto your computer and complete the course offline.

3) You can take the course on your computer using the I-100 CD-ROM.

1: Take the course online

- a. Click the **Launch I-100 Course** button. The 1-100 ICS Interactive Course will open and the introduction will play. After the introduction plays, the 1-100 ICS landing page will open.
- b. Maintain your connection to the Internet and follow the onscreen instructions to begin the course.

Note: You will need the following free downloads installed on your computer to complete the course online:

- Macromedia Flash Player (needed to launch and run interactive course)
- Acrobat Reader (needed to open, view, and print course materials)
- Sun Java 1.3.1 (needed to take exam online)

2: Download the course onto your computer

- a. Click the **Launch I-100 Course** button. The 1-100 ICS Interactive Course will open and the introduction will play. After the introduction plays, the 1-100 ICS landing page will open.
- b. On the left navigation bar, under **Downloads**, click **Interactive Course**.
- c. Follow the prompts to download the course onto your desktop.
- d. Unzip the file (**right-click>extract to...>desktop>extract**).
- e. Double-click the **start.exe** icon. The 1-100 ICS Interactive Course will open and the introduction will play (you may choose to skip the introduction this time).
- f. Follow the onscreen instructions to begin the course.

Note: You will need the following free downloads installed on your computer to complete the course on your computer:

- Macromedia Flash Player (needed to launch and run interactive course)
- Acrobat Reader (needed to open, view, and print course materials)

3: Take the course using a CD-ROM

- a. Insert the I-100 ICS CD into your computer's CD-ROM drive. The ICS course will open automatically.
- b. If the course does not open automatically, go to the directory window of your CD-ROM drive, and then double-click **start.exe**.
- c. The 1-100 ICS Interactive Course will open and the introduction will play. After the introduction plays, the 1-100 ICS landing page will open.
- d. Follow the onscreen instructions to begin the course.

Note: You will need the following free downloads installed on your computer to complete the course on your computer:

- Macromedia Flash Player (needed to launch and run interactive course)
- Acrobat Reader (needed to open, view, and print course materials)

Minimum system requirements

Launching and running the I-100 ICS Interactive Course requires the following system requirements:

Windows	Macintosh
400 MHz Intel Pentium III processor	G3 333 MHz PowerPC
Windows 95, 98, ME, NT4, 2000, XP	MAC OS 8.1 to 9.x (OS X Classic Mode <i>only</i>).
64 MB or more of available RAM	128 MB or more of available RAM
100 MB of available disk space	100 MB of available disk space
CD-ROM drive	CD-ROM drive
32-bit color monitor capable of 800x600 resolution	32-bit color monitor capable of 800x600 resolution
Macromedia Flash Player	Macromedia Flash Player 5
Adobe Acrobat Reader	Adobe Acrobat Reader
Windows-compatible sound card	

Case studies and audio interviews

Supplementary information such as case studies and audio interviews are included in the interactive course to enhance your understanding of the Incident Command System. You will *not* be tested on any of the information found in these supplements. You will also not be tested on any terminology included in the glossary that is not found in the course material.

The quizzes and final exam only include questions related to the information covered in the course materials.

Taking the unit quizzes

Each unit quiz consists of two questions designed to prepare you for the final exam. Unit quizzes *do not* affect your final exam score. You must, however, successfully complete each quiz before moving on to the next unit, and you must successfully complete all six units before taking the final exam.

To take a unit quiz:

1. Carefully read the unit material. (Click the **Next** button that appears at the bottom of each page to continue through the entire unit.)
2. Once you have completed the unit, you will see a link instructing you to “**Click here to continue to Unit X quiz.**” Click this link to move on to the quiz, or click the **Back** button to review the unit.
3. Quiz questions are shown one at a time. Select *one* correct answer from the choice of possible answers by clicking the square to the left of the correct answer.
4. Click **Check Answer**.
5. Follow the prompts until you answer correctly, and then click **Next Question**.
6. Once you have answered both questions successfully you will see a **Continue** button. Click the **Continue** button to move on to the next unit.

Taking the final exam

The final exam consists of 30 multiple choice questions. A minimum score of 70% is required to pass. If you do not pass the final exam after three attempts, you will need to restart the program and complete the entire course again, starting with Unit 1.

Note: If you are taking the I-100 ICS Interactive Course offline (either the downloaded or CD-ROM version), the final exam must be completed in one sitting. If you close the course before fully completing the exam, you must restart the program and begin the course again, starting with Unit 1.

If you are taking the course online and lose your Internet connection, do not close the course window. Simply, reconnect to the Internet and continue the exam from where you left off.

To take the final exam offline (CD-ROM or downloaded version):

1. After completing all six units, click the **Final Exam** button. A window will open and prompt you to enter your full name and the date. (This is the information that will appear on your Certificate of Training.)
2. Enter the requested information, click **Next**, and then click the **blue arrow** button to begin the exam.
3. Exam questions are shown one at a time. Select *one* correct answer from the choice of possible answers by clicking the square to the left of the correct answer. If you want to change an answer, click your original selection to deselect it, and then select another answer.
4. Click **Check Answer**. You will receive a message indicating whether your answer is correct. You will not, however, be able to change your answer if it is incorrect.
5. To move on to the next question, click the **blue arrow**.
6. Once you have completed the final question, click the **blue arrow** to see your score.
7. If you successfully pass the exam, you will be prompted to view and print your certificate. If you do not pass the exam, you will be prompted to take it again.

To take the final exam online:

1. After completing all six units, click the **Final Exam** button.
2. Click **New User** and follow the prompts to create a user name and password.
3. Log on using your new user name and password.
4. On the top-right navigation bar, click **My Courses**. On the left navigation bar, under **Course List**, click the plus (+) sign to the left of I100 to expand the course material.
5. Click **Final Exam** to launch the exam.
6. Exam questions are shown one at a time. Click the **radio button** to the left of the correct answer.
7. Click **Next** to proceed to next question.
8. Once you have completed the final question, click **Submit**.
9. If you successfully pass the exam, you will be prompted to view and print your certificate. If you do not pass the exam, you will be prompted to take it again.

Printing course materials and other supplemental information

The I-100 ICS Interactive Course includes options for printing the following:

Course Materials – includes Units 1-6 (all of the course information you will need for the final exam).

Glossary of Terms – includes definitions for the most commonly used terms in ICS (not all of the terms in this glossary are used in the I-100 ICS materials).

Taking this Course – includes complete instructions for launching the course, taking the quizzes and exam, and printing the Certificate of Training.

Note: You will need Acrobat Reader on your computer to view and print these materials.

To print/save the course materials:

1. In the upper-right navigation bar, click the item you would like to print or save. Acrobat Reader will open your chosen document.
2. Click **File**, and then click either **Print** or **Save As**.

If you choose **Print**, your computer's **Print** dialog box will open. Follow the prompts to print your document.

If you choose **Save As**, your computer's **Save As** dialog box will open. Follow the prompts to save your document.

Printing/saving the Certificate of Training

Your Certificate of Training provides documentation that you successfully completed the I-100 ICS course.

Note: If you are taking the I-100 ICS Interactive Course offline (the downloaded or CD-ROM version), you must print or save your certificate before closing the certificate window. If you do not print or save the certificate, you will lose all documentation that you successfully completed the course. In order to be issued another certificate, you will have to take the entire course again, beginning with Unit 1.

To print the certificate

1. From the certificate window, click **File**, and then click **Print**.
2. Your computer's **Print** dialog box will open. Follow the prompts to print your certificate.

Saving the certificate

If you are taking the course offline:

The certificate you will be issued offline is a Flash graphic and cannot be saved to your computer. You can, however, take a screenshot of your certificate and save the screenshot.

To take and save a screenshot on a PC:

1. Press the **Alt +Print Scrn** keys.
2. Open a Windows application such as Word or Paint.
3. Click **Edit**, and then click **Paste**. Your certificate will appear in the application's window.
4. Click **File**, and then click **Save As**. The **Save As** dialog box will open.

Taking the ICS I-100 Course

5. Follow the prompts to save your certificate.

To take and save a screenshot on a Macintosh:

1. Press the **Command + Shift + 3** keys.
2. Mac will create a PDF of your screenshot and save it to your desktop.
3. Open the PDF, click **File**, and then click **Save As**.
4. Follow the prompts to save your certificate.

If you are taking the course online:

1. Right-click on the certificate.
 2. Click **Save picture as...**
 3. Follow the prompts to save your certificate.
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