

Introduction to the FSIS Training Site

<https://fsistraining.fsis.usda.gov/>

Welcome to the Inspection Methods Training Course

Inspection Methods Hybrid IMH Session 1802

This is a three week 14 day in person and online hybrid training course on October 16 - November 2, 2023.

- Week 1 (Days 1 - 5) is conducted in person from 7:00am - 4:00pm with time lunch from 11:00am - 12:00pm or online from 8:00am - 4:00pm ET for assigned participants. Check your registration.
- Weeks 2 - 3 (Days 6 - 14) is conducted online from 8:00am - 4:00pm ET Eastern, 3:00pm ET Eastern, 4:00pm MT Eastern, 3:00pm CT Eastern and the lunch break is from approximately 1:00pm-2:00pm ET.

There will be daily briefings at the start and end of the day to discuss questions, review information, provide announcements, and review the agenda. Please refer to your registration information for the time and arrangement of applicable, webinars/presentations, and website for the days 6 - 14 days for each session is 1802IMH2, see link below.

The course topics will be covered in order as listed below in the weeks 1, 2, and 3 sections. Expect each section to access the contents and the presentations. Most of these presentations will be presented by the instructor live in person or on the website. There is also an 1802IMH2IMH2 link at the top of each section where you can view and download the electronic guided notebook, use module summary tables, and access other references. The individual modules of the current notebook are also available in the Inspection Methods section on the IMH website at <https://www.fsis.usda.gov/inspections/inspection-methods>.

There will be a pretest before test administered on Friday, November 3, at a location and time determined by your District Office or State Program.

Please have any questions during the trainee welcome meeting, attend the chat feature. You can also ask a verbal question using your computer audio by clicking on the voice hand button the presentation will enable you to conduct your audio and speak.

Note: Please use Firefox, Chrome, or other internet browser for this course designed for internet Explorer.

Log into the Teams website meeting on days 1-3 (online participants) and days 6-14 using the inspection link below and join your respective <https://www.fsis.usda.gov/inspections/inspection-methods> prior to the start times. Please be sure to select the correct location that you are registered to join the external audio using the computer audio option. As a back up only, you can use your phone to join the audio system only using the phone number and conference ID number below.

Week 1		Week 2	
1802-1802IMH2		1802-1802IMH2	
1802 IM 20	1802-1802IMH2	1802 IM 20	1802-1802IMH2
Phone #	1-800-860-7667	Phone #	1-800-860-7667
Phone Conf ID	2900155154	Phone Conf ID	2900155154
Meeting ID	230 202 000 727	Meeting ID	230 202 000 727
Passcode	445234	Passcode	445234

Weeks 2-3		Week 4	
1802-1802IMH2		1802-1802IMH2	
DE, GA, NC, SC, VA	MT, OK, TN	IL, ME, OH, VT, WA	
1802-1802IMH2	1802-1802IMH2	1802-1802IMH2	1802-1802IMH2
Phone #	1-800-860-7667	Phone #	1-800-860-7667
Phone Conf ID	2900155154	Phone Conf ID	2900155154
Meeting ID	230 202 000 727	Meeting ID	230 202 000 727
Passcode	445234	Passcode	445234

* For back up purposes only, please use the meeting link and join using computer audio for the best experience.



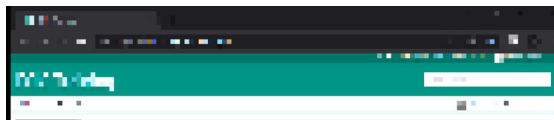
Introduction

- All of the IM Training Content and Resources are available to you now on the online FSIS Training Site
- This presentation will guide you on how to access and use the site before the IM training begins
- You are able to access and view all of the class content now, during the entire course, and for several months after the class is finished
- Please view this presentation and then access the course content for practice



Objectives

- Access the link to the online FSIS Training Site
- Log into the FSIS Training Site
- Access the IM Class and IM Resources content
- Basic FSIS Training Site layout and navigation features
- Open, view, and navigate a presentation
- Locate, download, and view the student electronic notebook PDF files



Open the FSIS Training Site

- Double-click on the FSIS Training shortcut (bull head graphic) on the training laptop desktop
- The home FSIS Training website will open using Firefox as the web browser
- Or go to <https://fsistraining.fsis.usda.gov/>

NOTE: You do not need your lincpass or eVPN connection to access the FSIS Training site



Log into FSIS Training

- 1. Click on the Log In button (orange) in the upper right corner
- 2. Enter your username and password
 - This information was sent by your District Office or State program
- 3. Click on the Log in button (grey)

NOTE: If you are not able to access/open the site, double check you have entered the correct username and password (case-sensitive). Contact the technical support staff if you have any problems.



Open the IMH Courses

In the list of courses at the bottom, you will see the 3 courses to open

- IMH Resources
- IMH Session 180X
- IMH PHIS Simulations

Click on IM Hybrid 180X first



IM Course Navigation

- View the main course description text
 - Class information
 - Links to key resources
 - Teams webinar links
 - Technical support contact info
 - List of instructors
- Five sections (topics) at the bottom



IM Course Navigation

- Open/view the five sections (topics) by clicking on the triangle or anywhere on the topic bar
 - Week 1
 - Week 2
 - Week 3
 - Online Testing
 - Course Evaluation

NOTE: The course dates will vary from the example image



IM Course Navigation

Once the topic is expanded, you will be able to view and click on the link to open the presentations, links, and documents

NOTE: The course dates will vary from the example image



Open a Presentation

Example slide

- You are already viewing a presentation in the FSIS Training site now
- Use the arrows or squares at the bottom to advance the slides
- Click on any available buttons to view more info

Tip: View the slides in Full-Screen for best results (the double arrow in the lower right corner)



Go Back to Homepage

- Exit full screen mode
- Use the breadcrumb links above the slide to go back to the topic section (e.g., Week 1) or to the main course homepage (IMH 180X)



IM Resources Course

- Open this course from the home FSIS Training site, the links in the IMH 180X class description text, or at the top of Week 1 and Week 2 sections
- All of the key IMH class resources are located here
 - Electronic Student Notebook files
 - Module video summaries
 - References
 - Videos



Download Student Notebook

- 1. Click on the Student Notebook folder
- 2. Scroll to the bottom and click on the Download folder button



Download Student Notebook

- Select "Save File" in the pop up window and click OK
- Click on Desktop (default) as the save location and click Save



Download Student Notebook

- Minimize the browser to view your desktop (click on the "-" in the upper right corner, do not click on the squares or X)
- Double-click the Student Notebook.zip file
- You can now view each module notes file within the folder
- You can save these files to a USB flash drive and transfer



Summary

- Access the link to the online FSIS Training Site
- Log into the FSIS Training Site
- Access the IM Class and IM Resources content
- Basic FSIS Training Site layout and navigation features
- Open, view, and navigate a presentation
- Locate, download, and view the student electronic notebook PDF files



Your Turn!

- Open/review the Inspection Methods 180X Course
 - <https://fsistraining.fsis.usda.gov/course/view.php?id=17>
- Open and review the IM Resources Course
 - Open and download the student notebook folder to your training laptop
 - <https://fsistraining.fsis.usda.gov/course/view.php?id=16>
- Check the module completion box once you have finished accessing these courses and then go on to the next module

