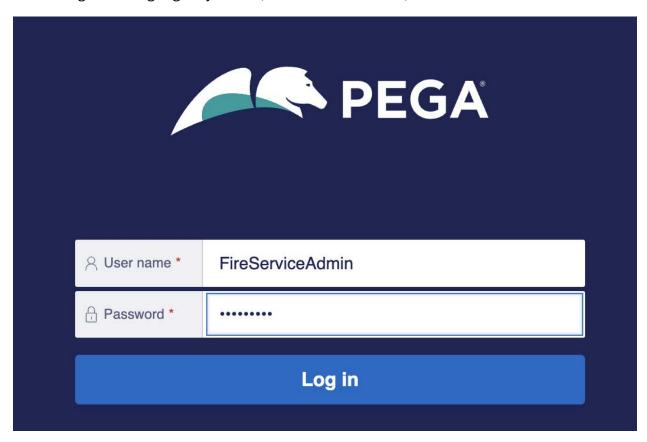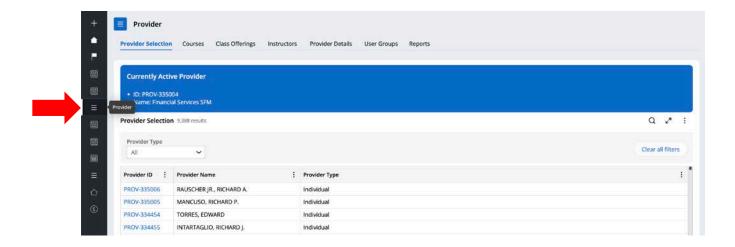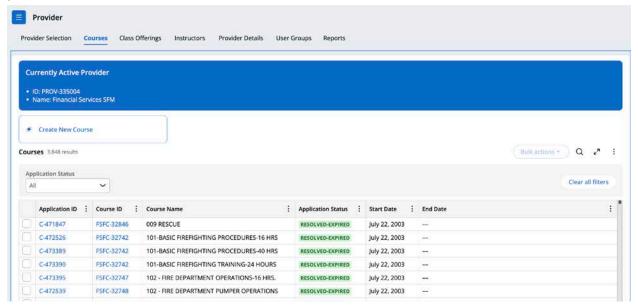Rosters and Grades Training Guide

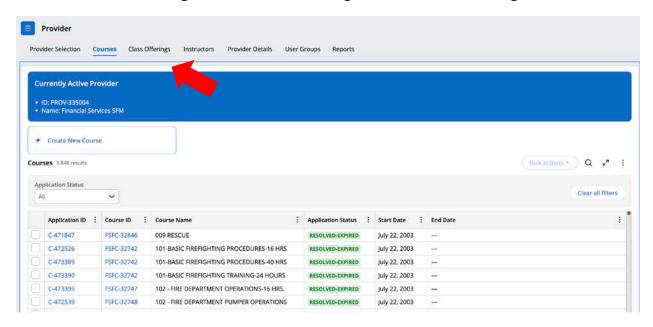1. Login as… e.g. Agency Admin, Fire Services Admin, Instructor etc.

2. On the left-hand menu, you select "Provider".

3. The system will then open a page to select a provider, for internal users their default provider will be Financial Services SFM.

4. To add a rosters and grades to a class offering select the class offering tab.

5. When you select to "Class Offerings" you will see the list of class offerings for SFM.

6. Select the course from the list which you would like to upload rosters and grades for. As an internal user, you will have the ability to enter rosters and grades even for classes that are expired, external users will not have that ability.

7. For the Class offering you have selected it will open a view of the class offering.

Day of the Week	Start Time	End Time
Sunday	00:00	23:59
Monday	00:00	23:59
Tuesday	00:00	23:59
Wednesday	00:00	23:59
Thursday	00:00	23:59

8. To Upload the rosters and grades, select the vertical ellipses, and then Class Roster / Grades

9. The system will open a modal window that gives you two different way to upload rosters and grades.

Class Roster / Grades   ✕

(Download Roster Template)

Roster Upload

| Drop or choose a file | 📎 |

Roster 0 results   🔍 ⊕ ↗ ⋮
                                             Add

FireTRAQ ID ⋮	First Name ⋮	Last Name ⋮	Score ⋮	Grade ⋮	Date Earned ⋮	ent ⋮

No records found.

(Cancel)   (Submit)

10. Student can be uploaded using an excel template, by selecting Download Roster Template.

Class Roster / Grades   ✕

(Download Roster Template) ⬅

Roster Upload

| Drop or choose a file | 📎 |

Roster 0 results   🔍 ⊕ ↗ ⋮
                                             Add

FireTRAQ ID ⋮	First Name ⋮	Last Name ⋮	Score ⋮	Grade ⋮	Date Earned ⋮	ent ⋮

No records found.

(Cancel)   (Submit)

11. Once you have selected to download the template you can access it via your computers downloads.

12. Once you open an excel file you will see the information required.

FireTRAQ ID	First Name	Last Name	Score	Grade	Date Earned	Comment

13. You then enter the student information into the excel sheet.

FireTRAQ ID	First Name	Last Name	Score	Grade	Date Earned	Comment
100000	Weston	Howe	90	Pass	5/1/25	
200001	Meriadoc	Brandybuck	50	Fail	5/1/25	

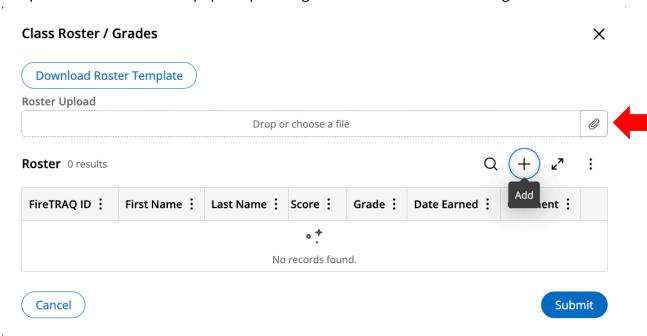14. To upload the file select the paperclip or drag the file with the rosters and grades.

Class Roster / Grades ✕

(Download Roster Template)

Roster Upload

Drop or choose a file 📎 ⬅

Roster 0 results 🔍 ⊕ ↗ ⋮

Add

FireTRAQ ID ⋮	First Name ⋮	Last Name ⋮	Score ⋮	Grade ⋮	Date Earned ⋮	ient ⋮

No records found.

(Cancel)   (Submit)

15. To complete the upload you will use your systems documents to complete the attachment. And then to update the class roster list select "Click to refresh". That will populate the roster below.

Class Roster / Grades   ✕

Download Roster Template

Roster Upload

⊞ CO-1828505_roster.xlsx   🗑

Roster 2 results   🔍 + ↗ ⋮

ⓘ New records have been added. Click to refresh.   ✕

FireTRAQ ID ⋮	First Name ⋮	Last Name ⋮	Score ⋮	Grade ⋮	Date Earned ⋮	Comment ⋮	
100000	Weston	Howe	90	Pass	May 1, 2025	--	⋮
200001	Meriadoc	Brandybuck	50	Fail	May 1, 2025	--	⋮

Cancel   Submit

16. To complete the roster update select submit on the bottom right of the modal window.

Class Roster / Grades   ✕

Download Roster Template

Roster Upload

⊞ CO-1828505_roster.xlsx   🗑

Roster 2 results   🔍 + ↗ ⋮

ⓘ New records have been added. Click to refresh.   ✕
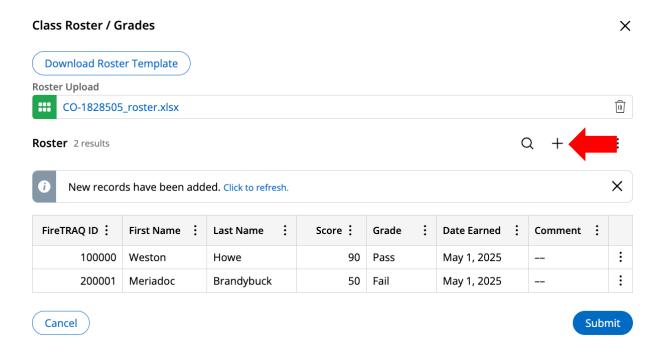
FireTRAQ ID ⋮	First Name ⋮	Last Name ⋮	Score ⋮	Grade ⋮	Date Earned ⋮	Comment ⋮	
100000	Weston	Howe	90	Pass	May 1, 2025	--	⋮
200001	Meriadoc	Brandybuck	50	Fail	May 1, 2025	--	⋮

Cancel   Submit

17. You can also add students one at a time via the "+" icon

Class Roster / Grades

Download Roster Template

Roster Upload

CO-1828505_roster.xlsx 🗑

Roster 2 results   🔍 + ⋮

ⓘ New records have been added. **Click to refresh.**   ✕

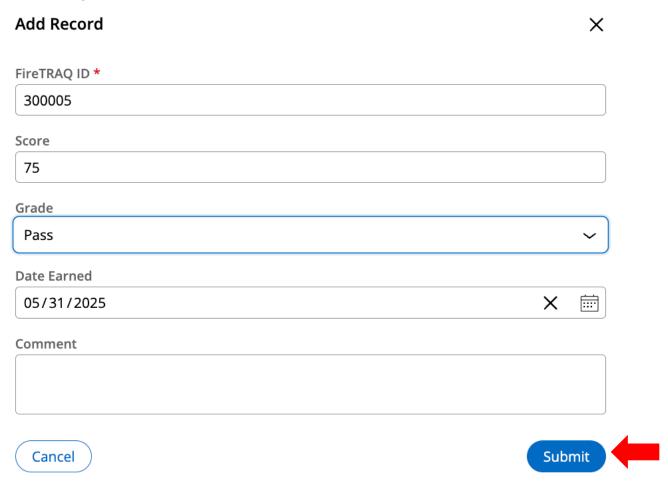| FireTRAQ ID ⋮	First Name ⋮	Last Name ⋮	Score ⋮	Grade ⋮	Date Earned ⋮	Comment ⋮	
100000	Weston	Howe	90	Pass	May 1, 2025	--	⋮
200001	Meriadoc	Brandybuck	50	Fail	May 1, 2025	--	⋮

Cancel   Submit

18. Once you select the + icon it will open a new modal to enter the student information.

Add Record   ✕

FireTRAQ ID *

[   ]

Score

[   ]

Grade

Select...   ⌄

Date Earned

05 / 31 / 2025   ✕ 📅

Comment

[   ]

Cancel   Submit

19. You then enter the Student ID and the grade information. To complete the transaction you hit submit.

Add Record ✕

FireTRAQ ID *

300005

Score

75

Grade

Pass ⌄

Date Earned

05/31/2025 ✕ 🗓

Comment

[   ]

Cancel   Submit ⬅

20. The Information will then populate in the class list, and you hit submit to confirm the submission.

Class Roster / Grades

Download Roster Template

Roster Upload

⊞ CO-1828505_roster.xlsx   ⋮

Roster   3 results   🔍   +   ⤢   ⋮

FireTRAQ ID ⋮	First Name ⋮	Last Name ⋮	Score ⋮	Grade ⋮	Date Earned ⋮	Comment ⋮	
100000	Weston	Howe	90	Pass	May 1, 2025	--	⋮
200001	Meriadoc	Brandybuck	50	Fail	May 1, 2025	--	⋮
300005	Frodo	Baggins	75	Pass	May 31, 2025	--	⋮

Cancel   **Submit**