Aspire Help File

Instructor Role

Course Roster Submissions and

Instructor Requests

California State Parks is proud of its reputation for training excellence and is looked upon as a leader in park management, interpretation, maintenance, and public safety training. Employee's are the key ingredient for FOCUS and Aspire to be successful.

Aspire allows this role to:

- Submit and edit rosters for courses
- Approve / deny Instructor Requests for training courses

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Aspire Platform

If you need to be added to the Instructor List, please send an email to FOCUS@parks.ca.gov with Instructor List in the subject line and include the following information in the email:

- Last Name, First Name:
- Email address:
- Training Group (e.g. Northern Buttes District or Human Rights Office) this should be the same as FOCUS:
- Training Group Manager (e.g. District Superintendent or Section Manager):
- Supervisor's Last Name, First Name, and Email address:
- Domains/Areas you Instruct:

Access the Aspire platform

http://aspire.parks.ca.gov/

You will need to enter your Active Directory Username and Password on the first white screen that pops up (think ETMS).

The Aspire platform will then open. Please note: access to Course Roster and Instructor Request will vary depending on your Role in the system (e.g. Instructor, Supervisor, and/or Training Group Manager).
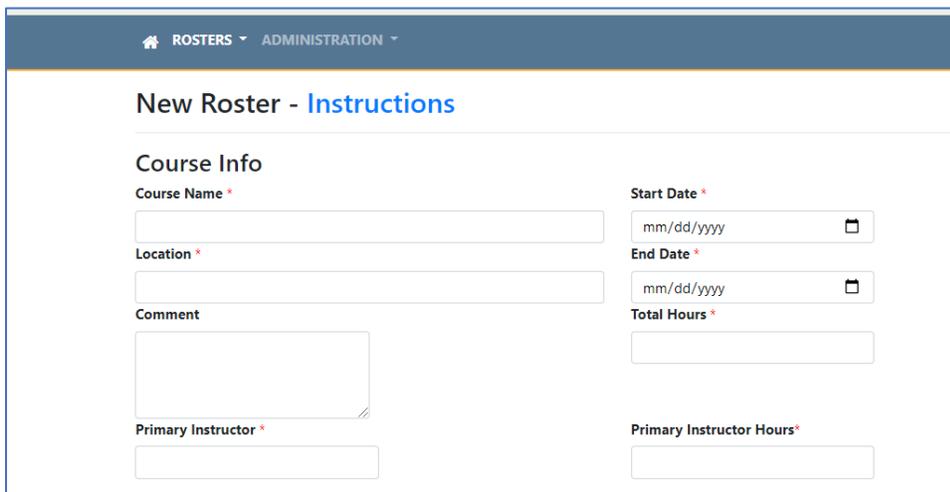
Course Roster Dashboard Tabs
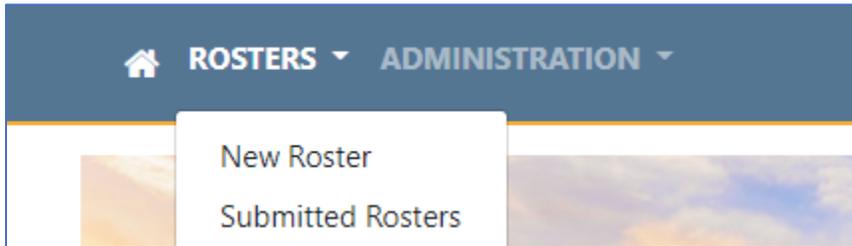
New Roster

To submit a New Roster for a Course, select this drop-down menu; a New Roster submission form will open.

Fill out all applicable and required fields, instructions are available on the Instructions tab as well as below.
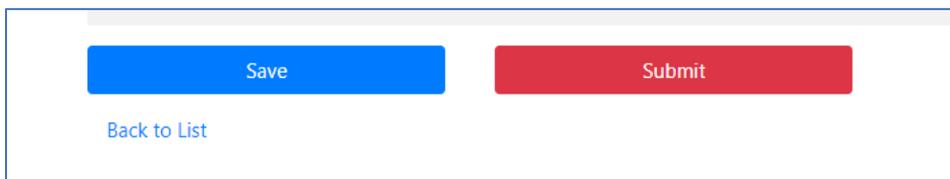
* - Required field

- *Course Name
  - This box downloads the list of active course names from FOCUS and allow users to search for a course name and select from the results.
- *Location
  - City where the training took place, e.g. Sacramento, Los Angeles.
- Comments
  - Any comments relating to the roster
- *Total Course Hours
  - Total number of hours of course instruction.
- *Start Date
  - Date when training course started.
- *End Date

- o Date when training course ended.

- *Primary Instructor
  - o Search for instructor name. If an instructor is not found please contact focus@parks.ca.gov to add the instructor.
- *Primary Instructor Hours
  - o Total number of hours for the instructor.
- Instructors
  - o Search for other assistant instructor name(s) and input their hours
- First Name
  - o Learner's first name.
- Last Name
  - o Learner's last name.
- Middle
  - o Learner's middle initial (if available).
- *Email/User Name
  - o The Email/Username will automatically be populated with their @parks.ca.gov email address.
- *Completion Date
  - ▪ Actual date the learner completed the course or last attendance date. This may be different for each learner. Acceptable format 05/05/2021, 5/5/21.
- *Credit Hours
  - o Number of hours learner should receive credit for the course (you are able enter 0 if you need to show they attended but did not receive credit)

You are able to Save the roster to work on it later or Submit.

Once you hit Submit, an email will be generated to FOCUS with the attached roster.

From: no_reply@parks.ca.gov <no_reply@parks.ca.gov>
Sent: Thursday, September 16, 2021 3:47 PM
To: Lam, Anh@Parks <Anh.Lam@parks.ca.gov>
Subject: Aspire Course roster

This message has been sent automatically***

Staff will add it to FOCUS and the system will then send you an email when they mark it complete in Aspire.

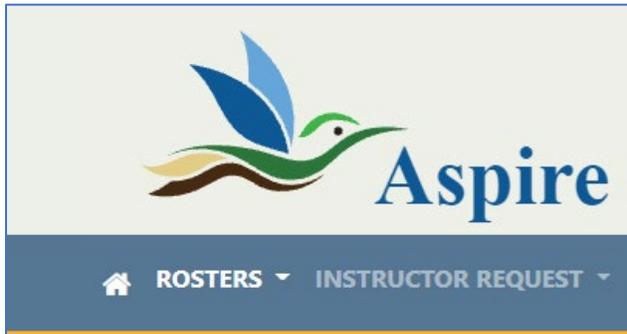If there are any issues; they will deny it and you'll need to fix those before submitting again.

Submitted Rosters

You can view all the Rosters you have submitted and their status and export this screen as an Excel spreadsheet.

You can also perform the following actions from this screen.

- View: Opens a roster that has already been submitted.
- Edit: Lets you edit a roster that has not yet been submitted.
- Delete: Allows you do delete a roster before being submitted.
- Duplicate: This will create a duplicate of the roster and open the new copy.

Instructor Request Dashboard Tabs

New Request - Training Specialist Role

The Training Specialist will fill out the applicable information:

- Course Name (example: Firearms Instructor Training Group 43)
- Facility Name (example: Mott Training Center Annex)
- Instructor Name- this field will autofill once you start typing the name of the Instructor, please note they must be on the Instructor list. If they are not, please see the information at the top on how to add someone to the list. (example: Boudreaux Aloysius)
- Facility City (example: Monterey)

- Instructional Block (example: Right Hand Trigger Pulls)
  - Start date/time and End date/time, hours
- Use the + sign if you need to add additional blocks for that Instructor
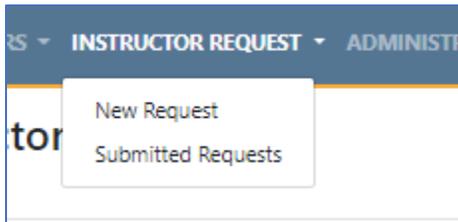
Instructional Block *	Start Date *	Start Time *	End Date *	End Time *	Hours *		
	mm/dd/yyyy	--:-- --	mm/dd/yyyy	--:-- --		+	-
	mm/dd/yyyy	--:-- --	mm/dd/yyyy	--:-- --		+	-
	mm/dd/yyyy	--:-- --	mm/dd/yyyy	--:-- --		+	-
				Total Hours:	0		

- Save to work on later or Submit to send to the Instructor for approval

Submitted Requests - Training Specialist Role

A Training Specialist can view all the Requests they have submitted, sort by any field, and export to an Excel file.

Course Name	Facility Name	Facility City	Instructor	Submitted By	Date Submitted		
Testing Instructor and TGM Level	Online	Online	Rocca, Ennio	Skinner, Sara	10/4/2021	Edit	
Tree Climbing	Trees	Tree City USA	Rocca, Ennio	Skinner, Sara	10/4/2021	Edit	
Tree Climbing	Trees	Tree City	Cohen, Daniel	Skinner, Sara	10/4/2021	Edit	
Tree Climbing	Trees	Tree City USA	Reyes, Vernon	Skinner, Sara	10/4/2021	Edit	
Boudreaux Bonanza	Mutt Mania	Bowwowtopia	Skinner, Sara	Skinner, Sara	10/4/2021	Edit	

You can Cancel a request if needed at any time.

Instructor Request for Aspire Test #3 10/21/21 has been Cancelled

no_reply@parks.ca.gov
To FOCUS@Parks

This Instructor Request for Aspire Test #3 10/21/21 has been cancelled.

View Instructor Request Details HERE

Anh Lam

New Request - Instructor Role

When a Training Specialist submits an Instructor Request for you; you will receive an email.

Click on Here and you will be taken to the Aspire home page.

You will be taken to the Instructor Request Details where you can Deny or Approve and add Comments.
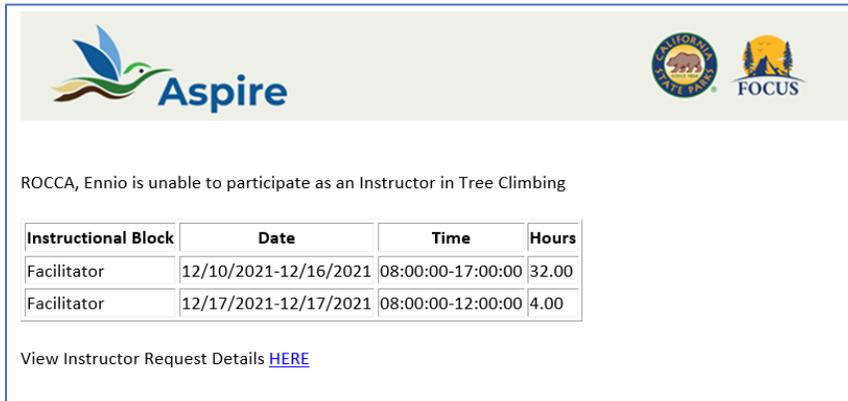

Approve:

If you Approve the request, an email will be sent to your Supervisor where they can Deny or Approve and add Comments.

If the Supervisor Approves the request, it moves to the Training Group Manager where they Deny or Approve and add Comments.

Deny:

If you Deny the request an email is sent to the Training Specialist:

ROCCA, Ennio is unable to participate as an Instructor in Tree Climbing

Instructional Block	Date	Time	Hours
Facilitator	12/10/2021-12/16/2021	08:00:00-17:00:00	32.00
Facilitator	12/17/2021-12/17/2021	08:00:00-12:00:00	4.00

View Instructor Request Details HERE

Submitted Requests - Instructor Role

You can view requests for your instruction on the table in this menu. You can also export this to Excel.
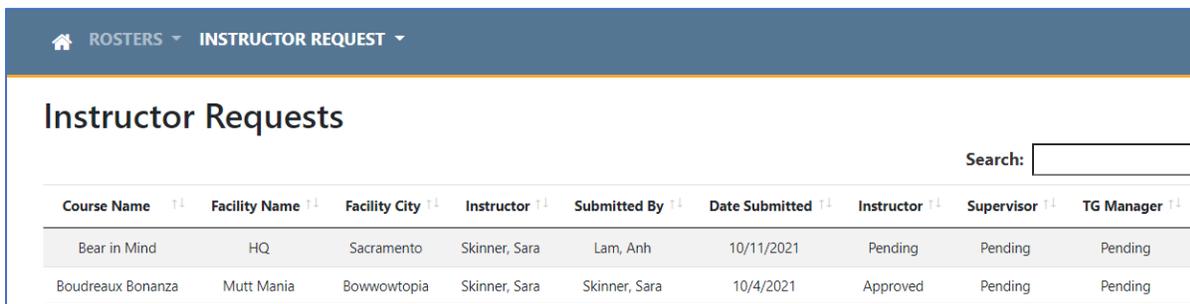
Course Name	Facility Name	Facility City	Instructor	Submitted By	Date Submitted	Instructor	Supervisor	TG Manager
Bear in Mind	HQ	Sacramento	Skinner, Sara	Lam, Anh	10/11/2021	Pending	Pending	Pending
Boudreaux Bonanza	Mutt Mania	Bowwowtopia	Skinner, Sara	Skinner, Sara	10/4/2021	Approved	Pending	Pending

Report - Instructor Role

Export to Excel a list of your Instructor Requests.

Course Name	Instructor	Instructional Block	Start Date	End Date	Start Time	End Time	Total Hours	Submitted By	Instructor	Supervisor	TG Manager
Anh Test #1	Reyes, Vernon	test	10/22/2021	10/22/2021	09:40:00	09:42:00	1.00	Lam, Anh	Approved	Approved	Approved
Anh Test #2	Reyes, Vernon	test	10/29/2021	10/29/2021	09:42:00	00:42:00	2.00	Lam, Anh	Cancelled	Cancelled	Cancelled

New Request - Supervisor Role and Training Group Manager Roles

The Supervisor and Training Group Manager Roles function very similarly. Once a Supervisor has approved the request it will then notify the Training Group Manager to take action. If the Supervisor denies the request, no notifications will be delivered to the Training Group Manager.

When a Training Specialist submits an Instructor Request for your Employee and the Employee approves it; you will receive an email.

Click on Here and you will be taken to the Aspire home page.

Approve:

Supervisor > will move to Training Group Manager for approval with an email notification

Training Group Manager > will send an email to the Training Specialist notifying them that the request has been approved.

Deny:

If you deny the request an email is sent to the Training Specialist and the requested Instructor:

ROCCA, Ennio is unable to participate as an Instructor in Tree Climbing

Instructional Block	Date	Time	Hours
Facilitator	12/10/2021-12/16/2021	08:00:00-17:00:00	32.00
Facilitator	12/17/2021-12/17/2021	08:00:00-12:00:00	4.00

View Instructor Request Details HERE

Submitted Requests - Supervisor Role and Training Group Manager Roles

You can view requests for your employee's instruction on the table in this menu.

Instructor Requests

Search:

Course Name	Facility Name	Facility City	Instructor	Submitted By	Date Submitted	Instructor	Supervisor	TG Manager
Bear in Mind	HQ	Sacramento	Skinner, Sara	Lam, Anh	10/11/2021	Pending	Pending	Pending
Boudreaux Bonanza	Mutt Mania	Bowwowtopia	Skinner, Sara	Skinner, Sara	10/4/2021	Approved	Pending	Pending