

Submitting Basic Wildfire Assessment Results

Quick Reference Guide - Submitting Basic Wildfire Assessment Results

Following the instructions below will ensure your results are recorded and saved in LaDIS, failure to do so may result in the completion of the assessment not being saved in LaDIS and you will be required to complete the assessment again.

Submitting Results

Once you reach the end of the assessment, the below screen will appear.

1. Confirm that the results are your own by ticking the box next to 'I Agree'.
2. Use the 'Next' button at the bottom right hand corner of the page to proceed.

FOREST FIRE MANAGEMENT VICTORIA

Menu Help Exit

Congratulations

You have completed the assessment and answered all questions correctly.

Successful completion means you can request your Statement of Attainment.

I confirm that this completed assessment is entirely my own work and has not been completed by a third party.
To confirm, [click](#) on the **I Agree** checkbox.

☒ I Agree

1

2

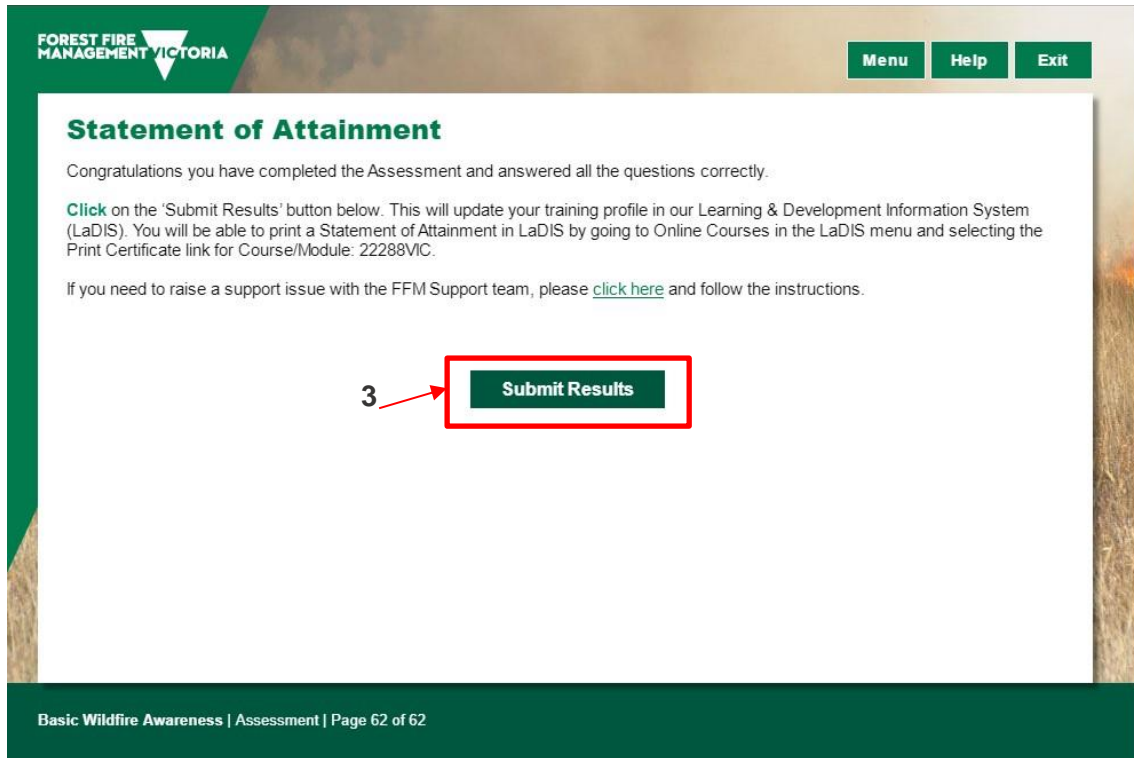
Click **Next** to continue.

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Next

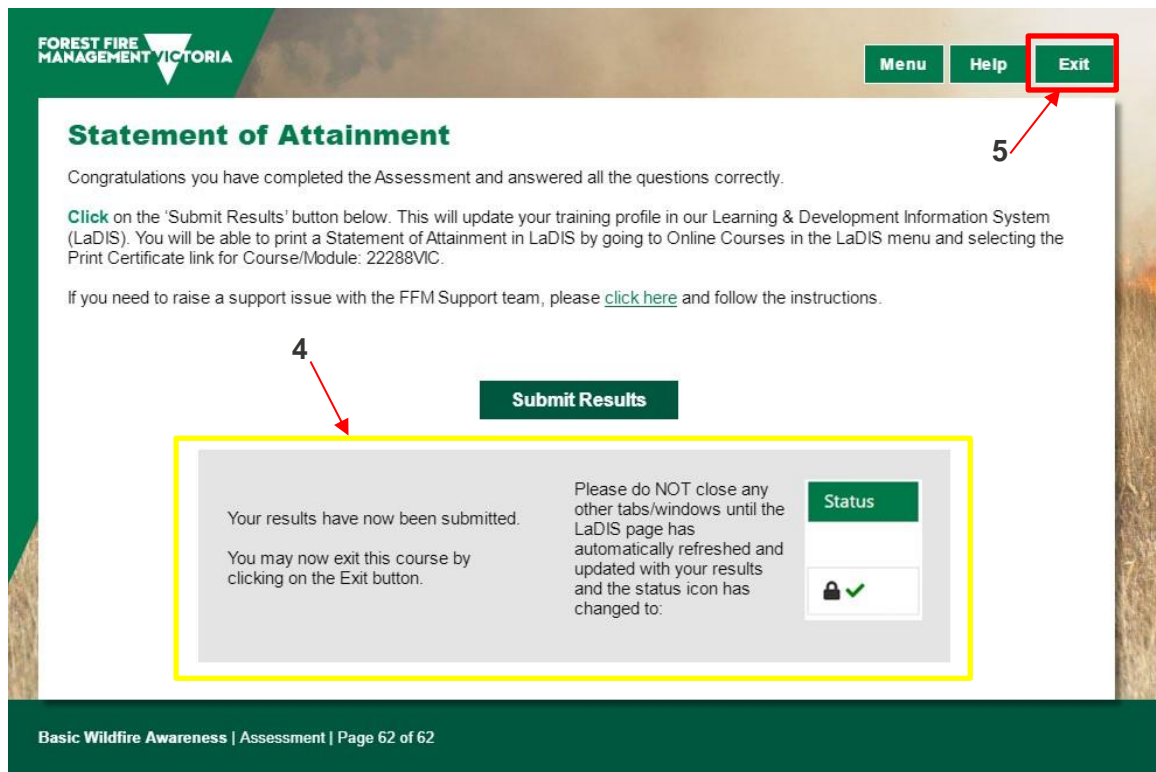
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3. On the Statement of Attainment page, click on the “Submit Results” button.

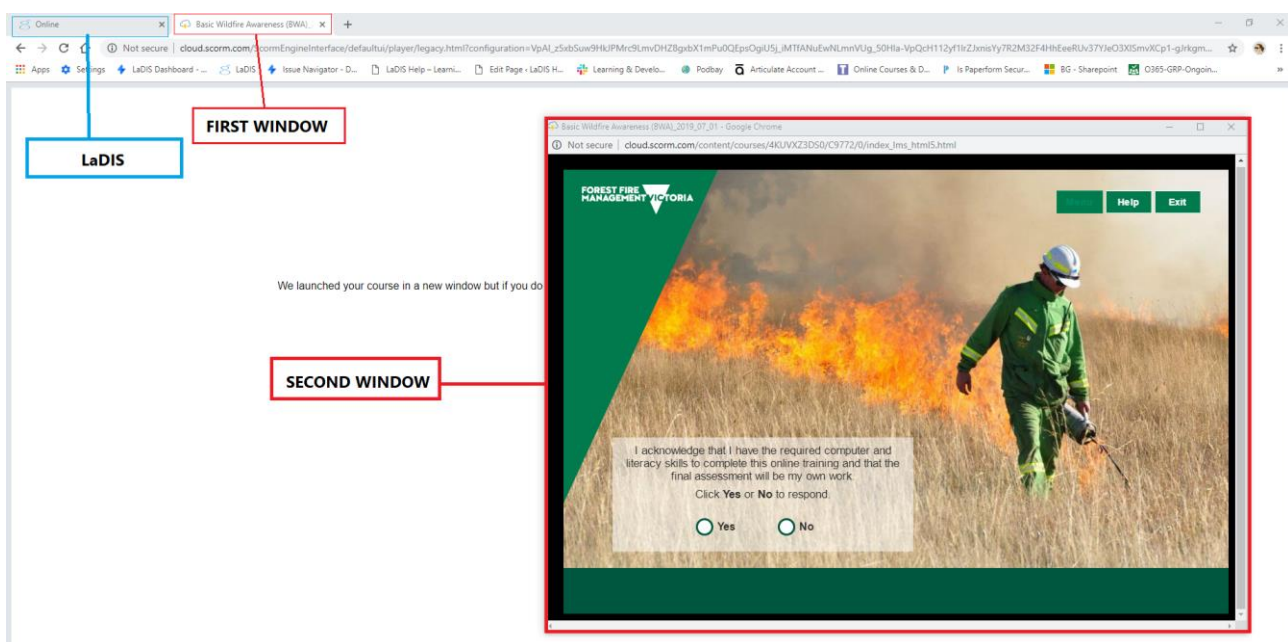


4. Once results have successfully submitted a message box will appear.
5. You can now exit the course by clicking on the exit button in the top righthand corner of the page

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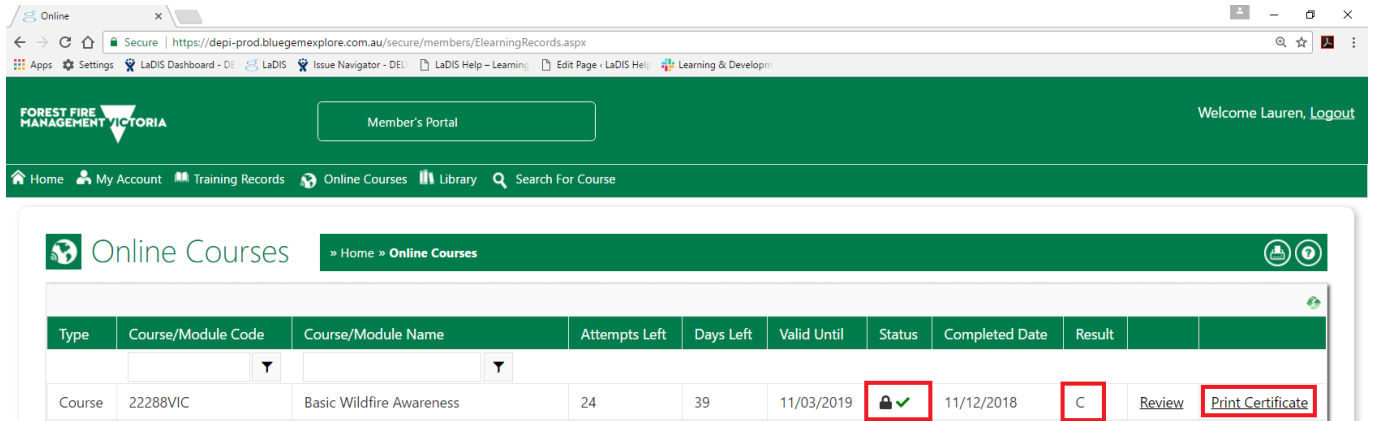


Important Note: **DO NOT MANUALLY CLOSE** the window labelled 'First Window' in the image below, this will prevent results from saving. This page will refresh and close on its own after you have exited the assessment as instructed previously.



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6. Once the cloud.scom.com page has refreshed and closed the LaDIS page with also refresh and the icons should show as below.



The screenshot shows the Forest Fire Management Victoria Member's Portal. The top navigation bar includes the logo, a 'Member's Portal' button, and a 'Welcome Lauren, Logout' message. Below this is a secondary navigation bar with links to Home, My Account, Training Records, Online Courses, Library, and a search bar. The main content area is titled 'Online Courses' and features a table of completed courses. The table has columns for Type, Course/Module Code, Course/Module Name, Attempts Left, Days Left, Valid Until, Status, Completed Date, Result, and a 'Review' button. The first row shows a course titled 'Basic Wildfire Awareness' with a status of 'C' and a 'Print Certificate' button. The 'Status' and 'Print Certificate' buttons are highlighted with red boxes.

Type	Course/Module Code	Course/Module Name	Attempts Left	Days Left	Valid Until	Status	Completed Date	Result	Review
Course	22288VIC	Basic Wildfire Awareness	24	39	11/03/2019	✓	11/12/2018	C	Print Certificate

If you require additional support please raise a support ticket by visiting the link below. You will need to create an account to raise a support ticket in this system.

<https://servicedesk.ffm.vic.gov.au/servicedesk/customer/portal/4/create/98>