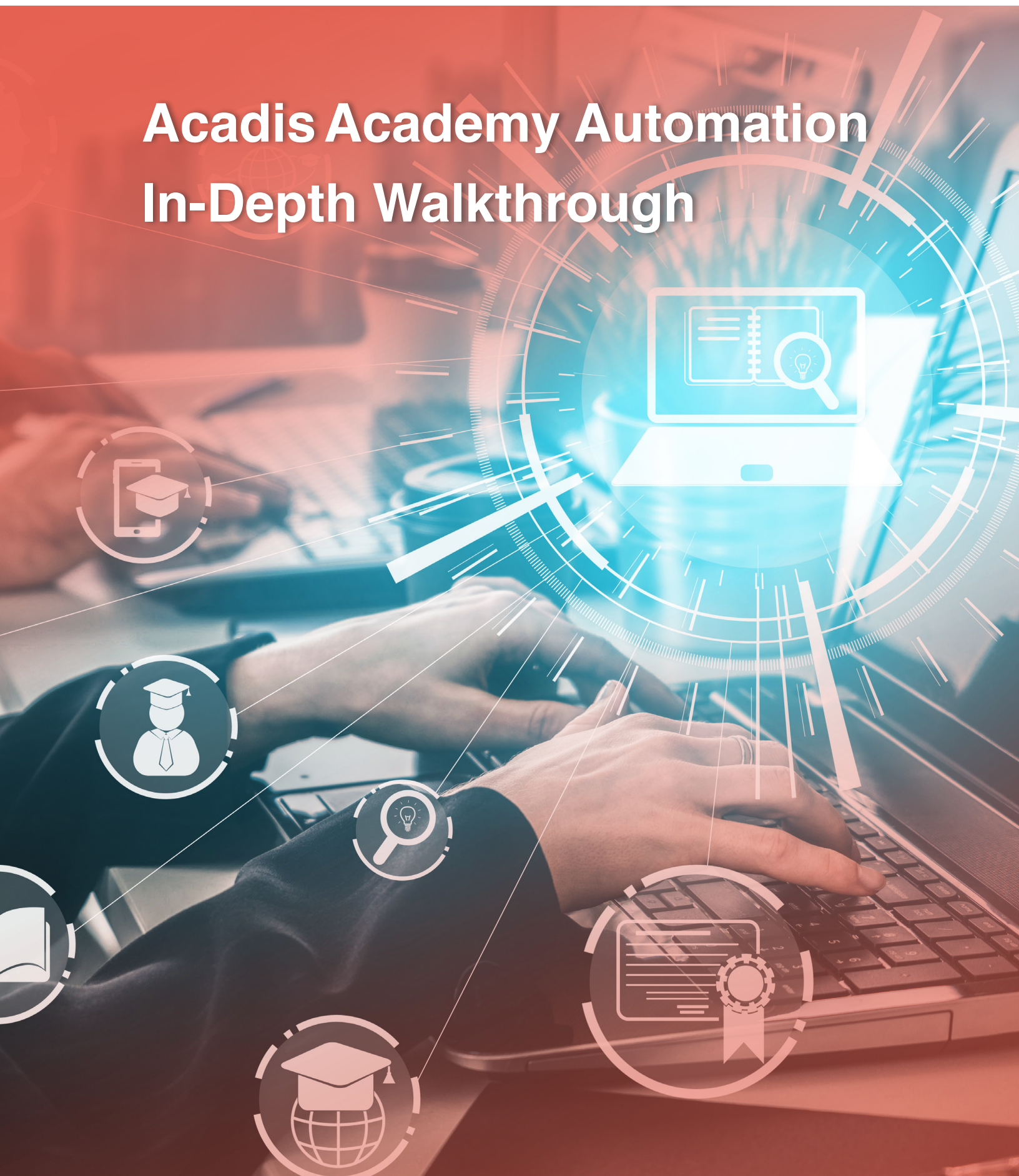
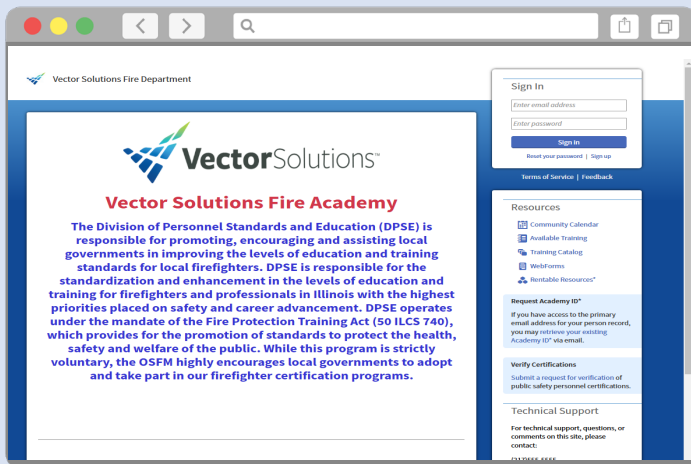


# Acadis Academy Automation In-Depth Walkthrough



Acadis® Academy Automation is the only purpose-built software designed to simplify large public safety academy operations. Save weeks of administration time and centralize all your academy information in one place, with features like:

- Class creation from templates with auto-assigned resources
- Online registration that automates prerequisites, communication, and access to class information
- Online and in-person testing with test bank uploads and custom written and skills test creation
- In-person and online training management
- Streamlined grading, reporting, graduate processing, certificate distribution, and housing management
- And more!

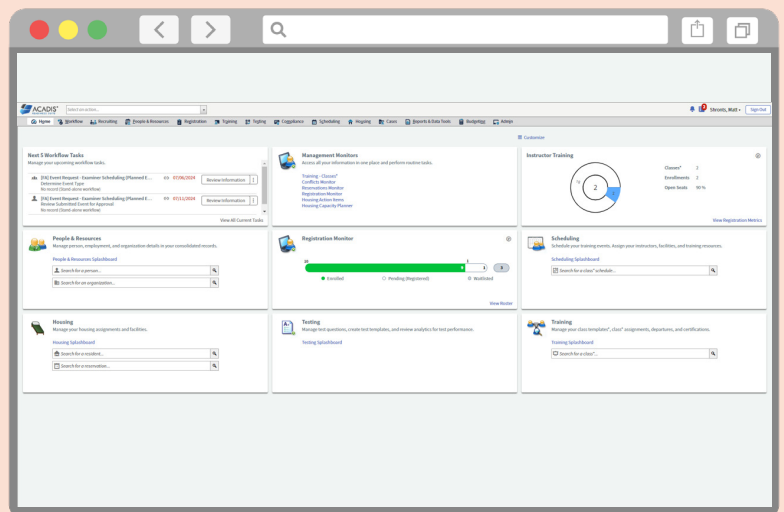


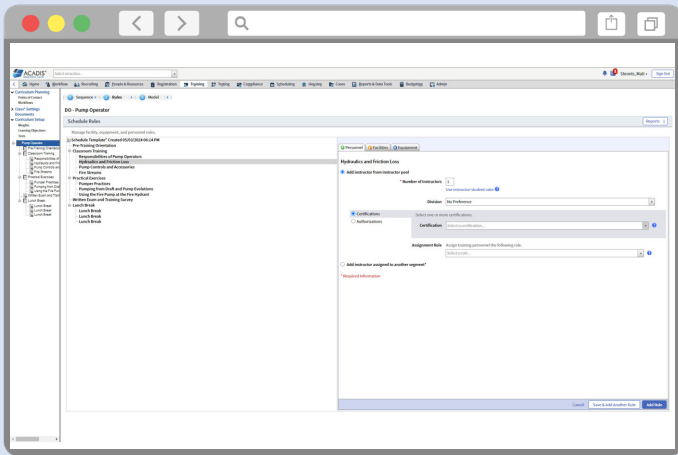
## Student and Instructor Portals

Password-protected, and personalized portals enable trainees to set up accounts and log in to register for classes, view class information, and communicate with instructors and academy administrators. The instructor portal offers instructors and admins additional tools to set up, configure, and manage academy training through the Acadis system.

## Customizable Admin Homepage

A customizable admin homepage provides quick at-a-glance insights and access to multiple tools and dashboards. The search bar at the top of the screen makes it easy to find anything recorded in the system.



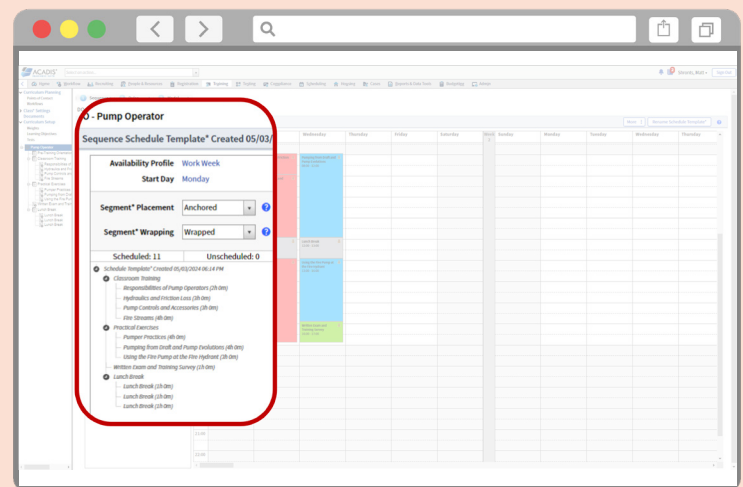


## Class Templates

Classes can be easily built from course templates and do not need to be re-created each time the class is offered. All class components, like individual courses, exams, observed skills, pre-training, independent online study, syllabus, documents, student prerequisites, etc. can be included in the template. All classes built from templates are recorded on the template page, providing a referenceable historical record.

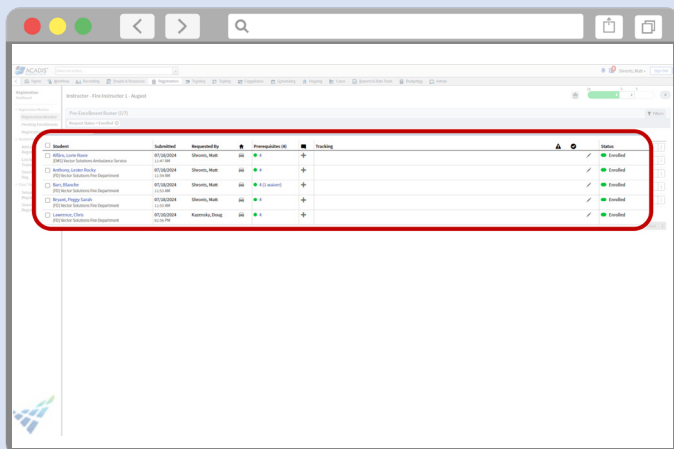
## Class Set Up

Admins can customize a variety of variables for each class, such as the length of the registration period, the minimum and maximum number of students that can enroll, waitlist details, classroom and practical exercise sessions, qualified instructor assignments, and more.



## Online Registration

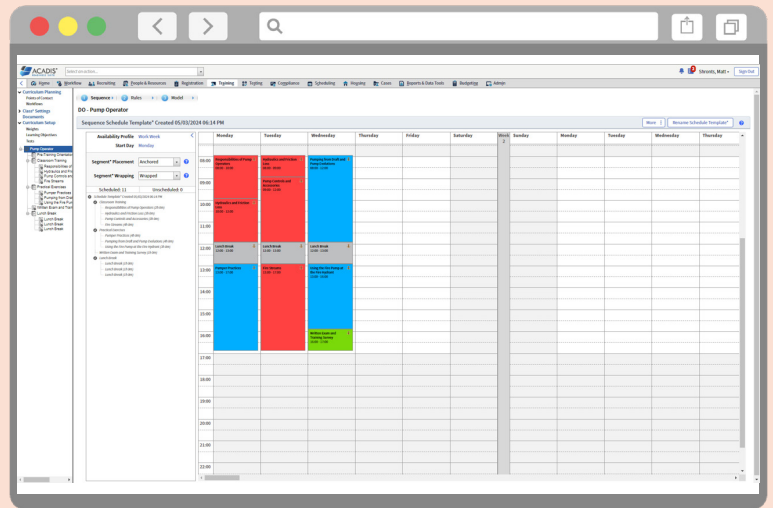
Online registration allows trainees to enroll or un-enroll themselves. Admins can restrict enrollment to certain users with a defined permission set, such as requiring the trainees' agency to enroll them. Admins can also set required prerequisites to ensure only qualified students can enroll. Required prerequisites can include previously obtained certifications, required hours of training experience, letters of recommendation, and any other type of required documentation. Registrars can process enrollments, review prerequisites, and more, all within the Acadis system. Actions taken by registrars that impact enrollment status are communicated to trainees via automated notifications that can also be sent to supervisors and instructors.





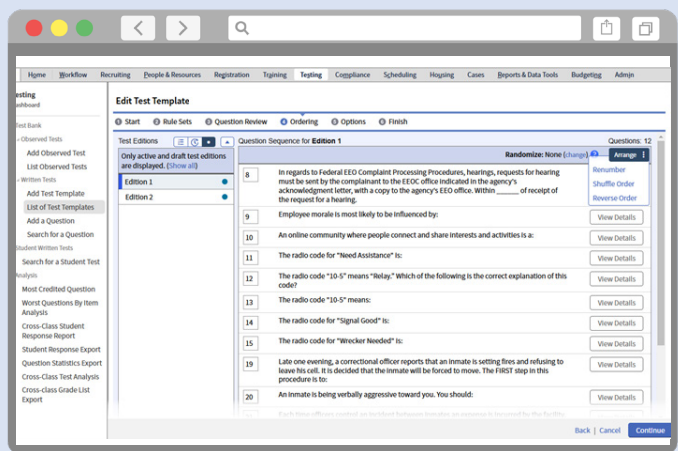
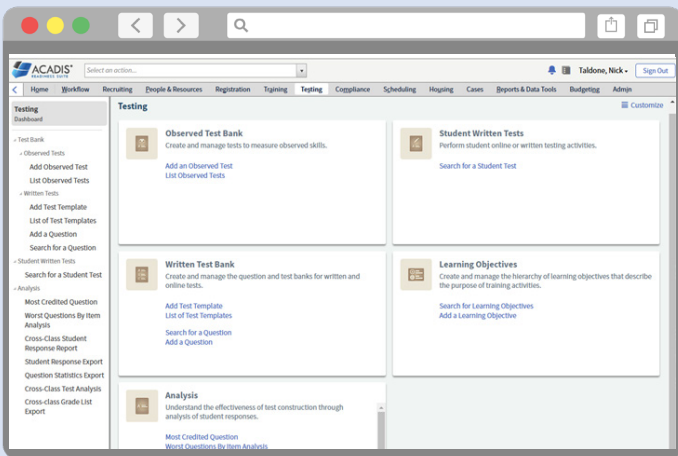
## Drag-and-drop Scheduling

Visually plan your class schedules with drag-and-drop ease. Provide your start dates, and the system automates the time blocks required for the respective course, based on academy-defined parameters set up in the system—including location (drill yard, classroom, gym), qualified instructors, and more. Schedule your entire basic training program in minutes. In addition to student training, agencies can utilize the Acadis system to manage all instructor training as well.

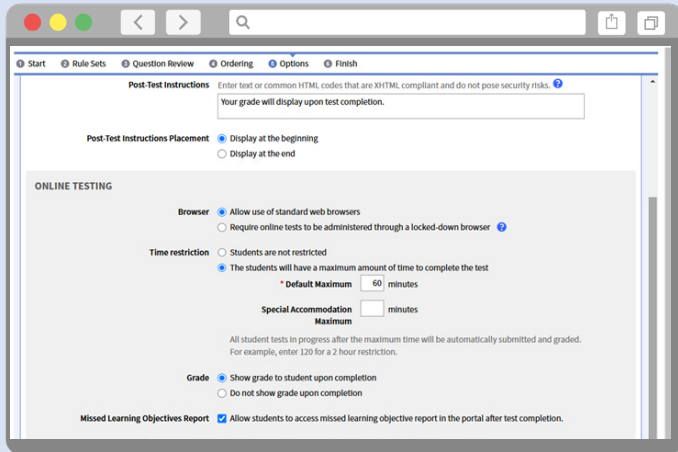


## Secure Online Testing

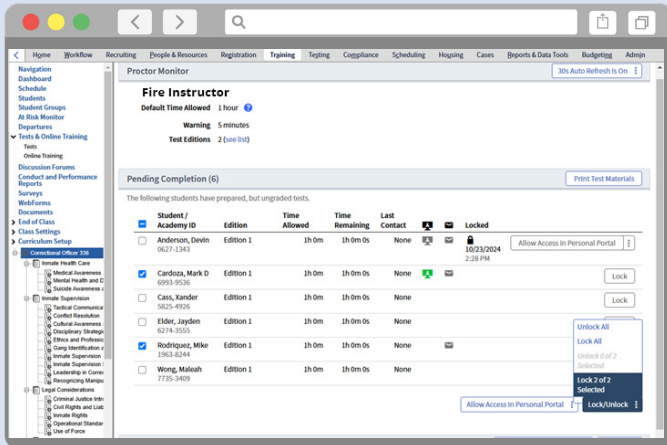
Trainees can log in and access an online digital test through the Acadis portal, and instructors can access their skill evaluations through Acadis' Observed Testing module. No bubble sheets, clipboards, or paper required.



The online testing functionality enables easy creation of multiple test versions, along with options to randomize test questions and answers, to help prevent cheating. Questions can be mapped to respective learning objectives to easily ensure students receive appropriate questions to cover the class learning objectives.



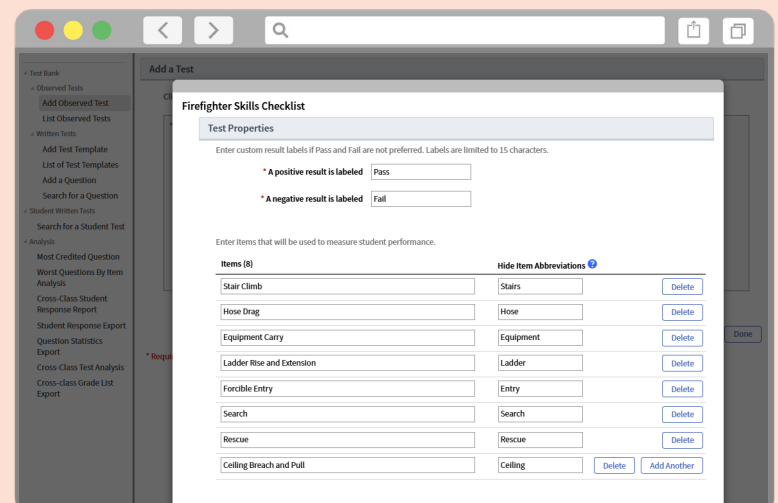
Define pre-test and post-test instructions, set test time restrictions when applicable, and even set extra time for students who need special accommodations. Determine whether to display student grades upon test completion and include class surveys to gather feedback.



Proctors can unlock tests for an entire class with a click of the button and monitor class progress via dashboard. Anti-cheat features, like the Acadis lock-down browser, prevent trainees from bringing up other browser windows to search for answers.

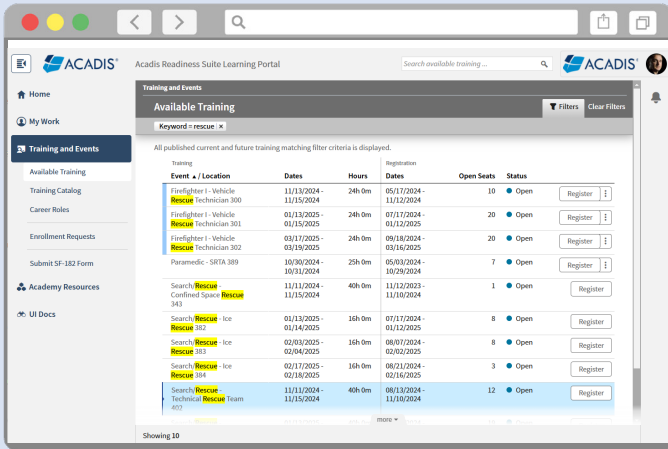
## Live Skill Tests

For physical fitness, hoses, forcible entry, ladder use, search, rescue, emergency egress, vehicle extrication, and other skills tests, the Acadis mobile app eliminates paper and digitizes the information, with pass/fail or percentage evaluation forms.



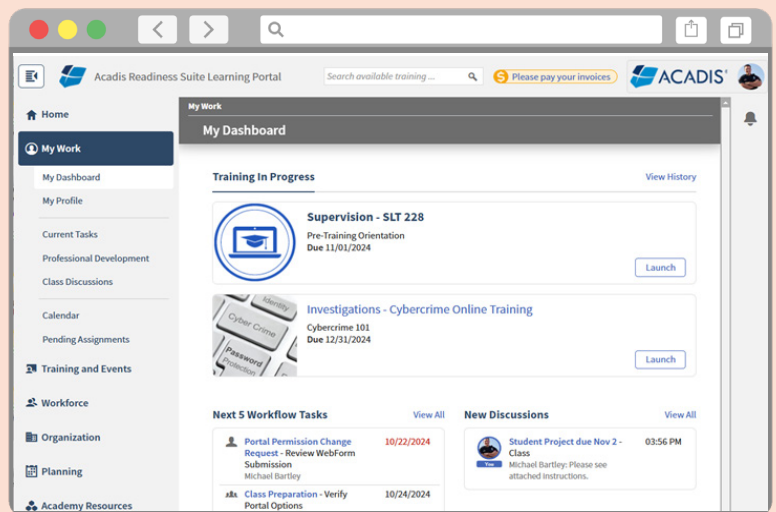
## Search Functionality

Instructors can log in via the Acadis portal and easily search for a class of interest from the top search bar and see key information in dashboard views, such as the number of registered students for the class. By selecting the class, instructors can view additional information, such as how many graduation requirements have been fulfilled, test performance or attendance, and which students might be at risk. Instructors can select one or more registered students to send them an email, change their enrollment status, generate a report, and more.



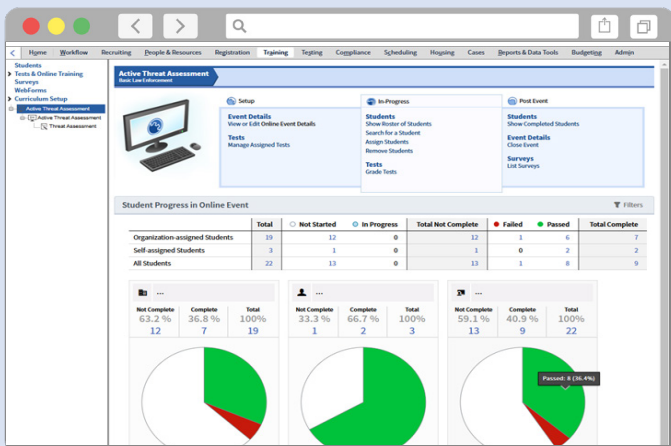
## Discussion Forums

Discussion forums simplify communication between trainees and instructors, as well as other roles defined by permission settings.



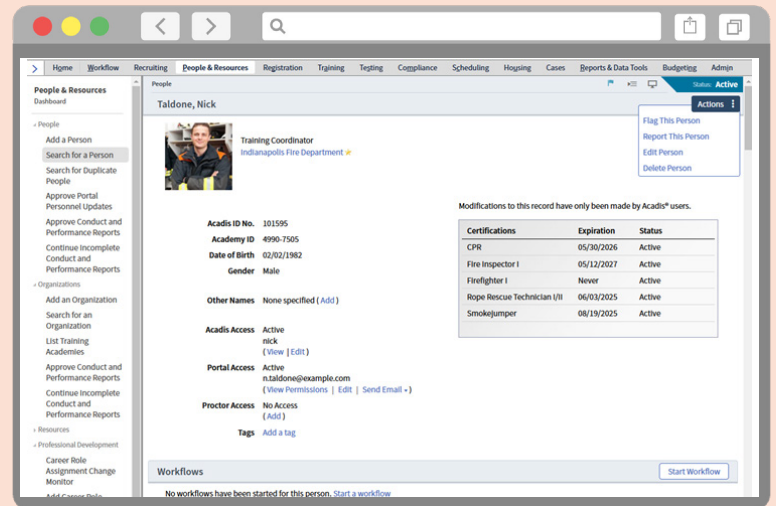
## Online Events

For academies leveraging blended training that includes online courses, custom SCORM packages can be uploaded, delivered, and tracked through Acadis Online Events. Admins can configure Online Events in sequential order for multi-part courses with the exam available upon completion of the course. Online event assignments can be sent to an entire group or by defined parameters such as titles, rank, employment date, previously completed training, etc. Alternatively, admins can publish training to the student portal for individuals to log in and take at their convenience. At-a-glance dashboards shows students' status.



## Individual Records

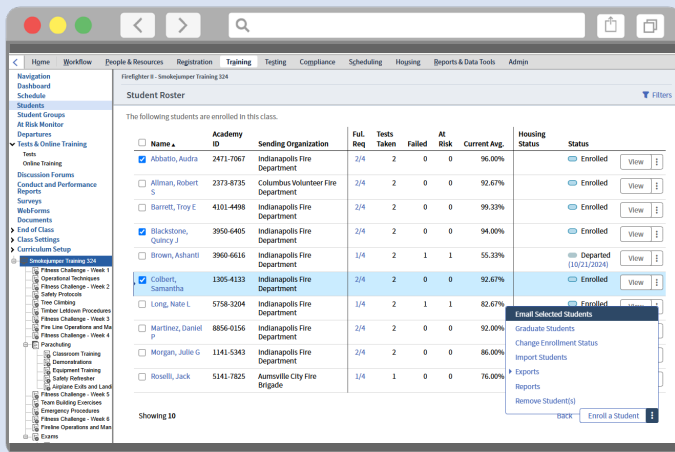
Comprehensive person records track important information for easy access and reporting, saving Administrators time and eliminating the need to search through paper files.



## Other Administrative Tools

Acadis can automate or streamline many manual administrative tasks, including:

- Recording attendance
- Printing name tents
- Exporting mailing labels
- Trainee performance analysis
- Exporting transcripts
- Sharing class rosters
- Distributing diplomas
- Recording grades
- And more!







## Learn More About Acadis® Academy Automation

There are many factors to consider when choosing a software solution to support your academy operations. To learn more about how the Acadis® Academy Automation can help you revolutionize operations at your fire academy, visit us online today!

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