

# MSAM for Moodle

## USCG Auxiliary, Prevention Directorate

Kim Cole, Director

Debi Johnson, Division Chief  
Communications and Education

Rick Young, Branch Assistant  
Information Services

# MSAM Moodle Agenda

- Getting a Verifying Officer
- Using the Study Guide, PQS and Moodle together
- Accessing MSAM on Moodle
  - Getting a key
  - Signing on: making an ID and password
  - Finding MSAM
- Introductory contents
  - Course syllabus and description
  - Technical requirements
- Lessons 1 – 9 and lesson 11 formats
  - Lesson objectives
  - Lesson content
  - End-of-lesson quiz
  - Lesson assignment
- Lesson 10 format
  - Importance of the practicum
  - Specific details

# Important: Get a Verifying Officer

- The MSAM candidate needs to secure a Verifying Officer (VO) **before beginning the course**
- Ideally, the VO is from the candidate's district—the DSO-MS should be able to assist here
- The VO must hold the MSAM qualification
- The VO also must be the candidate's mentor
- The VO may also be a member of the oral board—and is highly encouraged to do so

# MSAM's Three Components

- The following **MUST** be used together:
  - ***MSAM Study Guide***: Print this out and use it to make notes along the way. It will come in handy when you take your oral board
  - ***MSAM Moodle Course***: This augments the *Study Guide* and provides many links that will expand upon both concepts and other important points to enhance your learning
  - ***MSAM Personal Qualification Standard***: Essentially the key paperwork that allows you to track your progress. Tasks will be signed off by your Verifying Officer

# Accessing the Moodle Course

- First things, first: How to Enroll
  - Get an enrollment key from the Prevention Directorate's website and access the Member Zone.
  - Find the KEY for MSAM and make note of it
  - Go to the Training Directorate's website and  $\frac{3}{4}$  of the way down the left side find "Online Learning and Testing".
  - Click that heading and four items will show, the top being "Online Classroom". Click to open and you will be shown a dialogue box (see following slides)



Return to P-Directorate's Home Page.

## P-Directorate Prevention

Alerts & Bulletins

ANACO-RP Group

AUX-06 C-School

CGAux Policy Statement

Directorate Staff

Marine Safety

Navigation Systems

Outreach Programs

Publications and Notices

Resources

Safety Lines Newsletter

Skills Bank

Uninspected Vessels

What's New

Contact Us

Enrollment Keys 0

New Member Info

National Help Desk

### MEMBER ZONE

Member ID:

Password:

LOG IN



Step 1: Enter the  
Member Zone

Step 2: Get your  
Enrollment Key

As an inter

U.S. Coast Guard Auxiliary is vital to the support  
Guard missions.

The Aux  
Auxiliary  
such, w  
ensuring  
As America's Volunteer Guardians, we are committed to being  
engage this mission on behalf of our fe

Go to **What's New** for important/critical notices

The Directorate oversees two major Auxiliary programs:

### Navigation Systems

- ATON Verification
- EATON Verification
- Bridge Verification
- Chart Updating

### Marine Safety

Commercial Vessel Activities

### Uninspected Commercial Vessels

- Foreign Flagged Vessels
- Domestic Vessels (i.e. T-Boat, K-Boat, Passenger, Cargo, Tanker)

### Uninspected Vessel Activities

- Uninspected Passenger Vessels (i.e. Fishing Guides, Sailing Schools, Sightseeing Tours)
- Uninspected Tow Vessels
- Commercial Fishing Vessels

### Port and Facility Activities

- Port Facility Inspections
- Container Inspections

### Leadership



Sunday, February 19, 2023

T-Directorate  
Training Directorate

What's New

Director's T-GRAMs

Training Innovation

CG Mentoring Program

NTRAIN 2023 Q &amp; A

AUXCT Training

Basic Qual II Course

C-School Courses

Leadership Development

Risk Mgmt Training

► Online Learning/Testing  
Online Classroom  
AUXLMS  
Nat'l Testing Center  
FEMA ICS Courses

AUXOP Courses

Directorate Staff

Enrollment Keys

DSO-MT Minutes

## Welcome to Auxiliary Online Learning

### Coast Guard Auxiliary MOODLE Online Classroom

The member-training portal known as the "U.S. Coast Guard Auxiliary Virtual Classroom" has moved to a new location and is now called the Coast Guard Auxiliary Online Classroom.



**Step 3: Go to  
Online  
Learning/Testing**

the new MOODLE Online  
Classroom2.cgaux.org/moodle/

Coast Guard Auxiliary Online Classroom (<https://classroom2.cgaux.org/moodle/>) was rebuilt as

**Step 4: Open the  
Online Classroom**

Everyone is now a first-time learner to this specific system. You will need your Member ID, associated email address and a new password. Once you have been given access to the New AUX Classroom. The New AUX Classroom requires a STRONG password with 10-characters, UPPER & LOWER case letters, numbers, and special characters. To better visualize, here is an example of a STRONG password:

Follow this link to access a Video Tutorial on how to Create a New Account in the New AUX Classroom: <https://cdlr-ce-public-content-east.s3.amazonaws.com/cognito/SignUpInwithUSCGAUX.mp4>

These links are also available on the system Log-in page. Another significant change is the way in which you register for a self-paced course. This is a part of our security upgrade. The new protocols require that every course have an extra layer of security at the course level. This is accomplished using enrollment keys for self-paced courses. An enrollment key is simply a 4-6 character code unique to each course that unlocks the course for individual learners.

Within the new AUX Classroom, there are now 2 types of enrollments.

1. **Manual Enrollment:** This is used for courses that have specialized enrollment criteria such as C-Schools or courses with limited enrollment. Learners will be enrolled directly by the course instructor.
2. **Self-Enrollment/Self-Paced:** Any course open for self-enrollment such as Core Training, BQC2 or other courses that do not require an instructor. For security purposes, these courses now require an enrollment key.

# USCG Auxiliary Classroom



Step 5: Click and follow the instructions

If this is your first time here and you don't have an account, please click on the button below.



Additional instructions can be found in the left panel information blocks. Simply click the grey tab in the upper left below the Log-in button if you do not see them.

Step 6: Complete  
this form to sign-in  
or sign-up



## Sign Up/In with USCGAUX

If it is your first time, click Sign up below.  
If you already have an account, use your **Member ID** as your Username.

Sign in with your username and password

Username

Password

[Forgot your password?](#)

**Sign in**

Need an account? [Sign up](#)



Welcome back, RICHARD! 🙌

Welcome to the Bridge. You have the Helm.



Are you new to the Auxiliary and looking for the Core Training and Basic Qualification courses? They are located within the **T-Training and Leadership Development** catalog within **AUX Core Training Portal**. [Click HERE](#) to navigate directly to the portal.

Looking for the **Training Catalog**? It is over on the **Starboard** side. Scroll down just a bit. It is called **My Courses**. You can also click [HERE](#) to go to the main catalog page. If you can't find the course you are looking for, it may be under revision.



#### Recently accessed courses



Marine Safety Administration and Man...  
P-Prevention



Model Course 2023  
Z-Miscellaneous



Step 7: You're just about there! Click on the MSAM icon to enter the course



# Course Syllabus

## Course Syllabus

Welcome to the Marine Safety Administration and Management Specialist qualification Moodle course! Congratulations on deciding to take this important first step and earning a qualification that is a valuable foundation for the many other qualifications that may be available to you within Marine Safety and Environmental Protection.

This course is designed for asynchronous delivery meaning that you will progress through it at your own pace, but also that you will have no other students with whom to interface. If there were to be others the course design would have included such experiences as forums and discussion boards.

You are to work through each of the 11 sections in sequence as each section will to some extent build upon the content of predecessor sections. There is no time limit for completion of either a particular section or the course itself. Take your time and make certain to explore fully the many hotlinks that have been inserted throughout.

This course is intended to augment the *Study Guide* thereby enhancing your learning. Also you will need to use the *PQS Booklet* for the MSAM qualification. When you have completed a particular assignment, often as one or more that are included in each section, these will need to be given to your **Verifying Officer** to be checked for accuracy and completeness in order for that section to be signed off.

Last modified: Wednesday, 25 January 2023, 11:25 AM

# Course Description

This course, Marine Safety Administration and Management (MSAM), provides the organizational background and overview that is the foundation for all of the qualifications that an Auxiliarist can pursue within Prevention. Moreover, it provides much useful context for anyone who wants to serve as a staff officer at the flotilla, division, district or national levels.

You will work your way through 11 sections, each designed to provide a solid basis for successfully completing the personal qualification standard (PQS) and the oral board that culminates the process. It is suggested that you take each of the following sections in the order in which they are presented since the material does build upon itself.

**Section 1: USCG Structure and Function**

**Section 2: USCG Auxiliary Structure and Function**

**Section 3: USCG Auxiliary Prevention Directorate Structure and Function**

**Section 4: USCG Auxiliary Marine Safety Staff Officer Duties and Responsibilities**

**Section 5: MS/MEP Training Program: A Three-Pronged Approach**

**Section 6: Resources**

**Section 7: Designating and Identifying Verifying Officers (VOs)**

**Section 8: Paperwork – AUX DATA II**

**Section 9: Assignment to Duty and USCG Orders**

**Section 10: Practicum and OJT**

**Section 11: Oral Board Exams**

# Course Instructor

## **Rick Young**

I'm relatively new to the Auxiliary having just marked my 6th year anniversary. Currently I am division chief for RBS Outreach, Districts Liaison and branch assistant in Prevention where I have been tasked with putting the newly revised Marine Safety Administration and Management course on Moodle.

My current qualifications include vessel examiner, program visitor, instructor, boatcrew, marine safety administration and management, marine environmental education specialist, and public affairs (PA-1).

My wife and I live most of the year in Lancaster, PA, but we also have a cottage on Conesus Lake, the western-most Finger Lake in upstate New York. I grew up in Northern New Jersey where I first did some boating with my cousin, so you might say that is where I got hooked.

At mid career I went back to school and earned a doctorate in logistics (now called supply chain management). Two years ago I retired as Distinguished Professor of Supply Chain Management at the Capital College of Penn State University where I taught undergraduate, graduate, and executive program courses including 12 years in the online MBA program. Prior to that I had 20 years experience in the chemical industry doing international distribution.

Over the years we have owned a Harpoon 4.6 sailboat, and currently have a Boston Whaler, a kayak, and an Adirondack Guideboat so it's safe to say that I just plain enjoy being on the water no matter what the means of propulsion.

During my career I have traveled extensively overseas. My wife and I enjoy expedition travel and if there is a bit of trivia to share it is that I have kayaked north of the Arctic Circle in Svalbard, Norway. In 2020 I published the co-authored book, *Intermodal Maritime Security* and am currently working on a book *Protecting Transportation Infrastructure*. Both are with another Auxiliarist, Gary Gordon, the DSO-EM for District 1 Northern Region.



# Course Technology Requirements

## Technology

The preferred technology for this course is either a Windows or Mac computer using a recent operating system. An iPad is also an acceptable alternative, but attempting the course on a smartphone is definitely not recommended because many of the graphics in the hotlinks will likely not display correctly mainly because the resolution will be too small to read.

For browsers, please use either a recent version of Google Chrome or Firefox Mozilla. The AUXLMS clearly is known to have significant difficulty with any others.

If you need assistance, please go directly to the Auxiliary Tech Support Link that is found on the sign-on page. While I am always pleased to render assistance my action will only be to go to Auxiliary Tech Support, hence that extra step will only delay fixing your issue.

# Technical Support

## Technical Support

For technical support such as sign-on issues and online performance such as course or modules not being able to be loaded, please use the HELP DESK button at the top right of screen on the course homepage. This is the absolute quickest way for you to get your problem(s) resolved.

In the event that you encounter typographical or factual errors in the course content, or problems with inoperable links please contact the instructor directly at [Richard.Young@cgauxnet.us](mailto:Richard.Young@cgauxnet.us). This will not only clarify matters for you, but future students will also thank you.

# Learning Objectives:

Every lesson will have its own specific objectives

This course contains 11 lessons, each with its own set of learning objectives. Each lesson will state those objectives as a preface to the material. Note that these are the very same objectives that are also stated in the *Study Guide* and are directly related to the various tasks that are found on the PQS.

Each lesson of this course and its corresponding section of the *Study Guide* has been designed to impart that respective body of knowledge that will enable you to successfully achieve the MSAM qualification and to become a more valuable member to the Auxiliary in the area of Marine Safety and Environmental Protection.

# Assessment and Measurement

There are two ways that you, the learner, will be evaluated. One is through a short quiz at the end of each lesson that contains five multiple choice and/or matching questions whereby you can test your own knowledge. You can take that quiz as many times as you like, but be aware that those questions focus on the main concepts discussed in the section. This quiz is strictly for your use as a self-diagnostic and the results are not being recorded or reported elsewhere.

The second means of assessment is with one or two written assignments contained within each lesson. These assignments will require you to employ some hands-on experience in finding information located on various USCG and USCG Auxiliary websites. The intent is to get you working with the content and in many cases applying it to your district, division, and/or flotilla environments. Those written assignments will need to be submitted to your **Verifying Officer** and while they are not long, these need to be both articulate as well as accurate. Your Verifying Officer will evaluate each submission and provide you with feedback on a PASS or FAIL basis. If acceptable, that line of your PQS will be signed and dated. If not acceptable, the assignment will be returned to you for rework.

When the course is finished, your success will be determined by having a fully signed-off PQS and at which point you should then be ready to have your oral board scheduled.

# Let's look at Lesson 1:

MSAM / Lesson 1: USCG Structure and Function



LESSON

## Lesson 1: USCG Structure and Function

[Lesson](#)

[Settings](#)

[Reports](#)

[More ▾](#)

This lesson sets the foundation of the structure of US Coast Guard beginning with headquarters functions and subsequently drilling down into the districts and sectors. Specific departments are discussed along with their various roles.

# Lesson 1 Learning Objectives

## Lesson 1 Learning Objectives

### **Upon completion of Lesson 1, the member will be able to:**

- Know how to access and navigate the uscg.mil website to find information.
- Describe the major structure and function of each of the five sections of USCG Headquarters organization using the link provided.
- Describe the major structure and function of the DC-Operations within USCG HQ and navigate to that page on the USCG website.
- Identify CG-5PC-BSX as the Office of the Chief Director of the Auxiliary.
- Navigate to the BSX page under CG-5PC and describe the functions of that office.
- Describe the relationship between USCG HQ and the USCG Districts using the diagrams provided in the link and the *Study Guide*.
- Describe the structure of a USCG District and the functions of major sections within a District with an emphasis on Prevention.
- Describe the structure of a Sector and the functions of major sections with an emphasis on Prevention.
- Describe the structure and function of an MSU and MSD as well as their relationship to a Sector.
- Describe the position and role of the AUX-LO in a Sector.

# Lesson 1 – First Section

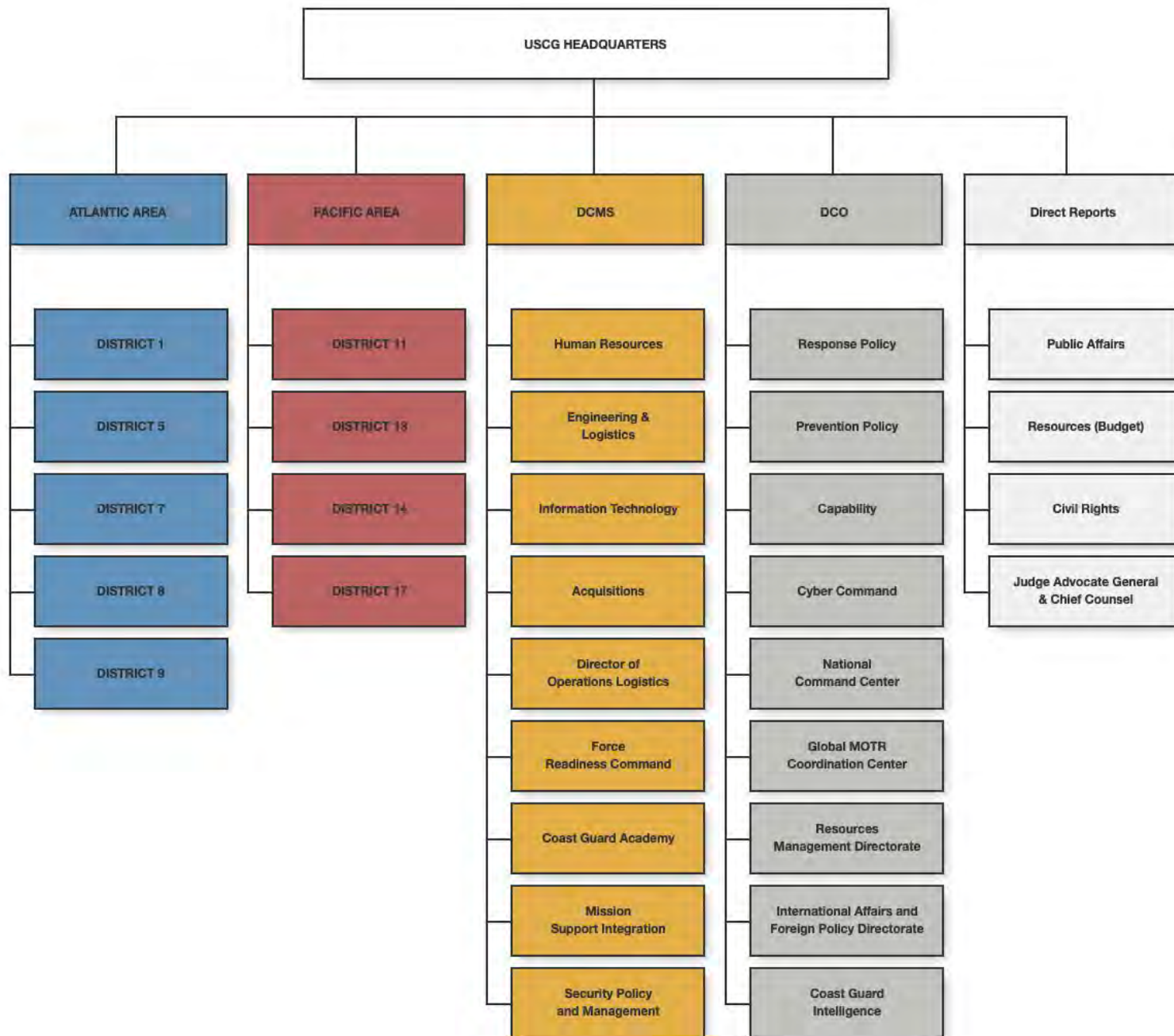
## Organization Structure Within USCG Headquarters

- USCG is the parent organization of the Auxiliary
- Become familiar with the structure and function of the parent organization
- Go to <https://www.uscg.mil/units/organization/>
- Take time to explore the organization chart and learn about the duties and responsibilities of each section.
- This website is a valuable resource for those seeking additional information about USCG missions in general and those where we are authorized to participate.

(Image: ADM Linda Fagan, Commandant of USCG, official USCG photo)



Click the hot links  
to see more  
content



# Lesson 1 Quiz Question No. 1

The Chief Director of the Auxiliary also has what other responsibility?

- ☐ d) Commercial Vessel Traffic Control
- ☐ a) Recreational Boating Safety
- ☐ b) Marine Safety and Environmental Protection
- ☐ c) Waterways Management

---

Submit

# If you get the correct answer:

*Your answer :*

a) Recreational Boating Safety

*Response:*

Correct!

Nice going!

Continue

# Lesson 1 Assignment

**Prepare a short one page summary addressing the following issues from this lesson:**

- 1) Find your own Sector using the USCG organization chart to link to your USCG District
- 2) Look at the Sector's geographic AOR and your location within that AOR
- 3) What kinds of resources and missions are found within your Sector?
- 4) What are some of the missions that you might be interested in or qualified to support?
- 5) Compare your Sector to other Sectors within your District (if any) to see how they may be alike or perhaps differ

**This assignment needs to be submitted to your verifying officer for grading. Please note that grading will be on a pass/fail basis.**

# Lesson 10: Learning Objectives

## **Upon completion of Lesson 10, the member will be able to:**

- Demonstrate mastery of information and the ability to apply the information through successful completion of the practical exercises.
- Develop and deliver a presentation to an Auxiliary unit consisting of an overview of the Auxiliary Marine Safety and Environmental Protection program, training and missions.
- Describe at least two MS/MEP missions in separate programs that do NOT require a qualification for participation.
- Describe at least three MS/MEP missions in separate programs that REQUIRE a qualification for participation and how these missions differ from those above.

# Lesson 10: General Notes

**This lesson is intended to demonstrate:**

- Mastery of information
  - Ability to apply information
  - Exposure to a variety of MS/MEP missions through On-the-Job Training (OJT) as well as
  - Completion of MS/MEP activities under the guidance of a Verifying Officer.
- 
- The member must provide written documentation of mission completion in the form of a letter from the person in charge which includes the date, time, place, activity, audience and any other pertinent information.
  - A Verifying Officer will not sign off on a task until the member is able to complete the task fully in a satisfactory manner.
  - Some tasks will be performed under the direct supervision of a Verifying Officer while others will be performed under the supervision of public organization personnel, USCG personnel or other qualified Auxiliary members.

THANK YOU!