Learning Management System (LMS)

Training Coordinator
User Guide

Version 2.2

February 2023

Contents

Introduction

The intent of the Joint Knowledge Online (JKO) Learning Content Management System (LCMS) Training Coordinator User's Guide is to provide Training Coordinators (TC) with relevant information to help them manage student records, track enrollments and course completions, make organizational training assignments, generate reports, and many other functions to enhance your individual training program.

The Guide is intended to complement the online Training Coordinator Course in the LMS and the in-person training session. This Guide should be a resource for Training Coordinators to use to refresh their memories of certain tasks and procedures. The first several pages of the Guide review common LMS functionality available to all Users.

The Guide is arranged by major function, or tab, as we refer to them in the LMS. Tabs are selectable topic headings in the LMS that group similar functions. When you select a tab, gadgets are then available which group a further refinement of similar functions. The tabs available to a Training Coordinator are shown below.

| My Training | Course Catalog | Certificates | Community | Community Management | System Administration | Training Management | Report Builder | JFLD | Exercises | VCLASS |

The tabs are briefly described below. The gadgets available in each tab are discussed in detail in their Section of the Guide. Click on a tab Name below to go directly to it in the Guide.

- **My Training**. This is the landing area every time you log in to the LMS. My Training contains: Alerts, both system-wide and Organization-specific (if any); Organization-specific Training Information (if any); all your assigned training, if applicable; and any courses you electively enrolled in through the Course Catalog.

- **Course Catalog**. Contains the library of courses and curricula available for enrollment.

- **Certificates**. Contains all your course and curricula completion certificates and transcripts, as well as a record of any Dropped courses.

- **Community**. Contains topical communities of interest on a variety of subjects. Communities may contain videos, documents, links, and much more. The creators of each Community determine which Organizations will have access to the Community.

- **Community Management**. This tab is only displayed to users designated as Community Managers. This is the interface whereby Community Managers design and build their Communities. Communities are built here, but display in the Community tab.

- **System Administration**. Contains gadgets where you can create, edit, and maintain Audiences and Organizations, and create Organizational Alerts. It also contains the User Management gadget where you can search for and view information on members of your organization.

- **Training Management**. This tab is where the majority of course and curriculum-related information and functionality is found. You can locate detailed user training records for any course and make course assignments to your Organization or Audience through this tab.

- **Report Builder.** Contains a library of helpful reports that will help you track your Organization's training status.

- **JFLD.** Joint Force Leader Development Community. This tab offers students direct links to the EJPME New Student Orientation Course and the EJPME I and II Curricula. The tab also includes pertinent information affecting Enlisted Joint Professional Military Education and provides individuals with additional professional readings and case studies.

- **Exercises**. This tab contains content to support the Joint Force, to include JETS (JKO Exercise Training Support) and SGST (Small Group Scenario Trainer). The combatant command links in JETS map to a Learning Category

in the Catalog which includes Exercise-specific courses to support that exercise. SGST is a web-based collaborative work environment for staff and small-team training. SGST provides tailored scenarios where participants must form as a team to solve the problem as well as practice techniques and procedures along the way. SGST participation is by assignment only. If you are not assigned to an exercise or event, no information is available to you in the tool.

- **VCLASS**. VCLASS stands for the JKO Virtual Classroom. VCLASS provides an interactive online classroom environment for instructors and students. Courses are typically composed of a series of modules scheduled over a period of days or weeks. The classroom mirrors the classroom learning environment at most academic institutions. Courses may be linked to JKO LMS courses at the Instructor's discretion to track course completions in the student's training history. Contact the JKO POC listed on the VCLASS tab for more information.

Profile

Access your Profile through the **Profile** link on the upper right of any page. Fields with an asterisk are required.

In the **Personal Data** section, you do not have permissions to change your **User Name**, **Role**, **EDIPI**, or **Country of Citizenship**. These fields were set when JKO created your account. If you created your account with your CAC, some fields in the **Personal Data** section will be automatically populated by information on your CAC, including: First Name; Last Name, User Name; EDIPI; Role, and Country of Citizenship. If the information collected from your CAC is incorrect, you must have that corrected through DMDC channels. JKO cannot update your CAC. If JKO changed any fields in your Profile that pull from your CAC, they would be overridden by your CAC information the next time you logged in.

You must manually fill in the required fields in the **Career Information** section. **Duty Station** and **Clearance** fields are not required and are not authoritative. Users with the LMS role of Student cannot enter or edit text in the **Clearance** field.
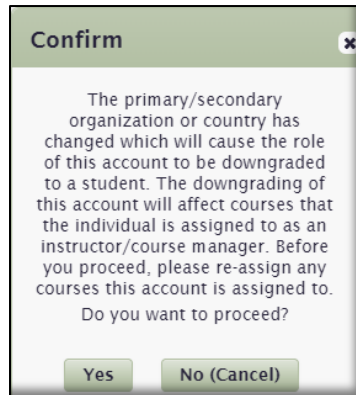
As a Training Coordinator, your access to Users, course records, and other content is tied to your Organization. Therefore, when you are initially given the role of Training Coordinator, you were put into a Primary Organization, shown in the **Organizations** section of your Profile.

Note: JKO requires that Training Coordinators are a member of an Organization. However, for Student-role LMS Users, joining an Organization is not a required field. The purpose of joining an Organization is to receive course assignments, and for tracking and reporting purposes. This is discussed in more detail later in this Guide.

If you attempt to change your Primary or Secondary Organization, you will be downgraded to the Student role if you select the **Yes** button in this Confirmation popup box below. When this happens, you will lose all your Training Coordinator rights and functions. Select the **No** button to cancel the action.
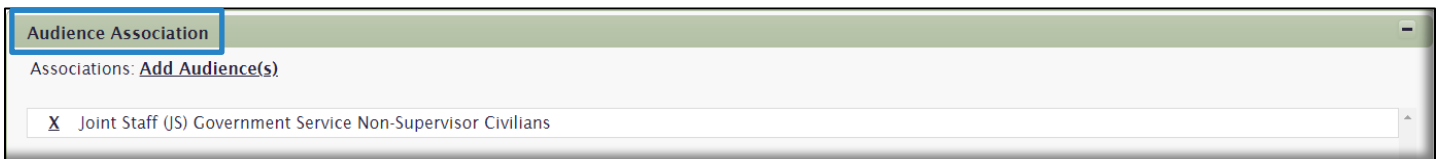

The purpose of tying your access to your Organization is so that you cannot access records of Users of other Organizations. Similarly, it means that Training Coordinators of other Organizations cannot access records of Users in your Organization. In later sections of this Guide, we will demonstrate the functions and limitations of your access to your Organizational ties. If you have a need to change Organizations, contact the JKO Help Desk for assistance.

Joining an Organization is important for two reasons:

- Organizational membership is the primary means to assign courses to members of your Organization. While most courses are available in the Course Catalog to manually enroll in, joining an Organization where course assignments are attached automatically delivers those courses to each member of your Organization through the My Training tab, and can be tracked through the LMS's Reports capability. We will discuss course assignments in detail later in this Guide.
- Accurate reporting is possible when members of your Organization are in the right Organization in their Profile. The LMS has a robust Reports capability that will help you track the detailed training status of each member of your Organization.
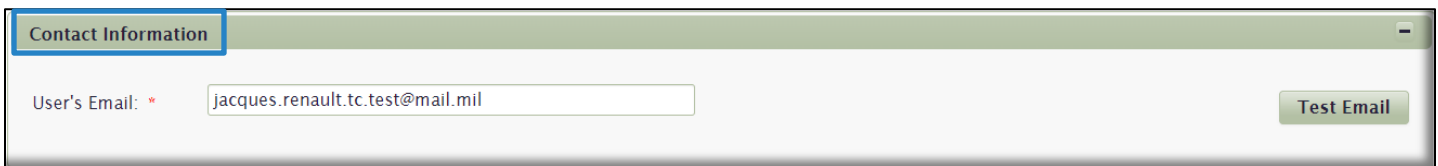
Note: When a member of your Organization leaves, remove their Organization in their Profile. If that User continues to be listed as a member of your Organization, your reporting will be skewed and that User will continue to get assignments, emails, etc.

Joining an Audience in the **Audience Association** section is not required. Audiences function much like Organizations, in that they are a primary means to assign and deliver training to a specific group of Users who may not be joined together through membership in an Organization. For instance, members of many Organizations may come together on a temporary basis to participate in an Exercise. That Exercise may require all its participants to complete training prior to meeting. In this case, the Exercise leadership would create an Audience, assign courses to that Audience, and require all Exercise participants to join that Audience. Once each participant joins the Audience, training is automatically delivered to each participant to the Assigned Training gadget in the My Training tab, and the Exercise leadership can track the training status through our Reports capability.
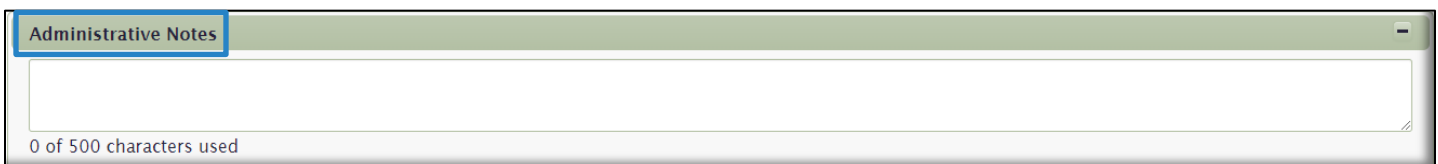
Audience Association	−
Associations: **Add Audience(s)**	
X Joint Staff (JS) Government Service Non-Supervisor Civilians	

Contact Information. Keeping an up-to-date email address in your Profile is critical. You must have access to this email address if you ever want to change your Password or recover account information. All LMS-generated emails are sent to this one email address.

Contact Information	−
User's Email: * jacques.renault.tc.test@mail.mil	**Test Email**

Administrative Notes. This is not a required field but can be used by Training Coordinators to enter notes in the Profiles of their Organization's members. Training Coordinators can view and edit these notes any time they access the Profile of a member of their Organization (through the System Administration tab, described later in this Guide). Users with the LMS role of Student cannot see the Administrative Notes in their own Profiles.

Administrative Notes	−
0 of 500 characters used	

My Training Tab

The **My Training** tab is the landing area each time you log in to the LMS. From here you can access all other LMS functions and products via the tab links at the top of the page. Throughout this Guide, tabs are outlined in images with a bright Green box. The **Training Management** tab displays all courses and curricula that may have been assigned to you or that you have enrolled in yourself, along with detailed information on the source of your assignments, Due Dates, administrative information, and course Launch and Withdraw buttons. **My Training** displays up to four gadgets.

Gadgets are separate areas or blocks of information on the page that contain specific training data. The gadgets available in **My Training** are shown in the blue boxes in the image below, and include:

- **Alerts**
- **Training Information**
- **Assigned Training**
- **Elective Training**

As described in more detail below, not all gadgets may display in your **My Training** tab. Gadgets only appear if there is data or training actively associated with that function. Do not be concerned if you do not see one or more gadgets.

Alerts gadget. Alerts are either system-wide or Organization-level announcements that are usually temporary and are meant to convey something important. System-level Alerts (denoted with an asterisk after the last word in the Title) are usually generic and appear to every user in the LMS, regardless of their Organization. Organization-level Alerts are announcements that specifically apply to your Organization. You only see Organization-level Alerts if you belong to that Organization in your **Profile**. Those users not in your Organization will not see your Organization-level Alerts. The **Alerts** gadget only appears if there is either a system-wide or Organization-level Alert. If there is no Alert, the gadget will not appear. As a Training Coordinator, you can create Alerts for your Organization only. Click here to jump to that section of this Guide.

Alerts	–

New Exercises Tab *	01/01/2023 - 07/31/2023

The newly renamed tab reflects the expansion of content available to support the Joint Force, to include JETS (JKO Exercise Training Support). The combatant command links in JETS map directly to a Learning Category in the Course Catalog which includes Exercise or Command-specific courses. view

Joint Staff Annual Training	01/17/2023 - 12/31/2023

Attention JS members: Annual Training is now available in your Assigned Training gadget below. Please complete by the Due Date indicated for each course. If you are no longer a member of the Joint Staff, please update your Profile and change/delete your Primary Organization. view

* Denotes a System Alert

Training Information gadget. This gadget is specifically tied to your Organization and is meant to display specific information to only your Organization. It is like an Alert, but this gadget can contain much more information within it and appears as a more permanent fixture to the **My Training** tab than an Alert. You only see the **Training Information** gadget if you belong to that Organization in your **Profile**, and there is information entered into it. Only then will the gadget display in the **My Training** tab. If there is no **Training Information**, the gadget will not appear. As a Training Coordinator, jump here to create **Training Information** for your Organization.

Training Information	–

ATTENTION JOINT STAFF MEMBERS: CY 2023 Mandatory Training is assigned to you, and displays in the Assigned Training gadget below. You do not need to search for these courses in the Course Catalog. You will also receive an email to your JKO Profile email address indicating you have new training assignments.

To receive your JS assignments, you MUST be in one of the following Audiences in your JKO Profile. Each Audience has its own unique course assignments:
-- Joint Staff (JS) Government Service Non-Supervisor Civilians
-- Joint Staff (JS) Government Service Supervisor Civilians
-- Joint Staff (JS) Military

If you are not a member of the Joint Staff, go to your JKO Profile and update the Organization and/or Audience Association sections.

Assigned Training gadget. The **Assigned Training** gadget displays courses that are assigned to you by your Organization or Audience. You must be a member of that Organization or Audience in your **Profile** to receive the courses. If you do not belong to any Organization or Audience, or your Organization or Audience has not assigned any courses, this gadget will not appear. Each time your Organization or Audience assigns a new, or another course, the LMS will send an email to the email address in your **Profile**. As a Training Coordinator, you can create Assignments for your Organization, shown here in this Guide.

Assigned Training	–

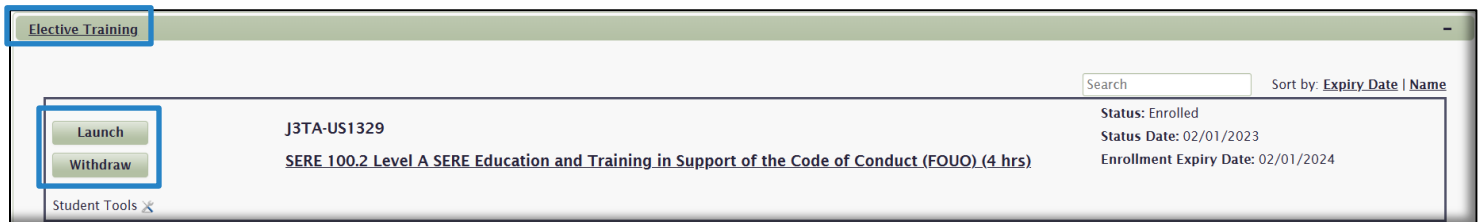| Enroll	JS-US021 **Joint Staff Sexual Assault Prevention and Response Training - (1 hr)**	**Source of assignment**	Status: Assigned Status Date: 02/01/2023 Due Date: 12/31/2023 Source: Joint Staff (JS) Government Service Non-Supervisor Civilians

A. To Enroll in an assigned Course, select the **Enroll** button to the left of each **Course Number** and **Title**. Once you acknowledge the Academic Integrity Notice, the button will then turn in to a **Launch** button. Click the **Launch** button to open and start the course.

Note: You do not have the option to withdraw from assigned courses. Assigned courses are generally mandated by your Organization or Audience, so the only option is to enroll in and then complete them. If you are no longer a member of the Organization or Audience, remove either or both from your Profile. Assigned courses that you have not yet enrolled in will no longer display. If you enrolled in an assigned course, it will now be in the **Elective Training** gadget (described in the next section). You now have the option of withdrawing from the course if you no longer need to take it.

B. To identify the **Source** of the assigned course and other information such as **Due Date**, see the information on the right side of the screen. From the image above, you can see that the course is assigned by Joint Staff (JS) Government Service Non-Supervisor Civilians (Audience).

C. Courses will remain in the **Assigned Training** gadget until you complete them, even if it is after the **Due Date** identified to the right of the course. However, a visual indication will display showing you are Past Due, and you will receive a series of LMS-generated emails warning you of pending Due Dates. Should you enroll in a course and then leave the Organization or Audience (through your **Profile**) that assigned it to you before you have completed it, the course will move down to the **Elective Training** gadget until you complete it or withdraw from it.

Elective Training gadget. This gadget displays courses that you manually enroll in through the **Course Catalog**. From here, you can begin the course by clicking the **Launch** button or withdraw from the course by selecting the **Withdraw** button. Courses will remain in this gadget until you complete them or withdraw from them. There is no Due Date for courses you electively enroll in, but they generally expire after one year (Enrollment Expiry Date). This is an administrative function to remove Users who do not intend to complete the course. However, that does not mean that you don't have to complete a course next week if your Organization requires it. Just because it is not an assigned course in the **Assigned Training** gadget does not necessarily mean your Organization does not require you to complete it.

Elective Training	−

Search | Sort by: **Expiry Date** | **Name**

Launch	J3TA-US1329	**Status:** Enrolled
Withdraw	**SERE 100.2 Level A SERE Education and Training in Support of the Code of Conduct (FOUO) (4 hrs)**	**Status Date:** 02/01/2023
Student Tools ✗		**Enrollment Expiry Date:** 02/01/2024

Course Catalog Tab

The **Course Catalog** contains the library of content available to Users. The tab is organized into three areas: **Learning Category, Individual Courses,** and **Curricula**. The default view of courses is listed in numeric and then alphabetical order by Course Prefix (far-left column for individual courses). The default view of curricula is listed in numeric and then alphabetical order by curricula name. Each **Course Name** and **Curriculum Name** is selectable and will open a window describing the course or curriculum.

My Training **Course Catalog** Certificates Community System Administration Training Management Report Builder JFLD Exercises VCLASS

⟳ **Refresh**   **Show/Hide Gadgets**

Course Catalog

Learning Category   −

All

00 JTF Staff Training	00 Language & Culture	AFRICOM
CENTCOM	CYBERCOM	EUCOM
INDOPACOM	NORAD-NORTHCOM	SOCOM
SOUTHCOM	SPACECOM	STRATCOM
TRANSCOM	US FORCES JAPAN	US FORCES KOREA

Search Catalog   −

Note: Search results are displayed in both gadgets below to match the search criteria entered

Clear Search ✖

| Course Prefix: | Course Number: | Course or Curriculum Name: | ATRRS: |
| AFR ▾ | Partial Course # | Title or Name Key Word | ALL ▾ |

Individual Courses   −

Number of Records: 11   5 ▾

Prefix ⇅	Course Number ⇅	Name ⇅	Course Status	ATRRS ⇅
AFR	-ASP-101	Introduction to Africa (1 hr) Link	Enroll	

Learning Category.

A Learning Category is a collection of courses purposely grouped together to support either a combatant command or an Exercise. It is not meant to be authoritative in nature or a complete listing of every command-related course, but an aid in locating courses related to a command-specific Exercise. Click on a <u>Command</u> (CENTCOM) and then an <u>Exercise</u> (TASK FORCE 51/5) to display a list of Courses and/or Curricula related to that Exercise. Click the <u>All</u> link to the left of the Command name to return to the default list and view of the Course Catalog.

Note: Courses in a Learning Category are also included in the main library of courses and can be found by a normal course search. You do not *have* to go to a Learning Category to find and enroll in one of these courses.

Course Catalog

Learning Category   −

All > CENTCOM > TASK FORCE 51/5

Search Catalog   −

You are seeing TASK FORCE 51/5 learning category and you will only be searching its results unless you click 'All' above to remove the learning category
Note: Search results are displayed in both gadgets below to match the search criteria entered

| Course Prefix: | Course Number: | Course or Curriculum Name: | ATRRS: |
| All ▾ | Partial Course # | Title or Name Key Word | ALL ▾ |

Individual Courses   −

Number of Records: 32   5 ▾

Prefix ⇅	Course Number ⇅	Name ⇅	Course Status	ATRRS ⇅
J2O	P-US1142	JFC 100 Module 02: Joint Intelligence (1.5 hrs) Link	Enroll	ATRRS DL Points
J3O	P-US1108	Operational Guide for Unclassified Information Sharing Course (1.5 hrs) Link	Enroll	
J3O	P-US1141	JFC 100 Module 01: Introduction to Joint Fundamentals (2 hrs) Link	Enroll	ATRRS DL Points

A curriculum is a group of individual courses. The **Curricula** section is displayed below the **Individual Courses** section. To view a list of the individual component courses in a curriculum, select the **Expand** ⊙ icon. Click the collapse icon ✖ to hide the curriculum's component courses.

Curricula				−
Note: The Curricula Names displayed below match the search criteria or contain courses/ sub-curricula that match the search criteria entered.				
Number of Records: 93				5 ▾

Expand Curriculum	Name ⇅		Status	ATRRS ⇅
⊙	Command Onboarding Link		Unavailable	
⊙	Dari Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs) Link		Enroll	ATRRS (No DL Points)
⊙	Egyptian Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs) Link		Enroll	ATRRS (No DL Points)
✖	Enlisted Joint Professional Military Education (EJPME) I (40hrs) Link		Enroll	ATRRS DL Points

The courses and subcurricula below are part of the curriculum Enlisted Joint Professional Military Education (EJPME) I (40hrs)

Identifier	Title	Status
EJPME-US001-01	Course Introduction (30 mins)	Available
EJPME-US001-02	Introduction to Joint Duty (1 hr)	Available
EJPME-US001-03	National Military Command Structure (4 hrs)	Available
EJPME-US001-04	Interagency Coordination (6 hrs)	Available
EJPME-US001-05	Range of Military Operations (4 hrs)	Available
EJPME-US001-06	Multinational Operations (3 hrs)	Available
EJPME-US001-07	Armed Forces Overview (10 hrs)	Available
EJPME-US001-08	Reserve Components (3 hrs)	Available
EJPME-US001-09	Special Operations (3 hrs)	Available
EJPME-US001-10	Joint Force Leadership (5 hrs)	Available
EJPME-US001-11	Course Conclusion (30 mins)	Available

⊙	Enlisted Joint Professional Military Education (EJPME) II (45hrs) Link		Enroll	ATRRS DL Points

(6 of 19)   ⏮ ◀   1 2 3 4 5 **6** 7 8 9 10   ▶▶ ⏭

Enroll in a Course or a Curriculum. There are several ways to locate a course or curriculum in the **Course Catalog**:

A. First, you can use the pagination functions at the bottom of the **Individual Courses** list or the **Curricula** list to advance by one or several pages.

(1 of 11)   ⏮ ◀◀   **1** 2 3 4 5 6 7 8 9 10   ▶▶   ⏭
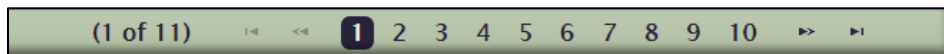
B. To view more courses or curricula per page view, click on the **Results per Page** drop-down menu above the column and choose to view up to 50 courses or curricula per page. The default view is **5** courses or curricula displayed per page.

```
5  ▾
┌─────┐
│ 5   │
│ 10  │
│ 25  │
│ 50  │
└─────┘
```

C. You can also use any of the multiple search functions available to locate a course or curriculum. Each search method is described below.

Search Catalog

Note: Search results are displayed in both gadgets below to match the search criteria entered

Course Prefix:	Course Number:	Course or Curriculum Name:	ATRRS:
All	Partial Course #	Title or Name Key Word	ALL

i. Use the **Course Prefix** drop-down menu to search by Course Prefix. In the **Individual Courses** section, all courses with the selected Prefix will display.

Search Catalog

Note: Search results are displayed in both gadgets below to match the search criteria entered

Clear Search ✖

Course Prefix:	Course Number:	Course or Curriculum Name:
JS	Partial Course #	Title or Name Key Word

Individual Courses

Number of Records: 45

Prefix ⇕	Course Number ⇕	Name ⇕
JS	-JTLS-2001-01-R	JTLS - Enrollment Application Process Link
JS	-OT-1000	OT REQUIRED READING: National Security Strategy (NSS) Link
JS	-OT-1001	OT REQUIRED READING: Sustaining U.S. Global Leadership: Priorities for the 21st Century Defense Link
JS	-OT-1002	OT REQUIRED READING: National Military Strategy (NMS) Link
JS	-OT-1003	OT REQUIRED READING: Capstone Concept for Joint Operations (CCJO) Required Reading Link

(1 of 9) |◄   ◄◄   **1** 2 3 4 5 6 7 8 9   ►►   ►|

Any curricula containing courses with the selected prefix (highlighted in yellow below) will display in the **Curricula** section. Select the Expand Curricula icon ⋯ to view those courses. Click the collapse icon ✖ to hide the curriculum's component courses.

ii. Enter a Partial Course Number in the **Course Number** search field. In the **Individual Courses** section, all courses with that partial course number will display.

Any curricula containing courses with that number (highlighted in yellow) will display in the **Curricula** section. Select the Expand Curricula icon to view those courses. Click the collapse icon to hide the curriculum's component courses.

iii. Enter any part of the Course or Curriculum Name into the **Course or Curriculum Name** field. In the **Individual Courses** section, all courses with that text will display.

Search Catalog

Note: Search results are displayed in both gadgets below to match the search criteria entered

Clear Search ✖

Course Prefix:	Course Number:	Course or Curriculum Name:		ATRRS:
All ▾	Partial Course #	joint		ALL ▾

Individual Courses

Number of Records: 87   5 ▾

Prefix ⬍	Course Number ⬍	Name ⬍	Course Status	ATRRS ⬍
ARN	J7-US046	Adaptive Battle Staff: Joint Sustainment Center (1 hr) Link ⬈	Enroll	
DHA	-US053	DMIX: Joint Legacy Viewer (JLV) New User Training (FOUO) (25 mins) Link ⬈	Enroll	
DHA	-US054	DMIX: Joint Legacy Viewer (JLV) Advanced User Training (1 hr) Link ⬈	Enroll	

Any curricula containing courses with that text (highlighted in yellow) will display in the **Curricula** section. Select the Expand Curricula icon ⊙ to view those courses. Click the collapse icon ✖ to hide the curriculum's component courses.

Curricula

Note: The Curricula Names displayed below match the search criteria or contain courses/ sub-curricula that match the search criteria entered.

Number of Records: 16

Expand Curriculum	Name ⬍
⊙	JMESI - Navy Medicine Module 2 (Readiness and Decision Making) Link ⬈
✖	Joint Sustainment Exercise Planners Seminar (JSEPS) Pre-requisite Curriculum Link ⬈

The courses and subcurricula below are part of the curriculum Joint Sustainment Exercise Planners Seminar (JSEPS) Pre-requisite Curriculum

Identifier	Title
J3OP-US1318	JTIMS JMSEL User Training (1 hr)
J4OP-US1122	Joint Logistics Enterprise (JLEnt) - (1 hr)
J4OP-US1144	JFC 100 Module 04: Joint Force Sustainment (2 hrs)
JS-US062	Introduction to Joint Exercises (1 hr)

iv. Select the **ATRRS** drop-down menu to display ATRRS courses with or without Distance Learning (DL) Points. In the **Individual Courses** section, all courses with that ATRRS selection will display.

Any curricula meeting the chosen ATRRS selection will display in the **Curricula** section.

v. To clear your Search Results, or begin a new search, click on the **Clear Search** icon ✖.

D. Once you locate your course, select the **Enroll** button to enroll in it.

E. You must acknowledge the **Academic Integrity Notice.**

F. The Course Status now changes to *Enrolled*. You may start the course directly from the Course Catalog if you wish by selecting the **Launch** button.

JMESI	-US007	JMESI - Communications: Patient Relations and Communication (1 hr) Link ☑	Enrolled Launch	ATRRS (No DL Points)

G. The course is also now available in the **Elective Training** gadget in the **My Training** tab.

Elective Training _____ −

Search   Sort by: **Expiry Date** | **Name**

Launch Withdraw	JMESI-US007 **JMESI - Communications: Patient Relations and Communication (1 hr)**	**Status:** Enrolled **Status Date:** 04/01/2022 **Enrollment Expiry Date:** 04/01/2023

Student Tools ✖

Enroll in a Curriculum.

A. Once you locate a curriculum in the **Curricula** area, select the Expand icon ⦁⦁⦁ to view a list of courses in that curriculum. Click the collapse icon ✖ to hide the curriculum's component courses.

B. When ready, select the **Enroll** button.

Curricula _____ −

Note: The Curricula Names displayed below match the search criteria or contain courses/ sub-curricula that match the search criteria entered.

Number of Records: 49

Expand Curricular	Name ⇕	Status	ATRRS ⇕
✖	Amharic **Headstart** 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs) Link	Enroll	ATRRS DL Points

The courses and subcurricula below are part of the curriculum Amharic Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs)

Identifier	Title	Status
USA-AMHS-00	Amharic **Headstart** 2 Sound and Script- Defense Language Institute Foreign Language Center (DLIFLC) (20 hrs)	Available
USA-AMHS-01	Amharic **Headstart** 2 Military Module 01- Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)	Available
USA-AMHS-02	Amharic **Headstart** 2 Military Module 02- Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)	Available
USA-AMHS-03	Amharic **Headstart** 2 Military Module 03- Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)	Available
USA-AMHS-04	Amharic **Headstart** 2 Military Module 04- Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)	Available
USA-AMHS-05	Amharic **Headstart** 2 Military Module 05- Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)	Available
USA-AMHS-06	Amharic **Headstart** 2 Military Module 06- Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)	Available
USA-AMHS-07	Amharic **Headstart** 2 Military Module 07- Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)	Available
USA-AMHS-08	Amharic **Headstart** 2 Military Module 08- Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)	Available
USA-AMHS-09	Amharic **Headstart** 2 Military Module 09- Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)	Available
USA-AMHS-10	Amharic **Headstart** 2 Military Module 10- Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)	Available

C. You must acknowledge the **Academic Integrity Notice**.

Academic Integrity Notice ✖

Amharic Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs)

Amharic Headstart2 exposes users to more than 1,000 key terms and phrases, and provides users with important communication tools that they need in preparation for deployment. Headstart2 consists of two units containing ten modules each. Unit One (Sound and Script) teaches the basics of Amharic in twenty interactive tasks. Unit Two (Military) consists of a total of fifty mission-specific tasks. These tasks are designed according to military training format and include scenarios covering public safety, medical situations, basic command, cordon and search, and even gathering intelligence.

Academic Integrity Notice

JKO is committed to establishing and maintaining a high level of academic integrity delivering online training and education. Cheating of any kind will not be tolerated. Suspected integrity violations may result in suspension of JKO account privileges and Chain of Command referral.

Click 'Acknowledge' to confirm understanding of this notice and enroll in:

- USA-AMHS-01 Amharic Headstart 2 Military Module 01- Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)
- USA-AMHS-02 Amharic Headstart 2 Military Module 02- Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)
- USA-AMHS-03 Amharic Headstart 2 Military Module 03- Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)
- USA-AMHS-04 Amharic Headstart 2 Military Module 04- Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)

D. The curriculum Status is now *Enrolled.* The curriculum displays in the **Elective Training** gadget in the **My Training** tab. You may now begin the component courses of the curriculum by clicking the **Launch** button in the **Actions** column.

Elective Training   —

Search _____   Sort by: **Expiry Date** | **Name**

Launch	**JMESI-US007**	**Status:** Enrolled
Withdraw	**JMESI - Communications: Patient Relations and Communication (1 hr)**	**Status Date:** 04/01/2022
		Enrollment Expiry Date: 04/01/2023

Student Tools ✂

Curriculum Name: Amharic Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs)

(Identifier: USA-AMHS)   Withdraw

Show/Hide Courses

Course ID ⬍	Name ⬍	Status ⬍	Status Date ⬍	Actions	Enrollment Expiry Date ⬍	Tools
USA-AMHS-00	Amharic Headstart 2 Sound and Script-Defense Language Institute Foreign Language Center (DLIFLC) (20 hrs)	Enrolled	04/01/2022	Launch	04/01/2023	✂
USA-AMHS-01	Amharic Headstart 2 Military Module 01-Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)	Enrolled	04/01/2022	Launch	04/01/2023	✂
USA-AMHS-02	Amharic Headstart 2 Military Module 02-Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)	Enrolled	04/01/2022	Launch	04/01/2023	✂
USA-AMHS-03	Amharic Headstart 2 Military Module 03-Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)	Enrolled	04/01/2022	Launch	04/01/2023	✂
USA-AMHS-04	Amharic Headstart 2 Military Module 04-Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)	Enrolled	04/01/2022	Launch	04/01/2023	✂

(1 of 3) ⏮ ◀ **1** 2 3 ▶ ⏭ 5 ▼

Certificates Tab

The **Certificates** tab is where your course and curriculum Completion Certificates are located. From here, you can view, download, and print your Completion Certificates. You can also access your Transcript, which lists details of all your completions. The default view of the **Certificates** tab displays completed **Courses** in **Completion Date** order.

A. To view a Completion Certificate, select the **Certificate** icon 👤 in the **Certificate** column on the right side of the page. Use your browser options available to download, save, or print the certificate.

B. To view your **Transcript**, select the **Transcript** icon 🍎 on the right side of the page. Use your browser options available to download, save, or print the Transcript.

C. To search for a specific certificate, use any of the search or sort functions available to quickly locate it.

D. To view a list of all courses; including **Passed** and **Dropped** courses, select the **All** tab. Completion Certificates for **Passed** courses are also available under the **All** tab.

E. To view **Curriculum** Completion Certificates, select the radio button next to *Show Curricula*. The default view will display **Passed** curricula. An overall curriculum completion certificate is available by selecting the **Certificate** icon 👤 in the Certificate column on the right side of the page. Select the **Expand** icon ⊙ to display a list of the curriculum's component courses and view those individual course completion certificates.
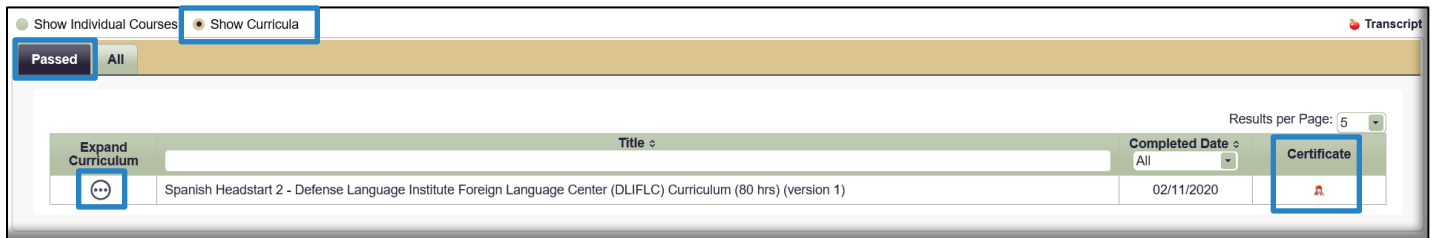
F. To view a list of all curricula; including **Passed**, **Dropped**, and **Enrolled**, select the **All** tab. Completion Certificates for **Passed** curricula are also available under the **All** tab.

Community Tab

The **Community** tab contains topical information on a variety of subjects. JKO Users create Communities to convey additional information to members of that Community, or to the entire enterprise. Communities can be limited to specific organizations, as determined by the Community Manager, or open to all Users.
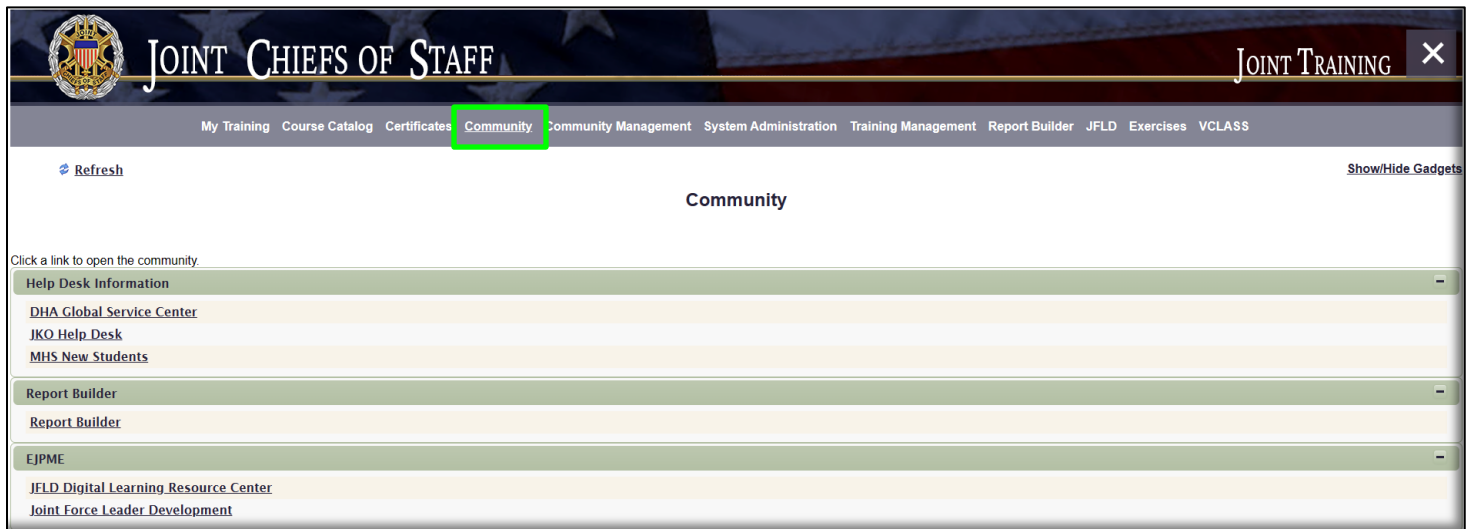
JKO will create enterprise-wide Communities, such as the *Help Desk Community*, while Training Coordinators can create communities that are scoped to their Organization and below. For example, a Joint Staff Training Coordinator can create a Community that only Joint Staff and all of Joint Staff's subordinate units will see. Those outside the Joint Staff Organization will not see it in their Community tab.

Note: A System Administrator or Tech Administrator are the only roles that can create a Community for you. Contact JKO for more information on creating a Community for your organization.

Click on a **Community Name** to enter the Community and view content such as videos, documents, links, and much more. The content available in a Community is limited only by the imagination of the Community Manager. The Community template is divided into four Sections, or gadgets: **Welcome**; **Announcements**; **Links**; and **Documents**. Later in this Guide, we will show you how to become a Community Manager and build a Community for your Organization. The image below is an example of content inside the DHA Global Service Center Community.

Welcome

DHA Global Service Center (DHAGSC)

Hours Of Operation: 24 x 7

Comm: (800) 600-9332

DSN: 838-3000

Email: DHAGSC@MAIL.MIL

Announcements

Title	Description
Next Lesson not working?	Clicking Next Lesson when the lesson still has the half green circle may give a LMS connection error, or may restart the lesson at page 1 or both. Never click Next Lesson until the current lesson/module has a green check mark in the outline to the left. The message to click Next Lesson may appear before the lesson is really completed, wait for the green check mark. If no green check mark; mark sure the narration has stopped for the last page. If still no green check mark; try to click the course back button (not browser back button) until the check mark shows up. Call 800-600-9332 if still an issue. Make sure to check the links section below for Basic computer settings if the lesson content is not displayed.
Website Security errors when accessing DHA LMS (JKO), login issues, or issues with courses not working	Website Security errors when accessing DHA LMS (JKO), login issues, or issues with courses not working; If you are using a personal/company computer; the DoD root certificates must be loaded on your computer, see the links section below for "DoD certificates" and for "Basic computer settings".
Completion Certificates	If you completed a course and your Certificate is not immediately available in the Certificates Tab... Log out of JKO and then log back in. You should now see it listed under certificates tab. However, if the course is still shown in your My Training Tab... Press 'Alt' and 'T' on your keyboard, go to "Pop-up Blocker"...to the right select "Pop-up Blocker settings".... enter JTEN.MIL, click Add , click "close" Launch the course and select Resume to trigger the completion.

Links

Title	Description
Basic computer settings	Word doc with some common settings that should help with completing courses.
Course Catalog search guide	Short Word Doc to show how to search for and enroll in a course.
DoD certificates	Defense Acquisition University has this guide with link to DISA for loading DoD root certificates.

(1 of 2) ⟸ ⟵ **1** 2 ⟶ ⟹

Documents

Search 🔍 **Search**

Name	Modified Date	Modified By	Download
▸ DHA Global Service Center			

Community Management Tab

If you, or any user, has been designated a Community Manager, you will have this additional tab available to you. If not, this tab will not display. Only those Communities to which you are a Community Manager will display in this tab. This tab allows you to build, add content to, edit, and determine who gets to see your Community.

JOINT CHIEFS OF STAFF   JOINT TRAINING   ✕

My Training   Course Catalog   Certificates   Community   Community Management   System Administration   Training Management   Report Builder   JFLD   Exercises   VCLASS

Show/Hide Gadgets

Community Management

Community Management

Below is a List of Communities that are available for editing. Click a link to open the editor window.

Help Desk Information

DHA Global Service Center
JKO Help Desk
JKO Help Desk Team
MHS New Students

Edit a Community

To edit a Community that you are a Community Manager of, select the **Community Name** in the **Community Management** tab. A workspace will open, as shown in the image below, which is like the view of the Community in the Community tab. However, in this view you will see that all the gadgets are available to edit. Use the **Hide gadget** link in the upper right of each gadget to either **Show** it or **Hide** it in the User's view of the Community in the **Community** tab. For example, if you have not yet built out the **Announcements** gadget of your Community, you can choose to hide it so that users do not see an empty gadget when they view your Community.

WS_ Edit_Joint Staff Training ✖

Joint Staff Training - Community Editor

Edit Joint Staff Training Settings

| Welcome | − ✎ Hide Gadget |

Welcome Community text will appear on the Community page.

Welcome to the Joint Staff Community!

We hope you will visit this Community often, as we will frequently post important training announcements, upcoming events, links to helpful Joint Staff training and resources, and valuable documents for administrative awareness and professional development.

Your Joint Staff Training Coordinator is Jacques Renault. Each Directorate has a Training Coordinator that will assist you in your training needs. Please don't hesitate to call on any of us.

Note: All information contained here is ficticious and is used only for training purposes to show functionality of the tool.

body div span strong u

Save   Cancel

| Announcements | − ✎ Hide Gadget |

Add Announcement

Title ◊	Text ◊	Start Date ◊	End Date ◊

No records found.

| Links | − ✎ Hide Gadget |

Add Link

Title ◊	URL ◊	Description ◊

No records found.

| Documents | − ✎ Hide Gadget |

Right-click on a node in order to create folders, upload items to that node, or paste items.
Richt-click on a document to copy or delete it.

Welcome gadget. To add content to or edit this area of the Community, add text or pictures into the space using the editing tools available. The functionality is like the tools in Microsoft Word. Once you are complete, select the **Save** button.

Joint Staff Training - Community Editor

Edit Joint Staff Training Settings

Welcome   — ↗ Hide Gadget

Welcome Community text will appear on the Community page.

Welcome to the Joint Staff Community!

We hope you will visit this Community often, as we will frequently post important training announcements, upcoming events, links to helpful Joint Staff training and resources, and valuable documents for administrative awareness and professional development.

Your Joint Staff Training Coordinator is Jacques Renault. Each Directorate has a Training Coordinator that will assist you in your training needs. Please don't hesitate to call on any of us.

Note: All information contained here is ficticious and is used only for training purposes to show functionality of the tool.

body   div   span   strong

Save   Cancel

Announcements gadget. To add an Announcement to the Community, select the **Add Announcement** button and fill in the required fields. You can enter **Start** and **End Dates** so that Announcements will automatically appear or drop on the dates you select.

Announcements   — ↗ Hide Gadget

Add Announcement

Title ⇕	Text ⇕	Start Date ⇕	End Date ⇕

No records found.

Add/Edit Announcement   ✖

* indicates required fields
Title: *
JS Newcomer's Welcome Briefing
Text: *
The next briefing is on 01 APR in Classroom A50.
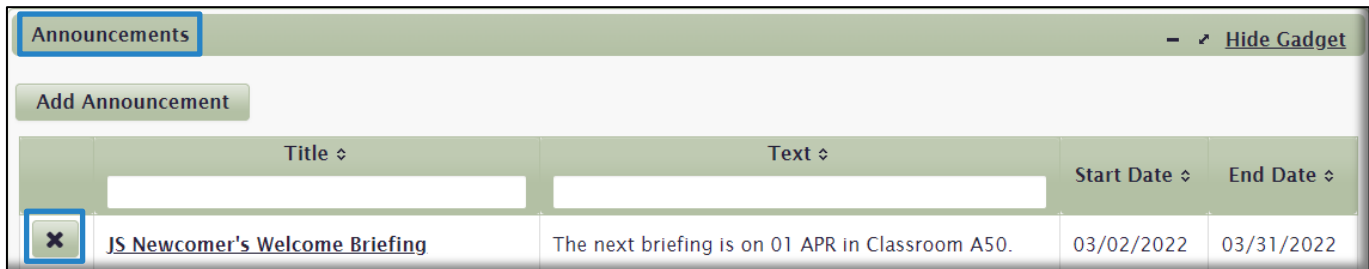
Start Date:
03/02/2022   📅
mm/dd/yyyy

End Date:
03/31/2022   📅
mm/dd/yyyy

Save   Cancel
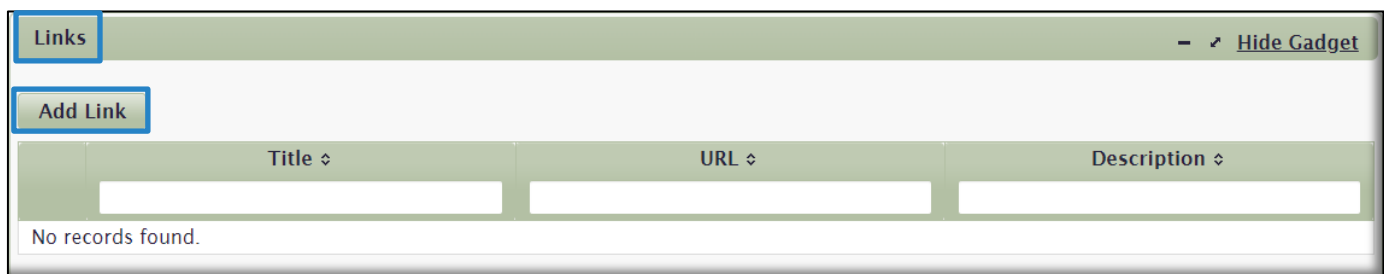
When complete, select the **Save** button. The Announcement now appears in the Announcements gadgets. To edit an Announcement, select its name from the list of Announcements, make any changes, and select **Save**. To Delete an Announcement, select the **Delete** icon ✖ located to the left of the Announcement name.
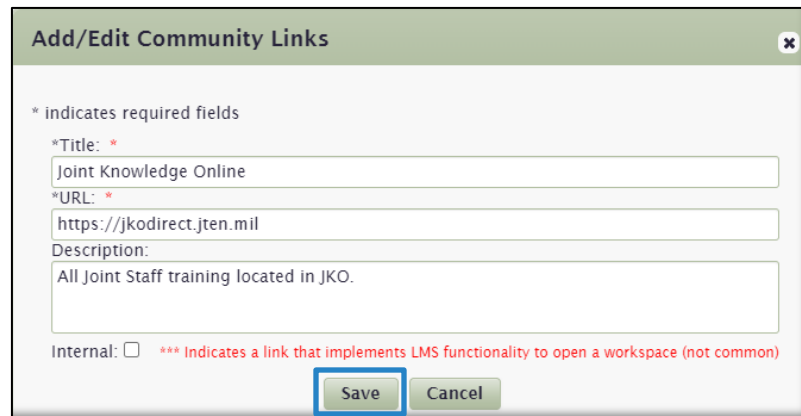
Announcements			– ↗ Hide Gadget	
Add Announcement				
	Title ⇕	Text ⇕	Start Date ⇕	End Date ⇕
✖	JS Newcomer's Welcome Briefing	The next briefing is on 01 APR in Classroom A50.	03/02/2022	03/31/2022

Links gadget. To add a Link to the Community, select the **Add Link** button and fill in the required fields. When complete, select the **Save** button.

Links		– ↗ Hide Gadget
Add Link		
Title ⇕	URL ⇕	Description ⇕
No records found.		
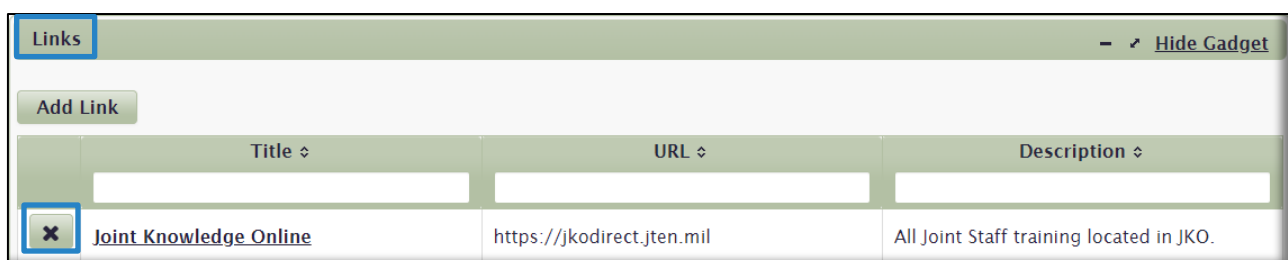
Add/Edit Community Links   ✖

* indicates required fields
*Title: *
Joint Knowledge Online
*URL: *
https://jkodirect.jten.mil
Description:
All Joint Staff training located in JKO.

Internal: ☐   *** Indicates a link that implements LMS functionality to open a workspace (not common)

Save   Cancel

To edit a Link, select its name from the list of Links, make any changes, and select **Save**. To Delete a Link, select the **Delete** icon ✖ located to the left of the Link name.

Links		– ↗ Hide Gadget
Add Link		
Title ⇕	URL ⇕	Description ⇕
✖ Joint Knowledge Online	https://jkodirect.jten.mil	All Joint Staff training located in JKO.

Documents gadget. To add a Folder or Item (document) to the Community, right click on the root directory name (Joint Staff Training), or on a folder that is already created. In the image below, we will add a Folder.
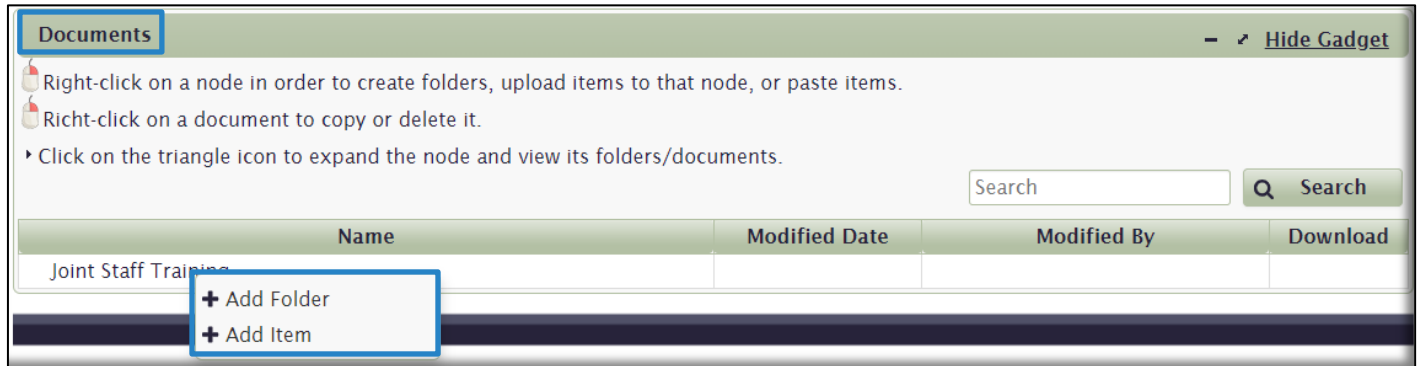
Now that the Folder (Required Training) is added, you have the option to add Items (documents) to it by right-clicking on the name of the Folder and selecting **+Add Item**.
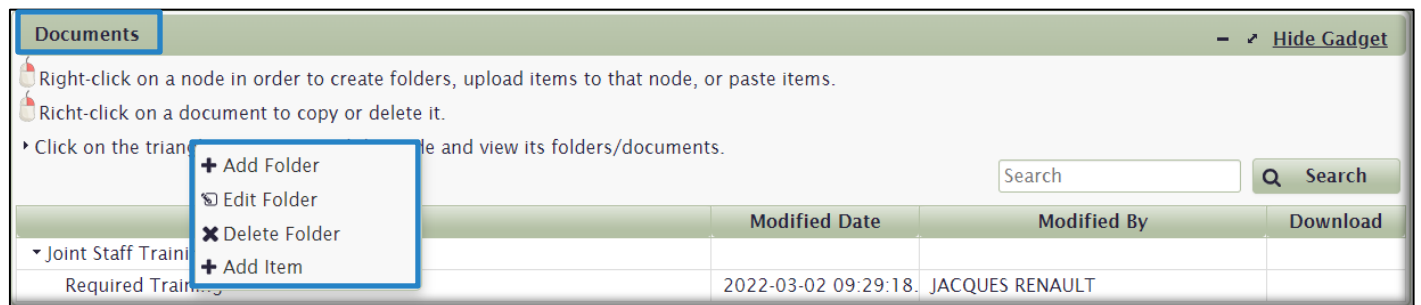
Add a document by clicking the **Choose** button and navigating to and selecting the file location on your computer, or Drag and Drop the document to the window. Select the **Upload** button to complete the process.
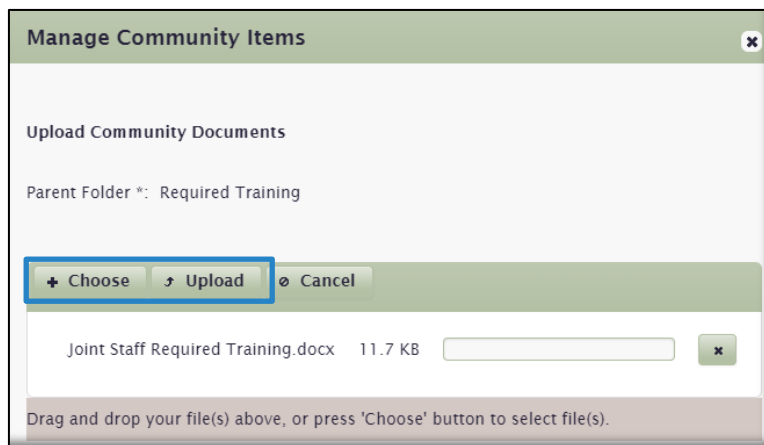
In the image below, you can now see that we created a Folder (Required Training) and added a document (Joint_Staff_Required_Training) to the Folder. You can repeat this process to add to and organize the **Documents** gadget any way you like.

Edit Community Settings

To edit Community settings, (not *content* as we did above), select the Edit (Your Community Name) Settings link in the upper right-hand corner of the workspace. Community Settings include editing the Community name and description details, adding additional Community Managers, and selecting which Organizations will be able to see this Community in their view of the **Community** tab.

In the work space that opens, you have control over many of the details of this Community, including **Name** and **Description** of the Community. You can also specify under what **Group Heading** your Community will be listed in and displayed in the **Community** tab for users to see. Select the drop-down arrow on the **Group Heading** field to view and select an appropriate **Group Heading** where your Community will be listed. If one is not available, contact JKO, as a System or Technical Administrator are the roles that have permission to create new **Group Headings**.

Check the **Active** check box to make the Community Active. Active means that the Community will display in the **Community** tab. One reason why you may not want to make a Community Active is that you are still building it out. If a Community is not Active, it is not displayed in the **Community** tab, and therefore not available to view.

If you would like to select additional Community Managers for your Community, select the **Search & Add** button to open the **Search Users** window. Enter **Last** and **First Name,** and then select the **Search** button to find the User(s) who you are going to designate as Community Manager(s) of this Community. In the Search Results that display, click the green **Add** icon ⊕ and then the **Add Users** button to complete the action. Once you make this User or Users a Community Manager, the **Community Management** tab will appear when they log in to JKO, and they will have the same rights as you do to edit this Community.

To select which Organizations and personnel have access to your Community, select the **Set Access** button. A window opens with a list of all the top-level Organizations in the LMS. You can pick and choose which Organizations get to see your Community by checking the box to the left of their Name(s). To view and check sub-Organizations of those top-level Organizations, select the arrow to the left of its name to expand the Organization. When you choose a top-level Organization and want all that Organization's sub-Organizations to see the Community as well, check the box at the bottom of the page that says **Check to include all sub-organizations**. All that Organization's sub-Organizations

will automatically check off in the list, and you won't have to expand the top-level Organization and manually check off every sub-Organization. If you select the **Show All** button, the Community displays to the entire LMS enterprise.

To allow Unassigned U.S. Personnel access to view your Community, check the box next to **Include Unassigned U.S. Personnel.** When you check this box, you are saying that U.S. Users who do not belong to an Organization in their JKO Profile will see your Community in their **Community** tab. If you leave the box unchecked, all U.S. Users who do not belong to an Organization in their Profile will not see your Community.

To allow Unassigned Multi-National Personnel access to view your Community, check the box next to **Include Unassigned Multi-National Personnel.** The same consequences of checking or unchecking this box are described in the previous paragraph.

If you only wanted the Joint Staff Organization and all its sub-Organizations to have access to this Community in their **Community** tab, you would select **Joint Staff** from the list of Organizations and check the box next to **Check to include all sub-organizations.** You would not check the Unassigned personnel options.

Select **Save** in the **Organizatio**n popup window once you have made all your Organizational and personnel-type selections.

System Administration Tab

Up until now, all functionality described in this Guide is available to the Student User and should serve as a refresher for you. The **System Administration** tab is only available to LMS Users with additional training and permissions. In this Tab, you can create Organizational Alerts, create and manage Organizations and Audiences, and search for Users in your Organization in order to view their Profiles and training status.

The **System Administration** tab contains up to five gadgets:

- **Audience Maintenance**
- **Organization Maintenance**
- **User Management**
- **Alert Management**
- **LMS Data Maintenance***
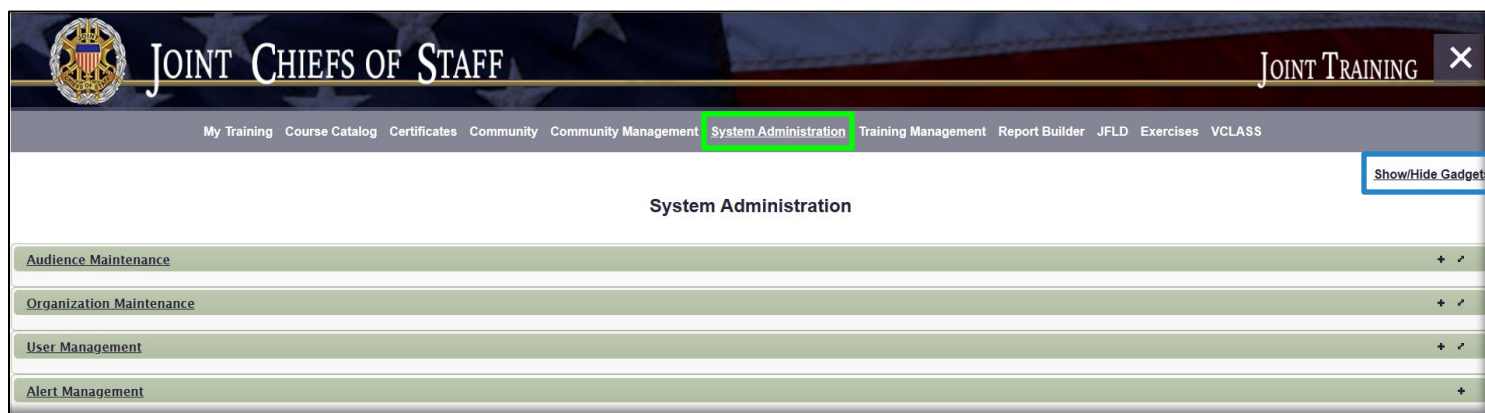
By default, gadgets display in the minimized mode as shown in the image above. To the far-right of each gadget name are the *Expand* and *Maximize* icons.

A. The *Expand* icon ✚ opens the gadget, while other gadgets continue to display in minimized view above and below the opened gadget. Selecting the gadget Name will also expand the gadget to the expanded view.

B. The *Maximize* icon ↗ opens the gadget and the other gadgets are not displayed. To return to the default display and view the other gadgets, select the *Restore* 🗗 icon.

C. **Other Available gadgets** (see paragraph and image below) that you checked to display in this tab have an additional *Remove* icon ✖ available on the side. ✚ ↗ ✖   Selecting the *Remove* icon will remove that gadget from your display. For the gadget to display again, you must repeat steps described below.

LMS Data Maintenance. Not all gadgets display by default in each tab. To display this gadget, select the **Show/Hide gadgets** link on the upper right side of the page, as shown in the blue box in the image above. The *WS_Show/Hide gadgets* work space opens that displays every tab and the gadgets associated with that tab. If there are any additional gadgets available for that tab, check the box next to that available gadget and then **Save.** That gadget will now display for you under that tab. As you can see from the image below, **LMS Data Maintenance** is the only additional available gadget for the **System Administration** tab. We recommend keeping this gadget hidden.
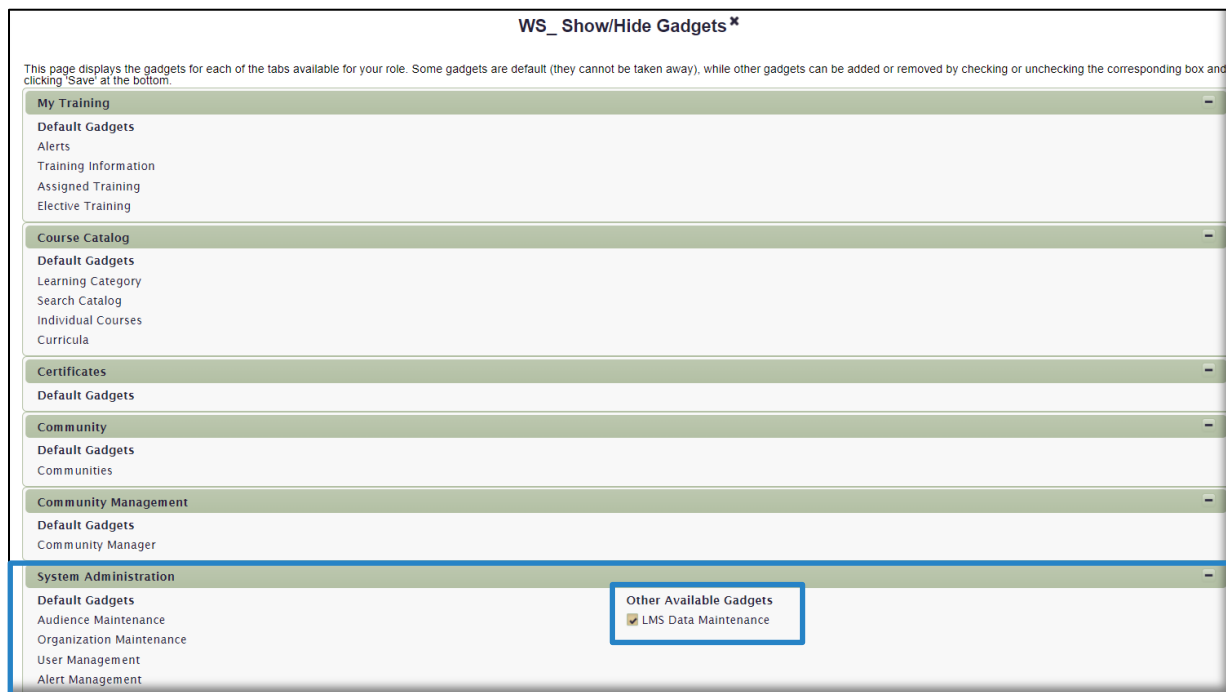
Audience Maintenance Gadget

We discussed earlier that Audiences function much like Organizations, in that they are a primary means to deliver training to a specific group of Users who may not be joined together through membership in an Organization.

The **Audience Maintenance** gadget provides the ability to create and edit Audiences, populate Audiences with Users, and to group Audiences together (not common). An Audience Group is a group of two or more Audiences. Courses may be assigned to Audiences using the **Course Associations** gadget in the **Training Management** tab, which is discussed later in this Guide. Click on **Audience Maintenance** or the *Maximize* icon ⟋ to open the gadget.

The default view of the list of Audiences is alphabetical, with numbers before letters. You may use any number of available tools to sort or find an Audience in the list, including the sort arrows next to the **Name** and **Description** column headers, the **Name** and **Description** Search fields, and the pagination numbers and arrows at the bottom of the page.

Create an Audience.

To create an Audience, click the **Add Audience** button to open *WS_Add Audience* work space.

Fill out the required fields as indicated by the red asterisk:

- **Audience Name**
- **Description**
- **Allowed to Join/Drop.** You may restrict entry into an Audience by locking it. In most cases, Audiences remain unlocked. If you choose to lock the Audience, an additional field opens that requires you to enter a **Join/Drop Lock Message** which will display to Users who attempt to join this Audience in their **Profile**. The message you create should include clear instructions to the User on steps to join the Audience. If approved, a privileged User must then manually add Users to the Audience, as described next in this section, and here and here. This could take significant manual effort if there are many potential members of this Audience.

Deactivation Date is not required, however, by entering a deactivation date to the Audience, Users will no longer be able to join it after that date. The Audience will no longer be visible or available in the list of Audiences in the **Audience Association** section in the **Profile**. However, the Audience will still be visible in the **Audience Maintenance gadget** for your use if you decide to use it again. It will remain there until you delete it.

Once you have created the details of the Audience, select the **Save** button.

Add Users to an Audience.

There is more than one way, in more than one location in the LMS, to add Users to an Audience. To add Users through the **Audience Maintenance** gadget, click on the Audience Name, and select the **Add User(s) to This Audience** button, located below the **Save** and **Cancel** buttons. In the *WS_Add User(s)* work space that opens below, you will be introduced to the **User Search** interface. This interface is used in several location in the LMS to search for Users, so it is important that you know it well. Other ways to edit a User's **Profile** and add him/her to an Audience are located here and here.

My Training   Course Catalog   Certificates   Community   Community Management   **System Administration**   Training Management   Report Builder   JFLD   Exercises   VCLASS

WS_ Add Audience   WS_ Add User(s)

Show/Hide Gadgets

WS_ Add User(s) ✖

Add User(s) -

Exercise Valiant Warrior
Please use the User Search tools below to build a list of users you wish to add to this audience. When your list is complete, click the "Add User(s) to Audience" button to add those users to the audience.

Users to be Added

Delete	Name ⬍	User Name ⬍	EDIPI	Role ⬍	Primary Organization ⬍	Status
No records found.						

Save

Users Search

First Name:		Last Name:		User Name:	
EDIPI:		Roles:	Select Role...	Status:	All
Primary Organization: **Select Organization**				Include Unassigned Users: ☑	
Secondary Organization: **Select Organization**					
Email:		Account Type:	Select Account Type...		
Pay Grade:	Select Pay Grade...	Branch of Service:	Select Branch of Service...		

Search   Clear Fields

You can enter as much or as little information in the **Users Search** fields as you want. Be careful not to include too much search criteria, as being too specific may limit your results. For example, if you type information into five of the search fields, and just one of the entries is mis-typed, you will not get any results, because the LMS is looking for *all* the exact information you typed together in the records it is searching, not *any* of the information you entered. The Search fields available are described below:

- **First Name.** Enter a sequence of characters included in the User's first name

- **Last Name.** Enter a sequence of characters included in the User's last name

- **User Name.** Enter a sequence of characters included in the User's JKO User Name

- **EDIPI**. Enter a User's 10 digit EDIPI, a numeric string located on the back of the CAC. When a User creates a JKO account with a CAC, the EDIPI is automatically included in his JKO Profile.

- **Roles.** Select a User Role from the drop-down menu. Default setting searches all roles.

- **Status.** Select a User's Status (Active, Inactive, or All). Default setting is All.

- **Primary Organization.** Click the Select Organization link. A **Find an Organization** window opens. Since your Role is tied to your Organization, only your Organization displays in this workspace. See Note below. Expand and contract the organizational tree by clicking the black arrow to the left of a folder icon (which indicates the organization has sub-organizations). The Search Field box may be used to search for any part of an Organization name. Select an Organization by checking the box to the left of the name. An option to include all sub-organizations in the search, vice just the immediate organizational unit selected, will appear at the bottom of the window, but only when you scroll all the way down. Check the box if desired. Click the **Select Organization** button to complete the selection.

Note: Leaving the **Organization** selections in their default setting searches the Training Coordinator's entire Organization. Additionally, your search results are limited to *only* Users in your Organizational hierarchy, and all Unassigned Users. You will not be able to find a User in an Organization outside of your own.

- **Secondary Organization**. The process to select a Secondary Organization mirrors the process discussed in the previous paragraph.

- **Include Unassigned Users**. Check the box to indicate whether Unassigned Users should be included in the search population. If you are searching for Users that are part of your organizational hierarchy, you should uncheck this box.

Note: Including unassigned users but not narrowing the search with additional search criteria other than an Organization selection will cause all Unassigned Users to be included in the search results, which will generate millions of results since most Users in the LMS have not selected, nor are required to choose, an Organization in their Profile. If you are searching for a User that is a member of an Organization in his/her JKO Profile, uncheck this box so as not to return large numbers of unneeded records.

- **Email.** Enter the User's JKO Profile email address.

- **Account Type.** Select an Account Type from the drop-down menu. Default is all Account Types.

- **Paygrade.** Select Pay Grade from the drop-down menu. Default is all Paygrades.

- **Branch of Service.** Select a Branch of Service from the drop-down menu. Default is all Branches of Service.

Once you have entered your search criteria to search for Users to add to this Audience, select the **Search** button. In the image below, we entered "H" in the **First Name** field and "Pierce" in the **Last Name** field, and unchecked the **Include Unassigned Users** checkbox (all highlighted in yellow below). This way, only names of Joint Staff users matching that criteria will generate in the search results. (User Names and EDIPIs have been removed from the image.)

To select a User, click on the green **Add** icon ⊕ in the left column. Your selection will move to the top of the page in the **Users to be Added** section as shown in the image above. Continue to search for and add Users until you are finished. Click the **Save** button in the **Users to be Added** section to complete the action. You have now created an Audience and added Users to it.

Delete Users from an Audience. To delete a User, select the **Delete** ⊗ icon to the left of a User's Name. The User is removed from the Audience. Be advised – there is no confirmation message, so once you click the icon, the User is removed.

Search for and Edit an Audience

To edit an Audience, you must first locate it in the **Audience Maintenance** gadget, as previously described. In the example below, we entered "**Valiant**" into the **Name** search field. All audiences with the word "Valiant" appear in the search results at the bottom of the page. Once you locate the Audience, click on its Name to open the *WS_Edit Audience* work space.

In the *WS_Edit Audience* work space, you may edit any of the Audience details at the top of the page, or Add

and Delete Users from the Audience. In the example below, we deleted one User from the Audience, locked it, and added a **Join/Drop Lock Message**. Click the **Sav**e button when you have finished editing the Audience.

Delete an Audience

If you no longer have use for an Audience, you should delete it from the list of Audiences in the **Audience Maintenance** gadget. You must first maximize the gadget by clicking the *Maximize* icon ⤢ in the upper right corner of the gadget. The delete function is only available in the maximized display of the gadget.

Note: Prior to deleting an Audience, all Users must be removed, and there must be no Courses or Curricula assigned to it. If either of these two pertain to the Audience you want to delete, you will receive a Warning Message:

Locate the Audience you want to delete. Select the **Delete** icon ⊗ to the left of the Audience Name.   In the confirmation popup window that displays, select the **Yes** button to permanently delete the Audience. Once deleted, the Audience will no longer appear in the list of Audiences in the **Audience Maintenance** gadget or be displayed in the **Audience Association** section of the **Profile**.
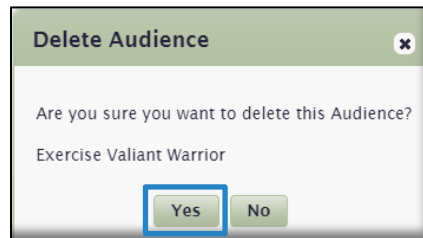
Audience Groups

An Audience Group is simply a group of Audiences under one group umbrella. Audience Groups are rarely used, and we don't see you needing to create one for your training program. To search for, create, and manage Audience Groups in the **Audience Maintenance** gadget, select the **Audience Group** tab.

You can locate an Audience Group using any of the search functions available: Click the Sort arrows next to the **Name** and **Description** column headers; enter search words in either the **Name** or **Description** search fields; or use the pagination buttons at the bottom of the list.

To create an Audience Group, select the **Add Audience Group** button. In the *WS_Add Audience Group* work space that opens, enter an **Audience Group Name**, **Description**, and then select the **Save** button.

You can now add Audiences to the Group. Select the **Add Audience** button to display a list of Audiences to add to your Group.

Audiences in this Group

Add Audience

Audience ⬍

No records found.

In the **Add Audience to Group** window, use the Sort arrow, Search field, or pagination buttons at the bottom of the list to find Audiences to add to the Group. Click on the **Add** icon ✚ next to the Audience Name to add to the list at the top of the page. Once all your Audience selections are made, click on the **Save Audiences** button. To remove an Audience you selected, click on the **Remove** icon ✖ to remove it from the list.

Add Audience to group ✖

List of audiences already associated to group.

	Audience ⬍
✖	Joint Staff (JS) J1
✖	Joint Staff (JS) J2
✖	Joint Staff (JS) J3

Save Audiences

Select audiences from this list

	Audience ⬍
	Joint Staff
✚	Joint Staff (JS) J2
✚	Joint Staff (JS) J3
✚	Joint Staff (JS) J4
✚	Joint Staff (JS) J5
✚	Joint Staff (JS) J6

(4 of 5) ⏮ ◀◀ 1 2 3 **4** 5 ▶▶ ⏭

You have now created an Audience Group and added Audiences to it. To edit the Audience Group, simply locate it in the list of Audience Groups and click on its Name. In the *WS_Edit Audience Group* work space that opens, make any changes to the **Audience Group Name** or **Description**, and add additional Audiences or remove Audiences using the **Add Audience** button or the **Remove** icon ✖ ,respectively.

To delete an Audience Group, you must first maximize the gadget by clicking the *Maximize* icon in the upper right corner of the **Audience Maintenance** gadget. The delete function is only available in the maximized display of the gadget.

Note: You can only delete Audience Groups once all the Audiences contained within it have been deleted from the Audience Group.

Locate the Audience Group using any of the search tools available. Now select the **Delete** icon next to the Audience Group you want to delete.

Select the **Yes** button in the confirmation popup window to permanently delete the Audience Group. Once deleted, the Audience Group will no longer appear in the list of Audience Groups in the **Audience Maintenance** gadget.
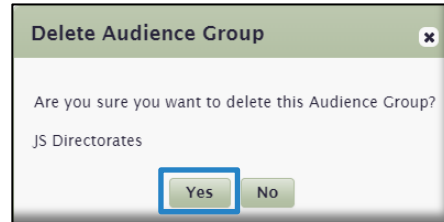
Organization Maintenance Gadget

We previously discussed that Organizations and Audiences are the primary means to deliver training to groups of Users. By being a member of either, training may be assigned through the **Course Associations** gadget in the **Training Management** tab, and tracked and reported using any of several reports in the **Report Builder** tab. Similar to the **Audience Maintenance** gadget, the **Organization Maintenance** gadget provides you the interface to create and edit Organizations and add Users to those Organizations. It is also where you create **Training Information**, which was discussed previously <u>here</u>. Click on the *Maximize* icon to open the **Organization Maintenance** gadget.

In your view of the **Organization Maintenance** gadget, you will only see your Organization and any of your sub-Organizations in the org tree on the left. Based on your permissions, you do not see any of the hundreds of other Organizations. To see an expanded view of your Organization, click the black triangle next its Name. You can also locate an Organization using the Search Field or the black arrows next to Organization Names to expand and contract the view.
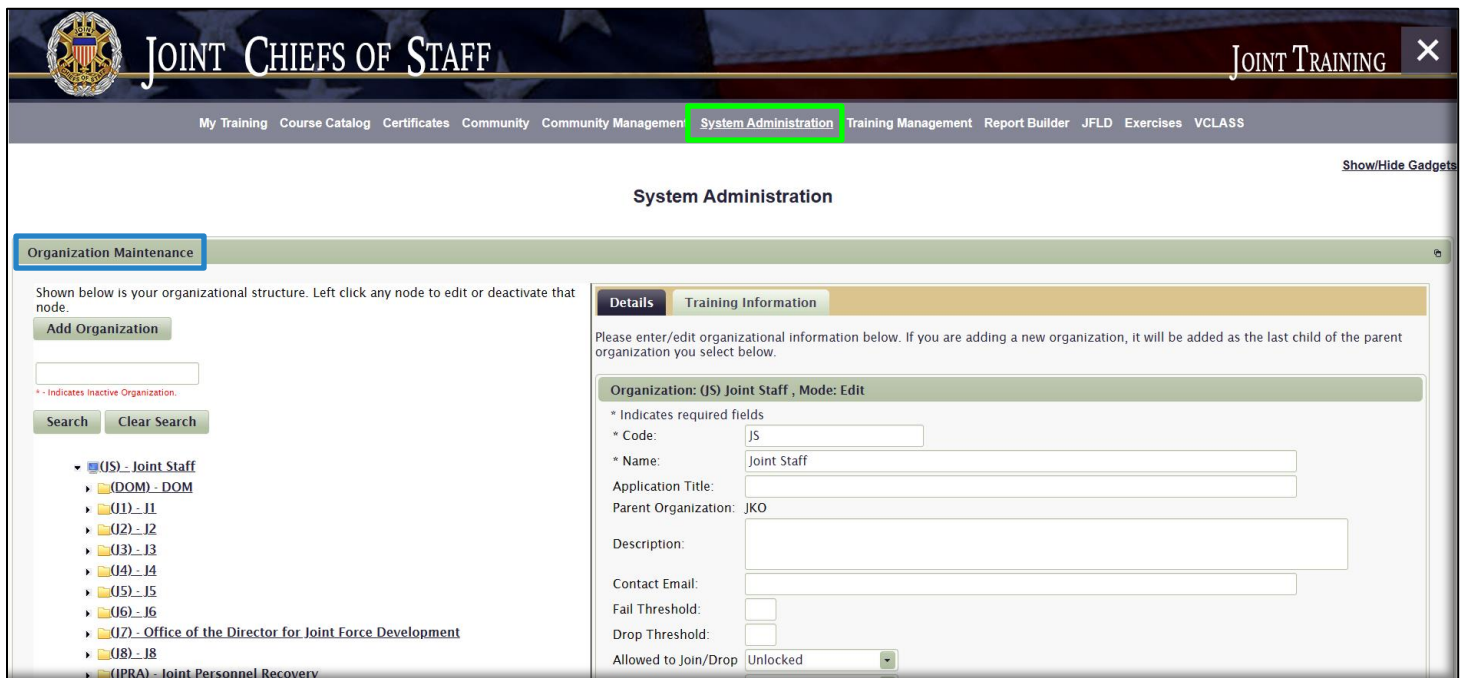
Create an Organization.

To create an Organization, click the **Add Organization** button to expand the work space and display the **Details** input fields on the right side of the page.

Fill out the required fields as indicated by the asterisk in the work space:

- **Code.** Code is the text in between the parenthesis that appears next to the left of the Organization Name in the list of Organizations (See image above). Code can be anything, but is usually determined by each Command, or Organization's own naming conventions.
- **Name.** Enter the Name of your Organization.
- **Application Title.** Application Title is the text that appears in your browser's window tab when you open a website. When the Joint Staff Organization was created, we entered "Joint Staff" into the Application Title field. "Joint Staff" now appears as the title of this window when we are a member of the Joint Staff Organization. Optional.
- **Parent Organization.** The default selection of Parent Organization is the Organization you belong to. You can only create Organizations subordinate to your own Organization. For example, if you need to create the J1 Organization, JS would be the parent, so you do not need to change the default Parent Organization selection; J1 is subordinate to JS. However, if you are creating Organizations that go several levels deep, you will need to pick a different Parent Organization. For example, if you need to create J1-MILSEC, it would be subordinate to J1. Therefore, you would select J1 as the Parent Organization.
- **Description.** Optional.
- **Contact Email.** Optional.
- **Fail Threshold.** Not used.
- **Drop Threshold.** Not used.
- **Allowed to Join/Drop.** You may restrict entry into an Organization by locking it. In most cases, Organizations remain unlocked. If you choose to lock the Organization, an additional field opens that requires you to enter a **Join/Drop Lock Message** which will display to Users who attempt to join this Organization in their **Profile**. The message you create should include clear instructions to the User on steps to join the Organization. If approved, a privileged User must then manually add Users to the Organization, as described below in the section, and here and here. This could take significant manual effort if there are many potential members of this Organization.

- **Allow Profile Changes.** By locking the Profile, Users will not be able to make changes to their Profile when they are a member of this Organization. If you choose to lock the **Profile**, an additional field opens that requires you to enter a **Profile Lock Message** which will display to Users who attempt to edit their **Profile**. The message you create should include clear instructions to the User on steps to take to change their **Profile**. Again, any time you limit access, it will require additional work on your part to ensure Users get where they need to be.
- **Active.** Check this box to activate this Organization once it is created. Being Active means it is displayed and available to join in the **Organizations** section of the **Profile**.

Once you have created the details of the Organization, select the **Create** button, and then **Continue** in the confirmation popup window. If there are any errors, an Error Message will display, and you will not be able to create the Organization until you correct them. You will now see the new Organization on the left side of the **Organization Maintenance** gadget in the Organization tree, as displayed in the image below.

Note: The folder icons in the image below indicate that the Organization contains sub-Organization(s). Click the black arrow to expand and see the sub-Organization(s).

Add Users to an Organization

There is more than one way, in more than one location in the LMS, to add Users to an Organization. To add Users through the **Organization Maintenance** gadget, click on the Organization Name in the Organization tree on the left side of the page, and then select the **Show Users** button, as outlined in the blue box on the image above. The window will expand, and you will see any Users currently in the Organization (none currently, since you just created it), and the option to add Users. Click the **Add User** button.

In the *WS_Add Users To Organization* work space that opens, use the **Users Search** area to enter criteria to locate and select User(s). You should be getting familiar with how to search for a User at this point, as we have discussed it here, and will again here.

Enter your search criteria and select the **Search** button. In the **Search Results** that display, choose the User(s) you want to add to the Organization by clicking on the green **Add** icon. ➕ The User(s) you selected will move to the top of the page. If required, you can continue searching for additional Users in this open work space and selecting them until you are done. In the example image below, our search criteria is: **Last Name:** "Jones" and **Active** accounts only.

You have the option to save as the User's Primary or Secondary Organization. Most Users only have, and need, a Primary Organization.   Select the **Save as Users Primary Org** button.

Additional areas in the LMS to edit a User's **Profile** and add him/her to an Organization include here and here.

Training Information

As previously discussed here, **Training Information** appears in the **Training Information** gadget on the **My Training** tab, and is specifically directed to Users in your Organization only. LMS Users outside of your Organization will not see this information. Users will only see the **Training Information** gadget if they belong to your Organization in their **Profile**. If you do not create any **Training Information** for your Organization, the gadget will not appear.

To create **Training Information**, click on the Organization Name in the Organization tree on the left side of the page, and then select the **Training Information** tab, as outlined in the blue box in the image below.

In the work space that opens, begin typing into the text box. Check the **Active** check box to activate this **Training Information,** meaning it will appear in the **My Training** tab. You can keep it inactive until you are ready to activate it. When complete, select the **Save** button.

Note: You will only see the **Training Information** of your Primary Organization. If you have a Secondary Organization and it also has **Training Information**, you will not see it. However, if your Primary Organization does not have **Training Information** but your Secondary Organization does, you will see the Secondary Organization's **Training Information** displayed in the **My Training** tab.

The **Training Information** you entered will now appear in the **Training Information** gadget on the **My Training** tab to all members of the J9 Organization. See image below.

Edit an Organization

To edit the details of an Organization, an Organization's parent, add User's to an Organization, or edit an Organization's Training Information, locate it in the list of Organizations in the **Organization Maintenance** gadget. Click on the Organization's name to open the work space on the right side of the screen. Make any changes you want and then select the **Save** button.

You have now created, added Users, added Training Information, and edited an Organization.

User Management Gadget

The **User Management** gadget gives you the ability to search for and manage User accounts. As indicated earlier, your search permissions are scoped to your Primary Organization. Therefore, you will not be able to locate a User who is not in your Organization. You will, however, be able to locate all Unassigned Users, which number in the millions.

Search for a User

We introduced you to the **User Search** interface previously in this Guide when we showed you how to add Users to an Audience here and an Organization here. This is the same interface. Once again, your search results are limited to members of your Organization hierarchy, and Unassigned Users. We will not go over every field here, but want to reinforce some key points:

- Be careful not to include too much search criteria, as being too specific may limit your results, because the LMS will be looking for _all_ the criteria you entered, not _any_ of the criteria.
- If you are searching for Users that are part of your Organization, you should uncheck the **Include Unassigned Users** check box. Including unassigned users but not narrowing the search with criteria other than an Organization selection will cause all Unassigned Users to be included in the search results, which may generate millions of results. If you are searching for a User that is a member of an Organization in his/her JKO **Profile**, uncheck this box so as not to return large numbers of unneeded records. An example of this is described in the **Note** below.
- Leaving the **Organization** selections in their default setting searches the Training Coordinator's entire Organization. Unless you are searching for a User that you KNOW is in a specific Organization that you have access to, you don't need to choose an Organization when you conduct a search.

In the example image below, we conducted a search for Users with the **Last Name** of "Smith" who belong somewhere in the Joint Staff Organization. Therefore, we entered SMITH (search field is not case sensitive) into the **Last Name** search field, and unchecked the **Include Unassigned Users** check box.

Note: Had we kept the **Include Unassigned Users** check box checked, there would have been over 40,000 results returned. Since we are looking for a User we know is somewhere in the Joint Staff Organization, we unchecked that box and a more manageable 201 results returned. You can continue to enter additional search criteria or use the sort arrows in any column to further refine or find the User you are looking for.

The **Search Results** section includes all the results matching your search criteria. The results section displays the User's **Name**, **User Name**, **EDIPI**, **Citizenship**, **Primary Organization**, **Role**, and **Status**.

Note: A User's citizenship is pulled from the User's Profile. If the User created the account with their CAC, citizenship was pulled from the CAC. If Citizenship is incorrect, User must resolve that with DMDC.

From here, you can Export results, view, edit, and manage Users through the various functions, including:

- **View or edit a User's Profile**
- **Login as a User**
- **View a User's Desktop, which includes the User's current course enrollments and completions**
- **Manage User Settings**

View or Edit a User's Profile

To view a User's Profile, click on the User's **Name**, highlighted in yellow below.

This will open the *WS_Edit Account* work space. This work space is the User's **Profile**. From here, there are certain fields you can modify. Others are read-only where only System or Technical Administrators have permissions to change.

To make any changes to the **Profile**, simply enter the new information into any of the available text fields or drop-down menus. If you are going to unassign the User from his current Organization, you can click on the **X** to the left of the currently selected Organization. If you want to move the User to a different Organization, click on **the Select**

Primary Organization link to open the **Find an Organization** window. Select a new Organization by clicking on it to highlight it, and then select the **Select Organization** button to close the window. The selected Organization will then display in the **Organizations** section of the User's **Profile**. Once all Profile changes are made, select the **Save** button at the bottom of the *WS_Edit Account* work space.

IMPORTANT NOTE: If JKO created a User's account because the User did not have a CAC to create their own account, the EDIPI field in the User's Profile will be blank. If the User then gets a CAC and logs into JKO with that CAC, the LMS will recognize that CAC for the first time and create a new account for that User. Now the User has two accounts with training records in the old one, but not in the new one. If this occurs, the User will have to contact the JKO Help Desk to merge the two accounts into one.

Login as User

As the function implies, clicking the **Login as User** button will log you in to the User's account and see what the User sees when they log in. Click on the **Login as User** button.

You will land on the User's **My Training** tab. You will essentially *be* that User when you use this functionality, as indicated by the *Welcome* text highlighted at the top left of the image below. You will have all the functionality that the User's role allows. For example, you can go into the User's **Profile** and make changes, go to the **Course Catalog** tab and enroll the User in a course, launch a course from the User's **My Training** tab, withdraw a User from a course, and any additional functionality available to that User.

Note: You can do all the functions described above in other areas of the LMS as well, as described in this Guide.

To return to your account, select the **Return to Your Desktop** link at the top of the page; highlighted in yellow. Do not just close the window or click the Back button on your browser.

When the LMS returns to your account, you will land on the **My Training** tab. If you want to return to where you left off, you will have to go to the **System Administration** tab, **User Management** gadget.

View Desktop

The **View Desktop** function allows you to view the User's Assigned Training, Elective Training, and completed training. It is a helpful at-a-glance view of the User's current course enrollment status and training history. Click on the **View Desktop** button to open the new work space.

Assigned Training. Courses listed here are courses that are assigned to an Audience or Organization to which the User belongs. Due to space limitations in the image below, the Assigned Training section is minimized. You can expand the section using the *Expand* icon ➕ on the far-right of the page to view all Assigned Training.

Elective Training. Courses listed in this section are courses the User manually enrolled in through the **Course Catalog**. For reference, you can see the same course listed here as you saw in the User's **My Training** tab when you logged in as the User in the previous section. Only Enrolled courses are listed here. Due to space limitations in the image below, the **Elective Training** section is minimized. You can expand the section using the *Expand* icon ➕ on the far-right of the page to view all Elective Training.

Training History. Courses listed in this section are courses the User has passed. The view defaults to the **Passed** tab. If you select the **All** tab, you will see additional courses that the User was enrolled in but did not complete. Those courses will display with a Status of **Dropped**.

To view a Transcript with details of all the User's completed training, select the **Transcript** icon 🍎 on the right side of the page. Use your browser tools to download, Save, or Print the Transcript.

Manage User Settings

You can Deactivate and Activate User accounts, as well as assist Users in resetting their Password using this functionality.

Settings	Name ⇕	User Name ⇕	EDIPI ⇕	PIV ⇕	Citizenship ⇕	Primary Organization ⇕	Role ⇕	Status ⇕
✖	ROLL, JOHN Login As User View Desktop	JOHN.K.ROLL			UNITED STATES	J3	Student	Active

Click on the **Manage User Settings** icon ✖ in the far left column to open the **Manage Settings** window. From here, uncheck the **Active** check box to deactivate a User's account. While not common for a Training Coordinator, you do have the ability to: force the User to change his/her Password upon the next login; help with resetting the User's Password immediately by generating a Token now; or requiring the User to update his/her Profile upon their next login. Make any changes and select the **Save** button. Again, these are not common tasks you will perform, and the User will most likely contact the JKO Help Desk for any assistance in this area. The most common use you will have here is to reactivate a User's account should they deactivate it by three failed login attempts with their User Name and Password.

Note: This is not common functionality for a Training Coordinator.

Manage Settings ✖

ROLL, JOHN (JOHN.K.ROLL)

☑ Active

Password
☐ Require user to change password upon next login
☐ Reset user password now

☐ Require user to update profile information upon next login

[Save] [Cancel]

Alert Management Gadget

As previously mentioned, Alerts are used to bring an issue to the attention of LMS Users. They can be displayed to all LMS Users, or to specified Organizations. As a Training Coordinator, you can create Alerts for your Organization. Alerts are created here in the **Alert Management** gadget, but appear in the **Alerts** gadget on the **My Training** tab. Click on **Alert Management** or the *Expand* icon ✚ to open the gadget.

You can sort Alerts by clicking on the sorting arrows next to the **Title** or **Description** column headers. This will display the Alerts in alphabetical order from A-Z, and then Z-A if you continue to click the arrows. You can also use the **Title** or **Description** Search fields to find an Alert by entering a part of the alert Title or Description.

Displayed in the image below is a list of Alerts created for your Organization. Since you cannot create a System-level Alert, they are not listed here.

Add an Alert. To add an Alert, click the **Add Alert** button. In the work space that opens, enter all the mandatory information, including **Title**, **Description**, and **Start** and **End Dates**. You can set a Start Date in the future if you choose. Alerts will automatically appear and disappear in the **Alerts** gadget on the **My Training** tab based on the dates you set here.

To choose which Organizations will see your Alert, click on the **Set Access** button. A list of your Organizational structure displays. You can pick and choose which Organizations get to see your Alert by checking the box to the left of their Name(s). To view and check sub-Organizations of those Organizations, select the arrow to the left of its name to expand the Organization. When you choose an Organization and want all of that Organization's sub-Organizations to see the Alert as well, check the box at the bottom of the page that says **Check to include all sub-organizations**, as shown in the image above. All that Organization's sub-Organizations will automatically check off in the list, and you won't have to expand the top-level Organization and manually check off every sub-Organization.

Select **Save** in the **Organization** popup window once you have made your Organizational selections. Review the details of the Alert you are creating, and when ready, click the **Save** button. Your new Alert is now included in the list of Alerts. It will display in the **Alerts** gadget in the **My Training** tab for members of your Organization based on the dates you entered when you created the Alert.

Edit an Alert. To edit an Alert, click on its Name in the list of Alerts to open the *WS_Edit Alert* work space. Make any changes you wish, and then click the **Save** button. In the example below, we are changing the alert **Start Date.**

Delete an Alert. To delete an Alert, select the Delete icon ⊗ to the left of the Alert Name.

In the confirmation popup window that opens, select the **Yes** button to permanently delete the Alert, or the **No** button to cancel the action. When you delete the alert, it will no longer display in your list of alerts, and will be removed from the **Alerts** gadget in the **My Training** tab**.**

LMS Data Maintenance Gadget

The **LMS Data Maintenance** gadget contains one option for Training Coordinators: Import Organizations. This option allows privileged Users the ability to create large and complex Organizations with many sub-Organizations by uploading a specially formatted .csv file directly into the LMS. We recommend you contact JKO before using this option.

To prevent accidental use of this gadget, we recommend keeping it hidden from view in your **System Administration** tab. If it currently displays, select the *Remove* icon ✖ on the far-right side of the gadget.

Training Management Tab

The **Training Management** tab consists of six gadgets. This tab focuses on all functions relating to creating and managing courses, curricula, assignments, and User course records. The six gadgets are:

- **Course Management**
- **Course Associations**
- **Training Locations**
- **Courses I Teach/Manage/Administer**
- **Curriculum Management**
- **Learning Category Management**
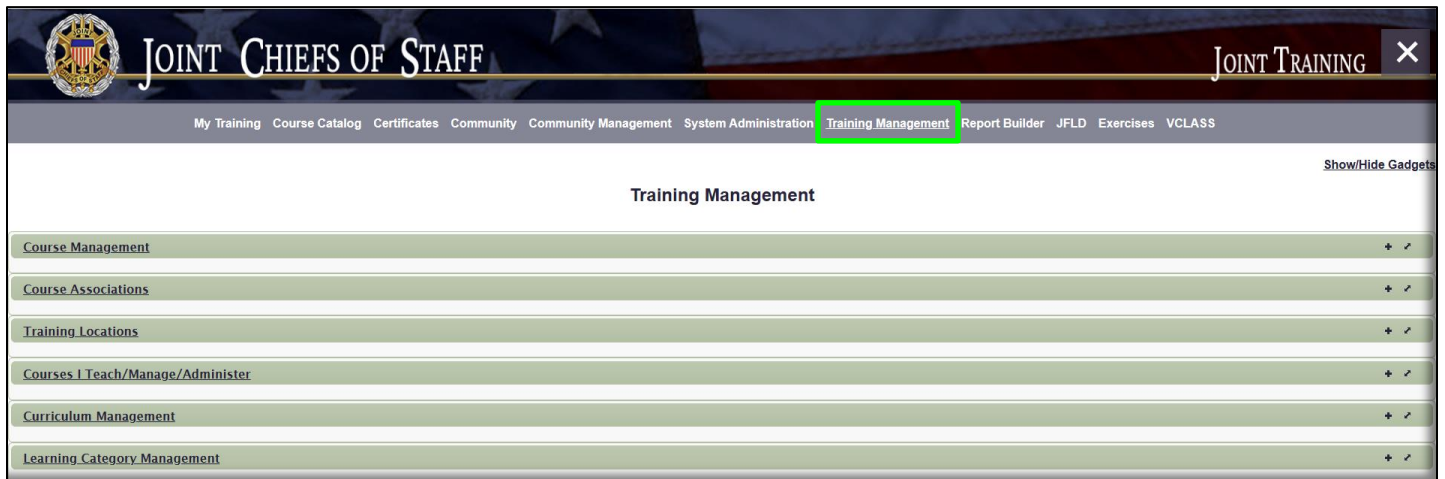
Course Management Gadget

The **Course Management** gadget provides the ability to create courses in the LMS and to manage all aspects of those courses. The course list in this gadget is an enterprise view, rather than just those courses associated or scoped to a particular Organization. In other words, you may see courses in this gadget that are not displayed in the Course Catalog. Don't assume that a student can see a course in the Course Catalog simply because you see the course listed in the **Course Management** gadget. For a course to be visible to students in the Course Catalog, it must have an active version that has at least one active section in which students may enroll. More on that later.

Your primary tasks in this gadget will be to locate a particular User in a particular course, and view or edit that User's record. We will discuss actions you can take in detail later in this section.

The default view of this gadget displays courses in alphabetical order by **Course Prefix** (Numbers before letters), and then by **Course Number**. So, in the view above, 081 (MEDCOM) courses are listed first, and then sorted by Course Number.

Use any of the search or sorting tools available to locate a course:

- **Prefix drop-down menu**. Choose a Prefix in the list to only display courses with that Prefix.
- **Number and Title search fields**. Enter a partial or complete Course Number, or word in a Title, to display courses matching that criteria. To clear your search entries, select the **Clear Search** link (which only displays when you use any of the search criteria).
- **Sort arrows next to the Prefix, Number, and Title column headers**. Use any of the sort arrows to display that column from A-Z, or Z-A if you click the sort arrow again.
- **Pagination buttons**. Use the pagination numbers or arrows beneath the list of courses to jump to or advance to next or previous pages.

Once you locate a course, there are several actions you can take, which we'll go through below. Don't get overwhelmed by the amount of information and icons displayed in this gadget. Most of the functionality available is used by courseware developers to create courses, tests, and other administrative control measures. We will focus on the tasks you can use to assist members of your Organization.

Course Information

Clicking on the Course Title opens the *WS_Course Information* work space. This is the area where Courseware Developers and course owners manage aspects of a course, and where all the administrative information, course enrollment options and restrictions, and prerequisite designations are selected. This work space contains five tabs, shown below in the blue box, that you can access to make these selections. Unless you are creating courses, this is for informational purposes only.

Important: Do not change any of the information in any of the tabs of a course you have not created or manage. Any changes you make affect the entire enterprise.

WS_ Course Information ✱

Add/Edit Course Data

Each of the following tabs contains attributes related to the course. Only the first tab has required information. Please click on each tab to view the related attributes.

Course version information is displayed below the course information in every tab.

| Identifying Info. | Course Access | Manage Admins | Prerequisites | Pre/Post Course Access |

Generate EXSUM File

Identifying Info tab. Contains course details such as Prefix, Name, Course Number, Description, Enrollment Type, Completion Certificate type, and other admin data. It also names the course OPR or POC along with contact details. At the bottom of the Identifying Info tab, there is a history of course Versions as well as access to the course sections. These are the same sections accessed through the Manage Sections function as described below in Course Management Actions.

Course Access tab. This tab is where enrollment permissions and restrictions are selected. Course owners, or OPRs, determine the following course parameters: *CUI (Controlled Unclassified Information) Dissemination Controls; organizations that will get access to the course in the Course Catalog; whether Unassigned U.S. or Unassigned Multi-national personnel will have access to the course in the Course Catalog; and whether there are any Service or Rank restrictions upon enrollment in the course. The LMS will look at a User's Profile information and compare that to the selections made in the Course Access tab. If all the selected criteria do not match, the User will not see the course in the Course Catalog and will not be able to enroll in it.

***Note:** CUI replaced the FOUO designation. Course owners must make an access determination in the form of a Dissemination Control for their course. The four options are:

Marking	Description
NOFORN	Information may not be disseminated in any form to foreign governments, foreign nationals, foreign or international organizations, or non-U.S. citizens.
REL TO USA, (LIST)	Information has been predetermined by the designating agency to be releasable only to the foreign country(s) or international organization(s) indicated, through established foreign disclosure procedures and channels.
Authorized Personnel	This Dissemination Control allows all United States, U.S. Territories and EDIPI/ CAC users Access to this course. The absence of an LDC on a document means anyone with an authorized lawful government purpose is permitted access to the document. This does not imply it can be publicly released. All CUI documents must go through a public release review in accordance with DoDIs 5230.09 and 5230.29.
Publicly Releasable After Review	Approved for public release. Distribution is unlimited. All CUI documents must go through a public release review in accordance with DoDIs 5230.09 and 5230.29

As a Training Coordinator, you will be able to see which Dissemination Control the course OPR selected, but you cannot change it. If you do create a course in the LMS, the only option available to you as a Training Coordinator is *Publicly Releasable After Review*.

Manage Admins tab. JKO only uses the Course Manager and Course Administrator options in this tab. Click the **Search & Add** button to designate a User as a Course Manager or Administrator. Making this designation gives those selected Users the **Courses I Teach / Manage / Administer gadget** in their Training Management tab. That gadget is described in detail later in this Guide.

Prerequisites tab. If a course owner determines that another course in the LMS should be a prerequisite to this course, he/she makes that selection here. When a User attempts to enroll in this course in the Course Catalog, a message will display indicating that there is a prerequisite course required to be completed prior to enrollment in this course. The User can enroll in the prerequisite course from that window. Once the prerequisite course is complete, the User will be able to enroll in this course.

Pre/Post Course Access tab. JKO does not use this functionality.

Course Management **Actions**. Once you have located your course in this gadget, you may perform any of the **Actions** described below. These **Actions** icons 🛢️📝✉️🔍📃 are available in the **Actions** column to the right of the course name and are described below in the next five sections.

- **Manage Sections** 🛢️
- **Manage Tests** 📝
- **Manage Course Emails** ✉️
- **Search Enrollment** 🔍
- **Manage Enrollment** 📃

Manage Sections 🛢️📝✉️🔍 📃

The **Manage Sections** function allows privileged Users the ability to create and edit course sections, as well as Manage Section Enrollment, Manage the Section Gradebook, and Manage Section Emails. These tools are primarily used by courseware developers, and unless you are creating your own course, you will not use most of this functionality, even though we are going to describe it below. To open the *WS_Manage Sections* workspace as shown in the image below, click on the **Manage Sections** icon. 🛢️

Terminology:

Section: For a web-based course, a section is an administrative unit, or tool, used to group up to 999 enrollment records. There must be an Active section in a course for the course to be available for enrollment. A section contains enrollment records that you can access to view or edit, called a Gradebook. For a Classroom, or Resident course, a section is the actual date, time, and physical location the instructor-led course will occur and contains as many records as Users who enrolled in that section of the course.

Gradebook: A Gradebook is a User's personal course record; a detailed look at the individual lessons of a course, and the User's progress through that course. You can open a User's Gradebook to manually pass or drop Users through lessons, or the entire course. We will describe in detail actions available to you in the Gradebook later in this section.

The image below displays two sections (of 75 created) for a web-based course. They are both Active (as indicated by the blue box around the **Active** tab) and available for enrollment.

WS_ Manage Sections ✖

Manage Sections J3T - A-US1329

SERE 100.2 Level A SERE Education and Training in Support of the Code of Conduct (FOUO) (4 hrs)

Version: 5 ▾   Version Status: Active   Fiscal Year: 2023 ▾   **Apply Filters**

Shown below are all Sections currently in the system. Click on the name of any Section to view/edit the details of that Section. Please click the 'Add a Section' button to create a new section.

Add a Section

| Active | Inactive | Completed | Cancelled |

Section No. ⇕	Mode ⇕	Instructor ⇕	Start Date ⇕	End Date ⇕	Admission Type	Track Enrollment	Enrollment	Actions	Tools
001	Web Enabled		10/01/2022	09/30/2028	Rolling	Yes	256 / 999	🗒🍎🙎	Show Tools
002	Web Enabled		10/01/2022	09/30/2028	Rolling	Yes	256 / 999	🗒🍎🙎	Show Tools

Section Management **Actions**. Once you've clicked the **Manage Sections** icon 📕 and opened the *WS_Manage Sections* work space as shown above, there are additional Actions available to you in the **Actions** column: 🗒🍎🙎

- Manage Section Enrollment 🗒

Clicking on this icon opens the *WS_Section Enrollment* work space as shown below, where you can view detailed information on Users in any state of enrollment in that section. **Enrolled** records display by default. Click on the drop-down menu in the **Status** column to specify what type of enrollment records you would like to display: **Enrolled**; **Passed**; **Dropped; All**; etc. Additional actions you can take from this work space include:

- o Enroll Users into this section by selecting the **Enroll New Student(s)** button and locating a User through the **User Search** interface.
- o View and edit each Users' Gradebook by selecting the **Gradebook** icon 🍎 in the far-right column. This is one way to get to a User's Gradebook. The other is through the **Search Enrollment** function, which we describe later in this section here.
- o Select the **Add** icon ✚ in the far left column next to a User's Name to open additional functionality including: **Move; Drop; Extend; Waitlist**; or **Pass** a User through a course.
- o Click on a User's **Name** to open a **User Information** popop window to view the User's administrative details.

WS_ Section Enrollment ✕

Manage Enrollment - J3TA-US1329

SERE 100.2 Level A SERE Education and Training in Support of the Code of Conduct (FOUO) (4 hrs)

Section: 001
Instructor:

Shown below are all students currently enrolled in this section. You may select one or more students to move to another section, drop from this section, or extend the expiration date. To enroll additional students, please click on the "Enroll New Student(s)" button.

Enroll New Student(s)

Current Enrollment —

| Move | Drop | Extend | Waitlist | Pass |

Selected Users —

Remove Student	Name ⬍	UserName ⬍	EDIPI ⬍	Role ⬍	Email ⬍	Primary Organization ⬍
❌	HORN, CATHERINE	CATHERINE.HORN		Student	NoEmail@jko.mil	Joint Staff

Number of records: 14   Clear Search ✕

Export Detail To: 📊 📄
Results Per Page: 10

Add All	Name ⬍	User Name ⬍	EDIPI ⬍	Status ⬍	Created Date ⬍	Enrolled Date ⬍	Expiration Date ⬍	Organization ▾	
➕	**HORN, CATHERINE**	CATHERINE.HORN		Enrolled	03/11/2022	03/11/2022	03/11/2023	Joint Staff	🍎
➕	**LALANE, RICHARD M.**	RICHARD.MARIANO.LALANE		Enrolled	03/11/2022	03/11/2022	03/11/2023	Joint Staff	🍎

- Manage Section Gradebook 🍎

Close out the *WS_Section Enrollment* work space shown above to return to the *WS_Manage Sections* work space. Click on the Manage Gradebook icon to open the *WS_Section Gradebook* work space, where you can view more Gradebook-specific information for this section, including Last Completed Test, Lesson, and Assignment Dates, in addition to Course Expiration Dates and how many Days Remaining for each User until expiration. You also have the Gradebook icon which takes you to the User's Gradebook to view individual course progression status, just like it did through the Manage Section Enrollment icon as described above.

- Manage Section Emails 📧

Close out the *WS_Section Gradebook* work space to return to the *WS_Manage Sections* work space. Click on Manage Section Emails icon opens the *WS_Manage Section Emails* work space, where you can customize emails for this section. Unless you are creating your own course and your own sections, you will not customize any of the standard Section Emails. Close out of this work space and the *WS_Manage Sections* work space to set conditions for next topic.

Manage Tests 📕 📝 📧 🔍 📜

The **Manage Tests** function allows courseware developers the ability to create and edit tests for web-based courses. Unless you are creating a web-based course, you will not perform any functions here. Clicking on this icon opens the *WS_Test Management* work space, where developers create all test content.

Manage Course Emails 🔖📝✉️🔍📋

The next **Actions** icon available to you in the **Course Management** gadget is **Manage Course Emails**. As with some of the previous functionality described in this section, you will <u>not use</u> this functionality unless you are creating a course. The LMS automatically sends out system-generated emails to Users who execute certain actions. For instance, when you enroll in a course, you will receive a generic system-generated email welcoming you to the course. Course owners can edit that generic system-generated email and customize it for their purposes. To open the *WS_Manage Course Emails* work space, click on the **Manage Course Emails** icon. ✉️
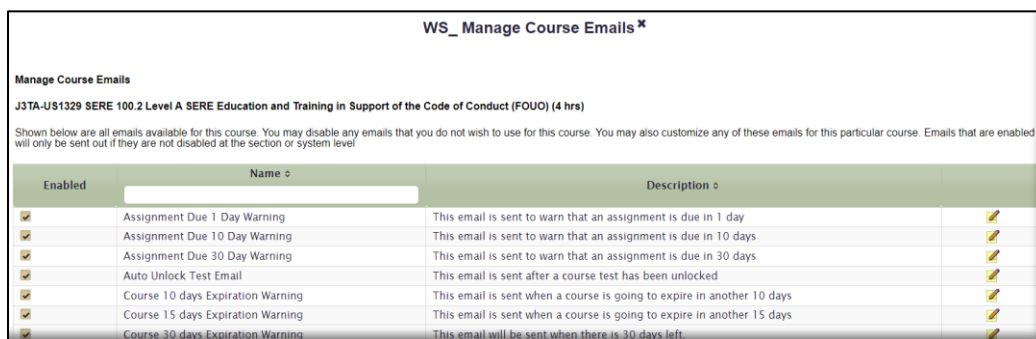
Search Enrollment 🔖📝✉️🔍📋

As a Training Coordinator, the **Search Enrollment** function is a frequently used capability you will use in the **Course Management** gadget to find a specific User's record in a particular course. You have already been introduced to the **User Search** function, so you are familiar with how to find a User. In this section, we will describe how to locate a User, open his/her Gradebook*, and manipulate course records when necessary. Click on the **Search Enrollment** icon 🔍 to open the *WS_Search Enrollment* work space.

*Note: As you have seen, there are multiple paths to a User's Gradebook. Each of these paths leads to the same Gradebook. They are not different, so don't get confused about the multiple mentions and locations of a User's Gradebook.

In the work space that opens, you will see the familiar **User Search** area on top, and a default list of all Users currently enrolled in this course in the **Search Results** at the bottom. Users are listed in alphabetical order by Last Name. To find a User(s), you can either use any of the sort or pagination functions in the **Search Results** or use the **User Search** fields at the top of the page.

To change the view, or the results of the current **Search Results**, you can use any of the sort functions or drop-down menus available. Sort arrows are next to the **Name**, **User Name**, and **Status** column headers. Select once to sort from A-Z, and then again to sort from Z-A. The drop-down menu in the **Status** column allows you to only display **Enrolled**, **Passed**, **Dropped**, **All**, or any other enrollment status you wish. If you wish to view results of Users in specific **Fiscal Year**, **Version**, or **Section Numbers**, you may choose any of those from the drop-down menus in those columns.

User Search. Example: To search for a specific User in this course who is a member of your Organization, use the search fields in the **User Search** area to enter search criteria. Leave the **Organization** selections as is and uncheck the **Include Unassigned Users** check box since you know the User you are searching for belongs to your Organization. This way, you don't return thousands of unnecessary results belonging to Unassigned Users. To view all members of your Organization with records in this course, leave the **Name** fields blank, uncheck the **Include Unassigned Users** check box, and click **Search**.

Gradebook

Once you locate the User you are looking for, you can select the **Gradebook** icon 🍎 in the far-right column to open the *WS_Gradebook* work space. The work space opens to display **Course Information**, an **Update Log**, and a **Gradebook** section. We will go over each section next and show what functions are available to you in each.

Course Information. This section displays course administrative information specific to this User. As you can see from the image below, the course **Status** for this User is **Enrolled**. By clicking on the **Status** drop-down menu, you have other options available to immediately change the Course Status to, including **Passed**, **Dropped**, or **Unsuccessful completion**.

To change a User's Status from Enrolled to Passed, select **Passed** in **Status** the drop-down menu. An additional field will then display, which requires you to select a **Reason** you are manually passing this User through the course. Select a **Reason** from the drop-down menu. If you need additional space to clarify your Reason, or want to add additional comments, add them to the **Comments** field. Once complete, select the **Save** button.

Your changes are now saved. Notice that the **Completion Date** defaults to the date you edited the record. If you are required to change that date, click on the **Completion Date** link to open a Calendar. Select a new (past) date, add mandatory Comments, and then the **Update** button.

The User's record has been changed to Passed, with a Completion Date of 03/03/2022.

Update Log. The Update Log contains information on updates made to a Lesson Status of a User's record by a privileged User. Information includes the **Date** and **Time** the change was made, a **Description** of the Change, and the **User Name** of the person who made the change.

Gradebook. As previously described, the Gradebook contains a list of every lesson in a course, and details of the User's progress through the course. There are many ways to sort and display the content displayed in the Gradebook, but since the Lessons displayed, and the User's progress, is linear, or chronological, there is no reason to change from the default display. Important data to point out in the Gradebook includes:

- **Lesson/Test Name.** These Lesson Names correspond to the Lesson Names in the Table of Contents within the course.
- **Lesson Status.** Lessons are either Not Attempted, Completed, or Incomplete.
- **Objective Status.** Generally the status is either Satisfied, or Not Satisfied. This means the User has either Passed through the content, Lesson, or test, successfully, or not.
- **Test Status.** Status is either Not Attempted, Passed, or Failed. If a Status is Passed or Failed, there will be a link you can click to open a display of the Questions the User answered correctly and incorrectly.
- **Achieved Score.** This is the actual score the User received on a test.
- **Passing Score.** This is the score that the course owner set as the Passing Score.
- **Start Date, Completion Date, Last Launched Date.** Date and Time for each of those events.
- **Time Spent.** The User's time spent in that lesson.

Update a Lesson

To update a Lesson, right-click on the **Mouse** icon next to a Lesson in the **Lesson Status** column. A menu will display, as shown in the blue box in the image above. To change the current Lesson Status, simply choose another one. Your changes will display in the **Lesson Status** column, as well as in the **Update Log**, as described above.

Update Multiple Lessons

To update multiple Lessons, right-click on the **Mouse** icon 🖱 next to a Lesson in the **Lesson Status** column, as shown in the previous image. In the menu that displays, choose **Update Status for Multiple Lessons**. The **Update Lesson Statuses** window will open, as shown below. From the drop-down menu, choose a **Status** to change multiple Lessons to, including **Not Attempted**; **Completed**; or **Incomplete**. Once you choose a **Status**, place check marks in the boxes on the left side of the window next to the Lesson Names you want to change. When complete, click on the **Save** button. Your changes will display in the **Lesson Status** column of the Gradebook, as well as in the **Update Log.**
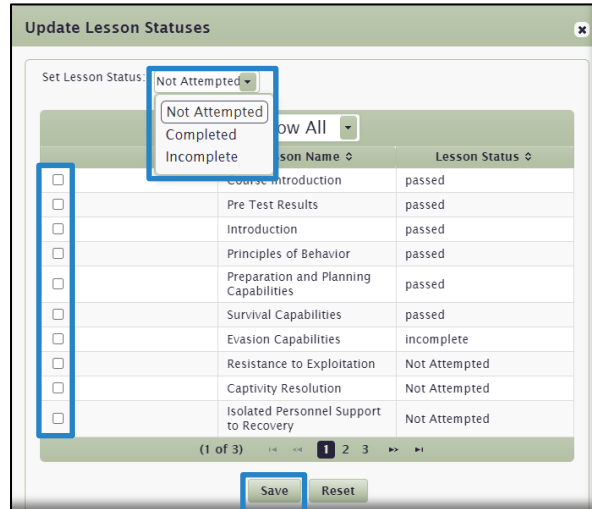
Manage Enrollment 📕📑✉🔍🗒

The Manage Enrollment function allows you to Enroll, Pass, Drop, Waitlist, and Extend Users and manipulate multiple records at the Course level, rather than drilling down to the Section level (Manage Sections 📕) to execute these actions. Having this functionality saves time and gives you another option to manage records, especially if there are many sections in the course. This functionality still exists at the section level through Manage Sections, so you didn't lose any functionality. Click the icon 🗒 to open the *WS_Manage Course Enrollment* workspace.

Enroll new Students from this page, or choose an enrollment Status from the drop-down menu, locate a User, and then click the Add icon ➕ to Pass, Drop, Waitlist, or Extend Users. You also have access to individual users' Gradebooks 🍎 from this page.

Course Associations Gadget

The **Course Associations** gadget is where courses are assigned to Organizations and Audiences. Assignments made here subsequently display in a User's **Assigned Training** gadget in the **My Training** tab, with a Status of **Assigned**. As discussed previously, courses are assigned through membership in an Organization or an Audience in your **Profile**. There is no other way to receive course assignments.

As with other locations in the LMS for your role, your permissions are scoped to your Organization. For Organization assignments, you can only assign courses to your Organization and its sub-Organizations. However, there are no restrictions on Audience assignments. You can assign courses to any Audience in the LMS.

The assignments functionality is robust. You can assign one-time, reoccurring, and future course assignments. You can determine specific assignment details, such as Due Dates, length of assignment, when to reassign the courses if they are reoccurring, and even include one of several exemption types if you want to exclude qualified Users from an assignment if they have previously completed the course, or exclude them from having to complete it the first time if the assignment is reoccurring. You have many options when it comes to assignments, and we will explain them all throughout this section.

Note: Curriculum assignment functionality is in development, and not currently available.

Click on the **Course Associations** name, or the *Expand* icon ➕ to open the gadget. The default view of the gadget is set to the **Organization** tab, with your Organization tree displayed. (*Maximized* view ↗ below).
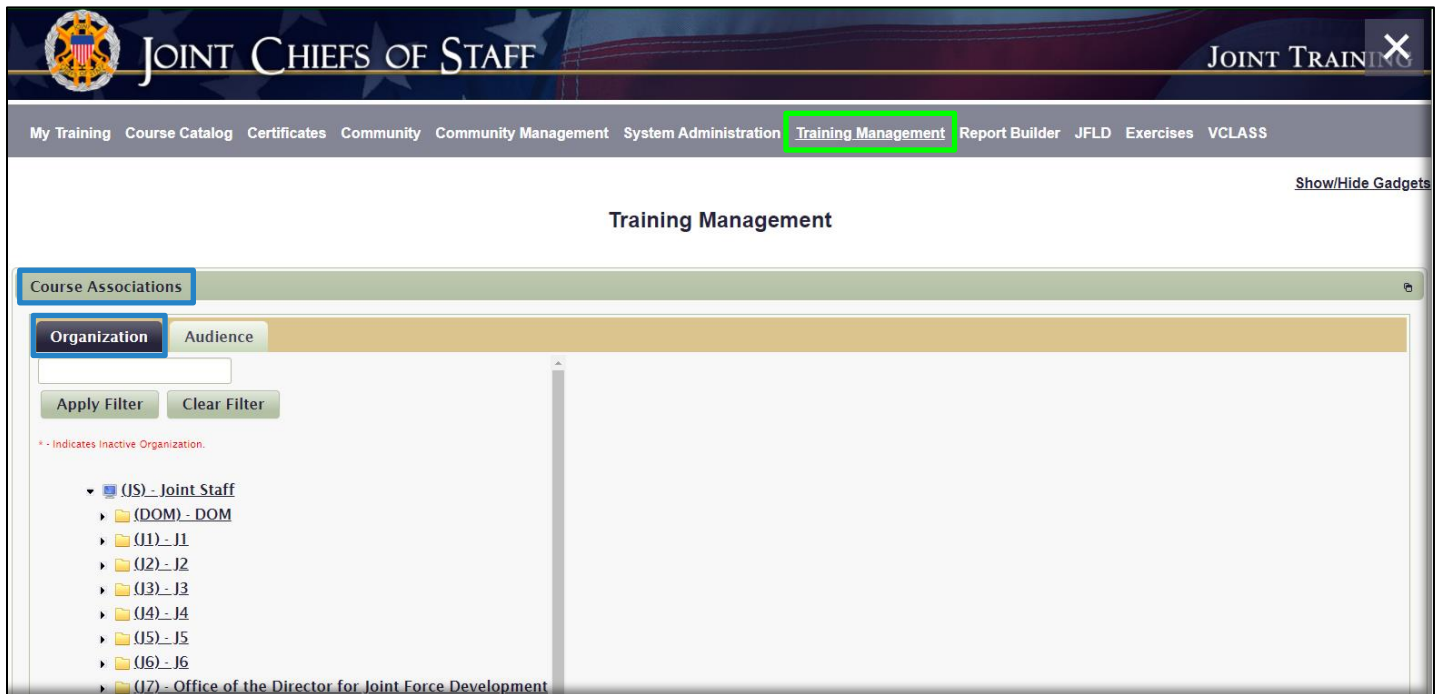
Organization Assignments. To make a course assignment to your entire Organization, **J1** in this example, click on that organization in the Organization tree. A work space will open on the right side of the page as shown in the image below. You must now make a **Business Rule** selection:

- **ALL USERS**. If you choose ALL USERS, every member of the Organization will receive the assignment.
- **NEW USERS ONLY**. If you choose NEW USERS ONLY, only Users who are currently NOT a member of your Organization, but join your Organization *after* you make this assignment, will receive the assignment.
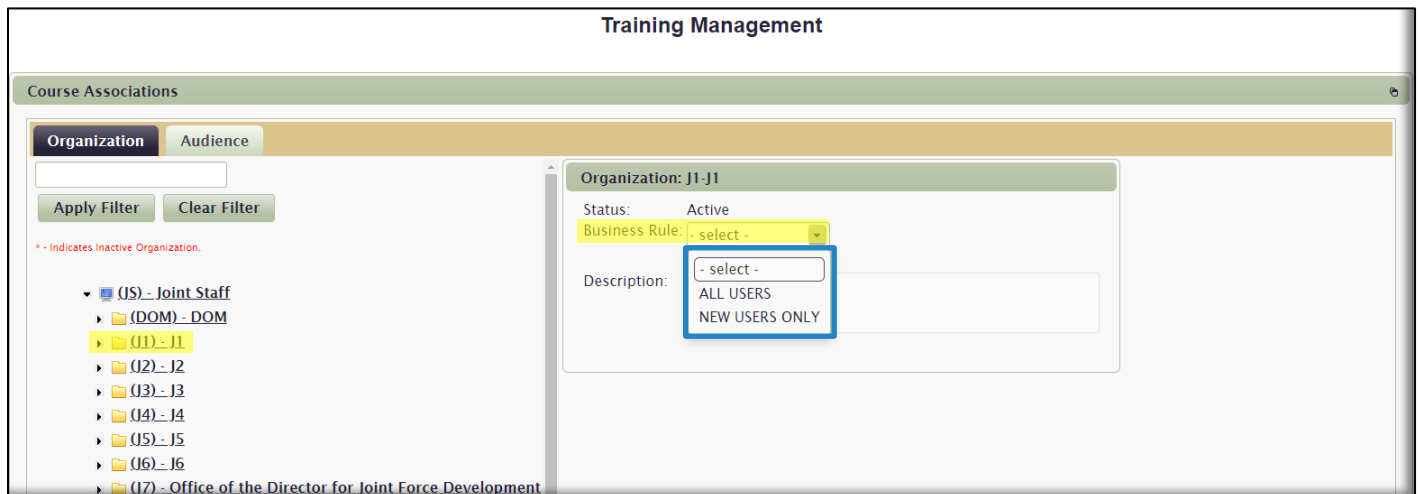
In this example, we are going to select **ALL USERS**. Once you make your **Business Rule** selection, you can now add the actual course assignments. To do this, select the **Add Courses to this Organization** button.

The *WS_Course Search* work space opens. Here, you will use either the **Prefix** drop-down menu, or the **Keyword** search field to search for the course(s) you want to assign. Continuing with this example, let's select **JS** in the **Prefix** drop-down menu. Course Prefixes are in alphabetical order. Now select the **Search** button to generate a list of all courses with the **JS** prefix.

An alphabetical list by Course ID (Number), displays. Use the sort arrows next to the Column headers or the paginations buttons at the bottom of the page to locate the course(s) you want to select for assignment. You can display more than 10 results per page by selecting 25, 50, or 100 from the drop-down menu to the right of the pagination buttons. Once you locate your course, select the **Add** icon ⊕ in the column to move that course to the top of the page.

Once you have added the course and it moves to the top of the page in the **Courses to be Added** section, you can choose many different Assignment options. Each subsequent option available to you, from the left side of the work space to the right is based on your previous selection, so not all **Assignment Types** have the same fields and selections.

Assignment Types. This is the first selection you will make. In the **Assignment Types** drop-down menu, you have the following options:

- **One Time (with Duration)**. This is a one-time assignment where you dictate how long, in Days, a User must complete the assignment once they receive it. When you select this option, the additional field of **Initial Duration (Days)** is displayed. This is the number of days you are telling Users that they must complete the assignment. After the User completes the course, there will be no future assignments.
- **One Time (with Fixed Due Date)**. This is a one-time assignment where you dictate the exact Due Date of the assignment. When you select this option, the additional field of **Fixed Due Date** is displayed. You are required to enter a Date into that field. After the User completes the course, there will be no future assignments.
- **Refresher (with Fixed Due Date)**. A Refresher assignment is a reoccurring assignment, and automatically reassigns itself at a periodicity you determine. This Refresher assignment type includes an exact Due Date that you determine the course needs to be completed for the first time. When you select this option, the additional fields of **Fixed Due Date**, **Refresher Period (Months)**, and **Refresher Duration (Days)** are displayed. Definitions:
  - **Fixed Due Date.** Enter the Date you want the course due the first time it is taken.
  - **Refresher Period (Months).** Refresher Period is how long, in Months, you want to continue to reassign this course after the last Due Date. For example, if the course is a yearly requirement, the Refresher Period is 12 months.
  - **Refresher Duration (Days).** Refresher Duration is the length of time, in Days, before the next Due Date that you want the course to be reassigned, or appear to the User in his **Assigned Training** gadget.
- **Refresher (with Completion Date)**. This Refresher assignment type includes an Initial Duration, in Days, where you determine the User must complete the assignment for the first time. It is reassigned based on a periodicity you determine. The exact next due date is calculated on the User's Completion Date. When you select this option, the additional fields of **Refresher Period (Months), Initial Duration (Days),** and **Refresher Duration (Days)** are displayed. Definitions:
  - **Refresher Period (Months).** Refresher Period is how long, in Months, you want to continue to reassign this course after the last Due Date. For example, if the course is a yearly requirement, the Refresher Period is 12 months.
  - **Initial Duration (Days).** This is the number of days you are giving the User to complete the course the first time.

- o **Refresher Duration (Days).** Refresher Duration is the length of time, in Days, before the next Due Date that you want the course to be reassigned, or appear to the User in his **Assigned Training** gadget.
- **Refresher (with Last Due Date).** This Refresher assignment type is similar to the Refresher (with Completion Date), but the exact next due date here is calculated on the Last Due Date (the date the User received the assignment plus the Initial Duration in Days), not each user's Last Completion Date. With this assignment type, you also determine an Initial Duration in Days that you are giving the User to complete the assignment for the first time, and continue to be reassigned based on a periodicity you determine. When you select this option, the additional fields of **Refresher Period (Months), Initial Duration (Days),** and **Refresher Duration (Days)** are displayed. Definitions:
  - o **Refresher Period (Months).** Refresher Period is how long, in Months, you want to continue to reassign this course after the last Due Date. For example, if the course is a yearly requirement, the Refresher Period is 12 months.
  - o **Initial Duration (Days).** This is the number of days you are giving the User to complete the course the first time.
  - o **Refresher Duration (Days).** Refresher Duration is the length of time, in Days, before the next Due Date that you want the course to be reassigned, or appear to the User in his **Assigned Training** gadget.

Notes:

Each of these **Assignment Types** defaults to an **Assigned Date** of today. That means that as soon as someone joins your Organization, they will receive the assignment. Users who are currently members of your Organization will receive the assignment within minutes. You can change the **Assigned Date** to a future date if you choose. If you do, the assignment will automatically appear in the Users' **Assigned Training** gadget on the date you choose.

Users who do not complete their training by the Due Date are not dropped from the course, and the course will not disappear from their **Assigned Training** gadget. However, there will be additional text in the Due Date column that says **PAST DUE** with a red box around it. The assignment will remain here until the User completes the assignment, or removes himself from your Organization in his **Profile.** If the User had enrolled in the Assigned Course and then changes his organization, the course will now appear in the **Elective Training** gadget, where he has the option to Resume, or Withdraw from it.

Exemption Periods. The final assignment selection you are required to make is whether to include an **Exemption**. An Exemption means that the LMS will give qualified Users credit for the course you are assigning if they have met certain criteria. In the **Exemption Period** drop-down menu, you have the following options:

- **No exemptions**. No credit given for previously completing the course. If the User completed this course yesterday and you assign it to your Organization today, the User will receive the course assignment.*
- **Completed ever**. This exemption means that if there is a completion record in the LMS for this course at any time, ever, the User will not receive the assignment.*
- **Completed since past number of days**. With this option, you can specify a number of days prior to the assignment where you will give a User credit for the course if he has completed it within that number of days.* When you choose this option, the additional field **Days:** is displayed, requiring you to enter a number.
- **Completed since provided calendar date**. With this option, you can specify a past Date prior to the assignment where you will give a User credit for the course if he has completed it between that Date and the time of your assignment.* When you choose this option, the additional field **Date:** is displayed, requiring you to enter a Date.

*Notes: When an Exemption is met, the User will <u>not</u> receive the assignment for One-time assignments. For Refresher, or reoccurring, assignments, Users will be exempt from completing the course by its <u>first</u> due date, but *will* be assigned the course and be required to complete it based on the Refresher Period. For example, if the assignment has an Initial Due Duration of 30 days to complete, with a Refresher Period of 12 months (meaning this course is assigned every 12 months), the exempt User is exempt from that initial 30-day completion requirement, but will next be required to complete the course in 12 months when it is assigned again.

When a User meets an exemption for a Refresher (with Completion Date) assignment that has an Exemption Period that is far in the past (18 months, for instance), but the Refresher Period is 12 months, meaning this assignment is a yearly requirement, it is possible that the assignment will be Past Due as soon as the User joins the Organization or Audience. This is because the Due Date is based off the User's last completion date, which could be up to 18 months prior to them joining the Organization or Audience. When the User completes the assignment, the Next Due Date will be 12 months (the Refresher Period) from the day they completed the course. **To prevent assignments from being Past Due as soon as the User joins the Organization or Audience, we recommend you never set an Exemption Period longer than the Refresher Period.**

In the example image below, we have filled out the **Assignment Type**, **Fixed Due Date**, and **Exemption Period**. Once all your selections are made, select the **Save** button.

Once you select Save, a Warning message displays informing you that you that there may be restrictions on who in your Organization will get this assignment. These restrictions are based on the CUI Dissemination Control selections for the course(s) you are assigning. If a User in your Organization does not meet the criteria, he/she will not receive this assignment. You must acknowledge this Warning message.
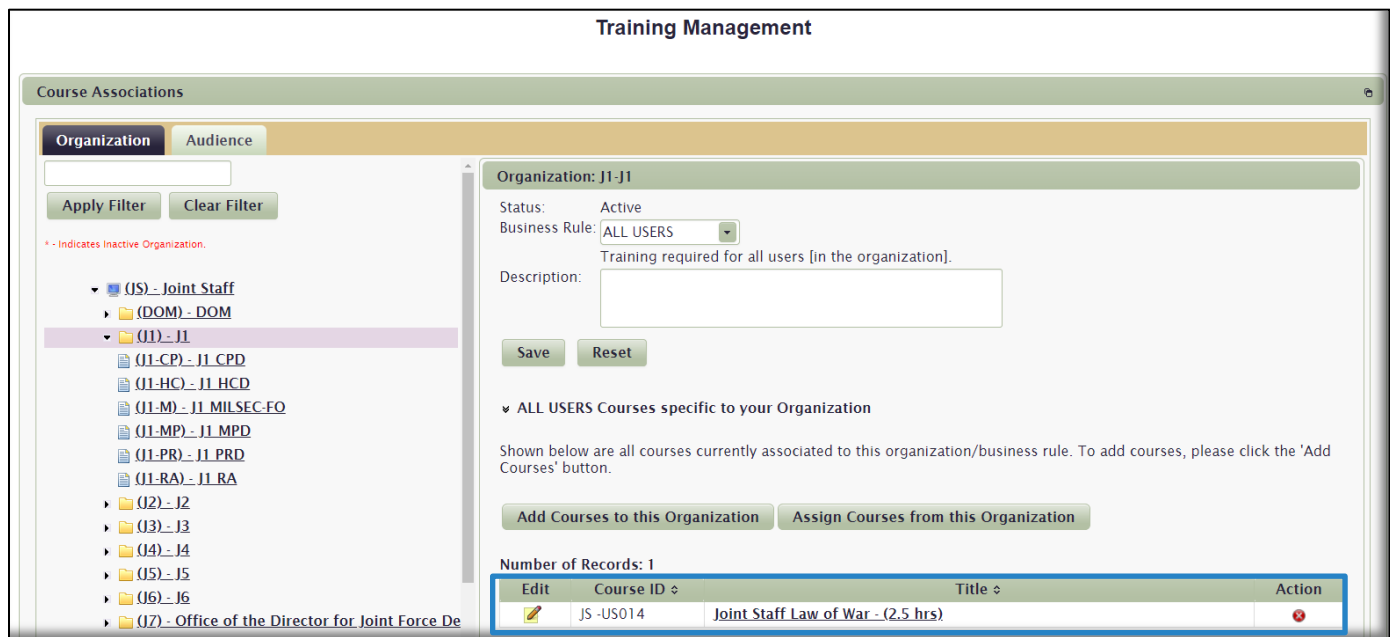
You have now assigned a course to All Users of J1, as displayed in the image below. From here, you have additional options available. To delete the course assignment, select the **Delete** icon ❌ to the right of the Course Title. To edit the assignment, select the **Edit** icon 🖉 to the left of the Course Title.

In the **Edit a Course** window that opens, make desired changes to the assignment, and select **Save**. You are not able to change **Exemption** selections. To do that, you would need to delete the assignment and create a new one with the correct **Exemption**.

To assign this course to any sub-Organizations of J1, select the **Assign Courses from this Organization** button. Remember, we initially selected the Organization **J1** for this assignment. That Organization does not include the members of all the sub-Organizations to J1 who we may want to assign this course to. See the Organization tree in the image below for all the J1 sub-organizations. We need to now make those selections.

In the *WS_Course Search* work space that opens, click on the **Select Courses** link on the left side of the page. This will display the course that you have assigned the Parent Organization. Now click on the **Add** icon ⊕ and then **Save and Continue**.

You can now select which sub-Organizations you want to assign this course to. Use the black arrows next to Organization names to expand to show any additional sub-Organizations. You can place check marks in the boxes next to the Organizations you want to receive the assignment. If you want all sub-Organizations of the Parent Organization, J1, to receive the assignment, check the **Apply assignments to all children of this organization** box, as shown below in yellow. All sub-Organizations will automatically check off and be selected. Select **Save and Continue**.

In the final step, review your selections and then select the **Finish** button. The work space displays from top to bottom, the Parent Organization (J1), the course to be assigned (JS-US014) to sub-Organizations, and a list of the sub-Organizations.

In the preceding pages, we have demonstrated how to assign one course to an Organization, and then push that assignment down to all children of that Organization. To assign multiple courses to an Organization, simply select additional courses at the step where you searched for and then added courses.

Audience Assignments.

To make assignments to an existing Audience, click on the **Audience** tab in the **Course Associations** gadget (maximized view shown below). Use the **Search Field** or the pagination buttons on the bottom of the Audience list to locate the Audience you want to assign courses to. When you locate the Audience, click on it to open the work space to the right of the Audience list. Select the **Add Course(s)** button.

At this point, the process to add course assignments to an Audience is the same as it is to add courses to an Organization. The work spaces are the same. Begin by searching for and selecting courses to add. In the image below, JS is selected in the Prefix drop-down menu. Only courses with the Prefix JS will display.

An alphabetical list, by Course ID (Number), displays. Use the sort arrows next to the Column headers or the paginations buttons at the bottom of the page to locate the course(s) you want to select for assignment. You can display more than 10 results per page by selecting 25, 50, or 100 from the drop-down menu to the right of the pagination buttons. Once you locate your course(s), select the **Add** icon ⊕ in the column to move that course to the top of the page.

Once you have added the course and it moves to the top of the page in the **Courses to be Added** section, you can choose many different Assignment options, previously explained in detail here. Each subsequent option available to you, from the left side of the work space to the right, is based on your previous selection, so not all **Assignment Types** have the same fields and selections. In the *WS_Course Search* work space, make your Assignment and Exemption selections.

In the example image below, we have filled out the **Assignment Type**, **Fixed Due Date**, and **Exemption Period**. Once all your selections are made, select the **Save** button.

Acknowledge the message that there may be enrollment restrictions based on the course's access settings and CUI Dissemination Control selections. If there are any restrictions, some members of the Audience may not receive the assignment.

You have now assigned a course to this Audience, as displayed at the bottom of the image below. From here, you have additional options available. To delete the course assignment, select the **Delete** icon ❌ to the right of the Course Title. To edit the assignment, select the **Edit** icon 🖊 to the left of the Course Title.

In the **Edit a Course** window that opens, make desired changes to the assignment, and select **Save**. You are not able to change **Exemption** selections. To do that, you would need to delete the assignment and create a new one with the correct **Exemption**.

In the preceding pages, we have demonstrated how to assign one course to an Audience. To assign multiple courses to an Audience, simply select additional courses at the step where you searched for and then added courses.

Training Locations Gadget

A Training Location is an actual physical location (i.e. a building, school, or conference center) that contains one or more Training Rooms where Classroom, or Resident, training is conducted. Training Locations do not apply to online courses, however, the Course Catalog does contain hundreds of Classroom courses available for enrollment. The purpose of creating Training Locations and Rooms is so the course creator can convey to the User the exact location and room a Classroom course is taking place. The User can view these details in the **Course Catalog** prior to or during the enrollment process. The details are also included in the Enrollment Notification email the LMS sends to each enrolled User.

From the **Training Locations** gadget you can view, create, edit, and delete Training Locations and Rooms. To locate a Training Location in the list of locations, use the sort arrows next to the column headers, or the various search fields. Once you create a Training Location and Room, they are available for selection when you build a Classroom course through the **Course Management** gadget. Both the *Expanded* and *Maximized* views of the gadget allow Training Rooms to be associated with Training Locations via the **Go To Training Room** icon.

To create a new Training Location, select the **Create New Location** button (maximized view of gadget in image below). In the fields that now display on the right side of the page, Enter the Location **Name** and **Type** of Location; either Resident or Webinar, and then the **Save** button. In the additional fields that now display, enter the remaining details, and select **Save**.

The Training Location now appears in the list of Training Locations in this gadget. You may need to conduct a search for your new Training Location in the list to locate it. In the image below, we used "J1" as the search criteria to locate the Training Location. To create a Training Room for the location, select the **Go To Training Room** icon ▐▶ next to the Location Name. A work space opens on the right side of the page. Now select the **Create New Room** button.

Room Data fields will display on the left side of the page. Fill in all required information and then **Save**.

Your Room is now created. If you want to continue creating Rooms for this Location, select the **Go To Training Room** icon 🔹 next to the Location Name again and follow the same process. If you want to edit or delete this Room or the Training Location, simply click on the Name of either and make changes. Select **Save** when complete.

As indicated earlier, the Training Location and Room we just created are now available in the **LOCATION** drop-down menu when we create a Classroom course Section in the **Course Management** gadget.

Courses I Teach/Manage/Administer Gadget

The gadget displays courses, course sections, or curricula the User has been designated to teach, manage, or

administer. Up to three tabs are available depending on that designation: **Course Manager**; **Administrator**; **Instructor**. Course Manager and Administrator designations are made during construction of the course via the **Manage Admins** tab in the **Course Management gadget**. Grouping all the courses that you teach, manage, or administer together in this gadget simplifies the process of not having to search for these courses in the **Course Management** or **Curriculum Management** gadgets. Each tab within the **Courses I Teach/Manage/Administer** gadget appears only if the User has course duties assigned relating to that tab. For example, if you are only assigned the duties of an Instructor, only the **Instructor** tab will be visible to you in the gadget. If you are a Course Manager, the **Course Manager** tab displays.

Notes:

a. As a Training Coordinator, you will not normally see this gadget unless you are actively instructing or managing a course. Most TCs do not.

b. You can still execute all the same tasks in the **Course Management** or **Curriculum Management** gadgets if you choose to do so. Locating courses here just makes it easier for you if you actively instruct, manage, or administer courses.

c. The actions available to you here mirror those available in the **Course Management** gadget. An **Instructor** is a section-level designation and has tools available to manage at the section level. A **Course Manager** has tools available to manage at the course level. As such, that is why there are different icons available based on role.

d. There is very little difference between **Course Manager** and **Course Administrator** roles. For consistency, we recommend using just the **Course Manager** role.

In the image below (gadget is in maximized view), the User has all tabs visible, meaning he has been designated a Course Manager, an Administrator, and an Instructor for a course or curriculum. If this User managed more than one course, you would see the additional courses listed. The **Actions** (called Course Utilities below) available in this gadget are identical in function to the **Actions** in the **Course Management** gadget, as described <u>above</u>.

Curriculum Management Gadget

The **Curriculum Management** gadget is where you build and manage curricula and curricula enrollment. A curriculum is a group of courses (at least two) delivered in one package upon enrollment. The default display (*Maximized* view below) of the gadget is curricula in alphabetical order by **Identifier** (like a Course Number). You can

sort using the sort arrows next to the **Identifier** and **Curriculum Name** column headers or use the pagination buttons to advance or skip to other pages. Use the Search Fields to locate a particular curriculum using a number or keyword search. To create a Curriculum, select the **Create Curriculum** button.

Create a Curriculum. In the *WS_Add/Edit Curriculum* work space that opens, fill out the mandatory and optional information. In this work space, there are three tabs across the top to enter curriculum details: **Curriculum Info**; **Instructors**; and **Prerequisites**. Only the **Curriculum Info** tab has required information. We will discuss each below.

Curriculum Info. This tab, shown above, contains input fields for entering administrative information for creating the shell of your curriculum. It is the only tab with required information.

- **Title**. This is the Title of the curriculum that Users will see in the Course Catalog.
- **Identifier**. Users will not see the Identifier. This is like a course number. You can enter text here that conforms to your Organization's naming convention.
- **Description**. Users will see this Description when they click on the curriculum name in the Catalog.
- **Hide From Catalog**. If you don't want this curriculum appearing in the Catalog, check this box. You may want to do this if you are still working on the curriculum, or you just want to get it ready prior to deploying it. Once you are ready to make it live, uncheck the box and **Save** the curriculum.
- **Allow Prior Completion Credit**. If **Yes** is selected, this feature allow Users to retain component course completion credit if they withdraw or are dropped from a curriculum. This means Users are exempt from completing any individual courses they previously completed in a curriculum prior to being dropped or withdrawn from the curriculum. Curriculum Managers can also specify a time period up to 365 days where Users are exempt from having to retake previously completed courses in the curriculum.
- **Auto Completion**. Default is set to auto-complete. If you uncheck this box, Users will finish the curriculum, but you will have to manually pass them through the curriculum for them to receive a completion certificate. This is not common and very resource intensive.
- **Course Order Type**.
  - **Display Order**. This means that once a User enrolls in the curriculum, the component courses will display in his/her **My Training** tab in an order you determine when you create the curriculum. All of the course are available to enroll in, and the User can complete them in any order.
  - **Completion Order**. If you want Users to complete the curriculum's component courses in a particular order that you determine, select this option. Subsequent courses are only available once the one preceding it in order is completed.
- **Show Career Info on Certificate**. When this box is checked, the User's Account Type, Rank and/or Branch of Service is displayed on the Certificate. This information pulled from the User's Profile.
- **Completion Certificate**. Choose a completion certificate from the drop-down list. If you have an Organization-specific completion certificate loaded into the LMS, it will appear here. For the generic JKO completion certificate, select "JKO Certificate" from the list.
- **Send Graduation to ATRRS**. If your curriculum is registered/loaded in ATRRS, check this box. Your completion will be sent to ATRRS. This designation is displayed with this curriculum in the Course Catalog. Contact ATRRS for more information on requirements.
- **ATRRS DL Point**. If there are ATRRS Distance Learning Points associated to this curriculum for those who complete it, check this box. This designation is displayed with this curriculum in the Course Catalog. Contact ATRRS for more information on DL Points requirements.

Once you have filled out the **Curriculum Information**, select the **Save** button. Note that you now have access to **Manage Curriculum Emails**, and your name automatically displays as the Creator of the curriculum (blue box in image below). Both were blank prior to you saving from the previous screen. You have built the foundation of the curriculum and must now set up the curriculum access control. This must be done before you can add any component courses to the curriculum.

Click on the **Manage Curriculum Version ACL** icon 🔑 in the **Actions** column to open the *WS_Curriculum Version ACL* work space.

This is the work space where you determine what organizations can see the curriculum, whether Unassigned U.S. and/or Unassigned Multi-national Personnel will see the curriculum, any Enrollment Restrictions, and what CUI Dissemination Control is associated with this curriculum. All these selections are identical to the selections for courses in the **Course Access** tab discussed above in the **Course Management** section.

Note: As a Training Coordinator, you <u>don't</u> have access to: Unassigned Multi-national Personnel, three of the four CUI Dissemination Controls (the only option available to a Training Coordinator is Publicly Releasable After Review); and Enrollment Restrictions (Branch of Service and Pay Grade). These are reserved for Administrators. Contact JKO if a course or curriculum you are creating needs any of these additional controls.

In the *WS_Curriculum Version ACL* work space that opens, select the **<u>Select organizations authorized to view curriculum in catalog</u>** link. Select the check box on top to Select All Organizations or select individual Organizations from the list. Click **Select** when done.

Continue to make these selections on the page, and select **Save** when complete:

- **New Orgs Automatically Get Access to Curriculum**. When you check this box, any organizations created after you build this curriculum will also have access to it in the Course Catalog. You would not check this box if the curriculum you are creating is only for your organization, for example.
- **Unassigned U.S. Personnel.** When you check this box, U.S. Users who are not part of an organization in their Profile will have access to the Curriculum. You would not check this box if the curriculum you are creating is only for your organization, for example.
- **Dissemination Controls / CUI.** As a Training Coordinator, the only option is Publicly Releasable After Review. If the curriculum you are creating required more restrictive access controls, contact JKO.

Now that we have created the shell to the curriculum and determined access controls, it is time to add component courses to the curriculum. Close out the *WS_Curriculum Version ACL* work space to return to the *WS_Add/Edit Curriculum* work space as shown below. Select the **Add Course** button at the bottom of the page. (Don't get confused by the additional icons in the **Actions** column, or the other two tabs at the top of the page (which are optional) that we have yet to get to. We are going to create this curriculum in a logical order.)

WS_ Add/Edit Curriculum✖

Each of the following tabs contains attributes related to the curriculum. Only the first tab has required information. Please click on each tab to view the related attributes.

Curriculum version information is displayed below the curriculum information in the Curriculum Info tab.

Curriculum Info | Instructors | Prerequisites

Curriculum: Joint Staff J1, Onboarding Training

Please note the system does not support nested curricula more than one (1) level deep.

*Indicates required fields

Title: *	Joint Staff J1, Onboarding Training
Identifier: *	JS-JS-Onboarding
Description:	This curriculum consists of mandatory training for new J1 members.
Hide From Catalog:	☐ Allow Prior Completion(s) Credit: * ○ Yes ◉ No ❓
Auto Completion:	☑ ❓
Course Order Type:	◉ Display Order ○ Completion Order
Show Career Info in Certificate:	☐
Completion Certificate:	JKO Certificate ▼
Send Graduations to ATRRS:	☐
ATRRS DL Points:	☐
Manage Curriculum Emails:	📧
Created by:	JACQUE RENAULT

Create New Version   Note: Two or more individual courses, sub-curicula or a mixture of both must be saved for a curriculum to display in the Course Catalog.

	Version	Courses / Curricula	Actions
Show Courses/Curricula	1	**Add Course** Add Curricula	✏️ 🗐 🔑 ❌

In the *WS_Curriculum Course* work space that opens, enter criteria to search for and then add courses to this curriculum. This **Course Search** area should be very familiar to you, as we have used it twice already. (Add course assignments to an Organization; add course assignments to an Audience. You will use it again in the next section: add courses to a Learning Category).

WS_ Curriculum Course✖

Course Search: Joint Staff J1, Onboarding Training
Please use the Course Search tools below to build a list of courses you wish to associate to the selected organization, job, audience, or curriculum. When your list is complete, please click the 'Save' button.

Courses to be Added

No courses selected yet.

Course Search

Prefix: JS ▼

Keyword: [   ] ☑ Title ☑ Description

Search   Reset

Course Search Results:
Please select the course(s) you wish to add by clicking on the 'Add' button to the left of the course(s). The selected course(s) will populate above.

In the Search Results that display, courses are listed in alphabetical order, by **Course ID** (Number). Use the sort arrows next to the column headers or the paginations buttons at the bottom of the page to locate the course(s) you want to select to include in the curriculum. You can display more than 10 results per page by selecting **25**, **50**, or **100** from the **Results per Page** drop-down menu on the right side of the page. Once you locate the course(s) you want to add to the curriculum, select the **Add** icon ➕ in the column. The courses you select will move to the top of the page in the **Courses to be Added** section. Continue searching for and adding courses in this manner until you are done. If you want to remove a course you added, simply select the **Delete** icon ❌ in the Delete column. When complete, select the **Save** button.

You have now successfully created the curriculum and are returned to the *WS_Add/Edit Curriculum* work space. Click on the Show Courses/Curricula link in the column to display the component courses you just chose. The link name will change to Hide Courses/Curricula when the courses are displayed.

Note: Once there are enrollments into a curriculum, you are not able to add or remove component courses. You must create a new version of the curriculum.

In the list of courses area, there are additional optional features available to you. If you choose to make any changes, select the **Save** button when complete:
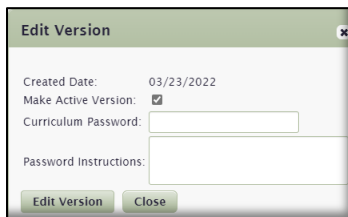
- **Delete** a course. Select the **Delete** icon ✖ to remove a course from the curriculum.

- **Re-enroll**. This check box enables or disables the ability for students to re-enroll in the course after unsuccessful completion. Click on the link to make the change for all courses in the curriculum or check the box for individual courses.
- **Equivalency**. Setting equivalencies for a course means that the User may substitute any of the equivalent courses for this one. In other words, the User may select any one of these equivalent courses to satisfy the requirement. This function is not common.
- **Display Order**. You can determine the **Display Order** of the courses in the User's **My Training** tab here. To reorder the courses, use the drop-down menus in the **Display Order** column.

    NOTE: Had we selected **Completion Order** as the Course Order Type in the initial setup of this curriculum, this column would be called **Completion Order**, and you would determine that order using drop-down menus that same way.

    The next step is to describe the additional **Actions** available to you in the Actions column in the *WS_Add/Edit Curriculum* work space. 🖊 🗏 🔑 ❌

- **Edit Version.** 🖊 Click this icon for the (uncommon) option to add an enrollment Password to the curriculum. Users would be required to enter this Password while enrolling in the Course Catalog. If you had more than one version of this curriculum, it is here that you would activate or deactivate versions. The Active version is the one that displays in the Course Catalog.

- **Manage Curriculum Enrollment.** 🗏 Once there are enrollment records for this curriculum, you can view and manage User records through this work space. We will go into more detail <u>later</u> in this section.
- **Delete** this version. ❌ Select this icon to delete this version of the curriculum. The option is not available if there are any current enrollments in the curriculum. Most curriculum details cannot be modified once there are any enrollment records associated with it. To change most of the Curriculum Info fields, you need to create a new version of the curriculum.

    The curriculum is now created and available for enrollment in the **Course Catalog**. However, if you want to add **Instructors** or **Prerequisite** courses to this curriculum, that functionality is described below. Both of the following tabs are Optional. Select the **Instructors** tab. The User who created the curriculum is automatically added as the **Primary Instructor**. You can delete this name and add another if you choose. You also have the option to add Secondary and Tertiary instructors. This is not required, or common.

Select the **Prerequisites** tab to search for and identify any course(s) you may require as a prerequisite to enrollment in this curriculum. Use the **Prefix** or **Keyword** search fields to generate search results. From the list of courses generated, use the **Add** icon ⊕ to select the course, and then select **Save**. If you choose a prerequisite, the User is notified in the curriculum enrollment process in the Course Catalog that the prerequisite must be satisfied before he/she is able to enroll in the curriculum.

Close out the *WS_Add/Edit Curriculum* work space and return to the maximized ⤢ view of the **Curriculum Management** gadget. Use any search option to locate a curriculum. In the example below, we used the **Identifier** search field to locate it. There are three **Actions** available to you: **Manage Curriculum Enrollment**; **Manage Curriculum Emails**, and **Delete Curriculum**. 📄 💬 ❌

Manage Curriculum Enrollment. 🖻 💬 ❌ When Users enroll or withdraw from the curriculum, this creates records which are available for you to view and edit. This is very similar to the way you managed a User's Gradebook for a course here. The difference is you will access the User's Gradebook for the component courses of a curriculum in this gadget, NOT the **Course Management** gadget. This section will describe how to locate, access, and edit a User's curriculum record.

From the **Actions** column, click on the **Manage Curriculum Enrollment** icon 🖻 to open the *WS_Manage Curriculum Enrollment* work space.

In the the *WS_Manage Curriculum Enrollment* work space that opens, you can see three records (Users) displayed. As you can see below, there are sort arrows and search fields next to every column header, so if there were multiple records for this curriculum displayed, you have many ways to locate the one you are looking for. These fields also tell you enrollment details of each User. You can change the default **Status** view of **All** to a different Status by selecting a different option in the drop-down menu. This is useful if there are many records, but you only want to view Enrolled records.

From this work space, you can use the **Add** icon ➕ to **Drop** or **Pass** a User through the entire curriculum. After selecting a User, the name will move to the top of the work space. From there, select Drop or Pass and then follow the prompts to complete the action.

To view a User's Curriculum Gradebook and then view each of the individual component course Gradebooks, select the **Gradebook** icon 🍎 in the far-right column.

In the *WS_Curriculum Gradebook* work space, the component courses are listed, along with enrollment status and information. To access a component course Gradebook, select the **Gradebook** icon 🍎 on the far-right.

In the *WS_Gradebook* work space that opens, you can now view enrollment details and individual course lesson details. We discussed the actions you can take in the Gradebook here, so we will not describe each detailed process again. However, you can change a User's enrollment **Status** for this component course from Enrolled to Passed, or other status as shown below. You can also update a course completion date in this section.

At the bottom of the work space, you can edit each individual lesson status, reset Test Attempts, view time spent in the course, and other enrollment details, exactly like you did in a course Gradebook in the Course Management gadget described earlier in this Guide.

Enroll New Students. To manually enroll new Users into a curriculum, click on the **Manage Curriculum Enrollment** icon 📋 to open the *WS_Manage Curriculum Enrollment* work space. Click **Enroll New Student(s).**

In the *WS_Enroll Students* work space that opens, use the **User Search** area to locate the User you want to enroll in the curriculum. Now click the **Add** icon ➕ to move the User up to the **Students and Courses to be Enrolled** area. Now select the **Enroll** button, and then **Enroll Students** in the confirmation popup window.

In the preceding pages, we showed you how to view an individual User's curriculum enrollment record by locating the curriculum and then using the **Manage Enrollment** function to see all Users enrolled in that curriculum. Once we found the User, we could view his/her **Curriculum Gradebook** and then each of the component **Course Gradebooks**. For many functions in the LMS, there is generally more than one path to get to the same destination. However, the previous pages describe the best method to locate a User in a curriculum and view his/her records.

In this section, we will describe an alternate path to manage a User's Gradebook by going through the component course Gradebooks, or even lower, through the **Section Gradebook**. These are available by selecting the Show Courses link highlighted in yellow below. Once the courses are displayed, the link changes to Hide Courses. Each component course is displayed with the following Actions available in the **Actions** column:

- **Manage Section Enrollment**. 📕 Selecting this icon opens the *WS_Manage Sections* workspace. Here, you can manage at the lowest level. The display shows all Sections created for this course and the current enrollment for each Section. As you can see from the **Enrollment** column in the image below, there are two Users enrolled in the one Section created for this course. If there were multiple Sections, and you are attempting to locate a User using this method, you would have to know what Section of the Course the User is enrolled in. From this work space, each Section is displayed along with its own Actions:
    - **Manage Section Enrollment**. 📘 Opens to the *WS_Section Enrollment* work space to show enrollment records for this Section only. For Enrolled Users, you do have access to their Gradebook. You can enroll Users here as well.
    - **Manage Section Gradebook**. 🍎 Opens to show the *WS_Manage Section Gradebook* with similar functions and display as Section Ernollment.
    - **Manage Section Emails.** 📧 Clicking on this icon opens the *WS_Manage Section Emails* work space, where you can customize emails for this section. Unless you are creating your own course and your own sections, we recommend you not customize any of the standard Section Emails.


WS_ Manage Sections ✖

Manage Sections JS - -J601

Joint Service Provider (JSP) Experience Survey (10 mins)

Version: [1 ▼]　　Version Status: Active　　Fiscal Year: [2022 ▼]　　[**Apply Filters**]

Shown below are all Sections currently in the system. Click on the name of any Section to view/edit the details of that Section. Please click the 'Add a Section' button to create a new section.

[**Add a Section**]

| **Active** | **Inactive** | **Completed** | **Cancelled** |

Section No. ⇕	Mode ⇕	Instructor ⇕	Start Date ⇕	End Date ⇕	Admission Type	Track Enrollment	Enrollment	Actions	Tools
001	Web Enabled		10/01/2021	09/30/2027	Rolling	Yes	2 / 999	📘🍎📧	Show Tools

---

Return to the maximized view of the **Curriculum Management** gadget and click the Show Courses link to view the additional **Action** icons:

- **Manage Section Gradebook.** 🍎 Opens to the *WS_Manage Course Gradebook* which allows you to search for and manage enrollment records for all Users in this course. For Enrolled Users, you do have access to their Gradebook.
- **Manage Course Emails.** 📧 Clicking on this icon opens the *WS_Manage Course Emails* work space, where you can customize emails for this Course. Unless you are creating your own course, we recommend you not customize any of the standard Section Emails.
  - **Preview Course.** 🔍 This function opens the course as if you were taking it.

Manage Curriculum Emails. 📘📧❌ The next Action in the **Curriculum Management gadget** available to you in the **Actions** column is **Manage Curriculum Emails**. As with courses, Curricula have standard system-generated emails that are triggered based on User action. For instance, when you enroll in a curriculum, you will receive a generic system-generated email welcoming you to the curriculum. Curriculum owners can edit that generic system-generated

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email and customize it for their purposes. We recommend you do not edit any emails unless you created this curriculum.

Delete Curriculum. 📧 ✉️ ⊗ Select this icon to delete this curriculum. A curriculum cannot be deleted if there are any enrollment records associated with it. You will know if there are enrollment records associated to a curriculum if you see the **Manage Enrollment** icon 📧 in the **Actions** column.

Learning Category Management Gadget

Learning Categories are groups of courses organized by their similarity, generally recognizable by the Title of the Learning Category. Courses within each Learning Category are all available in the **Course Catalog**, but are organized in the **Learning Category** gadget for easier access if a User is looking to enroll in multiple courses of a similar genre. For instance, suggested courses in preparation for an upcoming Exercise could be called "Valiant Warrior". Or all Cyber-related courses could be grouped into a Learning Category called "Cyber". As a Training Coordinator, you can create Learning Categories that only members of your Organization will see in their view of the Course Catalog. This is another LMS function where your access is scoped by your Organization. This is a good thing, since you don't want to create a "Joint Staff Courses" Learning Category that DMDC users will see in their view of the Course Catalog.

Learning Categories are displayed in the **Course Catalog** tab. You can enroll in a course from a Learning Category the same way you enroll in a course from the Course Catalog. However, the actual construction of a Learning Category occurs in this gadget inside the **Training Management** tab. On the left side of the image below (maximized view), there would be a list of Learning Categories that you have created. Since there are none, there is nothing to display. After we create a Learning Category in the following pages, you will see it listed on the left side of the page.

To create a new Learning Category, click the **Create New Learning Category** button. On the right side of the work space, you will enter administrative information and create your Learning Category. Definitions below image.

- **Code**. Code is an administrative input that the User will never see. Shorthand or an abbreviation of the full Learning Category name is sufficient.
- **Name**. Name your Learning Category with sufficient detail to describe its course content. Keep it brief, as this is what the User will see in the Course Catalog.
- **Select Parent**. Parent in this case means Learning Category Parent. If there were other Learning Categories created, you could "nest" this new Learning Category under that one; similar to the Organization / Sub-Organization relationship. For a User to see your new Learning Category in the Course Catalog, he/she would first have to select the visible Parent Learning Category, and then this new Category which would then be available. Only then would the courses you are about to include display for the User to see and then enroll in. Selecting a Parent is not required, and when one is not selected, your new Learning Category can become a Parent for a future Learning Category.
- **Is Active**. When this box is checked, the Learning Category is visible in the Learning Category gadget in the Course Catalog.
- **Is Active Afloat**. Do not check. Only used in very specific instances for specific Organizations.
- **Primary Org**. There are no other Organizations available to you for selection here because you are already at the top-level of Organizations available to you, based on your permissions. This Learning Category will be available to the Joint Staff Organization and all its sub-Organizations.
- **Copy Community Link to Clipboard**. This copies the link so you can paste it into other applications.

Once you have entered all the required and optional information, select the **Create** button. You now have additional options displayed at the bottom of the work space. To add courses to the new Learning Category, select the **Add Courses** button.

Select the **Add Course(s)** button.

In the *WS_Learning Category* work space that opens, select a **Prefix** from the drop-down menu, or enter a **Keyword** in to the Search field. Once you have made your selection criteria, select **Search**.

All courses matching your search criteria display. There are several different ways to search, sort, or display the search results to help you locate and select courses to add to your Learning Category:

- Enter numbers or keywords into the **Course ID** (Number) and/or **Title** search fields to locate specific courses.
- Sort the search results by clicking on the sort arrows next to the **Course ID** (Number) and **Title** column headers.
- Use the pagination buttons at the bottom of the page to advance or skip pages through the list. If you would like to display more than 10 results per page, click the **Results per Page** drop-down menu to the right of the pagination buttons and select **25** or **50**.

Once you locate a course you want to add to the Learning Category, select the **Add** icon ⊕ in the column. The courses you select will move to the top of the page in the **Courses to be Added** section. Continue searching for and adding courses in this manner until you are done. If you want to remove a course you added, simply select the **Delete** icon ⊗ in the Delete column. When complete, select the **Save** button.

You have now created a new Learning Category and added courses to it. It is now displayed on the left side of the work space. If you want to edit, add courses to, or delete courses from the Learning Category, you can do it here.

The Learning Category will now display in the **Learning Category** section in the **Course Catalog** tab for all members of the Joint Staff Organization and its sub-Organizations. As you see below, the three courses we added are displayed and available for the User to enroll in.

Course Catalog

Learning Category
All > Joint Staff Courses

Search Catalog

You are seeing Joint Staff Courses learning category and you will only be searching its results unless you click 'All' above to remove the learning category
Note: Search results are displayed in both gadgets below to match the search criteria entered

Course Prefix:	Course Number:	Course or Curriculum Name:	ATRRS:
All	Partial Course #	Title or Name Key Word	ALL

Individual Courses

Number of Records: 3

Prefix ◇	Course Number ◇	Name ◇	Course Status	ATRRS ◇
JS	-OT-1000	OT REQUIRED READING: National Security Strategy (NSS) Link	Enroll	
JS	-OT-1001	OT REQUIRED READING: Sustaining U.S. Global Leadership: Priorities for the 21st Century Defense Link	Enroll	
JS	-OT-1002	OT REQUIRED READING: National Military Strategy (NMS) Link	Enroll	

Report Builder Tab

The LMS contains a very robust reporting capability to assist privileged Users in managing their organizational training program. Access to many reports is restricted but can be granted to you based on your needs and your level of desired management of your program. There is a 10 min **Report Builder Overview Course**, JKO-US804, available for you to take at any time. There is also a Report Builder User Guide located in the **Training Coordinator Resources Community** for you to view or download.

Request Report Builder Access. Call JKO at (757) 203-5590 or DSN 668-5590 for more information on Report Builder access and capability.

JFLD, Exercises, and VCLASS are function-specific applications that are not applicable to all Users.
Contact JKO or the Point of Contact (POC) displayed in each of those tabs for more information.