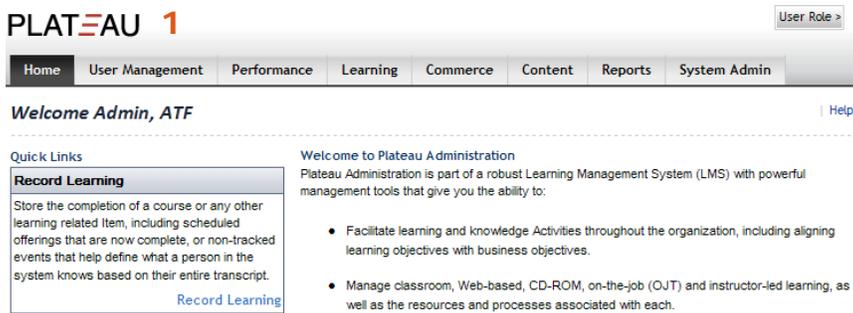
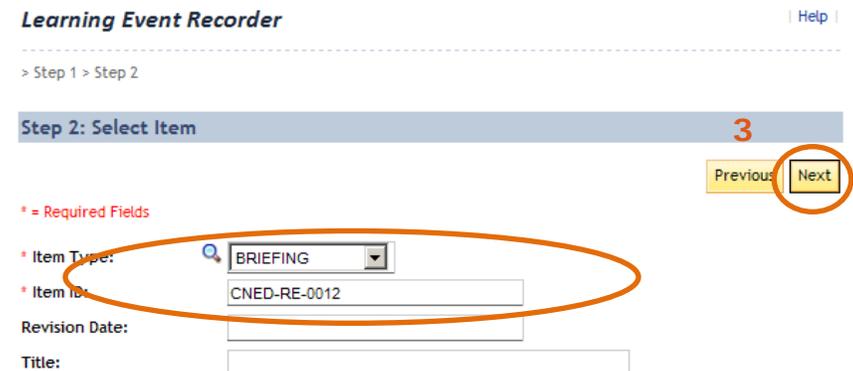


<h2 style="text-align: center; color: #C00000;">Before You Start:</h2>		<p>IMPORTANT:</p> <ol style="list-style-type: none"> 1. This Job Aid covers Roll-call completions but can be used to record any Item that Training Coordinators have access to record against. 2. Roll Call completions are to be recorded within 4 weeks of assignment. 3. <u>ONLY RECORD ONE COMPLETION FOR EACH USER FOR EACH MONTH.</u> 4. Roll Call instructions and sign in sheets are provided by Continuing Education Branch.
<p style="font-size: 24pt; color: #C00000; font-weight: bold;">1.</p>	<p>Log in to the LMS.</p>	 <p>PLATEAU 1</p> <p>Home User Management Performance Learning Commerce Content Reports System Admin</p> <p>Welcome Admin, ATF</p> <p>Quick Links</p> <p>Record Learning</p> <p>Store the completion of a course or any other learning related Item, including scheduled offerings that are now complete, or non-tracked events that help define what a person in the system knows based on their entire transcript.</p> <p>Record Learning</p>
<p style="font-size: 24pt; color: #C00000; font-weight: bold;">2.</p>	<p>Select the User Management tab. Click Tools from the left pane. Click on Learning Event Recorder. Select the Item radio button. Click Next.</p>	 <p>PLATEAU</p> <p>Home User Management Performance Learning Commerce Content Reports System Admin</p> <p>Users Assignment Profiles Job Positions Organizations Organization Groups Regions Tools Learning Event Recorder Learning Event Editor</p> <p>Learning Event Recorder</p> <p>> Step 1</p> <p>Step 1: Select Event Type</p> <p><input checked="" type="radio"/> Item <input type="radio"/> External Event <input type="radio"/> Scheduled Offering</p> <p>Next</p>
<p style="font-size: 24pt; color: #C00000; font-weight: bold;">3.</p>	<p>The Select Item page appears. Enter the Item ID, Select Briefing from the pull down menu and click Next.</p> <p><i>Tip:</i> See Item IDs in next block.</p>	 <p>Learning Event Recorder</p> <p>> Step 1 > Step 2</p> <p>Step 2: Select Item</p> <p>* = Required Fields</p> <p>* Item Type: BRIEFING</p> <p>* Item ID: CNED-RE-0012</p> <p>Revision Date:</p> <p>Title:</p> <p>Previous Next</p>

Item IDs:

Item ID	Title	Remove
BRIEFING CNED-RE-0001 (Rev 07-09 - 6/29/2009 02:35 PM America/New York)	Roll-Call Training -- January	<input type="checkbox"/>
BRIEFING CNED-RE-0002 (Rev 07-09 - 6/30/2009 01:10 PM America/New York)	Roll-Call Training -- February	<input type="checkbox"/>
BRIEFING CNED-RE-0003 (Rev 07-09 - 6/30/2009 01:11 PM America/New York)	Roll-Call Training -- March	<input type="checkbox"/>
BRIEFING CNED-RE-0004 (Rev 07-09 - 6/30/2009 01:11 PM America/New York)	Roll-Call Training -- April	<input type="checkbox"/>
BRIEFING CNED-RE-0005 (Rev 07-09 - 6/30/2009 01:14 PM America/New York)	Roll-Call Training -- May	<input type="checkbox"/>
BRIEFING CNED-RE-0006 (Rev 07-09 - 6/30/2009 01:15 PM America/New York)	Roll-Call Training -- June	<input type="checkbox"/>
BRIEFING CNED-RE-0007 (Rev 07-09 - 6/30/2009 01:15 PM America/New York)	Roll-Call Training -- July	<input type="checkbox"/>
BRIEFING CNED-RE-0008 (Rev 07-09 - 6/30/2009 01:15 PM America/New York)	Roll-Call Training -- August	<input type="checkbox"/>
BRIEFING CNED-RE-0009 (Rev 07-09 - 6/30/2009 01:16 PM America/New York)	Roll-Call Training -- September	<input type="checkbox"/>
BRIEFING CNED-RE-0010 (Rev 07-09 - 6/30/2009 01:16 PM America/New York)	Roll-Call Training -- October	<input type="checkbox"/>
BRIEFING CNED-RE-0011 (Rev 07-09 - 6/30/2009 01:17 PM America/New York)	Roll-Call Training -- November	<input type="checkbox"/>
BRIEFING CNED-RE-0012 (Rev 07-09 - 6/30/2009 01:17 PM America/New York)	Roll-Call Training -- December	<input type="checkbox"/>

4.

Select **BRIEF-COMPLETED (Briefing Completed)** – For Credit from the drop-down.

Enter the **Completion date**.

Enter **Completion Time**

Select **Time Zone**.

Click **Next**.

Step 3: Enter Learning Event Information

Previous **Next**

* = Required Fields

Item: BRIEFING CNED-RE-0003 (Rev 03-10 - 2/25/2010 10:09 AM America/New York)
Title: Roll-Call Training -- March

Instructor ID:

Instructor Name:

Default Grade:

* Default Completion Status: BRIEF-COMPLETED (Briefing Completed) - For Credit

* Completion Date:

* Completion Time:

* Time Zone:



<p>5.</p>	<p>The Select Users screen appears. Click on add one or more from list.</p>	
<p>6.</p>	<p>The Search Users screen appears. Click the Organizations filter.</p>	
<p>7.</p>	<p>Enter the first 3 digits of your org code on the Organization ID field. Click Submit Criteria.</p>	

<p>8.</p>	<p>The <u>Search Users</u> screen appears. Click <u>Search</u>.</p>	<p>Search Users</p> <p>Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.</p> <p>Case sensitive search: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>User ID: Starts With []</p> <p>Last Name: Starts With []</p> <p>First Name: Starts With []</p> <p>Role ID: Starts With []</p> <p>User Status: <input checked="" type="radio"/> Active <input type="radio"/> Not Active <input type="radio"/> Both</p> <p>Domains: Starts With []</p> <p>Organizations: [Criteria Specified]</p>																								
<p>9.</p>	<p>The <u>Select Users for This Learning Event</u> screen appears.</p> <p>IMPORTANT - Use the drop down to display <u>ALL</u> records.</p> <p>Scroll down and check only those users who completed the Roll Call briefing.</p> <p>When you have Selected all the appropriate users, click <u>Add</u>.</p>	<p>Select Users For Learning Event</p> <p>Records per Page: All (164 total records)</p> <table border="1"> <thead> <tr> <th>User ID</th> <th>Name</th> <th>Add</th> </tr> </thead> <tbody> <tr> <td>JAGUON</td> <td>Aguon, Jason</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>MFAGUON</td> <td>Aguon, Mary F</td> <td><input type="checkbox"/></td> </tr> <tr> <td>AJARRIOLA</td> <td>Arriola, Anthony</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>TSBARR</td> <td>Barr Jr, Thomas S</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>MDBECKSTRA</td> <td>Beckstrand, Michael David</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>ETBENNETT</td> <td>Bennett, Erik T</td> <td><input type="checkbox"/></td> </tr> <tr> <td>RDBIGGS</td> <td>Biggs, Richard D</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	User ID	Name	Add	JAGUON	Aguon, Jason	<input checked="" type="checkbox"/>	MFAGUON	Aguon, Mary F	<input type="checkbox"/>	AJARRIOLA	Arriola, Anthony	<input checked="" type="checkbox"/>	TSBARR	Barr Jr, Thomas S	<input checked="" type="checkbox"/>	MDBECKSTRA	Beckstrand, Michael David	<input checked="" type="checkbox"/>	ETBENNETT	Bennett, Erik T	<input type="checkbox"/>	RDBIGGS	Biggs, Richard D	<input checked="" type="checkbox"/>
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<p>10.</p>	<p>The Edit Selected users screen appears.</p> <p>Double check that only those users who attended the Roll Call briefing and signed the sign in sheet are listed. If there are any users who should not be included, you can remove them now by clicking Remove and Apply Changes.</p> <p>Once you have confirmed that the users are correct, click Next.</p>	<p>Step 4: Select Users 10</p> <p style="text-align: right;">Previous Next</p> <p>* = Required Fields</p> <p>Add Users</p> <p>Enter User ID or add one or more from list</p> <p>* User ID: <input type="text"/> Add</p> <p>Edit Selected Users</p> <p style="text-align: right;">Apply Changes</p> <p style="text-align: right;">Select All / Deselect All</p> <table border="1"> <thead> <tr> <th>User ID</th> <th>Name ▲</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>JAGUON</td> <td>Aguon, Jason</td> <td><input type="checkbox"/></td> </tr> <tr> <td>AJARRIOLA</td> <td>Arriola, Anthony</td> <td><input type="checkbox"/></td> </tr> <tr> <td>TSBARR</td> <td>Barr Jr, Thomas S</td> <td><input type="checkbox"/></td> </tr> <tr> <td>MDBECKSTRA</td> <td>Beckstrand, Michael David</td> <td><input type="checkbox"/></td> </tr> <tr> <td>RDBIGGS</td> <td>Biggs, Richard D</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	User ID	Name ▲	Remove	JAGUON	Aguon, Jason	<input type="checkbox"/>	AJARRIOLA	Arriola, Anthony	<input type="checkbox"/>	TSBARR	Barr Jr, Thomas S	<input type="checkbox"/>	MDBECKSTRA	Beckstrand, Michael David	<input type="checkbox"/>	RDBIGGS	Biggs, Richard D	<input type="checkbox"/>
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<p>11.</p>	<p>The Edit User Event Information screen appears. Click Next.</p>	<p>Step 5: Edit User Event Information 11</p> <p style="text-align: right;">Previous Next</p> <table border="1"> <thead> <tr> <th>User</th> <th>Comments</th> <th>Grade</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>JAGUON (Aguon, Jason)</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>BRIEF-COMPLETED (Briefing Completed) - For Credit</td> </tr> <tr> <td>AJARRIOLA (Arriola, Anthony)</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>BRIEF-COMPLETED (Briefing Completed) - For Credit</td> </tr> <tr> <td>TSBARR (Barr Jr, Thomas S)</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>BRIEF-COMPLETED (Briefing Completed) - For Credit</td> </tr> </tbody> </table>	User	Comments	Grade	Status	JAGUON (Aguon, Jason)	<input type="text"/>	<input type="text"/>	BRIEF-COMPLETED (Briefing Completed) - For Credit	AJARRIOLA (Arriola, Anthony)	<input type="text"/>	<input type="text"/>	BRIEF-COMPLETED (Briefing Completed) - For Credit	TSBARR (Barr Jr, Thomas S)	<input type="text"/>	<input type="text"/>	BRIEF-COMPLETED (Briefing Completed) - For Credit		
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<p>12.</p>	<p>The Record Event screen displays. Click Finish.</p>	<p>Step 7: Record Event 12</p> <p style="text-align: right;">Previous Finish</p> <p>Item: BRIEFING CNED-RE-0003 (Rev 03-10 - 2/25/2010 10:09 AM America/New York)</p> <p>Item Title: Roll-Call Training -- March</p> <p>Instructor:</p> <p>Completion Date: 2/8/2011 08:00 AM America/New York Total Hours: 0.50 Default Tuition: 0.00 US Dollar (USD)</p> <p>Contact Hours: 0.50 CPE: Credit Hours:</p> <p>Automatically Assess Related Competencies: <input type="checkbox"/></p> <table border="1"> <thead> <tr> <th>User</th> <th>Status</th> <th>Grade</th> <th>Price</th> <th>Cost Centers</th> <th>Profit Centers</th> <th>Order Ticket</th> </tr> </thead> <tbody> </tbody> </table>	User	Status	Grade	Price	Cost Centers	Profit Centers	Order Ticket											
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13.

The **Edit User Financial** screen appears. Do not enter any information here, just click **Next**.

Step 6: Edit User Event Financial Information

13

Previous **Next**

For each User you may either enter the Price and Cost and Profit Centers or you may enter an order ticket.

User	Price (1000)	/ Currency	Cost Center Account Codes	Profit Center Account Codes	Order Ticket
JAGUON (Aguon, Jason)	0.00	US Dollar (USD)			
Cost Name		Amount (1000)			
		Edit			
All Costs below are in:		US Dollar (USD)			
Tuition					
PerDiem					
Travel					
Books_Materials					
NonGovtContribution					

14.

Preview the screen. If you need to make corrections, click **Preview** to correct or click **Finish**.

Step 7: Record Event

14

Previous **Finish**

Item: BRIEFING CNED-RE-0003 (Rev 03-10 - 2/25/2010 10:09 AM America/New York)
 Item Title: Roll-Call Training -- March
 Instructor:
 Completion Date: 12/17/2010 12:00 PM America/New York Total Hours: 0.50 Default Tuition: 0.00 US Dollar (USD)
 Contact Hours: 0.50 CPE: Credit Hours:
 Automatically Assess Related Competencies:

User	Status	Grade	Price	Cost Centers	Profit Centers	Order Ticket
AGSMIT2947 (Smith, Aaron G)	BRIEF-COMPLETED (Briefing Completed)		0.00 US Dollar (USD)			
Comments:						
ASMIT1665 (Smith, Alyshia)	BRIEF-COMPLETED (Briefing Completed)		0.00 US Dollar (USD)			
Comments:						