Army Learning Management System (ALMS)
Content Testing Environment (CTE)
Guidance Documentation Overview

Provided for
The Army University
Directorate of Distributed Learning (DDL)

01 March 2019
Introduction
This document provides an overview of the knowledge resources provided by the U.S. Army Distributed Learning System (DLS) for courseware developers using the Army Learning Management System (ALMS) Content Testing Environment (CTE). The guidance from DLS contains information and step-by-step instructions on the following topics:

- ALMS background, major system functions, and content entry process.
- General ALMS CTE usage instructions and user interface (UI) conventions.
- Accessing the ALMS CTE Knowledge Base repository.
- Importing SCORM 2004 3rd Edition content to the ALMS CTE Production Repository.
- Creating a web-based course and its components, e.g. topic template, learning assignment and course.
- Creating an assessment or survey using the built-in Assessment Authoring Tool.
- Accessing and creating the Content Results Detailed Analysis report.

More information about the ALMS CTE is available on the DLS website at this address: https://www.dls.army.mil/ALMS.html.

How to Use ALMS CTS Guidance
DLS provides 10 documents that provide step-by-step guidance on how to use the ALMS CTE for pre-delivery testing and validation of courseware. The guidance in each document is intended for all Army courseware developers at all skill levels.

Accessing Resources
All the resources mentioned in this document are hosted on the ALMS CTE Knowledge Base repository – the Knowledge Base will always have the latest version of each document. Developers need an Army Knowledge Online (AKO) account to access the ALMS CTE, and those who do not have an account must coordinate with the Contracting Officer’s Representative, or the proponent school or activity, to establish an account.

Finding Specific Information
Courseware developers should read all the guidance on ALMS CTE usage and also be aware of the particular subject matter in each document for future reference. This document provides a description of each document and its major topics in the ALMS CTE Guidance Documents section so that developers will know where to look for specific information and guidance. For example, if a courseware developer wants to know how to add SCORM 2004 3rd Edition content to a topic, they will know that Part II of the Construct a Web-Based Course document contains the necessary information.

Additionally, the last section of this document, FAQs and Quick Reference, matches the most common questions that developers may have about the ALMS CTE to the appropriate resources.
ALMS CTE Guidance Documents

This section describes each of the 10 ALMS CTE guidance documents and their major topics. The documents are organized here by three primary categories of information and will be most useful to developers if read in the order shown:

<table>
<thead>
<tr>
<th>Category</th>
<th>Guidance Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALMS CTE Overview</td>
<td>What is the ALMS Content Testing Environment?</td>
</tr>
<tr>
<td></td>
<td>How Courseware Gets into the ALMS</td>
</tr>
<tr>
<td>General ALMS CTE Usage</td>
<td>General ALMS User Interface Information</td>
</tr>
<tr>
<td></td>
<td>Accessing the ALMS CTE Knowledge Base</td>
</tr>
<tr>
<td>Creating and Configuring Learning Content</td>
<td>Import Content into a Production Repository Folder</td>
</tr>
<tr>
<td></td>
<td>Construct a Web-Based Course Part I</td>
</tr>
<tr>
<td></td>
<td>Construct a Web-Based Course Part II</td>
</tr>
<tr>
<td></td>
<td>Basic Course Configuration for Functional Testing</td>
</tr>
<tr>
<td></td>
<td>Assessment Authoring Tool</td>
</tr>
<tr>
<td></td>
<td>Courseware Developer Reports</td>
</tr>
</tbody>
</table>

The next sections describe the documents in each category, and the specific topics that they cover.

Notes in PowerPoint Documents

The documents that are in PowerPoint format often have additional information, such as descriptions of elements shown on screen, in the Notes panel for individual slides. Ensure that the Notes panel is visible when reviewing documents in PowerPoint format.
ALMS CTE Overview
The documents in this category provide an overview of the general functionality of the ALMS CTE and the processes that the Army and courseware developers use to leverage the system.

What is the Army Learning Management System Content Testing Environment?
This document provides background information and an overview of the major system functions of the ALMS CTE. The information is in PowerPoint format and contains 18 slides that cover the following topics:

- ALMS CTE Background Information
- ALMS CTE Courseware Hosting
- ALMS CTE System Users
- ALMS CTE Role Function
- ALMS CTE Role List
- ALMS CTE Course Details Form
- ALMS CTE Functions
- ALMS CTE Functions Terminology
- ALMS CSC Points of Contact

How Courseware Gets into the ALMS
This document explains the overall process for entering courseware into the ALMS CTE. The information is in PowerPoint format and contains 11 slides that cover the following topics:

- Courseware Development
- ATSC Testing/Approval
- PL DLS ALMS CSC Functional Testing
- Observation Results Submitted to ATSC
- ALMS CSC Points of Contact
General ALMS CTE Usage
The documents in this category provide information on ALMS UI conventions and general system use.

General ALMS User Interface Information
This document explains the key UI elements seen on the ALMS. The information is in Word format and contains 1 page with images and explanations for specific UI elements and conventions.

Accessing the ALMS CTE Knowledge Base
This document provides step-by-step guidance with annotated screenshots on how to access the repository that contains the resources listed in this document on the ALMS CTE. The information is in PowerPoint format and contains 14 slides.

Remember that the latest version of each resource will always be in the ALMS CTE knowledge base.

Creating and Configuring Learning Content
The guidance documents in this category provide step-by-step guidance on importing SCORM 2004 3rd Edition content into the ALMS and configuring courses around content for testing.

Import Content into a Production Repository Folder
This document provides step-by-step guidance with annotated screenshots on how to upload SCORM 2004 3rd Edition content to the ALMS CTE repository. The information is in PowerPoint format and contains 26 slides that cover the following topics:

- Create a Production Repository Sub-Folder
- Importing Content into the Production Repository
- Preview a Content Item
Construct a Web-Based Course

This resource is split into two documents that provide instructions on how to create topics and courses on the ALMS CTE with content from the Production Repository.

Part I

This document provides an overview of the key concepts and terminology for the creating courses on the ALMS CTE that appear in Part II. The information is in PowerPoint format and contains 13 slides that cover the following topics:

- ALMS CTE Terminology
- ALMS CTE Course Configuration Basics
- ALMS Course Details Form
- Examples of Course Maps
- Learning Assignments Course Content
- Topic Templates Naming Convention
- Topics Learning Assignments (Content) Sequencing

Part II

This document provides step-by-step guidance with annotated screenshots on how to create topic templates, topics, courses and certifications, and how to create course registrations. The information is in PowerPoint format and contains 83 slides that cover the following topics:

- Create the New Topic Template
- Create Delivery Mode
- Create the New Web Based Training Topic
- Learning Assignment Tab: Add Content to Topic Details
- Create the Course Certification
- Add Course Iteration/Create a Course Iteration
- Search for the Course or Certification
  - Locate and Register for a Course or Certification in the ALMS Course Catalog
  - Register Learners for a Course or Certification in the ALMS Course Catalog
- Locate and Register for a Course or Certification in the ALMS Course Catalog
- Register Learners for a Course or Certification in the ALMS Course Catalog
Basic Course Configuration for Functional Testing
This document provides an overview of the concepts and steps seen in the Construct a Web-Based Course resources. The information is in Word format and contains 12 pages that cover the same topics as Parts I and II of Construct a Web-Based Course.

Assessment Authoring Tool
This document provides step-by-step guidance with annotated screenshots on how to use the built-in Assessment Authoring Tool on the ALMS CTE to create exams and questionnaires or surveys. The information is in PowerPoint format and contains 84 slides that cover the following topics:

- ALMS CTE Assessment Authoring Tool Overview
- Create an Assessment/Exam in the ALMS CTE
- Publish an Assessment/Exam
- Create a Questionnaire/Survey in the ALMS CTE
- Publish a Questionnaire/Survey

Courseware Developer Reports
This document provides step-by-step guidance with annotated screenshots on how to access and generate reports on the ALMS CTE. The information is in PowerPoint format and contains 20 slides that cover the following topics:

- Access/Generate Content Results Detailed Analysis Report
- Best Practices for Accessing Reports
# FAQs and Quick Reference

This section matches the most common questions that courseware developers may have concerning ALMS CTE usage to specific documents. Developers should be familiar with the guidance and information in every document to best understand how to use the ALMS CTE.

<table>
<thead>
<tr>
<th>Question</th>
<th>Appropriate Document(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>How does the ALMS CTE work overall?</td>
<td>• What is the ALMS CTE?</td>
</tr>
<tr>
<td></td>
<td>• How Courseware Gets into the ALMS</td>
</tr>
<tr>
<td>How do I navigate the ALMS CTE menus?</td>
<td>• General Information</td>
</tr>
<tr>
<td></td>
<td>• Guide to Accessing ALMS CTE Knowledge Base</td>
</tr>
<tr>
<td>How do I upload my content to the ALMS CTE?</td>
<td>• Import Content into a Production Repository Folder</td>
</tr>
<tr>
<td>What is a topic / learning assignment / iteration?</td>
<td>• Construct a Web-Based Course Part I*</td>
</tr>
<tr>
<td></td>
<td>• Construct a Web-Based Course Part II*</td>
</tr>
<tr>
<td>What do I do once my content is uploaded to the Production Repository?</td>
<td>• Construct a Web-Based Course Part II*</td>
</tr>
<tr>
<td>How do I configure my content for functional testing?</td>
<td>• Import Content into a Production Repository Folder</td>
</tr>
<tr>
<td></td>
<td>• Construct a Web-Based Course Part I*</td>
</tr>
<tr>
<td></td>
<td>• Construct a Web-Based Course Part II*</td>
</tr>
<tr>
<td>How do I attach a questionnaire or survey to a course?</td>
<td>• Assessment Authoring Tool</td>
</tr>
<tr>
<td>How do I generate a report of learner performance on a course?</td>
<td>• Courseware Developers Reports</td>
</tr>
<tr>
<td>Who do I contact if I have additional questions or concerns?</td>
<td>• Michael Stewart</td>
</tr>
<tr>
<td></td>
<td>U.S. Army Distributed Learning System</td>
</tr>
<tr>
<td></td>
<td>ALMS Customer Service Center</td>
</tr>
<tr>
<td></td>
<td>(757) 878-0433 ext. 1322</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:michael.d.stewart2.ctr@mail.mil">michael.d.stewart2.ctr@mail.mil</a></td>
</tr>
</tbody>
</table>

* The Basic Course configuration for Functional Testing document also contains this information in an abbreviated format. Refer to the documents mentioned in the table for fully-detailed information.

More information about the ALMS CTE is available on the DLS website at this address: [https://www.dls.army.mil/ALMS.html](https://www.dls.army.mil/ALMS.html).