

OFFICE OF THE TCM-TADLP

ALMS CTE Offering and Course Iteration Setup Guide

Version 1.0

TADLP Capabilities and Implementation Office, Implementation Branch

5/2/2013

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Executive Summary

The purpose of this document is to provide step-by-step guidance for structuring content packages on the ALMS CTE for pre-delivery testing and validation. This document provides instructions for using content that has been loaded into the repository for the CTE system to build “Offerings” and “Course Iterations”.

The document is divided into three sections.

The first section provides instructions for logging into the ALMS CTE, and accessing the area of the system where content packages are assembled into registrable objects in the system.

The second section provides instructions for building the container for grouping content packages, and if necessary assembling the content packages into a specific structure to enforce sequencing of multiple packages. This assemblage is known as an “Offering”.

The third section provides instructions for building the container for grouping Offerings into a single registrable object in the system. This assemblage is known as a “Course Iteration”.

For reference, there is a list of the acronyms used in the document and a glossary of terms explaining the meaning of the terms used in the document.

Acronym List

ALMS	Army Learning Management System
CTE	Content Test Environment
LMS	Learning Management System
SCORM	Shareable Content Object Reference Model
TADLP	The Army Distributed Learning Program
TCM	Training and Doctrine Command (TRADOC) Capability Manager

Glossary of Terms

Content Repository	The shared storage location accessible from within the LMS that contains learning content objects, such as SCORM packages and files.
Course Iteration	Container on the ALMS used to create the structure for assembling Offerings to create a single registrable item containing multiple pieces of learning content.
Delivery Type	Method used to provide the content to the learner; for asynchronous training the delivery type is "Web Based Training".
Domain	Proponent School, Organization or Agency to whom the training belongs.
Learning Assignments	Learning content objects that are made available to a learner upon enrollment.
Lesson Template	Container on the ALMS used to create the structure for assembling learning content objects from the content repository.
Offering	A registrable item in the LMS that allows the learner to access the learning content objects.
Publish	Create an entry in the Course Catalog that can be located and allow the learner to register for the Offering.
Registrable Item	An entry in the Course Catalog on the LMS that is visible to learners and registrars, and that the learner can enroll in and access the associated learning content, or that a registrar can enroll learners in and grant them access the associated learning content.
Sequencing	A specified order with associated rules that enables the presentation of content with the capability to complete specified content for learning credit.

Logging into the ALMS CTE

The CTE is located at <https://www.cts.lms.army.mil> . Users can access the CTE by entering their AKO credentials, or with their Combined Access Card credentials.



The image shows the ALMS login interface. At the top left is the U.S. Army logo (a star in a shield) and the text "ALMS THE ARMY LEARNING MANAGEMENT SYSTEM". Below this, there are two main sections for login. The left section is titled "Sign in using your AKO ID/PASSWORD" and includes the subtext "Sign into ALMS without a CAC". It has input fields for "Username:" and "Password:", and a "Sign in" button. The right section is titled "Sign in using your CAC/PIV" and includes the subtext "Insert your CAC/PIV into the card reader, then Sign in." and a blue link that says "Sign in with CAC".

Figure 1

On the selection page, choose “Go To ALMS Homepage” to access the CTE.



Figure 2

Building a Lesson Template

Select Course/Class/Facility Management from the drop-down menu.

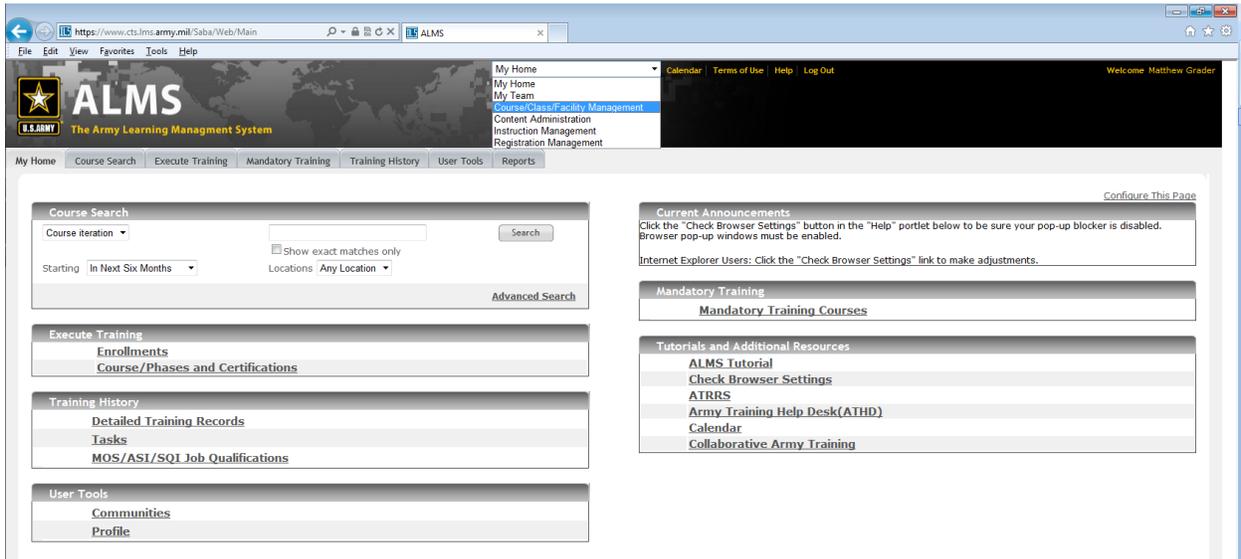


Figure 3

Select Lesson Templates from the side menu.

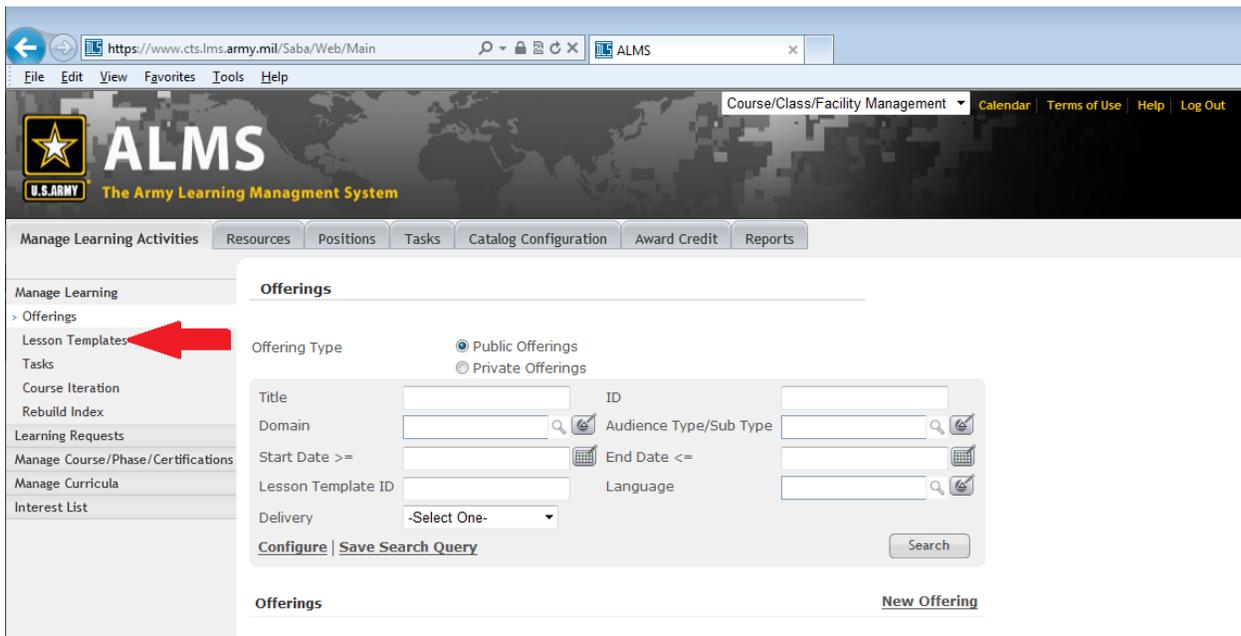


Figure 4

Select the Quick Lesson Template link.

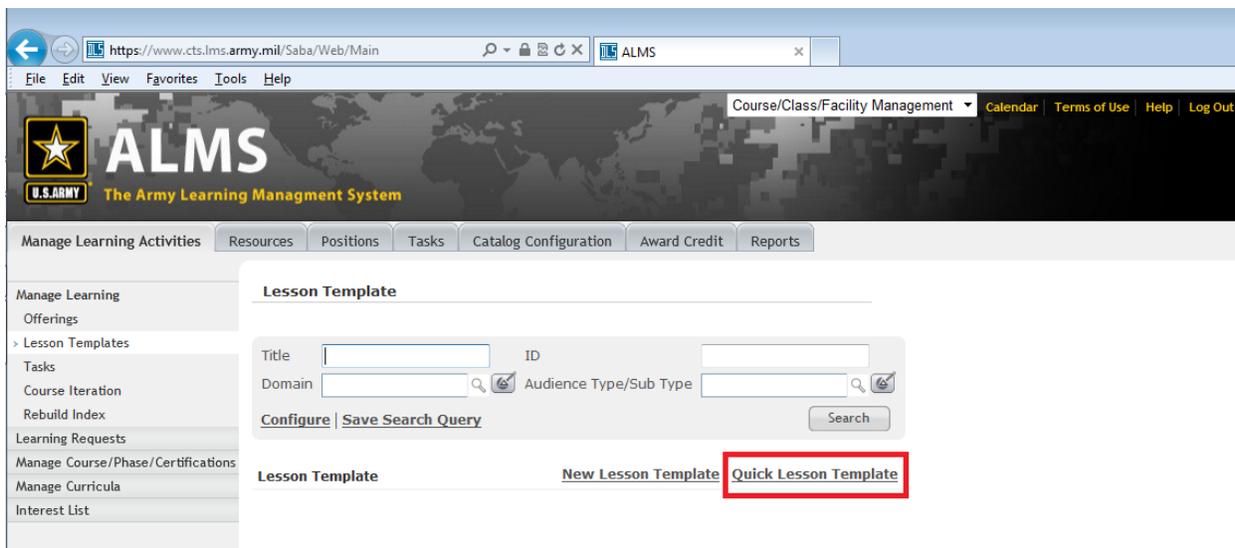


Figure 5

In the Delivery Type drop-down box, select Web Based Training.

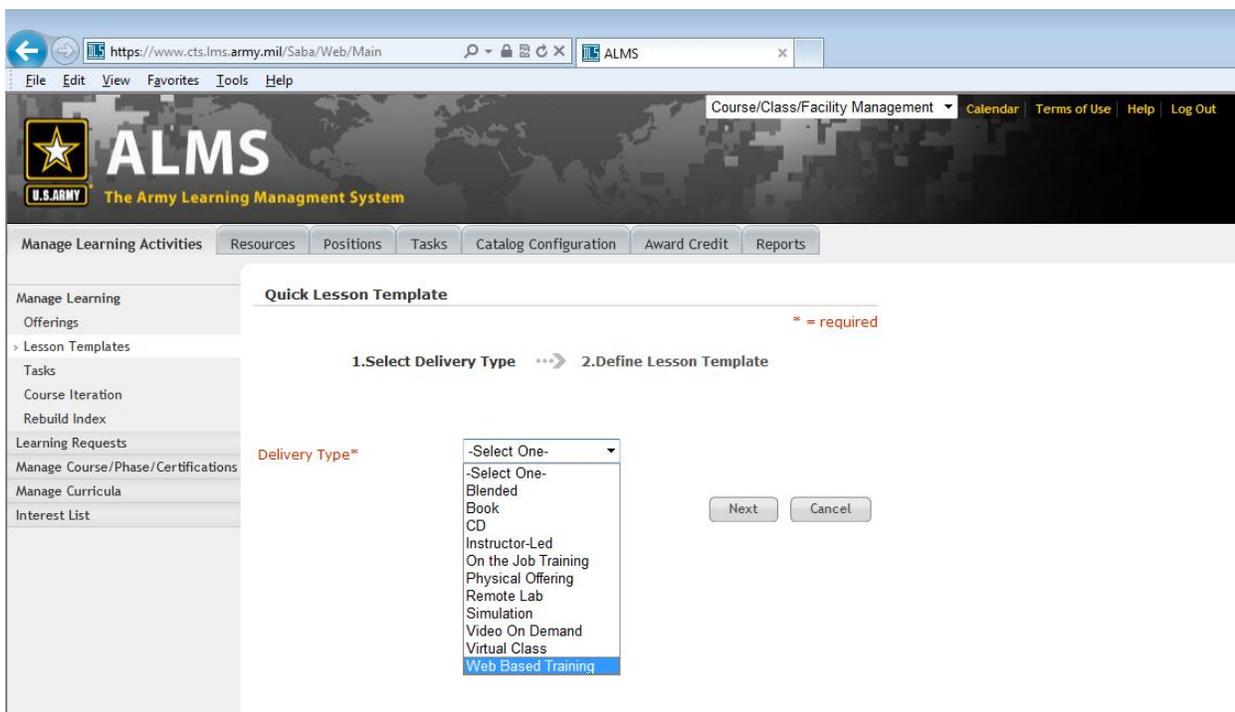


Figure 6

After the screen refreshes, click the Next button.

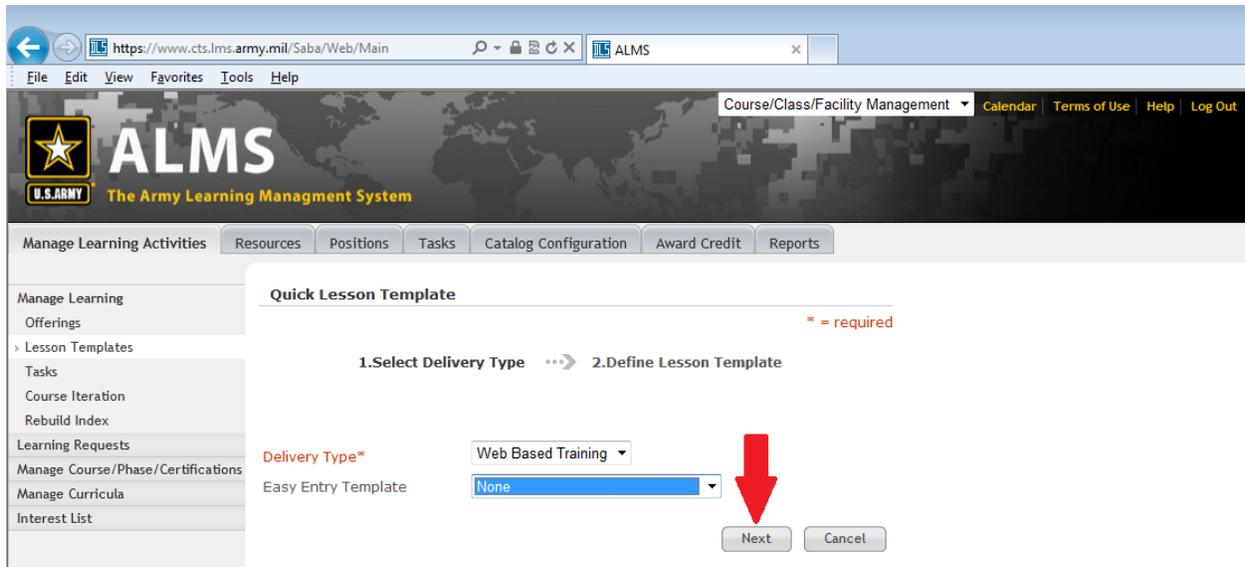


Figure 7

The Lesson Template screen will be displayed.

Course/Class/Facility Management | Calendar | Terms of Use | Help | Log Out

U.S. ARMY **ALMS**
The Army Learning Management System

Manage Learning Activities | Resources | Positions | Tasks | Catalog Configuration | Award Credit | Reports

Manage Learning
Offerings
Lesson Templates
Tasks
Course Iteration
Rebuild Index
Learning Requests
Manage Course/Phase/Certifications
Manage Curricula
Interest List

New WBT Offering * = required

1. Select Delivery Type ↔ 2. Define Lesson Template

Offering Details

Name*

Version

ID 00033313

Domain*

Description
Character Limit : 1000

Lesson Template Description
Delivery Mode Description

Scheduling Details

Language*

Duration (HH:MM)*

Figure 8

Enter a Name for your lesson template.

Offering Details

Name*

Version

ID 00033313

Domain*

Figure 9

Enter part or all the domain name and click the magnifying glass. Click on the domain name in the list to select it. The page will refresh after you make your selection.

Offering Details

Name* Example Module 1

Version

ID 00033313

Domain* Army Training Supp

Description Army Training Support Center

Character Limit : 1000

Lesson Template Description

Delivery Mode Description

Figure 10

Enter English in the Language field and click the magnifying glass. Click on “English” in the list to select it.

Scheduling Details

Language* English

Duration (HH:MM)*

Figure 11

Scroll to the bottom of the page and click the Finish button.

Other Information

Automatic Dis-enrollment timeframe (days)

Time Remaining Notification 1

Time Remaining Notification 2

Time Remaining Notification 3



Figure 12

Building an Offering

After the Lesson Template has been saved, click the Learning Assignments tab to begin building an Offering.

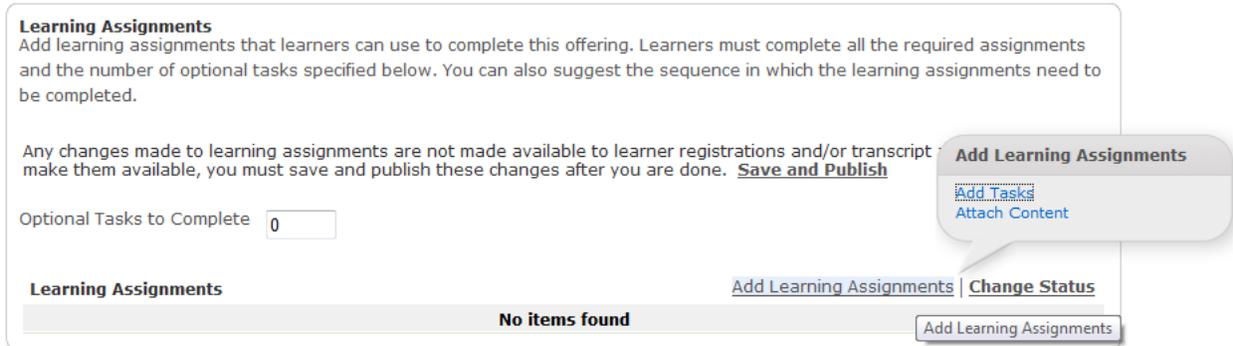
The screenshot displays the ALMS (The Army Learning Management System) interface. At the top, there is a navigation bar with the ALMS logo and the text "The Army Learning Management System". To the right of the logo, there is a dropdown menu for "Course/Class/Facility Management" and links for "Calendar", "Terms of Use", "Help", and "Log Out". Below the navigation bar, there is a horizontal menu with tabs for "Manage Learning Activities", "Resources", "Positions", "Tasks", "Catalog Configuration", "Award Credit", and "Reports". On the left side, there is a vertical sidebar with a tree view containing "Manage Learning", "Offerings", "Lesson Templates", "Tasks", "Course Iteration", "Rebuild Index", "Learning Requests", "Manage Course/Phase/Certifications", "Manage Curricula", and "Interest List". The main content area is titled "Web Based Training Offering Details: Example Module 1, #00022751, 00033313". Below the title, there is a red arrow pointing to the "Learning Assignments" tab in a sub-menu that also includes "Main", "Expenses", "Related Info", and "Policies". To the right of the sub-menu, there is a "Create Community" link and a note "* = required". The "Offering Details" section contains the following information: Name: Example Module 1; Lesson Template ID: 00022751; ID: 00033313; Domain*: Army Training Support Center (with a search icon); Description: (empty text area with a character limit of 1000); Lesson Template Description: (empty text area); Delivery Mode Description: Web Based Training; Owner: No items found (with an "Add Owner" link). The "Scheduling Details" section contains: Language*: English (with a search icon); Duration (HH:MM)*: 00:00.

Figure 13

An Offering with no sequencing

Below are the instructions for using a Lesson Template to create an Offering that does not use sequencing.

Mouse over the Add Learning Assignments link and select Attach Content to add content and exams to your Offering.



Learning Assignments
Add learning assignments that learners can use to complete this offering. Learners must complete all the required assignments and the number of optional tasks specified below. You can also suggest the sequence in which the learning assignments need to be completed.

Any changes made to learning assignments are not made available to learner registrations and/or transcripts until you make them available, you must save and publish these changes after you are done. [Save and Publish](#)

Optional Tasks to Complete

Learning Assignments [Add Learning Assignments](#) | [Change Status](#)

No items found [Add Learning Assignments](#)

Add Learning Assignments
[Add Tasks](#)
[Attach Content](#)

Figure 14

There are two ways to locate your file to add it to the Lesson Template. You can browse the catalog and select the file from the Production

repository.

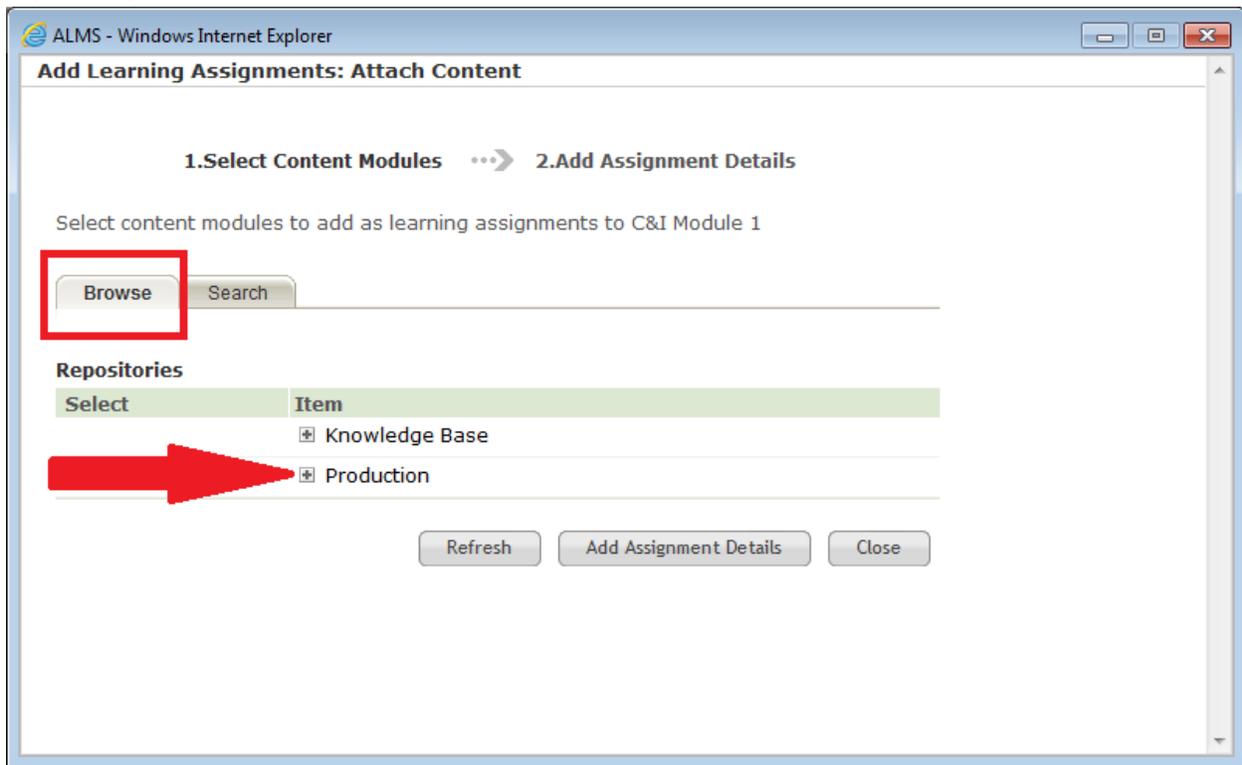


Figure 15

Or, if you know the name of your file in the repository, you can use the Search. Either method will locate the file.

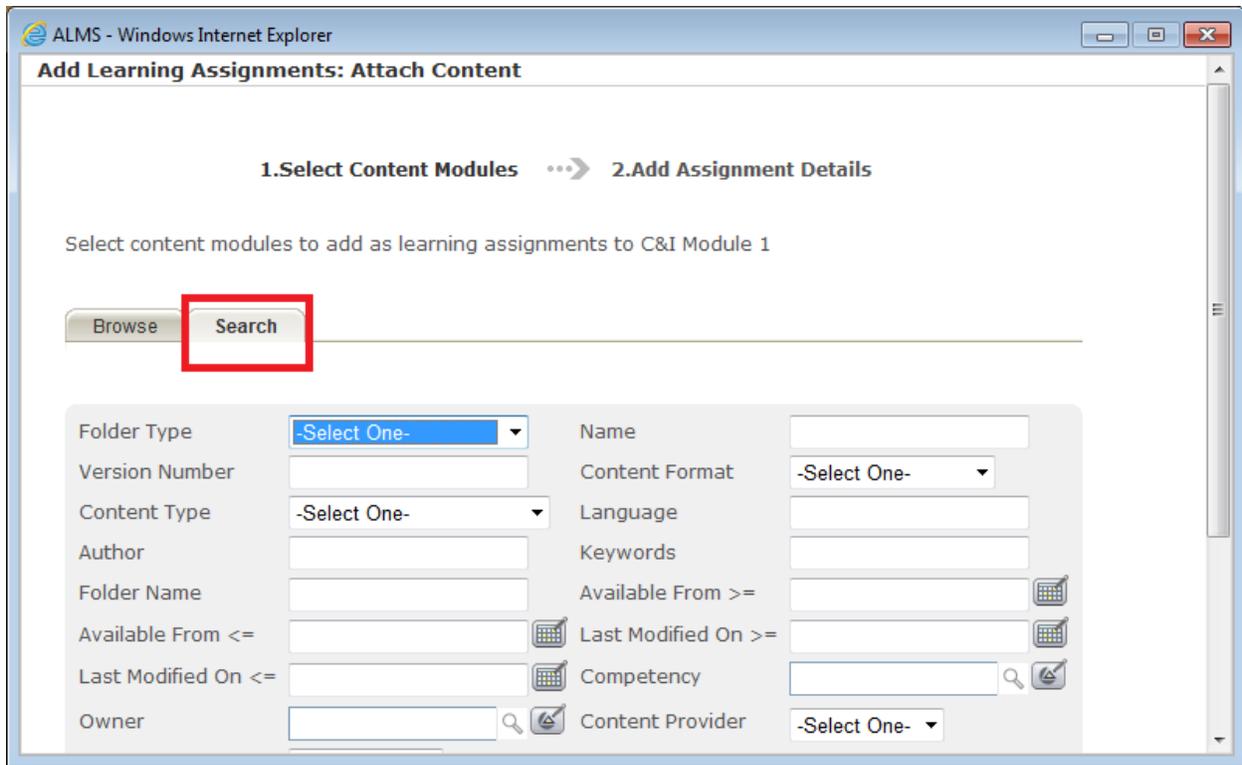


Figure 16

Using either method, locate your item in the repository and click the check box to select it. After making your selection, scroll to the bottom of the window and click the Add Assignment Details button.

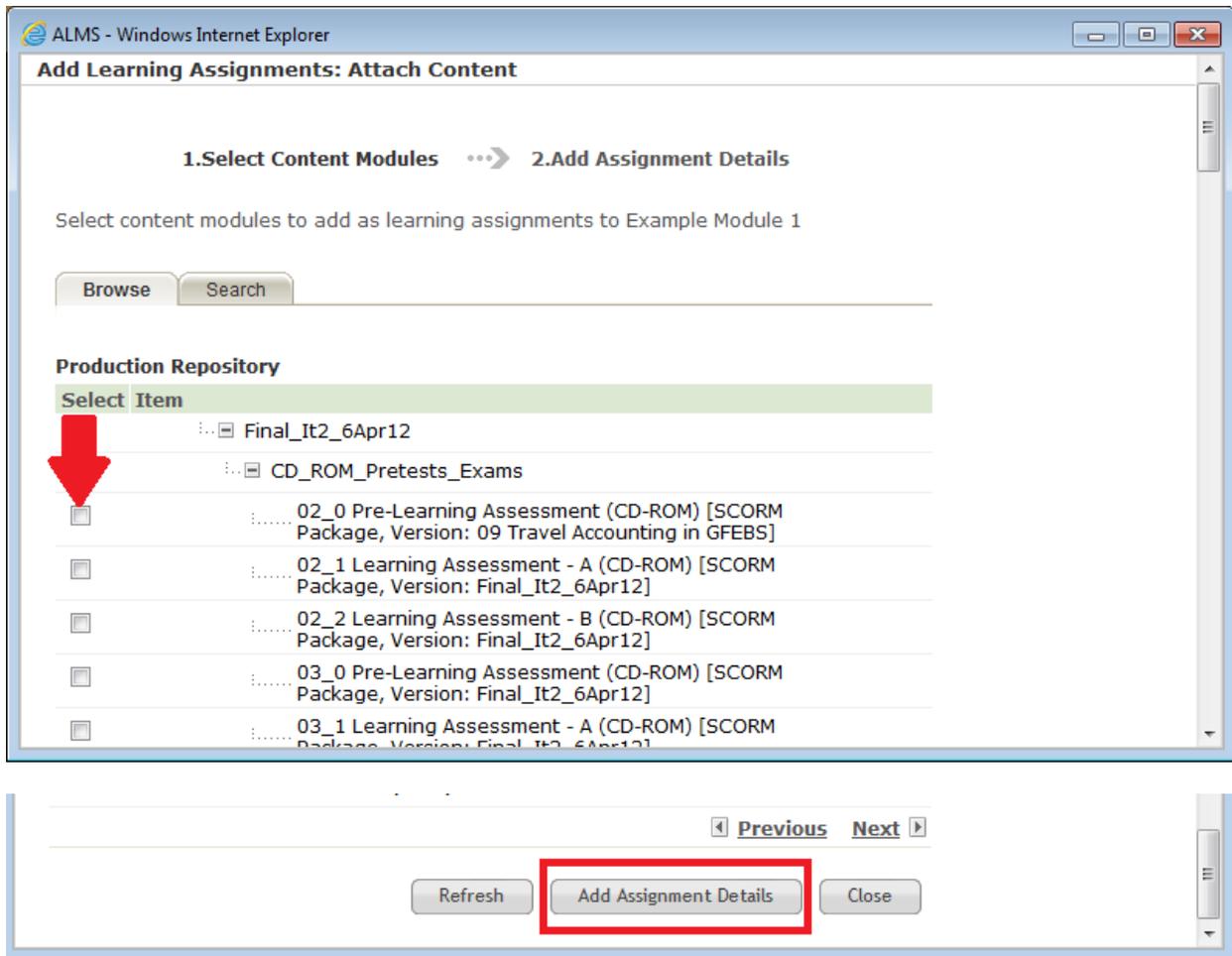


Figure 17

Or

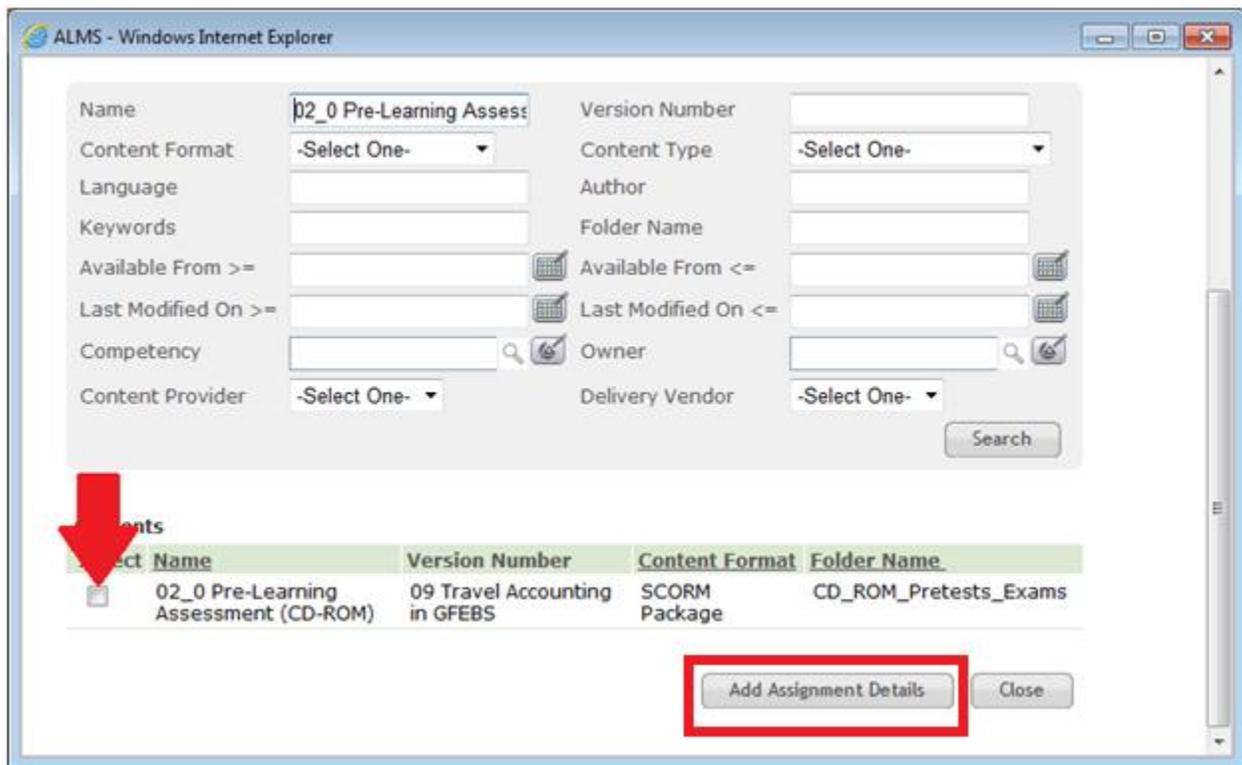


Figure 18

On this screen, you identify if the learner will be required to complete the item, and if there is a limit of how many times a learner can launch the item. *NOTE: in the ALMS, launching an item = one attempt.*

ALMS - Windows Internet Explorer

Add Learning Assignments: Attach Content

1.Select Content Modules → 2.Add Assignment Details

Add assignment details for selected tasks.

Name	Required	Status	Sign Off	Mastery Score	Attempts on Content
03 Accounts Payable Process Overview (Web)	Required	Enabled			Unlimited
04 Material and Vendor Master Data Maintenance (Web)	Required	Enabled			Unlimited
05 Purchase Requisitioning and Approval Workflow (Web)	Required	Enabled			Unlimited

Save Back Close

Figure 19

To set an attempt limit, select Limited from the drop-down box, and enter a number of allowed attempts. If the default values are applicable, click the Save button.

Use the Up and Down arrows to rearrange the order of the learning content items in the list.

Learning Assignments
Add learning assignments that learners can use to complete this offering. Learners must complete all the required assignments and the number of optional tasks specified below. You can also suggest the sequence in which the learning assignments need to be completed.

Any changes made to learning assignments are not made available to learner registrations and/or transcript automatically. To make them available, you must save and publish these changes after you are done. [Save and Publish](#)

Optional Tasks to Complete

Learning Assignments [Add Learning Assignments](#) | [Change Status](#) | [Modify Table](#)

Up	Down	Module Name	Assignment Type	Requirement	Details	Actions
		03 Accounts Payable Process Overview (Web)	Content Module	Required	Attempts on Content Allowed: Unlimited Status: Enabled	Actions
		04 Material and Vendor Master Data Maintenance (Web)	Content Module	Required	Attempts on Content Allowed: Unlimited Status: Enabled	Actions
		05 Purchase Requisitioning and Approval Workflow (Web)	Content Module	Required	Attempts on Content Allowed: Unlimited Status: Enabled	Actions

Figure 20

Scroll down to the bottom of the page and click the Save and Publish button.

Learning Assignments

Add learning assignments that learners can use to complete this offering. Learners must complete all the required assignments and the number of optional tasks specified below. You can also suggest the sequence in which the learning assignments need to be completed.

Any changes made to learning assignments are not made available to learner registrations and/or transcript automatically. To make them available, you must save and publish these changes after you are done. **Save and Publish**

Optional Tasks to Complete

Learning Assignments

[Add Learning Assignments](#) | [Change Status](#) | [Modify Table](#)

Up	Down	Module Name	Assignment Type	Requirement	Details	Actions
		03 Accounts Payable Process Overview (Web)	Content Module	Required	Attempts on Content Allowed: Unlimited Status: Enabled	Actions
		04 Material and Vendor Master Data Maintenance (Web)	Content Module	Required	Attempts on Content Allowed: Unlimited Status: Enabled	Actions
		05 Purchase Requisitioning and Approval Workflow (Web)	Content Module	Required	Attempts on Content Allowed: Unlimited Status: Enabled	Actions

Resources

Add persons required for this offering.

Resources

[Add Resource](#)

No items found

Evaluation

Add evaluation that the learner can complete.

Evaluation

[Add Evaluation](#)

No items found

[Save and Publish](#)

Figure 21

A pop-up window will be displayed. If you are creating a new offering, not modifying an existing offering, click the Save button; otherwise, select an option, then click the Save button.

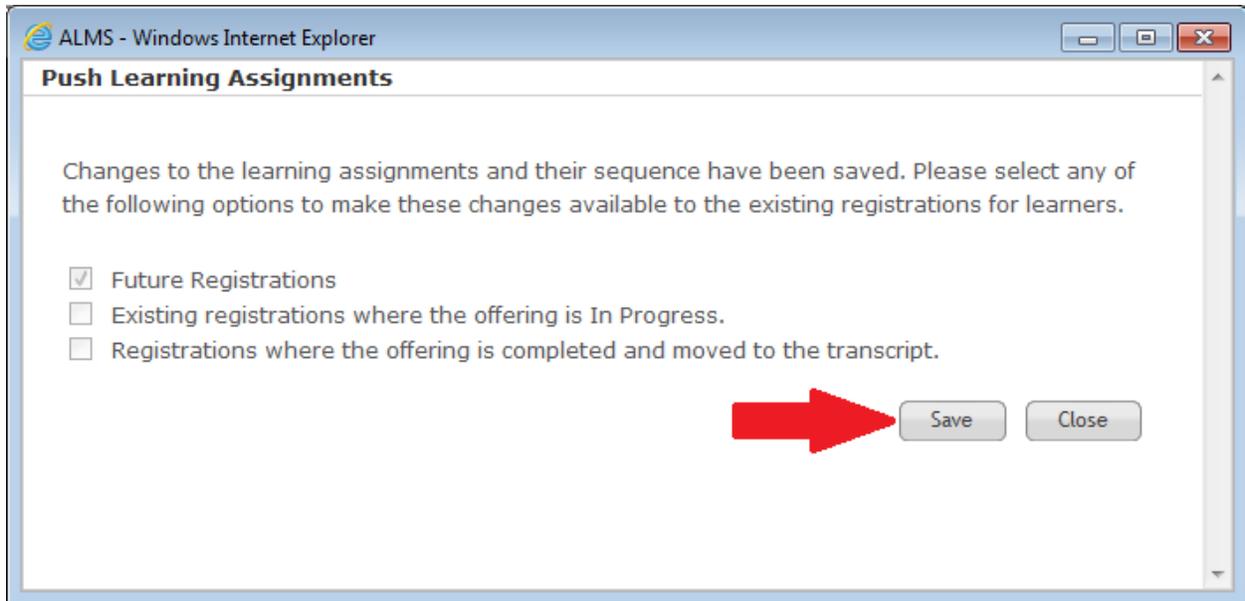


Figure 22

The Offering Details screen will refresh and your Offering will be saved.

3-Section Sequencing

To use “3-section Sequencing” in your Offering, click the check box above the Learning Assignments portlet on the page. If you do not need to use “3-section Sequencing”, leave the box unchecked.

The screenshot displays the ALMS (The Army Learning Management System) interface. At the top, there is a navigation bar with the ALMS logo and the text "The Army Learning Management System". Below this, there are several tabs: "Manage Learning Activities", "Resources", "Positions", "Tasks", "Catalog Configuration", "Award Credit", and "Reports". The main content area is titled "WBT Offering Details: Example Module 1, #00022751,00033313". A red arrow points to a checkbox labeled "Check this box to implement a sequencing path through the learning content". Below this checkbox are three sections: "Learning Assignments", "Resources", and "Evaluation". Each section has a description, an "Add" button, and a "No items found" message. The "Learning Assignments" section also includes a "Optional Tasks to Complete" field with the value "0". At the bottom right, there is a "Save and Publish" button.

Figure 23

After the check box has been clicked, the page refreshes and the Learning Assignments portlet changes. The instructions on the page explain the purpose of each section.

The screenshot shows the ALMS interface. At the top, there is a header with the ALMS logo and the text "The Army Learning Management System". To the right of the logo, there is a dropdown menu for "Course/Class/Facility Management" and links for "Calendar", "Terms of Use", "Help", and "Log Out". Below the header, there is a navigation bar with tabs for "Manage Learning Activities", "Resources", "Positions", "Tasks", "Catalog Configuration", "Award Credit", and "Reports". On the left side, there is a vertical menu with options like "Manage Learning Offerings", "Lesson Templates", "Tasks", "Course Iteration", "Rebuild Index", "Learning Requests", "Manage Course/Phase/Certifications", "Manage Curricula", and "Interest List". The main content area is titled "WBT Offering Details: Example Module 1, #00022751,00033313" and has tabs for "Main", "Learning Assignments", "Expenses", "Related Info", and "Policies". The "Learning Assignments" tab is selected, showing a checkbox checked with the text "Check this box to implement a sequencing path through the learning content". Below this, there is a section titled "Learning Assignments" with a warning: "Any changes made to learning assignments are not made available to learner registrations and/or transcript automatically. To make them available, you must save and publish these changes after you are done. [Save and Publish](#)". This is followed by instructions: "Implementing a sequencing path controls the display of content to the end user." and a bulleted list:

- Section 1 is presented first and usually contains a pretest. Passing this section the enrollment is completed and moved to transcripts.
- Section 2 is only displayed after failure to pass the pretest. It contains learning content and the first posttest. Passing this section the enrollment is completed and moved to transcripts.
- Section 3 is displayed after the failure to pass the first posttest. Section 3 contains learning content and second posttest. Passing this section the enrollment is completed and moved to transcripts.

Below the list, it says "Attach learning content by clicking Attach content for each section below". There is a table with three rows:

Section 1	No items found	Attach Content
Section 2	No items found	Attach Content
Section 3	No items found	Attach Content

Figure 24

Click Attach Content to add exams and content to each section.

Check this box to implement a sequencing path through the learning content

Learning Assignments

Any changes made to learning assignments are not made available to learner registrations and/or transcript automatically. To make them available, you must save and publish these changes after you are done. [Save and Publish](#)

Implementing a sequencing path controls the display of content to the end user.

- Section 1 is presented first and usually contains a pretest. Passing this section the enrollment is completed and moved to transcripts.
- Section 2 is only displayed after failure to pass the pretest. It contains learning content and the first posttest. Passing this section the enrollment is completed and moved to transcripts.
- Section 3 is displayed after the failure to pass the first posttest. Section 3 contains learning content and second posttest. Passing this section the enrollment is completed and moved to transcripts.

Attach learning content by clicking Attach content for each section below

Section 1	Attach Content
No items found	
Section 2	Attach Content
No items found	
Section 3	Attach Content
No items found	



Figure 25

Locate your learning content in the content repository either by browsing the Production repository, or by searching by the name of the file.

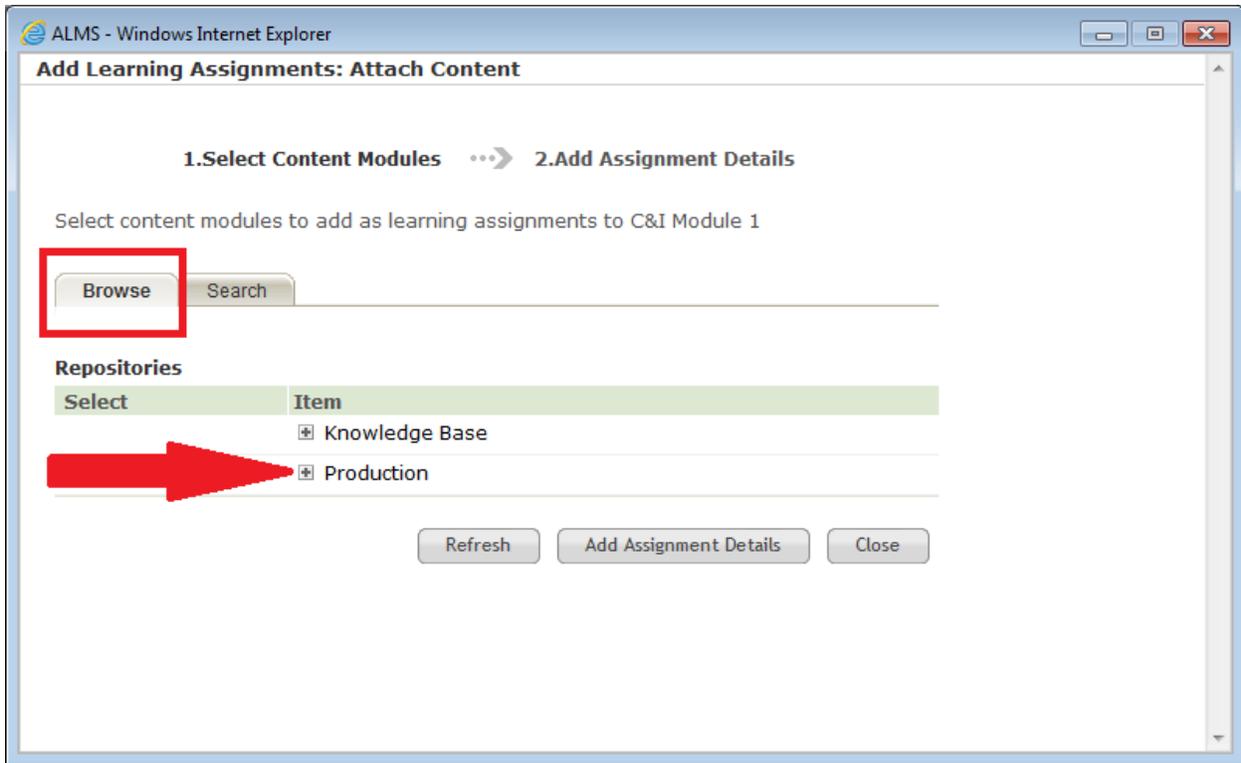


Figure 26

Or

Figure 27

On this screen, you identify if the learner will be required to complete the item, and if there is a limit of how many times a learner can launch the item. *NOTE: in the ALMS, launching an item = one attempt.*

ALMS - Windows Internet Explorer

Add Learning Assignments: Attach Content

1. Select Content Modules >>> 2. Add Assignment Details

Add assignment details for selected tasks.

Name	Required	Status	Sign Off	Mastery Score	Attempts on Content
02_0 Pre-Learning Assessment (CD-ROM)	Required	Enabled			Unlimited

Save Back Close

Figure 28

To set an attempt limit, select Limited from the drop-down box, and enter a number of allowed attempts. If the default values are applicable, click the Save button.

ALMS - Windows Internet Explorer

Add Learning Assignments: Attach Content

1. Select Content Modules → 2. Add Assignment Details

Add assignment details for selected tasks.

Name	Required	Status	Sign Off	Mastery Score	Attempts on Content
02_0 Pre-Learning Assessment (CD-ROM)	Required ▾	Enabled ▾			Limited ▾ 1

Save Back Close

Figure 29

The screen will be refreshed and your learning content will be displayed in the section.

Learning Assignments

Any changes made to learning assignments are not made available to learner registrations and/or transcript automatically. To make them available, you must save and publish these changes after you are done. [Save and Publish](#)

Implementing a sequencing path controls the display of content to the end user.

- Section 1 is presented first and usually contains a pretest. Passing this section the enrollment is completed and moved to transcripts.
- Section 2 is only displayed after failure to pass the pretest. It contains learning content and the first posttest. Passing this section the enrollment is completed and moved to transcripts.
- Section 3 is displayed after the failure to pass the first posttest. Section 3 contains learning content and second posttest. Passing this section the enrollment is completed and moved to transcripts.

Attach learning content by clicking **Attach content** for each section below

Section 1 [Attach Content](#)

Up	Down	Module Name	Assignment Type	Requirement	Details	Actions
⬆	⬇	02_0 Pre-Learning Assessment (CD-ROM)	Content Module	Required	Attempts on Content Allowed: 1 Status: Enabled	Actions

Section 2 [Attach Content](#)

No items found

Section 3 [Attach Content](#)

No items found

Figure 30

Follow the procedure to attach learning content items to the other sections. If you need to change the order of items in a section, use the Up and Down arrows to move items in a section.

Section 1						Attach Content
Up	Down	Module Name	Assignment Type	Requirement	Details	Actions
⬆	⬇	02_0 Pre-Learning Assessment (CD-ROM)	Content Module	Required	Attempts on Content Allowed: 1 Status: Enabled	Actions

Section 2						Attach Content
Up	Down	Module Name	Assignment Type	Requirement	Details	Actions
⬆	⬇	02_1 Learning Assessment - A (CD-ROM)	Content Module	Required	Attempts on Content Allowed: 1 Status: Enabled	Actions
⬆	⬇	02 Acquisition Process Overview (Web)	Content Module	Required	Attempts on Content Allowed: Unlimited Status: Enabled	Actions

Section 3						Attach Content
Up	Down	Module Name	Assignment Type	Requirement	Details	Actions
⬆	⬇	02_2 Learning Assessment - B (CD-ROM)	Content Module	Required	Attempts on Content Allowed: 1 Status: Enabled	Actions
⬆	⬇	02 Acquisition Process Overview (Web)	Content Module	Required	Attempts on Content Allowed: Unlimited Status: Enabled	Actions

Figure 31

If you need to change the assignment details, mouse over the Actions link, and select an item from the callout box.

Section 1						Attach Content
Up	Down	Module Name	Assignment Type	Requirement	Details	Actions
⬆	⬇	02_0 Pre-Learning Assessment (CD-ROM)	Content Module	Required	Attempts on Content Allowed: 1 Status: Enabled	Actions

Section 2						Attach Content
Up	Down	Module Name	Assignment Type	Requirement	Details	Actions
⬆	⬇	02 Acquisition Process Overview (Web)	Content Module	Required	Attempts on Content Allowed: Unlimited Status: Enabled	Actions
⬆	⬇	02_1 Learning Assessment - A (CD-ROM)	Content Module	Required	Attempts on Content Allowed: 1 Status: Enabled	Actions

Section 3						Attach Content
Up	Down	Module Name	Assignment Type	Requirement	Details	Actions
⬆	⬇	02 Acquisition Process Overview (Web)	Content Module	Required	Attempts on Content Allowed: Unlimited Status: Enabled	Actions
⬆	⬇	02_2 Learning Assessment - B (CD-ROM)	Content Module	Required	Attempts on Content Allowed: 1 Status: Enabled	Actions

Figure 32

When your Offering is completed, scroll to the bottom of the screen and click the Save and Publish button.

Section 1						Attach Content
Up	Down	Module Name	Assignment Type	Requirement	Details	Actions
		02_0 Pre-Learning Assessment (CD-ROM)	Content Module	Required	Attempts on Content Allowed: 1 Status: Enabled	Actions

Section 2						Attach Content
Up	Down	Module Name	Assignment Type	Requirement	Details	Actions
		02 Acquisition Process Overview (Web)	Content Module	Required	Attempts on Content Allowed: Unlimited Status: Enabled	Actions
		02_1 Learning Assessment - A (CD-ROM)	Content Module	Required	Attempts on Content Allowed: 1 Status: Enabled	Actions

Section 3						Attach Content
Up	Down	Module Name	Assignment Type	Requirement	Details	Actions
		02 Acquisition Process Overview (Web)	Content Module	Optional	Attempts on Content Allowed: Unlimited Status: Enabled	Actions
		02_2 Learning Assessment - B (CD-ROM)	Content Module	Required	Attempts on Content Allowed: 1 Status: Enabled	Actions

Resources
Add persons required for this offering.

Resources [Add Resource](#)

No items found

Evaluation
Add evaluation that the learner can complete.

Evaluation [Add Evaluation](#)

No items found

[Save and Publish](#)

Figure 33

A pop-up window will be displayed. If you are creating a new offering, not modifying an existing offering, click the Save button; otherwise, select an option, then click the Save button.

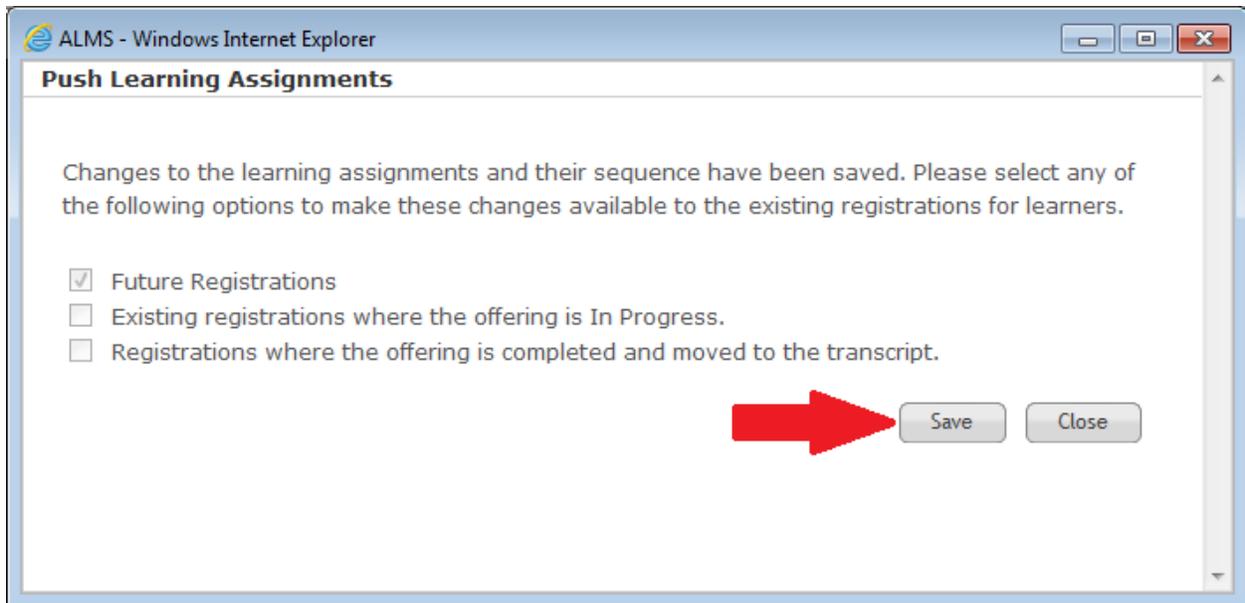


Figure 34

The Offering Details screen will refresh and your Offering will be saved.

After you have saved the Offering and Lesson Template, the Lesson Template will look like this:

Lesson Template Details

Title*

ID 00022751

Version

Domain*  

Abstract  
Character Limit : 1000

Description  
Character Limit : 1000

Lesson Template DeepLink URL

Owner [Add Owner](#)

No items found

Pricing Information

Price [Add Price](#)

No items found

Training Units

Availability Information

Available From* 

Discontinued From 

Display for Call Center

Display for Learner

Audience Type / Audience Sub Type [Add Audience Type / Audience Sub Type](#)

No items found

Figure 35

If you will be building a Course Iteration using multiple Lesson Templates and Offerings, it is best to uncheck the check boxes for Display for Call Center and Display for Learner. Display for Call Center and Display for Web are checked by default. Display for Call Center makes the Offering visible in the Course Catalog to Registrars. Display For Web makes the Offering visible in the Course Catalog to Learners. Unchecking both item ensures the Registrar or Learner will not be able to register for the individual Offerings instead of the Course Iteration.

Building a Course Iteration

A Course Iteration is a group of Offerings, and it enables the capability of having a learner register for one catalog item, and automatically registers the learner for all learning content contained in that item.

Select Course Iteration from the sidebar menu.

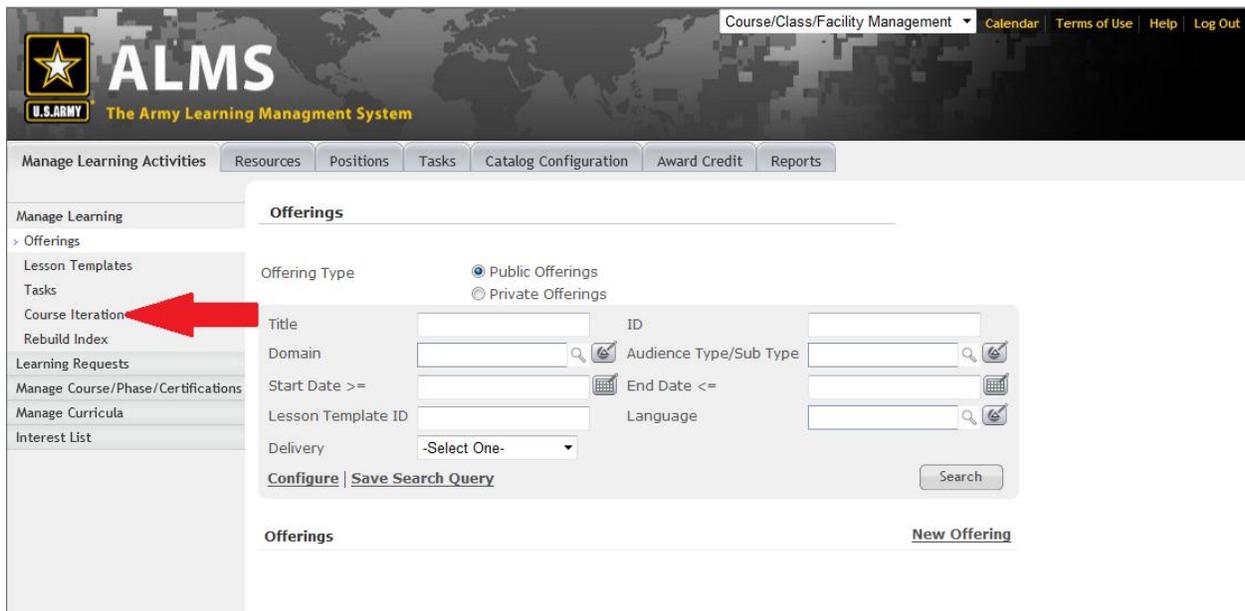


Figure 36

Click the New Course Iteration link.

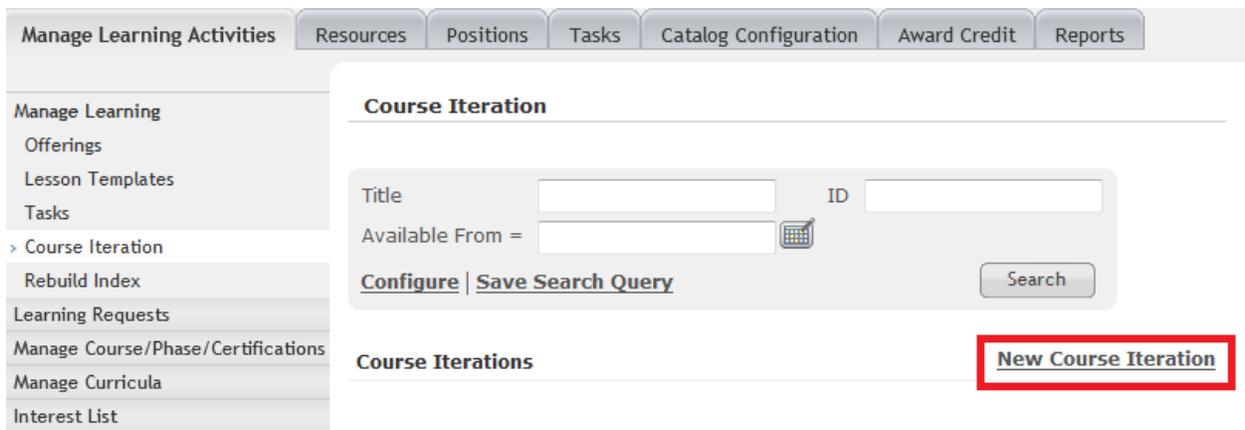


Figure 37

The New Course Iteration form will be displayed.

ALMS
The Army Learning Management System

Course/Class/Facility Management | Calendar | Terms of Use | Help | Log Out

Manage Learning Activities | Resources | Positions | Tasks | Catalog Configuration | Award Credit | Reports

Manage Learning
Offerings
Lesson Templates
Tasks
Course Iteration
Rebuild Index
Learning Requests
Manage Course/Phase/Certifications
Manage Curricula
Interest List

New Course Iteration

* = required

Course Iteration Details

Title*

ID

Domain*

Description

Character Limit : 1020

Administrator

Availability

Available From*

Discontinued From

Display for Call Center

Display For Web

Pricing Details

Pricing Type* Package-Level Pricing
 Item-Level Pricing

Currency*

Multi-Currency Pricing This Course Iteration is available only in the currency selected above.
 This Course Iteration is available in the currency selected above and default currency, US Dollars.
 This Course Iteration is available in all the active currencies in the system. Note: Prices are only calculated for currencies that have exchange rates defined in the system.

Price*

Training Units

Figure 38

Enter a title for your Course Iteration.

New Course Iteration

* = required

Course Iteration Details

Title*

Figure 39

Enter part or all the domain name and click the magnifying glass. Click on the domain name in the list to select it. The page will refresh after you make your selection.

Course Iteration Details

Title*	Example Course Iteration 1		
ID			
Domain*	Army Training Supp  		
Description	<table border="1"><thead><tr><th>Name</th></tr></thead><tbody><tr><td>Army Training Support Center</td></tr></tbody></table>	Name	Army Training Support Center
Name			
Army Training Support Center			

Figure 40

If the Course Iteration is not going to be available for learners until a date in the future, enter that date in the Available From field; else, the current date will be entered as the default date.

Display for Call Center and Display for Web are checked by default. Display for Call Center makes the Course Iteration visible in the Course Catalog to Registrars. Display For Web makes the Course Iteration visible in the Course Catalog to Learners.

Availability

Available From*	05/01/2013 
Discontinued From	<input type="text"/> 
Display for Call Center	<input checked="" type="checkbox"/>
Display For Web	<input checked="" type="checkbox"/>

Figure 41

In the Price field, enter 0.00.

Pricing Details

Pricing Type*	<input checked="" type="radio"/> Package-Level Pricing <input type="radio"/> Item-Level Pricing
Currency*	<input type="text" value="US Dollars"/>  
Multi-Currency Pricing	<input checked="" type="radio"/> This Course Iteration is available only in the currency selected above. <input type="radio"/> This Course Iteration is available in the currency selected above and default currency, US Dollars. <input type="radio"/> This Course Iteration is available in all the active currencies in the system. Note: Prices are only calculated for currencies that have exchange rates defined in the system.
Price*	<input type="text" value="0.00"/>
Training Units	<input type="text"/>

Figure 42

Once the information for the Course Iteration has been entered, attach the Offerings to it.

Click the Add Item link to create the links between the Course Iteration and the Offerings.

Course Iteration Items **Add Item**

No items found

Atrrs Course
Atrrs Phase
Atrrs Fy
Atrrs Class
Atrrs School
Atrrs Start Date
Atrrs End Date

Other Information

Time Remaining Notification 1

Time Remaining Notification 2

Time Remaining Notification 3

Automatic Dis-enrollment timeframe (days)

Mandatory

Figure 43

A pop-up window will be displayed for adding the Offering to the Course Iteration.

The screenshot shows a web browser window titled "ALMS - Windows Internet Explorer". The main content area is titled "New Item". In the top right corner, there is a legend: "* = required". Below this, there are two input fields: "Name*" (with a red asterisk) and "Description". The "Name*" field is a single-line text box, and the "Description" field is a larger multi-line text box. Below these fields, there is a section titled "Lessons" with a sub-header "Add Lesson". Underneath, a grey bar contains the text "No items found". At the bottom right of the form, there are two buttons: "Save" and "Close".

Figure 44

In the Name field, enter the name of the Offering you are attaching. This is the name the learner will see on the list of current enrollments.

Click the Add Lesson link to add your Offering.

The screenshot shows a web browser window titled "ALMS - Windows Internet Explorer" with a "New Item" form. The form has a title bar and standard window controls. A legend in the top right corner indicates that an asterisk (*) denotes a required field. The "Name*" field is a text input containing "Module 1", with a red arrow pointing to it. Below it is a "Description" text area. The "Lessons" section displays "No items found" and a red-bordered "Add Lesson" link. At the bottom of the form are "Save" and "Close" buttons.

Figure 45

An additional pop-up window will be displayed. This window will allow you to search for your Offering.

The screenshot shows a web browser window titled "ALMS - Windows Internet Explorer" with a sub-header "Add Lesson Elements : Offering". The main content area is a search form for "Offering". At the top, "Search For" is set to "Offering" with a radio button. Below this, there are several search criteria fields arranged in two columns. The left column includes: "Title" (text input), "Start Date >=" (text input with a calendar icon), "Enrollment Closes Before <=" (text input with a calendar icon), "Language" (text input with a search icon), "Audience Type/Sub Type" (text input with a search icon), "Location" (text input with a search icon), and "Delivery" (dropdown menu with "Instructor-Led" selected). The right column includes: "ID" (text input), "End Date <=" (text input with a calendar icon), "Open Enrollment Date >=" (text input with a calendar icon), "Domain" (text input with a search icon), "Status" (dropdown menu with "-Select One-" selected), and "Course ID" (text input). At the bottom left of the form area, there are links for "Configure" and "Save Search Query". At the bottom right, there is a "Search" button. The window has a standard Windows XP-style title bar and a scrollbar on the right side.

Figure 46

Click on the Delivery drop-down and select Web Based Training.

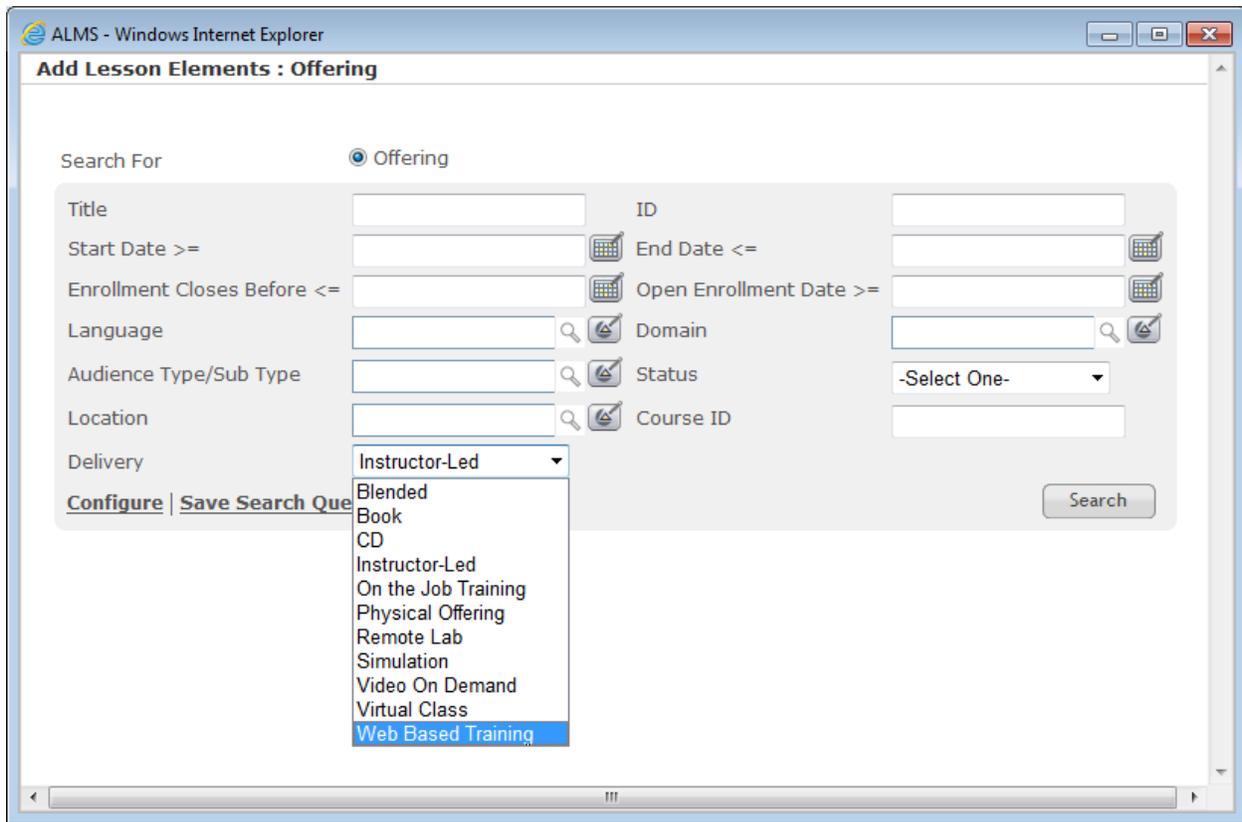


Figure 47

The page will refresh and the form will look slightly different.

The screenshot shows a web browser window titled "ALMS - Windows Internet Explorer" with a page header "Add Lesson Elements : Offering". The main content area contains a search form with the following elements:

- Search For:** A radio button labeled "Offering" is selected.
- Title:** A text input field.
- Available From >=:** A date input field with a calendar icon.
- Language:** A text input field with a search icon.
- Audience Type/Sub Type:** A text input field with a search icon.
- Delivery:** A dropdown menu currently showing "Web Based Training".
- ID:** A text input field.
- Discontinued From <=:** A date input field with a calendar icon.
- Domain:** A text input field with a search icon.
- Course ID:** A text input field with a search icon.

At the bottom of the form area, there are two links: [Configure](#) and [Save Search Query](#), and a "Search" button on the right.

Figure 48

Enter your Lesson Template ID in the Course ID field, and click the Search button. *Note: this number is located on the details screen of your Lesson Template.*

The screenshot shows a web browser window titled "ALMS - Windows Internet Explorer" with the page header "Add Lesson Elements : Offering". The search interface includes a "Search For" section with a radio button selected for "Offering". Below this are several search criteria fields: "Title", "Available From >=", "Language", "Audience Type/Sub Type", "Delivery" (set to "Web Based Training"), "ID", "Discontinued From <=", "Domain", and "Course ID". The "Course ID" field contains the text "00022751" and is pointed to by a red arrow. A "Search" button is located at the bottom right of the search area and is enclosed in a red rectangular box. Links for "Configure" and "Save Search Query" are visible at the bottom left of the search panel.

Figure 49

The search results will be displayed. Since the search was conducted using a specific ID number, only one item will be returned.

ALMS - Windows Internet Explorer

Add Lesson Elements : Offering

Search For Offering

Title ID

Available From >= Discontinued From <=

Language Domain

Audience Type/Sub Type Course ID

Delivery

[Configure](#) | [Save Search Query](#)

[Modify Table](#)

<input type="checkbox"/>	Title	Version	ID	Course ID	Available From	Discontinued From	URL	Language
<input type="checkbox"/>	Example Module 1		00033313	00022751	05/01/2013			English

Figure 50

Click the check box next to your Offering name, then click the Save button.

ALMS - Windows Internet Explorer

Add Lesson Elements : Offering

Search For Offering

Title ID

Available From >= Discontinued From <=

Language Domain

Audience Type/Sub Type Course ID

Delivery

[Configure](#) | [Save Search Query](#)

[Modify Table](#)

<input type="checkbox"/>	Title	Version	ID	Course ID	Available From	Discontinued From	URL	Language
<input checked="" type="checkbox"/>	Example Module 1		00033313	00022751	05/01/2013			English

Figure 51

The additional pop-up window will close automatically, and the Item Details screen will be refreshed to show the Offering has been added. Click the Save button. *Note: Multiple Offerings can be attached to a single item; however, each Offering must be attached using the Add Lesson link.*

Item Details : Module 1

* = required

Name*

Description

Lessons

Name	Id	Version	Type	Price	Actions
Example Module 1	00033313		Web Based Training		Delete

[Add Lesson](#)

Figure 52

When the pop-up window closes, scroll to the bottom of the Course Iteration screen and click the Save button.

Course Iteration Items		<u>Add Item</u>
Name	Actions	
<u>Module 1</u>	<u>Delete</u>	
<u>Module 2</u>	<u>Delete</u>	

Atrrs Course
Atrrs Phase
Atrrs Fy
Atrrs Class
Atrrs School
Atrrs Start Date
Atrrs End Date

Other Information

Time Remaining Notification 1

Time Remaining Notification 2

Time Remaining Notification 3

Automatic Dis-enrollment timeframe (days)

Mandatory



Figure 53

The Course Iteration will be visible in the Course Catalog and can be found using the Course Search field on the ALMS CTE homepage.

