JKO

JOINT KNOWLEDGE ONLINE

JKO
Training Coordinator
User Guide

December 2013

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1 Introduction

1.1 Purpose

The intent of the Joint Knowledge Online (JKO) Learning Content Management System (LCMS) Training Coordinator User's Guide is to provide Training Coordinators with relevant information to help them manage students, track enrollments/course completions, etc.

1.2 Audience/Roles

The intended audience for this user's guide is Training Coordinators who use the JKO LCMS. The JKO LCMS is a role-based system containing a total of eight associated roles. Assignment of privileges occurs during or after the registration process and is contingent upon the role assigned to the user. A user may have only one role in the LCMS. The non-administrator privileged user roles are defined as follows:

1.2.1 Reports Manager

Reports Managers have the ability to run reports based on courses, students, organizations, or any other parameter available for reporting.

1.2.2 Instructor

Instructors may be assigned by Training Coordinators or Course Managers to instruct particular sections of courses. Instructors have the ability to customize section level emails, administer homework, manage students – drop a student, manage section waitlist, etc. – and manage student grade books.

1.2.3 Course Manager

Course Managers may be assigned by Training Coordinators to manage particular courses. Course Managers have the ability to manage specific courses, create sections, assign instructors for the sections, facilitate the enrollment process (drop student, manage section waitlist, etc.) for all sections, customize course level emails, and run reports on course(s) for which they are assigned course management responsibilities.

1.2.4 Training Manager

Training Managers are concerned with managing students within their given organizations and assigning/tracking training for those students. They have the ability to modify the organizational structure, modify student profiles, and manage training for personnel – including assigning mandatory training, tracking enrollments/course completions, and developing directorate level training plans. Training Manager privileges are scoped to the particular organizational sub-tree to which the manager is assigned.

1.2.5 Training Coordinator

Training Coordinators are concerned with all aspects of training and education for their respective organizations. They may create courses in the LCMS, perform all functions of the roles previously described, and associate Course Managers and Instructors for particular courses.

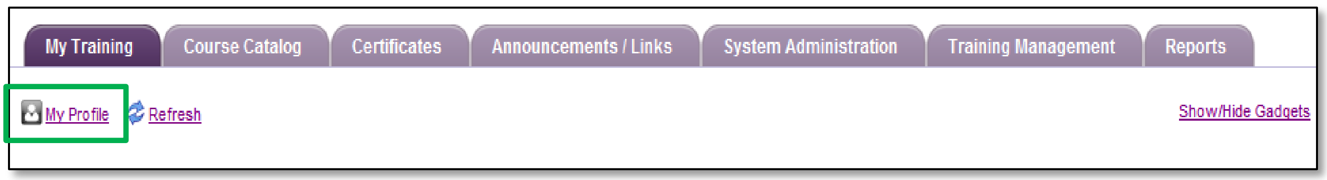
1.3 Scope

This document covers procedures and supplemental information for LCMS functionality used by Training Coordinators. The software is arranged by grouping gadgets within tabs. This document explains functionality using the same tab/gadget taxonomy.

1.4 My Profile

The My Profile link at the top left of the screen opens the user's profile.

Figure 1. My Profile Link



The required data fields include:

- First Name
- Last Name
- Username
- Role
- Account Type
- Pay Grade
- Branch of Service
- Business Email

Figure 2. My Profile, Part 1

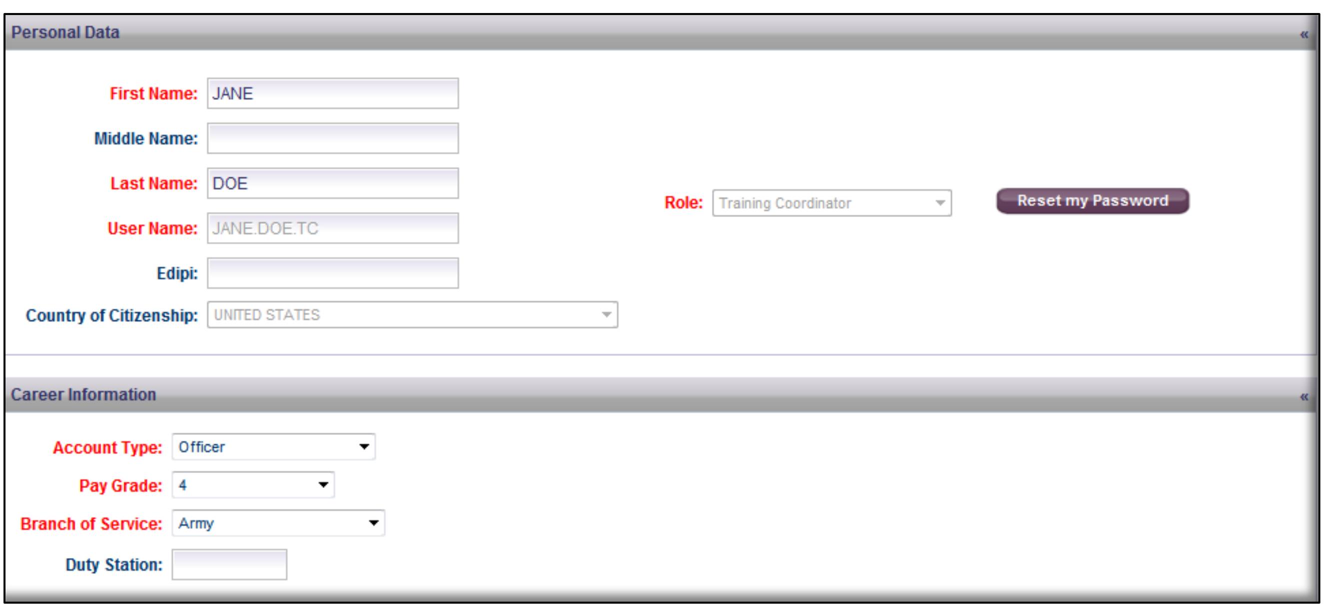


Figure 3. My Profile, Part 2

1.4.1 Additional Features of My Profile

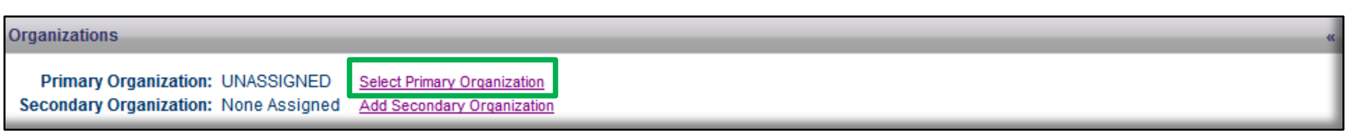
Country of Citizenship field. If courses are restricted to certain countries, the user will only see those courses in the Course Catalog that his Country of Citizenship allows. The country information is taken directly from the Common Access Card (CAC). At new account creation via CAC login, the system will check the user's nationality from the CAC and populate the Country of Citizenship field. The field is read-only to non-administrator users. Only the roles of System Administrator and Technical Administrator may change the field.

A user is not required to join an Organization or an Audience in order to take training on JKO. However, by joining an Organization or an Audience, a privileged user may assign courses to members of that Organization or Audience. By assigning training, those courses automatically populate an Organization or Audience member's list of courses to take, and can be tracked by the privileged user who made the assignments.

1.4.2 Select an Organization

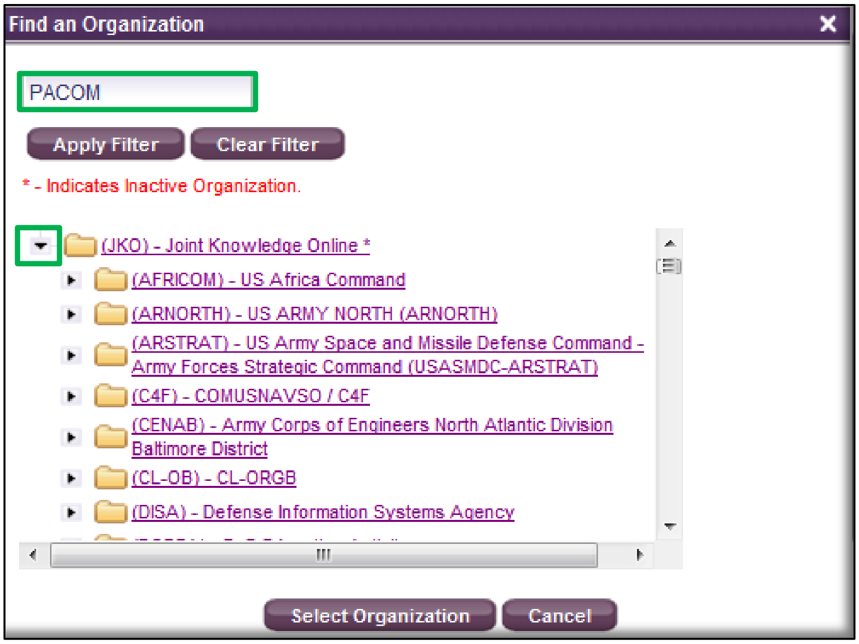
1. Choose the Select Primary Organization link.

Figure 4. Select Primary Organization Link



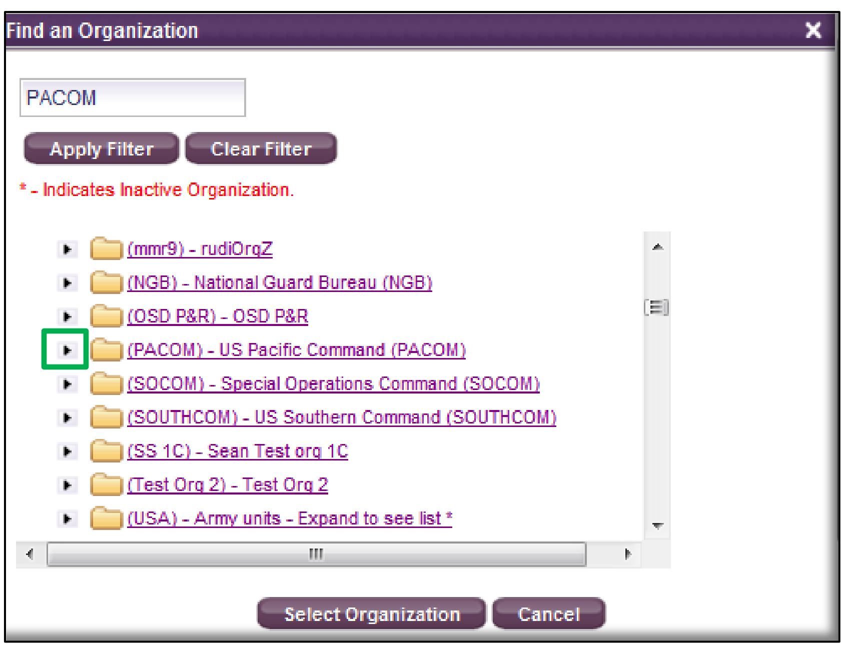
2. Click on the black arrow to the left of the **(JKO) – Joint Knowledge Online** folder to drill down until you find the appropriate organization you belong to. Or, enter a keyword in the Search field and select **Apply Filter**.

Figure 5. Joint Knowledge Online Folder



3. Open the **PACOM** folder by clicking the black arrow to the left of the folder and continue expanding the organization structure this way as necessary.

Figure 6. PACOM Folder

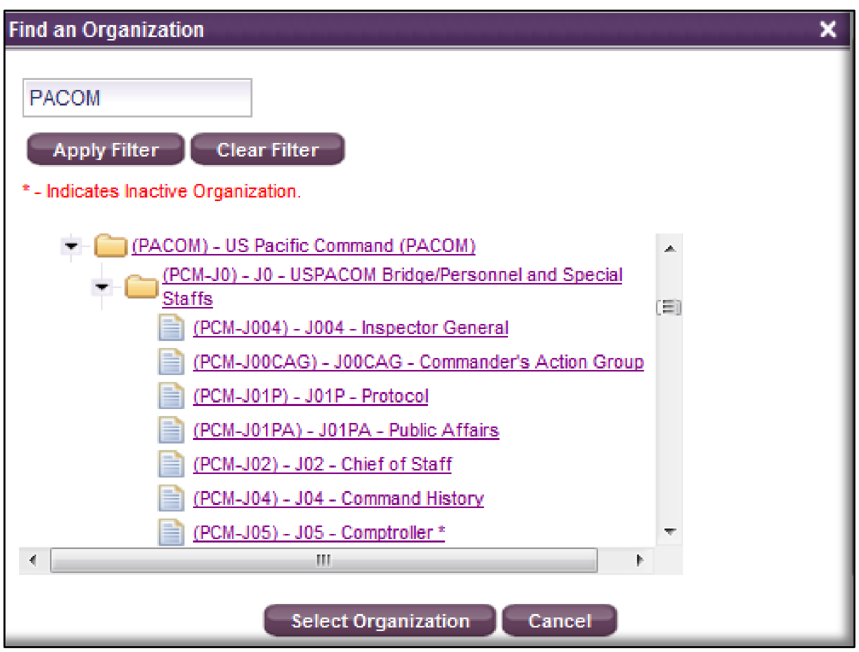


4. The PACOM folder will display all subordinate units.

Figure 7. PACOM Subordinate Units

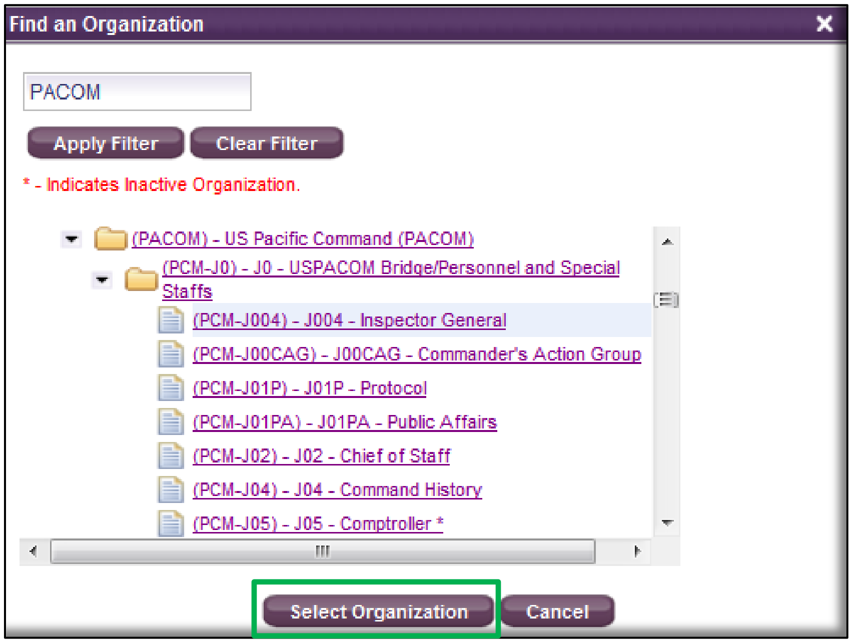
5. Continue to select the black arrow until you find your actual organization.

Figure 8. Drilling Down to an Organization



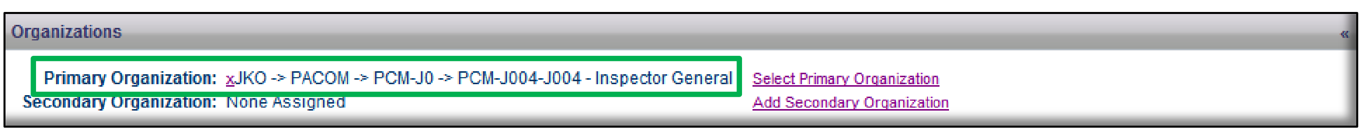
6. Once you find the correct organization, click on it to highlight it, and then click **Select Organization**.

Figure 9. Select Organization Button



7. You have now selected your Primary Organization. Ensure you save your changes by selecting the **Save** button at the bottom of the screen. You may select and de-select your Secondary Organization the same way. A Secondary Organization is not required.

Figure 10. Saved Organization



1.4.3 De-select your Organization and return to an UNASSIGNED status.

1. When a User departs an Organization, you will need to UNASSIGN him from your Organization in JKO. This way, he will not continue to receive any assignments associated with the Organization, and he will not show up on any of your JKO reports.

2. Select the red x (x) to the left of your Organization.

Figure 11. De-select your Organization

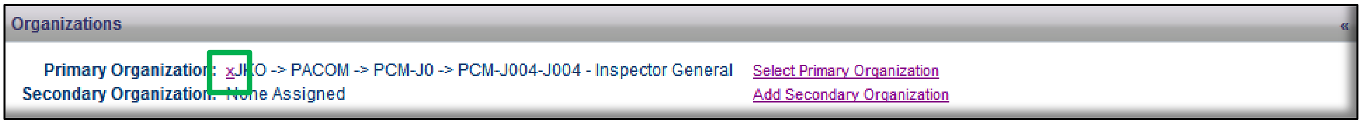


Figure 12. UNASSIGNED to any Organization

3. You have now de-selected your Primary Organization. Ensure you save your changes by selecting the **Save** button at the bottom of the screen.

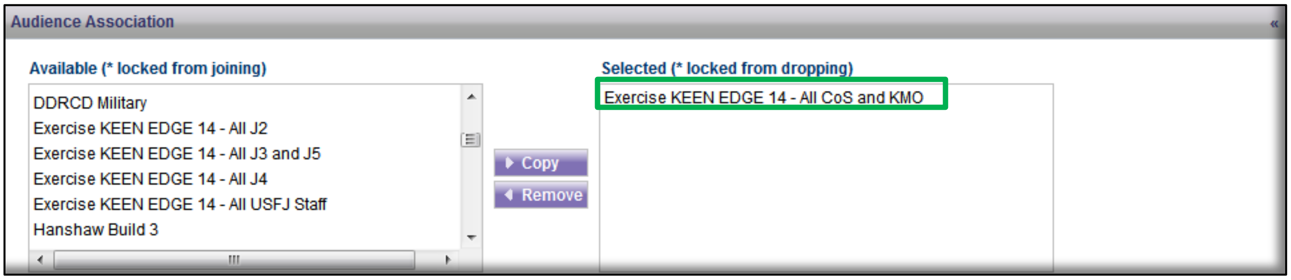
1.4.4 Join an Audience

An Audience functions much like an Organization, in that it is a way to deliver training to a specific group of users who may not be joined together through membership in an Organization. By joining an Audience, courses assigned to that Audience are automatically delivered to your course listing in the My Training Tab.

1. From the Audience Association area in My Profile, select an Audience from the list of Available Audiences on the left, and then select the **Copy** button to move the selected Audience to the Selected Audiences area on the right.

Figure 13. Select an Audience, Part 1

Figure 14. Select an Audience, Part 2



2. You are now a member of that Audience and will automatically receive any training assigned to that Audience. Ensure you save your changes by selecting the **Save** button at the bottom of the screen.

3. To remove a selected Audience, select the Audience from the Selected Audiences area on the right and click the **Remove** button.

Figure 15. De-select an Audience, Part 1

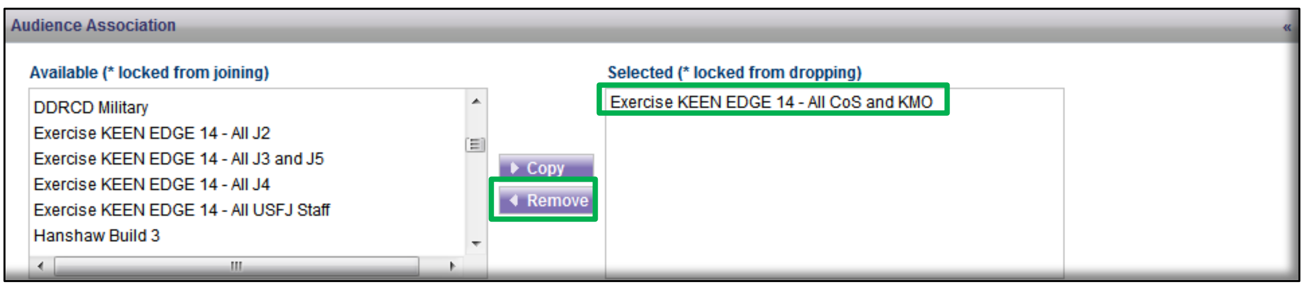


Figure 16. De-select an Audience, Part 2

4. The Audience will then move back to the Available area on the left. Ensure you save your changes by selecting the **Save** button at the bottom of the screen.

2 My Training Tab

The My Training Tab is the main interface used by students to take courses. It displays all courses and curricula which have been assigned to you by training staff, you have assigned yourself, or you are in some state of enrollment (i.e. Enrolled, Waitlisted, Requested, or Requires Test Review). It is also one of two locations from which you **Enroll** and **Launch** your courses. The other location is from the Course Catalog, which will be discussed in Section 3.

Figure 17. My Training Tab

2.1 Functions

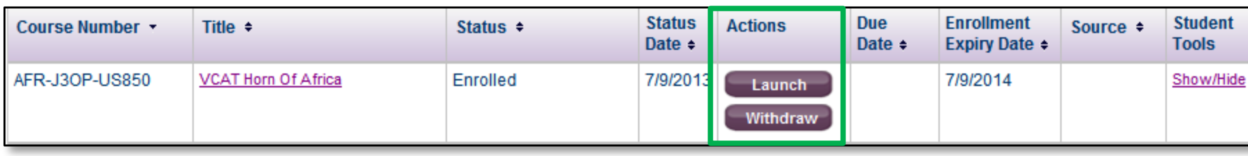
The My Training Tab contains searchable fields to quickly locate your courseware by Course Number, Title, and/or Enrollment Status. These fields are useful if a user is enrolled in or assigned many courses. The course listing also displays useful administrative information such as assignment Due Dates, Enrollment Expiration Dates, and Source of Assignments.

2.1.1 Launch and Withdraw from a Course

Students enroll in courses via the Course Catalog Tab. Students may also launch a course from the catalog. Course Catalog functionality is discussed in Section 3.

Once a student has enrolled in a course, that course appears in the list of courses displayed in the My Training Tab with a **Launch** button. Clicking this button will open the course in a new window/tab. Students may also withdraw from an Enrolled course at any time by clicking on the **Withdraw** button. The course will then be removed from the course listing. The Withdraw button is only available when a student is Enrolled in the course.

Figure 18. Launch or Withdraw from a Course

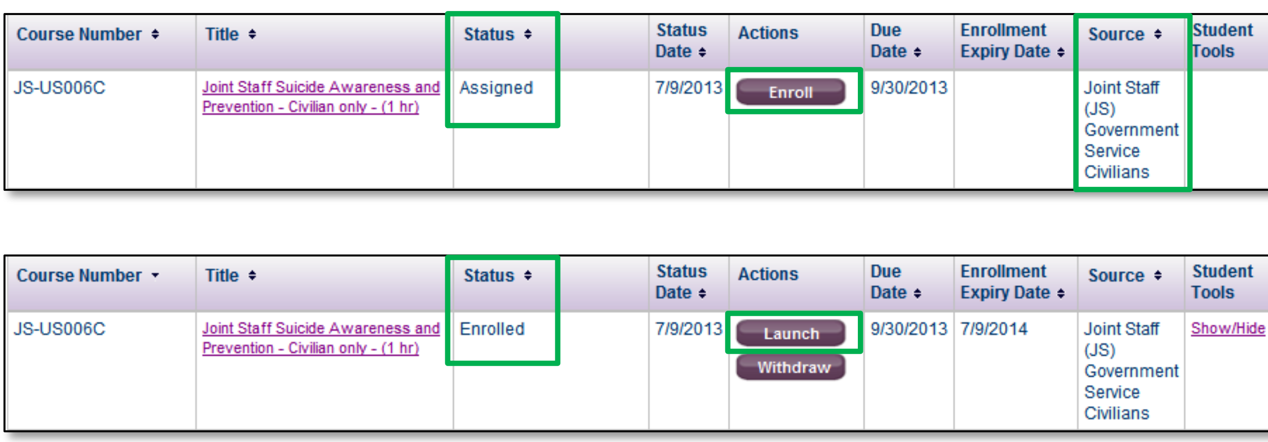


Course Number	Title	Status	Status Date	Actions	Due Date	Enrollment Expiry Date	Source	Student Tools
AFR-J3OP-US850	VCAT Horn Of Africa	Enrolled	7/9/2013	Launch Withdraw		7/9/2014		Show/Hide

2.1.2 Enroll in an Assigned Course

Privileged Users may assign courses to students belonging to an Organization or Audience. When they do this, the assigned courses appear in the course listing with an Assigned status in the Status column. The Source column indicates the Source of the Assignment. To enroll in an Assigned course, click the Enroll button. You will be prompted to confirm enrollment, and then a Launch button will appear and the Status column will change to Enrolled. You may then launch the course.

Figure 19. Enroll in an Assigned Course



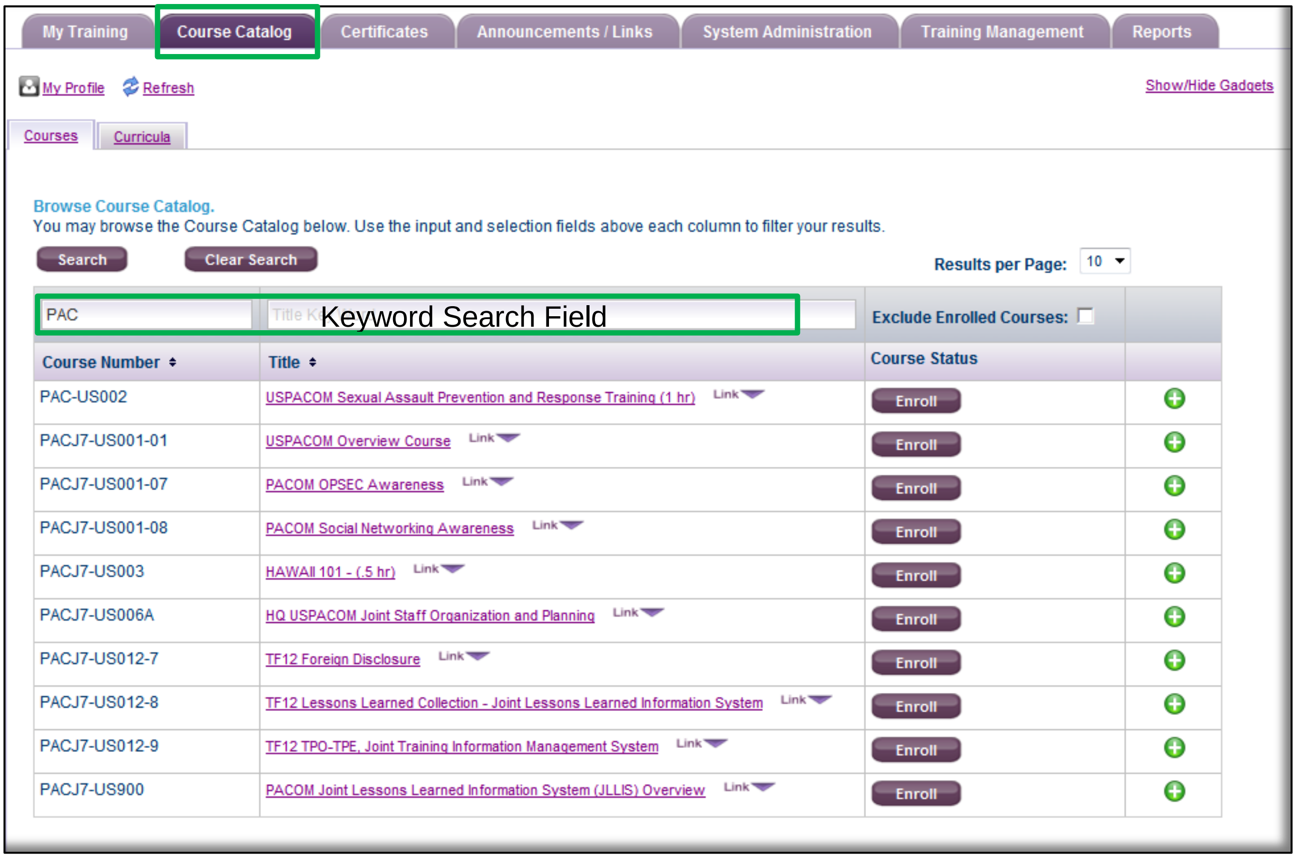
Course Number	Title	Status	Status Date	Actions	Due Date	Enrollment Expiry Date	Source	Student Tools
JS-US006C	Joint Staff Suicide Awareness and Prevention - Civilian only - (1 hr)	Assigned	7/9/2013	Enroll	9/30/2013		Joint Staff (JS) Government Service Civilians	

Course Number	Title	Status	Status Date	Actions	Due Date	Enrollment Expiry Date	Source	Student Tools
JS-US006C	Joint Staff Suicide Awareness and Prevention - Civilian only - (1 hr)	Enrolled	7/9/2013	Launch Withdraw	9/30/2013	7/9/2014	Joint Staff (JS) Government Service Civilians	Show/Hide

3 Course Catalog Tab

The Course Catalog Tab allows users to browse through the list of available courses, enroll in and launch a course, and add a course to their course listing in the My Training Tab. The Course Catalog is filterable by Course Number and/or Title.

Figure 20. Course Catalog Tab



3.1 Search the Course Catalog

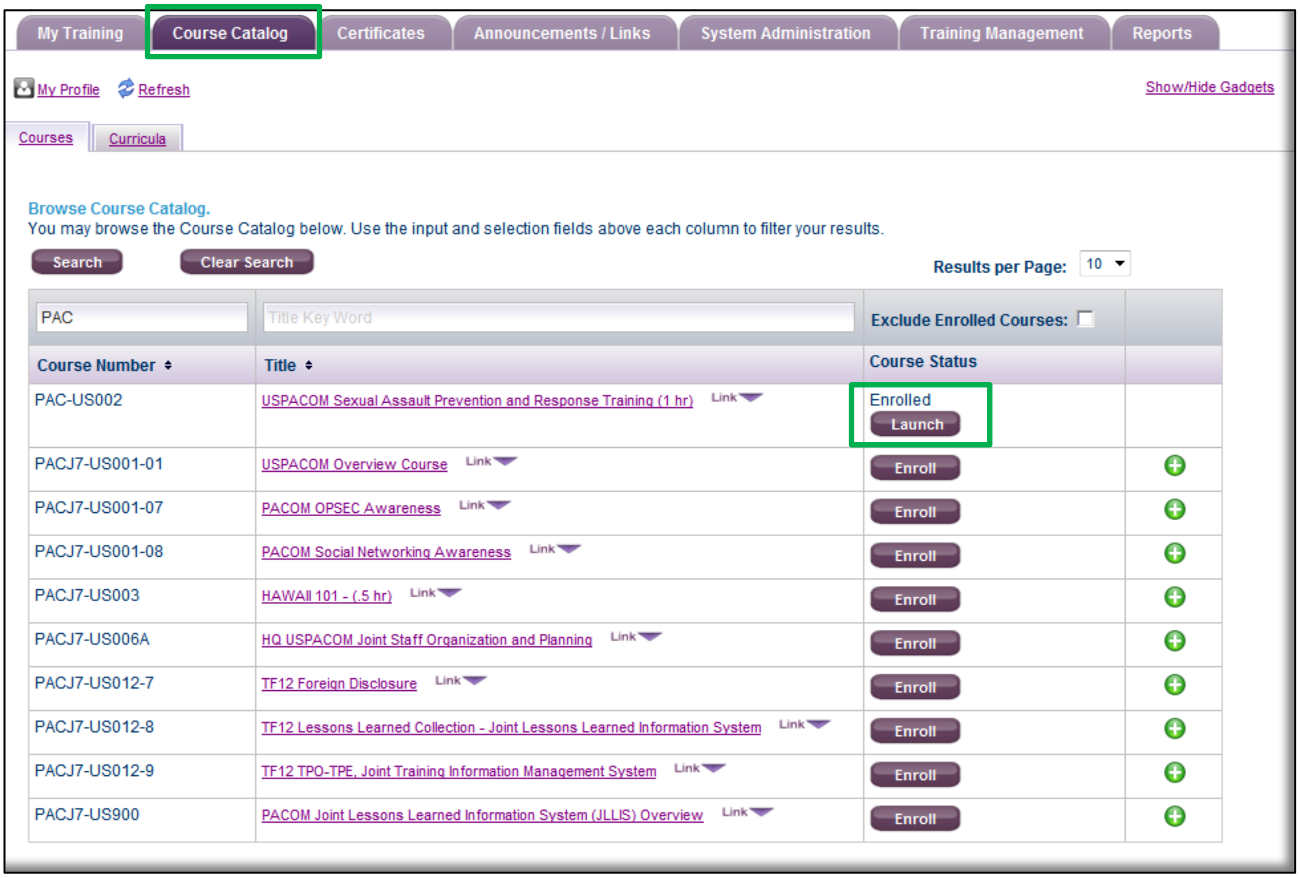
Searching the Course Catalog is accomplished by either paging through the catalog using the scrolling pagination at the bottom of the page (only if your search results generate more courses than the Results per page setting), or by entering search criteria in the filters above the Course Number and/or Title fields, and then selecting **Search**. A list of courses matching your search criteria will then display.

3.2 Enroll in a Course

A student enrolls in a course by clicking the **Enroll** button to the right of the course name. Select **Continue** when prompted to confirm enrollment. The Course Status column updates to indicate the student is Enrolled. See Figure 21. Once the student is enrolled in a course, that course appears in the student's course listing in the My Training Tab.

Refer to Section 2 for more information on the My Training Tab.

Figure 21. Enroll and Launch a Course from the Course Catalog



3.3 Launch a Course

Once a student properly enrolls in a course, a **Launch** button appears in the **Course Status** column. Clicking the **Launch** button will open the course in a new window/tab. The student may also now launch the course from the course listing in the My Training Tab, as discussed in section 2.1.1.

3.4 Add to My Training Icon

To the right of the Enroll button is the Add to My Training icon ( ). Clicking this icon will add the course to the student's course listing in the My Training Tab, with an Assigned status. The student can then Enroll in or Remove the course at any time. Refer to Section 2 for more information on the My Training Tab.

4 Certificates Tab

The Certificates Tab allows the student to access the record of courses and Completion Certificates which they have completed on the **Passed** tab, and all courses they have passed, unsuccessfully completed, or dropped on the **All** tab.

Figure 22. Certificates Tab – Passed Tab

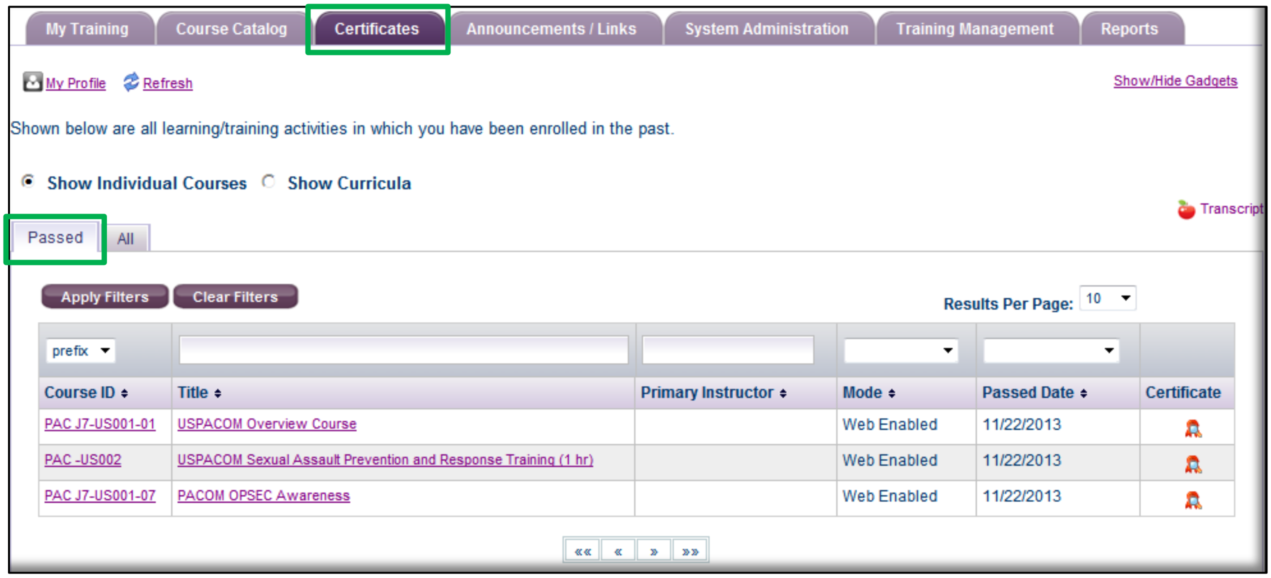
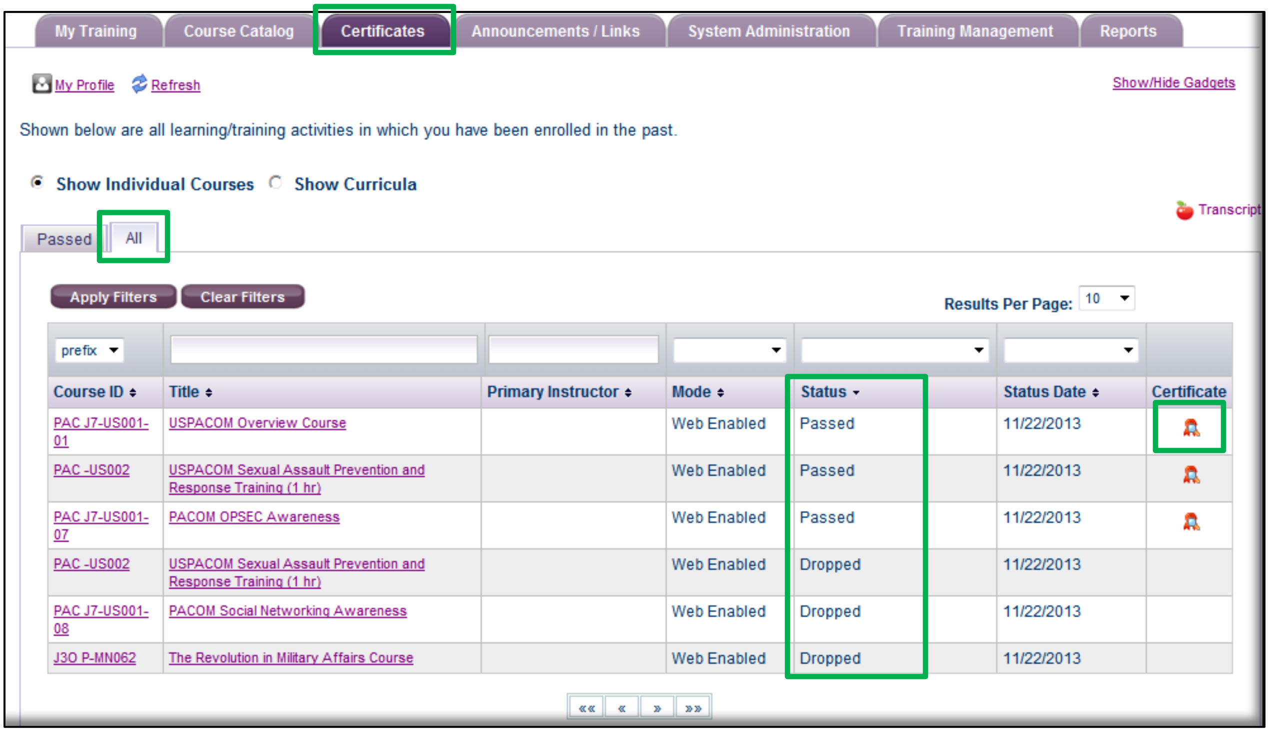


Figure 23. Certificates Tab – All Tab



4.1 Obtain a Course Completion Certificate

To obtain a Course Completion Certificate, click on the ribbon icon ( ) to the right of the course information. A PDF file of the certificate will appear in a new window. This file can be saved or printed.

Figure 24. Sample Course Completion Certificate

4.2 Obtain a Student Transcript

To obtain a transcript of a student's course completions, click the **Transcript** link on the right side of the Certificates workspace. A PDF of the transcript will appear in a new window. You may save or download the document.

Figure 25. Transcript Link

Figure 26. Transcript

ONLINE TRAINING TRANSCRIPT

STUDENT NAME: Jane Doe **GENERATED:** 11/22/2013 at 10:18:19 AM

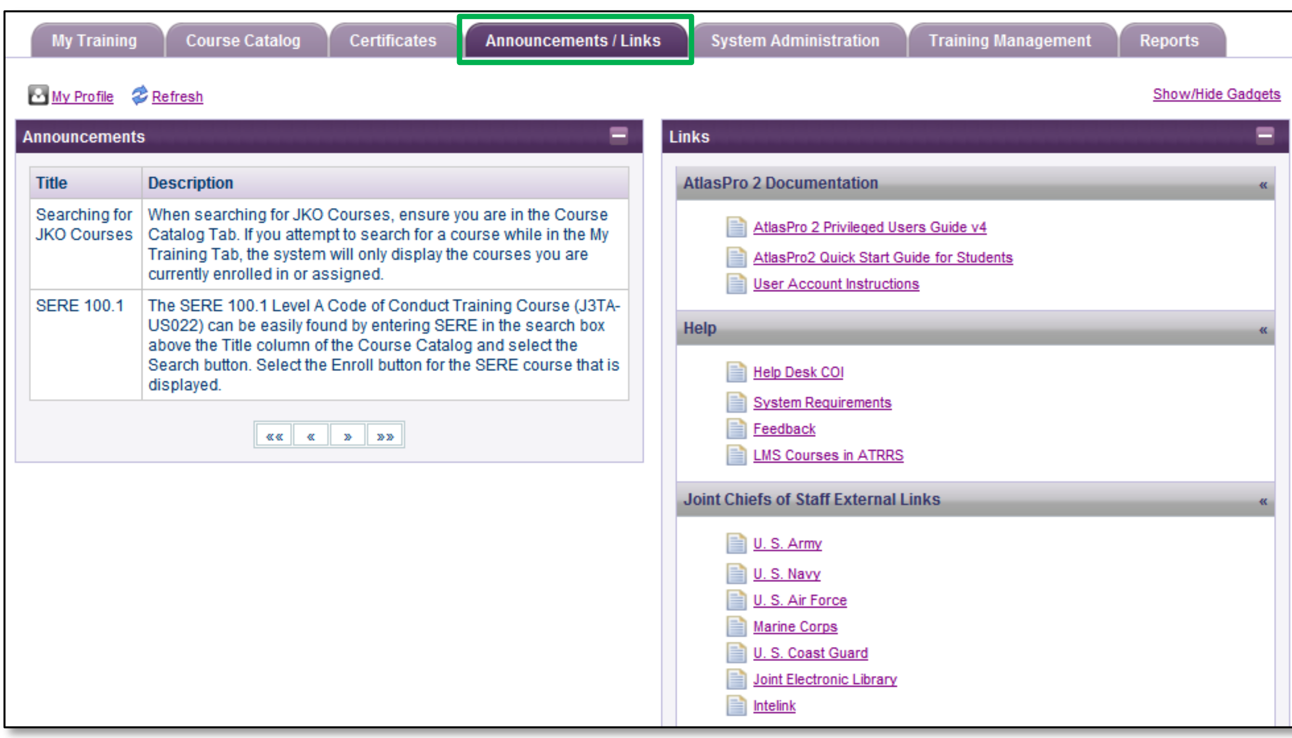
ORGANIZATION: PCM-J004 - J004 - Inspector General

Course #	Course Name	Status	Status Date
PAC J7-US001-07	PACOM OPSEC Awareness	Passed	2013-11-22
PAC J7-US001-01	USPACOM Overview Course	Passed	2013-11-22
PAC -US002	USPACOM Sexual Assault Prevention and Response Training (1 hr)	Passed	2013-11-22

5 Announcements/Links Tab

This Tab contains administrative announcements and links to common sites. It is updated periodically and can be configured by organization. For example, JKO can put out an enterprise-wide administrative announcement regarding the SERE 100 course that all users will see, while PACOM can put out an announcement that only members of PACOM can see.

Figure 27. Announcements/Links Tab



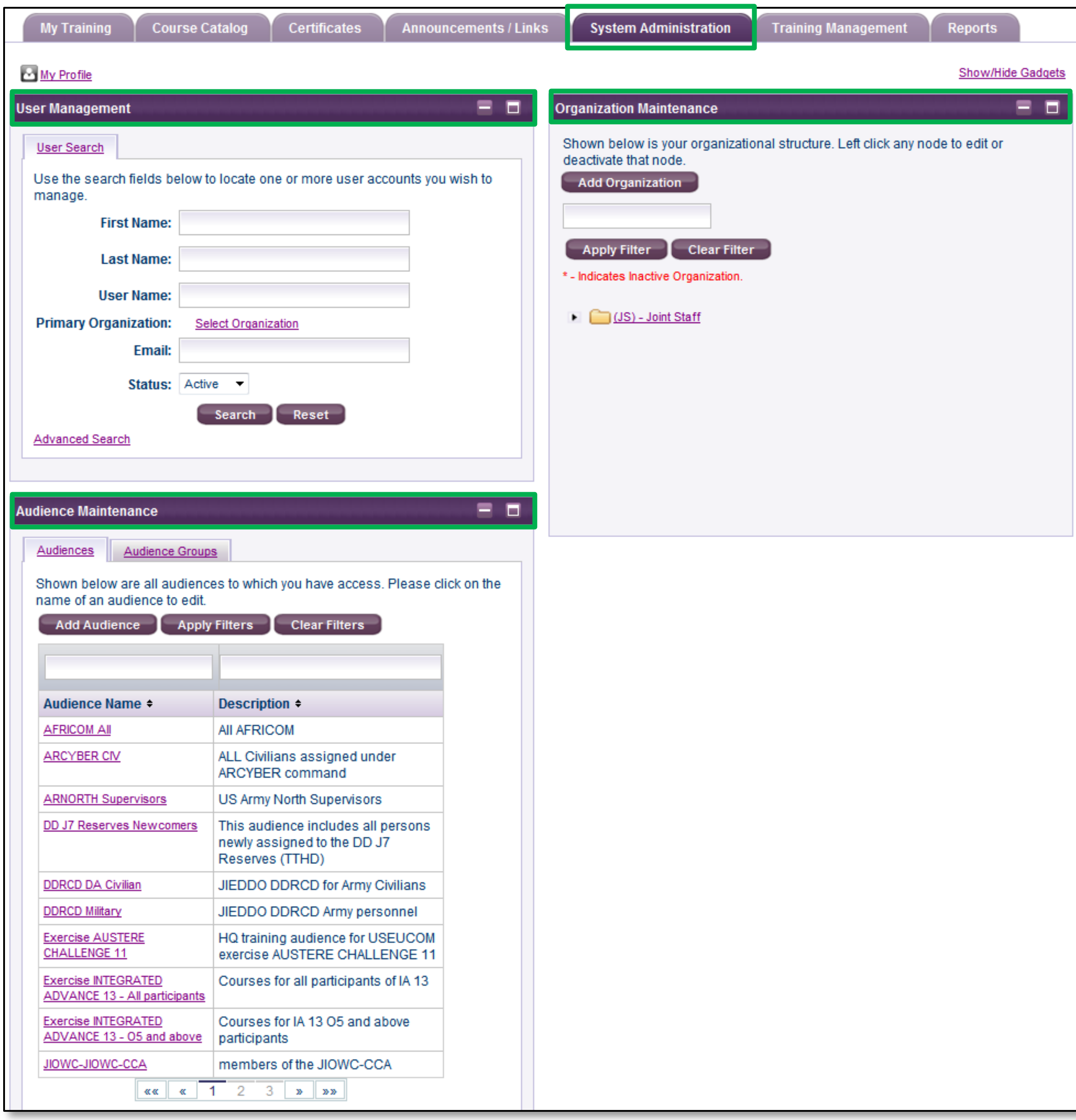
6 System Administration Tab

The System Administration Tab provides functionality associated with the following gadgets:

- User Management
- Audience Maintenance
- Organization Maintenance

This section of the manual provides an overview of each of the gadgets accessible from the System Administration Tab. As a Training Coordinator, most of your attention will be focused on tasks primarily associated with the User Management Gadget.

Figure 28. System Administration Tab



6.1 User Management Gadget

The User Management Gadget is accessible on the System Administration Tab and provides the ability to search for and manage user accounts.

Permissions by Role: The Training Coordinator and Training Manager Roles have access to this gadget and the user search-related management functions. However, the permissions are scoped to the individual's primary organization (e.g. a user at the PACOM command level may modify any user at or below PACOM while a user at the PACOM J7 level may modify any user at or below J7 only).

6.1.1 User Management Tabs

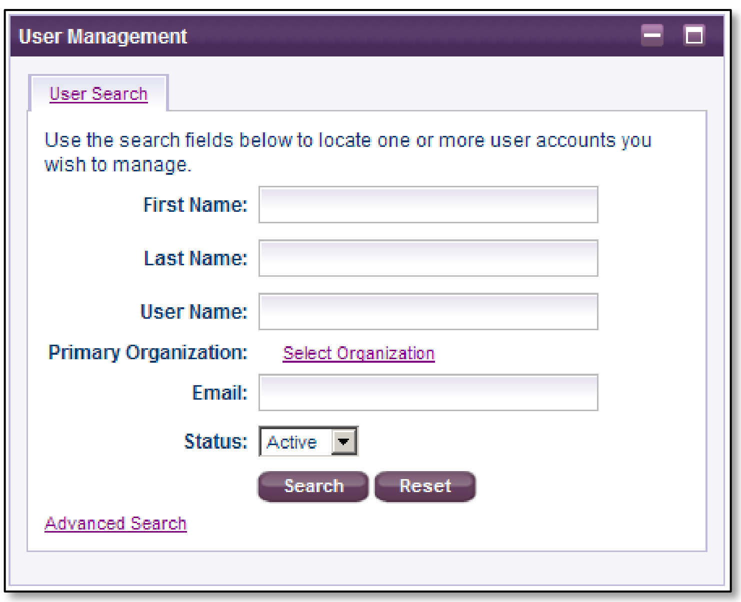
The User Search Tab is the only tab available to Training Coordinators in the User Management Gadget. Users with additional rights have the ability to create and merge accounts with this gadget.

6.1.2 User Management Tasks

The following sections explain the various functions associated with the User Management Gadget that a Training Coordinator may perform.

6.1.2.1 Search for a User

Figure 29. User Search Tab, Minimized View (Default)



Use the following steps to find a user:

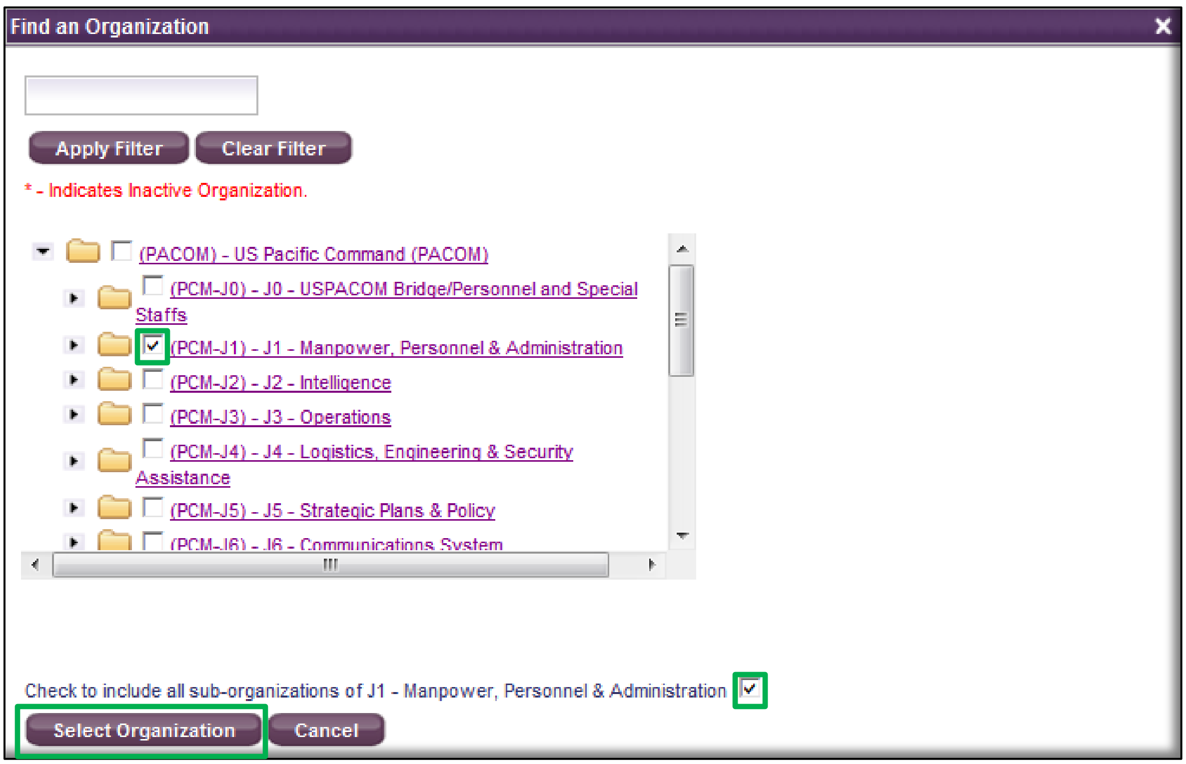
1. On the **System Administration** Tab, in the **User Management** Gadget, use any of the following search criteria to locate a user:

   - **First Name –** type a sequence of characters included in the user's first name
   - **Last Name –** type a sequence of characters included in the user's last name

- **User Name –** type a sequence of characters included in the user's JKO LCMS username
- **Primary Organization** – click the Select Organization link. A **Find Organization** window opens. 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 filter 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. Check the box if desired. Click the **Select Organization** button to complete the selection.

  Note: Leaving the Primary Organization field blank defaults the search to the user's entire primary organization.

Figure 30. Find an Organization



- **Email –** type in the user's email address
- **Status –** select a user's status (active, inactive, or both)

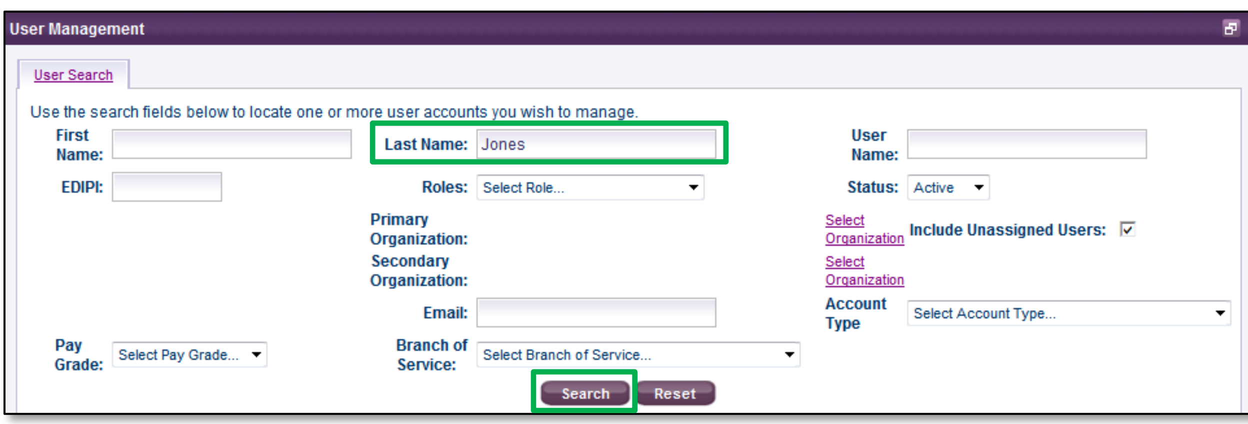
By default, the minimized search includes Unassigned users (i.e. a user that has no primary organization) in the searched user population. To exclude Unassigned users, click the Advanced Search link or maximize the gadget.

Optional Search fields. Click Advanced Search or the gadget maximize button to maximize the gadget and search by additional fields:

- **EDIPI** – Enter a user's 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 JKO LCMS user role
- **Secondary Organization** – click the Select Organization link and select the organization as explained above for the primary organization.
- **Include Unassigned Users** – check the box to indicate whether unassigned users should be included in the search population.

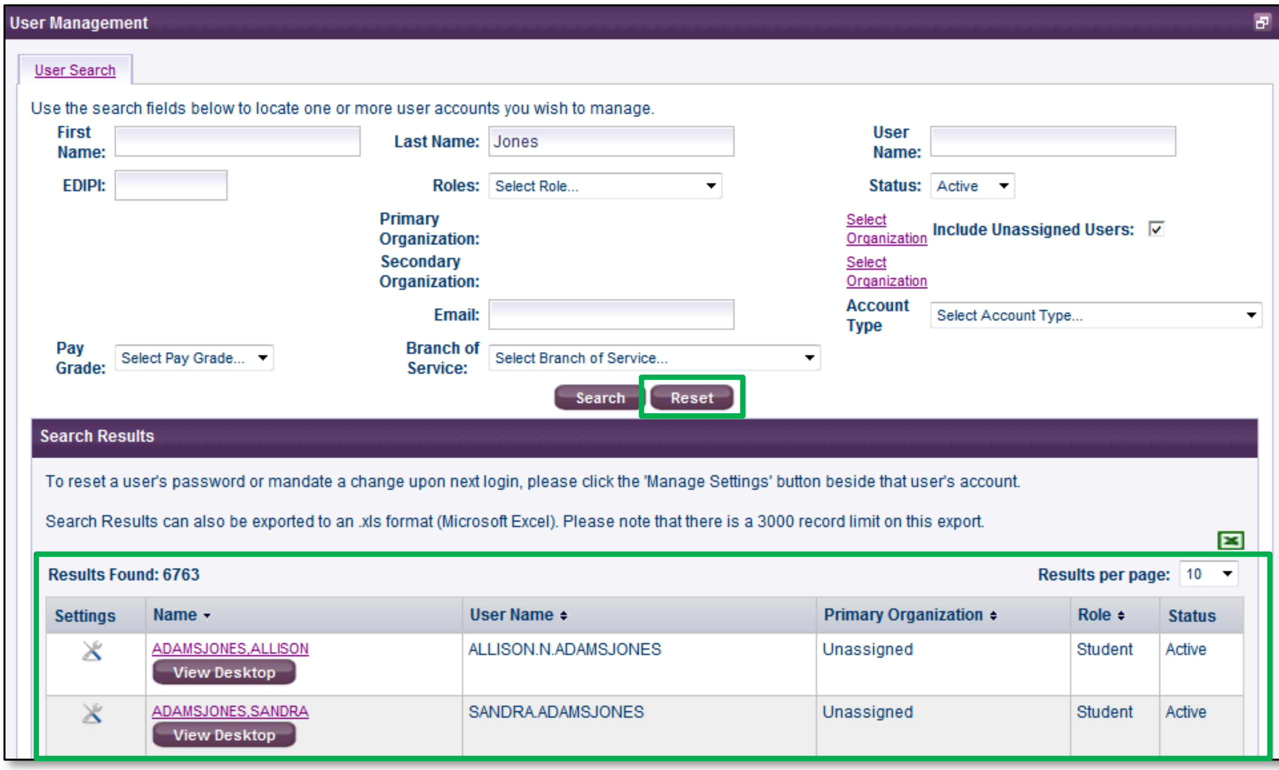
  Note: Including unassigned users but not narrowing the search with some field other than an organization will cause all unassigned users to be included in the search results. If you are searching for a user that has selected an organization, uncheck this box so as not to return large numbers of unneeded records.
- **Account Type** – select an account type
- **Pay Grade** – select a pay grade
- **Branch of Service** – select a branch of service

Figure 31. User Search Tab, Maximized View



2. Click **Search**. A list of users meeting all entered search criteria displays in the *Search Results* section of the maximized gadget. See Figure 32. In this example, only a Last Name is entered as search criteria. The **Reset** button clears the search parameters and the results from any previous search.

Figure 32. User Search Tab Search Results



6.1.2.2 Modify User Profile

User Profiles may be modified through the User Management Gadget. The most common reasons to modify a User's Profile are to update Organization affiliation, Career Information, and email address. The User can do this too, but the Training Coordinator also has the option to do it. The system notifies the user via email when the Profile is modified.

Use the following steps to modify a user Profile:

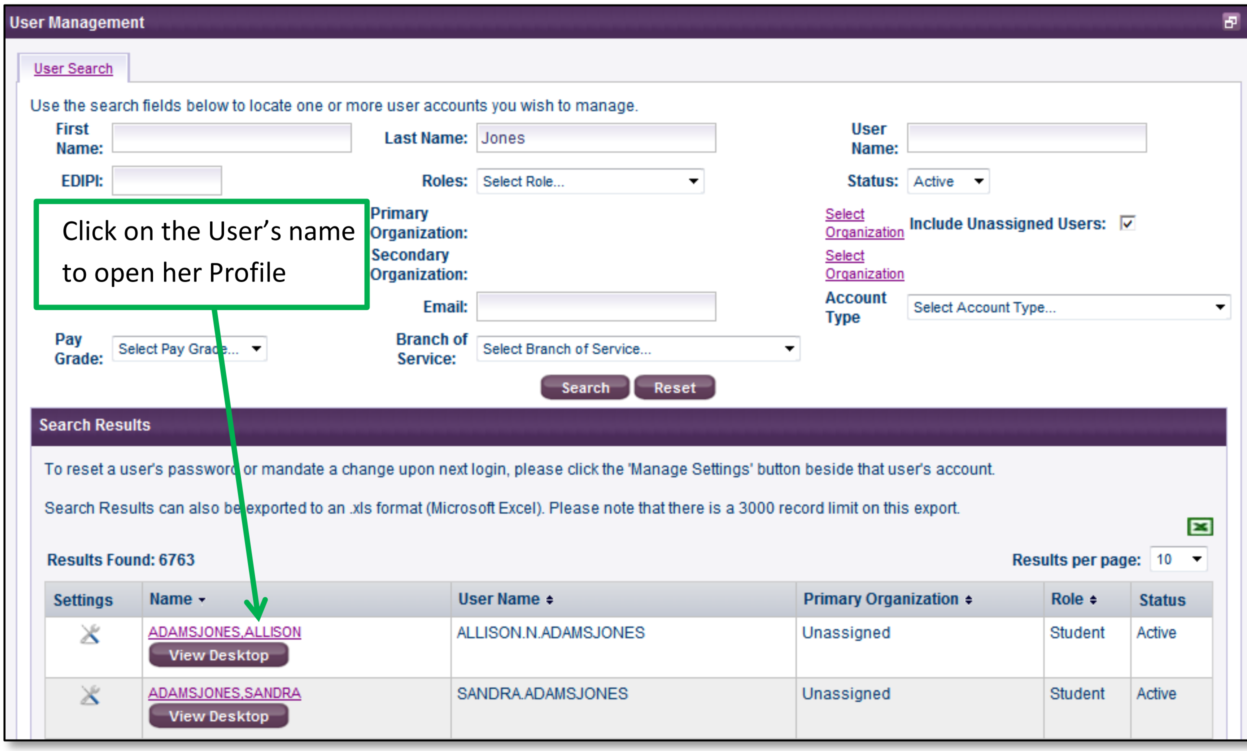
1. On the **System Administration** Tab, in the **User Management** Gadget, search for the user whose profile you would like to modify.

   Note: For more information on searching for users, refer to Section 6.1.2.1.

2. Under Search Results, click the name of the user whose profile you would like to modify. See Figure 33. A *WS_Edit Account* tab appears. See Figure 34. The information on the *WS_Edit Account* tab is the same as in Section 1.4, Figures 2 and 3, of this document.

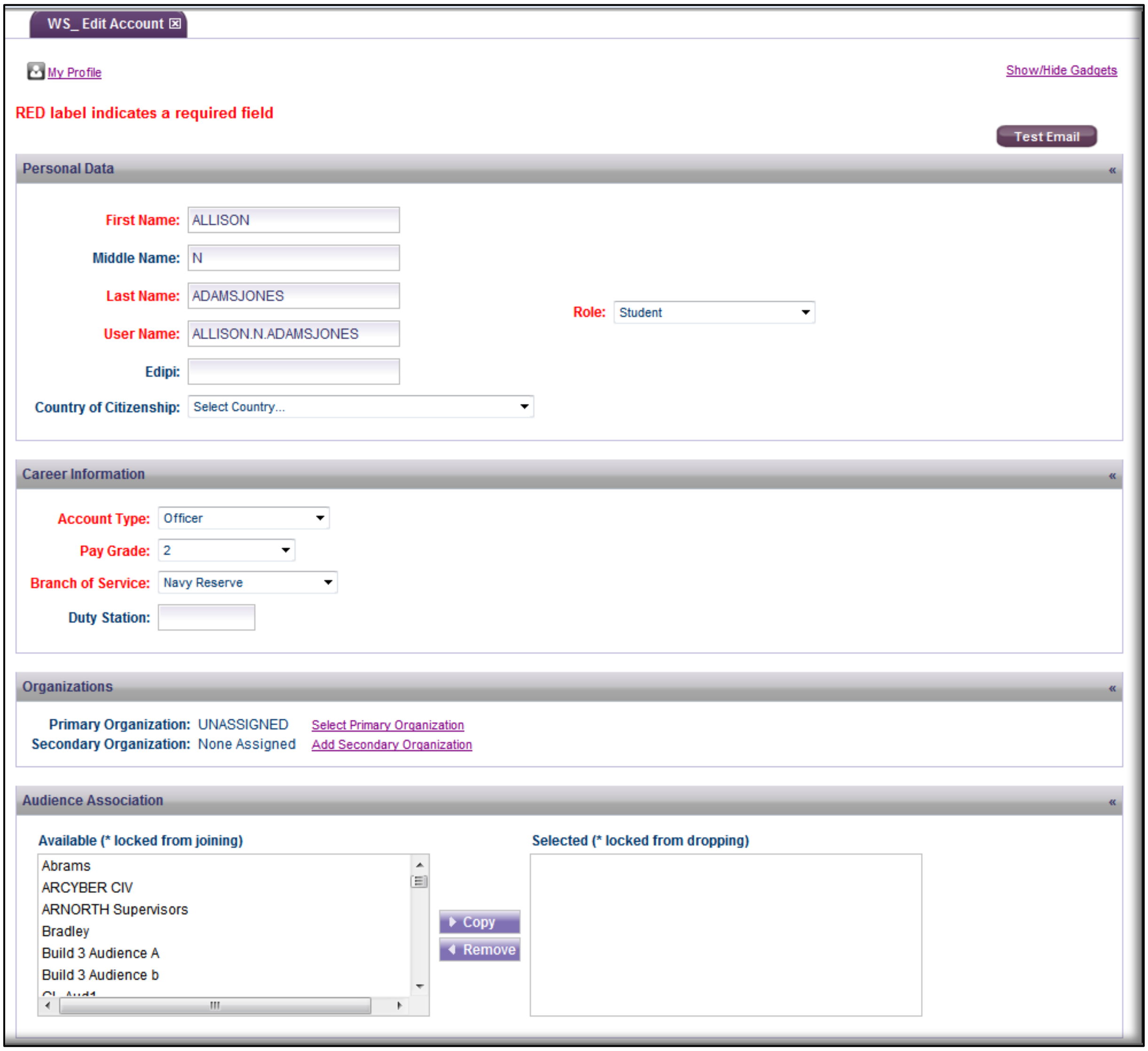
3. Edit or update any of the available fields and save the changes using the **Save** button at the bottom of the page.

Figure 33. Open a User's Profile



Click on the User's name to open her Profile. See Figure 34.

Figure 34. User's Profile



The Training Coordinator is now able to edit select fields in the User's Profile (except *Country of Citizenship, Username, Edipi, and Role*. Only Administrators may edit these fields). Once you have made changes, select **Save**. The User will get an email notifying him that his Profile has changed.

6.1.2.3 Require User Profile Update

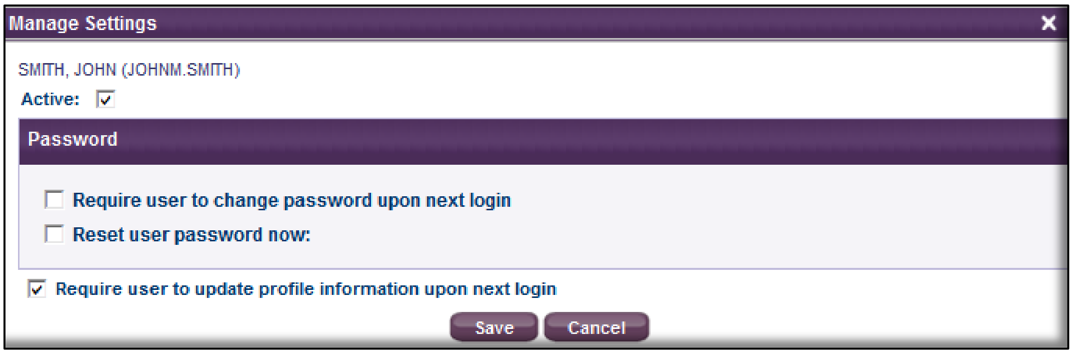
Use the following steps to require a user to update his profile at next login:

1. On the **System Administration** Tab, in the **User Management** Gadget, search for the user.

   Note: For more information on searching for users, refer to Section 6.1.2.1.

2. Under **Search Results**, click the **Manage User Settings icon** ( ) for the desired user. The *Manage Settings* window appears.

Figure 35. Manage Settings Window, Require Profile Update



3. Select the check box for **Require user to update profile information upon next login**.
4. Click **Save**.

   Note: The box will remain checked until the profile is successfully saved, whether by the subject user or by a privileged user updating the profile.

6.1.2.4 Require User Password Change

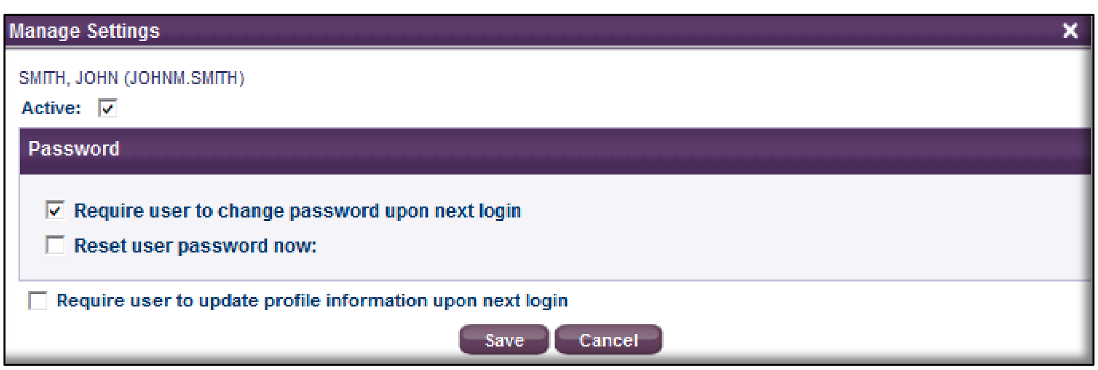
Use the following steps to require a user password change at next login:

1. On the **System Administration** Tab, in the **User Management** Gadget, search for the user.

   Note: For more information on searching for users, refer to Section 6.1.2.1.

2. Under **Search Results**, click the **Manage User Settings icon** ( ) for the desired user. The *Manage Settings* window appears.

Figure 36. Manage Settings Window, Require Password Change



3. Select **Require user to change password upon next login**.

4. Click **Save**.

6.1.2.5 Reset User Password

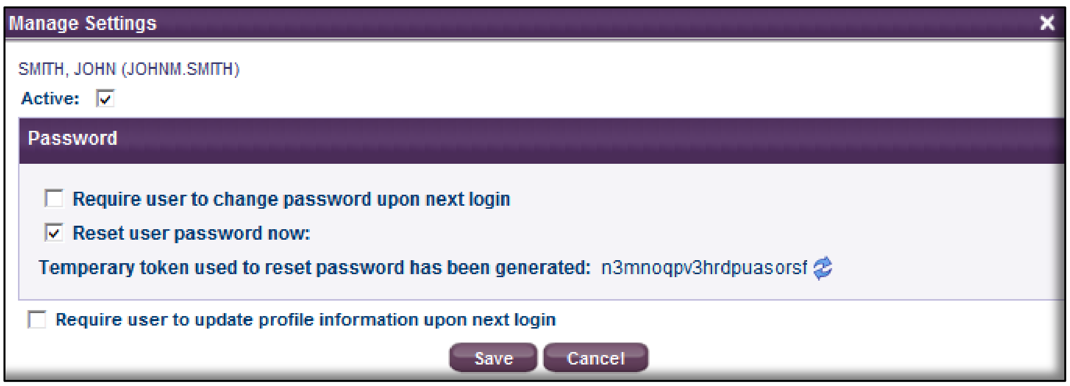
Use the following steps to reset a user password:

1. On the **System Administration** Tab, in the **User Management** Gadget, search for the user.

   Note: For more information on searching for users, refer to Section 6.1.2.1.

2. Under **Search Results**, click the **Manage User Settings icon** ( ) for the desired user. The *Manage Settings* window appears.

Figure 37. Manage Settings Window, Reset User Password Now



3. Select **Reset user password now**. A “token” is generated and displayed to the right of the text.

4. Click **Save**. The system sends an email to the user that contains the token. The user will use the token to set or change their password from the JKO LCMS Login page.

6.1.2.6 Deactivate a User Account

As a general rule, users should not be deactivated, except for security reasons, or unless they are leaving government-related service and thus will have no further need of the LCMS. A user who transfers from an organization, but would have future need of the LCMS within the enterprise, should have their Primary Organization set to Unassigned in their Profile.

Use the following steps to deactivate a user account:

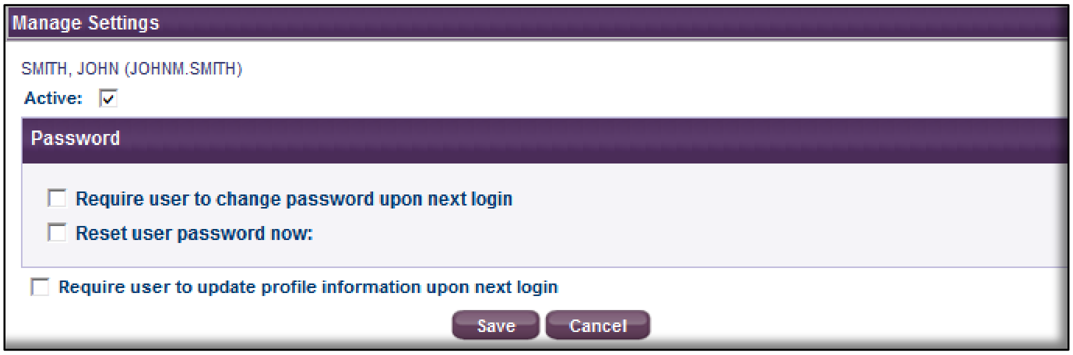
1. On the **System Administration** Tab, in the **User Management** Gadget, search for the user.

   Note: For more information on searching for users, refer to Section 6.1.2.1.

2. Under **Search Results**, click the **Manage User Settings icon** ( ) for the user you

want. The *Manage Settings* window appears.

Figure 38. Manage Settings Window



3. Deselect **Active**.
4. Click **Save**. The account is now Inactive, but still searchable using the search procedures described in Section 6.1.2.1.

6.1.2.7 View User Desktop

The View Desktop function allows the Training Coordinator to view a student's assignments, current training, and training history. It displays a modified view of the information contained in the Student's My Training Tab.

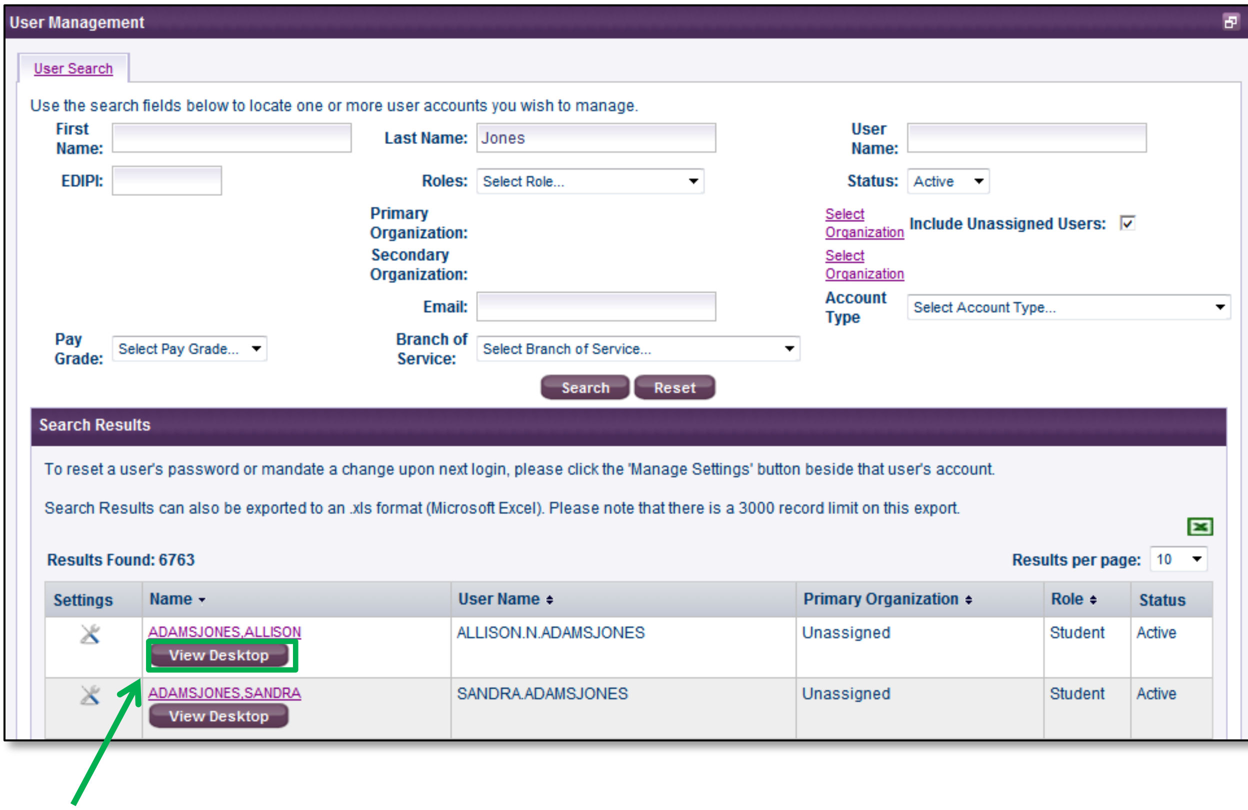
Use the following steps to view a user's desktop:

1. On the **System Administration** Tab, in the **User Management** Gadget, search for the desired user.

   Note: For more information on searching for users, refer to Section 6.1.2.1.

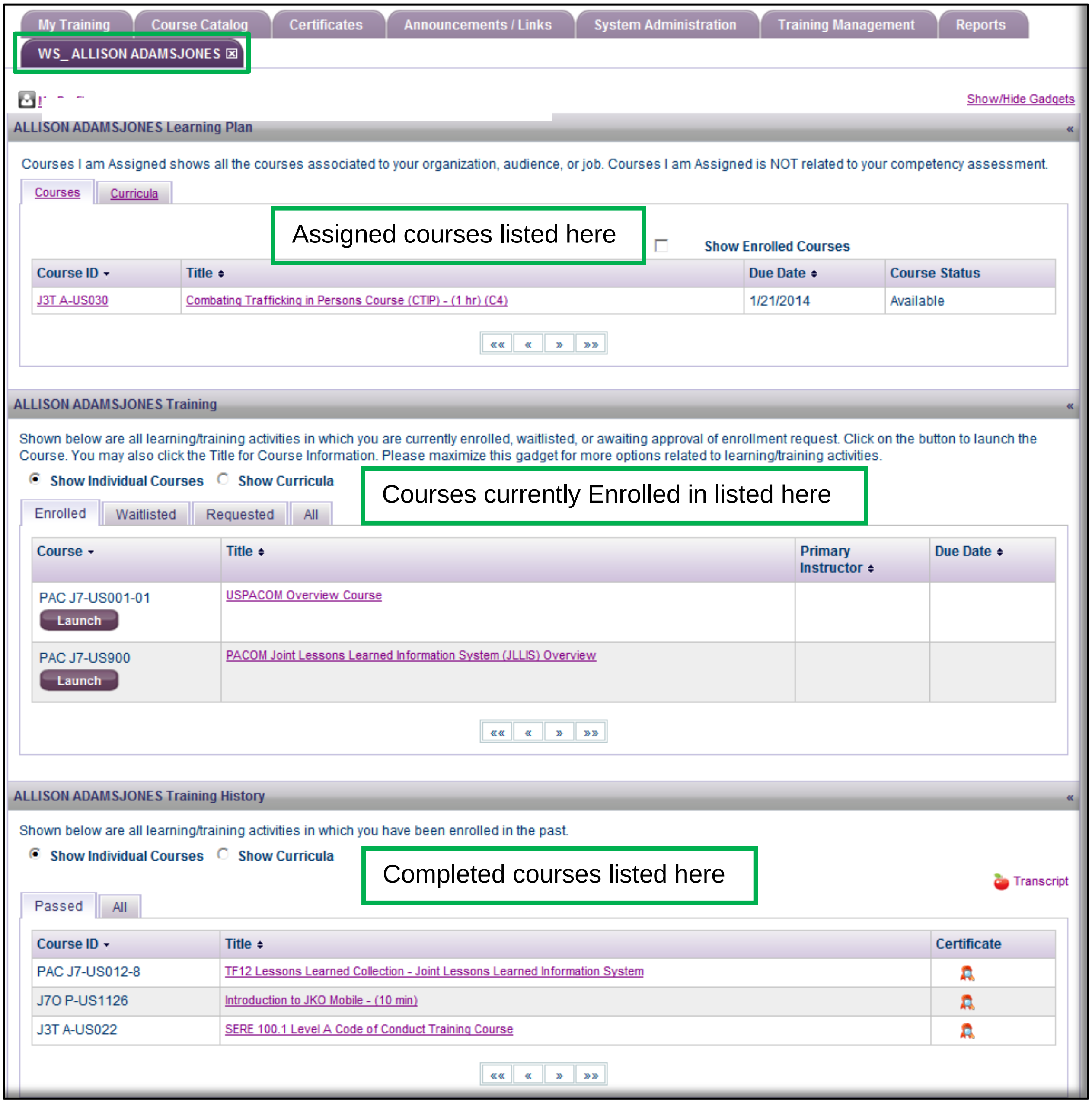
2. Under **Search Results**, click **View Desktop** for the desired User. See Figure 39. A workspace tab for that user appears with a view of their assigned courses, courses currently enrolled in, and Training History. See Figure 40.

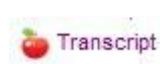
Figure 39. View Desktop Button



Select **View Desktop** to open a modified view of the information contained in the Student's My Training Tab. See Figure 40.

Figure 40. View User Desktop



3. ***Optional.*** Under Training History, click the Transcript icon (

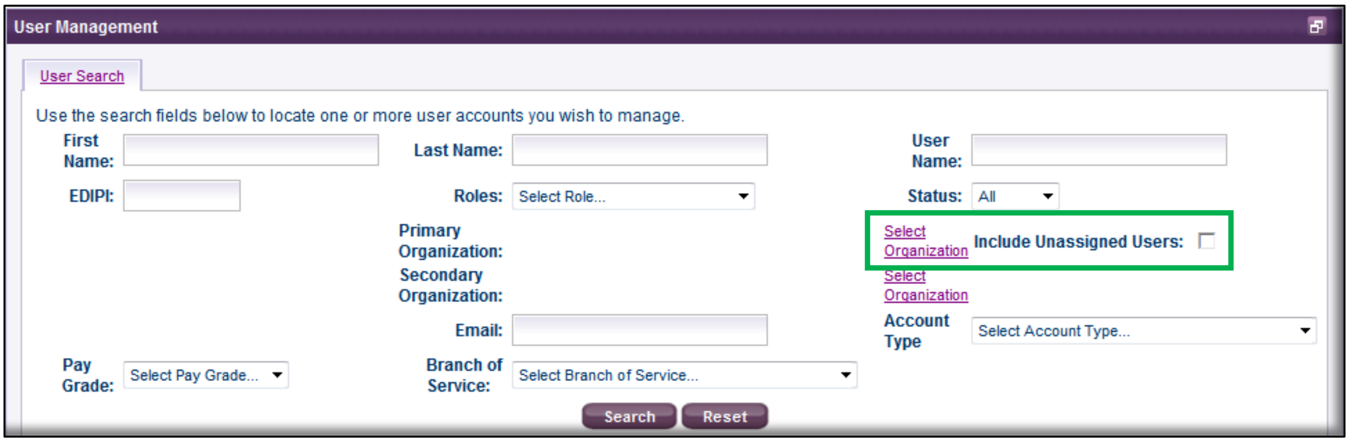
) to view or print the user's transcript.

4. ***Optional.*** Under Training History, click the Certificate icon () to view a user's certificate for a particular course.

6.1.2.8 Search for your Organization

There are times a Training Coordinator will want to view a list of all members of his Organization who are in JKO, and compare that to those who are actually in the Organization. If the lists don't match, a User may not have selected the correct, or any, Organization in his Profile, or does not yet have a JKO account. You can do this with the User Management gadget in either minimized or maximized view.

Figure 41. Search for your Organization, Part 1



1. Click on the Select Organization Link.

2. From the *Find an Organization* window below, use the arrows to drill down and find your Organization, or use the Search field to enter a keyword. Place a check mark in the box next to the chosen Organization. If you want to include all of the unit's sub-Organizations in the search, check the bottom box. Click **Select Organization**.

Note: For more information on searching for an Organization, refer to Section 6.1.2.1.

Figure 42. Find your Organization

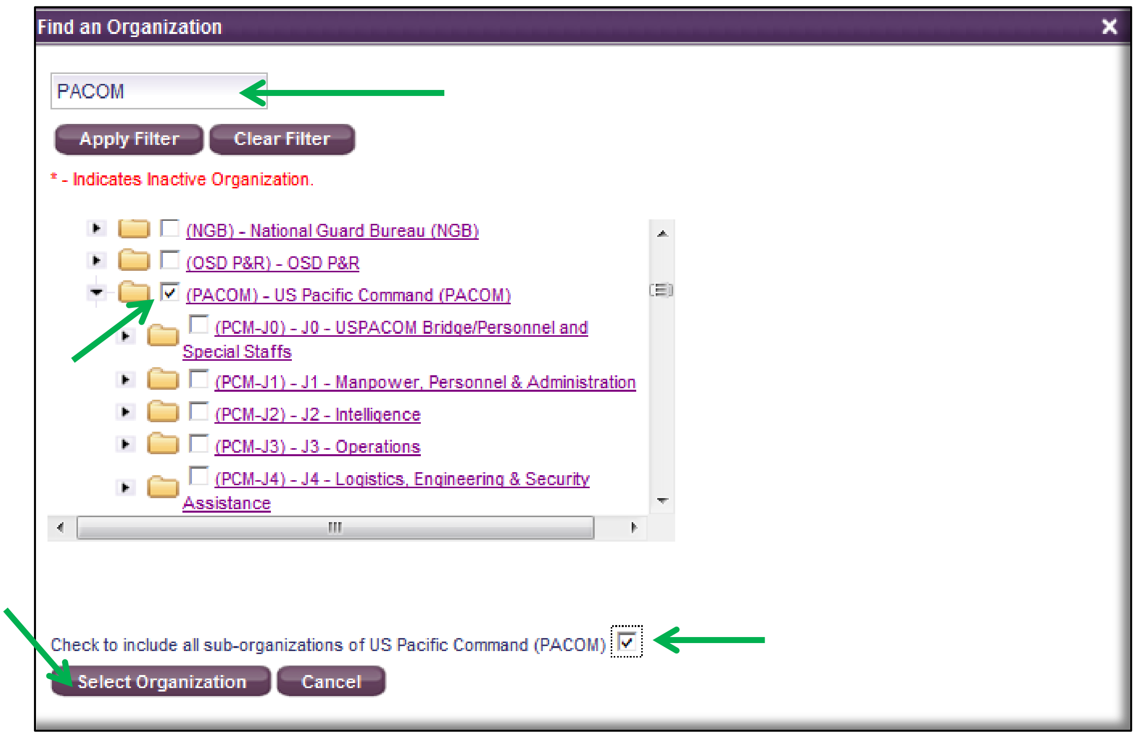
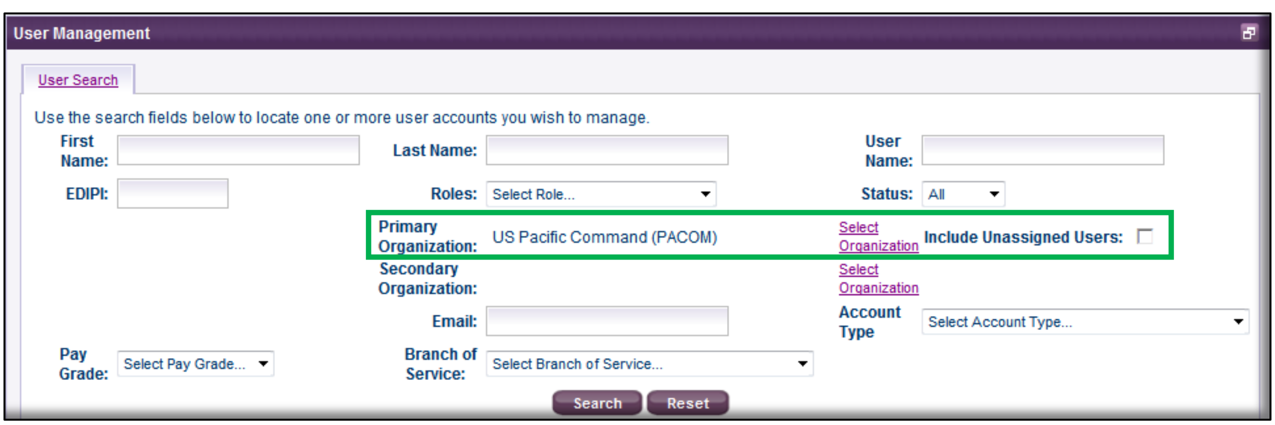
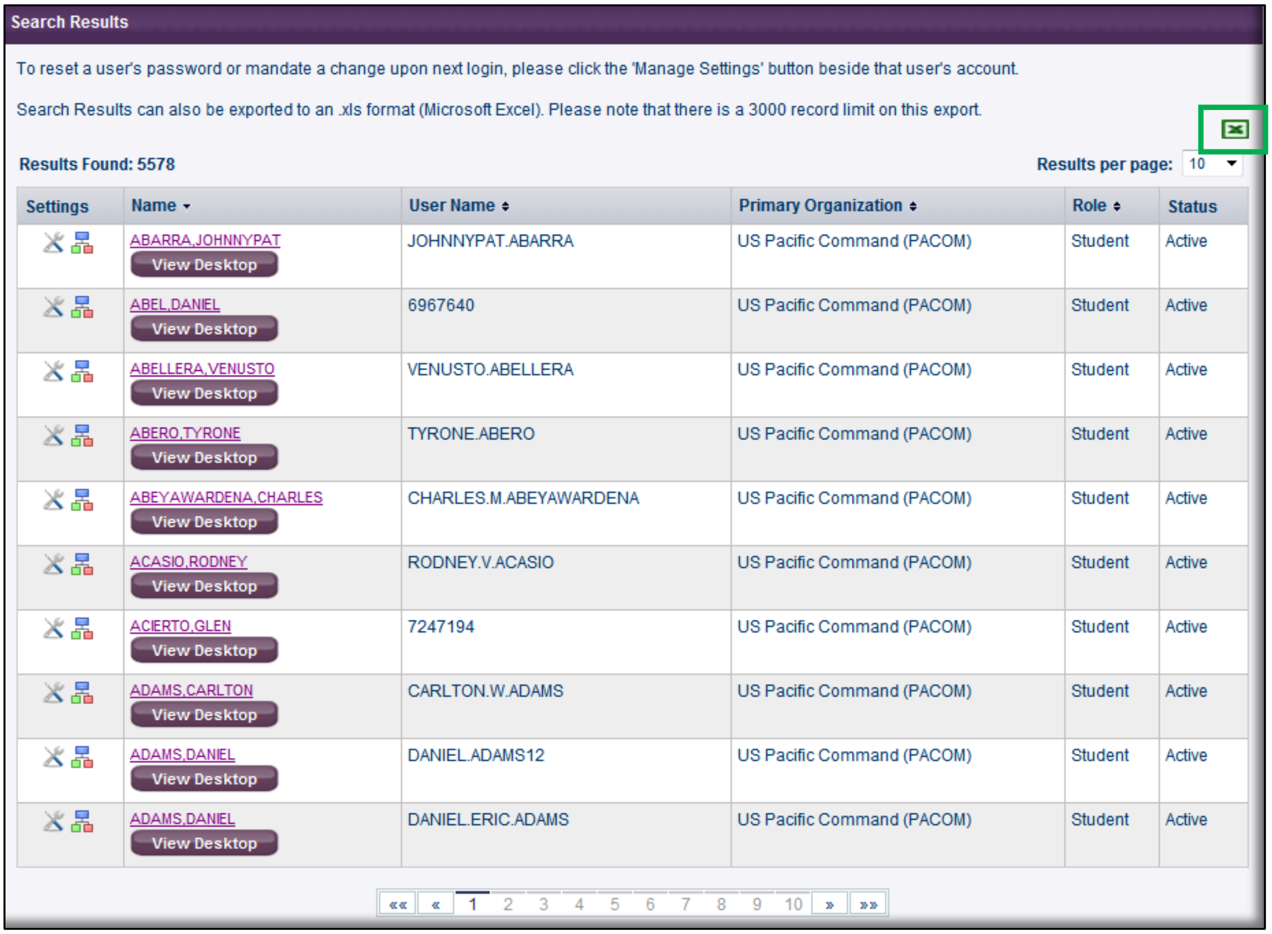


Figure 43. Search for your Organization, Part 2



3. Your Organization is now the only search criteria entered. Select **Search** to view results.

Figure 44. Search Results



4. You can now view, and download using the export to Excel button ( ), the results of your search for all members of your Organization.

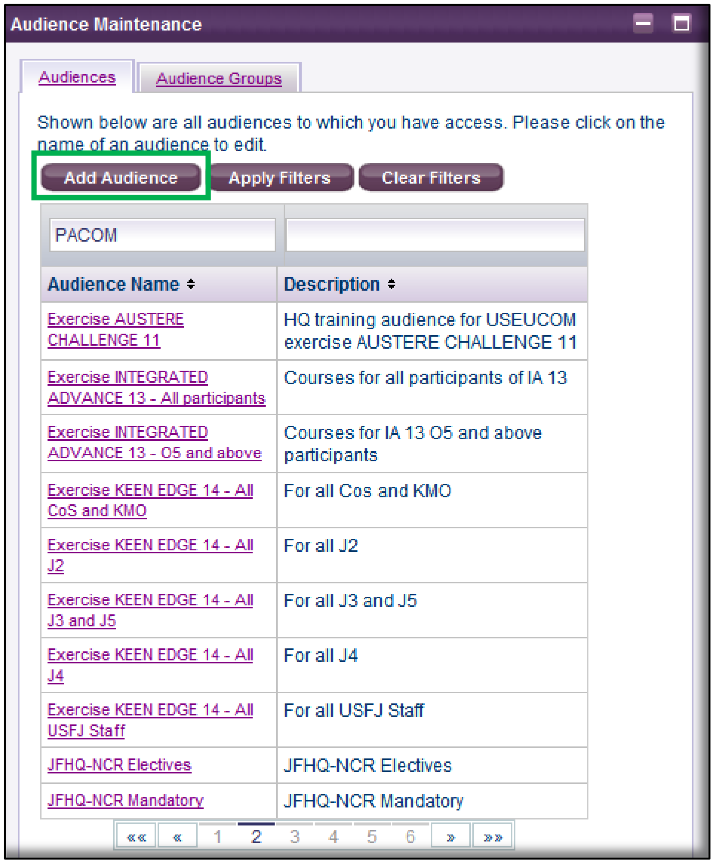
6.2 Audience Maintenance Gadget

The Audience Maintenance Gadget is accessible on the System Administration Tab. The purpose of grouping users into Audiences is to assign and track training. An Audience is simply an ad hoc group of users. Audience membership does not necessarily have any relation to Organization membership. Audiences can address situations not suited to an Organizational structure. An example use of an Audience is to create a group of watch officers pulled from the various directorates of a command. Another use is to create a group consisting of all participants in a major exercise, with participants being from various commands around the world. Users may be members of multiple Audiences simultaneously.

The Audience Maintenance Gadget provides the ability to create Audiences, populate Audiences with users, and to group Audiences together. An Audience Group is a group of two or more Audiences. Courses may be assigned to Audiences using the Course Associations gadget on the Training Management Tab, which is discussed later in this Guide. Students will see the courses they are assigned in their course listing in the My Training Tab. In the Source column, they will see the source of the assignment(s).

Permissions by Role: The Training Coordinator and Training Manager roles have access to this gadget and all of its related functions.

Figure 45. Audience Maintenance gadget, Minimized View (Default)



6.2.1 Create an Audience

To create an Audience, select the **Add Audience** button at the top of the gadget. In the new workspace that opens, fill in the mandatory information:

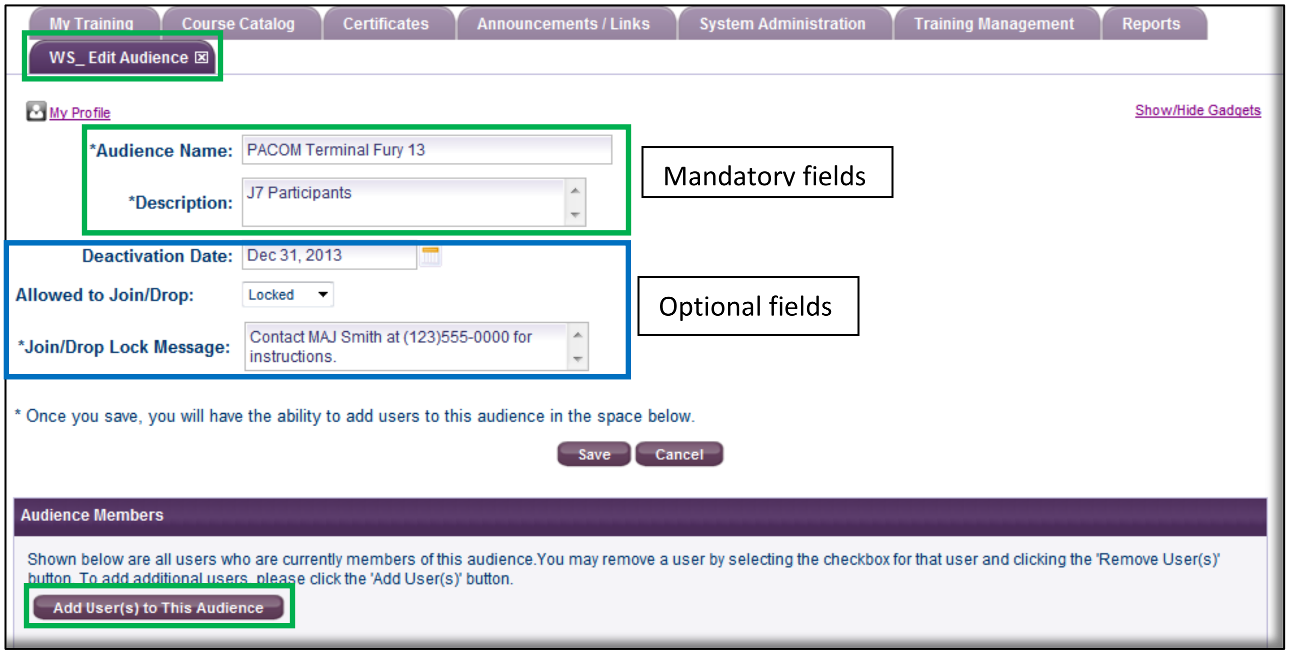
- Audience Name
- Description

There are also optional fields that allow you to place further controls on the Audience:

- Deactivation Date. By placing a deactivation date on the Audience, Users will no longer be able to join it after that date. The Audience will not be visible or available in the list of Audiences in the Audience Association area of the My Profile tab. 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.
- Allow to Join/Drop. You may restrict membership in this Audience by locking it. If you choose to lock the Audience, a mandatory field appears requiring you to include a message informing Users how to join the Audience.

- Join/Drop Lock Message. Include a message to Users attempting to join the Audience. A User will see this message at the top of the My Profile tab when he selects that Audience and clicks **Save** in his My Profile. The message you create should include clear instructions to the User on steps to join the Audience. Once Audience membership is granted, a privileged user will then be required to manually add the User to the Audience, as described in Section 6.2.2 below.

Figure 46. Create an Audience



Once you have entered all the mandatory and optional information, select **Save** to save the Audience. The Audience is now available in the list of Audiences in the Audience Association area of the My Profile tab. If the Audience is Unlocked, Users may freely joint the Audience from their My Profile tab.

6.2.2 Add Users to an Audience

1. Select the **Add User(s) to This Audience** button.
2. In the workspace that opens, search for and select Users as described in detail in Section 6.1.2.1.
3. In the Search Results that generate, use the Add icon ( ) next to the names to add those Users to the Audience.
4. When you are done selecting Users, select the **Save** button in the **Users to be Added** section. See Figure 47. Those Users are now members of the Audience and will automatically receive any assigned courses in the course listing in their My Training tab.
5. If you would like to delete Users from the Audience, select the Delete icon next to the User's name and select **Save**.

Figure 47. Add Users to an Audience

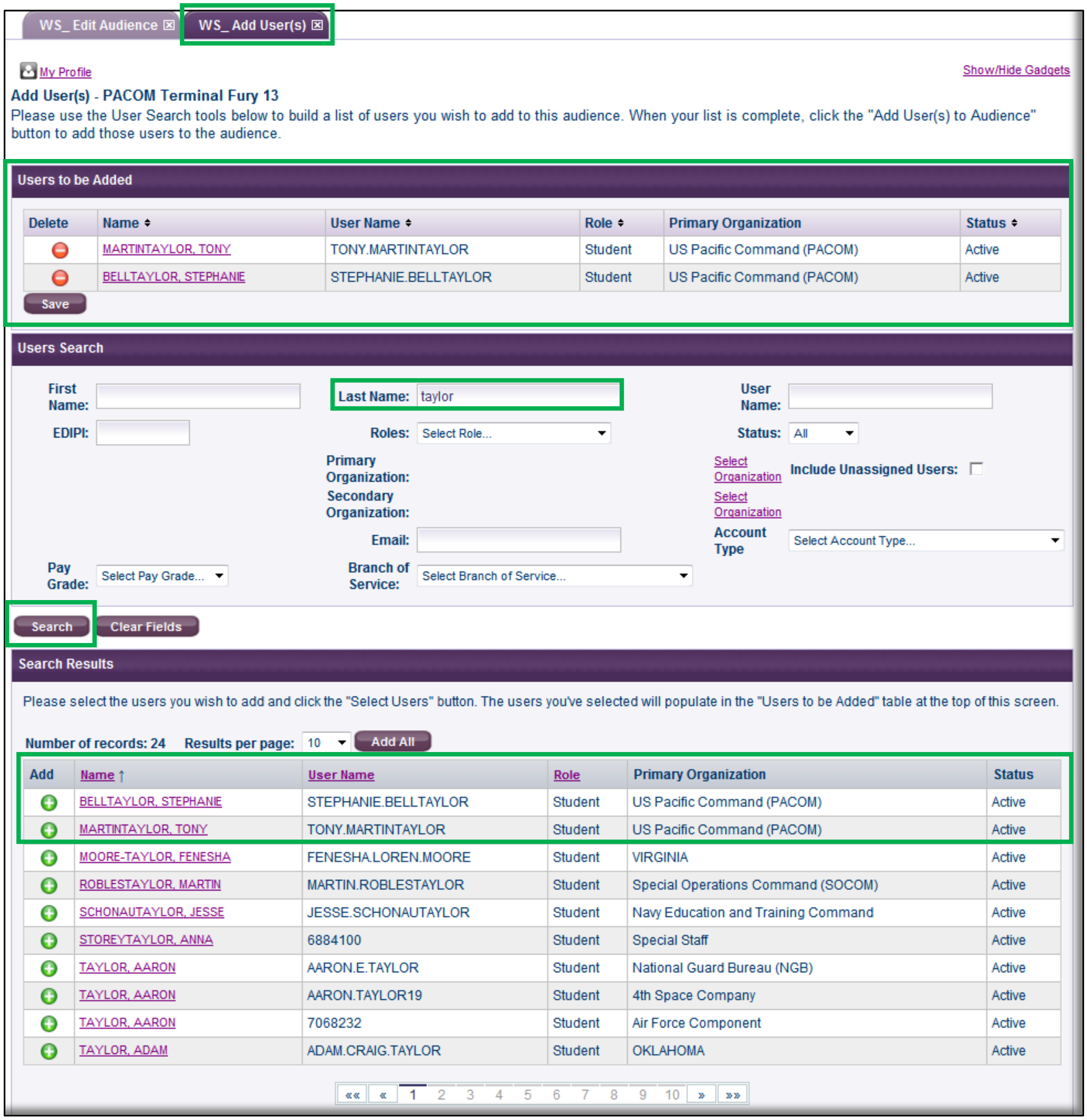
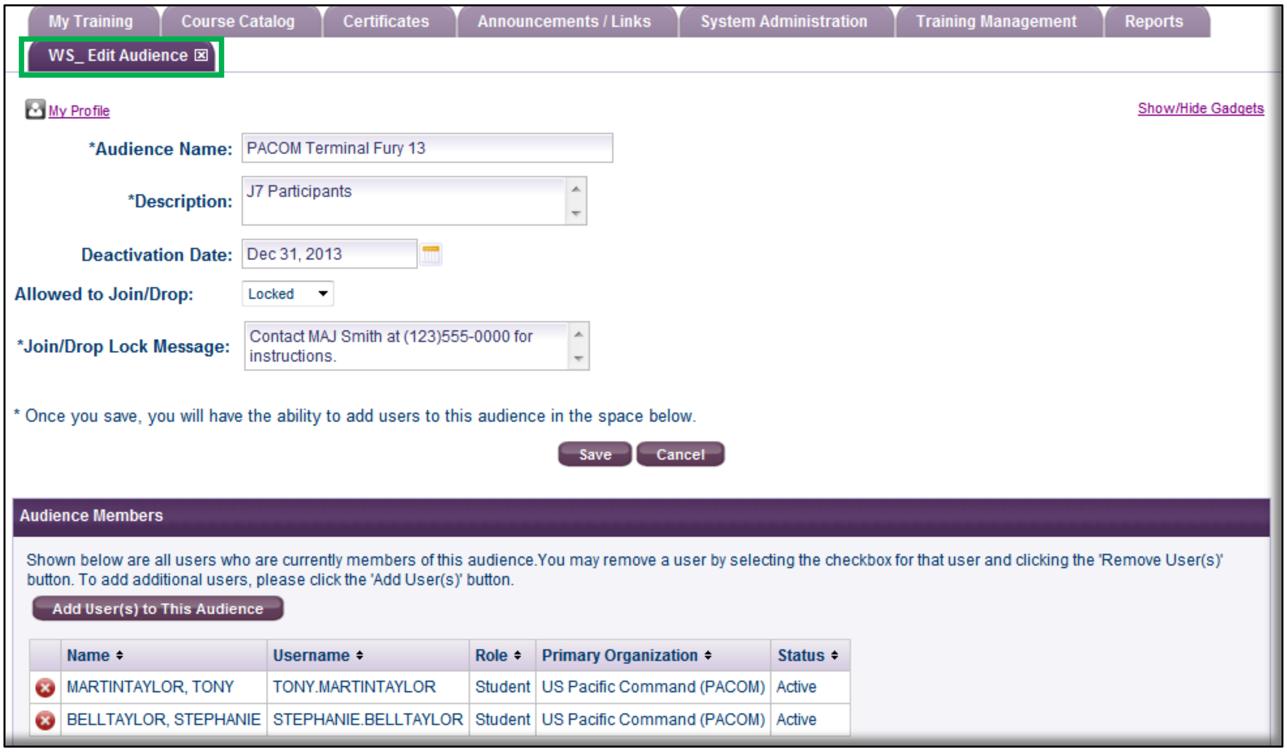


Figure 48. Audience Information

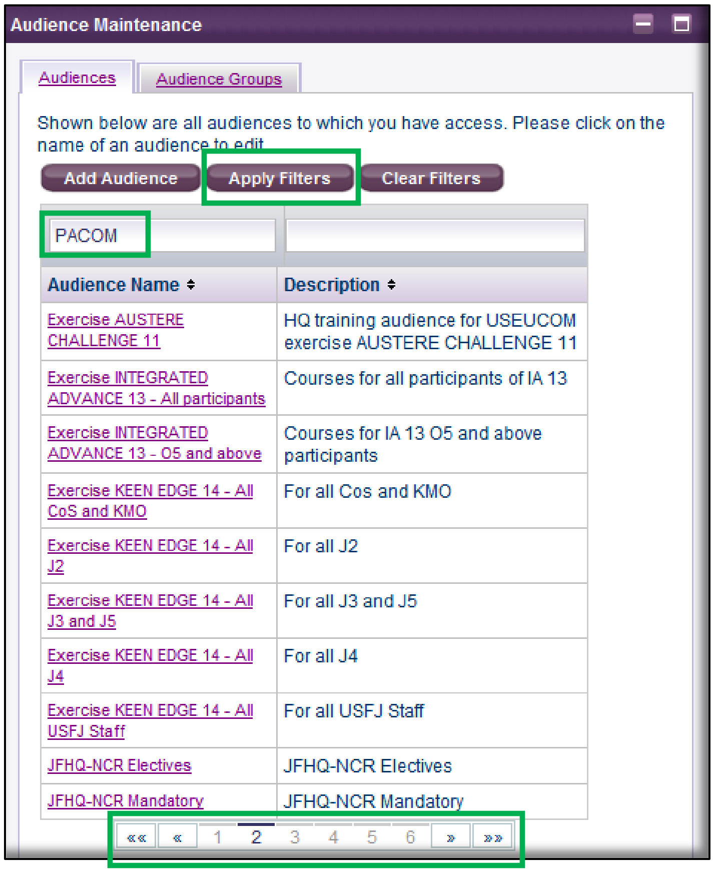


The above view shows Audience information and members of the Audience you just created. When you are done creating/editing this Audience, close out the workspace to return to the Audience Maintenance gadget.

6.2.3 Search for an Audience

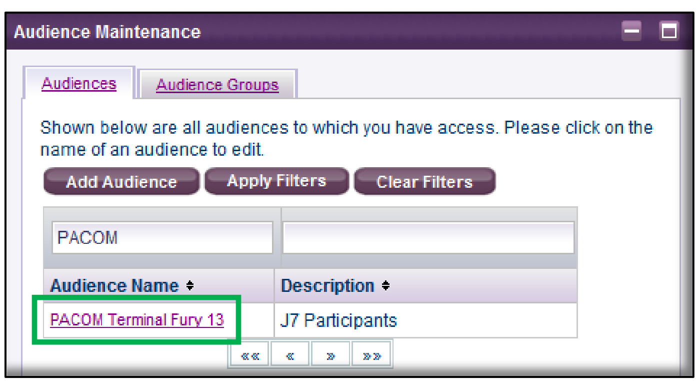
1. To find an Audience, either enter a keyword in the Search field and select **Apply Filters**, or paginate through the list of Audiences using the pagination arrows and buttons at the bottom of the screen.

Figure 49. Search for an Audience



2. When you find the Audience you are looking for, select it by clicking on the Audience name.

Figure 50. Audience Search results



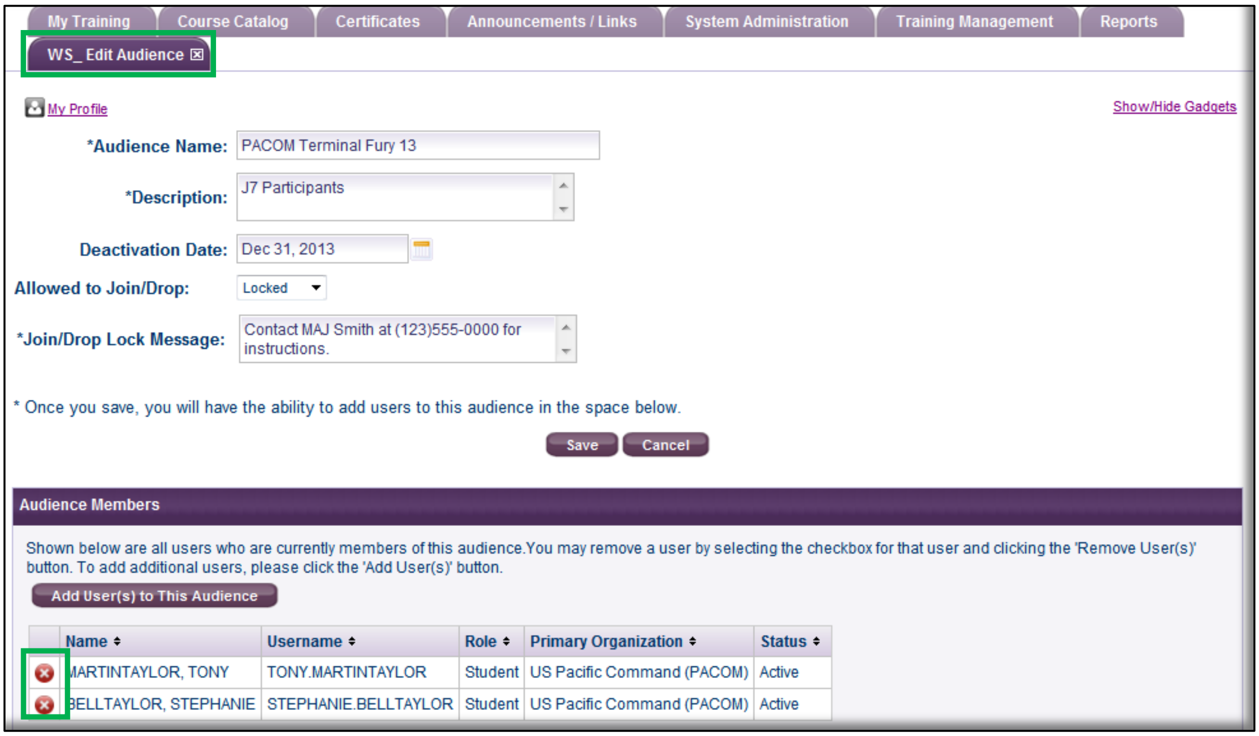
3. From the workspace that opens, you may now edit the Audience information and Add or Delete Users as described above in Section 6.2.2.

6.2.4 Delete an Audience

An Audience will remain available to join in the My Profile tab and visible in the list of Audiences in the Audience Maintenance gadget until it is deleted. To delete an Audience, all members must be removed (Deleted), and all assignments must be deleted. Deleting assignments is outlined in Section 7 of this Guide.

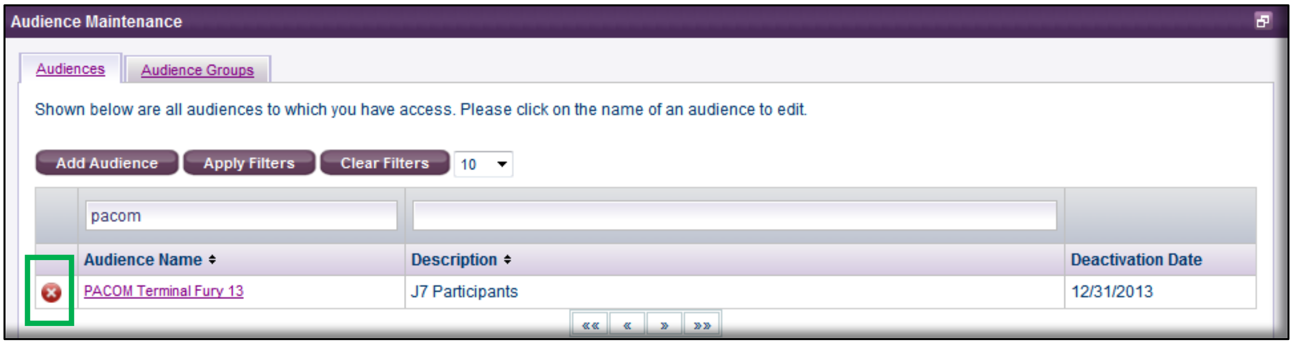
1. To delete an Audience, search for and find it in the Audience Maintenance gadget as described in Section 6.2.3 above. Click on the Audience name to open the Edit Audience Workspace.

Figure 51. Edit Audience Workspace



2. Remove Audience members by selecting the Delete icon ( ) next to the User's names. Close out the workspace once all Audience members are removed.
3. Maximize the Audience Maintenance gadget to make visible the Audience Delete icon ( ).

Figure 52. Delete an Audience



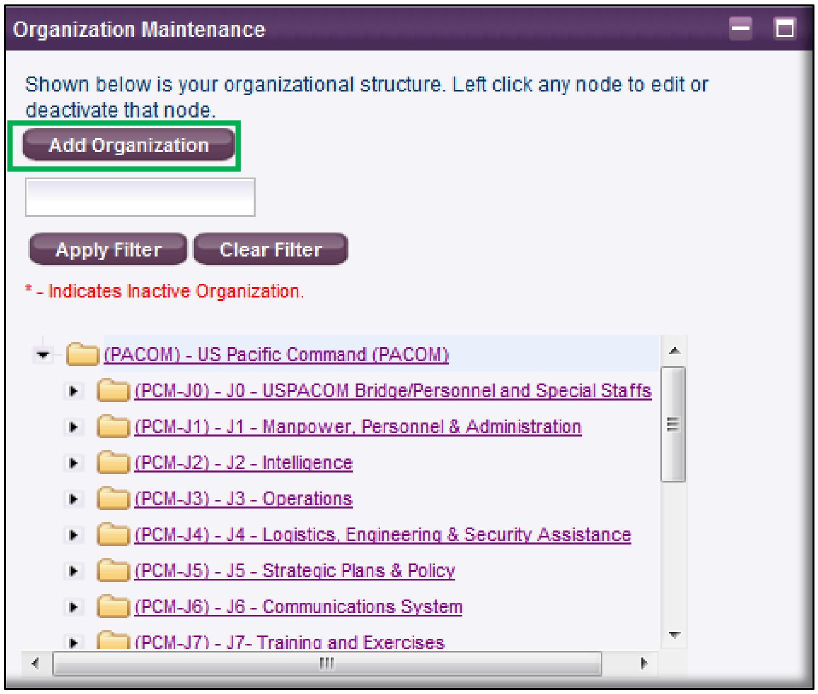
4. Select the Delete icon ( ) and confirm you want to delete the Audience. The Audience is now deleted and will no longer be visible or available in the Audience Maintenance gadget.

6.3 Organization Maintenance Gadget

The Organization Maintenance Gadget is accessible on the System Administration Tab and allows authorized users to define organizations. Once an organization is defined, courses can be assigned to it through the Course Association Gadget on the Training Management Tab. Students see the courses assigned to both their primary and secondary organizations in their course listing in the My Training Tab. In the Source column, they will see the source of the assignment(s).

Permissions by Role: The Training Coordinator and Training Manager roles have access to this gadget and all of its related functions. However, the permissions are scoped to the individual's Primary Organization (e.g. a user at the PACOM command level may modify anything under PACOM while a user at the PACOM J7 level may affect everything under J7 only). For purposes of this Guide, the Training Coordinator has PACOM as his Primary Organization, and therefore sees PACOM and all subordinate units.

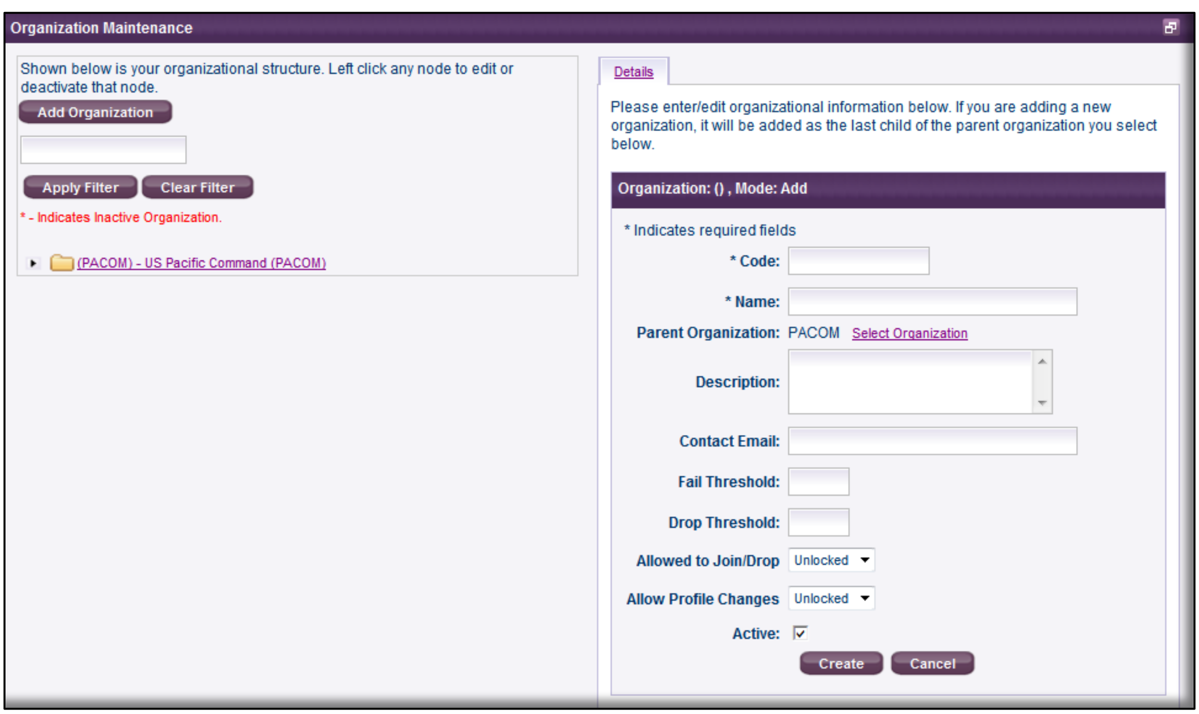
Figure 53. Organization Maintenance gadget, Minimized View (Default)



6.3.1 Create an Organization

1. From the Organization Maintenance gadget, select the **Add Organization** button at the top of the gadget. An expanded workspace will open.

Figure 54. Add an Organization, Part 1

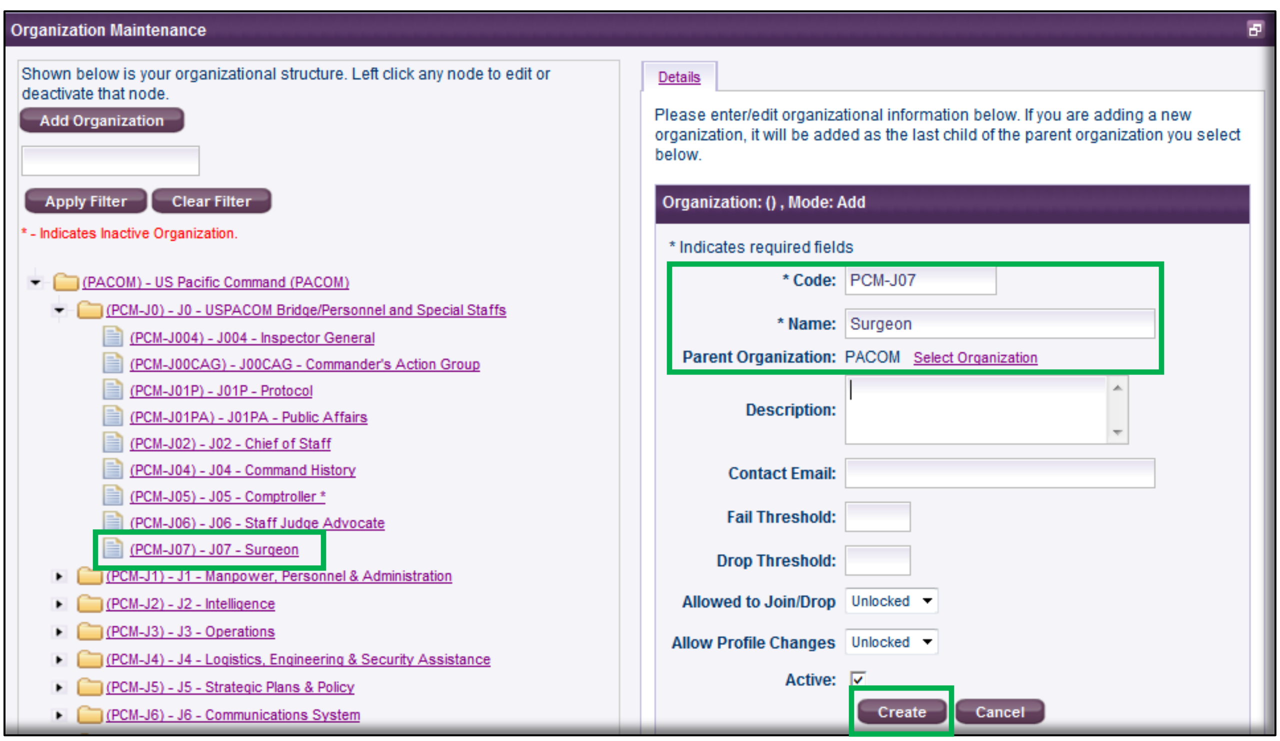


2. In the expanded workspace that opens, enter the mandatory and any optional information.

   a. Code. Organizational Code as determined by each command's naming convention.
   b. Name. The name of the Organization you are creating.
   c. Parent Organization. The default selection is set to your Primary Organization. If you are creating an Organization directly subordinate to your Primary Organization, you do not need to change this field. If you are creating an Organization that is more than one level below yours, select the Select Organization link to select a Parent Organization. Use the arrows to drill down to an Organization and then select **Save.**
   d. ***Optional***. Description.
   e. ***Optional.*** Contact Email.
   f. ***Optional.*** Fail Threshold.
   g. ***Optional.*** Drop Threshold.
   h. ***Optional.*** Allowed to Join/Drop. By locking your Organization, unauthorized Users will not be able to join the Organization from their My Profile.
   i. ***Optional.*** Allow Profile Changes. By locking this field, Users will not be able to change their Organization once they have joined this Organization.

3. Select **Create** when you have completed filling out the fields. The new Organization is now available for Users to join in the selection of Organizations in the My Profile tab, and has also been added to the list of Organizations in the Organization Maintenance gadget. See Figure 55.

Figure 55. Add an Organization, Part 2

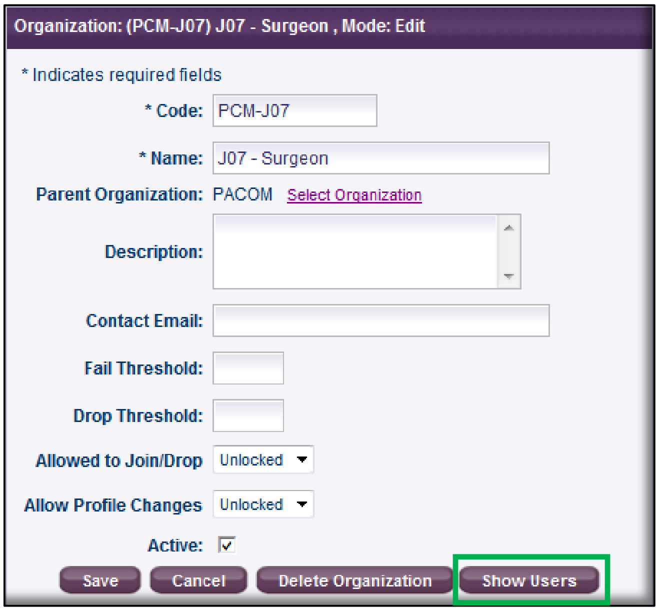


6.3.2 Add Users to an Organization

When you selected the Create button above, additional buttons appeared in the window. You will use the Show Users button to begin the process of adding Users to this Organization.

1. Click on the **Show Users** Button.

Figure 56. Add Users to an Organization, Part 1



2. Select the **Add User** button**.**

Figure 57. Add Users to an Organization, Part 2

See Figure 58 for these steps:

3. From the Add Users to Organization workspace, search for and select Users as described in detail in Section 6.1.2.1.
4. In the Search Results that generate, use the Add icon ( ) next to the names to add those Users to the Organization.
5. When you are done selecting Users, select either **Save as Users Primary Org** or **Save as Users Secondary Org** in the **Users to be Added** section. Those Users are now members of that Organization and will automatically receive any assigned courses in the course listing in their My Training tab.
6. If you would like to delete Users from the Organization prior to saving, select the Delete icon next to the User's name.

Figure 58. Add Users to an Organization, Part 3

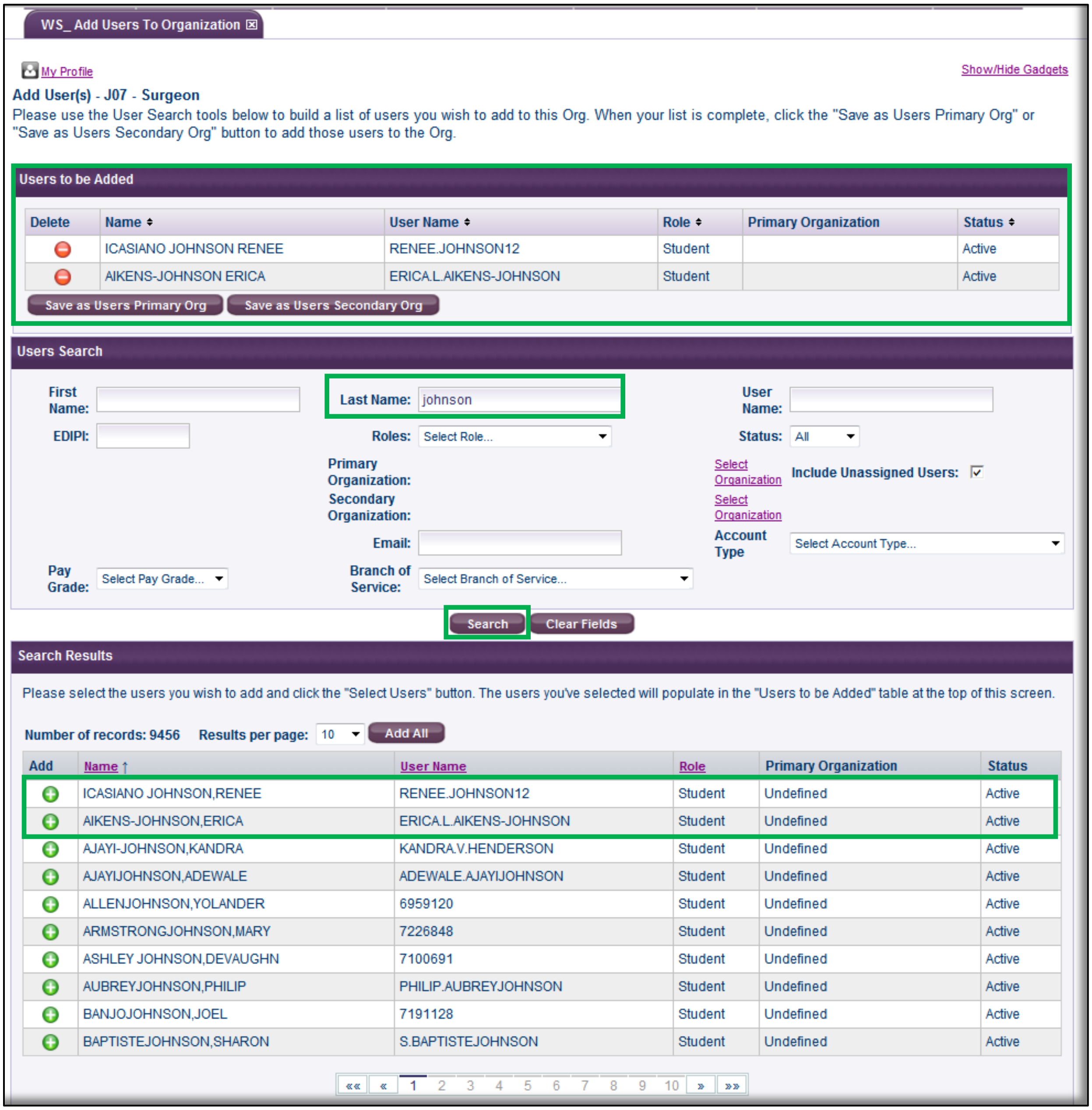
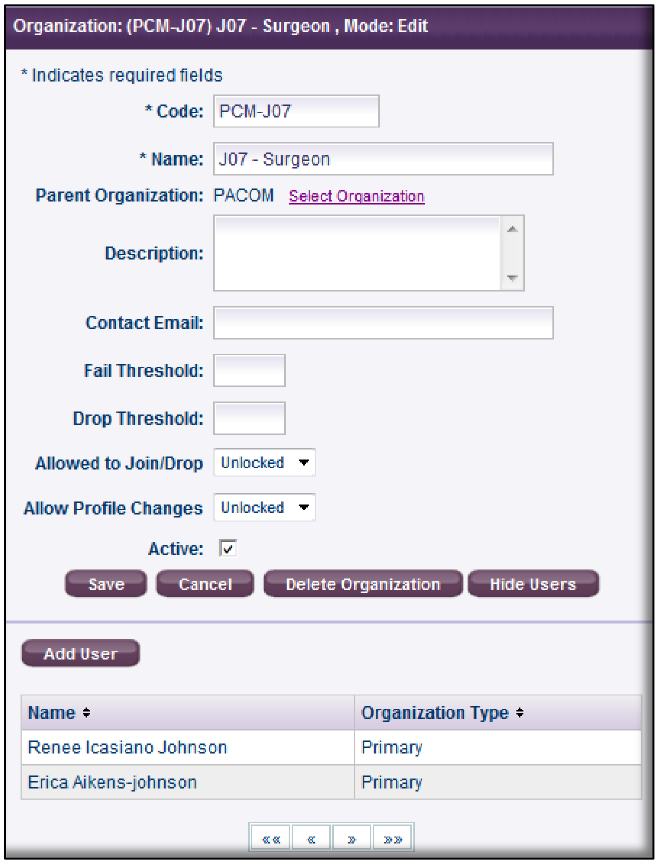


Figure 59. Organization Information

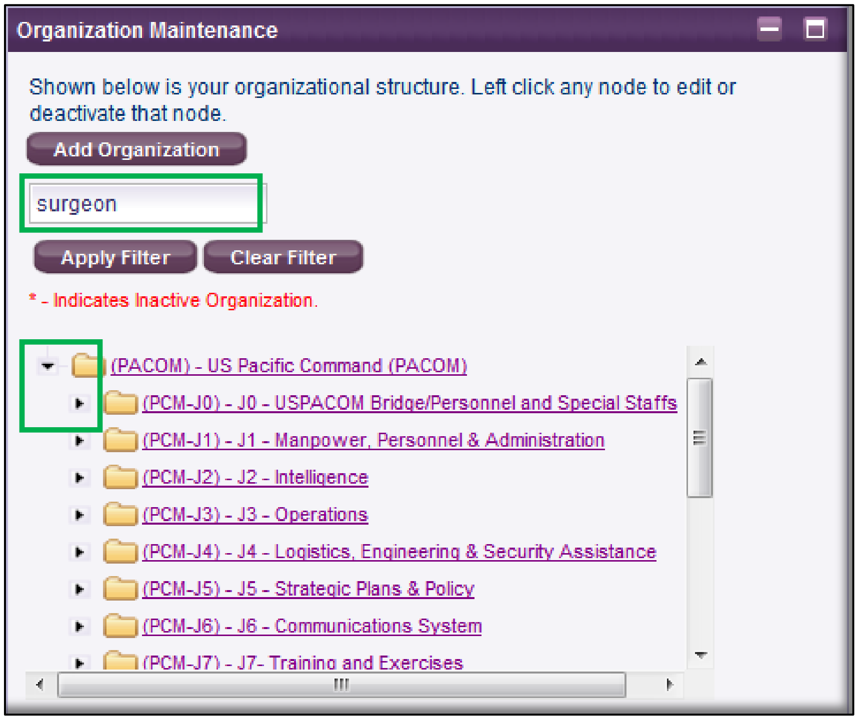


The above view shows the Organization information and members of the Organization you just added.

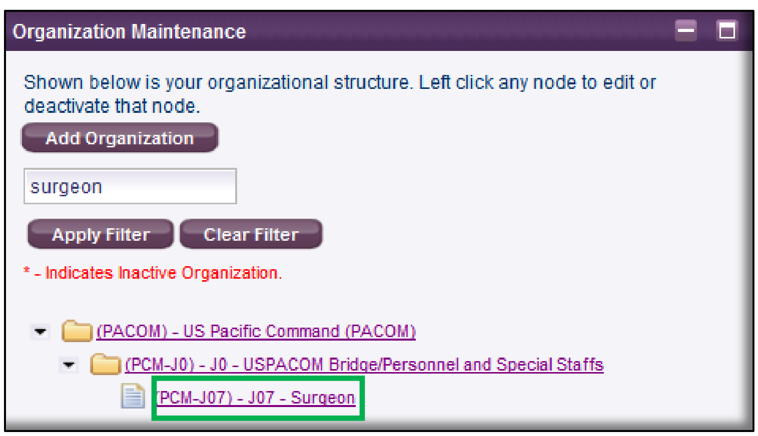
6.3.3 Search for an Organization

1. In the Organization Maintenance gadget, enter a keyword in the Search field and select Apply Filters, or use the arrows next to the Organization in the window and drill down until your Organization is visible. Click on the Organization to open the expanded workspace. This can be done in minimized or maximized view.

Figure 60. Search for an Organization



2. When you find the Organization you are looking for, select it by clicking on the Organization name.



3. From the workspace that opens, you may now edit the Organization information and Add Users as described above in Section 6.3.2.

6.3.4 Delete an Organization

An Organization will remain available to join in the My Profile tab and visible in the list of Organizations in the Organization Maintenance gadget until it is deleted. To delete an Organization, all members must be removed (Deleted), and all assignments must be deleted. Deleting assignments is outlined in Section 7 of this Guide.

1. To remove members of the Organization, you must Unassign them from the Organization, or move them to a different Organization. Searching for a User and modifying his Profile are detailed in Sections 6.1.2.1 and 6.1.2.2 of this Guide. The User can also Unassign himself from all Organizations or change his Organization.
2. To delete an Organization, search for and find it in the Organization Maintenance gadget as described in Section 6.3.3 above. Click on the name of the Organization.
3. Select the **Delete Organization** button.

Figure 61. Delete an Organization

Once the Organization is deleted, it will no longer be visible or available in the Organization Maintenance gadget, or available for selection in the My Profile tab.

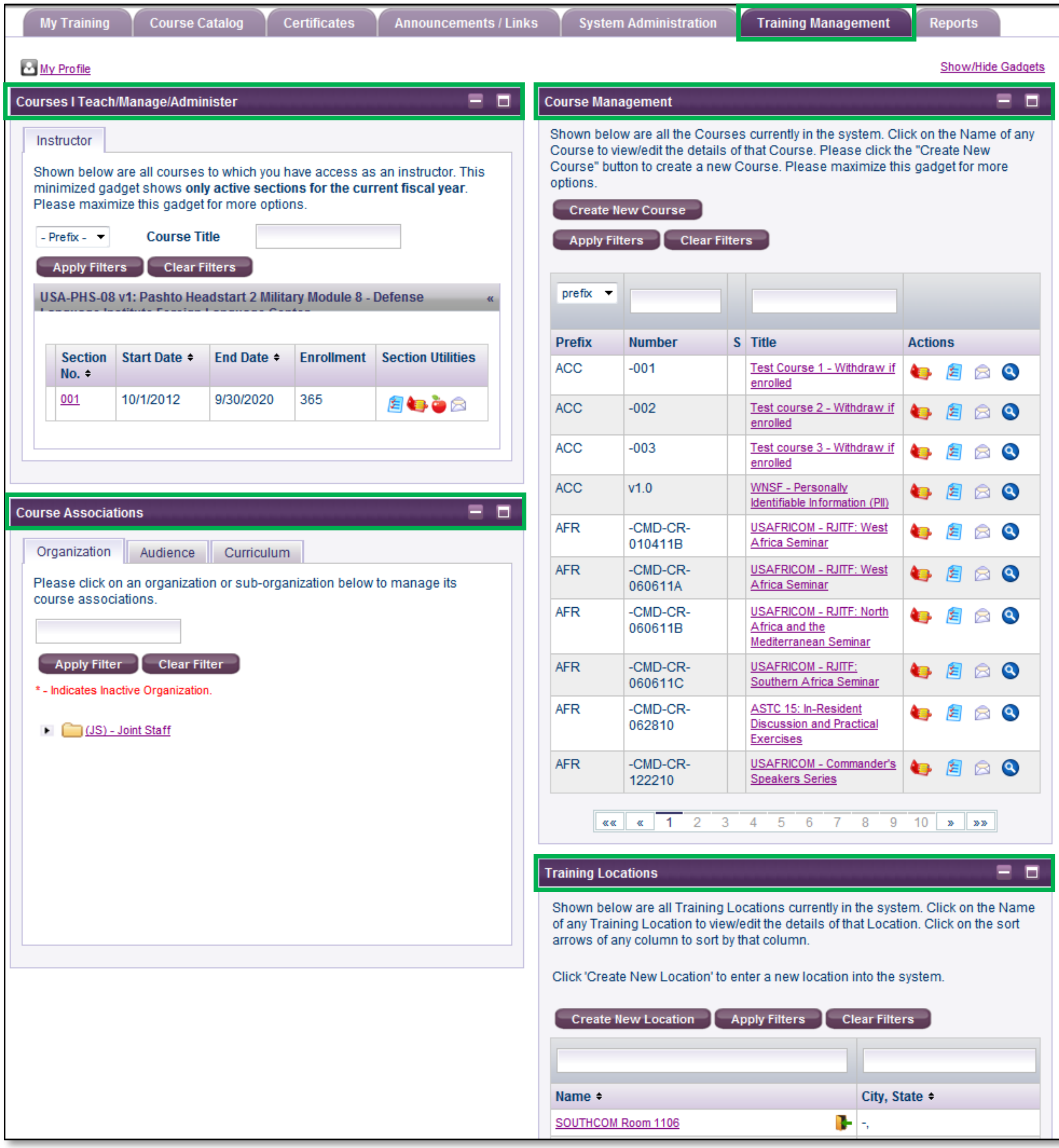
7 Training Management Tab

The Training Management Tab provides functionality associated with the following gadgets:

- Course Management
- Course Associations
- Courses I Teach/Manage/Administer
- Training Locations

This section of the manual describes each gadget, which LCMS roles may access it, and its associated functionality.

Figure 62. Training Management Tab



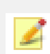
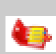
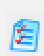
7.1 Course Management Gadget

The Course Management Gadget is available in the Training Management Tab and provides the ability to create courses in the LCMS and to manage all aspects of those courses. The course list in this gadget is an enterprise view vice just those courses associated or scoped to a particular organization. Also, the course list is comprehensive of all courses for which completion records are retained in the LCMS.

The Training Coordinator must not assume that a student can see a course in the Course Catalog simply because the Training Coordinator sees 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.

Permissions by Role: The Training Coordinator role has access to this gadget and all of its related functions; however, for purposes of this training, we will not discuss in detail the Manage Sections, Manage Tests, and Manage Course Emails functions. These are top-level actions that if changed, affect Users enterprise wide. Below is a description of icons you will see in this gadget.

Table 1. Course Management Icons

ICON	FUNCTION
	**Add** – This icon adds the selected item.
	**Delete** – This icon deletes the selected item.
	**Manage Gradebook** – This icon allows you to access and edit an electronic grade book that automatically captures and tracks student course progress.
	**Manage Emails** – This icon is a support tool that allows you to communicate with course participants, such as providing email notification on the status of a course or section expiration, start dates, enrollment, waitlists, drops, no-shows, unsuccessful completions, and graduations.
	**Manage Enrollment** – This icon allows you to manage the enrollment of students in a course, including pass, drop, fail, extend, and waitlist.
	**Search Enrollment** – This icon allows you to search for student in courses/sections.
	**Edit Email** – This icon allows you to manage email content.
	**Manage Sections** – This icon allows you to manage section information such as enrollment, administration, instructors, training locations, and schedules.
	**Manage Tests** – This icon allows you to add a Terminal Learning Objective, Enabling Learning Objective, a question, or a story list to an active course.

7.1.1 Course Management Views

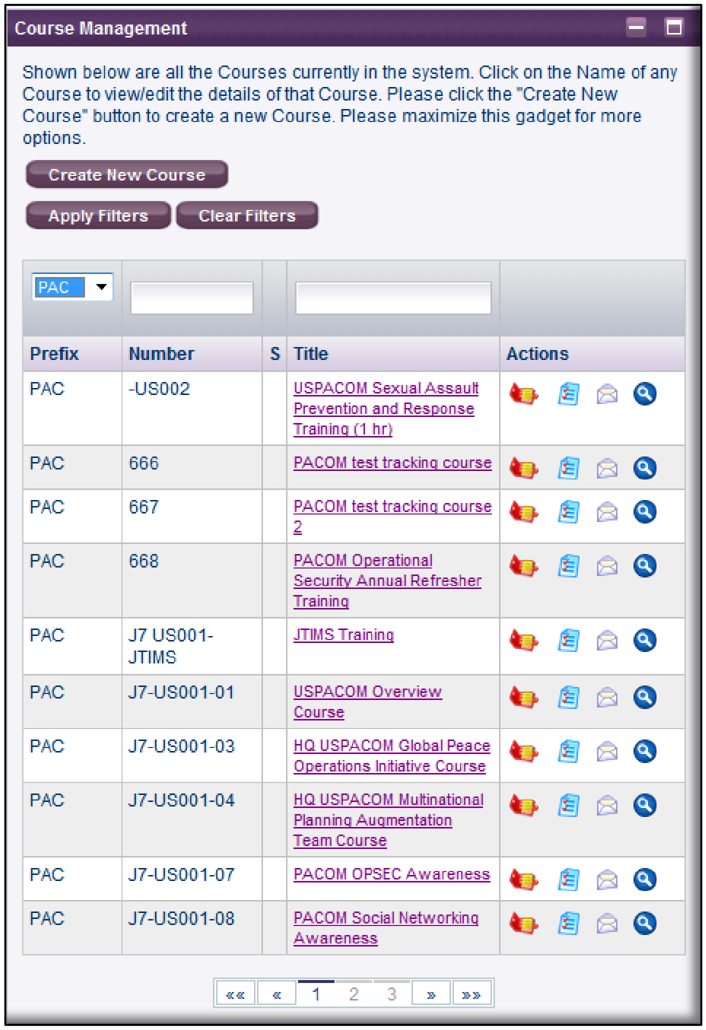
The minimized Course Management Gadget view shows the following information:

- **Prefix** – displays the prefix for the course
- **Number** – displays the unique alphanumeric identifier for the course
- **Suffix (S) –** displays the course suffix, if applicable
- **Title –** displays the course title. Clicking the title link opens a *WS_Course*

Information tab, allowing the user to view/edit course information, version information, and section information.

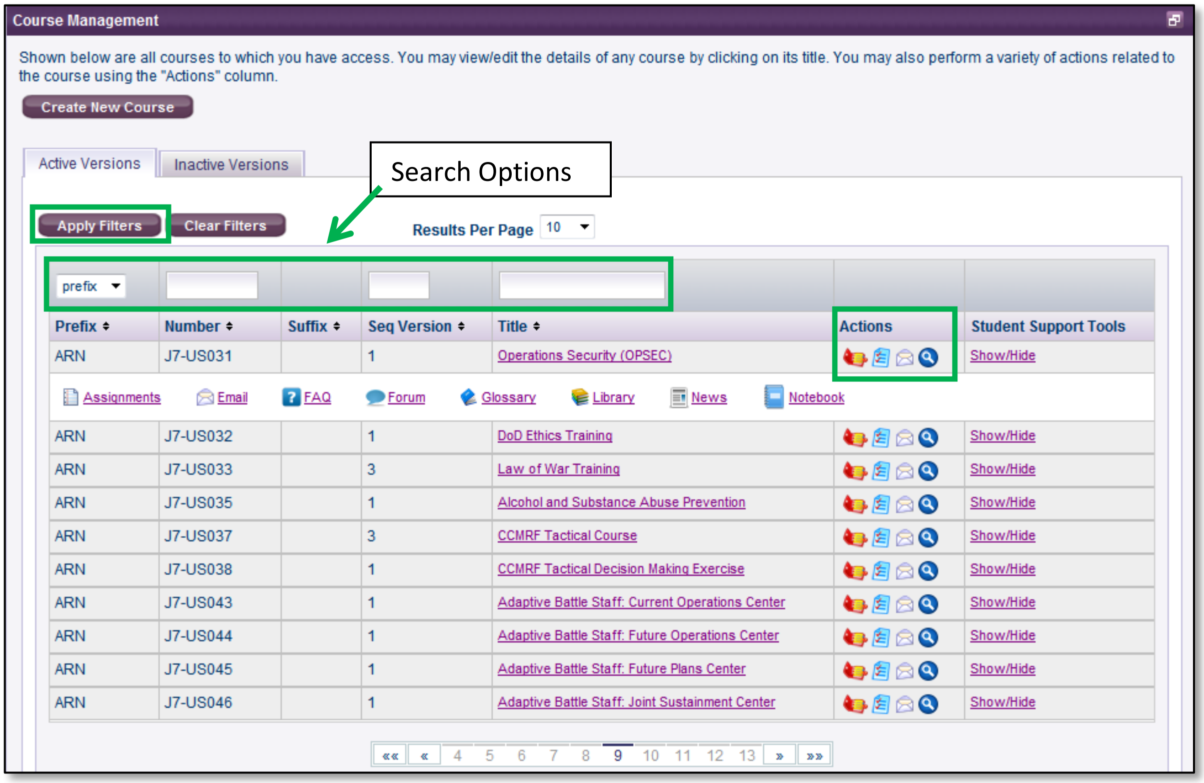
- **Actions –** provides icons of available actions for managing each course

Figure 63. Course Management Gadget, Minimized View



The maximized view of the gadget defaults to the Active Versions tab. It also adds access to the **Student Support Tools** associated with each course.

Figure 64. Course Management Gadget, Maximized View, Active Versions Tab



<u>Inactive Versions Tab</u>
The Inactive Versions tab is available only in the maximized view. It provides information similar to that of the Active Versions tab. Inactive Versions of courses are not available to students in the Course Catalog.

7.1.1.1 Search for a Course

There are a number of ways to search for a course. If you know the Course prefix, select it from the Prefix dropdown menu and then select **Apply Filters**. If you know a part of the course number, enter it into the Number search field and then select **Apply Filters**. If you know any part of the course Title, enter it into the Title search field and select **Apply Filters**. See Figure 64 above. Any of these methods will result in a list of courses generated based on your search criteria. Once you have found your course, you may perform any of the Actions described below in Section 7.1.2.

7.1.2 Course Management Actions

- Manage Sections 
- Manage Tests 
- Manage Course Emails 
- Search Enrollment 

As a Training Coordinator, you will primarily be using the Search Enrollment function. All other tasks in the Course Management gadget are primarily used by Courseware Developers.

7.1.2.1 Manage Sections

The Manage Sections function allows privileged users the ability to create and modify both online and resident course sections. This includes determining resident training class size, training locations, instructors, and scheduled classroom start and end dates. This function is primarily used by trained Courseware Developers. A detailed description of how to use this function is described in ***Appendix A, Create a Resident Course Guide***. If you are not creating resident classroom training, you will seldom use this function.

7.1.2.2 Manage Tests

The Manage Tests function is primarily used by Courseware Developers to create and edit tests for online courses. It is not used for resident classroom training. As a Training Coordinator you will not be using this function.

7.1.2.3 Manage Course Emails

The Manage Course Emails function allows privileged users the ability to customize the standard emails that the LMS sends to users. The most common emails include: Enrollment Notification-Course Welcome; Graduation Notification; Dropped Notification; and Course Starting Notification. For example, if you create a course and want more detailed class information sent to the student automatically when he enrolls in a course, you would customize the Enrollment Notification-Course Welcome email to include the detailed information. It is not required to customize any emails, and this function is seldom used by the Training Coordinator. By customizing emails, you are affecting Users enterprise wide.

7.1.2.4 Search Enrollment

The Search Enrollment function is initiated by clicking the Search Enrollment icon ( ). This function allows a Training Coordinator to search for a student in a specific course using the User Search criteria, described in detail in Section 6.1.2.1. You may use any number or combination of search criteria to conduct the search. Once you have found the User you are looking for, you may then perform a variety of tasks as described below. **As a Training Coordinator, this is the most commonly used function.**

Example – If you want to see who in your Organization has completed a mandatory course, you would select your Organization using the Select Organization link as the search criteria. You would then de-select the *Include Unassigned Users* checkbox so as not return results of Users who are not in your Organization. Procedures for finding your Organization are described in detail in Section 6.1.2.8. Select **Search.** The search results would show you who is Enrolled and who has completed the course, among other useful information. See Figures below. You also now have the opportunity to access an individual User's Gradebook to view and modify lesson, enrollment, and completion information, discussed in Section 7.1.2.5.

Figure 65. Search Enrollment by Organization

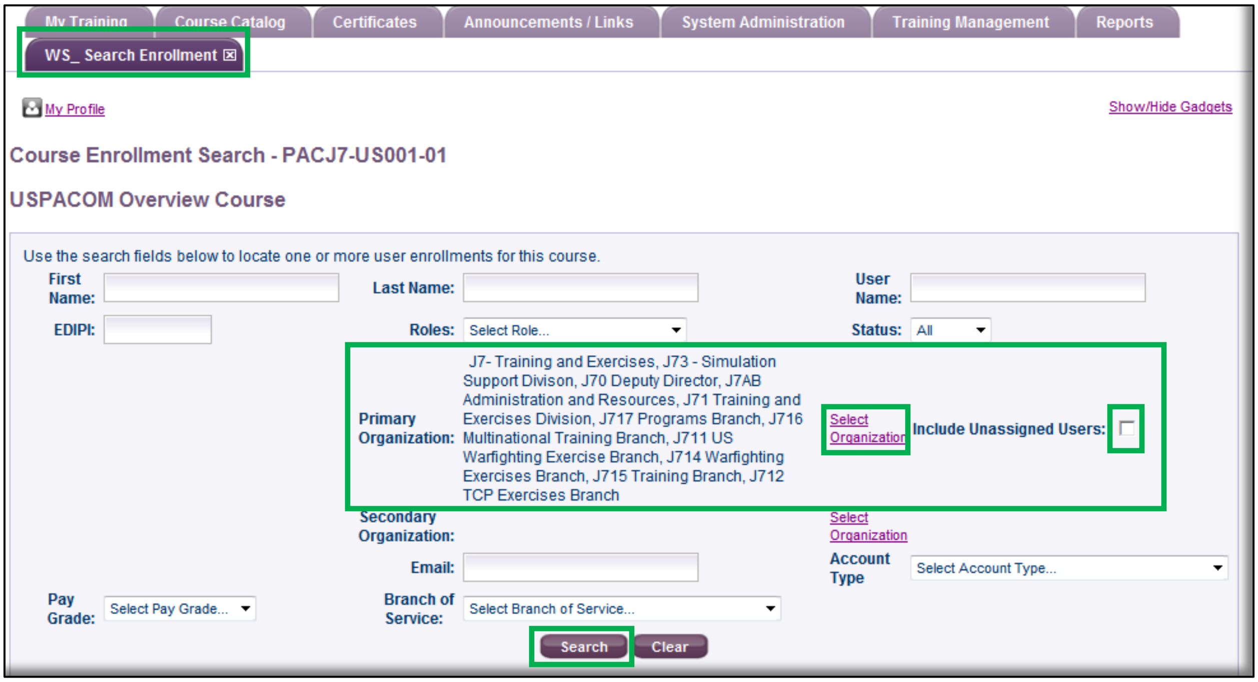
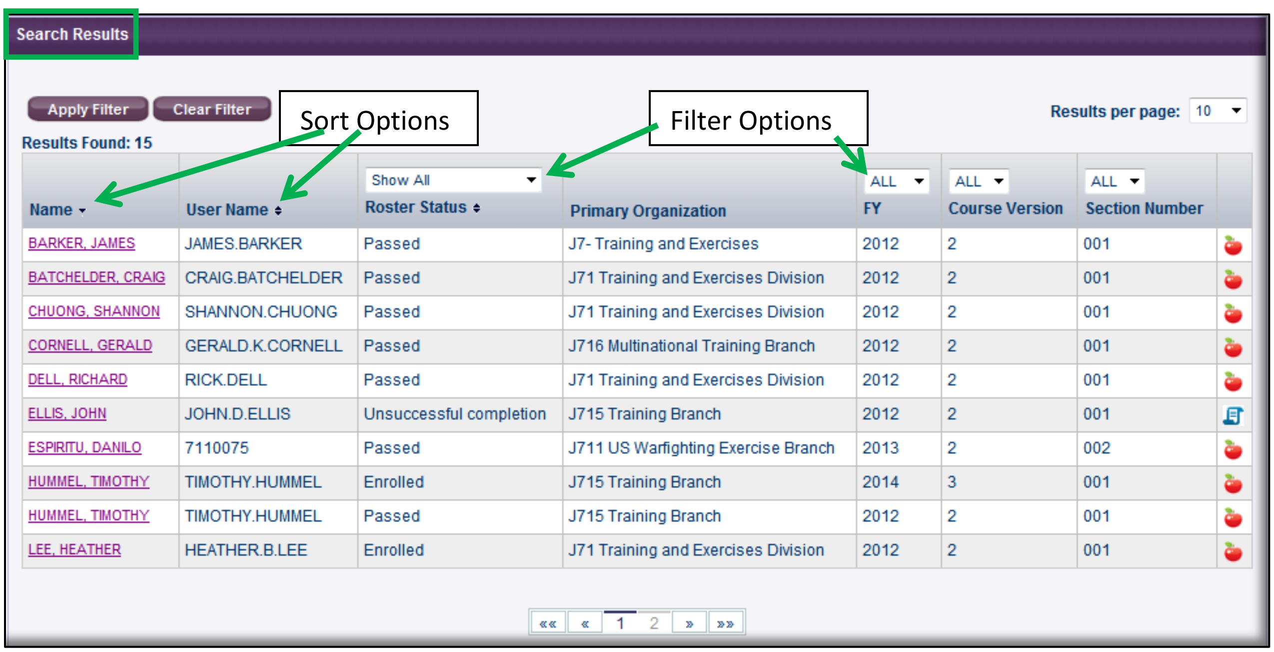


Figure 66. Search Enrollment Results

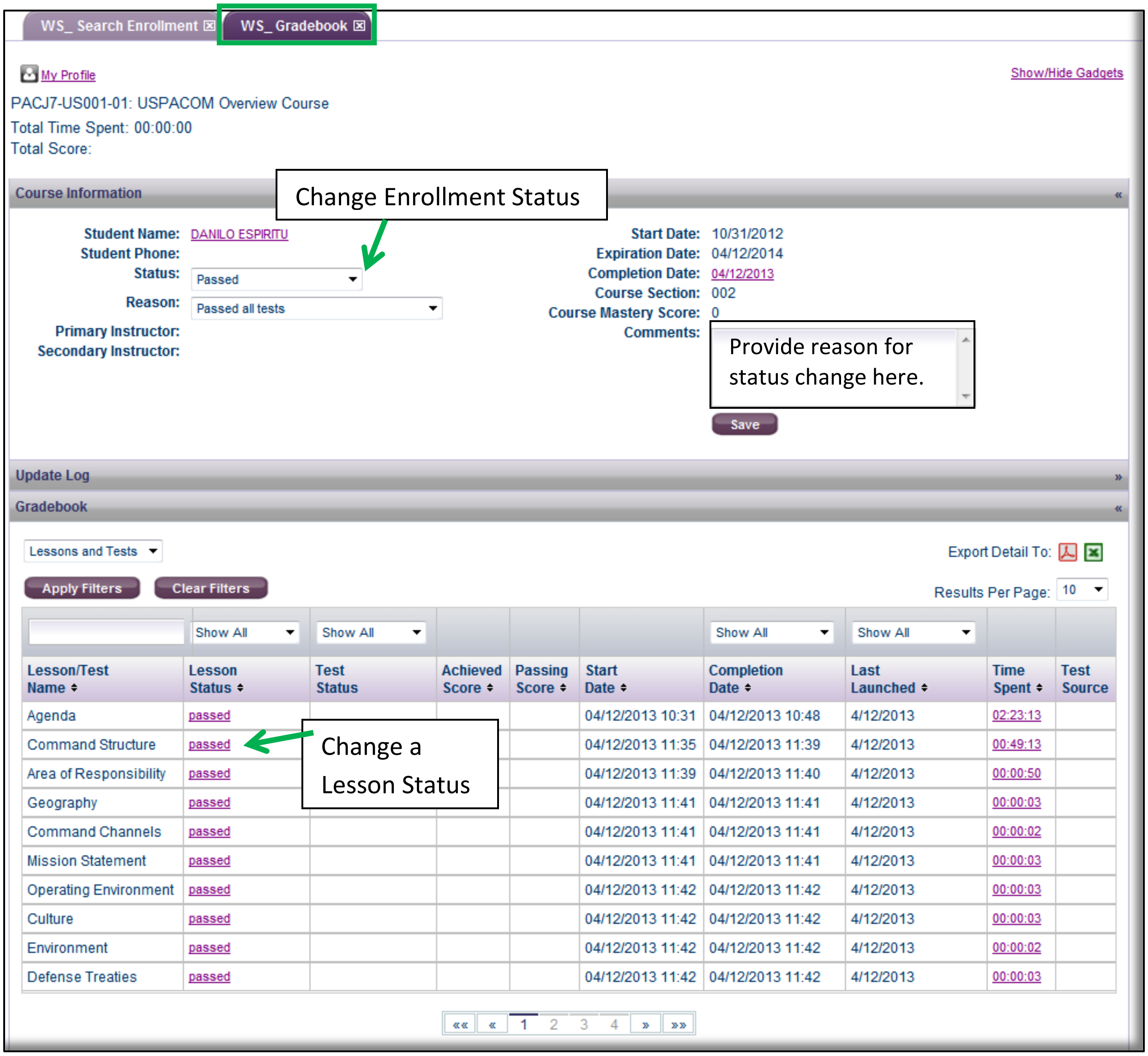


Your search results may be reordered using the sort arrows next to the column Titles, or filtered using any of the selections in the dropdown menus in the Roster Status, FY, Course Version, and Section Number columns.

7.1.2.5 Manage Gradebook

The Manage Gradebook icon () is accessed from the Search Enrollment results for a course. See Figure above. Clicking the Manage Gradebook icon for a student opens the Manage Gradebook screen.

Figure 67. Manage Gradebook



From the Manage Gradebook screen you can:

- Change the student's enrollment Status (Dropped, Enrolled, Passed, Requires test review, Unsuccessful completion)
- Provide a reason and comments for the status change
- Edit the Completion Date for the course
- Change the status of lessons and tests (Not Attempted, Completed, Incomplete)

7.1.2.5.1 Change a User's enrollment Status in the Gradebook

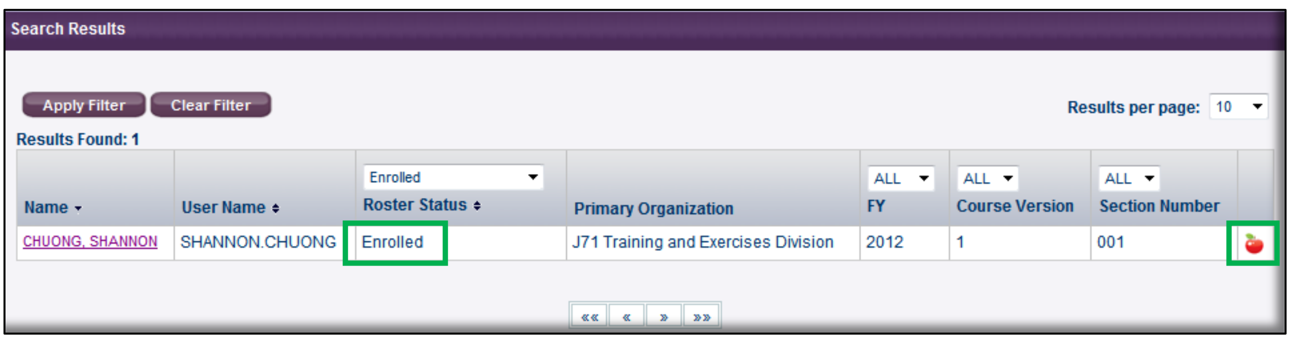
There are times when you will need to change a User's course enrollment status. The most common instances are changing Status from:

1. **Enrolled to Passed**. Do this when a User has completed an acceptable substitute course for a course he is assigned as required training. An example would be that a User successfully completed DoD OPSEC Awareness Training, and your command has determined that the DoD course is an acceptable substitute for its own required training, PACOM OPSEC Awareness Training. In this instance, the Training Coordinator would need to give credit to the User and Pass him through the PACOM course. By doing this, the User receives credit for completing the PACOM required training, and the User will not show up on any LCMS reports indicating that he has not yet completed the training.

    a. Search for the specific course in the Course Management gadget by following the process described in Section 7.1.1.1.

    b. Using the Search Enrollment process described above in Section 7.1.2.4, select the Gradebook icon ( ) for the User you are going to Pass through the course.

Figure 68. Change Status from Enrolled to Passed, Part 1



    c. From the User's Gradebook, change the status in the Status dropdown menu from Enrolled to Passed, provide a reason and a comment in the Comments box, and select **Save**.

Figure 69. Change Status from Enrolled to Passed, Part 2

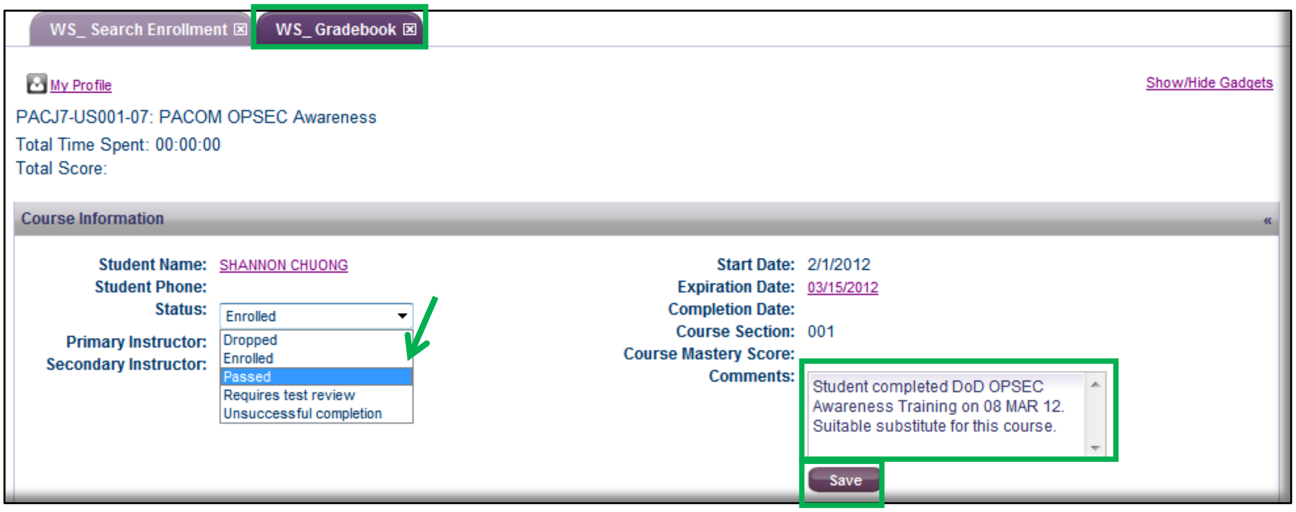
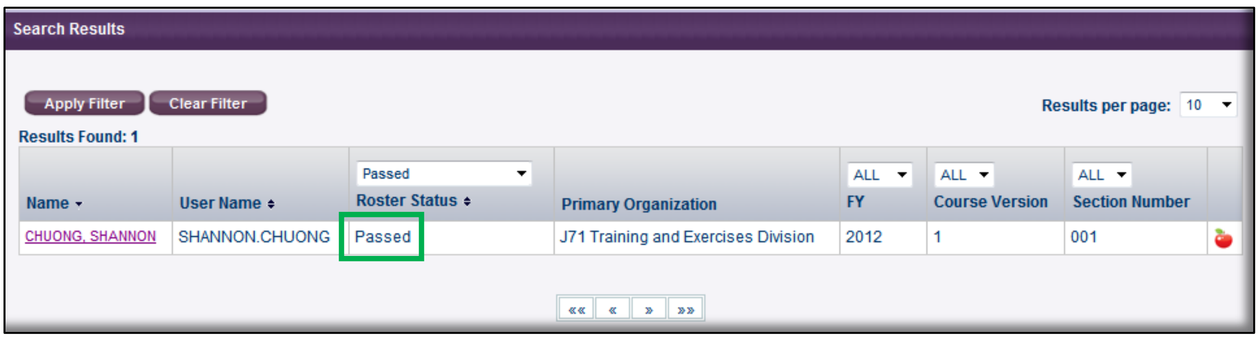


Figure 70. Change Status from Enrolled to Passed, Part 3



d. User is now reflected as having Passed the course. The User will also have a completion certificate for this course in his Certificates Tab.

2. **Enrolled to Dropped**. Do this when you need to drop a User from being enrolled in a course that he no longer needs to, or is required to, take. The User can also Withdraw himself from the course from the course listing in his My Training tab.

   a. Search for the specific course in the Course Management gadget by following the process described in Section 7.1.1.1.

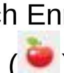
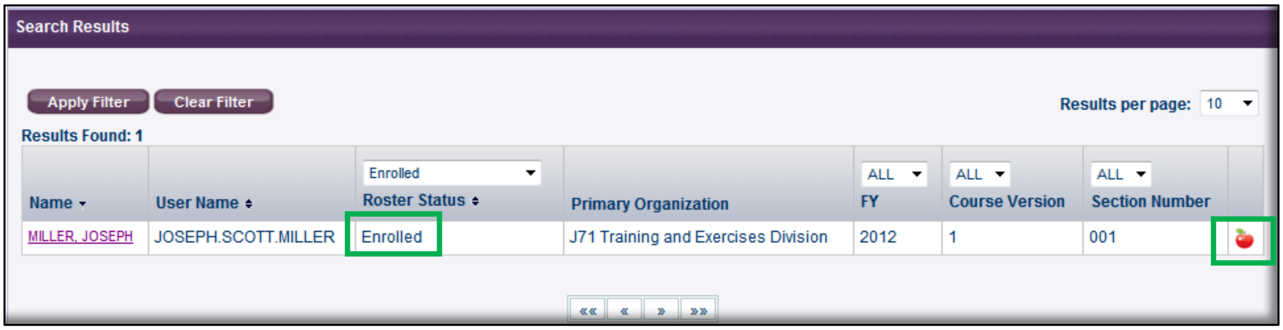
   b. Using the Search Enrollment process described in Section 7.1.2.4, select the Gradebook icon () for the User you are going to Withdraw (Drop) from the course.

Figure 71. Change Status from Enrolled to Dropped, Part 1



c. From the User's Gradebook, change the status in the Status dropdown menu from Enrolled to Dropped, provide a reason and a comment in the Comments box, and select **Save**.

Figure 72. Change Status from Enrolled to Dropped, Part 2

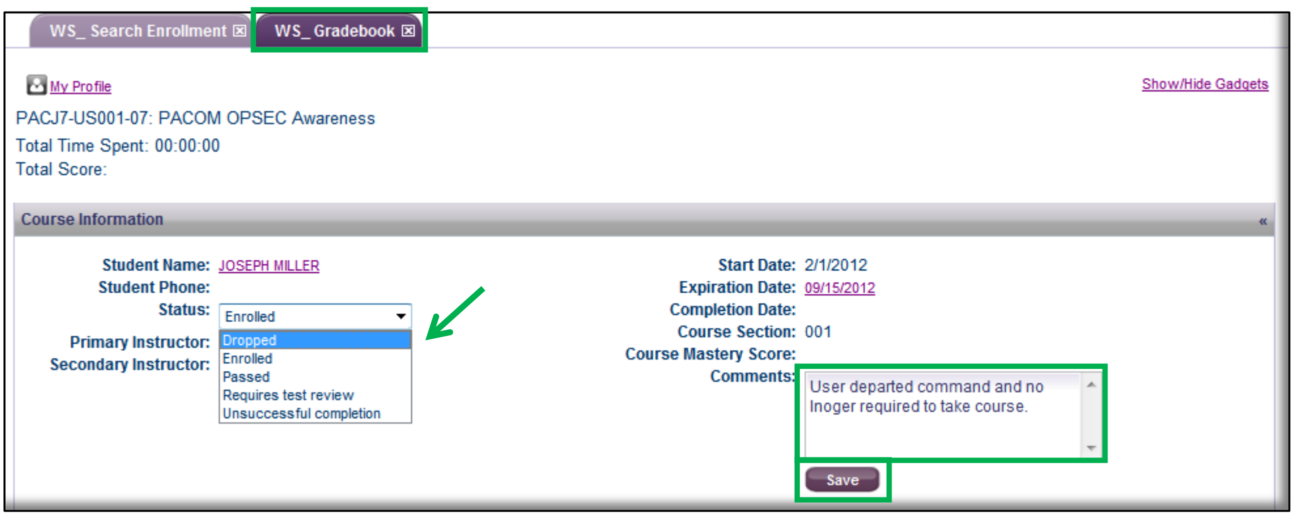
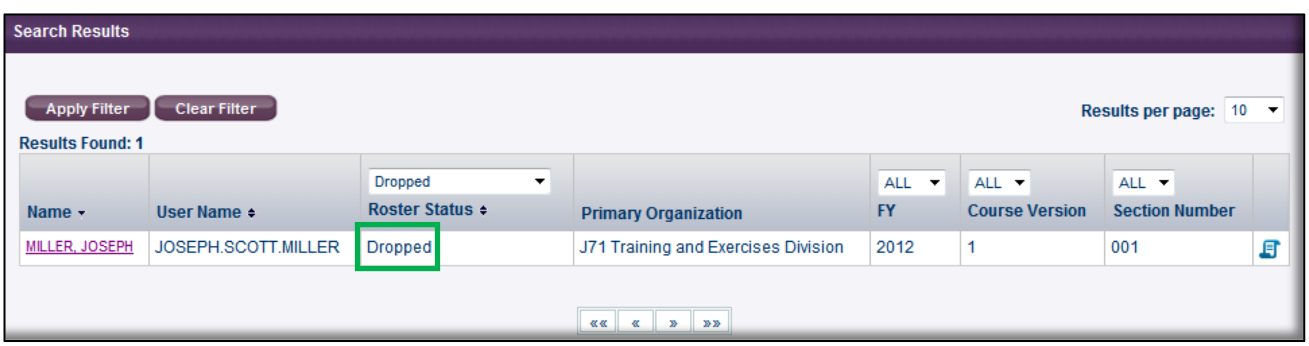


Figure 73. Change Status from Enrolled to Dropped, Part 3



c. User is now reflected as Dropped. The course will no longer be listed in the course listing in the User's My Training Tab.

7.1.2.5.2 Edit the Course Completion Date in the Gradebook

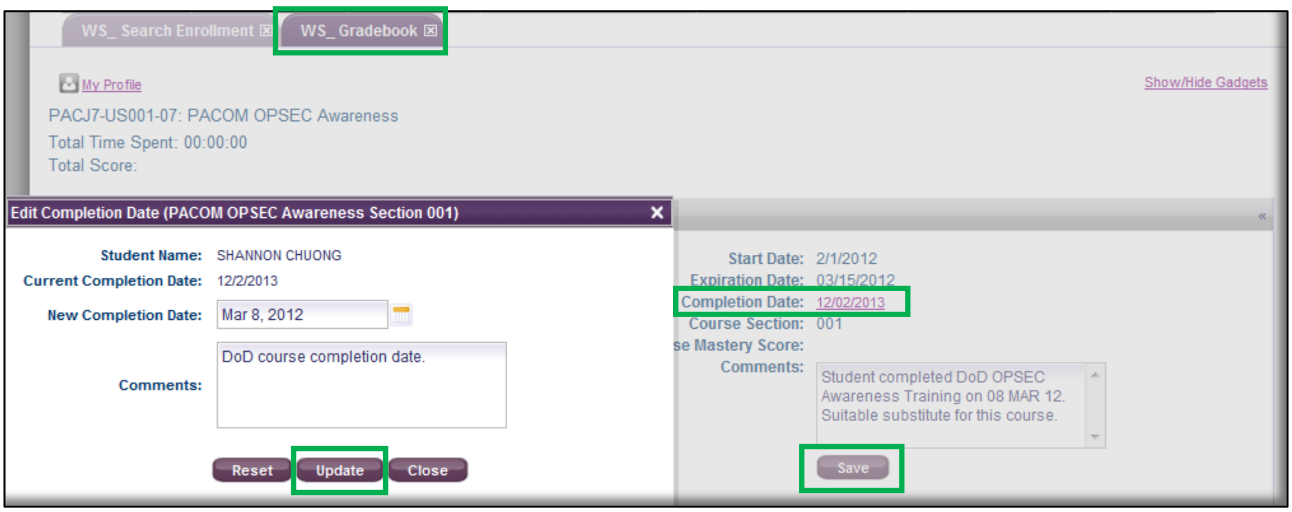
A Training Coordinator may backdate a course completion date when required. An example would be when a User presents you with a course completion certificate for a course that is a suitable substitute for a course that is mandatory and assigned by his Organization.

1. Search for the specific course in the Course Management gadget by following the process described in Section 7.1.1.1.

2. Using the Search Enrollment process described in Section 7.1.2.4, select the Gradebook icon () for the User you are looking for.

3. From the User's Gradebook, select the Completion Date link. In the *Edit Completion Date* workspace that opens, select the Calendar icon to open the calendar and select the new completion date for the course. This date should reflect the date the User completed the acceptable substitute course that you are now giving him credit for. Select **Update** on the *Edit Completion Date* workspace, and then **Save** in the User's Gradebook to complete the process.

Figure 74. Edit Completion Date



7.1.2.5.3 Change a Lesson Status in the Gradebook

Online courses are generally broken down into lessons. There may be times when a Training Coordinator needs to pass or restart a lesson for a User due to technical or other reasons. To change a lesson status, follow this process.

1. Search for the specific course in the Course Management gadget by following the process described in Section 7.1.1.1.

2. Using the Search Enrollment process described in Section 7.1.2.4, select the Gradebook icon () for the User you are looking for.

3. From the User's Gradebook, select a lesson to update by clicking on its Lesson Status in the Lesson Status Column. From the selection box that opens, select a new status for that Lesson.

Figure 75. Change a Lesson Status in the Gradebook, Part 1

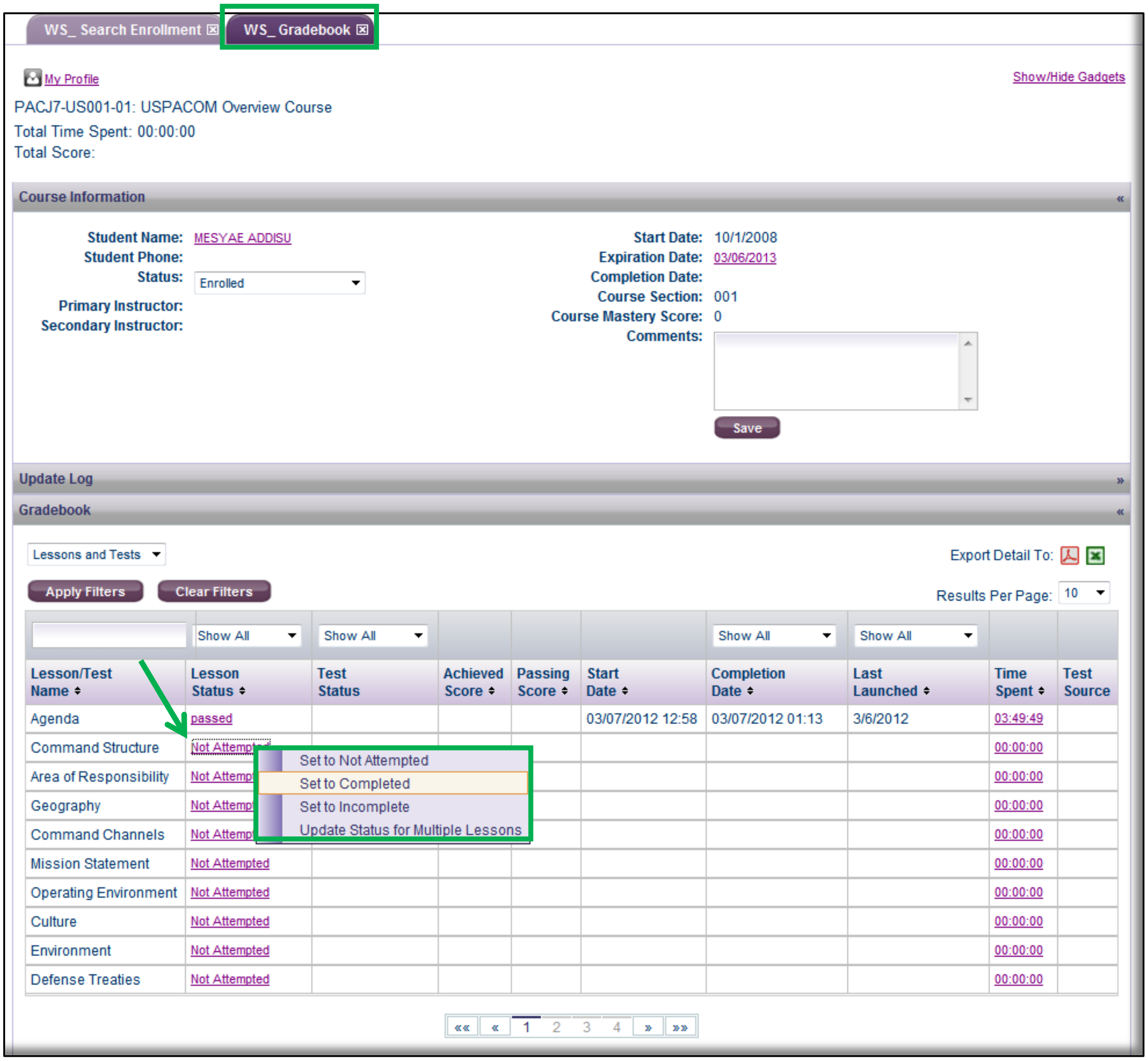
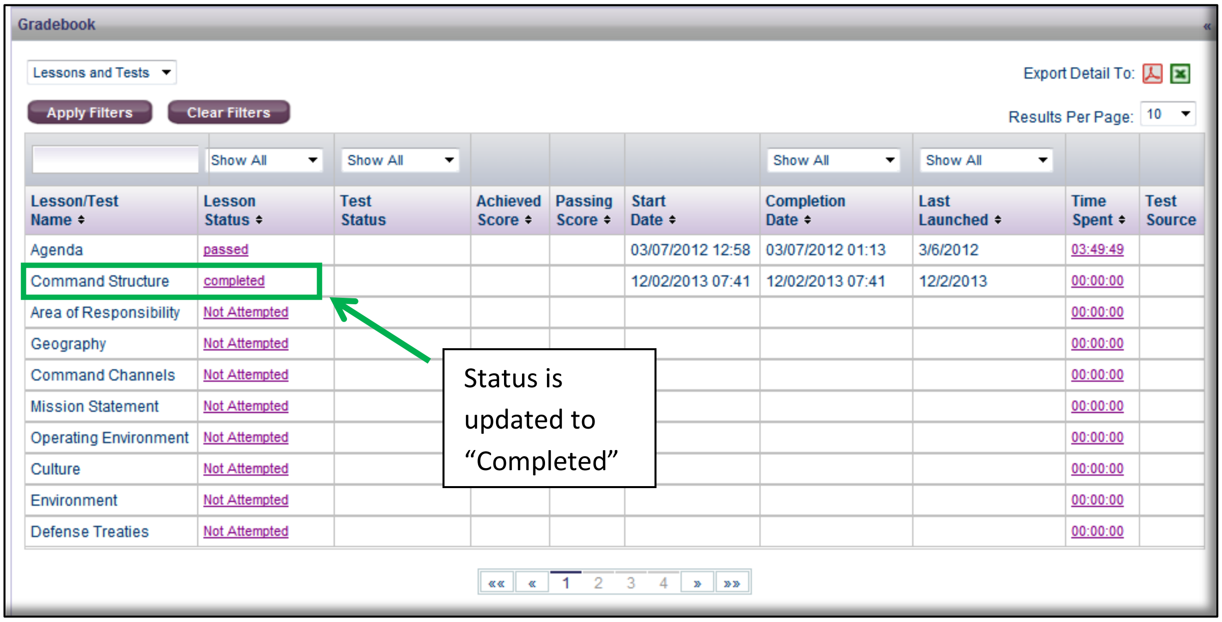


Figure 76. Change a Lesson Status in the Gradebook, Part 2



4. The Lesson is now updated. The next time the User launches the course, he will resume at the third lesson: Area of Responsibility.

7.2 Course Associations Gadget

The Course Associations Gadget is available on the Training Management Tab and provides the ability to assign individual courses and curricula to Organizations and Audiences, and to group courses into curricula. Courses are associated to Organizations and Audiences here and subsequently become assignments for Users within those Organizations and Audiences. Courses associated here will automatically populate a User's course listing with a Status of *Assigned* in the My Training Tab when he joins the Organization. This is the primary means by which courses are assigned to Organizations and Audiences.

Your permissions are scoped to your Primary Organization (e.g. a user at the PACOM command level may make assignments at or below PACOM, while a user at the PACOM J7 level may make assignments at or below J7 only).

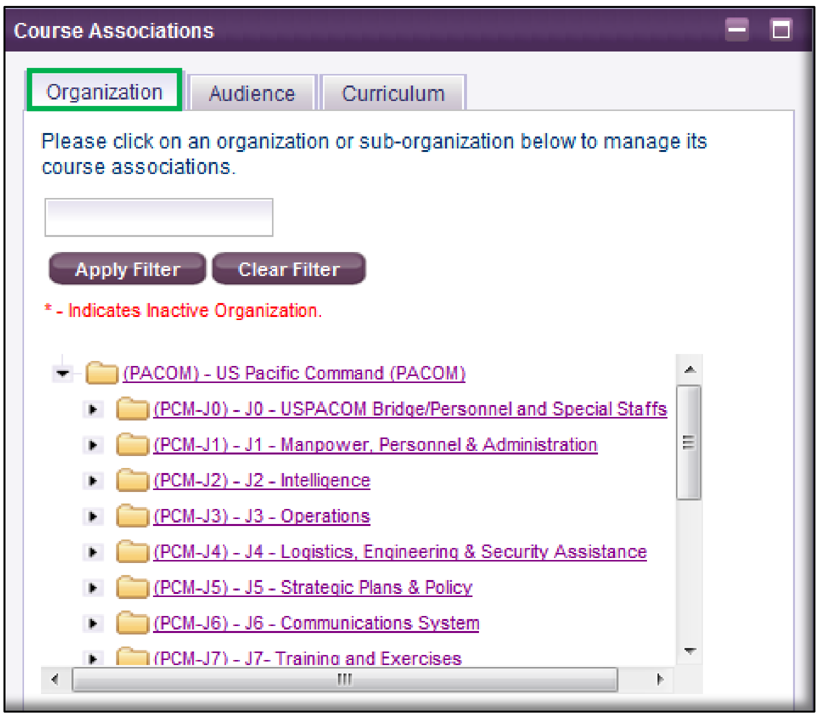
If a member of your Organization has not joined the Organization with assignments associated to it in his JKO Profile, he will not receive any of the assigned courses. Only by joining the Organization or the Audience will a User automatically receive any assigned courses.

Note: Not all assignments are delivered immediately to Organization members. Users who join the Organization from their My Profile will immediately receive the assignments in the course listing in their My Training Tab. Users who are currently members of the Organization will receive the assignments on the following day. This is because there are administrative tasks that push assignments to Users that occur automatically every night. These are called Scheduled Tasks.

The Course Association gadget has three tabs:

- **Organization tab**. Use this tab to associate courses to Primary and/or Secondary Organizations.
- **Audience tab**. Use this tab to associate courses to an Audience. Note – For an Audience to be available here, it must be created in the Audience Maintenance gadget within the System Administration Tab. See Section 6.2
- **Curriculum tab**. Use this tab to create a Curriculum. Once you create a Curriculum, it is then able to be associated to an Organization or an Audience through the Organization and Audience tabs described above.

Figure 77. Course Associations gadget, Minimized View (Default)

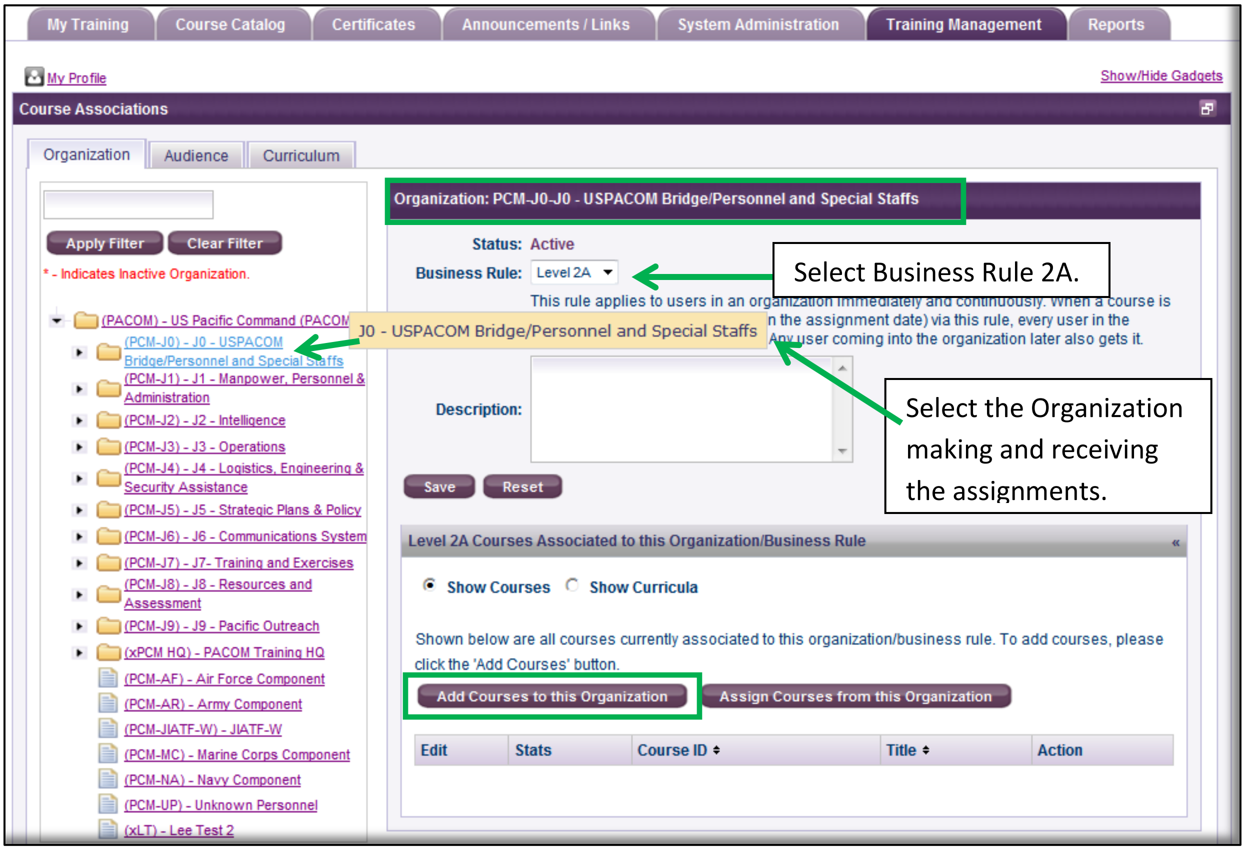


7.2.1 Associate a Course or Curriculum to an Organization

1. From the Organization Tab in the Course Associations Gadget, search for and select the Organization from which the assignment will originate, and which Organization members will receive.

2. In the workspace that opens, select a Business Rule associated to this assignment. For purposes of the scope of this training, always select Business Rule 2A when making assignments. A more detailed discussion of Business Rules is discussed in classroom training. Once you make a Business Rule selection, the buttons to add courses to and from this Organization appear at the bottom of the screen.

Figure 78. Course Associations gadget, Maximized View



3. Select the *Add Courses to this Organization* button.

4. From the *Course Search* workspace, search for the course you want to assign by either selecting a course prefix from the Prefix dropdown menu, or entering a keyword in the Keyword search field. Click **Search**.

Figure 79. Course Search

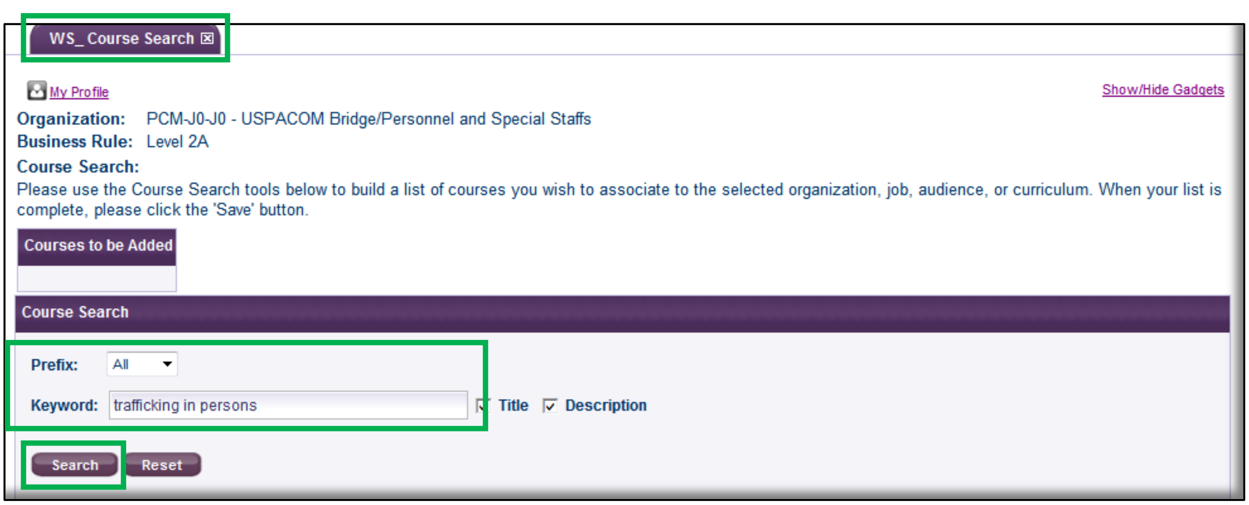
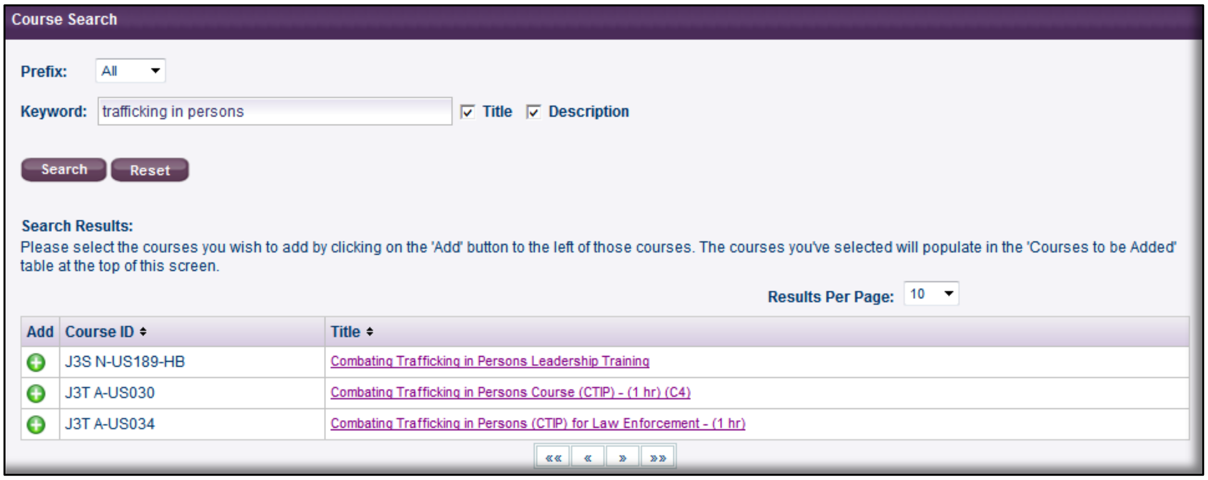
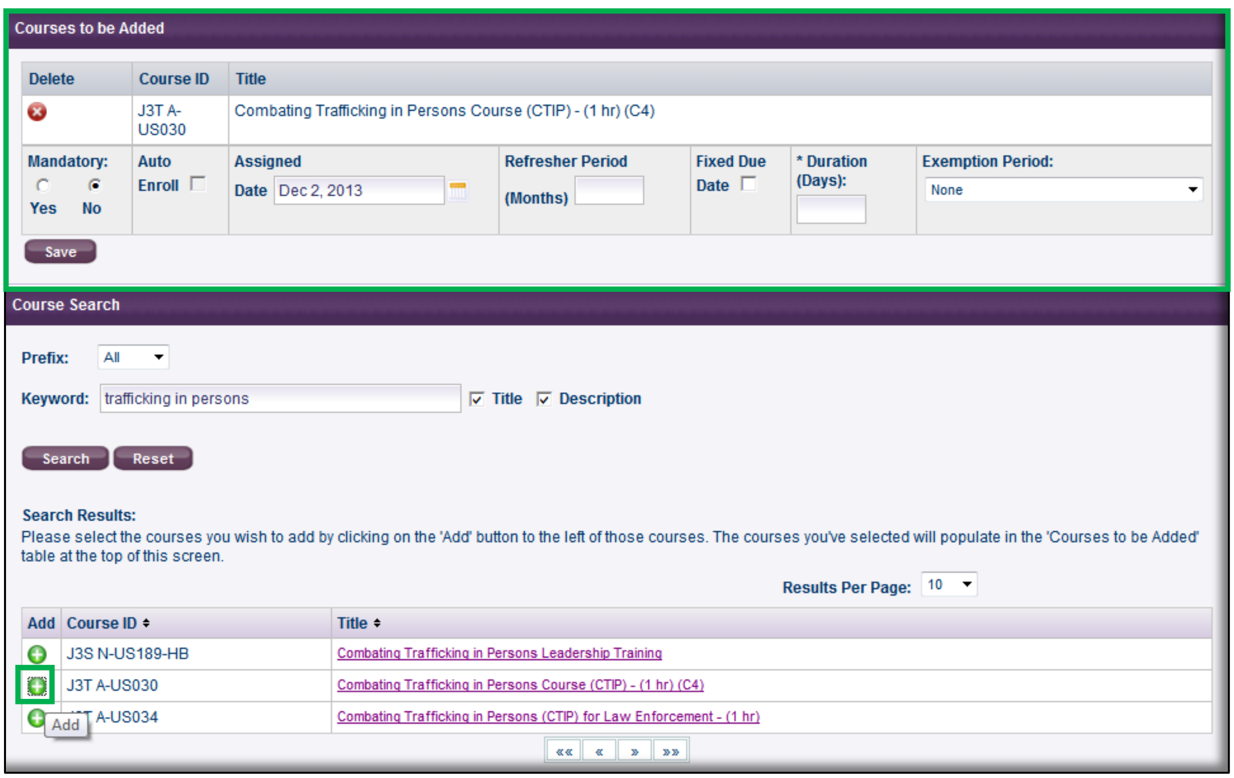


Figure 80. Course Search Results



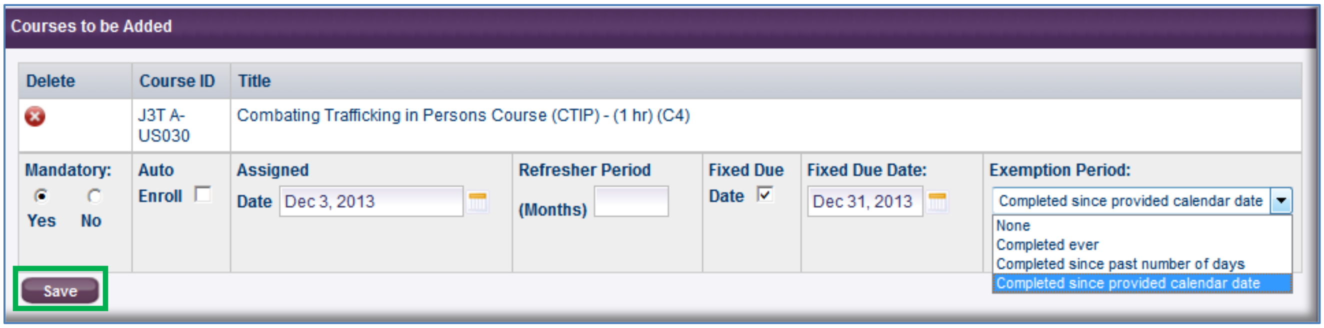
5. From the course search results, select the Add icon ( ) next to the course you want to associate to the Organization. The course will move up to the *Courses to be Added* area. You may continue to search for, select, and add courses to this area.

Figure 81. Use the Add icon to associate a course to an Organization



6. In the *Courses to be Added* area, fill in the assignment information in the boxes and select **Save**.

Figure 82. Courses Assignment Information



There are many options to choose from to define this assignment:

- **Mandatory: Yes or No**. You can decide if the course you are associating to this Organization is mandatory or not. Generally speaking, if you are assigning a course, you want to make it mandatory.
- **Auto Enroll**. By checking this box, the User will automatically be enrolled in the course when he receives the assignment in the list of courses in his My Training tab, as opposed to receiving the assignment in an Assigned status and having to manually use the Enroll button to enroll. This ensures all members of the Organization are actually enrolled in the course, and also saves the User one step.
- **Assigned Date**. By entering today's date here, the assignment will automatically be assigned today. By entering a future date, the assignment will not show up in the User's listing of courses in his My Training Tab until that future date.
- ***Optional.*** **Refresher Period**. By entering a number of months, this is how often the assignment will be pushed to the User. For example, if there is a requirement to take a certain course twice a year, you would enter "6" in the Refresher Period field. This means that six months from the Assigned Date, the course would be assigned to all Users again.
- ***Optional.*** **Fixed Due Date.** By checking this box, a calendar will appear that allows you to select the Due Date of the assignment. The User will see this Due Date next to the course in his listing of courses in the My Training Tab.
- ***Optional.*** Exemption Period. There are four Exemption Period options for you to choose from:
  - The Default option is **None**, meaning that the User will receive and be required to complete this course even if he completed it the day before the assignment was made.
  - **Completed ever**. Use this option if you decide that Users who have ever completed this course (in JKO) will not be made to take it again. Those Users will not receive the course in their listing of courses in their My Training Tab, and will be shown as Exempt on LMS Reports.
  - **Completed since past number of days**. If you select this option, you must input a number of days into a field. If you enter 180 days, the LMS will look at the 180 days prior to the Assigned Date of this assignment. If there are any members of the Organization who have completed the course within that time frame, they will not be assigned the course. They will not receive the course in

their listing of courses in their My Training Tab, and will be shown as Exempt on LMS Reports.

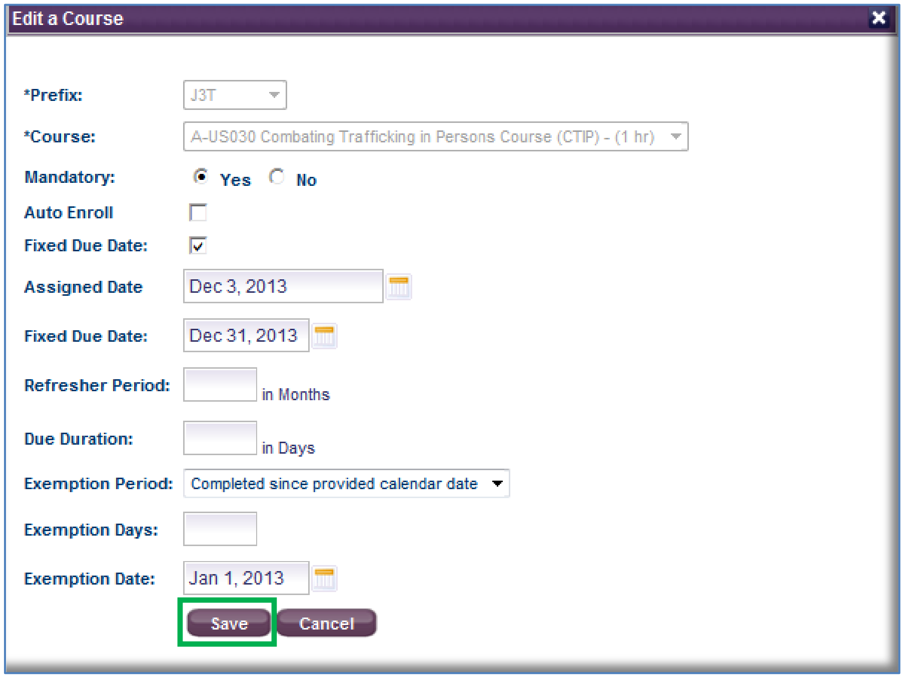
- ○ **Completed since provided calendar date**. By selecting this option, a calendar will appear that allows you to select a date in the past. Anyone who has completed this course between that date and the Assigned Date will not be assigned the course. They will not receive the course in their listing of courses in their My Training Tab, and will be shown as Exempt on LMS Reports.

- **Delete Icon ( )**. If you wish to Delete (cancel) this course from being associated to the Organization, select this button. The course will then be removed from the *Courses to be Added* area.

Figure 83. Course Associated to the Organization

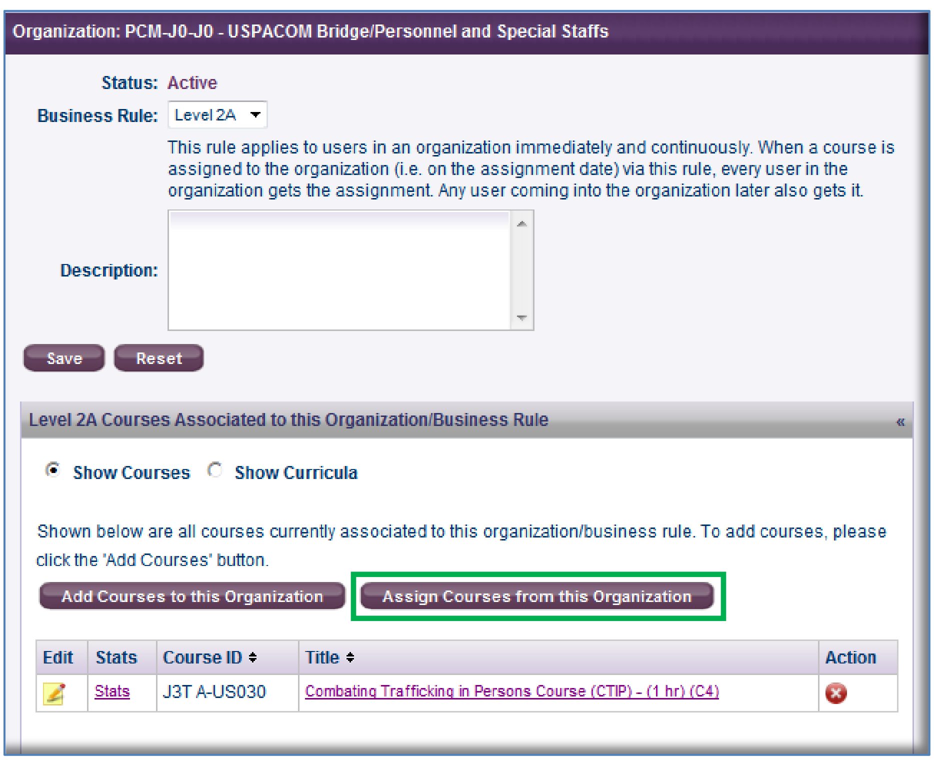
7. After you select **Save,** the course is now associated to the Organization, and will be automatically assigned to all current members of the Organization, and all future members who choose this Organization in their My Profile.
8. If you wish to delete the course association, select the Delete icon ( ). This will cause the system to automatically remove the assignment from the User's course listing in the My Training Tab.
9. If you wish to edit the assignment options, select the Edit icon ( ) and change the selections. Select **Save** when you are complete.

Figure 84. Edit Assignment Options



10. Should you choose to assign this course to some or all subordinate Organizations, select the *Assign Courses from this Organization* button.

Figure 85. Assign Courses from this Organization

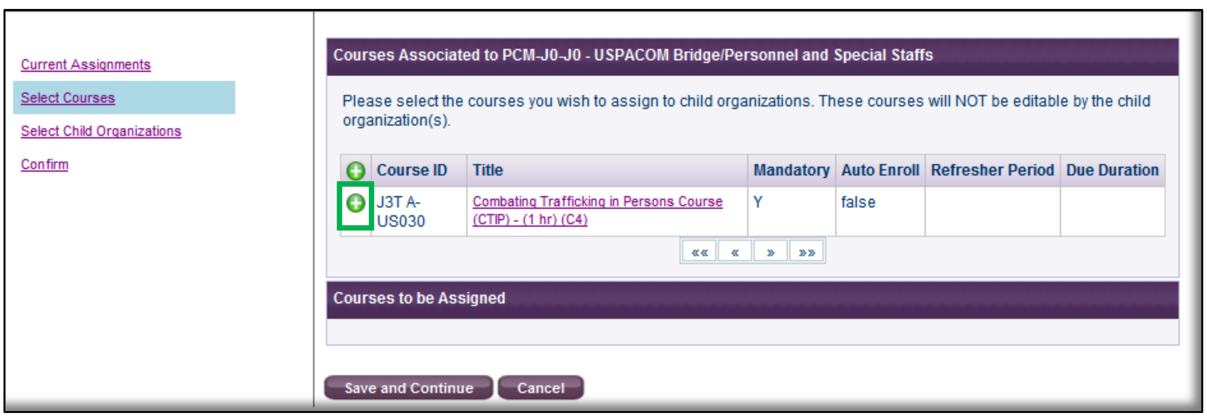


11. Click the *Select Courses* link.

Figure 86. Select Courses to Push Down to Child Organizations

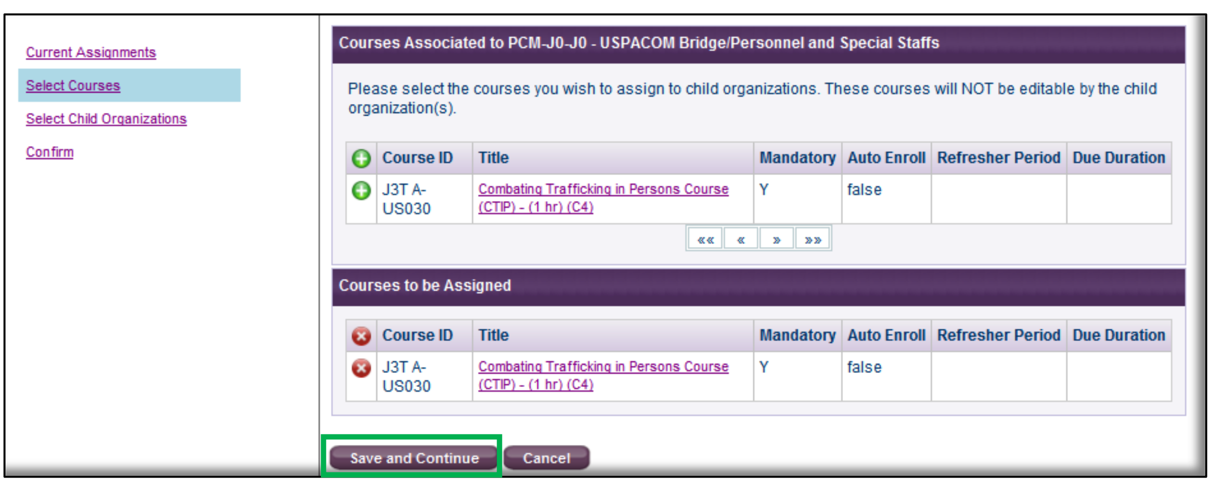
12. Choose the course(s) you wish to push down to Child Organizations using the Add icon ( ).

Figure 87. Add Course



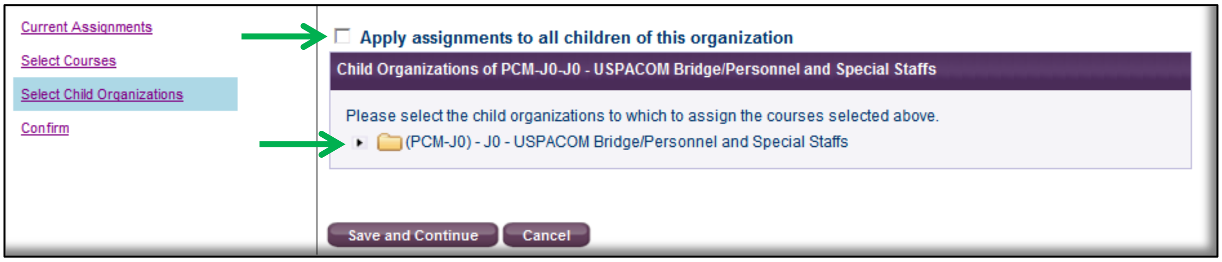
13. When complete, select the **Save and Continue button.**

Figure 88. Save and Continue



14. You will now select any or all Child Organizations to push the assignment down to. If you want the assignment to be assigned to all Child Organizations, select that check box. If you only want certain Child Organizations to receive the assignment, select the black arrow next to the Organization that is displayed to open a list of all Child Organizations.

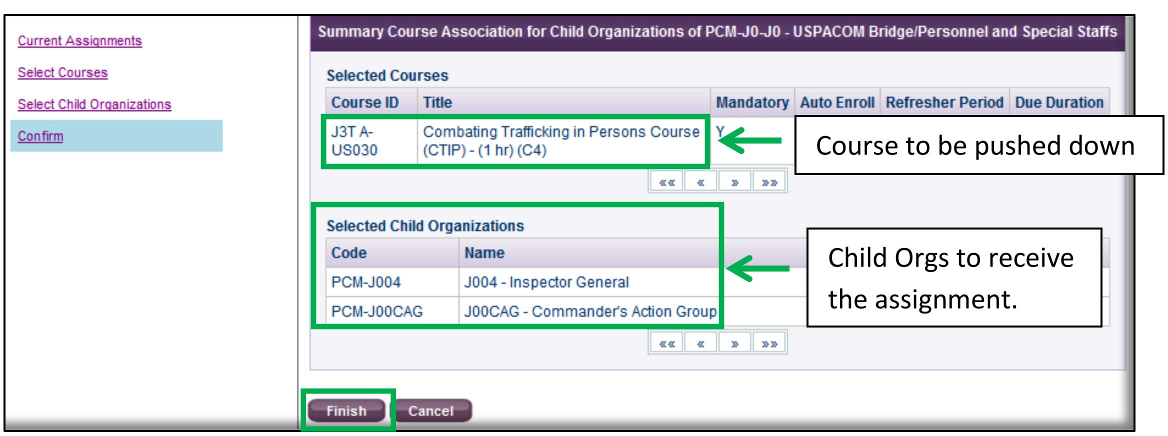
Figure 89. Select the Child Organizations



15. Place a check mark in the box next to all of the Child Organizations that you want to receive the assignment. Select **Save and Continue.**

Figure 90. Select Individual Child Organizations

Figure 91. Confirm Selections on Summary Page

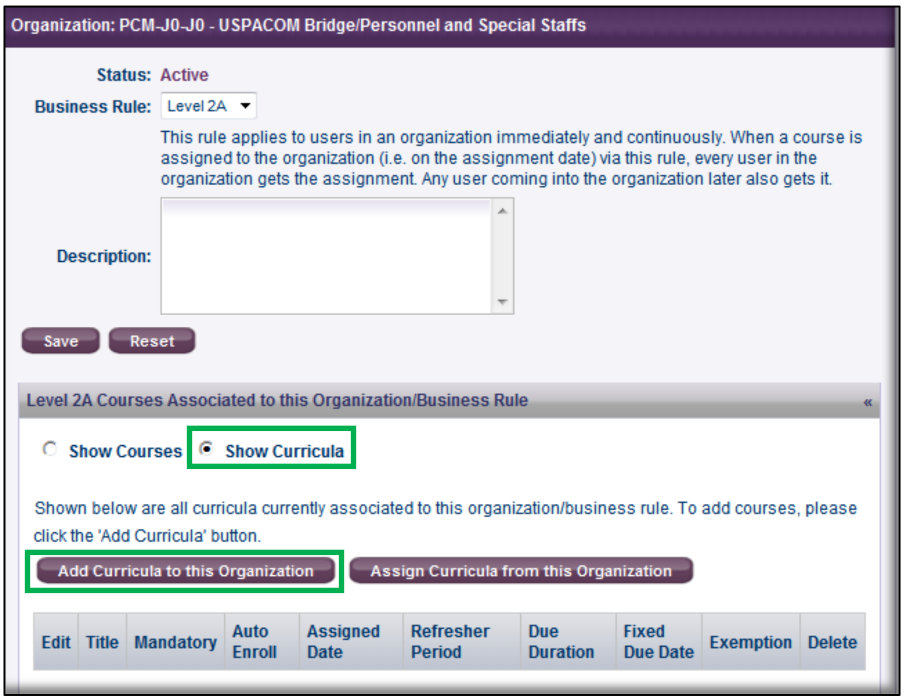


16. Once you confirmed the assignment and select **Finish**, you are complete. The assignment will now go to three Organizations:

1) PCM-J0. (This is the original Organization you made the assignment to)
2) J004 – Inspector General. (Child Organization of PCM-J0)
3) J00CAG – Commander's Action Group. (Child Organization of PCM-J0)

17. To assign a Curriculum to an Organization, select the *Show Curricula* radio button and follow the same process as assigning a course to an Organization.

Figure 92. Assign a Curriculum to an Organization

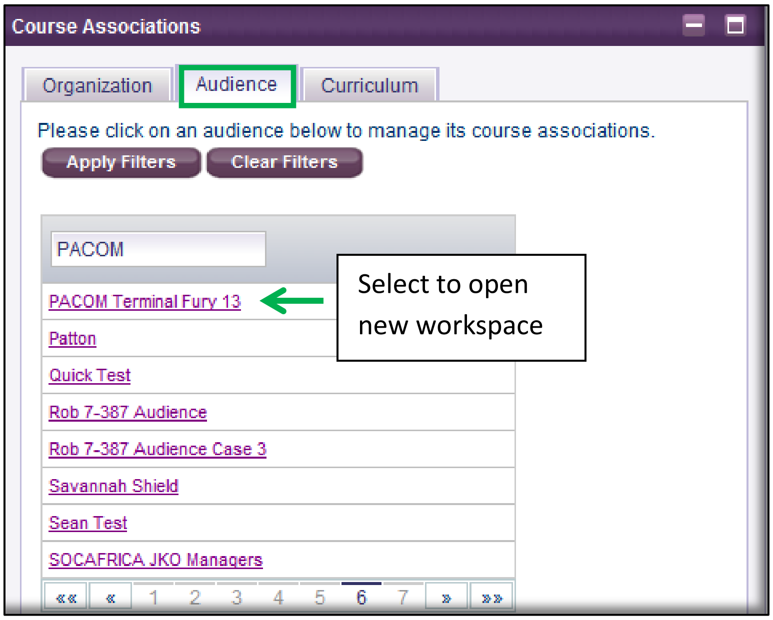


7.2.3 Associate a Course or Curriculum to an Audience

Associating a course or curriculum to an Audience is similar to the process of associating one to an Organization.

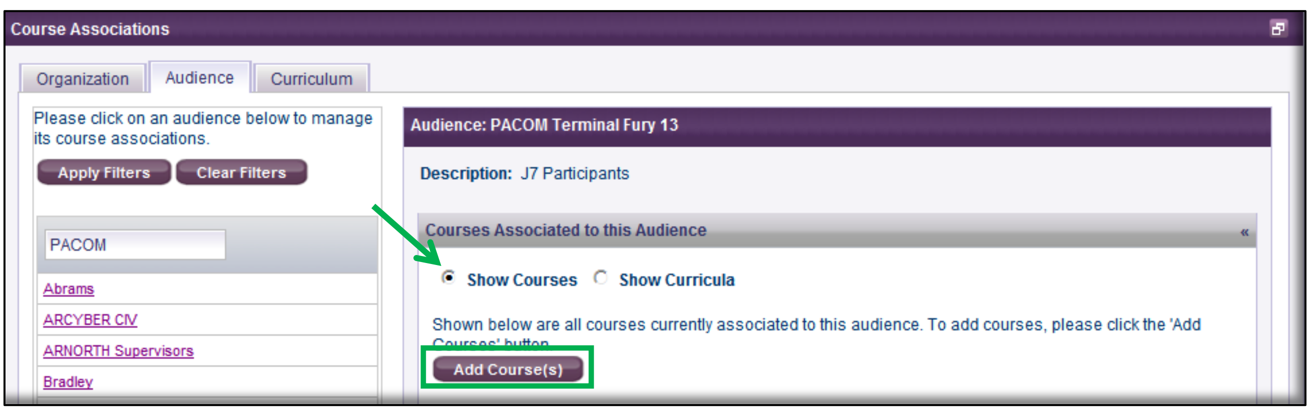
1. In the Course Associations gadget, select the Audience Tab. Search for and find the Audience by using the pagination arrows at the bottom of the display, or by entering a keyword in the Search field and selecting **Apply Filters**. When your Audience displays, click on it to open the next workspace.

Figure 93. Audience Tab, Course Associations Gadget



2. Select the *Show Courses* radio button and the **Add Course(s)** button.

Figure 94. Select the Audience to Associate a Course to



3. From the Course Search workspace, search for the course you want to assign by either selecting a course prefix from the Prefix dropdown menu, or entering a Keyword in the Search field. Click **Search.**

Figure 95. Course Search

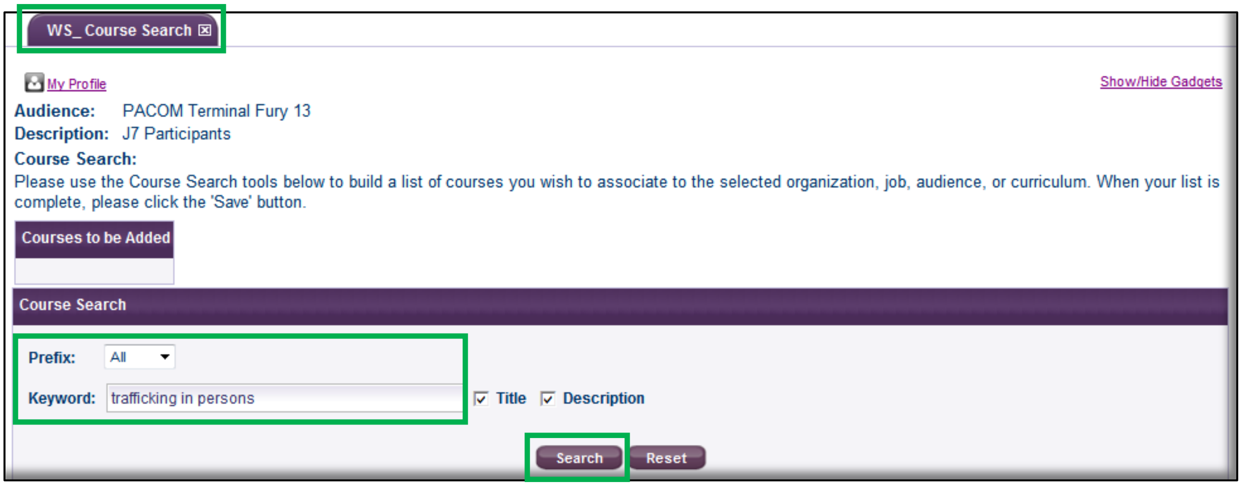
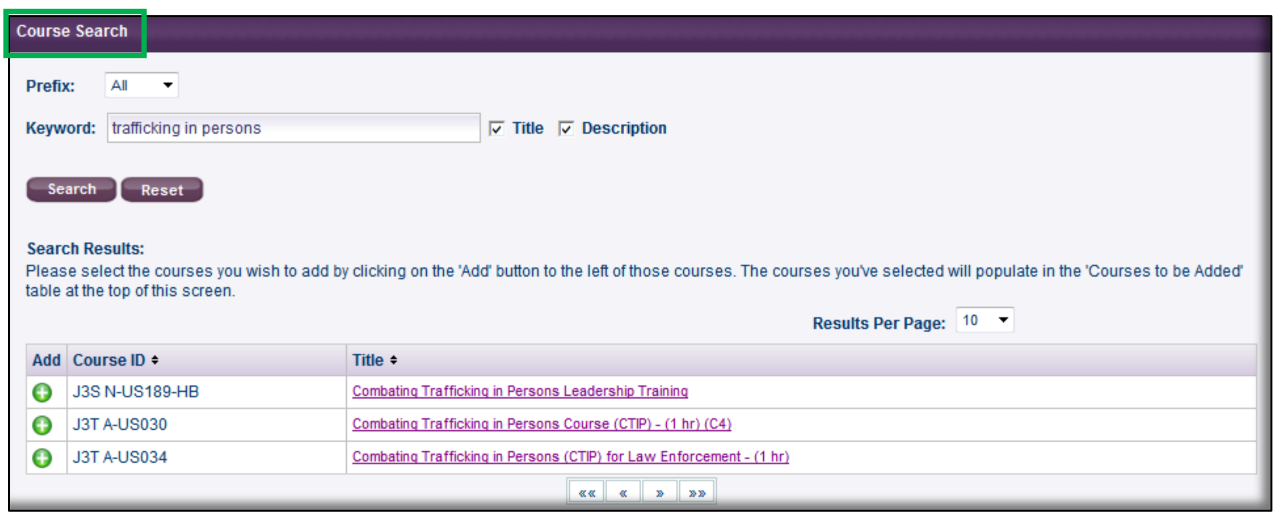
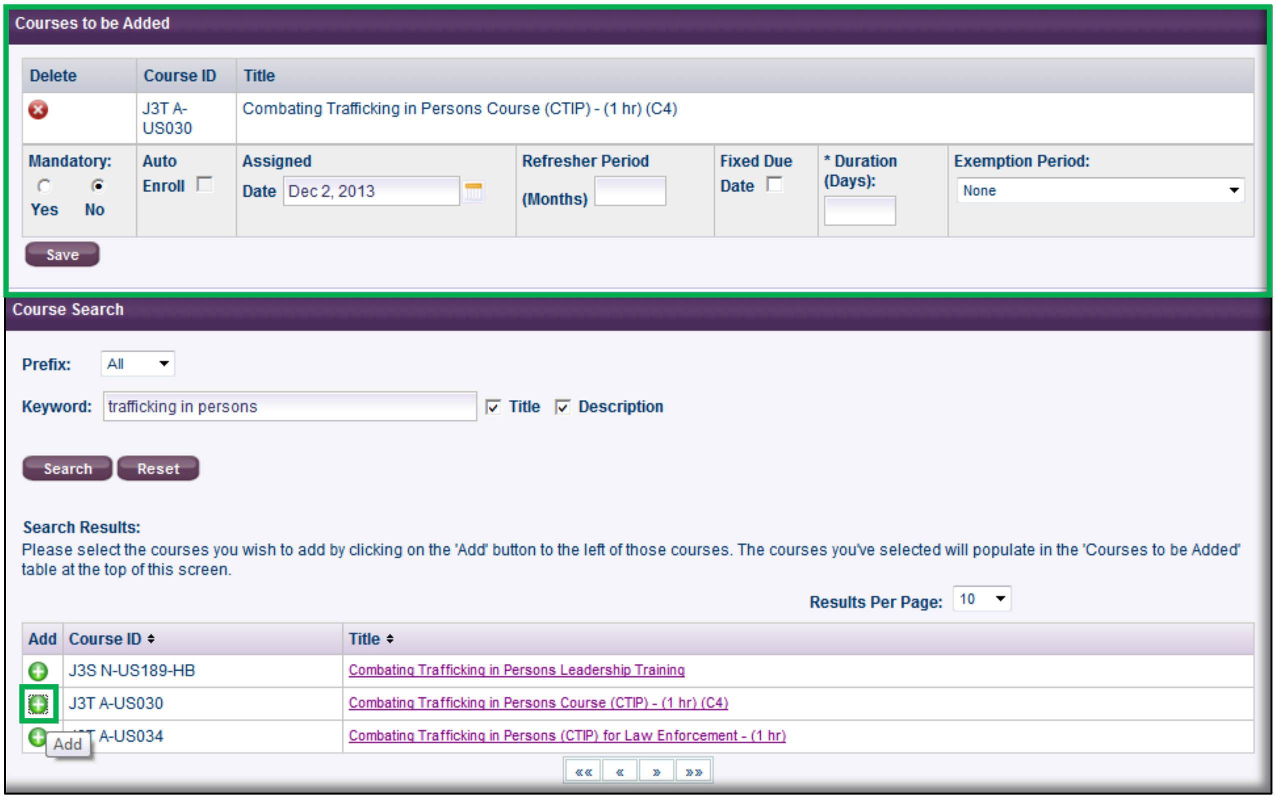


Figure 96. Course Search Results



4. From the course search results, select the Add icon ( ) next to the course you want to associate to the Audience. The course will move up to the *Courses to be Added* area. You may continue to search for, select, and add courses to this area.

Figure 97. Use the Add icon to associate a course to an Audience



5. In the *Courses to be Added* area, fill in the assignment information in the boxes and then select **Save**. Detailed descriptions of the assignment information are found in Section 7.2.1., number 6.

Figure 98. Course Assignment Information

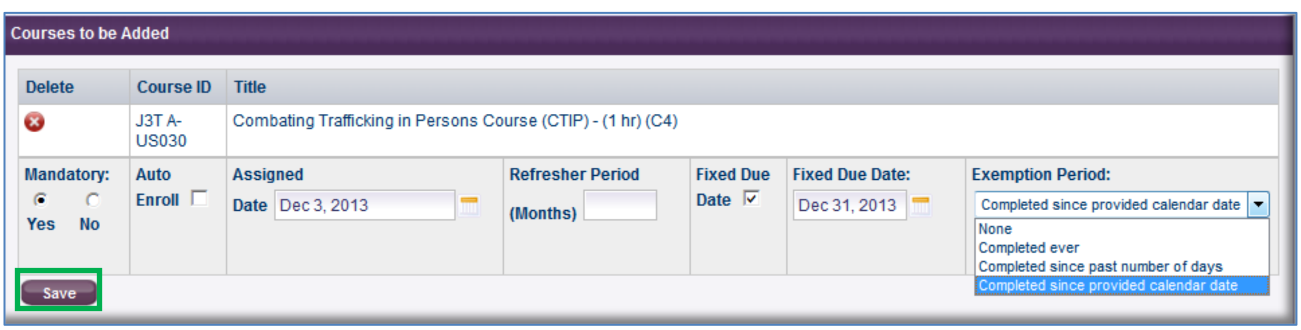
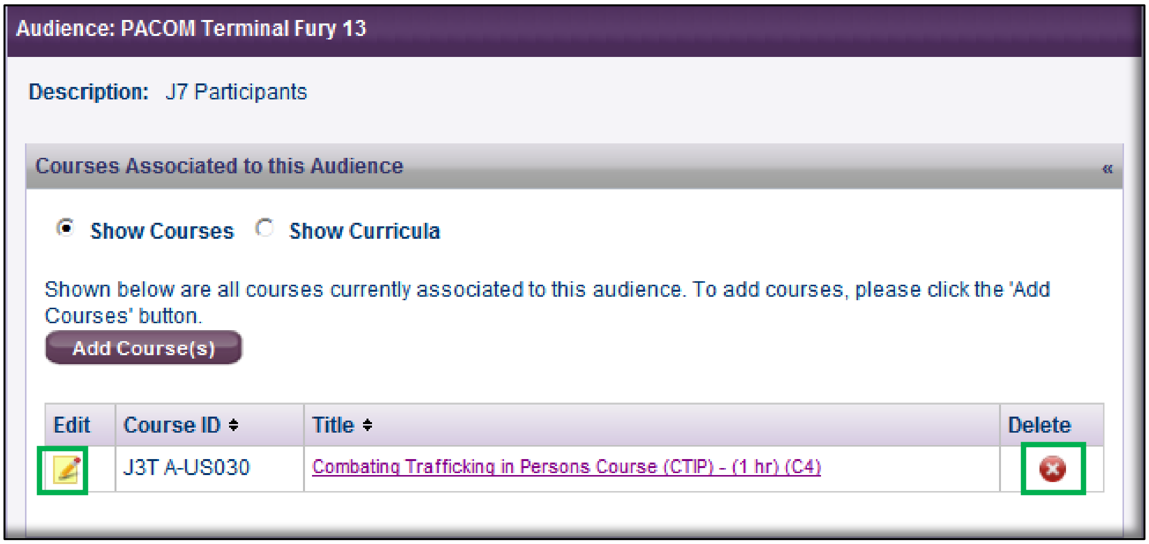
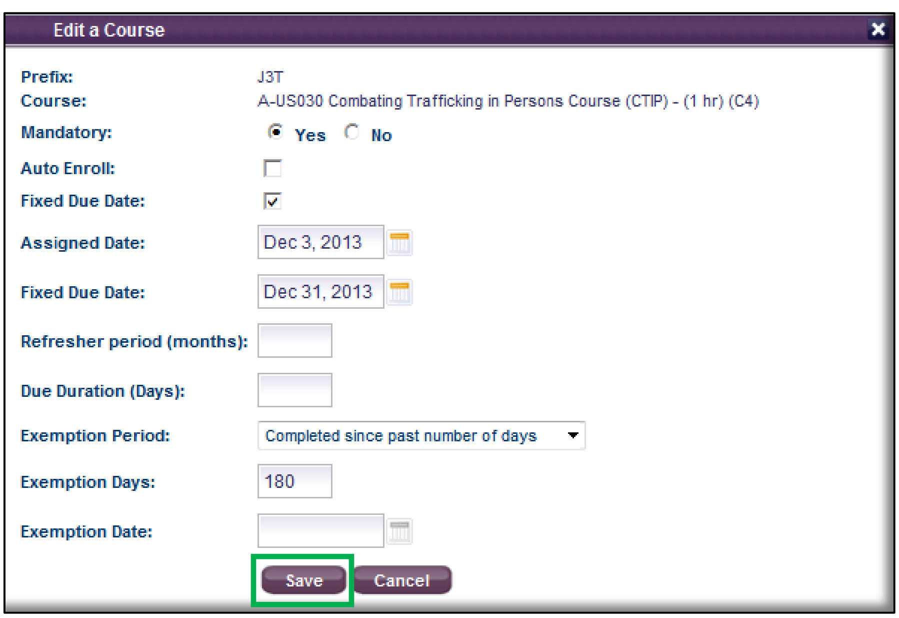


Figure 99. Course Associated to the Audience



6. After you select **Save,** the course is now associated to the Audience, and will be automatically assigned to all current members of the Audience, and all future members who choose this Audience in their My Profile.
7. If you wish to delete the course association, select the Delete icon ( ). This will cause the system to automatically remove the assignment from the User's course listing in the My Training Tab.
8. If you wish to edit the assignment options, select the Edit icon ( ) and change the selections. Select **Save** when you are complete.

Figure 100. Edit Assignment Options



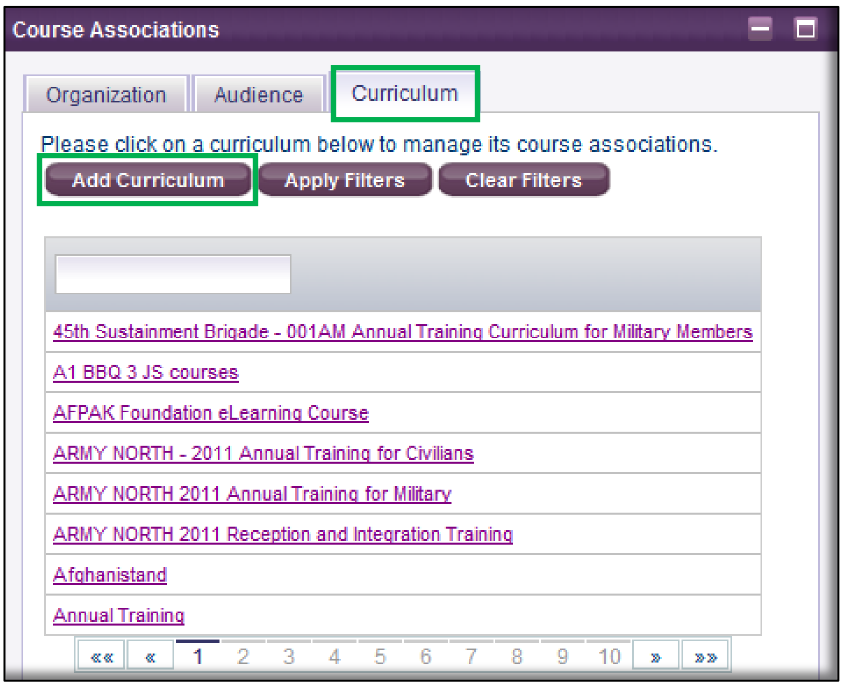
7.2.4 Curriculum

A Curriculum is two or more courses grouped together. Curricula usually consist of courses based on a similar topic or purpose, such as Pre-deployment training, mandatory annual training, or Pre-exercise training. You can enroll in a Curriculum from the Course Catalog, and a Curriculum can also be assigned to an Organization or an Audience, as described in sections 7.2.2 and 7.2.3 above. This section describes how to create and then search for a Curriculum to edit.

7.2.4.1 Create a Curriculum

1. From the Course Associations Gadget, select the Curriculum Tab. Select **Add Curriculum** to open new workspace.

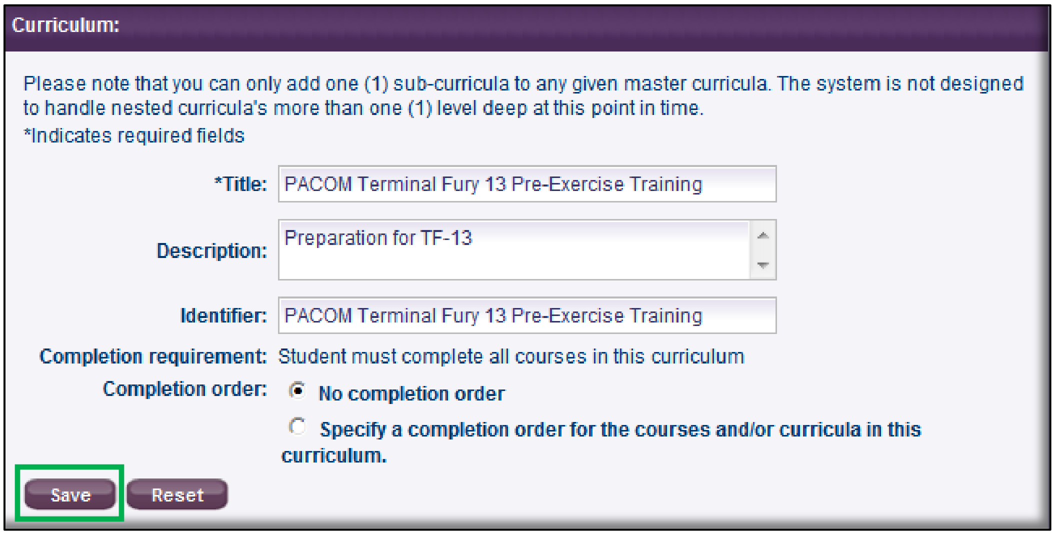
Figure 101. Curriculum Tab, Course Associations Gadget



2. Enter the following Curriculum information and then select **Save:**

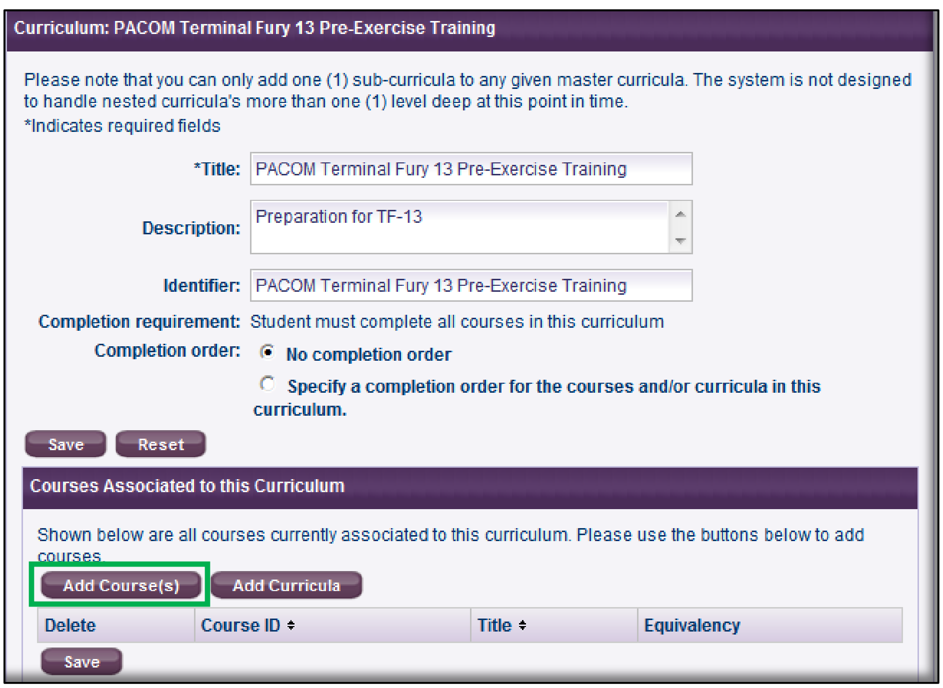
- **Title.** This is the title that will appear in the Course Catalog.
- **Description.** Not mandatory, but helpful once the Curriculum is available in the Course Catalog. By clicking on the Curriculum name from the Catalog, the User will see the description you enter here.
- **Identifier.** Enter the Curriculum Title. The Identifier is converted to a URL available in the Course Catalog, which you can send to Users who will be able to click it and be taken directly to the Curriculum in the Course Catalog, without having to search.
- **Completion order.** If you require Users to complete the component courses of the Curriculum in a particular order, click the radio button *Specify a completion order for the courses and/or curricula in this curriculum.* You will then have an opportunity to number the courses in the completion order you wish. Successive courses will only become available as the course immediately preceding it in number is completed.

Figure 102. Add Curriculum Details



3. After you select **Save,** you now have the ability to add component courses to this Curriculum. Click the **Add Courses** button.

Figure 103. Add Courses to Curriculum



4. From the Course Search workspace, search for the courses you want to add to the Curriculum by either selecting a course prefix from the Prefix dropdown menu, or entering a Keyword in the Search field. Select **Search**.

Figure 104. Search for Component Courses for Curriculum

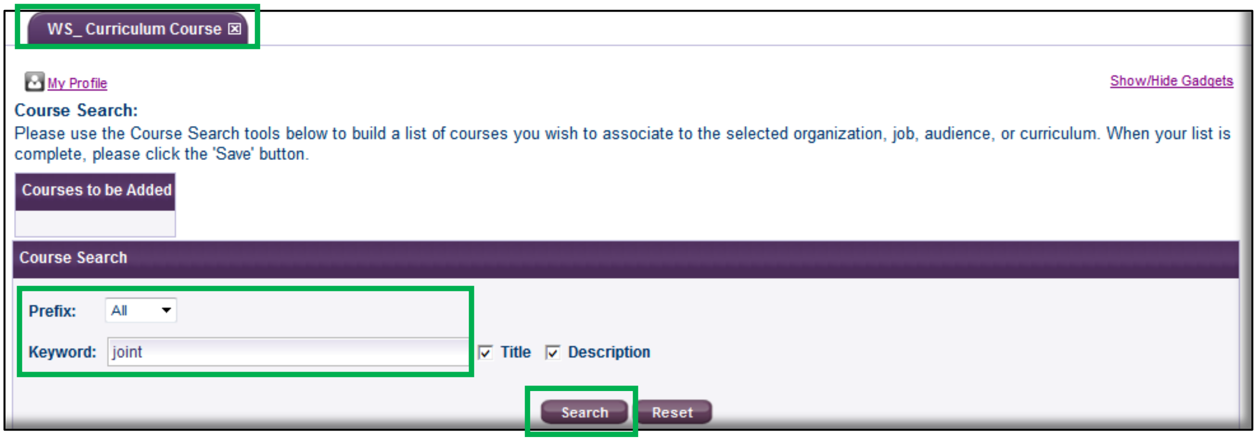
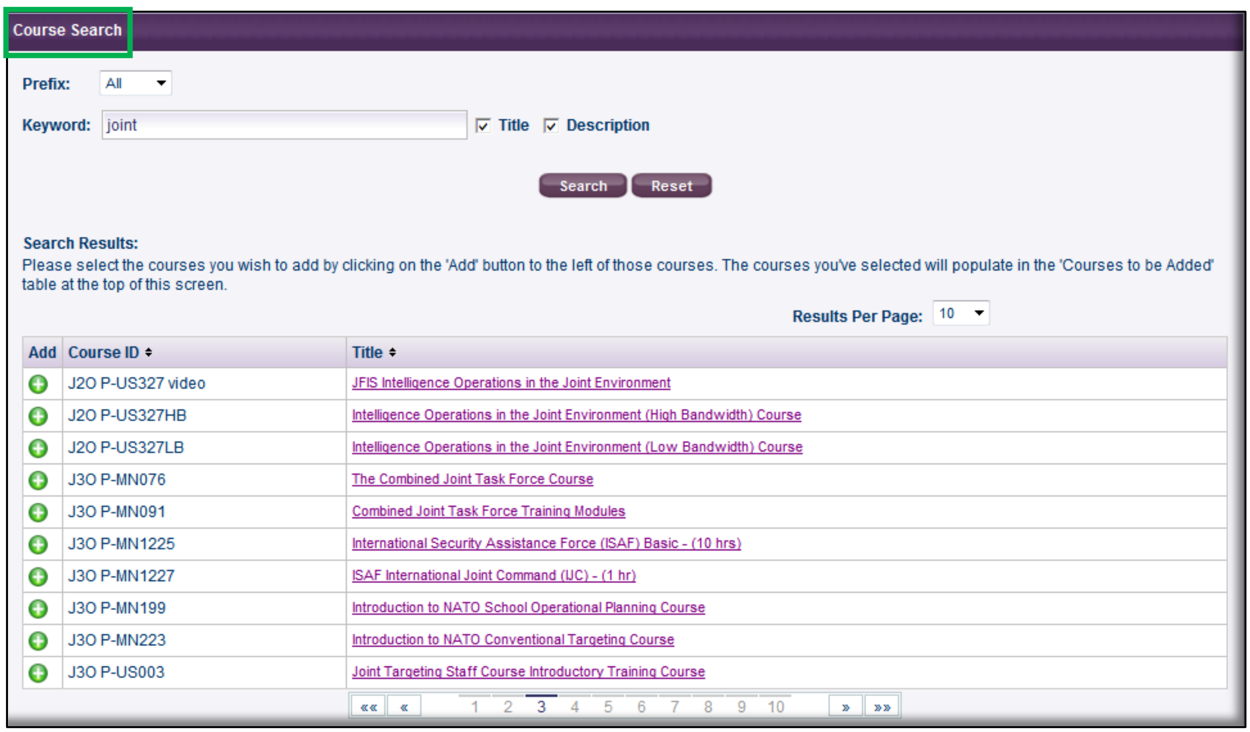
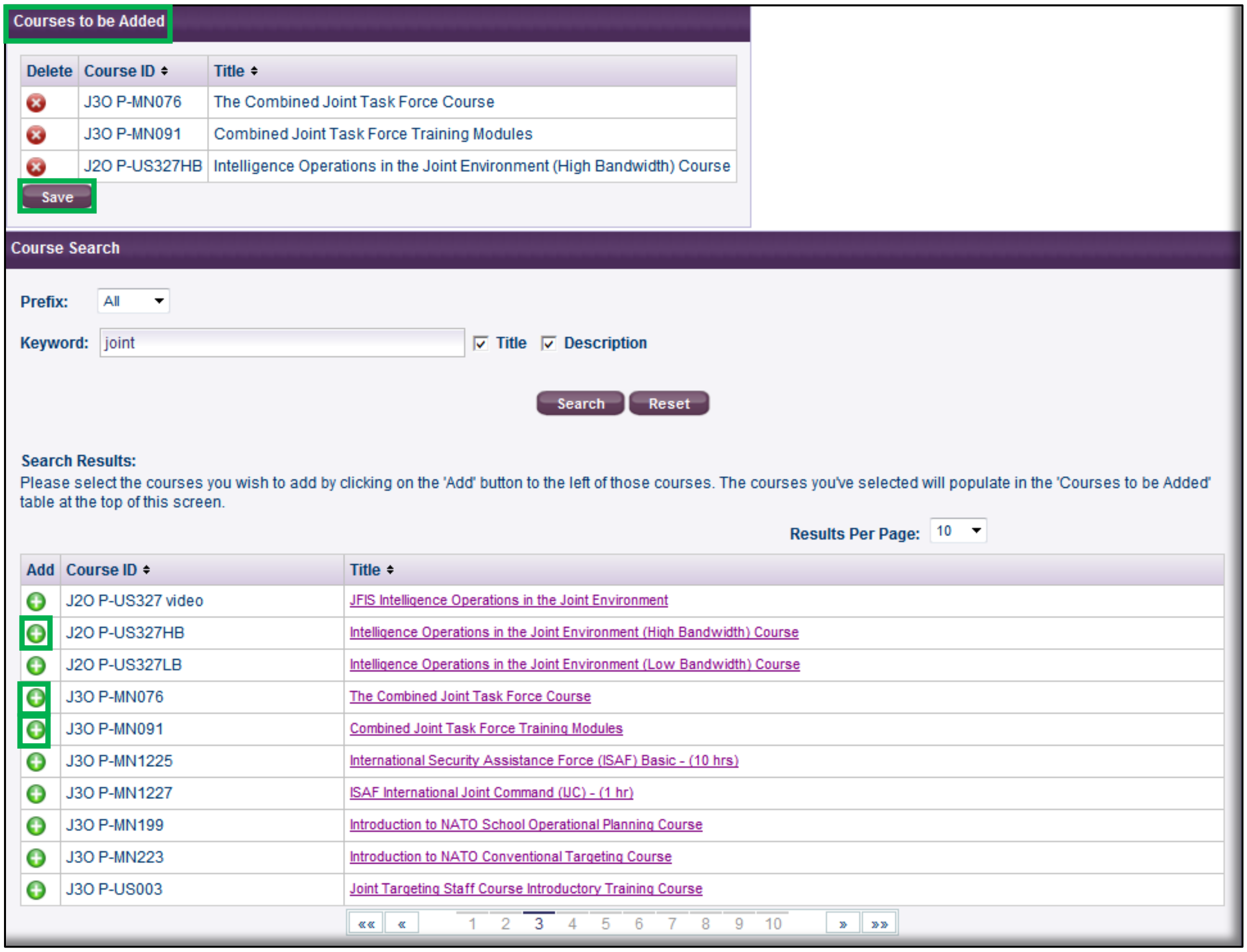


Figure 105. Component Course Search Results



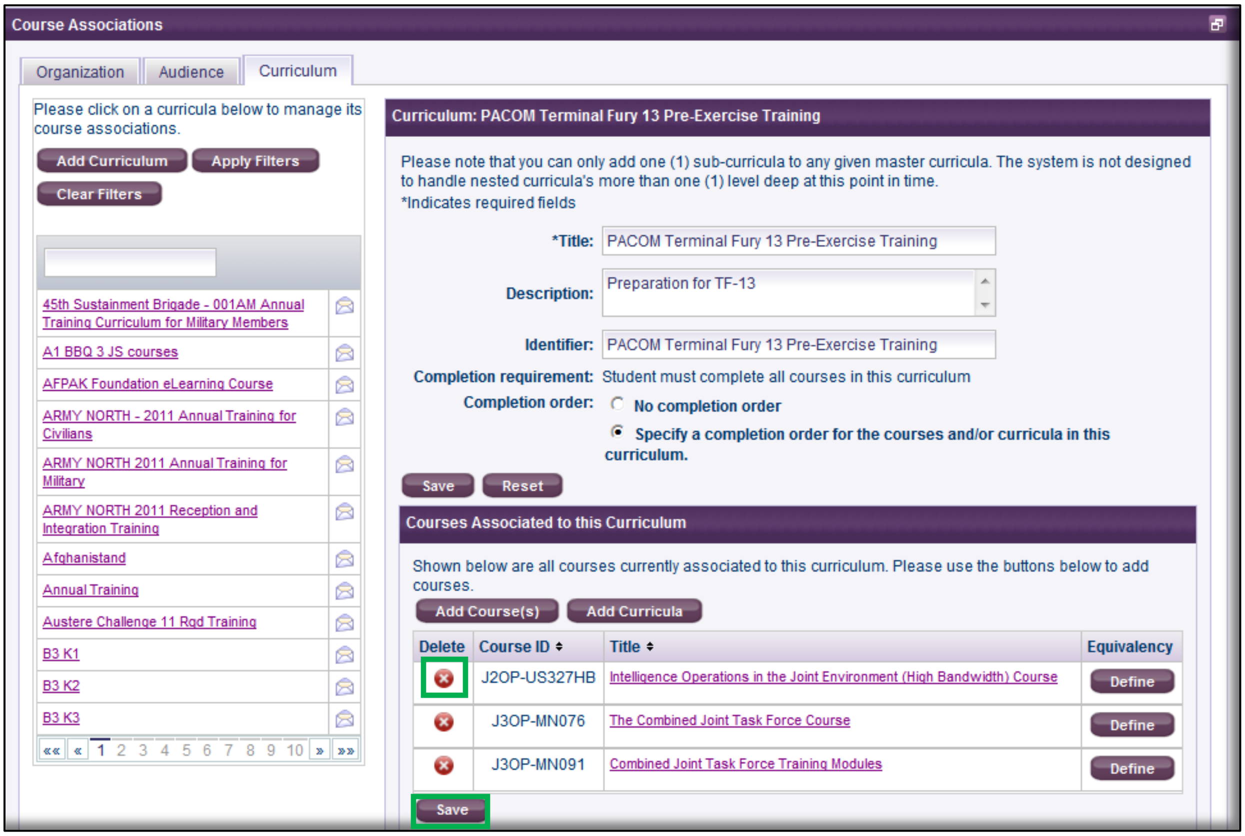
5. From the course search results, select the Add icon ( ) next to the courses you want to add to the Curriculum. The courses will move up to the *Courses to be Added* area. You may continue to search for, select, and add courses to this area. Use the Delete icon ( ) to delete the courses from the Curriculum prior to saving. When complete, select **Save.**

Figure 106. Use Add icon to add component courses to Curriculum



6. You have now created a Curriculum. This Curriculum is now available in the Course Catalog. If you wish to delete courses from the Curriculum, simply select the Delete icon ( ). If you wish to add more courses to the Curriculum, select the **Add Courses** button and follow the steps above to add more courses. Ensure you select **Save**.

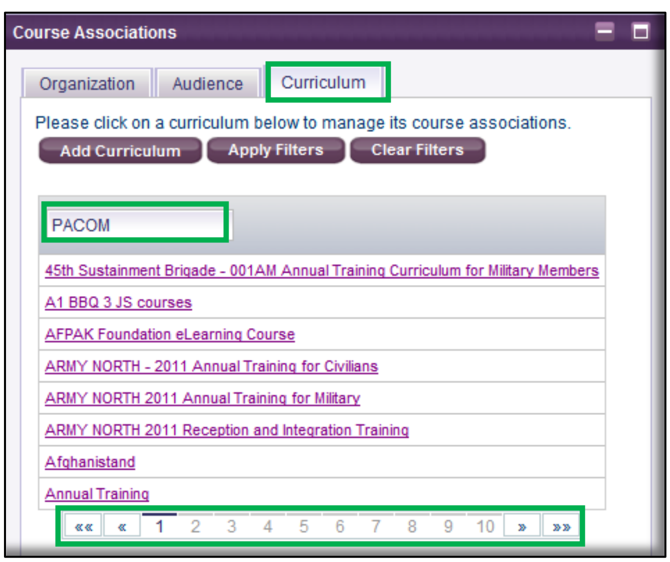
Figure 107. Component Courses of the Curriculum



7.2.4.2 Search for and edit a Curriculum

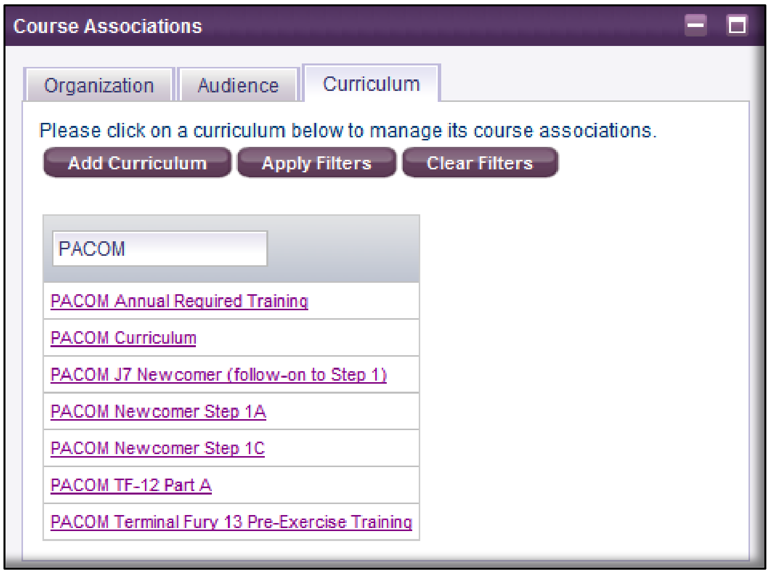
1. Within the Curriculum Tab, use the pagination arrows at the bottom of the gadget, or enter a Keyword in the Search field and select **Apply Filters.**

Figure 108. Search for a Curriculum



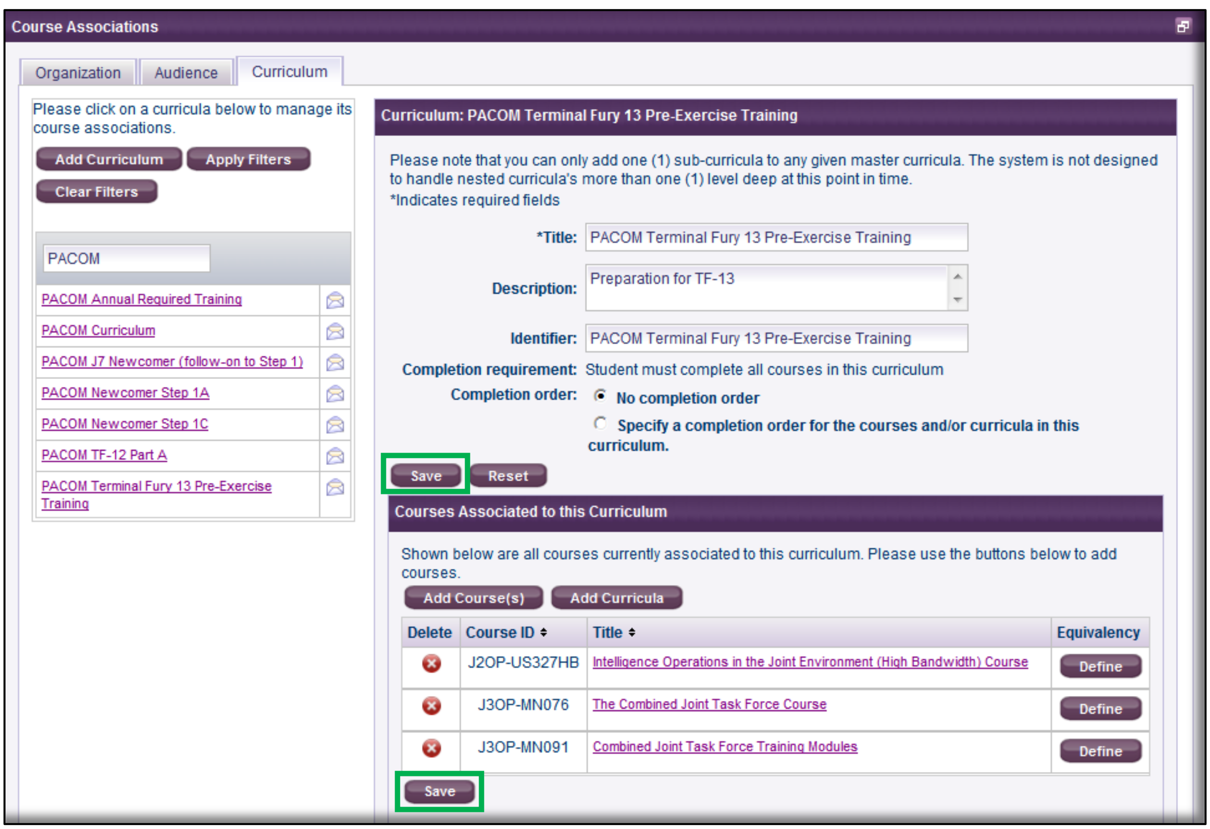
2. Click on the name of the Curriculum you wish to open.

Figure 109. Curriculum Search Results



3. Edit the Curriculum as necessary. Ensure you select **Save** when complete.

Figure 110. Edit the Curriculum



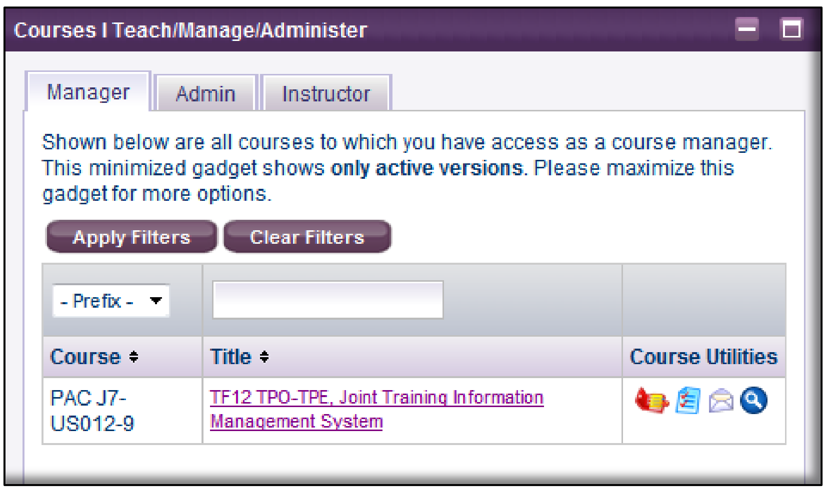
7.3 Courses I Teach/Manage/Administer Gadget

The Courses I Teach/Manage/Administer Gadget is available on the Training Management Tab. The gadget displays courses or course sections the user has been designated to teach, manage, or administer. This gadget groups together in one easy-to-access area all the courses that you teach, manage, or administer. It simplifies the process of searching for your courses to manage from the Course Management Gadget. Each tab within the gadget appears only when a user has course duties assigned relating to that tab. For example, if you are assigned the duties of an Instructor, the Instructor tab will be visible to you in the gadget.

In the Figure below, the User has all tabs visible, meaning she has been designated an Instructor, a Manager, and an administrator for a course. If she managed more than one course, you would see the additional courses listed. The Course Utilities icons are identical in function to the Actions icons in the Course Management Gadget, as described in Section 7.1.2.

Permissions by Role: The Training Coordinator, Training Manager, Course Manager, and Instructor roles have access to this gadget and its related functions.

Figure 111. Courses I Teach/Manage/Administer gadget, Minimized View (Default)



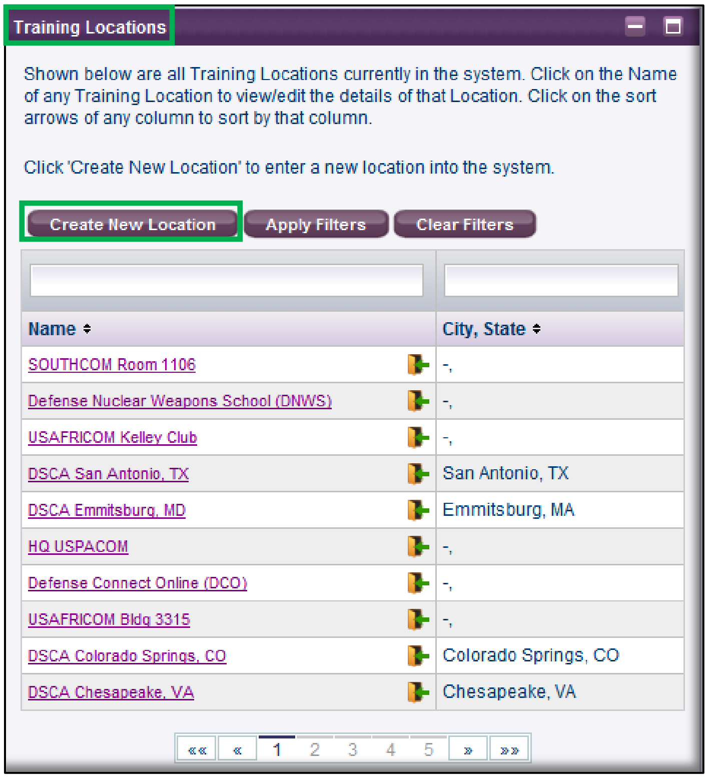
7.4 Training Locations Gadget

The Training Locations Gadget is accessible on the Training Management Tab and allows for the creation and management of training locations and rooms. A training location is a physical location (e.g. a school, building, or conference center) that contains one or more training rooms in which you teach courses. Training locations do not apply to online courses. From the Training Locations Gadget you can view, create, edit, and delete training locations and rooms. Once you have created a room, it is available for selection when you build your resident course. The maximized view of the gadget displays details about the given training location selected. Both the minimized and maximized views allow training rooms to be associated with training locations via the yellow doorway icon with the green arrow pointing into it ().

Permissions by Role: Training Coordinators have access to this gadget and its associated functions.

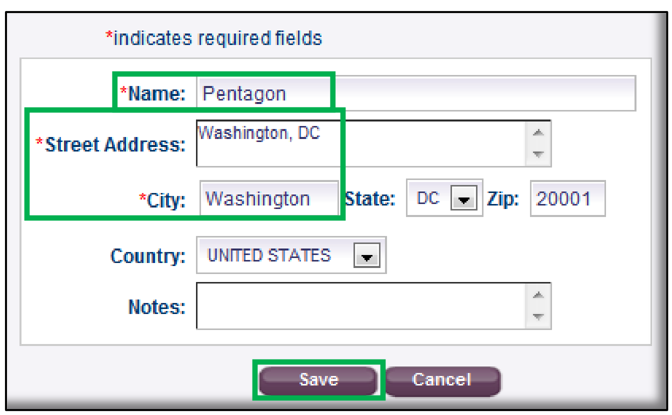
1. To create a Training Location, select the **Create New Location** button.

Figure 112. Training Locations Gadget, Minimized View (Default)



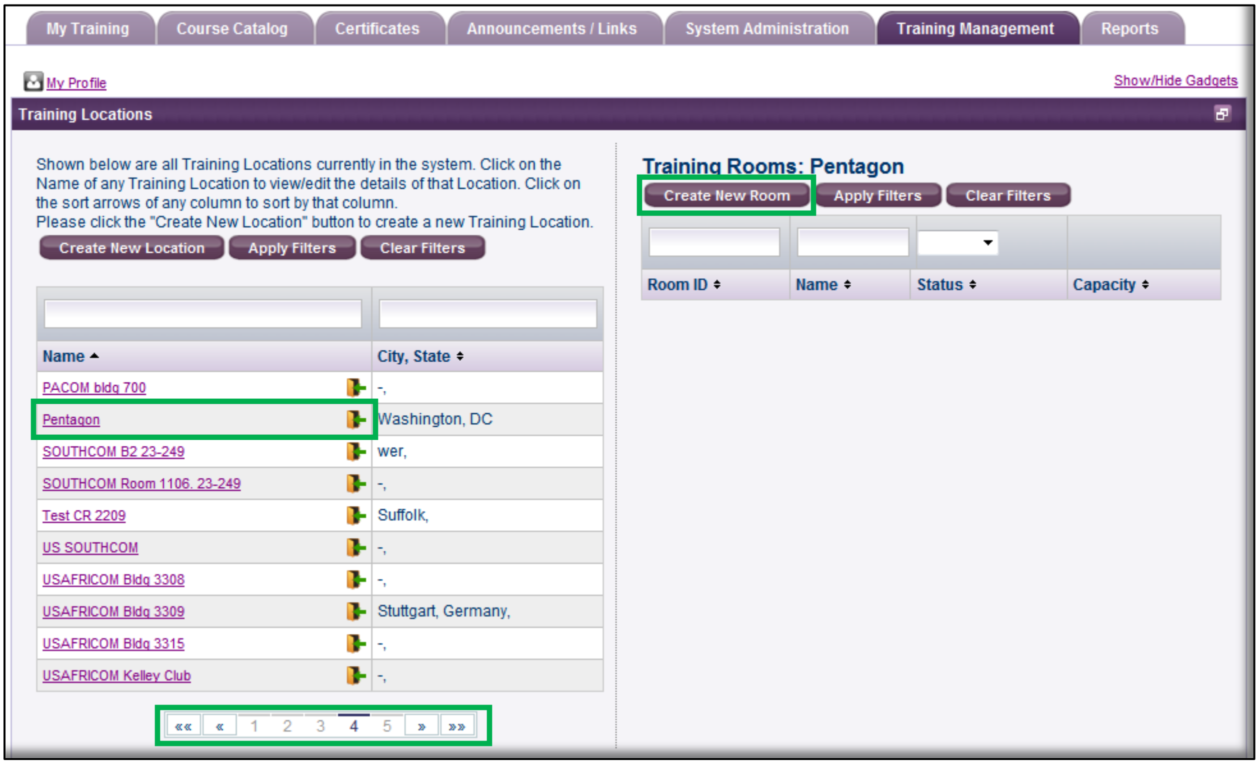
2. From the workspace that opens, fill in the mandatory information and select **Save**.

Figure 113. Create a Training Location



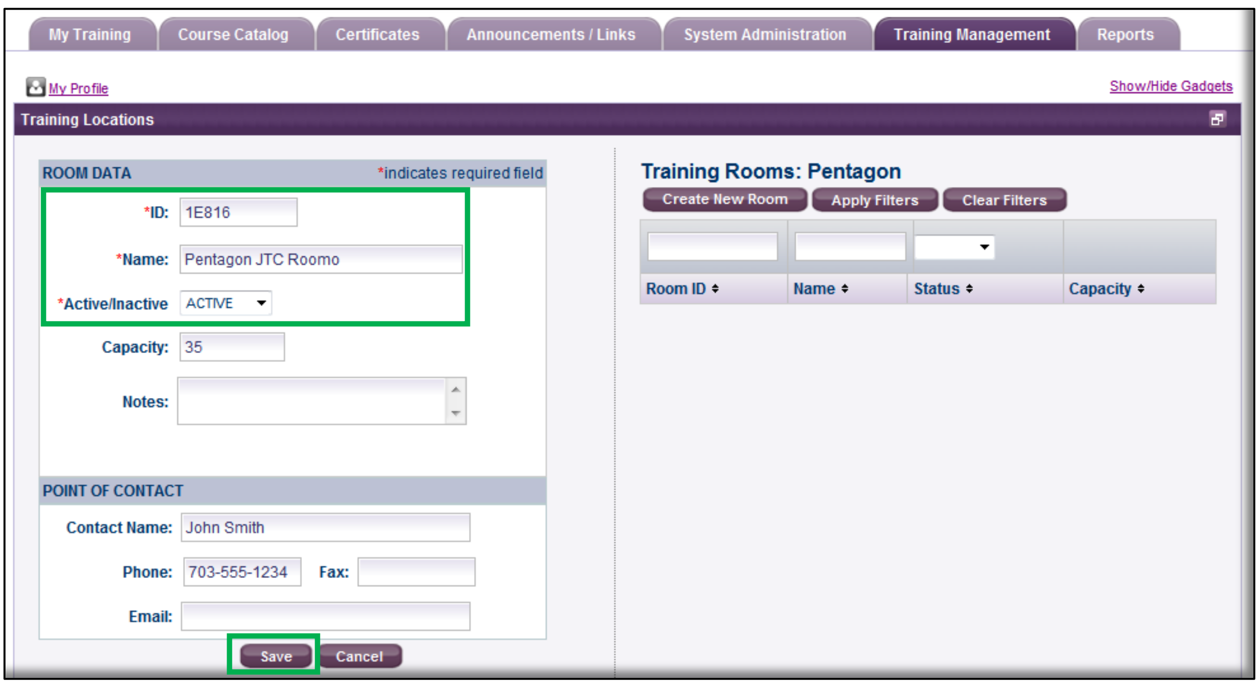
3. Your new Location is now saved. To edit any Location information, select the Location Name from the gadget main page; make any changes, and select **Save**.
4. **Create a New Room**. Using the pagination arrows or page numbers at the bottom of the gadget, or a Keyword in the Search field, navigate to the newly created Location in the list of Locations and select the **Go To Training Room icon ( )**. The right side of the screen will generate as shown below. Select the **Create New Room** button.

Figure 114. Create a New Room



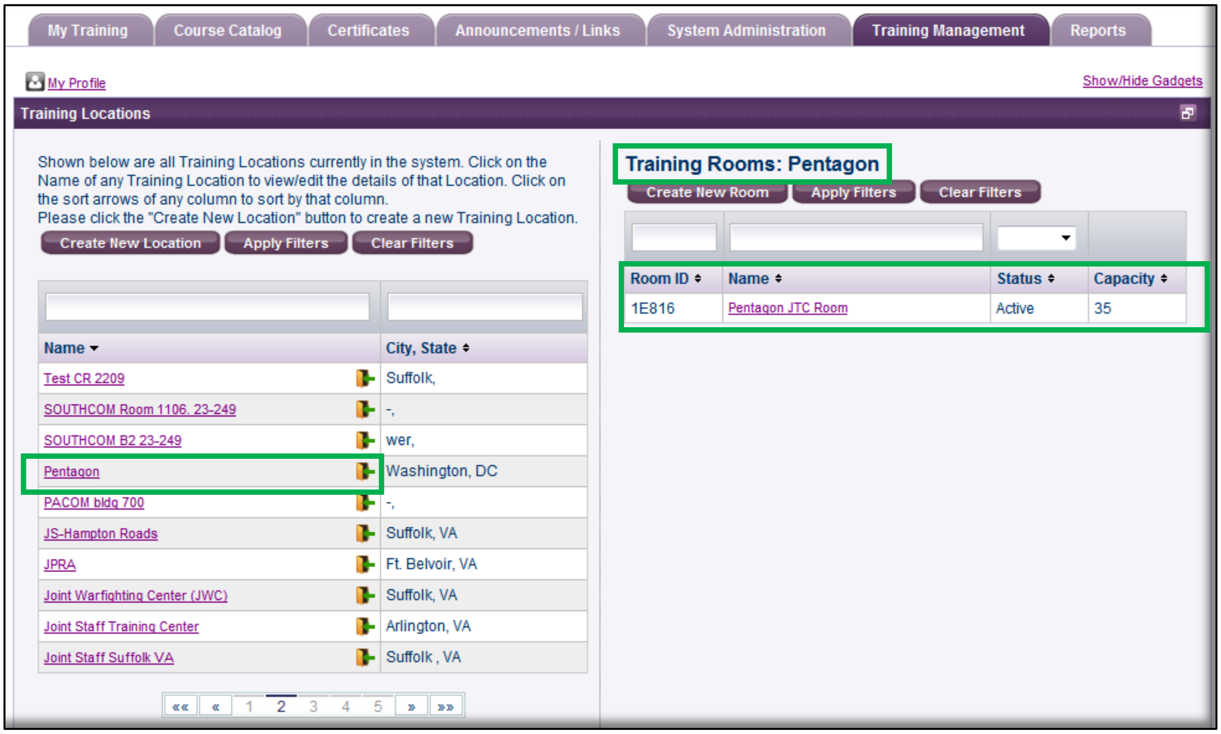
5. Fill in the mandatory information and select **Save**.

Figure 115. Create Room Details



6. The Room is now saved. The Location and Room are now available as selections in the **LOCATIONS** dropdown menus when building a resident course. To edit any Room information, select the Room Name, make changes, and select **Save**.

Figure 116. Room Created



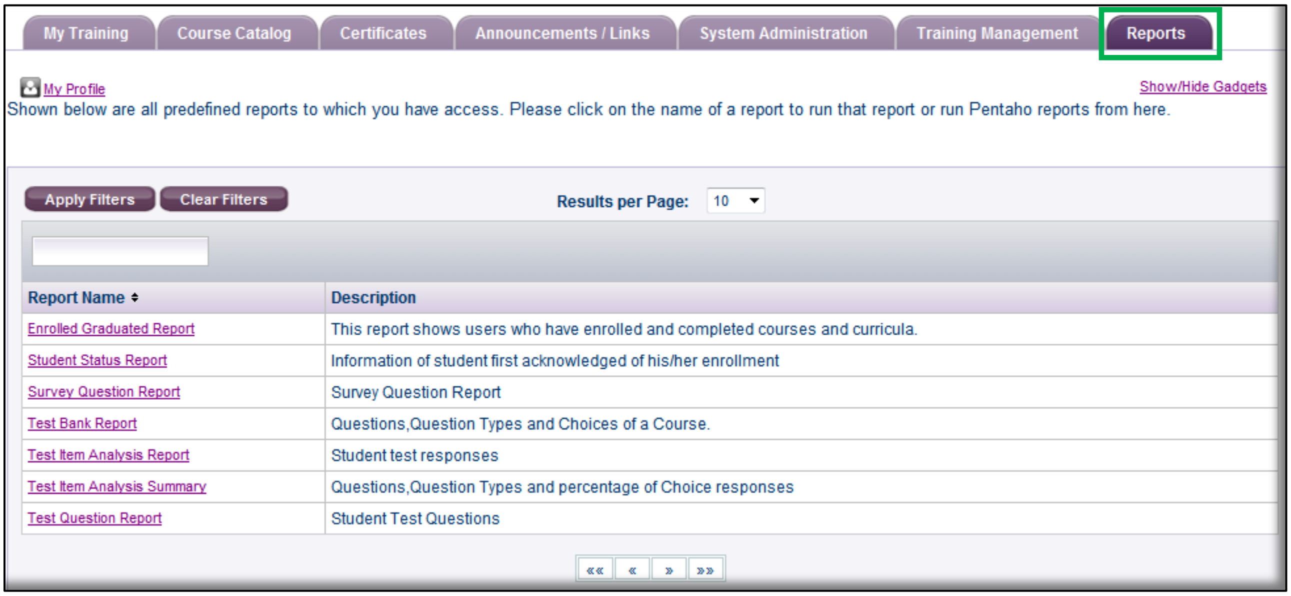
8 Reports Tab

The Reports Tab provides various canned reports that are available within the JKO LMS. The tab contains various reports for analyzing and displaying data that assist you in managing the usage of the LMS. While all reports are available from this tab, your JKO role determines which reports are available to you.

Each report has the following sections:

- **Description** – a description of the data included in the report
- **Filters** – the filters section includes all of the report selection options for the data to be included in the report
- **Report Data** – when the report is initially generated, the data will be displayed in this area for preview. This section also includes links for exporting the data to other formats.

Figure 117. Reports Tab



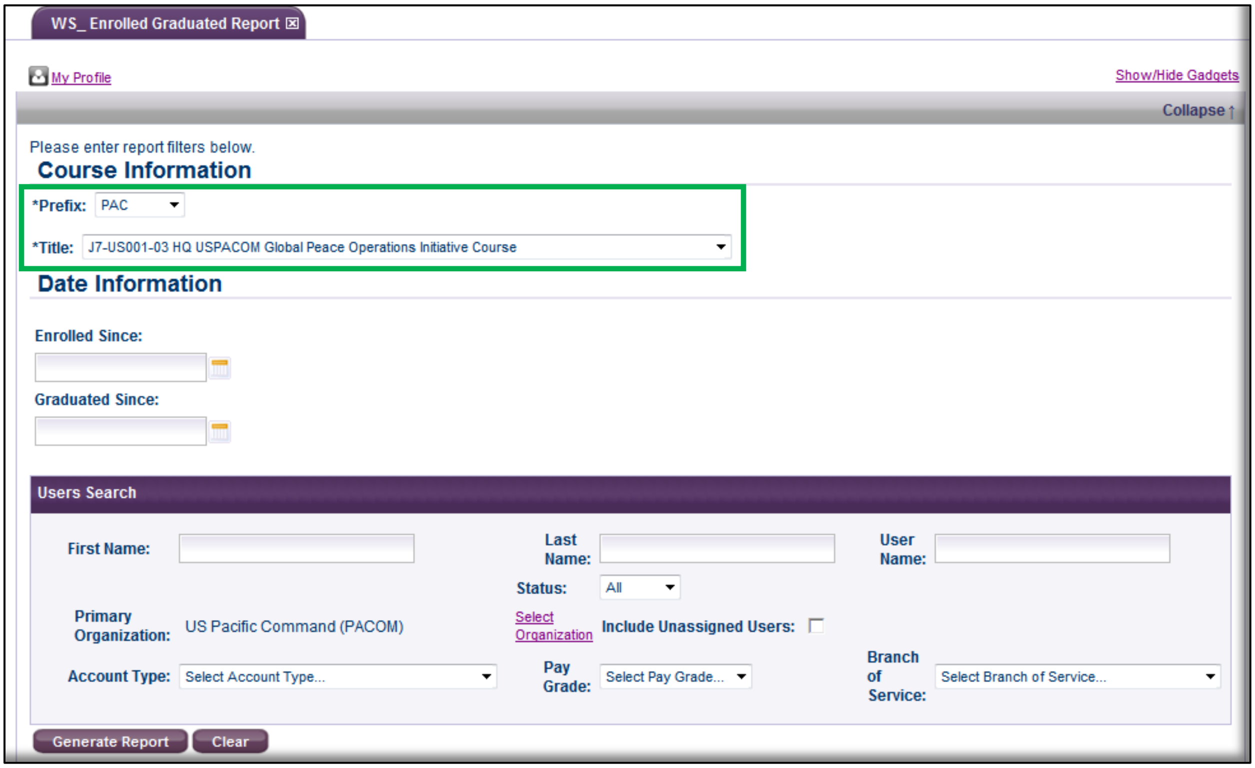
8.1 Reports

The Enrolled/Graduated Report is probably the single most useful report available in the LMS, and the only one described in this Guide. It allows a privileged user to search any course for which there are records in the database, whether the course is currently active or not, for current enrollment and past completion data, as well as access to completion certificates.

8.1.1 Generate Enrolled/Graduated Report

1. On the Reports Tab, click Enrolled Graduated Report. A *WS_Enrolled Graduated Report* tab appears. Fill out the mandatory fields and any optional fields to narrow your search. Many Training Coordinators enter their Organization as the main search parameter so that they generate a report showing the enrollment and completion status of their entire unit.

Figure 118. WS_Enrolled Graduated Report Tab



2. Select the **Prefix** and **Title** of the course for which you want completion data. The only required fields in the report parameters are the *Prefix* and *Title* of the target course, selected from the appropriate drop-down menus. The *Title* field, which shows both the course number and course title, is populated from the database based upon the *Prefix* chosen. Generating a report with only the Course Information populated will show every current enrollment and every graduation from all versions of the course.
3. ***Optional*. Enrolled Since**. – This optional parameter limits the report results to those records for which enrollment in the course occurred on or after the specified date.
4. ***Optional*. Graduated Since** – This optional parameter limits the report results to those records for which there is a completion date on or after the specified date.
5. ***Optional.* First Name, Last Name, User Name.** These parameters limit report results to those records containing the specified text.
6. ***Optional.* Status.** This parameter defaults to Active user accounts. However, Inactive or All (i.e. both Active and Inactive) may be chosen.
7. ***Optional.* Primary Organization.** This parameter defaults to the entire list of organizations in the LMS. The search may be narrowed by selecting specific organizations for the search. Click Select Organization to find a specific Organization.
8. ***Optional.* Include Unassigned Users.** This parameter is set by default, meaning the search includes all accounts not associated with an Organization in the LMS. Approximately 95% of all accounts fall in the Unassigned category.
9. ***Optional.* Account Type, Pay Grade, Branch of Service** – These parameters allow narrowing the search to the service category (e.g. officer, enlisted, government service civilian or federal contractor), associated pay grade, and branch of service.

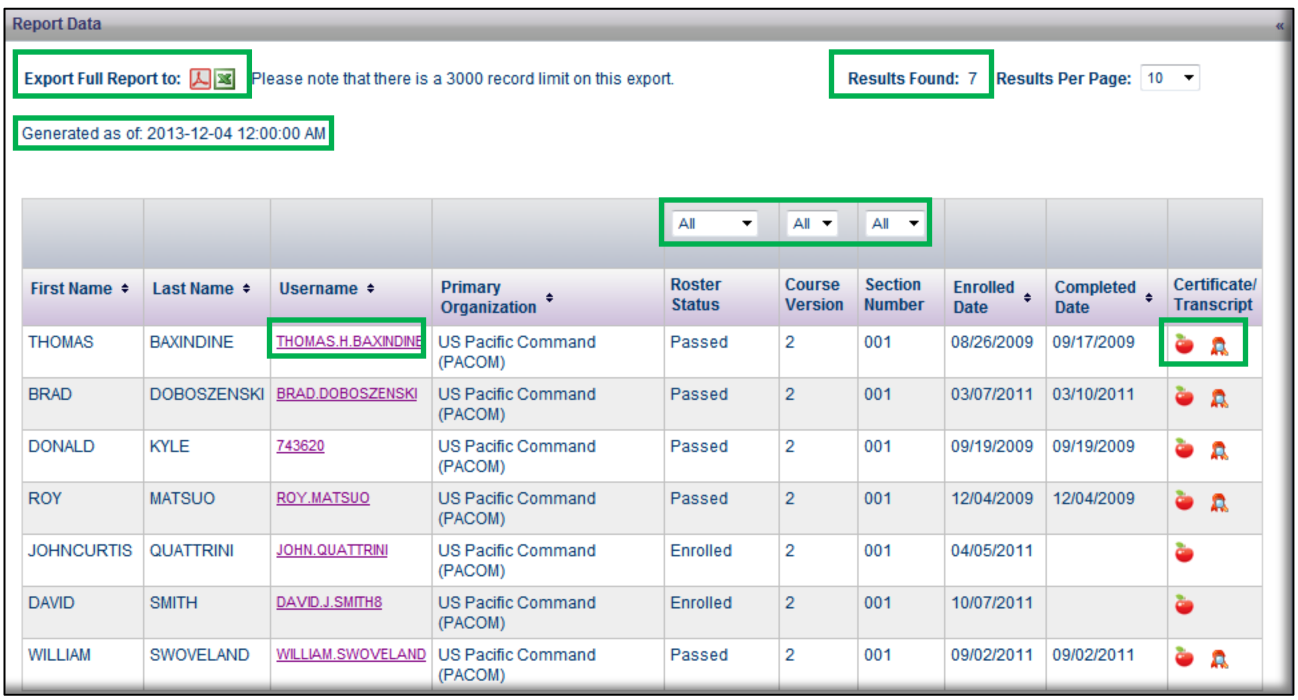
10. Click **Generate Report**. The data appears in the Report Data section below the Users Search box.
    a. The report provides the student's Name and LMS Username, Primary Organization, Roster Status, Version and Section of the course, Enrolled Date, Completed Date, and Completion Certificate. A blank *Primary Organization* field indicates the student is Unassigned. The *Completed Date* field and the *Transcript* icon are blank or unavailable for currently enrolled students.

    b. The results may be sorted by clicking on the black up/down arrows in the various column headers.

    c. Further filtering may be applied using the drop-down menus above the *Roster Status*, *Course Version*, and *Section Number* columns.

    d. **Generated as of** – Report results are pulled from pre-populated report tables in the database for efficiency. The report tables are repopulated each night East Coast time. The "Generated as of" date tells the user the last time the task last ran to update the report table. So, running a report at 1600 EST time will yield no completions accomplished earlier that same day.

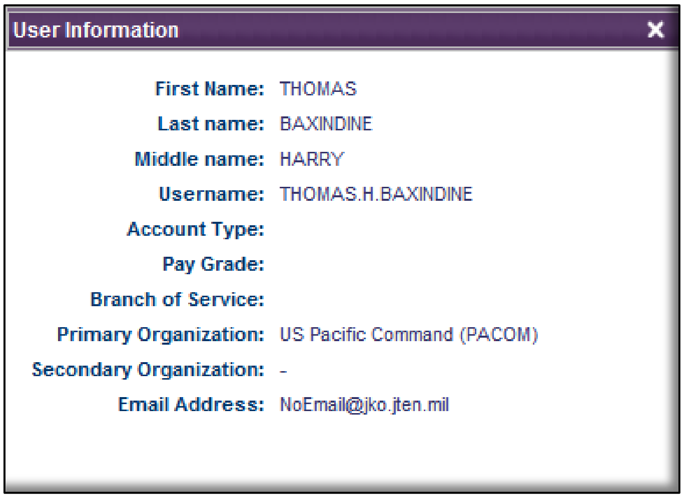
Figure 119. Enrolled/Graduated Report Data



First Name	Last Name	Username	Primary Organization	Roster Status	Course Version	Section Number	Enrolled Date	Completed Date	Certificate/ Transcript
THOMAS	BAXINDINE	THOMAS.H.BAXINDINE	US Pacific Command (PACOM)	Passed	2	001	08/26/2009	09/17/2009	
BRAD	DOBOSZENSKI	BRAD.DOBOSZENSKI	US Pacific Command (PACOM)	Passed	2	001	03/07/2011	03/10/2011	
DONALD	KYLE	743620	US Pacific Command (PACOM)	Passed	2	001	09/19/2009	09/19/2009	
ROY	MATSUO	ROY.MATSUO	US Pacific Command (PACOM)	Passed	2	001	12/04/2009	12/04/2009	
JOHNCURTIS	QUATTRINI	JOHN.QUATTRINI	US Pacific Command (PACOM)	Enrolled	2	001	04/05/2011		
DAVID	SMITH	DAVID.J.SMITH8	US Pacific Command (PACOM)	Enrolled	2	001	10/07/2011		
WILLIAM	SWOVELAND	WILLIAM.SWOVELAND	US Pacific Command (PACOM)	Passed	2	001	09/02/2011	09/02/2011	

11. **Username link** – Clicking on a username link in the *Username* column opens a User Information window containing the student's profile information as shown in the next Figure. This feature allows the privileged user to differentiate between students when his search yields multiple users with the same first and last names.

Figure 120. User Information Window



12. ***Optional*.** Click the Adobe PDF icon ( ) to export the full report to an Adobe PDF file.
13. ***Optional*.** Click the Excel icon ( ) to export the full report to an Excel spreadsheet.
14. ***Optional*.** Click on the Transcript icon ( ) or the Certificate icon ( ) to view the student's full transcript or course completion certificate.

9 Other

9.1 I Need Help

The JKO Help Desk is available to assist with issues involving obtaining or updating a JKO account, locating and enrolling in courses, and other areas.

JKO Help Desk Information:
Hours: Monday – Friday, 0700-2300 Eastern Time
jkohelpdesk@jten.mil
(757)203-5654
DSN 668-5654

APPENDIX A. Create a Resident Course Guide

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CREATE A NEW RESIDENT COURSE

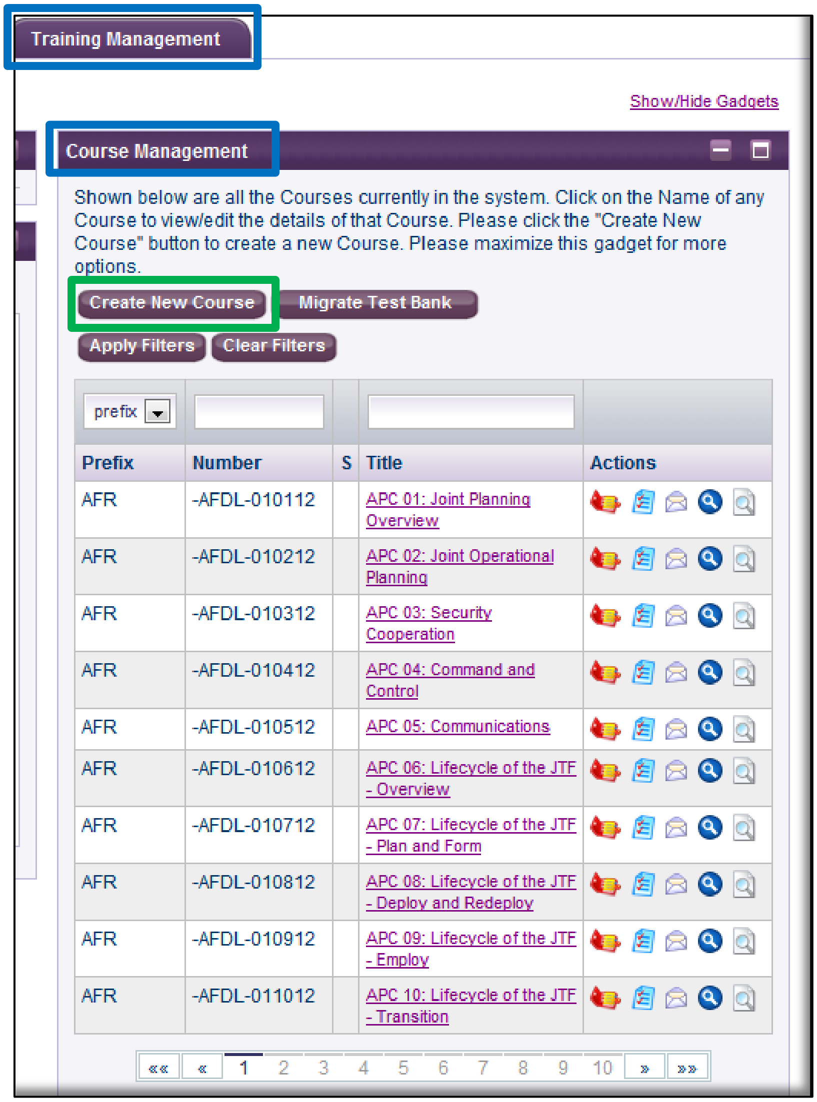
Creating a course such that it will appear in the Course Catalog involves two parts. You must create an active version and an active section.

1. Create the course entity – This is the top level course information, such as course Prefix, Number, Title, Description, and Approval Type. This step also requires you to determine the course Delivery Mode, Duration, and Start Date. This is also the location where course content is uploaded, if applicable. For Resident, or Classroom courses, there is no course content uploaded. Changes in the Delivery Mode or course content warrant creating a new version of the course. Making the new version the active version allows currently enrolled students to complete the version in which they are enrolled while routing new enrollments to the new version. Only one course version may be active at a given time.

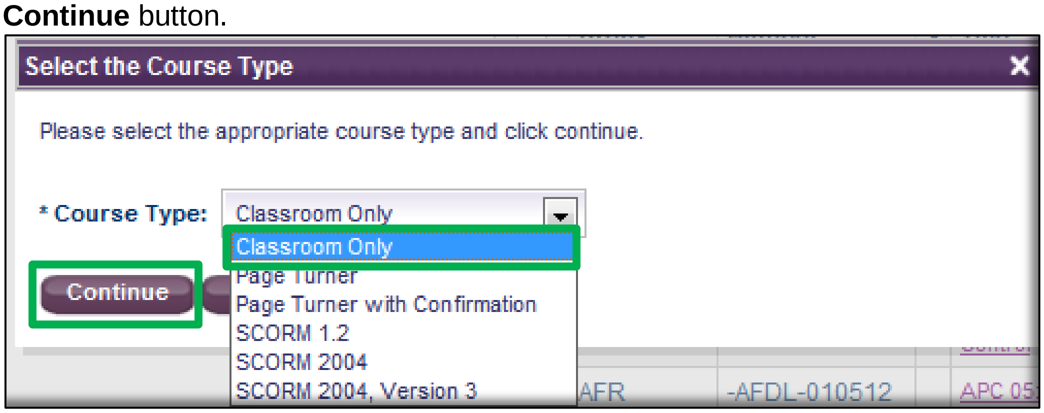
2. Create an active section of the active version – Students are grouped into sections for scheduling and for association with an instructor. There must be an active section for students to be able to be enrolled in the course. For Resident courses, multiple sections can be used to differentiate the same course at different times and locations.

In the following pages, you will learn how to build a Resident course with active sections. Because there are multiple implementations of the JKO LCMS using a common code base, there are some fields within the course, version, and section information that exist at the request of users other than JKO and are not used by JKO.

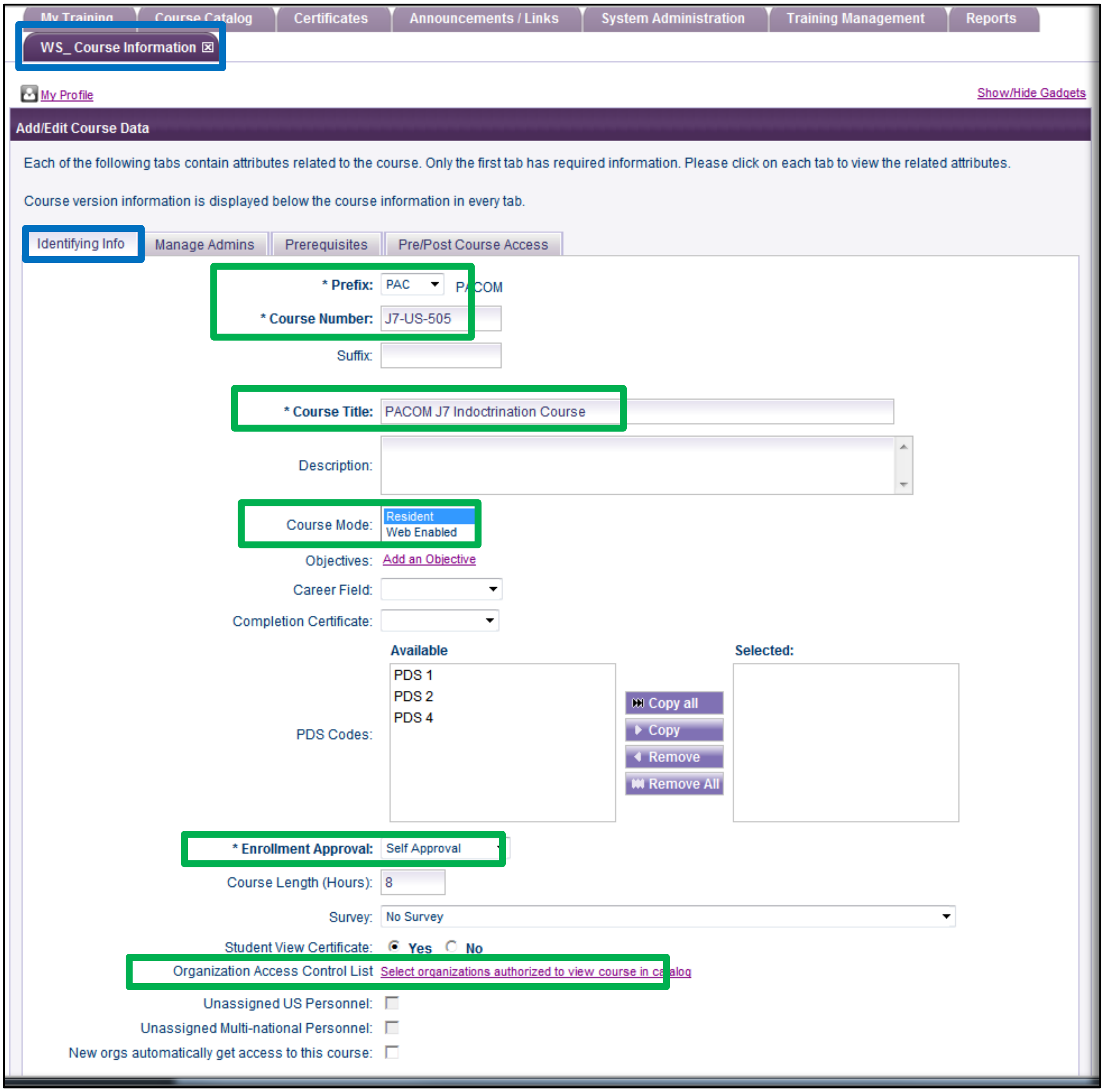
1. On the **Training Management** Tab, in the **Course Management** Gadget, click **Create New Course.**



2. Select **Classroom Only** in the *Course Type* drop-down menu and then click the **Continue** button.

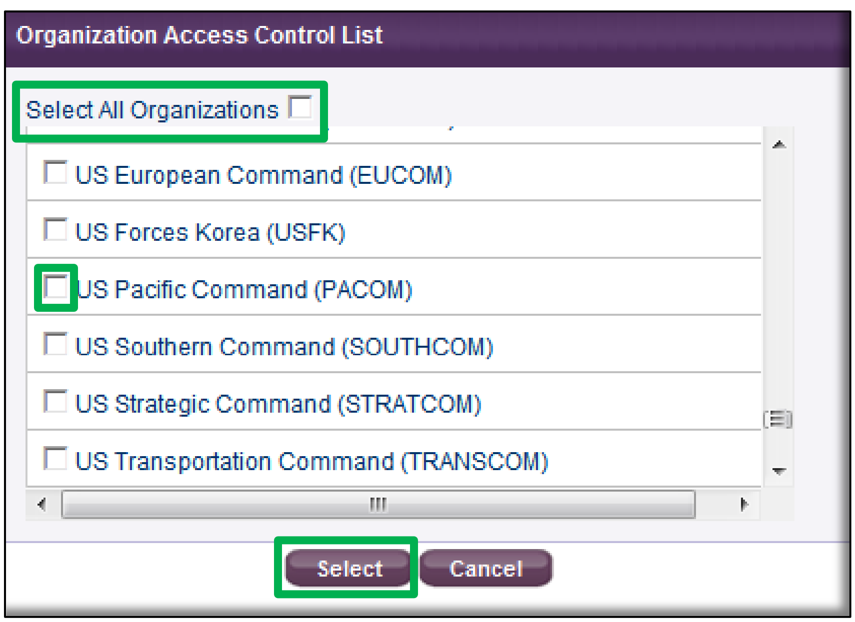


3. The **WS_Course Information** Tab appears and defaults to the **Identifying Info** Tab. Green boxes indicate mandatory fields and are the only required inputs to build a Resident Course in this tab.



a. Select a **Prefix** for the course. Prefixes designate command-specific courses (e.g. PAC for PACOM; NNC for NORAD and USNORTHCOM; EUC for EUCOM, etc).
b. Type a number in the **Course Number** field. The number should be set according to the particular customer command's numbering convention.
c. ***Optional***. Type a suffix in the **Suffix** field.
d. Type a title in the **Course Title** field.
e. ***Optional***. Type a brief description in the **Description** field.
f. In the **Course Mode** box, select Resident for a Resident course or Web Enabled for an online course. Since we are building a Resident course, select Resident.

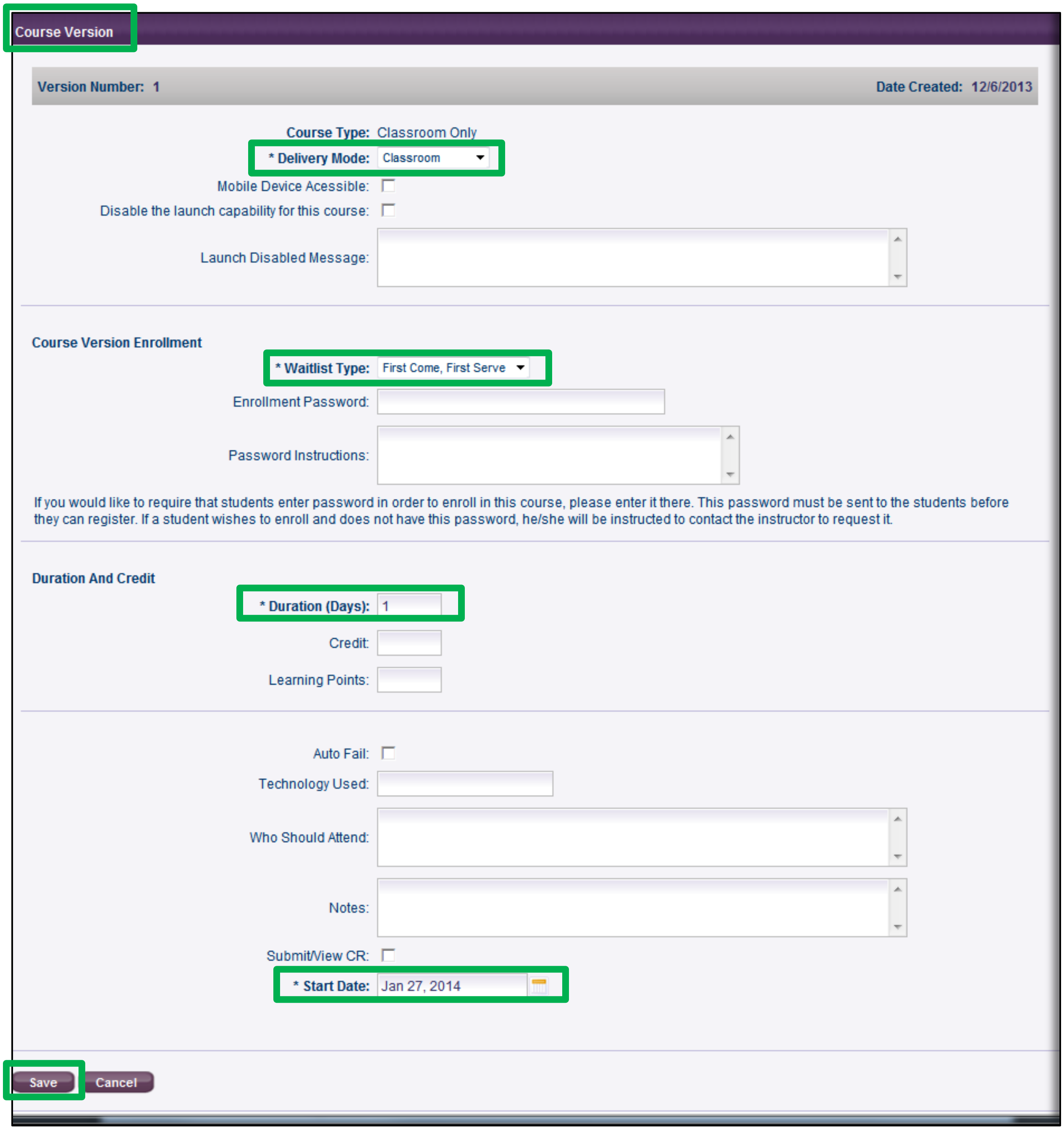
g. ***Optional*****.** Click Add an Objective and type course objectives in the entry box that appears.
h. ***Optional****.* Select an option in the **Career Field**. **Note**: JKO does not use this field.
i. ***Optional.*** Choose a **Completion Certificate.** The default setting is for the JKO certificate. Command-specific certificates may be added to the list by contacting JKO.
j. ***Optional****.* Select **PDS Codes** to add to this course. **Note**: JKO does not use this field.
k. Select **Enrollment Approval** type to be Self-Approval or Manager Approval. Manager approval means the enrollment request sits in a pending status until a Course Manager approves or denies the request.
l. ***Optional****.* Type a number in the **Course Length (Hours)** field. This field is the actual number of classroom or online training hours involved in the course.
m. ***Optional*****.** Select a **Course Survey**. Contact JKO to add new surveys to the list.
n. ***Optional****.* Select Yes or No to allow student to view the **Completion Certificate**.
o. **Organization Access Control List**.
   i. The Access Control options allow you to: Determine which Organizations will be able to see a course (in the Course Catalog); whether or not Unassigned U.S. or Multi-National users will be able to see the course; and whether or not newly created Organizations will automatically be able to see the course.
   ii. Click Select organizations authorized to view course in catalog. A window displays showing all top-level organizations in JKO. If you want all Organizations to be able to see your course, select the checkbox *Select All Organizations.* If you want less than all Organizations to see your course, scroll through the list of Organizations and put a check in the box next to each Organization's name. When you are done, click **Select.** Now, only those Organizations you allowed to see the course will see it in their Course Catalogs.



   iii. The **Unassigned US Personnel** and **Unassigned Multi-national Personnel** parameters are read-only for non-administrator roles; only the Technical Administrator and System Administrator roles may change these parameters.

iv. **New orgs automatically get access to this course.** Checking this box means that any new top-level Organizations created in JKO after you create this course will automatically be able to see your course in their Course Catalogs.

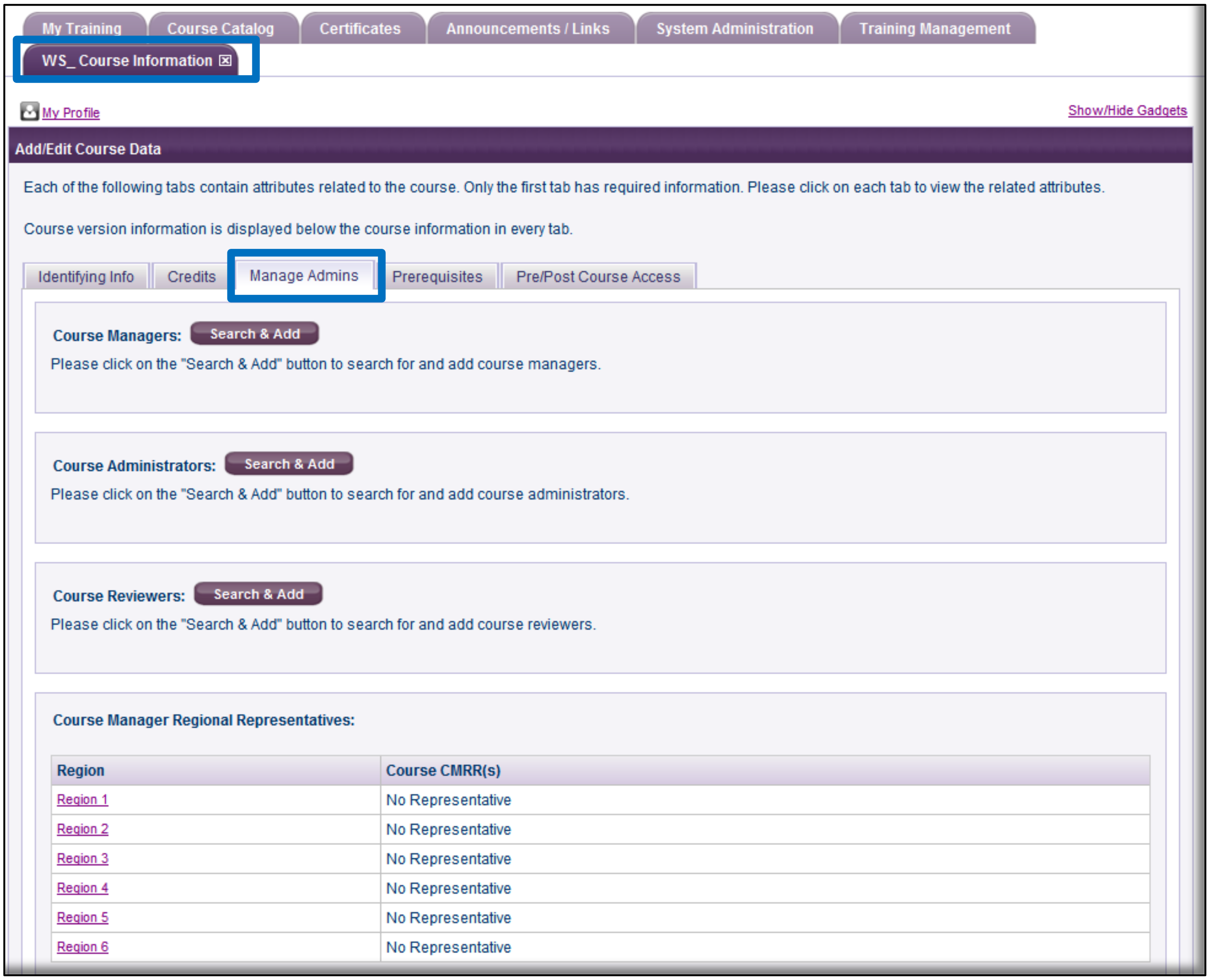
4. Fill in appropriate **Course Version** information and select **Save**. Green boxes indicate mandatory fields and are the only required inputs to build a Resident Course in this section of this tab.



a. Select the **Delivery Mode** and related parameters as follows: Classroom for Resident training; or Self-Paced and Web Enabled for online training.

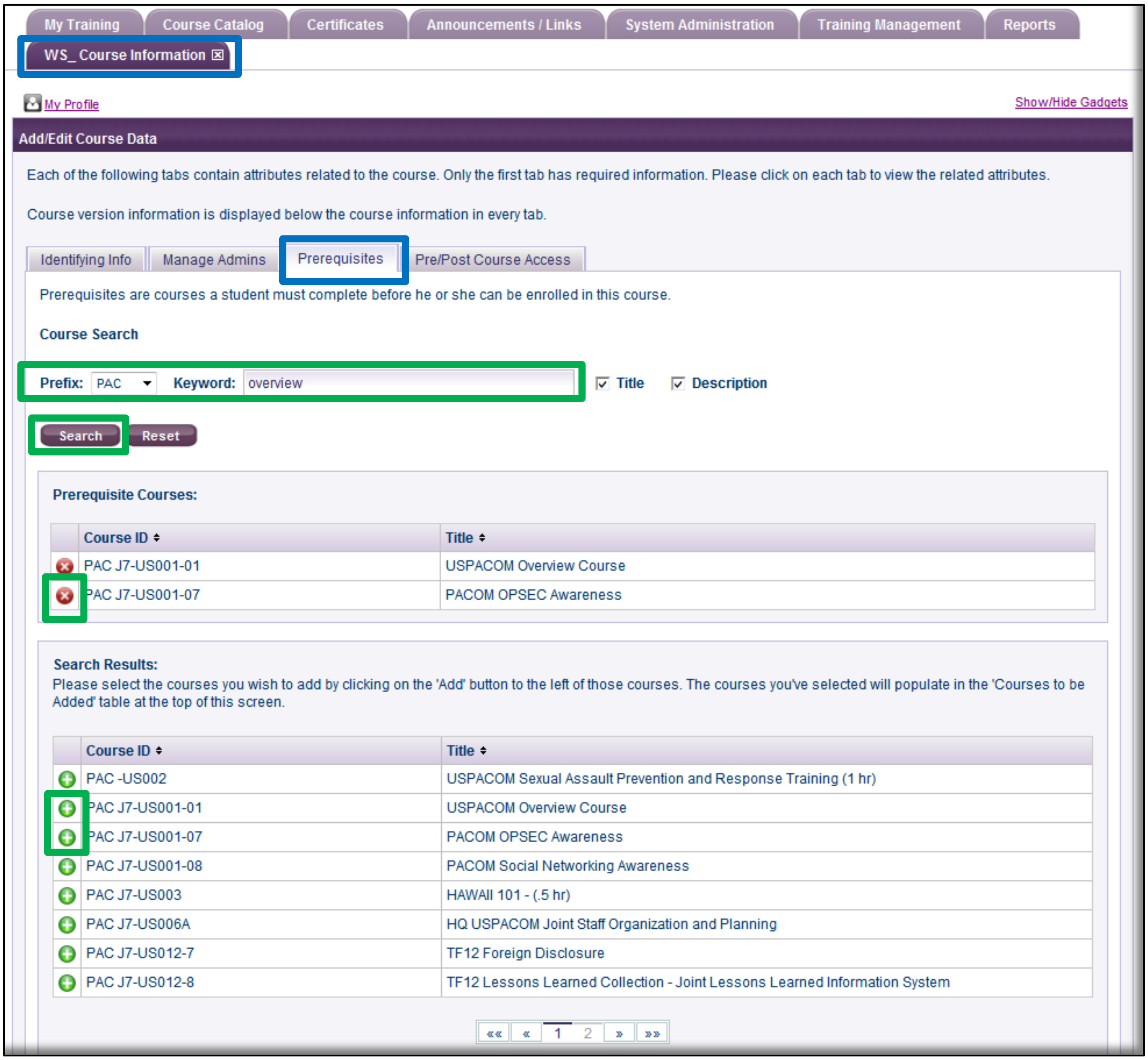
b. ***Optional***. If the course was created to be taken via mobile devices, use the next three options.
c. Select **Waitlist Type** from the following choices:
    i. First Come, First Serve – the student who has been on the Waitlist the longest automatically fills the first available open slot for the course. If there is space, the student will get in.
    ii. Priority – the Course Manager is able to set priorities for students on the Waitlist.
    iii. Not processed – the Course Manager must move and enroll students from the Waitlist manually.
d. ***Optional***. Type a password in the **Enrollment Password** field. Students must enter this password as part of enrolling in the course. This password must be sent to the students before they can register.
e. ***Optional****.* Type instructions in the **Password Instructions** field.
f. Type a course **Duration.** The Duration is the number of days it is expected or allowed for the student to complete the course. For Resident courses, Duration is the length of the course. For online courses, Duration is the amount of time allotted for the student to complete the online course. The default value is 30 days.
g. ***Optional*****.** Type in a number in the **Credits** field. Continuing Education Credits may be assigned to courses as desired by the course owner.
h. ***Optional*****.** Type in a number in the **Learning Points** field. Learning Points may be assigned to courses as desired by the course owner.
i. ***Optional****.* Auto Fail. **Note**: JKO does not use this field.
j. ***Optional****.* Technology Used. **Note**: JKO does not use this field.
k. ***Optional.*** Who Should Attend.
l. ***Optional.*** Notes. **Note**: JKO does not use this field.
m. ***Optional.*** Submit/View CR. **Note**: JKO does not use this field.
n. Enter a **Start Date.** This is the date the course will start showing in the Catalog, not the Start Date of the course.
o. Select **Save** when complete.

5. ***Optional**.* Select the **Manage Admins** Tab to add Course Managers, Administrators, and Reviewers. One or more privileged users may be assigned to manage the course. Users with the LCMS roles of Training Coordinator, Training Manager, and Course Manager populate the availability list for this function. (JKO does not use the following functions: Course Administrators, Course Reviewers, or Course Manager Regional Representatives.) When a User's name is designated a Course Manager or Course Administrator, this course will populate their **Courses I Teach/Manage/Administer Gadget.**

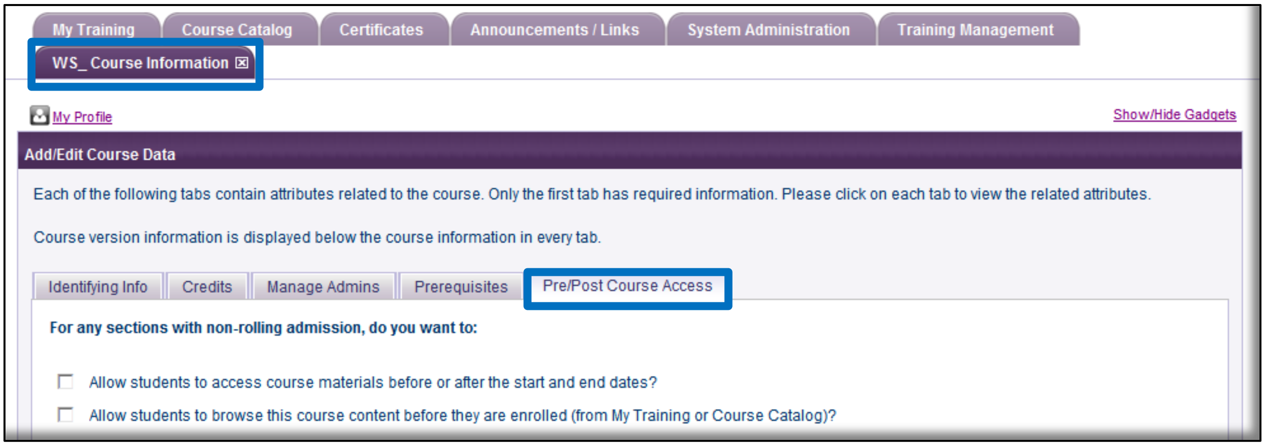


6. *Optional.* Select the **Prerequisites** Tab to assign any courses the student must take prior to enrolling in this course. The system automatically notifies the student of the prerequisite when s/he attempts to enroll in this course. You must select a **Prefix** and then select the **Search** button**.** In the Search Results, click the **Add icon ( )** to the left of your choice to add that course as a prerequisite. For more detailed results, choose a **Keyword** prior to selecting **Search.**

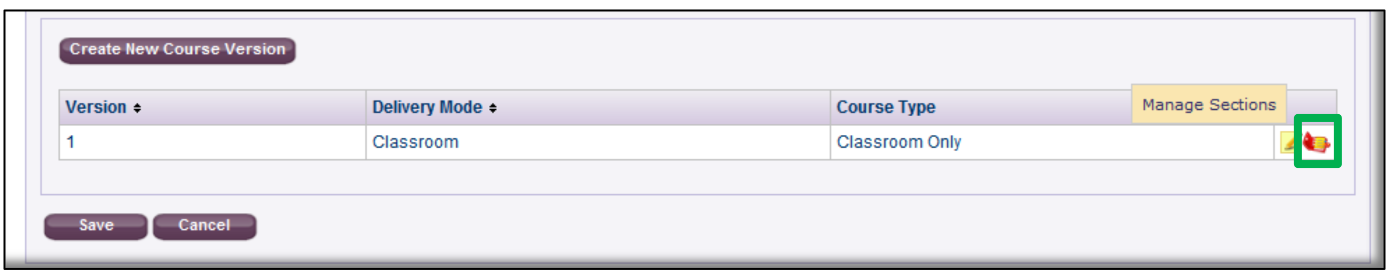
   Click the **Delete icon ( )** for an existing prerequisite to delete it from the list.



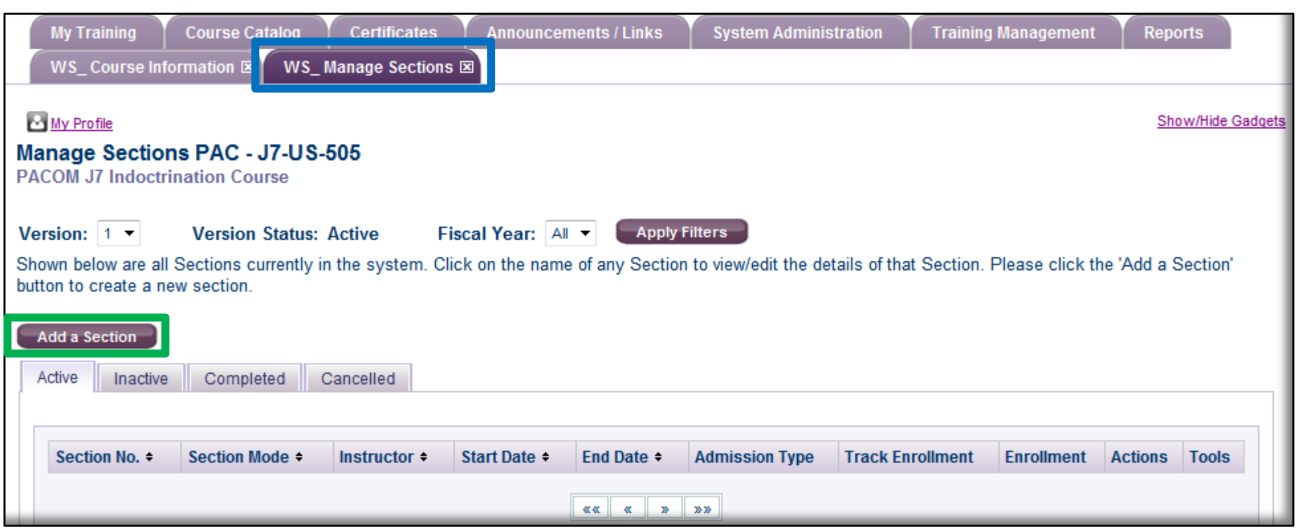
7. ***Optional***. Select the **Pre/Post Course Access** Tab to enable student access to course materials and browsing. The default setting is No. After all selections, Select **Save** at bottom of page**.**



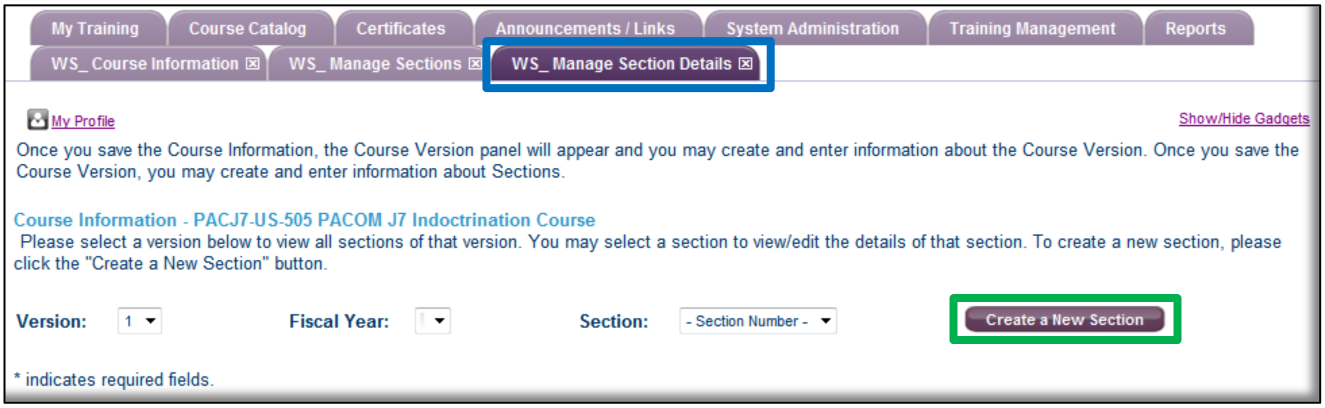
8. Create a **Section**. There must be an active section for students to be able to be enrolled in the course. Select the **Manage Sections icon (** **)** to create your first section.



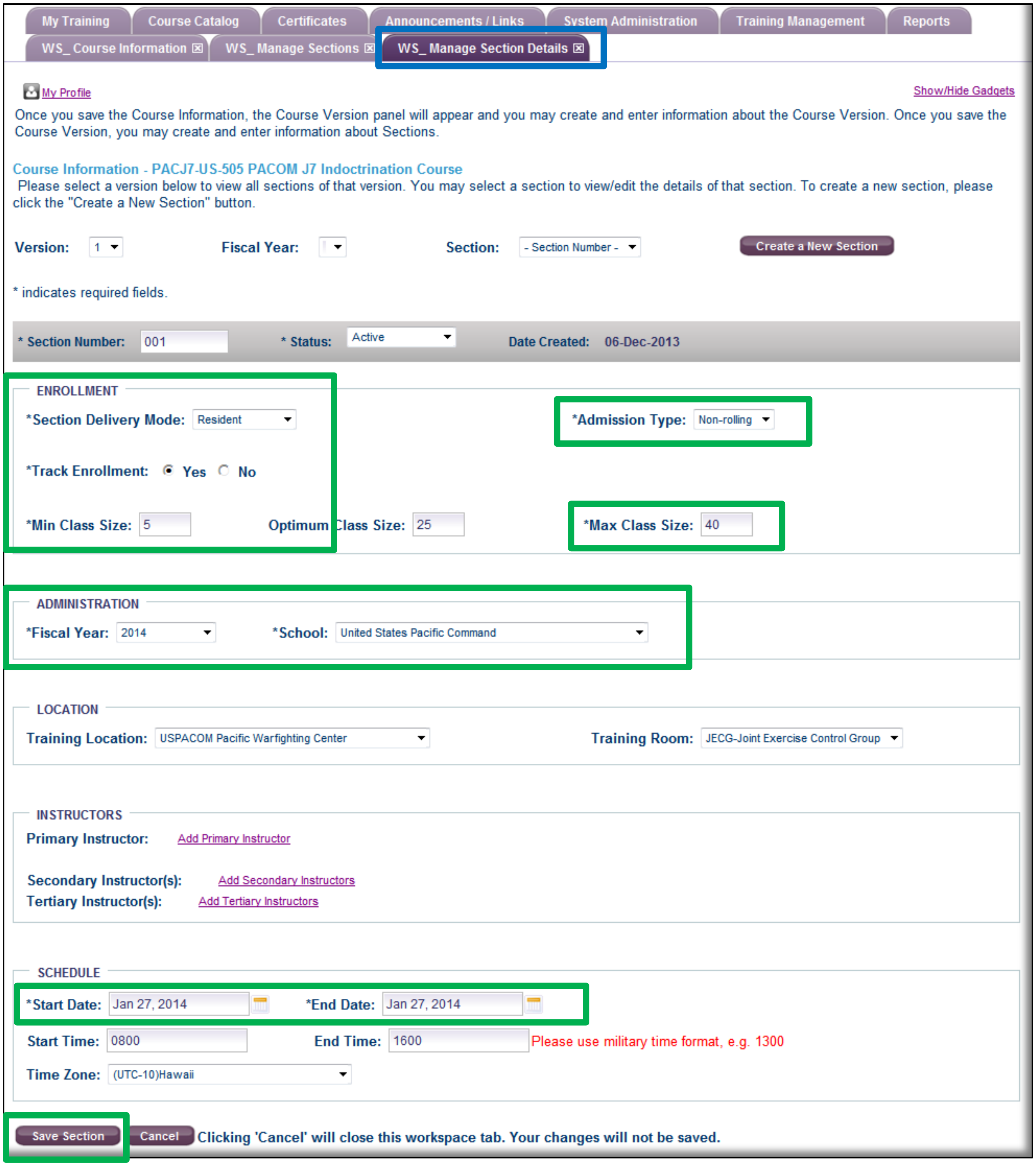
9. In the **WS_Manage Sections** Tab, select **Add a Section**.



10. In the **WS_Manage Section Details** Tab, select **Create a New Section**. After you create a section, it will be listed here. As this is your first section, there are no other sections displayed.



11. The **WS_Manage Section Details** Tab expands and requires you to input mandatory information. You have the option to input optional information. Once complete, select **Save Section** at bottom of page.



a. Select a **Section Delivery Mode**. As this is a Resident course, Resident is the only option.
b. Select an **Admission Type:**
    i. **Rolling**: For the duration of the section, students may enroll automatically in available slots as soon as they become available (i.e. when a student graduates and opens a slot in the class), provided there is enough time left in the section to complete the course work (i.e. the course duration fits in the time remaining in the section).
    ii. **Non-rolling**: Once the enrollment reaches the maximum seats allotted, Students may not join the class once the section begins without instructor or course manager action to enroll them. <u>Resident courses use this admission type.</u>

c. Select **Track Enrollment**. This allows a privileged user to see how many students are enrolled in a section.

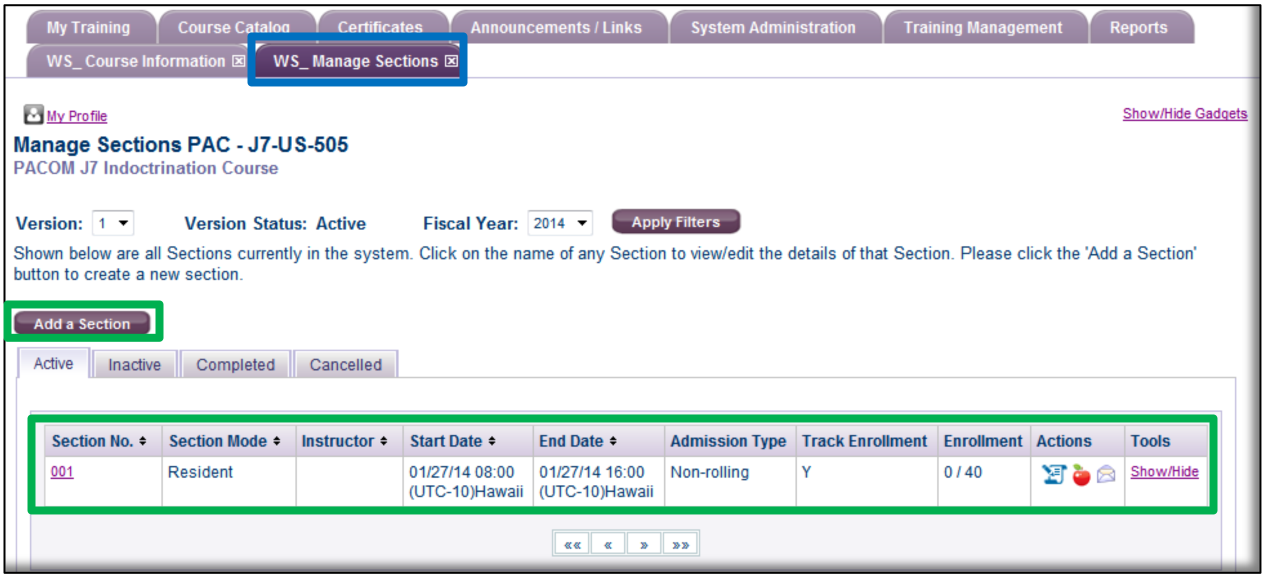
d. Select **Minimum and Maximum Class Size**. **Optimum Class** size is *Optional*.

e. Select a **Fiscal Year**.

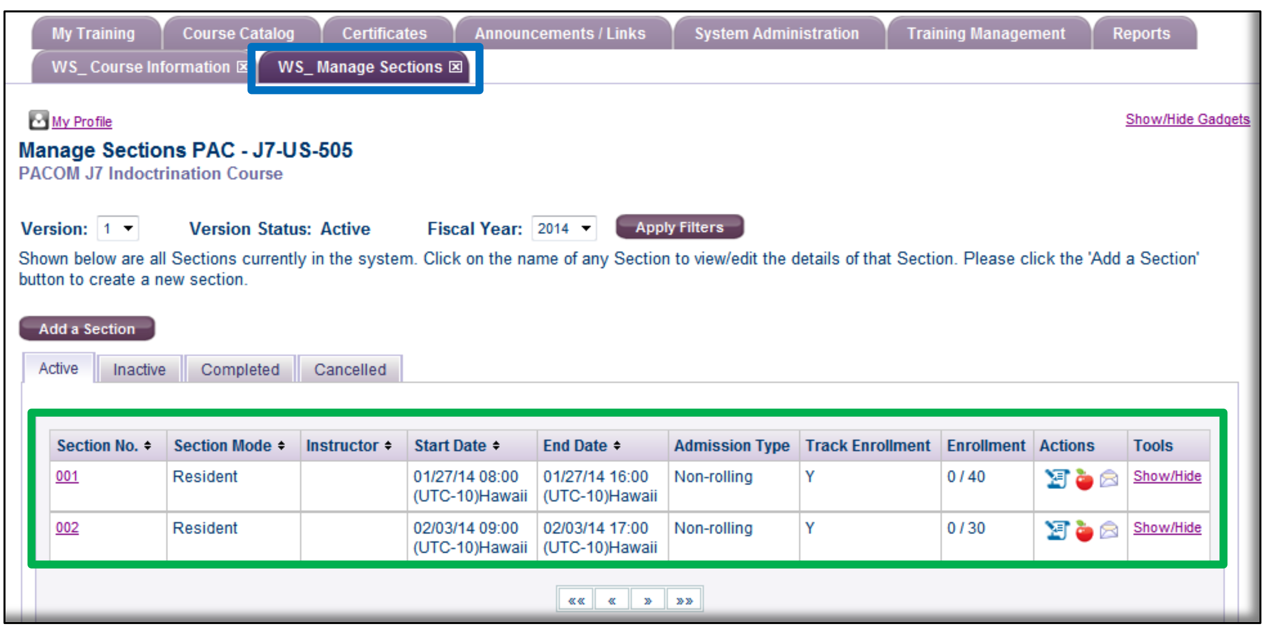
f. Select a **School**. This item will generally be the user's organization name.

g. ***Optional***. For a **Resident** section, select **Training Location** and **Training Room**. The Training Location drop-down menu shows all locations in the system. Once a location is selected, the Training Room drop-down menu populates and shows all rooms in that location. It is permissible to have a location but no room. ***Note: Training Locations and Rooms must be created prior to this step in the Section-creation process in order to populate in the drop-down menus above.*** To create a **Training Location** and **Training Room**, see Section 7.4.
h. ***Optional***. Assign primary, secondary, or tertiary **Instructors.** Click the link for the category of instructor desired. An *Instructor Search* window opens. Search by name or view the list of all eligible personnel by searching with the Name fields empty. Click **Add** for the desired Instructor. The window closes and the Instructor name is listed in the Instructor field. For the Instructor you designate, this course will now appear in his **Courses I Teach/Manage/Administer Gadget.**
i. Select a **Start Date** and an **End Date** using the **Calendar icon ( )** for each field. **Note**: There is a relationship between the course duration and a section end date. For a student to be able to enroll in the section, the course duration must fit in the remaining time for the section. So, for example, the system will not let students enroll in a section with four days remaining to the end date if the course duration is five days.
j. ***Optional***. For a **Resident** section, set **Start Time** and **End Time** for the classroom sessions.
k. Select **Save Section**.

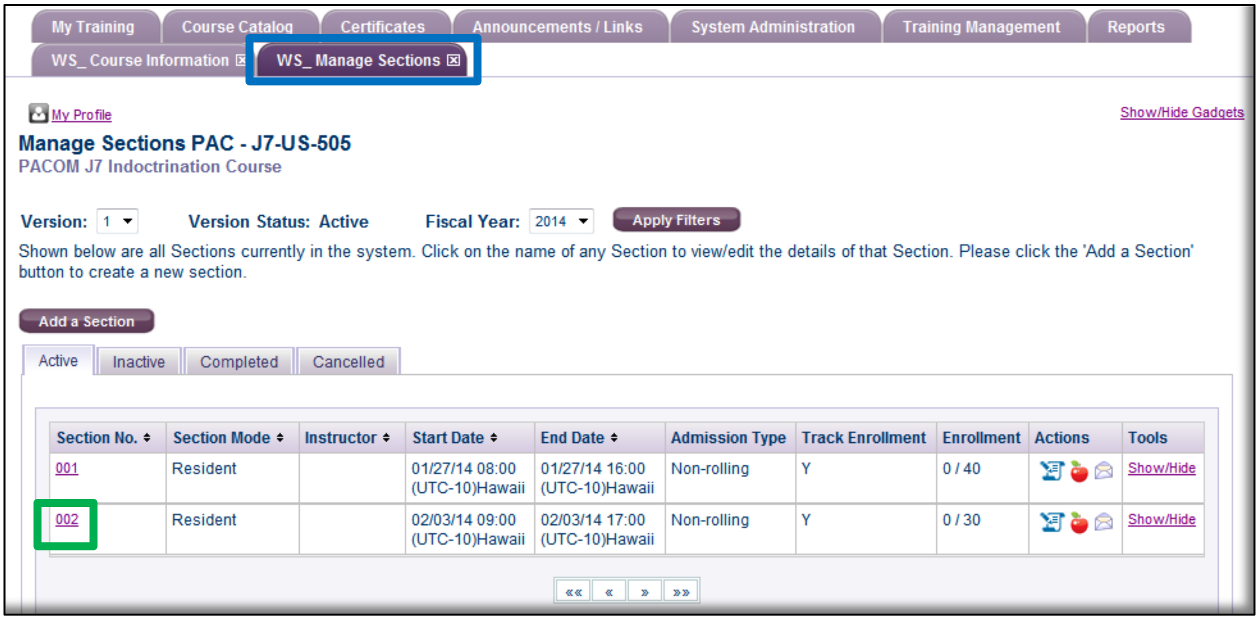
After you select **Save Section** (above), your saved section displays in the **WS_Manage Sections** Tab as shown below. Create another section for an additional class at a different time and location by selecting **Add a Section**. Repeat actions in Steps 10 and 11 above to add a new section.



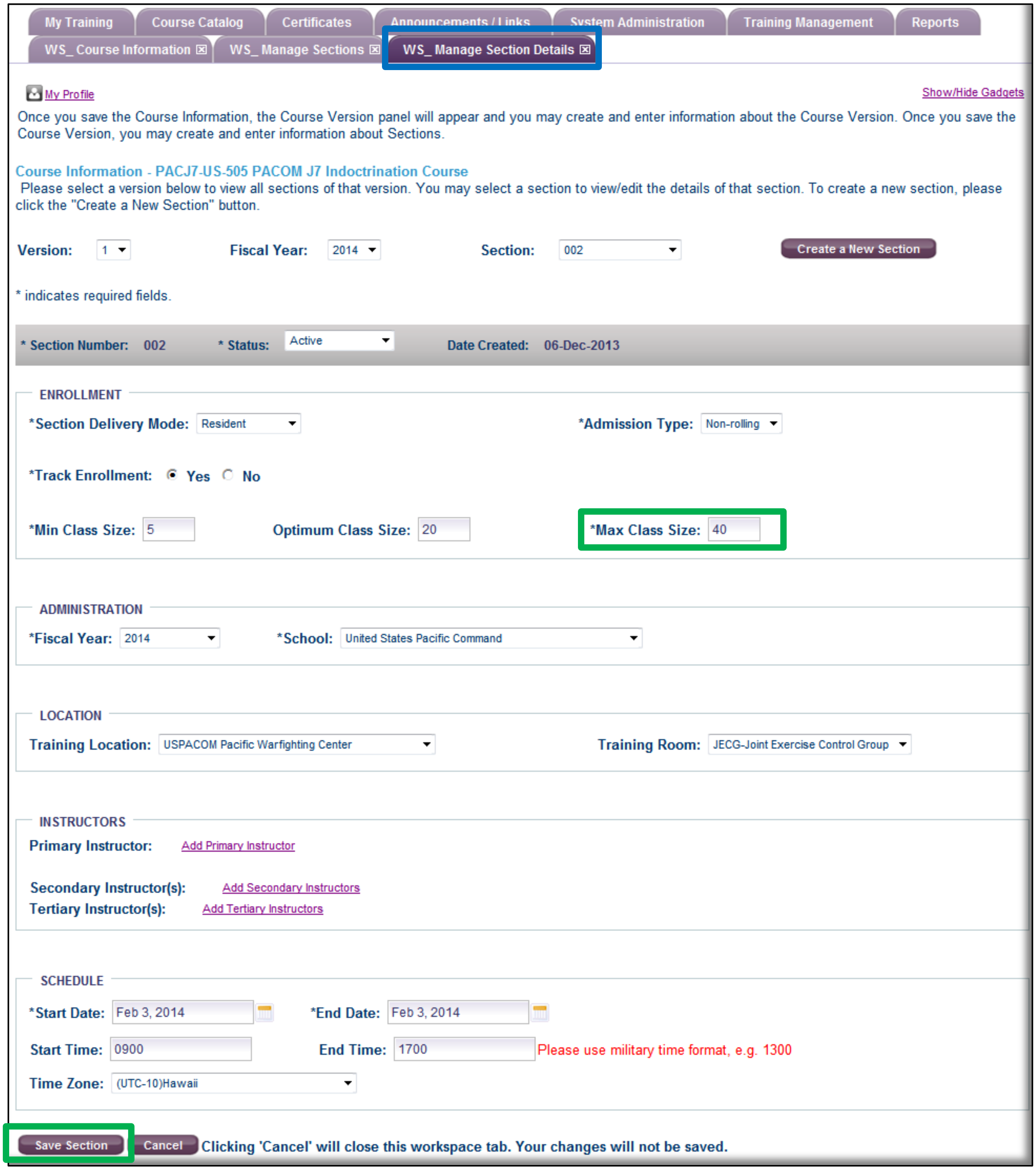
When you have completed creating a second section, both sections display as shown below.



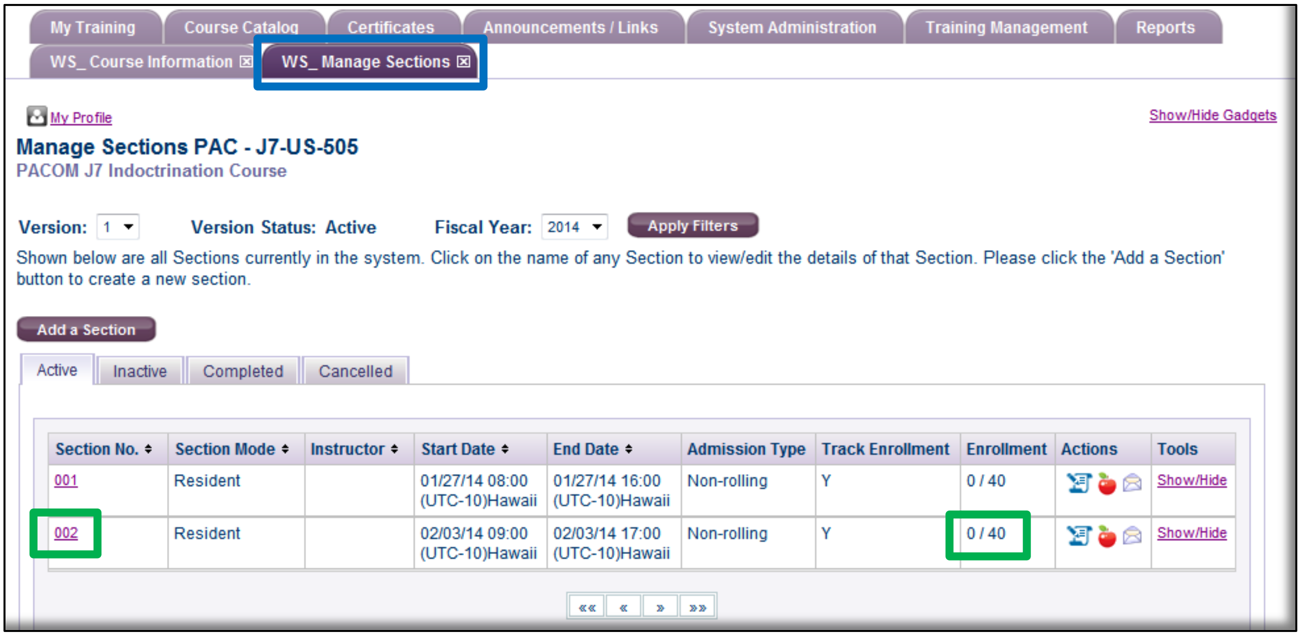
12. ***Optional***. Edit a section. In the **WS_Manage Sections** Tab, click on the Section Number.



In the **WS_Manage Section Details** Tab, make any changes to the section and select **Save Section**. In this example, **Max Class Size** has been changed from 30 to 40.



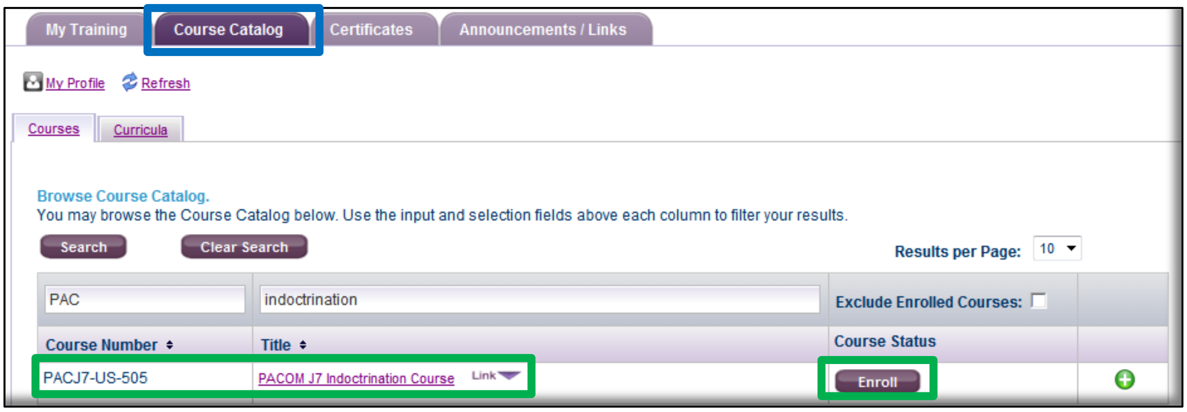
Section information is now updated to reflect 40 as the maximum class size.



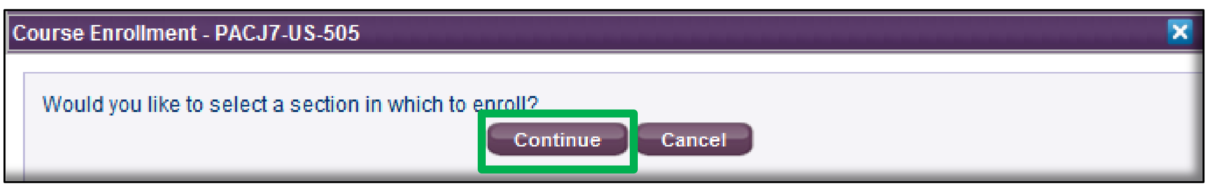
USER EXPERIENCE ENROLLING IN THE COURSE YOU JUST CREATED

A student will perform the following actions to enroll in the course:

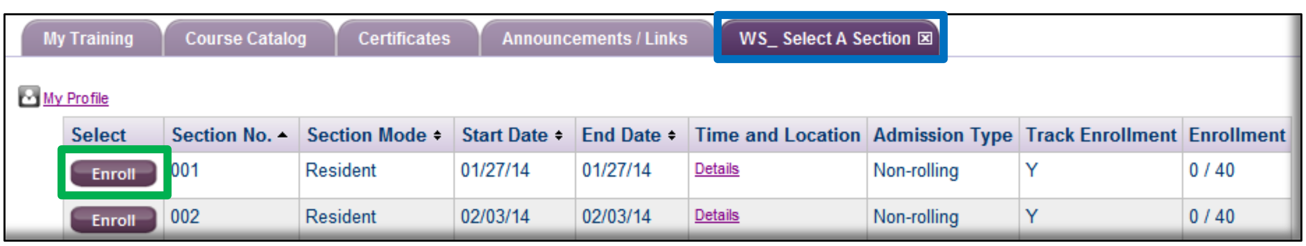
1. Search for and **Enroll** in the course from the **Course Catalog** Tab.



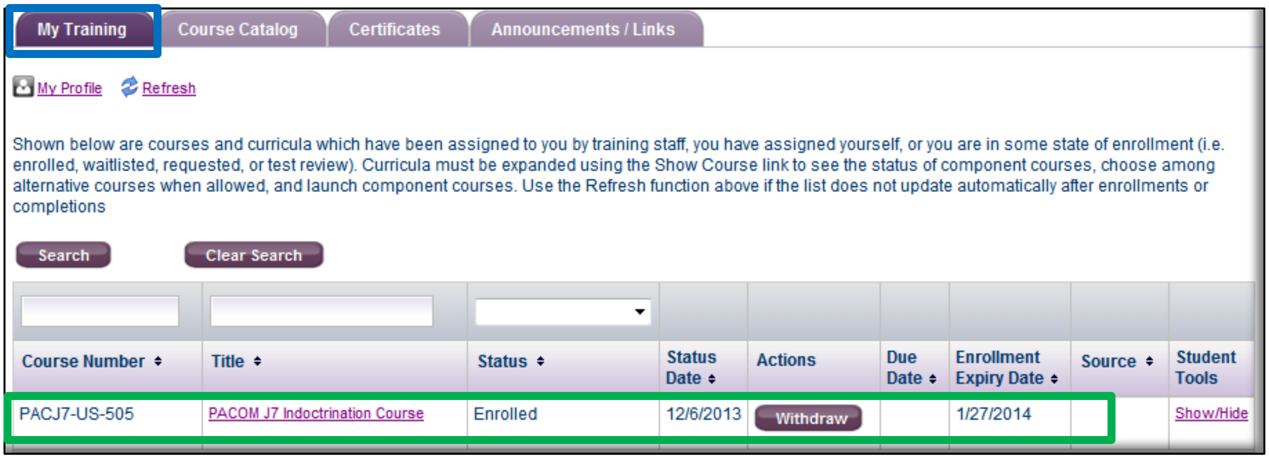
2. Select **Continue** to select a Section to enroll in.



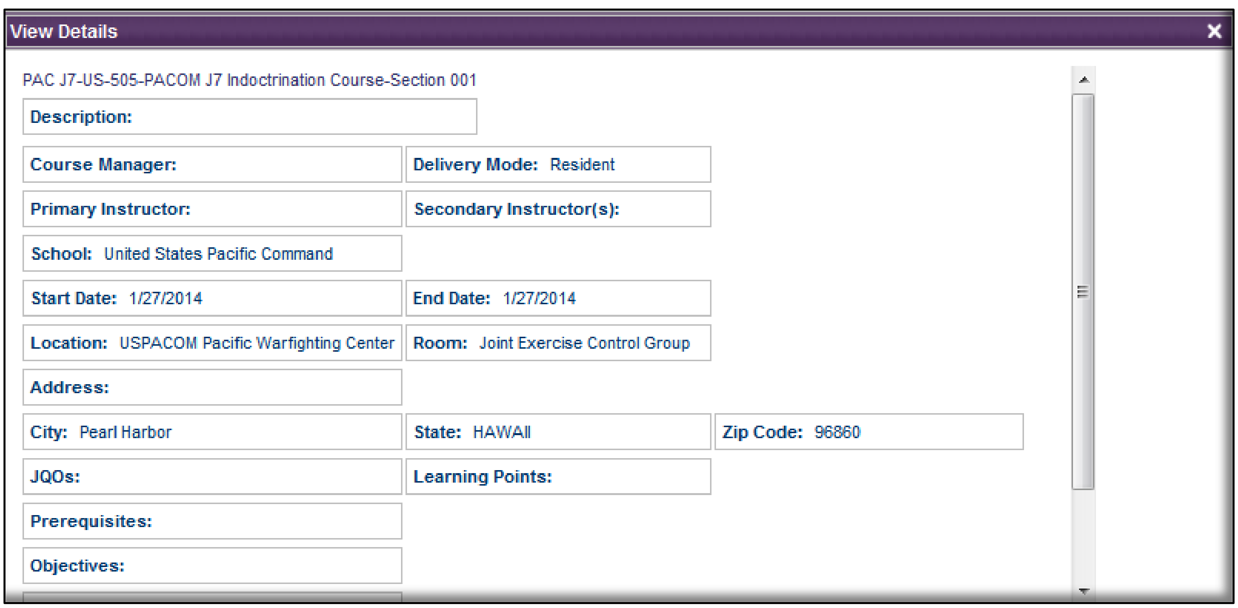
3. Enroll in the Section of his/her choice.



The course now appears in the course listing in the student's **My Training** Tab.



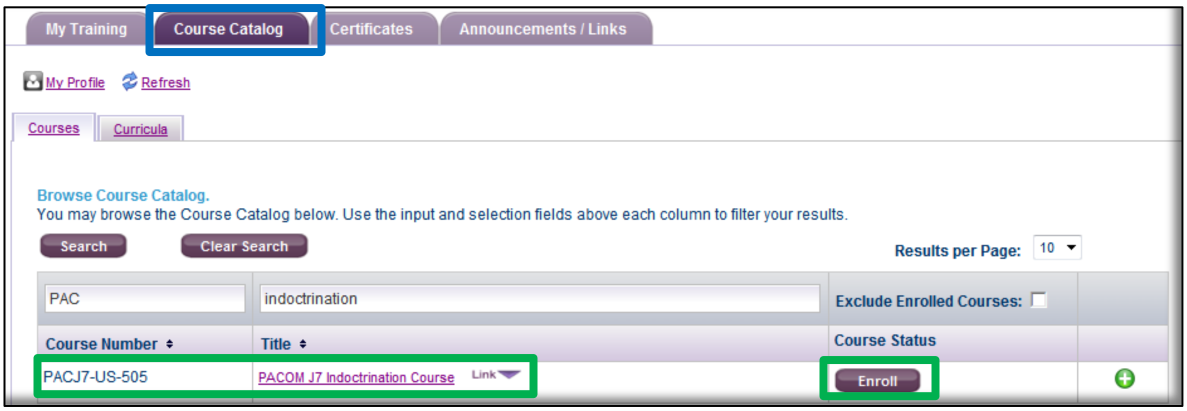
4. Additional Course details are available when selecting the course **Title.**



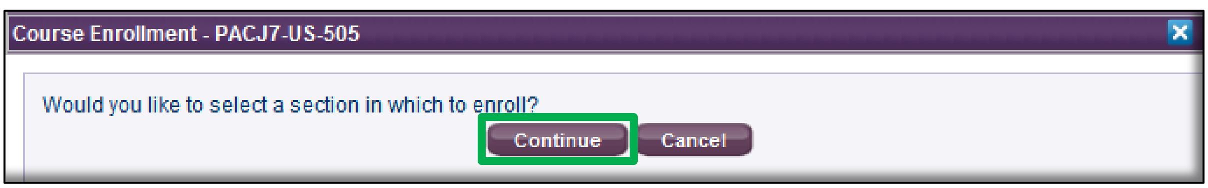
STUDENT EXPERIENCE WHEN ATTEMPTING TO ENROLL IN A SECTION THAT IS FULL

A student will encounter the following when attempting to enroll in a section that is full:

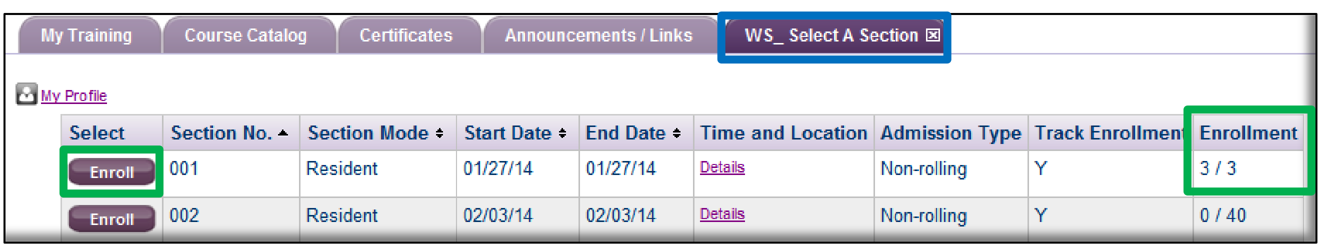
1. Search for and Enroll in the course from the **Course Catalog** Tab.



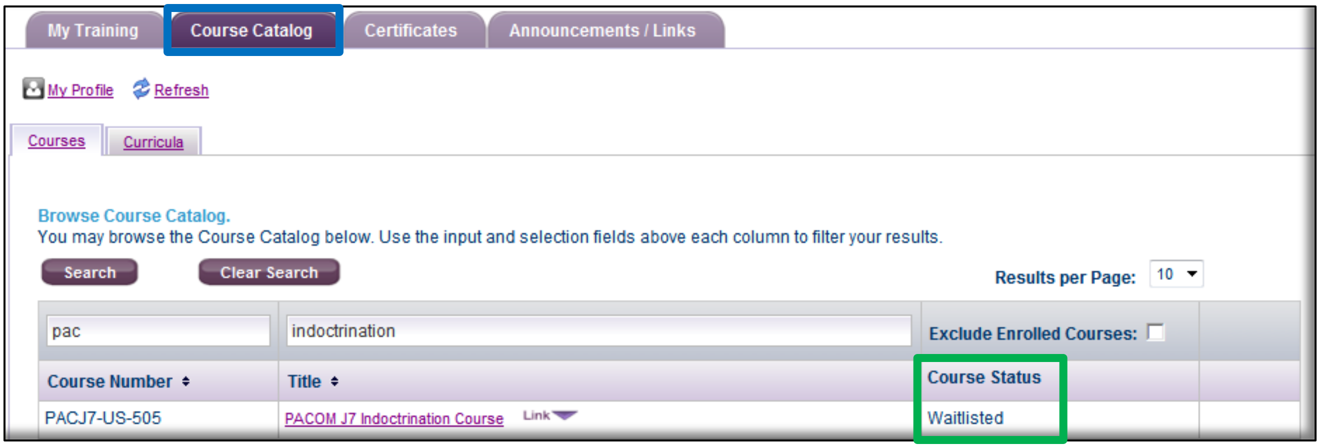
2. Select **Continue** to select a Section to enroll in.



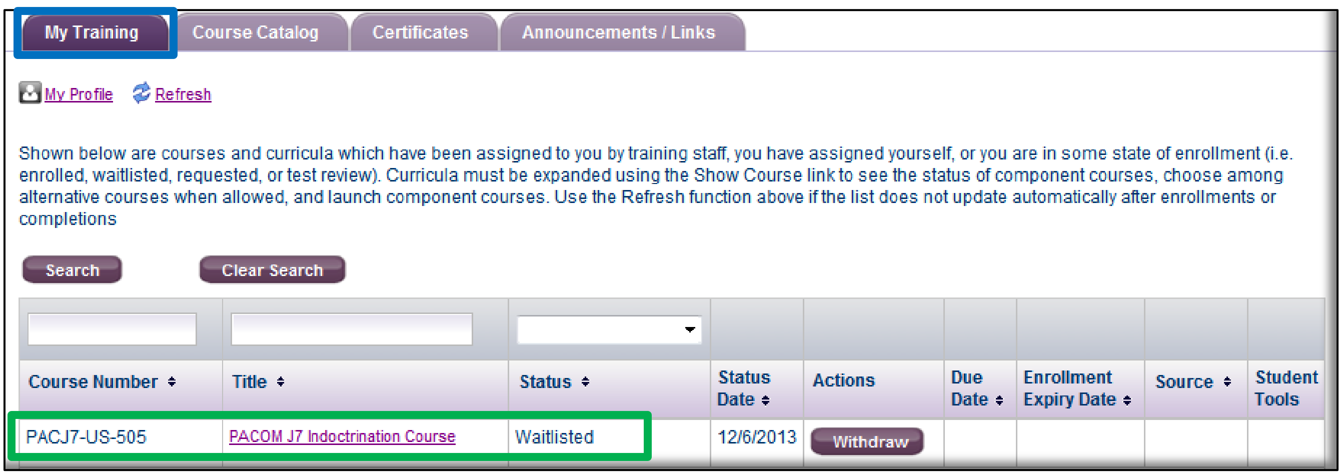
3. **Enroll** in Section 1. Notice Enrollment is full: 3/3.



4. Course Status changes to **Waitlisted**.



5. In the course listing in the student's **My Training** Tab, the course is shown as **Waitlisted**.



6. The student receives an email from JKO stating s/he is on the **Waitlist** for this course.

   Dear JASON BOURNE:

   This email is to notify you that you have been placed on a waitlist for this course. You will be notified via another email when you have been enrolled.

   Enrollment Information
   PACJ7-US-505 PACOM J7 Indoctrination Course - Section - 001
   Course Start Date: 27-Jan-2014
   Course End Date: 27-Jan-2014
   Course Time: 08:00 - 16:00 (UTC-10)Hawaii
   Course Location: USPACOM Pacific Warfighting Center - Joint Exercise Control Group - JECG

   Help Desk Information:
   JKOHelpDesk@jten.mil
   (757)203-5654
   (757)203-5654
   668-5654(DSN)
   Hours 0700-1900 Mon-Fri EST

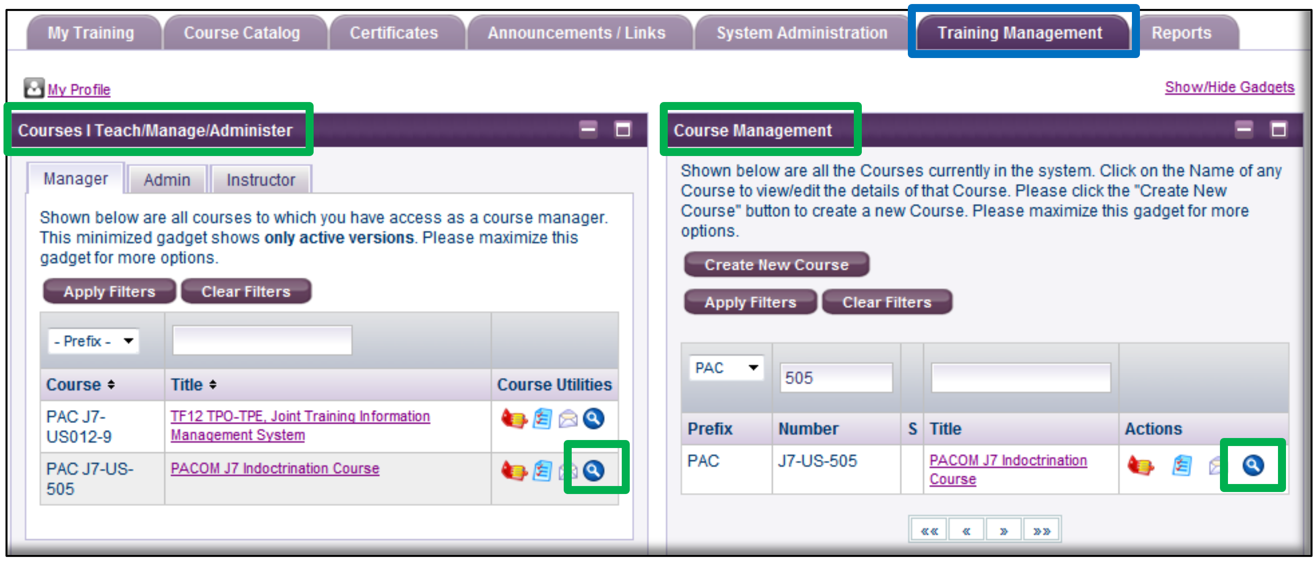
PRIVILEGED USER EXPERIENCE

You can move a student from **Waitlist** status to **Enrolled** status. **Note:** There is more than one way to perform this task. The following pages will describe two ways to accomplish this.

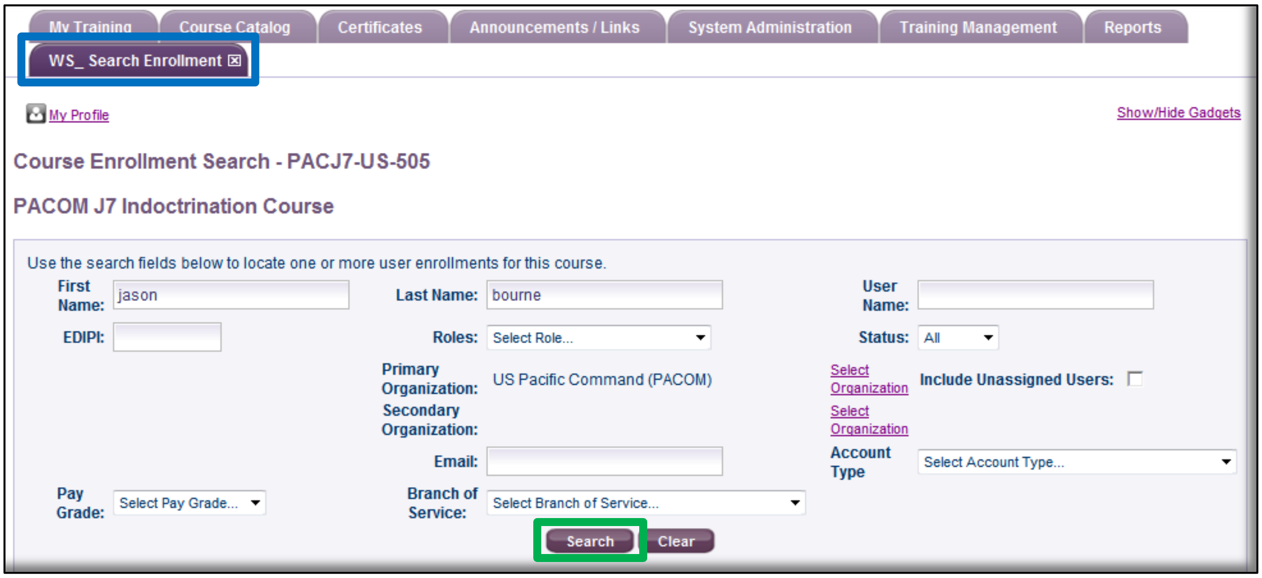
Option 1

1. Go to the **Course Management** Gadget in the **Training Management** Tab. Locate the desired course using any of the Search fields. Select the **Search Enrollment icon ( )**.

   Note: If the privileged user has been designated an Instructor or Course Manager, the course will also display under the **Courses I Teach/Manager/Administer** gadget. The functionality is exactly the same and the privileged user can do this in either gadget.

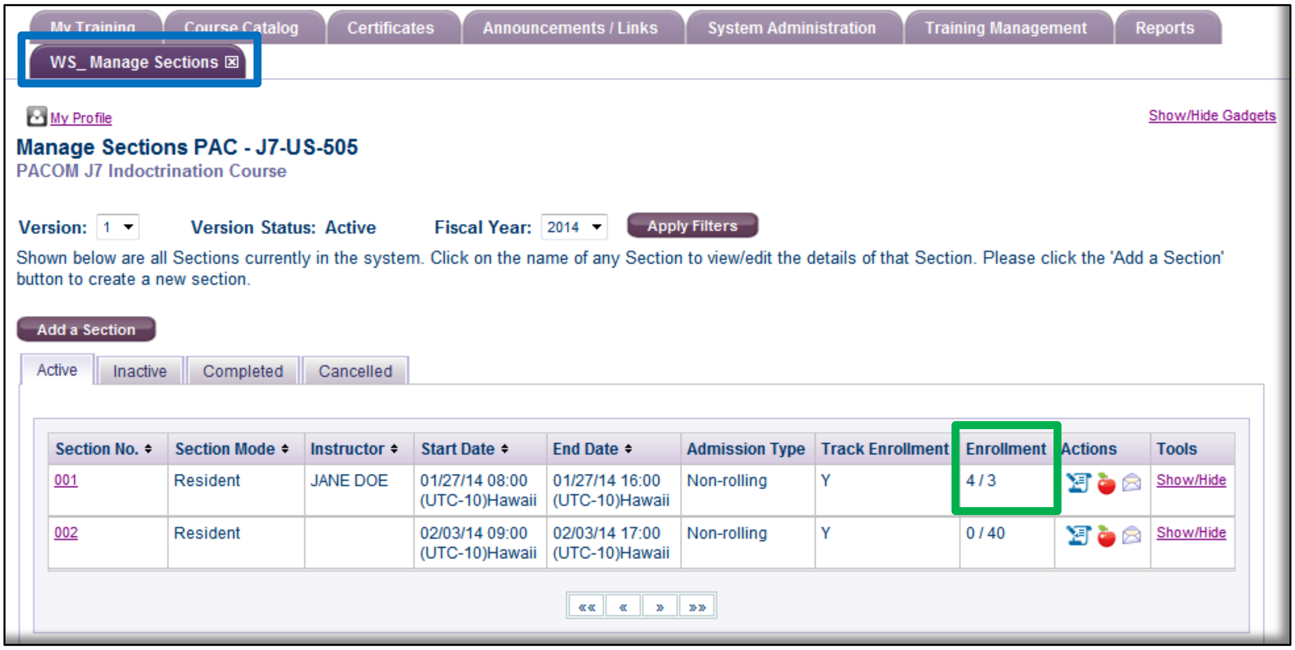


2. In the **WS_Search Enrollment** Tab, search for the student by using his name or other identifying information, enter it in the search field(s) and select **Search**. For a complete list of student enrollment, leave all fields blank and select **Search**.



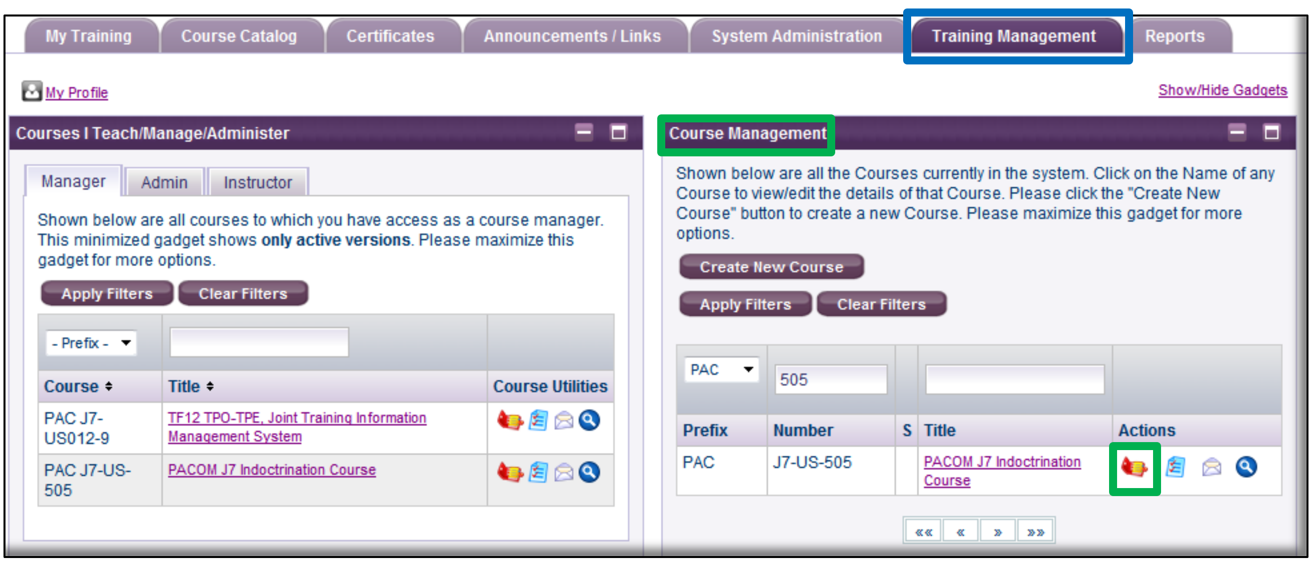
A complete record of student enrollment generates in the **Search Results**. Under the **Roster Status** column, you can identify the Waitlisted student(s). To manually enroll the Waitlisted student, select the **Re-enroll icon ( )** in the far right column. **Note:** To filter to show only Waitlisted students, select the Roster Status drop-down menu and select **Waitlisted** and **Apply Filter**. Only Waitlisted students will display.

3. In the **WS_Manage Sections** Tab, the Enrollment column now reflects the fourth person enrolled. The newly enrolled student also receives an Enrollment Notification email.

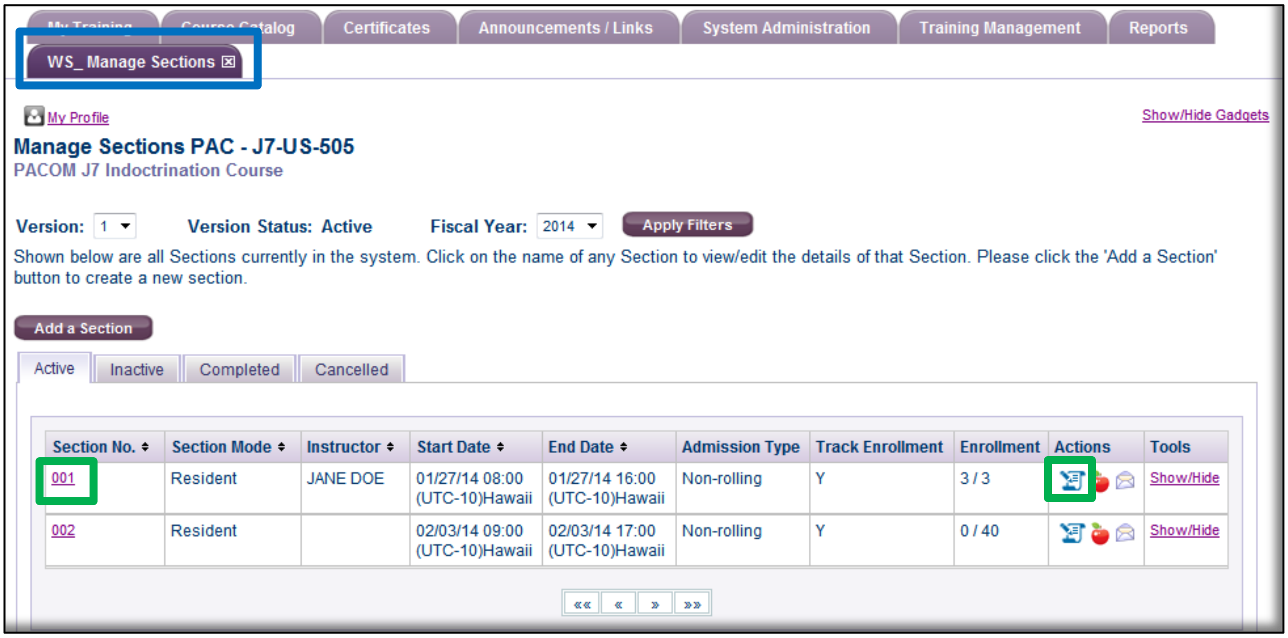


Option 2

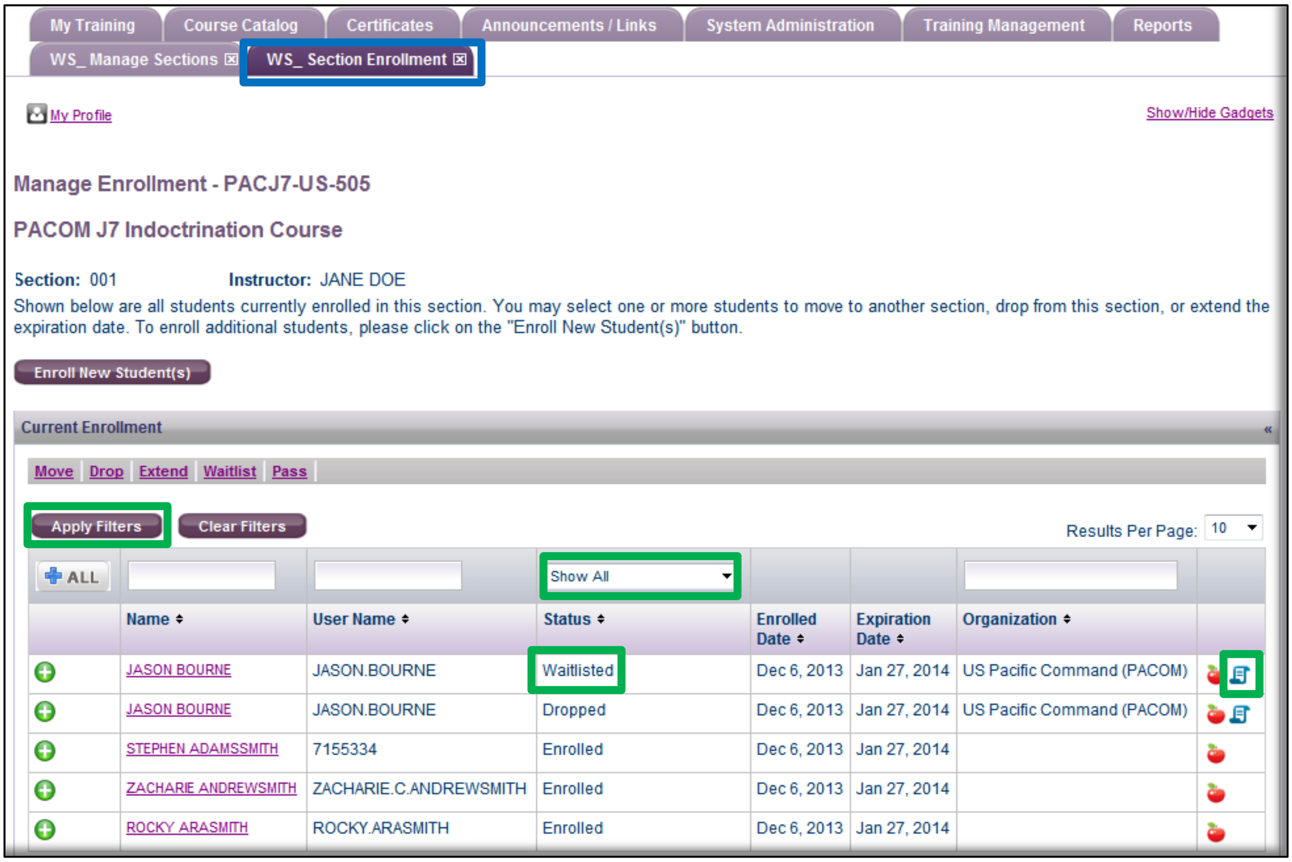
1. Go to the **Course Management** Gadget in the **Training Management** Tab. Select the **Manage Sections icon (**  **)**.



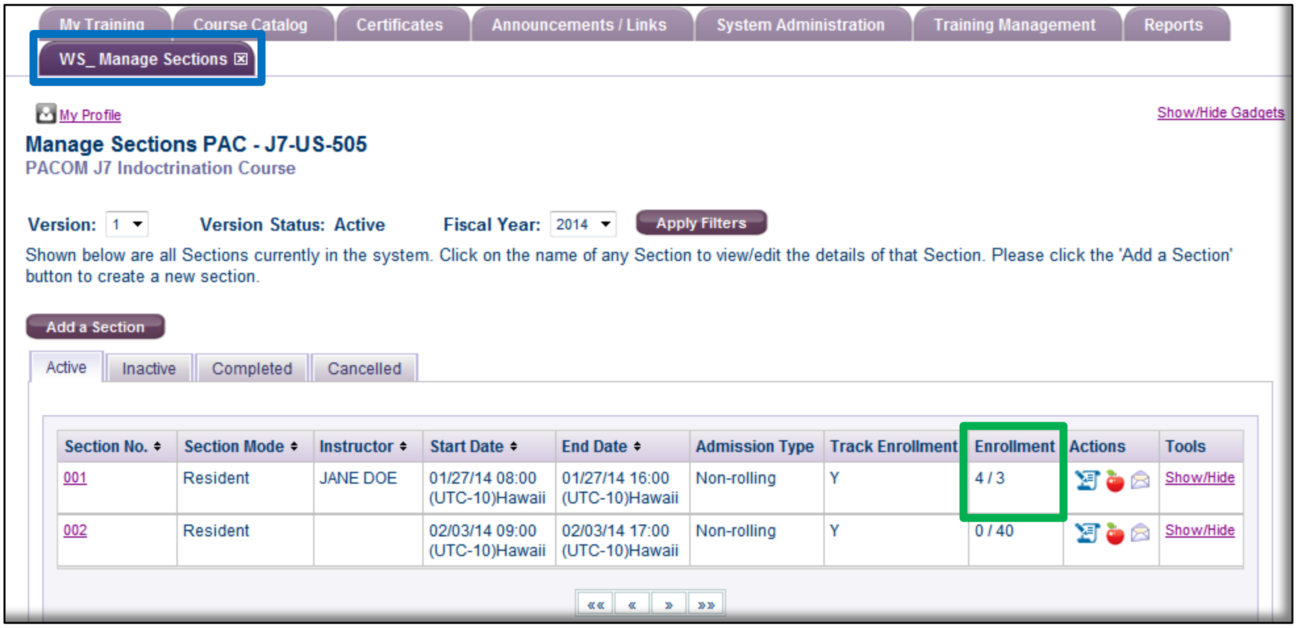
2. In the **WS_Manage Sections** Tab, select the **Manage Enrollment icon (**  **)** of the section that you want to work in.



3. In the **WS_Section Enrollment** Tab, select *Show All* from the **Status** dropdown menu and then **Apply Filters**. A complete list of student enrollment in that section will display. Under the **Status** column, you can identify the Waitlisted student(s). To manually enroll the Waitlisted student, select the **Re-enroll icon (**  **)** in the far right column. The student's status will change from **Waitlisted** to **Enrolled**.



4. Select the **WS_Manage Sections** Tab at the top of the page to view the enrollment changes to the section. The Enrollment column reflects the fourth person enrolled. The newly enrolled student also receives an Enrollment Notification email.



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APPENDIX B. Obtain a JKO Username and Password

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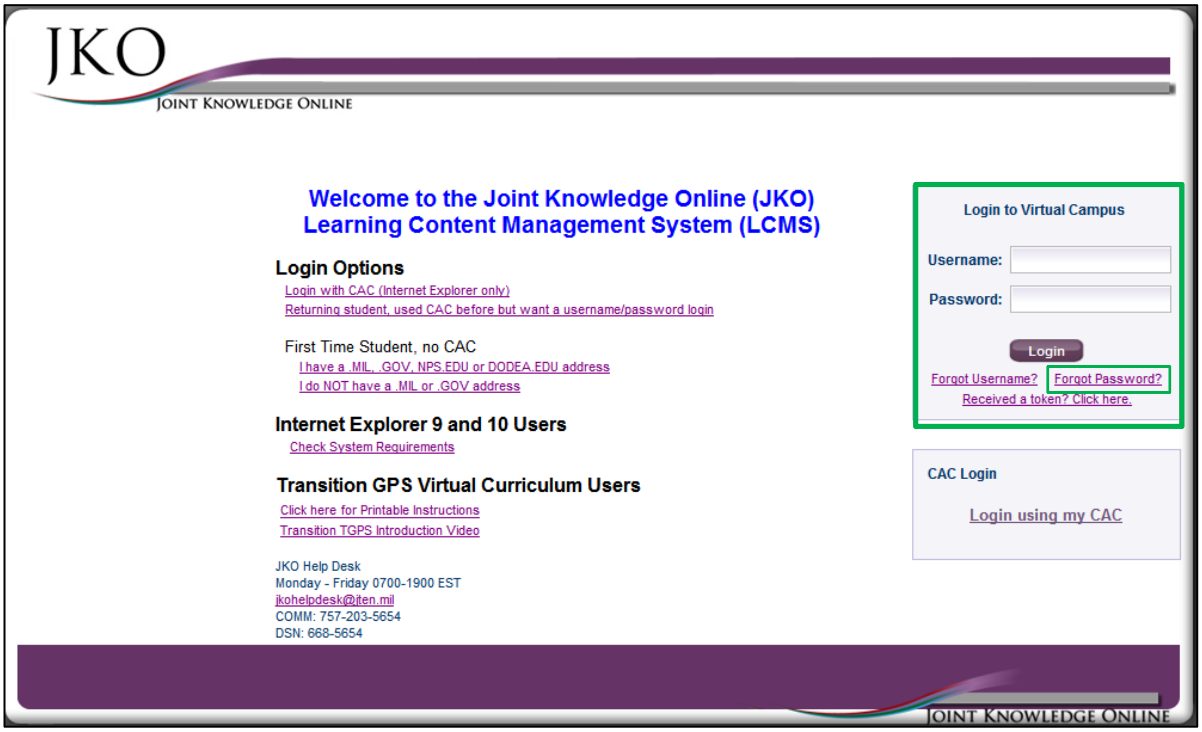
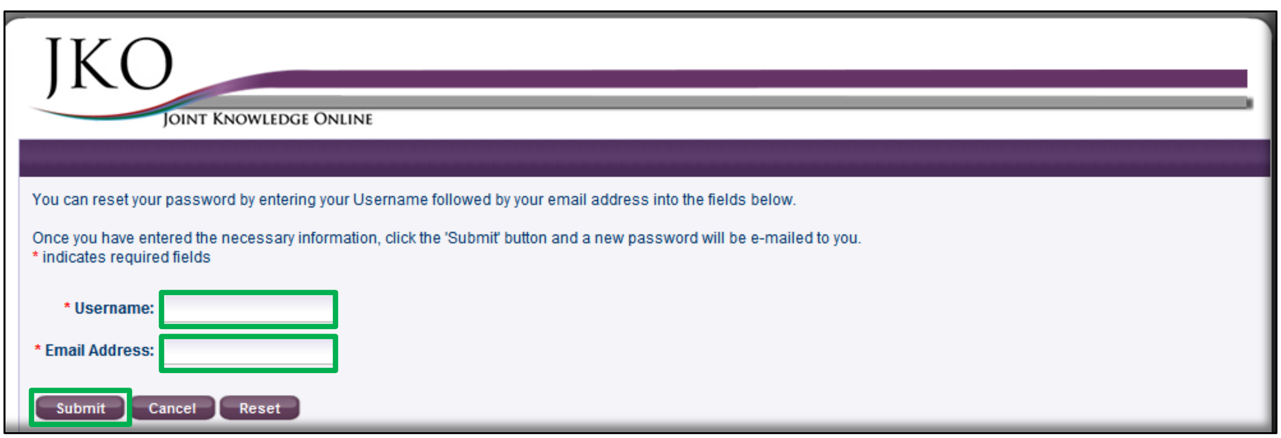
FOR USERS WHO HAVE AN EXISTING JKO ACCOUNT:

1. Log on to JKO at https://jkodirect.jten.mil and click OK on the DoD Warning Banner. Within the Login to Virtual Campus area of the LCMS Login Page, click the Forgot Password? link.

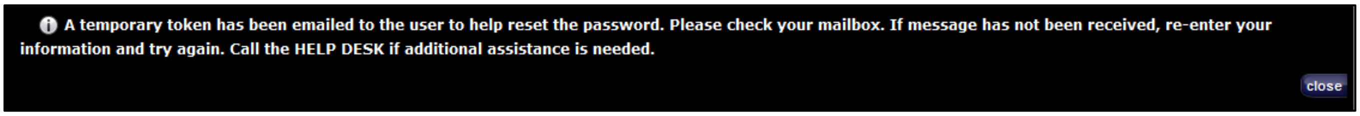


2. Enter your JKO Username and Email address. Select **Submit.**

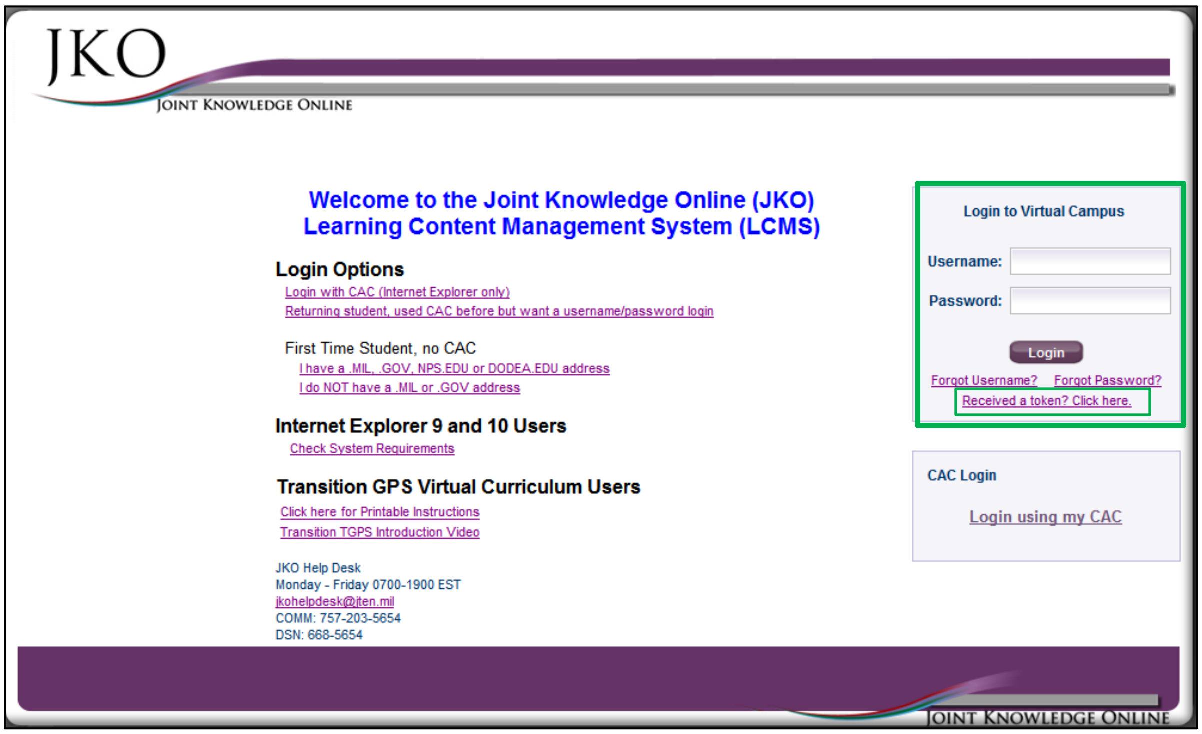


Important: The email address used must match the Business Email address within your LMS Profile. Users can update their LMS profile for either their work or home email address. All LMS system generated emails are sent to this email address. These emails will contain Tokens, course enrollment, and course graduation notices.

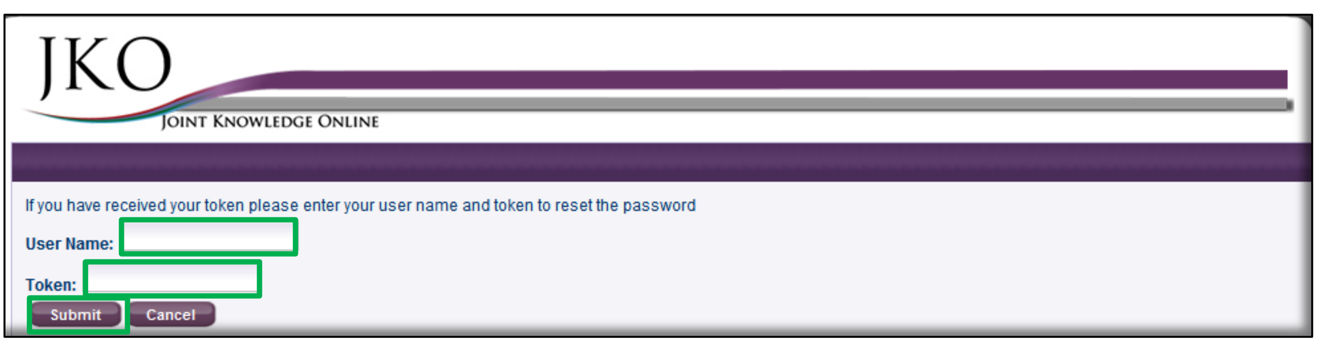
3. The system will inform the User that a temporary Token has been emailed to them. The Token is a one-time use tool that allows the User to reset or create their password to something they can easily remember. The Token is only valid for 24 hours from time of issuance. The Token is emailed to the Business Email address from the User's LMS profile.



4. Upon receipt of the System Generated email containing the Token, return to the Login to Virtual Campus area of the LMS Login Page and select the Received a token? Click here. link.

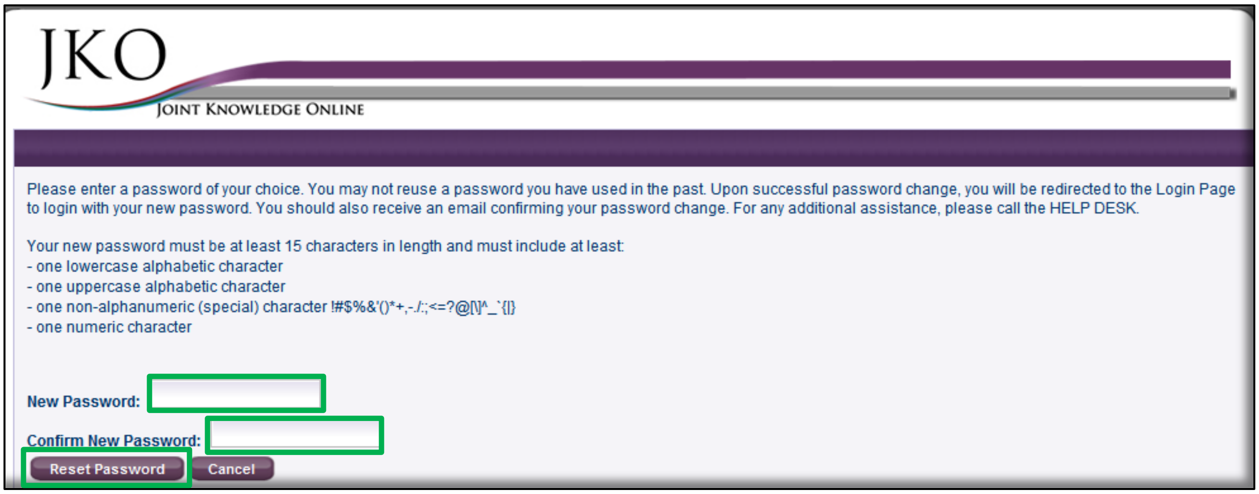


5. Enter your JKO Username and Token. Select **Submit.**

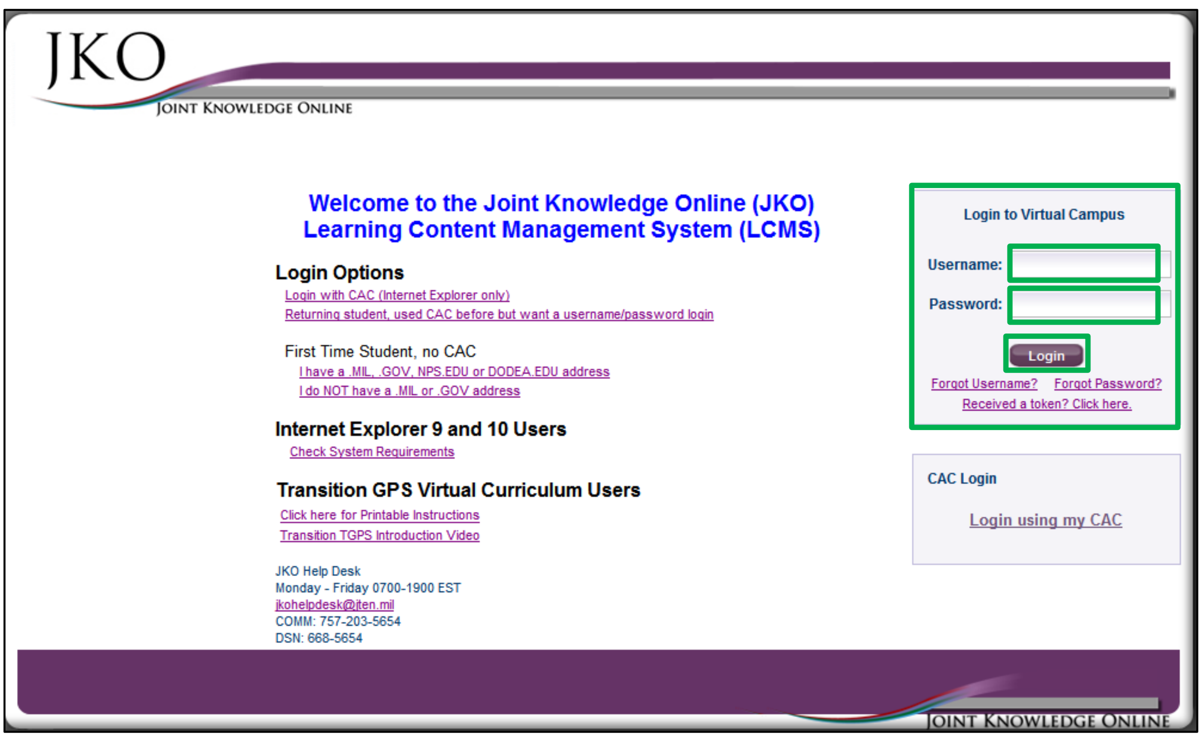


Note: There is less chance for error if you Copy and Paste the Token from the email you received.

6. Enter a Password of your choice, confirm the Password, and select **Reset Password**. You may not reuse a Password you have used in the past. You will be notified that your Password change was successful and returned to the DoD Warning banner. Click **OK.**



7. You will be directed to the JKO Login Page. In the Login to Virtual Campus area, you may now log in with your Username and newly created Password. Select the **Login** button.



8. You are now logged in to the JKO LMS and may begin training. If you need further assistance contact the JKO Helpdesk via email at jkohelpdesk@jten.mil or via phone at Comm: 757-203-5654 or DSN: 68-5654.

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APPENDIX C. JKO Non-Disclosure Agreement

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EMAIL DIGITALLY SIGNED FILE TO: william.d.shanley.civ@.mail.mil

Certificate of Nondisclosure

This certificate addresses individuals handling Privacy Act data on the Joint Knowledge Development and Distribution Capability (JKDDC) Joint Knowledge Online (JKO) Learning Content Management System (LCMS).

I have been instructed and understand my obligation to safeguard information contained within the JKDDC JKO LCMS and not to divulge information within the JKDDC JKO LCMS to anyone unless authorized to do so. I have been instructed and understand that I am not to disclose my JKDDC JKO LCMS access password to anyone. I have also been instructed that I am to use the JKDDC JKO LCMS information and data for official business purposes only and I may not falsify or alter student personal information.
I have been instructed that some information and data maintained within JKDDC JKO LCMS is considered personal information protected by the Privacy Act. I understand that I am responsible for safeguarding this information. By my signature below, I acknowledge that I am personally responsible for taking all precautions necessary to avoid unauthorized disclosure or dissemination of personal information within the JKDDC JKO LCMS.
I have also been advised and understand that any unauthorized disclosure of information or data contained in the JKDDC JKO LCMS or any failure by me to protect this information or data may result in adverse administrative or disciplinary action against me and/or (for contractors) my employer. I also understand that unauthorized disclosure of information protected by the Privacy Act may result in a personal fine of up to $5000 for each file or name disclosed illegally.

Excerpt from Privacy Act of 1974…

"This system is covered by the Privacy Act of 1974 and all users must abide with the following instructions: The Privacy Act of 1974, 5 U.S.C. section 552(a) established safeguards concerning the right of privacy by regulating the collection, maintenance, use and dissemination of personal information by federal agencies where information is maintained in records retrievable by the name of the individual or some other personal identifier. As a general rule, no personal information from a record or record system shall be disclosed to third parties without the prior written request or consent of the individual about whom the information pertains unless: (1) the information is made available to personnel within DoD with an official need to know in; (2) the information is needed by civil and criminal law enforcement agencies of government agencies in the United States; (3) the information is needed in emergencies where the health or safety of a person is imperiled; (4) the information is requested by a member of either the House of the Congress of the United States or any committee or subcommittee thereof; (5) when complying with an order from a court of competent jurisdiction by a state, federal or local court judge; (6) required to be release under FOIA; (7) disclosure is made for a routine use that has been declared and published in the Federal Register; (8) disclosed to consumer reporting agencies as defined by the Federal Claims Collection Act of 1966; (9) or disclosed to the Bureau of the Census, National Archives or Comptroller General. Unauthorized disclosure of information protected by the Privacy Act may result in a fine of up to $5000 for each file or name disclosed illegally."

Signature		**Date**	
Print Name		**Phone**	
JKO Username		**MIL/CIV/CTR** *(w/employer)*	
Organization Supported		**Email**	

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Joint Knowledge Online
116 Lake View Parkway
Suffolk, Virginia 23435-2697