

# CHaRMS Developer User Guide

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## Overview

The Content Hosting and Report Management Service (CHaRMS) was developed to combine the features of the Content Forecasting Service (CFS), where Content Sponsors and Content Developers input information about upcoming content, and the Content Status Database (CSDB) where the NeL Content Team tracked content status from announcement to hosting.

CHaRMS is now a one-stop shop for content processing – from content announcement forms, content testing checklists, content submission forms, and content hosting and life-cycle tracking. The CHaRMS application provides reporting information on content statistics showing content processing stages and dates completed.

CHaRMS also provides reporting information on course statistics including processing times, and stage completion dates.

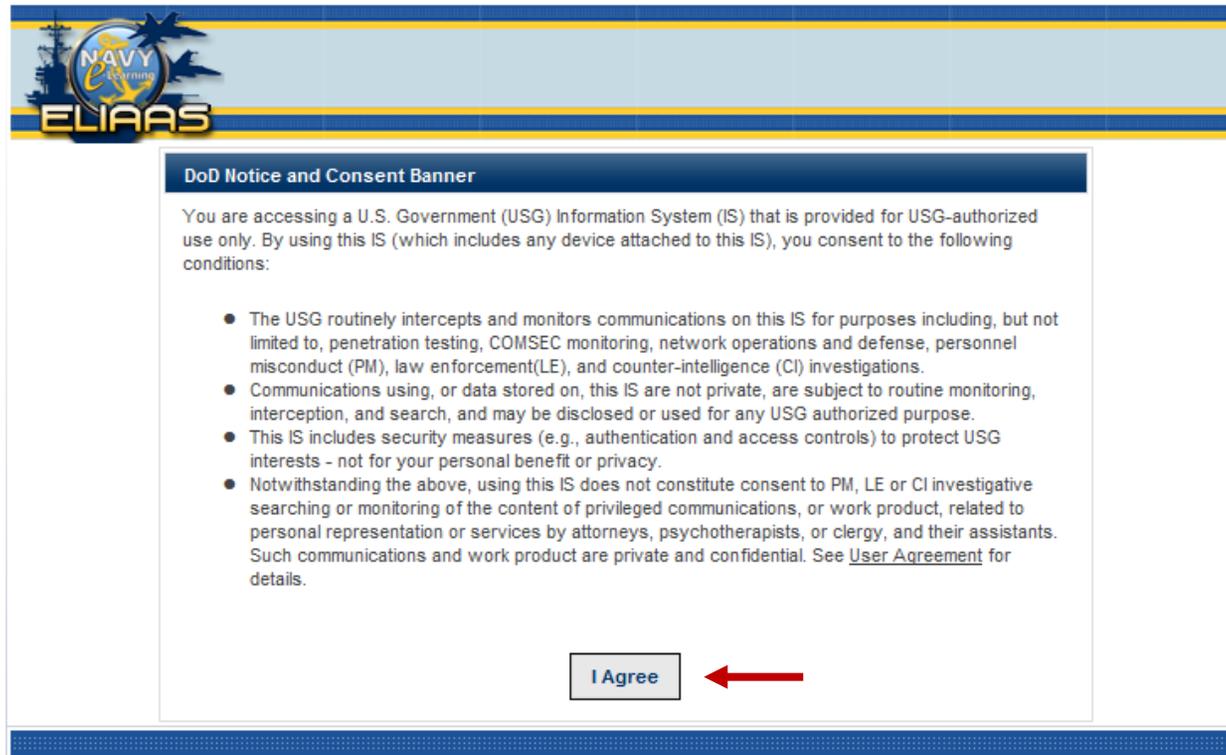
CHaRMS provides the ability for a Developer to:

- View all associated courses
- View completed Announcement, Acknowledgement, and Submission forms
- Initiate and complete the TestTrack Acknowledgement form
- Provide input on the Submission form
- View, create, and reply to course correspondence (discussion boards)

## Request an Account

In order to request a CHaRMS account the following steps must be taken:

1. Go to <https://www.aas.prod.nel.training.navy.mil>
2. Read 'DOD Notice and Consent' statement and then:
  - A. Select 'I Agree' button and continue to next step or –
  - B. Exit browser web page.



The screenshot shows a web page header with the Navy logo and the text 'ELIAAS'. Below the header is a 'DoD Notice and Consent Banner' with a blue header bar. The banner contains the following text:

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counter-intelligence (CI) investigations.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests - not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See [User Agreement](#) for details.

At the bottom of the banner is a button labeled 'I Agree' with a red arrow pointing to it from the right.

3. Select the 'Request Additional Accesses' button.

**NAVY Learning ELIAAS**

**DoD Notice and Consent Banner**

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[Login With CAC Card](#)      [Request Additional Accesses](#) ←

[Help](#)   [Accessibility/508 Compliance](#)   1224

4. Select the 'NeL Content Hosting & Reporting Management System (CHaRMS) Account Request' link.



**Account Requests**

Please do not submit an account request form if you already have an account and are experiencing issues with your account or the course you are taking. Instead, contact the Enterprise Customer Support Center at 1-877-253-7122 option 2 or 850-452-1001 option 1 (DSN 459-1001 option 1) and seek assistance.

The Navy eLearning (NeL) Account Request Guidelines are designed to help you, the requester, to utilize the proper form and ensure that you are providing the information required for requests of access to areas within the NeL.

Completeness of these forms does not guarantee access to the areas requested as all requests are verified through the information provided.

**Ⓞ NeL Administrative Account Request**

This form is for LMS Administrative accounts (Schoolhouse Instructors and Course Supervisors). As a prerequisite, all requestors must complete LMS Administrative Training with a certified LMS trainer.

**Ⓞ NeL Content Hosting & Reporting Management System (CHaRMS) Account Request** ←

CHaRMS is the main entry point for requesting the hosting of e-learning content within the NeL Content Hosting Environments; as well as maintaining content life cycle management metadata and determining content hosting milestones. This request form is for NeL U.S. Government Content (e-learning) Sponsors and their content developers (either government or contracted vendors). The form currently has four account request roles for selection, Sponsor, Developer, Reviewer (Contractor), and Reviewer (Government). Government sponsors SHOULD be U.S. Active/Reserve Duty Military or U.S. Civil Service. Content developers/vendors must list a valid government sponsor for approval for access to CHaRMS. After account approval the content sponsor will be able to submit the required "Content Announcement" and "Content Submissions" forms and also have access to content hosting milestones.

5. Read 'Monitoring' statement and then:
  - A. Select 'I Agree' button and continue to next step or –
  - B. Select 'No Thanks' button and exit application request.

**ELIAS**

**Privacy and Security Policies**

**DoD Notice and Consent Banner**

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**Monitoring**

This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system constitutes consent to monitoring for these purposes.

**Privacy Act Statement**

**Authority:** 10 U.S.C. Section 5013, Secretary of the Navy; 10 U.S.C. 5041 Headquarters Marine Corps; 5 U.S.C. 301, Departmental Regulations; 14 U.S.C. 93, Commandant, U.S. Coast Guard General Powers; 10 U.S.C. 8013, Secretary of the Air Force; 10 U.S.C. Section 3013, Secretary of The Army; E.O 9397 (SSN).

**Principal Purpose:** This information will be used to verify the identity of eligible users of the Navy eLearning (NEL) system.

**Routine Uses:** Verify/validate eligibility within the Defense Eligibility Enrollment Reporting System (DEERS).

**Disclosure:** Voluntary. However, failure to provide the requested information may result in the inability to verify eligibility with DEERS to use the NEL system.

**Registration Information**

We request DOD ID number, date of birth (DOB), and full name during the registration process only to authenticate your identity. Information submitted is compared with your information in the DEERS Database. The information is used solely to verify that you are authorized to have access to Navy eLearning. This data is already in the DEERS database and the Secretary of the Navy is authorized to use the data for verification purposes. Your DOD ID will be stored with your account when it is created, but it is not shared with any other agency or organization, it is not part of your user name, and it is used only as a discriminator during multiple identity instances.

**Is it Safe?**

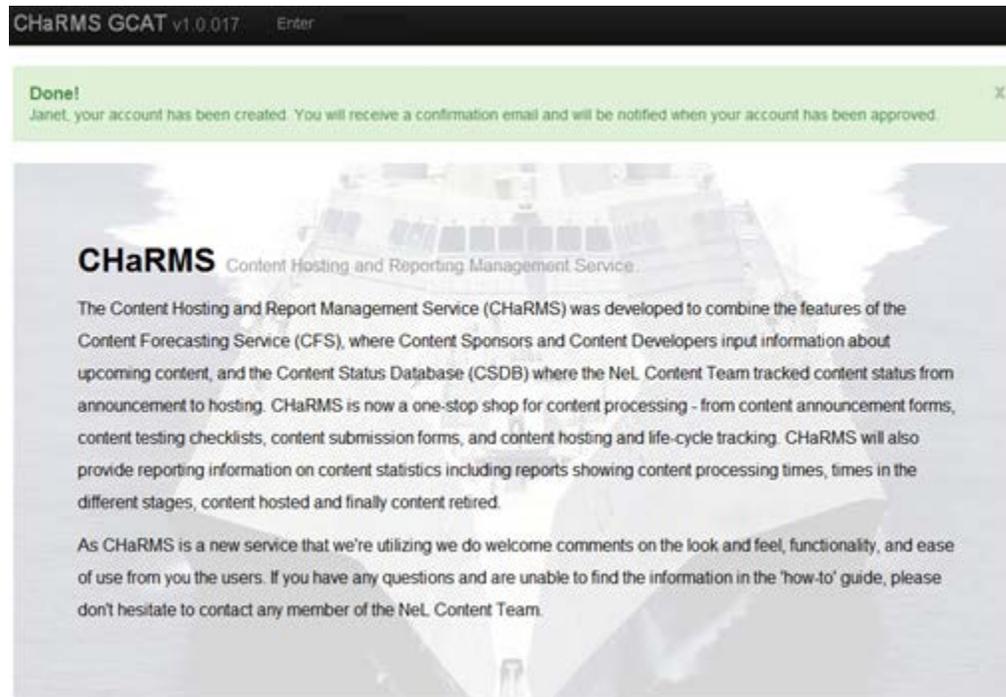
Security during registration is ensured using a 128-bit Secure Socket Layer (SSL) connection. This is the highest industry standard and establishes an encrypted session between your computer and NEL. We use the same technology other major companies operating on the World Wide Web (WWW) use to protect personal information and guard against identity theft. Look for the little yellow padlock at the bottom of your browser window to ensure you have established a secure connection.

**I Agree** **No Thanks**

Help Accessibility: EOB Compliance 1222



Upon successfully submitting request, a confirmation page will be displayed.



After an Account Manager reviews the request, an e-mail notification is provided when the account is activated.

To comply with DOD Information Assurance policies:

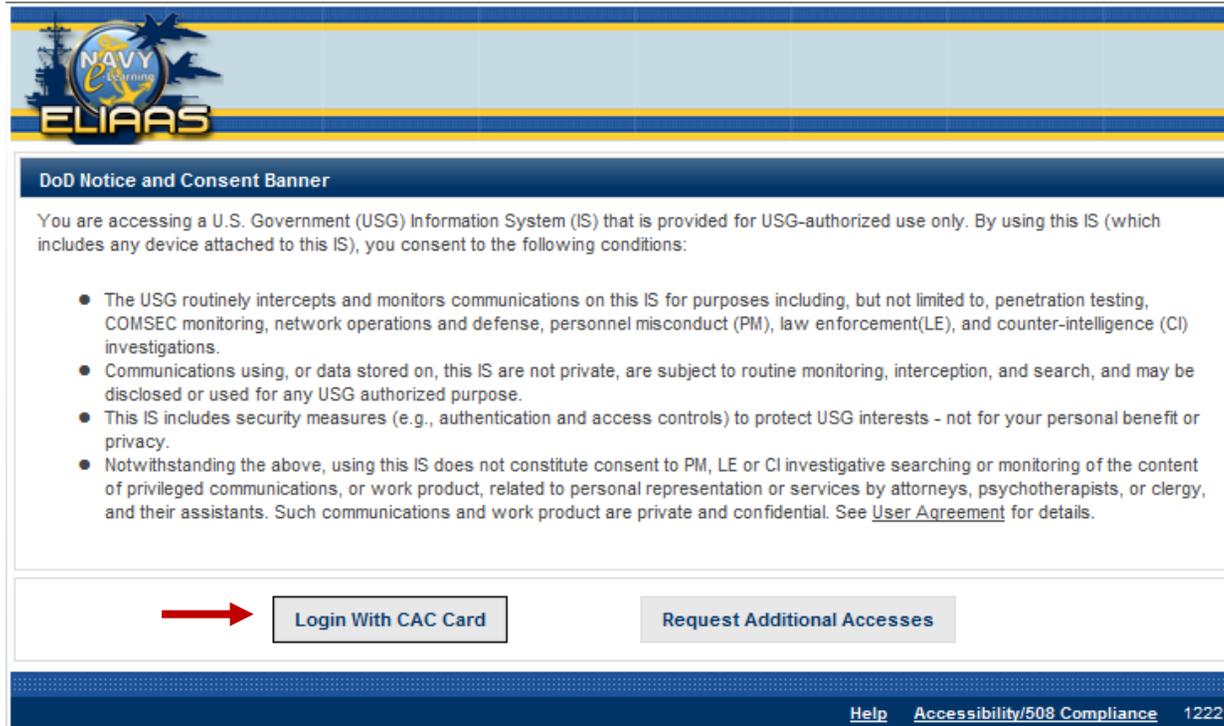
Approved accounts are valid for one year.

Accounts not accessed over 30 days are inactivated.

To revalidate or reactivate an account, use the same procedures for requesting an account.

## Account Access

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2. Read 'DOD Notice and Consent' statement and then:
  - A. Select 'I Agree' button and continue to next step or –
  - B. Exit browser web page.
3. Select the 'Login With CAC Card' button.



The screenshot shows the top of a web page with a blue and yellow header. On the left is the ELIAAS logo, which includes the text 'NAVY Learning' and 'ELIAAS'. Below the header is a dark blue banner with the text 'DoD Notice and Consent Banner'. The main content area contains a paragraph of text and a bulleted list of conditions. At the bottom of the content area are two buttons: 'Login With CAC Card' and 'Request Additional Accesses'. A red arrow points to the 'Login With CAC Card' button. The footer of the page is dark blue and contains the text 'Help Accessibility/508 Compliance 1222'.

**DoD Notice and Consent Banner**

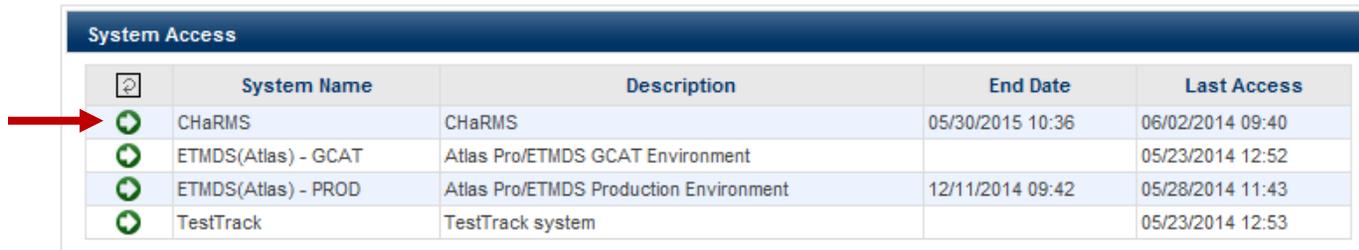
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 [Login With CAC Card](#) [Request Additional Accesses](#)

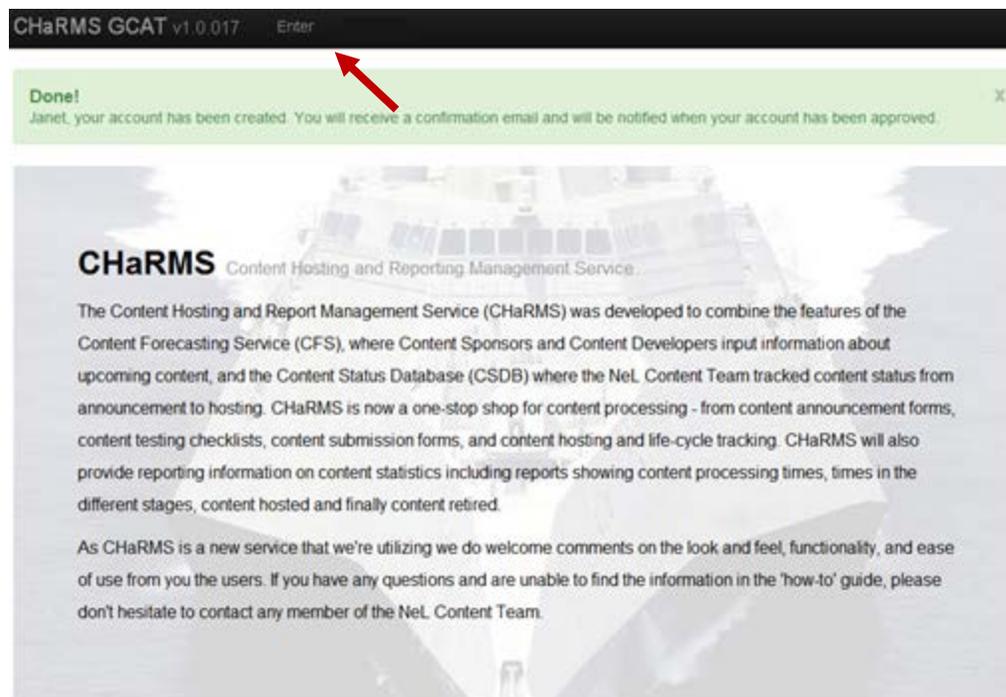
[Help](#) [Accessibility/508 Compliance](#) 1222

4. Select the icon adjacent to CHaRMS system name.



System Access				
	System Name	Description	End Date	Last Access
	CHaRMS	CHaRMS	05/30/2015 10:36	06/02/2014 09:40
	ETMDS(ATLAS) - GCAT	Atlas Pro/ETMDS GCAT Environment		05/23/2014 12:52
	ETMDS(ATLAS) - PROD	Atlas Pro/ETMDS Production Environment	12/11/2014 09:42	05/28/2014 11:43
	TestTrack	TestTrack system		05/23/2014 12:53

5. Select the 'Enter' link in CHaRMS web page banner to login and display Dashboard.



CHaRMS GCAT v1.0.017 [Enter](#)

**Done!**  
Janet, your account has been created. You will receive a confirmation email and will be notified when your account has been approved.

## CHaRMS

Content Hosting and Reporting Management Service.

The Content Hosting and Report Management Service (CHaRMS) was developed to combine the features of the Content Forecasting Service (CFS), where Content Sponsors and Content Developers input information about upcoming content, and the Content Status Database (CSDB) where the NeL Content Team tracked content status from announcement to hosting. CHaRMS is now a one-stop shop for content processing - from content announcement forms, content testing checklists, content submission forms, and content hosting and life-cycle tracking. CHaRMS will also provide reporting information on content statistics including reports showing content processing times, times in the different stages, content hosted and finally content retired.

As CHaRMS is a new service that we're utilizing we do welcome comments on the look and feel, functionality, and ease of use from you the users. If you have any questions and are unable to find the information in the 'how-to' guide, please don't hesitate to contact any member of the NeL Content Team.

## The Dashboard

The Dashboard is the CHaRMS home page. It provides quick access to a menu bar across the top of the page with Dashboard, Courses, and Logout links. In the center of the page you are provided with Account Info, Your Roles, Course Activity, and Correspondence Activity.

- Dashboard link – used to return to the Dashboard page.
- Courses link – provides the My Courses selection, where all courses associated to the user are displayed.
- Logout link – allows the user to exit CHaRMS and displays your name.
- Account Info – displays your name and the last time you logged in.
- Your Roles – displays roles that you are assigned. In some cases you may have more than one role. Users assigned multiple roles shall have access to that of both roles. Different roles have different access.
- Course Activity – displays courses assigned to you that have had recent activity.
- Correspondence Activity – displays correspondence associated with courses assigned to you that have had recently been initiated or replied to.

## Dashboard

### Account Info

Greetings  
**Janet Nemanic!**  
You last logged in on  
**06/02/2014 12:25 PM**

### Your Roles

Developer

### Course Activity

v1 [CNATT Testing Course 6](#)  
v1 [CNATT Testing Course 5](#)  
v1 [CNATT Testing Course 4](#)  
v1 [CNATT Testing Course 3b](#)  
v1 [CNATT Testing Course 3a](#)  
v1 [CNATT Testing Course 2](#)  
v1 [CNATT Testing Course 1](#)  
v1 [NOSSA Testing Course 8](#)  
v1 [NOSSA Testing Course 7](#)  
v1 [NOSSA Testing Course 6](#)

### Correspondence Activity

#### My Recent Correspondences

Janet Nemanic [Something to add here without selecting a course](#)

#### My Recent Topics

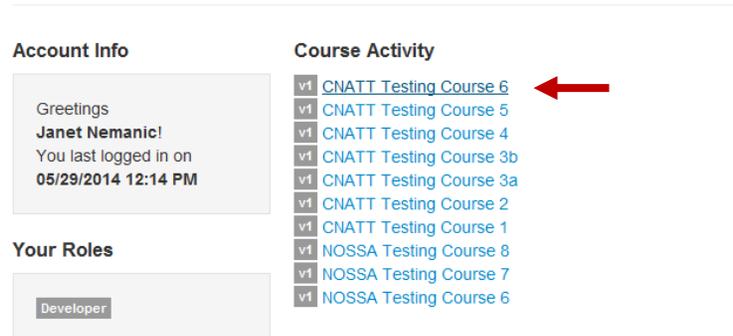
Janet Nemanic [what goes here](#)  
Janet Nemanic [Add new topic for testing course display](#)  
Janet Nemanic [Testing for display](#)  
Janet Nemanic [Validate display](#)  
Janet Nemanic [Created Topic for Review](#)  
Janet Nemanic [Course Navigation](#)  
Janet Nemanic [Course Titles](#)

#### Recent Replies

Janet Nemanic [Testing for display](#)  
Janet Nemanic [Created Topic for Review](#)

## View Course Status

1. From Dashboard View, select desired course from the 'Course Activity' section if course is displayed.

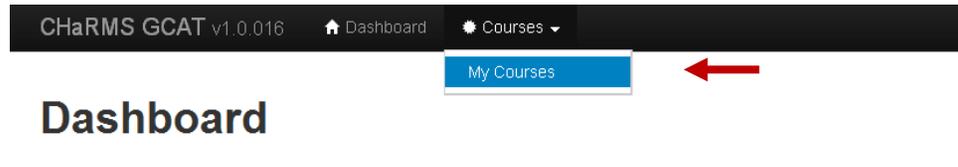


The screenshot shows a dashboard with two main sections: 'Account Info' and 'Course Activity'. The 'Account Info' section includes a greeting for Janet Nemanic, her last login time (05/29/2014 12:14 PM), and her role as 'Developer'. The 'Course Activity' section lists several courses, with 'v1 CNATT Testing Course 6' highlighted by a red arrow.

Account Info	Course Activity
Greetings <b>Janet Nemanic!</b> You last logged in on <b>05/29/2014 12:14 PM</b>	<b>v1 CNATT Testing Course 6</b> ←
	v1 CNATT Testing Course 5
	v1 CNATT Testing Course 4
	v1 CNATT Testing Course 3b
	v1 CNATT Testing Course 3a
	v1 CNATT Testing Course 2
	v1 CNATT Testing Course 1
	v1 NOSSA Testing Course 8
	v1 NOSSA Testing Course 7
	v1 NOSSA Testing Course 6

Or

1. Select 'Courses' in header menu.
2. Select 'My Courses'.



The screenshot shows the dashboard header menu. The 'Courses' menu item is expanded, and the 'My Courses' option is highlighted by a red arrow.

CHaRMS GCAT v1.0.016 | Dashboard | Courses ▾

My Courses ←

# Dashboard

- 3. Select desired course from list.

## My Courses

Course Title or Item Code (Partial Accepted)

Filter

Download Report (Excel .xlsx)

30 Courses Found

	Title	Organization	Item Code	Created	Updated		
v3	<a href="#">CNATT Test Course for User Guide - JLN</a>	CNATT LC Pensacola	CNATT-TCUG-JLN	2014-06-10	2014-06-16	Edit	Manage
v1	<a href="#">NOSSA Testing Course 3b</a>	NOSSA	NOSSA-TC3B-JLN	2014-06-04	2014-06-04	Edit	Manage
v1	<a href="#">CNATT Testing Course 3c</a>	CNATT LC Pensacola	CNATT-TC3C-JLN	2014-06-04	2014-06-04	Edit	Manage
v1	<a href="#">CNATT Testing Course 6</a>	CNATT LC Pensacola	CNATT-TC6-JLN	2014-05-19	2014-05-19	Edit	Manage

## My Courses Page

On the My Courses page all courses associated to the user are displayed, if there are multiple pages of courses associated to you/your role, you will see the pagination at the bottom of the screen.

From the My Courses page you can:

- Search for a course or a series of courses
- Download a course listing report
- View display of course count
- View the current Version of a course
- Sort columns on Title, Organization, Item Code, Created and Updated dates (sorts ascending and descending)
- Select course by title or Manage button
- Page through course listing pages (as applicable)

Click on the Course Title or the Manage button to access the Course Page:

The screenshot shows the 'My Courses' page interface. At the top, there is a search bar labeled 'Course Title or Item Code (Partial Accepted)' with a 'Filter' button below it. To the right of the search bar is a 'Download Report (Excel .xlsx)' button. Below these is a table with the following columns: Title, Organization, Item Code, Created, Updated, Edit, and Manage. The table contains four rows of course data. Red arrows point to the search bar, the 'Download Report' button, the first row of the table, and the 'Manage' button in the first row.

Title	Organization	Item Code	Created	Updated	Edit	Manage
v3 CNATT Test Course for User Guide - JLN	CNATT LC Pensacola	CNATT-TCUG-JLN	2014-06-10	2014-06-16	Edit	Manage
v1 NOSSA Testing Course 3b	NOSSA	NOSSA-TC3B-JLN	2014-06-04	2014-06-04	Edit	Manage
v1 CNATT Testing Course 3c	CNATT LC Pensacola	CNATT-TC3C-JLN	2014-06-04	2014-06-04	Edit	Manage
v1 CNATT Testing Course 6	CNATT LC Pensacola	CNATT-TC6-JLN	2014-05-19	2014-05-19	Edit	Manage

## Course Page

From the Course Page you are provided access to or display of the Content progress by Stage:

- Course menu bar with Course Home Page, Course Version, Returns, and Correspondence
- 10 Stages are listed: Announced, Acknowledgement, Submission, Received, Review, Approval, Validation, Version Retirement, Hosted, and Course Retirement
- Green Stages are completed stages, as noted with the display of date stamp and a status of “Completed!” or “Received!”
- Yellow Stages denote a stage that has been started but not yet finished, as noted by the status of “In Process”
- Grey Stages denote a stage that has not been started
- Red Stages denote a stage that is in a Returned status (detailed later in Returns)

The Developer role completes or has access to input information in the following Stages:

- Stage 2 – Acknowledgement. This is the Test Track testing checklist. This Stage is a requirement for the Developer for course functionality, however it is recommended that you work with the Sponsor and have them review the material and its flow – remember courses are easier to fix in Test Track than in GCAT LMS or even later when the course is hosted.
- Stage 3 – Submission. The Sponsor initiates this stage, however the Developer has access to provide information and update the form for/with the Sponsor. Only the Sponsor may complete (finalize) this Stage.

All Stages must be completed in order of display.

Each Stage provides the action that occurs followed with a brief description of what occurs at that Stage.

All Stages provide the Role or Roles that have access to the Stage, and who ultimately is responsible for completing that stage.

## Course Page

**Done!**  
Course Acknowledgement has been updated

### CNATT-TC3B-JLN

CNATT Testing Course 3b

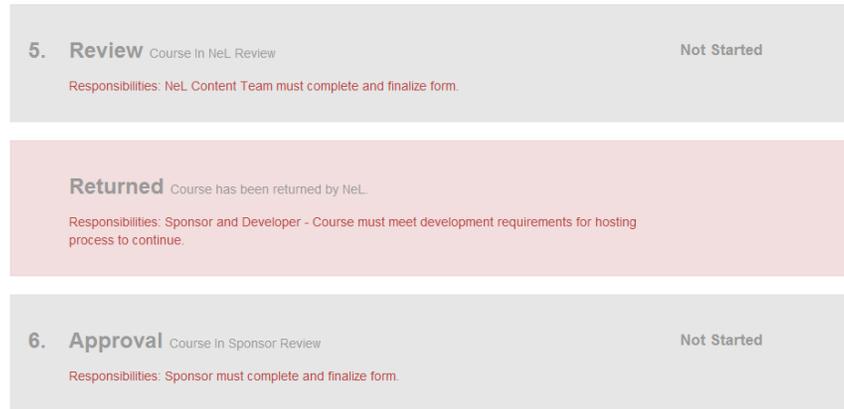
**Version 1** [Course](#) [Version](#) [Returns](#) [Correspondence](#)

- 1. Announcement** Announce New Course or Version Completed!  
On: 2014-05-18  
Responsibilities: Sponsor must complete and finalize form.  
[Announcement](#)
- 2. Acknowledgement** Acknowledge course requirements for hosting In Process  
Responsibilities: Developer must complete and finalize form.  
[Acknowledgment](#)
- 3. Submission** Not Started  
Responsibilities: Sponsor and/or developer can complete form. Sponsor must finalize form.
- Returned** Course has been returned by Rel.  
Responsibilities: Sponsor and Developer - Course must meet development requirements for hosting process to continue.



## Returns

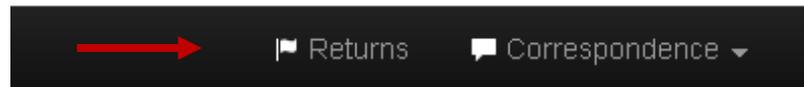
A Return Stage is red to denote that the content process has stopped and is on Hold until the return issue is resolved.



Returns may be initiated by the NeL Content Team member (in Review) or Content Sponsor (in Approval).

- NeL Content Team returns are for a number of reasons including incomplete files, missing files, missing answer keys, or general content functionality.
- Content Sponsor returns may be for content functionality, general look and feel, missing lessons, or page inconsistencies. Although a Sponsor TestTrack review of the content is not required, it may help to identify issues earlier in the process.

To access the specific course return locate/access the course, click on the Returns link.



By clicking the issue title you can view the details as presented by the Content Team member or the Sponsor (depending on what stage the content was returned).

Columns may be sorted ascending and descending.

## Courses Returns

### CNE-TC7-JLN

JLN - CNE Test Course 7

Version 1				Returns	Correspondence
Issue	Description	Created	Updated		
<a href="#">Bad Test</a>	Bad bad bad	2014-05-29	-	<a href="#">Edit</a>	
<a href="#">JLN - CNE Test Course 7</a>	Failed for the following reasons: completed one, remaining open..	2014-04-14	2014-04-14		

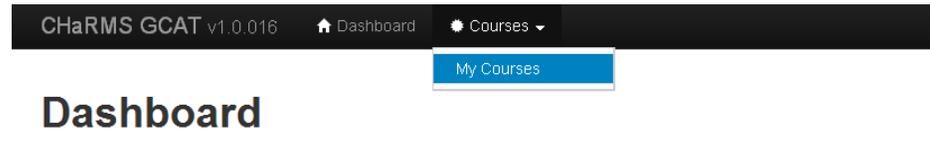
Showing 1 to 2 of 2 entries

← Previous 1 Next →

Only Content Team members can clear a return. See Return details in Creating a Return.

## Course Reports

To access a report of your courses or content go to your My Courses page:



The report may be of all courses listed or a more focused list, of which you will search for specifics to narrow down your requirements for the courses that you need in your report.

- Filter by the Course Title or Item Code – type in part of the information and select the Filter button.
- Click on the Download Report button –
- All reports are provided in an excel format. You are free to utilize the data to see what courses are where in the hosting process, or save the report for use later.

### My Courses

Course Title or Item Code (Partial Accepted)

[Filter](#)  [Download Report \(Excel .xlsx\)](#)

[Add Course](#) 30 Courses Found

Title	Organization	Item Code	Created	Updated		
v3 CNATT Test Course for User Guide - JLN	CNATT LC Pensacola	CNATT-TCUG-JLN	2014-06-10	2014-06-16	<a href="#">Edit</a>	<a href="#">Manage</a>
v1 NOSSA Testing Course 3b	NOSSA	NOSSA-TC3B-JLN	2014-06-04	2014-06-04	<a href="#">Edit</a>	<a href="#">Manage</a>
v1 JLN - CNE Test Course 9	CNE LC Norfolk	CNE-TC9-JLN	2014-04-07	2014-04-07	<a href="#">Edit</a>	<a href="#">Manage</a>
v1 JLN - CNE Test Course 8	CNE LC Norfolk	CNE-TC8-JLN	2014-04-07	2014-04-07	<a href="#">Edit</a>	<a href="#">Manage</a>

[← Previous](#) [Displaying 1 to 25 of 30](#) [Next →](#)

The report lists all courses that are in process. If a Sponsor has created a course but not yet initiated the Announcement form, the course will not have any dates listed in the Stage columns.

The Status column lists the Stage that it is currently in or was completed last for Hosted or Retired. Stage columns display the date that Stage was completed.

1	Title	Code	Organization	Status	Duration	Announcement	Acknowledgement
2	JLN - CNE Test Course 15	CNE-TC15-JLN	CNE LC Norfolk	Submission		4/28/2014	5/6/2014
3	JLN - CNE Test Course 11	CNE-TC11-JLN	CNE LC Norfolk	Submission		4/17/2014	5/15/2014
4	JLN - CNE Test Course 1	CNE-TC1-JLN	CNE LC Norfolk	Retired		4/14/2014	4/14/2014
5	JLN - CNE Test Course 9	CNE-TC9-JLN	CNE LC Norfolk	Announcement			
6	JLN - CNE Test Course 6	CNE-TC6-JLN	CNE LC Norfolk	Announcement			
7	JLN - CNE Test Course 5	CNE-TC5-JLN	CNE LC Norfolk	Announcement			
8	JLN - CNE Test Course 2	CNE-TC2-JLN	CNE LC Norfolk	Acknowledgement		4/15/2014	
9	JLN - CNE Test Course 8	CNE-TC8-JLN	CNE LC Norfolk	Announcement			
10	JLN - CNE Test Course 4	CNE-TC4-JLN	CNE LC Norfolk	Announcement			
11	JLN - CNE Test Course 3	CNE-TC3-JLN	CNE LC Norfolk	Announcement			
12	JLN - CNE Test Course 1	CNE-TC1-JLN	CNE LC Norfolk	Retired		4/14/2014	4/14/2014
13	JLN - CNE Test Course 7	CNE-TC7-JLN	CNE LC Norfolk	Review		4/14/2014	4/14/2014
14	JLN - CNE Test Course 10	CNE-TC10-JLN	CNE LC Norfolk	Announcement			
15	NOSSA Testing Course 8	NOSSA-TC8-JLN	NOSSA	Announcement			
16	NOSSA Testing Course 7	NOSSA-TC7-JLN	NOSSA	Announcement			
17	NOSSA Testing Course 6	NOSSA-TC6-JLN	NOSSA	Review	8	5/15/2014	5/15/2014
18	NOSSA Testing Course 5	NOSSA-TC5-JLN	NOSSA	Approval	14	5/15/2014	5/15/2014
19	NOSSA Testing Course 4	NOSSA-TC4-JLN	NOSSA	Hosted	17	5/15/2014	5/15/2014

## View Completed Forms

The Announcement (Stage 1), Acknowledgement (Stage 2), and Submission (Stage 3) forms are available for viewing in a flat file format after the Stage has been completed.

These forms are for your view in the event data entered in the forms is required for another portion of your work with the Sponsor or Developer.

CHaRMS GCAT 11/0001

[Dashboard](#)
[Courses](#)
Logout (Guest)

### Announcement

#### NOSSA-TC4-JLN

NOSSA Testing Course 4  
NOSSA testing course 4

Version 1

[Returns](#)
[Team](#)
[Correspondence](#)

<h4>General Information</h4> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Finalized</td><td>True</td></tr> <tr><td>Action</td><td>Draft: The content is in a draft or prototype state.</td></tr> </table> <h4>Security Information</h4> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Classification</td><td>For Official Use Only (FOUO)</td></tr> </table> <h4>Vendor Information</h4> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Vendor</td><td>Bearing Point</td></tr> </table> <h4>Requested Location</h4> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>NIPR Ashore</td><td>True</td></tr> <tr><td>NIPR Afloat</td><td>True</td></tr> <tr><td>BIPR Ashore</td><td>True</td></tr> <tr><td>BIPR Afloat</td><td>True</td></tr> </table>	Finalized	True	Action	Draft: The content is in a draft or prototype state.	Classification	For Official Use Only (FOUO)	Vendor	Bearing Point	NIPR Ashore	True	NIPR Afloat	True	BIPR Ashore	True	BIPR Afloat	True	<h4>Contract Dates</h4> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Contract Start Date</td><td>Mon May 12 00:00:00 CDT 2014</td></tr> <tr><td>Contract End Date</td><td>Fri Sep 05 00:00:00 CDT 2014</td></tr> </table> <h4>Development Dates</h4> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Development Start Date</td><td>Mon May 19 00:00:00 CDT 2014</td></tr> <tr><td>Prototype Delivery Date for Testing</td><td>Mon Jul 07 00:00:00 CDT 2014</td></tr> <tr><td>Final Delivery Date</td><td>Mon Jul 28 00:00:00 CDT 2014</td></tr> <tr><td>Start Date</td><td>Mon Aug 18 00:00:00 CDT 2014</td></tr> <tr><td>End Date (End of Lifecycle)</td><td>Fri Aug 29 00:00:00 CDT 2014</td></tr> </table> <h4>Minimum System Requirements</h4> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Unit Identification Code (UIC) Location</td><td></td></tr> <tr><td>Target Audience</td><td>Naval Ordnance Safety and Security Activity (NOSSA)</td></tr> <tr><td>Peak Access</td><td>Anytime / Anywhere</td></tr> <tr><td>Concurrent Users</td><td>N/A</td></tr> <tr><td>Annual Enrollments</td><td>Less than 100</td></tr> <tr><td>Total Workstations Available</td><td>N/A</td></tr> <tr><td>Estimated Hours in Course</td><td>17</td></tr> </table>	Contract Start Date	Mon May 12 00:00:00 CDT 2014	Contract End Date	Fri Sep 05 00:00:00 CDT 2014	Development Start Date	Mon May 19 00:00:00 CDT 2014	Prototype Delivery Date for Testing	Mon Jul 07 00:00:00 CDT 2014	Final Delivery Date	Mon Jul 28 00:00:00 CDT 2014	Start Date	Mon Aug 18 00:00:00 CDT 2014	End Date (End of Lifecycle)	Fri Aug 29 00:00:00 CDT 2014	Unit Identification Code (UIC) Location		Target Audience	Naval Ordnance Safety and Security Activity (NOSSA)	Peak Access	Anytime / Anywhere	Concurrent Users	N/A	Annual Enrollments	Less than 100	Total Workstations Available	N/A	Estimated Hours in Course	17
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## Course Acknowledgement

### NOSSA-TC4-JLN

NOSSA Testing Course 4  
NOSSA testing course 4

#### Check List

Prototype Complete	True
Development Complete	True
Virus Scan	True
Browser Requirements	True
Interface Instructions	True
External Link Policy	True
Manifest Validation	True
Descriptive Title	True
Resource Validation	True
Content SCID Level	True
Metadata Created	True
Source Files Provided	True
Content initializes	True
Content Bookmarks	True
Booted Booting	True

#### Paths

ADL Test Logs Path	
608 Compliance Document Path	
Answer Key Path	

#### Notes

no notes required here!

#### Course Metadata

## Course Submission

### NOSSA-TC4-JLN

NOSSA Testing Course 4  
NOSSA testing course 4

#### General Information

Finalized	True
Full Content Title	NOSSA Testing Course 4
Catalog Item Code	NOSSA-TC4-JLN
Content Description	NOSSA testing course 4
Keywords	none
Content MIME Types	["2","3","4","5","6","7","8","9"]
Content Package Size	3

#### Security Information

Security Level	For Official Use Only (FOUO)
Distribution Restrictions	2
Accessibility Restrictions	n/a

#### Functional Requirements

Content Package Type	2
Educational Objectives	very little
Rollup Logo	9
Additional Notes for Distribution Restrictions	

#### Minimum System Requirements

Browser Requirements	some
Operating System Requirements	none
Plug-ins Requirements	not here
Workstation Requirements	n/a
Interactivity Type	high
Interactivity Level	Expert
Typical Age Range	n/a
Difficulty	Expert
Typical Learning Time	17
Authoring Tool	28

#### Assessment Strategy

Tests / Assessments	5
Mastery Score	
Generate a Transcript for Failed Restrictions	True

## Acknowledgement Form

The Acknowledgement Stage provides the Developer a course checklist while it is being tested in TestTrack.

Note: The Sponsor Announcement form must be completed in order to access the Acknowledgement Form.

It is the Developers responsibility to complete the Acknowledgement Form. As with any of the Stages that contain forms, the Acknowledgement Form is a working document that can be saved (by selecting the blue 'Save' button) and the user can return back to the document to update or revised.

To access the Acknowledgement Form, ensure the black 'Acknowledgement' button is available. Click the 'Acknowledgement' button to access the Developer checklist.

**CNATT-TC3A-JLN**  
CNATT Testing Course 3a

Version 1 Course Version Returns Correspondence

**1. Announcement** Announce New Course or Version **Completed!**  
On: 2014-05-19  
Responsibilities: Sponsor must complete and finalize form.  
Announcement

**2. Acknowledgement** Acknowledge course requirements for hosting **Not Started**  
Responsibilities: Developer must complete and finalize form.  
Acknowledgment ←

Checklist items are initially red indicating that step has not been verified. As items are verified, click the 'Select' link in the upper left-hand corner of the item, this will turn the box green.

If at any point during testing a checklist item is in question simply click the Cancel link and the checklist item returns to red.

## Course Page - Acknowledgement

### CNATT-TC3B-JLN

CNATT Testing Course 3b

Version 1 Course Version

#### Developer's TestTrack Acknowledgement

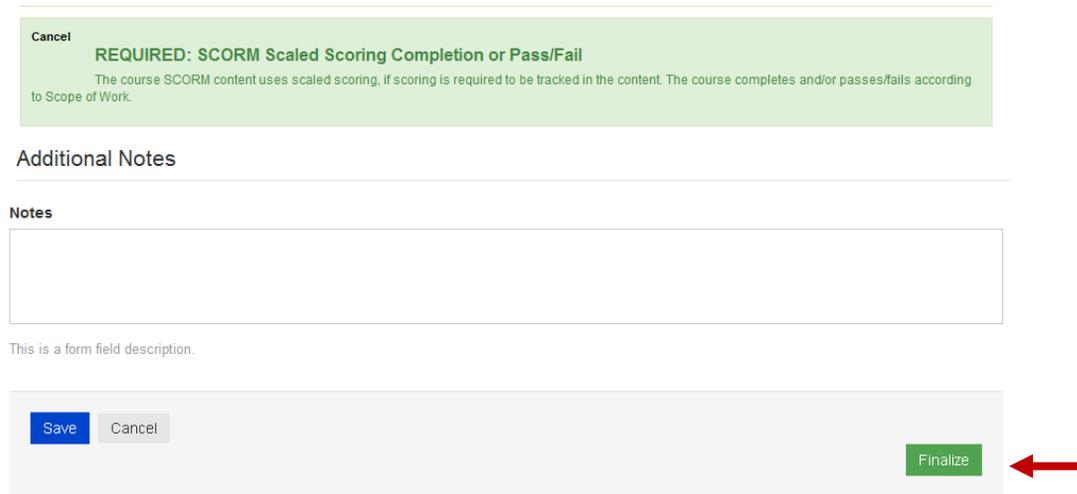
The screenshot shows a section titled "Developer's TestTrack Acknowledgement" with two checklist items. The first item, "Initial Prototype Testing", is highlighted in green and has a "Cancel" link in the top left corner. The second item, "Complete Development Process", is highlighted in red and has a "Select" link in the top left corner. Two red arrows point to these links from the left.

Link	Item Name	Description
Cancel	Initial Prototype Testing	A wireframe/prototype has been tested and validated using NeL Test Track.
Select	Complete Development Process	The full package has been tested and validated using NeL Test Track.

A notes field is provided for your use. It is not mandatory and may be left blank.

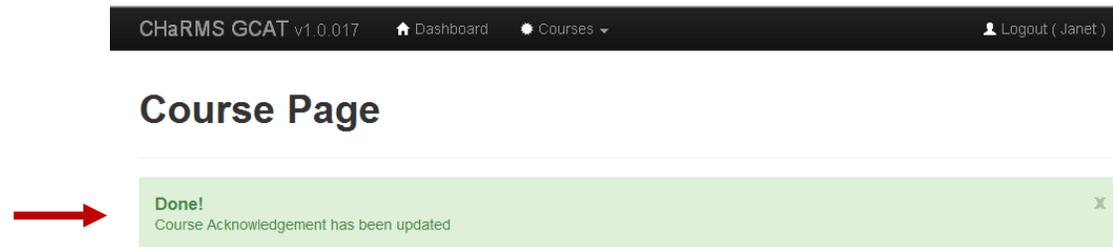


Once all checklist items are complete – visually displayed by all green boxes – and any notes are entered, click the green Finalize button.



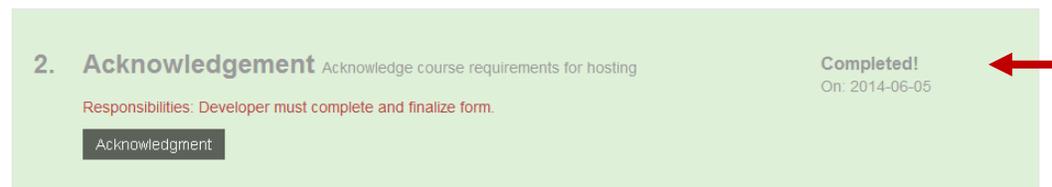
A screenshot of a web form. At the top, there is a green box with the text: "Cancel REQUIRED: SCORM Scaled Scoring Completion or Pass/Fail The course SCORM content uses scaled scoring, if scoring is required to be tracked in the content. The course completes and/or passes/fails according to Scope of Work." Below this is a section for "Additional Notes" and a "Notes" text area. At the bottom, there are three buttons: "Save" (blue), "Cancel" (grey), and "Finalize" (green). A red arrow points to the "Finalize" button.

A Course Acknowledgement confirmation box displays on the Course Page.



A screenshot of a course page. The top navigation bar shows "CHaRMS GCAT v1.0.017", "Dashboard", "Courses", and "Logout (Janet)". The main heading is "Course Page". Below the heading, a green confirmation box is displayed with the text: "Done! Course Acknowledgement has been updated". A red arrow points to the confirmation box.

The Acknowledgement Stage now displays as being completed as well as the date.



A screenshot of a course page showing a checklist item. The item is "2. Acknowledgement" with the description "Acknowledge course requirements for hosting". Below the description, it says "Responsibilities: Developer must complete and finalize form." and "Acknowledgment". To the right of the item, it says "Completed! On: 2014-06-05". A red arrow points to the "Completed!" status.

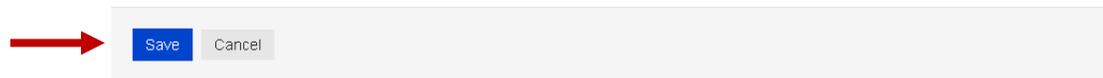
## Submission Form

The Submission Form is the responsibility of the content Sponsor; however the Developer is able to assist the Sponsor with the data required on the form.

Once the Submission form has been started/accessed or saved, by the content Sponsor, the Developer may access the form. The status is noted with 'In Process' and a yellow color box.



The Developer can enter in data and save the form, however the Finalize button is only available for the Sponsor.



The Submission form contains three fields that are not accessible: Full Content Title, Catalog Item Code, and Content Description. These fields can only be updated by the Sponsor or the Content Team member.

Enter in all the data fields that you're providing information for.

## Course Page - Submission

### NOSSA-TC3B-JLN

NOSSA Testing Course 3b

Version 1

Course

Version

Returns

Correspondence

#### General Information

##### Full Content Title

NOSSA Testing Course 3b

##### Catalog Item Code

NOSSA-TC3B-JLN

##### Content Description

testing course for dev to add to submission form and save

##### Keywords

NOSSA, ammunition, frenzy

Type a word or phrase and separate with commas.

##### Content MIME Types

aam - application/x-authorware-map  
aas - application/x-authorware-seg  
avi - video/x-msvideo  
css - text/css

##### Content Package Size

#### Security Information

##### Security Level

For Official Use Only (FOUO)

##### Distribution Restrictions

- DISTRIBUTION STATEMENT A. - Approved for public release; distribution is unlimited.
- DISTRIBUTION STATEMENT B. - Distribution authorized to U.S. Government agencies only.
- DISTRIBUTION STATEMENT C. - Distribution authorized to U.S. Government Agencies and their contractors.
- DISTRIBUTION STATEMENT D. - Distribution authorized to the Department of Defense and U.S. DoD contractors only.
- DISTRIBUTION STATEMENT E. - Distribution authorized to DoD Components only.
- DISTRIBUTION STATEMENT F. - Further dissemination only as directed by DoD or higher authority.
- DISTRIBUTION STATEMENT X. - Distribution authorized to U.S. Government Agencies and private individuals or enterprises eligible to obtain export-controlled technical data.

##### Accessibility Restrictions

Once you have completed your entries, click on the blue 'Save' button. Or click 'Cancel' to exit.

**Typical Learning Time**  
  
In hours

**Authoring Tool**  
--- Choose an Authoring Tool ---



You will be placed back on the Course Page and receive a confirmation box stating your updates were saved.

## Correspondence

Correspondence is a tool that allows all Team members to communicate and create a discussion thread for a specific course. Correspondence may be created and replied to by any member of the course Team.

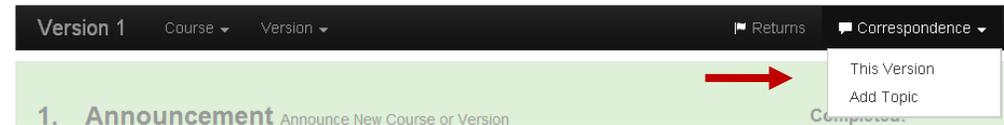
There are two ways to create Correspondence:

- This Version – allows the user to reply to a current discussion thread or add a new topic.
- Add Topic – allows the user to create a new correspondence discussion thread.

### Course Page

#### CNE-TC7-JLN

JLN - CNE Test Course 7



Selecting Add Topic places you on the Correspondences Page – Topic Form and allows you to initiate a discussion thread.

Enter in an appropriate discussion title that allows other team members to understand the point of the discussion, and the body of the message.

Once all information has been entered click on the blue 'Save this Topic' button. Or click Cancel to exit.

## Correspondences Page - Topic Form

### Add Topic

Title

Required

Body

**B** *I* | | | | | | ?

Required

or  ←

Selecting This Version places you on the Correspondence Topics page and allows you reply to a current discussion thread or to create a new discussion thread if the required topic is not available.

If the discussion is already initiated, simply click the Topic (title). You are now on the Correspondence Replies page. (If a required discussion is not available, click on the green Add Topic button to display the Add Topic page.)

## Correspondence Topics

### CNE-TC7-JLN JLN - CNE Test Course 7

JLN - CNE Test Course 7 [CNE-TC7-JLN] correspondence.

[+Add Topic](#)

10 records per page

Search:

Topic	Author	Created	Replies
<a href="#">Add new topic for testing course display</a> <small>Edit</small>	Janet Nemanic	2014-05-15 08:51	0

Showing 1 to 1 of 1 entries

← Previous 1 Next →

To add a reply to the discussion thread click on the green 'Add Reply' button.

## Correspondence Replies

**CNE-TC7-JLN** JLN - CNE Test Course 7

[Back To Topics](#)

### Add new topic for testing course display

Posted by: Janet Nemanic on Thu May 15 08:51:00 CDT 2014

Not too much here, just checking to ensure courses are listed in order of last updated.

10 records per page

Search:

**Author** [▲ Reply](#)

No data available in table

Showing 0 to 0 of 0 entries

[← Previous](#) [Next →](#)

[+ Add Reply](#)

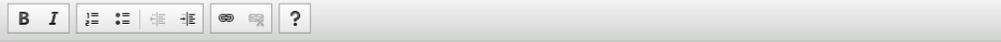


Enter in the data for your reply and click on the blue 'Save this Reply' button.

## Correspondences Page - Reply Form

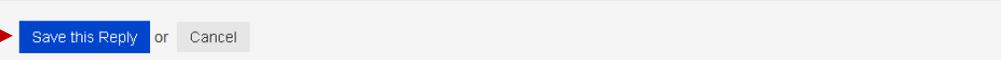
### Add Reply

Body



A rich text editor toolbar with the following icons from left to right: Bold (B), Italic (I), Bulleted List (•), Numbered List (1), Decrease Indent (↶), Increase Indent (↷), Link (🔗), Unlink (🔗), and Help (?). Below the toolbar is a large, empty text area for entering the reply body.

Required



A horizontal bar containing two buttons: a blue button labeled "Save this Reply" and a grey button labeled "Cancel", separated by the word "or". A red arrow points to the "Save this Reply" button.

You'll receive a confirmation box that your reply has been created. A created and updated date is displayed.

**Done!** Reply has been created X

## CNE-TC7-JLN JLN - CNE Test Course 7

### Add new topic for testing course display

[Back To Topics](#)

Posted by: Janet Nemanic on Fri Jun 06 09:07:11 CDT 2014

Not too much here, just checking to ensure courses are listed in order of last updated.

10 records per page

Search:

Author	Reply
Janet Nemanic Created At: 2014-06-06 09:07 Updated At: 2014-06-06 09:07 <a href="#">Edit</a>	Adding a reply for visual display

Showing 1 to 1 of 1 entries

[← Previous](#) [1](#) [Next →](#)

[+ Add Reply](#)

## Logging out

Users are provided a logout link to exit CHaRMS. Simply click on the Logout (your name) link and your session is ended. Please close the browser windows to ensure that your session is properly ended.

