

CHaRMS Secondary Sponsor 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.

Secondary Sponsor (SSPNS) accounts are for managing the course development process. The Primary Sponsor is able to monitor course development and the course life cycle.

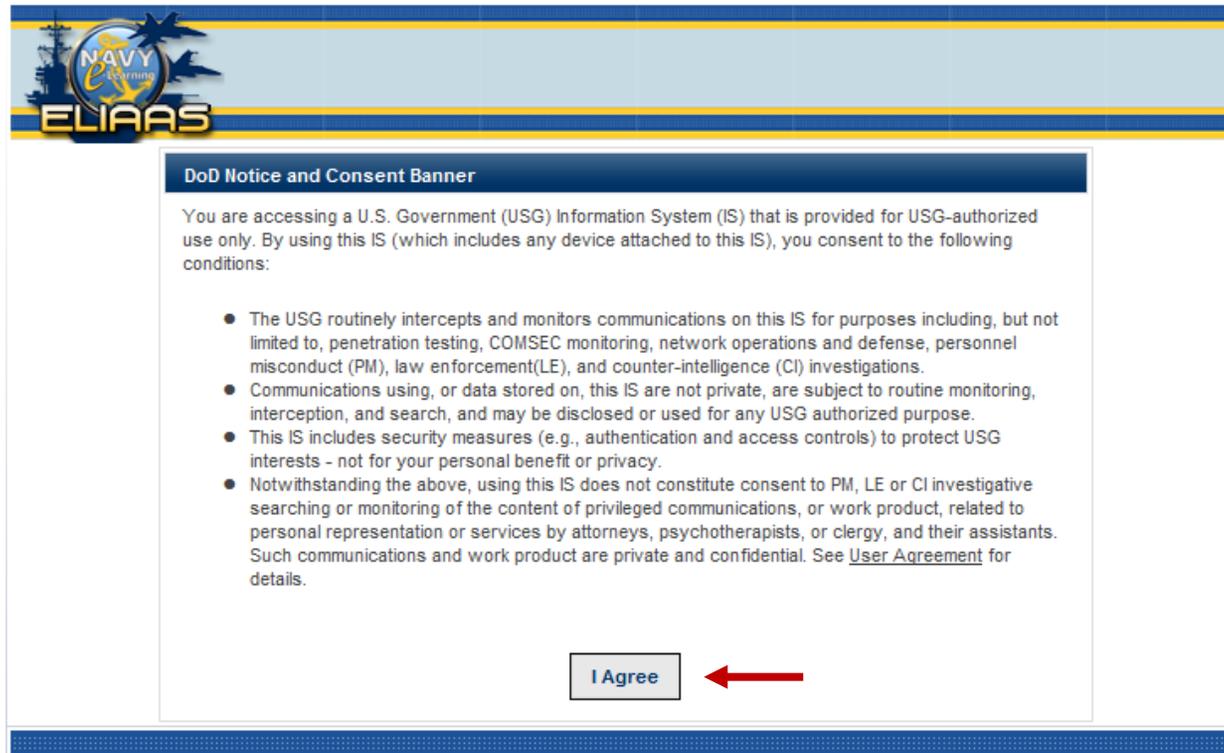
CHaRMS provides the ability for a Secondary Sponsor to:

- Create a course entry/record
- View in-process courses
- View completed Announcement, Acknowledgement, and Submission forms
- Initiate and complete the Announcement form
- Initiate and complete the Submission form
- Initiate and complete the Sponsor Approval form
- Initiate a course Return from the Approval Stage
- View course return information
- Initiate the Content Retirement process
- Create course reports
- View, create, and reply to course correspondence (discussion threads)

Request an Account

To request a CHaRMS account, use the following steps:

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 "ELIAAS" text. Below the header is a "DoD Notice and Consent Banner" with a blue header bar. The banner text reads: "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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- 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.

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.

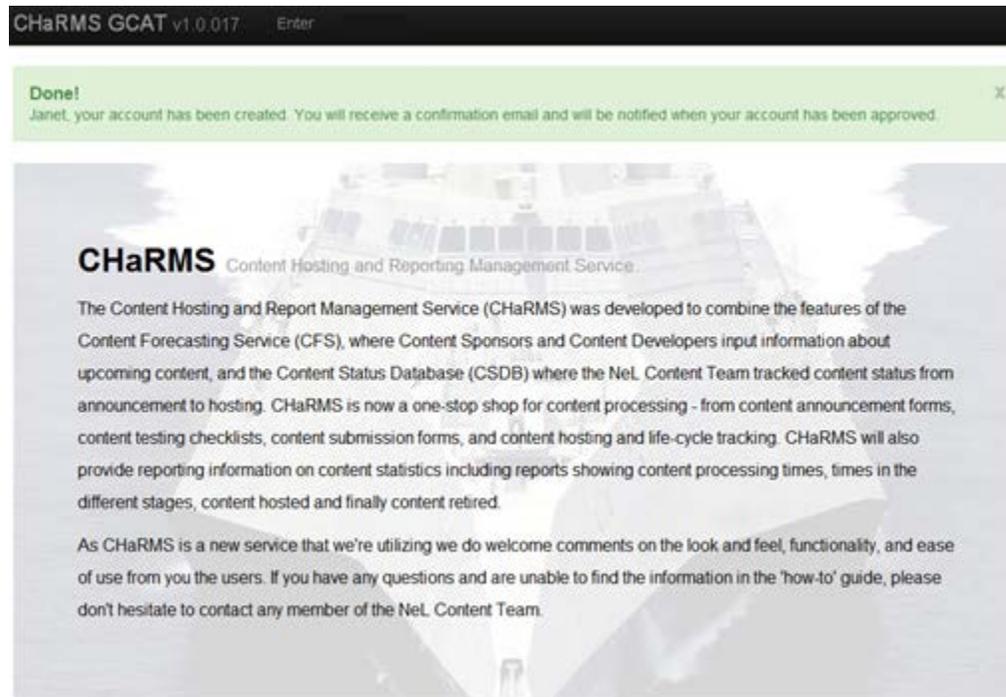
Is it Safe?

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: EOD 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

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.
3. Select the 'Login With CAC Card' button.

NAVY Learning ELIAAS

DoD Notice and Consent Banner

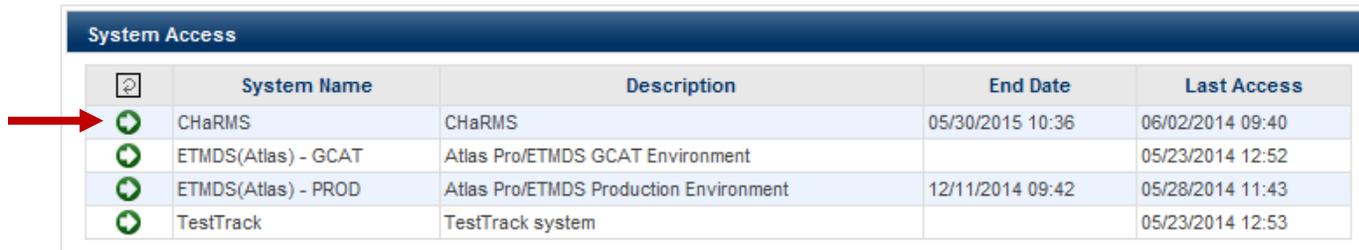
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 [Login With CAC Card](#) [Request Additional Accesses](#)

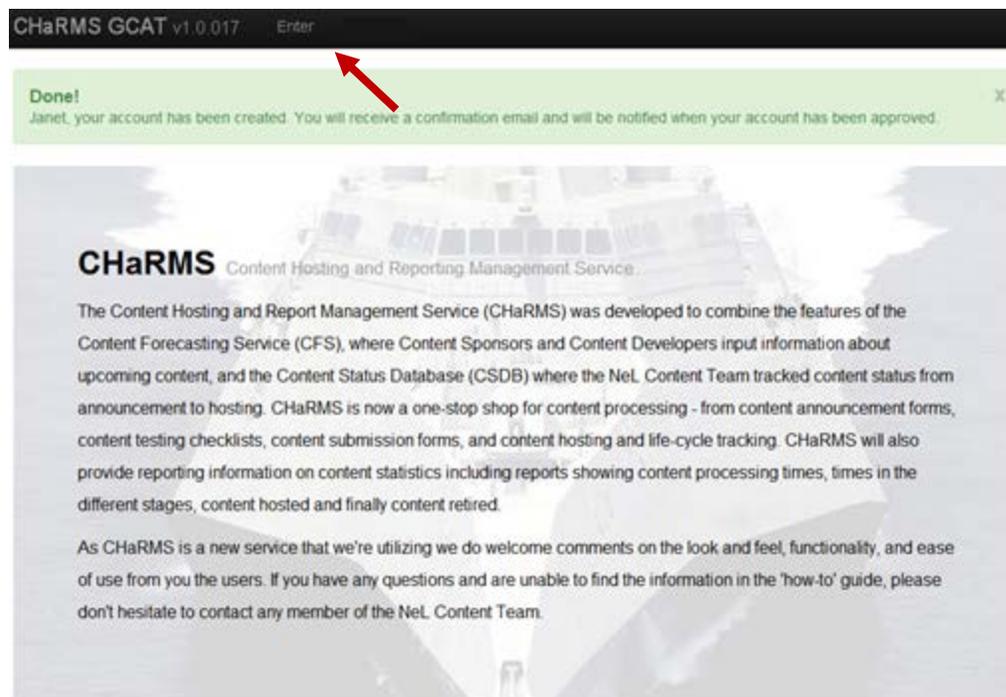
[Help](#) [Accessibility/508 Compliance](#) 1222

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

Done!
You're logged in.



Account Info

Greetings
Janet Nemanic!
You last logged in on
06/17/2014 09:39 AM

Your Roles

Primary Sponsor

Course Activity

- v3 CNATT Test Course for User Guide - JLN
- v1 NOSSA Testing Course 3b
- v1 CNATT Testing Course 3c
- 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

Correspondence Activity

My Recent Correspondences

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

My Recent Topics

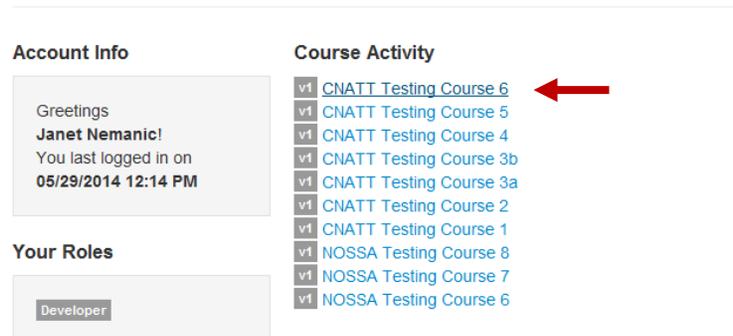
- Janet Nemanic [Add new topic for testing course display](#)
- Janet Nemanic [what goes here](#)
- Janet Nemanic [Testing for display](#)
- Janet Nemanic [Validate display](#)
- Janet Nemanic [Created Topic for Review](#)
- Janet Nemanic [Course Navigation](#)
- Janet Nemanic [Course Titles](#)

Recent Replies

- Janet Nemanic [Add new topic for testing course display](#)
- 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.

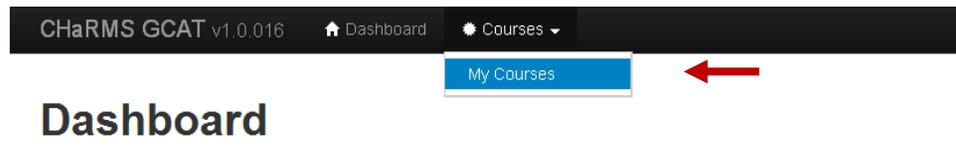


The screenshot shows a user dashboard with two main sections: 'Account Info' and 'Course Activity'. The 'Account Info' section includes a greeting for Janet Nemanic, her name, and her last login time on 05/29/2014 at 12:14 PM. Below this, the 'Your Roles' section shows the role 'Developer'. The 'Course Activity' section lists several courses, with 'v1 CNATT Testing Course 6' highlighted by a red arrow pointing to it.

| Account Info | Course Activity |
|---|---|
| Greetings Janet Nemanic! You last logged in on 05/29/2014 12:14 PM | 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 |

Or

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



The screenshot shows the top navigation bar of the dashboard. It includes the text 'CHaRMS GCAT v1.0.016', a home icon, and the word 'Dashboard'. A dropdown menu is open under the 'Courses' label, showing the option 'My Courses' which is highlighted by a blue background and a red arrow pointing to it.

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 | 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 |

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
- Add a Course
- 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
- Click the Edit button to update the Course Title or Item Code
- 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' 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 the search bar, a table displays a list of courses. The table has columns for 'Title', 'Organization', 'Item Code', 'Created', and 'Updated'. The first row is highlighted, and a red arrow points to the 'v3' version indicator next to the course title 'CNATT Test Course for User Guide - JLN'. Another red arrow points to the 'Manage' button in the first row. A third red arrow points to the text '30 Courses Found' at the top right of the table. A fourth red arrow points to the 'v1' version indicator next to the course title 'NOSSA Testing Course 3b'.

| 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 | 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 a 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 TT 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

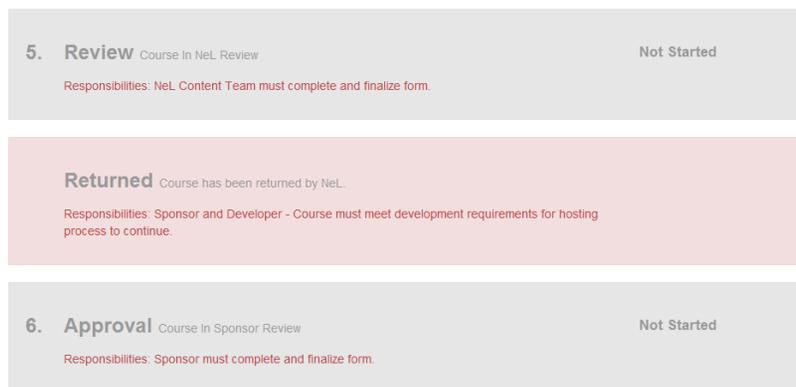
CNATT Testing Course 3b

- 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

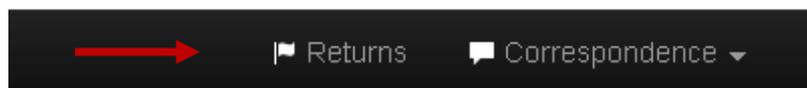
A Return Stage is red to denote that the content process has stopped and is on Hold until the return issue is resolved.



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. However a Sponsor Test Track review of the content would clear this up 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 | | Course ▾ | Version ▾ | Returns | Correspondence ▾ |
|---|---|------------|------------|---------|----------------------|
| Issue | Description | Created | Updated | | |
| Bad Test | Bad bad bad | 2014-05-29 | - | | Edit |
| JLN - CNE Test Course 7 | Failed for the following reasons: completed one, remaining open.. | 2014-04-14 | 2014-04-14 | | |

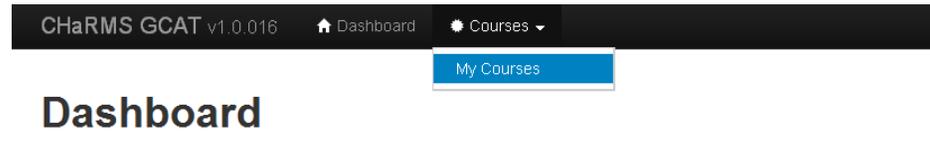
Showing 1 to 2 of 2 entries

← Previous 1 Next →

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

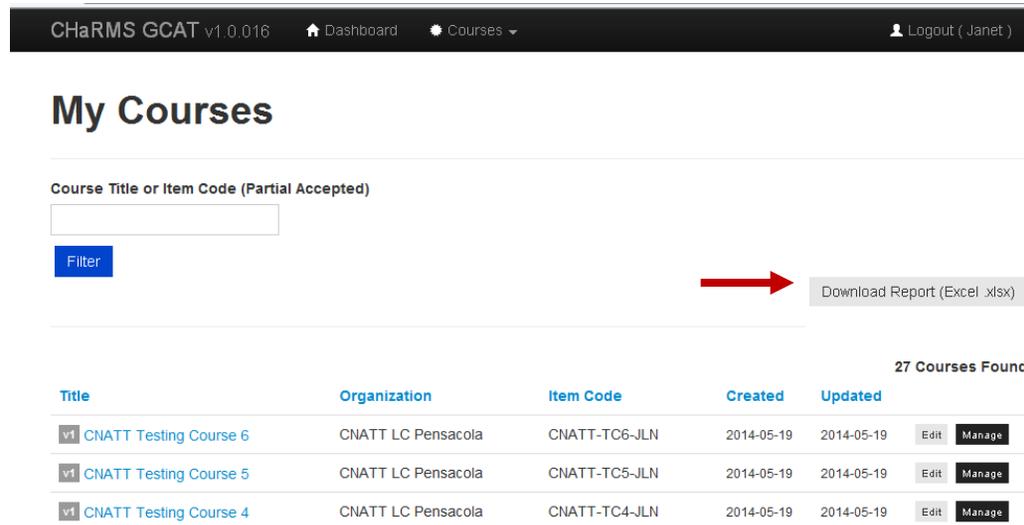
Course Reports

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 Download the report of all courses listed –
- 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.



CHaRMS GCAT v1.0.016 Dashboard Courses Logout (Janet)

My Courses

Course Title or Item Code (Partial Accepted)

Filter

Download Report (Excel .xlsx)

27 Courses Found

| Title | Organization | Item Code | Created | Updated | | |
|---------------------------|--------------------|---------------|------------|------------|------|--------|
| v1 CNATT Testing Course 6 | CNATT LC Pensacola | CNATT-TC6-JLN | 2014-05-19 | 2014-05-19 | Edit | Manage |
| v1 CNATT Testing Course 5 | CNATT LC Pensacola | CNATT-TC5-JLN | 2014-05-19 | 2014-05-19 | Edit | Manage |
| v1 CNATT Testing Course 4 | CNATT LC Pensacola | CNATT-TC4-JLN | 2014-05-19 | 2014-05-19 | Edit | Manage |

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.

| | A | B | C | D | E | F | G |
|----|--------------------------|---------------|----------------|-----------------|----------|--------------|-----------------|
| 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 11/0021

[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> | Finalized | True | Action | Draft: The content is in a draft or prototype state. | <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> | Contract Start Date | Mon May 12 00:00:00 CDT 2014 | Contract End Date | Fri Sep 05 00:00:00 CDT 2014 | | | | | | | | |
| Finalized | True | | | | | | | | | | | | | | | | |
| Action | Draft: The content is in a draft or prototype state. | | | | | | | | | | | | | | | | |
| Contract Start Date | Mon May 12 00:00:00 CDT 2014 | | | | | | | | | | | | | | | | |
| Contract End Date | Fri Sep 05 00:00:00 CDT 2014 | | | | | | | | | | | | | | | | |
| <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> | Classification | For Official Use Only (FOUO) | <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> | 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 | | | | |
| Classification | For Official Use Only (FOUO) | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | |
| <h4>Vendor Information</h4> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Vendor</td><td>Bearing Point</td></tr> </table> | Vendor | Bearing Point | <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> | 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 |
| Vendor | Bearing Point | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | |
| <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> | NIPR Ashore | True | NIPR Afloat | True | BIPR Ashore | True | BIPR Afloat | True | | | | | | | | | |
| NIPR Ashore | True | | | | | | | | | | | | | | | | |
| NIPR Afloat | True | | | | | | | | | | | | | | | | |
| BIPR Ashore | True | | | | | | | | | | | | | | | | |
| BIPR Afloat | True | | | | | | | | | | | | | | | | |

Course Acknowledgement

NOSSA-TC4-JLN

NOSSA Testing Course 4
NOSSA testing course 4

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

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

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

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 |

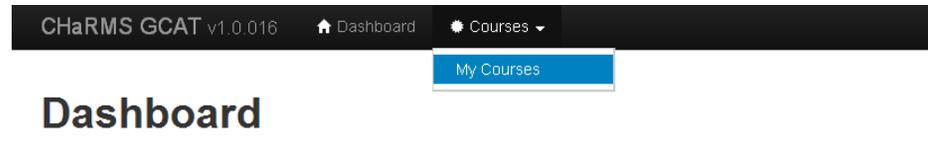
Assessment Strategy

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

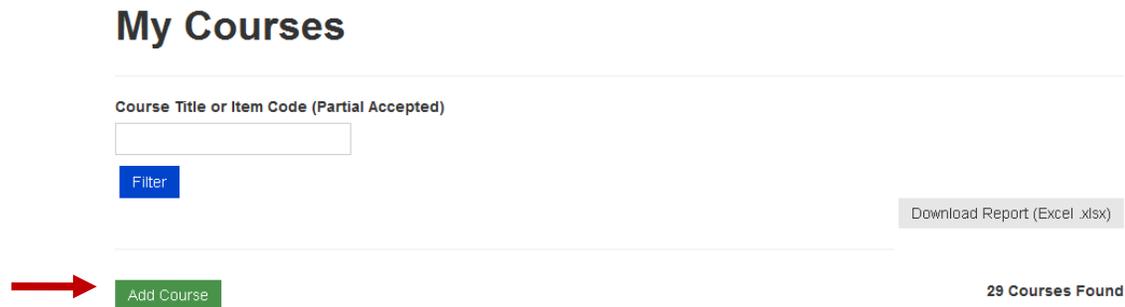
Add a Course

Secondary Sponsors may create or add courses to CHaRMS.

1. Go to the My Courses page.



2. Click on the green Add Course button.



On the Add a Course page -

3. Enter the Course Name.
4. Enter the Item Code (also referred to as a Catalog Item Code).
5. Select the organization.
6. Enter a Description – insert text to sufficiently describe the course, (character limit = 2000).
7. Click the blue Create this Course button. Or Cancel to exit.

CHaRMS GCAT v1.0.017 [Dashboard](#) [Courses](#) [Logout \(Janet\)](#)

Add a Course

Course Name

Item Code

Organization

-- Choose a Organization --

- Choose a Organization --
- DS Distance Support - Anchor Desk & Distant Support DS
- CID LS San Diego - Center For Information Dominance, San Diego (Learning Site)
- CEODD LC Panama City - Center for EOD/Diving, Panama City (Learning Center)
- CFHP - Center for Force Health Protection
- CID DET Pensacola - Center for Information Dominance, Pensacola (Detachment)
- CID LC Pensacola - Center for Information Dominance, Pensacola (Learning Center)
- CNA T LC Pensacola - Center for Naval Aviation Technical Training, Pensacola (Learning Center)**
- CNE LC Norfolk - Center for Naval Engineering, Norfolk (Learning Center)

Description

Character limit of 2000.

[Create this Course](#) or [Cancel](#)

The course is created. You are placed back on My Courses page with a confirmation box that the course has been created.

8. Close the confirmation box.

My Courses

Done! Course 'CNATT Test Course for User Guide - JLN' has been created X

Edit a Course

Once a course has been created you are able to update the Course Title, Item Code, or Description.

1. Click on the Edit button.

| Add Course | | 30 Courses Found | | | | |
|---|--------------------|------------------|------------|------------|------|--------|
| Title | Organization | Item Code | Created | Updated | | |
| v2 CNATT Test Course for User Guide - JLN | CNATT LC Pensacola | CNATT-TCUG-JLN | 2014-06-10 | 2014-06-10 | Edit | Manage |



- On the Edit Course Page, you can update the Course Name (Title), Item Code (Catalog Item Code), Description, or Organization.
- Click the blue 'Save' button.

Edit Course

Version 2 Course Status Version Returns Team Correspondence

Edit Course

Course Name
CNATT Test Course for User Guide - JLN

Required

Item Code
CNATT-TCUG-JLN

Required

Organization
CNATT LC Pensacola - Center for Naval Aviation Technical Training, Pensacola (Learning Center)

Description
Test course to use for user guide - CNATT.

Character limit of 2000.

 **Save** Cancel

When the Save is complete you are placed back on the My Courses page.

- Close the Save confirmation box.

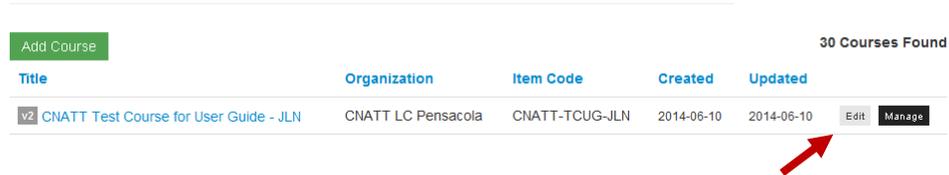
My Courses

Done! X
Course CNATT Test Course for User Guide - JLN has been updated

Create a New Version

The purpose of creating a new version of a course is that the title information is retained. New versions are created for a number of reasons, the most likely being that a specific course had extensive issues and a new version is being introduced. As with all new versions being placed into NeL, their history starts from the beginning with a Content Announcement. If you have a course that is in the NeL Review Stage and you create a new version, the new version now starts at the Announcement Stage.

1. Select the course that requires a new version from your My Courses page.
2. Click on the Edit button.



The screenshot shows a table with the following columns: Title, Organization, Item Code, Created, Updated, Edit, and Manage. The first row contains the following data: v2 CNATT Test Course for User Guide - JLN, CNATT LC Pensacola, CNATT-TCUG-JLN, 2014-06-10, 2014-06-10. A red arrow points to the 'Edit' button in the first row.

| 30 Courses Found | | | | | | |
|---|--------------------|----------------|------------|------------|------|--------|
| Add Course | | | | | | |
| Title | Organization | Item Code | Created | Updated | Edit | Manage |
| v2 CNATT Test Course for User Guide - JLN | CNATT LC Pensacola | CNATT-TCUG-JLN | 2014-06-10 | 2014-06-10 | Edit | Manage |

- 3. Note the current Version listed.
- 4. Update the Course Name, Item Code, Organization, or Description as necessary.
- 5. Click on the green Create New Version button.

Edit Course

Version 2 Course Status Version Returns Team Correspondence

Edit Course

Course Name
CNATT Test Course for User Guide - JLN

Required

Item Code
CNATT-TCUG-JLN

Required

Organization
CNATT LC Pensacola - Center for Naval Aviation Technical Training, Pensacola (Learning Center)

Description
Test course to use for user guide - CNATT.

Character limit of 2000.

Save Cancel

Create New Version

The new version is created as displayed on the My Courses page. Close the Version Created confirmation box.

Course Team

A Course Team refers to those users assigned to the course. This may be the Primary Sponsor, Secondary Sponsor, Developer, Reviewer, and the Content Team member. As team members are identified early on in the development process those members may request access to CHaRMS. Secondary Sponsors have the ability to add/remove Developers and Reviewers to/from the team.

1. Select the course to add team members.
2. Click on the Team link.

Course Page

CNE-TC11-JLN

JLN - CNE Test Course 11



Version 1 Course Status Version Returns Team Correspondence

1. **Announcement** Announce New Course or Version **Completed!**
On: 2014-04-17

Responsibilities: Sponsor must complete and finalize form.

Announcement

- On the Course User list page scroll down to Developers. If team members are already assigned their name appears in blue text.

CHaRMS GCAT v1.0.017 [Dashboard](#) [Courses](#) [Reports](#) [Search](#) [Admin](#) [Logout \(Janet\)](#)

Course User list

Version 1 [Course](#) [Status](#) [Version](#) [Returns](#) [Team](#) [Correspondence](#)

NOTE: Enabling a user access to emails and/or discussions on one role will enable them automatically for all roles in this course version.

Primary Sponsor

| Name | Email | Organization | Emails? | Discuss? |
|--|-------|--------------|---------|----------|
| Organization Has No Primary Sponsor. Please Add a Primary Sponsor for Center for Naval Engineering, Norfolk (Learning Center) . | | | | |

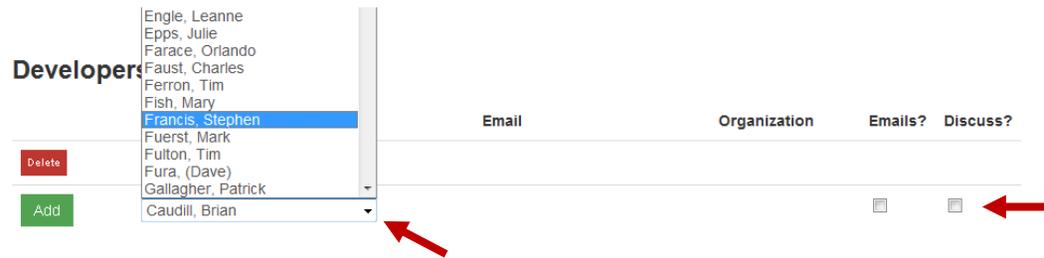
Secondary Sponsor

| Name | Email | Organization | Emails? | Discuss? |
|---|--|----------------|--------------------------|--------------------------|
| Delete | | | | |
| <input type="checkbox"/> Nemanic, Janet  | janet.nemanic.ctr@navy.mil | Navy eLearning | <input type="checkbox"/> | <input type="checkbox"/> |
| Add | <input type="text" value="Adalem, Efren"/> | | <input type="checkbox"/> | <input type="checkbox"/> |

Developers

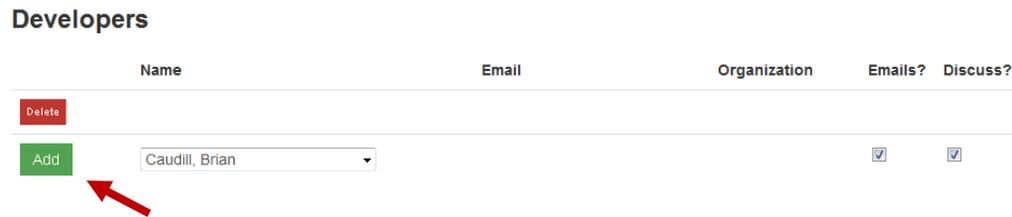
| Name | Email | Organization | Emails? | Discuss? |
|------------------------|---|--------------|--------------------------|--------------------------|
| Delete | | | | |
| Add | <input type="text" value="Abel, John"/> | | <input type="checkbox"/> | <input type="checkbox"/> |

4. Use the pull-down menu to select your Developer. Click on the name then select both the Emails and Discuss checkboxes.

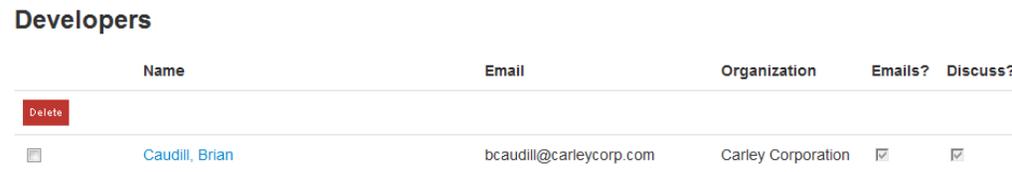


Note: Only CHaRMS users with the specific role (Developer or Reviewer) are available for selection. Team members are added individually.

5. Click the green Add button to the left of the name.



6. Verify the new user is now listed in blue text.



To add a Reviewer, use the same instructions for the Reviewer section.

Reviewers

| | Name | Email | Organization | Emails? | Discuss? |
|--------------------------|------|-------|--------------|--------------------------|--------------------------|
| <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> |

To remove a user from the team:

1. Click the check box next to the user name
2. Click the red Delete button.

Developers

| | Name | Email | Organization | Emails? | Discuss? |
|-------------------------------------|----------------|-------------------------|--------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Caudill, Brian | bcaudill@carleycorp.com | Carley Corporation | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> |

Team members may be removed in multiples.

3. Verify user is no longer listed for the role.

Developers

| | Name | Email | Organization | Emails? | Discuss? |
|--------------------------|------|-------|--------------|--------------------------|--------------------------|
| <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> |

Content Announcement Form

The content Announcement Stage is the initial input to relay upcoming courses being developed. This stage is completed by the Secondary Sponsor. As with all our data input forms the Announcement may be initiated and completed at different times.

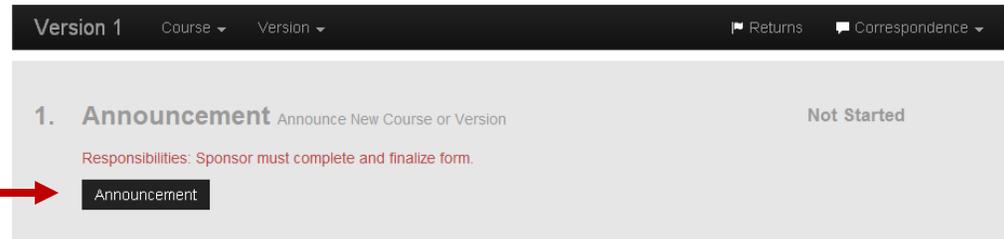
To begin the Announcement Stage:

1. Select the course from My Courses then click on the Announcement button.

Course Page

CNE-TC8-JLN

JLN - CNE Test Course 8



The screenshot shows a course page for 'CNE-TC8-JLN' (JLN - CNE Test Course 8). At the top, there is a navigation bar with 'Version 1', 'Course', and 'Version' dropdown menus, along with 'Returns' and 'Correspondence' icons. Below this, a grey box contains the text '1. Announcement' followed by 'Announce New Course or Version' and 'Not Started'. A red arrow points to a black button labeled 'Announcement'. Below the button, the text 'Responsibilities: Sponsor must complete and finalize form.' is displayed.

You are placed on the Course Page – Announcement displaying the Course Title and Item Code.

Input areas include General Information, Vendor Information, Development Dates, Requested Location, Estimated Usage, and Other Requirements.

Almost all the fields on this form are required.

Other Requirements is to provide additional information that you may not have seen a place for in the top section of the form.

Save, Cancel, and Finalize buttons are at the bottom of the form.

- The Save button allow you to save data and return at a later time to finish the form.
- The Cancel button simply closes the Announcement form without any information saved.
- The Finalize button is used when all the information has been entered on the form and you are ready to submit the information.

Once the form is finalized you may view the form in a flat file format. More information is provided in the View Completed Forms section.

The screenshot shows the CHaRMS GCAT v1.0.017 interface. The top navigation bar includes 'Dashboard' and 'Courses'. The main heading is 'Course Page - Announcement' for 'CNE-TC9-JLN' (JLN - CNE Test Course 9). The form is titled 'Version 1' and includes a 'Returns' and 'Correspondence' link. The form is organized into several sections:

- General Information:** Includes an 'Action' dropdown (set to 'Draft: The content is in a draft or prototype state'), 'Contract Start Date', 'Contract End Date', and 'Security Classification' (set to 'Top Secret').
- Vendor Information:** Includes a 'Vendor' dropdown (set to 'Find & Select Vendor') and a note: 'If your vendor is not found, please contact Nel.'.
- Development Dates:** Includes 'Development Start Date', 'Prototype Delivery Date for Testing', 'Final Delivery Date', 'Start Date', and 'End Date (End of Lifecycle)'. Each has an input field.
- Requested Location:** Includes checkboxes for 'NIPR Ashore', 'NIPR Afloat', 'SIPR Ashore', and 'SIPR Afloat'.
- Estimated Usage:** Includes 'Unit Identification Code (UIC) Location', 'Target Audience' (with a list of options like 'DS Distance Support - Anchor Desk & Distant Support D', 'CID L.S. San Diego - Center For Information Dominance', etc.), 'Peak Access' (set to 'Anytime / Anywhere'), 'Concurrent Users' (set to 'N/A'), 'Annual Enrollments' (set to 'Less than 100'), 'Total Workstations Available' (set to 'N/A'), and 'Estimated Hours in Course' (with a note: 'Estimated number of hours to complete.').
- Other Requirements:** A large text area for additional information.

At the bottom of the form are three buttons: 'Save' (blue), 'Cancel' (grey), and 'Finalize' (green).

Content Submission Form

The Content Submission Form is a multi-role form and available only after the Acknowledgement Stage is complete. The SSPNS is responsible for the Submission form; however it is available for the Developer to provide input/data.

The SSPNS must initiate the form – open the form and at least click the save button, then the Developer may access the form and enter in data as required and save the form. The SSPNS must finalize the form to complete the Stage.

1. Select the appropriate course for Submission.
2. Click on the Submission button.

The screenshot displays two stages of a form process. The top stage, '2. Acknowledgement', is highlighted in light green and is marked as 'Completed!' with a completion date of '2014-05-06'. Below the stage title, it states 'Responsibilities: Developer must complete and finalize form.' and includes a button labeled 'Acknowledgment'. The bottom stage, '3. Submission', is highlighted in light grey and is marked as 'Not Started'. It states 'Responsibilities: Sponsor and/or developer can complete form. Sponsor must finalize form.' and includes a button labeled 'Submission'. A red arrow points to the 'Submission' button.

The Submission form contains three fields that are not accessible from this view:

- Full Content Title
- Catalog Item Code
- Content Description

These fields may only be updated by the Sponsor or the Content Team member. Visit the Add a Course section to view updating the Content Title, Catalog Item Code, or Content Description.

3. Enter in all the data fields that you're providing information for and click the Save button. Or you may open the form and click Save to allow the Developer to have access to fill in the form fields.

Note: The example has a gap in the data just to show you the top portion and the bottom portion with the Finalize button.

4. Once all entries are complete click on the green Finalize button to complete the Stage. You'll be placed back on the Course Page.
5. Close the Submission confirmation box.

Course Page - Submission

CNE-TC11-JLN

JLN - CNE Test Course 11

Version 1 Course Status Version Returns Team Correspondence

| General Information | Security Information |
|---|--|
| Full Content Title JLN - CNE Test Course 11 | Security Level Top Secret |
| Catalog Item Code CNE-TC11-JLN | Distribution Restrictions <input type="radio"/> DISTRIBUTION STATEMENT A - Approved for public release; distribution is unlimited. <input type="radio"/> DISTRIBUTION STATEMENT B - Distribution authorized to U.S. Government agencies only. <input type="radio"/> DISTRIBUTION STATEMENT C - Distribution authorized to U.S. Government Agencies and their contractors. <input type="radio"/> DISTRIBUTION STATEMENT D - Distribution authorized to the |
| Content Description test course 11 | |
| Interactivity Level <input type="text"/> | Assessment Strategy |
| Typical Age Range <input type="text"/> | # Tests / Assessments <input type="text"/> |
| Difficulty <input type="text"/> | Generate a Failed Transcript <input type="checkbox"/> |
| Typical Learning Time <input type="text"/> | |
| <small>In hours</small> | |
| Authoring Tool -- Choose an Authoring Tool -- | |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | <input type="button" value="Finalize"/> |

Content Validation

Content validation is the content Sponsor GCAT testing Stage.

Select the Approval button to access the form.

The screenshot displays two stages of a course validation process. The first stage, '5. Review', is highlighted in light green and is marked as 'Completed!' with a completion date of 'On: 2014-05-15'. Its responsibilities are 'NeL Content Team must complete and finalize form.' and it has a 'Review' button. The second stage, '6. Approval', is highlighted in light grey and is marked as 'Not Started'. Its responsibilities are 'Sponsor must complete and finalize form.' and it has an 'Approval' button. A red arrow points to the 'Approval' button.

| Stage | Course In | Status | Responsibilities | Action |
|-------------|--------------------------|-------------|---|----------|
| 5. Review | Course In NeL Review | Completed! | NeL Content Team must complete and finalize form. | Review |
| 6. Approval | Course In Sponsor Review | Not Started | Sponsor must complete and finalize form. | Approval |

Continue to check one of the radio buttons for each of the 10 testing areas. Use the comments and Additional Notes sections for both you and your team and the NeL Content Team. More information is always better!

Be very diligent when testing your course(s) in GCAT – this is the last place to validate the spelling, grammar, look and feel, and verify that you approve of how the course functions. Once a course gets to Production if there are any changes, the course is retired and the hosting process begins from the Announcement Stage.

This form may also be saved during testing, simply click on the Save button to save your information and return at a later time to Finalize the Approval Stage.

Course Page - Approval

NOSSA-TC5-JLN

NOSSA Testing Course 5

Version 1 Course Status Version Returns Team Correspondence

The purpose of this checklist is to perform a final acceptance review of your content and validate that it performs as expected within the application. This is a functional test only and not intended to verify technical accuracy as that should have been accomplished in the Test Track review process.

Note - If errors are encountered while testing your content, please **DO NOT** delete your enrollments within GCAT as they contain valuable information that the NeL Content Administration team can use to assist you in your troubleshooting efforts.

Navigation / User Interface Instructions

Pass Fail N/A

Navigation through the content aligns with instructions provided. Content interface should be intuitive and easy to use.

Comments

This is a form field description.

Acceptable Load Times

Pass Fail N/A

Content images and/or multimedia have acceptable load times (10 seconds per page).

Comments

This is a form field description.

Course Failure & Remediation

Pass Fail N/A

Using an answer key provided by the developer, verify that course functions as designed when tests/assessments/quizzes are failed, and where appropriate, remediation is provided.

Comments

This is a form field description.

Additional Notes

Notes

This is a form field description.

Save Cancel Finalize

Pass Assessments & Completions

Pass Fail N/A

Using an answer key provided by the developer, verify that you are able to successfully pass all tests/assessments/quizzes and complete the course per specified design and grading criteria.

Comments

This is a form field description.

Course Certificate of Completion

Pass Fail N/A

Verify the course has rolled-up to the 'My Training History' page, and that a Certificate of Completion is available and can be printed upon successful completion.

Comments

This is a form field description.

Subject matter, Spelling & Grammar

Pass Fail N/A

Comments

This is a form field description.

Correspondence

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

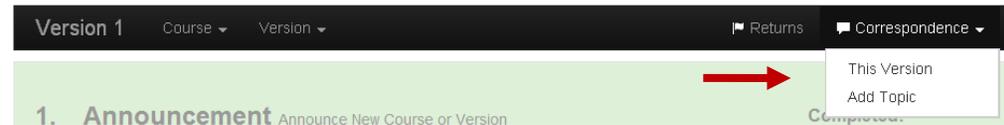
There are two ways to create Correspondence:

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

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 |
|-------|--------|---------|---------|
|-------|--------|---------|---------|

| | | | |
|---|---------------|------------------|---|
| Add new topic for testing course display Edit | 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

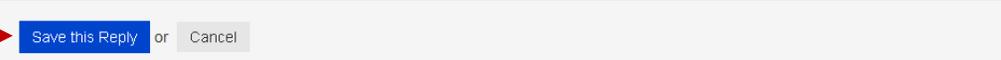
Add Reply

Body



A rich text editor toolbar with the following icons from left to right: Bold (B), Italic (I), Bulleted List (list with dots), Numbered List (list with numbers), Indent (left arrow), Outdent (right arrow), Link (chain link), Unlink (chain link with slash), and Help (question mark). Below the toolbar is a large, empty text area for entering the reply body.

Required



Two buttons are displayed in a light gray bar: a blue button labeled "Save this Reply" and a gray button labeled "Cancel". 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
[Edit](#)

Adding a reply for visual display

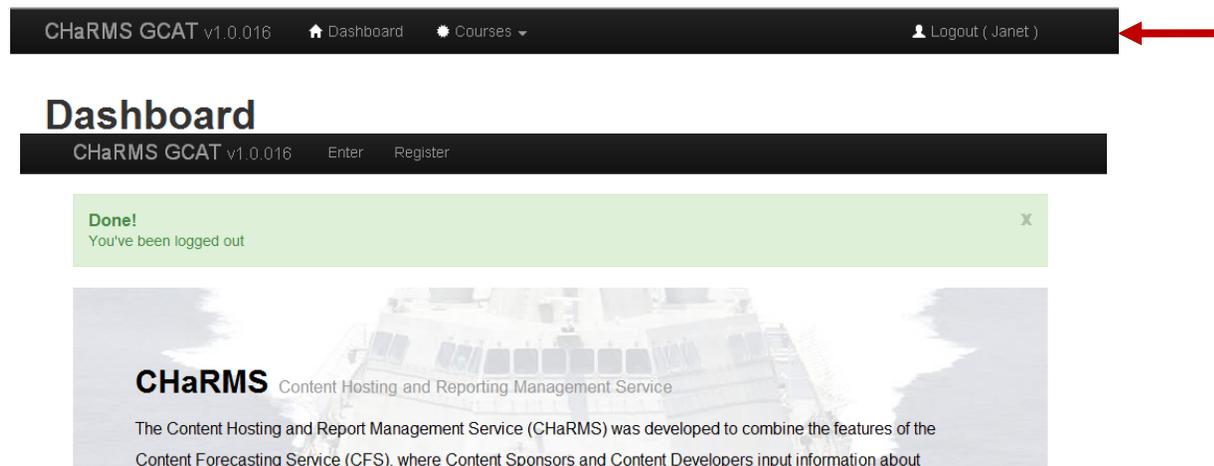
Showing 1 to 1 of 1 entries

[← 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.



The screenshot displays the CHaRMS GCAT v1.0.016 interface. At the top, a dark navigation bar contains the version number, a home icon, 'Dashboard', a gear icon, 'Courses', and a user profile icon with the text 'Logout (Janet)'. A red arrow points to the 'Logout (Janet)' link. Below the navigation bar, the word 'Dashboard' is prominently displayed. Underneath, another dark bar shows the version number and links for 'Enter' and 'Register'. A green notification banner at the top of the main content area reads 'Done! You've been logged out'. The main content area features a large, faded image of a boat with the text 'CHaRMS Content Hosting and Reporting Management Service' and a descriptive paragraph: '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'.