

CHaRMS Primary 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.

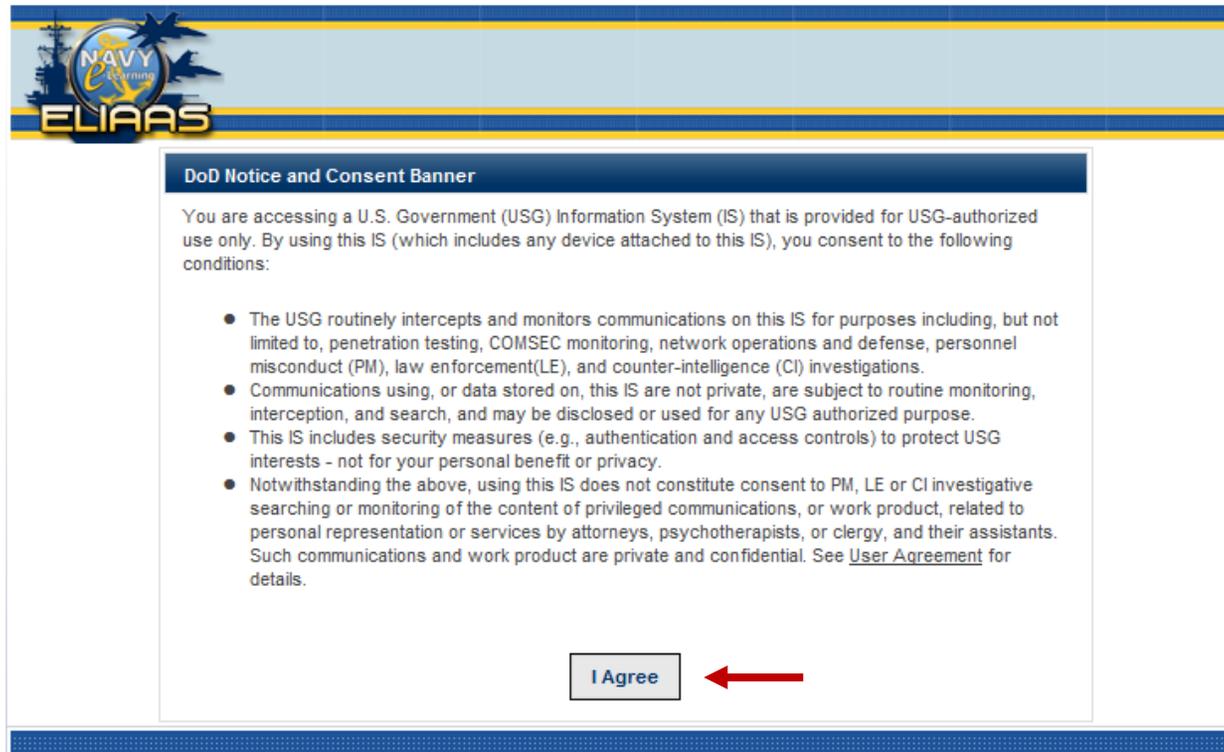
CHaRMS also provides reporting information on course statistics including processing times, and stage completion dates.

CHaRMS provides the ability for a Primary Sponsor to:

- View all associated courses for the entire Organization
- View completed Announcement, Acknowledgement, and Submission forms
- View course return information
- Create course reports
- View, create, and reply to course correspondence (discussion threads)

Request an Account

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 the top of the ELIARS website with a blue and yellow header. Below the header is a white box containing a blue banner titled "DoD Notice and Consent Banner". 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.

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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

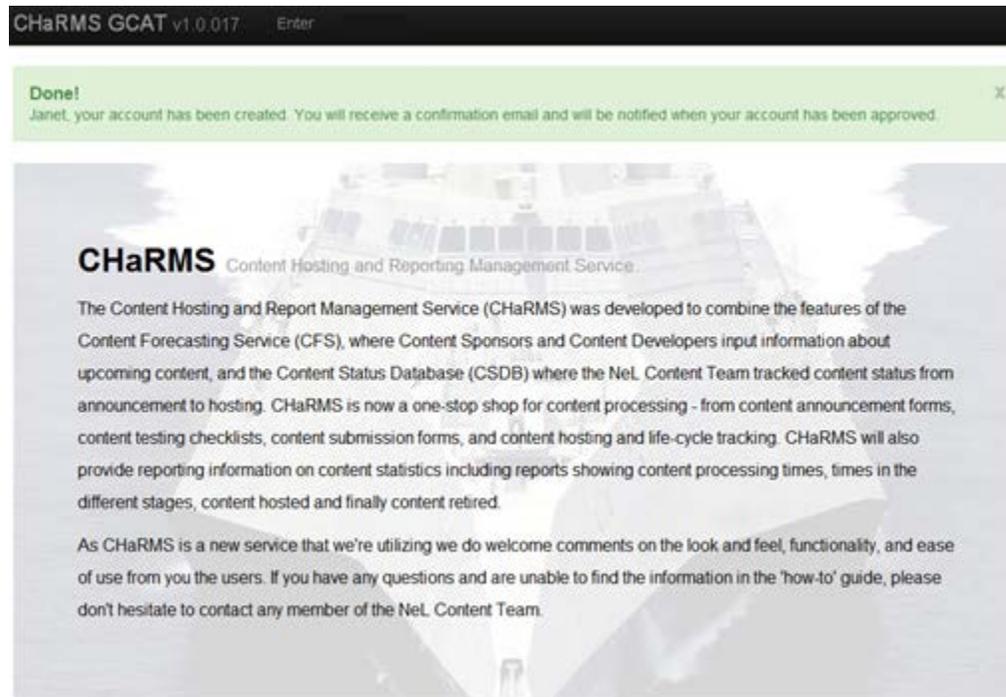
We request DOD ID number, date of birth (DOB), and full name during the registration process only to authenticate your identity. Information submitted is compared with your information in the DEERS Database. The information is used solely to verify that you are authorized to have access to Navy eLearning. 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.

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

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

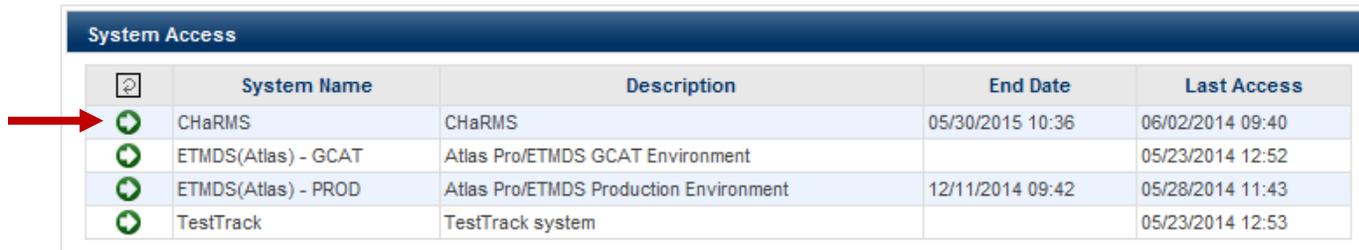
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 [Login With CAC Card](#) [Request Additional Accesses](#)

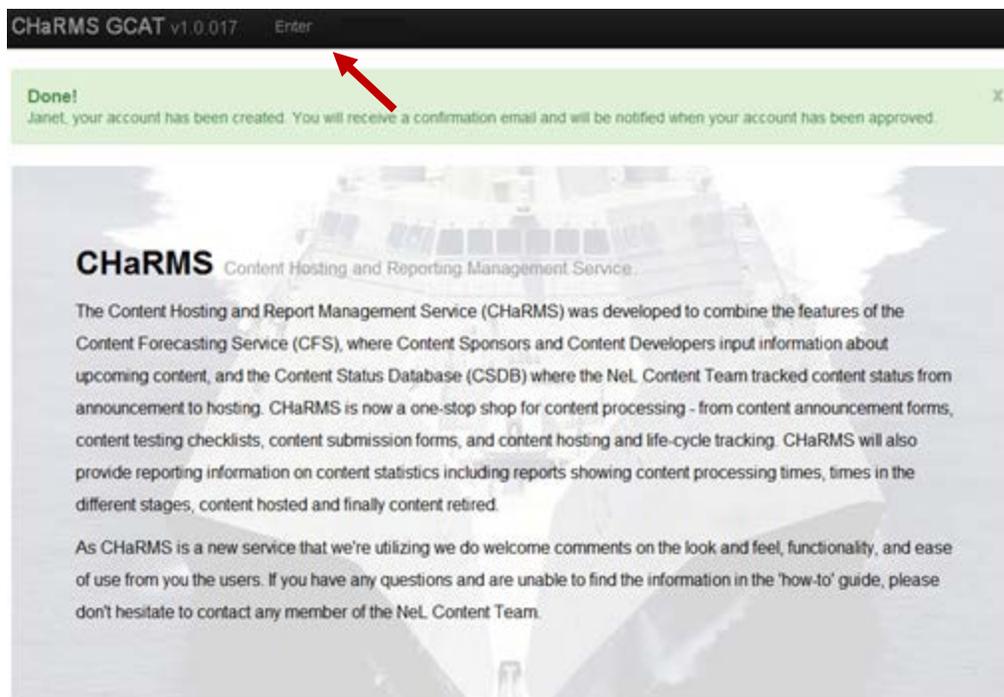
[Help](#) [Accessibility/508 Compliance](#) 1222

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

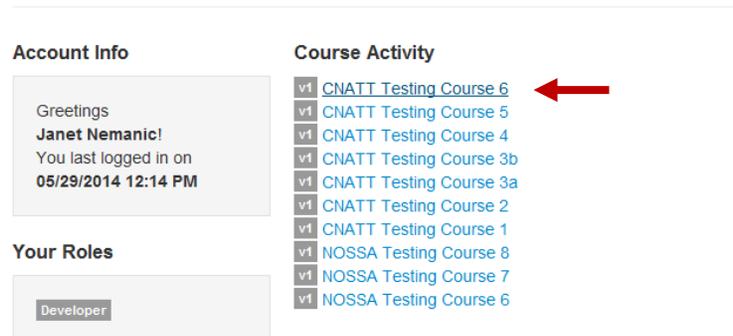
- Janet Nemanic [Add new topic for testing course display](#)
- Janet Nemanic [what goes here](#)
- Janet Nemanic [Testing for display](#)
- Janet Nemanic [Validate display](#)
- Janet Nemanic [Created Topic for Review](#)
- Janet Nemanic [Course Navigation](#)
- Janet Nemanic [Course Titles](#)

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.

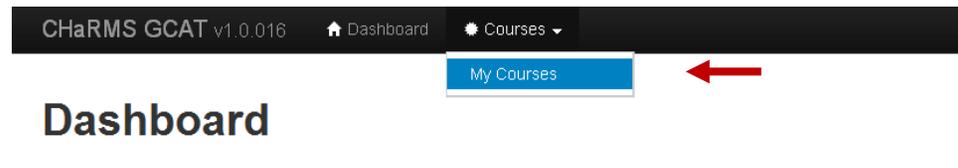


The screenshot shows a user dashboard with two main sections: 'Account Info' and 'Course Activity'. The 'Account Info' section includes a greeting for Janet Nemanic, her last login time (05/29/2014 12:14 PM), and her role as 'Developer'. The 'Course Activity' section lists several courses, with 'v1 CNATT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

Account Info	Course Activity
Greetings 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 dashboard header menu. The 'Courses' menu is open, and 'My Courses' 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	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 Organization's Courses Page

On the My Organization's Courses page all courses associated to the Center or Organization 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 Organization's 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 course Version
- 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 Organization's 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 these is a table with the following columns: 'Title', 'Item Code', 'Created', and 'Updated'. The table header indicates '1328 Courses Found'. The first three rows of the table are visible, each with a 'v1' version indicator. At the bottom of the table is a pagination control showing '← Previous', 'Displaying 1 to 25 of 1328', and 'Next →'. Red arrows point to the 'Filter' button, the 'Download Report' button, the 'Title' column header, the first row of the table, and the pagination controls.

My Organization's Courses				
Course Title or Item Code (Partial Accepted)				
<input type="text"/>				
Filter				Download Report (Excel .xlsx)
1328 Courses Found				
Title	Item Code	Created	Updated	
v1 JLN - CNE Test Course 11	CNE-TC11-JLN	2014-04-14	2014-05-15	
v1 Testing Script123	PENDING- 20140428154450514	2014-04-28	2014-04-28	
v1 BECC - 39 Halon 1301 Flooding	CNE-BECC-039-1.1	2014-04-04	2014-04-04	

← Previous Displaying 1 to 25 of 1328 Next →

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 Primary Sponsor role has the ability to view completed forms for Announcement (Stage 1), Acknowledgement (Stage 2), and Submission (Stage 3), however no ability to updated these forms.

In CHaRMS:

- 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

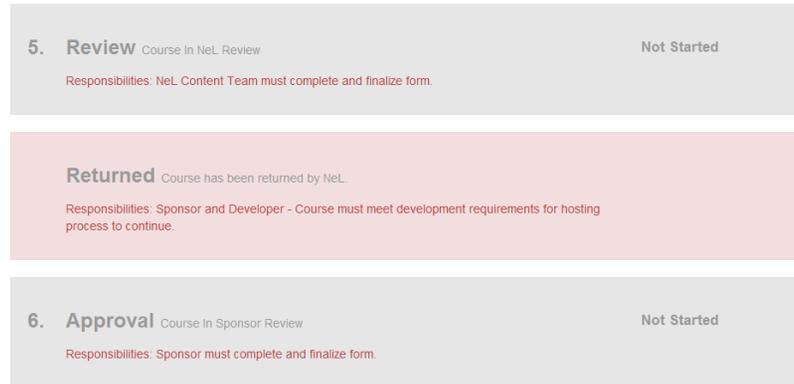
Version 1 [Course](#) [Version](#) [Returns](#) [Correspondence](#)

- 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

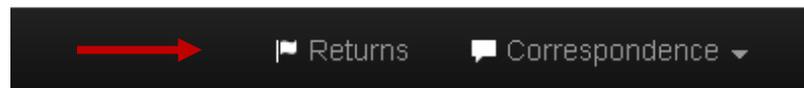
A Return Stage is red to denote that the content process has stopped and is on Hold until the return issue is resolved.



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. 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				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		

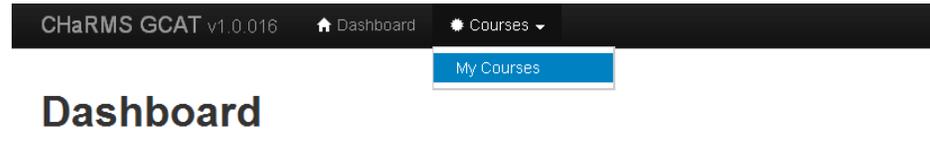
Showing 1 to 2 of 2 entries

← Previous 1 Next →

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

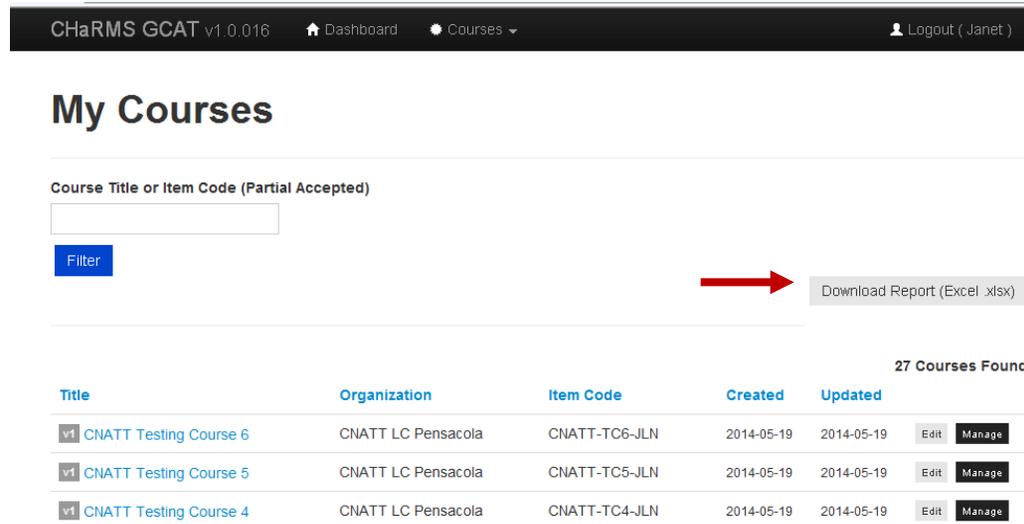
Course Reports

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.



Report Display

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. The 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
20	NOSSA Testing Course 3	NOSSA-TC3-JLN	NOSSA	Acknowledgement	18	5/15/2014	
21	NOSSA Testing Course 2	NOSSA-TC2-JLN	NOSSA	Submission	16	5/15/2014	5/15/2014

Viewing 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 v1.0.0.1 | Dashboard | Courses | Logout (Guest)

Announcement

NOSSA-TC4-JLN

NOSSA Testing Course 4
NOSSA testing course 4

Version 1 | Course | Version | Returns | Team | Correspondence

General Information	Contract Dates
Finalized True	Contract Start Date Mon May 12 00:00:00 CDT 2014
Action Draft: The content is in a draft or prototype state.	Contract End Date Fri Sep 05 00:00:00 CDT 2014

Security Information	Development Dates
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

Vendor Information
Vendor Bearing Point

Requested Location
NIPR Ashore True
NIPR Afloat True
BIPR Ashore True
BIPR Afloat True

Minimum System Requirements
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

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

View 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

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.

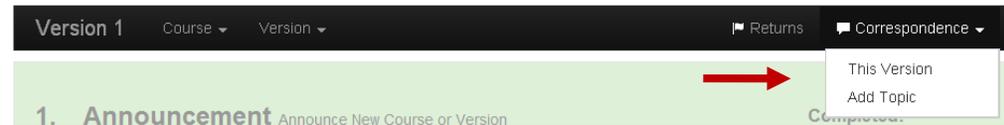
There are two ways to create Correspondence:

- 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
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](#)

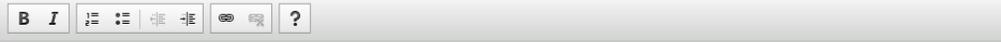


Enter in the data for your reply and click on the blue Save this Reply button.

Correspondences Page - Reply Form

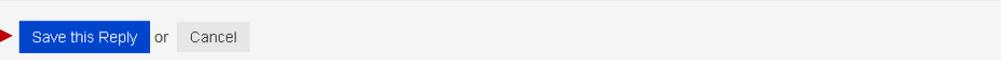
Add Reply

Body



A rich text editor toolbar with the following icons from left to right: Bold (B), Italic (I), Bulleted List, Numbered List, 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". 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.

