VA TMS Domain Manager and Learning Manager Administrator Course

Session 3 of 3

Virtual Instructor-Led Training

Participant Guide

May 2015

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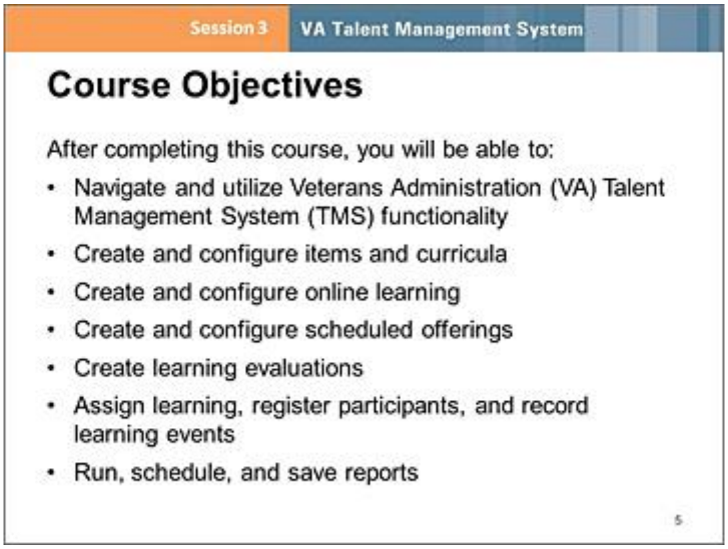

Slide 5: Course Objectives

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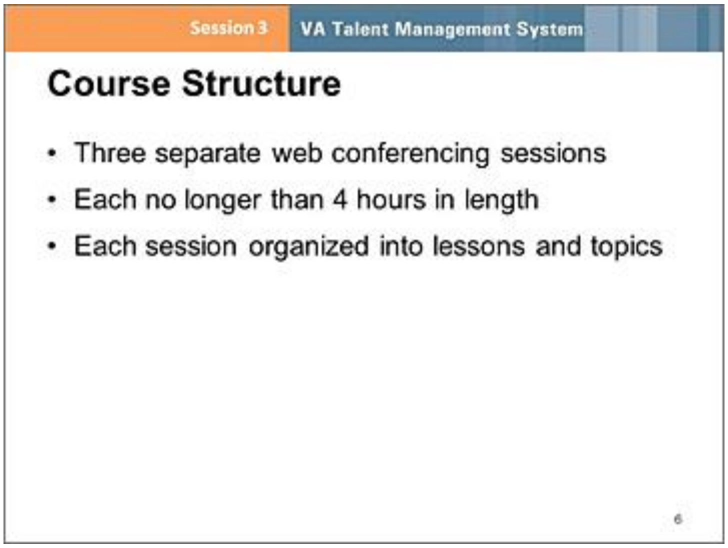

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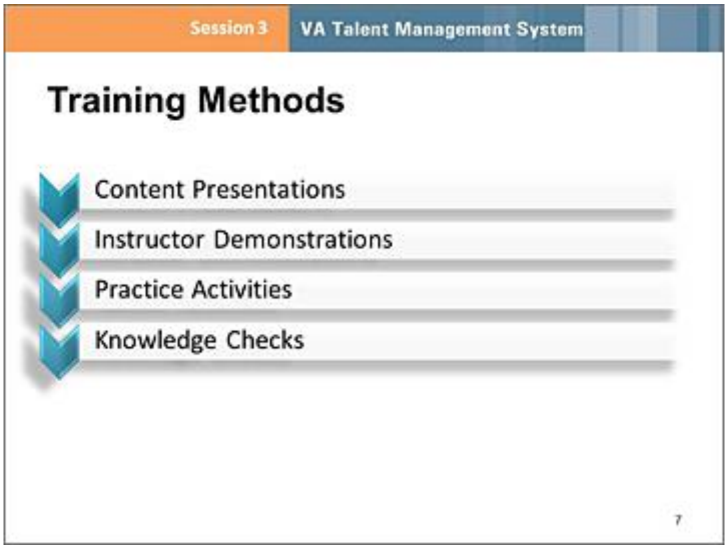

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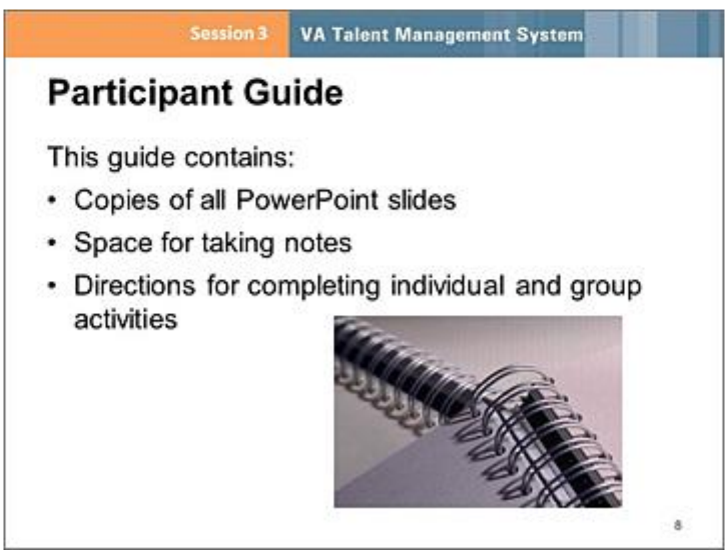

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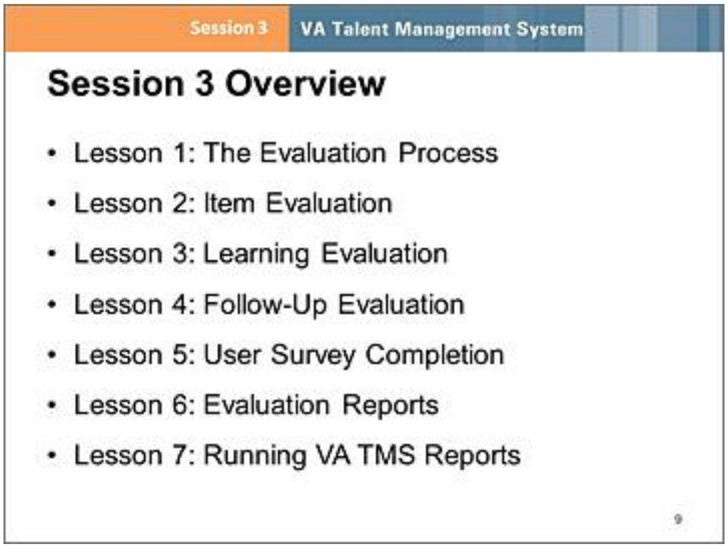

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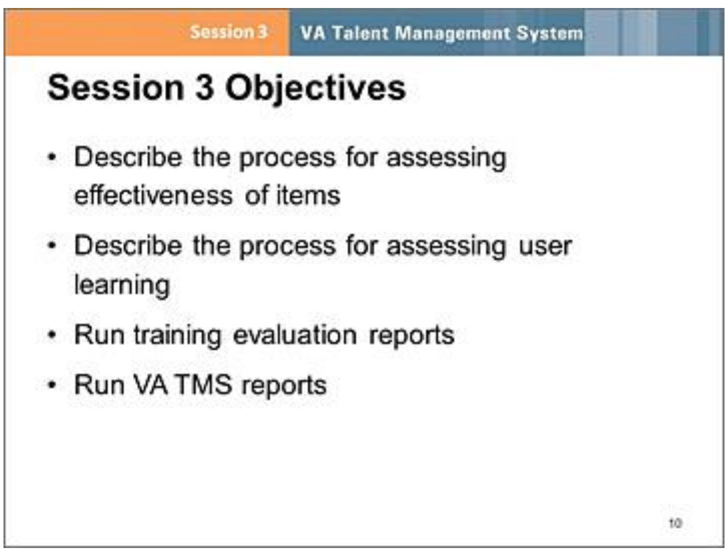

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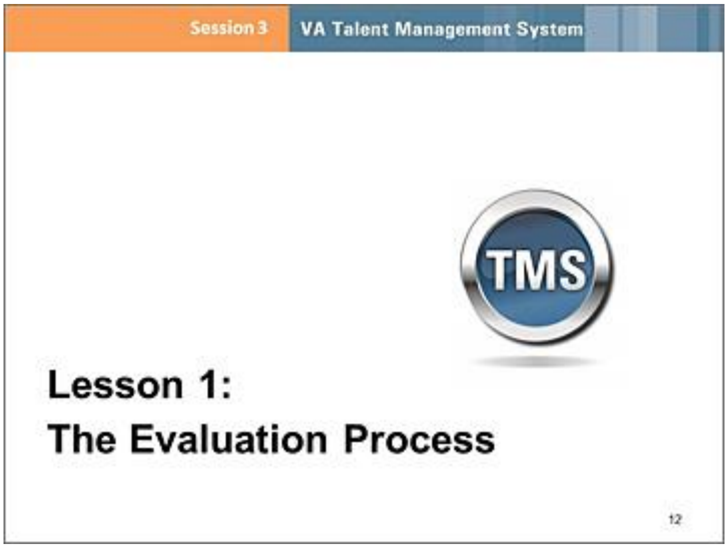
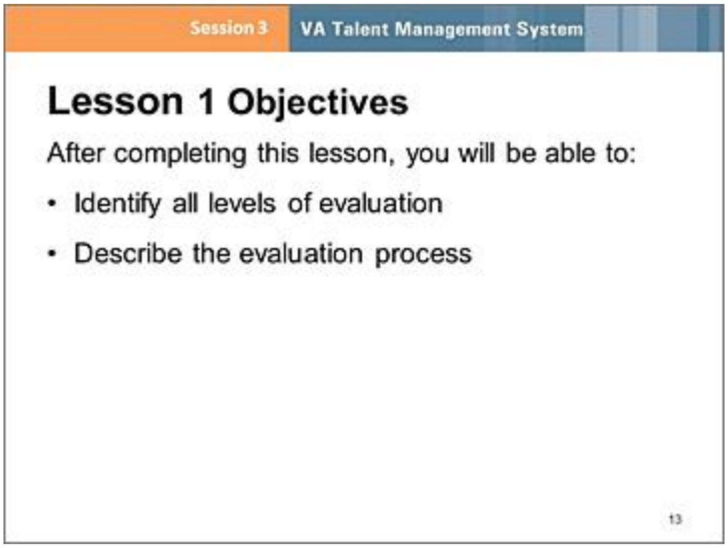
1.2 *Lesson 1: The Evaluation Process*



Slide 12:Lesson 1: The Evaluation Process

Notes:



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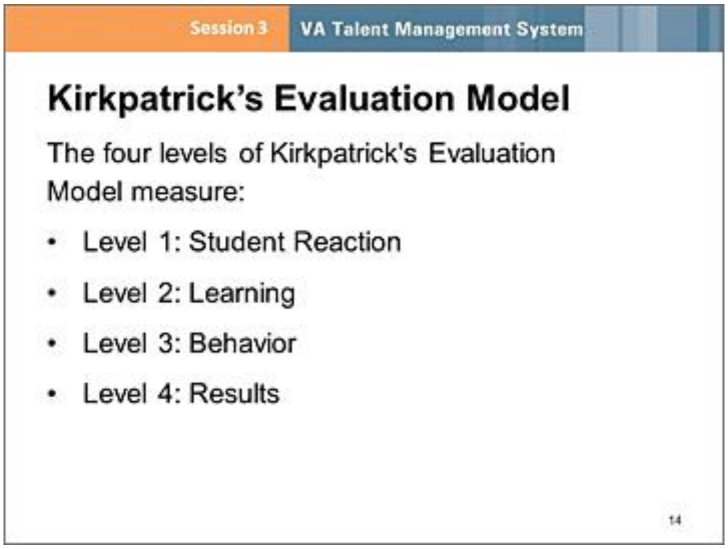

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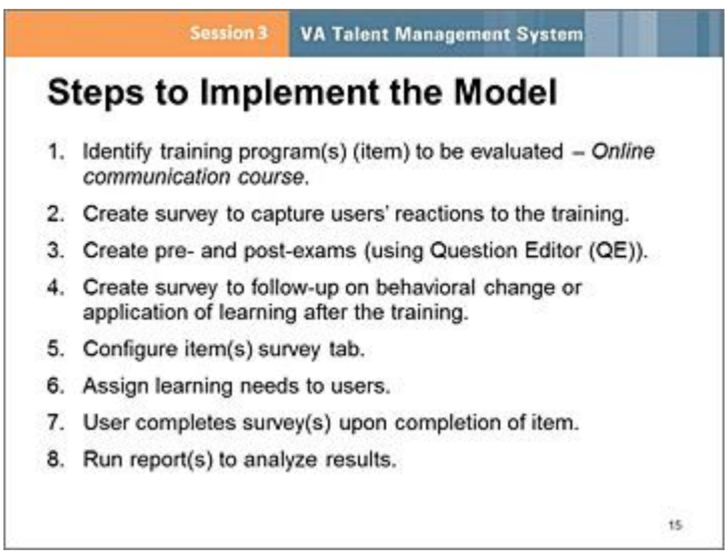

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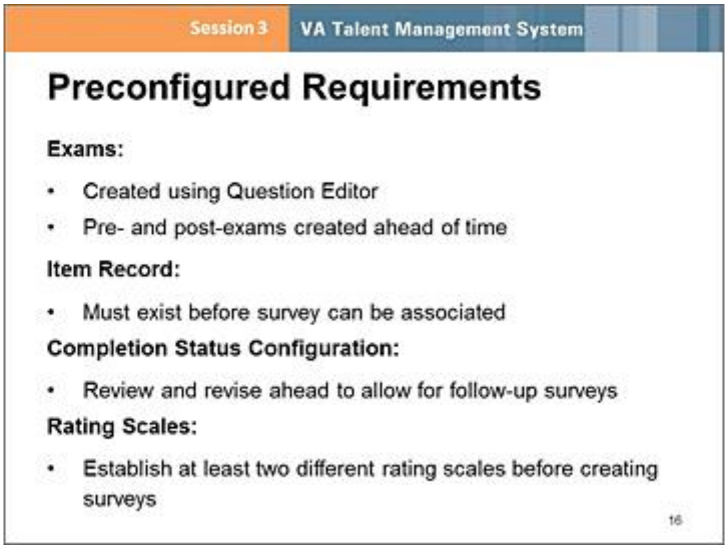

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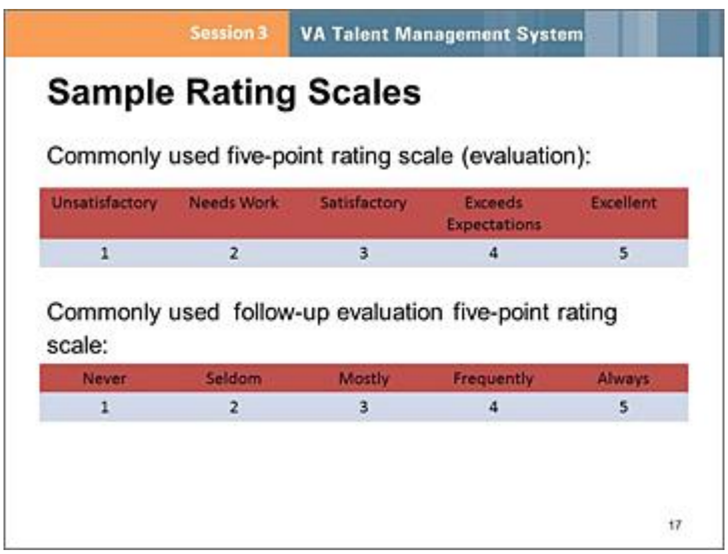

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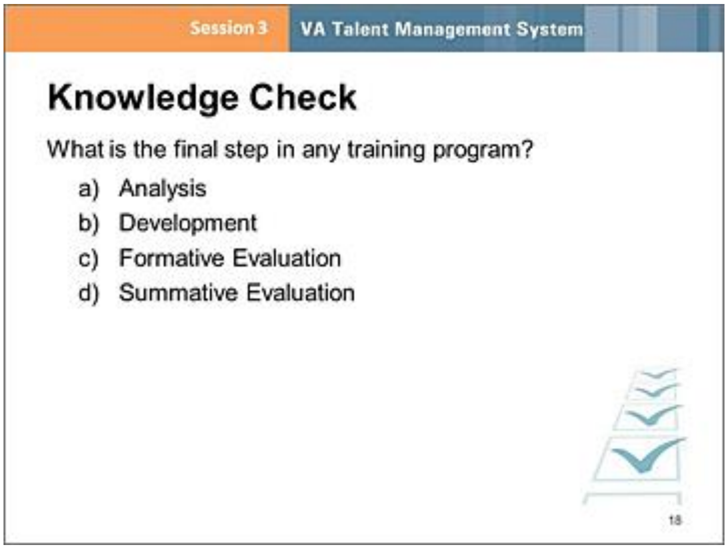

Slide 18: Knowledge Check

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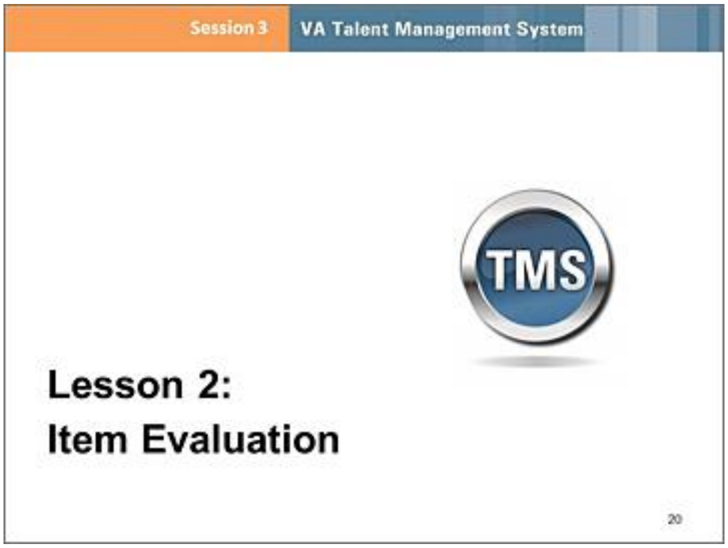
1.3 *Lesson 2: Item Evaluation*



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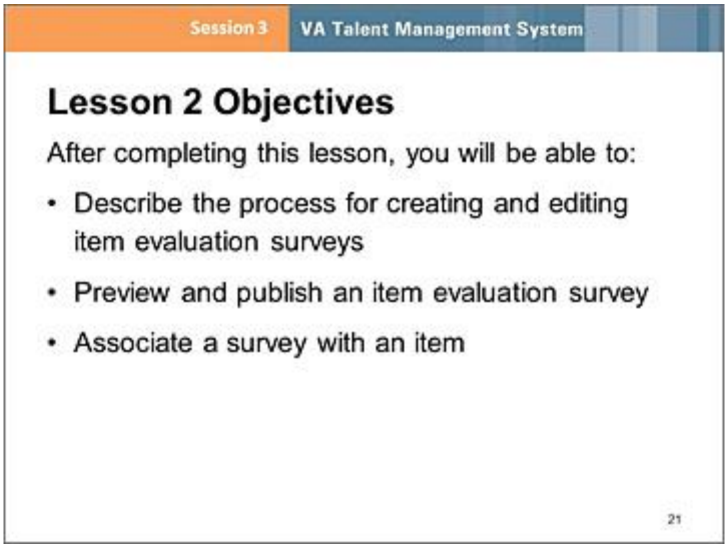
Notes:



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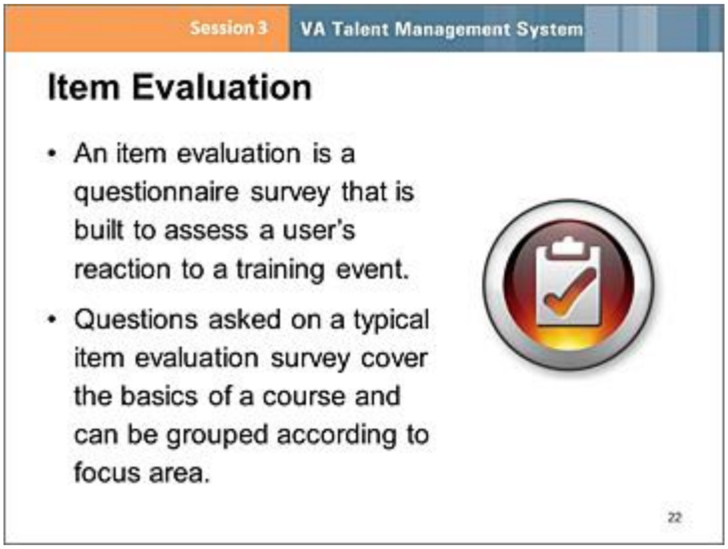
Notes:



Slide 22: Item Evaluation

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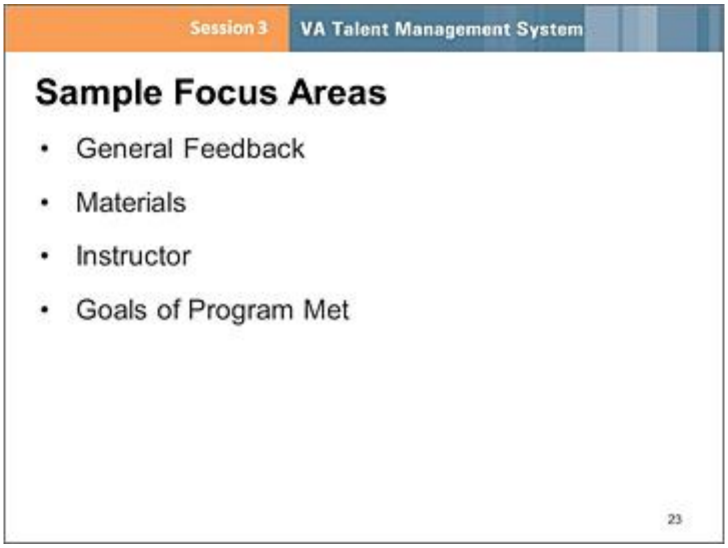

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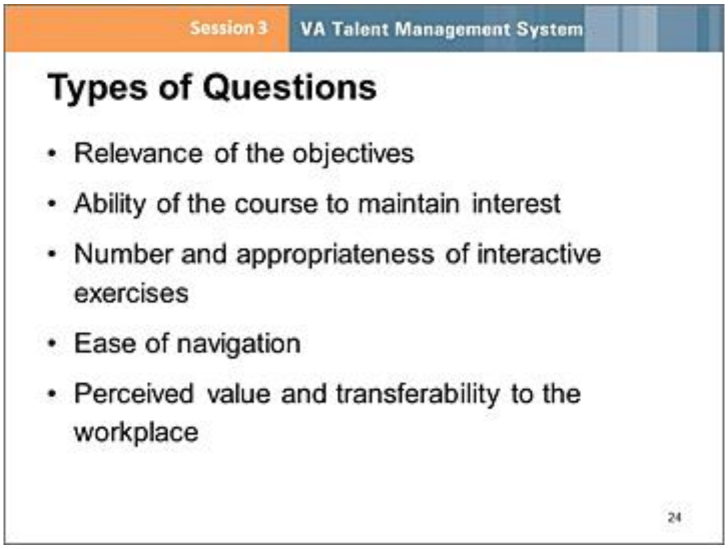

Slide 24: Types of Questions

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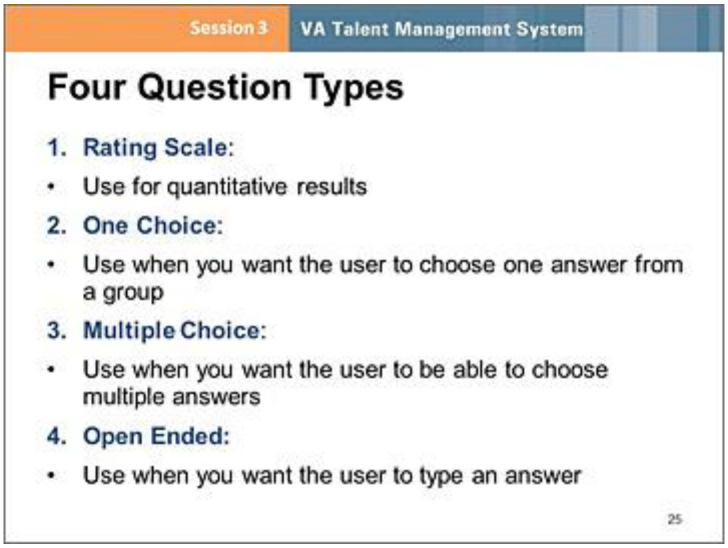


Slide 25: Four Question Types

Notes:

Slide 26: Demonstration: Item Evaluation Steps

Notes:

Demonstration: Item Evaluation Steps

To complete an item evaluation:

1. Navigate to **Learning > Questionnaire Surveys**.
2. Select **Add New**.
3. Enter a survey ID.
4. Enter a survey name.
5. Select an evaluation level (for this example, select **Item Evaluation: User Satisfaction**).
6. Enter survey description.
7. Enter comments.
8. Select a domain.
9. Check **Active** checkbox.
10. Select **Add**.
11. Select the **Questions** tab.
12. Enter survey instructions.
13. Enter first page title.
14. Enter first page instructions.
15. Select **Add Question** icon.
16. Enter question stem.
17. Select question type (rating scale).
18. Select a rating scale.
19. Repeat steps 15–18 to add additional questions.
20. Select **Add Page** icon.
21. Enter second page title.
22. Enter second page instructions.
23. Select **Add Question** icon.
24. Enter question stem.

25. Select question type (rating scale).
26. Select a rating scale.
27. Repeat steps 23–26 to add additional questions.
28. Select **Save Draft**.

Slide 27: System Login

Notes:

Slide 28: Activity #1: Create a Survey

Notes:

Activity #1: Create a Survey

1. Navigate to **Learning > Questionnaire Surveys**.
2. Select **Add New**.
3. Enter a survey ID.
4. Enter a survey name.
5. Select an evaluation level (for this example, select **Item Evaluation: User Satisfaction**).
6. Enter survey description.
7. Enter comments.
8. Select a domain.
9. Check **Active** checkbox.
10. Select **Add**.
11. Select the **Questions** tab.
12. Enter survey instructions.
13. Enter first page title.
14. Enter first page instructions.
15. Select **Add Question** icon.
16. Enter question stem.
17. Select question type (rating scale).
18. Select a rating scale.
19. Repeat steps 15–18 to add additional questions.
20. Select **Add Page** icon.
21. Enter second page title.
22. Enter second page instructions.
23. Select **Add Question** icon.
24. Enter question stem.
25. Select question type (rating scale).

26. Select a rating scale.
27. Repeat steps 23–26 to add additional questions.
28. Select **Save Draft**.

Scenario:

An online course on how to deal with customers, conflict, and confrontation has been created. You are responsible for creating the item evaluation survey to be assigned to all users immediately after the course is completed. This is the general course evaluation survey to be used after every online HR course.

Task:

Write down additional questions for each page of this survey. Each question will be a rating scale type using the five-point scale (created previously). The comments question at the end of each page is an open-ended question type.

NOTE: This data will be used to complete the next activity.

Survey Instructions: Please help us improve our quality. Your feedback is important to us. Complete the survey to the best of your ability.

Page 1 Title: General Course Feedback (question type: rating scale)

Page 1 Instructions: Please complete the following questions to the best of your ability.

1. The training was relevant to my job.

Page 2 Title: Training Materials Feedback (question type: same rating scale as above)

Page 2 Instructions: Please complete the following questions to the best of your ability.

1. The visual aids were accurate and of good quality.

Page 3 Title: Online Instructions (question type: same rating scale as above)

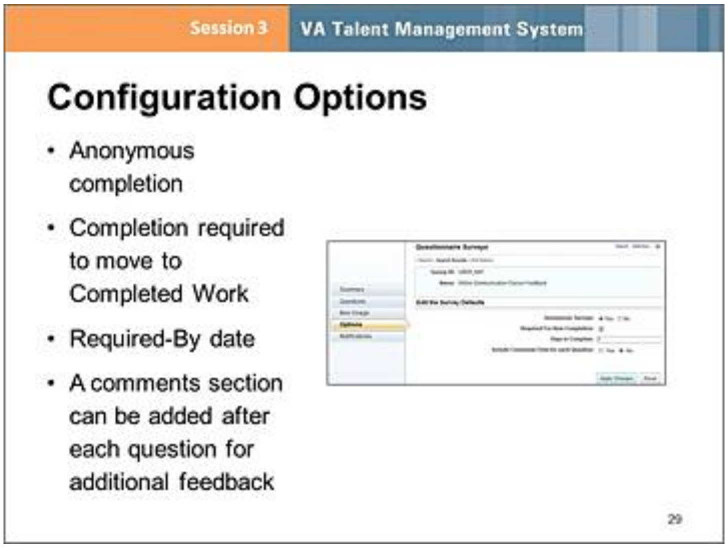
Page 3 Instructions: Please complete the following questions to the best of your ability.

1. The directions on how to use the online course were communicated effectively.

Page 4 Title: Training Methods Feedback (question type: same rating scale as above)

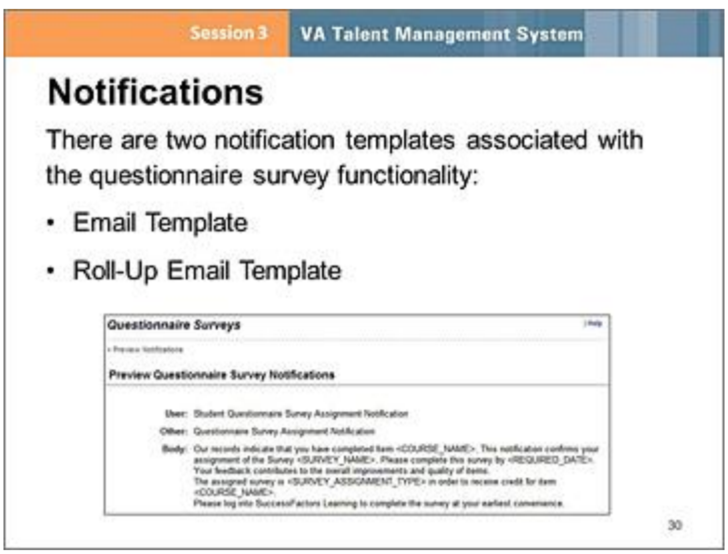
Page 4 Instructions: Please complete the following questions to the best of your ability.

1. The right information was covered at the right speed for me.



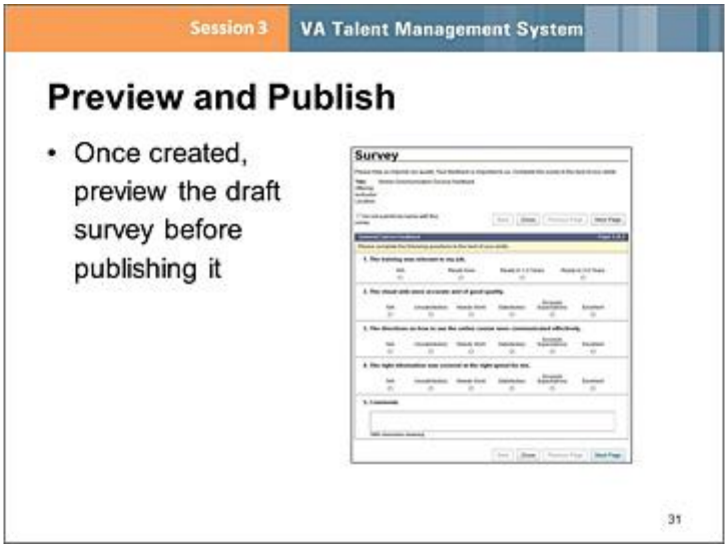
Slide 29: Configuration Options

Notes:



Slide 30: Notifications

Notes:



Slide 31: Preview and Publish

Notes:

Slide 32: Demonstration: Configuring, Previewing, and Publishing Surveys

Notes:

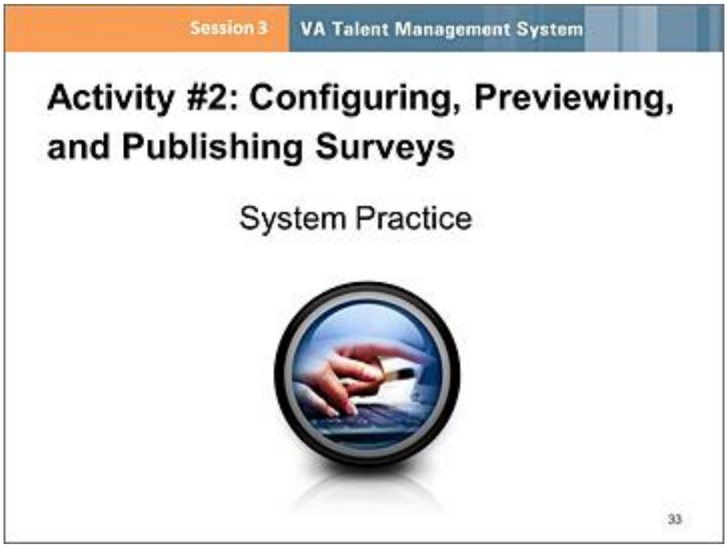
Demonstration: Configuring, Previewing, and Publishing Surveys

Configuring Surveys:

1. Access the survey records you created in the previous activity.
2. Select the **Options** tab.
3. Select **Yes** for anonymous surveys.
4. Check the **Required for Item Completion** checkbox.
5. Enter number of days to complete survey from assignment.
6. Select option to include comments field for each question.
7. Select **Apply Changes**.
8. Select the **Notifications** tab.
9. If necessary, edit body of notification message.
10. Select **Apply Changes**.
11. If necessary, select **Browse** to add an attachment to notification.
12. Select **Apply Changes**.

Previewing and Publishing Surveys:

1. Select the **Questions** tab.
2. Select **Preview**.
3. Select **Draft** from drop-down menu.
4. Review preview of survey.
5. Select **Close** to close preview of survey.
6. Select **Publish**. The survey is now ready for use.



Slide 33: Activity #2: Configuring, Previewing, and Publishing Surveys

Notes:

Activity #2: Configuring, Previewing, and Publishing Surveys

Configuring Surveys:

1. Access the survey record you created in the previous activity.
2. Select the **Options** tab.
3. Select **Yes** for anonymous surveys.
4. Check the **Required for Item Completion** checkbox.
5. Enter number of days to complete survey from assignment.
6. Select option to include comments field for each question.
7. Select **Apply Changes**.
8. Select the **Notifications** tab.
9. If necessary, edit body of notification message.
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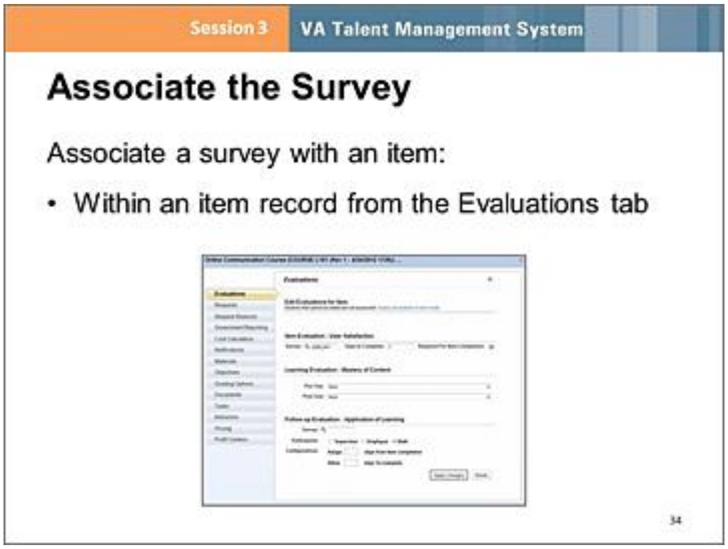
11. If necessary, select **Browse** to add an attachment to notification.
12. Select **Apply Changes**.

Previewing and Publishing Surveys:

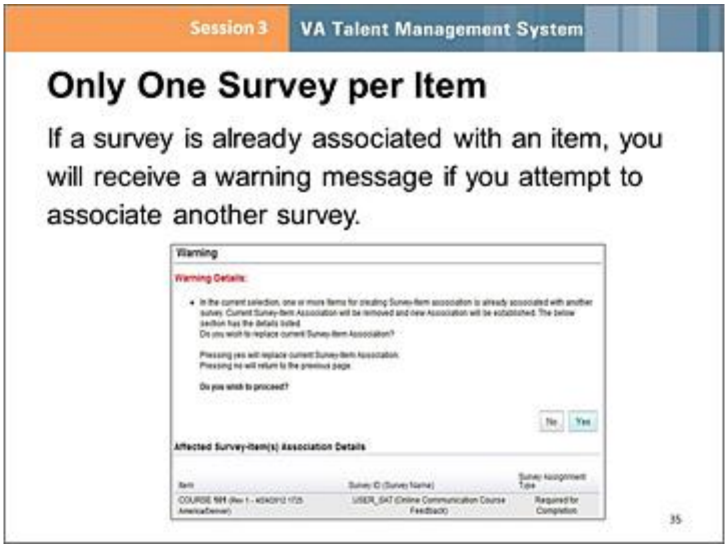
1. Select the **Questions** tab.
2. Select **Preview**.
3. Select **Draft** from drop-down menu.
4. Review preview of survey.
5. Select **Close** to close preview of survey.
6. Select **Publish**. The survey is now ready for use.

The Job Aid: Item Evaluation Survey (Task C) is available in the VA TMS.



Slide 34: Associate the Survey

Notes:



Slide 35: Only One Survey per Item

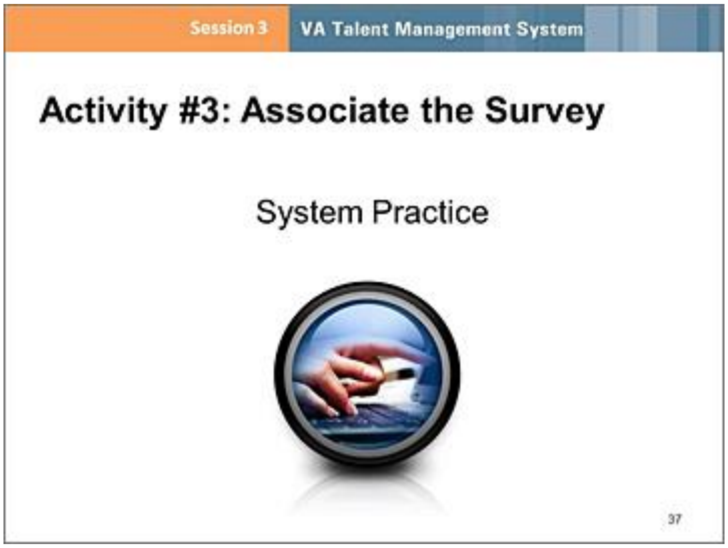
Notes:

Slide 36: Demonstration: Associate the Survey

Notes:

Demonstration: Associate the Survey

1. Navigate to **Learning<Items**.
2. Enter search criteria for the item to which you want to associate a survey.
3. Select **Search**.
4. Select the item from the search results.
5. Select **More** in the Related area of the item record.
6. Select the **Evaluations** tab.
7. Select the **Survey** magnifying glass.
8. Enter search criteria for the survey you want to locate.
9. Select **Search**.
10. Select the survey from the search results.
11. Select **Apply Changes**.
12. Depending on how the survey was configured, the Days to Complete field and the Required for Completion checkbox may or may not be auto-filled. If necessary, change these fields. If desired, enter or change the Days to Complete number and check/uncheck the **Required for Item Completion** checkbox.
13. If any changes are made, select **Apply Changes** to save your modifications



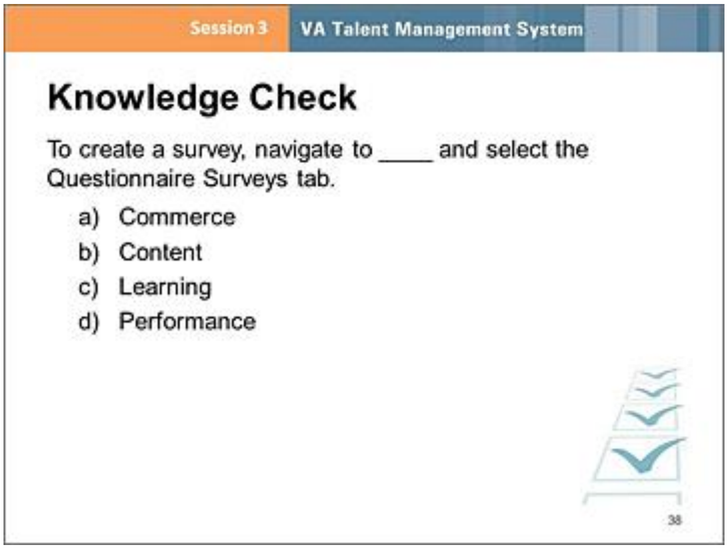
Slide 37: Activity #3: Associate the Survey

Notes:

Activity #3: Associate the Survey

1. Navigate to **Learning<Items**.
2. Enter search criteria for the item to which you want to associate a survey.
3. Select **Search**.
4. Select the item from the search results.
5. Select **More** in the Related area of the item record.
6. Select the **Evaluations** tab.
7. Select the **Survey** magnifying glass.
8. Enter search criteria for the survey you want to locate.
9. Select **Search**.
10. Select the survey from the search results.
11. Select **Apply Changes**.
12. Depending on how the survey was configured, the Days to Complete field and the Required for Completion checkbox may or may not be auto-filled. If necessary, change these fields. If desired, enter or change the Days to Complete number and check/uncheck the **Required for Item Completion** checkbox.
13. If any changes are made, select **Apply Changes** to save your modifications

The Job Aid: Item Evaluation Survey is available in the VA TMS.



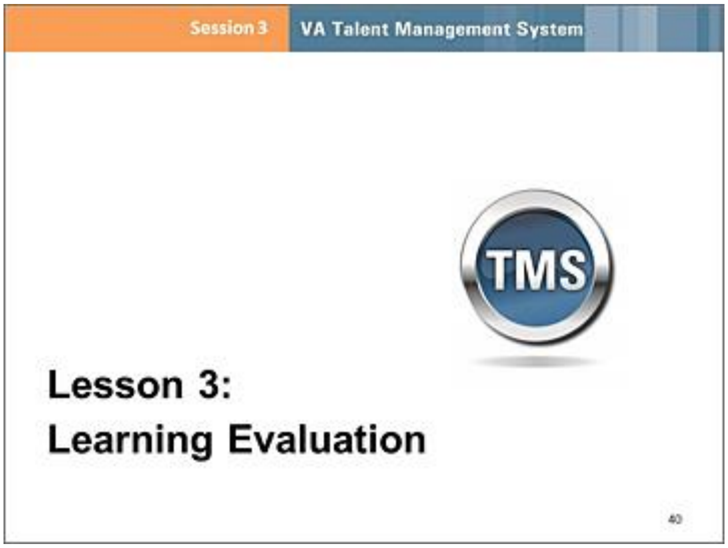
Slide 38: Knowledge Check

Notes:

Slide 39: Questions?

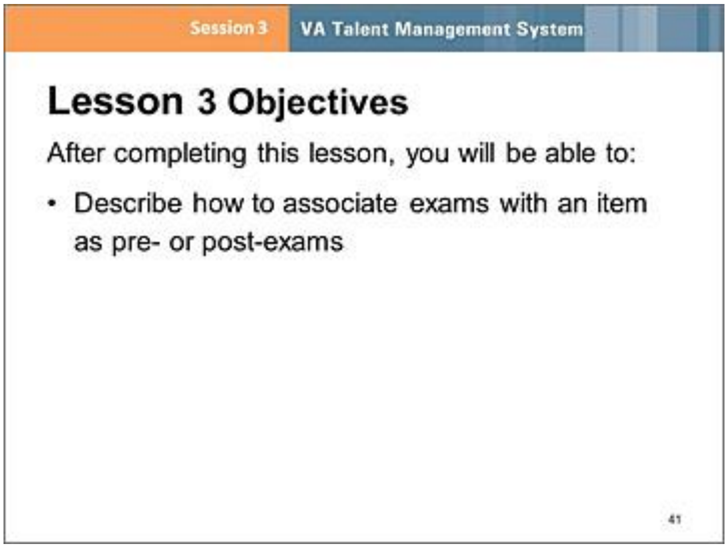
Notes:

1.4 *Lesson 3: Learning Evaluation*



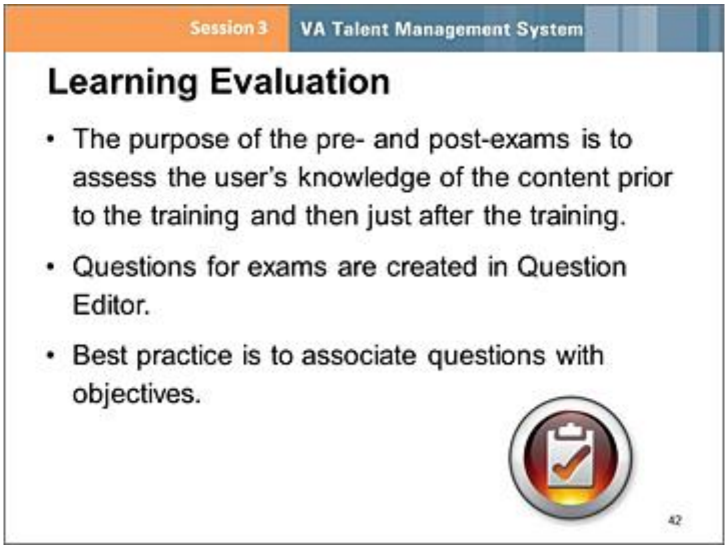
Slide 40: Lesson 3: Learning Evaluation

Notes:



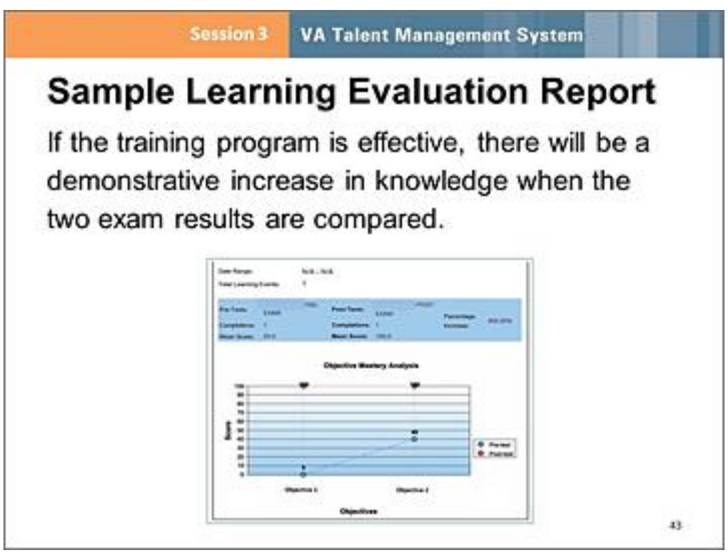
Slide 41: Lesson 3 Objectives

Notes:



Slide 42: Learning Evaluation

Notes:



Slide 43: Sample Learning Evaluation Report

Notes:

Slide 44: Activity #4: Associate the Evaluation

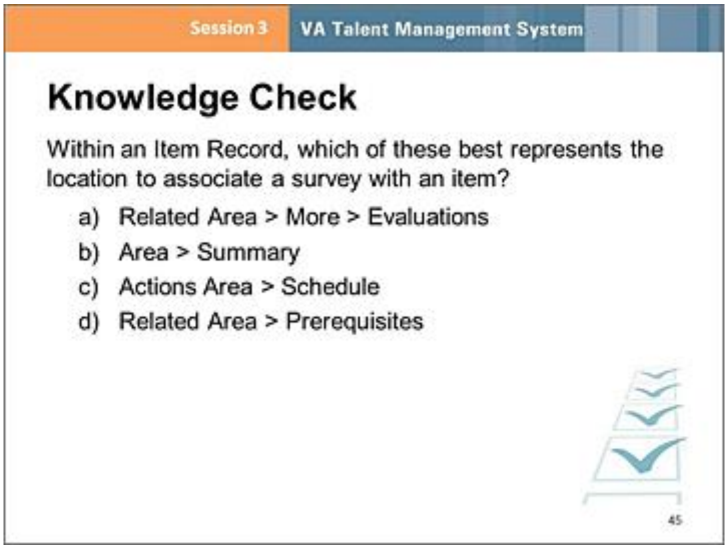
Notes:

Activity #4: Associate the Evaluation

To associate pre- and post-exams:

1. Navigate to **Learning** > **Items**.
2. Search for and access an item record in edit mode.
3. Select **More** from the **Related** area.
4. Select the **Evaluations** tab.
5. In the **Learning Evaluation: Mastery of Content** section, select the drop-down menu for pre-exam and select the desired exam.
6. Select the drop-down menu for post-exam and select the desired exam. **Note:** You will not be able to select the same exam for pre- and post-tests. You must select two different exams.
7. Select **Apply Changes**.

The Job Aid: Associate Pre- and Post-Exams—Learning Evaluation is available in the VA TMS.



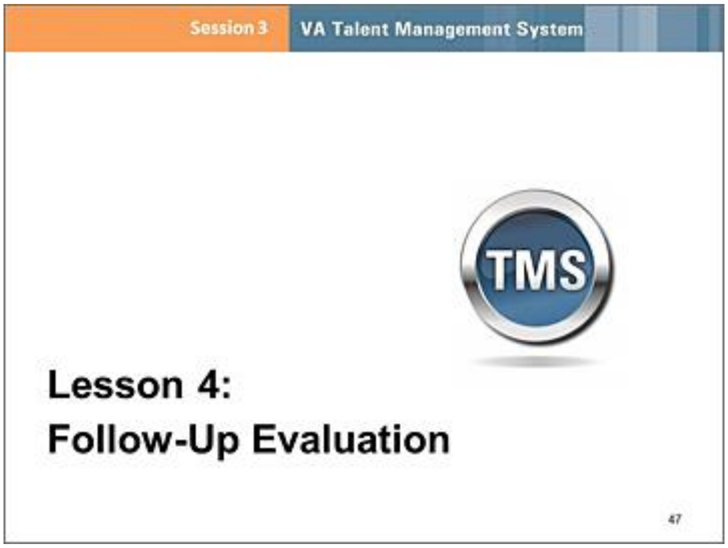
Slide 45: Knowledge Check

Notes:

Slide 46: Questions?

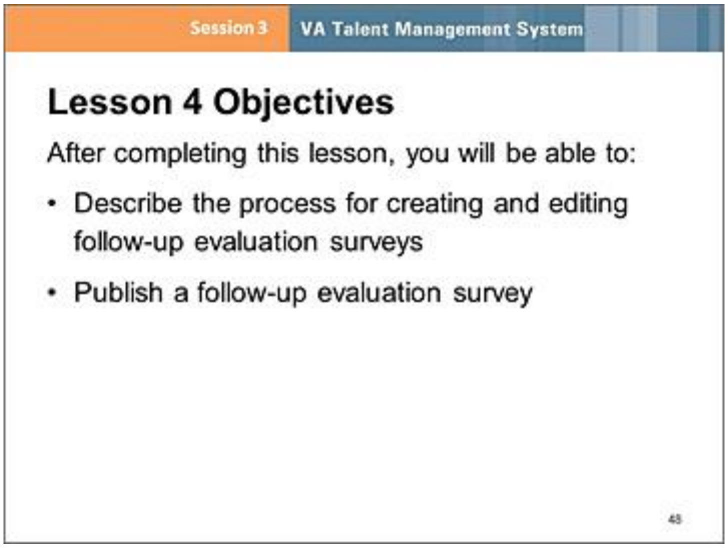
Notes:

1.5 *Lesson 4: Follow-Up Evaluation*



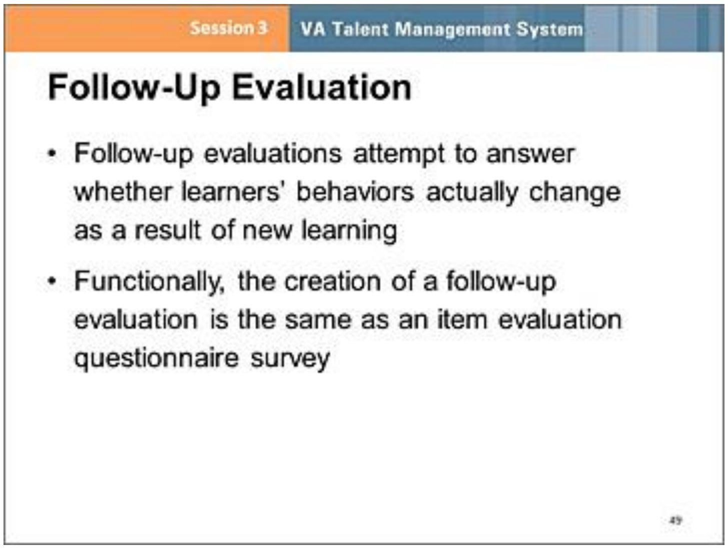
Slide 47: Lesson 4: Follow-Up Evaluation

Notes:



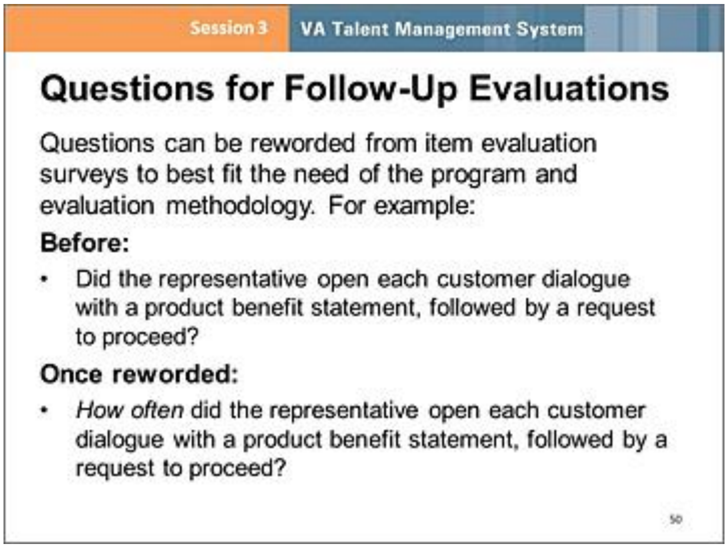
Slide 48: Lesson 4 Objectives

Notes:



Slide 49: Follow-Up Evaluation

Notes:



Slide 50: Questions for Follow-Up Evaluations

Notes:

Slide 51: Activity #5: Create the Follow-Up Evaluation

Notes:

Activity #5: Create the Follow-Up Evaluation

Scenario: When the online course on how to deal with customers, conflict, and confrontation is finished by employees, they will need to complete a follow-up evaluation survey. You are responsible for creating the questions for the follow-up evaluation survey to be assigned to all users and supervisors. In the next activity, we will configure the survey.

Task: Using the previous labs in this course as a guide, complete the following tasks on your own:

1. Create a follow-up evaluation survey using the sample questions on the next page.
2. Write additional questions for each page of this survey. The comments question at the end of each page is an open-ended question type.

Survey Instructions: Please complete this survey to the best of your ability regarding your capabilities on dealing with confrontation and difficult people, before the training and after.

Page 1 Title: Rate your capability before the training. How did you deal with customer confrontation?

Page 1 Instructions: A lot of people cannot handle confrontation. They shake and lose control of their voice pitch, and cannot control their thoughts properly. It can be frustrating when someone is putting you down and you can't argue back because you have confrontation jitters. This is the "fight or flight" response kicking in and it pumps adrenaline throughout your body in readiness to fight, or in readiness to run.

Answer these questions to see how you used to deal with confrontation before the training you received.

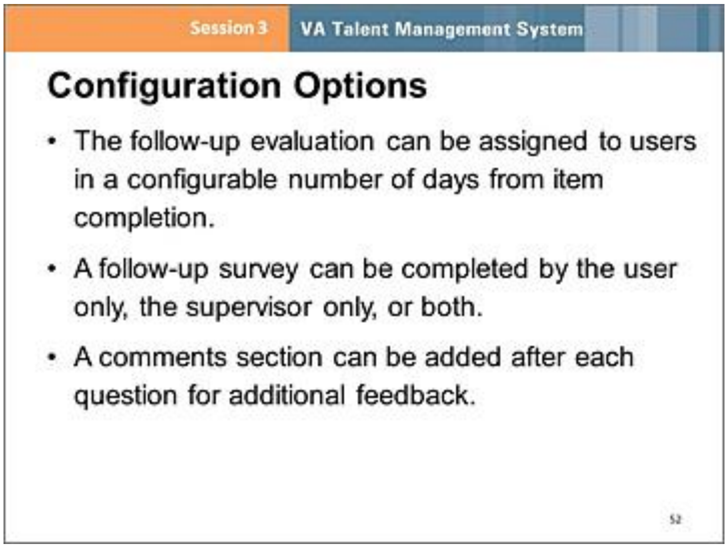
1. Before this training course, how often did you take a deep breath just before a confrontational situation or during it if necessary? This lowers your heartbeat and blood pressure.

Page 2 Title: Rate your capability after the training: How are you now able to deal with customer confrontation?

Page 2 Instructions: A lot of people cannot handle confrontation and start to shake; they lose control of their voice pitch, and cannot control their thoughts properly. It can be frustrating when someone is putting you down and you can't argue back as you have a touch of confrontation jitters. This is the "fight or flight" response kicking in and it pumps adrenaline throughout your body in readiness to fight, or in readiness to run.

Answer these questions to see how well you now deal with confrontation since the training you received.

1. Since this training course, how often do you currently take a deep breath just before a confrontational situation or during it if necessary? This lowers your heartbeat and blood pressure.



Slide 52: Configuration Options

Notes:

Slide 53: Activity #6: Configure the Follow-Up Evaluation

Notes:

Activity #6: Configure the Follow-Up Evaluation

1. Navigate to **Learning > Questionnaire Survey**.
2. Search for and select the follow-up survey just created in the activity.
3. Select the **Options** tab.
4. To configure the post-evaluation settings, enter a number of days from item completion to assign the follow-up survey, and a number of days to complete the survey.
5. Select the follow-up survey participants (employee, supervisor, or both).
6. Select **option to include comments** field for each question.
7. Select **Apply Changes**.
8. Select the **Notifications** tab.
9. If necessary, edit body of notification message.
10. Select **Apply Changes**.
11. If necessary, select **Browse** to add an attachment to notification.
12. Select **Apply Changes**.
13. Select the **Questions** tab.
14. Select **Preview** and then select **Draft** from drop-down menu.
15. Select **Close** to close preview of survey.
16. Select **Publish**. The survey is now ready for use.

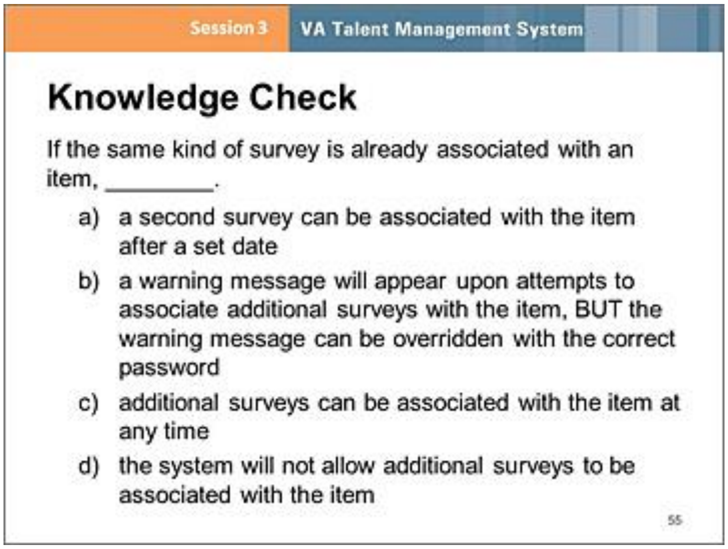
The Job Aid: Follow-up Evaluation Survey is available in the VA TMS.

Scenario: The online course on how to deal with customers, conflict, and confrontation is ready to be released to users. You have created the follow-up evaluation survey questions, and configured the survey to be assigned to all users and supervisors 120 days after the course is completed, with seven (7) days to complete. Now associate the survey with the online item.

Task: Using the previous labs in this course as a guide, complete the following task on your own.

a) Associate the follow-up survey with the online item

The next activity will introduce how to configure the automatic process to trigger the evaluation.



Slide 54: Knowledge Check

Notes:

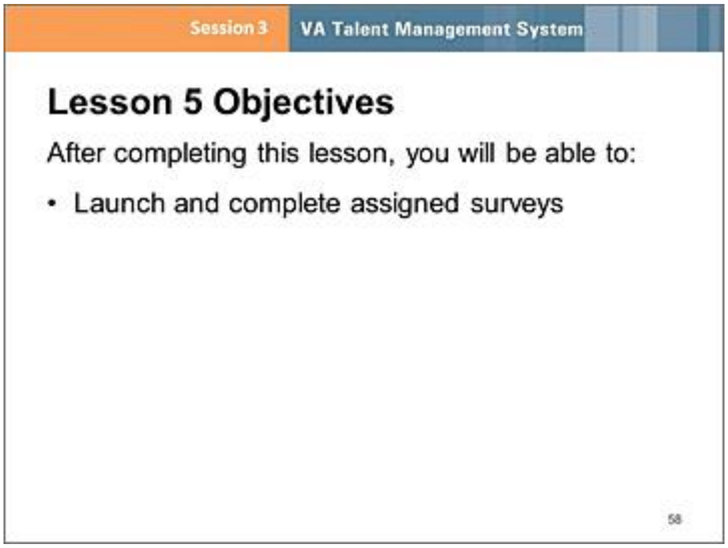
Slide 55: Questions?

Notes:

1.6 *Lesson 5: User Survey Completion*

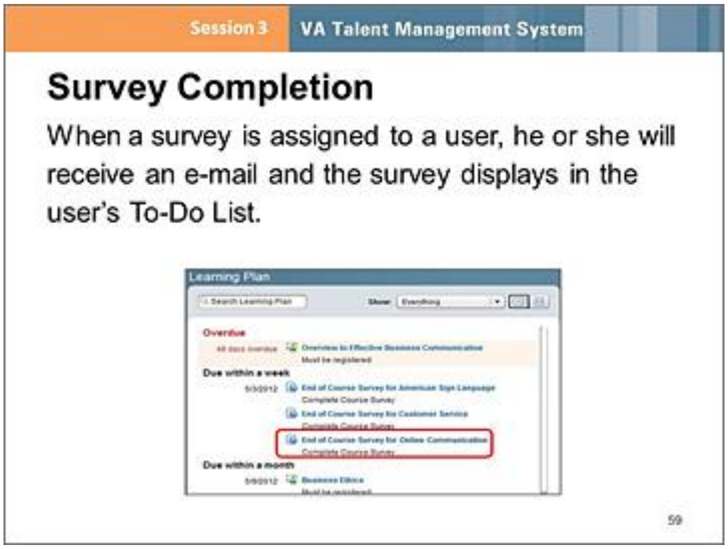
Slide 56: Lesson 5: User Survey Completion

Notes:



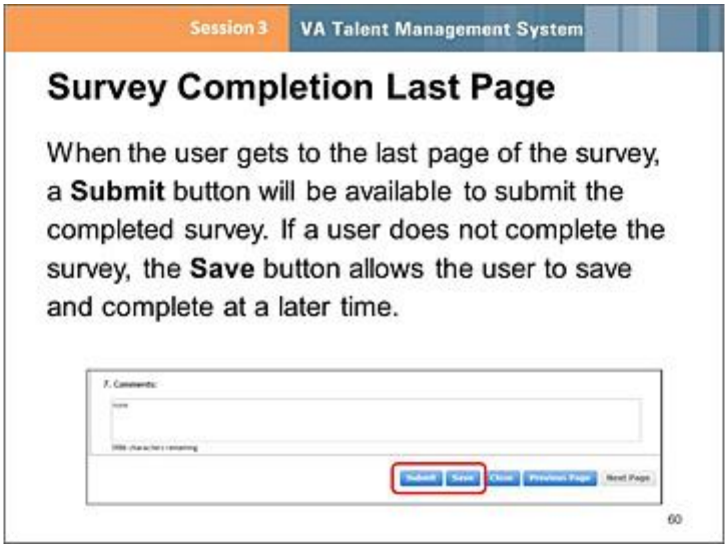
Slide 57: Lesson 5 Objectives

Notes:



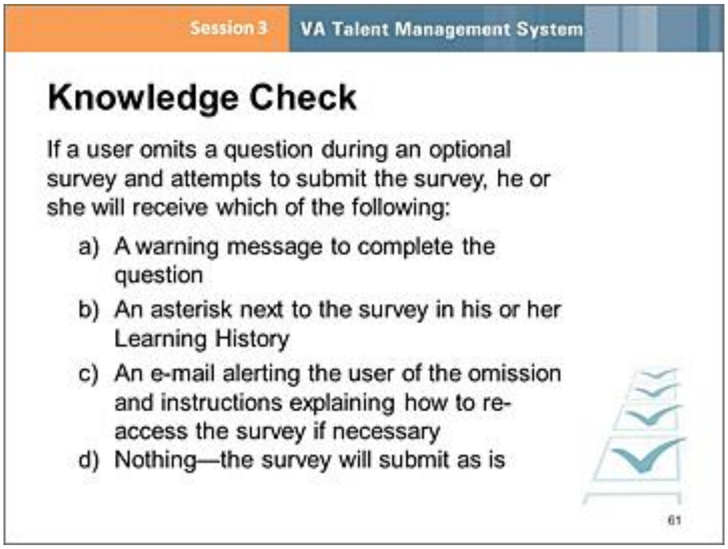
Slide 58: Survey Completion

Notes:



Slide 59: Survey Completion Last Page

Notes:



Slide 60: Knowledge Check

Notes:

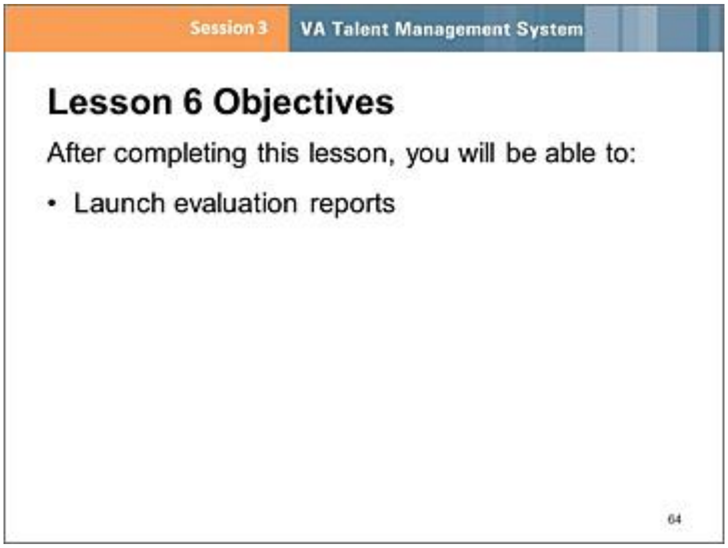
Slide 61: Questions?

Notes:

1.7 *Lesson 6: Evaluation Reports*

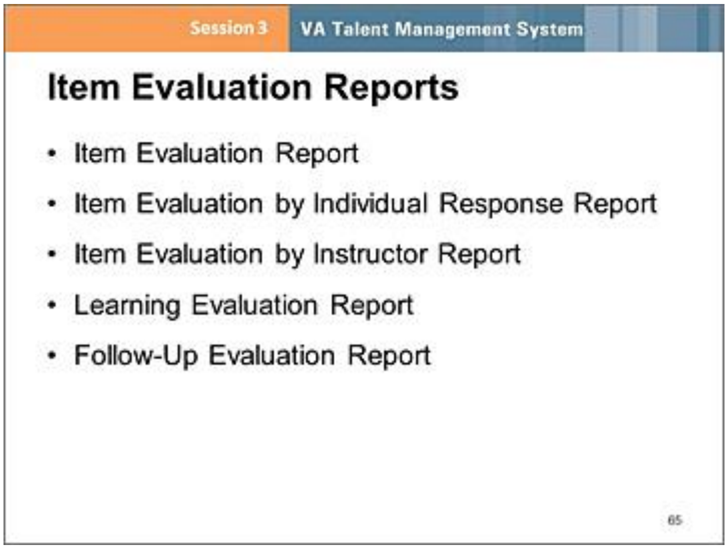
Slide 62: Lesson 6: Evaluation Reports

Notes:



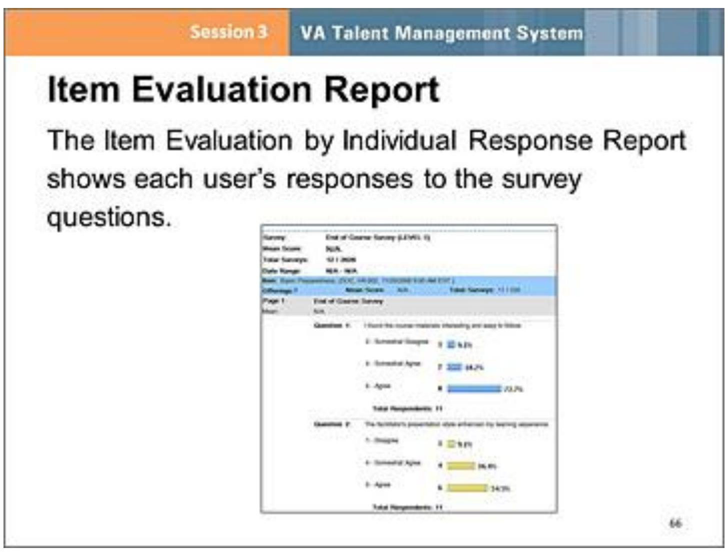
Slide 63: Lesson 6 Objectives

Notes:



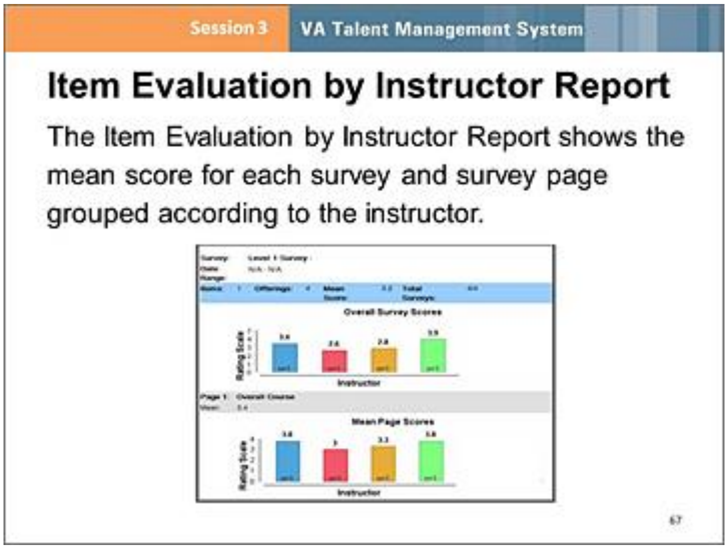
Slide 64: Item Evaluation Reports

Notes:



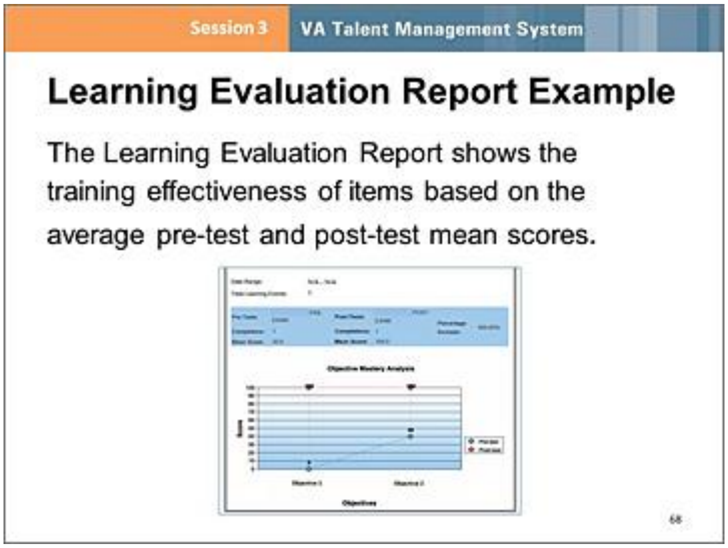
Slide 65: Item Evaluation Report

Notes:



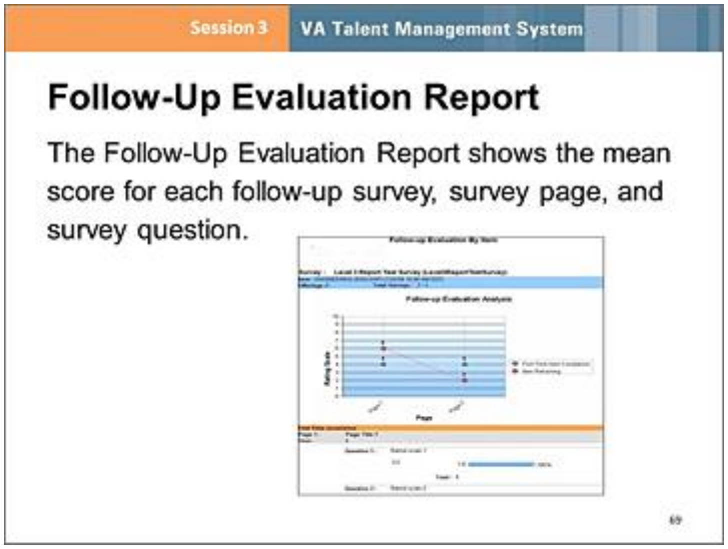
Slide 66: Item Evaluation by Instructor Report

Notes:



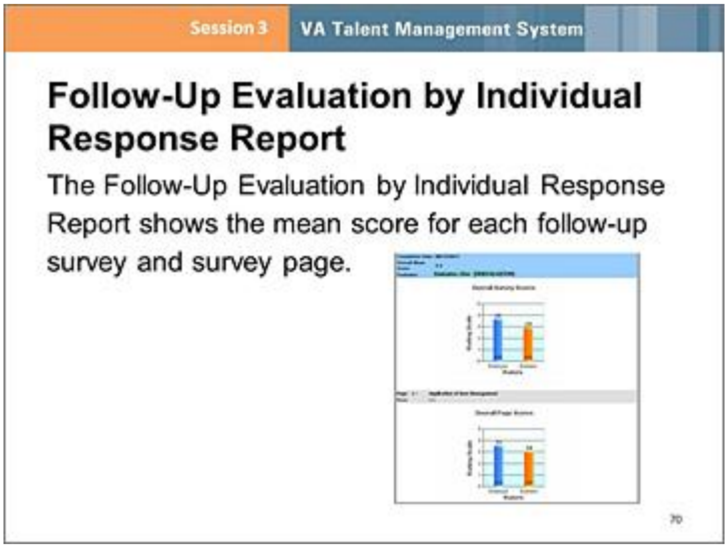
Slide 67: Learning Evaluation Report Example

Notes:



Slide 68: Follow-Up Evaluation Report

Notes:



Slide 69: Follow-Up Evaluation by Individual Response Report

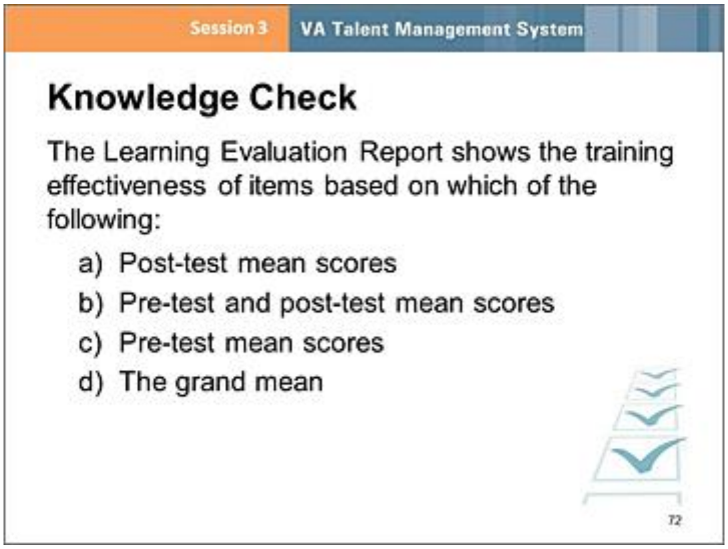
Notes:

Slide 70: Activity #7: Report Search

Notes:

Activity #7: Report Search

Optional: If there is time left in the training session, have the participants look at these identified reports on their own, and report back to the group on how they might use them.



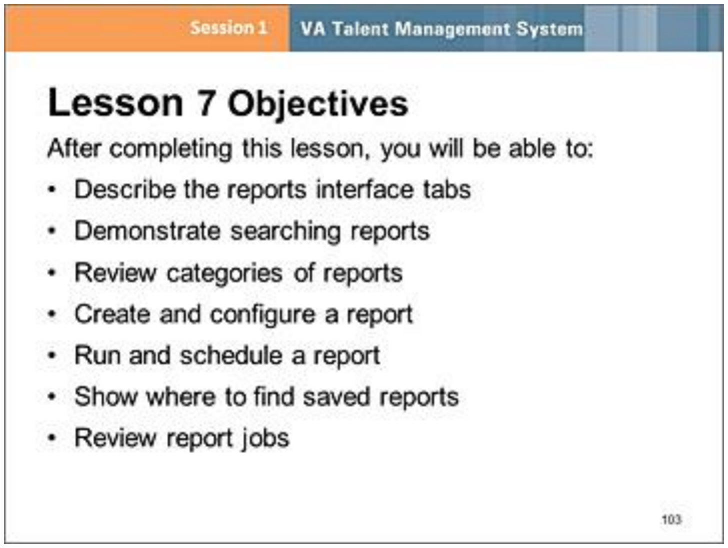
Slide 71: Knowledge Check

Notes:

1.8 *Lesson 7: Running Reports*

Slide 72: Lesson 7: Running Reports

Notes:

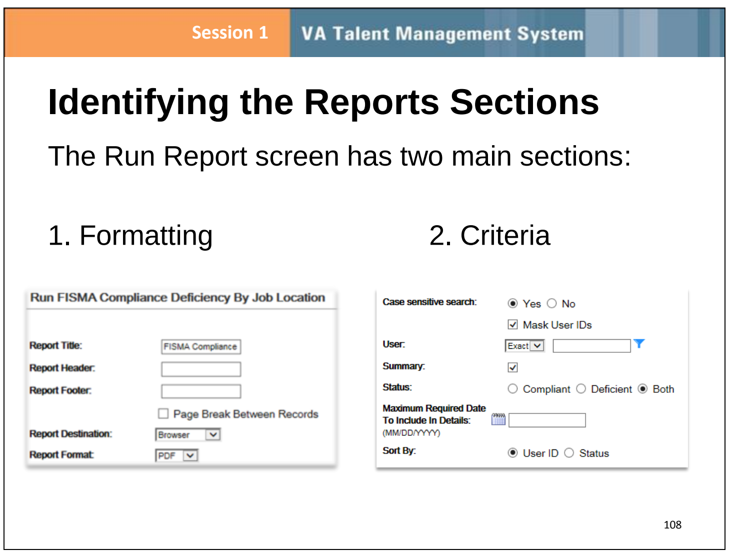


Slide 73: Lesson 7 Objectives

Notes:

Notes:

Slide 74: Reports Overview



Notes:

Slide 75: Identifying the Reports Sections

Slide 76: Demonstration: Reports Overview

Notes:

Demonstration: Reports Overview

Reports:

The most common use of the **Reports** tab is to run available reports within the system.

- To find the desired report, browse the provided list under the **Reports** tab or use the **Search** textbox and **Browse By** options on the left side of the Reports interface to search for reports by the title or description.
- To further assist in the search for a desired report, narrow the search results by checking the corresponding checkbox in the left-hand corner to select very specific categories of reports.
- Depending on your security privileges, you may also perform advanced report tasks from the **Reports** tab, such as changing the description of reports, importing and exporting reports and libraries for customization in Report Designer, and publishing and un-publishing reports.
- The functions that you are able to perform in the reports section are controlled by report workflows given to you by the system administrator.

Saved Reports:

Once you create a saved report, you can access the report and run it without reentering filtering options.

- Saved reports are located under the **Saved Reports** tab and are specific to your admin account, meaning that saved reports are not shared among admins in the system.
- A saved report is very similar to a saved search in the VA TMS—only the admin who created the saved report is able to see it. In this way, the saved report is similar to a saved search or a bookmark. Only the admin who created these can access them in his/her admin account.

Report Jobs:

The **Report Jobs** tab lists the current background report jobs which are automatically running in the background.

- Jobs are created under this tab when you schedule the report to occur on a recurring basis.
- On this tab, you can delete jobs from recurring or edit the schedule of when the report should run.

Reports Sections:

Section 1: Formatting

The top section of the **Run Report** screen contains the following formatting options:

- Modify the report title, header, and footer
- Determine the report destination (the location where the report engine returns the data). You can return the data to the browser or to a local file. When you select Browser, the report is displayed in the internet browser window. When Local File is selected, you must save the report to a local drive before you are able to open it.
- Determine the report format

Section 2: Criteria

The selected report dictates the criteria displayed at the bottom of the **Run Report** screen. This section provides all the tools and functionality for searching. Report pages filter the data that the report returns using specific search fields. Many reports, however, also contain the following controls for filtering the data that you want to return:

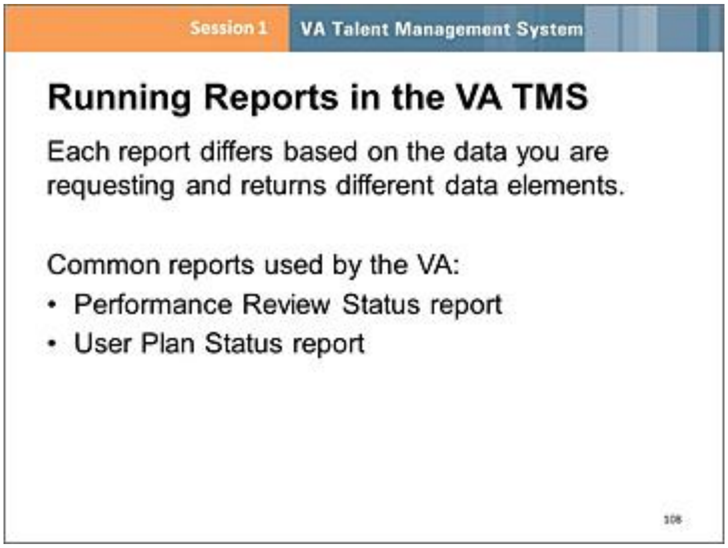
- **Mask User IDs:** For security reasons, the VA TMS can mask the user IDs so they display as a series of asterisks. Check the checkbox to hide user IDs
- **Case Sensitive Search:** You can choose to perform a case-sensitive search or a case-insensitive search. Case-sensitive searches return data elements only when the characters and case match. Case-sensitive searches run faster than case-insensitive searches
- **Page Break between Records:** For longer reports, there is an option to insert page breaks between records
- **Filter by Criteria:** Some fields in the report pages contain a **Filter by Criteria** link. When you select the link, a page opens that contains multiple search fields in which you can select a set of data rather than a single data element. For example, you can return the set of users who are in the job location Washington, DC, rather than entering multiple users in the search field

Filter information:

In this demonstration, we want to run a Learning History Report for all users who report to LMSUser. Specify the supervisor(s) in the user filter and apply that filter as a criterion in order for the report to be dynamic.

1. Access the **Learning History Report**.
2. Select the **Filter by criteria** icon next to the user criteria.
3. If necessary, select **Add/Remove Criteria** to add the supervisor search filter to the search screen.

4. The **Search Criteria** pop-up window displays.
5. Select the **Supervisors** checkbox.
6. Select **Select**.
7. The **Supervisor** search query displays.
8. To create the filter, select the **Filter by criteria** icon.
9. The **Create Filter by Supervisor** screen displays.
10. If you don't know the supervisor's ID, enter search criteria in the **Last Name** and **First Name** textboxes.
11. Select **Search**.
12. Your search results are displayed.
13. Select the **checkbox(es)** to select your choice(s).
14. Select **Add to Filter**. The criteria are added to the filter.
15. Select **Submit Filter**.
16. You are returned to your original search screen.
17. The supervisor search attribute has one (1) criterion selected for this filter.
18. You can modify this filter by selecting the **Filter by criteria** icon, or you can clear the filter by selecting the **Clear Filter** icon.
19. Select **Submit Criteria** to submit LMSUser as a criterion making the search dynamic.
20. You are returned to the original report screen, with a supervisor submitted as a criterion.
21. Now, if the subordinate assignment changes, the system automatically updates the search filter of this report, and runs a Learning History report on all users who report to LMSUser at the time the report is run.



Notes:

Slide 77: Running Reports in the VA TMS

Notes:

Slide 78: Demonstration: Running Reports

Demonstration: Running Reports

1. Navigate to **Reports** > **Reports** tab.
2. Find the report you want to run. Use the **Search** textbox to look for reports by title or description, or browse the reports in the list provided.
3. Select the proper category to narrow your search results.
4. Read the provided report description to verify that it is the report you want to run.
5. If the report is a member of a report group (reports that run the same query but whose results are grouped differently), select the **Expand** icon to the left of the report title to expand the group and see the reports that are part of the group.
6. When you find the report that you wish to run, select its title to open the **Run Report** form.
7. Complete the **Run Report** form to provide the report with the information that it needs to return the data you wish to display.
8. After formatting and criteria options have been determined, select **Run Report** to run the report immediately in the format you choose. If you selected **Browser**, the report displays in a separate browser window. If **Local File** was selected, you must first save the file to a local drive before you are able to open it.

FISMA Compliance Reports:

1. Navigate to **Reports** > **Reports** tab.
2. Enter **FISMA** in the search textbox.
3. Select the **FISMA Compliance Reports** link.
4. Select the **FISMA Domain Summary** link.
5. Make the desired changes to the formatting section.
6. Select **Schedule Job**.
7. Select **Run this job immediately, if allowable**.
8. Uncheck **Notify via email upon completion.**
9. Select **Finish.**
10. Select **Done.**

User Plan Status Report:

1. Navigate to **Reports**.
2. Enter **User Plan Status** in the **Search** textbox.

3. Check the **Performance** category checkbox.
4. Select **Submit**.
5. Select the report title's link.
6. In this case, select to generate the **User Plan Status** report as a CSV file.
7. Select **User Plan Status (CSV)**.
8. The **User Plan Status (CSV)** screen displays.
9. Select the report destination from the drop-down menu.
10. Select the format for the report output.
11. You can select the users from a list by selecting the **Create Filter** icon to filter the search or by entering the ID into the **User ID** textbox.
12. Select **Submit Criteria** to return to the **Run Report** screen.
13. Specify the date range as desired for the report.
14. Select **Run Report**.
15. Select to open the file with Microsoft Excel or save the file locally.
16. Select **OK**.

Slide 79: Activity #8: Running Reports

Notes:

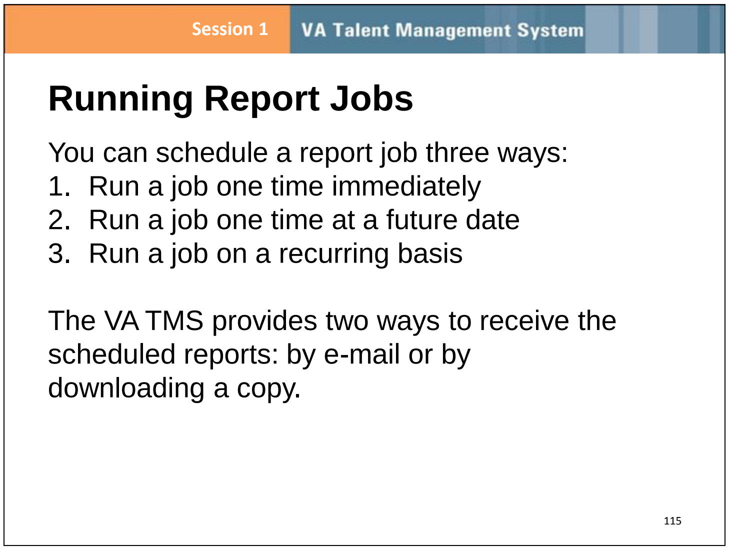
Activity #8: Running Reports

Run a report:

1. Navigate to **Reports** > **Reports** tab.
2. Find the **Training Compliance Detail** report for at least three users in the TRAIN domain. You can use the users you created from Session 1, or use the search filter to find other users.
3. When you find the report that you wish to run, select its title to open the **Run Report** form.
4. Select **HTML** as its Report Format.
5. Search and select at least three random users.
6. Uncheck the **Summary** checkbox.
7. After formatting and criteria options have been determined, select **Run Report** to run the report immediately.

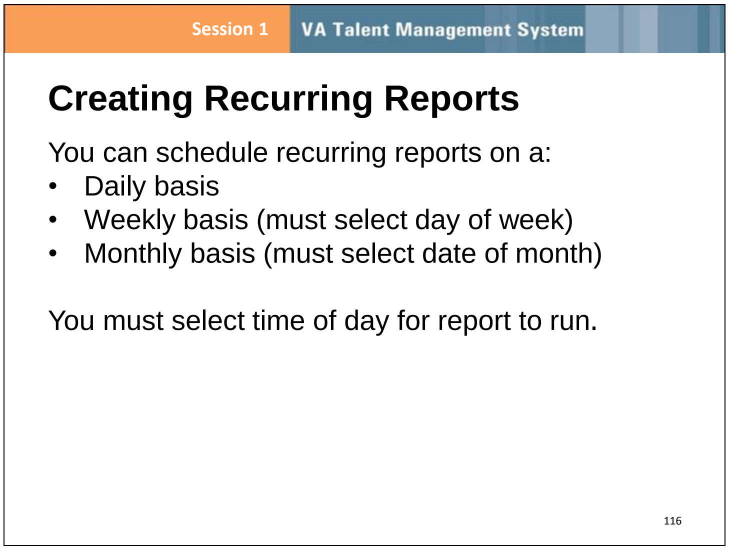
Notes:

Slide 80: Create Saved Reports



Notes:

Slide 81: Running Report Jobs



Slide 82: Creating Recurring Reports

Notes:

Slide 83: Demonstration: Saved and Recurring Reports

Notes:

Demonstration: Saved and Recurring Reports

Save a report:

1. Using the report you generated in the previous activity, add search and/or filtering criteria.
2. Select the **Save Report** button.
3. Enter a **Saved Report ID**.
4. Give the report an intuitive **description**. (**Note:** This will help you identify the report in the Saved Reports tab later.)
5. Select **Save**.
6. Retrieve the report from your **Saved Report** tab.

Schedule a job:

1. Access the saved report.
2. From the **Run Report** page, select the **Schedule Job** button.
3. Select the radio button for **Schedule this job** to recur as follows:
4. Select the radio button for **Weekly**.
5. Select **Monday** from the drop-down options.
6. Enter the time, **1:00 p.m. EST**.
7. Ensure that the Time Zone is for America/New York (Eastern Standard Time).
8. Select the **Finish** button.

Slide 84: Activity #9: Saved and Recurring Reports

Notes:

Activity #9: Saved and Recurring Reports

Save a report:

7. Using the report you generated in the previous activity, add search and/or filtering criteria.
8. Select the **Save Report** button.
9. Enter a **Saved Report ID**.
10. Give the report an intuitive **description**. (**Note:** This will help you identify the report in the Saved Reports tab later.)
11. Select **Save**.
12. Retrieve the report from your **Saved Report** tab.

Schedule a job:

9. Access the saved report.
10. From the **Run Report** page, select the **Schedule Job** button.
11. Select the radio button for **Schedule this job** to recur as follows:
12. Select the radio button for **Weekly**.
13. Select **Monday** from the drop-down options.
14. Enter the time, **1:00 p.m. EST**.
15. Ensure that the Time Zone is for America/New York (Eastern Standard Time).
16. Select the **Finish** button.

Slide 85: Activity #10: Reports

Notes:

Activity #10: Reports

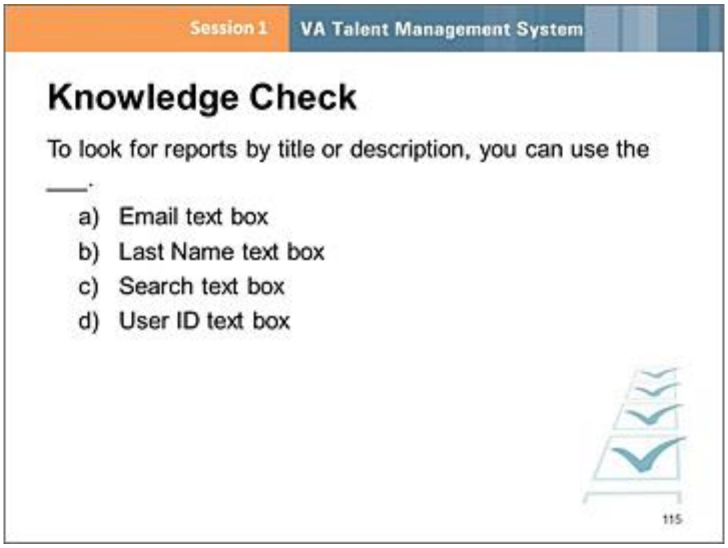
Now that you have had a chance to look at the features of reports, go into the VA TMS on your own and complete the following scenario. Take about five to ten minutes to complete this activity.

Item Status Report (Grouped by Items) Scenario:

LMSADMIN.V0100 is the reports manager in the Train domain. Her domain manager just received a request from the Designated Learning Officer (DLO) to provide her with a list of names for everyone who has taken the Introduction to VA TMS Administrators Course (VA 3730266) and the Scheduling, Assignment, and Registrations Managers Course (VA 3730267) from 03/10/15 thru 04/10/15.

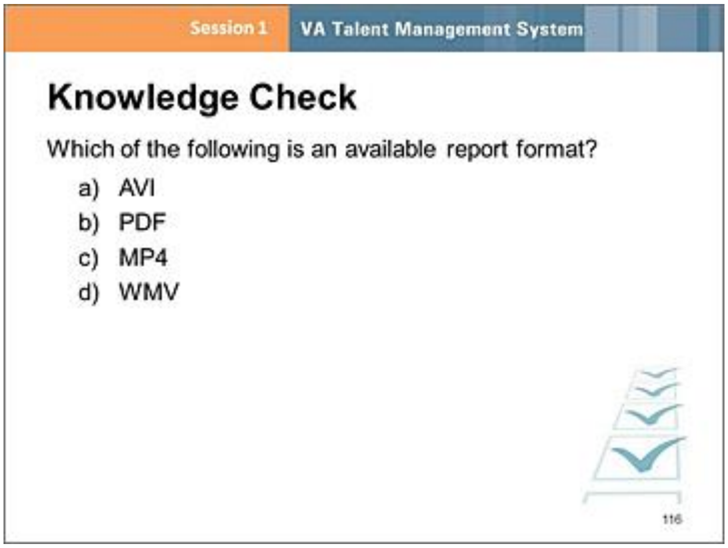
LMSADMIN.V0100 has been tasked to provide this information. After reviewing the task she decides she can provide the requested information to her domain manager by running an Item Status Report. She also decides that it is best to group the report by items.

Perform the required actions that LMSADMIN. V0100 must take to complete this task. Please save the report after completing this task.



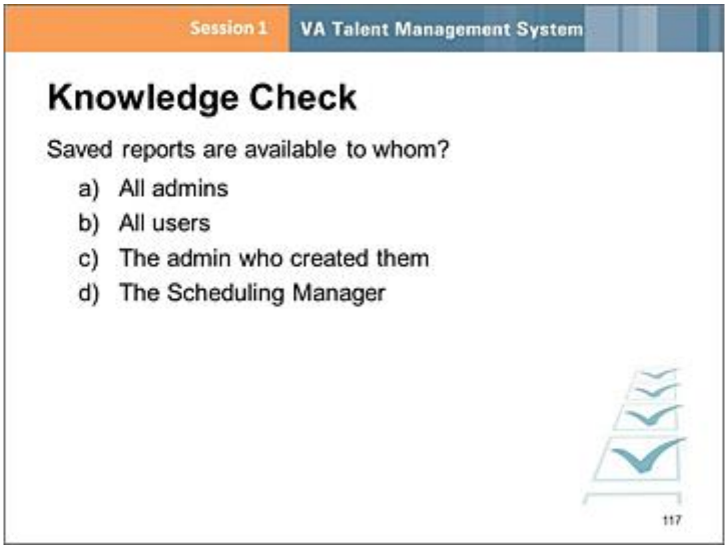
Slide 86: Knowledge Check

Notes:



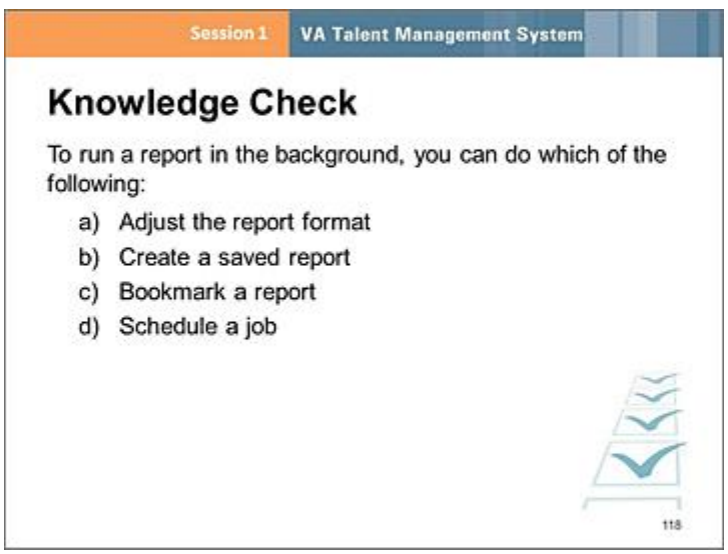
Slide 87: Knowledge Check

Notes:



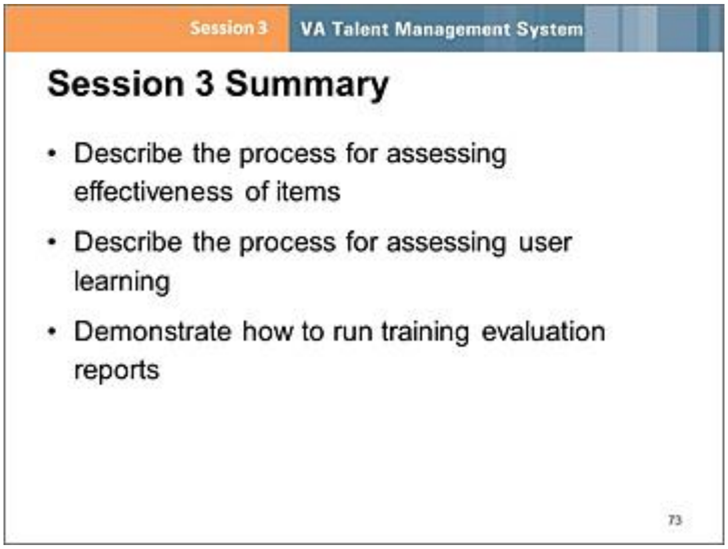
Slide 88: Knowledge Check

Notes:



Slide 89: Knowledge Check

Notes:

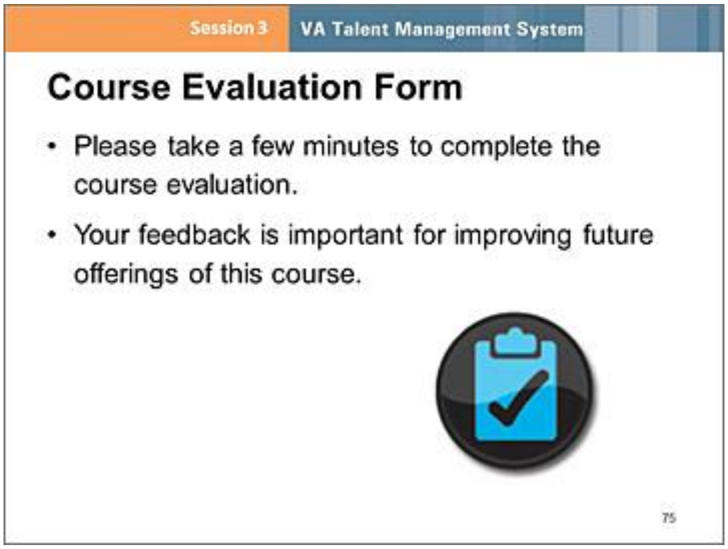


Slide 90: Session 3 Summary

Notes:

Slide 91: Questions?

Notes:



Slide 92: Course Evaluation Form

Notes: