



Online Content (Advanced Topic)

VA TMS Administrators
Role-Based Training

Virtual Instructor-Led Training

Participant Guide

May 2015

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1.0 About This Training

1.1 Training Purpose

The purpose of Online Content is to teach you the concepts and terminology associated with online content management in the VA TMS.

1.2 Target Audience

This session is an Advanced Topic training session for any VA TMS administrators with some experience in Online Content that are looking for more in-depth instruction.

1.3 Training Length

This training will run for approximately 3.5 hours. Brief breaks will be given.

1.4 Participant Guide

This Participant Guide contains all key content presented in this training, including PowerPoint slides with room for taking notes, activities, and demonstrations for each lesson.

The Participant Guide is divided into two sections:

- About This Training
- Training Content

NOTE: Print a hardcopy of this Participant Guide to use during training. You will need to reference the steps for all demonstrations and activities in this guide while completing steps in the VA TMS.

1.4.1 Participant Guide Icons

Icons	Description
	This icon indicates that there will be a demonstration conducted by the instructor within the VA TMS.
	This icon indicates that participants will complete an activity.
	This icon indicates that there is a job aid available for the task.

1.5 Participant Preparation and Guidelines

1.5.1 Requirements

Participants must complete the following for this training:

- Register for training through the VA TMS.
- Print a hardcopy of this Participant Guide for use during the training. It will be difficult to access electronically during training.

1.5.2 Demonstrations and System Practice Activities in VA TMS

During this training, you will observe instructor demonstrations and complete system practice activities within the VA TMS. These demos and activities will allow you to study and apply what you've learned about the features, functions, and processes critical to your role within the VA TMS. The steps for each demonstration and system practice activity have been provided in this guide so you can follow-along. You may also want to reference these steps after the training.

1.5.3 Virtual Instructor-Led Training Guidelines

This training will be delivered as a Virtual Instructor-Led Training (VILT) using a Web conferencing software program. You will need a computer and phone with speakers or headset in order to participate in this training. Follow the guidelines below to ensure the best training experience:

- Print a hardcopy of the Participant Guide for use during training.
- Be sure to log in to the Web conferencing software and dial in to the conference line 5 – 10 minutes early.

- Mute your phone line for the duration of the training session unless otherwise instructed.
- Use the chat feature for any questions during the session.
- The instructor may be able to answer your question immediately. Otherwise, he or she will answer at the end of the training, or send an e-mail afterward.

1.6 VA TMS Administrators Role-Based Training Sessions and Target Audiences

The table below includes a list of all training sessions in this training series, along with the target audience.

Session	Required for	Recommended for
Introduction to VA TMS for All Administrators and Help Desk and Reports Managers	<ul style="list-style-type: none"> • Help Desk (as stand-alone training) • Reports Managers (as stand-alone training) • Assignment Managers • Scheduling Managers • Registration Managers • Domain Managers • Learning Managers • Item Managers • AP Managers 	n/a
VA TMS Training for Scheduling Managers, Assignment Managers, and Registration Managers	<ul style="list-style-type: none"> • Assignment Managers • Scheduling Managers • Registration Managers 	<ul style="list-style-type: none"> • Domain Managers • Learning Managers • Item Managers • AP Managers

NOTE: There are also advanced topic sessions that are optional for managers who already have experience using the VA TMS.

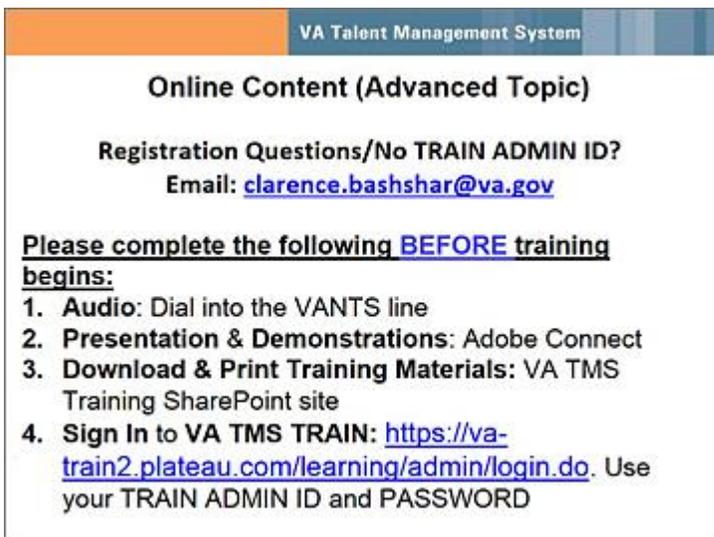
1.7 VA TMS Functions and Associated Roles

NOTE: Gray columns indicate add-on roles; white columns indicate stand-alone roles.

VA TMS Admin Function	LM	DM	IM	RM	SM	AM	APM	HD	PR	QEM	CM	CIM	HR	RPT	AHN	PM	COM	ACM	ACIM	MSE	MSEHD	
Unlock User Accounts	X							X	X													
Reset User Passwords	X							X	X													
Change Supervisors for a group of Users	X																					
Proxy into Users accounts	X							X														
Add/Remove Items to/from Learning Plan	X					X																
Add/Remove Curricula Assignments	X					X																
Record Item/External Event/Scheduled Offerings	X			X																		
Edit/Delete Recorded Learning Events	X			X																		
Merge User Records		X																				
Add/Edit Items	X		X																			
Add/Edit Curricula	X		X																			
Send Notifications	X														X							
Add/Edit Scheduled Offerings	X				X																	
Register Users into a Scheduled Offerings	X			X	X																	
Edit User's Registration in Scheduled Offering	X			X	X																	
Assign/Remove Competency Profiles to/from Users											X											
Assign/Remove Competencies to/from Users											X											
Manage Administrator Accounts		X																				
Add/Edit/Copy/Delete Assignment Profiles							X															
Edit User Preferred Accreditations	X							X											X			
Edit User Occupational Categories	X							X											X			
Add/Edit/Delete Competencies											X											
Add/Remove Competencies from Items												X										
Add/Edit/Delete Competency Profiles											X											
Enter/Delete Competency Assessments for Users	X			X		X					X											
Add/Edit/Delete Questions										X												
Add/Edit/Delete Exam Objects										X												
Assign/Remove Questions to/from Exam Objects										X												
Add Questionnaire/Surveys										X												
Unassign a Survey from Users	X																					
Edit Organization Dashboard Ownership		X																				
Add/Edit Accreditations																			X			
Apply Accreditations to Items																		X	X			
View sensitive information on Users Records													X									
Create and Manage Communities																	X					
Run various Standard and Custom Reports	X		X	X	X	X							X	X								
View Self Enrolled User	X					X		X													X	X
Validate Self Enrolled User																					X	
Bookmark Available Entities	X		X	X	X	X		X														
Download Search Results	X		X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X

2.0 Training Content

2.1 Welcome



VA Talent Management System

Online Content (Advanced Topic)

Registration Questions/No TRAIN ADMIN ID?
Email: clarence.bashshar@va.gov

Please complete the following BEFORE training begins:

1. **Audio:** Dial into the VANTS line
2. **Presentation & Demonstrations:** Adobe Connect
3. **Download & Print Training Materials:** VA TMS Training SharePoint site
4. **Sign In to VA TMS TRAIN:** <https://va-train2.plateau.com/learning/admin/login.do>. Use your TRAIN ADMIN ID and PASSWORD

Notes:

Slide 1: Session Preparation



VA Talent Management System

**VA TMS Administrators Role-Based Training:
Online Content (Advanced Topic)**



Notes:

Slide 2: VA TMS Administrators Role-Based Training:
Online Content (Advanced Topic)

Advanced Topics VA Talent Management System

Session Agenda

- Welcome and Introductions
- Lesson 1: Online Learning Overview
- Lesson 2: Content Objects
- Lesson 3: Items with Online Content
- Lesson 4: User Online Status
- Lesson 5: AICC Wrapper
- Question and Answer

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Notes:

Slide 3: Session Agenda

Advanced Topics VA Talent Management System

Session Objectives

After completing this session, you will be able to:

- Define content objects
- Describe items with online content
- Show a user's online status
- Explain the AICC wrapper

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Notes:

Slide 4: Session Objectives

Advanced Topics VA Talent Management System

Introductions

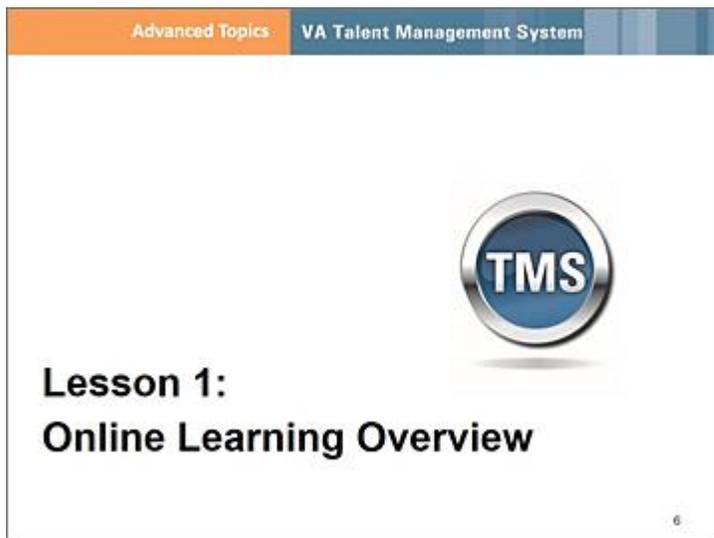
- Name
- Division of VA
- Experience with VA TMS
- Personal training goal

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Notes

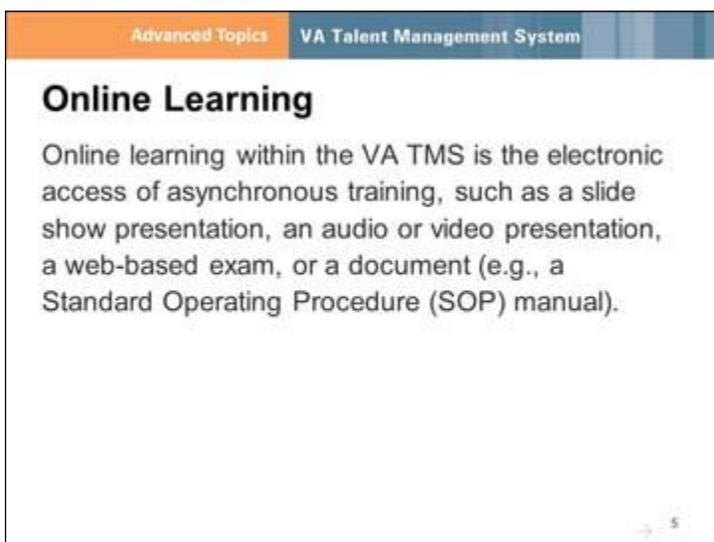
Slide 5: Introductions

2.2 Lesson 1: Online Learning Overview



Notes:

Slide 6: Lesson 1: Online Learning Overview



Notes:

Slide 7: Online Learning

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Content Objects

- A content object is a pointer to a single, launchable file
- Items are made up of multiple content objects

Item: Online MWB101 MS Word Basics

Content	File Type
Creating, Saving, and Editing Word Documents (HTML)	Web page (HTML)
Simulation of Saving a Word Doc	Web page (HTML) with and Adobe Flash Movie (SWF)
Exam of Microsoft Word Basics	Web page with JavaScript (HTML)

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Notes:

Slide 8: Content Objects

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AICC/SCORM Standards

- SCORM: Shareable Content Object (SCO)
- AICC: Assignable Unit (AU)

VA Talent Management System	SCORM	AICC
Content Object	Shareable Content Object (SCO)	Assignable Unit (AU)

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Notes:

Slide 9: AICC/SCORM Standards

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Communication between Content and the VA TMS

JavaScript functions within the actual content set bookmarks, records content object completion, and sends examination data.

Content is provided in one of two ways:

- Created using "in-house" courseware development tools, such as Adobe Dreamweaver, Articulate Presenter, and Trivantis Lectora
- Purchased AICC/SCORM compliant content from third-party vendor

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Notes:

Slide 10: Communication between Content and the VA TMS

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Online Content Process

1. Create the content
2. Upload the content to a public location
3. Identify the content type and its location
4. Add content objects/content packages in the VA TMS
5. Add an item in the VA TMS
6. Assign the online content to the item
7. Test the online item from the VA TMS user application
8. Assign the item to a catalog and/or to the user's To-Do List

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Notes:

Slide 11: Online Content Process

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Knowledge Check

List words that describe online learning.



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Notes:

Slide 12: Knowledge Check

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Knowledge Check

A SCO in SCORM and an AU in AICC refer to a(n) _____ in the VA Talent Management System.



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Notes:

Slide 13: Knowledge Check

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Knowledge Check

How does online content communicate with the VA Talent Management System?



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Notes:

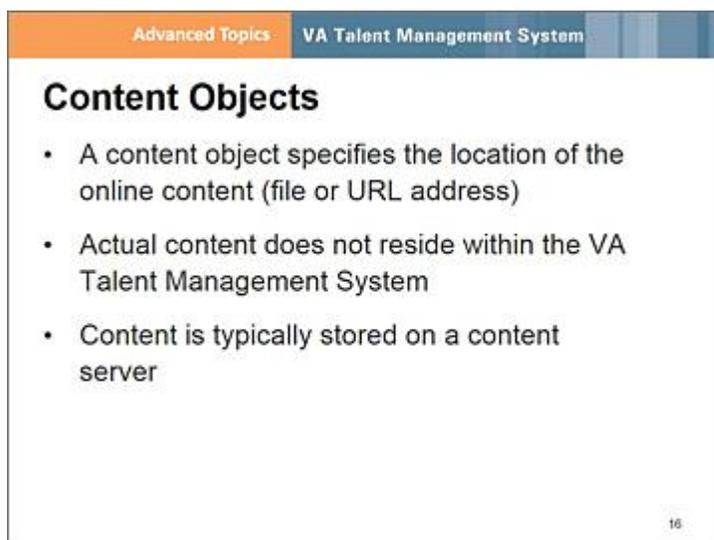
Slide 14: Knowledge Check

2.3 Lesson 2: Content Objects



Notes:

Slide 15: Lesson 2: Content Objects



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Slide 16: Content Objects

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Content Objects

Administrators assign content objects with one or more items. Example content objects include:

- A presentation of course content (PowerPoint)
- An interactive tutorial (Captive) (sic)
- An online publication or article (PDF)
- A quiz, exam, or survey (Flash)
- A Web page (Dreamweaver)

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Notes:

Slide 17: Content Objects

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Content Object Record

The content object record is organized into functional areas by tabs. These tabs include:

- Summary
- AICC Support
- Cross Domain
- Launch Method
- Objectives



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Notes:

Slide 18: Content Object Record

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Launch Methods

- Content Player
- Document
- AICC
- Browser
- SCORM 1.2, SCORM 2004 (a.k.a. SCORM 1.3), and SCORM 2004 4Ed.

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Notes:

Slide 19: Launch Methods

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Demonstration: Content Object Record Tabs

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Notes:

Slide 20: Demonstration: Content Object Record



Demonstration: Content Object Record

Log in to the VA TMS and demonstrate the following Content Object Record tabs:

- **Summary Tab:** The Summary tab contains basic information about the content object record, including the content object title, the domain in which it belongs, the name of the user who built the object, the build date, a description of the content object, and the developer tools used to build the object.
- **AICC Support Tab:** The AICC Support tab automatically passes AICC support data to content under AICC core vendor or SCORM launch data. These data are typically used to send information that is critical to the content launch.
- **Cross Domain Tab:** The Cross Domain tab is used for SCORM content located on a different domain name than the VA TMS. This tab requires activation in system configuration. Please consult with your Project Manager and the VA TMS Support team for the best approach for supporting cross domains.
- **Launch Method Tab:** The Launch Method tab identifies the type and path of the content. This content object is AICC compliant and communicates with the VA TMS using AICC standards

The VA TMS initializes the SCORM APIs when the user launches the content. Content objects of one of these three types must conform to the appropriate version of SCORM and communicate with the VA TMS using SCORM standards.

Select the **Enable Mobile Access** checkbox to enable content to be launched from a mobile device. This is a similar function to the Content is Online checkbox, but specifically for mobile devices. If you have a version specifically designed for mobile devices, the content path goes into Mobile Filename field otherwise it can be left blank. The Content Must Launch method must be set to AICC.

- **Objectives Tab:** The Objectives tab establishes an objective-content relationship. Objectives are associated with multiple content objects, items, competencies, questions, and exams. Administrators use objectives for adaptive learning within the VA TMS online exams.

NOTE: Please refer to the VA TMS: Online Exams course for additional information.

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System Login

- Go to <https://va-train2.plateau.com/learning/admin/login.do>
- Enter your TRAIN Admin Username
- Enter your TRAIN Admin Password



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Notes:

Slide 21: System Login

Advanced Topics VA Talent Management System

Activity #1: Create a Content Object

System Practice



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Notes:

Slide 22: Activity #1: Create a Content Object



Activity #1: Create a Content Object

1. Navigate to **Content > Content Objects**.
2. Select **Add New**.
3. Enter a content object ID and title for the content object.
4. Select a domain.
5. Leave the Build User, Company, Location, Date, and Developer Tool fields blank.
6. Check the **Content Object is Active** and **Content Object is Online** checkboxes (if necessary).
7. Enter a description for the content object.
8. Select **Apply Changes**.
9. Select the **Launch Method** tab.
10. Select the **Launch Method** option.
11. Enter the URL address of the content in the Filename field.
12. Select **Apply Changes**.



The Job Aid: Create a Content Object is available in the VA TMS.

Advanced Topics VA Talent Management System

Content Packages

- A content package is a grouping of content objects
- It is an easy and convenient way to organize content for multiple item assignments

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Notes:

Slide 23: Content Packages

Advanced Topics VA Talent Management System



Demonstration: Create a Content Package

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Notes:

Slide 24: Demonstration: Create a Content Package



Demonstration: Create a Content Package

To create a content package:

1. Navigate to **Content > Content Packages**.
2. Select the **Add New** link.
3. Enter a content package ID.
4. Enter the title for the content package: VA Home.
5. Select a domain.
6. Enter a description for the content package.
7. Select **Add**.
8. Select the **Objectives** tab to add objectives.
9. Select the **Content** tab.
10. Enter an object label. This is a title and is visible to the users.
11. Select the **Folder**, **Content**, or **Exam** radio button (in this example, select the **Content** button).
12. Enter or search for your content object ID.
13. Select **Add**.
14. Select **Return to Content Structure**.



Notes:

Slide 25: Activity #2: Create a Content Package



Activity #2: Create a Content Package

1. Navigate to **Content > Content Packages**.
2. Select the **Add New** link.
3. Enter a content package ID.
4. Enter the title for the content package VA Home
5. Select a domain.
6. Enter a description for the content package.
7. Select **Add**.
8. Select the **Objectives** tab to add objectives.
9. Select the **Content** tab.
10. Enter an object label. This is a title and is visible to the users.
11. Select the **Folder**, **Content**, or **Exam** radio button (in this example, select the **Content** button).
12. Enter or search for your content object ID.
13. Select **Add**.
14. Select **Return to Content Structure**.

Advanced Topics VA Talent Management System

Knowledge Check

The content object is identified as AICC when:

- a) The content communicates to the VA Talent Management System using AICC standards
- b) Users are restricted from the content
- c) There is a time limit for accessing the item
- d) None of the above



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Notes:

Slide 26: Knowledge Check

Advanced Topics VA Talent Management System

Knowledge Check

Online content is stored in a content object.

- a) True
- b) False



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Notes:

Slide 27: Knowledge Check

Advanced Topics VA Talent Management System

Knowledge Check

An admin assigns content items and curricula to a user's To-Do List.

- a) True
- b) False



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Notes:

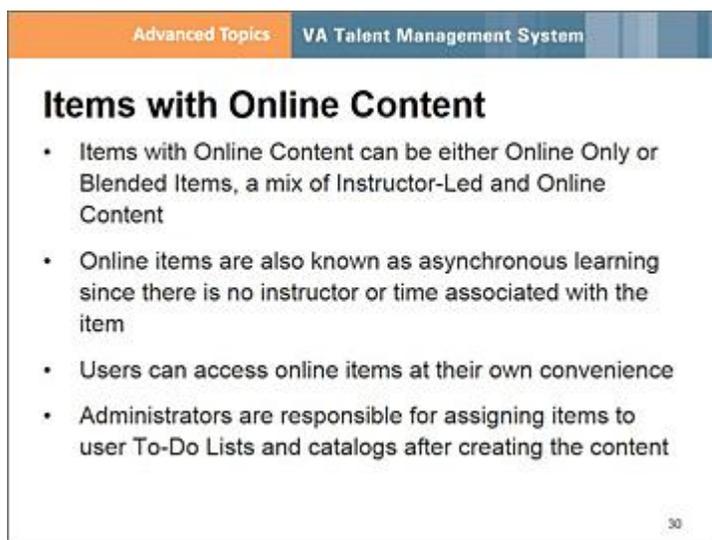
Slide 28: Knowledge Check

2.4 Lesson 3: Items with Online Content



Notes:

Slide 29: Lesson 3: Items with Online Content



Notes:

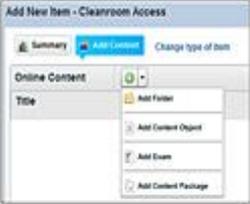
Slide 30: Items with Online Content

Advanced Topics VA Talent Management System

Creating an Item with Online Content

Content is selected from the following choices:

- **Add Folder:** Organize complex content by grouping and sequencing assigned content objects
- **Add Content Object:** Administrators assign individual content objects
- **Add Exam Object:** VA TMS exam
- **Add Content Package:** Add multiple objects to the item content structure



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Notes:

Slide 31: Creating an Item with Online Content

Advanced Topics VA Talent Management System

Edit Online Settings

- Once the online structure is determined, you must configure the item settings
- For example, a learning event may be recorded for the item after a user successfully completes all online content objects (and/or exams, if applicable)

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Notes:

Slide 32: Edit Online Settings



Notes:

Slide 33: Demonstration: Create Items with Online
Content



Demonstration: Create Items with Online Content

1. Create an Item with the type of **Online Only**. (Add Item > Online Only > Continue)
2. After entering the information on the initial screen, select **Continue** instead of Save and Exit.
3. Select **Settings** in the header.
4. Select **Modify Settings** from the drop-down menu.
5. Check the **Content is available for launch** (available for users) checkbox.
6. Check the **Record learning event when all content is complete** checkbox.
7. Select a completion status from the Completion Status drop-down menu.
8. Select the **Allow users to review content from Completed Works** checkbox if desired.
9. Select **OK**.
10. Select the **plus** sign (Associate content to item icon) in the table header.
11. Select **Add Content Object** from the drop-down menu.
12. Search for and select the content object.
13. Enter the object name (e.g., “Select to Start Content,” or what you want the user to see if there are multiple objects in this item).
14. If the content does not send completion information to the VA TMS, check **Mark this object complete when launched**.
15. If you are creating a folder structure to organize content within this item, you could create a new folder or add this object to an existing one. Otherwise, leave Save in Folder: Root Level as it is.



Notes:

Slide 32: Activity #3: Create Items with Online Content



Activity #3: Create Items with Online Content

1. Create an Item with the type of **Online Only**.
2. After entering the information on the initial screen, select **Continue** instead of Save and Exit.
3. Select **Settings** in the header.
4. Select **Modify Settings** from the drop-down menu.
5. Check the **Content is available for launch** (available for users) checkbox.
6. Check the **Record learning event when all content is complete** checkbox.
7. Select a completion status from the Completion Status drop-down menu.
8. Select the **Allow users to review content from Completed Works** checkbox if desired.
9. Select **OK**.
10. Select the **plus** sign (Associate content to item icon) in the table header.
11. Select **Add Content Object** from the drop-down menu.
12. Search for and select the content object.
13. Enter the object name (e.g., “Select to Start Content,” or what you want the user to see if there are multiple objects in this item).
14. If the content does not send completion information to the VA TMS, check **Mark this object complete when launched**.
15. If you are creating a folder structure to organize content within this item, you could create a new folder or add this object to an existing one. Otherwise, leave Save in Folder: Root Level as it is.



The Job Aid: Create Online Items is available in the VA TMS.

Advanced Topics VA Talent Management System

Knowledge Check

Define one of the following item classifications:

- Online
- Blended
- Other
- Instructor led



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Notes:

Slide 35: Knowledge Check

Advanced Topics VA Talent Management System

Knowledge Check

Which of the following may **not** be added to the structure of an online item (in the Online Content tab in the Related area)?

- a) Folder Object
- b) Subject Area
- c) Content Object
- d) Content Package
- e) Exam Object



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Notes:

Slide 36: Knowledge Check

Advanced Topics VA Talent Management System

Blended Items

- Blended learning courses are typically a “blend” of instructor-led and Web-based training
- The item's Segment tab in the Related area includes one or more segments which enable the item to be scheduled
- The item's Online Content tab includes one or more content or exam objects

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Notes:

Slide 37: Blended Items

Advanced Topics VA Talent Management System

Restrictions on Access to Online Content

Level of Restriction	Description
Least	Yes is selected in the <i>User can access online content without being registered in offering</i> drop-down menu in the core area of the item record.
Somewhat	No is selected in the <i>User can access...</i> drop-down menu. Users must be registered into a scheduled offering of the item in order to launch the online content.
Most	In addition to No being selected in the <i>User can access...</i> drop-down menu, the Content available only during... checkbox is checked on the <i>Edit Settings and Status</i> page of the item record. Use the Online Access checkbox to determine which segments permit access to the online content.

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Notes:

Slide 38: Restrictions on Online Content



Notes:

Slide 39: Demonstration: Create a Blended Item



Demonstration: Create a Blended Item

To create a blended item:

1. Enter **Add Item** into the Search field below the button bar.
2. Select **Go**.
3. Select **Scheduled and Online**. The plus sign changes to a checkmark.
4. Select **OK**.
5. Select an Item Type from the drop down menu. You do not need to enter the item ID as it is auto-generated
6. Enter a title and the description of the item.
7. Select a domain ID for the item (you may need to scroll down using the inner window's scrollbar on the right).
8. Select the **Go to Advanced Schedule** button to change or add additional segments.
9. Enter a description and duration for each segment.
10. To add more segments, select the **Add New** icon in the table header. Enter day number, description, duration, delay start, and location type for each segment. Select the **Add** button.
11. Once you finish adding segments, select **Continue**.
12. Select the **Associate content to item** icon in the table header.
13. Select **Add Content Object** from the drop-down menu.
14. Search for and select the content object to add.
15. Enter the object name (e.g., "Select to Start Content" or what you want the user to see if there are multiple objects in this item).
16. If the content does not send completion information to the VA TMS, check the **Mark this object complete when launched** checkbox.
17. If you are creating a folder structure to organize content within this item, create a new folder or add this object to an existing one. Otherwise, leave Save in Folder: Root Level as it is.
18. Select **OK**.
19. Repeat steps 13–19 to add more content objects.
20. Select **Settings** in the table header.
21. Select **Modify Settings** from the drop-down menu.
22. Select a completion status from the Completion Status drop-down menu.
23. Check the **Content is available for launch** (available for users) checkbox.
24. Check the **Record learning event when all content is complete** checkbox.

25. Select **Allow users to review content from Completed Works** checkbox if desired.
26. Select **OK**.
27. Select **Save & Exit**.



The Job Aid: Create Blended Items is available in the VA TMS.



Notes:

Slide 40: Activity #4: Create a Blended Item



Activity #4: Create a Blended Item

1. Enter **Add Item** into the Search field below the button bar.
2. Select **Go**.
3. Select **Scheduled and Online**. The plus sign changes to a checkmark.
4. Select **OK**.
5. Select an Item Type from the drop down menu. You do not need to enter the item ID as it is auto-generated
6. Enter a title and the description of the item.
7. Select a domain ID for the item (you may need to scroll down using the inner window's scrollbar on the right).
8. Select the **Go to Advanced Schedule** button to change or add additional segments.
9. Enter a description and duration for each segment.
10. To add more segments, select the **Add New** icon in the table header. Enter day number, description, duration, delay start, and location type for each segment. Select the **Add** button.
11. Once you finish adding segments, select **Continue**.
12. Select the **Associate content to item** icon in the table header.
13. Select **Add Content Object** from the drop-down menu.
14. Search for and select the content object to add.
15. Enter the object name (e.g., "Select to Start Content" or what you want the user to see if there are multiple objects in this item).
16. If the content does not send completion information to the VA TMS, check the **Mark this object complete when launched** checkbox.
17. If you are creating a folder structure to organize content within this item, create a new folder or add this object to an existing one. Otherwise, leave Save in Folder: Root Level as it is.
18. Select **OK**.
19. Repeat steps 13–19 to add more content objects.
20. Select **Settings** in the table header.
21. Select **Modify Settings** from the drop-down menu.
22. Select a completion status from the Completion Status drop-down menu.
23. Check the **Content is available for launch** (available for users) checkbox.
24. Check the **Record learning event when all content is complete** checkbox.
25. Select **Allow users to review content from Completed Works** checkbox if desired.

26. Select **OK**.

27. Select **Save & Exit**.



The Job Aid: Create Blended Items is available in the VA TMS.

Advanced Topics VA Talent Management System

Knowledge Check

Blended learning refers to:

- a) Same time training for managers and subordinates
- b) A mixture of instructor-led and self-paced online learning
- c) Items that are classified as Other
- d) None of the above



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Notes:

Slide 41: Knowledge Check

Advanced Topics VA Talent Management System

Knowledge Check

Within a blended item, an admin can specify how restrictive access to the online content should be.

There are three (3) distinct restriction options for blended items. What are they?



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Notes:

Slide 42: Knowledge Check

2.5 Lesson 4: User Online Status



Notes:

Slide 43: Lesson 4: User Online Status



Notes:

Slide 44: Online Status: User Record



Notes:

Slide 45: Demonstration: User Record



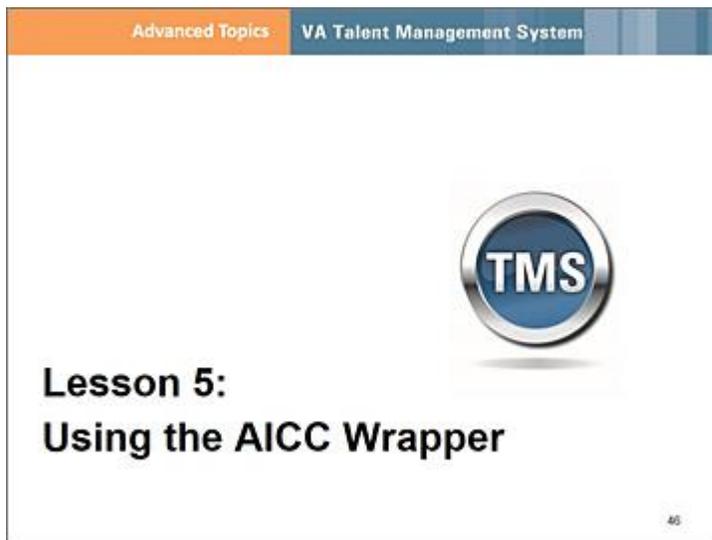
Demonstration: User Record

Use this tab to view the following content object details:

Navigate: **Home > Users > TRAIN Search > Select > More from Related area**

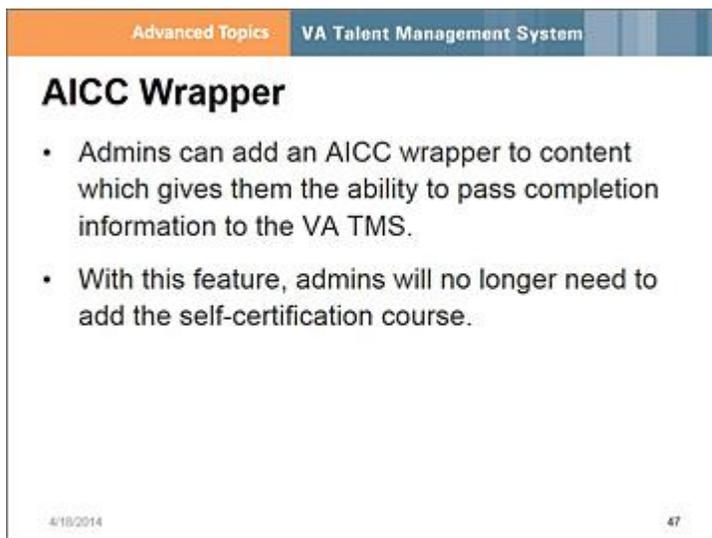
- User accessibility to the content object
- User completed the content object
- Number of times the user opened the content object
- Total time while viewing the content object (if tracked)
- Score of the content object (if tracked)
- Content objectives (if tracked)

2.6 Lesson 5: Using the AICC Wrapper



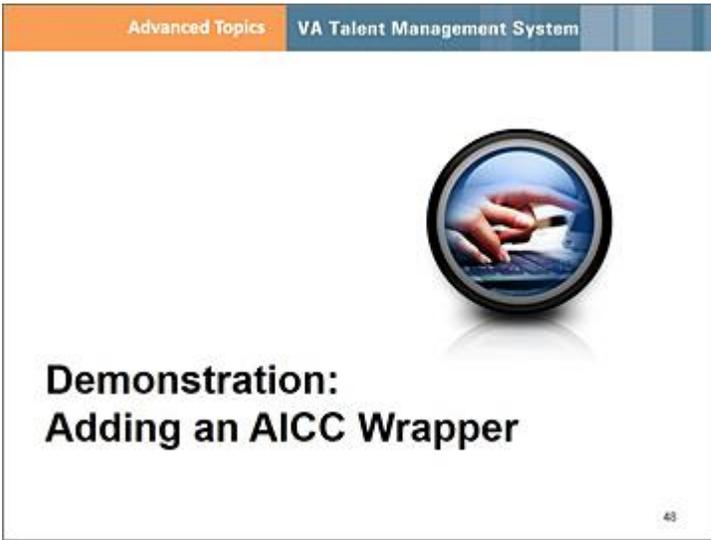
Notes:

Slide 46: Lesson 5: Using the AICC Wrapper



Notes:

Slide 47: AICC Wrapper



Notes:

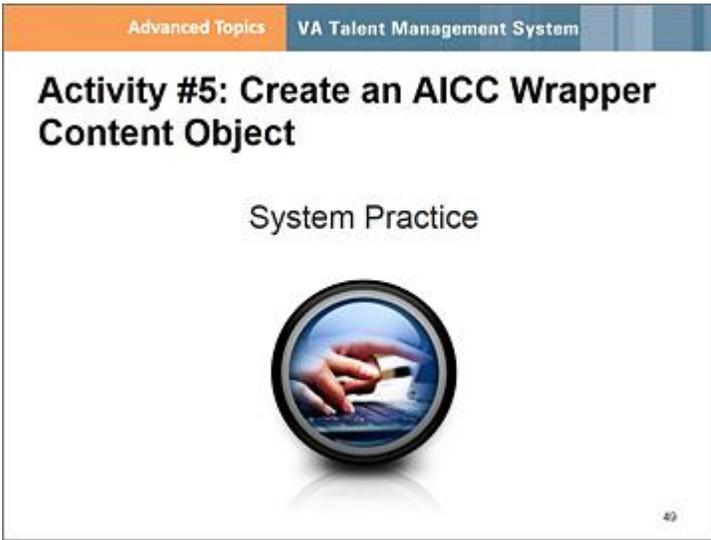
Slide 48: Demonstration: Adding an AICC Wrapper



Demonstration: Adding AICC Wrapper

From the admin home page:

1. Navigate to **Content > Content Objects**
2. Select **Search**.
3. Select the **pencil icon** of a content object to edit it.
4. Select the **Launch Method** tab in the submenu on the left-hand side of the screen.
5. Select the **AICC** radio button.
6. Select the **User AICC Wrapper** checkbox.
7. Enter the location of the content that needs to be wrapped in the **Filename** field.
8. Select **Apply Changes**.



Notes:

Slide 49: Activity #5: Add an AICC Wrapper



Activity #5: Add an AICC Wrapper

From the admin home page:

1. Navigate to **Content > Content Objects**
2. Select **Search**.
3. Select the **pencil icon** of a content object to edit it.
4. Select the **Launch Method** tab in the submenu on the left-hand side of the screen.
5. Select the **AICC** radio button.
6. Select the **User AICC Wrapper** checkbox.
7. Enter the location of the content that needs to be wrapped in the **Filename** field.
8. Select **Apply Changes**.

Advanced Topics VA Talent Management System

Related Reports

- Online Item Status
- Item Object Details

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Notes:

Slide 50: Related Reports

Advanced Topics VA Talent Management System

Evaluation & Self-Certification Reminder

- You will be prompted to complete the Evaluation and then you can complete your Self-Certification for this session.
- Evaluations can be found on your To-Do List.



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Notes:

Slide 51: Evaluation & Self-Certification Reminder



Notes:

Slide 52: Questions?