



USER & SUPERVISOR

RESOURCE GUIDE

NOVEMBER 2007

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Preface

The Department of Transportation (DOT) mandated that the Federal Aviation Administration (FAA) implement the enterprise Learning Management System (eLMS) by October 1, 2005. DOT further mandated that FAA use the eLMS as the sole training management and administration system and eliminate all other systems that duplicate the functionality contained in the eLMS.

The FAA is now upgrading to the latest version of the eLMS software. Employees will note one big change—who the system used to call learners are now called users. In addition, all users will be prompted to create a security question and answer when they log in. This change was made to improve system and data security. Supervisors will notice the addition of the supervisor dashboard. The dashboard allows supervisors to see how their subordinates are progressing in their learning.

This updated resource guide will help you learn what you need to know about eLMS as a user and/or supervisor. If you have problems the using eLMS and cannot find the answer in this resource guide, call the DOT eLMS Help Desk, which can be reached by calling (405) 954-4568 between the hours of 6 a.m. to 6 p.m. Central Time or email them at eLMSHELP@dot.gov. You also may email any suggestions or comments you have for improving this resource guide to your primary level 1 administrator (see list on next page).

While it has been two years since FAA deployed the eLMS, many employees and supervisors are still learning how to use it. This resource guide will help.

FAA eLMS Steering Committee
November 2007

Primary Level 1s and Their Backups

Organization	Name	Role	Email Address	Phone Number
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	Jill Devenport	Backup (AVS)	Jill.Devenport@faa.gov	425-227-1666
	Angelique Berry	AIR PL1	angelique.berry@faa.gov	202-267-3832
	Michelle Carpenter	AIR Backup	Michelle.M.Carpenter@faa.gov	202-267-8019
AHR	Veronica Lucas	Primary	veronica.lucas@faa.gov	202-267-9534
	Tiwanda Yarborough	Backup	tiwanda.yarborough@faa.gov	202-493-4507
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Introduction

The enterprise Learning Management System (eLMS) is a software package that manages employee learning and training. All DOT employees have records in the eLMS. In the new version of the eLMS, employees are called users instead of learners. As a user, you can access the eLMS to manage your learning efforts.

This resource guide provides FAA employees with details about how to use the updated eLMS as a user and/or a supervisor.

As with many software programs, the eLMS comes with its own language. For a complete list of eLMS terms, see the glossary in the Appendix. For the most up-to-date information regarding terminology, contact your line-of-business' primary level 1 eLMS administrator.

What Can You Do In the eLMS?

In the eLMS, you can do the following:

- view your learning plan
- request to attend training (if allowed by your line of business)
- register to attend training (if allowed by your line of business)
- browse the learning catalog for training you would like to take or are required to complete
- view scheduled training
- view completed training
- run reports on your training and learning activities.

Using the Guide

The first chapter of this resource guide contains instructions about how to navigate and search within the eLMS. The chapters that follow contain instructions and quick reference guides for how to perform eLMS functions as a user and/or supervisor. Additional functions will be added to this resource guide as those functions begin to be used by the FAA.

Each chapter contains both a detailed set of tasks that must be performed to accomplish each function described in the guide, along with a quick reference guide.

Chapter 1: GETTING STARTED

- Terminology
- Logging In
- Navigating the eLMS
- Email Notifications
- Personal Settings
- Using Help

***User & Supervisor
Resource Guide***

TERMINOLOGY

SECTION 1.1: **eLMS** **TERMINOLOGY**

Like many software programs, the eLMS has its own “language.” The table below provides definitions of some eLMS terminology.

GLOSSARY	
Term	Definition
assessment	the assessment/rating of a user's demonstrated competencies based on a rating scale
catalog	a collection of items and scheduled offerings accessible to those users who are assigned to the same organization or domain as those found on the organizations or domains tabs of the catalog record
competency	a measurable capability required or recommended by an organization for effective performance
curriculum	a group of items that can be assigned to users and tracked as a group
eLMS	Department of Transportation's enterprise learning management system
email notification	automated email messages sent by the eLMS has proper email addresses for both the sender and receiver; it also has a message, as well as a subject
item	an assignable unit that can be tracked; it may be a learning or non-learning activity, course, workshop, briefing, etc
user (previously learner)	any person for whom a record has been created in the user's section of the user management area, including employees, supervisors, contractors, and others for whom you wish to keep learning records and to register in courses. previously used term: learner
learning event	an item, scheduled offering, or external event attended by a user
learning history	a list of all items and non-items a user has successfully completed or attempted to complete; this record contains the completion status, the completion/attempt date, and other information
learning plan	the learning plan contains a list of items assigned to you based on your learning needs
organization	an entity of some type, to which a user belongs
registration	enrolling a user on a list of participants in a specific scheduled offering of an item

GLOSSARY	
Term	Definition
report	data generated in HTML, CSV, XML, or PDF from a specific query
scheduled offering	a specific scheduled event of an item for which a database record is created in the scheduled offerings section
self-register	to enroll yourself in a scheduled offering; this function is only used in certain lines of business
slots	a reserved space made by an organization in a scheduled offering
subordinate	a user in the eLMS who has been assigned to a supervisor
supervisor	<p>a user who has been designated to oversee another user's learning; supervisors have the ability to log in to the eLMS to view his or her subordinates' learning information and assign learning to them if granted permission by a system administrator, the supervisor also can record learning events for his or her users</p> <p>NOTE: The FAA typically does not have supervisors record learning events for users. Instead, administrators record learning events for users. If you want to allow supervisors to record learning events for subordinates, contact your line-of-business' primary eLMS administrator for guidance.</p> <p>NOTE: Supervisors may not record learning events for users for any national academy items.</p>

LOGGING IN

SECTION 1.2: LOGGING IN

You will need a user name (user ID) to log in to the eLMS as a user.

The standard format for the user ID is: first initial of your official first name and your last name (ALL CAPITALIZED) followed by the last four (4) digits of your Social Security Number. User IDs are case sensitive. For example: JSMITH1234.

SECTION 1.3: PASSWORDS

In addition to your user ID, you will need a password to log in to the eLMS. You must change your password every 90 days. All passwords must conform to the following rules:

- the length of the password must be between 1 and 40 characters
- the password must contain the following types of characters:
 - English lower case letters
 - English uppercase letters
 - Arabic numerals(0,1,2,...9)
 - non alphanumeric special characters (!@#\$%^&*()-_+=\{\}[\]<>?/";:\|)
 - characters cannot be repeated more than twice in a row
- the password cannot contain user name(login ID)
- the password cannot contain user's first name and last name
- the new password cannot be same as any of the previous 6 passwords
- password cannot be same as the e-signature PIN.

It is important to note that you cannot repeat a password within a set time limit. Passwords are also case sensitive. For security purposes, do not write down your user ID or password. Under no circumstances should you share your user ID or password with anyone, including your supervisor.

The web address (URL) used to access the eLMS home page is: <https://elms.dot.gov>. Both users and supervisors will access the eLMS from this Department of Transportation (DOT) welcome page.

**SECTION 1.4:
SECURITY
QUESTION**

When you initially log in to the eLMS, you will be asked to change your password and log in again. Then you will be asked to provide a security question. An example of a security question is your mother's maiden name.

The security question is used when you forget your password. If you forget your password, click the "click here" link under the heading "What if I forget my password?" You will be asked to enter your user ID (first initial of your official first name and your last name (ALL CAPITALIZED) followed by the last four (4) digits of your Social Security Number. Then you will be asked your security question. Once you enter the correct answer and click the submit button, your password will be emailed to your email account as listed in the eLMS.

To check if your email address is correct in the eLMS, go to the profile link under the personal tab. Scroll down to the section of the screen entitled "contact information." If your email address listed is not correct, contact your local eLMS administrator to have it updated.

- | | |
|---|--|
| 1 | From the welcome to DOT eLMS page , click the click here to go to login for user button to access the eLMS user login screen. |
|---|--|



Welcome to DOT eLMS

eLMS Help Desk: eLMSHelp@dot.gov
405-954-4568 (6AM | 6PM CST)

[Click here to go to login
for User
\(Learners and Managers\)](#)

[Click here to go to login
for Administrator](#)

Special eLMS Notifications

Nov. 19, 2007	<p>Welcome to the improved eLMS!</p> <ul style="list-style-type: none"> Your previous login ID and password have not changed. NEW SECURITY QUESTION: The first time you login to eLMS after November 19, 2007, you will be prompted to establish your personal security question and answer. You will need to type a question and answer in the fields; the answer must be at least 5 characters in length and is NOT case sensitive. This is a required security level for your privacy. ONLY you can change the question and answer.
Dec. 15, 2007	<p>System maintenance is scheduled; eLMS will not be available from 1:00 AM to 8:00 AM.</p>

Forgot your eLMS Login ID or Password?

Click the Login button above to find instructions on how to get your Login ID and/or Password.

Tips

1. Delete Cookies
2. Clear Browser History
3. Allow Pop-ups for this site
4. Check courseware compatibility

The above screenshot is DOT's new eLMS welcome page, also called a splash page. Both administrators and users (formerly learners) will go to this page first, and from here, log in to the eLMS. The look of this page will change as different notifications and tips are posted.

- | | |
|---|--|
| 2 | From the eLMS log-in screen, enter your user ID and password . Click the login button or simply press the enter key on your keyboard. |
|---|--|

Welcome

The DOT eLMS is a robust learning management system that:

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- Tracks your personal learning needs and history.
- Provides you with a comprehensive catalog of learning events and schedules.
- Is a central point to register for training events and launch online courses.
- Provides a map of your Learning Plan, Curriculum status, and more.
- Provides support for your career development.

****WARNING****

This is an official US Government System for authorized use only. This system may be monitored to protect against unauthorized use. Attempts to circumvent security, use the system for unauthorized purposes, or interfere with the system, its data, or operation is prohibited. Unauthorized acts may result in criminal prosecution under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act of 1996. Use of this system constitutes consent to monitoring.

DOT Privacy Policy
[Click here](#) for the DOT Privacy Policy

Learning Resources Page
[Click here](#) for useful eLearning information.

USER ID HAARON0755

PASSWORD

Login

What if I forgot my password?
[Click here](#) to enter your User ID and have your password emailed to your government email account.

Security Question:
 To have your password e-mailed, you must establish a security question. The first time you login to eLMS after November 19, 2007, you will be prompted to establish your personal security question and answer. You will need to type a question and answer in the fields; the answer must be at least 5 characters in length and is NOT case sensitive. This is a required security level for your privacy. ONLY you can change the question and answer.

What if I forgot my ID?
[Click here](#) to retrieve your ID. Enter your government email address that is in your User Profile and your eLMS ID will appear in the User ID box. Caution: Your government email address must be correct in your User profile in order for your ID to appear.

Hint: Your User/Learner ID is your *FIRST.initial, LAST-name, Last-four-SSN* (e.g. SJONES1234). Use no spaces and ALL CAPS when typing your ID; the ID is case sensitive.

First time logging in? Or need login directions?
[Click here](#) to go to the eLMS info page for login instructions, an overview of eLMS, tips and tricks, etc.

Still need help?
 Contact the eLMS Help Desk:

- Telephone: 405-954-4568 (M-F 6AM-6PM Central Time)
- E-mail: eLMSHELP@dot.gov

Your user ID format is the first initial of your formal first name and your last name (all capitalized) followed by the last four (4) digits of your Social Security number.

Upon initial login, you will be prompted to change your password. Follow the directions on the screen. The new password must conform to FAA password rules defined in Section 1.3 of this guide.

NOTE: Both user IDs and passwords are case sensitive.

3 Enter your old **password**. Enter your new **password** in both the new and verify **password** fields. Click the **apply changes** button. *These are required fields.*

Password Expired

User Password has expired. Please Change User Password.

* = Required Fields

The User's password has to be compliant with the following rules:

- The length of the password must be between 1 and 40 characters.
- The password must contain the following types of characters:
 1. English lower case letters.
 2. English uppercase letters.
 3. Arabic numerals(0,1,2,...9).
 4. Non alphanumeric special characters (!@#\$\$%^&*()-_+=\{\}\[\]<>?/";:\|)
- Characters cannot be repeated more than twice in a row.
- The password cannot contain user name(login ID).
- The password cannot contain user's first name and last name.
- The new password cannot be same as any of the previous 6 passwords.
- Password cannot be same as the E-Signature PIN.

* Old Password:	<input type="password"/>
* New Password:	<input type="password"/>
* Verify Password:	<input type="password"/>

4 The **success** screen displays. Click the **login** button.

Success

Your password has been saved.

5 Enter your user ID and new password. Click the login button.

Welcome

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- Provides you with a comprehensive catalog of learning events and schedules.
- Is a central point to register for training events and launch online courses.
- Provides a map of your Learning Plan, Curriculum status, and more.
- Provides support for your career development.

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[DOT Privacy Policy](#)
[Click here](#) for the DOT Privacy Policy
[Learning Resources Page](#)
[Click here](#) for useful eLearning information.

USER ID

PASSWORD

What if I forgot my password?
[Click here](#) to enter your User ID and have your password emailed to your government email account.

Security Question:
 To have your password e-mailed, you must establish a security question. The first time you login to eLMS after November 19, 2007, you will be prompted to establish your personal security question and answer. You will need to type a question and answer in the fields; the answer must be at least 5 characters in length and is NOT case sensitive. This is a required security level for your privacy. ONLY you can change the question and answer.

What if I forgot my ID?
[Click here](#) to retrieve your ID. Enter your government email address that is in your User Profile and your eLMS ID will appear in the User ID box. Caution: Your government email address must be correct in your User profile in order for your ID to appear.

Hint: Your User/Learner ID is your *FIRST,initial, LAST-name, Last-four-SSN* (e.g.SJONES1234). Use no spaces and ALL CAPS when typing your ID; the ID is case sensitive.

First time logging in? Or need login directions?
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- E-mail: eLMSHELP@dot.gov

6 Enter your security question. Enter your security answer in the security answer and re-enter security answer fields. Click the submit button. *These are required fields.*

Please create a security question and answer that will be used when retrieving your password. A good security question and answer is something that only you will know, and will be hard for someone else to guess the answer. You should avoid questions that contain personal data that is generally available (e.g. SSN, address, etc.).

Some examples are:

What is my mother's maiden name?

What is the name of my first pet?

What is my favorite film?

* = Required Fields

*Security Question:

*Security Answer:

*Re-Enter Security Answer:

7 Your eLMS home page displays.

Personal **Learning** **Career** **Catalog** **Reports**

• Home • Approvals • Profile • Regional Settings • Communities • Skills

Welcome HANK AARON ?
11/15/2007

DOT's eLMS provides learners the power to access and manage their learning with online tools. Once logged into **eLMS**, learners can manage their learning through the following features:

Learning Plan
The Learning Plan is the list of assigned training. Learners can add optional items to their Learning Plans, register in instructor-led items, and launch online content from the Learning Plan. It should be noted that access to registration is determined by Modal policy.

Current Registrations
The Current Registrations view enables learners to view all of their registrations in Scheduled Offerings in one easy view.

Curriculum Status
The Curriculum Status functionality provides learners with a comprehensive list of the curricula and subcurricula needed for personal and career advancement. Required dates associated with each curriculum help manage your learning needs.

Learning History
The Learning History allows learners to see a list of all of the learning they have completed, as well as their performance on the item. For issue with your Learning History (e.g., missing history), contact your local training administrator.

Personal
The Personal menu provides you with tools to manage your Profile and Regional Settings, check on your Order Status and Order Tickets, and use the Career Planner to self-assign learning.

Learning
The Learning menu contains most of the tools that you will access the most frequently, the most important of which is the Learning Plan. The Learning Plan allows you to access your assigned online learning or register in instructor-led learning.

Career
The Competencies menu allows you to view your Assessment History, display your

Alerts
You have no alerts at this time.

Catalog
[View all available instructor-led items»](#)
[View all available online items»](#)
[Browse Catalog»](#)

My Plans → My Plan
There are no relevant items for this User.

Learning Plan → Learning Plan

Title	Type	Required By
(05509) Physical/Facility Security SAVI FY07		
(05704) Information System Security SAVI FY07		
(12345678) eLMS New Release Training		

Curriculum Status → Go to Curriculum Status

Title
All Employees

New Items

The quick reference guide on the following page summarizes the tasks performed to log in to the eLMS.

Quick Reference Guide

Logging In	
Task #	Task
1	From the welcome to DOT eLMS page , click the <u>click here to go to login for user</u> button to access the eLMS user login screen.
2	From the eLMS log-in screen, enter your user ID and password . Click the login button or simply press the enter key on your keyboard.
3	Enter your old password . Enter your new password in both the new and verify password fields. Click the apply changes button. <i>These are required fields.</i>
4	The success screen displays. Click the login button.
5	Enter your user ID and new password . Click the login button.
6	Enter your security question . Enter your security answer in the security answer and re-enter security answer fields. Click the submit button. <i>These are required fields.</i>
7	Your eLMS home page displays.

SECTION 1.5: FORGOTTEN USER ID

You will have five (5) chances to correctly enter your user ID and password. After the fifth consecutive unsuccessful attempt to login, you will be locked out of the system. If you forget your user ID, do not continue to guess and risk being shut out of the system. Request to have your user ID emailed to you by performing the tasks below.

1 Click the **click here** link under the heading “what if I forget my ID?”

The screenshot shows the eLMS login interface. On the left, there is a 'Welcome' section with a list of system features and a warning. On the right, there is a login form with fields for 'USER ID' (containing 'HARON0755') and 'PASSWORD', and a 'Login' button. Below the form, a 'Validation Error' message states: 'You must correct the following error(s) before proceeding: User not found: HARON0755'. Underneath the error, there are links for 'What if I forgot my password?' and 'Security Question?'. At the bottom, there is a link for 'What if I forgot my ID?' which is highlighted with a red box in the original image.

Welcome

The DOT eLMS is a robust learning management system that:

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[Click here](#) for the DOT Privacy Policy

[Click here](#) for useful eLearning information.

USER ID HARON0755

PASSWORD

Login

Validation Error

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- User not found: HARON0755

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Security Question:
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Hint: Your User/Learner ID is your *FIRST.initial, LAST-name, Last-four-SSN* (e.g.SJONES1234). Use no spaces and ALL CAPS when typing your ID; the ID is case sensitive.

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2 Enter your **email address**. Click the **submit** button.

ID Reminder

Enter your Email address then click 'Submit' to retrieve your ID

Email Address:

3	You are returned to the eLMS log in page. Check your email account for your user ID.
---	---

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- Provides support for your career development.

****WARNING****

This is an official US Government System for authorized use only. This system may be monitored to protect against unauthorized use. Attempts to circumvent security, use the system for unauthorized purposes, or interfere with the system, its data, or operation is prohibited. Unauthorized acts may result in criminal prosecution under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act of 1996. Use of this system constitutes consent to monitoring.

[DOT Privacy Policy](#)
[Click here](#) for the DOT Privacy Policy

Learning Resources Page
[Click here](#) for useful eLearning information.

USER ID

PASSWORD

What if I forgot my password?
[Click here](#) to enter your User ID and have your password emailed to your government email account.

Security Question:
 To have your password e-mailed, you must establish a security question. The first time you login to eLMS after November 19, 2007, you will be prompted to establish your personal security question and answer. You will need to type a question and answer in the fields; the answer must be at least 5 characters in length and is NOT case sensitive. This is a required security level for your privacy. ONLY you can change the question and answer.

What if I forgot my ID?
[Click here](#) to retrieve your ID. Enter your government email address that is in your User Profile and your eLMS ID will appear in the User ID box. Caution: Your government email address must be correct in your User profile in order for your ID to appear.

Hint: Your User/Learner ID is your *FIRST,initial, LAST-name, Last-four-SSN* (e.g.SJONES1234). Use no spaces and ALL CAPS when typing your ID; the ID is case sensitive.

First time logging in? Or need login directions?
[Click here](#) to go to the eLMS info page for login instructions, an overview of eLMS, tips and tricks, etc.

Still need help?
 Contact the eLMS Help Desk:

- Telephone: 405-954-4568 (M-F 6AM-6PM Central Time)
- E-mail: eLMSHELP@dot.gov

The quick reference guide on the following page summarizes the tasks performed to have a forgotten user ID emailed to you.

Quick Reference Guide

Receiving a Forgotten User ID by Email	
Task #	Task
1	Click the click here link under the heading “what if I forget my ID?”
2	Enter your email address . Click the submit button.
3	You are returned to the eLMS log in page . Check your email account for your user ID .

SECTION 1.5.1: FORGOTTEN PASSWORD

You will have five (5) chances to correctly enter your password. After the fifth consecutive unsuccessful attempt to login, you will be locked out of the system. If you forget your password, do not continue to guess and risk being shut out of the system. Request to have your password emailed to you by performing the tasks below.

1 Click the **click here** link under the heading “what if I forget my password?”

Welcome

The DOT eLMS is a robust learning management system that:

- Is DOT's official system of record for employee training.
- Tracks your personal learning needs and history.
- Provides you with a comprehensive catalog of learning events and schedules.
- Is a central point to register for training events and launch online courses.
- Provides a map of your Learning Plan, Curriculum status, and more.
- Provides support for your career development.

****WARNING****

This is an official US Government System for authorized use only. This system may be monitored to protect against unauthorized use. Attempts to circumvent security, use the system for unauthorized purposes, or interfere with the system, its data, or operation is prohibited. Unauthorized acts may result in criminal prosecution under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act of 1996. Use of this system constitutes consent to monitoring.

[DOT Privacy Policy](#)
[Click here](#) for the DOT Privacy Policy

Learning Resources Page
[Click here](#) for useful eLearning information.

USER ID

PASSWORD

[Login](#)

Validation Error

You must correct the following error(s) before proceeding:

- Invalid login, please try again!

What if I forgot my password?
[Click here to](#) enter your User ID and have your password emailed to your government email account.

Security Question:
 To have your password e-mailed, you must establish a security question. The first time you login to eLMS after November 19, 2007, you will be prompted to establish your personal security question and answer. You will need to type a question and answer in the fields; the answer must be at least 5 characters in length and is NOT case sensitive. This is a required security level for your privacy. ONLY you can change the question and answer.

What if I forgot my ID?
[Click here](#) to retrieve your ID. Enter your government email address that is in your User Profile and your eLMS ID will appear in the User ID box. Caution: Your government email address must be correct in your User profile in order for your ID to appear.

Hint: Your User/Learner ID is your *FIRST.initial, LAST-name, Last-four-SSN* (e.g.SJONES1234). Use no spaces and ALL CAPS when typing your ID; the ID is case sensitive.

First time logging in? Or need login directions?
[Click here](#) to go to the eLMS info page for login instructions, an overview of eLMS, tips and tricks, etc.

2	Answer your security question. Click the submit button. <i>This is a required field.</i>
---	--

Answer the Security Question and your Password will be emailed to your account

Note: Fields marked with * are required.

Security Question: What is the name of my first dog?

* Security Answer:

3	Your password is emailed to you. Check your email account for your password .
---	---

Password Emailed

The password has been sent to your email account.

The quick reference guide on the following page summarizes the tasks performed to have a forgotten password emailed to you.

Quick Reference Guide

Receiving a Forgotten Password by Email	
Task #	Task
1	Click the click here link under the heading “what if I forget my password?”
2	Answer your security question. Click the submit button. <i>This is a required field.</i>
3	Your password is emailed to you. Check your email account for your password .

**SECTION 1.6:
CHANGING
YOUR
PASSWORD**

Changing your password on a regular basis helps prevent other people from logging in to your account.

You must change your password every 90 days. You will be prompted by the system to do so. Remember, there are very strict guidelines for passwords and you must remember them to successfully change your password.

All passwords must conform to the following rules:

- the length of the password must be between 1 and 40 characters
- the password must contain the following types of characters:
 - English lower case letters
 - English uppercase letters
 - Arabic numerals(0,1,2,...9)
 - non alphanumeric special characters (!@#%&*()-_+=\{\}[\]<>?/";:\|)
 - characters cannot be repeated more than twice in a row
- the password cannot contain user name(login ID)
- the password cannot contain user's first name and last name
- the new password cannot be same as any of the previous 6 passwords
- password cannot be same as the e-signature PIN.

It is important to note that you cannot repeat a password within a set time limit. Passwords are also case sensitive. For security purposes, do not write down your user ID or password. Under no circumstances should you share your user ID or password with anyone, including your supervisor.

1 To change your password once you are logged in, click the **personal** tab on the **top menu bar** from the **eLMS home page**.

Personal Learning Career Catalog Reports

• Home • Approvals • Profile • Regional Settings • Communities • Skills

Welcome WILLIAM BUDGET
11/15/2007

DOT's eLMS provides learners the power to access and manage their learning with online tools. Once logged into eLMS, learners can manage their learning through the following features:

Learning Plan
The Learning Plan is the list of assigned training. Learners can add optional items to their Learning Plans, register in instructor-led items, and launch online content from the Learning Plan. It should be noted that access to registration is determined by Modal policy.

Current Registrations
The Current Registrations view enables learners to view all of their registrations in Scheduled Offerings in one easy view.

Curriculum Status
The Curriculum Status functionality provides learners with a comprehensive list of the curricula and subcurricula needed for personal and career advancement. Required dates associated with each curriculum help manage your learning needs.

Learning History
The Learning History allows learners to see a list of all of the learning they have completed, as well as their performance on the item. For issue with your Learning History (e.g., missing history), contact your local training administrator.

Alerts
You have overdue learning»

Catalog
View all available instructor-led items»
View all available online items»
Browse Catalog»

My Plans →My Plan
There are no relevant items for this User.

Learning Plan → Learning Plan

Title	Type	Required By
(05509) Physical/Facility Security SAVI FY07	🔒	🔴 9/30/2007
(05704) Information System Security SAVI FY07	🔒	🔴 9/30/2007
(01277) Systems Thinking	🔒	10/8/2008
(01223) The FAA Budget in Brief	🔒	
(01271) Performance Planning and Budget Integration	🔒	

Curriculum Status → Go to Curriculum Status

Title
All Employees

Personal
The Personal menu provides you with tools to manage your Profile and Regional Settings, check on your Order Status and Order Tickets, and use the Career Planner to self-assign learning.

Learning
The Learning menu contains most of the tools that you will access the most frequently, the most important of which is the Learning Plan. The Learning Plan allows you to access your assigned online learning or register in instructor-led learning.

Career
The Competencies menu allows you to view your Assessment History, display your

NOTE: Your home page contains alerts that provide information about actions that you may have to take. Click the red alert for more information.

Screenshot when the alert in the screenshot above is clicked:

Personal Learning Career Catalog Reports

• Learning Plan • Learning Calendar • Current Registrations • Curriculum Status • Learning History • Record Learning

Learning Plan

This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.

Group Plan by: [None] Field Chooser

[Expand All] [Collapse All]

Learning Plan Items: All Required: All

Title	Type	Required By	Status	Action	Remove
(01223) The FAA Budget in Brief	🔒		Must be registered	Request Schedule	
(01271) Performance Planning and Budget Integration	🔒		Must be registered	Request Schedule	
(01277) Systems Thinking	🔒	10/8/2008	Must be registered	Offering Details	
(04229) New OMB Guidance for Budget Year 2008	🔒		Must be registered	Request Schedule	
(04241) Budgeting and Accounting: Making the Connection	🔒		Must be registered	Request Schedule	
(05509) Physical/Facility Security SAVI FY07	🔒	🔴 9/30/2007	Must be registered	Request Schedule	
(05704) Information System Security SAVI FY07	🔒	🔴 9/30/2007	Available	Go to Content	
(12345678) eLMS New Release Training	🔒		Must be registered	Offering Details	
(14041) The FAA Budget Process	🔒		Must be registered	Request Schedule	
(25707) Performance Planning and Budget Integration	🔒		Must be registered	Request Schedule	

NOTE: Overdue learning displays in red.

2 Click the **profile** link in the **submenu**.

Personal Learning Career Catalog Reports

• Home • Approvals • **Profile** • Regional Settings • Communities • Skills

Welcome WILLIAM BUDGET
11/15/2007

DOT's eLMS provides learners the power to access and manage their learning with online tools. Once logged into eLMS, learners can manage their learning through the following features\:

Learning Plan
The Learning Plan is the list of assigned training. Learners can add optional items to their Learning Plans, register in instructor-led items, and launch online content from the Learning Plan. It should be noted that access to registration is determined by Modal policy.

Current Registrations
The Current Registrations view enables learners to view all of their registrations in Scheduled Offerings in one easy view.

Curriculum Status
The Curriculum Status functionality provides learners with a comprehensive list of the curricula and subcurricula needed for personal and career advancement. Required dates associated with each curriculum help manage your learning needs.

Learning History
The Learning History allows learners to see a list of all of the learning they have completed, as well as their performance on the item. For issue with your Learning History (e.g., missing history), contact your local training administrator.

Personal
The Personal menu provides you with tools to manage your Profile and Regional Settings, check on your Order Status and Order Tickets, and use the Career Planner to self-assign learning.

Learning
The Learning menu contains most of the tools that you will access the most frequently, the most important of which is the Learning Plan. The Learning Plan allows you to access your assigned online learning or register in instructor-led learning.

Career
The Competencies menu allows you to view your Assessment History, display your

Alerts
You have overdue learning»

Catalog
View all available instructor-led items»
View all available online items»
Browse Catalog»

My Plans → My Plan
There are no relevant items for this User.

Learning Plan → Learning Plan

Title	Type	Required By
(05509) Physical/Facility Security SAVI FY07	🔒🔒	🚨 9/30/2007
(05704) Information System Security SAVI FY07	🔒	🚨 9/30/2007
(01277) Systems Thinking	🔒	10/8/2008
(01223) The FAA Budget in Brief	🔒	
(01271) Performance Planning and Budget Integration	🔒	

Curriculum Status → Go to Curriculum Status

Title
All Employees

3 Click the **password** link under the heading **employment and account information**.

Personal Learning Career Catalog Reports

Home Approvals Profile Regional Settings Communities Skills

Profile

This section allows you to review and/or edit your profile. The profile is divided into three sections: Employment & Account Information, Contact Information and Notification Settings.
 * = Required Fields

Apply Changes Reset

Employment & Account Information

First Name: WILLIAM
 Last Name: BUDGET
 Middle Initial:
 User ID: WBUDGET4567
 Job Position:
 Job Location:
 Organization: WA ACQUISITION & BUSINESS SERVICES
 Employee Type:
 Employee Status:
 Supervisor: BIGSHOT, JOHN
 Coach:
 Hire Date: 3/31/1995
 Resume Location:
 Domain: Air Traffic Organization
 Role: System Default User Role
 PIN: *****

*Security Question: My mother's profession
 *Security Answer: *****
 *Re-Enter Security Answer: *****

Contact Information

Address: 800 INDEPENDENCE AVENUE, SW
 City: WASHINGTON

Notification Settings

Notify me when an item is added to my learning plan
 Notify me when an item is modified in my learning plan
 Notify me when an item is removed from my learning plan
 Notify me when the subordinates successfully complete an item
 Notify me when the subordinates unsuccessfully complete an item

Apply Changes Reset

- 4 Under the heading **change your password**, enter your old password in the **enter your old password** text box. Enter your new password in the **enter your new password** text box. Enter the new password again in the **verify your new password** text box. Click the **apply changes** button.

The screenshot shows the 'Profile' page in the eLMS system. At the top, there is a navigation bar with tabs for 'Personal', 'Learning', 'Career', 'Catalog', and 'Reports'. Below this is a breadcrumb trail: 'Home > Approvals > Profile > Regional Settings > Communities > Skills'. The main heading is 'Profile'. Below the heading, there is a section titled 'The User's password has to be compliant with the following rules:' followed by a list of password requirements:

- The length of the password must be between 1 and 40 characters.
- The password must contain the following types of characters:
 1. English lower case letters.
 2. English uppercase letters.
 3. Arabic numerals(0,1,2,...9).
 4. Non alphanumeric special characters (!@#\$\$%^&*()-_+=\{\}\[\]<>?/'";:\|)
- Characters cannot be repeated more than twice in a row.
- The password cannot contain user name(login ID).
- The password cannot contain user's first name and last name.
- The new password cannot be same as any of the previous 6 passwords.
- Password cannot be same as the E-Signature PIN.

Below the rules, there is a section titled 'Change Your Password' which contains three text input fields: 'Enter your old password:', 'Enter your new password:', and 'Verify your new password:'. To the right of these fields are two buttons: 'Apply Changes' and 'Reset'. A red box highlights the 'Change Your Password' section and the 'Apply Changes' button.

The quick reference guide on the following page summarizes the tasks performed to change your password.

Quick Reference Guide

Changing Your Password	
Task #	Action
1	Click the personal tab on the top menu bar from the eLMS home page .
2	Click the profile link in the submenu .
3	Click the password link under the heading employment and account information .
4	Under the heading change your password , enter your old password in the enter your old password text box. Enter your new password in the enter your new password text box. Enter the new password again in the verify your new password text box. Click the apply changes button.

**SECTION 1.7:
LOGIN LOCKED**

If you are locked out of the eLMS, call the Department of Transportation (DOT) Help Desk at (405) 954-4568 between the hours of 6 a.m. – 6 p.m. central time (CT) or email them at eLMSHELP@dot.gov.

**SECTION 1.8:
HELP DESK**

If you experience problems trying to login to the eLMS, contact the DOT Help Desk at (405) 954-4568 between the hours of 6 a.m. – 6 p.m. central time (CT) or email them at eLMSHELP@dot.gov.

NAVIGATING eLMS

SECTION 1.9: NAVIGATION

This section provides instruction on basic navigation within the eLMS.

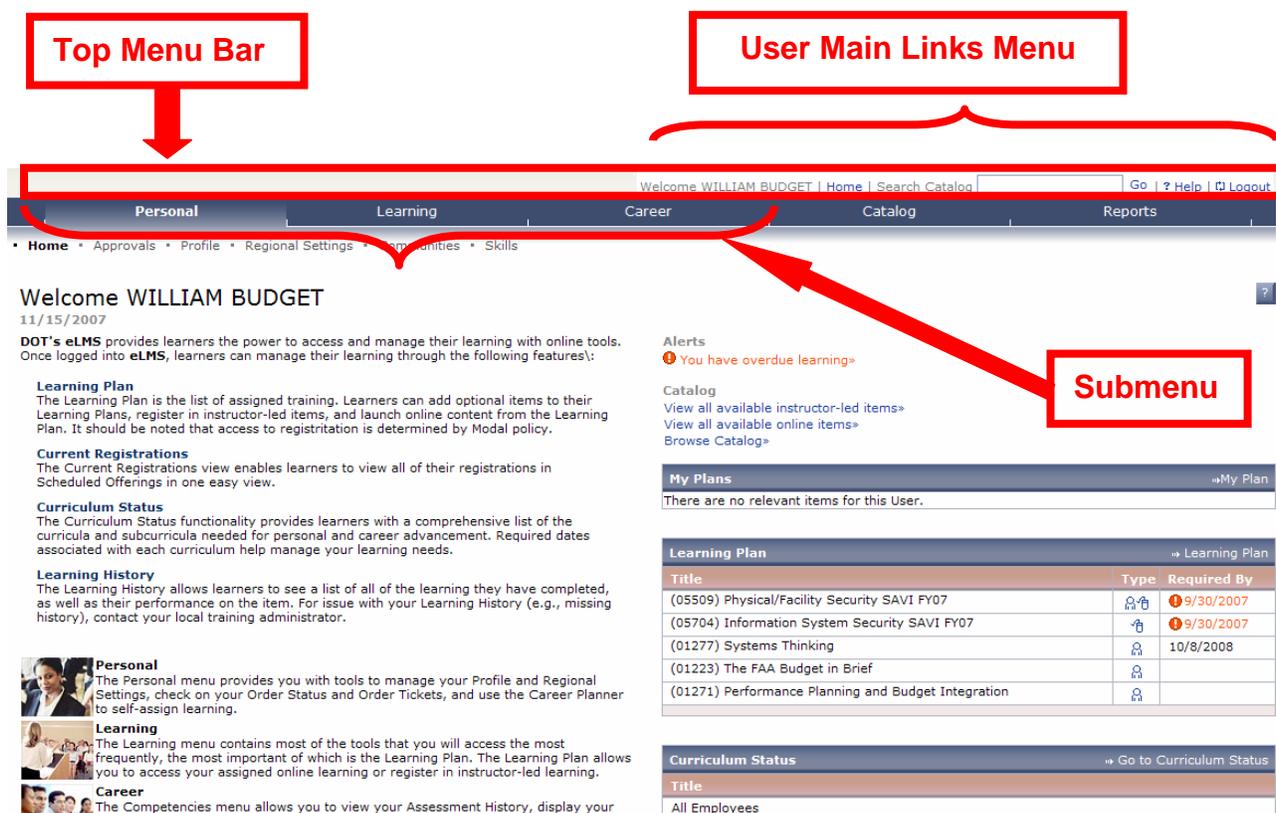
SECTION 1.10: IDENTIFYING MENUS & SUBMENUS

Navigating through the eLMS allows you to access all the screens for various functions and processes. This section lists the methods and steps of identifying and using menus and submenus.

The contents of the eLMS are divided into various functional sections. These sections are in submenu options under the top menu bar.

There are three (3) main menus in the eLMS:

1. user main links menu
2. top menu bar
3. submenu.



**SECTION 1.11:
USING THE USER
MAIN LINKS
MENU**

At the top right of every screen is the user main links menu. There are four (4) active user main links:

1. **home**—returns you to the eLMS homepage
2. **search catalog**—allows you to search the catalog
3. **help**—opens the eLMS online help
4. **logout**—ends the current session.

NOTE: After an hour of inactivity, the system will automatically log you out.

Home	Returns you to the eLMS homepage.
-------------	-----------------------------------

Welcome WILLIAM BUDGET Home Search Catalog Go ? Help Logout

Personal Learning Career Catalog Reports

• Home • Approvals • Profile • Regional Settings • Communities • Skills

Welcome WILLIAM BUDGET
11/15/2007

DOT's eLMS provides learners the power to access and manage their learning with online tools. Once logged into eLMS, learners can manage their learning through the following features\:

Learning Plan
The Learning Plan is the list of assigned training. Learners can add optional items to their Learning Plans, register in instructor-led items, and launch online content from the Learning Plan. It should be noted that access to registration is determined by Modal policy.

Current Registrations
The Current Registrations view enables learners to view all of their registrations in Scheduled Offerings in one easy view.

Curriculum Status
The Curriculum Status functionality provides learners with a comprehensive list of the curricula and subcurricula needed for personal and career advancement. Required dates associated with each curriculum help manage your learning needs.

Learning History
The Learning History allows learners to see a list of all of the learning they have completed, as well as their performance on the item. For issue with your Learning History (e.g., missing history), contact your local training administrator.

Alerts
You have overdue learning>

Catalog
View all available instructor-led items>
View all available online items>
Browse Catalog>

My Plans → My Plan
There are no relevant items for this User.

Learning Plan → Learning Plan

Title	Type	Required By
(05509) Physical/Facility Security SAVI FY07	🔍	🔴 9/30/2007
(05704) Information System Security SAVI FY07	🔍	🔴 9/30/2007
(01277) Systems Thinking	🔍	10/8/2008
(01223) The FAA Budget in Brief	🔍	
(01271) Performance Planning and Budget Integration	🔍	

Curriculum Status → Go to Curriculum Status

Title
All Employees

Personal
The Personal menu provides you with tools to manage your Profile and Regional Settings, check on your Order Status and Order Tickets, and use the Career Planner to self-assign learning.

Learning
The Learning menu contains most of the tools that you will access the most frequently, the most important of which is the Learning Plan. The Learning Plan allows you to access your assigned online learning or register in instructor-led learning.

Career
The Competencies menu allows you to view your Assessment History, display your

Search Catalog Allows you to search the catalog. Enter a word that describes what you are searching for in the text box; then click the **go** link.

Welcome WILLIAM BUDGET | Home | Search Catalog **Go** | ? Help | Logout

Personal Learning Career Catalog Reports

• Home • Approvals • Profile • Regional Settings • Communities • Skills

Welcome WILLIAM BUDGET

11/15/2007

DOT's eLMS provides learners the power to access and manage their learning with online tools. Once logged into eLMS, learners can manage their learning through the following features\:

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Career
The Competencies menu allows you to view your Assessment History, display your

Alerts
You have overdue learning>

Catalog
View all available instructor-led items>
View all available online items>
Browse Catalog>

My Plans → My Plan
There are no relevant items for this User.

Learning Plan → Learning Plan

Title	Type	Required By
(05509) Physical/Facility Security SAVI FY07	🔍	🔴 9/30/2007
(05704) Information System Security SAVI FY07	🔍	🔴 9/30/2007
(01277) Systems Thinking	🔍	10/8/2008
(01223) The FAA Budget in Brief	🔍	
(01271) Performance Planning and Budget Integration	🔍	

Curriculum Status → Go to Curriculum Status

Title
All Employees

Help Opens the eLMS online help system. For more information on help, see section 1.22.

Welcome WILLIAM BUDGET | Home | Search Catalog **Go** | **? Help** | Logout

Personal Learning Career Catalog Reports

• Home • Approvals • Profile • Regional Settings • Communities • Skills

Welcome WILLIAM BUDGET

11/15/2007

DOT's eLMS provides learners the power to access and manage their learning with online tools. Once logged into eLMS, learners can manage their learning through the following features\:

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The Personal menu provides you with tools to manage your Profile and Regional Settings, check on your Order Status and Order Tickets, and use the Career Planner to self-assign learning.

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Career
The Competencies menu allows you to view your Assessment History, display your

Alerts
You have overdue learning>

Catalog
View all available instructor-led items>
View all available online items>
Browse Catalog>

My Plans → My Plan
There are no relevant items for this User.

Learning Plan → Learning Plan

Title	Type	Required By
(05509) Physical/Facility Security SAVI FY07	🔍	🔴 9/30/2007
(05704) Information System Security SAVI FY07	🔍	🔴 9/30/2007
(01277) Systems Thinking	🔍	10/8/2008
(01223) The FAA Budget in Brief	🔍	
(01271) Performance Planning and Budget Integration	🔍	

Curriculum Status → Go to Curriculum Status

Title
All Employees

Logout Ends the current session. Be aware that after an hour of inactivity, the system will automatically log you out.

Welcome WILLIAM BUDGET | [Home](#) | Search Catalog Go | [? Help](#) | Logout

Personal
Learning
Career
Catalog
Reports

• Home • [Approvals](#) • [Profile](#) • [Regional Settings](#) • [Communities](#) • [Skills](#)

Welcome WILLIAM BUDGET

11/15/2007

DOT's eLMS provides learners the power to access and manage their learning with online tools. Once logged into eLMS, learners can manage their learning through the following features\:

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The Learning Plan is the list of assigned training. Learners can add optional items to their Learning Plans, register in instructor-led items, and launch online content from the Learning Plan. It should be noted that access to registration is determined by Modal policy.

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The Learning History allows learners to see a list of all of the learning they have completed, as well as their performance on the item. For issue with your Learning History (e.g., missing history), contact your local training administrator.

Alerts
! You have overdue learning>

Catalog
[View all available instructor-led items>](#)
[View all available online items>](#)
[Browse Catalog>](#)

My Plans
→ My Plan

There are no relevant items for this User.

Learning Plan
→ Learning Plan

Title	Type	Required By
(05509) Physical/Facility Security SAVI FY07		9/30/2007
(05704) Information System Security SAVI FY07		9/30/2007
(01277) Systems Thinking		10/8/2008
(01223) The FAA Budget in Brief		
(01271) Performance Planning and Budget Integration		

Curriculum Status
→ Go to Curriculum Status

Title

All Employees

Personal
 The Personal menu provides you with tools to manage your Profile and Regional Settings, check on your Order Status and Order Tickets, and use the Career Planner to self-assign learning.

Learning
 The Learning menu contains most of the tools that you will access the most frequently, the most important of which is the Learning Plan. The Learning Plan allows you to access your assigned online learning or register in instructor-led learning.

Career
 The Competencies menu allows you to view your Assessment History, display your

**SECTION 1.12:
USING THE TOP
MENU BAR**

At the top of every screen is the top menu bar. There are five (5) tabs, six (6) if you are a supervisor, in the top menu bar:

1. personal
2. learning
3. career
4. catalog
5. reports (see Chapter 6)
6. my employees (available only if you are a supervisor; see chapter 7).

<p>Personal Tab</p>	<p>From here, a user can use the following sublinks:</p> <ul style="list-style-type: none"> • home • approvals • profile • regional settings • communities • skills.
----------------------------	--

The screenshot shows the eLMS interface for user JOHN BIGSHOT. The top navigation bar includes tabs for Personal, Learning, Career, Catalog, Reports, and My Employees. The 'Personal' tab is selected, and its sublinks (Home, Approvals, Profile, Regional Settings, Communities, Skills) are visible. The main content area includes a welcome message, a brief description of Plateau software, and several informational sections: Personal, Learning, Career, Catalog, Reports, and My Employees. On the right side, there are sections for Alerts (indicating overdue learning), Catalog, My Plans (showing no relevant items), Learning Plan (with a table of items), and Curriculum Status (showing ATO Program Manager Certification).

Title	Type	Required By
(04205) Introduction to FAA Validation & Verification		10/22/2007
(04203) Fundamentals of Acquisition Management System (FAMS)		10/24/2007
(01271) Performance Planning and Budget Integration		11/30/2007
(04241) Budgeting and Accounting: Making the Connection		11/30/2007
(01199) Facilitator Tools for Effective Meetings		12/31/2007

Home Click this link to return to your user homepage.

Personal Learning Career Catalog Reports My Employees

Home Approvals Profile Regional Settings Communities Skills

Welcome JOHN BIGSHOT
10/25/2007

Plateau is a leading provider of enterprise software that manages learning and organizational readiness. Plateau's software is being used to manage learning and improve human performance for the largest corporate, non-profit, and government enterprise organizations. Plateau's OpenSuite includes learning management, performance management, content authoring, and analytics.

Personal
The Personal menu provides you with tools to manage your Profile and Regional Settings, check on your Order Status and Order Tickets, and use the Career Planner to self-assign learning.

Learning
The Learning menu contains most of the tools that you will access the most frequently, the most important of which is the Learning Plan. The Learning Plan allows you to access your assigned online learning or register in instructor-led learning.

Career
The Competencies menu allows you to view your Assessment History, display your Competency Assignments, and perform a Competency Assessment on yourself (and others, if you are a supervisor).

Catalog
The Catalog contains all of the learning Items to which you have access. You can Browse by Subject Area or use the Simple or Advanced Searches to find what you are looking for.

Reports
Plateau Learning offers nine standard reports. You can run reports about your own learning and learning needs or, if you are a supervisor, about those of your employees.

My Employees
The My Employees menu provides supervisors with functions to manage the learning Activities of their employees.

Alerts
You have overdue learning>

Catalog
View all available instructor-led items>
View all available online items>
Browse Catalog>

My Plans → My Plan
There are no relevant items for this User.

Learning Plan → Learning Plan

Title	Type	Required By
(04205) Introduction to FAA Validation & Verification	🔒	🔴 10/22/2007
(04203) Fundamentals of Acquisition Management System (FAMS)	🔒	🔴 10/24/2007
(01271) Performance Planning and Budget Integration	🔒	11/30/2007
(04241) Budgeting and Accounting: Making the Connection	🔒	11/30/2007
(01199) Facilitator Tools for Effective Meetings	🔒	12/31/2007

Curriculum Status → Go to Curriculum Status

Title
ATO Program Manager Certification

Approvals	<p>Click this link to view, review, and approve actions you have been asked to perform. The page is divided into two (2) primary sections:</p> <ol style="list-style-type: none"> 1. approvals for training requests and for performance management activities, such as competency assessments 2. reviews of assessment results. <p>You may switch between sections by clicking on the appropriate section header. Within each section you will find a list of specific reviews or approvals you are being asked to perform, categorized by action type.</p>
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Personal Learning Career Catalog Reports My Employees

Home **Approvals** Profile Regional Settings Communities Skills

Pending Reviews and Approvals

This view shows you all of the review and approval actions you have been asked to perform. It is divided into two primary sections: reviews and approvals for performance management Activities, such as competency assessments (only if available); and approvals for training requests. You may switch between sections by clicking on the appropriate section header. Within each section you will find a list of specific reviews or approvals you are being asked to perform, categorized by action type.

Performance Management (0) Training (0)

Performance Management

- ▼ **Rater Approvals (0)**
There are no Users that need rater approval.
- ▼ **Review Assessment Results (0)**
There are no assessments that require your review.
- ▼ **Subordinate Plan Approvals (0)**

Review Subordinate
There are no Plans available

Profile	<p>Click this link to review, set, and/or edit your notification settings. The profile is divided into three (3) sections:</p> <ol style="list-style-type: none"> 1. employment & account information 2. contact information 3. notification settings. <p>You can only edit your password (for directions, see Section 1.6). You can set your notification settings by clicking in the checkbox to the left of the notification options you chose.</p>
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Reports

[Home](#) • [Approvals](#) • **[Profile](#)** • [Regional Settings](#) • [Communities](#) • [Skills](#)

Profile ?

This section allows you to review and/or edit your profile. The profile is divided into three sections: Employment & Account Information, Contact Information and Notification Settings.
* = Required Fields

Apply Changes
Reset

Employment & Account Information

First Name: WILLIAM
 Last Name: BUDGET
 Middle Initial:
 User ID: WBUDGET4567
 Job Position:
 Job Location:
 Organization: WA ACQUISITION & BUSINESS SERVICES
 Employee Type:
 Employee Status:
 Supervisor: BIGSHOT, JOHN
 Coach:
 Hire Date: 3/31/1995
 Resume Location:
 Domain: Air Traffic Organization
 Role: System Default User Role
 Password: *****
 PIN: *****
 *Security Question:
 *Security Answer:
 *Re-Enter Security Answer:

Contact Information

Address: 800 INDEPENDENCE AVENUE, SW
 City: WASHINGTON
 State / Province: DC
 Postal Code: 20591
 Country: US
 Email Address: william.budget@faa.gov
 Telephone:

Notification Settings

Notify me when an item is added to my learning plan
 Notify me when an item is modified in my learning plan
 Notify me when an item is removed from my learning plan

Apply Changes
Reset

NOTE: If you wish to receive an email notification when an item is added to, modified, or removed from your learning plan, check the boxes under notification settings and click the apply changes button.

Regional Settings

Click this link to set and/or review your regional settings, which determine the formats and standards used to display information to you in the eLMS. All of the fields are required. Scheduled offerings will be displayed in the time zone where they are taking place (for directions to change your time zone, see Section 1.21).

Personal Learning Career Catalog Reports

Home Approvals Profile **Regional Settings** Communities Skills

Regional Settings

Your regional settings determine the formats and standards used to display information to you in Plateau Learning. All of the fields below are required.

Select a Locale and Time Zone

* = Required Fields

* Active Locale ID: Select

* Time Zone ID: Select

Region ID: Select

Always display Schedule Offerings in this Time Zone

Apply Changes Reset

Update the Locale Format Options

* = Required Fields

* Date Pattern ID: Select

* Time Pattern ID: Select

* Integer Pattern ID: Select

* Decimal Pattern ID: Select

* Currency Pattern ID: Select

* Percentage Pattern ID: Select

Apply Changes Reset

NOTE: You should leave the “always display scheduled offerings in this time zone” checkbox unchecked so the scheduled offering will show in the correct time zone.

Communities	<p>Click this link to view your communities. Communities is a tool that enables you to conduct threaded discussions/forums. Once you subscribe to a community, you can read messages from other users, respond to them, and create new topics.</p> <p>Click on a community title to view the topics within the community. Click the expand icon next to the community name to view more information about the community. You can search for messages using the search communities textbox in the upper right hand corner. You can view all communities by selecting view all communities or view only the communities to which you are subscribed by selecting view subscribed only from the drop down box and clicking the go button.</p> <p>NOTE: The FAA is not currently using this function is all lines of business.</p>
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The screenshot displays the eLMS interface. At the top, a navigation bar includes 'Personal', 'Learning', 'Career', 'Catalog', and 'Reports'. Below this, a breadcrumb trail shows 'Home', 'Approvals', 'Profile', 'Regional Settings', 'Communities', and 'Skills'. The 'Communities' link is highlighted with a red box. The main content area is titled 'Communities' and contains a search bar labeled 'Search Communities' with a 'Go' button. Below the search bar, there is a dropdown menu set to 'View Subscribed Only' and another 'Go' button. A blue bar at the bottom of the content area is labeled 'Communities'. Below this bar, the text reads 'There are no communities available.'

Skills	A skill is something that you are good at, but is not captured in your competencies or your individual development plan goals. NOTE: FAA is not currently using this function.
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Personal Learning Career Catalog Reports

• Home • Approvals • Profile • Regional Settings • Communities • **Skills**

Skills

Use the skills inventory to identify additional work-related skills or abilities that you possess. Your skills inventory is used to provide a more complete picture of your abilities to your supervisor and to talent/organizational planners within your organization. For each skill you can provide a description of what the skill is, indicate how much experience you have with that skill, your level of knowledge or proficiency, its importance to your job, and how often you use that skill.

There are no skills for this User

<p>Learning Tab</p>	<p>From here, a user can use the following sublinks:</p> <ul style="list-style-type: none"> • learning plan • learning calendar • current registrations • curriculum status • learning history. • <p>If you are a supervisor, you have one (1) additional link: record learning (see Chapter 7).</p> <p>NOTE: The FAA typically does not have supervisors record learning events for users. Instead, administrators record learning events for users. If you want to allow supervisors to record learning events for subordinates, contact your line-of-business' primary eLMS administrator for guidance.</p> <p>NOTE: Supervisors may not record learning events for users for any national academy items.</p>
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Learning Plan

This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.

Group Plan by: Field Chooser

[Expand All] [Collapse All]

Title	Type	Required By	Status	Action	Remove
(01199) Facilitator Tools for Effective Meetings		12/31/2007	Must be registered	Request Schedule	
(01271) Performance Planning and Budget Integration		11/30/2007	Must be registered	Request Schedule	
(01287) Creating Value: The Art of Leading Performance			Must be registered	Request Schedule	
(01290) Building a Productive Work Environment			Must be registered	Request Schedule	
(04203) Fundamentals of Acquisition Management System (FAMS)		10/24/2007	Must be registered	Request Schedule	
(04205) Introduction to FAA Validation & Verification		10/22/2007	Prerequisites not met	Request Schedule	
(04207) Introduction to FAA Risk Management			Must be registered	Request Schedule	
(04216) Risk and Schedule Assessment Course			Must be registered	Request Schedule	
(04217) Program Management Using Earned Value (Detailed Course)			Prerequisites not met	Request Schedule	
(04241) Budgeting and Accounting: Making the Connection		11/30/2007	Must be registered	Request Schedule	

Records per Page: Page: 1 2 <Previous | Next> (16 total records)

<p>Learning Plan</p>	<p>Click this link to display your learning plan. The listed items are those you have not yet successfully completed. Using the corresponding buttons in the action column you can launch an online item, request a schedule, add an item, and view the schedules of a selected item.</p> <p>NOTE: Even though an item appears on your plan, it does not mean that you are registered. To be registered, the status has to say “registered.” For online items, the status will read “available” so you can launch the content.</p>
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Learning Plan
Learning Calendar
Current Registrations
Curriculum Status
Learning History
Record Learning

Learning Plan ?

This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.

Group Plan by: Field Chooser

[\[Expand All\]](#) [\[Collapse All\]](#)

Learning Plan		Items: All	Required: All		
Title	Type	Required By	Status	Action	Remove
▶ (01199) Facilitator Tools for Effective Meetings		12/31/2007	Must be registered	Request Schedule	
▶ (01271) Performance Planning and Budget Integration		11/30/2007	Must be registered	Request Schedule	
▶ (01287) Creating Value: The Art of Leading Performance			Must be registered	Request Schedule	
▶ (01290) Building a Productive Work Environment			Must be registered	Request Schedule	
▶ (04203) Fundamentals of Acquisition Management System (FAMS)		10/24/2007	Must be registered	Request Schedule	
▶ (04205) Introduction to FAA Validation & Verification		10/22/2007	Prerequisites not met	Request Schedule	
▶ (04207) Introduction to FAA Risk Management			Must be registered	Request Schedule	
▶ (04216) Risk and Schedule Assessment Course			Must be registered	Request Schedule	
▶ (04217) Program Management Using Earned Value (Detailed Course)			Prerequisites not met	Request Schedule	
▶ (04241) Budgeting and Accounting: Making the Connection		11/30/2007	Must be registered	Request Schedule	

Records per Page Page: 1 2 <Previous | Next> (16 total records)

NOTE: As a user, you can only register for scheduled offerings that are marked for self-registration. Most FAA lines of business are not using the self-registration function. Therefore, you will have to be registered by an eLMS administrator. Depending on the item, many FAA lines of business require some form of approval prior to being registered.

Learning Calendar	Click this link to view a calendar of the scheduled offerings in which you are registered. To view and change your calendar options, click the calendar options link in the monthly view. The calendar options page opens. You are able to review and set the calendar options for your learning calendar.
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Your Learning Calendar ?

This page displays the Learning Items in which you have enrolled in a calendar view. You can view your Personal Learning Calendar in a Daily, Weekly, or Monthly view. Additionally, any Curriculum expirations are depicted on the Learning Calendar. All times are shown in your preferred timezone (EST) unless otherwise indicated.

Month
Week
Day
<< < Month of: October 2007 > >>
Calendar Options

Your Learning Calendar				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22 <small>12:00 PM EST: (01287) Creating Value: The Art of Leading Performance</small>	23 <small>08:00 AM EST: (01287) Creating Value: The Art of Leading Performance 01:00 PM EST: (01287) Creating Value: The Art of Leading Performance</small>	24 <small>08:00 AM EST: (01287) Creating Value: The Art of Leading Performance 01:00 PM EST: (01287) Creating Value: The Art of Leading Performance</small>	25 <small>08:00 AM EST: (01290) Building a Productive Work Environment 01:00 PM EST: (01290) Building a Productive Work Environment</small>	26 <small>08:00 AM EST: (01290) Building a Productive Work Environment</small>
29	30	31	1	2

Current Registrations	Click this link to view the list of scheduled offerings that you are registered for. To view details of a scheduled offering, click on its title.
------------------------------	---

[Personal](#) | [Learning](#) | [Career](#) | [Catalog](#) | [Reports](#) | [My Employees](#)
[Learning Plan](#) | [Learning Calendar](#) | **[Current Registrations](#)** | [Curriculum Status](#) | [Learning History](#) | [Record Learning](#)

Current Registrations

This page displays the list of Scheduled Offerings that you are registered for based on your learning needs. To view the details of a Scheduled Offering, click the Title link. If you are able to Withdraw from a Scheduled Offering without the assistance of an Administrator, you can select **Withdraw** from the drop down box and click **Go**.

Current Registrations				
Title	Start Date/Time	Facility & Location	Status	Action
(01318) Constructive Conflict Management	11/14/2007 09:00 AM EST	-	Enrolled	
(01205) Labor Management Relations (LMR)	12/10/2007 08:00 AM EST	FAA-Center for Management & Executive Leadership -	Enrolled	
(01205) Labor Management Relations (LMR)	12/17/2007 08:00 AM EST	FAA-Center for Management & Executive Leadership -	Enrolled	

Curriculum Status	<p>Click on this link to view curricula assigned to you. From this link, you can:</p> <ul style="list-style-type: none"> view details of items associated with curriculum view “required by” and “date completed” information choose to register (if self-registration is allowed by your line of business) or request an item (NOTE: Most FAA lines of business are not using the request function.) launch online content. <p>Click on the curriculum title to view the items within the curricula. You can also view the sub-curricula, if any, associated with the curriculum. Other information can be viewed including curriculum ID, status, item type, required by date, date completed, and the actions available to you for each item.</p>
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• Learning History
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Curriculum Status ?

This page includes a list of curricula that have been assigned to you. Each curriculum title links to the Curriculum Details page which includes a list of the curriculum's items and Action drop-down menus where you can register for or request items. On this page you can also view the sub-curricula associated with each curriculum and access information on items as well.

Curriculum Status			
Curriculum Title	Next Action Date ▲	Assigned By	Remove
▼ ATO Program Manager Certification	☐	Admin (MADMIN3456)	
INTRO. TO SMS Curricula	☐		

Learning History	<p>Every time you complete a learning event, it is recorded in your learning history. You can complete learning events several ways:</p> <ul style="list-style-type: none"> • attend scheduled offerings • launch and complete online content • read a document. <p>The eLMS automatically records a learning event for all online items that are launched through the eLMS. Items that are not online must be recorded by your eLMS administrator or supervisor, based upon individually allowed permissions.</p> <p>A learning history is a record of each time you complete any assigned item. It also can include completions of external events, learning events that do not have associated items in the eLMS.</p> <p>The learning history provides a summary list of items you have attempted and completed, along with the completion date, status, and action regarding the items.</p> <p>Click on this link to display items that you have completed and the dates you completed them. You also can print a completion certificate by clicking on the print completion certificate button next to the appropriate item.</p>
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Personal Learning Career Catalog Reports My Employees

• Learning Plan • Learning Calendar • Current Registrations • Curriculum Status • **Learning History** • Record Learning

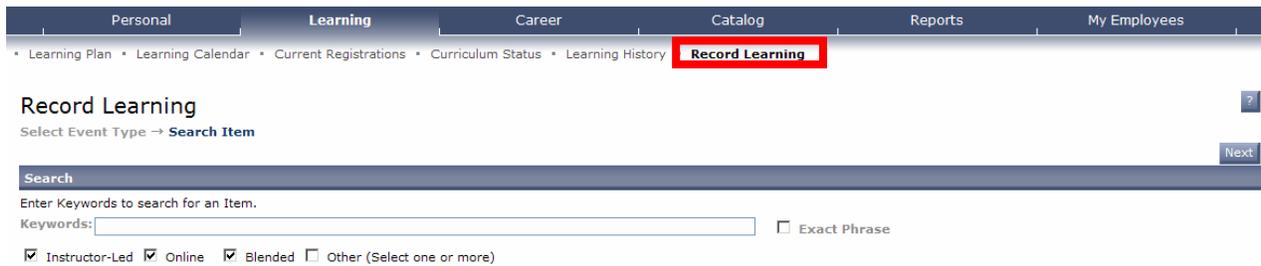
Learning History

The Learning History page shows you a summary list of the items that you have completed and the dates the items were completed. To view the details of a specific item in your learning history, simply click the corresponding title of the item. You can sort the list by the Title of the items or the Completion Date of the items on the list.

Title	Completion Date	Status	Action
FINANCE	9/13/2007 09:48 AM EST	Pass	Print Completion Certificate
(24505) Performance-Based Communications Workshop	6/2/2007 02:52 PM EST	Pass	Print Completion Certificate
(30200029) Managing For Success - Everything A Mgr. Needs To Know About Performance Mgmt. In The FAA	5/22/2007 02:51 PM EST	Pass	Print Completion Certificate
(04229) New OMB Guidance for Budget Year 2008	1/30/2007 02:47 PM EST	Pass	Print Completion Certificate
eLMS Administrator Training	9/12/2006 02:14 PM EST	Pass	Print Completion Certificate
(TRANMGMT2F) Coaching for New Managers	4/9/2006 02:43 PM EST	Pass	Print Completion Certificate
(25707) Performance Planning and Budget Integration	8/12/1999 02:46 PM EST	Pass	Print Completion Certificate
(01558) Supervisory Skills Training	9/13/1995 09:48 AM EST	Pass	Print Completion Certificate
(01223) The FAA Budget in Brief	7/5/1992 02:45 PM EST	Pass	Print Completion Certificate
(05008) Annual Ethics Training	9/13/1990 09:47 AM EST	Pass	Print Completion Certificate

Records per Page: 10 Page: 1 2 «Previous | Next» (18 total records)

<p>Record Learning</p>	<p>Click on this link to record learning events for your subordinates (available for supervisor use only). The supervisor will only be able to record learning events for those items that are set up to allow the supervisor to record completions.</p> <p>NOTE: The FAA typically does not have supervisors record learning events for users. Instead, administrators record learning events for users. If you want to allow supervisors to record learning events for subordinates, contact your line-of-business' primary eLMS administrator for guidance.</p> <p>NOTE: Supervisors may not record learning events for users for any national academy items.</p>
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Personal Learning Career Catalog Reports My Employees

Learning Plan Learning Calendar Current Registrations Curriculum Status Learning History **Record Learning**

Record Learning ?

Select Event Type → Search Item

Next

Search

Enter Keywords to search for an Item.

Keywords: Exact Phrase

Instructor-Led Online Blended Other (Select one or more)

Career Tab	<p>From the career tab, a user can use the following sublinks:</p> <ul style="list-style-type: none"> • my plan (formerly individual development plan [IDP]) • assessment status • assessment history • competency assignments.
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My Plan	<p>Click on this link to access all plans that you have created or that have been created for you. (NOTE: Formerly individual development plan [IDP]).</p>
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NOTE: Contact your line-of-business' eLMS primary level 1 administrator for guidance about how to create and maintain an individual development plan.

Assessment Status	<p>Click on this link to view competency assessments. Assessments are questionnaires that you and supervisors use to evaluate you against a set of competencies.</p>
--------------------------	--



Assessment History	Click on this link to view the results of current assessments that raters provided.
---------------------------	---

Competency Assignments	<p>Click on this link to view the competencies that have been assigned to you. When you complete items that provide you with the required competency levels that appear in the competency assignments page, you have fulfilled the requirement of the competency.</p> <p>NOTE: FAA currently does not have any items that grant ratings for competencies.</p>
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<p>Catalog Tab</p>	<p>From the catalog tab, a user can use the following sublinks:</p> <ul style="list-style-type: none"> • browse catalog • calendar of offerings • simple catalog search • advanced catalog search.
---------------------------	--



Browse Catalog

This page is used to browse the catalog by Subject Area. You can click the Expand icon next to any subject area title to view the Subject Areas nested beneath it.

Subject Area Menu	Items
<p>[Expand All] [Collapse All]</p> <ul style="list-style-type: none"> Acquisition (1) Administrative Support (18) Air Traffic Technical Training (40) Aviation Safety (AVS) (27) Business Law (6) Business, Public Admin, and Quality (3) Career Management (1) Civil Rights & EEO (2) Communication \ Anger Management (3) Communication \ Business Etiquette (5) Communication \ Business Grammar (4) Communication \ Business Writing (7) Communication \ Conflict and Crisis Management (5) Communication \ Effective Listening Skills (5) Communication \ Electronic Communication (4) Communication \ Emotional Intelligence (6) Communication \ International Business Skills (6) Communication \ Interpersonal Skills (36) Communication \ Meetings and Presentations (8) Communication \ Negotiation Skills (10) Communication \ Organizational (1) Communication \ Working with Difficult People (6) Communications (3) Consulting (14) 	<p>Please select Subject Area to view related Items.</p>

<h2>Browse Catalog</h2>	<p>Click on this link to browse by subject area the items in the catalog(s) to which you have access. Click on the item title to obtain further information.</p>
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• Browse Catalog
Calendar of Offerings
Simple Catalog Search
Advanced Catalog Search

Browse Catalog ?

This page is used to browse the catalog by Subject Area. You can click the Expand icon next to any subject area title to view the Subject Areas nested beneath it.

Subject Area Menu	Items
<p>[Expand All] [Collapse All]</p> <ul style="list-style-type: none"> Project Management \ Risk Management (0) Retirement (1) Sales \ Account Management (10) Sales \ Building a Winning Sales Team (1) Sales \ Communication Essentials (4) Sales \ Field Sales (4) Sales \ Outbound/Inbound Sales Management (5) Sales \ Planning (12) Sales \ Selling Skills (19) Software Applications \ Computer Basics (18) Software Applications \ Financial Products (8) Software Applications \ Lotus Notes (6) Software Applications \ Microsoft Office (139) Software Applications \ Microsoft Windows (2) Statewide Planning (1) Strategic Planning \ Analysis and Strategy (18) Strategic Planning \ Business Case Development (6) Strategic Planning \ Systems Thinking (7) Supervision and Leadership (6) Team Building (33) ▶ Technical Operations Technical Training (4) Web Design \ Advanced Authoring (12) Web Design \ ColdFusion (12) Web Design \ Designers Tools (FreeHand, Illustrator, FrontPage, Photoshop) (24) 	<div style="text-align: right; font-size: small;"> Records per Page 10 Page: 1 » Previous Next » (18 total records) </div> <div style="background-color: #f2f2f2; padding: 5px; margin-top: 5px;"> <h4 style="margin: 0;">Strategic Planning \ Analysis and Strategy (18)</h4> <ul style="list-style-type: none"> <li style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 80%;"> <p>Business Management and Strategy</p> <p style="font-size: x-small;">Description : This course on Business Management and Strategy is the first in the Global Business Management serie More ></p> <p style="font-size: x-small;">Cost: 0.00 Length: 1.50 User Rating: N/A Status: --</p> </div> <div style="width: 15%; text-align: right;"> Go to Content Add to Learning Plan </div> </div> <li style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 80%;"> <p>Competitive Intelligence: Analysis & Dissemination</p> <p style="font-size: x-small;">Description : This course discusses analysis and benchmarking techniques commonly used in competitive intelligence More ></p> <p style="font-size: x-small;">Cost: 0.00 Length: 2.00 User Rating: N/A Status: --</p> </div> <div style="width: 15%; text-align: right;"> Go to Content Add to Learning Plan </div> </div> <li style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 80%;"> <p>Competitive Intelligence: Information Gathering</p> <p style="font-size: x-small;">Description : This course introduces the identification of typical primary and secondary sources and the kinds of More ></p> <p style="font-size: x-small;">Cost: 0.00 Length: 1.50 User Rating: N/A Status: --</p> </div> <div style="width: 15%; text-align: right;"> Go to Content Add to Learning Plan </div> </div> <li style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 80%;"> <p>Competitive Intelligence: Planning and Direction</p> <p style="font-size: x-small;">Description : This course covers the basic factors of competitive intelligence. It also introduces how to establis More ></p> <p style="font-size: x-small;">Cost: 0.00 Length: 1.50 User Rating: N/A Status: --</p> </div> <div style="width: 15%; text-align: right;"> Go to Content Add to Learning Plan </div> </div> <li style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 80%;"> <p>Cost Advantage via Value Chain Analysis</p> <p style="font-size: x-small;">Description : This course teaches the learner considerations in assigning costs and assets to value-chain activiti More ></p> <p style="font-size: x-small;">Cost: 0.00 Length: 1.50 User Rating: N/A Status: --</p> </div> <div style="width: 15%; text-align: right;"> Go to Content Add to Learning Plan </div> </div> </div> <div style="text-align: right; font-size: small; margin-top: 5px;"> Records per Page 10 Page: 2 » Previous Next » (18 total records) </div>

<p>Calendar of Offerings</p>	<p>Click on this link to view scheduled offerings listed in a catalog in a calendar view.</p> <p>NOTE: Most of the FAA will not include scheduled offerings in any catalog. No FAA Academy or CMEL scheduled offerings will be listed in catalogs.</p> <p>NOTE: This functionality is not currently working. Plateau is aware of the problem and will provide a fix at some future date.</p>
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The screenshot shows the 'Calendar of Offerings' page in the eLMS system. At the top, there is a navigation bar with links for 'Personnel', 'Learning', 'Career', 'Catalog', 'Reports', and 'My Employees'. Below this, a breadcrumb trail includes 'Browse Catalog', 'Calendar of Offerings' (highlighted with a red box), 'Simple Catalog Search', and 'Advanced Catalog Search'. The main content area has a heading 'Calendar of Offerings' and a sub-heading 'Below are the results of your search of the Calendar of Offerings. You can view the Calendar in a Monthly or Weekly view.' Below the text is a search interface with a calendar icon, 'Month' selected, and 'Week' and 'Day' options. Navigation arrows and a 'Month of: November 2007' dropdown are visible. A red 'Error' message is displayed below the search interface, with the text 'Please report the following error to your system administrator:' and a 'Ticket 18367' label. At the bottom, a table shows the days of the week: Monday, Tuesday, Wednesday, Thursday, and Friday.

<p>Simple Catalog Search</p>	<p>Click on this link to search the catalog for scheduled offerings and items to add to your learning plan or to request a scheduled offering be offered for an item. (NOTE: Not all LOBs are using the request button. Contact your local eLMS administrator for guidance.) The simple catalog search is the default search feature; it uses the most common fields and identifiers, and there are fewer options for filtering the search.</p>
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Personal Learning Career **Catalog** Reports My Employees

Browse Catalog Calendar of Offerings **Simple Catalog Search** Advanced Catalog Search

Search Results

Enter Keywords to search Item, Curriculum title and Description fields.
 Keywords: Exact Phrase

Curricula Instructor-Led Online Blended Other (Select one or more)

Below are the results of your Search. Select an Action from the Action buttons or click the Expand icon to view the Scheduled Offerings available for a Learning Item. You can refine your Search using the search form above.

Title	Type	Price (\$)	Status	Action
(12605) (CBI) Safety Review for FAA Supervisors	📎	--	--	Request Schedule Add to Learning Plan
Improving Problem Performance	📎📎	--	--	Request Schedule Add to Learning Plan
Project Management Fundamentals	📎📎	--	--	Request Schedule Add to Learning Plan
RML Supervision	📎	--	--	Request Schedule Add to Learning Plan
Solaris 9 Systems Supervision	📎📎	--	--	Request Schedule Add to Learning Plan

<p>Advanced Catalog Search</p>	<p>Click on this link to search the catalog for specific scheduled offerings and items. It allows you to search the catalog using all search criteria provided by the system.</p>
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Personal Learning Career **Catalog** Reports My Employees

Browse Catalog Calendar of Offerings Simple Catalog Search **Advanced Catalog Search**

Advanced Catalog Search

The Advanced Catalog Search page allows you to search the Catalog by specific Catalog fields. You can search the Catalog by Learning Items, Curriculum and Scheduled Offerings.

Keywords

Title:

Description:

ID:

Search Options

Search for: All Only Items Curricula Only Offerings

Instructor-Led Online Blended Other (Select one or more)

Subject Area:

Delivery Method:

Source:

Reports Tab	For more information on reports , see Chapter 6.
--------------------	---



Reports

Select a Report from the list below to run a report for yourself or your subordinates.

Report Name
Close-Fit Jobs
Competency Assessment Comparison
Competency Assessment Trend
Curriculum Status
Employee Dropoff
Employee/Supervisor Gap
Item Requests
Item Status
Learning History
Learning Hours
Learning Needs
Learning Plan
Multi-Rater Peer Vs User
My Plan
Performance Review Exceptions
Performance Review Question Response
Succession Planning
Tuition
User Information

<p>My Employees Tab</p>	<p>From the my employees tab, a supervisor can use the following sublinks:</p> <ul style="list-style-type: none"> • dashboard • organization chart • learning plans • registrations • assessments (for direct reports only). <p>NOTE: Only supervisors have access to the my employees tab.</p>
--------------------------------	---

The screenshot shows the eLMS navigation bar with the following tabs: Personal, Learning, Career, Catalog, Reports, and My Employees. The 'My Employees' tab is highlighted with a red box. Below it, a sub-menu is visible with the following items: Dashboard, Organization Chart, Learning Plans, Registrations, and Assessments. The 'Dashboard' sublink is also highlighted with a red box.

Dashboard

Employee Deadlines

Employee	Type	Title	Due Date	Status
BUDGET, WILLIAM	Learning	(05709) Purchase Card Training	6/6/2007	Must be registered
	Learning	(05509) REPORT WRITING	7/19/2007	Must be registered
	Learning	(05727) Principles Of Federal Appropriations Law	8/21/2007	Must be registered
MANAGER, SUSAN	Learning	(30200022) Managing Leave	6/6/2007	Must be registered
	Learning	Privacy 101	8/21/2007	Available

Key Indicators

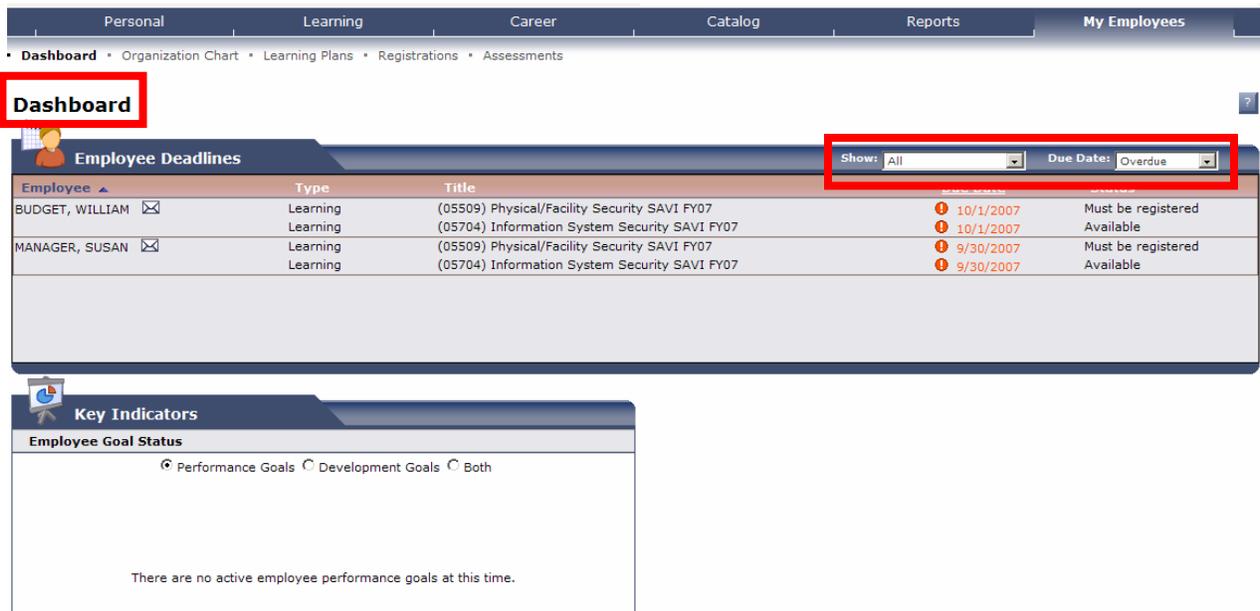
Employee Goal Status

Performance Goals
 Development Goals
 Both

There are no active employee performance goals at this time.

Name	Active Goals	Complete	Pending Approval	Average Toward Target
------	--------------	----------	------------------	-----------------------

<p>Dashboard</p>	<p>Click on this read-only page for a quick glance at your employees' learning activities. The dashboard graphs the issues associated with your employees' learning and performance. The dashboard charts how far each employee has progressed in completing his/her goals. The dashboard lists only your direct subordinates.</p> <p>The dashboard can be customized to show the following information:</p> <ul style="list-style-type: none"> • learning (when marked as required) • curricula (when marked as required) • goals • performance reviews • assessments • all of the above. <p>The information from the list above can be sorted by due dates:</p> <ul style="list-style-type: none"> • overdue • next 30 days (due in the next 30 days) • next 60 days (due in the next 60 days). <p>NOTE: eLMS performance goals are not being used FAA wide.</p>
-------------------------	--



<p>Organization Chart</p>	<p>Click on this link for an overview of your subordinate's learning activities and performance reviews. While viewing a subordinate's records, you can manage his or her learning activities and performance reviews if your line of business is using performance reviews in the eLMS or if the job position requires the use of an eLMS performance review.</p>
----------------------------------	--

<p>Learning Plans</p>	<p>Click on this link to add items and curricula and/or remove items from the learning plans of your subordinates. This wizard appears only for supervisors.</p>
------------------------------	--

Registrations	<p>Click on this link to register your subordinates for and withdraw your subordinates from scheduled offerings. This wizard appears only for supervisors.</p> <p>NOTE: The FAA is not allowing supervisors to register subordinates in most courses.</p>
----------------------	--

Assessments	<p>Click on this link to review your subordinates' assessments. Supervisors may only see assessments for their direct reports.</p>
--------------------	--

SECTION 1.13: OTHER SCREEN AREAS The following screenshots show the names of other screen areas used in the eLMS.

The screenshot shows the 'Regional Settings' page with the following elements highlighted:

- Field:** A red box labeled 'Field' points to the 'Time Zone ID' dropdown menu.
- Drop Down Arrow:** A red box labeled 'Drop Down Arrow' points to the arrow icon on the 'Currency Pattern ID' dropdown.
- Action Buttons:** A red box labeled 'Action Buttons' points to the 'Apply Changes' and 'Reset' buttons.
- Field Name:** A red box labeled 'Field Name' points to the asterisk on the 'Currency Pattern ID' label.

An asterisk indicates a system-required field (that is, a field required by the eLMS). Data must be entered into these fields.

The screenshot shows the 'Regional Settings' page with the following elements highlighted:

- Field Name:** A red box highlights the asterisk on the 'Integer Pattern ID' label.

SECTION 1.14:
VIEWING
PREVIOUS
SCREENS

When working in the eLMS, **DO NOT** use the browser back arrow to view a previous eLMS screen. Instead, use the **back** link or the **previous** button.

Back Link	On some screens, there is a back link that can be clicked to return you to the previous screen.
------------------	--

Personal Learning Career Catalog Reports

Learning Plan • Learning Calendar • Current Registrations • Curriculum Status • Learning History • Record Learning

Item Details ?

← Back

(01271) Performance Planning and Budget Integration

Item Summary

COURSE FAA01271
Revision: 12/16/2003 09:00 PM PST Request Schedule

Description: Performance planning and budget integration is a 3-day course designed for managers, supervisors, and staff personnel involved in developing performance measures for their organization and linking them to the budgeting process. Participants will explain how organizational performance measurement supports organizational performance management and examine the life cycle of the budget development process. Students should be able to develop performance goals for both outcomes and outputs and integrate them with the budgeting process. Instructional methods include discussion, readings, written skill practices, and interactive exercises that explore the challenges of the workplace.

Length: 23.00 Audience: Contact:
CPEs: Source: DOT Internal Contact Hours: 0.00
Goals: Credit Hours: 23.00 Delivery Method: Instructor Led Training (Classroom)

Assignment Information

Required Date: Assignment Type: Required/Mandatory
Completion Date: Assignment Date: 10/29/2007
Days Remaining: Assigned By: Admin (DKOEHLE3720)
Origin: Directly Assigned

Subject Areas (0 Found)

Prerequisites (0 Found)

Substitutes (0 Found)

Competencies (0 Found)

Related Documents (0 Found)

Previous Button	On some screens, there is a previous button that can be clicked to return you to the previous screen.
------------------------	--

Personal Learning Career Catalog Reports My Employees

Dashboard • Organization Chart • Learning Plans • Registrations • Assessments

Manage Learning Plan ?

Select Management Action → Select Users

Previous Next
maa checked
[Select All](#) / [Deselect All](#)

Select Users	Select User	Include Subordinates
User Name		
BUDGET, WILLIAM	<input type="checkbox"/>	
MANAGER, SUSAN	<input type="checkbox"/>	<input type="checkbox"/>

[Select All](#) / [Deselect All](#)

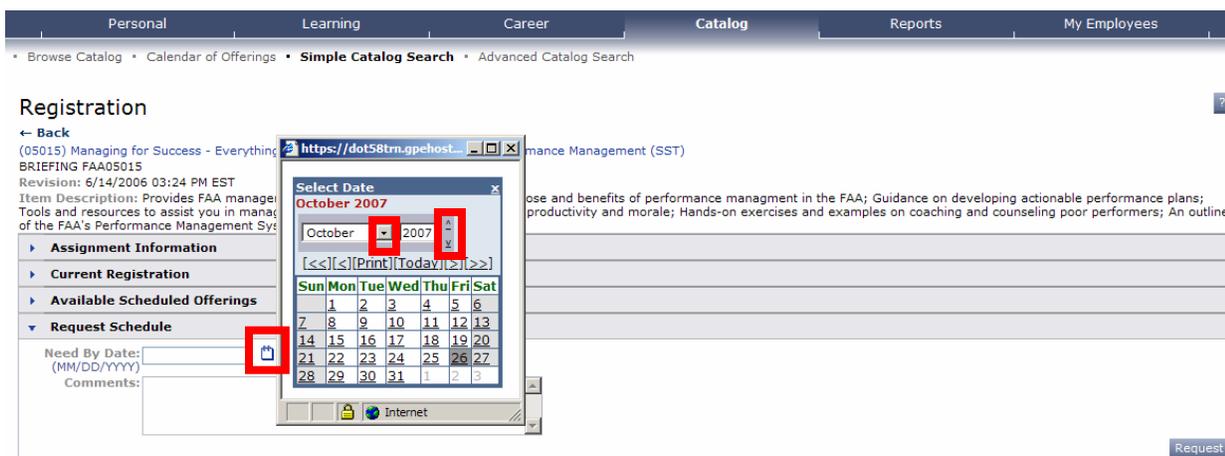
[Select All](#) / [Deselect All](#)

List of Selected Users	Remove
User Name	

[Select All](#) / [Deselect All](#)
Remove Checked

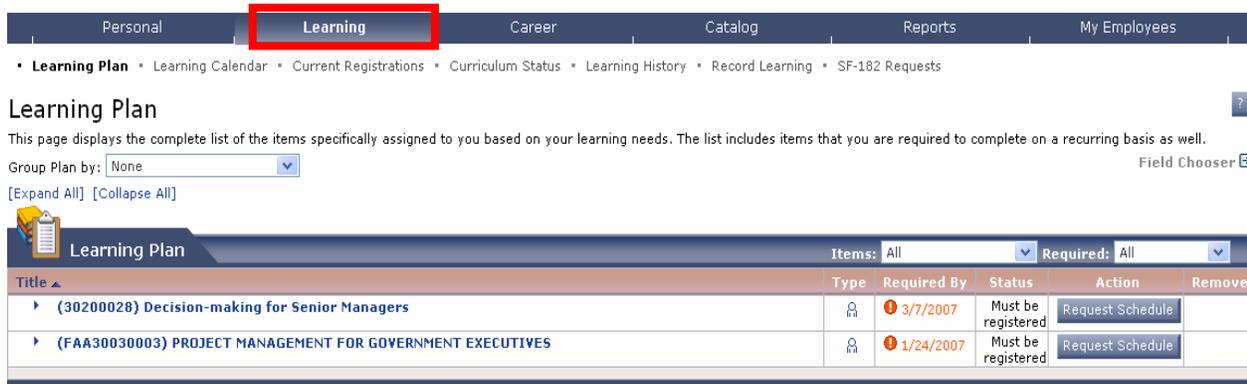
SECTION 1.15: In this section you will learn how to use the calendar icon.
USING THE CALENDAR ICON

Calendar Icon	You can use the calendar icon to choose the date that will appear in the proper format. Select the appropriate month by using the drop down arrow to the right of the month field. Select the year by using the up or down chevrons (^) and then click on the desired date.
----------------------	---



SECTION 1.16: You may choose your preferred method of displaying your learning calendar, which can be displayed monthly, weekly, or daily.
EDITING THE CALENDAR DISPLAY MODE

1	Click the learning tab from the top menu bar .
---	--



2 Click the **learning calendar** link from the **submenu**.

Personal **Learning** Career Catalog Reports My Employees

- Learning Plan
- Learning Calendar**
- Current Registrations
- Curriculum Status
- Learning History
- Record Learning
- SF-182 Requests

Your Learning Calendar

This page displays the Learning Items in which you have enrolled in a calendar view. You can view your Personal Learning Calendar in a Daily, Weekly, or Monthly view. Additionally, any Curriculum expirations are depicted on the Learning Calendar. All times are shown in your preferred timezone (EST) unless otherwise indicated.

Month Week Day

 << < Month of: August 2007 > >> **Calendar Options**

Your Learning Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
30	31	1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

3 Click the **calendar options** link in the right-hand corner.

Personal Learning Career Catalog Reports My Employees

Learning Plan • **Learning Calendar** • Current Registrations • Curriculum Status • Learning History • Record Learning • SF-182 Requests

Your Learning Calendar ?

This page displays the Learning Items in which you have enrolled in a calendar view. You can view your Personal Learning Calendar in a Daily, Weekly, or Monthly view. Additionally, any Curriculum expirations are depicted on the Learning Calendar. All times are shown in your preferred timezone (EST) unless otherwise indicated.

Month
 Week
 Day
 << < Month of: August 2007 > >>
 Calendar Options

Monday	Tuesday	Wednesday	Thursday	Friday
30	31	1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

4 Choose your display preferences and check the box next to **remember calendar mode**. Click the **apply changes** button.

Personal Learning Career Catalog Reports My Employees

Learning Plan • Learning Calendar • Current Registrations • Curriculum Status • Learning History • Record Learning • SF-182 Requests

Calendar Options

[← Back](#)

Update Calendar Preferences

Days Displayed: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

First Day of the Week: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Weekly/Daily Start Time: 07:00 AM

Weekly/Daily End Time: 07:00 PM

Remember Calendar Mode

[Apply Changes](#) [Reset](#)

The quick reference guide on the following page summarizes the tasks performed to edit the calendar display mode.

Quick Reference Guide

Editing the Calendar Display Mode	
Task #	Action
1	Click the learning tab from the top menu bar .
2	Click the learning calendar link from the submenu .
3	Click the calendar options link in the right-hand corner.
4	Choose your display preferences and check the box next to remember calendar mode . Click the apply changes button.

EMAIL NOTIFICATIONS

SECTION 1.17: EMAIL NOTIFICATIONS

There are standard email notifications you will receive from the eLMS and some email notifications you can elect to receive.

NOTE: Your organization may disable some or all of the checkboxes; you cannot edit disabled checkboxes.

SECTION 1.18: STANDARD EMAIL NOTIFICATIONS

There are many standard emails the system may generate and send to you. For example, you may receive emails when you have item assignments that are coming due or when you have overdue item requirements. If an item in the learning plan has a required date for 30 days from now, you will receive an email reminder and will continue to receive a reminder every seven (7) days until the item is removed from the learning plan.

Additionally, you may receive email notifications when you are registered for a scheduled offering. Do not reply to these emails. You can send an email with questions to the contact person listed in the email.

SECTION 1.19: OPTIONAL EMAIL NOTIFICATIONS

Supervisors and users can choose to receive notifications when:

- items are added to your learning plan
- items on your learning plan are modified
- items are removed from your learning plan
- subordinates complete an item for credit or non-credit (for supervisors only).

1 Click the **personal** tab on the top menu bar.

Personal Learning Career Catalog Reports

• Home • Approvals • Profile • Regional Settings • Communities • Skills

Welcome WILLIAM BUDGET

11/15/2007

DOT's eLMS provides learners the power to access and manage their learning with online tools. Once logged into eLMS, learners can manage their learning through the following features!:

Learning Plan
The Learning Plan is the list of assigned training. Learners can add optional items to their Learning Plans, register in instructor-led items, and launch online content from the Learning Plan. It should be noted that access to registration is determined by Modal policy.

Current Registrations
The Current Registrations view enables learners to view all of their registrations in Scheduled Offerings in one easy view.

Curriculum Status
The Curriculum Status functionality provides learners with a comprehensive list of the curricula and subcurricula needed for personal and career advancement. Required dates associated with each curriculum help manage your learning needs.

Learning History
The Learning History allows learners to see a list of all of the learning they have completed, as well as their performance on the item. For issue with your Learning History (e.g., missing history), contact your local training administrator.

Alerts
You have overdue learning»

Catalog
View all available instructor-led items»
View all available online items»
Browse Catalog»

My Plans → My Plan
There are no relevant items for this User.

Learning Plan → Learning Plan

Title	Type	Required By
(05509) Physical/Facility Security SAVI FY07	🔒	🔴 9/30/2007
(05704) Information System Security SAVI FY07	🔒	🔴 9/30/2007
(01277) Systems Thinking	🔒	10/8/2008
(01223) The FAA Budget in Brief	🔒	
(01271) Performance Planning and Budget Integration	🔒	

Curriculum Status → Go to Curriculum Status

Title
All Employees

Personal
The Personal menu provides you with tools to manage your Profile and Regional Settings, check on your Order Status and Order Tickets, and use the Career Planner to self-assign learning.

Learning
The Learning menu contains most of the tools that you will access the most frequently, the most important of which is the Learning Plan. The Learning Plan allows you to access your assigned online learning or register in instructor-led learning.

Career
The Competencies menu allows you to view your Assessment History, display your

2 Click the **profile** link from the **submenu** to display your personal profile.

Personal Learning Career Catalog Reports

Home Approvals **Profile** Regional Settings Communities Skills

Profile ?

This section allows you to review and/or edit your profile. The profile is divided into three sections: Employment & Account Information, Contact Information and Notification Settings.
 * = Required Fields

Apply Changes Reset

Employment & Account Information

First Name: WILLIAM
 Last Name: BUDGET
 Middle Initial:
 User ID: WBUDGET4567
 Job Position:
 Job Location:
 Organization: WA ACQUISITION & BUSINESS SERVICES
 Employee Type:
 Employee Status:
 Supervisor: BIGSHOT, JOHN
 Coach:
 Hire Date: 3/31/1995
 Resume Location:
 Domain: Air Traffic Organization
 Role: System Default User Role
 Password: *****
 PIN: *****
 *Security Question:
 *Security Answer:
 *Re-Enter Security Answer:

Contact Information

Address: 800 INDEPENDENCE AVENUE, SW
 City: WASHINGTON
 State / Province: DC
 Postal Code: 20591
 Country: US
 Email Address: william.budget@faa.gov
 Telephone:

Notification Settings

Notify me when an item is added to my learning plan
 Notify me when an item is modified in my learning plan
 Notify me when an item is removed from my learning plan

Apply Changes Reset

- | | |
|---|---|
| 3 | At the bottom of your profile , under the notification settings heading, check the notify box for each notification that you want to receive. Click the apply changes button. |
|---|---|



Notification Settings

- Notify me when an item is added to my learning plan
- Notify me when an item is modified in my learning plan
- Notify me when an item is removed from my learning plan
- Notify me when the subordinates successfully complete an item
- Notify me when the subordinates unsuccessfully complete an item

The quick reference guide on the following page summarizes the tasks performed to activate optional email notifications.

Quick Reference Guide

Activating Optional Email Notifications	
Task #	Action
1	Click the personal tab on the top menu bar .
2	Click the profile link from the submenu to display your personal profile.
3	At the bottom of your profile , under the notification settings heading, check the notify box for each notification that you want to receive. Click the apply changes button.

PERSONAL SETTINGS

SECTION 1.20: MY PERSONAL SETTINGS

When you log in to the eLMS, information is displayed to you based on the settings in your user profile. Your profile includes your preferred language, your time zone, and your preferences for date and time display. The only field you can configure is time zone.

SECTION 1.21: EDITING THE TIME ZONE OPTIONS

You can change the way the eLMS displays time zones.

1 Click the **personal** tab on the **top menu bar**.

The screenshot shows the eLMS interface with the 'Personal' tab highlighted in the top navigation bar. Below the navigation bar, there is a breadcrumb trail: Home > Approvals > Profile > Regional Settings > Communities > Skills. The main content area is titled 'Welcome WILLIAM BUDGET' with the date '11/15/2007'. Below this, there is a section for 'DOT's eLMS' providing an overview of features. The interface is divided into several sections:

- Alerts:** A notification icon and the text 'You have overdue learning>'.
- Catalog:** Links for 'View all available instructor-led items>' and 'View all available online items>', with a 'Browse Catalog>' button below.
- My Plans:** A section header with a 'My Plan' link and the text 'There are no relevant items for this User.'
- Learning Plan:** A table with columns 'Title', 'Type', and 'Required By'. It lists several training items, some with due dates and icons.
- Curriculum Status:** A section header with a 'Go to Curriculum Status' link and a table with a 'Title' column and the entry 'All Employees'.

On the left side of the page, there are three small images with corresponding text boxes:

- Personal:** 'The Personal menu provides you with tools to manage your Profile and Regional Settings, check on your Order Status and Order Tickets, and use the Career Planner to self-assign learning.'
- Learning:** 'The Learning menu contains most of the tools that you will access the most frequently, the most important of which is the Learning Plan. The Learning Plan allows you to access your assigned online learning or register in instructor-led learning.'
- Career:** 'The Competencies menu allows you to view your Assessment History, display your'.

2 Click the **regional settings** link from the **submenu**.

Personal Learning Career Catalog Reports My Employees

Home Approvals Profile **Regional Settings** Communities Skills

Regional Settings

Your regional settings determine the formats and standards used to display information to you in Plateau Learning. All of the fields below are required.

Select a Locale and Time Zone

* = Required Fields

* Active Locale ID: English [Select](#)

* Time Zone ID: EST [Select](#) Always display Schedule Offerings in this Time Zone

Region ID: [Select](#)

[Apply Changes](#) [Reset](#)

Update the Locale Format Options

* = Required Fields

* Date Pattern ID: M/d/yyyy(MM/DD/YYYY) ▼

* Time Pattern ID: hh:mm aaa(hh:mm aaa) ▼

* Integer Pattern ID: Long_01(1000,001) ▼

* Decimal Pattern ID: Double_01(1000,001.01) ▼

* Currency Pattern ID: Currency_01(1000,001.01) ▼

* Percentage Pattern ID: Percentage_01(1000,001.01) ▼

[Apply Changes](#) [Reset](#)

3 In the **time zone ID** text box, enter the standard abbreviation for your time zone, then skip to task 6. If you do not know your time zone, click the **select** link next to the **time zone ID** text box. A new window will pop up. *This is a required field.*

Personal Learning Career Catalog Reports My Employees

Home Approvals Order Status Order Tickets Profile **Regional Settings** Communities Skills

Regional Settings

Your regional settings determine the formats and standards used to display information to you in Plateau Learning. All of the fields below are required.

Select a Locale and Time Zone

* = Required Fields

* Active Locale ID: English [Select](#)

* Time Zone ID: EST [Select](#) Always display Schedule Offerings in this Time Zone

Region ID: [Select](#)

[Apply Changes](#) [Reset](#)

Update the Locale Format Options

* = Required Fields

* Date Pattern ID: M/d/yyyy(MM/DD/YYYY) ▼

* Time Pattern ID: hh:mm aaa(hh:mm aaa) ▼

* Integer Pattern ID: Long_01(1000,001) ▼

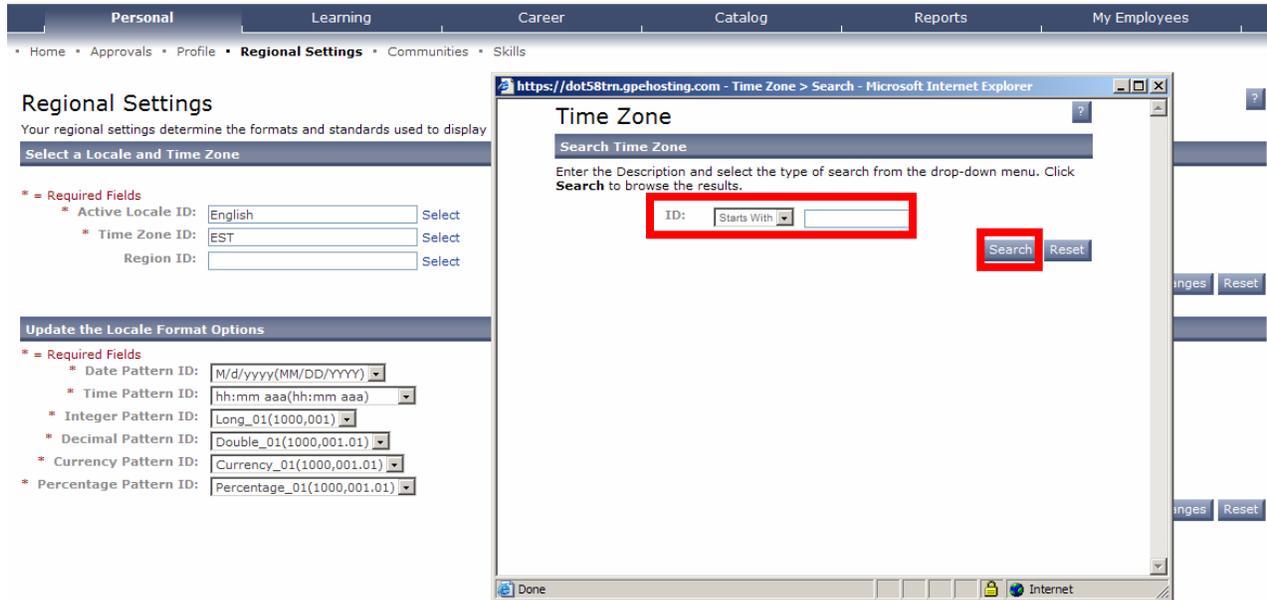
* Decimal Pattern ID: Double_01(1000,001.01) ▼

* Currency Pattern ID: Currency_01(1000,001.01) ▼

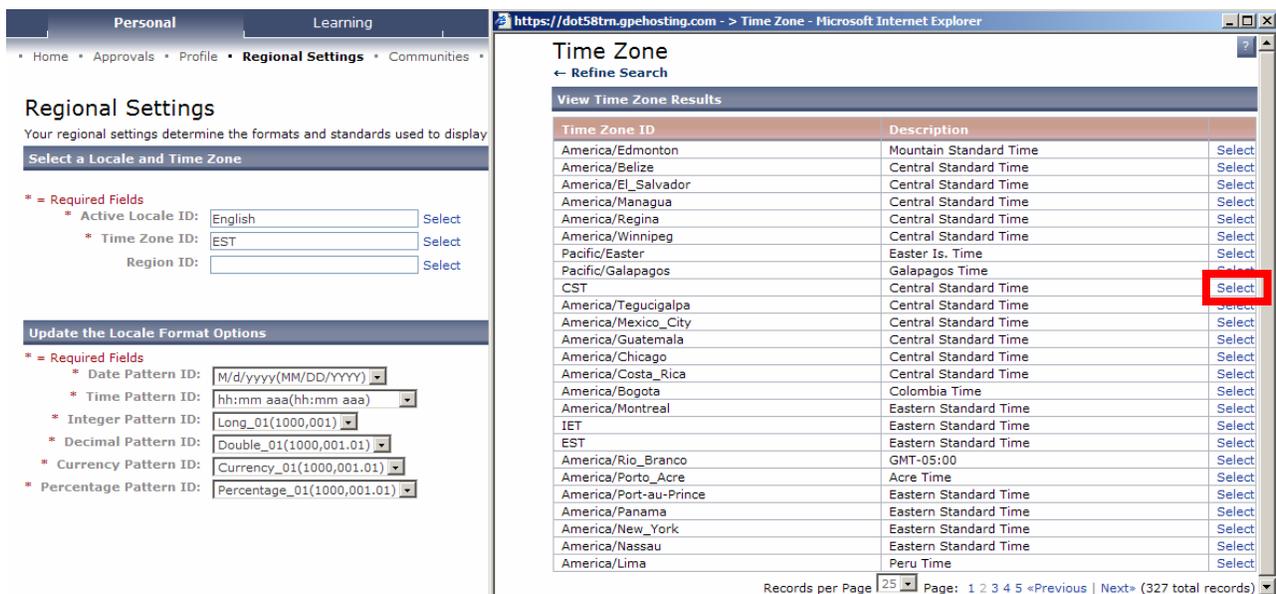
* Percentage Pattern ID: Percentage_01(1000,001.01) ▼

[Apply Changes](#) [Reset](#)

4 Enter search criteria in the **ID** text box and select the type of search from the **drop down arrow**. Click the **search** button. You also can click the **search** button without entering information in the **ID** box.



5 Once the search results appear, click the **select** link in the far right column beside your desired time zone.



6 The correct time zone should now appear in the **time zone ID** text box. Click the **apply changes** button.

Personal Learning Career Catalog Reports My Employees

Home Approvals Profile Regional Settings Communities Skills

Regional Settings

Your regional settings determine the formats and standards used to display information to you in Plateau Learning. All of the fields below are required.

Select a Locale and Time Zone

* = Required Fields

* Active Locale ID: English Select

* Time Zone ID: CST Select

Region ID: Select

Always display Schedule Offerings in this Time Zone

Apply Changes Reset

Update the Locale Format Options

* = Required Fields

* Date Pattern ID: M/d/yyyy(MM/DD/YYYY)

* Time Pattern ID: hh:mm aaa(hh:mm aaa)

* Integer Pattern ID: Long_01(1000,001)

* Decimal Pattern ID: Double_01(1000,001.01)

* Currency Pattern ID: Currency_01(1000,001.01)

* Percentage Pattern ID: Percentage_01(1000,001.01)

Apply Changes Reset

The quick reference guide on the following page summarizes the tasks performed to edit time zones.

Quick Reference Guide

Editing the Time Zone	
Task #	Action
1	Click the personal tab on the top menu bar .
2	Click the regional settings link from the submenu .
3	In the time zone ID Text box, enter the standard abbreviation for your time zone, then skip to task 6. If you do not know your time zone, click the select link next to the time zone ID text box. A new window will pop up. <i>This is a required field.</i>
4	Enter search criteria in the ID text box and select the type of search from the drop down arrow . Click the search button. You also can click the search button without entering information in the ID box.
5	Once the search results appear, click the select link in the far right column beside your desired time zone.
6	The correct time zone should now appear in the time zone ID text box. Click the apply changes button.

SECTION 1.22: EDITING YOUR SECURITY QUESTION

You can change the security question you created when you first signed into the eLMS.

1 Click the **personal** tab on the **top menu bar**.

Personal Learning Career Catalog Reports

• Home • Approvals • Profile • Regional Settings • Communities • Skills

Welcome WILLIAM BUDGET
11/15/2007

DOT's eLMS provides learners the power to access and manage their learning with online tools. Once logged into eLMS, learners can manage their learning through the following features:

Learning Plan
The Learning Plan is the list of assigned training. Learners can add optional items to their Learning Plans, register in instructor-led items, and launch online content from the Learning Plan. It should be noted that access to registration is determined by Modal policy.

Current Registrations
The Current Registrations view enables learners to view all of their registrations in Scheduled Offerings in one easy view.

Curriculum Status
The Curriculum Status functionality provides learners with a comprehensive list of the curricula and subcurricula needed for personal and career advancement. Required dates associated with each curriculum help manage your learning needs.

Learning History
The Learning History allows learners to see a list of all of the learning they have completed, as well as their performance on the item. For issue with your Learning History (e.g., missing history), contact your local training administrator.

Personal
The Personal menu provides you with tools to manage your Profile and Regional Settings, check on your Order Status and Order Tickets, and use the Career Planner to self-assign learning.

Learning
The Learning menu contains most of the tools that you will access the most frequently, the most important of which is the Learning Plan. The Learning Plan allows you to access your assigned online learning or register in instructor-led learning.

Career
The Competencies menu allows you to view your Assessment History, display your

Alerts
You have overdue learning»

Catalog
View all available instructor-led items»
View all available online items»
Browse Catalog»

My Plans → My Plan
There are no relevant items for this User.

Learning Plan → Learning Plan

Title	Type	Required By
(05509) Physical/Facility Security SAVI FY07	🔒	9/30/2007
(05704) Information System Security SAVI FY07	🔒	9/30/2007
(01277) Systems Thinking	🔒	10/8/2008
(01223) The FAA Budget in Brief	🔒	
(01271) Performance Planning and Budget Integration	🔒	

Curriculum Status → Go to Curriculum Status

Title
All Employees

2 Click the **profile** link from the **submenu**.

Personal Learning Career Catalog Reports

• Home • Approvals • **Profile** • Regional Settings • Communities • Skills

Welcome WILLIAM BUDGET
11/15/2007

DOT's eLMS provides learners the power to access and manage their learning with online tools. Once logged into eLMS, learners can manage their learning through the following features:

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The Personal menu provides you with tools to manage your Profile and Regional Settings, check on your Order Status and Order Tickets, and use the Career Planner to self-assign learning.

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Career
The Competencies menu allows you to view your Assessment History, display your

Alerts
You have overdue learning>

Catalog
View all available instructor-led items>
View all available online items>
Browse Catalog>

My Plans → My Plan
There are no relevant items for this User.

Learning Plan → Learning Plan

Title	Type	Required By
(05509) Physical/Facility Security SAVI FY07		9/30/2007
(05704) Information System Security SAVI FY07		9/30/2007
(01277) Systems Thinking		10/8/2008
(01223) The FAA Budget in Brief		
(01271) Performance Planning and Budget Integration		

Curriculum Status → Go to Curriculum Status

Title
All Employees

3 In the **security question** text box, enter your new security question. *This is a required field.*

The screenshot shows the 'Profile' page with the 'Employment & Account Information' section. The 'Security Question' field is highlighted with a red box and contains the text 'My dog's name'. Other fields include First Name (WILLIAM), Last Name (BUDGET), User ID (WBUDGET4567), Job Position, Job Location, Organization (WA ACQUISITION & BUSINESS SERVICES), Employee Type, Employee Status, Supervisor (BIGSHOT, JOHN), Coach, Hire Date (3/31/1995), Resume Location, Domain (Air Traffic Organization), Role (System Default User Role), Password (masked with asterisks), and PIN (masked with asterisks). Buttons for 'Apply Changes' and 'Reset' are visible in the top right.

4 In you new **security question** answer. Enter your new security answer again. Click the **apply changes** button. *These are required fields.*

The screenshot shows the 'Profile' page with the 'Employment & Account Information' section. The 'Security Answer' and '*Re-Enter Security Answer' fields are highlighted with a red box. The 'Security Question' field contains 'My dog's name'. The 'Apply Changes' button is also highlighted with a red box. Other fields and the page layout are identical to the previous screenshot.

Quick Reference Guide

Editing Your Security Question	
Task #	Action
1	Click the personal tab on the top menu bar .
2	Click the regional settings link from the submenu .
3	In the security question text box, enter your new security question. <i>This is a required field.</i>
4	In you new security question answer. Enter your new security answer again. Click the apply changes button. <i>These are required fields.</i>

USING HELP

SECTION 1.23: USING HELP

The help feature of the eLMS is a good resource if you are not sure how to complete a task, define a term, or locate a feature.

From each eLMS screen you can open two (2) kinds of help:

1. general help
2. context-sensitive help.

General help provides help for all the functions in the eLMS. Open general help by clicking the help link from the user main links menu.

Context-sensitive help offers you help specific to the screen you are currently viewing. You open context-sensitive help by clicking the question button in the upper right of each screen.

If you cannot find the answer to your question using help, call the eLMS Help Desk at (405) 954-4568 between the hours of 6 a.m.–6 p.m. central time or email them at eLMSHELP@dot.gov.

Using General Help

1 To access **general help**, click the **help** link in the **user main links menu**.

The screenshot shows the eLMS user interface for WILLIAM BUDGET. At the top, there is a navigation bar with 'Home', 'Search Catalog', 'Go', 'Help' (highlighted with a red box), and 'Logout'. Below this is a secondary menu with 'Personal', 'Learning', 'Career', 'Catalog', and 'Reports'. A breadcrumb trail shows 'Home' > 'Approvals' > 'Profile' > 'Regional Settings' > 'Communities' > 'Skills'. The main content area is titled 'Welcome WILLIAM BUDGET' with a date of 11/15/2007. It includes sections for 'Learning Plan', 'Current Registrations', 'Curriculum Status', and 'Learning History'. On the right side, there are 'Alerts' (indicating overdue learning), 'Catalog' links, 'My Plans' (showing no relevant items), 'Learning Plan' (a table of training items), and 'Curriculum Status' (listing all employees).

Welcome WILLIAM BUDGET
11/15/2007

DOT's eLMS provides learners the power to access and manage their learning with online tools. Once logged into eLMS, learners can manage their learning through the following features:

Learning Plan
The Learning Plan is the list of assigned training. Learners can add optional items to their Learning Plans, register in instructor-led items, and launch online content from the Learning Plan. It should be noted that access to registration is determined by Modal policy.

Current Registrations
The Current Registrations view enables learners to view all of their registrations in Scheduled Offerings in one easy view.

Curriculum Status
The Curriculum Status functionality provides learners with a comprehensive list of the curricula and subcurricula needed for personal and career advancement. Required dates associated with each curriculum help manage your learning needs.

Learning History
The Learning History allows learners to see a list of all of the learning they have completed, as well as their performance on the item. For issue with your Learning History (e.g., missing history), contact your local training administrator.

Personal
The Personal menu provides you with tools to manage your Profile and Regional Settings, check on your Order Status and Order Tickets, and use the Career Planner to self-assign learning.

Learning
The Learning menu contains most of the tools that you will access the most frequently, the most important of which is the Learning Plan. The Learning Plan allows you to access your assigned online learning or register in instructor-led learning.

Career
The Competencies menu allows you to view your Assessment History, display your

Alerts
You have overdue learning»

Catalog
View all available instructor-led items»
View all available online items»
Browse Catalog»

My Plans → My Plan
There are no relevant items for this User.

Learning Plan → Learning Plan

Title	Type	Required By
(05509) Physical/Facility Security SAVI FY07		9/30/2007
(05704) Information System Security SAVI FY07		9/30/2007
(01277) Systems Thinking		10/8/2008
(01223) The FAA Budget in Brief		
(01271) Performance Planning and Budget Integration		

Curriculum Status → Go to Curriculum Status

Title
All Employees

- 2 To search **general help** by the topic pertaining to your question, click the **contents** button. A list of topics will appear at the left of the screen.

Contents | **Index** | **Search** | **Glossary** | PLATEAU | Go | ? Help | Logout

Using Plateau Learning

Most tasks you perform in Plateau OpenSuite are controlled by the permissions that the learning administrator grants you. You can, however, view the entire help system, so there can be circumstances where the application does not allow you to perform a task documented in the help system. If you have specific needs to access functionality, contact your learning administrator to change your permissions.

Navigation in Plateau Learning

Because navigation in Plateau Learning occurs in a horizontal menu bar with submenus under it, you are only two clicks away from every feature on your menu. Each entry has sub-menus.

In addition to the menu bar, at the top right corner of every page, there is a common functions bar where you can manage common tasks. See [Navigating Plateau Learning](#).

Logging in

To log in to Plateau, you need a user ID and password. If you do not have a **User ID** and **Password**, you need to create a new account. For questions about creating a new account, please contact your learning system administrator. See [Logging In](#). If you are logging in for the first time, see [Logging in for the First Time](#).

What if I Forgot my Password or User ID?

If you forgot your password, look for the **What if I Forgot my Password** heading on the Welcome page. See [Logging In if you Forget Your Password](#).

If you forgot your user ID, look for the **What if I forgot my User ID** heading on the Welcome page. See [Logging In if you Forget Your User ID](#).

Using the Help System

For the ease of navigation, use the Table of Contents (Contents), Index, and Search in the left navigation pane. If you do not understand a term used in the help, see the **Glossary**.

- **Contents:** The contents are an organized list of everything in the help system. To open a book, click it to display its content (topics). When you click an open book, it closes.
- **Index:** The index is a list of key words and phrases used in the help system. To search for an index key word or phrase, type the word or phrase in the **Type in the keyword to find** text box and then press ENTER. To open a topic in the right-hand pane associated with a keyword, click the keyword. If the keyword is used with more than one topic, you see a pop-up showing you the options. Select an option to go to the selected topic.
- **Search:** The search finds words in the Help system and locate topics containing those words. When the search is

My Plan

Learning Plan

Type	Required By
	9/30/2007
	9/30/2007
	10/8/2008

Go to Curriculum Status

Internet

- 3 To search using keywords, click the **index** button. Type all or part of a keyword in the field. The results will appear at the left of the screen. Click what you want to search.

The screenshot shows the Plateau Learning help system interface. The search bar at the top left contains the text "catalog". Below the search bar, the search results list "Catalog Search Results" as the top item. The main content area displays help topics such as "Using Plateau Learning", "Navigation in Plateau Learning", "Logging in", and "Using the Help System".

Using Plateau Learning
Most tasks you perform in Plateau OpenSuite are controlled by the permissions that the learning administrator grants you. You can, however, view the entire help system, so there can be circumstances where the application does not allow you to perform a task documented in the help system. If you have specific needs to access functionality, contact your learning administrator to change your permissions.

Navigation in Plateau Learning
Because navigation in Plateau Learning occurs in a horizontal menu bar with submenus under it, you are only two clicks away from every feature on your menu. Each entry has sub-menus. In addition to the menu bar, at the top right corner of every page, there is a common functions bar where you can manage common tasks. See [Navigating Plateau Learning](#).

Logging in
To log in to Plateau, you need a user ID and password. If you do not have a **User ID** and **Password**, you need to create a new account. For questions about creating a new account, please contact your learning system administrator. See [Logging In](#). If you are logging in for the first time, see [Logging in for the First Time](#).

What if I Forgot my Password or User ID?
If you forgot your password, look for the **What if I Forgot my Password** heading on the Welcome page. See [Logging In if you Forget Your Password](#).
If you forgot your user ID, look for the **What if I forgot my User ID** heading on the Welcome page. See [Logging In if you Forget Your User ID](#).

Using the Help System
For the ease of navigation, use the Table of Contents (Contents), Index, and Search in the left navigation pane. If you do not understand a term used in the help, see the [Glossary](#).

- **Contents:** The contents are an organized list of everything in the help system. To open a book, click it to display its content (topics). When you click an open book, it closes.
- **Index:** The index is a list of key words and phrases used in the help system. To search for an index key word or phrase, type the word or phrase in the **Type in the keyword to find** text box and then press ENTER. To open a topic in the right-hand pane associated with a keyword, click the keyword. If the keyword is used with more than one topic, you see a pop-up showing you the options. Select an option to go to the selected topic.

Type	Required By
	9/30/2007
	9/30/2007
	10/8/2008

- 4 For a list of topics that contain the word you are searching for, click the **search** button and type in the field all or part of the word that describes what you are searching for. The results will appear at the left of the screen. Click what you want to search.

The screenshot shows the PLATEAU eLMS interface in Microsoft Internet Explorer. The browser address bar shows 'https://dot58trm.gpehosting.com - Learner - Microsoft Internet Explorer'. The navigation menu includes 'Contents', 'Index', 'Search', and 'Glossary'. The 'Search' button is highlighted with a red box. Below the navigation menu, there is a search input field with the text 'Type in the word(s) to search for:' and a search button. The search field contains the word 'Help'. To the left of the main content area, a list of search results is displayed, also highlighted with a red box. The main content area displays the search results for 'Help', including sections for 'Using Plateau Learning', 'Navigation in Plateau Learning', 'Logging in', 'What if I Forgot my Password or User ID?', and 'Using the Help System'. The right-hand pane shows a 'Reports' section with a table of data.

Search Results:

- Activities Wizard
- add activity
- Add Goal
- Add Goal Wizard
- Approve/Reject Plans
- Approve/Return Performance Review
- Browse Catalog
- Career Planner
- Competencies
- Competency Assignment
- Competency Gap Details
- Complete Assessment
- Creating a New Account (Self-Registration)
- Downloading Content
- Employee Matrix
- g0818
- Initiative: Current Organization Tab
- Initiative: Initiative Alignment Tab
- Initiative: Parent Organization Tab
- initialives
- Launching Online Content
- My Plan: Your Current Plan
- My Plans: List of all Plans
- Navigating Plateau Learning
- Nominate Raters
- Plateau Exam Module
- Recommendations for Goals and Activities
- Select Job Position
- SF-182 Request
- Succession Planning
- Using Plateau Learning
- Why Your Goal Status Does Not Update

Main Content Area:

Using Plateau Learning

Most tasks you perform in Plateau OpenSuite are controlled by the permissions that the learning administrator grants you. You can, however, view the entire help system, so there can be circumstances where the application does not allow you to perform a task documented in the help system. If you have specific needs to access functionality, contact your learning administrator to change your permissions.

Navigation in Plateau Learning

Because navigation in Plateau Learning occurs in a horizontal menu bar with submenus under it, you are only two clicks away from every feature on your menu. Each entry has sub-menus.

In addition to the menu bar, at the top right corner of every page, there is a common functions bar where you can manage common tasks. See [Navigating Plateau Learning](#).

Logging in

To log in to Plateau, you need a user ID and password. If you do not have a **User ID** and **Password**, you need to create a new account. For questions about creating a new account, please contact your learning system administrator. See [Logging In](#). If you are logging in for the first time, see [Logging in for the First Time](#).

What if I Forgot my Password or User ID?

If you forgot your password, look for the **What if I Forgot my Password** heading on the Welcome page. See [Logging In if you Forget Your Password](#).

If you forgot your user ID, look for the **What if I forgot my User ID** heading on the Welcome page. See [Logging In if you Forget Your User ID](#).

Using the Help System

For the ease of navigation, use the Table of Contents (Contents), Index, and Search in the left navigation pane. If you do not understand a term used in the help, see the [Glossary](#).

- **Contents:** The contents are an organized list of everything in the help system. To open a book, click it to display its content (topics). When you click an open book, it closes.
- **Index:** The index is a list of key words and phrases used in the help system. To search for an index key word or phrase, type the word or phrase in the **Type in the keyword to find** text box and then press ENTER. To open a topic in the right-hand pane associated with a keyword, click the keyword. If the keyword is used with more than one topic, you see a pop-up showing you the options. Select an option to go to the selected topic.

Right-hand Pane:

Reports

→ My Plan

→ Learning Plan

Type	Required By
📖	9/30/2007
📖	9/30/2007
📖	10/8/2008
📖	
📖	

→ Go to Curriculum Status

- 5 To find definitions of keywords or functions, click the **glossary** button. The results will appear at the left of the screen. Click the term you want defined and the definition will appear at the bottom of the left side of the screen.

NOTE: The information appearing in the main part of the screen (the content frame) will not change when you use the glossary button.

Using Plateau Learning

Most tasks you perform in Plateau OpenSuite are controlled by the permissions that the learning administrator grants you. You can, however, view the entire help system, so there can be circumstances where the application does not allow you to perform a task documented in the help system. If you have specific needs to access functionality, contact your learning administrator to change your permissions.

Navigation in Plateau Learning

Because navigation in Plateau Learning occurs in a horizontal menu bar with submenus under it, you are only two clicks away from every feature on your menu. Each entry has sub-menus.

In addition to the menu bar, at the top right corner of every page, there is a common functions bar where you can manage common tasks. See [Navigating Plateau Learning](#).

Logging in

To log in to Plateau, you need a user ID and password. If you do not have a **User ID** and **Password**, you need to create a new account. For questions about creating a new account, please contact your learning system administrator. See [Logging In](#). If you are logging in for the first time, see [Logging in for the First Time](#).

What if I Forgot my Password or User ID?

If you forgot your password, look for the **What if I Forgot my Password** heading on the Welcome page. See [Logging In if you Forget Your Password](#).

If you forgot your user ID, look for the **What if I forgot my User ID** heading on the Welcome page. See [Logging In if you Forget Your User ID](#).

Using the Help System

For the ease of navigation, use the Table of Contents (Contents), Index, and Search in the left navigation pane. If you do not understand a term used in the help, see the **Glossary**.

- **Contents:** The contents are an organized list of everything in the help system. To open a book, click it to display its content (topics). When you click an open book, it closes.
- **Index:** The index is a list of key words and phrases used in the help system. To search for an index key word or phrase, type the word or phrase in the **Type in the keyword to find** text box and then press ENTER. To open a topic in the right-hand pane associated with a keyword, click the keyword. If the keyword is used with more than one topic, you see a pop-up showing you the options. Select an option to go to the selected topic.

Definition: Blended Item

A Learning Item type with elements of both Instructor Led and Online Learning items.

Type	Required By
	9/30/2007
	9/30/2007
	10/8/2008

This part of the screen will not change when you use the glossary.

The quick reference guide on the following page summarizes the tasks performed when using eLMS general help.

Quick Reference Guide

Using General Help	
Task #	Task
1	To access general help , click the help link in the user main links menu .
2	To search general help by the topic pertaining to your question, click the contents button. A list of topics will appear at the left of the screen.
3	To search using keywords, click the index button. Type all or part of a keyword in the field. The results will appear at the left of the screen. Click what you want to search.
4	For a list of topics that contain the word you are searching for, click the search button and type in the field all or part of the word that describes what you are searching for. The results will appear at the left of the screen. Click what you want to search.
5	To find definitions of keywords or functions, click the glossary button. The results will appear at the left of the screen. Click the term you want defined and the definition will appear at the bottom of the left side of the screen. NOTE: The information appearing in the main part of the screen (the content frame) will not change when you use the glossary button.

Using Context-Sensitive Help

1 Click the **question** button (always appears in the upper right of the screen) for help specific (context sensitive) to the screen you are currently viewing.

The screenshot shows the eLMS user interface for WILLIAM BUDGET. At the top, there is a navigation bar with tabs for Personal, Learning, Career, Catalog, and Reports. Below this is a breadcrumb trail: Home > Approvals > Profile > Regional Settings > Communities > Skills. The main content area is titled 'Welcome WILLIAM BUDGET' with a date of 11/15/2007. A red box highlights a question mark icon in the top right corner of the page. The page content includes sections for Alerts (with a notification 'You have overdue learning'), Catalog (with links to view instructor-led and online items), My Plans (showing no relevant items), Learning Plan (a table of training items), and Curriculum Status (a list of all employees).

Personal
The Personal menu provides you with tools to manage your Profile and Regional Settings, check on your Order Status and Order Tickets, and use the Career Planner to self-assign learning.

Learning
The Learning menu contains most of the tools that you will access the most frequently, the most important of which is the Learning Plan. The Learning Plan allows you to access your assigned online learning or register in instructor-led learning.

Career
The Competencies menu allows you to view your Assessment History, display your

Alerts
You have overdue learning>

Catalog
View all available instructor-led items>
View all available online items>
Browse Catalog>

My Plans → My Plan
There are no relevant items for this User.

Learning Plan → Learning Plan

Title	Type	Required By
(05509) Physical/Facility Security SAVI FY07	🔒	9/30/2007
(05704) Information System Security SAVI FY07	🔒	9/30/2007
(01277) Systems Thinking	🔒	10/8/2008
(01223) The FAA Budget in Brief	🔒	
(01271) Performance Planning and Budget Integration	🔒	

Curriculum Status → Go to Curriculum Status

Title
All Employees

- 2 An information window will open on the right of your screen. Scroll down until you find the specific topic you are searching for.

The screenshot shows the eLMS interface. On the left, there's a navigation menu with 'Personal' and 'Learning' tabs. Below the menu, it says 'Welcome WILLIAM BUDGET' and '11/15/2007'. The main content area has sections for 'Learning Plan', 'Current Registrations', 'Curriculum Status', and 'Learning History'. On the right, there's a 'Your Home Page' information window with a red border. This window contains the following text:

Your Home Page
The Home Page is the first page that appears when you log into Plateau Learning. It contains a welcome message and descriptions of each menu option in Plateau Learning. The Home Page contains Alerts about your learning, your Learning Plan, your Curriculum Status, and New Items.

- **Alerts:** Alerts appear automatically when you have assessments to complete, unverified learning events and expired learning. When you see an alert, click it to open the page affected by the alert.
- **Catalog:** The catalog is a list of all items and scheduled offerings that are available to you. You can view all available instructor-lead items, all available online items, or you can browse the catalog.
- **My Plans:** This quick reference shows five of your goals and their target dates and the percentage towards the target for each goal. To go to your My Plans page, click the **My Plans** link in the top right corner of the section. This section will display performance goals first. If you have less than five performance goals, the section will display development goals.
- **Learning Plan:** The Learning Plan table shows a list of the items assigned to you based on your learning plan and learning needs. The list includes one-time and recurring items listed by title, the item type, and the date that the item is required to be completed by. To go to your learning plan, click the **Learning Plan** link in the right corner of the section.

Below the text in the window is a table with the following data:

Type	Required By
👤	9/30/2007
👤	9/30/2007
👤	10/8/2008
👤	
👤	

At the bottom of the window, there are links: '→ My Plan', '→ Learning Plan', and '→ Go to Curriculum Status'.

The quick reference guide on the following page summarizes the tasks performed to use context-sensitive help.

Quick Reference Guide

Using Context-Sensitive Help	
Task #	Task
1	Click the question button (always appears in the upper right of the screen) for help specific (context sensitive) to the screen you are currently viewing.
2	An information window will open on the right of your screen. Scroll down until you find the specific topic you are searching for.

Chapter 2

USING THE CATALOG

***User & Supervisor
Resource Guide***

**SECTION 2.1:
USING THE
CATALOG**

The catalog contains all of the items that have been made available to you for request. You can use the catalog to locate items, assign items to your learning plan, launch online items, and register for scheduled offerings (if your line of business allows for self-registration).

You can search the catalog four (4) ways:

1. browse catalog
2. calendar of offerings
3. simple catalog search
4. advanced catalog search.

**SECTION 2.2:
BROWSING THE
CATALOG**

You can browse the items in the catalog by **subject area**. Each item is assigned to one or more **subject areas**. Clicking on a **subject area** will display all items in the catalog assigned to that **subject area**.

1 Click the **catalog** tab on the **top menu bar** from the **eLMS home page**.

The screenshot shows the eLMS home page for user MARY ADMIN. The top navigation bar includes 'Personal', 'Learning', 'Career', 'Catalog' (highlighted with a red box), and 'Reports'. Below the navigation bar, there is a 'Welcome MARY ADMIN' message and a 'Personal' section with links for 'Home', 'Approvals', 'Profile', 'Regional Settings', 'Communities', and 'Skills'. The main content area is divided into several sections: 'Alerts' (with a notification 'You have overdue learning'), 'Catalog' (with links to view instructor-led and online items, and a 'Browse Catalog' link), 'My Plans' (showing no relevant items), 'Learning Plan' (with a table of items), 'Curriculum Status' (with a link to 'Go to Curriculum Status'), and 'New Items'.

Learning Plan		
Title	Type	Required By
Safety, Health, and Security Strategies	🔗	🔴 11/15/2007
(05509) Physical/Facility Security SAVI FY07	🔗	
(05704) Information System Security SAVI FY07	🔗	

2 Click the **browse catalog** link from the **submenu**.



Browse Catalog

This page is used to browse the catalog by Subject Area. You can click the Expand icon next to any subject area title to view the Subject Areas nested beneath it.

Subject Area Menu	Items
[Expand All] [Collapse All]	
Acquisition (1)	Please select Subject Area to view related items.
Administrative Support (18)	
Air Traffic Technical Training (40)	
Aviation Safety (AVS) (27)	
Business Law (6)	
Business, Public Admin, and Quality (3)	
Career Management (1)	
Civil Rights & EEO (2)	
Communication \ Anger Management (3)	
Communication \ Business Etiquette (5)	
Communication \ Business Grammar (4)	
Communication \ Business Writing (7)	
Communication \ Conflict and Crisis Management (5)	
Communication \ Effective Listening Skills (5)	
Communication \ Electronic Communication (4)	
Communication \ Emotional Intelligence (6)	
Communication \ International Business Skills (6)	
Communication \ Interpersonal Skills (36)	
Communication \ Meetings and Presentations (8)	
Communication \ Negotiation Skills (10)	
Communication \ Organizational (1)	
Communication \ Working with Difficult People (6)	
Communications (3)	
Consulting (14)	

3 Click a **subject area** link to view items within the **subject area**. The number in parentheses indicates the number of viewable items.

Personal Learning Career **Catalog** Reports

• **Browse Catalog** • Calendar of Offerings • Simple Catalog Search • Advanced Catalog Search

Browse Catalog

This page is used to browse the catalog by Subject Area. You can click the Expand icon next to any subject area title to view the Subject Areas nested beneath it.

Subject Area Menu	Items
[Expand All] [Collapse All]	
Acquisition (1)	Please select Subject Area to view related items.
Administrative Support (18)	
Air Traffic Technical Training (40)	
Aviation Safety (AVS) (27)	
Business Law (6)	
Business, Public Admin, and Quality (3)	
Career Management (1)	
Civil Rights & EEO (2)	
Communication \ Anger Management (3)	
Communication \ Business Etiquette (5)	
Communication \ Business Grammar (4)	
Communication \ Business Writing (7)	
Communication \ Conflict and Crisis Management (5)	
Communication \ Effective Listening Skills (5)	
Communication \ Electronic Communication (3)	
Communication \ Emotional Intelligence (6)	
Communication \ International Business Skills (6)	
Communication \ Interpersonal Skills (36)	
Communication \ Meetings and Presentations (8)	
Communication \ Negotiation Skills (10)	
Communication \ Organizational (1)	
Communication \ Working with Difficult People (6)	
Communications (3)	

4 | A list of **items** opens with a description of each one.

Personal Learning Career **Catalog** Reports

• **Browse Catalog** • Calendar of Offerings • Simple Catalog Search • Advanced Catalog Search

Browse Catalog ?

This page is used to browse the catalog by Subject Area. You can click the Expand icon next to any subject area title to view the Subject Areas nested beneath it.

Subject Area Menu **Items**

[Expand All] [Collapse All] **Communication \ Effective Listening Skills (5)**

- Acquisition (1)
- Administrative Support (18)
- Air Traffic Technical Training (40)
- Aviation Safety (AVS) (27)
- Business Law (6)
- Business, Public Admin, and Quality (3)
- Career Management (1)
- Civil Rights & EEO (2)
- Communication \ Anger Management (3)
- Communication \ Business Etiquette (5)
- Communication \ Business Grammar (4)
- Communication \ Business Writing (7)
- Communication \ Conflict and Crisis Management (5)
- Communication \ Effective Listening Skills (5)**
- Communication \ Electronic Communication (4)
- Communication \ Emotional Intelligence (6)
- Communication \ International Business Skills (6)
- Communication \ Interpersonal Skills (36)
- Communication \ Meetings and Presentations (8)
- Communication \ Negotiation Skills (10)
- Communication \ Organizational (1)
- Communication \ Working with Difficult People (6)
- Communications (3)
- Consulting (14)

Effective Listening Skills Simulation
 Description : Although relatively straightforward in theory, the process that transforms effective listening into More >
 Cost: 0.00 Length: 0.50 User Rating: N/A Status: --
 Go to Content
 Add to Learning Plan

Enhancing Your Listening Skills
 Description : Have you ever been taken by surprise by an unexpected deadline? Have you ever left a meeting unsure More >
 Cost: 0.00 Length: 3.00 User Rating: N/A Status: --
 Go to Content
 Add to Learning Plan

Listening for Comprehension
 Description : Do you need to better understand the basic meaning of a conversation or presentation? If you need to More >
 Cost: 0.00 Length: 5.00 User Rating: N/A Status: --
 Go to Content
 Add to Learning Plan

Listening for Higher Purposes
 Description : Do you sometimes have difficulty using your listening skills to effectively evaluate arguments or ap More >
 Cost: 0.00 Length: 3.00 User Rating: N/A Status: --
 Go to Content
 Add to Learning Plan

The Basics of Listening
 Description : Do you sometimes feel like you are not getting the whole message when someone talks to you? If you h More >
 Cost: 0.00 Length: 3.00 User Rating: N/A Status: --
 Go to Content
 Add to Learning Plan

NOTE: Requesting an item or adding an item to your learning plan does not register you for the course. Supervisory approval is required before taking any training, including launchable content.

The quick reference guide on the following page summarizes the tasks performed to browse the catalog.

Quick Reference Guide

Browsing the Catalog	
Task #	Action
1	Click the catalog tab on the top menu bar from the eLMS home page .
2	Click the browse catalog link from the submenu .
3	Click a subject area link to view items within the subject area . The number in parentheses indicates the number of viewable items.
4	A list of items opens with a description of each one.

**SECTION 2.3:
CALENDAR OF
OFFERINGS**

You can search the catalog by month, week, or day for scheduled offerings that are listed in a catalog and view them in an interactive calendar.

NOTE: Most of the FAA will not include scheduled offerings in any catalog. No FAA Academy or CMEL scheduled offerings will be listed in catalogs.

1 Click the **catalog** tab on the **top menu bar** from the **eLMS home page**.

The screenshot shows the eLMS home page interface. At the top, there is a navigation bar with tabs for Personal, Learning, Career, Catalog, and Reports. The 'Catalog' tab is highlighted with a red box. Below the navigation bar is a breadcrumb trail: Home > Approvals > Profile > Regional Settings > Communities > Skills. The main content area is titled 'Welcome MARY ADMIN' with a date of 11/16/2007. A message states: 'DOT's eLMS provides learners the power to access and manage their learning with online tools. Once logged into eLMS, learners can manage their learning through the following features!'. There are four sections: 'Learning Plan', 'Current Registrations', 'Curriculum Status', and 'Learning History', each with a brief description. On the right side, there are 'Alerts' (You have overdue learning), 'Catalog' (View all available instructor-led items, View all available online items, Browse Catalog), 'My Plans' (There are no relevant items for this User.), 'Learning Plan' (table with 3 rows), 'Curriculum Status' (All Employees), and 'New Items'.

Learning Plan

Title	Type	Required By
Safety, Health, and Security Strategies	📄	🔴 11/15/2007
(05509) Physical/Facility Security SAVI FY07	📄📄	
(05704) Information System Security SAVI FY07	📄	

2 Click the **calendar of offerings** link from the **submenu**.

The screenshot shows the eLMS interface with a navigation bar containing 'Personal', 'Learning', 'Career', 'Catalog', and 'Reports'. Below the navigation bar, a breadcrumb trail reads: 'Browse Catalog > Calendar of Offerings > Simple Catalog Search > Advanced Catalog Search'. The 'Calendar of Offerings' link is highlighted with a red box. Below the breadcrumb, the page title is 'Browse Catalog' with a help icon. A descriptive text states: 'This page is used to browse the catalog by Subject Area. You can click the Expand icon next to any subject area title to view the Subject Areas nested beneath it.' The main content area is a table with two columns: 'Subject Area Menu' and 'Items'. The 'Subject Area Menu' column contains a list of subject areas with their respective item counts, such as 'Acquisition (1)', 'Administrative Support (18)', and 'Air Traffic Technical Training (40)'. The 'Items' column is currently empty and contains the text 'Please select Subject Area to view related items.' There are expand/collapse icons next to the subject area titles.

Subject Area Menu	Items
[Expand All] [Collapse All]	
Acquisition (1)	Please select Subject Area to view related items.
Administrative Support (18)	
Air Traffic Technical Training (40)	
Aviation Safety (AVS) (27)	
Business Law (6)	
Business, Public Admin, and Quality (3)	
Career Management (1)	
Civil Rights & EEO (2)	
Communication \ Anger Management (3)	
Communication \ Business Etiquette (5)	
Communication \ Business Grammar (4)	
Communication \ Business Writing (7)	
Communication \ Conflict and Crisis Management (5)	
Communication \ Effective Listening Skills (5)	
Communication \ Electronic Communication (4)	
Communication \ Emotional Intelligence (6)	
Communication \ International Business Skills (6)	
Communication \ Interpersonal Skills (36)	
Communication \ Meetings and Presentations (8)	
Communication \ Negotiation Skills (10)	
Communication \ Organizational (1)	
Communication \ Working with Difficult People (6)	
Communications (3)	
Consulting (14)	

3	<p>For each day in the month, the calendar displays the number of scheduled offerings in each subject area that are scheduled for that day. Click the subject area to view the scheduled offerings (if they are listed in the catalog).</p> <p>NOTE: Most of the FAA will not include scheduled offerings in any catalog. No FAA Academy or CMEL scheduled offerings will be listed in catalogs.</p> <p>NOTE: This functionality is not currently working. Plateau is aware of the problem and will provide a fix at some future date.</p>
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Personal Learning Career Catalog Reports

• Browse Catalog • **Calendar of Offerings** • Simple Catalog Search • Advanced Catalog Search

Calendar of Offerings ?

Below are the results of your search of the Calendar of Offerings. You can view the Calendar in a Monthly or Weekly view.

Month Week Day << < Month of: November 2007 > >> [Calendar Search](#) [Calendar Options](#)

Calendar of Offerings

Error

Please report the following error to your system administrator:

Ticket 18386

Monday	Tuesday	Wednesday	Thursday	Friday
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NOTE: Requesting an item or adding an item to your learning plan does not register you for the course. Supervisory approval is required before taking any training, including launchable content.

The quick reference guide on the following page summarizes the tasks performed to display the calendar of offerings.

Quick Reference Guide

Calendar of Offerings	
Task #	Action
1	Click the catalog tab on the top menu bar from the eLMS home page .
2	Click the calendar of offerings link from the submenu .
3	For each day in the month, the calendar displays the number of scheduled offerings in each subject area that are scheduled for that day. Click the subject area to view the scheduled offerings (if they are listed in the catalog).

SECTION 2.4:
SIMPLE
CATALOG
SEARCH

The eLMS will search for the keywords in the title and description fields of the items in the catalog. You can further filter the search based on item **classification**:

- **curricula** – groups of related items assigned as a single unit
- **instructor-led items** - items that can be scheduled, usually delivered by one or more instructors
- **online items** - items that contain online content only and are completely self-paced and not scheduled
- **blended** – items that contain both instructor-led and online content
- **other** - items that must be completed outside of the eLMS (i.e., reading a book or watching a video).

1 Click the **catalog** tab on the **top menu bar** from the **eLMS home page**.

The screenshot shows the eLMS interface for user MARY ADMIN. At the top, a navigation bar includes 'Personal', 'Learning', 'Career', 'Catalog' (highlighted with a red box), and 'Reports'. Below the navigation bar, there are links for Home, Approvals, Profile, Regional Settings, Communities, and Skills. The main content area is titled 'Welcome MARY ADMIN' with a date of 11/16/2007. A message states: 'DOT's eLMS provides learners the power to access and manage their learning with online tools. Once logged into eLMS, learners can manage their learning through the following features':

- Learning Plan**: The Learning Plan is the list of assigned training. Learners can add optional items to their Learning Plans, register in instructor-led items, and launch online content from the Learning Plan. It should be noted that access to registration is determined by Modal policy.
- Current Registrations**: The Current Registrations view enables learners to view all of their registrations in Scheduled Offerings in one easy view.
- Curriculum Status**: The Curriculum Status functionality provides learners with a comprehensive list of the curricula and subcurricula needed for personal and career advancement. Required dates associated with each curriculum help manage your learning needs.
- Learning History**: The Learning History allows learners to see a list of all of the learning they have completed, as well as their performance on the item. For issue with your Learning History (e.g., missing history), contact your local training administrator.

On the right side, there are sections for Alerts (You have overdue learning), Catalog (View all available instructor-led items, View all available online items, Browse Catalog), My Plans (There are no relevant items for this User.), Learning Plan (table below), Curriculum Status (Go to Curriculum Status), and New Items.

Title	Type	Required By
Safety, Health, and Security Strategies		
(05509) Physical/Facility Security SAVI FY07		11/15/2007
(05704) Information System Security SAVI FY07		

2 Click the **simple catalog search** link from the **submenu**.

The screenshot shows the top navigation bar with tabs for Personal, Learning, Career, Catalog, and Reports. Below the tabs is a breadcrumb trail: **Browse Catalog** > Calendar of Offerings > **Simple Catalog Search** > Advanced Catalog Search. The **Simple Catalog Search** link is highlighted with a red box. Below the breadcrumb is the 'Browse Catalog' heading and a sub-heading: 'This page is used to browse the catalog by Subject Area. You can click the Expand icon next to any subject area title to view the Subject Areas nested beneath it.'

Subject Area Menu	Items
[Expand All] [Collapse All]	
Acquisition (1)	Please select Subject Area to view related Items.
Administrative Support (18)	
Air Traffic Technical Training (40)	
Aviation Safety (AVS) (27)	
Business Law (6)	
Business, Public Admin, and Quality (3)	
Career Management (1)	
Civil Rights & EEO (2)	
Communication \ Anger Management (3)	
Communication \ Business Etiquette (5)	
Communication \ Business Grammar (4)	
Communication \ Business Writing (7)	
Communication \ Conflict and Crisis Management (5)	
Communication \ Effective Listening Skills (5)	
Communication \ Electronic Communication (4)	
Communication \ Emotional Intelligence (6)	
Communication \ International Business Skills (6)	
Communication \ Interpersonal Skills (36)	
Communication \ Meetings and Presentations (8)	
Communication \ Negotiation Skills (10)	
Communication \ Organizational (1)	
Communication \ Working with Difficult People (6)	
Communications (3)	
Consulting (14)	

3 Enter a keyword in the **keyword** field to search for a specific item or leave the field blank to display all items in the catalog.

If you know the exact phrase of what you are looking for, type that phrase and select the **exact phrase** checkbox.

The screenshot shows the 'Simple Catalog Search' page. The breadcrumb trail is: **Browse Catalog** > Calendar of Offerings > **Simple Catalog Search** > Advanced Catalog Search. The **Simple Catalog Search** link is highlighted with a red box. Below the breadcrumb is the 'Simple Catalog Search' heading and a sub-heading: 'The Simple Catalog Search page allows you to search Learning Item, Curriculum title and description by keyword. You can also filter your search by Item Classification.'

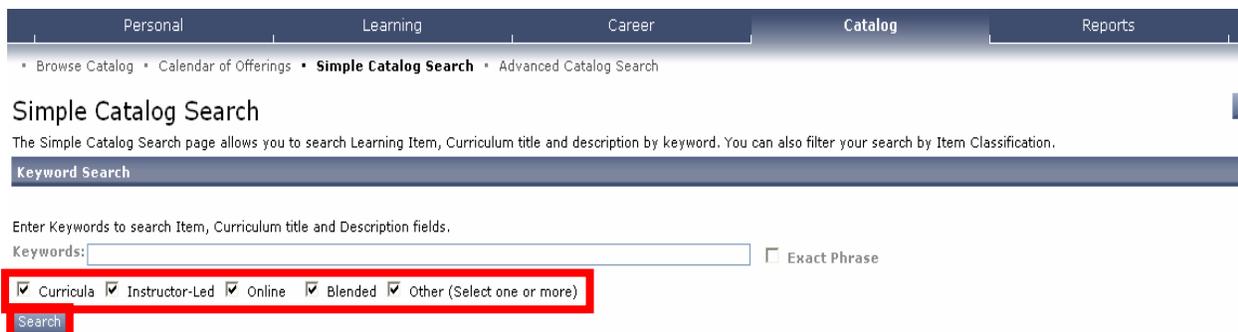
Keyword Search

Enter Keywords to search Item, Curriculum title and Description fields.

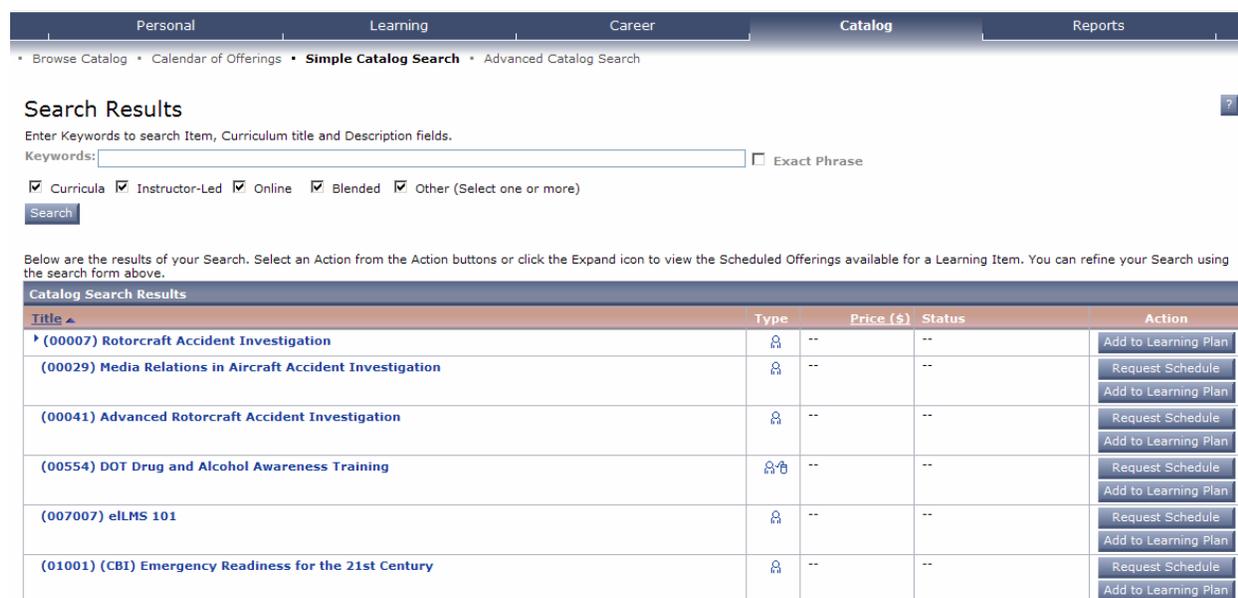
Keywords: Exact Phrase

Curricula Instructor-Led Online Blended Other (Select one or more)

4 Filter your search to include any combination of **curricula**, **instructor-led**, **online**, **blended**, or **other** items by checking the boxes. Click the **search** button.



The screen after clicking the search button for a simple search:



NOTE: Requesting an item or adding an item to your learning plan does not register you for the course. Supervisory approval is required before taking any training, including launchable content.

The quick reference guide on the following page summarizes the tasks performed in a simple catalog search.

Quick Reference Guide

Simple Catalog Search	
Task #	Action
1	Click the catalog tab on the top menu bar from the eLMS home page .
2	Click the simple catalog search link from the submenu .
3	Enter a keyword in the keyword field to search for a specific item or leave the field blank to display all items in the catalog. If you know the exact phrase of what you are looking for, type that phrase and select the exact phrase checkbox.
4	Filter your search to include any combination of curricula , instructor-led , online , blended , or other items by checking the boxes. Click the search button.

SECTION 2.5: The eLMS will search the catalog for items that meet all the criteria entered on the advanced catalog search page.
ADVANCED CATALOG SEARCH

1 Click the **catalog** tab on the **top menu bar** from the **eLMS home page**.

The screenshot shows the eLMS home page for user MARY ADMIN. The top navigation bar includes 'Personal', 'Learning', 'Career', 'Catalog' (highlighted in red), and 'Reports'. Below the navigation bar is a breadcrumb trail: Home > Approvals > Profile > Regional Settings > Communities > Skills. The main content area is titled 'Welcome MARY ADMIN' with a date of 11/16/2007. It contains several sections: 'Learning Plan', 'Current Registrations', 'Curriculum Status', and 'Learning History'. On the right side, there are 'Alerts' (indicating overdue learning), 'Catalog' links, 'My Plans' (showing no relevant items), 'Learning Plan' table, 'Curriculum Status' table, and 'New Items' section.

Alerts
 You have overdue learning>

Catalog
 View all available instructor-led items>
 View all available online items>
 Browse Catalog>

My Plans →My Plan
 There are no relevant items for this User.

Learning Plan → Learning Plan

Title	Type	Required By
Safety, Health, and Security Strategies	🔍	🔴 11/15/2007
(05509) Physical/Facility Security SAVI FY07	🔍	
(05704) Information System Security SAVI FY07	🔍	

Curriculum Status → Go to Curriculum Status

Title
All Employees

New Items

2 Click the **advanced catalog search** from the **submenu**.



Browse Catalog

This page is used to browse the catalog by Subject Area. You can click the Expand icon next to any subject area title to view the Subject Areas nested beneath it.

Subject Area Menu	Items
[Expand All] [Collapse All]	
<ul style="list-style-type: none"> Acquisition (1) Administrative Support (18) Air Traffic Technical Training (40) Aviation Safety (AVS) (27) Business Law (6) Business, Public Admin, and Quality (3) Career Management (1) Civil Rights & EEO (2) Communication \ Anger Management (3) Communication \ Business Etiquette (5) Communication \ Business Grammar (4) Communication \ Business Writing (7) Communication \ Conflict and Crisis Management (5) Communication \ Effective Listening Skills (5) Communication \ Electronic Communication (4) Communication \ Emotional Intelligence (6) Communication \ International Business Skills (6) Communication \ Interpersonal Skills (36) Communication \ Meetings and Presentations (8) Communication \ Negotiation Skills (10) Communication \ Organizational (1) Communication \ Working with Difficult People (6) Communications (3) 	<p>Please select Subject Area to view related items.</p>

3 In the **keywords** section, enter the keywords in the field for **title, description, or ID**. You can use any one or a combination of these searches.

The screenshot shows the 'Advanced Catalog Search' page. At the top, there are navigation tabs: Personal, Learning, Career, **Catalog**, and Reports. Below the tabs is a breadcrumb trail: Browse Catalog > Calendar of Offerings > Simple Catalog Search > **Advanced Catalog Search**. The page title is 'Advanced Catalog Search' with a help icon. A sub-header reads: 'The Advanced Catalog Search page allows you to search the Catalog by specific Catalog fields. You can search the Catalog by Learning Items, Curriculum and Scheduled Offerings.' The 'Keywords' section is highlighted with a red box and contains three rows: 'Title:' with a 'Contains' dropdown and an input field; 'Description:' with a 'Contains' dropdown and an input field; and 'ID:' with a 'Contains' dropdown and an input field. Below this is the 'Search Options' section, which includes radio buttons for 'All' (selected), 'Only Items', 'Curricula', and 'Only Offerings'. There are also checkboxes for 'Instructor-Led', 'Online', 'Blended', and 'Other (Select one or more)'. Further down are 'Subject Area:', 'Delivery Method:', and 'Source:' fields, each with a 'Contains' dropdown and a 'Select' button. A 'Search' button is located at the bottom right.

4 Use the **drop-down arrows** to specify how the eLMS should use the keywords you enter. You can choose **contains, starts with, or exact match**.

This screenshot is identical to the previous one, but the 'Keywords' section is not highlighted. Instead, the 'Contains' dropdown arrow in the 'Title:' field is highlighted with a red box. This dropdown menu is open, showing three options: 'Contains', 'Starts With', and 'Exact Match'. The rest of the page, including the 'Search Options' section with its radio buttons and checkboxes, remains the same.

- 5 In the **search options** section, filter your search to search for **all** entries, **only items**, **curricula**, or **only offerings**, by clicking the appropriate radio button.

Personal Learning Career **Catalog** Reports

• Browse Catalog • Calendar of Offerings • Simple Catalog Search • **Advanced Catalog Search**

Advanced Catalog Search

The Advanced Catalog Search page allows you to search the Catalog by specific Catalog fields. You can search the Catalog by Learning Items, Curriculum and Scheduled Offerings.

Keywords

Title: Contains

Description: Contains

ID: Contains

Search Options

Search for: All Only Items Curricula Only Offerings

Instructor-Led Online Blended Other (Select one or more)

Subject Area: Contains Select

Delivery Method: Contains Select

Source: Contains Select

Search

- 6 Filter your search by any combination of **instructor-led**, **online**, **blended**, or **other** entries by checking the appropriate checkboxes.

Personal Learning Career **Catalog** Reports

• Browse Catalog • Calendar of Offerings • Simple Catalog Search • **Advanced Catalog Search**

Advanced Catalog Search

The Advanced Catalog Search page allows you to search the Catalog by specific Catalog fields. You can search the Catalog by Learning Items, Curriculum and Scheduled Offerings.

Keywords

Title: Contains

Description: Contains

ID: Contains

Search Options

Search for: All Only Items Curricula Only Offerings

Instructor-Led Online Blended Other (Select one or more)

Subject Area: Contains Select

Delivery Method: Contains Select

Source: Contains Select

Search

7 Enter the keywords in the field for **subject area, delivery method, or source**. You can use any one or a combination of these searches.

The **select** link to the **right** of a field takes you to a new screen where you can select from a list of entries.

The screenshot shows the 'Advanced Catalog Search' interface. At the top, there are navigation tabs: Personal, Learning, Career, Catalog, and Reports. Below the tabs is a breadcrumb trail: Browse Catalog > Calendar of Offerings > Simple Catalog Search > **Advanced Catalog Search**. The page title is 'Advanced Catalog Search' with a help icon. A sub-header explains: 'The Advanced Catalog Search page allows you to search the Catalog by specific Catalog fields. You can search the Catalog by Learning Items, Curriculum and Scheduled Offerings.'

The 'Keywords' section contains three search fields:

- Title: Contains [dropdown] [input]
- Description: Contains [dropdown] [input]
- ID: Contains [dropdown] [input]

The 'Search Options' section includes radio buttons for 'Search for: All (selected), Only Items, Curricula, Only Offerings'. Below are checked checkboxes for 'Instructor-Led', 'Online', 'Blended', and 'Other (Select one or more)'. Three search criteria are listed:

- Subject Area: Contains [dropdown] [input] **Select**
- Delivery Method: Contains [dropdown] [input] **Select**
- Source: Contains [dropdown] [input] **Select**

 A red box highlights the 'Select' links for these three criteria. A 'Search' button is located at the bottom right.

8 Use the **drop-down arrows** to specify how the eLMS should use the keywords you enter. You can choose **contains, starts with, or exact match**. Click the **search** button.

This screenshot shows the same 'Advanced Catalog Search' page as above. In this view, the 'Search Options' section is expanded. The 'Subject Area' dropdown is set to 'Contains', 'Delivery Method' is set to 'Starts With', and 'Source' is set to 'Exact Match'. A red box highlights the drop-down arrows for each of these three criteria. Another red box highlights the 'Search' button at the bottom right.

The screen after clicking the search button for an advanced search:

Personal Learning Career **Catalog** Reports

• Browse Catalog • Calendar of Offerings • Simple Catalog Search • **Advanced Catalog Search**

Search Results ?

Below are the results of your Search. Select an Action from the Action buttons or click the Expand icon to view the Scheduled Offerings available for a Learning Item. You can refine your Search by clicking the **Refine Search** link at the top of the page.

[← Refine Search](#)

Advanced

Below are the results of your Search. Select an Action from the Action buttons or click the Expand icon to view the Scheduled Offerings available for a Learning Item. You can refine your Search using the search form above.

Catalog Search Results				
Title ▲	Type	Price (\$)	Status	Action
▾ (00007) Rotorcraft Accident Investigation	📎	**	**	Add to Learning Plan
(00029) Media Relations in Aircraft Accident Investigation	📎	**	**	Request Schedule Add to Learning Plan
(00041) Advanced Rotorcraft Accident Investigation	📎	**	**	Request Schedule Add to Learning Plan
(00554) DOT Drug and Alcohol Awareness Training	📎🔗	**	**	Request Schedule Add to Learning Plan
(007007) eLMS 101	📎	**	**	Request Schedule Add to Learning Plan
(01001) (CBI) Emergency Readiness for the 21st Century	📎	**	**	Request Schedule Add to Learning Plan
(01015) (CBI/WEB) Reasonable Suspicion Training for Managers and Supervisors	📎🔗	**	**	Request Schedule Add to Learning Plan

NOTE: Requesting an item or adding an item to your learning plan does not register you for the course. Supervisory approval is required before taking any training, including launchable content.

The quick reference guide on the following page summarizes the tasks performed in an advanced catalog search.

Quick Reference Guide

Advanced Catalog Search	
Task #	Action
1	Click the catalog tab on the top menu bar from the eLMS home page .
2	Click the advanced catalog search link from the submenu .
3	In the keywords section, enter the keywords in the field for title, description, or ID . You can use any one or a combination of these searches.
4	Use the drop-down arrows to specify how the eLMS should use the keywords you enter. You can choose contains, starts with, or exact match .
5	In the search options section, filter your search to search for all entries, only items, curricula, or only offerings , by clicking the appropriate radio button.
6	Filter your search by any combination of instructor-led, online, blended, or other entries by checking the appropriate checkboxes.
7	Enter the keywords in the field for subject area, delivery method, or source . You can use any one or a combination of these searches. The select link to the right of a field takes you to a new screen where you can select from a list of entries.
8	Use the drop-down arrows to specify how the eLMS should use the keywords you enter. You can choose contains, starts with, or exact match . Click the search button.

Chapter 3
***UNDERSTANDING YOUR
LEARNING PLAN***

***User & Supervisor
Resource Guide***

**SECTION 3.1:
UNDERSTANDING
THE LEARNING
PLAN**

A supervisor, an administrator, or you may assign learning requests and training requirements to your learning plan. Each of these assignments is called an item. Items can be instructor-led, web-based, or blended, or require outside media such as reading materials or videos.

1 Click the **learning** tab on the **top menu bar** from the **eLMS home page**.

The screenshot shows the eLMS home page for user WILLIAM BUDGET. The top navigation bar has the 'Learning' tab selected. Below the navigation bar, there are several sections: 'Alerts' with a notification 'You have overdue learning', 'Catalog' with links to view instructor-led and online items, 'My Plans' (showing no relevant items), 'Learning Plan' (a table of items), and 'Curriculum Status' (a table with 'All Employees').

Title	Type	Required By
(05509) Physical/Facility Security SAVI FY07		9/30/2007
(05704) Information System Security SAVI FY07		9/30/2007
(05506) ATS ORIENTATION		11/15/2007
(12345678) eLMS New Release Training		11/15/2007

2 Your **learning plan** opens.

The screenshot shows the 'Learning Plan' page. It includes a 'Group Plan by' dropdown set to 'None' and a 'Field Chooser' button. Below is a table of learning items with columns for Title, Type, Required By, Status, Action, and Remove.

Title	Type	Required By	Status	Action	Remove
(05509) REPORT WRITING		7/19/2007	Must be registered	Request Schedule	
(05709) Purchase Card Training		6/6/2007	Must be registered	Request Schedule	
(05727) Principles Of Federal Appropriations Law		8/21/2007	Must be registered	Request Schedule	

The table on pages 3-3 and 3-4 explains the basic column titles on the learning plan.

Learning Plan Column Heading	Description
title	<p>click the right arrow under the item title column to access basic information about the item, including:</p> <ul style="list-style-type: none"> • description • origin (how/who assigned the item to your learning plan) • assignment type (e.g., required/mandatory) • assigned by <p>the item's title is a link; click the title of the item to open a detailed item record that includes:</p> <ul style="list-style-type: none"> • item summary • assignment information • subject areas • prerequisites • substitutes • competencies • related documents
type	displays a graphic of the item type
required by	a date with an exclamation point indicates overdue assignment; a black date indicates the future required date (deadline)
status	indicates your status or requirements to complete the item

Continued next page

Learning Plan Column Heading	Description
action	<p>the available actions will vary depending upon the current status; possible actions are:</p> <ul style="list-style-type: none"> • access community: if a community exists for the item, this will open the community NOTE: Communities are not currently being used FAA-wide. • launch content: available if online content exists and is available at this current time (some content may be planned for a specific time or require enrollment in a scheduled offering); this will open the content • register: this button only appears if the item you searched for or added to your learning plan allows for self-registration; clicking on this button will allow you to register in a scheduled offerings for the item you selected NOTE: Most FAA items do not allow for self-registration. • request schedule: this button allows you to request to be registered for an item; please make sure to follow your line-of-business process to obtain permission to attend training and to be registered in eLMS; clicking on this button and adding information does <i>not</i> mean that you are or will be registered for an item and/or scheduled offering NOTE: Not all FAA lines of business are using this function. • view registration: available if you are registered for a scheduled offering; this will allow you to view registration information.
remove	<p>available if the item was self-assigned; a small box with an “x” will be in this column if you are able to remove this item; click the “x” to remove the item from your learning plan Note: Most FAA items do not allow for self-registration.</p>

3 Click the **field chooser** icon to access additional learning plan fields.

The screenshot shows the 'Learning Plan' page with a navigation bar (Personal, Learning, Career, Catalog, Reports) and a breadcrumb trail. Below the page title, there is a 'Group Plan by:' dropdown menu set to 'None'. A 'Field Chooser' icon is highlighted with a red box. Below this is a table of learning plan items:

Title	Type	Required By	Status	Action	Remove
(05509) REPORT WRITING	Person	7/19/2007	Must be registered	Request Schedule	
(05709) Purchase Card Training	Person	6/6/2007	Must be registered	Request Schedule	
(05727) Principles Of Federal Appropriations Law	Person	8/21/2007	Must be registered	Request Schedule	

4 Enter a **number** to specify the **order** in which you want the fields to appear on your learning plan. (The field with the number 1 (one) will appear in the first column of your learning plan, the field with the number 2 (two) will appear second, etc.) Click the **submit** button.

The screenshot shows the 'Field Chooser' dialog box open over the learning plan table. The dialog box contains the following fields:

- 1 Title
- 2 Type
- 3 Required By
- 4 Status
- Days Remaining
- Assignment Type

The 'Submit' button at the bottom of the dialog box is highlighted with a red box. The background table is partially visible, showing the same items as in the previous screenshot.

The quick reference guide on the following page summarizes the tasks performed to view learning plan assignments.

Quick Reference Guide

Viewing Learning Plan Assignments	
Task #	Action
1	Click the learning tab on the top menu bar from the eLMS home page .
2	Your learning plan opens.
3	Click the field chooser icon to access additional learning plan fields.
4	Enter a number to specify the order in which you want the fields to appear on your learning plan. (The field with the number 1 (one) will appear in the first column of your learning plan, the field with the number 2 (two) will appear second, etc.) Click the submit button.

SECTION 3.2: SORTING DISPLAYED DATA

You can group items on your learning plan by categories:

- **item type:** when you group by item type, there is a category for instructor-led, online, and blended types
- **assignment type:** when you group by assignment type, there is a category for every assignment type on your plan
- **due within:** when you group by interval, there is a category for every deadline (requirement interval) on your plan
- **status toward completion:** when you group by status, there is a category for every registration status on your plan.

Click the **drop down arrow** in the **group plan by:** field to select the category for grouping items.

The screenshot shows the 'Learning Plan' page with a navigation bar (Personal, Learning, Career, Catalog, Reports) and a breadcrumb trail (Learning Plan > Learning Calendar > Current Registrations > Curriculum Status > Learning History > Record Learning > SF-182 Requests). The 'Group Plan by:' dropdown is open, showing options: None, Item Type, Assignment Type, Due Within, and Status toward Completion. Below the dropdown is a table with columns: Title, Type, Required By, Status, Action, and Remove.

Title	Type	Required By	Status	Action	Remove
▶ (05727) Principles Of Federal Appropriations Law		8/21/2007	Must be registered	Request Schedule	
▶ (05509) REPORT WRITING		7/19/2007	Must be registered	Request Schedule	
▶ (05709) Purchase Card Training		6/6/2007	Must be registered	Request Schedule	

SECTION 3.2:
SORTING
DISPLAYED
DATA
Continued

You can sort your learning plan by **item title**, by **type**, or by **required by** date. The required by date column can be sorted in ascending or descending order.

Personal Learning Career Catalog Reports

• Learning Plan • Learning Calendar • Current Registrations • Curriculum Status • Learning History • Record Learning • SF-182 Requests

Learning Plan ?

This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.

Group Plan by: None Field Chooser

[Expand All] [Collapse All]

Title	Type	Required By	Status	Action	Remove
▶ (05509) REPORT WRITING	👤	7/19/2007	Must be registered	Request Schedule	
▶ (05709) Purchase Card Training	👤	6/6/2007	Must be registered	Request Schedule	
▶ (05727) Principles Of Federal Appropriations Law	👤	8/21/2007	Must be registered	Request Schedule	

SECTION 3.2:
SORTING
DISPLAYED
DATA
Continued

You can filter your learning plan by using the **drop down arrows**:

- filter by item status by clicking the **drop down arrow** and selecting registered, in progress, with online content, or all
- filter by the required items by clicking the **drop down arrow** and selecting 30, 60, or 90 days, or all.

Personal Learning Career Catalog Reports

• Learning Plan • Learning Calendar • Current Registrations • Curriculum Status • Learning History • Record Learning • SF-182 Requests

Learning Plan ?

This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.

Group Plan by: None Field Chooser

[Expand All] [Collapse All]

Title	Type	Required By	Status	Action	Remove
▶ (05509) REPORT WRITING	👤	7/19/2007	Must be registered	Request Schedule	
▶ (05709) Purchase Card Training	👤	6/6/2007	Must be registered	Request Schedule	
▶ (05727) Principles Of Federal Appropriations Law	👤	8/21/2007	Must be registered	Request Schedule	

SECTION 3.2:
SORTING
DISPLAYED
DATA
Continued

You can change the number of records displayed in your learning plan by using the **drop down arrow** and selecting the number of records you want displayed from the list.

Toggle through pages by clicking **previous** or **next** links or by clicking on the displayed number of the page you want.

Personal Learning Career Catalog Reports

Learning Plan Learning Calendar Current Registrations Curriculum Status Learning History Record Learning

Learning Plan

This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.

Group Plan by: [None] Field Chooser

[Expand All] [Collapse All]

Title	Type	Required By	Status	Action	Remove
(01223) The FAA Budget in Brief			Must be registered	Request Schedule	
(01271) Performance Planning and Budget Integration			Must be registered	Request Schedule	
(01277) Systems Thinking		10/8/2008	Must be registered	Offering Details	
(04229) New OMB Guidance for Budget Year 2008			Must be registered	Request Schedule	
(04241) Budgeting and Accounting: Making the Connection			Must be registered	Request Schedule	
(05509) Physical/Facility Security SAVI FY07		9/30/2007	Must be registered	Request Schedule	
(05640) Delphi Budget Execution			Must be registered	Request Schedule	
(05704) Information System Security SAVI FY07		9/30/2007	Available	Go to Content	
(14041) The FAA Budget Process			Must be registered	Request Schedule	
(25707) Performance Planning and Budget Integration			Must be registered	Request Schedule	

Records per Page: [1] Page: 1 2 <Previous | Next> 12 total records

**SECTION 3.3:
ITEM STATUSES
AND ACTIONS**

The learning plan displays the status and corresponding actions for each item. The table on the following pages provides a brief explanation of each status type and action.

Personal Learning Career Catalog Reports My Employees

• Learning Plan • Learning Calendar • Current Registrations • Curriculum Status • Learning History • Record Learning • SF-182 Requests

Learning Plan

This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.

Group Plan by: Field Chooser

[\[Expand All\]](#) [\[Collapse All\]](#)

Learning Plan		Items: All	Required: All		
Title	Type	Required By	Status	Action	Remove
▶ (30200022) Managing Leave		6/6/2007	Must be registered	Request Schedule	
▶ Privacy 101		8/21/2007	Available	Go to Content	

Status	Available Actions
prerequisites not met—you have not completed the prerequisite items needed to take this item	request schedule*—there are no scheduled offerings, but you can be placed on a request list for future offerings
	remove—if self-registered, you can remove an item from your learning plan
	access community*—if a community exists for the item, open the community
enrolled—you are currently registered for this scheduled offering	view registration—you can withdraw (if you self-registered*) and view registration details from this registration page
	access community*—if a community exists for the item, open the community
in progress—you have already launched the online content for this item and can resume using the launch content action	launch content—there is online content you can launch
	remove—if self-registered*, you can remove an item from your learning plan
	access community—if a community exists for the item, open the community
pending approval—you have attempted to self-register for a scheduled offering that requires a supervisor's approval; the supervisor has been sent an email and must approve your enrollment	view registration—you can withdraw (if you self-registered*) and view registration details from this registration page
	access community*—if a community exists for the item, open the community
enrolled, not in session—you are currently registered for a scheduled offering and the course is not in session; however, the scheduled offering start date has passed, but the end date is still in the future	view registration—you can withdraw (if you self-registered*) and view registration details from this registration page
	access community*—if a community exists for the item, open the community

***Currently NOT being used FAA wide**

Continued next page

Status	Available Actions
must be registered—there is online content that cannot be launched until you are registered in a scheduled offering for the item	register—there are scheduled offerings available
	request alternative schedule*—there are no scheduled offerings but you can be placed on a request list for future openings
	remove—if self-registered*, you can remove an item from your learning plan
	access community*—if a community exists for the item, open the community
available—there is online content that can be launched and you have not yet launched any online content for this item	launch content—there is online content you can launch
	remove—you can remove from your learning plan an online item that you have placed on your learning plan
	access community*—if a community exists for the item, open the community
not available—there is online content that cannot be launched; it has been taken offline by an administrator	remove—if self-registered*, you can remove an item from your learning plan
	access community*—if a community exists for the item, open the community
launch during session—the online content is available at specific times during the scheduled offering in which you enrolled	view registration—you can withdraw (if you self-registered*) and view registration details from this registration page
	remove—if self-registered*, you can remove an item from your learning plan
	access community*—if a community exists for the item, open the community
on waitlist*—you have been waitlisted for this scheduled offering; you may be enrolled if someone drops the class or is removed; if you are placed on a waitlist, and the scheduled offering and date have passed, contact your learning coordinator	view registration—you can withdraw (if you self-registered*) and view registration details from this registration page
	access community*—if a community exists for the item, open the community
locked out—an administrator or the system has locked access to the item	remove—if self-registered*, you can remove an item from your learning plan
	access community*—if a community exists for the item, open the community

***Currently NOT being used FAA wide**

**SECTION 3.4:
VIEWING ITEM
DETAILS**

The title of an item displayed on your learning plan is a link. This link provides important details about the item. Within the item details display, you can view data such as:

- **assignment information** – who assigned the item, when it was assigned, and when it is due
- **item details** – delivery method, length, and contact person
- **prerequisites** – what other items must be completed before being registered for an item
- **substitutes** – items that can be taken in place of the item you are viewing
- **related documents** – can include pre-work, reading materials, and additional information

1 Click the **learning** tab on the **top menu bar** of the **eLMS home page**.

Welcome WILLIAM BUDGET
11/16/2007

DOT's eLMS provides learners the power to access and manage their learning with online tools. Once logged into eLMS, learners can manage their learning through the following features\:

Learning Plan
The Learning Plan is the list of assigned training. Learners can add optional items to their Learning Plans, register in instructor-led items, and launch online content from the Learning Plan. It should be noted that access to registration is determined by Modal policy.

Current Registrations
The Current Registrations view enables learners to view all of their registrations in Scheduled Offerings in one easy view.

Curriculum Status
The Curriculum Status functionality provides learners with a comprehensive list of the curricula and subcurricula needed for personal and career advancement. Required dates associated with each curriculum help manage your learning needs.

Learning History
The Learning History allows learners to see a list of all of the learning they have completed, as well as their performance on the item. For issue with your Learning History (e.g., missing history), contact your local training administrator.

Personal
The Personal menu provides you with tools to manage your Profile and Regional Settings, check on your Order Status and Order Tickets, and use the Career Planner to self-assign learning.

Learning
The Learning menu contains most of the tools that you will access the most frequently, the most important of which is the Learning Plan. The Learning Plan allows you to access your assigned online learning or register in instructor-led learning.

Career
The Competencies menu allows you to view your Assessment History, display your

Alerts
You have overdue learning>

Catalog
View all available instructor-led items>
View all available online items>
Browse Catalog>

My Plans → My Plan
There are no relevant items for this User.

Learning Plan → Learning Plan

Title	Type	Required By
(05509) Physical/Facility Security SAVI FY07		9/30/2007
(05704) Information System Security SAVI FY07		9/30/2007
(05506) ATS ORIENTATION		11/15/2007
(12345678) eLMS New Release Training		11/15/2007

Curriculum Status → Go to Curriculum Status

Title
All Employees

2 | Your **learning plan** opens. Click the **item title**.

Personal | **Learning** | Career | Catalog | Reports

• Learning Plan • Learning Calendar • Current Registrations • Curriculum Status • Learning History • Record Learning • SF-182 Requests

Learning Plan

This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.

Group Plan by: Field Chooser

[Expand All] [Collapse All]

Learning Plan		Items: All	Required: All		
Title	Type	Required By	Status	Action	Remove
▶ (05509) REPORT WRITING		7/19/2007	Must be registered	Request Schedule	
▶ (05709) Purchase Card Training		6/6/2007	Must be registered	Request Schedule	
▶ (05727) Principles Of Federal Appropriations Law		8/21/2007	Must be registered	Request Schedule	

3 | The **item details** will be displayed.

Personal | **Learning** | Career | Catalog | Reports

• Learning Plan • Learning Calendar • Current Registrations • Curriculum Status • Learning History • Record Learning • SF-182 Requests

Item Details

← Back

(05727) Principles Of Federal Appropriations Law

▼ **Item Summary**

COURSE FAA05727 Request Schedule
 Revision: 9/29/2006 11:00 AM EST
 Description: This is a basic class for federal and non-federal personnel who need to learn the concepts and terminology of fiscal law as it pertains to the use and control of appropriated funds within the Federal government. The class provides an overview of the General Accounting Office's publication "Principals of Federal Appropriations Law" (also known as the Redbook)

Length: Audience: Financial management personnel Contact: kimberly.rubi@faa.gov
 CPEs: Source: Contracted Vendor Contact Hours: 16.00
 Goals: Credit Hours: Delivery Method: Instructor Led Training (Classroom)

▼ **Assignment Information**

Required Date: 8/21/2007 Assignment Type: Recommended
 Completion Date: Assignment Date: 8/21/2007
 Days Remaining: -2 Assigned By: Admin (DKOEHLE3720)
 Origin: Directly Assigned

▶ **Subject Areas (1 Found)**

▶ **Prerequisites (0 Found)**

▶ **Substitutes (0 Found)**

▶ **Competencies (0 Found)**

▶ **Related Documents (0 Found)**

4

Click a **right chevron** to expand available information about the item. Click a **down chevron** to close information about the item.

Personal	Learning	Career	Catalog	Reports																	
<ul style="list-style-type: none"> Learning Plan Learning Calendar Current Registrations Curriculum Status Learning History Record Learning SF-182 Requests 																					
<h3>Item Details</h3> <p>← Back</p> <p>(05727) Principles Of Federal Appropriations Law ?</p> <p>Item Summary</p> <p>COURSE FAA05727 Request Schedule Revision: 9/29/2006 11:00 AM EST Description: This is a basic class for federal and non-federal personnel who need to learn the concepts and terminology of fiscal law as it pertains to the use and control of appropriated funds within the Federal government. The class provides an overview of the General Accounting Office's publication "Principals of Federal Appropriations Law" (also known as the Redbook)</p> <hr/> <table> <tr> <td>Length:</td> <td>Audience: Financial management personnel</td> <td>Contact: kimberly.rubi@faa.gov</td> </tr> <tr> <td>CPEs:</td> <td>Source: Contracted Vendor</td> <td>Contact Hours: 16.00</td> </tr> <tr> <td>Goals:</td> <td>Credit Hours:</td> <td>Delivery Method: Instructor Led Training (Classroom)</td> </tr> </table> <p>Assignment Information</p> <table> <tr> <td>Required Date: 8/21/2007</td> <td>Assignment Type: Recommended</td> </tr> <tr> <td>Completion Date:</td> <td>Assignment Date: 8/21/2007</td> </tr> <tr> <td>Days Remaining: -2</td> <td>Assigned By: Admin (DKOEHL3720)</td> </tr> <tr> <td>Origin: Directly Assigned</td> <td></td> </tr> </table> <p>Subject Areas (1 Found)</p> <ul style="list-style-type: none"> Prerequisites (0 Found) Substitutes (0 Found) Competencies (0 Found) Related Documents (0 Found) 					Length:	Audience: Financial management personnel	Contact: kimberly.rubi@faa.gov	CPEs:	Source: Contracted Vendor	Contact Hours: 16.00	Goals:	Credit Hours:	Delivery Method: Instructor Led Training (Classroom)	Required Date: 8/21/2007	Assignment Type: Recommended	Completion Date:	Assignment Date: 8/21/2007	Days Remaining: -2	Assigned By: Admin (DKOEHL3720)	Origin: Directly Assigned	
Length:	Audience: Financial management personnel	Contact: kimberly.rubi@faa.gov																			
CPEs:	Source: Contracted Vendor	Contact Hours: 16.00																			
Goals:	Credit Hours:	Delivery Method: Instructor Led Training (Classroom)																			
Required Date: 8/21/2007	Assignment Type: Recommended																				
Completion Date:	Assignment Date: 8/21/2007																				
Days Remaining: -2	Assigned By: Admin (DKOEHL3720)																				
Origin: Directly Assigned																					

The quick reference guide on the following page summarizes the tasks performed to view item details.

Quick Reference Guide

Viewing Item Details	
Task #	Action
1	Click the learning tab on the top menu bar from the eLMS home page .
2	Your learning plan opens. Click the item title .
3	The item details will be displayed.
4	Click a right chevron to expand available information about the item. Click a down chevron to close information about the item.

**SECTION 3.5:
ASSIGNING
ITEMS TO YOUR
LEARNING PLAN**

The information in this section details the tasks for adding items to your learning plan.

NOTE: By adding an item to your learning plan, you are not registered for the item or scheduled offering. Follow your line-of-business procedures to be registered.

1 Click the **catalog** tab on the **top menu bar** from the **eLMS home page**.

Personal Learning Career Catalog Reports

Home • Approvals • Profile • Regional Settings • Communities • Skills

Welcome WILLIAM BUDGET
11/16/2007

DOT's eLMS provides learners the power to access and manage their learning with online tools. Once logged into eLMS, learners can manage their learning through the following features\:

Learning Plan
The Learning Plan is the list of assigned training. Learners can add optional items to their Learning Plans, register in instructor-led items, and launch online content from the Learning Plan. It should be noted that access to registration is determined by Modal policy.

Current Registrations
The Current Registrations view enables learners to view all of their registrations in Scheduled Offerings in one easy view.

Curriculum Status
The Curriculum Status functionality provides learners with a comprehensive list of the curricula and subcurricula needed for personal and career advancement. Required dates associated with each curriculum help manage your learning needs.

Learning History
The Learning History allows learners to see a list of all of the learning they have completed, as well as their performance on the item. For issue with your Learning History (e.g., missing history), contact your local training administrator.

Personal
The Personal menu provides you with tools to manage your Profile and Regional Settings, check on your Order Status and Order Tickets, and use the Career Planner to self-assign learning.

Learning
The Learning menu contains most of the tools that you will access the most frequently, the most important of which is the Learning Plan. The Learning Plan allows you to access your assigned online learning or register in instructor-led learning.

Career
The Competencies menu allows you to view your Assessment History, display your

Alerts
You have overdue learning»

Catalog
View all available instructor-led items»
View all available online items»
Browse Catalog»

My Plans → My Plan
There are no relevant items for this User.

Learning Plan → Learning Plan

Title	Type	Required By
(05509) Physical/Facility Security SAVI FY07	👤👤	🚨 9/30/2007
(05704) Information System Security SAVI FY07	👤	🚨 9/30/2007
(05506) ATS ORIENTATION	👤	🚨 11/15/2007
(12345678) eLMS New Release Training	👤	🚨 11/15/2007

Curriculum Status → Go to Curriculum Status

Title
All Employees

2 Under the **subject area menu** of the **browse catalog** link, click a subject area. Or, search for items using the search menus and search criteria as explained in Chapter 2.

Personal Learning Career **Catalog** Reports

Browse Catalog Calendar of Offerings Simple Catalog Search Advanced Catalog Search

Browse Catalog

This page is used to browse the catalog by Subject Area. You can click the Expand icon next to any subject area title to view the Subject Areas nested beneath it.

Subject Area Menu	Items
[Expand All] [Collapse All]	
<ul style="list-style-type: none"> Finance \ Accounting (13) Finance \ Advanced Financial Skills (7) Finance \ Auditing (6) Finance \ Budgeting (5) Finance \ Business Finance for Managers (6) Finance \ Financial Statements (9) Finance \ Fundamentals for Non-Finance Professionals (4) Financial (2) ▶ Flight Standards Service (AFS) Training (2) Health & Safety (1) Human Resources (8) Human Resources \ Basics (20) Human Resources \ Law (1) Human Resources \ Recruiting and Retention (19) Industry \ Cross-Industry Basic Knowledge (12) Information Technology (IT) (3) Internal Security (5) Investigations (8) IT Professional Certifications \ A+ (6) IT Professional Certifications \ Server+ (4) IT Professional \ General Program and Project Management (12) IT Security \ Encryption and Cryptography (2) 	Please select Subject Area to view related items.

3 Click the **chevron** to display additional catalog items in the subject area.

Personal Learning Career **Catalog** Reports

• Browse Catalog • Calendar of Offerings • Simple Catalog Search • Advanced Catalog Search

Browse Catalog

This page is used to browse the catalog by Subject Area. You can click the Expand icon next to any subject area title to view the Subject Areas nested beneath it.

Subject Area Menu	Items
[Expand All] [Collapse All]	eLMS courses
<ul style="list-style-type: none"> Finance \ Business Finance for Managers (6) Finance \ Financial Statements (9) Finance \ Fundamentals for Non-Finance Professionals (4) Financial (2) <input checked="" type="checkbox"/> Flight Standards Service (AFS) Training (2) AFS Aircraft-Specific Training (10) <ul style="list-style-type: none"> AFS Aircraft Engine Training (8) AFS Aircraft-Specific Systems Training (36) AFS Pilot Initial Qualification Training (153) Health & Safety (1) Human Resources (8) Human Resources \ Basics (20) Human Resources \ Law (1) Human Resources \ Recruiting and Retention (19) Industry \ Cross-Industry Basic Knowledge (12) Information Technology (IT) (3) Internal Security (5) Investigations (8) IT Professional Certifications \ A+ (6) IT Professional Certifications \ Server+ (4) IT Professional \ General Program and Project Management (12) IT Security \ Encryption and Cryptography (2) 	There are no Items under the selected Subject Area.

- 4 Choose an item and click the **add to learning plan** button. You also can click the **go to content** button to start the course (for online items only).

Personal Learning Career Catalog Reports

• Browse Catalog • Calendar of Offerings • Simple Catalog Search • Advanced Catalog Search

Browse Catalog

This page is used to browse the catalog by Subject Area. You can click the Expand icon next to any subject area title to view the Subject Areas nested beneath it.

Subject Area Menu	Items
[Expand All] [Collapse All]	Finance \ Budgeting (5)
Finance \ Accounting (13)	<p>(04002) Federal Appropriations Law Description : This course provides a comprehensive overview of federal appropriations law for managers and employ More > Request Schedule Add to Learning Plan</p> <p>Cost: -- Length: 24.00 User Rating: N/A Status: --</p>
Finance \ Advanced Financial Skills (7)	<p>Building an Operating Budget Description : Learners will be able to identify the components of an operating budget and how it works. They will More > Go to Content Add to Learning Plan</p> <p>Cost: 0.00 Length: 3.50 User Rating: N/A Status: --</p>
Finance \ Auditing (6)	<p>Capital Budgeting Description : The course begins by explaining what a capital budget is and identifying different types of Fixed As More > Go to Content Add to Learning Plan</p> <p>Cost: 0.00 Length: 4.50 User Rating: N/A Status: --</p>
Finance \ Budgeting (5)	<p>Managing Budgets Effectively Description : This course illustrates procedures for developing and analyzing spreadsheets to predict, monitor and More > Go to Content Add to Learning Plan</p> <p>Cost: 0.00 Length: 3.00 User Rating: N/A Status: --</p>
Finance \ Business Finance for Managers (6)	<p>The Basics of Budgeting Description : In this course well-known public accountant, college professor, and veteran trainer, Fred More > Go to Content</p>
Finance \ Financial Statements (9)	
Finance \ Fundamentals for Non-Finance Professionals (4)	
Financial (2)	
▶ Flight Standards Service (AFS) Training (2)	
Health & Safety (1)	
Human Resources (8)	
Human Resources \ Basics (20)	
Human Resources \ Law (1)	
Human Resources \ Recruiting and Retention (19)	
Industry \ Cross-Industry Basic Knowledge (12)	
Information Technology (IT) (3)	
Internal Security (5)	
Investigations (8)	
IT Professional Certifications \ A+ (6)	
IT Professional Certifications \ Server+ (4)	
IT Professional \ General Program and Project Management (12)	
IT Security \ Encryption and Cryptography (2)	

NOTE: By adding an item to your learning plan, you are not registered for the item or scheduled offering. Follow your line-of-business procedures to be registered. Employees must receive supervisory approval prior to taking training, including online content.

The quick reference guide on the following page summarizes the tasks performed to assign items to your learning plan.

Quick Reference Guide

Assigning Items to Your Learning Plan	
Task #	Action
1	Click the catalog tab on the top menu bar from the eLMS home page .
2	Under the subject area menu of the browse catalog link, click a subject area. Or, search for items using the search menus and search criteria as explained in Chapter 2.
3	Click the chevron to display additional catalog items in the subject area.
4	Choose an item and click the add to learning plan button. You also can click the go to content button to start the course (for online items only).

SECTION 3.6: REMOVING ASSIGNED ITEMS FROM YOUR LEARNING PLAN

You can remove items from your learning plan if you have approval to do so. You can only remove items you have requested and placed on your learning plan.

1 Click the **learning** tab on the top menu bar from the **eLMS home page**.

The screenshot shows the eLMS home page for WILLIAM BUDGET. The top navigation bar includes Personal, Learning (highlighted with a red box), Career, Catalog, and Reports. Below the navigation bar, there are sections for Alerts (You have overdue learning), Catalog (View all available instructor-led items, View all available online items, Browse Catalog), My Plans (There are no relevant items for this User), Learning Plan (table with columns Title, Type, Required By), and Curriculum Status (All Employees).

2 Your learning plan opens.

The screenshot shows the eLMS Learning Plan page. The top navigation bar includes Personal, Learning (selected), Career, Catalog, and Reports. Below the navigation bar, there are sections for Learning Plan (This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well. Group Plan by: [None], Field Chooser), and a table of items.

Title	Type	Required By	Status	Action	Remove
(01223) The FAA Budget in Brief	👤		Must be registered	Request Schedule	
(01271) Performance Planning and Budget Integration	👤		Must be registered	Request Schedule	
(01277) Systems Thinking	👤	10/8/2008	Must be registered	Offering Details	
(04229) New OMB Guidance for Budget Year 2008	👤		Must be registered	Request Schedule	
(04241) Budgeting and Accounting: Making the Connection	👤		Must be registered	Request Schedule	
(05509) Physical/Facility Security SAVI FY07	👤🔒	9/30/2007	Must be registered	Request Schedule	
(05704) Information System Security SAVI FY07	🔒	9/30/2007	Available	Go to Content	
(14041) The FAA Budget Process	👤		Must be registered	Request Schedule	
(25707) Performance Planning and Budget Integration	👤		Must be registered	Request Schedule	
(66000001) The Manager's Role in Safety Risk Management (SRM)	👤🔒		Must be registered	Request Schedule	🗑️

3 Check the **remove** icon next to the item(s) you want to remove from your learning plan. (Reminder: You can only remove items you have requested and placed on your learning plan.)

Personal Learning Career Catalog Reports

Learning Plan • Learning Calendar • Current Registrations • Curriculum Status • Learning History • Record Learning

Learning Plan

This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.

Group Plan by: Field Chooser

[Expand All] [Collapse All]

Title	Type	Required By	Status	Action	Remove
(01223) The FAA Budget in Brief	👤		Must be registered	Request Schedule	
(01271) Performance Planning and Budget Integration	👤		Must be registered	Request Schedule	
(01277) Systems Thinking	👤	10/8/2008	Must be registered	Offering Details	
(04229) New OMB Guidance for Budget Year 2008	👤		Must be registered	Request Schedule	
(04241) Budgeting and Accounting: Making the Connection	👤		Must be registered	Request Schedule	
(05509) Physical/Facility Security SAVI FY07	👤👤	9/30/2007	Must be registered	Request Schedule	
(05704) Information System Security SAVI FY07	👤👤	9/30/2007	Available	Go to Content	
(14041) The FAA Budget Process	👤		Must be registered	Request Schedule	
(25707) Performance Planning and Budget Integration	👤		Must be registered	Request Schedule	
(66000001) The Manager's Role in Safety Risk Management (SRM)	👤👤		Must be registered	Request Schedule	

4 A box will appear stating: **Please confirm you want to remove the item.** This box will only appear for those items which you added. Click the **OK** button and the item will be removed from the learning plan.

Personal Learning Career Catalog Reports

Learning Plan • Learning Calendar • Current Registrations • Curriculum Status • Learning History • Record Learning

Learning Plan

This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.

Group Plan by: Field Chooser

[Expand All] [Collapse All]

Microsoft Internet Explorer

ⓘ Please confirm you want to remove the item.

Title	Type	Required By	Status	Action	Remove
(01223) The FAA Budget in Brief	👤		Must be registered	Request Schedule	
(01271) Performance Planning and Budget Integration	👤		Must be registered	Request Schedule	
(01277) Systems Thinking	👤	10/8/2008	Must be registered	Offering Details	
(04229) New OMB Guidance for Budget Year 2008	👤		Must be registered	Request Schedule	
(04241) Budgeting and Accounting: Making the Connection	👤		Must be registered	Request Schedule	
(05509) Physical/Facility Security SAVI FY07	👤👤	9/30/2007	Must be registered	Request Schedule	
(05704) Information System Security SAVI FY07	👤👤	9/30/2007	Available	Go to Content	
(14041) The FAA Budget Process	👤		Must be registered	Request Schedule	
(25707) Performance Planning and Budget Integration	👤		Must be registered	Request Schedule	
(66000001) The Manager's Role in Safety Risk Management (SRM)	👤👤		Must be registered	Request Schedule	

The quick reference guide on the following page summarizes tasks performed to removed assigned items from your learning plan.

Quick Reference Guide

Removing Assigned Items from Your Learning Plan	
Task #	Action
1	Click the learning tab on the top menu bar from the eLMS home page .
2	Your learning plan opens.
3	Check the remove icon next to the item(s) you want to remove from your learning plan. (Reminder: You can only remove items you have requested and placed on your learning plan.)
4	A box will appear stating: Please confirm you want to remove the item . This box will only appear for those items in you added. Click the OK button and the item will be removed from the learning plan.

**SECTION 3.7:
VIEWING
GROUPED ITEM
ASSIGNMENTS
(CURRICULA)**

In the eLMS, some items are purposefully grouped together so they may be assigned and tracked as a single unit. These groups of items are called curricula, which can only be assigned to users by an administrator.

These items may appear on your learning plan and you may view curricula by looking at your curriculum status page. This status page displays your status for completion of curricula that you have been assigned.

1 Click the **learning** tab on the **top menu bar** from the **eLMS home page**.

The screenshot shows the eLMS interface with the 'Learning' tab highlighted in the top navigation bar. Below the navigation bar, there is a breadcrumb trail: Home > Approvals > Profile > Regional Settings > Communities > Skills. The main content area is titled 'Welcome WILLIAM BUDGET' with a date of 11/16/2007. A message states: 'DOT's eLMS provides learners the power to access and manage their learning with online tools. Once logged into eLMS, learners can manage their learning through the following features:'. There are four main sections: 'Learning Plan' (describing assigned training), 'Current Registrations' (describing registration views), 'Curriculum Status' (describing curriculum lists), and 'Learning History' (describing completed learning). On the right side, there are 'Alerts' (showing 'You have overdue learning'), 'Catalog' (with links to instructor-led and online items), 'My Plans' (showing no relevant items), 'Learning Plan' (a table of items), and 'Curriculum Status' (a table with 'All Employees').

Title	Type	Required By
(05509) Physical/Facility Security SAVI FY07		9/30/2007
(05704) Information System Security SAVI FY07		9/30/2007
(05506) ATS ORIENTATION		11/15/2007
(12345678) eLMS New Release Training		11/15/2007

2 Your learning plan opens.

Personal Learning Career Catalog Reports My Employees

• Learning Plan • Learning Calendar • Current Registrations • Curriculum Status • Learning History • Record Learning • SF-182 Requests

Learning Plan ?

This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.

Group Plan by: None ▾ Field Chooser

[Expand All] [Collapse All]

Learning Plan Items: All ▾ Required: All ▾

Title ▲	Type	Required By	Status	Action	Remove
▶ (10603) INTRODUCTION TO SAFETY MANAGEMENT SYSTEMS	🔗		Available	Go to Content	
▶ (30200028) Decision-making for Senior Managers	🔗	3/7/2007	Enrolled	View registration	
▶ (66000001) The Manager's Role in Safety Risk Management (SRM)	🔗		Available	Go to Content	
▶ (FAA30030003) PROJECT MANAGEMENT FOR GOVERNMENT EXECUTIVES	🔗	1/24/2007	Must be registered	Request Schedule	

3 Click the **curriculum status** link from the **submenu** to display a list of items grouped to the curriculum.

Personal Learning Career Catalog Reports My Employees

• Learning Plan • Learning Calendar • Current Registrations • **Curriculum Status** • Learning History • Record Learning

Curriculum Status ?

This page includes a list of curricula that have been assigned to you. Each curriculum title links to the Curriculum Details page which includes a list of the curriculum's items and Action drop-down menus where you can register for or request items. On this page you can also view the sub-curricula associated with each curriculum and access information on items as well.

Curriculum Title	Next Action Date ▲	Assigned By	Remove
▶ ATO Program Manager Certification		Admin (MADMIN3456)	

NOTE: The curriculum title is a link. Click it to display a list of items grouped to the curriculum.

The quick reference guide on the following page summarizes the tasks performed to view grouped item assignments (curricula).

Quick Reference Guide

Viewing Grouped Item Assignments (Curricula)	
Task #	Action
1	Click the learning tab on the top menu bar from the eLMS home page .
2	Your learning plan opens.
3	Click the curriculum status link from the submenu to display a list of items grouped to the curriculum.

Chapter 4
LAUNCHING ONLINE CONTENT

***User & Supervisor
Resource Guide***

**SECTION 4.1:
LAUNCHING
ONLINE
CONTENT**

Some items may be completely online or contain some online content. Online content is content you can launch using your computer, such as computer-based training. Online content also can include Microsoft Word documents, Adobe Acrobat documents, web pages, or PowerPoint presentations.

You can launch online content from the learning plan or the catalog.

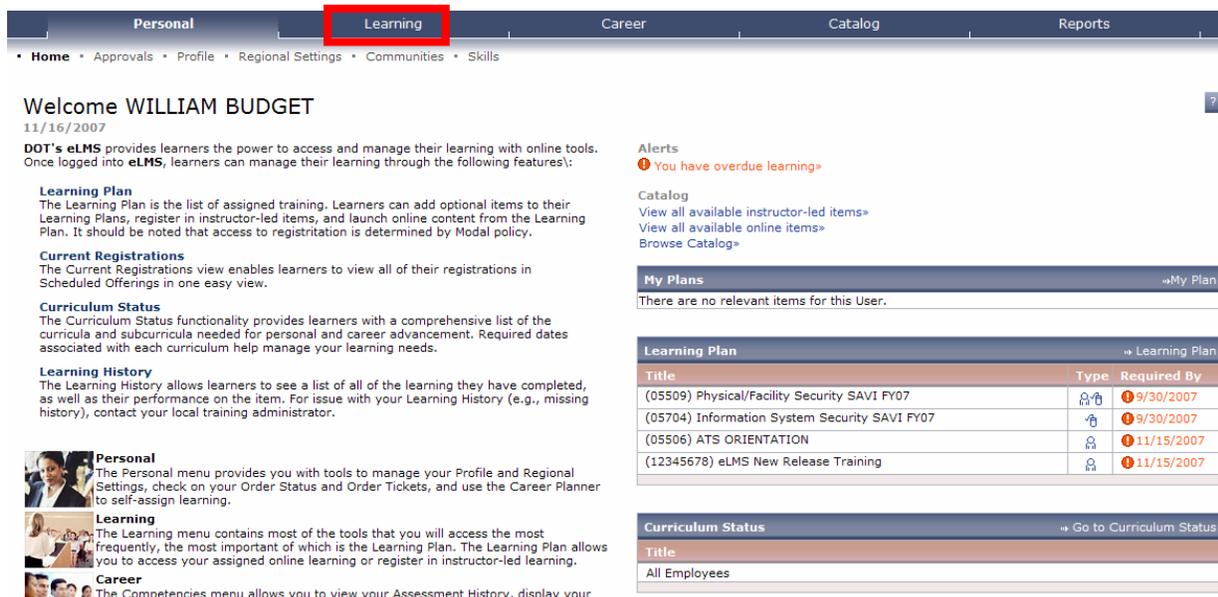
NOTE: You must have supervisor approval to launch online content.

**SECTION 4.2:
LAUNCHING
ONLINE
CONTENT FROM
YOUR LEARNING
PLAN**

You can launch online content from the learning plan.

NOTE: You must have supervisor approval to launch online content.

- | | |
|---|---|
| 1 | To launch online content from your learning plan , click the learning tab on the top menu bar from the eLMS home page . |
|---|---|



2 Your **learning plan** displays. If you want more information about the item, click the **title** link. When you have decided which item you want to take, click the **go to content** button.

Personal Learning Career Catalog Reports

• Learning Plan • Learning Calendar • Current Registrations • Curriculum Status • Learning History • Record Learning

Learning Plan ?

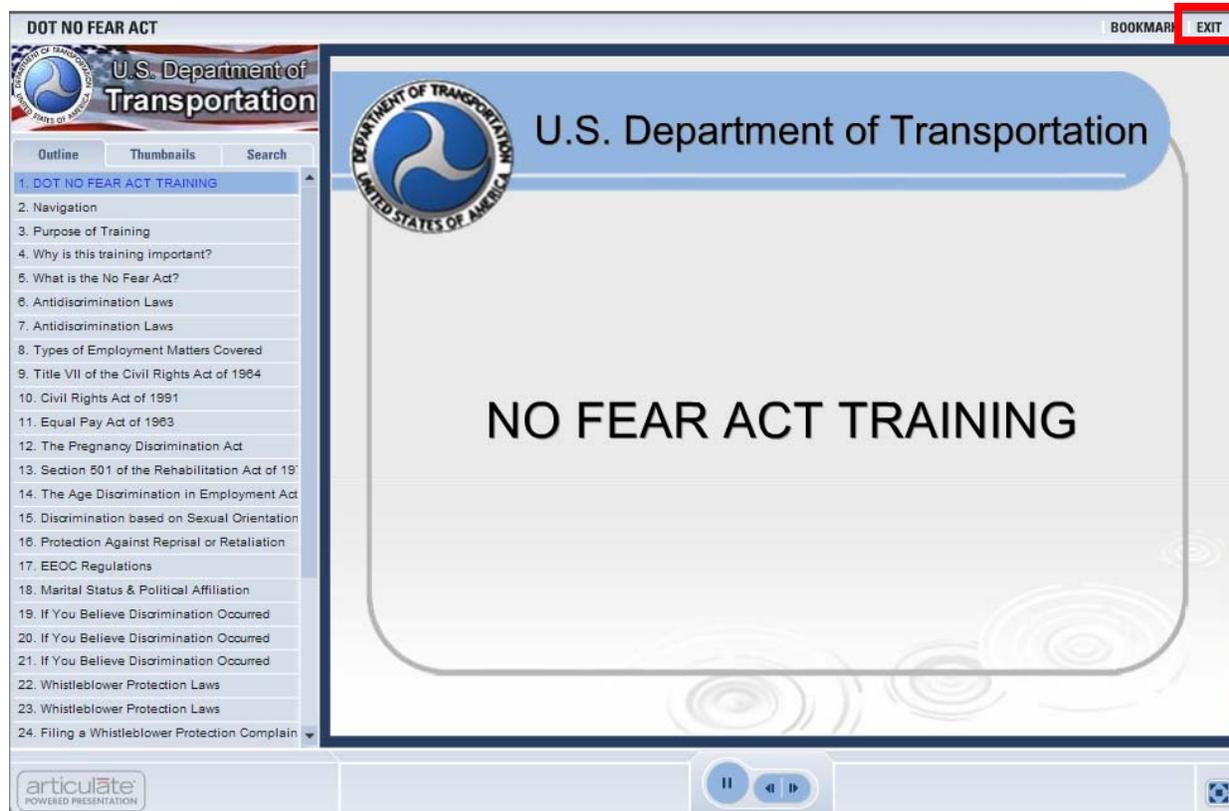
This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.

Group Plan by: Field Chooser

[Expand All] [Collapse All]

Learning Plan		Items: All	Required: All		
Title	Type	Required By	Status	Action	Remove
(05506) ATS ORIENTATION		11/15/2007	Must be registered	Request Schedule	
(05509) Physical/Facility Security SAVI FY07		9/30/2007	Must be registered	Request Schedule	
(05704) Information System Security SAVI FY07		9/30/2007	In progress	Go to Content	
(12345678) eLMS New Release Training		11/15/2007	Must be registered	Offering Details	
(30200003) (CBI/WEB) FAA NO FEAR Presentation		11/16/2007	Available	Go to Content	

3	<p>Click the link to launch the content (some online items may require a few more clicks until the course launches). The online content will open in a new window. When you have completed the item, the eLMS will automatically record your completion.</p> <p>NOTE: If you need to exit the course before you finish completing it, make sure you exit with the exit menu of the launched course. This will bookmark your place in the course.</p>
---	---



The screenshot displays the 'DOT NO FEAR ACT' training interface. At the top left, the title 'DOT NO FEAR ACT' is visible. The main header area features the U.S. Department of Transportation logo and the text 'U.S. Department of Transportation'. A navigation menu on the left lists 24 topics, with '1. DOT NO FEAR ACT TRAINING' selected. The main content area shows the title 'NO FEAR ACT TRAINING' in large, bold letters. In the top right corner, there are 'BOOKMARK' and 'EXIT' buttons, with the 'EXIT' button highlighted by a red box. The bottom of the screen shows the 'articulate POWERED PRESENTATION' logo and navigation controls.

If there is an issue or problem with the online training not automatically recording a learning event, contact the DOT eLMS Help Desk at (405) 954-4568 between the hours of 6 a.m. – 6 p.m. central time (CT) or email them at eLMSHELP@dot.gov.

The quick reference guide on the following page summarizes the tasks performed to launch online content from your learning plan.

Quick Reference Guide

Launching Online Content from Your Learning Plan	
Task #	Action
1	To launch online content from your learning plan , click the learning tab on the top menu bar from the eLMS home page .
2	Your learning plan displays. If you want more information about the item, click the title link. When you have decided which item you want to take, click the go to content button.
3	Click the link to launch the content (some online items may require a few more clicks until the course launches). The online content will open in a new window. When you have completed the item, the eLMS will automatically record your completion. NOTE: If you need to exit the course before you finish completing it, make sure you exit with the exit menu of the launched course. This will bookmark your place in the course.

**SECTION 4.3:
LAUNCHING
ONLINE
CONTENT FROM
THE CATALOG**

You can launch online content from the catalog.

NOTE: You must have supervisor approval to launch online content.

1 To launch online content from the catalog, click the **catalog** tab on the **top menu bar** from the **eLMS home page**.

Personal **Learning** **Career** **Catalog** **Reports**

• Home • Approvals • Profile • Regional Settings • Communities • Skills

Welcome WILLIAM BUDGET
11/16/2007

DOT's eLMS provides learners the power to access and manage their learning with online tools. Once logged into eLMS, learners can manage their learning through the following features\:

Learning Plan
The Learning Plan is the list of assigned training. Learners can add optional items to their Learning Plans, register in instructor-led items, and launch online content from the Learning Plan. It should be noted that access to registration is determined by Modal policy.

Current Registrations
The Current Registrations view enables learners to view all of their registrations in Scheduled Offerings in one easy view.

Curriculum Status
The Curriculum Status functionality provides learners with a comprehensive list of the curricula and subcurricula needed for personal and career advancement. Required dates associated with each curriculum help manage your learning needs.

Learning History
The Learning History allows learners to see a list of all of the learning they have completed, as well as their performance on the item. For issue with your Learning History (e.g., missing history), contact your local training administrator.

Alerts
You have overdue learning>

Catalog
View all available instructor-led items>
View all available online items>
Browse Catalog>

My Plans → My Plan
There are no relevant items for this User.

Learning Plan → Learning Plan

Title	Type	Required By
(05509) Physical/Facility Security SAVI FY07	🔍	🔴 9/30/2007
(05704) Information System Security SAVI FY07	🔍	🔴 9/30/2007
(05506) ATS ORIENTATION	🔍	🔴 11/15/2007
(12345678) eLMS New Release Training	🔍	🔴 11/15/2007
(30200003) (CBI/WEB) FAA NO FEAR Presentation	🔍	11/16/2007

Curriculum Status → Go to Curriculum Status

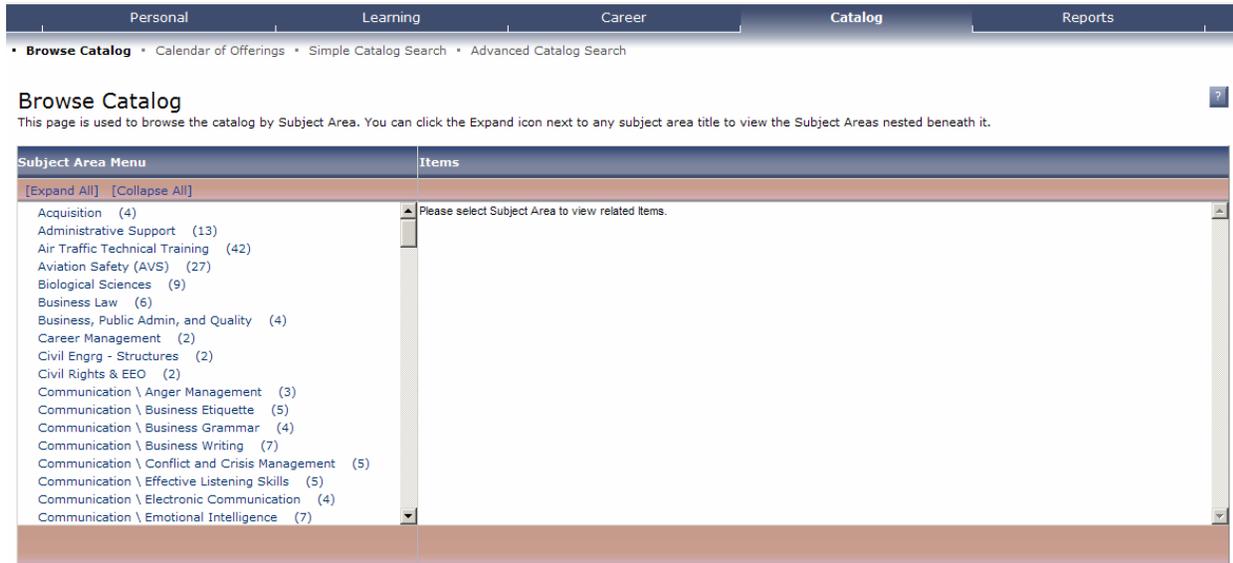
Title
All Employees

Personal
The Personal menu provides you with tools to manage your Profile and Regional Settings, check on your Order Status and Order Tickets, and use the Career Planner to self-assign learning.

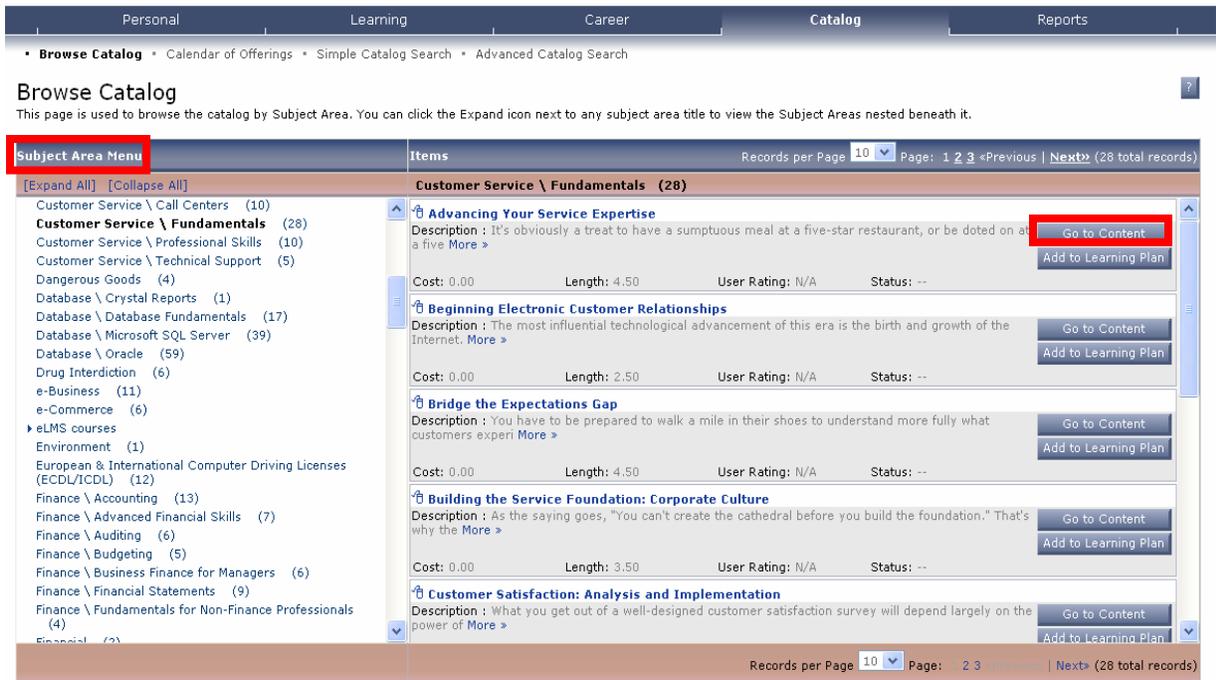
Learning
The Learning menu contains most of the tools that you will access the most frequently, the most important of which is the Learning Plan. The Learning Plan allows you to access your assigned online learning or register in instructor-led learning.

Career
The Competencies menu allows you to view your Assessment History, display your

2 The **catalog** displays in the subject area menu view.

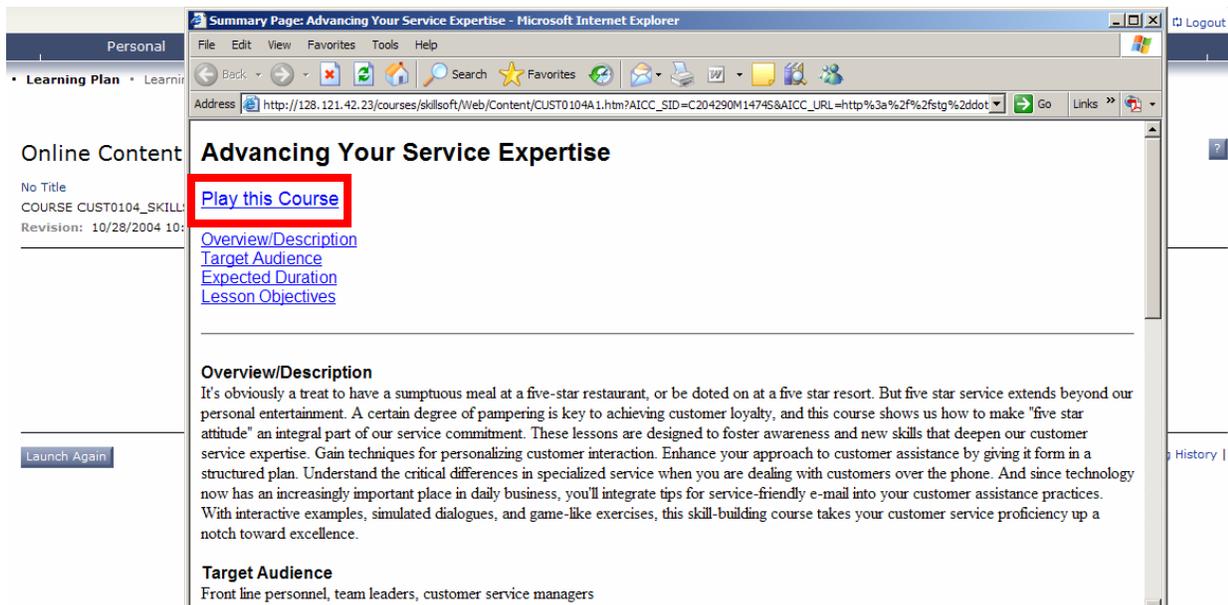


3 The items for that **subject area** appear on the right side of the screen. When you decide which item you want to take, click the **go to content** button.



- 4 Click the **play this course** link (this will add the item to your learning plan). The online content will open in a new window. When you have completed the item, the eLMS will automatically record your completion.

NOTE: If you need to exit the course before you finish completing it, make sure you exit with the exit menu of the launched course. This will bookmark your place in the course.



The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Summary Page: Advancing Your Service Expertise'. The browser's address bar shows the URL: http://128.121.42.23/courses/skillsoft/Web/Content/CUST0104A1.htm?AICC_SID=C204290M14745&AICC_URL=http%3a%2f%2fstg%2ddot. The page content includes a 'Personal' sidebar with 'Learning Plan' and 'Online Content' sections. The main content area is titled 'Advancing Your Service Expertise' and features a 'Play this Course' link highlighted with a red box. Below this link are several blue hyperlinks: 'Overview/Description', 'Target Audience', 'Expected Duration', and 'Lesson Objectives'. The 'Overview/Description' section contains text about five-star service, and the 'Target Audience' section lists 'Front line personnel, team leaders, customer service managers'. A 'Launch Again' button is visible in the sidebar.

NOTE: Blended items have both online and instructor-led segments. They display the following icons: . You cannot launch a blended item directly from the catalog. Instead, click the add to learning plan button to add the blended item to your learning plan.

The quick reference guide on the following page summarizes the tasks performed to launch online content from the catalog.

Quick Reference Guide

Launching Online Content from the Catalog	
Task #	Action
1	To launch online content from the catalog, click the catalog tab on the top menu bar from the eLMS home page .
2	The catalog displays in the subject area menu view.
3	The items for that subject area appear on the right side of the screen. When you decide which item you want to take, click the go to content button.
4	Click the play this course link to launch the content (this will add the item to your learning plan). The online content will open in a new window. When you have completed the item, the eLMS will automatically record your completion. NOTE: If you need to exit the course before you finish completing it, make sure you exit with the exit menu of the launched course. This will bookmark your place in the course.

Chapter 5
USING THE MY PLAN
LINK

User & Supervisor
Resource Guide

**SECTION 5.1:
Using the My Plan
Link on the
Career Tab**

You or your supervisor may develop plans for your professional development, such as an individual development plan. These plans can be created and retained on the my plan link located on the career tab. This chapter provides general information on how to use the my plan link functionality. You can have only one active, approved plan. You cannot have multiple active plans.

NOTE: Contact your line-of-business' eLMS primary level 1 administrator for specific guidance about how to create a plan.

1 Click the **career** tab on the **top menu bar** from the **eLMS home page**.

The screenshot shows the eLMS interface with the 'Career' tab highlighted in the top navigation bar. Below the navigation bar, there is a breadcrumb trail: Home > Approvals > Profile > Regional Settings > Communities > Skills. The main content area is titled 'Welcome MARY ADMIN' with a date of 11/8/2007. It includes a brief introduction to the eLMS system and several sections with icons and descriptions:

- Learning Plan:** The Learning Plan is the list of assigned training. Learners can add optional items to their Learning Plans, register in instructor-led items, and launch online content from the Learning Plan. It should be noted that access to registration is determined by Modal policy.
- Current Registrations:** The Current Registrations view enables learners to view all of their registrations in Scheduled Offerings in one easy view.
- Curriculum Status:** The Curriculum Status functionality provides learners with a comprehensive list of the curricula and subcurricula needed for personal and career advancement. Required dates associated with each curriculum help manage your learning needs.
- Learning History:** The Learning History allows learners to see a list of all of the learning they have completed, as well as their performance on the item. For issue with your Learning History (e.g., missing history), contact your local training administrator.
- Personal:** The Personal menu provides you with tools to manage your Profile and Regional Settings, check on your Order Status and Order Tickets, and use the Career Planner to self-assign learning.
- Learning:** The Learning menu contains most of the tools that you will access the most frequently, the most important of which is the Learning Plan. The Learning Plan allows you to access your assigned online learning or register in instructor-led learning.
- Career:** The Competencies menu allows you to view your Assessment History, display your Competency Assignments, and perform a Competency Assessment on yourself (and others, if you are a supervisor).
- Catalog:** The Catalog contains all of the learning Items to which you have access. You can Browse by Subject Area or use the Simple or Advanced Searches to find what you are looking for.

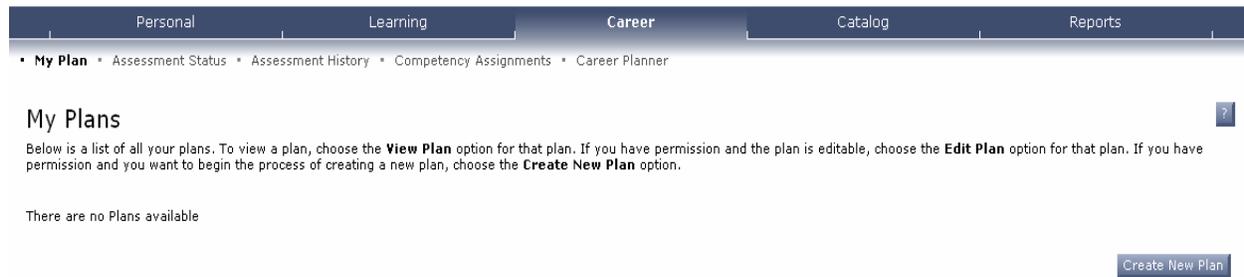
On the right side of the interface, there are several sections:

- Alerts:** You have no alerts at this time.
- Catalog:** View all available instructor-led items> View all available online items> Browse Catalog>
- My Plans:** → My Plan. There are no relevant items for this User.
- Learning Plan:** → Learning Plan. A table with columns: Title, Type, Required By.

Title	Type	Required By
(05509) Physical/Facility Security SAVI FY07		
(05704) Information System Security SAVI FY07		
- Curriculum Status:** → Go to Curriculum Status. A table with column: Title.

Title
All Employees
- New Items:** (TKF) Test Item>

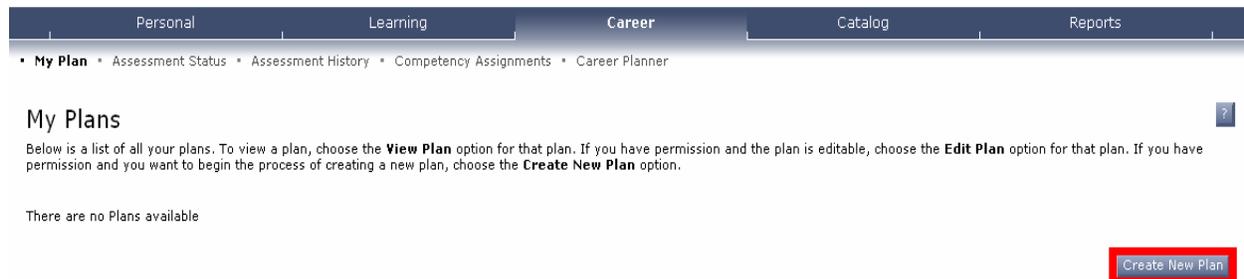
2 The my plan screen opens on the **career** tab.



The screenshot shows a navigation bar with five tabs: Personal, Learning, Career, Catalog, and Reports. The Career tab is selected and highlighted. Below the navigation bar is a breadcrumb trail: My Plan > Assessment Status > Assessment History > Competency Assignments > Career Planner. The main heading is "My Plans" with a help icon. Below the heading is a paragraph of instructions: "Below is a list of all your plans. To view a plan, choose the **View Plan** option for that plan. If you have permission and the plan is editable, choose the **Edit Plan** option for that plan. If you have permission and you want to begin the process of creating a new plan, choose the **Create New Plan** option." Below this text is the message "There are no Plans available" and a "Create New Plan" button.

The my plan screen displays all plans that you have created or that have been created for you. If no plans have been created, a message appears indicating “There are no plans available.”

3 Click the **create new plan** button to develop a new plan.



This screenshot is identical to the one above, showing the "My Plans" screen with the "Create New Plan" button highlighted by a red rectangular box.

4 Enter data in the **plan information** fields that describe the new plan.

Personal Learning Career Catalog Reports

• My Plan • Assessment Status • Assessment History • Competency Assignments • Career Planner

Create My Plan

You have chosen to create a new plan. Enter the overall details for this plan and select **Add** to create the plan.

Plan Information

* Plan Title: Individual Development Plan

Plan Period: Fiscal Year 2007

Plan Purpose: Proposed Prof Dev Activities for FY Meeting with Manager

Effective Date: 10/01/2007
(MM/DD/YYYY)

* Expiration Date: 09/30/2008
(MM/DD/YYYY)

Add Reset

Field	Purpose
plan title	enter a title that is meaningful to you and will be easily understood by others who need to access your plan, such as your supervisor; this is a required field
plan period	enter the time period during which your plan will be active
plan purpose	enter the purpose of the plan; the purpose will help others, such as your supervisor, to understand why you created the plan
effective date	enter the date the plan will be effective
expiration date	enter the date the plan will no longer be in effect; this is a required field

Personal Learning Career Catalog Reports

• My Plan • Assessment Status • Assessment History • Competency Assignments • Career Planner

Create My Plan

You have chosen to create a new plan. Enter the overall details for this plan and select **Add** to create the plan.

Plan Information

* Plan Title: Individual Development Plan

Plan Period: Fiscal Year 2007

Plan Purpose: Proposed Prof Dev Activities for FY Meeting with Manager

Effective Date: 10/01/2007
(MM/DD/YYYY)

* Expiration Date: 09/30/2008
(MM/DD/YYYY)

Select Date
October 2007

October 2007

1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30 31 1 2 3

Add Reset

Click the icons in the effective and expiration date fields to open a calendar that will help you enter dates in the correct format. Select the appropriate month and year and then click on the desired date.

5 Click the **add** button to save your entries (or click the **reset** button if you need to make corrections).

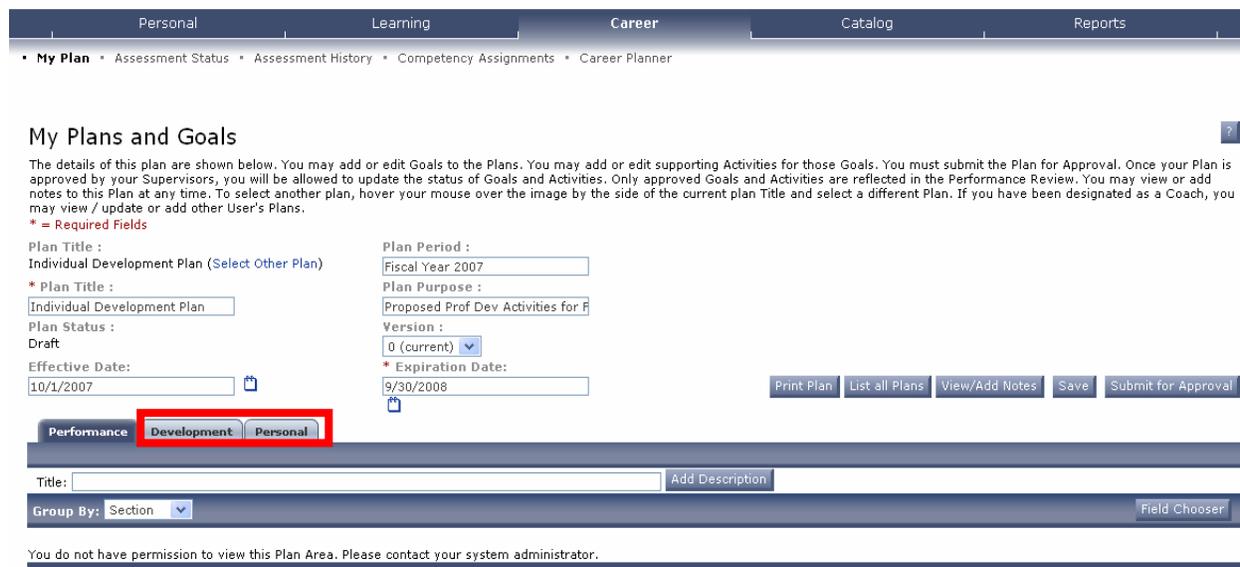
6 The **my plans and goals** screen opens.

When you first create a plan, it is in a draft status until you submit it to your supervisor for approval. How to submit a plan for approval is explained on page X-16 of this chapter.

The FAA is using the development and personal tabs at this time. The performance tab is not being used by FAA.

Note: Contact your line-of-business' eLMS primary level 1 administrator for specific guidance on the development and personal tabs.

7 Click the **development** tab to enter goals for your professional development. Or, click the **personal** tab to add personal goals to your plan.



Personal Learning Career Catalog Reports

• My Plan • Assessment Status • Assessment History • Competency Assignments • Career Planner

My Plans and Goals

The details of this plan are shown below. You may add or edit Goals to the Plans. You may add or edit supporting Activities for those Goals. You must submit the Plan for Approval. Once your Plan is approved by your Supervisors, you will be allowed to update the status of Goals and Activities. Only approved Goals and Activities are reflected in the Performance Review. You may view or add notes to this Plan at any time. To select another plan, hover your mouse over the image by the side of the current plan Title and select a different Plan. If you have been designated as a Coach, you may view / update or add other User's Plans.

* = Required Fields

Plan Title : Individual Development Plan (Select Other Plan)
 * Plan Title : Individual Development Plan
 Plan Status : Draft
 Effective Date : 10/1/2007

Plan Period : Fiscal Year 2007
 Plan Purpose : Proposed Prof Dev Activities for F
 Version : 0 (current)
 * Expiration Date : 9/30/2008

Print Plan List all Plans View/Add Notes Save Submit for Approval

Performance **Development** Personal

Title: Add Description

Group By: Section Field Chooser

You do not have permission to view this Plan Area. Please contact your system administrator.

The information entered on the development plan can be viewed by the user and the user's supervisor. The information entered on the personal tab can be viewed only by the user.

The process for entering goal information is the same on the development and personal tabs.

8 Click the **new goal** button to add goals to your plan.



Personal Learning Career Catalog Reports

• My Plan • Assessment Status • Assessment History • Competency Assignments • Career Planner

My Plans and Goals

The details of this plan are shown below. You may add or edit Goals to the Plans. You may add or edit supporting Activities for those Goals. You must submit the Plan for Approval. Once your Plan is approved by your Supervisors, you will be allowed to update the status of Goals and Activities. Only approved Goals and Activities are reflected in the Performance Review. You may view or add notes to this Plan at any time. To select another plan, hover your mouse over the image by the side of the current plan Title and select a different Plan. If you have been designated as a Coach, you may view / update or add other User's Plans.

* = Required Fields

Plan Title : Individual Development Plan (Select Other Plan)
 * Plan Title : Individual Development Plan
 Plan Status : Draft
 Effective Date : 10/1/2007

Plan Period : Fiscal Year 2007
 Plan Purpose : Proposed Prof Dev Activities for F
 Version : 0 (current)
 * Expiration Date : 9/30/2008

Print Plan List all Plans View/Add Notes Save Submit for Approval

Performance Development **Personal**

Title: Add Description

Group By: None Field Chooser **New Goal**

There are no Goals on this Plan Area. Please add new Goals by clicking the New Goal button.

9 Enter goal information on the **add goal to plan** screen.

NOTE: If you need to return to the previous screen, use the back arrow on the add goal to plan screen.

There are two options for entering goals from this screen:

- entering goal details
- or
- using the goal wizard

The fields for entering goal details are described below.

Field	Purpose
goal type	this is a viewable field only and is set by administrators
goal number	enter a unique number that identifies the goal
goal name	enter a name for the goal NOTE: This is a required field.
goal description	enter a description of what you want to accomplish with the goal. <i>example: reduce response time for critical errors by 10%</i>
goal category	click the select link to the right of the goal category to select the appropriate entry;. at this time, only three categories appear in elms: budget, communications, and interpersonal skills;. this list may change in the future

Continued next page

Field	Purpose
section	click the drop down arrow in the section field to select either faa short-term goals or faa long-term goals; the section field does not appear when adding personal goals NOTE: This is a required field when adding development goals.
priority	enter the goal priority; higher priority goals are ones you want to complete first in your development and personal plans; a higher weight goal indicates a higher priority
target date	enter the target date for completing the goal; click the calendar icon to the right of the target date field to help you enter the date in the correct format, if needed NOTE: This is a required field.
target value	enter the number you must attain to be successful in meeting the goal: for example: 10 (e.g., if you are trying to reduce response time by 10%) NOTE: Do not type the percentage symbol (%) in your entry or you will receive an error message when saving the goal.
stretch value	enter a number beyond the target if you want to stretch beyond the target value; for example: 10 (if your target value is 10%) NOTE: Do not type the percentage symbol (%) in your entry or you will receive an error message when saving the goal.

10 When you have completed your entries on the **add goal to plan** screen, click the **finished** button. Or, click the **save and add another** button to continue adding goals.

Add Goal to Plan ?

[← Back](#)

You have chosen to add a goal to your Plan. Enter the details for the goal below or use the Goal Wizard, then choose Save to add the goal to your plan. To cancel, choose the Back option. You can fill out the Goal Details section below to add an ad-hoc Goal. If you would like instead to add Goals based on your competencies, add goals for a targeted job position, copy goals from other plans or even to adopt another user's Goals then use the Goal Wizard

Individual Development Plan

Plan Period: Fiscal Year 2007

Plan Purpose: Proposed Prof Dev Activities for FY Meeting with Manager

Expiration Date: 9/30/2008

Effective Date: 10/1/2007

[Goal Wizard](#)

* = Required Fields

Goal Details

Goal Type: Other

Goal Number:

* Goal Name:

Goal Description:

Goal Category: [Select](#) | [Clear](#)

Priority:

* Target Date:

Target Value: (1000,001)

Stretch Value: (1000,001)

The quick reference guide on the following page summarizes the tasks performed to create a plan and add goals to it.

Quick Reference Guide

Creating a Plan with Goals	
Task #	Action
1	Click the career tab on the top menu bar from the eLMS home page .
2	The my plans screen opens on the career tab.
3	Click the create new plan button to develop a new plan.
4	Enter data in the plan information fields that describe the new plan.
5	Click the add button to save your entries (or click the reset button if you need to make corrections).
6	The my plans and goals screen opens.
7	Click the development tab to enter goals for your professional development. Or, click the personal tab to add personal goals to your plan.
8	Click the new goal button to add goals to your plan.
9	Enter goal information on the add goal to plan screen.
10	When you have completed your entries on the add goal to plan screen, click the finished button. Or, click the save and add another button to continue adding goals.

SECTION 5.2: Viewing and Editing an Existing Plan

An existing plan can be updated from the my plan link on the career tab. You also can add notes to an existing plan or delete the plan, if appropriate.

1 Click the **career** tab on the **top menu bar** from the **eLMS home page**.

Personal **Learning** **Career** **Catalog** **Reports**

• Home • Approvals • Profile • Regional Settings • Communities • Skills

Welcome MARY ADMIN
11/8/2007

DOT's eLMS provides learners the power to access and manage their learning with online tools. Once logged into **eLMS**, learners can manage their learning through the following features:

Learning Plan
The Learning Plan is the list of assigned training. Learners can add optional items to their Learning Plans, register in instructor-led items, and launch online content from the Learning Plan. It should be noted that access to registration is determined by Modal policy.

Current Registrations
The Current Registrations view enables learners to view all of their registrations in Scheduled Offerings in one easy view.

Curriculum Status
The Curriculum Status functionality provides learners with a comprehensive list of the curricula and subcurricula needed for personal and career advancement. Required dates associated with each curriculum help manage your learning needs.

Learning History
The Learning History allows learners to see a list of all of the learning they have completed, as well as their performance on the item. For issue with your Learning History (e.g., missing history), contact your local training administrator.

Personal
The Personal menu provides you with tools to manage your Profile and Regional Settings, check on your Order Status and Order Tickets, and use the Career Planner to self-assign learning.

Learning
The Learning menu contains most of the tools that you will access the most frequently, the most important of which is the Learning Plan. The Learning Plan allows you to access your assigned online learning or register in instructor-led learning.

Career
The Competencies menu allows you to view your Assessment History, display your Competency Assignments, and perform a Competency Assessment on yourself (and others, if you are a supervisor).

Catalog
The Catalog contains all of the learning Items to which you have access. You can Browse by Subject Area or use the Simple or Advanced Searches to find what you are looking for.

Alerts
You have no alerts at this time.

Catalog
View all available instructor-led items>
View all available online items>
Browse Catalog>

My Plans → My Plan
There are no relevant items for this User.

Learning Plan → Learning Plan

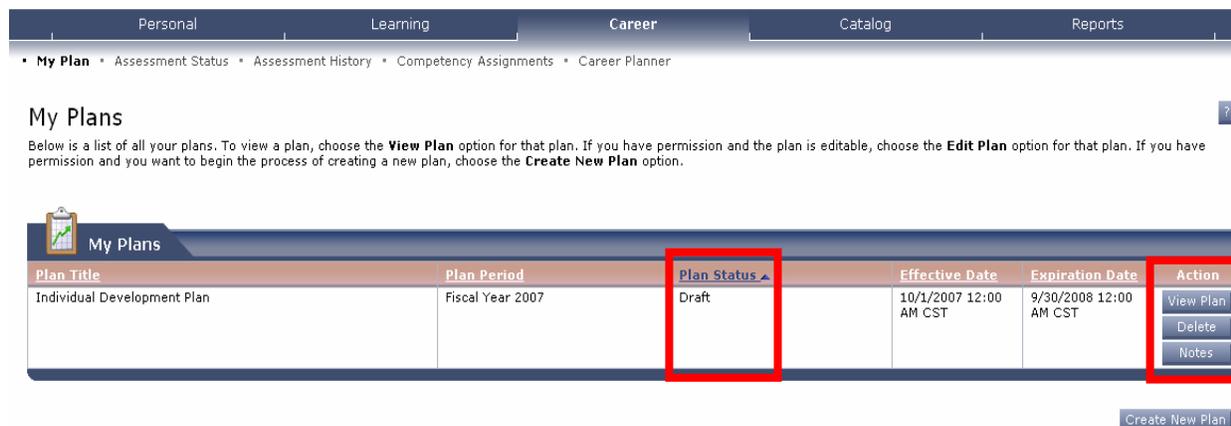
Title	Type	Required By
(05509) Physical/Facility Security SAVI FY07		
(05704) Information System Security SAVI FY07		

Curriculum Status → Go to Curriculum Status

Title
All Employees

New Items
(TKF) Test Item>

2 The **my plans** screen opens on the **career** tab. Click the button for the action you want to perform: **view plan**, **delete it**, or **add notes**.



Field	Purpose
view plan	click the view plan button to access the existing plan
delete	if you have permission to delete a plan, a delete button appears; click the delete button and follow the prompt on the verification screen; if you do not have permission to delete a plan, the delete button will not appear
notes	click the notes button to add notes about the plan; you will have the option to indicate whether the note is private; if it is private, the note will only be viewable by you as the creator of the plan

Unless the plan has been submitted or approved, the existing plan status will show as draft.

You also may create a new plan from the my plans screen.

- 3 Clicking the **view plan** button displays the **my plans and goals** screen. From this screen you can perform various actions:
- view/add notes to an individual goal
 - move a goal from one plan to another (to development or personal)
 - edit the goal
 - remove the goal

Personal Learning Career Catalog Reports

My Plan • Assessment Status • Assessment History • Competency Assignments • Career Planner

My Plans and Goals

The details of this plan are shown below. You may add or edit Goals to the Plans. You may add or edit supporting Activities for those Goals. You must submit the Plan for Approval. Once your Plan is approved by your Supervisors, you will be allowed to update the status of Goals and Activities. Only approved Goals and Activities are reflected in the Performance Review. You may view or add notes to this Plan at any time. To select another plan, hover your mouse over the image by the side of the current plan Title and select a different Plan. If you have been designated as a Coach, you may view / update or add other User's Plans.

* = Required Fields

Plan Title : Individual Development Plan (Select Other Plan)

* Plan Title : Individual Development Plan

Plan Status : Draft

Effective Date: 10/1/2007

Plan Period : Fiscal Year 2007

Plan Purpose : Proposed Prof Dev Activities for F

Version : 0 (current)

* Expiration Date: 9/30/2008

This plan contains changes that have not been approved.

Print Plan List all Plans View/Add Notes Save Submit for Approval

Performance Development Personal

Title: Add Description

Group By: None Field Chooser New Goal

Goal Name	Target Date	Priority	Percent Toward Target	Action	Remove
Improve budgeting skills	11/30/2007	1	0.00% 0 ██████████ 2 Current:0 Target:1	View/Add Notes Move Goal Edit	Remove
Takes corrective action to ensure that critical programs meet budget and schedule requirements.	9/30/2008		0.00% 0 ██████████ 2 Current:0 Target:1	View/Add Notes Move Goal Edit	Remove

4 Click the **edit** button to make changes to the existing goal information.

Personal Learning Career Catalog Reports

• My Plan • Assessment Status • Assessment History • Competency Assignments • Career Planner

My Plans and Goals

The details of this plan are shown below. You may add or edit Goals to the Plans. You may add or edit supporting Activities for those Goals. You must submit the Plan for Approval. Once your Plan is approved by your Supervisors, you will be allowed to update the status of Goals and Activities. Only approved Goals and Activities are reflected in the Performance Review. You may view or add notes to this Plan at any time. To select another plan, hover your mouse over the image by the side of the current plan Title and select a different Plan. If you have been designated as a Coach, you may view / update or add other User's Plans.

* = Required Fields

Plan Title : Individual Development Plan (Select Other Plan)
 Plan Period : Fiscal Year 2007
 Plan Purpose : Proposed Prof Dev Activities for P
 Plan Status : Draft
 Effective Date : 10/1/2007
 Version : 0 (current)
 Expiration Date : 9/30/2008

This plan contains changes that have not been approved.

Print Plan List all Plans View/Add Notes Save Submit for Approval

Performance Development Personal

Title: Add Description

Group By: None Field Chooser New Goal

Goal Name	Target Date	Priority	Percent Toward Target	Action	Remove
Improve budgeting skills	11/30/2007	1	0.00% 0 ██████████ 2 Current:0 Target:1	View/Add Notes Move Goal Edit	
Takes corrective action to ensure that critical programs meet budget and schedule requirements.	9/30/2008		0.00% 0 ██████████ 2 Current:0 Target:1	View/Add Notes Move Goal Edit	

5 Add or correct information in the fields for the selected goal. Click the **apply changes** button to save the updates.

Performance Development Personal

Title: Add Description

Group By: None Field Chooser New Goal

Goal Name	Target Date	Priority	Percent Toward Target	Action	Remove
Improve budgeting skills	11/30/2007	1	0.00% 0 ██████████ 2 Current:0 Target:1	View/Add Notes Move Goal Edit	
Takes corrective action to ensure that critical programs meet budget and schedule requirements.	9/30/2008		0.00% 0 ██████████ 2 Current:0 Target:1	View/Add Notes Move Goal	

Goal Type: Competency
 Goal Number: 2
 * Goal Name: Takes corrective action to ensure that critical program
 Goal Description:
 Goal Category: Select | Clear
 * Section: FAA Short-Term Goals
 Related Competency: Takes corrective action to ensure that critical programs meet budget and schedule requirements. (Ability)
 Completed:

Priority:
 * Target Date: 9/30/2008
 Target Value: 1
 Stretch Value: 2

Apply Changes Cancel

6 Updates will appear on the my plans and goals screen.

Personal Learning Career Catalog Reports

My Plan Assessment Status Assessment History Competency Assignments Career Planner

My Plans and Goals

The details of this plan are shown below. You may add or edit Goals to the Plans. You may add or edit supporting Activities for those Goals. You must submit the Plan for Approval. Once your Plan is approved by your Supervisors, you will be allowed to update the status of Goals and Activities. Only approved Goals and Activities are reflected in the Performance Review. You may view or add notes to this Plan at any time. To select another plan, hover your mouse over the image by the side of the current plan Title and select a different Plan. If you have been designated as a Coach, you may view / update or add other User's Plans.

* = Required Fields

Plan Title : Individual Development Plan (Select Other Plan)

* Plan Title : Individual Development Plan

Plan Status : Draft

Effective Date: 10/1/2007

Plan Period : Fiscal Year 2007

Plan Purpose : Proposed Prof Dev Activities for

Version : 0 (current)

* Expiration Date: 9/30/2008

This plan contains changes that have not been approved.

Print Plan List all Plans View/Add Notes Save Submit for Approval

Performance Development Personal

Title: Add Description

Group By: None Field Chooser New Goal

Goal Name	Target Date	Priority	Percent Toward Target	Action	Remove
Improve budgeting skills	11/30/2007	1	0.00% 0 ██████████ 2 Current:0 Target:1	View/Add Notes Move Goal Edit	
Takes corrective action to ensure that critical programs meet budget and schedule requirements.	9/30/2008	1	0.00% 0 ██████████ 2 Current:0 Target:1	View/Add Notes Move Goal Edit	

The “takes corrective action” goal above was edited to add a priority value for the goal.

The quick reference guide on the following page summarizes the tasks performed to view and edit an existing plan.

Quick Reference Guide

Viewing and Editing an Existing Plan	
Task #	Action
1	Click the career tab on the top menu bar from the eLMS home page .
2	The my plans screen opens on the career tab. Click the button for the action you want to perform: view plan , delete it , or add notes .
3	Clicking the view plan button displays the my plans and goals screen. From this screen you can perform various actions: <ul style="list-style-type: none">▪ view/add notes to an individual goal▪ move a goal from one plan to another (to development or personal)▪ edit the goal▪ remove the goal
4	Click the edit button to make changes to the existing goal information.
5	Add or correct information in the fields for the selected goal. Click the apply changes button to save the updates.
6	Updates will appear on the my plans and goals screen.

**SECTION 5.3:
Submitting a Plan
for Approval**

When you first create a plan, its status is draft because it has not been submitted for approval. When you submit a plan for approval, your supervisor reviews the plan and either approves or rejects it. When the plan is out for approval, it is in a submitted/pending status.

- 1 From the **my plans and goals** screen on the **my plan** link, click the **submit for approval** button.

The screenshot displays the 'My Plans and Goals' interface. At the top, there are navigation tabs: Personal, Learning, Career, Catalog, and Reports. Below these is a breadcrumb trail: My Plan > Assessment Status > Assessment History > Competency Assignments > Career Planner. The main heading is 'My Plans and Goals'. A message indicates: 'This plan contains changes that have not been approved.' The form includes fields for 'Plan Title' (Individual Development Plan), 'Plan Period' (Fiscal Year 2007), 'Plan Purpose' (Proposed Prof Dev Activities for F), 'Plan Status' (Draft), and 'Expiration Date' (9/30/2008). A 'Submit for Approval' button is highlighted in red. Below the form are tabs for 'Performance', 'Development', and 'Personal'. A table lists two goals with columns for Goal Name, Target Date, Priority, Percent Toward Target, and Action.

Goal Name	Target Date	Priority	Percent Toward Target	Action	Remove
Improve budgeting skills	11/30/2007	1	0.00% Current:0 Target:1	View/Add Notes Move Goal Edit	Remove
Takes corrective action to ensure that critical programs meet budget and schedule requirements.	9/30/2008	1	0.00% Current:0 Target:1	View/Add Notes Move Goal Edit	Remove

2 The **plan status** will change from **draft** to **submit/pending** (with a submission date). Click the **chevron** next to the date to display the steps in the submission process and to view the status.

Personal Learning Career Catalog Reports

• My Plan • Assessment Status • Assessment History • Competency Assignments • Career Planner

My Plans and Goals

The details of this plan are shown below. You may add or edit Goals to the Plans. You may add or edit supporting Activities for those Goals. You must submit the Plan for Approval. Once your Plan is approved by your Supervisors, you will be allowed to update the status of Goals and Activities. Only approved Goals and Activities are reflected in the Performance Review. You may view or add notes to this Plan at any time. To select another plan, hover your mouse over the image by the side of the current plan Title and select a different Plan. If you have been designated as a Coach, you may view / update or add other User's Plans.

Plan Title : Individual Development Plan (Select Other Plan) Plan Period : Fiscal Year 2007 Plan Purpose : Proposed Prior Dev Activities for FY Meeting with Manager

Plan Status : Submit/Pending (Submitted for approval on 11/8/2007) ! This plan contains changes that have not been approved.

Effective Date: 10/1/2007

Step No.	Action?	Name	Approved Date
1	Submitted	ADMIN, MARY	11/8/2007
2		MANAGER, SUSAN	

Buttons: Performance, Development, Print Plan, List all Plans, View/Add Notes

Title: Add Description

Group By: None View Changes: View All Changes Field Chooser New Goal

Goal Name	Target Date	Priority	Percent Toward Target	Action	Remove
Improve budgeting skills	11/30/2007	1	0.00% 0 ██████████ 2 Current:0 Target:1	View/Add Notes Move Goal Edit	🗑️
Takes corrective action to ensure that critical programs meet budget and schedule requirements.	9/30/2008	1	0.00% 0 ██████████ 2 Current:0 Target:1	View/Add Notes Move Goal Edit	🗑️

When your supervisor approves the plan, you will receive an email message, and the plan status will change from submit/pending to approved.

Note: If a supervisor is removed during the plan approval process, you will receive an email informing you that you must re-submit your plan.

3 From the **my plans and goals** screen, you also can **print** your plan to use in meetings with your supervisor. Click the **print plan** button.

Personal Learning Career Catalog Reports

• My Plan • Assessment Status • Assessment History • Competency Assignments • Career Planner

My Plans and Goals ?

The details of this plan are shown below. You may add or edit Goals to the Plans. You may add or edit supporting Activities for those Goals. You must submit the Plan for Approval. Once your Plan is approved by your Supervisors, you will be allowed to update the status of Goals and Activities. Only approved Goals and Activities are reflected in the Performance Review. You may view or add notes to this Plan at any time. To select another plan, hover your mouse over the image by the side of the current plan Title and select a different Plan. If you have been designated as a Coach, you may view / update or add other User's Plans.

Plan Title : Individual Development Plan (Select Other Plan) ⚠ This plan contains changes that have not been approved.

Plan Period : Fiscal Year 2007
 Plan Purpose : Proposed Prof Dev Activities for FY Meeting with Manager
 Version : 0 (current)

Plan Status : Submit/Pending (Submitted for approval on 11/8/2007)

Effective Date: 10/1/2007

Step No.	Action?	Name	Approved Date
1	Submitted	ADMIN, MARY	11/8/2007
2		MANAGER, SUSAN	

Date:

Print Plan List all Plans View/Add Notes

Title: Add Description

Group By: None View Changes: View All Changes Field Chooser New Goal

Goal Name	Target Date	Priority	Percent Toward Target	Action	Remove
Improve budgeting skills	11/30/2007	1	0.00% 0 <input type="text"/> 2 Current:0 Target:1	View/Add Notes Move Goal Edit	
Takes corrective action to ensure that critical programs meet budget and schedule requirements.	9/30/2008	1	0.00% 0 <input type="text"/> 2 Current:0 Target:1	View/Add Notes Move Goal Edit	

- | | |
|---|--|
| 4 | A creating reports message will appear. Your plan will then display in an eLMS report format for printing, with its status. |
|---|--|

My Plan

Users

User ID: *****
 User Name: ADMIN, MARY

My Plan

Plan Title:	Individual Development Plan	Plan Period:	Fiscal Year 2007
Plan Status:	Submit/Pending	Version:	Current
Effective Date:	10/1/2007 12:00 AM CST	Expiration Date:	9/30/2008 12:00 AM CST

Plan Areas

Plan Area: Performance

Plan Areas

Plan Area: Development

Group By

Details: Section: FAA Short-Term Goals

Goals

Goal Name:	Improve budgeting skills	Target Date:	11/30/2007 12:00 AM CST
Priority:	1	Related Competency:	
Current:	0.00	Target:	1.00
Percent Toward Target (%)	0.00	Description:	Improve skills in budgeting by successfully completing one (1) course on budget planning and execution during the fiscal year.
Goal Status:		Goal Weight:	

The quick reference guide on the following page summarizes the tasks performed to submit a plan for supervisor approval.

Quick Reference Guide

Submitting a Plan for Supervisor Approval	
Task #	Action
1	From the my plans and goals screen on the my plan link, click the submit for approval button.
2	The plan status will change from draft to submit/pending (with a submission date). Click the chevron next to the date to display the steps in the submission process and to view the status.
3	From the my plans and goals screen, you also can print your plan to use in meetings with your supervisor. Click the print plan button.
4	A creating reports message will appear. Your plan will then display in an eLMS report format for printing, with its status.

Chapter 6

SELF-REGISTRATION

***User & Supervisor
Resource Guide***

**SECTION 6.1:
SELF-
REGISTRATION**

While the eLMS system permits a user to self-register for some courses, for most items users will not be able to self-register. For the most part, the only items a user can self-register for are online courses. The self-registration process can take place from the catalog or from the learning plan.

**SECTION 6.2:
REGISTRATION
FROM THE
CATALOG**

There are two ways a user can self-register from the catalog:

- using the catalog tab on the top menu bar
- using the eLMS homepage.

The tables and graphics that follow will guide you through each of these methods.

**SECTION 6.3:
SELF-
REGISTRATION
FROM CATALOG
TOP MENU BAR**

To register using the catalog tab on the top menu bar, log in to the eLMS, which will open the user homepage.

1 Click the **catalog** tab on the **top menu bar** from the **eLMS home page**.

The screenshot shows the eLMS user interface for SUSAN MANAGER. At the top, there is a navigation bar with tabs: Personal, Learning, Career, **Catalog** (highlighted in red), Reports, and My Employees. Below the navigation bar is a breadcrumb trail: Home • Approvals • Profile • Regional Settings • Communities • Skills. The main content area is titled "Welcome SUSAN MANAGER" with the date 11/16/2007. A message states: "DOT's eLMS provides learners the power to access and manage their learning with online tools. Once logged into eLMS, learners can manage their learning through the following features!:"

On the left side, there are sections for "Learning Plan", "Current Registrations", "Curriculum Status", and "Learning History", each with a brief description. On the right side, there are sections for "Alerts" (with two red warning icons and messages: "You have Subordinate Plans that require Review and Approval" and "You have overdue learning"), "Catalog" (with links: "View all available instructor-led items>" and "View all available online items>"), "My Plans" (with a message: "There are no relevant items for this User."), "Learning Plan" (with a table of items), and "Curriculum Status" (with a link: "Go to Curriculum Status").

Title	Type	Required By
(05509) Physical/Facility Security SAVI FY07	🔒🔗	🔴 9/30/2007
(05704) Information System Security SAVI FY07	🔗	🔴 9/30/2007
(NEWPOSITION1C) Worksheet for Clarifying Expectations with Your New Supervisor	🔗	2/13/2008
SUPERVISORY SKILLS TRAINING		9/17/2008
(04205) Introduction to FAA Validation & Verification	🔗	10/1/2008

2 Under the **subject area menu** of the **browse catalog** link, click the **expand all** link to see the different item subject areas. To browse the catalog, click the desired **subject area** link or search for items using the search menus and search criteria as explained in Chapter 2.

The screenshot shows the 'Browse Catalog' page. At the top, there are navigation tabs: Personal, Learning, Career, Catalog, Reports, and My Employees. The 'Browse Catalog' link is highlighted with a red box. Below the tabs, there are search options: Calendar of Offerings, Simple Catalog Search, and Advanced Catalog Search. The main heading is 'Browse Catalog' with a help icon. A sub-heading states: 'This page is used to browse the catalog by Subject Area. You can click the Expand icon next to any subject area title to view the Subject Areas nested beneath it.' Below this, the 'Subject Area Menu' is expanded, showing a list of subject areas. The 'Team Building' section is selected, showing a list of items. The 'Expand All' link is highlighted with a red box. The items listed are:

- (76502001) Teambuilding and Motivating Employees through Conflict Resolution**
Description : This course is specifically designed for the Federal Aviation Administration by Corporate Learning a More »
Request Schedule
Add to Learning Plan
Cost: -- Length: 8.00 User Rating: N/A Status: --
- Achieving Results as a Cross-functional Team**
Description : If you want team results that far exceed expectations, intertwine and nurture the team in the three More »
Request Schedule
Add to Learning Plan
Cost: -- Length: 3.00 User Rating: N/A Status: --
- Analyzing Workplace War Zones**
Description : A team would be worthless if everyone agreed on every issue. The purpose of teams is to facilitate d More »
Request Schedule
Add to Learning Plan
Cost: -- Length: 2.50 User Rating: N/A Status: --
- Building a High-performance Team**
Description : Project managers are responsible for planning, developing, and overseeing projects that represent ma More »
Request Schedule

At the bottom of the items list, there are pagination controls: Records per Page (10), Page: 1 2 3 4 «Previous | Next» (34 total records).

3 Within the selected **subject area**, items will be displayed in the right column. Remember, you cannot self-register for most instructor-led items.

Personal Learning Career **Catalog** Reports My Employees

Browse Catalog • Calendar of Offerings • Simple Catalog Search • Advanced Catalog Search

Browse Catalog

This page is used to browse the catalog by Subject Area. You can click the Expand icon next to any subject area title to view the Subject Areas nested beneath it.

Subject Area Menu	Items
[Expand All] [Collapse All]	Records per Page 10 Page: 1 2 3 4 <Previous Next> (34 total records)
<ul style="list-style-type: none"> Software Applications \ Microsoft Windows (2) Statewide Planning (1) Strategic Planning \ Analysis and Strategy (18) Strategic Planning \ Business Case Development (6) Strategic Planning \ Systems Thinking (7) Supervision and Leadership (7) Team Building (34) Technical Operations Technical Training (13) <ul style="list-style-type: none"> Advanced Information Systems Technical Training (77) Communications Technical Training (88) Electrical, Environmental, Occupational, Safety, and Health Technical Training (20) Enroute Automation Technical Training (49) Enroute Radar Technical Training (52) Environmental Technical Training (63) General Technical Operations Technical Training (17) Navigation/Landing Technical Training (111) 	<p>Team Building (34)</p> <p>(76502001) Teambuilding and Motivating Employees through Conflict Resolution Description : This course is specifically designed for the Federal Aviation Administration by Corporate Learning a More » Request Schedule Add to Learning Plan</p> <p>Cost: -- Length: 8.00 User Rating: N/A Status: --</p> <p>Achieving Results as a Cross-functional Team Description : If you want team results that far exceed expectations, intertwine and nurture the team in the three More » Request Schedule Add to Learning Plan</p> <p>Cost: -- Length: 3.00 User Rating: N/A Status: --</p> <p>Analyzing Workplace War Zones Description : A team would be worthless if everyone agreed on every issue. The purpose of teams is to facilitate d More » Request Schedule Add to Learning Plan</p> <p>Cost: -- Length: 2.50 User Rating: N/A Status: --</p> <p>Building a High-performance Team Description : Project managers are responsible for planning, developing, and overseeing projects that represent ma More » Request Schedule</p> <p>Records per Page 10 Page: 1 2 3 4 <Previous Next> (34 total records)</p>

4 Click the **register** button. Or, click the **add to learning plan** button to first add the item to your learning plan.

Personal Learning Career **Catalog** Reports My Employees

• Browse Catalog • Calendar of Offerings • Simple Catalog Search • Advanced Catalog Search

Browse Catalog

This page is used to browse the catalog by Subject Area. You can click the Expand icon next to any subject area title to view the Subject Areas nested beneath it.

Subject Area Menu	Items										
[Expand All] [Collapse All]	Records per Page 10 Page: 1 2 3 4 «Previous Next» (34 total records)										
<ul style="list-style-type: none"> Software Applications \ Cisco Networks (8) Software Applications \ Microsoft Office (139) Software Applications \ Microsoft Windows (2) Statewide Planning (1) Strategic Planning \ Analysis and Strategy (18) Strategic Planning \ Business Case Development (6) Strategic Planning \ Systems Thinking (7) Supervision and Leadership (7) Team Building (34) ▼ Technical Operations Technical Training (13) <ul style="list-style-type: none"> Advanced Information Systems Technical Training (7) Communications Technical Training (88) Electrical, Environmental, Occupational, Safety, and Health Technical Training (20) Enroute Automation Technical Training (49) Enroute Radar Technical Training (52) Environmental Technical Training (63) General Technical Operations Technical Training (17) 	<p>Team Building (34)</p> <p>▼ KVW Desgining Effective Instruction Description : Add to Learning Plan Cost: -- Length: 8.00 User Rating: N/A Status: -- Schedule Offerings</p> <table border="1"> <thead> <tr> <th>Start Date/Time</th> <th>Facility & Location</th> <th>Places Filled</th> <th>Price (\$)</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>11/20/2007 08:00 AM EST</td> <td>-</td> <td>0/--</td> <td>0.00</td> <td style="text-align: center;">Register</td> </tr> </tbody> </table> <p>▼ Launching Successful On-site and Virtual Teams Description : One factor that defines team success is the way in which a team is launched. Quickly moving an on-si More > Request Schedule Add to Learning Plan Cost: -- Length: 5.50 User Rating: N/A Status: --</p> <p>▼ Leading Successful On-site Teams Description : Successful on-site teams are characterized by clear direction, team member trust, and effective comm More > Request Schedule Add to Learning Plan</p> <p>Records per Page 10 Page: 1 3 4 «Previous Next» (34 total records)</p>	Start Date/Time	Facility & Location	Places Filled	Price (\$)	Action	11/20/2007 08:00 AM EST	-	0/--	0.00	Register
Start Date/Time	Facility & Location	Places Filled	Price (\$)	Action							
11/20/2007 08:00 AM EST	-	0/--	0.00	Register							

5 Click the **confirm** button. If you need to go back, use the **previous** button.

Personal Learning Career **Catalog** Reports My Employees

• Browse Catalog • Calendar of Offerings • Simple Catalog Search • Advanced Catalog Search

Registration

Lastly, enter any comments that you wish to be associated with your request and/or registration.

Previous Confirm

Offering

KVW Desgining Effective Instruction
 COURSE KVW_TEST2
 Revision: 1 - 10/23/2007 09:14 AM EST
 Start Date: 11/20/2007 08:00 AM EST
 End Date: 11/20/2007 04:30 PM EST
 Capacity: 0 enrolled, 0 waitlisted
 Price (\$): 0.00

Registration Comments

User Name: MANAGER, SUSAN
 Registration Status: ENROLL (Enrolled)
 Comments:

Previous Confirm

6 The **finished** screen displays.

Personal Learning Career **Catalog** Reports My Employees

• Browse Catalog • Calendar of Offerings • Simple Catalog Search • Advanced Catalog Search

Registration

Registration Comments → **Finished**

KVW Desgining Effective Instruction
 COURSE KVW_TEST2
 Revision: 1 - 10/23/2007 09:14 AM EST
 Start Date: 11/20/2007 08:00 AM EST
 End Date: 11/20/2007 04:30 PM EST
 Capacity: 1 enrolled, 0 waitlisted
 Price (\$): 0.00

Success

User Name: MANAGER, SUSAN
 Registration Status: ENROLL (Enrolled)
 Comments:

The quick reference guide on the following page summarizes the tasks performed to self-register from the catalog top menu bar.

Quick Reference Guide

Self-Registration from the Catalog Top Menu Bar	
Task #	Action
1	Click the catalog tab on the top menu bar from the eLMS home page .
2	Under the subject area menu of the browse catalog link, click the expand all link to see the different item subject areas. To browse the catalog, click the desired subject area link or search for items using the search menus and search criteria as explained in Chapter 2.
3	Within the selected subject area , items will be displayed in the right column. Remember, you cannot self-register for most instructor-led items.
4	Click the register button. Or, click the add to learning plan button to first add the item to your learning plan.
5	Click the confirm button. If you need to go back, use the previous button.
6	The finished screen displays.

**SECTION 6.4:
SELF-
REGISTRATION
FROM THE eLMS
HOMEPAGE**

Upon logging on to the eLMS, notice the headings displayed along the right side of the homepage. You can begin the self-registration process for online items from the appropriate catalog heading link.

- | | |
|---|---|
| 1 | From the eLMS home page , click the view all available instructor-led items under the catalog heading. |
|---|---|

Personal Learning Career Catalog Reports My Employees

• Home • Approvals • Profile • Regional Settings • Communities • Skills

Welcome SUSAN MANAGER
11/16/2007

DOT's eLMS provides learners the power to access and manage their learning with online tools. Once logged into eLMS, learners can manage their learning through the following features:

Learning Plan
The Learning Plan is the list of assigned training. Learners can add optional items to their Learning Plans, register in instructor-led items, and launch online content from the Learning Plan. It should be noted that access to registration is determined by Modal policy.

Current Registrations
The Current Registrations view enables learners to view all of their registrations in Scheduled Offerings in one easy view.

Curriculum Status
The Curriculum Status functionality provides learners with a comprehensive list of the curricula and subcurricula needed for personal and career advancement. Required dates associated with each curriculum help manage your learning needs.

Learning History
The Learning History allows learners to see a list of all of the learning they have completed, as well as their performance on the item. For issue with your Learning History (e.g., missing history), contact your local training administrator.

Alerts
 • You have Subordinate Plans that require Review and Approval
 • You have overdue learning

Catalog
 View all available instructor-led items
 View all available online items
 Browse Catalog

My Plans → My Plan
There are no relevant items for this User.

Learning Plan → Learning Plan

Title	Type	Required By
(05509) Physical/Facility Security SAVI FY07	🔗	🔴 9/30/2007
(05704) Information System Security SAVI FY07	🔗	🔴 9/30/2007
(NEWPOSITION1C) Worksheet for Clarifying Expectations with Your New Supervisor	🔗	2/13/2008
SUPERVISORY SKILLS TRAINING	🔗	9/17/2008
(04205) Introduction to FAA Validation & Verification	🔗	10/1/2008

Curriculum Status → Go to Curriculum Status

Personal
The Personal menu provides you with tools to manage your Profile and Regional Settings, check on your Order Status and Order Tickets, and use the Career Planner to self-assign learning.

Learning
The Learning menu contains most of the tools that you will access the most frequently, the most important of which is the Learning Plan. The Learning Plan allows you to access your assigned online learning or register in instructor-led learning.

Career
The Competencies menu allows you to view your Assessment History, display your

2 The catalog search results will display instructor-led items. For most FAA lines of business, you cannot self-register for instructor-led courses; you can only request a schedule or add it to your learning plan. By adding to your learning plan you **are not** registered or enrolled in the course.

In most cases, if an item allows for **self-registration**, you will know a **keyword(s)** that you can use to search for the item. Enter the **keyword(s)** and click the **search** button.

Personal Learning Career **Catalog** Reports My Employees

Browse Catalog Calendar of Offerings Simple Catalog Search Advanced Catalog Search

Search Results

Enter Keywords to search Item, Curriculum Title and Description Fields

Keywords: Exact Phrase

Curricula Instructor-Led Online Blended Other (Select one or more)

Below are the results of your Search. Select an Action from the Action buttons or click the Expand icon to view the Scheduled Offerings available for a Learning Item. You can refine your Search using the search form above.

Catalog Search Results				
Title ▲	Type	Price (\$)	Status	Action
▶ (00007) Rotorcraft Accident Investigation	👤	--	--	<input type="button" value="Add to Learning Plan"/>
(00029) Media Relations in Aircraft Accident Investigation	👤	--	--	<input type="button" value="Request Schedule"/> <input type="button" value="Add to Learning Plan"/>
(00041) Advanced Rotorcraft Accident Investigation	👤	--	--	<input type="button" value="Request Schedule"/> <input type="button" value="Add to Learning Plan"/>
(007007) eLMS 101	👤	--	--	<input type="button" value="Request Schedule"/> <input type="button" value="Add to Learning Plan"/>
(01001) (CBI) Emergency Readiness for the 21st Century	👤	--	--	<input type="button" value="Request Schedule"/> <input type="button" value="Add to Learning Plan"/>
(01195) Introduction to Myers-Briggs Type Indicator	👤	--	--	<input type="button" value="Request Schedule"/> <input type="button" value="Add to Learning Plan"/>

NOTE: In most cases, adding an instructor-led item to your learning plan does not register or enroll you in the course. Follow your line-of-business' procedures to be registered.

3 The search results display. Click the chevron (▶) to the left of the item title.

Personal Learning Career **Catalog** Reports My Employees

• Browse Catalog • Calendar of Offerings • **Simple Catalog Search** • Advanced Catalog Search

Search Results

Enter Keywords to search Item, Curriculum title and Description fields.

Keywords: Exact Phrase

Curricula Instructor-Led Online Blended Other (Select one or more)

Below are the results of your Search. Select an Action from the Action buttons or click the Expand icon to view the Scheduled Offerings available for a Learning Item. You can refine your Search using the search form above.

Catalog Search Results				
	Type	Price (\$)	Status	Action
▶ VW Desgining Effective Instruction		--	--	<input type="button" value="Add to Learning Plan"/>

When browsing the catalog, you may see items that display the following icons: . These icons indicate a blended item. Blended items have both online and instructor-led segments. Click the **add to learning plan** button to add the blended item to your learning plan. You cannot launch blended items from the catalog.

Catalog Search Results				
Title ▲	Type	Price (\$)	Status	Action
(45367) (WEB) INTEGRATED TERMINAL WEATHER SYSTEM (ITWS)		--	--	<input type="button" value="Request Schedule"/> <input type="button" value="Add to Learning Plan"/>
(66000001) The Manager's Role in Safety Risk Management (SRM)		--	--	<input type="button" value="Request Schedule"/> <input type="button" value="Add to Learning Plan"/>
(FAA27000001) AVS QMS Update: FY07 2nd Quarter		--	--	<input type="button" value="Request Schedule"/> <input type="button" value="Add to Learning Plan"/>
(FAA27100003) (CBI/WEB) Introduction to Air Carrier Maintenance Organization		--	--	<input type="button" value="Request Schedule"/>

4 Click the **register** button.

Personal Learning Career **Catalog** Reports My Employees

Browse Catalog Calendar of Offerings **Simple Catalog Search** Advanced Catalog Search

Search Results

Enter Keywords to search Item, Curriculum title and Description fields.
 Keywords: Exact Phrase

Curricula Instructor-Led Online Blended Other (Select one or more)

Below are the results of your Search. Select an Action from the Action buttons or click the Expand icon to view the Scheduled Offerings available for a Learning Item. You can refine your Search using the search form above.

Catalog Search Results						
Title	Type	Price (\$)	Status	Action		
▼ KVW Desgining Effective Instruction						
				<input type="button" value="Add to Learning Plan"/>		
Start Date/Time	Duration	Facility & Location	Available Enrollment Seats	Price (\$)	Action	
11/20/2007 08:00 AM EST	9 hours	-	unlimited	0.00	<input type="button" value="Register"/>	

5 Click the **confirm** button. If you need to go back, use the **previous** button.

Personal Learning Career **Catalog** Reports My Employees

Browse Catalog Calendar of Offerings **Simple Catalog Search** Advanced Catalog Search

Registration

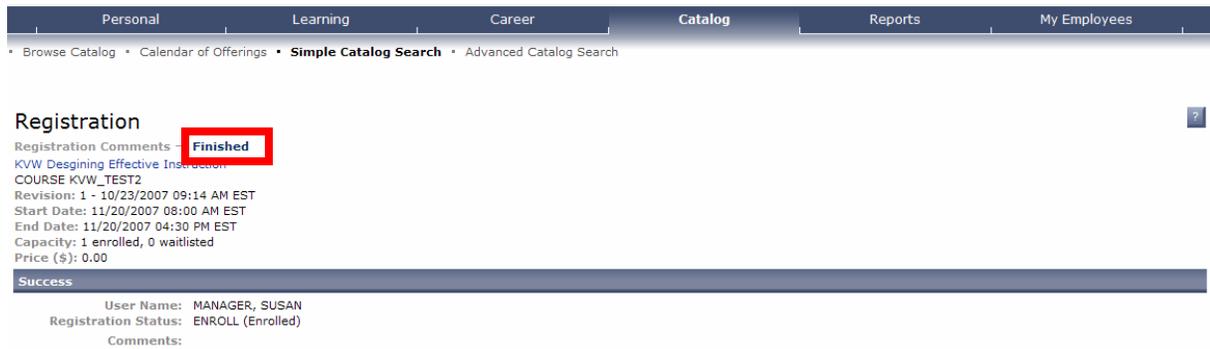
Lastly, enter any comments that you wish to be associated with your request and/or registration.

Offering

KVW Desgining Effective Instruction
 COURSE KVW_TEST2
 Revision: 1 - 10/23/2007 09:14 AM EST
 Start Date: 11/20/2007 08:00 AM EST
 End Date: 11/20/2007 04:30 PM EST
 Capacity: 0 enrolled, 0 waitlisted
 Price (\$): 0.00

Registration Comments

User Name: MANAGER, SUSAN
 Registration Status: ENROLL (Enrolled)
 Comments:

6 The **finished** screen displays.

The screenshot shows the eLMS interface with a navigation bar at the top containing 'Personal', 'Learning', 'Career', 'Catalog', 'Reports', and 'My Employees'. Below the navigation bar is a breadcrumb trail: 'Browse Catalog > Calendar of Offerings > Simple Catalog Search > Advanced Catalog Search'. The main content area is titled 'Registration' and displays the following information:

- Registration Comments: **Finished** (highlighted with a red box)
- KVW Designing Effective Instruction
- COURSE KVW_TEST2
- Revision: 1 - 10/23/2007 09:14 AM EST
- Start Date: 11/20/2007 08:00 AM EST
- End Date: 11/20/2007 04:30 PM EST
- Capacity: 1 enrolled, 0 waitlisted
- Price (\$): 0.00

Below this information is a 'Success' banner with the following details:

- User Name: MANAGER, SUSAN
- Registration Status: ENROLL (Enrolled)
- Comments:

The quick reference guide on the following page summarizes the tasks performed to self-register from the eLMS home page.

Quick Reference Guide

Self-Registration from the eLMS Homepage	
Task #	Action
1	From the eLMS home page , click the view all available instructor-led items under the catalog heading.
2	<p>The catalog search results will display instructor-led items. For most FAA lines of business, you cannot self-register for instructor-led courses; you can only request a schedule or add it to your learning plan. By adding to your learning plan you are not registered or enrolled in the course.</p> <p>In most cases, if an item allows for self-registration, you will know a keyword(s) that you can use to search for the item. Enter the keyword(s) and click the search button.</p>
3	The search results display. Click the chevron (▶) to the left of the item title .
4	Click the register button.
5	Click the confirm button. If you need to go back, use the previous button.
6	The finished screen displays.

**SECTION 6.5:
REGISTRATION
FROM THE
LEARNING PLAN**

Your learning plan displays a complete list of the items specifically assigned to you based on your learning needs. It also displays the items that you are required to complete on a recurring basis.

Remember, only certain items allow for self-registration.

1 To display the **learning plan**, click the **learning** tab on the **top menu bar** from the **eLMS home page**.

Personal **Learning** Career Catalog Reports My Employees

• Home • Approvals • Profile • Regional Settings • Communities • Skills

Welcome SUSAN MANAGER
11/16/2007

DOT's eLMS provides learners the power to access and manage their learning with online tools. Once logged into eLMS, learners can manage their learning through the following features:

Learning Plan
The Learning Plan is the list of assigned training. Learners can add optional items to their Learning Plans, register in instructor-led items, and launch online content from the Learning Plan. It should be noted that access to registration is determined by Modal policy.

Current Registrations
The Current Registrations view enables learners to view all of their registrations in Scheduled Offerings in one easy view.

Curriculum Status
The Curriculum Status functionality provides learners with a comprehensive list of the curricula and subcurricula needed for personal and career advancement. Required dates associated with each curriculum help manage your learning needs.

Learning History
The Learning History allows learners to see a list of all of the learning they have completed, as well as their performance on the item. For issue with your Learning History (e.g., missing history), contact your local training administrator.

Personal
The Personal menu provides you with tools to manage your Profile and Regional Settings, check on your Order Status and Order Tickets, and use the Career Planner to self-assign learning.

Learning
The Learning menu contains most of the tools that you will access the most frequently, the most important of which is the Learning Plan. The Learning Plan allows you to access your assigned online learning or register in instructor-led learning.

Career
The Competencies menu allows you to view your Assessment History, display your

Alerts
 • You have Subordinate Plans that require Review and Approval
 • You have overdue learning

Catalog
 View all available instructor-led items
 View all available online items
 Browse Catalog

My Plans → My Plan
 There are no relevant items for this User.

Learning Plan → Learning Plan

Title	Type	Required By
(05509) Physical/Facility Security SAVI FY07	🔒	9/30/2007
(05704) Information System Security SAVI FY07	🔒	9/30/2007
KVW Designing Effective Instruction	🔒	11/16/2007
(NEWPOSITION1C) Worksheet for Clarifying Expectations with Your New Supervisor	🔒	2/13/2008
SUPERVISORY SKILLS TRAINING	🔒	9/17/2008

Curriculum Status → Go to Curriculum Status

2 A list of the items in your learning plan and the status of those items is displays. If an item allows self-registration, click the **offering details** button.

Note: All items displaying an **offering detail** button do not permit self-registration. You must click the **offering detail** button and go to the next screen to confirm whether the item permits self-registration.

Personal Learning Career Catalog Reports My Employees

Learning Plan Learning Calendar Current Registrations Curriculum Status Learning History Record Learning

Learning Plan

This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.

Group Plan by: None Field Chooser

[Expand All] [Collapse All]

Title	Type	Required By	Status	Action	Remove
(04203) Fundamentals of Acquisition Management System (FAMS)			Must be registered	Request Schedule	
(04205) Introduction to FAA Validation & Verification		10/1/2008	Prerequisites not met	Request Schedule	
(04207) Introduction to FAA Risk Management			Must be registered	Request Schedule	
(04216) Risk and Schedule Assessment Course			Must be registered	Request Schedule	
(05509) Physical/Facility Security SAVI FY07		9/30/2007	Must be registered	Request Schedule	
(05704) Information System Security SAVI FY07		9/30/2007	In progress	Go to Content	
(10603) INTRODUCTION TO SAFETY MANAGEMENT SYSTEMS			In progress	Go to Content	
(49710001) Leading Change in the Air Traffic Organization for Front Line Managers/Supervisors		10/9/2008	Must be registered	Request Schedule	
(NEWPOSITIONIC) Worksheet for Clarifying Expectations with Your New Supervisor		2/13/2008	In progress	Go to Content	
KVW Desgining Effective Instruction		11/16/2007	Must be registered	Offering Details	

Records per Page 10 Page: 1 2 <Previous | Next> (11 total records)

3 If the item permits **self-registration**, a **register** button will appear. Click the **register** button.

Personal Learning Career Catalog Reports My Employees

Learning Plan Learning Calendar Current Registrations Curriculum Status Learning History Record Learning

Registration

← Back

KVW Desgining Effective Instruction
 COURSE KVW_TEST2
 Revision: 1 - 10/23/2007 09:14 AM EST
 Item Description: No Description

▼ Assignment Information

Required Date: 11/16/2007 Completion Date: Days Remaining: 0
 Assignment Type: Assignment Date: 11/16/2007 Assigned By: Admin (DKOEHLE3720)

▶ Current Registration

▼ Available Scheduled Offerings

Day (s)	Start	End	Location	Available Enrollment Seats	Price (\$)	Action
1	11/20/2007 08:00 AM EST	11/20/2007 04:30 PM EST	-	unlimited	0.00	View Details Register

▶ Request Schedule

4 Click the **confirm** button. If you need to go back, use the **previous** button.

The screenshot shows the 'Registration' page in the eLMS system. The navigation bar includes 'Personal', 'Learning', 'Career', 'Catalog', 'Reports', and 'My Employees'. The 'Learning Plan' breadcrumb is active. The page title is 'Registration' with a help icon. Below the title, there is a prompt: 'Lastly, enter any comments that you wish to be associated with your request and/or registration.' To the right of this prompt are two buttons: 'Previous' and 'Confirm', with the 'Confirm' button highlighted in red. Below this is the 'Offering' section, which includes course details: 'KVW Designing Effective Instruction', 'COURSE KVW_TEST2', 'Revision: 1 - 10/23/2007 09:14 AM EST', 'Start Date: 11/20/2007 08:00 AM EST', 'End Date: 11/20/2007 04:30 PM EST', 'Capacity: 0 enrolled, 0 waitlisted', and 'Price (\$): 0.00'. The 'Registration Comments' section shows 'User Name: MANAGER, SUSAN', 'Registration Status: ENROLL (Enrolled)', and a text area for 'Comments:'. At the bottom right of the comments section, there are 'Previous' and 'Confirm' buttons, with 'Confirm' highlighted in red.

5 The **finished** screen displays.

The screenshot shows the 'Registration' page in the eLMS system, indicating a successful registration. The navigation bar and breadcrumb are the same as in the previous screenshot. The page title is 'Registration' with a help icon. Below the title, there is a prompt: 'Lastly, enter any comments that you wish to be associated with your request and/or registration.' To the right of this prompt are two buttons: 'Previous' and 'Confirm', with the 'Confirm' button highlighted in red. Below this is the 'Offering' section, which includes course details: 'KVW Designing Effective Instruction', 'COURSE KVW_TEST2', 'Revision: 1 - 10/23/2007 09:14 AM EST', 'Start Date: 11/20/2007 08:00 AM EST', 'End Date: 11/20/2007 04:30 PM EST', 'Capacity: 1 enrolled, 0 waitlisted', and 'Price (\$): 0.00'. The 'Registration Comments' section shows 'User Name: MANAGER, SUSAN', 'Registration Status: ENROLL (Enrolled)', and a text area for 'Comments:'. At the bottom left of the comments section, there is a 'Success' message: 'User Name: MANAGER, SUSAN', 'Registration Status: ENROLL (Enrolled)', and 'Comments:'. The word 'Finished' is highlighted in red in the top right corner of the page.

The quick reference guide on the following page summarizes the tasks performed to self-register from the learning plan.

Quick Reference Guide

Self-Registering from the Learning Plan	
Task #	Action
1	To display the learning plan , click the learning tab on the top menu bar from the eLMS home page .
2	A list of the items in your learning plan and the status of those items is displays. If an item allows self-registration, click the offering details button. Note: All items displaying an offering detail button do <u>not</u> permit self-registration. You must click the offering detail button and go to the next screen to confirm whether the item permits self-registration.
3	If the item permits self-registration , a register button will appear. Click the register button.
4	Enter comments in the comments field if applicable and click the confirm button.
5	The finished screen displays.

**SECTION 6.6:
VIEWING MY
REGISTRATIONS**

There are three (3) ways to view your registrations using eLMS:

1. from the learning plan (see all your items and your registration status in those items)
2. from current registrations (see only your current registrations)
3. from the learning calendar.

The registrations you see will include those you have self-registered for and those in which you were registered by your supervisor or an eLMS administrator.

**SECTION 6.6.1:
VIEWING MY
REGISTRATIONS
FROM THE
LEARNING PLAN**

Follow these directions, to view all of your items and your registration status in those items from your learning plan.

1 To view your registrations on the **learning plan**, click the **learning** tab on the **top menu bar** from the **eLMS home page**.

The screenshot shows the eLMS interface with the 'Learning' tab highlighted in the top navigation bar. Below the navigation bar, there is a breadcrumb trail: Home • Approvals • Profile • Regional Settings • Communities • Skills. The main content area is titled 'Welcome SUSAN MANAGER' with a date of 11/16/2007. A message states: 'DOT's eLMS provides learners the power to access and manage their learning with online tools. Once logged into eLMS, learners can manage their learning through the following features\:

- Learning Plan**: The Learning Plan is the list of assigned training. Learners can add optional items to their Learning Plans, register in instructor-led items, and launch online content from the Learning Plan. It should be noted that access to registration is determined by Modal policy.
- Current Registrations**: The Current Registrations view enables learners to view all of their registrations in Scheduled Offerings in one easy view.
- Curriculum Status**: The Curriculum Status functionality provides learners with a comprehensive list of the curricula and subcurricula needed for personal and career advancement. Required dates associated with each curriculum help manage your learning needs.
- Learning History**: The Learning History allows learners to see a list of all of the learning they have completed, as well as their performance on the item. For issue with your Learning History (e.g., missing history), contact your local training administrator.

On the right side, there are sections for Alerts (You have Subordinate Plans that require Review and Approval, You have overdue learning), Catalog (View all available instructor-led items, View all available online items, Browse Catalog), My Plans (There are no relevant items for this User.), and Learning Plan (Go to Learning Plan). The Learning Plan table is as follows:

Title	Type	Required By
(05509) Physical/Facility Security SAVI FY07	🔗	🔴 9/30/2007
(05704) Information System Security SAVI FY07	🔗	🔴 9/30/2007
KVW Designing Effective Instruction	🔗	11/16/2007
(NEWPOSITION1C) Worksheet for Clarifying Expectations with Your New Supervisor	🔗	2/13/2008
SUPERVISORY SKILLS TRAINING	🔗	9/17/2008

At the bottom, there is a section for Curriculum Status (Go to Curriculum Status) with a table header 'Title'.

2 Your **learning plan** displays. The registration status for each item is displayed in the **status** column. If the status is **enrolled**, you are registered.

For online items that are launchable via the eLMS, you will see a status of **available** or **in progress** (if you have already launched but have not completed the material).

Personal Learning Career Catalog Reports My Employees

Learning Plan • Learning Calendar • Current Registrations • Curriculum Status • Learning History • Record Learning

Learning Plan

This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.

Group Plan by: Field Chooser

[Expand All] [Collapse All]

Title	Type	Required By	Status	Action	Remove
(04203) Fundamentals of Acquisition Management System (FAMS)			Must be registered	Request Schedule	
(04205) Introduction to FAA Validation & Verification		10/1/2008	Prerequisites not met	Request Schedule	
(04207) Introduction to FAA Risk Management			Must be registered	Request Schedule	
(04216) Risk and Schedule Assessment Course			Must be registered	Request Schedule	
(05509) Physical/Facility Security SAVI FY07		9/30/2007	Must be registered	Request Schedule	
(05704) Information System Security SAVI FY07		9/30/2007	In progress	Go to Content	
(10603) INTRODUCTION TO SAFETY MANAGEMENT SYSTEMS			In progress	Go to Content	
(49710001) Leading Change in the Air Traffic Organization for Front Line Managers/Supervisors		10/9/2008	Must be registered	Request Schedule	
(NEWPOSITION1C) Worksheet for Clarifying Expectations with Your New Supervisor		2/13/2008	In progress	Go to Content	
KVW Designing Effective Instruction		11/16/2007	Enrolled	View registration	

Records per Page: 10 | Page 1 of 1 | Previous | Next (11 total records)

The quick reference guide on the following page summarizes the tasks performed to view registrations from the learning plan.

Quick Reference Guide

View Registrations from the Learning Plan	
Task#	Action
1	To view your registrations on the learning plan , click the learning tab on the top menu bar from the eLMS home page .
2	Your learning plan displays. The registration status for each item is displayed in the status column. If the status is enrolled , you are registered. For online items that are launchable via the eLMS, you will see a status of available or in progress (if you have already launched but have not completed the material).

SECTION 6.6.2: Follow these directions to view your current registrations only.
VIEWING MY REGISTRATIONS FROM THE CURRENT REGISTRATIONS LINK

1 To view your registrations from the **current registrations** link, begin by clicking the **learning** tab on the **top menu bar** from the **eLMS home page**.

Personal **Learning** Career Catalog Reports My Employees

• Home • Approvals • Profile • Regional Settings • Communities • Skills

Welcome SUSAN MANAGER
 11/16/2007

DOT's eLMS provides learners the power to access and manage their learning with online tools. Once logged into eLMS, learners can manage their learning through the following features:

Learning Plan
 The Learning Plan is the list of assigned training. Learners can add optional items to their Learning Plans, register in instructor-led items, and launch online content from the Learning Plan. It should be noted that access to registration is determined by Modal policy.

Current Registrations
 The Current Registrations view enables learners to view all of their registrations in Scheduled Offerings in one easy view.

Curriculum Status
 The Curriculum Status functionality provides learners with a comprehensive list of the curricula and subcurricula needed for personal and career advancement. Required dates associated with each curriculum help manage your learning needs.

Learning History
 The Learning History allows learners to see a list of all of the learning they have completed, as well as their performance on the item. For issue with your Learning History (e.g., missing history), contact your local training administrator.

Personal
 The Personal menu provides you with tools to manage your Profile and Regional Settings, check on your Order Status and Order Tickets, and use the Career Planner to self-assign learning.

Learning
 The Learning menu contains most of the tools that you will access the most frequently, the most important of which is the Learning Plan. The Learning Plan allows you to access your assigned online learning or register in instructor-led learning.

Career
 The Competencies menu allows you to view your Assessment History, display your

Alerts
 You have Subordinate Plans that require Review and Approval
 You have overdue learning

Catalog
 View all available instructor-led items
 View all available online items
 Browse Catalog

My Plans → My Plan
 There are no relevant items for this User.

Learning Plan → Learning Plan

Title	Type	Required By
(05509) Physical/Facility Security SAVI FY07	🔗	9/30/2007
(05704) Information System Security SAVI FY07	🔗	9/30/2007
KVW Desgining Effective Instruction	🔗	11/16/2007
(NEWPOSITIONIC) Worksheet for Clarifying Expectations with Your New Supervisor	🔗	2/13/2008
SUPERVISORY SKILLS TRAINING	🔗	9/17/2008

Curriculum Status → Go to Curriculum Status

Title

2 Click the **current registrations** link from the **submenu**.

Personal Learning Career Catalog Reports My Employees

Learning Plan Learning Calendar **Current Registrations** Curriculum Status Learning History Record Learning

Learning Plan

This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.

Group Plan by: [None] Field Chooser

[Expand All] [Collapse All]

Learning Plan Items: All Required: All

Title	Type	Required By	Status	Action	Remove
▶ (04203) Fundamentals of Acquisition Management System (FAMS)	👤		Must be registered	Request Schedule	
▶ (04205) Introduction to FAA Validation & Verification	👤	10/1/2008	Prerequisites not met	Request Schedule	
▶ (04207) Introduction to FAA Risk Management	👤		Must be registered	Request Schedule	
▶ (04216) Risk and Schedule Assessment Course	👤		Must be registered	Request Schedule	
▶ (05509) Physical/Facility Security SAVI FY07	👤📅	9/30/2007	Must be registered	Request Schedule	
▶ (05704) Information System Security SAVI FY07	👤📅	9/30/2007	In progress	Go to Content	
▶ (10603) INTRODUCTION TO SAFETY MANAGEMENT SYSTEMS	👤📅		In progress	Go to Content	
▶ (49710001) Leading Change in the Air Traffic Organization for Front Line Managers/Supervisors	👤	10/9/2008	Must be registered	Request Schedule	
▶ (NEWPOSITION1C) Worksheet for Clarifying Expectations with Your New Supervisor	👤📅	2/13/2008	In progress	Go to Content	
▶ KVV Desgining Effective Instruction	👤	11/16/2007	Enrolled	View registration	

Records per Page 10 Page: 1 2 «Previous | Next» (11 total records)

3 The **current registrations** view shows only scheduled offerings for the instructor-led items in which you are registered.

Personal Learning Career Catalog Reports My Employees

Learning Plan Learning Calendar **Current Registrations** Curriculum Status Learning History Record Learning

Current Registrations

This page displays the list of Scheduled Offerings that you are registered for based on your learning needs. To view the details of a Scheduled Offering, click the Title link. If you are able to Withdraw from a Scheduled Offering without the assistance of an Administrator, you can select **Withdraw** from the drop down box and click **Go**.

Title	Start Date/Time	Facility & Location	Status	Action
KVV Desgining Effective Instruction	11/20/2007 08:00 AM EST	-	Enrolled	Withdraw

The quick reference guide on the following page summarizes the tasks performed to view registrations from the current registrations link.

Quick Reference Guide

View Registrations from Current Registrations	
Task #	Action
1	To view your registrations from the current registrations link, begin by clicking the learning tab on the top menu bar from the eLMS home page .
2	Click the current registrations link from the submenu .
3	The current registrations view shows only scheduled offerings for the instructor-led items in which you are registered.

SECTION 6.6.3: Follow these directions to view your registrations from the learning calendar.

VIEWING MY REGISTRATIONS FROM THE LEARNING CALENDAR

1 To view your registrations from the **learning calendar**, begin by clicking the **learning tab on the top menu bar from the eLMS home page.**

The screenshot shows the eLMS home page for user SUSAN MANAGER. The top navigation bar includes 'Personal', 'Learning' (highlighted with a red box), 'Career', 'Catalog', 'Reports', and 'My Employees'. Below the navigation bar is a breadcrumb trail: Home > Approvals > Profile > Regional Settings > Communities > Skills.

The main content area is titled 'Welcome SUSAN MANAGER' with the date '11/16/2007'. It lists several features available to the user:

- Learning Plan:** The Learning Plan is the list of assigned training. Learners can add optional items to their Learning Plans, register in instructor-led items, and launch online content from the Learning Plan. It should be noted that access to registration is determined by Modal policy.
- Current Registrations:** The Current Registrations view enables learners to view all of their registrations in Scheduled Offerings in one easy view.
- Curriculum Status:** The Curriculum Status functionality provides learners with a comprehensive list of the curricula and subcurricula needed for personal and career advancement. Required dates associated with each curriculum help manage your learning needs.
- Learning History:** The Learning History allows learners to see a list of all of the learning they have completed, as well as their performance on the item. For issue with your Learning History (e.g., missing history), contact your local training administrator.

On the right side, there are sections for 'Alerts' (with two red warning icons: 'You have Subordinate Plans that require Review and Approval' and 'You have overdue learning'), 'Catalog' (with links to 'View all available instructor-led items' and 'View all available online items'), and 'My Plans' (with a link to 'My Plan' and the message 'There are no relevant items for this User.').

Below the 'My Plans' section is a 'Learning Plan' table with columns for Title, Type, and Required By. The table contains the following data:

Title	Type	Required By
(05509) Physical/Facility Security SAVI FY07	🔗	🔴 9/30/2007
(05704) Information System Security SAVI FY07	🔗	🔴 9/30/2007
KVW Designing Effective Instruction	🔗	🔵 11/16/2007
(NEWPOSITIONIC) Worksheet for Clarifying Expectations with Your New Supervisor	🔗	🔵 2/13/2008
SUPERVISORY SKILLS TRAINING	🔗	🔵 9/17/2008

At the bottom, there is a 'Curriculum Status' section with a link to 'Go to Curriculum Status' and a partially visible table with a 'Title' column.

2 Click the **learning calendar** link from the **submenu**.

Personal Learning Career Catalog Reports My Employees

Learning Plan Learning Calendar Current Registrations Curriculum Status Learning History Record Learning

Learning Plan

This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.

Group Plan by: Field Chooser

[Expand All] [Collapse All]

Title	Type	Required By	Status	Action	Remove
▶ (04203) Fundamentals of Acquisition Management System (FAMS)	👤		Must be registered	Request Schedule	
▶ (04205) Introduction to FAA Validation & Verification	👤	10/1/2008	Prerequisites not met	Request Schedule	
▶ (04207) Introduction to FAA Risk Management	👤		Must be registered	Request Schedule	
▶ (04216) Risk and Schedule Assessment Course	👤		Must be registered	Request Schedule	
▶ (05509) Physical/Facility Security SAVI FY07	👤📅	9/30/2007	Must be registered	Request Schedule	
▶ (05704) Information System Security SAVI FY07	👤📅	9/30/2007	In progress	Go to Content	
▶ (10603) INTRODUCTION TO SAFETY MANAGEMENT SYSTEMS	👤📅		In progress	Go to Content	
▶ (49710001) Leading Change in the Air Traffic Organization for Front Line Managers/Supervisors	👤	10/9/2008	Must be registered	Request Schedule	
▶ (NEWPOSITION1C) Worksheet for Clarifying Expectations with Your New Supervisor	👤📅	2/13/2008	In progress	Go to Content	
▶ KVV Desgining Effective Instruction	👤	11/16/2007	Enrolled	View registration	

Records per Page: 10 Page: 1 2 <Previous | Next> (11 total records)

3 Your **learning calendar** displays. You can chose to view your **learning calendar** by month, week, or day, by clicking the appropriate links at the top left of the calendar. You also can choose which month and year you want to display by clicking the **drop down** arrow to the right of the month and year fields.

Personal Learning Career Catalog Reports My Employees

• Learning Plan • **Learning Calendar** • Current Registrations • Curriculum Status • Learning History • Record Learning

Your Learning Calendar

This page displays the Learning Items in which you have enrolled in a calendar view. You can view your Personal Learning Calendar in a Daily, Weekly, or Monthly view. Additionally, any Curriculum expirations are depicted on the Learning Calendar. All times are shown in your preferred timezone (EST) unless otherwise indicated.

Month Week Day

 << < Month of: November 2007 > >>

Calendar Options

Monday	Tuesday	Wednesday	Thursday	Friday
29	30	31	1	2
3 08:00 AM EST: (12345678) eLMS New Release Training (Bike Store)	6	7	8	9
12	13	14	15	16
19	20 08:00 AM EST: KVV Desgining Effective Instruction 12:30 PM EST: KVV Desgining Effective Instruction	21	22	23
26	27	28	29	30

Monthly view of the learning calendar

Personal Learning Career Catalog Reports My Employees

Learning Plan • **Learning Calendar** • Current Registrations • Curriculum Status • Learning History • Record Learning

Your Learning Calendar

This page displays the Learning Items in which you have enrolled in a calendar view. You can view your Personal Learning Calendar in a Daily, Weekly, or Monthly view. Additionally, any Curriculum expirations are depicted on the Learning Calendar. All times are shown in your preferred timezone (EST) unless otherwise indicated.

Month Week Day << < Month of: November 2007 > >> Calendar Options

Your Learning Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
29	30	31	1	2
5 08:00 AM EST: (12345678) eLMS New Release Training (Bike Store)	6	7	8	9
12	13	14	15	16
19	20 08:00 AM EST: KVV Desgining Effective Instruction 12:30 PM EST: KVV Desgining Effective Instruction	21	22	23
26	27	28	29	30

Weekly view of the learning calendar

Personal Learning Career Catalog Reports My Employees

Learning Plan • **Learning Calendar** • Current Registrations • Curriculum Status • Learning History • Record Learning

Your Learning Calendar

This page displays the Learning Items in which you have enrolled in a calendar view. You can view your Personal Learning Calendar in a Daily, Weekly, or Monthly view. Additionally, any Curriculum expirations are depicted on the Learning Calendar. All times are shown in your preferred timezone (EST) unless otherwise indicated.

Month Week Day < Week of November 12, 2007 > Calendar Options

Your Learning Calendar

	Monday, Nov 12	Tuesday, Nov 13	Wednesday, Nov 14	Thursday, Nov 15	Friday, Nov 16
07:00 AM					
08:00 AM					
09:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
01:00 PM					
02:00 PM					
03:00 PM					
04:00 PM					
05:00 PM					
06:00 PM					
07:00 PM					

Daily view of the learning calendar

Personal Learning Career Catalog Reports My Employees

Learning Plan • **Learning Calendar** • Current Registrations • Curriculum Status • Learning History • Record Learning

Your Learning Calendar ?

This page displays the Learning Items in which you have enrolled in a calendar view. You can view your Personal Learning Calendar in a Daily, Weekly, or Monthly view. Additionally, any Curriculum expirations are depicted on the Learning Calendar. All times are shown in your preferred timezone (EST) unless otherwise indicated.

Month
 Week
 Day
 < Learning Items on Monday, November 5, 2007 >
 Calendar Options

Your Learning Calendar	
Monday, Nov 5	
07:00 AM	
08:00 AM	08:00 AM EST: (12345678) eLMS New Release Training (Morning) (Bike Store, Washington DC) Online: No Subject Area: Office Skills
09:00 AM	
10:00 AM	
11:00 AM	
12:00 PM	
01:00 PM	
02:00 PM	
03:00 PM	
04:00 PM	
05:00 PM	
06:00 PM	
07:00 PM	

The quick reference guide on the following page summarizes the tasks performed to view registrations from the learning calendar.

Quick Reference Guide

View Registrations from the Learning Calendar	
Task #	Action
1	To view your registrations from the learning calendar , begin by clicking the learning tab on the top menu bar from the eLMS home page .
2	Click the learning calendar link from the submenu .
3	Your learning calendar displays. You can chose to view your learning calendar by month, week, or day, by clicking the appropriate links at the top left of the calendar. You also can choose which month and year you want to display by clicking the drop down arrow to the right of the month and year fields.

Chapter 7

RUNNING REPORTS

***User & Supervisor
Resource Guide***

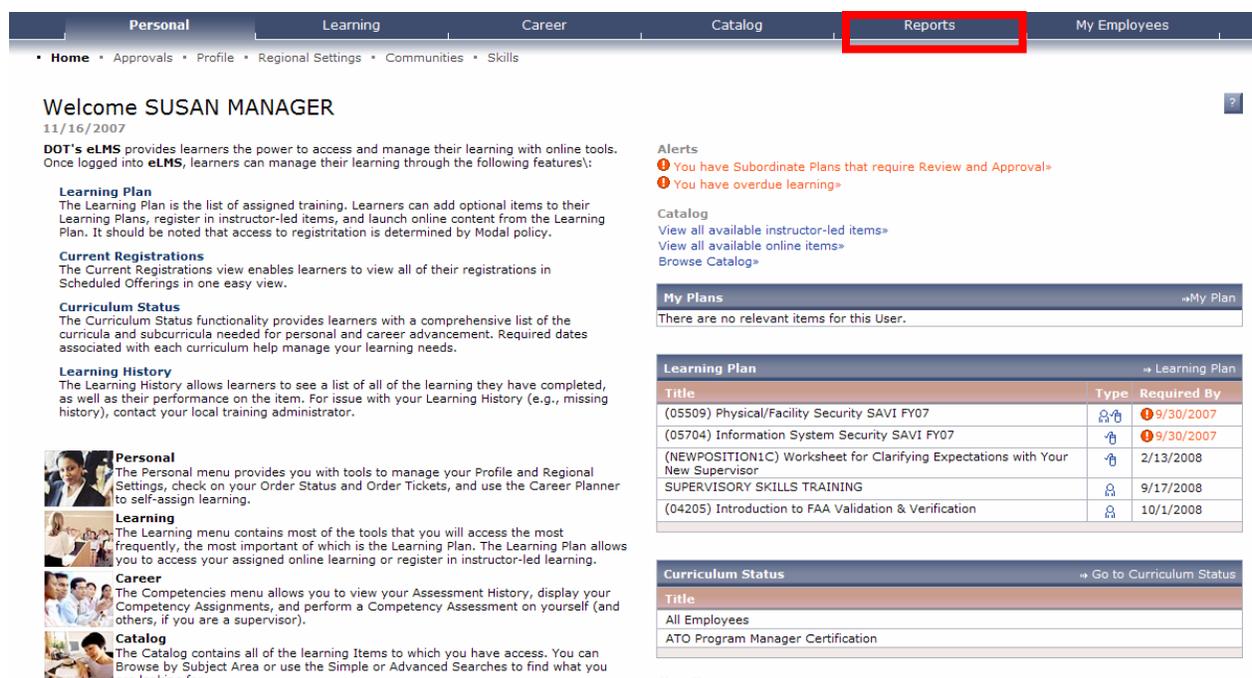
SECTION 7.1 RUNNING REPORTS

You can generate reports about your learning record using the run reports tool.

If you are a supervisor, you have the option of running reports that include your subordinates.

NOTE: Supervisor relationships must be manually established in the administrative side of eLMS before supervisors can access subordinate data.

1 Click the **reports** tab on the **top menu bar** from the **eLMS home page**.

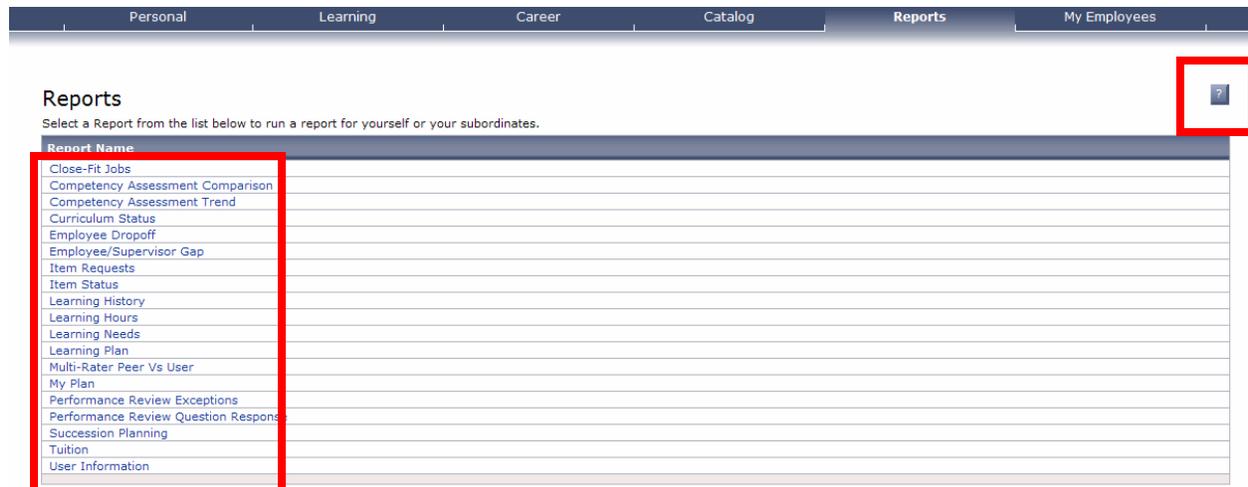


NOTE: If you are a supervisor, for each report shown, you also have the option of running reports that include you, your direct subordinates, all subordinates, or all (you and all of your subordinates).

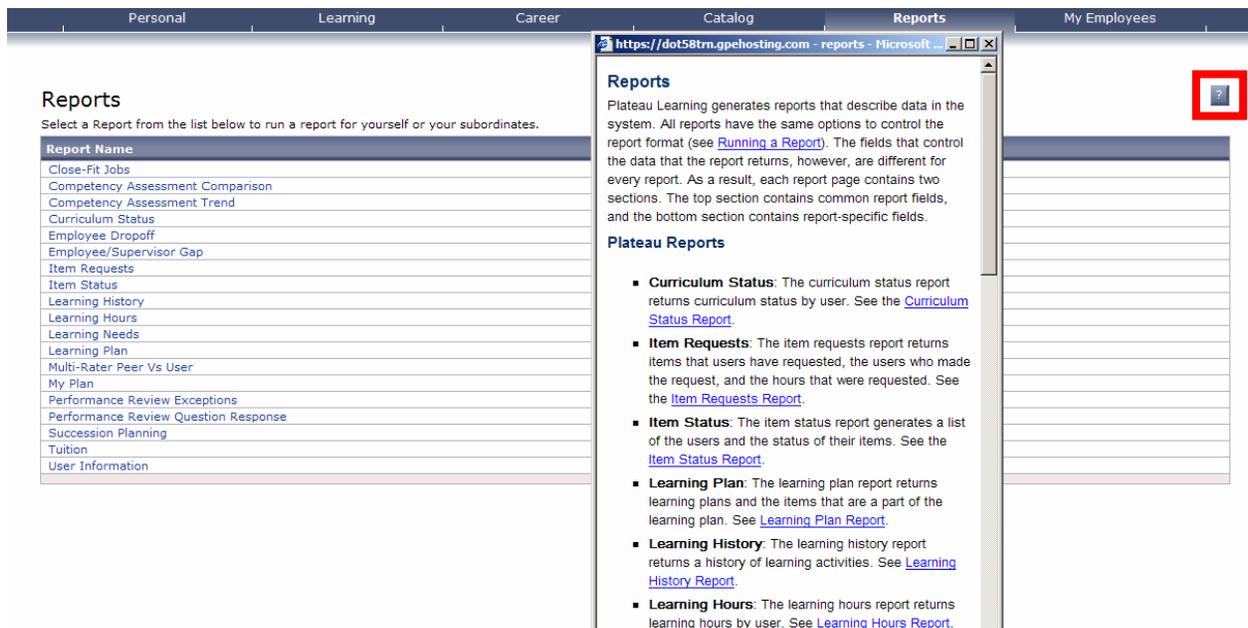
The following screen shots show examples of running reports from a supervisor's point of view. Users will only have the option to run reports for themselves.

NOTE: Supervisor relationships must be manually established in the administrative side of eLMS before supervisors can access subordinate data.

2 Click a **report name** link to open the options page for that report. For information about what each report contains, click the **content-sensitive help** button (the **question** button), which will display details about each report.



Screenshot of what displays when you click the **context sensitive help** button (**question** button):



- | | |
|---|---|
| 3 | Set up your report by selecting the options you want for your report. The following pages show the screenshot of each of the different report option pages. Once you have selected the options, click the run report button. |
|---|---|

Options for all reports:

User: Self Direct Subordinates All Subordinates All

Report Title:

Report Header:

Report Footer:

Report Destination: Browser Local File

Report Format: XML CSV HTML PDF

Mask User IDs

Page Break Between Records

Status: Completed Not Completed Both

Group By: User with Item Detail User with Requirement Detail User with All Details Curriculum

Include Subcurricula

When a report link is clicked, the run report screen displays and has a basic format. Depending on the report selected, this screen may change slightly. Descriptions of the fields most likely seen on the top section of the run report screen are listed below.

The report title will auto-populate. If you want the report to have a header, type it in the report header field. If you want the report to have a footer, type it in the report footer field.

For report destination, browser is the default setting, which means the report will open in your browser. If you click the radio button next to local file, you will be prompted to save the report to your computer.

For report format, click the radio button next to the format you want for the report:

- XML (extensible markup language)
- CSV (comma separated values) [can be opened using Excel]
- HTML (hypertext markup language, which is the default) [open in Web-page format]
- PDF (portable document format) [used to maintain look of HTML report; no ability to edit].

The eLMS defaults to masks user IDs, which means user IDs will not show in the report. If you want user IDs to show, uncheck the checkbox to the left of mask user IDs.

If you want a page break between records, check the checkbox to the left of page break between records.

The second section of the run reports screen is where the search fields are located. The fields will change slightly depending on the report run. Not all options appear in all reports. You can narrow or widen the amount of data you want to see in the report. Some search screens will contain date fields that allow a search for records between two (2) specific dates. The start date is auto-populated with the current date. If the search contains records with dates prior to the current date, change the date before proceeding.

User: Self Direct Subordinates All Subordinates All

Report Title:

Report Header:

Report Footer:

Report Destination: Browser Local File

Report Format: XML CSV HTML PDF

Mask User IDs

Page Break Between Records

Status: Completed Not Completed Both

Group By: User with Item Detail User with Requirement Detail User with All Details Curriculum

Include Subcurricula

Run Report Reset

In the example above for the curriculum status report, you can select options for status of the curriculum and options for grouping the curriculum. Some report options screens may include checkboxes or a calendar selector that you can use to display data within a specific time span.

NOTE: For all reports, a supervisor can chose to run the report on himself/herself, direct subordinates, all subordinates, or all.

The screenshot shows the 'Run User Curriculum Status' report configuration page. The navigation bar includes 'Personal', 'Learning', 'Career', 'Catalog', 'Reports', and 'My Employees'. The page title is 'Reports' with a help icon. A link for '← Back to Browse Reports' is present. The main configuration area includes:

- User:** Self Direct Subordinates All Subordinates All
- Report Title:
- Report Header:
- Report Footer:
- Report Destination: Browser Local File
- Report Format: XML CSV HTML PDF
- Mask User IDs
- Page Break Between Records

Additional options include:

- Status: Completed Not Completed Both
- Group By: User with Item Detail User with Requirement Detail User with All Details Curriculum
- Include Subcurricula

Buttons for 'Run Report' and 'Reset' are located at the bottom right.

Select the kind of users you want to see in the user options:

- self: the report will return your own data
- direct subordinates: if you are a supervisor, this option shows the data of the employees who report directly to you
- all subordinates: if you are a supervisor, this option shows the data of the employees who report either directly to you or through another subordinate
- all: this option returns data concerning you and all of your subordinates.

The **user curriculum status** report provides details of the curriculum status of the user. Curriculum status report options are:

Reports ?

[← Back to Browse Reports](#)

Run User Curriculum Status

User: Self Direct Subordinates All Subordinates All

Report Title:

Report Header:

Report Footer:

Report Destination: Browser Local File

Report Format: XML CSV HTML PDF

Mask User IDs

Page Break Between Records

Status: Completed Not Completed Both

Group By: User with Item Detail User with Requirement Detail User with All Details Curriculum

Include Subcurricula

[Run Report](#) [Reset](#)

For status options, click the radio button to the left of your choice:

- completed
- not completed
- both.

For group by options, click the radio button to the left of your choice:

- user with item detail
- user with requirement detail
- user with all details
- curriculum.

If you want to include subcurricula instead of only parent (primary) curricula, click the checkbox to the left of include subcurricula.

The **my plan** report provided details on user plans such as individual development plans. My plan report options are:

Reports ?

[← Back to Browse Reports](#)

Run My Plan

User: Self Direct Subordinates All Subordinates All

Report Title:

Report Header:

Report Footer:

Report Destination: Browser Local File

Report Format: XML CSV HTML PDF

Mask User ID

Page Break Between Records

Case sensitive search: Yes No

Plan Period:

Plan Title:

Plan Status: v

Version:

Effective Date From:

Effective Date To:

Expiration Date From:

Expiration Date To:

Group By: Plan Period User

Include Notes: Yes No

Group Goals By: v

View Changes: Yes No

If you want to conduct a case sensitive search, click the radio button to the left of yes; the default setting is no.

If you want the search to cover a particular period of time, type that information in the plan period field.

If you want to search for a particular plan title, type the title in the plan title field.

Click the drop down arrow and select the plan status you want to search for:

- active/approved
- inactive/approved
- rejected
- superseded
- expired
- draft
- all.

If you want to search for a certain plan version, type that information in the **version** field.

To search by effective date from, type the beginning of the date range in the field using a MM/DD/YYYY format. Or, click on the calendar icon to the left of the field and select a date.

To search by effective date to, type the end of the date range in the field using a MM/DD/YYYY format. Or, click on the calendar icon to the left of the field and select a date.

To search by the expiration date from, type the beginning of the date range in the field using a MM/DD/YYYY format. Or, click on the calendar icon to the left of the field and select a date.

To search by the expiration date to, type the end of the date range in the field using a MM/DD/YYYY format. Or, click on the calendar icon to the left of the field and select a date.

You can search by plan period or user by clicking the appropriate radio button to the left of your choice.

If you do not want to include notes in your search, click the radio button to the left of no. Yes is the default setting.

You can group goals by:

- section
- category
- priority
- initiative
- none.

You can view changes by clicking the radio button to the left of yes. The default setting is no.

The **item requests** report provides a list of the items that have been requested, the user making the request, and the hours that were requested. Item requests report options are:

Reports ?

[← Back to Browse Reports](#)

Run Item Requests

User: Self Direct Subordinates All Subordinates All

Report Title:

Report Header:

Report Footer:

Report Destination: Browser Local File

Report Format: XML CSV HTML PDF

Mask User IDs

Page Break Between Records

Group By: Item User Request Reason ID Request Date

Sort By: Item User Request Reason Request Date

Group by options let you select how you want to group the reports. Click the radio button to the left of your choice:

- item
- user
- request reason ID
- request date.

Sort by options let you select how you want to sort the records. Click the radio button to the left of your choice:

- item
- user
- request reason
- request date.

The **user item status** report provides details on users and the status of their items. Item status report options are:

Reports ?

[← Back to Browse Reports](#)

Run User Item Status

User: Self Direct Subordinates All Subordinates All

Report Title:

Report Header:

Report Footer:

Report Destination: Browser Local File

Report Format: XML CSV HTML PDF

Mask User ID

Page Break Between Records

Completed Date From:

Completed Date To:

Group By: Item User

To search by completed date from, type the beginning of the date range in the field using a MM/DD/YYYY format. Or, click the calendar icon to the left of the field and select a date.

To search by completed date to, type the end of the date range in the field using a MM/DD/YYYY format. Or, click the calendar icon to the left of the field and select a date.

If you do not want to group your search results by item, then change the group by options by clicking the radio button to the left of user. Item is the default setting.

The **user information** report provides profile data (information such as name, user ID, organization, supervisor, etc.) about the user. User information report options are:

Reports ?

[← Back to Browse Reports](#)

Run User Information

User: Self Direct Subordinates All Subordinates All

Report Title:

Report Header:

Report Footer:

Report Destination: Browser Local File

Report Format: XML CSV HTML PDF

Mask User IDs

Page Break Between Records

Report Type: Summary Detail

Include Custom Fields

If you do not want your report to provide summary information only, then for report type, click the radio button to the left of detail. Summary is the default setting.

If you do not want your search to include custom fields, uncheck the checkbox to the left of include custom fields. The default setting includes custom fields in your report. Custom fields are fields that either DOT or FAA has identified as necessary to collect and track information that may be unique to your organization.

The **user learning history** report provides the learning history of a user. Learning history report options are:

Reports ?

[← Back to Browse Reports](#)

Run User Learning History

User: Self Direct Subordinates All Subordinates All

Report Title:

Report Header:

Report Footer:

Report Destination: Browser Local File

Report Format: XML CSV HTML PDF

Mask User IDs

Page Break Between Records

Completed Date From:

(MM/DD/YYYY)

Completed Date To:

(MM/DD/YYYY)

Report Type: Summary Detail

Include: Item Events External Events Both

Print Comments: Yes No

Sort Items: Completion Date Item ID

To search by completed date from, type the beginning of the date range in the field using a MM/DD/YYYY format. Or, click the calendar icon to the left of the field and select a date.

To search by completed date to, type the end of the date range in the field using a MM/DD/YYYY format. Or, click the calendar icon to the left of the field and select a date.

If you do not want your report to provide summary information only, then for report type, click the radio button to the left of detail. Summary is the default setting.

To select what kinds of learning events you want to include in your report, click the radio button to the left of your choice:

- item events
- external events
- both.

If you want your report to include comments, then for print comments, click the radio button to the left of yes. No is the default setting.

If you do not want to sort items by completion date, click the radio button to the left of item ID. Completion date is the default setting.

The **user learning hours** report provides the learning hours of a user. Learning hours report options are:

Reports ?

[← Back to Browse Reports](#)

Run User Learning Hours

User: Self Direct Subordinates All Subordinates All

Report Title:

Report Header:

Report Footer:

Report Destination: Browser Local File

Report Format: XML CSV HTML PDF

Mask User IDs

Page Break Between Records

Include: External Events
 Events Without Hours

Completed Date From:

Completed Date To:

Group By:

If you do not want your search to include external events and events without hours, uncheck one or both boxes.

To search by completed date from, type the beginning of the date range in the field using a MM/DD/YYYY format. Or, click the calendar icon to the left of the field and select a date.

To search by completed date to, type the end of the date range in the field using a MM/DD/YYYY format. Or, click the calendar icon to the left of the field and select a date.

Use group by to select how you want to group the records. Click the drop down arrow and select your choice:

- user
- organization
- employee type
- employee status
- job position
- job location
- supervisor.

The **user learning needs** report provides the learning needs of a user. User learning needs options are:

Reports ?

[← Back to Browse Reports](#)

Run User Learning Needs

User: Self Direct Subordinates All Subordinates All

Report Title:

Report Header:

Report Footer:

Report Destination: Browser Local File

Report Format: XML CSV HTML PDF

Mask User ID

Page Break Between Records

Required Date From:

Required Date To:

Item Criticality Selection Options: Needs Requirements

Group By:

Sort By(not for group by Item):

To search by required date from, type the beginning of the date range in the field using a MM/DD/YYYY format. Or, click the calendar icon to the left of the field and select a date.

To search by required date to, type the end of the date range in the field using a MM/DD/YYYY format. Or, click the calendar icon to the left of the field and select a date.

Indicate how you want to search item criticality selection options by clicking the radio button to the left of your choice: needs or requirements. Needs is the default setting. Requirements shows items marked as required; needs shows all current items.

Use group by to select how you want to group the records. Click the drop down arrow and select your choice:

- user
- organization
- employee type
- employee status
- job position
- job location
- supervisor.

Use sort by to select how you want to sort the records. Use the drop down arrow and select your choice:

- item ID
- assignment type
- required date
- assignment date
- expiration date
- days remaining.

The **user learning plan** report provides information on learning plans and the items that are a part of the learning plan. Learning plan report options are:

Reports ?

[← Back to Browse Reports](#)

Run User Learning Plan

User: Self Direct Subordinates All Subordinates All

Report Title:

Report Header:

Report Footer:

Report Destination: Browser Local File

Report Format: XML CSV HTML PDF

Mask User IDs

Page Break Between Records

Sort By: Item Required Date Assignment Type Curriculum

List By: All Needs Requirements

Use sort by to select how you want to sort the records. Click the radio button to the left of your choice:

- item
- required date
- assignment type
- curriculum.

Item is the default setting.

Use list by to select what learning plans you want the list to contain. Click the radio button to the left of your choice:

- all
- needs
- requirements.

All is the default setting; it shows all items ever placed on a learning plan, even if the item has been completed. Needs shows all current items; requirements shows items marked as required.

The **user tuition** report provides tuition cost by user. **NOTE: The FAA is not currently using this field.**

The **succession planning** (run organization) report helps organization owners match qualified users with vacant job positions. **NOTE: The FAA is not currently using this field.**

Supervisors can use the **multi-rater peer vs. user** report to compare the most recent assessment competency ratings. Supervisors can only see assessments for their direct reports.

Reports ?

[← Back to Browse Reports](#)

Run data.menu.CompetencyAssessmentPeerVsUser

User: Self Direct Subordinates All Subordinates All

Report Title:

Report Header:

Report Footer:

Report Destination: Browser Local File

Report Format: XML CSV HTML PDF

Page Break Between Records

Sort By:

Gap Threshold:

Gap Display: Hidden Strength Blind Spot

Mask User IDs

[Run Report](#) [Reset](#)

Use sort by to select how you want to sort the records. Use the drop down arrow and select your choice:

- competency
- user rating
- peer rating
- gap.

Select the gap threshold by clicking the drop down arrow. The options are:

- 0.2
- 0.4
- 0.6
- 0.8
- 1.0
- 1.2
- 1.4
- 1.6
- 1.8
- 2.0

In the gap display field, select how to display records. The default is hidden strength. Click the radio button to the left of blind spot to display records by blind spot.

NOTE: A positive gap shows a strength. A negative gap shows a blind spot. Using these competency gaps, supervisors and employees can work together to create a performance plan.

The eLMS defaults to masks user IDs, which means user IDs will not show in the report. If you want user IDs to show, uncheck the checkbox to the left of mask user IDs.

Supervisors can use the **competency assessment comparison** report to compare the competency ratings for a user with the organization average, if an assessment exists for the user. Supervisors can only see assessments for their direct reports.

Reports ?

[← Back to Browse Reports](#)

Run Competency Assessment Comparison

User: Self Direct Subordinates All Subordinates All

Report Title:

Report Header:

Report Footer:

Report Destination: Browser Local File

Report Format: XML CSV HTML PDF

Mask User IDs

Page Break Between Records

Group By:

Gap Threshold:

Use group by to select how you want to group the records. The options are:

- user
- competency.

Select the gap threshold by clicking the drop down arrow. The options are:

- 0.2
- 0.4
- 0.6
- 0.8
- 1.0
- 1.2
- 1.4
- 1.6
- 1.8
- 2.0

Supervisors can use the **competency assessment trend** report to see if their employees' competency ratings have improved or declined over time. Supervisors can only see assessments for their direct reports.

Reports ?

[← Back to Browse Reports](#)

Run Competency Assessment Trend

User: Self Direct Subordinates All Subordinates All

Report Title:

Report Header:

Report Footer:

Report Destination: Browser Local File

Report Format: XML CSV HTML PDF

Page Break Between Records

Mask User IDs

Historical Trend Interval: ▼

Sort By: ▼

[Run Report](#) [Reset](#)

Use historical trend interval to select the timeframe. Click the drop down arrow to make your selection. The options are:

- 3 months
- 6 months
- 12 months.

Use sort by to select how you want to sort the results. Click the drop down arrow to make your selection. The options are:

- competency
- trend
- current rating.

Supervisors can use the **close-fit jobs** report to see which job positions are most suitable for employees based on qualifications. **NOTE: The FAA is not currently using this field.**

The quick reference guide on the following page summarizes the tasks performed to run reports.

Quick Reference Guide

Running Reports	
Task #	Action
1	Click the reports tab on the top menu bar from the eLMS home page .
2	Click a report name link to open the options page for that report. For information about what each report contains, click the content-sensitive help button (the question button), which will display details about each report.
3	Set up your report by selecting the options you want for your report. Once you have selected the options, click the run report button.

Chapter 8
MANAGING SUBORDINATES'
LEARNING

User & Supervisor
Resource Guide

SECTION 8.1: ARE YOU A SUPERVISOR?

If you are a supervisor, you will notice the “my employees” tab on the top menu bar of the eLMS home page. For the users you supervise, you have the capability to do the following:

- assign items to subordinates
- enroll subordinates in scheduled offering(s) [if allowed by your line-of-business]
- view the records of subordinates, including registrations, assessments (of direct reports only), and individual development plans
- approve registrations (if self-registration and the approval process are being used).

Personal Learning Career Catalog Reports **My Employees**

• Home • Approvals • Profile • Regional Settings • Communities • Skills

Welcome JOHN BIGSHOT
11/16/2007

DOT's eLMS provides learners the power to access and manage their learning with online tools. Once logged into eLMS, learners can manage their learning through the following features:

Learning Plan
The Learning Plan is the list of assigned training. Learners can add optional items to their Learning Plans, register in instructor-led items, and launch online content from the Learning Plan. It should be noted that access to registration is determined by Modal policy.

Current Registrations
The Current Registrations view enables learners to view all of their registrations in Scheduled Offerings in one easy view.

Curriculum Status
The Curriculum Status functionality provides learners with a comprehensive list of the curricula and subcurricula needed for personal and career advancement. Required dates associated with each curriculum help manage your learning needs.

Learning History
The Learning History allows learners to see a list of all of the learning they have completed, as well as their performance on the item. For issue with your Learning History (e.g., missing history), contact your local training administrator.

Personal
The Personal menu provides you with tools to manage your Profile and Regional Settings, check on your Order Status and Order Tickets, and use the Career Planner to self-assign learning.

Learning
The Learning menu contains most of the tools that you will access the most frequently, the most important of which is the Learning Plan. The Learning Plan allows you to access your assigned online learning or register in instructor-led learning.

Career
The Competencies menu allows you to view your Assessment History, display your Competency Assignments, and perform a Competency Assessment on yourself (and others, if you are a supervisor).

Catalog
The Catalog contains all of the learning Items to which you have access. You can Browse by Subject Area or use the Simple or Advanced Searches to find what you are looking for.

Alerts
You have overdue learning»

Catalog
View all available instructor-led items»
View all available online items»
Browse Catalog»

My Plans → My Plan
There are no relevant items for this User.

Learning Plan → Learning Plan

Title	Type	Required By
(04205) Introduction to FAA Validation & Verification	🔒	🔴 10/22/2007
(55049) Fundamentals of ATC On-The-Job Instruction (OJT1)	🔒	🔴 10/29/2007
(01271) Performance Planning and Budget Integration	🔒	11/30/2007
(04241) Budgeting and Accounting: Making the Connection	🔒	11/30/2007
(01199) Facilitator Tools for Effective Meetings	🔒	12/31/2007

Curriculum Status → Go to Curriculum Status

Title
AMS IT Security
ATO Program Manager Certification

New Items
(CYK)GARDENING»

NOTE: If you do not see the my employees tab, or you do not see all of your subordinates listed when clicking this tab, it is possible your subordinates are not properly assigned. Contact your local line-of-business training coordinator to correct any problems.

**SECTION 8.2:
VIEWING THE MY
EMPLOYEES
DASHBOARD**

The dashboard link is accessible from the **my employees** tab. It lists only your direct subordinates. The dashboard provides a quick look at your team's learning activities that are recorded in the eLMS and their progress in meeting performance and/or development goals. This is a **view only** screen.

1 Click the **my employees** tab on the top menu bar from the **eLMS home page**.

Personal Learning Career Catalog Reports **My Employees**

• Home • Approvals • Profile • Regional Settings • Communities • Skills

Welcome JOHN BIGSHOT
11/16/2007

DOT's eLMS provides learners the power to access and manage their learning with online tools. Once logged into eLMS, learners can manage their learning through the following features:

Learning Plan
The Learning Plan is the list of assigned training. Learners can add optional items to their Learning Plans, register in instructor-led items, and launch online content from the Learning Plan. It should be noted that access to registration is determined by Modal policy.

Current Registrations
The Current Registrations view enables learners to view all of their registrations in Scheduled Offerings in one easy view.

Curriculum Status
The Curriculum Status functionality provides learners with a comprehensive list of the curricula and subcurricula needed for personal and career advancement. Required dates associated with each curriculum help manage your learning needs.

Learning History
The Learning History allows learners to see a list of all of the learning they have completed, as well as their performance on the item. For issue with your Learning History (e.g., missing history), contact your local training administrator.

Personal
The Personal menu provides you with tools to manage your Profile and Regional Settings, check on your Order Status and Order Tickets, and use the Career Planner to self-assign learning.

Learning
The Learning menu contains most of the tools that you will access the most frequently, the most important of which is the Learning Plan. The Learning Plan allows you to access your assigned online learning or register in instructor-led learning.

Career
The Competencies menu allows you to view your Assessment History, display your Competency Assignments, and perform a Competency Assessment on yourself (and others, if you are a supervisor).

Catalog
The Catalog contains all of the learning Items to which you have access. You can Browse by Subject Area or use the Simple or Advanced Searches to find what you are looking for.

Alerts
You have overdue learning»

Catalog
View all available instructor-led items»
View all available online items»
Browse Catalog»

My Plans → My Plan
There are no relevant items for this User.

Learning Plan → Learning Plan

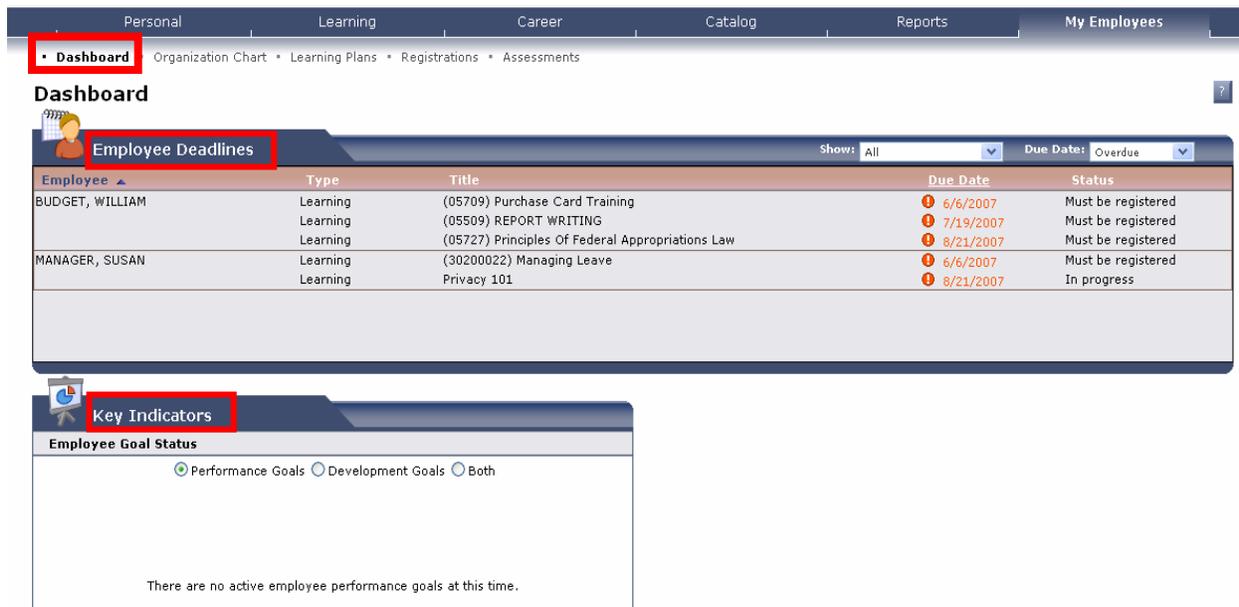
Title	Type	Required By
(04205) Introduction to FAA Validation & Verification	🔒	10/22/2007
(55049) Fundamentals of ATC On-The-Job Instruction (OJTI)	🔒	10/29/2007
(01271) Performance Planning and Budget Integration	🔒	11/30/2007
(04241) Budgeting and Accounting: Making the Connection	🔒	11/30/2007
(01199) Facilitator Tools for Effective Meetings	🔒	12/31/2007

Curriculum Status → Go to Curriculum Status

Title
AMS IT Security
ATO Program Manager Certification

New Items
(CYK)GARDENING»

2 The **dashboard** screen displays. This is a **view only** screen.



Dashboard

Employee Deadlines

Employee	Type	Title	Due Date	Status
BUDGET, WILLIAM	Learning	(05709) Purchase Card Training	6/6/2007	Must be registered
	Learning	(05509) REPORT WRITING	7/19/2007	Must be registered
	Learning	(05727) Principles Of Federal Appropriations Law	8/21/2007	Must be registered
MANAGER, SUSAN	Learning	(30200022) Managing Leave	6/6/2007	Must be registered
	Learning	Privacy 101	8/21/2007	In progress

Key Indicators

Employee Goal Status

Performance Goals
 Development Goals
 Both

There are no active employee performance goals at this time.

The dashboard screen contains two (2) main sections:

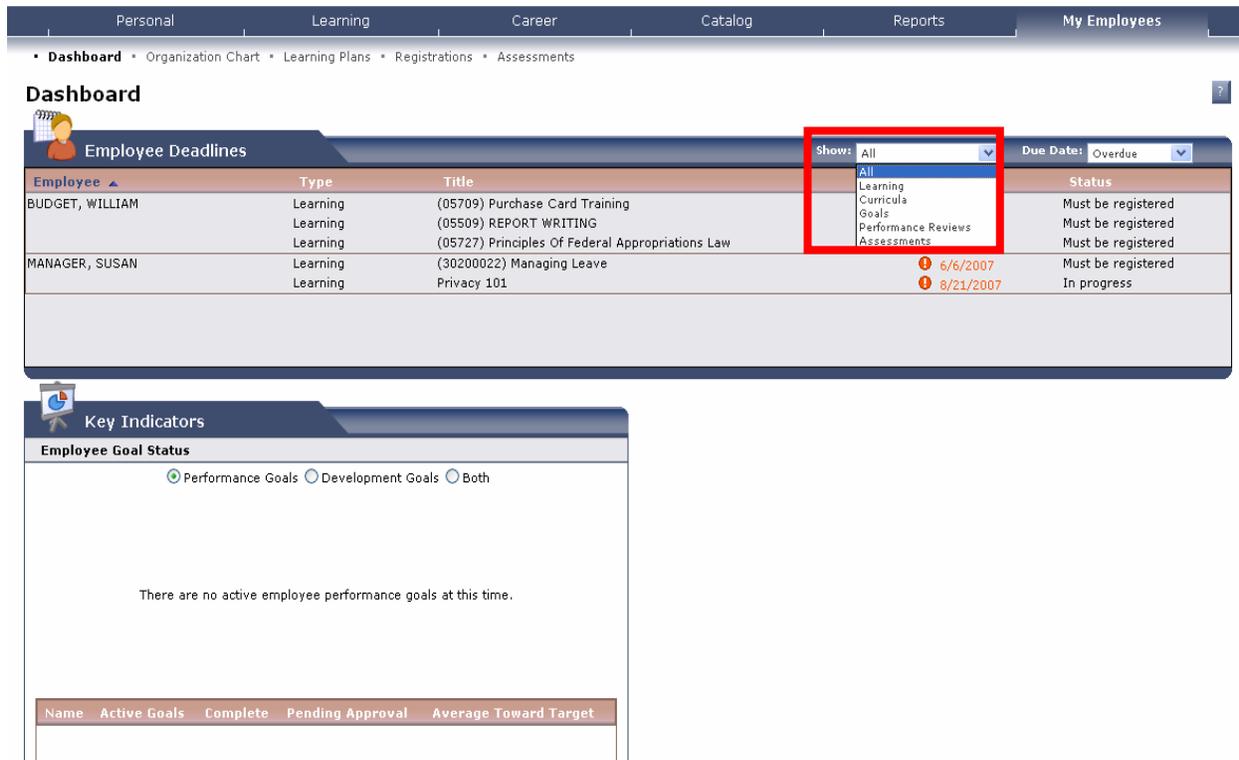
1. **Employee deadlines:** This section of the screen contains a list of the deadlines for learning deadlines facing the people you supervise. (Only items which are marked as required will show up on the dashboard.) The table below explains each column heading in the employee deadlines section.

name	the name of an employee under your supervision
type	the type of object that the deadline concerns
title	a descriptive title of the item
due date	the date of the deadline
status	the employee's status in relation to the deadline

2. **Key indicators:** This section of the screen provides a way for you to see the interim progress of your employees toward their performance goals listed on their performance plans. The table below explains each column heading in the key indicators section.

name	the name of an employee under your supervision
title	the title of the review
status	the status of the review
due date	the date the review is due to be finished

- 3 Select the kind of information to display on the dashboard screen by clicking the **drop down arrow** in the **show** field.



The screenshot shows the 'Employee Deadlines' section of the dashboard. A red box highlights the 'Show:' dropdown menu, which is open to show options: All, Learning, Curricula, Goals, Performance Reviews, and Assessments. The table below shows deadlines for William Budget and Susan Manager.

Employee	Type	Title	Status
BUDGET, WILLIAM	Learning	(05709) Purchase Card Training	Must be registered
	Learning	(05509) REPORT WRITING	Must be registered
	Learning	(05727) Principles Of Federal Appropriations Law	Must be registered
MANAGER, SUSAN	Learning	(30200022) Managing Leave	Must be registered
	Learning	Privacy 101	In progress

Below the table, there are two warning icons with dates: 6/6/2007 and 8/21/2007.

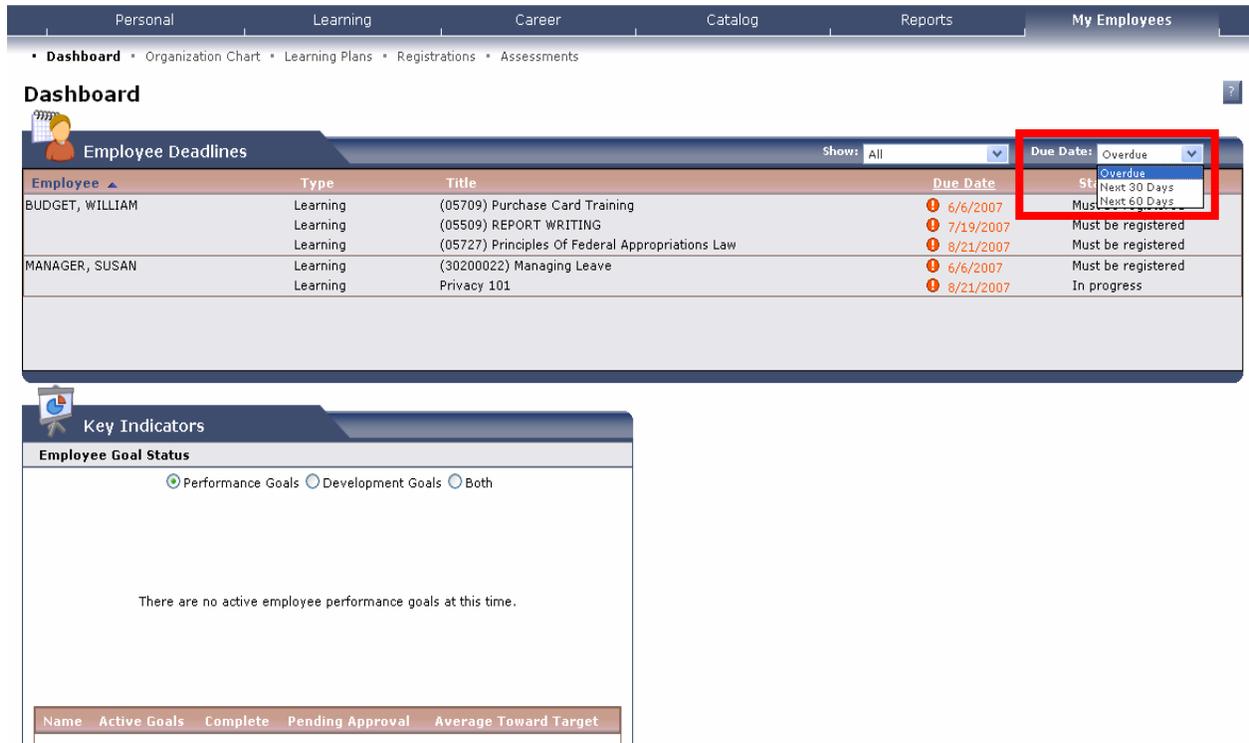
The 'Key Indicators' section shows 'Employee Goal Status' with radio buttons for Performance Goals (selected), Development Goals, and Both. Below this, it states: 'There are no active employee performance goals at this time.'

At the bottom of the 'Key Indicators' section, there is a table header with columns: Name, Active Goals, Complete, Pending Approval, and Average Toward Target.

The options in the show field are:

- all
- learning
- curricula
- goals
- performance review
- assessments (for direct reports only).

- 4 Select the time frame of information to display on the dashboard screen by clicking the **drop down arrow** in the **due date** field.



The screenshot shows the 'Employee Deadlines' section of the dashboard. The 'Due Date' dropdown menu is open, showing options: 'Overdue', 'Next 30 Days', and 'Next 60 Days'. The table below lists deadlines for William Budget and Susan Manager.

Employee	Type	Title	Due Date	Status
BUDGET, WILLIAM	Learning	(05709) Purchase Card Training	6/6/2007	Overdue
	Learning	(05509) REPORT WRITING	7/19/2007	Must be registered
	Learning	(05727) Principles Of Federal Appropriations Law	8/21/2007	Must be registered
MANAGER, SUSAN	Learning	(30200022) Managing Leave	6/6/2007	Must be registered
	Learning	Privacy 101	8/21/2007	In progress

The 'Key Indicators' section shows 'Employee Goal Status' with radio buttons for 'Performance Goals', 'Development Goals', and 'Both'. A message states: 'There are no active employee performance goals at this time.'

The options in the due date field are:

- overdue
- next 30 days
- next 60 days.

NOTE: Only items that are marked as required will show up in the dashboard.

The quick reference guide on the following page summarizes the tasks performed to view subordinate information from the dashboard screen of the my employees tab.

Quick Reference Guide

Viewing Subordinate Information from the Dashboard	
Task #	Action
1	Click the my employees tab on the top menu bar from the eLMS home page .
2	The dashboard screen displays. This is a view only screen.
3	Select the kind of information to display on the dashboard screen by clicking the drop down arrow in the show field.
4	Select the time frame of information to display on the dashboard screen by clicking the drop down arrow in the due date field.

**SECTION 8.3:
ORGANIZATION
CHART**

The organization chart link provides an overview of your subordinates' learning activities. You can manage their learning activities from this link. The following records are accessible to supervisors for each subordinate:

- learning plan
- learning calendar
- curriculum status
- learning history
- record learning.

1 Click the **my employees** tab on the **top menu bar** from the **eLMS home page**.

The screenshot shows the eLMS interface with the 'My Employees' tab highlighted in the top navigation bar. Below the navigation bar, there is a breadcrumb trail: Home > Approvals > Profile > Regional Settings > Communities > Skills. The main content area is titled 'Welcome JOHN BIGSHOT' with the date 11/16/2007. A message states: 'DOT's eLMS provides learners the power to access and manage their learning with online tools. Once logged into eLMS, learners can manage their learning through the following features\':

- Learning Plan**: The Learning Plan is the list of assigned training. Learners can add optional items to their Learning Plans, register in instructor-led items, and launch online content from the Learning Plan. It should be noted that access to registration is determined by Modal policy.
- Current Registrations**: The Current Registrations view enables learners to view all of their registrations in Scheduled Offerings in one easy view.
- Curriculum Status**: The Curriculum Status functionality provides learners with a comprehensive list of the curricula and subcurricula needed for personal and career advancement. Required dates associated with each curriculum help manage your learning needs.
- Learning History**: The Learning History allows learners to see a list of all of the learning they have completed, as well as their performance on the item. For issue with your Learning History (e.g., missing history), contact your local training administrator.

On the right side, there are sections for Alerts (You have overdue learning-), Catalog (View all available instructor-led items, View all available online items, Browse Catalog), My Plans (There are no relevant items for this User.), Learning Plan (table below), Curriculum Status (table below), and New Items (CYK)GARDENING.

Title	Type	Required By
(04205) Introduction to FAA Validation & Verification	👤	🔴 10/22/2007
(55049) Fundamentals of ATC On-The-Job Instruction (OJTI)	👤	🔴 10/29/2007
(01271) Performance Planning and Budget Integration	👤	11/30/2007
(04241) Budgeting and Accounting: Making the Connection	👤	11/30/2007
(01199) Facilitator Tools for Effective Meetings	👤	12/31/2007

Title
AMS IT Security
ATO Program Manager Certification

2 Click the **organization chart** link.

The screenshot shows the eLMS dashboard with a navigation bar at the top containing 'Personal', 'Learning', 'Career', 'Catalog', 'Reports', and 'My Employees'. Below the navigation bar is a breadcrumb trail: 'Dashboard' > 'Organization Chart' > 'Learning Plans' > 'Registrations' > 'Assessments'. The 'Organization Chart' link is highlighted with a red box. Below the navigation is a 'Dashboard' section with an 'Employee Deadlines' widget. This widget contains a table with columns for 'Employee', 'Type', 'Title', 'Due Date', and 'Status'. Below the table is a 'Key Indicators' section with an 'Employee Goal Status' widget.

Employee	Type	Title	Due Date	Status
BUDGET, WILLIAM	Learning	(05709) Purchase Card Training	6/6/2007	Must be registered
	Learning	(05509) REPORT WRITING	7/19/2007	Must be registered
	Learning	(05727) Principles Of Federal Appropriations Law	8/21/2007	Must be registered
MANAGER, SUSAN	Learning	(30200022) Managing Leave	6/6/2007	Must be registered
	Learning	Privacy 101	8/21/2007	In progress

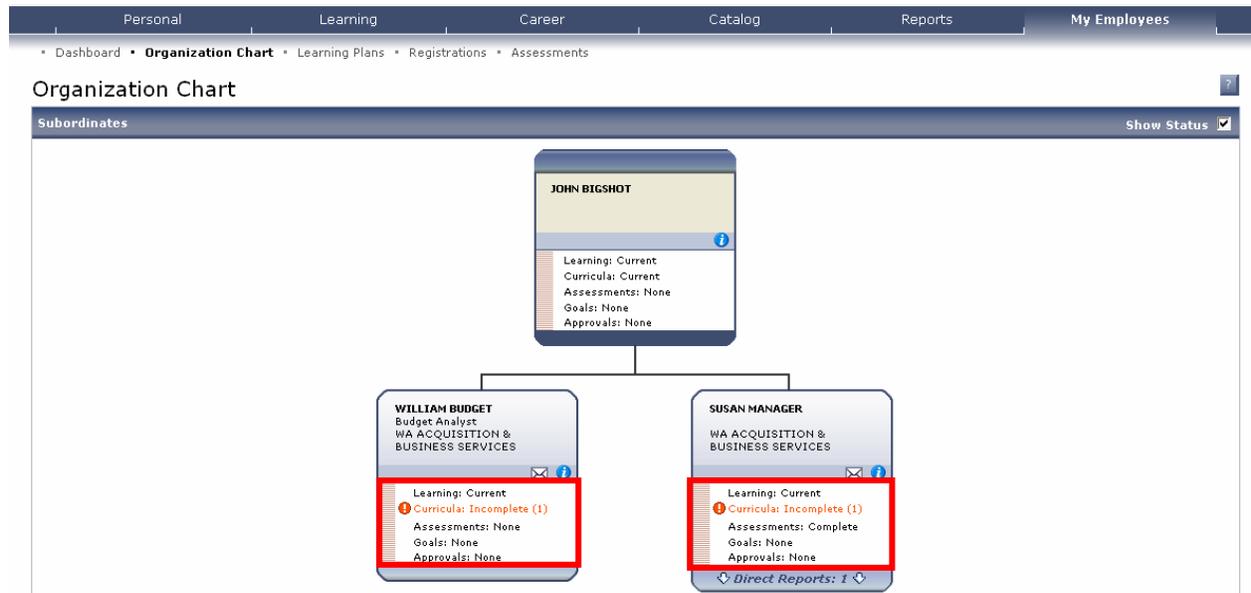
3 The **organization chart** screen displays. This screen provides an overview of your subordinates' learning activities and performance reviews.

The screenshot shows the 'Organization Chart' screen. At the top is a navigation bar with 'Personal', 'Learning', 'Career', 'Catalog', 'Reports', and 'My Employees'. Below it is a breadcrumb trail: 'Dashboard' > 'Organization Chart' > 'Learning Plans' > 'Registrations' > 'Assessments'. The 'Organization Chart' link is highlighted with a red box. Below the navigation is a 'Subordinates' section with a 'Show Status' checkbox checked. The main content area displays a hierarchy of employees. At the top is 'JOHN BIGSHOT'. Below him are two subordinates: 'WILLIAM BUDGET' and 'SUSAN MANAGER'. Each employee card shows their name, title, and department, along with learning and performance metrics.

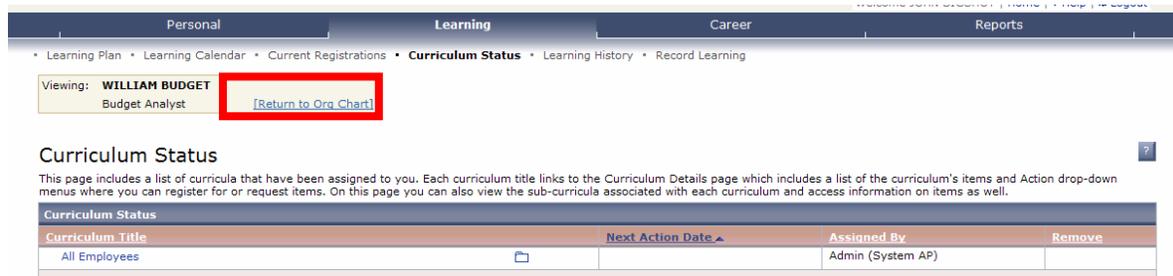
```

graph TD
    JB[JOHN BIGSHOT] --> WB[WILLIAM BUDGET]
    JB --> SM[SUSAN MANAGER]
    
```

4 Click the available **hotlinks** below each employee name to view records for the specific employee.



5 Click the **return to org chart** link to return to the supervisor's organizational chart screen.



The quick reference guide on the following page summarizes the tasks performed to view subordinates' learning information from the organization chart.

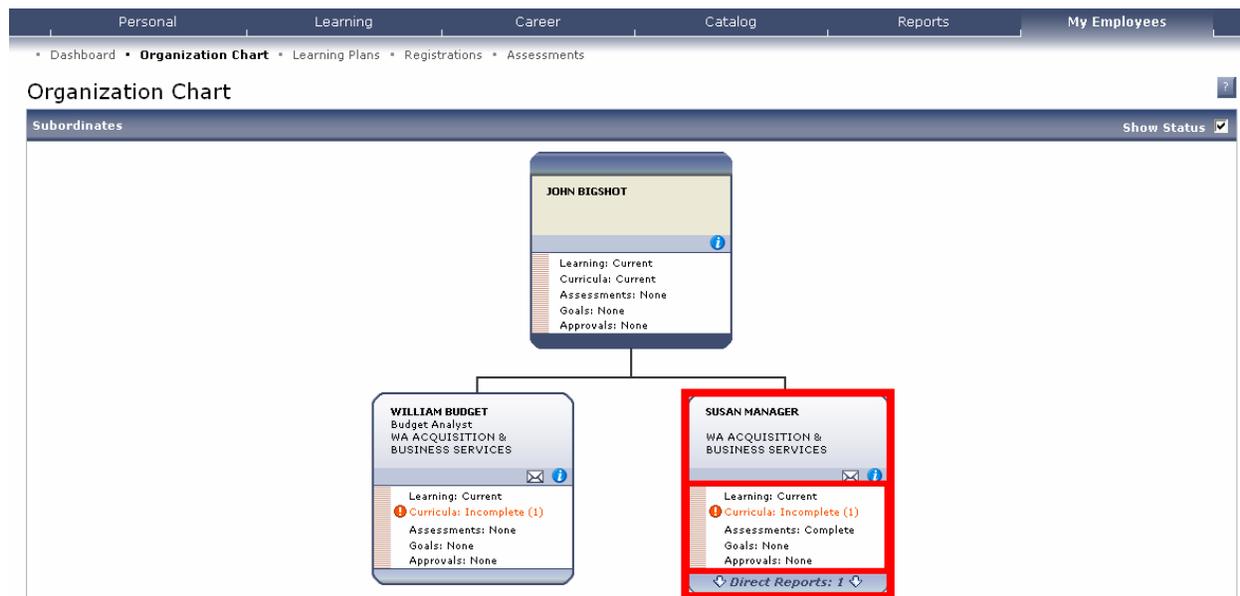
Quick Reference Guide

Viewing Subordinates' Learning Information from the Organization Chart	
Task #	Action
1	Click the my employees tab on the top menu bar from the eLMS home page .
2	Click the organization chart link.
3	The organization chart screen displays. This screen provides an overview of your subordinates' learning activities and performance reviews.
4	Click the available hotlinks below each employee name to view records for the specific employee.
5	Click the return to org chart link to return to the supervisor's organizational chart screen.

SECTION 8.3.1: VIEWING SUBORDINATES' LEARNING RECORDS

From the organization chart screen, the following records are accessible to supervisors for each subordinate:

- learning plan
- learning calendar
- curriculum status
- learning history
- record learning.



Click a hotlink to move to the learning records for the subordinate. Each of these records is explained on the following pages of this section.

<p>Learning Plan</p>	<p>Click the learning plan link to display the subordinate's learning plan. The listed items are ones that the subordinate has not yet successfully completed.</p> <p>NOTE: Even though an item appears on the subordinate's plan, it does not mean that he or she is registered. To be registered, the status has to say "registered." For online items, the status will read "available" so the subordinate can launch the content.</p>
-----------------------------	---

Personal
Learning
Career
Reports

- **Learning Plan**
- Learning Calendar
- Current Registrations
- Curriculum Status
- Learning History
- Record Learning
- SF-182 Requests

Viewing: **SUSAN MANAGER**
 No Job Position Title [\[Return to Org Chart\]](#)

Learning Plan ?

This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.

Group Plan by: None Field Chooser

[\[Expand All\]](#) [\[Collapse All\]](#)

Learning Plan		Items: All	Required: All		
Title	Type	Required By	Status	Action	Remove
▶ (15210001) Safety Management Systems (SMS) Theory & Application			Enrolled	View registration	
▶ (30200022) Managing Leave		6/6/2007	Must be registered	Request Schedule	
▶ (71003) Final Assessment - MODEL Program			Prerequisites not met	Request Schedule	
▶ Basic First Aid, CPR, AED		9/28/2007	Enrolled	View registration	
▶ CPR/FIRST AID/AED TRNG		9/28/2007	Must be registered	Offering Details	
▶ HR NUTS & BOLTS FOR EMPLOYEES			Must be registered	Request Schedule	
▶ (05509) Physical/Facility Security SAVI FY07			Available		
▶ Privacy 101		8/21/2007	In progress		

Learning Calendar	Click this link to view a calendar of the scheduled offerings in which the subordinate is registered. To view and change the calendar options, click the calendar options link in the monthly view. The calendar options page displays. You are able to review and set the calendar options for the subordinate's learning calendar .
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Personal
Learning
Career
Reports

- Learning Plan
- **Learning Calendar**
- Current Registrations
- Curriculum Status
- Learning History
- Record Learning

Viewing: **WILLIAM BUDGET**
 Budget Analyst [\[Return to Org Chart\]](#)

Your Learning Calendar ?

This page displays the Learning Items in which you have enrolled in a calendar view. You can view your Personal Learning Calendar in a Daily, Weekly, or Monthly view. Additionally, any Curriculum expirations are depicted on the Learning Calendar.
 All times are shown in your preferred timezone (EST) unless otherwise indicated.

Month Week Day
Calendar Options

<< < Month of: November 2007 > >>

Monday	Tuesday	Wednesday	Thursday	Friday
29	30	31	1	2
5 08:00 AM EST: (12345678) eLMS New Release Training (Bike Store)	6	7	8	9
12	13	14	15	16
19	20	21	22	23

Current Registrations	Click this link to view the list of scheduled offerings in which the subordinate is registered. To view details of a scheduled offering, click its title.
------------------------------	---

Personal Learning Career Reports

• Learning Plan • Learning Calendar • **Current Registrations** • Curriculum Status • Learning History • Record Learning

Viewing: **WILLIAM BUDGET**
Budget Analyst [\[Return to Org Chart\]](#)

Current Registrations ?

This page displays the list of Scheduled Offerings that you are registered for based on your learning needs. To view the details of a Scheduled Offering, click the Title link. If you are able to Withdraw from a Scheduled Offering without the assistance of an Administrator, you can select **Withdraw** from the drop down box and click **Go**.

Title	Start Date/Time	Facility & Location	Status	Action
eLMS Administrator Training	12/3/2007 08:00 AM EST	-	Enrolled	

Curriculum Status	<p>Click this link to view curricula assigned to the subordinate. From this link, you can:</p> <ul style="list-style-type: none"> • view details of items associated with curriculum • view “required by” and “date completed” information • choose to register the subordinate (if self-registration is allowed by your line of business) or request an item. <p>Click on the curriculum title to view the items within the curricula. You also can view the subcurricula, if any, associated with the curriculum. Other information can be viewed including curriculum ID, status, item type, required by date, date completed, and the actions available for each item.</p>
--------------------------	--

Personal Learning Career Reports

• Learning Plan • Learning Calendar • Current Registrations • **Curriculum Status** • Learning History • Record Learning

Viewing: **WILLIAM BUDGET**
Budget Analyst [\[Return to Org Chart\]](#)

Curriculum Status ?

This page includes a list of curricula that have been assigned to you. Each curriculum title links to the Curriculum Details page which includes a list of the curriculum's items and Action drop-down menus where you can register for or request items. On this page you can also view the sub-curricula associated with each curriculum and access information on items as well.

Curriculum Title	Next Action Date ▲	Assigned By	Remove
All Employees		Admin (System AP)	

<h3>Learning History</h3>	<p>Every time a subordinate completes a learning event, it is recorded in his or her learning history. Subordinates can complete learning events in several ways:</p> <ul style="list-style-type: none"> • attend scheduled offerings • launch and complete online content • read a document. <p>The eLMS automatically records a learning event for all online items that are launched through the eLMS. Items that are not online must be recorded by your eLMS administrator or supervisor, based upon allowed permissions.</p> <p>A learning history is a record of each time the subordinate successfully completes any assigned item. It also can include completions of external events, learning events that do not have associated items in the eLMS.</p> <p>The learning history provides a summary list of items attempted and completed, along with the completion date, status, and action regarding the items.</p> <p>Click on this link to display the completed items and the dates the subordinate completed them. You also can print a completion certificate for the subordinate by clicking on the print completion certificate button next to the appropriate item.</p>
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Personal
Learning
Career
Reports

• Learning Plan
• Learning Calendar
• Current Registrations
• Curriculum Status
Learning History
• Record Learning

Viewing: **WILLIAM BUDGET**
 Budget Analyst [\[Return to Org Chart\]](#)

Learning History ?

The Learning History page shows you a summary list of the items that you have completed and the dates the items were completed. To view the details of a specific item in your learning history, simply click the corresponding title of the item. You can sort the list by the Title of the items or the Completion Date of the items on the list.

Learning History			
Title	Completion Date	Status	Action
RA GAO GOVERNMENT BUDGETING	11/12/2007 03:40 PM EST		
(12345678) eLMS New Release Training	11/5/2007 12:00 PM EST	Withdrawn	
(12345678) eLMS New Release Training	10/19/2007 12:00 PM EST	Pass	Print Completion Certificate
(12345678) eLMS New Release Training	10/18/2007 03:12 PM EST	Pass	Print Completion Certificate
RA GAO GOVERNMENT BUDGETING	10/18/2007 02:35 PM EST		
(12345678) eLMS New Release Training	10/18/2007 02:11 PM EST	Pass	Print Completion Certificate
(12345678) eLMS New Release Training	10/18/2007 02:09 PM EST	Pass	Print Completion Certificate
(12345678) eLMS New Release Training	10/18/2007 01:31 PM EST	Pass	Print Completion Certificate
(12345678) eLMS New Release Training	10/18/2007 08:53 AM EST	Pass	Print Completion Certificate

Record Learning	Click on this link to record learning events for your subordinates The supervisor will only be able to record learning events for those items that are set up to allow the supervisor to record completions. How to record learning events for subordinates is explained on page 8-18.
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The screenshot shows the 'Record Learning' page in the eLMS system. At the top, there is a navigation bar with tabs for 'Personal', 'Learning', 'Career', and 'Reports'. The 'Learning' tab is active, and a breadcrumb trail shows: 'Learning Plan' > 'Learning Calendar' > 'Current Registrations' > 'Curriculum Status' > 'Learning History' > 'Record Learning'. Below the navigation bar, there is a 'Viewing:' section for 'SUSAN MANAGER' with the text 'No Job Position Title' and a link '[Return to Org Chart]'. The main heading is 'Record Learning' with a help icon. Underneath is the 'Select Event Type' section, which includes instructions: 'Use this wizard to record a learning event for yourself or for one of your subordinates. To record a learning event for one of your subordinates, be sure to click View Others, and select the user for whom you would like to record the event. The event will be recorded for the user that you are Viewing in the top menu bar. You can record Item and External event types.' Below the instructions is a 'Select' section with two radio button options: 'Item' (which is selected) and 'External Event'. A 'Next' button is located at the top right of the 'Select' section.

**SECTION 8.4:
RECORDING
LEARNING
EVENTS FOR
SUBORDINATES**

Generally, an eLMS administrator will record learning events. Learning events for online items are automatically recorded by the eLMS.

Occasionally, a supervisor will have to record a learning event for a subordinate. One such example for some is front-line manager items.

1 Click the **my employees** tab on the **top menu bar** from the **eLMS home page**.

The screenshot shows the eLMS interface with the 'My Employees' tab highlighted in the top navigation bar. The main content area is divided into several sections:

- Welcome JOHN BIGSHOT** (11/16/2007): A message stating that DOT's eLMS provides learners with access to online tools and features.
- Learning Plan**: A section explaining that the Learning Plan lists assigned training and allows learners to add optional items.
- Current Registrations**: A section explaining that this view enables learners to see all their registrations in one view.
- Curriculum Status**: A section explaining that this functionality provides a comprehensive list of curricula and subcurricula.
- Learning History**: A section explaining that this view allows learners to see a list of all learning they have completed.
- Personal**: A section explaining that the Personal menu provides tools to manage profile and regional settings.
- Learning**: A section explaining that the Learning menu contains most of the tools accessed frequently.
- Career**: A section explaining that the Competencies menu allows users to view assessment history and perform assessments.
- Catalog**: A section explaining that the Catalog contains all learning items to which users have access.
- Alerts**: A notification stating 'You have overdue learning'.
- Catalog**: A section with links to view instructor-led and online items.
- My Plans**: A section stating 'There are no relevant items for this User.'
- Learning Plan**: A table showing a list of learning items with their titles, types, and required dates.
- Curriculum Status**: A section showing a list of curriculum items.
- New Items**: A section showing a link to '(CYK)GARDENING'.

Title	Type	Required By
(04205) Introduction to FAA Validation & Verification	🔒	🔴 10/22/2007
(55049) Fundamentals of ATC On-The-Job Instruction (OJT1)	🔒	🔴 10/29/2007
(01271) Performance Planning and Budget Integration	🔒	11/30/2007
(04241) Budgeting and Accounting: Making the Connection	🔒	11/30/2007
(01199) Facilitator Tools for Effective Meetings	🔒	12/31/2007

2 Click the **organization chart** link from the **my employees** screen.

The screenshot shows the 'My Employees' dashboard. At the top, there is a navigation bar with tabs for Personal, Learning, Career, Catalog, Reports, and My Employees. The 'My Employees' tab is selected and highlighted with a red box. Below the navigation bar, there is a breadcrumb trail: Dashboard > Organization Chart > Learning Plans > Registrations > Assessments. The 'Organization Chart' link is also highlighted with a red box. The main content area is titled 'Dashboard' and features an 'Employee Deadlines' section with a table of learning activities. Below this is a 'Key Indicators' section with 'Employee Goal Status' options: Performance Goals (selected), Development Goals, and Both.

Employee	Type	Title	Due Date	Status
BUDGET, WILLIAM	Learning	(05709) Purchase Card Training	6/6/2007	Must be registered
	Learning	(05509) REPORT WRITING	7/19/2007	Must be registered
	Learning	(05727) Principles Of Federal Appropriations Law	8/21/2007	Must be registered
MANAGER, SUSAN	Learning	(30200022) Managing Leave	6/6/2007	Must be registered
	Learning	Privacy 101	8/21/2007	In progress

3 The **organization chart** screen displays.

The screenshot shows the 'Organization Chart' screen. At the top, there is a navigation bar with tabs for Personal, Learning, Career, Catalog, Reports, and My Employees. The 'Organization Chart' tab is selected and highlighted with a red box. Below the navigation bar, there is a breadcrumb trail: Dashboard > Organization Chart > Learning Plans > Registrations > Assessments. The main content area is titled 'Organization Chart' and features a 'Subordinates' section with a 'Show Status' checkbox. The organization chart shows a hierarchy with John Bigshot at the top, and William Budget and Susan Manager as subordinates. Each employee card displays their name, title, and various status indicators such as Learning, Curricula, Assessments, Goals, and Approvals.

```

graph TD
    JB[JOHN BIGSHOT] --- WB[WILLIAM BUDGET]
    JB --- SM[SUSAN MANAGER]
    
```

4 Click the **learning hotlink** below the employee's name.

The screenshot shows the 'Organization Chart' interface. At the top, there are navigation tabs: Personal, Learning, Career, Catalog, Reports, and My Employees. Below these is a breadcrumb trail: Dashboard > Organization Chart > Learning Plans > Registrations > Assessments. The main heading is 'Organization Chart' with a 'Show Status' checkbox checked. The chart shows a hierarchy starting with 'JOHN BIGSHOT' at the top. Below him are two subordinates: 'WILLIAM BUDGET' and 'SUSAN MANAGER'. Each subordinate's card displays their name, title, and department, along with status indicators for Learning, Curricula, Assessments, Goals, and Approvals. In Susan Manager's card, the 'Learning: Current' link is highlighted with a red rectangular box.

5 Click the **record learning** link on the **learning** submenu.

The screenshot shows the 'Learning Plan' page for 'SUSAN MANAGER'. The top navigation bar includes Personal, Learning, Career, and Reports. The 'Record Learning' link under the Career tab is highlighted with a red box. Below the navigation is a breadcrumb trail: Learning Plan > Learning Calendar > Current Registrations > Curriculum Status > Learning History > Record Learning. The page title is 'Learning Plan' and it includes a 'Field Chooser' icon. A table titled 'Learning Plan' displays a list of learning items. The table has columns for Title, Type, Required By, Status, Action, and Remove. The 'Record Learning' link is highlighted in the top navigation bar.

Title	Type	Required By	Status	Action	Remove
(04203) Fundamentals of Acquisition Management System (FAMS)	🔒		Must be registered	Request Schedule	
(04205) Introduction to FAA Validation & Verification	🔒	10/1/2008	Prerequisites not met	Request Schedule	
(04207) Introduction to FAA Risk Management	🔒		Must be registered	Request Schedule	
(04216) Risk and Schedule Assessment Course	🔒		Must be registered	Request Schedule	
(05509) Physical/Facility Security SAVI FY07	🔒🔒	9/30/2007	Must be registered	Request Schedule	
(05704) Information System Security SAVI FY07	🔒	9/30/2007	In progress		
(10603) INTRODUCTION TO SAFETY MANAGEMENT SYSTEMS	🔒		In progress		
(49710001) Leading Change in the Air Traffic Organization for Front Line Managers/Supervisors	🔒	10/9/2008	Must be registered	Request Schedule	
(NEWPOSITION1C) Worksheet for Clarifying Expectations with Your New Supervisor	🔒	2/13/2008	In progress		
KVW Desgining Effective Instruction	🔒	11/16/2007	Enrolled	View registration	

- 6 Select the type of learning event to record: **item** or **external event**. Click the **next** button.

Personal Learning Career Reports

• Learning Plan • Learning Calendar • Current Registrations • Curriculum Status • Learning History • **Record Learning**

Viewing: **SUSAN MANAGER**
No Job Position Title [\[Return to Org Chart\]](#)

Record Learning ?

Select Event Type
Use this wizard to record a learning event for yourself or for one of your subordinates. To record a learning event for one of your subordinates, be sure to click View Others, and select the user for whom you would like to record the event. The event will be recorded for the user that you are Viewing in the top menu bar. You can record Item and External event types.

Select

Item External Event

Next

- 7 Search for the item you want to record the learning event for by typing keywords in the **keywords** field. Uncheck the **exact phrase** checkbox if you do not want the system to search your keywords as an exact phrase. Uncheck the **instructor-led**, **online**, **blended**, or **other** boxes to limit your search to specific types of items. Click the **next** button.

Personal Learning Career Reports

• Learning Plan • Learning Calendar • Current Registrations • Curriculum Status • Learning History • **Record Learning**

Viewing: **SUSAN MANAGER**
No Job Position Title [\[Return to Org Chart\]](#)

Record Learning ?

Select Event Type → **Search Item**

Search

Enter Keywords to search for an Item.
Keywords: Exact Phrase

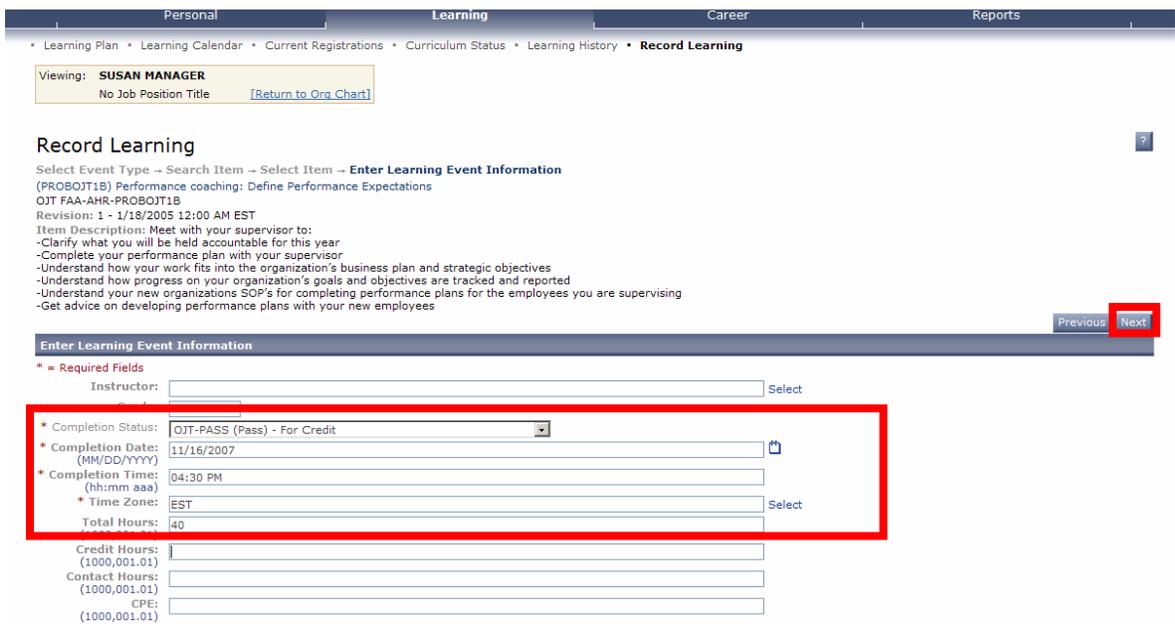
Instructor-Led Online Blended Other (Select one or more)

Previous Next

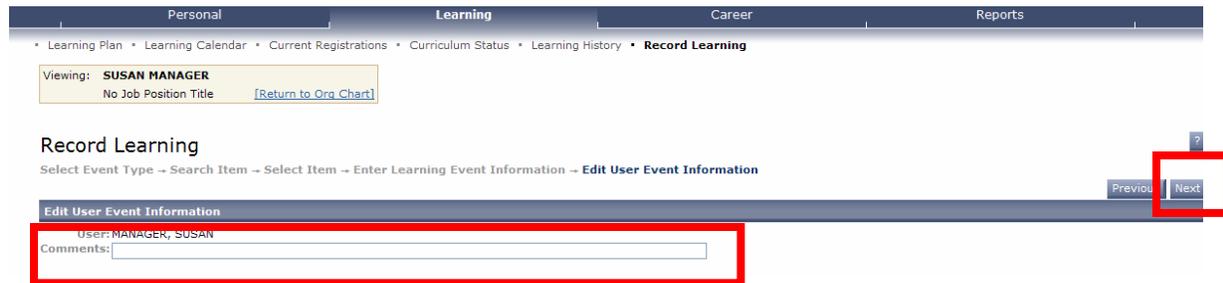
8 Click the **select** radio button next to the item for which you want to record the learning event. Click the **next** button.



9 Enter the **learning event** information. **Completion status, completion time, date, and time zone** are system required fields. **Total hours** is an FAA required field. Click the **next** button.

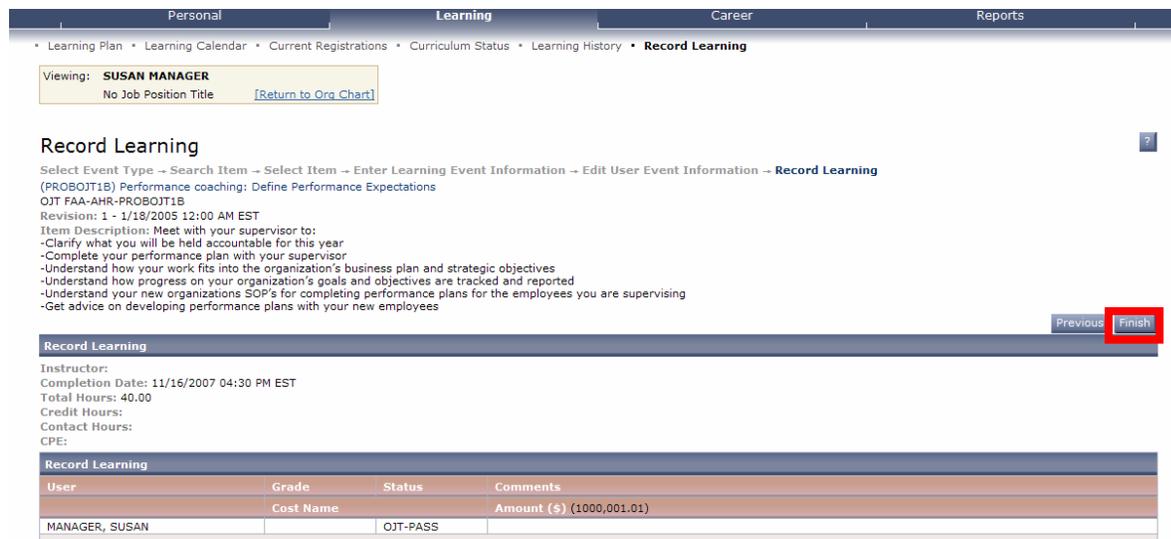


10 Enter your **comments, if any**. Click the **next** button.



Use the field to record free-form comments about the selected learning event as it relates to the corresponding user. **This information will display in the user's learning history.**

11 Review the **learning event** information. Click the **finish** button.



12 | A **status** screen displays.

The quick reference guide on the following page summarizes the tasks performed to record a subordinate's learning event.

Quick Reference Guide

Recording a Subordinate's Learning Event	
Task #	Action
1	Click the my employees tab on the top menu bar from the eLMS home page .
2	Click the organization chart link from the my employees screen.
3	The organization chart screen displays.
4	Click the learning hotlink below the employee's name.
5	Click the record learning link on the learning submenu.
6	Select the type of learning event to record: item or external event . Click the next button.
7	Search for the item you want to record the learning event for by typing keywords in the keywords field. Uncheck the exact phrase checkbox if you do not want the system to search your keywords as an exact phrase. Uncheck the instructor-led, online, blended or other boxes to limit your search to specific types of items. Click the next button.
8	Click the select radio button next to the item for which you want to record the learning event. Click the next button.
9	Enter the learning event information. Completion status, completion time, date, and time zone are system required fields. Total hours is an FAA required field. Click the next button.
10	Enter your comments, if any . Click the next button.
11	Review the learning event information. Click the finish button.
12	A status screen displays.

**SECTION 8.5:
ADDING ITEMS
AND CURRICULA
TO
SUBORDINATES'
LEARNING
PLANS**

From the **learning plans** link you can add items and curricula and/or remove items from the learning plans of your subordinates. This wizard appears only for supervisors.

You can only remove items that you or your subordinate added to the learning plan. If other items need to be removed, contact your local line-of-business training coordinator.

1 Click the **my employees** tab on the **top menu bar** from the **eLMS home page**.

The screenshot shows the eLMS interface with the 'My Employees' tab highlighted in the top navigation bar. Below the navigation bar, there is a breadcrumb trail: Home • Approvals • Profile • Regional Settings • Communities • Skills. The main content area is titled 'Welcome JOHN BIGSHOT' with a date of 11/16/2007. A message states: 'DOT's eLMS provides learners the power to access and manage their learning with online tools. Once logged into eLMS, learners can manage their learning through the following features\':

- Learning Plan**: The Learning Plan is the list of assigned training. Learners can add optional items to their Learning Plans, register in instructor-led items, and launch online content from the Learning Plan. It should be noted that access to registration is determined by Modal policy.
- Current Registrations**: The Current Registrations view enables learners to view all of their registrations in Scheduled Offerings in one easy view.
- Curriculum Status**: The Curriculum Status functionality provides learners with a comprehensive list of the curricula and subcurricula needed for personal and career advancement. Required dates associated with each curriculum help manage your learning needs.
- Learning History**: The Learning History allows learners to see a list of all of the learning they have completed, as well as their performance on the item. For issue with your Learning History (e.g., missing history), contact your local training administrator.

On the right side, there are sections for Alerts (You have overdue learning), Catalog (View all available instructor-led items, View all available online items, Browse Catalog), My Plans (There are no relevant items for this User.), Learning Plan (table below), Curriculum Status (Go to Curriculum Status), and New Items (CYK)GARDENING).

Title	Type	Required By
(04205) Introduction to FAA Validation & Verification	👤	🔴 10/22/2007
(55049) Fundamentals of ATC On-The-Job Instruction (OJTI)	👤	🔴 10/29/2007
(01271) Performance Planning and Budget Integration	👤	11/30/2007
(04241) Budgeting and Accounting: Making the Connection	👤	11/30/2007
(01199) Facilitator Tools for Effective Meetings	👤	12/31/2007

2 Click the **learning plans** link.

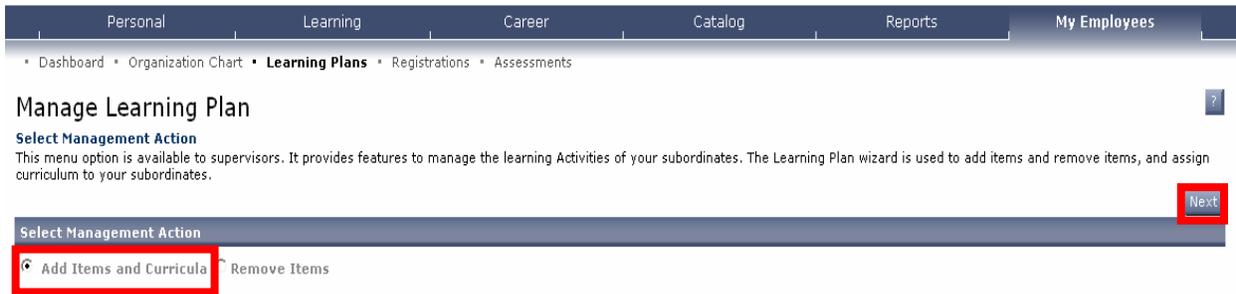
The screenshot shows the eLMS dashboard with a navigation bar at the top containing 'Personal', 'Learning', 'Career', 'Catalog', 'Reports', and 'My Employees'. Below the navigation bar, a breadcrumb trail reads 'Dashboard > Organization Chart > Learning Plans > Registrations > Assessments'. The 'Learning Plans' link is highlighted with a red box. The main content area is titled 'Dashboard' and features a section for 'Employee Deadlines' with a table of learning activities. Below this is a 'Key Indicators' section with 'Employee Goal Status' and radio buttons for 'Performance Goals', 'Development Goals', and 'Both'.

Employee	Type	Title	Due Date	Status
BUDGET, WILLIAM	Learning	(05709) Purchase Card Training	6/6/2007	Must be registered
	Learning	(05509) REPORT WRITING	7/19/2007	Must be registered
	Learning	(05727) Principles Of Federal Appropriations Law	8/21/2007	Must be registered
MANAGER, SUSAN	Learning	(3020022) Managing Leave	6/6/2007	Must be registered
	Learning	Privacy 101	8/21/2007	In progress

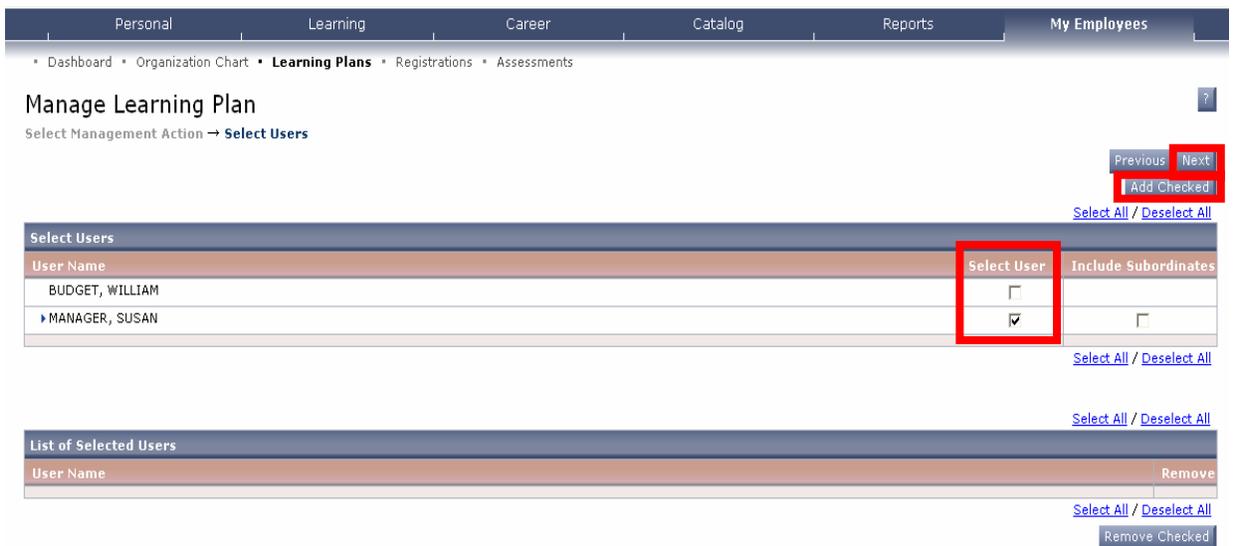
3 The **manage learning plan** screen displays.

The screenshot shows the 'Manage Learning Plan' screen. The navigation bar at the top includes 'Personal', 'Learning', 'Career', 'Catalog', 'Reports', and 'My Employees'. The breadcrumb trail is 'Dashboard > Organization Chart > Learning Plans > Registrations > Assessments'. The main heading is 'Manage Learning Plan'. Below the heading, there is a 'Select Management Action' section with a descriptive paragraph: 'This menu option is available to supervisors. It provides features to manage the learning Activities of your subordinates. The Learning Plan wizard is used to add items and remove items, and assign curriculum to your subordinates.' At the bottom, there is another 'Select Management Action' section with radio buttons for 'Add Items and Curricula' and 'Remove Items'.

4 On the **learning plans** screen, click the radio button to the left of **add items and curricula**. Click the **next** button.



5 On the **select users** screen, click the checkbox under the **select user** heading to select user(s). Click the **add checked** button. Then click the **next** button.



NOTE: From this screen, you also have the option to add curricula and items to the subordinates of your subordinates.

6 Verify that you have selected the correct subordinate(s) and click the **next** button.

Personal Learning Career Catalog Reports My Employees

Dashboard Organization Chart Learning Plans Registrations Assessments

Manage Learning Plan

Select Management Action → Select Users

Previous **Next**

Add Checked

Select All / Deselect All

User Name	Select User	Include Subordinates
BUDGET, WILLIAM	<input type="checkbox"/>	
MANAGER, SUSAN	<input type="checkbox"/>	<input type="checkbox"/>

Select All / Deselect All

Select All / Deselect All

List of Selected Users

User Name	Remove
MANAGER, SUSAN	<input type="checkbox"/>

Select All / Deselect All

Remove Checked

7 On the **search for items and curriculum** screen, enter one or more **keywords** and select the appropriate item types to include in your search (e.g., **curricula, instructor-led, online, blended, or other**). Click the **search** button.

Personal Learning Career Catalog Reports My Employees

Dashboard Organization Chart Learning Plans Registrations Assessments

Manage Learning Plan

Select Management Action → Select Users → Search for Items and Curriculum

Previous

Search for Items and Curriculum

Enter keywords to select items.

Keywords: Exact Phrase

Curricula Instructor-Led Online Blended Other (Select one or more)

Search

There are no items and/or curricula selected.

NOTE: If you are assigning curricula to a subordinate, you would click the curricula checkbox and unclick the following checkboxes:

- **instructor-led**
- **online**
- **blended**
- **other.**

8 On the **refine search** screen, click the **add** box next to the item(s) you want added to the learning plan. Then click the **add checked** button.

The screenshot shows the 'Refine Search' interface. At the top, there is a navigation bar with tabs for Personal, Learning, Career, Catalog, Reports, and My Employees. Below this is a breadcrumb trail: Dashboard > Organization Chart > Learning Plans > Registrations > Assessments. The main heading is 'Search Results' with a help icon. Below the heading, there is a 'Refine Search' section with a back arrow, 'Keywords: safety resource management', and 'Exact Phrase: No'. To the right of this section is an 'Add Checked' button. Below the search results is a table with columns for Title, Type, and Add. The table contains three rows of search results. The 'Add' column for each row contains a checkbox. The checkbox for the third row, 'Safety, Health, and Security Strategies', is checked. To the right of the table are links for 'Select All / Deselect All' and another 'Add Checked' button.

Search Results

← Refine Search
 Keywords: *safety resource management*
 Exact Phrase: *No*

[Add Checked](#)

[Select All / Deselect All](#)

Title	Type	Add
(12062) Crew Resource Management (CRM) (Initial)	🔗	<input type="checkbox"/>
Occupational Health and Safety (HRCI/PHR)	🔗	<input type="checkbox"/>
Safety, Health, and Security Strategies	🔗	<input checked="" type="checkbox"/>

[Select All / Deselect All](#)
[Add Checked](#)

- 9 On the **edit information** screen, the item(s) you just added appear. Enter the **assignment type** and edit the **assign date** if appropriate. The assign date will default to the current date. Click the **next** button.

The screenshot shows the 'Manage Learning Plan' interface. At the top, there is a navigation bar with tabs for Personal, Learning, Career, Catalog, Reports, and My Employees. Below this is a breadcrumb trail: Dashboard > Organization Chart > Learning Plans > Registrations > Assessments. The main heading is 'Manage Learning Plan' with a help icon. Below the heading is a navigation path: Select Management Action → Select Users → Search for Items and Curriculum → Edit Information. There are 'Previous' and 'Next' buttons. A search bar contains the text 'safety, health, and security strategies' with an 'Exact Phrase' checkbox. Below the search bar are checkboxes for 'Curricula', 'Instructor-Led', 'Online', 'Blended', and 'Other (Select one or more)'. A 'Search' button is on the right. Below the search bar is a table titled 'Edit Information' with the following columns: Title, Type, Assignment Type, Assign Date, and Remove. The table contains one row with the title 'Safety, Health, and Security Strategies', a Type icon, an Assignment Type of 'REC' with a 'Select' link, an Assign Date of '8/27/2007' with a calendar icon, and a Remove button. There are 'Select All / Deselect All' and 'Remove Checked' buttons at the bottom right of the table.

Title	Type	Assignment Type	Assign Date	Remove
Safety, Health, and Security Strategies		REC Select	8/27/2007	

NOTE: Clicking the select link in the assignment type field takes you to a search screen for assignment type. There are three (3) assignment types:

- **OPT (optional)**
- **REC (recommended)**
- **REQ (required/mandatory).**

You can enter the assignment type directly on the screen above by typing the letters in bold that match your choice (OPT, REC, REQ).

If you have added an item in error, click the box below the remove field and click the removed check button. The item or curricula will be removed.

- 10 Edit the **required date** if appropriate. Be sure to leave enough time for the user to complete the item. Click the **finish** button.

Personal Learning Career Catalog Reports My Employees

Dashboard Organization Chart Learning Plans Registrations Assessments

Manage Learning Plan

Select Management Action → Select Users → Search for Items and Curriculum → Edit Information → Edit Required Dates

Previous Finish

Edit Required Dates for Users

User
BUDGET, WILLIAM

Edit Required Dates

Title	Type	Assignment Type	Assign Date	Required Date (MM/DD/YYYY)
Safety, Health, and Security Strategies	REC	REC	8/27/2007	09/28/2007

A calendar icon to the right of the required date field is available to assist you in selecting the required date. Click the icon to access the calendar function.

- 11 On the **success** screen, a status message displays with the option to start the process over from task 1. The **start over** button allows you to repeat the process of adding more items to subordinates' learning plans as appropriate.

Personal Learning Career Catalog Reports My Employees

Dashboard Organization Chart Learning Plans Registrations Assessments

Manage Learning Plan

Select Management Action → Select Users → Search for Items and Curriculum → Edit Information → Edit Required Dates → Success

Start Over...

Success

Status:

Successfully added the items and/or curricula to the specified Users. Only those curricula that are not previously assigned are added.

The quick reference guide on the following page summarizes the tasks performed to add items and curricula to subordinates' learning plans.

Quick Reference Guide

Adding Items and Curricula to Subordinates' Learning Plans	
Task #	Action
1	Click the my employees tab on the top menu bar from the eLMS home page .
2	Click the learning plans link.
3	The manage learning plan screen displays.
4	On the learning plans screen, click the radio button to the left of add items and curricula . Click the next button.
5	On the select users screen, click the checkbox under the select user heading to select user(s). Click the add checked button. Then click the next button.
6	Verify that you have selected the correct subordinate(s) and click the next button again.
7	On the search for items and curriculum screen, enter one or more keywords and select the appropriate item types to include in your search (e.g., curricula , instructor-led , online , blended , or other). Click the search button.
8	On the refine search screen, click the add box next to the item(s) you want added to the learning plan. Then click the add checked button.
9	On the edit information screen, the items(s) you just added appear. Enter the assignment type and edit the assign date if appropriate. The assign date will default to the current date. Click the next button.
10	Edit the required date if appropriate. Be sure to leave enough time for the user to complete the item. Click the finish button.
11	On the success screen, a status message displays with the option to start the process over from task 1. The start over button allows you to repeat the process of adding more items to subordinates' learning plans as appropriate.

SECTION 8.6 REMOVING ITEMS FROM SUBORDINATES' LEARNING PLANS

From the **learning plans** link you can **remove items** from subordinates' learning plans.

1 Click the **my employees** tab on the **top menu bar** from the **eLMS home page**.

The screenshot shows the eLMS interface for user JOHN BIGSHOT. The top navigation bar includes tabs for Personal, Learning, Career, Catalog, Reports, and My Employees (highlighted). Below the navigation bar, there is a welcome message and a list of learning items. The 'Learning Plan' section contains a table with columns for Title, Type, and Required By. The 'Curriculum Status' section shows a table with a single entry for 'AMS IT Security'.

Learning Plan

Title	Type	Required By
(04205) Introduction to FAA Validation & Verification	🔒	🔴 10/22/2007
(55049) Fundamentals of ATC On-The-Job Instruction (OJTI)	🔒	🔴 10/29/2007
(01271) Performance Planning and Budget Integration	🔒	11/30/2007
(04241) Budgeting and Accounting: Making the Connection	🔒	11/30/2007
(01199) Facilitator Tools for Effective Meetings	🔒	12/31/2007

Curriculum Status

Title
AMS IT Security
ATO Program Manager Certification

2 Click the **learning plans** link.

The screenshot shows the eLMS dashboard with the 'Learning' tab selected. The 'Learning Plans' link is highlighted with a red box. Below the navigation bar, there is a 'Dashboard' section with an 'Employee Deadlines' table and a 'Key Indicators' section.

Employee	Type	Title	Due Date	Status
BUDGET, WILLIAM	Learning	(05709) Purchase Card Training	6/6/2007	Must be registered
	Learning	(05509) REPORT WRITING	7/19/2007	Must be registered
	Learning	(05727) Principles Of Federal Appropriations Law	8/21/2007	Must be registered
MANAGER, SUSAN	Learning	(3020022) Managing Leave	6/6/2007	Must be registered
	Learning	Privacy 101	8/21/2007	In progress

3 The **learning plans** screen displays.

The screenshot shows the 'Manage Learning Plan' screen. The 'Learning Plans' link is highlighted with a red box. Below the navigation bar, there is a 'Manage Learning Plan' section with a 'Select Management Action' section and a 'Next' button.

Select Management Action

Add Items and Curricula Remove Items

[Next](#)

4 On the **manage learning plan** screen, click the radio button to the left of **remove items**. Click the **next** button.

The screenshot shows the 'Manage Learning Plan' screen. The 'Remove Items' radio button and the 'Next' button are highlighted with red boxes.

Select Management Action

Add Items and Curricula Remove Items

[Next](#)

5 On the **select users** screen, check the checkbox under the **select user** heading to select user(s). Click the **add checked** button. Then click the **next** button.

Personal Learning Career Catalog Reports My Employees

Dashboard Organization Chart Learning Plans Registrations Assessments

Manage Learning Plan

Select Management Action → Select Users

Previous Next

Add Checked

Select All / Deselect All

User Name	Select User	Include Subordinates
BUDGET, WILLIAM	<input type="checkbox"/>	<input type="checkbox"/>
MANAGER, SUSAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Select All / Deselect All

Select / Deselect All

List of Selected Users

User Name	Remove
MANAGER, SUSAN	<input type="checkbox"/>

Select All / Deselect All

Remove Checked

6 Verify that you have selected the correct subordinate(s) and click the **next** button again.

Personal Learning Career Catalog Reports My Employees

Dashboard Organization Chart Learning Plans Registrations Assessments

Manage Learning Plan

Select Management Action → Select Users

Previous Next

Add Checked

Select All / Deselect All

User Name	Select User	Include Subordinates
BUDGET, WILLIAM	<input type="checkbox"/>	<input type="checkbox"/>
MANAGER, SUSAN	<input type="checkbox"/>	<input type="checkbox"/>

Select All / Deselect All

Select / Deselect All

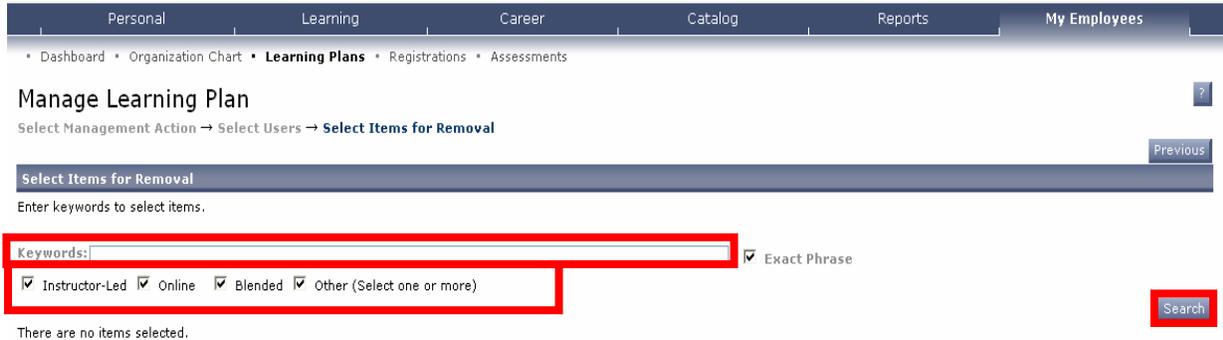
List of Selected Users

User Name	Remove
MANAGER, SUSAN	<input type="checkbox"/>

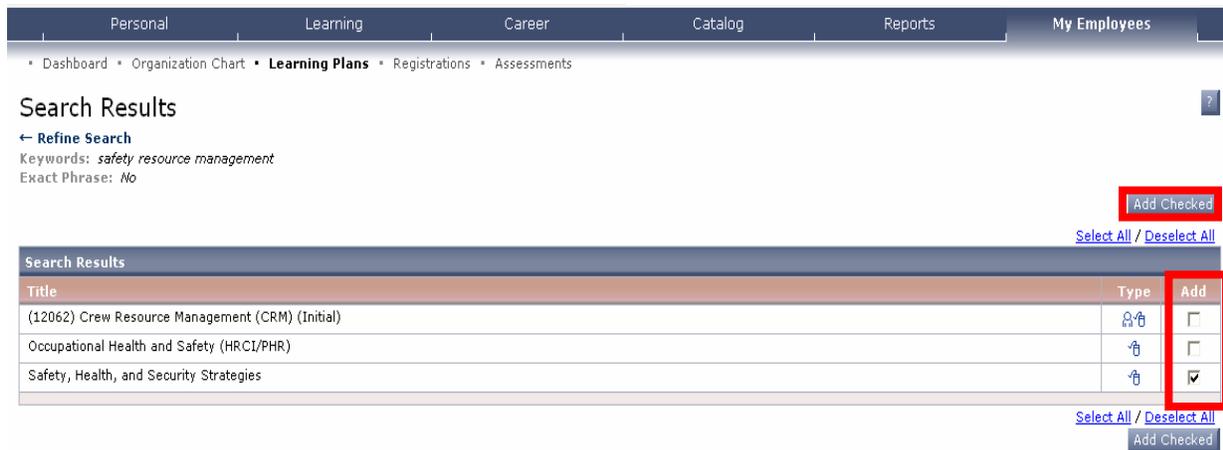
Select All / Deselect All

Remove Checked

7 On the **search for items for removal** screen, enter one or more **keywords** and select the appropriate item types to include in your search (e.g., **instructor-led, online, blended, or other**). Click the **search** button.



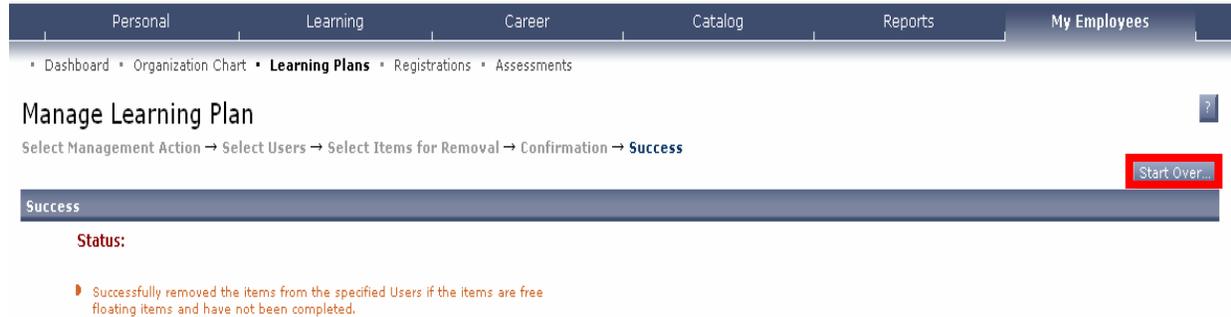
8 On the **refine search** screen, click the **add** box next to the item(s) you want to **remove** from the learning plan. Then click the **add checked** button.



9 On the **select items for removal** screen, click the **remove** box next to the item(s) you want to **remove** from the learning plan. Click the **next** button.

10 A **remove item confirmation** screen displays. Click the **finish** button to complete the item removal.

11	A success screen displays with the option to start the process over from task 4. The start over button allows you to repeat the process of removing items from subordinates' learning plans as appropriate.
----	---



The quick reference guide on the following page summarizes the tasks performed to remove items from subordinates' learning plans.

Quick Reference Guide

Removing Items from Subordinates' Learning Plans	
Task #	Action
1	Click the my employees tab on the top menu bar from the eLMS home page .
2	Click the learning plans link.
3	The manage learning plan screen displays.
4	On the manage learning plan screen, click the radio button to the left of remove items . Click the next button.
5	On the select users screen, click the checkbox under the select user heading to select user(s). Click the add checked button. Then click the next button.
6	Verify that you have selected the correct subordinate(s) and click the next button again.
7	On the search for items for removal screen, enter one or more keywords and select the appropriate item types to include in your search (e.g., instructor-led, online, blended, or other). Click the search button.
8	On the refine search screen, click the add box next to the item(s) you want to remove from the learning plan. Then click the add checked button.
9	On the select items for removal screen, click the remove box next to the item(s) you want to remove from the learning plan. Click the next button.
10	A remove item confirmation screen displays. Click the finish button to complete the item removal.
11	A success screen displays with the option to start the process over from task 4. The start over button allows you to repeat the process of removing items from subordinates' learning plans as appropriate.

**SECTION 8.7:
ENROLLING
SUBORDINATES
IN SCHEDULED
OFFERINGS**

Supervisors can register subordinates for scheduled offerings. They can register one or multiple subordinates at one time. This process also can be used to withdraw subordinates from scheduled offerings. Please check with your local line-of-business training coordinator to find out if a supervisor can register subordinates.

NOTE: Most FAA lines of business are not currently using this function.

Scheduled offerings are for items with an instructor-led component. These include blended items that contain both instructor-led and online segments. Scheduled offerings are listed in units of time called segments. The segments are displayed along with their location, start and end times, and may include instructor and facility information.

1 Click the **my employees** tab on the **top menu bar** from the **eLMS home page**.

The screenshot shows the eLMS interface with the 'My Employees' tab highlighted in the top navigation bar. Below the navigation bar, there is a breadcrumb trail: Home » Approvals » Order Status » Order Tickets » Profile » Regional Settings » Communities » Skills. The main content area is titled 'Welcome JOHN BIGSHOT' with the date '8/27/2007'. A brief description of Plateau software is provided. On the left, there are several menu categories: Personal, Learning, Career, Catalog, Reports, and My Employees, each with a small icon and a brief description. On the right, there are several sections: Alerts (with a red warning icon and the text 'You have overdue learning'), Catalog (with links to view instructor-led and online items), My Plans (with a link to 'My Plan' and the text 'There are no relevant items for this User.'), Learning Plan (with a link to 'Learning Plan' and a table of items), and Curriculum Status (with a link to 'Go to Curriculum Status' and a table of items).

Title	Type	Required By
(FAA30030003) PROJECT MANAGEMENT FOR GOVERNMENT EXECUTIVES	👤	🚨 1/24/2007
(30200028) Decision-making for Senior Managers	👤	🚨 3/7/2007
(05509) Physical/Facility Security SAVI FY07	👤	
(10603) INTRODUCTION TO SAFETY MANAGEMENT SYSTEMS	👤	
(66000001) The Manager's Role in Safety Risk Management (SRM)	👤	

Title
All Employees
The Manager's Role in SRM Curricula

2 Click the **registrations** link from the **submenu**.

The screenshot shows the eLMS dashboard with a navigation bar at the top containing 'Personal', 'Learning', 'Career', 'Catalog', 'Reports', and 'My Employees'. Below the navigation bar is a breadcrumb trail: 'Dashboard > Organization Chart > Learning Plans > Registrations > Assessments'. The 'Registrations' link is highlighted with a red box. Below the breadcrumb trail is a 'Dashboard' section with a 'Key Indicators' widget and an 'Employee Deadlines' table.

Employee	Type	Title	Due Date	Status
BUDGET, WILLIAM	Learning	(05709) Purchase Card Training	6/6/2007	Must be registered
	Learning	(05509) REPORT WRITING	7/19/2007	Must be registered
	Learning	(05727) Principles Of Federal Appropriations Law	8/21/2007	Must be registered
MANAGER, SUSAN	Learning	(30200022) Managing Leave	6/6/2007	Must be registered
	Learning	Privacy 101	8/21/2007	In progress

3 Click the **register users** radio button, then click the **next** button.

The screenshot shows the 'Registrations' page with a navigation bar at the top containing 'Personal', 'Learning', 'Career', 'Catalog', 'Reports', and 'My Employees'. Below the navigation bar is a breadcrumb trail: 'Dashboard > Organization Chart > Learning Plans > Registrations > Assessments'. The 'Registrations' link is highlighted with a red box. Below the breadcrumb trail is a 'Registrations' section with a 'Select Action' dropdown menu and a 'Select' section with two radio buttons: 'Withdraw Users' and 'Register Users'. The 'Register Users' radio button is highlighted with a red box. Below the 'Select' section is a 'Next' button highlighted with a red box.

4 Enter keywords in the **keywords** field and click the **next** button, or click the **next** button without entering keywords to search the system for a complete list of scheduled offerings.

The screenshot shows the 'Registrations' page with a navigation bar at the top containing 'Personal', 'Learning', 'Career', 'Catalog', 'Reports', and 'My Employees'. Below the navigation bar is a breadcrumb trail: 'Dashboard > Organization Chart > Learning Plans > Registrations > Assessments'. The 'Registrations' link is highlighted with a red box. Below the breadcrumb trail is a 'Registrations' section with a 'Select Action' dropdown menu and a 'Search' section. The 'Search' section has a 'Keywords' field with the text 'safety' entered, highlighted with a red box. Below the 'Keywords' field is an 'Exact Phrase' checkbox. Below the 'Search' section is a 'Next' button highlighted with a red box.

5 A list of scheduled offerings displays. Click the **select** radio button next to the scheduled offering in which you want to register your subordinate(s). Click the **next** button.

Personal Learning Career Catalog Reports My Employees

Dashboard Organization Chart Learning Plans Registrations Assessments

Registrations

Select Action → Search Scheduled Offerings → **Select Scheduled Offering**

Keywords: *safety*
Exact Phrase: *No*

Previous **Next**

Select Offerings	Title	Start Date/Time	Select
<input type="radio"/>	(00038) Aviation Safety Officer/Manager Course	1/8/2008 08:00 AM CST	<input type="radio"/>
<input type="radio"/>	(00038) Aviation Safety Officer/Manager Course	6/3/2008 08:00 AM CST	<input type="radio"/>
<input type="radio"/>	(00038) Aviation Safety Officer/Manager Course	8/5/2008 08:00 AM CST	<input type="radio"/>
<input type="radio"/>	(00379) Aircraft Cabin Safety Investigation	3/25/2008 08:00 AM CST	<input type="radio"/>
<input type="radio"/>	(00379) Aircraft Cabin Safety Investigation	1/29/2008 08:00 AM CST	<input type="radio"/>
<input checked="" type="radio"/>	(15210001) Safety Management Systems (SMS) Theory & Application	9/24/2007 09:00 AM EST	<input checked="" type="radio"/>
<input type="radio"/>	(18700) ICAO Endorsed Government Safety Inspector (Operations)	9/12/2007 08:00 AM CST	<input type="radio"/>
<input type="radio"/>	(18710) ICAO Endorsed Government Safety Inspector (Personnel Licensing)	10/23/2007 08:00 AM CST	<input type="radio"/>
<input type="radio"/>	(21018) Aviation Safety Engineer/Systems Job Functions	10/30/2007 08:00 AM CST	<input type="radio"/>
<input type="radio"/>	(21020) Aviation Safety Inspector Job Functions	4/22/2008 08:00 AM CST	<input type="radio"/>
<input type="radio"/>	(21427) Operations Safety System (OPSS)	9/18/2007 08:00 AM CST	<input type="radio"/>
<input type="radio"/>	(21427) Operations Safety System (OPSS)	10/16/2007 09:00 AM EST	<input type="radio"/>
<input type="radio"/>	(21427) Operations Safety System (OPSS)	10/30/2007 08:00 AM CST	<input type="radio"/>
<input type="radio"/>	(21427) Operations Safety System (OPSS)	11/6/2007 08:00 AM CST	<input type="radio"/>
<input type="radio"/>	(21427) Operations Safety System (OPSS)	11/27/2007 08:00 AM CST	<input type="radio"/>
<input type="radio"/>	(21427) Operations Safety System (OPSS)	12/4/2007 08:00 AM CST	<input type="radio"/>
<input type="radio"/>	(21427) Operations Safety System (OPSS)	12/11/2007 08:00 AM CST	<input type="radio"/>
<input type="radio"/>	(21427) Operations Safety System (OPSS)	1/8/2008 08:00 AM CST	<input type="radio"/>
<input type="radio"/>	(21427) Operations Safety System (OPSS)	1/15/2008 08:00 AM CST	<input type="radio"/>
<input type="radio"/>	(21427) Operations Safety System (OPSS)	1/29/2008 08:00 AM CST	<input type="radio"/>

6 Check the **select** checkbox next to the subordinate(s). Click the **next** button.

Personal Learning Career Catalog Reports My Employees

Dashboard Organization Chart Learning Plans Registrations Assessments

Registrations

Select Action → Search Scheduled Offerings → Select Scheduled Offering → **Select Users**

Previous **Next**

Select All / Deselect All

Select Users	User	Registration Status ID	Reservation Date (MM/DD/YYYY)	Time (hh:mm aaa)	Time Zone	Select
<input type="checkbox"/>	BUDGET, WILLIAM	ENROLL(Enrolled)	8/27/2007	07:37 PM	EST	<input type="checkbox"/>
<input checked="" type="checkbox"/>	MANAGER, SUSAN	ENROLL(Enrolled)	8/27/2007	07:37 PM	EST	<input checked="" type="checkbox"/>

Select All / Deselect All

7 Enter **comments** if applicable. Click the **next** button.

Personal Learning Career Catalog Reports My Employees

Dashboard Organization Chart Learning Plans **Registrations** Assessments

Registrations

Select Action → Search Scheduled Offerings → Select Scheduled Offering → Select Users → **Edit Assignments**

Previous **Next**

Select All / Deselect All

Edit Assignments

User	Comments	Remove
MANAGER, SUSAN	Discussed scheduled offering during last meeting and user wants to attend.	<input type="checkbox"/>

Select All / Deselect All

Remove Checked

8 Select the **slot ID** if applicable by clicking the **drop down arrow**. Remove the zeros (**0.00**) in the **price** field. Click the **next** button.

Personal Learning Career Catalog Reports My Employees

Dashboard Organization Chart Learning Plans **Registrations** Assessments

Registrations

Select Action → Search Scheduled Offerings → Select Scheduled Offering → Select Users → Edit Assignments → **Edit Financial**

For each seat, either pick the slot to be used, or enter an available order ticket, or enter the chargeback accounts and price to be paid for the seat. Chargeback accounts and a price cannot be entered for Users who do not have a shopping account or for non-item scheduled offerings.

Previous **Next**

Edit Financial Data

User	Slot ID	Order ID	Account Code	Price
MANAGER, SUSAN	21766 (IA - 15 seat(s) available)			

- 9 The subordinate's **registration** displays. To send email confirmations, place checks in the checkboxes to the left of **users, instructors, supervisors, and others** as appropriate. If these checkboxes are checked, an email will be sent to the user, the supervisor, the instructor, and other contacts stating that the user has been enrolled and giving the status of the enrollment. Click the **finish** button.

Personal Learning Career Catalog Reports My Employees

Dashboard Organization Chart Learning Plans Registrations Assessments

Registrations

Select Action → Search Scheduled Offerings → Select Scheduled Offering → Select Users → Edit Assignments → Edit Financial → Record Registration

Scheduled Offering: 10700
 Title: (15210001) Safety Management Systems (SMS) Theory & Application
 COURSE FAA15210001
 Revision: 3/20/2007 10:50 AM EST
 Start Date: 3/24/2007 09:00 AM EST

Email confirmations to: Users Instructors Supervisors Others

Previous Finish

User	Registration Status ID	Reservation Date
MANAGER, SUSAN	ENROLL(Enrolled) 21766	8/27/2007 07:37 PM EST

Email addresses for users and supervisors come from the user summary page on the eLMS administrator side. Email addresses for instructors and others are linked to the scheduled offering and must be added by the eLMS administrator during the creation of the scheduled offering.

- 10 The registration **status** screen displays confirming your registration(s).

Personal Learning Career Catalog Reports My Employees

Dashboard Organization Chart Learning Plans Registrations Assessments

Registrations

Finished

Status:

All registrations in this scheduled offering were successful.

The quick reference guide on the following page summarizes the tasks performed to enroll subordinates in scheduled offerings.

Quick Reference Guide

Enrolling Subordinates in Scheduled Offerings	
Task #	Action
1	Click the my employees tab on the top menu bar from the eLMS home page .
2	Click the registrations link from the submenu .
3	Click the register users radio button, then click the next button.
4	Enter keywords in the keywords field and click the next button, or click the next button without entering keywords to search the system for a complete list of scheduled offerings.
5	A list of scheduled offerings displays. Click the select radio button next to the scheduled offering in which you want to register your subordinate(s). Click the next button.
6	Check the select checkbox next to the subordinate(s). Click the next button.
7	Enter comments if applicable. Click the next button.
8	Select the slot ID if applicable by clicking the drop down arrow . Remove the zeros (0.00) in the price field. Click the next button.
9	The subordinate's registration displays. To send email confirmations, place checks in the checkboxes to the left of users , instructors , supervisors , and others as appropriate. If these checkboxes are checked, an email will be sent to the user, the supervisor, the instructor, and other contacts stating that the user has enrolled and giving the status of the enrollment. Click the finish button.
10	The registration status screen displays confirming your registration(s).

**SECTION 8.7.1:
WITHDRAWING
SUBORDINATES
FROM
SCHEDULED
OFFERINGS**

Supervisors can withdraw subordinates from some scheduled offerings. Please check the standard operating procedures for your line-of-business. In some instances, you may not be able to withdraw a subordinate from a scheduled offering in which you enrolled the individual.

NOTE: Most FAA lines of business are not currently using this function.

1 Click the **my employees** tab on the **top menu bar** from the **eLMS home** page.

Personal Learning Career Catalog Reports **My Employees**

• Home • Approvals • Profile • Regional Settings • Communities • Skills

Welcome JOHN BIGSHOT
11/16/2007

DOT's eLMS provides learners the power to access and manage their learning with online tools. Once logged into eLMS, learners can manage their learning through the following features\:

Learning Plan
The Learning Plan is the list of assigned training. Learners can add optional items to their Learning Plans, register in instructor-led items, and launch online content from the Learning Plan. It should be noted that access to registration is determined by Modal policy.

Current Registrations
The Current Registrations view enables learners to view all of their registrations in Scheduled Offerings in one easy view.

Curriculum Status
The Curriculum Status functionality provides learners with a comprehensive list of the curricula and subcurricula needed for personal and career advancement. Required dates associated with each curriculum help manage your learning needs.

Learning History
The Learning History allows learners to see a list of all of the learning they have completed, as well as their performance on the item. For issue with your Learning History (e.g., missing history), contact your local training administrator.

Personal
The Personal menu provides you with tools to manage your Profile and Regional Settings, check on your Order Status and Order Tickets, and use the Career Planner to self-assign learning.

Learning
The Learning menu contains most of the tools that you will access the most frequently, the most important of which is the Learning Plan. The Learning Plan allows you to access your assigned online learning or register in instructor-led learning.

Career
The Competencies menu allows you to view your Assessment History, display your Competency Assignments, and perform a Competency Assessment on yourself (and others, if you are a supervisor).

Catalog
The Catalog contains all of the learning Items to which you have access. You can Browse by Subject Area or use the Simple or Advanced Searches to find what you are looking for.

Alerts
You have overdue learning>

Catalog
View all available instructor-led items>
View all available online items>
Browse Catalog>

My Plans → My Plan
There are no relevant items for this User.

Learning Plan → Learning Plan

Title	Type	Required By
(04205) Introduction to FAA Validation & Verification	🔒	🔴 10/22/2007
(55049) Fundamentals of ATC On-The-Job Instruction (OJTI)	🔒	🔴 10/29/2007
(01271) Performance Planning and Budget Integration	🔒	11/30/2007
(04241) Budgeting and Accounting: Making the Connection	🔒	11/30/2007
(01199) Facilitator Tools for Effective Meetings	🔒	12/31/2007

Curriculum Status → Go to Curriculum Status

Title
AMS IT Security
ATO Program Manager Certification

New Items
(CYK)GARDENING>

2 Click the **registrations** link from the **submenu**.

The screenshot shows the eLMS dashboard with a navigation bar at the top containing 'Personal', 'Learning', 'Career', 'Catalog', 'Reports', and 'My Employees'. Below the navigation bar is a breadcrumb trail: 'Dashboard' > 'Organization Chart' > 'Learning Plans' > **Registrations** > 'Assessments'. The 'Registrations' link is highlighted with a red box. Below the breadcrumb is a 'Dashboard' section with a sub-section 'Employee Deadlines'. This section contains a table with columns: 'Employee', 'Type', 'Title', 'Due Date', and 'Status'. The table lists several learning activities for two employees: BUDGET, WILLIAM and MANAGER, SUSAN. A 'Next' button is visible in the top right corner of the dashboard area.

Employee	Type	Title	Due Date	Status
BUDGET, WILLIAM	Learning	(05709) Purchase Card Training	6/6/2007	Must be registered
	Learning	(05509) REPORT WRITING	7/19/2007	Must be registered
	Learning	(05727) Principles Of Federal Appropriations Law	8/21/2007	Must be registered
MANAGER, SUSAN	Learning	(30200022) Managing Leave	6/6/2007	Must be registered
	Learning	Privacy 101	8/21/2007	In progress

3 Click the **withdraw users** radio button, then click the **next** button.

The screenshot shows the 'Registrations' page. The breadcrumb trail is 'Dashboard' > 'Organization Chart' > 'Learning Plans' > **Registrations** > 'Assessments'. The 'Registrations' link is highlighted. Below the breadcrumb is a 'Select Action' section with a description: 'This menu option is available to supervisors. It provides features to manage the learning Activities of your subordinates. On this page you can register and withdraw your subordinates to and from schedule offerings.' Below this is a 'Select' section with two radio buttons: **Withdraw Users** (selected and highlighted with a red box) and 'Register Users'. A 'Next' button is highlighted with a red box in the top right corner.

4 Enter keywords in the **keywords** field and click the **next** button, or click the **next** button without entering keywords to search the system for a complete list of scheduled offerings.

The screenshot shows the 'Registrations' page with the 'Search Scheduled Offerings' option selected in the 'Select Action' section. The breadcrumb trail is 'Dashboard' > 'Organization Chart' > 'Learning Plans' > **Registrations** > 'Assessments'. Below the breadcrumb is a 'Search' section with a text input field containing 'eLMS New Release' and a checked 'Exact Phrase' checkbox. A 'Next' button is highlighted with a red box in the top right corner.

5 A list of scheduled offerings displays. Click the **select** radio button next to the scheduled offering from which you want to withdraw your subordinate(s). Click the **next** button.

Personal Learning Career Catalog Reports My Employees

• Dashboard • Organization Chart • Learning Plans • **Registrations** • Assessments

Registrations ?

Select Action → Search Scheduled Offerings → **Select Scheduled Offering**

Keywords: *eLMS New Release*
Exact Phrase: Yes

Previous **Next**

Select Offerings		
Title	Start Date/Time	Select
(FAA12345678) eLMS New Release Training	9/11/2007 08:00 AM EST	<input type="radio"/>

6 Check the **withdraw** checkbox next to the subordinate(s). Click the **next** button.

Personal Learning Career Catalog Reports My Employees

• Dashboard • Organization Chart • Learning Plans • **Registrations** • Assessments

Registrations ?

Select Action → Search Scheduled Offerings → Select Scheduled Offering → **Select Users**

Previous **Next**

[Select All / Deselect All](#)

Select Users to Withdraw			
User	Registration Status ID	Reservation Date	Withdraw
MANAGER, SUSAN	ENROLL(Enrolled)	8/28/2007 11:44 AM EST	<input checked="" type="checkbox"/>

[Select All / Deselect All](#)

- 7 The **record withdrawal** page displays. To send email confirmations, place checks in the checkboxes to the left of **users, instructors, supervisors, and others** as appropriate. If these checkboxes are checked, an email will be sent to the user, the supervisor, the instructor, and other contacts stating that the user has been withdrawn. If you want to remove the **scheduled offering** from the subordinate's learning plan, select the **remove associated item from the learning plan** checkbox. Click the **finish** button.

Personal Learning Career Catalog Reports My Employees

Dashboard Organization Chart Learning Plans Registrations Assessments

Registrations

Select Action → Search Scheduled Offerings → Select Scheduled Offering → Select Users → Record Withdrawal

Scheduled Offering: 14170
 Title: (FAA12345678) eLMS New Release Training
 COURSE FAA12345678
 Revision: 6/25/2007 12:00 PM EST
 Start Date: 9/11/2007 08:00 AM EST

Email confirmations to: Users Instructors Supervisors Others
 Remove associated item from the learning plan

Previous Finish

User	Registration Status ID	Reservation Date
MANAGER, SUSAN	ENROLL(Enrolled)	8/28/2007 11:44 AM EST

Email addresses for users and supervisors come from the user summary page on the eLMS administrator side. Email addresses for instructors and others are linked to the scheduled offering and must be added by the eLMS administrator during the creation of the scheduled offering.

- 8 The withdrawal **status** screen displays confirming the action.

Personal Learning Career Catalog Reports My Employees

Dashboard Organization Chart Learning Plans Registrations Assessments

Registrations

Finished

Status:

All withdrawals in this scheduled offering were successful.

The quick reference guide on the following page summarizes the tasks performed to withdraw subordinates from scheduled offerings.

Quick Reference Guide

Withdrawing Subordinates from Scheduled Offerings	
Task #	Action
1	Click the my employees tab on the top menu bar from the eLMS home page .
2	Click the registrations link from the submenu .
3	Click the withdraw users radio button, then click the next button.
4	Enter keywords in the keywords field and click the next button, or click the next button without entering keywords to search the system for a complete list of scheduled offerings.
5	A list of scheduled offerings displays. Click the select radio button next to the scheduled offering from which you want to withdraw your subordinate(s). Click the next button.
6	Check the withdraw checkbox next to the subordinate(s). Click the next button.
7	The record withdrawal page displays. To send email confirmations, place checks in the checkboxes to the left of users , instructors , supervisors , and others as appropriate. If these checkboxes are checked, an email will be sent to the user, the supervisor, the instructor, and other contacts stating that the user has been withdrawn. If you want to remove the scheduled offering from the subordinate's learning plan, select the remove associated item from the learning plan checkbox. Click the finish button.
8	The withdrawal status screen displays confirming the action.

SECTION 8.8: ASSESSMENTS Use the **assessments** link to review your subordinates' assessments (your direct reports only). This screen only appears for supervisors. Supervisors may see only assessments for their direct reports.

1 Click the **my employees** tab on the **top menu bar** from the **eLMS home page**.

The screenshot shows the eLMS user interface for a user named JOHN BIGSHOT. The top navigation bar includes tabs for Personal, Learning, Career, Catalog, Reports, and My Employees (which is highlighted with a red box). Below the navigation bar, there is a welcome message and a date (11/16/2007). The main content area is divided into several sections: Alerts (with a notification 'You have overdue learning'), Catalog (with links to view instructor-led and online items), My Plans (showing no relevant items), Learning Plan (a table of training items with due dates), Curriculum Status (a list of completed items), and New Items (showing 'GARDENING'). On the left side, there are four icons representing the Personal, Learning, Career, and Catalog sections, each with a brief description of their functionality.

Personal
The Personal menu provides you with tools to manage your Profile and Regional Settings, check on your Order Status and Order Tickets, and use the Career Planner to self-assign learning.

Learning
The Learning menu contains most of the tools that you will access the most frequently, the most important of which is the Learning Plan. The Learning Plan allows you to access your assigned online learning or register in instructor-led learning.

Career
The Competencies menu allows you to view your Assessment History, display your Competency Assignments, and perform a Competency Assessment on yourself (and others, if you are a supervisor).

Catalog
The Catalog contains all of the learning Items to which you have access. You can Browse by Subject Area or use the Simple or Advanced Searches to find what you are looking for.

Alerts
You have overdue learning»

Catalog
View all available instructor-led items»
View all available online items»
Browse Catalog»

My Plans → My Plan
There are no relevant items for this User.

Learning Plan → Learning Plan

Title	Type	Required By
(04205) Introduction to FAA Validation & Verification		10/22/2007
(55049) Fundamentals of ATC On-The-Job Instruction (OJT1)		10/29/2007
(01271) Performance Planning and Budget Integration		11/30/2007
(04241) Budgeting and Accounting: Making the Connection		11/30/2007
(01199) Facilitator Tools for Effective Meetings		12/31/2007

Curriculum Status → Go to Curriculum Status

Title
AMS IT Security
ATO Program Manager Certification

New Items
(CYK)GARDENING»

2 Click the **assessments** link from the **submenu**.

The screenshot shows the eLMS interface with the 'Assessments' link highlighted in the navigation menu. Below the navigation menu is the 'Dashboard' section, which includes the 'Employee Deadlines' table and the 'Key Indicators' section.

Employee Deadlines Table:

Employee	Type	Title	Due Date	Status
BUDGET, WILLIAM	Learning	(05709) Purchase Card Training	6/6/2007	Must be registered
	Learning	(05509) REPORT WRITING	7/19/2007	Must be registered
	Learning	(05727) Principles Of Federal Appropriations Law	8/21/2007	Must be registered
MANAGER, SUSAN	Learning	(30200022) Managing Leave	6/6/2007	Must be registered
	Learning	Privacy 101	8/21/2007	In progress

Key Indicators Section:

Employee Goal Status

Performance Goals
 Development Goals
 Both

There are no active employee performance goals at this time.

Name	Active Goals	Complete	Pending Approval	Average Toward Target
------	--------------	----------	------------------	-----------------------

3 A subordinate assessments in progress status screen displays.

Personal Learning Career Catalog Reports My Employees

Dashboard Organization Chart Learning Plans Registrations Assessments

Subordinate Assessments in Progress ?

Below is a list of all performance assessments currently underway for one or more of your direct reports. This list is divided into four sections: the first section shows assessments awaiting nomination of raters; the second section shows assessments awaiting review and approval of the proposed raters; the third section shows assessments awaiting completion by one or more raters; and the fourth section shows those assessments awaiting your review before they can be finalized.

- ▼ Awaiting Rater Nomination
There are no assessments awaiting for rater selection.
- ▶ Awaiting Rater Approval
- ▶ Assessments to Complete
- ▶ Awaiting Review

This screen contains four (4) sections each representing a stage in the assessment process of your subordinates:

1. awaiting rater nomination: raters have not yet been selected by nominators or the training administrator
2. awaiting rater approval: raters have been nominated but not approved by a designated rater approver
3. assessments to complete: at least one rater has not completed the assessment survey
4. awaiting review: all raters have completed their surveys but the reviewer has not reviewed their assessments.

4 Click the **expand icon** to view the assessment status information in any of the four sections.

Personal Learning Career Catalog Reports My Employees

Dashboard Organization Chart Learning Plans Registrations Assessments

Subordinate Assessments in Progress ?

Below is a list of all performance assessments currently underway for one or more of your direct reports. This list is divided into four sections: the first section shows assessments awaiting nomination of raters; the second section shows assessments awaiting review and approval of the proposed raters; the third section shows assessments awaiting completion by one or more raters; and the fourth section shows those assessments awaiting your review before they can be finalized.

- ▼ Awaiting Rater Nomination
There are no assessments awaiting for rater selection.
- ▼ Awaiting Rater Approval
There are no assessments awaiting for rater approval.
- ▼ Assessments to Complete
There are no assessments to complete.
- ▼ Awaiting Review
There are no assessments awaiting for review.

The quick reference guide on the following page summarizes the tasks performed to view the status of subordinates' assessments.

Quick Reference Guide

Viewing the Status of Subordinates' Assessments	
Task #	Action
1	Click the my employees tab on the top menu bar from the eLMS home page .
2	Click the assessments link from the submenu .
3	A subordinate assessments in progress status screen displays.
4	Click the expand icon to view the assessment status information in any of the four sections.

**SECTION 8.9:
APPROVING
ENROLLMENTS/
ONLINE ITEMS**

There are two actions you can be asked to approve: scheduled offerings and online items. These both occasionally require one or more people to approve the user's self-registration process. When a user submits the request, an email notification is sent to the approver(s) to notify him or her of the requested approval.

NOTE: The FAA is not currently using this function.

**SECTION 8.10:
RUNNING
REPORTS FOR
YOUR
SUBORDINATES**

If you are a supervisor, you have the option of running reports that include your subordinates. For more information on running reports, see chapter 7.