

## NAVIGATING THE LEARNING MANAGEMENT SYSTEM - ANIMATION

9 slides with audio

Underlined text – Slide number and slide title

Regular text – Audio

Italicized text – Animation actions

Bold text – Learning management system section descriptions

### Slide 1, titled Navigating the learning management system

Welcome to the new look of the intelligence community's learning management system *[On the right is an image of a smiling young woman in business attire holding a clipboard appears]*. This video will show you how to ensure that your workstation is properly configured, how to manage and update your personal user information, how to see all courses assigned to you, how to search for courses you want to take, and how to view and print a certificate for your completed courses. *[The course content statements appear one by one as they are mentioned. Once all of them are on the screen, they then fade out, along with the image of the young woman]*

### Slide 2, titled Viewing the news page

#### **Description: Home Page**

**The top left of the first row contains link boxes called Home, and My Employees . The top right of the first row has the statement "Welcome Leslie Smith", and next to that, a link for Check System, with a red circle with an exclamation point in it next to it. Next to the Check System link is the Sign Out link.**

**The left portion of the second row shows the User Card box, which contains the name "Leslie Smith", and the department name, "Department of Homeland Security." The far right of the second row contains a small link titled help, with a small question mark next to it.**

**The left half of the third row contains the To-Do-List. To-Do-List is written out at the top, under that, there is a search box and next to that a drop down menu box titled Show. The visible menu entry is called "Everything." Next to the menu box, there are two icons right next to each other, one looks like a list, the other look like a page with four blocks in it.**

**Below the section of the To-Do-List containing the boxes and icons is a list of courses. The list is broken up into three categories. The first is "Due within a month," the course linked is titled "A Manager's Introduction to Business Law." Under this link is the word "Available." Next to the link is the date October 16<sup>th</sup>, 2011, and next to that is a tiny icon of a computer screen with a star in the top right corner.**

**Below the "Due within a month" section is the "Due later" section. This course linked is titled "Repeal of Don't Ask Don't Tell." Under this link is the word "Available." Next to the link is the date June 6<sup>th</sup>, 2012, and next to that, the computer screen icon appears.**

**Below the "Due Later" section is the "No due date" section. This first course linked in this section is**

titled “AGILE/JIVU Domain Administration Training.” Under this link are the words “Must be registered.” Next to the link is a tiny icon of a whiteboard, with a person in front of it. The linked course below this one is titled “Introduction to Internet Search for Intelligence Professionals.” Below this link are the words “Must be registered.” Next to the link is the whiteboard image.

The right half of the third row contains the catalog box, and below that, the Easy Links section. The Catalog box contains the word “Catalog”, a search box next to it, and a magnifying glass icon next to that. The Easy Links section contains the title “Easy Links”, and below that a list of five links. They are one, Approvals, two, News, three, Options and Settings, four, Reports, and five, User Profile.

Under the list of links is a link called “More”, and to the right of the link is an upside down triangle.

Below this section of the Easy Link section are two boxes that are next to each other. The first is titled “Curricula,” the other, “Completed Work.” Two right pointing brackets are at the either ends of the boxes from the titles. The “Curricula” box contains the statement “No required curricula are assigned.” The “Completed Work” box contains the statement “No completions in the last 30 days,” with an icon of a notebook page with a checkmark in it next to it.

#### Description: News Page

At the top of the news page is the title “Welcome to AGILE, the Advanced Global Intelligence Learning Environment!”

Under this title is a paragraph stating “AGILE is the home of the IC Learning Resource Catalog (IC LRC), a ‘one stop shop’ for your Intelligence Community training needs and currently has thousands of courses available from IC members including DIA, NRO, NGA, CIA, NSA, U.S. Army, U.S. Coast Guard, and U.S. Navy. In AGILE you can search for the best training opportunities available, complete web-based courses, enroll in in-resident classes, and attend live virtual classroom sessions sponsored by IC agencies across the globe – all from a single portal. And there is more to come...”

Under this paragraph is the statement “See what AGILE has to offer...” and below that are four boxes titled one, Personal, two, Learning, three, Catalog, and four, Reports.

The very bottom of the news page on the left side contains the statement “Do not show this page every time I sign in. Note: page will automatically display if there is new content.” There is a check box next to this statement. The very bottom of the right side of the news page has a “Continue” link button.

*[The news page appears on top of the home page, covering about 60% of its content]After logging in with your user ID and password, you will see this news page [point to news page title], which displays important information about the system [point to paragraph], training reminders, special training schedules, and system outage notifications.[pointer scrolls along boxes] You can bypass this page [point to checkbox] by clicking this checkbox, but when new announcements are added, this page will display*

upon next login. Click CONTINUE to hide this screen and display your personal home page. *[Point to "Continue" link button, then news page and home page fade out]*

Slide 3, titled Check your workstation's compatibility with the learning management system

**Description: Software Check Results Page**

The title "Software Check Results" is located below a row that contains a "Close" link box in the right corner. The statement "The following are the results from the software check:" is below the title. The software list is below that statement. Here is the content of that list:

**Microsoft Internet Explorer 7.0: Supported browser is detected.**

**Supported browsers: Internet Explorer (Supported version is between 6.0 and 8.0), Mozilla Firefox (Supported version is 3.6.x.x and above)**

**Safari on Mac (Supported version is 5.0 and above)**

**Java: Required software is not detected. It must be installed and enabled.**

**Supported version is between 1.5 and 1.6.x.x**

**Flash player 10.3.187.7: You have the correct version installed and enabled. (Supported version is 9.0 and above)**

**Adobe Reader: Required software is not detected. It must be installed and enabled. (Supported version is 9.0 and above)**

**The bottom of the Software Check Results page contains a link box titled "Recheck System"**

Let's see if your workstation is properly configured.*[Home page fades in]* Look at the Check System link in the top right corner of the Home page.*[Point to Check System link]* If you see a green check, your workstation has all the software needed to use the system and you're ready to proceed. If you see a red warning symbol, click CHECK SYSTEM to run a quick report that will tell you if you need to install any additional software.*[Software Check Results page appears on top of home page, then the Home page with Software Check Results page on top fades out]*

Slide 4, titled The learning management system

*[Home page fades in]*The home page contains four distinct sections-the user card *[Point to user card]*the To-Do List (which for formerly known as the Learning Plan)*[Point to To-Do List]*, the Catalog box *[Point to Catalog box]* and the Easy Links section *[Point to Easy Links section]*Note: You can return to the home page at any time by clicking the "Home" tab at the top of the screen*[Point to home tab, home page fades out]*.

Slide 5, titled View and update your user profile in the user card

**Description: User Card Page (Profile Page)**

The user card page covers all of the home page except for the top row. The user card page is titled "Profile", and a help link is across the page from the title. The statement "Please ensure that your profile information is complete and accurate. Contact your administrator or the Help Desk if you need to change information in a section that you cannot edit."

Below that statement is another statement that notes that required fields are marked with an

asterisks. Just below this statement to the right are the click boxes “Apply Changes” and “Reset.” The five sections of the Profile page are Account Information, Employment Information, Contact Numbers, Work Contact Information, and Home Contact Information.

#### Account Information section

User ID: leslie.smith

\*Primary Email Address: leslie.smith@dhs.gov

Secondary Email Address: blank

#### Employment Information section

\*First Name: Leslie

\*Last Name: Smith

Middle Initial: blank

\*Organization: DHS (Department of Homeland Security)

\*Dept./Directorate/Command: IT

\*Affiliation: Government

Supervisor (has links titled “Select” and “Clear” after field): RESNICK, MICHAEL S.

Hire Date: blank

#### Contact Numbers section

Contains boxes titled “Number” and “Description.” Section also contains an “Add Contact Number link”

#### Work Contact Information section

\*Work address 1 (Street): 123 Main St.

Work address 2 (Building, Suite, etc.): blank

\*City: Washington

\*State/Province: DC

\*Postal Code: 20340

\*Country: United States

#### Home Contact Information section

Content now shown

Let’s look at the user card<sup>[Home page fades in]</sup>. Click on your name <sup>[Point to user card box, user card page fades in]</sup> to view or update information to which you have access. Some users may not be able to modify all selections because their accounts are managed by a central human resources management system. If you do make changes, be sure to click APPLY CHANGES to save your modifications. Once completed, return to the Home Page. <sup>[Point to Home click box, user card page fades out, home page appears briefly, then fades out]</sup>

Slide 6, titled See courses assigned to you in the To-Do List

**Description: Hoverover**

The hoverover is a yellow box that points away from the link for the “AGILE/JIVU Domain Administration Training” course link.

The box contains the title of the course, and the following course information:

“Self Assigned

Course DIA-ADM-0001

This course provides detailed information and training for persons assigned domain administration privileges to the AGILE/JIVU system. Over the course of 4 days...(link to see more content)

Length: 32

You are NOT REGISTERED

Register into an open offering.

Instructor Led Item

Must be Registered

The hoverover box also contains three links on the right. The first one is “Register”, the second one is “Remove”, and the third one is “View Details”. A small box containing an x is in the top right corner of the hoverover.

Below the user card is the To-Do List, *[Home page fades in, point to the To-Do List section]* which displays courses assigned to you in due date order. *[Pointer scrolls down list of courses]* Hover over an item to view a snapshot of the course details *[Point to top left edge of course title, hover-over appears for “AGILE/JIVU Domain Administration Training course]* and perform such actions as Request Schedule, Register *[point to Register link in hoverover]*, View Details *[Point to View Details link in hoverover]*, or Remove from To-Do List *[point to Remove link in hoverover]*. Available actions vary by selection. *[Home page with hoverover on top fades out]*

Slide 7, titled View and update your user profile in the user card

**Description: Catalog page**

The Catalog page appears on top of the home page, covering all but its top row. The first row contains the title, and the search box, along with the following checkable search options:

Curricula (checked)

Instructor-Led (checked)

Online (checked)

Blended (checked)

Other (checked)

Exact Phrase

Search all languages

Next to the search box is the “Go” submit button, and the “Advanced Search” link.

The page contains two tabs, "Browse Catalog" and "Calendar of Offerings." Only the content of the "Browse Catalog" tab is visible.

This tab contains two columns, "Subject Area Menu" and "Items." A "Currency" drop down menu with the option "All" selected is to the far right of the column titles.

The "Subject Area Menu" column contains a list of subject titles. The "Items" column contains a list of courses under that subject.

Use the Catalog box[*point to catalog box*] to browse and search the course catalog. There are several ways to search the catalog. You can enter one or more keywords in the search box [scroll across search box] and click the search icon[*point to search icon*]. Keywords are found in the course title, course descriptions, and the item ID. You can browse the catalog by subject area, or run simple or advanced searches by clicking on the word CATALOG[*point to CATALOG link, Catalog page fades in*] next to the search box. Subject areas are listed in the left column. Click the subject area title[*point to course titled "DIA-Defense Intelligence Agency (6)"*] to see available courses in that subject area. To perform a simple catalog search, type keywords into the search box, and then click GO[*point to "Go" submit box*]. Click Advanced Search[*point to "Advanced Search" link box*] to expand the search criteria. Return to Home page when finished. [*Point to "Home" clickbox, Home page appears, then fades out*]

Slide 8, View information on completed coursework in Easy Links

**Description: Completed Work page and hoverover**

The title is in the top row, and the far right of the second row contains a link titled "Competency History."

The third row contains a drop down menu titled "Show Completion," with the option "All" selected.

The fourth row contains the column headings "Type," "Title," "Status," and "Completion Date\*."

Under the headings "Type" there is a drop down menu with "All" selected. Under the heading "Title" there is an empty search box, and under the heading "Status," there is a drop down menu with "All" selected.

Below the headings, four courses are listed, and the one highlighted in the hoverover is called "AFPAK: History of Afghanistan."

The hoverover contains the course title, the links "View Details" and "Print Certificate," and the information "Completion Date: 5/5/2011 10:21 AM."

[*Home page fades in*] Click the Completed Work box[*point to Completed Work box, Completed Work page with hoverover appears over home page*] to view a list of your completed courses and print completion certificates[*point to title "Completed Work" in hoverover*]. Completed Work takes the place of the old LEARNING HISTORY[*point to hoverover*]. Hover your cursor over the course record and click[*point to "Print Certificate" link*] Print Certificate to print a certificate of completion. [*Completed Work page and Home page fade away*]

Slide 9, View information on completed coursework in Easy Links

*[Young woman from first slide appears, with a thumbs up pose]* You are now ready to explore your new *[home page appears behind young woman]* training environment! We hope you enjoy using the new and improved enterprise learning management system. *[Home page fades out first, then woman]*