

Attention

Save, print and read this information. This document will provide insight on issues that will help you through the course.

Contents

Welcome to the Advanced Course (AC) phase 1 (dL):.....	1
How to access the content:	2
Login and Launch Content (Detailed instructions are provided at the end of this memo)	2
Final Examination:.....	2
Course Completion	3
How to submit an Army Training Help Desk (ATHD) comment or question (ticket)	4
How to Log in to the Army Learning Management System (ALMS)	8
How to review a lesson from the “Detailed Training Records” area	17
Taking and retaking the Final exam	19
Obtaining your record of completion credit.....	26

Dear CES Advanced course Participant,

Welcome to the Advanced Course (AC) phase 1 (dL):

The Advanced Course (AC) dL - Phase I consists of focused reading assignments that are available in the content lesson. The reading assignments directly support the AC learning goals, outcomes, and tasks. After completing the reading assignments, a comprehensive exam is located in the Exam lesson. Successful completion of the AC dL - Phase I requires a passing score of 80 percent or higher on the comprehensive exam.

Note: In addition to the reading assignments and exam you are also required to participate in a Multi-Source Assessment and Feedback program. Instructions are provided in the content lesson.

How to access the content:

You should have received a notification message that instructed you to initially log in to the Army Learning Management System (ALMS) server. The course lesson and content should be available to you in the “Current Enrollments” area of your ALMS.

If the lesson is completed or opened and then closed without completion it will move to the “Detailed Training Records” area (formerly called “Transcripts”). You can replay a lesson over and over again from the “Detailed Training Records” area.

If you have technical problems with the course please contact the Army Management Staff College dL Team via the Army Training Help Desk (ATHD). To submit a ticket, log into AKO and then paste the url <https://athd.army.mil> into your browser.

Login and Launch Content

(Detailed instructions are provided at the end of this memo)

- Log into ALMS via AKO (using CAC or AKO UserID and Password) then use the “**Self Service**” Dropdown and the “**My Education**” link or go directly to the ALMS at <https://www.lms.army.mil/>.
- You will be prompted to enter your AKO Username and Password information if you go directly to <https://www.lms.army.mil/>.
- You are now logged into the ALMS. You are on your homepage.
- Click on the “**Current Enrollments**” button and your registered course lessons will be displayed with the option to launch them directly. Lessons will not be listed in order and you should sort them alphabetically. Please note you will have to repeat this sort each time you log into the ALMS to view your lessons in Alphabetical order. We are working to improve this feature.
- Click the content (lesson) “**Launch**” button
- Upon completion of the first lesson, to access the next lesson, in the “**More Actions**” box click the “**Go to Enrollments**” link

Once you have completed the lessons and closed the course, your completion is reflected in your “**Detailed Training Records**”. You may view your status (how many lessons you have completed) from the “**Detailed Training Records**” area. You can also replay a completed lesson from the “**Detailed Training Records**” area.

Final Examination:

The honor code is important for any distance learning completions. Please realize that this course must be taken individually and the honor code focuses on your responsibility as a student.

There are 20 questions on the examination. Please take the time to review the lesson material prior to taking the exam. You may experience problems passing the exam without studying. You should take notes during the course. You should allocate at least 50 minutes to an hour to complete the exam.

Once the last question is answered, the examination will close and then display your score. If you do not pass the exam you can obtain exam feedback. See the "Taking and retaking the Final exam" section later in this document.

For exam feedback you will see an abbreviated version of your question, the answer chosen, and if you answered correct or incorrect. You will not see correct answers for questions answered incorrectly.

Course Completion

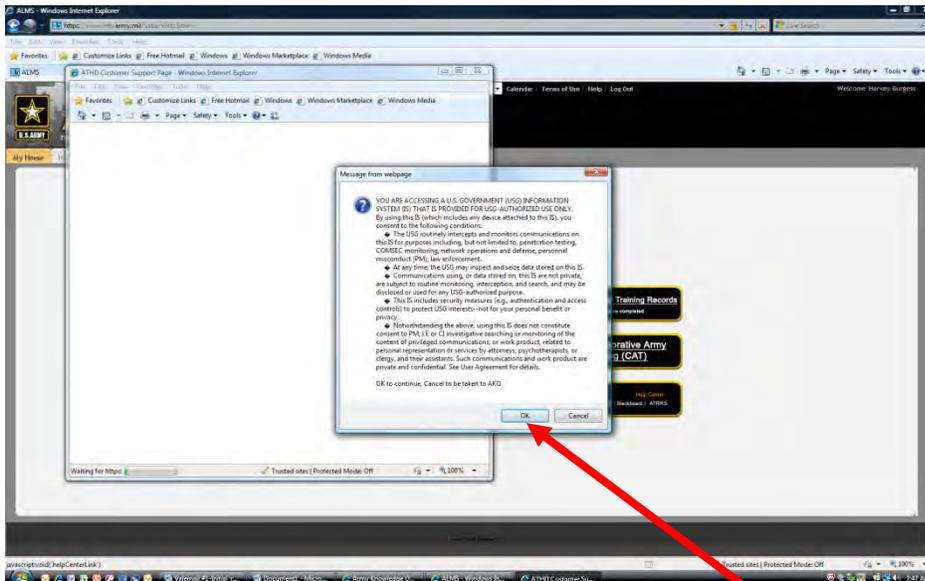
You will have two (2) attempts to pass course and must score an 80% or above.

After you have completed all lessons and the final exam, you can access your record of completion in CHRTAS. Please allow 1-2 days after completion for processing. Once signed into CHRTAS, go to the left hand menu, "Student" menu item, trace to and click on "Training History". There is no need for you to print a completion certificate from the ALMS. If your record of completion is not listed in CHRTAS after 48 hours please contact the Army Management Staff College dL Team via the Army Training Help Desk (ATHD).

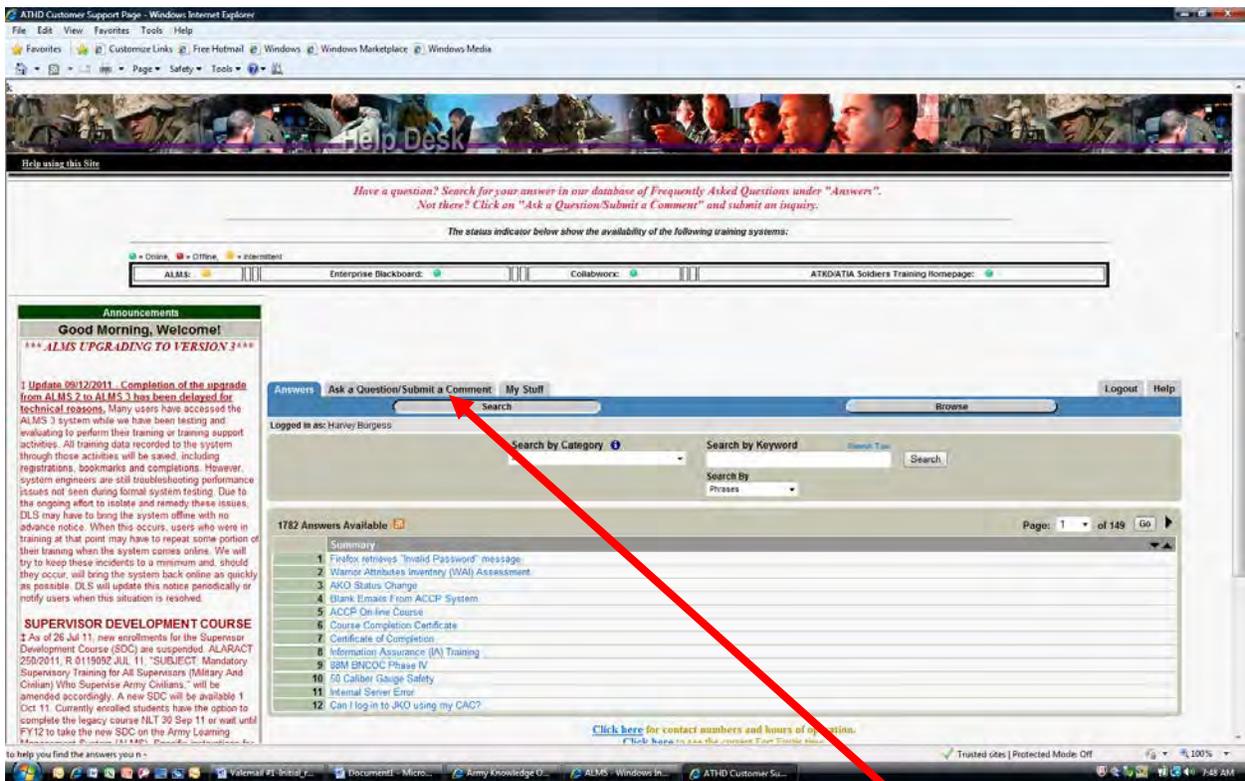
How to submit an Army Training Help Desk (ATHD) comment or question (ticket)



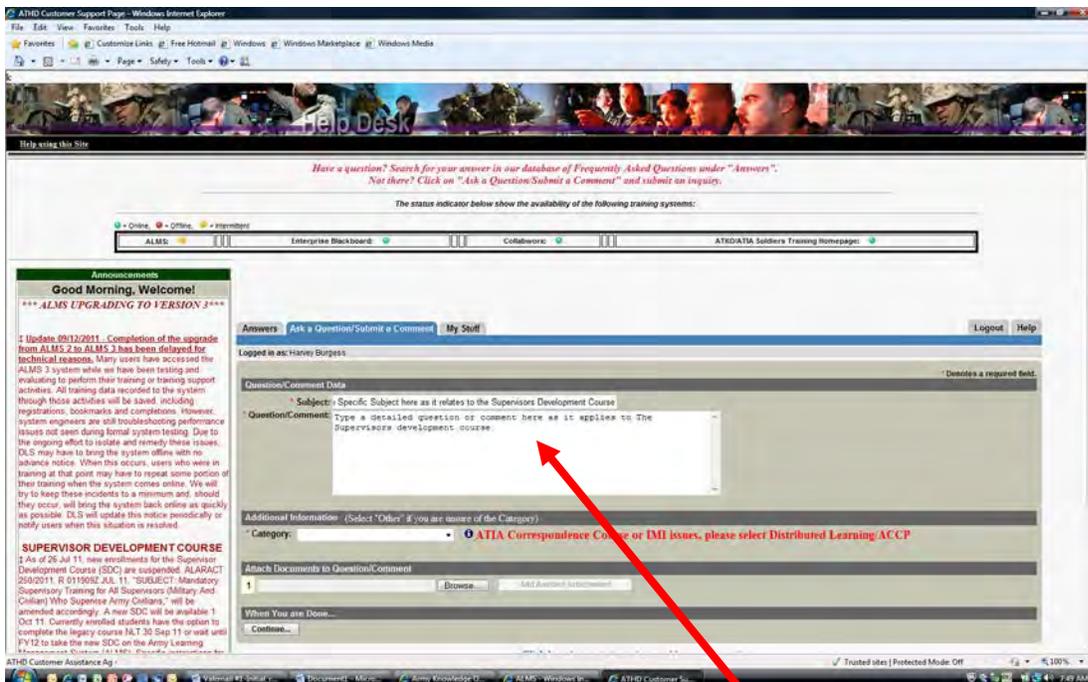
(1) Go to the ALMS “Home Page”. Click the “Help center” link in the “Links” button. You can also go directly to <https://athd.army.mil/>.



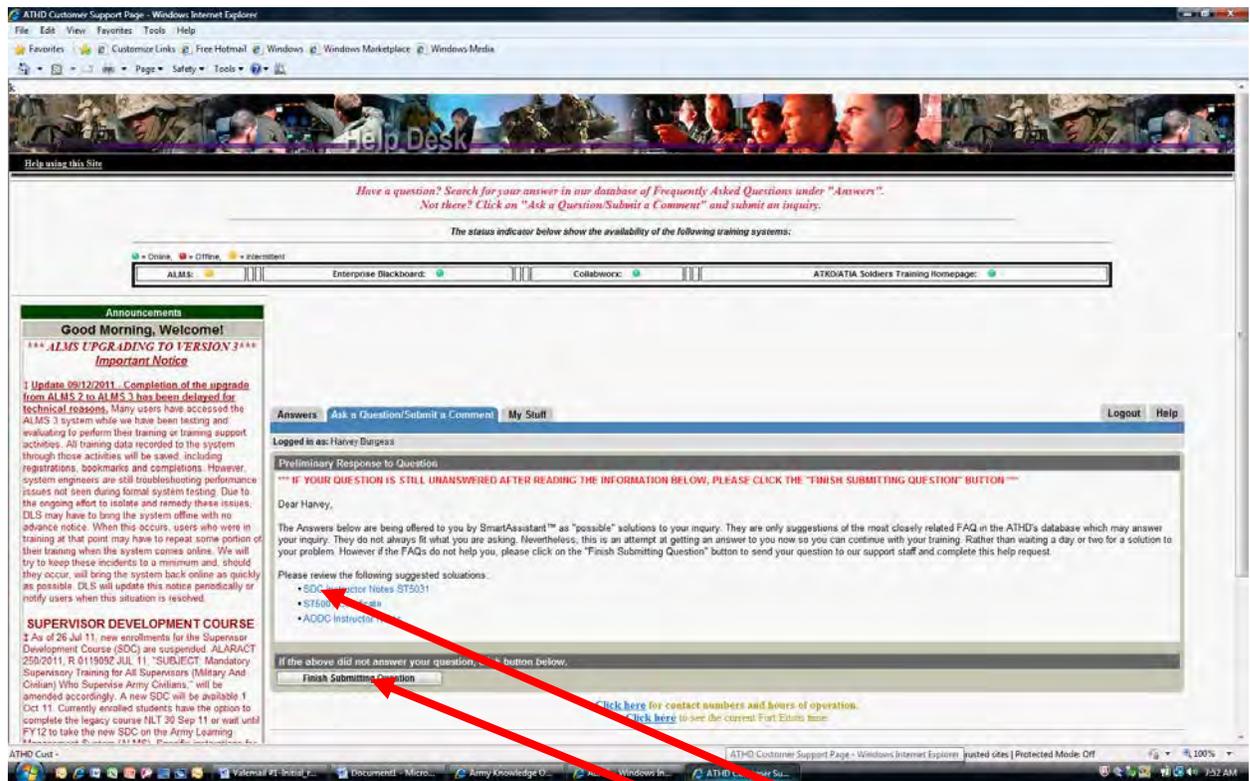
(2) You may see a Government Security warning, if so, Click “OK”.



(3) When the Army Training Help Desk (ATHD) Appears, Click The “Ask a Question/ Submit a comment” tab.

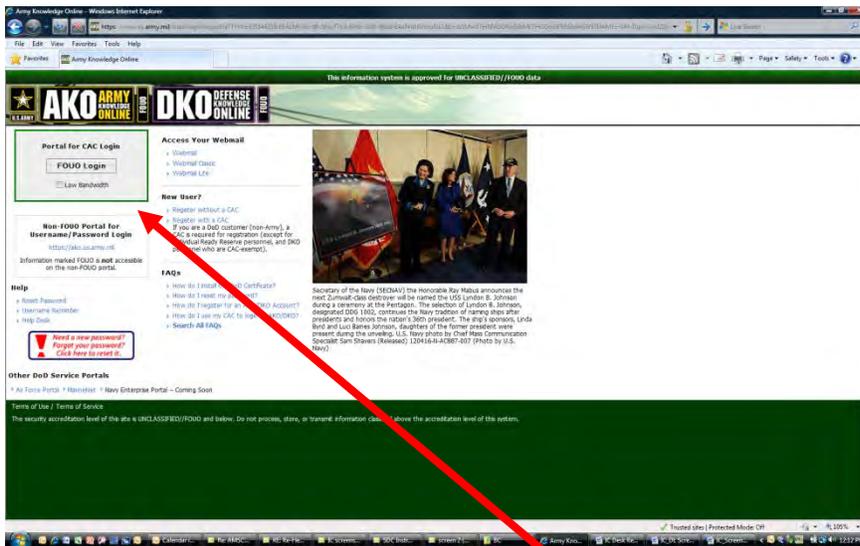


(4) Type your Subject and your Question/Comment (be specific and detailed).

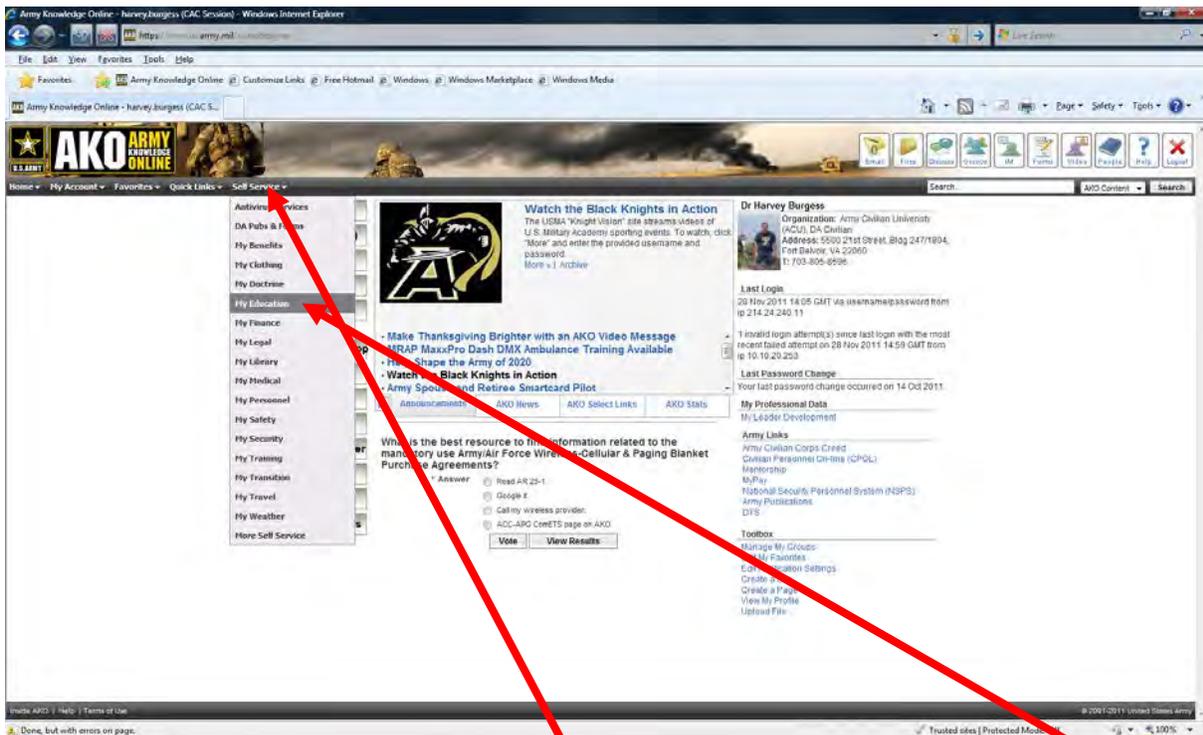


(7) The system will provide a list of Frequently Asked Question (FAQ) answers. If they solve your issue you are done. If they do not solve your issue Click “Finish Submitting Question”.

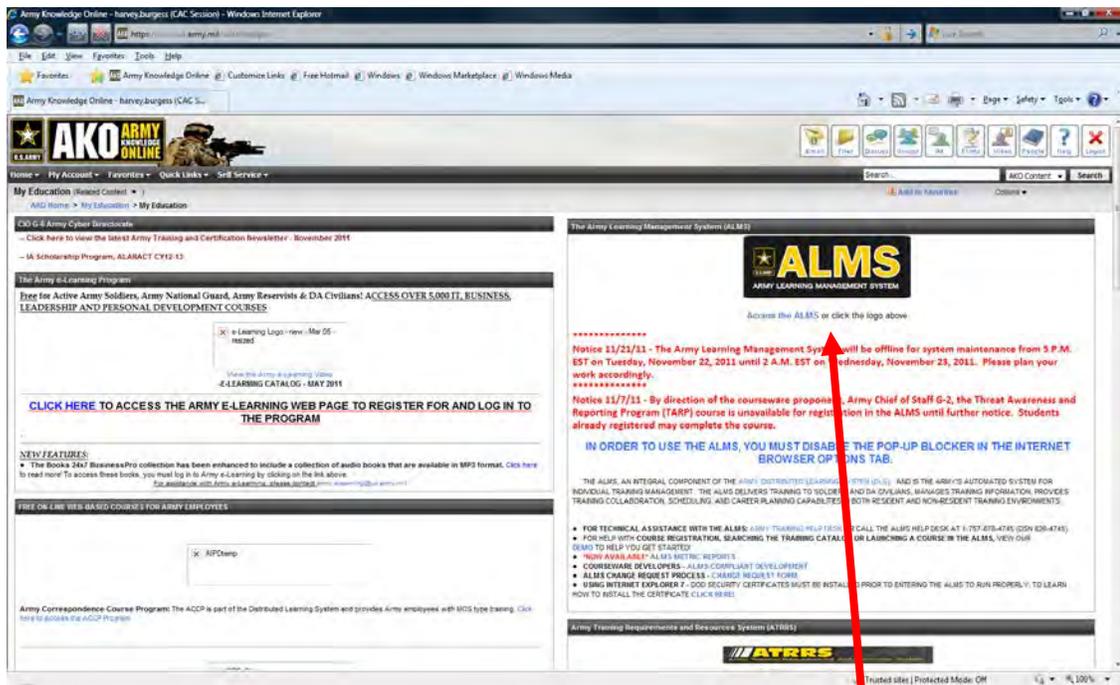
How to Log in to the Army Learning Management System (ALMS)



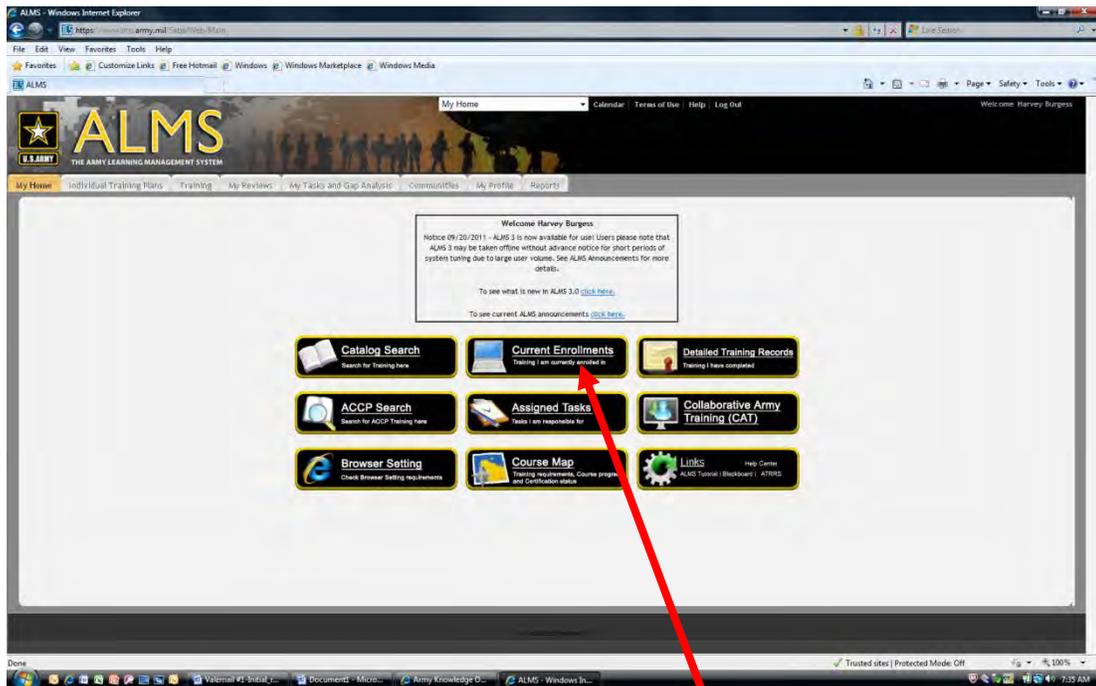
(1) Go to AKO and Log in with your CAC or AKO User ID & Password



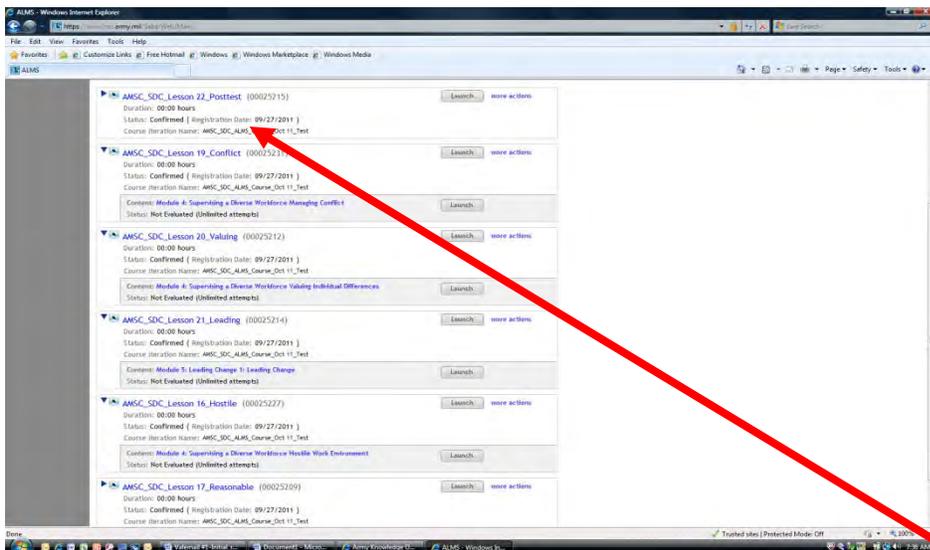
(2) Once logged into AKO, use the “Self Service” dropdown and select/Click “My Education”.



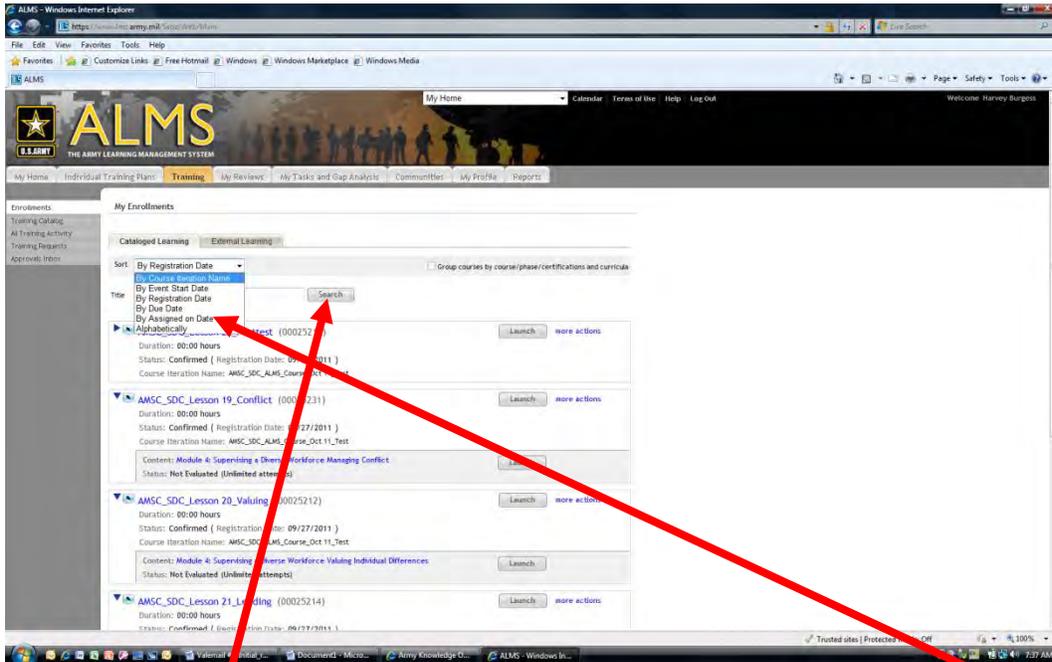
(3) Your “My Education” page should appear. Click the ALMS Logo or ALMS link to go to the ALMS.



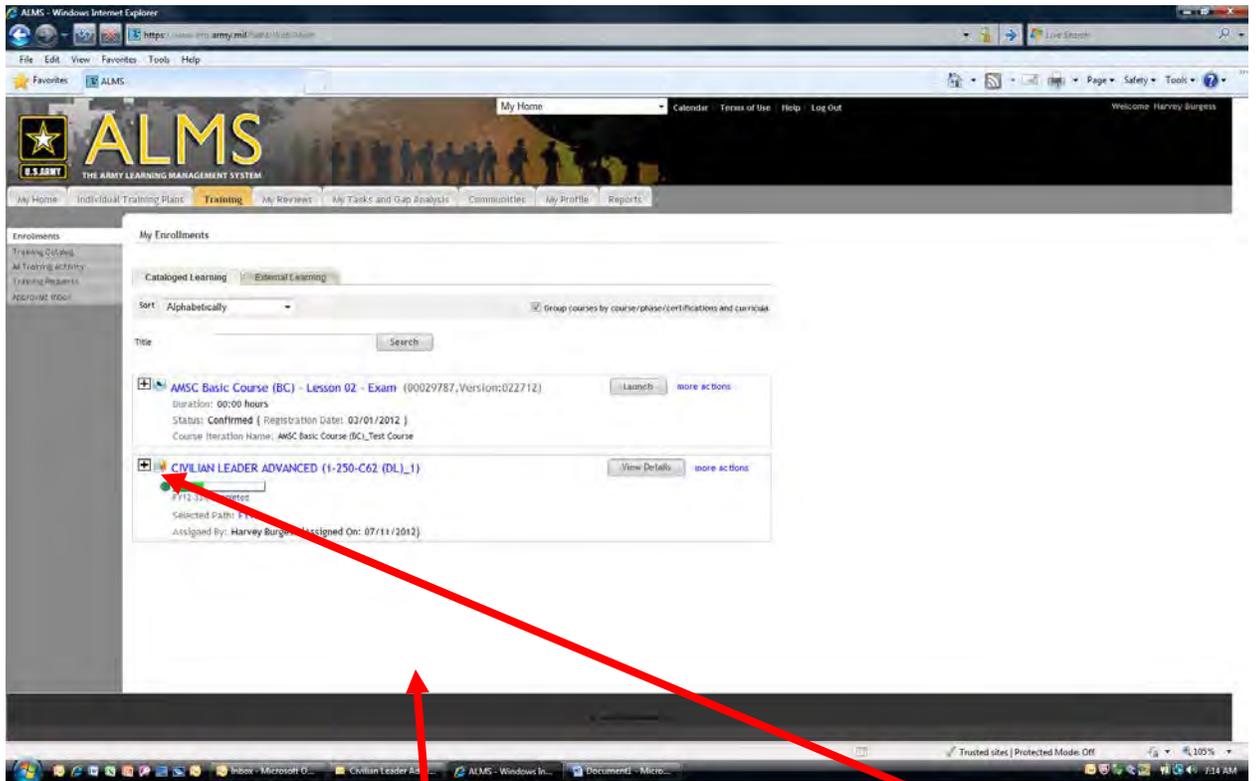
(4) Once at the ALMS home page you can Click “Current Enrollments” to see your courses/lessons. Note: Your display may be different based on the number of course you have completed or your ALMS enrollments. Some of the following directions have SDC lessons displayed for example purposes. The principle is the same for Advanced course lessons.



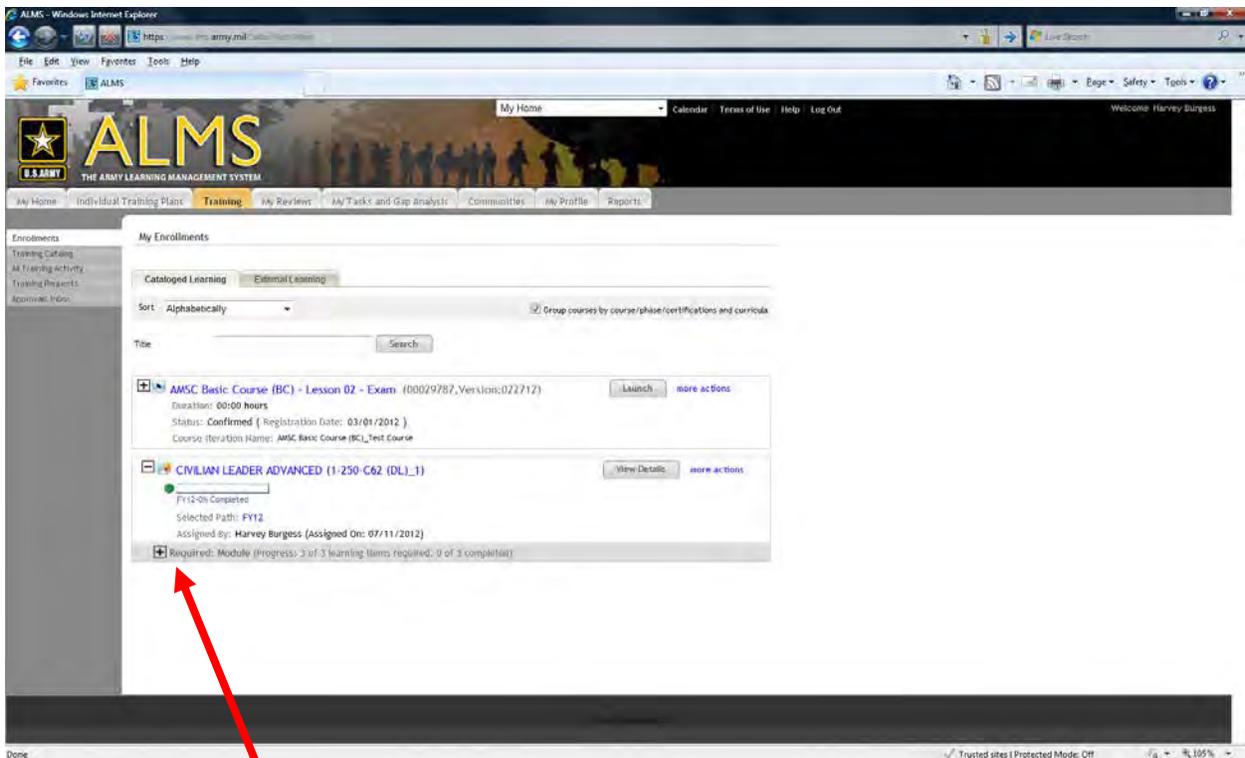
(5) Your courses may be displayed out of order.



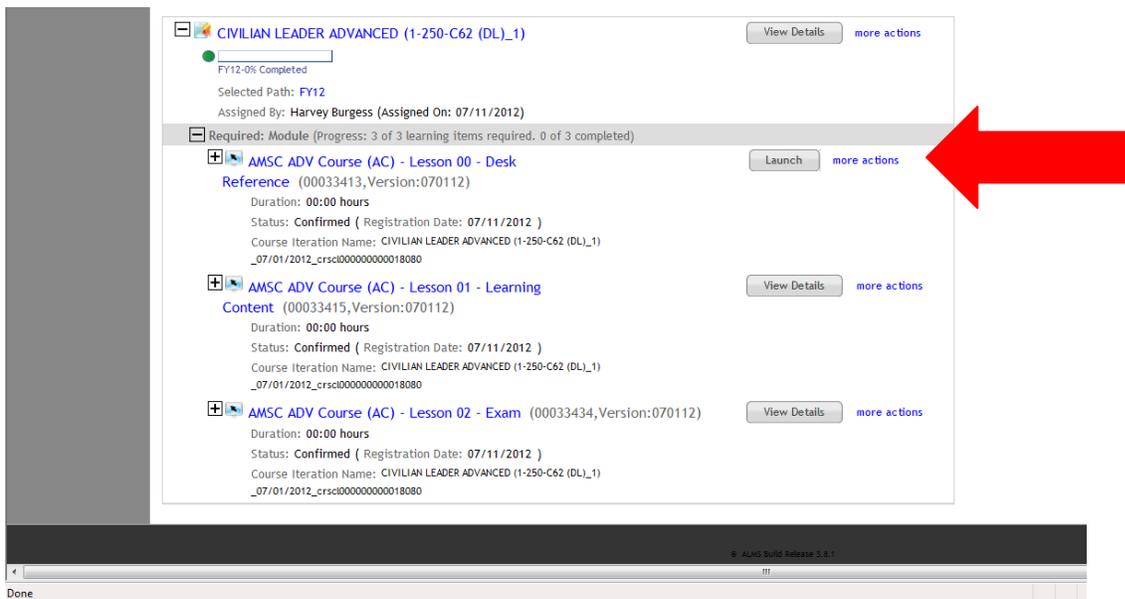
(6) To sort your courses, Click the “Sort” dropdown arrow and select “By Assigned on Date” then Click “Search”.



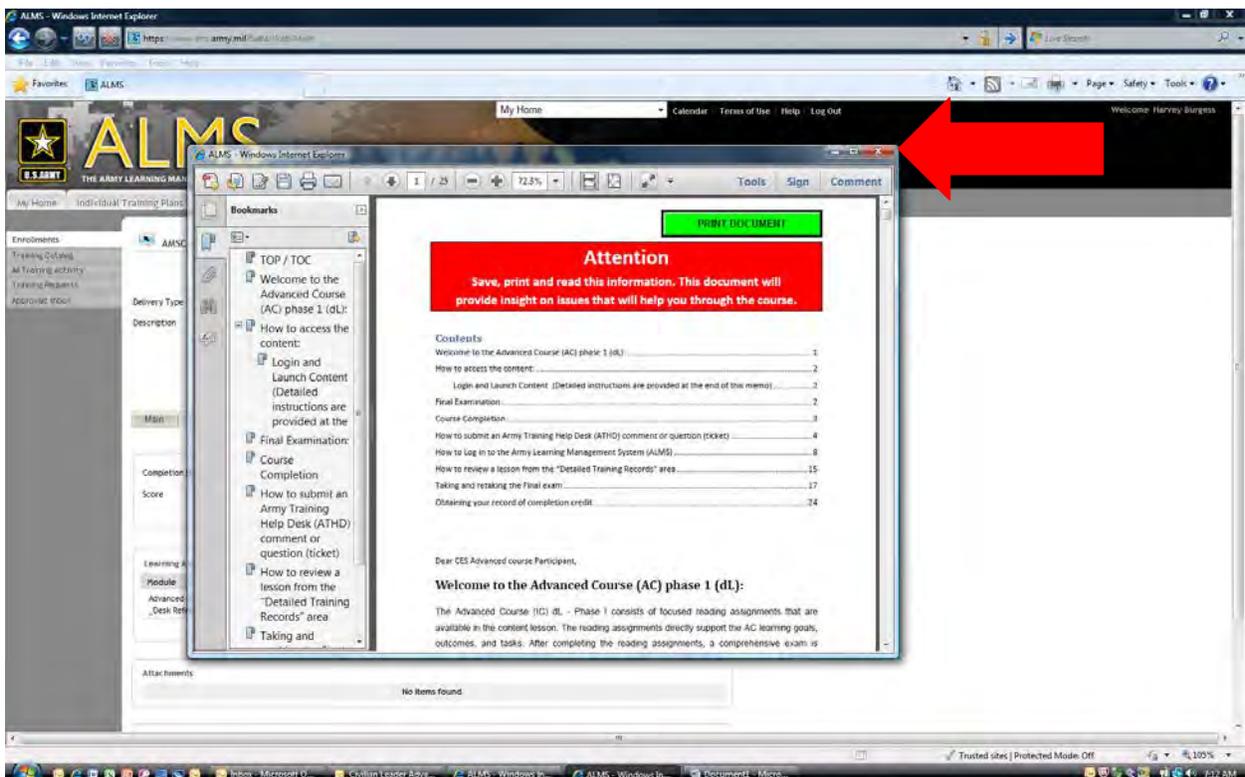
(7) Your courses should appear as a display similar to the one above. Click the [+] symbol to expand the course.



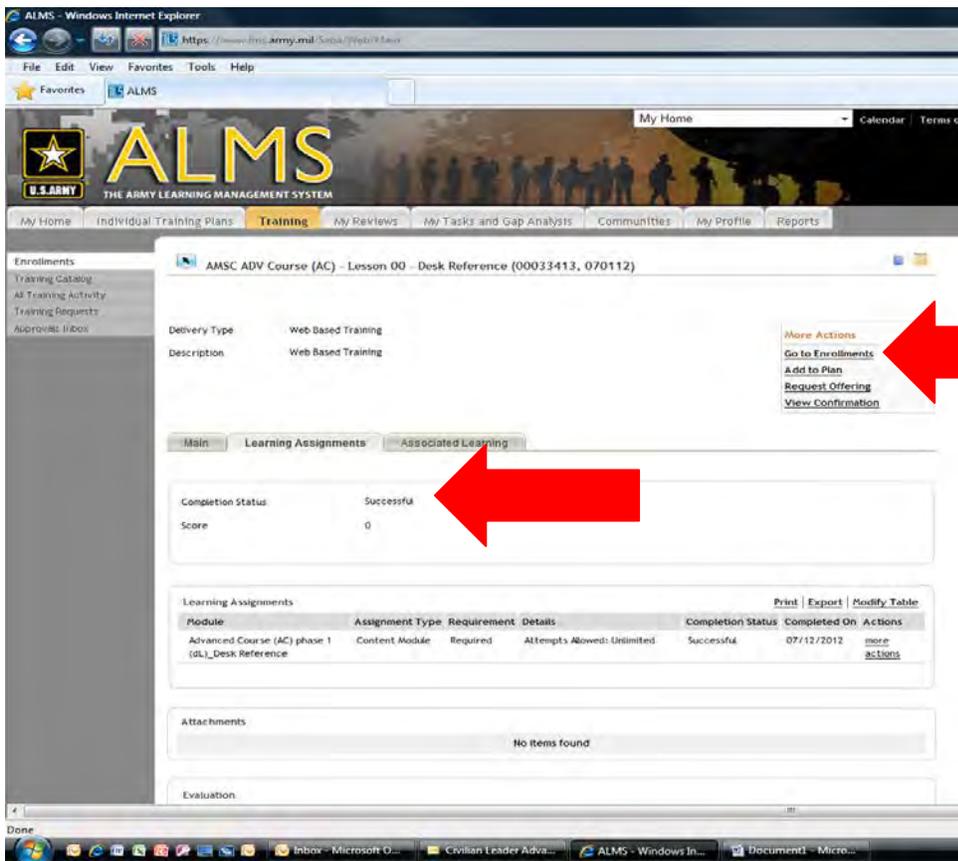
(8) Click the next [+] symbol to expand the lessons.



(9) Note: You now have a Launch Button on lesson 00 the Desk Reference. **Launch this lesson first.**



(10) Lesson 00 is a copy of this document that you are reading now! When complete close the lesson.



(11) After you close the lesson, the window will display your status as “Successful”. You can use the “Go to Enrollments” link to navigate back to your enrollments and launch a new lesson.

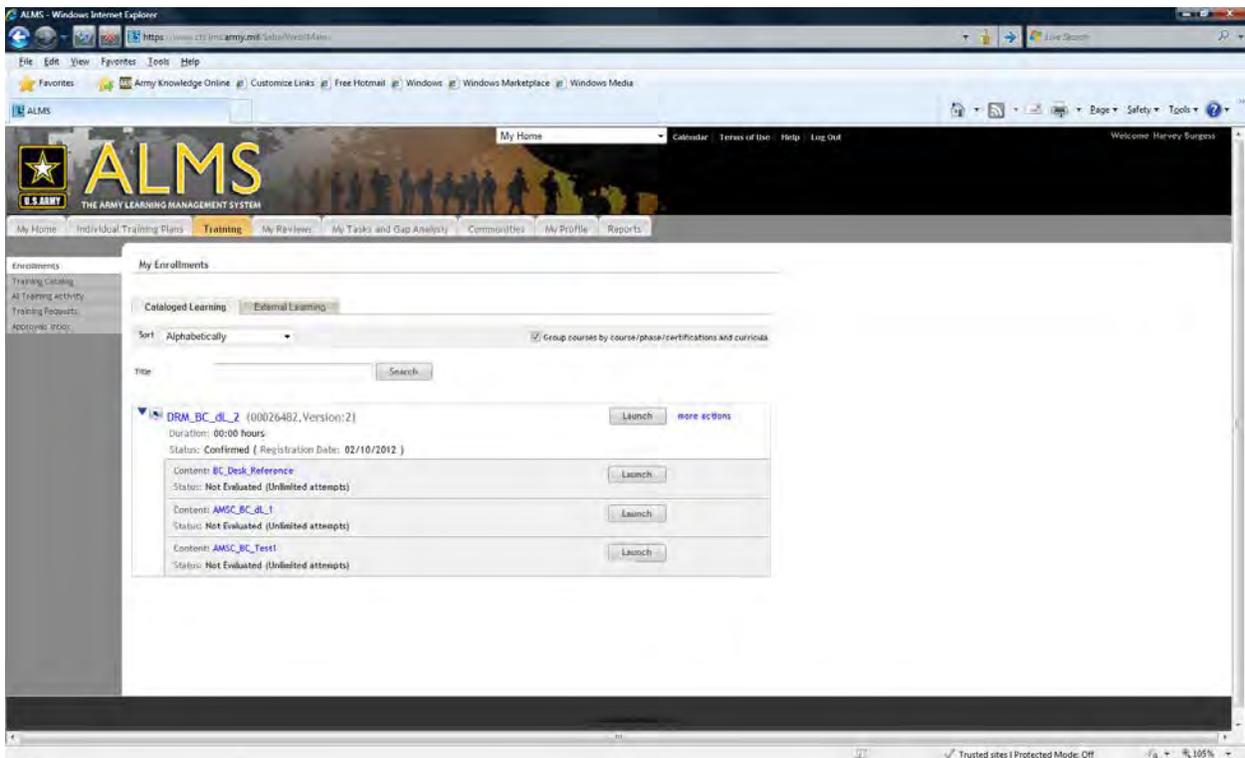


(12) Click the [+] symbol to expand your lessons again following the same process used above..

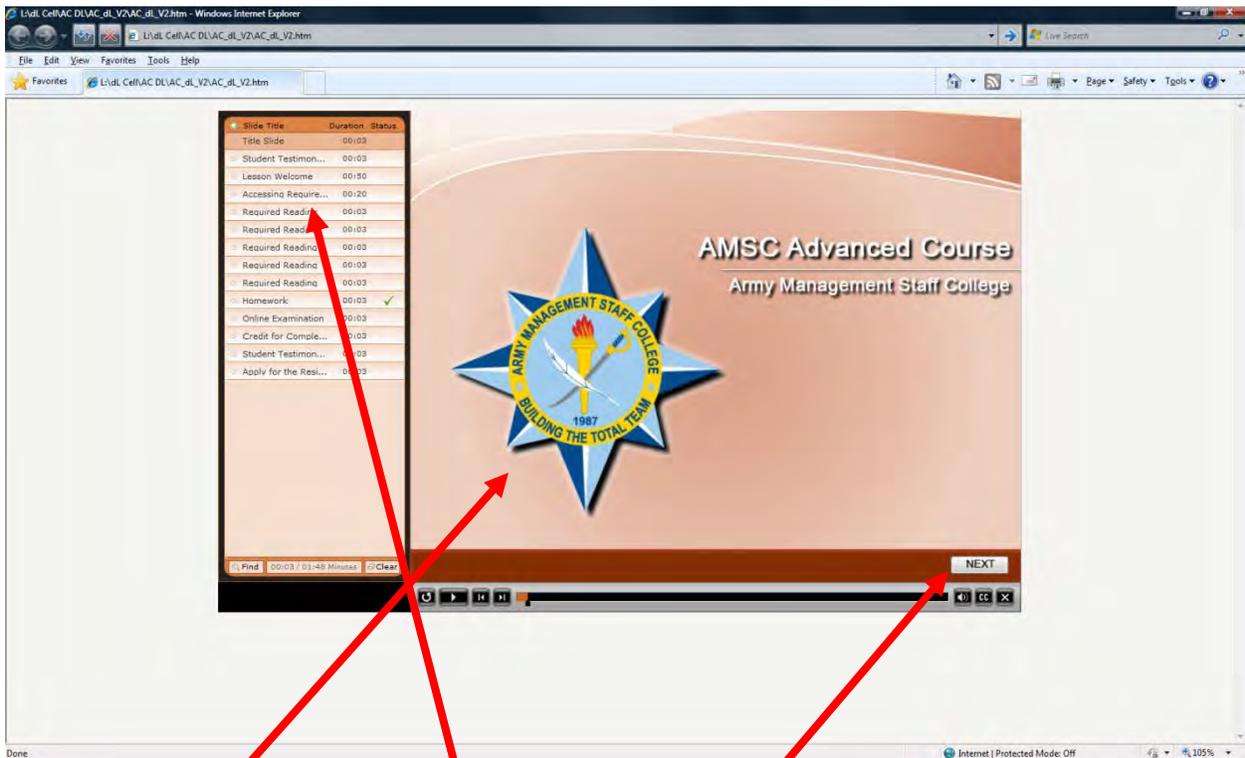


(13) Notice you now have a “Launch” button for lesson 01.

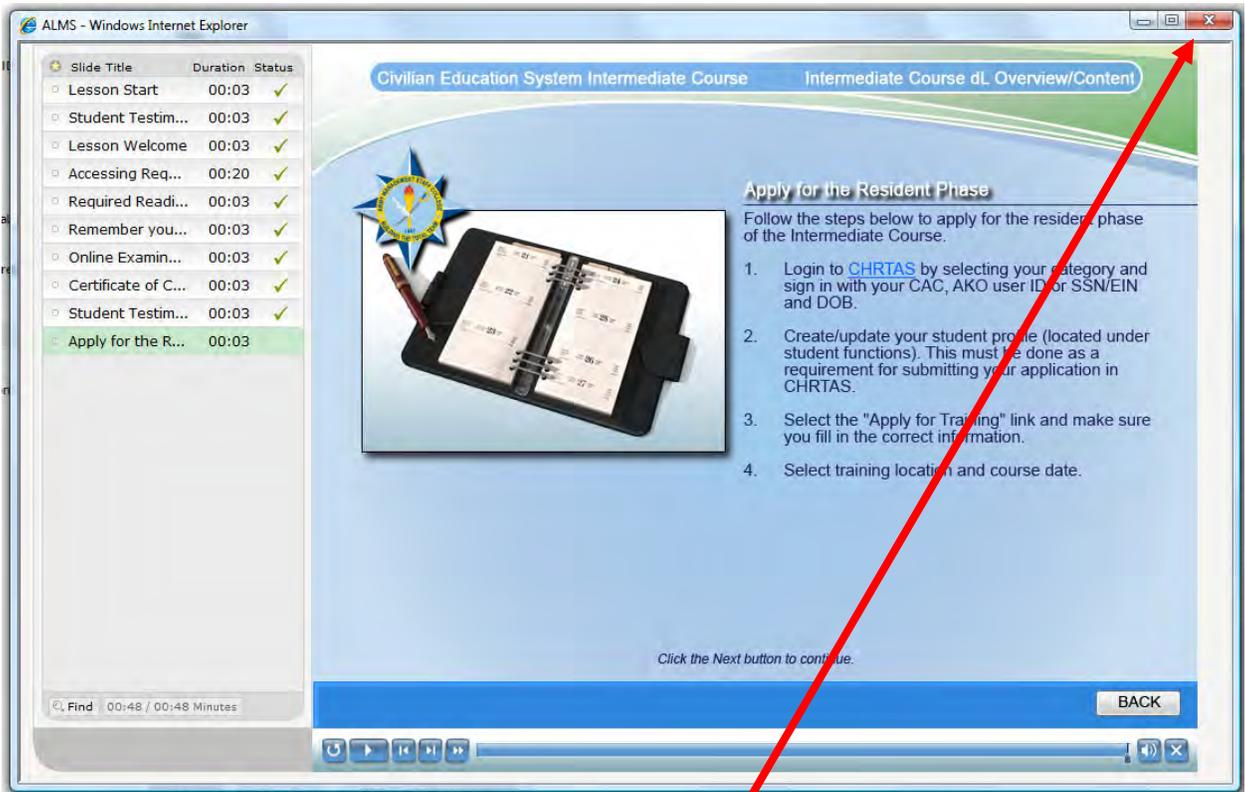




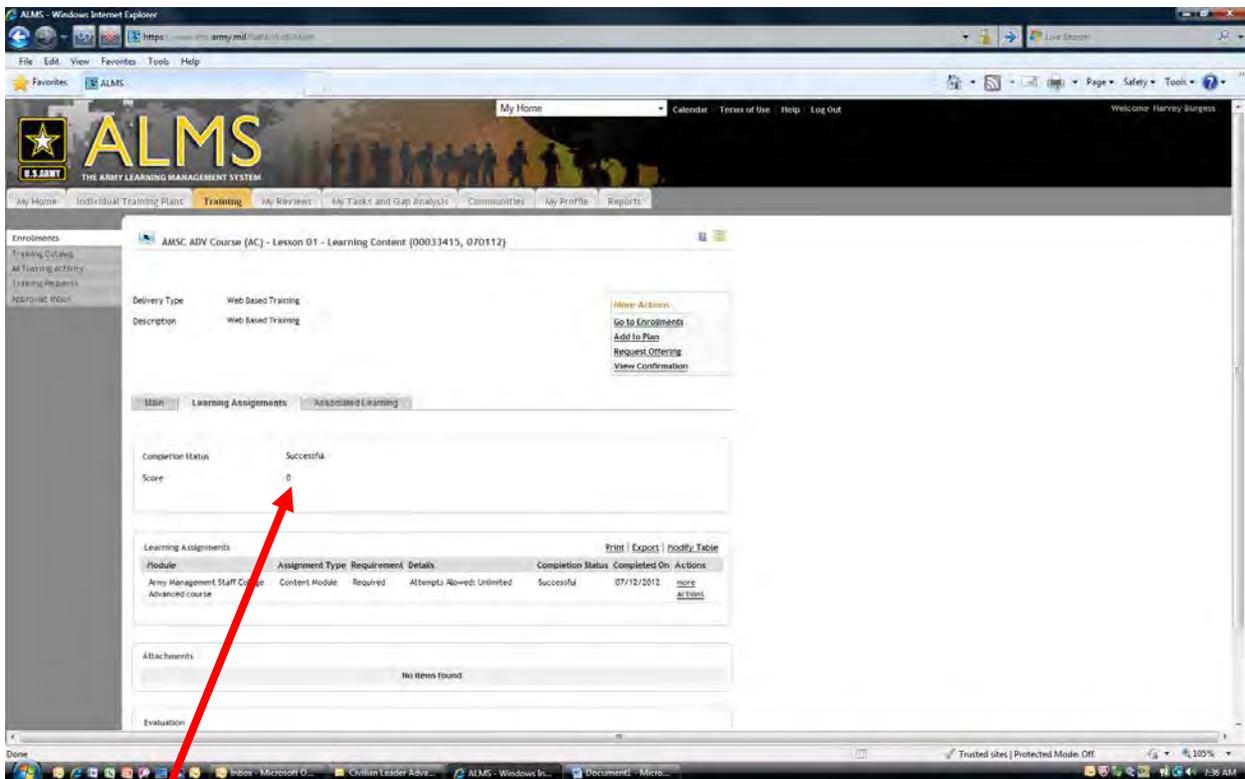
(14) Click the “Launch” Button to Open the Lesson.



(15) Lesson window with Table of Contents. “Next” Button.

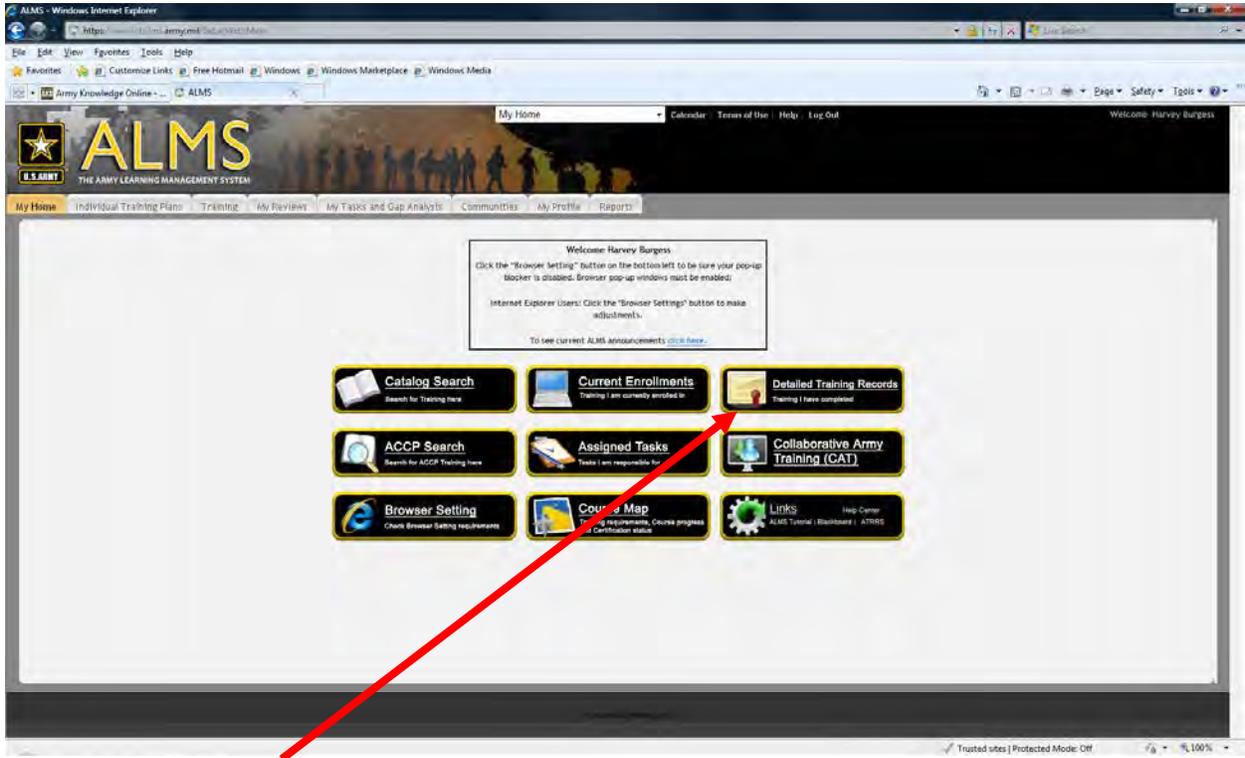


(16) To exit the lesson you must use the Browser (Red X) "Exit" button.

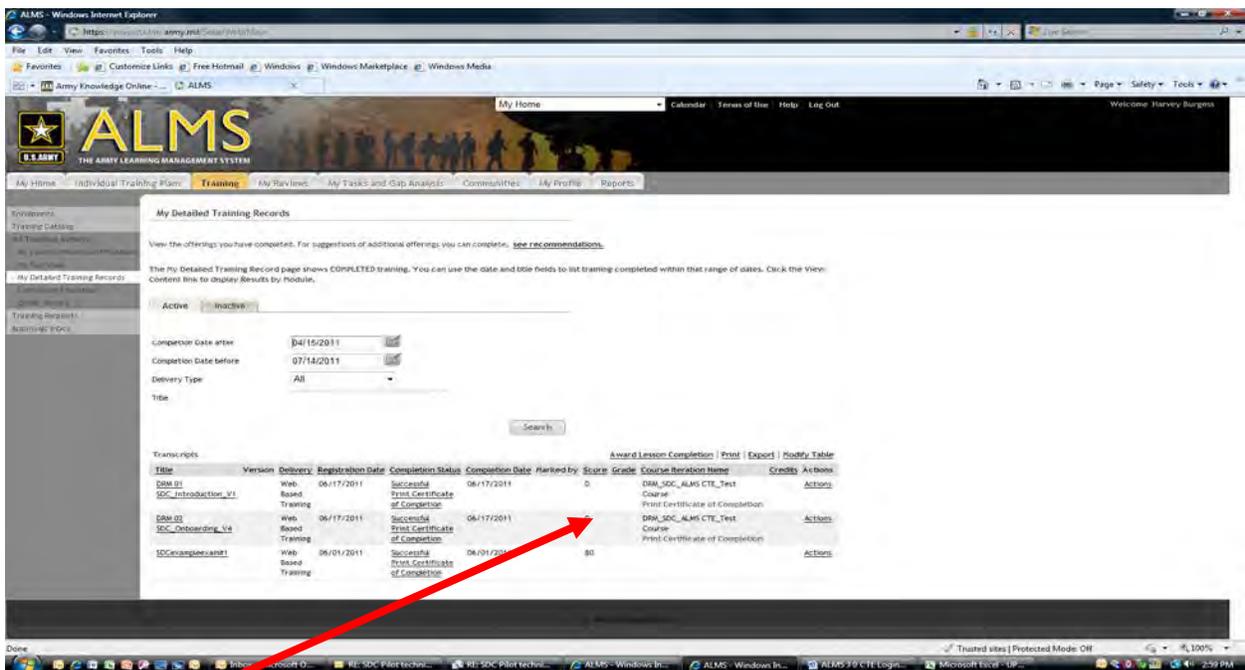


(17) When the lesson closes it will record in the ALMS and show that you have completed the lesson successfully.

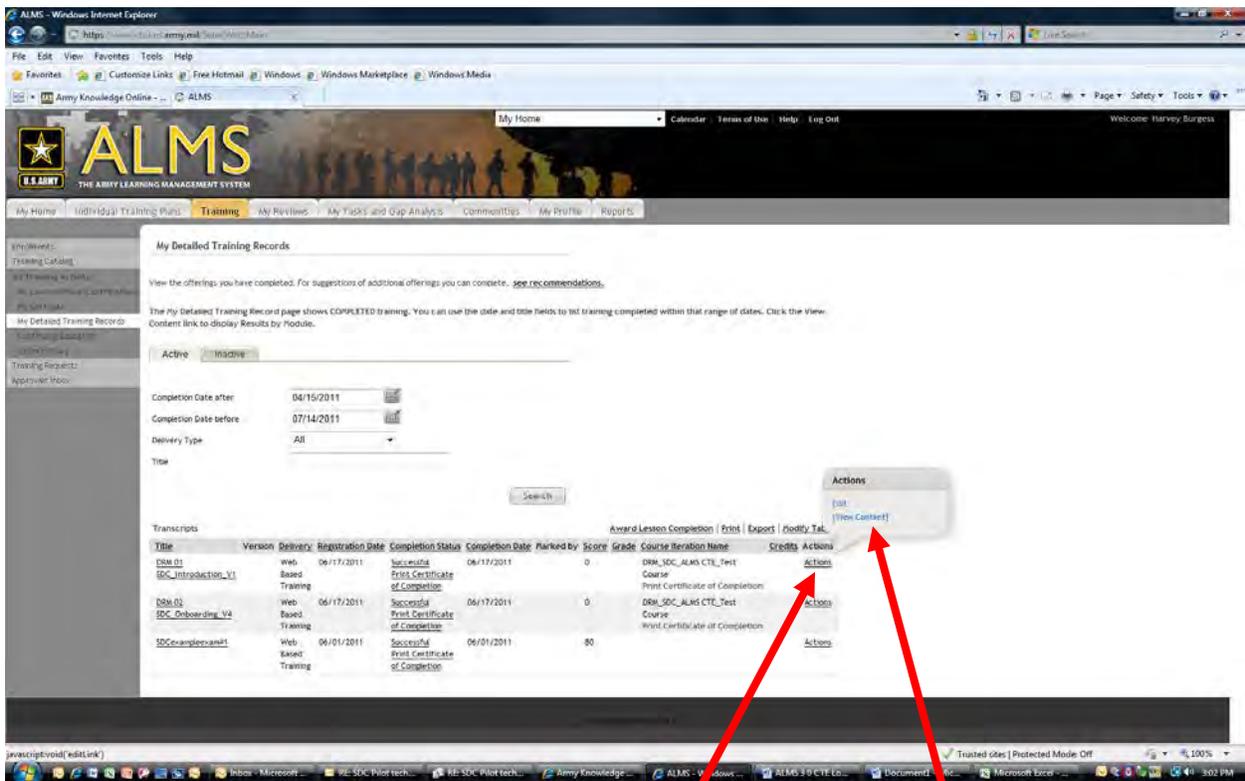
How to review a lesson from the “Detailed Training Records” area



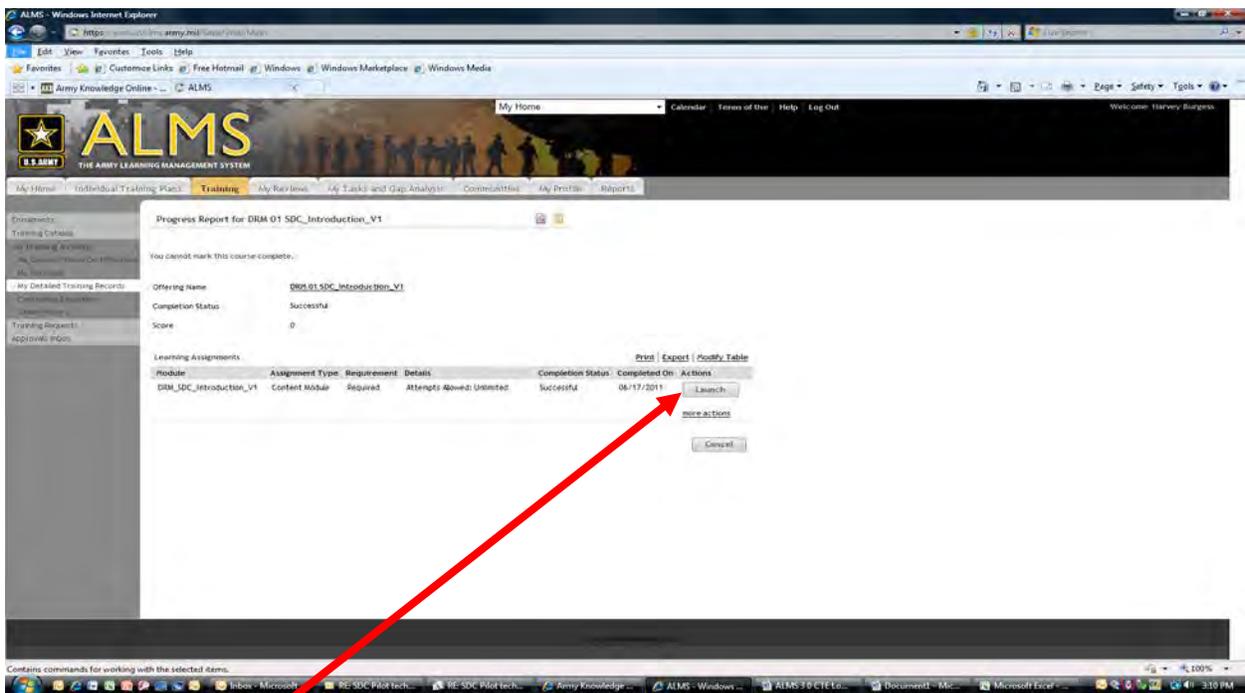
(1) Click “Detailed Training Records”



(2) Displays Completed training.

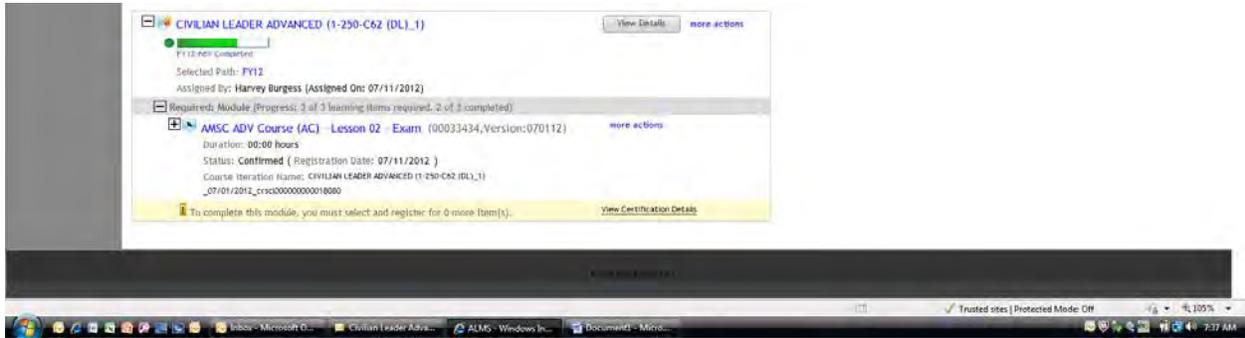


(3) To Launch a lesson again “hover” your mouse over “actions” then click “View Content”

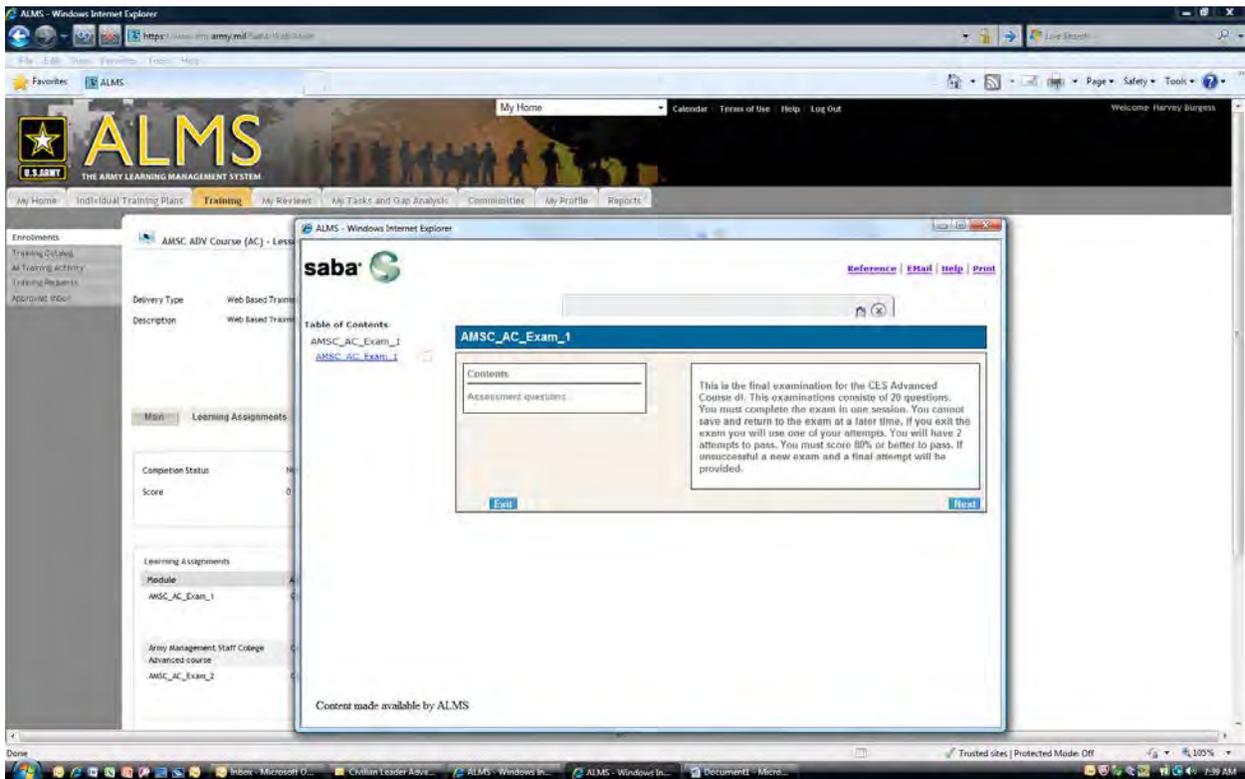


(4) A new window will open and allow you to launch and review the lesson again.

Taking and retaking the Final exam



(1) Follow the same process as before to obtain a “Launch” Button by clicking the [+].



(2) When ready to take the final Exam click the “Launch” Button. Ensure you have allocated at least 50 minutes to an hour in a quiet uninterrupted environment. If you are interrupted and the exam times out, you will be charged one of your 2 attempts! **If this happens contact the help desk per the procedure above and explain that the system timed out and request the help desk reset your exam attempt. You must complete the exam in one session. You cannot exit and save the examination! If you do, you will be charged one of your 2 attempts.** When the exam window appears read the directions for your specific exam and Click “Next” to start the Exam. When you submit the final question “wait” for the screen to refresh. Patience is not only a virtue, it is a skill when working with technology!

ALMS - Windows Internet Explorer
 https://www.lms.army.mil/Saba/Web/Main

File Edit View Favorites Tools Help

ALMS

My Home Calendar Terms of Use

U.S. ARMY **ALMS** THE ARMY LEARNING MANAGEMENT SYSTEM

My Home Individual Training Plans **Training** My Reviews My Tasks and Gap Analysis Communities My Profile Reports

Enrollments
 Training Catalog
 All Training Activity
 Training Requests
 Approvals Inbox

AMSC ADV Course (AC) - Lesson 02 - Exam (00033434, 070112)

Delivery Type: Web Based Training
 Description: Web Based Training

More Actions
[Go to Enrollments](#)
[Add to Plan](#)
[Request Offering](#)
[View Confirmation](#)
[Drop](#)

Main Learning Assignments Associated Learning

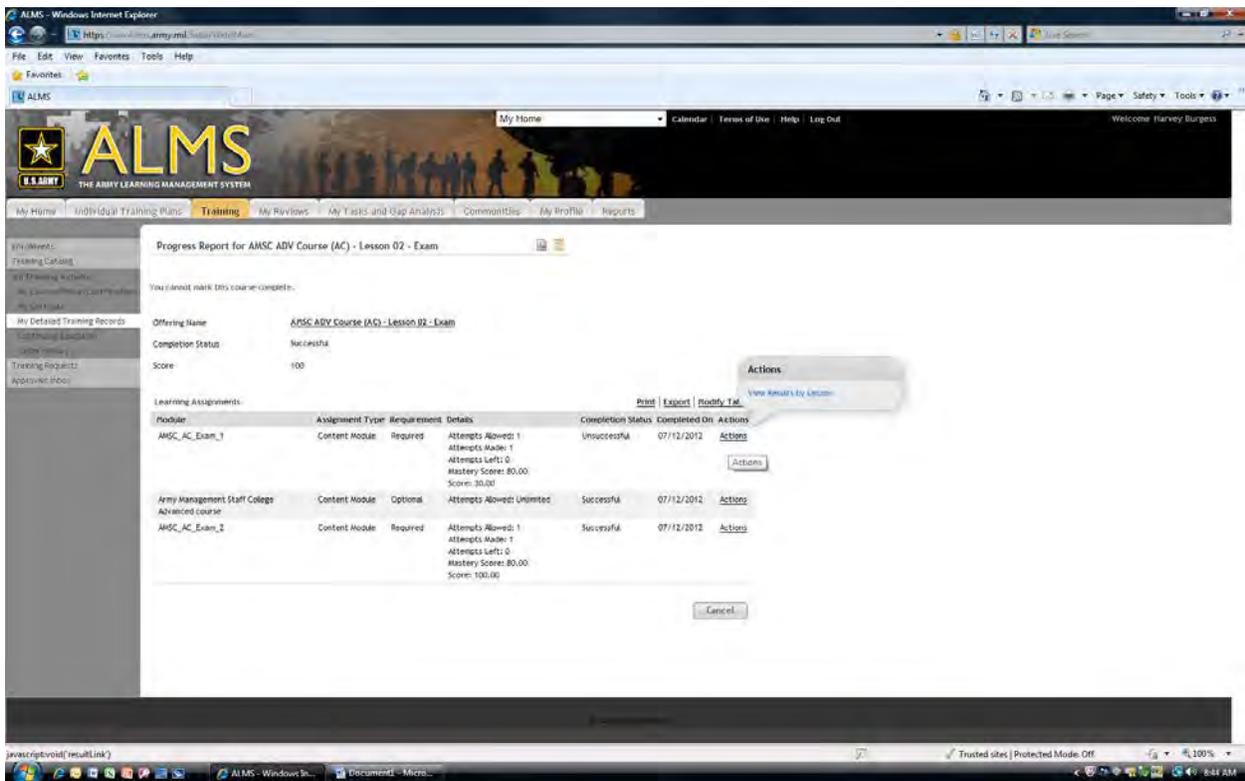
Completion Status: Not Evaluated
 Score: 0

Learning Assignments Print | Export | Modify Table

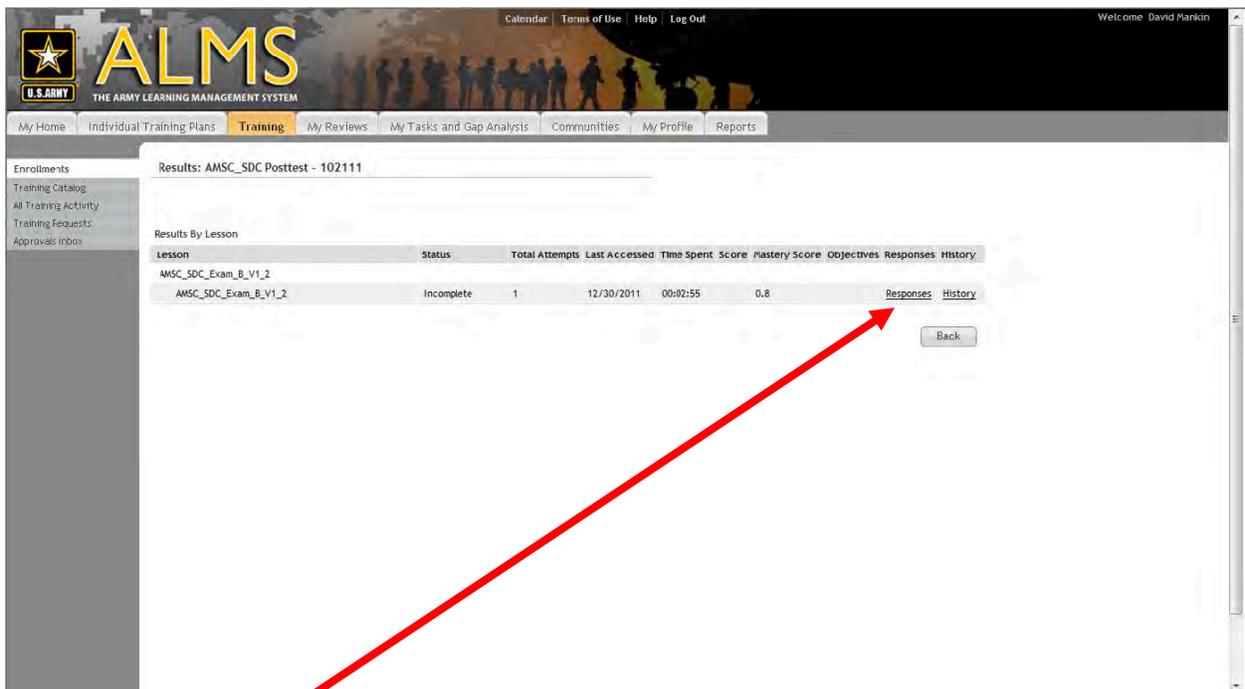
Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
AMSC_AC_Exam_1	Content Module	Required	Attempts: 1 Attempts Made: 1 Attempts Left: 0 Mastery Score: 80.00 Score: 30.00	Unsuccessful		Actions
Army Management Staff College Advanced course	Content Module	Optional	Attempts Allowed: Unlimited	Not Evaluated		
AMSC_AC_Exam_2	Content Module	Required	Attempts Allowed: 1 Attempts Made: 0 Attempts Left: 1 Mastery Score: 80.00	Not Evaluated		

Done
 Inbox - Microsoft O... Civilian Leader Adva... ALMS - Windows In... Document1 - Micro...

- (3) In the event that you do not pass the exam on your first attempt you should see a screen similar to this screen. You should see your score and completion status. You can hover your mouse over the “Actions” link to view your exam results. **If you do not see a screen similar to this one, contact the help desk for your exam results.**



(4) Hover your mouse over the “more Actions” link and click “View Results by Lesson”.



(5) Click “Responses”.

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Calendar Terms of Use Help Log Out Welcome David Manickin

My Home Individual Training Plans **Training** My Reviews My Tasks and Gap Analysis Communities My Profile Reports

Enrollments
Training Catalog
All Training Activity
Training Requests
Approvals Inbox

Attempts for AMSC_SDC_Exam_B_V1_2

Lesson Data

Status Incomplete
Score N/A
Passing Score 0.8
Maximum Score N/A

Attempts [Print](#) [Export](#) [Modify Table](#)

Attempt	Status	Score	Date/Time Completed	Time Spent	Responses
Attempt 1	Incomplete		12/30/2011 7:49 AM	00:02:55	Responses

[Back](#)

(6) If you click “History” you must click “Responses” again.

Calendar Terms of Use Help Log Out

ALMS
THE ARMY LEARNING MANAGEMENT SYSTEM

U.S. ARMY

My Home Individual Training Plans **Training** My Reviews My Tasks and Gap Analysis Communities My Profile Reports

Enrollments

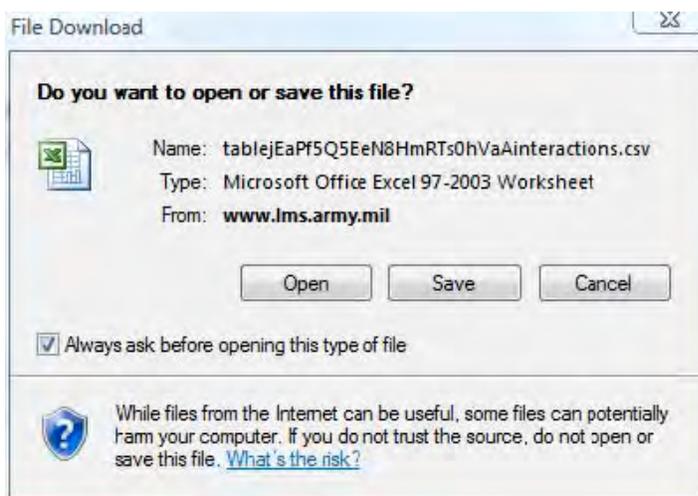
Training Catalog
All Training Activity
Training Requests
Approvals Inbox

Responses For Attempt 1

Responses Print Export Modify Table

Question ID	Description	Type	Response	Result	Time Spent	Date/Time
Q_0	Why are the Me...	Multiple Choice		Incorrect	00:00:32	2011-12-30T07:51:02
Q_1	Which statemen...	Multiple Choice		Correct	00:00:02	2011-12-30T07:51:04
Q_2	Which is an ex...	Multiple Choice		Incorrect	00:00:02	2011-12-30T07:51:07
Q_3	What element (s...	Multiple Choice		Correct	00:00:02	2011-12-30T07:51:09
Q_4	At the beginni...	Multiple Choice		Correct	00:00:02	2011-12-30T07:51:11
Q_5	Which type of ...	Multiple Choice		Correct	00:00:02	2011-12-30T07:51:14
Q_6	Which statemen...	Multiple Choice		Incorrect	00:00:02	2011-12-30T07:51:17
Q_7	Which statemen...	Multiple Choice		Incorrect	00:00:01	2011-12-30T07:51:18
Q_8	During the hir...	Multiple Choice		Incorrect	00:00:02	2011-12-30T07:51:21
Q_9	What steps doe...	Multiple Choice		Incorrect	00:00:02	2011-12-30T07:51:23
Q_10	What is a key ...	Multiple Choice		Correct	00:00:01	2011-12-30T07:51:25
Q_11	What is the pu...	Multiple Choice		Incorrect	00:00:02	2011-12-30T07:51:27
Q_12	How many busin...	Multiple Choice		Incorrect	00:00:02	2011-12-30T07:51:29
Q_13	What is	Multiple Choice		Incorrect	00:00:02	2011-12-

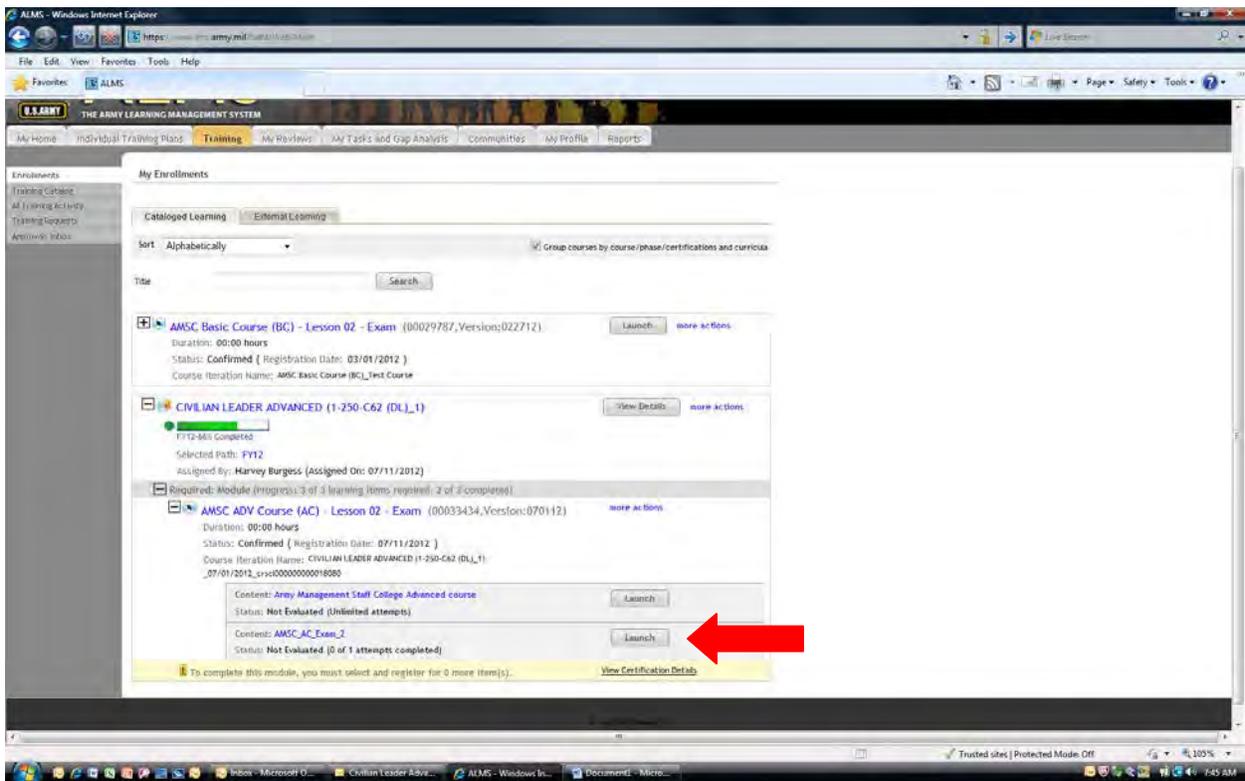
(7) Here are your exam choices. Click Export to save them to your desktop or hard drive.



(8) When the File Download box appears click Save and save the file to a location on your PC. Then open the file to see you specific choices.

	A	B	C	D	E	F	G
1	Question ID	Description	Type	Response	Result	Time Spent	Date/Time
2	Q_0	Why are the Me...	Multiple Choice		Incorrect	0:00:32	2011-12-30T07:51:02
3	Q_1	Which statemen...	Multiple Choice		Correct	0:00:02	2011-12-30T07:51:04
4	Q_2	Which is an ex...	Multiple Choice		Incorrect	0:00:02	2011-12-30T07:51:07
5	Q_3	What element(s...	Multiple Choice		Correct	0:00:02	2011-12-30T07:51:09
6	Q_4	At the beginni...	Multiple Choice		Correct	0:00:02	2011-12-30T07:51:11
7	Q_5	Which type of ...	Multiple Choice		Correct	0:00:02	2011-12-30T07:51:14
8	Q_6	Which statemen...	Multiple Choice		Incorrect	0:00:02	2011-12-30T07:51:17
9	Q_7	Which statemen...	Multiple Choice		Incorrect	0:00:01	2011-12-30T07:51:18
10	Q_8	During the hir...	Multiple Choice		Incorrect	0:00:02	2011-12-30T07:51:21
11	Q_9	What steps doe...	Multiple Choice		Incorrect	0:00:02	2011-12-30T07:51:23
12	Q_10	What is a key ...	Multiple Choice		Correct	0:00:01	2011-12-30T07:51:25
13	Q_11	What is the pu...	Multiple Choice		Incorrect	0:00:02	2011-12-30T07:51:27
14	Q_12	How many busin...	Multiple Choice		Incorrect	0:00:02	2011-12-30T07:51:29
15	Q_13	What is reason...	Multiple Choice		Incorrect	0:00:02	2011-12-30T07:51:31
16	Q_14	Pertaining to ...	Multiple Choice		Correct	0:00:02	2011-12-30T07:51:34
17	Q_15	What role does...	Multiple Choice		Correct	0:00:01	2011-12-30T07:51:36
18	Q_16	What authority...	Multiple Choice		Correct	0:00:02	2011-12-30T07:51:38
19	Q_17	Which statemen...	Multiple Choice		Incorrect	0:00:02	2011-12-30T07:51:40
20	Q_18	At what point ...	Multiple Choice		Correct	0:00:02	2011-12-30T07:51:43
21	Q_19	What is an una...	Multiple Choice		Incorrect	0:00:01	2011-12-30T07:51:45

(9) Notice the list is identified as Q_0, Q_1, etc. to Q_19. (Note Q_0 is Question # 1, etc.). Us this list to study for your last attempt on the examination. You can identify specific areas where you need to study and go back to those lessons for review before taking the exam again.

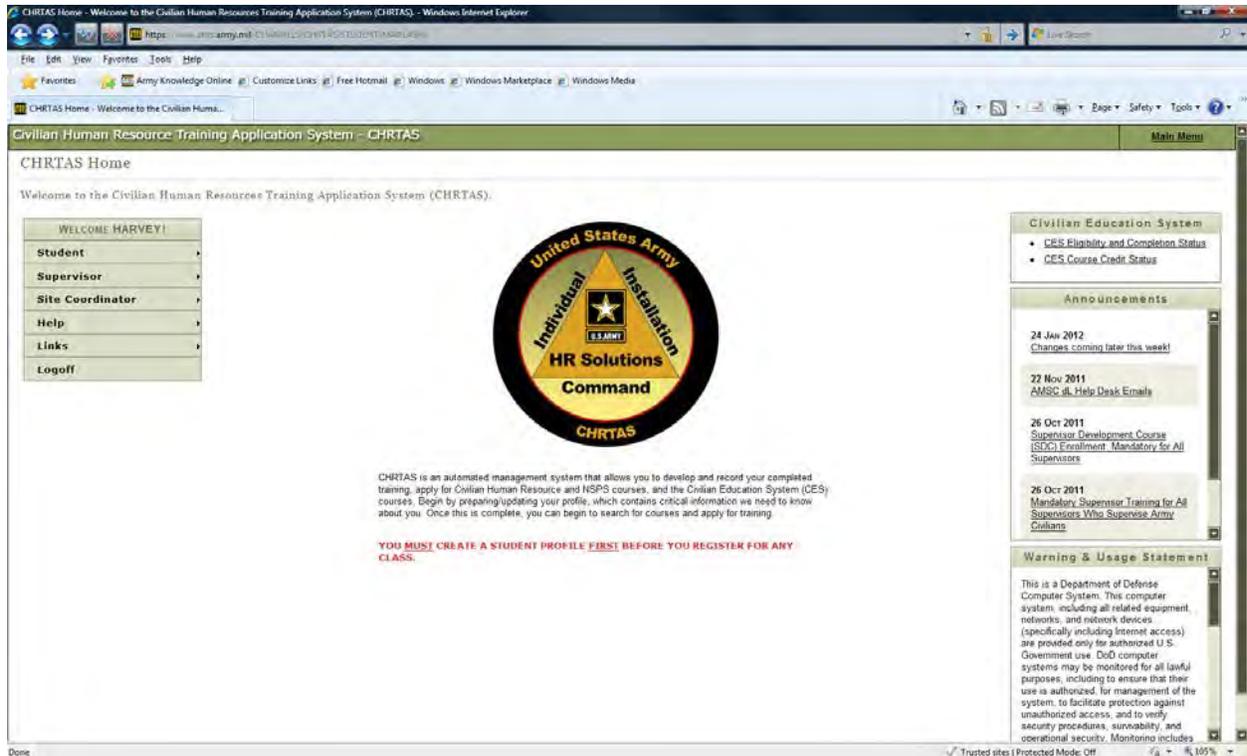


(10) When ready take the exam again navigate to the second exam and click “Launch”.

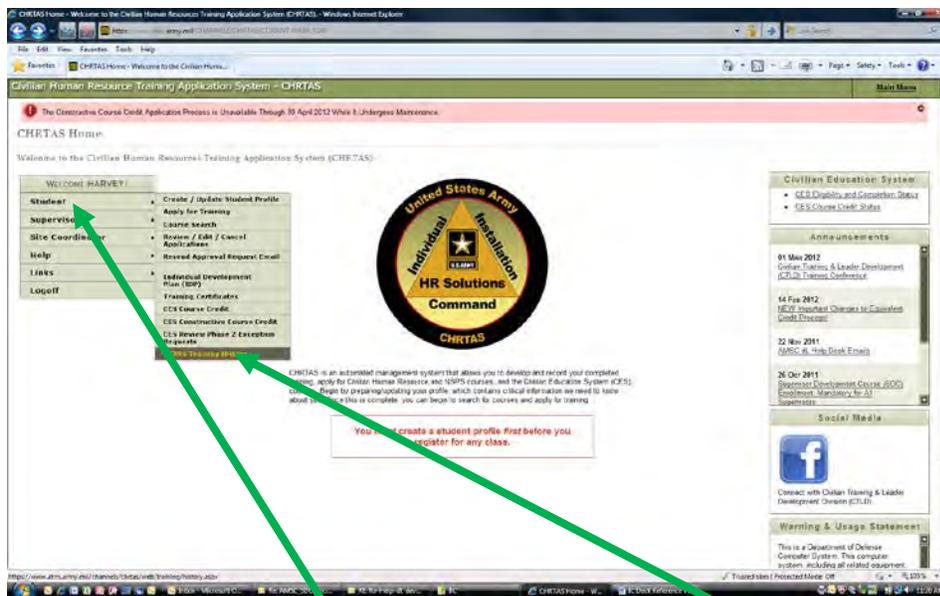


(11) When you pass the exam you will see the above display in the ALMS and you will see your score and Successful status.

Obtaining your record of completion credit.



Log into CHRTAS and when you arrive at the CHRTAS Home Screen.



Hover your mouse over Student then trace down to “Training History” and click or use the Individual Development Plan (IDP) link and navigate to “Training History”.

CHRTAS HARVEY B BURGESS's Training History - Windows Internet Explorer

https://mail.210z.army.mil/CHRTAS/CHRTAS/01z/army/History.aspx

File Edit View Favorites Tools Help

CHRTAS HARVEY B BURGESS's Training History

Civilian Human Resource Training Application System - CHRTAS

07/18/2012

CHRTAS Application System

HARVEY B BURGESS's Training History

ATRRS Training

ATRRS (CHRTAS) Training History					
Fiscal Year (FY)	School	Course	Phase	Class	Training Status
2005	131	7B-SITQ/570-SQ12 (CT)		002	Graduation/Completion
2006	562	SMARTFORCE		002	Graduation/Completion
2007	562	FGOV_01_A01_BS_ENUS		001	Graduation/Completion
2007	562	SMARTFORCE		00A	Graduation/Completion
2007	907	ALMC-CL		707	Graduation/Completion
2008	562	SMARTFORCE		00A	Graduation/Completion
2009	562	SMARTFORCE		00A	Graduation/Completion
2009	907	ALMC-CD		703	Graduation/Completion
2010	561C	1-250-C61	2	001	Graduation/Completion
2010	562	SMARTFORCE		00A	Graduation/Completion
2010	704	1-250-C61	2	011	Graduation/Completion
2010	704	1-250-C61 (DL)	1	001	Graduation/Completion
2011	562	SMARTFORCE		00A	Graduation/Completion
2012	562	SMARTFORCE		00A	Reservation
2012	599	CLC 222		833	Graduation/Completion
2012	704	1-250-C53 (DL)		005	Graduation/Completion
2012	704	1-250-C62 (DL)	1	003	Graduation/Completion

Done

Trusted sites | Protected Mode: Off

100%

8:51 AM

You can now review your Training History. AC is ATRRS course number 1-250-C62 (DL). There is no certificate for the DL phase.