

Attention

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

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Dear CES Basic course Participant,

Welcome to the Basic Course (BC) phase 1 (dL):

The Basic Course (BC) dL - Phase I consists of six (6) focused reading assignments that are available in the content lesson. The reading assignments directly support the BC learning goals, outcomes, and tasks. After completing the reading assignments, a comprehensive test is located in the Exam lesson. Successful completion of the BC dL - Phase I requires a passing score of 80 percent or higher on the comprehensive test.

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 Transcripts). If you

have technical problems with the course, or require a test reset, please contact the Army Management Staff College dL Team via the Army Training Help Desk (ATHD). To submit a ticket logs 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 previously opened 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.

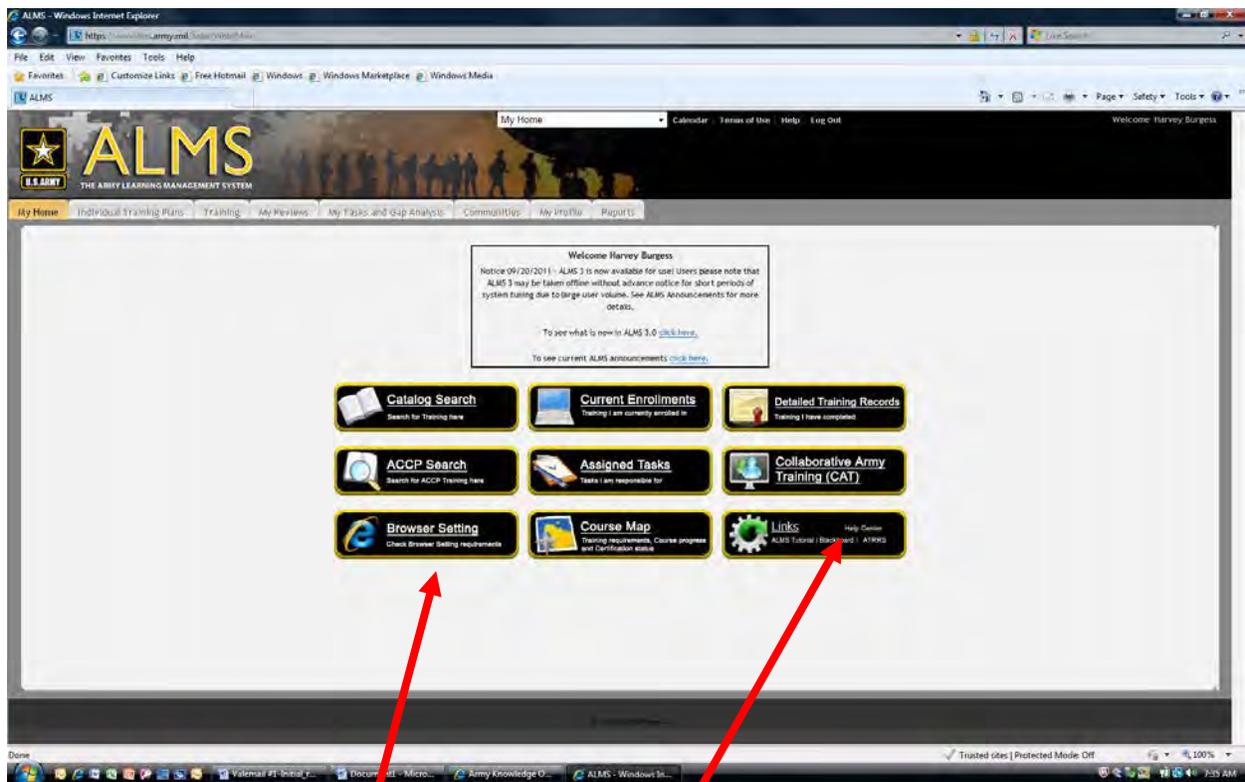
For exam feedback you will see an abbreviated version of your question, the answer chosen, and if you answered correct or incorrect. You will not see correct answers for questions answered incorrectly.

Course Completion

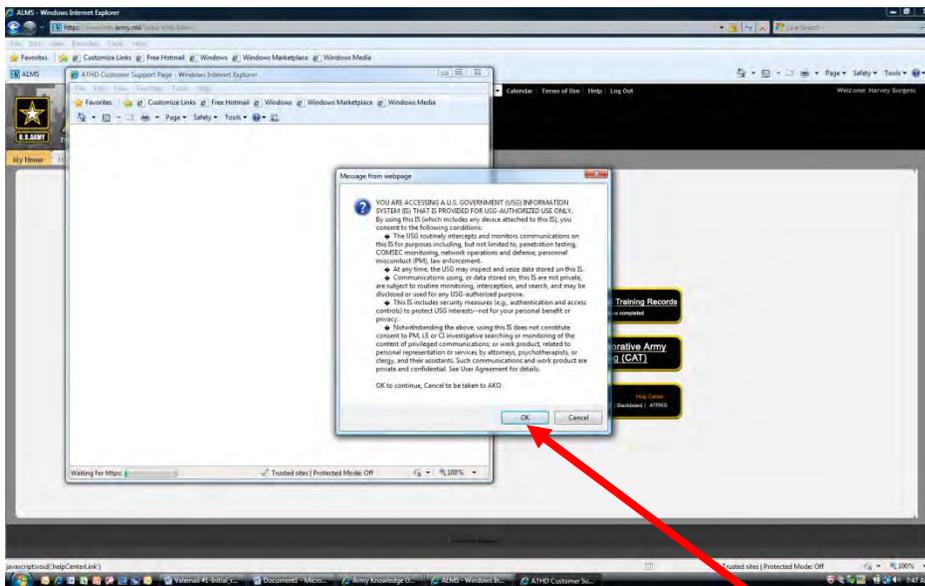
You will have unlimited attempts to pass the final exam and must score an 80% or above.

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 “ATRRS 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).

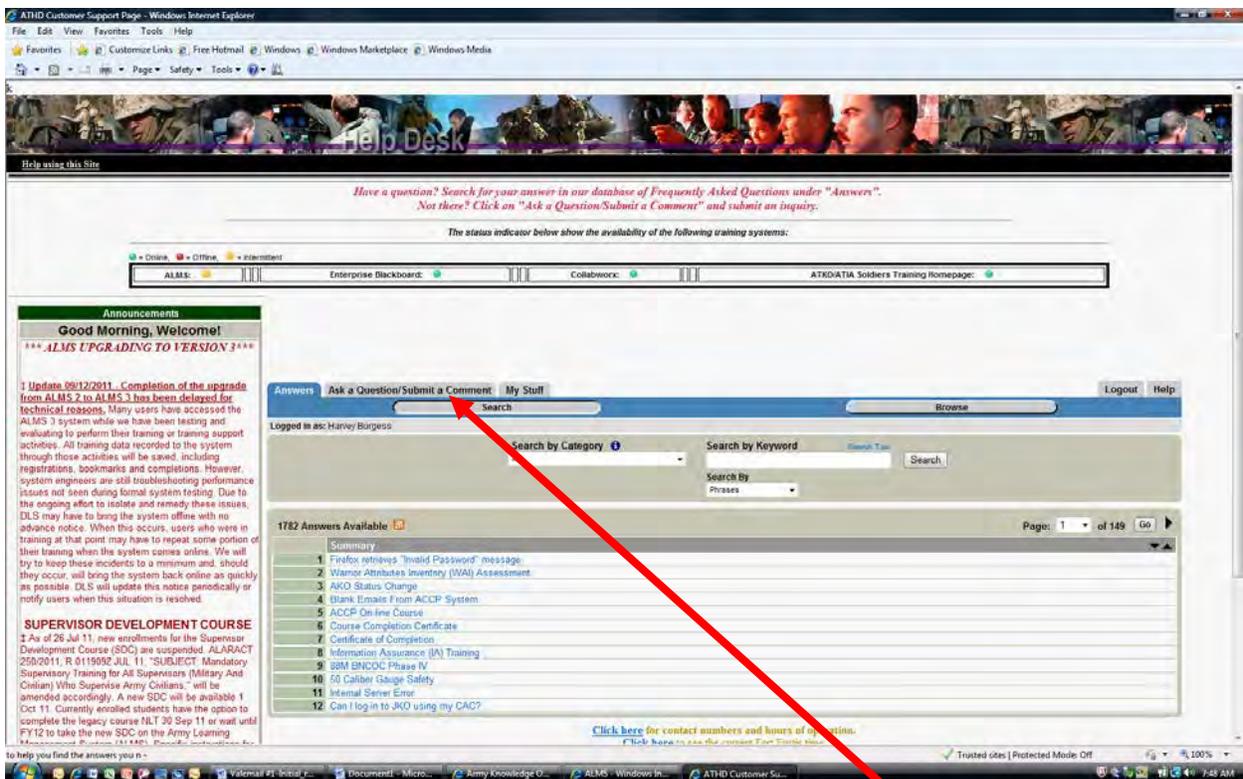
How to submit an Army Training Help Desk (ATHD) comment or question (ticket)



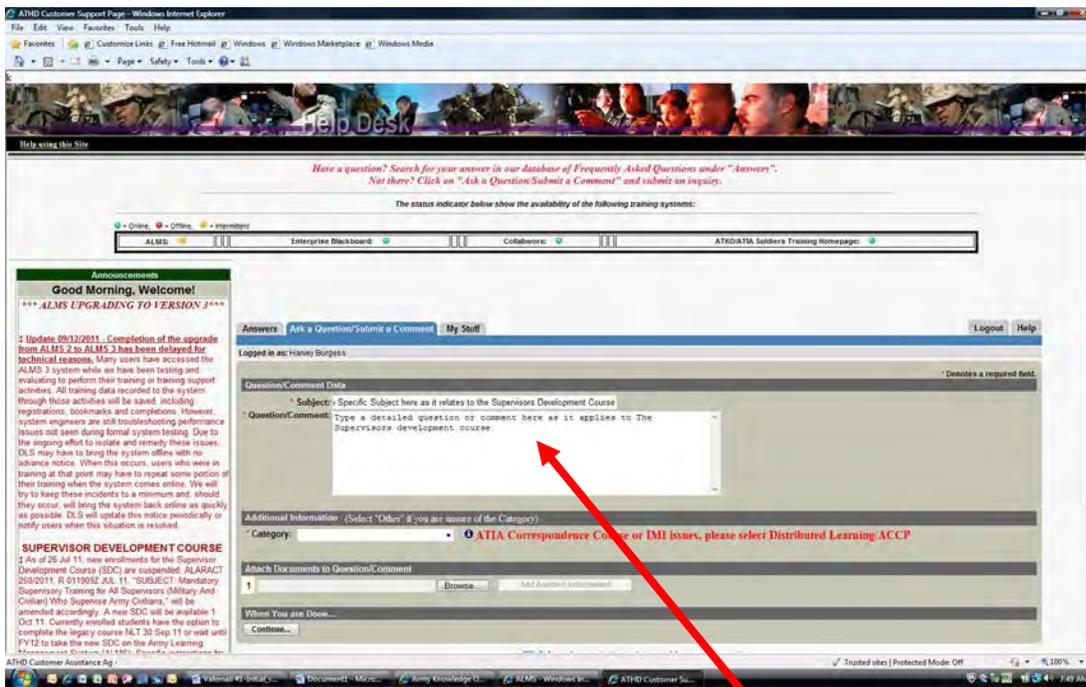
- (1) Go to the ALMS “Home Page”. Click the “Help center” link in the “Links” button. You can also go directly to <https://athd.army.mil/>.



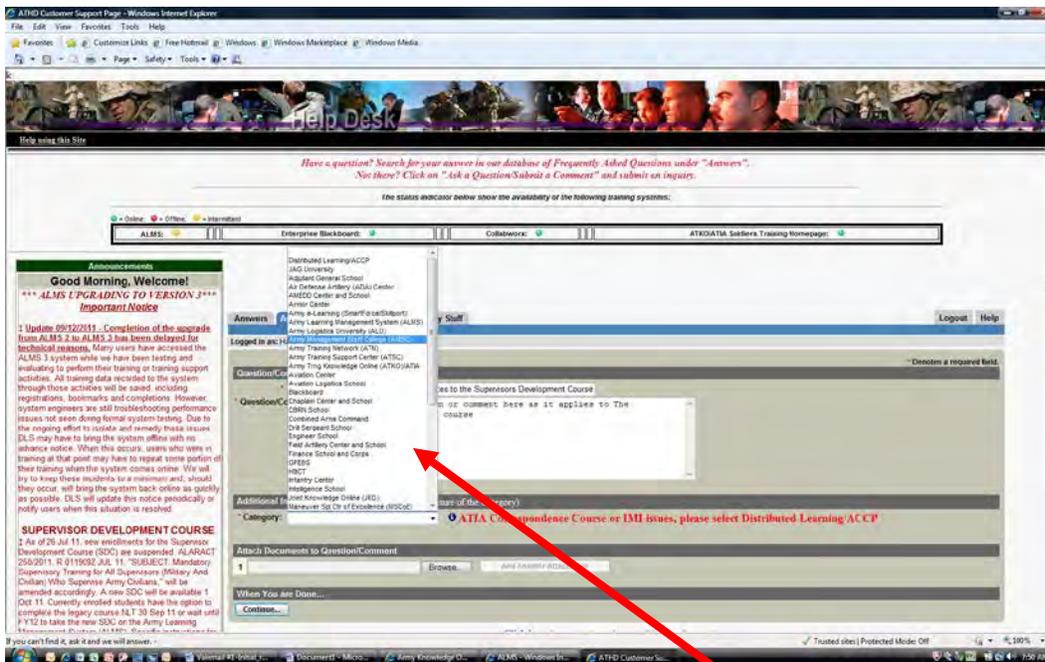
(2) You may see a Government Security warning, if so, Click "OK".



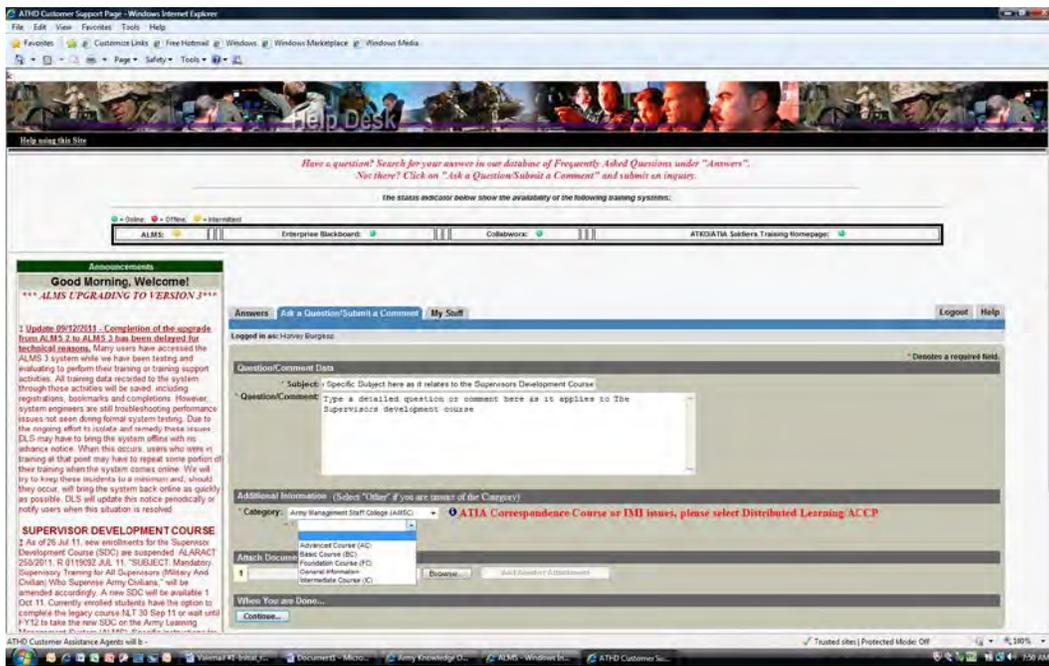
(3) When the Army Training Help Desk (ATHD) Appears, Click The "Ask a Question/Submit a comment" tab.



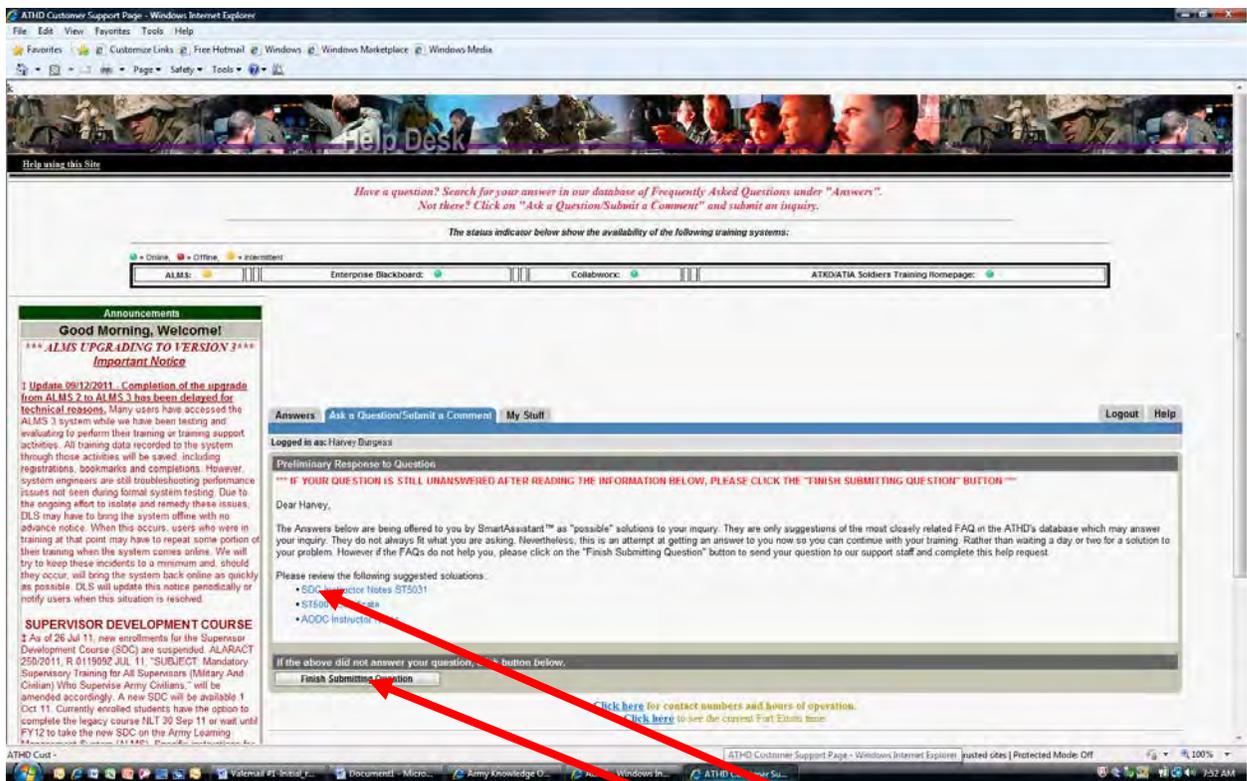
(4) Type your Subject and your Question/Comment (be specific and detailed).



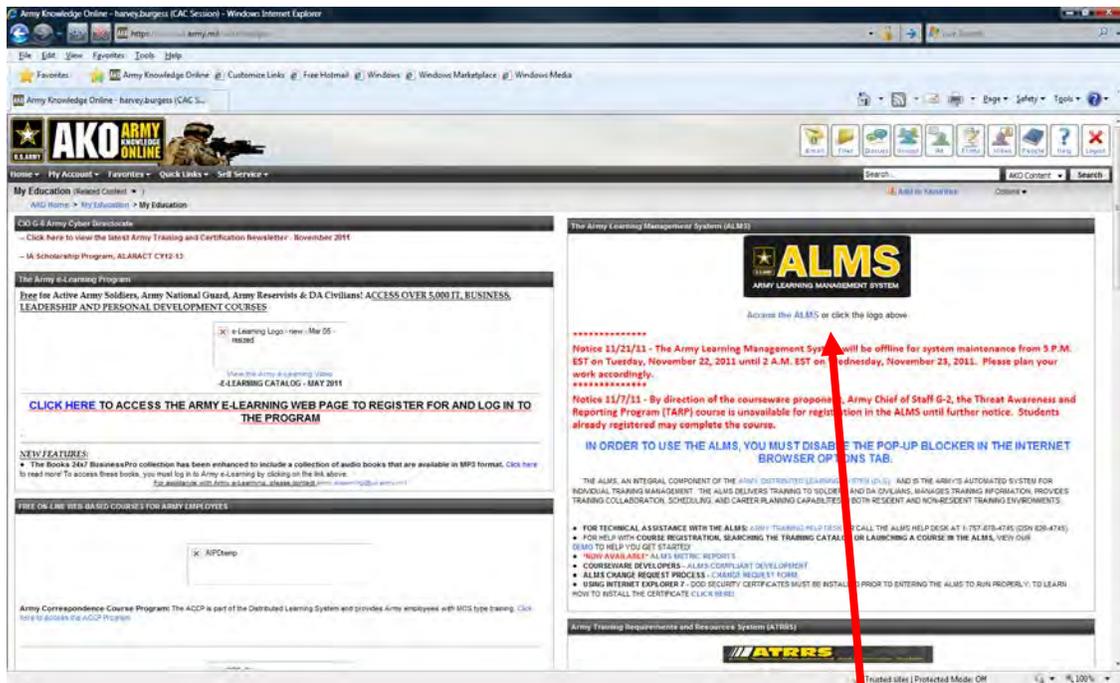
(5) Select the Category Dropdown and Select “Army Management Staff College (AMSC)”.



(6) Select the subcategory Dropdown and Select “Basic Course (BC)”.



(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”.

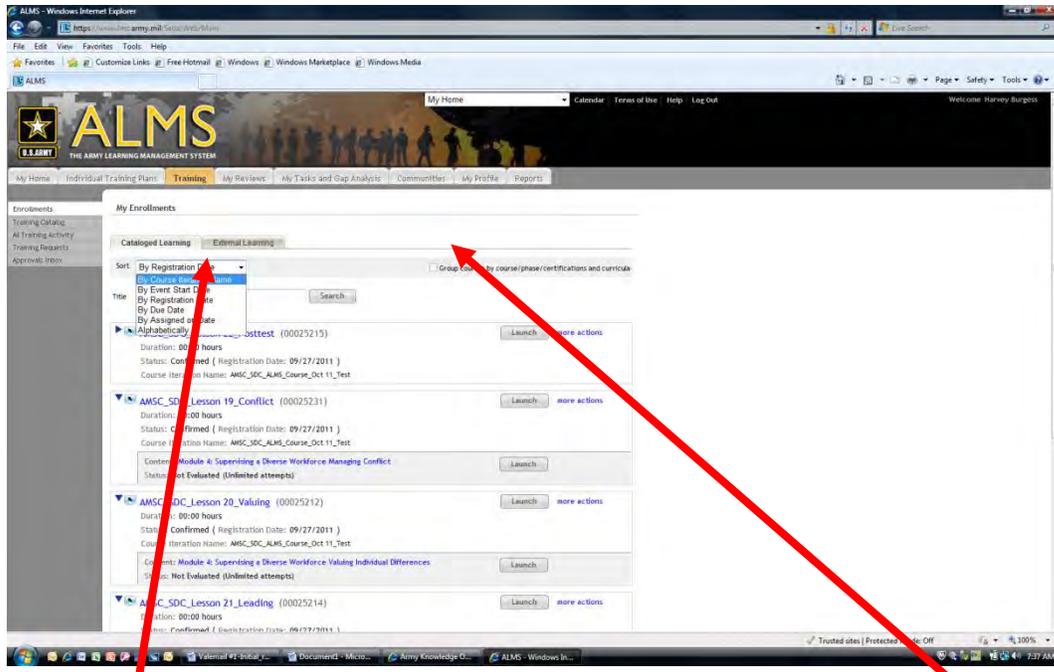


(3) Your “My Education” page should appear. Click the ALMS Logo or ALMS link to go to the ALMS.

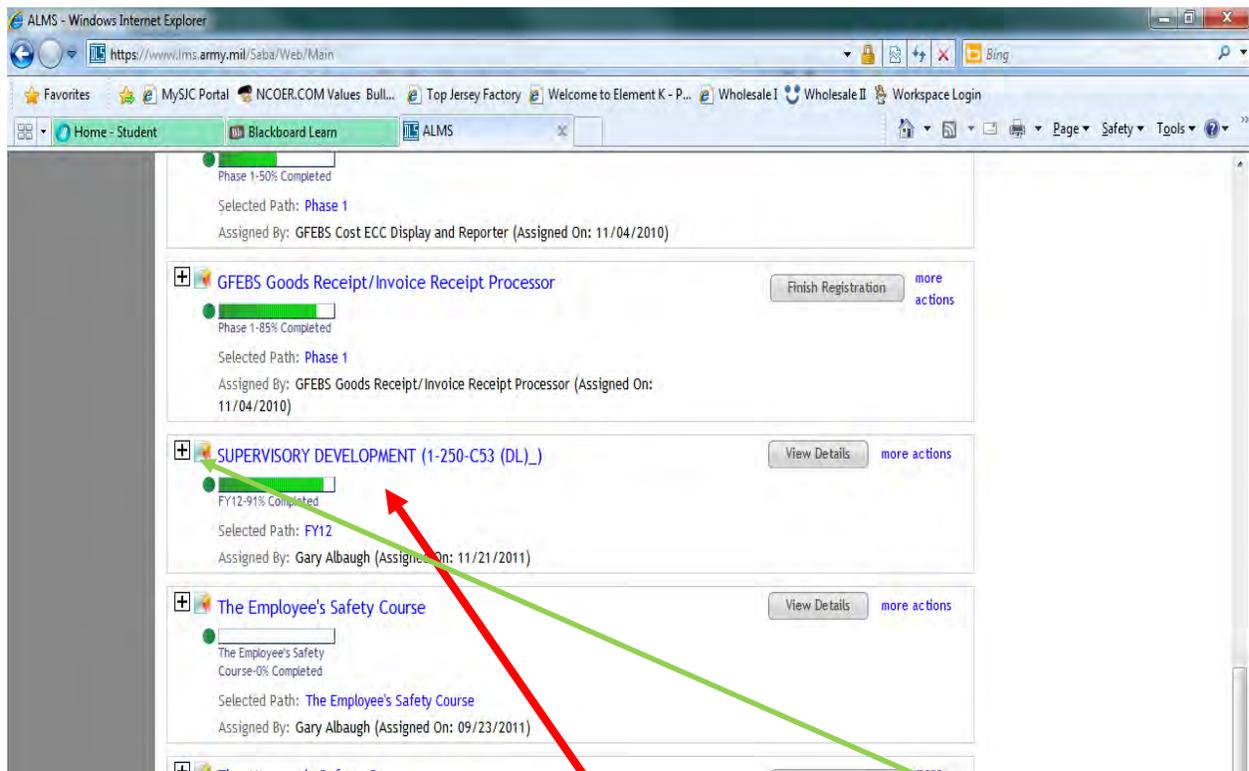


Once at the ALMS home page you can Click “Current Enrollments” to see your courses/lessons. Note: Your display may be different based on the number of course you have completed or your ALMS enrollments. Some of the following directions have SDC

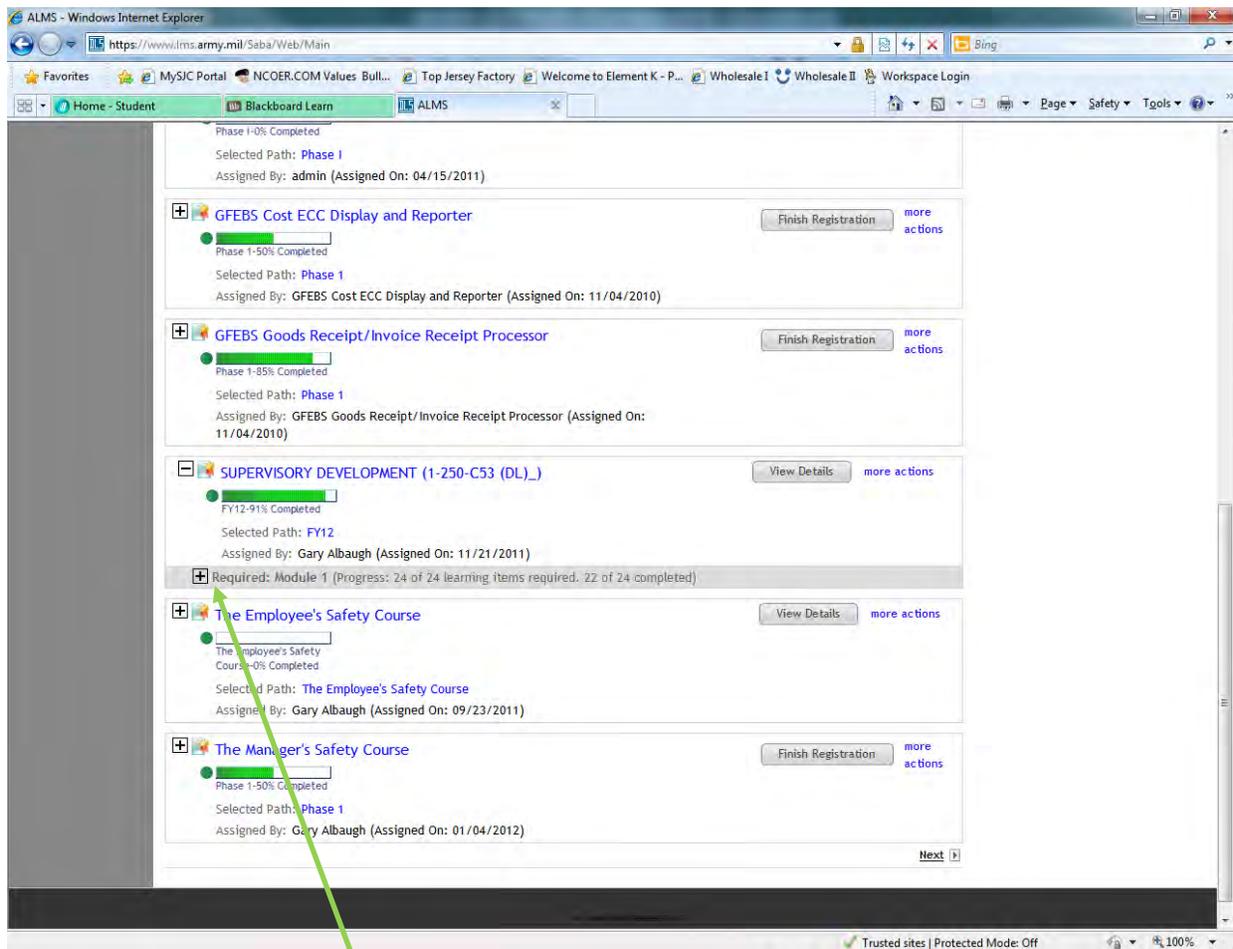
lessons displayed for example purposes. The principle is the same for Basic course lessons.



(4) Use the sort feature at the top of the page to sort by Assigned on Date. Uncheck the Check Box that Groups lessons by...

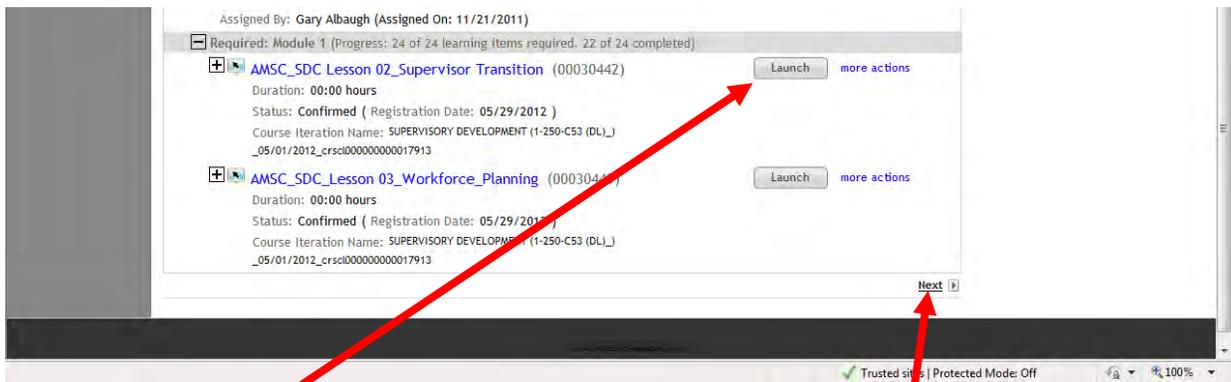


(5) Your lessons/course may display in this manner. Then click the Plus [+] to expand your course. Note the following images are from the SDC course but the principle is the same to the BC.

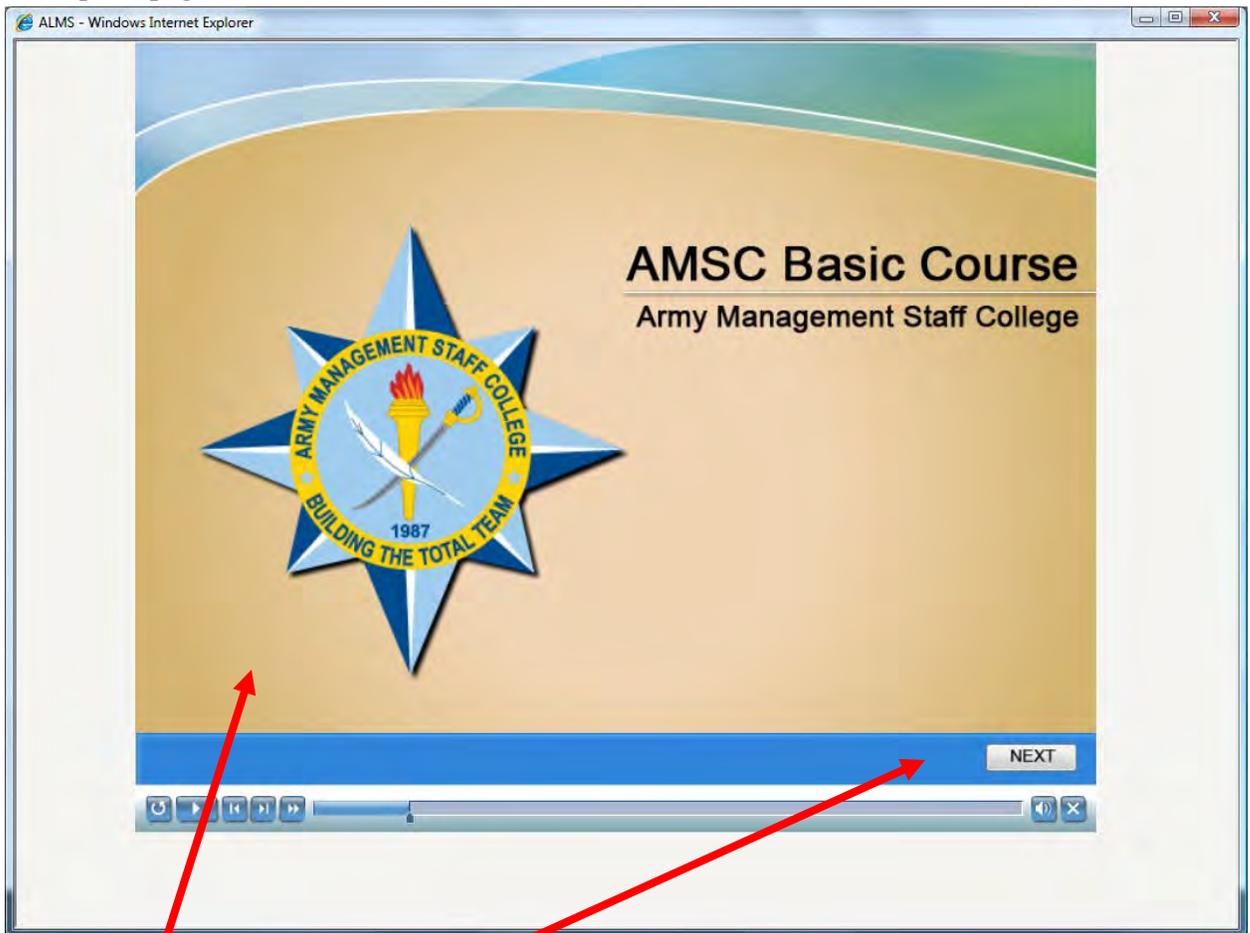


(6) Notice the course will expand one level. Providing “Required Module 1” and another [+] plus symbol. Click the [+] plus symbol.

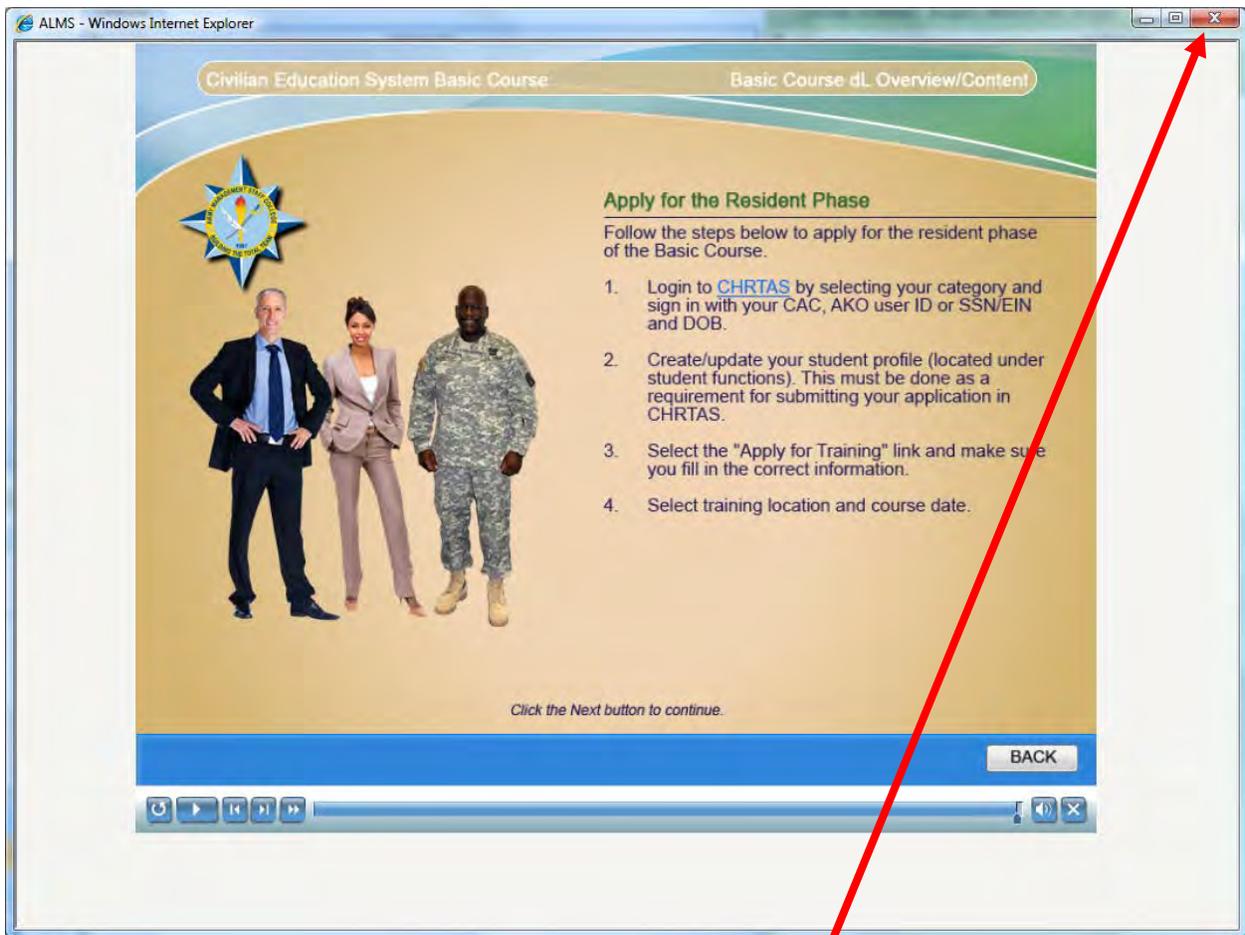
(7) Now all the lessons should be displayed in sequence. **Launch “AMSC_BC lesson 00” the Desk Reference First! Save and print this lesson for reference if you have not already printed it from the CHRTAS email you received notifying you of your enrollment in the course**



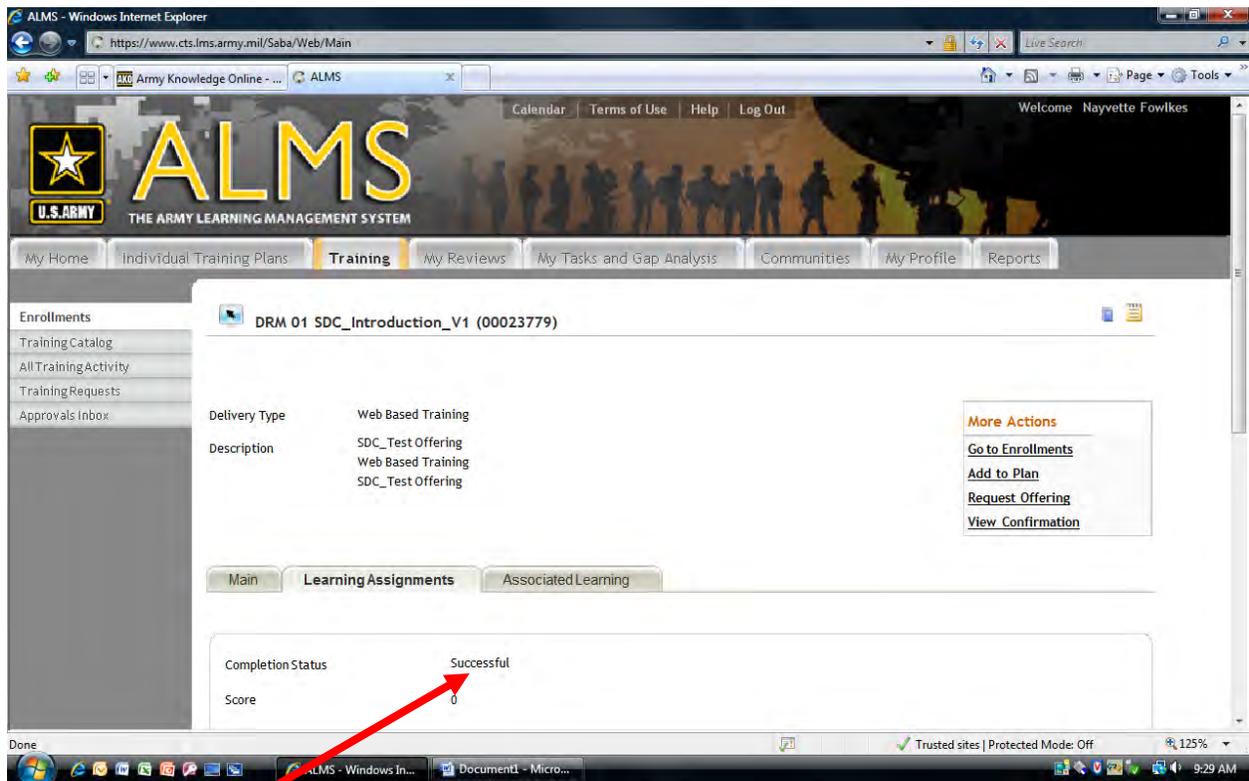
(8) Click the Launch button to launch subsequent lessons. Note the Next Link for navigating to subsequent pages and additional lessons.



(9) Lesson window. "Next" Button.

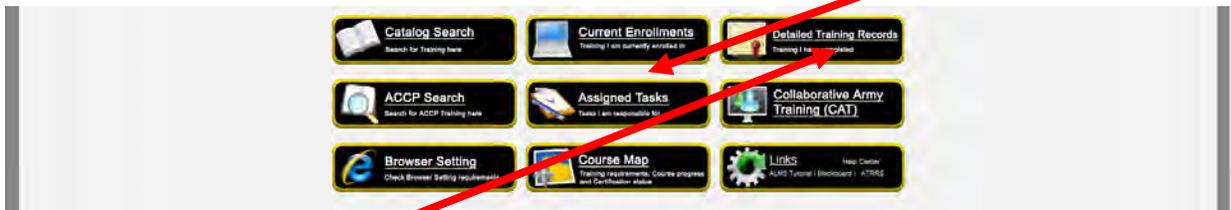


(10) To exit the lesson you must use the Browser (Red X) "Exit" button.

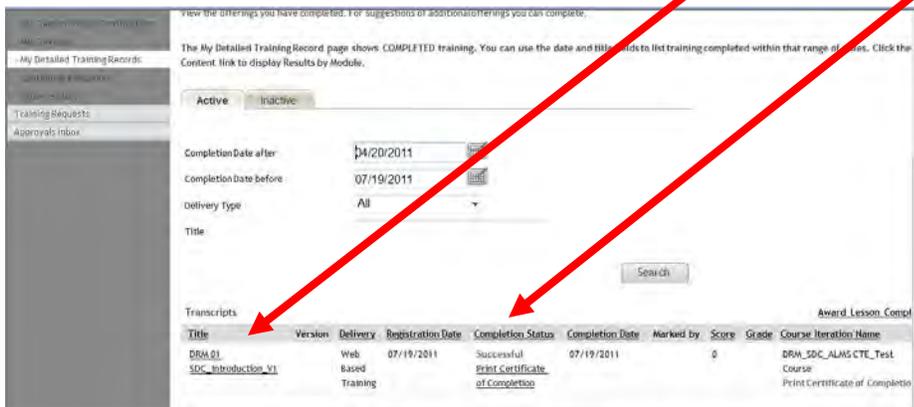


(11) When the lesson closes it will record in the ALMS and show that you have completed the lesson successfully.

(12) Use your Browser "back arrow" to navigate back to the ALMS Home Screen.



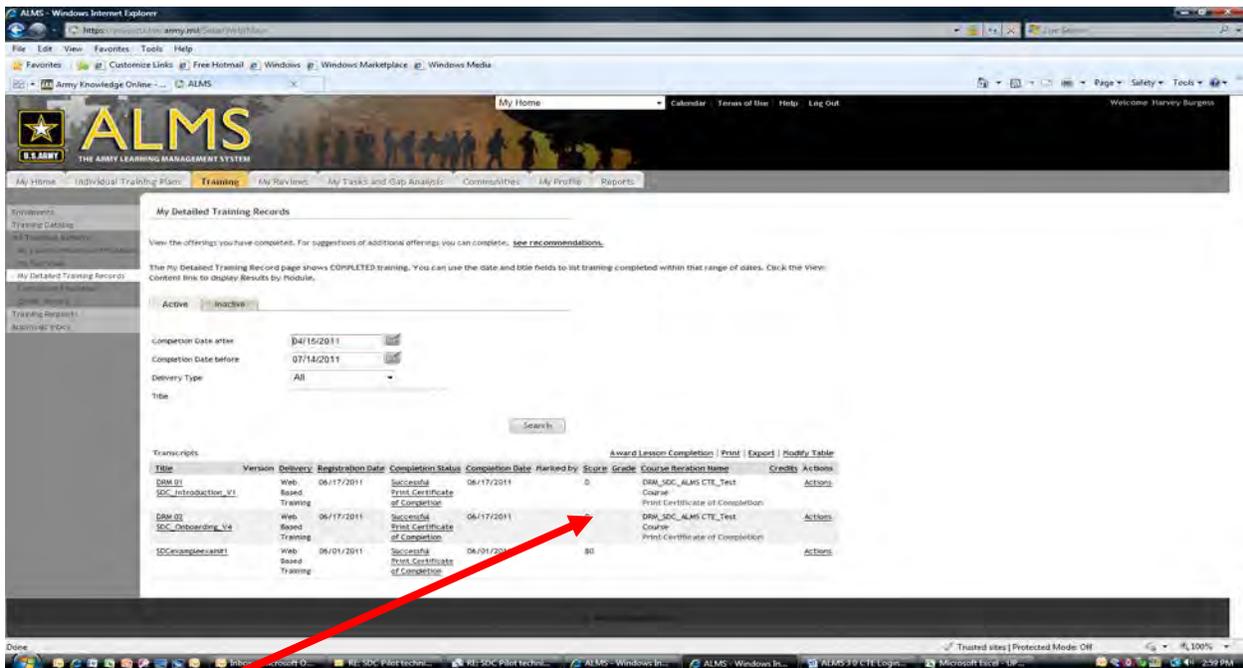
(13) Click "Detailed Training Records" to see your completed lesson and status.



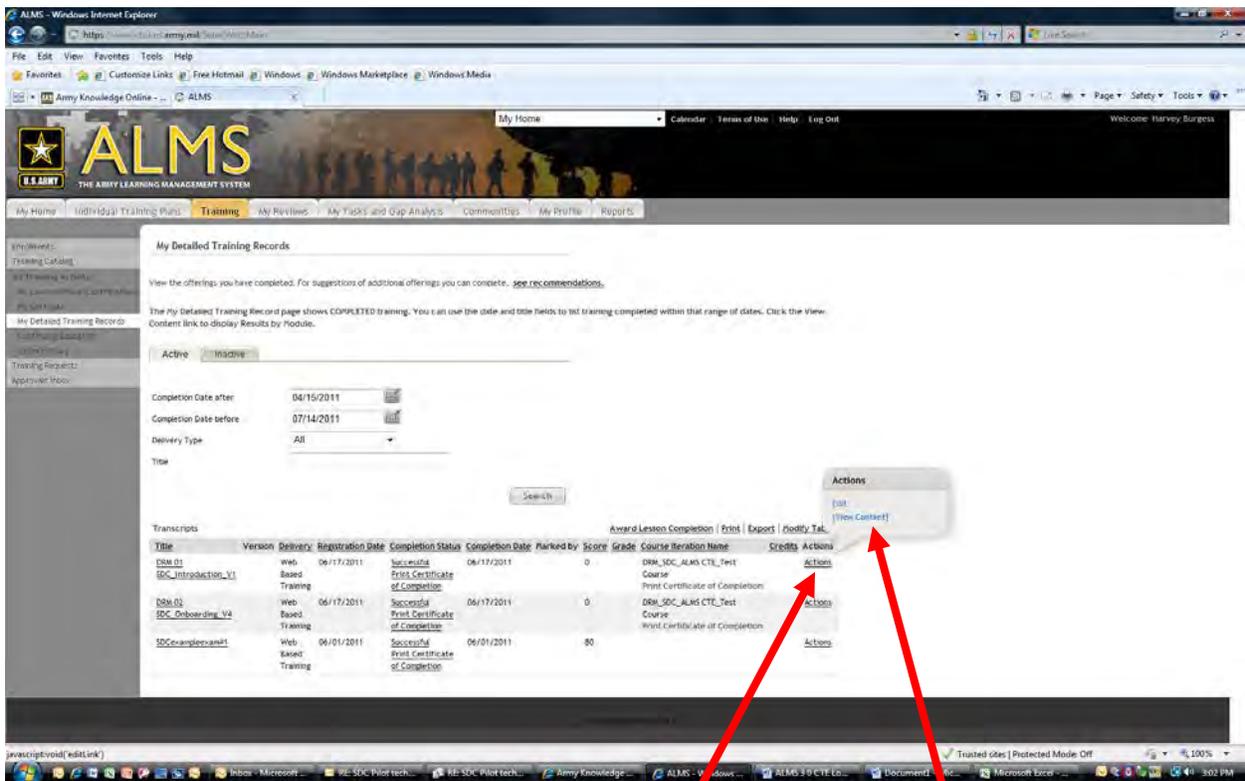
How to review a lesson from the “Detailed Training Records” area



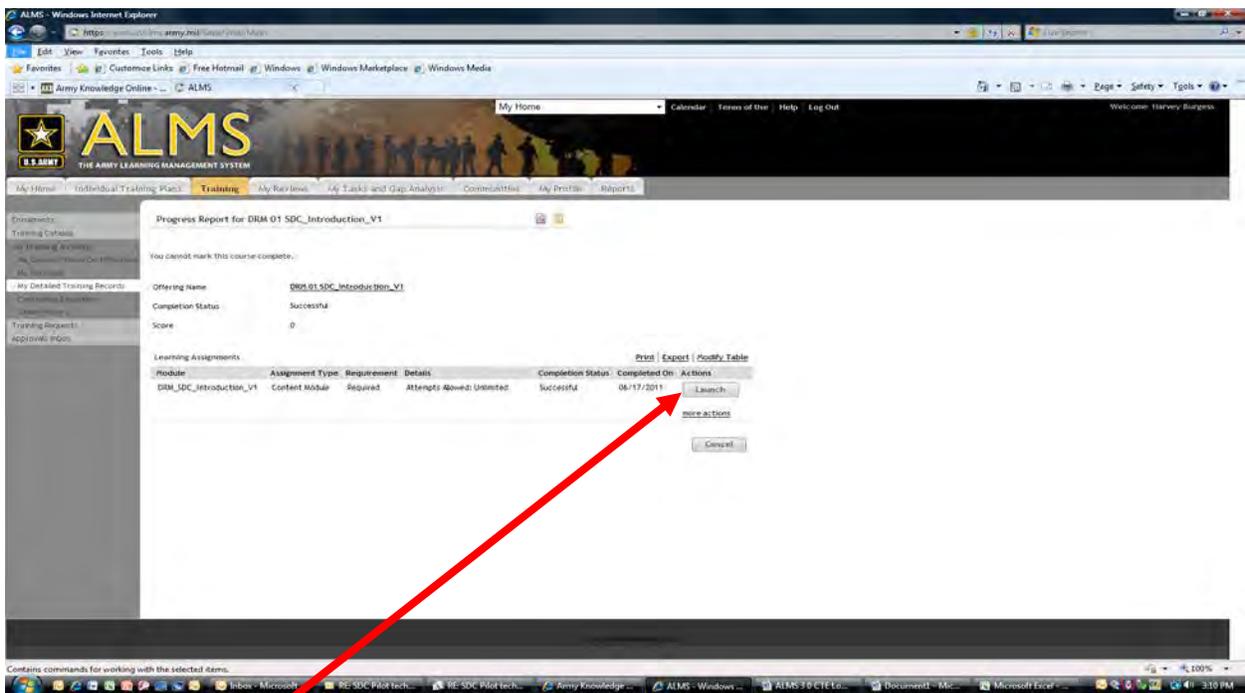
(1) Click “Detailed Training Records”



(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

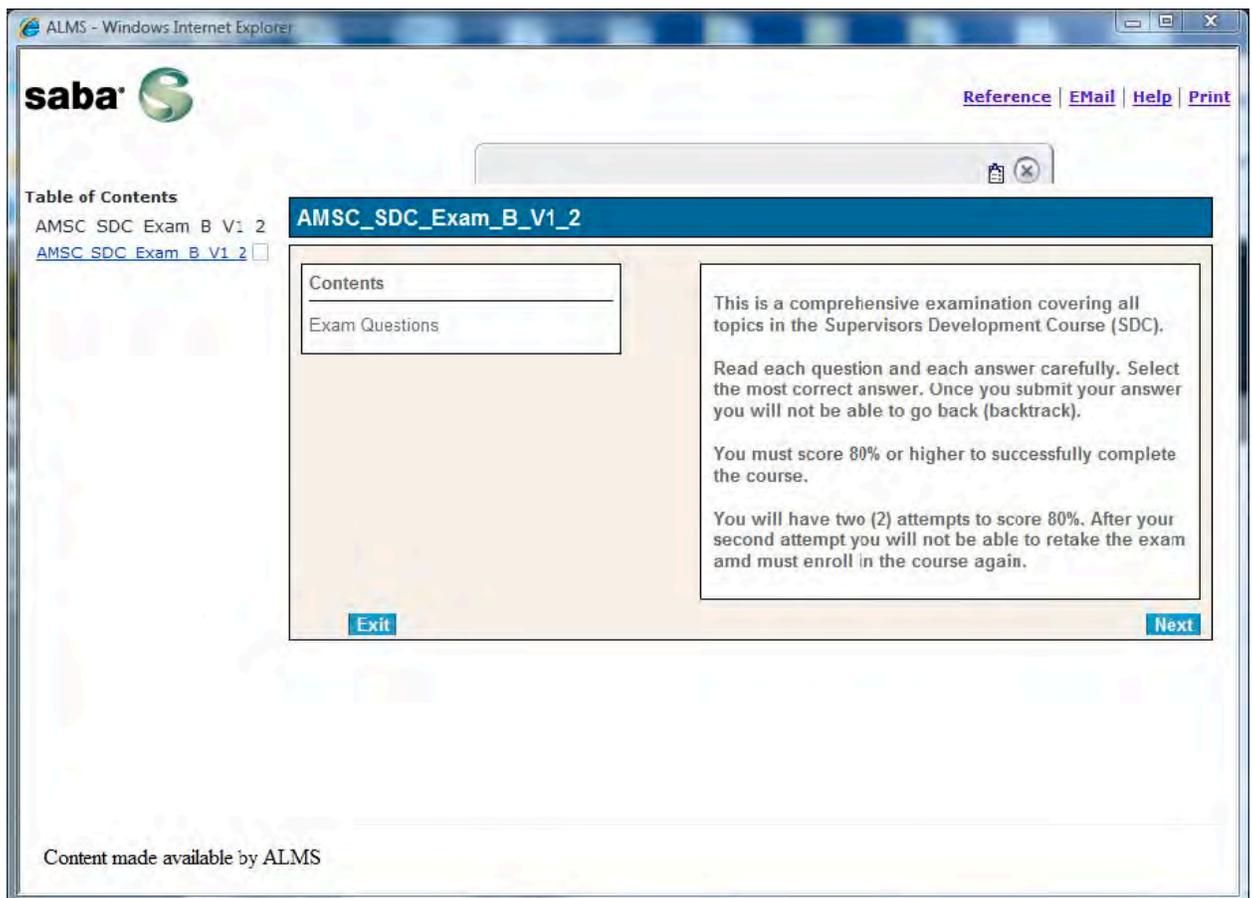


AMSC_SDC_Lesson 22_Posttest (00025215) Launch [more actions](#)

Duration: 00:00 hours
Status: Confirmed (Registration Date: 10/21/2011)
Course Iteration Name: SUPERVISORY DEVELOPMENT (1-250-C53 (DL))
_10/01/2011_crsci000000000017906

Content: [AMSC_SDC Posttest - 102111](#) Launch
Status: Not Evaluated (0 of 2 attempts completed)

- (1) 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 unlimited attempts.



ALMS - Windows Internet Explorer

saba [Reference](#) | [Email](#) | [Help](#) | [Print](#)

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AMSC_SDC_Exam_B_V1_2
[AMSC_SDC_Exam_B_V1_2](#)

AMSC_SDC_Exam_B_V1_2

Contents
Exam Questions

This is a comprehensive examination covering all topics in the Supervisors Development Course (SDC).

Read each question and each answer carefully. Select the most correct answer. Once you submit your answer you will not be able to go back (backtrack).

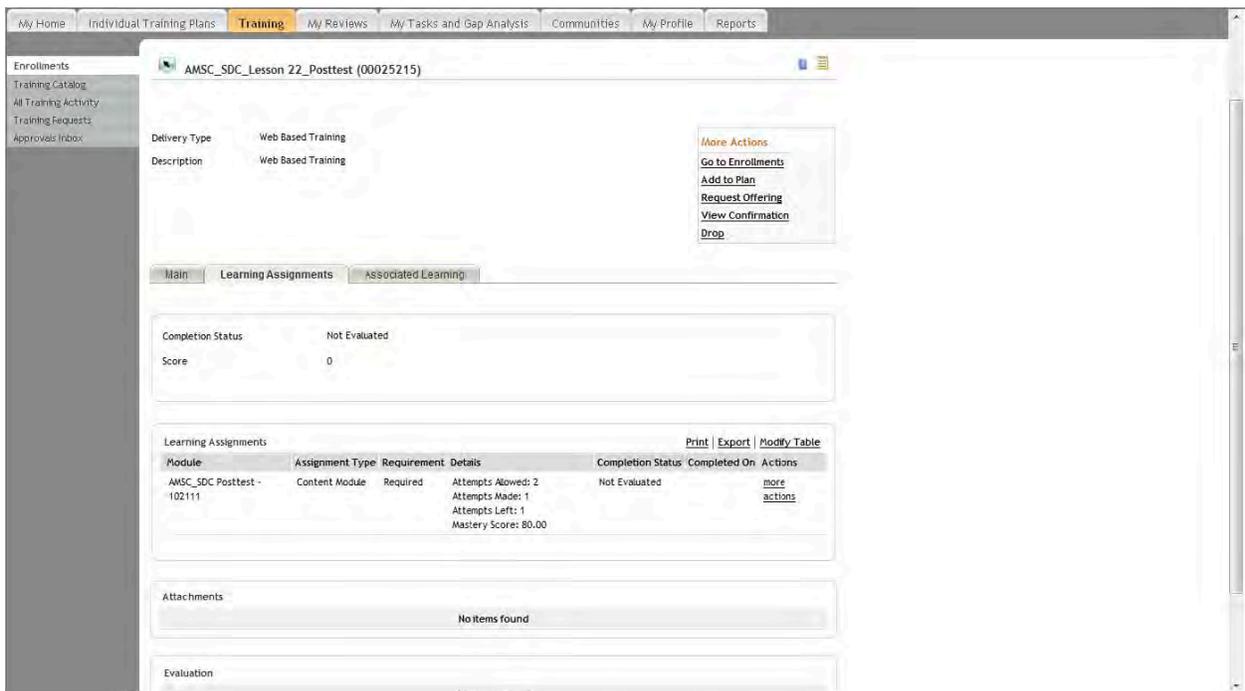
You must score 80% or higher to successfully complete the course.

You will have two (2) attempts to score 80%. After your second attempt you will not be able to retake the exam and must enroll in the course again.

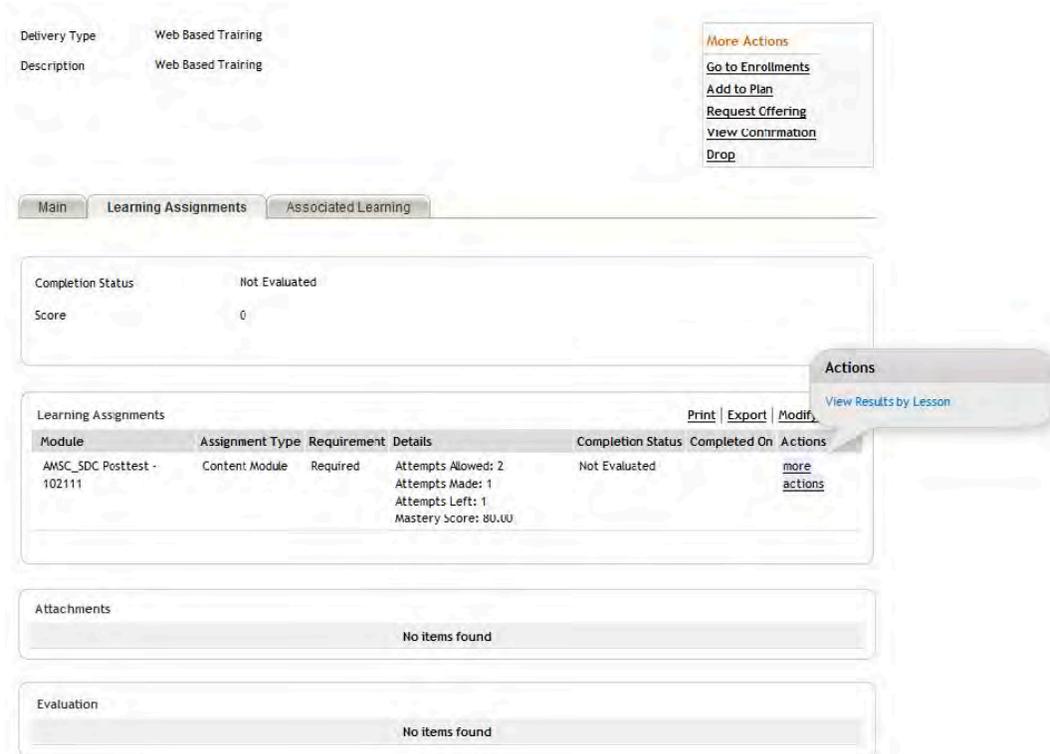
Exit Next

Content made available by ALMS

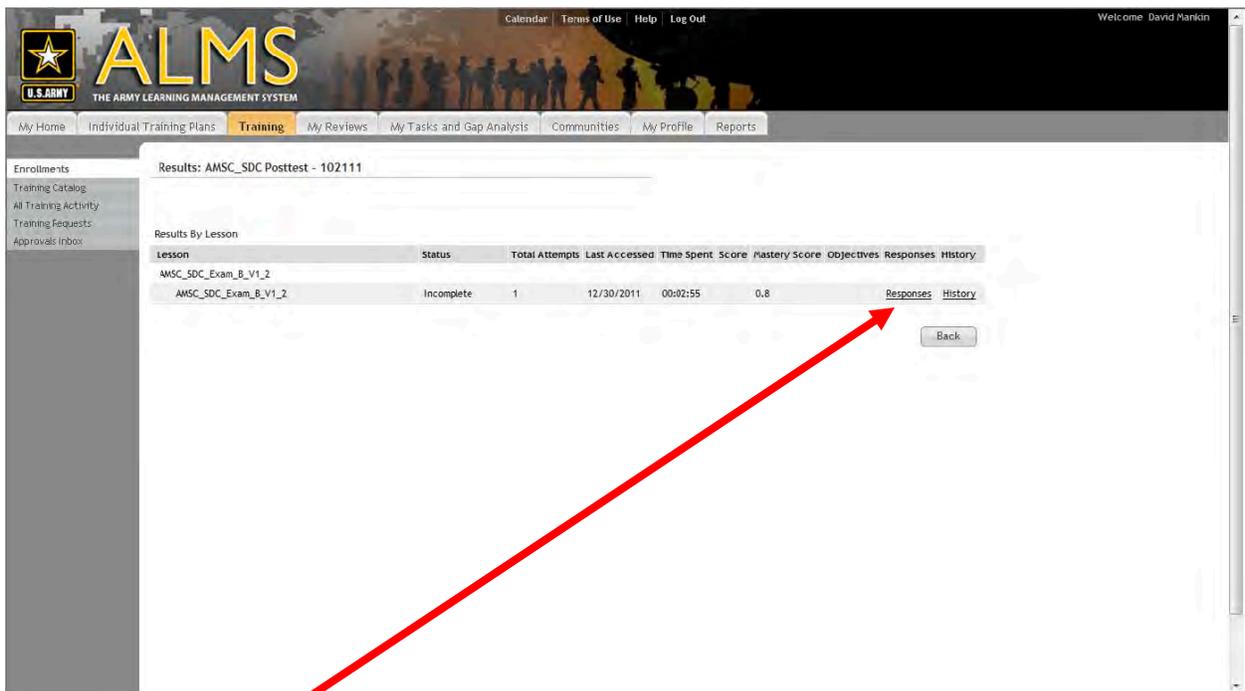
- (2) When the exam window appears read the directions and Click “Next” to start the Exam.



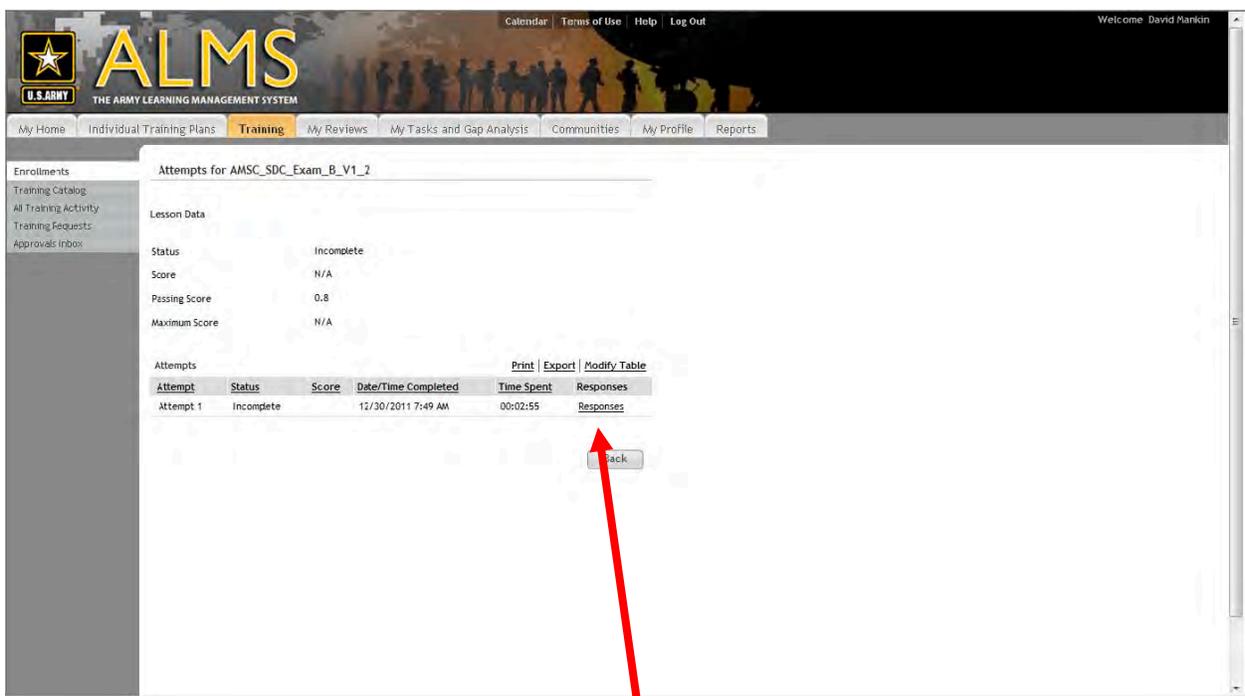
(3) In the event that you do not pass the exam on your first attempt you should see this screen.



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



(5) Click “Responses”.



(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

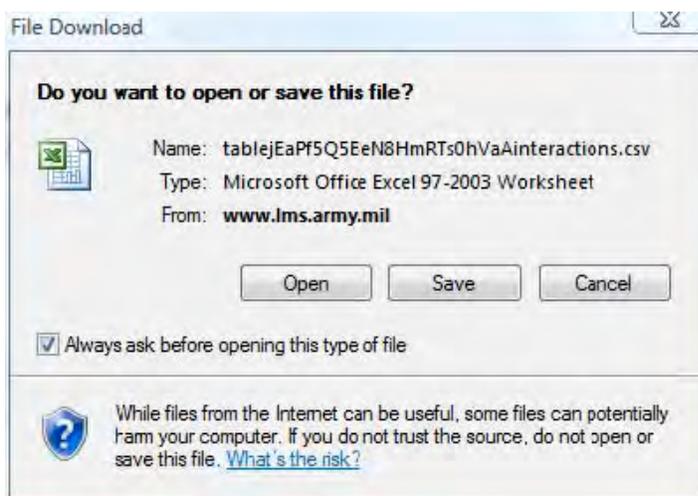
Training Catalog
All Training Activity
Training Requests
Approvals Inbox

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		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 ina...	Multiple Choice		Incorrect	0:00:01	2011-12-30T07:51:45
22	Q_20	What is a comm...	Multiple Choice		Incorrect	0:00:02	2011-12-30T07:51:47
23	Q_21	What behavior ...	Multiple Choice		Correct	0:00:02	2011-12-30T07:51:49
24	Q_22	When is an age...	Multiple Choice		Correct	0:00:02	2011-12-30T07:51:51
25	Q_23	What is the me...	Multiple Choice		Incorrect	0:00:02	2011-12-30T07:51:54
26	Q_24	What is the go...	Multiple Choice		Incorrect	0:00:03	2011-12-30T07:51:57
27	Q_25	What are the c...	Multiple Choice		Incorrect	0:00:02	2011-12-30T07:52:00
28	Q_26	What is the ma...	Multiple Choice		Correct	0:00:02	2011-12-30T07:52:02
29	Q_27	What style of ...	Multiple Choice		Incorrect	0:00:02	2011-12-30T07:52:05
30	Q_28	Which of the f...	Multiple Choice		Correct	0:00:01	2011-12-30T07:52:06
31	Q_29	What are the b...	Multiple Choice		Correct	0:00:02	2011-12-30T07:52:09
32	Q_30	What relations...	Multiple Choice		Incorrect	0:00:02	2011-12-30T07:52:11
33	Q_31	As opposed to ...	Multiple Choice		Incorrect	0:00:05	2011-12-30T07:52:16
34	Q_32	Of the followi...	Multiple Choice		Incorrect	0:00:02	2011-12-30T07:52:19
35	Q_33	How can superv...	Multiple Choice		Correct	0:00:02	2011-12-30T07:52:21
36	Q_34	What is the su...	Multiple Choice		Correct	0:00:02	2011-12-30T07:52:23
37	Q_35	What federal a...	Multiple Choice		Correct	0:00:02	2011-12-30T07:52:25
38	Q_36	When an employ...	Multiple Choice		Incorrect	0:00:04	2011-12-30T07:52:30

(9) Notice the list is identified as Q_0, Q_1, etc. to Q_39. (Note Q_0 is Question # 1). Use 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.

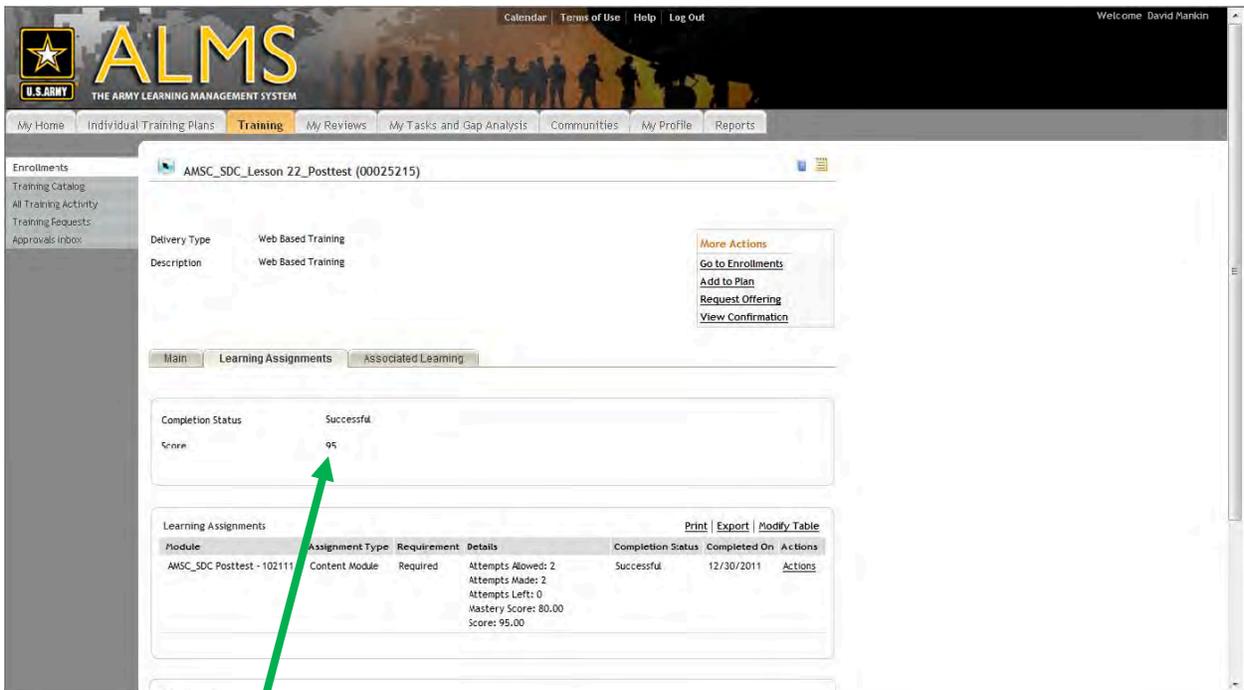

AMSC_SDC_Lesson 22_Posttest (00025215)
Launch [more actions](#)

Duration: 00:00 hours
 Status: **Confirmed** (Registration Date: 10/21/2011)
 Course Iteration Name: SUPERVISORY DEVELOPMENT (1-250-C53 (DL)_
 _10/01/2011_crsci00000000017906

Content: [AMSC_SDC Posttest - 102111](#)
Launch

Status: Not Evaluated (1 of 2 attempts completed)

(10) When ready take the test again by clicking Launch.



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_SDC_Lesson 22_Posttest (00025215)

Delivery Type: Web Based Training
 Description: Web Based Training

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

Main | **Learning Assignments** | Associated Learning

Completion Status: Successful
 Score: 95

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
AMSC_SDC Posttest - 102111	Content Module	Required	Attempts Allowed: 2 Attempts Made: 2 Attempts Left: 0 Mastery Score: 80.00 Score: 95.00	Successful	12/30/2011	Actions

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


AMSC_SDC_Lesson 23_End of Course Critique/Evaluation (00025234)
Launch [more actions](#)

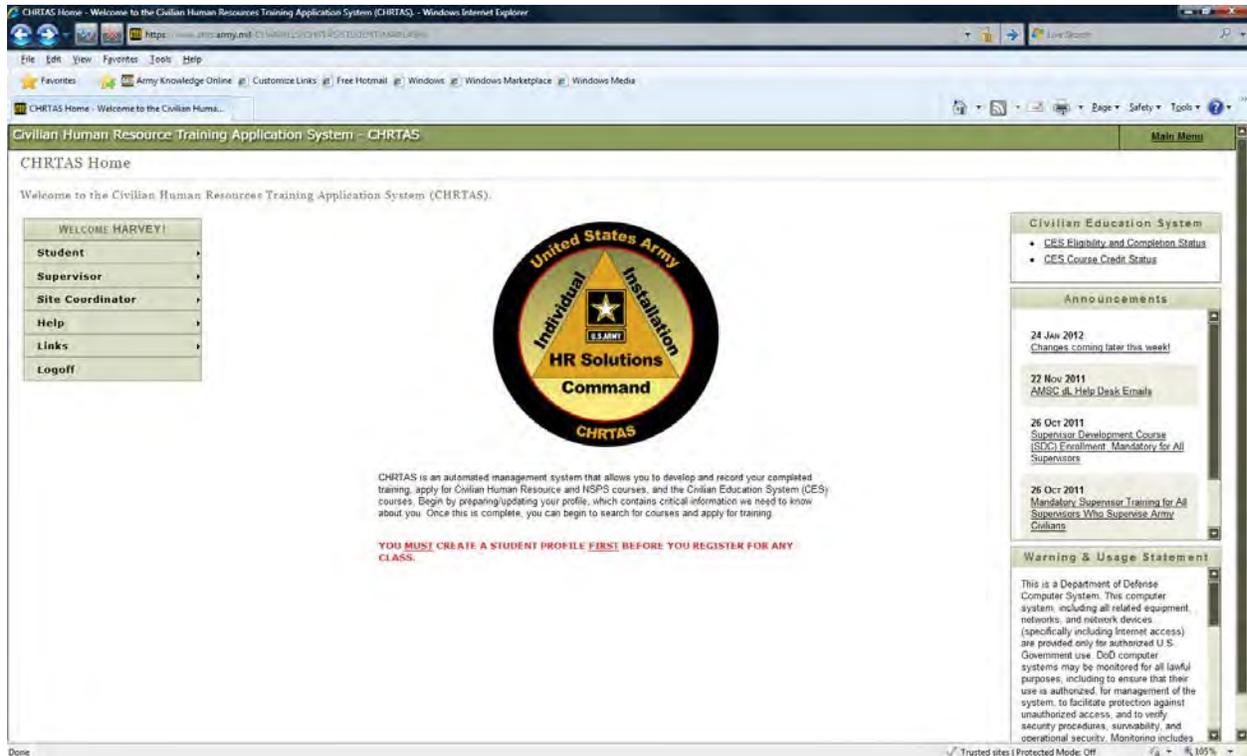
Duration: 00:00 hours
 Status: **Confirmed** (Registration Date: 10/21/2011)
 Course Iteration Name: SUPERVISORY DEVELOPMENT (1-250-C53 (DL)_
 _10/01/2011_crsci00000000017906

Content: [AMSC_SDC End of Course Critique/Evaluation](#)
Launch

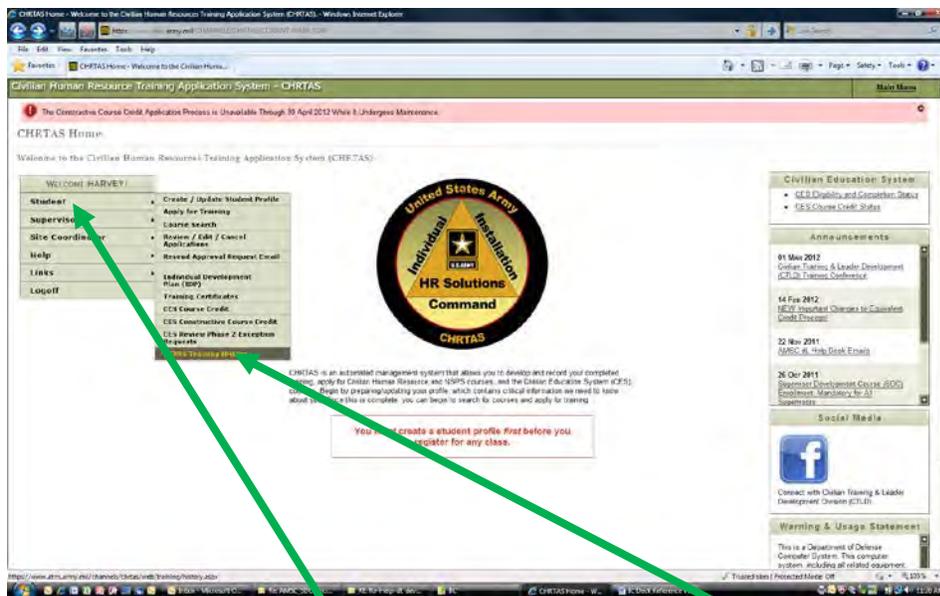
Status: Not Evaluated (Unlimited attempts)

(12) To complete the course you must also Launch the End of Course Critique.

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 “ATRRS Training History” and click.

CHRTAS/ATRRS Training History - Windows Internet Explorer

https://www.army.mil/central/2/central/training/history.aspx

File Edit View Favorites Tools Help

CHRTAS/ATRRS Training History

Civilian Human Resource Training Application System - CHRTAS [Main Menu](#)

04/20/2012

 CHRTAS Application System

CHRTAS/ATRRS Training History

HARVEY B. BURGESS'S CHRTAS/ATRRS Training History

Fiscal Year (FY)	School	Course	Phase	Class	Training Status
2012	599	GLC-222		893	Graduation/Completion
2012	704	1-250-C53 (OL)		005	Enrolled
2009	907	ALMC-CD		703	Graduation/Completion
2007	907	ALMC-CL		707	Graduation/Completion
2010	704	1-250-C61 (OL)	1	001	Graduation/Completion
2010	704	1-250-C61	2	011	Graduation/Completion
2012	562	SMARTFORCE		00A	Reservation
2011	562	SMARTFORCE		00A	Graduation/Completion
2010	562	SMARTFORCE		00A	Graduation/Completion
2009	562	SMARTFORCE		00A	Graduation/Completion
2008	562	SMARTFORCE		00A	Graduation/Completion
2010	561C	1-250-D51	2	001	Graduation/Completion
2007	562	SMARTFORCE		00A	Graduation/Completion
2007	562	FGOV_01_AM_05_EHJIS		001	Graduation/Completion

Done

Trusted sites | Protected Mode: Off

100%

11:52 AM

You can now review your ATRRS Training History.