Courseware Delivery System (CDS)
Quick Reference Guide
# Record of Changes

<table>
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<tr>
<th>Change No.</th>
<th>Date of Entry</th>
<th>Comments</th>
</tr>
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<tr>
<td>00 – Version 4.3.0</td>
<td>06/03/2008</td>
<td>Initial version of the document. Document was created to support Courseware Delivery System (CDS) Version 4.3.0.</td>
</tr>
<tr>
<td>01 – Version 4.3.1</td>
<td>01/26/2009</td>
<td>Updated the User Admin Menu description and figure to include the Special Training Group report.</td>
</tr>
<tr>
<td>02 – Version 4.3.2.2</td>
<td>02/28/2010</td>
<td>Updated the Course Admin menu description and the Enter Test Results section to show the renaming of the Enter Level Test Results function to be Level Test Results.</td>
</tr>
</tbody>
</table>
| 03 – Version 4.3.3 | 07/25/2010 | ➢ Updated the User Admin menu description and figure to include the Overnight Bulk Enrollment function.  
➢ Updated the Managing TPSS Cooperative Groups section with the redesigned Assign Group Members window and processing.  
➢ Added a new section describing the Overnight Bulk Enrollment function. |
| 04 – Version 4.3.4 | 01/30/2011 | ➢ Updated the Setting Group Completion figures and description to include the View Member Completion report link.  
➢ Updated the Enter Test Results figures and description to include the View Trainee Status report link. |
| 05 – Version 4.3.5 | 03/27/2011 | ➢ Updated the Course Admin menu information to include the new Materials function/portal.  
➢ Added information for the Materials function/portal |

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**Introduction**

CDS supports the Veterans Benefits Administration (VBA) Training and Performance Support System (TPSS) by providing Training Coordinators (TC) with the capability to manage user information, perform course administration functions (enroll and remove trainees from courses and provide special functions such as cooperative learning), and generate training status reports.

The purpose of this Quick Reference Guide is to provide you with the essential information you need to quickly master the most critical Courseware Delivery System (CDS) functions that impact your day-to-day job. When using CDS, you may access on line help from any screen by selecting the On-Line Help link at the bottom of each screen. Once you become familiar with this program this Quick Reference Guide should no longer be necessary. As always, the CDS Help Desk is available to you for any technical assistance at CDSHelpDesk@vba.va.gov.

**Accessing CDS**

You access CDS by using the Internet Explorer program. The Select Application page will be displayed when the VBA Training Server URL address (cds.vba.va.gov) is entered in the Internet Explorer program. From the Select Application page, simply select CDS from the drop down menu to access CDS main menu page. Trainees access the TPSS courseware using the same CDS access method or using the Department of Veterans Affairs Learning Management System (VA-LMS).

CDS uses a consistent user interface depicted in Figure 1 which contains three areas: main, link and menu. The main area is on the right side. The link area is also on the right side but will always appear below the main area. The menu area is on the left side.

![Figure 1. CDS User Interface](image)

**General Information**

**Main Area**

The main area will display information that is associated with the menu option selected on the left. For example, if the user selects the Users Admin menu option, the main area will display the User Management window.
**Link Area**

The link area contains a set of commonly used links for the CDS applications and special links for the current window being displayed. Table 1 defines the set of standard links implemented in CDS.

<table>
<thead>
<tr>
<th>Link Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Line Help</td>
<td>Displays help for the currently displayed window.</td>
</tr>
<tr>
<td>Back to Select Application</td>
<td>Returns the user to the Select Application window so the user can select another application.</td>
</tr>
<tr>
<td>CDS Help Desk</td>
<td>Launches an email application so an email can be sent to the CDS Help Desk.</td>
</tr>
<tr>
<td>Logout</td>
<td>Exits the CDS Application.</td>
</tr>
</tbody>
</table>

Table 1. CDS Standard Links

**Menu Area**

The menu area is displayed on the left side and is divided into the following functions: **User Admin**, **Course Admin**, and **Training Status Admin**. The menu design for the CDS follows the standard directory structure of the Windows® environment. A boxed plus sign [+] indicates an expandable menu branch. Once the branch has been expanded, the boxed plus sign converts to a boxed minus sign [-]. Selecting the boxed minus sign [-] will collapse the expanded menu branch.

**User Admin Menu**

The User Admin menu depicted in Figure 2 contains functions for the management of trainees. The Users menu option displays the User Management window, which is used to import users from the Learning Management System (LMS), modify existing user information, provide application (includes courses) access to users, and delete users. The Special Training Group submenu is used to assign and remove users to/from a Special Training Group, e.g., VSR Challenge 2008 Session 1. The Overnight Bulk Enrollment menu option is used to enroll multiple trainees into a Challenge Special Training Group. The Reports menu option expands to display a list of user administration reports. The User List report displays a list of users who are assigned to the Training Coordinator’s area of responsibility. The Application Privileges report displays application privileges information (TPSS course enrollments and CDS access) for a list of users who are assigned to the Training Coordinator’s area of responsibility. The Special Training Group report displays a list of users with their Special Training Groups assigned or displays a list of users which have not been assigned to a Special Training Group. The Overnight Bulk Enrollment report lists all trainees who were assigned to a Challenge Special Training Group using the Overnight Bulk Enrollment process and their status.
The Course Admin menu contains course related functions such as cooperative group management and data entry of testing results. The Course Admin menu depicted in Figure 3 contains a link for each TPSS course that is currently under CDS control.

Selecting one of the menu links such as VSR will display the Course Admin submenu depicted in Figure 4. The Course Admin submenu has been divided into three main areas: Groups, Trainees, and Materials. All options (Group Functions, Tools, and Reports) relating to Cooperative Groups are listed under the Groups menu option. All options (Trainees Functions, Tools, and Reports) relating to Trainees are listed under the Trainees menu option. Course documents such as the Training Coordinator Supporting Materials (the Module Guide and final cooperative exercise answer key, if applicable) as well as cases and test answer keys are accessed under the Materials menu option.
Training Status Admin Menu

The Training Status Admin menu provides the ability to generate training status reports. The Training Status Admin menu depicted in Figure 5 contains a link for each TPSS course that is currently under CDS control.
Selecting one of the menu links such as Basic Ratings will display the Training Status Admin submenu depicted in Figure 6. The Training Status Admin functions are covered in depth in the CDS User Manuals.

**Search Area**

Majority of the CDS windows allow you to narrow the data returned by performing a search. A search area (Figure 7) has been included at the top of the windows that provides this capability. This capability can be used to filter the returned data to a smaller subset of data. For example, a search can be performed to only return the users whose last name is Smith.
To perform a first name and last name search using Figure 7 above, enter a value in the **Last Name** field such as Smith, enter a value in the **First Name** field such as John, and select the **Search** button. The list will contain users with the first name John and last name Smith. The following rules apply when a search is performed:

- The search capability is not case sensitive, i.e. SMITH, will return the same results as Smith or smith.
- The search capability performs a wildcard search, which means that when entering values into the search criteria fields, complete values do not have to be provided. For example, Sm can be entered if the desired search is to return all users whose Last Name begins with Sm.
- If there is no data that satisfies the search criteria, then the list will display the following message: **Use Search to retrieve a list of users.** If this situation occurs, then modify the search criteria and perform another search operation.
- If there is data that satisfies the search criteria, then the list will populate with the data that satisfy the search criteria.

The fields that are included in the search capability are dependent on the window. For example, the User Management window will include search fields for Last Name and First Name and the Cooperative Group Management window will include a search field for Group Name.

**Major CDS Functions**

The major CDS functions that you would use in your day-to-day job include:

- Importing Users (Trainees) from the LMS
- Enrolling Users (Trainees)
- Managing TPSS Cooperative Groups
- Establishing a Custom Course Map for a Cooperative Group
- Entering TPSS Completion and Testing Results
- Printing Certificates
- Managing Challenge Trainees (Overnight Bulk Enrollment)

**Importing Users from the LMS**

User information is maintained by the VBA in the Department of Veterans Affairs Learning Management System (LMS) Profile Maintenance utility. This utility is used to create, modify, and remove user information instead of CDS. The CDS User Management Import LMS User process is used to import user information from the LMS Profile Maintenance utility into CDS. Once the user is imported, the user can be granted access to CDS courses and applications.
CDS user information can be updated to match the LMS user information after the user has been imported into CDS. CDS user information is updated to match the LMS information during the nightly LMS interface processing or when the Update from LMS button is selected on the Modify User window as depicted in Figure 8.

![Figure 8. Modify User Window showing Update from LMS Button](image)

The steps required to import a trainee into CDS are:

1. Contact your local LMS Administrator to ensure the CDS trainee has a user record in the Profile Maintenance utility. The following fields at a minimum must be provided in order for the user to show up in CDS:
   - LMS Domain
   - SSN (Required Field in Profile Maintenance)
   - Date of Birth (Required field in Profile Maintenance)
   - First Name (Required Field in Profile Maintenance)
   - Last Name (Required Field in Profile Maintenance)
   - NT Login
   - Email Address
   - Employee Type (Required Field in Profile Maintenance)
   - VA Organization (Required Field in Profile Maintenance)
   - Job Location

The NT Login field is the user’s network logon such as vrcabarr. This field has to be correct for you and your trainees to access CDS and the TPSS courses. CDS validates that this value is a valid VBA network username before access is granted to CDS or the TPSS courses.

2. Import the LMS user record into CDS using the following steps:
   a. Select the Add button on the User Management (Figure 9). This is accessed from the User Admin Menu, Users submenu on the left of the screen. The
Import LMS User window will be displayed (Figure 10). A search will need to be performed on the Import LMS User window when the list area displays *Use Search to retrieve a list of users.*

### b. Check (select) the checkboxes associated with the LMS users that need to be imported into CDS and then select the **Add** button. Up to ten (10) users can be imported at one time.

### c. The Import LMS User (Results) window depicted in Figure 11 will be displayed with the results from the import. A **View** hyperlink will be displayed next to the user records which could not be imported due to an error condition. Selecting the **View** hyperlink will display the **Import LMS User Error** window (Figure 12). The data that has an error condition is displayed in **Red Bold Italics**. Placing the mouse over the error condition (**Red Bold Italics**) will display the associated error message. This error
message should be sent to the CDS Help Desk or local LMS Administrator to help with correcting the error.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>UserName</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learn</td>
<td>Has</td>
<td>vschlear</td>
<td>UserName already exists in CDS</td>
</tr>
</tbody>
</table>

Figure 11. Import LMS User (Results) Window

<table>
<thead>
<tr>
<th>UserName:</th>
<th>vschlear</th>
<th>vschlear</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td>Learn</td>
<td>Learn</td>
</tr>
<tr>
<td>First Name:</td>
<td>Has</td>
<td>Hungry</td>
</tr>
<tr>
<td>Middle Name:</td>
<td>To</td>
<td>To</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:Has.learn@va.gov">Has.learn@va.gov</a></td>
<td><a href="mailto:hungry.learn@va.gov">hungry.learn@va.gov</a></td>
</tr>
<tr>
<td>Job Title:</td>
<td>VETERANS SERVICE REPRESENTATIVE</td>
<td>VETERANS SERVICE REPRESENTATIVE</td>
</tr>
<tr>
<td>Service:</td>
<td>C&amp;P</td>
<td>C&amp;P</td>
</tr>
<tr>
<td>Location:</td>
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<td>Wilmington</td>
</tr>
<tr>
<td>PersonID:</td>
<td>515273</td>
<td>515272</td>
</tr>
<tr>
<td>LMS StudentID:</td>
<td>LEARN.HASTO8426</td>
<td>LEARN.HUNGRY0109</td>
</tr>
<tr>
<td>Active:</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

Figure 12. Import LMS User Error

Contact the local LMS Administrator or the CDS Help Desk to resolve any data issues.

**Enrolling Users (Trainees)**

CDS requires you to enroll a user (trainee) into a TPSS course before the trainee can view the course material. The CDS Application Privileges window is used to enroll users (trainees) in TPSS courses.

The **Overnight Bulk Enrollment** process can be used to enroll trainees entering Challenge. This process allows Trainee Coordinators to enroll multiple trainees into a
Challenge curriculum at the same time. The *Managing Challenge Trainees (Overnight Bulk Enrollment)* section of this document describes the **Overnight Bulk Enrollment** process.

The steps required to enroll a user (trainee) are:

1. Select the radio button associated with the appropriate user on the User Management window (Figure 9) then select the **Privileges** button. The User Management window is accessed from the User Admin Menu, Users submenu on the left of the screen. The Application Privileges window will be displayed (Figure 13).

![Figure 13. Application Privileges Window](image)

2. Select the appropriate course in the *Available Applications* list and select the **Add** button. The Application Privileges – TPSS window will be displayed (Figure 14).

![Figure 14. Application Privileges – TPSS Window](image)
3. Specify the *Training Location* by selecting the appropriate service and location from the drop-down lists. Trainees may take their training at another location; for example, a C&P Atlanta trainee may be sent to St. Petersburg for training. The St. Petersburg Training Coordinator is able to manage the trainee for the selected course only.

4. Specify the *Training Mode* for the trainee’s enrollment by selecting the appropriate training mode. The training modes that are supported by CDS are:

   a. **For Credit.** The For Credit training mode requires the trainee to view the course material as designed; training progress is recorded and the trainee will be included in training status reports. The For Credit training mode should be used for new employees and for trainees who need to take the course as designed.

   b. **Review.** The Review training mode allows the trainee to freely review the course material in any order; training progress is **NOT** recorded, tracked or included in any training status reports. The Review training mode should be used for training coordinators and for personnel who need to take the course for review of the course content, i.e., review purposes.

   c. **Custom.** The Custom training mode allows the trainee to freely view the course material in any order; training progress is recorded and the trainee will be included in training status reports. The Custom training mode should be used for team reassignment or refresher training.

   ![Warning] Currently, the Veterans Service Representative (VSR) TPSS is the only TPSS that supports the Custom training mode. The training modes that are supported by each TPSS course are defined in the Course Design Information section of the CDS Users Guide for Training Coordinators.

5. Select the **Submit** Button and the trainee will be enrolled in the selected TPSS for the specified training location and training mode. The Application Privileges window (Figure 13) will be re-displayed with the selected TPSS being listed in the *User’s Active Applications* list. The trainee’s LMS learning plan will be updated based upon the selection of the training mode.

   a. If the Training Mode is set to "For Credit", the LMS learning items that are associated with the TPSS course will be automatically added to the trainee's LMS learning plan. This will usually occur within two hours.

   b. If the Training Mode is set to "Custom", the LMS learning items that are associated with the TPSS course will **NOT** be added to the trainee's LMS learning plan at this time. LMS learning items **WILL** be added to the trainee's LMS learning plan when the Custom Course Map is established for the cooperative group.

   c. If the Training Mode is set to "Review", the LMS learning items that are associated with the TPSS course will **NOT** be added to the trainee's LMS learning plan at all. Courses taken in Review mode do not appear on the trainee’s LMS learning plan.
Managing TPSS Cooperative Groups

CDS provides functions for you to manage cooperative learning groups and to produce cooperative learning group training activity reports for each TPSS course. The cooperative learning group functions are only available for TPSSs which support cooperative learning. The TPSS courses which support cooperative learning are defined in the Course Design Information section of the CDS Users Guide for Training Coordinators.

The steps to create a TPSS Cooperative Group are:

1. Select the Add button on the Group Management window (Figure 15). The Group Management window is accessed when the Group Management submenu is selected from the Course Admin menu, Groups submenu. The Add Group window will be displayed (Figure 16). The TPSS course name will appear in the window title.

2. The Add Group window (Figure 16) is used to enter the Group Name, Location, Training Mode, and any initial Comments for a new cooperative group. The Group Name must consist of letters and numbers and be unique for the assigned location.
3. Select the **Next** button to display the second Add Group window (Figure 17) which is used to assign trainees to the cooperative group. The *Available Members* list will only contain the trainees that can be assigned. Trainees who have been enrolled using the same training mode as the cooperative group training mode and who are not currently assigned to a cooperative group will be included in the *Available Members* list. Training Coordinators who have been enrolled using the “Review” training mode will also be included in the *Available Members* list. Training Coordinators who have been enrolled using the “Review” training mode can be assigned to one or more cooperative learning groups.

The Add Group window includes the ability to perform a search on the *Available Members* list. When a search criterion (Last Name and/or First Name) is entered and the **Search** button is selected, the *Available Members* list will be filtered to include only trainees whose names match the search criteria. The *Assigned Members* list will not change. The Search Capability section of the CDS Users Guide for Training Coordinators provides additional information about the search function.

Figure 17. Add Group Window – Assign Group Member
4. Select the appropriate trainee name on the Available Members list and select the button.
   The trainee name will be displayed on the Assigned Members list and will be removed from the Available Members list.

   ![Warning] The button can be used to move the trainee name from the Assigned Members list to the Available Members list. The Back button displays the Group Management main window (All changes will be discarded). The Reset button will move all of the trainees in the Available Members list back to the Available Members list.

   CDS does not keep track of who is assigned to the group per module. Training Coordinators must keep track of this manually. The Training Roster form in the Tools section of the Training Coordinators (TC) Guide can be used for this purpose.

5. Repeat until the correct number of trainees is assigned to the group.

6. Select the Submit button. The group is automatically enrolled into the course and the Group Management window (Figure 15) will be re-displayed.

**Establishing a Custom Course Map for a Cooperative Group**

A Custom Course Map is a set of discrete course elements that are required to be taken by the cooperative group. A course element is either a Lesson (Level2) or an entire Module (Level1). If a Level1 course element is selected, then all Level2 course elements associated with that Level1 course element are assigned to the Custom Course Map. CDS provides functions for you to manage a Custom Course Map for a cooperative group, whose training mode is Custom.

![Warning] Currently, the Veterans Service Representative (VSR) TPSS is the only TPSS that supports the Custom training mode.

The steps to establish a Custom Course Map for a cooperative group are:

1. Select the Custom Course Menu option on the VSR TPSS Course Admin menu. This menu option is under the Groups menu option. The first Custom Course Map window (Figure 18) will be displayed.
2. Select the radio button associated with the appropriate cooperative learning group and then select the **Next** button to display the second Custom Course Map window (Figure 19) which is used to assign the required course elements (Modules and Lessons) that the cooperative group must complete.

3. Mark the course elements (Modules and Lessons) that need to be taken by the cooperative group by selecting (checking) the checkbox associated with the course element. Uncheck the checkbox to remove the course element from the list of course elements that need to be taken by the cooperative group.
The list of course elements uses the standard directory structure of the Windows® environment. A boxed plus sign [+] indicates an expandable course element branch. Once the branch has been expanded, the boxed plus sign converts to a boxed minus sign [-]. Selecting the boxed minus sign [-] will collapse the expanded course element branch.

Level1 course elements (Modules) will have either a · or ○ to appear next to the course element name as the course elements are marked. The · indicates that the entire Level1 course element (Module) is required. The ○ indicates that at least one Level2 course element (Lesson) associated with the Level1 course element (Module) is required. Level2 course elements (Lessons) will only have the · to appear next to the course element name.

4. Once all of the required course elements (Modules and Lessons) have been marked, select the Submit button. The Custom Course Map will be updated in the database for the cooperative group as well as for each individual trainee assigned to the cooperative group. Each trainee assigned to the cooperative group will also have the appropriate LMS learning items added to their learning plan, usually within two hours.
Entering TPSS Completion and Testing Results

Setting Group Completion

The current course element (Level1 (Module) or Level2 (Lesson)) must have a complete status in order for the cooperative group to continue to the next course element. CDS provides functionality to allow you to grant access to the next course element (Module and Lesson) for a cooperative group.

Since the Module and Lesson completion status windows are very similar, only the Lesson completion process for the VSR TPSS course will be described in this quick reference. The steps will use the terms Module and Lesson which are the terms used for the Level1 and Level2 course elements in the VSR TPSS course. The course element terms used by each TPSS course are defined in the Course Design Information section of the CDS Users Guide for Training Coordinators.

The steps to set a Lesson completion for a cooperative group enrolled in the VSR TPSS course are:

1. Select the Lesson Completion Status menu option. This menu option is under the Groups menu option. The first Lesson Completion window (Figure 20) will be displayed.

![Figure 20. Set Lesson Completion – Select Group Window](image-url)
2. Select the radio button associated with the appropriate cooperative learning group and then select the **Next** button to display the second Set Lesson Completion window (Figure 21) which is used to select the Module associated with the Lesson that will be marked as complete.

![Figure 21. Set Lesson Completion Window – Select Module](image)

3. Select the appropriate Module in the *Select Module* list and then select the **Next** button to display the third Set Lesson Completion window which is used to select the Lesson that will be marked as complete. Select the appropriate Lesson in the *Select Lesson* list and the third Set Lesson Completion window will be displayed with a *Comments* field, a *View Member Completion Report* link, and a *Submit* button (Figure 22).

![Figure 22. Set Lesson Completion Window – Select Course Element](image)
The View Member Completion Report link generates the Group Member Completion Report for the selected cooperative group and lesson. This report will assist you with confirming which lesson needs to be marked as complete. The Member Completion Report lists the course elements and associated completion information for the selected cooperative learning group and its assigned members.

4. You may add a comment in the Comments box. When you select the Submit button, the completion status is entered for the group. The last Set Lesson Completion window (Figure 23) will be displayed with links to perform the Set Completion again for the current group or to select another group.

The selected Lesson will be marked as complete for the cooperative group as well as for each individual trainee assigned to the cooperative group.

<table>
<thead>
<tr>
<th>Set Lesson Completion - VSR</th>
</tr>
</thead>
<tbody>
<tr>
<td>The record for ForCreditGroup1 has been updated successfully for Lesson 1 - Determining Eligibility Requirements.</td>
</tr>
<tr>
<td>Enter results for another Lesson</td>
</tr>
<tr>
<td>Select another Module for this Group</td>
</tr>
<tr>
<td>Select another Group</td>
</tr>
</tbody>
</table>

Figure 23. Set Lesson Completion Window - Results

**Entering Test Results**

A majority of the TPSS courses require the trainee to pass a test in order to earn a completion for the course element (Level1 (Module) or Level2 (Lesson)). The Level1 (Module) course element typically allows the trainee to pass a pretest or a posttest in order to earn a completion for the Level1 (Module) course element. The Level2 (Lesson) course element typically only allows the trainee to pass a posttest in order to earn a completion for the Level2 (Lesson) course element. CDS provides functionality to allow you to enter testing results for a trainee.

Since the Module and Lesson completion status windows are very similar, only the Lesson completion process for the VSR TPSS course will be described in this quick reference. The steps will use the terms Module and Lesson which are the terms used for the Level1 and Level2 course elements in the VSR TPSS course. The course element terms used by each TPSS course are defined in the Course Design Information section of the CDS Users Guide for Training Coordinators.

The steps to enter testing results for a Lesson for a trainee enrolled in the VSR TPSS course are:

1. Select the Lesson Test Results menu option. This menu option is under the Trainees menu option. The first Lesson Test Results window (Figure 24) will be displayed.
2. Select the radio button associated with the appropriate trainee and then select the **Next** button to display the second *Lesson Test Results* window (Figure 25) which is used to select the Module associated with the Lesson where the testing results will be recorded.

3. Select the appropriate Module in the *Select Module* list and then select the **Next** button to display the third *Lesson Test Results* window which is used to select the Lesson where the testing results will be recorded. Select the appropriate Lesson in the *Select Lesson* list and the third *Lesson Test Results* window will be re-displayed with *Posttest Results* fields, *Trainee Completed Lesson* checkbox, a *Comments* field, a *View Trainee Status Report* link, and a *Submit* button (Figure 26).
The Module Test Results window will also have fields to enter Pretest Results. These fields will be disabled (grayed out) if the selected Module does not have a pretest.

The Module Test Results window may have a Clear Pretest and/or a Clear Posttest button. Selecting one of these buttons will clear the online test results for the selected trainee. Currently, this functionality only applies to the Medical course.

The Posttest Results fields will be disabled (grayed out) if the selected Lesson does not have a posttest.

The View Trainee Status Report link generates the Trainee Status Report for the selected trainee and lesson. This report will assist you with confirming which lesson needs test scores to be entered. The Trainee Status report lists the course completion data for the selected trainee.

The Trainee Completed Lesson? checkbox will be displayed but cannot be updated.

---

**Lesson Test Results - VSR**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>User Name</th>
<th>Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learn</td>
<td>Love</td>
<td>LLEARN</td>
<td>Burial</td>
</tr>
</tbody>
</table>

Select Lesson

- Introduction
- Lesson 1: Establishing a Claim
- Lesson 2: Determining Eligibility and Evidence
- Lesson 3: Completing a VSR Grant
- Lesson 4: Completing a Claim for Burial Benefits

**Lesson Posttest:**

- Status:  
- Date: (blank)  
- Duration: (blank)  
- Variant:  
- Comments:  

Trainee Completed Lesson?  

- [ ]

View Trainee Status Report

Back  Reset  Submit

---

**Figure 26. Enter Lesson Results Window– Enter Results**

4. Enter posttest results by selecting a Status from the drop-down list; entering the Date the Posttest was completed, the time (Duration) it took the trainee to take the test, and the test Variant the trainee took. Comments can be provided in the Comments field, if applicable. When you select the Submit button, the testing results will be recorded for the trainee. The last Lesson Test Results window (Figure 27) will displayed with links to enter Lesson testing results again for the current trainee or to select another trainee.
When a completion has been recorded for a Lesson, a completion will also be recorded in the trainee's LMS Learning History if there is a corresponding LMS learning item for the Lesson.

<table>
<thead>
<tr>
<th>Lesson Test Results - VSR</th>
</tr>
</thead>
<tbody>
<tr>
<td>The record for LLEARN has been updated successfully for Lesson 1 - Establishing a Claim.</td>
</tr>
<tr>
<td>Select another Lesson for this Trainee</td>
</tr>
<tr>
<td>Select another Module for this Trainee</td>
</tr>
<tr>
<td>Select another Trainee</td>
</tr>
</tbody>
</table>

**Figure 27. Enter Testing Results – Results**

**Printing Certificates**

Once a training coordinator has posted a “pass” for a trainee’s off-line testing results for a TPSS course element or a trainee has passed the on-line testing requirements for a TPSS course element, a certificate can be printed so that it can be included in the trainee’s training record. There are two types of certificates supported by CDS: proficiency and completion. When a trainee passes the pretest for a Level1 (Module) course element, then a Certificate of Proficiency can be produced. When a trainee passes the posttest for a Level1 (Module) course element, then a Certificate of Completion can be produced. Certificates of Completion cannot be produced for a Level2 (Lesson) course element.

Since the Print Certificate of Proficiency and Print Certificate of Completion windows are very similar, only the Print Certificate of Completion process for the VSR TPSS course will be described in this quick reference. The certificates that can be produced for a TPSS depends on the TPSS course design. The certificates that can be produced for each TPSS course are defined in the Course Design Information section of the CDS Users Guide for Training Coordinators.

The steps will use the term Module which is the term used for the Level1 course element in the VSR TPSS course. The course element terms used by each TPSS course are defined in the Course Design Information section of the CDS Users Guide for Training Coordinators.

The steps to print a certificate of completion for a Module for a trainee enrolled in the VSR TPSS course are:

1. Select the Print Certificates menu option. This menu option is under the Trainees menu option. The first Print Certificates window (Figure 28) will be displayed.
2. Select the appropriate Module in the Module list and select “Completion” for the Certificate Type. Optionally, you can enter a date range (From Date and/or To Date). This date range will be used to filter the list of trainees to only contain the trainees whose completion date falls within the date range. Select the Next button and the second Print Certificates window (Figure 29) will be displayed with the trainees who match the selection criteria and who have completed the selected Module.

3. Check the Select checkbox next to each trainee that has earned a Certificate of Completion. More than one trainee can be selected for this operation.
Only trainees who have a “Pass” recorded for the Module Posttest will be listed as eligible for a Certificate of Completion. Similarly, only trainees with a “Pass” recorded for Module Pretest will be listed as eligible for a Certificate of Proficiency.

4. Select either the **Print** button to send the Certificate(s) of Completion to the printer or the **Preview** button to display them in a print preview window. Figure 30 depicts an example of the Certificate of Completion.

The **Print** button will automatically send the output to your computer's default printer. The standard print window may be displayed allowing the print settings to be modified.

The **Preview** button will display the Certificate(s) in another Internet Explorer window. The **File Print** or the printer icon can be used to print the certificate(s). The **File Page Setup** menu option can be used to adjust the printer setting. The standard print window may be displayed when the print menu option is selected.

![Certificate of Completion Example](image)

**Figure 30. Certificate of Completion Example**
**Managing Challenge Trainees (Overnight Bulk Enrollment)**

An **Overnight Bulk Enrollment** process has been developed to support the TPSS training requirements. This process allows Trainee Coordinators to enroll multiple trainees into a curriculum at the same time. It is a “wizard-like” process in which the Training Coordinator sets up a Bulk Enrollment package to be processed overnight. The Bulk Enrollment wizard steps through the functions to assign a group of Challenge trainees to a Challenge Special Training Group, enroll them into the appropriate TPSS courses, assign the trainees to Cooperative Groups for cooperative-based TPSSs, and submit the package for processing.

When the Training Coordinator has completed the setup process, the Bulk Enrollment package will be scheduled for overnight processing so that trainees may begin taking the required courses the next day. The actual Challenge Special Training Group assignments, TPSS enrollments, and Cooperative Group assignments occur during the nightly processing and will be available once the overnight process has completed. The Training Coordinator should be able to verify that the Bulk Enrollment package has been processed by generating the standard CDS reports, such as the Special Training Group report or TPSS Enrollment report.

When a station has trainees scheduled to participate in a Challenge session, the Training Coordinator will perform the following steps:

1. Create a CDS User record for each Challenge trainee by using the **CDS User Management Import LMS User** process. This process imports LMS information for the trainee into CDS, and enables TPSS completions to be sent back to the trainee’s LMS record. The **Importing Users from the LMS** section of this document describes the steps to import a trainee from the LMS.

2. Once all of the Challenge trainees have a CDS user record, create a Bulk Enrollment package for each Challenge Curriculum. For example, if your station is participating in the VSR Pre-Determination and RSVR External Challenge courses, then two Bulk Enrollment packages will be created, one for each curriculum.

3. The next day, verify that the Bulk Enrollment packages were processed overnight by generating one of the standard CDS reports (Special Training Group report, TPSS Trainee Enrollment report, or Application Privileges report, and Cooperative Group report).

**Overnight Bulk Enrollment**

The **Overnight Bulk Enrollment** process is a "wizard-like" process where a Bulk Enrollment package is set up to be processed overnight. The process is accessed by selecting the **Overnight Bulk Enrollment** menu option under the **User Admin** menu option, and consists of several steps (functions):

- **Assign Trainees to Challenge Special Training Group**
- **Assign Trainees to Cooperative Groups**
- **Schedule Bulk Enrollment Package**

The Bulk Enrollment package will not be processed until the last step, **Schedule Bulk Enrollment Package**, has been completed. The **Assign Trainees to Cooperative Group** step is only performed when the Challenge Special Training Group includes a cooperative-based TPSS course. (You will be automatically prompted to create the groups if they are required.) The Course Design Information section of the CDS User Guide for Training Coordinators indicates which courses use cooperative group learning as do each module guide, if you want to check the requirement before beginning the Bulk Enrollment process.
Assign Trainees to Challenge Special Training Group

The Assign Trainees to Challenge Special Training Group is the first step in the process to create a Bulk Enrollment package. This step schedules the selected trainees for assignment to the Challenge Special Training Group and determines if TPSS enrollment issues exist for the selected trainees.

Perform the following steps to assign trainees to a Challenge Special Training Group:

1. Expand the User Admin menu option and select the Overnight Bulk Enrollment menu option. The Overnight Bulk Enrollment window (Figure 31) will be displayed.

![Figure 31. Overnight Bulk Enrollment Window](image)

2. Select the Location associated with the Bulk Enrollment package from the Select Location drop-down list.

3. Select (highlight) the Challenge Special Training Group name in the Select Challenge Group list. The TPSS Courses list on the right displays the TPSS courses that the trainees will be enrolled in when the Bulk Enrollment package is processed. This list is read-only and is constructed by tC&P Training, etc., when the Special Training Group is created.

4. Select the Assign Trainees button. The Challenge Group Trainees window (Figure 32) will be displayed. The Challenge Special Training Group name will appear in the title of the window. The Location associated with the Bulk Enrollment package will also be displayed.
Challenge Group Trainees - RVSR External Challenge 2010-Session 8

The Challenge Group Trainees window includes the ability to perform a search on the Available Trainees list. When a search criterion (Last Name and/or First Name) is entered and the Search button is selected, the Available Trainees list will be filtered to include only trainees whose names match the search criteria. The Assigned Trainees list will not change. The Search Capability section in the CDS Users Guide for Training Coordinators provides additional information about the search function.

The Available Trainees list will only include trainees (CDS users who have the Trainee user role). The standard CDS enrollment functions (Special Training Group, Application Privileges, and TPSS Group Management) will have to be used instead of Bulk enrollment if you have trainees who have been assigned the Management or Training Coordinator user role within CDS.

5. To assign a trainee to the selected Challenge Special Training Group, select the trainee name in the Available Trainees list and then select the button. The trainee name will be displayed in the Assigned Trainees list and removed from the Available Trainees list. The selected trainee's existing TPSS enrollments will be checked to determine if any issues exist with associating the trainee to the selected Challenge Special Training Group.

a. If no issues exist with the trainee's existing TPSS enrollments, then the trainee will be included in the Bulk Enrollment package.

b. If an issue exists with the trainee's existing enrollments, then the Current Course Assignments window will be displayed. The current course assignment issues listed in this window will have to be resolved before the trainee can be included in the Bulk Enrollment package. The Resolving Current Course Assignments for a Trainee section provides information on how to resolve the various current course assignment issues.
6. To remove a trainee from the Challenge Special Training Group, select the trainee name in the **Assigned Trainees** list and then select the `<` button. The trainee name will be displayed in the **Available Trainees** list and removed from the **Assigned Trainees** list. This action will remove the trainee from the Bulk Enrollment package, i.e., the Challenge Special Training Group assignment processing, TPSS enrollment processing, and Cooperative Group assignment processing (when applicable) will be cancelled.

If you try to remove a trainee who has already been assigned to a Cooperative Group, then a warning message will be displayed indicating this action will also delete the Cooperative Group assignment for **the other** Cooperative Group members. The other Cooperative Group members will have to be reassigned to a new Cooperative Group before the Bulk Enrollment package can be scheduled.

7. Repeat step 4 until all trainees have been assigned to the Challenge Special Training Group.

8. When all trainees have been assigned to the Challenge Special Training Group, then select the **Cooperative Groups** button to perform the next step, **Assign Trainees to Cooperative Groups**.

The **Assign Trainees to Cooperative Groups** step is only performed when the Challenge Special Training Group includes a cooperative-based TPSS course. The Course Design Information section in the CDS Users Guide for Training Coordinators provides information on the courses that use cooperative group learning.

**Assign Trainees to Cooperative Groups**

The **Assign Trainees to Cooperative Groups** step assigns the selected trainees to a cooperative group for the cooperative-based TPSS courses. Perform the following steps to create the Cooperative Groups:

1. Select the **Cooperative Groups** button on the **Challenge Group Trainees** window. The **Create Cooperative Group** window (Figure 33) will be displayed. The Challenge Special Training Group name will appear in the title of the window. The **Location** associated with the Bulk Enrollment package will also be displayed.

![Figure 33. Create Cooperative Group Window (Overnight Bulk Enrollment)](image)
The **Create Cooperative Group** window includes the ability to perform a search on the **Available Members** list. When a search criterion (Last Name and/or First Name) is entered and the **Search** button is selected, the **Available Members** list will be filtered to include only trainees whose names match the search criteria. The **Assigned Members** list will not change. The **Search Capability** section of the CDS Users Guide for Training Coordinators provides additional information about the search function.

2. Select the TPSS course name from the **Select TPSS Course** drop-down list.
3. To assign a trainee to a Cooperative Group for the selected TPSS course, select the trainee name in the **Available Members** list and then select the [ ] button. The trainee name will be displayed in the **Assigned Members** list and will be removed from the **Available Members** list. The following rules apply when assigning trainees to a Cooperative Group:
   - The number of trainees who are assigned to the Cooperative Group must be between the minimum and maximum cooperative group size. A message appears at the bottom of the window indicating the minimum and maximum number of trainees.
   - Training Coordinators enrolled in the "Review" training mode can be assigned to more than one Cooperative Group. + is used to indicate the trainee is a Training Coordinator in the **Available Members** and **Assigned Members** lists.
4. To remove a trainee from a Cooperative Group for the selected TPSS course, select the trainee name in the **Assigned Members** list and then select the [ ] button. The trainee name will be displayed in the **Available Members** list and removed from the **Assigned Members** list.
5. When all members have been assigned for one Cooperative Group, select the **Create Group** button. The **Create Cooperative Group Verification** window (Figure 34) will be displayed. This window provides the Cooperative Group name that will be created during the Bulk Enrollment processing.

<table>
<thead>
<tr>
<th>Create Cooperative Group - RVSR External Challenge 2010-Session 8</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location:</strong> Wilmington - C&amp;P</td>
</tr>
<tr>
<td>Cooperative Group 460.RVSRExt2010S8.1 will be created with the following members:</td>
</tr>
<tr>
<td>A Ziggy</td>
</tr>
<tr>
<td>B Ziggy</td>
</tr>
<tr>
<td>Once the scheduled job has been completed, verify the above trainees were enrolled and assigned into the Cooperative Group using Course Admin.</td>
</tr>
<tr>
<td>The Complete Bulk Enrollment button will be available when all trainees have been added to a Cooperative Group.</td>
</tr>
<tr>
<td><img src="Button" alt="Back to Cooperative Groups" /></td>
</tr>
<tr>
<td><img src="Button" alt="Complete Bulk Enrollment" /></td>
</tr>
</tbody>
</table>

**Figure 34. Create Cooperative Group Verification Window (Overnight Bulk Enrollment)**

Once the Bulk Enrollment package has been processed, the Cooperative Group information can be updated using the standard CDS **Group Management** function.
6. Select the Back to Cooperative Groups button to create the next Cooperative Group.

7. Repeat steps 3 through 6 until all trainees have been assigned to cooperative groups for the selected TPSS.

   - The Available Members list will be empty (or will only contain Training Coordinators who are enrolled using the Review training mode for the selected TPSS course) when all trainees have been assigned to Cooperative Groups.

   - If the Select TPSS Course drop-down list contains more than one selection, then steps 3 through 7 will have to be repeated for each course listed in the drop-down list. The Complete Bulk Enrollment button will not be available until all trainees have been assigned to cooperative group for all cooperative-based TPSSs associated with the Challenge Special Training Group.

8. When all Cooperative Groups have been created, select the Complete Bulk Enrollment button to perform the final step, Schedule Bulk Enrollment Package.

**Schedule Bulk Enrollment Package**

The Schedule Bulk Enrollment Package is the last step in order to submit the Bulk Enrollment package for processing for a location and Challenge Special Training Group. This step will mark the Challenge Special Training Group assignments, TPSS enrollments, and Cooperative Group assignments as "Scheduled" so that they will be processed during the overnight processing. Perform the following steps in order to schedule the Bulk Enrollment package for overnight processing:

1. Select the Complete Bulk Enrollment button on the Create Cooperative Group Verification window. An "Are you sure" alert message will be displayed as depicted in Figure 35

![Figure 35. Complete Bulk Enrollment “Are You Sure” Alert Message](image)

   a. If you need to add more trainees to the Bulk Enrollment package, then select the Cancel button to cancel the scheduling of the Bulk Enrollment package for processing.

   b. If all of your trainees have been assigned to the Bulk Enrollment package, then select the OK button. The Bulk Enrollment Scheduled window (Figure 36) is displayed. The Challenge Special Training Group name will appear in the title of the window. The Location associated with the Bulk Enrollment package, number of trainees that will be processed, and the processing date will also be displayed.
2. (Optional) Select the **Generate Report** button to generate the Bulk Enrollment report as depicted in Figure 37. This report provides a record of what will be processed for the Bulk Enrollment package for your location. This report lists the trainees who will be assigned to the Challenge Special Training Group, the enrollments that will be processed, and the cooperative groups that will be created during the nightly process.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Service</th>
<th>Location</th>
<th>Status</th>
<th>Schedule Date</th>
<th>Course</th>
<th>Group Name</th>
</tr>
</thead>
</table>

3. The next day verify that the Bulk Enrollment package was processed. The standard CDS reports (**Special Training Group report**, **TPSS Trainee Enrollment report**, **Application Privileges report**, and **Cooperative Group report**) can be used for verification.

Once the Bulk Enrollment package has been processed, the Challenge Special Training Group trainee assignments can be updated using the standard CDS Special Training Group function. The trainee's enrollments can be updated using the standard CDS Application Privileges function. The trainee Cooperative Group assignment can be updated using the standard CDS Group Management function.
**Resolving Current Course Assignments for a Trainee**

During the *Assign Trainees to Challenge Special Training Group* step, any existing enrollments for the selected trainee are checked to ensure no issues exist with assigning the trainee to the selected Challenge Special Training Group. If an issue is found with an existing enrollment, then the **Current Course Assignments** window will be displayed as depicted in Figure 38. This window allows the Training Coordinator to resolve the issue with the existing enrollments within the Overnight Bulk Enrollment process.

### Current Course Assignments for F Ziggy

The following issues were found while attempting to schedule enrollments

<table>
<thead>
<tr>
<th>Course</th>
<th>Potential Issue</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Ratings</td>
<td>Currently enrolled in For Credit Mode</td>
<td>○ Keep Current Progress ○ Reset Progress</td>
</tr>
<tr>
<td>VSR</td>
<td>Already assigned to For Credit Cooperative Group</td>
<td>○ Keep Current Cooperative Group ○ Remove from Cooperative Group</td>
</tr>
</tbody>
</table>

### Current Course Assignments for G Ziggy

The following issues were found while attempting to schedule enrollments

<table>
<thead>
<tr>
<th>Course</th>
<th>Potential Issue</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Ratings</td>
<td>Currently enrolled in Review Mode</td>
<td>○ Reset Progress</td>
</tr>
<tr>
<td>VSR</td>
<td>Already assigned to For Credit Cooperative Group</td>
<td>○ Keep Current Cooperative Group ○ Remove from Cooperative Group</td>
</tr>
</tbody>
</table>

### Current Course Assignments for L Ziggy

The following issues were found while attempting to schedule enrollments

<table>
<thead>
<tr>
<th>Course</th>
<th>Potential Issue</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>VSR</td>
<td>Currently enrolled in Custom Mode</td>
<td>○ Reset Progress</td>
</tr>
</tbody>
</table>

Figure 38. Examples of Current Course Assignments Issues
Each **Potential Issue** and **Resolution** is listed for each course on the **Current Course Assignments** window. These issues have to be reviewed and resolved before the trainee can be included in the Bulk Enrollment package.

Table 2 provides information on each potential issue that can be listed on the window, the type of course (Individual-based or Cooperative-based) the issue applies to, the resolution that will be presented, and the action that will be taken by the overnight process if that resolution is selected.

### Table 2. List of Potential Issues with Associated Resolution

<table>
<thead>
<tr>
<th>Potential Issue</th>
<th>Applies to</th>
<th>Resolution</th>
<th>Action Taken By Overnight Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Already enrolled in course in the <em>Review</em> training mode</td>
<td>• Individual Based course</td>
<td>Reset Progress</td>
<td>Overnight Process will re-enroll Trainee into the course in the <em>For Credit</em> training mode at the <em>Location</em> of the Bulk Enrollment package.</td>
</tr>
<tr>
<td></td>
<td>• Cooperative Based course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Already enrolled in course but the enrollment has been <em>Deactivated</em></td>
<td>• Individual Based course</td>
<td>Reset Progress</td>
<td>Overnight Process will re-enroll Trainee into the course in the <em>For Credit</em> training mode at the <em>Location</em> of the Bulk Enrollment package.</td>
</tr>
<tr>
<td></td>
<td>• Cooperative Based course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Already enrolled in the course but the <em>Training Location</em> for the enrollment does not match the <em>Location</em> of the Bulk Enrollment package</td>
<td>• Individual Based course</td>
<td>Reset Progress</td>
<td>Overnight Process will re-enroll Trainee into the course in the <em>For Credit</em> training mode at the <em>Location</em> of the Bulk Enrollment package.</td>
</tr>
<tr>
<td></td>
<td>• Cooperative Based course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Already enrolled in the course but the <em>Training Location</em> for the enrollment does not match the <em>Location</em> of the Bulk Enrollment package and trainee IS NOT assigned to a cooperative group</td>
<td>• Cooperative Based course</td>
<td>Reset Progress</td>
<td>Overnight Process will re-enroll Trainee into the course in the <em>For Credit</em> training mode at the <em>Location</em> of the Bulk Enrollment package.</td>
</tr>
<tr>
<td></td>
<td>• Cooperative Based course</td>
<td>Not Applicable (N/A)</td>
<td>Error message will be displayed instructing Training Coordinator to contact the CDS Help for assistance. Trainee will <strong>NOT</strong> be included in the Bulk Enrollment package.</td>
</tr>
<tr>
<td>Potential Issue</td>
<td>Applies to</td>
<td>Resolution</td>
<td>Action Taken By Overnight Process</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Already enrolled in course in the <em>For Credit</em> training mode</td>
<td>• Individual Based course</td>
<td>Keep Current Progress</td>
<td>Overnight Process will not create a new enrollment. Existing enrollment will be used to track training progress.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reset Progress</td>
<td>Overnight Process will re-enroll Trainee into the course in the <em>For Credit</em> training mode at the Location of the Bulk Enrollment package.</td>
</tr>
<tr>
<td>Already enrolled in course in the <em>For Credit</em> training mode and trainee IS NOT assigned to a cooperative group</td>
<td>• Cooperative Based course</td>
<td>Keep Current Progress</td>
<td>Overnight process will not create a new enrollment. Existing enrollment will be used to track training progress.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reset Progress</td>
<td>Overnight Process will re-enroll Trainee into the course in the <em>For Credit</em> training mode at the Location of the Bulk Enrollment package. Trainee will be included in the Available Trainees list on the Overnight Bulk Enrollment Create Cooperative Group window.</td>
</tr>
<tr>
<td>Already enrolled in course in the <em>For Credit</em> training mode and trainee IS assigned to a cooperative group</td>
<td>• Cooperative Based course</td>
<td>Keep Current Cooperative Group</td>
<td>Overnight process will not create a new enrollment. Existing enrollment will be used to track training progress. Trainee will NOT be included in the Available Trainees list on the Overnight Bulk Enrollment Create Cooperative Group window.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Remove From Cooperative Group</td>
<td>When the Remove from Cooperative Group radio button is selected, the Remove Trainee from Group window is displayed. This window is used to remove the trainee from the cooperative group assignment or delete the entire cooperative group. The Remove from Cooperative Group section contains information on how to use the Remove Trainee from Group window.</td>
</tr>
<tr>
<td>Already enrolled in the course in the <em>Custom Training Mode</em> enrollment and trainee IS NOT assigned to a cooperative group</td>
<td>• Cooperative Based course</td>
<td>Reset Progress</td>
<td>Overnight Process will re-enroll Trainee into the course in the <em>For Credit</em> training mode at the Location of the Bulk Enrollment package.</td>
</tr>
<tr>
<td>Potential Issue</td>
<td>Applies to</td>
<td>Resolution</td>
<td>Action Taken By Overnight Process</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>-----------------------------------------</td>
<td>------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Already enrolled in course in the <em>Custom</em> training mode and trainee IS assigned to a cooperative group</td>
<td>•  Cooperative Based course</td>
<td>Remove From Cooperative Group</td>
<td>When the <strong>Remove from Cooperative Group</strong> radio button is selected, the <strong>Remove Trainee from Group</strong> window is displayed. This window is used to remove the trainee from the cooperative group assignment or delete the entire cooperative group. The Remove from Cooperative Group section contains information on how to use the <strong>Remove Trainee from Group</strong> window.</td>
</tr>
</tbody>
</table>

Perform the following steps in order to resolve the issues associated with a trainee's existing enrollments:

1. Review each **Potential Issue** and select the appropriate **Resolution** radio button. You may generate the **Trainee Status** report and **Member Completion** report to assist with your review.

   ![Warning Symbol] If you determine that at least one of the issues cannot be resolved at this time, then select the **Cancel This Bulk Enrollment** button which will remove the trainee from the Overnight Bulk Enrollment processing. If this trainee still needs to be assigned to the Challenge Group, then use the standard CDS functions (**Special Training Group**, **Application Privileges**, and **TPSS Group Management**) to assign the trainee to the Challenge Special Training Group, to enroll the trainee into the appropriate TPSS courses, and to assign the trainee to Cooperative Groups (when applicable).

   ![Warning Symbol] If the **Remove from Cooperative Group** radio button is selected, then the **Remove Trainee from Group** window is displayed. This window is used to remove the trainee from the cooperative group assignment or delete the entire cooperative group. The **Remove Trainee from Cooperative Group** section contains information on how to use the **Remove Trainee from Group** window.

2. Select the **Apply** button. The **Challenge Group Trainees** window will be re-displayed. The Challenge Special Training Group name will appear in the title of the window. The **Location** associated with the Bulk Enrollment package will also be displayed.

**Remove Trainee from Cooperative Group**

During the **Assign Trainees to Challenge Special Training Group** step, the existing enrollments for the selected trainee are checked to ensure no issues exist with assigning the trainee to the selected Challenge Special Training Group. If the selected trainee is assigned to an existing cooperative group, then before the trainee can be assigned to the Bulk Enrollment package, the trainee has to be removed from the cooperative group or the entire cooperative group has to be deleted. The **Remove Trainee from Group** window (Figure 39) is used to remove the trainee from the cooperative group assignment or delete the entire cooperative group.
Figure 39. Remove Trainee from Cooperative Group Window (Overnight Bulk Enrollment)

Perform the following steps to remove the trainee from the cooperative group membership:

1. Select the trainee who has the enrollment issue in the **Assigned Members** list. The name of the trainee appears in the window title.

2. Select the **<** button to remove the trainee from the Cooperative Group membership. The trainee name will be displayed on the **Available Members** list and will be removed from the **Assigned Members** list.

3. Select a different trainee in the **Available Members** list. This trainee will replace the trainee that had the enrollment issue on the **Current Course Assignments** window.

4. Select the **>** button to add the trainee to the Cooperative Group membership. The trainee name will be displayed on the **Assigned Members** list and will be removed from the **Available Members** list.

5. Select the **Submit** button. The **Current Course Assignments** window is re-displayed and Resolution for the course will change to **Reset Progress** and **Keep Current Progress** (when applicable).

⚠️ The number of trainees who are assigned to the Cooperative Group must still be between the minimum and maximum cooperative group size. A message appears at the bottom of the window indicating the minimum and maximum number of trainees.

⚠️ The Cooperative Group member associations to the trainees will be updated. The individual trainees and their associated training progress data will not be deleted. The Cooperative Group training progress data will not be deleted.
If you would rather delete the entire cooperative group (cooperative group name, trainee assignment, and training progress will be deleted), perform the following steps:

1. Select the **Delete** button. An alert message box will be displayed inquiring "Are you sure you want to delete this Cooperative Group?"
   a. If you decide you do NOT want to delete the group, select the **Cancel** button to terminate the delete operation.
   b. To delete the Cooperative Group, select the **OK** button on the alert message box. The **Current Course Assignments** window is re-displayed and Resolution for the course will change to **Reset Progress** and **Keep Current Progress** (when applicable).

The Cooperative Group training progress data and the member associations to the trainees will be deleted. The individual trainees and their associated training progress data will not be deleted.

**Materials**

A Materials function or portal has been developed which provides access to course documents such as the Training Coordinator Supporting Materials (the Module Guide and final cooperative exercise answer key, if applicable) as well as cases and test answer keys. Before, when you needed to access course materials like the Module Guide, you had to open it from the C&P training website using a shared password. Now, you will access all of the course materials directly in CDS where you perform all of your other Training Coordinator functions for each course.

The Materials function/portal is available for each course that has modules converted to paperless.

CDS provides two **Materials** links that give you access to materials either at the Module Level or at the Lesson Level. Module Materials include the following:

- Training Coordinator Support Materials
  - Module Guide
  - Final Cooperative Exercise Answer Key (if applicable)
- All Module-level Test Materials (Module Pretest, Module Practice (if applicable), and all variants of the Module Posttest)
  - Test Directions – Answer Key
- Trainee Answer Sheets
- Trainee Test Materials (these include any Data Sheets and Case Excerpts)
- Test Cases
Lesson Materials include the following:

- Instructional Cases
- All Lesson-level Test Materials (Lesson Pretest and all variants of the Lesson Posttest)
  - Lesson Test Directions – Answer Key
  - Trainee Answer Sheets
  - Trainee Lesson Test Materials (these include any Data Sheets and Case Excerpts)
  - Lesson Test Cases

Since accessing the Module and Lesson Materials are very similar, only the Lesson Materials process will be described in this quick reference. The steps will use the terms Module and Lesson which are the terms used for the Level1 and Level2 course elements in the Basic Ratings TPSS course. The course element terms used by each TPSS course are defined in the Course Design Information section of the CDS Users Guide for Training Coordinators.

The steps to access Lesson Materials for the Basic Ratings TPSS course are:

1. Expand the Materials menu option and select the Lesson menu option. The Materials - Select Module window (Figure 40) will be displayed.

   ![Figure 40. Material – Select Module](image)

2. Select (highlight) the appropriate module element name in the list and select (click) the Next button. The Materials - Select Lesson window (Figure 41) will be displayed.

   ![Figure 41. Material – Select Lesson](image)

3. Select (highlight) the appropriate lesson element in the Select Lesson list. The list of materials associated with the selected lesson element will appear. The materials are grouped by material type.

4. Only TPSS Lesson elements that have Paperless materials will appear in this list.

5. Select (highlight) the appropriate lesson element in the Select Lesson list. The list of materials associated with the selected lesson element will appear. The materials are grouped by material type.

   TIP: The Materials list can be expanded by selecting the boxed plus sign [+] or collapsed by selecting the boxed minus sign [-]. Selecting the Collapse All link will collapse the list of materials to only show the material types. Selecting the Expand All link will expand the list of materials to show all material types and associated materials.
Figure 41. Materials – Select Lesson

5. To view a material, select (click) the **Item** name associated with the material which will open the selected material in a new window.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description of Update</th>
<th>Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Test Scoring Instructions/ Answers</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Directions / Answer Key - Lesson 1 Posttest</td>
<td>Test Directions/Answer Key for Lesson 1 Posttest.</td>
<td>3/2/2011</td>
</tr>
</tbody>
</table>

**Test Cases**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description of Update</th>
<th>Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>David C. Cruise</td>
<td>Orig Comp - Lesson Posttest v1 used in Lesson 5</td>
<td>1/20/2011</td>
</tr>
<tr>
<td>Chad C. Hildebrant</td>
<td>Orig Comp - Lesson Posttest v1 used in Lesson 1</td>
<td>1/20/2011</td>
</tr>
<tr>
<td>George C. Mahoney</td>
<td>Orig Comp - Lesson Posttest v1 used in Lessons 3, 7, 8, 10, and 11</td>
<td>1/20/2011</td>
</tr>
<tr>
<td>Trent C. Martin</td>
<td>Orig Comp - Lesson Posttest v1 used in Lessons 3, 7, 8, 10, and 11</td>
<td>1/20/2011</td>
</tr>
</tbody>
</table>

**Lesson Posttest Variant 2**

**Instructional Cases**
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