**Learning Management System**

**Script**

**Scenario #1 - AOUSC Administrator Capabilities (Technical) using Internet Explorer**

Demonstrate the following at the highest system administration for all data, using Internet Explorer:

* Create and update user records and course/offerings by a designated program/job (a RAD tool (rapid App development tool) through the admin dash board) as well as from a secure File Transfer Protocol (FTP) site available on the internet.
* Create user profiles for an admin and for a basic learner with passwords, and group assignments.
* Display the date/time in standard (non-military) format.
* Create a customized permission for an instructor who will manage a roster, send notifications to attendees and mark completion of a course.

**Scenario #2 - AOUSC Administrator Functions (Generic) using Internet Explorer**

At the highest level of Domain Administrator (AOUSC), using Internet Explorer:

* Configure a domain (court-level) main page including adding external links, graphics and colors and display of any portlets/widgets (page segments).
* Allow a user to act as proxy for a domain (court) level learner, to troubleshoot an issue (see the system as the designated user).
* Alter a notification (mandatory training enrollment) for a single court and create an automated email response for a certification program.
* Run a standard transcript report for a group of users and create a customized report with a scheduled run and automated emails to a manager.
* Change permissions for a domain admin and a basic learner.
* Show how to view or access a record of changes made to a user profile (permission change, including date and time).
* Approve training in the absence (override) of the manager.

**Scenario #3 - Domain (court-level) Admin Functions using Google Chrome**

As a court-level domain administrator, using Google Chrome:

* Create a web-based training offering for annual mandatory training that repeats from the date that it is taken with an automated reminder.
* Show the location of where the hyperlinks will be displayed for enrollment.
* Display two ways a domain administrator can enroll a learner.

**Scenario #4 - Processing external training records/Correcting records using Google Chrome**

As a court-level domain administrator, using Google Chrome:

* Create five external training records for the same course/offering.
* Correct the number of credits for one of the previously entered records.
* Delete two of the previously entered records simultaneously.

**Scenario #5 - Processing external training records/Correcting records using Google Chrome**

As a manager (domain-level), using Google Chrome:

* View the managers main page.
* View the managers employees’ (pending approvals, learning plan status, completed training).
* Enroll one of the employees in an Instructor-Led (ILT) course.
* Enroll one of the employees in a Web-Based Training (WBT) course.
* Viewing warning messages and/or status for employees that are near or out of compliance (with mandatory training).
* Approve training for an employee awaiting manager approval.

**Scenario #6 – Basic Learner Functions using Firefox**

As a basic learner, using Firefox:

* Use single sign-on functionality to access the system.
* Search for an ILT course, requiring manager approval from the catalog.
* Enroll in an ILT course from a hyper link, with only waitlist space available.
* View enrollment for a mandatory web-based training course and display the participant is notified the first time and every year thereafter.
* Display all enrolled courses, detailing the date, time, location, etc. for one.
* View current learning and dropping a course for which enrollment was previously done.
* Print a transcript showing a previously completed certification.

**Scenario #7** – **Program Manager/Instructor Functions using Firefox**

As a Program Manager/Instructor, using Firefox:

* View courses/curriculum/certifications for a single organization.
* Process a manual reminder/notification to two participants for certification training lapse.
* Edit an attendee’s status prior to an ILT course to cancelled.
* Mark attendance to ensure credit for course completion.
* Close out course after completion.