

LMS Job Sheet: Completing an AWOC Track

Version 1.0, 12/13/04

This job sheet provides instructions to identify AWOC Tracks that are complete. Students can view their “My Courses/ Learning Path/IDP” page in order to view progress for an AWOC track or other Learning Path. As a training facilitator, you will need to identify Learning Paths that your students have completed using the LMS reporting system. This process must be completed for each individual. We also include AWOC specific instructions for notification of Certificate of Completion distribution.

Assumptions:

- The user has proper access level.
- The user has logged into the LMS at <http://e-learning.noaa.gov>.
- A LP has been assigned to students.

Steps:

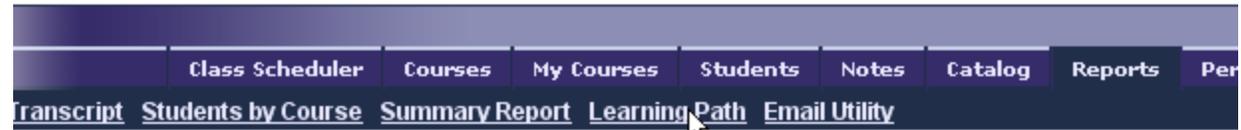
1.0. Select the “My Courses” button.



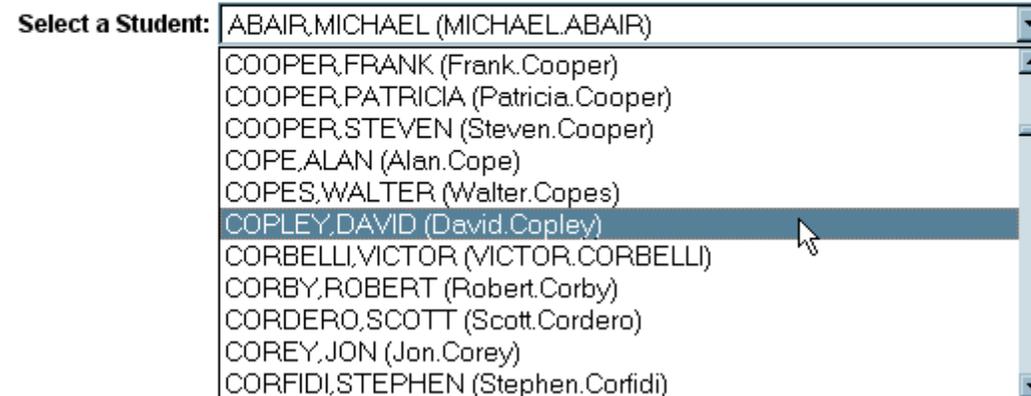
2.0. Select the “Reports” button.



3.0. Click on “Learning Path” button



4.0. Choose Student's Name



5.0. Click View Report

The screenshot shows the top navigation bar of the AWOC system. It includes a logo on the left and a series of menu items: Class Scheduler, Courses, My Courses, Students, Notes, and Catalog. Below this is a secondary row of menu items: Survey, Student Transcript, Students by Course, Summary Report, Learning Path, and Email Utility. Below the navigation bar, there is a 'Select a Student:' dropdown menu with 'COPLEY, DAVID (David Copley)' selected. A 'View Report' button is positioned below the dropdown menu.

6.0. Check LP for Completion

6.1. Check the Core Track.

Task:	Status:	Score:	Due Date:	Type:	
AWOC IC Core 0: Welcome to AWOC	Complete	Pass	Not Assigned	On-Line	
AWOC IC Core 1: Optimizing Learning	Complete	Pass	Not Assigned	On-Line	
AWOC IC Core 2: Situation Awareness and Decision Making in a Warning Environment	Complete	Pass	Not Assigned	On-Line	
AWOC IC Core 3: Expertise and Effective Office Warning Strategies	Complete	Pass	Not Assigned	On-Line	
AWOC IC Core 4: Data Quality	Complete	Pass	Not Assigned	On-Line	
AWOC IC Core 5: Societal Impacts and Public Perception	Complete	Pass	Not Assigned	On-Line	

- This example shows the AWOC Core track with all items completed. The status menu shows completion and the score is “Pass”. Only the student will see real scores. Others will see Pass/Fail

LMS Job Sheet

6.2. Check the Severe Track

Task:	Status:	Score:	Due Date:	Type:	
AWOC IC Severe 5: Simulation 1	Not Complete	N/A	Not Assigned	User Defined Task	
AWOC IC Severe 5: Simulation 2	Not Complete	N/A	Not Assigned	User Defined Task	
AWOC IC Severe 1: Conceptual Models for Origins and Evolutions of Convective Storms	Complete	Pass	Not Assigned	On-Line	
AWOC IC Severe 2: Threat Assessment	Complete	Pass	Not Assigned	On-Line	
AWOC IC Severe 4: Application and Review of AWOC Severe Weather Track	Complete	Pass	Not Assigned	On-Line	

- This example shows a Severe Track report. Note that the first two items, User Defined Tasks, are not complete. The facilitator needs to mark these items as complete before issuing a certificate. (See the LMS Job Sheet: [“Mark a User Defined Task Complete”](#) for details.)
- The detail oriented person will also note that this LP is missing the six required IC Severe 3 lessons!
- Remember, due dates are optional. The status column is most important for this process.

7.0. Distribute Certificate

- WDTB is sending completion certificates to each office. These certificates are prefilled with the student and Facilitator names.
- After reviewing the students Learning Path report, the Facilitator signs and distributes the completion certificates to the student.

8.0. Notify WDTB

- Notify WDTB that the certificate has been distributed. Contact us using the awochelp@wdtb.noaa.gov email address.

9.0. Task Complete!