

# LMS Job Sheet: Edit an Assigned Learning Path

Version 1.1, 9/13/04

Learning Paths (LPs) are predefined groups of courses for students to study. LPs are useful for organizing courses to provide easier tracking of progress. This Job Sheet shows how to edit a LP already assigned to an individual student. LPs can be edited by Line Office Coordinator, Office Instructors, Supervisors, and Facility Instructors.

## Assumptions:

- The user has proper access level.
- The user has logged into the LMS at <http://e-learning.noaa.gov>.

## Steps:

1.0. Select the “My Courses” button.



2.0. Select the “Students” button.



## LMS Job Sheet

### 3.0. Select the “Go” button next to “Select Student”.

- If you have a student’s name in the box, the LMS will return students matching that name.
- If you leave the box empty, the LMS will return all students you have access rights to (as in the screenshot to the right).

Select Student: Last Name

#### Courseware Testing Center Students

1. [BAALKE, JOSEPH \(Joseph.H.Baalke\)](#)
2. [BOETTCHER, JAMI \(Jami.B.Boettcher\)](#)
3. [CURTIS, LINDA \(Linda.J.Curtis\)](#)
4. [DAVIS, SARAH \(Sarah.M.Davis\)](#)
5. [FERREE, JOHN \(John.T.Ferree\)](#)

### 4.0. Click on the link for the desired student.

- In this example, Nazir’s link was selected.
- The four buttons shown under his name are used for purposes not related to the task at hand.

Select Student: Last Name

#### Courseware Testing Center Students

1. [BAALKE, JOSEPH \(Joseph.H.Baalke\)](#)
2. [BOETTCHER, JAMI \(Jami.B.Boettcher\)](#)
3. [CURTIS, LINDA \(Linda.J.Curtis\)](#)
4. [DAVIS, SARAH \(Sarah.M.Davis\)](#)
5. [FERREE, JOHN \(John.T.Ferree\)](#)
6. [GRANT, BRADFORD \(Bradford.N.Grant\)](#)
7. [HOGGARD, KENYON \(Kenyon.R.Hoggard\)](#)
8. [LADUE, JAMES \(James.G.Ladue\)](#)
9. [LEVIT, NICKI \(Nicki.L.Levit\)](#)
10. [MAGSIG, MICHAEL \(Michael.A.Magsig\)](#)
11. [MAHONEY, ED \(Ed.Mahoney\)](#)
12. [QUOETONE, LIZ \(Liz.Quoetone\)](#)
13. [RINDERKNECHT, DONALD \(Donald.M.Rinderknecht\)](#)
14. [SAID, NAZIR \(Nazir.A.Said\)](#)
15. [SCHLATTER, PAUL \(Paul.T.Schlatter\)](#)
16. [SOUTHARD, JAMES \(James.P.Southard\)](#)
17. [WOOD, ANDREW \(Andrew.C.Wood\)](#)
18. [YU, XUECHAO \(Xuechao.Yu\)](#)

Student Name: SAID, NAZIR

[Student Learning Path](#)

### 5.0. Click on the “Student Learning Path” link to access the LP.

## Warning Decision Training Branch

### 6.0. Choose the “Select Learning Plan” drop down menu, then click “Go”.

- This displays the LP to edit.

**NAZIR SAID**

Select Learning Plan: - New Learning Path - Go

- New Learning Path -  
NWS AWOC Core Track (FY05)

Learning Path:

Description:

Save Learning Path

## LMS Job Sheet

### 7.0. The student's LP is displayed.

- **This is NOT a LP Template**, but a copy of a template assigned to the individual student
- We can edit this LP without affecting any other LP.

### 8.0. To add any course, click on the Blue "Plus" button.

- In this example we will show adding an "On-Line Course", but similar procedures are followed for Instructor Led Courses

**NAZIR SAID**  
Select Learning Plan:

<b>Students:</b> SAID, NAZIR (Nazir.A.Said)	
<b>NWS AWOC Core Track (FY05)</b>	
<b>Description:</b> The Core Track of AWOC provides an overview and introduction to AWOC as well as instruction it topics such as: Situation Awareness, Office	
Overall Due Date:	<input type="text"/>
<b>On-Line Courses</b> <input type="button" value="+"/>	
<b>Course Name:</b>	<b>Due Date:</b>
<input checked="" type="checkbox"/> <a href="#">AWOC IC Core 0: Welcome to AWOC</a>	<input type="text"/>
<input checked="" type="checkbox"/> <a href="#">AWOC IC Core 1: Optimizing Learning</a>	<input type="text"/>
<input checked="" type="checkbox"/> <a href="#">AWOC IC Core 2: Situation Awareness and Decision Making in a Warning Environment</a>	<input type="text"/>
<input checked="" type="checkbox"/> <a href="#">AWOC IC Core 3: Expertise and Effective Office Warning Strategies</a>	<input type="text"/>
<input checked="" type="checkbox"/> <a href="#">AWOC IC Core 4: Data Quality</a>	<input type="text"/>
<input checked="" type="checkbox"/> <a href="#">AWOC IC Core 5: Societal Impacts and Public Perception</a>	<input type="text"/>
<b>Instructor Led Courses</b> <input type="button" value="+"/>	
<b>Course Name:</b>	<b>Due Date:</b>
<input checked="" type="checkbox"/> <a href="#">AWOC IC Core 3: Expertise and Effective Office Warning Strategies - Lesson 3: Learning from Post-Mor</a>	<input type="text"/>
<b>User Defined Tasks</b> <input type="button" value="+"/> No User Defined Tasks Found	
<input type="button" value="Update Student Learning Plan"/>	<input type="button" value="Delete Plan"/>

**9.0. A new window appears. Type a Keyword in the input box to search for desired courses.**

- Leave the type of course at its default.

**10.0. Choose the Category of the course.**

- For NWS courses, select the Category drop down menu then type an “N” on the keyboard to make selection faster.

**11.0. Press the Search button.**

**My Plan Admin**

Keyword:

Type:

Category:

You can only select from On-Line courses that are specified within the Library Access code assigned to you under the Personal Info tab.

[Close Window](#)

## LMS Job Sheet

12.0. Click on the checkboxes for courses to add to the LP.

13.0. Click on the "Submit" button at the bottom of the window.

### My Plan Admin

Keyword:

Type:

Category:

You can only select from On-Line courses that are specified within the Library Access code assigned to you under the Personal Info tab.

On-Line 11 records found.

Course Name	Summary	Category	Select a course <a href="#">Check All</a>
AWOC IC Core 0: Welcome to AWOC	An introduction to AWOC for students and facilitators. Included in this welcome IC is a video perspective on the NWS warning process from respected field experts, and an exercise to emphasize the importance of the warning decision making process. This introduction also includes an overview of AWOC contents and resources.	Training	<input type="checkbox"/>
AWOC IC Core 1: Optimizing Learning	In order for learning to be effective, both trainer and trainee have roles and responsibilities to bring to the task. Learning is not a one-way street from trainer to trainee, but a partnership which depends on the interaction of both. This module will present learning strategies which will be employed during the Advanced Warning Operations Course. This will include a discussion of learning styles, the need for evaluation, and the methodology for simulations which will be presented in the course. Lastly a brief discussion of the Learning Management System used in AWOC will be presented.	Training	<input type="checkbox"/>
AWOC IC Core 2: Situation Awareness and Decision Making in a Warning Environment	IC Core 2 will focus on various aspects of decision making in the context of the operational warning environment. The topics will include definitions and examples of the three levels of situation awareness (SA) and how they are integrated into the decision making process. Failures of the three levels of SA will be presented with examples, as well as elements that contribute to SA failures. Finally, roadblocks to good SA ("SA demons"), and their impact on operations will be discussed.	Situation Awareness	<input type="checkbox"/>

14.0. Task Complete! You may log out.

- Click on the "X" icon in the upper right hand corner of the window to log out.