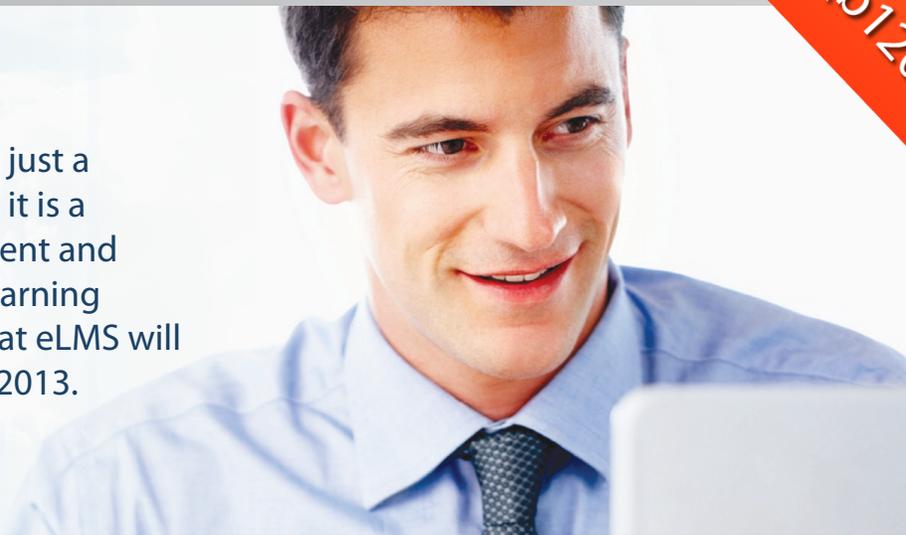


eLMS



6.4 UPGRADE (b1207)

eLMS, the FAA's electronic learning management system, is more than just a delivery system for online training; it is a gateway to professional development and continuous learning. Corporate Learning Services is pleased to announce that eLMS will be upgraded to version 6.4 in July 2013.



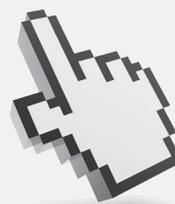
eLMS Upgrade Information for Administrators

What's New?

Here is a sample of the improvements eLMS 6.4 offers:

- >> Record layouts are redesigned and consolidated.
- >> Wizards for creating items, scheduled offerings, and assignment profiles are streamlined and simplified.
- >> New bookmark record types and quick access to records that were accessed or modified most recently.
- >> Improved usability – expand/collapse the screen layout, filter searches with ease, and use the new Save/Cancel buttons to commit to changes.
- >> Popular custom reports have been redesigned with new names and IDs. Reports now have meaningful, descriptive names attached, making them easier to use

**DRAG
AND DROP
LIKE A PRO.**



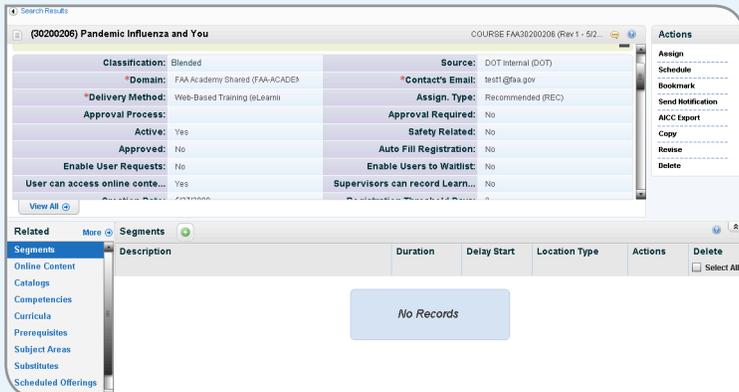
*Edit scheduled offerings with ease
in the new interactive calendar view.*

Segments	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
08:00 AM							
09:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
01:00 PM							
02:00 PM							
03:00 PM							
04:00 PM							
05:00 PM							
06:00 PM							

Redesigned Record Layouts

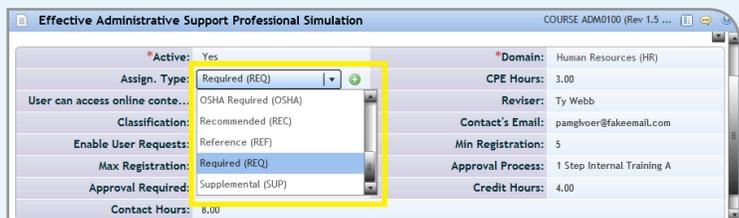
How has the record layout changed?

- In eLMS 6.4, record layouts are configured to consolidate key information in one place, giving you the ability to edit fields from a single screen.



Consolidated Record Layout

- Drop-down menus now feature preset values. For example, an administrator can view an item record and select the Assignment Type field to choose a new setting from a drop-down menu.



Drop-Down Menu with Preset Values

To Save or Not to Save?

- When you make changes to any record – an Item, for example – you will be prompted to **Save** or **Cancel** your changes.



- Some Item fields, marked with a red asterisk (*), are required. eLMS will not let you create a new Item or save changes to Items if these fields are incomplete. This applies to new Items, as well as Items you've created in previous versions of eLMS.

- If you try to save an Item or changes to an Item, a red "Please fix the validation errors" box displays beside the Save button.

Streamlined Wizards

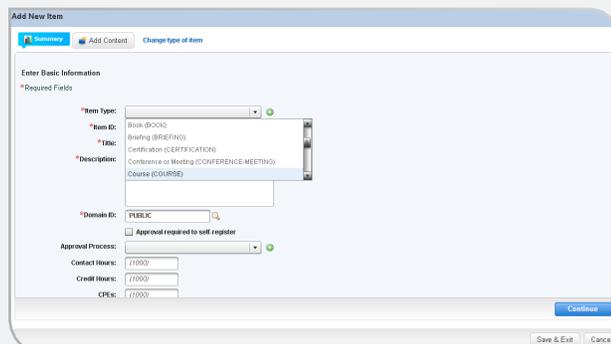
How have the wizards for creating items, scheduled offerings, and assignment profiles been streamlined and simplified?

- The process for adding an Item has been consolidated to one page. Only information necessary to the user's desired task is displayed.



Consolidated New Item Wizard

- Additionally, the Item Creation wizard walks the administrator through the process of creating instructor-led items. A minimal amount of information is required for scheduling, ensuring easy and efficient use for even a novice user.



Item Creation Wizard

What about custom reports?

FAA's custom reports will still be available in the new version of eLMS, but those reports will be renamed and renumbered to better reflect the results you get when you run the report. There have also been some behind-the-scenes updates to enable reports to run more efficiently.



Wait! I need more information!

Learning Services will conduct information sessions to promote the upgrade and to provide support. Information about these promotional materials will be sent to you via e-mail in the weeks prior to the upgrade.



Bookmarks

- >> The 6.4 upgrade increases the number of record types that can be bookmarked and makes adding a bookmark easier.
- >> **Recents** provide administrators quick access to records that were accessed or modified most recently. A record is added at the top of the Recents list when you:
 - » Add a new record
 - » View or edit a record from a search result
 - » Access a record from bookmarks
 - » Access a record from the Recents panel
 - » Associate a record with another record

Because the Bookmarks and Recents panel share the same space, administrators can switch between the two lists.

Tip: To get more screen space, hide Bookmarks and Recents by closing the panel. Or admins can use the Bookmarks button or Recents link to toggle on/off.



Online Content Area

The online content area of an Item has changed?

- >> The online content area of an item has been redesigned to help ensure that the admin user includes all desired settings.
- >> Admins can make changes to the item before committing the content structure, so that item reassignment only needs to happen once if it has already been assigned to users.
- >> Admins now select the completion status as the last step, not the first step.
- >> The AICC max normal field, which previously defaulted to null (and is read as "1"), defaults to the new global configuration.

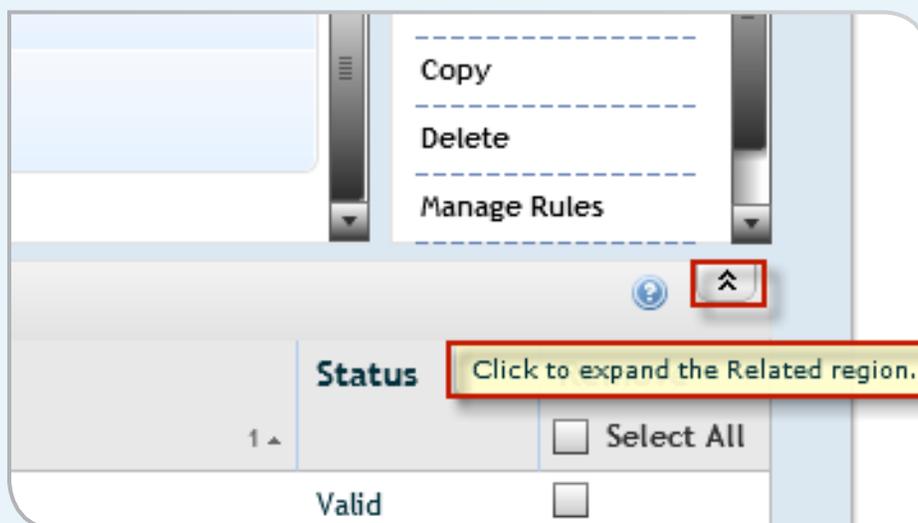


Redesigned Online Content Area of an Item



Expanding Regions

- >> Admins can manage the consolidate view by expanding regions of the screen as needed.

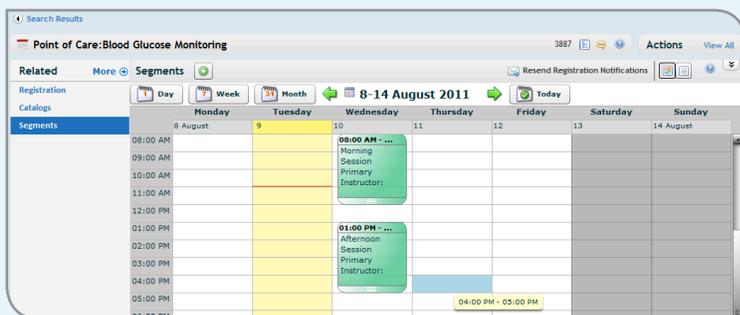


Expanding Regions of the Screen

? New Scheduled Offering Layout

How has the scheduled offering layout changed?

- >> A new interactive calendar view displays day, week, and month views with drag-and-drop functionality.



How do I add a segment?

- >> Click the Add icon () and complete the **Add Segment** pop-up window, or double-click any open space on the calendar to open the **Add Segment** pop-up window.
- >> Once a segment is added, double-click it to edit or view.
- >> In the calendar view, you can drag a segment to a new location to change the day or time for the segment, or resize the segment to make it longer or shorter in duration.

Click **Save** to commit your changes.

How has the Registration tab changed?

- >> The Registration tab is now divided into two sections: non-enrolled and enrolled.
 - » The non-enrolled section displays all users who have a registration status other than enrolled.
 - » The enrolled section of the tab shows the registered users, open seats, and the total number of slots for this offering.
- >> Use the type-ahead field to filter the list of users. To change a user from enrolled to non-enrolled status, drag and drop a user from the right to the left.

Hover over a user for registration information and options.

How do I register a user?

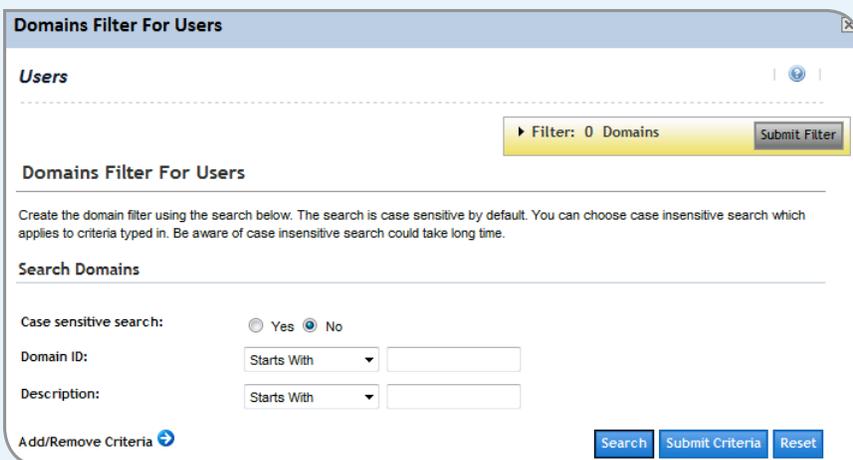
- >> Select the Add icon () and select an option from the drop-down menu.



General > Search > Filters Are Easier to Use

How does this upgrade make search easier to use?

- >> Click the Filter by criteria () button on any search page to select criteria to filter your primary search.



Domains Filter For Users

Users

Filter: 0 Domains

Domains Filter For Users

Create the domain filter using the search below. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.

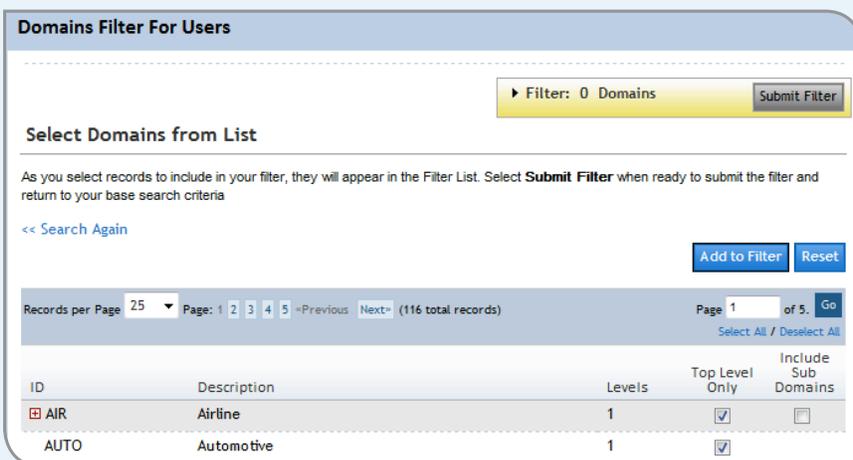
Search Domains

Case sensitive search: Yes No

Domain ID: Starts With

Description: Starts With

- >> If you search, select one or more results and then click Add to Filter.



Domains Filter For Users

Filter: 0 Domains

Select Domains from List

As you select records to include in your filter, they will appear in the Filter List. Select **Submit Filter** when ready to submit the filter and return to your base search criteria

[<< Search Again](#)

Records per Page 25 Page: 1 2 3 4 5 <Previous Next> (116 total records) Page 1 of 5. [Select All / Deselect All](#)

ID	Description	Levels	Top Level Only	Include Sub Domains
<input checked="" type="checkbox"/> AIR	Airline	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> AUTO	Automotive	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- >> The selections are added to a new filter list at the top of the pop-up screen. Click the Remove () icon to remove one or more of the selections from the list, or click **Submit Filter** to continue.



Domains Filter For Users

Filter: 3 Domains

Select Domains from List

As you select records to include in your filter, they will appear in the Filter List. Select **Submit Filter** when ready to submit the filter and return to your base search criteria

[<< Search Again](#)

<input type="checkbox"/>	Airline(AIR)	
<input type="checkbox"/>	Automotive(AUTO)	
<input type="checkbox"/>	Português - Brasil (Portuguese Brazilian)(BR)	

Records per Page 25 Page: 1 2 3 4 5 <Previous Next> (116 total records) Page 1 of 5. [Select All / Deselect All](#)



How does the 6.4 (b1207) upgrade affect learners?

Here's how the 6.4 (b1207) upgrade affects all users of eLMS.

Look and Feel

There have been some changes to the Learner Homepage look-and-feel, but your To-Do List, Easy Links, Catalog Search, and Completed Work areas can still be found in the same locations.

Updated Catalog Search

The catalog search feature has been simplified and streamlined to increase user search proficiency. You can perform a catalog search from either the search box above the Easy Links section on your Home page or by clicking the Browse link.

Browsing the Catalog

The Simple Catalog search and the Advanced Catalog search have been combined into one Catalog Search toolbar. Once you have executed a catalog search or if you have clicked the Browse link from the Home page, you will be presented with various filters on the left-hand side of the search results page. These filters allow you to narrow your results based upon the category, subject area, source, and/or delivery method of the course.

Course Calendar

Access to view and search the Course Calendar has been relocated to the Catalog Search bar located at the top of the Browse Catalog screen.