

**ALMS COURSE DETAILS FORM\***  
**(Please complete one form per course)**

Please complete Section A of the Army Learning Management System (ALMS) Course Details Form below and return it via email:

- a. To Bobby Kirts, Customer Service Center (CSC) Manager,  
([bobby.j.kirts.civ@army.mil](mailto:bobby.j.kirts.civ@army.mil))
- b. CC Dr. James Martin, Chief, Acquisition and Management Division, Army University Vice Provost for Digital Education (VPDE) for The Army Distributed Learning Program (TADLP), ([james.j.martin.civ@army.mil](mailto:james.j.martin.civ@army.mil))
- c. CC Jim Broadwell, Courseware Standards and Specification Division, TADLP, ([james.h.broadwell.civ@army.mil](mailto:james.h.broadwell.civ@army.mil))
- d. CC Your CSC Functional Technician, if known

After receiving Section A, the CSC will provide you with the appropriate access and permissions to test your courseware using the Content Test Environment (CTE). The CTE Knowledge Base includes resources to assist you with testing on the CTE. Instructions for access will be provided by Michael Stewart, ([michael.d.stewart2.ctr@army.mil](mailto:michael.d.stewart2.ctr@army.mil))

Complete Section B of this ALMS Course Details Form and include it in your pre-Group Trial Validation Review. This should occur when:

- a. You have finished initial development testing of your courseware
- b. You have conducted Individual Trials on the CTE
- c. Your courseware has been approved by ArmyU-DDL to undergo Group Trials (GT) and/or Function Testing (FT) on the Production ALMS

Your pre-Group Trial Validation Review submission package should also include the following:

- a. All necessary and related courseware packages, to include Letters of Instruction (LOIs), errata sheets, and zip files
- b. Course Map (examples can be provided on request)
- c. Answer Keys (treat as Controlled Unclassified Information (CUI)). To include pretests, post tests and checks on learning.)

\* Also for use when submitting independent Topics for ALMS hosting

| ALMS COURSE DETAILS FORM  |  |
|---|--|
| SECTION A - Pre-CTE Access  |  |
| ITEM  | RESPONSE   |
| Date of Request for CTE Access <sup>i</sup>   |  |
| Organization/School Name  |  |
| Course Catalog Name/Title (or "TBD" if applicable)  |  |
| Course Unique Identifier, if assigned   |  |
| Proponent Point of Contact... <i>Name</i>   |  |
| <i>Phone Number</i>   |  |
| <i>AMID Username</i>  |  |
| <i>Email</i>  |  |
| Courseware Developer <i>Program or Project Manager (PM) Name</i>  |  |
| <i>Company Name</i>   |  |
| <i>Phone Number</i>   |  |
| <i>If Applicable, AMID Username</i>   |  |
| <i>(Company) Email</i>  |  |
| Course Manager (if different from Proponent POC)... <i>Name</i>   |  |
| <i>Phone Number</i>   |  |
| <i>AMID Username</i>  |  |
| <i>Email</i>  |  |
| <i>(if applicable) ArmyU-DDL<sup>ii</sup> Contract Courseware Manager Name</i>  |  |
| <i>Phone Number</i>   |  |
| <i>AMID Username</i>  |  |
| <i>Email</i>  |  |
| <p><b>Note:</b> If more individuals require CTE access than are listed above, please send a request via email to <a href="mailto:michael.d.stewart2.ctr@army.mil">michael.d.stewart2.ctr@army.mil</a>. Include name, phone #, AMID username, and email address of those individuals. Note also that they have to have logged into the CTE (<a href="https://www.cts.lms.army.mil">https://www.cts.lms.army.mil</a>) at least once to have an account established.</p> |  |
| <p>Army Training Help Desk (ATHD) Agents are required to support this course in the ATHD system.<sup>iii</sup> <i>Please provide the contact information for each agent below. (If more room is needed, please provide the information on a separate spreadsheet.)</i></p>  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <i>1<sup>st</sup> Agent - Name</i>  |  |
| <i>Phone Number</i>   |  |
| <i>AMID Username</i>  |  |
| <i>Email</i>  |  |
| <i>2<sup>nd</sup> Agent - Name</i>  |  |
| <i>Phone Number</i>   |  |
| <i>AMID Username</i>  |  |
| <i>Email</i>  |  |
| If no trained agents are currently on staff, indicate the date new agents are scheduled for training/number to be trained   |  |
| Is this course part of a larger migration of courses to the ALMS? <sup>iv</sup>   | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| <b>Course Configuration Data</b>  |  |
|---|--|
| <b>SECTION B - to be provided when ready for Group Trials and/or Production Function Testing</b>  |  |
| ITEM  | RESPONSE   |
| Date approved (to be completed by ArmyU-DDL) <sup>v</sup>   |  |
| Date submitted to CSC (if different) <sup>vi</sup>  |  |
| Course Name/Title <sup>vii</sup> (provide if this section is detached from Section A)   |  |
| Course Start Date <sup>viii</sup>   |  |
| Course End Date (if any) <sup>ix</sup>  |  |
| Method used to deliver to the CSC (CD ROM, FTP [site details], Other) (to be completed by ArmyU-DDL)  |  |
| Is this a resubmission of courseware that was previously tested on Production ALMS? <sup>x</sup>  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <i>If yes, what packages have been revised? (if more room is needed, please provide the information on a separate spreadsheet)</i>  |  |
| If course is intended to be ATRRS-managed...  |  |
| <i>ATRRS School Code</i>  |  |
| <i>ATRRS Course Number</i>  |  |
| <i>ATRRS Course/Phase Name</i>  |  |
| <i>Requested ATRRS Start Date</i>   |  |
| Funding Source <sup>xi</sup>  |  |
| <i>(if applicable)</i> Contract number  |  |
| <i>Contract funding year</i>  |  |
| <i>Contract end date</i>  |  |
| <i>(if applicable)</i> Warranty end date  |  |
| Training Delivery Format (Web-based, Instructor-led, Blended, Other)  |  |
| <i>If SCORM, indicate if 1.2, 2004/Edition, or mixed, (e.g. 2004 w/ 1.2 exams)</i>  |  |
| <i>What is the launch file name?</i>  |  |
| Authoring software (vendor, version) used to create the courseware <sup>xii</sup>   |  |
| Interactive Multimedia Instruction (IMI) hours  |  |
| All hosted materials that are Controlled Unclassified Information (CUI) will require the learner to have a CAC for access. Is part/all of the course to be considered CUI in accordance with Executive Order 13556? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <i>If yes, what part of the course is considered CUI? (e.g., specific content lessons, exams, etc. If more room is needed, please provide the information on a separate spreadsheet)</i>                            |  |
| Are there any additional parts (or the course in its entirety) that, although not CUI, you want learners to present CACs for access?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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| <i>If yes, what part(s) of the course should require a CAC? (e.g., specific content lessons, exams, etc. If more room is needed, please provide the information on a separate spreadsheet)</i>      |   |
| Is the courseware Section 508 compliant? <sup>xiii</sup> (Y/N)  | <input type="checkbox"/> Yes <input type="checkbox"/> No                |
| Is this course intended for use in a Deployed Digital Training Campus (DDTC)?   | <input type="checkbox"/> Yes <input type="checkbox"/> No                |
| <i>If yes, what parts of the course are <b>*not*</b> to be made available? (e.g., specific content lessons, exams, etc.)</i>  |   |
| Total number of packages (individual files) in the course that the learner will access <sup>xiv</sup>   |   |
| Any special requirements to run courseware (e.g. plug-ins, browser settings, etc.). <sup>xv</sup> If yes, then provide Certificates of Networthiness (CoN) or Army Golden Master (AGM) identifiers. |   |
| Does the courseware bookmark? If so, at what level? <sup>xvi</sup>  |   |
| Does the course require the learner to access content on another site/system? <sup>xvii</sup>   | <input type="checkbox"/> Yes <input type="checkbox"/> No                |
| <i>If yes, provide URL of site/system</i>   |   |
| If learner exits non-exam content abruptly, i.e. not using the Exit button, what is the state of the content (Suspend, Fail, etc.) <sup>xviii</sup>   |   |
| <i>(If applicable)</i> Are exam(s) embedded in courseware or packaged separately?   |   |
| <i>(If applicable)</i> If a pretest exists, is it diagnostic or “test-out?” <sup>xix</sup>  |   |
| <i>(If applicable)</i> Result upon using all allowable exam attempts (Suspend, Fail) <sup>xx</sup>  |   |
| <i>(If applicable)</i> Result upon learner exiting exam prior to completion (Suspend, Fail) <sup>xxi</sup>  |   |
| If online survey is included with the course, indicate if mandatory or optional   | <input type="checkbox"/> Mandatory<br><input type="checkbox"/> Optional |
| Is any portion of the course (content and/or exams/tests) optional? <sup>xxii</sup>   | <input type="checkbox"/> Yes <input type="checkbox"/> No                |
| <i>If yes, what part(s) of the course are optional? (e.g., specific content lessons. If more room is needed, please provide the information on a separate spreadsheet)</i>                          |   |
| Individual Trials (IT) completion date  |   |
| Has the Letter of Instruction (LOI) been updated to include findings from Individual Trials? <sup>xxiii</sup>   | <input type="checkbox"/> Yes <input type="checkbox"/> No                |
| Expected Group Trials (GT) start date   |   |
| Maximum time allowed to complete the training (system defaults to 2 years, or 730 days) <sup>xxiv</sup>   |   |
| Are “time remaining” notifications needed? <sup>xxv</sup>   | <input type="checkbox"/> Yes <input type="checkbox"/> No                |
| <i>If yes, at what increment(s) (number of days prior to auto-disenrollment)? (system allows for up to three notifications)</i>   | _____, _____, _____   |
| Past Credit Days for certification <sup>xxvi</sup>  |   |
| <i>(If applicable)</i> Certification expiration <sup>xxvii</sup>  |   |
| <i>(If applicable)</i> Recertify In Days <sup>xxviii</sup>  |   |
| <i>(If applicable)</i> Grace Period <sup>xxix</sup>   |   |
| <i>(If applicable)</i> Notify Before Days <sup>xxx</sup>  |   |

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| What is the estimated number of people to be trained (target audience)? <sup>xxxi</sup> |  |
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<sup>i</sup> Date of Request for CTE Access - If all necessary permissions have already been granted, completion of Section A, with “N/A” in this field, can be deferred until Section B is due (readiness for Group Trials). CTE access is granted by the CSC but it first must be approved by ArmyU-DDL. This field is intended to capture when access was granted.

<sup>ii</sup> ArmyU-DDL Contract Courseware Manager - For centrally-funded courseware contract vehicles, such as DLETP or CAPDL, ArmyU-DDL assigns a courseware manager from its Content Acquisition & Management (CAM) section. Proponents who are self-funding their courseware development may not have an assigned CAM courseware manager.

<sup>iii</sup> Does your organization have designated Army Training Help Desk (ATHD) Agents to support this course? - By policy, Proponents must have trained agents on staff to support their course(s). Agents should be trained and available prior to fielding.

<sup>iv</sup> Is this course part of a larger migration of courses to the ALMS? - Checking Yes or No here would allow ArmyU-DDL and the CSC to assess resources needed in order to accommodate a large migration effort and any scheduling needs.

<sup>v</sup> Date approved (to be completed by ArmyU-DDL) - This field is to be completed by ArmyU-DDL prior to their delivery of CW files to the CSC (for GT/FT). This will indicate when ArmyU-DDL has “approved” the course to continue in the fielding process.

<sup>vi</sup> Date submitted to CSC (if different) - This date indicates when the course files are sent, electronically or physically, to the CSC.

<sup>vii</sup> Course Name/Title – This should be the title of the course, specifically how it should appear in the ALMS Catalog (Note: ATRRS courses will be cut over to the ALMS Catalog using the ATRRS naming convention.)

<sup>viii</sup> Course Start Date – The Course Start Date will be the date that the course is visible in the Catalog. For ATRRS-managed courses, this is the earliest date training may begin.

<sup>ix</sup> Course End Date (if any) – If your course is intended to be active and available only for a specific time frame. The End Date will be the last day the course is to be open for registration. Unless otherwise specified, learners registered before the End Date will be allowed to complete and acquire the associated certification.

<sup>x</sup> Is this a resubmission of courseware that was previously tested on Production ALMS? - “Previously tested” is applicable within this current fielding effort for the course, but also applies to CW that has already been fielded on the ALMS.

<sup>xi</sup> Funding Source – If applicable, enter one of the following: ArmyU-DDL (TRADOC centrally funded, e.g. CAPDL), NET (PM/PD new equipment or software training), USAR (Army Reserves), or Other DA.

<sup>xii</sup> Authoring software (vendor, version) used to create the courseware – This refers to the authoring tool used for web-based courseware. Examples include Lectora, Articulate, Adobe Captivate, etc.

<sup>xiii</sup> Is the courseware Section 508 compliant? – See <https://www.access-board.gov/ict/#508-chapter-1-application-and-administration>.

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<sup>xiv</sup> Total number of packages (individual files) in the course that the learner will access – This denotes the total number of files (zip/SCORM objects, PPTs, PDFs, etc.) that are used to configure the course and be accessible to the learner. Do not count auxiliary files, such as course maps, answer keys, etc.

<sup>xv</sup> Any special requirements to run courseware – Some content development tools produce courseware that requires specific client-side software, such as a proprietary player, in order to execute. Due to the restricted nature of the individual Army workstation computing environment, products with these dependencies cannot be hosted by the ALMS unless those client-side additions are pre-approved for Army workstations. CoNs and the presence of the software/version on the AGM are indications of this pre-approval.

<sup>xvi</sup> Does the courseware bookmark? If so, at what level? – Bookmarking is a feature in which the courseware records where the learner may have stopped the training before completion, so that, upon re-launch, the learner is returned to his stopping place, without being made to start from the beginning again. “Level” refers to where the bookmark records the learner’s progress upon exit, the most recent page, the start of the most recent section, the start of the current lesson, etc. Note that, by ArmyU-DDL policy, all content pages (training materials, lessons, objectives, etc.) must bookmark, while all online exams must not bookmark. Exceptions to this policy may be granted upon request.

<sup>xvii</sup> Does the course require the learner to complete content on another site/system? - This refers to URLs that would direct the learner to courseware residing in another system, where it can be executed. While handling course content in this manner is not forbidden, there are enough significant management problems inherent with such an approach as to make it generally unadvisable, unless the Proponent organization understands the potential limitations with this course of action. This does not refer to URLs in the courseware that direct learners to reference materials or other content that does require a completion status to be sent back to the ALMS from the external site.

<sup>xviii</sup> If learner exits non-exam content abruptly, i.e. not using the Exit button, what is the state of the content (Suspend, Fail, etc.) – This denotes what occurs when the learner does not utilize the Exit button/option to exit a piece of courseware. This may include using the content/browser window close or upper-right “X.”

<sup>xix</sup> (If applicable) If a pretest exists, is it diagnostic or test-out? – Does successful completion (passing) of the pretest mark the topic or course as complete?

<sup>xx</sup> (If applicable) Result upon using all allowable attempts (Suspend, Fail) – In scenarios where there is a definitive number of attempts allowed on content or an exam, is the course status suspended or recorded as a failure?

<sup>xxi</sup> (If applicable) Result upon learner exiting exam prior to completion (Suspend, Fail) – If the learner exits from the exam before submitting his/her answers, is the exam status suspended or does it record as a failure?

<sup>xxii</sup> Is any portion of the course (content and/or exams/tests) optional? – Certain course configurations will allow you to make content lessons, surveys, or exams optional. This may be beneficial if you want certain resources or activities to be available as reference or practice materials, but not credited toward completion.

<sup>xxiii</sup> Has the Letter of Instruction (LOI) been updated to include findings from Individual Trials? - By policy, all courses and independently registerable topics hosted in the ALMS are required to

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include a Letter of Instruction that provides the learner with pertinent information about that course or topic, including requirements for completion and advisements about specific courseware behavior, when applicable. This LOI, typically in PDF form, should be drafted as a component of the training content and then updated as details about the courseware's execution are revealed during testing and trials. Behavioral quirks, navigation details, and/or known issues (with respective work-around instructions) should be included in the LOI. These findings will assist testers during GT and FT, but will also be of use to learners once the course is fielded.

<sup>xxiv</sup> Maximum time allowed to complete the training (system defaults to two years, or 730 days) – This denotes the time allowed for the learner to complete the course before being automatically dis-enrolled. The system's default time span is two years (730 days) from the date of each individual's registration. Disenrollments remove any remaining coursework from the learner's Active Learning so that no further progress toward completion can be made. However, any completed work (in the form of successful topics) is preserved in the learner's Completed Training.

<sup>xxv</sup> Are "time remaining notifications" needed? – ALMS courses can be configured to send out as many as three "time remaining" notifications for learners on the roster at specified intervals before the end date of the course.

<sup>xxvi</sup> Past Credit Days for certification - This number refers to the number of days before the certification assignment date that the system checks for completed topics. When a certification is assigned or reassigned to a learner, the system looks backward for successfully completed topics a number of days equal to the Past Credit Days. If it finds topics required by the certification that the learner has already completed, it gives credit for those topics. The learner must complete any remaining required topics to acquire the certification.

<sup>xxvii</sup> (If applicable) Certification expiration - This defines the period for which a certification is valid before it expires. The ALMS uses this value to calculate the number of days between a certification's Acquired On date and its expiration. Leave blank if certification is not intended to expire. Also, in this case, any value entered for Notify Before Days will not trigger learner email notifications.

<sup>xxviii</sup> (If applicable) Recertify in Days - This number determines the length of the recertification window, prior to which registrations for recertification will not be processed. This value also specifies the maximum number of days in which all required topics for recertification must be completed. If all items for recertification are successfully completed within this period, the learner re-acquires the certification for another full period. Any topics completed before this period begins are not counted towards recertification, and must be completed again. If the certification expires before completion of all required items for recertification, any learners still required to be certified must re-acquire it by completing topics associated with the initial certification, not the recertification, if different.

<sup>xxix</sup> (If applicable) Grace Period - The number entered into the Grace Period field determines the number of days by which the Expiration date can be extended. If all items for recertification are successfully completed within this period, the learner re-acquires the certification for another full period. If the certification expires before completion of all required items for recertification, any learners still required to be certified must re-acquire it by completing topics associated with the initial certification, not the recertification, if different.

<sup>xxx</sup> (If applicable) Notify Before Days - This value determines the number of days before expiration that the certification holder can be notified that the certification is going to expire. If no



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number is entered into the Expires in Days field on the Certification Details page in the ALMS, this notification will not be triggered because no recertification is necessary.

<sup>xxxi</sup> What is the estimated number of people to be trained (target audience)? – If recurring, estimate size of population being trained annually. Otherwise, estimate total audience size to be trained, not counting eventual turnover.