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TRAINEE GUIDE

JOB SHEET 2-1-1

(U) IMPORTING A CONTENT PLANNING MODULE (CPM) PROJECT INTO AIM  
LEARNING OBJECT MODULE (LOM)

A. INTRODUCTION

This Job Sheet will familiarize the trainee with the steps required to import a Content Planning Module (CPM) Project into the AIM Learning Object Module (LOM).

B. REFERENCES

(U) LOM User's Manual

C. JOB STEPS

NOTE: Users must establish a CITRIX account before access is available. Instructor will demonstrate steps of the following LOM Job Sheets.

<b>Step</b>	<b>Procedure</b>	<b>Result/Comment</b>
1	From the AIM Main Menu <b>select</b> the Learning Object Module icon. (Red, Blue, and Yellow block icon)	The Learning Object Module window will display.
2	Click File.	A list of options will appear.
3	Click Import from EDE.	The Import from EDE window will appear.
4	Highlight your course, select Options, then Import	LOM will automatically import the course and provide the appropriate content tree(s) based on CPM content type selections.
5	Expand Course Tree Structure and verify your Course structure imported correctly.	

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JOB SHEET 2-1-2-1

(U) ADDING RESOURCES TO THE SITE RESOURCE REQUIREMENTS LIST (RRL)

A. INTRODUCTION

This Job Sheet will familiarize the trainee with the steps required to add resources to the AIM Site Resource Requirement List (RRL) in the AIM Learning Object Module (LOM).

B. REFERENCES

(U) LOM User's Manual

C. JOB STEPS

Step	Procedure	Result/Comment
1	From the AIM Main screen Click Utilities menu and Site RRL.	The Site Resource Requirements List window will display. A List of Resource Categories will display in left window.
2	Highlight the Equipment category.	
3	Select Options and Add Resource OR Right mouse click on Equipment category and Add.	Equipment window will appear.
4	Enter following in field names as appropriate: Nomenclature: Gym Equipment	For this exercise we're not adding Part Number, UI, Costs, etc. but generally the more information added the better for Resource identification.
5	Click Edit and Save.	The resource will be saved to the AIM database and you can enter another equipment item as needed. <b>You must save each entry before entering the next item.</b>
6	Click Exit or X button	The Equipment window will close.
7	Expand the + sign for the IMM category.	A sub-list of IMM categories will become available.
8	Highlight PowerPoint, Right click and Add.	A blank template will open

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9	Enter following in field names as appropriate: Designator: <i>2.1</i> Title: <i>Mock PowerPoint CS</i>	
10	Click Edit, Save, then Exit	
11	Highlight Publications category, right click and Add.	
12	Add the following Publications:  Document Title: <i>Seal Survival Guide</i> Document Number: <i>Cade Courtley</i>  Document Title: <i>Physical Training for Gods or God-like People</i> Document Number: <i>Odinson 1</i>  Document Title: <i>The Art of War</i> Document Number: <i>Sun Tzu</i>	<b>Remember: you must save current item prior to entering next item.</b>
13	Edit, Save, then Exit	
14	Highlight Training Equipment, right click, and Add " <i>Protective Gear</i> " as nomenclature	
15	Edit, Save and Exit.	
<b>Adding IETMs to the IETM Library</b>		
16	From the AIM Main screen, Click Utilities menu and Admin Utility.	The Administration Utility window will display.
17	Click Contents and IETM.	The IETM window will display.
18	Click File and Import.	A navigation window will display.
19	Navigate to appropriate IETM .aim file. Double click the .aim file. Upon receipt of message "Import finished successfully." Click "OK."	The IETM extract file is added to the IETM library.
20	Exit IETM window	The IETM window will close.
21	Exit Admin Utility	The Admin Utility window closes.

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### JOB SHEET 2-1-3-1

#### (U) COMPLETING ELEMENT AND RELATED INSTRUCTOR ACTIVITY TAB DATA IN LEARNING OBJECT MODULE (LOM)

##### A. INTRODUCTION

This Job Sheet will familiarize the trainee with the steps required for completing Element and Related Instructor Activity Tab Data during development of the Lesson Plan (LP) in AIM Learning Object Module (LOM).

##### B. REFERENCES

1. (U) LOM User's Manual

##### C. JOB STEPS

Step	Procedure	Result/Comment
1	Navigate to a Section and expand the section by selecting the '+' sign.	Section expands to display Section elements depending on Section type. All elements that are BOLDED are required and cannot be deleted.
2	Select the Introduction element and in text field enter: <i>"In this section you will learn some basic combat fighting techniques that may help you survive a physical attack. As with any physical training, the key is repetition so that the techniques become ingrained, part of your muscle memory that you use reflexively without thought."</i> Click Save.	
3	Click on the Safety Information element, and in the text field enter <i>"To avoid injury, it is necessary to wear the provided protective gear."</i>	A Note/Caution/Warning could be added underneath Safety Information if more safety concerns needed to be presented.
4	Click on the Security Information element and then click on the black 'X' icon to delete the element. Click 'Yes' to the popup asking "Are you sure you want to delete this element?"	If an element is deleted that should not have been, go to Options, Add Element, and then select the element that was deleted

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5	Click on the Fact Element and then select Fact-List from the Type drop-down list	
6	Change the title from Fact-List to “ <i>Combat Training Stages</i> ”	All Element types may be edited with the exception of the Introduction, Practice and Assessment Elements
7	In the text field, enter: “ <i>Stage 1: Introduction to the technique, mechanics of the technique and uses are explained; Stage 2: Practice the technique, improve mechanics, and drill against opponent; Stage 3: Sparring against an opponent requiring use of multiple techniques that have been learned; Stage 4: Use specific attacks repeatedly to condition the response so it becomes 'memory'; Stage 5: Practice for test, incorporates drills to see if responses are appropriate</i> ”	
8	Click on the 'Principle Statement' and in the text field enter, “ <i>Repetition of the skill is critical to make it a natural response. Lots of drill and practice is required, even after training ends. It may save your life.</i> ”	The Principle Statement is the overarching directive, the belief or intention of the subject being trained
9	Click on the 'Guidelines' and in the Introductory Sentence enter, “ <i>Strategy is often as important as fighting techniques, so it is important to learn strategy as well.</i> ”	Guidelines are general rules, or pieces of advice
10	In the Text field below the Introductory Sentence, enter, “ <i>The Art of War by Sun Tzu encapsulates most the strategies we will be discussing, and is a good place to start. Strategies come into play when assessing a threat, knowing how to maintain distance, and when to run and when not to run, amongst other things.</i> ”	Remember to Save frequently....
11	In the Example text field enter: “ <i>You are facing an armed opponent who has pulled a gun on you. You need strategy to determine the best course of action, depending on distance, position, and environment, as well as combat techniques to fight to disarm or evade. such as the SING maneuver and punches.</i> ”	Examples should be realistic, and present relevant scenarios

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12	Highlight the next 'Example' element, and delete it.	The element can be deleted by clicking on the 'X' icon, or by going to 'Options' and then 'Delete'
13	Click on the Non-Example element and enter, <i>"Panic is often the first response when faced with a combat situation. Using the earlier example of being confronted by a person with a gun, the victim that does not stop to consider distance, position, and environment and come up with a strategy may instead blindly go for their own weapon (if they have one) or simply stand in place and try to bargain with the attacker, and therefore end up being shot."</i>	Non-examples are good ways to debunk preconceived ideas that people may come to training holding, or show them how inappropriate methods can cause problems
14	Highlight the Analogy element, and delete	Analogies explain that idea or thing by comparing it to something that is familiar.
15	Highlight the Section Review, and in the text field, enter, <i>"In this section we reviewed Performing Combat Simulation Training, which includes drill and practice in techniques and learning strategy."</i>	The section review should remind participants of the highlights of what was covered in the section
16	Click on the Glossary element, and enter, "SING" in the Term column, and "Solarplex, Instep, Nose, Groin" in the Definition column	Note that if multiple terms are entered, the 'Sort Terms' function may be used, which puts them in alphabetical order
17	Click Save icon	
18	In the Perform Combat Simulation Training Section, select the 'Introduction' element, and click on the RIA Tab	The RIA tab is on the right side, next to the Element tab
19	Go to 'Resources' and select "Add Free Text". In the Before Text field dropdown, select 'Discuss' and then in the Free Text field enter, <i>"Combat Techniques Trainees are familiar with"</i>	Notice that in addition to Free Text, Resources, Graphics, Sheets, Faults, or Exercises may be added
20	Click on 'Guidelines' element, and then the RIA tab, and select "Add Resource" under 'Resources'. Select "The Art of War" by double-clicking in the SEL column, or by going to 'Options' and 'Select'. Edit and Save. In the Sub Part Type field dropdown, select 'Chapter', and in the field to the right of Chapter, enter 'III'.	If the resource is not listed, it may be added here by clicking on 'Options' and 'Add Resource' and then completing the Resource information

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21	Click on the 'Example' element, and then the RIA tab, and then 'Resource' and 'Add Resource'. Change the Resource category from 'Publications' to 'IMM', and select " Mock PowerPoint CS" by double-clicking in the SEL column, then Edit and Save	If Show Media is clicked on the right side, the first PowerPoint page should be displayed as well as the option to click through the other pages. A slide range to display is also available
22	Click at the Section Level on 'Perform Combat Simulation Training', and select 'File' and then 'Preview LP'. Click Ok to the printer box that appears.	

NOTE: Instructor Preparation Materials will be automatically populated in the Lesson Cover Page when Resources are added to the RIA sections. For any Trainee Preparation Materials needed, highlight the Section Level, go to Options and select Trainee Preparation Materials to add applicable resources.

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JOB SHEET 2-1-5-1

(U) CREATING TEST ITEMS FOR LOM SECTIONS

A. INTRODUCTION

In the LOM test items are built at the section level in the Practice and/or Assessment element and linked to the enabling objective associated with the section. This does NOT mean that these items are deployed at the section level. Typically, the tests are assembled and deployed at the lesson level. LOM supports development of test items but not the developments of tests.

B. REFERENCES

1. (U) LOM User’s Manual

C. JOB STEPS

Step	Procedure	Result/Comment
1	Click Assessment element.	
2	Assign Criticality by clicking on blue Show Ratings.	This will display three boxes for selecting the section objective’s Criticality, Difficulty, and Course Relation for the Section Objective.
3	Click Criticality down arrow and select 3 as desired criticality level.	The number in the Criticality Index box will adjust from zero to value selected.
4	Click Difficulty down arrow and select 3 as desired difficulty level.	The number selected will be added to previous number and total displayed in the Criticality Index.
5	Click Course Relation down arrow and select 3 as desired Course Relation.	The number selected will be added to previous numbers and total displayed in the Criticality Index.
6	Click Save icon.	
7	Change Passing Percentage/Criteria to 80	
8	Click Options, Add Test Item and then Multiple-choice	
9	Select K2 as the K-Level dropdown.	



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10	Select Q&A Tab, click in the Stem field and enter: <i>All Warfare is:</i>	
11	Underneath the Stem, in the Answer/Distractor column, enter: A. Avoidable when Needed, B. Stressful, C. Requires Sacrifice, D. Based on Deception. Select 'D' as the correct answer by double-clicking in the Correct Answer box next to it.	
12	While still inside the Assessment box, select 'Options' and 'Add Resource' "The Art of War" by Sun Tzu, then Edit and Save the Resource. Exit.	Notice that once you add the resource, the Status changes to 'Complete'
13	Navigate to Add Test Items and select Two-Column Matching. In the K-Level dropdown field, select K4, Analyze. Click Yes on the Pop-up window asking about level of knowledge.	Test Items are found under Options
14	Click in the Stem field and enter: <i>Match the Fighting technique in the left column with its Purpose in the right column</i> ". In the left column, enter the terms "Jab" "Hook" "Cross" "Upper Cut" "Palm Strike". In the right column, enter the descriptions, A "Break the Nose" B "Target the chin-best for lights out!" C "Target ear or jaw" D "Disarm" E "Compression grip" F "Maintain distance" G "Very powerful". In the Answer column dropdowns, choose F (Jab) G (Cross) C (Hook) B (Upper Cut) A (Palm Strike). Edit, Save, then Exit	In Two-Column Matching, there must be two additional entries in the right column
15	Navigate to Add Test Items and select Performance. In the Title field, enter " <i>Combat Simulation Assessment</i> ." From the Content dropdown, select "Proctor's Guide". In the Introduction field, enter " <i>These are the testing instructions for the Combat Simulation Assessment</i> ", then select Options, Add Resource. In the Publication list, double-click next to "Art of War" Click Edit, then Save	

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16	Next, select Contents, then "Instructions for the Instructor". In the text field box that opens, enter <i>"The Combat Simulation is conducted in the field with Sailors facing a variety of 'enemies' they must react to using the training techniques they learned. As the proctor, make sure the trainees are dressed for the event, that needed equipment is operational, the scoring rubric is available."</i> Edit, Save, and exit that window, returning to the Proctor's Guide window, and exit that window as well, returning to the Performance Test Item window.	
17	Click on Contents, select Examinee Job Sheet. In the Introduction text field enter, <i>"This Job Sheet outlines the tasks you will complete under the instructor's direction."</i>	Note that the same resource you added previously is listed. If a different resource was desired, this one could be deleted, and another added by clicking Options.
18	In the Examinee Job Sheet, click on Contents, and select Instructions to the Trainee. In the text box that opens, enter <i>"In this 2-hour test, you will: Get through the obstacle course, in which various 'enemies' are planted, as a team with your fellow trainee, responding appropriately using the techniques you have learned, including evasive maneuvers while being fired upon (with paint guns). Face-off with an 'enemy' (this will be one of your fellow trainees) in hand-to-hand fighting combat using fighting techniques you have learned without powering them. The instructor will alternate directing combatants to perform aggressive maneuvers."</i> Edit, Save, and Exit to the Examinee Job Sheet window.	
19	Return to Contents and select "Job Steps". In the text field enter, <i>"Follow the instructions provided by your instructor."</i> Edit, Save, and Exit.	

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20	Exit the Examinee Job Sheet and return to the Performance Test Item window. Click on Contents, and Evaluation Checklist. Under Options, select 'Add Step'. In Step 1, enter '1' in the first Item Number Field, and then enter " <i>Followed instructor's directions</i> " in Job Step Description field, and enter '100' in Max Points	
21	In the "Allotted time in Minutes" field, enter 120. In the "Number of Participants" field, enter 2. Exit the Evaluation Checklist and the Performance Test Item window.	

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## TRAINEE GUIDE

### JOB SHEET 2-2-2-1

#### (U) BUILDING A TRAINEE GUIDE INFORMATION SHEET

##### A. INTRODUCTION

This Job Sheet will guide the student through the procedural steps for developing an Information Sheet during development of the Trainee Guide using AIM LOM

##### B. REFERENCES

1. (U) LOM User's Manual

##### C. JOB STEPS

Step	Procedure	Result/Comments
1	Highlight the 'Perform Combat Simulation Training Section', go to 'Sheets', and select 'Add Sheet', then Information	You must be at the Section level to add sheets
2	In the Sheet Title enter, " <i>Combat Simulation Training</i> ". In the Introduction field enter, " <i>This sheet has information and advice from a Former Navy Seal.</i> "	
3	Click on 'Contents' and select 'References'. Click 'Options' and choose 'Add, then click 'Options' again, and 'Select Reference for Document'. From the list that displays, double-click on SEAL SURVIVAL GUIDE. Exit from the Sheet References window.	The SEAL SURVIVAL GUIDE should now be listed as a Sheet Reference.
4	Click Contents, then Information In the Information Sheet window, click on 'Options', and 'Information'. Add information as necessary.	Word should open up a blank document in which you will add or copy and paste data as necessary.
5	Exit the Word Information Sheet window. Edit then save	Make sure to save the Information Sheet before exiting Word.

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6	In the Information Sheet window, click 'Options' and 'Print Preview'. Click Ok on the Printer Setup box.	Preview the Information Sheet you just created
7	Exit the Preview window, and then exit the Information Sheet window.	

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JOB SHEET 2-2-3-1

(U) BUILDING A TRAINEE GUIDE JOB SHEET

A. INTRODUCTION

This Job Sheet will guide the student through the procedural steps for developing an Information Sheet during development of the Trainee Guide using AIM LOM.

B. REFERENCES

1. (U) LOM User's Manual

C. JOB STEPS

<b>Step</b>	<b>Procedure</b>	<b>Result/Comments</b>
1	Highlight the 'Perform Combat Simulation Training Section', go to 'Sheets', and select 'Add Sheet', then Job	You must be at the Section level to add sheets
2	In the Sheet Title enter, " <i>Combat Simulation Training Job Sheet</i> ". In the Introduction field enter, " <i>This job sheet outlines the punching techniques you will be learning.</i> "	
3	Click on 'Contents' and select 'Equipment'. Click on 'Resources' inside the window and select the category 'Equipment'. Select 'Gym Equipment' by double-clicking and exit, returning to the Job Sheet window.	.
4	Click on 'Contents' and select 'References'. Click 'Options', and choose 'Add', then click 'Options' again, and 'Select Reference for Document'. From the list that displays, double-click on SEAL SURVIVAL GUIDE. Exit from the Sheet References window.	Specific Instructions may be added as to the particular sections of the reference that are used, if desired
5	Click on 'Contents', and 'Self-Test Questions'. Enter "What is the most important thing to remember in a combat situation?" Save then exit, returning to the Job Sheet window	

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6	In the Job Sheet window, click 'Contents' and 'Safety Precautions'. Enter " <i>Follow ALL Instructor and Gym Equipment Safety instructions</i> ", then exit and save when prompted.	
7	In the Job Sheet window, click 'Contents' and 'Job Steps'. This should open up another blank Word document. Enter the steps here regarding punching techniques. Exit the Word Document and save.	
8	In the Job Sheet window, click 'Contents' and 'Answer'. In the text field, enter, "Remember to protect yourself at all times." Save and Exit	This answers will appear in the LP
9	In the Job Sheet window, click 'Options' and 'Print Preview'. Click OK on the Printer Setup box.	Preview the Job Sheet you just created
10	Exit the Preview window, and Exit the Job Sheet window	

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## TRAINEE GUIDE

### JOB SHEET 2-2-4-1

#### (U) BUILDING A TRAINEE GUIDE DIAGRAM SHEET

##### A. INTRODUCTION

This Job Sheet will guide the student through the procedural steps for developing a Diagram Sheet during development of the Trainee Guide using AIM LOM.

##### B. REFERENCES

1. (U) LOM User's Manual

##### C. JOB STEPS

Step	Procedure	Result/Comments
1	Highlight the 'Perform Combat Simulation Training Section', go to 'Sheets', and select 'Add Sheet', then Diagram	You must be at the Section level to add sheets
2	In the Sheet Title enter, " <i>Jabs</i> ".	
3	Click on 'Contents' and select 'Diagram'. A Word Document will open. Choose 'Insert' and 'Pictures' and find the appropriate picture, click on it and then click on 'Insert'. Resize the picture as needed, click 'Ok', and 'Exit', and 'Save' the Word Document, returning to the Diagram Sheet window.	.

NOTE: If building Outline sheets at the Module, Lesson, or Section Level, be aware that adding additional styles or formatting to the MS Word Compatibility View may have an adverse affect when converting to PDF.



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### JOB SHEET 2-2-5-1

#### (U) LINKING TRAINEE GUIDE SHEET TO SECTION ELEMENT/SUBELEMENT

##### A. INTRODUCTION

This Job Sheet will guide the student through the procedural steps for linking a Trainee Guide Sheet to a Section Element/Sub-element using AIM LOM.

##### B. REFERENCES

1. (U) LOM User's Manual

##### C. JOB STEPS

Step	Procedure	Result/Comments
1	Navigate to the 'Perform Combat Simulation Training Section' and highlight the 'Introduction' field.	Adding the first sheet to the Introduction
2	Click on the 'RIA' tab, and then go to 'Resources', Add Sheet, and double-click on the Information Sheet.	The Information Sheet is titled "Combat Simulation Training"
3	In the 'Before Text' field, select "Refer Trainee to", and in the 'After Text' field, enter " <i>Discuss when finished, ask if there are questions.</i> " Edit, then Save.	Next, we will add the Job Sheet
4	Highlight the 'Combat Training Stages' Element, and click on the 'RIA' tab, then go to 'Resources', 'Add Sheet', and double-click on the Job Sheet.	The Job Sheet title is "Combat Simulation Training"
5	In the 'Before Text' field, select "Direct Trainee to perform", and in the 'After Text' field, enter " <i>Discuss when finished, ask if there are questions.</i> " Edit, then Save.	
6	Highlight the course level (SiT-XXX...), select File, Preview, then LP to view LP. Exit, then do the same for TG.	