The Learning Object Module

AIM addresses two methodologies for assembling Web-based training material. The default method uses Course/Module/Lessons supported by Sections that contain elements. The second method, in support of ILE and the Submarine Learning Center (SLC), of creating Course/Module/Lessons and Sections in which the Sections contain three folders (Learn, Explore, and Practice) which house the elements.

The SLC method can be used by selecting the AIM main menu **Options** menu item and the **Preferences** option. Under the **Advanced** tab of the User Preferences window you can check the block to use the SLC grouping. The Section window in the Learning Object Module includes three subcategories for a Section (Learn, Explore, and Practice). The **required** and optional elements for a Concept, Fact, Principle, Procedure, and Process Section are the same as the default method.

The Course contains at least one Module, Lessons and Sections. A Module contains at least one Lesson and Sections. The Course, Module and Lesson are packaged with overview and summary information. The Lessons also contain instructional content (Sections).

The Course and Module structure are provided to allow the creation of Instructor-Led training in accordance with the ILE architecture.

A Lesson can be compared to a "wrapper" containing content and is based upon a single job task. The Lesson is a Terminal Learning Object (TLO) that supports a single Terminal Objective Statement (TOS).

The Section is an Enabling Learning Object (ELO) that supports a single Enabling Objective Statement (EOS). Normally the Sections are created first, then the Lesson would be developed and the supporting Sections would be selected for the Lesson in the order that they will be presented. When a Module is created, the Lesson(s) that support the Module are selected and Module(s) selected for a Course. AIM presents you with four windows, Courses, Modules, Lessons and Sections, which can be selected from the **Contents** menu item of the Learning Object Module or from the AIM main menu **Document** menu item and the **Learning Object Module** sub-menu item. From the Courses, Modules and Lessons windows you can develop the Overview and Summary elements, and select the Modules that support the Course, the Lessons that the support the Modules, and the Sections that will support the Lesson. From the Sections window you can develop any of the five types of Sections: Concept, Fact, Principle, Procedure, and Process.

Sections, Lessons, Modules and a Course can be developed from scratch in the Learning Object Module. A Curriculum Outline of Instruction for a course, developed in the Content Planning System (CPM) and exported to the Enterprise Data Environment (EDE), can be imported into the Learning Object module from the EDE. A Section can be created from a CTTL item, an Enabling Objective (EO) in the COI or a DP linked to an EO using the **Options** menu item and the **Create Section from AIM Data** option.

SCORM Metadata Selection

Select the SCORM Metadata specification and the version of SCORM that will be used to develop the material in the Section utility.

Step 1   From the AIM main menu, select the **Options** menu item and the **Preferences** option.

Step 2   Click on the **Advanced** tab.

Step 3   In the Metadata Specification field, click on the down-arrow, and select one of the
           following:
           ·   NSCORM
           ·   SCORM

Step 4   In the SCORM version field, click on the down-arrow, and select one of the following:
           ·   V1.2,
           ·   2004, or
           ·   2004 3rd ed.

NOTE

SCORM 2004 is selected by default if NSCORM was selected in Step 3.

Courses, Modules, Lessons and Sections Menu Items

The Courses, Modules, Lessons and Sections windows have the following menu items:
- • File: Allows you to Import or generate Output files.
- • Options: Contains options applicable to Courses, Modules, Lessons, or Sections.
- • Resources: Allows you to manage Resources.
- • Contents: Allows you to select the windows for development of a Course, Module, Lesson, or Section and launch the Content Planning Module (CPM).
- • Edit: Allows you to save your editing to the database or cancel the editing accomplished since the last time you saved.
- • Exit: Allows you to exit to the AIM main menu.
- • Help: Allows you to retrieve the Learning Object Module HTML On-Line Help.

Lessons and Sections Contents Menu Item

When the Learning Object Module is selected from the **Document** menu item, choose the type of material you are developing: Course, Module, Lesson, or Section. Clicking on the Learning Object Module icon will open the Courses window by default. The **Contents** menu item provides selection of Course, Module, Lesson, Section or Launch CPM (Content Planning Module).

File Options

The following options are available under the File drop-down menu.

·   **Import Learning Object**: Allows you to Import a SCORM Output file, created in AIM I or

AIM II, into the database.

·   **Import from EDE**: Imports a Course from Enterprise Data Environment (EDE) that was originally designed and exported from CPM.

·   **Update from EDE**: Updates the Section with the latest EDE information.

- ·   **CBT**
  - o **Update Display Pages**: Update the Display Pages associated with recently updated CBT content.
  - o **Store Runtime Packages**: Stores the Runtime Package associated with CBT content.
  - o **Store Source File Package**: Stores the Source Files associated with CBT content.
  - o **Retrieve Runtime Package**: Retrieves previously stored Runtime Packages.
  - o **Retrieve Source File Package**: Retrieves previously stored Source File Packages.
  - o **Delete Runtime Package**: Deletes a previously stored Runtime Package.
  - o **Delete Source File Package**: Deletes a previously stored Source File Package.

- ·   **Generate Output Package**
  - o **SCORM:** This output uses the Metadata Specification and SCORM version selected from the AIM main menu **Options**>**Preferences** in the Advanced tab. It Allows you to create an AIM export file that can be:
    - § Imported into another AIM I or AIM II database
    - § Unzipped and used as a standalone preview of the Course/Module/Lesson/Section.
    - § Imported into self paced authoring tools for the development of interactive ILT or Self-Paced Sections.
    - § Imported into Enterprise Data Environment (EDE).
    - § Tested with the ADL test suite to verify it is a valid SCORM package
  - o **Elite**: Allows you to create a Section or Lesson output that can be imported into the electronic classrooms that employs Elite software. This output uses SCORM Version 1.2, regardless of the version selected under AIM main menu **Options**>**Preferences** in the Advanced tab.

·   **Export RRL to EDE**: Allows the user to Export RRL data to the EDE, this RRL data can then be Imported into the Content Planning Module (CPM).

- ·   **Preview**
  - o **Course Level Preview:**
    At the course level the preview options are:
    - ·   **LP (or LP Change Package if available)**
    - ·   **TG (or TG Change Package if available)**
    - ·   **TPP from EDE**
    - ·   **TCCD from EDE**

  - o **Module Level Preview:**
    At the Module level the preview options are:
    - ·   **LP**
    - ·   **TG**

  - o **Lesson and Section Level Preview:**

    - ·   **Web:** For Self-Paced Sections
    - ·   **Developer**
    - ·   **Student**
    - ·   **Storyboard**
    - ·   **LP:** This option will output a Course in the classic AIM/LP format when a Course is highlighted.
    - ·   **Sheets**: For Instructor-Led Sections that contain Instruction Sheets.

·   At the Course level, when LP is selected from the Preview menu the
         following dialog box appears:

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Glossary print options.jpg

- The top section allows the user to select page control printing and Header/Footer editing.

- The **Course Matter Items** allows the user to select additional; course materials to be Printed/Previewed, is includes Front Matter, Content, and Reference Materials.

- There is a check box to exclude Self-Paced sections, if unchecked Self-Paced sections will be included in the Print/Preview.

- The **Main DP Printing Options** allows the Discussion Points to either be Printed/Previewed one per page or Continuously.

·   **DP Spacing** allows the user to specify the number of blank lines between discussion points. There is also a checkbox that, when checked, will override any specified spacing that may have been used during development.

·   The Glossary may be printed per Lesson or for the entire course. The Glossary will either print at the end of each Lesson, after the Summary or at the end of the Course, after the OAC. When the Glossary is printed it will be alphabetized.

- ## NOTE:

·   At the Module, Lesson, and Section levels, when LP is selected from the Preview menu the following dialog box appears:

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Module Print Options.jpg

·   The top section allows the user to select page control printing and Header/Footer editing.

·   There is a check box to exclude Self-Paced sections, if unchecked Self-Paced sections will be included in the Print/Preview.

·   The Section Printing Options includes check boxes for not including Self-Paced Sections as these are not Instructor-led Sections, Excluding Section Front Matter as it may be redundant to the Lesson Front Matter, and Excluding Information Sheet References.

·   **NOTE:**
·   If Exclude Section Front Matter is selected no Section Front Matter will be displayed, including Information Sheet References.

·   The **Main DP Printing Options** allows the Discussion Points to either be Printed/Previewed one per page or Continuously.

·   **DP Spacing** allows the user to specify the number of blank lines between discussion points. There is also a checkbox that, when checked, will override any specified spacing that may have been used during development.

•   **Submit Content**: Sets the status of the selected course, module, lesson, or section to Submitted. Submitting a course, If the course was imported from CPM via the EDE the status will also be set to Submitted in CPM; any changes to the COI in CPM will reset the status to New in CPM and Complete in AIM LO Module.
   o   **Accept Content**: Sets the status of submitted content to Accepted. If the course was imported from CPM via the EDE, the status will also be set to Accepted in CPM. **Note:** Accepted content can only be approved or rejected in CPM. Approved content cannot be changed in AIM LO Module and a new version must be created in CPM,

the course exported from CPM and updated from EDE in AIM LO Module. When content is rejected in CPM, a message is displayed stating that. The reason for a rejection can be viewed in CPM under the History for the content.

- o **Reject Content**: Sets the status of submitted content back to Complete. If the course was imported from CPM via the EDE, the status will reset to New in CPM.

Generate Test Questions Package: Allows you to create a Questionmark QML file/package from the test items developed for the Section that can be imported into the Questionmark software. Practice and Assessment Items may be printed for review by selecting either "Practice Item to PDF" or "Assessment Item to PDF" from the Generate Test Items submenu. When selecting either practice items or assessment items the user will then have various printing options depicted in the figure below.

assessment print options.jpg
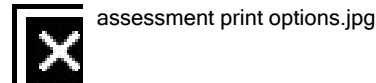
Regardless of which print option is selected the output will have a header of "For Review Only - Not a Test", as actual tests should be generated using a QML package.

Resource Options

The following options are available from the Resources drop-down menu, these options will vary depending on which level is highlighted (Course, Module, Lesson, Section, or Element):

- · **Add Resource**: Allows you to add a resource from the Site RRL Utility to the Resources Tab of the Element you have open.
- · **Add Graphic**: Allows you to add a graphic from the Graphics Utility to the Resources Tab of the Element you have open.
- · **Add Sheet**: Allows the user to add Instructional Sheets as a Resource.
- · **Add Fault**: This option brings up the Function Faulted box where users can Create Faults to an Element.
- · **Add Free Text**: Allows the user to add free text to be used in a RIA.
- · **Delete Resource**: Allows you to delete a resource from the Resources Tab of the Element you have open.

· **Copy Resource**: Allows the user to copy a resource that is already used by an Element.
· **Paste Resource**: Used to Paste a previously Copied Resource in an Element.
· **Replace Resource**: Used to replace one Resource with a different Resource.
· **Select Later IETM**: Used to select a later version of an existing IETM.
· **View <u>I</u>ETM Structure**: Allows you to open the browser with the structure of the IETM.
· **<u>L</u>aunch/View IETM**: Allows you to view the IETM identified in the Resources.
· **<u>V</u>iew RRL**: Allows you to see what information is entered about a resource when highlighting a resource or graphic cited by a Section's Element.
· **Display <u>M</u>edia**: Allows you to display an IMI full screen.
· **Modify/View Fault**: Used to edit existing Faults.

Sheets Options

Instructional Sheets are added at the Section level. Outline sheets may be added at the Course, Module and Lesson level, all other Sheets can only be added at the Section level. Lesson sheets may only be assigned to the Lesson's RIAs under Overview/Summary. Section sheets may only be cited within the RIAs or Assessment/Practice items of the section.
The options from the Sheet drop-down menu are:

· **Add Sheet**: Allows you to add Instruction Sheets to an Instructor-Led Section when the Section Title is highlighted.
  o **Assignment**
  o **Diagram**
  o **Information**
  o **Job**
  o **Outline**
  o **Problem**
· **Modify/View Sheet:** Allows you to modify and view the highlighted TG Sheet in the Sheets tab of the Section.
· **Delete Sheet:** Allows you to delete the highlighted TG Sheet in the Sheets tab of the Section.
· **Copy Sheet**: Copies the highlighted sheet for pasting into a different Section.
· **Paste Sheet**: Pastes a previously Copied Sheet into the desired Section.

What is a Section?

A Section is a self-contained chunk of information built to accomplish a single enabling objective statement. Sections are the instructional content selected for the Lesson. They are combined to form the Lesson. A Section is referred to as a "topic" within the Lesson. The Section content (elements) varies depending on the type of Section selected.

There are five types of Sections:
· **Concept** – A class of items that shares common key features and is known by a common name.
· **Fact** – Unique, one-of-a-kind types of information.
· **Procedure** – A sequential set of steps to be followed by one individual to accomplish a task or make decisions. Actions within the procedure must be done the same way each time within a given situation.

·   **Process –** A series of actions, changes, or functions that achieve an end result. It often is used when you need to illustrate a flow of events that describes how something works.
·   **Principle –** A procedural job task that requires judgment or when guidelines must be applied to a situation.

Each type of Section has different elements. The Table 1 illustrates the Section types and the elements that are required and optional. Each element is presented on one screen for E-Learning content.

	SECTION TYPE				
	Concept	Fact	Principle	Procedure	Process

ELEMENTS					
Section Review	O	O	O	O	O
Introduction	R	R	R	R	R
Definition	R				
Fact-Image, List, or Table	O	R	O	O	O
Example	R		R		
Non-Example	O		O		
Analogy	O		O		
Principle Statement			R		
Guidelines			R		
Decision, Procedure or Combined Table				R	
Demonstration				O	
Practice Questions	R	R	R	R	R
Process					R
Section Review	O	O	O	O	O
Assessment	R	R	R	R	R
Interaction	O	O	O	O	O
Glossary	O	O	O	O	O
Safety Information	O	O	O	O	O
Security Information	O	O	O	O	O

NOTE: **R**=Element is required and **O**=Element is optional.

Table 12-1. Required and Optional Elements for a Section

When developing each type of Section the Elements that are required will be identified in **bold**. The optional elements can be deleted if not desired by highlighting the element on the Sections window, selecting the **Options** menu item and the **Delete** option.

Additional Elements can be added to a Section by selecting the **Options** menu item, the **Add Element** option. The Elements presented and available for selection are dependant on the type of Section being developed.

Sections Options Menu Item

The Sections window options are as follows:
- **Create Section**: Allows you to add a Section, of one of the types selected below, to the Section list. If there is doubt about the type a Decision Wizard is provided. Answering the questions in Decision Wizard will produce a suggested type by percentage.
  - **Concept**
  - **Fact**
  - **Principle**
  - **Procedure**
  - **Process**
  - **Decision Wizard**
- **Copy Elements:** With a Section highlighted all elements of the Section are copied.

·   **Paste Elements:** Allows the user to paste previously copied elements into a Section. After selecting **Paste Elements** the user will see a pop-up box like the one below. Users can select the type of elements that will be pasted into the current Section.
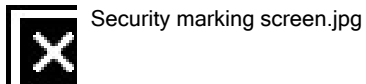
 Paste Elements Options
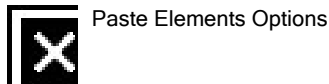
- **Copy/Paste Element:** To copy and paste single elements, highlight the element, select **Copy Element** from the **Option** drop down menu, move the cursor to the location to paste the element, select **Paste Element** from the **Option** menu drop down.
- **Create Section from AIM Data**: Allows you to select the desired course, the COI and TLO, or DP in AIM I to initiate the development of a Section.
- **Create an Elements List from AIM Data:** Allows you to select DP/RIAs from an existing AIM course.
- **Create Student Sheet From AIM Data:** Allows you to create an entire Instruction Sheet from an Instruction Sheet that exists in a course in the AIM database when the Section Title is highlighted.
- **Add Element:** Allows you to add additional elements that are dependent on the type of Section being developed. Elements are automatically numbered when they are created.

- **Add Note/Caution/Warning Element:** These can be placed after any existing Section Element or Sub-Element.
  - o **Note**
  - o **Caution**
  - o **Warning**
- **Re-sequence Elements**: Allows you to re-sequence the elements of the Section to put them in the order desired for presentation to the student.
- **Storyboard:** Allows the developer to detail concepts and add materials for the Storyboarding of Self-Paced Sections. The following tabs accept input in Rich Text Format (RTF) with the exception of the Comments tab that is used to add Notes and ISD Comments. ISD Comments are added in CPM and imported from the EDE into the LO Module. ISD Comments are not editable in the LO Module
  - o **Display**
  - o **Narration**
  - o **Animation**
  - o **Storyboard Notes**
  - o **Table Text**
  - o **Interaction**
  - o **Comments**
- **Copy**: Allows you to duplicate a Section in the respective window.
- · **Create New Version**: Allows you to create a new version of an approved Section.
- **Delete**: Allows you to delete a Section in the respective window.
- **Add Test Item:** Allows you to add a test item for Practice or Assessment Elements.
  - o **Fill-in the-blank**
  - o **Multiple Choice**
  - o **True/False**
  - o **Two-Column Matching**
  - o **Performance**
- **Modify/View Test Item**: Allows you to modify or view a test item for a Practice or Assessment Element.
- **Delete Test Item**: Allows you to delete a test item for a Practice or Assessment Element.
- **Trainee Preparation Materials**: This option is used to identify any preparation materials the student may need to review before the Section.
- **Security Markings**

  From the main AIM screen, with a course selected and the tree structure expanded, perform the following steps to access the Security Markings screen:
  1. Right click and Go To the appropriate location on the course tree (left pane).
  2. From the menu bar click Options.
  3. From the Options dropdown menu click Security Markings

  This will display the screen show in the figure below.

Security marking screen.jpg

The top portion of the Security Markings screen indicates the CIN and Title of the course. The center of the screen lists different sections of the Lesson Plan (LP) that can have security markings and the current marking assigned. The lower portion of the screen is broken into the following three sections:

· Classification: The available classifications that can be assigned, the options are:

o Unclassified

o Confidential

- o   Secret

- o   Top Secret

- o   Unclassified/NOFORN

- ·   Modifier: This is an additional security modifier to the classification, the options are:

  - o   (None)

  - o   COMINT

  - o   Talent Keyhole

  - o   COMINT/Talent Keyhole

- ·   Release Ability: This is an additional restriction on who the document may be released to, the options are:

  - o   (None)

  - o   NOFORN

  - o   For Official Use Only

  - o   REL TO

  Once the appropriate settings have been made select Edit from the menu bar, then Save from the dropdown menu to save the security markings. There is also a Reset option that will reset the security markings of the highlighted Entity to Unclassified.
- **ISD Considerations:** Considerations are entered into the Content Planning Module (CPM) and are brought over to the LO Module on import of a course. They are only editable in the CPM. This item will be hidden from the menu for non-imported content.
- **Find Section**: Allows you to enter text to find a Section.
- **Check Spelling:** Allows you to check the spelling of a Section or an Element.
- ***Show**: Allows you to select a specific type of Sections and list them. Default is **All**.
  - o   **All**
  - o   **Concept**
  - o   **Fact**
  - o   **Principle**
  - o   **Procedure**
  - o   **Process**
- ·   **Grant Privileges**: Allows you to grant the privileges you have to another AIM User.
- ·   **Show In Use Information:** If the In Use flag is set this option will display information regard which use caused the flag to be set.
- ·   **Reset In-Use**: This option is used to rest the In Use flag, allowing the user to edit the data.
- **Explain Flag**
- **Remove Flag**

Create a New Section

To create a new Section in the Learning Object Module:

Step 1   From the AIM main menu, select the **Document** menu item, the **Learning Object Module** sub-menu item and **Section** or click on the Learning Object Module icon and when the Courses window opens select the **Contents** menu item and the **Sections** sub-menu item.

Step 2   From the Sections window, select the **Options** menu item and the **Create Section** option for a Section that will be developed from data not present in the AIM database.

Step 3   Select one of the types of Section (**Concept**, **Fact**, **Principle**, **Procedure,** or **Process**).

NOTE
Select the **Decision Wizard** option if the type has not been determined. The Wizard will provide the type based on the answers you provide to the questions.

Step 4   AIM will add the New (Type) Section to the tree structure in the left-hand pane. Expand the structure of the Section by clicking on the + block. This will reveal the required elements (in **Bold**) and optional elements of the Section.

Step 5   With the *New (Type)* Section highlighted in the tree structure, observe that there are tabs in the right-hand pane associated with the Section titled General, Job, Skills Data, Info, Sheets for an Instructor-Led Section, Resources, and Metadata. Add/identify the following information for each tab and select the **Edit** menu item and the **Save** sub-menu item when completed with each tab.
·   **General** – Enter the Title, Identification Number and Objective in the fields provided. The Identification Number will be assigned for generating an output file for SCORM, NLCOM or AICC and if unknown can remain blank until assigned. Click on the down arrows for Section Type, Status, and Classification and select the appropriate information. Identify the Instruction Type by selecting Self-Paced or Instructor-Led. If the Section content is not releasable to foreign nationals, check the NOFORN block. Enter the Class/Lab/PA Time in minutes for an Instructor-Led Section or IMI Time in minutes for a Self-Paced Section.
·   **Job** – Enter the Duty and Job Task that the Section supports in the fields provided. Click on the down arrows for Category (Knowledge or Skill) and select the appropriate entry. If the Section is created using the **Create Section from AIM Data** option the CIN, Learning Objective, and DP Number fields will have content from the material copied.
·   **Skills List** – Skills data identifies Task/Knowledge/Skill/Tools/Resources by and ID, Type and Text. If the Skills data is available in the EDE the Skill List data will automatically be entered when importing from EDE.
·   **Info** – The Information tab can contain information about who the author and owner is, the date the Section was created, published, and an expiration date. Keywords can be added to facilitate searching the database for the Section. Click on the down arrows for Cognitive level (Remember or Apply) and select the appropriate entry.
·   **Sheets** – Instruction Sheets can be added to support a Section. The TG Sheets are identified by Sequence, Type and Title in this tab. TG Sheets are added by highlighting the Section title, selecting the **Options** menu item and the **Add Sheet** option.
·   **Resources** – Resources that support the entire Section will be identified in this tab.

Resources cannot be added directly into this tab. Resources can be added to Element folders from the Site RRL by selecting the **Options** menu item and the **Add Resource** option when developing the Element folders of the Section.

· **Metadata –** Each of the folders in the metadata structure contain fields to enter appropriate information for SCORM specification and version selected. Bolded folders indicate that data entry is required. Right-clicking on headings will identify the information that can be added for the SCORM version selected.

Step 6   Develop each Element of the Section. Each Element contains an **Element** tab, a **RIA** tab is present if Section is identified as Instructor-Led, and **Metadata** tabs. The Element tab contains the Styled Text Editor that you can use to create information and to paste information saved as RTF. The **Search AIM Data** option can be used to access data for the Elements and RIA tab. The RIA tab works in conjunction with the **Resources** menu item and the **Add Resource**, **Add Graphic, Add Sheet, Add Fault, Add Free Text** and **Delete Resource** options. The Metadata tab contains folders and fields to enter key words for the Element. Add/identify the information for each element and select the **Edit** menu item and the **Save** sub-menu item when completed with each element. Refer to Table 1 above to determine the required and optional elements for the type of Section being developed

Create a Section from AIM Data

The **Create Section from AIM Data** option allows you to select the desired course, CTTL, LO or DP, Unit, and Topic desired to build any of the types of Sections. If the type of Section is not readily identifiable, the **Decision Wizard** option can be used to determine the type of Section.

If test questions have already been developed (for the EO) in the database they can be selected for the Assessment Elements in the Section by using the **Search AIM Data** option in the Lesson/Section Utility after the EO or DP has been selected and the Section created.

Step 1   From the AIM main menu, select the **Document** menu item, the **Learning Object Module** sub-menu item and **Section** or click on the Learning Object Module icon and when the Courses window opens select the **Contents** menu item and the **Sections** sub-menu item.

Step 2   From the Sections window select the **Options** menu item and the **Create Section from AIM Data** option.

Step 3   From the Select Course window click on the desired course containing the Duty/Task, LO, or Discussion Point (DP) that the Section will be converted from and then click on the **Select** menu item.

Step 4   From the Create Section from CIN window you can select either the CTTL, LO or DP. You can create a Section from; a Duty or Task in the CTTL module, a Terminal Objective or Enabling Objective in the LO module, or from a DP in the LP. For the purpose of this explanation click on the down arrow and select DP.

Step 5   From the Course Structure in the left-hand pane open the desired Unit, to reveal the topics in the Unit.

Step 6   Click on the desired Topic to reveal the DPs for the Topic in the right-hand pane.

Step 7   Click on the desired DP and click on the **Create** menu item. A sub-menu will appear and you can select the type of Section to be created from the DP. If it is unclear which type the DP should become the **Decision Wizard** should be selected. When you have answered all questions in the Decision Wizard AIM will bold the type of Section based on your answers and provide a percentage for each type. Click on the appropriate type.

Step 8   AIM will return you to the Sections window where you can develop your Section after selecting the appropriate type of Section.

Step 9   The Section converted from the DP is added to the tree structure in the left-hand pane. Expand the structure of the Section by clicking on the + block. This will reveal the required (in **Bold**) and optional Elements of the Section. If using the SLC method, the Learn, Explore, and Practice folders will contain the Elements that are required and optional.

Step 10   With the *Section* highlighted in the tree structure, observe that there are tabs in the right-hand pane associated with the Section titled General, Job, Skills Data, Info, Sheets for Instructor-Led Section, Resources, and Metadata. Add/identify the following information for each tab and select the **Edit** menu item and the **Save** sub-menu item when completed with each tab.

·   **General** – Enter the Title, Identification Number and Objective in the fields provided. The Identification Number will be assigned for generating an output file for SCORM, NLCOM or AICC and if unknown can remain blank until assigned. Click on the down arrows for Section Type, Status, and Classification and select the appropriate information. Identify the Instruction Type by selecting Self-Paced or Instructor-Led. If the Section content is not releasable to foreign nationals, check the NOFORN block. Enter the Class/Lab/PA Time in minutes for an Instructor-Led Section or IMI Time in minutes for a Self-Paced Section.

·   **Job** – Enter the Duty and Job Task that the Section supports in the fields provided. Click on the down arrows for Category (Knowledge or Skill), and select the appropriate entry. If the Section is created using the **Create Section from AIM Data** option, the CIN, Learning Objective, and DP Number fields will have content from the material copied.

·   **Skills List** – Skills data identifies Task/Knowledge/Skill/Tools/Resources by and ID, Type and Text. If the Skills data is available in the EDE the Skill List data will automatically be entered when importing from EDE.

·   **Info** – The Information tab can contain information about who the author and owner is, the date the Section was created, published, and an expiration date. Keywords can be added to facilitate searching the database for the Section. Click on the down arrows for Cognitive level (Remember or Apply) and select the appropriate entry.

·   **Sheets** – Instruction Sheets can be added to support a Section. The TG Sheets are identified by Sequence, Type and Title in this tab. TG Sheets are added by highlighting the Section title, selecting the **Options** menu item and the **Add Sheet** option.

·   **Resources** – Resources that have been selected for the Elements of the Section will

appear in the Resources tab. Resources cannot be added directly to this tab.

· **Metadata –** Each of the folders in the metadata structure contain fields to enter appropriate information for SCORM specification and version selected. Bolded folders indicate where data entry is required. Right-clicking on headings will identify the information that can be added for the SCORM version selected.

Step 11   Develop each Element of the Section. Each Element contains Element, Instructor Activity for Instructor-Led Sections, Resource, and Metadata tabs.

· The Element tab contains the Styled Text Editor that you can use to create information and to paste information saved as RTF. The **Search AIM Data** options can be used to access DP and RIA information linked to the objective used to create the Section or from other courses and topics. DP and RIA information can be copied into the Element tab and resources selected in the RIA will be added to the Resources tab.

· The Instructor Activity tab will be present for Instructor-Led Sections. Enter the instructions for the instructor detailing how to teach the element.

· The Storyboard option will be present for Self-Paced Sections. Enter storyboard development concepts to be used in Outstart Evolution or Crossroads.

· The Resource tab works in conjunction with the **Options** menu item and the **Add Resource**, **Add Graphic,** and **Delete Resource** options. These options allow you to add items from the Site RRL and Graphics Utility.

· The Metadata tab contains folders in the metadata structure with fields to enter key words for the Section and appropriate information for SCORM specification and version selected. Bolded folders indicate where data entry is required. Right-clicking on headings will identify the information that can be added for the SCORM version selected. Add/identify the bolded information for each item and select the **Edit** menu item and the **Save** sub-menu item when completed with each Element.

Adding Test Items for a Section

If test questions have already been developed for the EO (linked to the CTTL item, LO item, or DP) in the database, they can be selected for the Assessment item in the Section by using the **Search AIM Data** option in the Lesson/Section Utility after the Duty/Task, EO, or DP has been selected and the Section created. The Test Items for the Section can then be edited as necessary.

To add new Test Items for a Section:

Step 1   From the AIM main menu, select the **Document** menu item, the **Learning Object Module** sub-menu item and **Section** or click on the Learning Object Module icon and when the Courses window opens select the **Contents** menu item and the **Sections** sub-menu item.

Step 2   Click on the Resource tab. Select the **Resources** menu item and the **Select Resource** option.

Step 3   Click on the Resource that contains the test question information, and select the **Select** menu item. Resource options are IETM, IMM, or Publication.

Step 4   Enter the required resource information as determined by the resource selected.

To develop Fill-in-the-blank questions:

Step 1   From the Sections window, select the **Options** menu item and the **Add Test Item** option. Select **Fill-in-the-blank** from the sub-menu.

Step 2   Click on the K Level field down arrow, and from the drop-down menu select the appropriate level of learning for the question.
K1 - Recognize (recommended selection for T/F Test Items)
K2 - Recall
K3 - Comprehend
K4 - Analyze
K5 - Evaluate

Step 3   Click on the Q&A tab. Click on the Stem field, and enter the text of the question. Use the underline feature to enter the blank line.

Step 4   Click on the Answer field and enter the text of the answer.

Step 5   Click on the Resource tab. Select the **Resources** menu item and the **Select Resource** option.

Step 6   Click on the Resource that contains the test question information, and select the **Select** menu item. Resource options are IETM, IMM, Sheet, or Publication.

Step 7   Enter the required resource information as determined by the resource selected.

Step 8   If there is an associated graphic to be used in conjunction with the test item perform the following:
a.   Click on the Graphic tab. Select the **Options** menu item and the **Select Graphic** option. AIM II will open the Graphics window that contains a list of all the graphics contained in the Graphics library.
b.   Click on the desired graphic, and select the **Options** menu item and the **Select** option. Selection of a graphic enables the sizing portion of the window for the graphic selected. The width and height of the graphic can be edited to conform to the 6.5 width and 8.5 height maximum values.
c.   Select the **Edit** menu item and the **Save** sub-menu item. AIM II will return you to the Graphic tab, and the field for Graphic description will contain the graphic description from the graphics library for the graphic selected. The graphic description field can be edited and will print out below the graphic.

Step 9   The Info Tab is provided to enter Notes, identify the Developer, Reviewer, and who Administratively approved the test item, and the Date the test item was first created. The default developer is the login name of the individual that first created the test item and can be edited. The default date can be edited before the test item is locked for approval.

Step 10   A down arrow will appear in the Status field when the required information has been added to the fields and tabs (fields identified with an asterisk are required) and the Status will change to Complete. The Status can then be changed from Complete to Locked or Approved by clicking on the down arrow and selecting the appropriate Status and saving the information to the database.

Step 11   Select the **Edit** menu item and the **Save** sub-menu item to save the Fill-in-the-blank question to the database.

Step 12   Select the **Exit** menu item to return to the ELOs window.

To develop Multiple Choice questions:

Step 1   From the Sections window select the **Options** menu item and the **Add Test Item** option. Select **Multiple Choice** from the sub-menu.

Step 2   Click on the Q&A tab. In the Stem field, add the text of the question.

Step 3   In the Answer/Distractor fields, enter the text of the distractors and answer. At least four entries must be made to save the question to the database.

Step 4   Click on the Answer text, select the **Options** menu item and the **Set Answer** option, or double-click in the Correct Answer column adjacent to the answer. An "X" will appear in the Correct Answer column adjacent to the Answer.

NOTE

Entries made in the Answer/Distractor field can be re-sequenced by clicking on the text and using "drag and drop" to place the item where desired.

Step 5   Click on the Resource tab. Select the **Resources** menu item and the **Select Resource** option.

Step 6   Click on the Resource that contains the test question information, and select the **Select** menu item. Resource options are IETM, IMM, Sheet, or Publication.

Step 7   Enter the required resource information as determined by the resource selected.

Step 8   Click on the K Level field down arrow, and from the pop-up menu select the appropriate level of learning for the question.
K1 - Recognize (recommended selection for T/F Test Items)
K2 - Recall
K3 - Comprehend
K4 - Analyze
K5 – Evaluate

Step 9   If there is an associated graphic to be used in conjunction with the test item perform the following:
a. Click on the Graphic tab. Select the **Options** menu item and the **Select Graphic** option. AIM II will open the Graphics window that contains a list of all the graphics contained in the Graphics library.
b. Click on the desired graphic, and select the **Options** menu item and the **Select** option. Selection of a graphic enables the sizing portion of the window for the graphic selected. The width and height of the graphic can be edited to conform to the 6.5 width and 8.5 height maximum values.
c. Select the **Edit** menu item and the **Save** sub-menu item. AIM II will return you to the Graphic tab, and the field for Graphic description will contain the graphic description

from the graphics library for the graphic selected. The graphic description field can be edited and will print out below the graphic.

Step 10   The Info Tab is provided to enter Notes, identify the Developer, Reviewer, and who Administratively approved the test item, and the Date the test item was first created. The default developer is the login name of the individual that first created the test item and can be edited. The default date can be edited before the test item is locked for approval.

Step 11   A down-arrow will appear in the Status field when the required information has been added to the fields and tabs, and the Status will change to Complete. The Status can then be changed from Complete to Locked or Approved by clicking on the down arrow and selecting the appropriate Status and saving the information to the database.

Step 12   Select the **Edit** menu item and the **Save** sub-menu item to save the multiple-choice question to the database.

Step 13   Select the **Exit** menu item to return to the Sections window.

To develop True/False questions:

Step 1   From the Sections window, select the **Options** menu item and the **Add Test Item** option. Select **True/False** from the sub-menu.

Step 2   Click on the K Level field down arrow, and from the pop-up menu, select the appropriate level of learning for the question.
K1 - Recognize (recommended selection for T/F Test Items)
K2 - Recall
K3 - Comprehend
K4 - Analyze
K5 – Evaluate

Step 3   Click on the Q&A tab, and enter the text of the statement in the Stem field.

Step 4   Identify the correct answer by clicking on the box next to either TRUE or FALSE. An "X" will appear in the box to indicate the correct answer.

Step 5   Click on the Resource tab. Select the **Resources** menu item and the **Select Resource** option.

Step 6   Click on the Resource that contains the test question information, and select the **Select** menu item. Resource options are IETM, IMM, Sheet, or Publication.

Step 7   Enter the required resource information as determined by the resource selected.

Step 8   If there is an associated graphic to be used in conjunction with the test item, perform the following:
a. Click on the Graphic tab. Select the **Options** menu item and the **Select Graphic** option. AIM II will open the Graphics window that contains a list of all the graphics contained in the Graphics library.
b. Click on the desired graphic, and select the **Options** menu item and the **Select** option.

Selection of a graphic enables the sizing portion of the window for the graphic selected. The width and height of the graphic can be edited to conform to the 6.5 width and 8.5 height maximum values.

c. Select the **Edit** menu item and the **Save** sub-menu item. AIM II will return you to the Graphic tab, and the field for Graphic description will contain the graphic description from the graphics library for the graphic selected. The graphic description field can be edited and will print out below the graphic.

Step 9   The Info Tab is provided to enter Notes, identify the Developer, Reviewer, and who Administratively approved the test item, and the Date the test item was first created. The default developer is the login name of the individual that first created the test item and can be edited. The default date can be edited before the test item is locked for approval.

Step 10   A down-arrow will appear in the Status field when the required information has been added to the fields and tabs and the Status will change to Complete. The Status can then be changed from Complete to Locked or Approved by clicking on the down arrow and selecting the appropriate Status and saving the information to the database.

Step 11   Select the **Edit** menu item and the **Save** sub-menu item to save the True/False question to the database.

Step 12   Select the **Exit** menu item to return to the Sections window.

To develop Two-Column Matching test questions:

Two column matching test items are actually four to eight individual test items in one question. To develop a two-column matching test item you will enter data in two parallel columns that correspond to each other. The left-hand column (stimulus) will contain four to eight entries. The right-hand column (responses) will contain six to ten entries. The right-hand column MUST have two more entries than the left-hand column. These two additional entries are provided to prevent the trainees from being able to guess at the last few matching items after having ruled out the ones that they know.

Step 1   From the Sections window, select the **Options** menu item and the **Add Test Item** option. Select **Two-Column Matching** from the sub-menu.

Step 2   Click on the K Level field down arrow, and from the pop-up menu select the appropriate level of learning for the question.
            K1 - Recognize (recommended selection for T/F Test Items)
            K2 – Recall
            K3 – Comprehend
            K4 - Analyze
            K5 – Evaluate

Step 3   Click on the Q&A tab. Click on the Stem field and enter the text of the directions for the Column Matching Test Item.

Step 4   Select the **Options** menu item and the **Add Left Entry option**, or click in the desired location to add an entry.

Step 5   Enter the text for the first item of the left-hand column.

Step 6   Repeat Steps 9 and 10 for each item to be added to the left-hand column. AIM II will permit up to 8 entries. After four entries in either column, you will need to manually add entries using the Options drop-down menu.

Step 7   Select the **Options** menu item and the **Add Right Entry** option, or click in the desired location to add an entry.

Step 8   Enter the text for the first item in the right column.

Step 9   Repeat Steps 7 and 8 for each item to be added to the right-hand column. AIM II will permit up to 10 entries for the right-hand column. The right-hand column must have two more entries than the left-hand column.

NOTE

Entries made in the Right and Left-hand columns can be resequenced by clicking on the text and using "drag and drop" to place the item where desired.

Step 10   Click on the Answer column for the first item in the left-hand column, and select the letter of the matching item in the right-hand column. You can use an answer once, more than once or not at all.

Step 11   Repeat Step 10 for each item in the left-hand column.

Step 12   Click on the Resource tab. Select the **Resources** menu item and the **Select Resource** option.

Step 13   Click on the Resource that contains the test question information, and select the **Select** menu item. Resource options are IETM, IMM, Sheet, or Publication.

Step 14   Enter the required resource information as determined by the resource selected.

Step 15   If there is an associated graphic to be used in conjunction with the test item perform the following:
          a. Click on the Graphic tab. Select the **Options** menu item and the **Select Graphic** option. AIM II will open the Graphics window that contains a list of all the graphics contained in the Graphics library.
          b. Click on the desired graphic and select the **Options** menu item and the **Select** option. Selection of a graphic enables the sizing portion of the window for the graphic selected. The width and height of the graphic can be edited to conform with the 6.5 width and 8.5 height maximum values.
          c. Select the **Edit** menu item and the **Save** sub-menu item. AIM II will return you to the Graphic tab, and the field for Graphic description will contain the graphic description from the graphics library for the graphic selected. The graphic description field can be edited and will print out below the graphic.

Step 16   The Info Tab is provided to enter Notes, identify the Developer, Reviewer, and who Administratively approved the test item, and the Date the test item was first created. The default developer is the login name of the individual that first created the test item and can be edited. The default date can be edited before the test item is locked for approval.

Step 17   A down-arrow will appear in the Status field when the required information has been added to the fields and tabs, and the Status will change to Complete. The Status can then be changed from Complete to Locked or Approved by clicking on the down arrow and selecting the appropriate Status and saving the information to the database.

Step 18   Select the **E̲dit** menu item and the **S̲ave** sub-menu item to save the Two Column Matching question to the database.

Step 24   Select the **E̲x̲it** menu item to return to the Sections window.

To develop Performance questions:

Step 1   From the Sections window select the **O̲ptions** menu item and the **Add Test Item** option. Select **Performance** from the sub-menu.

Step 2   Click on the K Level field down arrow, and from the drop-down menu select the appropriate level of learning for the question.

Step 3   Click on the Performance tab and enter the title of the Performance scenario in the Title field.

Step 4   Click in the text field below the Title and add the text for the Performance scenario.

           AIM II will open the Select Site RRL window that contains the Publications that are contained in the Site RRL.

Step 5   Click on the Resources tab. Click on the Options menu item and the **Add R̲esource** option.

           AIM II will open the Select Site RRL window that contains the Publications that are contained in the Site RRL.

Step 6   Click on the publication that supports the Performance scenario and select the **S̲elect** menu item. AIM II will enter the publication identifier in the Resources tab of the Performance Test Item for Line Item window. You may also double-click on the desired publication to select it.

Step 7   Enter the publication breakdown information (e.g., Volume, Part, Chapter) in the Pub. Breakdown fields.

Step 8   The Info Tab is provided to enter Notes, identify the Developer, Reviewer, and who Administratively approved the test item and the Date the test item was first created. The default developer is the login name of the individual that first created the test item and can be edited. The default date can be edited before the test item is locked for approval.

Step 9   If there is an associated graphic to be used in conjunction with the test item, perform the following:
           a. Select the **O̲ptions** menu item and the **Add G̲raphic** option. AIM II will open the Graphics window that contains a list of all the graphics contained in the Graphics library.

      b.   Click on the desired graphic, and select the **Options** menu item and the **Select** option. Selection of a graphic enables the sizing portion of the window for the graphic selected. The width and height of the graphic can be edited to conform to the 6.5 width and 8.5 height maximum values.

      c.   Select the **Edit** menu item and the **Save** sub-menu item. AIM II will return you to the Graphic tab, and the field for Graphic description will contain the graphic description from the graphics library for the graphic selected. The graphic description field can be edited and will print out below the graphic.

Step 10   Select the **Edit** menu item and the **Save** sub-menu item to save the Performance question to the database.

Step 11   A down-arrow will appear in the Status field when the required information has been added to the fields and tabs, and the Status will change to Complete. The Status can then be changed from Complete to Locked or Approved by clicking on the down arrow and selecting the appropriate Status and saving the information to the database.

Step 12   Select the **Exit** menu item to return to the Sections window.

Adding TG Sheets to a Section

When developing an Instructor-Led Section you can create Instruction Sheets (TG Sheets) for the students. There are six types of Instruction Sheets:

- Assignment
- Diagram
- Information
- Job
- Outline
- Problem

To develop an Assignment Sheet:

Step 1   From the Sections window click on the Section Title.

Step 2   Select the **Options** menu item and the **Add Sheet** option.

Step 3   Select Assignment.

Step 4   Add the Assignment Sheet **Title** and **Introduction** in the designated fields. The Section Title will be the default title of the Assignment Sheet and it can be edited.

Step 5   Select the **Contents** menu item and the **Study Assignments** sub-menu item.

Step 6   From the Sheet References window select the **Options** menu item and the **Add** option.

Step 7   Select the **Options** menu item and either "**Select Reference for Document**" or "**Select IETM for Document**".

Step 8   From the Select Site RRL window click on the desired Reference or IETM and click on

the **Select** menu item.

NOTE: If IETM is selected, an IETM Data Browser will open. Click on the desired item in the browser and select the **Options** menu item and the **Select** option.

NOTE: The **Type** field will automatically be identified, depending on your selection of Reference or IETM.

Step 9   Click on the **Before Text** field and click on the down arrow. Select the desired verb.

Step 10   In the **After Text** field add the required text for the Assignment. (Example: Chapter 15, paragraphs 15.2.3 through 15.2.8.)

Step 11   Repeat Steps 6 through 9 for each additional assignment.

Step 12   After adding the last assignment select the **Exit** menu item.

Step 13   Select the **Contents** menu item and the **Study Questions** sub-menu item. Number and add the desired study questions to the Word document.

Step 14   Select the **File** menu item and the **Save** sub-menu item when finished adding study questions.

Step 15   Select the **File** menu item and the **Exit** sub-menu item to return to the Assignment Sheet window.

Step 16   Select the **Contents** menu item and the **Answer** sub-menu item.

Step 17   Number and add the answers to the questions added in Step 12.

Step 18   Select the **Edit** menu item and the **Save** sub-menu item to save your answers.

Step 19   Select the **Options** menu item and the **Print Preview** option to view and review your Assignment Sheet.

Step 20   From the Preview window select the **File** menu item and the **Exit** sub-menu item.

Step 21   When complete with the Assignment Sheet select the **Exit** menu item to return to the Sections window.

To develop a Diagram Sheet:

Step 1   From the Sections window click on the Instructor-Led Section Title.

Step 2   Select the **Options** menu item and the **Add Sheet** option.

Step 3   Select **Diagram**.

Step 4   Add the Diagram Sheet **Title** in the designated field.

Step 5   Select the **Contents** menu item and the **Diagram** sub-menu item.

Step 6   Select the **Insert** menu item and the **AIM Graphic, or AIM IMI** sub-menu item.

Step 7   If **AIM Graphic** was selected, click on the desired graphic from the Select Graphic window. Select the **Options** menu item and the **Select** option. This will place the graphic in the position of you cursor in your Word document.

If **AIM IMI** was selected, click on the desired IMI from the IMI Selection window. Select the **Options** menu item and the **Select** option. This will place a hot link to the IMI in the position of you cursor in your Word document.

Step 8   Select the **File** menu item and the **Save** sub-menu item when finished adding graphics/IMI.

Step 9   Select the **Options** menu item and the **Print Preview** option to view and review your Diagram Sheet.

Step 10   From the Preview window select the **File** menu item and the **Exit** sub-menu item.

Step 11   When complete with the Diagram Sheet select the **Exit** menu item to return to the Sections window.

To develop an Information Sheet:

Step 1   From the Sections window click on the Instructor-Led Section Title.

Step 2   Select the **Options** menu item and the **Add Sheet** option.

Step 3   Select **Information**.

Step 4   Add the Information Sheet **Title** and **Introduction** in the designated fields.

Step 5   Select the **Contents** menu item and the **References** sub-menu item.

Step 6   From the Sheet References window select the **Options** menu item and either "**Select Reference for Document**" or "**Select IETM for Document**".

Step 8   From the Select Site RRL window click on the desired Reference or IETM and click on the **Select** menu item.

NOTE: If IETM is selected, an IETM Data Browser will open. Click on the desired item in the browser and select the **Options** menu item and the **Select** option.

NOTE: The **Type** field will automatically be identified, depending on your selection of Reference or IETM.

Step 9   In the **After Text** field add the required text for the Information. (Example: Chapter 15, paragraphs 15.2.3 through 15.2.8.)

Step 10   Repeat Steps 6 through 9 for each additional document.

Step 11   After adding the last document select the **Exit** menu item.

Step 12   Select the **Contents** menu item and the **Information** sub-menu item. Add the required text to the Word document.

Step 13   Select the **File** menu item and the **Save** sub-menu item when finished adding information.

Step 14   Select the **File** menu item and the **Exit** sub-menu item to return to the Information Sheet window.

Step 15   Select the **Options** menu item and the **Print Preview** option to view and review your Information Sheet.

Step 16   From the Preview window select the **File** menu item and the **Exit** sub-menu item.

Step 17   When complete with the Information Sheet select the **Exit** menu item to return to the Sections window.

To develop a Job Sheet:

Step 1   From the Sections window click on the Instructor-Led Section Title.

Step 2   Select the **Options** menu item and the **Add Sheet** option.

Step 3   Select **Job**.

Step 4   Add the Job Sheet **Title** and **Introduction** in the designated fields.

Step 5   Select the **Contents** menu item and the **Equipment** sub-menu item.

Step 6   AIM opens the Equipment folder of the Site RRL for selection of the equipment for performance of the Job Sheet. Since there are 18 folders in the Site RRL that contain equipment, you can select the **Resources** menu item and select the equipment desired from any of the equipment related folders.

Highlight the desired item, select the **Options** menu item and the **Select** option. When all the equipment items have been selected select the **Exit** menu item to return to the Job Sheet window.

Step 7   Select the **Contents** menu item and the **References** sub-menu item.

Step 8   From the Sheet References window select the **Options** menu item and the **Add** option.

Step 9   Select the **Options** menu item and either "**Select Reference for Document**" or "**Select IETM for Document**".

Step 10   From the Select Site RRL window click on the desired Reference or IETM and click on the **Select** menu item.

NOTE: If IETM is selected, an IETM Data Browser will open. Click on the desired item in the browser and select the **Options** menu item and the **Select** option.

NOTE: The **Type** field will automatically be identified, depending on your selection of Reference or IETM.

Step 11   In the **After Text** field add the required text for the Job. (Example: Chapter 15, paragraphs 15.2.3 through 15.2.8.)

Step 12   After selecting all the references required select the **Exit** menu item.

Step 13   Select the **Contents** menu item and the **Self Test Questions** sub-menu item. Number and add the desired study questions to the Word document.

Step 14   Select the **File** menu item and the **Save** sub-menu item when finished adding self test questions.

Step 15   Select the **File** menu item and the **Exit** sub-menu item to return to the Job Sheet window.

Step 16   Select the **Contents** menu item and the **Safety Precautions** sub-menu item. Add the required safety precautions for performance of the Job Sheet to the Word document.

Step 17   Select the **File** menu item and the **Save** sub-menu item when finished adding safety precautions.

Step 18   Select the **File** menu item and the **Exit** sub-menu item to return to the Job Sheet window.

Step 19   Select the **Contents** menu item and the **Job Steps** sub-menu item. Number and add the desired job steps to the Word document.

Step 20   Select the **File** menu item and the **Save** sub-menu item when finished adding job steps.

Step 21   Select the **File** menu item and the **Exit** sub-menu item to return to the Job Sheet window.

Step 22   Select the **Contents** menu item and the **Answer** sub-menu item.

Step 23   Number and add the answers to the self test questions added in Step 13.

Step 24   Select the **Edit** menu item and the **Save** sub-menu item to save your answers.

Step 25   Select the **Options** menu item and the **Print Preview** option to view and review your Job Sheet.

Step 26   From the Preview window select the **File** menu item and the **Exit** sub-menu item.

Step 27   When complete with the Job Sheet select the **Exit** menu item to return to the Sections window.

To develop an Outline Sheet:

Step 1   From the Sections window click on the Instructor-Led Section Title.

Step 2   Select the **Options** menu item and the **Add Sheet** option.

Step 3   Select **Outline**.

Step 4   Add the Outline Sheet **Title** and **Introduction** in the designated fields. The Section Title will be the default title of the Outline Sheet and it can be edited.

Step 5   Select the **Contents** menu item and the **Section Outline** sub-menu item. Add the required text to the Word document.

Step 6   Select the **File** menu item and the **Save** sub-menu item when finished adding the outline.

Step 7   Select the **File** menu item and the **Exit** sub-menu item to return to the Outline Sheet window.

Step 8   Select the **Options** menu item and the **Print Preview** option to view and review your Outline Sheet.

Step 9   From the Preview window select the **File** menu item and the **Exit** sub-menu item.

Step 10   When complete with the Outline Sheet select the **Exit** menu item to return to the Sections window.

To develop a Problem Sheet:

Step 1   From the Sections window click on the Instructor-Led Section Title.

Step 2   Select the **Options** menu item and the **Add Sheet** option.

Step 3   Select **Problem**.

Step 4   Add the Problem Sheet **Title** and **Introduction** in the designated fields.

Step 5   Select the **Contents** menu item and the **Equipment** sub-menu item.

Step 6   AIM opens the Equipment folder of the Site RRL for selection of the equipment for performance of the Problem Sheet. Since there are 18 folders in the Site RRL that contain equipment, you can select the **Resources** menu item and select the equipment desired from any of the equipment related folders.

            Highlight the desired item, select the **Options** menu item and the **Select** option. When all the equipment items have been selected select the **Exit** menu item to return to the Problem Sheet window.

Step 7   Select the **Contents** menu item and the **References** sub-menu item.

Step 8   From the Sheet References window select the **Options** menu item and the **Add** option.

Step 9   Select the **Options** menu item and either "**Select Reference for Document**" or "**Select IETM for Document**".

Step 10   From the Select Site RRL window click on the desired Reference or IETM and click on the **Select** menu item.

NOTE: If IETM is selected, an IETM Data Browser will open. Click on the desired item in the browser and select the **Options** menu item and the **Select** option.

NOTE: The **Type** field will automatically be identified, depending on your selection of Reference or IETM.

Step 11   In the **After Text** field add the required text for the Job. (Example: Chapter 15, paragraphs 15.2.3 through 15.2.8.)

Step 12   After selecting all the references required select the **Exit** menu item.

Step 13   Select the **Contents** menu item and the **Problem** sub-menu item. Add the text of the problem. Identify what has been Given to the student, the Initial and Final conditions for the performance of the Problem Sheet.

Step 14   Select the **File** menu item and the **Save** sub-menu item when finished adding the text.

Step 15   Select the **File** menu item and the **Exit** sub-menu item to return to the Problem Sheet window.

Step 16   Select the **Contents** menu item and the **Answer** sub-menu item.

Step 17   Number and add the answers to questions added in Step 13.

Step 18   Select the **Edit** menu item and the **Save** sub-menu item to save your answers.

Step 19   Select the **Options** menu item and the **Print Preview** option to view and review your Problem Sheet.

Step 20   From the Preview window select the **File** menu item and the **Exit** sub-menu item.

Step 21   When complete with the Problem Sheet select the **Exit** menu item to return to the Sections window.

Lessons Options Menu Item

The Lessons window contains the following options:
·   **Create Lesson**: Allows you to add a new Principle or Procedure Lesson to the list.
·   **Add Section to Lesson**: Opens a grid of Sections (that contains their title, version, and status) in the right-hand pane where you can select the Sections that pertain to the Lesson.
·   **Copy**: Allows you to duplicate a Lesson in the Lessons window.
·   **Create New Version**: Allows you to create a new version of an approved Lesson.
·   **Delete**: Allows you to delete a Lesson in the Lessons window.
·   **Security Markings**
        From the main AIM screen, with a course selected and the tree structure expanded, perform

the following steps to access the Security Markings screen:

1.   Right click and Go To the appropriate location on the course tree (left pane).
2.   From the menu bar click Options.
3.   From the Options dropdown menu click Security Markings

This will display the screen show in the figure below.

Security marking screen.jpg

The top portion of the Security Markings screen indicates the CIN and Title of the course. The center of the screen lists different sections of the Lesson Plan (LP) that can have security markings and the current marking assigned. The lower portion of the screen is broken into the following three sections:

- Classification: The available classifications that can be assigned, the options are:

  o Unclassified

  o Confidential

  o Secret

  o Top Secret

  o Unclassified/NOFORN

- Modifier: This is an additional security modifier to the classification, the options are:

  o (None)

  o COMINT

  o Talent Keyhole

  o COMINT/Talent Keyhole

- Release Ability: This is an additional restriction on who the document may be released to, the options are:

  o (None)

  o NOFORN

  o For Official Use Only

  o REL TO

Once the appropriate settings have been made select Edit from the menu bar, then Save from the dropdown menu to save the security markings. There is also a Reset option that will reset the security markings of the highlighted Entity to Unclassified.

- **ISD Considerations:** Considerations are entered into the Content Planning Module (CPM) and are brought over to the LO Module on import of a course. They are only editable in the CPM. This item is hidden from the menu for non-imported content.
- **Select**: Enabled after selecting the **Add Section to Lesson** option, it allows you to select a highlighted Section to support a Lesson.
- **Unselect**: Enabled after selecting the **Add Section to Lesson** option, it allows you to unselect the highlighted Section from a Lesson.
- **Find Lesson**: Allows you to enter text to find a Lesson.
- **Check Spelling** Allows you to check the spelling of any element within the Lesson.
- **Grant Privileges**: Allows you to grant the privileges you have to another AIM User.
- **Show In Use Information**: If the IN-Use flag is set this option will display which user caused the flag to be set.
- **Reset In-Use**: This option is used to reset the IN-Use flag to allow editing.
- **Explain Flag**
- **Remove Flag**

Create a Lesson

To create a Lesson in the Learning Object Module:

Step 1   From the AIM main menu, select the **Document** menu item, the **Learning Object Module** sub-menu item and **Lesson** or click on the Learning Object Module icon and when the Courses window opens select the **Contents** menu item and the **Lessons** sub-menu item.

Step 2   From the Lessons window select the **Options** menu item and the **Create Lesson** option.

Step 3   AIM will add the *New Lesson* to the Lesson tree structure in the left-hand pane. Expand the structure of the Lesson by clicking on the + block. This will reveal the Overview, Sections, and Summary portions of the Lesson and expanding the Sections will identify the elements required for each section.

Step 4   With the *New* Lesson highlighted in the tree structure, observe that there are tabs in the right-hand pane associated with the Lesson titled General, Job, Skills Data, Info, Sheets if Instructor-Led Sections containing Instruction Sheets have been selected for the Lesson, Resources, and Metadata. Add/identify the following information for each tab and select the **Edit** menu item and the **Save** sub-menu item when completed with each tab.

- **General tab –** Enter the Title, Identification Number and Objective in the fields provided. The Identification Number will be assigned for generating an output file for SCORM, NLCOM or AICC and if unknown can remain blank until assigned. Click on the down arrows for Lesson Type, Status, and Classification and select the appropriate information. If the Lesson content is not releasable to foreign nationals check the NOFORN block.
- **Objectives tab –** Lists all the Enabling Objectives of the Sections selected for the Lesson.
- **Job tab –** Enter the Duty and Job Task that the Lesson supports in the fields provided. Click on the down arrows for Category (Skill or Knowledge) and select the appropriate entries.
- **Skills List** – Skills data identifies Task/Knowledge/Skill/Tools/Resources by and ID, Type and Text. If the Skills data is available in the EDE the Skill List data will automatically be entered when importing from EDE.
- **Info –** The Information tab can contain information about who the author and owner is. The date fields allow you to identify the date the Lesson was created, published, and an expiration date can be added when applicable. Keywords can be added to facilitate searching the database for the Lesson.
- **Sheets** – Lists the Instruction Sheets identified in the Sections selected for the Lesson.
- **Resources –** This is not an area where you can add resources. The collective resources of the elements of the Lesson and the selected Sections will appear in this tab.
- **Metadata –** Each of the folders in the metadata structure contain fields to enter appropriate information for SCORM specification and version selected. Bolded folders indicate where data entry is required. Right-clicking on headings will identify the information that can be added for the SCORM version selected.

Step 5   Develop the *Overview* section of the Lesson. The *Overview* folders contain Element,

Resource, and Metadata tabs. The Element tab contains the Styled Text Editor that you can use to create information and to paste information saved as RTF. The Resource tab works in conjunction with the **Options** menu item and the **Add Resource**, **Add Graphic** and **Delete Resource** options. The Metadata tab contains folders and fields to enter required data and key words for the Element. Add/identify the information for each item and select the **Edit** menu item and the **Save** sub-menu item when completed with each Element. Elements may be added, modified or deleted from the Overview unless they are required elements (Introduction and Importance) by highlighting the Overview and selecting Add from the submenu, this will display a list of elements that can be added. To delete an element, highlight the element and select Delete from the Options submenu. To Modify an element, highlight the element then select Change Element from the Options submenu. Elements may also be resequenced with some exceptions, for example the Introduction must be the first element. To resequence elements highlight Overview and then select Resequence from the Options submenu. It is also possible to add sub-elements by highlighting an element and selecting Add Sub-element from the Options menu.

Add/identify the following information for each of the following Lesson Overview items and select the **Edit** menu item and the **Save** sub-menu item when completed with each item.

·   **Introduction –** The goal of the *Information* item is to explain the purpose of the Lesson.

·   **Importance-** The goal of the *Importance* item is to inform learners why they should be interested in the Lesson by creating interest and relevance.

·   **Prerequisite –** The goal of the *Prerequisite* item is to inform learners of knowledge and skills needed to complete the Lesson.

·   **Scenario –** The goal of the *Scenario* item is to relate a story to a job function to motivate the learners and capture their attention.

Step 6   When the Sections that support the Lesson have been developed, click on the Sections heading in the tree structure of the Lesson. The Sections identified in the database will be reflected in a list of Section Titles in the right-hand pane. Highlight the desired Section and select the **Options** menu item and the **Select** option or double-click on the desired Sections. A check mark will appear in the square box to the left of the Sections selected. The Sections can be placed in the order desired for presentation by using the using the click and drag method in the right hand Title column.

The Sections will be reflected in the Lesson tree structure in the left-hand pane and their content can be edited. Select the **Edit** menu item and the **Save** sub-menu item after selecting the desired Sections and sequencing them in the desired order.

Step 7   Develop the *Summary* section of the Lesson. The *Summary* contain Element, Resource, and Metadata tabs. The Element tab contains the Styled Text Editor that you can use to create information and to paste information saved as RTF. The Resource tab works in conjunction with the **Options** menu item and the **Add Resource**, **Add Graphic** and **Delete Resource** options. The Metadata tab contains folders and fields to enter key words for the Element. Add/identify
the information for each item and select the **Edit** menu item and the **Save** sub-menu item when completed with each element. Add/identify the following information for each item and select the **Edit** menu item and the **Save** sub-menu item when completed with each item. Elements may be added, modified or deleted from the Summary unless they are

required elements (Review) by highlighting the Summary and selecting Add from the submenu, this will display a list of elements that can be added. To delete an element, highlight the element and select Delete from the Options submenu. To Modify an element, highlight the element then select Change Element from the Options submenu. Elements may also be resequenced. To resequence elements highlight Overview and then select Resequence from the Options submenu. It is also possible to add sub-elements by highlighting an element and selecting Add Sub-element from the Options menu.

· **Review –** The goal of the *Review* item is to recap the key points from all Sections in the Lesson.
· **Next Step –** The goal of the *Next Step* item is to direct the learner to additional steps that would further their knowledge of the subject presented in the Lesson.
· **Resource –** The goal of the *Resource* item is to provide more information about the knowledge and skills covered in the Lesson.

Modules Options Menu Item

The Modules window contains the following options:
· **Create Module**: Allows you to add a new Module to the list.
· **Add Lesson to Module**: Opens a grid of Lessons (that contains their title, version, and status) in the right-hand pane where you can select the Lessons that pertain to the Module.
· **Copy**: Allows you to duplicate a Module in the Modules window.
· **Create New Version**: Allows you to create a new version of an approved Module.
· **Delete**: Allows you to delete a Module in the Modules window.
· **Security Markings**
From the main AIM screen, with a course selected and the tree structure expanded, perform the following steps to access the Security Markings screen:
1. Right click and Go To the appropriate location on the course tree (left pane).
2. From the menu bar click Options.
3. From the Options dropdown menu click Security Markings
This will display the screen show in the figure below.

Security marking screen.jpg

The top portion of the Security Markings screen indicates the CIN and Title of the course. The center of the screen lists different sections of the Lesson Plan (LP) that can have security markings and the current marking assigned. The lower portion of the screen is broken into the following three sections:

·   Classification: The available classifications that can be assigned, the options are:

o   Unclassified

o   Confidential

- o   Secret

- o   Top Secret

- o   Unclassified/NOFORN

· Modifier: This is an additional security modifier to the classification, the options are:

- o   (None)

- o   COMINT

- o   Talent Keyhole

- o   COMINT/Talent Keyhole

· Release Ability: This is an additional restriction on who the document may be released to, the options are:

- o   (None)

- o   NOFORN

- o   For Official Use Only

- o   REL TO

Once the appropriate settings have been made select Edit from the menu bar, then Save from the dropdown menu to save the security markings. There is also a Reset option that will reset the security markings of the highlighted Entity to Unclassified.
·
· **ISD Considerations:** Considerations are entered into the Content Planning Module (CPM) and are brought over to the LO Module on import of a course. They are only editable in the CPM. This item is hidden from the menu for non-imported content.
· **Find Module**: Allows you to enter text to find a Module.
· **Show In Use Information**: If the IN-Use flag is set this option will display which user caused the flag to be set.
· **Reset In-Use**: This option is used to reset the IN-Use flag to allow editing.
· **Check Spelling** Allows you to check the spelling of any element within the Module.
· **Grant Privileges**: Allows you to grant the privileges you have to another AIM User.
· **Explain Flag**
· **Remove Flag**

Create a Module

To create a Module in the Learning Object Module:

Step 1   From the AIM main menu, select the **Document** menu item, the **Learning Object Module** sub-menu item and **Module** or click on the Learning Object Module icon and

when the Courses window opens select the **Contents** menu item and the **Modules** sub-menu item.

Step 2   From the Modules window select the **Options** menu item and the **Create Module** option.

Step 3   AIM will add the *New Module* to the Module tree structure in the left-hand pane. Expand the structure of the Module by clicking on the + block. This will reveal the Overview, Sections, and Summary portions of the Module, expanding the Lessons will identify the elements required for each Lesson, and expanding the Sections will identify the elements required for each section.

Step 4   With the *New Module* highlighted in the tree structure, observe that there are tabs in the right-hand pane associated with the Module titled Module, Objectives, Metadata, and Resources. Add/identify the following information for each tab and select the **Edit** menu item and the **Save** sub-menu item when completed with each tab.
·   **Module tab** – Enter the Title of the Module.
·   **Objectives tab** – The Objectives tab will contain the Terminal and Enabling objectives of the Lessons and Sections selected for the Module.
·   **Sheets** – The Sheets tab will contain a list of all the Instruction Sheets contained in the Lessons selected for the Module.
·   **Resources** – This is not an area where you can add resources. The collective resources of the elements of the Module and the selected Lessons and Sections will appear in this tab.
·   **Metadata** – Each of the folders in the metadata structure contain fields to enter appropriate information for SCORM specification and version selected. Bolded folders indicate where data entry is required. Right-clicking on headings will identify the information that can be added for the SCORM version selected.

Step 5   When the Lessons that support the Module have been developed, click on the Lessons heading in the tree structure of the Module. The Lessons identified in the database will be reflected in a list of Lesson Titles in the right-hand pane. Highlight the desired Lesson and select the **Options** menu item and the **Select** option or double-click on the desired Lessons. A check mark will appear in the square box to the left of the Lessons selected. The Lessons can be placed in the order desired for presentation by using the using the click and drag method in the right hand Title column.

The Lessons will be reflected in the Module tree structure in the left-hand pane and their content can be edited. Select the **Edit** menu item and the **Save** sub-menu item after selecting the desired Lessons and sequencing them in the desired order.

Courses Options Menu Item

The Courses window contains the following options:
·   **Create Course**: Allows you to add a new Course to the list.
·   **Add Module to Course**: Opens a grid of Modules (that contains their title, version, and status) in the right-hand pane where you can select the Modules that pertain to the Course.
·   **Copy**: Allows you to duplicate a Course in the Courses window.
·   **Create New Version**: Allows you to create a new version of an approved Course.
·   **Delete**: Allows you to delete a Course in the Courses window.

· **Security Markings**

From the main AIM screen, with a course selected and the tree structure expanded, perform the following steps to access the Security Markings screen:

1. Right click and Go To the appropriate location on the course tree (left pane).
2. From the menu bar click Options.
3. From the Options dropdown menu click Security Markings

This will display the screen show in the figure below.

Security marking screen.jpg

The top portion of the Security Markings screen indicates the CIN and Title of the course. The center of the screen lists different sections of the Lesson Plan (LP) that can have security

markings and the current marking assigned. The lower portion of the screen is broken into the following three sections:

- Classification: The available classifications that can be assigned, the options are:

  - o Unclassified

  - o Confidential

  - o Secret

  - o Top Secret

  - o Unclassified/NOFORN

- Modifier: This is an additional security modifier to the classification, the options are:

  - o (None)

  - o COMINT

  - o Talent Keyhole

  - o COMINT/Talent Keyhole

- Release Ability: This is an additional restriction on who the document may be released to, the options are:

  - o (None)

  - o NOFORN

  - o For Official Use Only

  - o REL TO

Once the appropriate settings have been made select Edit from the menu bar, then Save from the dropdown menu to save the security markings. There is also a Reset option that will reset the security markings of the highlighted Entity to Unclassified.

- **Front Matter:** Contains boilerplate LP and TG Safety, Security, and How to Use information that can be edited for the course.
- **ISD Considerations:** Considerations are entered into the Content Planning Module (CPM) and are brought over to the LO Module on import of a course. They are only editable in the CPM. This item is hidden from the menu for non-imported content.
- **Find Course**: Allows you to enter text to find a Course.
- **Check Spelling:** Allows you to check the spelling of any element within the Course.
- **Grant Privileges**: Allows you to grant the privileges you have to another AIM User for Lessons and Sections.
- **Show In Use Information**: If the IN-Use flag is set this option will display which user caused the flag to be set.
- **Reset In-Use**: This option is used to reset the IN-Use flag to allow editing.
- **Explain Flag**
- **Remove Flag**

Create a Course

To create a Course in the Learning Object Module:

Step 1   From the AIM main menu, select the **Document** menu item, the **Learning Object Module** sub-menu item and **Course** or click on the Learning Object Module icon.

Step 2   From the Courses window select the **Options** menu item and the **Create Course** option.

Step 3   AIM will add the *New Course* to the Module tree structure in the left-hand pane. Expand the structure of the Course by clicking on the + block. This will reveal the Overview, Sections, and Summary portions of the Course, expanding the Modules will identify the elements required for each Module, expanding the Lessons will identify the elements required for each Lesson, and expanding the Sections will identify the elements required for each section.

Step 4   With the *New Course* highlighted in the tree structure, observe that there are tabs in the right-hand pane associated with the Course titled Course, Objectives, Metadata, and Resources. Add/identify the following information for each tab and select the **Edit** menu item and the **Save** sub-menu item when completed with each tab.
   ·   **Course tab –** Enter the Title of the Course, the Version and the Status.
   ·   **Objectives tab –** The Objectives tab will contain the Terminal and Enabling objectives of the Modules, Lessons and Sections selected for the Course.
   ·   **Sheets -** The Sheets tab will contain a list of all the Instruction Sheets contained in the Modules selected for the Course.
   ·   **Resources –** This is not an area where you can add resources. The collective resources of the elements of the Course, and the selected Modules, Lessons and Sections will appear in this tab.
   ·   **Metadata –** Each of the folders in the metadata structure contain fields to enter appropriate information for SCORM specification and version selected. Bolded folders indicate where data entry is required. Right-clicking on headings will identify the information that can be added for the SCORM version selected.

Step 5   When the Modules that support the Course have been developed, click on the Modules heading in the tree structure of the Course. The Modules identified in the database will be reflected in a list of Module Titles in the right-hand pane. Highlight the desired Module and select the **Options** menu item and the **Select** option or double-click on the desired Module. A check mark will appear in the square box to the left of the Modules selected. The Modules can be placed in the order desired for presentation by using the using the click and drag method in the right hand Title column.

   The Modules will be reflected in the Course tree structure in the left-hand pane and their content can be edited. Select the **Edit** menu item and the **Save** sub-menu item after selecting the desired Modules and sequencing them in the desired order.