

SECTION 6. CURRICULUM MANAGEMENT

6.1 CURRICULUM OVERVIEW

The menus for the Curriculum Management function are arranged in a left to right and top to bottom hierarchy. Several options are available under each selection. Typically, you will progress through the menus from left to right (i.e., Tables, Maintenance, Reports, POI Reports) in developing instruction. Furthermore, you will probably complete all options under one menu item, from top to bottom, before moving to the next menu item. One exception to this approach is with the reports menu where certain reports (e.g., Learning Objective Worksheets) are available before all data is entered under maintenance. This logical functional hierarchy should facilitate your development of the curriculum. The linear design of this function leads you to create the curriculum in an order consistent with the Systems Approach to Training (SAT).

Note that certain command buttons are shaded out (e.g., **Edit**, **Delete**) if records do not exist. After a record is created (**Add** button), these other command buttons become accessible.

6.1.1 Curriculum Development Overview

The design of the Curriculum Management function of the MCAIMS for Windows system follows SAT in a logical progression. Depicted below is an overview of the steps you will normally follow in developing your curriculum using MCAIMS.

1. From the Select a Course selection list box, select a course (Paragraph 6.1.2) for which you have been granted access. Remember that only the MCAIMS Primary System Administrator or a Course Administrator (a user with access to the Maintenance menu under System Administration) is permitted to establish a course record using the System Administration function. If you are neither of these administrators and the course you need to develop has not already had a course record established, either type of administrator can establish it for you, but only the Primary System Administrator can assign you access to it.
2. From the Tables menu under Curriculum Management, begin preparing for your course by establishing methods, media, and references (Paragraph 6.2).
3. From the Maintenance menu, continue setting up the course by inputting annexes, duties, and tasks.
 - a. Create annex designators that represent major subject areas of your course (Paragraph 6.3.1).
 - b. Enter valid duties (groups of tasks) from the appropriate ITS Order or T&R Manual (Paragraph 6.3.2).
 - c. Enter the task list from the appropriate ITS Order or T&R Manual (Paragraph 6.3.3). (When you create a task, a corresponding terminal learning objective (TLO) record is automatically added under the Learning Objective menu option.)
 - d. Enter the performance steps and all associated knowledge and skills for each task.
 - e. Produce the Learning Analysis Worksheet for reference when developing the enabling learning objectives (ELOs).

4. After entering the required tasks, you can now develop the learning objectives. TLOs, ELOs, and their associated methods, media, and test items form the foundation for the Learning Objective Worksheet (LOW) (Paragraph 6.3.4). Each TLO carries the same unique identifier as the task it supports. In turn, each ELO is identified by that same designator plus one or two alphabetic characters.
5. After entering all learning objective data, you are ready to create concept cards (Paragraph 6.3.5). Each concept card represents an academic lesson or an administrative event. The data included on the concept card forms a "snapshot" of the lesson.
6. The Course Descriptive Data (CDD) (Paragraphs 6.3.8 and 6.3.9) is developed next. The CDD, primarily a resourcing document, provides a detailed summary of 24 elements of the course.
7. The final developmental step is to create the Program of Instruction (POI) (Paragraph 6.3.10). The completed POI will contain the following:
 - Record of Changes
 - POI Preface
 - POI Table of Contents
 - Section I - Course Descriptive Data
 - Section II - Summary of Hours
 - Section III - Scope of Annexes
 - Section IV - Concept Cards
 - Section V - Student Performance Evaluation
 - Section VI - Distribution List
8. The Reports menu allows you to print many useful curriculum-related reports (Paragraph 6.4).
9. Finally under the Curriculum Management function, the POI Reports menu allows you to create and print the separate components of a POI or the POI in its entirety.

6.1.2 Select a Course

1. Click on the Book icon. The Select a Course selection list box (Figure 6-01) displays a list of all the course records to which you have access.

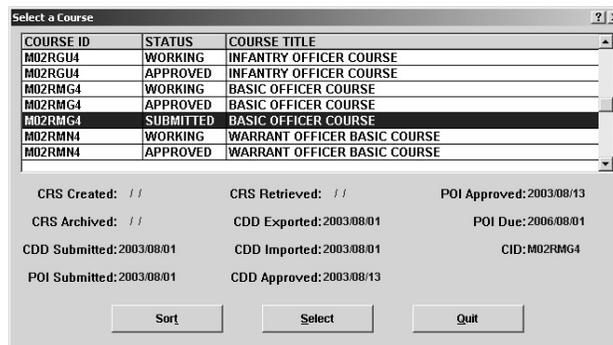


Figure 6-01. Select a Course

2. Refer to Table 6-01 for an explanation of the data fields appearing in the dialog box.

Table 6-01. Select a Course

| ITEM | DESCRIPTION |
|---------------|--|
| Course ID | Unique code assigned to this specific course. |
| Status | Working, Locally Approved, or Submitted. |
| Course Title | Short title of the course. |
| | |
| CRS Created | Non-editable field displaying the system-generated date when the highlighted course is created. The date is generated through the Course Add, Course Copy, and Change Course Status functions. |
| CRS Archived | Non-editable field displaying the date that is system-generated each time the highlighted course is archived. This date is removed if the status of the course is changed. |
| CDD Submitted | Non-editable field displaying the date the CDD for the highlighted course is submitted by the school or received by a GTB analyst. Enter this date under the Course Statistics option in the Curriculum Management module (Paragraph 6.3.7). The date applies to the overall CID in every status (Working, Approved, or Submitted). |
| POI Submitted | Non-editable field displaying the date the POI for the highlighted course is submitted by the school or received by a GTB analyst. Enter this date under the Course Statistics option (Paragraph 6.3.7). The date applies to the overall CID in every status (Working, Approved, or Submitted). |
| CRS Retrieved | Non-editable field displaying the date that is system-generated each time the highlighted course is retrieved. This date is removed if the status of the course is changed. It is updated with each new retrieval. The date applies to the overall CID in every status (Working, Approved, or Submitted). |
| CDD Exported | Non-editable field displaying the date that is system-generated each time an export file is created for the highlighted Submitted course. This date is removed if the status of the Approved course is upgraded to overwrite the Submitted course. The date is also removed if a course archive of a Submitted course is retrieved to either a Working or Approved status. |
| CDD Imported | Non-editable field displaying the date that is system-generated each time the highlighted Submitted course is imported. This date is removed if the status of the Approved course is upgraded to overwrite the Submitted course. The date is also removed if a course archive of a Submitted course is retrieved to either a Working or Approved status. |
| CDD Approved | Non-editable field displaying the date the CDD was approved. Enter this information under the Course Statistics option in the Curriculum Management module (Paragraph 6.3.7). The date applies to the overall CID in every status (Working, Approved, or Submitted). |
| POI Approved | Non-editable field displaying the date the POI was approved. Enter this information under the Course Statistics option in the Curriculum Management module (Paragraph 6.3.7). The date applies to the overall CID in every status (Working, Approved, or Submitted). |

| ITEM | DESCRIPTION |
|---------|--|
| POI Due | Non-editable field displaying the date the POI is due. Enter this information under the Course Statistics option in the Curriculum Management module (Paragraph 6.3.7). The date applies to the overall CID in every status (Working, Approved, or Submitted). |
| CID | Non-editable field displaying the formal CID for the highlighted course as entered upon creation or update of the course (Paragraph 5.2.1.1). |

3. If you want to change the organization of the list (by CID or course title), click on **Sort**. The Sort Courses dialog box opens.
 - a. Choose the sorting option you desire. Note that the CID order is the default option.
 - b. Click on **Set**. This returns you to the Select a Course selection list box.

Note that you may search for the desired course by right-clicking and bringing up the Search Course ID dialog box. You may enter the desired course ID or title.
4. Scroll through the list and highlight the desired course and status (Paragraph 2.6, Description of Course Statuses). Either click on the **Select** button or double-click the desired course to select it. The Curriculum Management window (Figure 6-02) opens.



Figure 6-02. Curriculum Management Window

Note that the CID and status of the course you selected is depicted in the title bar. This window has five options on the Curriculum Management menu bar: **F**ile, **T**ables, **M**aintenance, **R**eports, and **P**OI Reports. These options are discussed in this section, with the exception of File, which has two choices under it: **S**elect and **E**xit. The Select option allows you to select another course for which you can develop the curriculum.

Note the Main Menu button to the right of the Exit icon on the icon bar. This button allows you to exit the current module and return to the Main Menu window.

6.2 TABLES

The three options under the Tables menu are Method Codes, Media Codes, and References. Use these tables to ensure that you have access to all the data you will need to develop your course.

At the time a course is established, MCAIMS automatically installs a default set of methods that are immediately available when the method table is accessed. A default set of media is also added to the media table. There are, however, no pre-installed references. You may add, edit, copy, or delete non-default records to expand and update these tables to meet the needs of your particular course. Later, when you begin developing learning objectives and lessons, you may simply select the methods, media, and references you have already added for your course. The time you will save later will more than make up for the initial effort of completing these tables.

Notice there are check marks to the left of default methods and media. These marks indicate that this is a default entry and, therefore, cannot be edited (except for adding ratios to method codes) or deleted. You may, however, edit or delete any method, medium, or reference that you add to these tables.

The following steps summarize how to access the options under the Tables menu.

1. Click on the Book icon. The Select a Course selection list box (Figure 6-01) is displayed.
2. Highlight and select a course or double-click the desired course. The Curriculum Management window (Figure 6-02) opens.

HINT: You can change from course to course by clicking on Select under the File menu.

3. Choose the Tables option on the menu bar. The Tables drop-down menu (Figure 6-03) is displayed.

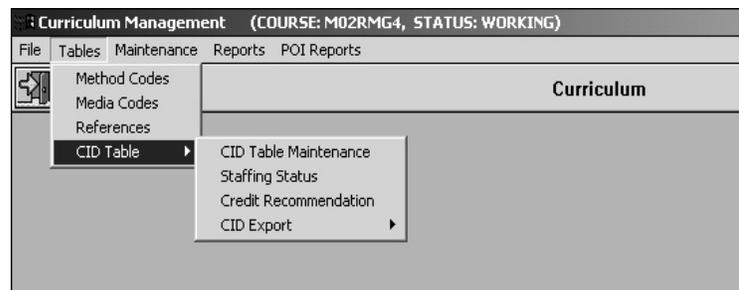


Figure 6-03. Tables Drop-down Menu

4. Choose the desired option.

6.2.1 Method Codes

MCAIMS for Windows is delivered with an installed list of Methods (Table 6-02). From this table, you can select the appropriate methods of instruction for presenting your course. If required, you may add new methods to your course table or copy methods from another course. Note that the copy function prevents the creation of duplicate records for the same method on the same computer or server as your MCAIMS installation.

Notice that each default method code has a check mark to the left of it. The mark indicates that this is one of the default methods and

therefore cannot be deleted or modified, except to change the student: instructor ratio. You may, however, edit or delete any method that you add to the table.

Note that the default ratios for all methods are set to zero; you can determine the appropriate ratios and edit this field. However, this is the only change you may make to a default method.

Table 6-02. List of Default Methods

| CODE | RATIO | DESCRIPTION |
|-------|-------|----------------------------------|
| ADMIN | 0:0 | ADMINISTRATIVE |
| CBT | 0:0 | Computer-Based Training |
| CR | 0:0 | Critique |
| D | 0:0 | Demonstration |
| FEX | 0:0 | Field Exercise |
| FFEX | 0:0 | Field Firing Exercise |
| GD | 0:0 | Guided Discussion |
| GL | 0:0 | Guest Lecture |
| ICW | 0:0 | Interactive Courseware |
| L | 0:0 | Lecture |
| N/A | 0:0 | Not Applicable |
| PA | 0:0 | Practical Application |
| S | 0:0 | Seminar |
| SPI | 0:0 | Self-Paced Instruction |
| STEX | 0:0 | Sand table Exercise |
| TEWT | 0:0 | Tactical Exercise Without Troops |
| WGE | 0:0 | War Game Exercise |
| X(P) | 0:0 | Performance Exam |
| X(W) | 0:0 | Written Exam |

1. From the Tables drop-down menu, choose Method Codes. The Method Table Maintenance selection list box (Figure 6-04) opens.

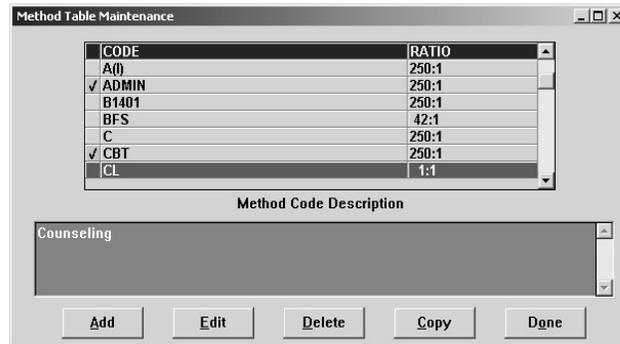


Figure 6-04. Method Table Maintenance

2. Refer to Table 6-03 for an explanation of the data fields.

Table 6-03. Method Table Maintenance

| ITEM | DESCRIPTION | PARAMETERS/ FORMAT |
|------|--|----------------------------------|
| Code | Non-editable field displaying the abbreviation for a method of instruction used in a course. | Up to 10 alphanumeric characters |

| ITEM | DESCRIPTION | PARAMETERS/ FORMAT |
|-------------------------|--|---|
| Ratio | Non-editable field displaying the default (most common) student:instructor ratio associated with a specific method of instruction used in a course. The first field represents the number of students generally taught using that instructional method. The second field represents the number of instructors necessary to teach those students using that instructional method. | Up to 3 numeric characters for 1st field; 2 for 2nd field |
| Method Code Description | Non-editable field displaying the name of the highlighted instructional method. | Up to 112 alphanumeric characters |

- As summarized in Table 6-04, only certain command buttons are available to you based on the status of the course with which you are working. If available, click on the desired command button.

Table 6-04. Access to Method Table Functions

| COMMAND BUTTON | WORKING | APPROVED | SUBMITTED |
|----------------|---------|----------|-----------|
| Add | Yes | No | No |
| Edit | Yes | No | No |
| Delete | Yes | No | No |
| Copy | Yes | No | No |

HINT: Review the default methods and check the copy list for existing methods created for other courses before adding any of your own codes. Adding default ratios to all methods used will save time later. If necessary, the default ratio can be edited when the method is assigned to a learning objective or concept card.

6.2.1.1 **Add**

This command allows you to add methods not included in the default list to the Method Table. Before you add a new method, be sure to check the copy function to see if that method already exists in another course.

Table 6-05 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-05. Access to Add Methods

| COMMAND BUTTON | WORKING | APPROVED | SUBMITTED |
|----------------|---------|----------|-----------|
| Add | Yes | No | No |

- From the Method Table Maintenance selection list box (Figure 6-04), click on **Add**. The Method Code Add dialog box (Figure 6-05) opens.

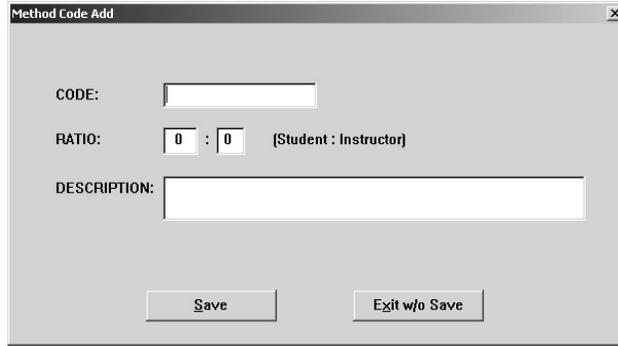


Figure 6-05. Method Code Add

- Referring to Table 6-06 for an explanation of the data fields, enter the required information to add a method to your Method Table.

Table 6-06. Method Code Add

| ITEM | DESCRIPTION | PARAMETERS/ FORMAT |
|-------------|--|---|
| Code | Abbreviation for a method of instruction used in a course. You must complete this field to save the record. | Up to 10 alphanumeric characters |
| Ratio | Default (most common) student:instructor ratio associated with a specific method of instruction used in a course. The first field represents the number of students generally taught using that instructional method. The second field represents the number of instructors necessary to teach those students using that instructional method. | Up to 3 numeric characters for 1st field; 2 for 2nd field |
| Description | Name of the instructional method. You must complete this field to save the record. | Up to 112 alphanumeric characters |

- Click on **Save**. This returns you to the Method Table Maintenance selection list box.

6.2.1.2 **Edit**

This command allows you to edit a highlighted method. You may edit the code, the ratio of students to instructors, and the description of the instructional method for any method you have added. However, only the ratios may be edited for one of the default Method Codes.

HINT: Editing the method code ratios at this time under the Table menu is a time saver. It will reduce a lot of repetitious work later when you are developing learning objectives and lessons.

HINT: Editing a method code or description in the Method Table updates the corresponding data on any existing learning objectives or concept cards where that method is used. Editing a method's student:instructor ratio has no effect on existing learning objectives or concept cards.

Table 6-07 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-07. Access to Edit Methods

| COMMAND BUTTON | WORKING | APPROVED | SUBMITTED |
|----------------|---------|----------|-----------|
| Edit | Yes | No | No |

1. From the Method Table Maintenance selection list box (Figure 6-04), highlight the desired record by clicking on it.
2. Click on **Edit**. A dialog box similar to the one in Figure 6-05 opens.
3. Referring to Table 6-06 for an explanation of the data fields, edit the ratio for default method codes or edit appropriate information in each field in the dialog box for any method code you have added.
4. Click on **Save**. A message appears to explain the impact of this action and to confirm your wish to continue. Note that a method code or description changed here will also be changed on any existing learning objective and/or concept card on which it is used. Ratios, however, will not be changed automatically.
5. Click on **Yes**. The method is edited.
 - a. If no learning objectives or concept cards are affected, you will receive a message to that effect. Click on **OK**. This returns you to the Method Table Maintenance selection list box.
 - b. If learning objectives or concept cards are affected, you are provided lists for your review. Click on **Print** or **Quit**. Either selection returns you to the Method Table Maintenance selection list box.

6.2.1.3 **Delete**

This command allows you to delete a highlighted method. You cannot delete a method from the default Method Table list; however, you may delete any method that you have added to the table.

HINT: Deleting a method from the Method Table deletes that method from all existing learning objectives or concept cards containing that method.

Table 6-08 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-08. Access to Delete Method

| COMMAND BUTTON | WORKING | APPROVED | SUBMITTED |
|----------------------|---------|----------|-----------|
| <u>D</u>elete | Yes | No | No |

1. From the Method Table Maintenance selection list box (Figure 6-04), highlight the desired method by clicking on it. Remember that you can delete records for only those methods you have added to the list.
2. Click on **Delete**. A message appears to explain the impact of this action and to confirm your wish to continue. Note that a method deleted from the Method Table will also be deleted from any existing learning objective and/or concept card on which it is used.
3. Click on **Yes**. The record is deleted.
 - a. If no learning objectives or concept cards are affected, you receive a message to that effect. Click on **OK**. This returns you to the Method Table Maintenance selection list box.
 - b. If learning objectives or concept cards are affected, you are provided lists for your review. Click on **Print** or **Quit**. Either selection returns you to the Method Table Maintenance selection list box.

6.2.1.4 **Copy**

This command allows you to access a list of all methods that have been added to other courses on the same computer or server as your MCAIMS installation. From that list, you may copy selected methods to the course you are developing.

Table 6-09 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-09. Access to Copy Methods

| COMMAND BUTTON | WORKING | APPROVED | SUBMITTED |
|----------------|---------|----------|-----------|
| Copy | Yes | No | No |

1. From the Method Table Maintenance selection list box (Figure 6-04), click on **Copy**. The Copy Method Codes selection list box (Figure 6-06) opens with a list of all other methods added to other courses on the same computer or server as your MCAIMS installation.

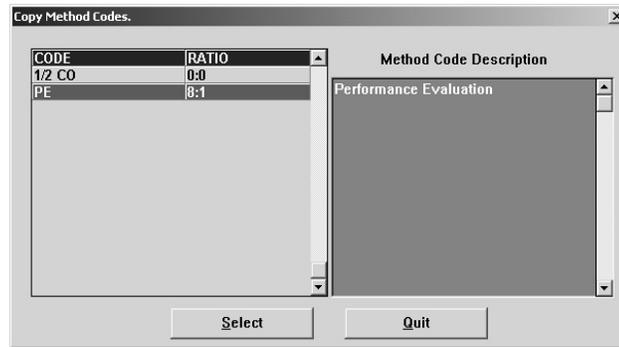


Figure 6-06. Copy Method Codes

2. Using the multiple select feature, mark the desired method code(s).
3. Click on **select**. This returns you to the Method Table Maintenance selection list box.

6.2.2 **Media Codes**

MCAIMS for Windows is delivered with an installed list of Media (Table 6-10). From this table, you can select the appropriate media for presenting your instruction. If required, you may add new media to your course table or copy media from another course. Note that the copy function prevents the creation of duplicate records for the same medium on the same computer or server as your MCAIMS installation.

Notice that each default media code has a check mark to the left of it. The mark indicates that this is one of the default media and, therefore, cannot be deleted or modified. You may, however, edit or delete any medium that you add to the table.

Table 6-10. List of Default Media

| MEDIA CODE | DESCRIPTION |
|------------|--------------------|
| AIO | Actual Item/Object |
| AT | Audio Tape |
| B | Blackboard |
| C | Chart |
| CPU | Computer |
| F | Filmstrip |
| HO | Handout |

| MEDIA CODE | DESCRIPTION |
|------------|-----------------------|
| IVD | Interactive Videodisc |
| M | Model |
| MU | Mockup |
| S | Slides |
| SIM | Simulator |
| TP | Transparencies |
| VT | Videotape |
| WBK | Workbook |

1. From the Tables drop-down menu, choose Media Codes. The Media Table Maintenance selection list box (Figure 6-07) opens.

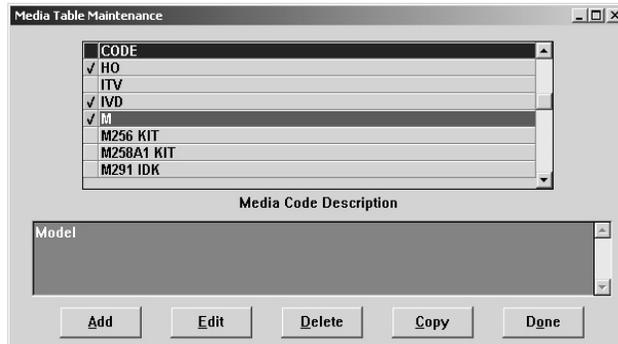


Figure 6-07. Media Table Maintenance

2. Refer to Table 6-11 for an explanation of the data fields appearing in the selection list box.

Table 6-11. Media Table Maintenance

| ITEM | DESCRIPTION | PARAMETERS/ FORMAT |
|-------------|--|-----------------------------------|
| Code | Non-editable field displaying the abbreviation for a medium used to deliver instruction in a course. | Up to 20 alphanumeric characters |
| Description | Non-editable field displaying the name of the highlighted instructional medium. | Up to 130 alphanumeric characters |

3. As summarized in Table 6-12, only certain command buttons are available to you based on the status of the course with which you are working. If available, click on the desired command button.

Table 6-12. Access to Media Table Functions

| COMMAND BUTTON | WORKING | APPROVED | SUBMITTED |
|----------------|---------|----------|-----------|
| <u>A</u> dd | Yes | No | No |
| <u>E</u> dit | Yes | No | No |
| <u>D</u> elete | Yes | No | No |
| <u>C</u> opy | Yes | No | No |

HINT: Review the default media and check the copy list for existing media created for other courses before adding any of your own codes.

6.2.2.1 Add

This command allows you to add a medium to the Media Table. This is used only to add additional media not found in the default list. Before you add a medium, be sure to check the copy function to see if that medium already exists in another course.

Table 6-13 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-13. Access to Add Media

| COMMAND BUTTON | WORKING | APPROVED | SUBMITTED |
|----------------|---------|----------|-----------|
| Add | Yes | No | No |

1. From the Media Table Maintenance selection list box (Figure 6-07), click on **Add**. The Media Code Add dialog box (Figure 6-08) opens.

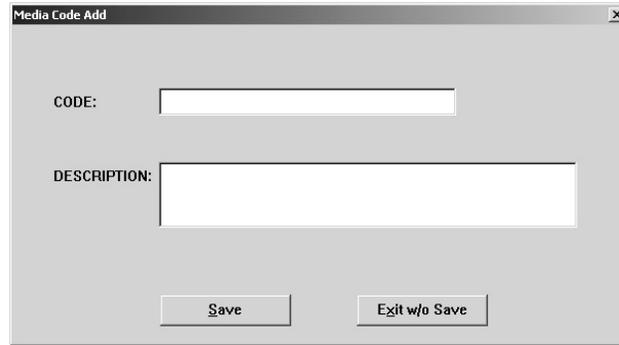


Figure 6-08. Media Code Add

2. Referring to Table 6-14 for an explanation of the data fields, enter the required information to add a medium to your Media Table.

Table 6-14. Media Code Add

| ITEM | DESCRIPTION | PARAMETERS/ FORMAT |
|-------------|---|-----------------------------------|
| Code | Abbreviation for the medium used to deliver instruction in a course. You must complete this field to save the record. | Up to 20 alphanumeric characters |
| Description | Name of the instructional medium. You must complete this field to save the record. | Up to 130 alphanumeric characters |

3. Click on **Save**. This returns you to the Media Table Maintenance selection list box.

6.2.2.2 **Edit**

This command allows you to edit a highlighted medium that you have added to the Media Table. You may not edit any medium that is part of the default list.

HINT: *Editing the code or description for a medium in the Media Tables updates the corresponding data on any existing learning objectives or concept cards where that medium is used.*

Table 6-15 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-15. Access to Edit Media

| COMMAND BUTTON | WORKING | APPROVED | SUBMITTED |
|----------------|---------|----------|-----------|
| Edit | Yes | No | No |

1. From the Media Table Maintenance selection list box (Figure 6-07), highlight the desired record by clicking on it.
2. Click on **Edit**. A dialog box similar to the one in Figure 6-08 opens.

3. Referring to Table 6-14 for an explanation of the data fields, edit appropriate information for any media code you have added.
4. Click on **S**ave. A message appears to explain the impact of this action and to confirm your wish to continue. Note that a media code or description changed here will also be changed on any existing learning objective and/or concept card on which it is used.
5. Click on **Y**es. The medium is edited.
 - a. If no learning objectives or concept cards are affected, you receive a message to that effect. Click on **O**K. This returns you to the Media Table Maintenance selection list box.
 - b. If learning objectives or concept cards are affected, you are provided lists for your review. Click on **P**rint or **Q**uit. Either selection returns you to the Media Table Maintenance selection list box.

6.2.2.3 **D**elete

This command allows you to delete a highlighted medium. You cannot delete a medium from the list of default media; however, you may delete any medium you have added.

HINT: Deleting a medium from the Media Table deletes that medium from all existing learning objectives or concept cards containing that medium.

Table 6-16 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-16. Access to Delete Media

| COMMAND BUTTON | WORKING | APPROVED | SUBMITTED |
|----------------|---------|----------|-----------|
| D elete | Yes | No | No |

1. From the Media Table Maintenance selection list box (Figure 6-07), highlight the desired medium by clicking on it. Remember that you can delete records for only those media you have added to the list.
2. Click on **D**elete. A message appears to explain the impact of this action and to confirm your wish to continue. Note that a medium deleted from the Media Table will also be deleted from any existing learning objectives and/or concept card on which it is used.
3. Click on **Y**es. The record is deleted.
 - a. If no learning objectives or concept cards are affected, you receive a message to that effect. Click on **O**K. This returns you to the Media Table Maintenance selection list box.
 - b. If learning objectives or concept cards are affected, you are provided lists for your review. Click on **P**rint or **Q**uit. Either selection returns you to the Media Table Maintenance selection list box.

6.2.2.4 **C**opy

This command allows you to access a list of all media that have been added to other courses on the same computer or server as your MCAIMS installation. From that list, you may copy selected media to the course you are developing.

Table 6-17 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-17. Access to Copy Media

| COMMAND BUTTON | WORKING | APPROVED | SUBMITTED |
|----------------|---------|----------|-----------|
| Copy | Yes | No | No |

1. From the Media Table Maintenance selection list box (Figure 6-07), click on **Copy**. The Copy Media Codes selection list box (Figure 6-09) opens with a list of all other media added to courses on the same computer or server as your MCAIMS installation.

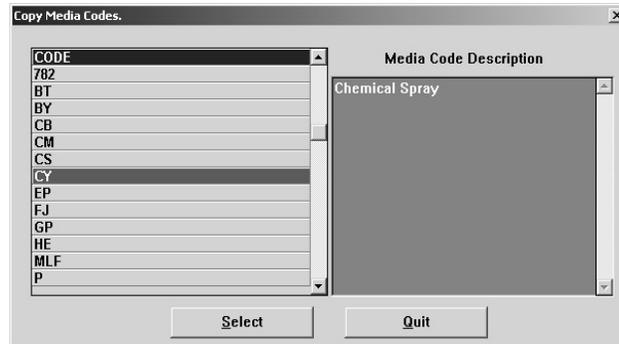


Figure 6-09. Copy Media Codes

2. Using the multiple select feature, mark the desired media code(s).
3. Click on **select**. This returns you to the Media Table Maintenance selection list box.

6.2.3 References

MCAIMS for Windows is delivered without an installed list of references because these documents are generally course specific. You can add all appropriate references for developing your unique course or you can copy references from another course. Note that the copy function prevents the creation of duplicate records for the same reference on the same computer or server as your MCAIMS installation.

1. From the Tables drop-down menu, choose References. The Reference Table Maintenance selection list box (Figure 6-10) opens.

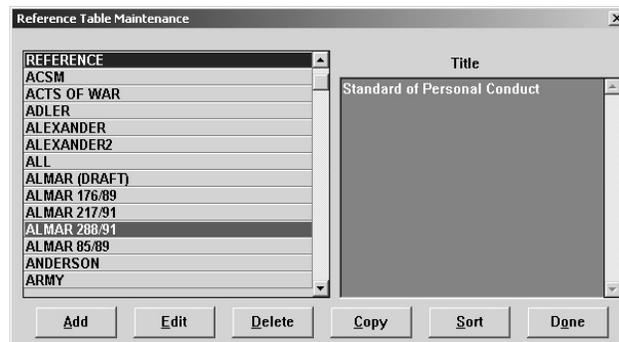


Figure 6-10. Reference Table Maintenance

2. Refer to Table 6-18 for an explanation of the data fields appearing in the selection list box.

Table 6-18. Reference Table Maintenance

| ITEM | DESCRIPTION | PARAMETERS/ FORMAT |
|-----------|---|-----------------------------------|
| Reference | Non-editable field displaying the code (if one exists) of a publication that is used during the development or execution of a course. | Up to 20 alphanumeric characters |
| Title | Non-editable field displaying the name of the highlighted reference. | Up to 150 alphanumeric characters |

- As summarized in Table 6-19, only certain command buttons are available to you based on the status of the course with which you are working. If available, click on the desired command button.

Table 6-19. Access to Reference Table Functions

| COMMAND BUTTON | WORKING | APPROVED | SUBMITTED |
|----------------|---------|----------|-----------|
| Add | Yes | No | No |
| Edit | Yes | No | No |
| Delete | Yes | No | No |
| Copy | Yes | No | No |
| Sort | Yes | Yes | Yes |

6.2.3.1 **Add**

This command allows you to add a reference to the Reference Table. The reference that you add in this dialog box is unique to your course. However, MCAIMS for Windows will add it to a comprehensive reference list from which it can be copied to other courses.

HINT: First check the copy list for existing references in other courses before adding any of your own references.

Table 6-20 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-20. Access to Add References

| COMMAND BUTTON | WORKING | APPROVED | SUBMITTED |
|----------------|---------|----------|-----------|
| Add | Yes | No | No |

- From the Reference Table Maintenance selection list box (Figure 6-10), click on **Add**. The Reference Add dialog box (Figure 6-11) opens.

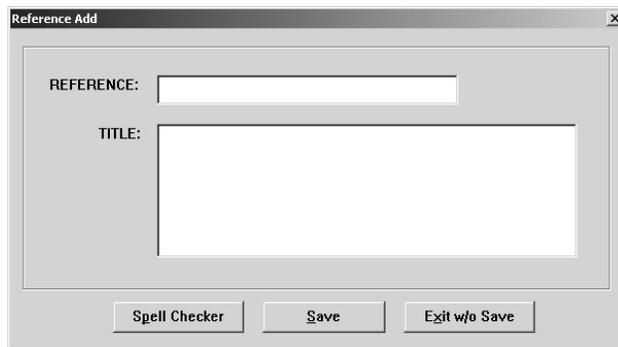


Figure 6-11. Reference Add

- Referring to Table 6-21 for an explanation of the data fields, enter the required information to add a reference to the Reference Table.

Table 6-21. Reference Add

| ITEM | DESCRIPTION | PARAMETERS/ FORMAT |
|-----------|--|-----------------------------------|
| Reference | Code (if one exists) depicting a publication that is used during the development or execution of a course. | Up to 20 alphanumeric characters |
| Title | Name of the reference. You must complete this field to save this record. | Up to 150 alphanumeric characters |

3. Click on **S**ave. This returns you to the Reference Table Maintenance selection list box.

6.2.3.2 **E**dit

This command allows you to edit any highlighted reference in your Reference Table.

HINT: Editing a reference code or title in the Reference Table updates the corresponding data on any existing tasks, learning objectives, or concept cards where that reference is used.

Table 6-22 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-22. Access to Edit References

| COMMAND BUTTON | WORKING | APPROVED | SUBMITTED |
|----------------|---------|----------|-----------|
| E dit | Yes | No | No |

1. From the Reference Table Maintenance selection list box (Figure 6-10), highlight the desired record by clicking on it.
2. Click on **E**dit. A dialog box similar to the one in Figure 6-11 opens.
3. Referring to Table 6-21 for an explanation of the data fields, edit appropriate information in each field in the dialog box.
4. Click on **S**ave.
 - a. If the reference code or title you entered does not already exist in another course, a message appears to explain the impact of this action and to confirm your wish to continue. Note that a reference code or title changed here will also be changed on any existing task, learning objective, and/or concept card on which it is used.
 - (1) Click on **Y**es. The reference is edited.
 - (2) If no tasks, learning objectives or concept cards are affected, you receive a message to that effect. Click on **O**K. This returns you to the Reference Table Maintenance selection list box.
 - (3) If tasks, learning objectives, or concept cards are affected, MCAIMS provides lists for your review. Click on **P**rint or **Q**uit. Either selection returns you to the Reference Table Maintenance selection list box.
 - b. If the reference code or title you entered does already exist in another course, a message appears to explain the impact of this action and to confirm your wish to continue. Note that the existing reference code or title will be copied to this

course and affected tasks, learning objectives, and/or concept cards will be changed to reflect this change. Any page references related to a concept card will be deleted.

- (1) Click on **Yes**. The reference is copied from another course.
- (2) If no tasks, learning objectives or concept cards are affected, you receive a message to that effect. Click on **OK**. This returns you to the Reference Table Maintenance selection list box.
- (3) If tasks, learning objectives, or concept cards are affected, MCAIMS provides lists for your review. Click on **Print** or **Quit**. Either selection returns you to the Reference Table Maintenance selection list box.

6.2.3.3 **Delete**

This command allows you to delete any selected reference from the Reference Table.

HINT: Deleting a reference from the Reference Table deletes that reference from all existing tasks, learning objectives or concept cards containing that reference.

Table 6-23 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-23. Access to Delete References

| COMMAND BUTTON | WORKING | APPROVED | SUBMITTED |
|----------------------|---------|----------|-----------|
| <u>D</u>elete | Yes | No | No |

1. From the Reference Table Maintenance selection list box (Figure 6-10), mark the reference(s) you wish to delete using the multiple select feature.
2. Click on **Delete**. A message appears to explain the impact of this action and to confirm your wish to continue. Note that a reference deleted from the Reference Table will be deleted from any existing tasks, learning objectives, and/or concept cards on which it is used.
3. Click on **Yes**. The record(s) will be deleted.
 - a. If no tasks, learning objectives or concept cards are affected, you receive a message to that effect. Click on **OK**. This returns you to the Reference Table Maintenance selection list box.
 - b. If tasks, learning objectives, or concept cards are affected, MCAIMS provides lists for your review. Click on **Print** or **Quit**. Either selection returns you to the Reference Table Maintenance selection list box.

6.2.3.4 **Copy**

This command allows you access to a list of all references that have been added to other courses on the same computer or server as your MCAIMS installation. From that list, you may copy selected references to the course you are developing.

Table 6-24 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-24. Access to Copy References

| COMMAND BUTTON | WORKING | APPROVED | SUBMITTED |
|----------------|---------|----------|-----------|
| Copy | Yes | No | No |

1. From the Reference Table Maintenance selection list box (Figure 6-10), click on **Copy**. The Copy References selection list box (Figure 6-12) opens with a comprehensive list of all other references added to other courses on the same computer or server as your MCAIMS installation.

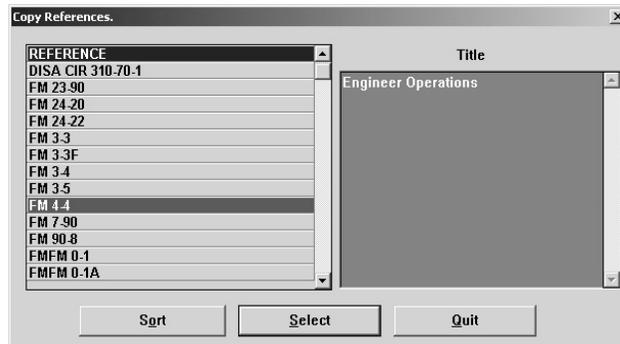


Figure 6-12. Copy References

2. Sort references if they are not arranged in the most efficient manner for you. (See Paragraph 6.2.3.5, Sort.)
3. Using the multiple select feature, mark the reference(s) you desire to copy to your course.
4. Click on **select**. This returns you to the Reference Table Maintenance selection list box.

6.2.3.5 **Sort**

This command allows you to sort the references in your Reference Table according to Reference Code or Title. This feature helps you locate references in the quickest manner possible.

Table 6-25 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-25. Access to Sort References

| COMMAND BUTTON | WORKING | APPROVED | SUBMITTED |
|----------------|---------|----------|-----------|
| Sort | Yes | Yes | Yes |

1. From the Reference Table Maintenance selection list box (Figure 6-10), click on **Sort**. The Sort References dialog box opens.
2. Choose the sorting option you desire.
3. Click on **Sort**. This returns you to the Reference Table Maintenance selection list box.

6.2.4 CID Table Maintenance

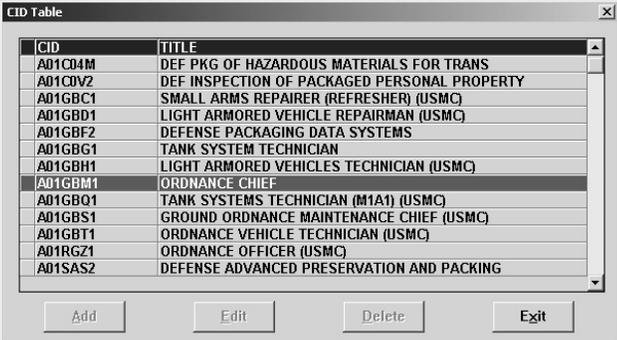
In the System Administration module, the CID Table option provides a method to add formal school codes between releases of MCAIMS software. This menu option is available only to the Primary System Administrator, when authorized by Ground Training Branch (GTB).

In the Curriculum Management module, the CID Table option allows you to verify that the CID and course title are correctly entered in the POI that is being developed or reviewed. The use of a CID (representing a currently recognized formal course) is mandatory for any course record that requires interface (uploading/downloading records) with BNA and TRRMS records.

1. Click on the Book icon. The Select a Course selection list box (Figure 6-01) is displayed.
2. Highlight and select a course or double-click the desired course. The Curriculum Management window (Figure 6-02) opens.

HINT: You can change from course to course by clicking on Select under the File menu.

3. Choose the Tables option on the menu bar. The Tables drop-down menu (Figure 6-03) is displayed.
4. Choose CID Table. Then choose CID Table Maintenance. The CID Table selection list box (Figure 6-13) opens. Note that none of the command buttons is available.



| CID | TITLE |
|---------|--|
| A01C04M | DEF PKG OF HAZARDOUS MATERIALS FOR TRANS |
| A01C0V2 | DEF INSPECTION OF PACKAGED PERSONAL PROPERTY |
| A01GBC1 | SMALL ARMS REPAIRER (REFRESHER) (USMC) |
| A01GBD1 | LIGHT ARMORED VEHICLE REPAIRMAN (USMC) |
| A01GBF2 | DEFENSE PACKAGING DATA SYSTEMS |
| A01GBG1 | TANK SYSTEM TECHNICIAN |
| A01GBH1 | LIGHT ARMORED VEHICLES TECHNICIAN (USMC) |
| A01GBM1 | ORDNANCE CHIEF |
| A01GBQ1 | TANK SYSTEMS TECHNICIAN (M1A1) (USMC) |
| A01GBS1 | GROUND ORDNANCE MAINTENANCE CHIEF (USMC) |
| A01GBT1 | ORDNANCE VEHICLE TECHNICIAN (USMC) |
| A01RGZ1 | ORDNANCE OFFICER (USMC) |
| A01SAS2 | DEFENSE ADVANCED PRESERVATION AND PACKING |

Figure 6-13. CID Table

5. Scroll through the list of CIDs to verify that the CID and course title are correctly entered in the POI you are developing or reviewing.

6.2.5 Staffing Status

HINT: This option is unavailable to users outside Ground Training Branch. Such users may track course status through the Course Statistics option under the Maintenance menu of the Curriculum Management module (Paragraph 6.3.7).

In the System Administration module, the Staffing Status option is available to designated task analysts within Ground Training Branch (GTB), who are responsible for monitoring the staffing status of CDDs/POIs.

In the Curriculum Management module, the Staffing Status option allows designated task analysts within GTB to verify the status of CDDs/POIs. The option enables you to produce a report or to view the dialog box of captured information.

The report lists courses pending approval by the CG, Training Command. The report, which is triggered when a date is entered for GTB's receipt of the CDD for staffing, lists each service school code (SSC), CID, course title, point of contact, section, and date CDD receipt. Where appropriate,

dates are listed for the CDD/POI letter, POI letter received, CDD approval, and last CDD/POI approval. Once a date is entered under POI approval, the course is omitted from this report.

The View option presents all the staffing status information available in the report, plus any entry for the POI approval.

1. Click on the Book icon. The Select a Course selection list box (Figure 6-01) is displayed.
2. Highlight and select a course for which you have been given access or double-click the desired course. The Curriculum Management window (Figure 6-02) opens.
3. Choose the Tables option on the menu bar. The Tables drop-down menu (Figure 6-03) is displayed.
4. Choose CID Table. Then choose Staffing Status. The Staffing Status selection list box (Figure 6-14) opens.
5. Choose the desired command button. Refer to Step 6 if you wish to produce a report. Refer to Step 7 if you wish to view the contents of the Status Staffing Information for Course dialog box.

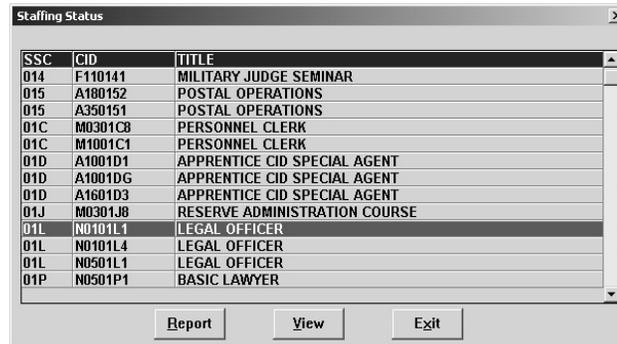


Figure 6-14. Staffing Status

6. Click on **Report** if you wish to view all the courses pending CG Training Command approval. The Choose Report or Text File dialog box (Figure 6-15) opens.

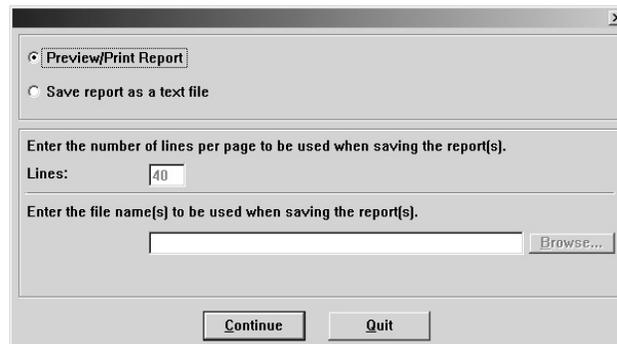


Figure 6-15. Choose Report or Text File

- a. Referring to Table 6-26, make the appropriate selections.

Table 6-26. Choose Report or Text File

| ITEM | DESCRIPTION | PARAMETERS/ FORMAT |
|-------------------------------------|--|--|
| Preview/ Print Report | This default radio button will allow you to print or preview the desired report. If this is your choice, the other fields are not enabled. | |
| Save report to a text file | Select this button to save the report to a text file. If this is your choice, the fields below are enabled. | |
| Lines | Leave at the default (40) or enter the number of lines per page to be used when saving the report(s). | Up to 2 numeric characters |
| Browse | Click this button if you wish to see what other text files in the Save As list box are named. | |
| Untitled. | Enter the file name(s) to be used when saving the report(s). You must complete this field to save the text (.txt) file. | Up to 30 alphanumeric characters |

- b. Click on **Continue**. If you chose Preview/Print Report, the Staffing Status report is displayed. If you chose Save Report to Text File, the system saves the report and returns you to the Curriculum Management window.
7. If you wish to see all the staffing status information for a selected course, choose the desired course and click on **View**. Note that you can search by SSC by right-clicking in the Staffing Status dialog box (Figure 6-14). The Status Staffing Information for Course dialog box (Figure 6-16) opens for you to review the entries.

Staffing Status Information for A180152

| | | |
|---|--------------|--------------|
| Date of School CDD Letter: | 2002/05/17 | Current Date |
| CDD Letter Received from School: | 2002/05/17 | Current Date |
| CG, Training Command Approval of CDD: | // | Current Date |
| Last CDD Approval: | // | Current Date |
| Date of School POI Letter: | // | Current Date |
| POI Letter Received from School: | // | Current Date |
| CG, Training Command Approval of POI: | // | Current Date |
| Last POI Approval: | // | Current Date |
| Cognizant Section within GTB for CDD/POI: | GCE | |
| GTB POC for CDD/POI: | CONNIE YOUNG | |

Clear Save Exit w/o Save

Figure 6-16. Status Staffing Information for Course

6.2.6 Credit Recommendation

HINT: This option is not intended to be available to users outside Ground Training Branch.

In the System Administration module, the Credit Recommendation option is available to designated task analysts within Ground Training Branch (GTB), who are responsible for monitoring courses in review by the American Council on Education (ACE).

In the Curriculum Management module, the Credit Recommendation option allows designated task analysts within GTB to produce a report listing courses pending ACE recommendations or to view the dialog box of captured credit recommendation information about a specific course.

The report of pending recommendations is triggered when an entry date is entered for an email sent to ACE. The report lists each SSC, CID, course title, and the date the email was sent. Once a date is entered for receipt of an ACE recommendation for a course, that course is omitted from this report.

The View option presents any entries for the date that the ACE letter was drafted, signed, and mailed; dates for email sent to and acknowledged by ACE, ACE response, and school notification; type of credit; number of semester hours credited; field of credit; and recommendation effective date.

1. Click on the Book icon. The Select a Course selection list box (Figure 6-01) is displayed.
2. Highlight and select a course for which you have been given access or double-click the desired course. The Curriculum Management window (Figure 6-02) opens.

HINT: You can change from course to course by clicking on Select under the File menu.

3. Choose the Tables option on the menu bar. The Tables drop-down menu (Figure 6-03) is displayed.
4. Choose CID Table. Then choose Credit Recommendation. The Credit Recommendation selection list box (Figure 6-17) opens.

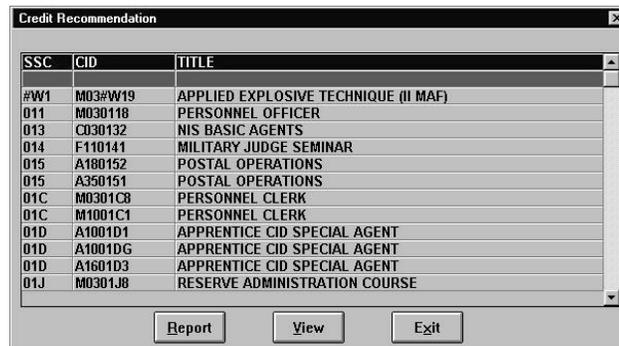


Figure 6-17. Credit Recommendation

5. Choose the desired command button. Refer to Step 6 if you wish to produce a report. Refer to Step 7 if you wish to view the contents of the Credit Recommendation dialog box.
6. Click on **Report** if you wish to view all the courses pending ACE recommendations. The Choose Report or Text File dialog box (Figure 6-18) opens.

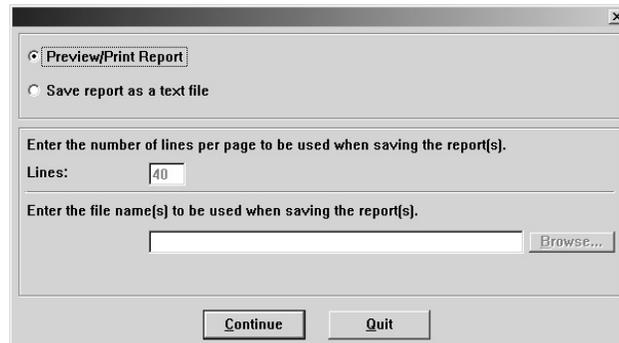


Figure 6-18. Choose Report or Text File

- a. Referring to Table 6-27, make the appropriate selections.

Table 6-27. Choose Report or Text File

| ITEM | DESCRIPTION | PARAMETERS/ FORMAT |
|-------------------------------------|--|--|
| Preview/ Print Report | This default radio button will allow you to print or preview the desired report. If this is your choice, the other fields are not enabled. | |
| Save report to a text file | Select this button to save the report to a text file. If this is your choice, the fields below are enabled. | |
| Lines | Leave at the default (40) or enter the number of lines per page to be used when saving the report(s). | Up to 2 numeric characters |
| Browse | Click this button if you wish to see what other text files in the Save As list box are named. | |
| Untitled. | Enter the file name(s) to be used when saving the report(s). You must complete this field to save the text (.txt) file. | Up to 30 alphanumeric characters |

- b. Click on **C**ontinue. If you chose Preview/Print Report, the Credit Recommendation report is displayed. If you chose Save Report to Text File, the system saves the report and returns you to the Curriculum Management window.
7. If you wish to see all the credit recommendation entries for a selected course, choose the desired course and click on **V**iew. Note that you can search by SSC by right-clicking in the Staffing Status dialog box (Figure 6-14). The Credit Recommendation Information for Course dialog box (Figure 6-19) opens for you to review the entries.

Figure 6-19. Credit Recommendation Information for Course

6.2.7 CID Export

In the System Administration module, the CID Export option is available to designated task analysts within Ground Training Branch (GTB), who are responsible for monitoring course information. This option allows the production of a text file of current or historical CID data that can be used with Microsoft Access as a management tool. This option is not available in the Curriculum Management module.

6.3 MAINTENANCE

Most of the curriculum management process is accomplished using the nine options under the Maintenance menu. From this menu, you can establish annexes for the POI, input duties and tasks, and record learning objectives. This is also the menu you will use to develop concept cards, input signature block information, store course statistics, and enter additional information that MCAIMS will require to produce the CDD (under the Reports menu) and the POI (under the POI Reports menu).

The following steps summarize how to access the options under the Maintenance menu.

1. Click on the Book icon. The Select a Course selection list box (Figure 6-01) is displayed.
2. Highlight and select a course to which you have access (or double-click on the course). The Curriculum Management window (Figure 6-02) opens.

HINT: You can change from course to course by clicking on Select under the File menu.

3. Choose the Maintenance option on the menu bar. This displays the Maintenance drop-down menu (Figure 6-20).

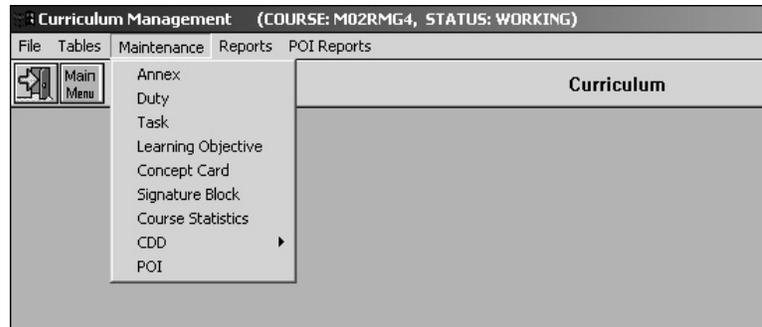


Figure 6-20. Maintenance Drop-down Menu

4. Choose the desired option.

6.3.1 Annex

Before beginning the actual curriculum development process, you should first establish the annexes that will be included in your POI. These annexes represent subject areas into which you will group your concept cards. You may organize your annexes according to the duty areas by which Individual Training Standards (ITSs) are organized or according to some other logical grouping. You will assign each annex an alphabetic character that will determine its sequence in the POI. Annexes A through Y are reserved for academic lessons and exams. Annex Z is reserved for administrative time. Note that the system treats academic and administrative events differently.

1. From the Maintenance drop-down menu, choose Annex. The Annex Maintenance selection list box (Figure 6-21) opens.



Figure 6-21. Annex Maintenance

- As summarized in Table 6-28, only certain command buttons are available to you based on the status of the course with which you are working. If available, click on the desired command button.

Table 6-28. Access to Annex Menu

| COMMAND BUTTON | WORKING | APPROVED | SUBMITTED |
|----------------|---------|----------|-----------|
| Add | Yes | No | No |
| Edit | Yes | Yes* | Yes* |
| Delete | Yes | No | No |
| Copy | Yes | No | No |

6.3.1.1 **Add**

This command allows you to add an annex to the POI.

Table 6-29 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-29. Access to Add Annex

| COMMAND BUTTON | WORKING | APPROVED | SUBMITTED |
|----------------|---------|----------|-----------|
| Add | Yes | No | No |

- From the Annex Maintenance selection list box (Figure 6-21), click on **Add**. The Annex Add dialog box (Figure 6-22) opens.

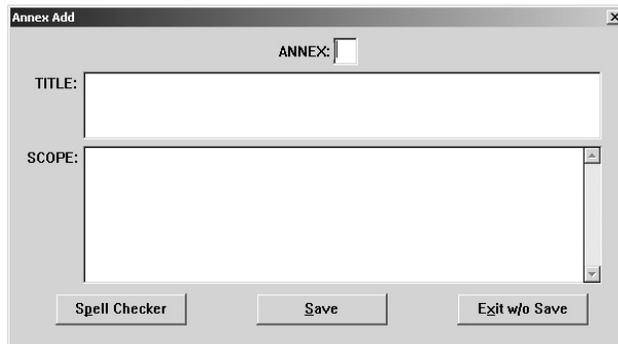


Figure 6-22. Annex Add

- Referring to Table 6-30 for an explanation of the data fields, enter information to add an annex to the POI.

Table 6-30. Annex Add

| ITEM | DESCRIPTION | PARAMETERS/ FORMAT |
|-------|--|--------------------------------------|
| Annex | Alphabetic character assigned to a subject area. When you add a new annex, use the next available letter. Annex Z is reserved for administrative time and should always be included. You must complete this field to save this record. | One alpha character |
| Title | Descriptive title of the Annex. You must complete this field to save this record. | Up to 136 alphanumeric characters |
| Scope | Description of the annex in terms of its content. This information is printed in Section III of the POI. | Up to 64,000 alphanumeric characters |

3. Click on **Save**. This returns you to the Annex Maintenance selection list box.

6.3.1.2 **Edit**

This command allows you to edit the highlighted POI annex.

Table 6-31 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-31. Access to Edit Annex

| COMMAND BUTTON | WORKING | APPROVED | SUBMITTED |
|--------------------|------------|----------|-----------|
| <u>E</u>dit | *View Only | Yes | Yes* |

1. From the Annex Maintenance selection list box (Figure 6-21), highlight the desired record by clicking on it.
2. Click on **Edit**. A dialog box similar to the one in Figure 6-22 opens.
3. Referring to Table 6-30 for an explanation of the data fields, edit appropriate information in each field in the dialog box.
4. Click on **Save**.
 - a. If you have edited data in either the Annex or the Title fields, a message appears to advise you of the impact of this change on existing concept cards. Note that if you continue, all concept cards that use this annex will be automatically updated. Click on **Yes** to continue.
 - (1) If no concept cards are affected by this change, you receive a message to that effect. Click on **OK**. This returns you to the Annex Maintenance selection list box.
 - (2) If concept cards are affected, you are provided a list for your review. Click on **Print** or **Quit**. Either selection returns you to the Annex Maintenance selection list box.
 - b. If you have edited the Scope field, the change occurs and you are returned to the Annex Maintenance selection list box.

6.3.1.3 Delete

This command allows you to delete a highlighted POI annex.

Table 6-32 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-32. Access to Delete Annex

| COMMAND BUTTON | WORKING | APPROVED | SUBMITTED |
|----------------|---------|----------|-----------|
| Delete | Yes | No | No |

1. From the Annex Maintenance selection list box (Figure 6-21), highlight the desired record by clicking on it.
2. Click on **Ddelete**.
 - a. If the annex is not used on any concept cards, a message appears to confirm your choice. Click on Yes. The annex is deleted, and MCAIMS returns you to the Annex Maintenance selection list box.
 - b. If the annex is used on any concept cards, MCAIMS will not allow you to delete the annex until you edit each concept card and select an alternate annex. Then MCAIMS provides you a list of concept cards for your review. Click on **Print** or **Quit**. Either selection returns you to the Annex Table Maintenance selection list box.

6.3.1.4 Copy

This command allows you to copy an annex to the Approved version of the course to replace an existing annex at that level. That is, copy may occur only if the annex has been added to a concept card and the concept card has been copied to the Approved course. Thus, this command prevents you from creating an orphan annex at the Approved level.

Table 6-33 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-33. Access to Copy Annex

| COMMAND BUTTON | WORKING | APPROVED | SUBMITTED |
|--------------------|---------|----------|-----------|
| <u>C</u>opy | Yes | No | No |

1. From the Annex Maintenance selection list box (Figure 6-21), highlight the desired record by clicking on it.
2. Click on **Copy**.
 - a. If the annex does not exist in the Approved version of the course, you receive a message so advising you. You must add the annex to a concept card and copy the concept card to the Approved version. Click on **Yes**. MCAIMS returns you to the Annex Maintenance selection list box.
 - b. If the annex is used on any concept cards at the Approved level, you receive a message confirming your desire to replace the existing annex. Click on **OK**. MCAIMS provides you a list of concept cards that will be affected by the change. Click on **Print** or **Quit**. Either selection returns you to the Annex Table Maintenance selection list box.

6.3.2 Duty

A duty is a grouping of closely related tasks performed within a functional area. When entering duties into MCAIMS, consult the ITS Order appropriate for your course. You must add a duty into MCAIMS for Windows before you can add any tasks subordinate to it (using the Task **Add** command button).

1. From the Maintenance drop-down menu, choose Duty. The Duty Maintenance selection list box (Figure 6-23) opens.

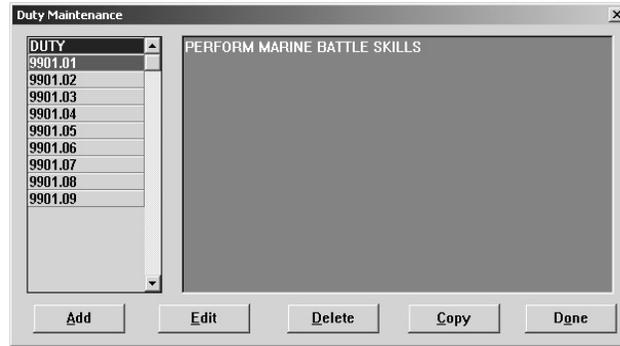


Figure 6-23. Duty Maintenance

2. As summarized in Table 6-34, only certain command buttons are available to you based on the status of the course with which you are working. If available, click on the desired command button.

Table 6-34. Access to Duty Menu

| COMMAND BUTTON | WORKING | APPROVED | SUBMITTED |
|----------------------------------|---------|----------|-----------|
| <u>A</u>dd | Yes | No | No |
| <u>E</u>dit | Yes | No | No |
| <u>D</u>elete | Yes | No | No |
| <u>C</u>opy *Archive Only | Yes | Yes* | Yes* |

6.3.2.1 **Add**

This command allows you to add a duty.

Table 6-35 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-35. Access to Add Duty

| COMMAND BUTTON | WORKING | APPROVED | SUBMITTED |
|-------------------|---------|----------|-----------|
| <u>A</u>dd | Yes | No | No |

1. From the Duty Maintenance selection list box (Figure 6-23), click on **Add**. The Duty Add dialog box (Figure 6-24) opens.

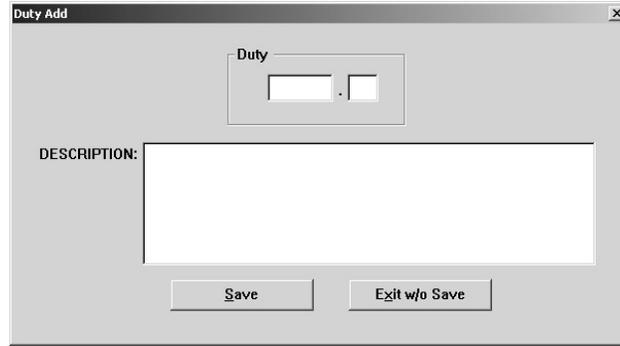


Figure 6-24. Duty Add

2. Referring to Table 6-36 for an explanation of the data fields, enter information to add a duty for your course.

Table 6-36. Duty Add

| ITEM | DESCRIPTION | PARAMETERS/ FORMAT |
|-------------|---|-----------------------------------|
| Duty | The complete designator representing a duty area. The four alphanumeric characters before the period represent the job (or MOS) of which the duty is a part. The two digits after the period represent a specific duty area within a job or MOS. You must complete this field to save the record. | XXXX.99 |
| Description | Descriptive title assigned to the duty area. You must complete this field to save the record. | Up to 100 alphanumeric characters |

3. Click on **S**ave. This returns you to the Duty Maintenance selection list box.

6.3.2.2 **E**dit

This command allows you to edit the highlighted duty.

Table 6-37 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-37. Access to Edit Duty

| COMMAND BUTTON | WORKING | APPROVED | SUBMITTED |
|----------------|---------|----------|-----------|
| E dit | Yes | No | No |

1. From the Duty Maintenance selection list box (Figure 6-23), highlight the duty you wish to edit by clicking on it.
2. Click on **E**dit. A dialog box similar to the one in Figure 6-24 opens.
3. Referring to Table 6-36 for an explanation of the data fields, edit appropriate information in any fields of the dialog box.
4. Click on **S**ave. Your changes are made.
 - a. If you changed nothing or edited only the duty description, you receive a message advising you about the possible effects of your actions on certain reports. Click on **O**K. This returns you to the Duty Maintenance selection list box.

- b. If you edited only the duty designator, you receive a message advising you about the impact on subordinate tasks, learning objectives, and test items. Click on **OK**.
 - (1) If no concept cards were affected, you receive a message to that effect. Click on **OK**. This returns you to the Duty Maintenance selection list box.
 - (2) If concept cards were affected, MCAIMS provides you a list to review. Click on **Print** or **Quit**. Either selection returns you to the Duty Maintenance selection list box.

6.3.2.3 **Delete**

This command allows you to delete the highlighted duty. A deleted duty will result in the deletion of all associated tasks, learning objectives, and test items. Learning objectives remaining on concept cards are resequenced.

Table 6-38 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-38. Access to Delete Duty

| COMMAND BUTTON | WORKING | APPROVED | SUBMITTED |
|----------------|---------|----------|-----------|
| Delete | Yes | No | No |

1. From the Duty Maintenance selection list box (Figure 6-23), highlight the duty you wish to delete by clicking on it.
2. Click on **Delete**. If you do not have access to Evaluation Maintenance and test items are associated with learning objectives subordinate to this duty, you receive a message advising you that you cannot delete this duty. Click on **OK** to return to the Duty Maintenance selection list box. Otherwise, a message appears to explain the impact of this action and to confirm your wish to continue.
3. Click on **Yes**. The status of the deletion process is depicted. When the deletion is complete, MCAIMS provides you additional information about its impact.
 - a. If no concept cards were affected, you receive a message to that effect. Click on **OK**. This returns you to the Duty Maintenance selection list box.
 - b. If concept cards were affected, MCAIMS provides you a list for your review. Click on **Print** or **Quit**. Either selection returns you to the Duty Maintenance selection list box.

6.3.2.4 **Copy**

This command allows you to copy a duty from another course to which you have access, archive the current duty, or retrieve an archived duty.

Table 6-39 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-39. Access to Copy Duty

| COMMAND BUTTON | WORKING | APPROVED | SUBMITTED |
|-------------------------------|---------|----------|-----------|
| Copy * Archive Only | Yes | Yes* | Yes* |
| OPTION BUTTON | WORKING | APPROVED | SUBMITTED |
| Copy Duty from Another Course | Yes | No | No |
| Archive Current Duty | Yes | Yes | Yes |

| COMMAND BUTTON | WORKING | APPROVED | SUBMITTED |
|-----------------|---------|----------|-----------|
| Retrieve a Duty | Yes | No | No |

- From the Duty Maintenance selection list box (Figure 6-23), click on **C**opy. The Current Duty dialog box (Figure 6-25) opens.

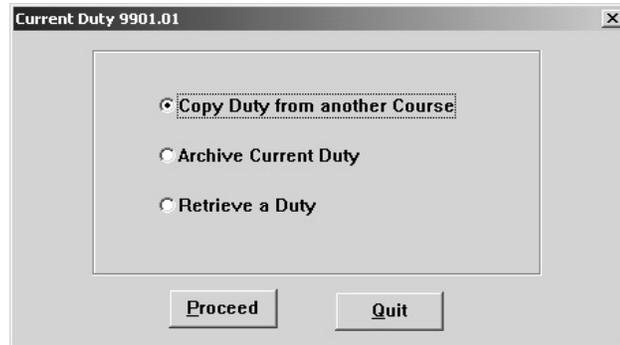


Figure 6-25. Current Duty

- Choose the appropriate option.

6.3.2.4.1 Copy Duty From Another Course

This command allows you to copy a duty from any other course to which you have access on the same MCAIMS for Windows installation/server. When you copy a duty, MCAIMS includes all of its subordinate elements (tasks, learning objectives, and test items).

Table 6-40 summarizes the availability of this option based on course status. If available, continue with the following steps.

Table 6-40. Access to Copy Duty From Another Course

| OPTION BUTTON | WORKING | APPROVED | SUBMITTED |
|-------------------------------|---------|----------|-----------|
| Copy Duty from Another Course | Yes | No | No |

- From the Current Duty dialog box (Figure 6-25), choose Copy A Duty From Another Course and click on **P**roceed. The Select Course selection list box (Figure 6-26) opens, displaying only those courses to which you have access.

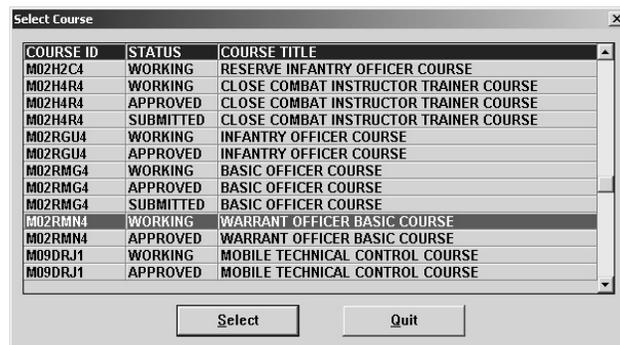


Figure 6-26. Select Course

- Choose the desired course and click on **S**elect. The Copy a Duty From Another Course selection list box (Figure 6-27) opens. Note that the title of the highlighted duty is depicted in the field below the list of duties.

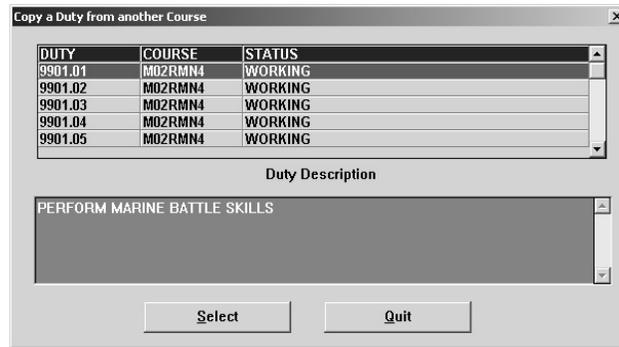


Figure 6-27. Copy a Duty From Another Course

3. Choose the desired duty and click on **select**. If you do not have access to Evaluation Maintenance and test items are associated with learning objectives subordinate to the duty you wish to copy, you receive a message advising you that you cannot copy this duty. Click on **OK** to return to the Duty Maintenance selection list box. Otherwise, you will receive one of two messages, depending upon which of the following conditions is true.

The designator of the duty being copied does not already exist in current course. Proceed to Step 4.

The designator of the duty being copied already exists in current course. Proceed to Step 5.

4. If the designator of the duty you chose to copy does not already exist in the current Working course, a message appears to explain the impact of this choice and to confirm your wish to continue. Note that the new learning objectives will not be assigned to existing concept cards and you must assign all learning objectives to concept cards before you can copy the course to the Locally Approved status.
 - a. Click on **Yes**. A succession of two message boxes will display the updating (loading, adding) of the record. MCAIMS will automatically add the new duty and all tasks, learning objectives, and test items subordinate to it. After the process is completed, a message appears to advise you that the new duty (with its original designator) has been added to this Working course.
 - b. Click on **OK**. The system reminds you that no concept cards were affected and then returns you to the Duty Maintenance selection list box after you click on **OK** again.
5. If the designator of the duty you chose to copy already exists in the current Working course, a message appears to advise you of this, to offer you two choices (Replace or Renumber), and to explain the effects of those choices. Click on the appropriate response.
 - a. If you click on Replace and you do not have access to Evaluation Maintenance, MCAIMS checks for the presence of test items associated with learning objectives subordinate to the duty that will be replaced. If test items are found, you receive a message advising you that you cannot copy this duty. Click on **OK** to return to the Duty Maintenance selection list box. Otherwise, MCAIMS replaces the existing duty and all subordinate tasks, learning objectives, and test items. MCAIMS depicts the deleting, loading, and adding of the duty record. Upon completion of the process, a message appears to advise you

that the new duty (with the same designator as the original duty) has been added to this Working course. Click on **OK**.

- (1) If no concept cards were affected, you receive a message to that effect. Clicking on **OK** returns you to the Duty Maintenance selection list box.
- (2) If concept cards were affected, MCAIMS provides you a list for your review. Note that any new learning objectives will not be assigned to existing concept cards and you must assign all learning objectives to concept cards before you can copy the course to the Locally Approved status.

Click on **Print** or **Quit**. Either selection returns you to the Duty Maintenance selection list box.

- b. If you click on **Renumber**, MCAIMS retains the existing duty and assigns a new designator starting with "XXXX" to the duty you have chosen to copy. A succession of message boxes will display the updating (loading, renumbering, adding) of the record. Upon completion of the process, a message appears to advise you that the new duty (with its new designator) has been added to this Working course.

Click on **OK**. The system advises you that no concept cards were affected and then returns you to the Duty Maintenance selection list box after you click on **OK** again.

HINT: If you choose to have MCAIMS renumber a duty that you copy from another course, remember that MCAIMS assigns a designator starting with "XXXX." You should edit that MCAIMS-generated designator and change it to an appropriate designator for your current course.

6.3.2.4.2 Archive Current Duty

This command allows you to archive a duty with all of its descriptive and subordinate information (tasks, learning objectives, and test items) for distribution to and use at another MCAIMS for Windows site or installation/server.

Table 6-41 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-41. Access to Archive Current Duty

| OPTION BUTTON | WORKING | APPROVED | SUBMITTED |
|----------------------|---------|----------|-----------|
| Archive Current Duty | Yes | Yes | Yes |

1. From the Current Duty dialog box (Figure 6-25), choose **Archive Current Duty** and click on **Proceed**.

HINT: If you are not sure that the correct duty is highlighted, select Quit rather than Proceed to return to the Duty Maintenance selection list box. Highlight the correct duty and click Copy again.

If you do not have access to Evaluation Maintenance and test items are associated with learning objectives subordinate to this duty, you receive a message advising you that you cannot archive this duty. Click on **OK** to return to the Duty Maintenance selection list

box. Otherwise, the Archive Duty dialog box opens for you to designate a file name and destination.

2. After assigning the desired name and location, click on **OK**. Your screen will turn black while it adds records to the Zip file. A message appears for you to confirm completion of this process.
3. Click on **OK**. A message appears to advise you that the Zip file has been created in the directory you specified.
4. Click on **OK**. The system returns you to the Duty Maintenance selection list box.

6.3.2.4.3 Retrieve a Duty

This command allows you to retrieve an archived duty file, whether it was archived from the current course or from another course that may not even be on the same MCAIMS installation/server. This process is nearly identical to the process described in Paragraph 6.3.2.4.1 (Copy Duty From Another Course).

Table 6-42 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-42. Access to Retrieve a Duty

| OPTION BUTTON | WORKING | APPROVED | SUBMITTED |
|-----------------|---------|----------|-----------|
| Retrieve a Duty | Yes | No | No |

1. From the Current Duty dialog box (Figure 6-25), choose Retrieve A Duty and click on **Proceed**. The Retrieve Duty dialog box opens for you to select a duty.
2. Locate and highlight the file for the archived duty you wish to retrieve. Be sure it is a file for an archived duty. If not, you will receive an advisory message.
3. Click on **OK**. Your screen will turn black while it expands and checks records from the compressed file. A message appears for you to confirm completion of this process.
4. Click on **OK**. If you do not have access to Evaluation Maintenance, and test items are associated with learning objectives subordinate to this duty, you receive a message advising you that you cannot retrieve this duty. Click on **OK** to return to the Duty Maintenance selection list box. Otherwise, when the process is finished, you will receive one of two messages, depending upon which of the following conditions is true.

The designator of the duty being retrieved does not already exist in current course. Proceed to Step 4.

The designator of the duty being retrieved already exists in current course. Proceed to Step 5.

5. If the designator of the duty you chose to retrieve does not already exist in the current Working course, a message appears to explain the impact of this choice and to confirm your wish to continue. Note that the new learning objectives will not be assigned to existing concept cards and you must assign all learning objectives to concept cards before you can copy the course to the Locally Approved status.
 - a. Click on **Yes**. A succession of two message boxes will display the updating (loading, adding) of the record. MCAIMS will

automatically add the new duty and all tasks, learning objectives, and test items subordinate to it. After the process is completed, a message appears to advise you that the new duty (with its original designator) has been added to this Working course.

- b. Click on **OK**. The system reminds you that no concept cards were affected and then returns you to the Duty Maintenance selection list box after you click on **OK** again.
6. If the designator of the duty you chose to retrieve already exists in the current Working course, a message appears to advise you of this, to offer you two choices (Replace or Renumber), and to explain the effects of those choices. Click on the appropriate response.
- a. If you click on **Replace** and you do not have access to Evaluation Maintenance, MCAIMS checks for the presence of test items associated with learning objectives subordinate to the duty that will be replaced. If test items are found, you receive a message advising you that you cannot retrieve this duty. Click on **OK** to return to the Duty Maintenance selection list box. Otherwise, MCAIMS replaces the existing duty and all subordinate tasks, learning objectives, and test items. MCAIMS depicts the deleting, loading, and adding of the duty record. Upon completion of the process, a message appears to advise you that the new duty (with the same designator as the original duty) has been added to this Working course. Click on **OK**.
 - (1) If no concept cards were affected, you receive a message to that effect. Clicking on **OK** returns you to the Duty Maintenance selection list box.
 - (2) If concept cards were affected, MCAIMS provides you a list for your review. Note that any new learning objectives will not be assigned to existing concept cards and you must assign all learning objectives to concept cards before you can copy the course to the Locally Approved status. Click on **Print** or **Quit**. Either selection returns you to the Duty Maintenance selection list box.
 - b. If you click on **Renumber**, MCAIMS retains the existing duty and assigns a new designator starting with "XXXX" to the duty you have chosen to retrieve. A succession of message boxes will display the updating (loading, renumbering, adding) of the record. Upon completion of the process, a message appears to advise you that the new duty (with its new designator) has been added to this Working course.

Click on **OK**. The system advises you that no concept cards were affected and then returns you to the Duty Maintenance selection list box after you click on **OK** again.

HINT: If you choose to have MCAIMS renumber a duty that you retrieve from another course, remember that MCAIMS assigns a designator starting with "XXXX." You should edit that MCAIMS-generated designator and change it to an appropriate designator for your current course.