

## 6.4 REPORTS

You may create many reports from the data stored in the MCAIMS databases. MCAIMS displays standard menu and icon bars regardless of the report requested (Figure 6-134).

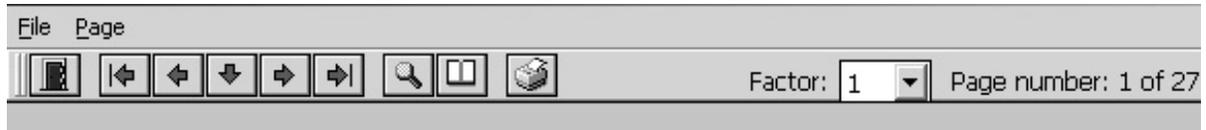


Figure 6-134. MCAIMS Standard Menu and Icon Bars for Reports

The menu bar includes two options:

File allows you to Print or Exit.

- Page allows you to select First, Previous, Next, Last, Go To, Zoom, Normal, Two pages, or One page.

The icon bar includes 10 options:

-  Click this icon to return to the Curriculum menu.
-  Click this icon to display the first page of the report.
-  Click this icon to display the previous page of the report.
-  Click this icon to go to a specific page of a multiple page report. A dialog box appears for you to enter the desired page. Click on OK.
-  Click this icon to display the next page of the report.
-  Click this icon to display the last page of the report.
-  Click this icon to select zoom or normal views. The appearance of the icon is dynamic. The magnifier appears on the icon when the page view is normal.
-  Click this icon to change the screen presentation from a single-page to double-page display (or vice versa).
-  Click this icon to select the printing range and to print the current document.
-  1  Factor. Click the desired number in the drop-down box. The font size increases with higher numbers.

Note that the icon bar duplicates every option available under the Page menu. You may choose either method to accomplish the task you desire.

**HINT: The USMC emblem is automatically printed on all MCAIMS-generated reports. Reviewers are assured that mathematical calculations are correct and MCAIMS has run a number of checks and balances.**

Table 6-283 summarizes the availability of each report based on course status. If available, continue with the following steps.

Table 6-283. Access to Reports

PARA	OPTION	WORKING	APPROVED	SUBMITTED
6.4.1	Task Inventory Report by Duty	Yes	Yes	Yes
6.4.2	Task Inventory Report by Task	Yes	Yes	Yes
6.4.3	Learning Analysis Worksheet (LAW)	Yes	Yes	Yes
6.4.4	Knowledge/Skills Grouping Worksheet	Yes	Yes	Yes
6.4.5	Concept Card Report	Yes	Yes	Yes
6.4.6	Hours by Lesson Report	Yes	Yes	Yes
6.4.7	Hours by Method Report	Yes	Yes	Yes
6.4.8	Methods by Lesson Report	Yes	Yes	Yes
6.4.9	Learning Objective Worksheet by Duty	Yes	Yes	Yes
6.4.10	Learning Objective Worksheet by Task	Yes	Yes	Yes
6.4.11	Learning Objective Worksheet for Selected Learning Objectives	Yes	Yes	Yes
6.4.12	Learning Objective Report by Duty	Yes	Yes	Yes
6.4.13	Learning Objective Report by Task	Yes	Yes	Yes
6.4.14	Location of Learning Objectives Report	Yes	Yes	Yes
6.4.15	Location of References Report by Reference	Yes	Yes	Yes
6.4.16	Location of References Report by Lesson	Yes	Yes	Yes
6.4.17	Summary of Exam Concept Cards Report	Yes	Yes	Yes
6.4.18	Student Advance Sheet With LO Descriptions in Each Lesson	Yes	Yes	Yes
6.4.19	Student Advance Sheet With List of LO Descriptions at End	Yes	Yes	Yes
6.4.20	Student Advance Sheet Without LO Descriptions	Yes	Yes	Yes
6.4.21	Course Statistics Report	Yes	Yes	Yes
6.4.22	Ammunition Report by Task	Yes	Yes	Yes
6.4.23	Ammunition Report by DODIC	Yes	Yes	Yes
6.4.24	Course Descriptive Data (CDD) for Submission	No	No	Yes
6.4.25	Downgrade Justification Report	Yes	Yes	Yes

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 Reports option on the menu bar. MCAIMS displays the Reports drop-down menu (Figure 6-135).

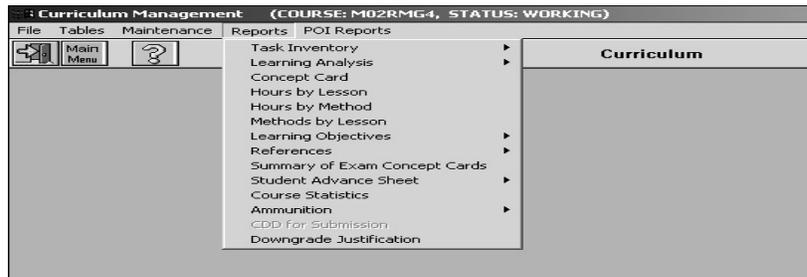


Figure 6-135. Reports Drop-down Menu

4. Choose the desired option. Note that some options are nested within a more generic option.

6.4.1 Task Inventory Report by Duty

The Task Inventory Report by Duty lists the selected duties and all tasks subordinate to those duties. Any task list notes entered on the CDD Course Record 2 will appear on the report.

Table 6-284 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-284. Access to Task Inventory Report by Duty

OPTION	WORKING	APPROVED	SUBMITTED
Task Inventory Report by Duty	Yes	Yes	Yes

1. From the Reports drop-down menu, choose Task Inventory. Then choose By Duty. The Task Inventory Report by Duty dialog box (Figure 6-136) opens.

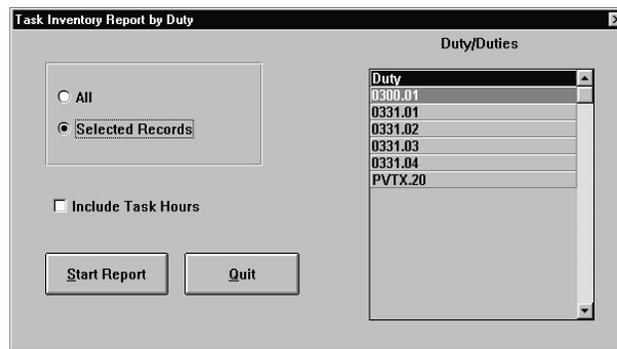


Figure 6-136. Task Inventory Report by Duty

2. Referring to Table 6-285 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 6-285. Task Inventory Report by Duty

ITEM	DESCRIPTION
All	This button allows you to generate a report based on all duties.
Selected Records	This default option allows you to use the multiple select feature to select the desired duty(ies) in the selection list box.
Include Task Hours	Optional selection to include task hours associated with each task.
Duty/Duties	Selection list box displaying the code for each duty in the course. Use the multiple select feature to select those duties you desire to include in the report.

3. Click on **Start Report**. A message advises "Building Report" before a view of the report appears.

6.4.2 Task Inventory Report by Task

The Task Inventory Report by Task categorizes the selected tasks into duty areas and lists them accordingly.

Table 6-286 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-286. Access to Task Inventory Report by Task

OPTION	WORKING	APPROVED	SUBMITTED
Task Inventory Report by Task	Yes	Yes	Yes

- From the Reports drop-down menu, choose Task Inventory. Then choose By Task. The Task Inventory Report by Task dialog box (Figure 6-137) opens.



Figure 6-137. Task Inventory Report by Task

- Referring to Table 6-287 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 6-287. Task Inventory Report by Task

ITEM	DESCRIPTION
Task(s)	Selection list box displaying the code for each task in the course. Use the multiple select feature to select the tasks you desire to include in the report.
Include Task Hours	Optional selection to include task hours associated with each task.

- Click on **Start Report**. A message advises "Building Report" before a view of the report appears.

#### 6.4.3 Learning Analysis Worksheet (LAW)

The Learning Analysis Worksheet (LAW) report includes the performance steps associated with a given task and the knowledge/skills required for each performance step. To the left of each knowledge/skill in the report is the group to which it was assigned during the learning analysis (see Paragraph 6.3.3.5.4.1).

Table 6-288 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-288. Access to Learning Analysis Worksheet (LAW)

OPTION	WORKING	APPROVED	SUBMITTED
Learning Analysis Worksheet (LAW)	Yes	Yes	Yes

- From the Reports drop-down menu, choose Learning Analysis. Then choose LAW. The Learning Analysis Worksheet (LAW) dialog box (Figure 6-138) opens.

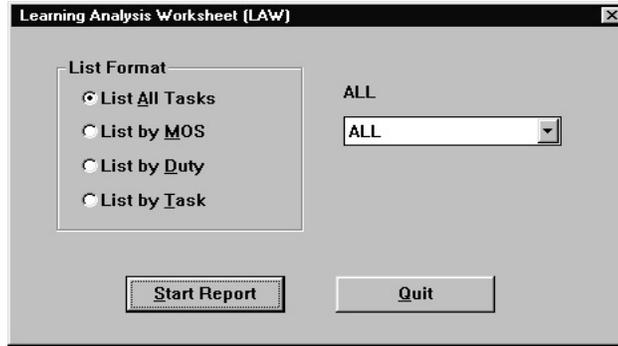


Figure 6-138. Learning Analysis Worksheet (LAW)

2. Referring to Table 6-289 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 6-289. Learning Analysis Worksheet (LAW)

ITEM	DESCRIPTION
List All Tasks	This default button enables the All tasks selection in the drop-down list to the right.
All	Only option available under drop-down menu when List All Tasks radio button is selected. MCAIMS will generate a report based on all tasks in the course.
List by MOS	This button enables a selection of MOSs in the drop-down list to the right.
MOS	Choose the MOSs you wish to include in the report.
List by Duty	This button enables a selection of duties in the drop-down list to the right.
Duty	Choose the duties you wish to include in the report.
List by Task	This button enables a selection of tasks in the drop-down list to the right.
Task	Choose the tasks you wish to include in the report.

3. Click on **Continue**. A message advises "Building Report" before a view of the report appears.

#### 6.4.4 Knowledge/Skills Grouping Worksheet

The Knowledge/Skills Grouping Worksheet categorizes all knowledge/skills associated with a task by assigned grouping rather than by the parent step. For example, this report may have a section for all knowledge/skills assigned to group "A". The knowledge/skills under this group may derive from any step for the task or all steps for the task. At the end of each grouping, lines are provided for recording notes on the printed report concerning that grouping. At the end of all groupings, all unassigned knowledge/skills are printed and preceded by the following statement:

"The following knowledge/skills, derived from various steps for this task, have not been assigned to a specific group. Each knowledge/skill has been analyzed, and a determination has been made that they are either duplicates or are not appropriate for the target student of this course."

However, do not assume the preceding statement is always true. Knowledge/ skills appearing in the last section of the report may have been inadvertently overlooked during the Learning Analysis phase. You can return to the Task option under the Maintenance menu to assign knowledge/skills to groups at any time.

This report is intended to be printed by curriculum developers for use during the leaning analysis process. Typically, an enabling learning objective (ELO) will be developed for each grouping.

Table 6-290 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-290. Access to Knowledge/Skills Grouping Worksheet

OPTION	WORKING	APPROVED	SUBMITTED
Knowledge/Skills Grouping Worksheet	Yes	Yes	Yes

- From the Reports drop-down menu, choose Learning Analysis. Then choose By Group. The Knowledge/Skills Grouping Worksheet dialog box (Figure 6-139) opens.

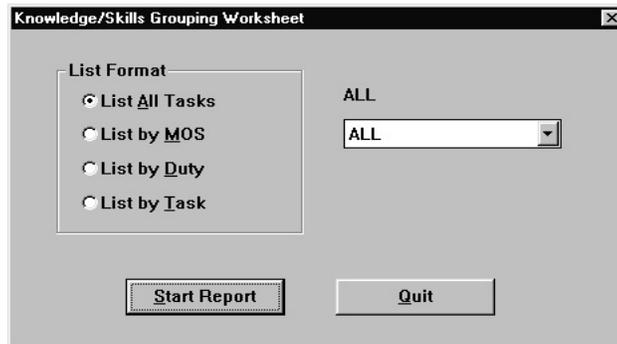


Figure 6-139. Knowledge/Skills Grouping Worksheet

- Referring to Table 6-291 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 6-291. Knowledge/Skills Grouping Worksheet

ITEM	DESCRIPTION
List All Tasks	This default button enables the All tasks selection in the drop-down list to the right.
All	Only option available under drop-down menu when List All Tasks radio button is selected. MCAIMS will generate a report based on all tasks in the course.
List by MOS	This button enables a selection of MOSs in the drop-down list to the right.
MOS	Choose the MOSs you wish to include in the report.
List by Duty	This button enables a selection of duties in the drop-down list to the right.
Duty	Choose the duties you wish to include in the report.
List by Task	This button enables a selection of tasks in the drop-down list to the right.
Task	Choose the tasks you wish to include in the report.

- Click on Continue. A message advises "Building Report" before a view of the report appears.

#### 6.4.5 Concept Card Report

The Concept Card Report provides an overview of a lesson to include annex, lesson ID, title, methods, hours, student-instructor ratios, media, TLOs/ELOs or a lesson purpose statement, ammunition requirements, notes, references, and signature block with dates. The references are listed in alphanumeric sequence by reference code.

You can choose to print this report for every lesson in the course, every lesson in a specific annex, or specific lesson(s). The report is useful in determining the work that has been completed for given lesson(s) and what remains to be done. The report includes system-generated warnings under certain conditions. That is, if you had previously selected an ammunition DODIC that is no longer valid or no longer exists in the current database, the report will state "invalid ammunition code" in lieu of the DODIC on the report. You will also receive a message if a concept card is still a draft, and MCAIMS will tell you what is missing. When all information concerning the lesson is finalized, the concept card can be printed and staffed to appropriate school personnel for signature.

Table 6-292 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-292. Access to Concept Card Report

OPTION	WORKING	APPROVED	SUBMITTED
Concept Card Report	Yes	Yes	Yes

1. From the Reports drop-down menu, choose Concept Card. The Concept Card Report dialog box (Figure 6-140) opens.

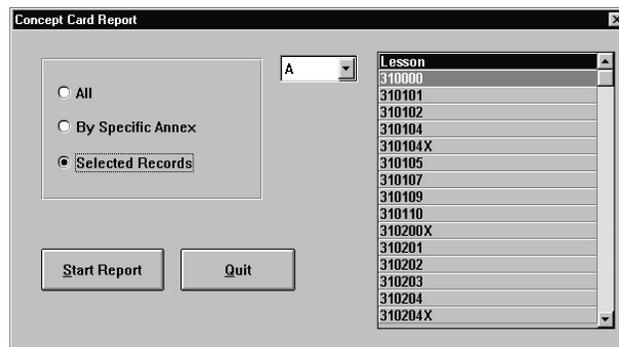


Figure 6-140. Concept Card Report

2. Referring to Table 6-293 for an explanation of the data fields appearing in the dialog box, make the appropriate selections. This report includes the basic concept card information you entered under the Concept Card menu option.

Table 6-293. Concept Card Report

ITEM	DESCRIPTION
All	Select this button to report on every lesson in the course.
By Specific Annex	This button allows you to report on every lesson in a selected annex. If you select this option, you must indicate the desired annex in the drop-down list to the right.
Selected Records	This default button allows you to use the multiple select feature to select specific lessons for your report. If you select this option, you must indicate the desired lessons in the selection list box.
Annex (Untitled)	Choose the desired annex for which you wish to include all lessons. Be sure the By Specific Annex radio button is also selected.
Lessons (Untitled)	Selection list box displaying all lessons in the course. Use the multiple select feature to choose the lessons for which you wish to produce the report. Be sure the Selected Records radio button is also selected.

- Click on **Start Report**. A message advises "Building Report" before a view of the report appears.

#### 6.4.6 Hours by Lesson Report

The Hours by Lesson Report groups all selected lessons by Annex and includes the lesson ID, lesson title, hours, and type. The report summarizes the hours for each annex and provides a total at the end of the report.

The report is useful in determining the total hours for selected lessons, annexes, or the entire course. The report is similar to the Academic and Administrative Summaries included in Section IV of the POI.

Table 6-294 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-294. Access to Hours by Lesson Report

OPTION	WORKING	APPROVED	SUBMITTED
Hours by Lesson Report	Yes	Yes	Yes

- From the Reports drop-down menu, choose Hours by Lesson. The Hours by Lesson Report dialog box (Figure 6-141) opens.

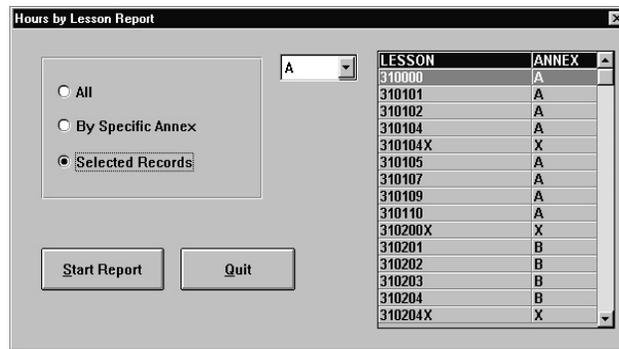


Figure 6-141. Hours by Lesson Report

- Referring to Table 6-295 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 6-295. Hours by Lesson Report

ITEM	DESCRIPTION
All	Select this button to report on every lesson in the course.
By Specific Annex	This button allows you to report on every lesson in a selected annex. If you select this option, you must indicate the desired annex in the drop-down list to the right.
Selected Records	This default button allows you to use the multiple select feature to select specific lessons for your report. If you select this option, you must indicate the desired lessons in the selection list box.
Annex (Untitled)	Choose the desired annex for which you wish to include all lessons. Be sure the By Specific Annex radio button is also selected.
Lessons (Untitled)	Selection list box displaying all lessons (with their corresponding annexes) in the course. Use the multiple select feature to choose the lessons for which you wish to produce the report. Be sure the Selected Records radio button is also selected.

3. Click on **Start Report**. A message advises "Building Report" before a view of the report appears.

#### 6.4.7 Hours by Method Report

The Hours by Method Report groups all lessons employing a specific method and includes the numbers of garrison hours, field hours, and total hours devoted to that method. The report is available for selected method(s) or all methods in a course. The report presents each method alphabetically, according to its abbreviation, title, and ratio. There may be multiple categories for the same method code, each with a different ratio. The report summarizes the hours for each method and provides a total at the end of the report.

The report is useful in determining the total hours for selected methods or for all methods in the course. Note that if a method has not been assigned to a concept card, that method will not appear on this report. The information in this report will be summarized in Section II, Curriculum Breakout, Appendix A, Instructor Computation Worksheet, of the Course Descriptive Data report.

Table 6-296 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-296. Access to Hours by Method Report

OPTION	WORKING	APPROVED	SUBMITTED
Hours by Method	Yes	Yes	Yes

1. From the Reports drop-down menu, choose Hours by Method. The Hours by Method Report dialog box (Figure 6-142) opens.

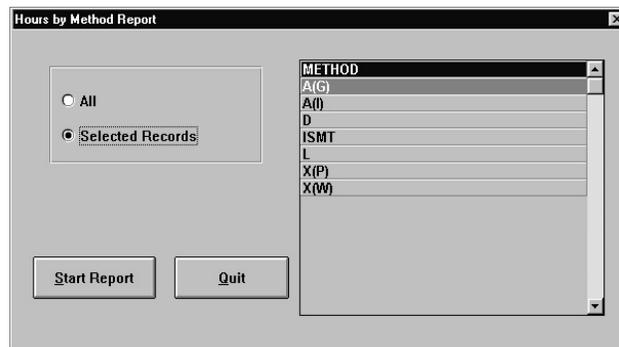


Figure 6-142. Hours by Method Report

2. Referring to Table 6-297 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 6-297. Hours by Method Report

ITEM	DESCRIPTION
All	Select this button to report on every method used in the course.
Selected Records	This default button allows you to use the multiple select feature to select specific methods for your report. If you select this option, you must indicate the desired methods in the selection list box.

ITEM	DESCRIPTION
Methods (Untitled)	Selection list box displaying the method/ratio combinations upon which you can base your report. Use the multiple select feature to choose the desired method/ratio combinations. Be sure the Selected Records radio button is also selected.

- Click on **Start Report**. A message advises "Building Report" before a view of the report appears.

#### 6.4.8 Methods by Lesson Report

The Methods by Lesson Report identifies the methods employed in selected lesson(s) or in all lessons of the course. The report presents each lesson alphabetically according to its lesson identifier and then identifies each method employed in the lesson to include the method description, ratio of students to instructors, garrison hours, field hours, and total method hours. The report also totals the garrison hours, field hours, and total method hours for each lesson and for all selected lessons.

The report is useful in determining the breakdown of method hours for each lesson in the course. Note that if a method has not been assigned to a concept card, that method will not appear on this report. If no methods have been assigned to a lesson, the report will include the statement: "There are no methods associated with this lesson."

Table 6-298 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-298. Access to Methods by Lesson Report

OPTION	WORKING	APPROVED	SUBMITTED
Methods by Lesson Report	Yes	Yes	Yes

- From the Reports drop-down menu, choose Methods by Lesson. The Methods by Lesson Report dialog box (Figure 6-143) opens.

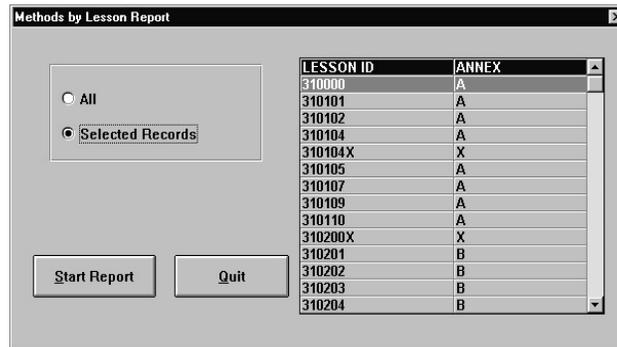


Figure 6-143. Methods by Lesson Report

- Referring to Table 6-299 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 6-299. Methods by Lesson Report

ITEM	DESCRIPTION
All	Select this button to report on every lesson in the course.
Selected Records	This default button allows you to use the multiple select feature to select specific lessons for your report. If you select this default option, you must indicate the desired lessons in the selection list box.

ITEM	DESCRIPTION
Lessons(Un titled)	Selection list box displaying all lessons (with their corresponding annexes) in the course. Use the multiple select feature to choose the lessons for which you wish to produce this report. Be sure the Selected Records radio button is also selected.

- Click on **Start Report**. A message advises "Building Report" before a view of the report appears.

#### 6.4.9 Learning Objective Worksheet by Duty

The Learning Objective Worksheet (LOW) by Duty produces a separate learning objective worksheet for each learning objective subordinate to the selected duties. The report presents the parent task, the learning objective being reported on, any downgrade justification, the associated methods, the associated media, concept cards containing the learning objective (if selected), tests evaluating the learning objective (if selected for an Approved course only), test items/evaluation information (if user has access to Evaluation Maintenance), and signature block (if selected).

The report is useful in reviewing the work that has been completed for each learning objective subordinate to a given duty.

Table 6-300 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-300. Access to Learning Objective Worksheet by Duty

OPTION	WORKING	APPROVED	SUBMITTED
Learning Objective Worksheet by Duty	Yes	Yes	Yes

- From the **Reports** drop-down menu, choose Learning Objectives. Then choose **LOW**. Then choose **By Duty**. The Learning Objective Worksheet by Duty dialog box (Figure 6-144) opens.

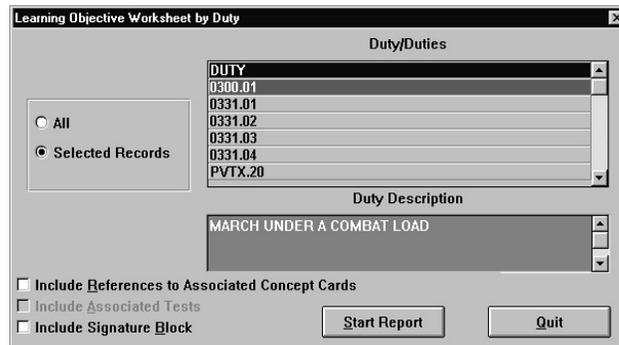


Figure 6-144. Learning Objective Worksheet by Duty

- Referring to Table 6-301 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 6-301. Learning Objective Worksheet by Duty

ITEM	DESCRIPTION
All	Select this button to report on every learning objective in the course.
Selected Records	This default button allows you to use the multiple select feature to select specific duties for your report. If you select this default option, you must indicate the desired duties in the selection list box.

ITEM	DESCRIPTION
Duty/Duties	Selection list box displaying the designator for every duty in the course. Use the multiple select feature to choose the duties for which you wish to produce the report. Be sure the Selected Records radio button is also selected.
Duty Description	Non-editable field displaying the descriptive title of the highlighted duty designator.
Include References to Associated Concept Cards	Click checkbox if you wish to include a list of all concept cards containing the given learning objective.
Include Associated Tests	Click checkbox if you wish to include a list of all tests evaluating the given learning objective. Inaccessible for Working status because only Locally Approved data may be used to create a test.
Include Signature Block	Click checkbox to include signature block on each report.

3. Click on **Start Report**. A message advises "Building Report" before a view of the report appears.

#### 6.4.10 Learning Objective Worksheet by Task

The Learning Objective Worksheet (LOW) by Task report produces a separate learning objective worksheet for each learning objective subordinate to the selected tasks. The report presents the parent task, the learning objective being reported on, any downgrade justification, the associated methods, the associated media, concept cards containing the learning objective (if selected), tests evaluating the learning objective (if selected for an Approved course only), test items/evaluation information (if user has access to Evaluation Maintenance), and signature block (if selected).

The report is useful in reviewing the work that has been completed for each learning objective subordinate to a given task.

Table 6-302 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-302. Access to Learning Objective Worksheet by Task

OPTION	WORKING	APPROVED	SUBMITTED
Learning Objective Worksheet by Task	Yes	Yes	Yes

1. From the Reports drop-down menu, choose Learning Objectives. Then choose LOW. Then choose By Task. The Learning Objective Worksheet by Task dialog box (Figure 6-145) opens.

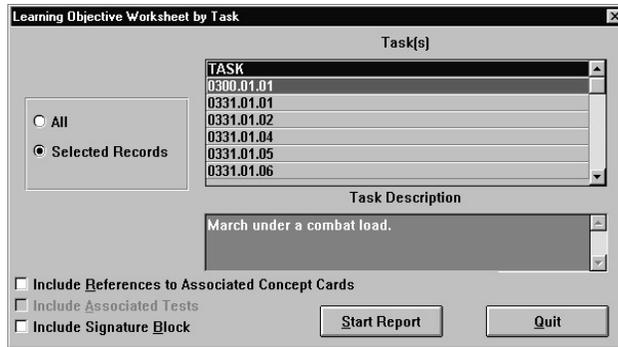


Figure 6-145. Learning Objective Worksheet by Task

2. Referring to Table 6-303 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 6-303. Learning Objective Worksheet by Task

ITEM	DESCRIPTION
All	Select this button to report on every learning objective in the course.
Selected Records	This default button allows you to use the multiple select feature to select specific tasks for your report. If you select this default option, you must indicate the desired tasks in the selection list box.
Task(s)	Selection list box displaying the designator for every task in the course. Use the multiple select feature to choose the tasks for which you wish to produce the report. Be sure the Selected Records radio button is also selected.
Description	Non-editable field displaying the descriptive title of the highlighted task designator.
Include References to Associated Concept Cards	Click checkbox if you wish to include a list of all concept cards containing the given learning objective.
Include Associated Tests	Click checkbox if you wish to include a list of all tests evaluating the given learning objective. Inaccessible for Working status because only Locally Approved data may be used to create a test.
Include Signature Block	Click checkbox to include signature block on each report.

3. Click on **Start Report**. A message advises "Building Report" before a view of the report appears.

#### 6.4.11 Learning Objective Worksheet for Selected Learning Objectives

The Learning Objective Worksheet for Selected Learning Objectives produces a separate learning objective worksheet for each selected learning objective. The report presents the parent task, the learning objective being reported on, any downgrade justification, the associated methods, the associated media, concept cards containing the learning objective (if selected), tests evaluating the learning objective (if selected for an Approved course only), test items/evaluation information (if user has access to Evaluation Maintenance), and signature block (if selected).

The report is useful in reviewing the work that has been completed for selected learning objectives in the course.

Table 6-304 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-304. Access to Learning Objective Worksheet for Selected Learning Objectives

OPTION	WORKING	APPROVED	SUBMITTED
Learning Objective Worksheet for Selected Learning Objectives	Yes	Yes	Yes

- From the Reports drop-down menu, choose Learning Objectives. Then choose LOW. Then choose By LO. The Learning Objective Worksheet for Selected Learning Objectives dialog box (Figure 6-146) opens.

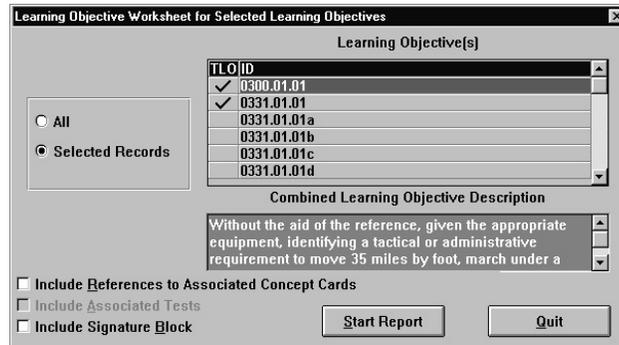


Figure 6-146. Learning Objective Worksheet for Selected Learning Objectives

- Referring to Table 6-305 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 6-305. Learning Objective Worksheet for Selected Learning Objectives

ITEM	DESCRIPTION
All	Select this button to report on every learning objective in the course.
Selected Records	This default button allows you to use the multiple select feature to select specific learning objectives for your report. If you select this default option, you must indicate the desired learning objectives in the selection list box.
Learning Objective(s)	Selection list box displaying the designator for every learning objective in the course. Use the multiple select feature to choose the learning objectives for which you wish to produce the report. Be sure the Selected Records radio button is also selected.
Combined Learning Objective Description	Non-editable field displaying the descriptive title of the highlighted learning objective designator.
Include References to Associated Concept Cards	Click checkbox if you wish to include a list of all concept cards containing the given learning objective.
Include Associated Tests	Click checkbox if you wish to include a list of all tests evaluating the given learning objective. Inaccessible for Working status because only Locally Approved data may be used to create a test.
Include Signature Block	Click checkbox to include signature block on each report.

- Click on **Start Report**. A message advises "Building Report" before a view of the report appears.

6.4.12 Learning Objective Report by Duty

The Learning Objective Report by Duty lists all learning objectives in the course subordinate to the selected duty(ies). Learning objectives are grouped by the task they support. The report is presented in an outline format with the Duty at the highest level followed by Task, TLO, and ELO. The learning objectives can be displayed as three individual components (condition, behavior, standard) or as one combined statement.

Table 6-306 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-306. Access to Learning Objective Report by Duty

OPTION	WORKING	APPROVED	SUBMITTED
Learning Objective Report by Duty	Yes	Yes	Yes

- From the Reports drop-down menu, choose Learning Objectives. Then choose LO Report. Then choose By Duty. The Learning Objective Report by Duty dialog box (Figure 6-147) opens.

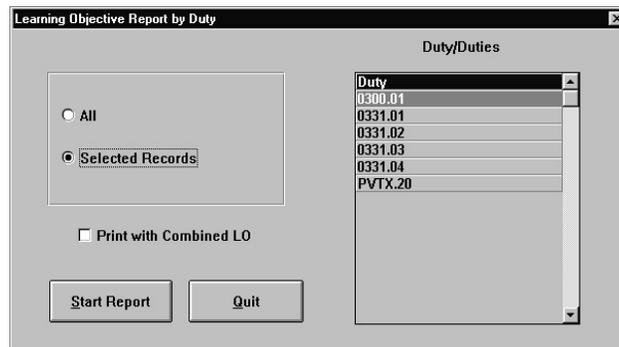


Figure 6-147. Learning Objective Report by Duty

- Referring to Table 6-307 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 6-307. Learning Objective Report by Duty

ITEM	DESCRIPTION
All	Select this button to report on every learning objective in the course.
Selected Records	This default button allows you to use the multiple select feature to select specific duties for your report. If you select this default option, you must indicate the desired duties in the selection list box.
Print with Combined LO	Click checkbox to display the learning objectives as combined statements. Otherwise, they will be displayed in three parts: condition, behavior, and standard.
Duty/Duties	Selection list box displaying the designator for every duty in the course. Use the multiple select feature to choose the duties for which you wish to produce the report. Be sure the Selected Records radio button is also selected.

- Click on **Start Report**. A message advises "Building Report" before a view of the report appears.

6.4.13 Learning Objective Report by Task

The Learning Objective (LO) Report by Task lists all learning objectives in the course subordinate to the selected task(s). Learning objectives are grouped by the task they support. The report is presented in an outline format with the Duty at the highest level followed by Task, TLO, and ELO. The learning objectives can be displayed as three individual components (condition, behavior, standard) or as one combined statement.

Table 6-308 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-308. Access to Learning Objective Report by Task

OPTION	WORKING	APPROVED	SUBMITTED
Learning Objective Report by Task	Yes	Yes	Yes

1. From the Reports drop-down menu, choose Learning Objectives. Then choose LO Reports. Then choose By Task. The Learning Objective Report by Task dialog box (Figure 6-148) opens.



Figure 6-148. Learning Objective Report by Task

2. Referring to Table 6-309 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 6-309. Learning Objective Report by Task

ITEM	DESCRIPTION
Task(s)	Use the multiple select feature to choose the tasks for which you wish to produce this report.
Print with Combined LO	Click checkbox to display the learning objectives as combined statements. Otherwise, they will be displayed in three parts: condition, behavior, and standard.

3. Click on **Start Report**. A message advises "Building Report" before a view of the report appears.

6.4.14 Location of Learning Objectives Report

The Location of Learning Objectives Report identifies every concept card within a course to which each selected learning objective is assigned. The report presents each learning objective in alphanumerical order. Following each learning objective is a list of all lessons (in Lesson ID order) containing that learning objective. The list includes Lesson ID, Lesson Title, and the POI Annex to which the lesson is assigned. You can choose to produce the report for:

- All learning objectives in the course

- All learning objectives subordinate to a specific MOS
- All learning objectives subordinate to a specific duty
- All learning objectives subordinate to a specific task
- 

Table 6-310 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-310. Access to Location of Learning Objectives Report

OPTION	WORKING	APPROVED	SUBMITTED
Location of Learning Objectives Report	Yes	Yes	Yes

1. From the Reports drop-down menu, choose Learning Objectives. Then choose Location of LOs. The Location of Learning Objectives Report dialog box (Figure 6-149) opens.

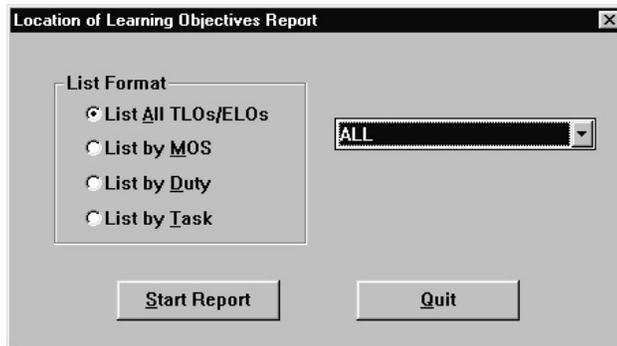


Figure 6-149. Location of Learning Objectives Report

2. Referring to Table 6-311 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 6-311. Location of Learning Objectives Report

ITEM	DESCRIPTION
List All TLOs/ELOs	This default button enables the All learning objectives selection in the drop-down list to the right.
All	Only option available under drop-down menu when List All TLOs/ELOs radio button is selected. MCAIMS will generate a report based on all learning objectives in the course.
List by <u>M</u> OS	This button enables a selection of MOSs in the drop-down list to the right.
MOS	Choose the MOSs you wish to include in the report.
List by <u>D</u> uty	This button enables a selection of duties in the drop-down list to the right.
Duty	Choose the duties you wish to include in the report.
List by <u>T</u> ask	This button enables a selection of tasks in the drop-down list to the right.
Task	Choose the tasks you wish to include in the report.

3. Click on Continue. A message advises "Building Report" before a view of the report appears.

#### 6.4.15 Location of References Report by Reference

The Location of References Report by Reference identifies every concept card within a course to which each selected reference is assigned. The report presents each reference followed by the list of lessons to which that reference is assigned.

Table 6-312 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-312. Access to Location of References Report by Reference

OPTION	WORKING	APPROVED	SUBMITTED
Location of References Report by Reference	Yes	Yes	Yes

1. From the Reports drop-down menu, choose References. Then choose Location by Reference. The Location of References Report by Reference dialog box (Figure 6-150) opens.

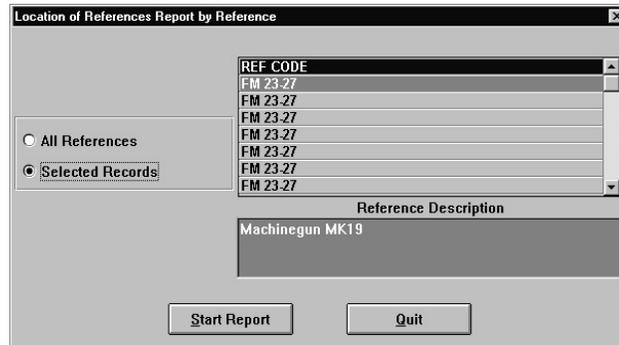


Figure 6-150. Location of References Report by Reference

2. Referring to Table 6-313 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 6-313. Location of References Report by Reference

ITEM	DESCRIPTION
All References	Select this button to report on every reference in the course.
Selected Records	This default button allows you to use the multiple select feature to select specific references for your report. If you select this option, you must indicate the desired references in the selection list box.
References(Untitled)	Selection list box displaying the reference code for every reference in the course. Use the multiple select feature to choose the references for which you wish to produce the report. Be sure the Selected Records radio button is also selected.
Reference Description	Non-editable field displaying the descriptive title of the highlighted reference code.

3. Click on **Start Report**. If you have not assigned references to concept cards, you will receive a message that a report cannot be generated because of this fact. Otherwise, a message advises "Building Report" before a view of the report appears.

#### 6.4.16 Location of References Report by Lesson

The Location of References Report by Lesson lists all of the selected lessons (in Lesson ID order) and the references contained in each.

Table 6-314 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-314. Access to Location of References Report by Lesson

OPTION	WORKING	APPROVED	SUBMITTED
Location of References Report by Lesson	Yes	Yes	Yes

- From the Reports drop-down menu, choose References. Then choose Location by Lesson. The Location of References Report by Lesson dialog box (Figure 6-151) opens.

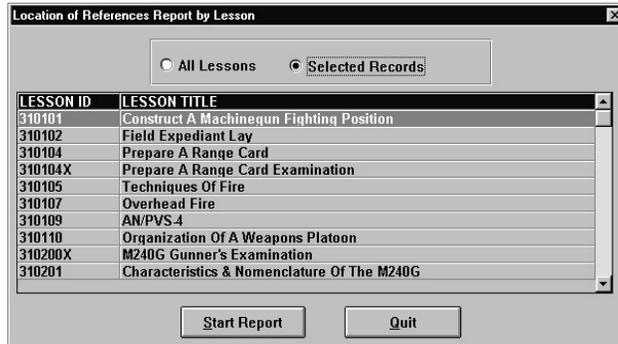


Figure 6-151. Location of References Report by Lesson

- Referring To Table 6-315 For An Explanation Of The Data Fields Appearing In The Dialog Box, Make The Appropriate Selections.

Table 6-315. Location Of References Report By Lesson

ITEM	DESCRIPTION
All Lessons	Select This Button To Report On Every Lesson In The Course.
Selected Records	This Default Button Allows You To Use The Multiple Select Feature To Select Specific Lessons For Your Report. If You Select This Default Option, You Must Indicate The Desired Lessons In The Selection List Box.
Lesson(s)(Untitled)	Selection List Box Displaying The Lesson Id And Lesson Title For Every Lesson In The Course. Use The Multiple Select Feature To Choose The Lessons For Which You Wish To Produce The Report. Be Sure The Selected Records Radio Button Is Also Selected.

- Click On **Start Report**. If you have not assigned references to concept cards, you will receive a message that a report cannot be generated because of this fact. Otherwise, a message advises "Building Report" before a view of the report appears.

6.4.17 Summary of Exam Concept Cards Report

The Summary of Exam Concept Cards Report lists all concept cards designated as exams in a course. The report identifies the exam ID, exam title, and hours for each concept card (not just the hours devoted to evaluation methods). Refer to item 9 on the CDD for the number of hours devoted exclusively to evaluation (e.g., 8 hours written exam, 20 hours performance exam).

Table 6-316 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-316. Access to Summary of Exam Concept Cards Report

OPTION	WORKING	APPROVED	SUBMITTED
Summary of Exam Concept Cards Report	Yes	Yes	Yes

From the Reports drop-down menu, choose Summary of Exam Concept Cards. A message advises "Building Report" before a view of the report appears.

6.4.18 Student Advance Sheet with LO Descriptions Included in Each Lesson

The Student Advance Sheet With Lo Descriptions Included in Each Lesson report presents a student with an overview of each selected lesson. (Draft concept cards are so identified.)

This report presents each lesson ID in alphanumerical order with its lesson title. Immediately below each lesson, the report displays (1) any student information previously entered (Paragraph 6.3.5.12) and (2) all learning objectives (or the lesson purpose statement) associated with the lesson.

If provided to students in advance of a lesson, this report can be used to communicate instructions to the students (e.g., homework requirements, advanced preparations, items to bring) as well as provide an overview.

Table 6-317 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-317. Access to Student Advance Sheet With LO Descriptions Included in Each Lesson

OPTION	WORKING	APPROVED	SUBMITTED
Student Advance Sheet With LO Descriptions Included in Each Lesson	Yes	Yes	Yes

- From the Reports drop-down menu, choose Student Advance Sheet. Then choose LO Descriptions in Lesson. The Student Advance Sheet With LO Descriptions Included in Each Lesson dialog box (Figure 6-152) opens.

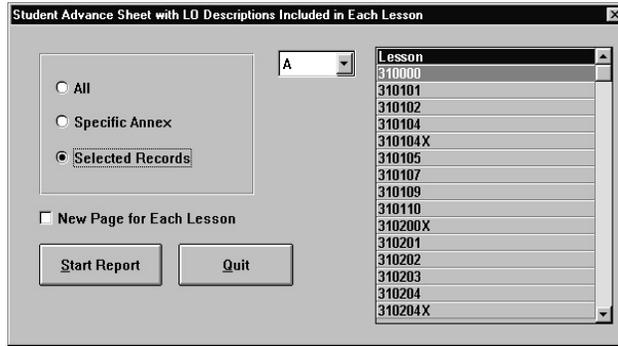


Figure 6-152. Student Advance Sheet With LO Descriptions Included in Each Lesson

- Referring to Table 6-318 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 6-318. Student Advance Sheet With LO Descriptions Included in Each Lesson

ITEM	DESCRIPTION
All	Select this button to report on every lesson in the course.

ITEM	DESCRIPTION
Specific Annex	This button allows you to report on every lesson in a selected annex. If you select this option, you must indicate the desired annex in the
Selected Records	This default button allows you to use the multiple select feature to select specific lessons for your report. If you select this option, you must indicate the desired lessons in the selection list box.
New Page for Each Lesson	Check this box to stipulate starting a new page upon change of lesson. Each new page has a complete header and report title, and pagination begins with number 1.
Annex (Untitled)	Choose the desired annex for which you wish to include all lessons. Be sure the Specific Annex radio button is also selected.
Lessons(Untitled)	Selection list box displaying the lesson ID and title for all lessons in the course. Use the multiple select feature to choose the lessons for which you wish to produce the report. Be sure the Selected Records radio button is also selected.

3. Click on **Start Report**. A message advises "Building Report" before a view of the report appears.

#### 6.4.19 Student Advance Sheet With List of LO Descriptions at End

The Student Advance Sheet With List of LO Descriptions at End report presents a student with an overview of each selected lesson. (Draft concept cards are so identified.)

This report presents each lesson ID in alphanumerical order with its lesson title. Immediately below each lesson, the report displays (1) any student information previously entered (Paragraph 6.3.5.12) and (2) columns containing the designators only (LO IDs) for the learning objectives associated with the lesson. For lesson purpose lessons, the lesson purpose statement will be displayed in place of the columns of LO IDs.

At the end of all lessons for which the report is being generated, the student will find a consolidated summary of all learning objective descriptions (in LO ID order).

If provided to students in advance of a lesson, this report can be used to communicate instructions to the students (e.g., homework requirements, advanced preparations, items to bring) as well as provide an overview.

Table 6-319 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-319. Access to Student Advance Sheet With List of LO Descriptions at End

OPTION	WORKING	APPROVED	SUBMITTED
Student Advance Sheet With List of LO Descriptions at End	Yes	Yes	Yes

1. From the Reports drop-down menu, choose Student Advance Sheet. Then choose LO Descriptions at End. The Student Advance Sheet \_

With List of LO Descriptions at End dialog box (Figure 6-153) opens.

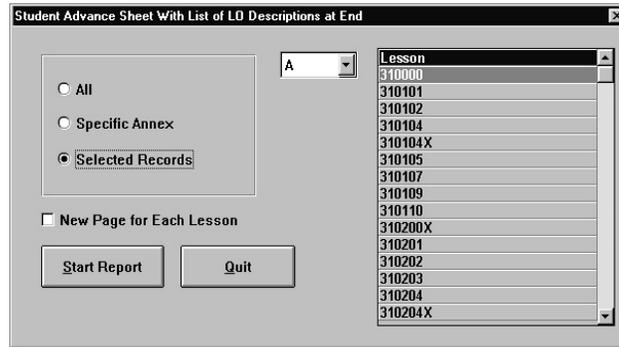


Figure 6-153. Student Advance Sheet With List of LO Descriptions at End

2. Referring to Table 6-320 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 6-320. Student Advance Sheet With List of LO Descriptions at End

ITEM	DESCRIPTION
All	Select this button to report on every lesson in the course.
Specific Annex	This button allows you to report on every lesson in a selected annex. If you select this option, you must indicate the desired annex in the drop-down list to the right.
Selected Records	This default button allows you to use the multiple select feature to select specific lessons for your report. If you select this option, you must indicate the desired lessons in the selection list box.
New Page for Each Lesson	Check this box to stipulate starting a new page upon change of lesson. Each new page has a complete unit address and report title, and pagination begins with number 1.
Annex (Untitled)	Choose the desired annex for which you wish to include all lessons. Be sure the Specific Annex radio button is also selected.
Lessons (Untitled)	Selection list box displaying all lessons in the course. Use the multiple select feature to choose the lessons for which you wish to produce the report. Be sure the Selected Records radio button is also selected.

3. Click on **Start Report**. A message advises "Building Report" before a view of the report appears.

#### 6.4.20 Student Advance Sheet Without LO Descriptions

The Student Advance Sheet Without Lo Descriptions report presents the student with an overview of each selected lesson. (Draft concept cards are so identified.)

This report presents each lesson ID in alphanumerical order with its lesson title. Immediately below each lesson, the report displays (1) any student information previously entered (Paragraph 6.3.5.12) and (2) columns containing the designators only (LO IDs) for the learning objectives associated with the lesson. For lesson purpose lessons, the lesson purpose statement will be displayed in place of the columns of LO IDs. Note that

the learning objective descriptions are not provided in this report and must be provided separately to maximize the benefit.

If provided to students in advance of a lesson, this report can be used to communicate instructions to the students (e.g., homework requirements, advanced preparations, items to bring) as well as provide an overview.

Table 6-321 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-321. Access to Student Advance Sheet Without LO Descriptions

OPTION	WORKING	APPROVED	SUBMITTED
Student Advance Sheet Without LO Descriptions	Yes	Yes	Yes

1. From the Reports drop-down menu, choose Student Advance Sheet. Then choose Without LO Descriptions. The Student Advance Sheet Without LO Descriptions dialog box (Figure 6-154) opens.

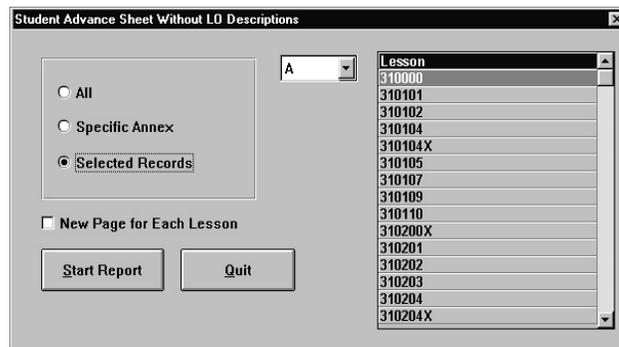


Figure 6-154. Student Advance Sheet Without LO Descriptions

2. Referring to Table 6-322 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 6-322. Student Advance Sheet Without LO Descriptions

ITEM	DESCRIPTION
All	Select this button to report on every lesson in the course.
Specific Annex	This button allows you to report on every lesson in a selected annex. If you select this option, you must indicate the desired annex in the drop-down list to the right.
Selected Records	This default button allows you to use the multiple select feature to select specific lessons for your report. If you select this option, you must indicate the desired lessons in the selection list box.
New Page for Each Lesson	Check this box to stipulate starting a new page upon change of lesson. Each new page has a complete unit address and report title, and pagination begins with number 1.
Annex (Untitled)	Choose the desired annex for which you wish to include all lessons. Be sure the Specific Annex radio button is also selected.

ITEM	DESCRIPTION
Lesson (Untitled)	Selection list box displaying all lessons in the course. Use the multiple select feature to choose the lessons for which you wish to produce the report. Be sure the Selected Records radio button is also selected.

3. Click on **Start Report**. A message advises "Building Report" before a view of the report appears.

#### 6.4.21 Course Statistics Report

The Course Statistics Report summarizes a course in terms of its hours and critical dates or deadlines. Courses are presented in alphanumerical order by course ID followed by the course title. The report includes both academic and administrative hours for Working, Approved, and Submitted statuses. The report also presents the critical dates related to CDDs, POIs, and CCRBs as entered in Paragraph 6.3.7.

Table 6-323 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-323. Access to Course Statistics Report

OPTION	WORKING	APPROVED	SUBMITTED
Course Statistics Report	Yes	Yes	Yes

1. From the Reports drop-down menu, choose Course Statistics. The Course Statistics Report dialog box (Figure 6-155) opens. Note that the courses presented will be a list of Working, Locally Approved, or Submitted courses, depending on the course status from which you selected this option.

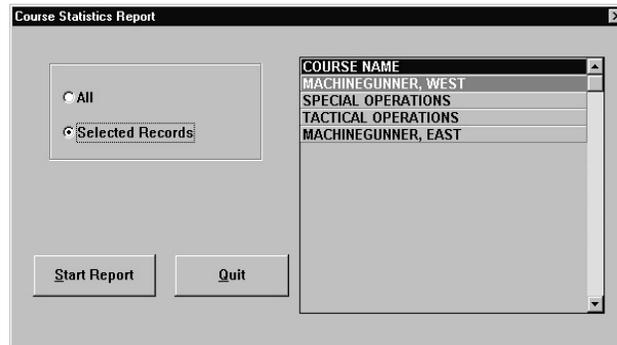


Figure 6-155. Course Statistics Report

2. Referring to Table 6-324 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 6-324. Course Statistics Report

ITEM	DESCRIPTION
All	Select this button to report on every course developed using MCAIMS 32 on your PC or server. The list includes all the courses available from the course status (Working, Locally Approved, or Submitted) from which you selected this option.
Selected Records	This default button allows you to use the multiple select feature to select specific courses for your report. If you select this default option, you must indicate the desired courses in the selection list box.

ITEM	DESCRIPTION
Courses (Untitled)	Selection list box displaying the course ID and name of every course on your PC or server for the selected status. Use the multiple select feature to choose the courses for which you wish to produce the report. Be sure the Selected Records radio button is also selected.

3. Click on **Start Report**. A message advises "Building Report" before a view of the report appears.

6.4.22 Ammunition Report by Task

The Ammunition Report by Task presents a summary of both expendable and unexpendable ammunition requirements by task for all tasks within the course. The report presents each task designator (in numerical order) followed by the lesson ID, each DODIC, its nomenclature, the units per student, and the units for support. You may elect to include the LOs and the LO descriptions for each task.

Furthermore, each report identifies any previous versions of MCAIMS. That is, if you had previously selected a DODIC that is no longer valid or no longer exists in the current database, the report will state "invalid ammunition code" in lieu of the DODIC on the report. This alerts you to make appropriate corrections on the concept card before submitting the course for approval.

Table 6-325 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-325. Access to Ammunition Report by Task

OPTION	WORKING	APPROVED	SUBMITTED
Ammunition Report by Task	Yes	Yes	Yes

1. From the Reports drop-down menu, choose Ammunition. Then choose By Task. The Ammunition Report by Task dialog box (Figure 6-156) opens.

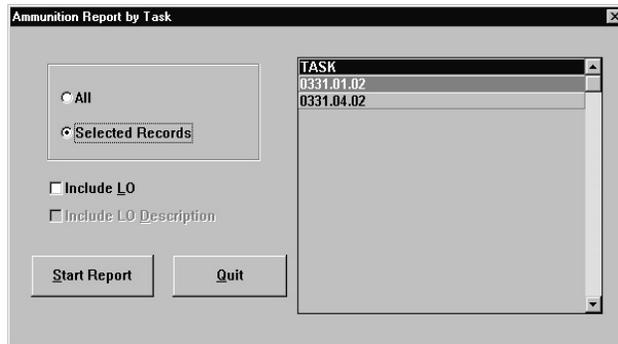


Figure 6-156. Ammunition Report by Task

2. Referring to Table 6-326 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 6-326. Ammunition Report by Task

ITEM	DESCRIPTION
All	This default button provides a report of ammunition requirements by task for the entire course.

ITEM	DESCRIPTION
Selected Records	This button allows you to report on every DODIC in a selected task. If you select this option, you must indicate the desired task in the list to the right.
Task	Selection list box displaying the designator for every task requiring ammunition in the course. Use the multiple select feature to choose the tasks for which you wish to produce the report. Be sure the Selected Records radio button is also selected.
Include LO	When checked, MCAIMS includes the TLOs and ELOs containing ammunition under each task.
Include LO Description	When checked, MCAIMS includes descriptions of the TLOs and ELOs containing ammunition under each task.

3. Click on **Start Report**. A message advises "Building Report" before a view of the report appears.

#### 6.4.23 Ammunition Report by DODIC

The Ammunition Report by DODIC presents a summary, by DODICs, of all expendable and unexpendable ammunition requirements within the course. The report presents each DODIC, its nomenclature, and the number of student and support units required. You may choose to organize the report by task, by LO, or by lesson. The total DODICs by number of student and support units required is presented for each task, LO, or lesson.

Furthermore, each report identifies any previous versions of MCAIMS. That is, if you had previously selected a DODIC that is no longer valid or no longer exists in the current database, the report will state "invalid ammunition code" in lieu of the DODIC on the report. This alerts you to make appropriate corrections on the concept card before submitting the course for approval.

Table 6-327 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-327. Access to Ammunition Report by DODIC

OPTION	WORKING	APPROVED	SUBMITTED
Ammunition Report by DODIC	Yes	Yes	Yes

1. From the Reports drop-down menu, choose Ammunition. Then choose By DODIC. The Ammunition Report by DODIC dialog box (Figure 6-157) opens.

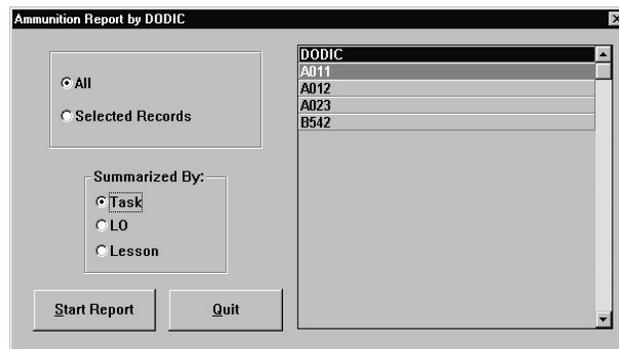


Figure 6-157. Ammunition Report by DODIC

2. Referring to Table 6-328 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 6-328. Ammunition Report by DODIC

ITEM	DESCRIPTION
All	This button provides a report of ammunition requirements for all DODICs in the course.
Selected Records	This default button allows you to report on selected DODICs in the course. If you select this option, you must indicate the desired DODICs in the list to the right.
DODIC	Selection list box displaying every DODIC in the course. Use the multiple select feature to choose the DODICs for which you wish to produce the report. Be sure the Selected Records radio button is also selected.
Task	This button provides a report of ammo requirements by DODIC, summarized by task.
LO	This button provides a report of ammo requirements by DODIC, summarized by LO.
Lesson	This button provides a report of ammo requirements by DODIC, summarized by lesson.

3. Click on **Start Report**. A message advises "Building Report" before a view of the report appears.

#### 6.4.24 Official Course Descriptive Data Report for Submission

The Course Descriptive Data (CDD) is a report that documents the course description, the resource requirements, and any justification for the development or refinement of the program of instruction. This report, also called CDD for Submission, is a stand-alone document that is submitted to CG, MCCDC (C 461) for review and approval. While it can only be produced after the course is copied to the Submitted status, it can be printed for review by choosing the POI CDD (I) report while the course is in any status.

The report contains the following 24 required elements:

- Course Title
- Location
- Course ID (or formal course code (CID) if it exists)
- Other Service Course Number
- Military Articles and Service List Number
- Purpose
- Scope
- Length (Peacetime)
- Curriculum Breakdown (Peacetime) (includes lists of methods and their corresponding number of curriculum hours under academic and administrative categories)
- Length (Mobilization) (If there are no training days entered on the Course Record 2 option and no explanation entered in the Mobilization Comment memo box under the POI option, MCAIMS displays this statement: "Mobilization length is stated as zero training days

because this course is not taught during periods of mobilization." Otherwise, any training hours or comments entered are displayed.)

- Curriculum Breakdown (Mobilization)
- Maximum Class Capacity
- Optimum Class Capacity
- Minimum Class Capacity
- Class Frequency
- Target Population Description/Prerequisites (If the target population or prerequisites have not been defined by the school, the two subparagraphs beneath this element will include a statement to that effect.)
- MOS Received
- Quota Control
- Funding
- Reporting Instructions
- Instructor Staffing Requirements (with reference to Instructor Computation Worksheet (ICW) at Appendix A)
- School Overhead
- Training/Education Support Requirements (includes table of ammunition requirements sorted by the terminal learning objective(s) to which they are assigned)
- Task List (with reference to Appendix B)

The CDD also contains three areas for optional notes, one following the basic document and one following each of the two appendices. Although most of the elements in the CDD reflect information that was entered into memo text boxes or other fields directly, the curriculum breakdown, instructor computation worksheet, and ammunition table contain calculated fields based on information entered primarily on concept cards. Therefore, these elements are a direct reflection of the course as it has been developed.

Note that Section II, Curriculum Breakout, of the Instructor Computation Worksheet (ICW) summarizes methods and hours for task-related (but not administrative) lessons. The list may include multiple categories for the same method, each with a different ratio. The syllabus hours reflects the total task-related method hours entered under the Concept Card function.

Furthermore, each report identifies any previous versions of MCAIMS. That is, if you had previously selected ammunition code that is no longer valid or no longer exists in the current database, the report will state "invalid ammunition code" in lieu of the DODIC on the report. Only expended Marine Corps ammunition will be identified in the CDD.

CG, MCCDC (C 461) is responsible for the review, coordination, and approval of the CDD. In addition to the printed CDD that you must submit by producing this report, you must also submit a CDD/POI export file produced under the System Administration Utilities menu. When you submit the CDD for approval, do not forget to record the date under the Course Statistics function (Paragraph 6.3.7).

Table 6-329 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-329. Access to CDD for Submission

OPTION	WORKING	APPROVED	SUBMITTED
Official Course Descriptive Data Report for Submission	No	No	Yes

1. From the Reports drop-down menu, choose CDD for Submission. A dialog box opens for you to enter the desired fiscal year (two digits).
2. Click on OK. A message advises "Building Report" before a view of the report appears.

#### 6.4.25 Downgrade Justification Report

The Downgrade Justification Report pertains only to terminal learning objectives. This report allows you to quickly identify those TLOs for which the TLO Behavior does not match the Task Title because it has been modified. In such cases, the report lists the TLO ID, the Task Title, the modified TLO Behavior, and the Downgrade Justification that was provided at the time of modification.

Table 6-330 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-330. Access to Downgrade Justification Report

OPTION	WORKING	APPROVED	SUBMITTED
Downgrade Justification Report	Yes	Yes	Yes

From the Reports drop-down menu, choose Downgrade Justification. A message advises "Building Report" before a view of the report appears.

## 6.5 POI REPORTS

A major milestone in the development of any course is the production of the Program of Instruction (POI). This report is a training management document that describes a formal course in terms of structure, delivery systems, length, intended learning outcomes, and evaluation procedures. The completed POI is submitted to CG, MCCDC for approval.

Although the comprehensive POI for Submission report is the one that must be submitted to CG, MCCDC for approval, MCAIMS 32 allows you to produce components of the POI as needed for your convenience in reviewing the document. Carefully read the document before submitting it in order to identify any needed corrections to the course.

MCAIMS displays standard menu and icon bars regardless of the report requested (Figure 6-158).

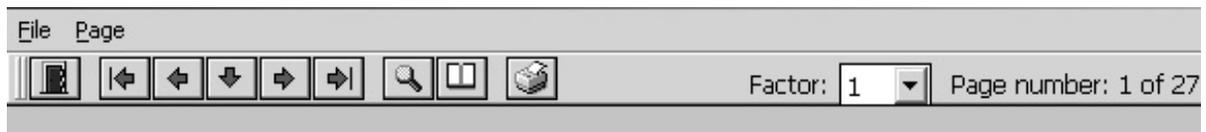


Figure 6-158. MCAIMS Standard Menu and Icon Bars for Reports

The menu bar includes two options:

- File allows you to Print or Exit.
- Page allows you to select First, Previous, Next, Last, Go To, Zoom, Normal, Two pages, or One page.

The icon bar includes 10 options:

-  Click this icon to return to the Curriculum menu.
-  Click this icon to display the first page of the report.
-  Click this icon to display the previous page of the report.
-  Click this icon to go to a specific page of a multiple page report. A dialog box appears for you to enter the desired page. Click on OK.
-  Click this icon to display the next page of the report.
-  Click this icon to display the last page of the report.
-  Click this icon to select zoom or normal views. The appearance of the icon is dynamic. The magnifier appears on the icon when the page view is normal.
-  Click this icon to change the screen presentation from a single-page to double-page display (or vice versa).
-  Click this icon to select the printing range and to print the current document.

- 1  Factor. Click the desired number in the drop-down box. The font size increases with higher numbers.

**HINT: The USMC emblem is automatically printed on all MCAIMS-generated reports. Reviewers are assured that mathematical calculations are correct and MCAIMS has run a number of checks and balances.**

Table 6-331 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-331. Access to POI Report Menu Options

PARA	OPTION	WORKING	APPROVED	SUBMITTED
6.5.1	POI Record of Changes	Yes	Yes	Yes
6.5.2	POI Preface	Yes	Yes	Yes
6.5.3	POI Table of Contents	Yes	Yes	Yes
6.5.4	POI CDD (I)	Yes	Yes	Yes
6.5.5	POI Summary of Hours (II)	Yes	Yes	Yes
6.5.6	POI Scope of Annexes (III)	Yes	Yes	Yes
6.5.7	POI Introduction (IV) With Concept Cards	Yes	Yes	Yes
6.5.8	POI Introduction (IV) Without Concept Cards	Yes	Yes	Yes
6.5.9	POI Student Evaluation (V)	Yes	Yes	Yes
6.5.10	POI Distribution (VI)	Yes	Yes	Yes
6.5.11	POI for Submission	No	No	Yes

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 POI Reports option on the menu bar. MCAIMS displays the POI Reports drop-down menu (Figure 6-159).

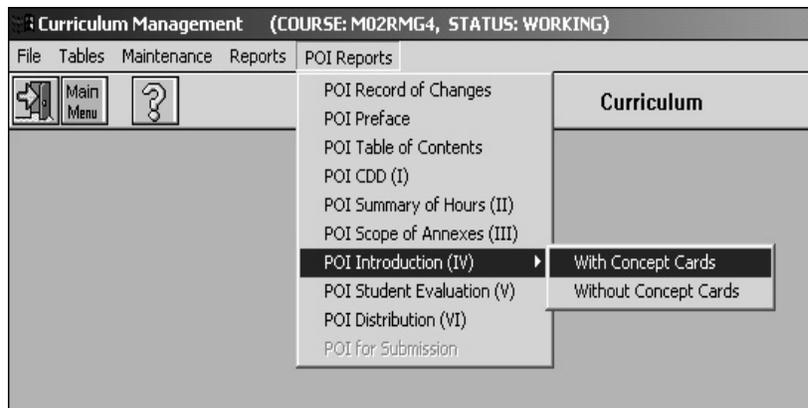


Figure 6-159. POI Reports

4. Choose the desired option.

### 6.5.1 POI Record of Changes

This selection produces a system-generated document to record the changes made since the POI was published. Each entry indicates the change number, date of change, date received, date entered, and the signature of the individual entering the change.

Table 6-332 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-332. Access to POI Record of Changes

OPTION	WORKING	APPROVED	SUBMITTED
Record of Changes	Yes	Yes	Yes

From the POI Reports drop-down menu, choose POI Record of Changes. A message advises "Building Report" before a view of the report appears.

### 6.5.2 POI Preface

The preface presents a brief purpose statement and provides an address for submitting comments and recommendations concerning the POI. This document is based on the data you entered under the POI menu option.

Table 6-333 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-333. Access to POI Preface

OPTION	WORKING	APPROVED	SUBMITTED
POI Preface	Yes	Yes	Yes

From the POI Reports drop-down menu, choose POI Preface. A message advises "Building Report" before a view of the report appears.

### 6.5.3 POI Table of Contents

The system-generated table of contents details the standardized contents of the POI.

Table 6-334 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-334. Access to POI Table of Contents

OPTION	WORKING	APPROVED	SUBMITTED
POI Table of Contents	Yes	Yes	Yes

From the POI Reports drop-down menu, choose POI Table of Contents. A message advises "Building Report" before a view of the report appears.

### 6.5.4 POI CDD (I)

The CDD documents the course description, the resource requirements, and any justification for the development or refinement of the POI. Appendix A of the CDD contains the Instructor Computation Worksheet (ICW). If the total number of instructors listed appears insufficient to efficiently and effectively teach the course, there are two areas in the system to justify additional instructors required to conduct the course. Refer to Paragraphs 6.3.9.3.4 (Comment) and 6.3.9.9 (ICW Notes) for guidance in providing the documentation.

Note that this report reflects only Marine Corps ammunition requirements. Ammunition that is not expended or that is provided by another service is not included in this report. The entire CDD, also available as a stand-alone report, is included in the POI.

Table 6-335 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-335. Access to POI CDD (I)

OPTION	WORKING	APPROVED	SUBMITTED
POI CDD (I)	Yes	Yes	Yes

From the POI Reports drop-down menu, choose POI CDD (I). The Get FY dialog box appears. Select the default (current) fiscal year or enter another FY. Click on **OK**. A message advises "Building Report" before a view of the report appears.

#### 6.5.5 POI Summary of Hours (II)

The summary of hours includes a breakdown of the peacetime academic and administrative hours for the course. This document is system-generated from the hours you entered for each method on each concept card for the course. Also appearing on this report is a summary of the peacetime and mobilization time plus the mobilization comment you entered under the POI menu option.

If no training days are entered on the Course Record 2 option and no explanation entered in the Mobilization Comment memo box under the POI option, MCAIMS displays this statement: "Mobilization length is stated as zero training days because this course is not taught during periods of mobilization."

Table 6-336 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-336. Access to POI Summary of Hours (II)

OPTION	WORKING	APPROVED	SUBMITTED
POI Summary of Hours (II)	Yes	Yes	Yes

From the POI Reports drop-down menu, choose POI Summary of Hours (II). A message advises "Building Report" before a view of the report appears.

#### 6.5.6 POI Scope of Annexes (III)

This report lists each annex in the course and describes its contents. This document is system-generated from the data you entered under the Annex menu option.

Table 6-337 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-337. Access to POI Scope of Annexes (III)

OPTION	WORKING	APPROVED	SUBMITTED
POI Scope of Annexes (III)	Yes	Yes	Yes

From the POI Reports drop-down menu, choose POI Scope of Annexes (III). A message advises "Building Report" before a view of the report appears.

### 6.5.7 POI Introduction (IV) With Concept Cards

In addition to printing each concept card, this report option includes introductory information that describes each element of a concept card, reports on the location of each learning objective in the course, and provides summary information by annex concerning lessons, hours, and type (lesson purpose, task-oriented, or exam). This document is based on data you entered throughout the Curriculum Management function.

Table 6-338 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-338. Access to POI Introduction (IV) With Concept Cards

OPTION	WORKING	APPROVED	SUBMITTED
POI Introduction (IV) With Concept Cards	Yes	Yes	Yes

From the POI Reports drop-down menu, choose POI Introduction (IV). Then choose With Concept Cards. A message advises "Building Report" before a view of the report appears.

### 6.5.8 POI Introduction (IV) Without Concept Cards

This report option includes introductory information that describes each element of a concept card, reports on the location of each learning objective in the course, and provides summary information by annex concerning lessons, hours, and type (lesson purpose, task-oriented, or exam). The concept cards normally included in Section IV are not printed. This document is based on data you entered throughout the Curriculum Management function.

Table 6-339 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-339. Access to POI Introduction (IV) Without Concept Cards

OPTION	WORKING	APPROVED	SUBMITTED
POI Introduction (IV) Without Concept Cards	Yes	Yes	Yes

From the POI Reports drop-down menu, choose POI Introduction (IV). Then choose Without Concept Cards. A message advises "Building Report" before a view of the report appears.

### 6.5.9 POI Student Evaluation (V)

This report begins with the Student Evaluation information you entered under the POI option. Following that information is a system-generated table summarizing all of the exams included in your course.

Table 6-340 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-340. Access to POI Student Evaluation (V)

OPTION	WORKING	APPROVED	SUBMITTED
POI Student Evaluation (V)	Yes	Yes	Yes

From the POI Reports drop-down menu, choose POI Student Evaluation (V). A message advises "Building Report" before a view of the report appears.

6.5.10 POI Distribution (VI)

This report documents every agency that is to receive this POI to include the quantity. This document is generated from the data you enter under the Distribution List of the POI menu option.

Table 6-341 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-341. Access to POI Distribution (VI)

OPTION	WORKING	APPROVED	SUBMITTED
POI Distribution (VI)	Yes	Yes	Yes

From the POI Reports drop-down menu, choose POI Distribution (VI). A message advises "Building Report" before a view of the report appears.

6.5.11 POI for Submission

The POI provides a detailed course description including structure, delivery system, length, learning objectives, and evaluation procedures. This document is generated from the data you entered under the System Administration and Curriculum Management functions and includes many built-in calculations and cross-references of data.

After you finish developing the course and upgrade its status to Submitted (Paragraph 5.2.1.7), you can print the POI for Submission. CG, MCCDC (C 461) is responsible for the review, coordination, and approval of the POI. In addition to the printed POI that you must submit by producing this report, you must also submit a CDD/POI export file produced under the System Administration Utilities menu. After you submit the POI, do not forget to record the date in the Course Statistics function (Paragraph 6.3.7).

Table 6-342 summarizes the availability of this menu option based on course status. If available, continue with the following steps.

Table 6-342. Access to POI for Submission

OPTION	WORKING	APPROVED	SUBMITTED
POI for Submission	No	No	Yes

From the POI Reports drop-down menu, choose POI for Submission. A message advises "Building Report" before a view of the report appears.

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