

# Army Acceptance Criteria for Distributed Learning (DL) Products

Version: 4.0  
30 October 2024

The Army University's Vice Provost for Digital Education (VPDE)  
The Army Distributed Learning Program (TADLP)  
Joint Base Langley-Eustis, VA 23604

# Release Summary

Version	Release Date	Changes in Release
4.0	30 Oct 2024	<ul style="list-style-type: none"> <li>• Updated section 2.7 CTE Screenshot Requirements</li> <li>• Updated Appendix C to the ATIS Course Details Form</li> </ul>
3.2	05 Apr 2024	<ul style="list-style-type: none"> <li>• Updated Appendix C to the ATIS Course Details Form</li> <li>• Replaced CCTL with the Rustici Content Controller (RCC) Debug Log</li> <li>• Updated Appendix F to Rustici Content Controller (RCC) Debug Log Guide</li> <li>• Replaced ACTS with ACTS Online</li> <li>• Removed Azure DEAR courseware delivery option</li> <li>• Added Baseline Home Computer Configuration (BHCC) to Appendix K</li> <li>• Added Instructions for ATIS Learning CTE and RCC Access to Appendix L</li> <li>• Added section 2.7 CTE Screenshot Requirements</li> </ul>
3.1	20 Dec 2022	<ul style="list-style-type: none"> <li>• Replace “Validation Plan” to “Validation Plan and Validation Report” in Appendix A &amp; B</li> <li>• Add the only required screenshot with the deliverable which is the Topic/Lesson/Module Completed Training</li> <li>• Change DDL to Vice Provost for Digital Education (VPDE)</li> <li>• Change Dr. Kenyon to Dr. Martin as a POC</li> </ul>
3.0	01 Aug 22	<ul style="list-style-type: none"> <li>• Replace ADL CTS and Resource Validator with ACTS</li> <li>• Add ACTS User Guide Appendix E</li> <li>• Combine Appendix CCTL CTE and CCTL instructions into Appendix F</li> <li>• Update DEAR Process in Appendix G</li> </ul>
2.0	21 Jan 22	<ul style="list-style-type: none"> <li>• Structural updates</li> <li>• Add Appendices A-J</li> </ul>

# Table of Contents

Release Summary	1
Table of Contents	2
Introduction and Overview	3
1 Developer SCORM and BRBP Conformance Testing Process	4
1.1 Developer Preparation for Testing	4
1.2 Criteria for SCORM and BRBP Conformance Testing	4
1.3 SCORM and BRBP Conformance Testing Process	5
1.4 ACTS Log Files	5
2 Courseware Playability Testing	7
2.1 General Requirements	7
2.2 Developer Preparation for Testing	7
2.3 Courseware Playability Testing	7
2.4 Delivery Platform Courseware Configuration	8
2.5 Playability Testing Paths	8
2.6 Rustici Content Controller (RCC) Debug Log and Report	8
2.7 ATIS Learning Content Testing Environment Screenshots	8
2.8 Product Deliverable Checklists	10
3 Government Certification and Testing Process	11
3.1 Certification Process in Support of Group Trials	11
3.2 Government Certification Process in Support of Functional Testing	12
3.3 Final Courseware Delivery for Contractors ONLY	14
Appendix A: In-House Developer's DL Product Deliverable Checklist for Certification in Support of Group Trials and Functional Testing	16
Appendix B: Contractor & TCOR DL Product Deliverable Checklist for Certification in Support of Group Trials, Functional Testing and Final Delivery	21
Appendix C: Course Details Form	29
Appendix D: Course Map	38
Appendix E: ACTS Guide	39
Appendix F: Rustici Content Controller Debug Log and Rustic Content Controller Debug Analyzer (RCC-DLA) Guide	52
Appendix G: DoD SAFE	58
Appendix H: Folder Structure for Courseware Deliverables	61
Appendix I: Example Delivery Letters	71
Appendix J: Courseware Functional Testing Criticality Ratings	76
Appendix K: Baseline Home Computer Configurations (BHCC) for Army Distributed Learning Products	84
Appendix L: Instructions for ATIS Learning CTE and RCC Access	87

## Introduction and Overview

The purpose of the Army Acceptance Criteria for Distributed Learning (DL) Products is to specify quality control (QC) and quality assurance (QA) procedures that Contractors and/or Army Activity Distributed Learning (DL) developers (hereafter referred to as the developer) must use to verify that courseware is conformant with the SCORM 2004 3rd Edition specifications and Army Business Rules and Best Practices for distributed learning products. Conformance includes meeting playability requirements and properly executing the Army activity's instructional strategy prior to submission to the Government for certification and functional testing for final technical acceptance. This applies to all courseware on the Army Training Information System (ATIS Learning).

## Organization

This document consists of three sections and appendices, which follow the sequential order of the DL certification and testing process.

- Section 1: Developer SCORM and BRBP Conformance Testing Process
- Section 2: Developer Courseware Playability Testing
- Section 3: Government Certification and Testing Process
- The appendices include detailed information on conformance testing software, testing procedures, and examples of courseware conformance documentation required for submission to the Government.

## Specifications

This document refers to the following Advanced Distributed Learning (ADL) specifications and Army guidelines for DL courseware development:

- SCORM 2004 3<sup>rd</sup> Edition specifications, available on the Advanced Distributed Learning (ADL) website.
- Army Business Rules and Best Practices for Distributed Learning Development Guide (BRBP).

# 1 Developer SCORM and BRBP Conformance Testing Process

Prior to submitting courseware deliverables for Government certification, the developer must perform courseware SCORM and BRBP conformance testing using the Army SCORM 2004 3<sup>rd</sup> Edition Conformance Test Suite (ACTS). This section outlines the process and criteria developers must use to conduct SCORM and BRBP conformance testing for all courseware deliverables.

## 1.1 Developer Preparation for Testing

Prior to conducting conformance testing on Army SCORM courseware, the developer must meet the following requirements:

- The developer has a clear understanding of the Army requirements for SCORM courseware.
- The developer has a computer workstation configured for testing in accordance with Baseline Home Computer Configurations for Army Distributed Learning Products specified in Appendix K.
- The developer verifies that the courseware to be tested is the most recent version that will be delivered to the Government.

## 1.2 Criteria for SCORM and BRBP Conformance Testing

The developer must conduct conformance testing to verify that courseware meets the following requirements:

- All SCORM content package manifest and metadata XML files are conformant to the SCORM 2004 3<sup>rd</sup> Edition and Army BRBP specifications.
- All SCORM content package metadata files containing Army metadata tags are conformant to the Army BRBP.
- All files within a SCORM content package are listed as resources in the package's manifest as required by the Army BRBP.
- All Shareable Content Objects (SCOs) utilize the SCORM 2004 3<sup>rd</sup> Edition Application Programming Interface (API) for communication of learner tracking data to the delivery platform run-time environment in conformance with the SCORM 2004 3<sup>rd</sup> Edition specifications.
- All SCOs meet Army BRBP requirements for SCORM run-time environment behavior utilizing the SCORM 2004 3<sup>rd</sup> Edition API.

### 1.2.1 SCORM and BRBP Conformance Testing Software

The Government provides software developers tools they must use to conduct SCORM conformance tests on all SCORM 2004 3<sup>rd</sup> Edition courseware:

- Army SCORM 2004 3<sup>rd</sup> Edition Conformance Test Suite (ACTS); see Appendix E for instructions.

The developers must validate all Army SCORM courseware deliverables using conformance testing software, and all logs and reports produced must be delivered to the Government.

### 1.3 SCORM and BRBP Conformance Testing Process

The developer must conduct conformance testing on SCORM 2004 3<sup>rd</sup> Edition courseware using the procedures shown in this section. Only after courseware successfully passes all conformance tests will the developer submit log files and courseware content packages to the Government for review and certification. The developer shall follow the process below for each SCORM 2004 3<sup>rd</sup> Edition content package:

- Run the Army SCORM 2004 3<sup>rd</sup> Edition Conformance Test Suite (ACTS) on the content package. If the content package is not conformant, correct deficiencies identified in the logs and retest the content package.
- Note that any modifications made to a content package file, at any stage, means the developer must re-run the conformance testing utilizing ACTS to ensure modifications did not introduce additional errors.

### 1.4 ACTS Log Files

The Army DL Developers must deliver their passing log files to the Government.

The developer must run the Content Package Conformance Test in the ACTS Tool for each SCORM content package produced. ACTS takes a SCORM 2004 3<sup>rd</sup> Edition content package as an input and validates the content package manifest, any metadata files, and the conformance of Shareable Content Object (SCO) run-time behavior to the SCORM 2004 3<sup>rd</sup> Edition specification.

The ACTS Tool will produce the following log files:

- **Test Result Summary:** An index.html file that contains the conformance results of all tests and the links to the log files.
- **Content Package Summary Log:** An XML log file that contains a summary of conformance results from individual tests (content package, metadata and run-time environment).
- **Content Package Detailed Log:** An XML log file that contains detailed results of conformance tests performed on the content package itself based on the package's construction.
- **Metadata Detailed Log:** An XML log file for each metadata file detected in the package manifest that contains detailed results of conformance tests performed on the metadata file.
- **SCO Detailed Log:** An XML log for each SCO defined in the content package manifest that contains detailed results of conformance tests performed on the run-time behavior and communication through the SCORM API.
- **Manifest Resource Log:** A list of files referenced in the content package manifest as resources.
- **Content Package Resource Log:** A list of files detected within the content package itself.

- **Manifest-to-Content-Package Resource Log:** A list of files found in the content package manifest but not found in the content package itself.
- **Content-Package-to-Manifest-Resource Log:** A list of files found in the content package itself but not referenced in the manifest file.

**NOTE:** The developer must deliver all passing log files produced by ACTS to the Government.

See Table 1 for examples of ACTS log file names.

**Table 1: ACTS Log Files**

Army Conformance Test Suite Logs	
Log Name	File Name Example
Test Result Summary	index.html
Content Package Summary Log	2018-05-09_09.56.36584-PACKAGE_SummaryLog.xml
Content Package Detailed Log	2018-05-09_09.56.36541-PACKAGE_DetailedLog.xml
Metadata Detailed Log	2018-05-09_09.56.42778-MD1_DetailedLog.xml
SCO Detailed Log	2018-05-09_09.57.35946-SCO_DetailedLog.xml
Manifest Resource Log	manifest_files_found.html
Content Package Resource Log	packaged_files_found.html
Manifest-to-Content-Package Resource Log	manifest_files_missing.html
Content-Package-to-Manifest-Resource Log	packaged_files_missing.html

**IMPORTANT:** Instructions for accessing and using ACTS can be found in Appendix E: ACTS Guide.

## 2 Courseware Playability Testing

This section outlines the criteria developers must use to conduct target delivery platform playability testing on all courseware deliverables for deployment on Army Training Information Systems.

### 2.1 General Requirements

Prior to delivery for Government review and certification, the developer must conduct courseware playability testing on the target delivery platform to ensure test results of courseware packages demonstrate the following:

- Successfully execute the Army activity's instructional strategy as specified in the DL product design documentation.
- Correctly transmit learner interaction and learning progress data to the delivery platform.

### 2.2 Developer Preparation for Testing

Prior to conducting playability testing of SCORM 2004 3rd Edition courseware, the developer must meet the following requirements:

- The developer has verified they are sending the most current version of the courseware to the Government as a deliverable.
- The developer has created and provided to the Government a course map for use in testing versions of courseware. (See course map example in Appendix D.)
- The developer has created and provided to the Government clear answer keys that include all questions and correct answers for review of graded assessments, checks-on-learning, simulations, and practical exercises.

### 2.3 Courseware Playability Testing

The developer must conduct playability reviews of all SCORM courseware deliverables to verify the courseware functions as intended. Playability reviews include, but are not limited to, verification of:

- Correct functionality for all navigation and instructional features (e.g., navigation buttons, video, audio, animation, etc.).
- Accurate scoring and interaction data reporting via SCORM for all learner performance measurement instruments and checks (e.g., checks-on-learning, practical exercises, simulations, and exams).
- Compliance with Section 508 requirements in accordance with Section 1.1 of the Army BRBP.
- Accurate reporting of completion and success statuses to the delivery platform via SCORM API.
- Correct interactions between the SCO and ATIS Learning as demonstrated by the Rustici Content Controller (RCC) Debug Log Analyzer (RCC-DLA) Report. Refer to Appendix F for detailed information on RCC Debug Log.
- Correct recording of learner credits for successfully completed attempts on the delivery platform.



## 2.4 Delivery Platform Courseware Configuration

The developer must follow the guidance and documentation provided for loading and configuring courseware content on the target delivery platform. Different delivery platforms will require different procedures for setting up content. For example, courseware intended for ATIS Learning has specific processes for setup defined in a variety of documents available in its Content Testing Environment (CTE). For information on ATIS Learning set-up, there are Quick Reference Guides available to assist developers. Other LMSs such as the LLC (Blackboard LMS platform) may require the developer to contact the administrator of the individual LLC platform for instructions on loading and setting up content.

## 2.5 Playability Testing Paths

The developer must perform playability testing that includes both pass and fail paths through assessment packages and complete and incomplete paths through non-assessment packages. Testing should span more than one day for the longest learning path in courseware content to verify that the courseware operates correctly in realistic use cases.

## 2.6 Rustici Content Controller (RCC) Debug Log and Analyzer Report

The Rustici Content Controller (RCC) Debug Log and RCC Debug Log Analyzer (DLA) Report are the primary evidence for successful courseware playability testing required for VPDE Government Certification. Developers must capture the RCC Debug Log and the Analyzer Report during the playability testing and submit the logs, which demonstrates that courseware interacts correctly with ATIS Learning. Refer to Appendix F for detailed information on Rustici Content Controller (RCC) Debug Log.


## 2.7 ATIS Learning Content Testing Environment Screenshots

For certification and submission, the developer must include screenshots of each SCORM Package learning activity. For non-assessment packages, developers must include a screenshot of an incomplete pathway first and then a complete pathway. For assessments, include a screenshot of a failed pathway first and then a passed pathway. Below are examples of screenshots reflecting the correct learning activity status based on the cases tested.

## Non-Assessments

*Incomplete Pathway:* The learner started the learning activity but exited without completing the learning activity.

00083069T\_1 / Records Management Training Module

 **Records Management Training Module**

### Records Management Training Module


To do: Complete or pass the activity

**Enter**

Number of attempts allowed: Unlimited  
Number of attempts you have made: 1  
Grade for attempt 1: 0%  
Grading method: Highest attempt  
Grade reported: 0%

*Completed Pathway:* The learner started the learning activity, completed and then exited the learning activity.

00083069T\_1 / Records Management Training Module

 **Records Management Training Module**

### Records Management Training Module

✓ Done: Complete or pass the activity

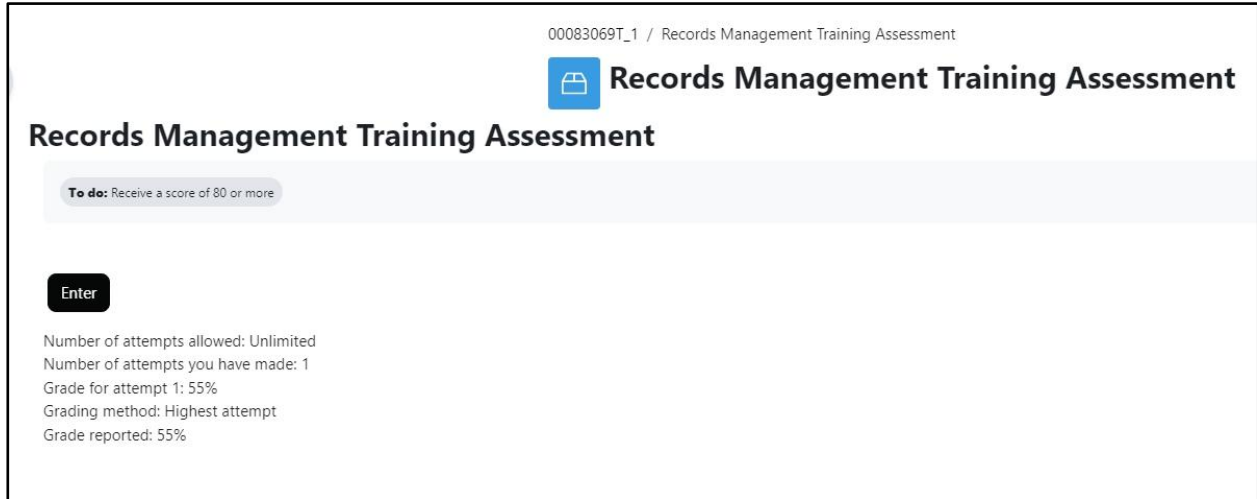
**Enter**

Start a new attempt


Number of attempts allowed: Unlimited  
Number of attempts you have made: 1  
Grade for attempt 1: 0%  
Grading method: Highest attempt  
Grade reported: 0%

## Assessments

**Failed Pathway:** Incomplete testing means the learner completed the assessment and exited with a failing score.



00083069T\_1 / Records Management Training Assessment

 **Records Management Training Assessment**

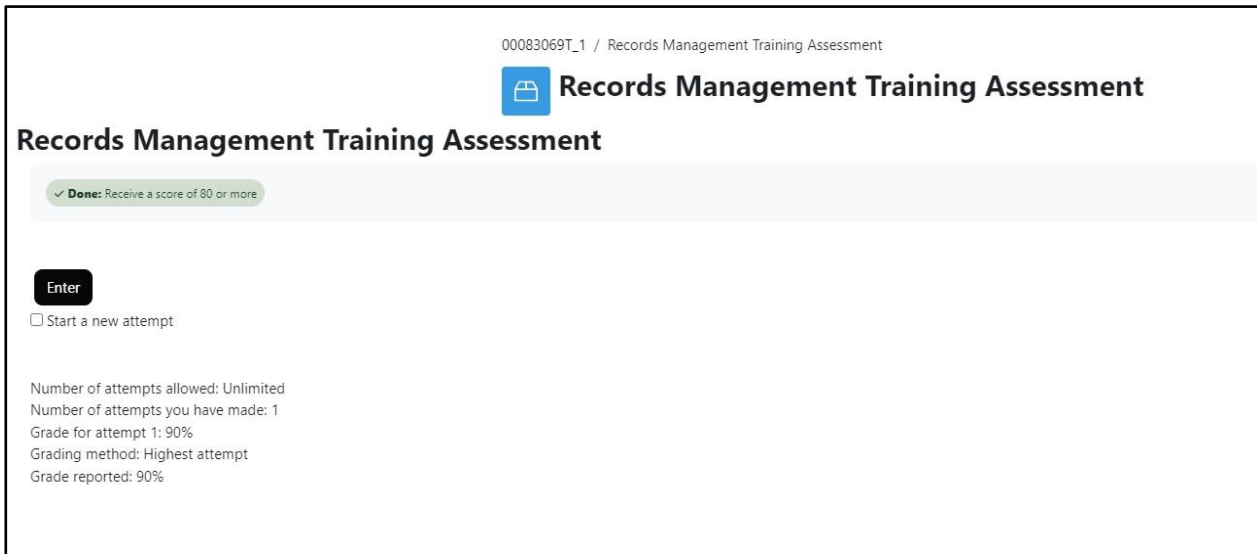
### Records Management Training Assessment

**To do:** Receive a score of 80 or more


**Enter**

Number of attempts allowed: Unlimited  
Number of attempts you have made: 1  
Grade for attempt 1: 55%  
Grading method: Highest attempt  
Grade reported: 55%

**Passed Pathway:** Complete testing means finishing and passing the test with the required percentage for passing.



00083069T\_1 / Records Management Training Assessment

 **Records Management Training Assessment**

### Records Management Training Assessment

**Done:** Receive a score of 80 or more

**Enter**

Start a new attempt

Number of attempts allowed: Unlimited  
Number of attempts you have made: 1  
Grade for attempt 1: 90%  
Grading method: Highest attempt  
Grade reported: 90%

## 2.8 Product Deliverable Checklists

The developer must follow either the In-House Developer or Contractor & TCOR's DL Product Deliverable Checklist (Appendix A or B) and submit completed courseware along with all pertinent documentation and conformance testing log files.

### 3 Government Certification and Testing Process

The Army requires conformance testing for all courseware intended for delivery on the Army Training Information System (ATIS Learning).

This section describes the certification process the Government follows during the development lifecycle of courseware. The certification process will verify that courseware and documentation meet the established guidelines prior to forwarding the courseware to the target delivery platform.

#### 3.1 Certification Process in Support of Group Trials

Group Trials are part of the educational and technical validation of the developed courseware/content. A Group Trial is a process used to validate a lesson/lesson plan's individual objectives based on observation and statistical analysis. Upon completion of Group Trials, the developer modifies the courseware based on the Group Trial results and updates deliverables in preparation for Functional Testing.

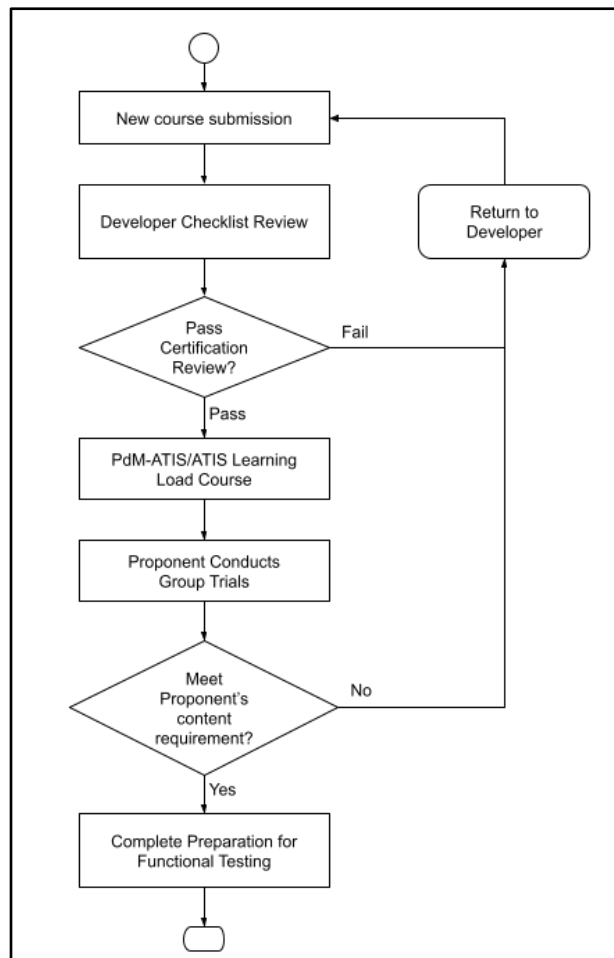


Figure 1: Certification Process in Support of Group Trials

For VPDE Certification, developers are required to submit courseware deliverables and supporting documentation as specified in the In-House Developer or Contractor & TCOR's DL Product Deliverable Checklist included in appendices A and B. The VPDE inspects and verifies SCORM and BRBP conformance of submitted DL products.

Required files and documentation:

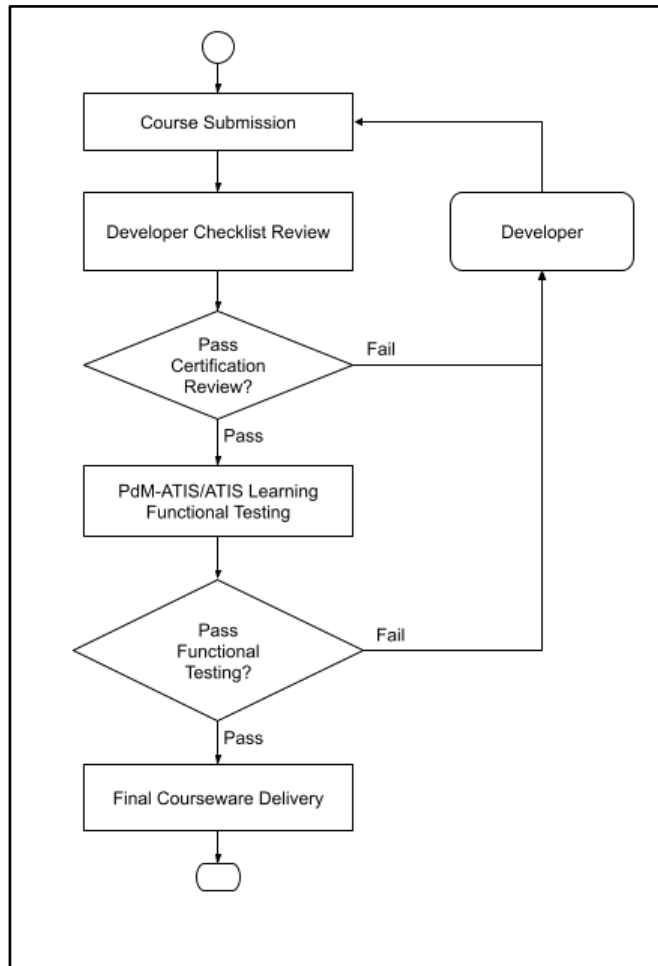
- GFI Analysis Report
- Documentation requirements for “New Course” such as Task Analysis Report, POI, CMP, or Lesson Plan Data
- Instructional Media Design Package (IMDP)
- Validation Plan
- Student Roster for Group Trial
- ATIS Learning Course Details Form
- Course Map
- Letter of Instruction (LOI)
- Non-Assessment Content PIFs
- Assessment PIFs
- Answers Keys
  - **NOTE:** Label all answer keys within this folder as “CUI – Sensitive examination keys.”
- ACTS Log Files
- ATIS Learning Rustici Content Controller (RCC) Debug Log and RCC Debug Log Analyzer Report Files
- Legal Data
- Delivery Letter for Government Certification in Support of Group Trials

**NOTE:** The required folder structure for submission is outlined in Appendix H: Folder Structure for Courseware Deliverables.

If there are any discrepancies, the Certification Team will send a Certification Process Report highlighting the discrepancies and request resubmission of corrected files. Once the courseware and documentation are submitted and successfully passes the Certification Process, VPDE forwards the package to the ATIS Learning system manager to configure the course for Group Trials.

## 3.2 Government Certification Process in Support of Functional Testing

During Functional Testing, the ATIS Learning manager performs a group of tests and procedures to ensure the delivered courseware will not disrupt the operations of ATIS Learning. Upon receipt of content and documentation, the ATIS Learning manager will load and configure the course on the production side of the ATIS Learning. The ATIS Learning manager will conduct Functional Testing on the courseware looking for critical errors, publish an ATIS Learning Observation Result report with any findings, and send it to VPDE, who will forward the report to the DL developers.



**Figure 2: Certification Process in Support of Functional Testing**

Courseware conformance and playability testing by developers is required prior to delivery for VPDE review and certification in support of functional testing. Developers submit updated courseware deliverables and supporting documentation using either the Contractor & TCOR's or In-House Developer's DL Product Deliverable Checklist to undergo the Certification Process.

Required files and documentation:

- GFI Analysis Report
- Documentation requirements for "New Course" such as Task Analysis Report, POI, CMP, or Lesson Plan Data
- Instructional Media Design Package (IMDP)
- Validation Plan
- Validation Report
- Student Roster for Group Trial
- ATIS Learning Course Details Form
- Course Map
- Letter of Instruction (LOI)
- Non-Assessment Content PIFs
- Assessment Content PIFs
- Answers Keys

- **NOTE:** Label all answer keys within this folder as “CUI – Sensitive examination keys.”
- ACTS Log Files
- ATIS Learning Rustici Content Controller (RCC) Debug Log and RCC Debug Log Analyzer Report Files
- Legal Data
- Delivery Letter for Government Certification in Support of Functional Testing

**NOTE:** The required folder structure for submission is outlined in Appendix H: Folder Structure for Courseware Deliverables.

If there are any discrepancies, the Certification Team will send a Certification Process Report highlighting the discrepancies and request resubmission of corrected files. Once the courseware and documentation successfully pass the VPDE Government Certification Process, VPDE will forward the courseware to the ATIS Learning manager for Functional Testing.

During Functional Testing, the ATIS Learning manager performs the following:

- Quality assurance checks to ensure all content and documentation was received
- Load and configure courseware on the production side of ATIS Learning
- Conduct Functional Testing on the courseware and document errors in ATIS Learning Observation Results report
- Publish ATIS Learning Observation Results reports with all findings and send to VPDE

Developers are required to have knowledge of the types of errors ATIS Learning testers may encounter during the evaluation of Army courseware, and how to determine an error’s criticality rating which affects the decision to field courseware. The courseware testing Priority Rating Matrix included in Appendix J provides standardized information to aid courseware developers, Army activities, and testers in the determination of criticality ratings for errors encountered during testing and evaluation. Note that the document is not an all-inclusive list of errors and ratings. It is subject to updates as deemed necessary by the Government.

VPDE returns the Observation Report to the TCOR/Proponent. Any courseware with Criticality 1 errors automatically fails Functional Testing. For less critical errors, the Proponent may elect to field and provide guidance in the LOI for a work-around of the identified issues or elect to have the errors corrected and the courseware resubmitted to VPDE. In the latter case, the course developer corrects the identified problems and resubmits updated courseware and documentation to VPDE for Government Certification Process. If the resubmitted course passes Certification Process testing, the course is sent to ATIS Learning for Functional Testing on the updated courseware files. If the course passes Functional Testing, VPDE notifies the Proponent instructing them to work with the ATIS Learning Customer Service Center (CSC) team to determine a fielding date.

### 3.3 Final Courseware Delivery for Contractors ONLY

For TADLP contracted courseware, the developer must submit finalized courseware and documentation to the Government only after successful validation of content through the conformance testing and certification process, through which the developer has corrected all deficiencies identified. The Government will inspect the final courseware and supporting documentation in accordance with the Contractor & TCOR DL Product Delivery Checklist included in Appendix B. The final accepted courseware should be delivered via DoD SAFE; instructions on delivery are included in Appendix G. It will replace the previously delivered content and be added to the VPDE Content Repository.

Gold Delivery Checklist is shown below:

#### Folder 1

- Legal Data
- Audiovisual Production Data
- Government Certification and Testing Process
- Programming Requirements for Graphics and Animation
- Government Certification and Testing Process
- Lesson Logic Data Files
- Portability Commands
- Transportability and Maintainability Data
- Course Map(s) - Lesson Flow Diagram
- ACTS Log Files
- ATIS Learning Rustici Content Controller (RCC) Debug Log files
- Validation Plan and Validation Report
- Instructional Media Design Package (IMDP)
  - **NOTE:** Incorporates all changes in course design that occurred following initial Government approval of IMDP
- Answer Keys
  - **NOTE:** Label all answer keys within this folder as “CUI – Sensitive examination keys”

#### Folder 2

- Assessment and Non-Assessment Content PIFs \*PIF(s) of SCORM courseware to include exams
- Letter of Instruction (LOI) \*Courseware Directions (e.g., Getting Started instructions \*gettingstarted.html\* – course information loaded with the courseware but is not part of the PIF)
- Adjunctive Material that is not to be mass produced or linked
  - **NOTE:** Courseware directions and adjunctive material must not be part of the PIF
  - **NOTE:** Because tests are placed within a separate file package the file label must indicate “CUI”

#### Folder 3

- Non-credit (and/or non-connected) version of courseware without test(s)
- Adjunctive Material that is not to be mass produced

#### Folder 4

- Development Source Files
- Original video, graphic and animation source files
  - **NOTE:** Put in same folder structure from which the Credit providing Web based courseware was exported/converted for update and maintenance
- Instructional Media Generation Programs and Files
  - **NOTE:** May be delivered after approval of courseware

**NOTE:** The required folder structure for submission is outlined in Appendix H: Folder Structure for Courseware Deliverables.



# Appendix A: In-House Developer's DL Product Deliverable Checklist for Certification in Support of Group Trials and Functional Testing

## Summary

Developers are required to submit courseware deliverables and supporting documentation (e.g., conformance testing logs, communications trace log, lesson flow diagrams, course maps, etc.) to include all lessons, learning events, learner performance measurement instruments, practical exercises, and assessments, in accordance with the In-House Developers Checklist to undergo the VPDE Certification Process. Once the courseware and documentation are successfully completed, VPDE forwards the package to the learning management system manager to configure the course for Group Trials or conduct Functional Testing.

## In-house Developer's Product Deliverable for Certification of Group Trials and Functional Testing Checklist

**Title:** \_\_\_\_\_ **Date (Version):** \_\_\_\_\_

**MOS/Functional Area/Skill Level:** \_\_\_\_\_

**Platform (ATIS Learning, LLC, or other):** \_\_\_\_\_

**Task Order #:** \_\_\_\_\_

**Proponent/In-house Developer:** \_\_\_\_\_

**Date Received at VPDE:** \_\_\_\_\_

We provide this checklist to assist you with submission of products for acceptance, testing, and replication. Send email notification and products through SAFE to - Julie A. Perrin ([julie.a.perrin.civ@army.mil](mailto:julie.a.perrin.civ@army.mil)), Edward E. McCool ([edward.e.mccool.civ@army.mil](mailto:edward.e.mccool.civ@army.mil)), Christopher M. Fertard ([christopher.m.fertard.civ@army.mil](mailto:christopher.m.fertard.civ@army.mil)) and David A. McGinnis ([david.a.mcginis4.civ@army.mil](mailto:david.a.mcginis4.civ@army.mil)). See the TADLP website with the exception of the Data Item Descriptions which can be found on ASSIST.

**Certification Deliverables for  
Group Trials**

In-house Developers Deliverable CW Components			Developer Verification	Description of Deliverable Contents	Document/Publication Guidance
Electronic Delivery	Courseware Type	Submission Type			
<i>NOTE: Include the date the courseware is submitted to ARMYU VPDE on all deliverables.</i>			√		
<b><u>Documentation/ Courseware Folder #1</u></b>  1 Copy – ARMYU VPDE	Group Trials	Documentation / Courseware		GFI Analysis Report	TRADOC Pam 350-70-12; The Army Distributed Learning
				Documentation requirements for “New Course” such as Task Analysis Report, POI, CMP, or Lesson Plan Data	(DL) Guide Task Order as Awarded
				Instructional Media Design Package (IMDP)	Data Item Description DI-SESS-81526C; Instructional Media Package
				Validation Plan	Data Item Description DI-SESS-81524B; Training Evaluation Document
				Student Roster for Group Trial	Army Acceptance Criteria for Distributed Learning (DL) Products, Version 3.0, August 2022
				ATIS Learning Course Details Form	Army Business Rules and Best Practices for Distributed Learning Development Guide Version 3.0, August 2022
				Course Map	TRADOC Pamphlet 350-70-5; Systems Approach to Training: Testing
				Letter of Instruction (LOI)	
				Non-Assessment Content PIFs	
				Assessment PIFs	

			<p>Answers Keys</p> <p>NOTE: (All – pre-test, post-test, practical exercises, check-on-learning, etc.) Note: Answer keys are placed within this folder are labeled as “CUI – Sensitive examination keys”.</p>	
			ACTS Log Files	
			ATIS Learning Rustici Content Controller (RCC) Debug Log and Debug Log Analyzer Report Files	
			Legal Data	
			Delivery Letter for Government Certification in Support of Group Trial	

## Certification Deliverables for Functional Testing

In-house Developers Deliverable CW Components			Developer Verification	Description of Deliverable Contents	Document/Publication Guidance
Electronic Delivery	Courseware Type	Submission Type			
<i>NOTE: Include the date the courseware is submitted to ARMYU VPDE on all deliverables.</i>			√		
<u>Documentation/ Courseware Folder #1</u>  <b>1 Copy – ARMYU VPDE</b>	Functional Testing	Documentation / Courseware		GFI Analysis Report	TRADOC Pam 350-70-12; The Army Distributed Learning (DL) Guide
				Documentation requirements for “New Course” such as Task Analysis Report, POI, CMP, or Lesson Plan Data	Task Order as Awarded
				Instructional Media Design Package (IMDP)	Data Item Description DI-SESS-81526C; Instructional Media Package
				Validation Plan and Validation Report	Data Item Description DI-SESS-81524B; Training Evaluation Document
				Student Roster for Group Trial	Army Acceptance Criteria for Distributed Learning (DL) Products, Version 3.0, August 2022
				ATIS Learning Course Details Form	Army Business Rules and Best Practices for Distributed Learning Development Guide, Version 3.0, August 2022
				Course Map	
				Letter of Instruction (LOI)	TRADOC Pamphlet 350-70-5; Systems Approach to Training: Testing
				Non-Assessment Content PIFs	
				Assessment Content PIFs	

			Answers Keys  NOTE: Answer keys placed within this folder are labeled as "CUI – Sensitive examination keys".	
			ACTS Log Files	
			ATIS Learning Rustici Content Controller (RCC) Debug Log and Debug Log Analyzer Report Files	
			Legal Data	
			Delivery Letter for Government Certification in Support of Functional Testing	

## Appendix B: Contractor & TCOR DL Product Deliverable Checklist for Certification in Support of Group Trials, Functional Testing and Final Delivery

### Summary

Developers are required to submit courseware deliverables and supporting documentation (e.g., conformance testing logs, communications trace log, lesson flow diagrams, course maps, etc.) to include all lessons, learning events, learner performance measurement instruments, practical exercises, and assessments, in accordance with the Contractor Developers Checklist to undergo the VPDE Certification Process. Once the courseware and documentation are successfully completed, VPDE forwards the package to the learning management system manager to configure the course for Group Trials or conduct Functional Testing.

### Contractor & Technical Contract Officer Representative (TCOR) Product Deliverable for Certification Process/Group Trials, Certification Process/Functional Testing and Final Delivery Checklist

Title: \_\_\_\_\_ Date (Version): \_\_\_\_\_

MOS/Functional Area/Skill Level: \_\_\_\_\_ Platform (ATIS Learning, LLC, or other): \_\_\_\_\_

Task Order #: \_\_\_\_\_

Proponent: \_\_\_\_\_

Prime Contractor/POC: \_\_\_\_\_ VPDE TCOR: \_\_\_\_\_

Date Received at VPDE: \_\_\_\_\_

**Contractors:** We provide this checklist to assist you with submission of products through Technical Contracting Officer's Representative (TCOR) for inspection, acceptance, and certification. Coordinate the courseware submission with the assigned TCOR for this Task Order. Requirements in each Task Order (TO) take precedence over instructions in this checklist. See the TADLP website with the exception of the Data Item Descriptions which can be found on ASSIST.

**Certification Deliverables for Group Trials**

Contractor Deliverable CW Components <i>NOTE: Include the date the courseware is submitted to ARMYU VPDE on all deliverables.</i>			Developer Verification √	TCOR √	Description of Deliverable Contents	Document/ Publication Guidance
Electronic Delivery	Courseware Type	Submission Type				
<u>Documentation/ Courseware Folder #1</u>  <b>1 Copy – ARMYU VPDE</b>  <b>1 Copy - Proponent</b>	Group Trials	Documentation / Courseware			GFI Analysis Report	TRADOC Pam 350-70-12; The Army Distributed Learning (DL) Guide
					Documentation requirements for “New Course” such as Task Analysis Report, POI, CMP, or Lesson Plan Data	Task Order as Awarded Data Item Description DI-SESS- 81526C; Instructional Media Package
					Instructional Media Design Package (IMDP)	Data Item Description DI-SESS- 81524B; Training Evaluation Document
					Validation Plan	Army Acceptance Criteria for Distributed Learning (DL) Products
					Student Roster for Group Trial	Army Business Rules and Best Practices for Distributed Learning Development Guide
					ATIS Learning Course Details Form	
					Course Map	TRADOC Pamphlet 350-70-5; Systems Approach to Training: Testing
					Letter of Instruction (LOI)	
					Non-Assessment Content PIFs	
					Assessment PIFs	

				Answers Keys NOTE: Answer keys placed within this folder are labeled as "CUI – Sensitive examination keys".	
				ACTS Log Files	
				ATIS Learning Rustici Content Controller (RCC) Debug Log and Debug Log Analyzer Report Files	
				Legal Data	
				Delivery Letter for Government Certification in Support of Group Trial	



## Certification Deliverables for Functional Testing

Contractor Deliverable CW Components			Developer Verification	TCOR	Description of Deliverable Contents	Document/Publication Guidance
<i>NOTE: Include the date the courseware is submitted to ARMYU VPDE on all deliverables.</i>			√	√		
Electronic Delivery	Courseware Type	Submission Type				
<u>Documentation / Courseware Folder #1</u>  <b>1 Copy – ARMYU VPDE</b>  <b>1 Copy – Proponent</b>	Functional Testing	Documentation / Courseware			GFI Analysis Report	TRADOC Pam 350-70-12; The Army Distributed Learning (DL) Guide
					Documentation requirements for “New Course” such as Task Analysis Report, POI, CMP, or Lesson Plan Data	Task Order as Awarded  Data Item Description DI-SESS-81526C; Instructional Media Package
					Instructional Media Design Package (IMDP)	Data Item Description DI-SESS-81524B; Training Evaluation Document
					Validation Plan and Validation Report	Army Acceptance Criteria for Distributed Learning (DL) Products, Version 3.0, August 2022
					Student Roster for Group Trial	Army Business Rules and Best Practices for Distributed Learning Development Guide, Version 3.0, August 2022
					ATIS Learning Course Details Form	
					Course Map	TRADOC Pamphlet 350-70-5; Systems Approach to Training: Testing
					Letter of Instruction (LOI)	
					Non-Assessment Content PIFs	
					Assessment Content PIFs	

					Answers Keys	
					NOTE: Answer keys placed within this folder are labeled as "CUI – Sensitive examination keys".	
					ACTS Log Files and Reports	
					ATIS Learning Rustici Content Controller (RCC) Debug Log and Debug Log Analyzer Report Files	
					Legal Data	
					Delivery Letter for Government Certification in Support of Functional Testing	

## Certification for Final Product (Gold Disk)

### Delivery

Contractor Deliverable CW Components <i>NOTE: Include the date the courseware is submitted to ARMYU VPDE on all deliverables.</i>			Developer Verification √	TCOR √	Description of Deliverable Contents	Document/Publication Guidance
Electronic Delivery	Courseware Type	Submission Type				
<b><u>Documentation/ Courseware Folder #1</u></b>  <b>1 Copy - ARMYU VPDE</b>  <b>1 Copy - Proponent</b>	Used in development of both credit and non-credit versions	Documentation			Legal Data	TRADOC Pam 350-70-12; The Army Distributed Learning (DL) Guide  Data Item Description DI-SESS-81526C; Instructional Media Package  Army Acceptance Criteria for Distributed Learning (DL) Products  Army Business Rules and Best Practices for Distributed Learning Development Guide  TRADOC Pamphlet 350-70-5; Testing
					Audiovisual Production Data	
					Programming Requirements for Graphics and Animation	
					Lesson Logic Data Files	
					Portability Commands	
					Transportability and Maintainability Data	
					Course Map(s)- Lesson Flow Diagram	
					ACTS Log Files	
					ATIS Learning Rustici Content Controller (RCC) Debug Log and Debug Log Analyzer Report Files	
		Validation Plan and Validation Report				

					Instructional Media Design Package (IMDP) (Note: Incorporates all changes in course design that occurred following initial Government approval of IMDP)	
					Answers Keys  NOTE: Answer keys placed within this folder are labeled as "CUI – Sensitive examination keys".	
<u>Documentation/ Courseware Folder #2</u>  <b>1 Copy – ARMYU VPDE</b>  <b>1 Copy - Proponent</b>	All applicable credit versions	Credit providing Web- based courseware and exams within the File Packages			Assessment and Non-Assessment Content PIFs *PIF(s) of SCORM® courseware to include exams	Data Item Description DI-SESS-81526C; Instructional Media Package  Task Order as Awarded  Army Acceptance Criteria for Distributed Learning (DL) Products  Army Business Rules and Best Practices for Distributed Learning Development Guide  TRADOC Pamphlet 350-70-5; Testing
					Letter of Instruction (LOI)	
					Getting Started instructions *gettingstarted.html* - course information loaded with the courseware but is not part of the PIF	
					Adjunctive Material that is not to be mass produced or linked  Note: Courseware directions, and adjunctive material must not be part of the PIF.  Note: Because tests are placed within a separate file package, the File Label must indicate "CUI"	

<u>Documentation/ Courseware Folder #3</u>  <b>1 Copy– ARMYU VPDE</b>  <b>1 Copy – Proponent</b>	Non-credit Version	Non-credit version courseware within File package			Non-credit (and/or non- connected) version of courseware without test(s)	TRADOC Pam 350-70-12; The Army Distributed Learning (DL) Guide  Task Order as Awarded
	Stand-alone Version				Adjunctive Material that is not to be mass produced	Data Item Description DI-SESS- 81526C; Instructional Media Package
<u>Documentation/ Courseware Folder #4</u>  <b>1 Copy – ARMYU VPDE</b>  <b>1 Copy - Proponent</b>	Used in development of all course presentations (versions)	Source Files			Development Source Files	TRADOC Pam 350-70-12; The Army Distributed Learning (DL) Guide  Task Order as Awarded
					Instructional Media Generation Programs and Files  NOTE: May be delivered after approval of courseware	Data Item Description DI-SESS- 81526C; Instructional Media Package  TRADOC Pamphlet 350-70-2  Army Business Rules and Best Practices for Distributed Learning Development Guide

# Appendix C: Course Details Form

## Summary

The Course Details Form captures pertinent information about courses to be hosted on ATIS Learning, to include, but not limited to, points of contact, start and end dates, exiting behavior, exam attempt limits, and expiration notification scheduling.

**NOTE:** The latest Course Details Form must be acquired from the Army Training Information System PdM ATIS website.

### **ATIS LEARNING COURSE DETAILS FORM\*** (Please complete one form per course)

#### **SECTION A**

Please complete Section A of the ATIS Learning Course Details Form below and return it via email to the individuals listed below.

TO: Leslie York, Customer Service Center (CSC) Director, [leslie.a.york.civ@army.mil](mailto:leslie.a.york.civ@army.mil)

CC: Dr. David McGinnis, Chief, Acquisition and Management Division, Army University Provost for Digital Education (VPDE) for The Army Distributed Learning Program (TADLP), [david.a.mcginis4.civ@army.mil](mailto:david.a.mcginis4.civ@army.mil)

CC: LTC Allen Avery, Courseware Standards and Specification Division, TADLP, [allen.a.avery.mil@army.mil](mailto:allen.a.avery.mil@army.mil)

After receiving Section A, the ATIS CSC Team will provide you with the steps to access ATIS Learning Role Based Training courses that will be required prior to accessing the system. Once completion certificates are received, you will be provided access and permissions to test your courseware using the Content Test Environment (CTE). Instructions for access will be provided by the CSC Team. You can contact them at: [usarmy.jble.usaasc.list.dls-aims-customer-service-center@army.mil](mailto:usarmy.jble.usaasc.list.dls-aims-customer-service-center@army.mil)

#### **SECTION B**

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

- a. You have finished initial development testing of your courseware
- b. You have conducted Individual Trials on the CTE
- c. Your courseware is ready to undergo Group Trials (GT) and/or Function Testing (FT) on the Production ATIS Learning

Your pre-Group Trial Validation Review package should include:

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

<b>ATIS Learning COURSE DETAILS FORM</b>	
<b>SECTION A - Pre-CTE Access</b>	
ITEM	RESPONSE
Date of Request for CTE Access <sup>1</sup>	
Organization/School Name	
Course Catalog Name/Title (or "TBD" if applicable)	
Course Unique Identifier, if assigned	
Proponent Point of Contact... <i>Name</i>	
<i>Phone Number</i>	
<i>AMID Username (can be found at <a href="https://icamportal.us.army.mil/">https://icamportal.us.army.mil/</a>)</i>	
<i>Email</i>	
Courseware Developer <i>Program or Project Manager (PM) Name</i>	
<i>Company Name</i>	
<i>Phone Number</i>	
<i>If Applicable, AMID Username</i>	
<i>(Company) Email</i>	
Course Manager (if different from Proponent POC)... <i>Name</i>	

<i>Phone Number</i>	
<i>AMID Username</i>	
<i>Email</i>	
<i>(if applicable) ArmyU-TADLP<sup>ii</sup> Contract Courseware Manager Name</i>	
<i>Phone Number</i>	
<i>AMID Username</i>	
<i>Email</i>	
<i>Please see NOTE<sup>1</sup> If additional accounts are required for CTE access</i>	
<p>The assignment of a <b>support representative</b> is required when using the ATIS Learning Platform for content hosting. Please provide the contact information for a support representative below. <b>NOTE:</b> <i>Army Enterprise Service Management Platform (AESMP) system<sup>iii</sup> provides Helpdesk capability. Recommend providing a support agent for this course in the AESMP</i></p>	
<i>Representative - Name</i>	
<i>Phone Number</i>	
<i>AMID Username</i>	
<i>Email</i>	
Is this course part of a larger migration of courses to ATIS Learning? <sup>iv</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No



<b>Course Configuration Data</b>	
<b>SECTION B - to be provided when ready for Group Trials and/or Production Function Testing</b>	
ITEM	RESPONSE
Date approved <sup>v</sup>	
Date submitted to CSC (if different) <sup>vi</sup>	
Course Name/Title <sup>vii</sup> (provide if this section is detached from Section A)	
Course Start Date <sup>viii</sup>	
Course End Date (if any) <sup>ix</sup>	
Method used to deliver to the CSC (to be completed by VPDE CSS)	
Is this a resubmission of courseware that was previously tested on Production ATIS Learning? <sup>x</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, what packages have been revised? (if more room is needed, please provide the information on a separate spreadsheet)</i>	
Course path in ATIS Learning CTE <sup>xi</sup>	
Course path in Rustici Content Controller <sup>xi</sup>	
If course is intended to be ATRRS-managed...	
<i>ATRRS School Code</i>	
<i>ATRRS Course Number</i>	
<i>ATRRS Course/Phase Name</i>	
<i>Requested ATRRS Start Date</i>	
Funding Source <sup>xii</sup>	

<i>(if applicable)</i> Contract number	
Contract funding year	
Contract end date	
<i>(if applicable)</i> Warranty end date	
Training Delivery Format (Web-based, Instructor-led, Blended, Other)	
<i>If SCORM, indicate if 1.2, 2004/Edition, or mixed, (e.g. 2004 w/ 1.2 exams)</i>	
<i>What is the Enter file name?</i>	
Authoring software (vendor, version) used to create the courseware <sup>xiii</sup>	
All hosted materials that are Controlled Unclassified Information (CUI) will require the learner to have a CAC for access. Is part/all of the course to be considered CUI in accordance with Executive Order 13556?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, what part of the course is considered CUI? (e.g., specific content lessons, exams, etc. If more room is needed, please provide the information on a separate spreadsheet)</i>	
Is the courseware Section 508 compliant? <sup>xiv</sup> (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Please review footnote for Section 508 requirements.</i>	
Total number of packages (individual files) in the course that the learner will access <sup>xv</sup>	
Interactive Multimedia Instruction (IMI) hours (Adjusted location)	
Any special requirements to run courseware (e.g. plug-ins, browser settings, etc.). <sup>xvi</sup>	
<i>If yes, then provide Army Golden Master (AGM) identifiers.</i>	
Does the courseware bookmark? If so, at what level? <sup>xvii</sup>	

Does the course require the learner to access content on another site/system? <sup>xxviii</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, provide URL of site/system</i>	
If learner exits non-exam content abruptly, i.e. not using the Exit button, what is the state of the content (Suspend, Fail, etc.) <sup>xxix</sup>	
<i>(If applicable)</i> Are exam(s) embedded in courseware or packaged separately?	
<i>(If applicable)</i> If a pretest exists, is it diagnostic or “test-out?” <sup>xxx</sup>	
Number of allowable exam attempts (Suspend, Fail)?	
<i>(If applicable)</i> Result upon using all allowable exam attempts (Suspend, Fail) <sup>xxxi</sup>	
<i>(If applicable)</i> Result upon learner exiting exam prior to completion (Suspend, Fail) <sup>xxxii</sup>	
If online survey is included with the course, indicate if mandatory or optional	<input type="checkbox"/> Mandatory <input type="checkbox"/> Optional
Is any portion of the course (content and/or exams/tests) optional? <sup>xxxiii</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, what part(s) of the course are optional? (e.g., specific content lessons. If more room is needed, please provide the information on a separate spreadsheet)</i>	
Individual Trials (IT) completion date	
Has the Letter of Instruction (LOI) been updated to include findings from Individual Trials? <sup>xxxiv</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Expected Group Trials (GT) start date	
Maximum time allowed to complete the training (system defaults to 2 years, or 730 days) <sup>xxxv</sup>	
Should auto disenrollment be invoked? <sup>xxxvi</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are “time remaining” notifications needed? <sup>xxxvii</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<i>If yes, at what increment(s) (number of days prior to auto disenrollment)? (system allows for up to three notifications)</i>	_____, _____, _____
Past Credit Days for certification <sup>xxviii</sup>	
<i>(If applicable)</i> Certification expiration <sup>xxix</sup>	
<i>(If applicable)</i> Recertify In Days <sup>xxx</sup>	
<i>(If applicable)</i> Grace Period <sup>xxxi</sup>	
<i>(If applicable)</i> Notify Before Days <sup>xxxii</sup>	
<i>(If applicable)</i> Topic Past Completion Credit <sup>xxxiii</sup>	
What is the estimated number of people to be trained (target audience)? <sup>xxxiv</sup>	

<sup>i</sup> Date of Request for CTE Access - If all necessary permissions have already been granted, completion of Section A, with "N/A" in this field, can be deferred until Section B is due (readiness for Group Trials). CTE access is granted by the CSC. This field is intended to capture when access was granted. **Note**<sup>1</sup>: If more individuals require CTE access please have each individual send a request to [usarmy.jble.usaasc.list.dls-alm-customer-service-center@army.mil](mailto:usarmy.jble.usaasc.list.dls-alm-customer-service-center@army.mil) along with their AMID User ID.

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

<sup>iii</sup> Does your organization have designated Army Enterprise Service Management Platform (AESMP) Agents to support this course? - By policy, Proponents must have agents on staff to support their course(s). Agents should be available prior to fielding.

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

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

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

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

naming convention.)

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

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

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

<sup>xi</sup> Course Path – In CTE Environment, this is the location of the course topic within the topic categories. In Rustici Content Controller, this is the path to the folder hosting activity content.

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

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

<sup>xiv</sup> 508 Compliance - All Army DL products must be compliant with the Revised 508 Standards. Please refer to the Army Business Rules & Best Practices document, Business Rule 1.1.5: Revised 508 Standards Compliance located at: Developers Portal | Vice Provost for Digital Education (army.mil) and Revised 508 Standards and 255 Guidelines (access-board.gov). If 508 issues are found in the content the course owner will be responsible for resolving those issues.

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

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

<sup>xvii</sup> Does the courseware bookmark? If so, at what level? – Bookmarking is a feature in which the courseware records where the learner may have stopped the training before completion, so that, upon re-Enter, the learner is returned to his stopping place, without being made to start from the beginning again. “Level” refers to where the bookmark records the learner’s progress upon exit, the most recent page, the start of the most recent section, the start of the current lesson, etc. Note that, by TRADOC PAM 350-70-12 policy, all content pages (training materials, lessons, objectives, etc.) must bookmark, while all online exams must not bookmark. Exceptions to this policy may be granted upon request.

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

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

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

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

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

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

<sup>xxiv</sup> If applicable, has the Letter of Instruction (LOI) been updated to include findings from Individual Trials? - By policy, all courses with any test findings are required to include a Letter of Instruction that provides the learner with information related to the findings for that course or topic. This LOI, typically in PDF form, should be drafted as a component of the training content and include requirements for completion and advisements about specific courseware behavior. These findings will assist testers during GT and FT, but will also be of use to learners once the course is fielded.

<sup>xxv</sup> (a) Maximum time allowed to complete the training (system defaults to two years, or 730 days) – This denotes the time allowed for the learner to complete the course before being automatically dis-enrolled. The system’s default time span is two years (730 days) from the date of registration.

<sup>xxvi</sup> (b) Disenrollment’s remove any remaining coursework from the learner’s active enrollment so that no further progress toward completion can be made. However, any completed work (in the form of successful topics) is preserved in the learner’s training history.

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

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

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

<sup>xxx</sup> (If applicable) Recertify in Days - This number determines the length of the recertification window, prior to which registrations for recertification will not be processed. This value also specifies the maximum number of days in which all required topics for recertification must be completed. If all items for recertification are successfully completed within this period, the learner re-acquires the certification for another full period. Any topics completed before this period begins are not counted towards recertification, and must be completed

again. If the certification expires before completion of all required items for recertification, any learners still required to be certified must re-acquire it by completing topics associated with the initial certification, not the recertification, if different.

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

<sup>xxxiii</sup> (If applicable) Notify Before Days - This value determines the number of days before expiration that the certification holder can be notified that the certification is going to expire. If no number is entered into the Expires in Days field this notification will not be triggered because no recertification is necessary.

<sup>xxxiiii</sup> Topic Past Completion Credit is when user has completed a topic in a previous course and receives credit for completing that same topic in a current registration.

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

# Appendix D: Course Map

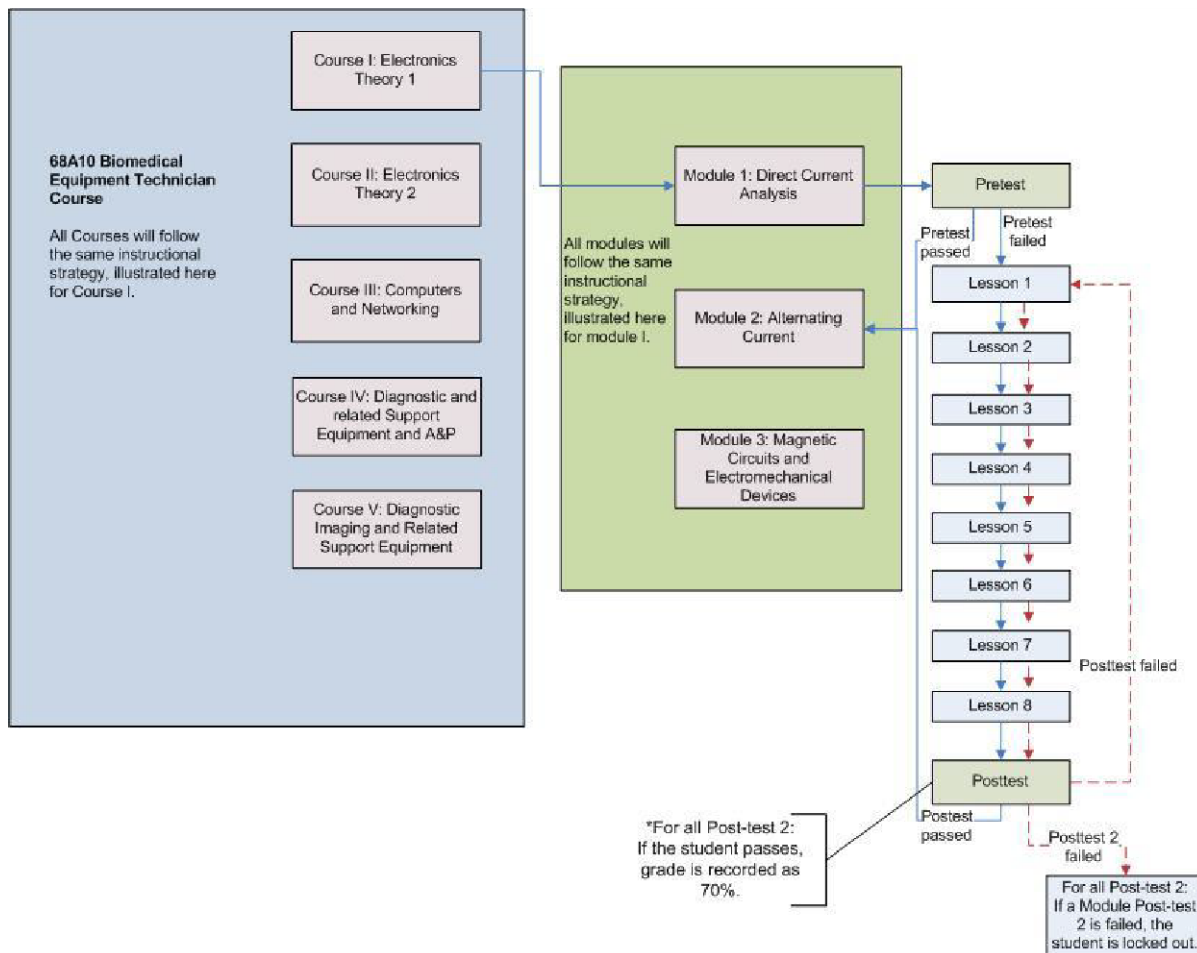
## Summary

The course map shows the mandatory training sequence for the course. Course mapping involves developing a master chart that indicates which outcomes to meet, to what extent, and how often. The course map provides the visual that allows all members of the development team to see the design.

The course map provides:

- (1) Course structure.
- (2) Course flow.
- (3) Prerequisite steps.
- (4) Remediation paths.
- (5) Instructional branching.

### Course Map Example:





# Appendix E: ACTS Guide

## Summary

The Web-based Army SCORM 2004 3rd Edition Conformance Test Suite (ACTS) with User Guide.

ACTS is a testing tool that DL developers can use to test and verify SCORM 2004 3rd Edition and Army BRBP conformance of courseware intended for the Army Training Information System (ATIS Learning). It integrates both the ADL SCORM Conformance Test Suite (CTS) and the Army Resource Validator into one tool to further streamline the testing and validating process. It incorporates conformance testing of Army-specific business rules, and eliminates features such as learning management system (LMS) conformance testing not pertinent to IMI content package testing.

## About this Guide

This guide will provide the necessary steps for the use of ACTS:

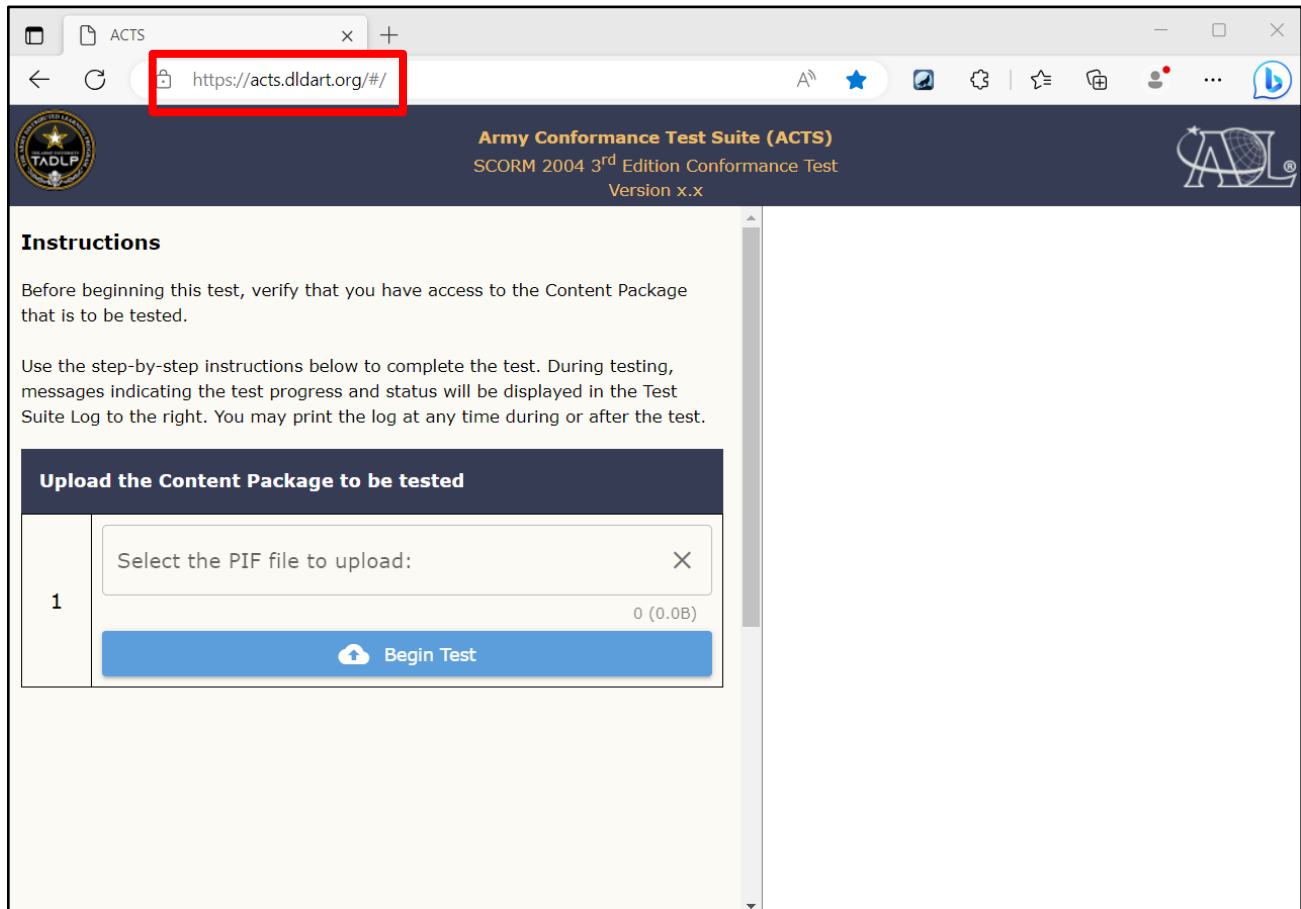
1. Accessing the ACTS tool at <https://acts.dldart.org>
2. Running ACTS to test SCORM packages and generate log files for certification
3. SCO Testing
4. Parsing Log

Please follow these steps for the best results.

**NOTE:** Some images shown in this guide are examples of what you may see, but each package tested may show different images and display varying results.

## Accessing ACTS

1. Open a browser of your choice.
  - a. There are no required browsers or browser extensions necessary to access ACTS.  
**NOTE:** Please ensure your browser has **pop-ups ENABLED** rather than blocked.
2. To access the ACTS tool, go to <https://acts.dldart.org/>.
3. Once the ACTS tool has loaded, it should look like this:



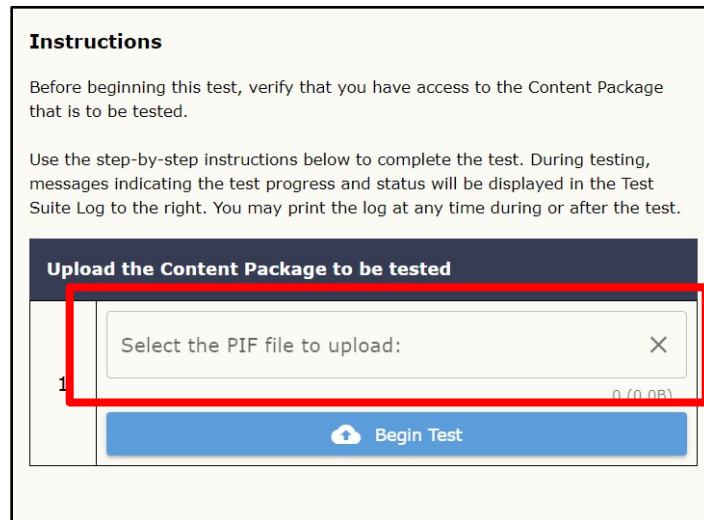
4. **NOTE:** If you are on a government device and/or network, security protocols may interfere with the testing function of ACTS and create false errors.
  - a. **IT IS RECOMMENDED** if you are on a government device and/or network to use Army Azure Virtual Desktop (AVD) to ensure no errors occur due to GFE security protocols.
  - b. To view instructions on how to onboard with AVD, go to: <https://armyetaas.sharepoint-mil.us/teams/army365-avd-onboarding/Shared%20Documents/Forms/User%20Docs.aspx>
  - c. If you need assistance with this step, reach out to [army365-avd-onboarding@army.mil](mailto:army365-avd-onboarding@army.mil).

# Testing a SCORM Package

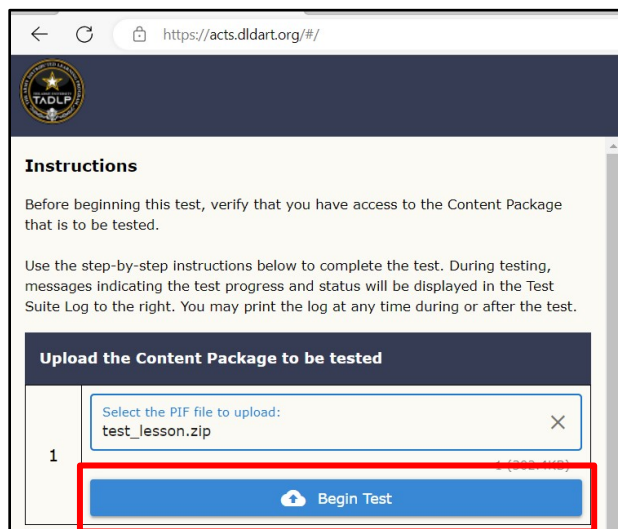
Once you have accessed ACTS, it is time to test your SCORM courseware package.

1. Upload the package to be tested.
  - a. Click the button labeled “Select the PIF file to upload:” You will be prompted to search for your file.

**NOTE:** Your file MUST be a valid SCORM package in a ZIP file for the test to run. It MUST be a singular ZIP file, without any subfiles which are zipped. ACTS has an upload limit of 3 GB; ensure your package is not larger than 3 GB.



2. Once your package has been uploaded, select “Begin Test.”



When the primary test is finished, your screen will look similar to this:

The screenshot displays the Army Conformance Test Suite (ACTS) interface. The title bar reads "Army Conformance Test Suite (ACTS) SCORM 2004 3rd Edition Conformance Test Version 2.1.0". The left sidebar contains instructions and two main sections: "Upload the Content Package to be tested" and "Confirm the package type". The "Upload" section shows a file named "test\_lesson.zip" (302.4KB) with a thumbs-up icon and the message "Content Aggregation Model testing is finished." The "Confirm the package type" section shows a message: "This SCO does not declare a minNormalizedMeasure." and two radio button options: "Non-Assessment" (selected) and "Assessment". The main content area on the right displays a list of test results, all marked with green checkmarks. The results include: "The IMS Manifest does not include a reference into a (sub)manifest", "Controlling Document(s) Required For XML Parsing Found at Root of the Content Package", "The IMS Manifest does not contain extensions", "The XML is valid against the Controlling Documents", "All referenced files located in content package", and "The IMS Manifest is valid against the SCORM Application Profile". Below these are sections for "Resource Validation Summary" and "Metadata Testing", each with a thumbs-up icon and a list of successful tests. A "Continue" button is visible at the bottom right of the interface.

3. Select the package type, then select "Continue".
  - a. If your package is an assessment, select the "Assessment" option. For all other packages, select "Non-Assessment".

This is a close-up of the "Confirm the package type" dialog box. It features a dark blue header with the title "Confirm the package type". The main content area is light yellow and contains the text: "This SCO does not declare a minNormalizedMeasure." Below this, it says "Confirm the package is ..." followed by two radio button options: "Non-Assessment" (which is selected) and "Assessment". Underneath the options, it states: "The selected package type **matches** the declaration in the manifest as required by Business Rule 2.2.5." A blue "Continue" button is highlighted with a red border in the bottom right corner. A thumbs-up icon and the number "2" are visible on the left side of the dialog.

4. Run the SCO Runtime Environment Test.
  - a. Select the option to "Run the SCO Runtime Environment test."

**Confirm the package type**

This SCO does not declare a minNormalizedMeasure.

**Confirm the package is ...**

2  
👍

Non-Assessment  
Learning content, lesson, etc.

Assessment  
Quiz, pretest, post-test, etc.

The selected package type **matches** the declaration in the manifest as required by Business Rule 2.2.5.

**Choose the next task**

3  
👍

Run the SCO Runtime Environment test  
Developers should run the SCO RTE test for a full test result.

Parse the logs from a previous test  
Reviewers may examine a previous test log generated by ACTS or ADL CTS for the same package.

**Run the SCO Runtime Environment test**

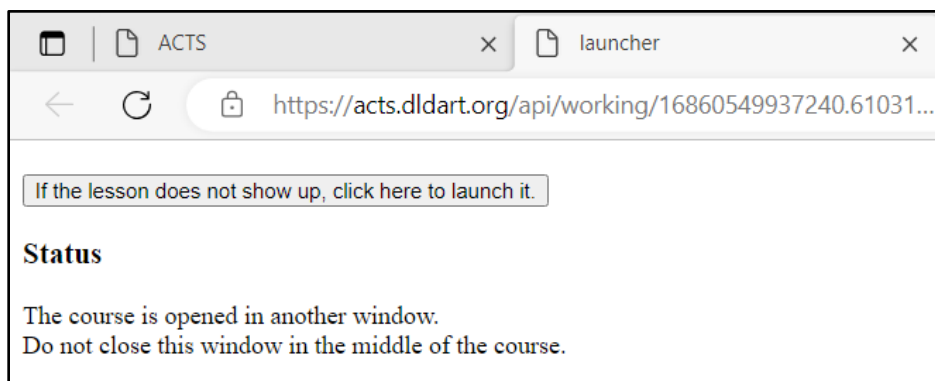
4

The test suite will now attempt to complete the following actions:

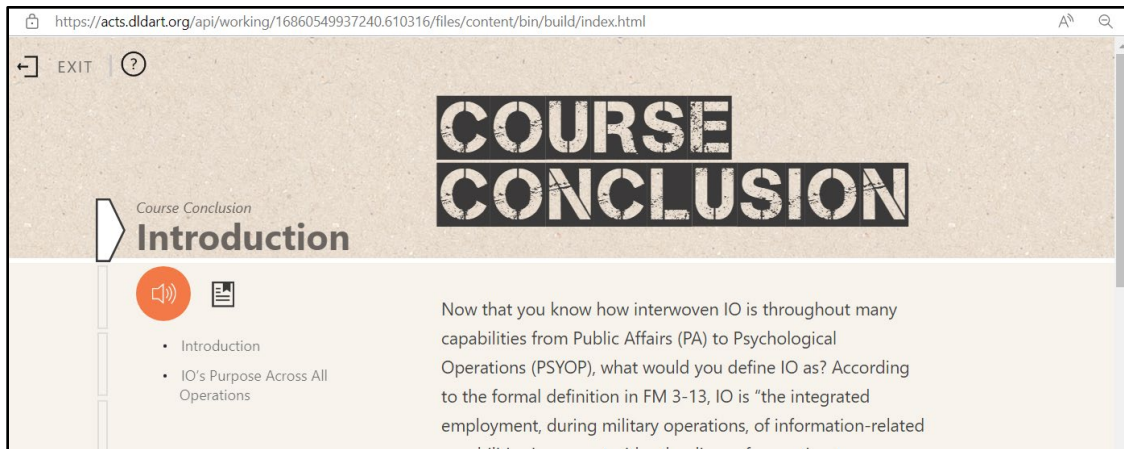
- The Test Suite will simulate an LMS and attempt to launch the SCO.
- The Test Suite will monitor all API calls made by the launched SCO and report the results.

Launch SCO

- b. Select the “Launch SCO” button. A new tab will appear stating that the course has opened in another window.  
**NOTE:** If your browser has pop-ups blocked, the testing window will not open. Make sure you enable pop-ups for your browser.

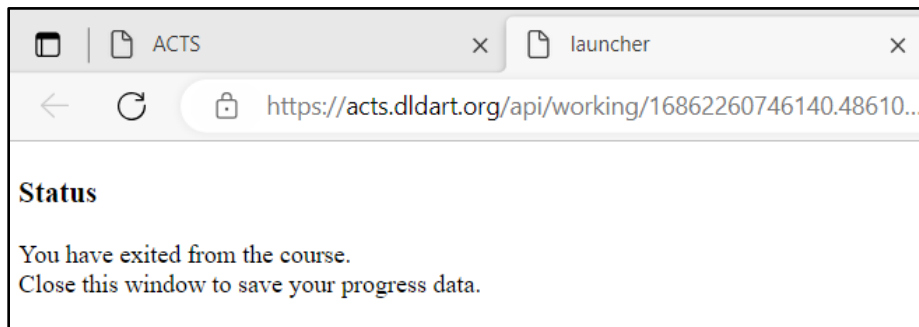


*The new tab opens telling you that your course has opened in another window.*



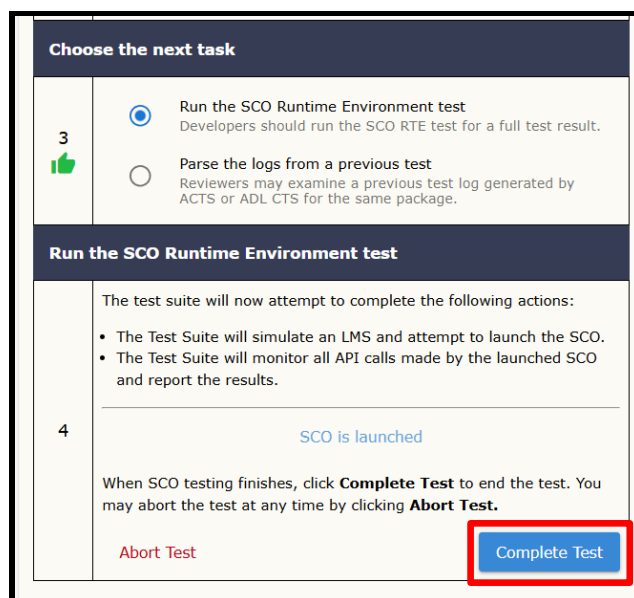
*The testing window opens with your course.*

- c. Click through the entirety of your courseware package to simulate a learner, then close the lesson window and the lesson launch tab.



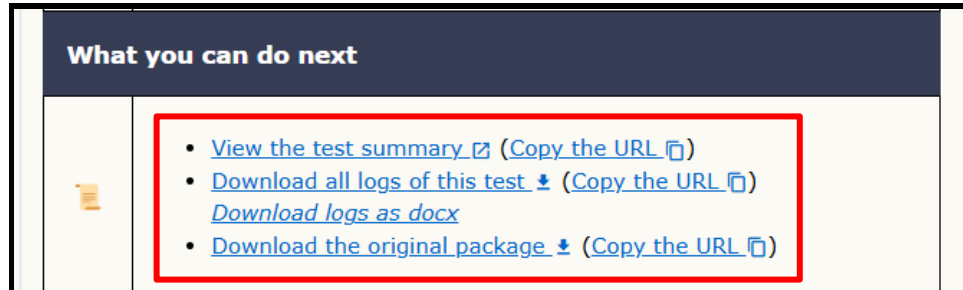
*The launch tab informing you the lesson window has been closed.*

- d. When you have closed the lesson window and lesson launch tab, select the "Complete Test" button in the ACTS tool.

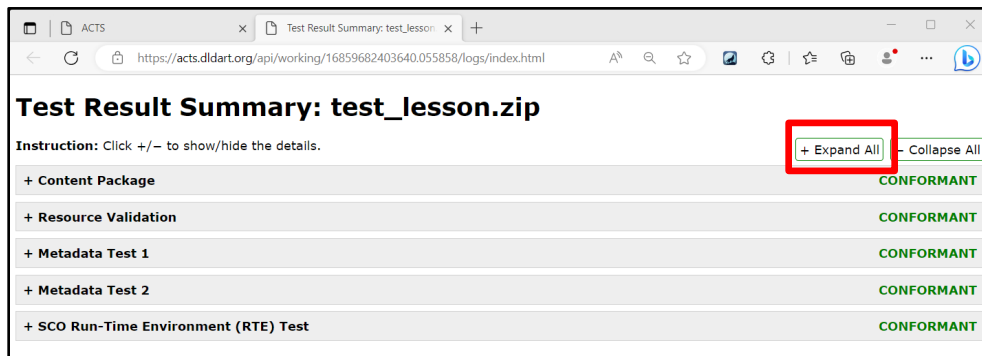


5. Save the Test Logs.

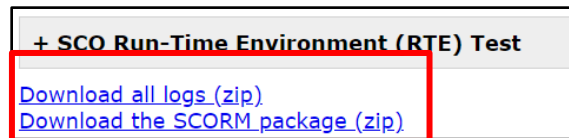
- a. When you have completed the test, the left panel will state “What you can do next”. There are three options available: view the test summary, download the logs, and download the original package.



- b. **View the Test Summary:** If you select this option, a new tab will open in your browser with the details of your package’s conformance and/or non-conformance. Select the “+ Expand All” in the top right corner to expand all areas of the summary.



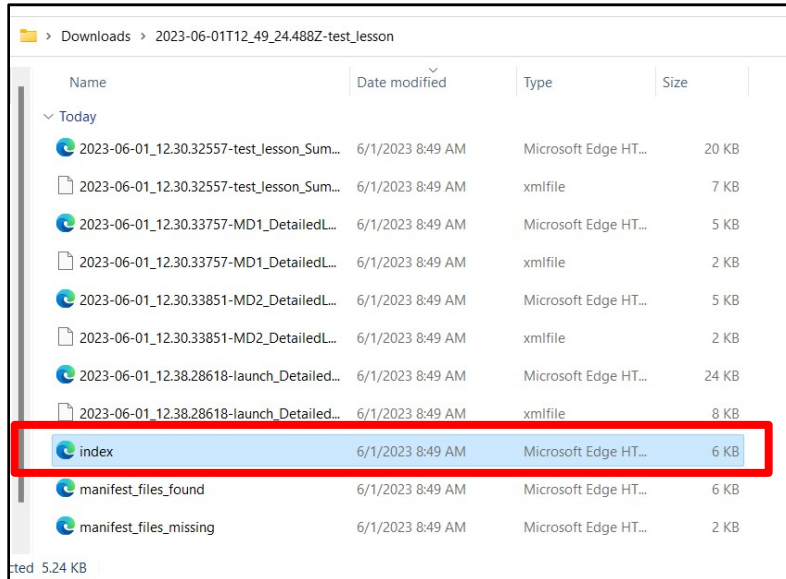
- i. At the bottom of the page, there are options to “Download all logs” or “Download SCORM package”.



- ii. There is also an option to “Copy the URL.” Anyone this URL is shared with will be able to view the test summary, download the logs, or download the course package. Save this URL. It will limit the chances you will have to re-run the test.

- c. **Download all Logs of this Test:** If you select this option, you will be prompted to select a folder on your computer to save the log files in. They will save as a ZIP file, unless you select the option to “Download logs as docx”.

**NOTE:** The file MUST be unzipped to read the log files. Once you have extracted the ZIP file, select the file labeled “index” to review the test results.



i. There is an option to “Copy the URL.” This will allow you to share the URL for others to be able to download the log files.

**NOTE:** You MUST provide a passing ACTS log during courseware submission. For certification purposes, providing the URL to the log is not an acceptable method of delivery.

d. **Download the Original Package:** If you select this option, you will be prompted to select a folder on your computer to save your tested courseware package. It will save as a ZIP file.

i. There is an option to “Copy the URL.” When shared, this URL allows others to download the courseware package as well.



## Parsing Test Logs

This section covers how to parse the logs from a previous SCO Runtime test.

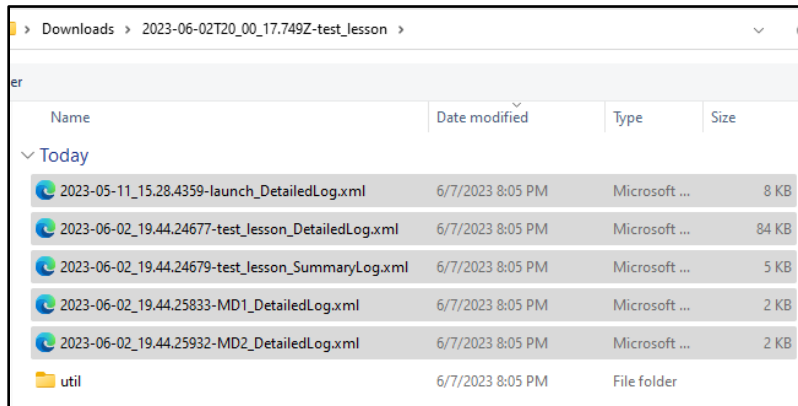
1. Once you have entered the ACTS tool, uploaded your package, and selected your courseware type (steps 1 through 3 of “Testing a SCORM Package”), select the “Parse the logs from a previous test” option.

The screenshot shows a multi-step process in the ACTS tool. Step 2, 'Confirm the package type', is completed. It displays a message: 'This SCO does not declare a minNormalizedMeasure.' Below this, it asks to 'Confirm the package is ...' with two radio button options: 'Non-Assessment' (selected) and 'Assessment'. A note states: 'The selected package type matches the declaration in the manifest as required by Business Rule 2.2.5.' Step 3, 'Choose the next task', is the current step. It has two radio button options: 'Run the SCO Runtime Environment test' (selected) and 'Parse the logs from a previous test' (highlighted with a red box). The description for the selected option is: 'Developers should run the SCO RTE test for a full test result.' The description for the highlighted option is: 'Reviewers may examine a previous test log generated by ACTS or ADL CTS for the same package.' Step 4, 'Run the SCO Runtime Environment test', is partially visible below, showing a list of actions and a 'Launch SCO' button.

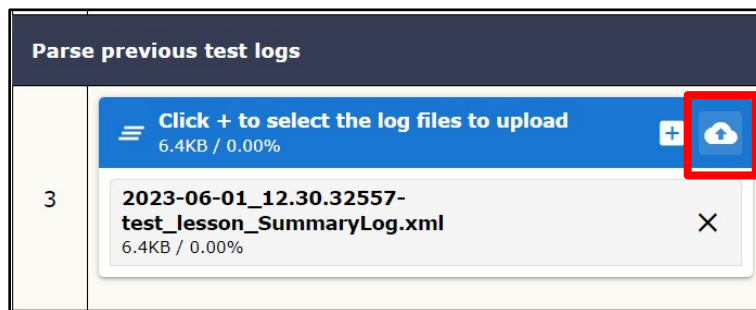
2. You will be prompted to upload log files. They MUST be unzipped to upload.

The screenshot shows the 'Parse previous test logs' step in the ACTS tool. Step 2, 'Choose the next task', is completed. It has two radio button options: 'Run the SCO Runtime Environment test' and 'Parse the logs from a previous test' (selected). The description for the selected option is: 'Reviewers may examine a previous test log generated by ACTS or ADL CTS for the same package.' Step 3, 'Parse previous test logs', is the current step. It features a blue button that says 'Click + to select the log files to upload' with a plus icon and a progress indicator '0.0B / 0.00%'. The button is highlighted with a red box.

3. Select **ALL** XML files listed in the test log folder and click “Open.”



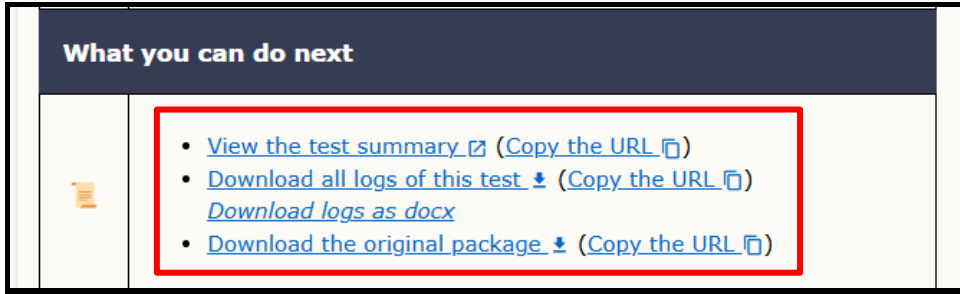
4. Once you have selected the log files (XML files in the unzipped log folder) you wish to upload, select the cloud button to begin the upload process.



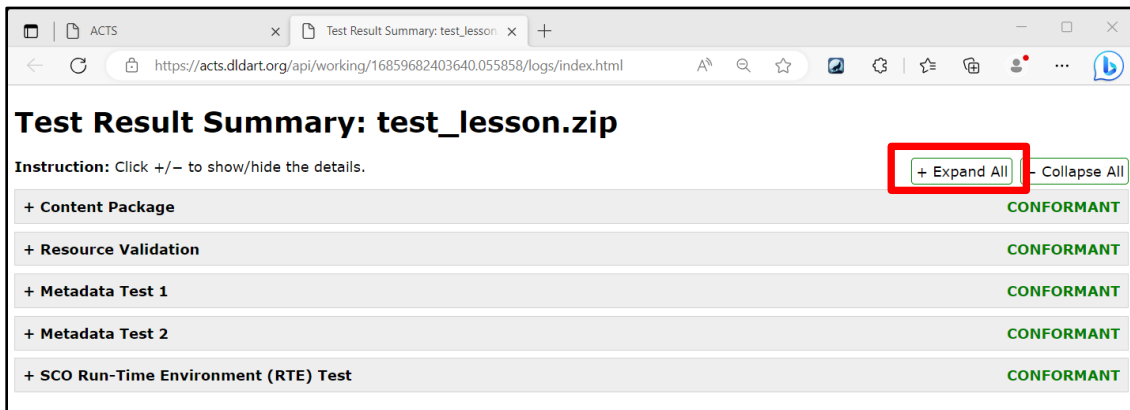
5. Select the “Parse old log” button to begin the log parsing process. Once the log parsing has finished, it will say “SCO Runtime Environment testing is finished. Check the right panel for the test logs.”



6. Review the Test Logs.
- When you have completed the test, the left panel will state “What you can do next”. There are three options available: view the test summary, download the logs, and download the original package.

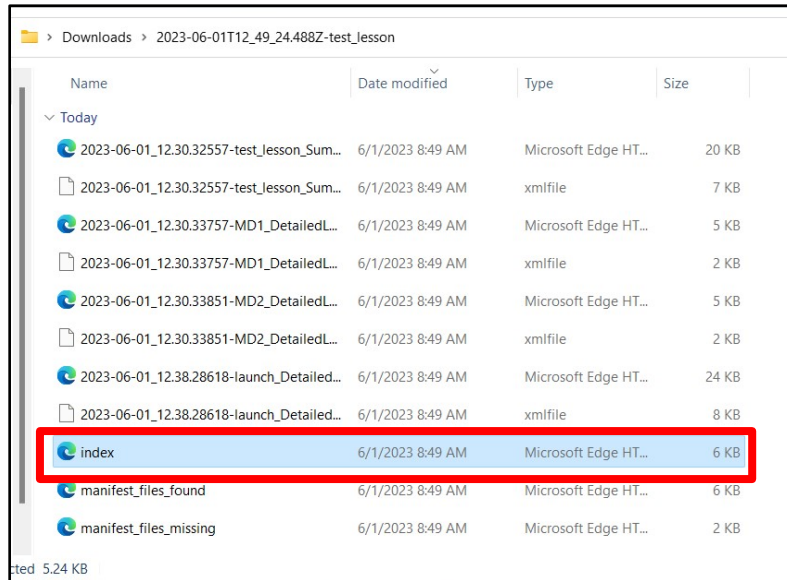


- b. **View the Test Summary:** If you select this option, a new browser tab will open with the details of your package’s conformance and/or non-conformance. Select the “+ Expand All” in the top right corner to expand all areas of the summary.



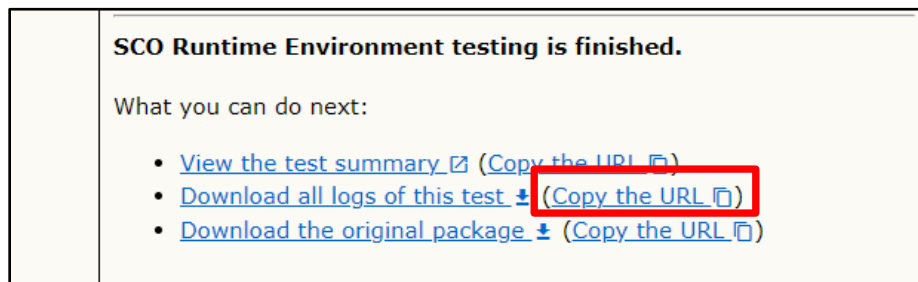
- c. **Download all Logs of this Test:** If you select this option, you will be prompted to select a folder on your computer in which to save the log files. They will save as a ZIP file.

**NOTE:** The file MUST be unzipped to read the log files. Once you have extracted the ZIP file, select the file labeled “index” to review the test results.



- d. There is an option to “Copy the URL.” This will allow you to share the URL for others to be able to download the log files.

**NOTE:** You MUST provide a passing ACTS log during courseware submission. For certification purposes, providing the URL to the log is not an acceptable method of delivery.



- e. **Download the Original Package:** If you select this option, you will be prompted to select a folder on your computer to save your tested courseware package. It will save as a ZIP file.

- i. There is an option to “Copy the URL.” When shared, this URL allows others to download the courseware package as well.

## Assistance

If you need further assistance or are having trouble using the ACTS tool, please submit a request through the CARS portal at <https://cars.dldart.org/> to initiate a request for assistance.

# Appendix F: Rustici Content Controller Debug Log and Rustic Content Controller Debug Analyzer (RCC-DLA) Guide

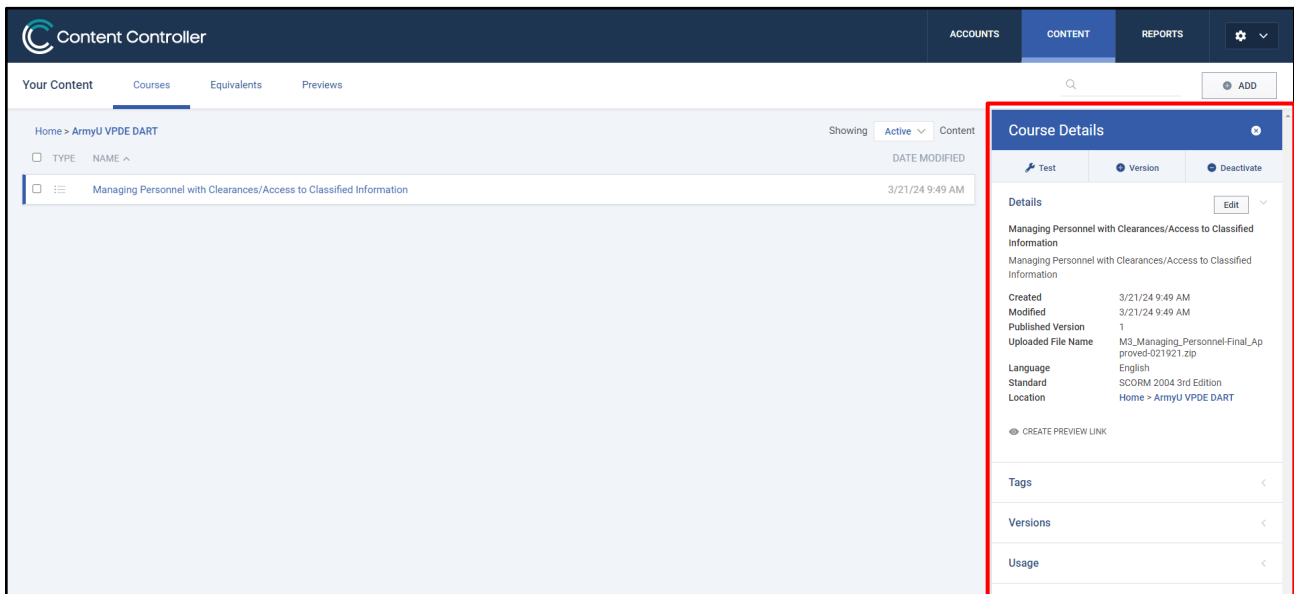
## Summary

The Rustici Content Controller Debug Log Analyzer (RCC-DLA) analyzes and highlights information in the debug logs required for courseware certification. *Note that the RCC-DLA is replacing the CCTL Parser as a certification tool for courses hosted on ATIS Learning.*

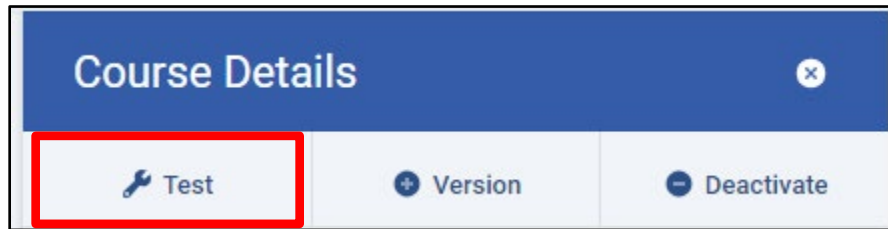
## Rustici Content Controller Debug Log Instructions

On the Rustici Content Controller (RCC), each course will have Debug Logs after testing.

1. Select your courseware package on RCC. To the right, a panel will open up called “Course Details”.



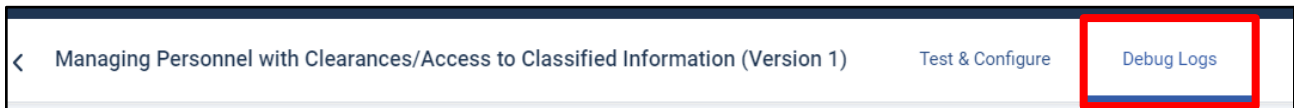
2. Select the “Test” option at the top left of the “Course Details” panel. This will launch the RCC testing. Your course will automatically launch in a separate window.



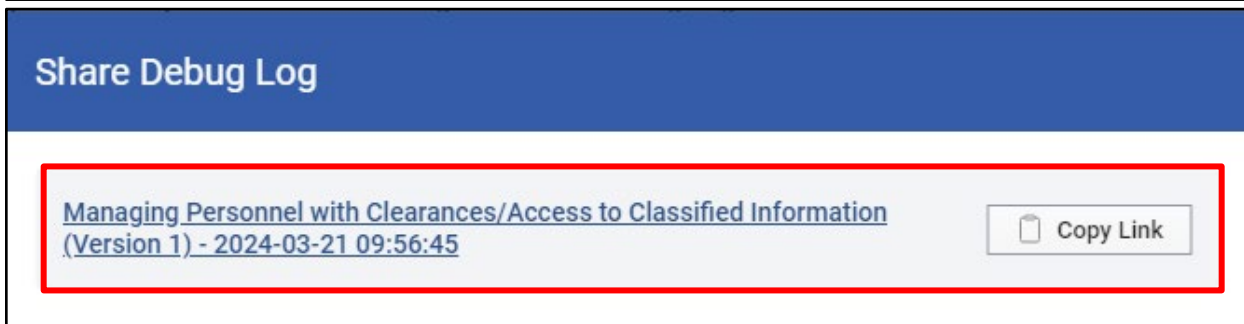
**Note** that you should turn off pop-up blockers if your course does not automatically launch.

**IMPORTANT:** For certification and submission, you must include the logs of both a complete and an incomplete pathway. In addition, for assessments, there must be both a pass and a fail pathway. For most courseware, testing should take place over multiple days to reflect use-case scenarios.

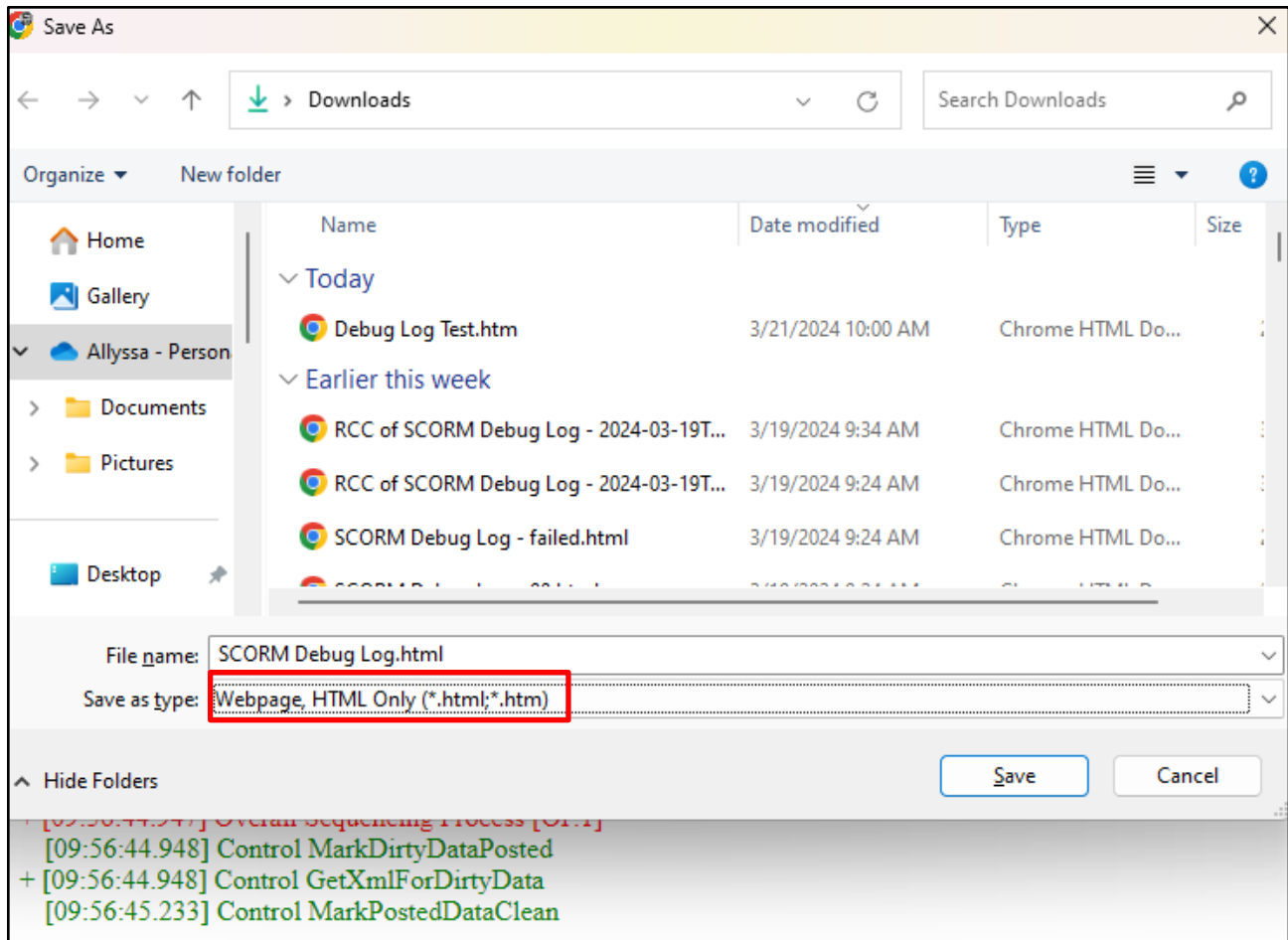
3. Once you have completed your testing pathway, close the courseware window. RCC will automatically generate a debug log. Select the “Debug Logs” tab at the top of the testing screen.



4. Select the log you wish to save, then select “Share” and click the link or copy the link to open in a new window.



5. Save the log by pressing Ctrl+S to save the log as an HTML file. Make sure to select “Webpage, HTML only” as the Save as type.



**IMPORTANT:** The entire text of a log taken directly from the RCC must be saved. Do NOT edit or convert the saved file. Incomplete or snippets of logs will not process properly.

Once you saved all necessary RCC debug log files, you will use the RCC Debug Log Analyzer to scan the log files and generate RCC Debug Log Analyzer report that serves as further evidence for your courseware conformance to SCORM 2004 3rd Edition and Army DL BRBP.



# Instructions for the RCC Debug Log Analyzer

The Rustici Content Controller Debug Log Analyzer (RCC-DLA) is available online at: <https://tools.dldart.org/rcc-debug-log>

## 1. Upload the log

**RCC Debug Log Analyzer**

Step 1. Upload the log(s) ^

Select the RCC debug log files to upload:

Select the assignment type:  Assessment  Non-Assessment

This assignment will be analyzed as a Non-Assessment

Step 2. Analyze and annotate the log(s) v

Step 3. Save or print the report v

Click “Select the RCC debug log files” to select the saved RCC Debug log(s).

If the package is an assessment, check the “Assessment” selection.

Select the assignment type:  Assessment  Non-Assessment

This assignment will be analyzed as a Non-Assessment

## 2. Analyze and annotate the log

The screenshot displays the 'RCC Debug Log Analyzer' interface. At the top, there are three steps: 'Step 1. Upload the log(s)', 'Step 2. Analyze and annotate the log(s)', and 'Step 3. Save or print the report'. The main content area is titled 'RCC Report' and shows details for 'Session 1'. The report is divided into three main sections: 'Summary', 'Debug Log', and a sidebar for 'Session 1'. The 'Summary' section includes a 'Synopsis' indicating a positive path, and 'Final Committed Values' and 'Expected Values' for 'cmi.completion\_status', 'cmi.success\_status', and 'cmi.exit'. The 'Debug Log' section shows a list of log entries with timestamps and actions like 'Control Initialize', 'Control GetXmlForDirtyData', and 'Initializing Possible Navigation Requests'. The sidebar includes controls for 'Toggle Evidence Visibility' and 'Scroll to Synopsis Section'. A note at the bottom left of the sidebar states: 'This RCC log contains only valid evidence (Found all SetValue calls with matching Comment)'.

Select “Step 2. Analyze and annotate the log(s)”. The analyzed and annotated report will be shown in five parts:

1. **Summary** shows the required data element values in the log. It also shows an error if any data element is absent.
2. **SCORM RTE Testing** provides method calls and data model elements with hyperlinks to the debug log.
3. **Acceptance Criteria** lists the evidence of SCORM API calls on data elements required by the acceptance criteria.
4. **Synopsis** shows the hyperlink to each communication in the detailed log. It also provides whether it is a Positive or Negative path.
5. **Debug Log** shows the log itself with the required data elements highlighted.

If errors are shown in the report, first check whether the assignment type radio button in Step 1 is correctly selected. If the assignment type is correctly set, an error usually indicates either the courseware does not make all necessary SCORM API calls or the testing does not cover the required paths.

## 3. Save or print the report

The screenshot displays the 'RCC Debug Log Analyzer' interface at the 'Step 3. Save or print the report' stage. The interface shows three steps: 'Step 1. Upload the log(s)', 'Step 2. Analyze and annotate the log(s)', and 'Step 3. Save or print the report'. Below the steps, there are two buttons: 'Download' and 'Print'. Below the buttons, there is a tip: 'Tip: To parse another log, simply go back to Step 1.'

Click the “Step 3. Save or print the report”. Two buttons will be shown:

1. **Download Report:** Click this button to save the report as an HTML file. This is the preferred output.
2. **Print the Report:** Click this button to print the report. You may use the browser’s “Save as PDF” feature to save the report as a PDF file.

After saving the report, you may go back to Step 1 to process another log without relaunching the tool.

## Submission Requirement

Your submission for certification must include both the original RCC Debug Log file saved from the ATIS Learning RCC and the report generated by the RCC-DLA.

## Assistance and Error Report

If you need further assistance or are having trouble using the RCC-DLA, please submit a request through the CARS portal at <https://cars.dldart.org/> to initiate a request for assistance.

# Appendix G: DoD SAFE

## Summary

To electronically submit courseware and final deliverables to VPDE, use the DoD SAFE site to send files to VPDE TCOR for contracted deliveries or VPDE CSS for in-house developed courses. DoD SAFE is approved for sending CUI/PII and PHI information, but no classified information may be sent via DoD SAFE.

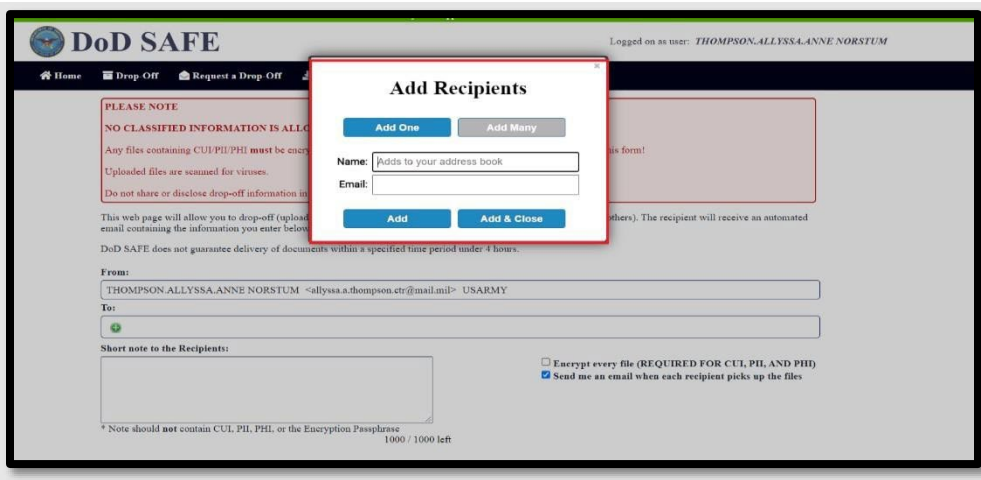
## DoD SAFE

Below are the instructions to drop off up to 8GB of secure data. Files must be encrypted. If files are not encrypted prior to using DoD SAFE, they will be encrypted on the site.

### 1. Select Drop Off



### 2. Add Recipients Name and Email



### 3. Add Note with course names and Add Files

PLEASE NOTE  
NO CLASSIFIED INFORMATION IS ALLOWED ON DOD SAFE  
Any files containing CUI/PII/PHI must be encrypted prior to uploading or by checking the **Encrypt every file** box in this form!  
Uploaded files are scanned for viruses.  
Do not share or disclose drop-off information in public forums.

This web page will allow you to drop-off (upload) one or more files (up to 8 GB total) for anyone (either a DoD user or others). The recipient will receive an automated email containing the information you enter below and instructions for downloading the file.  
DoD SAFE does not guarantee delivery of documents within a specified time period under 4 hours.

From:  
THOMPSON,ALLYSSA,ANNE NORSTUM <allyssa.a.thompson.ctr@mail.mil> USARMY

To:  
<christopher.a.krepich.ctr@army.mil>

Short note to the Recipients:  
1000 / 1000 left

Encrypt every file (REQUIRED FOR CUI, PII, AND PHI)  
 Send me an email when each recipient picks up the files

[Click to Add Files or Drag Them Here](#)

### 4. Select Drop-off Files

From:  
THOMPSON,ALLYSSA,ANNE NORSTUM <allyssa.a.thompson.ctr@mail.mil> USARMY

To:  
<christopher.a.krepich.ctr@army.mil>

Short note to the Recipients:  
1000 / 1000 left

Encrypt every file (REQUIRED FOR CUI, PII, AND PHI)  
 Send me an email when each recipient picks up the files

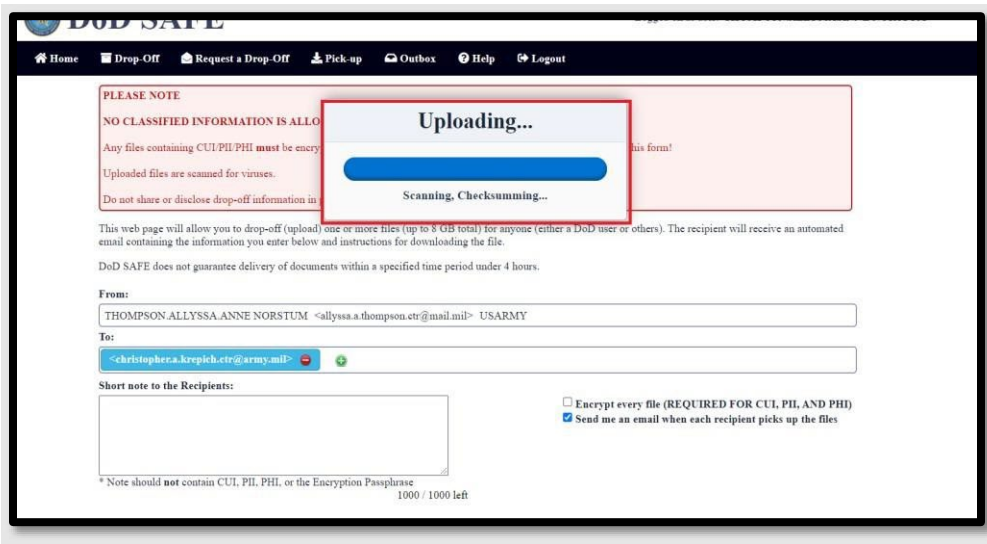
[Click to Add Files or Drag Them Here](#)

Filename	Size	Description
1: SCORMResourceValidator.zip	2.2 MB	

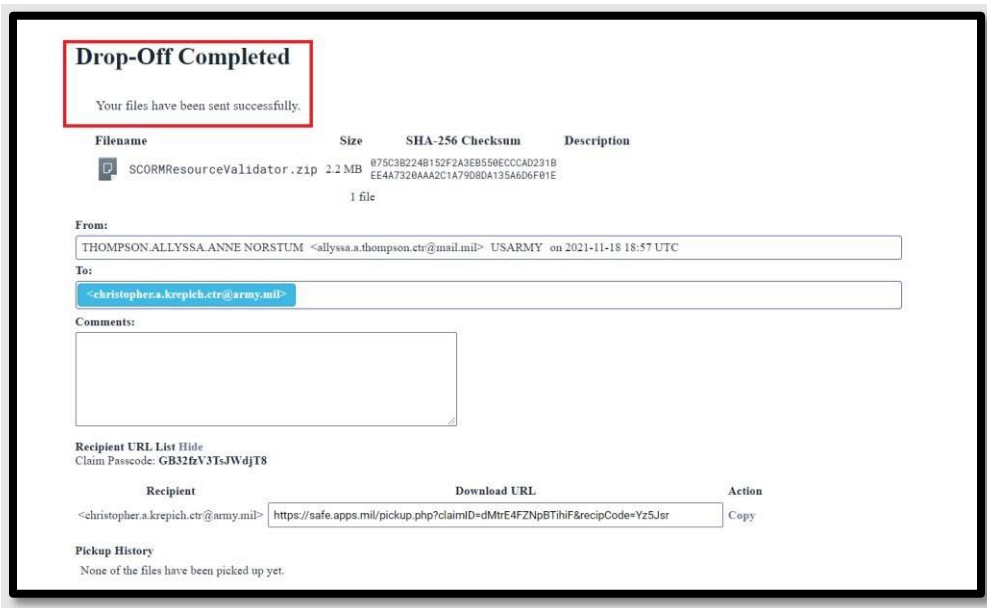
2.2 MB / 8192 MB

[Drop-off Files](#)

## 5. Uploading Screen



## 6. Drop-Off Complete



# Appendix H: Folder Structure for Courseware Deliverables

## Summary

The purpose of this document is to explain the guidance on Folder Structure for Courseware Deliverables. The CSS team will download and inspect the courseware to ensure all files are accounted for. The standardization of a file structure will reduce the number of errors and the number of times the courseware will need to be submitted. Failure to follow these guidelines will delay your certification process.

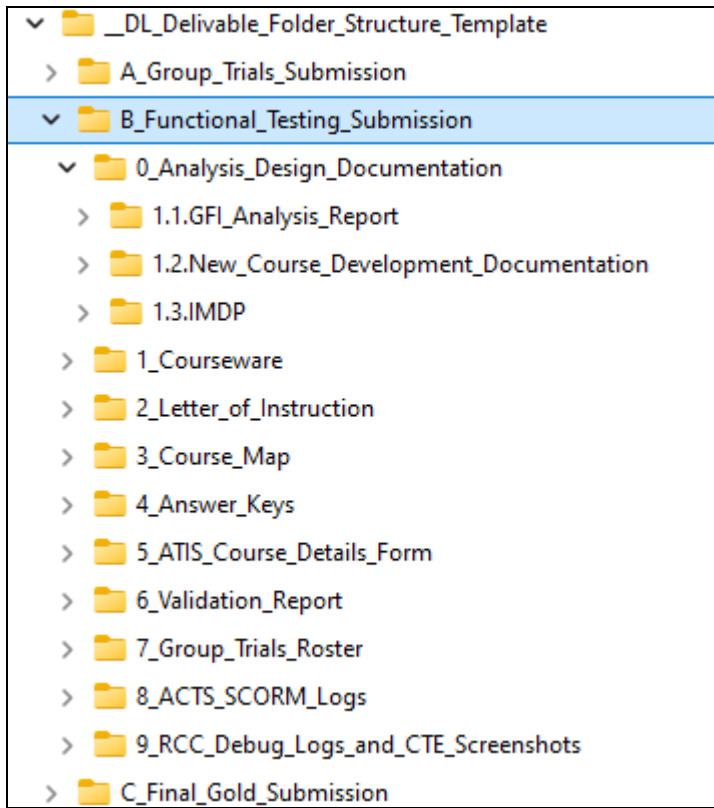
## Top Level File Structure

- 1\_Courseware
- 2\_Letter\_of\_Instruction
- 3\_Course\_Map
- 4\_Answer\_Keys
- 5\_ATIS\_Course\_Details\_Form
- 6\_Validation\_Plan
- 7\_Group\_Trials\_Roster
- 8\_ACTS\_SCORM\_Logs
- 9\_RCC\_Debug\_Logs\_and\_CTE\_Screenshots

## Group Trial Submission Folder Structure

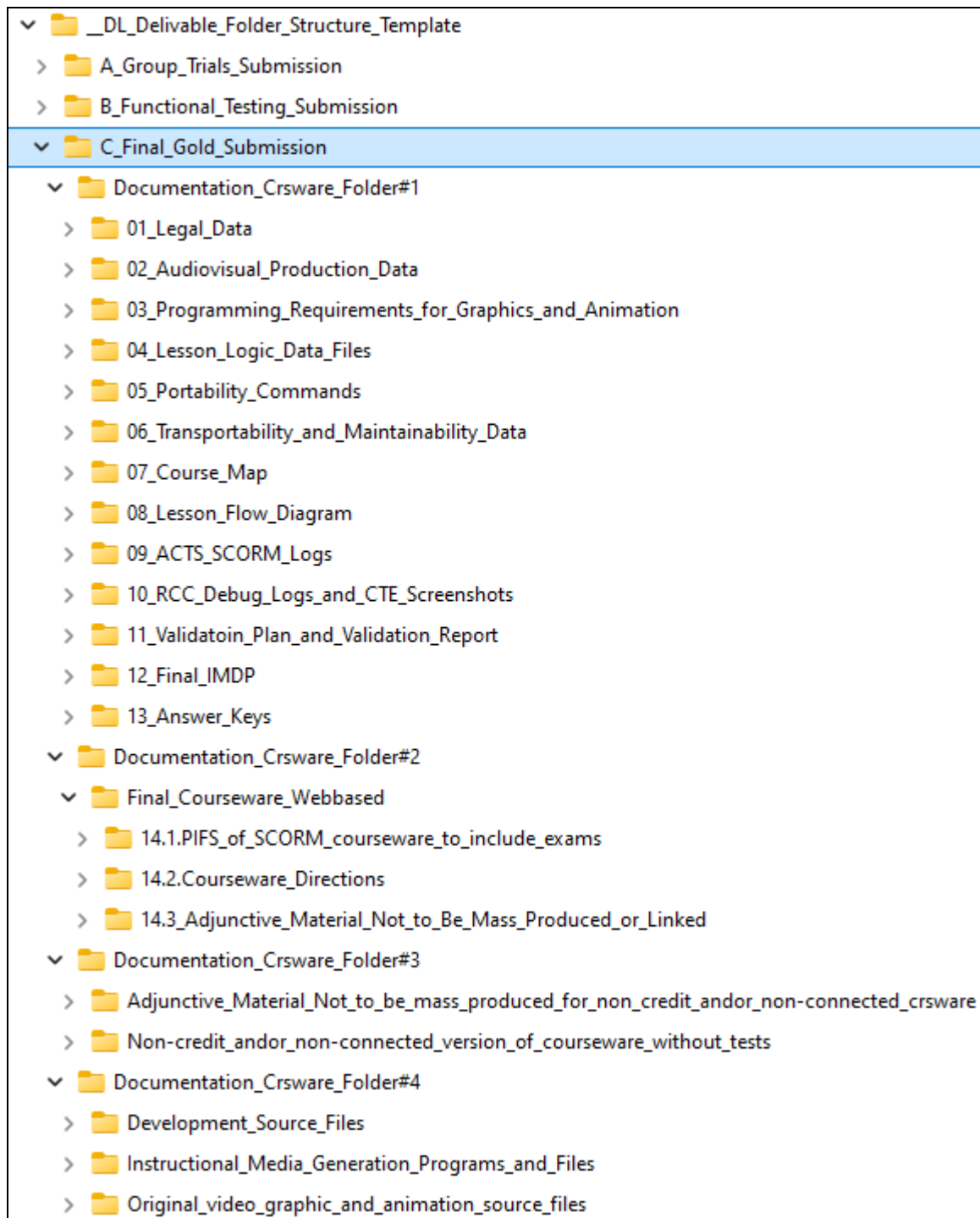
- ▼ \_DL\_Delivable\_Folder\_Structure\_Template
  - ▼ A\_Group\_Trials\_Submission
    - ▼ 0\_Analysis\_Design\_Documentation
      - > 1.1.GFI\_Analysis\_Report
      - > 1.2.New\_Course\_Development\_Documentation
      - > 1.3.IMDP
    - > 1\_Courseware
    - > 2\_Letter\_of\_Instruction
    - > 3\_Course\_Map
    - > 4\_Answer\_Keys
    - > 5\_ATIS\_Course\_Details\_Form
    - > 6\_Validation\_Plan
    - > 7\_Group\_Trials\_Roster
    - > 8\_ACTS\_SCORM\_Logs
    - > 9\_RCC\_Debug\_Logs\_and\_CTE\_Screenshots
  - > B\_Functional\_Testing\_Submission
  - > C\_Final\_Gold\_Submission

## Functional Testing Submission Folder Structure














## Final/Gold Delivery Submission Folder Structure



## Zippping Courseware Folder

Please put applicable files in the folders:

	1. Courseware = SCO PIFs
 1_Courseware	2. Letter of Instruction
 2_Letter_of_Instruction	3. Course Map
 3_Course_Map	4. Answer Keys = All (COL, PE, Any Assessment)
 4_Answer_Keys	5. ATIS Learning Course Details Form
 5_ATIS_Course_Details_Form	6. Validation Plan = Initial Validation Plan / then Group Trials Validation Plan
 6_Validation_Plan	7. Group Trials Roster = list of names with email address
 7_Group_Trials_Roster	8. ACTS SCORM Logs = All logs (ACTS Log Files)
 8_ACTS_SCORM_Logs	9. RCC = Trace Logs for each SCO PIF with Screenshot
 9_RCC_Debug_Logs_and_CTE_Screenshots	
















Courseware (SCO package PIFs): Provided below are specific examples on zipping up Courseware – SCO package PIFs and the Contractor SCORM Log Files.

All of the SCO packages need to be in one folder, as you want the pif.zip file to have the courseware files at the root of the .zip. Subfolders are okay if the path does not exceed the 256- character maximum.
















**NOTE:** This also applies to all other files provided because this causes issues with the Contractor SCORM Log files having file names that are too long.

## Example 1

All pif.zip files in Courseware folder:

 ropd2021_p1_m1_content.zip	11/4/2021 9:23 AM	Compressed (zipp...	30,774 KB
 ropd2021_p1_m1_posttest.zip	11/4/2021 9:23 AM	Compressed (zipp...	3,417 KB
 ropd2021_p1_m1_pretest.zip	11/4/2021 9:23 AM	Compressed (zipp...	6,998 KB
 ropd2021_p1_m2_content.zip	11/4/2021 9:23 AM	Compressed (zipp...	49,825 KB
 ropd2021_p1_m2_posttest.zip	11/4/2021 9:23 AM	Compressed (zipp...	4,034 KB
 ropd2021_p1_m2_pretest.zip	11/4/2021 9:23 AM	Compressed (zipp...	4,015 KB
 ropd2021_p1_m3_content.zip	11/4/2021 9:22 AM	Compressed (zipp...	30,680 KB
 ropd2021_p1_m3_posttest.zip	11/4/2021 9:23 AM	Compressed (zipp...	3,434 KB
 ropd2021_p1_m3_pretest.zip	11/4/2021 9:23 AM	Compressed (zipp...	3,451 KB
 ropd2021_p1_m4_content.zip	11/4/2021 9:22 AM	Compressed (zipp...	32,200 KB
 ropd2021_p1_m4_posttest.zip	11/4/2021 9:23 AM	Compressed (zipp...	3,434 KB
 ropd2021_p1_m4_pretest.zip	11/4/2021 9:23 AM	Compressed (zipp...	3,489 KB
 ropd2021_p1_m5_content.zip	11/4/2021 9:22 AM	Compressed (zipp...	36,039 KB
 ropd2021_p1_m5_posttest.zip	11/4/2021 9:23 AM	Compressed (zipp...	3,416 KB
 ropd2021_p1_m5_pretest.zip	11/4/2021 9:23 AM	Compressed (zipp...	3,445 KB

To zip up the files, select all files, right click, and select send to compressed or select 7 Zip/Add to Archive:

 ropd2021_p1_m1_content.zip	11/4/2021 9:23 AM	Compressed (zipp...	30,774 KB
 ropd2021_p1_m1_posttest.zip	11/4/2021 9:23 AM	Compressed (zipp...	3,417 KB
 ropd2021_p1_m1_pretest.zip	11/4/2021 9:23 AM	Compressed (zipp...	6,998 KB
 ropd2021_p1_m2_content.zip	11/4/2021 9:23 AM	Compressed (zipp...	49,825 KB
 ropd2021_p1_m2_posttest.zip	11/4/2021 9:23 AM	Compressed (zipp...	4,034 KB
 ropd2021_p1_m2_pretest.zip	11/4/2021 9:23 AM	Compressed (zipp...	4,015 KB
 ropd2021_p1_m3_content.zip	11/4/2021 9:22 AM	Compressed (zipp...	30,680 KB
 ropd2021_p1_m3_posttest.zip	11/4/2021 9:23 AM	Compressed (zipp...	3,434 KB
 ropd2021_p1_m3_pretest.zip	11/4/2021 9:23 AM	Compressed (zipp...	3,451 KB
 ropd2021_p1_m4_content.zip	11/4/2021 9:22 AM	Compressed (zipp...	32,200 KB
 ropd2021_p1_m4_posttest.zip	11/4/2021 9:23 AM	Compressed (zipp...	3,434 KB
 ropd2021_p1_m4_pretest.zip	11/4/2021 9:23 AM	Compressed (zipp...	3,489 KB
 ropd2021_p1_m5_content.zip	11/4/2021 9:22 AM	Compressed (zipp...	36,039 KB
 ropd2021_p1_m5_posttest.zip	11/4/2021 9:23 AM	Compressed (zipp...	3,416 KB
 ropd2021_p1_m5_pretest.zip	11/4/2021 9:23 AM	Compressed (zipp...	3,445 KB

Rename the highlighted file created to Courseware.zip. Send this file for the courseware:
















ropd2021_p1_m1_content.zip	11/4/2021 9:23 AM	Compressed (zipp...	30,774 KB
ropd2021_p1_m1_posttest.zip	11/4/2021 9:23 AM	Compressed (zipp...	3,417 KB
ropd2021_p1_m1_pretest.zip	11/4/2021 9:23 AM	Compressed (zipp...	6,998 KB
ropd2021_p1_m2_content.zip	11/4/2021 9:23 AM	Compressed (zipp...	49,825 KB
ropd2021_p1_m2_posttest.zip	11/4/2021 9:23 AM	Compressed (zipp...	4,034 KB
ropd2021_p1_m2_pretest.zip	11/4/2021 9:23 AM	Compressed (zipp...	4,015 KB
ropd2021_p1_m3_content.zip	11/4/2021 9:22 AM	Compressed (zipp...	30,680 KB
ropd2021_p1_m3_posttest.zip	11/4/2021 9:23 AM	Compressed (zipp...	3,434 KB
ropd2021_p1_m3_pretest.zip	11/4/2021 9:23 AM	Compressed (zipp...	3,451 KB
ropd2021_p1_m4_content.zip	11/4/2021 9:22 AM	Compressed (zipp...	32,200 KB
ropd2021_p1_m4_posttest (2).zip	11/22/2021 11:05 AM	Compressed (zipp...	218,645 KB
ropd2021_p1_m4_posttest.zip	11/4/2021 9:23 AM	Compressed (zipp...	3,434 KB
ropd2021_p1_m4_pretest.zip	11/4/2021 9:23 AM	Compressed (zipp...	3,489 KB
ropd2021_p1_m5_content.zip	11/4/2021 9:22 AM	Compressed (zipp...	36,039 KB
ropd2021_p1_m5_posttest.zip	11/4/2021 9:23 AM	Compressed (zipp...	3,416 KB
ropd2021_p1_m5_pretest.zip	11/4/2021 9:23 AM	Compressed (zipp...	3,445 KB

Screenshot showing renamed file:




Courseware.zip	11/22/2021 11:05 AM	Compressed (zipp...	218,645 KB
ROPD_0360_Phase1_Intro to Army_BASO...	10/21/2021 11:13 AM	Microsoft Word 9...	68 KB
ropd2021_p1_m1_content.zip	11/4/2021 9:23 AM	Compressed (zipp...	30,774 KB
ropd2021_p1_m1_posttest.zip	11/4/2021 9:23 AM	Compressed (zipp...	3,417 KB
ropd2021_p1_m1_pretest.zip	11/4/2021 9:23 AM	Compressed (zipp...	6,998 KB
ropd2021_p1_m2_content.zip	11/4/2021 9:23 AM	Compressed (zipp...	49,825 KB
ropd2021_p1_m2_posttest.zip	11/4/2021 9:23 AM	Compressed (zipp...	4,034 KB
ropd2021_p1_m2_pretest.zip	11/4/2021 9:23 AM	Compressed (zipp...	4,015 KB
ropd2021_p1_m3_content.zip	11/4/2021 9:22 AM	Compressed (zipp...	30,680 KB
ropd2021_p1_m3_posttest.zip	11/4/2021 9:23 AM	Compressed (zipp...	3,434 KB
ropd2021_p1_m3_pretest.zip	11/4/2021 9:23 AM	Compressed (zipp...	3,451 KB
ropd2021_p1_m4_content.zip	11/4/2021 9:22 AM	Compressed (zipp...	32,200 KB
ropd2021_p1_m4_posttest.zip	11/4/2021 9:23 AM	Compressed (zipp...	3,434 KB
ropd2021_p1_m4_pretest.zip	11/4/2021 9:23 AM	Compressed (zipp...	3,489 KB
ropd2021_p1_m5_content.zip	11/4/2021 9:22 AM	Compressed (zipp...	36,039 KB
ropd2021_p1_m5_posttest.zip	11/4/2021 9:23 AM	Compressed (zipp...	3,416 KB
ropd2021_p1_m5_pretest.zip	11/4/2021 9:23 AM	Compressed (zipp...	3,445 KB

## Example 2

.zip files in subfolders:

 L1000	3/27/2020 11:12 AM
 L2000	3/27/2020 11:12 AM
 L3000	3/27/2020 11:12 AM
 L4000	3/27/2020 11:12 AM
 L5000	3/27/2020 11:12 AM
 L6000	3/27/2020 11:12 AM
 L7000	3/27/2020 11:12 AM
 L8000	3/27/2020 11:12 AM
 L9000	3/27/2020 11:12 AM
 L10000	3/27/2020 11:12 AM
 L11000	3/27/2020 11:12 AM
 L12000	3/27/2020 11:12 AM
 INTRO_Mandatory.zip	3/20/2020 10:29 AM
 INTRO_Self-Development.zip	3/20/2020 10:28 AM
 MDC_Functional_Testing_LOI_FINAL.pdf	3/2/2020 4:31 PM

Example of SCO packages in L1000 folder:

Courseware > L1000	
Name	Date modified
 Human_Capital_Management.zip	3/20/2020 10:19 AM
 Human_Capital_Management_Posttest.zip	3/20/2020 10:20 AM
 Human_Capital_Management_Pretest.zip	3/20/2020 10:20 AM

## Guidance on zipping files as close to the root of the files:

Go inside the folder with ALL the SCO packages and highlight those folders and/or files, then right click and select “Send to compressed”.



L1000	3/27/2020 11:12 AM
L2000	3/27/2020 11:12 AM
L3000	3/27/2020 11:12 AM
L4000	3/27/2020 11:12 AM
L5000	3/27/2020 11:12 AM
L6000	3/27/2020 11:12 AM
L7000	3/27/2020 11:12 AM
L8000	3/27/2020 11:12 AM
L9000	3/27/2020 11:12 AM
L10000	3/27/2020 11:12 AM
L11000	3/27/2020 11:12 AM
L12000	3/27/2020 11:12 AM
INTRO_Mandatory.zip	3/20/2020 10:29 AM
INTRO_Self-Development.zip	3/20/2020 10:28 AM

















*Screenshot of highlighted SCORM packages*



L1000	3/27/2020 11:12 AM	File folder
L2000	3/27/2020 11:12 AM	File folder
L3000	3/27/2020 11:12 AM	File folder
L4000	3/27/2020 11:12 AM	File folder
L5000	3/27/2020 11:12 AM	File folder
L6000	3/27/2020 11:12 AM	File folder
L7000	3/27/2020 11:12 AM	File folder
L8000	3/27/2020 11:12 AM	File folder
L9000	3/27/2020 11:12 AM	File folder
L10000	3/27/2020 11:12 AM	File folder
L11000	3/27/2020 11:12 AM	File folder
L12000	3/27/2020 11:12 AM	File folder
INTRO_Mandatory.zip	3/20/2020 10:29 AM	Compressed (zipp... 55,211 KB
INTRO_Self-Development (2).zip	3/30/2020 9:48 AM	Compressed (zipp... 1,668,502 KB
INTRO_Self-Development.zip	3/20/2020 10:28 AM	Compressed (zipp... 55,070 KB

*Screenshot of compressed .zip file. Right click on the INTRO\_Self- Development (2).zip file name and change to Courseware. Provide the Courseware.zip for the SCO packages.*

## File name change

 L1000	3/27/2020 11:12 AM	File folder	
 L2000	3/27/2020 11:12 AM	File folder	
 L3000	3/27/2020 11:12 AM	File folder	
 L4000	3/27/2020 11:12 AM	File folder	
 L5000	3/27/2020 11:12 AM	File folder	
 L6000	3/27/2020 11:12 AM	File folder	
 L7000	3/27/2020 11:12 AM	File folder	
 L8000	3/27/2020 11:12 AM	File folder	
 L9000	3/27/2020 11:12 AM	File folder	
 L10000	3/27/2020 11:12 AM	File folder	
 L11000	3/27/2020 11:12 AM	File folder	
 L12000	3/27/2020 11:12 AM	File folder	
 INTRO_Mandatory.zip	3/20/2020 10:29 AM	Compressed (zipp...	55,211 KB
 <b>Courseware.zip</b>	3/30/2020 9:48 AM	Compressed (zipp...	1,668,502 KB
 INTRO_Self-Development.zip	3/20/2020 10:28 AM	Compressed (zipp...	55,070 KB
 MDC_Functional_Testing_LOI_FINAL.pdf	3/2/2020 4:31 PM	Adobe Acrobat D...	115 KB

The files are now closer to the root, and you would send the Courseware.zip through the DoD SAFE site along with the other files.

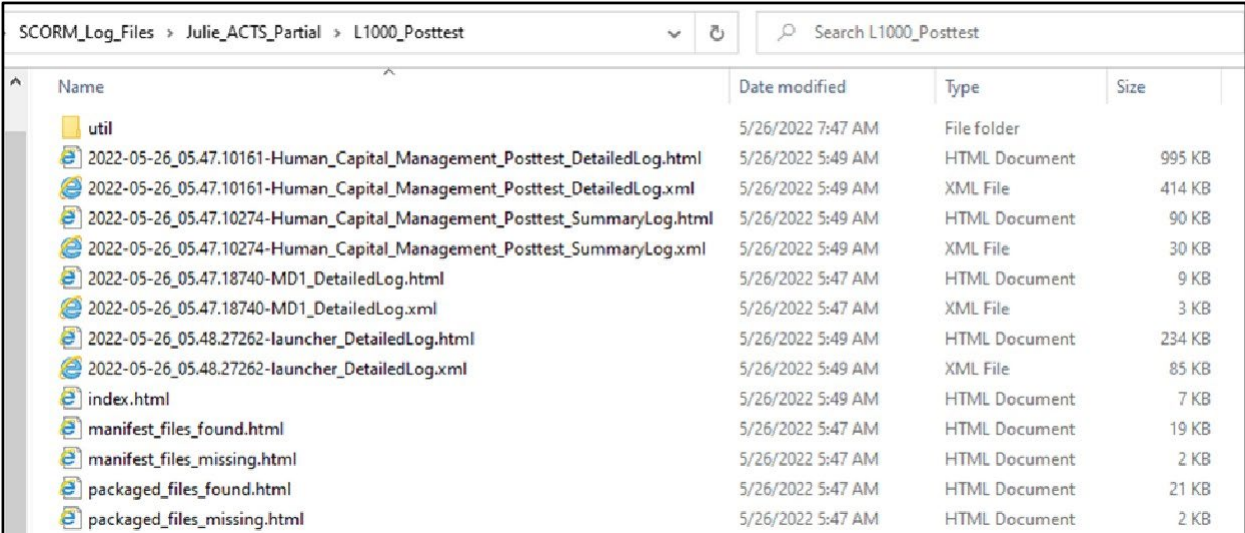
## SCORM Log Files

The ACTS Tool produces all the output files for the ADL SCORM Logs, Resource Validator, and Parser (index.html). Therefore, in evaluating your course folder structure, the best practice is to have a folder for each SCO package, then copy the ACTS Tool output files into each of the SCO folders.

At this level you would zip up all the folders and name the file ContrSCORMLogs:

Intro_Mand	3/30/2020 8:12 AM	File folder
Intro_Self	3/30/2020 8:12 AM	File folder
L1000_Cont	11/17/2021 10:40 AM	File folder
L1000_Posttest	11/17/2021 10:40 AM	File folder
L1000_Pretest	11/17/2021 10:41 AM	File folder
L2000_Cont	3/30/2020 8:13 AM	File folder
L2000_Posttest	3/30/2020 8:13 AM	File folder
L2000_Pretest	3/30/2020 8:13 AM	File folder
L3000_Cont	3/30/2020 8:13 AM	File folder
L3000_Posttest	3/30/2020 8:13 AM	File folder
L3000_Pretest	3/30/2020 8:13 AM	File folder
L4000_Cont	3/30/2020 8:13 AM	File folder
L4000_Posttest	3/30/2020 8:13 AM	File folder
L4000_Pretest	3/30/2020 8:13 AM	File folder
L5000_Cont	3/30/2020 8:13 AM	File folder
L5000_Posttest	3/30/2020 8:13 AM	File folder
L5000_Pretest	3/30/2020 8:13 AM	File folder

Files from the ACTS Tool in folder L1000 Posttest:



Name	Date modified	Type	Size
util	5/26/2022 7:47 AM	File folder	
2022-05-26_05.47.10161-Human_Capital_Management_Posttest_DetailedLog.html	5/26/2022 5:49 AM	HTML Document	995 KB
2022-05-26_05.47.10161-Human_Capital_Management_Posttest_DetailedLog.xml	5/26/2022 5:49 AM	XML File	414 KB
2022-05-26_05.47.10274-Human_Capital_Management_Posttest_SummaryLog.html	5/26/2022 5:49 AM	HTML Document	90 KB
2022-05-26_05.47.10274-Human_Capital_Management_Posttest_SummaryLog.xml	5/26/2022 5:49 AM	XML File	30 KB
2022-05-26_05.47.18740-MD1_DetailedLog.html	5/26/2022 5:47 AM	HTML Document	9 KB
2022-05-26_05.47.18740-MD1_DetailedLog.xml	5/26/2022 5:47 AM	XML File	3 KB
2022-05-26_05.48.27262-launcher_DetailedLog.html	5/26/2022 5:49 AM	HTML Document	234 KB
2022-05-26_05.48.27262-launcher_DetailedLog.xml	5/26/2022 5:49 AM	XML File	85 KB
index.html	5/26/2022 5:49 AM	HTML Document	7 KB
manifest_files_found.html	5/26/2022 5:47 AM	HTML Document	19 KB
manifest_files_missing.html	5/26/2022 5:47 AM	HTML Document	2 KB
packaged_files_found.html	5/26/2022 5:47 AM	HTML Document	21 KB
packaged_files_missing.html	5/26/2022 5:47 AM	HTML Document	2 KB



## Appendix I: Example Delivery Letters

This section provides example delivery letters for Group Trials, Functional Testing, and Gold Disk (Contractor Only) delivery to the Certification Team. The purpose of these letters is to convey an overview of the submitted courseware.

### Group Trials Example

#### In-House Developer

TO: The Army Distributed Learning Program  
18 Feb 2021 The Army University (ATTN: CORs Name)  
2112 Pershing Avenue  
Joint Base Langley-Eustis, VA 23604

Subject: Delivery of the Group Trials Instructional Media Package: Advanced Sniper Course

Reference: (Course Name)

Dear (TADLP)

(In-house developer) is pleased to deliver the Group Trials Instructional Media Package in support of the Advanced Sniper Course (Course Name).

The following products are being provided:

- GFI Analysis Report
- Documentation requirements for “New Course” such as Task Analysis Report, POI, CMP, or Lesson Plan Data
- Instructional Media Design Package (IMDP)
- Validation Plan
- Student Roster for Group Trial
- ATIS Learning Course Details Form
- Course Map
- Letter of Instruction (LOI)
- Non-Assessment Content PIFs
- Assessment PIFs
- Answers Keys
  - NOTE: Answer keys are placed within this folder and are labeled as “CUI – Sensitive examination keys.”
- ACTS Log Files
- ATIS Learning Content Test Environment (CTE) Rustic Content Controller (RCC) Debug Log and Debug Log Analyzer Report Files
- Legal Data
- Delivery Letter for Government Certification in Support of Group Trial

If you have any questions, please do not hesitate to contact me at the number listed below.

Sincerely,

Ms. Stephanie Jones  
In-house developer  
ABC 203-442-2254

## TCOR

TO: The Army Distributed Learning Program  
12 Feb 21 The Army University (ATTN: CORs Name)  
2112 Pershing Avenue  
Joint Base Langley-Eustis, VA 23604

Subject: Delivery of the Group Trials Instructional Media Package: Reserve Component Captains Career (RC-CCC)

Reference: Contract Number: W911S0-18-D-0010, Order 0001

Dear Dr. Green,

Company ABC is pleased to deliver the Group Trials Instructional Media Package in support of the RC-CCC course under Contract Number: W911S0-18-D-0010, Order 0001.

The following products are being provided as part of the final deliverables in accordance with the delivery order:

- GFI Analysis Report
- Documentation requirements for “New Course” such as Task Analysis Report, POI, CMP, or Lesson Plan Data
- Instructional Media Design Package (IMDP)
- Validation Plan
- Student Roster for Group Trial
- ATIS Learning Course Details Form
- Course Map
- Letter of Instruction (LOI)
- Non-Assessment Content PIFs
- Assessment PIFs
- Answers Keys
  - NOTE: Answer keys are placed within this folder and are labeled as “CUI – Sensitive examination keys.”
- ACTS Log Files
- ATIS Learning Content Test Environment (CTE) Rustic Content Controller (RCC) Debug Log and Debug Log Analyzer Report Files
- Legal Data
- Delivery Letter for Government Certification in Support of Group Trial

If you have any questions, please do not hesitate to contact me at the number listed below.

Sincerely,  
Ms. Stephanie Jones  
Company ABC  
203-442-2254

# Functional Testing Example

## In-House Developer

TO: The Army Distributed Learning Program  
18 Feb 2021 The Army University (ATTN: CORs Name)  
2112 Pershing Avenue  
Joint Base Langley-Eustis, VA 23604

Subject: Delivery of the Group Trials Instructional Media Package: Advanced Sniper Course

Reference: (Course Name)

Dear (TADLP)

(In-house developer) is pleased to deliver the Function Test Instructional Media Package in support of the Advanced Sniper Course (Course Name).

The following products are being provided:

- GFI Analysis Report
- Documentation requirements for “New Course” such as Task Analysis Report, POI, CMP, or Lesson Plan Data
- Instructional Media Design Package (IMDP)
- Validation Plan
- Student Roster for Group Trial
- ATIS Learning Course Details Form
- Course Map
- Letter of Instruction (LOI)
- Non-Assessment Content PIFs
- Assessment PIFs
- Answers Keys
  - NOTE: Answer keys are placed within this folder and are labeled as “CUI – Sensitive examination keys.”
- ACTS Log Files
- ATIS Learning Rustic Content Controller (RCC) Debug Log and Debug Log Analyzer Report Files
- Legal Data
- Delivery Letter for Government Certification in Support of Functional Testing

If you have any questions, please do not hesitate to contact me at the number listed below.

Sincerely,

Ms. Stephanie Jones  
In-house developer  
ABC 203-442-2254

## TCOR

TO: The Army Distributed Learning Program  
12 Feb 2021 The Army University (ATTN: TCORs Name)  
2112 Pershing Avenue  
Joint Base Langley-Eustis, VA 23604

Subject: Delivery of the Certification Process Functional Test Instructional Media Package: Reserve Component Captains Career (RC-CCC)

Reference: Contract Number: W911S0-18-D-0010, Order 0275

Dear (TCORs Name),

Company ABC is pleased to deliver the CP-FT Instructional Media Package in support of the RC-CCC course under Contract Number: W911S0-18-D-0010, Order 0001.

The following products are being provided as part of the final deliverables in accordance with the delivery order:

- GFI Analysis Report
- Documentation requirements for “New Course” such as Task Analysis Report, POI, CMP, or Lesson Plan Data
- Instructional Media Design Package (IMDP)
- Validation Plan
- Student Roster for Group Trial
- ATIS Learning Course Details Form
- Course Map
- Letter of Instruction (LOI)
- Non-Assessment Content PIFs
- Assessment PIFs
- Answers Keys
  - NOTE: Answer keys are placed within this folder and are labeled as “CUI – Sensitive examination keys.”
- ACTS Log Files
- ATIS Learning Rustic Content Controller (RCC) Debug Log and Debug Log Analyzer Report Files
- Legal Data
- Delivery Letter for Government Certification in Support of Functional Testing

If you have any questions, please do not hesitate to contact me at the number listed below.

Sincerely,

Ms. Stephanie Jones  
Company ABC  
203-442-2254

## Gold Disc TCOR

TO: The Army Distributed Learning Program  
12 Feb 2021 The Army University (ATTN: CORs Name)  
2112 Pershing Avenue  
Joint Base Langley-Eustis, VA 23604

Subject: Delivery of the Final Instructional Media Package: Advanced Sniper Course Reference:  
Contract Number: W911680-11-D-0006 – Delivery Order: 0001.

Dear (CORs Name)

Company ABC is pleased to deliver the Final Instructional Media Package in support of the Advanced Sniper Course (Course Name) under Contract Number: W911680-11-D-0006 – Delivery Order 0001.

The following products are being provided as part of the final deliverables in accordance with the delivery order:

Delivery Letter

Contractor & Courseware Manager Courseware Product Deliverable for Final Delivery Checklist

Folder #1 Documentation

Folder #2 Credit providing Courseware and Exams

Folder #3 Non-Credit Version Courseware

Folder #4 Source Files

A DD250 will be submitted under a separate email. If you have any questions, please don't hesitate to contact Ms. Jennifer Smith or myself at the numbers listed below.

Sincerely,

Ms. Stephanie Jones  
Company ABC  
203-442-2254

## Appendix J: Courseware Functional Testing Criticality Ratings

### Priority Rating Matrix

All courseware to be made available and active to the learner community must be evaluated for playability and functionality prior to fielding. This document provides a standardized tool to assist courseware testers in the determination of criticality ratings in reference to specific examples of errors found. These criteria will be used to grade the criticality of identified defects against the following priorities.

**Note:** This matrix is not all inclusive, and courseware may exhibit errors not listed here. The existing indications can be used to assess the general area of a defect and therefore provide guidance for how the defect should be rated.

PRIORITY	INDICATION	FINDING
1 – Critical	<p>Adversely affects the accomplishment of an essential capability; no work-around solution is known.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>● Browser or network failure caused by an operation within the courseware.</li> <li>● Computer locks up when attempting to launch courseware.</li> <li>● Courseware does not launch or does not initialize/communicate with the LMS.</li> <li>● Lesson/Module/SCO/Credited assessment<sup>i</sup> will not launch.</li> <li>● Link opens a page within course window with no buttons to return to courseware; student must close browser and is unable to complete the courseware.</li> <li>● Internal link locks up courseware.</li> <li>● Internal link takes student to an unexpected location; student has no way to complete the courseware.</li> <li>● Internal link is not active or brings up error dialog box; student is unable to complete the courseware.</li> <li>● Internal link is not active or brings up error dialog box; student is unable to complete lesson. Material is essential to the course.</li> <li>● Developer code or guidance present within courseware interface; student is unable to continue and complete courseware.</li> <li>● "Forward" or "Next" button inactive/doesn't work; student is unable to continue and complete the courseware.</li> <li>● "Forward" or "Next" button brings up error dialog box; student is unable to continue and complete the courseware.</li> <li>● "Exit" button locks up courseware.</li> </ul>	Courseware is exhibiting critical issues and cannot be fielded without correction.

	<ul style="list-style-type: none"><li>● "Exit" button brings up error dialog box; student is unable to continue and complete the courseware.</li><li>● "Exit" button does not send correct completion and/or success status.</li><li>● "Menu" button brings up error dialog box; student is unable to continue and complete the courseware.</li><li>● Mouse-over button creates dialog box error; student is unable to continue and complete the courseware.</li><li>● Missing files bring up error dialog box; student is unable to continue and complete the courseware.</li><li>● Inclusion of suspected PII (although proponent has indicated that courseware does not include PII).</li><li>● Inclusion of documents and/or images with classification/sensitivity markings without the appropriate indication that the material is for training purposes only.</li><li>● Lesson does not bookmark when exiting as instructed.</li><li>● Lesson does not bookmark when "Close Window" or browser "X" is clicked.</li><li>● Internal link exits lesson; student must restart lesson from beginning.</li><li>● When reentering course from the "Menu," there's no bookmark to return the student to their previous location.</li><li>● Credited assessment - Incorrect score or status recorded.</li><li>● Student cannot retake the credited/non-credited assessments (in scenarios where multiple or unlimited attempts are allowed).</li><li>● Student can exceed the specified number of attempts allowed on content or credited assessment.</li></ul>	
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<p>2- Significant</p>	<p>Adversely affects the accomplishment of an essential capability, but a work-around solution is known. Training results from work-around solutions will be monitored.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>● Incorrect score or status recorded within a content package that is optional.<sup>iii</sup></li> <li>● Credited assessment - Answers are inactive/do not appear.</li> <li>● Developer code or guidance present within courseware interface; student is able to continue or complete courseware.</li> <li>● Internal link opens page within course window with no navigation buttons to return to courseware; student able to return by showing Table of Contents (TOC) and restarting lesson.</li> <li>● External link - Destination page does not render. (Detrimental to instruction)</li> <li>● External link - Student must have username/password to log into the Web site to access it (nowhere to create a username/password).</li> <li>● Internal navigation, when followed as instructed, does not take learner to all required locations; student is able to continue or complete courseware.</li> <li>● "Forward" or "Next" button inactive/doesn't work, but student is able to continue by other means.</li> <li>● "Forward" or "Next" button brings up error dialog box, but student is able to continue by other means.</li> <li>● "Back" button is not active.</li> <li>● "Back" button brings up error dialog box, but student is able to continue by other means.</li> <li>● "Exit" button inactive/does not function. "Close Window" or browser "X" works, however.</li> <li>● Inclusion of unacknowledged CUI content that possesses CUI marking or acknowledged CUI content that lacks appropriate marking.</li> </ul>	<p>Courseware can be fielded only if a work-around solution exists and is well documented for the student via errata sheet/LOI. The CSC will conduct a review of the courseware (to include Help Desk activity) 90 days after it has been fielded. If the review concludes that the problem(s) has a negative impact on training, and/or the system, including increased Help Desk activity, the Proponent will be notified, and the course will be reported as containing a problem to TCM-TADLP.</p>
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	<ul style="list-style-type: none"> <li>● Graphic hides instructional text. (Detrimental to instruction)</li> <li>● Graphic disappears after a certain time period or does not render. (Detrimental to instruction)</li> <li>● Video does not play. (Detrimental to instruction)</li> <li>● Audio began in the middle or the very end of a sentence. (Detrimental to instruction)</li> <li>● Audio stops abruptly before finishing. (Detrimental to instruction)</li> <li>● Text is not legible. (Detrimental to instruction)</li> <li>● Scroll bar missing/does not function. (Detrimental to instruction)</li> <li>● Blank text box overlaps instructional content. (Detrimental to instruction)</li> <li>● Blank text box appears on page. (Detrimental to instruction)</li> </ul>	
3 – Routine	<p>Results in user/operator inconvenience or annoyance but does not affect a required operational or mission-essential capability.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>● Questions on the answer keys provided do not match assessment questions (credited and non-credited).</li> <li>● The answer key information conflicts with the courseware feedback.</li> <li>● Questions and/or answer options include duplicates.</li> <li>● Question does not appear on the screen. However, the narrator reads the question to student.</li> <li>● Student is directed to e-mail results, but no instructions are provided.</li> <li>● Leaving linked area does not return student to previous location. Student can return to previous area by other means.</li> <li>● External link - Destination page does not render. (Not essential to instruction)</li> </ul>	<p>Courseware can be fielded at the discretion of the proponent, with the deficiencies noted for future upgrades. The proponent must submit an errata sheet/LOI to inform the student of the known deficiency, as applicable.</p>

	<ul style="list-style-type: none"><li>● Internal link is not active or brings up error dialog box; student is able to complete lesson.</li><li>● Internal link flashes a page quickly; student is unable to determine if any information appears on that page.</li><li>● Internal link is not active or brings up error dialog box, but student is able to complete lesson.</li><li>● "Exit" button brings up error dialog box; student is able to continue.</li><li>● Button does not take student to expected location.</li><li>● Button does not provide exit consistent with rest of course.</li><li>● Button does not return student to previous location.</li><li>● "Menu" button brings up error dialog box; student is able to continue.</li><li>● TOC topics do not open the expected items (titles are incorrect, but content is consistent), or TOC lesson name does not match the actual title of the lesson.</li><li>● Mouse-over button creates dialog box error; student is able to continue the lesson.</li><li>● A button is hidden by overlapping information at bottom of page; student can continue.</li><li>● Button that student is instructed to click on is not displayed; student can continue.</li><li>● Lesson/page content contradicts information provided in another section of the course.</li><li>● Non-credited assessment - Incorrect score or status recorded.</li><li>● Student cannot retake the non-credited assessments (in scenarios where multiple or unlimited attempts are allowed).</li><li>● Non-credited assessment - Answers are inactive/do not appear.</li><li>● Graphic hides instructional text. (Not essential to instruction)</li><li>● Graphic disappears after a certain time period or does not render. (Not essential to instruction)</li></ul>	
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	<ul style="list-style-type: none"> <li>● Video does not play. (Not essential to instruction)</li> <li>● Audio began in the middle or the very end of a sentence or stops abruptly before finishing. (Not essential to instruction)</li> <li>● Text is not legible. (Not essential to instruction)</li> <li>● Scroll bar missing/does not function. (Not essential to instruction)</li> <li>● Blank text box overlaps instructional content. (Not essential to instruction)</li> <li>● Blank text box appears on page. (Not essential to instruction)</li> <li>● Video has a long delay before launching.</li> <li>● Video continues to play when student goes to next page.</li> <li>● Audio does not play; no text on page.</li> <li>● Audio gives incorrect instructions to student.</li> <li>● Audio from previous page repeats on current page.</li> </ul>	
4 – Comments	<p>Any other defect/concern. Examples:</p> <ul style="list-style-type: none"> <li>● Internally linked pop-up from previous page is still appearing on current page.</li> <li>● Internally linked thumbnail pop-up box will not resize; information columns skewed; difficult for student to interpret.</li> <li>● Duplication of information on page (hot link and button).</li> <li>● Glossary does not have some definitions listed.</li> <li>● The lessons are listed numerically instead of the actual names of the lessons.</li> <li>● Spelling or named references are inconsistent throughout the content.</li> <li>● The written or audio content and/or instructional text contains grammatical errors.</li> <li>● Graphics are distorted and distortion is not part of the training.</li> </ul>	Courseware can be fielded, with the findings noted for future upgrades.

	<ul style="list-style-type: none"> <li>● Text too small and difficult to read in graphic.</li> <li>● No text or mouse-over to explain graphic.</li> <li>● Video image is distorted and distortion is not part of the training.</li> <li>● Video control buttons do not function properly.</li> <li>● Audio distorted and distortion is not part of the training.</li> <li>● Audio had a long<sup>v</sup> delay or plays continuously until proceeding to the next page.</li> <li>● Audio does not seem related to graphic/text.</li> <li>● Audio restarts when page finishes rendering.</li> <li>● Audio doesn't correspond to the narrative text for the page.</li> <li>● Audio control buttons do not function properly.</li> <li>● Audio volume was inconsistent throughout the course.</li> <li>● Audio on page, but no text.</li> </ul>	
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<sup>i</sup> Credited assessment: Online learning activity, the results from which are transmitted from the courseware to be recorded externally or which are used in determining the overall success of the learning/education session, i.e., pretests or posttests.

<sup>ii</sup> Optional means the content package is not counted toward course completion/graduation. Should the Army DL Producing Activity (ADLPA) later make this package required, the issue would be regarded as Criticality 1.

<sup>iii</sup> Non-credited assessment: Online learning activity, the results from which are maintained inside the courseware, possibly affecting navigation; an informal assessment which does not impact the overall success of the learning/education session, i.e., check-on-learning or practical exercise.

<sup>iv</sup> “Long” delay for viewing video from launch is defined as sixty (60) seconds if the courseware/system does not provide “wait” feedback (e.g., spinning wheel, hourglass, pop-up) or two (2) minutes if “wait” feedback is provided.

<sup>v</sup> “Long” delay for audio execution is defined as sixty (60) seconds if the courseware/system does not provide “wait” feedback (e.g., spinning wheel, hourglass, pop-up) or two (2) minutes if “wait” feedback is provided.

# Appendix K: Baseline Home Computer Configurations (BHCC) for Army Distributed Learning Products

## Summary

This document establishes the Baseline Home Computer Configurations (BHCC) for the development of Army Distributed Learning (DL) web-based courseware and learning products developed for Army Learning Management Systems. The guidance prescribed within this document provides the standards and specifications for contractors and proponents to use when developing Army courseware and learning products. These guidelines shall be used with all development efforts targeting Army learners to promote optimal content access for all learners. This document also includes information about the Army the Digital Training Facility (DTF) Student Workstation configuration.

## BHCC for Army DL Courseware and Learning Products

#	Item	Description and Notes
<b>1</b>	<b><i>Minimum Computer Configuration</i></b>	
1.1	Central Processing Unit (CPU)	1.6 GHz (or higher) (32-bit or 64-bit), 2 core
1.2	Random Access Memory (RAM)	4GB or greater
1.3	Storage	16 Gigabyte free storage area
1.4	Graphics Card and Display	Minimum Resolution 1024 x 768 Minimum Color Depth: 24Bit
<b>2.</b>	<b><i>Graphics/Media</i></b>	

2.1	Audio and Video Standards	Audio Format: MPEG 3 (mp3) Audio bite Bitrate 64 kbps  Video Format: MPEG 4 (.mp4) Video Codec: MPEG 4 Part 10 codec H.264
2.2	Minimum internet bandwidth	Bitrate: <i>with 1.2mbps</i>
<b>3.</b>	<b><i>Operating Systems</i></b>	
3.1	Microsoft	Microsoft Windows 7, Windows 8.1, and Windows 10
<b>4.</b>	<b><i>Internet Web Browsers</i></b>	See Defense Information Systems Agency, Security Requirements Guides and Security Technical Implementation Guides for the security configurations of the below web browsers.
4.1	Microsoft Edge	Learning/courseware products shall be developed with minimum browser version of Version <b>77</b> .
4.2	Mozilla Firefox	Learning/courseware products shall be developed with browser backward compatibility of 10 browser versions.
4.3	Google Chrome	Learning/courseware products shall be developed with browser backward compatibility of 4 browser versions.

## Digital Training Facility (DTF) — Workstation Configuration

A DTF is a computer lab located on Army installations and Reserve sites worldwide. Units use DTFs to conduct training that improves individual and unit readiness. Using high-speed internet access, computer-based training and Video Tele-Training (VTT) equipment, Soldiers and civilians can train when it fits their professional needs and personal schedules. All distributed learning products designed for DTF must meet the minimal system requirements published by the PdM ATIS. PdM ATIS publishes and maintains DTF Computer and Monitor Workstation Specifications. Contact ATIS Help Desk single point at 1-877-251-0730 or submit a trouble ticket on the PdM ATIS website.



# Appendix L: Instructions for ATIS Learning CTE and RCC Access

## Summary

Access to ATIS Learning Content Testing Environment (CTE) CTE is granted for those officially assigned, either as an Army civilian or under a contract, to develop DL courseware to be deployed on ATIS Learning. If you are a contractor, it is preferred to have the CO/COR/COTR request access on your behalf. If you already have Government approval, the approval letter or email from your COR must be included in the request for ATIS Learning CTE/RCC access.

In order to request Access to the ATIS Learning CTE and RCC, you must complete the ATIS Learning role-based training. To complete the required training, register for these four courses:

1. ATIS Learning Content Developer
2. ATIS Learning Course Manager
3. ATIS Learning Helpdesk Tier 1
4. ATIS Learning Class Manager

Once the courses are completed, submit the training certificates to [usarmy.jble.usaasc.list.dls-alm-customer-service-center@army.mil](mailto:usarmy.jble.usaasc.list.dls-alm-customer-service-center@army.mil) to begin the access process.

The CTE and RCC are two unique environments and each has to follow the security set up. What you should see after each step (for both) is:

- Step 1: Access error message. (This is normal and states you do not have access, but it also generates an account for you to gain access.)
- Step 2: Access is allowed, but limited.  
**NOTE:** If you are still seeing the no access message, there is an issue that needs to be resolved. Email [usarmy.jble.usaasc.list.dls-alm-customer-service-center@army.mil](mailto:usarmy.jble.usaasc.list.dls-alm-customer-service-center@army.mil) for support.
- Step 3: Access with correct permissions (Course Manager (CoM) or Content Developer (CD) permissions in each environment).

**IMPORTANT:** All content is loaded in RCC and a proxy package (small file that points to the content in RCC) is created for that content. The proxy package is the content that is loaded in CTE (not the full SCORM packages).

## Step 1. Request CTE Access

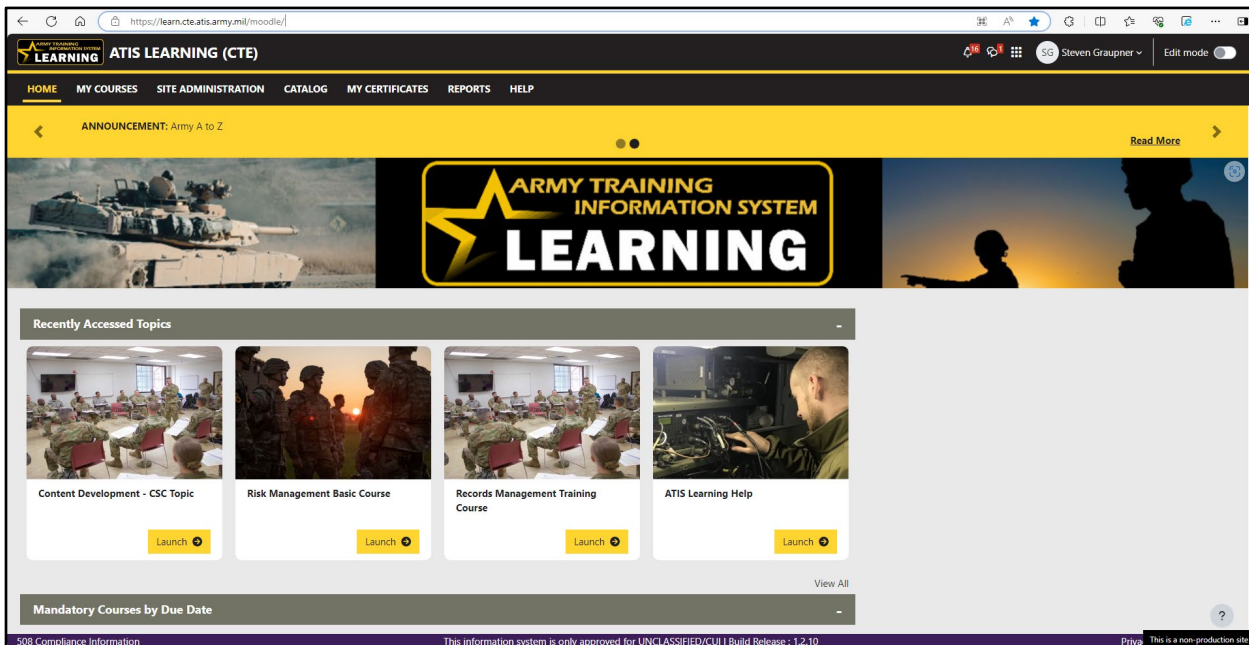
### Step 1.1

1. Visit the CTE URL <https://learn.cte.atis.army.mil/moodle/>
2. Login with EAMS-A using your CAC Card.
  - a. Be advised that on your initial login you will receive a login error.
3. Email [usarmy.jble.usaasc.list.dls-alm-customer-service-center@army.mil](mailto:usarmy.jble.usaasc.list.dls-alm-customer-service-center@army.mil) stating that you have received the login error message.

**NOTE:** Each person must email for themselves to gain access.

### Step 1.2

1. After receiving the confirmation email that you have been granted access, visit the CTE URL <https://learn.cte.atis.army.mil/moodle/> again.
2. Login with EAMS-A using your CAC Card. This time your login will be successful.

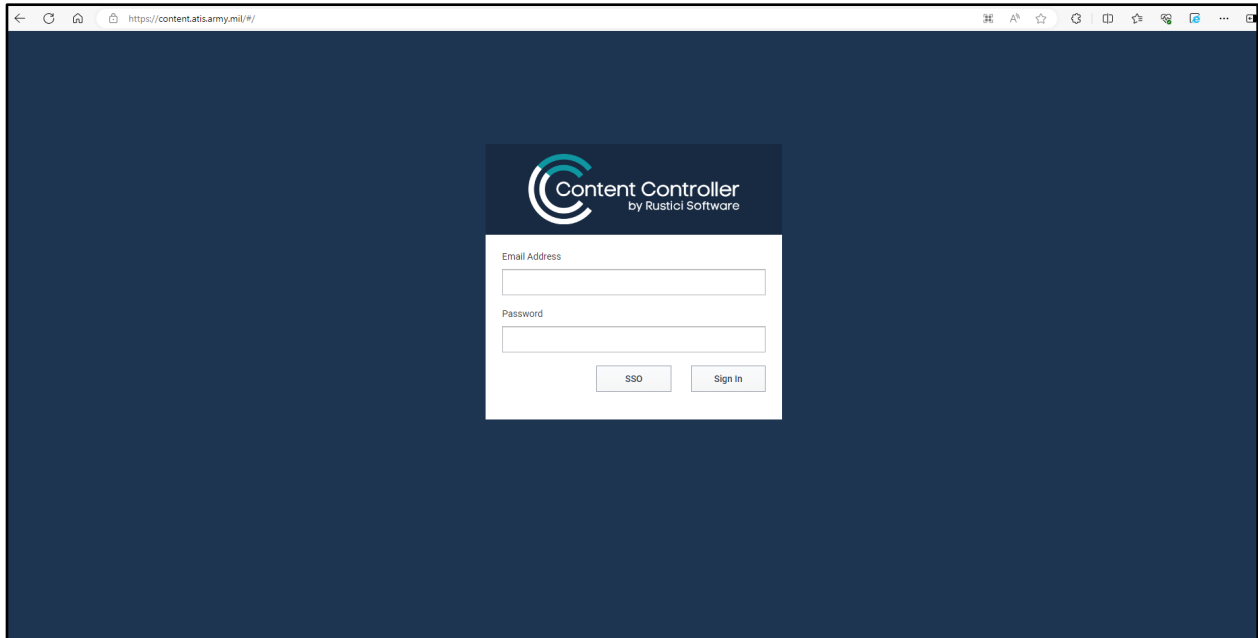


3. Email [usarmy.jble.usaasc.list.dls-alm-customer-service-center@army.mil](mailto:usarmy.jble.usaasc.list.dls-alm-customer-service-center@army.mil) stating that you were able to login to CTE. Please also include the Proponent Organization you support in your response to ensure you have the correct role in that organization.
4. Once your email has been received and processed, the ATIS Learning Team will update your role based on your completed training and follow up with CTE details.

## Step 2. Request RCC Access

### Step 2.1

1. Visit the RCC URL: <https://content.atis.army.mil/>



2. Login with EAMS-A using your CAC Card (select SSO).
    - a. Be advised that on your initial login you will receive a login error.
  3. Create an email to [usarmy.jble.usaasc.list.dls-arms-customer-service-center@army.mil](mailto:usarmy.jble.usaasc.list.dls-arms-customer-service-center@army.mil) stating that you have received the login error message.
- NOTE:** Each person must email for themselves to gain access.

### Step 2.2

1. After receiving the confirmation email that you have been granted access, visit the RCC URL <https://content.atis.army.mil/> again.
2. Login with EMAS-A using your CAC Card. This time your login will be successful.
3. Email [usarmy.jble.usaasc.list.dls-arms-customer-service-center@army.mil](mailto:usarmy.jble.usaasc.list.dls-arms-customer-service-center@army.mil) stating that you were able to login to RCC. Please also include the Proponent Organization you support in your response to ensure you have the correct role in that organization.
4. Once your email has been received and processed, the ATIS-L Team will update your role based on your completed training and follow up with RCC details.

## Account Issues:

Send an email to [usarmy.jble.usaasc.list.dls-arms-customer-service-center@army.mil](mailto:usarmy.jble.usaasc.list.dls-arms-customer-service-center@army.mil) for account issues or if permission is incorrect.