



b1408 UPGRADE

eLMS, the FAA's electronic learning management system, is more than just a delivery system for online training; it is a gateway to professional development and continuous learning. Corporate Learning Services is pleased to announce that eLMS will be upgraded in May 2015. The update will bring new features, address many of the known existing bugs, track training updates better, and more. We will offer new training and support materials to ensure you're ready for these improvements.



eLMS Upgrade Information for Admins

What's New?

The eLMS b1408 upgrade will bring a more modern and more stable eLMS experience to improve reliability as you track, report, and make course assignments. After a few days of staging and production downtime, you'll return to an eLMS with improved functionality and fewer bugs. After the upgrade's improvements you can:

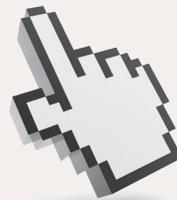
- >> Identify prerequisites by creating groups of prerequisite items and making a curriculum a prerequisite.
- >> Tailor a user's learning by specifying the maximum number of attempts a user has to pass an item and identifying mandatory training capabilities more easily.
- >> Enhance user experience by formatting item and curriculum details pages to provide tailored information to end users.

There are other exciting features that we're still testing to ensure only the best eLMS experience for all.

Mark Your Calendar!

As admins, there are two planned shutdown periods in eLMS that will affect you: one in Staging and one in Production. Staging will go down on Thursday, February 26. We will send you an email as soon as Staging is available again.

We will let you know at least two weeks before Production is shut down for the upgrade. We will also let you know when it is up and running.



Please check the eLMS Splash Page (<https://elms.faa.gov/>) regularly and watch for Broadcast Messages for specific eLMS outage times, as well as announcements about upgrade resources and training.

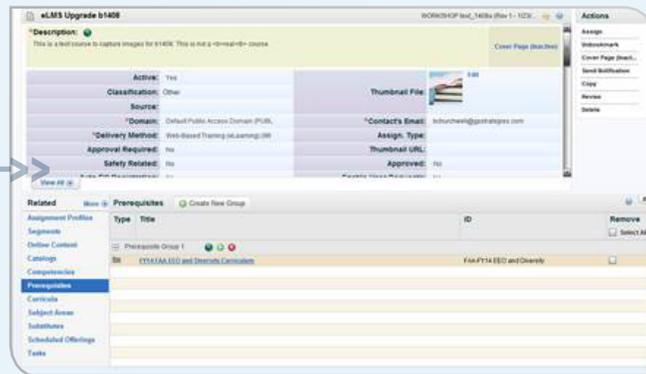
Identify Prerequisites:

And/or Relationships Capability

- >> You can create groups of prerequisite items so a user must complete all items within a group in order to satisfy the prerequisites for the item. There can also be an OR relationship between groups. Customers can provide groups of prerequisites for users to complete and, using OR, provide different options for completing the requisite learning objectives.

Curriculum as Item Prerequisite

- >> Curricula can be added to prerequisite groups as a prerequisite to an item. A user must have a curriculum status of "complete" in order to be considered meeting the prerequisite.



Enhance Your Experience:

Scheduled Offering Registration Form

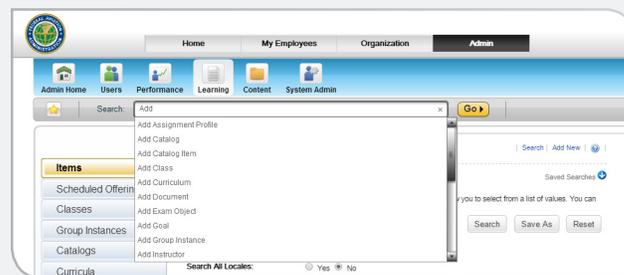
- >> You can enable a form to collect various data during registration for a scheduled offering. For example, you can inquire about a user's personal travel requirements like lodging or transportation needs.

Item Details and Curriculum Details Pages Enhancements/Formatted Item Descriptions

- >> The item details page has been updated to enhance the user experience.

Catalog Search 2.0

Advanced filtered user search improves search results and provides drop down box upon typing to suggest search phrases. Users will also have more options to search using AND and OR.



Tailor a User's Learning:

Item Re-launch

This feature allows you to specify the number of attempts a user has to pass an item. After each failed attempt, the user will have another attempt up to the maximum number to complete all item content. Once the user reaches the maximum number of attempts, the item will be locked, and an administrator is required to unlock the item. Once the item is unlocked, the user has one more attempt at completion.

Improvements to Mandatory Training Capabilities

This upgrade enables you to make more targeted training assignments. It also streamlines the process to create and shut off assignments.



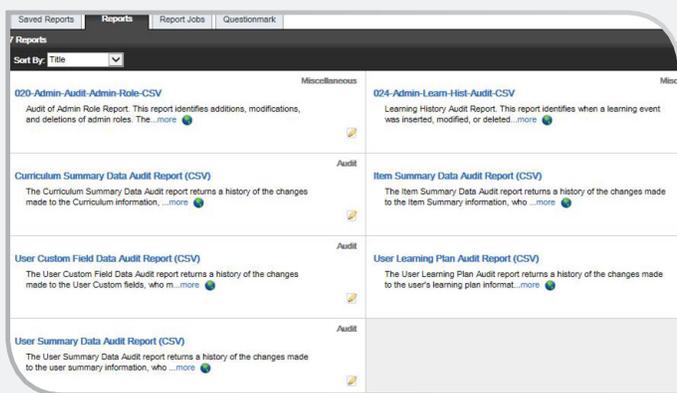
System Improvements:

Curriculum Status

- When a curriculum is assigned, the system evaluates the learning history for the assigned users. If the system finds a previous completion, then it marks the curriculum as complete or it uses that completion date to calculate the next required date (when retraining is enabled).

Enhanced Security Reporting

- New audit reports will give the eLMS PMO insight into trends in system access and reporting, and will streamline processes to review administrators' activity.



Training Corner:

There will be new training to address the b1408 upgrade improvements. These new or updated training materials will include:

- Brown bag sessions: 1-hour session delivered by the eLMS PMO and PL1s to explain intricacies of upgrade. Includes a presentation and exercises. There will be up to 20 opportunities for you to take a session.
- Exercises: Promoted during the brown bag sessions and will provide you practice opportunities.
- Web-based training courses: Updated to address changes resulting from upgrade.
- Job Aids: Updated or created to address changes resulting from upgrade.
- Captivate demos: Updated or created to address changes resulting from upgrade.

Training materials are still in development but you'll receive emails notifying you when they are live. There will be links to training on the eLMS Splash Page (<http://elms.faa.gov>)



FAQ:

Do we really need this upgrade?

- Yes, we do. With almost 50,000 eLMS users relying on the system to complete training, expand their knowledge, and advance in their careers, we need to keep the system as current as possible. This update will ensure you have a more stable and helpful environment in which to do your job effectively.

Is this my only notice of the upgrade and outage?

- Absolutely not. We'll provide reminders and progress reports before, during, and after the outage and upgrade. You'll notice alerts and notices in eLMS and MyFAA. You'll receive email reminders. You might even notice flyers around your office. We're going to make it difficult for you not to know about b1408.

What should I tell a user who asks about the upgrade?

- If someone comes to you, say that their day-to-day use won't change, with the exception of the eLMS blackout dates, when they can't access the system.

The most important thing to remind them of is that for the slight inconvenience of a few days downtime, they will be rewarded with a more stable and more modern system that improves their user experience.

This fact sheet is great, but I still want to know more! Where should I go?

Though we'll be providing you information through Broadcast Messages and webpage notices, you will be able to find anything you want to know on the eLMS Splash Page (<http://elms.faa.gov>). This is where we'll post updates on the upgrade and scheduled outages, as well as links to training materials and sessions, and to performance support tools. Additionally, updated job aids and SOPs will be available on the Resource Center (https://www.academy.jccbi.gov/elms-admin/AdminCrs/FAA_eLMS_Resources/pages/basic.htm). We will continue to post new and updated information/training through March, April, May, and June.