



January 2013

eLMS Training Resources

Web-Based Training (WBT) for Employees and Supervisors

Item ID:

FAA30200666 - Employee Tutorial - Using the FAA's eLMS

FAA30200667 - Supervisor Tutorial - Managing My Employees in eLMS

FAA30200674 - Using My Goals Workspace in eLMS (for creating development plans).

Web-Based Training (WBT) for Administrators

Everyone requesting administrator access to eLMS is required to take the first four items below. Other training may be required depending on the roles requested (applies to both FAA employees and Contractors).

Item ID:

FAA30200666 - Employee Tutorial - Using the FAA's eLMS

FAA30200667 - Supervisor Tutorial - Managing My Employees in eLMS

FAA30200668 - Administrator's Introduction to eLMS

FAA30200670 - Running Reports in eLMS

FAA30200669 - Record Learning in eLMS

FAA30200671 - User Management and Registering Users in eLMS

FAA30200672 - Creating and Managing Scheduled Offerings in eLMS

FAA30200673 - Creating and Managing Items in eLMS

eLMS Resource Center

The eLMS Resource Center (https://www.academy.jccbi.gov/intranet/elms-admin/AdminCrs/FAA_eLMS_Resources/pages/users.htm) includes job aids, web based demonstrations, practices and frequently asked questions for the new version. **This area is behind the FAA firewall.**

Contractors who do not have access to sites behind the FAA firewall can access training materials at: <https://elms.faa.gov/contractors.html>.

Some examples of the demonstrations and practices available on the eLMS Resource are:

For all employees:

Launch an Online Item—*Try It* (interactive)

View Curricula—*Try It* (interactive)

For eLMS Administrators:

Create a Direct Link—*Watch It* (tutorial)

Blackboard Job Aids are also posted on the Resource Center.

Questions about eLMS resources and/or training? Send an email to:
9-AHD-Learning-Services@faa.gov