

Updated as of May 15, 2015

Category/Tab	Job Aid (eLMS)
Advanced	Admin: Assigning Curricula to Users
Basic	Admin: Assigning/Removing Items to Users' Learning Plan
Basic	Admin: Canceling Scheduled Offerings
Advanced/Basic	Admin: Copying a Scheduled Offering
Advanced	Admin: Creating Items
Advanced	Admin: Creating Scheduled Offerings
Advanced	Admin: Creating/Adding a Requirement to a Curriculum
Advanced	Admin: Creating/Editing Curricula and Subcurricula
Advanced	Admin: Creating/Editing Facilities
Advanced	Admin: Creating/Editing Instructors
Advanced	Admin: Creating/Editing Locations
Advanced	Admin: Creating/Editing Slots
Advanced	Admin: Enable User Rating
Managing Users	Admin: Establishing Supervisor to User Relationship
Managing Users	Admin: Reading User Learning Histories
Managing Users	Admin: Reading User's Learning Plans
Basic	Admin: Recording External Events
Basic	Admin: Recording Learning Events by Item
Basic	Admin: Recording Learning Events by Scheduled Offering Using Record Learning—Multiple
Basic	Admin: Registering/Managing Users in Scheduled Offerings
Reporting	Admin: Running the 005_Admin_Curriculum-Status-CSV Report
Searching	Admin: Saving Searches
Searching	Admin: Search for Completed and Not Completed Items
Searching	Admin: Searching for Items
Searching	Admin: Searching for Scheduled Offerings

Searching	Admin: Searching for Users
Advanced	Admin: Setting a Required Date for Curricula
Basic	Admin: Viewing Items in CME Curriculum
Basic/Users	Browser Settings for eLMS
Basic/Users	Logging into eLMS
Users	Supervisor: Approving/Denying a Subordinates My Plan
Users	Supervisor: Assigning/Removing Items to Subordinates' To-Do List
Users	Supervisor: Running Continuing Management Education (CME) Progress Report
Users	Supervisor: Running Standard Reports on Subordinates
Users	Supervisor: Viewing My Employees Tab
Users	User: Launching Online Training
User	User: Rating an item
Reporting	User: Running Learning History Report
Users	User: Running Standard Reports
Users	User: Screen Overview
Users	User: Searching for CME Items
Users	User: Searching for Items
Users/Searching	User: Searching for Skillsoft Books 24 X 7
Users	User: Using My Goals Workspace (IDP)
Users	User: Using Self Registration
Users	User: Viewing Curriculum with Requirements (Selecting from a pool of items)
Users	User: Viewing Learning with a Retraining Period
Users	User: Viewing Your Completed Work
Users	User: Viewing Your To Do List and Using Learning Notifications
Users	User: Welcome to eLMS Native Login
Users	User: Welcome to eLMS Siteminder Login

Updated as of April 21, 2015

Category/Tab	SOP (eLMS)
Admin SOPs & FAQs	Recording Learning When There is No Item in eLMS
	Item Creation in eLMS
	Item Revision
	Managing Contractor Users in eLMS
	Managing eLMS Test and Non-FAA Accounts
	Using Item Hours Fields
	Using Scheduled Offerings and Slots in eLMS

BLACKBOARD

Updated as of May 5, 2015

Category/Tab	Job Aids (Blackboard)
Blackboard/Admin	Blackboard-Admin: Creating Blackboard Instructor-Led Items
Blackboard/Admin	Blackboard-Admin: Creating Blackboard Web-Based Items
Blackboard/Admin	Blackboard-Admin: Creating/Editing/Adding Instructors for Blackboard Items
Blackboard/Admin	Blackboard-Admin: Creating Scheduled Offerings for Blackboard (BB-ILT)
Blackboard/Admin	Blackboard-Admin: Extending a Scheduled Offering and Post Course Maintenance for BB-ILT
Blackboard/Admin	Blackboard-Admin: Editing Blackboard Integration User Role
Blackboard/Admin	BB005: Setting up a BB-WBT Blackboard Course for eLMS Integration
Blackboard/Admin	BB003: Override Pass Status in Blackboard Grade Book for eLMS Integration
Blackboard/Admin	BB002: Setting up the Blackboard Grade Book for eLMS Integration
Blackboard/User	Blackboard User: Accessing Blackboard from eLMS as an Instructor
Blackboard/User	Blackboard User: Launching Blackboard ILT Online Content
Blackboard/User	Blackboard User: Launching Blackboard WBT Online Content

Updated as of May 5, 2015

Category/Tab	SOPs (Blackboard)
Blackboard/SOP	BBg007: Requesting Blackboard Learn Administrator Access