The Digital Training Management System: Preparatory
Functions

Learner Guide & Reflection Journal

DTMS PREPARATORY FUNCTIONS
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Purpose

This guide is a tool to assist learners attending the Digital Training Management System (DTMS) Course, Preparatory Functions Instructional Unit, and serves as a reference for learners after DTMS course completion. This guide directs and highlights key point about the DTMS preparatory functions and the sequence of events and assessment and course requirements. This guide also serves as a reflection journal for learners. Learners are encouraged to take notes in the spaces provided in this guide. Like other computer programs, the DTMS offers several ways to accomplish a task. Reflecting and journaling in this guide as learners progress in this course will provide learners a future reference for future use. Learners are required to read this guide as part of the unit's pre-work requirement and before the unit's classroom portion.

Context

The DTMS Course is designed instruction consisting of 80-hours: 40 independent practicum hours and 40-hours in a classroom learning environment. During this course, learners will be given the opportunity to test their knowledge through hands-on system demonstrations and Student Workbook activities. After completion of this course, learners will possess the requisite skills and knowledge to manage unit training in your organization.

The Preparatory Functions are necessary to properly use DTMS to its fullest potential. There are certain functions in DTMS that need to be setup prior to attempting to perform other functions. Items such as Locations and Signature Blocks are necessary for developing proper training schedules. Platoon Manager allows the building of subordinate units to better manage personnel records at the platoon or below levels. User Management will primarily be used by Managers to give users at all levels access to DTMS.

During this lesson, instructors will demonstrate to learners the following DTMS functions:

- Locations
- Platoon Manager
- Signature Blocks

- User Management Overview

- Manage Personnel

Learning Objectives

- Properly add, edit, and/or assign training locations in the DTMS

- DTMS Operator(s) effectively demonstrate the ability to add, remove, assign platoon personnel in the DTMS.

- DTMS Operator(s) demonstrate the management of personnel, signature blocks, users, and personnel in the DTMS.

- Demonstrate proper data pull to manage reports and unit training proficiency statuses without error.

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Instructional Event Sequencing

This designed instruction for DTMS Preparatory Functions is sequenced as follows:
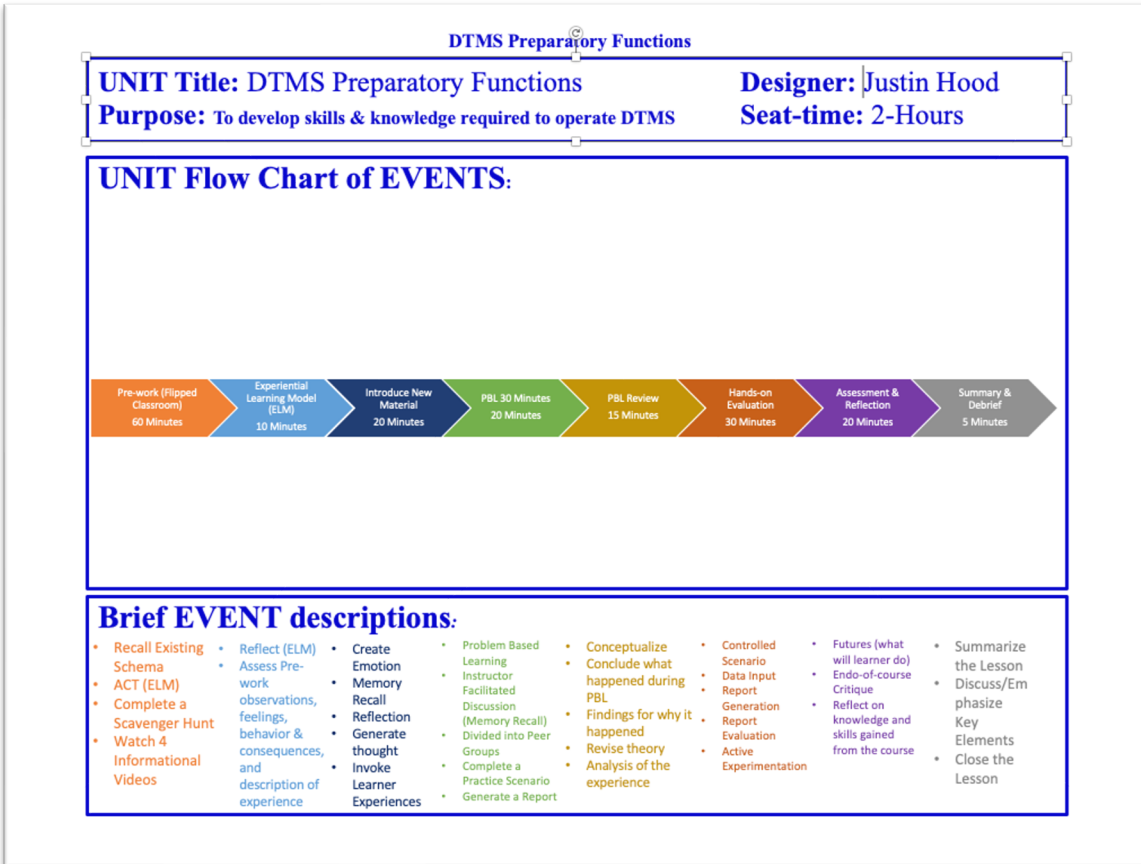

Figure 1: Sequence of Events

This instructional unit is designed using Kolb's Experiential Learning Model (ELM) and Merrill's First Principles of Instruction:
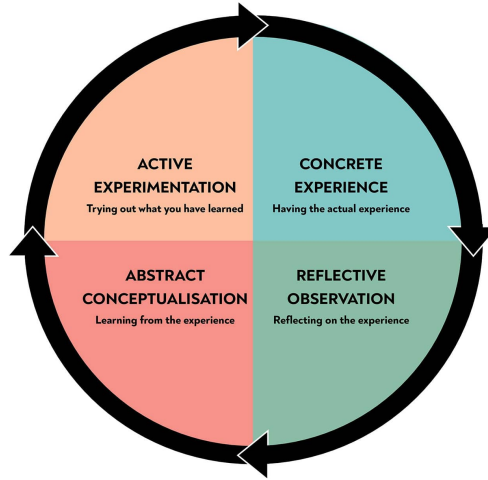
Figure 2: Kolb's ELM Model
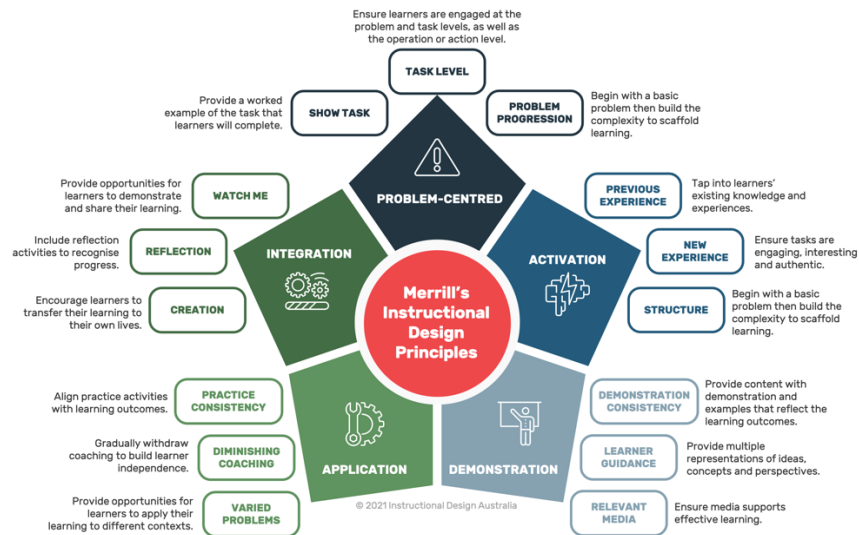
Figure 3: Merrill's First Principles

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The DTMS system requires both knowledge and skills to manage and operate effectively. As such, this course is designed by building on users existing knowledge and skills about computers and like computer programs (existing knowledge) while allowing users to internalize and rationalize the similarities, differences, and nuances to operate the DTMS properly and effectively. Like most systems in which there are several different ways to accomplish tasks, the same is true about the DTMS. However, for the DTMS to produce reports with necessary and required data requires users to enter critical and essential data in the required fields. By design, this course will provide and demonstrate to users the knowledge of the required fields in the DTMS while allowing learners to practice and develop their data entry skills, processes, and procedures to operate the DTMS.

Instructional Phases & Schedule

Prework: In the pre-work portion of this unit, Learners are provided a tablet, scavenger hunt, and practical exercise. Before learners attend the classroom portion of this instruction, they are required to view the four videos provided to them on their tablet, all while completing the Scavenger Hunt and practical exercise.

ELM (10 - min.): The classroom portion will begin with the instructor applying the ELM to allow learners to reflect on their pre-work. While learners are reflecting on pre-work, the instructor will guide the discussion towards learners' assessment of their pre-work observations, feelings, behaviors & consequences, and the learner's description of their experience.

Intro (20 – min.): The introduction phase of this instruction is where the instructor will begin to introduce new material to the learners. During the introduction of new material, the instructor will guide the learners to create emotion, memory recall, reflect, generate thought, invoke learner experiences conduct a practical demonstration.

Problem Based Learning Practical Exercise (30 – min.): The Problem Based Learning portion of this designed instruction is where learners will begin to transfer and apply new knowledge towards applicable skills. Learners are divided

into groups of no more than four and provided a practical exercise (PE) that collectively, they will collaborate and complete. The instructor will navigate around the groups to interact with learners and provide insight to facilitate learning. After completing the PE learners will generate a report from the DTMS as directed in the PE and be prepared to collectively discuss their report details during the next phase – PBL review.

Problem Based Learning Practical Exercise Review (10 – min): During the PBL review phase, the instructor will guide the learners to conceptualize their events and actions during the PE. While facilitating the discussion, the instructor will direct the discussion to allow the learners to conclude what happened during the PE, findings for why what happened, happened, to revise their theory, and to analyze their experience.

Hands on Evaluation (30 – min.): The hands-on evaluation assesses the learner's knowledge and skill to apply the new knowledge introduced. It consists of a controlled scenario that protects the integrity of the assessment and prevents cheating. After receiving an evaluation scenario, learners are required to input data into the DTMS and generate a report that they will provide the instructor which indicates the learner's completion of the assessment. This assessment allows learners to use active experimentation to generate and complete and accurate report that matches each controlled scenarios requisite answer key.

Assessment & Reflection (20 – min.): The assessment & reflection phase is designed to allow learners to reflect and analyze their future use of the DTMS while answering an end-of-course critique to provide feedback used to enhance the course. The instructor content points include the instructor facilitating a group discussion that provides feedback about the course/instructional unit,

summarizing the lesson and emphasizing key points, learners reflecting on their knowledge and skills gained, and closure of the lesson.

Slide Presentation

Digital Training Management System
Preparatory Functions
Lesson ID: 150T-COMOPTNG / Version 4.2 (Modified)
June 2022

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Terminal Learning Objective

Action: Demonstrate Operator Level Functionality Using the Digital Training Management System

Conditions: The Digital Training Management System (DTMS) is the Army's Learning Management System (LMS) for recording individual, unit, and organizational training. Preparatory Functions are the essential functions that serve as the foundation for every other DTMS function. The DTMS preparatory functions unit is an in-course unit designed to allow learners to recall previous knowledge about navigating Army systems while using their previous knowledge and scaffold that knowledge to increase their skills, knowledge, and use of DTMS. This instruction is an online-based, flipped classroom instruction with practical applications, learning activities, small group exercises, and skills-based learning.

Standards: Demonstrate proper operator level functionality that best supports the company commander's guidance; properly add, edit, and/or assign training locations; add, remove, assign platoon personnel; demonstrate the management of personnel, signature blocks, users, and assigned personnel in the DTMS; demonstrate proper data pull to manage reports and unit training proficiency statuses without error.

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Instructional Lead-in

The Digital Training Management System (DTMS) is the Army's Learning Management System (LMS) for recording individual, unit, and organizational training. Preparatory Functions are the essential functions that serve as the foundation for every other DTMS function. The DTMS preparatory functions unit is an in-course unit designed to allow learners to recall previous knowledge about navigating Army systems while using their previous knowledge and scaffold that knowledge to increase their skills, knowledge, and use of DTMS. This instruction is an online-based, flipped classroom instruction with practical applications, learning activities, small group exercises, and skills-based learning.

DTMS Operators must possess basic computer skills of computer operating systems. Additionally, DTMS Operators must possesses core competencies which include Access to Army Networks & access to DTMS. DTMS operations need to show resiliency to meet the timely data entry requirements even though they are not receiving timely data, routine or sporadic system outages, and during busy times of multiple exercises requiring simultaneous input into DTMS.

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User Management Overview

To access the **Create a User** fly-out menu.
Navigate to the **Administration** menu, the drop-down submenu expands.
Hover cursor over the **User Management** submenu, the fly-out menu opens.
Click the **Create a User** fly-out menu.
The screen refreshes and the **Add User** window opens.
Paste the Username in the **User Name** text field.
Press Tab key on keyboard or click outside the test box to auto-populate the additional boxes.
Select the **Unit** from the drop-down menu.
Select the **Save** button.
A dialog box opens to confirm that you want to move the user.
Click the **OK** button to save.
The screen refreshes to the **Edit User** page.

NOTE
Granting Users access to a new unit will not deny them access to any other unit the user has access to.

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Create User

User Organizations

Step 3
Click the **Add** button.
The screen refreshes and display the units (in the table below) the user has access to.

Step 1
Click the **triangle expander** icon to view subordinate units.

Step 2
To select all units, place a checkmark in the top checkbox by parent unit.
To select individual units place checkmarks in the appropriate checkboxes.

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Create User

User Groups

Step 4
Click the **Plus (+)** icon to add user groups.
The screen refreshes and the **Add User to Groups** window opens.

Step 7
Scroll down the window, select the **Page size** drop-down menu, **select 50**. This option gives you max visibility of the group names. Place checkmarks in the following checkboxes:

- CalendarMenu
- CATSMenu
- DAFormsMenu
- ITSPMenu
- DATA TransferMenu
- PlatoonManagerMenu
- PlatoonMenu
- ReportingMenu
- TrainingExecuteMenu
- TrainingPlanMenu
- TrainingPrepareMenu

Step 6
To select all units place a checkmark in the top checkbox by parent unit
To select individual units place checkmarks in the appropriate checkboxes.

Step 5
Next, click the **triangle expander** icon to view subordinate units.

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Step 8
Click the **Plus** (+) icon to add user permissions.
The screen refreshes and the **Add User Permissions** window opens.

Step 9
Click the **triangle expander** icon to view subordinate units.

Step 10
To select all units place a checkmark in the top checkbox by parent unit.
To select individual units place checkmarks in the appropriate checkboxes.

Step 11
Scroll down the window, select the **Page size** drop-down menu, **select 50**. This option gives you max visibility of the permission names. Place checkmarks in the following checkboxes:

Next, scroll down to bottom of window, select the **Add Selected** button.
Click the **OK** button.
Scroll down to bottom of window, select the **Close** button.

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Step 1
Navigate back to the **Administration** menu.
Scroll down to the **Unit Management** submenu.
Click the **Search Users** fly-out menu.
The screen refreshes and the **User Search** window opens.

Step 2
Search by Unit using the **Unit** drop-down menu.
Select the parent unit from the drop-down menu.
Click the **Search** button.
The table populates a list of all users with access to DTMS in the parent organization.

NOTE
The Pencil icon gives you access to the **Edit User** window to edit the user account.

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Step 1
You must specify one of the following values: **Unit**, **Last Name**, **First name**, **User Name**, or **Email Address**.

Next, click the **Search** button. Screen refreshes and display the name in the grid.

Step 2
Click the **Pencil** icon.
Screen refreshes to the **Edit User** window.

Step 3
To delete user, select the **Unit** by placing a checkmark in the checkbox.
Click the **Remove** button, screen refreshes and removes the individual from unit.
Next, place **checkmark** in the checkbox underneath the User Groups table next to the Unit.
Click the **Remove** Selected button.
Next, place **checkmark** in the checkbox underneath the User Permissions table next to the Unit.
Click the **Remove Selected** button.
Click the **Save** button (near top of page).

NOTE
If there are 2 or more pages, click the **Page Size** drop-down and select **50**.

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Manage Personnel — Step 1 / Step 2 (slide 25)

Manage Personnel — Attach Personnel / Re-Attach Personnel (slide 26)

Check on Learning — End of Module I Overview (slide 28)

Questions

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Q1. True or False. The three Training Proficiencies are MET, Weapons and Collective Live-Fire Proficiencies.

Q2. True or False. Training Management today is accomplished through the processes outlined in the doctrine and FM 7-0, but it is also the disciplined use of enabling web-based tools.

Q3. True or False. CATS are composed of a number of Event Sets (ES). An ES is a grouping of individual tasks that could logically be trained together during a Training Event.

Q4. What does the Align Personnel allow users to do?

Q5. True or False. The User Reports menu allows you the ability to search for three different reports: They are Functions Used, Functions Used By Date, and Personnel Access Report.

Q6. What provides units a snapshot of the information shared with NetUSR?

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Practical Exercise

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Practical Exercise

• Divide into groups of no more than four people
• The instructor will provide each group with a scenario
• Each group will have 30 minutes to follow the directions provided in the scenario
• Each group is encouraged to collaborate with each other while completing the scenario
• Groups are allowed to communicate with other groups
• After completing the scenario, take a break

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Practical Exercise Review

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Practical Exercise Review

NEEDS CREATED

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Appendix A: Reflection Journal

Personal reflection is critical for learner development. While completing all portions of this instructional unit, learners are encouraged to journal their thoughts, ideas, emotions, lessons learned, and easy and challenging things. The journal provided in this appendix includes all events of this instructional unit and provides space for learners to journal each event. If you run out of room, flip the paper over or attach blank sheets of paper to allow you to finish journaling your thoughts.

Pre-work Videos:

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Pre-work Scavenger Hunt:

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Pre-work Practical Exercise:

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Classroom Intro:

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Presentation:

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Practical Demonstration:

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Problem Based Learning Practical Exercise:

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Problem Based Learning Practical Exercise Review:

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Hands-on Evaluation:

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Assessment & Reflection:

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Appendix B: DTMS Preparatory Functions Pre-work – Scavenger Hunt

Step 1: Watch the following five videos that are found on your DTMS course tablet while answering the scavenger hunt questions in Step 2 below:

- ***Adding, Editing, and Assigning Training Locations in the DTMS***

- ***Adding, Editing, and Assigning Platoon Personnel in the DTMS***

- ***Managing Personnel in the DTMS***

- ***Managing Signature Blocks in the DTMS***

- ***Managing Users in the DTMS***

Step 2: Answer the following questions about the information provided from the five videos required in step 1:

1) What tab of the DTMS includes the data field "**LOCATIONS**?"

_____

2) To add a location to the DTMS, what icon must you click in the **LOCATION'S LOOKUP MENU**?

_____

3) When **MANAGING SUBORDINATES** in the DTMS and making required edits, what is the **last step** you must take for the **DTMS to record the changes**?

_____

4) When MANAGING PERSONNEL in the DTMS, what **ICON** must you click to **ADD PERSONNEL TO A PLATOON**?

_____

5) When **CREATING USERS** in the DTMS, what **SYMBOL** indicates units the user has access to?

_____

6) When **MANAGING PERSONNEL** in the DTMS, what format options are available to **EXPORT** the selected data?

_____

Step 3: Bring the completed scavenger hunt to class and be prepared to talk about steps and processes you took to complete it, ease of use, complications, and techniques used.

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Appendix C: DTMS Preparatory Functions Pre-work – Practical Application Scenario

Directions

1) Read the scenario provided below and determine what entries you are required to make in the DTMS.
2) Enter the DTMS user training site using the icon provided on the home screen of your course tablet.
3) Login to the DTMS training site and add, edit, or delete the data you determine essential from the provided scenario.
4) Save the following reports to your tablet:
   - 90-day training calendar
   - Platoon roster for "A TRP, 4-99AR, 3rd BDE."
   - A user roster for "A TRP, 4-99AR, 3rd BDE."
5) Bring the completed PE to class and be prepared to talk about steps and processes you took to complete it, ease of use, complications, and techniques used.

Scenario

You are the new training manager for 4-99AR, 3rd BDE. As the training manager, you are responsible for the training management and the DTMS for 400 people. After gaining access to DTMS you start to look at the unit rosters, personnel assignment and alignment, signature blocks, and scheduled training.

- Your unit recently had a change of command – **CPT Look Atme** recently changed command with the incoming commander, **CPT Good Idea**.

- Your unit has scheduled an **ACFT** but could not find a location for the event. The Battalion S3 just called to inform you that **Hurling Field** just became available for your units scheduled ACFT on **September 3rd** of this year.

- After comparing your unit's accountability roster, you determine that **SPC Dead Weight** and **SPC Complains Alot** have departed the unit but are still assigned in the DTMS. Additionally, **SPC High Speed** and **SPC Low Drag** have arrived at the unit but are not input in the DTMS.

- **SPC Complains Alot** is assigned to **1st Platoon** under the leadership of **SGT Oxygen Thief** and **SPC Low Drag** is assigned to **2nd Platoon** under the leadership of **SGT Lost Sauce**.

- **SGT Cold Asice** approached you requesting viewing rights to his platoon personnel – **3ʳᵈ Platoon**.

- **CPT Good Idea** needs to sign the **training schedule** for the units ACFT. He requests a **report** ready for his **signature** by the **end of the day**.

- The First Sergeant is requesting the entire **units training status**, broken down **by platoon**, **printed** and on his desk before the **end of the day**.