

2018

**Cornerstone
OnDemand
(CSOD)**

Defense Acquisition University

Task Aids for Students

STUDENT EXPERIENCE

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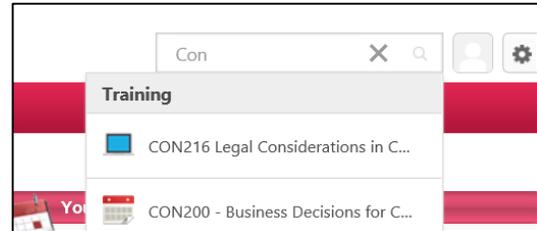
Course Evaluation & Certificates, p. 14

Search for Training

When you need to find online or instructor-led training...

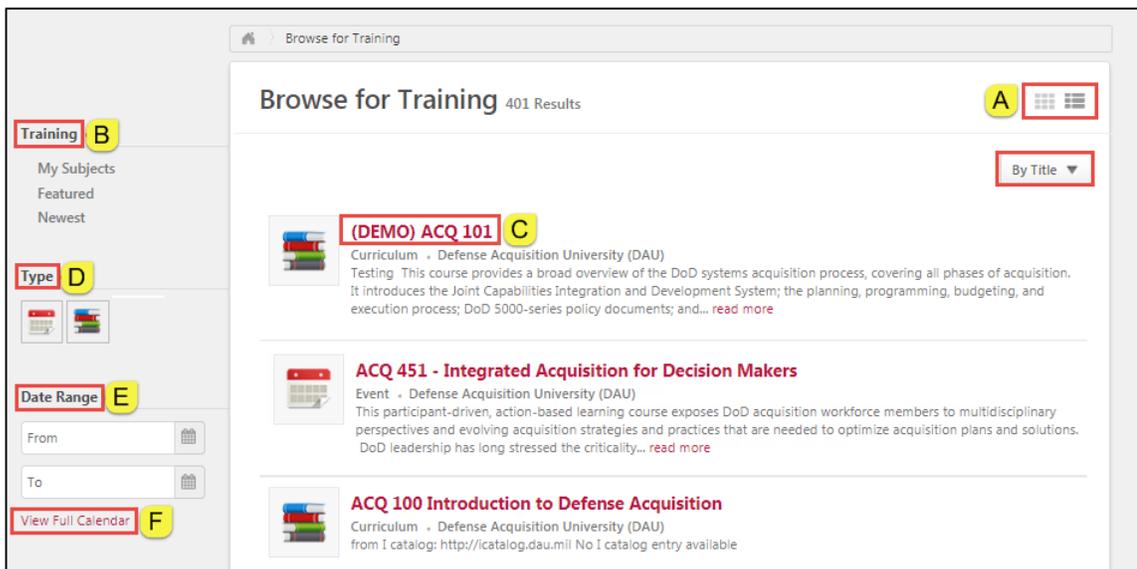
Option 1: Global Search

This predictive search bar, found at the top right of the home page, helps users search for training and certification information



Option 2: Browse for Training

To browse for training, select the **Apply for Online Training** button on the home page.

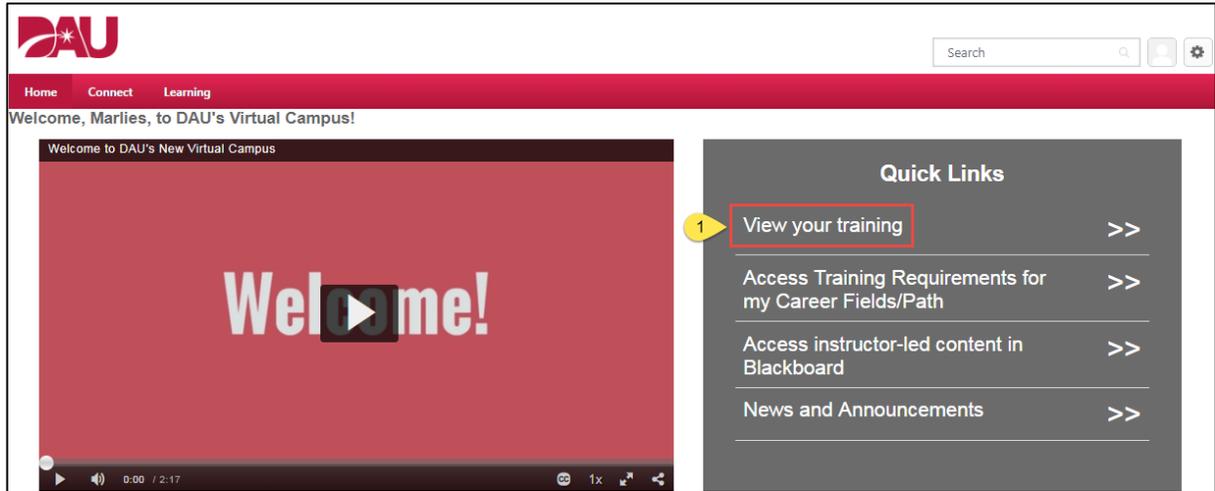


- A. View results in an image view or list view.
- B. Filter by Training. My Subjects refers to preferences users set up on the Bio page of their Universal profile.
- C. Select the title of the training to view more details.
- D. Type of training includes either instructor-led training (calendar icon) or online training (stack of books icon).
- E. Date Range refers to instructor-led training only.
- F. View Full Calendar link shows instructor-led training by month.

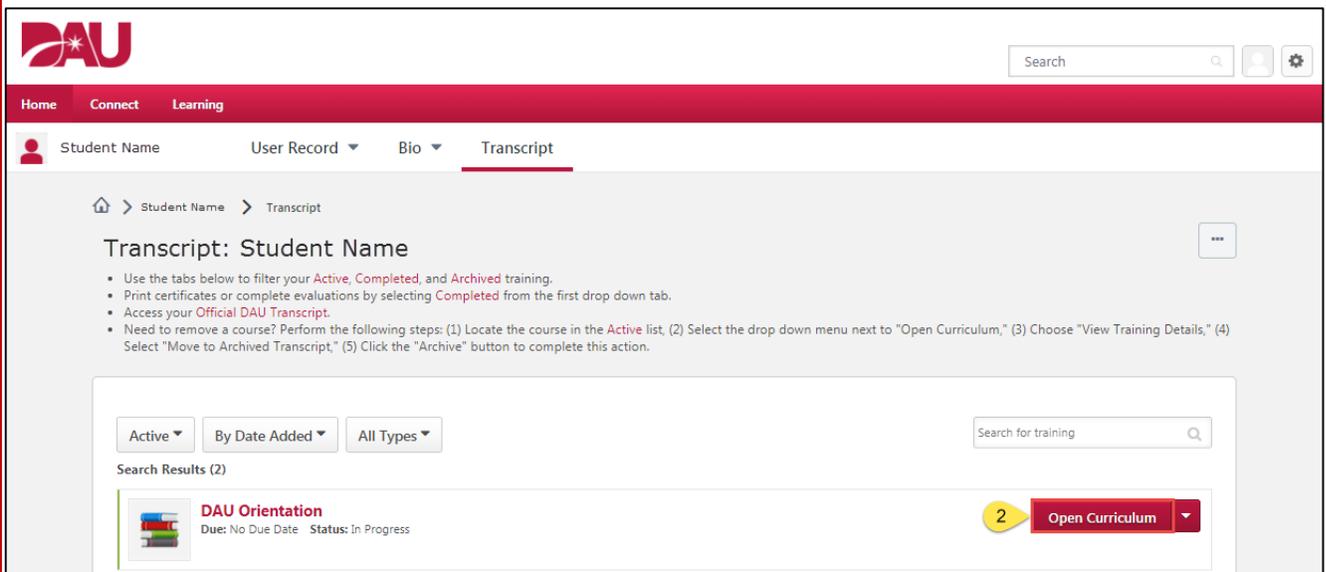
How to Take the DAU Orientation Module

Before you take your first DAU online training course, we require that you take the DAU Orientation Module. It'll help you navigate through the new learning management system. You only need to take it once. Here's how to access it.

Step 1: Select the **View your training** Quick Link. This takes you to your transcript.



Step 2: Select the **Open Curriculum** button. This will launch the module in a new window. When you are finished navigating through the screens, close the window to return to your transcript.

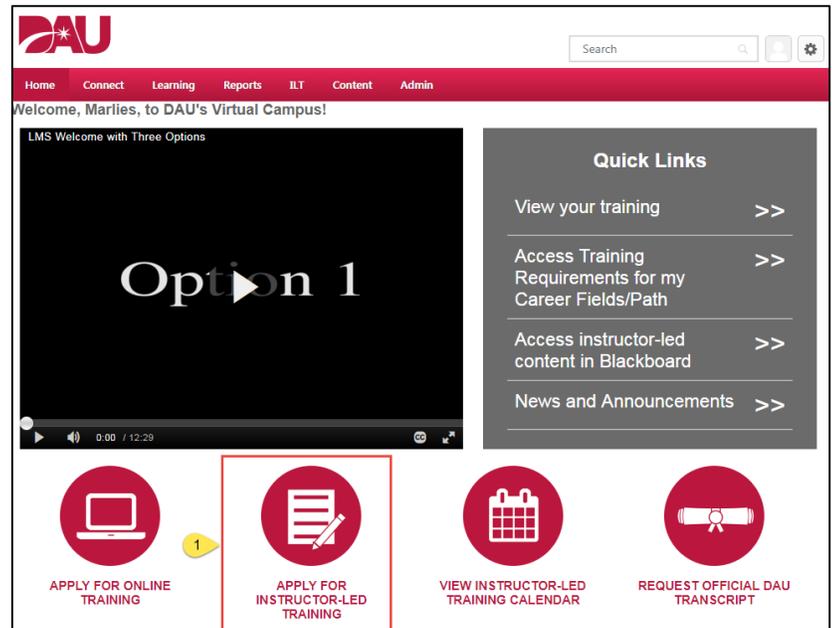


Instructor-Led Training (ILT) Registration

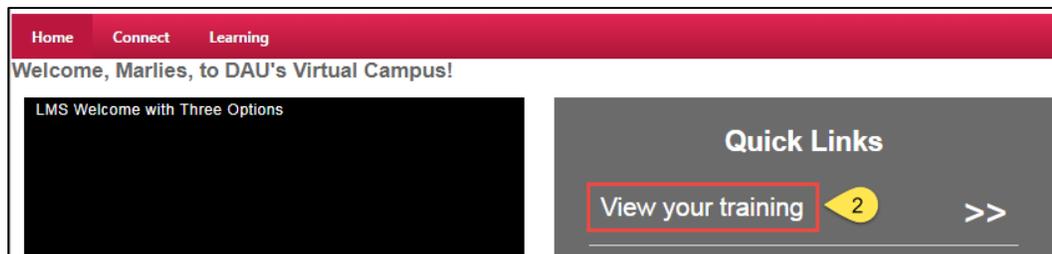
When you want to register for an ILT and prepare to attend it...

Step 1: When you find the instructor-led training course you'd like to take, select the **Apply for Instructor-Led Training** button on the home page of the learning management system.

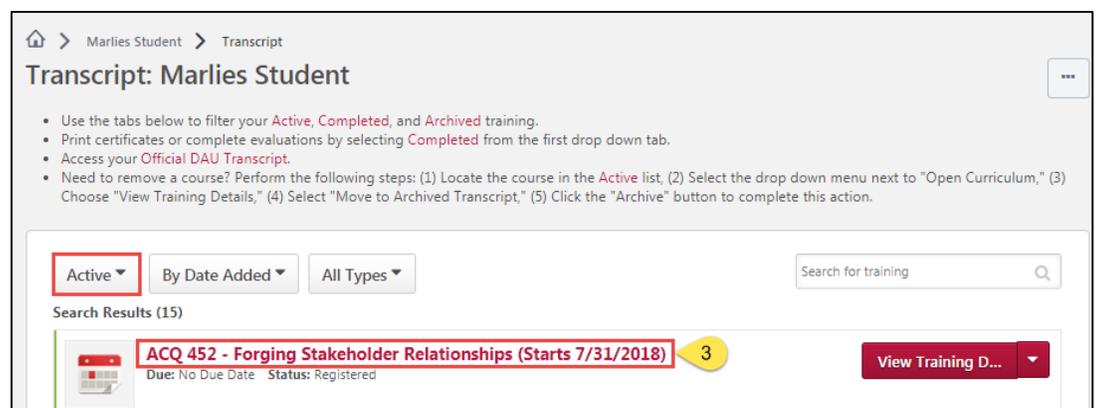
This takes you to the Army Training Requirements and Resource System (ATRRS), where you can register for the course.



Step 2: After you've registered for the ILT through ATRRS, you can see the details of the course back on this learning management system. Select the **View your training** from the **Quick Links** menu.



Step 3: Select the **Title** link of the course.



ILT Registration (Cont.)

Step 4: If you want to add the ILT to your calendar, select the **Add to Calendar** link.

Step 5: If you want to view a map of the location, select the **View Map** link.

Training Details

Provider: Defense Acquisition University (DAU)
Duration: 48 Hours 0 Min
Description: This action-based learning course exposes DoD Acquisition, Technology, and Logistics workforce members to the methods and skills necessary to identify, assess, and promote the building of stakeholder relationships required for success in the acquisition environment. Experiential activities will include a pre-course stakeholder assessment as well as simulation, communication, and critical thinking activities that will facilitate the development of tailored stakeholder action plans. Participants will be able to build ownership of acquisition outcomes across the enterprise.
To sign up for this session or to cancel an existing registration, please navigate to the following website: <https://www.dau.mil/training/p/apply-for-a-course>

Locator Number: 4056
Session ID: 868326
Subjects: Content Area > CON - Contracting
DAU Course Code: ACQ 452
Blackboard Session: No
Training Contact: Jim Houchens houchens_james@ne.bah.com
Refunds:
Penalty for Withdrawal:
Penalty for No Show:
Registration Deadline: 7/31/2018 12:00 AM EST
Schedule:

Day	Part Name	Description	Starts	Ends	Add to Calendar	Training Hours	Instructor	Location
Tuesday	007		7/31/2018 12:00 AM EST	8/2/2018 12:00 AM EST	Add to Calendar	4 (s) 0 Minute(s)	Marlies Instructor (Primary)	DAU South (STH) Regional Campus Huntsville, AL > Defense Acquisition University (DAU) view map

Step 6: Scroll down the **Training Details** page (screenshot above) and select the **Edit** icon for the **Locator Card**.

Request Form

Form: [Locator Card](#)  **6**
Status: Not Started

Step 7: Fill out the **Locator Card** with your TDY and emergency contact information and select the **Submit** button. This information will be accessed in case of an emergency during the ILT. It will not be accessed after the ILT.

Locator Card Details

Address while TDY:

Emergency Contact Name:

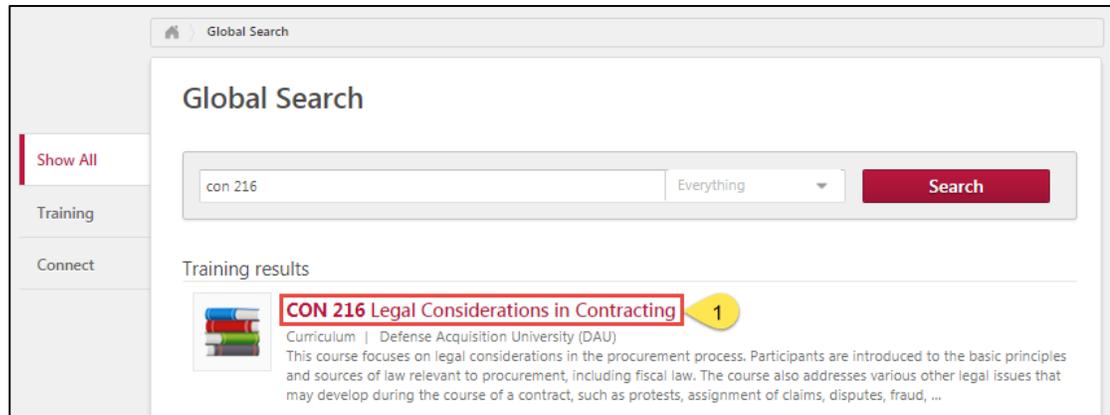
Emergency Contact Phone:

7

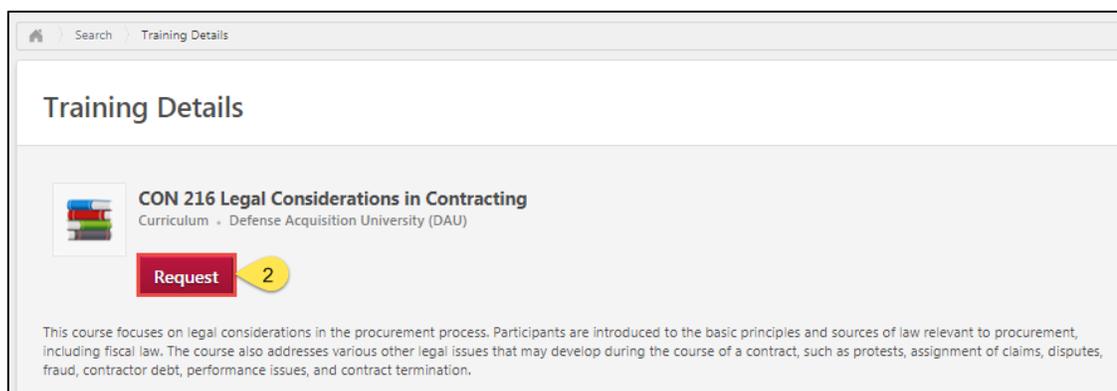
Online Training (OLT) Registration

When you want to register for online training...

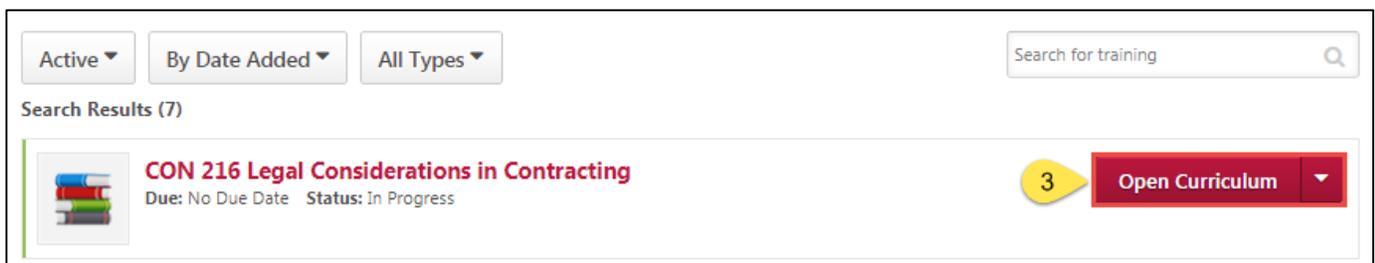
Step 1: When you find the online training course you'd like to take, select the **Title** link for the course.



Step 2: Select the **Request** button. You will be taken to the Active view of your Transcript page, where you will see the training you requested at the top. You will also receive an email notification thanking you for enrolling in the course.



Step 4: From the Transcript page, select the **Open Curriculum** button to access the Curriculum Player and launch the course.



Curriculum Player

When you need to launch and complete learning objects in a curriculum...

Once you have requested an online training and select the **Open Curriculum** button to open it from your **Transcript** page, you will see the **Curriculum Player** for the course. The Curriculum Player will look similar to the one below.

The Curriculum Player enables users to launch and complete learning objects (LOs) within a curriculum. It guides users through the curriculum sections and allows users to track their progress.

The screenshot shows the Curriculum Player interface for the course 'ACQ 101 Fundamentals of Systems Acquisition Management'. The interface includes a breadcrumb trail: 'Marlies HelpDesk > Transcript: Marlies HelpDesk > (DEMO) ACQ 101'. The course title is displayed prominently, along with an 'Options' dropdown menu. A progress indicator shows '0%' completion. A description of the course is provided, stating it covers the DoD systems acquisition process. The main content area lists four sections, each with a progress bar, completion status, minimum required items, total items, and a 'View Details' button:

Section	Progress	Completed	Min Required	Total Items	Action
Learning Content (A)	0%	1	4	4	View Details (B)
Have a Question? (C)	100%	0	0	1	View Details
Print Files (D)	100%	0	0	1	View Details
Tools and Resources (E)	100%	0	0	4	View Details

On the left side, there is a sidebar with a 'CURRICULUM PROGRESS' section showing '0%' and a list of navigation options: 'ACQ 101 Fundamentals of Systems Acquisition Management', 'LEARNING CONTENT', 'HAVE A QUESTION?', 'PRINT FILES', and 'TOOLS AND RESOURCES'. The 'LEARNING CONTENT' option is currently selected.

- A. Learning Content** refers to the required modules and tests.
- B. View Details** gives you a close look at the structure of the curriculum, including the names of tools and resources and modules' lesson titles. Elements of the curriculum can be launched from that page.
- C. Have a Question?** takes you to the learning support community associated with the course. There, you can join and ask instructors questions and get expert feedback. Notice that it is not required and appears to be already completed as a result. Also, not all Online Training has affiliated learning support communities.
- D. Print Files** allows you to download and print the course via a zip file.
- E. Tools and Resources** houses job aids and other materials instructors might add to the courses. In this example, there are 4 resources.

Navigate Through Learning Content

When you need to complete the Learning Content in your online training course...

Learning Content is the required portion of the curriculum, including modules, lessons, and tests.

Step 1: Select the **Learning Content** link from the **Curriculum Player**.

CLC 006 Contract Terminations

There are many ways to terminate the obligations of a contract. Most often, parties conclude their contract obligations by performing them. However, sometimes problems arise and parties cannot or will not complete their obligations under the contract. By completing this continuous learning module, you will be able to prepare and process a termination notice when appropriate. You will accomplish the following objectives: (1) Determine the need for a contract termination; (2) Determine the steps to terminate a contract for convenience; (3) Determine the steps to terminate a contract for cause; and (4) Determine the steps to terminate a contract for default. This module takes approximately two hours to complete.

0% **Learning Content** 1
Completed: 0 Min Required: 1 Total Items: 2 [View Details](#)

100% **Print Files**
Completed: 0 Min Required: 0 Total Items: 1 [View Details](#)

100% **Tools and Resources**
Completed: 0 Min Required: 0 Total Items: 2 [View Details](#)

Step 2: Select the **Launch** button to start the Module 1 content. The curriculum opens in a new window. You must complete all of the content in the module before taking the module test.

CLC 006 Contract Terminations

0% **Learning Content**
Completed: 0 Min Required: 1 Total Items: 2

CLC006 Contract Terminations
Status: Registered Due: No Due Date [Launch](#)

CLC006 Contract Terminations Exam
Status: Registered Due: No Due Date
CLC006 Contract Terminations Exam [Launch Test](#)

Step 3: Proceed through the content using the **Next** button.

Step 4: Track your progress through the module and across modules by selecting the **Table of Contents** link. That helps you find and go back to any screen you might have missed.

Step 5: In the Table of Contents, select the module name to see your progress through the lessons underneath.

CLC006 Contract Terminations
Lesson 0 - Module Introduction [Table of Contents](#) 4

Welcome

Welcome to the Contract Terminations module.

This module is designed to provide you, the Federal procurement professional, with a better understanding of the contract termination process the obligations of a contract.

Most often, parties conclude performing them. However, contractor cannot or will not

As the contracting professional do not function in a vacuum. team. As with many of your considering a potential term closely with your customer.

Although the contracting officer has unilateral authority to terminate a contract, that authority should not be exercised independently of other members of the acquisition team.

Table of Contents

Lesson 0 - Module Introduction

Welcome 5

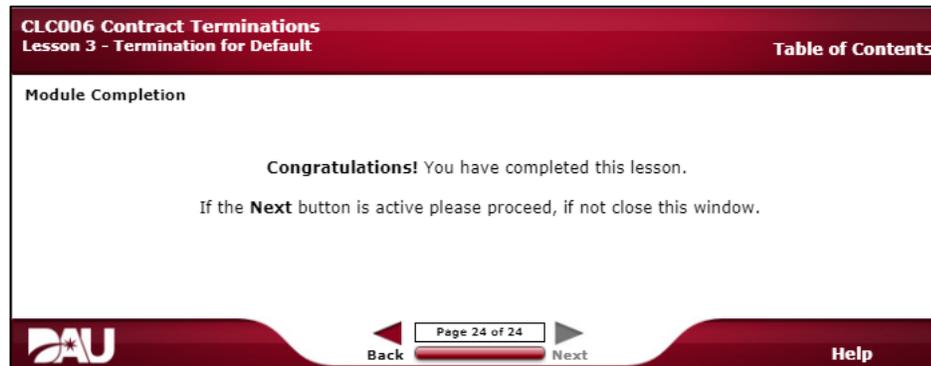
Introduction

Objectives

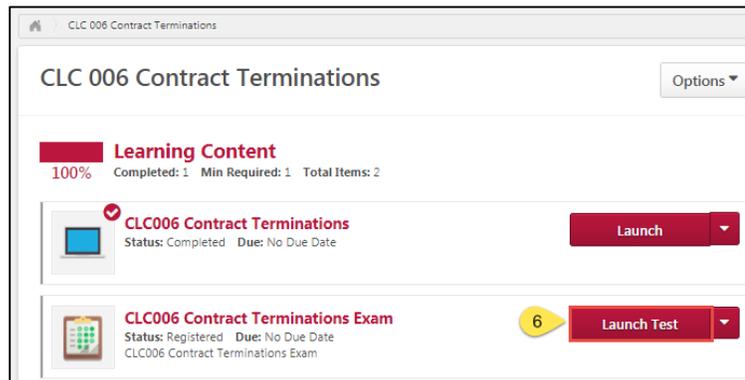
DAU Page 1 of 10 Next 3 Help

Navigate Through Learning Content (Cont. 1)

When you get to the Module Complete screen, you need to close the window to get back to your transcript, which contains the module test.



Step 6: After finishing the module (see checkmark), select the **Launch Test** button to access the test.



Step 7: Select the **Continue** button to start the test.

NOTE: DAU exam policy for course completion is based on receiving an 80% score on each exam, and students have three opportunities to pass each exam. Each exam includes the same number of questions and covers all applicable content. **If students do not successfully pass the exam after three attempts, they will automatically be re-enrolled in the course.** Students must restart the course from the beginning. Students may remain enrolled until they pass all exams.

Examination Instructions

You are expected to maintain integrity throughout the examination process.
To begin this test, click "continue".

Warning:

Please do not use your Browser buttons to navigate in the Test.

Please use the navigation buttons at the bottom of each page.

Your test answers will not be recorded if you navigate using the Browser buttons.

Cancel

Continue

7

Navigate Through Learning Content (Cont. 2)

Step 8: If you want to skip a question and come back to it later, check the **Mark for follow up** box.

Step 9: Select the **Next** button to proceed through the test questions.

ELO3

Question 1 of 5.

Richmond is the capital of ____?

- Virginia
- Maryland
- Florida
- All of the above
- None of the above

Mark for follow up 8

Save / Return Later Summary **Next »** 9

Step 10: When you are finished answering the questions, or at any time you want to see the ones you have skipped, select the **Summary** button.

ELO4

Question 5 of 5.

Which of the following items are not considered to be a piece of computer equipment?

- keyboard
- dog
- mouse
- monitor
- None of the above

Mark for follow up

« Back Save / Return Later **Summary** 10

Step 11: If you selected **Mark for follow up** on a question, you will see a flag next to it after clicking **Summary**.

Step 12: You can select the **Go to Section** link to answer the question you skipped.

NOTE: Even if you don't select Mark for follow up, you will see on the summary screen if you skipped a question.

Questions			
FOLLOW UP	SECTION	ANSWERED	OPTIONS
	ELO3	1 of 1	Go to Section
	Question 1 of 5	Answered	
<input checked="" type="checkbox"/> 11	ELO1	0 of 1	Go to Section 12
	Question 2 of 5	Not Answered	
	ELO5	1 of 1	Go to Section
	Question 3 of 5	Answered	
	ELO2	1 of 1	Go to Section
	Question 4 of 5	Answered	
	ELO4	1 of 1	Go to Section
	Question 5 of 5	Answered	

[Submit Final Answers](#)

Step 13: After answering all the test questions, select the **Submit Final Answers** button.

Questions			
FOLLOW UP	SECTION	ANSWERED	OPTIONS
	ELO3	1 of 1	Go to Section
	Question 1 of 5	Answered	
	ELO1	1 of 1	Go to Section
	Question 2 of 5	Answered	
	ELO5	1 of 1	Go to Section
	Question 3 of 5	Answered	
	ELO2	1 of 1	Go to Section
	Question 4 of 5	Answered	
	ELO4	1 of 1	Go to Section
	Question 5 of 5	Answered	

[Submit Final Answers](#) 13

Navigate Through Learning Content (Cont. 3)

Step 14: Select the **Review** link to see the questions you missed and answered correctly. You will not be able to see the answers. If you don't want to review the questions, select **Done**.

Step 15: After reviewing the questions, select the **Close** button.

Test Results - Marlies HelpDesk

Questions on Test: 5
Questions Correct: 2
Questions Incorrect: 3
Percent Correct: 40%
Passing Score: 80%
Pass/Fail: Failed
Review Test **Review** 14

Scores By Section

ELO1: 100% (1 Out Of 1)
ELO2: 0% (0 Out Of 1)
ELO3: 0% (0 Out Of 1)
ELO4: 100% (1 Out Of 1)
ELO5: 0% (0 Out Of 1)
Overall Score: 40% (2 Out Of 5)

Print Done

Test results are summarized below. Change the view to see only Correct or Incorrect questions.

Review Test Questions

View: All Questions Correct Questions Incorrect Questions (5 Results)

ID	Question	Correct
124572	The four seasons are: winter, spring, summer and:	Correct
124556	Select the colors of the United States flag.	Incorrect
120598	Richmond is the capital of ____?	Incorrect
124577	Which of the following items are not considered to be a piece of computer equipment?	Correct
124567	How many months are in a calendar year?	Incorrect

Close 15

Step 16: If the you fail the test, it will show as Status: Failed. Select the **Retake** button to retake the test.

NOTE: A passing score will be necessary to advance to the next module. As a reminder, if you fail any test three times, the entire curriculum will reset and the you will need to retake all the modules and all the tests.

CLC 006 Contract Terminations

Learning Content
100% Completed: 1 Min Required: 1 Total Items: 2

CLC006 Contract Terminations
Status: Completed Due: No Due Date Launch

CLC006 Contract Terminations Exam
Status: Failed Due: No Due Date Retake 16

Once you've passed the first module test, you'll see **Status: Completed**. In this example, there is only one module and test, so the **Curriculum Progress** status shows 100% completed.

100% CURRICULUM PROGRESS

CLC 006 Contract Terminations

LEARNING CONTENT
PRINT FILES
TOOLS AND RESOURCES

CLC 006 Contract Terminations

Learning Content
100% Completed: 1 Min Required: 1 Total Items: 2

CLC006 Contract Terminations
Status: Completed Due: No Due Date View Training D...

CLC006 Contract Terminations Exam
Status: Completed Due: No Due Date View Training D...

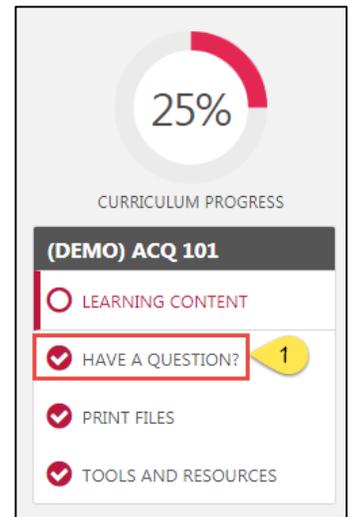
Learning Support Communities

When you want to ask Lead Instructors questions about online training courses...

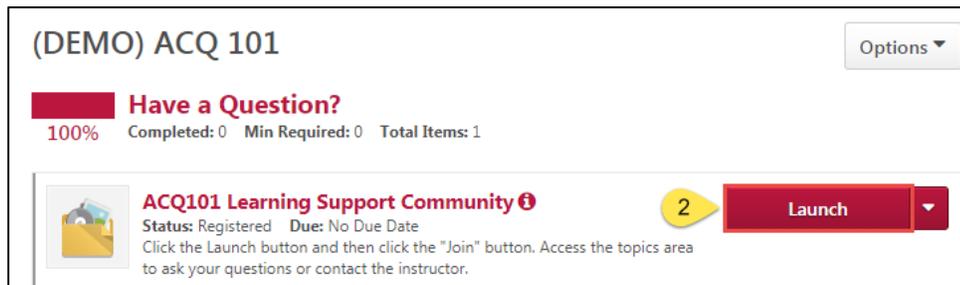
Certain online training courses have learning support communities affiliated with them. These learning communities enable students to post questions on module topics for Lead Instructors to answer.

If an online training has a learning support community, there will be a **Have a Question?** link on the **Curriculum Player** page.

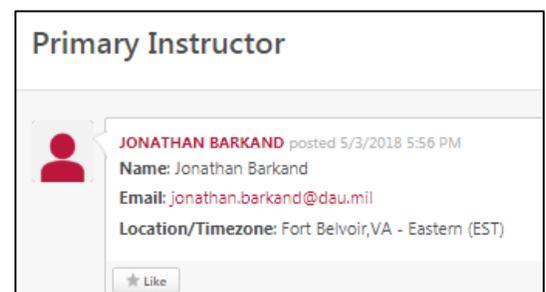
Step 1: Select the **Have a Question?** link from the **Curriculum Player** page.



Step 2: Select the **Launch** button to access the learning support community.



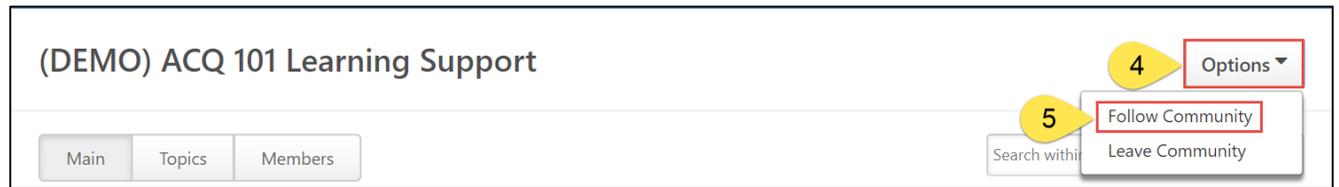
Step 3: On the landing page of the community, scroll down and view the instructor information on the right-hand side of the page. Select the **Primary Instructor** link to see the contact information.



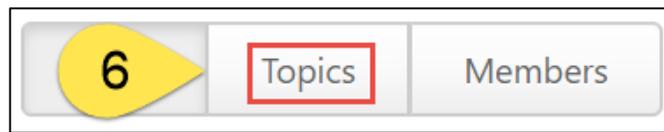
Learning Support Communities (Cont.)

Step 4: Select the **Options** drop-down.

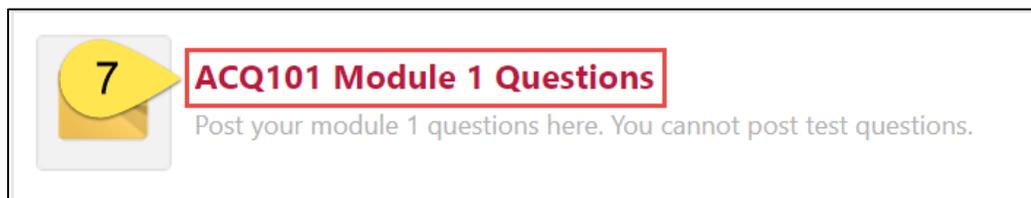
Step 5: Select **Follow Community**.



Step 6: Select the **Topics** button.



Step 7: Select the appropriate Module.



Step 8: Click the **Create Posting** drop-down.

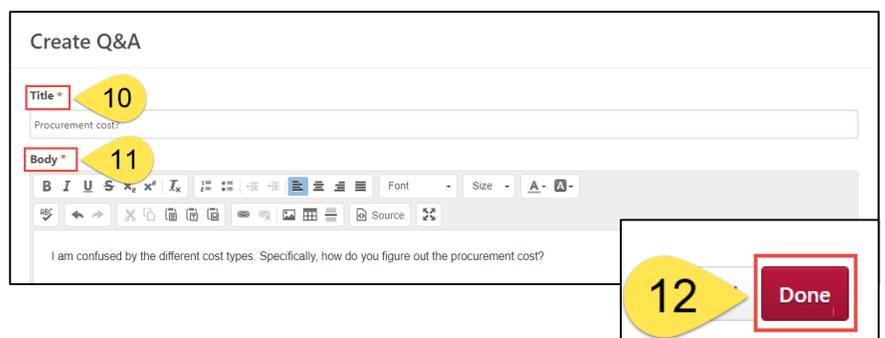
Step 9: Select **Create Q&A**.



Step 10: Enter a subject in the **Title** field.

Step 11: Enter your question in the **Body** text box.

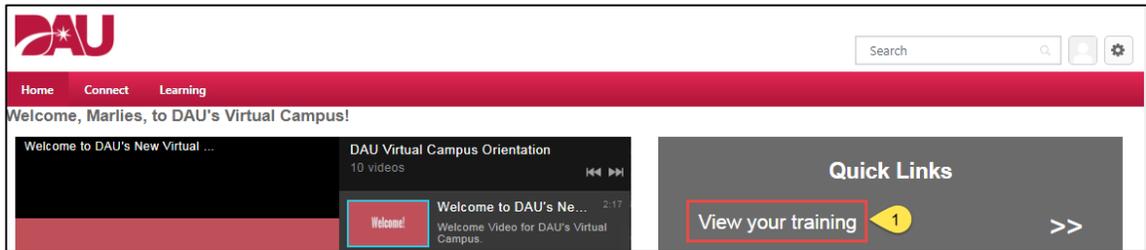
Step 12: When complete, click **Done**.



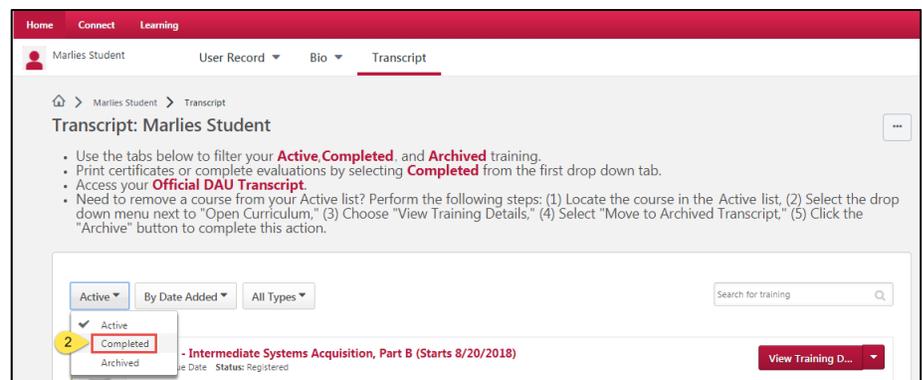
Course Evaluations & Certificates

When you want to evaluate a course and access your course completion certificate...

Step 1: Although course evaluations are optional for students, they are highly encouraged. To access course evaluations for online training (OLT) and instructor-led training (ILT) courses, go to your transcript via the **View Your Training Quick Link**.



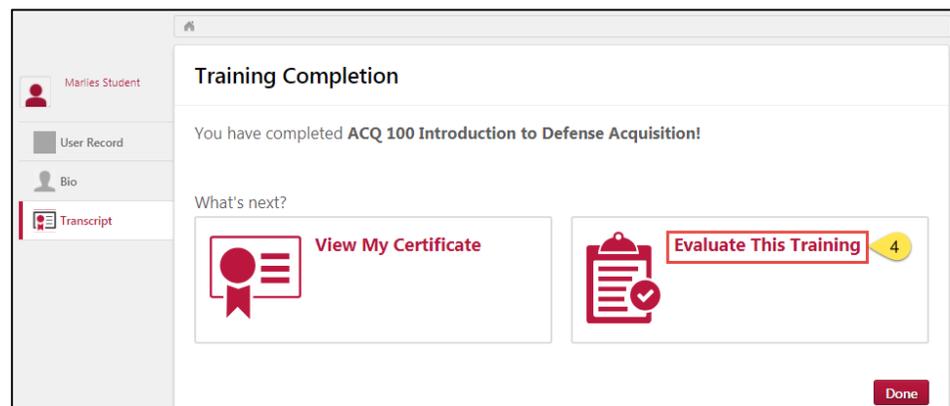
Step 2: Select the **View Completion Page** button from the **Completed** view of your **Transcript** page. **NOTE:** ILT Course Evaluations are accessible via the **Active** view of the **Transcript** page on the last day of the ILT course.



Step 3: Select **View Completion Page** button.



Step 4: Select the **Evaluate This Training** button.



Course Evaluations & Certificates (Cont. 1)

Step 5: Read the FAQs and select the **Continue** button to start the evaluation. Select **Next** to move through the evaluation and **Submit Final Answers** on the last page.



Evaluation - ACQ 100 Introduction to Defense Acquisition

Your anonymous feedback is essential to DAU offering the highest quality programs that meet the needs of the Defense Acquisition Workforce.

Thank you for taking the time to provide your feedback!

Evaluation FAQs

1. What do you do with this evaluation?

We capture, analyze, and report on student group responses to ensure continuous improvement of our courses and online resources. No individual's information is shared; we group data to ensure anonymity.

2. Why is this evaluation so long?

We monitor numerous areas to improve the course's usefulness to you and need information about particular areas of interest for DAU. We are cognizant of your time and strive to make this feedback process efficient. In fact, we have shortened this evaluation and re-worded some of the questions based on previous feedback.

3. Why am I asked to fill out an additional evaluation two months AFTER this one?

After every DAU course, we ask you to complete two evaluations: (1) this "end-of-course" evaluation, (2) then 60 days later, a "follow-up" evaluation. The follow-up is crucial for DAU to ensure course content remains impactful to you at your job.

4. Why does DAU ask questions regarding percentages?

In addition to gathering your feedback on a "Strongly Disagree" to "Strongly Agree" scale (called a Likert scale), we ask you to quantify certain aspects of the course, as best as you can. These percentages help us isolate certain areas of the course better. For example, if we change a specific part of this course based on previous students' feedback, we may want to know how much that change affects you, quantitatively.

Cancel

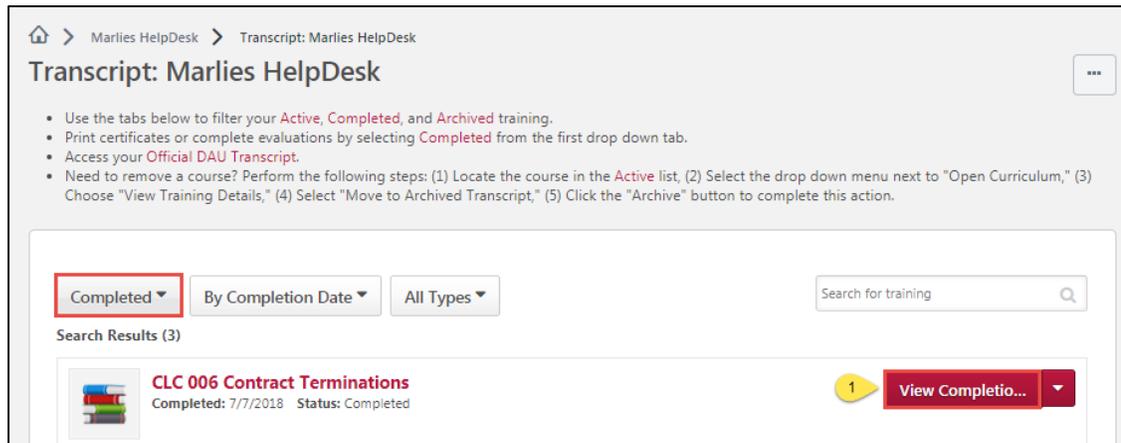
Continue

5

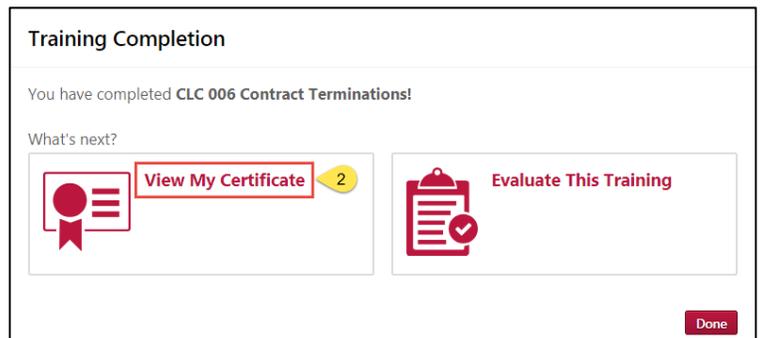


Course Evaluations & Certificates (Cont. 2)

Step 1: To access your course completion certificate, select **View Completion Page** button from the **Completed** view of your **Transcript** page.



Step 2: Select the **View My Certificate** button.



Step 3: Select the **Download** icon to download the certificate.

Step 4: Select the **Print** icon to print the certificate.

Note: The download and print icons may not appear in this location on your screen.

