

THE ARMY DISTANCE LEARNING PROGRAM MANUAL DISTANCE LEARNING WORKSTATION



Computer Operation Manual and Student Standard Operating Procedures (SSOP) Version 2.2

February 2001

*** This document contains updated information to support Block 2 DTF operations.**

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U.S. ARMY TRAINING AND DOCTRINE COMMAND, ATTG-CF, FORT MONROE, VA

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SAFETY PRECAUTIONS

SAFETY STEPS TO FOLLOW IF SOMEONE IS THE VICTIM OF ELECTRICAL SHOCK:

1. DO NOT TRY TO PULL OR GRAB THE INDIVIDUAL.
2. IF POSSIBLE, TURN OFF THE ELECTRICAL POWER.
3. IF YOU CANNOT TURN OFF THE ELECTRICAL POWER, PULL, PUSH, OR LIFT THE PERSON TO SAFETY USING A WOODEN POLE OR A ROPE OR SOME OTHER INSULATING MATERIAL.
4. SEND FOR HELP AS SOON AS POSSIBLE.
5. AFTER THE PERSON IS FREE OF CONTACT WITH THE SOURCE OF ELECTRICAL SHOCK, MOVE THE PERSON A SHORT DISTANCE AND IMMEDIATELY START CARDIOPULMONARY RESUSCITATION (CPR).

WARNINGS

WARNING

Electrocution can result if equipment is operated without proper ground.

WARNING

Do not place equipment directly on wet ground, snow or ice for operation.

WARNING

Equipment uses power line voltage. Serious injury or death may occur on contact. Observe safety precautions when connecting power cables or performing maintenance.

WARNING

Before connecting the equipment to a power source, ensure all power switches are in the off position.

WARNING

If using extension cords, only use approved, heavy-duty cords.

=====

WARNING

COMPLETE AN ANTIVIRUS SCAN OF ALL DATA
DISKETTES PRIOR TO INPUTTING ANY DATA TO TADLP
SYSTEM.

=====

WARNING

COURSEWARE RECORDED ON CD ROM's MAY BE RECORDED AT A HIGH LEVEL.
PLEASE BE VERY CAREFUL AND ADJUST THE VOLUME OF THE ATTACHED
HEADPHONES BEFORE PLACING ON YOUR EARS

The Army Distance Learning Program (TADLP) Computer Operation Manual (COM) and Student Standard Operating Procedures (SSOP)

1. SCOPE

1.1 Identification

The computer hardware to be fielded to The Army Distance Learning Program Digital Training Facilities consists of a monitor, CPU, keyboard, mouse, internal CD-ROM drive, 3 ½-inch floppy drive, sound card, Ultra DMA hard drive, SMC BNC+ 10BT 10/100 Standard Ethernet Card, and headphones with microphone.

1.2 Computer System Overview

TADLP Digital Training Facility will be equipped with a state-of-the-art computer. It provides a platform that is capable of running the software for current and future TRADOC and PM, TADLP-approved training courses, and allows access to other Army training assets via the Internet.

1.3 Document Overview

This document serves as a desktop manual for the basic operation of the computer as it pertains to TADLP Digital Training Facility. It explains procedures for logging-on to the operating system, initiating authorized applications, logging-off the system, and procedures for troubleshooting basic system problems. Appendix B serves as an in-class SOP for the student, identifying procedures and guidelines for the student's interaction with the Digital Training Facility manager, distance learning facility, and Digital Training Facility equipment.

2. REFERENCED DOCUMENTS

This manual references the manufacturer user's guides for the computer and the monitor, Army Regulation 340-21, The Army Privacy Program; Army Regulation 350-1, Army Training and Education (Draft); and TADLP Digital Training Facility Manager and Digital Training Facility Standard Operating Procedure, 1 May 2000 (Draft).

3. COMPUTER SYSTEM OPERATION

3.1 Computer System Preparation and Shutdown

3.1.1 Drives, Power Buttons, LED's, and Monitor

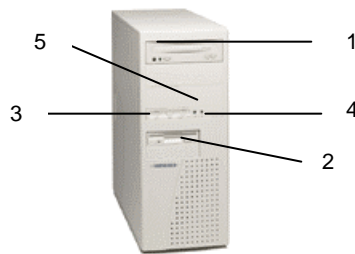


Figure 3.1.1.1 CPU Tower

3.1.1.1 CPU Tower

CD-ROM Drive – The drive is located in the top bay as depicted by the number 1 in Figure 3.1.1.1. The drive open/close button is located on the front of the drive. There is also a connection for headphones. **DO NOT CONNECT** the headphones to the connections. Connect the headphones to the rear of the computer too the Video Card. Please request assistance from the DTF Manager if the headphones are not attached to rear of computer.

Floppy Diskette Drive – The floppy diskette drive is located at number 2 in **Figure 3.1.1-1**. This drive is designated as the “A” drive and this is where all data files will be saved to diskette. A small diode light on the front will be “on” when the diskette is in use by the computer; **DO NOT** remove the floppy diskette when the in use light is “on.” To place a floppy diskette in the drive, insert the floppy diskette with the label facing up and the metal edge facing the computer. If the diskette will not go in all the way, the diskette is probably upside down. Remove the diskette, turn it over, and reinsert it. There is also an eject button on the front of the drive which is used to release the floppy diskette from inside the computer. When the diskette is inside the computer and you want to remove the diskette, first check that the in use light is not “on” and press the eject button until the diskette is released. If using Microsoft Office do not remove the diskette until your work has been saved.

Hard Disk Drive – The computer also contains an internal hard drive that is not visible from the outside of the computer. It is designated as the “C:” drive and contains the program for the operating system and other TADLP applications. No student work files can be saved to the hard drive.

Power Button – Turns the computer on and off.

Suspend Mode Button – Puts the computer in suspend mode to conserve energy.

Reset Button – Use the button at number 3 (in **Figure 3.1.1-1**) to restart the computer if it hangs up (nothing happens after moving mouse or striking the keyboard or the system fails to reboot properly from the menu) and CTRL-ALT-DELETE and Task Manager fail to free the system.

Power LED – the computer is on when the green LED at number 4 (in **Figure 3.1.1-1**) is lit.

Hard Disk Drive Access LED The computer is either writing information to the hard disk drive or reading information from the hard disk drive when the amber LED at number 5 (in **Figure 3.1.1-1**) is lit.

The rear of the computer contains connections to the power supply, and interface connections to peripherals such as the monitor, keyboard, mouse, and headphones. These connections are complete and the operator will not perform any operation involving these connections. If there is a need to check the connections, the Digital Training Facility Manager is responsible for performing the checks.

3.1.1.1 Monitor

The monitor has two cords attached. One cord is a power cord, which is either plugged into the receptacle on the back of the computer or plugged directly into the power strip/wall receptacle. The other cord is the signal cable and is attached to the monitor on one end and the computer on the other end. Both cords must be firmly attached to their connectors.

Display Adjustments – Contact the Digital Training Facility Manager if adjustments to the monitor display are necessary.

Power Button – Turns the monitor on and off.

Monitor Power LED – When this LED is green the monitor has power and is receiving a video signal from the CPU. When the LED is amber the monitor has power but is not receiving a video signal from the CPU.

3.1.1.2 Headphones

Each workstation is issued a set of headphones for use with courseware. These headphones have an attached microphone and volume adjustment. The volume adjustment must be placed in the lowest position so as to not cause any harm to student hearing when courseware is initially started. Some courseware is recorded at a high volume which may cause injury if not properly adjusted prior to putting on the headphones.

3.1.2 POWER ON AND OFF

Under normal operating procedures, the Digital Training Facility Manager is responsible for powering on all Digital Training Facility computers at the start of the workday and powering off the systems at close of business. However, if it is necessary to power on or off the computer, the procedures are as follows:

Power On

Power on the power surge protector.

Power on the monitor.

Power on the CPU.

Power Off

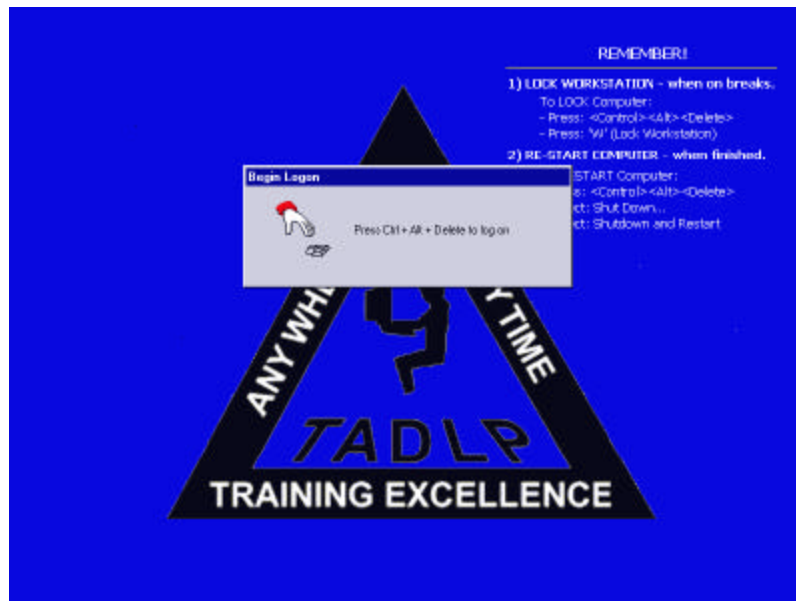
- Ensure that the operating system has been shutdown correctly.
- Power off the CPU.
- Power off the monitor.
- Power off the power surge protector.

3.1.3 First Time Student Logon Procedures

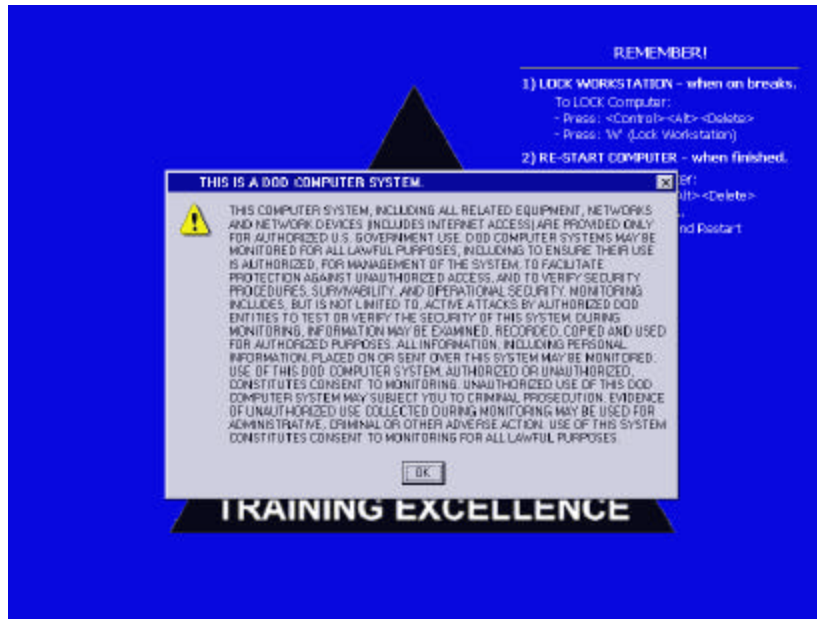
3.1.3.1 Logon

In order to successfully access the TADLP workstation for the first time, the following procedures must be accomplished:

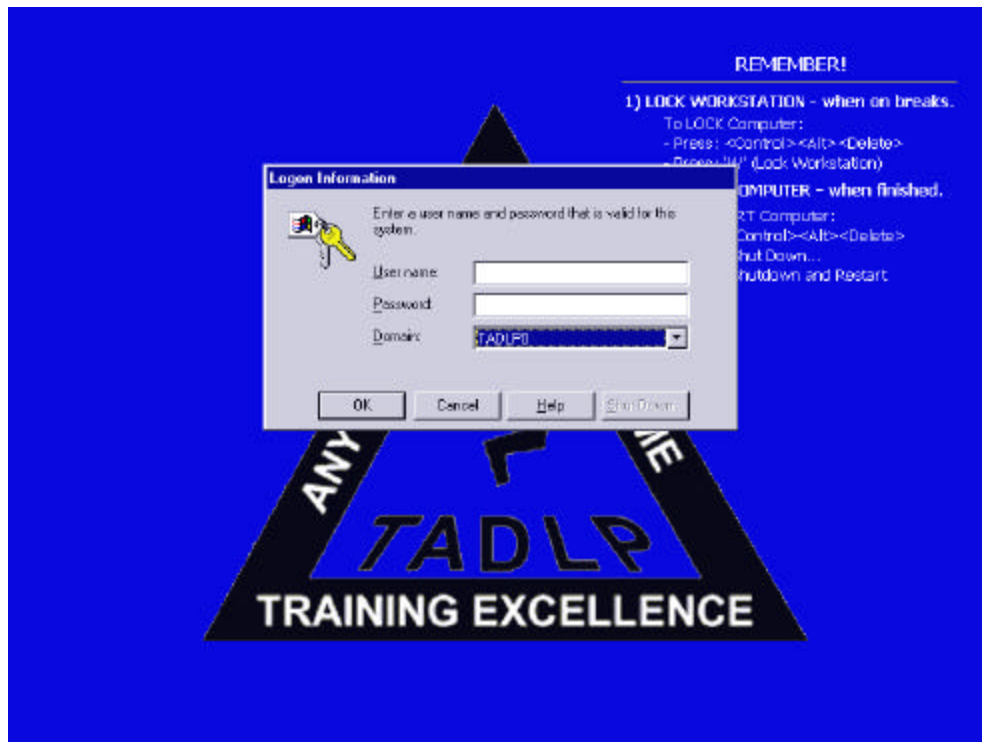
1. Obtain your USER ID and PASSWORD from the Digital Training Facility Manager (DTFM).
2. If needed, Power up your assigned workstation.
3. Once the workstation has completed the Boot-Up process, it will display the Windows-NT logon screen.



4. To begin the logon procedures, press the CTRL+ALT+DEL keys together then release.



5. The System will display the United States Department Of Defense Warning Statement. Read this screen carefully then either press ENTER or select OK using the mouse.
6. The system will display the LOGON INFORMATION screen with the cursor located in the User name field.



7. Enter your user name that was provided by the DTFM then press the TAB key.
8. The cursor will advance to the Password field.
9. Insure that the CAPS Lock button is not activated.
10. Key your correct password that was provided by the DTFM.
11. In the Domain field, insure that the entry TADLP0 is displayed. If it is not, the following steps need to be accomplished:
 - (a) Position the pointer over the arrow located on the right side of the Domain field then click the left mouse button.
 - (b) A drop down window will appear displaying a list of the available Domains and printers.
 - (c) Position the pointer over the TADLP0 option then press the left mouse button.
 - (d) The drop down list will disappear and TADLP0 will now be displayed in the Domain field. If not, repeat the above steps.

12. Once all the fields have the correct information, position the pointer over the OK button then press the left mouse button or press the ENTER key.
13. If the correct information was entered you will receive the logon message indicating “You are required to change your password”. If any other messages appear, contact your DTFM for further instructions.
14. The following rules apply when changing a password:
 - (a) A password must be a minimum of eight (8) characters in length not to exceed fourteen (14) characters.
 - (b) A combination of lower case letters, upper case letters, or numbers must be used (i.e. Ranger01, IneedHelp, etc.)
 - (c) A Password should be unique.
 - (d) A password should not be commonly used words.
 - (e) Do not give your password to anyone, it is your signature when you access a TADLP workstation.
15. Position the pointer over the OK button then click the left mouse button. If the user takes no action, this message will disappear by itself and display the next window.
16. The Change Password window will appear with the cursor located in the New Password field.

3.1.3.2 Change Password

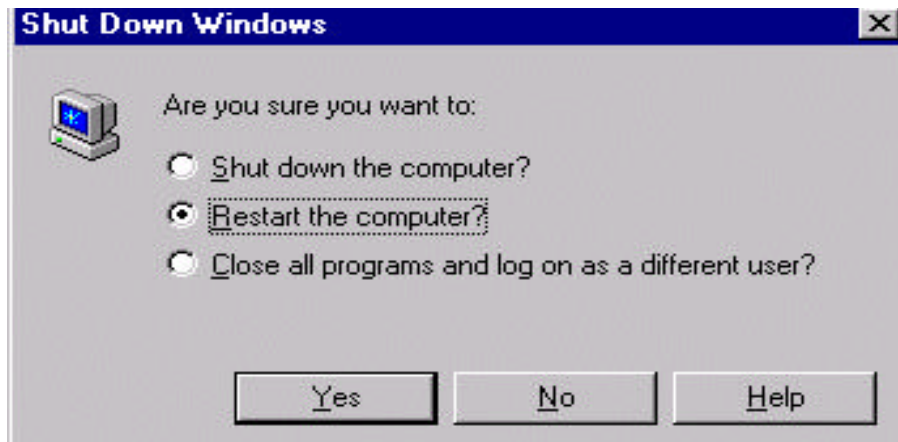
1. With the cursor in the New Password field, key in your new password. As you enter the password, asterisks will appear in place of keyed entries.
2. Press the TAB key to advance to the Confirm Password.
3. In the Confirm Password field, again key in your new password exactly as it was entered in the New Password field.
4. Once you have entered your new password in the appropriate fields, position the pointer over the OK button then press the left mouse button or press the ENTER key.
5. The Change Password window should appear indicating that “Your password has been changed”. If any other message appears, read the message and re-enter the new password. If further assistance is needed, contact the local DTFM.

6. Position the pointer over the OK button then press the click mouse button.
7. The Change Password window will disappear and the system will display the default Windows-NT desktop.

If any further assistance is required or if you have any questions concerning the above procedures, contact the local DTFM.

3.1.4 Log Off Procedures

1. Place the mouse pointer on the Start button and press the left mouse button once.
2. Place the mouse pointer so that it highlights “Shut Down” on the menu and press the left mouse button once. The system displays the “Shut Down Windows” dialog box.
3. Place the mouse pointer on the “Restart the computer?” and press the left mouse once.



4. Move the mouse pointer so that it is on the “Yes” button and press the left mouse button once.
5. The system will restart.

3.2 Operating Procedures

3.2.1 Input and output Procedures

The student is able to input and output documents to and from magnetic media via 3.5 inch floppy diskettes. The student also has the capability to produce hard copy of any documents by sending them to diskette and to the networked printer located within each DTF.

Formatting Floppy Diskettes

Floppy diskettes are available either preformatted or unformatted. Preformatted diskettes are ready to use right out of the box, while unformatted diskettes must be formatted before they can be used. Previously used diskettes that contain old data that is no longer necessary to keep should also be reformatted from time to time to preserve the format integrity of the diskette. Formatting also provides statistics about the diskette that inform the user of a diskette’s condition and whether or not it should be discarded.



WARNING – The formatting process erases any information previously stored on a floppy diskette. “Quick Format” does not scan the diskette for any errors.

To format a floppy diskette:

1. Place a 3 ½-inch floppy diskette into drive “A.”
2. Using the left mouse button, double-click on the My Computer icon on the Windows NT desktop. The My Computer window appears, shown in **Figure 3.2.1-1**.

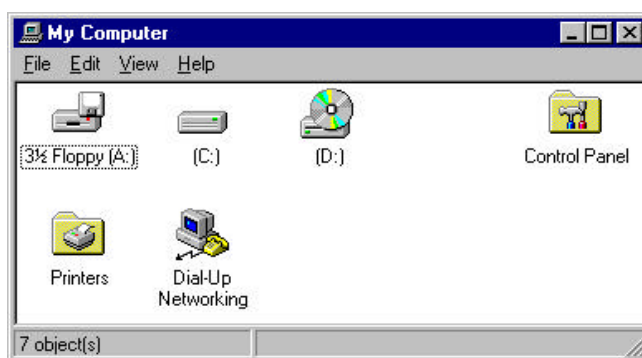


Figure 3.2.1-1 My Computer Window

3. With the left mouse button, click once on the icon for the “A” drive to select it.
4. Click once on the word “File” on the tool bar to open the file menu.
5. On the File menu, click Format, shown in **Figure 3.2.1-2**.

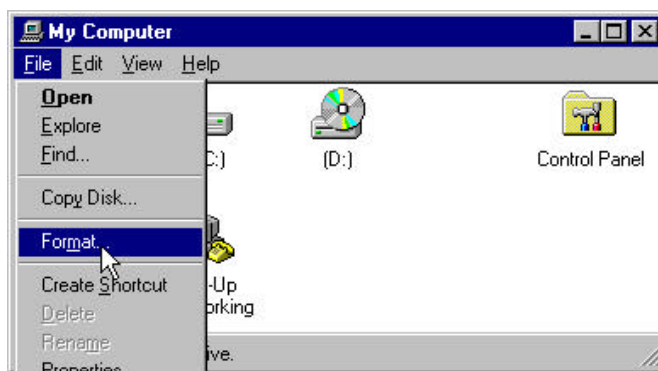


Figure 3.2.1-2 File Menu

The Format dialog box appears, shown in **Figure 3.2.1-3**.

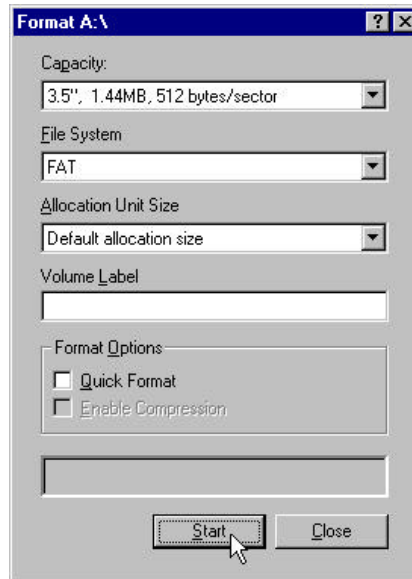


Figure 3.2.1-3 Format Dialog Box

6. In the Capacity list box, verify the capacity of the floppy diskette.
7. Click Start. A warning message appears informing the operator that all data on the diskette will be erased, shown in **Figure 3.2.1-4**.

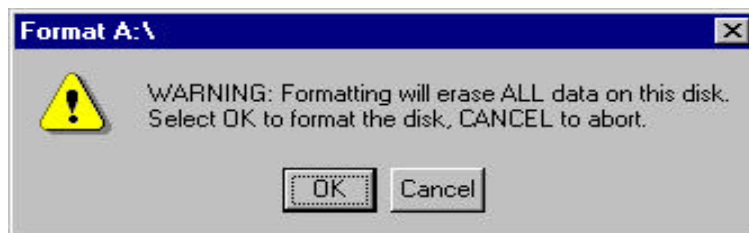


Figure 3.2.1-4 Warning Message

8. Click OK. The formatting process begins. At the bottom of the format dialog box, tick marks indicate the status of the formatting process. Upon completion, a message indicates that the format is complete, shown in **Figure 3.2.1-5**.

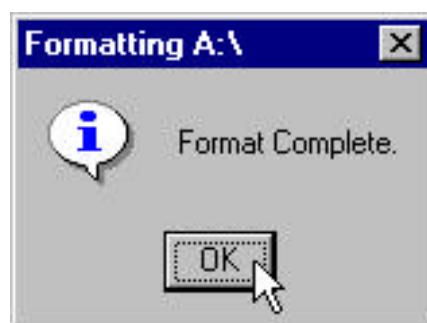


Figure 3.2.1-5 Format Complete

9. Click on “OK” to close the message box. The Format dialog box appears again. Remove and label the floppy diskette. If you want to format additional diskettes, insert another diskette, and repeat steps 6 through 9.
10. In the Format dialog box, click Close.
11. Close the My Computer window by clicking on the “X” in the upper right-hand corner.

Procedures for saving and retrieving documents to and from diskettes are covered in Section 4.2, Microsoft Office 97.

3.2.2 Off-Line Procedures

These procedures explain the operations of all peripheral equipment that the student has access to and may need to know how to operate.

Multi-Function Printer – This printer provides the student the capability to print, copy, scan, and fax documents and output created during DL training. Any documents that the student wishes to process must first be saved to diskette and the diskette presented to the Digital Training Facility Manager for processing.

Adjustable Desk for the Physically Challenged – The desk for the physically challenged individual may be adjusted vertically to accommodate for the height of a wheelchair.

Underneath the desktop is a hand crank, shown in **Figure 3.2.5-1**. Pull the handle of the crank outward to extend it from beneath the desk. Turn the hand crank clockwise to elevate the desk or counter-clockwise to lower it.

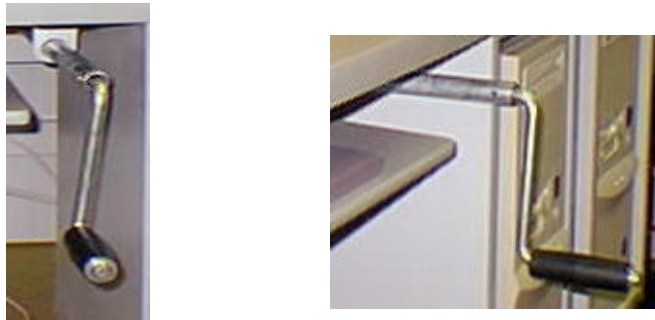


Figure 3.2.5-1 Desk Hand Crank

Adjustable Ergonomic Pneumatic Chair – Several adjustments may be made on the chair to suit the comfort of the student. There are three levers and one knob on the chair that control the adjustments, shown in **Figure 3.2.5-2**. They are as follows:



Figure 3.2.5-2 Chair Adjustment Knob and Levers

1. **Back Cushion Height Adjustment Knob** – This knob raises or lowers the vertical height of the back cushion. Turn the knob counter-clockwise to loosen the clamp, adjust the height of the cushion, and turn the knob clockwise to tighten the clamp and secure the new position.
2. **Back Cushion Angle Adjustment Lever** – This lever adjusts the vertical angle of the back cushion. Pull up on the lever to unlock the forward or backward movement of the back cushion, adjust the angle, and push the lever down to lock in the new angle.
3. **Chair Height Adjustment Lever** – Use this lever to adjust the height of the chair. While sitting in the chair, pull up on the lever to lower the height of the chair. To raise the chair, stand up to remove your body weight from the chair and pull up on the lever.
4. **Seat Cushion Angle Adjustment Lever** – This lever tilts the seat cushion forward or backward. Pull up on the lever to unlock the movement of the seat cushion, adjust the tilt/angle to a position of your liking, and push down on the lever to lock in the new position.

3.3 Problem Handling Procedures

Table 3.3-1 Troubleshooting Boot-up

PROBLEM	CORRECTIVE ACTION
Keyboard Error message.	Check that the keyboard does not have anything touching a key. Check that the keyboard is connected properly to the computer. Check that the keyboard connection is firmly inserted into the computer keyboard connection port. Contact the Digital Training Facility Manager.
Mouse does not work.	Check that the mouse connection is firmly seated in the computer mouse connection port. If problem persists, contact Digital Training Facility Manager.
Monitor is blank but the computer is on.	Strike a key to deactivate a blank screen saver. Check that the monitor is turned on and has power to it. If problem persists, contact Digital Training Facility Manager.
Complete computer system fails to operate or error message on screen and nothing operates on the computer.	Contact the Digital Training Facility Manager for assistance.

Table 3.3-2 Troubleshooting the Monitor

PROBLEM	CORRECTIVE ACTION
No Picture	Check that the Power Switch and Computer Power Switch are in the on position. Contact the Digital Training Facility Manager.
POWER LED is not lit.	Check that the Power Switch is in the on position. Contact the Digital Training Facility Manager if problem persists.

4. SOFTWARE

The DL Digital Training Facility will have Windows NT 4.0 operating system and Microsoft Office 97 loaded on each student workstation. Microsoft Office 97 provides the student with the ability to produce papers, reports, spreadsheets, or graphics to fulfill a training requirement. The training software for a particular course will be loaded on the computer at the start of each training session and automatically removed when the student quits for the day.

4.1 Windows NT 4.0

This is the operating system for the computer. It controls how programs load and operate, how files are stored, what the system displays on the monitor, and manages the operation of peripheral devices such as floppy and CD-ROM drives. It also provides the security for the computer system and controls both the student log-in and operations the student can perform on

the computer. Information on operation of this software is briefly explained in sections on initiation, shutdown, and input and output.

4.2 Microsoft Office 97

This software is a collection of office automation products. The products include Word 97 for word processing, Excel 97 for spreadsheets, PowerPoint 97 for graphics and Internet Explorer for web access. This section will provide step-by-step procedures for accessing these products, opening an existing file from floppy diskette, creating a new file, and saving an existing file to a floppy diskette or to the DTF server and accessing the Internet.

4.2.1 Word 97

Microsoft Word 97 is a full-function word processor. The word processor is used to prepare written documents required for completion of the training session.

To access Microsoft Word 97:

1. Open Microsoft Word program by clicking the Start button in the lower left-hand corner of the desktop.
2. On the Start Menu, highlight Programs.
3. On the next menu, find Microsoft Word and click on it.
4. The Word 97 desktop screen will be displayed. You have successfully accessed Word 97.

To open an existing file in Word from local storage or floppy diskette:

1. Access the Word 97 program using the steps listed above. This will display the Word 97 desktop screen with a blank document screen in the work area. Insert the 3 ½-inch diskette with the file to be opened into the floppy drive.
2. Point to the word “File” in the top toolbar and click on it. The drop-down File Menu is displayed.
3. Click on the “Open” option. The OPEN dialog box is displayed. The “Look In” box at the top left corner of the screen displays the location that the program is looking in for Word documents. Only documents that are named with the ending of “.doc” will be displayed in the file list scroll window. You can select drive H for locally-stored documents or drive A for diskette-stored documents.
4. The file list will list the word documents found on the diskette. Use the mouse to click on the file you want to open and work with. If the file is not displayed, use the Up and Down Arrow keys to move through the file list.

5. Once the file to be used is highlighted, click Open on the right side of the dialog box.
6. The file will then be displayed on the desktop and ready for use in Word 97.

To create a new file:

1. Access the Word 97 program using the steps listed above. This will display the Word 97 desktop screen with a blank document screen in the work area. Insert the 3 ½-inch diskette into the floppy drive, if desired.
2. Point to the word “File” in the top toolbar and click on it. The drop-down File Menu is displayed.
3. Click on the “New” option.
4. In the New document dialog box, click on the General folder tab at the top of the dialog box. This is to insure you are on the General folder tab.
5. In the New dialog box, click on the blank document.
6. In the New dialog box, click the OK button to open the new document. The new document is now ready for editing.
7. The process to open a new document may be stopped at anytime by clicking the Cancel button on the New dialog box.

To save a file to floppy diskette or local storage:

1. Access the Word 97 program using the steps listed above and open or create a document on your desktop. Word 97 desktop screen will be displayed and there will be a document on the desktop. Insert a 3 ½-inch diskette into the floppy drive, if desired.
2. Point to the word “File” in the top toolbar and click on it. The drop-down File Menu is displayed.
3. If the file has never been saved to diskette before or if you want to save the file with a different name, Click on the “Save As” option.
 - a.) This will display the SAVE AS dialog box with the file name highlighted and the current name of the document shown. The system defaults to “Doc1” if you haven’t begun typing your document, otherwise, the file name defaults to the opening sentence of your document or you can type in the file name desired.
 - b.) Delete the entry in the file name box and key in a descriptive name for the file. The system will automatically assign an extension of “.doc” after the save button is clicked.

- c.) To save the document click on the down arrow in the “Save in” box at the top of the window. Next, click on “3 ½-inch Floppy (A:)” to save it to diskette, or click on the “H” drive to save it on local storage. Click the Save button to write the document. For example, to save the file as “report1”, you would key in [report1], select 3 ½-inch Floppy (A:), and click the save button to save the file to a diskette.
 - d.) The file has been saved and you may continue to work in your document.
- 4. If the file is correctly named and you want to save it, from the “File Menu” click on the “Save” option.

To exit Word 97:

- 1. Exit the Word 97 program using the following steps. This process will provide you an opportunity to save an open document(s) before exiting the program.
- 2. Insert a 3 ½-inch diskette into the floppy drive, if desired.
- 3. Point to the word “File” on the top toolbar and click on it. The drop-down File Menu is displayed.
- 4. Point to the “Exit” option at the bottom of the drop-down file menu and click on it.
- 5. If the file has not been saved, the program displays a dialog box with the question “Do you want to save the file?” The options available are “Yes”, “No”, or “Cancel”. The “Yes” option will save the file to the previous location (local server storage or diskette). The “No” option does not save the file before exiting the program. The “Cancel” option stops the exit process and returns you to the Word document for further editing.

4.2.2 Excel 97

Microsoft Excel 97 for Windows is a full function spreadsheet program. The spreadsheet program is used to prepare reports, studies, or any other written documents where data tabulation and calculation is required to be submitted by the training package.

To access Microsoft Excel 97:

- 1. Open the Excel program by clicking the Start button in the lower left-hand corner of the desktop.
- 2. On the Start Menu, highlight Programs.
- 3. On the next menu, find Microsoft Excel and click on it.

The Excel desktop will be displayed. You have successfully accessed Excel.

To open an existing file from local storage or floppy diskette:

1. Access the Excel program using the steps listed in paragraph (a.) above. This will display the Excel desktop with a blank spreadsheet in the work area. Insert the floppy diskette into the drive if you wish to use the floppy diskette.
2. Point to the word “File” on the top toolbar and click on it. The drop-down File Menu is displayed.
3. Click on the “Open” option.
4. The OPEN dialog box is displayed. In the “Look In” box at the top left corner of the screen is displayed the location that the program is looking for Excel spread sheets. Only spreadsheets that are named with the ending of “.xls” will be displayed in the file list scroll window. If you cannot find the file you want, try changing the drive to a: or h: in the File Name Box.
5. The file list will list the Excel spread sheets found on local storage or the floppy diskette. If there is not a file highlighted on the file list, use the mouse to click on the file you want to open and work with. If the file is not displayed, use the Up and Down Arrow keys to move through the file list.
6. Once the file to be used is highlighted, click Open on the right side of the dialog box.
7. The file will be displayed on the desktop and ready for use in Excel 97.

To create a new file:

1. Access the Excel 97 program using the steps listed in paragraph (a.) above. This will display the Excel 97 desktop screen with a blank spreadsheet in the work area. Insert the 3 ½ - inch diskette into the floppy drive.
2. Point to the Excel “File” in the top toolbar and click on it. The drop-down File Menu is displayed.
3. Click on the “New” option.
4. In the New spread sheet dialog box; click on the General folder tab at the top of the dialog box. This is to insure you are on the General folder tab.
5. In the New dialog box, click on the blank spreadsheet or on Workbook.
6. In the New dialog box, click the OK button to open the new spreadsheet. The new spreadsheet is now ready for editing.
7. The process to open a new spreadsheet may be stopped at anytime by clicking the Cancel button on the new dialog box.

To save a file to local storage or floppy diskette:

1. Access the Excel 97 program using the steps listed in paragraph (a.) above and open or create a spreadsheet on your desktop. Excel 97 desktop screen will be displayed and there will be a spreadsheet on the desktop. Insert a 3 ½-inch diskette into the floppy drive if saving to floppy diskette.
2. Point to the word “File” in the top toolbar and click on it. The drop-down File Menu is displayed.
3. If the file has never been saved to diskette before or if you want to save the file with a different name, Click on the “Save As” option.
 - a.) This will display the SAVE AS dialog box with the file name highlighted and the current name of the spreadsheet shown. The default name of a new spreadsheet will be “book 1” or a higher number if you have several unnamed spreadsheets open.
 - b.) Delete the entry in the file name box and key in the name of the file. To save to diskette, start the entry with “a:”, (regardless of the program path, this ensures that your work will be saved to diskette), followed by the file name and an ending of “.xls”. The ending will be automatically added if you do not type it in. For example to name the file as “spreadsheet1”, you would key in: a:spreadsheet1 and click the save button with the mouse.
 - c.) The file has been saved and you may continue to work in you spreadsheet.
4. The file is correctly named and you want to save it, from the “File Menu” click on the “Save” option. Beside the “Save” option is a symbol of a “3 ½-inch” diskette. Since the file was loaded or previously named to be saved on the A drive, the program will save a new copy of the file to diskette. As an alternate method of saving the file, the “3 ½-inch” diskette symbol is displayed on the second toolbar and may be clicked at anytime to save the file. The file save feature will only work when the program finds that the spreadsheet has been updated since the last time the spreadsheet was saved.

To exit Excel 97:

1. Exit the Excel 97 program using the following steps. This process will provide you an opportunity to save an open spread sheet(s) before exiting the program if you are currently working in a spreadsheet. Insert a 3 ½-inch diskette into the floppy drive that has enough space to save the spreadsheet, if you are saving to diskette.
2. Point to the word “File” in the top toolbar and click on it. The drop-down File Menu is displayed.
3. Point to the “Exit” option at the bottom of the file menu.

4. If the file has not been saved, the program will ask the question “Do you want to save the file?” in a dialog box. Each spreadsheet is considered a file by the program. The options available are “Yes”, “No”, or “Cancel”. The “Yes” option will save the file to diskette and exit the program. The “No” option does not save the file before exiting the program. The “Cancel” option stops the exit process and returns you to the Excel spread sheet for further editing.

4.2.3 PowerPoint 97

Microsoft PowerPoint 97 is a full function slide, chart, and graphics program. It is used to aid in the preparation of reports, studies, or any other written document required to be submitted by the training package.

To access PowerPoint:

1. Open the Microsoft PowerPoint program by clicking the Start button in the lower left-hand corner of the desktop.
2. On the Start Menu, highlight Programs.
3. On the next menu, find Microsoft PowerPoint and click on it.
4. The PowerPoint desktop will be displayed. You have successfully accessed PowerPoint.

To open an existing file from local storage or floppy diskette:

1. Access the PowerPoint program using the steps listed in paragraph (a.) above. This will display the PowerPoint desktop, with a blank presentation work area. If the file is on a diskette, insert the 3 ½-inch diskette that contains the file to be retrieved into the floppy drive.
2. Point to the word “File” on the top toolbar and click on it. The drop-down File Menu is displayed.
3. Click on the “Open” option.
4. The OPEN dialog box is displayed. In the “Look In” box at the top left corner of the screen is displayed the location that the program is looking for PowerPoint files. Only files that are named with the ending of “.pot” or “.ppt” will be displayed in the file list scroll window. If your files are on a floppy and the program is not looking for files on the “3 ½-inch floppy (A:)” drive, type “A:” in the File name box and click Open on the right side of the dialog box.
5. The file list will list the PowerPoint files. If there is not a file highlighted on the file list, use the mouse to click on the file you want to open and work with. If the file is not displayed, use the Up and Down Arrow keys to move through the file list.

6. Once the file to be used is highlighted, click the “Open” button on the right side of the dialog box.
7. The file is displayed on the desktop and ready for use in PowerPoint.

To create a new file:

1. Access PowerPoint using the steps listed in paragraph (a.) above. This will display the PowerPoint desktop with a blank presentation work area.
2. Point to “File” on the top toolbar and click on it. The drop-down File Menu is displayed.
3. Click on the “New” option.
4. On the New Presentation dialog box, click on the General folder tab at the top of the dialog box. This is to insure that you are on the General folder tab. Click on “Blank Presentation”, click on “OK”.
5. In the New Slide dialog box, click on the type of presentation layout that you will be making.
6. On the New Slide dialog box, click the “OK” button to open the new presentation. The new presentation is now ready for editing.
7. The process to open a new presentation may be stopped at anytime by clicking the Cancel button on the "New" dialog box.

To save a file:

1. Access the PowerPoint program using the steps listed in paragraph (a.) above and open or create a presentation on your desktop. The PowerPoint desktop will be displayed and there will be a presentation on the desktop. If saving to diskette, insert a 3 ½-inch diskette into the floppy drive.
2. Point to the word “File” on the menu toolbar and click on it. The drop-down File Menu is displayed.
3. If the file has never been saved to diskette before or if you want to save the file with a different name, Click on the “Save As” option.
 - a.) This will display the SAVE AS dialog box with the file name highlighted and the current name of the file shown. The current name of a new presentation will be “PowerPoint 1” or a higher number if you have several unnamed presentations open.

- b.) Delete the entry in the file name box and key in the name of the file. If saving to diskette, the entry will always start with “a:”. If saving to local storage, the entry will always start with “h:”. This is followed by the file name and an ending of “.ppt”. The ending will be automatically added if you do not type it in. For example, to name the file as “chart1” and save it on the “A” drive, you would key in: “a:chart1” and click the save button with the mouse.
 - c.) The file has been saved and you may continue to work on your presentation.
4. If the file is correctly named and you want to save it, from the “File Menu” click on the “Save” option. Beside the “Save” option is a symbol of a “3 ½-inch” diskette. Since the file was loaded or previously named to be saved on the A drive, the program will save a new copy of the file to diskette. The file save feature will only work when the program finds that the presentation has been updated since the last time it was saved.

To exit PowerPoint 97:

1. Exit the PowerPoint program using the following steps. This process will provide you an opportunity to save an open presentation before exiting the program. If you want to save to diskette, insert a 3 ½-inch diskette into the floppy drive.
2. Point to the word “File” on the menu toolbar and click on it. The drop-down File Menu is displayed.
3. Point to the “Exit” option at the bottom of the file menu.
4. If the file has not been saved, the program will ask the question “Do you want to save the file?” Each presentation is considered a file by the program. The options available are “Yes”, “No”, or “Cancel”. The “Yes” option will save the file to diskette and exit the program. The “No” option does not save the file before exiting the program. The “Cancel” option stops the exit process and returns you to the PowerPoint presentation for further editing.

4.2.4 Internet Explorer

To access the internet using Microsoft Internet Explorer:

1. Open Internet Explorer by clicking the Start Button in the lower left-hand corner of the desktop.
2. On the Start Menu, highlight Programs.
3. On the next menu, find Internet Explorer and click on it.
4. You will be taken to the Internet.

5. To change the Web Page, at the top of the screen will be a space labeled Address with the internet address of your present location, place the pointer on this address and click once. The address will change colors, at this point you can begin typing in the address of the page you would like to connect too.

4.3 Distance Learning Courseware

Distance learning courseware will be loaded on the system using the CD-ROM drive.

Some lessons are provided on a set of CDs that are not pre-loaded on the computer. This courseware will only be on the system while the student is logged on to the workstation. The courseware will be loaded on the computer as the first step after the student logs on to the workstation. When the student logs off for the day from the workstation, all courseware program files will be deleted.

Data entry and navigation through TADLP courseware will vary between the different courses. The primary source for information on navigating and entering data during the lessons are, on screen messages, on-line help, and audio messages.

In the case where a lesson is on a successive CD in the set, the training program will prompt you with a message, such as, "Put CD Number "X" in the system". Find the CD requested among your course materials. Open the CD-ROM drives' door/tray by pressing the load/eject button. CDs should always be handled by grasping the center hole and the outer edge to prevent placing any fingerprints on the CD surface. If there is a CD currently loaded, carefully remove it from the tray and place it in its' storage case. Place the new CD in the CD-ROM tray. When the CD is properly placed in the CD-ROM tray the writing on the CD will be facing up. Press the load/eject button to load the CD into the CD-ROM drive.

4.3.1 Sample Load of Distance Learning Multimedia Package

Ordinarily step-by-step load instructions will be included with the CD-ROM(s) to be loaded. Once the load is started, the software will also provide clear step-by-step instructions as you go through the load process. If the software being loaded asks for the operating system, contact the Digital Training Facility Manager for assistance. The following procedures provide an example of the loading of a CD based distance learning program.

1. First and most important, read any instructions that are supplied with the program. These instructions may be in a booklet, flyer, printed on the software cover or printed on the face of the Compact Disk. These are the most up to date, specific instructions that apply to the training software. The Digital Training Facility Manager may also have some lessons learned information that will assist you in loading the program.
2. At the student workstation, sign on to the system using your assigned student ID and password. TADLP desktop window is displayed.

3. Carefully remove the Compact Disk from the storage case. Press the button on the front of the CD-ROM drive to open the drive door. Place the Compact Disk in the drive with the printed side of the Compact disk facing up. Press the button on the front of the CD-ROM drive again to load the compact disk into the drive and close the drive door.
4. Move the mouse pointer to the CD-ROM icon and double-click the left mouse button.
5. Move the mouse pointer to the file “SETUP” and double-click with the left mouse button to start the load process.
6. The load program then takes over, asking questions for you to answer as the load process continues. If the Digital Training Facility Manager has provided any additional instructions with the CD-ROM, use these instructions as you continue with the load.
7. At the completion of the load, the install program will provide instructions on accessing the new program. Read these instructions carefully and be sure you understand them before you proceed to the final or finish screen.

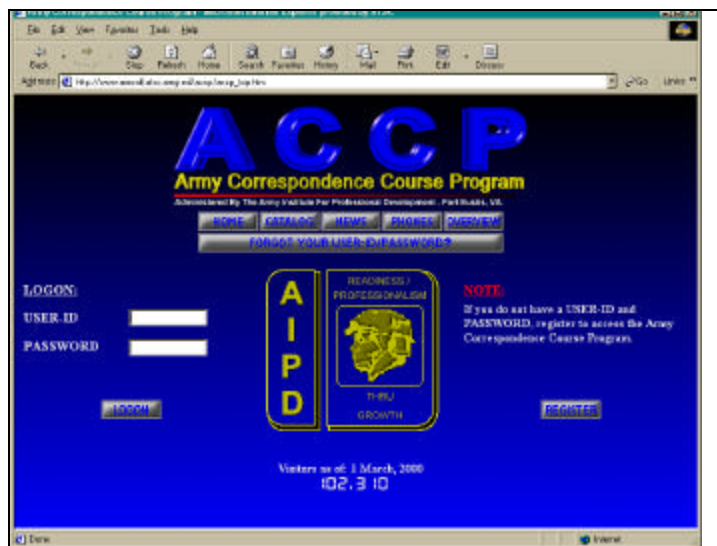
4.4 LOGGING ON TO Army Correspondence Course Program (ACCP).

1. Students wishing to register or continue to work on their ACCP courses may use the DTF for this purpose. Procedures for logging into the ACCP web site are:

Logging On To ACCP

(Army Correspondence Course Program)

- Student first logs on to the TADLP network
- Using internet explorer the student goes to the following url:
“<http://www.aimsrdl.atsc.army.mil/>”
- Student follows prompts on the ACCP web site.



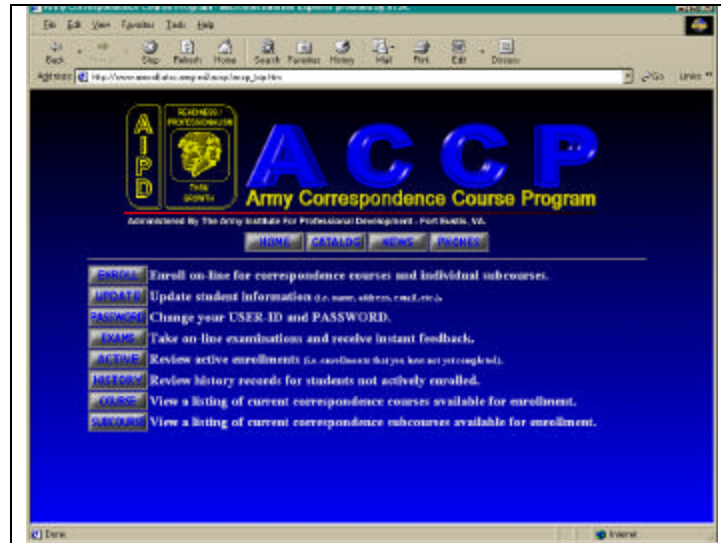
A student who does not have a ACCP User-id and Password needs to click on the [REGISTER] button. If the student has a ACCP Userid and Password then key in the required information and click the [LOGON] button. The system will verify the student Userid and Password. After verification the system will let the student into the system.

The screenshot shows the ACCP (Army Correspondence Course Program) registration page. At the top, there is a logo for ACCP and a navigation bar with buttons: HOME, LOGIN, NEWS, REGISTER, and PASSWORD. Below the navigation bar, there is a section for Privacy Act Information. The main form area contains several input fields: Social Security Number (with a red asterisk), Last Name (with a red asterisk), Mother's Maiden Name (with a red asterisk), and First Name (with a red asterisk). There is also a checkbox for "Multiple Mail" and a "Register" button. At the bottom, there is a note about the program agency being the U.S. Army Training and Doctrine Command (TRADOC).

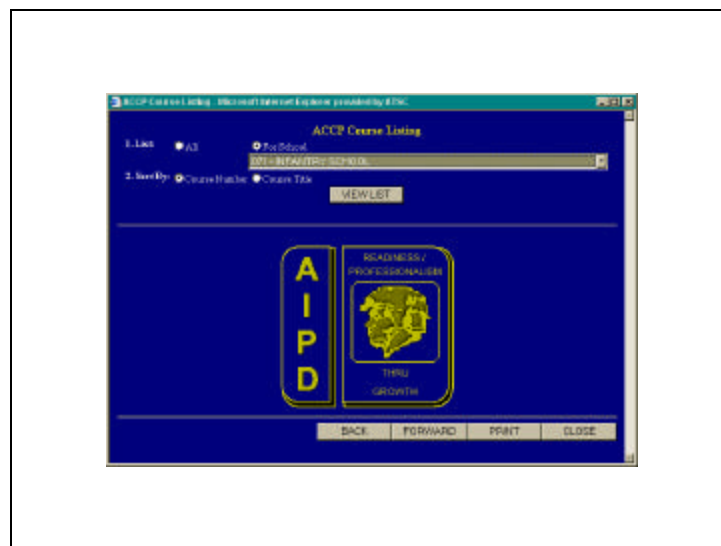
First step in the registration process is to provide some demographic information. Student must fill in the required information (red * asterisk). Click the [Register] button.

The screenshot shows the ACCP registration page, specifically the "Change your UserID and Password" section. The page has the same header and navigation bar as the previous screenshot. Below the navigation bar, there is a section for changing the UserID and Password. The text reads: "Type your new UserID and Password in the appropriate boxes. Retype your Password in the Confirm Password box. If you do not want to change both UserID and Password, leave the one not going to be changed blank. A UserID may consist of 6 to 10 characters of any combination. A Password may consist of 8 to 10 Alpha-Numeric characters: (A-Z) and (0-9), with at least 2 characters being numeric." There are three input fields: UserID, Password, and Confirm Password. At the bottom, there are "Submit" and "Clear" buttons.

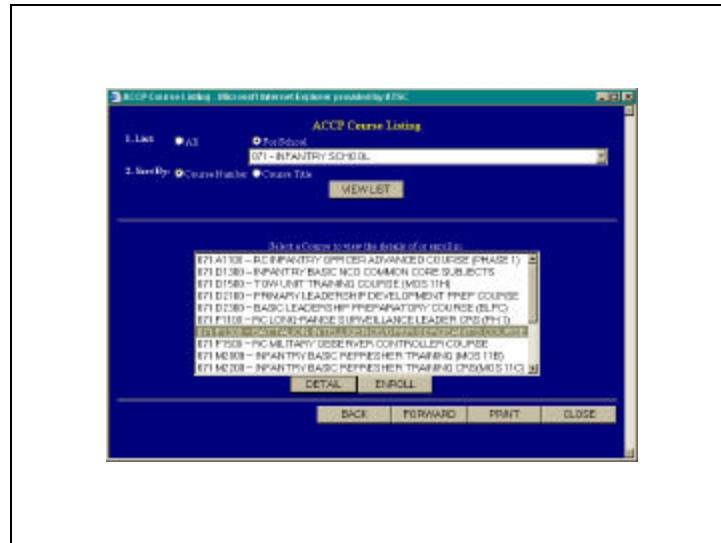
The next step is to create a USERID and PASSWORD which is student driven for easy remembrance. Student needs to create a unique UserID and Password. The student can use their current TADLP unique UserID and Password by entering them in to the UserID and Password fields on the screen. The student then clicks the [Submit] button.



After the system accepts the students Userid and Password, the above screen will appear. If the student knows what course or subcourse he wants to enroll in he hits the ENROLL button. If not, he can browse the course and subcourse listing by either clicking on the [COURSE] or [SUBCOURSE] button.



At this point the student can access the Course listing and sort by either course number or course title or by school proponent . The student can request to sort the information either by All schools or by a select school code. The student can also sort by Course Number or Course Title. Student also has print, back, forward, and close options.



Sample View List. When student clicks on course, he can select detail or enroll. If student clicks detail, they can view the entire course curriculum to include subcourse associated with that course. If student clicks [ENROLL] button, then the next screen is the enroll form pre-filled with course number selected.

If the student has participated in the program before the enrollment form is pre-filled with student demographic information. If not student will have to key in required information.

Return to the [ACCP RDL](#) application.

Center: B71 BLS
 Course Title: BATTALION INTELLIGENCE OPER SERGEANT'S COURSE
 No. of Phases: 8
 No. of Sub-Courses: 16
 No. of Credit Hours: 88

The following subcourse(s) make up your enrollment:

SubCourse	SubCourse Title	Hours	Delivery Method
AG001	CLASSIFIED DOCUMENTS/PROCEDURES	4	Paper Only
<u>IS305</u>	INTRODUCTION TO ORDER OF BATTLE	8	On-Line Only
<u>IS306</u>	INTRODUCTION TO ORDER OF BATTLE	7	On-Line Only
IT008	MAINTAIN INTELL SITUATION MAP & ASSOC OVERLAYS	18	Paper Only
DE006	LAND NAVIGATION	8	Paper Only
BM021	OUTLINE OF THE INFANTRY 1-1 PART I	7	Paper Only
BM024	OUTLINE OF THE INFANTRY 1-1 PART II	7	Paper Only
BM031	STAFF FUNCTIONS	8	Paper Only
<u>IS308</u>	SIGNAL OPERATIONS INSTRUCTIONS (SIO)	2	On-Line Only
BM037	SCAMMARD POST OPERATIONS	2	Paper Only
BM037	BATTALION TASK FORCE OPERATIONS (INTEGRATED OPERATIONS)	2	Paper Only
BM037	BATTALION TASK FORCE OPERATIONS (INTEGRATED OPERATIONS)	4	Paper Only
BM037	BATTALION TASK FORCE OPERATIONS (INTEGRATED OPERATIONS)	2	Paper Only
<u>IS309</u>	SOVIET ARMED FORCES	4	On-Line Only
<u>IS310</u>	VEHICLE RECOGNITION (THREAT ARMOR)	2	On-Line Only

This shows the bottom half of the previous screen which provides the student with course structure information to includes subcourse listing, credit hours, and method of delivery. Subcourses highlighted are subcourse in the RDL and in electronic format. Student clicks on the underlined subcourse number, the subcourse is a hot link to the RDL.

Welcome to

Safeguarding Defense Information

IS3005

Edition C

Introduction

Overview This is a brief overview of Safeguarding Defense Information, IS3005. The introductory materials provide more information.

Approval This subcourse is issued by the--

U.S. Army Institute for Professional Development (AIPD)
 U.S. Army Training Support Center
 Newport News, Virginia 23628-1881

Objective This subcourse is designed to teach the fundamentals of safeguarding defense information. Included is how to track and handle classified information, and how to store and destroy it. Also included is how to develop and administer a unit security education program.

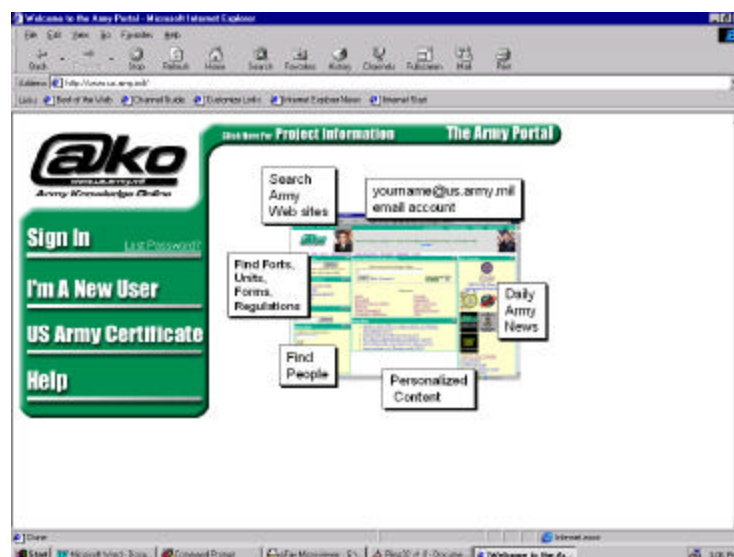
IS3005 is the third subcourse down from the previous screen. This is an example of an on-line subcourse stored in the RDL.

4.5 Access to Army Knowledge Online (AKO)

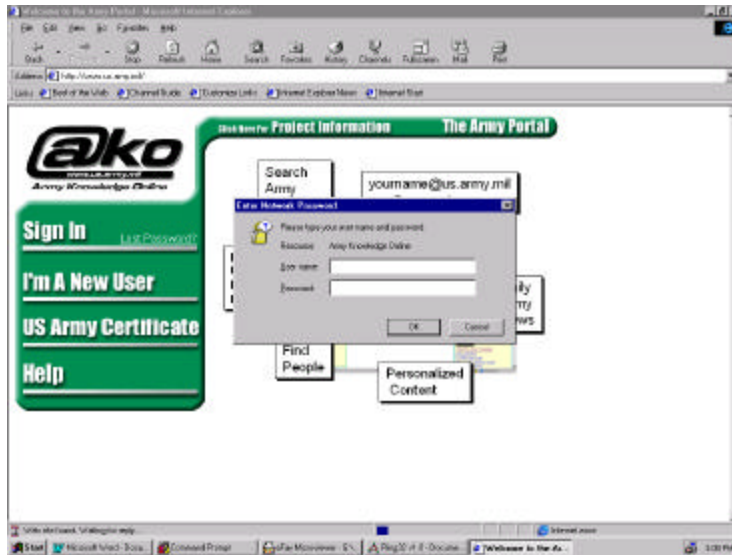
1. When logged on, the following screen will be displayed. Identify the Internet Explorer icon.
2. Move the mouse pointer to Internet Explorer icon and left click twice.



3. If the Internet Wizard is displayed, press cancel.
4. The Army Knowledge Online home page will be displayed.



5. Move the mouse pointer to “Sign In” and left click once.

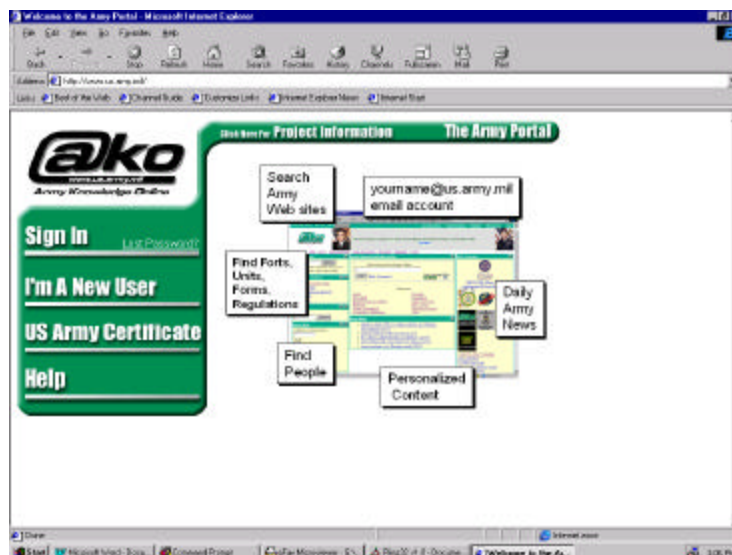


6. Enter your User name.
7. Press tab or move the mouse pointer to Password and left click once.
8. Enter your password.
9. Move the mouse pointer to “OK” and left click once.

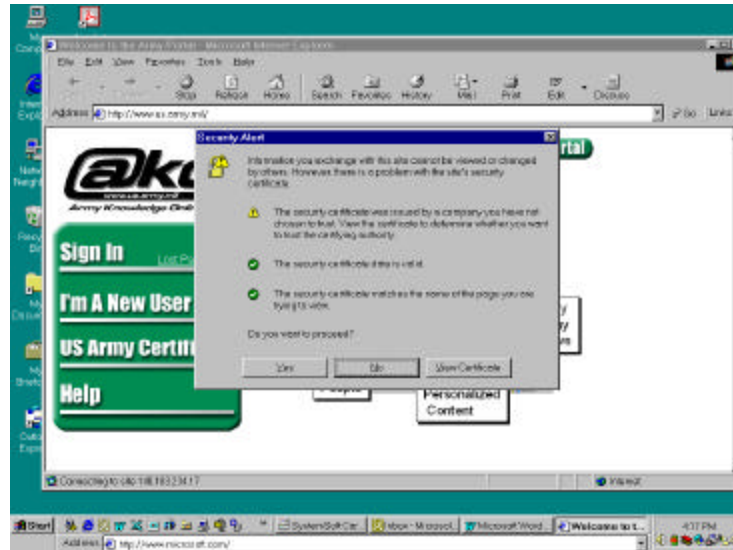
You are now logged on to AKO.

4.3.1.1 FOR USERS THAT DO NOT HAVE A USER NAME AND PASSWORD Perform the following steps.

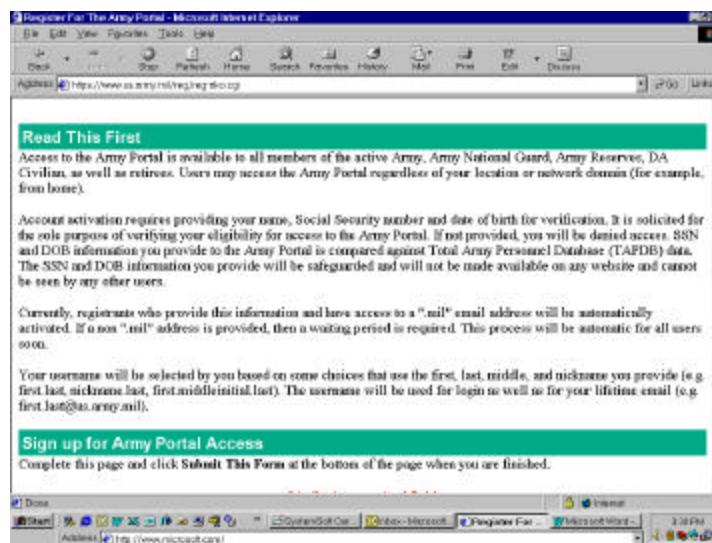
- a. Select “I’m A New User”



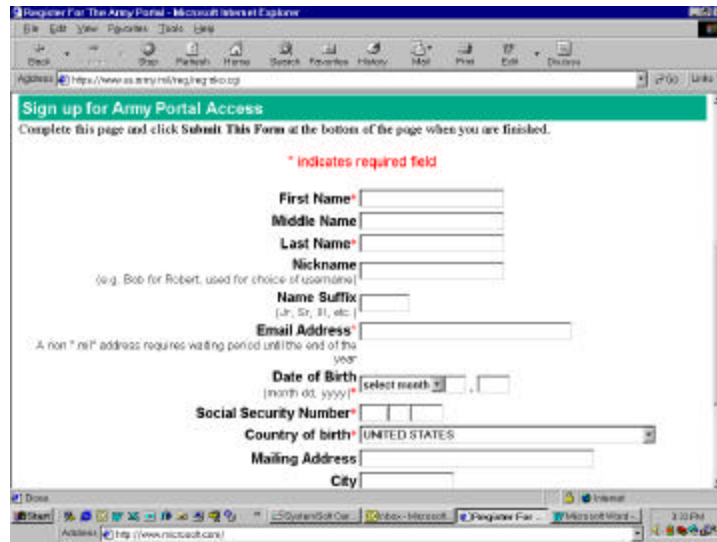
- b. Security Alert Screen will appear, and ask, Do you want to proceed, select “Yes” and continue.



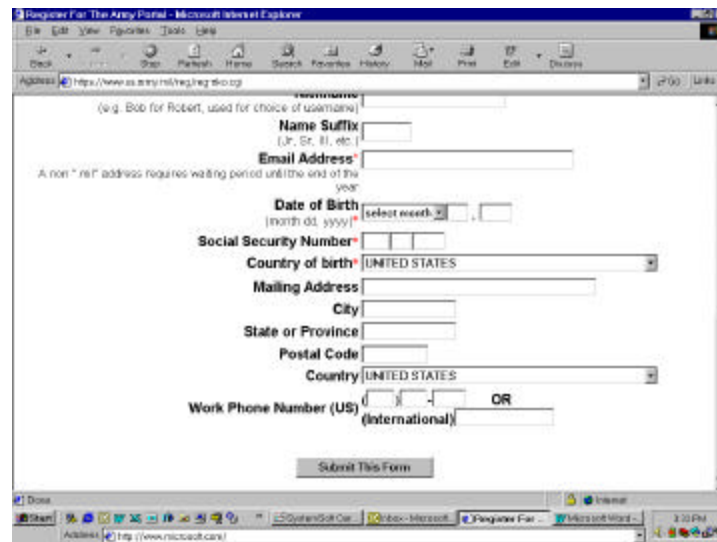
- c. Read “Read This First”.



- d. Scroll down to “Sign up for Army Portal Access”.



- e. Fill in all required information.

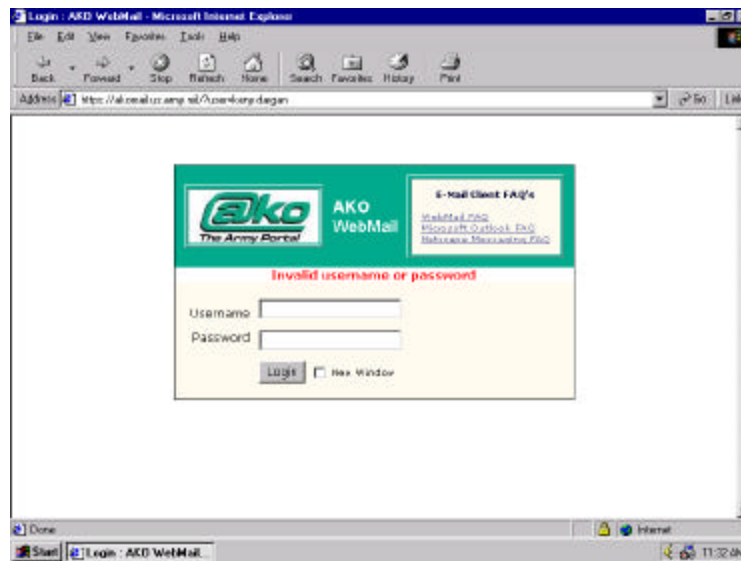


- f. Select “Submit This Form”
- g. Your access will be provided by AKO for your User Name and Password automatically when you activate using a .mil address.
- h. For Non .Mil addresses your account must be provided by contacting the AKO Help Desk.

WEBMAIL

4.3.2 To Enter Web Mail

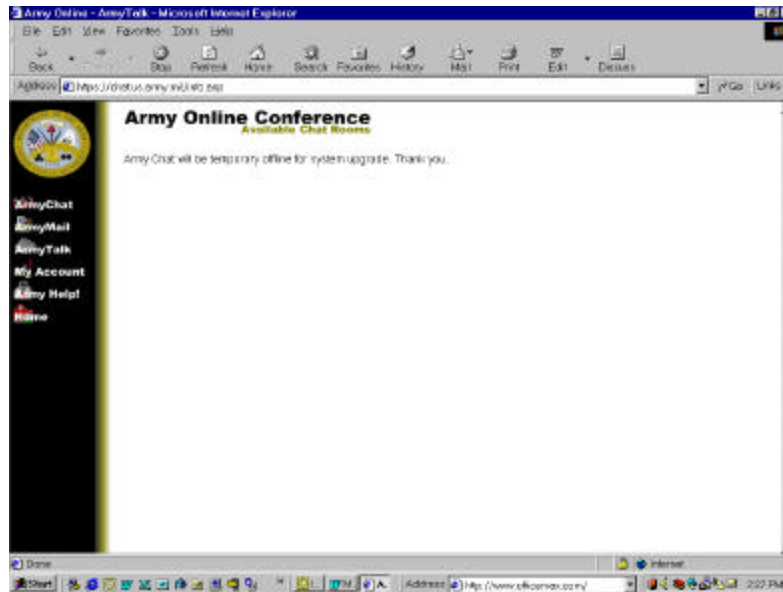
- a. At the AKO Home Page Select Web Mail.
- b. A Security Alert will be displayed. You will see “Do you want to Proceed” click “Yes”.
- c. AKO Web Mail will be displayed. Enter your Username and press Tab. Enter your Password, Press “Login”
- d. You are now logged into AKO Web Mail.



4.3.3 AKO CHAT

To Enter AKO Chat

- a. At the AKO Home Page select Chat
- b. A Security Alert will be displayed. You will be asked “Do you want to proceed” click “yes”



- c. Army Online Conference selection screen will be displayed with a list of the available chats. Select the appropriate Chat based on your course involvement.
- d. You are now logged onto your course selection Chat Conference.

5. Using SmartForce from the Internet

1. Login Internet Explorer type in www.armycbt.army.mil
2. Choose **Registered Student** or
 - **New Registration**, select
 - **I AM AUTHORIZED**,
 - **Follow new user instructions on the screen**
 - ❖ Remember your **Login Name, Number, Password**
3. Select, **CONTINUE** Click on **First Time User**
4. Select, **CONTINUE**, scroll down to **Required Components**
 - ❖ **Remember the following info:**
 - FTP server address: 155.217.59.24*
 - FTP Username: cbtuser -- IMPORTANT - all lower case*
 - FTP Password: cbtuser -- IMPORTANT - all lower case*
5. Click on the download information to download the Setup program.
6. File download
 - Save this program to disk, Select “OK”
 - Select (In SAVE AS) on D:, Program Files
 - Select “Open”
 - Select “Yes”
 - Select “Next”
 - Select “Remove the existing version and save settings”, Click “Next”
 - Warning message, click OK
 - Select “Yes”
 - Select “Next”
 - Click on browse
 - Click on Drivers arrow select D: \TEMP, and continue
(Do not type in space go to the arrow and select)
 - Click “Next”
 - Click “Next”
 - Type in IP address and user info that’s located above,
 - Click “Next”
 - Default Install, Click “Next”

- Click “Next”
 - Click “Next”
 - Warning message, Select “OK” (installing download)
 - Select “Finish”
7. Screen will return to original page before install, scroll down to bottom of screen, Select “COURSEWARE” or read **Accessing a Course**
 8. Choose one of the courseware catalog names (example: Microsoft)
 9. Choose course and type of course (select a box)
 10. Click on **LIVEPLAY ???** (Top of screen)
 11. Course will appear on screen, Follow instructions

This procedure is approve for the following Image number V04.19.00 as of June 00.

APPENDIX A: ACRONYMS

<u>Acronym</u>	<u>Meaning</u>
ALT	Alternate key
CD	Compact Disc
CD-ROM	Compact Disc – Read Only Memory
COM	Computer Operation Manual
CPR	Cardiopulmonary Resuscitation
CPU	Central Processing Unit
CTRL	Control key
DEL	Delete key
DL	Distance Learning
FCC	Federal Communications Commission
HP	Hewlett Packard
LED	Light Emitting Diode
MIDI	Musical Instrument Digital Interface
NT	New Technology
TADLP	Total Army Distance Learning Program
TRADOC	Training and Doctrine Command
ULLS-S4	Unit Level Logistics System - Supply

APPENDIX B: ADJUSTING THE VOLUME FOR THE HEADPHONES

1. The headphones may be adjusted for a better fit by extending or retracting the adjustable headband. An “L” for the left ear and an “R” for the right ear identify the ear cups of the headphones. The cups also pivot for a more comfortable fit and natural angle to the ear.
2. The volume for the headphones is adjusted through the volume control of the multimedia driver of the operating system. To adjust the volume, perform the following steps:
 - a.) Move the mouse pointer over the Start button and press the left mouse button once to display the Start menu. With the mouse pointer, highlight Programs to display the Programs menu. Highlight Accessories to display the Accessories menu. Highlight Multimedia to display the Multimedia menu. Highlight Volume Control on the Multimedia menu, shown in **Figure B-1**.

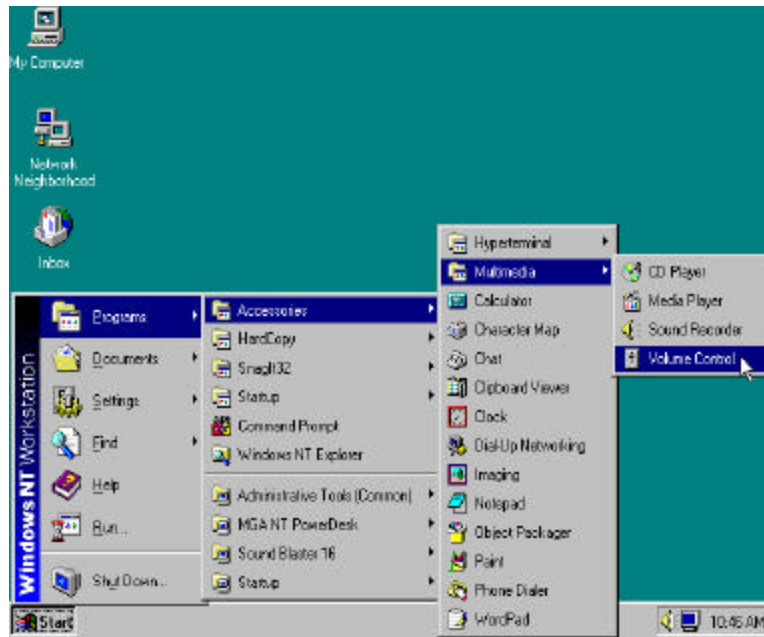


Figure B-1 Volume Control

- b.) Press the left mouse button once to display the volume control window, shown in **Figure B-2**. (Note: Window is titled Play Control, however, volume control is the selection from the multimedia menu.)

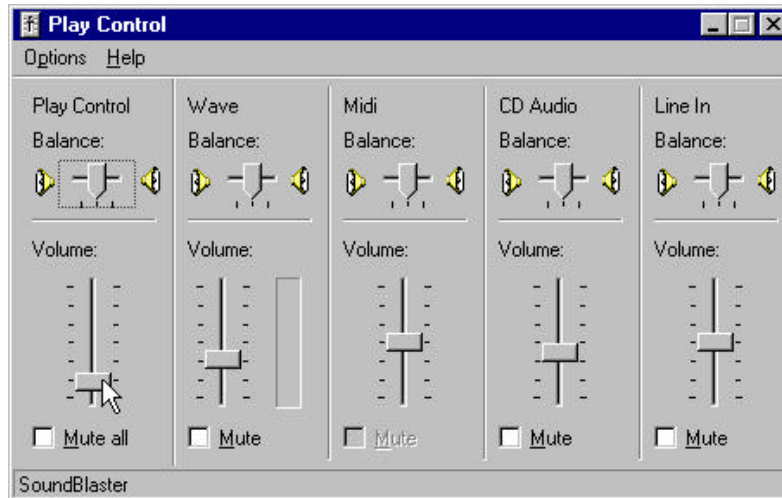


Figure B-2 Play Control Window

- c.) The Play Control window is split into five sections: Play Control, Wave, Midi, CD Audio, and Line In. To adjust the volume, place the mouse pointer on the volume slider in the Play Control section, press and hold down the left mouse button while you slide the volume control up or down to a comfortable level of sound. The Play Control is the master volume switch and as long as the sound is audible, it should be used to control the volume.
- d.) Close the Play Control window by clicking on the “X” in the upper right hand corner.

Table A-1 Troubleshooting the Volume

PROBLEM	CORRECTIVE ACTION
NO SOUND	Make sure that the headphones are plugged into the correct jack on the sound card. If still no sound, check the multimedia volume level found under the windows NT accessories. Adjust the master volume of the Play Control.
No sound after adjusting Play Control.	On the Play Control window for Windows NT, adjust the appropriate volume control for the source of the sound, Wave, Midi, CD Audio, or Line In.
No Sound after adjusting all available volume controls.	Contact the Digital Training Facility Manager.

APPENDIX C: STUDENT STANDARD OPERATING PROCEDURES (SSOP)

1. Purpose

This student standard operating procedure (SSOP) addresses the DL student and contains the procedures for a student to register and train in a distance learning (DL) Digital Training Facility. It also contains procedures for workstation maintenance, Privacy Act requirements, and Digital Training Facility security.

2. Scope

This SSOP applies to all TADLP DL facilities and Digital Training Facilities.

3. Supplementation

Digital Training Facility Managers (DTFM's) are authorized to supplement this SSOP for local conditions. Examples are security procedures, materiel accountability, student administration, training schedules, and monitoring student process.

4. Responsibilities

4.1 Student arrival and orientation.

Student Responsibilities

The Student will:

Report to the DTFM upon arrival at the DL facility.

Provide DTFM copies of orders for training at the facility and a course of instruction.
Present a military or DAC identification card.

Register for the course and provide the DTFM the information contained in the registration form. Appendix F of the DTFM SOP .

Digital Training Facility Manager Responsibilities

The Digital Training Facility Manager will:

Welcome students to the facility and provide an orientation on the facility and the installation, and what can be expected while in training. Privacy Act and security requirements will be covered.

Register students. See registration form at Appendix B.

Orient students on facility equipment and rules for use.

Issue books, tools, and other equipment required for training. Record issue on student sign-out record. Require student to sign the record.

Issue consumables and course handouts.

Assign students to work stations.

Administer pre-training tests when required by the proponent school.

4.2 Workstation Orientation

Digital Training Facility Manager Responsibilities

The DTFM will brief the student on:

Workstation components.

Responsibilities for workstation care and maintenance.

Who to call if there is a question or a problem.

The procedures contained in the Student Computer Operation Manual and TADLP Computer Quick Reference.

Student Responsibilities

The student will reference the Student Computer Operation Manual for help with computer operation and will learn:

Log-in procedures. This will include password requirements to gain access to the system and log-out procedures when training is completed for the day.

The process for loading and operating distance learning courseware onto the workstation computer.

How to operate the system and courseware to receive training. This includes working through training modules, working practical exercises, saving information to diskette for study, and testing.

The care and handling of distance learning CD ROMs.

Workstation care and maintenance to include completing the operator maintenance in accordance with the information contained in the Computer Operation Manual.

4.3 Training

Students may use the DL facility to participate in instructor-led training, for individual training on course modules, and individual study.

Instructor-Led Training

Some distance learning will be provided by an instructor either through computer-based training or video Teletraining. The student will comply with instructor requirements within a specified time frame.

During computer based training, the student will log on the system and communicate with the instructor either through the computer, over the telephone or by FAX that is positioned in the Digital Training Facility.

During video teletraining (VTT), the student will communicate with the instructor face-to-face using system capabilities. Telephone and FAX communication is also possible

Individual Training

The student will use the computer to train individually on designated course modules at his assigned workstation.

Before training the student will:

- Log-on the computer.

- Load or down load training material.

During training, the student will:

- Work through training modules.

- Contact the POC at the proponent school as required for course information, and to answer questions. The student can use the computer, the telephone or FAX available in the Digital Training Facility.

- Contact the DTFM if equipment fails, or there is a problem with courseware installation.

After training the student will:

- Save information to diskette as appropriate, close the application, and log-off.

- Report problems and record information as directed by the DTFM.

- Return reference materials and supplies to the DTFM as required.

4.4 Student Counseling/Assistance

During DL training, the student has the following individuals available for support:

Digital Training Facility Manager

The DTFM is available for issues regarding facility or Digital Training Facility operations. These include:

Operating hours.

Course phase and module scheduling.

Workstation availability.

Equipment or courseware operation.

Training support materiel/material.

Proponent School POC responsibilities. The POC:

Provides guidance and answers questions regarding course content.

Clarifies training requirements that are not understood, and provides additional information as required.

Advises students who are below standard on practical exercises and examinations.

Maintains student academic records.

Unit Chain of Command

When a student resides in his unit while attending DL training, unit leadership is available to:

Advise the DTFM of situations impacting on student attendance. Examples are unit requirements (deployment), family issues, or illness.

Coordinate with the DTFM and the proponent school on matters of student performance.

Advise and counsel the student on academic performance and class conduct.

5. Privacy Act Requirements

A DL student will provide personal data to TADLP to support training operations. This data will be collected and secured in accordance with AR 340-21. Specific requirements follow.

Student responsibilities:

May review and obtain copies of personnel data retained in the system.

May amend records based on validation that the records are in error, out dated, incomplete, or not relevant.

May request an administrative review of decisions that denies access to individual records IAW AR 340-21.

May request an administrative review of a decision denying the right to amend individual records IAW AR 340-21.

Digital Training Facility Manager and proponent school responsibilities:

Will inform the student of any personnel records being kept.

Will notify the student of any Privacy Act information provided to a third party.

Will limit any information provided to a third party to the information contained in paragraph 3-3, AR 340-21, the Army Privacy Program.

6. Security

Digital Training Facility Manager Responsibilities

The DTFM will verify student authorization to attend the DL facility through:

Military orders that indicate the student is authorized at the facility to attend the course.

A military or DAC identification card.

Note: Additional DTFM security requirements are contained in the DL Digital Training Facility Manager and Digital Training Facility SOP.

Student Responsibilities

The student will:

Save information to diskette, close the application and log-off the system at the end of each training day,

Ensure workstation components (mouse, keyboard, monitor, computer, documentation) are present and operational before departing for the day. Report any discrepancies to the DTFM

Not bring unauthorized personnel into the facility. Report the presence of unauthorized personnel to the DTFM.

Not bring classified information into a DL Digital Training Facility.

Not remove any materials from the Digital Training Facility without DTFM approval.

Report physical security violations to the DTFM.

Assist the DTFM with physical security requirements as directed.

7. Student Departure

The student will clear and depart the DL facility when training is complete.

Digital Training Facility Manager responsibilities

The Digital Training Facility Manager will:

Provide student with DL facility clearance form (Appendix C).

Inspect and inventory student workstation

Retrieve and inspect student held training materials and equipment. Return hand receipts if condition and quantity are satisfactory.

Inform the student of any discrepancies and what actions are required.

Sign student clearance form.

Notify student chain of command of circumstances requiring command attention.

Student responsibilities

The student will:

Fill out Part I of the DL facility clearance form.

Turn in training material and equipment. Retrieve hand receipts from the DTFM.

Discuss discrepancies with the DTFM.

Sign the DL facility clearance form.

Ensure DTFM signs DL facility clearance form. Keep a copy for personal records.

Depart the area.