

MyInterskill LMS

Admin Guide 2011



Your Guide to Manage Mainframe Training
A roadmap to training success!



Table of Contents

Admin Home Page	3
Changing your Admin Profile and Password.....	5
Register new and manage current Students	7
Reports.....	10
Logout.....	13

Admin Home Page

Accessing Interskill Learning LMS Main Page

To access the Interskill Learning LMS' home page simply click on the "HOME" icon in the top page header



When you log on you will see the home/introduction page where you will find the following features and links.



The screenshot shows the Interskill Learning LMS Admin Home Page. At the top is a navigation bar with the Interskill Learning logo and the text "MAINFRAME EDUCATION SOLUTIONS". Below the navigation bar are several menu items: HOME, ADMINISTRATOR, REPORTS, PROFILE, SUCCESS!, HELP, and LOGOUT. The main content area is divided into two columns. The left column is titled "LATEST NEWS" and contains sections for "NEW COURSES RELEASED" (listing "z/OS Security Server RACF Curriculum" with sub-points "Defining Users to RACF" and "Protecting System Resources Using RACF") and "COURSES COMING SOON" (listing "z/VM Advanced Curriculum", "RACF Curriculum", and "Omeгамon Curriculum"). The right column features a "Welcome to MyInterskill LMS" message, a "Learning Resources" section with links for "Contact Us", "System Requirements", "Course Catalog", and "IBM Manuals", and a "MAINFRAME LEARNING PLAN" section with a diagram showing a path of learning activity for z/OS job roles.

Messages and Client Logos

This section is designed to display greetings and/or goal specific messages as well as your company logo. Please contact your Interskill Learning Consultant to customize the message you would like to create (up to 500 characters). Note: the message and Logo is displayed on both administer and student home pages.



The screenshot shows the Interskill Learning LMS Student Home Page. At the top is the Interskill Learning logo and the text "MAINFRAME EDUCATION SOLUTIONS". Below the navigation bar are several menu items: HOME, ADMINISTRATOR, REPORTS, PROFILE, SUCCESS!, HELP, and LOGOUT. The main content area is divided into two columns. The left column is titled "LATEST NEWS" and contains sections for "NEW COURSES RELEASED" (listing "z/OS Security Server RACF Curriculum" with sub-points "Defining Users to RACF" and "Protecting System Resources Using RACF") and "COURSES COMING SOON" (listing "z/VM Advanced Curriculum", "RACF Curriculum", and "Omeгамon Curriculum"). The right column features a "Welcome to MyInterskill LMS" message, a "Learning Resources" section with links for "Contact Us", "System Requirements", "Course Catalog", and "IBM Manuals", and a "MAINFRAME LEARNING PLAN" section with a diagram showing a path of learning activity for z/OS job roles.

Additional Information and Links

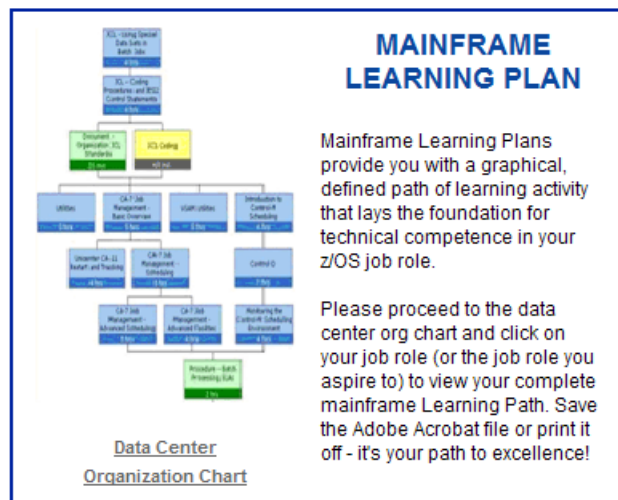
Additional information, documentation, links and/or training material is provided in this area. Simply click on each item to view content.



Interskill Learning Plans

Interskill Learning has many suggested Learning Plans available. These 18+ plans define a complete year of educational requirements for industry specific datacenter job roles. In addition, the plans can be customized to meet your specific

organizational needs. To access the learning plans click the "Data Center Organization Chart" button [Data Center Organization Chart](#) located on the MyInterskill LMS Home Page.

A diagram titled "MAINFRAME LEARNING PLAN" showing a hierarchical flow of learning activities. The path starts with "Data Center Organization Chart" at the bottom, leading to "Introduction to z/OS Scheduling", "z/OS Job Management", "z/OS Job Management - Advanced Topics", and "z/OS Job Management - Advanced Topics". The diagram also includes "Data Center Organization Chart" and "Mainframe - Basic Programming, Job" at the bottom. To the right of the diagram is a text box with the following content:

MAINFRAME LEARNING PLAN

Mainframe Learning Plans provide you with a graphical, defined path of learning activity that lays the foundation for technical competence in your z/OS job role.

Please proceed to the data center org chart and click on your job role (or the job role you aspire to) to view your complete mainframe Learning Path. Save the Adobe Acrobat file or print it off - it's your path to excellence!

We Want Your Advice!

If you have questions, suggestions or any information that makes serving our clients better, please send us a note through our Advice Tool. Enter the information in the white box and click the "Submit" button.

WE WANT YOUR ADVICE!

What courses do you need?

Let us know the legacy systems topic area where you most need training. We are always developing new courses and want to give you and the mainframe computing industry what you need. Your advice is greatly appreciated!

500 characters remaining

Acrobat Reader

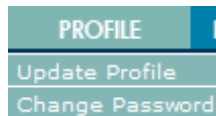
Some of the documentation may be provided in Adobe Acrobat (*.pdf) format, if you are unable to view the content of the document or do not yet have Adobe Acrobat Reader installed, you can click on this icon to download the latest Adobe Acrobat Reader.



Changing your Admin Profile and Password

Update Profile

To change your Interskill Learning LMS profile, click "Profile" located in the menu header. Select "Update Profile" found as a dropdown under the "PROFILE" menu section.




The Update Profile screen will appear.

Account Details

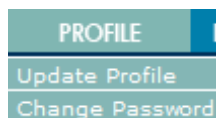
Admin Login Name*	<input type="text"/>
Admin First Name*	<input type="text"/>
Admin Last Name*	<input type="text"/>
Admin Phone*	<input type="text"/>
Mentor Preference	<input type="radio"/> Company <input checked="" type="radio"/> Student
Company Mentor Email	<input type="text"/>
*Required Fields	
<input type="button" value="RESET"/> <input type="button" value="SUBMIT"/>	

The information furnished herein is CONFIDENTIAL and is to be used solely for the support of Interskill Learning. This information shall not be duplicated, published, or disclosed in whole, or in part, without the prior written permission of Interskill Learning. Copyright © 2002 - 2009 Interskill Learning. All rights reserved.

Enter your information, and click the "Submit"  button.

Change Password

It is a recommended security practice to change your password periodically. To change your Interskill Learning LMS password, click on the "Change Password" button under the "PROFILE" menu header.

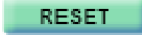



The Change Password screen will appear. Enter your current password, and then enter your new password choice in the "New Password" and "Confirm New Password" fields.

Change Password

Please complete the following form to change your password

Current Password	<input type="password"/>
New Password	<input type="password"/>
Confirm New Password	<input type="password"/>
<input type="button" value="RESET"/> <input type="button" value="SUBMIT"/>	

If you need to clear the fields and start over, click on the  button.

When you have entered all information, click on the  button.

The LMS stores your new password and gives you a confirmation message. After this message displays you will be directed back to the Home/Introduction Page.



Password Updated Successfully!

Feedback and Support

To e-mail Interskill Learning LMS Support, send feedback or request support click on the "envelope" icon in the page header, this link is available at all times.

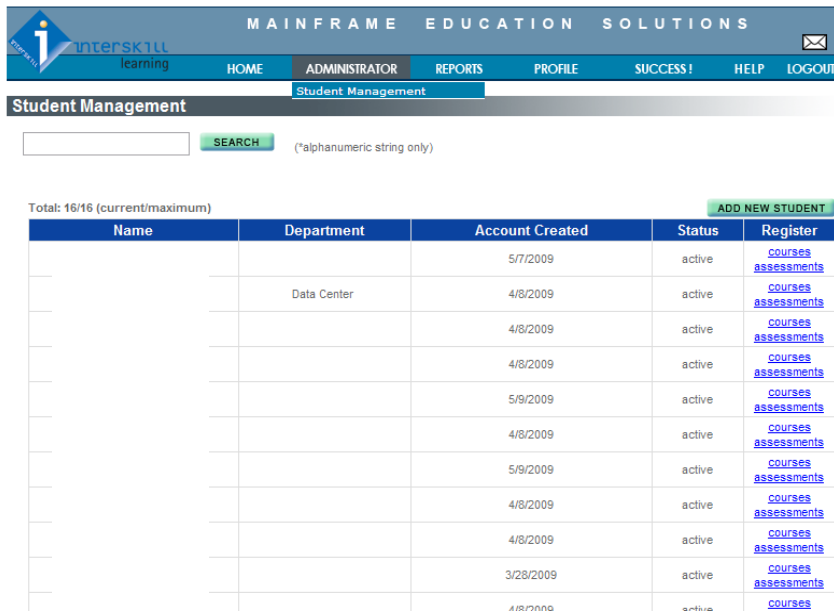


Register New and Manage Current Students

To access the Student Management, first click on the "Student Management" button under the "ADMINISTRATOR" menu header.



You will see the following screen listing your current registered students with and a link to their courses and assessments.



Student Management

SEARCH (*alphanumeric string only)

Total: 16/16 (current/maximum) ADD NEW STUDENT

Name	Department	Account Created	Status	Register
		5/7/2009	active	courses assessments
	Data Center	4/8/2009	active	courses assessments
		4/8/2009	active	courses assessments
		4/8/2009	active	courses assessments
		5/9/2009	active	courses assessments
		4/8/2009	active	courses assessments
		5/9/2009	active	courses assessments
		4/8/2009	active	courses assessments
		4/8/2009	active	courses assessments
		3/28/2009	active	courses assessments
		4/8/2009	active	courses

To quickly find a registered student simply type the student's last name as the search term, and then click on "Search" to see the results. To list all registered students, click on the "Show All" button.

SEARCH
SHOW ALL

*alphanumeric strings only *separate search terms by comma (,)

To register a new student

The current level of student registration is listed in the upper left corner of the page, as in this example:

Total: 16/16 (current/maximum)

To register a new student, please click on the button "Add New Student" ADD NEW STUDENT.

If you cannot add another student, the LMS displays the screen shown below:



This client has reached the maximum limit of 16 students, no more student accounts can be created.



Please use the back button to go back and make changes.

[BACK](#)

The information furnished herein is CONFIDENTIAL and is to be used solely for the support of Interskill Learning. This information shall not be duplicated, published, or disclosed in whole, or in part, without the prior written permission of Interskill Learning. Copyright © 2002 - 2009 Interskill Learning. All rights reserved.

To register a new student, the screen below appears. Note: All fields with an asterisk * are required.

Click [SUBMIT](#) when done.


MAINFRAME EDUCATION SOLUTIONS

HOME ADMINISTRATOR REPORTS PROFILE SUCCESS! HELP LOGOUT

Student Profile

* First Name	<input type="text"/>	* Last Name	<input type="text"/>
* User Name	<input type="text"/>	* Work Email	<input type="text"/>
Department	<input type="text"/>		
Title	<input type="text"/>	cc Email 1	<input type="text"/>
Street Address	<input type="text"/>	cc Email 2	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
Zip Code	<input type="text"/>	Country	<input type="text"/>
Telephone	<input type="text"/>	Fax	<input type="text"/>
Info 1	<input type="text"/>	Info 2	<input type="text"/>
Self Register	<input checked="" type="checkbox"/>	Mentor Email	<input type="text"/>

[RESET](#) [SUBMIT](#)

* Required Fields

The information furnished herein is CONFIDENTIAL and is to be used solely for the support of Interskill Learning. This information shall not be duplicated, published, or disclosed in whole, or in part, without the prior written permission of Interskill Learning. Copyright © 2002 - 2009 Interskill Learning. All rights reserved.

The MyInterskill LMS system generated password is sent to the email address in the "Work Email" field.

Please note the following important information:

- "Self-Register": By default the box will be checked allowing the student to have full access and control of their training content. As the administrator you have the option to assign specific curriculum. If you wish to maintain this control uncheck the "Self-Register" box
- Field "Mentor Email": An optional field used to assign an in-house expert to assist and guide students throughout the mainframe training program.

Once the new student is registered, the LMS will update automatically, showing the new student in the list of all registered students.

Total: 16/20 (current/maximum) [ADD NEW STUDENT](#)

Name	Department	Account Created	Status	Register
ABC_Test		8/19/2009	active	courses assessments

When clicking on the student's name, the student profile opens up and changes can be made.

To assign a course to a student

In order to assign one or several courses to a student, please open the list of students under student management and click on [COURSES](#) to the right of the student's name. As seen below, this will open a list of the available curriculum titles.

The screenshot shows the 'Course Registration' page for student 'ABC, Test'. The navigation bar includes 'HOME', 'ADMINISTRATOR', 'REPORTS', 'PROFILE', 'SUCCESS!', 'HELP', and 'LOGOUT'. Below the header, the page title is 'Course Registration for ABC, Test'. A red notice states: '*Click on the library name to view your course registration information. Select the checkbox next to each library/course to INSTANTLY register or drop.' The main content area is a table with two columns: 'Available Library/Course List' and 'Registration'. The table lists various curriculum titles, each with a folder icon and a checkbox in the 'Registration' column. The titles include Assembler Curriculum, Back Versions, BMC Curriculum, CA Curriculum, CICS Curriculum, COBOL Programming Curriculum, Database Curriculum, IBM Environment Introduction Curriculum, IBM zOS System Programmer Mastery Test Curriculum, iSeries Curriculum, Java Programming Curriculum, JCL Curriculum, JES Curriculum, Linux Curriculum, PL/I Programming Curriculum, and REXX Curriculum.

Available Library/Course List	Registration
Assembler Curriculum	<input type="checkbox"/>
Back Versions	<input type="checkbox"/>
BMC Curriculum	<input type="checkbox"/>
CA Curriculum	<input type="checkbox"/>
CICS Curriculum	<input type="checkbox"/>
COBOL Programming Curriculum	<input type="checkbox"/>
Database Curriculum	<input type="checkbox"/>
IBM Environment Introduction Curriculum	<input type="checkbox"/>
IBM zOS System Programmer Mastery Test Curriculum	<input type="checkbox"/>
iSeries Curriculum	<input type="checkbox"/>
Java Programming Curriculum	<input type="checkbox"/>
JCL Curriculum	<input type="checkbox"/>
JES Curriculum	<input type="checkbox"/>
Linux Curriculum	<input type="checkbox"/>
PL/I Programming Curriculum	<input type="checkbox"/>
REXX Curriculum	<input type="checkbox"/>

You can assign ALL courses to the student by clicking on [Register ALL available courses](#) located at the bottom of the page. If a limited number of courses are to be assigned, click on the curriculum title name and check the box next to the desired course title. The LMS will update this registration immediately.

The screenshot shows the 'Course Registration' page for student 'ABC, Test', focusing on the 'Assembler Curriculum'. The navigation bar is the same as in the previous screenshot. Below the header, the page title is 'Course Registration for ABC, Test'. A red notice states: '*Click on the library name to view your course registration information. Select the checkbox next to each library/course to INSTANTLY register or drop.' The main content area is a table with two columns: 'Available Library/Course List' and 'Registration'. The table lists the 'Assembler Curriculum' with a folder icon and a checkbox in the 'Registration' column. The checkbox is checked, and the text '(partial)' is displayed next to it. Below the 'Assembler Curriculum' entry, there are several sub-courses, each with a checkbox in the 'Registration' column. The sub-courses are: Assembler Introduction, Assembler Instructions, Assembler Macros, Assembler Programming, and Assembler S/390 Advanced. The 'Assembler Programming' checkbox is checked.

Available Library/Course List	Registration
Assembler Curriculum	<input checked="" type="checkbox"/> (partial)
Assembler Introduction	<input type="checkbox"/>
Assembler Instructions	<input type="checkbox"/>
Assembler Macros	<input type="checkbox"/>
Assembler Programming	<input checked="" type="checkbox"/>
Assembler S/390 Advanced	<input type="checkbox"/>
Back Versions	
BMC Curriculum	

To delete a course from a student's account

You can delete any desired course by unchecking the box next to the course title or you may unregister all registered courses by clicking [Drop ALL registered courses](#).

The same process can be used when assigning or dropping assessments.



Reports


Course Reports

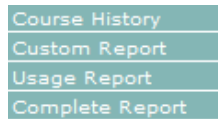
To track your students' e-Learning course history and progress click "Course Reports" located under the "REPORTS" menu header.



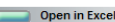

Note: The course default pass/fail rate is set to 66%. Please contact your Learning Consultant to adjust this rate.

The assesment pass/fail is hard coded to 70% and cannot be adjusted.

For course training history there are four standard reports available which can be pulled in an HTML or Excel format. Reports may also be printed directly by clicking on the  button.



The Course History lists the course titles and the number of students who have accessed the course. By clicking on the particular course title link the admin may identify the students accessing the course.

Course Histories  

Summary Statistics

Total Courses	Total Active Students
186	16

Course List

Course Name	# of Students
CA ACF2 - Defining Environment Controls	1
CA ACF2 - For Auditors	1
CA ACF2 - Introduction	2
CA ACF2 - Maintaining ACF2	1
CA ACF2 - Protecting Data Integrity	1
CA ACF2 - Protecting General Resources	1
CA ACF2 - Protecting System Access	1
Defining Users to RACF	0
How to Use RACF	1
Protecting System Resources Using RACF	0
RACF Auditor	1
CICS for VSE Operators	2
COBOL for VSE	2
Introduction to VSE	2
JCL - Advanced VSE Job Control	2
JCL - Basic VSE Job Control	2

The Custom Report is designed to give you access to specific information based on your reporting requirements. Click the desired criteria to include or exclude information as needed.

When you click **BUILD REPORT** the selected information will displayed in a detailed real-time report generated by the LMS.

[Print](#)

Name	Course Name	Course Status	Module Name	Module Status
ABC_Test			There are no courses/modules completed!	
			There are no courses/modules completed!	
			There are no courses/modules completed!	
			There are no courses/modules completed!	
	z/OS MVS Console Simulators	incomplete	Simulation of a z/OS System IPL	incomplete
			Simulation of a JES3 System IPL	
			Simulation of z/OS MVS Commands	
			Simulation of JES2 Commands	
			Simulation of JES3 Commands	
			Simulation of VTAM Commands	
			Simulation of CICS Commands	
			Simulation of a z/OS System Shutdown	
			Simulation of Advanced z/OS Console Commands	
			There are no courses/modules completed!	
			There are no courses/modules completed!	
	Introduction to the IBM Enterprise Environment	incomplete	Today's Mainframe	failed
			Mainframe Configurations	passed
			Mainframe Security and Data Access	passed
			Data Processing	passed
			Introduction to the IBM Enterprise Environment Mastery Test	incomplete
			There are no courses/modules completed!	
			There are no courses/modules completed!	
			There are no courses/modules completed!	
			There are no courses/modules completed!	
			There are no courses/modules completed!	
			There are no courses/modules completed!	
			There are no courses/modules completed!	
			There are no courses/modules completed!	

The Usage Report provides a more detailed training summary including all student, courses/modules, dates accessed, and scores. Use the date range option to pull training data based on a specific time period: weekly, monthly, quarterly, and yearly.

Company Usage Report

Summary Statistics

<u>Total Courses</u> 186	<u>Total Active Students</u> 16
-----------------------------	------------------------------------

Company Usage Report

Accessed between: and (mm/dd/yyyy)

Module Display:

All module attempts

Unique/Best module attempts

Report format:

HTML

Excel

Please click on the "BUILD REPORT" button to continue.

You can select the period, all or best module attempts only and the print option HTML or Excel.

The Complete Report provides all training history from the commencement of the training account. Note this report may take up to 5 minutes to load.

Complete Company Report

*This report may take up to 5 minutes to load.

Please click on the "BUILD REPORT" button to continue.

Report format:

HTML

Excel

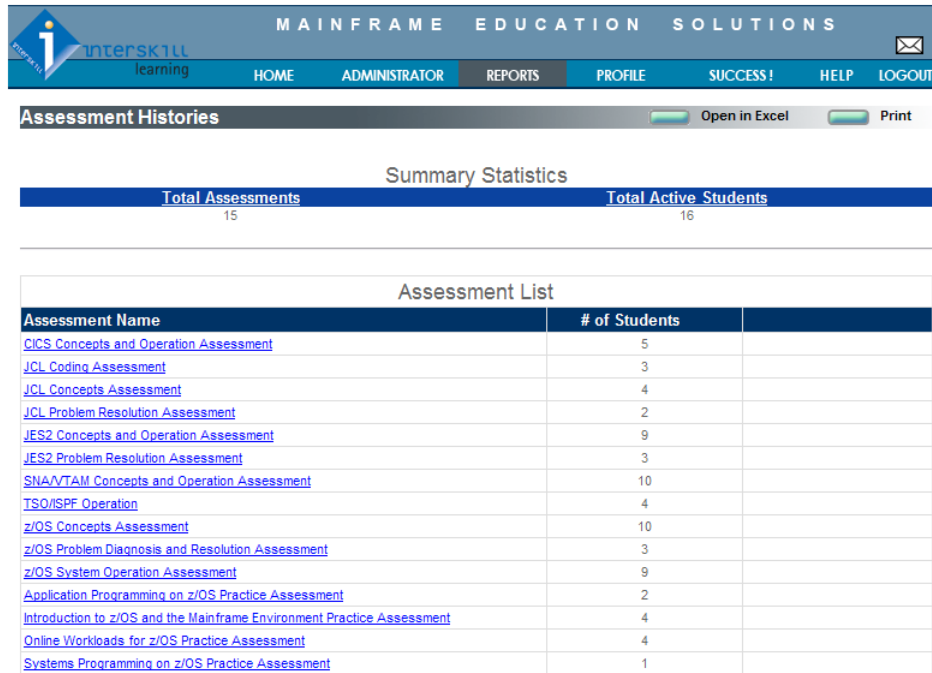
The information furnished herein is CONFIDENTIAL and is to be used solely for the support of Interskill Learning.
 This information shall not be duplicated, published, or disclosed in whole, or in part, without the prior written permission of Interskill Learning.
 Copyright © 2002 - 2009 Interskill Learning. All rights reserved.

Complete Student Access Report

Name	User Name	Department	Email	Telephone	Info 1	Info 2	Course Name	Course Status	Course Score	Module Name	Module Score	Module Status
ABC, Test	TestABC		kwbanther@interskill.com									
										There are no courses completed!		
										There are no courses completed!		
										There are no courses completed!		
										There are no courses completed!		
							z/OS MVS Console Simulators	incomplete	N/A	Simulation of a z/OS System IPL	0.00%	incomplete
										Simulation of a JES3 System IPL	0.00%	
										Simulation of z/OS MVS Commands	0.00%	
										Simulation of JES2 Commands	0.00%	
										Simulation of JES3 Commands	0.00%	
										Simulation of VTAM Commands	0.00%	
										Simulation of CICS Commands	0.00%	
										Simulation of a z/OS System Shutdown	0.00%	
										Simulation of Advanced z/OS Console Commands	0.00%	
										There are no courses completed!		
										There are no courses completed!		

Assessment Report

You can track your students' assessment history and progress by clicking on the "Assessment History" button under the "REPORTS" menu section.



The screenshot shows the 'Assessment Histories' page in the Interskill Learning system. At the top, there is a navigation bar with the Interskill Learning logo and the text 'MAINFRAME EDUCATION SOLUTIONS'. Below the logo are navigation links: HOME, ADMINISTRATOR, REPORTS, PROFILE, SUCCESS!, HELP, and LOGOUT. The page title is 'Assessment Histories' with buttons for 'Open in Excel' and 'Print'. Below this is a 'Summary Statistics' section with two columns: 'Total Assessments' (15) and 'Total Active Students' (16). The main content is an 'Assessment List' table.

Assessment Name	# of Students	
CICS Concepts and Operation Assessment	5	
JCL Coding Assessment	3	
JCL Concepts Assessment	4	
JCL Problem Resolution Assessment	2	
JES2 Concepts and Operation Assessment	9	
JES2 Problem Resolution Assessment	3	
SNA/VTAM Concepts and Operation Assessment	10	
TSO/ISPF Operation	4	
z/OS Concepts Assessment	10	
z/OS Problem Diagnosis and Resolution Assessment	3	
z/OS System Operation Assessment	9	
Application Programming on z/OS Practice Assessment	2	
Introduction to z/OS and the Mainframe Environment Practice Assessment	4	
Online Workloads for z/OS Practice Assessment	4	
Systems Programming on z/OS Practice Assessment	1	

By clicking on the particular assessment title link you will see a detailed list of the students who have completed the assessment. Note: all assessments are a timed exercise. Please encourage students to set aside 90 minutes of interrupted time.



A screenshot of the Interskill Learning navigation bar. It features the Interskill Learning logo on the left and the text 'MAINFRAME EDUCATION SOLUTIONS' in the center. Below the logo are navigation links: HOME, ADMINISTRATOR, REPORTS, PROFILE, SUCCESS!, HELP, and LOGOUT. There is also an email icon on the right.


Logout

Logout

To log out of the LMS click the "Logout" button under the "SYSTEM" menu section. This step is particularly important when using a public computer to access Interskill Learning LMS.



After you clicked on "Logout", you will be brought back to the login page.



The screenshot shows the Interskill Learning User Login page. At the top left is the Interskill Learning logo, which consists of a blue diamond shape with a white '1' inside and the word 'interskill' written vertically on the left side. To the right of the logo, the text 'interskill learning' is displayed in a blue, sans-serif font. Further to the right, the text 'USER LOGIN' is displayed in a white, sans-serif font on a dark blue background. Below the logo and text, there are two input fields: 'User Name:' followed by a white text box, and 'Password:' followed by a white text box. Below the 'User Name' field, there is a link that says 'FORGOT YOUR PASSWORD?'. To the right of this link is a blue button with the text 'LOGIN' in white. At the bottom of the page, there is a dark blue banner with the text 'MAINFRAME EDUCATION SOLUTIONS' in white, all-caps, sans-serif font.

Congratulations!

For more further training support and guidance please contact your Learning Consultant
770-872-4278