

Table One

Curriculum Plan

Task:

- Create a LET 1 curriculum plan. (Pages 13)
 - Include 15 hours of electives.
- Make note and talk about facts listed at the bottom of page 14.
- After saving curriculum plan, go back and edit the curriculum plan. (Pages 30)
 - Add 10 more hours and new electives.

Table One

Curriculum Plan

Creating a Curriculum Plan (Pages 13):

1. From the CMv3 Rosters screen, click Curriculum Plan from the top menu.
2. The Open Curriculum Plan prompt appears, click the Yes button to confirm.
3. Click the Create New Plan button or select Create New Plan from the Curriculum Plan drop-down menu.
4. From the Create New Plan window, select the desired school schedule from the drop-down list.
5. Select the desired LET Level
6. Enter the Total School Hours for the year.
7. Click the Continue button.
8. From the New Plan screen, you can select lessons.
9. Once you have finished adding lessons, labs, etc., click the Save Plan button.
10. Create a name for your Curriculum Plan in the Enter Curriculum Plan Name text box.

Edit a Curriculum Plan (Pages 30):

1. Click the Edit Existing Plan button or select Edit Existing Plan from the Curriculum Plan drop-down menu.
2. Select the desired Curriculum Plan that you would like to edit from the list.
3. Click the Edit Plan button.
4. Edit your selections and click the Save Plan button when finished.

Table Two

School Year, Period and Roster

Tasks:

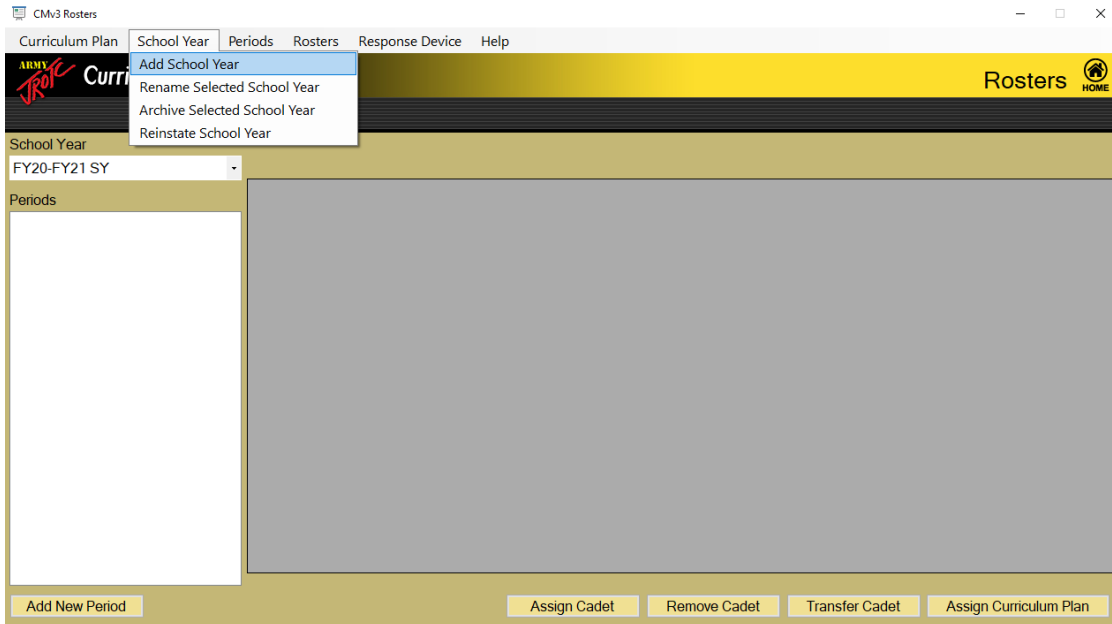
- Create a school year. (Page 15)
- Create a class period (Page 16)
- Assign Curriculum Plan to class period.
- Discuss both methods of Creating a Master Roster
 - JUMs Upload
 - Manual Entry
- Assign Cadets to a Class Period. (Page 18)

Table Two

School Year, Period and Roster

Create a School Year (Page 15):

1. From the CMv3 Rosters screen, select Add School Year from the School Year drop-down menu. The Add School Year window displays.

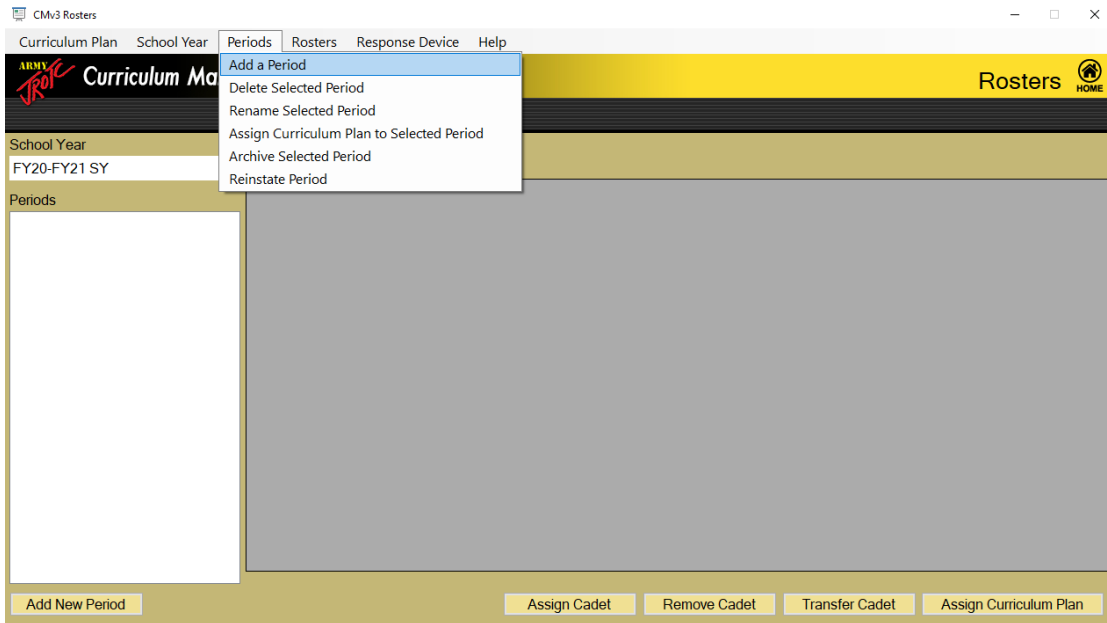


2. Select the Start and End dates.
3. Add a description in the Description text box.
4. Click the Add School Year button.

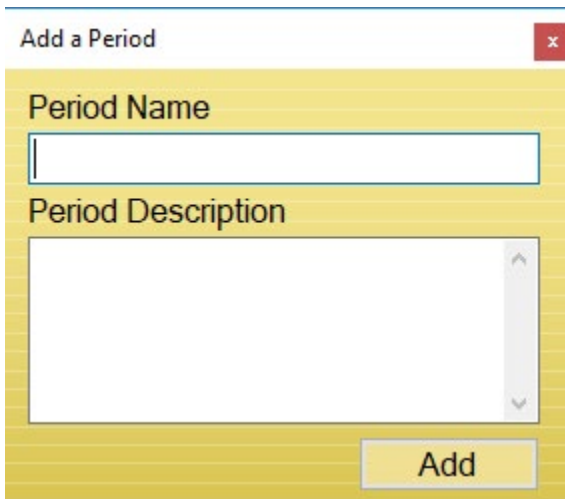
A screenshot of the 'Add School Year' window. The window has a yellow background and a red close button in the top right corner. It contains three main sections: 'Select Start Date' with a date picker showing 'Monday, September 2, 2019'; 'Select End Date' with a date picker showing 'Friday, June 5, 2020'; and 'Description' with a text input field containing 'FY19-FY20 SY'. At the bottom, there is a yellow button labeled 'Add School Year'.

Create Class Periods (Page 16):

1. From the CMv3 Rosters screen, select Add a Period from the Periods drop-down menu or click the Add New Period button. The Add a Period window displays.

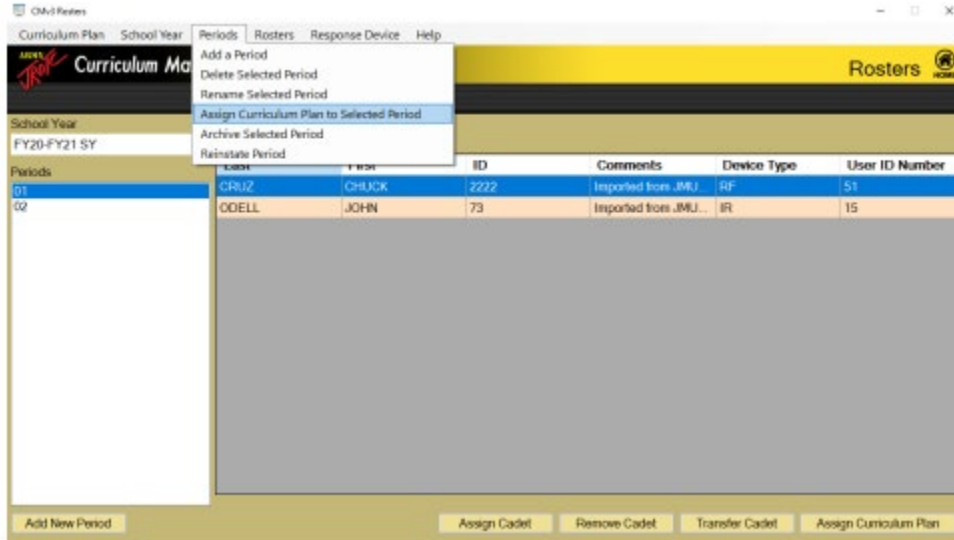


2. Enter the Period Name in the text box.
3. Enter the Period Description (optional) in the text box.
4. Click the Add button.

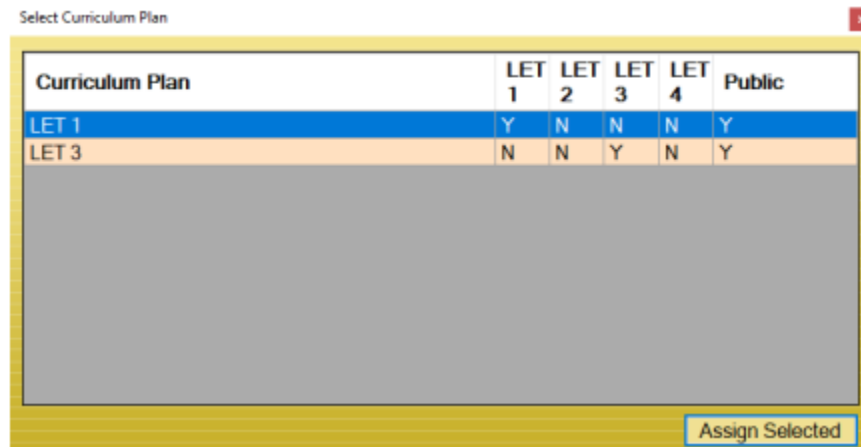
A screenshot of the 'Add a Period' dialog box. The dialog has a title bar with 'Add a Period' and a close button. It contains two text input fields: 'Period Name' and 'Period Description'. The 'Period Description' field is a larger text area with a vertical scrollbar. At the bottom right of the dialog is an 'Add' button.

Assign Curriculum Plan to class period (Page 21):

1. Select Assign Curriculum Plan to Selected Period from the Periods drop-down menu or click the Assign Curriculum Plan button in the bottom right-hand corner. The Select Curriculum Plan window displays.

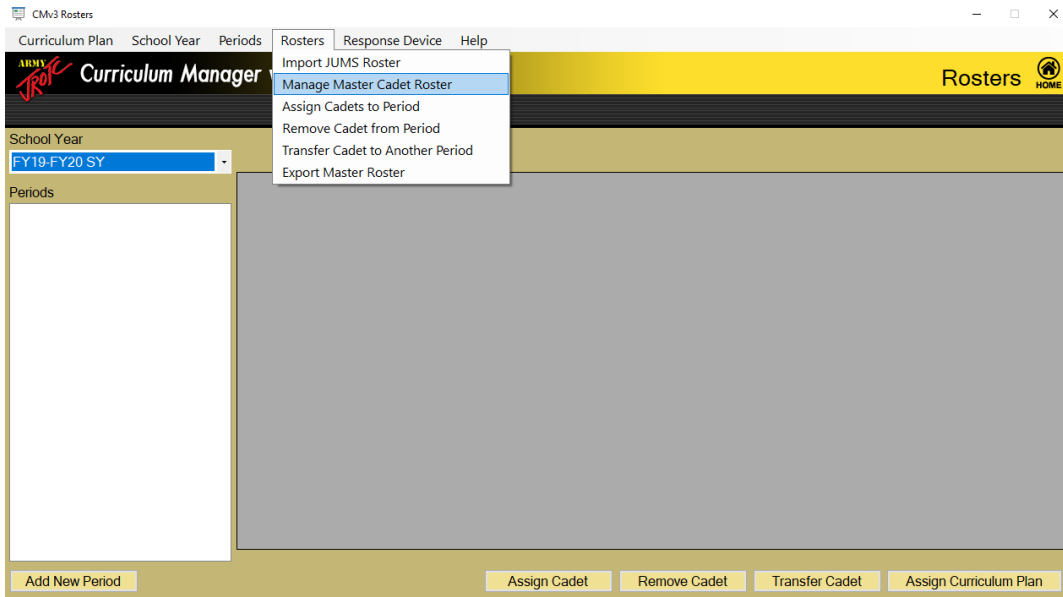


2. Select the desired Curriculum Plan from the list.
3. Click the Assign Selected button.

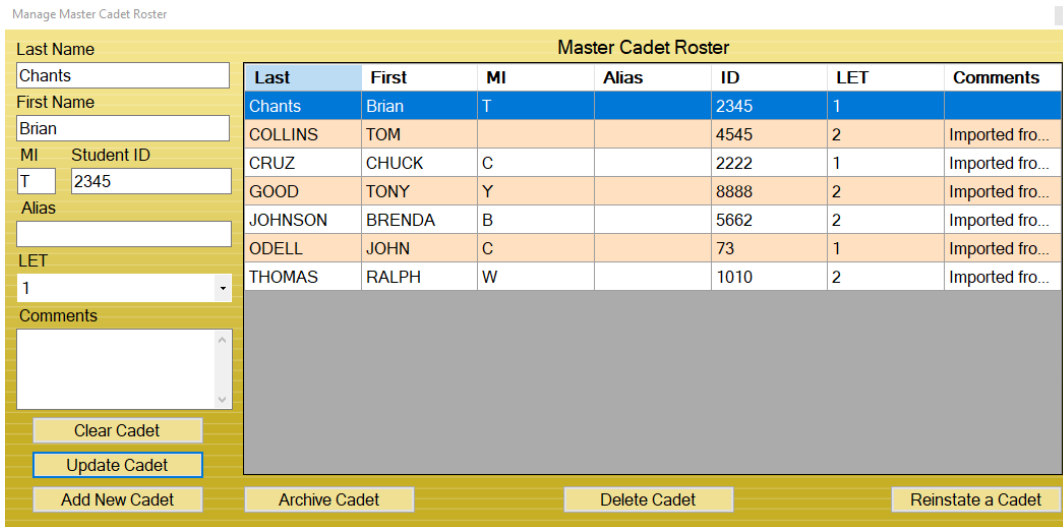


Create a Master Roster (Page 17):

1. Select Manage Master Cadet Roster from the Rosters drop-down menu. The Manage Master Cadet Roster window displays.



2. On the left side of the Manage Master Cadet Roster screen, fill out the Cadet information.
3. Click the Add New Cadet button.
4. Once you have finished adding the Cadets to the Master Cadet Roster, click the (X) in the top right corner to close the window.



Assign Cadet(s) (Page 18):

1. Select Assign Cadets to Period from the Rosters drop-down menu or click the Assign Cadet button. The Assign Cadet window displays.
2. Select the Cadet(s) that you wish to assign to the period.

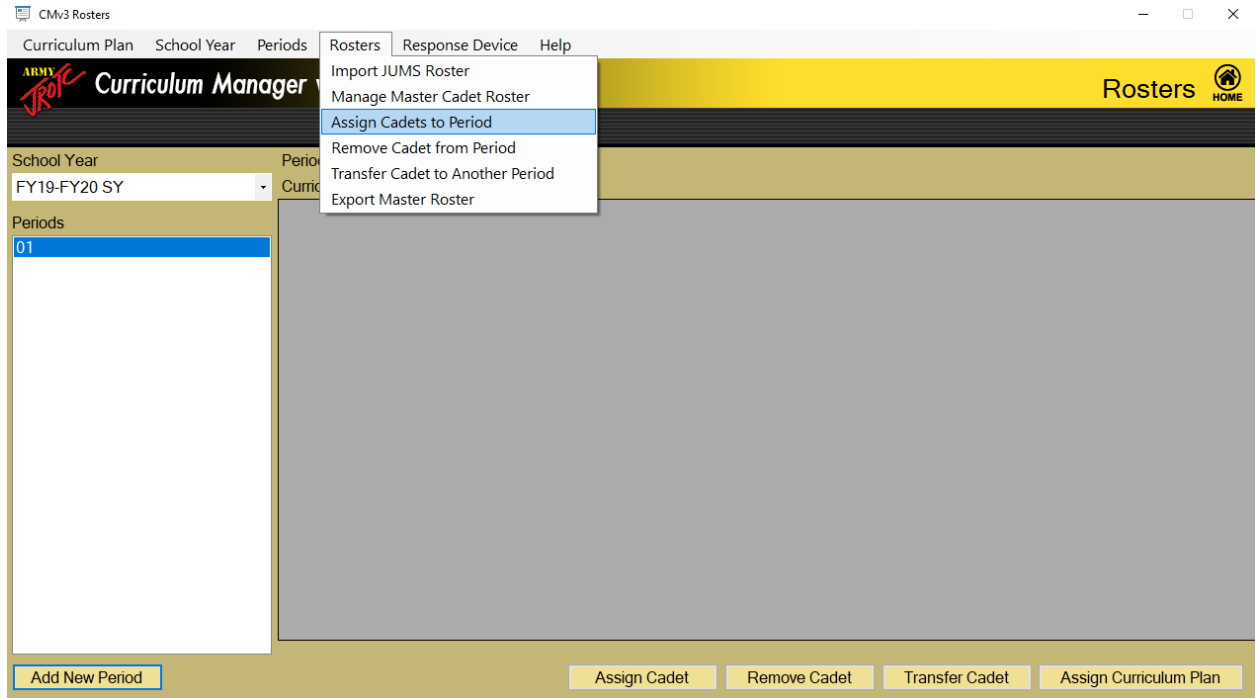


Table 3

Response Device Inventory

Tasks:

- Instructor them to plug in the USB antenna first. Then launch CMv3.
- Show how to set RF Channel.
- Show and discuss how to add new Response Devices. (Page 20)
 - Go over both manual and auto add.
- Show how to assign Response Device to cadets.
- Show where to find the Response Device Help PDF.

The screenshot shows the Curriculum Manager v3 interface. The top navigation bar includes 'Curriculum Plan', 'School Year', 'Periods', 'Rosters', 'Response Device', and 'Help'. The 'Help' menu is open, showing options: 'Show Me's', 'User Manual', 'Get Remote Help', and 'About RF Response Devices'. The main content area displays the 'Response Device Inventory' table for School Year 'FY19-FY20 SY' and Period '01'. The table has columns for Last, First, ID, Comments, Device Type, and User ID Number. Two rows are visible: one for CRUZ CHUCK (ID 2222, RF device) and one for ODELL JOHN (ID 73, IR device). The interface also includes a 'Periods' sidebar on the left and a bottom toolbar with buttons for 'Add New Period', 'Assign Cadet', 'Remove Cadet', 'Transfer Cadet', and 'Assign Curriculum Plan'.

Last	First	ID	Comments	Device Type	User ID Number
CRUZ	CHUCK	2222	Imported from JUM...	RF	51
ODELL	JOHN	73	Imported from JUM...	IR	15

Table 3

Response Device Inventory

Creating a Response Device Inventory (Pages 19):

Manual Add

1. From the CMv3 Rosters screen, select **Manage Response Device Inventory** from the **Response Device** drop-down menu. The Manage Response Device Inventory window displays.

The screenshot shows the 'Manage Response Device Inventory' window in the CMv3 Rosters application. The window title is 'CMv3 Rosters' and the main menu includes 'Curriculum Plan', 'School Year', 'Periods', 'Rosters', 'Response Device', and 'Help'. The 'Response Device' menu is open, showing 'Manage Response Device Inventory'. The application logo 'Curriculum Manager v3' and 'Rosters HOME' are visible. The main content area displays a table with the following data:

Last	First	ID	Comments	Device Type	User ID Number
CRUZ	CHUCK	2222	Imported from JUM...	RF	51
ODELL	JOHN	73	Imported from JUM...	IR	15

At the bottom of the window, there are several buttons: 'Add New Period', 'Assign Cadet', 'Remove Cadet', 'Transfer Cadet', and 'Assign Curriculum Plan'.

2. Select the **Type** drop-down list to select the Response Device type.
3. Assign the response device a unique number (1-64) in the **User ID Number 1-64** text box.
4. Add the **RF Device ID** from the sticker on the back of the device to the **RF Device ID** text box.

- Click the Add New Device button.

Manage Response Device Inventory

Add/Update New/Selected Device

Type: RF

User ID Number 1-64: 1

RF Device ID (Sticker on Back): C6544D

Add New Device

Response Device Inventory

Device Type	User ID Number	RF Device ID
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Add IR, RF, or Virtual Device

Auto Add Devices Update Device Delete Device

Auto Add

- Select the Auto Add Devices button.

Manage Response Device Inventory

Add/Update New/Selected Device

Type: RF

User ID Number 1-64: 50

RF Device ID (Sticker on Back): CB89A9

Add New Device

Response Device Inventory

Device Type	User ID Number	RF Device ID
IR	6	
IR	7	
RF	50	CB89A9
RF	64	CB93FC

Add IR, RF, or Virtual Device

Auto Add Devices Update Device Delete Device

- From the Auto Add Devices window, select the device types that you wish to record.
- Click the Start Recording button. The Auto Add Devices window displays.
- Click the “A” button on each device that you wish to record.
- When done, click the Stop Recording button to add the response device(s) to the Response Device Inventory.

Assign Response Device to Cadets (Pages 20):

1. Select a **Period** from the Periods list on the CMv3 Rosters screen.

The screenshot shows the 'Curriculum Manager v3' interface. The 'School Year' is set to 'FY19-FY20 SY' and the 'Period' is '01'. A table lists cadets with columns for Last, First, ID, Comments, Device Type, and User ID Number.

Last	First	ID	Comments	Device Type	User ID Number
CRUZ	CHUCK	2222	Imported from JUM...	RF	51
ODELL	JOHN	73	Imported from JUM...	IR	15

Buttons at the bottom include: Add New Period, Assign Cadet, Remove Cadet, Transfer Cadet, and Assign Curriculum Plan.

2. For all Cadets listed under the selected period, assign each Cadet a response device.
3. Click the selected Cadet's User ID Number field. The Assign Response Device window displays.

The screenshot shows the 'Assign Response Device' window overlaid on the Rosters screen. The window contains a table with columns for Device Type, User ID Number, and RF Device ID.

Device Type	User ID Number	RF Device ID
IR	15	
RF	51	CB89A9
Virtual	1	
Virtual	3	

Buttons at the bottom of the window are: Unassign Device from Cadet and Assign Selected Response Device to Cadet.

4. Click the Assign Selected Response Device to Cadet button.

Table Four

Create Custom Lesson

Tasks:

- Create a new presentation. (Page 63)
- Discuss what are required slides.
- Show and discuss custom resources. (Page 66)
- Edit an existing Slide. (Page 66)
- Make new slides. (Page 69)
 - Include an embedded video.
- Review making edits to a previously create custom slide. (Page 70)

Table Four

Create Custom Lesson

Create a new custom lesson (Page 63/64):

1. From the CMv3 Home screen, select the desired lesson that you would like to customize from the lesson list.
2. Click the Customize Lesson button.

The screenshot shows the Curriculum Manager v3 interface. The top navigation bar includes 'Rosters', 'Assessments', 'Global Resources', 'Reports', 'Curriculum Plan', 'Settings', 'Help', and 'Exit CM'. The main header displays 'Curriculum Manager v3' and the user 'DOE, JONATHAN'. A secondary bar contains 'Launch Presentation', 'Customize Lesson' (highlighted with a red box), and 'Change Period'. Below this is a table of lessons.

UCode	Title	Time
U1C1L1	Introducing JROTC	2
U1C1L2	JROTC: The Organization and Traditions of Service Programs	6
U1C1L3	Customs and Courtesies in JROTC	3
U1C1L4	Social Etiquette and Manners	4
U1C2L1	Thinking Maps	3
U1C2L2	Self-Awareness	3
U1C2L3	Appreciating Diversity through Winning Colors®	3
U1C2L4	Thinking and Learning	4
U1C2L5	Reading for Meaning	4
U1C2L6	Studying and Test-Taking	3
U1C2L7	Personal Code of Conduct	3
U1C2L8	Personal Growth Plan	3
U1C3L1	Team Building and Drill	2
U1C3L2	Stationary Movements and Marching Techniques	4
U1C3L3	Squad Drill	3
U1C4L1	Making Decisions and Setting Goals	3
U1C4L2	Anger Management	3
U1C4L3	Resolving Conflicts	4
U1C5L1	Understanding and Controlling Stress	2
U1C5L2	Cadet Challenge	2
U1C6L1	Orientation to Service Learning	2
U1C6L2	Preparing for Service Learning	2

3. Select Presentation from the top menu and then select New Presentation. The New Presentation window displays.
4. In the Enter presentation name text box, enter the name of the presentation.

- Click the Create New Presentation button. The presentation list will populate with a basic lesson presentation for you to customize.

The screenshot shows the 'CMv3 Customize Lesson' application window. The 'Presentation' menu is open, showing options: 'New Presentation', 'Load Presentation', 'Archive Presentation', 'Reinstate Presentation', and 'Save Presentation'. The 'New Presentation' option is selected. The main interface displays 'My Presentation' with a table of 'JROTC Slides' and a 'My Presentation' area.

Title	Required
Title	N
Essential Question	Y
Inquire	N
U2C1L1:F1	N
Inquire Student Learning Plan	Y
Inquire Learning Objectives	Y
Inquire	N
U2C1L1:Q1	N
U2C1L1:Q2	N
U2C1L1:Q3	N
U2C1L1:Q4	N
U2C1L1:Q5	N
U2C1L1:Q6	N
Gather 1	N
Gather 1	N

Buttons at the bottom of the slide list include: 'Copy Slide to Custom Resources', 'Preview Slide', 'Add selected to Presentation', 'Preview Slide', 'Delete Slide', and 'Save Presentation'.

- Click the Save Presentation button.

The 'Save Presentation' dialog box is shown. It contains the following fields and options:

- U1C1L1 New Pres** (highlighted in blue)
- Enter presentation name:
- Enter presentation description:
- Private Presentation
- Buttons: 'Update Selected Presentation' and 'Save As New Presentation'

Edit an existing slide (Page 66):

1. Select the desired slide and click the Copy Slide to Custom Resources button. The slide has now been copied to the Custom Resources tab.

The screenshot shows the 'Curriculum Manager v3' interface. The 'JROTC Slides' table is visible with the following data:

Title	Required
Title	N
Essential Question	Y
Inquire	N
U1C2L6:F1	N
Inquire Student Learning Plan	Y
Inquire Learning Objectives	Y
Inquire	N
U1C2L6:Q1	N
U1C2L6:Q2	N
U1C2L6:Q3	N
U1C2L6:Q4	N
U1C2L6:Q5	N
U1C2L6:Q6	N
U1C2L6:Q7	N
U1C2L6:Q8	N
U1C2L6:Q9	N
U1C2L6:Q10	N
Inquire	N
Gather 1	N

The 'U1C1L1 New Pres' list on the right includes: Essential Question, Inquire, U1C2L6:F1, Inquire Student Learning Plan, Inquire Learning Objectives, Inquire, U1C2L6:Q1 through U1C2L6:Q10, and Gather 1. The 'Copy Slide to Custom Resources' button is highlighted with a red box.

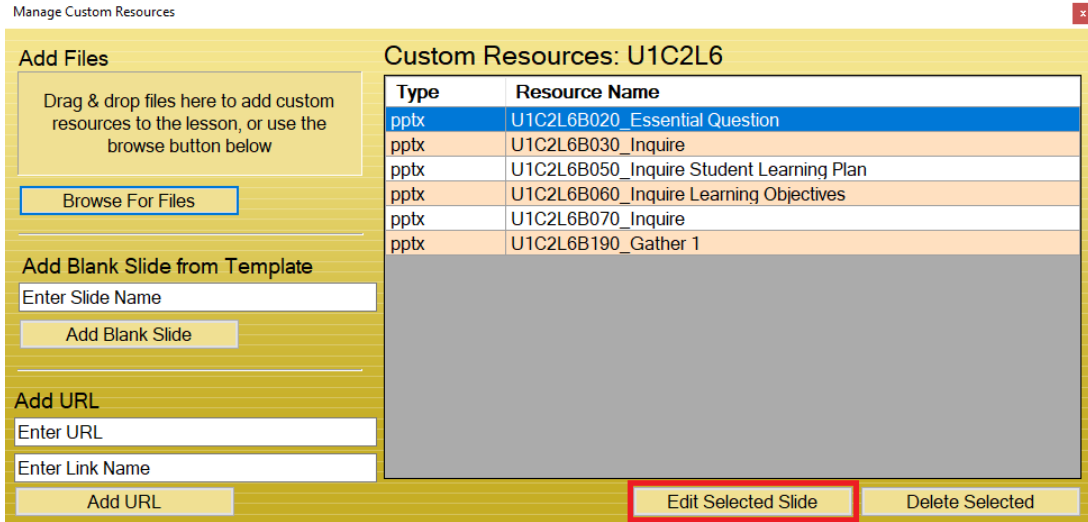
2. Select Custom Resources from the top menu and then select Manage Custom Resources.

The screenshot shows the 'Curriculum Manager v3' interface with the 'Custom Resources' tab selected. The 'Custom Resources' table is empty, and the 'U1C1L1 New Pres' list is visible. The 'Manage Custom Resources' menu item is highlighted in the top navigation bar.

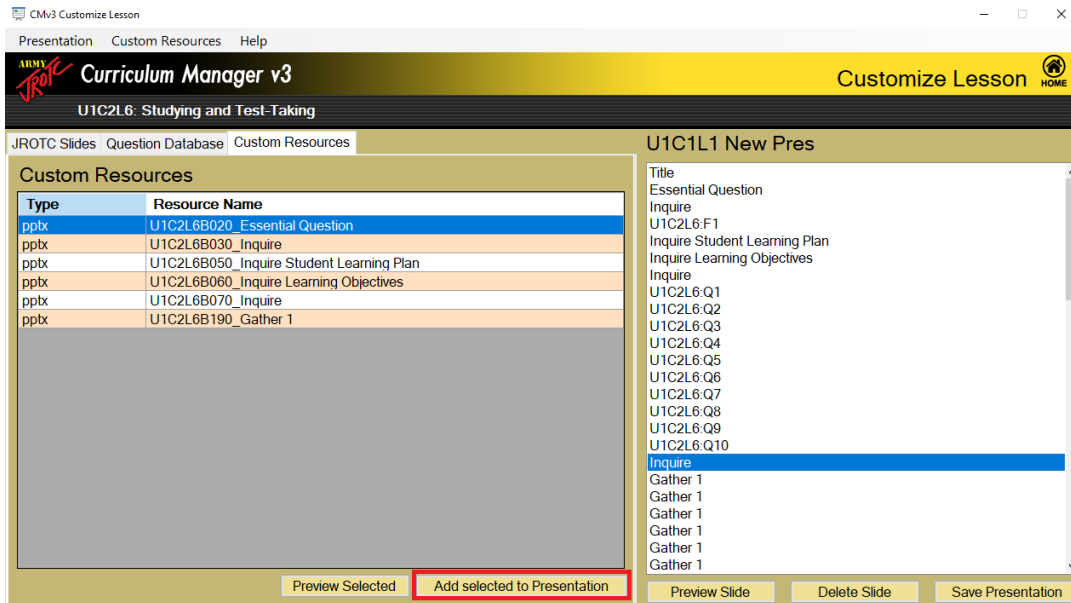
Type	Resource Name
ppbx	U1C2L6B070_Inquire

The 'U1C1L1 New Pres' list on the right includes: Essential Question, Inquire, U1C2L6:F1, Inquire Student Learning Plan, Inquire Learning Objectives, Inquire, U1C2L6:Q1 through U1C2L6:Q10, and Gather 1. The 'Manage Custom Resources' menu item is highlighted in the top navigation bar.

3. Select the slide that you wish to modify and click the Edit Selected Slide button.



4. When finished editing the slide, click the file tab and save your changes. Click the (X) button to close the PowerPoint slide.
5. Exit the Manage Custom Resources window by clicking the (X) in the top right corner of the window.
6. Select the modified slide and click the Add Selected to Presentation button. It will appear above the selected area in the presentation slide list.



Make a new slide (Page 68):

1. Select Custom Resources from the top menu and then select Manage Custom Resources.

The screenshot shows the 'CMv3 Customize Lesson' application window. The 'Custom Resources' menu is selected, and the 'Manage Custom Resources' sub-menu is active. The main content area is titled 'U1C2L6: Studying and Test-Taking'. On the left, there is a 'JROTC Slides' table with columns 'Title' and 'Required'. Below the table are buttons for 'Copy Slide to Custom Resources', 'Preview Slide', and 'Add selected to Presentation'. On the right, there is a 'My Presentation' area with a large empty box and buttons for 'Preview Slide', 'Delete Slide', and 'Save Presentation'.

Title	Required
Title	N
Essential Question	Y
Inquire	N
U1C2L6:F1	N
Inquire Student Learning Plan	Y
Inquire Learning Objectives	Y
Inquire	N
U1C2L6:Q1	N
U1C2L6:Q2	N
U1C2L6:Q3	N
U1C2L6:Q4	N
U1C2L6:Q5	N
U1C2L6:Q6	N
U1C2L6:Q7	N
U1C2L6:Q8	N
U1C2L6:Q9	N
U1C2L6:Q10	N
Inquire	N
Gather 1	N

2. To create your own slide, in the Add Blank Slide from Template text box, enter the slide name.
3. Click the Add Blank Slide button. CM will open a blank side in PowerPoint. The slide will have the chapter/lesson header.

The screenshot shows the 'Manage Custom Resources' window for 'U1C2L6'. The 'Add Blank Slide from Template' section is highlighted with a red box. It contains a text input field for 'Enter Slide Name' and a button labeled 'Add Blank Slide'. To the right, there is a table of existing custom resources.

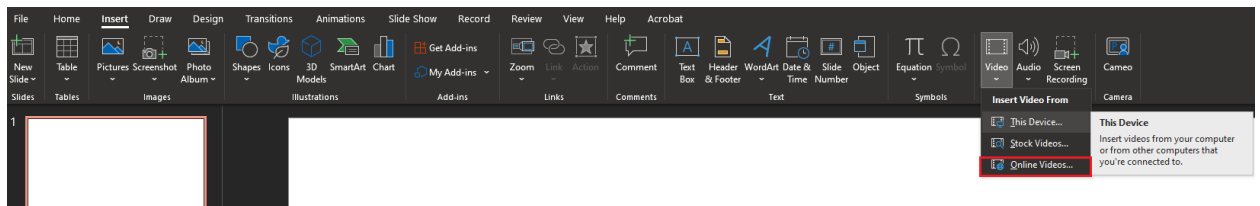
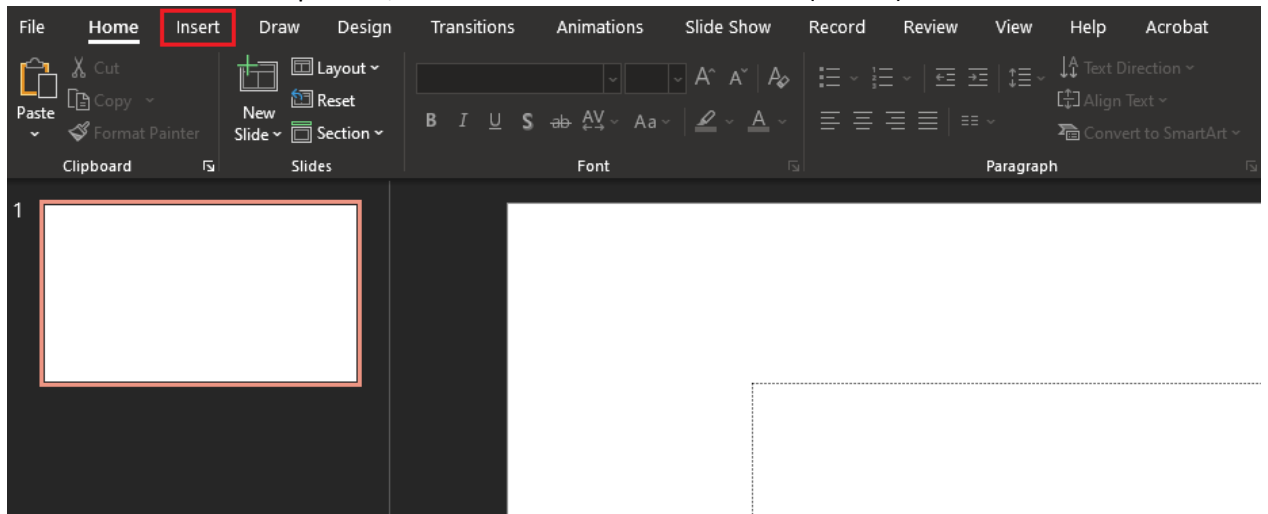
Type	Resource Name
pptx	U1C2L6B020_Essential Question
pptx	U1C2L6B030_Inquire
pptx	U1C2L6B050_Inquire Student Learning Plan
pptx	U1C2L6B060_Inquire Learning Objectives
pptx	U1C2L6B070_Inquire
pptx	U1C2L6B190_Gather 1

4. When finished editing the slide, save and close the PowerPoint file.
5. Exit the Manage Custom Resources window. The Custom Resources tab will update. Now you may select a custom resource and add it to the presentation.

Add video to a new slide:

Steps may vary based on your version of PowerPoint.

1. Create a new slide.
2. Select Insert from the top menu, then select Video -> Online Video (far left).



3. This is where steps may vary.
 - a. Option one: Insert YouTube URL and click Insert button at the bottom.
 - b. Option two: Search for Video topic in YouTube search bar and select desired video.
4. Resize video to fit page.
5. When finished editing the slide, save and close the PowerPoint file.

Table Five

Create Custom Question

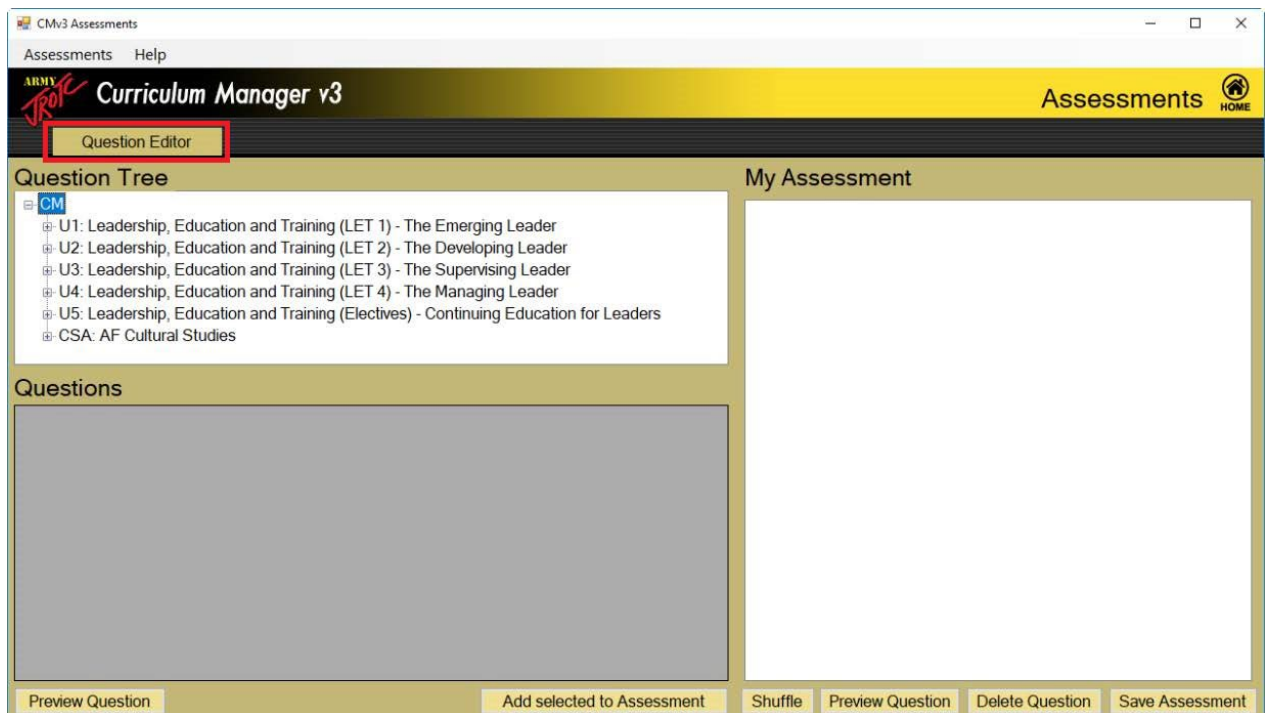
Tasks:

- Add Question Category (Page 102)
- Add Instructor Question (Page 107)
 - Discuss different types of questions. (Page 93)
 - Talk about image management.
 - Add custom images. (Page 96)
- Edit Instructor Question (Page 109)
 - Make note and talk about facts listed at the bottom of page 109 and on page 111.

Table Five

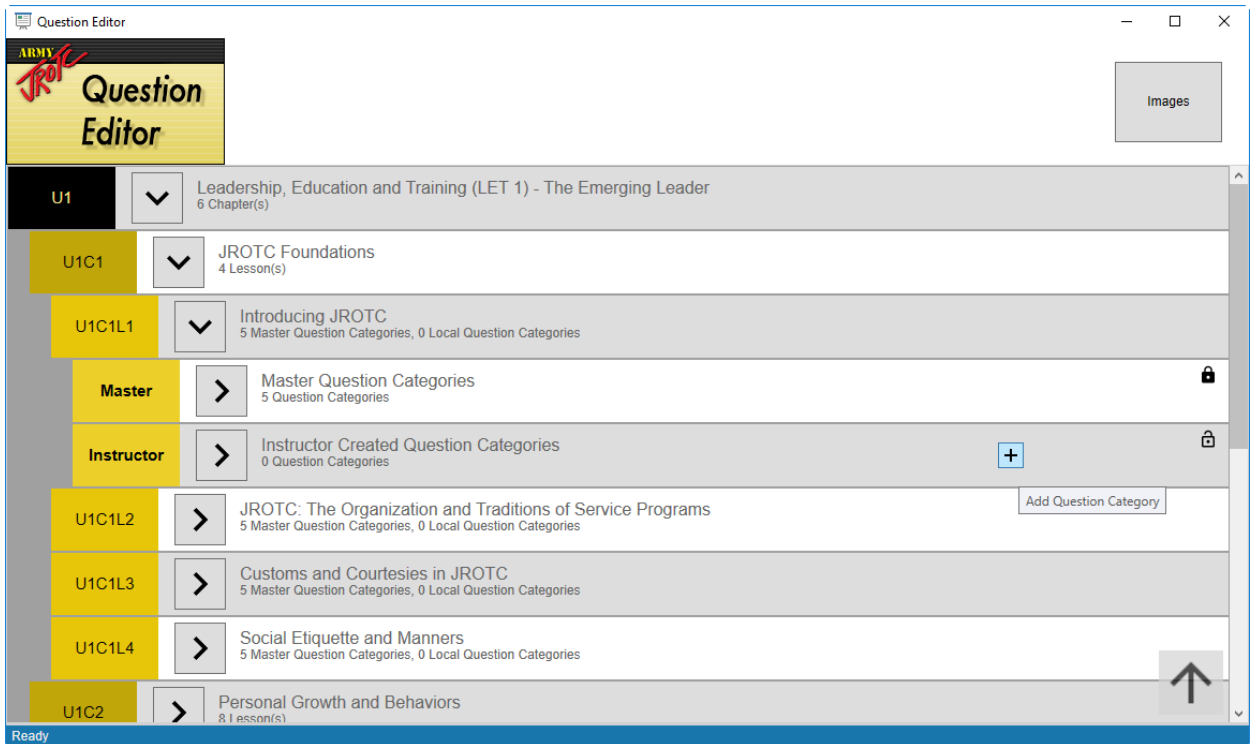
Create Custom Question

1. From the CMv3 Home screen, select Assessments from the top menu and then select Create Assessment.
2. Click the Question Editor button. The Question Editor window displays.

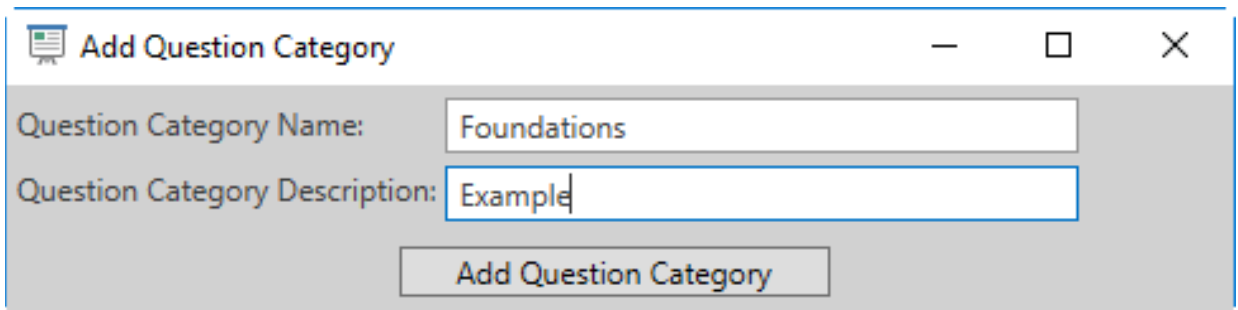


Add Question Category (Page 102):

1. Expand the question tree for the selected lesson.
2. Click the icon to the right of Instructor Created Question Categories that looks like a plus sign (this is the add icon). The Add Question Category prompt appears.

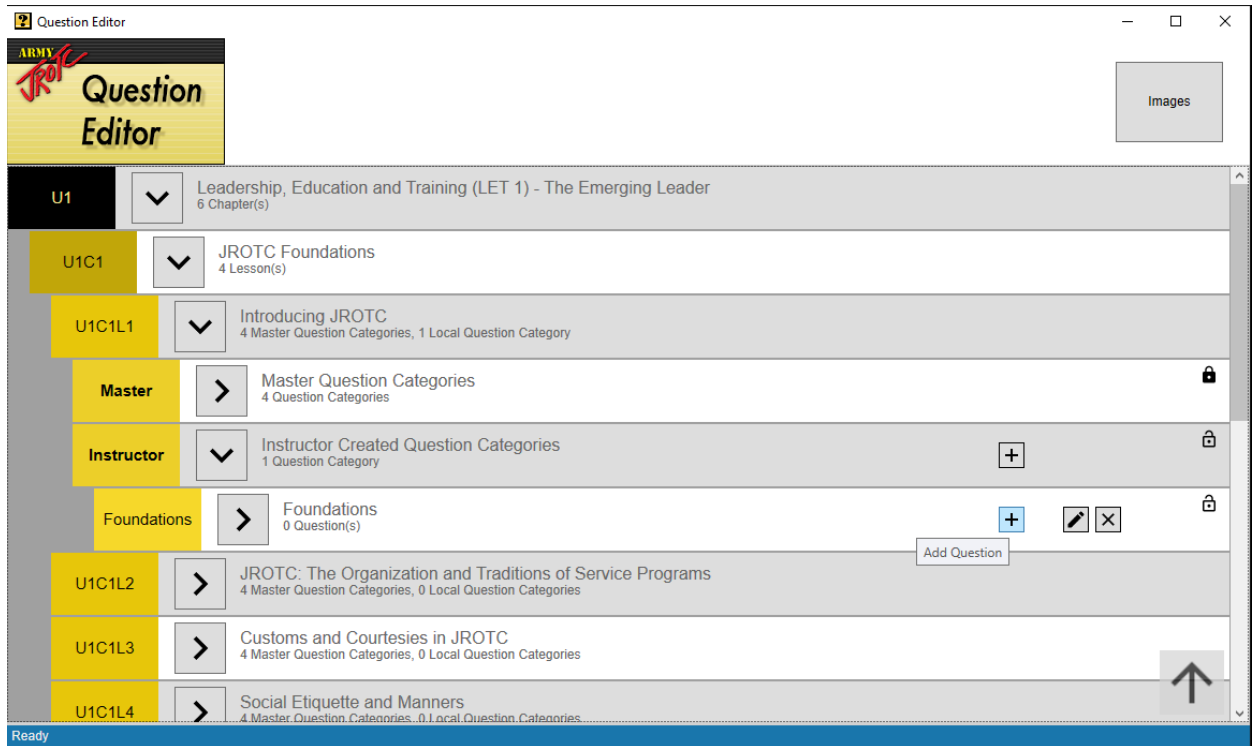


3. In the Question Category Name text box, type in a name.
4. In the Question Category Description text box, type in a description.
5. Click the Add Question Category button.



Add Instructor Question (Page 107):

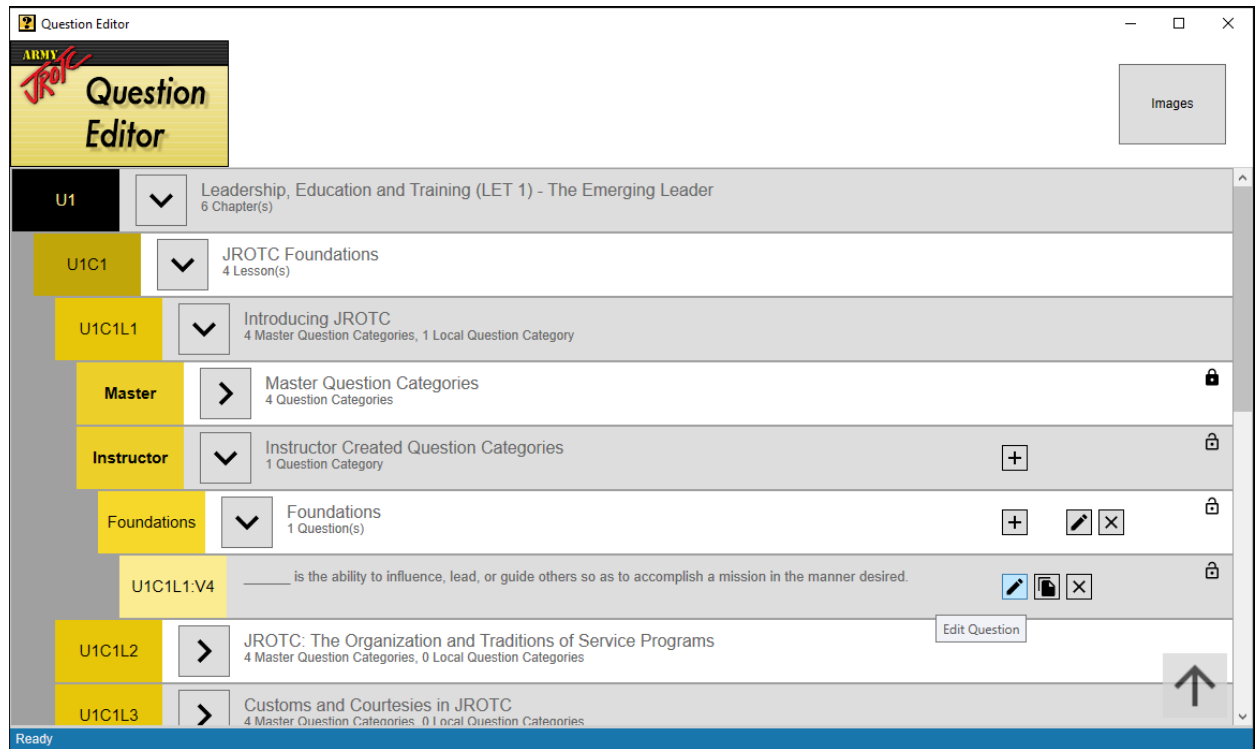
1. Navigate to the desired Instructor Created Question Categories to add the question.
2. Select the desired category and click the Add icon on the Instructor Created Question Categories.



3. In the Question Name text box, fill in the name.
4. Select the appropriate question type in the Question Type drop-down list.
5. Select the desired graphics category in the Graphic Category drop-down list.
6. Select the desired question category in the Question Category drop-down list.
7. Choose the question difficulty in the Question Difficulty drop-down list.
8. Type the question text and answer text in the provided text boxes. Use the formatting bar as needed.
9. Mark the correct answer.
10. (Optional if you selected a graphics category) Click Add Question Image/Add Answer Image. The Image Management window displays.
11. Click the Save button.

Edit Instructor Question (Page 109):

1. Navigate to the desired Instructor Created Question Categories that you wish to edit.
2. Select the desired category and click the Edit Question icon. The Edit Question window displays.



3. Edit the question and when finished, click the Save button.

Table Six

Create Assessment

Tasks:

- Create new LET 1 Assessment. (Page 77)
 - 3 Question Minimum
 - Must use Custom/Instructor create question.

Table Six

Create Assessment

Create a new assessment (Page 77):

1. From the CMv3 Home screen, select Assessments from the top menu and then select Create Assessment.

The screenshot shows the CMv3 Home interface. The top navigation bar includes 'Rosters', 'Assessments', 'Global Resources', 'Reports', 'Curriculum Plan', 'Settings', 'Help', and 'Exit CM'. The 'Assessments' menu is open, showing options for 'Create Assessment', 'Administer Assessment', and 'Games'. The user is identified as 'DOE, JONATHAN' and the current period is '01'. Below the navigation bar, there are buttons for 'Launch Lesson' and 'Change Period'. The main content area displays a table of lessons with columns for 'UCode', 'Title', and 'Time'.

UCode	Title	Time
U1C1L1	Introducing JROTC	2
U1C1L2	JROTC: The Organization and Traditions of Service Programs	6
U1C1L3	Customs and Courtesies in JROTC	3
U1C1L4	Social Etiquette and Manners	4
U1C2L1	Thinking Maps	3
U1C2L2	Self-Awareness	3
U1C2L3	Appreciating Diversity through Winning Colors®	3
U1C2L4	Thinking and Learning	4
U1C2L5	Reading for Meaning	4
U1C2L6	Studying and Test-Taking	3
U1C2L7	Personal Code of Conduct	3
U1C2L8	Personal Growth Plan	3
U1C3L1	Team Building and Drill	2
U1C3L2	Stationary Movements and Marching Techniques	4
U1C3L3	Squad Drill	3
U1C4L1	Making Decisions and Setting Goals	3
U1C4L2	Anger Management	3
U1C4L3	Resolving Conflicts	4
U1C5L1	Understanding and Controlling Stress	2
U1C5L2	Cadet Challenge	2
U1C6L1	Orientation to Service Learning	2
U1C6L2	Preparing for Service Learning	2

- Drill down through the Question Tree to a question group and select it. The question group is selected and the questions in the group are displayed in the lower-left Questions list box.

The screenshot shows the Curriculum Manager v3 interface. The top navigation bar includes 'Assessments' and 'Help'. The main header features the 'ARMY JROTC Curriculum Manager v3' logo and 'Assessments' with a 'HOME' icon. Below the header, there is a 'Question Editor' tab. The interface is divided into two main sections: 'Question Tree' on the left and 'My Assessment' on the right. The 'Question Tree' shows a hierarchical structure with 'U1C1L1: Introducing JROTC' expanded to show sub-items like 'HQ: U1C1L1 Focus', 'HQ: U1C1L1 HOT', 'HQ: U1C1L1 Reinforcing' (highlighted in blue), 'HQ: U1C1L1 Vocabulary', 'Instructor: U1C1L1 Vocabulary', 'Instructor: T/F All', and 'Instructor: Y/N All'. The 'Questions' section displays a table of questions with columns for Difficulty, UCode, Question, IR, RF, and VI. The table contains 11 rows of questions, with the first row highlighted in blue. At the bottom, there are buttons for 'Preview Question', 'Add selected to Assessment', 'Shuffle', 'Preview Question', 'Delete Question', and 'Save Assessment'.

Difficulty	UCode	Question	IR	RF	VI
1	U1C1L1:Q1	The Army JROTC began in 1916 when _____ passed...	Y	Y	Y
2	U1C1L1:Q2	One of the outcomes of the Army JROTC program is f...	Y	Y	Y
1	U1C1L1:Q3	The _____ of Army JROTC is to motivate young peop...	Y	Y	Y
1	U1C1L1:Q4	The Cadet Creed explains how the JROTC program su...	Y	Y	Y
1	U1C1L1:Q5	The Cadet Challenge is an activity where you _____.	Y	Y	Y
1	U1C1L1:Q6	The _____ chapter of the JROTC program will help yo...	Y	Y	Y
2	U1C1L1:Q7	If someone asked you about what you expect to get o...	Y	Y	Y
2	U1C1L1:Q8	Teamwork is the ability to work well with others towards...	Y	Y	Y
1	U1C1L1:Q9	Name the congressional act that launched the JROTC ...	Y	Y	Y
1	U1C1L1:Q10	One of the goals of the JROTC curriculum is to encour...	Y	Y	Y
1	U1C1L1:Q11	T or F: The mission of JROTC is to train citizen soldiers...	Y	Y	Y

- Select the questions you wish to add to the assessment, then click the Add selected to Assessment button.

This screenshot is identical to the one above, showing the Curriculum Manager v3 interface. In this view, the 'Questions' table has several rows highlighted in blue, indicating they have been selected for the assessment. The highlighted rows are: U1C1L1:Q1, U1C1L1:Q2, U1C1L1:Q3, U1C1L1:Q4, U1C1L1:Q5, U1C1L1:Q6, U1C1L1:Q7, U1C1L1:Q8, and U1C1L1:Q9. The 'Add selected to Assessment' button at the bottom is now highlighted in blue, indicating it is the active action.

4. When you are ready to save the assessment, click the Save Assessment button or select Assessments from the top menu and then select Save Assessment.
5. In the Enter assessment name text box, enter the name.
6. Click the Save As New Assessment button.

Save Assessment

Enter assessment name

U1C1_Assessment

Enter assessment description

Practice Assessment

Update Selected Assessment Save As New Assessment

Table Seven

Demonstrate Assessments

Tasks:

- Demonstrate how to administer an assessment. (Page 86)
 - Briefly mention QT2 Clickers when assessment prompts cadets to click to join assessment.
- Show and go over question delivery preferences. (Page 58)
- Demonstrate self-paced assessment.
- Go over the difference between Instructor Led and Self-paced. (Page 86/89)

Table Seven

Demonstrate Assessments

Instructor-led

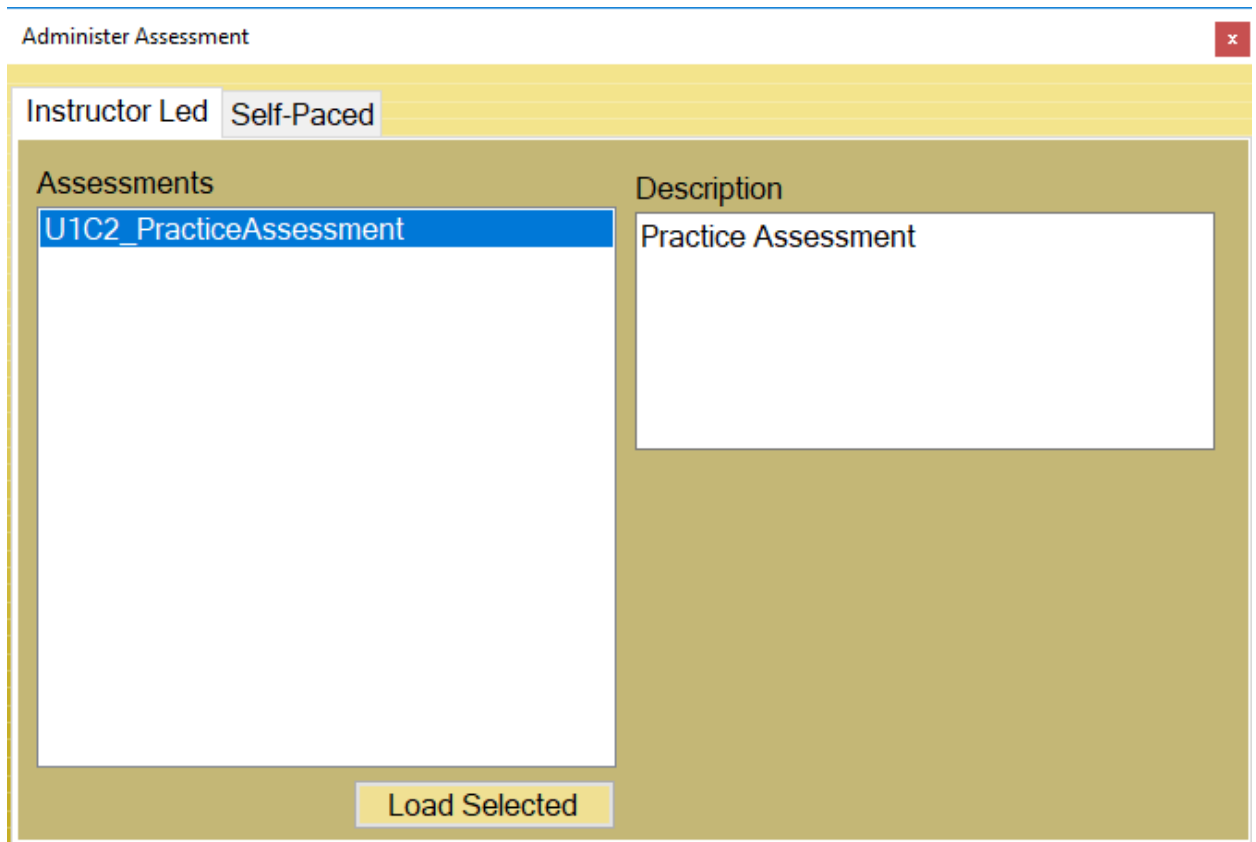
Administer an instructor-led assessment (Page 87):

1. From the CMv3 Home screen, select Assessments from the top menu and then select Administer Assessment. The Administer Assessment window displays.

The screenshot shows the CMv3 Home interface. The top menu includes 'Rosters', 'Assessments', 'Global Resources', 'Reports', 'Curriculum Plan', 'Settings', 'Help', and 'Exit CM'. The 'Assessments' menu is open, showing options for 'Create Assessment', 'Administer Assessment', and 'Games'. The user is identified as 'DOE, JONATHAN' and the current period is '01'. Below the menu, there are buttons for 'Launch Lesson' and 'Change Period'. The main content area displays a table of lessons under the 'Lessons' tab.

UCode	Title	Time
U1C1L1	Introducing JROTC	2
U1C1L2	JROTC: The Organization and Traditions of Service Programs	6
U1C1L3	Customs and Courtesies in JROTC	3
U1C1L4	Social Etiquette and Manners	4
U1C2L1	Thinking Maps	3
U1C2L2	Self-Awareness	3
U1C2L3	Appreciating Diversity through Winning Colors ®	3
U1C2L4	Thinking and Learning	4
U1C2L5	Reading for Meaning	4
U1C2L6	Studying and Test-Taking	3
U1C2L7	Personal Code of Conduct	3
U1C2L8	Personal Growth Plan	3
U1C3L1	Team Building and Drill	2
U1C3L2	Stationary Movements and Marching Techniques	4
U1C3L3	Squad Drill	3
U1C4L1	Making Decisions and Setting Goals	3
U1C4L2	Anger Management	3
U1C4L3	Resolving Conflicts	4
U1C5L1	Understanding and Controlling Stress	2
U1C5L2	Cadet Challenge	2
U1C6L1	Orientation to Service Learning	2
U1C6L2	Preparing for Service Learning	2

2. Select the assessment that you wish to administer from the list.



3. Click the Load Selected button. The CMv3 Assessment window displays.
4. Instruct Cadets to use their response devices to click in to join the assessment.
5. After all Cadets have joined, click the Start Assessment button. Select Help from the top menu and then select Question Delivery Preferences to verify your preferences.



Preferences

Question Delivery Preferences

Show Correct Answer Auto Advance Questions

Show Answer Distribution NOTE: Auto Advance Questions cannot be used with Show Correct Answer, Show Answer Distribution, or Show Pad Correct.

Show Pad Correct

Auto Start Questions

Question Timer

Hours Minutes Seconds

0 0 40

Disable Timer

Timer Increments in Seconds

10

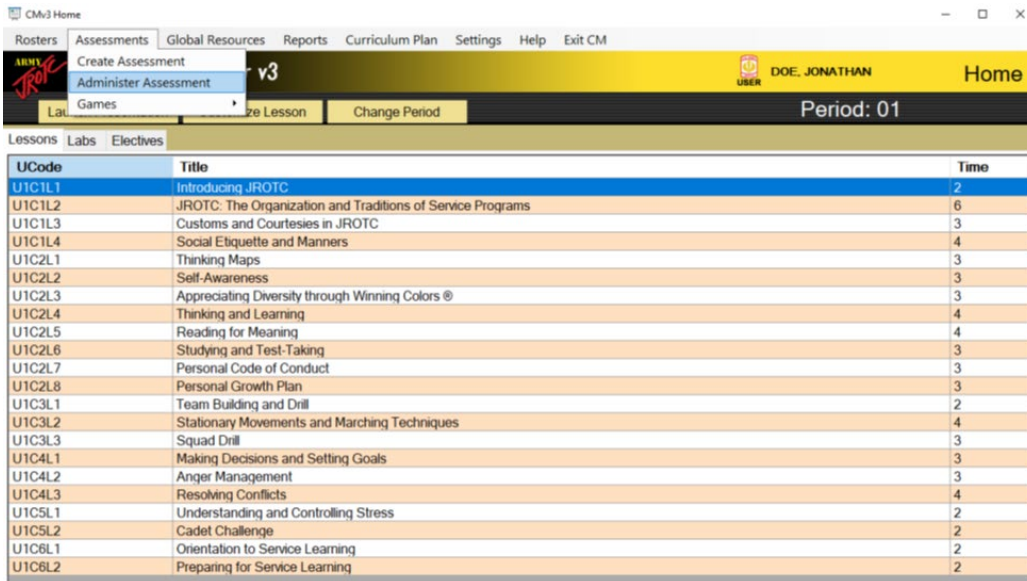
Apply & Close

6. Use the Next and Back buttons to navigate the assessment.
7. When the assessment is finished, click the Home button. The Exit Assessment confirmation prompt displays.

Self-Paced

Administer a self-paced assessment (Page 89):

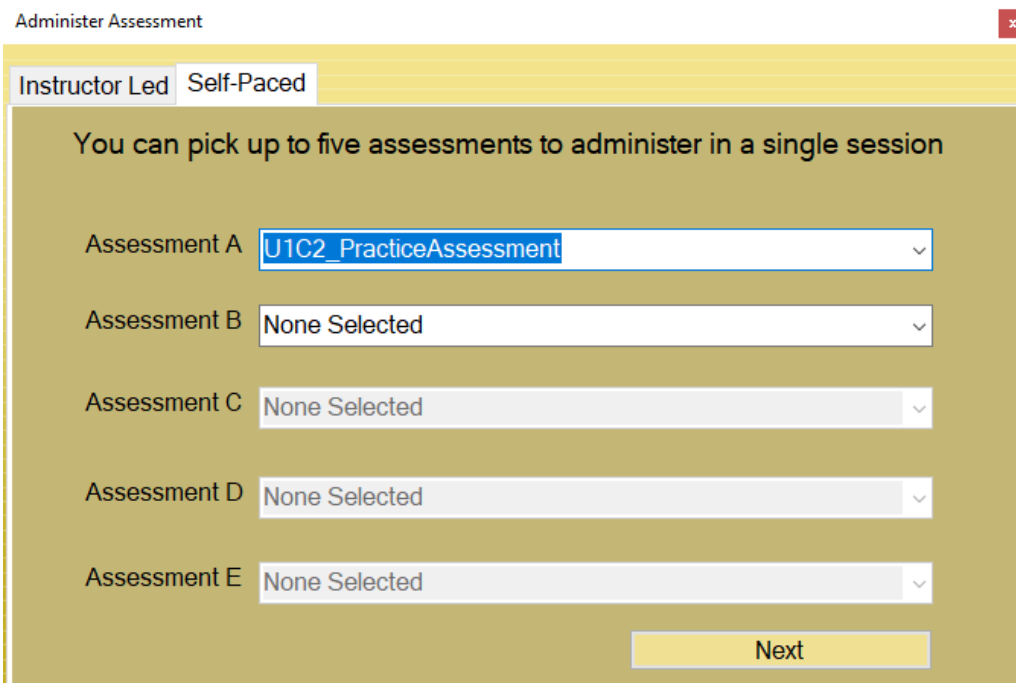
1. From the CMv3 Home screen, select Assessments from the top menu and then select Administer Assessment. The Administer Assessment window displays.



The screenshot shows the CMv3 Home interface. The top navigation bar includes 'Rosters', 'Assessments', 'Global Resources', 'Reports', 'Curriculum Plan', 'Settings', 'Help', and 'Exit CM'. A dropdown menu is open under 'Assessments', showing options for 'Create Assessment', 'Administer Assessment', and 'Games'. The 'Administer Assessment' option is selected. The user's name 'DOE, JONATHAN' and the text 'Home' are visible in the top right. Below the navigation bar, there are buttons for 'Lat', 'Size Lesson', and 'Change Period'. The main content area is titled 'Lessons Labs Electives' and contains a table with columns for 'UCode', 'Title', and 'Time'.

UCode	Title	Time
U1C1L1	Introducing JROTC	2
U1C1L2	JROTC: The Organization and Traditions of Service Programs	6
U1C1L3	Customs and Courtesies in JROTC	3
U1C1L4	Social Etiquette and Manners	4
U1C2L1	Thinking Maps	3
U1C2L2	Self-Awareness	3
U1C2L3	Appreciating Diversity through Winning Colors ®	3
U1C2L4	Thinking and Learning	4
U1C2L5	Reading for Meaning	4
U1C2L6	Studying and Test-Taking	3
U1C2L7	Personal Code of Conduct	3
U1C2L8	Personal Growth Plan	3
U1C3L1	Team Building and Drill	2
U1C3L2	Stationary Movements and Marching Techniques	4
U1C3L3	Squad Drill	3
U1C4L1	Making Decisions and Setting Goals	3
U1C4L2	Anger Management	3
U1C4L3	Resolving Conflicts	4
U1C5L1	Understanding and Controlling Stress	2
U1C5L2	Cadet Challenge	2
U1C6L1	Orientation to Service Learning	2
U1C6L2	Preparing for Service Learning	2

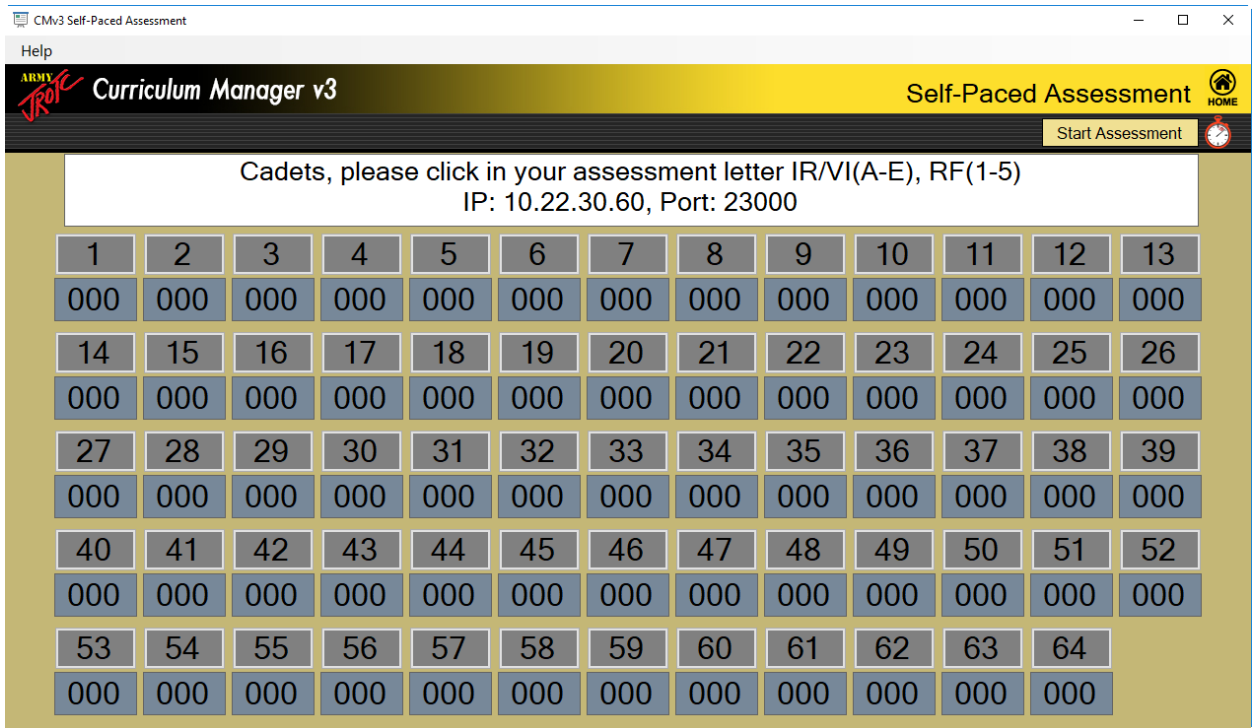
2. Select the Self-Paced tab.
3. Select an assessment from the drop-down lists.



The screenshot shows the 'Administer Assessment' window. At the top, there are two tabs: 'Instructor Led' and 'Self-Paced', with 'Self-Paced' selected. Below the tabs, a message reads: 'You can pick up to five assessments to administer in a single session'. There are five assessment selection fields labeled 'Assessment A' through 'Assessment E'. 'Assessment A' has a dropdown menu with 'U1C2_PracticeAssessment' selected. 'Assessment B' through 'Assessment E' all have 'None Selected' in their dropdown menus. At the bottom right, there is a yellow 'Next' button.

4. Click the Next button. A confirmation prompt appears.
5. Click Yes to proceed or No to cancel.

6. The CMv3 Self-Paced Assessment window displays.



7. Instruct Cadets to use their response devices to click in to join the assessment.
8. After all Cadets have joined, click the Start Assessment button.
9. The "Ready to Start Assessment" confirmation window displays. Click the OK button.

Table Eight

Reports Manager

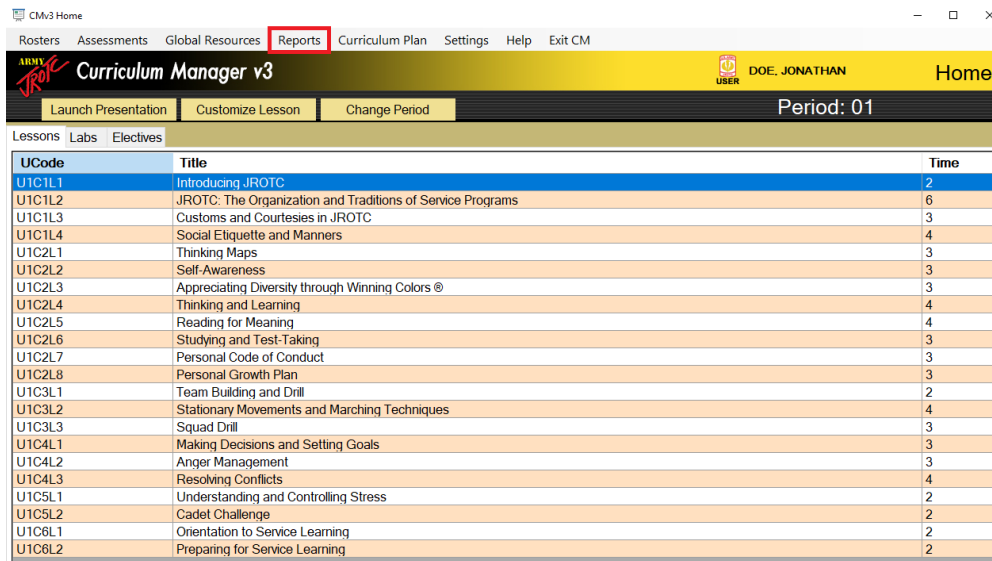
Tasks:

- Show and Discuss Curriculum Plan, Generate Exam. (Page 112)
- Discuss Presented Lessons, Questions Presented report and Instructor Summary report/ Exam Summary report.
- Talk about the difference between Exam Summary report and Instructor Summary report. (Page119/120)
- Remind everyone that you always Export reports to save them.

Table Eight

Reports Manager

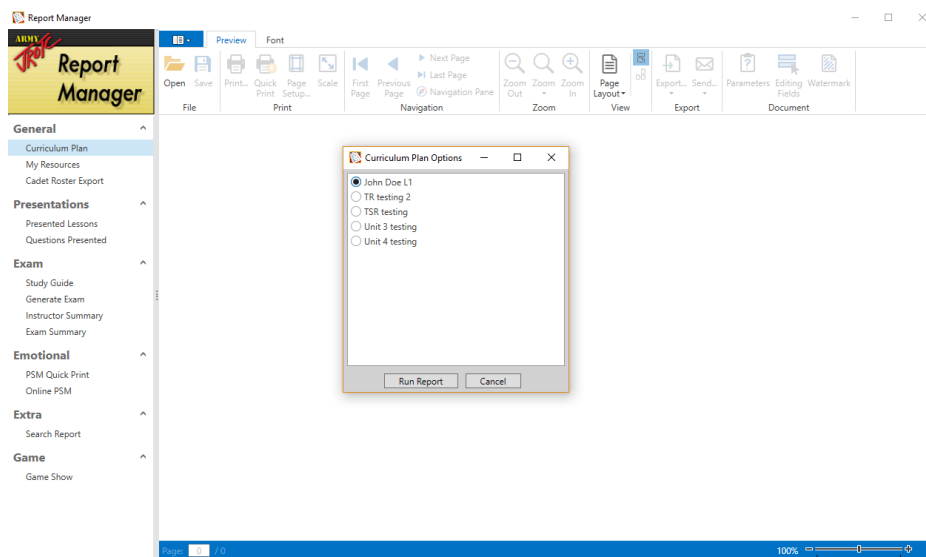
From the CMv3 Home screen, select Reports from the top menu.



UCode	Title	Time
U1C1L1	Introducing JROTC	2
U1C1L2	JROTC: The Organization and Traditions of Service Programs	6
U1C1L3	Customs and Courtesies in JROTC	3
U1C1L4	Social Etiquette and Manners	4
U1C2L1	Thinking Maps	3
U1C2L2	Self-Awareness	3
U1C2L3	Appreciating Diversity through Winning Colors ®	3
U1C2L4	Thinking and Learning	4
U1C2L5	Reading for Meaning	4
U1C2L6	Studying and Test-Taking	3
U1C2L7	Personal Code of Conduct	3
U1C2L8	Personal Growth Plan	3
U1C3L1	Team Building and Drill	2
U1C3L2	Stationary Movements and Marching Techniques	4
U1C3L3	Squad Drill	3
U1C4L1	Making Decisions and Setting Goals	3
U1C4L2	Anger Management	3
U1C4L3	Resolving Conflicts	4
U1C5L1	Understanding and Controlling Stress	2
U1C5L2	Cadet Challenge	2
U1C6L1	Orientation to Service Learning	2
U1C6L2	Preparing for Service Learning	2

Generate Curriculum Plan report (Page 112):

1. Click Curriculum Plan located on the left-hand navigation bar. The Curriculum Plan Options window displays.



2. Click the button next to the curriculum plan from the list shown.
3. Click the Run Report button. The generated report displays.
4. Press Export to Save a copy on the computer.

Generate Exam report (Page 118):

1. Click Generate Exam located on the left-hand navigation bar. The Exam Options window displays.
2. Click the checkbox next to the exam(s) that you would like included in the Generate Exam report.

