



MarineNet Learning Management System (LMS)
DLRC System Administrator's Guide

March 2003

Distance Learning Center (DLC)
Training & Education Command (TECOM)
United States Marine Corps

Revision History

Date	Version	Description	Author
8-28-2002	1.0	First Draft	MITRE
10-30-2002	1.1	Updated with Version 1.1 customizations	MITRE
10-03-2003	1.2	Updated with Version 1.2 customizations	MITRE

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1 SYSTEM ADMINISTRATOR PRIVILEGES

When a System Administrator (SA) logs in to MarineNet, the first screen displayed is the MarineNet homepage. An administrative drop down box is available at the bottom center of the screen as depicted below.



This guide will show a SA how to accomplish the following:

- Role Assignment
- Synchronizing with Master LMS

The SA menu lists numerous other functions that are available; however, the DRLC SA will only be responsible for exercising the functions listed above and those functions listed in the Training Manager's Guide. The other functions associated with the SA pull-down menu are reserved for DLNOC personnel.

A SA will have access specific LMS functions based upon their role assignment. To see what role is assigned, select Account Information from the left menu. To see what role is assigned, select Account Information from the left menu. The next figure depicts the Account Type as System Administrator.

2 ROLE ASSIGNMENT

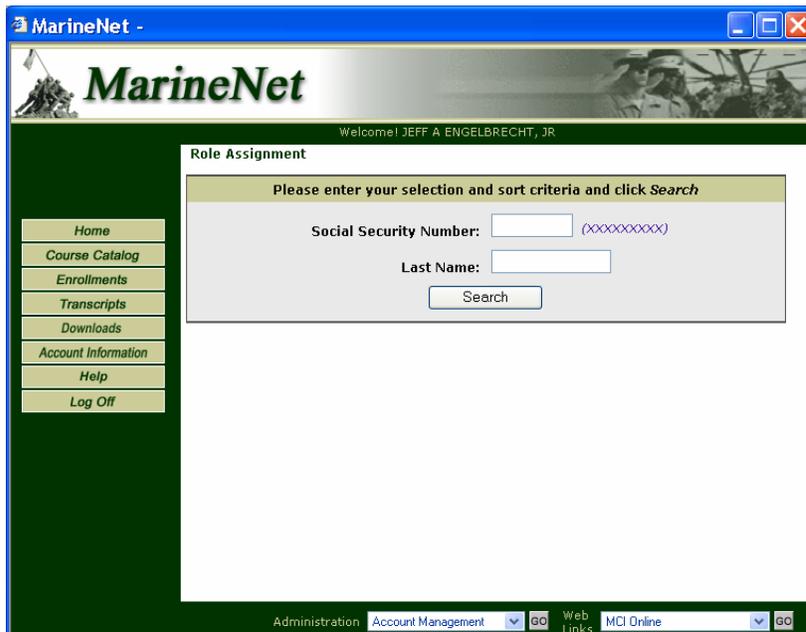
System Administrators may modify a user's role via the Administrator's pull-down menu.

Note: Student accounts should not be assigned the role of Training Managers. Training Manager accounts should be created according to the RUC/MCC for that unit. Assigning a student account with the role of Training Manager creates configuration management problems since the role is not relinquished automatically when the student/user transfers to a different RUC/MCC.

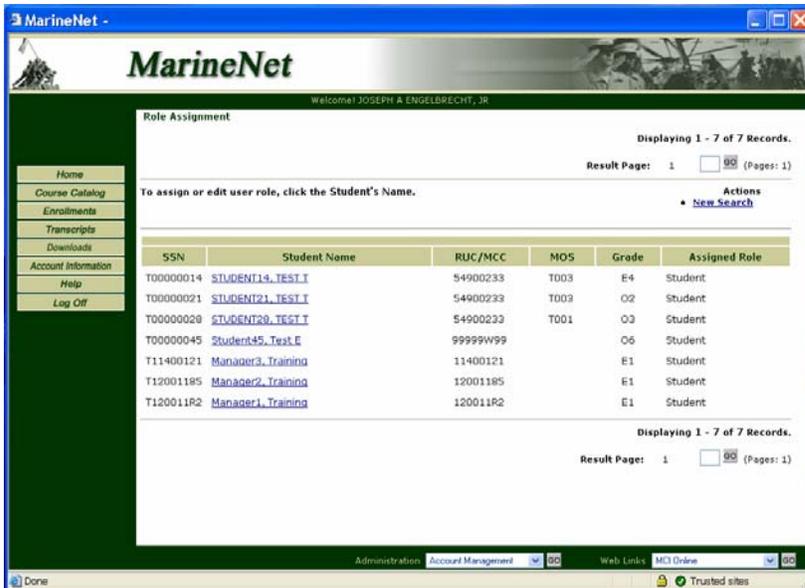
Assigning a role to a user account is a two step process.

Step 1: Find the User's Account

Enter search criteria for the user such as SSN or Last Name. Entering nothing into the search criteria will return everyone in the LMS.



The screenshot shows a web browser window titled "MarineNet -". The page header features the "MarineNet" logo and a welcome message: "Welcome! JEFF A. ENGELBRECHT, JR.". The main content area is titled "Role Assignment" and contains a search form with the instruction: "Please enter your selection and sort criteria and click Search". The form includes two input fields: "Social Security Number:" with a placeholder "(XXXXXXXX)" and "Last Name:". A "Search" button is positioned below the "Last Name" field. On the left side, there is a vertical navigation menu with buttons for "Home", "Course Catalog", "Enrollments", "Transcripts", "Downloads", "Account Information", "Help", and "Log Off". At the bottom of the page, there are navigation links: "Administration", "Account Management" (with a dropdown arrow), "GO", "Web Links", "MCI Online" (with a dropdown arrow), and "GO".



The results of the search are displayed in list form. If more records are returned than can fit on the page, then multiple pages will be provided for the SA to page through. Providing detailed information in the search criteria significantly improves the search process.

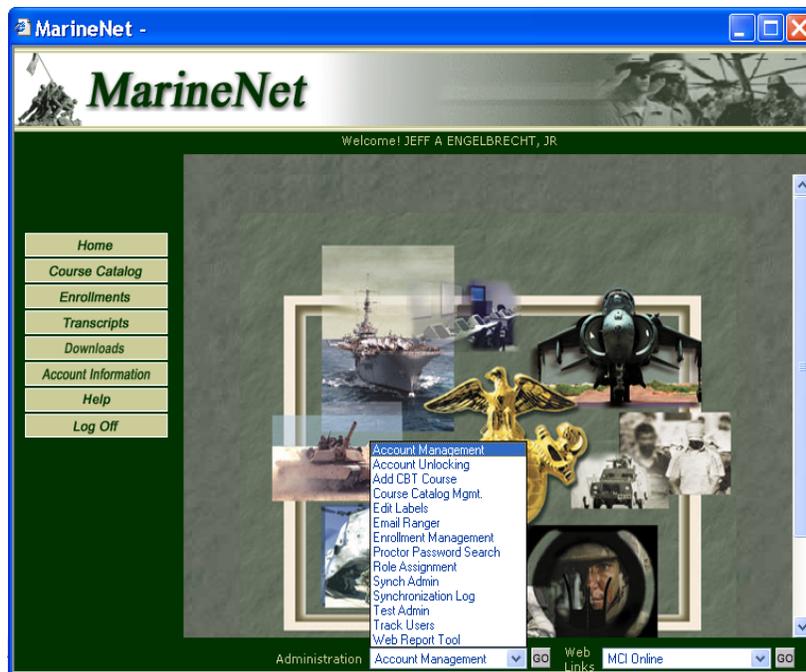


Once the user's account is selected, a drop-down box is presented with the available roles displayed. To change the role assigned to that user, simply select the role from the list and then press the update button.

3 SYNCHRONIZING THE DLRC WITH MASTER LMS

The DLRC SA initiates all synchronizations between the DLRC and the Master LMS located at the DLNOC. The DLRC SA account is the only account that can access the Synchronization Administrator page. While the DLRC is installed aboard ship, Marines may be logging in and taking courses and tests, with no connectivity to the Master system. Periodically, this DLRC data must be communicated up to the Master LMS to update a student's profile. The most important data that will need to be passed will be provisional records including student profile data, enrollments and course completions. Data synchronization should occur frequently in order to maintain data integrity between the Master LMS and remote DLRC systems. The synchronization process queries the DLRC for all provisional student records, new enrollment records, new transcripts, and test records for DL Formal courses and sends them to the Master LMS for processing.

Step 1: Login as a System Administrator and access Synch Admin from the Administrator Drop-down-list



Step 2: Run Step 1 for Synchronize Enrollments and Transcripts for Active Users
This process pushes up provisional enrollments and transcripts for DL Formal courses for active DLRC students that have logged on to the system.

MarineNet
Welcome! System Administrator

Synchronization Administrator

- Pre-Deployment Process
 - [Step 1 of 1 - Master to DLRC preload](#)
- While Deployed Processes
 - Synchronize Enrollments and Transcripts for Active Users**
 - [Step 1 of 3 - Push Up New Data](#) ←
 - [Step 2 of 3 - Process Data on Master LMS](#)
 - [Step 3 of 3 - Pull Down New Data](#)
 - Synchronize Provisional Students
 - [Step 1 of 1 - Authenticate Provisional Students with Master LMS](#)
- Post- Deployment Processes
 - Synchronize Enrollments and Transcripts for Active Users
 - [Step 1 of 2 - Push Up DL Informal Course Enrollments and Transcripts](#)
 - [Step 2 of 2 - Process Data on Master LMS](#)
 - Run DLRC Archive and Clear the Database
 - [Step 1 of 1 - Archive and Clear of Database](#)

Administration Account Management GO Web Links MCI Online GO

Step 3: Run Step 2 for Synchronize Enrollments and Transcripts for Active Users
 This step initiates the processing of data that was sent up in Step 1. Note: The Master LMS may take up to 24 hours to process the records.

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Welcome! System Administrator

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Administration Account Management GO Web Links MCI Online GO

Step 4: Run Step 3 for Synchronize Enrollments and Transcripts for Active Users
 This step pulls down all new student records for active DLRC students.



MarineNet

Welcome! System Administrator

- Home
- Course Catalog
- Enrollments
- Transcripts
- Downloads
- Account Information
- Help
- Log Off

Synchronization Administrator

Pre-Deployment Process

- [Step 1 of 1 - Master to DLRC preload](#)

While Deployed Processes

Synchronize Enrollments and Transcripts for Active Users

- [Step 1 of 3 - Push Up New Data](#)
- [Step 2 of 3 - Process Data on Master LMS](#)
- [Step 3 of 3 - Pull Down New Data](#) ←

Synchronize Provisional Students

- [Step 1 of 1 - Authenticate Provisional Students with Master LMS](#)

Post- Deployment Processes

Synchronize Enrollments and Transcripts for Active Users

- [Step 1 of 2 - Push Up DL Informal Course Enrollments and Transcripts](#)
- [Step 2 of 2 - Process Data on Master LMS](#)

Run DLRC Archive and Clear the Database

- [Step 1 of 1 - Archive and Clear of Database](#)

Administration
Web Links

Step 5: Synchronize Provisional Students

This process pulls down all student records for DLRC provisional users found on the Master LMS. DLRC provisional users not immediately found on the Master LMS are recorded on the Master LMS to be authenticated by external systems on a scheduled basis.



MarineNet

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Synchronization Administrator

Pre-Deployment Process

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While Deployed Processes

Synchronize Enrollments and Transcripts for Active Users

- [Step 1 of 3 - Push Up New Data](#)
- [Step 2 of 3 - Process Data on Master LMS](#)
- [Step 3 of 3 - Pull Down New Data](#)

Synchronize Provisional Students

- [Step 1 of 1 - Authenticate Provisional Students with Master LMS](#) ←

Post- Deployment Processes

Synchronize Enrollments and Transcripts for Active Users

- [Step 1 of 2 - Push Up DL Informal Course Enrollments and Transcripts](#)
- [Step 2 of 2 - Process Data on Master LMS](#)

Run DLRC Archive and Clear the Database

- [Step 1 of 1 - Archive and Clear of Database](#)

Administration
Web Links

4 OTHER SYSTEM ADMINISTRATOR FUNCTIONS

A System Administrator can also perform all of the functions associated with the Training Manager. Common TM functions that will be used on a DRLC include:

- Enrollment Management
- Account Unlocking
- Proctor Password Search
- Web Reporting

When a TM performs any of these functions, the results only query users in his/her RUC. When a System Administrator performs any of these functions, ALL the users on the LMS are queried.

Guidance on how to use the above functions is included in the DLRC Training Manager's Guide.