

THE ARMY



UNIVERSITY

COURSE CATALOG
MAINTENANCE TUTORIAL



COURSE CATALOG

What is the Course Catalog?

The Army University Course Catalog is a searchable database of Army course entries.

Course entries are derived from official Army programs of instruction to include the following information:

- Course description
- Academic hours
- Effective dates
- Modules and lessons
- Assessment methodology
- Terminal learning objectives (TLO)

LOG INTO THE CATALOG MAINTENANCE TOOL



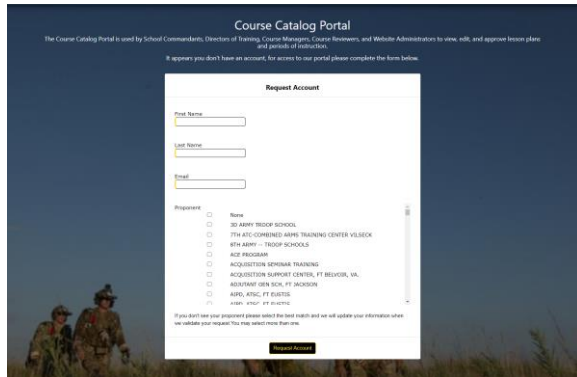
www.armyuniversity.edu

Scroll to the bottom of the page and click Login

A screenshot of the footer of the Army University website. The footer is dark with yellow text and icons. It is organized into four columns: 'Social' (Facebook, Twitter, YouTube, LinkedIn, Instagram), 'Related Sites' (US Army Website, ArmyU MIL Website), 'Internal Resources' (MILSuite, SharePoint), and 'External Resources' (www.USA.Gov, ISALUTE, No Fear Act, Accessibility - Section 508, FOIA). A 'Site Administration' section is also present, containing a 'Login' link which is circled in orange. An orange arrow points from the text 'Scroll to the bottom of the page and click Login' to this 'Login' link. Below the navigation links, there is a date stamp 'Last updated 13 August 2020 20:6 GMT', the address 'The Lewis and Clark Center, 100 Stimson Ave., Fort Leavenworth, Kansas 66027', the Army logo with the slogan 'Victory Starts Here', and the U.S. Army logo. At the very bottom, there are links for 'Site Map', 'User Terms of Agreement', 'Privacy Act Statement', 'About Army University', and 'Contact Us'.

ARMYU ACCOUNT

If you do not yet have an account, you will be redirected to the create an account page

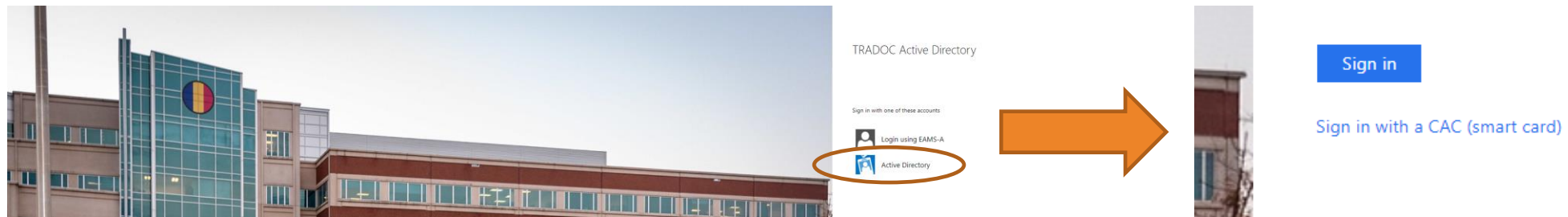


The screenshot shows a web form titled "Request Account" on a dark blue background. At the top, it says "Course Catalog Portal" and "The Course Catalog Portal is used by School Commandants, Directors of Training, Course Managers, Course Reviewers, and Website Administrators to view, edit, and approve lesson plans and details of instruction." Below this, it states "If you do not have an account, for access to our portal please complete the form below." The form has three input fields: "First Name", "Last Name", and "Email". Below these is a "Request" button. Underneath is a "Request" section with a "Name" dropdown and a list of checkboxes for various Army units and programs, including "20 ARMY TROOP SCHOOL", "7TH ATC-COMBINED ARMS TRAINING CENTER VLS/CK", "8TH ARMY - TROOP SCHOOLS", "ACQUISITION SUPPORT CENTER, FT BELVOIR, VA", "ASPC, FT BELVOIR", and "ASPC, FT BELVOIR". A note at the bottom says "If you don't see your request please select the best match and we will update your information when we validate your request. You may select more than one."

Please complete the form and we will create an ArmyU account for you.

Note: If you don't have a TRADOC Account you may need to request one.

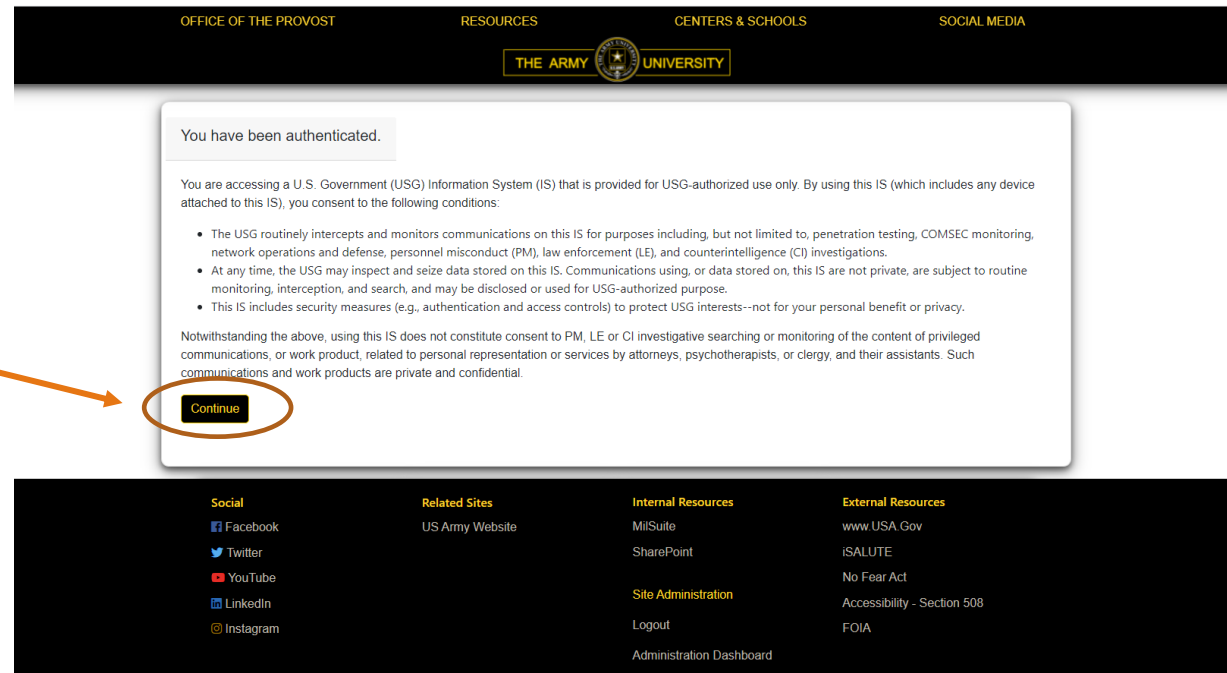
If you've previously created an account, you will be asked to log in here.



Click on Active Directory and on the next page select Sign in with CAC (smart card)

AUTHENTICATED PAGE

Once you have logged in successfully, you will be directed to the Authenticated page. Click the Continue button



OFFICE OF THE PROVOST RESOURCES CENTERS & SCHOOLS SOCIAL MEDIA

THE ARMY UNIVERSITY

You have been authenticated.

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS. Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.

Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work products are private and confidential.

Continue

Social
Facebook
Twitter
YouTube
LinkedIn
Instagram

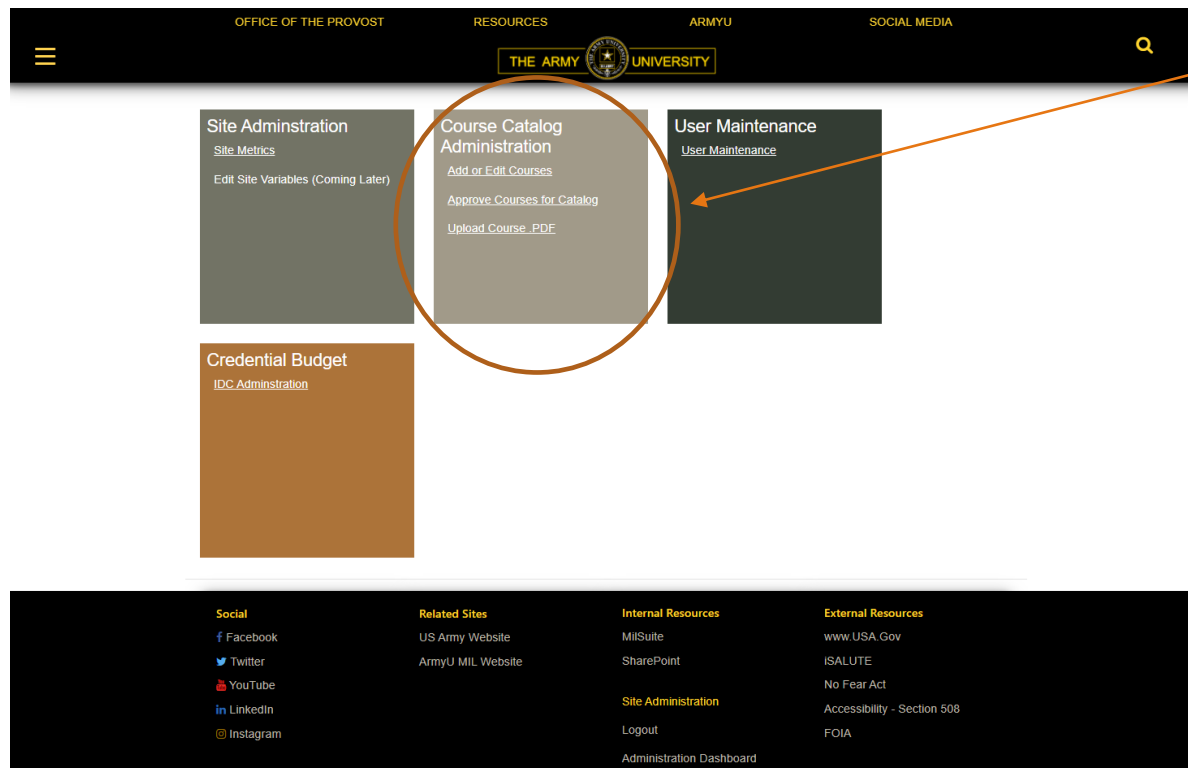
Related Sites
US Army Website

Internal Resources
MiSuite
SharePoint
Site Administration
Logout
Administration Dashboard

External Resources
www.USA.Gov
iSALUTE
No Fear Act
Accessibility - Section 508
FOIA

Note: If you do not see this page, scroll down to the bottom of the page and repeat login process again.

THE ADMINISTRATIVE DASHBOARD



Depending on your roles, you will see different modules on this page. The course catalog maintenance box is tan.

The catalog admin module has three links:

1. **Add or Edit Courses** – select this to enter a new course using an input form **or** to edit an existing course
2. **Approve Courses** – select this link if you are a DoT or a designated course approver to approve previously entered courses for publishing to the catalog
3. **Upload course pdf** – select this link if you have a TDC generated POI pdf to add.

NAVIGATE THE TUTORIAL

- To add or edit a course using the form proceed to the next slide for details
- For instructions to approve a course please go to slide #13
- To upload a pdf please see the TDC POI PDF to Text Tutorial
- To add or edit CIP and SOC codes please see final slide

ADD OR EDIT COURSES

The link takes you to a proponent list page, the list should contain a course list for each proponent you are associated with.

To add a new course, click the **Add New Course** button

To edit an existing course, click the **Course List** button

OFFICE OF THE PROVOST RESOURCES ARMYU SOCIAL MEDIA

THE ARMY UNIVERSITY

Proponent List

[Add a New Course](#) [Search CAR](#) [Admin Dashboard](#)

Course List	Proponent
Course List	011 , AVIATION SCH, FT RUCKER
Course List	020 , WARRANT OFFICER CAREER COLLEGE, FT RUCKER
Course List	031 , CHEMICAL SCHOOL, FT LEONARD WOOD, MO
Course List	052 , ENGINEER SCH FT LEONARD WOOD
Course List	061 , FLD ARTILLERY SCH, SILL
Course List	071 , INFANTRY SCH, FT BENNING
Course List	091 , US ARMY ORDNANCE SCHOOL

COURSE LIST

Proponent List

[Add a New Course](#)[Search CAR](#)[Admin Dashboard](#)[Back to Proponent List](#)

Course Number	Course Number	Version	Phase	Status Date
102-15N10	AVIONIC MECHANIC	17.0	0	4/1/2016 12:00:00 AM
2-1-C22	Aviation Captains Career	2.0	0	10/1/2017 12:00:00 AM
2-1-C32-RC	Aviation Warrant Officer Advanced-RC	4.0	2	10/1/2017 12:00:00 AM
2-1-C32-RC (DL)	Aviation Warrant Officer Advanced-RC	4.0	1	10/1/2017 12:00:00 AM
222-15Q10-IRR-RTUP	Air Traffic Control Operator (RTUP) (15Q10/20)	18.0	0	10/1/2018 12:00:00 AM
2C-15A/SIB3/153M	IERW UH-60M TRACK	1.0	0	10/1/2017 12:00:00 AM
2C-15A/SID7/152H	IERW AH-64D TRACK	2.0	0	10/1/2017 12:00:00 AM
2C-F117/556-F2	UAS Unit Commander & Staff Leaders	17.0	0	10/1/2019 12:00:00 AM
2C-F224	UAS Platoon Leader	1.0	0	10/1/2019 12:00:00 AM
2C-F76/2C-SQIF	SENIOR IP/INSTRUMENT FLIGHT EXAMINER (RW)	1.0	0	10/1/2018 12:00:00 AM
2C-F76/2C-SQIF (FW) (CP)	SENIOR IP/INSTRUMENT FLIGHT EXAMINER (FW)	1.0	0	10/1/2019 12:00:00 AM
2C-F86X	Air Mission Commander (FMS)	2.0	0	10/1/2019 12:00:00 AM
2C-F99/600-F16 (CT)	Dunker	1.0	0	10/1/2015 12:00:00 AM
4D-151A	AVIATION MAINTENANCE TECHNICIAN WOBC	18.0	0	10/1/2017 12:00:00 AM
4D-151A (MOB)	AVIATION MAINT TECH WO (MOB) (151A)	18.0	0	10/1/2017 12:00:00 AM
4D-151A-IRR-REFR	AVIATION MAINT TECH WO REFR (151A)	18.0	0	10/1/2017 12:00:00 AM
4D-F8/600-F19	Small Unmanned Aircraft (SUAS) Operator	3.0	0	10/1/2017 12:00:00 AM
600-15E10	UAS Repairer Phase 2	17.0	1	10/1/2017 12:00:00 AM
600-15E10	UAS Repairer Phase 1	17.0	1	10/1/2017 12:00:00 AM
600-15E10	UAS Repairer Phase 1	17.0	2	10/1/2017 12:00:00 AM
600-15E10	UAS Repairer Phase 2	17.0	2	10/1/2017 12:00:00 AM
600-15R30/40-C45-IRR-RTUP	AH-64 ATTACK HELO RPR RTUP (15R30/40)	18.0	0	10/1/2018 12:00:00 AM
600-15R30-C45	AH-64D ATTACK HELICOPTER REPAIRER ALC	18.0	0	10/1/2018 12:00:00 AM
600-15R30-C45 (RC)	AH-64 ATTACK HELICOPTER REPAIRER ALC	18.0	2	10/1/2018 12:00:00 AM

To edit a course select it from the course list page.

The version and phases represent distinct records

COURSE FORM

Course Tab

- If this is a new course, the form will be empty. If you are updating an existing form it will have data already populating the form.
- The first tab consists of the course information
- Complete this page and select next

At any time opt to use the pdf upload option here

I have a TDC formatted POI PDF file...

Course Information

Course Number

Course Title

Proponent

School

CIP Codes

SOC Codes

Version

MOS

Effective Date

Purpose

Please contact us if you have any questions

Next

For questions or assistance with entering courses please contact ArmyU at usarmy.leavenworth.CAC.mbx.army-university-webmaster@mail.mil or 913-684-7624.

Add/Update Course Information

[Course List](#) [Admin Dashboard](#)

I have a TDC formatted POI PDF file...

Course Phase Module Lesson TLO Misc Files

Course Phases

Phase

Example: phase 1, phase 2, unphased

Scope

Training Days

Academic Hours

Program of Instruction (POI)
 | No file chosen

For questions or assistance with entering courses please contact ArmyU at usarmy.leavenworth.CAC.mbx.army-university-webmaster@mail.mil 913-684-7624.

COURSE FORM

Phase Tab

- This tab allows you to add multiple phases
- Complete the phase information and upload the pdf
- Select **Add**
- Repeat for each phase of the course
- After adding the first phase the **Next** and **Done** buttons will activate

Only the data added through the form or pdf upload will display on the site. If you finish here, visitors will have to download the course pdf submitted here to see the complete information.

COURSE FORM

Misc Files Tab

Once the Phase Tab is added, the Misc Files Tab becomes accessible. Upload any files associated with the course, other than the POI itself, as needed.

The Module Tab also becomes accessible and like the Phase tab, it allows for multiple entries. Complete as needed and the Lesson Tab will open next. Repeat for the Lesson and TLO Tabs.

The screenshot shows the 'Add/Update Course Information' form with the 'Misc Files' tab selected. The main heading is 'Upload Miscellaneous Files'. Below this, there is a section for file selection with a 'Choose File' button and a text area for a description. At the bottom right, there are 'Upload' and 'Done' buttons. A footer note provides contact information for ArmyU.

The screenshot shows the 'Add/Update Course Information' form with the 'Course Lessons' tab selected. It features a 'For Module' dropdown menu, a 'Select Module' dropdown, and input fields for 'Number', 'Title', 'Version', and 'Order'. There are 'Add' and 'Cancel' buttons at the bottom. A table at the bottom shows a list of lessons with columns for Module, Number, Title, Version, and Order. A footer note provides contact information for ArmyU.

The screenshot shows the 'Add/Update Course Information' form with the 'Course Modules' tab selected. It includes a 'For Phase' dropdown menu, a 'Select Phase' dropdown, and input fields for 'Number', 'Title', and 'Purpose'. There are 'Add' and 'Cancel' buttons at the bottom. A table at the bottom shows a list of modules with columns for Phase, Number, Title, and Purpose. A footer note provides contact information for ArmyU.

The screenshot shows the 'Add/Update Course Information' form with the 'Course TLOs' tab selected. It features a 'For Lesson' dropdown menu, a 'Select Lesson' dropdown, and input fields for 'Number', 'Title', 'Condition', 'Standard', and 'Method of Instruction'. There are 'Add' and 'Cancel' buttons at the bottom. A footer note provides contact information for ArmyU.

COURSE FORM

Selecting the **Done** button on any of the tabs returns the form to the Course page and activates the **Submit for Approval** or **Delete Course** buttons, select one to complete the course entry process

Add/Update Course Information

Course List Admin Dashboard

[I have a TDC formatted POI PDF file...](#)

Course Phase Module Lesson TLO Misc Files

Course Information

Submit for Approval Delete Course

Course Number

102-15N10

Course Title

AVIONIC MECHANIC Test

Proponent

011 , AVIATION SCH, FT RUCKER

School

None , None

CIP Codes

SOC Codes



Once added, the course must be approved by the CoE/School's Director of Training (or designated approver) before it is published to the catalog



All information contained in the course must be releasable to the public



And free of spelling and grammar errors

APPROVAL PROCESS

APPROVAL PROCESS

- From the Dashboard, select Approve Courses for Catalog

The screenshot displays the Administration Dashboard for The Army University. The top navigation bar includes links for OFFICE OF THE PROVOST, RESOURCES, ARMYU, and SOCIAL MEDIA, along with a search icon. The main content area features four primary menu items: Site Administration, Course Catalog Administration, User Maintenance, and Credential Budget. The 'Approve Courses for Catalog' link within the Course Catalog Administration menu is highlighted with an orange circle. An orange arrow points from the text instruction on the left to this link. The bottom footer contains four columns of links: Social (Facebook, Twitter, YouTube, LinkedIn, Instagram), Related Sites (US Army Website, ArmyU MIL Website), Internal Resources (MilSuite, SharePoint, Site Administration, Logout, Administration Dashboard), and External Resources (www.USA.Gov, ISALUTE, No Fear Act, Accessibility - Section 508, FOIA).

APPROVAL PROCESS

The Approver will see a list of courses entered and submitted by course developers

Use the **View Course** and **Edit Course** links to review and make any corrections

Select **Approve Course** when ready for publication

Admin Dashboard

Courses Ready for Approval

View or Edit course

	Title	Course Number	Version		
Approve Course	Cannon Crewmember	041-13B10ta	5.0	Edit Course	View Course
Approve Course	CES Basic	1-250-C60	2.0	Edit Course	View Course
Approve Course	CES B	1-250-C60 (DL)	2.0	Edit Course	View Course
Approve Course	Air	222-15Q10-IRR-RTUP	18.0	Edit Course	View Course
Approve Course	new	232-34-3456	2	Edit Course	View Course
Approve Course	Counter Transnational Threats	2E-F287/011-F120	5.0	Edit Course	View Course
Approve Course	Diver	2E-SI5V/433-12D10	19.0	Edit Course	View Course
Approve Course	Explosive Ordnance Disposal (EOD) Logistics Captains Career	4-9-C22-89E	17.0	Edit Course	View Course
Approve Course	Explosive Ordnance Disposal (EOD) Specialist	4E-89E/645-89D10/20	17.0	Edit Course	View Course
Approve Course	EOD Platoon Leaders	4E-F19	18.0	Edit Course	View Course
Approve Course	Unit Supply Specialist	551-92Y10	06.0	Edit Course	View Course
Approve Course	Common Faculty Development Instructor (WHIN)	9E-F90/920-F82 (X)	20.0	Edit Course	View Course

Ready to publish?

APPROVAL PROCESS

- Finally, the ArmyU Registrar Office will review the course for any technical or layout problems and publish
- The course will now appear in the Course Catalog search results, publicly available to civilian learning institutions, Soldiers and Veterans.

APPENDIX: ADD CIP AND SOC CODES

•To add CIP and SOC codes to a course, when either adding a new course or editing an existing course, simply select the appropriate codes from the lists. You may select more than one. From here continue as above to complete the form and submit for approval.

Add/Update Course Information

[Course List](#) [Admin Dashboard](#)

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Course Phase Module Lesson TLO Misc Files

Course Information

Course Number	Course Title	
<input type="text"/>	<input type="text"/>	
Proponent	School	
<input type="text" value="- Select Proponent -"/>	<input type="text" value="- Select School -"/>	
CIP Codes	SOC Codes	
<input type="text" value="- Select CIP Code -"/> 1 - Agriculture, General. 1.01 - Agricultural Business and Mana 1.0101 - Agricultural Business and Ma 1.0102 - Agribusiness/Agricultural Bus 1.0103 - Aricultural Economics...	<input type="text" value="- Select SOC Code -"/> 11-0000 - Management Occupations 11-1000 - Top Executives 11-1010 - Chief Executives 11-1011 - Chief Executives 11-1020 - General and Operations Ma	
Version	MOS	Effective Date
<input type="text"/>	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>