

# MyInterskill LMS

## Student Guide

*Your Guide to Mainframe Training*

**Expanding your knowledge  
anywhere, anytime!**



[www.Interskill.com](http://www.Interskill.com)



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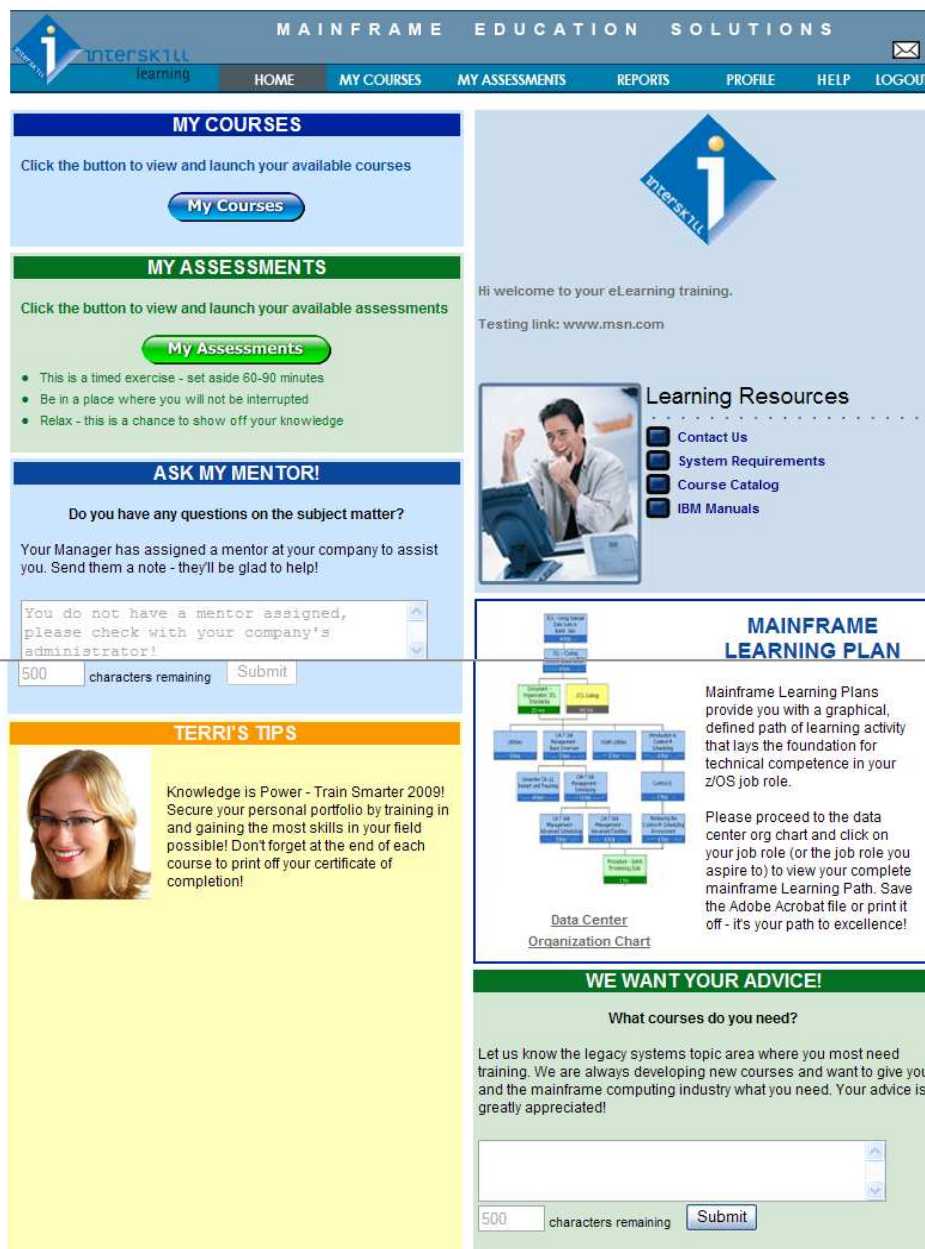
## Student Home Page

### 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, this link is available at all times.

HOME

When you log on you will see the home/introduction page.



The screenshot shows the Interskill Learning LMS Student Home Page. At the top is a navigation bar with the Interskill Learning logo and the text "MAINFRAME EDUCATION SOLUTIONS". The navigation menu includes: HOME, MY COURSES, MY ASSESSMENTS, REPORTS, PROFILE, HELP, and LOGOUT. Below the navigation bar, the page is divided into several sections:

- MY COURSES:** A blue header with the text "Click the button to view and launch your available courses" and a "My Courses" button.
- MY ASSESSMENTS:** A green header with the text "Click the button to view and launch your available assessments" and a "My Assessments" button. Below this are three bullet points:
  - This is a timed exercise - set aside 60-90 minutes
  - Be in a place where you will not be interrupted
  - Relax - this is a chance to show off your knowledge
- ASK MY MENTOR!:** A blue header with the text "Do you have any questions on the subject matter?". Below this is a message: "Your Manager has assigned a mentor at your company to assist you. Send them a note - they'll be glad to help!". There is a text input field with the message "You do not have a mentor assigned, please check with your company's administrator!" and a "Submit" button. A character count shows "500 characters remaining".
- TERRI'S TIPS:** A yellow header with a photo of a woman and the text "Knowledge is Power - Train Smarter 2009! Secure your personal portfolio by training in and gaining the most skills in your field possible! Don't forget at the end of each course to print off your certificate of completion!".
- MAINFRAME LEARNING PLAN:** A blue header with a diagram showing a learning path. Below the diagram is the text: "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." and "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!". There are links for "Data Center" and "Organization Chart".
- WE WANT YOUR ADVICE!:** A green header with the text "What courses do you need?". Below this is a message: "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!". There is a text input field and a "Submit" button. A character count shows "500 characters remaining".

The following features/links are available on the home/introduction page:

### Messages from Administrator

Greetings and/or course specific messages are displayed in this section. Be sure to continually refer to this section for messages and objectives from your training administrator.



Hi welcome to your eLearning training.

Testing link: [www.msn.com](http://www.msn.com)

#### Learning Resources

- Contact Us
- System Requirements
- Course Catalog
- IBM Manuals

### MY COURSES

Click the button to view and launch your available courses

[My Courses](#)

### MY ASSESSMENTS

Click the button to view and launch your available assessments

[My Assessments](#)

- This is a timed exercise - set aside 60-90 minutes
- Be in a place where you will not be interrupted
- Relax - this is a chance to show off your knowledge

### Additional Information and Links

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

#### Learning Resources

- Contact Us
- System Requirements
- Course Catalog
- IBM Manuals

### Ask My Mentor


### ASK MY MENTOR!

Do you have any questions on the subject matter?

Your Manager has assigned a mentor at your company to assist you. Send them a note - they'll be glad to help!

You do not have a mentor assigned, please check with your company's administrator!


500 characters remaining

If you have been assigned a mentor, you can send an email to your mentor by typing your question in the box. Click the “Submit”  button and your mentor will receive the email. As soon as possible he will get back to you with an answer. Mentoring is an optional component; so if it is “greyed out”, your company has chosen not to use this feature

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### Interskill Learning Plans

Interskill Learning has many suggested Learning Plans available. These plans are based on industry specific job roles and functions. To access the learning plans click the “Data Center Organization Chart” button [Data Center Organization Chart](#) located on the MyInterskill LMS Home Page. This is an optional component. Check with your administrator to see if learning plans will be deployed.




**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!

[Data Center Organization Chart](#)


### We Want Your Advice!

If you have questions, suggestions or 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!**

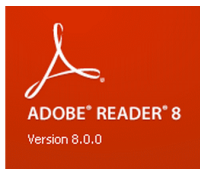
What courses do you need?

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

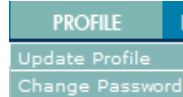
Some of the documentation may be provided in Adobe Acrobat (\*.pdf) format, if you are unable to view the content of the document or do not yet have Adobe Acrobat Reader installed, you can click on this icon to download the latest Adobe Acrobat Reader.



## Changing your profile and password

### Update Profile

To change your Interskill Learning LMS profile, click on the "Update Profile" button under the "PROFILE" menu section.



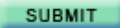
The Update Profile screen will appear.

**Update Profile**

Client Name	Interskill Learning		
* First Name	<input type="text"/>	* Last Name	<input type="text"/>
Title	<input type="text"/>	Department	<input type="text"/>
* Work Email	<input type="text"/>		
Street Address	<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"/>
<input type="button" value="RESET"/> <input type="button" value="SUBMIT"/>			

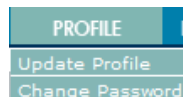
\*Required Fields

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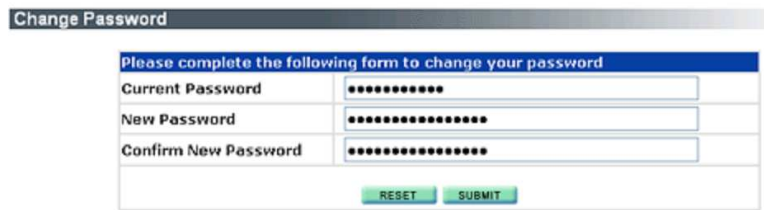
Note \* are required fields. Enter your information, and click the "Submit"  button.

### Change Password

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




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




The image shows a web form titled "Change Password". At the top, there is a blue header with the text "Please complete the following form to change your password". Below this, there are three input fields: "Current Password", "New Password", and "Confirm New Password". Each field contains a series of dots representing masked text. At the bottom of the form, there are two buttons: "RESET" and "SUBMIT".

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

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Once you have entered all information click on the  button.

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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!

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### Feedback and Support

To email 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.



# Access e-Learning Courses

## Self-Paced Training Courses

To take a Self-Paced Training course, first click on the "e-Learning" button under the "MY COURSES" menu section.



or click on this button found on your home/introductory page.



You will see the a screen listing all of your currently registered courses and their respective modules, grouped by curriculum, courses and modules.

**Current e-Learning Enrollments**

Search:

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

IBM Environment Introduction Curriculum		Status	Take Module
Introduction to the IBM Enterprise Environment			
Today's Mainframe			
Mainframe Configurations			
Mainframe Security and Data Access			
Data Processing			
Introduction to the IBM Enterprise Environment Mastery Test			
IBM z/OS System Programmer Mastery Test Curriculum		Status	Take Module
z/OS Systems Programming Fundamentals [description]			
Virtual Storage and Address Space Concepts			
Working with System Data Sets			
Working with System Parameter Lists			
Initializing the z/OS System			
Configuring JES2			
Issuing VTAM and TCP/IP Commands			
z/OS Systems Programming Fundamentals Mastery Test			

To narrow your search for a specific curriculum title, you can utilize the "Search" function to list only the courses and modules matching the search terms. Enter either a full or partial course or module name as the search term, and then click on "Search" to see the results. To list all your registered courses, simply click on the "Show All" button.




Status



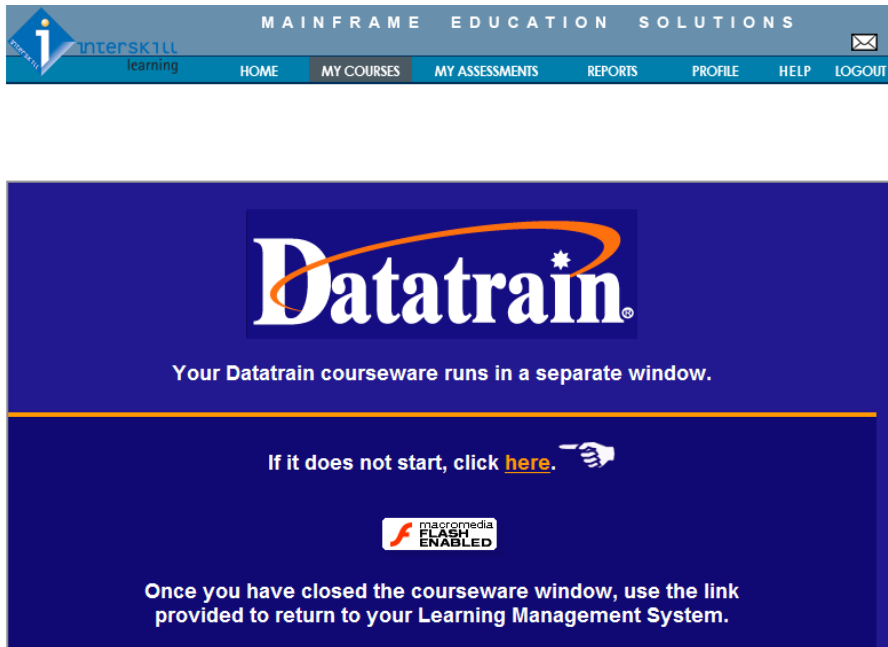
Status



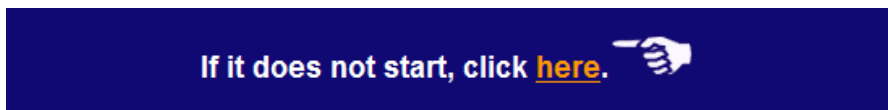
The image will appear when next to a module **not yet** attempted. The image will appear indicating a module **has been** accessed and attempted.

To launch each course module, click on the "Take Module"  button next to each module title.

Once you clicked on the "Take Module" button, you will first see the Datatraining message.



Please click on "here" to continue.



In a separate window you will see a popup window and the module will launch within the new window. The following message will appear, letting you know that the system is recording your results. Click "OK" to continue and follow the instruction to complete the module.

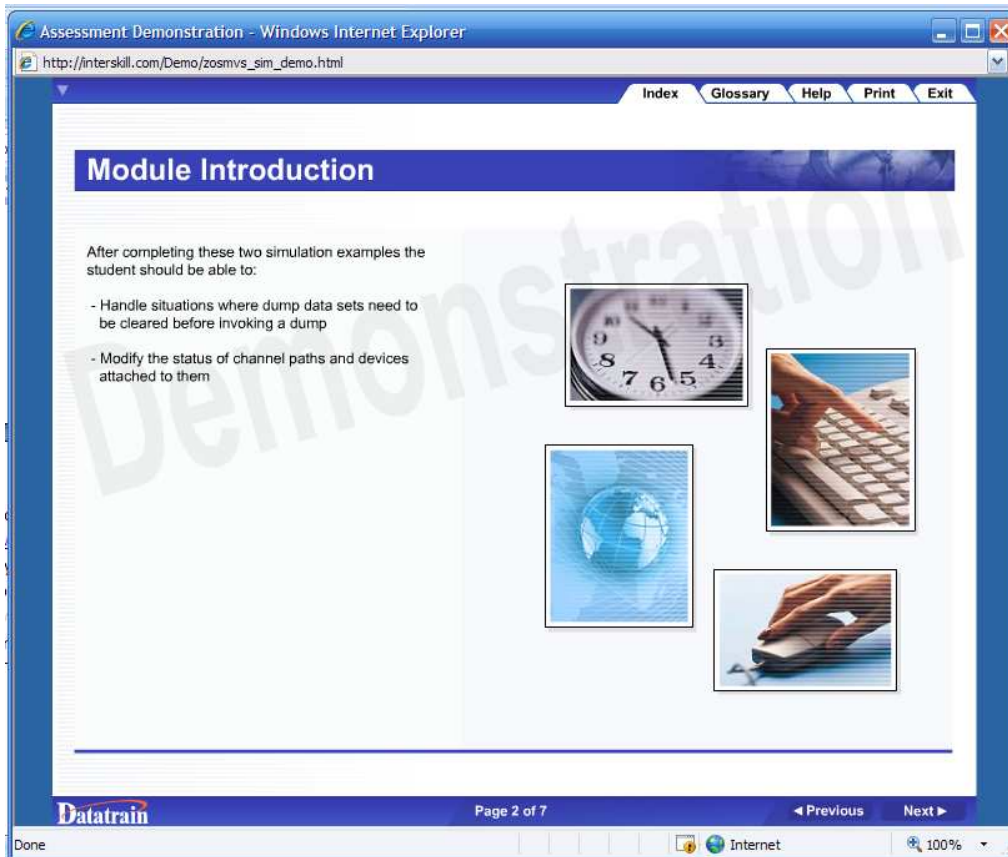


If you do not get the “Welcome Student Name” message, **DO NOT CONTINUE!** Email [support@interskill.com](mailto:support@interskill.com) or access the browser test: <http://www.myinterskill.com/browserestest/browserestest.htm>

You may also access the browser test by selecting “Help” on the menu bar in the LMS and choose “Browser Test” from the drop down menu.

The Browser Test will guide you through the system specific requirements. If you pass all test and still have difficulty when launching a course please contact Interskill’s support department.

By clicking the **Next ▶** button in the right bottom corner of this window you are accessing the course. A Window like this introduces the module of the course:



By clicking the **◀ Previous** button in the bottom right corner you can go one page back.

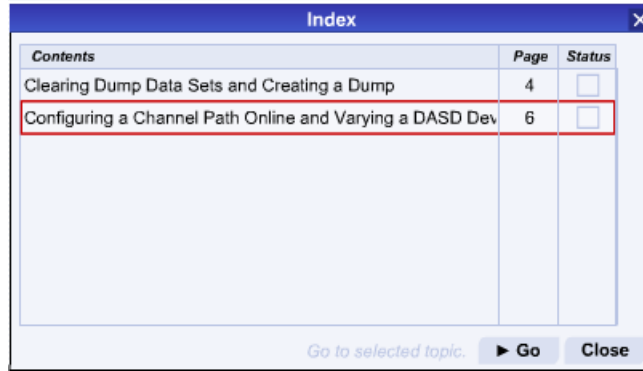
The functions of the tabs in the upper right corner:



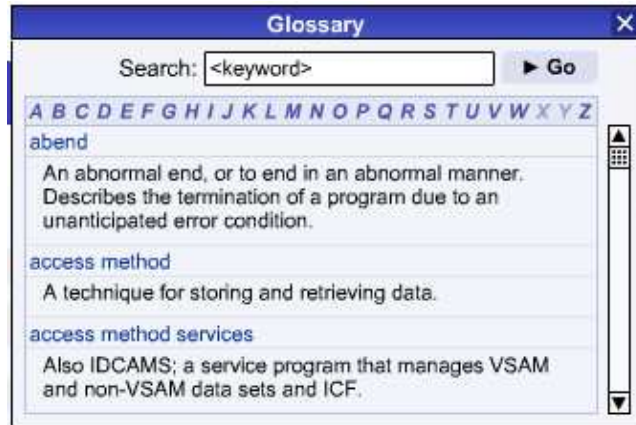
By clicking the **Index** tab a sub- topic content of the accessed module is displayed.



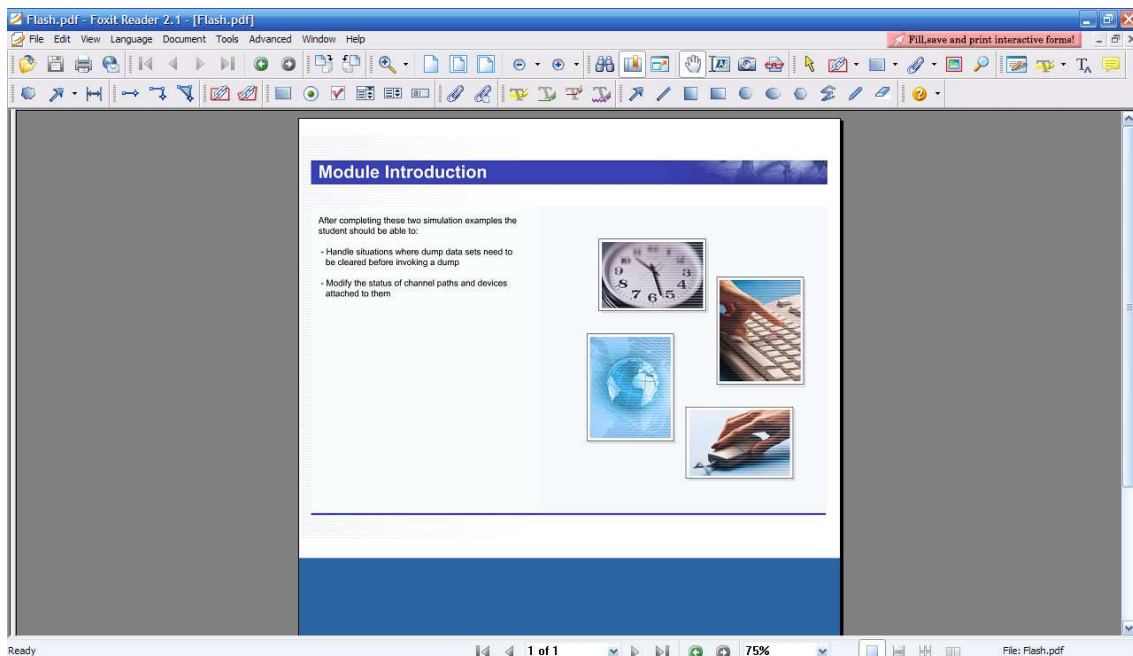
To advance to a desired sub-topic, highlight the topic and click on “Go” in the bottom right corner. This step will take you directly to the sub-topic selected.



The **Glossary** tab will open a glossary of all hyperlinked words in the module. The “Search”-field can be used to identify specific words and definitions. By clicking on the alphabetical letter the window will show all words starting with this letter. The words are hyperlinked (in blue) throughout the module.



The **Print** tab will open your computer’s print dialogue box and print the actual page of the module that is currently open, for example this one is printed as a PDF-document:





When closing out of a course, be certain to use the [Exit](#) tab on the course menu. Do not use the browse to exit, as the data will not be recorded.

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**Bookmarking:** When closing out of a course before completion, the LMS will remember where you ended and bookmark your page. The next time you log on to continue with the course it will ask if you want to resume where you left off. By clicking "Yes" the course will resume where you exited last.



After you have completed a module, click on the "Access Courses" button to return to the registered course and module list page in the LMS. One of the following icons will be displayed next to the module you just accessed:



Indicates you have attempted this module, but have either not finished/completed, or have not obtained the required passing score.



Indicates you have either completed/passed the requirements in this module. When you passed/completed all the modules within a course, you have passed/completed that individual course.

---

## Access Assessments

To take assigned Assessments **WARNING: ASSESSMENTS ARE TIMED EXERCISE!!!\***

When entering the LMS you see this box:

**MY ASSESSMENTS**

Click the button to view and launch your available assessments

My Assessments

- This is a timed exercise - set aside 60-90 minutes
- Be in a place where you will not be interrupted
- Relax - this is a chance to show off your knowledge

This feature provides access to the assessments assigned to your account. Assessments may or may not be assigned. Contact your administrator for more information.

You can also enter your assigned assessments by clicking on the "Assessments" button under the "MY ASSESSMENTS" menu section.



You will see the following screen listing all your available assessments. Assessments are **timed exercises**. In most cases, approximately 75 minutes of uninterrupted time is needed to complete one assessment.

MAINFRAME EDUCATION SOLUTIONS

HOME MY COURSES MY ASSESSMENTS REPORTS PROFILE HELP LOGOUT

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**Competency Assessments**

SEARCH
SHOW ALL
REGISTER

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

Assessments	Status	Take Assessment
CICS Concepts and Operation Assessment [description] CICS Concepts and Operation Assessment		
JCL Coding Assessment [description] JCL Coding Assessment		
JCL Concepts Assessment [description] JCL Concepts Assessment		
JCL Problem Resolution Assessment [description] JCL Problem Resolution Assessment		
JES2 Concepts and Operation Assessment [description] JES2 Concepts and Operation Assessment		
JES2 Problem Resolution Assessment [description] JES2 Problem Resolution Assessment		
SNA/VTAM Concepts and Operation Assessment [description] SNA/VTAM Concepts and Operation Assessment		

If many assessments are registered, you can utilize the "Search" function to list only the assessments and modules matching the search terms. You can enter either a full or partial assessment or module name as the search term, and then click on "Search" to see the results. To list all your registered assessments, simply click on the "Show All" button.


SEARCH
SHOW ALL

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

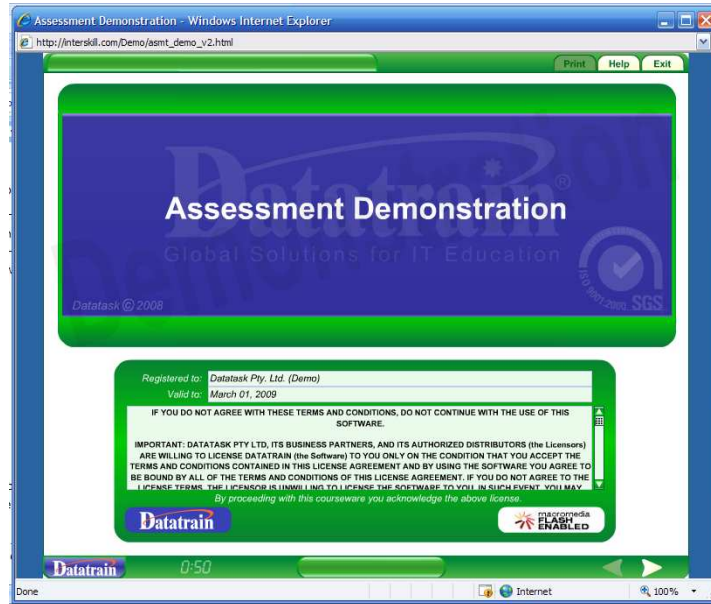
## Status





You will see this icon next to the module you have not yet attempted.

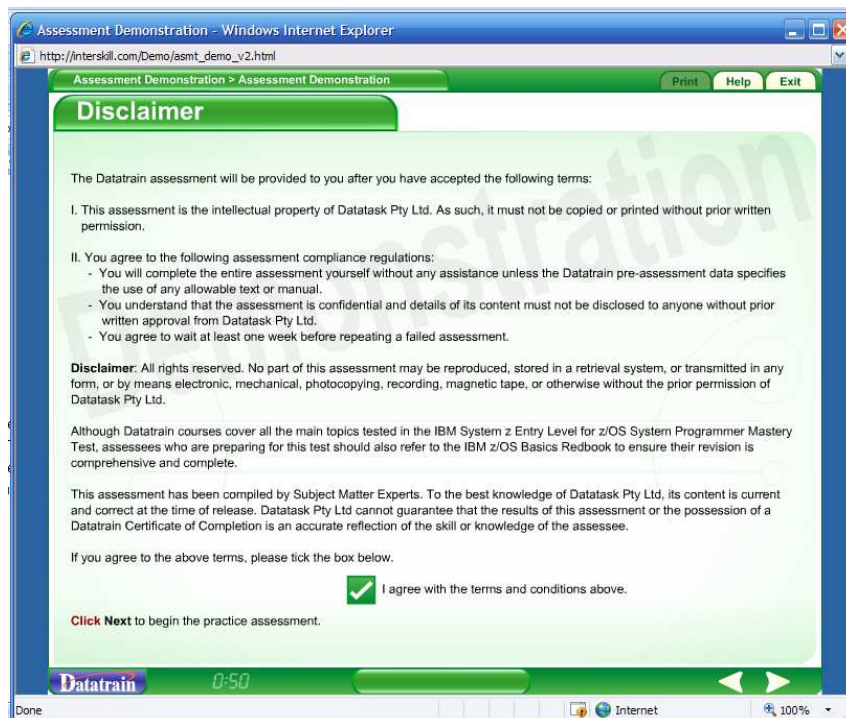
To launch each assessment module, click on the "Take Assessment"  button next to each module title.

This is what it looks like when an assessment is launched:



With the "Arrow"-buttons  in the bottom right corner you can go to the next page.

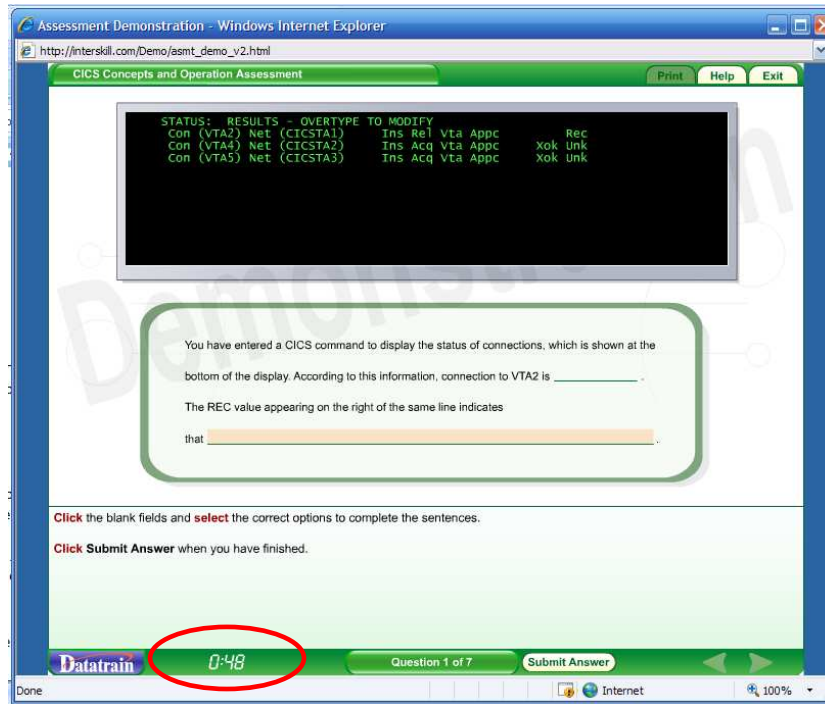
\* The assessment will show the **remaining time**, in this case 50 minutes . The countdown starts, once you agreed to the terms and conditions of the assessment.




Please note again, that your results will be recorded!




Once you started the assessment the time is running.



After you have completed a module, click on the "Access Assessment" button to return to the registered assessment and module list page, you will see one of the following icons next to the module you just accessed:

 Indicates you have attempted this module, but have either not finished/completed, or have not obtained the required passing score.

 Indicates you have either completed/passed the requirements in this module. When you passed/completed all the modules within an assessment, you have passed/completed that individual course.

# Reports

## Progress Report

You can track your e-Learning course history and progress by clicking on the "e-Learning History" button under the "REPORTS" menu section.




You will see a detailed real-time report generated by the LMS that lists all the courses and modules you have attempted and/or completed, along with their respective scores, status and dates accessed/completed.

e-Learning History						
Course Score	Course Name	Module Name	Start Date	Date Completed	Module Score	Status
	4400 ACS Operations	Overview of 4400 ACS & HSC Components	9/10/2002	8/12/2003		passed
		Hardware Operations	9/10/2002	9/10/2002		incomplete
		Managing the ACS Complex	9/10/2002	9/10/2002		incomplete
	ACF2 Defining Users and Protecting Datasets	Defining Users	1/26/2004	4/26/2004		incomplete
		Special Logonids	1/26/2004	1/26/2004		incomplete
	ACF2 Overview and Identifying Users	Introduction to ACF2	9/11/2002	9/24/2002	25.00%	failed
		User Interfaces to ACF2	9/11/2002	11/13/2002	85.71%	passed
		How Users are Defined to ACF2	9/24/2002	9/24/2002		incomplete
	CHOS	CHOS Introduction	2/2/2003	4/26/2004	58.00%	passed
		Views	4/26/2004	10/8/2004	45.45%	failed
	DB2 Overview	Accessing DB2 Using SPUFI	10/16/2002	11/13/2002	0.00%	failed
	How to Use RACF	Protecting Data Sets	11/13/2002	11/13/2002	100.00%	passed
	Introduction to OS/390 UNIX	OS/390 UNIX Introduction	11/14/2003	4/26/2004	100.00%	passed
		Hierarchical File System	1/26/2004	1/26/2004		incomplete
	JCL Advanced	JCL Advanced Pretest	4/26/2004	10/8/2004		incomplete
		Introduction to Advanced JCL	10/8/2004	10/8/2004		incomplete

You can open the report in Microsoft Excel for further analysis by clicking on the following button:



The report can be printed by clicking on the  button.

## Assessment Report

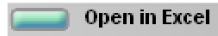
You can track your e-Learning assessment history and progress by clicking on the "e-Learning History" button under the "REPORTS" menu section.




A detailed real-time report is generated by the LMS that displays all assessments and modules attempted and/or completed, along with their respective scores and status.

The screenshot shows the Interskill Learning web interface. At the top, there is a navigation bar with the Interskill Learning logo and the text "MAINFRAME EDUCATION SOLUTIONS". Below this is a menu bar with options: HOME, MY COURSES, MY ASSESSMENTS, REPORTS, PROFILE, HELP, and LOGOUT. The main content area is titled "e-Learning History" and includes two buttons: "Open in Excel" and "Print". Below the buttons is a table with three columns: "Assessment Score", "Assessment Name", and "Assessment Status". The table contains one row with the name "Banther, Katja" and the message "There are no assessments completed!". At the bottom of the page, there is a small disclaimer: "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 - 2008 Interskill Learning. All rights reserved."

You can open the report in Microsoft Excel for further analysis by clicking on the following button:



Report may also be printed directly by clicking on the  **Print** button.

## Certificate of Completion

Once you have successfully completed a course a certificate of completion can be printed for your records. To print a certificate select the e-Learning History report located under the Report tab on the menu bar. Then next to each completed course click [Certificate](#) to display and print a "Certificate of Completion".



## 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.

LOGOUT

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



The screenshot shows the 'USER LOGIN' page of the Interskill Learning LMS. At the top left is the Interskill Learning logo. The page title is 'USER LOGIN'. Below the title are two input fields: 'User Name:' and 'Password:'. To the left of the password field is a link that says 'FORGOT YOUR PASSWORD?'. Below the input fields is a blue 'LOGIN' button. At the bottom of the page, there is a dark blue banner with the text 'MAINFRAME EDUCATION SOLUTIONS'.

**Congratulations!**

**Your training history has been recorded. When re-entering the training you will be prompted to start the module over or to return where you left off.**