SECTION I. ADMINISTRATIVE DATA

<table>
<thead>
<tr>
<th>All Courses Including This Lesson</th>
<th>Course Number</th>
<th>Version</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>757-DTMS</td>
<td>2.0</td>
<td>Digital Training Management System</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task(s) Taught(*) or Supported</th>
<th>Task Number</th>
<th>Task Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reinforced Task(s)</th>
<th>Task Number</th>
<th>Task Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Knowledge Id</th>
<th>Title</th>
<th>Taught</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skill</th>
<th>Skill Id</th>
<th>Title</th>
<th>Taught</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administrative/Academic Hours</th>
<th>The administrative/academic hours required to teach this lesson are as follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>Resident Hours / Methods</td>
</tr>
<tr>
<td>Yes</td>
<td>0 hrs 40 mins Conference/Demonstration</td>
</tr>
<tr>
<td>Yes</td>
<td>0 hrs 10 mins Conference/Discussion</td>
</tr>
<tr>
<td>Total Hours:</td>
<td>1 hr 0 mins</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Test Lesson Number</th>
<th>Hours</th>
<th>Lesson Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prerequisite Lesson(s)</th>
<th>Lesson Number</th>
<th>Lesson Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Training Material Classification</th>
<th>Security Level: This course/lesson will present information that has a Security Classification of: U - Unclassified.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Disclosure Restrictions</td>
<td>FD2. The materials contained in this training event/course have been reviewed by the developers in coordination with the installation/activity name FD authority. This training/event course is releasable to military students from foreign countries on a case-by-case basis. Foreign countries desiring to place students in this training/event/course will meet one or more of the following criteria: (a) Own a specific piece of equipment; (b) Have a signed letter of intent; (c) Have a waiver from HQ DA; (d) Have the U.S. Government release for training.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>References</th>
<th>Number</th>
<th>Title</th>
<th>Date</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Study Assignment</th>
<th>None</th>
</tr>
</thead>
</table>
Instructor Requirements

One Instructor and one Additional Instructor (AI).

Support Personnel Requirements

Distance Learning Center (DL) Manager

Additional Support Personnel Requirements

Name  
None

Equipment Required for Instruction

<table>
<thead>
<tr>
<th>Name</th>
<th>Student Ratio</th>
<th>Instructor Ratio</th>
<th>Spt</th>
<th>Qty</th>
<th>Exp</th>
<th>Man Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>* 6730-01-484-7417 - PROJECTOR, MULTIMEDIA (Local TADSS – Not in TSMATS/PAM 25-30)</td>
<td>0:0</td>
<td>1</td>
<td></td>
<td>1</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>* 70078N - Screen Projection Wall / Ceiling (Local TADSS – Not in TSMATS/PAM 25-30)</td>
<td>0:0</td>
<td>1</td>
<td></td>
<td>1</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>* 757-LT-2 - Laptop computer w/o network connection (Local TADSS – Not in TSMATS/PAM 25-30)</td>
<td>0:0</td>
<td>1</td>
<td></td>
<td>1</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>* 757-VISITOR - Visitor book CATC Format (Local TADSS – Not in TSMATS/PAM 25-30)</td>
<td>0:0</td>
<td>1</td>
<td></td>
<td>1</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>5895-01-208-1821 - COMPUTER,DESK TOP (Note: Asterisk before ID indicates a TADSS.)</td>
<td>1:1</td>
<td>0:0</td>
<td>No</td>
<td>1</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

Materials Required

Instructor Materials:
None

Student Materials:
None

Classroom, Training Area, and Range Requirements

<table>
<thead>
<tr>
<th>Name</th>
<th>Quantity</th>
<th>Student Ratio</th>
<th>Setup Mins</th>
<th>Cleanup Mins</th>
</tr>
</thead>
<tbody>
<tr>
<td>17120-M-1200-30 Classroom, Multipurpose, 1200 Square Feet, 30 Students</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Ammunition Requirements

DODIC - Name
None

Instructional Guidance

NOTE: Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.

a. Go at slow pace, and try not to loose anyone. Remember these students are not DTMS SME’s. Create a relaxed and positive training environment.

b. Collect, review, and be familiar with the administrative matters.
<table>
<thead>
<tr>
<th>Name</th>
<th>Rank</th>
<th>Position</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td>NO DATA</td>
</tr>
</tbody>
</table>
SECTION II. INTRODUCTION

Method of Instruction: Conference/Discussion
Instr Type(I:S Ratio/Qty): Instructor (1:16/0)
Time of Instruction: 5 mins
Instructional Strategy: Large Group Instruction

Motivator

(Use this motivator or create you own.)

Various views of available calendars are available from several different locations within the DTMS database. Here you can schedule events, maintain the CTG, and roster events/training. You can view your next higher headquarters training schedule to help you plan your unit’s events.

Note: Direct the class to view the TLO.

Terminal Learning Objective

**NOTE.** Inform the students of the following Terminal Learning Objective requirements. At the completion of this lesson, you [the student] will:

<table>
<thead>
<tr>
<th>Action</th>
<th>Schedule unit training within the DTMS database.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conditions:</td>
<td>Given a computer workstation with Internet access in a classroom environment.</td>
</tr>
<tr>
<td>Standards:</td>
<td>Scheduled unit training using the various calendars within the DTMS database.</td>
</tr>
</tbody>
</table>

Safety Requirements

Only one safety issue exists. We are working with computers. Therefore, eating and/or drinking in the classroom are not permitted.

Risk Assessment Level

None

Environmental Considerations

**NOTE:** Instructor should conduct a Risk Assessment to include Environmental Considerations IAW FM 3-34.5, Environmental Considerations (MCRP 4-11B), and ensure students are briefed on hazards and control measures.

No environmental hazards are associated with this lesson; however, all Soldiers and DA civilians are responsible for protecting the environment.

Instructional Lead-in

Using the different calendars available will help the unit plan, track, and execute training. Here you can view the next higher command training schedules, as well as pass training events down to subordinate units.

During this lesson we will:

Identify the different calendars within the DTMS database and the importance of each.
Identify steps for completing the different calendars and training schedules.

Work several practical exercises.

Discuss the answers to the practical exercises.

Method of Instruction: Conference/Demonstration
Instr Type(I:S Ratio Qty): Instructor(1:16/0)
Time of Instruction: 0 hrs 10 mins
Instructional Strategy: Large Group Instruction
Media Type: Computer Assisted Instruction
Other Media: Unassigned
Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

a. Logging into the Long Range Calendar
   1) Click on the “Calendar” hyperlink located on the bottom left side of the screen.
   2) Select the “Long Range Calendar” hyperlink at the top left side of the screen.

\textbf{Note: The hyperlinks located across the top of the page will be covered in detail as this class progresses.}

b. Viewing the Long Range Calendar
   1) The calendar defaults to the current year view.
   2) To change the view, click on the “Calendar View” dropdown box.
   3) Available views are year, month, week, and day view.
   4) To filter the calendar, click the “Filter” checkbox.
   5) The “Event Type and Include Units” list boxes will display, allowing the user to select a specific range of events and units to be displayed on the Long Range Calendar.
   6) To choose a specific event type, click the desired event in the “Event Type” list box.
   7) To select a specific unit, click the desired unit in the “Include Unit” list box.
   8) To choose all units, click “Select All” button.

\textbf{Note: To make multiple selections, hold down the “CTRL” key and click on multiple events or units.}

9) Click on “Apply Filter” to apply the selected filters. The selected events and units will display on the Calendar.

c. View Higher Headquarters’ Calendar
   1) To view higher headquarters’ Long Range Training Calendar, click “View Higher” hyperlink. The calendar will display all training events currently on the higher headquarters’ calendar.
   2) Each time you click on the “View Higher” hyperlink, the system will display the next higher echelon’s Long-Range Calendar.

\textbf{Note: Subordinate units cannot edit or remove higher headquarters training events.}

d. Schedule Event
   1) Click on the “Schedule Event” hyperlink at the top of the page to open the “Schedule Event” page.
Note: The unit name will only display after the event has been saved.

2) Click in the “Event Name” textbox, and type in the event name. This is a required field.
3) Click inside the “Audience” textbox and add a group or the names of the attendees.
4) Use the down arrow at the end of “Event Color” to select a color that will display on the calendar.

Note: The color option is for all-day and multi-day events only.
Note: The colors and color names were provided by the Crayola Crayon Company. Indian Red and Navajo White are colors of clay used to make pottery.

5) Click the “Event Start Date/Time” textbox, and type in the start date and time of the event.
6) Click the “End Date/Time” textbox, and type in the end date and time of the event.

Note: Date and time must be displayed in month, day, year, and 4-digit time order.

7) Click the “All Day Event” checkbox for all day events.
8) To display the event on the Long-Range Calendar, click the “Major Event” checkbox.
9) If you want the training to display on your unit’s homepage, under “Summary” click on the “Training Highlights” checkbox.
10) To include the event on all the subordinate units’ calendar, click on “Select All”.
   a) To select multiple units, hold down the “CTRL” key and make the selections.
   b) To “Deselect All” all units click on the “Deselect All” button.
11) Click on the “QTB” checkbox to display the event on the QTB (Quarterly Training Brief).
12) Click on the Event Type dropdown to select the type of Event
13) Click the “Risk Assessment” dropdown and select the appropriate risk level.
14) Check the “Completed” box when the event has been completed.
15) Click in the “POC” checkbox, and type in the name of the POC for the event.
16) Click in the “Trainer” textbox to enter the name of the trainer.
17) Click in the “Alternate Trainer” textbox to enter the name of the A.I.
18) Click inside the “Uniform” dropdown box to display a list of uniforms. You can add a uniform by selecting other. If no uniform is required select “None”.

Note: Once a uniform has been added, it will remain in the Uniform List.

19) Click in the “Reference” box to include any references related to the training event.
20) Select the “Notes” textbox and type in any relevant notes.
21) For “Recurring Event” select the “Recurring Event” checkbox.
22) Select the Frequency of the training. (Daily, Weekly, or Day of the Week)
23) Click on the “Recur Until” box and select the date. The end date must be one day after the event is scheduled.

Note: The unit name will only display after the event has been saved.

1) Click the “Manage Calendar” hyperlink to open the “Manage Long Range Calendar.”
2) “Fiscal Year” is used to select a fiscal year. (Last, Current, Next, or Following).
3) The “Training Cycle” section lists the training cycles for that unit.

**Note:** *Training Cycles are now scheduled as an event using Schedule Event.*
4) “Training Events” section is a list of events designated as “Major Events”.
5) To edit a training event, click the “Edit” hyperlink.
6) See instructions to Edit Training Events.
7) To delete a training event click on the “Delete” hyperlink.
8) “Schedule Event” hyperlink works the same way as the hyperlink from the “Long Range Calendar” page.
9) To return to the “Long Range Calendar” page click on the “Long Range Calendar” hyperlink.

**f. Generate From CATS**
1) From the “Manage Long Range Calendar” page, click on the “Generate from CATS” hyperlink. The “CATS Template Configuration” page will open.
   a) To select a unit type, click the “Organization Type” dropdown box and select the desired unit.
   b) To select a proponent, click the “Department” dropdown box and select the desired proponent.
2) Click on the “Apply Filter” button. The appropriate “Tasks/Event” table will display.
   a) Category- The Category of CATS
   b) Task- the task for a CATS
   c) Duration- the length of time (in hours) the selected task should be trained
   d) Prescribed Frequency- Recommended (how often) the task should be trained.
   e) Frequency- How often the unit will train on the task.
3) The “Category” check is selected by default. To deselect it, click the checkbox.
4) The “Task” check is selected by default. To deselect it, click the checkbox.
5) To view the details of the task, click the “Details” hyperlink.
6) The “CATS Task Details” section displays below the “Tasks/Events” table.
7) The “Frequency” textbox allows the user to select the desired frequency, if different than the recommended.
8) The scheduling fields for scheduling the CATS template displays at the bottom of the “CATS Template Configuration” page.
   a) To select a template start date, click the “Schedule Start” button.
   b) To select a template end date, click the “Schedule End” button.
   c) To “Schedule Gates”, select “Yes” or “No”. The system automatically defaults to “No”.
9) “Use Recommended CATS” defaults to “No”, and cannot be changed by the user.
10) When all entries have been selected or deselected, click the “Apply CATS” button. The “CATS Generation” page opens.
11) After the generation process is complete, four hyperlinks will display with the
instructions for how to use the “CATS Generation” page. Follow the on-screen instructions.
g. Print Preview
   1) Click the “Print Preview” hyperlink to see a print preview of the calendar. The “Print” dialog box will open.
   2) Select the “Print” button to print the calendar.
h. Export to Excel
   1) Click the “Export to Excel” hyperlink to export the calendar to an excel document. The “Export to Excel” page opens.
   2) Click the “Start Date” button and select a start date.
   3) Click the “End Date” button and select an end date.
   4) Click “Select Calendar Type”, and select type of calendar view.
   5) Click “Calendar Title”, and type in a name for the calendar. The name will display as the header within the file.
   6) When all selections are made, click the “Export” button. A “File Download” dialog box will open.
   7) To open the calendar in Excel, select the “Open” button.
   8) Click the “Save” button to save the calendar as a file.
   9) Select “Cancel” to cancel exporting the calendar and return to the calendar.

Check on Learning: None
Review Summary: None

TLO - LSA 2. Learning Step / Activity TLO - LSA 2. Maintain Unit’s Short-Range Calendar.

Method of Instruction: Conference/Demonstration
Instr Type(I:S Ratio/Qty): Instructor(1:16/0)
Time of Instruction: 0 hrs 10 mins
Instructional Strategy: Large Group Instruction
Media Type: Computer Assisted Instruction
Other Media: Unassigned
Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

a. Logging into theShortRangeCalendar
   1) Click on the “Short Range Calendar” hyperlink to open the “Short Range Calendar” page.
b. Viewing TheShortRangeCalendar
   1) To view a different month, click the desired “month/year” hyperlink. The selected month’s schedule will display.
   2) To view training for a specific day, click the “Date” hyperlink, and the calendar changes to day view only.
   3) To view a specific event type on the calendar, click the desired event in the “Event Type” list box.
   4) To view specific unit events on the calendar, click the desired unit in the “Include Units” list box. To choose all units, click the “Select All” button.

Note: To make multiple selections, hold down the “CTRL” key and click on the
multiple units or events.
c. Schedule Event: Follow the same steps as discussed during the previous ELO (ELO 1).
d. Long Range Calendar: Select the “Long Range Calendar” hyperlink to view the Long Range Calendar.
e. Near Term Calendar: Select the “Near Term Calendar” hyperlink to view the Near Term Calendar.
f. Print Preview: Follow the same steps as discussed during the previous ELO.
g. Export to Excel: Follow the same steps as discussed during the previous ELO.

Check on Learning: None
Review Summary: None


Method of Instruction: Conference/Demonstration
Instr Type (I:S Ratio/Qty): Instructor (1:16/0)
Time of Instruction: 0 hrs 5 mins
Instructional Strategy: Large Group Instruction
Media Type: Computer Assisted Instruction
Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

a. Logging into the Near Term Calendar
   1) Click the “Near Term” hyperlink, and the Near Term Calendar will open.
   2) To view training for a certain date, click on the “Date” hyperlink, and the calendar will change to day view only.

Note: The Near Term Calendar is the workhorse of all the calendars because it shows the six T-Weeks.

b. Viewing the Near Term Calendar.
   1) To view a different month, click the desired “month/year” hyperlink. The schedule for the selected month displays.
   2) To view training for a particular day, click on the “Date” hyperlink. The calendar will change to day view only.
   3) To view a specific event on the calendar, click the desired event in the “Event Type” box.
   4) To view a specific unit event on the calendar, click the desired unit in the “Include Units” list box. To choose all units, click on “Select All”.

Note: To select multiple selections, hold down the “CTRL” key and click on multiple units or events.

   5) Schedule Event: follow the same steps as discussed during the previous LSA (LSA 1)
   6) Long Range Calendar: Select the “Long Range Calendar” hyperlink to view the Long Range Calendar.
   7) Short Range Calendar: Select the “Short Range Calendar” hyperlink to view the Short Range Calendar.
8) Print Preview: Follow the same steps as discussed during the previous LSA.
9) Export to Excel: Follow the same steps as discussed during the previous LSA.

Check on Learning: None

Review Summary: None

TLO - LSA 4. Learning Step / Activity TLO - LSA 4. Maintain the Unit’s Class Calendar.

Method of Instruction: Conference/Demonstration
Instr Type(I:S Ratio/Qty): Instructor(1:16/0)
Time of Instruction: 0 hrs 5 mins
Instructional Strategy: Large Group Instruction
Media Type: Computer Assisted Instruction
Other Media: Unassigned
Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Note: The Class Calendar is for local schools not listed in ATRRS.

Note: For ATRRS courses, when the Soldier provides proof of completion, you can go into DTMS and update that Soldier’s records.

Note: For local schools, DTMS Managers will enroll Soldiers in the class. You must call the DTMS Help Desk prior to trying to enroll a student for any class.

a. Logging in to the Class Calendar
   1) To log into the Class Calendar, click on the “Class Calendar” hyperlink.

b. Viewing the Class Calendar
   1) To view a different month, click the desired “month/year” hyperlink. The schedule for the selected month will display.
   2) To view the details of a class, click on “Class Name”. The “View Class” page will open.
   3) To close the “View Class” screen, click on the “Back” button.

c. Print Preview
   1) Follow the same steps as discussed during the previous LSA.

Check on Learning: None

Review Summary: None


Method of Instruction: Conference/Demonstration
Instr Type(I:S Ratio/Qty): Instructor(1:16/0)
Time of Instruction: 0 hrs 10 mins
Instructional Strategy: Large Group Instruction
Media Type: Computer Assisted Instruction
Other Media: Unassigned
Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.
a. Logging in to the Training Schedule
   1) Click the “Training Schedule” hyperlink to open the “Training Schedule List” page.

b. Viewing the Training Schedule - The “Training Schedule” page displays all events for the period selected listed by dates and times.
   1) To view the details of the event click the “Details” hyperlink. The “Schedule Event” page will open.
   2) To export a single event, click the “Export” hyperlink.
   3) To post an individual event to IMS, click the “Post” hyperlink.
   4) To remove an individual event from the training schedule, click on the “Remove” hyperlink.

Note: The IMS interface function is a special function available to users of the IMS. If you do not have IMS access, this function is not available to you.

c. Submit Training Schedules for Approval
   1) To submit a training schedule for approval, click on the “Details” hyperlink. The “Not Submitted Schedule” page for that schedule will open.
   2) To submit the selected training schedule, click the “Submit for Approval” hyperlink. The system returns to the “Training Schedule List” page. The “Status” will change from “Not Submitted” to “Pending Approval”.

d. E-Mail Training Events / Schedules
   1) To e-mail a copy of a training event, click the “Export” hyperlink at the end of the desired event. A “File” dialog box will open.
   2) Click the “Save” button, create a name for the file, and save click Save. A “Download Complete” dialog box will open. Select “Close”. The training event is saved as an iCalendar file. The file can be attached to an e-mail like any other document.
   Note: To export and save the entire training schedule, click the “Export to Outlook” hyperlink.

e. Export Training Events/Schedules to Outlook
   1) To export a training event to the Outlook calendar, click the “Export” hyperlink at the end of the desired schedule. A dialog box will open.
   2) Click the “Save” button, create a name for the file, and click “Save”. A “Download Complete” dialog box will open. Select “Close”. The training event is saved as an iCalendar file.
   3) To view the Training Event, open Outlook in Calendar view. Click “File” on the Outlook task bar, and select “Import and Export” from the dropdown menu. The “Import and Export Wizard” dialog box will open.
   4) Highlight “Import an iCalendar or vCalendar file (.vcs)”, and click the “Next” button. Locate where the file was previously saved, highlight it, and click “OK”.
   5) Go to the date on the calendar of the training. To view the training event, click on the event to open it.

f. Post Schedule to IMS (Still Under Revision)
   1) To post the training schedule to the IMS, click the “Post Schedule to IMS” hyperlink.

g. Print Training Schedules
1) From the “Training Schedule List” page, click the “Details” hyperlink at the end of the desired schedule.
2) To view “Printing and Signature” options, scroll down to the bottom of the page.
3) Click the “Enable Digital Signature” checkbox to include the names of individuals who submitted and approved the training schedule.

Note: Clicking “Enable Digital Signature” will print an electronic signature not a “handwritten” signature.

4) To select the format in which to print the training schedule, click “Word” or “PDF”.
5) Click on the “Print” hyperlink, and print the Training Schedule.

Note: For any command that requires/desires “handwritten” approval signatures, signature blocks will print at the bottom of the schedule.

h. Approve Training Schedules (BN and Higher)
   1) Log-on to DTMS. The DTMS homepage will open.
   2) Training schedules submitted for approval are displayed under the “Alerts” section.
   3) To view the details of a submitted/resubmitted schedule, click the “View Alert” hyperlink located on the right side of the desired schedule. The “Training Schedules” page will open.
   4) Select to either “Approve” or “Disapprove” the training schedule.
   5) On the subordinate unit’s “Training Schedule List” page, the status will reflect the decision. Additional training schedule approvals can be done from the subordinate unit’s “Training Schedule List” page.

i. Approve Training Schedules from the DTMS Menu List
   1) Log-on to DTMS.
   2) Click “Unit Manager” on the DTMS Menu. The “Unit Manager” menu will open. Click the plus (+) sign to the left of “Unit Organization”. The list will expand to show the subordinate units in the UIC hierarchy.
   3) To view a unit’s information, click the unit’s hyperlink. Click on the “Training Schedule” tab. The “Training Schedule List” page will open.
   4) Click on the “Details” hyperlink at the end of the schedule. The detail page for the schedule will open.
   5) Click either the “Approve Schedule” or “Disapprove Schedule” button.
   6) On the subordinate unit’s “Training Schedule List” page, the status will reflect the decision. Additional training schedule approvals can be done from the subordinate unit’s “Training Schedule List” page.

Check on Learning: None
Review Summary: None
Method of Instruction: Conference/Discussion

Instr Type(I:S Ratio/Qty): Instructor (1:16/0)

Time of Instruction: 5 mins

Instructional Strategy: Large Group Instruction

Question: What page do we use to schedule an event?
Answer: The “Schedule Event” page.

Question: Which calendar displays the T-weeks?
Answer: The Near Term Calendar.

Question: On what type of training event can we display a color on the Long Range Training Calendar?
Answer: On all day or multi-day events.

Using the Calendar feature within the DTMS database can make your job not only easier, but also faster. With one click of the mouse, the commander can see what is going on with in his / her command.

During this lesson we discussed the Long Range Calendar, the Short Range Calendar, the Near Term Calendar, and the Training Schedule. We discussed the importance of each and how each one supports the other.

The advantage of using the Calendars is that you can provide the command with answers at a moments notice. Additionally, the Calendars can help keep the unit on track and informed about what is going on within command.
NOTE: Describe how the student must demonstrate the accomplishment of the TLO. Refer student to the Student Evaluation Plan.

The information covered in this class will be tested by a written exam in accordance with the training schedule.

NOTE: Feedback is essential to effective learning. Schedule and provide feedback on the evaluation and any information to help answer students’ questions about the test. Provide remedial training as needed.
Schedule Unit Training within the DTMS Database.
757-DTMS-03 / Version 1.0

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Media Name</th>
<th>Media Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>User Guide Calendars</td>
<td>PDF</td>
</tr>
</tbody>
</table>
Schedule Unit Training within the DTMS Database.
757-DTMS-03 / Version 1.0

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Media Name</th>
<th>Media Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>D-1</td>
<td></td>
</tr>
</tbody>
</table>