

Energy

Online Learning Center



User's Guide

January 6th, 2004

(Note: Updates to this manual will be available periodically. Watch for new version releases designated by the date as seen above.)

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The Office of Training and Human Resource Development**

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Login Screen

1. Login - To gain access to the Online Learning Center

Welcome to the Energy Online Learning Center! If you are a first time user, click the link below. You can also take a [Tour](#) to learn more about the site.

Employees new to DOE may not yet have been entered into the OLC database. If you are a new DOE employee and are experiencing difficulty accessing the site, please contact your designated OLC Data Administrator and provide the last four digits of your social security number. That information will be provided to us, and you will be contacted directly with access information.

Equally important is completion of the Student Profile, assuring we have been provided your most current email address. This data is relied upon to relay information directly to you for optimum use of the system.

[Forgot Login?](#) | [Forgot Password?](#)

[First time users click here](#)

Login ID:

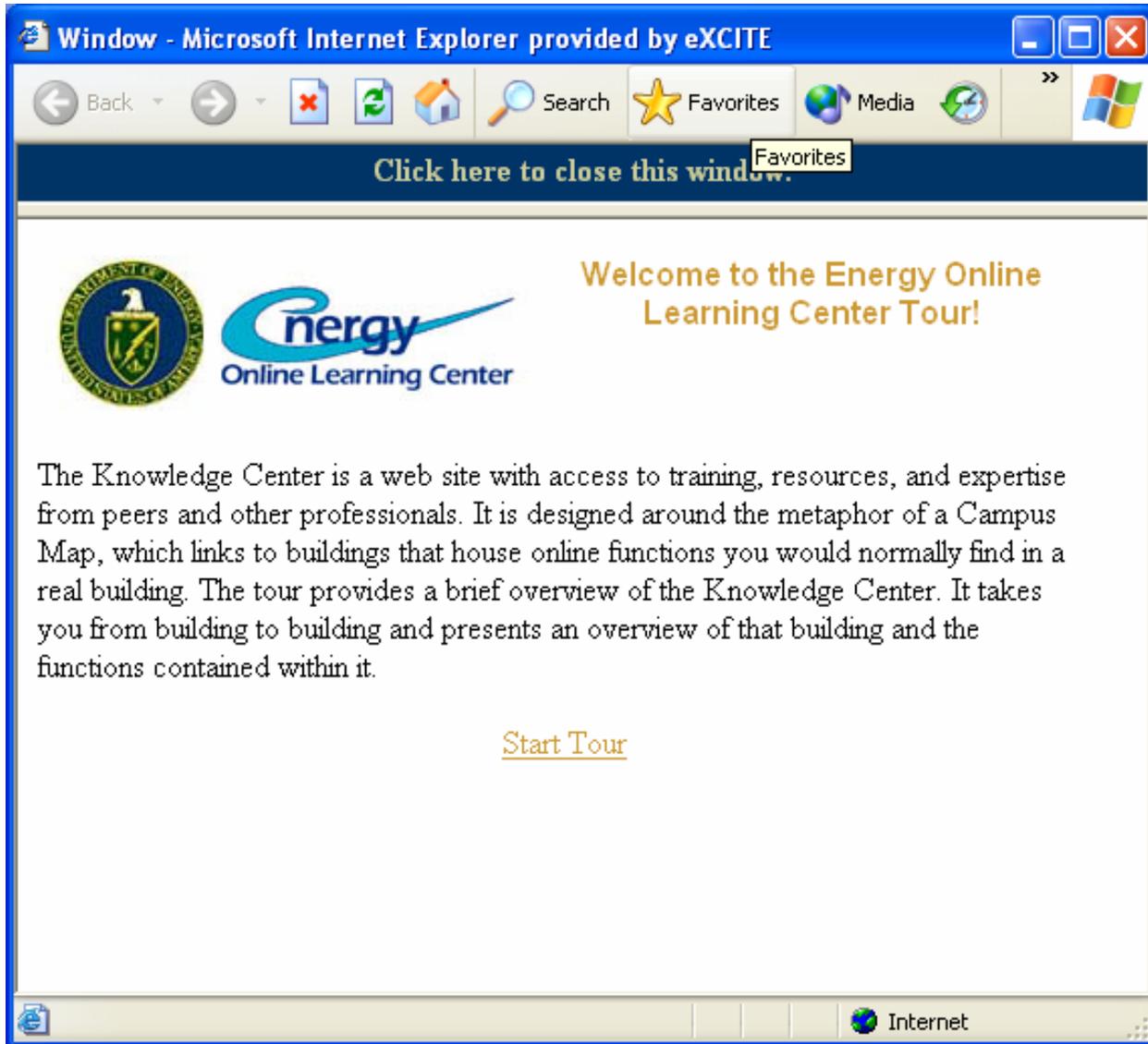
Password:

Help Line
Call: 202-287-1640

(Figure 1.1)

- To Login, go to: www.energyolc.com in any Web-browser.
- Input your Login ID and Password in the appropriate text boxes (See figure 1.1).
Note: Your Login ID is your “firstname.lastname” Use your formal fist name as it appears on your leave and earnings statement (ie. Use William not Bill). You may use hyphens but not spaces or apostrophes. Your Password initially is the last 4 digits of your social security number.
- Click on the **Submit** button.
- You are granted access to the Online Learning Center.
Note: If you are returned to the Login screen and the Login ID and Password boxes are blank, the Online Learning Center did not recognize one of these pieces of information (most likely caused by a typo). Simply re-enter your Login ID and Password, then click on the **Submit** button.

2. Take Tour - To review overview information about the Online Learning Center and its various functions and features.



(Figure 1.2)

- a. Click on **Tour**, found on the left toolbar, or on the **Tour** link in the central display area (See figure 1.1).
- b. A new window is opened to display the tour. In the new window, click on the **Start Tour** link (See figure 1.2).
- c. Use the scroll bar on the right of the new window to read down through the information presented. When finished, click on the **Next** link.
- d. Continue this process through all of the screens. (You may also click on the **Previous** link, at the bottom of the body of text, to return to the previous page of

- information.)
- e. On the final screen, click on the **Close Window** button, or click on the **X** in the upper right corner of the window.

3. Find Forgotten Password - To recover forgotten password.

Welcome to the Energy Online Learning Center

[Login](#) [Tour](#) [Password Help](#) [Course Catalog](#) [Privacy & Security Notice](#)

PASSWORD ASSISTANCE



If you have forgotten your Password and require assistance, please complete the following form. Your Password will be sent to you via email.
If you have never logged into the OLC, please contact the OLC helpdesk (energyolc@hq.doe.gov) for password assistance.

Login ID:

© 2000-2002 Meridian K.S.I

(Figure 1.3)

- a. Click on **Password Help** found on the left toolbar (See figure 1.1).
 - b. Input your Login ID in the textbox provided (See figure 1.3).
 - c. Click on the **Submit** button.
 - d. Your original Password will be sent in a message to your work e-mail address.
- Note:* If you have forgotten your Password and User ID, you will need to contact the Online Learning Center user help line at (202) 287-1640 (8:00am to 5:00pm M-F, EST).

Main Screen

Top Toolbar

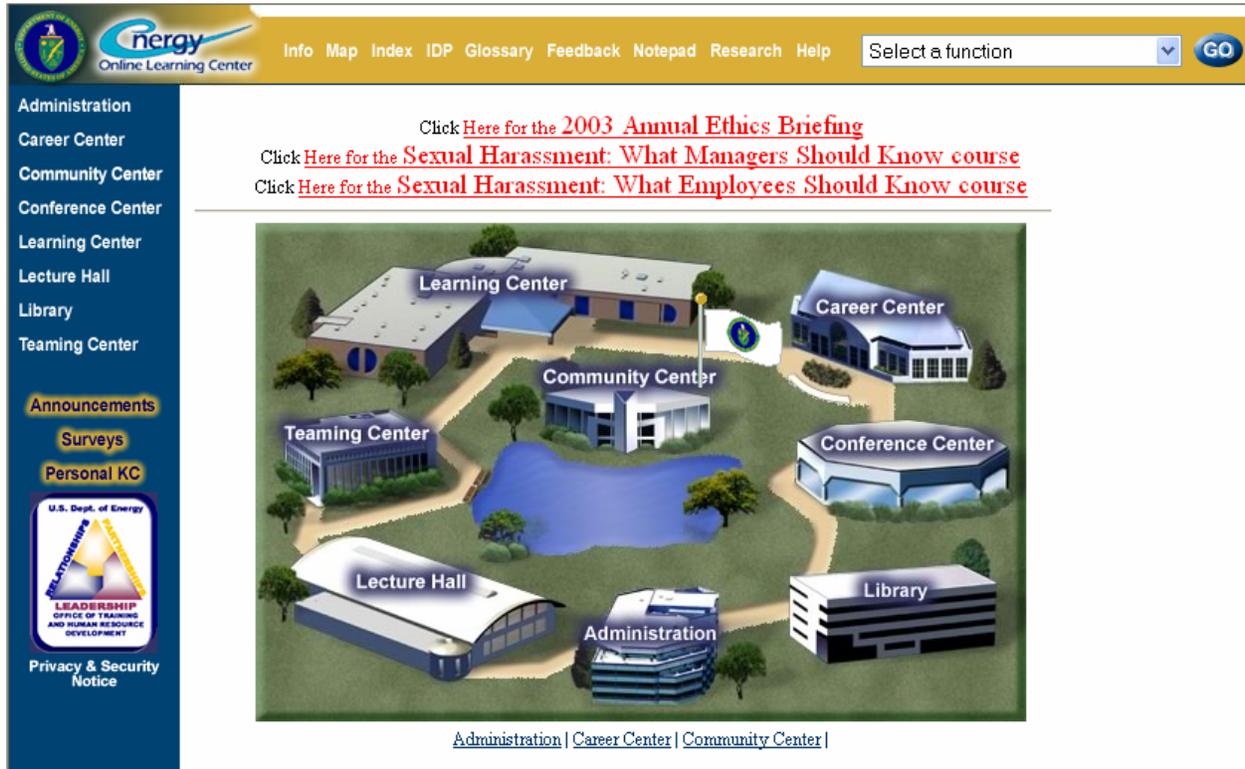
4. Info - The Info link provides general information about the site.



(Figure 2.1)

- a. Click on **Info**, found on the top toolbar (See figure 2.1).
- b. To go to the Department of Energy Homepage
 - i. Click on **Department of Energy** link at the bottom of screen. (Scroll down as required.)
- c. To send a comment or suggestion to the Energy Online Learning Center.
 - i. Click on **comments or suggestions** link at the bottom of screen. (Scroll down as required.)

5. Map - The Map link will bring you back to the community map from anywhere in the site.



(Figure 2.2)

- a. Click on **Map**, found on the top toolbar (See figure 2.2).
- b. To go to any building on the campus, simply click on the **building** of your choice, or click on the appropriate **link** stating the building name found directly under the map.

6. Index - The Index link is a text-based map of the entire site.

The screenshot displays the Energy Online Learning Center website. At the top, there is a navigation bar with the following links: Info, Map, Index, IDP, Glossary, Feedback, Notepad, Research, and Help. A search box on the right contains the text "Select a function". On the left side, there is a vertical menu with the following items: Administration, Career Center, Community Center, Conference Center, Learning Center, Lecture Hall, Library, and Teaming Center. Below this menu are sections for "Announcements", "Surveys", and "Personal KC". At the bottom of the left menu is a logo for the U.S. Dept. of Energy Leadership Office of Training and Human Resource Development, along with a "Privacy & Security Notice" link. The main content area is titled "SITE INDEX" and features a sub-section for "Administration". This section contains a list of hyperlinks organized into three main categories: Facility Maps, Instructor Lounge, and Student Records. Each category has several sub-links.

SITE INDEX

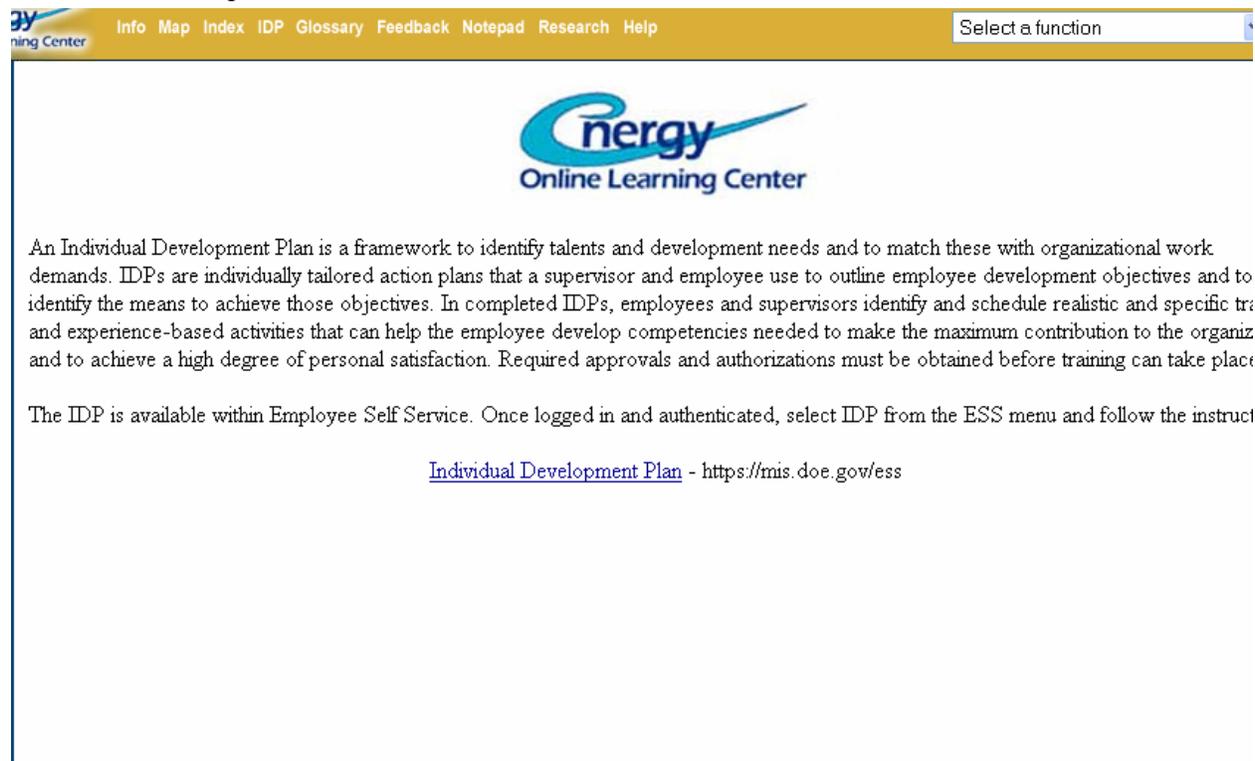
Administration

- [Facility Maps](#)
- [Instructor Lounge](#)
 - [Administer Site Content](#)
 - [Class Schedule & Administration](#)
 - [Course Content Forms](#)
 - [Course Evaluation Statistics](#)
 - [Instructor Directory](#)
 - [Survey Statistics](#)
- [Student Records](#)
 - [Administrator Records](#)
 - [Change Password](#)
 - [Edit Contractor Organization](#)
 - [Organization Log Records](#)
 - [Organizational Email Tool](#)
 - [Organizational Records](#)
 - [Organizational Records Permissions](#)
 - [Report Generator](#)
 - [Site Statistics](#)
 - [Student Transcript](#)
 - [Update Profile](#)

(Figure 2.3)

- Click on **Index**, found on the top toolbar (See figure 2.3).
- To navigate to any of the areas within the campus, click on the appropriate **link**. (You may access any of the campus buildings or any of the areas/features within the individual buildings by using these hyperlinks.)

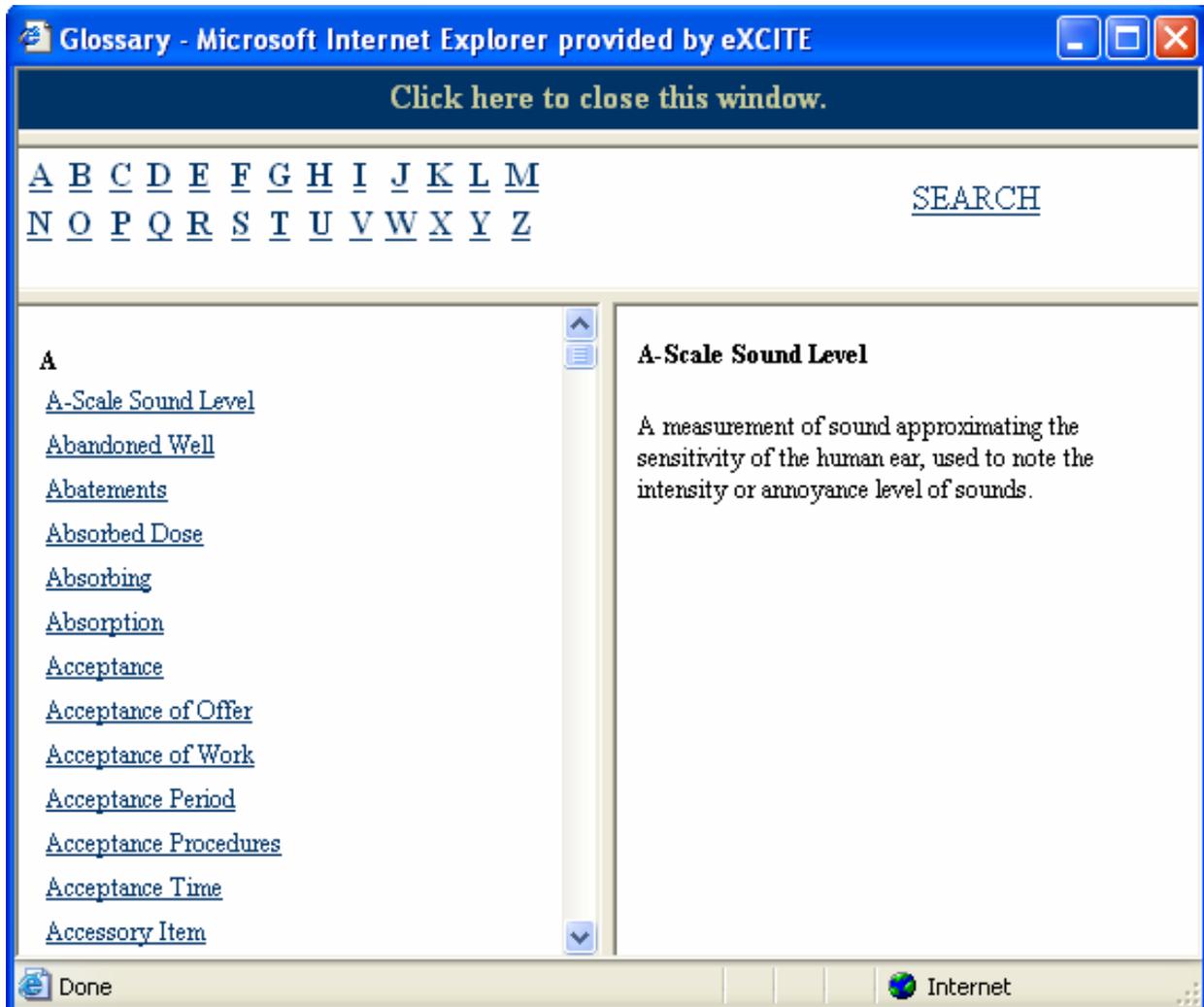
7. IDP - The IDP is an Individual Development Plan which provides an employee a roadmap for skill acquisition.



(Figure 2.4)

- a. The IDP Function resides within Employee Self Service. The information presented within the OLC is strictly informational.

8. Glossary - The Glossary link allows you to search for terms you may encounter in online courses, and provides brief definitions of them.



(Figure 2.5)

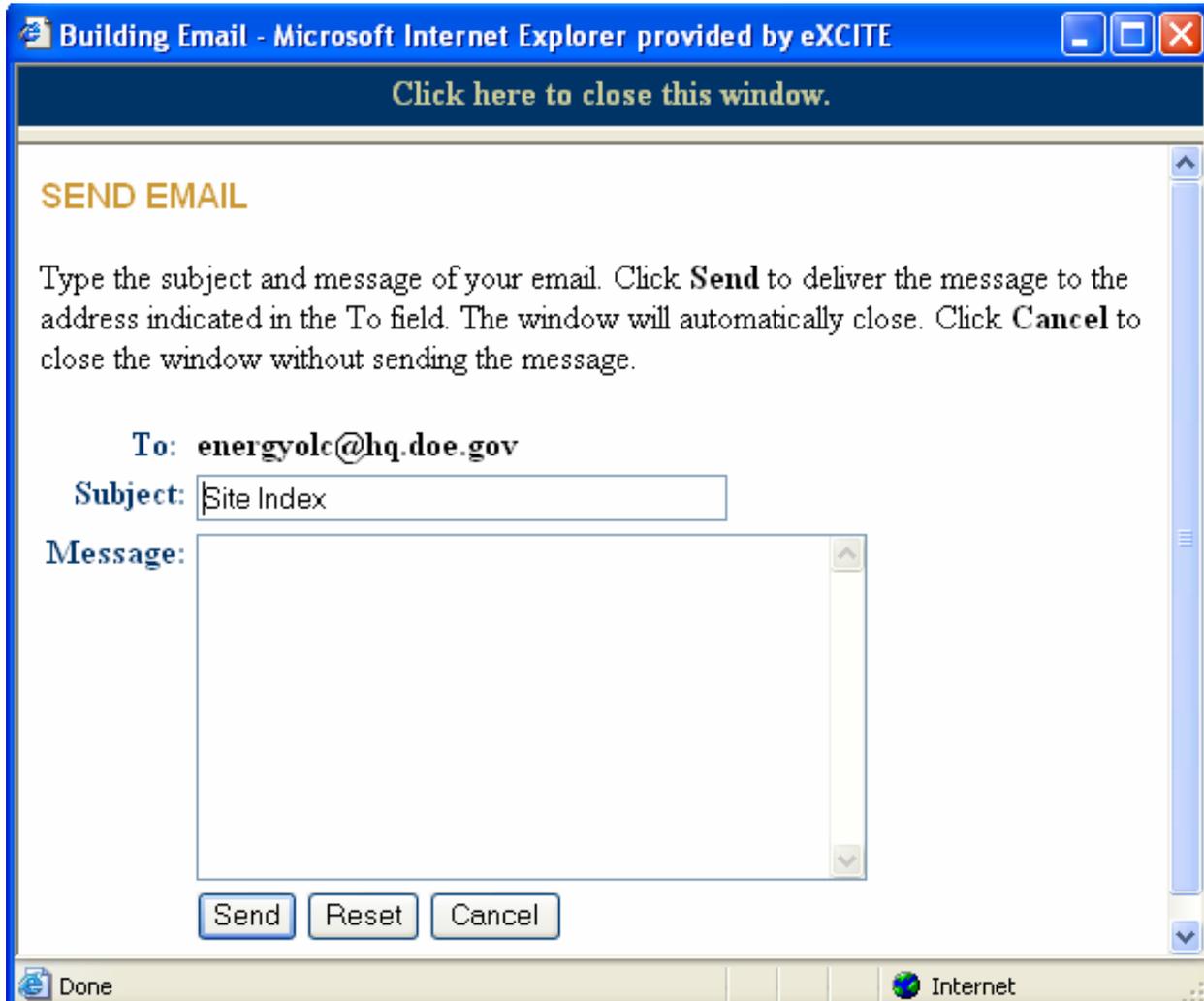
- a. Click on **Glossary**, found on the top toolbar (See figure 2.2). A new window is opened (See figure 2.5).
- b. To find a word follow one of the following two options:
 - i. Browse for the word(s):
 - (1) Click on the **first letter** of the word from the alphabet at the top of the window.
 - (2) In the lower-left frame of the window, scroll through the list to find your word.
 - (3) When found, click on the **word** itself.
 - (4) The definition appears in the lower-right frame.
 - ii. Perform a search:

- (1) Click on the **Search** link in the top frame of the new window.
- (2) In the box provided, type your word, and select the appropriate **radio button** next to “containing” or “beginning with”.
- (3) Click on the **Search** button when ready.
- (4) A list of all the terms containing the word you searched on is presented in the left frame. You may select the **link** of one of the terms displayed, or input another word in the Search box.

Note: If a “See also” tag is at the bottom of a definition, you may click on the link of any associated words to go to its definition.

- c. To close the window, click on the **X** in the upper right hand corner of it.

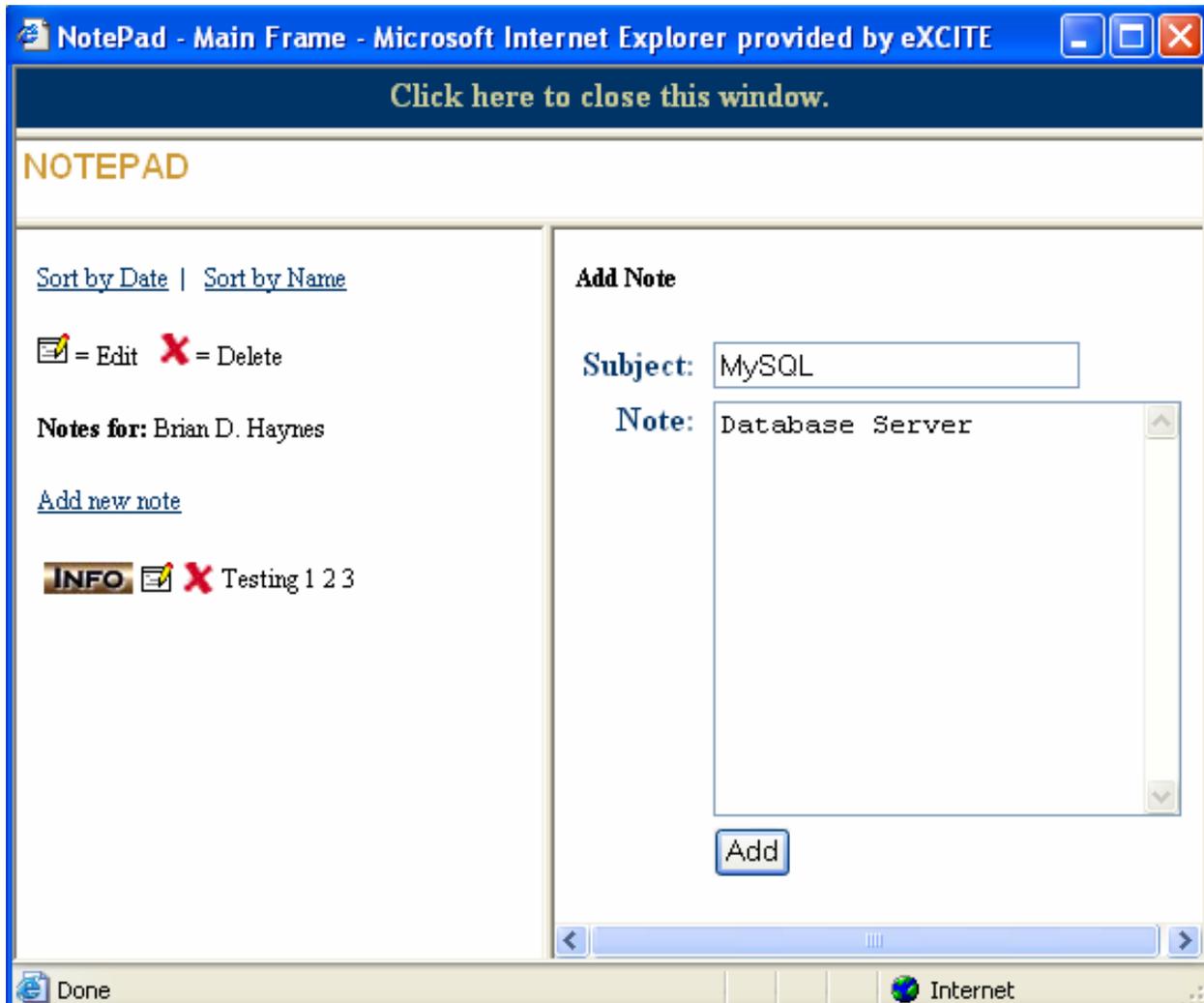
9. Feedback - The Feedback link is an email link to the DOE site administrator.



(Figure 2.6)

- a. Click on **Feedback**, found on the top toolbar (See figure 2.2). A new window is opened (See figure 2.6).
- b. Click in the Subject text field and input a subject line as with any e-mail.
- c. Click in the provided Message box and type your comment.
- d. When finished, click on the **Send** button. Your comment is sent to a Online Learning Center representative.
- e. To close the window, click on the **X** in the upper right hand corner of it.

10. Notepad - The Notepad link allows you to take notes while you are on the DOE site. These notes are saved in the site database and can be referenced at a later time.



(Figure 2.7)

- a. Click on **Notepad**, found on the top toolbar (See figure 2.2). A new window is opened (See figure 2.7).
- b. To *Review* a previously written note:
 - i. Find and click on the **Info** button next to the correct subject line (listed in alphabetical order).
 - ii. The notes information is presented in the right frame.
- c. To *Add* a new note:
 - i. Click on the **Add new note** link in the left frame.
 - ii. Input the note information in the text fields provided in the right frame.
 - iii. When complete, click on the **Add** button.

- d. To *Edit* a previously written note:
 - i. Find the correct subject line in the left frame (listed in alphabetical order).
 - ii. Click on the **Edit** icon next to the subject line of the note in the left frame.
 - iii. Make changes to the note in the right frame.
 - iv. When finished, click on the **Update** button.
- e. To *Delete* a previously created note:
 - i. Find and click on the **Info** button next to the correct subject line (listed in alphabetical order).
 - ii. Verify that this is the correct note to delete.
 - iii. If it is correct, click on the **Delete** icon in the left frame adjacent to the appropriate subject line.
 - iv. When prompted to verify the deletion, click on the **OK** button.
- f. To close the window, click on the **X** in the upper right hand corner of it.

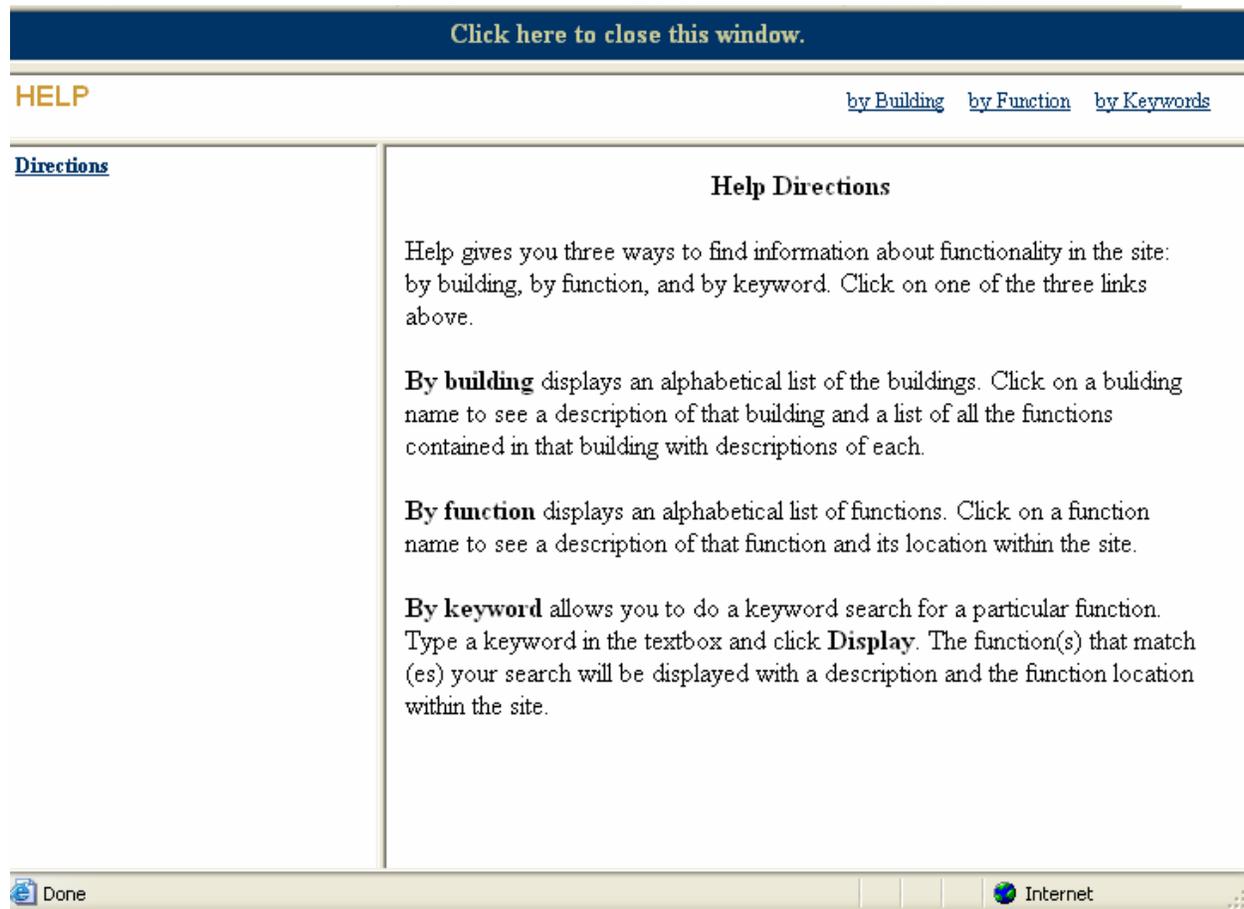
11. Research - The Research link allows you to search the site for content and use courseware as a performance support tool.

The screenshot shows the ncregy Online Learning Center interface. At the top, there is a navigation bar with links for Info, Map, Index, IDP, Glossary, Feedback, Notepad, Research, and Help. A dropdown menu for 'Select a function' and a 'GO' button are also present. On the left, a vertical menu lists various center options: Administration, Career Center, Community Center, Conference Center, Learning Center, Lecture Hall, Library, and Teaming Center. Below this are sections for Announcements, Surveys, Personal KC, and Privacy & Security Notice. The main content area is titled 'RESEARCH ASSISTANT' and contains four numbered instructions for using the search tool. Below the instructions, the search results for 'Oracle' are displayed, showing 118 items found. The first result, 'Advanced PL/SQL Part 2', is expanded to show details: Type: Self-paced, Format: NETG, Available: Now available, Cost: Free, Provider: NETg, and Credit Hours: 3. A brief description of the course is also provided.

(Figure 2.8)

- a. Click on **Research**, found on the top toolbar (See figure 2.8).
- b. Select the appropriate topic from the Topic dropdown menu.
- c. In the Keyword box, input the word to search on.
- d. When complete, click on the **Search** button.
- e. The results are presented in the lower left frame of the window.
- f. To view any of resultant links, click on the desired **title**.

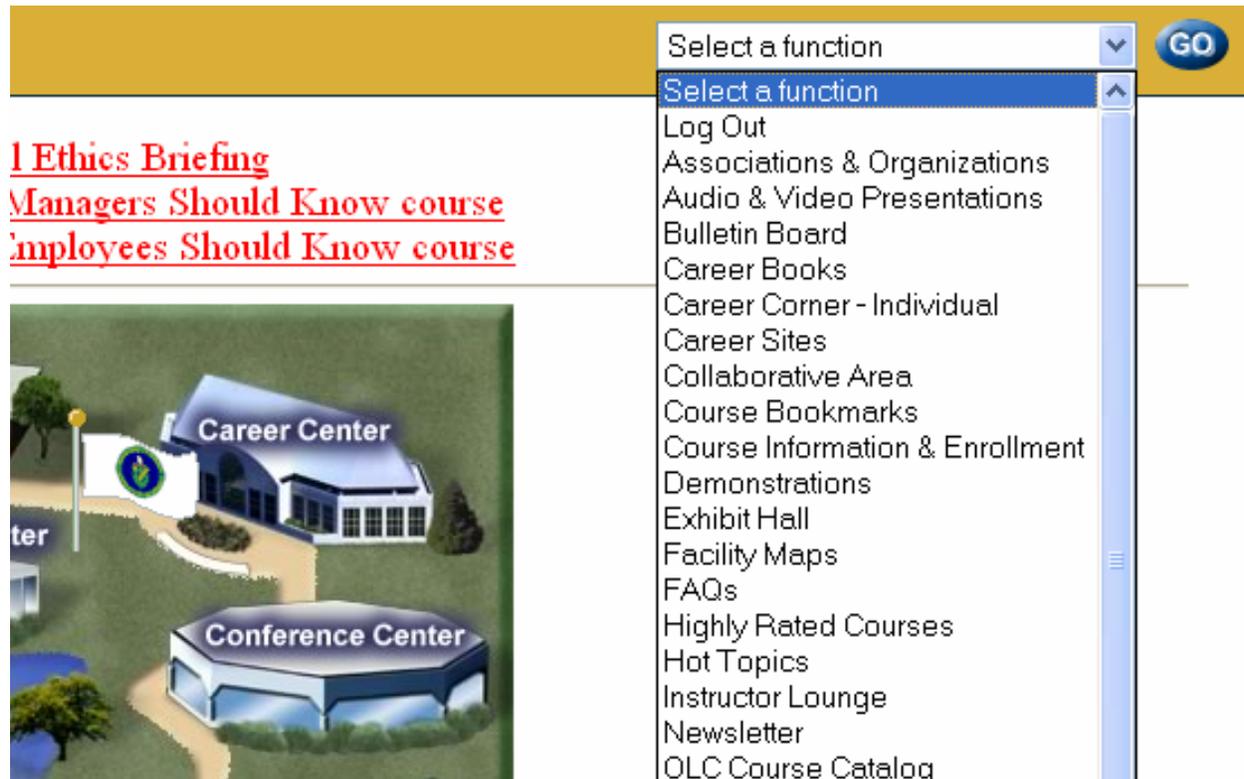
12. Help - The Help link allows you to search the site by community building, site function, or keyword.



(Figure 2.9)

- a. Click on **Help**, found on the top toolbar (See figure 2.2). A new window is opened (See figure 2.9).
- b. For a *Building* or *Function* search:
 - i. Click on the appropriate link in the top frame for which you would like definition information on (**by Building** or **by Function**).
 - ii. A list of available buildings and functions are presented in the lower left frame.
 - iii. Select the **link** of the desired subject.
 - iv. The information on this subject is presented in the lower right frame.
- c. For a *Keyword* search:
 - i. Click on the **by Keyword** link in the top frame.
 - ii. Type the word in the Search box provided and then click on the **Display** button.
 - iii. The results are displayed in the right frame.
- d. To close the window, click on the **X** in the upper right hand corner of it.

13. Function Drilldown Menu - The Function drilldown menu (on the far right of the top toolbar) allows quick access to any of the functions within the site. Using the drilldown menu allows you to go directly to a particular function area by selecting it from the menu, bypassing the buildings.

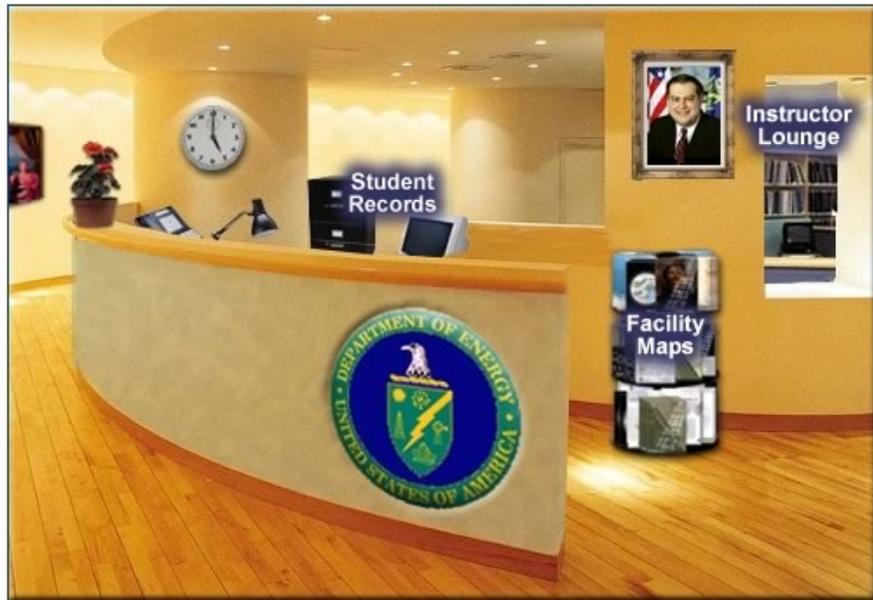
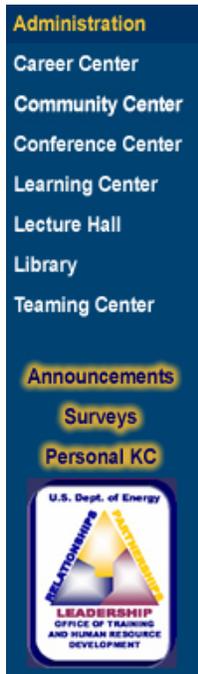


(Figure 2.10)

- a. Click in the dropdown menu box, then utilizing the scrollbar to the right of the resultant list, simply select on you desired **area** or **feature** of the Online Learning Center and click on 'Go'.(See figure 2.10).

Left Toolbar

14. Administration - The Administration Building is the location for training related functions that are administrative in nature. It provides access to student records, transcripts, instructor rosters, training facility maps, directions, etc (See figure 3.1).



[Facility Maps](#) | [Instructor Lounge](#) | [Student Records](#)

(Figure 3.1)

- a. Facility Maps - Facility Maps provides information on training centers, including addresses, directions, maps, equipment, and contact information.

(Figure 3.2)

- i. In the Administration building, click on the **Facility Maps** location in the room, or on the appropriate **link** under the picture (See figure 3.1).
- ii. From the dropdown menu in the upper right corner of the screen, select a **location** for which you would like information (See figure 2.10).
- iii. Click on the **Display** button.
- iv. Current information about that location is displayed in the lower left frame.
- v. To view particular details (i.e. Address/Directions, Road Map, etc.), click on the **link** for the desired information.
- vi. The new information is displayed in the right frame.

- b. Student Records - Student Records is a user's access to their individual profile and transcript information. From here, a user can add items to their transcript, update their profile, view their transcript, change their password, and change their organization.



(Figure 3.3)

- i. In the Administration building, click on the **Student Records** location in the room, or on the appropriate **link** under the picture (See figure 3.1).

- c. Change Password - Change Password allows you to change your user password.

The screenshot shows the 'Change Password' page in the Energy Online Learning Center Administration section. The page has a blue header with the 'energy Online Learning Center' logo and navigation links: Info, Map, Index, IDP, Glossary, Feedback, Notepad, Research, Help. A 'Select a function' dropdown menu is in the top right. A dark blue sidebar on the left contains a list of navigation items: Administration, Center, Community Center, Finance Center, Center, Hall, Center, Announcements, Surveys, Personal KC, Department of Energy, and Energy & Security office. The main content area is titled 'ADMINISTRATION Change Password'. Below the title is a paragraph: 'To change your password, enter your Old Password and your New Password, then click **Submit**. Your New Password should follow DOE G 205.3-1, Password Guide.' There are three text input fields: 'Old Password:', 'New Password:', and 'Confirm New Password:'. Below these fields are two buttons: 'Submit' and 'Cancel'.

(Figure 3.4)

- i. In the Administration building, click on the **Student Records** location in the room, or on the appropriate **link** under the picture (See figure 3.1).
- ii. Click on the **Change Password** link (See figure 3.3).
- iii. Enter your current password in the Old Password text field (See figure 3.4).
- iv. Enter the password you now desire in the New Password text field.
- v. Re-enter your new password in the Confirm New Password text field.
- vi. Click on **Submit** to send this information.
- vii. Click on **Cancel** to return to the previous screen without making changes.

- d. Student Transcript - The Student Transcript is a list of all the courses a user has started through the site, with completion data for finished courses.

Student Transcript
For: Brian Haynes (Contractor) **As of:** January 6, 2004

Type	Title	Start Date	Completion	Pretest Score	Posttest Date	Posttest Score	Credit Hrs. Att.	Credit Hrs. Cmp
O	CHRIS Workflow Course	6/5/2003		-			1.0	
O	Computer Security Awareness	10/24/2001	10/24/2001				1.0	1.0
O	Sexual Harassment: What Employees Should Know	4/7/2003	4/7/2003	-	4/7/2003	95	2.0	
	Unit 1 Assessment	-	-	-	4/7/2003	100	-	-
	Unit 2 Assessment	-	-	-	4/7/2003	100	-	-
	Unit 3 Assessment	-	-	-	4/7/2003	100	-	-
	Unit 4 Assessment	-	-	-	4/7/2003	80	-	-
	TOTALS	-	-	-	-	-	3.0	1.0

[Facility Maps](#) | [Instructor Lounge](#) | [Student Records](#)

(Figure 3.5)

- i. In the Administration building, click on the **Student Records** location in the room, or on the appropriate **link** under the picture (See figure 3.1).
- ii. Click on the **Student Transcript** link (See figure 3.3).
- iii. To print your transcript (See figure 3.5):
 - (1) Click in the lower **frame** containing your information.
 - (2) Click on **File** from your Web-browser's top most menu options.
 - (3) Click on **Print**.
 - (4) Verify the print settings, then click the **OK** button in the print window.
 - (5) After retrieving your transcript paper copy. Click on your browser's **Back** button to return to the previous screen.

- e. Update Profile - Update Profile allows you to update your personal data, including your address, phone number, etc.

ADMINISTRATION
Update Profile

Type over the information in the field(s) that you wish to change, then click **Submit** to add the new information. All required fields with an asterisk (*).

* **First Name:** Brian

* **Last Name:** Haynes

* **Routing Symbol:** ME-51
(e.g. ME-51)

* **Email Address:** brian.haynes@hq.doe.gov

Send me updates and notification of content changes at this email address.

Office Address:

City:

State:

Province/Other:

Zip:

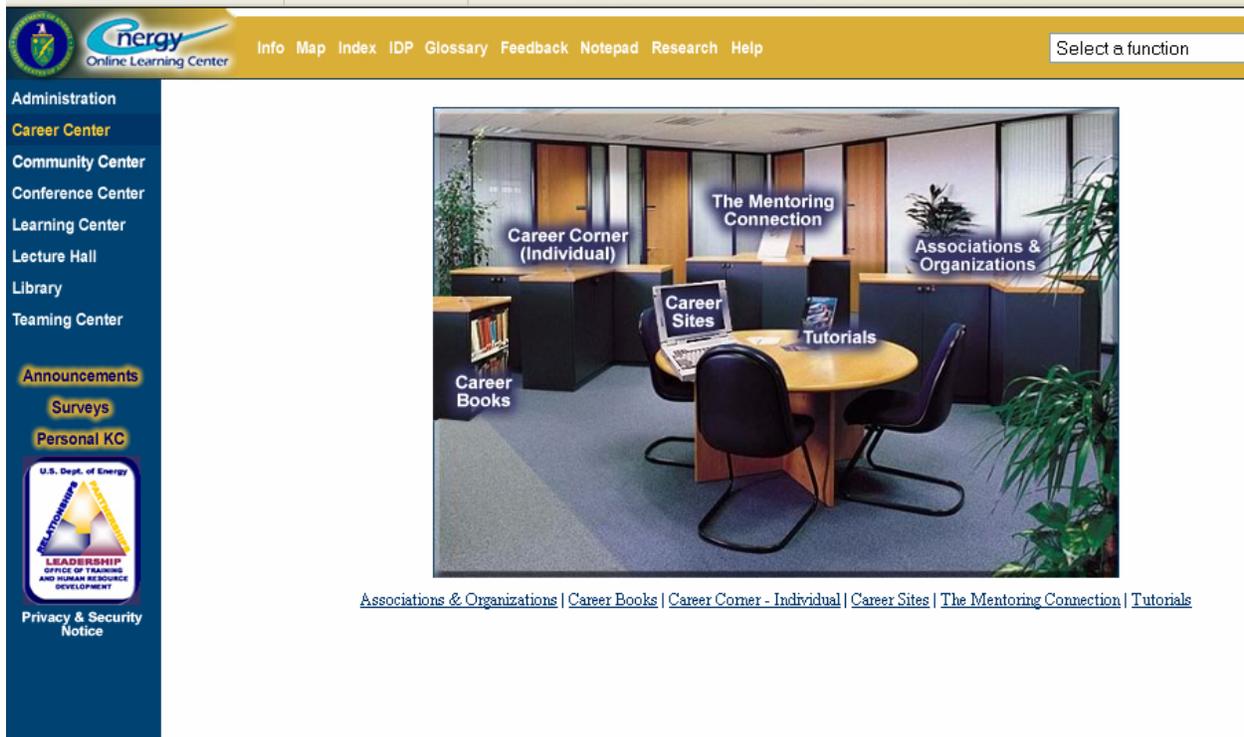
Country: (Select one)

* **Phone:** 202-287-1403

(Figure 3.6)

- i. In the Administration building, click on the **Student Records** location in the room, or on the appropriate **link** under the picture (See figure 3.1).
- ii. Click on the **Update Profile** link (See figure 3.3).
- iii. Modify your user profile information as desired (See figure 3.6).
- iv. When complete, click on the **Submit** button.
- v. Click on the **Reset** button to cancel all changes made.

15. Career Center - The Career Center is the location for employees to access information and tools to assist in career development using tools provided by HR organizations.



(Figure 3.7)

- a. Associations & Organizations - Association and Organizations are industry-specific entities. They are listed alphabetically with a description, short history, and link to the web site of each group.

The screenshot shows the Energy Online Learning Center website. The top navigation bar includes links for Info, Map, Index, IDP, Glossary, Feedback, Notepad, Research, and Help. The left sidebar contains navigation links for Administration, Career Center, Community Center, Conference Center, Learning Center, Lecture Hall, Library, and Teaming Center. The main content area shows the title "CAREER CENTER Associations & Organizations" and a description: "Associations and Organizations are industry-specific. These are listed alphabetically with a description, short history, and link to the v each group. Click **Info** for additional information or the title to open the file in a new window." Below the description, a search result shows "0 record(s) found." The bottom of the sidebar contains a logo for the U.S. Dept. of Energy Leadership Office of Training and Human Resource Development, along with a Privacy & Security Notice link.

(Figure 3.8)

- i. Click on **Associations & Organizations** hot spot in the Career Center, or on the link below it (See figure 3.7).
- ii. The results are displayed in the lower right frame.
- iii. Click on the **Info** button adjacent to any of the displayed links to view a brief synopsis in the right side frame.
- iv. Click on any of the displayed **links** to go directly to the resource itself. A new window is opened for the display of the new information.

- b. Career Books - Career books are recommended career - related publications. Books are grouped by category, with title, author, and summary information.

Administration
Career Center
Community Center
Conference Center
Learning Center
Lecture Hall
Library
Teaming Center

Announcements
Surveys
Personal KC

U.S. Dept. of Energy
LEADERSHIP
OFFICE OF TRAINING
AND HUMAN RESOURCE
DEVELOPMENT

Privacy & Security
Notice

Info Map Index IDP Glossary Feedback Notepad Research Help

Select a function

CAREER CENTER

Career Books

Career Books are recommended career-related publications. Click **Info** for additional information or the title to open the file in a new v

0 record(s) found.	
--------------------	--

(Figure 3.9)

- i. Click on **Career Books** hot spot in the Career Center, or on the link below it (See figure 3.7).
- ii. The results are displayed in the lower left frame.
- iii. To view additional information on any of the displayed titles, click on the **Info** button adjacent to it.
- iv. The results are displayed in the lower right frame.
- v. If you desire to order the book, you will find a **link** at the bottom of the description frame. Clicking on it will open a new window.
- vi. To order, simply follow the instructions on the book seller's website.

- c. Career Corner - Individual - This section is in the process of being modified to allow users to select Doe and other Federal Job Sites to search for job opportunities

The screenshot shows the 'Career Center - Individual' page. The top navigation bar includes 'Info', 'Map', 'Index', 'IDP', 'Glossary', 'Feedback', 'Notepad', 'Research', and 'Help'. A search box labeled 'Select a function' is on the right. The left sidebar contains a menu with items like 'Administration', 'Career Center', 'Community Center', 'Conference Center', 'Learning Center', 'Lecture Hall', 'Library', and 'Teaming Center'. Below the menu are sections for 'Announcements', 'Surveys', and 'Personal KC'. A logo for the 'U.S. Dept. of Energy Leadership Office of Training and Human Resource Development' is also present. The main content area is titled 'CAREER CENTER Career Corner - Individual' and features a section for 'Career Support Websites'. It contains three paragraphs of text, each with a blue underlined link: 'Welcome, Brian Haynes. Please [click here](#) to find jobs posted with the Department of Energy.', '[Click here](#) to find information on professional certification for Skillsoft courses.', and '[Click here](#) to find information on Skillsoft's academic partners.'

(Figure 3.10)

- i. Click on **Career Corner - Individual** hot spot in the Career Center, or on the link below it (See figure 3.7).
- ii. Click on any of the **links** presented to view additional information on DOE and other Federal job postings, or to view information concerning Skillsoft Professional Certifications. (See figure 3.10).
- iii. A new window is opened and the Department of Energy's Job Posting Website (or other site if applicable) is available for your browsing.
- iv. To close this window, click on the **X** in its upper right hand corner.

d. Career Sites - The DOE has several Career Development sites.

The screenshot shows the DOE Career Center website. The top navigation bar includes links for Info, Map, Index, IDP, Glossary, Feedback, Notepad, Research, and Help. A search bar is located in the upper right corner with the text "Select a function" and a "GO" button. The left sidebar contains a menu with categories: Administration, Career Center (highlighted), Community Center, Conference Center, Learning Center, Lecture Hall, Library, and Teaming Center. Below the menu are sections for Announcements, Surveys, and Personal KC, along with a "Privacy & Security Notice" link. The main content area is titled "CAREER CENTER" and "Career Sites". It contains the text: "The DOE maintains links to several Career Sites. Click **Info** for additional information or the title to open the file in a new window." Below this, it states "12 record(s) found." and lists several programs with "INFO" links: "Career Development Planning for DOE Federal Employees" (link: Individual Development Plan), "DOE Technical Intern Program" (links: DOE Technical Intern Program, TIP Interns, TIP Operational Guide), "DOE Technical Leadership Development Program" (links: DOE Technical Leadership Development Program, TLDP Career Development, TLDP Interns, TLDP Operations Guide), "Family Friendly Program" (link: Lifecare.com), and "Job Search" (links: DOE Jobs Home Page, DOE Jobs Online, Government-wide Job Openings). At the bottom of the page, there is a footer with links: "Associations & Organizations | Career Books | Career Corner - Individual | Career Sites | The Mentoring Connection | Tutorials".

(Figure 3.11)

- i. Click on **Career Sites** in room or, on the **Career Sites** link under it (See figure 3.7).
- ii. Select the Career Development Program of your choice from the dropdown menu in the upper right corner (See figure 3.11).

e. The Mentoring Connection

energy
Online Learning Center

Info Map Index IDP Glossary Feedback Notepad Research Help

Select a function GO

Administration
Center
Community Center
Reference Center
Training Center
Virtual Hall
Library
Training Center
Announcements
Surveys
Personal KC
U.S. Dept. of Energy
LEADERSHIP
OFFICE OF TRAINING
AND HUMAN RESOURCE
DEVELOPMENT
Privacy & Security
Notice

Department of Energy Mentoring Program

DOE is currently accepting applications for the 2002 DOE Mentoring Program.

This program is an excellent opportunity for individuals from the Senior Executive Service (SES) to serve as Mentors to GS-13,14, & 15 proteges.

It is a great opportunity for employees seeking to add structure to an existing mentoring partnership.

The mentoring program is designed to:

- Build and retain a well-rounded cadre of employees.
- Enhance communication and collaboration at all levels within DOE.
- Foster an open environment where information is shared and knowledge is transferred.
- Improve individual performance, productivity and innovation.

Help employees:

- Grow personally and professionally through challenging assignments and experiences;
- Gain a broader view of DOE and how his/her work impacts its mission;
- Increase visibility and gain exposure to organizational values, relationships and business;
- Enhance skill development in the areas of technical expertise, building relationships, organizational knowledge, innovation, risk taking and team building.

(Figure 3.25)

- i. Click on **The Mentoring Connection** in the room graphic or, on **The Mentoring Connection** link under it (See figure 3.12).
- ii. Displayed is information concerning the Departmental Mentoring Program.

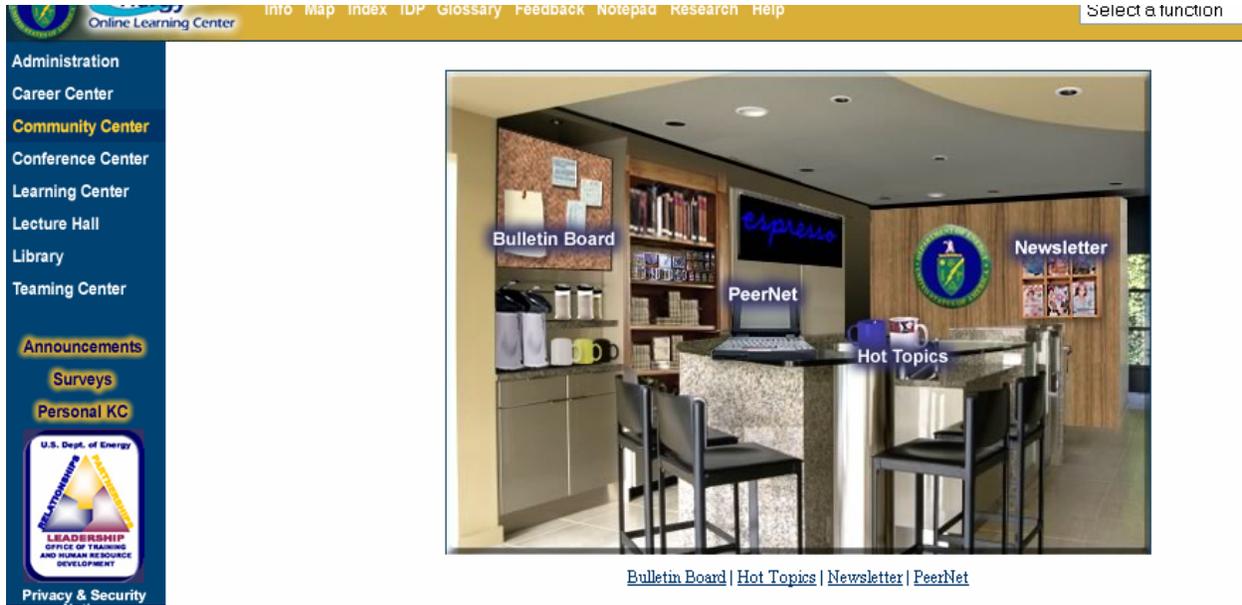
- f. Tutorials - Tutorials are short lessons on professional and office related subjects, covering topics such as career, communication, and software. Unlike courses, they are for information only, and completion of them is not a part of a user's transcript.

The screenshot shows the Energy Online Learning Center website. The top navigation bar includes links for Info, Map, Index, IDP, Glossary, Feedback, Notepad, Research, and Help. A search box with a 'GO' button is on the right. The left sidebar contains a menu with categories: Administration, Career Center (highlighted), Community Center, Conference Center, Learning Center, Lecture Hall, Library, and Teaming Center. Below these are sections for Announcements, Surveys, and Personal KC. A logo for the U.S. Dept. of Energy Leadership Office of Training and Human Resource Development is also present. The main content area is titled 'Tutorials' and contains two paragraphs of text. The first paragraph states that tutorials are short lessons on professional and office related subjects, covering topics such as career, communication, and software. Unlike courses, they are for information only, and completion of them is not a part of a user's transcript. It instructs users to click 'Info' for additional information or the title to open the file in a new window. The second paragraph repeats this information. Below the text, it says '1 record(s) found.' and lists one item: 'INFO Meridian KSI'. At the bottom of the page, there is a footer with links for Associations & Organizations, Career Books, Career Corner - Individual, Career Sites, The Mentoring Connection, and Tutorials.

(Figure 3.13)

- i. Click on **Tutorials** hot spot in the Career Center, or on the link below it (See figure 3.7).
- ii. The available tutorials are listed in groups in the lower left frame (See figure 3.13).
- iii. To review additional information on any of the listed titles, click on the **Info** link adjacent to it.
- iv. The new information is displayed in the right frame.
- v. To access the actual resource, click on the title **link** in either the left or right frame.

16. Community Center - The Community Center provides students a forum to discuss current issues and hot topics. Come here to view a newsletter, or learn about colleagues background and skills.



(Figure 3.14)

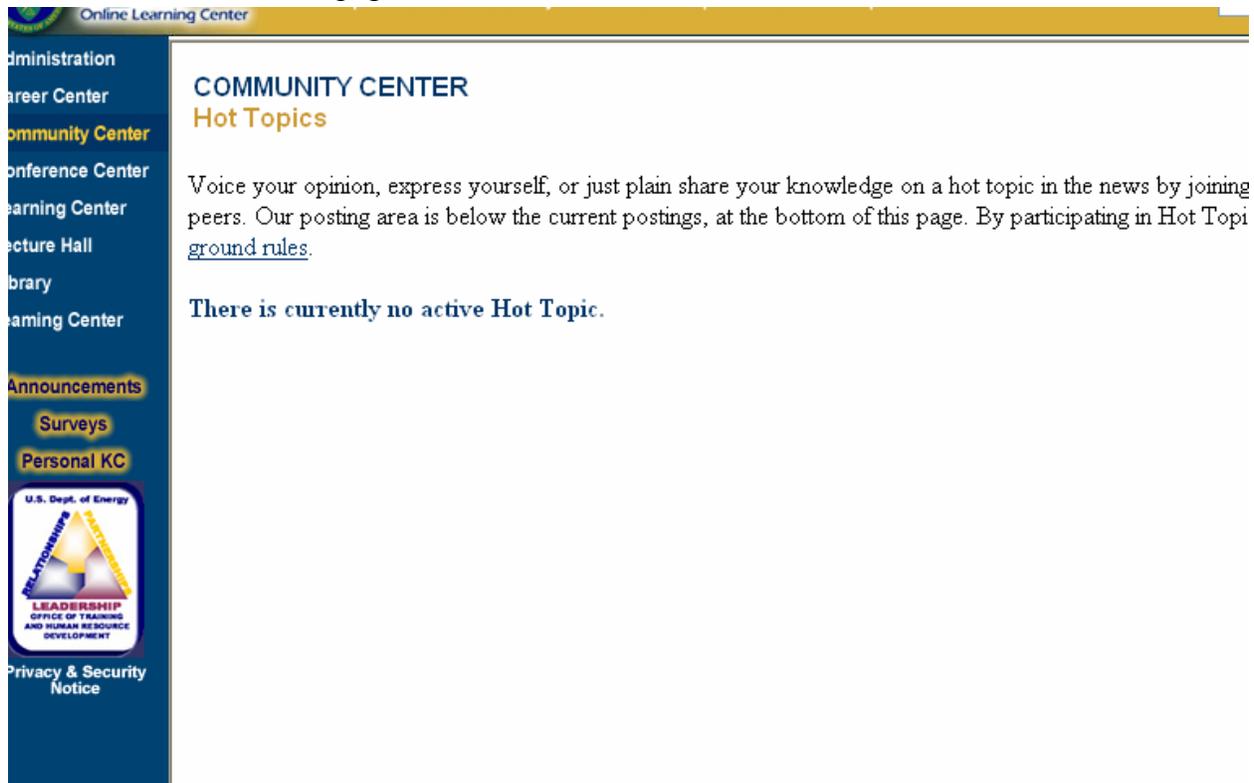
- a. Bulletin Board - This is a threaded discussion - based forum, organized by topic where users post, read, and reply to messages.

The screenshot shows the Energy Online Learning Center Bulletin Board. At the top, there is a navigation bar with links: Info, Map, Index, IDP, Glossary, Feedback, Notepad, Research, Help, and a 'Select a function' dropdown. A left sidebar contains navigation links: Administration, Career Center, Community Center (highlighted), Conference Center, Learning Center, Lecture Hall, Library, and Teaming Center. Below these are 'Announcements', 'Surveys', and 'Personal KC'. A logo for the U.S. Dept. of Energy Leadership Office of Training and Human Resource Development is also present, along with a 'Privacy & Security Notice' link. The main content area is titled 'COMMUNITY CENTER Bulletin Board'. It features a 'Forum:' dropdown menu set to 'OLC Discussion (11)', a 'Display' button, and a 'Keywords:' search field with a 'Search Forum' button. Below this, a text block explains: 'To post or read messages, select a forum, then click **Display**. Click the message subject to read the full message. To search a keyword or phrase, then click **Search Forum** to query only the select forum or **Search All** to search all forums.' A 'Start a new thread' icon is visible. A list of discussion threads is shown, including: 'The New EnergyOLC (3) (2) - David DeVaux - 11/7/2002 11:59:13 AM', 'Ability to copy info from training course (1) (0) - NANCY HILL - 7/26/2002 9:22:30 AM', 'Lack of Reports Features (1) (0) - Randall CLINE - 6/10/2002 9:06:29 AM', 'Learning on line (2) (1) - PAMELA LEWIS - 5/2/2002 7:50:15 PM', 'What is the advantage of learning online? (3) (1) - Dorothy VAN STEINBURG - 9/9/2000 11:00:57 AM', and 'OLC Discussion Use (1) (0) - Paul Somerville - 7/12/2000 9:07:23 AM'.

(Figure 3.15)

- i. Click on **Bulletin Board** hot spot in the Community Center, or on the link below it (See figure 3.14).
- (1) Select your desired forum form the dropdown menu box in the top frame (See figure 3.15).
 - (2) To *Review* any of the presented discussion threads, click on the title.
 - (a) To *Reply* to any comment in an existing thread:
 - (i) Click on the **Reply** icon at the bottom of the original message.
 - (ii) Type your comment in the provided Message field.
 - (iii) Click on the **Reply** button to submit your comment.
 - (iv) Click **Cancel** to exit the reply form.
 - (3) To *Begin* a new discussion thread:
 - (a) Click on the Start a new thread **icon** in the lower frame.
 - (b) Input the desired Subject and Message in the appropriate fields.
 - (c) Click on the **Post** button to submit your message.
 - (d) Click **Cancel** to exit the new discussion form.

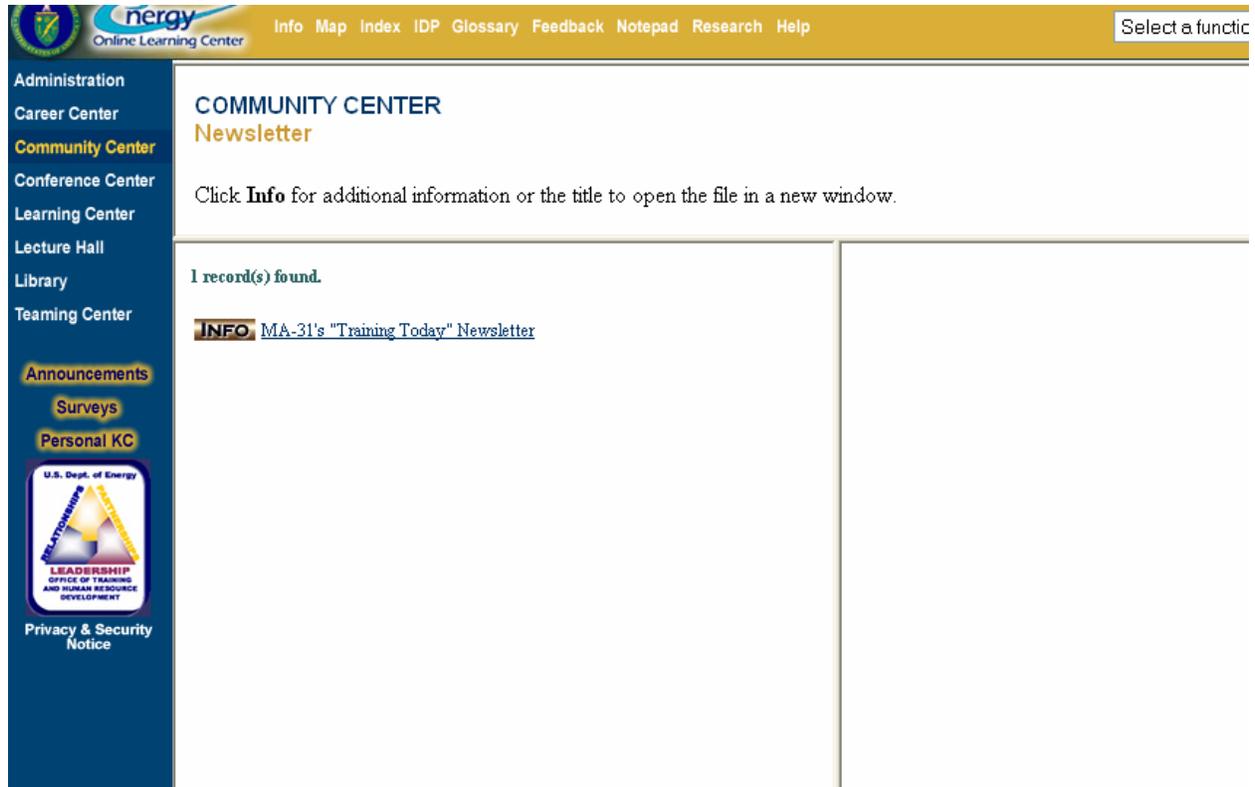
- b. Hot Topics - Hot topic is a running discussion about a single posted topic. New issues are periodically posted, and links to information about the current topic are included at the bottom of the page.



(Figure 3.16)

- i. Click on **Hot Topics** hot spot in the Community Center, or on the link below it (See figure 3.14).
Note: if this is your first time, please select the **ground rules** link and review the guidelines presented (See figure 3.16).
- ii. Use the scroll bar to review the current hot topic, post a reply to the discussion, or to access other related sites.
- (1) To post a message:
 - (a) Type your comment in the Message text field (located directly below the current hot topic and any subsequent postings).
 - (b) Click on the **Post Message** button.
 - (2) To visit a related site, click on the title **link** of any of those listed.

- c. Newsletter - The newsletter is a recent publication on DOE events, with a link to search archived versions. The archives can be searched by keywords, and the resulting list includes summary information and a link to the archived publication.



(Figure 3.17)

- i. Click on **Newsletter** hot spot in the Community Center, or on the link below it (See figure 3.14).
- ii. The available Newsletters are displayed in the lower left frame (See figure 3.17).
- iii. **Click** on the title of the Newsletter of interest to view it in a new window.
- iv. To return to the main newsletter page:
 - (1) Click on the **X** in the upper right corner of the window to close it.

- d. PeerNet - PeerNet is a collection of online "business card," searchable by other users. An individual's card contains contact and professions information, highlighting skills, talents, products, and services. Users activate and update their cards here, and can search for other individuals using a general keyword or expanded search.

The screenshot shows the 'COMMUNITY CENTER PeerNet' page. It features a navigation bar with links like 'Info', 'Map', 'Index', 'IDP', 'Glossary', 'Feedback', 'Notepad', 'Research', and 'Help'. Below the navigation bar, there's a 'Search PeerNet' section with a promotional message: 'Drop your Card - Win a Free Lunch! Well maybe not, but a great way to network.' The main section is titled 'Post Your Business Card' and contains a form with the following fields:

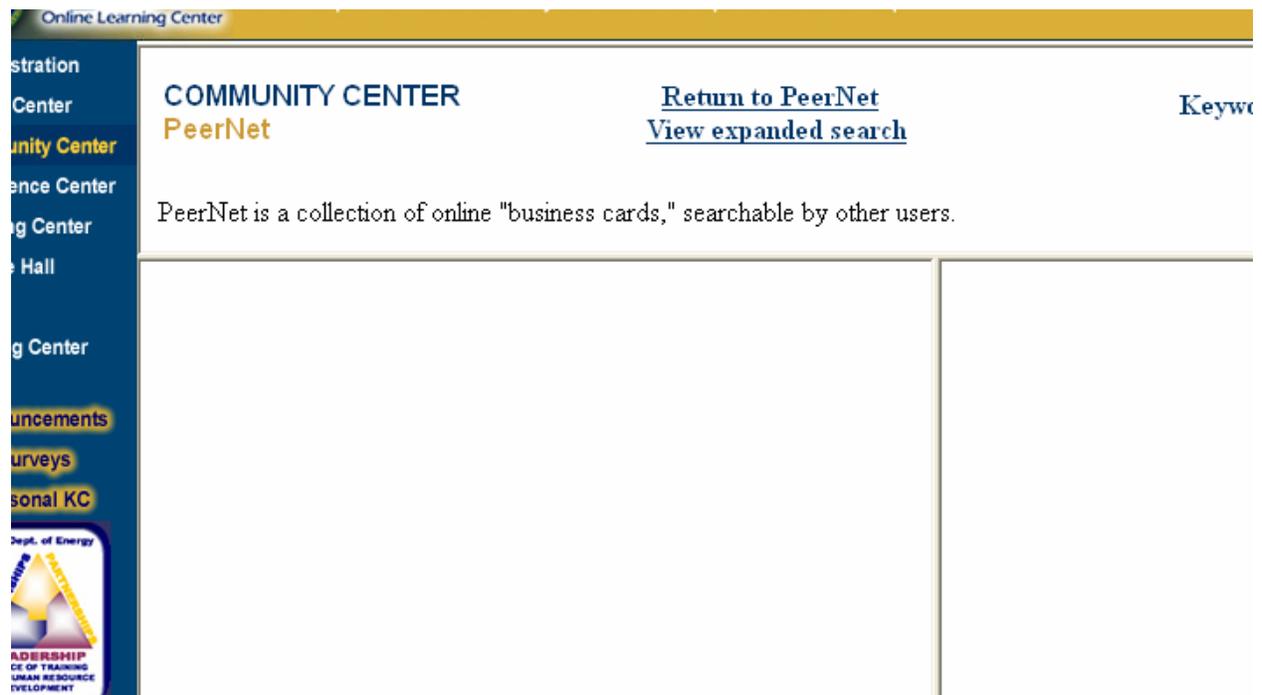
- *First Name: Brian
- *Last Name: Haynes
- *Email: brian.haynes@hq.doe.gov
- Phone: 202-287-1403
- Fax: (empty)
- Organization Name: TECHNICAL AND PROFESSIONAL
- Address: (empty)
- City: (empty)
- State: (dropdown menu)
- Province: (empty)
- Country: (Select one) (dropdown menu)
- Zip: (empty)
- URL: http://

(Figure 3.18)

- i. Click on **PeerNet** hot spot in the Community Center, or on the link below it (See figure 3.14).
- ii. To look for information on other DOE employees:
- (1) Click on the **Search PeerNet** link (See figure 3.18).
 - (2) To perform a simple search:
 - (a) Type a word which you would like to search for in the Keywords text box. (*Note: Keyword searches scan person's biography information. For name searches, use the expanded search detailed below.*)
 - (b) Click on the **View Results** button.
 - (c) Your results will be displayed in the lower left frame.
 - (d) To view additional information on any of presented persons, click on the **Info** button adjacent to the name.
 - (e) New information is presented in the right frame.

- (f) If you wish to send an e-mail to the individual:
Click on the person's **e-mail address**.
An new message window is opened. Complete and send the message as
you would a standard email.

e. To Perform an Extended Search



(Figure 3.19)

- i. Click on **PeerNet** hot spot in the Community Center, or on the link below it (See figure 3.14).
- ii. Click on the **Search PeerNet** link (See figure 3.18).
- iii. Click on the **View expanded search** link at the top of the central display frame (See figure 3.19).
- iv. Input any criteria you would like to search on in the appropriate fields. (The search engine only searches on *one* criterium at a time.)
- v. Click on the **Search** button.
- vi. Your results will be displayed in the lower left frame.
- vii. To view additional information on any of presented persons, click on the **Info** button adjacent to the name.
- viii. New information is presented in the right frame. (Use the scroll bar as required to view all information.)
- ix. If you wish to send an e-mail to the individual:
 - (1) Click on the person's **e-mail address**.
 - (2) A new message window is opened. Complete and send the message as you would a standard email.

f. To Add or Update Your “Business Card” on the PeerNet System

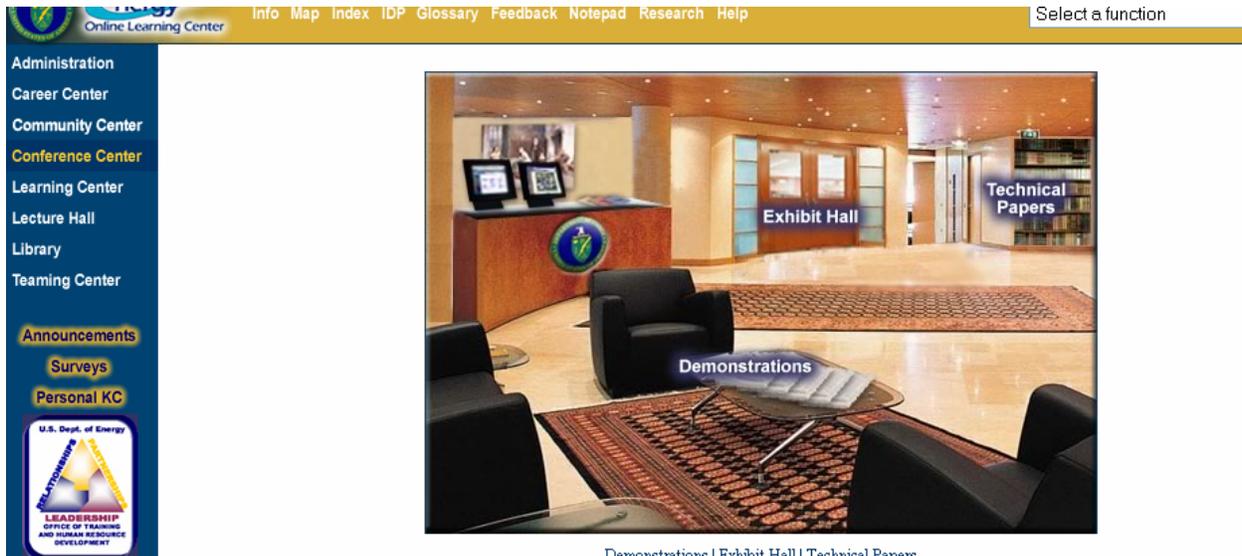
The screenshot shows a web browser window with a yellow header bar. The header contains the 'energy' logo, 'Online Learning Center', and navigation links: 'Info', 'Map', 'Index', 'IDP', 'Glossary', 'Feedback', 'Notepad', 'Research', 'Help'. A dropdown menu on the right says 'Select a function'. On the left is a blue sidebar with various menu items. The main content area is titled 'COMMUNITY CENTER PeerNet'. Below the title is a paragraph: 'PeerNet is a great way to find the expertise you need, network, and become known in the community. To create or update your business card, fill in the fields below and click **Submit**. All required fields are marked with an asterisk(*)'. There are two promotional messages: 'Search PeerNet Drop your Card - Win a Free Lunch! Well maybe not, but a great way to network' and 'Post Your Business Card'. The form fields are: '*First Name: Brian', '*Last Name: Haynes', '*Email: brian.haynes@hq.doe.gov', 'Phone: 202-287-1403', 'Fax: [empty]', 'Organization Name: TECHNICAL AND PROFESSIONAL', 'Address: [empty]', 'City: [empty]', 'State: [dropdown]', 'Province: [empty]', 'Country: (Select one) [dropdown]', 'Zip: [empty]', and 'URL: http:// [empty]'. At the bottom of the form, there is a partially visible instruction: 'Please use the following... to highlight... of... and...'. The URL field contains 'http://'.

(Figure 3.20)

- Click on **PeerNet** hot spot in the Community Center, or on the link below it (See figure 3.14).
- Complete the form presented. Use the mouse or the tab key to move between text fields (See figure 3.20).
- Click on the **Submit** button at the bottom of the form.

Note: If you decide not to submit changes made to your form, click on the **Reset Form** button. Your form will be returned to the beginning state.

17. Conference Center - The Conference Center is the location where students can view information on work related topics, review and post information, or locate experts. This area may also be used for Best Practices. For example, the exhibit booths may be used to spotlight best practices by creating an information exhibit and links for additional information.



Demonstrations | Exhibit Hall | Technical Papers
(Figure 3.21)

- a. Exhibit Hall - The exhibit hall is a virtual booth of supporting organizations. Clicking a logo on the floor plan accesses the booths. The booth provides organization information as well as a link to the web site and an online form to request additional information.



(Figure 3.22)

- i. Click on **Exhibit Hall** hot spot in the Conference Center, or on the link below it (See figure 3.21).
- ii. In the right frame, scroll to find the desired DOE office or facility (See figure 3.22).
- iii. Click on the **site name**.
- iv. A new window is opened with site information.
- v. To access more information click on the **site name** in the new window.
- vi. The new information is displayed in the same window.
- vii. To close this window, click on the **X** in the upper right hand corner.

-
- b. Demonstrations - These presentations focus on recent DOE technology and advances. Summary information and a link to start the presentation are provided.

This site is currently unavailable. If you have any information for this site, please contact: Office of Training and Human Resource Development at 202-287-1656.



(Figure 3.23)

- i. Click on **Demonstrations** hot spot in the Conference Center, or on the link below it (See figure 3.21).
- ii. Type a word which you would like to search for in the Keywords text box
 - (1) Click on the **Search** button.
 - (2) Your results will be displayed in the lower left frame.
 - (3) To view additional information on any of presented items, click on the **Info** button adjacent to the title.
 - (4) New information is presented in the right frame. (Use the scroll bar as required to view all information.)
 - (5) For more information click on the **title** of the desired presentation in either the left or right frame.
 - (6) A new window is opened to display this information.
 - (7) Click on the on the **X** in the upper right hand corner to close this window.

-
- c. Technical Papers - Technical papers are industry-related publications, presentations, and articles. Information about this includes author, source, summary, and a link to the document.

This site is currently unavailable. If you have any information for this site, please contact: Office of Training and Human Resource Development at 202-287-1656.



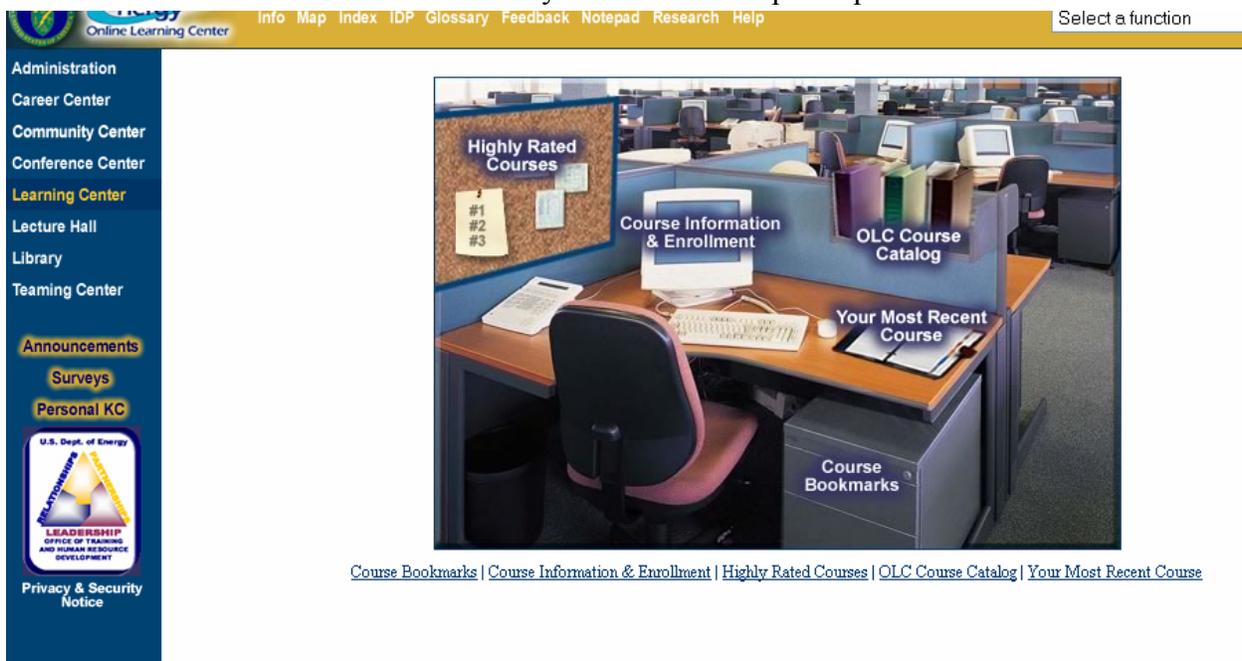
(Figure 3.24)

- i. Click on **Technical Papers** hot spot in the Conference Center, or on the link below it (See figure 3.21).
- ii. Type a word which you would like to search for in the Keywords text box.
- (1) Click on the **Search** button.
 - (2) Your results will be displayed in the lower left frame.
 - (3) To view additional information on any of presented items, click on the **Info** button adjacent to the title.
 - (4) New information is presented in the right frame. (Use the scroll bar as required to view all information.)
 - (5) For more information click on the **title** of the desired presentation in either the left or right frame.
 - (6) A new window is opened to display this information.
 - (7) Click on the on the **X** in the upper right hand corner to close this window.

18. Learning Center - The Learning Center is the location for the following functions:

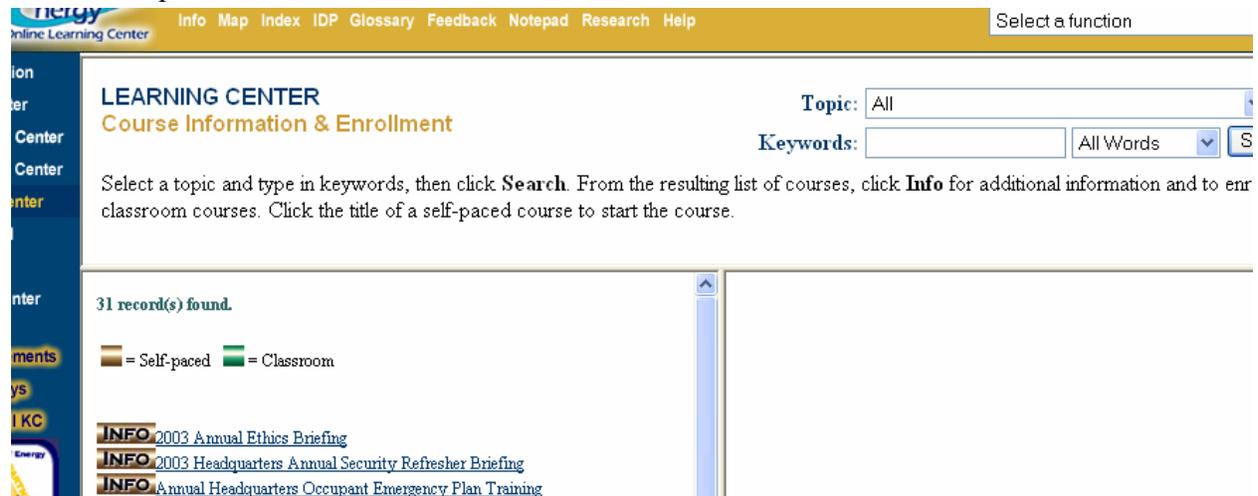
- Courseware catalogue
- Schedules of pending sessions
- CBT delivery
- Links to an external training provider's courseware site and events
- Student enrollment capabilities
- Training administrator and trainer functions

The Learning Center provides access to courses that are offered to employees, both online and in the classroom setting. Employees have the ability to select the location most convenient to them and electronically enroll or cancel participation.



(Figure 3.25)

- a. Course Information & Enrollment - Course information and enrollment provides course synopsis information, and access to self-paced courses, grouped into topics and searchable by keywords, course information includes cost, instructor, and course description.



(Figure 3.26)

- i. To *Register* for a course
- (1) To register for a course: Select **Learning Center** from the campus map, or the left toolbar menu (See figure 2.2).
 - (2) In the search field at the top, select a **topical area** from the Course Information and Enrollment list provided, as well as keywords you want to search on. (See figure 3.26).
 - (3) After entering information into the search form on top, click on the ‘Search’ button.
 - (4) Click on the **course title** of the desired course (See figure 3.26).
 - (5) Finally, click on the **Take Course** button.
- ii. To fill out a *Course Evaluation*
- (1) At the completion of a course, select **Learning Center** from the campus map, or the left toolbar menu (See figure 2.2).
 - (2) In the search field at the top, select a **topical area** from the Course Information and Enrollment list provided, as well as keywords you want to search on. (See figure 3.26).
 - (3) Click on the **course title** of the completed course (See figure 3.26). (To find the course faster, you may do a Keyword search here also. Simply type in a keyword from the course title in the Keywords box, then click on **Display**.)
 - (4) Finally, click on the **Take Evaluation** button.
 - (5) Complete all areas of the evaluation form, then click on the **Submit** button.

- b. Highly Rated Courses - Highly Rated Courses is a feature that allows users to view a list of training courses that have ranked highly by other users of the Online Learning Center.

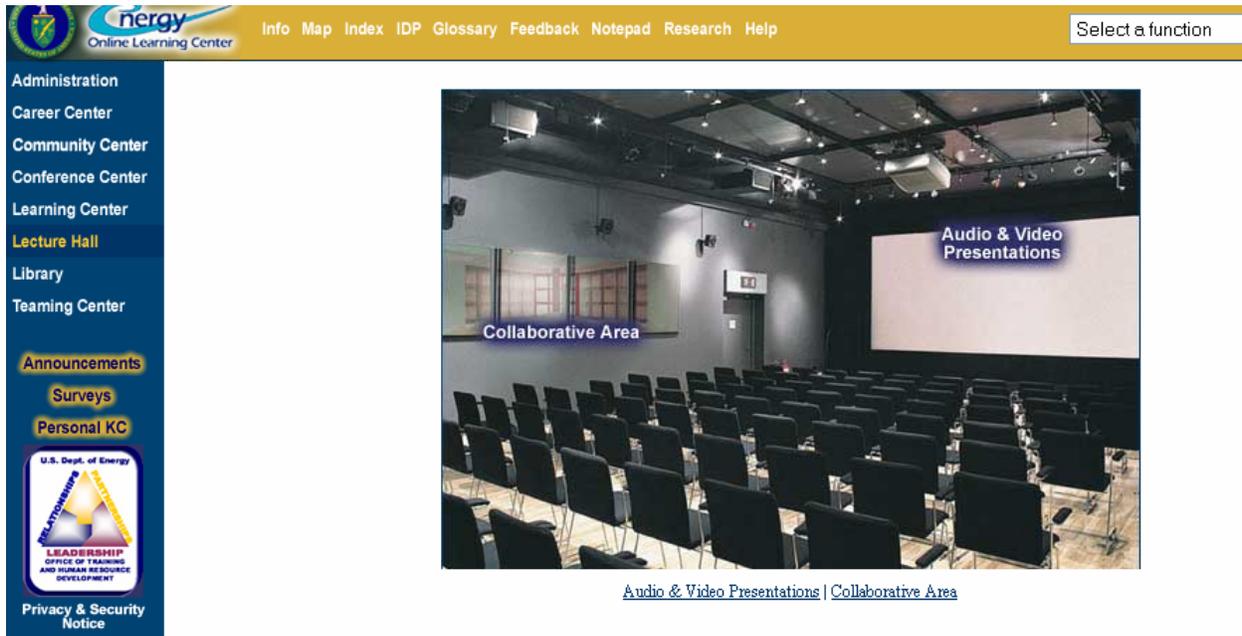
The screenshot shows the Online Learning Center interface. On the left is a dark blue navigation sidebar with the following menu items: Administration, Career Center, Community Center, Conference Center, Learning Center (highlighted in yellow), Lecture Hall, Library, Teaming Center, Announcements, Surveys, and Personal KC. Below the menu is a logo for the U.S. Dept. of Energy Leadership Office of Training and Human Resource Development, with a 'Privacy & Security Notice' link below it. The main content area has a yellow header with 'Online Learning Center' and 'LEARNING CENTER Highly Rated Courses'. Below the header, it states: 'The following are highly rated courses based upon review and/or course completion by D trainees.' A numbered list of 13 course titles follows, each underlined as a link:

1. [Communicate to Develop Relationships](#)
2. [Delivering Your Presentation](#)
3. [Foundations of Grammar](#)
4. [Analyze Your Use of Time](#)
5. [Conquering Conflict through Communication](#)
6. [Forging Shared Team Operational Values](#)
7. [OSHA General Industry Health](#)
8. [OSHA General Industry Safety](#)
9. [Project Management Context and Processes](#)
10. [Seeking Organizational Integration](#)
11. [Set goals and Prioritize Your Use of Time](#)
12. [Setting a Course](#)
13. [The Three Stages of Aggressive Behavior](#)

(Figure 3.27)

- i. Click on **Highly Rated Courses** hot spot in the Learning Center, or on the link below it (See figure 3.25).
- ii. From the list of course names displayed in the lower frame, click on the title **link** of the desired course if you would like more information (See figure 3.27).
- iii. Click on the **Take Course** button if you would like to take the course now.

- c. Lecture Hall - The Lecture Hall is the location students can search for audio and video presentations, and engage in collaborative discussions.



(Figure 3.28)

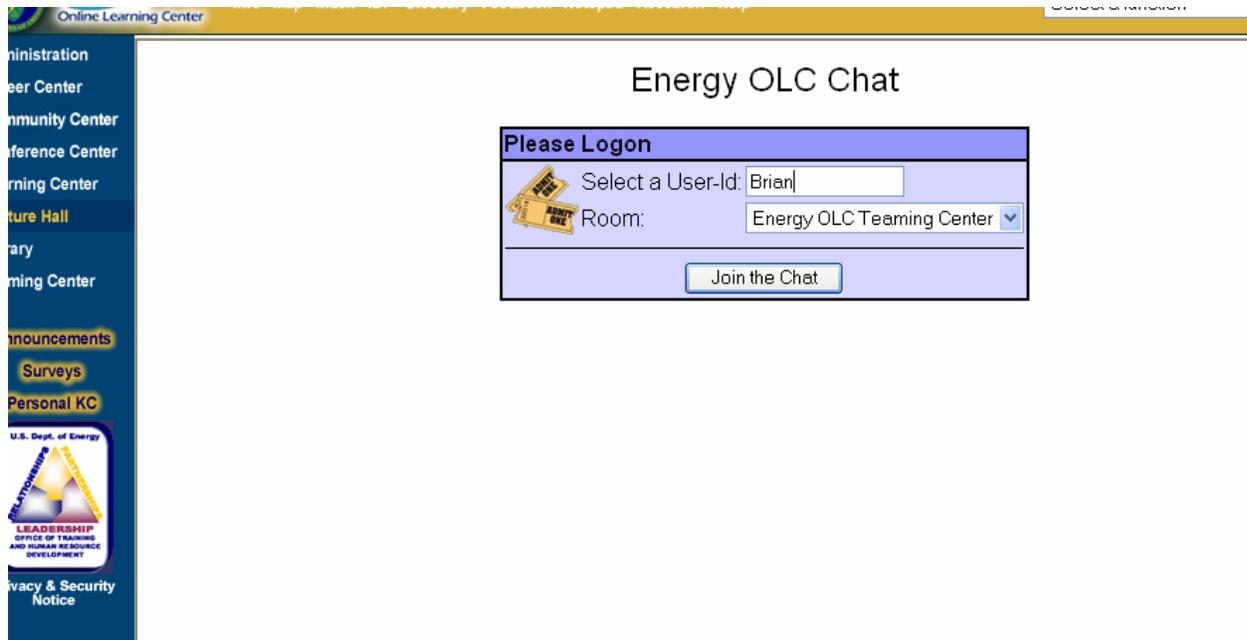
-
- d. Audio/Video Presentations - THIS PAGE IS UNDER CONSTRUCTION. Upon completion audio and video presentations are archived here. These materials may require a plug-in or special software.

This site is currently unavailable. If you have any information for this site, please contact: Office of Training and Human Resource Development at 202-287-1656.



(Figure 3.29)

- e. Collaborative Areas - Collaborative areas provide peer to peer and instructor to student interaction. Through the use of chat rooms, users can communicate with others in real time.



(Figure 3.30)

- i. Click on **Collaborative Areas** hot spot in the Lecture Hall, or on the link below it (See figure 3.28).
- ii. Select your desired chat room by using the dropdown menu.(See figure 3.30)
- iii. Click on the **Join the Chat** button.
- iv. Read the chat messages in the left half of the chat box.
- v. To submit a comment, type it in the bottom box of the chat window and click on one of the following buttons (**Say**, **Whisper**, **Think**, or **Action**), depending on the way you would like to present it.
- vi. When finished, click on the **Exit Chat** button.

19. Library - The library is the location for references, research materials, and links to information and learning resources.

Administration
Career Center
Community Center
Conference Center
Learning Center
Lecture Hall
Library
Teaming Center

Announcements
Surveys
Personal KC



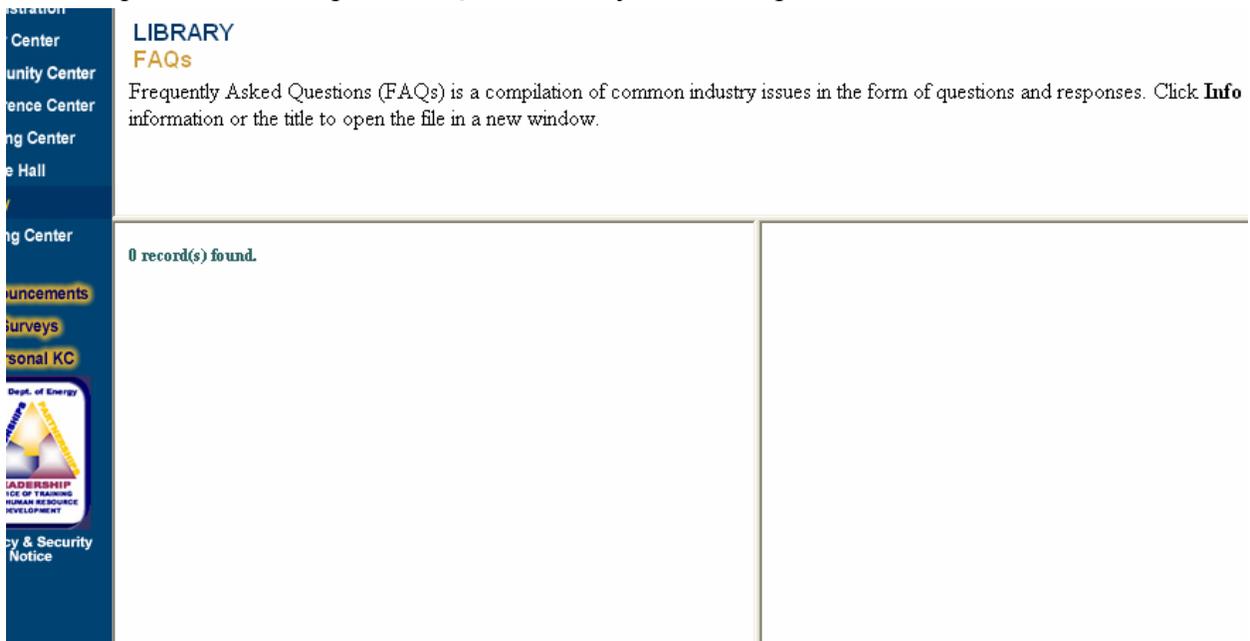
Privacy & Security Notice



[FAQs](#) | [Periodicals](#) | [Quick Sites](#) | [References](#) | [Regulations & Policies](#) | [Resources](#)

(Figure 3.31)

- a. FAQ's - FAQ's is a compilation of common DOE issues or specific topics in the form of questions and responses. Questions may have multiple answers from different sources.



(Figure 3.32)

- i. Click on **FAQ's** hot spot in the Library, or on the link below it (See figure 3.31).
- (1) The topics are displayed in the lower left hand frame.
 - (2) To view an individual FAQ click on the **Answer** button adjacent to the desired title.
 - (3) The answer is displayed in the right frame. (Scroll as required to view the answer in its entirety.)

- b. Periodicals - Periodicals are online magazines, newsletters, and newspapers. Information includes a summary and a link to the site.

Periodicals

Periodicals are online magazines, newsletters, and newspapers. Information includes a summary and a link to the site. Click **Info** for additional information or the title to open the file in a new window.

34 record(s) found.

- INFO** [COTS Journal](#)
- INFO** [Government Contractor Insights](#)
- INFO** [FENDonline.com](#)
- INFO** [Government Executive](#)
- INFO** [Federal Times](#)
- INFO** [Commerce Business Daily](#)
- INFO** [The Federal Acquisition Virtual Library](#)
- INFO** [Electronic Commerce Resource Center OnRamp](#)
- INFO** [Defense Finance and Accounting Service \(DFAS\) Online](#)
- INFO** [Dimensions Online](#)
- INFO** [Army Acquisition Reform](#)
- INFO** [Acquisition Reform Today](#)
- INFO** [OSHA News Releases](#)
- INFO** [NIOSH Press Releases](#)
- INFO** [News from the EPA](#)
- INFO** [Office of Pollution Prevention Daily](#)
- INFO** [CNN Sci-Tech](#)
- INFO** [Science Daily](#)

(Figure 3.32)

- i. Click on **Periodicals** hot spot in the Library, or on the link below it (See figure 3.31).
- (1) The items are displayed in the lower left hand frame.
 - (2) To view additional information on any of the displayed periodicals, click on the **Info** button adjacent to the title.
 - (3) For further information on any periodical, click on the title **link** from either the left or right frame.
 - (4) A new window is opened to display the new material.
 - (5) Click on the on the **X** in the upper right hand corner to close this window.

- c. Quick Sites - Quick Sites are shortcuts to key DOE sites. Information includes a summary and a link to the site. There is also a link to submit a critique of any listed site.

The screenshot shows the 'LIBRARY Quick Sites' section of the DOE Online Learning Center. The page has a blue header with navigation links like 'Home', 'Map', 'Index', 'IDP', 'Glossary', 'Feedback', 'Notepad', 'Research', and 'Help'. A left sidebar contains various navigation options such as 'Administration', 'Career Center', 'Community Center', 'Conference Center', 'Learning Center', 'Lecture Hall', 'Library', 'Reading Center', 'Announcements', 'Surveys', 'Personal KC', and 'Privacy & Security Notice'. The main content area is titled 'LIBRARY Quick Sites' and contains a paragraph explaining that Quick Sites are shortcuts to key industry sites. Below this, it states '117 record(s) found.' and lists 17 items, each with an 'INFO' button and a title link. The items listed are: DTIC (Defense Technical Information Center), Early Bird, Earned Value Management, EDGAR, Federal Acquisition Virtual Library, Federal Statistics (FedStats), Federal Web Locator, FedLaw, Fedworld, FedWorld Job Links, FY 2001 Budget, General Accounting Office (GAO), Hoover's, Marine Corps, Defense Acquisition Deskbook (DAD), Defense Modeling and Simulation Office (DMSO), and Defense Science and Technology Plan (DTIC).

(Figure 3.33)

- i. Click on **Quick Sites** hot spot in the Library, or on the link below it (See figure 3.31).
- (1) To *Access* another site (See figure 3.33):
 - (a) The sites are displayed in the lower left hand frame.
 - (b) To view additional information on any of the displayed titles, click on the **Info** button adjacent to the title.
 - (c) To access any site, click on the title **link** from either the left or right frame.
 - (d) A new window is opened to display the new material.
 - (e) Click on the on the **X** in the upper right hand corner to close this window.

- d. References - References are DOE and industry - specific standards and guidelines. They are listed alphabetically with a description, source, author, and a link to the online document.

The screenshot shows the 'LIBRARY References' section of the Online Learning Center. The page header includes 'Info Map Index IDP Glossary Feedback Notepad Research Help' and a 'Select a function' button. The left sidebar contains various navigation options like 'Administration', 'Center', 'Community Center', 'Reference Center', 'Learning Center', 'Store Hall', 'Library', 'Learning Center', 'Announcements', 'Surveys', 'Personal KC', 'U.S. Dept. of Energy', 'LEADERSHIP PRICE OF TRAINING IN HUMAN RESOURCE DEVELOPMENT', and 'Privacy & Security Notice'. The main content area is titled 'LIBRARY References' and contains a description: 'References are industry-specific files of various media that include articles, surveys, reports, etc. References are organized by topics, an source, file type, and media type information and a link to the site. References can also be linked to learning object courses and access the course.' Below this is a prompt: 'Click **Info** for more details or the title to go to the reference.' A search result summary states '241 record(s) found.' The list of references begins with an **INFO** button followed by the title '100 Most Frequently Cited OSHA Construction Standards in 1991: A Guide for the Abatement of the Top 25 Associated Physical Hazards'. Other references include '14 CFR' and various '14 CFR Part' entries with their respective appendices.

(Figure 3.34)

- i. Click on **References** hot spot in the Library, or on the link below it (See figure 3.31).
- (1) The available references are displayed in the lower left hand frame.
 - (2) To view an individual reference click on the **Info** button adjacent to the desired title.
 - (3) The information is displayed in the right frame.
 - (4) For further information on any title, click on the title **link** from either the left or right frame.
 - (5) A new window is opened to display the new material.
 - (6) Click on the on the **X** in the upper right hand corner to close this window.

- e. Regulations & Policies - Regulations and Policies are industry-specific standards and guidelines. They are listed alphabetically with a description, source, author, and a link to the online document.

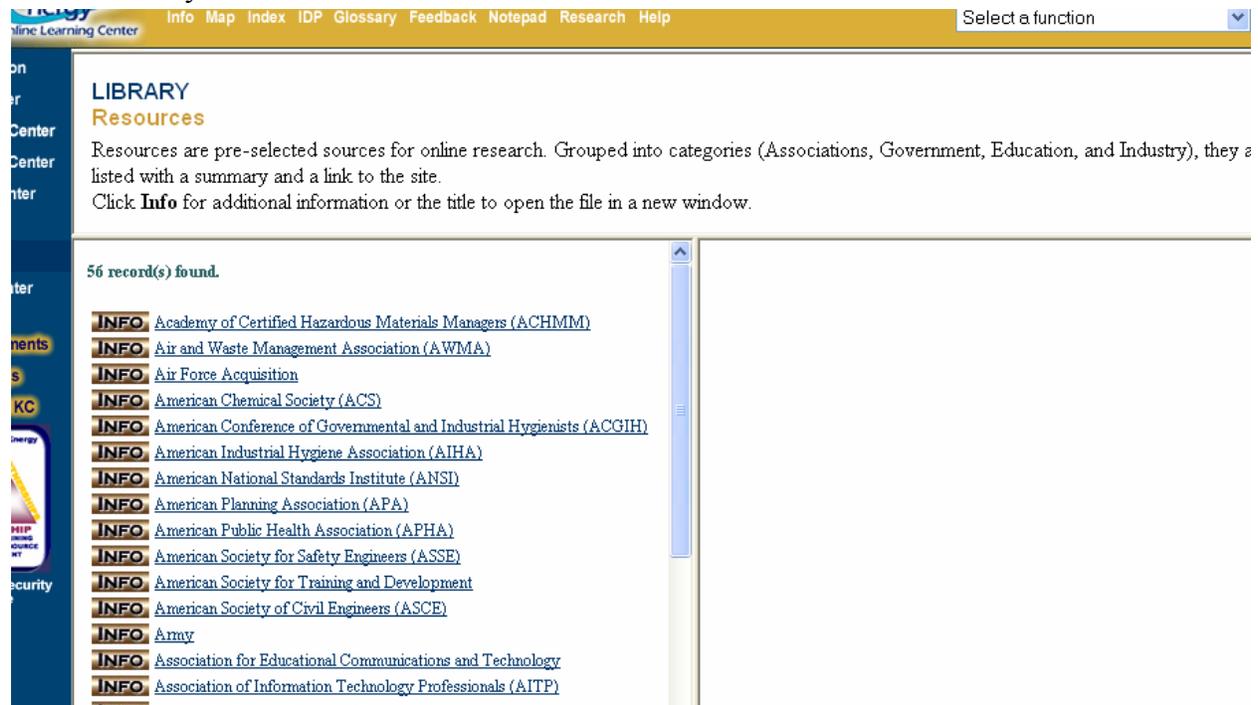
The screenshot shows the 'LIBRARY' page for 'Regulations & Policies'. The header includes 'Online Learning Center' and 'Select a function'. The left sidebar contains navigation links like 'Administration', 'Member Center', 'Community Center', etc. The main content area displays '32 record(s) found.' and a list of 15 items, each with an 'INFO' button and a title link. The items listed are:

- INFO [Defense Acquisition Deskbook](#)
- INFO [Federal Acquisition Regulation](#)
- INFO [Defense Federal Acquisition Regulation Supplement](#)
- INFO [Army Federal Acquisition Regulation Supplement](#)
- INFO [FAR Part 13: Simplified Acquisition Procedures](#)
- INFO [FAR Part 11: Describing Agency Needs](#)
- INFO [FAR Part 12: Acquisition of Commercial Items](#)
- INFO [FAR Part 14: Sealed Bidding](#)
- INFO [FAR Part 15: Contracting by Negotiation](#)
- INFO [FAR Part 17: Special Contracting Methods](#)
- INFO [Code of Federal Regulations](#)
- INFO [U.S. Code](#)
- INFO [Government Printing Office](#)
- INFO [OSHA - Fact Sheets](#)
- INFO [Air Force Publications Office](#)

(Figure 3.35)

- i. Click on **Regulations & Policies** hot spot in the Library, or on the link below it (See figure 3.31).
- (1) The available documents are displayed in the lower left hand frame.
 - (2) To view an individual regulation or policy click on the **Info** button adjacent to the desired title.
 - (3) The information is displayed in the right frame.
 - (4) For further information on any title, click on the title **link** from either the left or right frame.
 - (5) A new window is opened to display the new material.
 - (6) Click on the on the **X** in the upper right hand corner to close this window.

- f. Resources - Resources are pre-selected sources for online research. Grouped into categories (Associations, Government, Education, and Industry), they are listed with a summary and a link to the site.



(Figure 3.36)

- i. Click on **Resources** hot spot in the Library, or on the link below it (See figure 3.31).
- (1) The available resources are displayed in the lower left hand frame.
 - (2) To view an individual regulation or policy click on the **Info** button adjacent to the desired title.
 - (3) The information is displayed in the right frame.
 - (4) For further information on any title, click on the title **link** from either the left or right frame.
 - (5) A new window is opened to display the new material.

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20. Teaming Center – The Teaming Center is where most collaboration between OLC Users takes place. It allows for the creating of ‘Team Rooms’, which include Threaded Discussions, Chat Rooms, Areas for posting documents/slideshows, as well as a calendar function.



[Team Room Management](#) | [Team Rooms](#)

(Figure 3.37)

lick on the on the X in the upper right hand corn

- a. Team Room Management – This is where you can create your own Team Room, or manage membership/permissions within your Team Room.

The screenshot shows the 'Team Room Management' page in the OLC. At the top, there is a navigation bar with links: Info, Map, Index, IDP, Glossary, Feedback, Notepad, Research, Help. Below this is a sidebar with various navigation options: Administration, Peer Center, Community Center, Conference Center, Learning Center, Culture Hall, Library, Teaming Center (highlighted), Announcements, Surveys, Personal KC, and a logo for the U.S. Dept. of Energy Leadership Office of Training and Human Resource Development. The main content area displays a message: 'The team room 'Brian's Test Room' was created. To add a logo to the Team Room, click Edit to return to click Add Logo.' Below this is the 'TEAMING CENTER' header and 'Team Room Management' sub-header. A paragraph explains that Team Room Management is where users create new Team Rooms and Team Room Owners can manage the rooms. A link 'Create New Team Room' is provided. Under 'Current Open Rooms', there is a list with a checkbox for 'Select All' and a checkbox for 'Brian's Test Room (Private)' with links 'Edit' and 'Administer'. A 'Close Team Rooms' button is also present. At the bottom, a message states: 'You are not an owner of any Closed Team Rooms'.

(Figure 3.38)

- i. To Create a Team Room
- (1) Click on **Team Room Management** hotspot in the Teaming Center, or on the link below it (See figure 3.37)
 - (2) Click on **Create New Team Room** (See figure 3.38)
 - (3) Fill in the form, as described in the provided instructions.
 - (4) When asked to select the 'Room Type', use the following guidance:
 - (a) Public Rooms are open to all OLC Users. Everyone can view and post new content.
 - (b) Moderated Rooms are open to all OLC Users, but only designated individuals can post new content.
 - (c) Private Rooms are only open to designated individuals.
- ii. To Administer a Team Room
- (1) Click on **Team Room Management** hotspot in the Teaming Center, or on the link below it (See figure 3.37)
 - (2) Click on **Administer** next to the room you wish to make changes to. (See figure 3.38)
 - (3) To add Room Owners/Contributors/Members, click on Add Owners/Contributors/Members, then use the search features to select the user you wish to add.

- b. Team Rooms – The Team Rooms are where most collaboration between OLC Users takes place. They include Threaded Discussions, Chat Rooms, an ‘Outlook-style’ calendar, and areas to post documents.

The screenshot shows the 'TEAMING CENTER' interface. At the top left, the text 'TEAMING CENTER' is in blue, and 'Team Rooms' is in orange. To the right, there is a search bar with the label 'Keywords:' and a dropdown menu set to 'All Words'. Below the search bar, a paragraph explains that Team Rooms are collaborative areas for groups of people, including a calendar, a BBS, a chat room, and links to content. It instructs users to enter keywords, select a search option, click 'Search', and click 'Info' for more information or to open the file in a new window. The main content area shows '10 record(s) found.' followed by a list of ten team rooms. Each entry starts with an 'INFO' icon, followed by the room name and its status in parentheses. The rooms listed are: Brian's Test Room - (Private), Certificates of Achievement Program Room - (Moderated), Hood Academic Guidance - (Public), OLC Test Room - (Public), PM Systems and Practices in DOE - (Moderated), Project Management Essentials - General News - (Moderated), Project Management Essentials-IT - (Moderated), Public Reference Room - (Public), Strayer Academic Guidance - (Public), and work force planning and development team - (Moderated).

(Figure 3.39)

- i. To Find a Team Room
- (1) Click on **Team Rooms** hotspot in the Teaming Center, or on the link below it (See figure 3.37)
 - (2) Click on **Search** (See figure 3.39)
 - (3) To get more information concerning a Team Room, click on the Info button beside it's title.
 - (4) To open a Team Room, click on it's title.

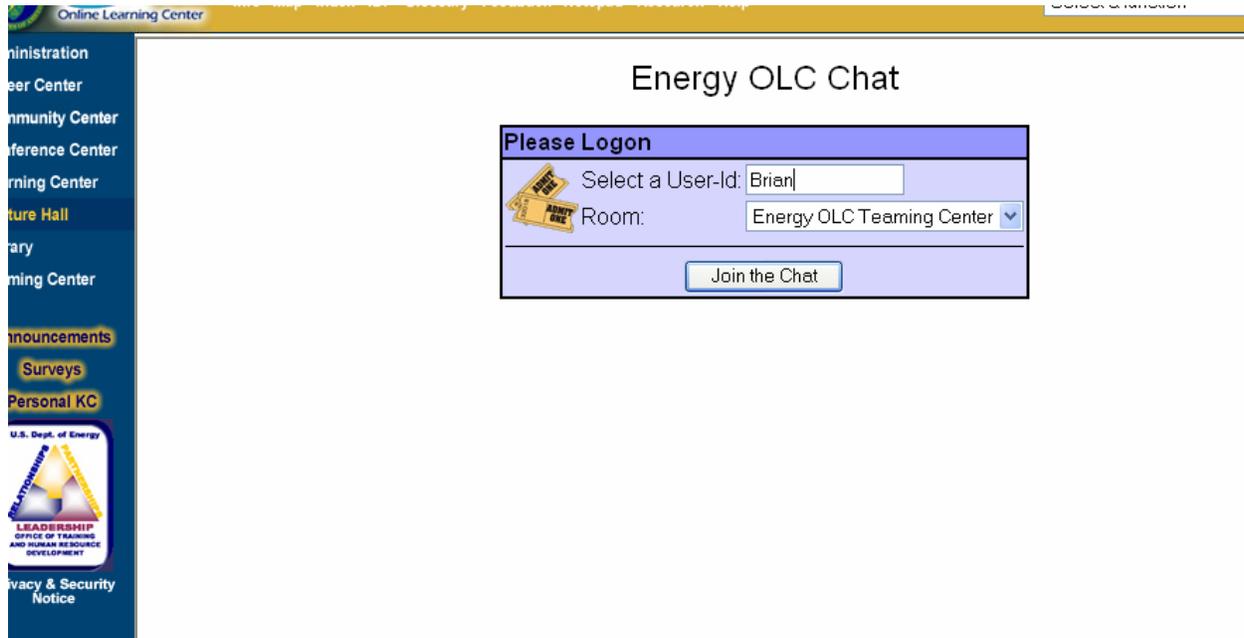
- c. Threaded Discussion - This is a threaded discussion - based forum, organized by topic where users post, read, and reply to messages.

The screenshot shows the 'COMMUNITY CENTER Bulletin Board' interface. At the top, there is a navigation bar with links: Info, Map, Index, IDP, Glossary, Feedback, Notepad, Research, Help, and a 'Select a function' dropdown. A left sidebar contains navigation links: Administration, Career Center, Community Center (highlighted), Conference Center, Learning Center, Lecture Hall, Library, Teaming Center, Announcements, Surveys, and Personal KC. Below the sidebar is a logo for the U.S. Dept. of Energy Leadership Office of Training and Human Resource Development with a 'Privacy & Security Notice' link. The main content area is titled 'COMMUNITY CENTER Bulletin Board' and features a 'Forum:' dropdown menu set to 'OLC Discussion (11)', a 'Display' button, and a 'Keywords:' search box with a 'Search Forum' button. Below this, a text block explains: 'To post or read messages, select a forum, then click **Display**. Click the message subject to read the full message. To search a keyword or phrase, then click **Search Forum** to query only the select forum or **Search All** to search all forums.' A 'Start a new thread' icon is present. A list of discussion threads is shown, including: 'The New EnergyOLC (3) (2) - David DeVaux - 11/7/2002 11:59:13 AM', 'Ability to copy info from training course (1) (0) - NANCY HILL - 7/26/2002 9:22:30 AM', 'Lack of Reports Features (1) (0) - Randall CLINE - 6/10/2002 9:06:29 AM', 'Learning on line (2) (1) - PAMELA LEWIS - 5/2/2002 7:50:15 PM', 'What is the advantage of learning online? (3) (1) - Dorothy VAN STEINBURG - 9/9/2000 11:00:57 AM', and 'OLC Discussion Use (1) (0) - Paul Somerville - 7/12/2000 9:07:23 AM'.

(Figure 3.15)

- i. Click on **BBS** in the Team Room.
- (1) Select your desired forum form the dropdown menu box in the top frame (See figure 3.15).
 - (2) To *Review* any of the presented discussion threads, click on the title.
 - (a) To *Reply* to any comment in an existing thread:
 - (i) Click on the **Reply** icon at the bottom of the original message.
 - (ii) Type your comment in the provided Message field.
 - (iii) Click on the **Reply** button to submit your comment.
 - (iv) Click **Cancel** to exit the reply form.
 - (3) To *Begin* a new discussion thread:
 - (a) Click on the Start a new thread **icon** in the lower frame.
 - (b) Input the desired Subject and Message in the appropriate fields.
 - (c) Click on the **Post** button to submit your message.
 - (d) Click **Cancel** to exit the new discussion form.

- d. Chat Rooms – Chat Rooms provide peer to peer and instructor to student interaction. Through the use of chat rooms, users can communicate with others in real time.



(Figure 3.30)

- i. Click on the **Chat** link in the Team Room.
- ii. Select your desired chat room by using the dropdown menu.(See figure 3.30)
- iii. Click on the **Join the Chat** button.
- iv. Read the chat messages in the left half of the chat box.
- v. To submit a comment, type it in the bottom box of the chat window and click on one of the following buttons (**Say**, **Whisper**, **Think**, or **Action**), depending on the way you would like to present it.
- vi. When finished, click on the **Exit Chat** button.

21. Minimum System Requirements

- Pentium 200mhz (Pentium processor or higher recommended)
- Windows 95, or Windows NT 3.51 or higher
- 8 MB RAM (16 MB recommended)
- 800 x 600, 256 color display (higher resolution and color depth recommended)
- TCP/IP access via 28.8 modem or LAN access to the Internet
- Netscape 4.7 or Internet Explorer 5.0 or higher

22. Basic Terminology Used In This Guide

- **Button:** An area on the computer screen that allows a mouse click to activate a given action which is usually labeled on the face of the button.
- **Click on:** To move the on-screen mouse cursor over the object to be “clicked” and press the left button of the mouse.
- **Dropdown menu:** A menu containing options from which a user may make a selection.
- **Form:** A series of text boxes and/or fields, check boxes, or radio buttons which allow for user input a series of related data.
- **Frame:** The sectioning of a web-browser screen to allow for the changing of contents of any frame with out disturbing the contents of others being displayed at the same time.
- **Hot Spot:** A determined position on a screen that allows a mouse click to initiate an action, much like a button, but is usually in the form of a picture or some section of it.
- **Link, Hyperlink:** A unit of text, usually denoted by a different color font than that around it, and an underline, which allows a mouse click to initiate the navigation to a new location on a website, or in a document.
- **Mouse cursor:** The on-screen representation of the location of the mouse as it moves in the virtual world of the computer. This is usually seen as an arrow or pointing device of some sort.
- **Radio Button:** A type of input device to denote a selection. The main characteristic of a radio button is that only one in a defined set may be selected at any given time.
- **Text box or Text field:** An area of a web page, represented by a box, which allows a user to give input in the form of text.
- **Toolbar:** A place on the computer screen in a software package or web page which is designated to be a main location for buttons allowing interaction functions.
- **URL:** Also known as the “address” of a web page or resource. This is the information that is to be typed into the address or location text field of a web-browser to navigate to the specified location.
- **Web-browser:** A software program created to allow a user to accept and display web pages written in HTML, the primary language for the formatting of web-based materials.

- **Website or Site:** A virtual location housing one or many web pages.
- **Window:** An instance of a software package displaying on the computer screen.