RC-CCC ALMS User Guidance

Registration

For a student to participate in the Reserve Captains Career Common Core (RC-CCC) Course they must first obtain a valid ATRRS reservation <u>through their unit</u>. (The student is not authorized to request a course slot on their own.)

ATRRS course information:
      School Code: 701T
      School Name: Center for Teaching and Learning Excellence
      Course #: 9-00-C23 (DL)
      Course Title: RESERVE CAPTAINS CAREER COMMON CORE (RC-CCC)
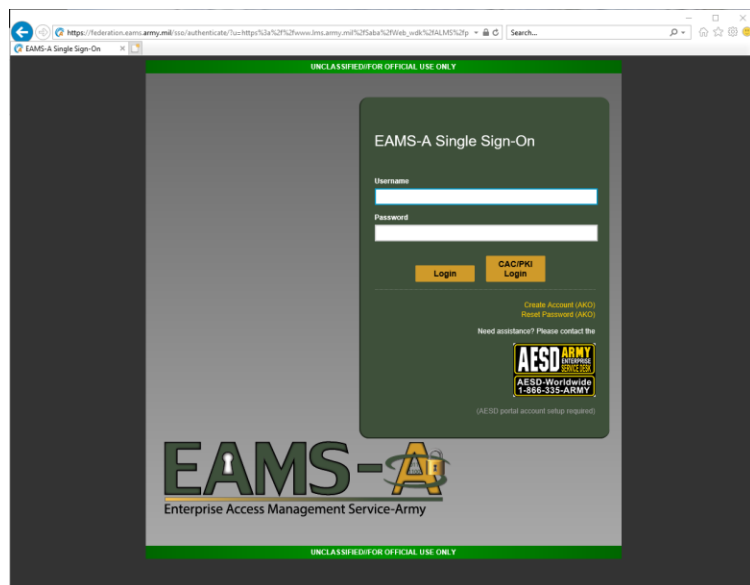   Class: 001 01 October 2019 to 30 September 2020

Once the unit has submitted an ATRRS request, within approximately 24 hours, the student will receive two emails from ATRRS (AATAM@atrrs.army.mil):

The first email is to notify you, "**an application has been submitted** on your behalf for the course listed above. If you have any questions in this matter please contact …."
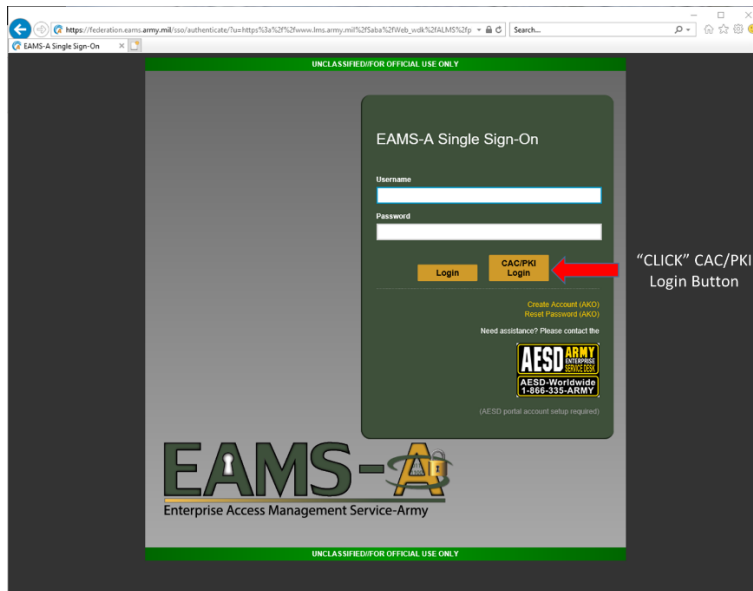
The second email, "confirms you have received a **reservation** for the RC-CCC course. If you have any questions in this matter please contact …."
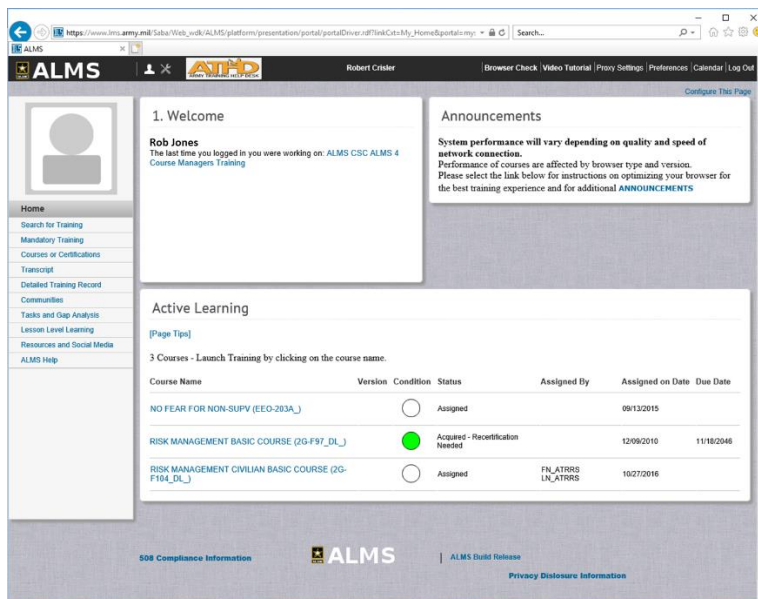
Navigation

After obtaining a valid ATRRS reservation, **the student should access Common Core course material through ALMS to start the course,** using your CAC through the AKO portal or at the following link: https://www.lms.army.mil
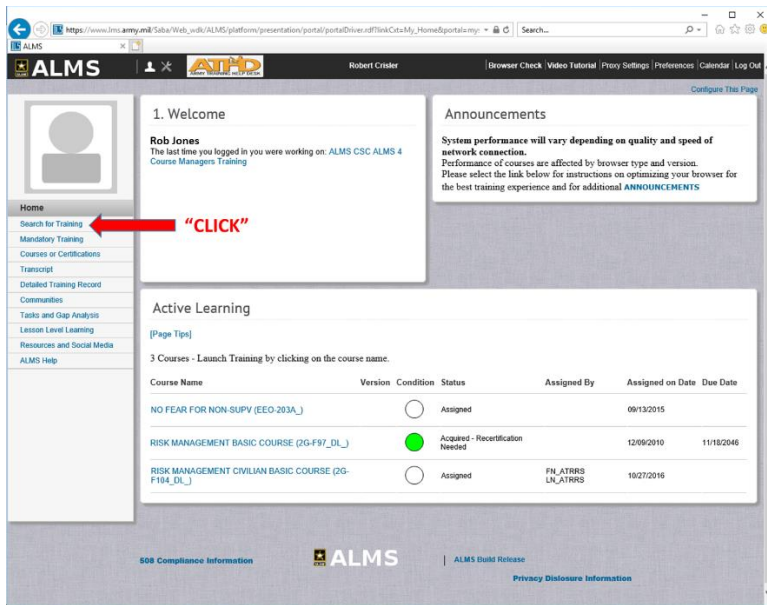

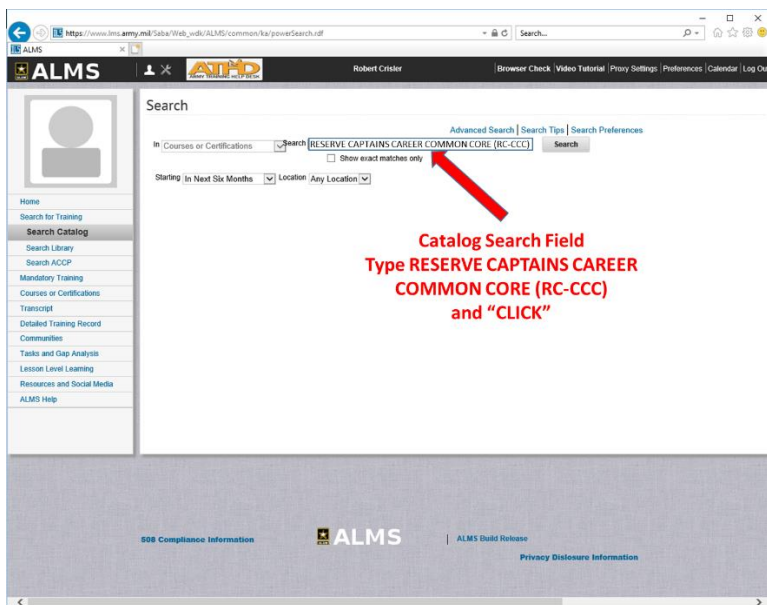(EAMS Login Page)

("CLICK" CAC Login Button)

(ALMS personal Homepage)

Once you reach your home page;

Select the "Search for Training" link on the left hand side of the home page and "CLICK"

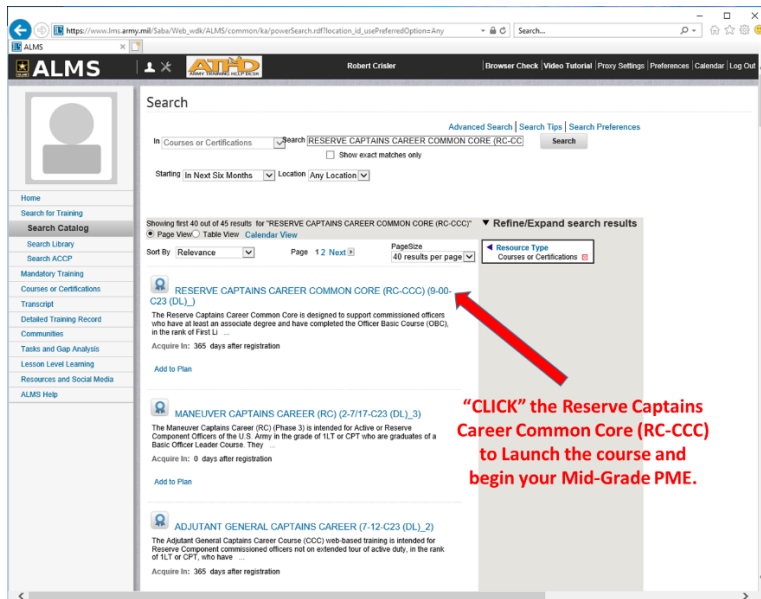In the catalog search field, type "RESERVE CAPTAINS CAREER COMMON CORE (RC-CCC)" and CLICK "search."

You will see the course hyperlink listed in the main screen.
You should have immediate access to the LOI and course content. You will also receive an email confirmation from ALMS verifying your enrollment.

Course Material

To Launch and begin your Mid-Grade PME "CLICK" the Reserve Captains Career Common Core Common Core. –

"CLICK" the Reserve Captains Career Common Core (RC-CCC) to Launch the course and begin your Mid-Grade PME.

Then locate and "CLICK" on the Course Introduction - LOI topic "Launch" button contains the course Letter of Instructions (LOI), Reserve Captains Career Common Core – Errata*, and Reserve Captains Career Common Core - Course Introduction learning assignments.

* Ref to Errata: It is very important the student review the course Errata (it is even strongly recommended the student print this for reference when conducting each lesson. There is updated information provided regarding changes/updates to the course.

On your ALMS Homepage locate the "Active Learning" portlet, the Reserve Captains Career Common Core Common Core course Topics will be available to launch directly from there.

Once you have closed the course topics, what you have completed will reflect on your "Completed Learning Transcript" screen.

Students have 12 months to complete the course. Students who do not complete within the allotted time will need to re-register through ATRRS and begin the course again. It is however recommended the student contact their specific branch representative for updated and accurate completion times as this pertains to the student's personal professional military development.

Phase I Common Core consists of the following modules:
• Module 0: Course Introduction
• Module 1: Leadership
• Module 2: Leadership Essentials
• Module 3: Across Cultures
• Module 4: Mission Command
• Module 5: Unified Land Operations
• Module 6: Essentials of Operations
• Module 7: Unit Training Management

Certificate

The course automatically generates a certificate and updates ATRRS upon completion.

**Recommend printing a copy of your course completion certificate and bring it with you to the branch-specific resident phase to avoid any verification issues!

To retrieve your certificate:
- Click on "Courses and Certifications" (Left Column)
- Scroll down to course
- Slide to last column on right "Actions" and click
- Select "Print Certificate"

Trouble Shooting

At bottom of the home screen under "Resources" use the "Browser Check" to see compatibility issues.

Contact the help desk if there are any additional issues or technical questions:

athd@athdmail.army.mil
1-800-275-2872
Please listen for the ALMS option

User Advisories - Prior Course Versions

Per HQ TRADOC Tasking Order IN180513 (dated 20FEB18):
The Reserve Captains Career Common Core (RC-CCC) Course, Distributed Learning (DL) phase is transitioning from the CGSC Blackboard system to the Army Learning Management System (ALMS). Once registered, students will have 1 year (365 days) to complete the course. As of 12 July 2018, students have not been able to enroll in the Blackboard-based course, only in ALMS. For those students which were already enrolled in the Blackboard version of the course, there are two options:

> 1) Continue with the course in Blackboard and you will have until 30 September 2019 to complete the course as your prerequisite requirement for the resident phase of RC-CCC.

> 2) You have the option to dis-enroll from the Blackboard course and register for the new course in ATRRS using the above directions. Please note, the curriculum in the ALMS-based course is more recent and provides a more interactive experience for the student.

Per CAC Order C191388 Implementation of FY20 MLC CCC (dated 1FEB19):
Students who registered for the ALMS "direct-register" version of the course (from Jul 2018 through 28 Feb 2019), can continue in this version of the course for up to and only 1 year from the original date of registration. If the student fails to complete the course in the allotted 1 year timeframe, the student will need to CANCEL their present course and re-enroll in a new ATRRS number for distributed learning. It should also be noted, when the student does complete the RC-

CCC (DL) they must provide their branch school with a certificate of completion for the course to receive credit (it will not automatically update in ATRRS).

ATRRS Information:
    School Code: 701T
    School Name: Center for Teaching and Learning Excellence
    Course #: 9-00-C23 (DL)
    Course Title: RESERVE CAPTAINS CAREER COMMON CORE (RC-CCC)
    Class: 001 01 October 2019 to 30 September 2020