



FedVTE Training Advisor Guide

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1 INTRODUCTION

A Training Advisor (TA) has the ability to monitor the training progress of fellow community members in FedVTE via the following reporting capabilities:

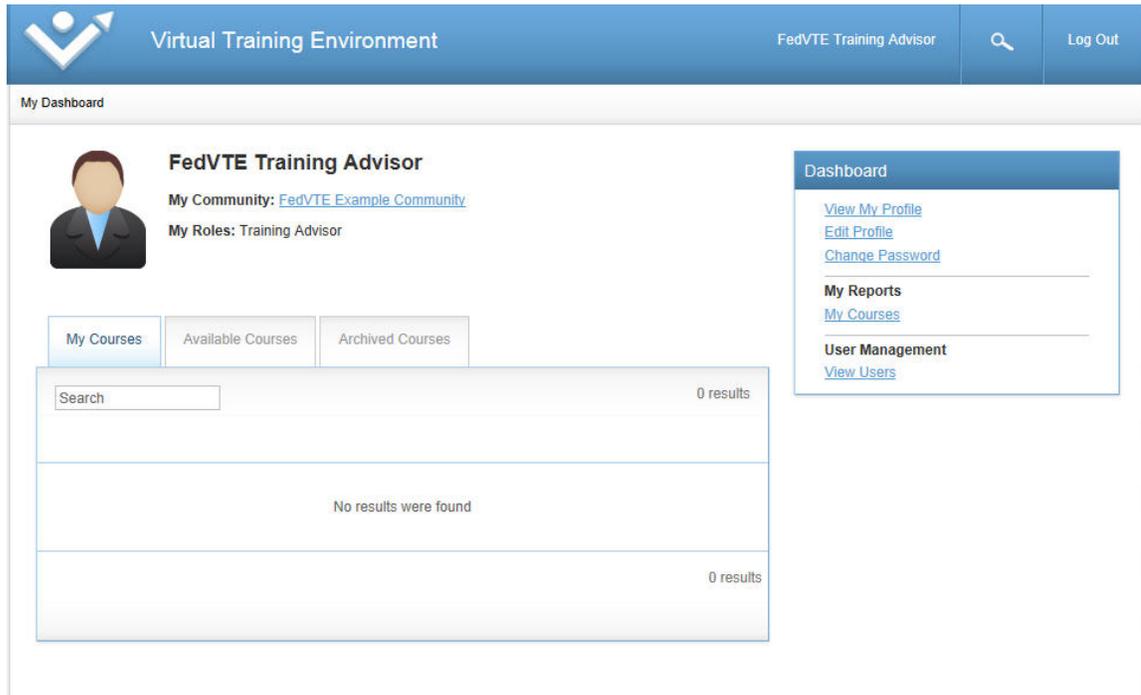
- Community
 - User Action Summary – View the total number of user logins and content views for all users within a community
 - User Course Completions – View the total course completions for all users and all courses within a community
- Users
 - Course Report – View a user’s progress for all courses in which they are enrolled
 - User Content Report – View a user’s progress on individual content items for courses in which they are enrolled (available from within the Course Report)
- Courses:
 - User Course Completions – Displays all users in a community who have completed a specific course
 - Course Users – Displays all community members’ progress against a given course
 - User Content Report – View a user’s progress on individual content items for courses in which they are enrolled (available from within the Course Users report)
 - Quiz Users Report – Details community members’ results for a specific quiz
 - Assessment Results Report – Details how a user answered individual quiz questions (available from within the Quiz Users report)

This guide details tasks that may be performed by a user that has the assigned role of Training Advisor in FedVTE.

Note: It is necessary for users with the Community Manger (CM) role to also be assigned the TA role to take advantage of the reporting capabilities.

2 TRAINING ADVISOR HOME PAGE

Training Advisor (TA) tasks begin at your home screen after you log into the system with your TA user credentials.



The screenshot displays the 'Virtual Training Environment' interface. At the top, there is a navigation bar with the 'Virtual Training Environment' title, the user's role 'FedVTE Training Advisor', a search icon, and a 'Log Out' button. Below this is the 'My Dashboard' section. On the left, there is a user profile card for 'FedVTE Training Advisor' showing a placeholder image, the user's name, their community ('FedVTE Example Community'), and their role ('Training Advisor'). Below the profile are three tabs: 'My Courses', 'Available Courses', and 'Archived Courses'. The 'My Courses' tab is active, showing a search bar with '0 results' and a message 'No results were found'. To the right of the main content is a 'Dashboard' sidebar with links for 'View My Profile', 'Edit Profile', 'Change Password', 'My Reports', 'My Courses', 'User Management', and 'View Users'.

To return to the home page from any other part of the system, just click on the Virtual Training Environment text in the panel across the top of the screen.

Next to the user image icon and under your name, you will find information specific to your user account.

- **My Community** – The community in which you are a member
- **My Roles** – Role(s) your account has been assigned in your community (or system if Admin is designated)

The tabs in the middle of the home screen pertain to your account's course information in FedVTE.

- **My Courses** – Courses you are currently enrolled in
- **Available Courses** – Courses available to members of your community
- **Archived Courses** – Courses you have archived

The sidebar on the right – the Action Panel – contains links to tasks your user account can perform in the system. The Dashboard task box contains tasks related to your user account.

- **View My Profile** – View the details of your profile
- **Edit Profile** – Change or add information to your profile
- **Change Password** – Reset the password for your user account
- **My Reports**
 - **My Courses** – Progress report for the courses you are currently enrolled in

The User Management section of the Dashboard contains a link to view users within your community for whom you are the assigned Training Advisor.

- **User Management**
 - **View Users** – View all users that are members in the community and obtain their individual course report

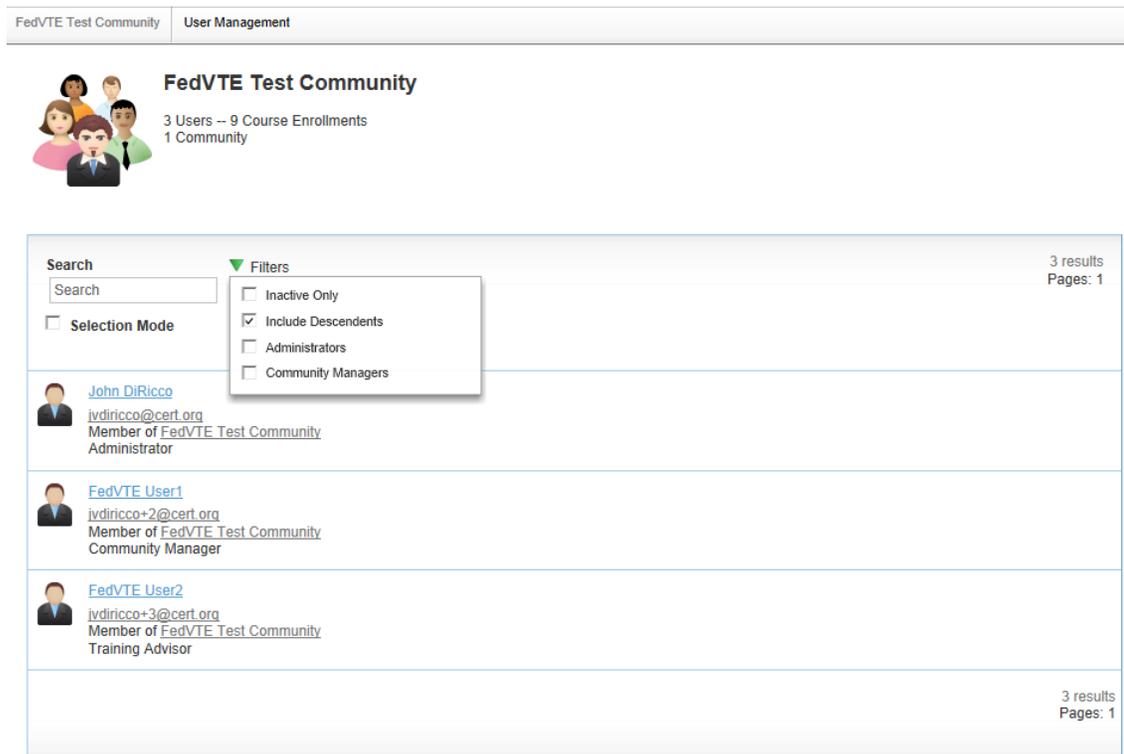
3 REPORTING: USERS

This section describes reporting that may be generated detailing individual user progress within the system.

3.1 Course Report

Training Advisors may view a user's progress for all courses in which the user is enrolled. To view a user's course report

1. Click the Virtual Training Environment text in the panel at the top of the screen to return to your user home screen.
2. Click the *View Users* link under User Management in the Dashboard Action Panel.
The User Management screen for your community opens.
3. Scroll, use the search box, and/or filters to locate the user whose progress report you want to view, and click his/her name link.



FedVTE Test Community | User Management

FedVTE Test Community
3 Users -- 9 Course Enrollments
1 Community

Search: [Search] 3 results
Pages: 1

Selection Mode

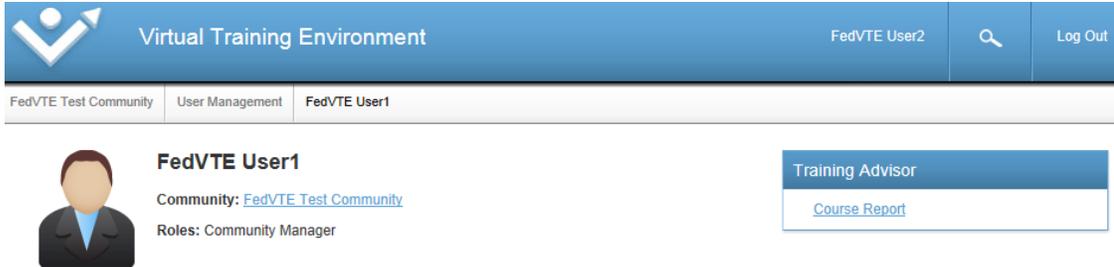
Filters

- Inactive Only
- Include Descendents
- Administrators
- Community Managers

 John DiRicco jvdricco@cert.org Member of FedVTE Test Community Administrator
 FedVTE User1 jvdricco+2@cert.org Member of FedVTE Test Community Community Manager
 FedVTE User2 jvdricco+3@cert.org Member of FedVTE Test Community Training Advisor

3 results
Pages: 1

- The details page for that user will open. Click the *Course Report* link in the Training Advisor Action Panel.



This will open the course report for that user. The report lists all enrolled courses for the user and a completion date for any courses that have been completed.



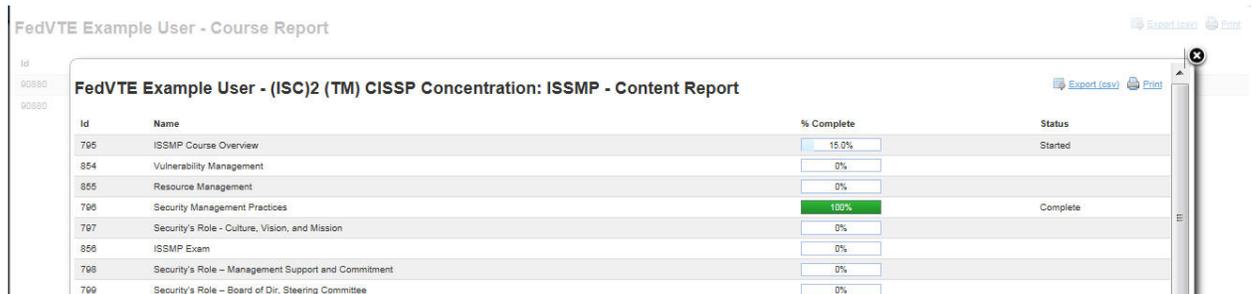
Id	Name	% Complete	Date Completed
90880	FedVTE Example User	(ISC)2 (TM) CISSP (R) Prep Version 2	
90880	FedVTE Example User	(ISC)2 (TM) CISSP Concentration: ISSMP	

- Click *Export (csv)* to create a .csv file from this data or *Print* to send the report to the printer.

3.1.1 User Content Report

The User Content Report allows the TA to view users' progress for individual content items within a course.

- To generate the User Content Report, start by running the User Course report as shown in the previous section.
- Click the course name link in the User Course Report for which you would like to view the progress of each content item in the course. The User Content Report will open and list:
 - The FedVTE system content ID number for each content item
 - The name of each content item
 - The user's completion percentage for each content item
 - Status indicating 'Started' or 'Complete'



Id	Name	% Complete	Status
765	ISSMP Course Overview	15.0%	Started
854	Vulnerability Management	0%	
855	Resource Management	0%	
796	Security Management Practices	100%	Complete
797	Security's Role - Culture, Vision, and Mission	0%	
858	ISSMP Exam	0%	
799	Security's Role - Management Support and Commitment	0%	
799	Security's Role - Board of Dir. Steering Committee	0%	

- Click *Export (csv)* to create a .csv file from this data or *Print* to send the report to the printer.

4 REPORTING: COURSES

This section details reports that may be generated for course level information.

4.1 User Course Completions Report

The User Course Completions report is a listing of all users in the community who have enrolled in, and completed a specific course. This report will list each user who has completed the course as well as each user's course completion date. To access the User Course Completions report

1. Click the Virtual Training Environment text in the panel at the top of the screen to return to your user home screen.
2. Click the *My Courses*, *Available Courses* or *Archived Courses* tab to locate the course for which you want to generate a report.
3. Click the course name link to reach the course home screen.
4. Click the *User Course Completions* link in the Training Advisor task box in the Action Panel.



The screenshot shows a web interface titled "Report Criteria" for "Report: User Course Completions". It includes a dropdown menu for "Community" set to "FedVTE Test Community" and an unchecked checkbox for "Include Child Communities". At the bottom right, there are "Generate Report" and "Cancel" buttons.

5. Specify the community and decedents if desired.
6. Click *Generate Report*.
7. The User Course Completion report opens and lists all users who have completed the course as well as each user's:
 - FedVTE system ID number
 - FedVTE user account name
 - Name of completed course
 - Community name
 - Course completion date



The screenshot shows a table titled "FedVTE Test Community - User Course Completion Report". The table has columns for Id, User, Course, Community, and Date Completed. A single row of data is visible.

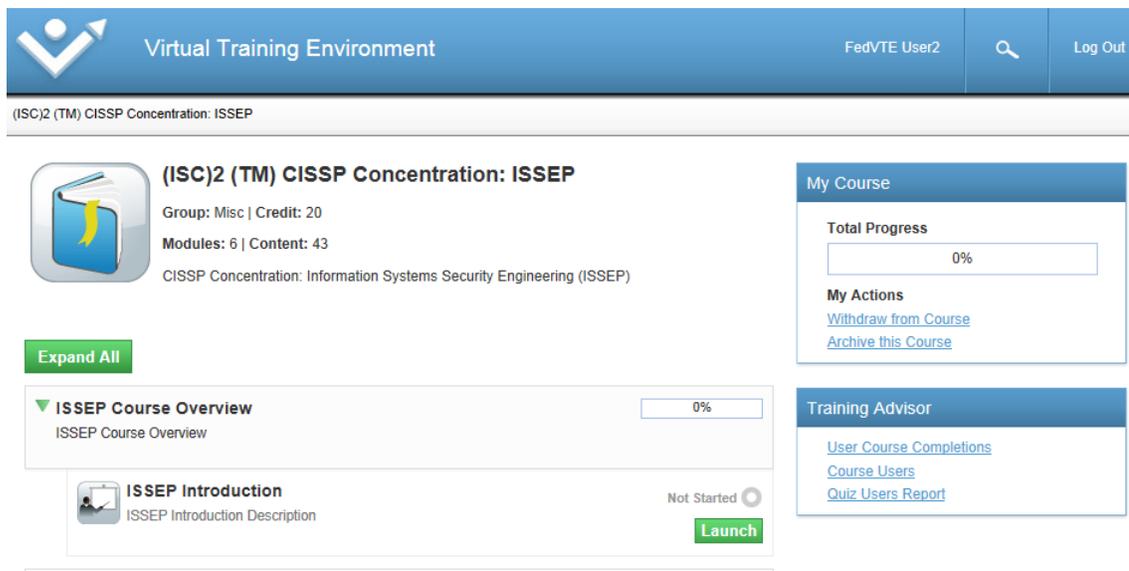
Id	User	Course	Community	Date Completed
90878	FedVTE User2	Test Course	FedVTE Test Community	5/16/2012

8. Click *Export (csv)* to create a .csv file from this data or *Print* to send the report to the printer.

4.2 Course Users Report

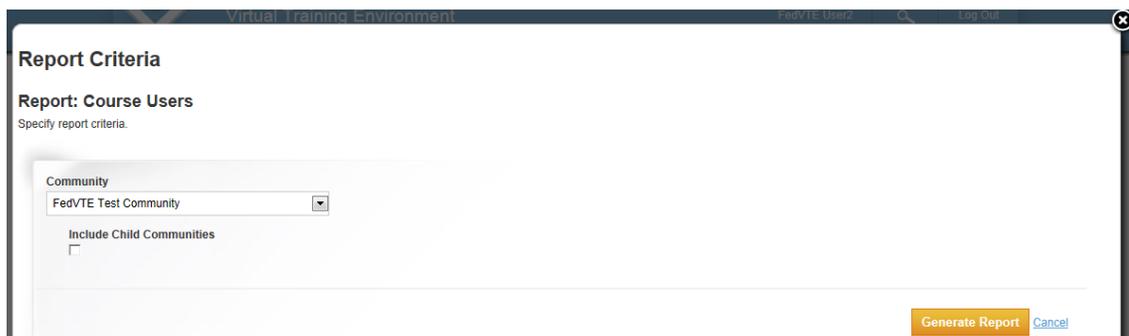
The Course Users report is a listing of all users in the community who have enrolled in a specific course. Each user's progress will be listed as well as date of completion if they have completed the course. To access the Course Users report

1. Click the Virtual Training Environment text in the panel at the top of the screen to return to your user home screen.
2. Click the *My Courses*, *Available Courses* or *Archived Courses* tab to find the course for which you want to generate a report.
3. Click the course name link to reach the course home screen.



The screenshot shows the Virtual Training Environment interface. At the top, there's a navigation bar with 'Virtual Training Environment', 'FedVTE User2', a search icon, and 'Log Out'. Below this, the course title '(ISC)2 (TM) CISSP Concentration: ISSEP' is displayed with a book icon. Course details include 'Group: Misc | Credit: 20' and 'Modules: 6 | Content: 43'. A progress bar shows '0%'. On the right, the 'My Course' section includes 'Total Progress' (0%), 'My Actions' with links for 'Withdraw from Course' and 'Archive this Course', and a 'Training Advisor' section with links for 'User Course Completions', 'Course Users', and 'Quiz Users Report'. Below the course details, there's an 'Expand All' button and a section for 'ISSEP Course Overview' with a 0% progress indicator. Underneath, 'ISSEP Introduction' is listed as 'Not Started' with a 'Launch' button.

4. Click the *Course Users* link in the Training Advisor task box in the Action Panel.



The screenshot shows a 'Report Criteria' dialog box. The title is 'Report: Course Users'. Below the title, it says 'Specify report criteria.' There's a 'Community' dropdown menu currently set to 'FedVTE Test Community'. Below that, there's a checkbox labeled 'Include Child Communities' which is unchecked. At the bottom right, there are two buttons: 'Generate Report' (highlighted in orange) and 'Cancel'.

5. If desired, choose the community and decedents from which to run the report.
6. Click *Generate Report*.

7. The Course Users report opens and lists each user who is enrolled in the course. The report details each user's:
 - FedVTE system ID number
 - Community name
 - FedVTE user account name
 - Course completion percentage
 - Course completion date (if s/he has completed the course)



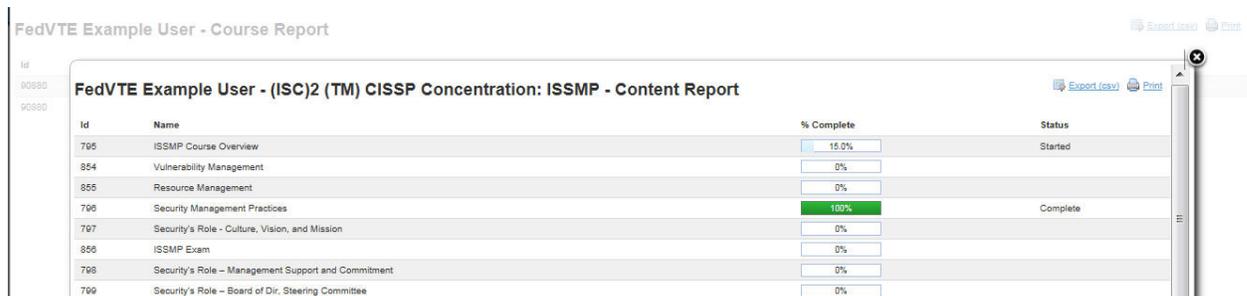
Id	Community Name	Name	% Complete	Date Completed
90877	FedVTE Test Community	User1_FedVTE	0%	
90878	FedVTE Test Community	User2_FedVTE	0%	

8. Click *Export (csv)* to create a .csv file from this data or *Print* to send the report to the printer.

4.2.1 User Content Report

The User Content Report allows the TA to view users' progress for individual content items within a course.

1. To generate the User Content report, start by running the Course Users report as shown in the previous section.
2. Click the user name link in the Course Users report for whom you would like to view detailed progress. The User Content report will open and list:
 - The FedVTE system content ID number for each content item
 - The name of each content item
 - The user's completion percentage for each content item
 - Status indicating 'Started' or 'Complete'



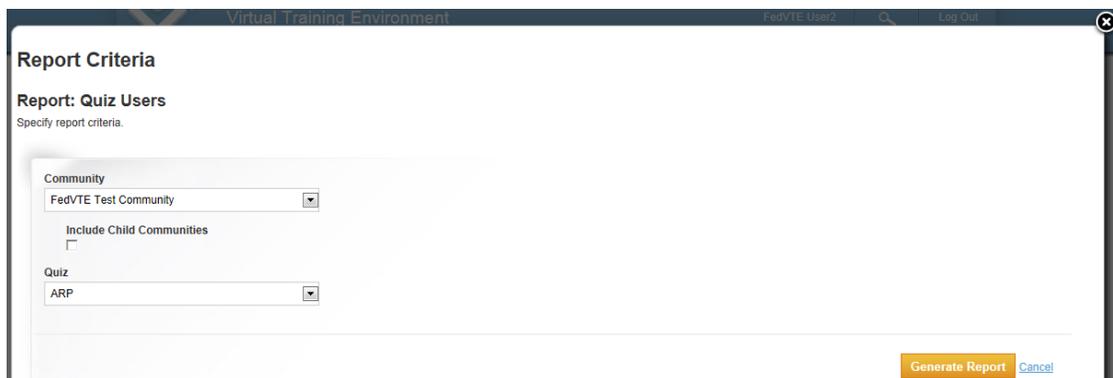
Id	Name	% Complete	Status
705	ISSMP Course Overview	15.0%	Started
854	Vulnerability Management	0%	
855	Resource Management	0%	
706	Security Management Practices	100%	Complete
707	Security's Role - Culture, Vision, and Mission	0%	
856	ISSMP Exam	0%	
708	Security's Role - Management Support and Commitment	0%	
709	Security's Role - Board of Dir, Steering Committee	0%	

3. Click *Export (csv)* to create a .csv file from this data or *Print* to send the report to the printer.

4.3 Quiz Users Report

A Training Advisor may want to evaluate how members of the community are performing on certain quizzes. This information may help gauge whether the quiz needs edited or if additional training is needed for specific subject matter. To generate a Quiz Users report

1. Click the Virtual Training Environment text in the panel at the top of the screen to return to your home screen.
2. Click the *My Courses*, *Available Courses* or *Archived Courses* tab to locate the course that contains the quiz for which you want to generate a report.
3. Click the course name link to reach the course home screen.
4. Click the *Quiz Users Report* link in the Training Advisor section of the Action Panel.



5. If desired, specify your report criteria including the community and if the course has multiple quizzes, which you would like data from.
6. Click *Generate Report*.
7. The Quiz Users Report details results of community users who have completed the quiz. This report lists:
 - The name of the quiz
 - The passing threshold, how many have passed or failed the quiz, the passing ratio and how many have taken the quiz
 - FedVTE users who have taken the quiz
 - Each user's community
 - Each user's quiz score
 - 'Passed' or 'Failed' status
 - Date when quiz was taken

Virtual Training Environment FedVTE-User2 Log Out

Assessment results – QUIZ - ARP

[Export \(csv\)](#) [Print](#)

Stats

Passing Score: 80 %
 Pass: 1
 Fail: 0
 Pass Ratio: 100.0 %
 Total: 1

Name	Community	Score	Status	Date
User2_FedVTE	FedVTE Test Community	100.0 % (50 / 50)	Passed	5/16/2012

8. Click *Export (csv)* to create a .csv file from this data or *Print* to send the report to the printer.

Note: The Quiz Users Report is only listed in the TA section of the Action Panel for courses with quiz content items.

4.3.1 Assessment Results Report

To better evaluate quiz results and effectiveness, a report may be generated displaying a user's outcome for each question. To generate an Assessment Results report:

1. Follow the directions above for generating a Quiz Users report.
2. Within the report, click on a user's name link.

The Assessment Results report will open and detail:

- The name of the user
- The date the quiz was taken, score user earned, passing threshold, and status (Passed/Failed)
- Each question
- Point value for each question
- The correct answer to the question
- The actual answer (answer the user indicated)
- Whether or not the user answered correctly

Assessment results – QUIZ - ARP [Print](#)

User2, FedVTE

Date: 5/16/2012
 Score: 100.0 % (50 / 50)
 Passing Score: 80 %
 Status: Passed

Questions

#	Question	Points	Correct Answer(s)	Actual Answer(s)	Correct?
1	When a router broadcasts an ARP request to find the MAC address associated with a particular IP address, it should receive the following in reply:	10	A single ARP reply packet from the host with the correct IP address.	A single ARP reply packet from the host with the correct IP address.	Yes
2	Until Ethernet switches cache the MAC address of a host, they repeat IP packet transmissions on all hosts, just like Ethernet hubs.	10	True	True	Yes
3	To use ARP spoofing to launch a man-in-the-middle attack and intercept traffic between a target host on the LAN and the network gateway, an attacker needs to know:	10	The IP and MAC addresses of the gateway and target host	The IP and MAC addresses of the gateway and target host	Yes
4	When an Ethernet switch's buffer memory is overloaded with MAC addresses, the switch typically refuses to forward any packets until timeouts clear the buffer.	10	False	False	Yes
5	In order to transmit a spoofed MAC address, an attacker needs:	10	Only a driver that permits overriding the hardware MAC address of the network interface	Only a driver that permits overriding the hardware MAC address of the network interface	Yes

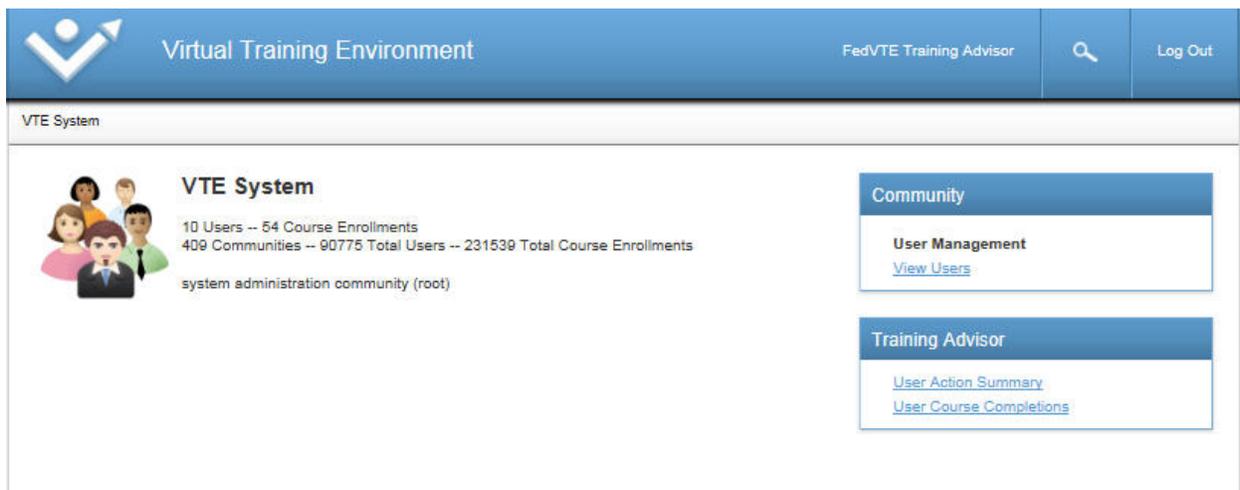
3. Click *Print* to send the report to the printer.

5 REPORTING: COMMUNITY

Training Advisors have additional summary reporting available at the community level for users and course completion data.

1. From the TA's home page, click the community name link next to the My Community label.

This will open the community details page where there are two task boxes in the Action Panel, Community and Training Advisor.



The screenshot shows the VTE System interface. At the top, there is a blue header with the VTE logo, the text 'Virtual Training Environment', the user role 'FedVTE Training Advisor', a search icon, and a 'Log Out' button. Below the header, the main content area is titled 'VTE System'. On the left, there is a group of five diverse people icons. To the right of the icons, the text reads: 'VTE System', '10 Users -- 54 Course Enrollments', '409 Communities -- 90775 Total Users -- 231539 Total Course Enrollments', and 'system administration community (root)'. On the right side of the page, there are two task boxes. The first is titled 'Community' and contains a 'User Management' section with a 'View Users' link. The second is titled 'Training Advisor' and contains two links: 'User Action Summary' and 'User Course Completions'.

The Community task box contains the user management *View Users* link which functions as described in section 3 to generate User Course reports for community members.

6.1 User Action Summary

Training Advisors may be interested in a summary of user actions in the system. Information such as how often a user has logged in the system or how much content they viewed, can give the TA a better idea of whether training requirements are being met.

To generate a User Action Summary report

1. Open the community details page by clicking the community name link next to the My Community label on the TA users' home page.
2. In the Training Advisor task box, click the *User Action Summary* link. The report criteria window will open where you can specify community and whether to include child communities in your reporting results.
3. When finished specifying desired criteria, click the *Generate Report* link.

The User Action Summary report will open listing for each user:

- FedVTE ID number
- Name
- Community membership
- Login Count
- Content View Count

FedVTE Example Community - User Action Summary Report [Export \(csv\)](#) [Print](#)

Id	User	Community	Login Count	Content View Count
90881	FedVTE Training Advisor	FedVTE Example Community	5	0
90882	FedVTE Community Manager	FedVTE Example Community	6	0
90890	FedVTE Example User	FedVTE Example Community	6	0
90879	FedVTE User1	FedVTE Example Community	0	0

4. Click *Export (csv)* to export to a .csv file or select *Print* to send to printer.

6.2 User Course Completions Report

To view a report of user course completions for a specific community:

1. Open the community details page by clicking the community name link next to the My Community label on the TA users' home page.
2. In the Training Advisor task box, click the *User Course Completions* link. The report criteria window will open where you can specify community and whether to include child communities in your reporting results.
3. When finished specifying desired criteria, click the *Generate Report* link

The User Course Completion report for the community opens and lists all users who have completed the course as well as each user's:

- FedVTE system ID number
- FedVTE user account name
- Name of completed course
- Community name
- Course completion date

Virtual Training Environment FedVTE User2 Log Out

FedVTE Test Community - User Course Completion Report [Export \(csv\)](#) [Print](#)

Id	User	Course	Community	Date Completed
90878	FedVTE User2	Test Course	FedVTE Test Community	5/16/2012

4. Click *Export (csv)* to create a .csv file from this data or *Print* to send the report to the printer.

Note: Larger reports will only display the first 500 results. If there are more than 500 users being reported on, the *Export (csv)* option is required to view all of the results.



6 CONTACT

To report a problem or provide other feedback, click the *Feedback* link at the bottom of the FedVTE window or send email to FedVTE-Support@cert.org.

Please detail as much information as possible including the specific system element(s) involved (community, course, content piece, etc.) and any error messages you may have received.

