LEADERSHIP
Education and Training

JROTC
Curriculum Manager v3

USER MANUAL

AdvancED ACCREDITED

U.S. Army Cadet Command – Fort Knox, Kentucky

HEADQUARTERS, DEPARTMENT OF THE ARMY

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INTRODUCTION TO THE CMV3

The purpose of the Curriculum Manager v3 (CM) application is to enable Instructors' easier access to all curriculum materials and to integrate all 3rd party content. The CM is a software application that organizes all Army JROTC Curriculum materials into a centralized integrated database. The CM is also seamlessly integrated with the Infrared (IR), Radio Frequency (RF), and Virtual Response Device (VI/VRD) technology. The CM allows multiple Instructors to use their unique logins on one computer, keeping their rosters and schedules private. Instructors also have the ability to share curriculum plans (core and electives) with others on the same computer.

MINIMUM SYSTEM REQUIREMENTS

Your classroom computer that will be used for the CMv3 must meet or exceed the following hardware and software requirements:

- Default Browser: Google Chrome
- Operating System: Windows 10 64-bit
- RAM: 8GB, recommended (16GB)
- Display: 1920x1080 and at least 15.6" for laptops
- Display Zoom/Layout Scale: 100%
- Microsoft Office: 2013 and Higher
- .NET Framework: 4.7.2
- Other apps: Adobe Acrobat, JAVA, FTDI VCP drivers for (IR clickers)
- Hard drive free space: 23 GB
- Graphics chip: Intel, recommended (NVidia or ATI)
- Audio: Sound able computer
- USB Ports: for the IR and RF receivers
- Internet/WIFI: Obtain updates for the Virtual response devices
- Admin Rights

NOTE: Prior to using the CMv3 for a classroom presentation, please ensure you have installed the correct IR or RF receiver into the USB Port on your computer. If your class has WIFI, your Cadets may also use a virtual response device [desktop software or phone (coming soon)].

MANAGE RESPONSE DEVICES

All response devices must be assigned a unique number in your classroom. There are three types of response devices that can be used with CMv3. They are:

- Infrared (IR) – Cadets can click single letters A-H as a response
- Radio Frequency (RF) – Cadets can enter text via a keyboard
- Virtual (VI/VRD) – Cadets can enter text via a virtual keyboard

NOTE: Prior to using the CMv3 for a classroom presentation, please ensure you have installed the correct IR or RF receiver into the USB Port on your computer. If your class has WIFI, your Cadets may also use a virtual response device [desktop software].

RADIO FREQUENCY (RF) RESPONSE DEVICE

RF RESPONSE DEVICE USER ID SETUP

Each RF response device in your classroom must have a unique user id number assigned to it.

To renumber your RF response device:

1. Click the **wrench** button.

2. Use the navigation circle (Left/Right) to select **"Your ID"** in the display.

3. Click the **Up** arrow located under **OK** in the display.

4. Backspace to delete the old number, then enter a new one.

5. Click the **Up** arrow located under **OK** in the display.

6. Click the **Up** arrow located under **BACK ARROW** in the display.

NOTE: Please refer to the **About RF Response Devices** document located in the **Help** menu on CM.

Figure 1 - RF Response Device Navigation

INFRARED (IR) RESPONSE DEVICE

To obtain drivers, please visit https://www.ftdichip.com/Drivers/VCP.htm.

VIRTUAL RESPONSE DEVICE (VI/VRD)

The Virtual Input (VI) response device is available to run on computers running Windows OS.

WINDOWS

The VI response devices can replace the RF and IR response devices if the VI response devices and CM are on the same network and the VI response device can access the CM IP address.

To set up a VI response device (VI/VRD):

1. Download the **Virtual Response Device app** and install it on any Windows computer.

   NOTE: The Windows version (desktop clicker) is found under the CM_App folder, file name TCPClient01.exe.

   You can access the desktop clicker in a few ways:
   - Launch the desktop clicker by double-clicking the **TCPClient01.exe** file name located in the root of the CM_App folder.
   - From the Home screen, select **Create Desktop Shortcuts > Desktop Clicker** from the **Settings** drop-down menu to create a shortcut.
   - From the Presentation screen, select **Launch Desktop Clicker** from the **Help** drop-down menu.

2. Open a lesson and navigate to the CMv3 Presentation screen. This screen shows your IP address and port number.

3. Each desktop computer in your class should have the same IP address and port number that appears on the Instructor presentation screen. Virtual response device users will need to enter their unique number, which Instructors can assign via the CM Roster.

4. Enter the **response user ID number** using the **up/down** arrows or by typing in the **number** in the response device text box depending on your device.

5. Click the **Connect** button.

6. Click the **A** button to sign into the presentation. If sign-in is successful, your response user ID number will be highlighted in the CM.

7. When the presentation is started, the buttons will disappear until a question is loaded.

> **NOTE:** When a question is started, the buttons will appear. When a question ends, the buttons will disappear.

8. When the presentation has concluded, click the **Disconnect** button on the Virtual response device.

CMV3 INSTALLATION

The CMv3 download is available at https://jrotc.education/. Log in using your User ID/Email Address and password. On the Instructor portal home screen, click the **Download CMV3** link.

NOTE: There is an installation guide on the SMARTCadet Portal on the Download CMv3 page. It is called the **Installation Instructions and Troubleshooting Guide** Please refer to this if you have any issues.

Install the CMv3 Database:

1. Install the CMv3 Database by clicking the **CMv3 Database** download link.

2. Click the **Run** button. The Open File – Security Warning prompt displays.

   NOTE: This will take some time to download. The download window has an indicator showing how much time remaining to download. The folder will end up on the largest partition on your computer, and in most cases, this is the C Drive, creating a CMv3 folder. If you want CMv3 installed on an external drive, that drive must be plugged into your computer.

3. Click the **Run** button. The JROTC CMv3 Install window displays.

4. Click the "I agree to the license terms and conditions" checkbox.

5. Click the **Install** button. The setup progress begins.

6. After the installation is finished, the "Installation Successfully Completed" prompt displays.

Figure 2 - SMARTCadet Portal

7. Click the **Close** button. The CMv3 Database is now installed.

   NOTE: Do not uninstall or modify this file at all or you **will lose your data**. This includes doing a repair. Please contact support@jrotc.education if you think that there may be an issue with this file.

Install the CMv3 application.

1. Click the **CMv3 Application** download link.

2. Click the **Run** button. The Open File – Security Warning prompt displays and the Windows Installer begins the installation.

3. After installation, the CMv3 shortcut will be added to your desktop.

Install the CMv3 Sync Service.

1. Click the **Sync Service** download link.

2. Click the **Run** button. The Open File – Security Warning prompt displays and the Windows Installer begins the installation.

3. After installation, the Sync Service Icon will be in the icon tray in the bottom right corner of the screen.

NOTE: The icon tray can be opened by clicking on the "^" in the bottom right corner of the screen.

Finally, install the JROTC Curriculum Content Packages.

1. Click the **Content Package 1** download link.

2. Click the **Run** button. The Open File – Security Warning prompt displays.

3. Click the **Run** button. The Windows Installer window displays.

4. Repeat the steps for installing the rest of the content packages (Download Content Package 2 through 11).

JROTC CURRICULUM MANAGER CMV3 LOGIC FLOW MAP

The CMv3 Logic Flow Map shows the navigation and features that are available in the CM. Print out a copy of this flow map and use it for future reference as you go through the user manual and then practice using the CM.
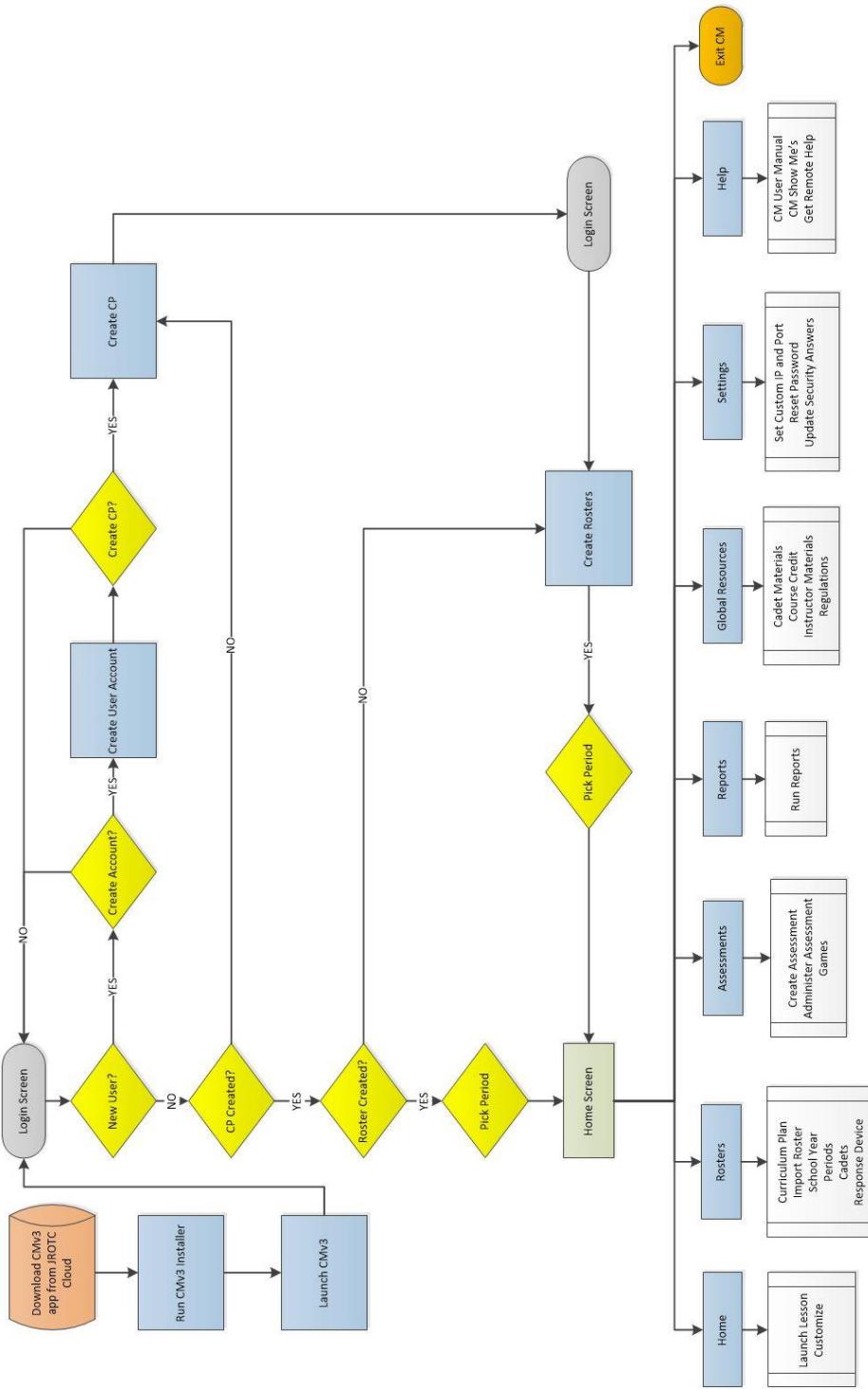

Figure 3 - The CMv3 Flow Map

INITIAL SETUP

NOTE: Prior to using the CMv3 for a classroom presentation, please ensure you have installed the correct IR or RF receiver into the USB Port on your computer. If your class has WIFI, your Cadets may also use a virtual response device (desktop software or phone).

STEP 1 – CREATE NEW USER ACCOUNT

To create a new user account:

Figure 4 - CMv3 Desktop Icon

1. Double-click the **CMv3** desktop icon. The CMv3 Login screen appears.

2. Click the **Create New Account** button.
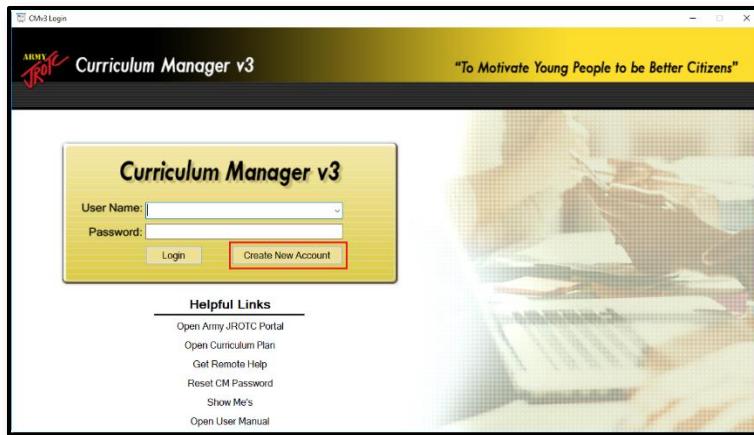
**Figure 5 - Create a New Account**

3. The "Do you want to create a new CM account?" prompt displays. Click the **Yes** button. The User Information screen appears.

    a. **Box 1** – Select your Brigade from the **Select a Brigade** drop-down list.

    b. **Box 2** – Select your State from the **Select a State** drop-down list.

    c. **Box 3** – Select your City from the **Select a City** drop-down list.

Figure 6 - New User Prompt

    d. **Box 4** – Select your School from the **Select a School** drop-down list.

    e. **Box 5** – Select your name from the **Select an Instructor** drop-down list.

        NOTE: If your name doesn't appear on the list or if you want an Instructor added to the CM, please reference the Technical Support section in this guide.

    f. **Box 6** – Enter your password in the **Enter a Password** text box.

    g. **Box 7** – Re-enter your password in the **Re-Enter Password** text box.

4. Select 3 different security questions from the drop-down list and provide answers to each question.

**5.** Click the **Save User and Password** button.

Figure 7 - User Information Screen

6. A confirmation prompt appears, click the **Yes** button to confirm.

7. Another confirmation prompt appears, click the **Yes** button to confirm.

STEP 2 – LOGIN TO CMV3

To log in to CMv3:

1. Select your **name** from the **User Name** drop-down list.

2. Enter your **password** in the **Password** text box.
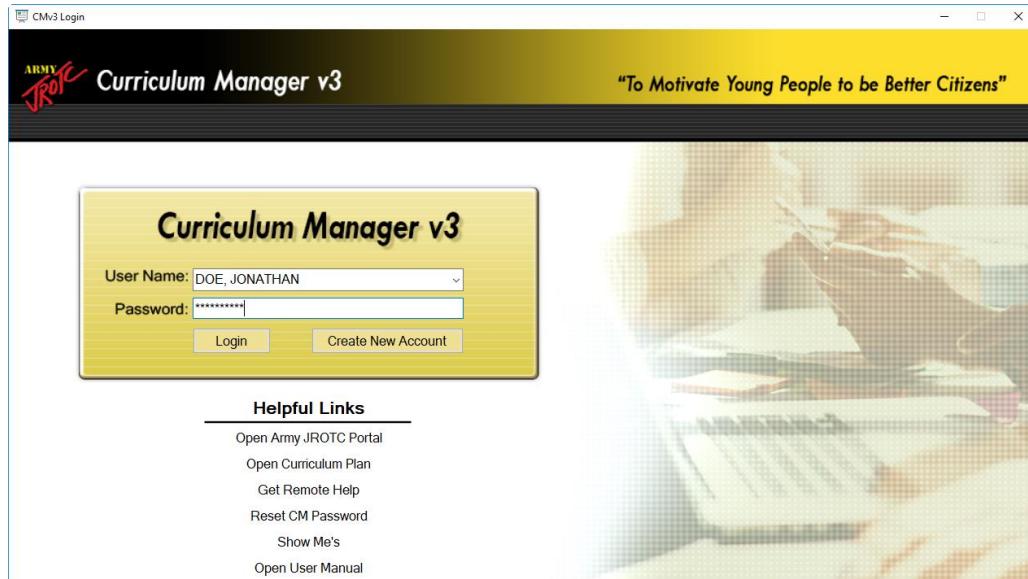
Figure 8 - CMv3 Login Screen

3. Click the **Login** button. The CMv3 Rosters window displays.

4. The Welcome New User popup window displays. Click the **OK** button to continue.

STEP 3 – CREATE CURRICULUM PLAN

To create a new Curriculum Plan:

1. From the CMv3 Rosters screen, click **Curriculum Plan** from the top menu.
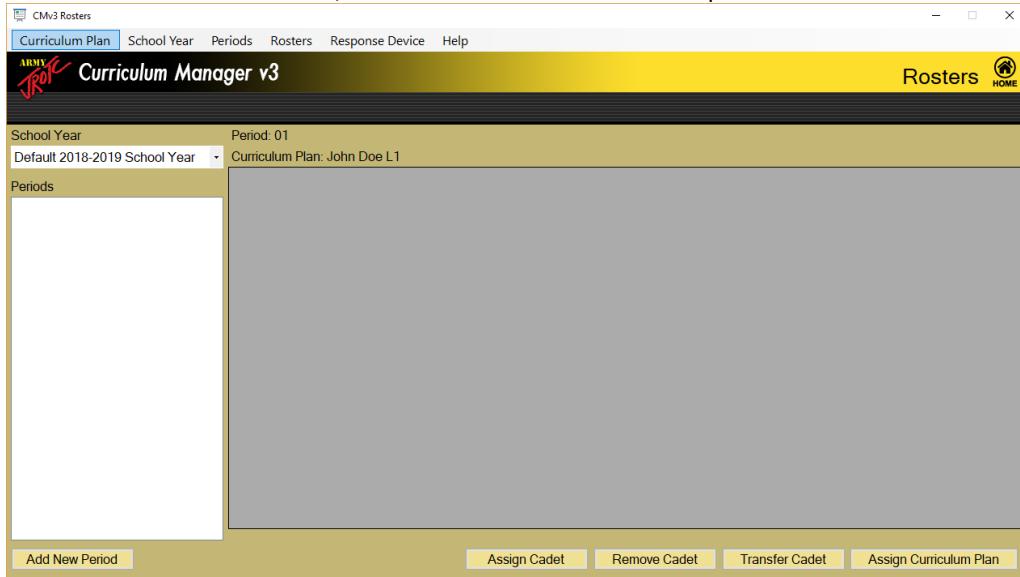
Figure 9 - Create Curriculum Plan

2. The Open Curriculum Plan prompt appears, click the **Yes** button to confirm.

3. The Curriculum Plan window displays.

4. Click the **Create New Plan** button or select **Create New Plan** from the **Curriculum Plan** drop-down menu.

   NOTE: You have access to the JROTC Curriculum Guide on this screen by selecting the **Curriculum Guide** menu item located at the top left of the screen.
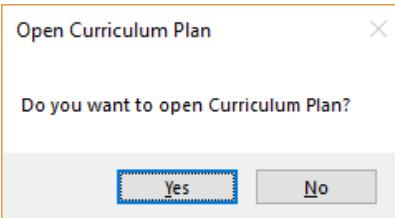
Figure 10 – Open Curriculum Plan Prompt
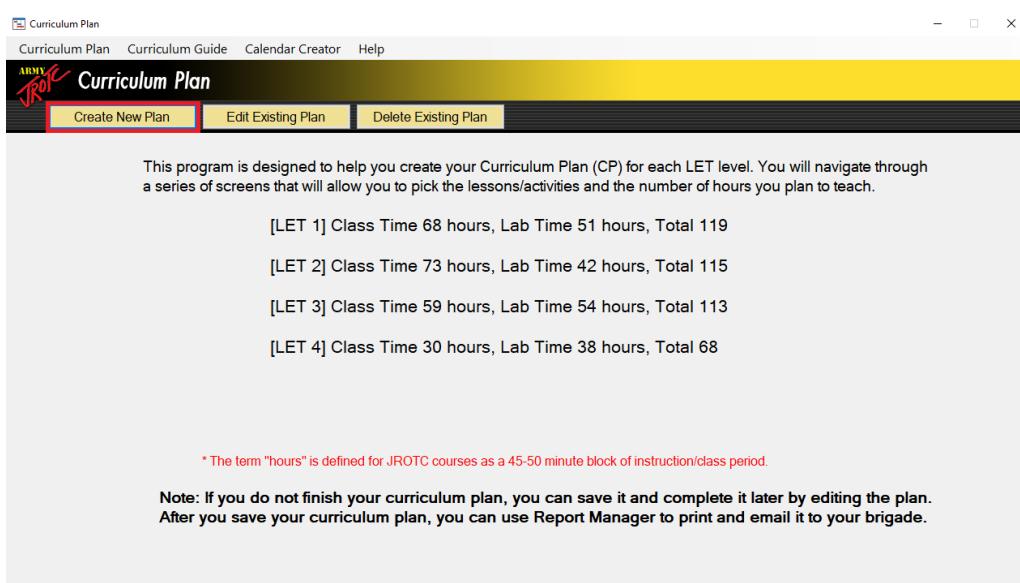
Figure 11 – Create New Plan

5. From the **Create New Plan** window, select the desired **school schedule** from the drop-down list.

   - Traditional

- Year Round
- Block
- Other

6. Select the desired **LET Level**.
    - LET 1
    - LET 2
    - LET 3
    - LET 4


Figure 12 – Create New Plan

7. Enter the **Total School Hours** for the year.

    NOTE: You **CANNOT** Edit the Total School Hours after this screen.

8. Click the **Continue** button.

9. From the **Edit Plan** screen, you can select lessons from the following tabs:
    - LET # Core Lessons
    - LET # Core Labs
    - Optional Lessons
    - Optional Labs
    - Category 1 – Resouces provided on CM
    - Category 2 – Online Resources for Cadets
    - Category 3 – Online Resources for Instructor Access
    - Category 4 Instructor Designed – This Category is for Lessons that are not specific to JROTC that you will be teaching as an elective(s).
    - Admin

Figure 13 – Edit Plan Screen

NOTE THE FOLLOWING about the Edit Plan screen:

a. From this screen, you have access to the Curriculum Guide document.

b. You cannot unselect a LET Core lesson.

c. After you select an item to add to your plan, you can modify the item's hours by clicking on its time. You can increase hours for the core lessons and increase/decrease hours for labs and electives.

d. If you decrease any lesson to zero hours, the item will be deselected.

e. Optional Lessons and Optional Labs are only available for LET 2, 3, and 4. Lessons and labs available are for the LET level(s) below the one selected in the Curriculum Plan.

f. When selecting from Category 1 (NEFE HSFPP) you must select a whole module.

g. If the hours in your curriculum plan is less than the total hours for your year, you can add electives by selecting the tabs for optional lessons or Categories 1-3.

10. Once you have finished adding lessons, labs, etc., click the **Save Plan** button.

11. Create a **name** for your Curriculum Plan in the **Enter Curriculum Plan Name** text box.
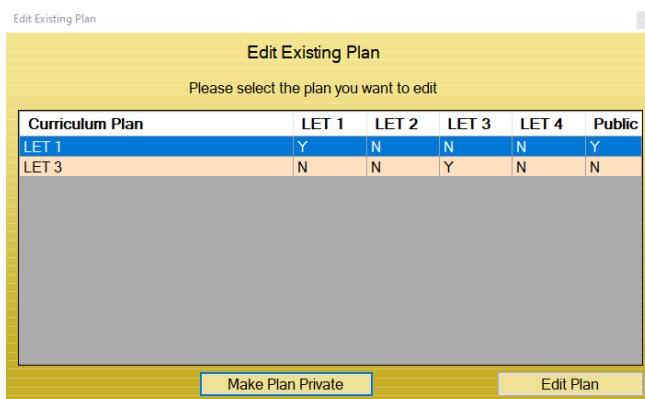
Figure 14 – Name New Curriculum Plan

NOTE: Curriculum Plan Names can have a **MAXIMUM** of 40 Characters (including spaces), please keep this limit in mind when naming your Plans.

12. Click the **Save Plan** button.

NOTE: Public Plans are shared by multiple Instructors using the same computer and can only be edited by the creator of the plan, while Private Plans are seen only by their creator.

13. Click the **(X)** button in the top right corner to close the Curriculum Plan window.

STEP 4 – ADD SCHOOL YEAR

To add a school year:

1. From the CMv3 Rosters screen, select **Add School Year** from the **School Year** drop-down menu. The Add School Year window displays.
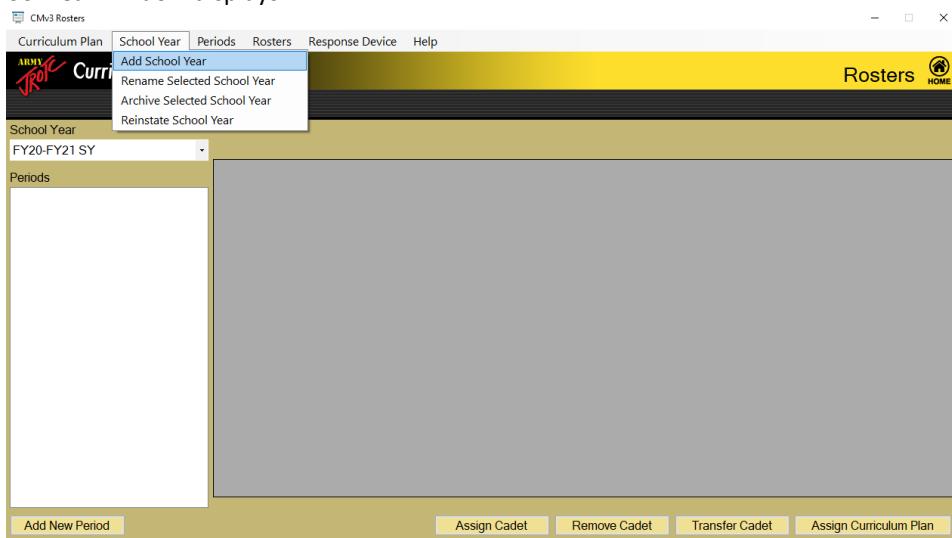
Figure 15 – Add a School Year

2. Select the **Start** and **End** dates.

3. Add a description in the **Description** text box.

    NOTE: You may use alpha, numeric and special characters.

4. Click the **Add School Year** button.

NOTE: <u>DO NOT</u> Edit the Default School Year. Editing it will prevent you from being able to use Backup.
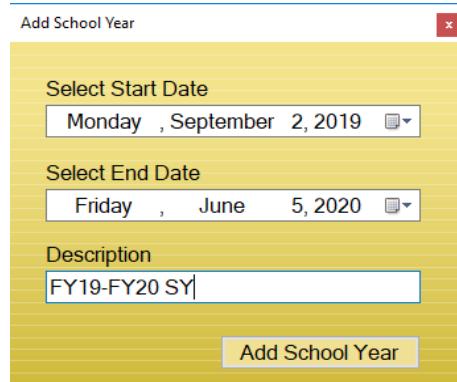
Figure 16 – Add School Year Window

STEP 5 – ADD A PERIOD

To add a period:

1. From the CMv3 Rosters screen, select **Add a Period** from the **Periods** drop-down menu or click the **Add New Period** button. The Add a Period window displays.
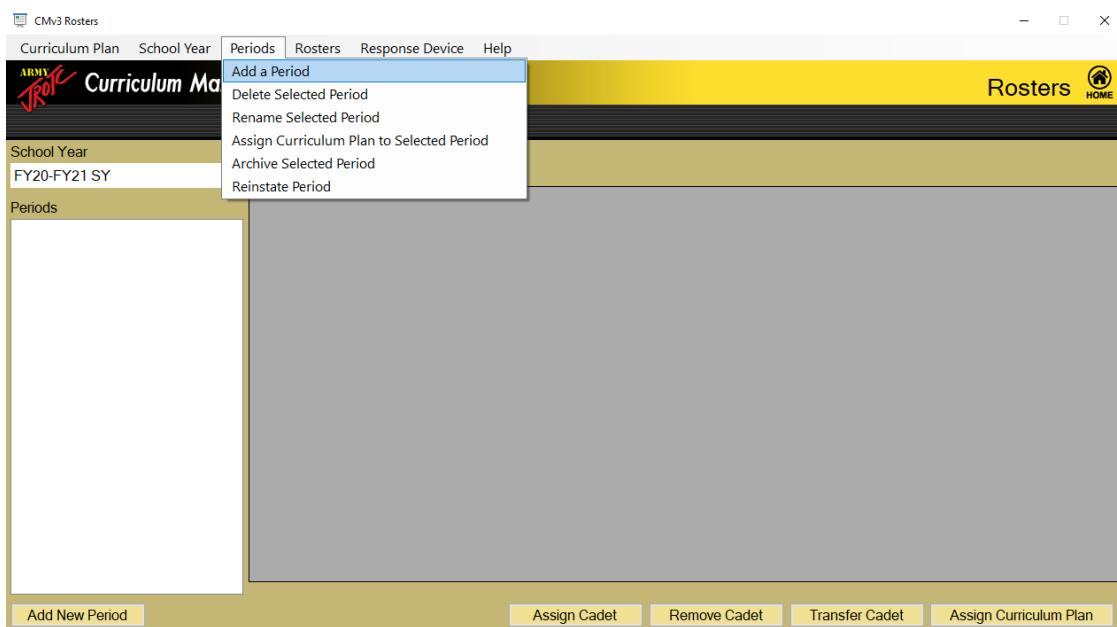
Figure 17 – Add a Period

2. Enter the **Period Name** in the text box.

3. Enter the **Period Description** (optional) in the text box.

4. Click the **Add** button.

-OR-

Import your roster from JUMS, which will create the period, add the Cadets to a Cadet Roster, and assign Cadets to a period.

To import JUMS student roster into Curriculum Manager:
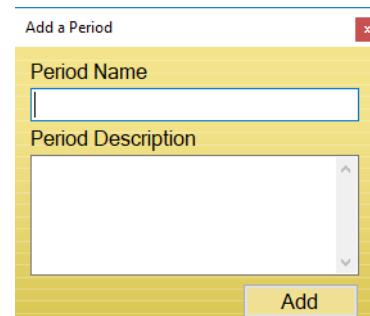
Figure 18 – Add Period Window

1. Export JUMS student roster to .csv. Inspect your file to ensure that:

    • Fields only accept letters and numbers, so please remove any apostrophes, commas, etc.

        NOTE: It is imperative that punctuation is not used, as this can cause issues with the import.

    • Fields have a Maximum character limit. Please don't exceed this limit.

- First Name: 20 characters

- Last Name: 20 characters (required field)

- Middle Initial: 1 character

2. From the CMv3 Rosters screen, click the **Import Roster** button.

3. Navigate to where you have saved the jums_sample.csv file and click the **Open** button.

   NOTES:

   - A prompt will display stating the number of Cadets that were imported.

   - If you import using JUMS, then you may skip to **Step 8 – Create a Response Device Inventory**.

STEP 6 – CREATE CADET ROSTER

To add a new Cadet to a roster:

1. Select **Manage Master Cadet Roster** from the **Rosters** drop-down menu. The Manage Master Cadet Roster window displays.
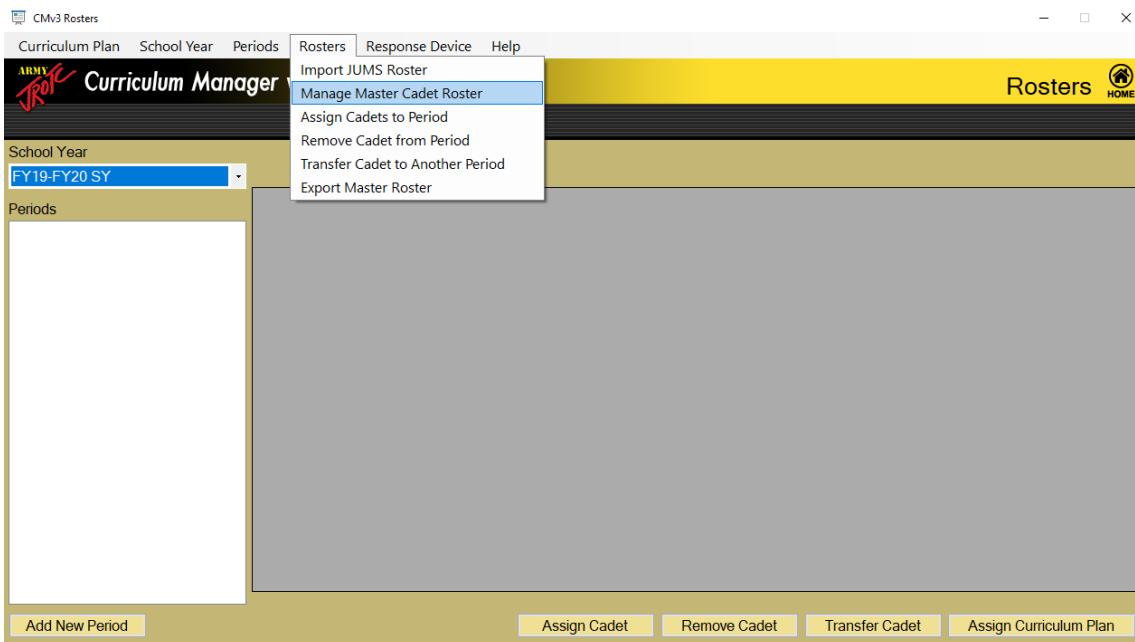
Figure 19 – Manage Master Cadet Roster

2. On the left side of the **Manage Master Cadet Roster** screen, fill out the **Cadet information**.

3. Click the **Add New Cadet** button.

Figure 20 – Master Cadet Roster

NOTE: To add another Cadet, clear the text fields on the left and enter the new Cadet information. Then click the **Add New Cadet** button.

NOTE: You may add a dash for those Cadets with two last names either by entering it manually or by using the provided .csv template.

NOTE: The provided .csv template can be found in the CMv3 folder on your largest storage drive.

4. Once you have finished adding the Cadets to the Master Cadet Roster, click the **(X)** in the top right corner to close the window.

STEP 7 – ASSIGN CADETS TO A PERIOD

To assign Cadet(s) to a period:

1. Select **Assign Cadets to Period** from the **Rosters** drop-down menu or click the **Assign Cadet** button. The Assign Cadet window displays.
NOTE: Make sure the correct school year and period are selected on the left.

Figure 21 – Assign Cadets to Period

2. Select the Cadet(s) that you wish to assign to the period.

Figure 22 – Cadets Assigned to Period

NOTE: When selecting multiple Cadets in the list you may do so by:

- Dragging the cursor

- Pressing **SHIFT** and clicking to select multiple all at once

- Pressing **CTRL** and clicking to select multiple one at a time

3. Click the **Assign Selected Cadet to Period** button.
   NOTE: To add another Cadet, select a name and click the **Assign Selected Cadet to Period** button.
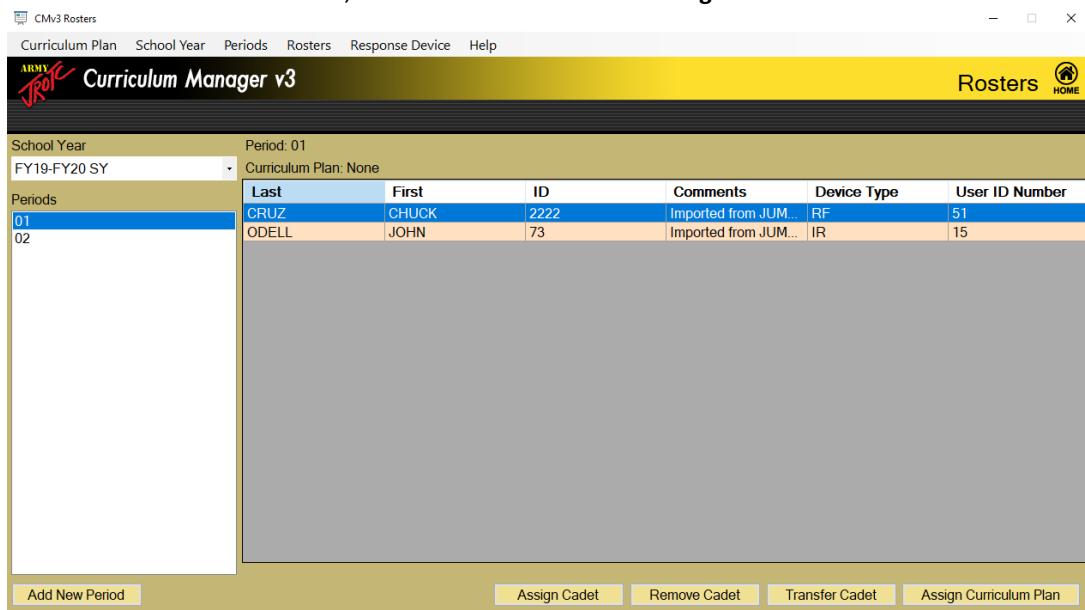
Figure 23 – Select Cadets

STEP 8 – CREATE A RESPONSE DEVICE INVENTORY

To add a new response device to the Response Device Inventory:

1. From the CMv3 Rosters screen, select **Manage Response Device Inventory** from the **Response Device** drop-down menu. The Manage Response Device Inventory window displays.
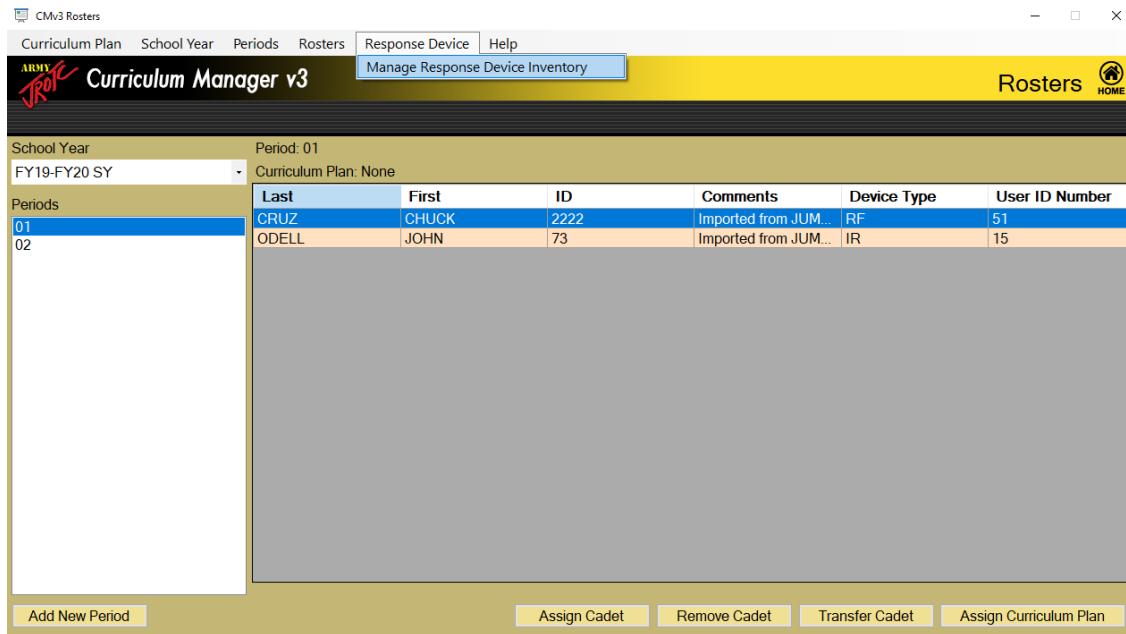
Figure 24 – Manage Response Device Inventory

2. Select the **Type** drop-down list to select the Response Device type.
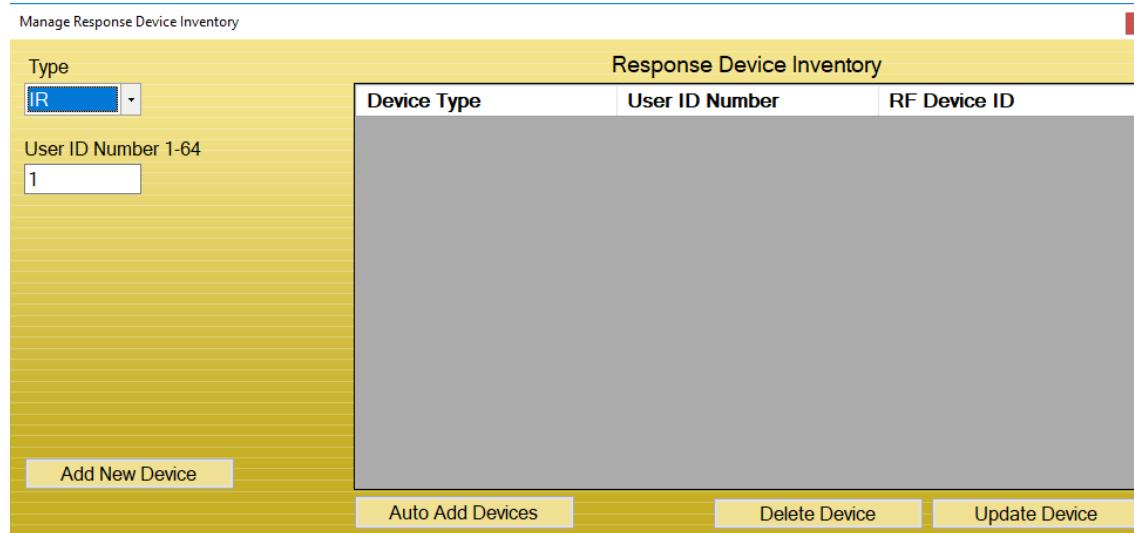
Figure 25 – Response Device Type

3. Assign the response device a unique number (1-64) in the **User ID Number 1-64** text box.

4. (Optional) Add the **RF Device ID** from the sticker on the back of the device to the **RF Device ID** text box.

Figure 26 – Assign RF Response Device a Number

5. Click the **Add New Device** button.

   NOTE: To add another device, clear the User ID Number field. If adding another RF device, clear the User ID Number and RF Device ID fields.

6. Once all response devices have been added to the Response Device Inventory, click the **(X)** in the top right corner to close the window.

Figure 27 – Response Device Inventory

STEP 9 – ASSIGN RESPONSE DEVICE TO CADETS

To assign a response device to a Cadet:

1. Select a **period** from the Periods list on the CMv3 Rosters screen.
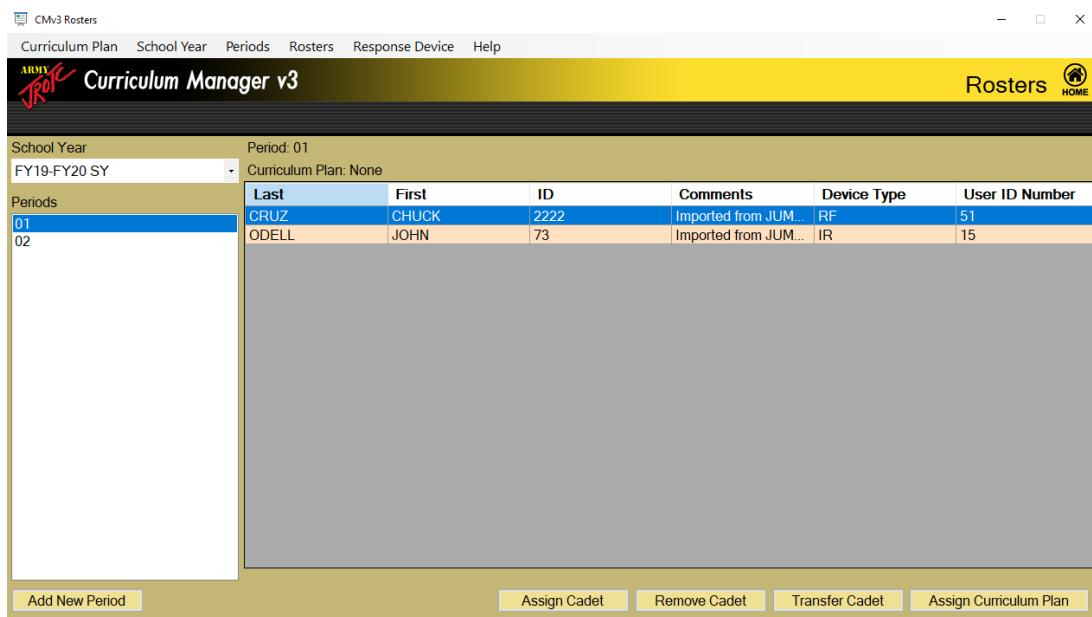
Figure 28 – Select a Period

2. For all Cadets listed under the selected period, assign each Cadet a response device.

3. Click the selected Cadet's **User ID Number** field. The Assign Response Device window displays.
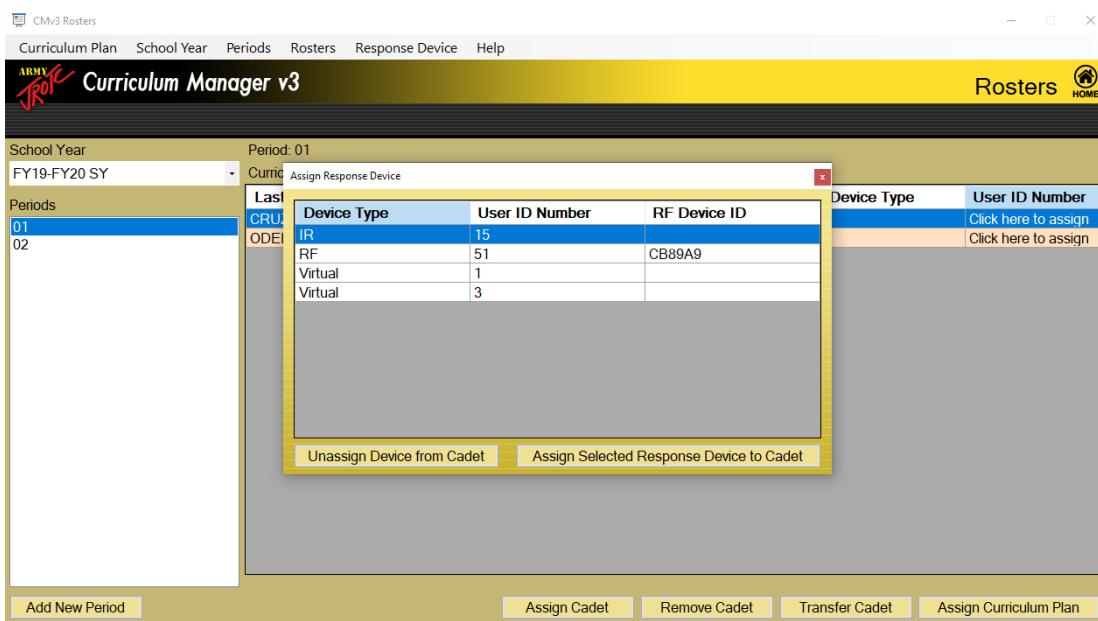
Figure 29 – Assign Response Device

4. Click the **Assign Selected Response Device to Cadet** button.

    NOTE: If you do not assign a **Response Device** to a Cadet you will get a warning message when you close the **Rosters** page to let you know that a Cadet is not assigned a **Response Device**.
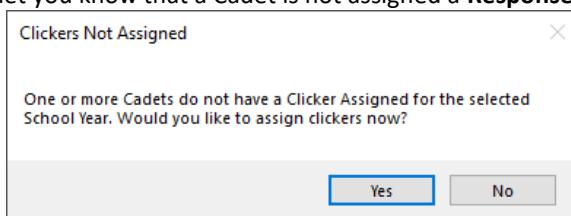
Figure 30 – Clicker Not Assigned Message

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STEP 10 – ASSIGN CURRICULUM PLAN TO SELECTED PERIOD

To assign a curriculum plan to a selected period:

1. Select **Assign Curriculum Plan to Selected Period** from the **Periods** drop-down menu or click the **Assign Curriculum Plan** button in the bottom right-hand corner. The Select Curriculum Plan window displays.
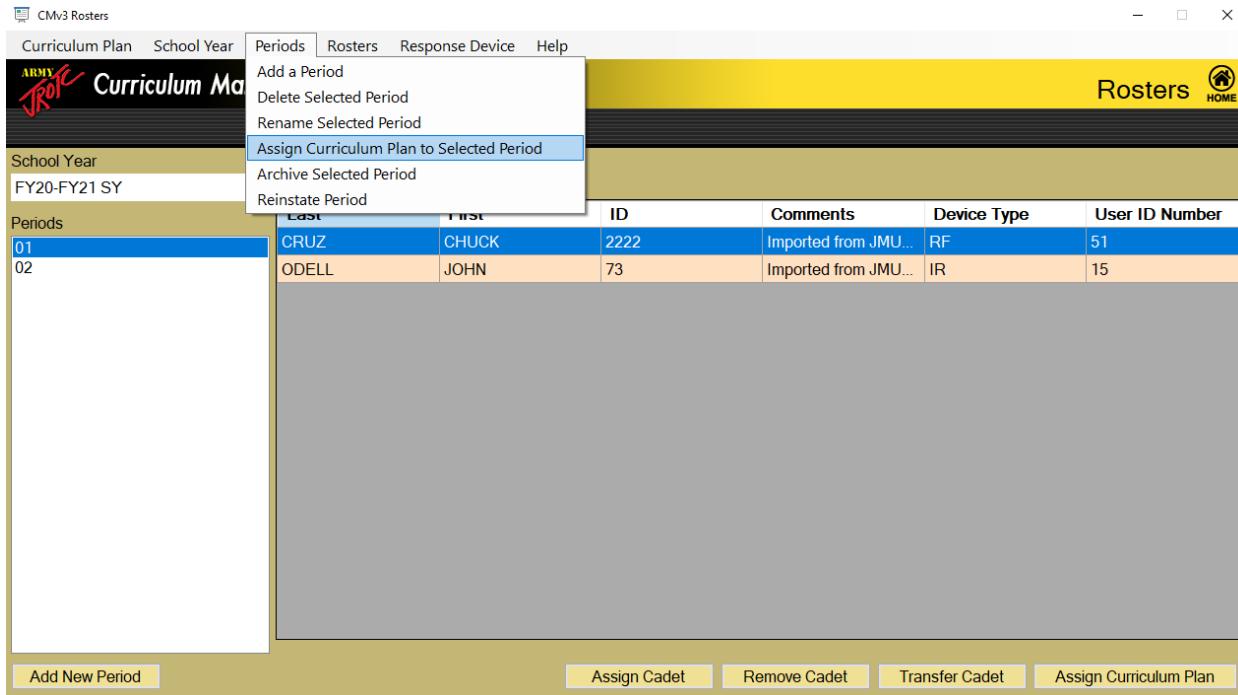
Figure 31 - Assign Curriculum Plan to Selected Period

2. Select the desired Curriculum Plan from the list.

3. Click the **Assign Selected** button.
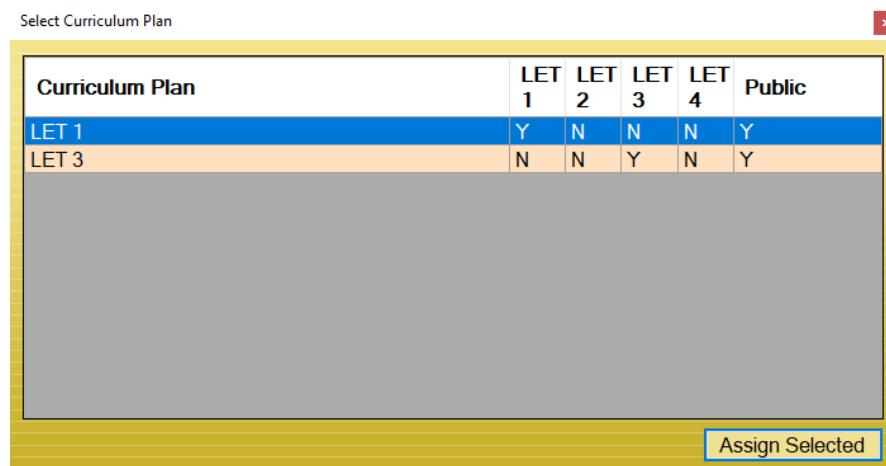
Figure 32 – Select Desired Curriculum Plan

4. Click the **Home** button in the top-right corner or close the CMv3 Rosters window to return to the CMv3 Home screen.

From this point on, anytime you log in to CMv3, select a period and you will be ready to present lessons, customize lessons, create assessments, administer assessments, and run reports.

CMV3 LOGIN

CREATE NEW USER ACCOUNT

Please reference Create New User Account in the Initial Setup section of this document.

LOGIN TO CMV3

Please reference Login to CMv3 in the Initial Setup section of this document.

RESET PASSWORD

To reset your password from the CMv3 Login screen:

1. Select your **name** from the **User Name** drop-down list.

2. Select the **Reset CM Password** link from the Helpful Links section.

Figure 33 – Reset CM Password

3. Provide your answers to the security questions.

4. Enter your **new password** in the **Enter New Password** text box.

Figure 34 – Reset Password Information

5. Re-enter your **password** in the **Re-Enter New Password** text box.

6. Click the **Save New Password** button.

HELPFUL LINKS

The following links are listed on the CMv3 Login screen:

Figure 35 – Helpful Links

- **Open Army JROTC Portal** – Directs you to the Army JROTC Web Portal

- **Open Curriculum Plan** – Opens the Curriculum Plan application

- **Get Remote Help** – Opens the Get Remote Help application (Team Viewer)
  NOTE: For technical issues please contact your Brigade POC or email your questions to support@jrotc.education.

- **Reset CM Password** – Opens the Reset Password window

- **Show Me's** – Displays the list of Show Me's available

- **Open User Manual** – Displays the CMv3 User Manual

CURRICULUM PLAN (CP)

NAVIGATION

- **Curriculum Plan** – Displays options for creating, deleting, editing, emailing, previewing, and renaming a Curriculum Plan

- **Curriculum Guide** – Displays the JROTC Curriculum Guide

- **Help** – Displays options for viewing the CM Show Me's, CMv3 User Manual, and getting remote help

CREATE NEW PLAN

Please reference Create Curriculum Plan in the Initial Setup section of this document.

CREATE NEW CATEGORY 4 LESSON

To create a new Category 4 Lesson:

1. Click the **Create New Plan** button or select **Create New Plan** from the **Curriculum Plan** drop-down menu.
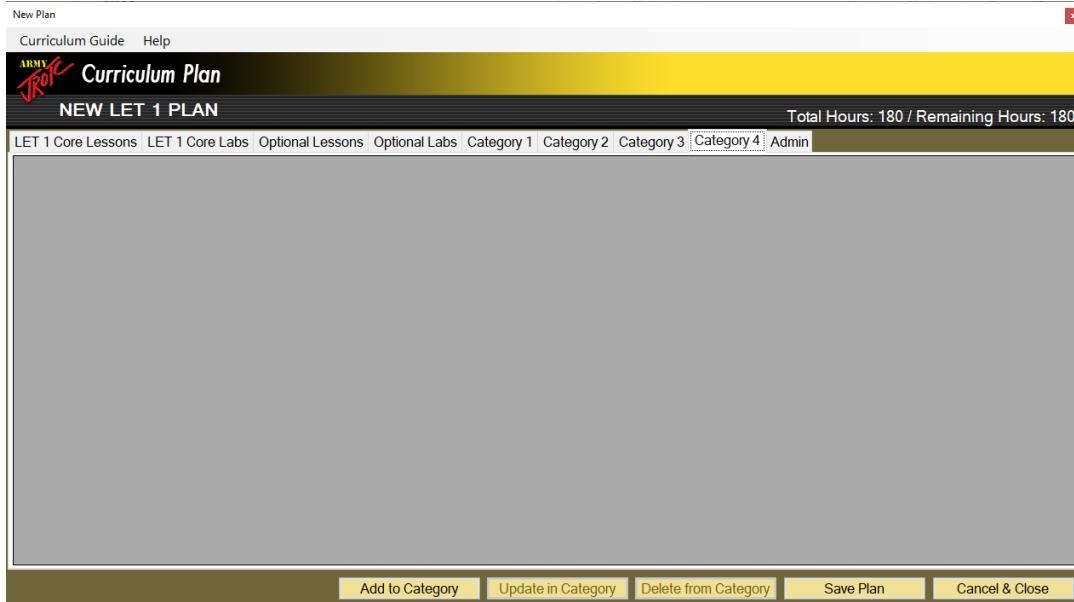
Figure 36 – Category 4 Tab

> **NOTE:** You can also use the **Edit Existing Plan** options.

2. Navigate to the **Category 4** tab.

3. Click the Add to Category button at the bottom of the screen.

4. Type in the **Title** of the new **Category 4** lesson you would like to add.

5. Click the **Add** button.

UPDATE CATEGORY 4 LESSON

To update a Category 4 Lesson:

1. Open an existing **Curriculum Plan** or start a new **Curriculum Plan**.

2. Navigate to the **Category 4 Lesson** tab.

3. Select the **Category 4 Lesson** you would like to update.

4. Click the **Update in Category** button.

5. Type in the new **Name** for the selected **Category 4 Lesson**.

6. Click the **Update** button.

Figure 37 – Update in Category

Figure 38 – Category 4 Update Window

DELETE CATEGORY 4 LESSON

1. Open an existing **Curriculum Plan** or start a new **Curriculum Plan**.

2. Navigate to the **Category 4** tab.

3. Select the **Category 4 Lesson** you would like delete.

> **NOTE:** You must have been the one to create the **Category 4 Lesson** in order to delete it.

4. Click the **Delete from Category** button.

5. Click the **Yes** button to delete the **Category 4 Lesson**.
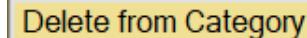
Figure 39 – Delete From Category

DELETE EXISTING PLAN

To delete an existing Curriculum Plan:

1. Click the **Delete Existing Plan** button or select **Delete Existing Plan** from the **Curriculum Plan** drop-down menu. The Delete Existing Plan window displays.
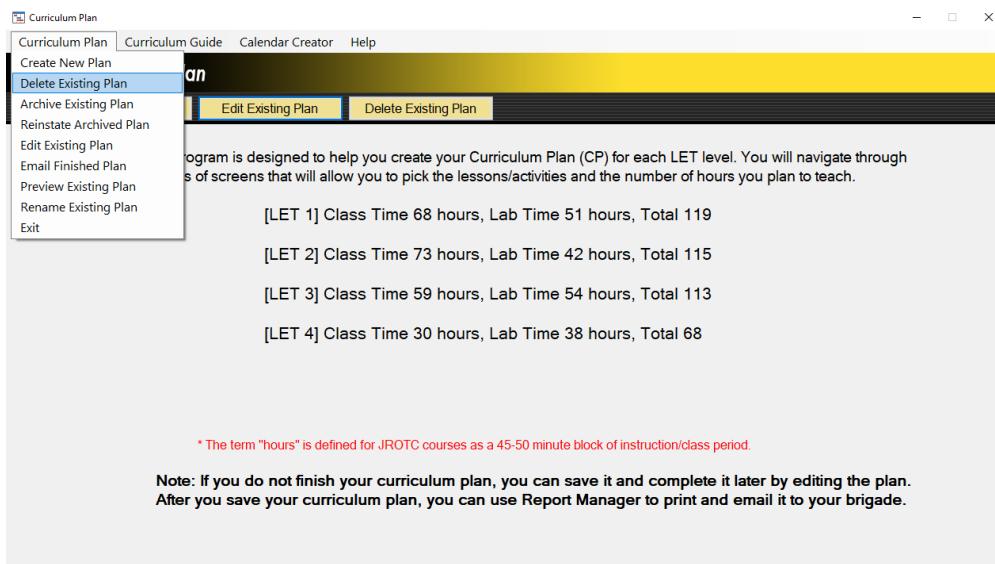
Figure 40 – Delete Existing Plan

2. Select the desired **Curriculum Plan** that you would like to delete from the list.

3. Click the **Delete Plan** button.

4. The Delete Plan confirmation prompt displays. Click the **Yes** button to confirm the deletion of the selected Curriculum Plan.
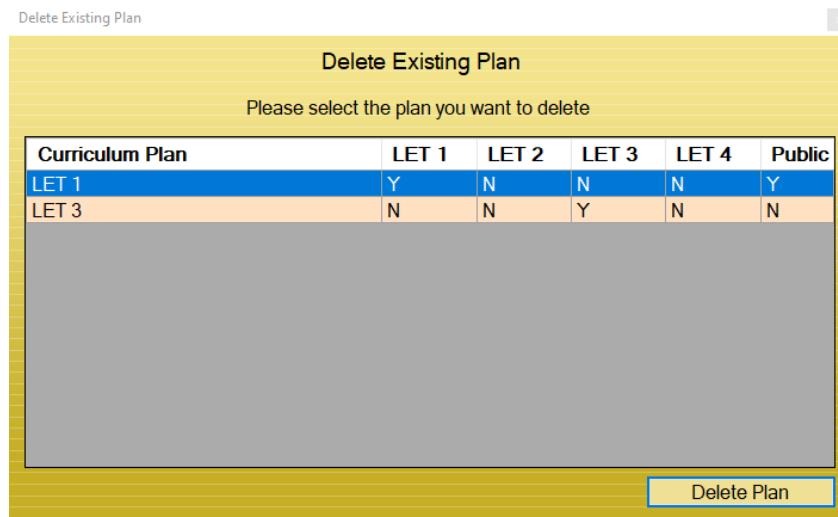
Figure 41 – Delete Plan

5. Click the **OK** button.
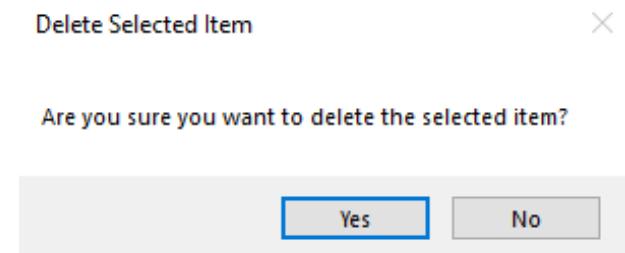
Figure 42 – Delete Plan Prompt

ARCHIVE EXISTING PLAN

To archive an existing Curriculum Plan:

1. Select **Archive Existing Plan** from the **Curriculum Plan** drop-down menu. The Archive Existing Plan window displays.
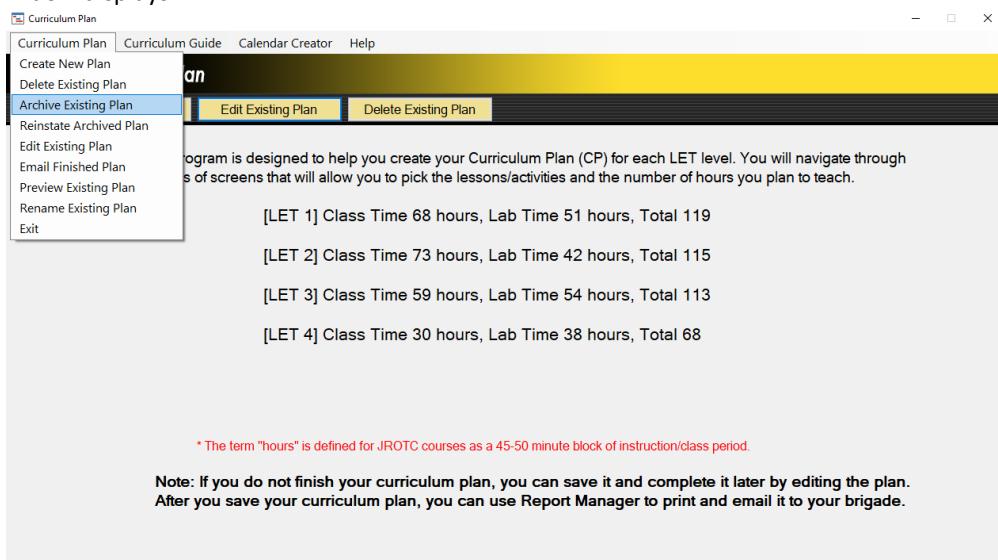
Figure 43 – Archive Existing Plan

2. Select the desired **Curriculum Plan** that you would like to delete from the list.

3. Click the **Archive Plan** button.

4. The **Archive Plan** confirmation prompt displays. Click the **Yes** button to confirm the archive of the selected Curriculum Plan.
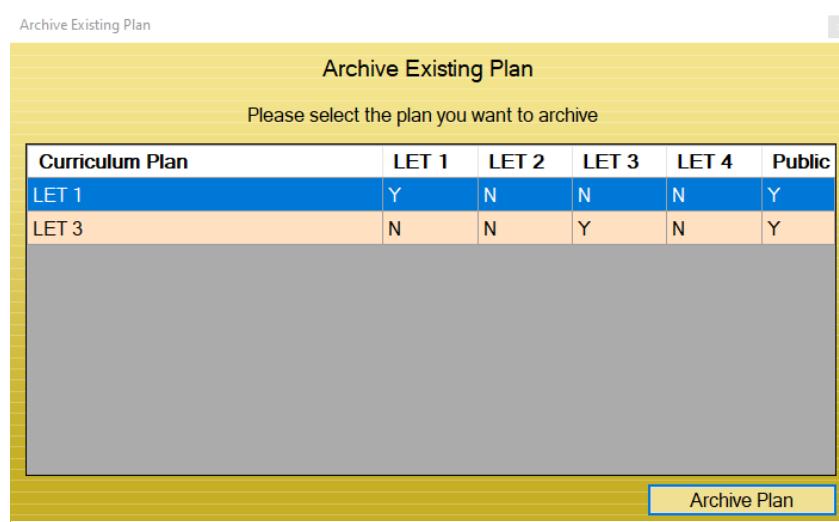
Figure 44 – Archive Plan

5. Click the **OK** button.

REINSTATE ARCHIVED PLAN

1. Select **Reinstate Archived Plan** from the **Curriculum Plan** drop-down menu. The Reinstate Archive Plan window displays.

2. Select the desired **Curriculum Plan** that you would like to reinstate from the list.
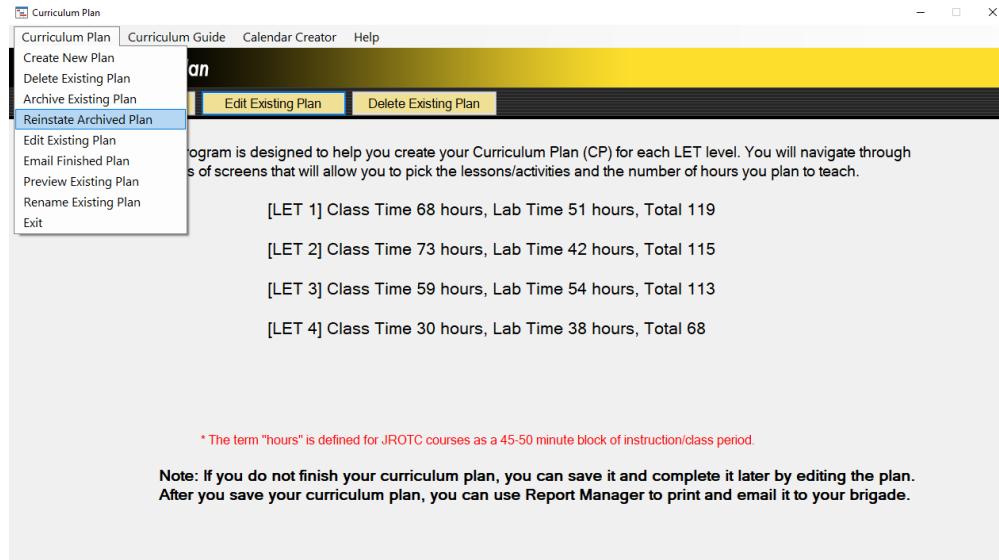
Figure 45 – Reinstate Archived Plan

3. Click the **Reinstate Plan** button.

4. The **Reinstate Plan** confirmation prompt displays. Click the **Yes** button to confirm the Reinstate of the selected Curriculum Plan.
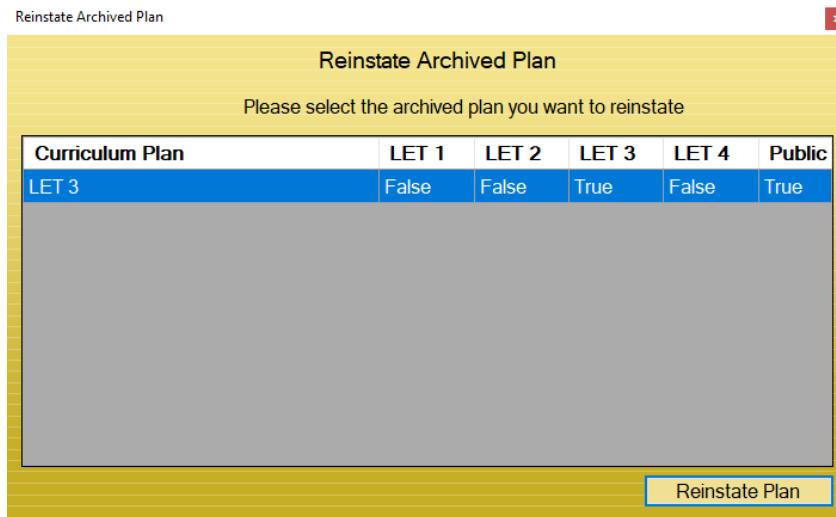
Figure 46 – Reinstate Plan

5. Click the **OK** button.

EDIT EXISTING PLAN

To edit an existing Curriculum Plan:

1. Click the **Edit Existing Plan** button or select **Edit Existing Plan** from the **Curriculum Plan** drop-down menu. The Edit Existing Plan window displays.
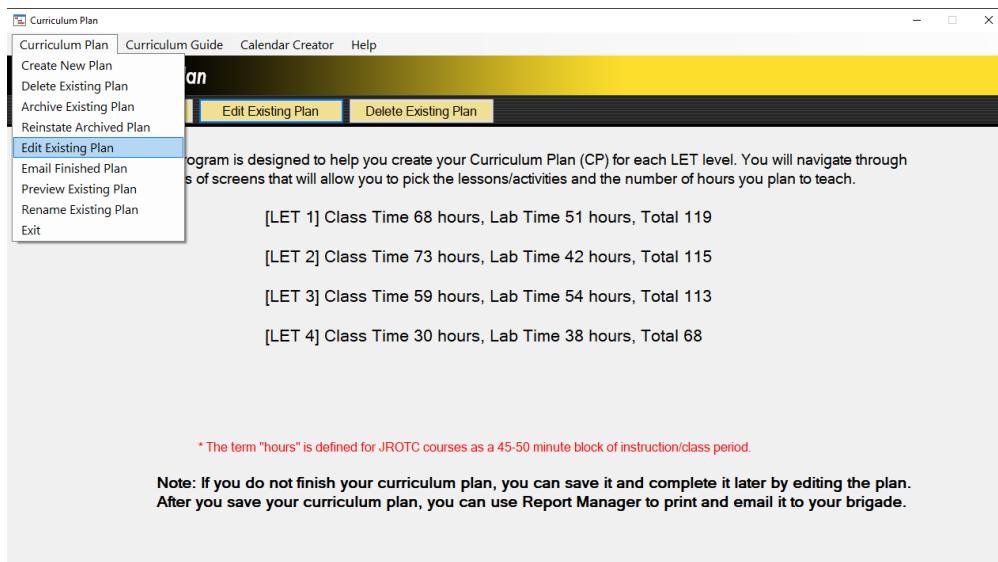
**Figure 47 – Edit Existing Plan**

 NOTE: You may only edit an existing curriculum plan that you have created.

2. Select the desired **Curriculum Plan** that you would like to edit from the list.

3. Click the **Edit Plan** button.
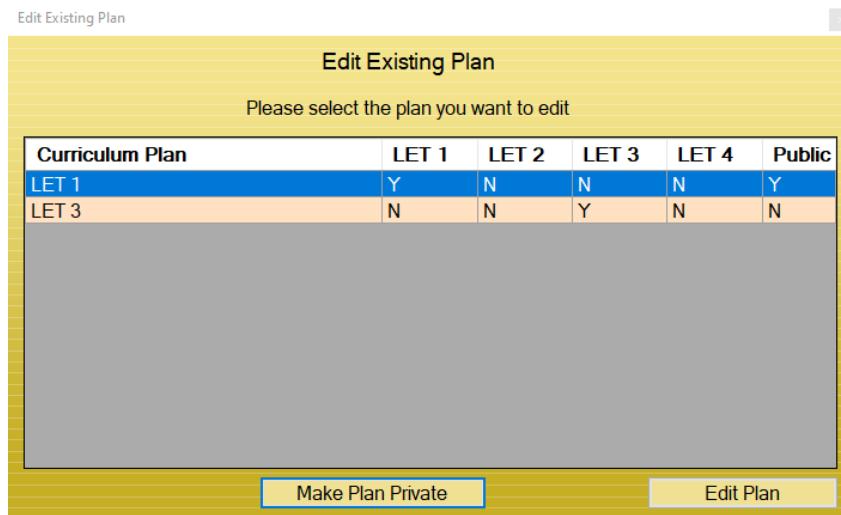
Figure 48 – Edit Existing Plan

4. Edit your selections and click the **Save Plan** button when finished.

EMAIL FINISHED PLAN

To email a finished Curriculum Plan:

1. Select **Email Finished Plan** from the **Curriculum Plan** drop-down menu. The Email Finished Plan window displays.
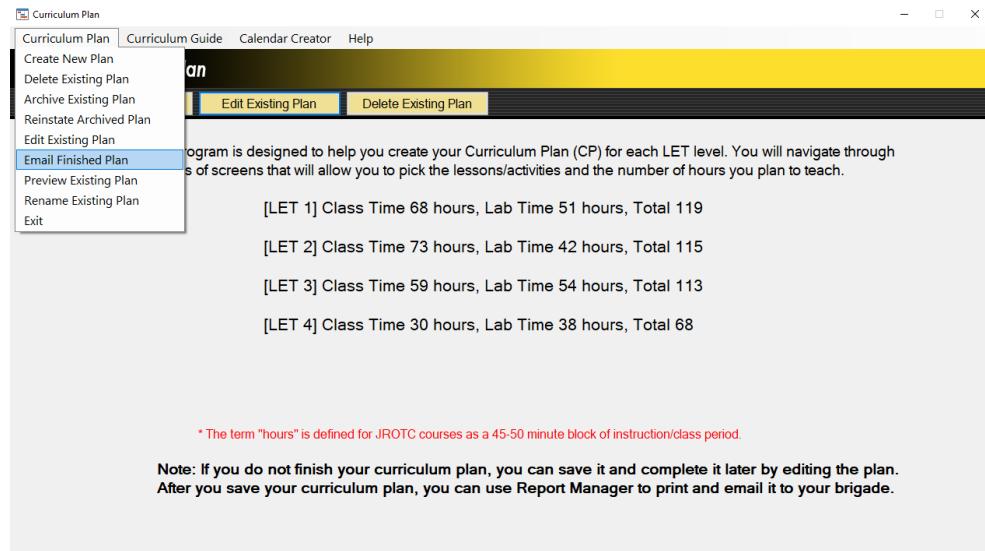
2. Select the desired **Curriculum Plan** that you would like to email from the list.
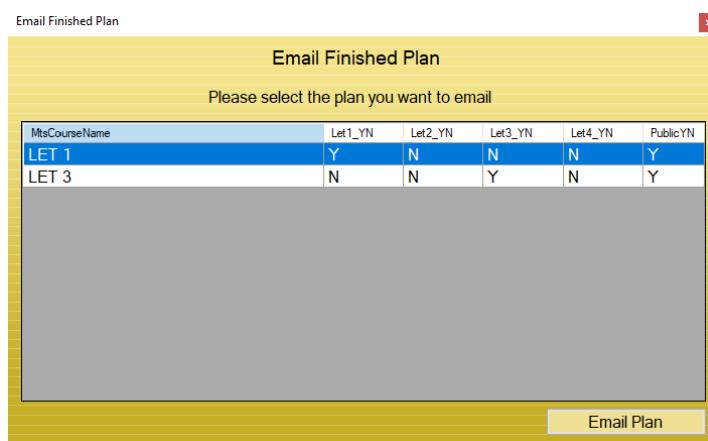
Figure 50 – Email Finished Plan

3. Click the **Email Plan** button.

4. The **Report Manager** opens and will generate the selected Curriculum Plan printout.
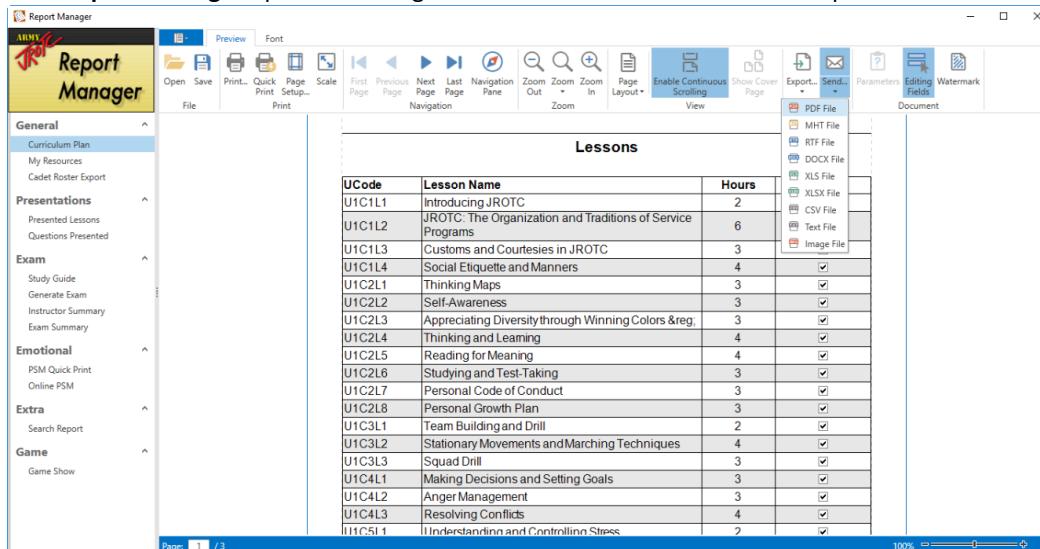
Figure 51 – Report Manager Generates Selected Curriculum Plan

5. Click the **Send** drop-down menu (as seen in **Figure 51**) and select the desired **file type**. The Send via E-mail window displays.

    NOTE: You will have to enter a School Year for your report before you can send it.

6. Verify the Export format and File path and then click the **OK** button. The default Email program opens.
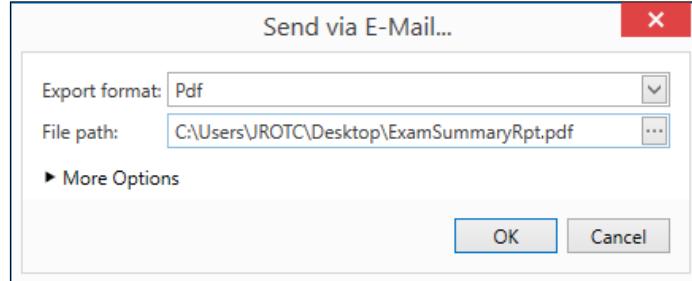
Figure 52 – Verify Export Format

7. In the **To:** field, add the desired **email recipients** and click the **Send** button.
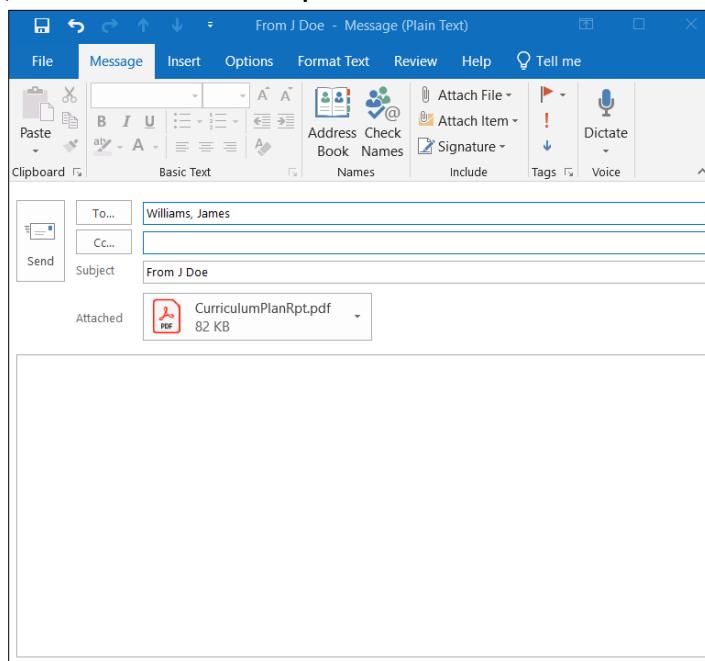
Figure 53 – Add Email Recipients

PREVIEW EXISTING PLAN

To preview an existing Curriculum Plan:

1. Select **Preview Existing Plan** from the **Curriculum Plan** drop-down menu. The Preview Plan window displays.
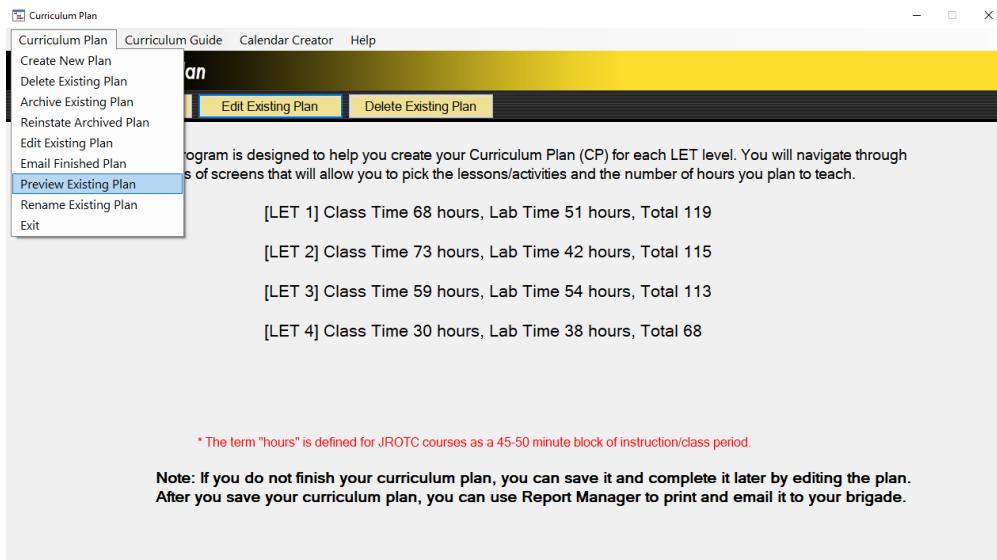
Figure 54 - Preview Existing Plan

2. Select the desired **Curriculum Plan** that you would like to preview from the list.

3. Click the **Preview Plan** button.

   NOTE: The Preview Plan view is sorted with lessons, labs, and electives.

4. When finished previewing the selected Curriculum Plan, click the **Close** button.
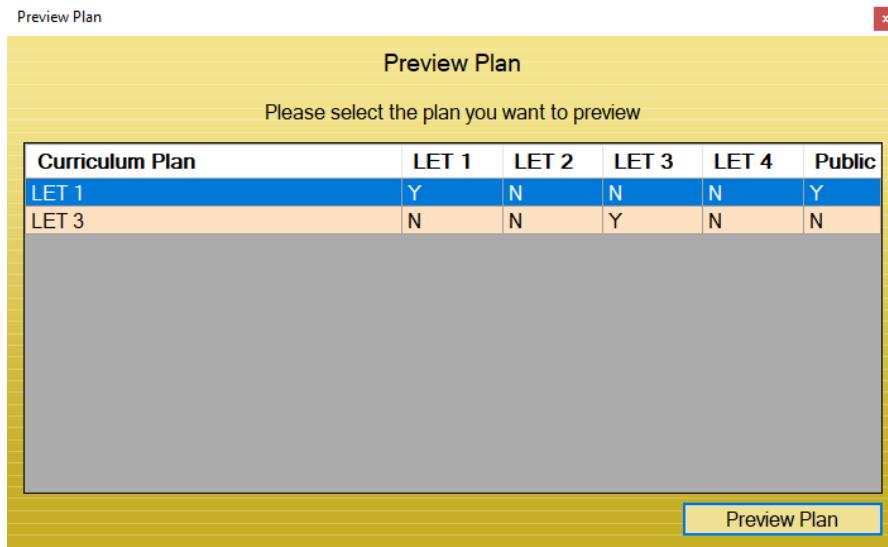
Figure 55 – Preview Existing Plan

RENAME EXISTING PLAN

To rename an existing Curriculum Plan:

1. Select **Rename Existing Plan** from the **Curriculum Plan** drop-down menu.
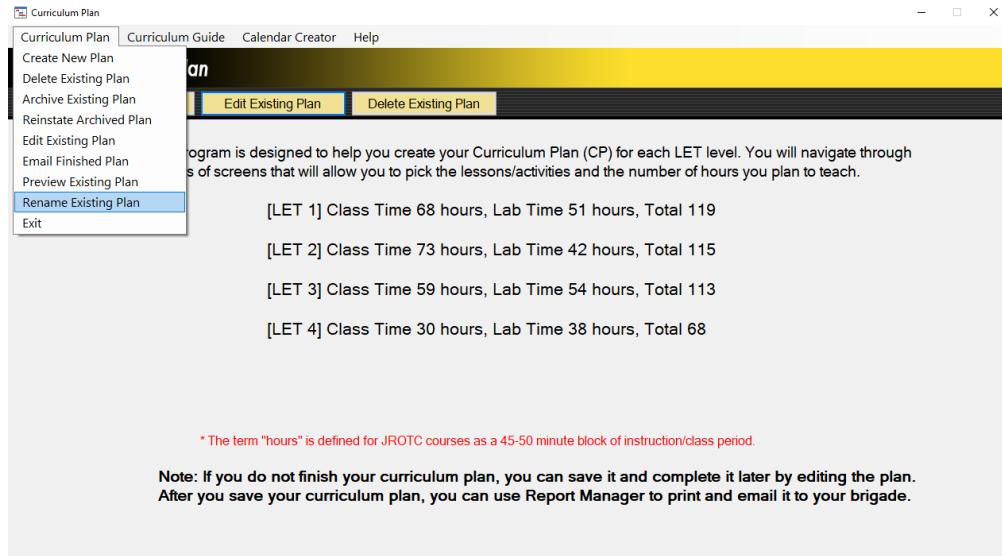
Figure 56 – Rename Existing Plan

2. The Rename Existing Plan window displays.
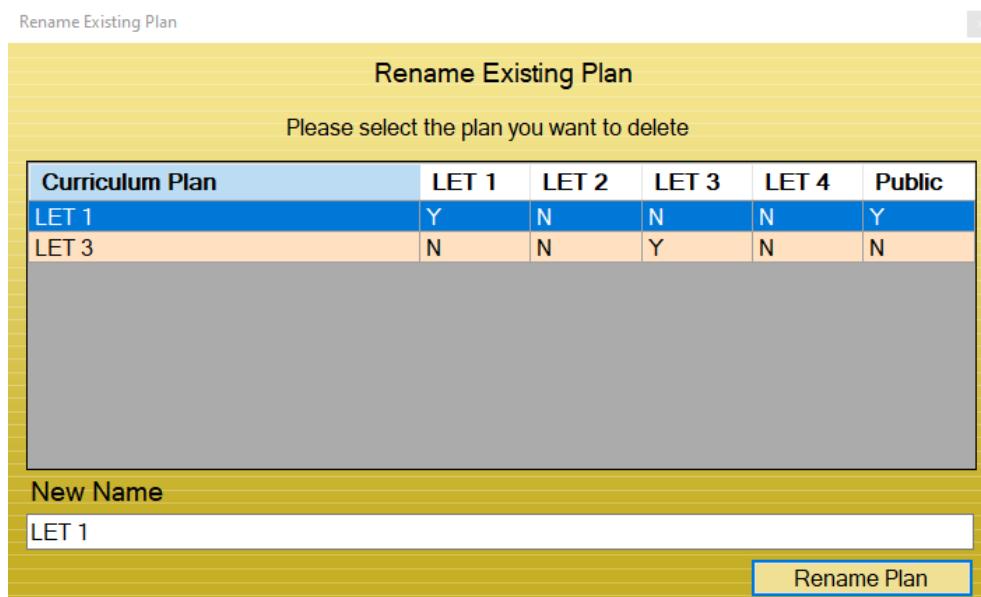
Figure 57 – Rename Existing Plan Window

3. Select the **New Name** text box and rename the existing plan.
4. Click the **Rename Plan** button.
5. The Rename Plan confirmation window appears. Click the **YES** button.
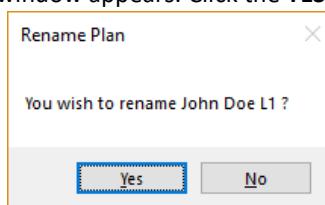
Figure 58 – Rename Confirmation Window

ROSTERS

CURRICULUM PLAN

EDIT CURRICULUM PLAN

To edit an existing Curriculum Plan from the CMv3 Rosters screen:

1. Select **Curriculum Plan** from the top menu. The Curriculum Plan screen displays.

2. Click the **Edit Existing Plan** button or select **Edit Existing Plan** from the Curriculum Plan drop-down menu. The Edit Existing Plan window displays.

3. Select the desired **Curriculum Plan** that you would like to edit from the list.

Figure 61 – Select Curriculum Plan

4. Click the **Edit Plan** button.

5. Edit your selections and click the **Save Plan** button when finished.

IMPORT ROSTER

IMPORT FROM JUMS AND SCHOOL SYSTEMS

Export JUMS student roster to .csv. Inspect your file to ensure that:

- Fields only accept letters and numbers, so please remove any apostrophes, dashes, etc.

- Fields have a Maximum character limit. Please don't exceed this limit.

    o First Name: 20 characters

    o Last Name: 20 characters (required field)

    o Middle Initial: 1 character

1. From the CMv3 Rosters screen, select **Import JUMS Roster** from the **Rosters** drop-down menu.
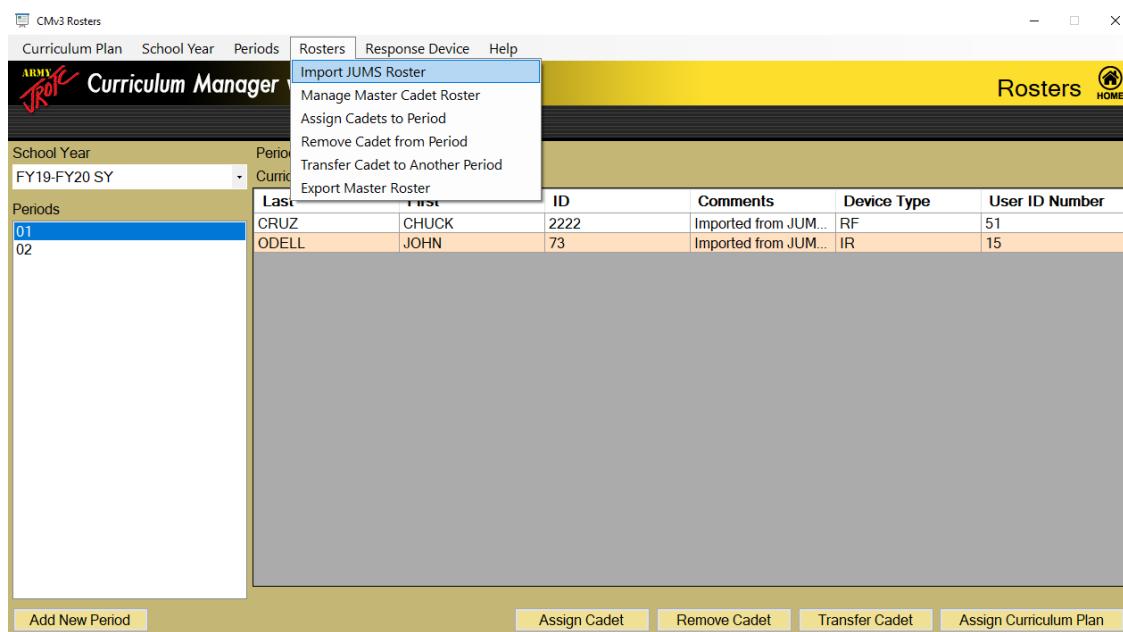
Figure 62 – CMv3 Roster Screen – Import JUMS Roster

2. Select the School Year, you are importing the Cadet's for, from the drop-down list.

JMUMS Period Import
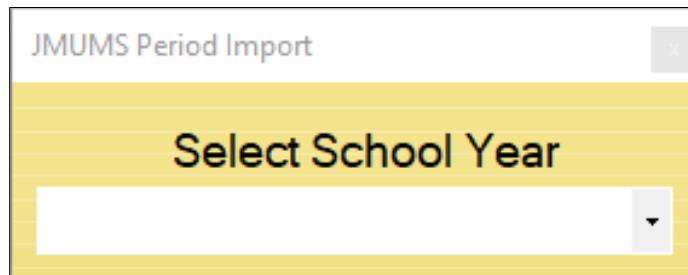
Select School Year

3. Navigate to where you have saved the jums_sample.csv file and click the **Open** button.

NOTE: A prompt will display the number of Cadets that were imported.
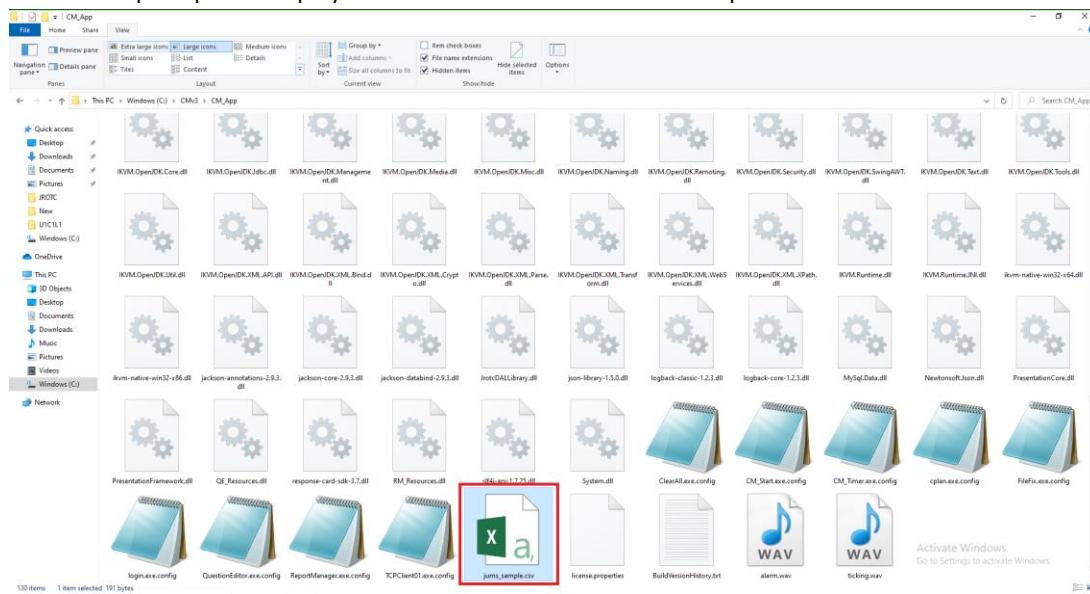
Figure 64 – Navigate to Saved JUMS Student Roster

SCHOOL YEAR

ADD SCHOOL YEAR

Please reference Add School Year in the Initial Setup section of this document.

RENAME SELECTED SCHOOL YEAR

To rename a selected school year:

1. Select the desired **school year** to be renamed from the **School Year** drop-down list located on the left side of the CMv3 Rosters window.

2. Select **Rename Selected School Year** from the **School Year** drop-down menu. The Rename School Year window displays.
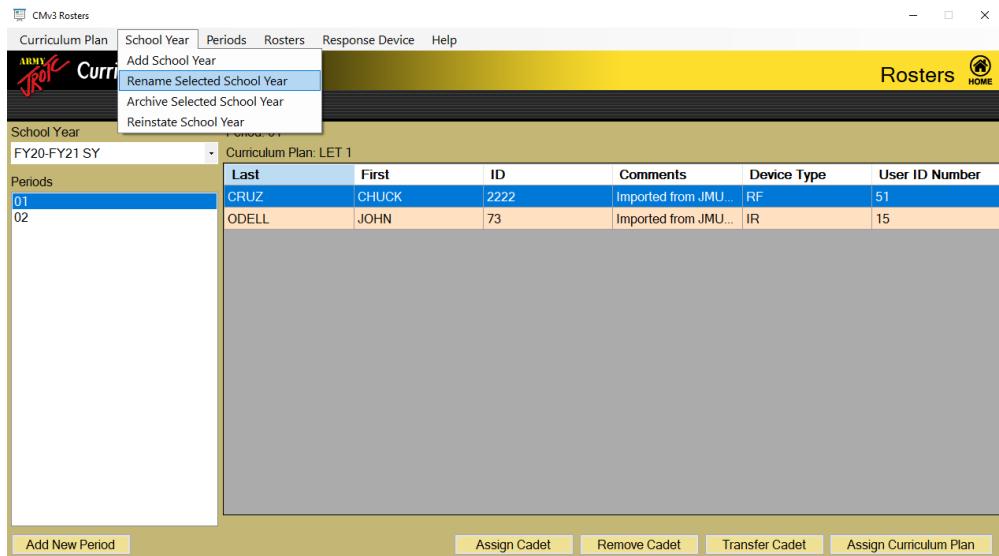
Figure 65 – Rename Selected School Year

3. Enter the new **name** in the text box and click the **Save Name** button.
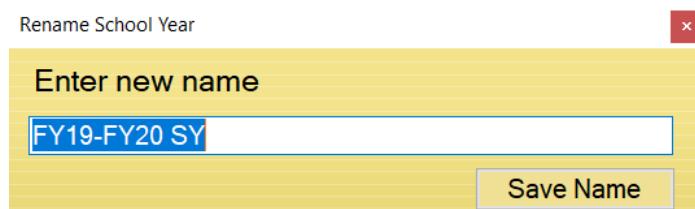
Figure 66 – Rename School Year

ARCHIVE SELECTED SCHOOL YEAR

To archive a selected school year:

1. Select the desired **school year** to be archived from the **School Year** drop-down list located on the left side of the CMv3 Rosters window.
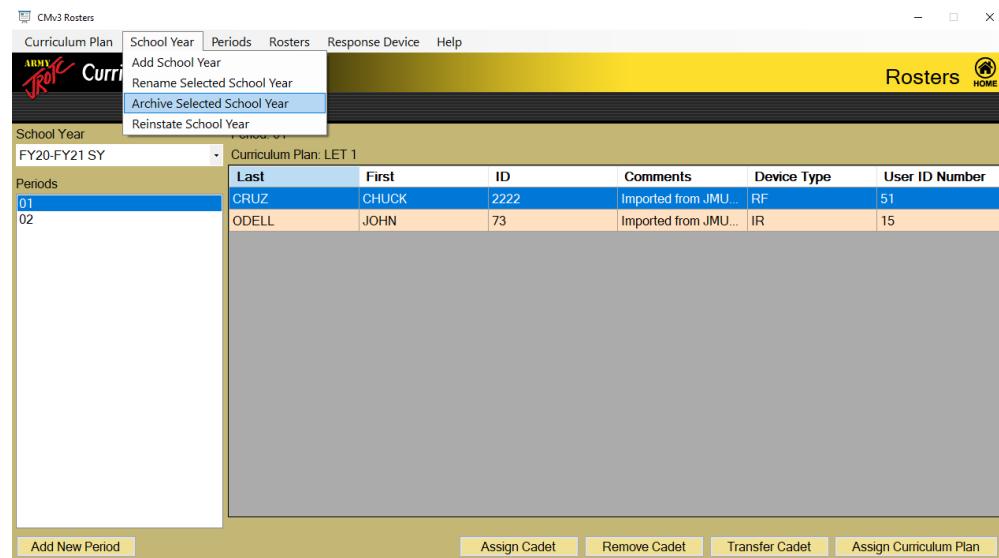
Figure 67 – Archive Selected School Year

2. Select **Archive Selected School Year** from the **School Year** drop-down menu.

3. The selected **School Year** is now **Archived**.

REINSTATE ARCHIVED SCHOOL YEAR

To reinstate an archived school year:

1. Select **Reinstate School Year** from the **School Year** drop-down list located on the left side of the CMv3 Rosters window.
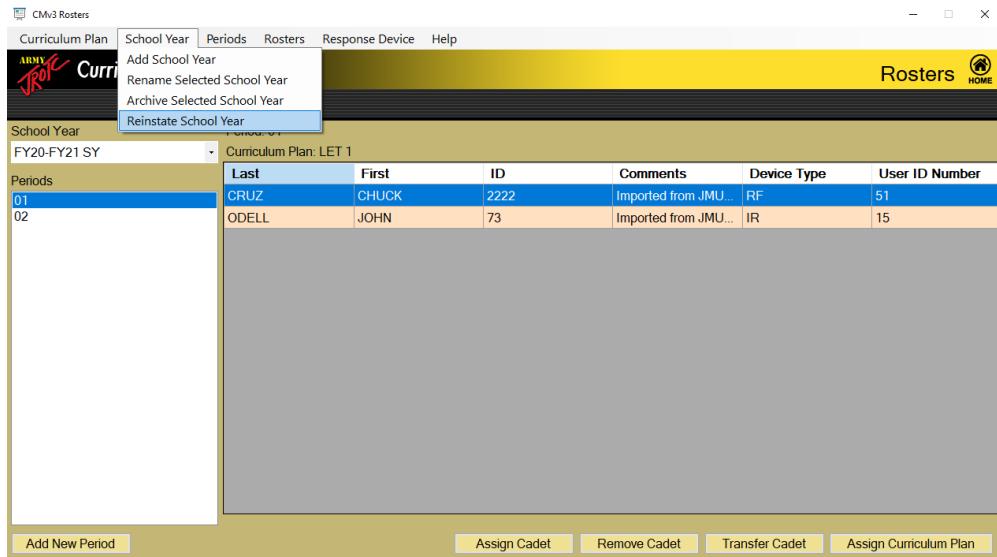
Figure 68 – Reinstate Archived School Year

2. The **Reinstate School Year** window displays.

3. Select the **Archived School Year** that you want to **Reinstate**.
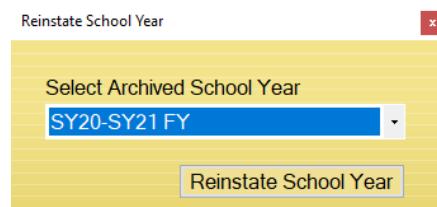
Figure 69 – Reinstate School Year

NOTE: When archiving Periods, or School Years, the information about the Cadets associated with the Periods will also be archived.

NOTE: This will not Archive the Cadet. The Cadet will still exist in the Roster. It will only Archive the information that says that the Cadet is part of that Period.

PERIODS

ADD A PERIOD

Please reference Add a Period in the Initial Setup section of this document.

DELETE SELECTED PERIOD

To delete a selected period:

1. Select the desired **period** to be deleted from the **Periods** list located on the left side of the CMv3 Rosters window.

2. Select **Delete Selected Period** from the **Periods** drop-down menu. The Delete Period confirmation prompt displays.
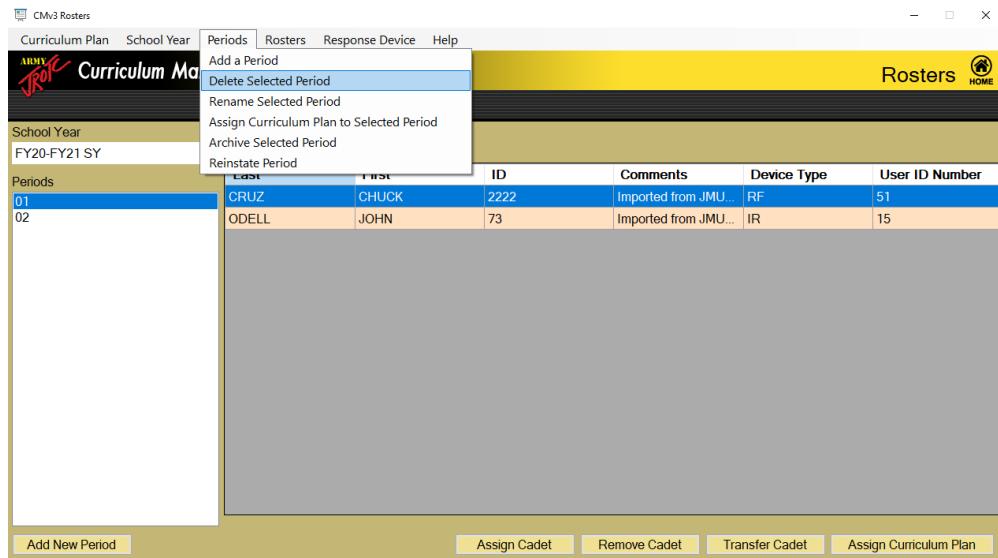
Figure 70 – Delete Selected Period

3. Click **Yes** to delete the selected period or **No** to cancel.
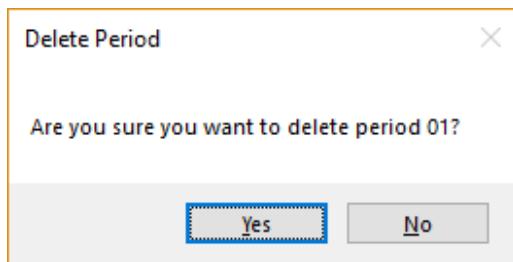
Figure 71 – Delete Period Confirmation Prompt

RENAME SELECTED PERIOD

To rename a selected period:

1. Select the desired **period** to be renamed from the **Periods** list located on the left side of the CMv3 Rosters window.

2. Select **Rename Selected Period** from the **Periods** drop-down menu. The Rename Period confirmation window displays.
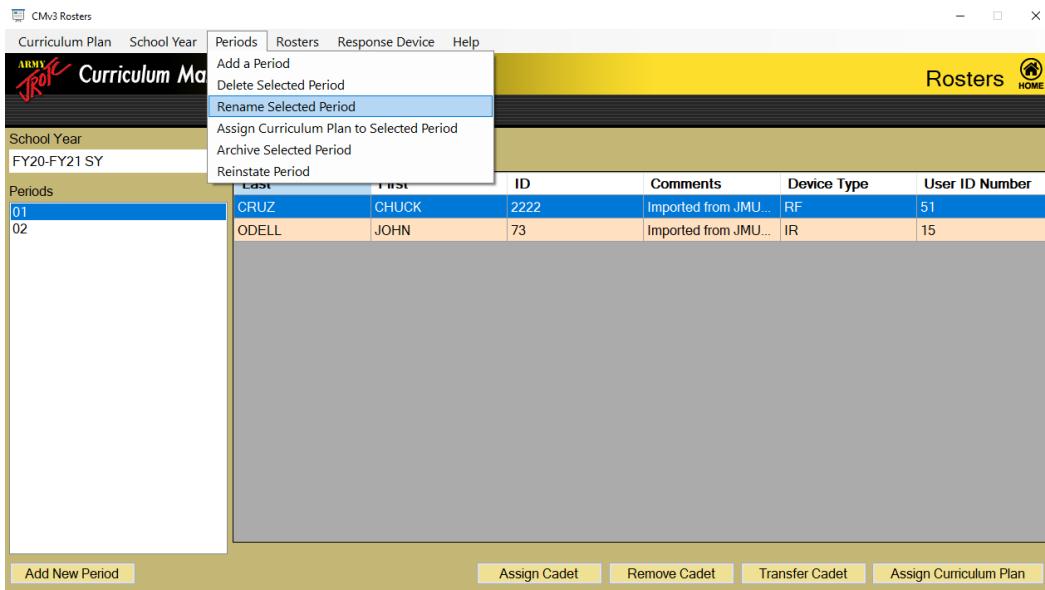
3. Enter the **New Period Name** in the text box.

4. (Optional) Enter the **New Period Description** in the text box.

5. Click the **Save Changes** button.
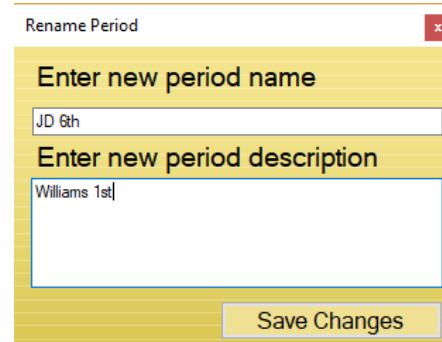
ASSIGN CURRICULUM PLAN TO SELECTED PERIOD

Please reference Assign Curriculum Plan to Selected Period in the Initial Setup section of this document.

ARCHIVE SELECTED PERIOD

To rename a selected period:

1. Select the desired **period** to be archived from the **Periods** list located on the left side of the CMv3 Rosters window.

2. Select **Archive Selected Period** from the **Periods** drop-down menu.

3. The selected Period is now **Archived**.

   NOTE: When archiving Periods, or School Years, the information about the Cadets associated with the Periods will also be archived.

   > **NOTE:** This will not Archive the Cadet only the information that says that the Cadet is part of that Period.
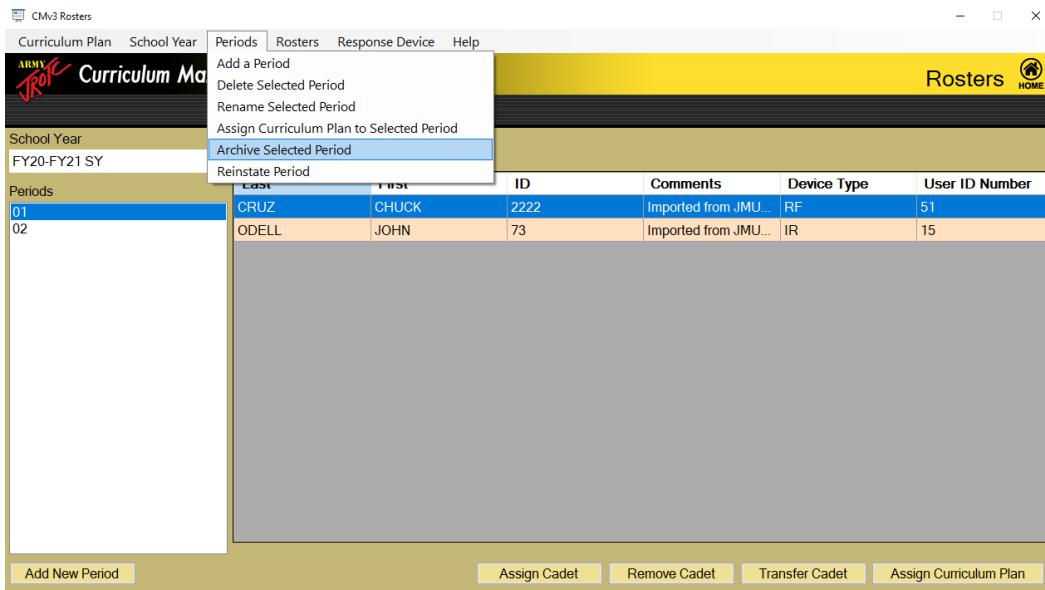
Figure 74 – Archive Selected Period

REINSTATE ARCHIVED PERIOD

To rename a selected period:

1. Select **Reinstate Archived Period** from the **Periods** drop-down menu. The Reinstate Period selection window displays.
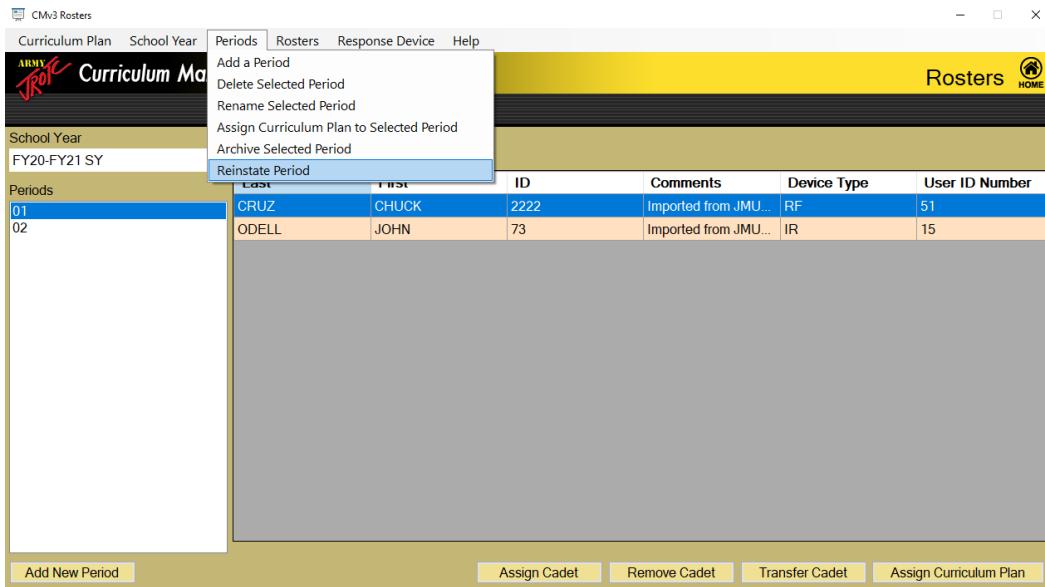
Figure 75 – Reinstate Archived Period

2. Choose the Period you would like to reinstate.

3. Click the **Reinstate Period** button.
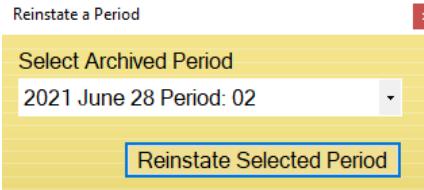
Figure 76 – Reinstate Archived Period

ROSTERS

MANAGE MASTER CADET ROSTER

ADD NEW CADET

Please reference Create Cadet Roster in the Initial Setup section of this document.

ARCHIVE CADET

To **Archive** a Cadet from the **Master Cadet Roster**:

1. Select **Manage Master Cadet Roster** from the **Rosters** drop-down menu. The Manage Master Cadet Roster window displays.
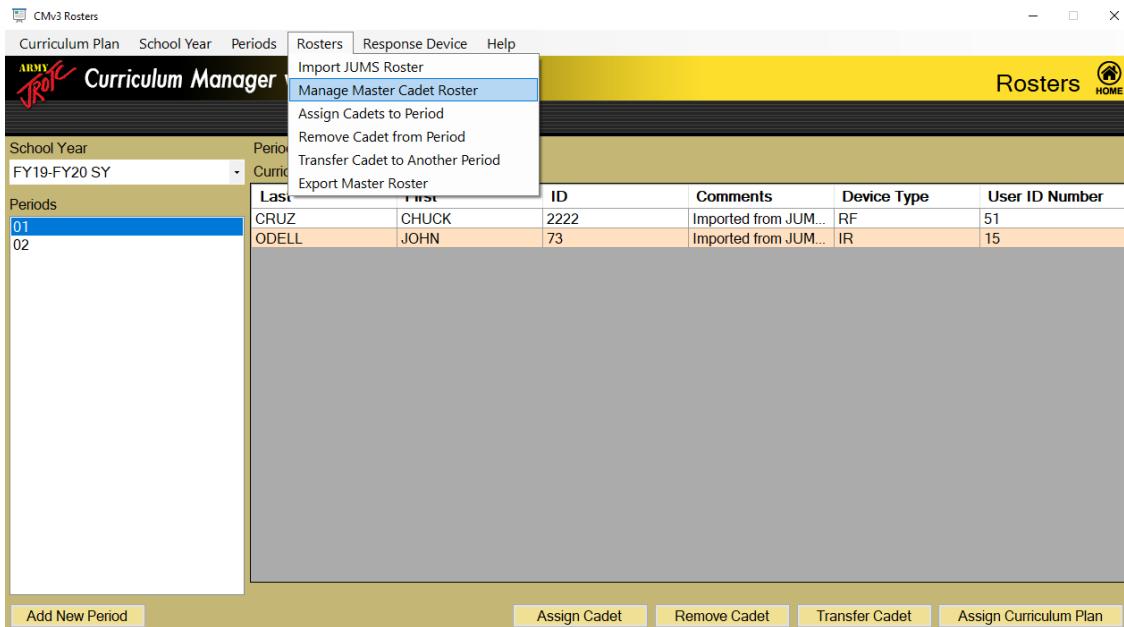
Figure 77 – Manage Master Cadet Roster

2. Select the **Cadet** to be archived and click the **Archive Cadet** button.
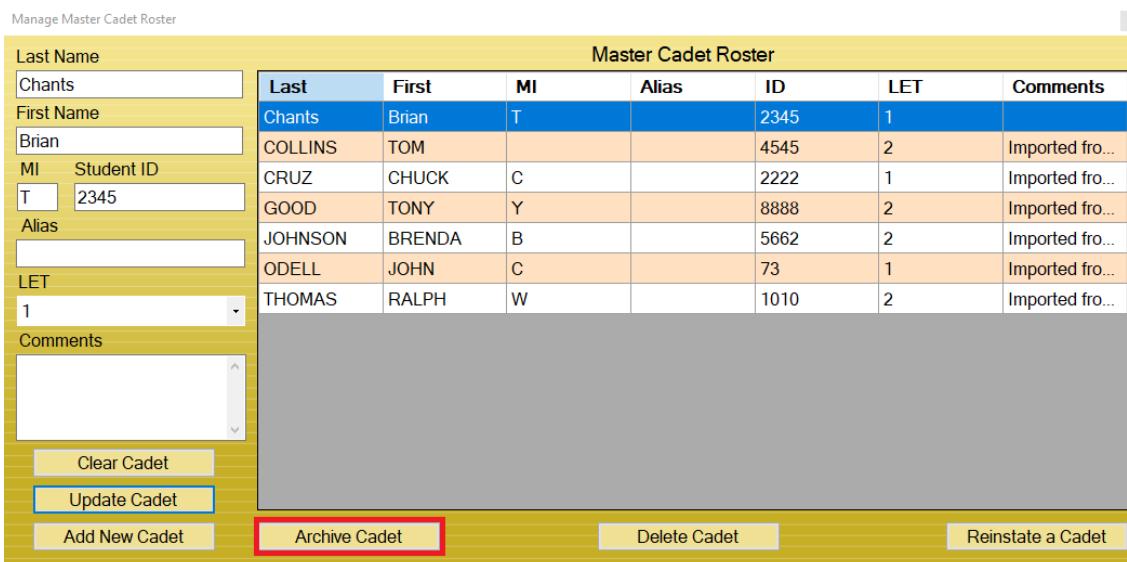
Figure 78 – Archive Cadet Button

3. The selected Cadet is now **Archived**.

REINSTATE CADET

To **Reinstate** a Cadet to the **Master Cadet Roster**:
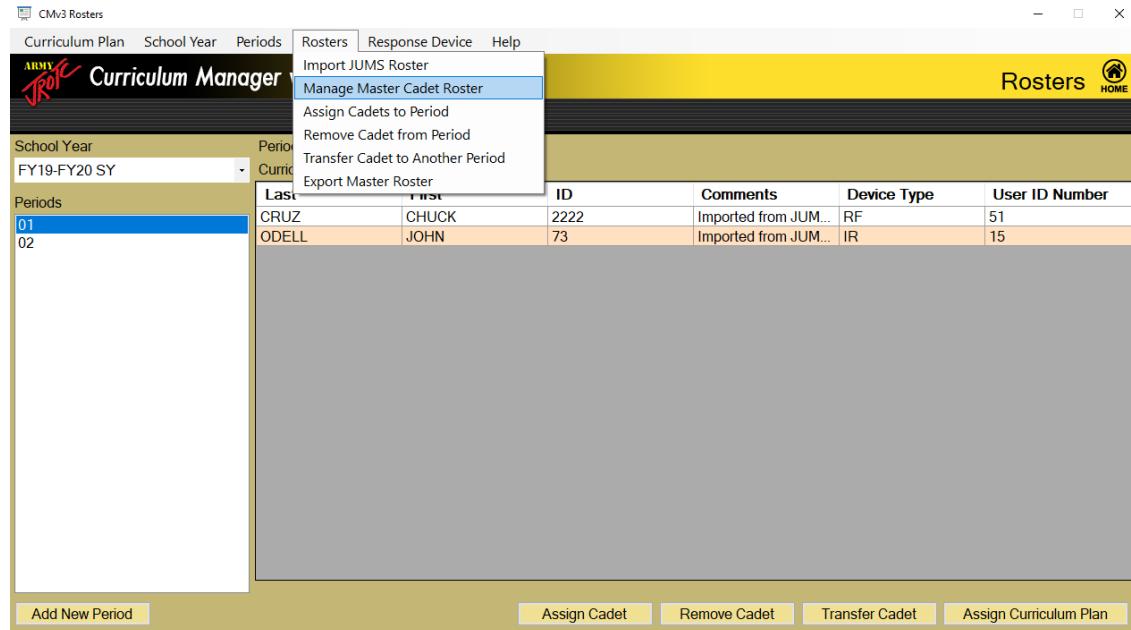
Figure 79 – Manage Master Cadet Roster

1. Select **Manage Master Cadet Roster** from the **Rosters** drop-down menu. The Manage Master Cadet Roster window displays.

2. Select the **Reinstate a Cadet** button. The Archived Cadet prompt displays.

3. Select the Cadet you would like to reinstate.
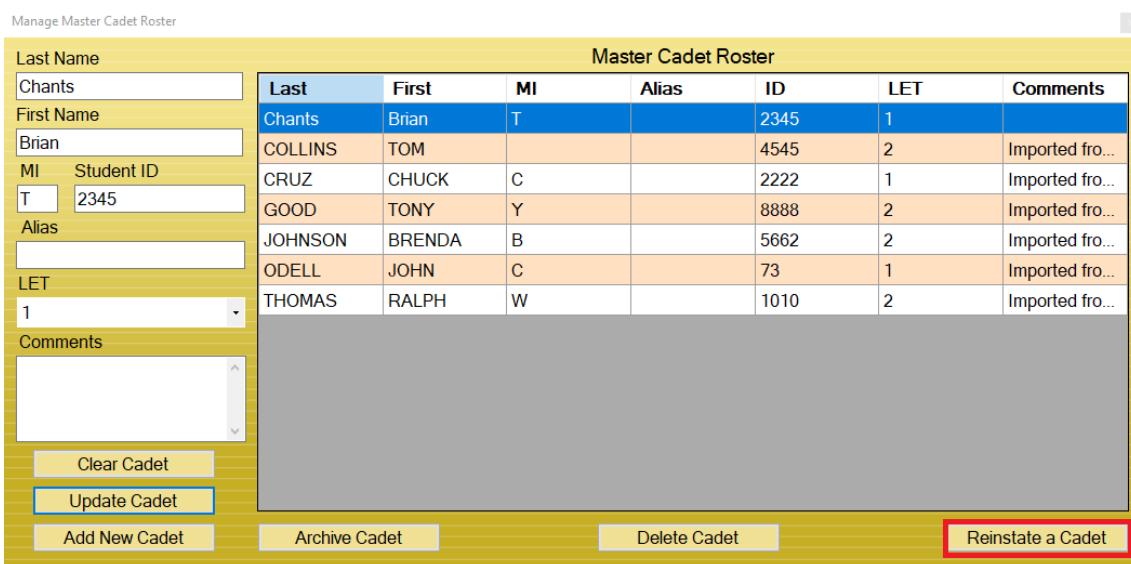
Figure 80 – Reinstate Cadet Button

4. Click the **Reinstate Cadet** Button.

    NOTE: If you Archive a Cadet and you have already archived a Period that, that Cadet was part of then you will need to **Reinstate** the Cadet first before you reinstate the Period or School Year. Otherwise the Cadet will not show up in the period as they were before.
    .
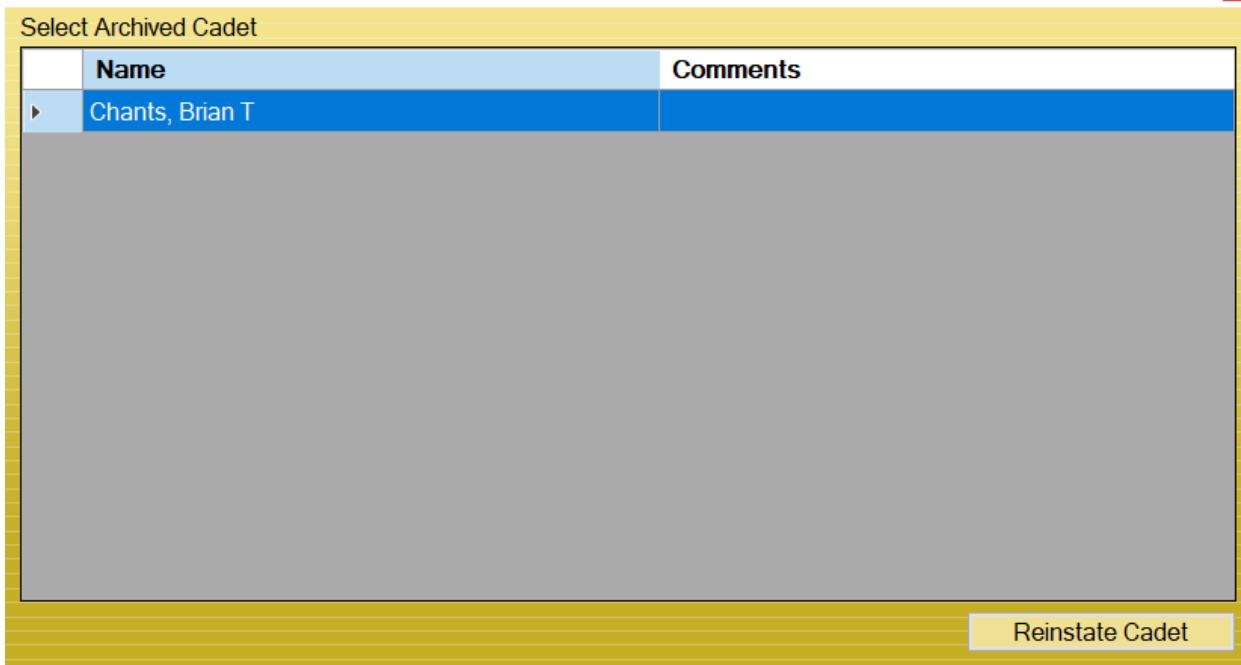
Figure 81 – Reinstate Cadet Screen

CLEAR CADET

To **clear** a Cadet's information from the **Master Cadet Roster** to add new Cadet Information in:

1. Select **Manage Master Cadet Roster** from the **Rosters** drop-down menu. The Manage Master Cadet Roster window displays.
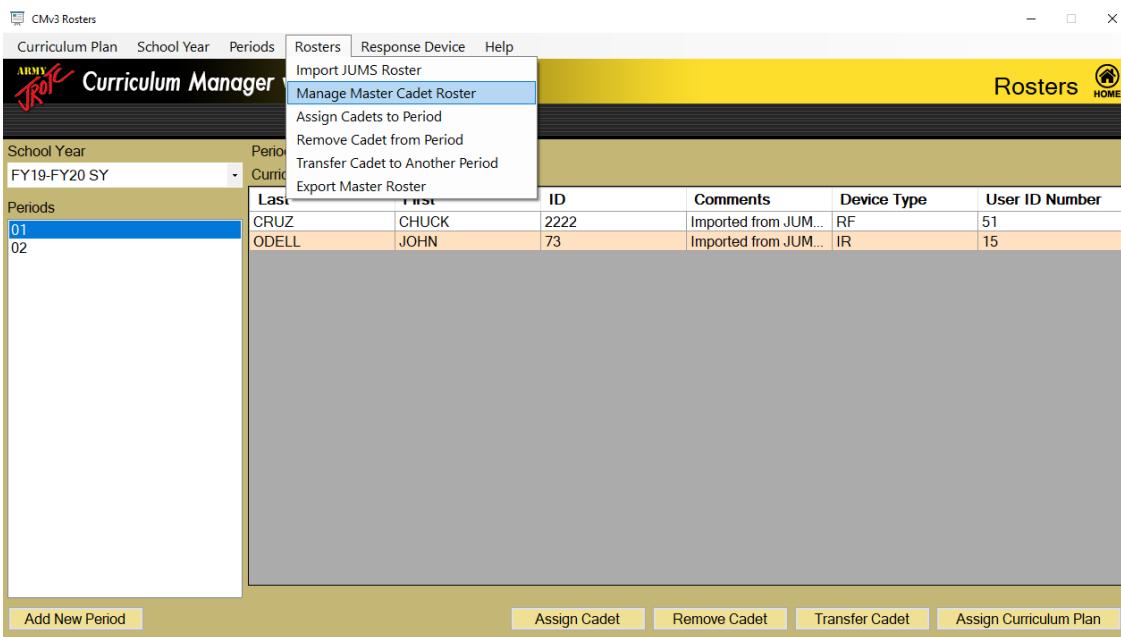
Figure 82 – Manage Master Cadet Roster

2. Click the Clear Cadet button to remove all of the Cadet information that in in the fields already, if any exists.

Figure 83 – Clear Cadet Button

DELETE CADET

To **delete** a Cadet from the **Master Cadet Roster**:

5. Select **Manage Master Cadet Roster** from the **Rosters** drop-down menu. The Manage Master Cadet Roster window displays.


Figure 84 – Manage Master Cadet Roster

**6.** Select the **Cadet** to be deleted and click the **Delete Cadet** button. The Delete Cadet confirmation prompt displays.

7. Click **Yes** to delete the Cadet from the roster or click **No** to cancel.

Figure 85 – Delete Cadet Button

UPDATE CADET

To update Cadet roster information:

1. Select **Manage Master Cadet Roster** from the **Rosters** drop-down menu. The Manage Master Cadet Roster window displays.

Figure 86 – Manage Master Cadet Roster

2. Select the **Cadet** you wish to update on the left side of the Manage Master Cadet Roster screen and update the Cadet information.

3. Click the **Update Cadet** button.

Figure 87 – Update Cadet Button

ASSIGN CADETS TO PERIOD

Please reference Assign Cadets to a Period in the Initial Setup section of this document.

REMOVE CADET FROM PERIOD

To remove Cadet(s) from a period:

1. Select the **Cadet(s)** that you wish to remove from the period.

Figure 88 – Remove Cadet from Period

2. Select **Remove Cadet from Period** from the **Rosters** drop-down menu or click the **Remove Cadet** button. The Remove Cadet confirmation window displays.

3. Click **Yes** to remove the Cadet(s) or click **No** to cancel.
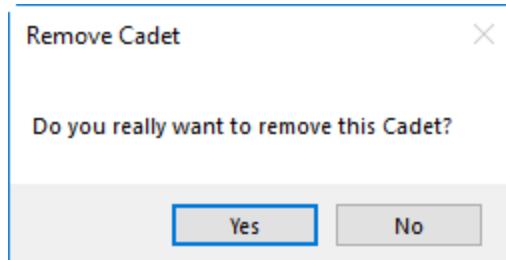
Figure 89 – Remove Cadet Confirmation Prompt

TRANSFER CADET TO ANOTHER PERIOD

To transfer Cadet(s) to another period:

1. Select the **Cadet(s)** that you wish to transfer to another period.

    NOTE: You can transfer a Cadet to any period regardless of the LET Level of that period.
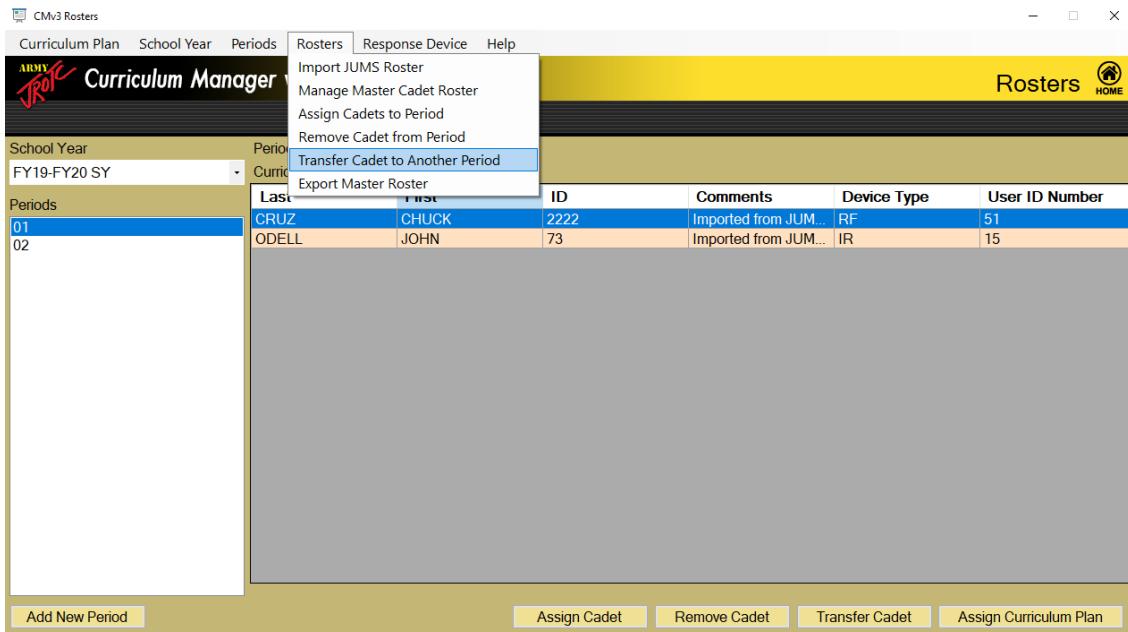
Figure 90 – Transfer Cadet to Another Period

2. Select **Transfer Cadet to Another Period** from the **Rosters** drop-down menu or click the **Transfer Cadet** button. The Transfer Cadet window displays.

3. Click **Yes** to transfer the Cadet(s) or **No** to cancel.
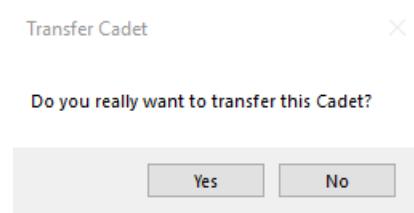
Figure 91 – Transfer Cadet Confirmation Prompt

4. Select the **period** that you would like to transfer the Cadet(s) to.

5. Click the **Transfer Cadet** button.
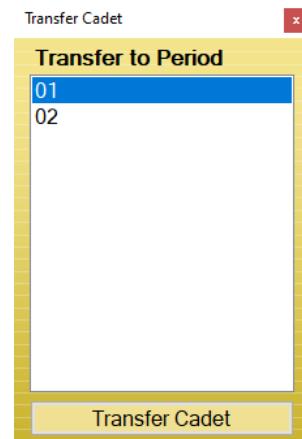
Figure 92 – Transfer Cadet

RESPONSE DEVICE

Please reference the Manage Response Devices section at the beginning of this guide for more information about IR, RF, and virtual devices.

MANAGE RESPONSE DEVICE INVENTORY

ADD NEW DEVICE

Please reference Create a Response Device Inventory in the Initial Setup section of this document.

AUTO ADD DEVICES

To auto add response devices to the Response Device Inventory:

1. Select **Manage Response Device Inventory** from the **Response Device** drop-down menu. The Manage Response Device Inventory window displays.
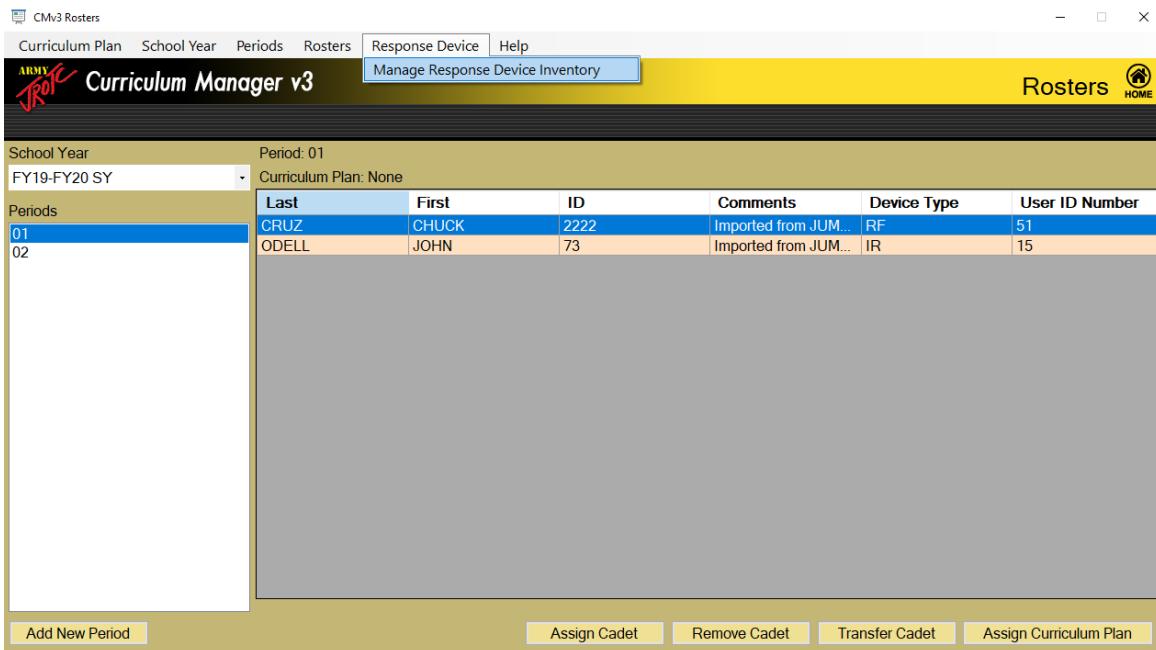
Figure 93 – Manage Response Device Inventory

2. Select the **Auto Add Devices** button.
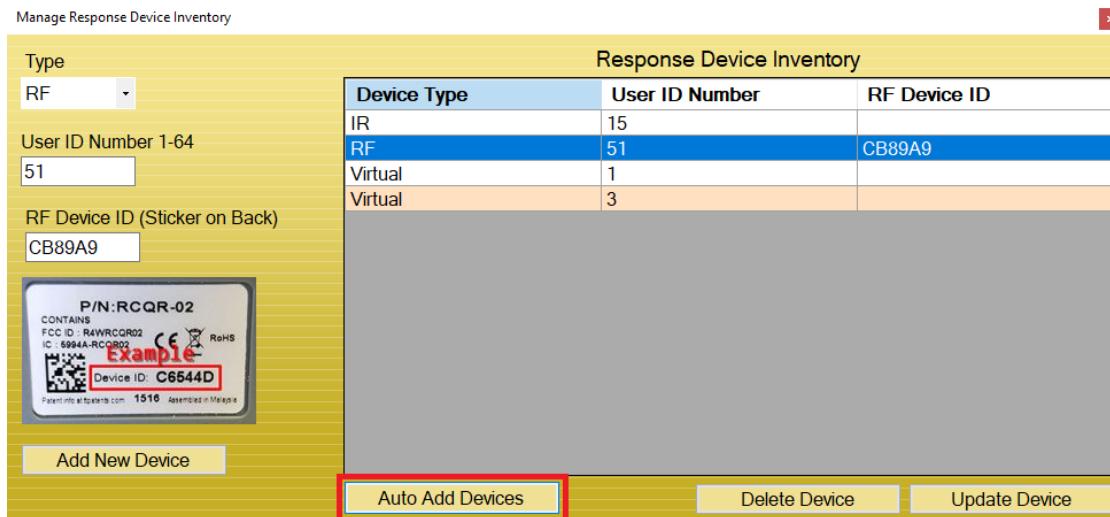
Figure 94 - Manage Response Device Inventory - Auto Add Devices

3. From the **Auto Add Devices** window, select the device types that you wish to record.

4. Click the **Start Recording** button. The **Auto Add Devices** window displays.

5. Click the **"A"** button on each device that you wish to record.

6. When done, click the **Stop Recording** button to add the response device(s) to the Response Device Inventory.
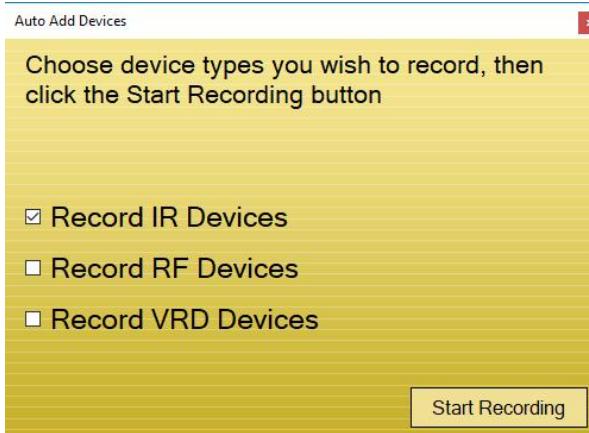
Figure 95 - Auto Add Devices Window

DELETE DEVICE

To delete a response device from the Response Device Inventory.

1. Select **Manage Response Device Inventory** from the **Response Device** drop-down menu. The Manage Response Device Inventory window displays.

Figure 96 – Manage Response Device Inventory

2. Select the **response device(s)** to be deleted. Click the **Delete Device** button.

Figure 97 - Manage Response Device Inventory

3. The Delete Device confirmation window displays. Click **Yes** to delete the selected device or click **No** to cancel.
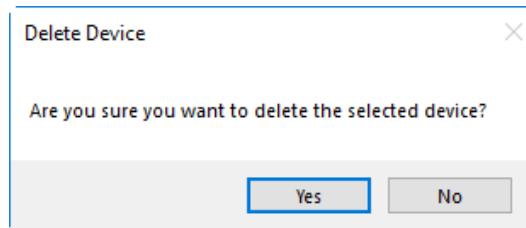
Figure 98 - Delete Device Confirmation Prompt

UPDATE DEVICE

To update a response device in the Response Device Inventory:
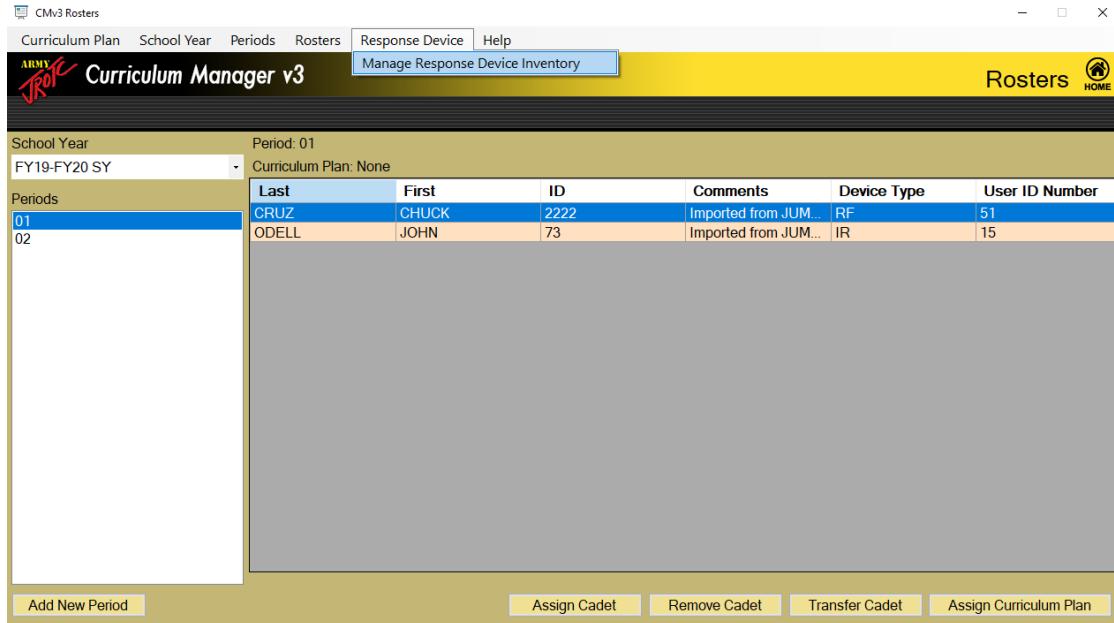
Figure 99 – Manage Response Device Inventory

1. Select **Manage Response Device Inventory** from the **Response Device** drop-down menu. The Manage Response Device Inventory window displays.

2. Select the **response device(s)** to be updated.
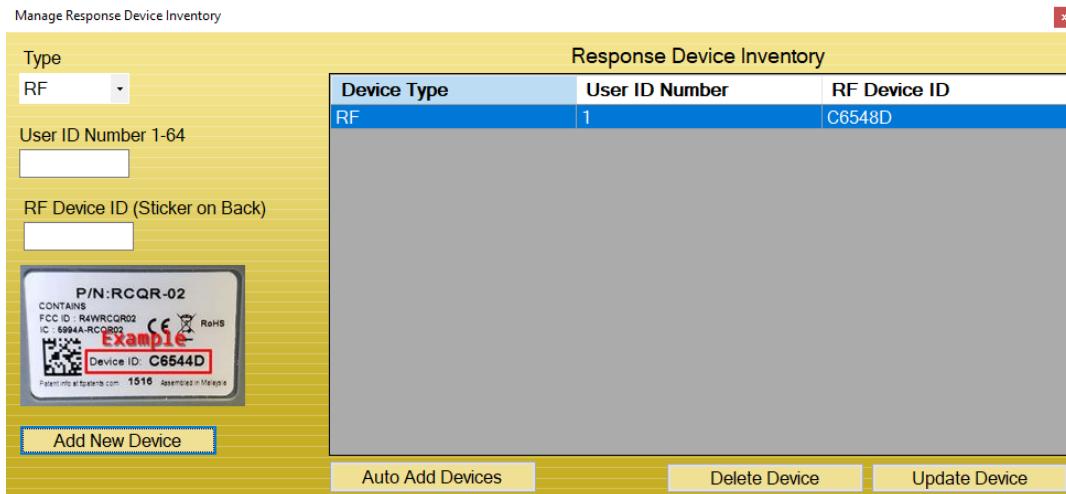
Figure 100 – Manage Response Device Inventory Window

3. Select the **Type** drop-down list to update the response device type.

4. Assign the response device a number (1-64) in the **User ID Number 1-64** text box.

5. (Optional) Add the **RF Device ID** from the sticker on the back of the device to the **RF Device ID** text box.

6. Click the **Update Device** button.
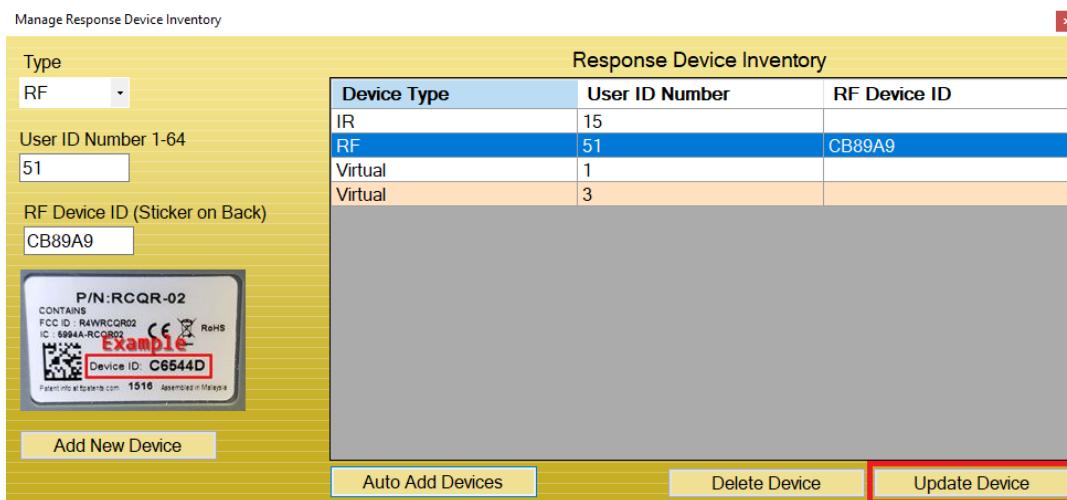
Figure 101 – Update Selected Response Device

ASSIGN RESPONSE DEVICE TO CADET

Please reference Assign Response Device to Cadets in the Initial Setup section of this document.

UNASSIGN RESPONSE DEVICE TO CADET

To unassign a response device from a Cadet:

1. Select a **period** from the **Periods** list on the CMv3 Rosters screen.

2. Select the **Cadet(s)** that you wish to unassign the Response Device from.
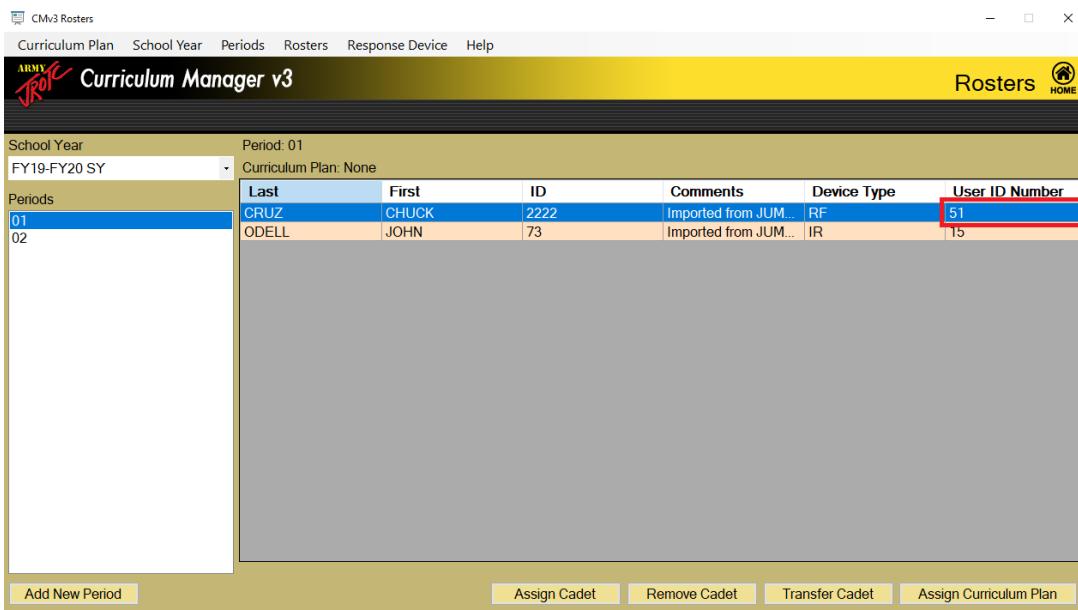
Figure 102 – Select Period and Cadet to Unassign Response Device

3. Click the selected Cadet's **User ID Number** field. The Assign Response Device window displays.

4. Click the **Unassign Device from Cadet** button.

HELP

- **Show Me's** – Launches the CM Help Show Me video menu

- **User Manual** – Displays the CMv3 User Manual

- **Get Remote Help** – Launches Remote Help (Team Viewer)
  NOTE: For technical issues please contact your Brigade POC or email your questions to support@jrotc.education.

- **About RF Response Devices** – Displays help on RF response devices
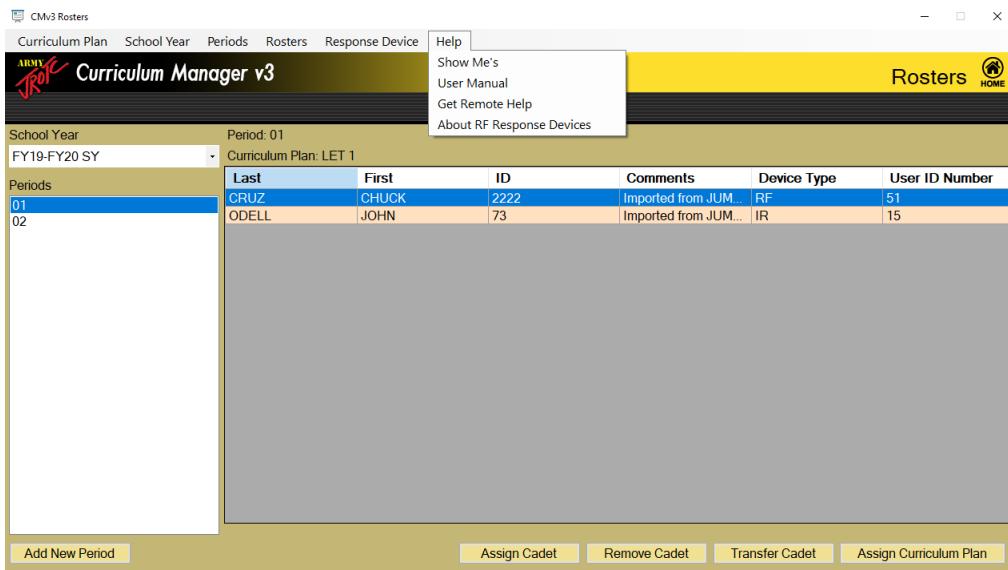
Figure 104 – Help Menu

HOME

NAVIGATION

- **Rosters** – Launches the CMv3 Rosters screen to access the Curriculum Plan, enroll Cadets, create class periods, and manage response devices

- **Assessments** – Displays options for creating assessments, administering assessments, and viewing available games

- **Global Resources** – Displays options for viewing Cadet Materials, Course Credit, Graphic Organizers, Instructor Materials, Regulations, Teen Cert Global, and Thinking Maps®

- **Reports** – Launches the Report Manager

- **Curriculum Plan** – Launches the Curriculum Plan

- **Calendar Creator** – Launches the Calendar Creator.

- **Settings** – Displays the options for setting custom IP address and port, resetting your password, updating your security answers, creating desktop shortcuts (CM, Curriculum Plan, Question Editor, Report Manager, and Desktop Clicker), Export this Period Lesson Plans, and Change RF Receiver Channel

- **Help** – Displays options for viewing the CM Show Me's, CMv3 User Manual, getting remote help, and viewing help on RF response devices

- **Exit CM** – Exits CMv3 application

LAUNCH PRESENTATION

To launch a presentation:

1. From the CMv3 Home screen, select a **period** from the **Select Period** window.
    NOTE: To change a period, you may use the **Change Period** tab on the Home screen.
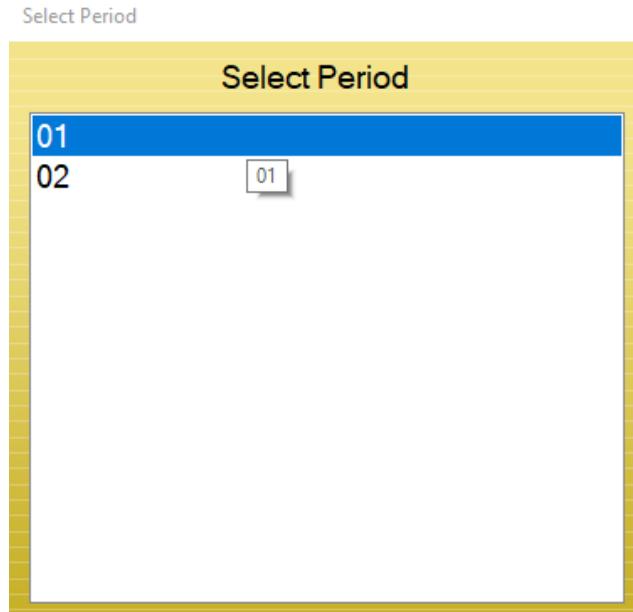
Figure 105 – Select Period

2. Select the desired **lesson** from the lesson list. Lessons are loaded based on the Curriculum Plan for that period.

3. Click the **Launch Presentation** button. The **Select Presentation** window displays.

4. Select the **presentation** that you wish to launch from the Select Presentation window. The CMv3 Presentation window displays.

Figure 106 – Launch Presentation

5. Instruct Cadets to use their response devices to click in to join in the presentation.

    NOTE: As each Cadet joins, the number of their device will change color from gray to blue.

6. After all Cadets have joined, click the **Start Presentation** button.
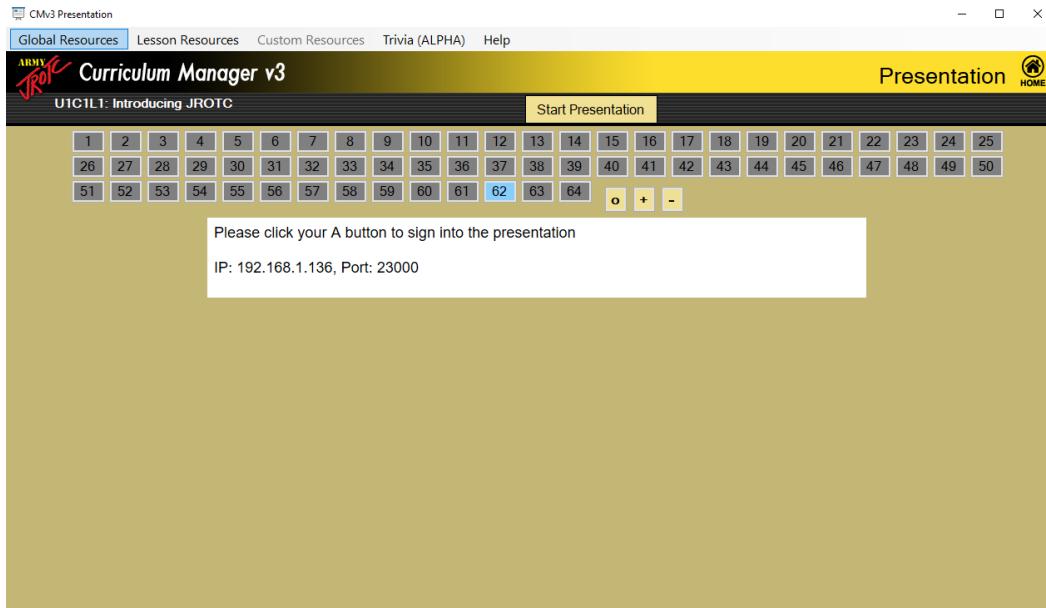
Figure 107 – Start Presentation

7. Use the **Next** and **Back** buttons to navigate the presentation.

NOTE: From the CMv3 Presentation screen, the following options are available:

- Access the **Global Resources** (Cadet Materials, Course Credit, Graphic Organizers, Instructor Materials, Regulations, and Thinking Maps®)

- Access the **Lesson Resources** for that lesson (Lesson Plan, Student Learning Plan, Exercises, Performance Assessment Task, and games)

- Access the **Custom Resources** for that lesson (Instructor created resources

- Change the **Gutter Colors** via the Help menu

- **Slide Open Outside CM** to access the FileFix program

Figure 108 – Lesson Presentation

- Set up the **Question Delivery Preferences** via the Help menu

- **Launch Desktop Clickers** via the Help menu

- **Select a slide to jump to** by clicking on the slide counter located between the **Next** and **Back** buttons

- Run the **CM timer**

- **Randomly select** a Cadet name

8. When finished viewing the presentation, click the **Home** button. The Exit Presentation confirmation prompt displays.

9. Click **Yes** to exit the presentation or **No** to cancel. You are returned to the lesson list.
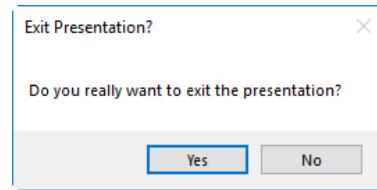
Figure 109 – Exit the Presentation Confirmation Prompt

CMV3 PRESENTATION NAVIGATION

- **Global Resources** – Displays options for viewing Cadet Materials, Course Credit, Graphic Organizers, Instructor Materials, Regulations, and Thinking Maps®

- **Lesson Resources** – Displays the resources for a specific lesson such as Lesson Plan, Student Learning Plan, Exercises, Performance Assessment Task, and games

- **Custom Resources** – Displays the custom resources for that lesson

  NOTE: Custom Resources is inactive from the menu until custom resources have been created

- **Help** – Displays options for viewing Show Me's, viewing the User Manual, reading about RF Response devices, changing the gutter colors, fixing slides that open outside of CM (FileFix), accessing the Question Delivery Preferences, and launching the desktop clicker

- **Next button** – Proceeds to the next slide

- **Back button** – Proceeds to the previous slide

- **Slide X of X** – Displays the Jump To Slide window

- **Replay button** – Replays the current slide

CHANGING GUTTER COLORS

To change the gutter colors of the presentation:

Figure 110 – Change Gutter Colors

1. From the CMv3 Presentation screen, select **Help** from the top menu, select the **Change Gutter Colors** option from the drop-down menu and then select **Pick a Color**. The Color popup window displays.

2. Choose a color from the **Basic colors** list or click the **Define Custom Colors** button to create a custom color to apply to your gutters.
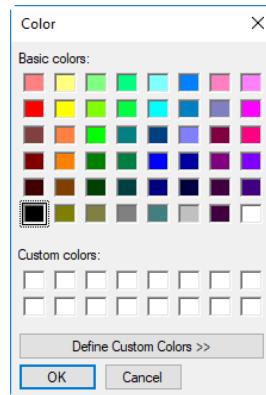
Figure 111 – Choose a Color

3. Click the **OK** button to apply the new gutter color to the presentation.

Figure 112 – Presentation with New Gutter Color Applied

FIX SLIDES THAT OPEN OUTSIDE OF CURRICULUM MANAGER USING FILEFIX

If documents are not opening in CM and are opening in a separate window instead, then you need to run the FileFix program.

To fix slides that open outside of CM using FileFix:

1. From the CMv3 Presentation screen, select **Help** from the top menu, select the **Slide Open Outside CM** option from the drop-down menu. The FileFix window displays.

Figure 113 – Navigate to FileFix Program

2. Click the **Fix My Slide Display** button. The problems found and fixed list will display.
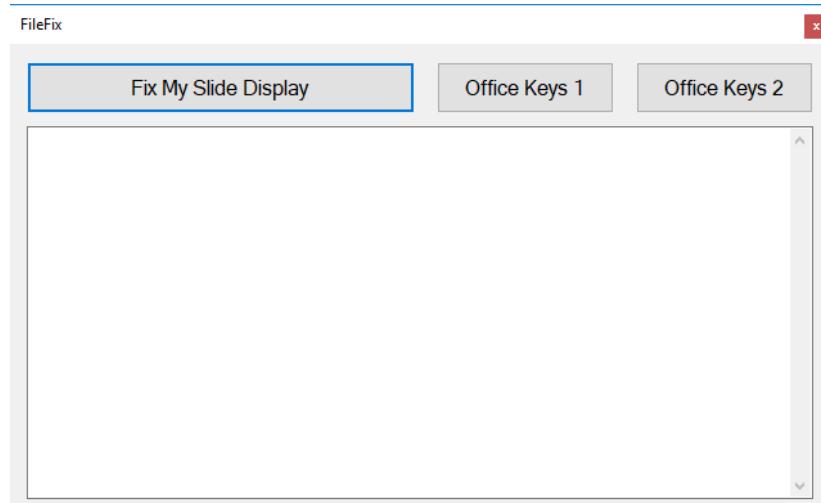
Figure 114 – FileFix Window

3. If the slide still opens outside of CM, click the **Office Key 1** button. A confirmation prompt appears.

4. If the problem still exists, click the **Office Key 2** button. A confirmation prompt appears.
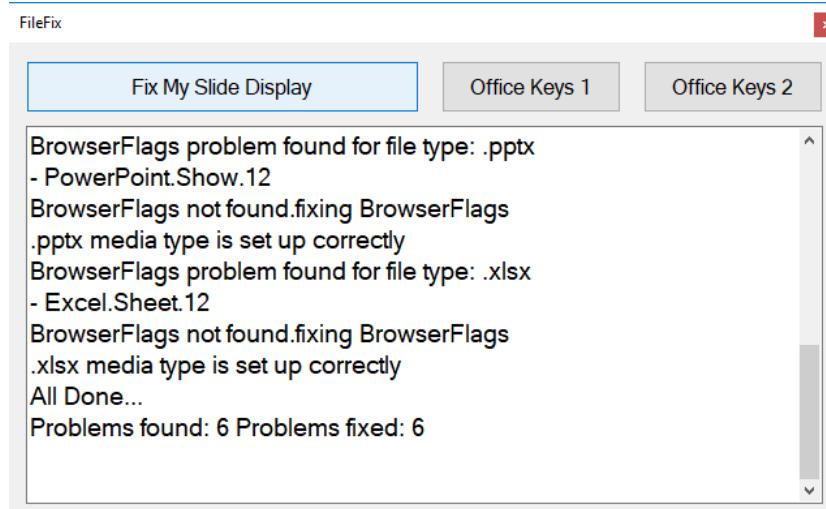
Figure 115 – Problem Located and Fixed

NOTE: Running **Office Key 2** is an extreme measure and should be used only as needed because you may be required to run the Microsoft Office repair afterward. Always run **Fix My Slide Display** first, followed by **Office Key 1** if needed.

CHANGING QUESTION DELIVERY PREFERENCES

To change question delivery preferences:

1. From the CMv3 Presentation screen, select **Help** from the top menu and select the **Question Delivery Preferences** option from the drop-down menu. The Preferences window displays.

Figure 116 – Changing Question Delivery Preference

NOTE: From the Preferences window, the following options are available:

- **Show Correct Answer** – Displays the correct answer in question after the question has been stopped
- **Show Answer Distribution** – Displays how many selected each distractor on a multiple-choice question

- **Show Pad Correct** – Displays correct response User ID number; red for incorrect answers, green for correct answers (not selected by default)
- **Auto Start Questions** – Automatically launches questions.
- **Auto Advance Questions** – Automatically advances questions.
- **Question Timer Preferences** – If the timer is enabled, then the Question Timer can be adjusted by using the +/- buttons (disabled by default)
- **Timer Increment in Seconds** – Allows Instructor to add/decrease time when answering the question (defaults to 10 seconds)
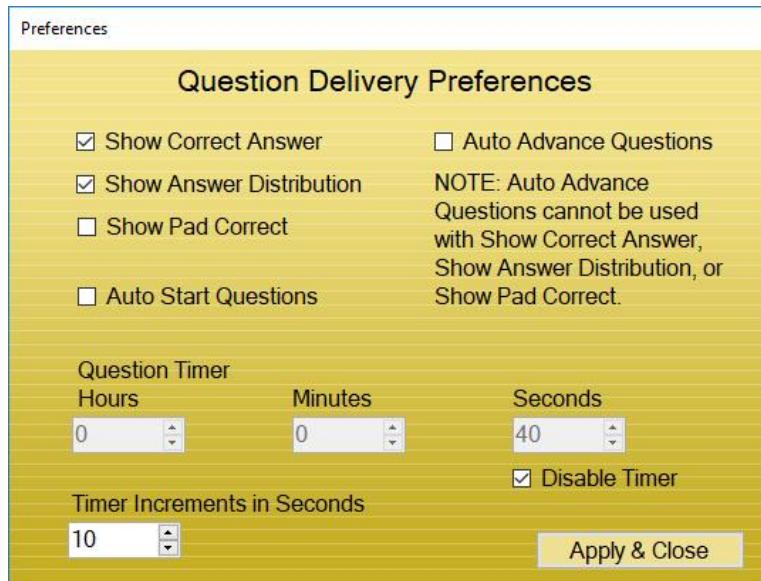
Figure 117 – Question Delivery Preference

2. Click the **Apply & Close** button to save changes made to preferences.

LAUNCH DESKTOP CLICKER

To launch the desktop clicker:

1. From the CMv3 Presentation screen, select **Help** from the top menu and select the **Launch Desktop Clicker** option from the drop-down menu. The Virtual Response Device window displays.

Figure 118 – Launch Desktop Clicker

2. Select the **User ID Number** and then click the **Connect** button.
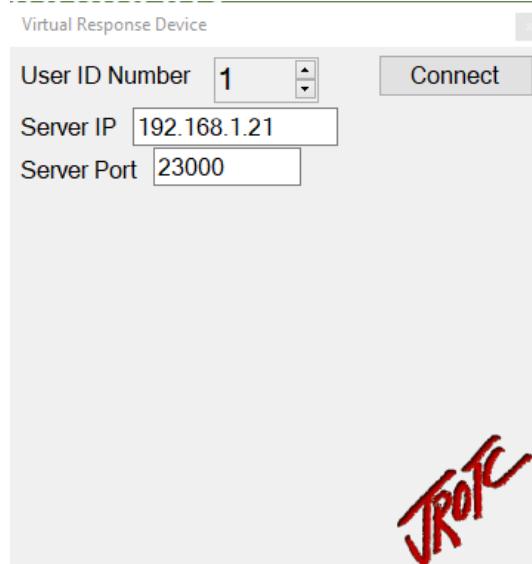
CM TIMER

Use the **CM Timer** when you must break your class into groups to perform various tasks.

1. In the presentation window, click the **CM Timer** icon. The CM Timer window displays.

2. From the **Timer Type** drop-down menu, select your desired timer type.

Figure 120 – Select CM Timer Icon in Presentation Window

NOTE: Stopwatch is the default timer type.

3. Once the timer type has been selected, the following options are available on the timer:

a. Stopwatch

- Click the **Start** button to start the timer.
- Click the **Stop** button to stop the timer.
- Click the **Reset** button to set the timer to zero.
- Click the **speaker icon** to mute/unmute the time's up beep.
- Select **Quit** from the top menu or click the **(X)** in the top right corner to close the timer.

Figure 121 – Stopwatch

b. Countdown

- Using the **up/down** arrows, set your timer.
- Click the **Start** button to start the timer.
- Click the **Stop** button to stop the timer.
- Click the **speaker icon** to mute/unmute the time's up beep.
- Select **Quit** from the top menu or click the **(X)** in the top right corner to close the timer.

Figure 122 – Countdown

RANDOM SELECT

The Random Select icon allows you to randomly choose a Cadet for class participation. To randomly select a Cadet:

1. In the presentation window, click the **Random Select** icon. The Randomly Select Cadet popup displays a

Figure 123 – Select Random Select Icon from Presentation Window

random Cadet to call upon.

NOTE: Cadets who have been marked present in the attendance roster will be selected randomly. No Cadet will be selected more than once unless all Cadets have been randomly selected.

Figure 124 – Randomly Select Cadet Popup

VIEWING PRESENTATION QUESTIONS

When advancing to a question in a lesson presentation the Cadets will use their response devices to answer the question.
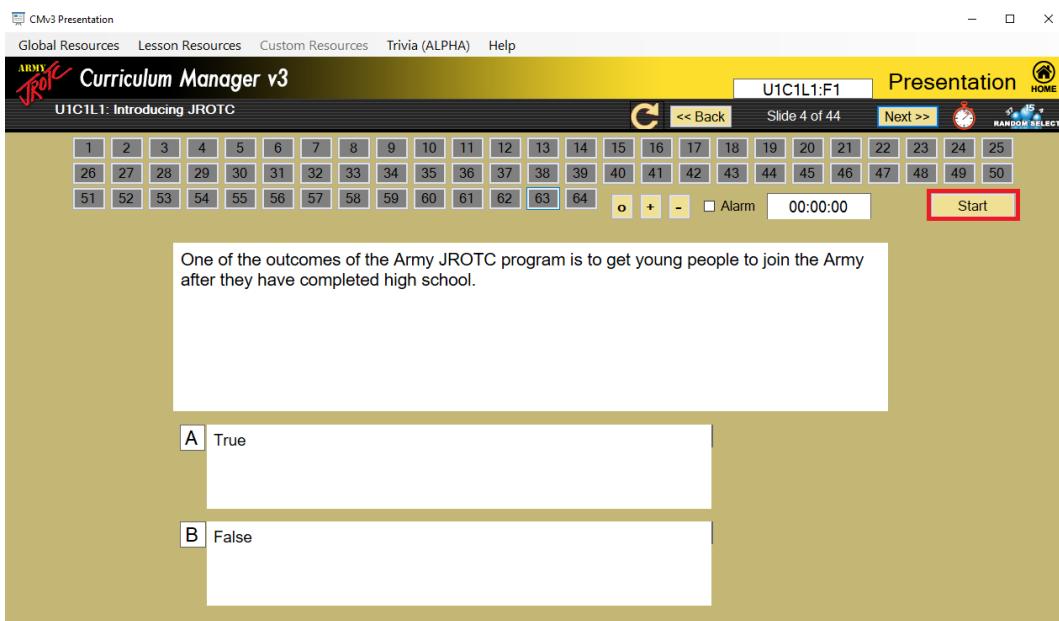
Figure 125 – Viewing Presentation Question

1. Click the **Start** button to record the answers and start the timer (if enabled). Cadets cannot enter an answer until you have clicked **Start**.

2. Click the **Stop** button to view the answer. If enabled, Stop will also display the distribution of Cadet answers, correct (green) and incorrect (red) answers, and stops the timer (if enabled).
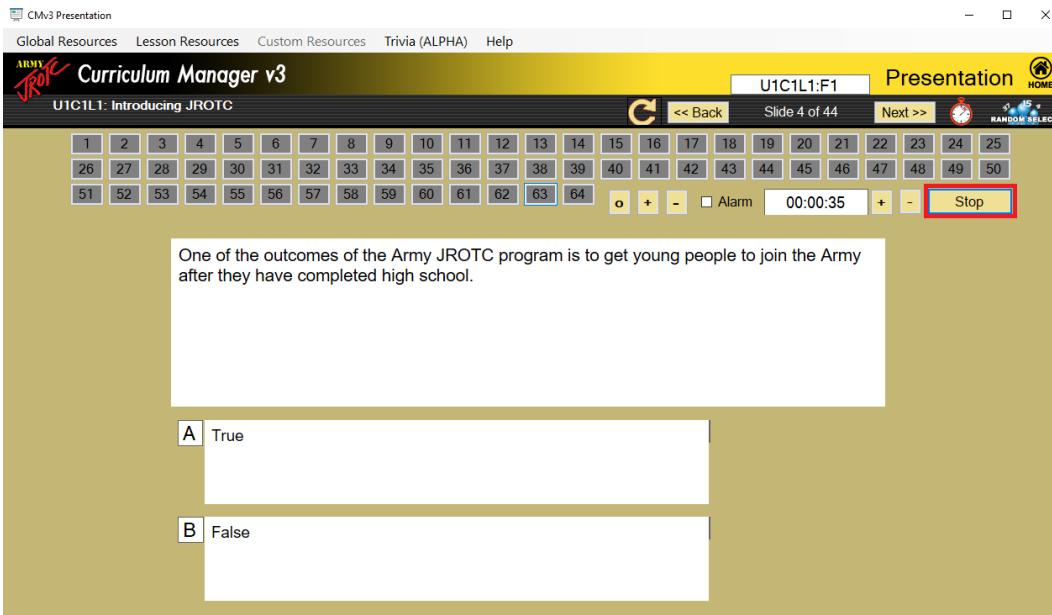
Figure 126 – Use of Response Devices to Answer Question
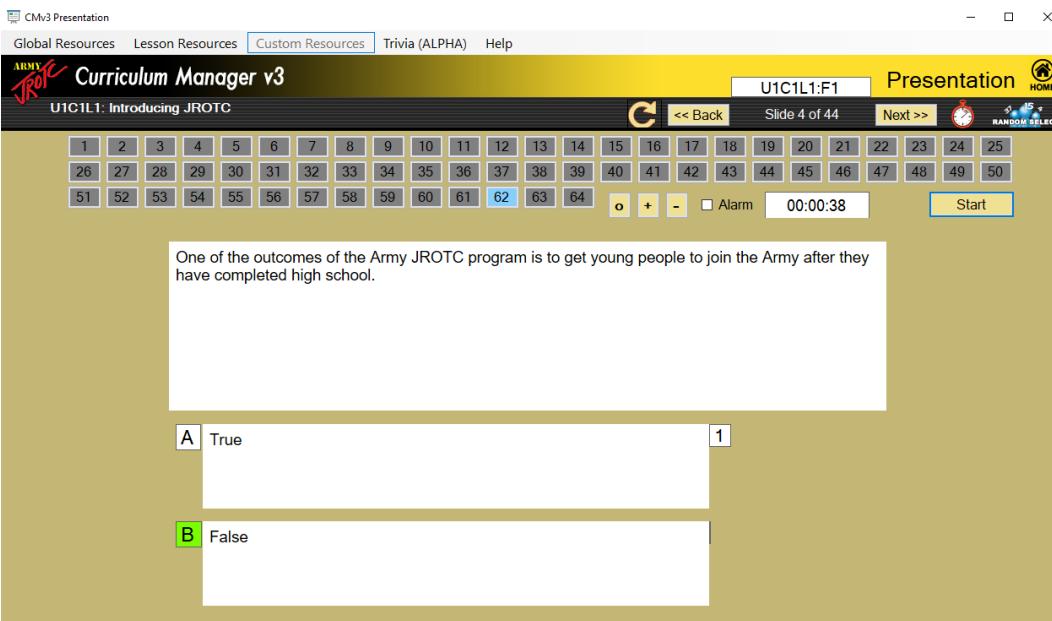
Figure 127 – Distribution of Cadet Answers

RESIZE TEXT USING THE RESIZE OPTIONS

To resize text with the **resize options**:

1. Use the **Resize options** to resize the text in the white text boxes.

   - The **+ icon** will make the text bigger.

   - The **– icon** will make the text smaller
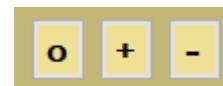
Figure 128 – Resize Options

- The **o icon** will revert the text to its default size.
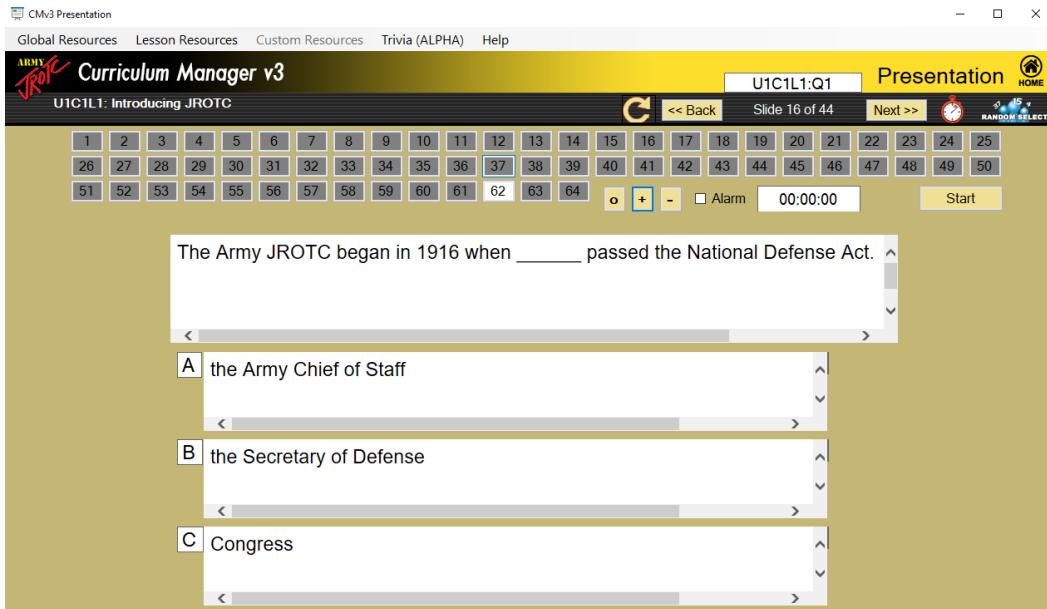
Figure 129 – Resized Text for Quiz

JUMP TO A SLIDE

To jump to a specific slide in a lesson presentation:

1. In the presentation window, click **Slide X of X**. The Jump to Slide window displays.

Figure 130 – Jump to a Specific Slide in Presentation

2. Click the slide you wish to view. The selected slide is displayed.
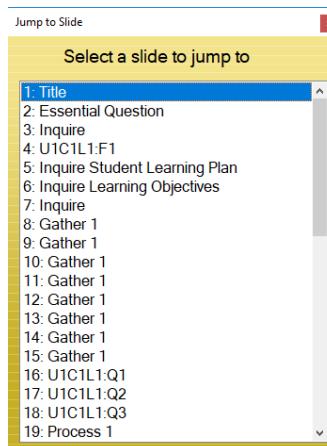
HELP

- **Show Me's** – Launches the CM Help Show Me video menu

- **User Manual** – Displays the CMv3 User Manual

- **Get Remote Help** – Launches Remote Help (Team Viewer)
  NOTE: For technical issues please contact your Brigade POC or email your questions to support@jrotc.education.

- **About RF Response Devices** – Displays help on RF response devices

- **Change Gutter Colors** – Displays options to change gutter colors or reset to the default color

- **Slide Open Outside CM** – Option to fix slides that open outside of CM (FileFix)

- **Question Delivery Preference** – Displays preference on delivery questions

- **Launch Desktop Clicker** – Launches virtual response device

CUSTOMIZE LESSON

Customizing a lesson involves copying the required lesson slides into a new presentation. From there, you can re-order slides, add your own custom slides, add documents and website addresses and import questions from the question database.

To create a custom lesson:

1. From the CMv3 Home screen, select the desired **lesson** that you would like to customize from the lesson list.

2. Click the **Customize Lesson** button.

Figure 132 – CMv3 Home Screen

NOTE: To customize a lesson, you need to either create a new presentation or load an existing custom presentation.

3. Click the **OK** button to acknowledge the prompt.

4. Select **Presentation** from the top menu and then select **New Presentation**. The New Presentation window displays.
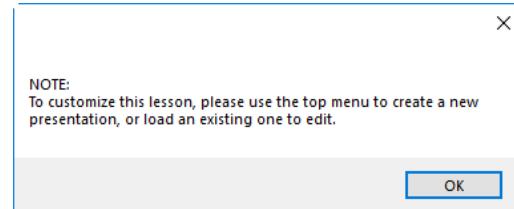
Figure 133 – Customize a Lesson Prompt

Figure 134 – Create a New Presentation

5. In the **Enter presentation name** text box, enter the **name** of the presentation.

6. (Optional) In the **Enter presentation description** text box, enter the **description**.

7. Check/Uncheck the **Private Presentation** option depending on your preferences.

   NOTE: If you check the **Private Presentation** option, no other Instructor with the same computer can access the custom presentation you created.

8. Click the **Create New Presentation** button. The presentation list will populate with a basic lesson presentation for you to customize.

Figure 135 – New Presentation

9. Click the **OK** button to acknowledge the "You can drag and drop the items in the loaded presentation to reorder them" prompt.

   NOTE: You cannot delete required slides from the presentation.
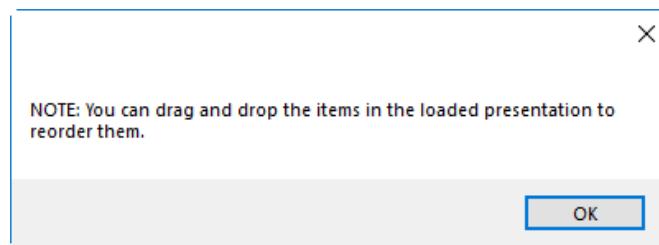
Figure 136 – Notification Prompt

10. Click the **Save Presentation** button.

11. You may either **update** the existing presentation or **save as a new presentation** name.
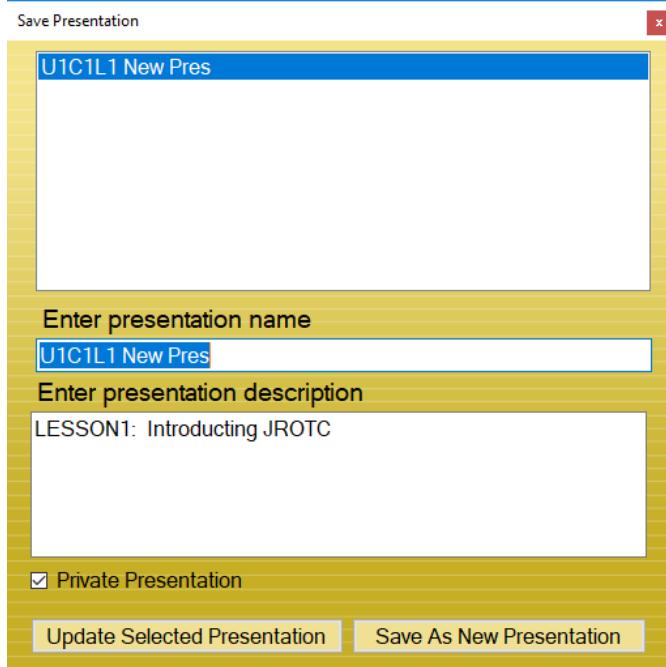
Figure 137 – Save Presentation

CUSTOMIZING A JROTC SLIDE

From the **JROTC Slides** tab select a slide from the list and click the **Add Selected to Presentation** button. The slide will insert in the place of the selected item in the custom presentation. To modify a JROTC PowerPoint slide:
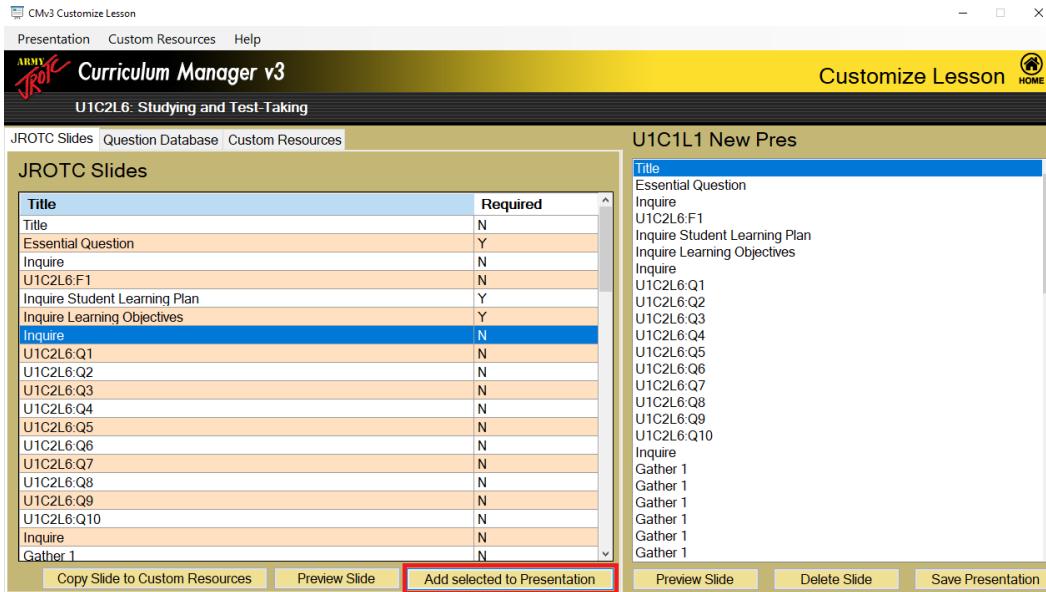
Figure 138 – CMv3 Customize Lesson Screen

1. Select the desired **slide** and click the **Copy Slide to Custom Resources** button. The slide has now been copied to the Custom Resources tab.
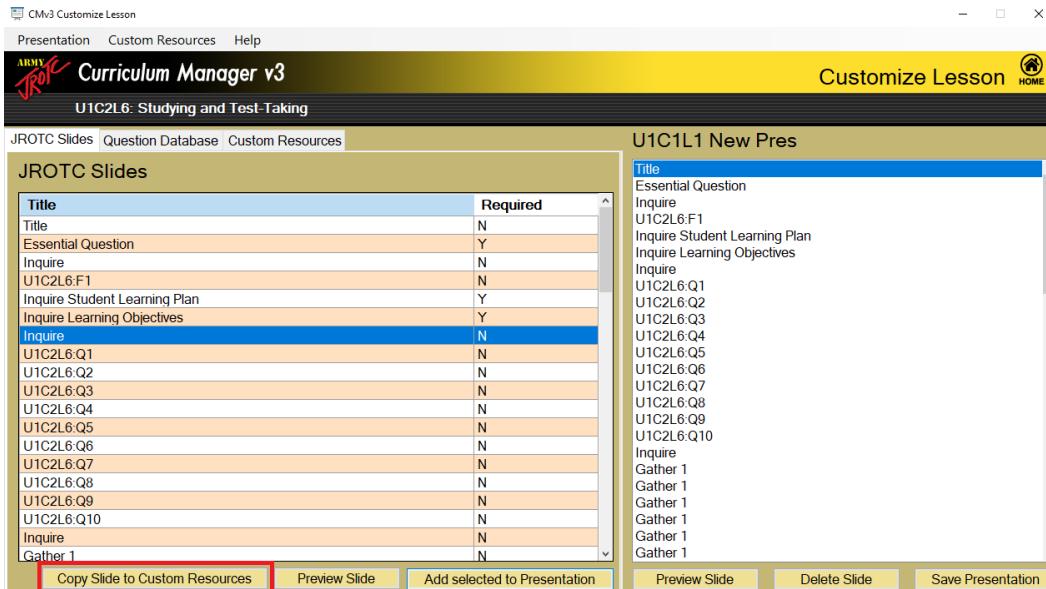
Figure 139 – Copy Slide to Custom Resources

2. Confirmation window appears, click the **OK** button
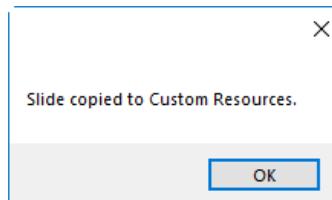
Figure 140 – Copy Slide Confirmation

3. Select **Custom Resources** from the top menu and then select **Manage Custom Resources**.
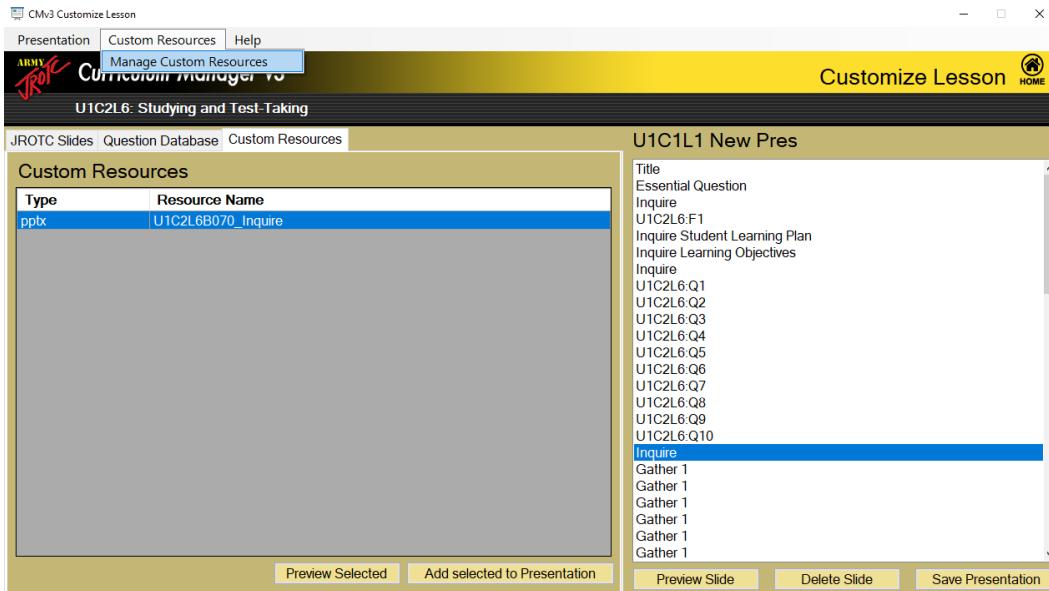
Figure 141 – Manage Custom Resources

4. Select the **slide** that you wish to modify and click the **Edit Selected Slide** button.
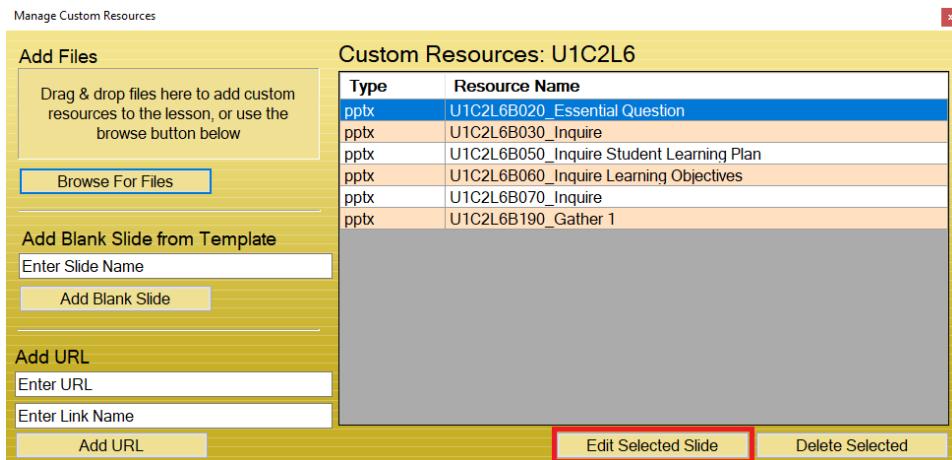
Figure 142 – Edit Selected Slide

5. When finished editing the slide, click the file tab and **save** your changes. Click the **(X)** button to close the PowerPoint slide.
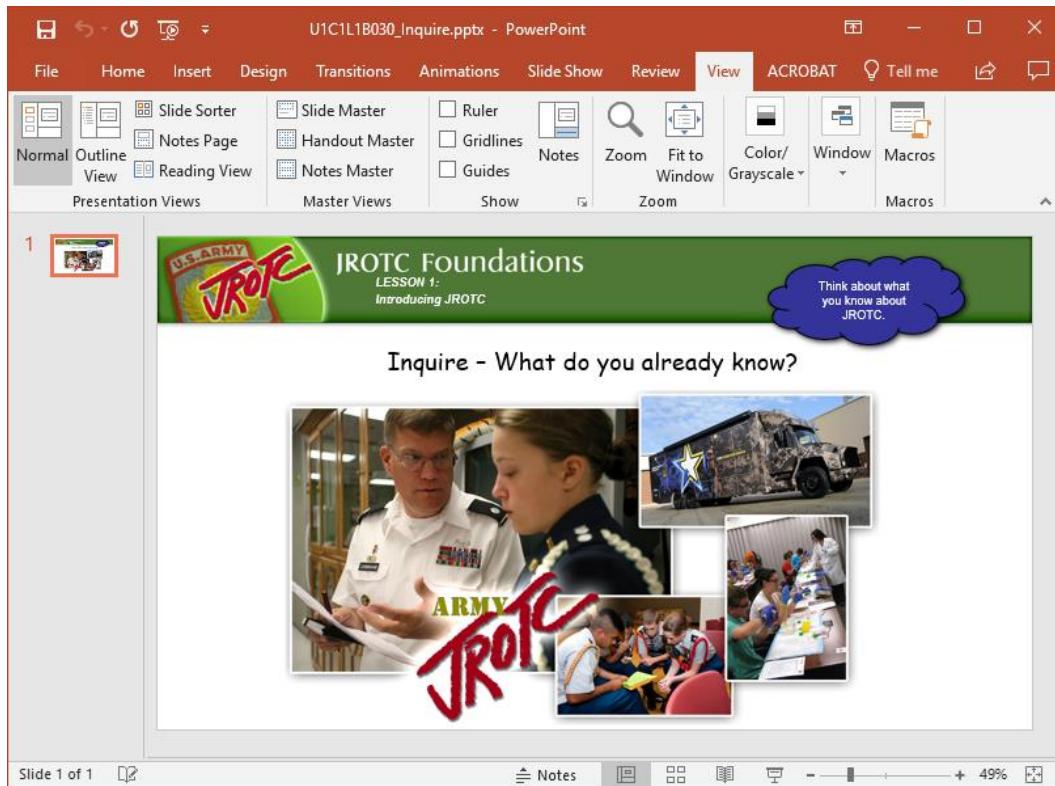
6. Exit the Manage Custom Resources window by clicking the **(X)** in the top right corner of the window.

7. Select the modified **slide** and click the **Add Selected to Presentation** button.
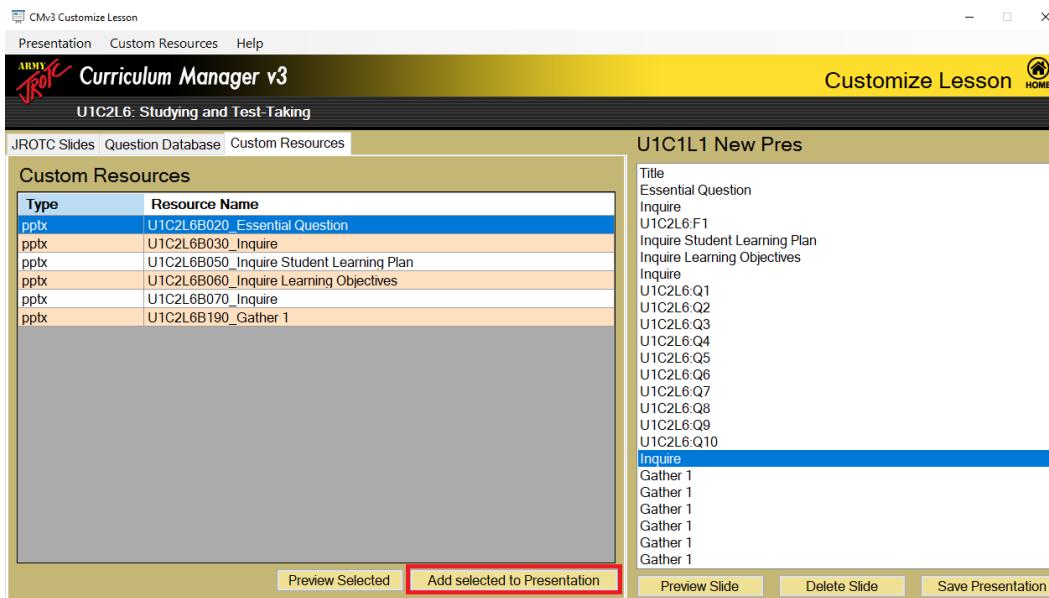
Figure 144 – Add Selected Slide to Presentation

ADDING A CUSTOM QUESTION

To add a question not available under the JROTC slides tab, select the **Question Database** tab, navigate to and select a **question** from the tree and click the **Add selected to Presentation** button. You can add a question from another lesson or add a custom question you created in the Question Editor.

1. Select the **Question Database** tab. Use the **+** icon to expand the Unit (chapter and lesson) from where you want to add a question. To view a question, select it from the question tree and click the **Preview Question** button.
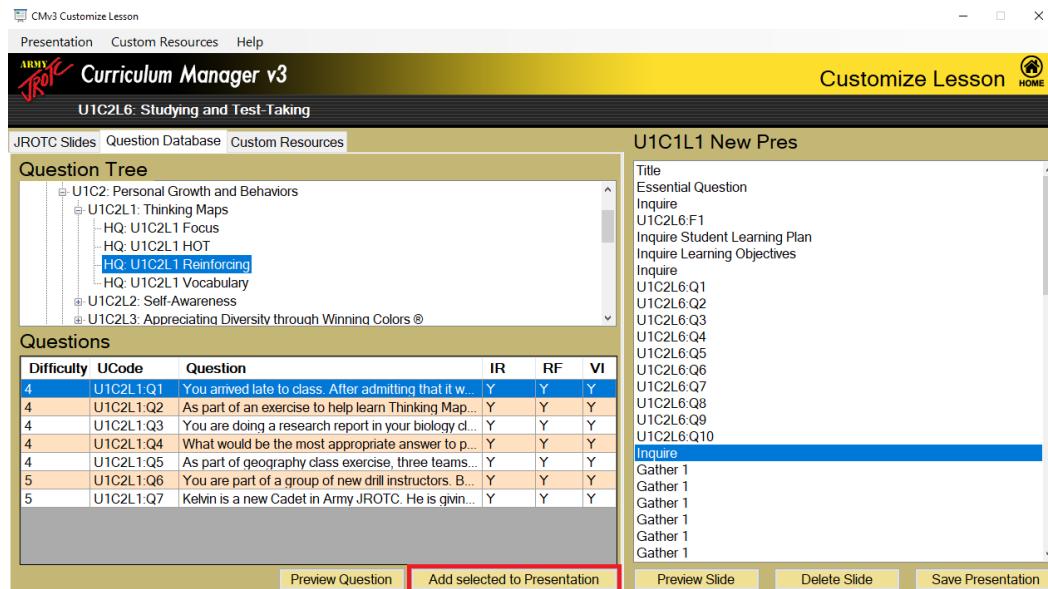
Figure 145 – Adding a Custom Question

2. Click the **Add selected to Presentation** button to add the question to your custom presentation.

   Tip: You can select multiple questions at once by holding the **CTRL** key as you click to select two or more questions.

CREATING CUSTOM RESOURCES

To add a custom resource to a presentation, you must first manage your custom resources by selecting **Custom Resources** from the top menu and then select **Manage Custom Resources**.
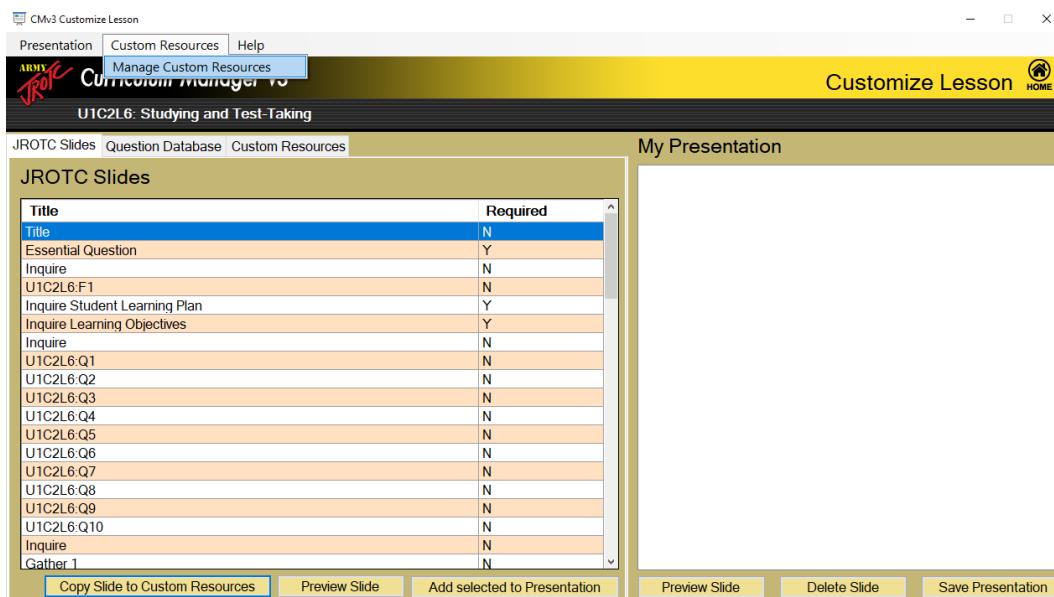
Figure 146 – Manage Custom Resources

From the Manage Custom Resources window:

1. To add files, either **drag the files** to the drop area or click the **Browse for Files** button.

2. To create your own slide, in the **Add Blank Slide from Template** text box, enter the slide **name**.

3. Click the **Add Blank Slide** button. CM will open a blank side in PowerPoint. The slide will have the chapter/lesson header.

4. When finished editing the slide, **save** and **close** the PowerPoint file.

5. If a URL is needed, in the **Add URL** text boxes, enter the **URL** and enter the **link** name. Then, click the **Add URL** button.

6. Exit the **Manage Custom Resources** window. The Custom Resources tab will update. Now you may select a custom resource and add it to the presentation.
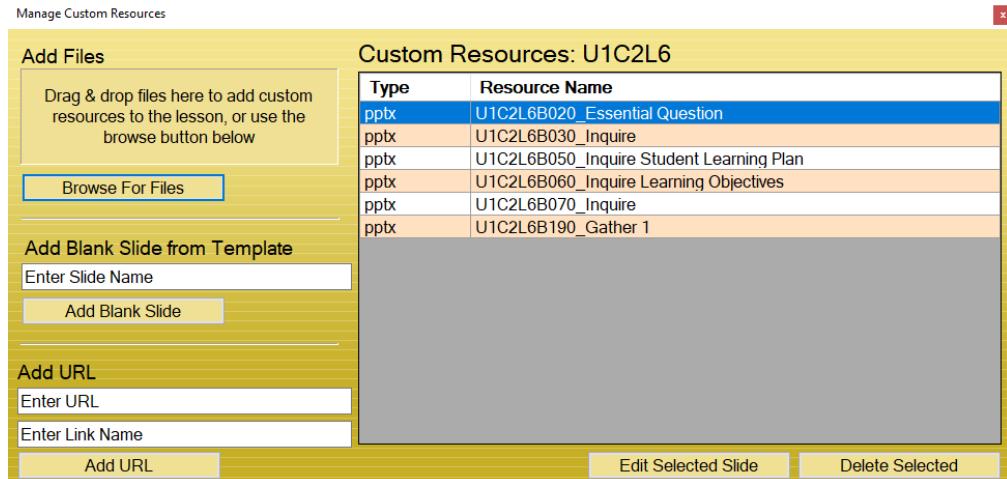
Figure 147 – Manage Custom Resources

EDITING AND UPDATING A CUSTOM PRESENTATION

To edit an existing custom presentation, select **Load Presentation** from the **Presentation** top menu.

Figure 148 – Edit an Existing Custom Presentation

1. The **Load Presentation** window display. Select the presentation that you would like to edit, then click the **Load Selected** button.

2. When you have finished editing, you have the option to update it with the same name or save it with a new presentation name. The **Save Presentation** window also gives you options to update your existing custom presentation, save the

Figure 149 – Load Presentation

presentation with a new name or change the presentation title, and make the presentation public or private.

ARCHIVING A CUSTOM PRESENTATION

To archive an existing custom presentation, select **Archive Presentation** from the **Presentation** top menu.
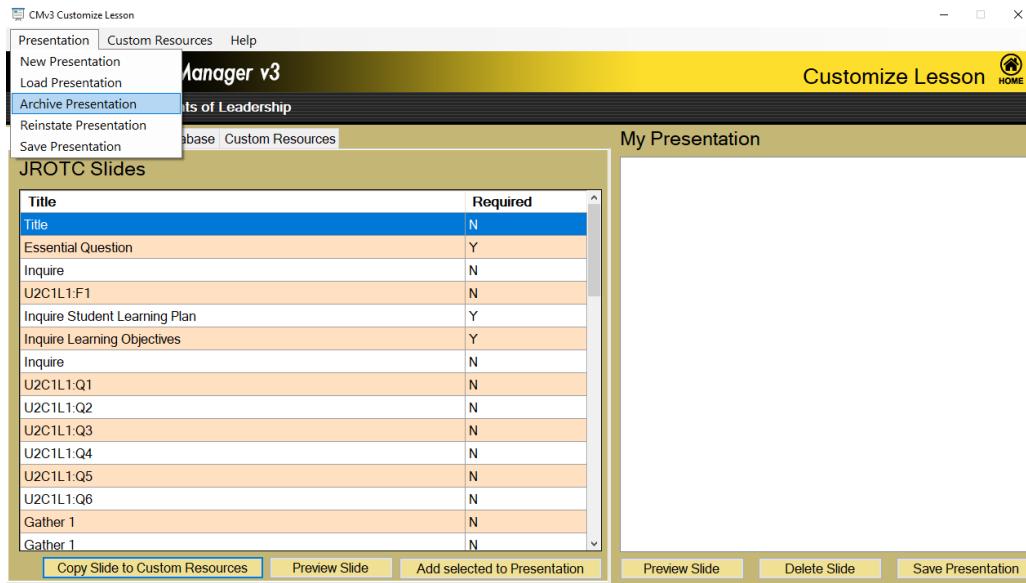
Figure 150 – Archive an Existing Custom Presentation

Figure 151– Archive Presentation

1. The **Archive Presentation** window display. Select the presentation that you would like to edit, then click the **Archive Selected** button.

   NOTE: You cannot archive Presentations that you did not create.

REINSTATING A CUSTOM PRESENTATION

To reinstate an archived custom presentation, select **Reinstate Presentation** from the **Presentation** top menu.
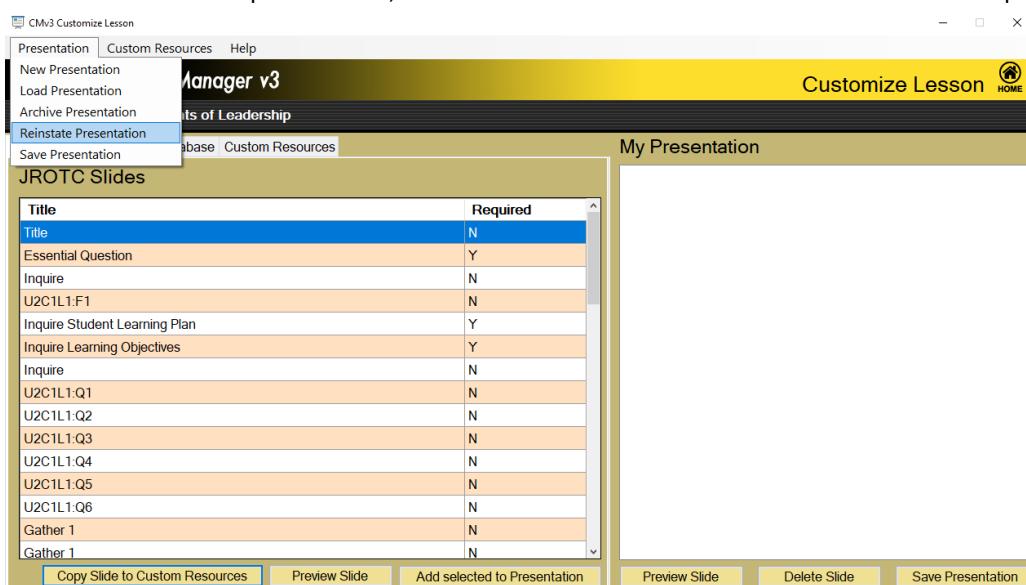
Figure 152 – Reinstate an Archived Custom Presentation

1. The **Reinstate Presentation** window display.
2. Select if the presentation was an **Elective Presentation** or a **Non Elective Presentation**.
3. Select the Presentation you would like to reinstate.
4. Click the **Reinstate Selected** button
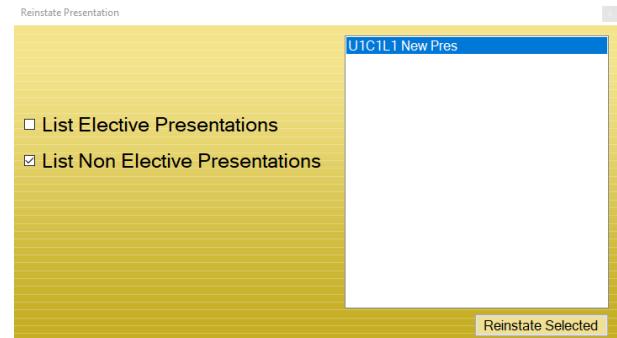
Figure 153 – Reinstate Presentation

CHANGE PERIOD

To change the period:

1. From the CMv3 Home screen, select **Change Period** button. The Select Period window displays.
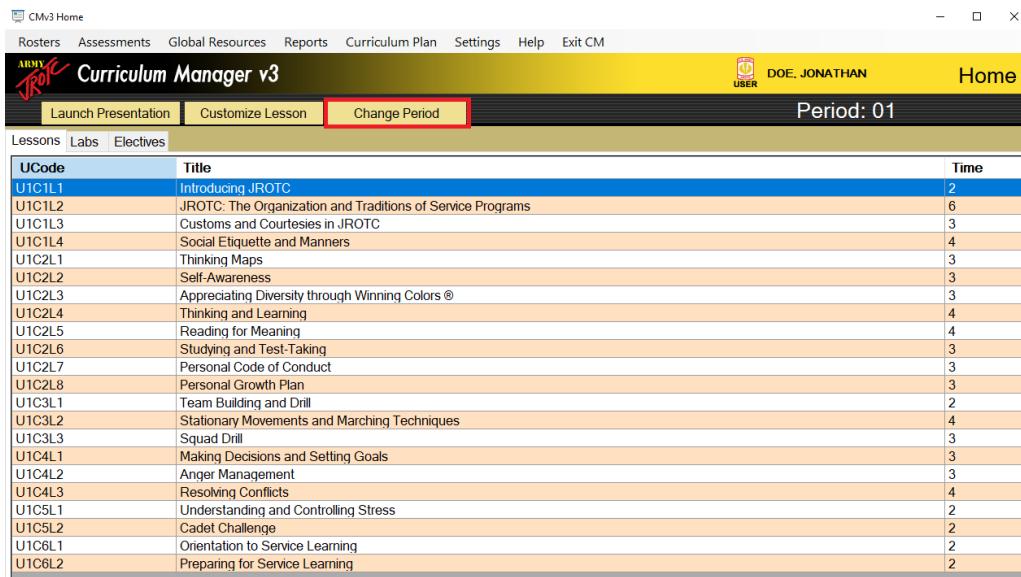
Figure 154 – Change Period

2. Select the desired **period** you wish to change to.
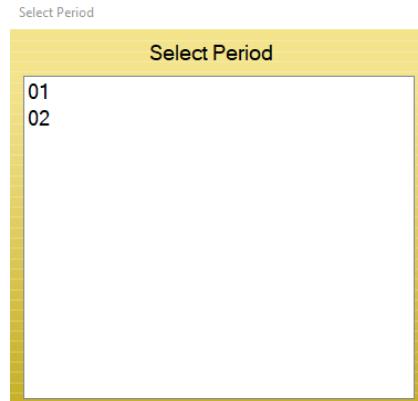
Figure 155 – Select Period

SETTINGS

SET CUSTOM IP AND PORT

The CM uses a default IP address and port number to communicate with virtual response devices. If this IP address and/or port number need to be manually changed by the Instructor from the default setting to a custom setting to accommodate the classroom special network settings, follow these steps:

To set a custom IP and Port:

1. From the CMv3 Home screen, click **Settings** in the top menu and select **Set Custom IP and Port** from the drop-down menu. The Custom IP and Port window displays.
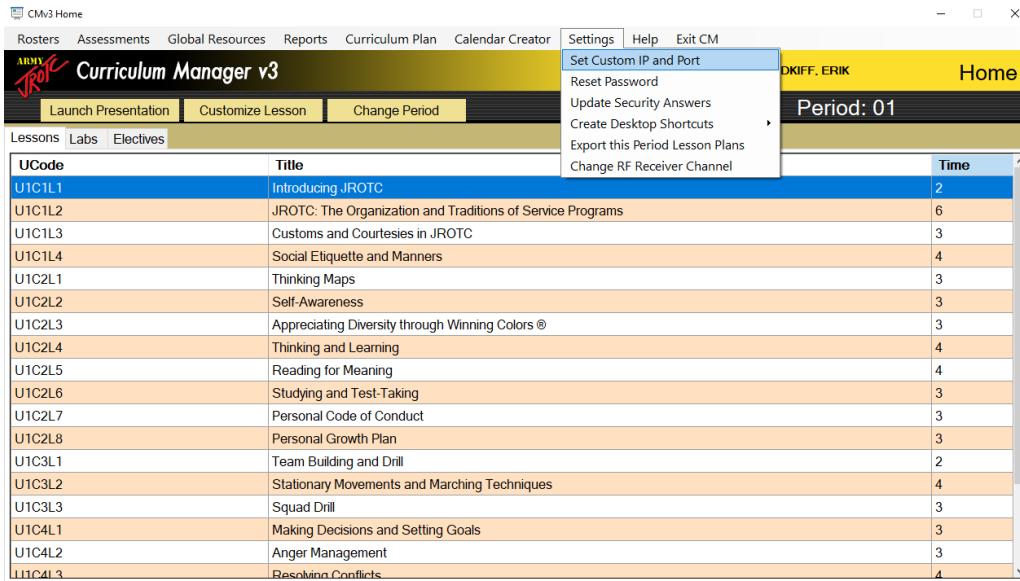
Figure 156 – Set Custom IP and Port

2. In the **IP** text box, type in the **IP address**.

3. In the **Port** text box, type in the **Port number**.

4. Click the **Apply** button.
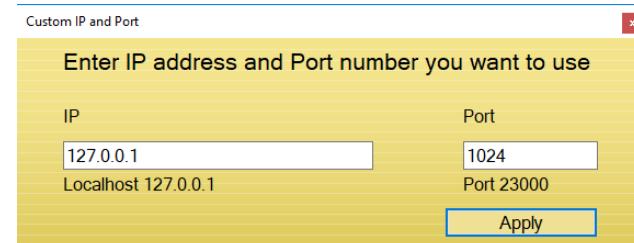
Figure 157 – Custom IP and Port

RESET PASSWORD

To reset your password:

1. From the CMv3 Home screen, click **Settings** in the top menu and select **Reset Password** from the drop-down menu. The Reset Password window displays.
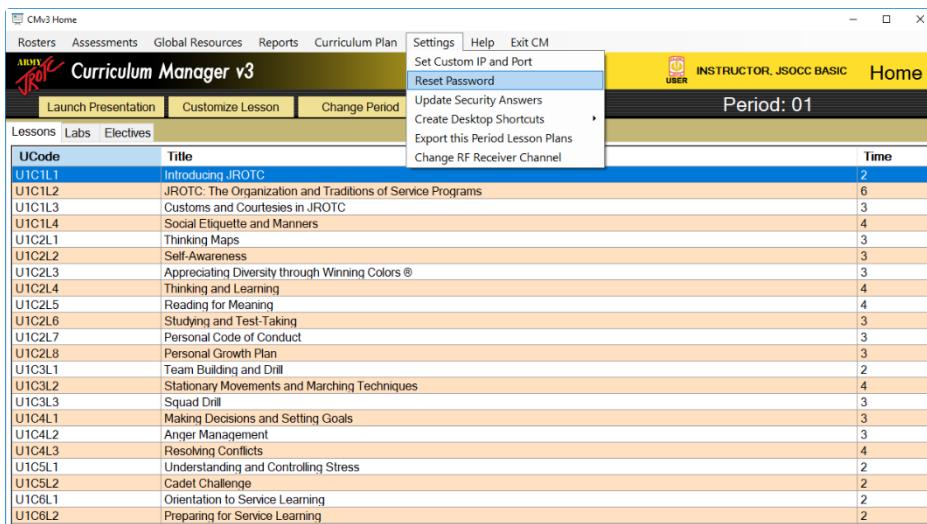
Figure 158 – Reset Password

2. In the **Enter Current Password** text box, enter your **current password**.

3. In the **Enter New Password** text box, enter your **new password**.

4. In the **Re-Enter New Password** text box, re-enter your **new password**.

5. Click the **Save New Password** button.

6. The **Password reset** confirmation appears, click the **OK** button.
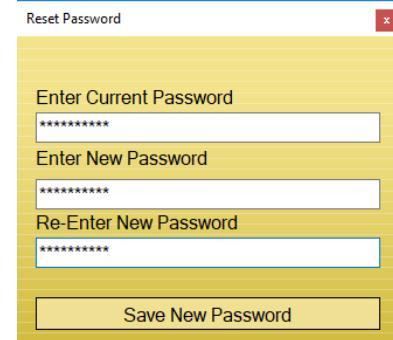
Figure 159 – Reset Password Window

UPDATE SECURITY ANSWERS

To update your security answers:

1. From the CMv3 Home screen, click **Settings** in the top menu and select **Update Security Answers** from the drop-down menu. The Update Security Answers Password window displays.
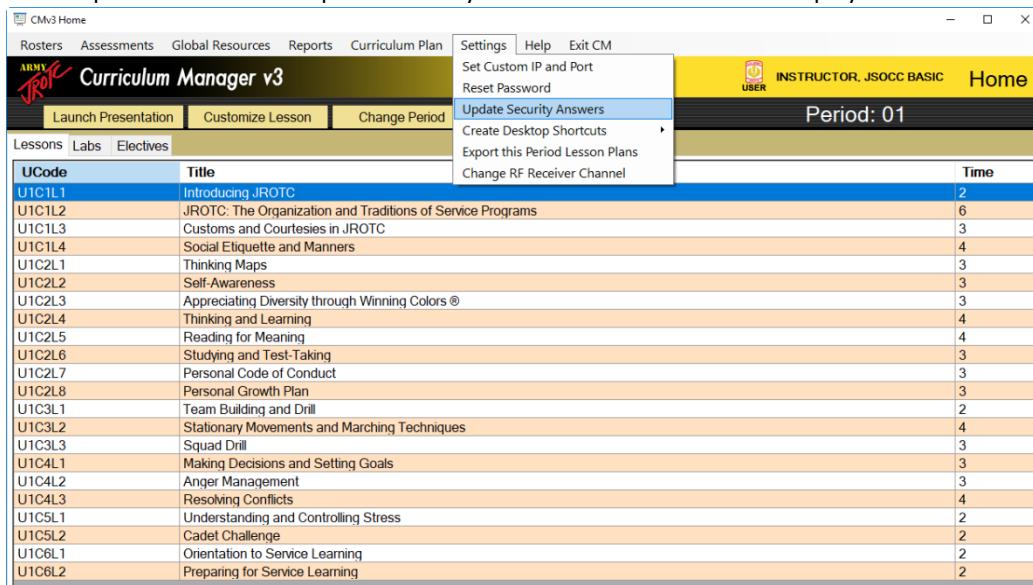
Figure 160 – Update Security Answers

2. From the **Security Question 1** drop-down list, select a security question.

3. In the **Answer 1** text box, type in the answer to the selected security question from the **Security Question 1** drop-down list.

4. From the **Security Question 2** drop-down list, select a security question.

5. In the **Answer 2** text box, type in the answer to the selected security question from the **Security Question 2** drop-down list.

6. From the **Security Question 3** drop-down list, select a security question.

7. In the **Answer 3** text box, type in the answer to the selected security question from the **Security Question 3** drop-down list.

8. In the **Enter Password** text box, enter your **password**.

9. Click the **Save Answer Changes** button.

CREATE DESKTOP SHORTCUTS

To create desktop shortcuts for CM, Curriculum Plan, Question Editor, Report Manager, or Desktop Clickers:

1. From the CMv3 Home screen, click **Settings** in the top menu and select **Create Desktop Shortcuts** from the drop-down menu and select the desktop shortcut that you would like to add. The selected desktop shortcut is added to your desktop.
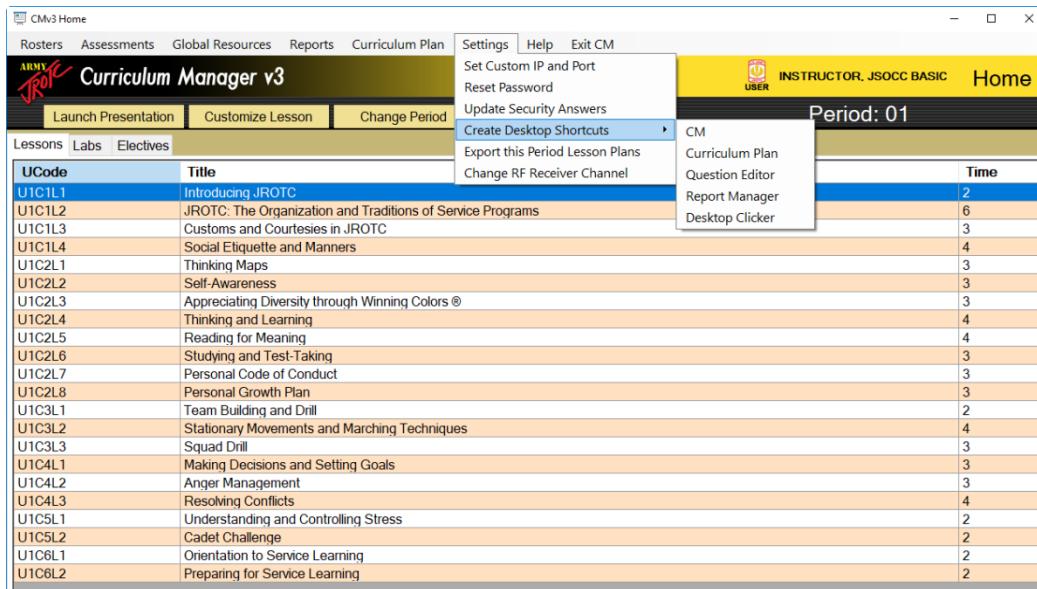
Figure 162 – Create Desktop Shortcuts

EXPORT THIS PERIOD LESSON PLANS

To export this period's lesson plans:

1. From the CMv3 Home screen, click **Settings** in the top menu and select **Export this Period Lesson Plans** from the drop-down menu.
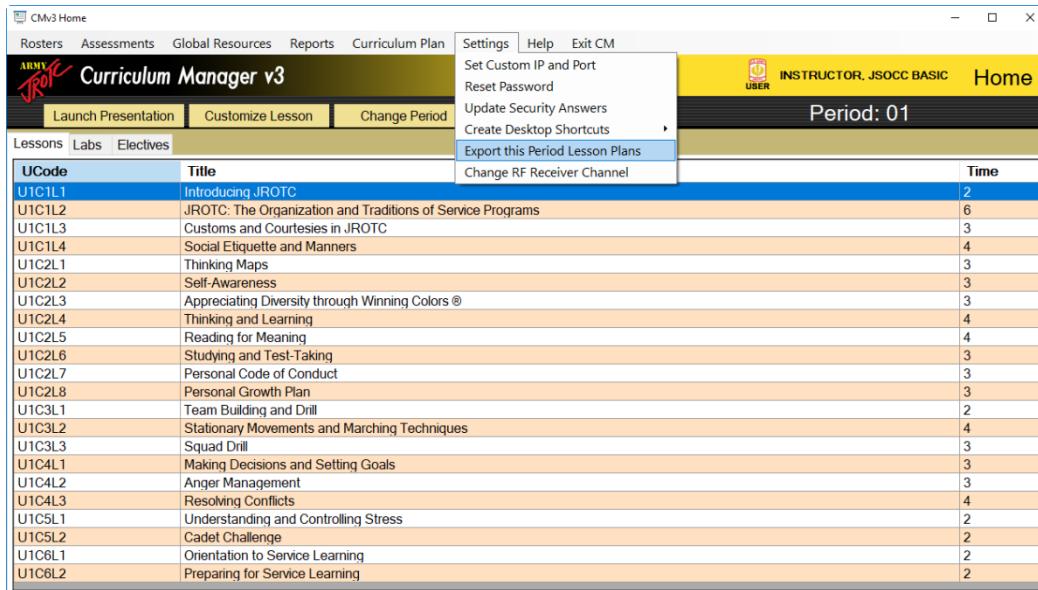
Figure 163 – Export this Period Lesson Plans

2. The **Browse For Folder** window displays. Navigate to the folder that the lesson plans will be downloaded to.

3. Click the **OK** button.

4. A confirmation window appears, click the **OK** button.
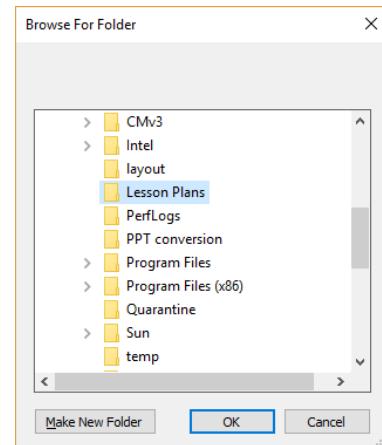
Figure 164 – Browse For Folder Window

CHANGE RF RECEIVER CHANNEL

To change the RF Receiver Channel:

1. From the CMv3 Home screen, click **Settings** in the top menu and select **Change RF Receiver Channel** from the drop-down menu.

Figure 165 - Change RF Receiver Channel

2.   Use the **up/down** arrows to change the RF Channel value to the desired RF channel (1-74).

Figure 166 - Set Channel

3.   Click the **Set Channel** button.

ASSESSMENTS

Assessments are Instructor-created quizzes that can be taken as a class, or as a self-paced quiz. In addition, one or more assessments can be compiled and printed to a Study Guide in the Report Manager section of the software.

CREATE ASSESSMENT

NEW ASSESSMENT

To create a new assessment:

1. From the CMv3 Home screen, select **Assessments** from the top menu and then select **Create Assessment**. The CMv3 Assessments window displays.

Figure 167 – Create a New Assessment

2. Drill down through the **Question Tree** to a question group and select it. The question group is selected and the questions in the group are displayed in the lower-left **Questions** list box.

Figure 168 – CMv3 Assessments Window

3. Select the **questions** you wish to add to the assessment, then click the **Add selected to Assessment** button.
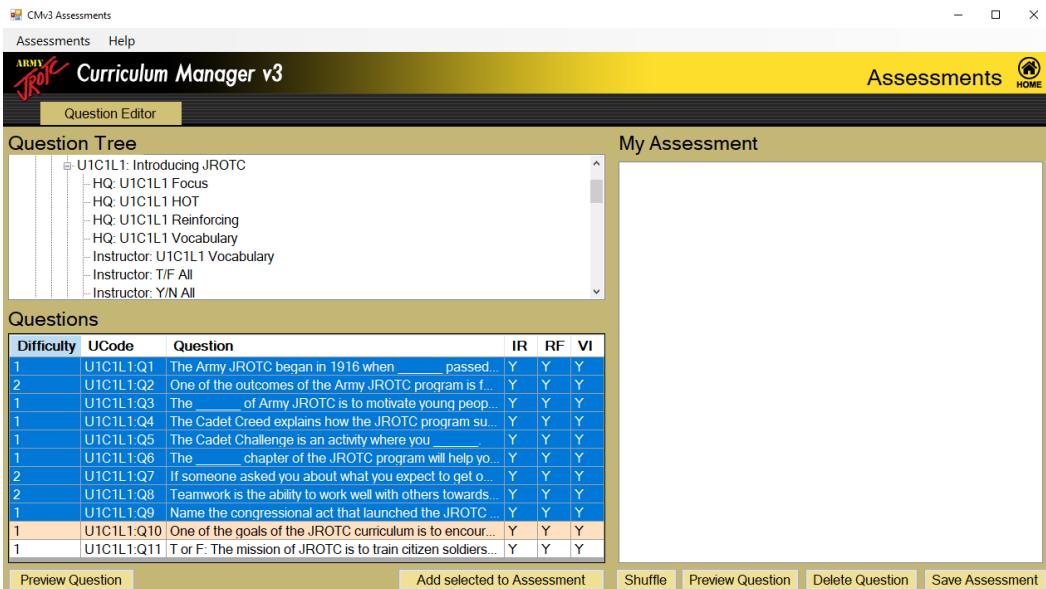
NOTE: You can also drag and drop the questions into the Assessment box to add them to the assessment.

NOTE: You can fully preview a selected question by clicking the **Preview Question** button.

4. Drag and drop the questions listed under the **My Assessment** section to change their order listed.

NOTE: You may also add more questions from different categories and lessons and preview and delete questions. If you add or change a question using the Question Editor, it will NOT update your saved assessment if the assessment has already been administered. You will need to create a new assessment.
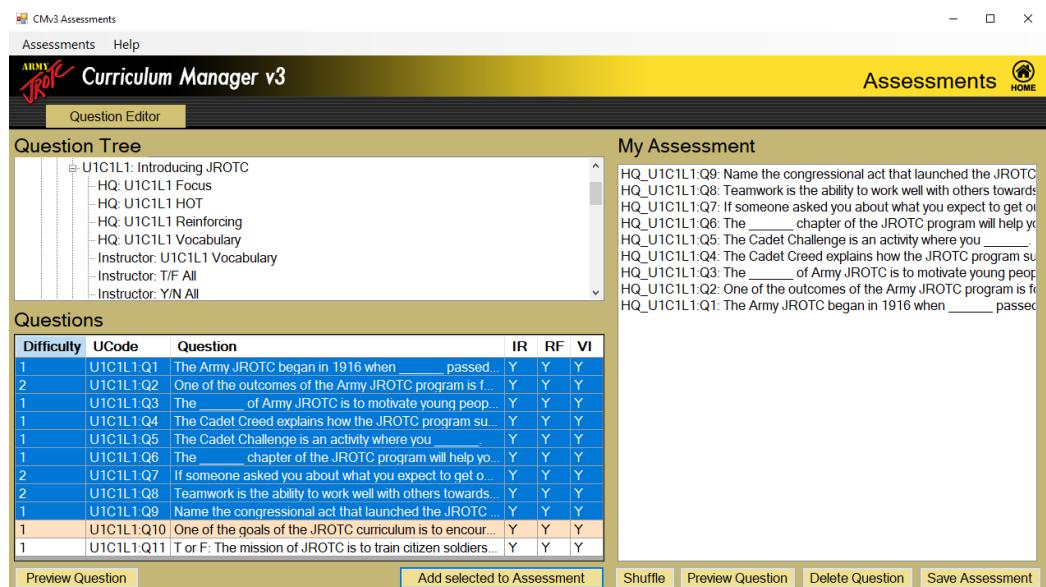
Figure 170 –Drag and Drop Questions to Desired Order

Figure 171 – Save Assessment

5. When you are ready to save the assessment, click the **Save Assessment** button or select **Assessments** from the top menu and then select **Save Assessment**. The Save Assessment window displays.

6. In the **Enter assessment name** text box, enter the **name**.

7. (Optional) In the **Enter assessment description** text box, enter the **description**.

8. Click the **Save As New Assessment** button.

LOAD/EDIT ASSESSMENT

To load/edit an assessment:

1. From the CMv3 Home screen, select **Assessments** from the top menu and then select **Create Assessment**. The CMv3 Assessments window displays.

Figure 172 – Create Assessment

2. From the CMv3 Assessments window, select **Assessments** from the top menu and then select **Load Assessment**.
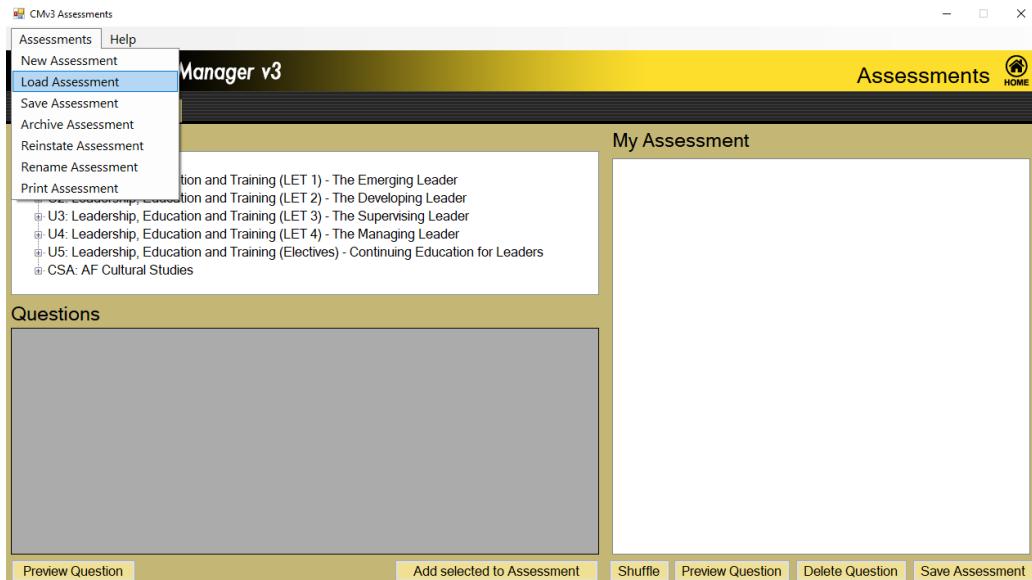
Figure 173 – CMv3 Assessments

3. The **Load Assessment** window displays. Select the desired **assessment** from the **Assessments** section on the left side of the window.

4. Click the **Load Selected** button.
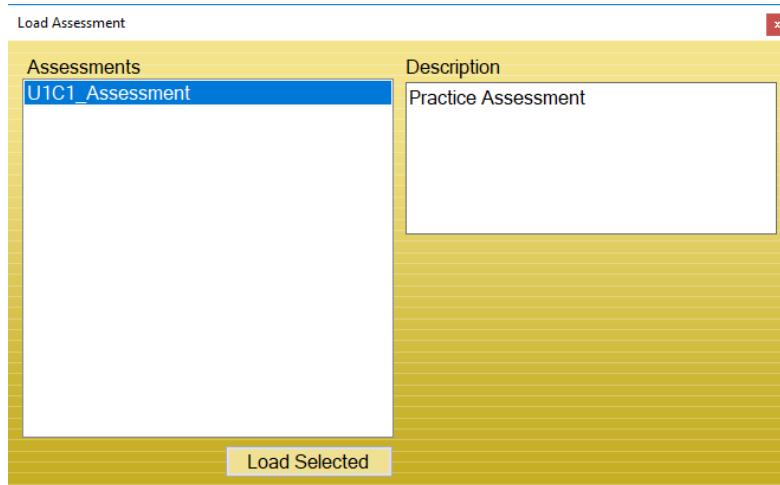
Figure 174 – Load Assessment

5. **Add** new questions to the **assessment** (if desired).

6. **Save** the assessment after if new questions were added or rearranged.

ARCHIVE ASSESSMENT

To archive an assessment:

1. From the CMv3 Home screen, select **Assessments** from the top menu and then select **Create Assessment**.

Figure 175 – Create Assessment

2. The **CMv3 Assessments** window displays. Select **Assessments** from the top menu and then select **Archive Assessment**.

Figure 176 – Archive Assessments

3. The **Archive Assessment** window displays. Select the desired **assessment** to archive on the left side of the window.

4. Click the **Archive Selected** button.
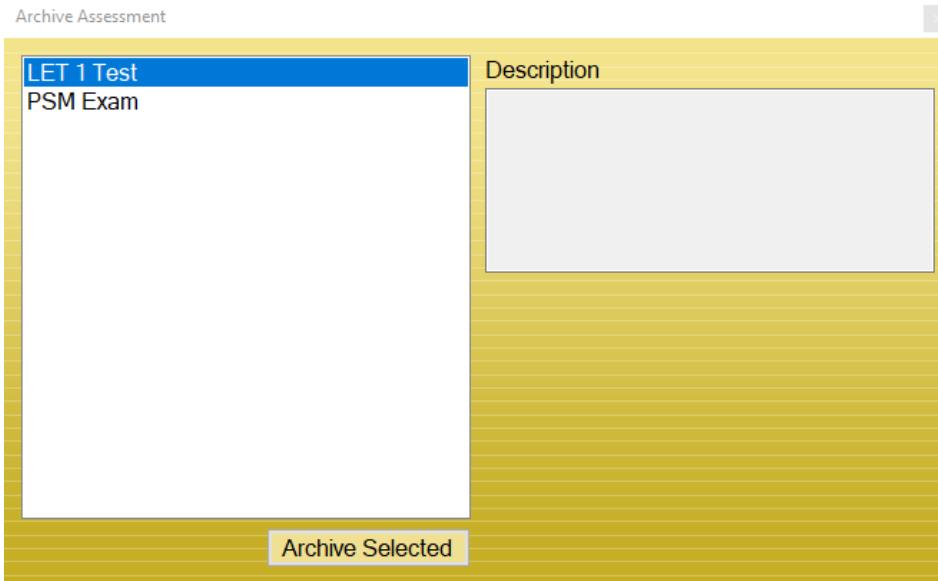
Figure 177 – Archive Assessment

REINSTATE ASSESSMENT

To reinstate an assessment:

1. From the CMv3 Home screen, select **Assessments** from the top menu and then select **Create Assessment**.
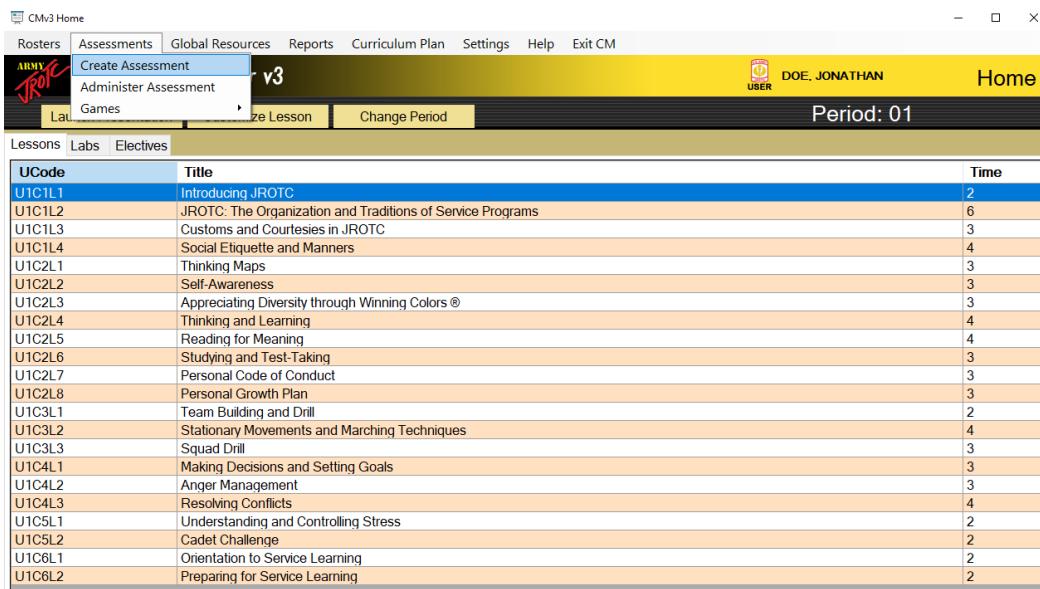
Figure 178 – Create Assessment

2. The **CMv3 Assessments** window displays. Select **Assessments** from the top menu and then select **Reinstate Assessment**.

3. The **Reinstate Assessment** window displays. Select the desired **assessment** to reinstate on the left side of the window.
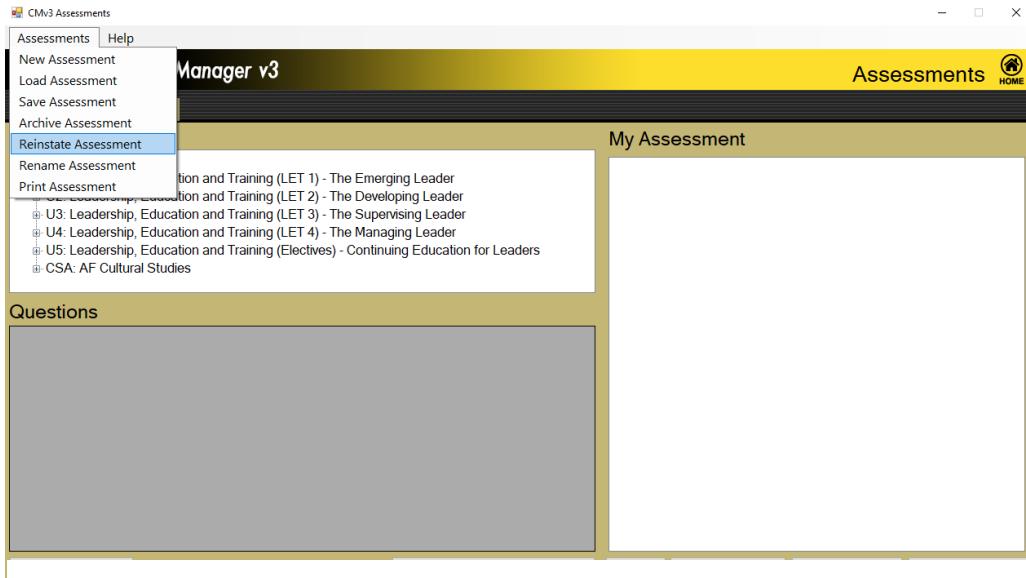
Figure 179 – Reinstate Assessment

4. Click the **Reinstate Selected** button.
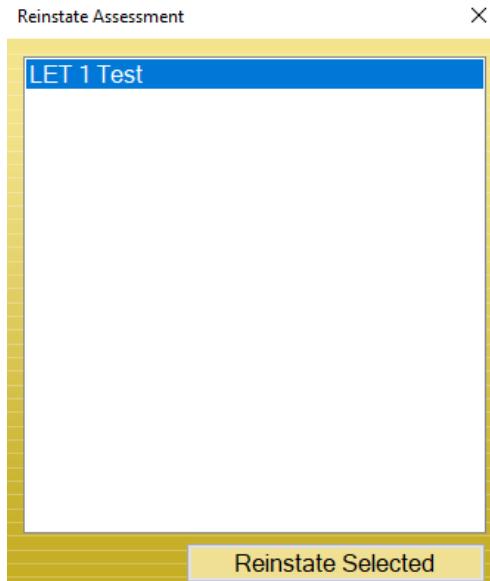
Figure 180 – Reinstate Assessment

RENAME ASSESSMENT

To rename an assessment:

1. From the CMv3 Assessments screen, select **Assessments** from the top menu and then select **Rename Assessment**.
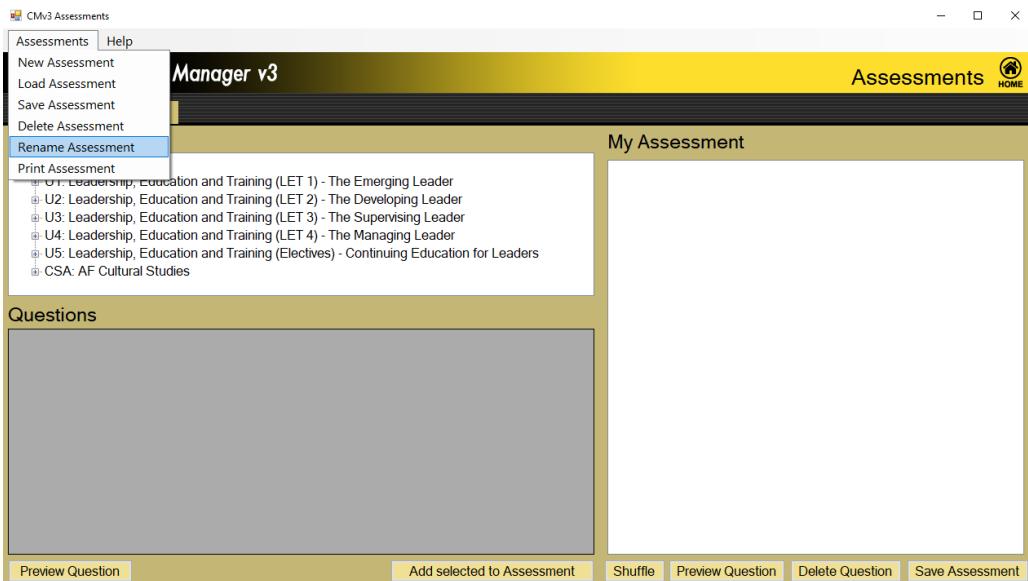
Figure 181 – Rename Assessment

2. The **Rename Assessment** window displays. Select the desired assessment to rename on the left side of the window.

3. In the **New Name** text box, enter the new name.

4. (Optional) In the **New Description** text box, enter the description.

5. Click the **Rename Selected** button.
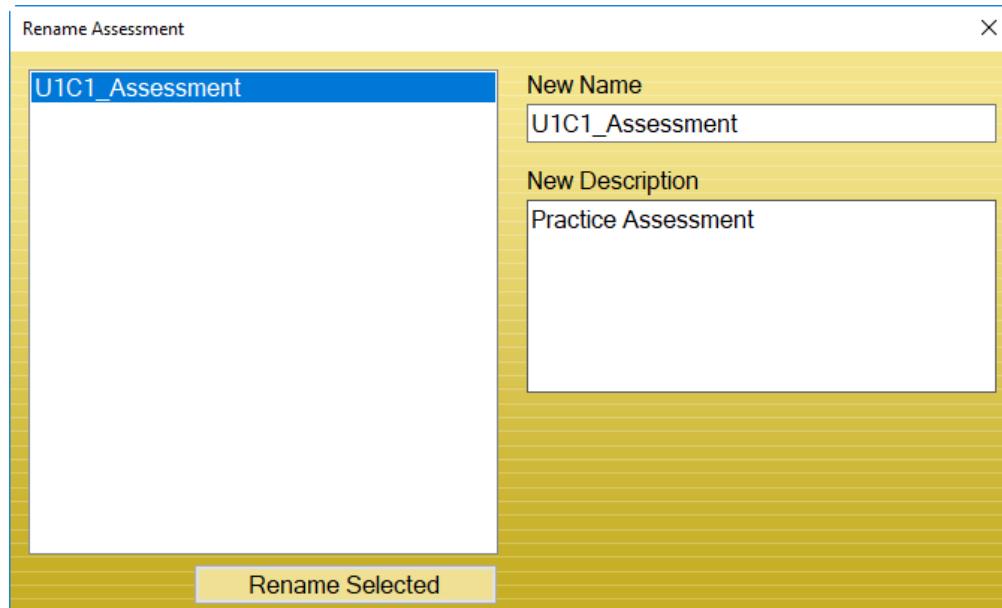
Figure 182 – Rename Assessment

PRINT ASSESSMENT

To print an assessment:

1. From the CMv3 Assessments screen, select **Assessments** from the top menu and then select **Print Assessment**.
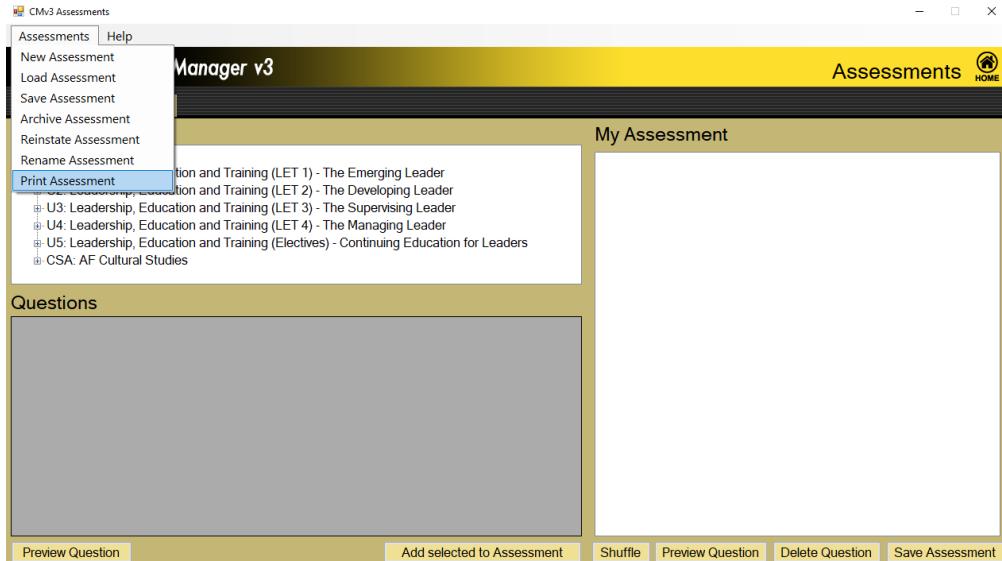

Figure 183 – Print Assessment

2. The **Print Assessment** window displays. Select the desired **assessment** to print from the **Assessments** section on the left side of the window.

3. Click the **Print Selected** button.
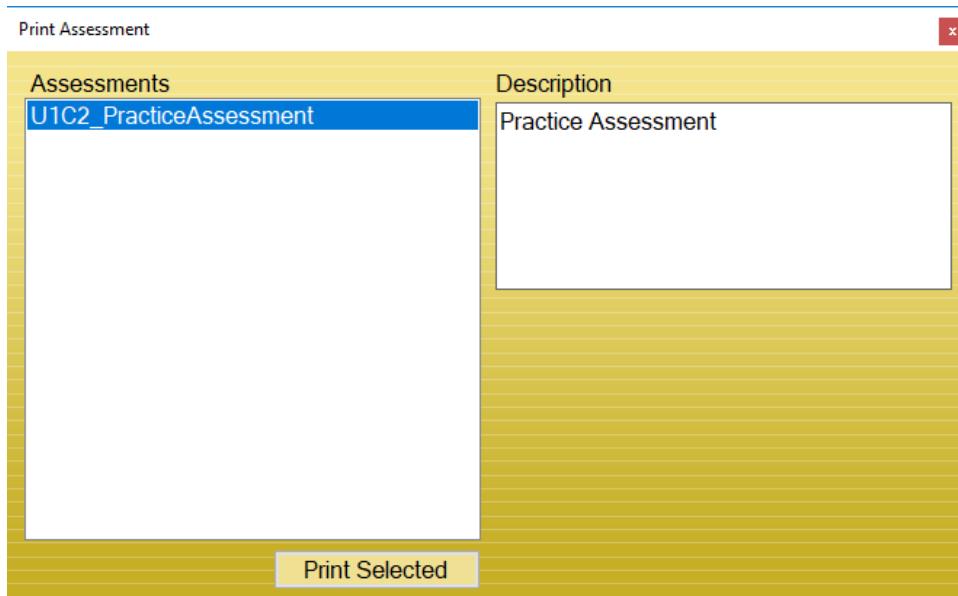
Figure 184 – Print Assessment

4. The Report Manager opens and will generate the selected assessment printout.
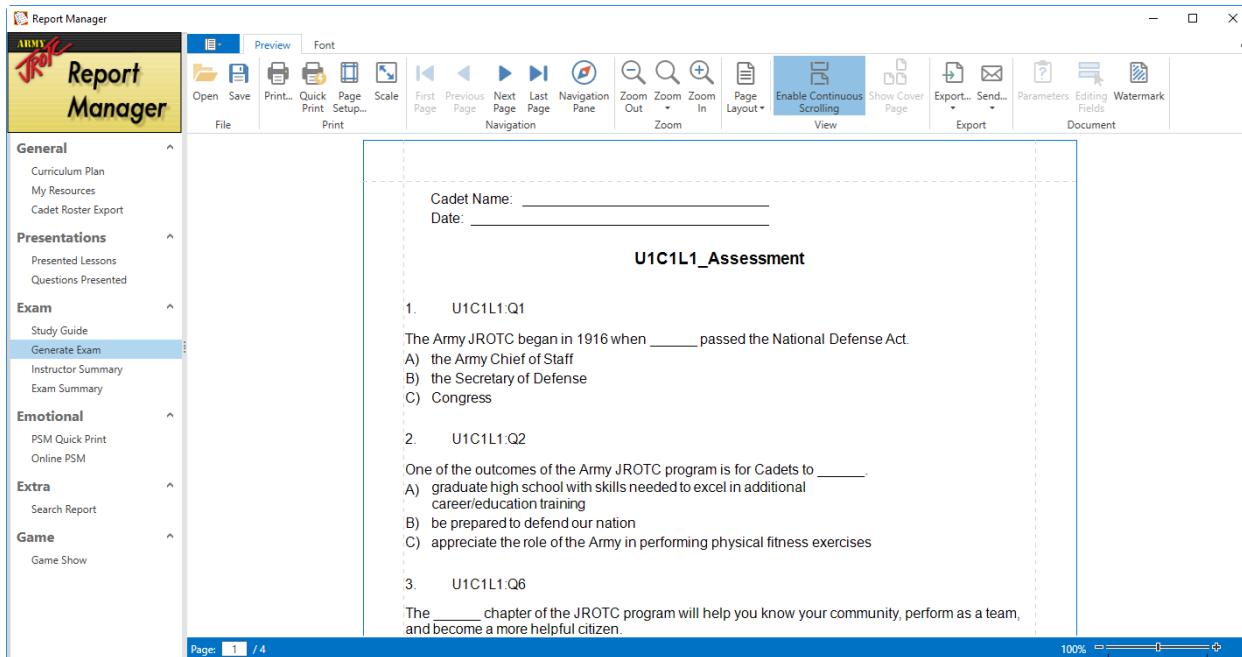
Figure 185 - Print the Assessment

5. Click the **Print** button. The Print dialog box displays.

6. Verify the print settings and click the **OK** button.
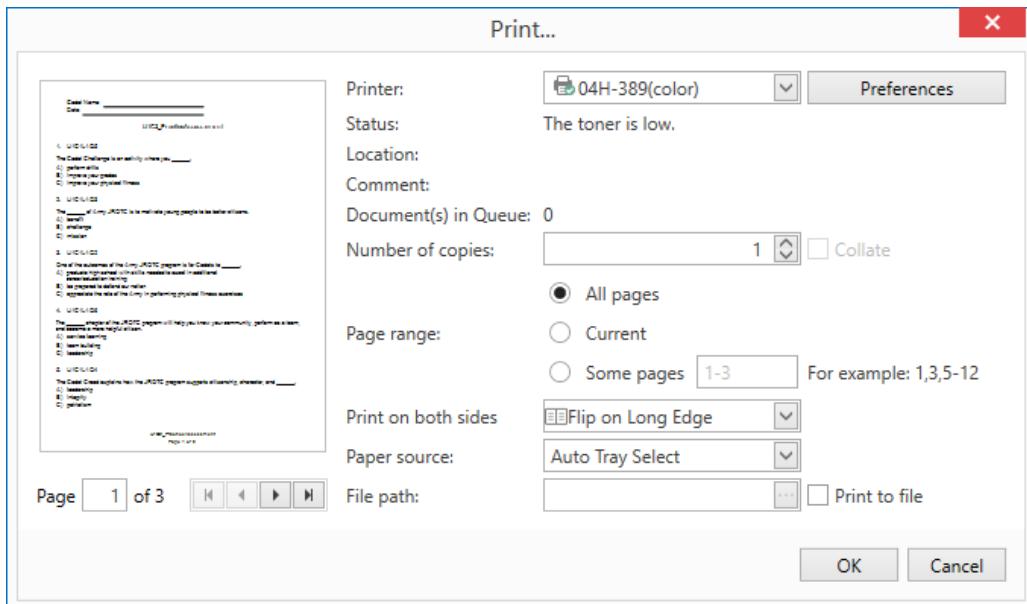
Figure 186 – Print Settings

HELP

- **Show Me's** – Launches the CM Help Show Me video menu

- **User Manual** – Displays the CMv3 User Manual

- **Get Remote Help** – Launches Remote Help (Team Viewer)
  NOTE: For technical issues please contact your Brigade POC or email your questions to support@jrotc.education.

- **About RF Response Devices** – Displays help on RF response devices

ADMINISTER ASSESSMENT

INSTRUCTOR LED

To administer an Instructor-led assessment:

1. From the CMv3 Home screen, select **Assessments** from the top menu and then select **Administer Assessment**. The Administer Assessment window displays.

Figure 187 – Administer Assessments

2. Select the **assessment** that you wish to administer from the list.

    NOTE: Ensure that the **Instructor Led** tab is selected.
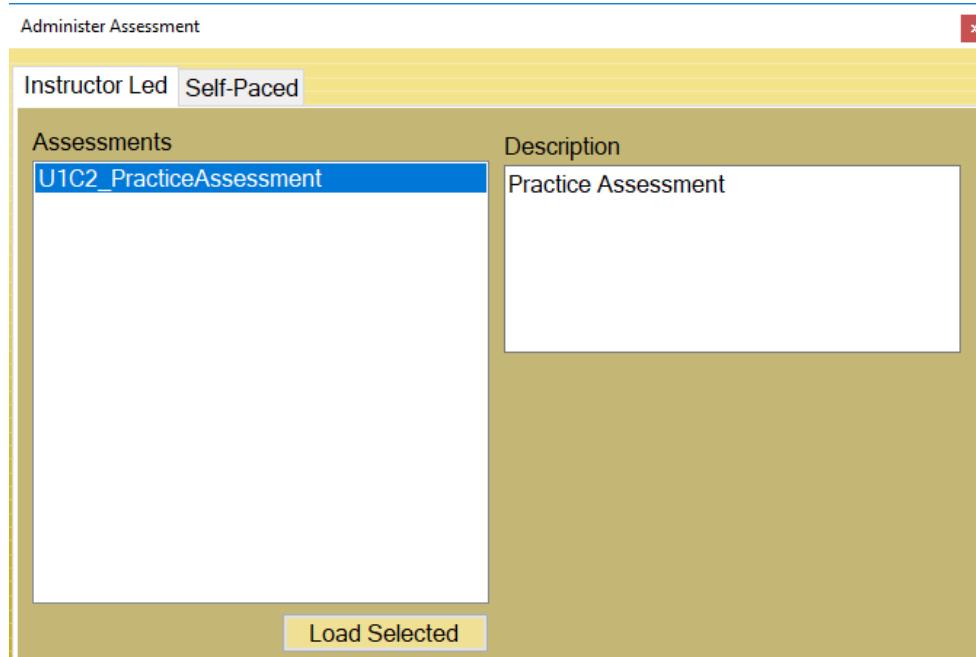
Figure 188 – Instructor Led Assessment Selected to be Administered

3. Click the **Load Selected** button. The CMv3 Assessment window displays.

4. Instruct Cadets to use their response devices to click in to join the assessment.
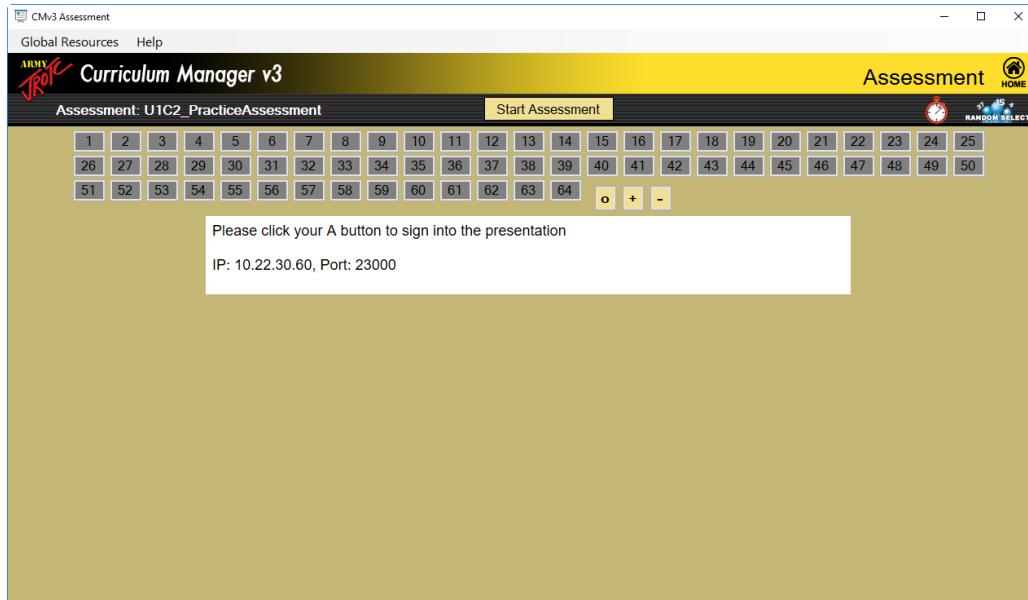
Figure 189 – CMv3 Assessment Window

NOTE: Instruct Cadets using a virtual response device to verify that their application has the same IP and port number shown on the assessment screen.

5. After all Cadets have joined, click the **Start Assessment** button.

6. Select **Help** from the top menu and then select **Question Delivery Preferences** to verify your preferences.

7. Use the **Next** and **Back** buttons to navigate the assessment.
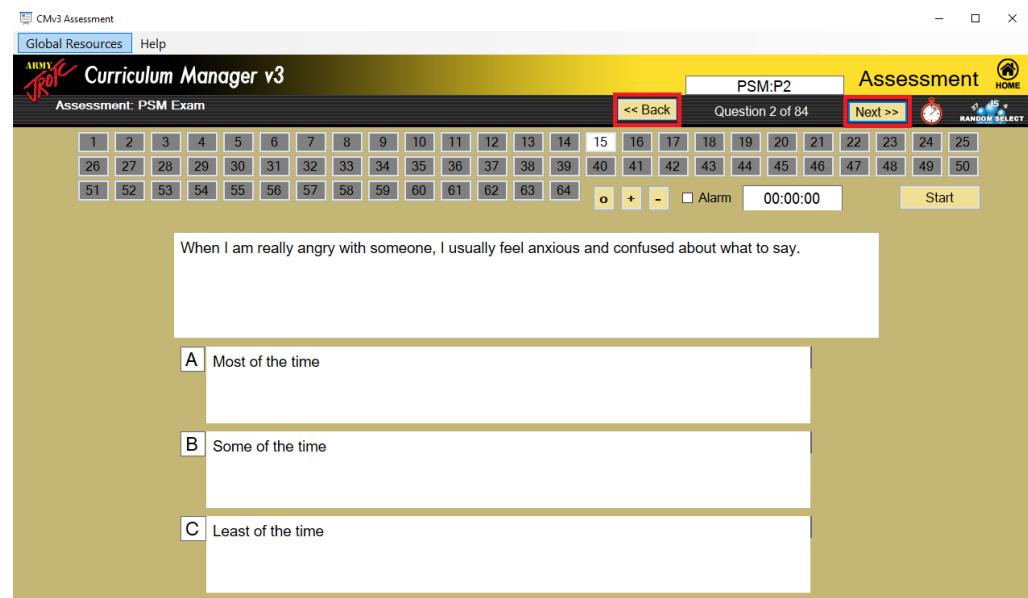
Figure 190 – Navigate the Assessment

NOTE: From the assessment screen, the following options are available:

- Access the **Global Resources**
- Change the **Gutter Colors** via the Help menu

- Set up the **Question Delivery Preferences** via the Help menu

- Run the **CM timer**

- **Randomly select** a Cadet name

8. When the assessment is finished, click the **Home** button. The Exit Assessment confirmation prompt displays.

9. Click **Yes** to exit the assessment or **No** to cancel. You are returned to the lesson list.
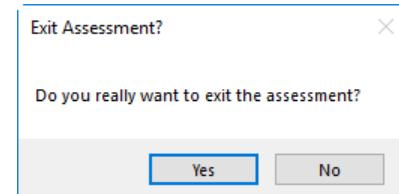
Figure 191 – Exist Assessment Confirmation Prompt

SELF-PACED

To administer a self-paced assessment:

1. From the CMv3 Home screen, select **Assessments** from the top menu and then select **Administer Assessment**. The Administer Assessment window displays.
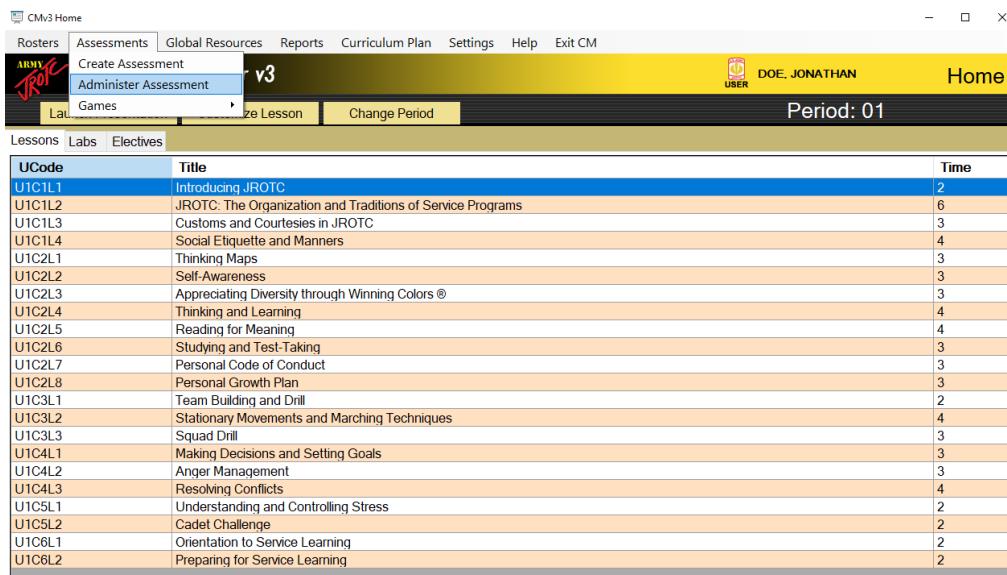
Figure 192 – Select Administer Assessment

2. Select the **Self-Paced** tab.

3. Select an **assessment** from the drop-down lists.

   NOTE: You may pick up to 5 assessments to administer in a single session. You must also select at least one assessment to go to the next step.

4. Click the **Next** button. A confirmation prompt appears.
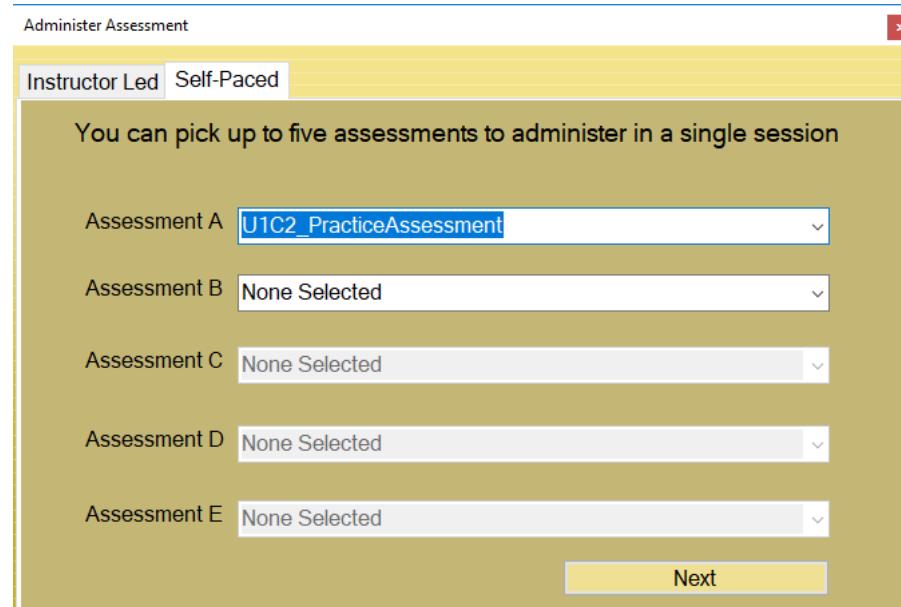
Figure 193 – Administer Assessment Window

5. Click **Yes** to proceed or **No** to cancel.

6. The CMv3 Self-Paced Assessment window displays.
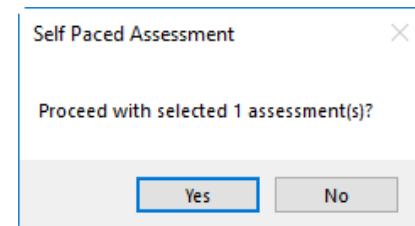
Figure 194 – Self Paced Assessment
Confirmation Prompt
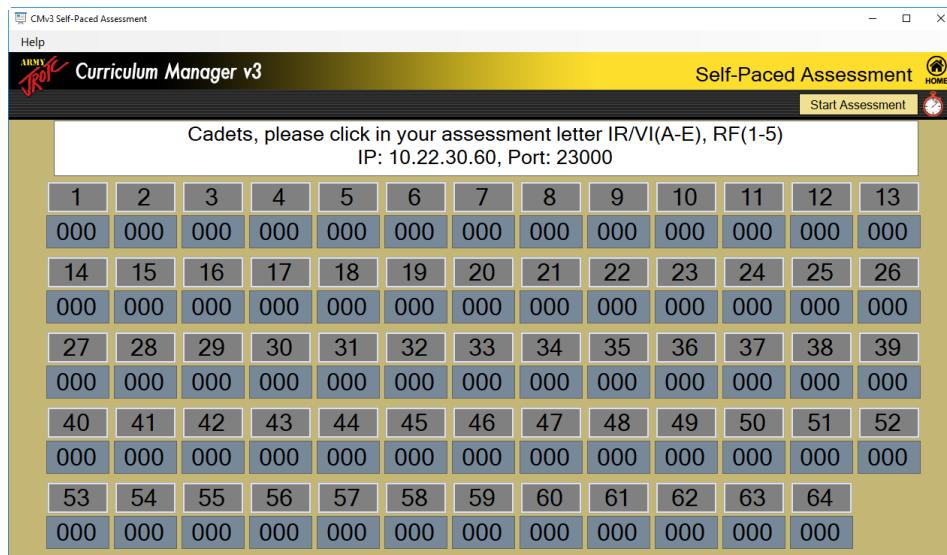
Figure 195 – CMv3 Self-Paced Assessment Window

7. Instruct Cadets to use their response devices to click in to join the assessment.

- **IR/VI users** click in their devices. For example, a Cadet with an IR response device is taking Assessment A, so they click **A** on the device. The User ID number highlights on the grid to let Cadets know they were added to the assessment.

  NOTE: IR/VI response devices choose assessments by clicking **A-E**.

  NOTE: The Cadet will need a printed version of the Assessment if they are using IR Clickers.

Figure 196 - IR Response Device

- **RF users** must click the **Enter** button on their response device to wake it up and go into the self-paced mode. For example, a Cadet with an RF response device is taking Assessment B, so they click **2** then **OK** when asked about the test version. The User ID number highlights on the grid to let Cadets know they were added to the assessment.

  NOTE: RF response devices choose assessments by clicking **1-5** to pick A-E. After selecting the **Test** version, **STOP** until you start the assessment.

  NOTE: The questions will appear on the RF clicker's screen.

Figure 197 - RF Response Device

8. After all Cadets have joined, click the **Start Assessment** button.
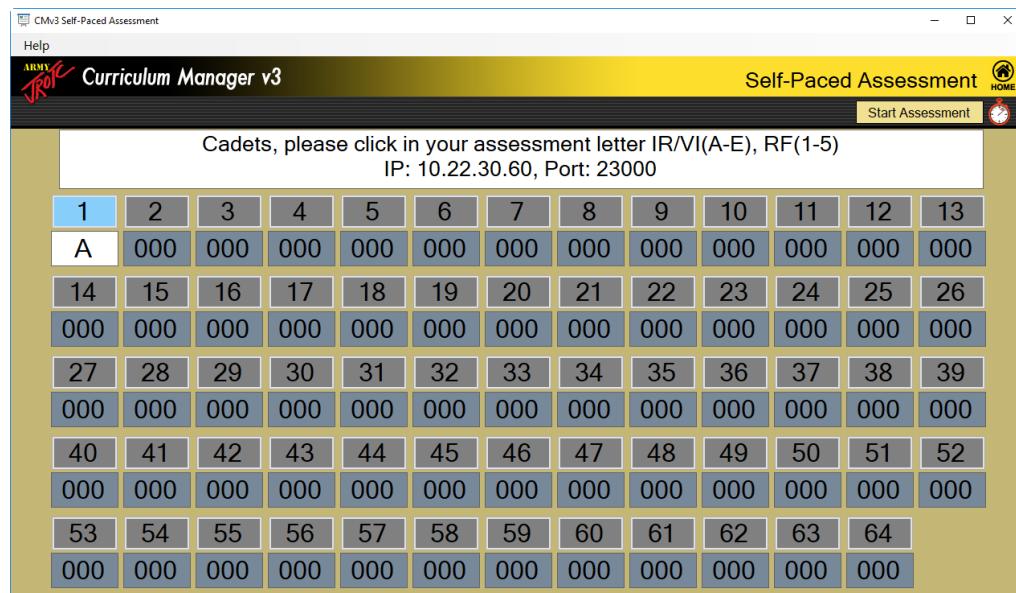
Figure 198– CMv3 Self-Paced Assessment Window Start Assessment

9. The **Ready To Start Assessment** confirmation window displays. Click the **OK** button.
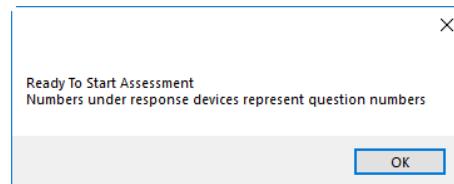
Figure 199 – Confirmation Prompt

10. When the assessment begins, question numbers ("1" in white boxes) will show under the devices (blue boxes) instead of assessment letters as previously shown ("A/B").

11. Cadets begin answering the questions.

  a. **IR and VI** response device users:

   • Select **A-E** to enter answers

   • Select **F** to jump to first unanswered question (if all questions are answered, question box jumps to the last question and turns green)

   • Select **H** to go to the next question

   • Select **G** to go to the previous question

Figure 200 - IR Response Device

  b. **RF** response device users**:**

   • Use the RF device to navigate the questions and select the answers.

   • Use the navigation circle (Left/Right) to navigate the questions.

   • Use the tabs under the screen to answer the questions. You can also use the keypad to type in text answers then click **enter**.

Figure 201 - RF Response Device Navigation

  c. Explanation of interface box colors (White, Blue, Green)

   • **White:** Unanswered question

   • **Blue:** Answered question

   • **Green:** Completed assessment
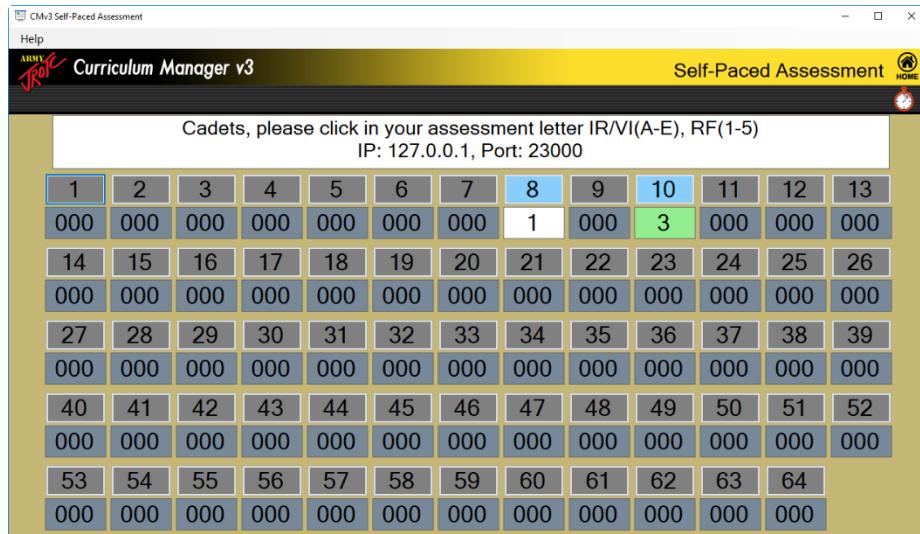
Figure 202 – Interface Box Colors

IR/VI NOTE 1: When the Cadet finishes answering all questions in the assessment, click the **F button** on the device to verify completion.

IR/VI NOTE 2: If you click in a second answer for an answered question, the box will turn to yellow then back to blue to let you know CM received your new answer. If your answer is outside the acceptable answer range, the box will turn red then white which means it will set the question to unanswered.

RF NOTE: RF users must click the **Send Envelope** on the bottom right to end their assessment.

WARNING: Do not click the **BACK ARROW** once you have reached the end of the assessment. If the **BACK ARROW** has been selected, you will need to use the **Settings** menu to send the assessment to the CM.

WARNING: When using the RF response device, **ALWAYS** select the responses provided on the LCD screen. Always answer the questions in a timely manner. Otherwise, the RF response device will time out and shut down, you will be unable to continue the assessment, and none of your answers will be recorded.

When finished administering the assessment, click the **Home** button. The **Exit Assessment?** Confirmation window displays.

12. Click **Yes** to confirm or click **No** to cancel.

NOTE: If you still choose to exit the assessment, unanswered questions will be recorded and will show as no response in the reports.
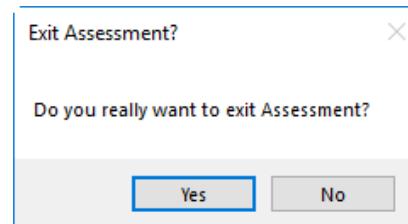
Figure 203 – Exit Assessment Confirmation Prompt

GAMES

Please refer to the Game Show User Manual located in the Home Help menu.

QUESTION EDITOR

The Question Editor enables you to build custom assessments from the existing questions in the database and to create your own questions. The database is structured by Unit/Chapter/Lesson. Within each Lesson folder are two sub-folders:

- **Master Question Categories** – Installed AJROTC questions. These cannot be edited but can be copied and modified once they are in an Instructor Created Question Category.

- **Instructor Created Question Categories** – You must create a category before you can add questions.

QUESTION TYPES

Each of the Master questions provided in the database has a unique ID using the U-Code (U#C#L# - Type # format, where the question category is defined as follows:

- Focus (F)
- Reinforcing (Q)
- Vocabulary (V)
- Higher Order Thinking (HOT)

For questions that you want to create, you'll add them to the Instructor Created Question Categories folder. You can edit and delete any question that you create in this folder.

LAUNCH QUESTION EDITOR

To launch the question editor:

1. From the CMv3 Home screen, select **Assessments** from the top menu and then select **Create Assessment**.
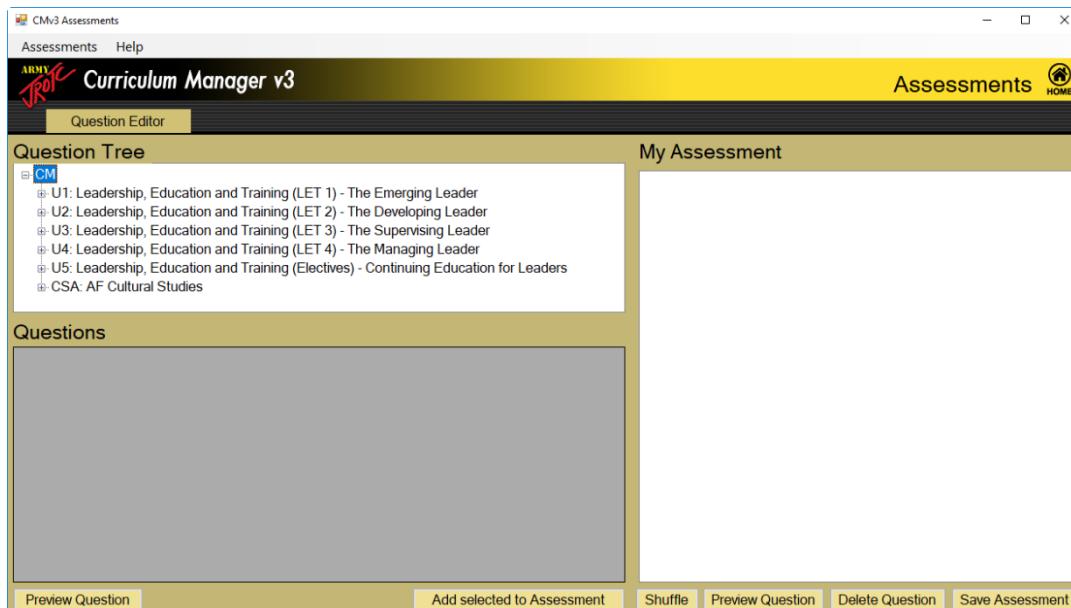
Figure 204 – CMv3 Assessment

2. Click the **Question Editor** button. The Question Editor window displays.
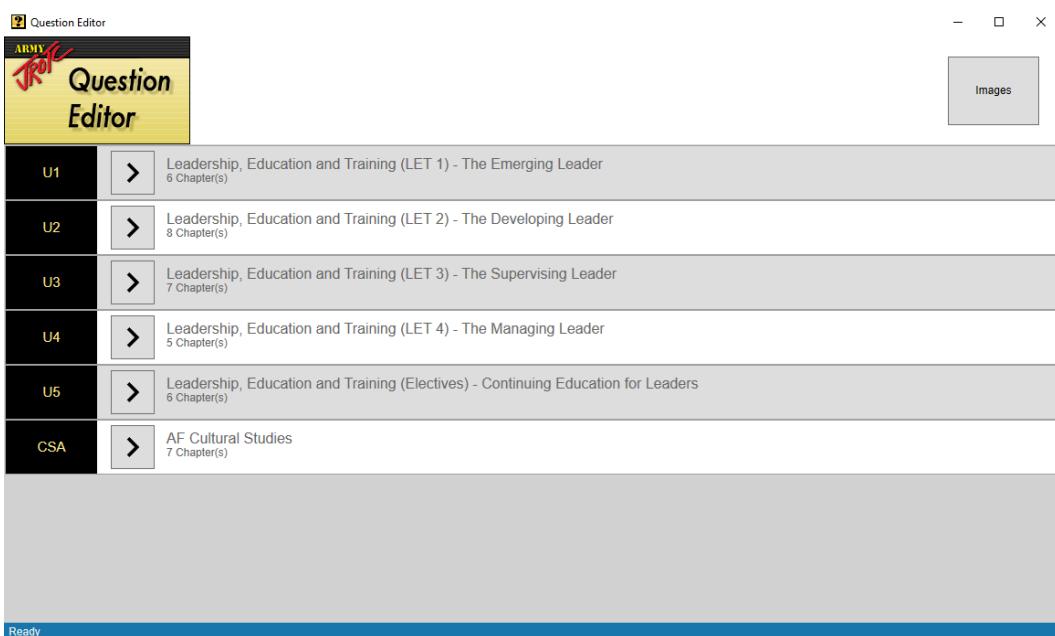
Figure 205 – Question Editor

IMAGE MANAGEMENT

You can include images in your custom questions. To familiarize yourself with image management:

1. Click the **Images** button in the top-right corner of the window. The Image Management window displays.
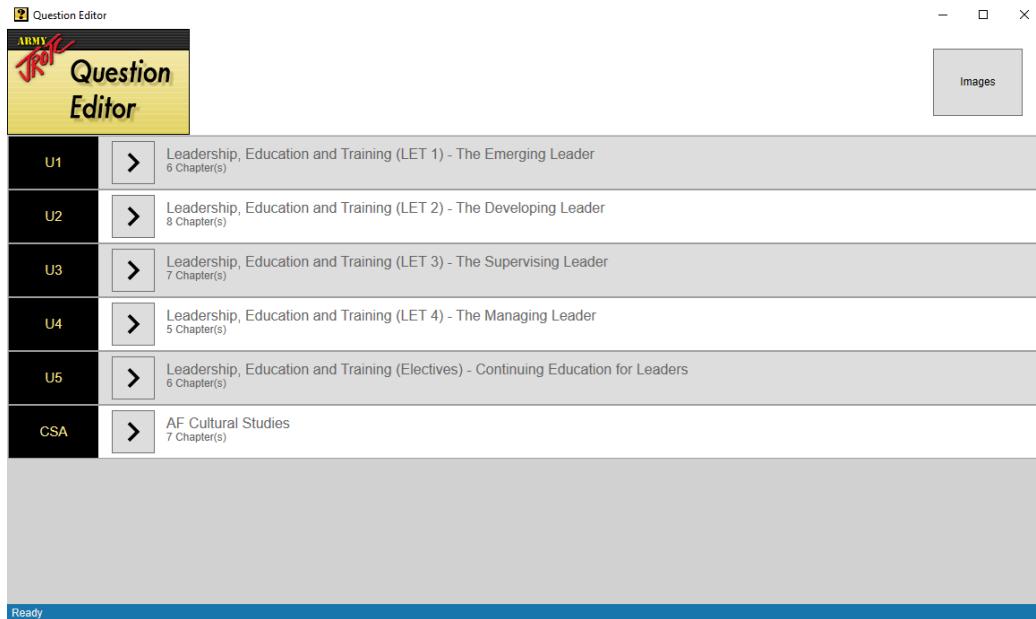
Figure 206 – Question Editor

2. Note the padlocks that display on each image (hover over for a description)
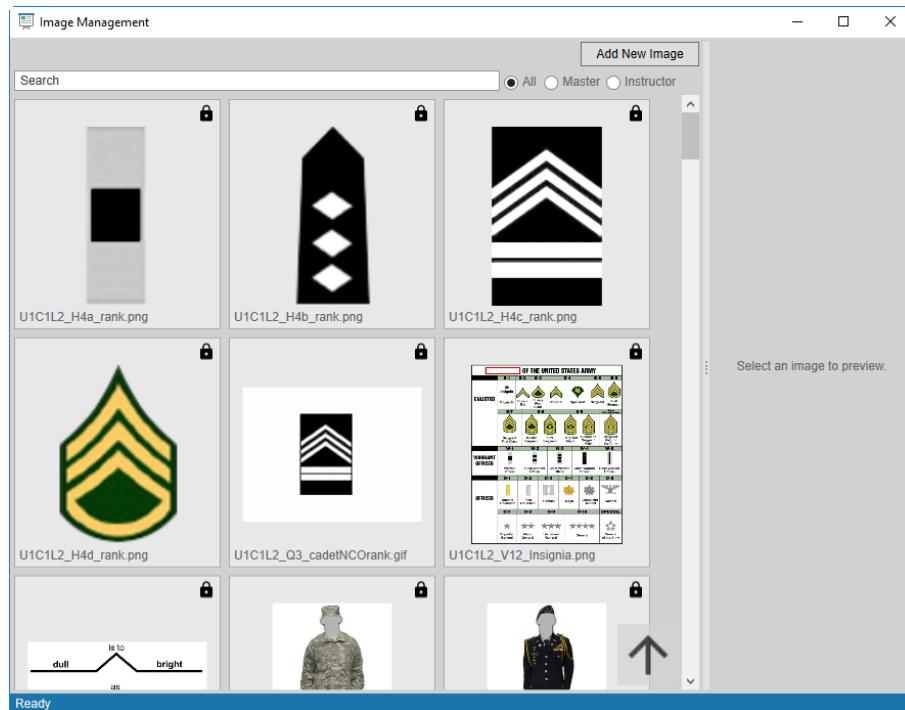
Figure 207 – Image Management

- An empty padlock that is open indicates that the image **may** be removed

- A filled padlock that is closed indicates that the image is a **master** image that **may not** be removed

ADD NEW IMAGE

To add a new image:

1. Click the **Images** button in the top-right corner of the window. The Image Management window displays.
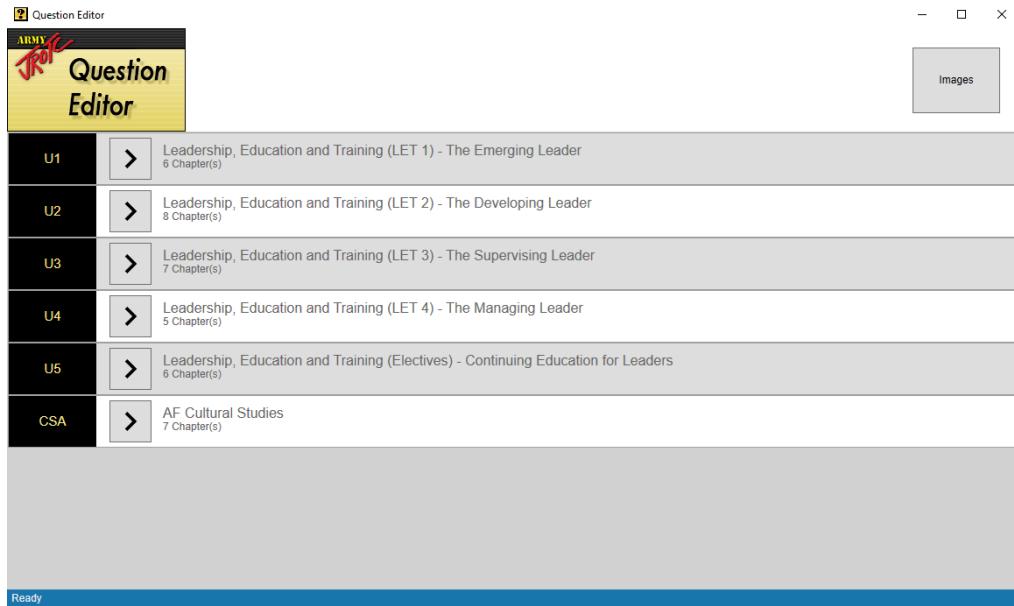
Figure 208 – Question Editor

2. Click the **Add New Image** button. The Open window displays.
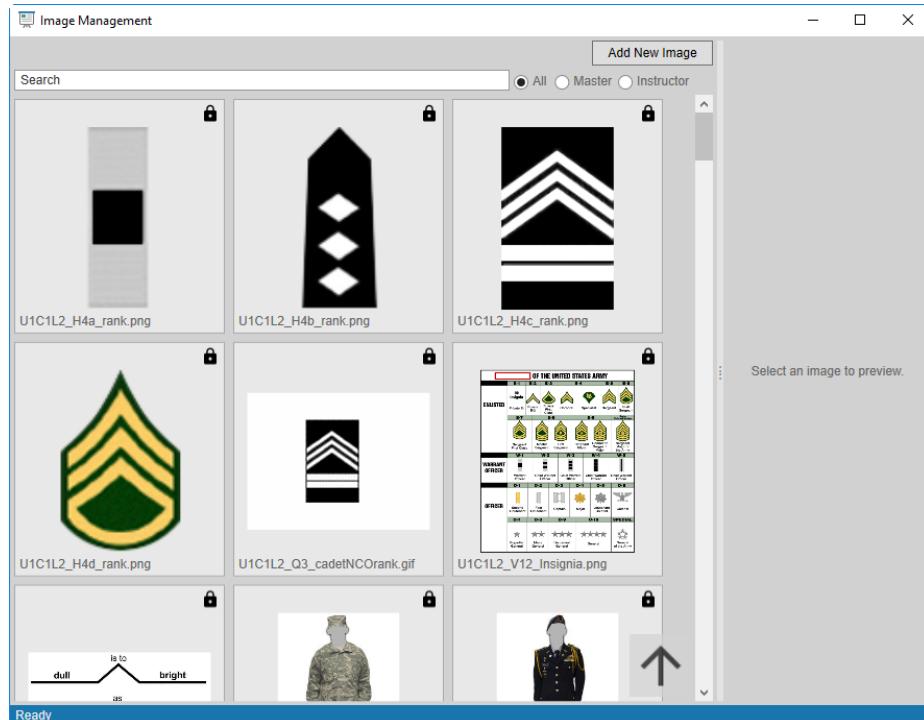
Figure 209 – Image Management

3. Navigate to the folder where the image resides, select the **image**, and click the **Open** button.
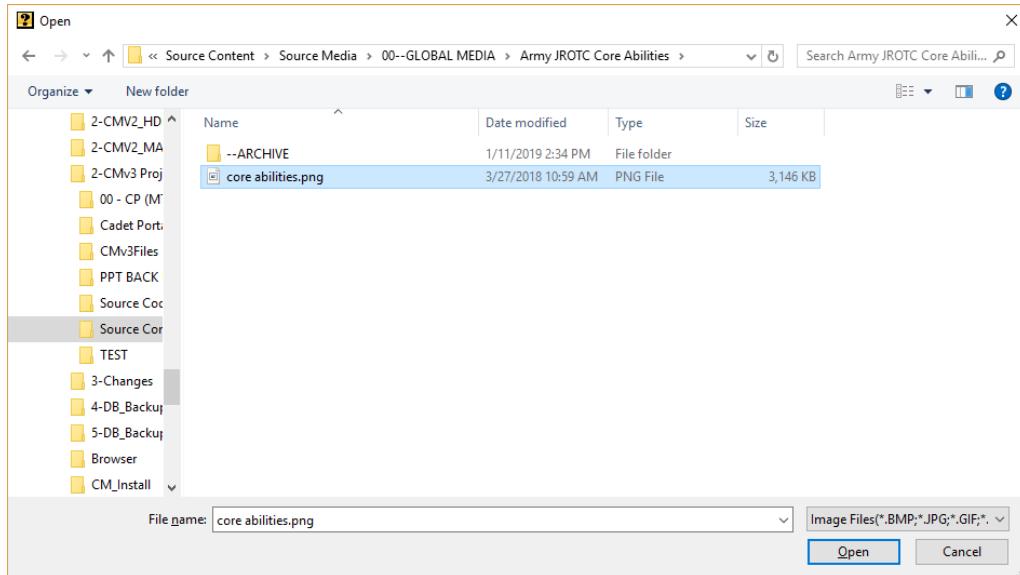
Figure 210 – Navigate to Image Folder

4. The image has been uploaded to image management.
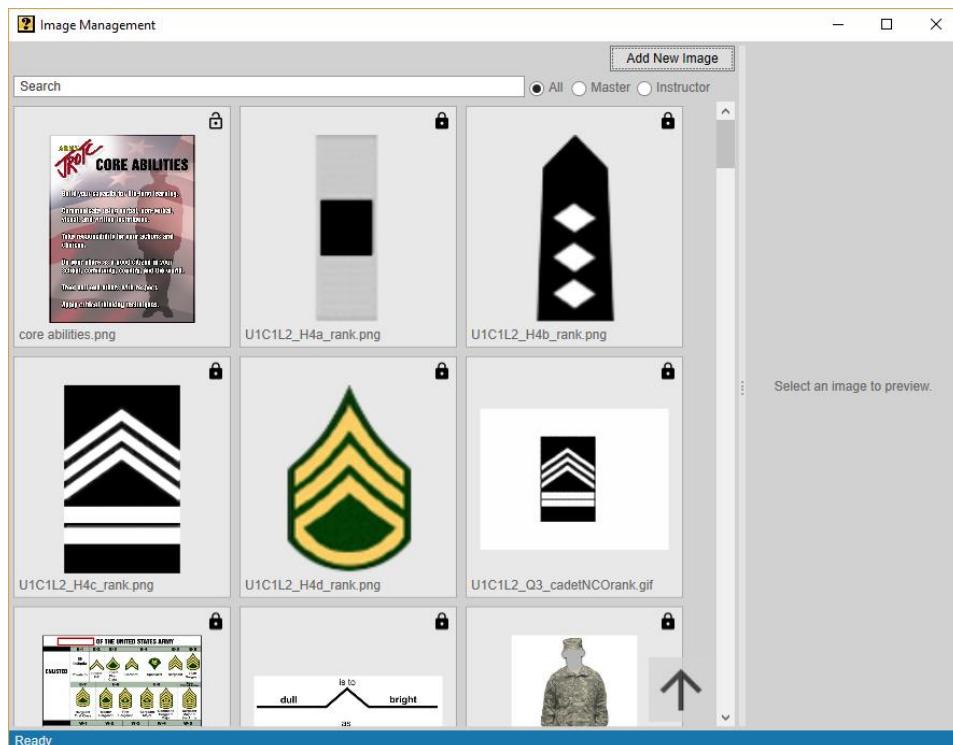
Figure 211 – New Image Added

IMAGE PREVIEW

To preview an image:

1. Click the **Images** button in the top-right corner of the window. The Image Management window displays.
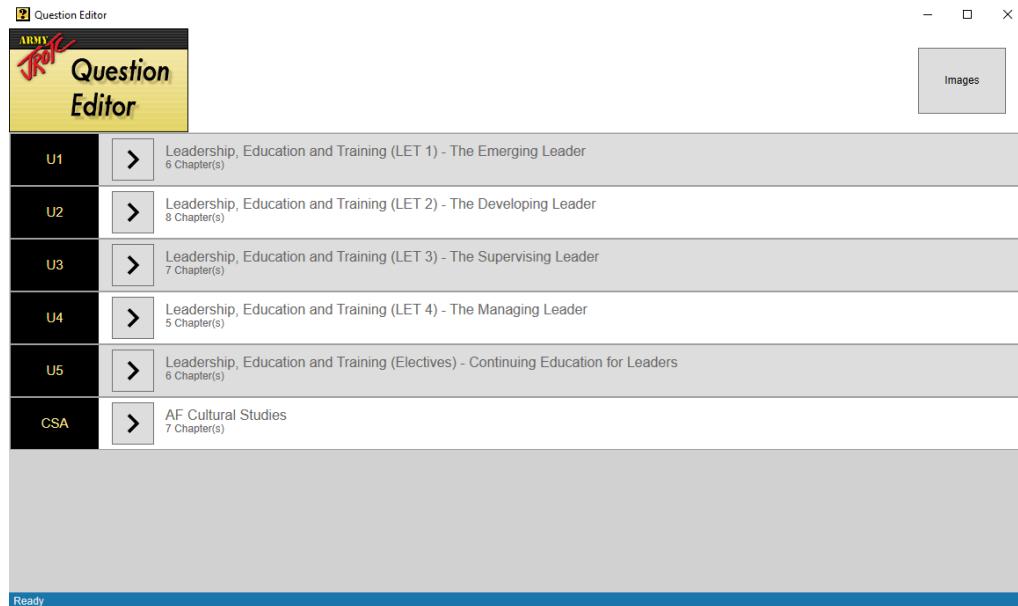
Figure 212 – Question Editor

2. Select an **image** to preview. The image displays in the Preview section of the window.
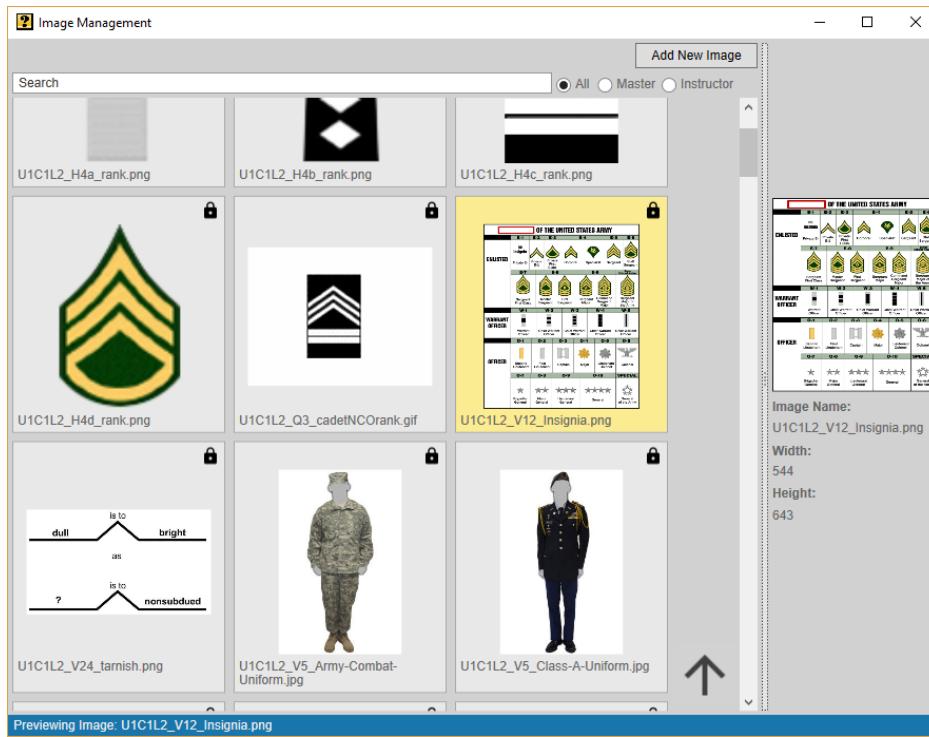
Figure 213 – Image Management

NOTE: If the image has an open padlock, a **Delete** button will appear.

3. To resize the image, use the slider bar.Drag the split bar to expand the image preview area.
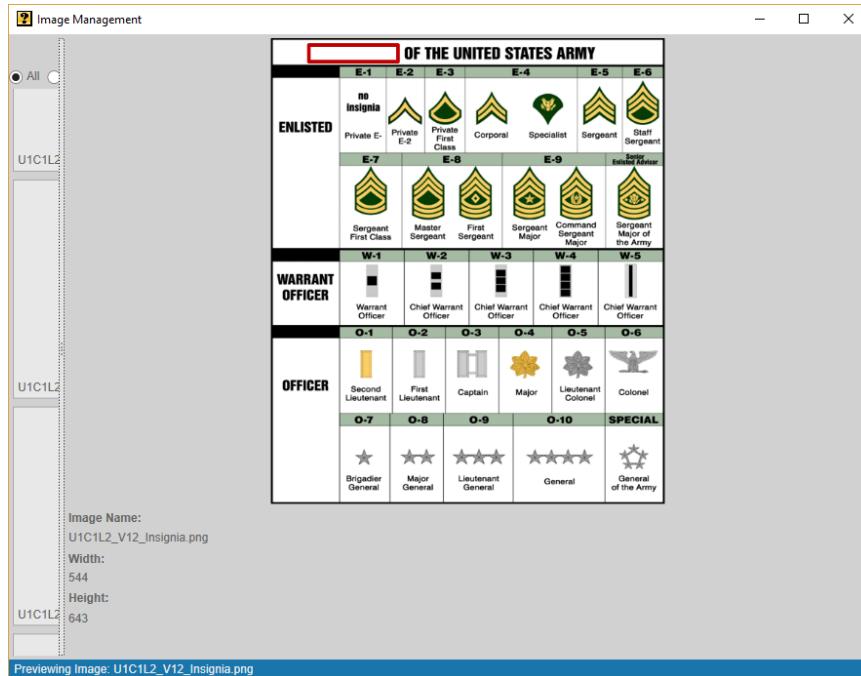
Figure 214 – Expanded Preview Area

DELETE IMAGE

To delete an image:

1. Click the **Images** button in the top-right corner of the window. The Image Management window displays.
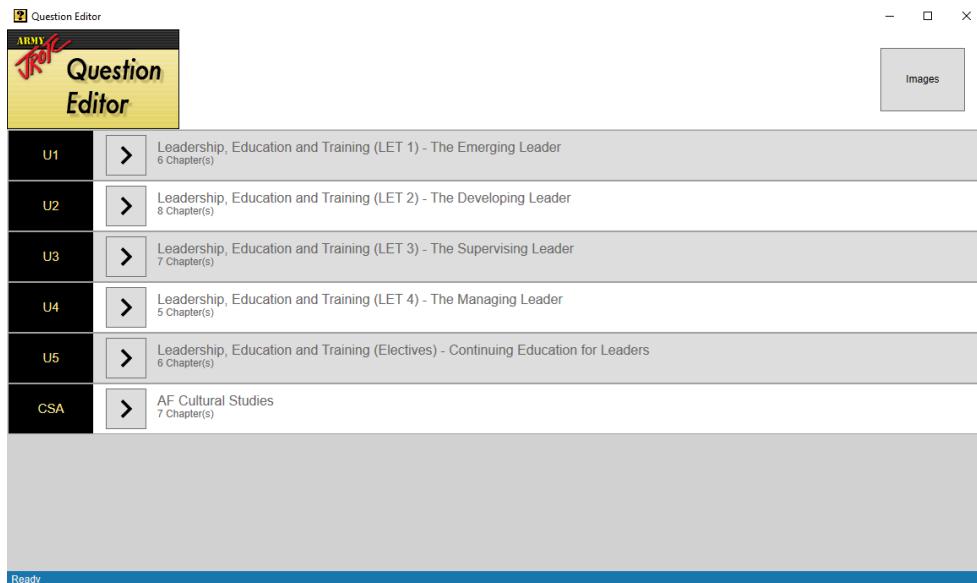
Figure 215 – Question Editor

2. Select the **Instructor** button.
   NOTE: Master images cannot be deleted.

3. Select the image to delete.
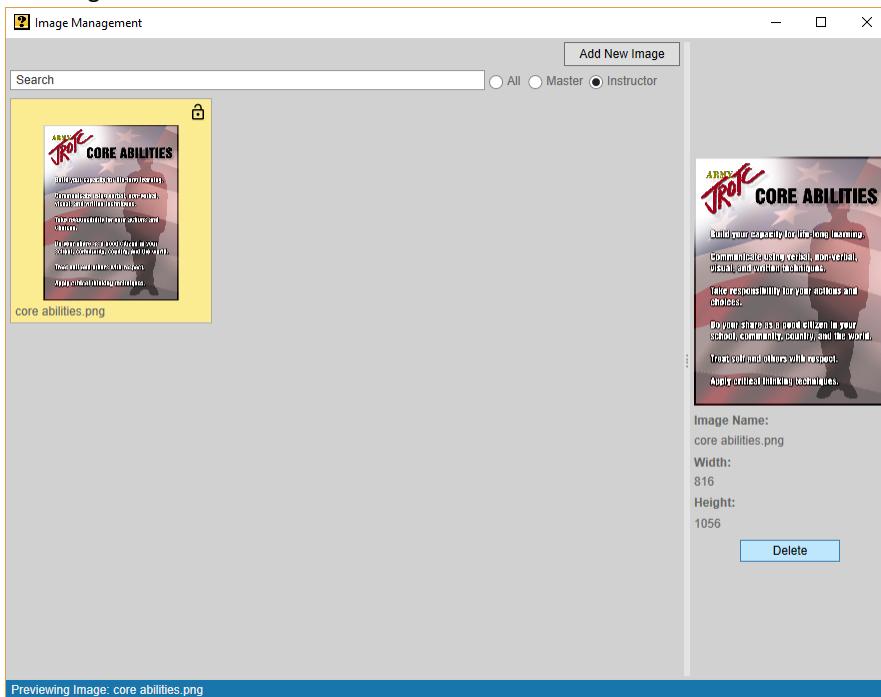
Figure 216 – Image Management

4. Click the **Delete** button.

5. A Confirm Delete window appears. Click **Yes** to confirm deletion or click **No** to cancel.

NOTE: Deleting the image does **NOT** delete the original image on your hard drive.
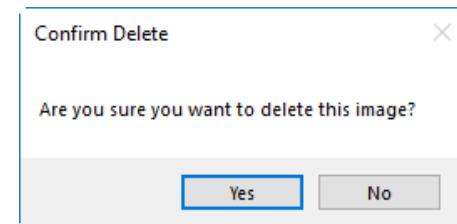
Figure 217 – Confirm Delete Prompt

## SEARCH IMAGES

To search for an image:

1. In the **Search bar**, start by typing at least the first 3 characters.

NOTE: Search is **NOT** case sensitive.

2. Select one of the following options:

- **All** – Displays all images that are locked and unlocked
- **Master** – Displays images that are locked
- **Instructor** – Displays images that are unlocked
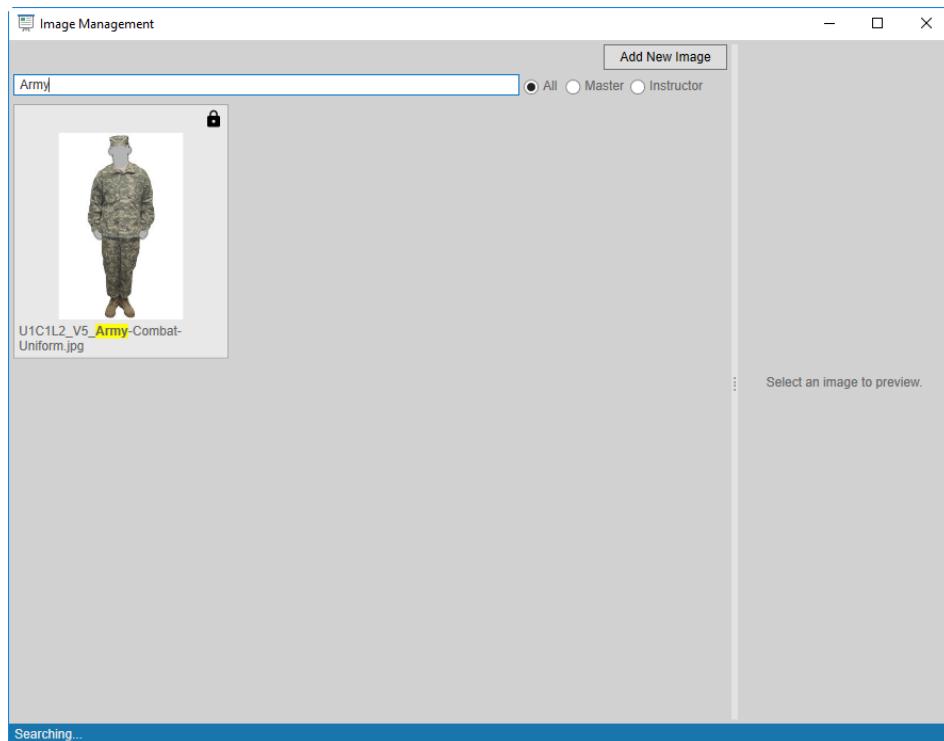
Figure 218 – Search for an Image

3. To reset the search, **clear** the box.

VIEWING MASTER QUESTIONS

1. The first items listed are the Units (Structure is Unit -> Chapter -> Lesson -> Question Division (broken up into Master/Instructor sections) -> Questions)

2. The left section shows the U-Code (For Example, U1C1L1 which stands for Unit 1, Chapter 1, Lesson 1). For example:

   a. Click the **first drop-down arrow** to reveal the **Chapters**.

   b. Click the **arrow** next to JROTC Foundations to reveal the **Lessons**.

   c. Click the **arrow** next to Introducing JROTC to reveal the **Question Category Containers**.

   NOTE: The same padlocks introduced in the Image Management screen. These show the difference between **Master** and **Instructor** created items.

   d. Click the **arrow** next to Master Question Categories to reveal the Master Question Categories.

   e. Expand the desired **Question Category**. For example, click the **arrow** next to U1C1L1 Vocabulary to reveal the **Master Questions** that are contained within that category.

   f. Click the preview icon. The View Question window displays.
   NOTE: All fields are read-only.

   g. When finished previewing the question, click the **Done** button.
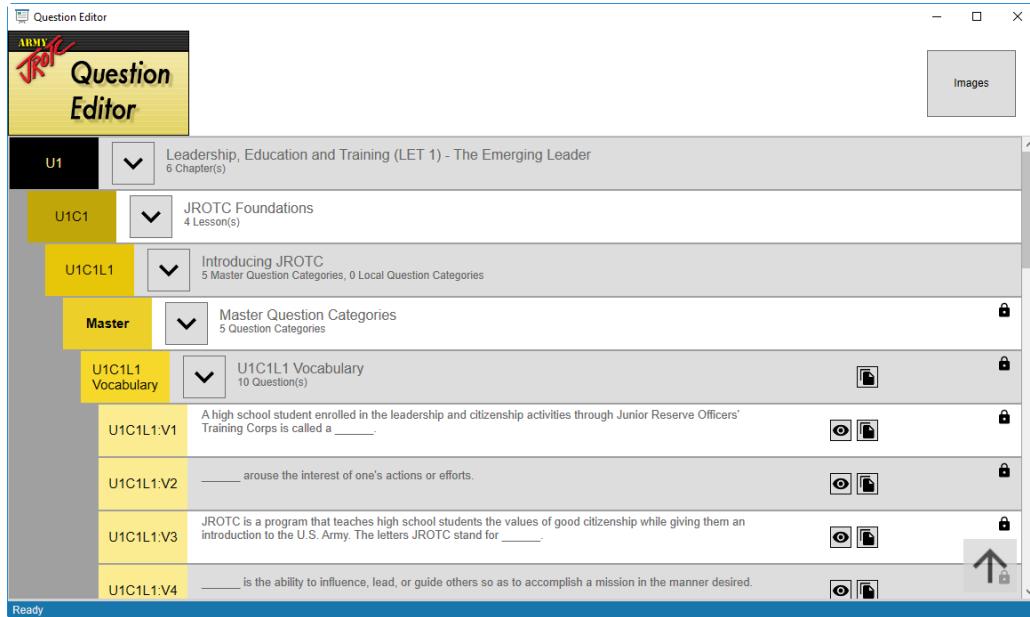
Figure 219 – Question Editor Navigation

ADD QUESTION CATEGORY

Instructor-created questions are placed in a category under the master list of questions for each lesson. You'll need to create a category before you can add questions to it.

To add a question category:

1. **Expand** the question tree for the selected lesson.

2. Click the **icon** to the right of Instructor Created Question Categories that looks like a **plus sign** (this is the add icon). The Add Question Category prompt appears.
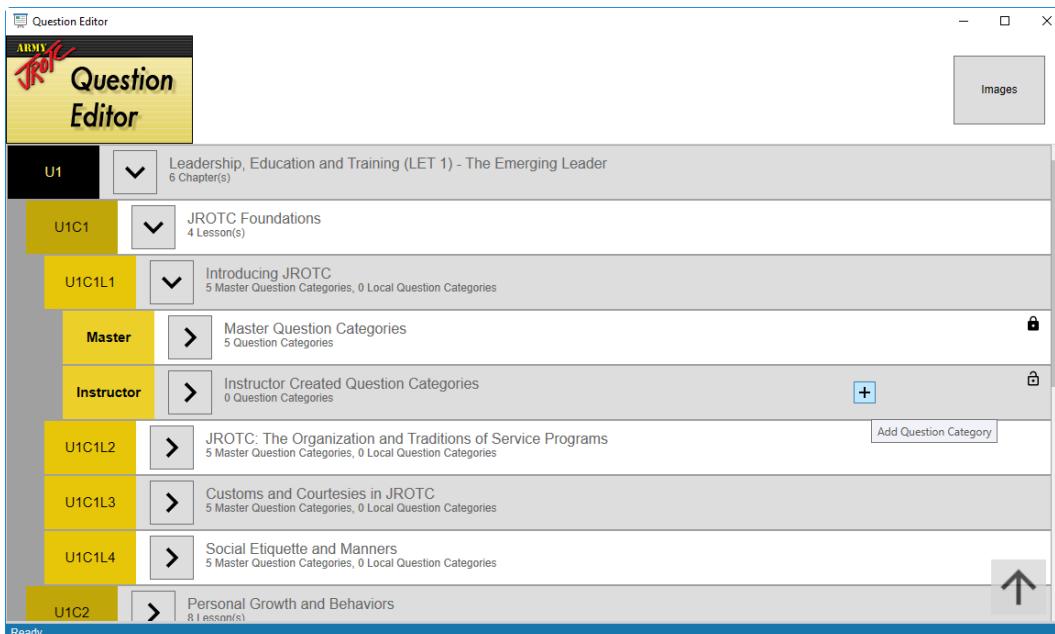
Figure 220 – Expand Question Tree in Question Editor

3. In the **Question Category Name** text box, type in a name. Using the U-Code in the Category Name will make it easier to find in CM.

4. In the **Question Category Description** text box, type in a description.

5. Click the **Add Question Category** button.
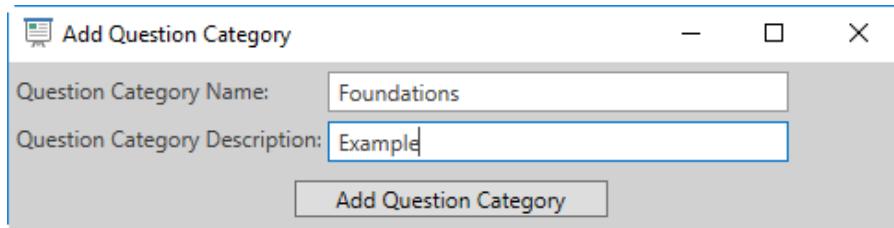
Figure 221 – Add Question Category

NOTE: If the Question Category with the name already exists, you will get a warning message to rename it. Otherwise, it will appear in the Instructor Created Question Categories. You can have more than one Category per lesson.

RENAME QUESTION CATEGORY

To rename a question category:

1. **Expand** the question tree for the selected lesson.
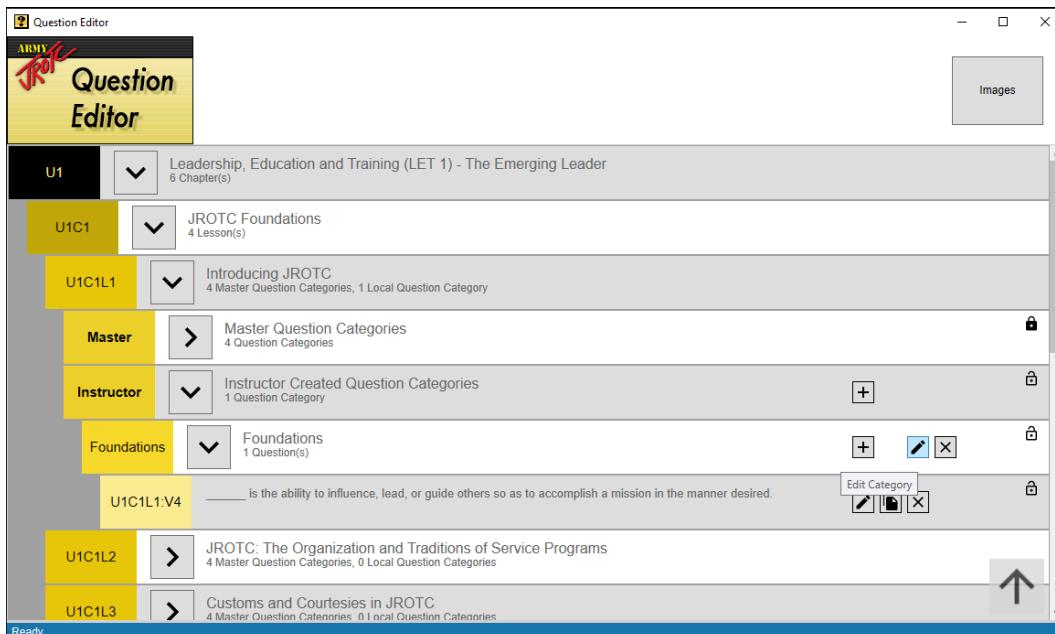
Figure 222 – Navigate to the Instructor Created Question Category to Edit

2. Click the **icon** to the right of Instructor Created Question Categories that looks like a **pen/pencil** (this is the Edit icon). The Edit Category prompt appears.

3. In the **Question Category Name** text box, type in a new name. Using the U-Code in the Category Name will make it easier to find in CM.

4. In the **Question Category Description** text box, type in a new description.
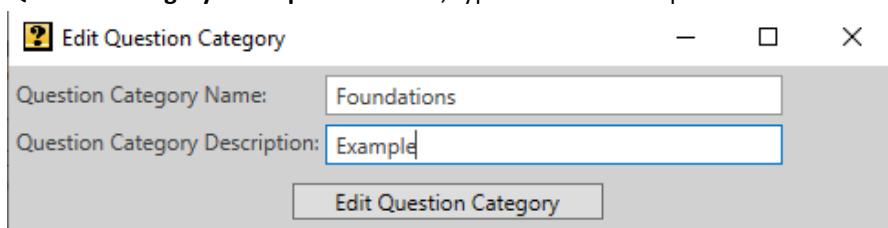
Figure 223 – Edit Question Category

5. Click the **Edit Question Category** button.

REMOVE QUESTION CATEGORY

To remove a question category:

1. Navigate to the **Instructor Created Question Category** that you wish to delete.

2. Click the **Remove** icon. The confirmation prompt appears.
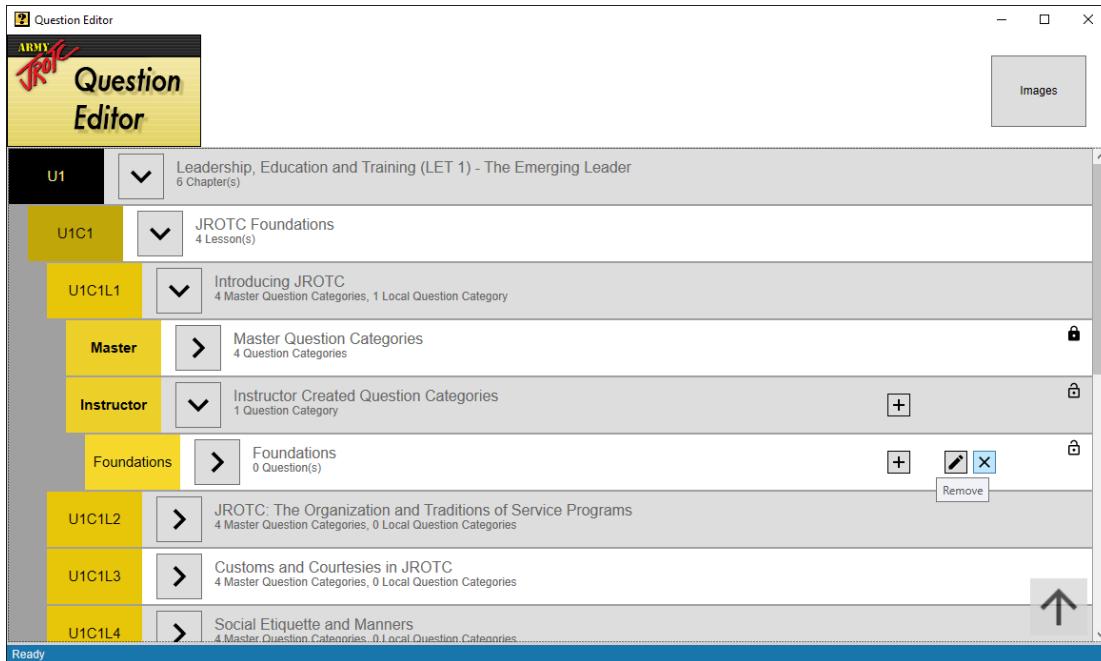
Figure 224 – Navigate to the Instructor Created Question Category to Delete

3. Click **Yes** to confirm.
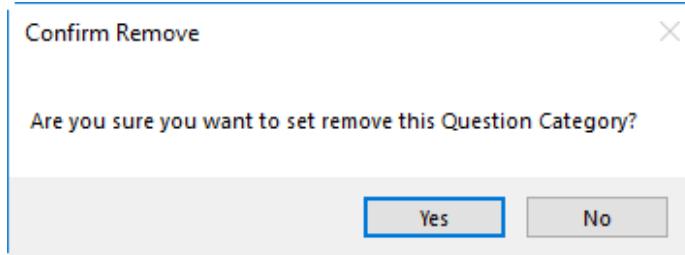
Figure 225 – Confirmation Prompt

4. The question category has been removed.

PREVIEW MASTER QUESTION

To preview a master question:

1. Navigate to the desired **Master Question Category** that you wish to preview.

2. Click the arrow to expand the desired **Question Category**. For example, expand U1C1L1 Vocabulary Question section.

3. Click the **View Question** icon.
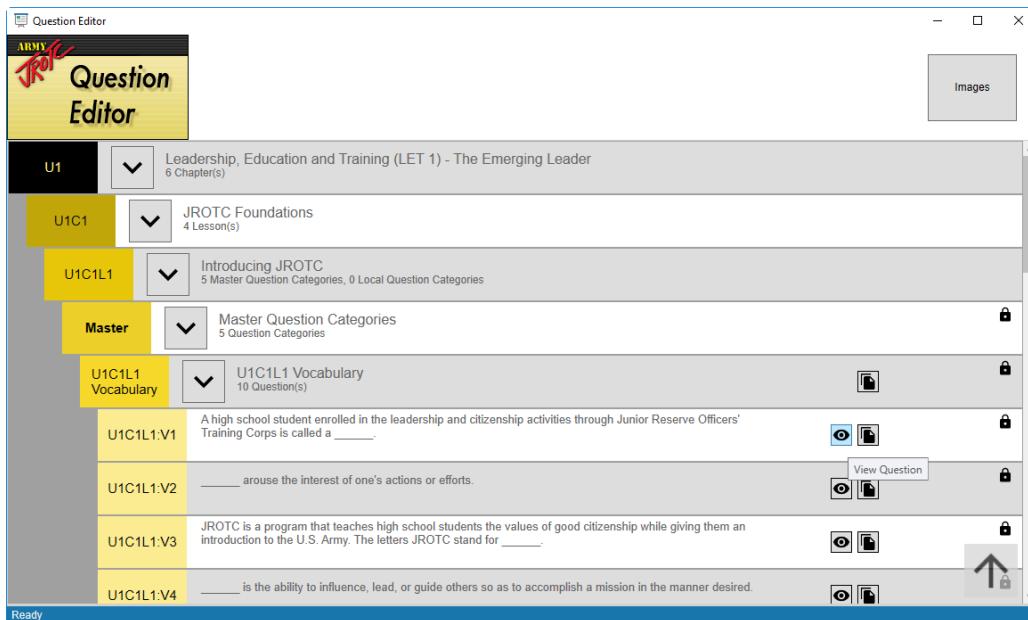
Figure 226 – Navigate Master Question to Preview in Question Editor

4. The **View Question** window displays. **NOTE:** All fields are read-only. When finished previewing the question, click the **Done** button.
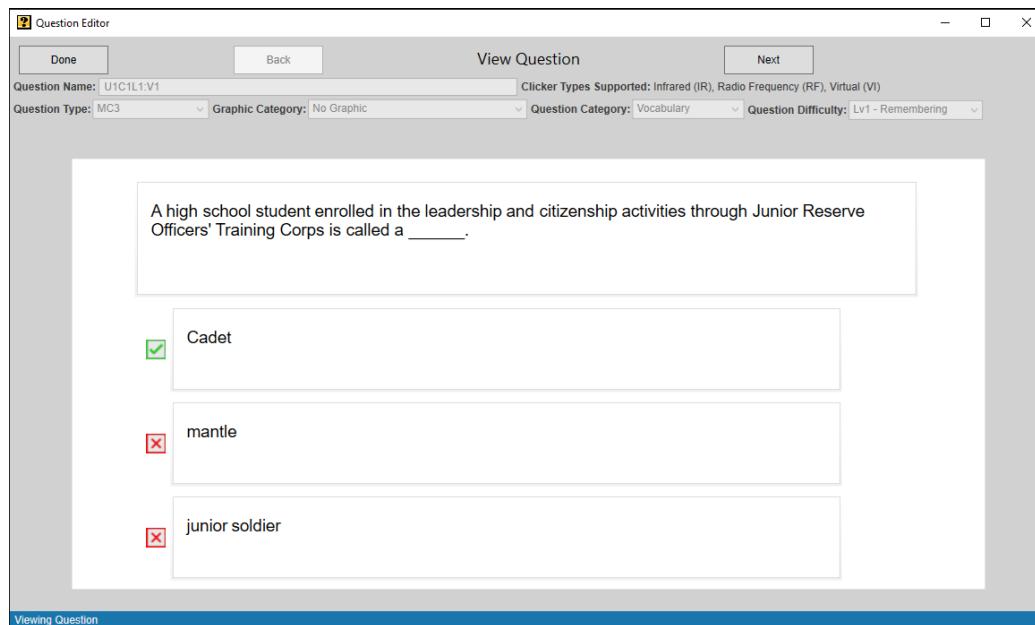
Figure 227 – View Question

NAVIGATE BETWEEN QUESTIONS

To navigate between master questions:

1. Navigate to a **master** or **Instructor question**.

2. Expand the **Question Category**. For example, expand the U1C1L1 Vocabulary Division.

3. Click the **view icon** on the question.

4. At the top of the page use the **navigation buttons** (Back, Next) to move between the questions in that Question Category.
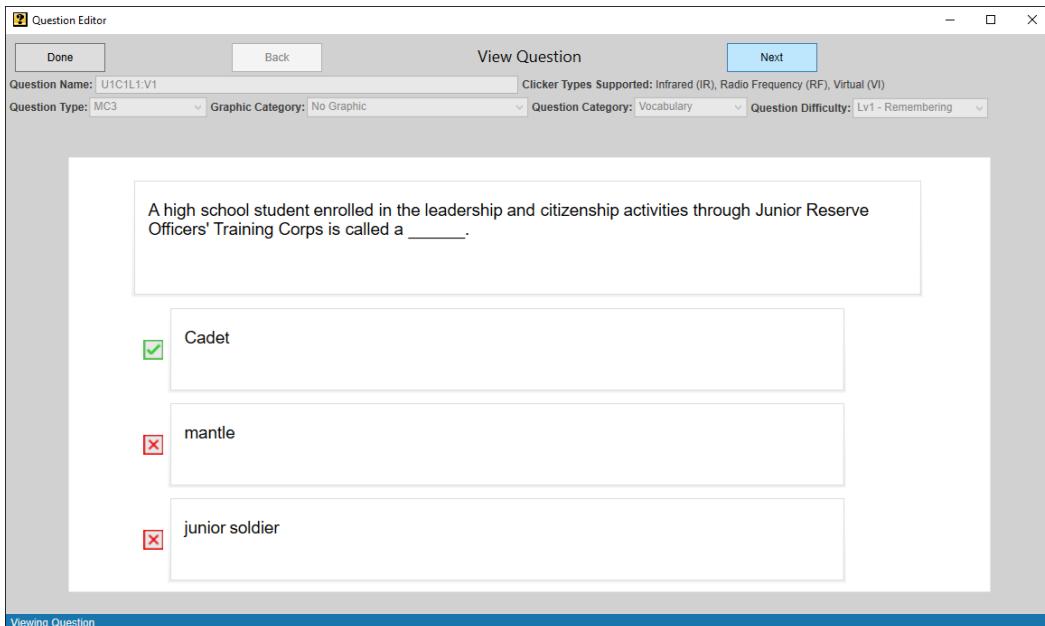
Figure 228 – Navigate Between Questions Buttons

COPY A QUESTION

To copy a question:

1. Navigate to the desired **master** or **Instructor question** that you wish to copy.
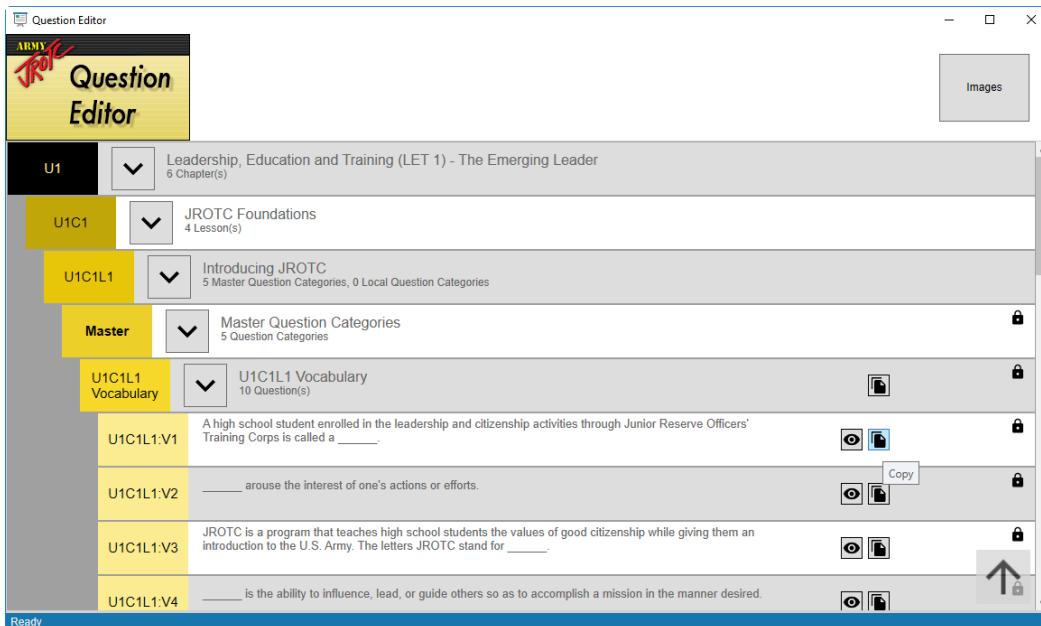
Figure 229 – Navigate to Master or Instructor Question to Copy in Question Editor

2. Expand the desired **Question Category**. For example, expand the U1C1L1 Vocabulary Division.

3. Click the **copy icon** on the desired question to be copied.

   NOTE: You must add an Instructor Question Category to copy a question.

4. Using the drop-down list, select which **Question Category** to copy the question to.
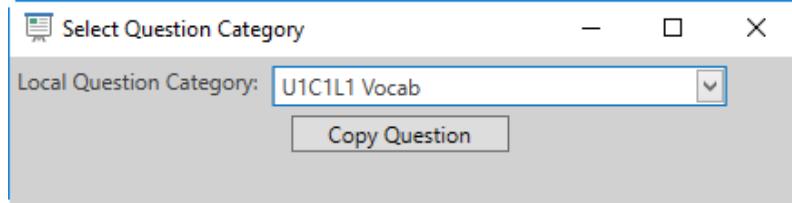
Figure 230 – Select Question Category

5. Click the **Copy Question** button. The Confirm Copy confirmation prompt appears.

6. Click **Yes** to confirm or click **No** to cancel.
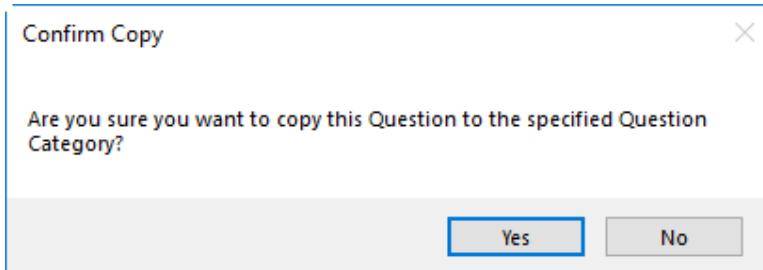
Figure 231 – Confirm Copy Prompt

NOTE: If the Question is copied elsewhere already, you will receive a copy failed message as a Question can only be copied a single category at a time.

7. The question will appear in your selected Question Category.

ADD INSTRUCTOR QUESTION

To add an Instructor question:

1. Navigate to the desired **Instructor Created Question Categories** to add the question.
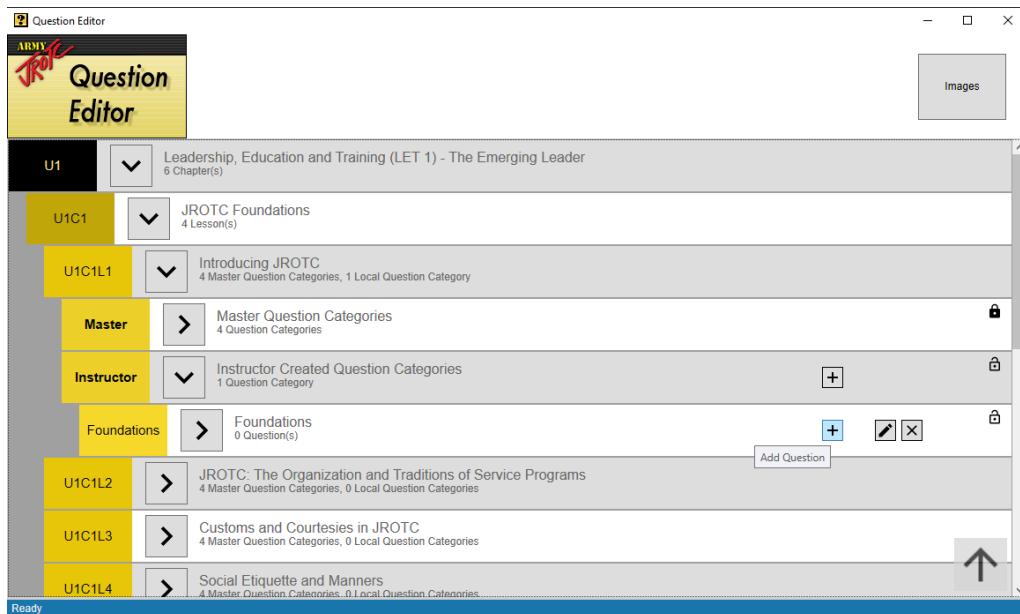
Figure 232 – Navigate to Instructor Created Question Categories to Add in Question Editor

2. Select the desired category and click the **Add icon** on the **Instructor Created Question Categories**. The Add Question window displays.

NOTE: The Question Type defaults to MC4 No Graphic.

3. In the **Question Name** text box, fill in the **name**.
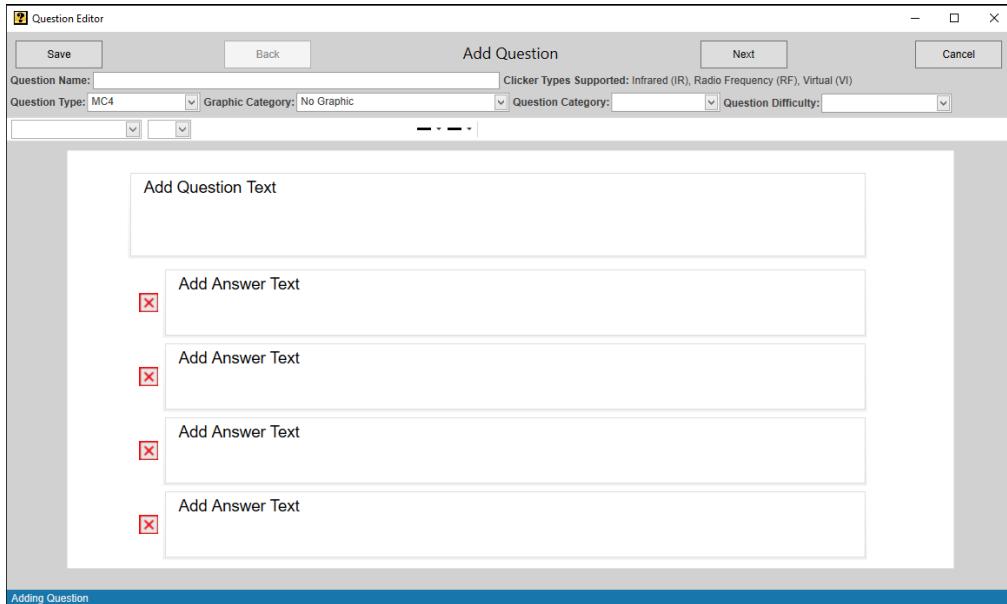
4. Select the appropriate **question type** in the **Question Type** drop-down list.

NOTE: If your class is using IR devices, they will not be able to respond to text, essay or numeric questions. The Edit Question screen indicates which response devices are supported for your selected question type.

5. Select the desired **graphics category** in the **Graphic Category** drop-down list.

6. Select the desired **question category** in the **Question Category** drop-down list.

NOTE: Questions set to the **HOT** question category must be manually scored.

7. Choose the question difficulty in the **Question Difficulty** drop-down list.

8. Type the **question text** and **answer text** in the provided text boxes. Use the formatting bar as needed.

NOTE: There is a spell checker built in that can be used by right clicking words with a red line underneath.

9. Mark the correct answer.

10. (Optional if you selected a graphics category) Click **Add Question Image/Add Answer Image**. The Image Management window displays.

11. (Optional) Select an **image**.

    a. Select an **image** and click the **Use Selected Image** button at the top left, or

    b. Double-click the **image** to select.

12. Click the **Save** button.
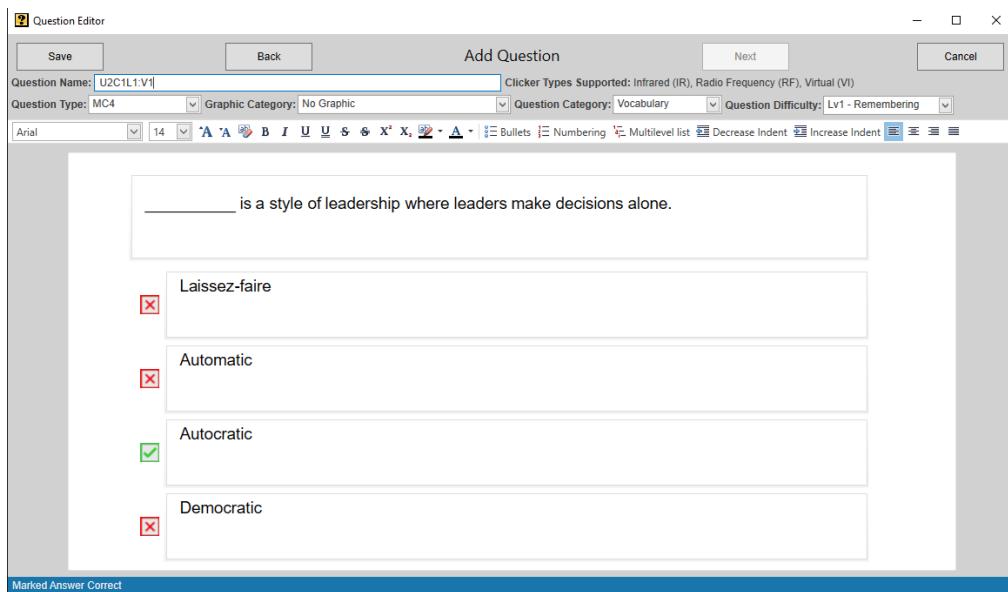
Figure 234 – Add Question Completed

EDIT INSTRUCTOR QUESTION

To edit an Instructor question:

**1.** Navigate to the desired **Instructor Created Question Categories** that you wish to edit.

2. Select the desired **category** and click the **Edit Question** icon. The Edit Question window displays.
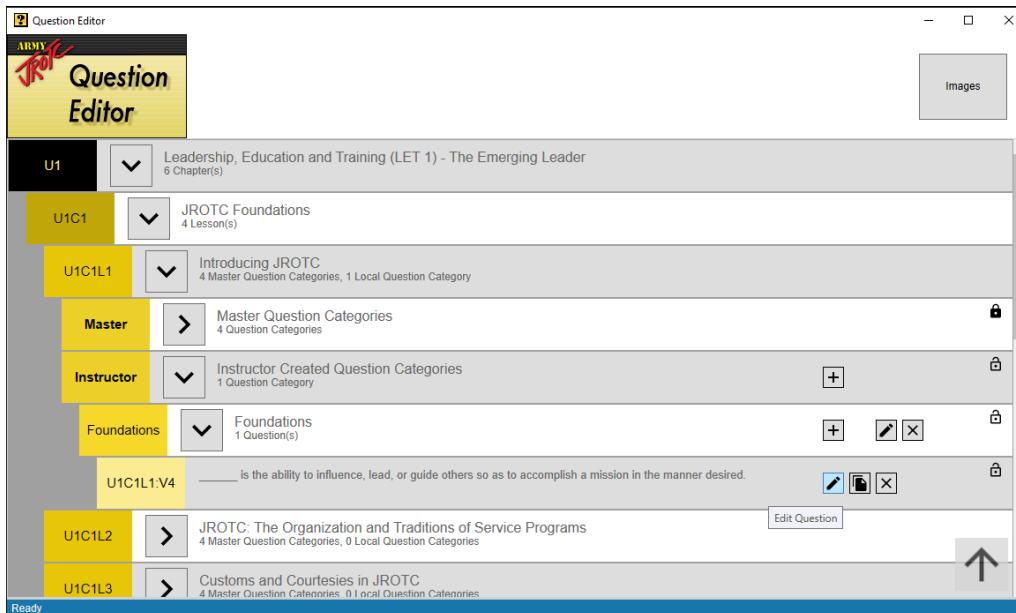
Figure 235 – Navigate to Instructor Created Question Categories to Edit in Question Editor

3. Edit the **question** and when finished, click the **Save** button.

NOTE: Editing a question does not modify it if an assessment has already been given. You'll need to create a new assessment with the added or modified question.
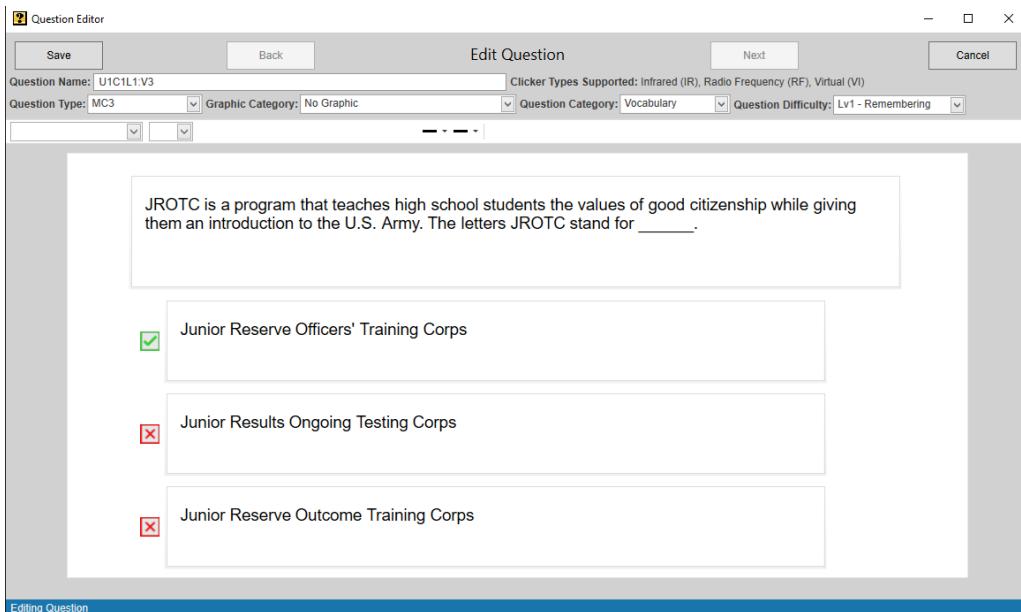
Figure 236 – Edit an Instructor Question

COPY QUESTION CATEGORY FROM MASTER TO INSTRUCTOR QUESTIONS

To copy a question category:

1. Navigate to a lesson's **Master Question Category**.

2. Expand the desired **Question Type (Focus, Vocabulary, Reinforcing, HOT)**.

3. Click the **Copy** icon. The Copy Question Category window displays.
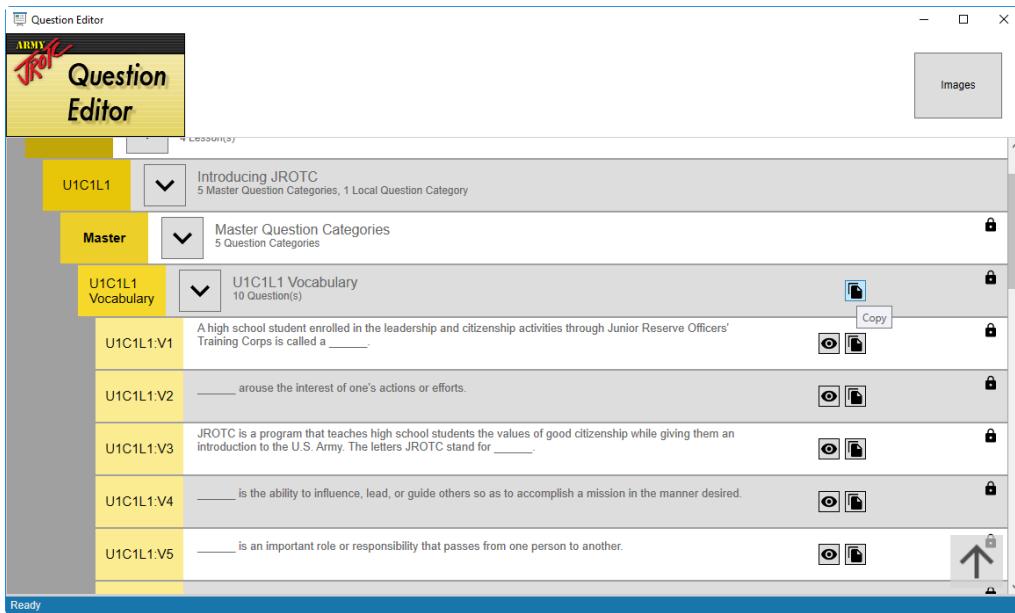
Figure 237 - Copy a Question Category in Question Editor

4. **Rename** the Question Category in the **Copy Question Category** text box.
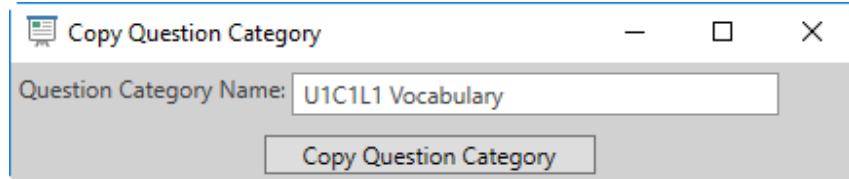
Figure 238 – Rename Question Category in Copy Question Category Text Box

5. Click the **Copy Question Category** button. The Confirm Copy confirmation prompt displays.

6. Click **Yes** to confirm or click **No** to cancel.

   NOTE: If the Question Category with the name already exists, you will get a warning to rename it. Otherwise, it will appear in the Instructor Created Question Categories.
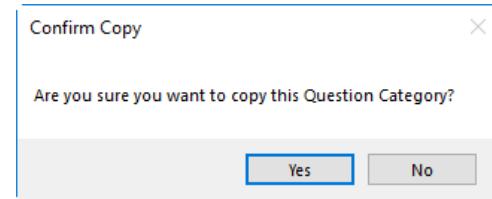
Figure 239 – Confirm Copy Prompt

REMOVE QUESTION

To remove a question:

1. Navigate to the **Instructor Question Category**.
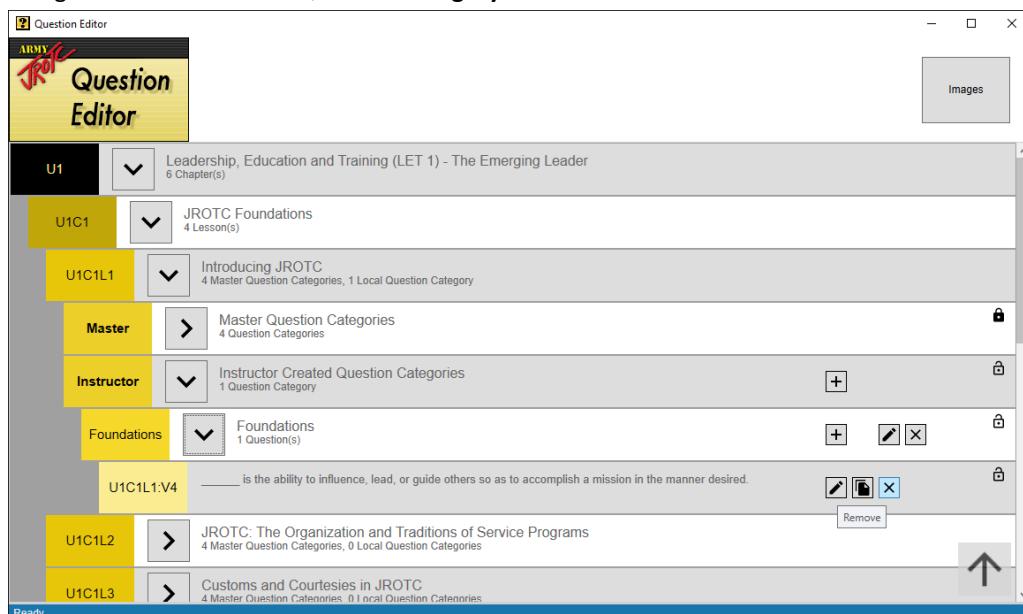
Figure 240 – Navigate to Instructor Question Category

2. Select the **remove** icon.

3. The **Confirm Remove** prompt displays. Click **Yes** to confirm.

4. The question is now removed.

   NOTE: Removing a question will not remove it from a saved assessment. You'll need to edit the assessment to remove the question.
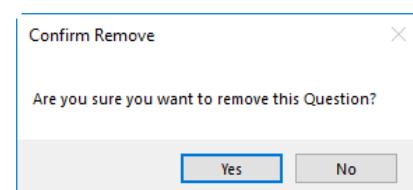
Figure 241 – Confirm Remove Prompt

REPORT MANAGER

The Report Manager has a variety of custom reports that use filters to select the data that you need:

- Curriculum Plan
- My Resources
- Cadet Roster Export
- Presented Lessons
- Questions Presented
- Study Guide
- Generate Exam

- Instructor Summary
- Exam Summary
- PSM Quick Print
- Online PSM
- Search Report
- Game Show

LAUNCH

To launch the Report Manager:

1. From the CMv3 Home screen, select **Reports** from the top menu.
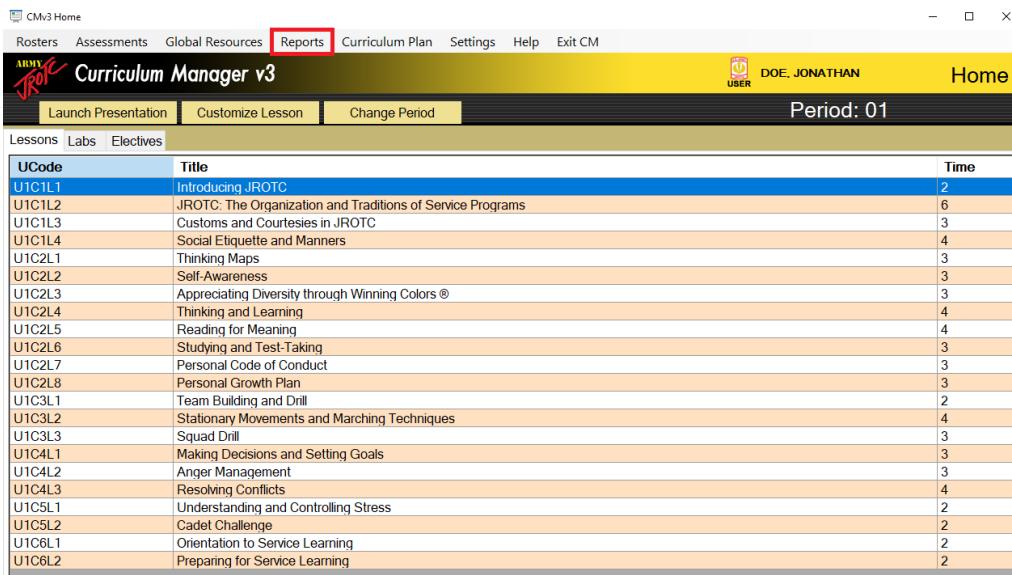
Figure 242 – Launch Report Manager

2. A prompt appears asking the user if they would like to open the Report Manager. Click the **Yes** button to confirm.
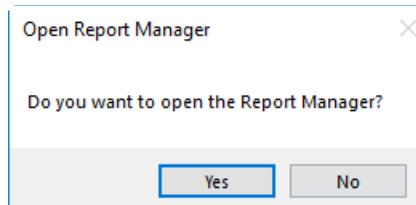
Figure 243 - Confirmation Prompt

3. The **Report Manager** window displays.
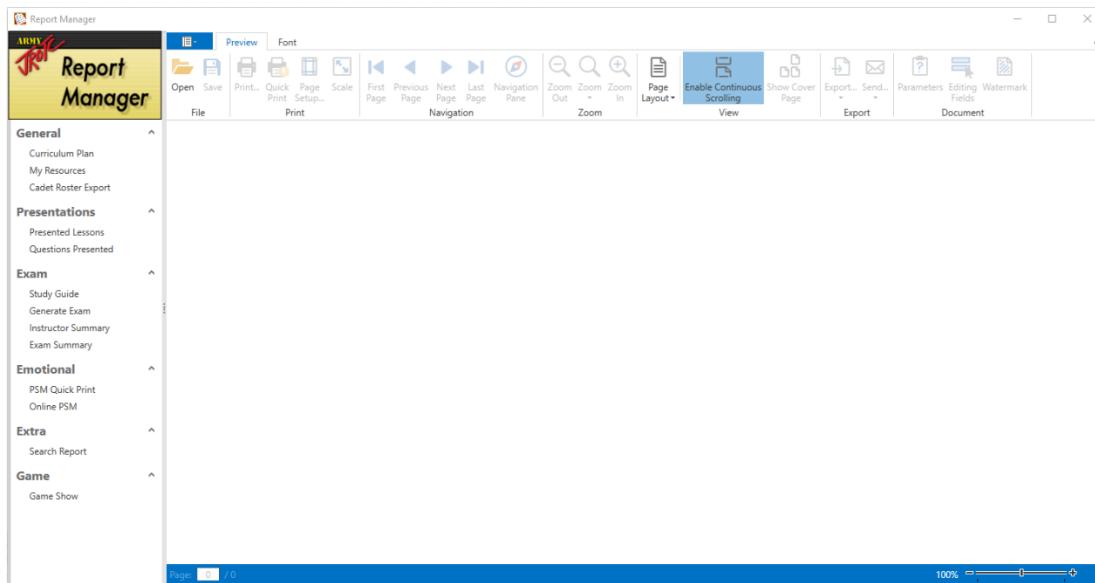
Figure 244 – Report Manager

CURRICULUM PLAN REPORT

The Curriculum Plan report generates a report that can be emailed.

To run a Curriculum Plan report:

1. Click **Curriculum Plan** located on the left-hand navigation bar. The Curriculum Plan Options window displays.

2. Click the **button** next to the curriculum plan from the list shown.

   NOTE: This shows your plans as well as public plans.

3. Click the **Run Report** button. The generated report displays.

NOTE: If this needs to be approved by the BDE/DAI Instructor there is a section at the bottom of the document for approval.

Figure 245 – Approval Status

NOTE: You must fill in the **school year** before exporting or emailing the report.
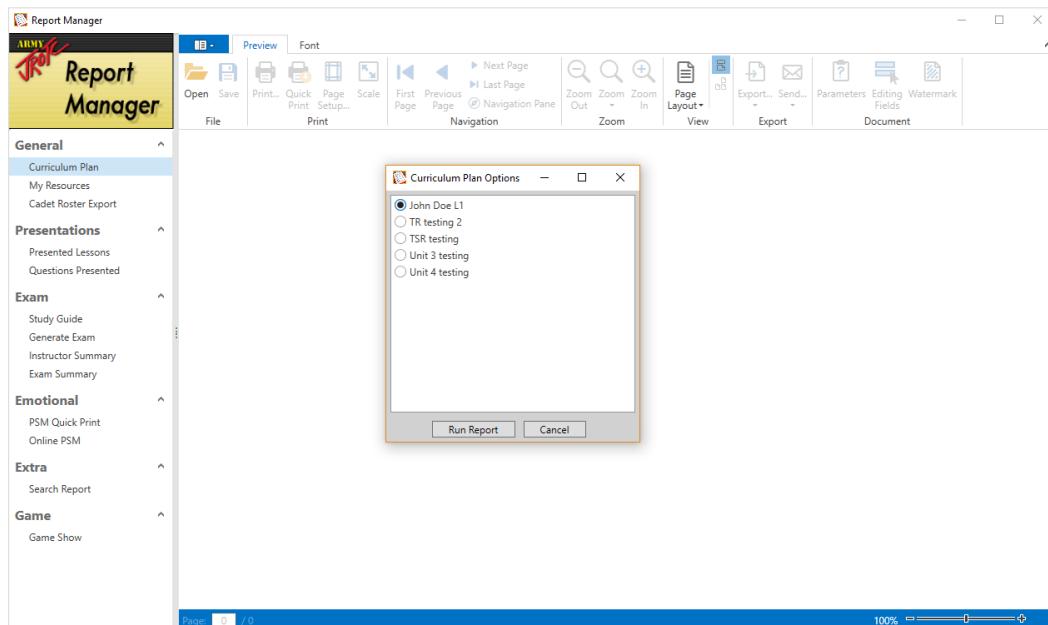
Figure 246 – Curriculum Plan Options
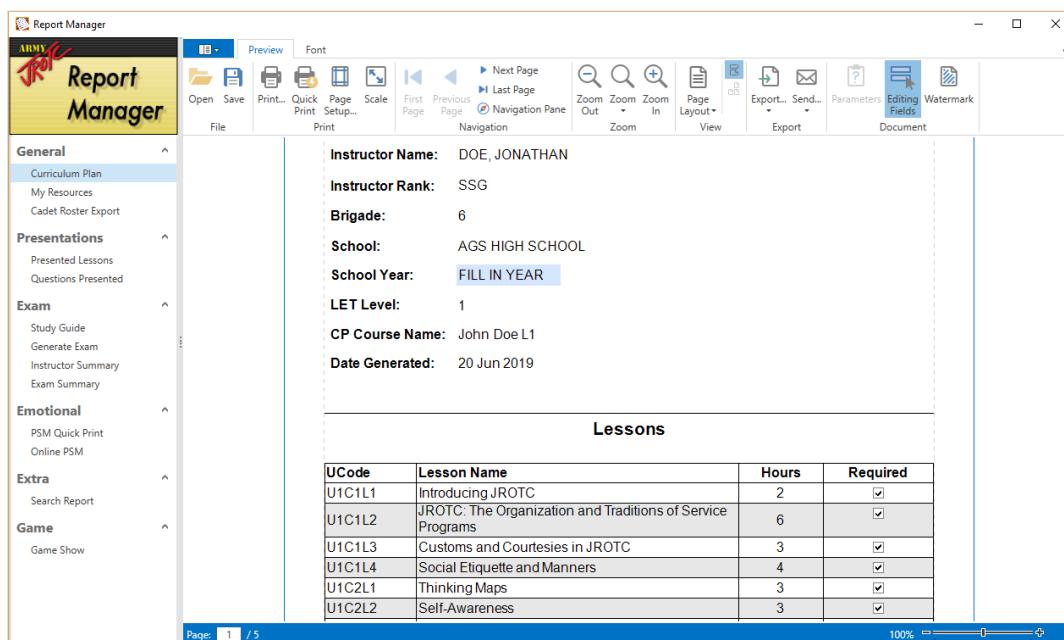
Figure 247 – Curriculum Plan Report

MY RESOURCES REPORT

The My Resources report generates a list of all custom material created by the Instructor.

To run a My Resources report:

1. Click **My Resources** located on the left-hand navigation bar. The generated report displays.

CADET ROSTER EXPORT REPORT

The Cadet Roster Export report creates a Cadet Roster Export that can be exported to .csv files and imported on the SMARTCadet portal.

To run a Cadet Roster Export report:

1. Click **Cadet Roster Export** located on the left-hand navigation bar. The Cadet Export Options window displays.

2. Make the following selections:

   - Export With Pad ID

   - Export Without Pad ID

   - School Term

   - Check/Uncheck **"Export roster for entire school for all school terms"**
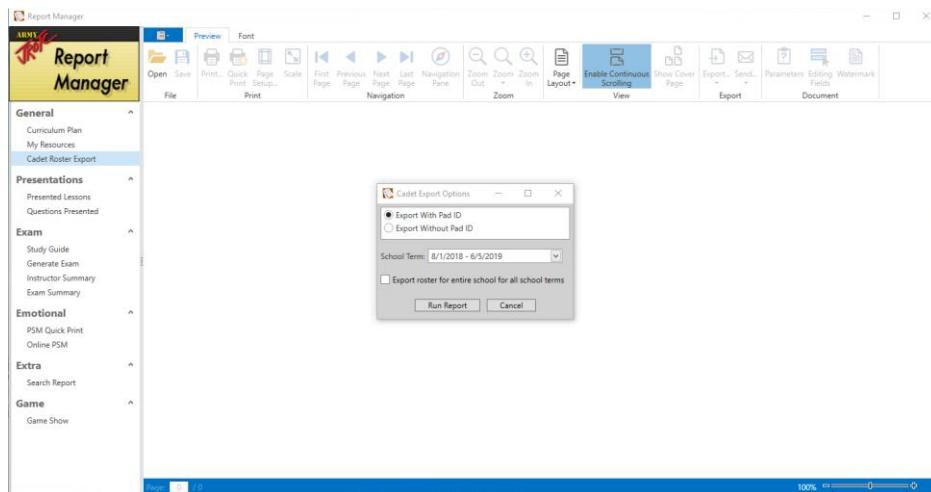
Figure 249 – Cadet Export Options

3. Click the **Run Report** button. The generated report displays.

Figure 250 – Cadet Roster Export Report

PRESENTED LESSONS REPORT

The Presented Lessons report generates a list of all presented lessons within a given time.

To run a Presented Lessons report:

1. Click **Presented Lessons** located on the left-hand navigation bar. The Select Date Range window displays.

2. Select the **dates** between which you want the presented lessons shown.

   NOTE: The **minimum date** and **maximum date** is automatically set to the first and last presented lesson.

3. Check/Uncheck the **Landscape** checkbox to view the report in **Landscape** or **Portrait** view.

4. Click the **Run Report** button. The generated report displays.
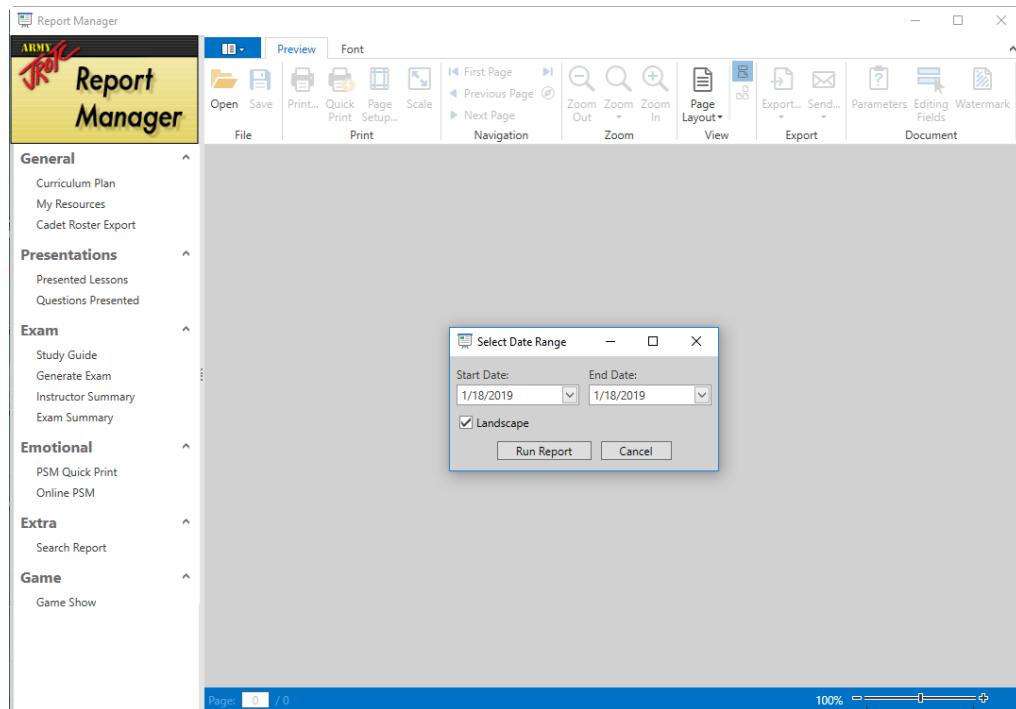
Figure 251 – Run a Presented Lessons Report
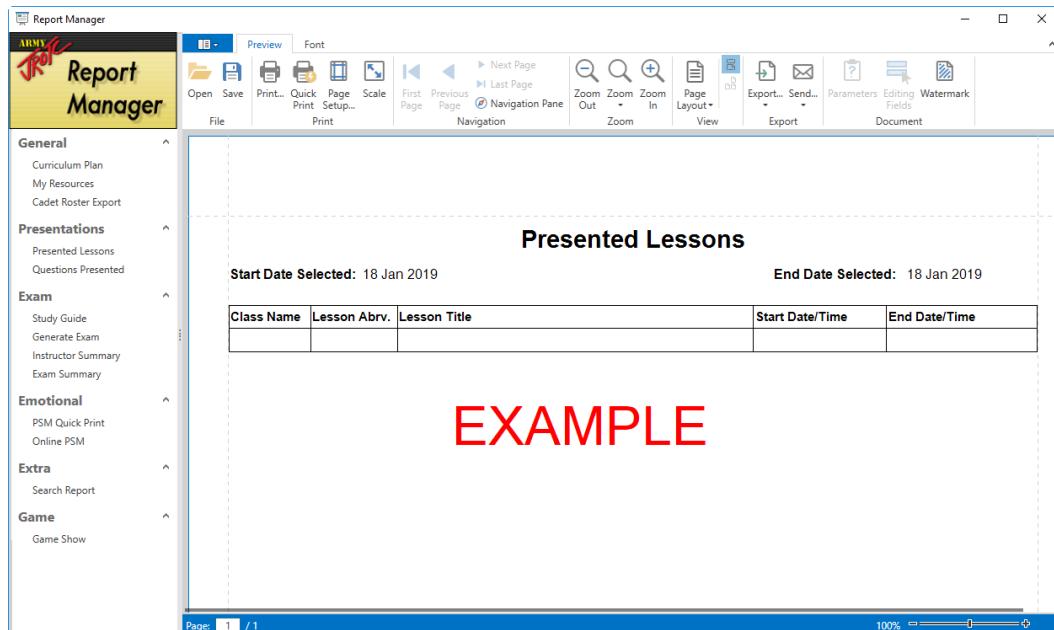
Figure 252 – Example of a Presented Lessons Report

QUESTIONS PRESENTED REPORT

The Questions Presented report displays each Cadet's answers to questions used in a selected presentation.

To run a Questions Presented report:

1. Click **Questions Presented** located on the left-hand navigation bar. The Questions Presented window displays.

2. Select the desired period and presentation.
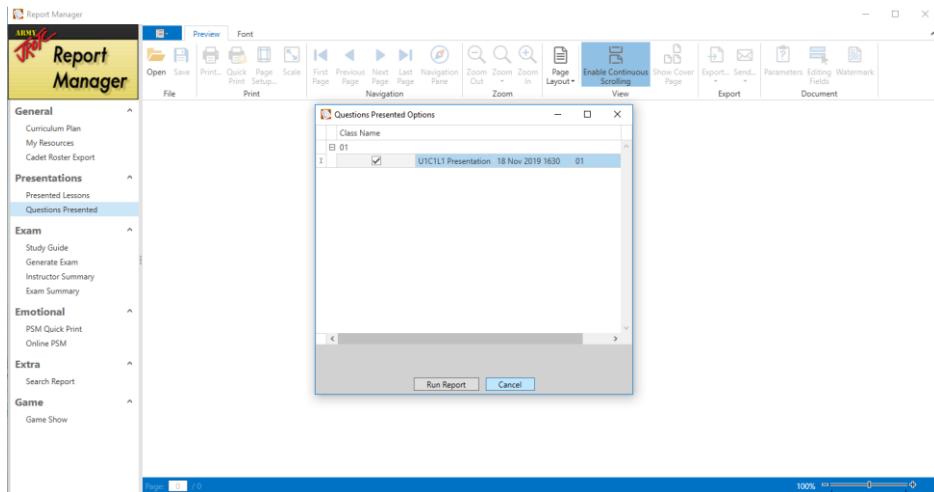
Figure 253 - Questions Presented Options

3. Click the **Run Report** button. The generated report displays.
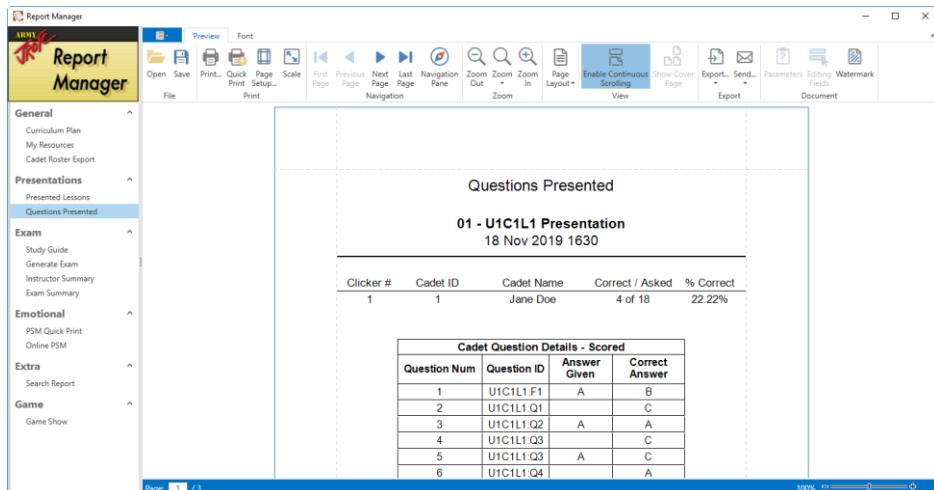
Figure 254 - Questions Presented Report

NOTE: If you only want the incorrect answers to be displayed please make sure to click the Show Wrong Answers Only check box.

STUDY GUIDE REPORT

The Study Guide report generates a list of questions and answers for the Cadet to use as a study guide. You'll select from Instructor created categories to build the study guide.

To run a Study Guide report:

1. Click **Study Guide** located on the left-hand navigation bar. The Select Exam Options window displays.

2. Click the checkbox next to the assessment(s) that you would like included in the Study Guide report.

3. (Optional) Click the **Use Rich Text** checkbox. This option allows for text formatting from your assessments if you selected certain fonts or formatting.

4. Click the **Run Report** button. The generated report displays.
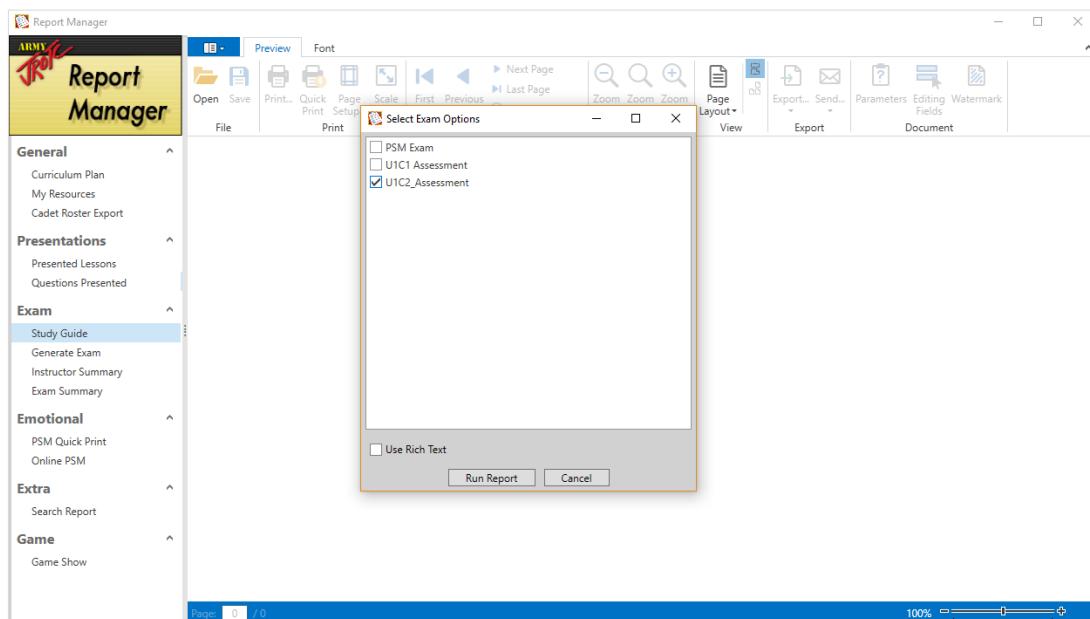
Figure 255 – Select Exam Options
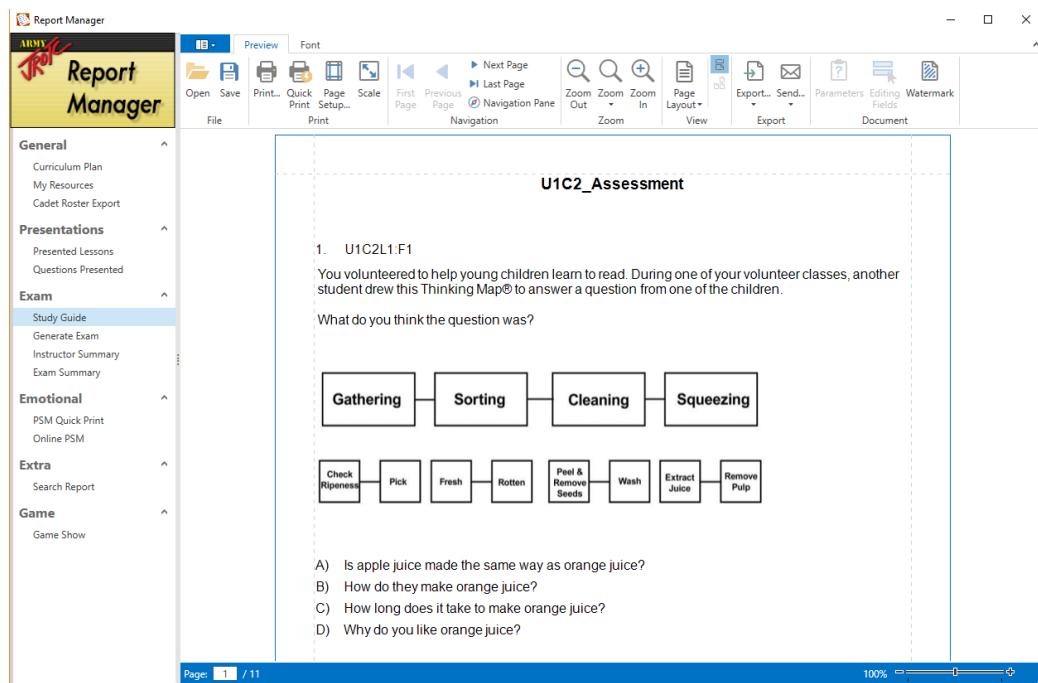
Figure 256 – Study Guide Report

GENERATE EXAM REPORT

The Generate Exam report will generate a paper-based exam and answer key.

To run a Generate Exam report:

1. Click **Generate Exam** located on the left-hand navigation bar. The Exam Options window displays.

2. Click the checkbox next to the exam(s) that you would like included in the Generate Exam report.

3.   (Optional) Click the **Use Rich Text** checkbox.

4.   (Optional) Click the **Show Answers** checkbox.

5.   (Optional) Click the **Generate Answer Key** checkbox.
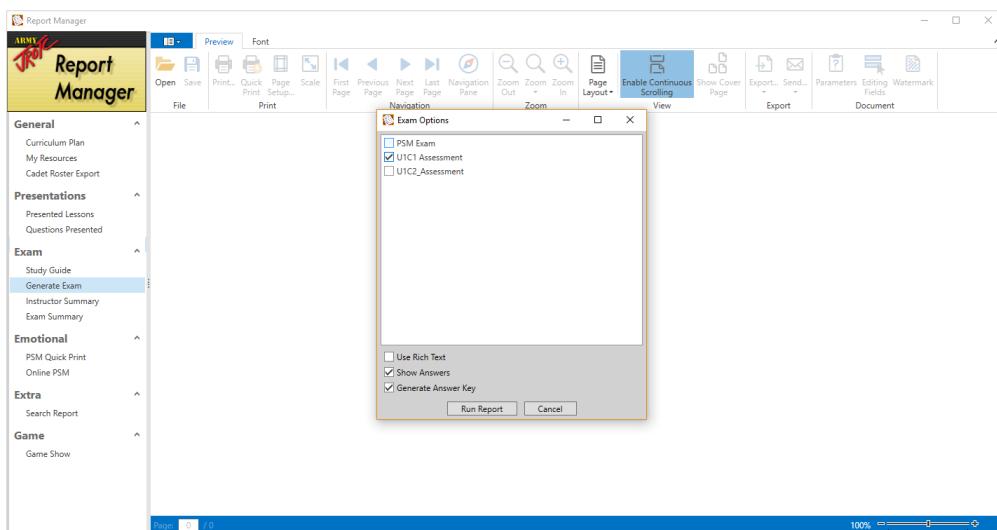
Figure 257 – Exam Options

6.   Click the **Run Report** button. The generated report displays.
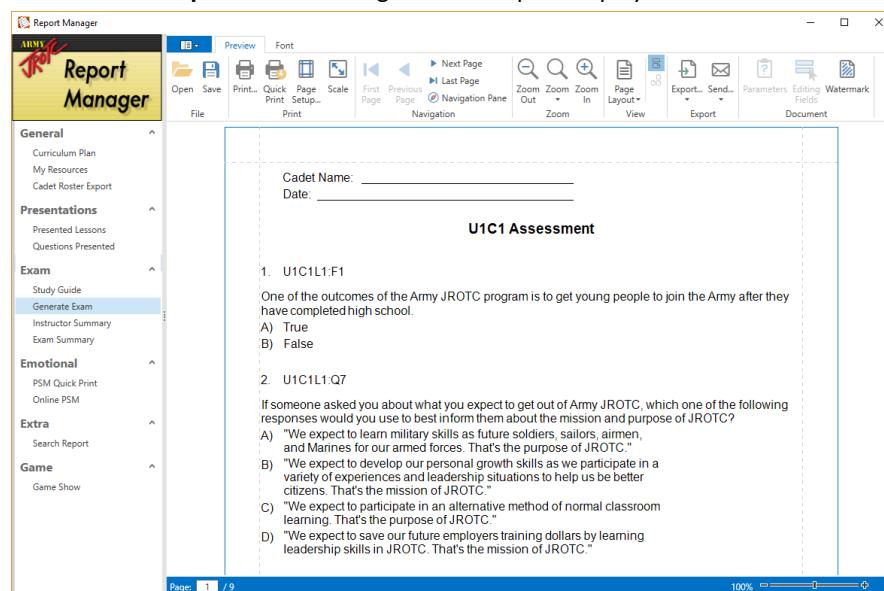
Figure 258 – Generate Exam Report

INSTRUCTOR SUMMARY REPORT

The Instructor Summary report groups an assessment by Cadet, listing each question, the Cadets' answers, and the correct answer. A percent correct is listed for each Cadet.

NOTE: Scores are calculated using the first answer inputted for sessions delivered using the Student Practice mode.

To run an Instructor Summary report:

1.   Click **Instructor Summary** located on the left-hand navigation bar.

2.   Click to expand the period(s) you want to choose from.

3.   Click the checkbox next to the exam(s) that you would like included in the Instructor Summary report.

4.   (Optional) Click the **Include Question Details** checkbox.
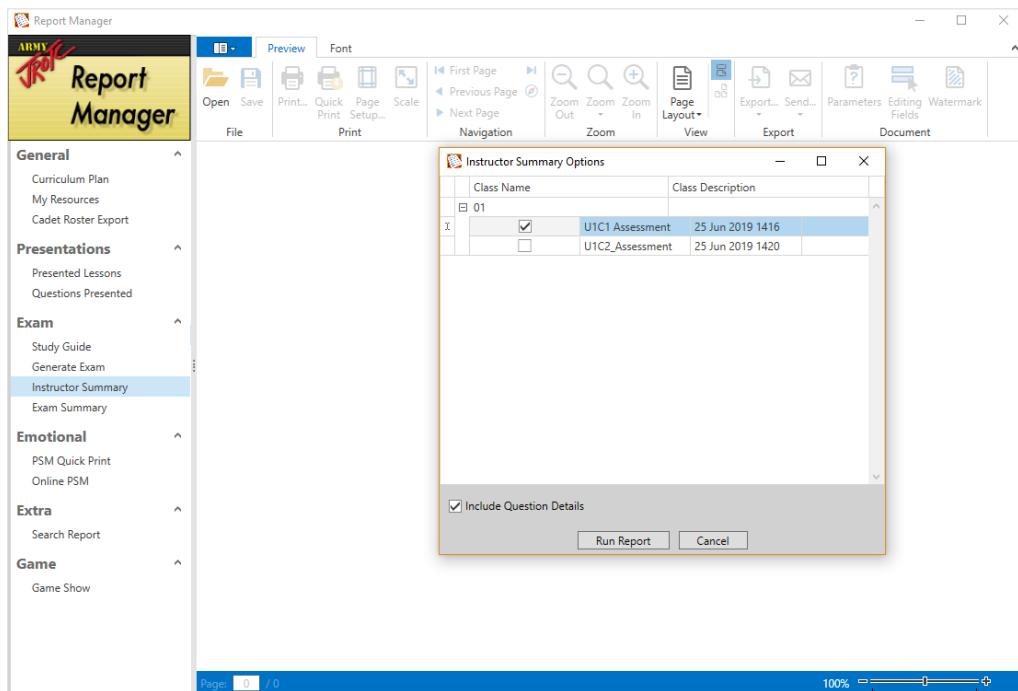
Figure 259 - Instructor Summary Options

5.   Click the **Run Report** button. The generated report displays.

Figure 260 - Instructor Summary Report

EXAM SUMMARY REPORT

The Exam Summary report groups assessments by question, listing percentage correct by question and Cadets answer. The report also includes an Analysis Summary showing a table of answers by percent.

To run an Exam Summary report:

1.   Click **Exam Summary** located on the left-hand navigation bar.

2. Click to expand the period(s) you want to choose from.

3. Click the checkbox next to the exam(s) that you would like included in the Exam Summary report.

4. (Optional) Click the **Use Rich Text** checkbox.

5. (Optional) Click the **Include Cadet Details** checkbox.
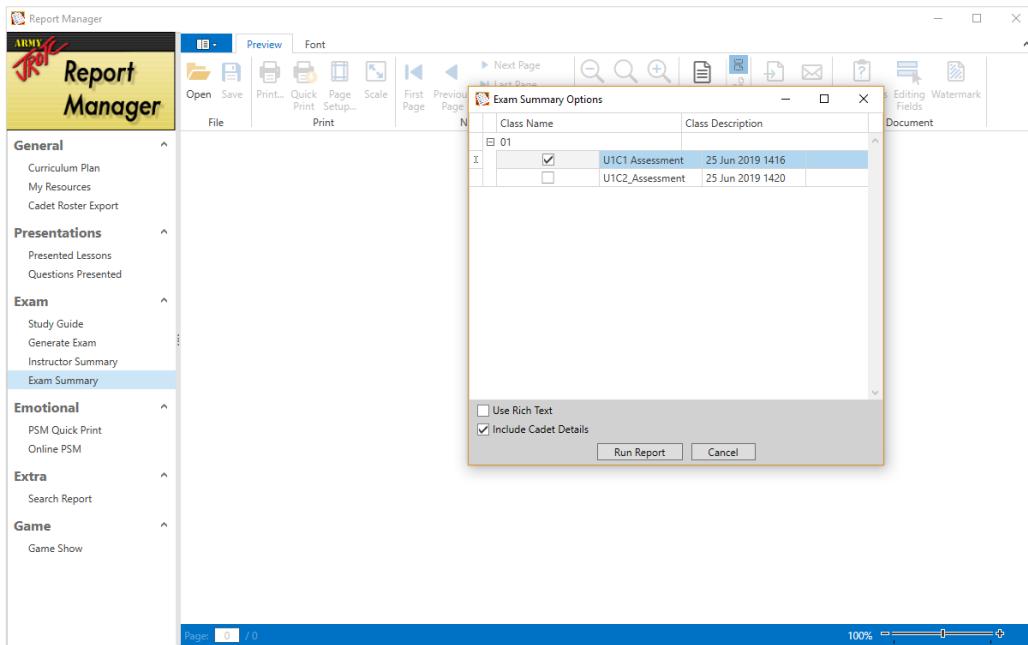
Figure 261 - Exam Summary Options

6. Click the **Run Report** button. The generated report displays.
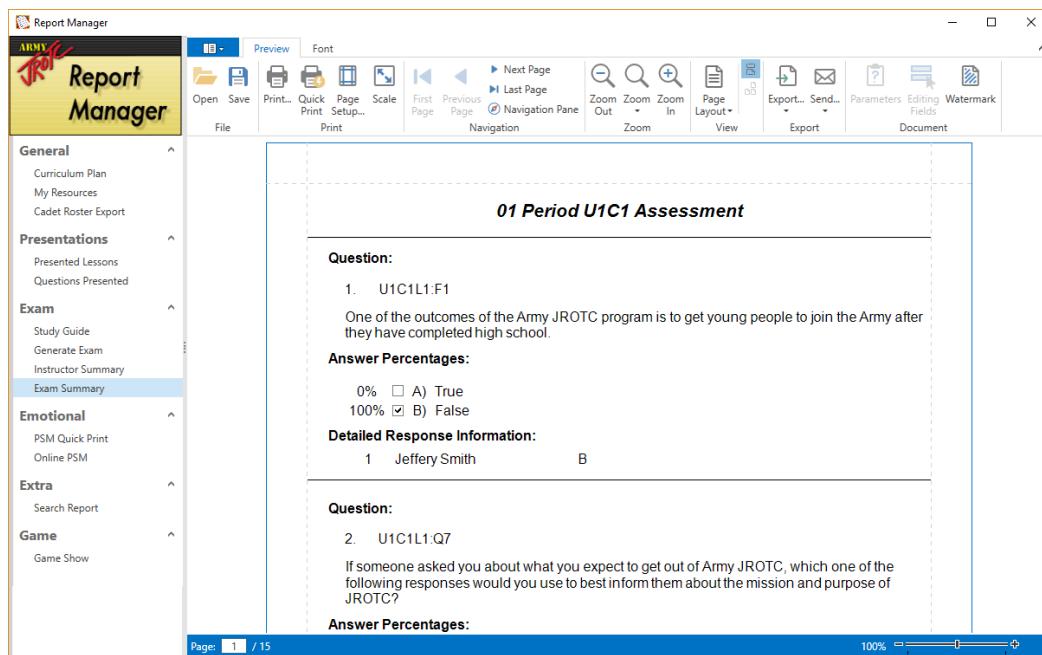
Figure 262 – Exam Summary Report

PSM QUICK PRINT REPORT

The PSM Quick Print report prints the results of the Personal Skills Map session without having to go to Conover Online.

To run a PSM Quick Print report:

1. Click **PSM Quick Print** located on the left-hand navigation bar.
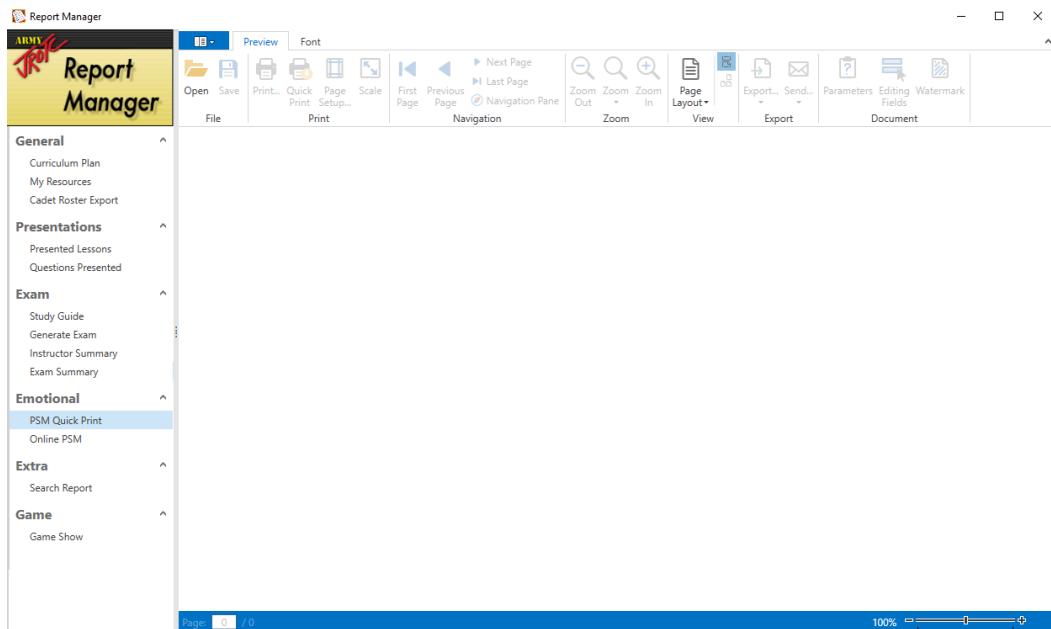
Figure 263 – Run a PSM Quick Print Report

2. Click to expand the period(s) you want to choose from.

3. Click the **button** next to the exam(s) that you would like included in the PSM Quick Print report.

4. (Optional) Click the **Single Student Mode** checkbox.

5. (Optional) If **Single Student Mode** is selected, select a Cadet to include in the report.

6. Click the **Run Report** button. The generated report displays.

7. This will launch the software by Conover that prints each PSM for each Cadet that has taken the exam or a single Cadet if in Single Student Mode.

ONLINE PSM REPORT

The Online PSM report generates a Personal Skills Map .csv file to use with the Conover Online website.

To run an Online PSM report:

1. Click **Online PSM** located on the left-hand navigation bar. The PSM Options window displays.

2. Click to expand the period(s) you want to choose from.

3. Click the **button** next to the exam(s) that you would like included in the Online PSM report.

4. Click the **Run Report** button. The generated report displays.
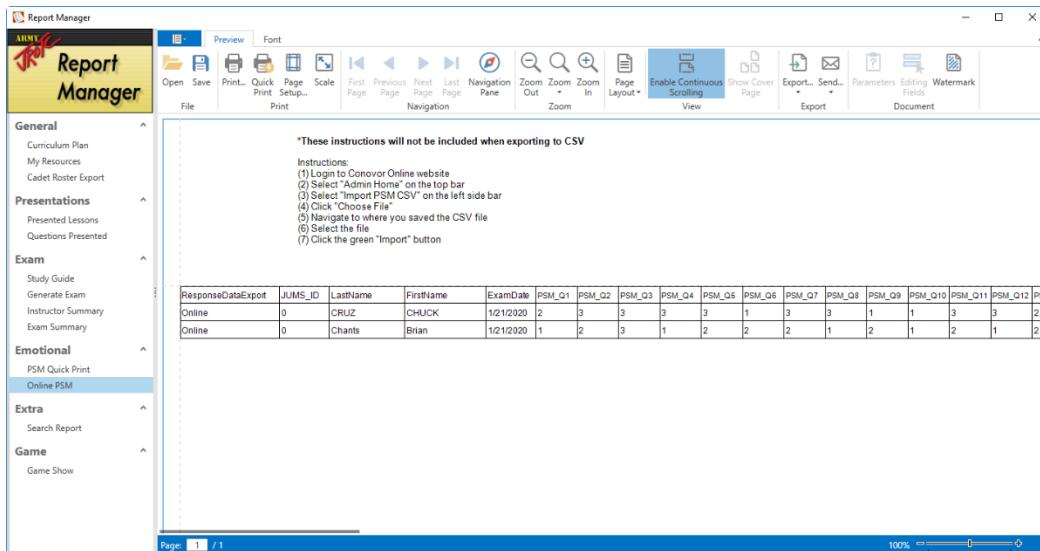
Figure 264 – Run an Online PSM Report

5. (Optional) To import this report to the Conover website:

    a. Click **Export** from the top menu.

    b. Select **CSV File** from the drop-down list. The Export Document window displays.

    c. Verify the Export format and File path and then click the **OK** button. A Navigate to Conover Site confirmation window displays.

    d. Click **Yes** to confirm or **No** to cancel.

    e. Follow the instructions on the report.

SEARCH REPORT

The Search Report searches and displays results for questions, answers, question images, and answer images by either Ucode or Text/Image name.

To run a Search report:

1. Click **Search Report** located on the left-hand navigation bar. The Search Report Options window displays.

2. In the **Search Term** text box, type in your search term.
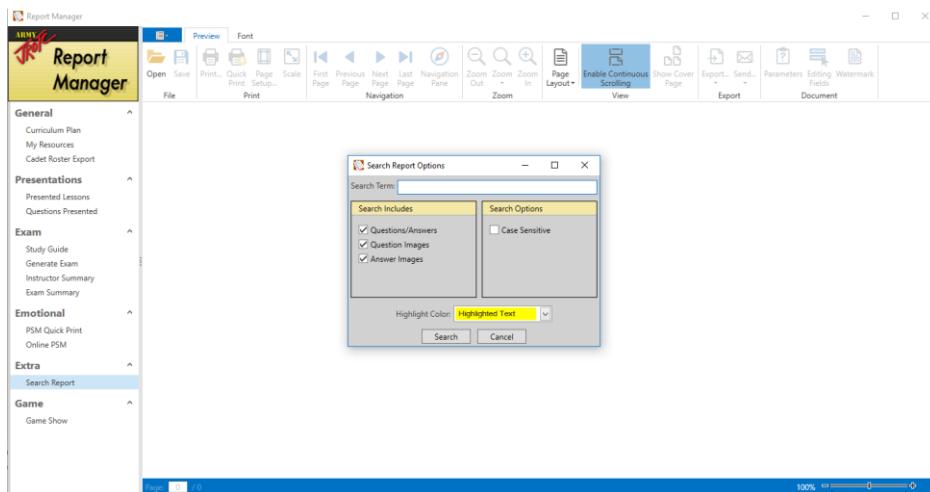
Figure 265 – Search Report Options

3. In the **Search Includes** section:

    a. (Optional) Click the **Questions/Answers** checkbox.

    b. (Optional) Click the **Question Images** checkbox.

    c. (Optional) Click the **Answer Images** checkbox.

4. In the **Search Options** section:

    d. (Optional) Click the **Case Sensitive** checkbox.

5. From the **Highlight Color** drop-down list, select the **Highlight Color**.

6. Click the **Search** button. The generated report displays.

    NOTE: In this report, you can show and hide the questions results, questions image results, and the answer image results.
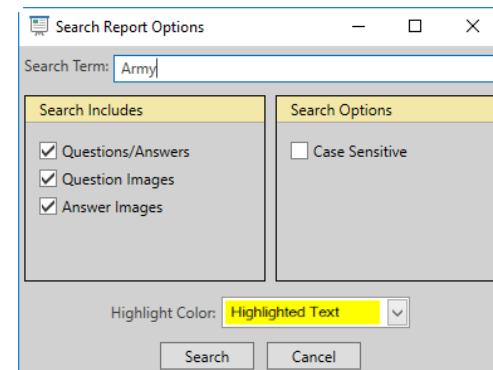
Figure 266 – Search Report Options

GAME SHOW REPORT

The Game Show report displays the results of the Game Show, including each team's players and their answers.
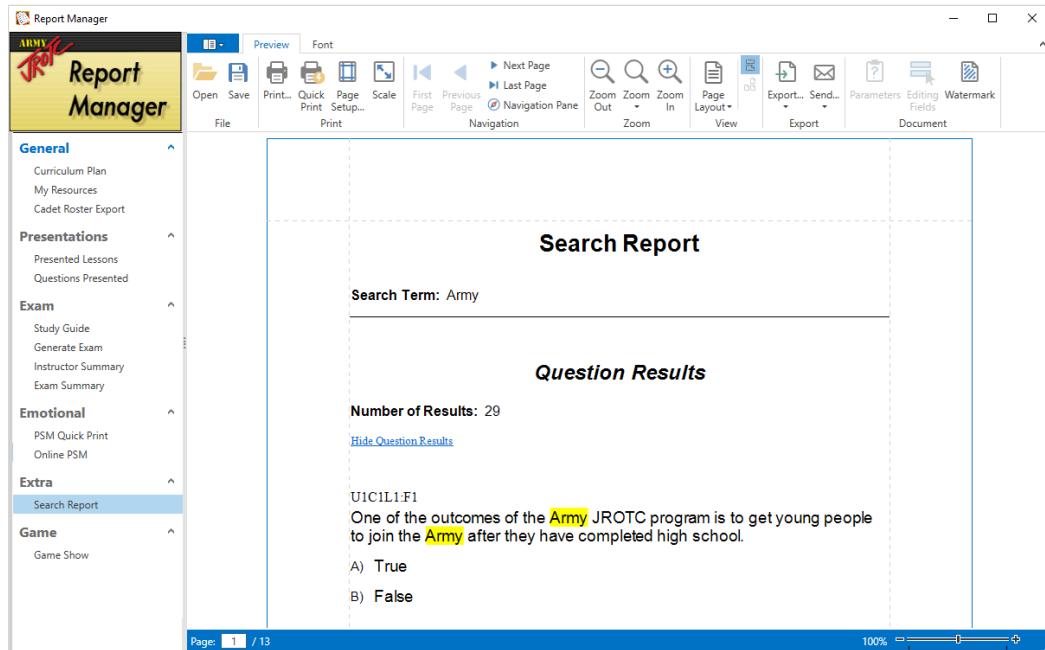
To run a Game Show report:

1. Click **Game Show** located on the left-hand navigation bar. The Game Show Report Options display.

2. In the **Game Show Report Options** window, select the desired report.
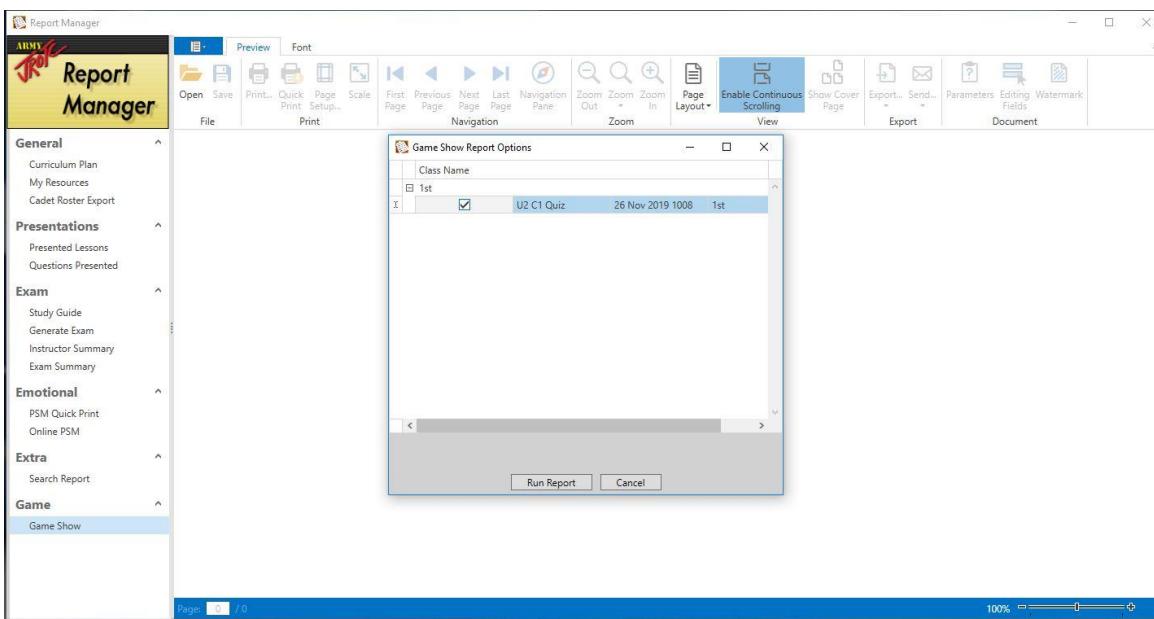
Figure 268 – Game Show Report Options

3. Click the **Run Report** button. The generated report displays.
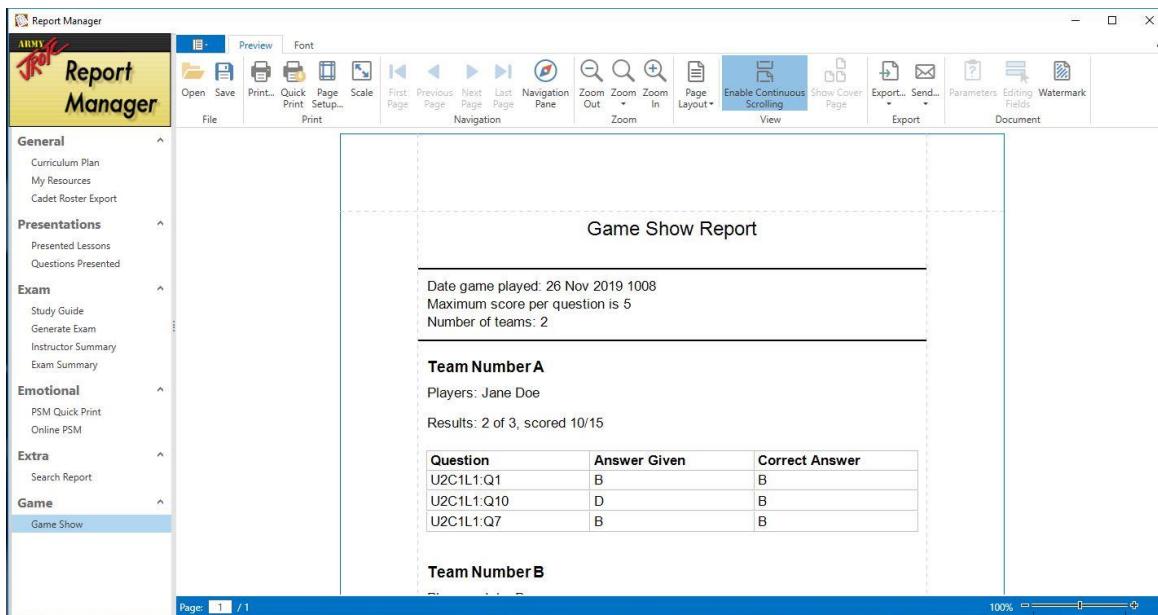
Figure 269 – Game Show Report

CALENDAR CREATOR

Calendar Creator allows you to set up your calendar with any plans you have for the current school year and beyond.

LAUNCH

To launch the Calendar Creator:

1. From the CMv3 Home screen, select **Calendar Creator** from the top menu.

Figure 270 – Launch Calendar Creator

2. A prompt appears asking the user if they would like to open the Calendar Creator. Click the **Yes** button to confirm.
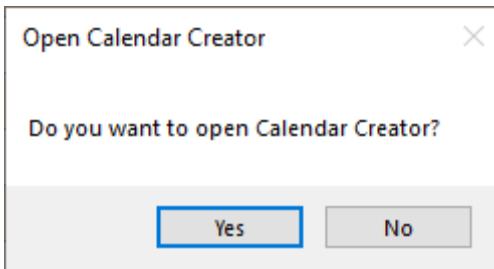
Figure 271 – Confirmation Prompt

3. The **Calendar Creator** window displays.
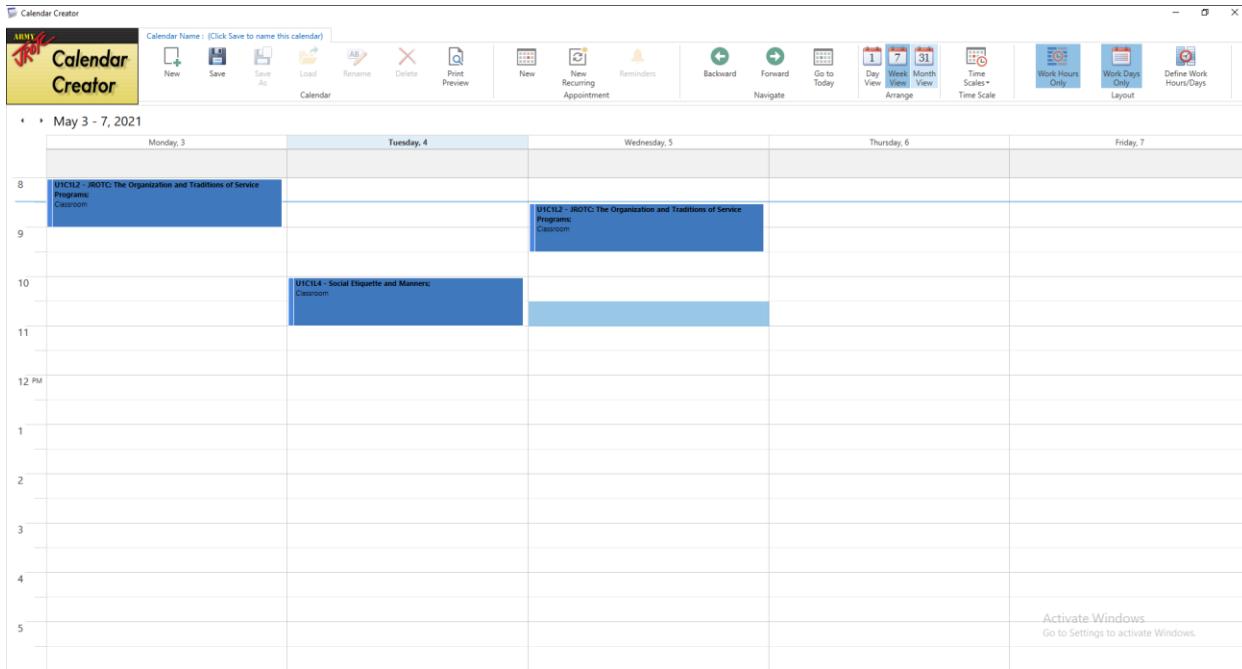
Figure 272 – Calendar Creator

4. Calendar Creator Options:

OPENING THE APPOINTMENT WINDOW

You can open the Appointment Window in two different ways.

1. Double click on the Date and/or Time slot you would like to add an Appointment to.

   Or

2. Click the Date and/or Time slot you would like to add and then click the New Appointment Button.

Options in the Appointment Window:

a. Earlier and Later Appointments – These options allow you to move between appointments.

b. Save and Close – This button will save the appointment and close the Appointment window.

c. Label – This drop-down menu allows you to select a Label for each Appointment to differentiate them.

d. Show time as – This drop-down allows you to change how you appear to others during the appointment.

e. Reminder – This drop-down allows you to select when you want to be reminded of your appointment.

f. Recurrence – This option opens the Recurrence window that allows you to select how often your appointment should occur.

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g. Select Lesson – This option opens the Lesson Selection window and allows you to add a Lesson to your appointment.
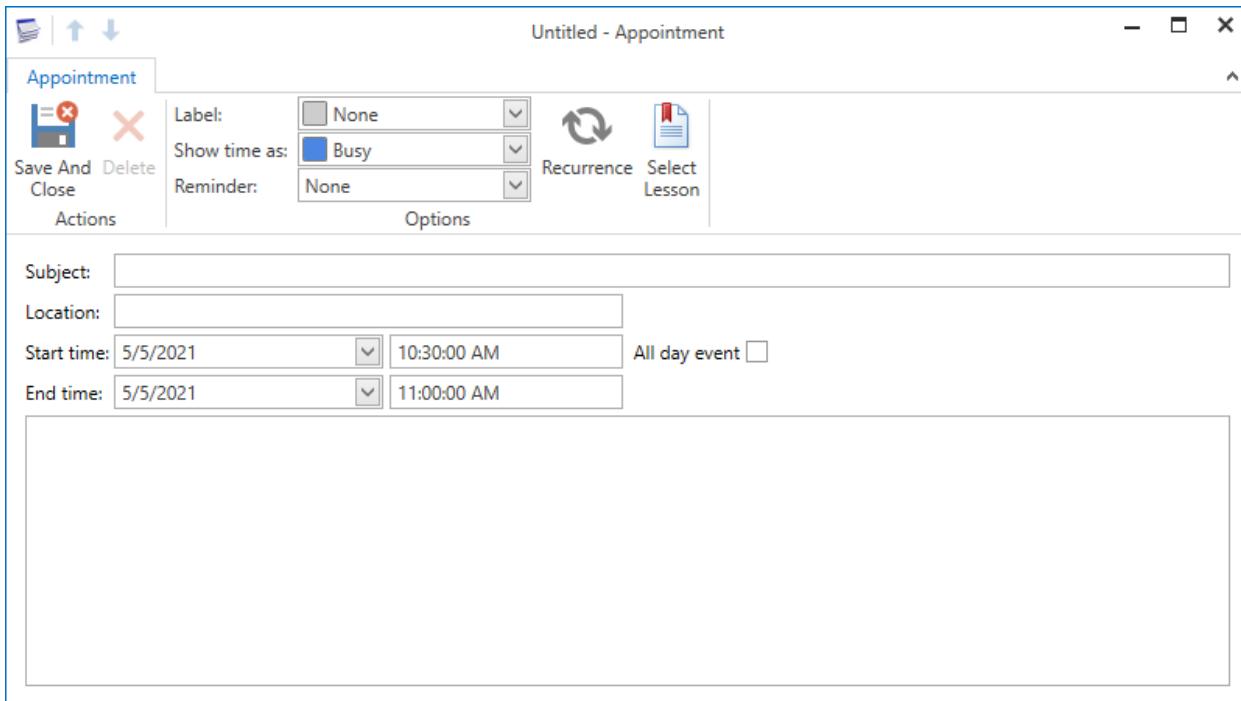
Figure 273 – Appointment Creation Window

CREATING A NEW APPOINTMENT

You can create appointment in Calendar Creator to fit your schedule. Appointments can be created for singular days or can be created a recurring events.

To Create an Appointment:

1. Choose the **Date and Time** that you would like to create an appointment for.

   NOTE: If you have Month view selected you will select just the Date.

2. Double Click on that slot on the Calendar.

   NOTE: You can also click the New Appointment button.

3. The Appointment Creation window will open.

4. Add a Subject to the appointment.

5. Add a Location (if necessary).

6. Select the Start Time.

   NOTE: If it is an all-day event click the All day event check box.

7. Select the End Time.

8. Add any notes in the notes section.

9. Click Save and Close.

CREATING A RECURRING APPOINTMENT

You can create a recurring appointment in Calendar Creator.

To create a recurring appointment:

1. Choose the appointment you would like to make a recurring appointment.

   NOTE: You can also create a new appointment and follow the same steps.

2. Double click on the appointment.

3. Click the Recurrence button.

4. The Recurrence window opens.
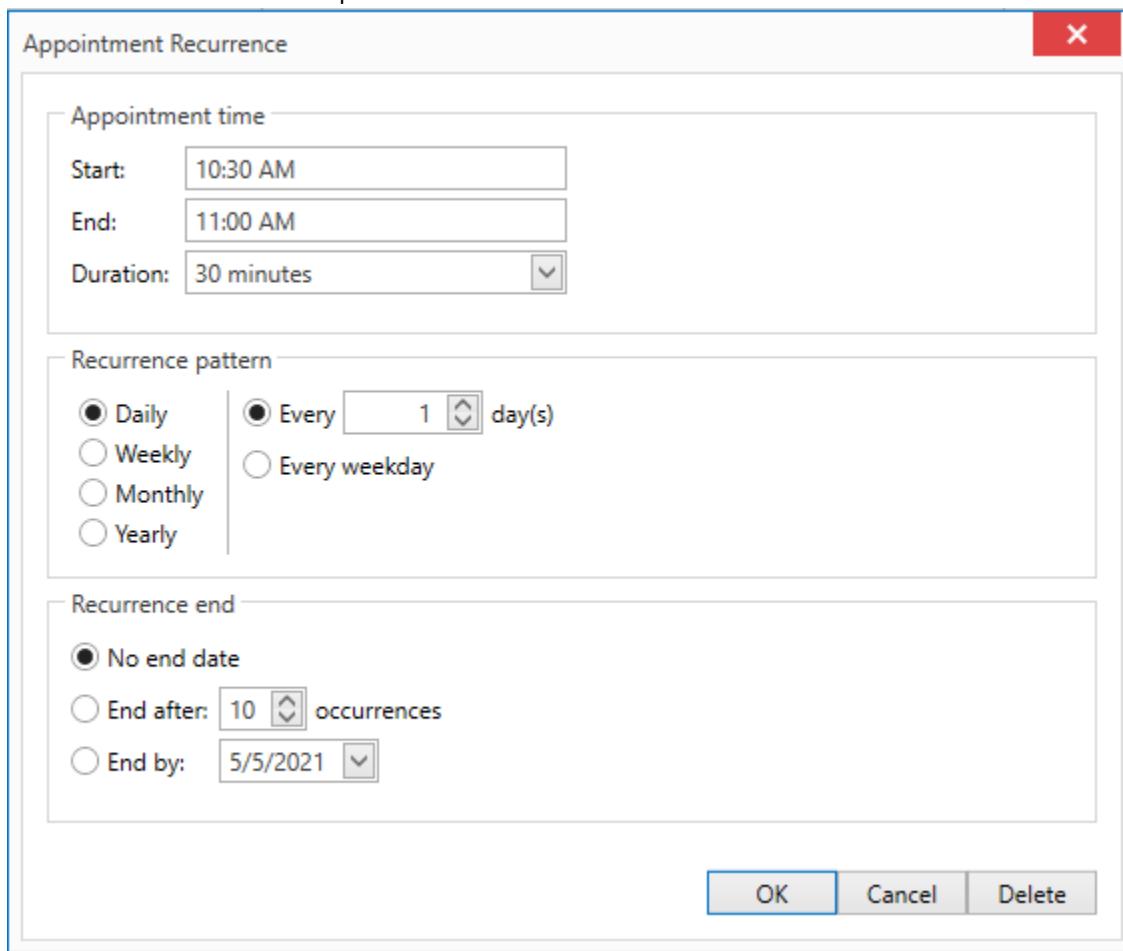
Figure 274 – Appointment Recurrence Window

5. Ensure the Start, End, and duration times are correct.

6. Select the Recurrence pattern.

    a. Daily – Select if there will be gaps in the days it occurs each week or select the Every Weekday option.

    b. Weekly – Select if there will be gaps in the weeks and which days it will occur during those weeks.

    c. Monthly – Select the date of each month it will occur on, either by specific day or by day of the week.

    d. Yearly – Select if there will be gaps in the years that it occurs and which specific days it will occur on either by a specific date or by a day of the week.

7. Select when the Appointment should stop occurring.

ADDING A LESSON TO AN APPOINTMENT

You can add a Lesson to an appointment if the appointment is going to be focused on a particular lesson(s). Adding a lesson will update the Label to the specific LET the lesson belongs to and it will update the subject to the name of the Lesson.

1. Choose the appointment you would like to add a lesson to.

    NOTE: You can also create a new appointment and follow the same steps.

2. Double click on the appointment.

3. Click the Select Lesson button.

4. The Lesson Selection window opens.
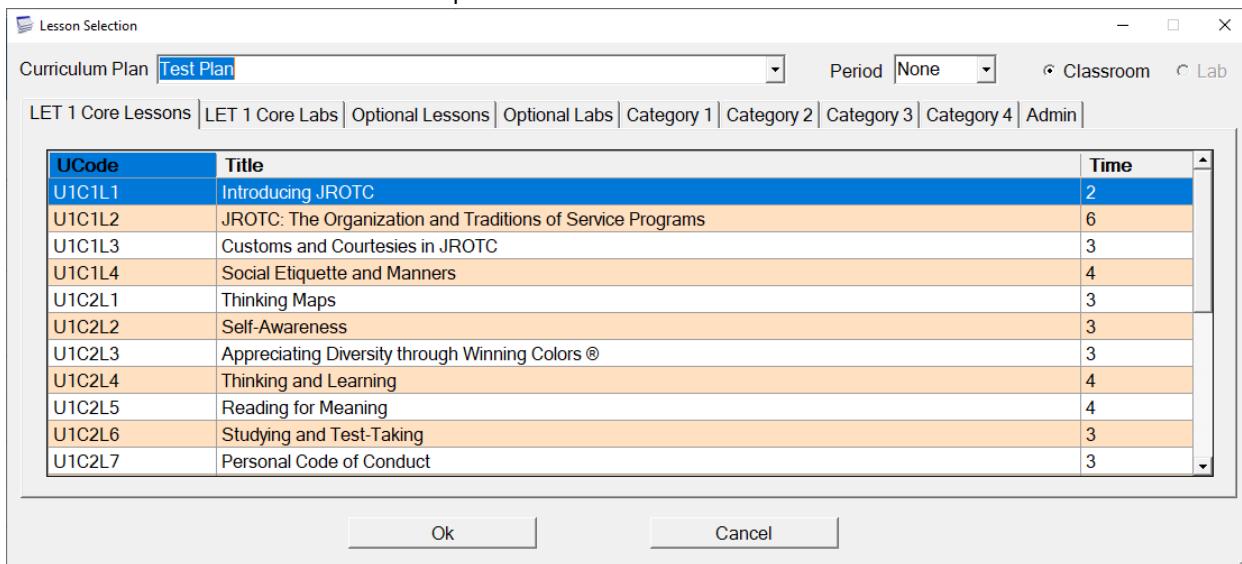
Figure 275 – Lesson Section Window

5. Select the Curriculum Plan the Lesson you want is in.

6. Select the Period (if necessary)

7. Select the Lesson you would like to add.

8. Click Ok

CALENDAR OPTIONS

There are several options on the top bar of Calendar Creator. This section will briefly go over each of these options.

- New – Allows you to start a new calendar

- Save – Allows you to save changes to the current calendar if not new.

    - If new it will prompt you to name the calendar.

- Save As – Allows you to save the Calendar with a new name if different from the loaded Calendar.


Figure 276 – New/Save/Save As

- Load – Allows you to load a previously saved Calendar.

- Rename – Allows you to rename the current Calendar.

- Delete – Allows you to delete the current Calendar.

- Print Preview – Allows you to view a preview what the Calendar will look like when printed.

Load   Rename   Delete   Print Preview

Figure 277 – Load/Rename/Delete/Print Preview

- New – Allows you to create a new Appointment

- New Recurring – Allows you to create a new Recurring Appointment

- Reminders – Allows you to look at the reminders for upcoming or missed appointments.

New   New Recurring   Reminders

Figure 278 – New/New Recurring/Reminders

- Backward – Allows you to go back in time in the Calendar.

- Forward – Allows you to go forward in time in the Calendar.

- Go to Today – Allows you to jump to the current date in the Calendar.

Backward   Forward   Go to Today

Figure 279 – Backward/Forward/Go To Today

- Day View – Allows you to look at a single day at a time in the Calendar.

- Week View – Allows you to look at a full week at once in the Calendar.

- Month View – Allows you to look at a full month at once in the Calendar.


Day View   Week View   Month View

Figure 280 – Day View/Week View/Month View

- Time Scales – Allows you to change the time Scale in the Calendar
    - 1 hour
    - 30 minutes
    - 15 minutes
    - 10 minutes
    - 6 minutes

- o   5 minutes

Figure 281 – Time Scales
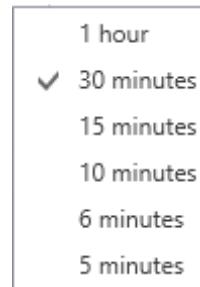
Figure 282 – Time
Scale Options

- Work Hours Only – Allows you to view the Calendar with only your work hours showing.

- Work Days Only – Allows you to view the Calendar with only your work days showing.
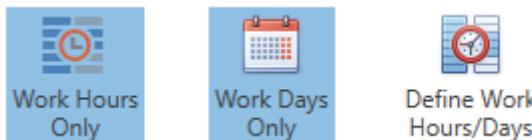
Figure 283 – Work Hours/Work Days/Define Work Hours

- Define Work Hours/Days – Allows you to define your own work hours and days for the Calendar.
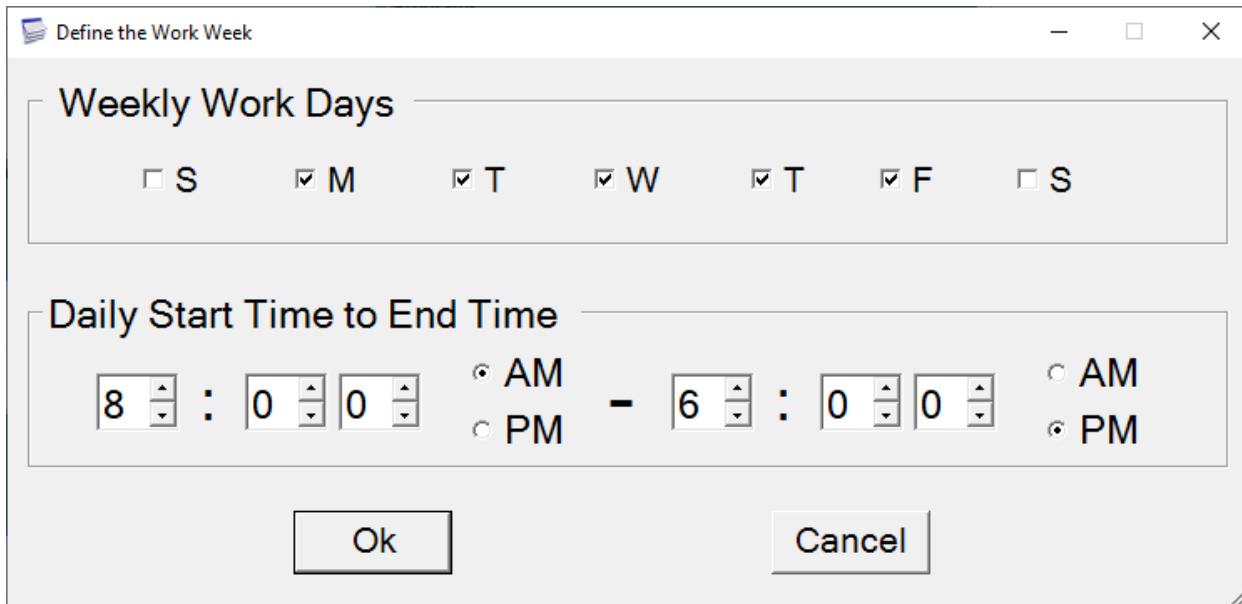
Figure 284 – Define the Work Week Window

TECHNICAL SUPPORT

For technical issues please contact your Brigade POC or email your questions to support@jrotc.education. Please include in the email a brief description of the problem and a phone number so that we may contact you.

INTRODUCTION TO THE SMARTCADET PORTAL

The SMARTCadet User Manual can be found at https://jrotc.education/on the CMv3 Downloads page.

NOTE: No Cadet PII is to be uploaded to the SMARTCadet Portal.