

## ***MarineNet Hosting: Frequently Asked Questions July 2015***

*(Update to version dated 20140930. New items displayed in green.)*

### **GENERAL INFORMATION**

#### **1) What do we mean by the “sponsor” of a MarineNet-hosted product?**

CDET requires that every product on MarineNet be “sponsored” by a USMC proponent who accepts responsibility for both content and functionality throughout the product’s lifecycle. We ask that sponsors review their products annually to confirm that content/instructional strategy is still valid to meet the intended training or education requirement; if not, sponsors inform CDET of the issues and discuss potential courses of action.

For high volume products, sponsors may be required to provide a POC for student questions and issues unrelated to MarineNet delivery technology (e.g., enrollment eligibility policy, content questions, product-specific functionality issues).

#### **2) What is a MarineNet Support Agreement?**

A MarineNet Support Agreement establishes the responsibilities of CDET and the sponsor regarding MarineNet hosting of an electronic T/E product. Sponsor signature is required to begin the testing and activation process. CDET counter-signs the agreement once product testing is complete and the product is determined to be supportable.

#### **3) What’s the first step in getting an electronic training or education product hosted on MarineNet?**

In order to make a preliminary determination of supportability, we need to fully understand what the sponsor hopes to accomplish via MarineNet delivery of your training/education (T/E) product. Prospective product sponsors should contact CDET Electronic Courseware Department (ECD) Head or Deputy via one of the methods identified at <https://www.tecom.usmc.mil/cdet/SitePages/contacts.aspx#tab-contacts-CDET>.

#### **4) Is there a cost associated with MarineNet hosting?**

As of August 2015 but subject to change at some point in the future, MarineNet hosting carries no \$\$ cost to a third-party sponsor; however, a personnel time commitment is required to support several hosting activities as described in the MarineNet Courseware Development Technical Standards and these FAQ responses.

Sponsors must understand that MarineNet testing and activation activities for non-CDET-developed products are processed on a space-available basis. ECD staff POCs respond as quickly as possible to RFIs and process requests; however, CDET

requirements and tasks remain our top priority in all but highly exceptional cases. As a result, time required to respond and execute may vary widely for the same task.

**5) Does CDET evaluate the instructional and/or graphical user interface design of a product submitted for MarineNet hosting?**

Not typically. CDET is not sufficiently resourced to screen all products for effective instructional design, and graphical user interface is evaluated only to the extent it is specified by the MarineNet Courseware Development Technical Standards (MNET CDTS) or has the potential to prevent students' successful completion.

Sponsors developing products for unusually large target audiences (e.g., training or education to meet an annual requirement for all Marines) may request CDET ECD advice regarding instructional design and graphical user interface decisions; however, this should occur early in the product design phase. Once programming has started, revision can significantly increase development scope and schedule.

**6) Who may submit action requests during the MarineNet testing and activation process?**

Throughout all phases of MarineNet testing and activation, only the USMC Government sponsor may request CDET action. Requests must be submitted in writing; e-mail is preferred.

Sponsors may not "authorize" a contractor (internal support or external developer) to submit requests or to otherwise interact with CDET on the sponsor's behalf. We regret any inconvenience, but this constraint is necessary to avoid potential contract issues.

**7) May the sponsor reserve dates for MarineNet testing and activation actions?**

No. MarineNet testing and activation activities for third-party developed products are conducted on a space available basis and, depending on internal development and competing priorities, cannot necessarily be "first-come, first-served."

CDET Electronic Courseware Department Head reprioritizes all queues bi-weekly based on new submissions. Specific concerns about prioritization should be discussed with the CDET POC for potential referral to the Electronic Courseware Department Head.

Products enter any given activity queue upon receipt of both CDET request and the actual product (with all required test support documentation) at the Marine Corps Distance Learning Program Network Operations Center (DLNOC). We do not reserve spaces based on projected delivery dates.

**8) How will the sponsor know a course's status in the testing and activation process?**

CDET will inform the sponsor when actions are complete. Unfortunately, we are not sufficiently resourced to support status bulletins at regular intervals.

A sponsor may inquire via e-mail to the CDET POC at any time. CDET will not respond to status inquiries that come directly from the developer.

**9) What if a product developer has questions during product development?**

CDET expects developers to carefully read and comply with the MarineNet Courseware Development Technical Standards (CDTS) available at the following:

<https://www.tecom.usmc.mil/cdet/SitePages/courseware.aspx>

Developers needing clarification or additional detail may submit questions via the sponsor. Questions must be presented in writing and must specifically reference the related CDTS section. If a submitted question is already answered in the CDTS, CDET will simply direct the developer back to that source.

**10) Does CDET maintain a development “sandbox” where third party developers may test their products prior to delivery?**

CDET does not currently offer an open test environment. Per the CDTS, MarineNet’s courseware delivery is executed via the Rustici SCORM Engine. Developers have used the free online Rustici Test Track to test and troubleshoot potential courseware issues with LMS communication; unfortunately, a clean Test Track run cannot absolutely guarantee successful MarineNet delivery due to additional security and network bandwidth constraints imposed by the Marine Corps Enterprise Network.

## **DELIVERY and STAGE REVIEW**

**11) What is the purpose of MarineNet Stage review?**

As specified by the Stage Review Checklist, Stage review focuses on product functionality to confirm that all interactive elements work properly and courseware communicates as intended with MarineNet. MarineNet Integration Testing does not include a screen-by-screen functionality check, so thorough sponsor review is critical to ensuring that the courseware is correctly programmed. Sponsors frequently find usability issues that may not prevent “completion” but would otherwise impede MarineNet learners from achieving the intended instructional objectives.

The sponsor Stage review process has proven to significantly reduce the number of test-correct-retest cycles for any given courseware package, which reduces test-to-activation process time.

**12) How does the sponsor determine whether courseware is ready for MarineNet Stage review?**

Courseware is ready for Stage review once the sponsor has determined that all content is correct and instructional and assessment strategies have been implemented per the sponsor-approved design. Content and instruction review must be conducted via other means; due to the resources required to load and configure content in the Stage environment, Stage may not be used for this purpose.

**13) Who may conduct MarineNet Stage review?**

MarineNet Stage review must be conducted by no more than two Government sponsors or designees who are eligible for MarineNet accounts. Sponsor designees may not include the product developers and ideally should not include any other individuals who are already highly familiar with the product; individuals in either category are more likely to inadvertently overlook deficiencies.

**14) Are there any hardware/software/system requirements to enable Stage access and review?**

Ideally, review will be conducted using a USMC hardware/software baseline-compliant computer on the USMC enterprise network (MCEN, which is typically NMCI at the time of publication). If this is not possible, the reviewer must access Stage from a computer with a static IP address. For security reasons, we cannot open Stage access to an IP range/group.

To determine a given computer's IP address, go to <http://www.network-tools.com/> . The field located just above the "GO!" button will display the IP address (series of numbers and dots). Please note that very few home or commercial providers connect consistently via a single static IP; the provided link will display only one address at a time, but closing the browser and accessing the link at different times is likely to reveal multiple addresses. Your service provider can also confirm whether or not the IP is static. If not, the connection is unsuitable for Stage access.

Sponsors with MCEN/NMCI laptops must understand that the IP address is associated with the internet connection, not the computer. A sponsor will not be able to access MarineNet Stage via a MCEN laptop connected at home or other access point outside the MCEN.

**15) What information/items must be provided in a MarineNet Stage Review request?**

1. Signed MarineNet Support Agreement (if not previously submitted)
2. Product name
3. Delivery means
4. List of items being submitted
5. Description of any non-standard load instructions. Because the product is not yet being loaded for integration testing, the MarineNet I-Test Checklist that provides

this information may or may not be consulted. ECD can include this information directly with the Stage load request to expedite review.

6. For each reviewer:

- First Name:
- Last Name:
- MI:
- EDIPI:
- Email:
- Telephone:
- If outside the Quantico NMCI firewall, IP address of the access computer (<http://www.network-tools.com/> will display your IP address just above the GO button)

#### **16) How may the sponsor provide the product for MarineNet Stage review and Integration Test?**

A course cannot be entered into the action queue until it is actually received at DLNOC.

Many courseware developers maintain a company FTP site that can be accessed externally via a specific URL and password. In most cases, our Distance Learning Network Operations Center (DLNOC) is able to access these sites to download product content. This is by far the most efficient delivery method.

Another possible delivery alternative for .mil CAC users is AMRDEC Safe at <https://safe.amrdec.army.mil/safe/guide.aspx>. "Guests" cannot use AMRDEC Safe to deliver products because the email notification must be sent to a .com recipient in support of our network operations center.

At this time CDET has no means by which to quickly transfer course material to DLNOC. If a sponsor's only alternative is to provide the courseware via CD/DVD-ROM, the CDET POC will provide a shipping address. The sponsor MUST deliver the courseware via a track-able shipment and, upon initiating the shipment, must immediately provide the Tracking Number to CDET POC for specification in an action request.

DLNOC will take no action on courseware delivered without CDET authorization. CDET cannot be responsible for a courseware product that is lost or misplaced due to unanticipated delivery.

#### **17) How much time is required for MarineNet Stage review?**

The time required for any MarineNet testing and activation activity depends on “the queue”—the number of requests submitted but not yet fulfilled for any given request type. Obviously, the more requests in the queue, the more time will elapse between request and completion.

It currently averages 7 business days from DLNOC receipt of the courseware content package to readiness for Stage review. During that time and upon CDET request, DLNOC also configures and activates the Government sponsor’s 30-day Stage account.

Once sponsor reviewers are provided with account and product information, review time depends on sponsor’s available time and the length of the instruction. If the sponsor identifies technical issues, CDET may subsequently review the course to determine impact on MarineNet delivery and thus supportability for further testing.

### **18) How does the Sponsor document Stage review results?**

With notification that a sponsor’s stage account is active and product is loaded to Stage, CDET will provide a MarineNet Stage Review Checklist. If multiple products are reviewed simultaneously, reviewers must complete a unique checklist for each product.

**ALL** fields in the topmost information table must be completed before submission. Blank fields will trigger checklist return and delay integration test submission.

Reviewers should first read through the checklist to ensure they understand all review requirements. The sponsor’s careful review and thorough documentation via the checklist is critical to successful MarineNet hosting and ultimately to MarineNet students’ learning. Questions about the checklist should be directed to the CDET POC.

Reviewers should submit completed Stage Review Checklists to CDET via the product sponsor. CDET will also confirm successful product completion via reviewers’ MarineNet Stage transcripts.

### **19) What if the sponsor finds problems with the product during Stage review?**

Most courseware problems—dysfunctional interface elements, incorrect scoring of assessment items within the course, failure to communicate successfully with MarineNet, etc.—result from faulty programming or development tool configuration.

Failure to register and communicate completion status to MarineNet is a non-negotiable show stopper.

CDET will check and discuss minor functionality deficiencies at the sponsor’s request; however, final decision to move forward without correction of minor deficiencies belongs to CDET.

Required functionality corrections must be completed by the sponsor and developer. After resubmission, an error-free sponsor Stage review conducted prior to official MarineNet Integration Test.

**20) Are CDET and/or DLNOC responsible for correcting courseware deficiencies discovered during a Stage review?**

No. Neither CDET nor DLNOC is sufficiently resourced to correct third-party developed courseware. Contracts for courseware development should require compliance with the *MarineNet Courseware Development Technical Standards* and should clearly state that the developer is responsible to correct any MarineNet Stage review or integration test deficiencies prior to acceptance of a final product.

## **TESTING PHASE**

**21) What information/items must be provided in a MarineNet Integration Test (MNET I-TEST) request?**

For each content package submitted, provide:

1. Stage Course Code and Name
2. Completed Stage Review Checklist
3. MarineNet Integration Test Checklist with Test Support Information section completed in accordance with each field's specific directions
4. ADL SCORM Conformance Test results demonstrating SCORM compliance\*
5. Answer Key for any and all assessments and any other course elements that require correct execution or passing score to complete the instruction
6. For multi-SCO content packages, course flow chart

\* ADL has not updated the CTS in several years and has no plans to do so. Recent software updates have rendered the test unusable on some platforms. If your developer cannot run the CTS, discuss with your CDET POC.

**22) What common mistakes in documentation cause testing delays or erroneous results?**

The most common mistake is failure to supply complete and clear information in the "Test Support Information" section of the MarineNet Integration Test Checklist. Each required field is annotated with exactly what type of information should be provided. The fields describing Book Mark Strategy, Sequencing/Navigation Strategy, and Course Completion Requirements are particularly critical to ensure that the course is performing as intended within the MarineNet environment. Sponsors are strongly encouraged to seek clarification as needed from the CDET POC.

### **23) How much time is required for MarineNet Integration Testing?**

The time required for any MarineNet testing and activation activity depends on “the queue”—the number of requests submitted but not yet fulfilled for any given request type. Obviously, the more requests in the queue, the more time will elapse between request and completion.

The actual integration test for a typical single course requires 2 to 5 days. Deficiency troubleshooting, course length exceeding 3 learning hours, or highly complex interactivity may extend that time frame. Test Summary Report QA review requires another 3-5 days prior to publication.

Sponsors planning to outsource MarineNet product development should include in the period of performance (PoP) no less than 60 days for MarineNet testing and activation. Our experience indicates that 90 days is preferable for developers without successful MarineNet development experience. Under no circumstances should the sponsor accept and pay for a product that has not yet been tested and found supportable. CDET encourages sponsors to inform us of any contractual or other time constraints; however, testing priority will not be based on a developer’s schedule or PoP expiration.

### **24) Who receives MarineNet Integration Test results?**

MNET I-Test results—in the form of a Test Summary Report—are delivered to and interpreted for the USMC sponsor. The sponsor is responsible for further dissemination as appropriate. If necessary, the sponsor may request CDET communication with the developer to discuss particular test incidents. In rare cases, CDET may opt to facilitate direct developer-DLNOC communication.

### **25) Are CDET and/or DLNOC responsible for correcting courseware deficiencies discovered during a MNET I-Test?**

No. Assuming the course is not published in SWF format (making it impossible to see and examine most of the underlying code) and the problem appears to be related to communication with the LMS, DLNOC will conduct preliminary troubleshooting and provide guidance for correction in the Test Summary Report. Neither CDET nor DLNOC is sufficiently resourced to correct third-party-developed courseware.

Contracts for courseware development should specifically require compliance with the *MarineNet Courseware Development Technical Standards* and USMC hardware and software baselines and should clearly state that the developer is responsible to correct any MarineNet integration test deficiencies prior to acceptance of a final product.

## **ACTIVATION PHASE**

**26) Who makes the final decision regarding MarineNet hosting of a given product?**

In order to minimize Marines' frustration with courseware that does not function properly, CDET makes the final decision regarding product supportability on MarineNet. CDET will not activate products with known functionality errors that will or may impede learner progress through the instruction to completion.

Once CDET deems a product supportable, the EC Department Head or Deputy will co-sign the MarineNet Support Agreement and submit an activation request.

**27) What information/items must be provided in a MarineNet Product Activation request?**

MarineNet activation requires the sponsor to provide specific information for the MarineNet Course Catalog and to make multiple decisions regarding configuration. The CDET POC will provide details to the sponsor no later than the outset of the activation phase.

**ROLLOUT PHASE**

**28) How will MarineNet users find out about a new course?**

CDET publicizes newly activated products via a MarineNet Activation Announcement (MAA) created in collaboration with the product sponsor. CDET distributes the MAA via a targeted e-mail distribution list, posting at all Learning Resource Centers, and at [https://www.tecom.usmc.mil/cdet/SitePages/activation\\_announcements.aspx](https://www.tecom.usmc.mil/cdet/SitePages/activation_announcements.aspx) . We encourage the sponsor to further distribute the MAA as appropriate.

In addition, new products that require a single enrollment may be featured among the Spotlight Courses on the MarineNet Home page. Selected products are also marketed via CDET Business Operations Department Customer Liaison/Outreach Manager.

**LIFECYCLE PERFORMANCE and MAINTENANCE**

**29) How will the sponsor know how the product is performing?**

CDET typically generates and provides to the sponsor a product performance report 30 days after activation. This report includes number of enrollments, completions, assessment scores and number of attempts, and Help Desk incident reports. Thereafter, product performance data can be provided at sponsor request.

Sponsors who have a demonstrated need for regular performance data may request a MarineNet “Content Owner” role that will enable self-generation of product performance data through a variety of pre-configured reports.

Sponsors are required annually to validate course requirement, content, performance, and configuration.

**30) Are CDET and DLNOC responsible for lifecycle maintenance once a course is active on MarineNet?**

No. Product content and functionality maintenance remain the responsibility of the USMC sponsor. CDET will notify sponsors if a course consistently malfunctions, requires multiple assessment attempts for most students to pass, or otherwise generates a significant number of Help Desk contacts, but sponsors should review the product annually to ensure that the content and instructional objectives are up to date and that the product continues to function as intended. Bi-annually the sponsor will be required via MCATS tasking to conduct such product review.

If deficiencies are noted, the sponsor may apply via the current project selection process to have CDET ECD update the product during the next fiscal year or may opt to immediately outsource the update. If deficiencies are critical, the sponsor should contact ECD to discuss interim actions. CDET reserves the right to discontinue enrollment and/or suspend access for any product with significant technical problems.

**31) What if a sponsor has questions or concerns once a course is active on MarineNet?**

Upon course activation, CDET’s Operations Department becomes the POC for questions/concerns regarding day-to-day courseware operation. The sponsor may contact the MarineNet Help Desk for forwarding to the correct POC or use the contact information on the CDET web site at

<https://www.tecom.usmc.mil/cdet/SitePages/contacts.aspx#tab-contacts-CDET> .

Sponsors considering an update or other revision to active courseware should once again contact the Electronic Courseware Department for advice.

## **CDET DEVELOPMENT OF MARINET-HOSTED PRODUCTS**

**32) Does CDET develop electronic training and education products for MarineNet hosting?**

Yes. CDET’s Electronic Courseware Department (ECD) maintains a small team of electronic learning production specialists, including instructional designers, multimedia

developers, and programmers with significant expertise and experience in distributed learning analysis, design, development, implementation, and evaluation. On a prioritized basis and as capacity allows, ECD develops SCORM-conformant electronic courseware for MarineNet delivery and tracking, as well as alternative electronic distance learning solutions such as multimedia training aids, performance support tools, video tutorials, etc.

**33) How is ECD’s annual production plan determined?**

Historically, as capacity becomes available, CDET solicits applications from sponsors of potential DL products, and subsequently convenes an Electronic Distance Learning Targeting Board to prioritize submissions. ECD next conducts Distance Learning Analysis and Planning (DLAP) to ascertain feasibility and scope for top priority candidates. Ultimately, ECD maps DLAP results to available capacity to determine the production plan.

More detailed information is available at the following site:

[https://www.tecom.usmc.mil/cdet/SitePages/targeting\\_board.aspx](https://www.tecom.usmc.mil/cdet/SitePages/targeting_board.aspx)

**34) Does CDET ECD offer any “self-help” services?**

As capacity allows, ECD provides consultant services for a variety of learning solutions, including but certainly not limited to outsourcing guidance, best practices for instructional and assessment design, and development software considerations. We do not provide training in the use of courseware development software tools, including the Questionmark assessment authoring software available for use via USMC license.

Please note that at this time the USMC does not endorse any specific development software and no “rapid courseware development” tool is yet IA approved for installation on MCEN workstations.

## **OUTSOURCED DEVELOPMENT OF MARINET-HOSTED PRODUCTS**

**35) May a sponsor independently contract development of electronic T&E products for MarineNet hosting?**

Yes. CDET recognizes that our limited development capacity cannot address all existing and emerging electronic training and education requirements. Sponsors with access to an appropriate contract vehicle may outsource the development of electronic T&E products for MarineNet hosting; however, as with all MarineNet products, CDET reserves the final decision on product supportability. See a following question in this section for minimum requirements to be included in a Performance Work Statement.

**36) How does CDET support sponsor outsourcing of product development?**

As available resources permit, CDET supports third-party product development via the following activities:

- High-level requirements analysis and advice regarding the suitability and feasibility of a MarineNet-delivered T/E product as a whole or partial solution
- Publication of minimum technical requirements via the MarineNet Courseware Development Technical Standards (CDTS)
- Review and feedback on draft Performance Work Statements and participation upon request in source selection activities
- Advice regarding specific instructional design strategies/elements
- Clarification and/or elaboration of specific CDTS requirements as needed throughout the production cycle
- Facilitation of the MarineNet Testing and Activation Process
- By sponsor request or as triggered by Stage Review Checklist results, targeted product review and troubleshooting during Stage review and integration testing
- MarineNet course catalog and delivery configuration (sponsors may be required to assist in the case of large product groups)

**37) What requirements should be included in a Performance Work Statement to ensure a product can be hosted on MarineNet?**

At a minimum, the PWS must require the following:

- Compliance with the MarineNet Courseware Development Technical Standards (CDTS) version in effect at the time of contract award (always available at <https://www.tecom.usmc.mil/cdet/SitePages/courseware.aspx>)
- Successful MarineNet Integration Testing results prior to product acceptance and payment

ECD also recommends inclusion of the following requirements:

- Government ownership of all data rights and prohibition against developer re-use of whole or partial product or assets without specific Government permission
- Prohibition against the use of copyrighted, licensed, or otherwise proprietary materials without lifetime release to the Government
- POA&M/project development schedule should incorporate adequate time to accommodate the MarineNet testing and activation process during the Period of Performance
- Final product delivery to the sponsor should include the following as applicable:

For Interactive Courseware (also called CBT, IMI, WBT) and other Technology-Based T&E products as applicable:

- a. Final ICW, LMS Version, three (3) copies delivered on CD- or DVD-ROM(s)\*, labeled Final Version 1.0 and including any required installation and operation instructions

- b. Final ICW, CD Version, three (3) copies delivered on CD- or DVD-ROM(s)\*, labeled Final Version 1.0 and including any required installation and operation instructions
- c. Updated storyboards with final file names
- d. List of all programming languages and multimedia technologies used as well as any plug-ins that are required for viewing
- e. List of new templates developed or areas of modifications to existing templates
- f. Instructions for modifying content
- g. Copies of all source code and files
- h. All still imagery files, including the original authoring files
- i. All interactive element files, including the original authoring files and underlying media
- j. All audio and video files (including the original uncompressed media) along with an inventory sheet listing media segment start and stop locations.

\*In rare cases, media-heavy final courseware packages may require delivery on external hard drive. Sponsors will need to follow established security procedures before accessing the content.

For Print-Ready Instructional Materials:

- a. Final PDF Version
- b. Authoring files, including template elements not inherent to the authoring software
- c. Any special instructions for modifying content, including list of software-inherent templates used
- d. All image files, including both final and original image authoring files

## **SUPPORTED CONTENT STRUCTURES**

### **38) What comprises a standard MarineNet “course”?**

A standard MarineNet “course” can comprise a content package, a Qpack or SCORM-conformant content package test object, and a Qpack survey object, or some combination of up to one of each type.

### **39) What comprises a MarineNet “composite course”?**

A MarineNet “composite course” accommodates multiple instances of any supported object: content packages, Qpack or SCORM-conformant content package test objects, Qpack survey objects, and reference items (typically but not limited to PDF or other document formats).

#### **40) When is the composite course configuration used?**

Composite course configuration will be used if two or more objects of a single object type are needed. Examples include but are not limited to the following:

- Learner assessment strategy that requires both a knowledge-based test object (Qpack format) and a separate performance-based practical application object (SCORM-conformant content package format)
- Instructional strategy that requires test objects at intervals throughout the course and item analysis data is needed or desired for each
- Modules or lessons that need to be packaged separately for re-combination but do not comprise stand-alone instructional packages
- Requirements specify both pre- and post-tests
- Requirements specify multiple targeted surveys at specific points within the instruction

#### **41) How is a composite course displayed to an enrolled learner?**

Upon enrollment, a composite course appears as a single enrollment on the My Active Courses tab. Instead of a LAUNCH button, however, the learner sees a LAUNCH MENU button. The Launch Menu page displays all course objects, references, required sequencing, passing scores, progress, completion status, etc. The learner is returned to this page upon completion of each individual object until all course requirements are fulfilled.

Upon completion, the course is displayed as a single line on the learner’s My Completed Courses page.

#### **42) Can MarineNet enforce a particular sequence of instruction within a composite course?**

Yes. Unlike a curriculum that is either rigidly sequenced or not sequenced at all, composite courses offer flexible sequencing. A composite course comprises instructional “blocks” that each include one or more objects. Each block may contain an unlimited number of objects. Within each block, sequencing may or may not be applied to enforce order of completion, as required.

#### **43) How does MarineNet handle multiple test objects within a composite course?**

MarineNet offers the option to weight scores according to size or criticality of the assessed objectives. Test objects may be assigned a weight ranging from 0 (e.g., for formative assessment) to 100 (e.g., for a single cumulative exam that determines pass/fail for the course). Regardless of the number of scored test objects, total weight of all test objects must equal 100.

Failing any Qpack or SCORM-conformant content package test object within the composite course results in course failure and automatic disenrollment. (Note that this does not apply to inline assessments.) Unlike a curriculum comprising individual courses, completion of objects within a composite course does not carry forward to a new enrollment.

#### **44) Can MarineNet accommodate a “test-out” Questionmark format pre-test?**

Unfortunately, MarineNet cannot accommodate a “test-out” capability using a Questionmark Qpack-format pre-test. If the primary goal of a pre-test is to give the learner full credit for previously acquired knowledge and skills, a test-out capability can be programmed using SCORM sequencing within the content package. As with any inline assessment, however, MarineNet will not store any data beyond final score.

#### **45) Do technical requirements differ for objects in a composite course?**

In general, technical requirements do not differ between standard and composite content packages and Qpacks; however, GUI differences do merit consideration. The composite course Launch Menu page displays both the `imsmanifest.xml` `<title>` element in a SCORM-conformant content package and the Assessment Name element in a Qpack assessment. Developers should consider the following when assigning both elements:

- Ensure that both `<title>` and Assessment Name clearly communicate what the object comprises.
- Display space is limited, so keep both elements as short as possible to do without compromising clarity. Consider abbreviation when object title/name exceeds 60 characters.
- Qpack Assessment Names should include the object type. Specify Exam, Test, or Quiz for a learner assessment; specify Survey when applicable.

Example:

`<title>` = RCLF Enlisted Block 5 Arabian Peninsula and Gulf Region Introduction

Assessment Name (test) = RCLF EB5 AG Test

Assessment Name (survey) = RCLF EB5 Survey

#### **46) What comprises a MarineNet curriculum?**

A MarineNet curriculum comprises two or more “courses.” As currently implemented, most MarineNet curriculums group courses to achieve one of the following goals:

*Sequenced instruction* – requires learners to complete a series of closely related courses. Each course can stand alone and individual enrollment is often allowed. Individual course completions may or may not earn credit; completion of the entire curriculum is required for the target audience.

*Delivery optimization/accommodation* – comprises groups of multiple content packages, test objects, and or survey objects that typically cannot stand alone. Given MarineNet’s new “composite course” capability, a curriculum will only be used for this purpose if the composite course configuration cannot meet all requirements.

*Enrollment convenience* – enables learners to enroll simultaneously in multiple courses whose content may or may not be closely related. Individual course completions earn credit; completion of the entire curriculum affords no additional benefit.

**47) Can a sponsor include an existing MarineNet course in a new curriculum?**

Typically, yes, a sponsor may opt to include in its curriculum an active MarineNet course that was developed by another agency; however, CDET will carefully coordinate such inclusion to ensure no impact to the primary course sponsor’s content or configuration. For example, the sponsor of a new curriculum may not set a lower passing score or remove an exam proctoring requirement when incorporating an existing MarineNet product.

In addition, although CDET will inform the primary course sponsor of any use of its course in other curricula, the primary sponsor ultimately retains control over any decision to update or retire the course.

**48) Are there any technical constraints that prevent including an existing course in a curriculum?**

Possibly. For example, annual training requirements are typically configured to “expire” at the end of either the fiscal or calendar year. A curriculum cannot include courses on different training cycles. *In addition, a curriculum that does not allow individual sub-course enrollment cannot include a course that must be open to enrollment for users who do not wish to complete the entire curriculum. Consult your CDET POC for potential options to accommodate such requirements.*

**49) Can a composite course be included in a curriculum?**

Yes. A curriculum handles a composite course no differently than a standard course.

**50) How is a curriculum displayed to an enrolled learner?**

Upon enrollment, MarineNet displays the curriculum and all sub-courses on the learner's My Active Courses tab. Sub-courses are clearly labeled as such and are sequenced according to course code. Each uncompleted sub-course displays its own Launch button; however, if the curriculum is sequenced to enforce a particular order of study, a Launch button will not be displayed until all prerequisite elements are complete. If a test and/or survey are associated with an individual sub-course, their respective Launch buttons may be configured for immediate availability or hidden pending course content completion.

Once all requirements for a sub-course are complete, the sub-course remains on the My Active Courses tab, marked "Completed," and also appears on the learner's My Completed Courses tab. A learner who wishes to review completed sub-course content may do so from a Review button on the My Active Courses tab or a link on the My Completed Courses listing. Once all curriculum requirements are successfully satisfied, the listings disappear from My Active Courses and appear only on My Completed Courses.

**51) What happens if a learner fails a course within a curriculum?**

Upon failing a curriculum sub-course, a learner is automatically dis-enrolled from the associated curriculum. Upon re-enrollment, unless significant time has elapsed and the course's certificate has expired, the learner will automatically receive credit for all sub-courses successfully completed in any and all previous enrollments.

**52) Can MarineNet accommodate a curriculum within a curriculum?**

Yes, MarineNet can accommodate one or more sub-curricula, along with individual courses, within an overarching curriculum.

**53) What happens if a curriculum generates multiple scores? Can MarineNet roll them up to a single curriculum score?**

Yes. MarineNet also offers the option to weight scores according to size or criticality of the assessed objectives.

**54) Can MarineNet enforce a particular sequence of instruction for individual courses within a curriculum?**

Yes. MarineNet can enforce sequencing at all levels of the curriculum hierarchy for both individual sub-courses and sub-curricula.

**55) What if a learner is already enrolled in a sub-course when he attempts to enroll in a curriculum?**

A learner who is currently enrolled in one or more sub-courses when he attempts to enroll in a curriculum is offered two options: complete the sub-course prior to enrollment or self dis-enroll from the sub-course prior to enrollment. MarineNet will not allow curriculum enrollment until one or the other option is exercised.

If the learner chooses to dis-enroll rather than complete a sub-course prior to curriculum enrollment, he will lose all progress in the course and be required to start over. A message informs the learner of this fact.

**56) What if a learner has already completed one or more of the sub-courses when she enrolls in a curriculum?**

In most instances upon enrollment in a curriculum, the learner automatically receives credit for previously completed sub-courses with the same course code. Rarely, and only if the course was activated with a course certificate expiration date, the course completion does not transfer to the curriculum.

Please note that this does not apply to content that has been offered for enrollment under a different course code. In such cases, the sponsor will determine whether equivalency should be granted.

**57) How should a sponsor determine whether to use a composite course or curriculum configuration?**

Each configuration has advantages and disadvantages relative to T&E content, goals, and target audiences. Sponsors should contact CDET Electronic Courseware Department (ECD) Deputy via one of the methods identified at <https://www.tecom.usmc.mil/cdet/SitePages/contacts.aspx#tab-contacts-CDET>

## **LEARNING ASSESSMENT and EVALUATION OPTIONS**

**58) What learning assessment constructs does MarineNet support?**

MarineNet supports a variety of scored assessment and evaluation instruments, including but not limited to the following:

Formative assessment types:

- In-line pre-assessment
- In-line quiz, practice exercise, or practical application assessment
- In-line practice exam or practical evaluation preparation

Summative assessment types:

- In-line end-of-Course (EOC) exam or practical evaluation

- Standalone content package EOC exam or practical evaluation
- Questionmark™ EOC exam
- Questionmark™ survey

For specific technical information, consult the MarineNet Courseware Development Technical Standards, Section 8.

**59) What is a Qpack?**

A Qpack is a file produced by a Questionmark authoring tool to deliver a group of assessment items (usually for review or sharing) or an assessment instrument like a test or survey, complete with directions, scoring and feedback.

Qpack configuration supports robust data collection and item analysis that is currently unavailable for any other MarineNet assessment type.

**60) Which MarineNet assessment delivery options/capabilities apply per assessment type?**

End-of-Course (EOC)/Summative Assessment Delivery and Data Collection Capabilities	Inline	Standalone Content Package	Questionmark™ Qpack
Proctoring requirement	No	Yes	Yes
Time-out remediation requirement	No	Yes	Yes
Re-enrollment delay requirement	Yes	Yes	Yes
Item analysis data collection and reporting	No	No	Yes

**61) How does a sponsor or developer gain access to Questionmark™ development tools?**

The USMC maintains an enterprise license that can be used by a sponsoring agency (or its designee upon specific request) to develop assessment instruments for delivery via the MarineNet instance of Questionmark™ Perception. *Some restrictions apply, and the sponsoring agency/development contractor is responsible to ensure developers receive all training necessary to effectively use the authoring software. CDET ECD can provide a best-practice guide to MarineNet-specific assessments but cannot train developers or serve as a QM Help Desk.* Interested sponsors should contact CDET’s Operations Department at [TECOMCDETQuestion@usmc.mil](mailto:TECOMCDETQuestion@usmc.mil).

Sponsors may not “authorize” a contractor (internal support or external developer) to submit requests or to otherwise interact with CDET on the sponsor’s behalf. We regret any inconvenience, but this constraint is necessary to avoid potential contract issues.

**62) What is a “proctoring requirement”?**

A MarineNet proctor is an authorized individual tasked with monitoring one or more students during an examination to ensure proper and fair examination procedures are enforced, including checking identification to ensure the student completing the assessment is indeed the student logged in to MarineNet.

MarineNet has the capability to prevent a student from launching a standalone or Questionmark EOC assessment until an authorized proctor inputs a specific access code.

Proctoring is not available for in-line assessments.

Sponsors who believe a proctoring requirement may be appropriate for their EOC assessment should discuss with their CDET POC.

**63) What is “timeout remediation”?**

Timeout remediation can be applied when a student fails any standalone or Questionmark EOC assessment attempt other than the final allowed attempt. Upon failure, MarineNet prevents the student from re-launching the EOC assessment for a predetermined time period, specified in hours within the MarineNet administrative system. Ideally, the student will use that time to review course material before re-attempting the assessment.

Timeout remediation cannot be applied to an in-line assessment.

Sponsors who believe timeout remediation may be appropriate for their assessment should discuss with their CDET POC.

**64) What is a passing test score on MarineNet?**

Most MarineNet EOC assessments are programmed to match the standard USMC Formal Learning Center mastery score of 80%. Technically, MarineNet will “pass” a student at whatever score is set for the assessment. The desired passing score should be programmed into the assessment and specified in the MarineNet Integration Test Checklist’s Test Support Information section.

**65) How many times may a student fail a MarineNet-delivered assessment before failing the course?**

For Qpack and standalone assessments, MarineNet's default configuration allows two assessment attempts. A student who fails both first and second attempts will fail the course and be automatically dis-enrolled.

The number of allowed test attempts is completely configurable and can range from one to unlimited attempts. However, statistics indicate that a high number of allowed test attempts encourages some students to rush through the instruction and simply take and re-take the assessment until they eventually pass.

Sponsors should discuss test attempts with their CDET POC.

#### **66) What is "re-enrollment delay"?**

Re-enrollment delay can be applied to prevent a student from immediately re-enrolling after failing a course. Upon any course failure, MarineNet automatically dis-enrolls the student. Re-enrollment delay prevents the student re-enrolling in the applicable course or curriculum for a predetermined time period, ranging from 1 day to 3 months.

This delay allows a student to seek remediation assistance and to launch the course for review as often as desired. Once the re-enrollment delay has expired the student must re-enroll and complete course requirements again prior to re-attempting any assessment. The primary benefit of re-enrollment delay may be as incentive to spend the necessary time to master learning objectives the first time.

Sponsors who believe re-enrollment delay may be appropriate for their course or curriculum should discuss with their CDET POC.

## **MANUAL and AUTOMATED REPORTING OPTIONS**

#### **67) Does MarineNet generate printable completion certificates?**

Yes. By default, MarineNet can generate a unique completion certificate for any completed course or curriculum. In addition to the course code, name, and brief description, MarineNet automatically populates the certificate with logged-in student's name, course completion date, and a unique certificate identification number. Sponsors may also elect to tailor the certificate's appearance for their own courses.

At any time after course or curriculum completion, a student may access and print or save a PDF version of the associated completion certificate via a "View Certificate" link located in the "More" menu on his/her MarineNet "My Completed Courses" tab.

#### **68) What if the courseware already includes a printable completion certificate?**

Ideally, sponsors will specify that developers should not include a completion certificate within the courseware. Such certificates require the student to input their own name and often the date of completion. In addition, these certificates are often easily reproducible. Both characteristics make it easy to falsify a completion certificate for the training. IF the sponsor is concerned that a student will struggle to find the MarineNet certificate, ECD

can provide the developer with a description of the MarineNet certificate for inclusion on the course summary screen.

**69) Can MarineNet automatically report student completions?**

Yes. MarineNet currently reports all Marine course completions to MCTIMS and all Marine Civilian completions to TWMS via DCPDS. Selected Marine completions are further transmitted from MCTIMS to MCTFS.

All members of the U.S. Armed Forces are eligible for MarineNet accounts; however, MarineNet does not currently maintain data exchange interfaces with sister services' learning management systems so cannot automatically report completions for sister service members. To receive credit, sister service members must print MarineNet completion certificates and present them to their units for manual entry into electronic training or HR records.

**70) Are all Marine course completions eligible for MCTFS reporting?**

No. Only those courses that are eligible to award Self-Education Bonus Points or meet specific Training Event requirements can be reported to MCTFS. Exceptions to the SEP requirement may be considered if course enrollment is restricted to ranks above E-3.

**71) What MarineNet courses are eligible to award Self-Education Bonus Points?**

Selected MarineNet courses award 15 SEPs to Marine Lance Corporals and below. These points may be counted toward the Marine's cutting score for promotion. Therefore, in order to award SEPs, a DL course must meet the following specific requirements:

- Comprise a minimum of 4 study hours
- Include proctored examination(s)
- May NOT satisfy a Marine training requirement

**72) What MarineNet courses are eligible to report a Training Event code?**

Training Events are designated by Manpower and Reserve Affairs MIF. CDET does not broker assignment of Training Event codes; the USMC sponsor must obtain and provide the code to CDET. CDET can provide HQMC DC M&RA MIF points of contact to the sponsor.

**73) Can MarineNet courses report Reserve Retirement Credit points?**

As of September 2014, MarineNet cannot award Reserve Retirement Credits for new courses unless they are first added to a list of approved training. As of this date, Marine Forces Reserve and Reserve Affairs have not yet established the process for adding training to the approved list. Course sponsors will be responsible for ensuring that their MarineNet products are approved and added to the list before CDET will configure this option via the system. We will update this entry as more information becomes available.

For training on the approved list, MarineNet can report Reserve Retirement Credits, but at this time, only via the same MCTFS table used to report Self-Education Bonus Points. Therefore, at a minimum, before a MarineNet course can automatically report RRCs, it must satisfy all SEP requirements unless enrollment is restricted to ranks higher than E-3.

If eligible, per MCO 1001R.1K and the pending approval process, course completion may award 1 RRC (Inactive Duty Point) for each 3-hour study increment expended. No upward rounding is allowed. As of 1 October per USMC policy, the ratio of RRCs to study hours will increase to 1:4. This adjustment will include all courses that award RRCs and will apply to any incomplete enrollment.