



Welcome: Course Layout and Ground Rules

This course is organized into twenty **lessons**, each of which begins with a brief lesson **introduction** that includes the main **objective** of the lesson, followed by **topic pages** including **Dr. EV audio explanations**, and ending with the lesson **Knowledge Review**. Approximate Length: 16 - 20 hours

It is recommended that you take the twenty lessons in order. You will not be permitted to take the final exam unless you have completed all of the lessons.

You are highly encouraged to read all of the course material; you may have difficulty passing the exams if you do not. To print any screen text, right click on the page, select print, set the layout to landscape, click "apply", then "print". Additional print options are discussed later in this lesson.

You have approximately 30 calendar days from the class start date (check your enrollment expiration date) to complete this course. To request an extension, contact the instructor at least one day before the course end date.

NOTE: The instructions for navigating through this course are always available by returning to Lesson 0 from any place in the course, by simply selecting Lesson 0 from the Table of Contents.

Select the Next button in the lower right hand corner of the screen.



Before You Begin: Plug-Ins

Prior to beginning this course, there are a number of things you should be aware of in order for you to navigate and run the course properly.

First, be sure that your browser has the appropriate plug-ins. The plug-ins required by this course include the following:

Plug-in Description	Test Link	Download Link
Macromedia Flash 6 or greater.	Click here to test your browser.	
Adobe Acrobat Reader 5 or greater.	Click here to test your browser.	

Click the Test Links above to verify the plug-ins. If you need to download the plug-ins, click the **Get Macromedia Flash Player** or **Get Acrobat Reader** buttons.



Other Course Elements

For best viewing it is recommended your monitor's screen area is configured to [800x600](#), and you are viewing the course in [full-screen mode](#). To get the maximum view on the screen, you will need to hide the Table Of Contents, expand to full screen, and select the F11 button. With all these options selected you will see a full page with no need to scroll.

This course includes Dr. EV audio explanations. When Dr. EV's graphical image appears, it indicates there is audio on that page. Click on the image of Dr. EV to start the audio. You may need to wait until the audio begins, so don't click twice on Dr. EV. Your speakers or headphones should be functioning.

The course also uses audio in the narrated Tutorials (PowerPoint presentations). The sound will automatically start with each slide as the slide comes up, but there may be a delay if you have a slow connection. Do not click on the sound icon, or you may get two sound files playing at the same time.

If a print button is not available, you can print any of the instructional screens by using the [Print](#) function of your browser.

800x600

To change your monitor's screen area settings, perform the following steps:

- Return to the desktop by minimizing all of your open windows, or by clicking the **Show Desktop** button next to the **Start** button of the Taskbar.
- Right click on the desktop.
- Select **Properties** from the drop down menu.
- Click the **Settings** tab of the Properties window
- Use the "Screen area" slider to change the screen resolution to 800x600.
- Click **OK**.
- A message appears that informs you that your screen may flicker. Click **OK**.
- A confirmation message then appears and asks you if you want to keep your settings. Click **OK**.

Full-Screen Mode

Press the **F11** key on your keyboard to view the course in full-screen mode. Press **F11** again to toggle back to normal mode.

Print

The pop-up screens in this course have a Print button. However, if you want to print a page that does not have a Print button available, follow these steps:

- Click anywhere inside the instructional window (but do not click on a link).
- Select **File**, then **Print** from your Internet browser menu bar.
- Click the **Options** tab of the Print window.
- In the "Print frames" area, click "Only the selected frame" radio button.
- Click **Print**.



Final Exam

To successfully complete this course, you must pass a single comprehensive final exam. The final exam requires you to demonstrate mastery of each of the course learning objectives within three test attempts. This course contains 20 learning objectives. On your first test attempt, you will be presented with 21 questions, at least one for each of the learning objectives. If you answer all 21 questions correctly on this attempt, you pass the test and may proceed to the End of Course Survey.

If you do not correctly answer all questions on the first test attempt, you must take the exam a second time. On the second attempt, you will only be given questions relating to the learning objectives that you missed on your first test attempt. For example, if you missed only two questions on your first attempt, you will only receive two questions for your second test attempt.

If you do not pass the exam on your second test attempt, you will have one final opportunity to pass the exam. This third test attempt will only include questions relating to objectives that you missed on both the first and second test attempts. If you do not pass the exam on your third test attempt, you will be automatically disenrolled.

It is essential that you contact your instructor before this third and final attempt to clear up any confusion you may have regarding the outstanding learning objective(s).



Final Exam - Open Book Procedure

The Final Exam is designed to be "Open Book," but the current version of the learning management system (Virtual Campus) does not allow you to have a lesson and an exam open at the same time. So, the following steps are recommended to view course content while taking the Final Exam:

1. Click on "Final Exam" in the Table of Contents.
2. Enter Exam by Clicking "Take Test" button. This will generate your exam version.
3. When test opens, print the screen to have a paper copy of the test.
4. Click on the Table of Contents to leave the Final Exam.
5. Using the paper copy of the Exam for reference, review specific lessons as needed.
6. Write the correct answers on the paper copy.
7. Re-enter the Final Exam by clicking on it in the Table of Contents. Note when the test regenerates that you will see the same questions and answer options, but that both are likely to be in a different sequence than the version you printed. **READ CAREFULLY.**
8. Now, you may fill in your answers in the online version of the Final Exam. Caution: The questions will be the same, but the answers may appear in a different order.
9. When you have finished filling in your answers online, click submit to send your test answers. If you leave the test without completing it, your answers will be lost.
10. Click on the remediation link to view the lesson for any questions which you missed.



Navigation

Navigation through the Earned Value Management Course is easy. Select the Back and Next buttons in the lower right corner of the page to move to the previous and next pages, respectively. Do not use the browser buttons at the top to move back or forward.

Additional information is often accessible through [blue hyperlink text](#), or through a graphic hotspot (you will be instructed in the text how to access a graphic hotspot). These either open an additional window or advance you to another page or another web site.

In some lessons, you will encounter links to long documents, such as the Interim Defense Acquisition Guide Book. These documents have been included as PDF files. Please click [View PDF Files](#) to learn how to open, view, and close these files.

In some lessons, you will encounter PowerPoint presentations. Please click [View PowerPoint Presentations](#) to learn how to open, view, and close these presentations.

Occasionally, you will be informed that a useful reference has been added to the Library. Please click [View Library Files](#) to learn how to open, view, and close Library files.

If you have a pop-up blocker installed on your computer, it may prevent you from viewing hyperlinks, PDF files, PowerPoint presentations, or Library files. Disable your pop-up blocker to ensure access to these files.

View PDF Files:

1. Click the link to the file, then wait as it opens in Adobe Acrobat Reader.
2. View the file.
3. Tip: You can save and/or print the file using the first two tools on the Adobe toolbar, the Save and Print buttons.
4. When you're finished viewing the file, to return to the lesson, first try clicking the Back button in the top left of your browser toolbar. If clicking your web browser Back button returns you to your lesson, please ignore the next step.
5. If clicking your web browser Back button has no effect, this indicates that this particular PDF file opened in a new window. In that case, click the X in the upper right-hand corner to close the window and you will be back in the lesson.

View PowerPoint Presentations

When you encounter a PowerPoint Presentation in a lesson, you can **view** it and then return to the lesson. The first procedure in this document explains how to do that. Some of the presentations include valuable supplemental information in the **Notes** field. The second procedure in this document explains how to see the notes that may accompany each slide. The final procedure explains how to **print** a presentation.

View PowerPoint Presentations:

1. Depending on your web browser settings, when you click the link to a PowerPoint presentation, a dialog box may appear asking if you would like to open the file or save it to your computer.
2. Click the Open button and a dialog box will indicate the progress as the file is opening. When Slide 1 displays on-screen, you're ready to begin.
3. The presentations contain several slides (typically between 20 and 50), each of which contains several animated elements.
4. To play the presentation, press the Page Down key on your keyboard **or** click the single down pointing arrow at the bottom of your vertical scroll bar.
5. Each time you press Page Down or click the single down pointing arrow on the scroll bar, the next element of the slide will display.

Tip: Some of the PowerPoint slides include graphic animation and sound so please allow time for any animations to display.

6. To go back, click Page Up or press the up pointing arrow at the top of your vertical scroll bar.
7. When all of the elements of a slide have displayed, click either Page Down or the single down pointing arrow to advance to the next slide.
8. When you have reached the end of the presentation, click the Back button on your browser toolbar to return to the lesson.

9. After returning to the lesson, a "General Error" message may display. If that happens, close the error message by clicking the X in the upper right-hand corner.
10. At this point, a second error message may display asking if you wish to return to your last location, be sure to click Cancel and not OK or the error messages will keep on popping up.

View PowerPoint Notes:

1. Right-click the first slide. Several options display.
2. Click Edit Slides. The presentation will display in Normal View.
3. In this view, there's a horizontal bar at the bottom that you can raise to reveal the notes pane beneath each slide. Carefully place your mouse pointer on the horizontal bar; the mouse pointer will change to a double-headed arrow.
4. Click and drag to raise the bar and widen the notes pane beneath the slide.
5. Now as you advance from slide to slide, you'll be able to read any notes that accompany each slide.

Print PowerPoint Presentations:

1. Right-click on any slide. Several options display.
2. Click Print. The Print dialog box displays.
3. Click OK. The presentation will print, one slide per page.

View Library Files:

1. If the Table of Contents is hidden, click the View Table of Contents button on the Atlas toolbar.
2. Rest your mouse on the Student Support Tools button on the toolbar. The list of tools will display.
3. Click Library. The folders and files in the Library will display in a new window.
4. Click [Download File] on the file you want to open. The file will open in a new window.
5. When you're finished viewing the file, click the X in the upper right-hand corner to close the file and return to the Library.
6. Click the X in the upper right-hand corner of the Library window and you will be back in the Atlas window.



Graphic Long Descriptions

The Earned Value Management Course is intended to meet Government standards for access by people with disabilities. To fully meet these requirements, graphics must be described in text for the vision-impaired individual. This text is then read aloud by that individual's screen reader.

For simple graphics, these required descriptions are provided by alternative text, which appears on-screen when you either roll over or tab to the graphic.

For more complex graphics requiring a more detailed text description, a **long description** is used. The long description is accessed by either clicking on or tabbing to a small D tag found near the graphic. Note the long description associated with the graphic at the right.



[D](#)

Long Description

Figure 1-1: Graph of project cost report - dollars vs. time. The budget cost curve goes from zero cost at zero time up to target cost at the end of project time. The actual costs curve goes up from zero at time zero to some value at time now. At time now the actual costs are lower than the budget costs, and the difference is called the variance.



Knowledge Reviews

Located at the end of each lesson is a Knowledge Review multiple choice question. These questions are not graded, but enable you to measure your comprehension of the lesson material. You will find these Knowledge Reviews to be similar to the questions you will see on the final exam.

You will have two attempts to answer each question. After your second attempt, if you have **not** selected the correct answer, you will receive feedback that your answer is incorrect. If on either the first or second attempt you answer the question correctly, you will receive feedback that the answer is correct. Both the Correct Feedback and the final Incorrect Feedback contain information to reinforce the appropriate learning point. Please take the time to read this information.

Final Incorrect Feedback may contain a link to a page with the original information. After you access this link and review the material, click the return button to close that page and return to the Knowledge Review. You may now attempt to answer the question again.

The following page contains an example of a Knowledge Review.



Course User Guide Knowledge Review

The following Knowledge Review is a multiple choice question. Only one answer is correct; select the best answer and feedback will immediately appear.

How do you move from Page 5 to Page 6 in a lesson?

- a. The Next Button Correct, The Next Button is the way to move from Page 5 to Page 6.
- b. The Back Button
- c. The Help Button

Correct. The Next Button is the way to move from Page 5 to Page 6.



Getting Help

To access Frequently Asked Questions (FAQs) regarding BCF 102, click Student Support Tools in the top menu bar, then click the FAQs link.

For help with questions about the course content, including questions concerning tests, contact your instructor by e-mail (preferred) or phone. Your instructor's contact information can be found by clicking on the instructor's name on your student desktop.

For help with technical issues, you can contact the Help Desk.



End of Lesson

You must click the **Next** button in order to receive credit for this lesson.