

CAC-31: <b>Distributed Learning Development:</b> DL products are developed, delivered, and maintained IAW TRADOC and Army policies and regulations.					As of: Final Draft 2012			
Criteria	Criteria Guidelines	References	Required Documents	Applicability				Mandatory Comments
				CoE	School/College	TR NCOA	RC	
<p><b>Criterion 31a:</b> The ADDIE processes were used in developing DL IMI training and education product.</p>	<p><b>31a (1):</b> GFI/GFM, CAD, and supplemental information are used to develop the training product; this may include job/mission analysis, critical task analysis, lesson plans, FMs, and doctrinal publications.</p> <p><b>31a (2):</b> The PWS establishes contractor performance criteria and deliverable requirements for the production of DL courseware under the DL Contract vehicle.</p> <p><b>31a (3):</b> The final products are approved by the proponent.</p>	<p>TRADOC Pamphlet 350-70-12 and TR 350-70</p>	<p>Selected courses' POI, Course Map, and Performance work statement.</p>	X				
<p><b>Criterion 31b:</b> Media used enhances learning and involves learners; judged to be correct, clear, good quality, easy to read and understand by learners, and does not cause cognitive overload.</p>	<p><b>31b(1):</b> The product connects learning to what the target audience already knows (prerequisite knowledge).</p> <p><b>31b(2):</b> The products trigger/stimulate concrete imagery and/or experiences.</p> <p><b>31b(3):</b> New concepts and terms are defined and explained.</p> <p><b>31b(4):</b> The products actively engage/involve learners. Overall, the products incorporate a variety of teaching and learning techniques; judged to be interesting.</p> <p><b>31b(5):</b> If required by the instructional design, the products allow students to communicate with the instructors, other students, and technicians for assistance when needed. Courseware may utilize a blended learning methodology using an "instructor in the loop" to assist with student remediation.</p>	<p>TRADOC Pamphlet 350-70-12 and TR 350-70</p>	<p>Selected courses' POI, course map, instructional media design package, Web and CD ROM versions of courseware</p>					

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<p><b>Criterion 31c:</b> The products provide <b>feedback on performance consistent with the instructional design, strategy and method.</b></p>	<p><b>31c(1):</b> The products provide frequent corrective feedback on performance. Feedback should address the accuracy of learners' responses to problems and tasks.</p> <p><b>31c(2):</b> All tests and other student assessments include timely, constructive feedback that enhances learning.</p> <p><b>31c(3):</b> Tests are at the appropriate level of difficulty and discriminate among levels of student performance.</p> <p><b>31c(4):</b> Correct performance is rewarded.</p> <p><b>31c(5):</b> Remediation (if required) should be conducted after any "check-on-learning."</p>	Pamphlet 350-70-12	Web and version of courseware, results of test item analysis.					
<p><b>Criterion 31d:</b> Performance of the product reviews and validation procedures help ensure achievement of the required level of QC for DL courses and courseware.</p>	<p><b>31d(1):</b> The products have been validated - alpha and beta tests were conducted. Corrections were made. Audit trails are maintained.</p> <p><b>31d(2):</b> The products provide navigation features that ensure learners know where they are in the lesson/course, <b>where appropriate.</b></p> <p><b>31d(3):</b> The products allow students to leave the course and then resume training where they left off.</p> <p><b>31d(4):</b> Stand-alone versions of the courseware are available for use by students in remote locations.</p> <p><b>31d(5):</b> The courseware is available for student distribution; input to the RDL online card catalog with ATIS-TIS</p>	TRADOC Pamphlet 350-70-12.	Test item analysis results, Web version of courseware.					
<p><b>Criterion 31e:</b> The proponent captures</p>	<p><b>31e(1):</b> Institution tracks the number of completions in ATRRS (quota managed courses). Students receive credit for the course after they</p>	TRADOC Pamphlet 350-70-12,	POI, PWS, Web and CD ROM					

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metrics to determine the effectiveness of learning accomplished through DL using several different processes.	<p>have successfully completed all of the task-based training requirements contained in the course. Functional courses are not necessarily managed by ATRRS; neither are self-development or reach-back course versions.</p> <p><b>31e(2):</b> Institution tracks number of months the courseware was fielded with students enrolled before major maintenance or revision was performed.</p> <p><b>31e(3):</b> Institution obtains feedback from students on the value of DL.</p>	TRADOC Campaign Plan	versions of courseware, end-of-course surveys, TRADOC Form 350-70-12-1.					
<b>Criterion 31f:</b> The proponent designs and develops DL products IAW the <b>Army Learning Model (ALM)</b> and other appropriate command guidance.	<p><b>31f(1):</b> The Institution has a DL course redesign/development management plan based on the <b>Army Learning Model (ALM)</b> and other appropriate command guidance.</p> <p><b>31f(2):</b> The Institution analyzes, updates, and develops its DL courseware IAW the <b>ALM</b>, the course development management plan, and other appropriate command guidance.</p>	<p><b>ALM</b></p> <p>ALC 2015 Implementation Plan</p> <p>TRADOC Reg 350-70</p> <p>TRADOC Pam 350-70-4</p> <p>TRADOC Pam 350-70-12</p>	<p>DL course redesign/development management plan</p> <p>Review DL courseware</p> <p>End-of-course surveys</p> <p>Test item analysis</p> <p>Instructor, student, and receiving unit interviews</p>					
<b>Criterion 31g:</b> The proponent uses a team, which includes input from both Army National Guard, and Reserve	<b>31g(1):</b> The proponent AA, NG, and USAR reps function as a collaborative "Development Team" in the analysis, design, development, and contract development of the Institution's DL products	<p><b>ALM</b></p> <p>TRADOC Reg 350-70</p>	DL course redesign/development management plan					

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representatives, to analyze, design, and develop DL products and contract requirements.		TRADOC Pam 350-70-4  TRADOC Pam 350-70-12	End-of-course surveys  Test item analysis  Instructor, student, and receiving unit interviews					
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<b>Criterion 31h:</b> The proponent designs and builds DL products after careful analysis of the <b>Army learning management tools'</b> capabilities and delivery systems that are available to both active and reserve Soldiers.	<b>31h(1):</b> DL products are designed and developed IAW the Army Learning Management Tools' capabilities and delivery systems that are available and useful to both AA and RC Soldiers.  <b>31h(2):</b> The Proponent ensures alternate/useful methods of delivery/infrastructure are available, when needed, to deliver DL products to both AA and RC Soldiers.	<b>ALM</b>  TRADOC Reg 350-70  Business Rules, Best Practices, and Examples of Army SCORM <b>Conformant Courseware (with appropriate SCORM edition)</b> <a href="http://www.atsc.army.mil/itsd/imi/bus_rules.asp">http://www.atsc.army.mil/itsd/imi/bus_rules.asp</a>	DL course redesign/development management plan  Performance work statement.  Review DL courseware  End-of-course surveys  Test item analysis  Instructor, student, and receiving unit interviews					
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