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ACQUISITION
INSTITUTE

Instructor Task Aids

To foster a high-performing, qualified civilian acquisition workforce.

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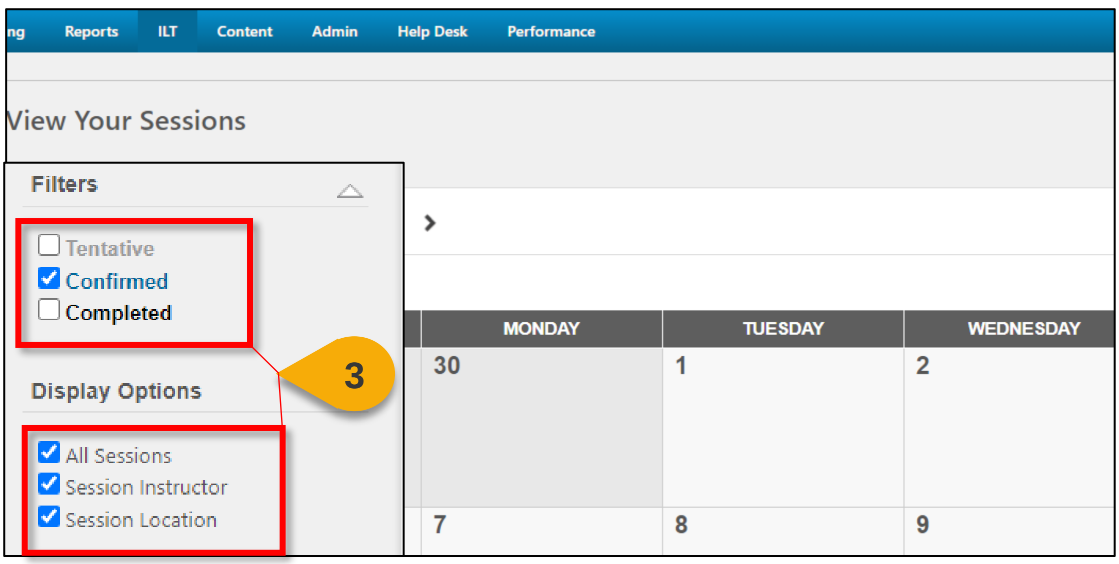
Instructor-Led Training (ILT)

View Upcoming Sessions

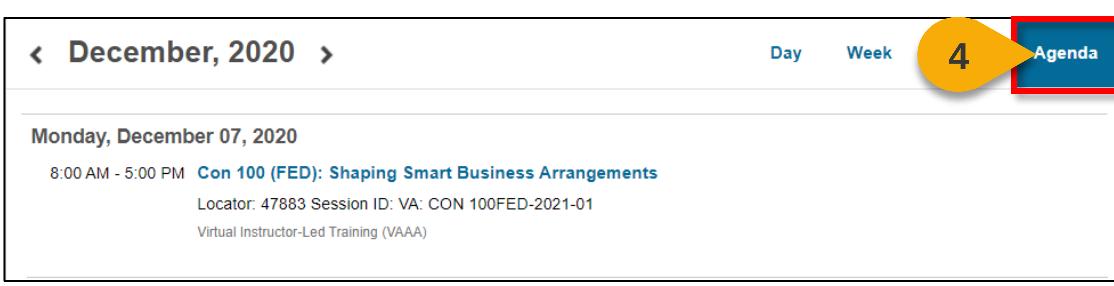
When you want to view the Sessions you're an Instructor for…

Steps 1 & 2: Hover over the **ILT** tab and click **View Your Sessions.**

Step 3: The Calendar view shows your upcoming Sessions and can be filtered by **Tentative, Confirmed, and Completed Sessions.** You can also change the display options to show **All Instructors, Session Instructor, and Session Location.**



Step 4: Click on the **Agenda tab** to change the view.



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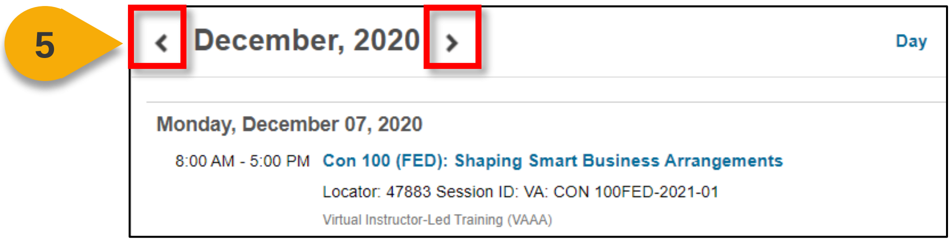
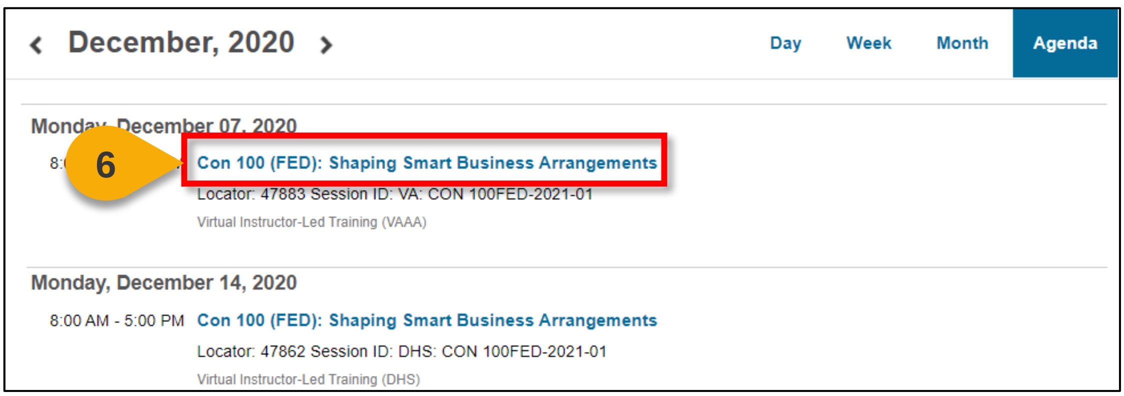
View Upcoming Sessions (Cont. 1)

Step 5: Use the **arrows** to navigate from month to month.



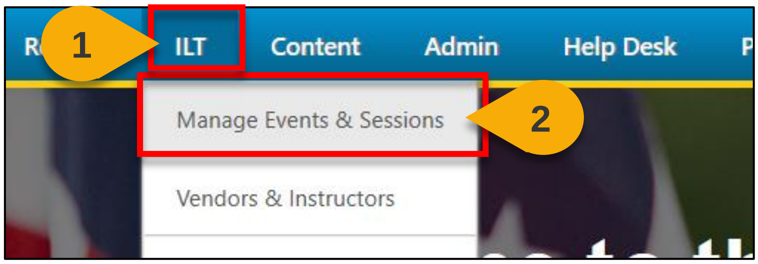
Step 6: Click on the **Event title** to see the information for this Session and access the Roster.



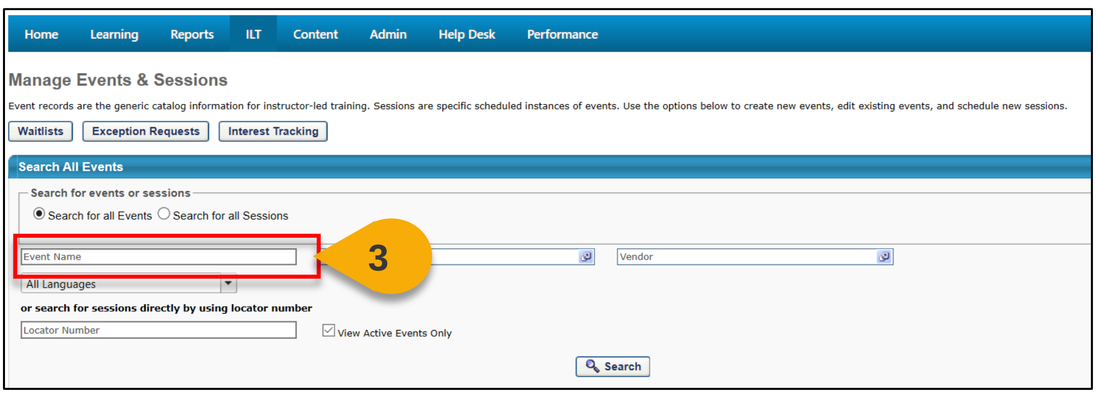
View Session Roster

When you want to view the Roster for an ILT…

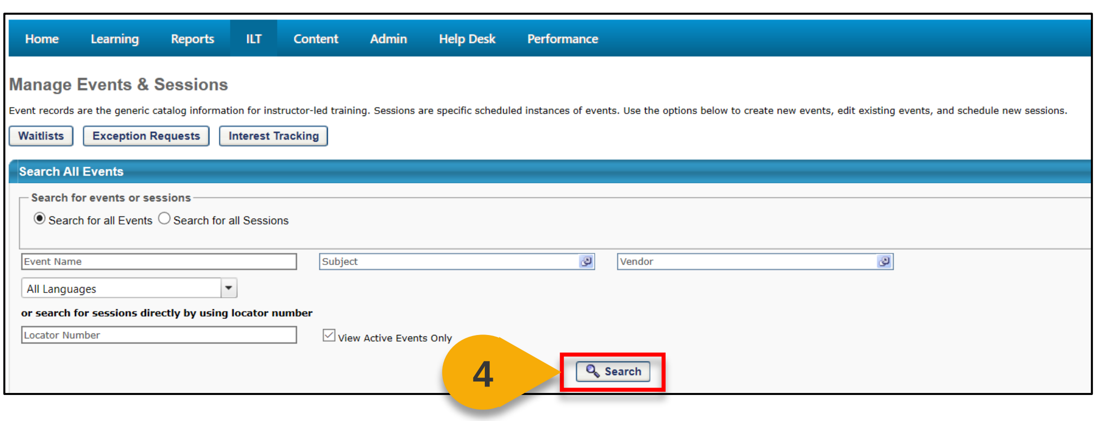
Steps 1 & 2: Hover over the **ILT** tab and click **Manage Events & Sessions.**



Step 3: Search for the Event to which the Session belongs. Enter the Event name into the **search field**.

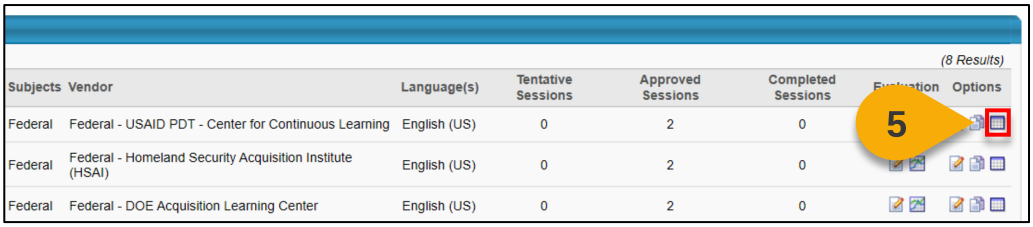


Step 4: Click **Search** or hit **Enter.**

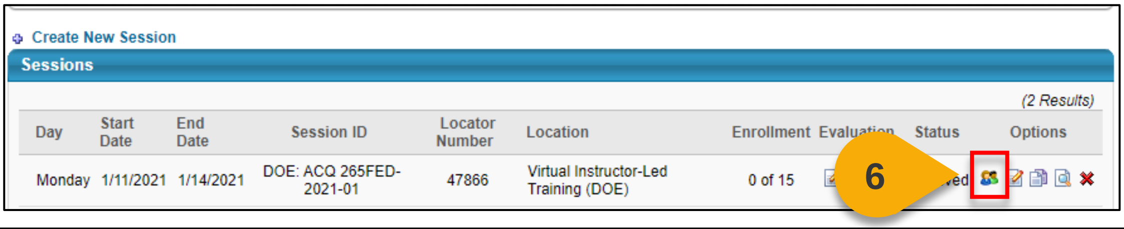


View Session Roster (Cont. 1)

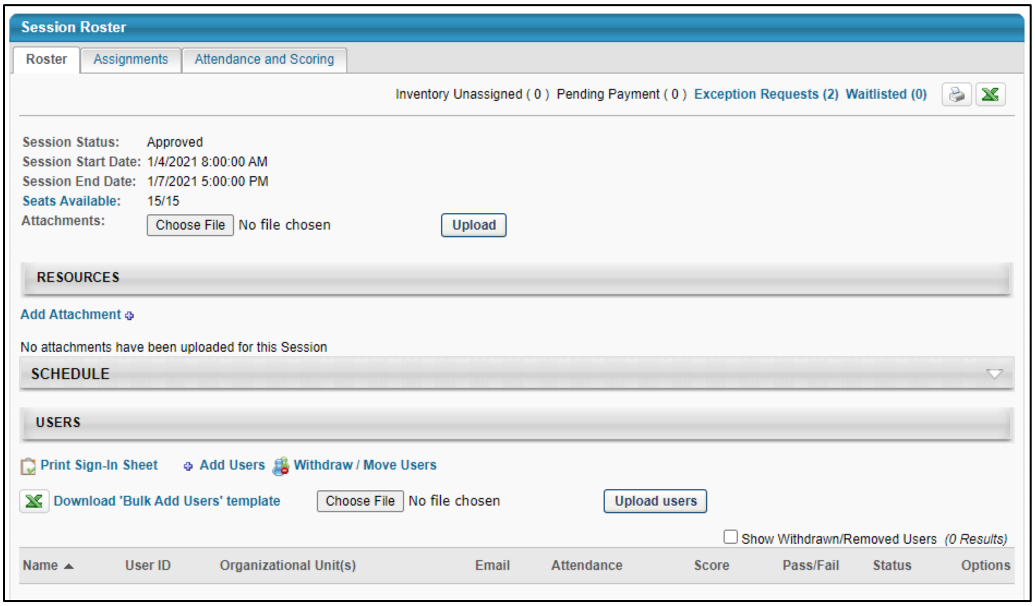
Step 5: Select the **View Sessions icon** under the Options column to the right of the Event name.



Step 6: Click the **Roster icon** in the Options column to the right of the Session you would like to view.



Step 7: From this page, you may view Users on the Roster and Waitlist. Additionally, you can manage enrollment and attendance.



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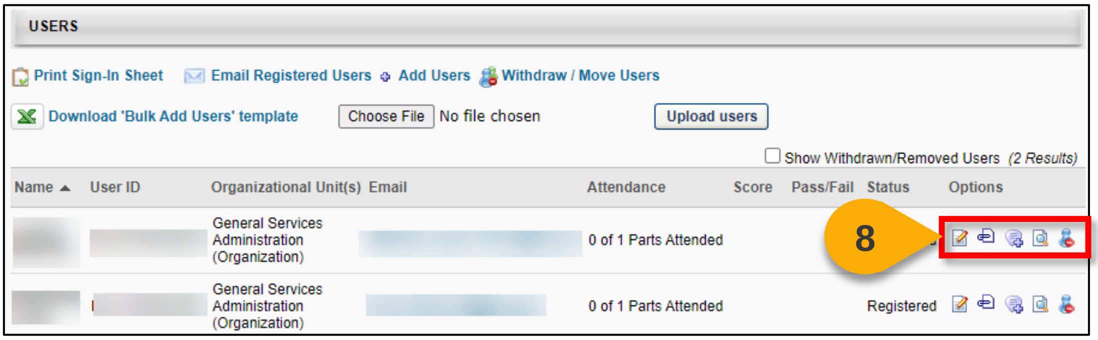
View Session Roster (Cont. 2)

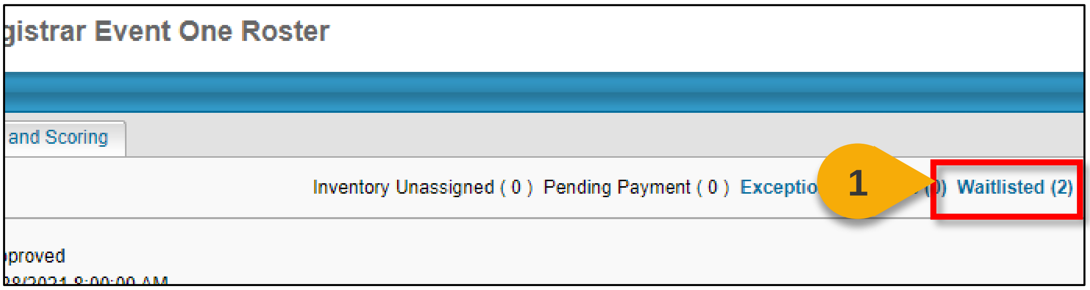
Step 8: In the Users section of the Roster, you will see the Users who have been granted seats in the Session. Use the icons in the **Options** column to view the User's enrollment history or remove the User from the Roster.



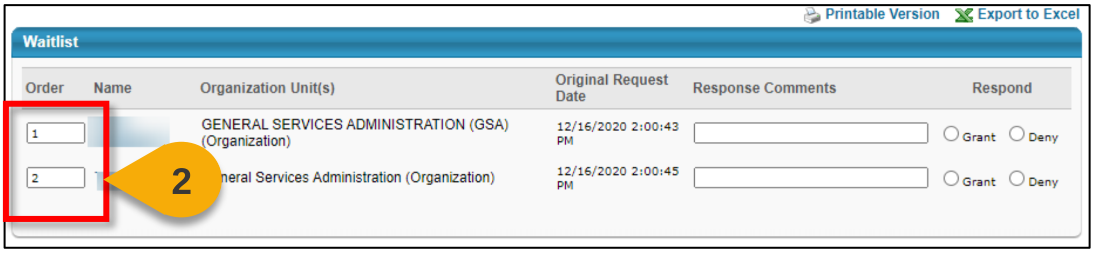
Manage Waitlist

When you want to manage a waitlist for an ILT…

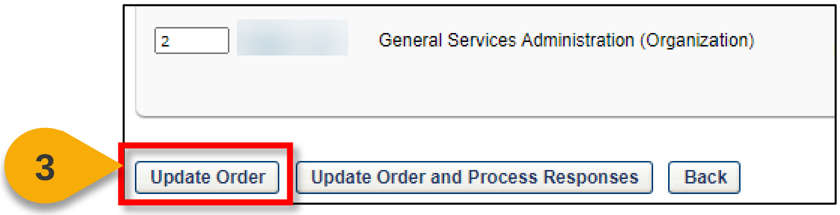
Step 1: Use the “View Session Roster” task aid to navigate to the Session Roster. Click the **Waitlisted link** in the top-right to view the Waitlist.



Step 2: The Waitlist will display. Edit Waitlist priority by changing the numbers in the **Order** column. The User with Order 1 will have first priority for an open spot in the course.



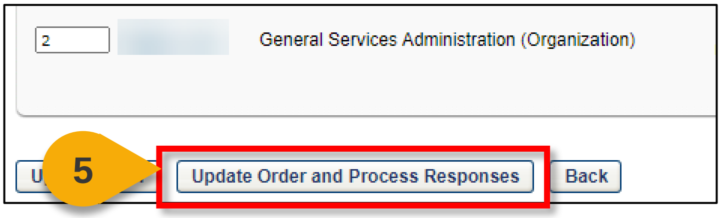
Step 3: Click **Update Order** to save these changes.



Step 4: If you would like add a User to the Roster, select **Grant** in the Respond column. If you would like to remove a User from the Waitlist without granting them a spot in the course, select the **Deny** option in the Respond column.

Manage Waitlist (Cont. 1)

Step 5: Click **Update Order and Process Responses** to save these changes.



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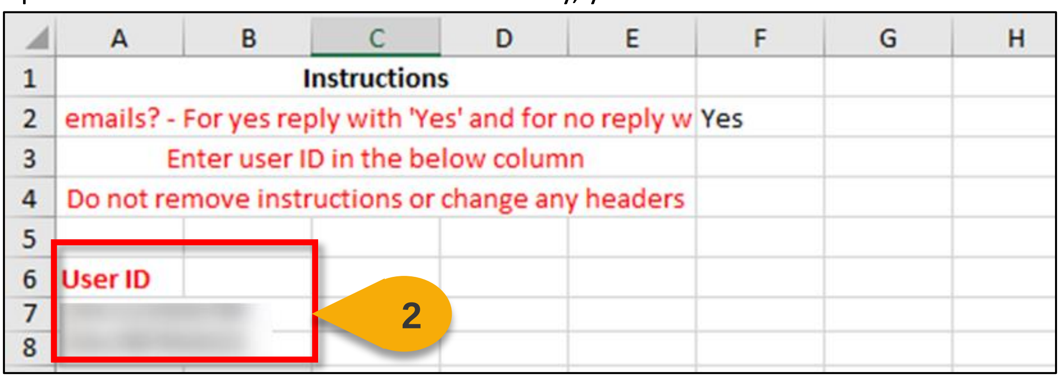
Update Roster via Upload

When you want to upload an updated Roster...

Step 1: Use the "View Session Roster" task aid to navigate to the Session Roster. Click on **Download 'Bulk Add Users' template**. A Microsoft Excel file will download.

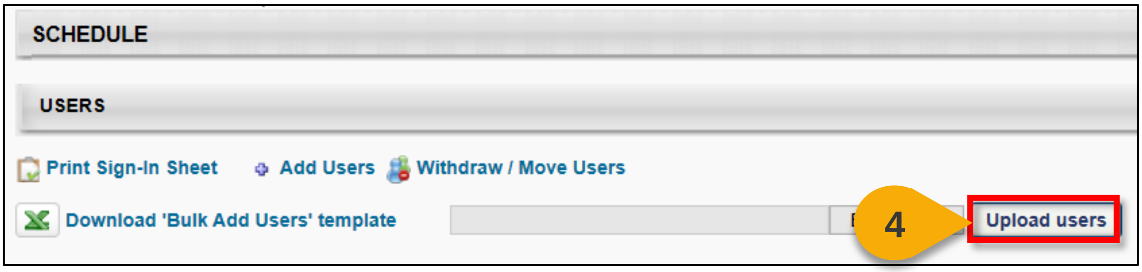
Step 2: In the file, enter the **User ID** of each User you want to add to the Roster into the spreadsheet and save the file. Alternatively, you can enter the User's **email**.



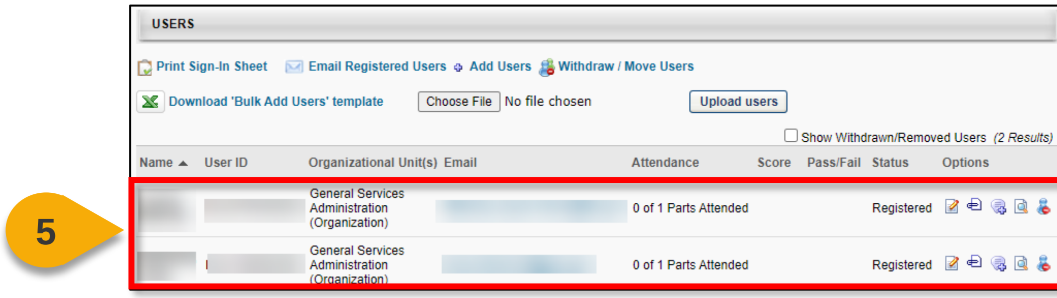
Step 3: Save the file to your computer. On the Roster page, click **Browse** and choose the Roster file you wish to upload.

Update Roster via Upload (Cont. 1)

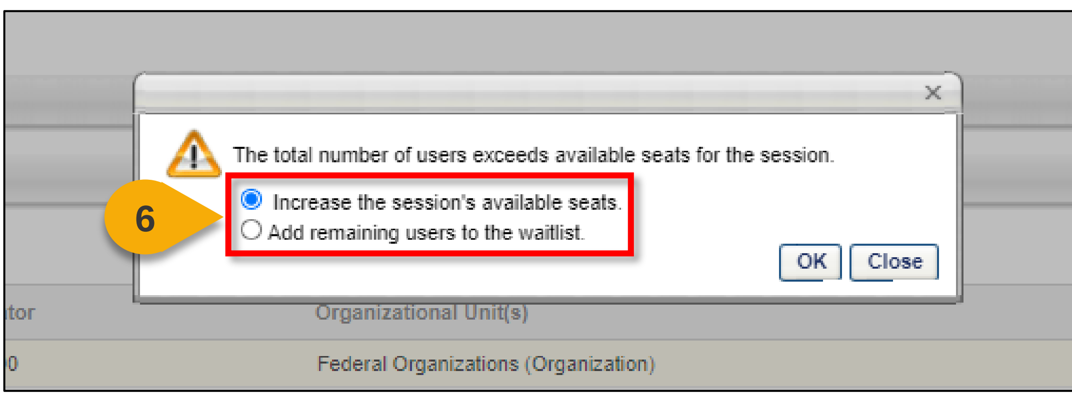
Step 4: Click **Upload Users**.



Step 5: If there are sufficient seats on the Roster, Users will we added to the Roster.



Step 6: If the Roster is full or if you are adding Users who fall outside the Enrollment Restrictions, a popup will appear with a warning message. You have the option to either **Increase the Session's available seats** or **Add remaining Users to the waitlist.**



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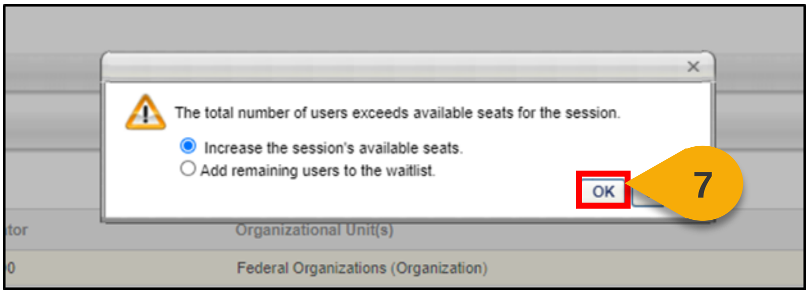
Update Roster via Upload (Cont. 2)

Step 7: After choosing your preferred option, select **OK.** Users will be added to the Roster and/or the Waitlist.

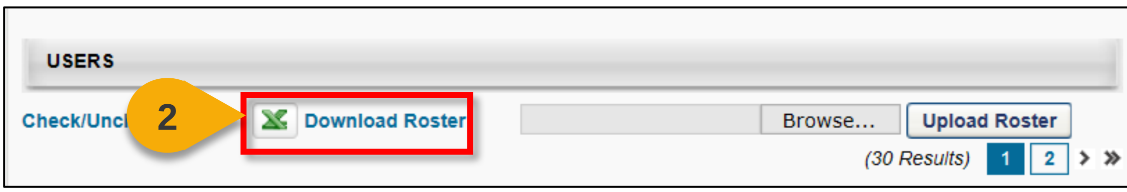


Upload Attendance

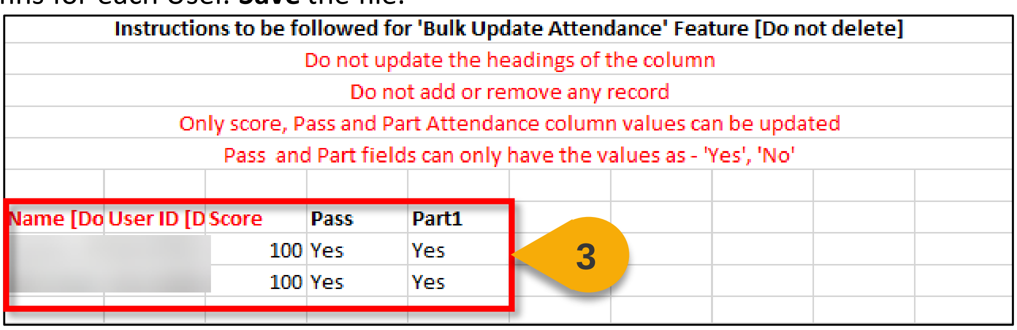
When you want to upload an attendance sheet to the Roster…

Step 1: Use the “View Session Roster” task aid to navigate to the Session Roster. Click on the **Attendance and Scoring** tab.

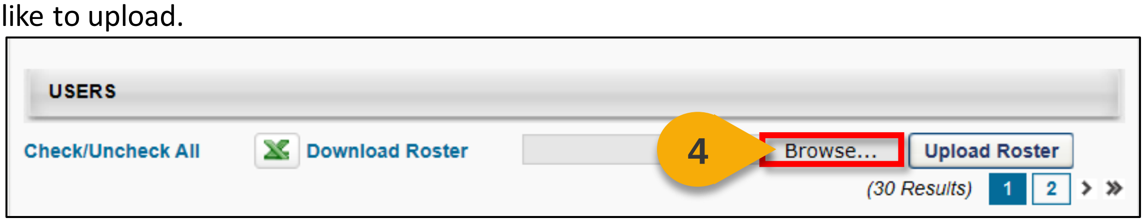
Step 2: Click **Download Roster**. The file will download to your computer.



Step 3: In the Excel file you downloaded, update the **Score, Pass, and Part Attendance** columns for each User. **Save** the file.



Step 4: On the Roster page, click on **Browse.** Select the attendance sheet you would like to upload.



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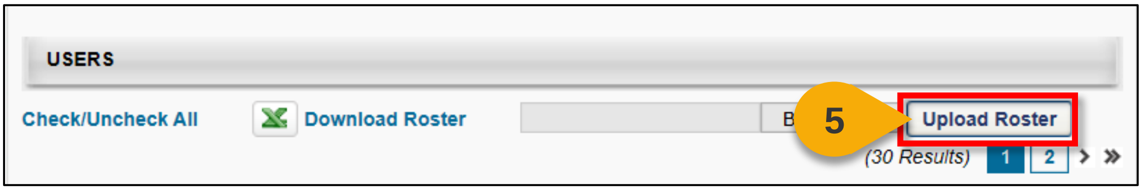
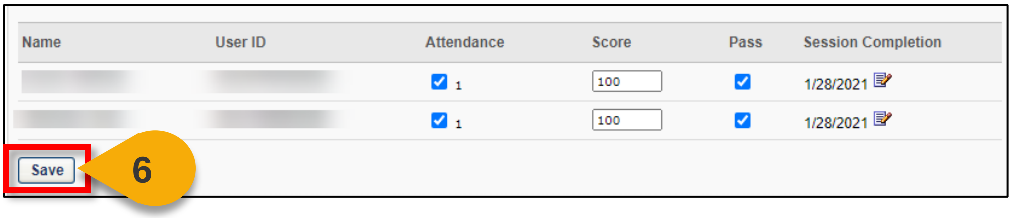
Upload Attendance (Cont. 1)

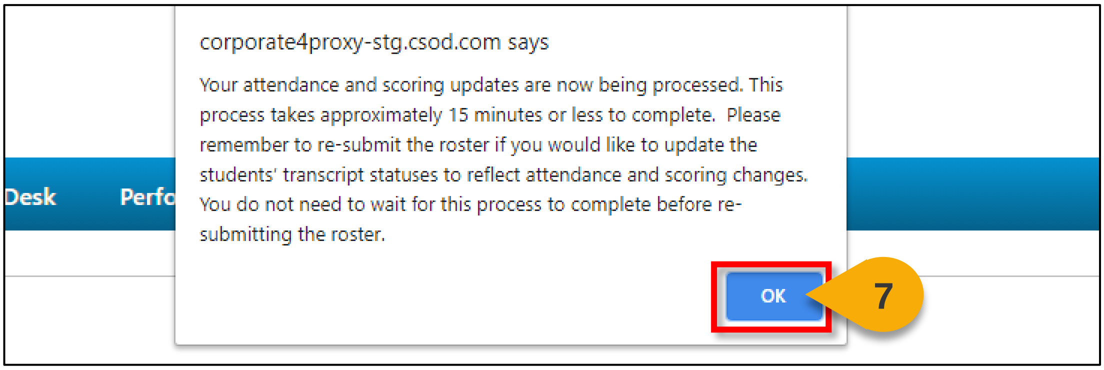
Step 5: Click on **Upload Roster.** The attendance sheet will then be uploaded.



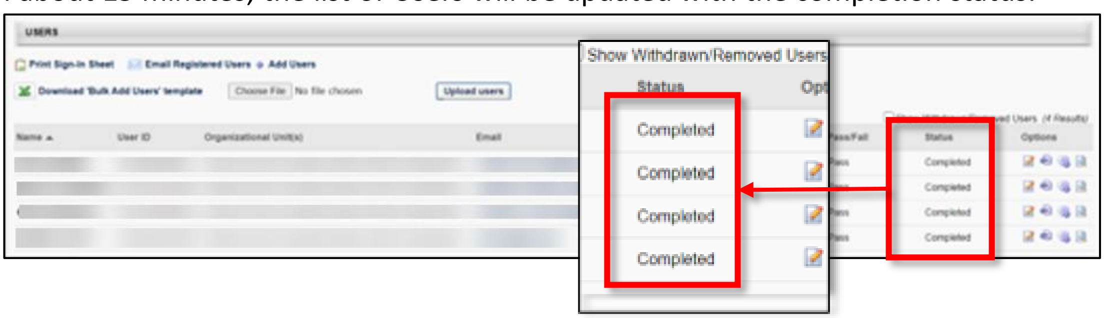
Step 6: The Attendance page will update. Click **Save** to save the updated attendance.



Step 7: A popup will appear to notify you that the attendance is being updated and that the process will take about 15 minutes. Click **Ok.**



Step 8: The page will refresh and display the roster tab. Once the attendance processes in about 15 minutes, the list of Users will be updated with the completion status.



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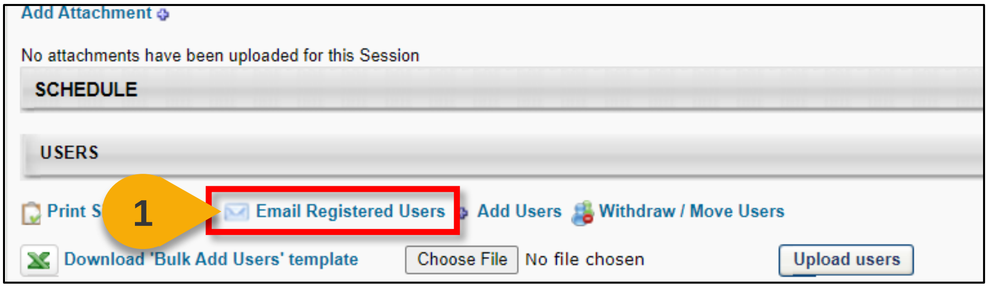
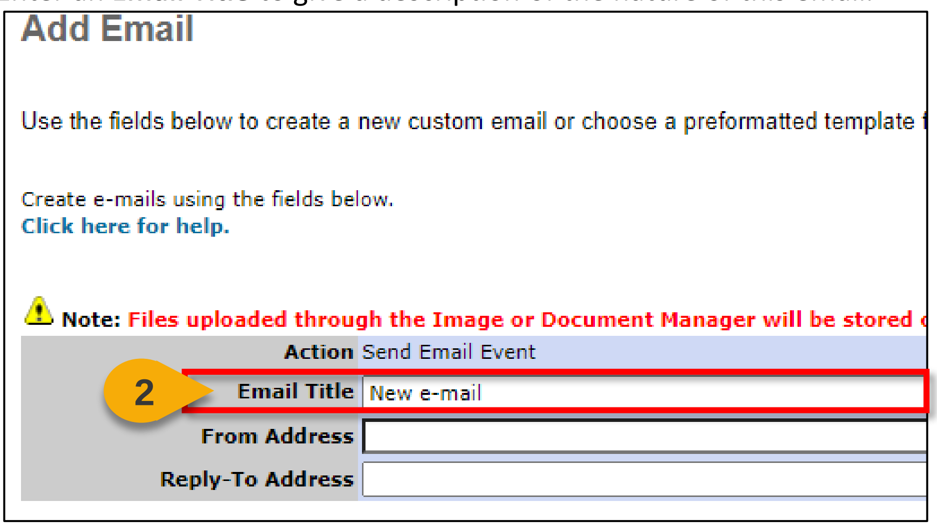
Send Emails from Roster

When you need to email students enrolled in a Session…

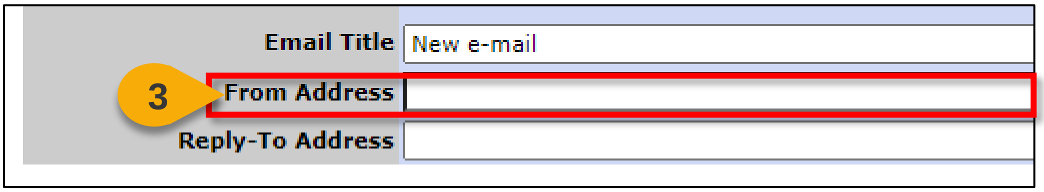
Step 1: Use the "View Session Roster" task aid to navigate to the Session Roster. From the Roster, click **Email Registered Users.**



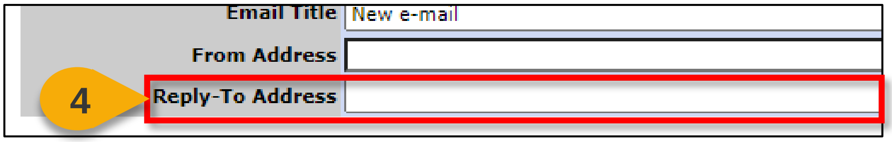
Step 2: Enter an **Email Title** to give a description of the nature of this email.



Step 3: Enter a **From Address**.



Step 4: Enter a **Reply-To Address** for recipients to respond.



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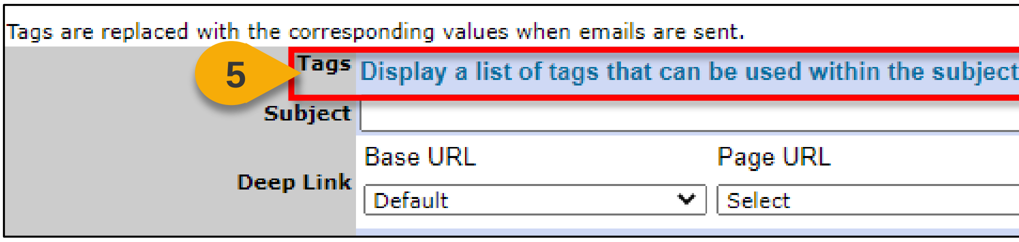
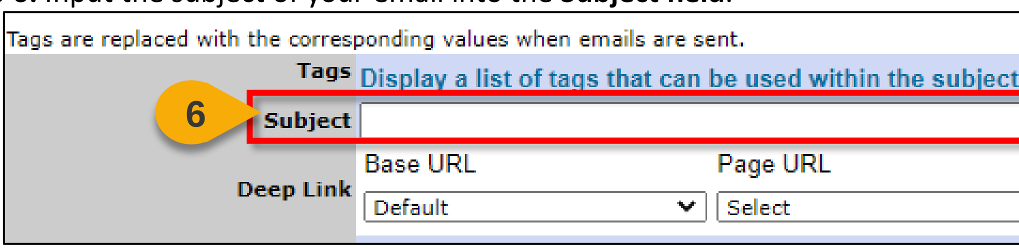
Send Emails from Roster (Cont. 1)

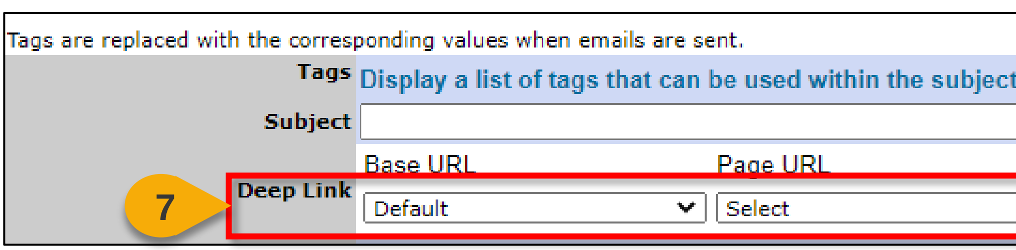
Step 5: Click **Display a list of tags that can be used within the subject** to show a list of available tags you can use in the Subject and Body of the email. If you decide to use tags, we recommend copying the tag directly from the menu and pasting it into the subject or body of the email.



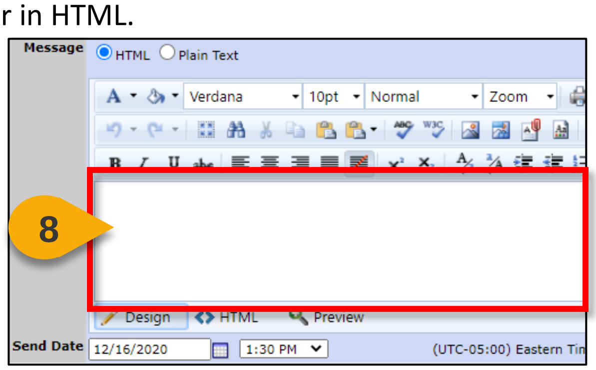
Step 6: Input the subject of your email into the **Subject field**.



Step 7: Use the **Deep Link dropdown options** to select a link to a page in CSOD.

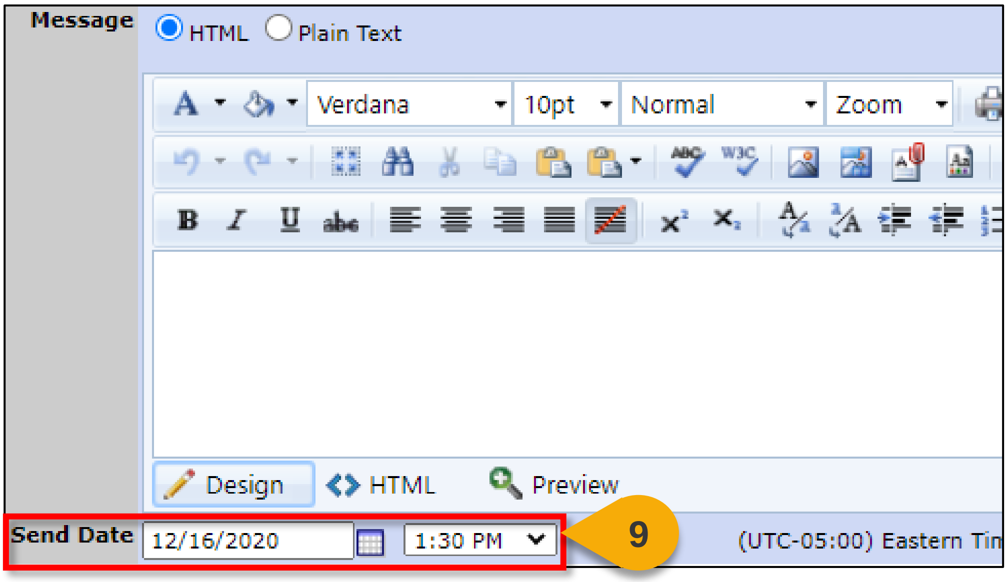


Step 8: Write the body of the email into the **Message** field. You can choose to send the email as Plain Text or in HTML.

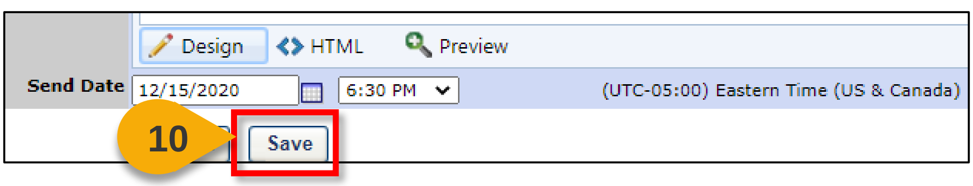


Send Emails from Roster (Cont. 2)

Step 9: Select a **Send Date.** This is the date and time at which the email will send.



Step 10: Click **Save** to send the email on the Send Date you selected.



Reports

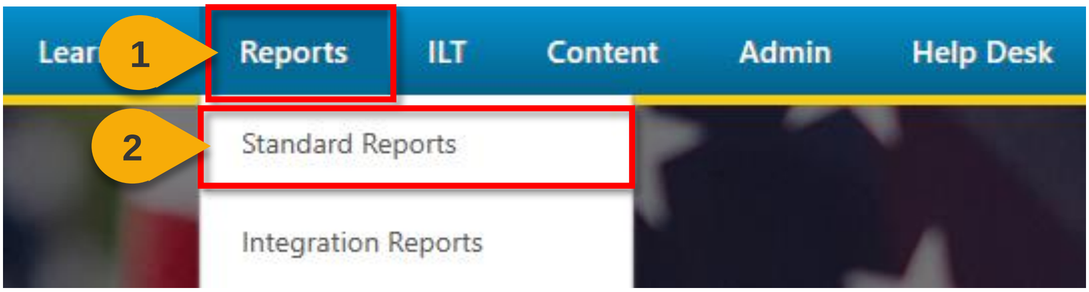
Standard Reports Available to Instructors:

- Instructor Calendar Report
- Training Evaluation Report

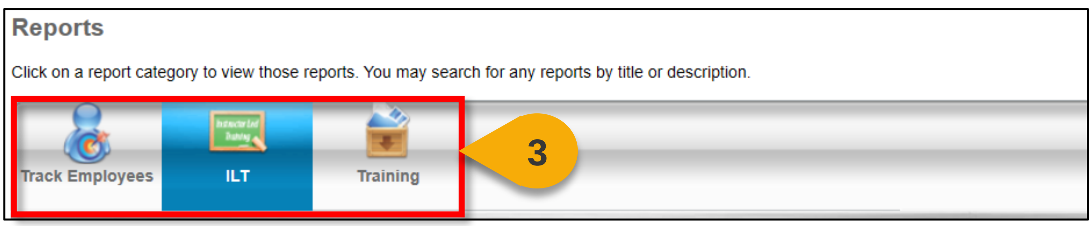
View Standard Reports

When you want to view Standard Reports…

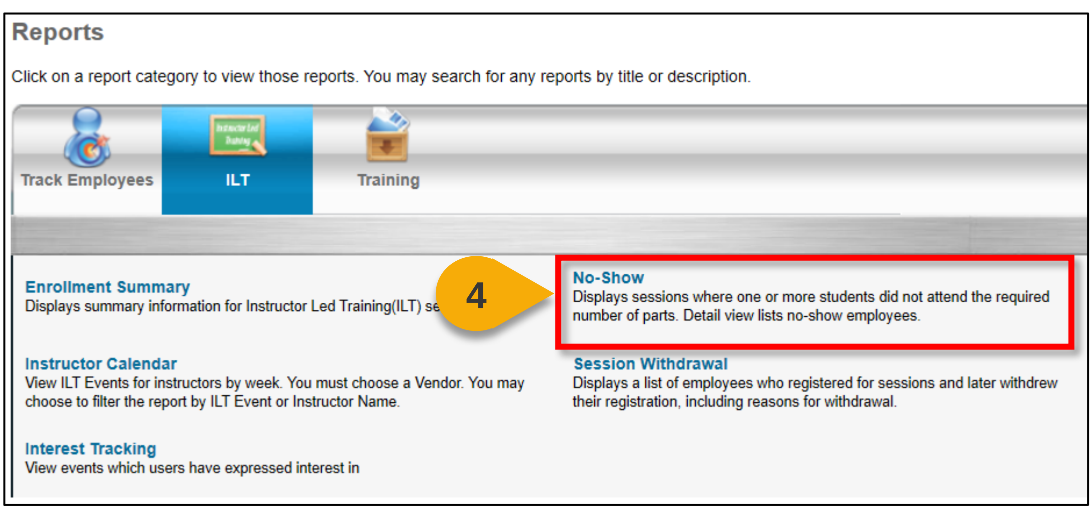
Steps 1 & 2: Hover over the **Reports tab**, then click **Standard Reports**.



Step 3: Choose the **Report Category**. The Report Categories available will vary depending on your roles.



Step 4: Select the type of report you would like to view by clicking on the **name of the report**. The reports available to you will vary depending on your roles. See the previous page of this task aid for the minimum reports you should see for this role.



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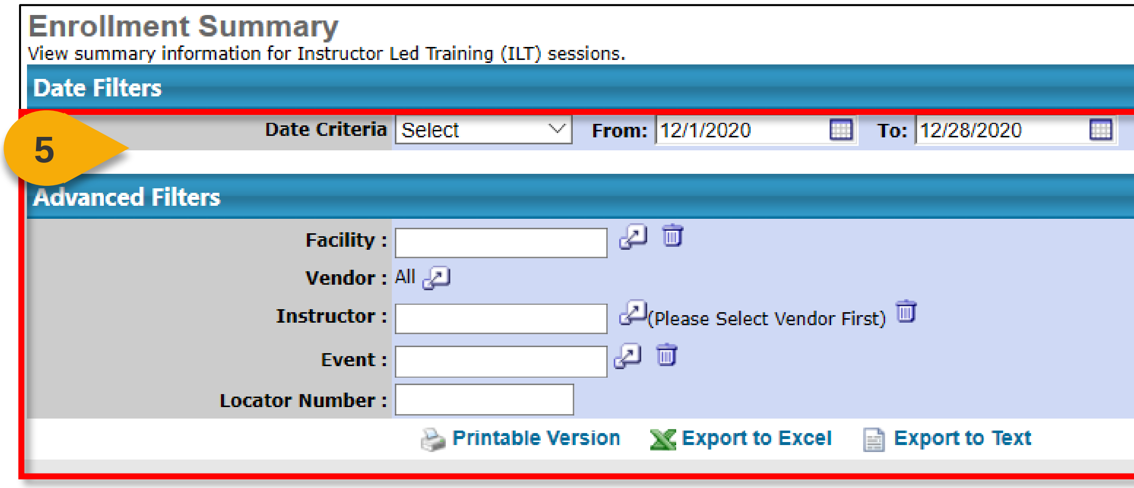
View Standard Reports (Cont. 1)

Step 5: Enter data into the **filters** you would like to apply to the report. The filters available will vary depending on the report selected. The system will alert you if you try to run a Standard Report with required fields missing. Visit https://help.csod.com/help/csod_0/Content/Reporting/Standard_Reports/Standard_Reports_Overview.htm?Highlight=standard%20report for more information on specific standard reports.



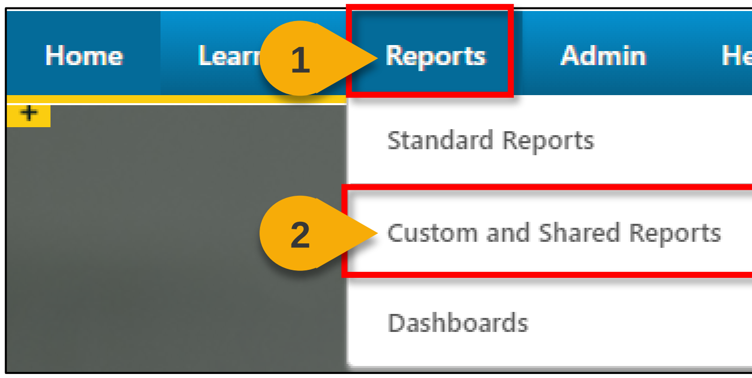
Step 6: Select the option you would like for the export: **Printable Version**, **Export to Excel**, or **Export to Text** (when available). The file will download to your computer.

Note: You may receive an error message when trying to open the spreadsheet. If this happens, click “Yes” to open the file.

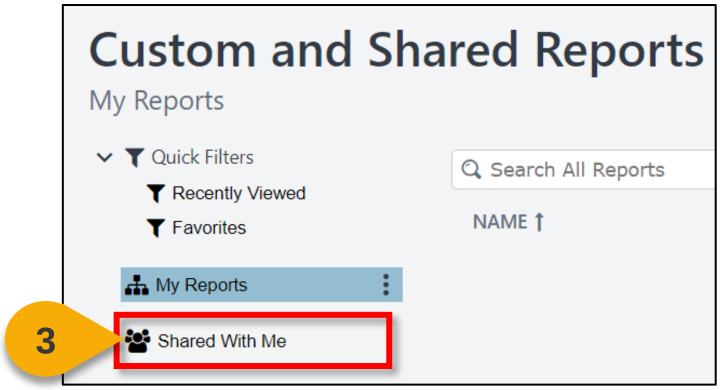
View and Download Custom Reports

When you want to filter and download a report…

Steps 1 & 2: Hover over **the Reports tab**, then click **Custom and Shared Reports.**



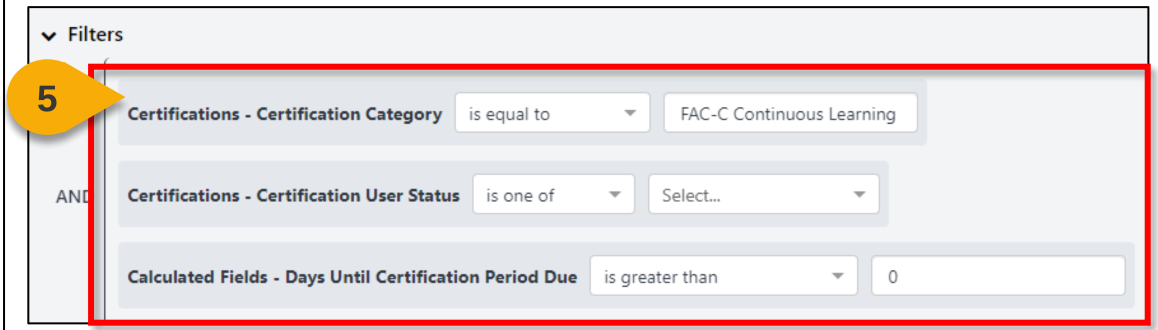
Step 3: On the left-hand side of the screen, click **Shared With Me** to see reports that have been shared with you.



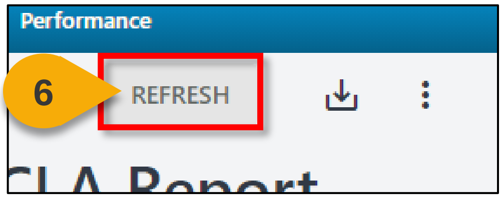
Step 4: Click the **Report Name** you would like to view to update the report filters.

View and Download Custom Reports (Cont. 1)

Step 5: Update the **filters** as needed. The filters will vary based on the report.

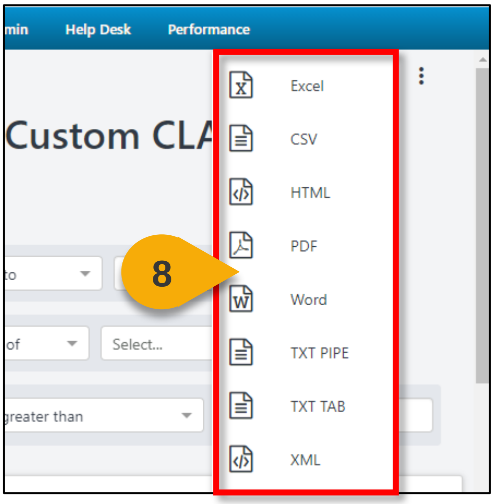


Step 6: Click **Refresh** in the top right corner to see a sample of the newly-filtered report, which will appear on the bottom portion of the page.



Step 7: Click the **Download Options icon** in the top right corner to see the formats available for this report.

Step 8: Choose the **File Format** in which you would like to download the report. The report will download to your computer.



Additional Resources

Additional Resources

Support Area	Support Provided	Contact
Defense Acquisition University (DAU) Help Desk	• FAI CSOD System Questions and Issues • FAI CSOD System Errors and Troubleshooting • Password Issues and Resets	Email: DAUHelp@dau.edu Phone: (703) 805-3459, X1
Your Agency's Acquisition Career Manager (ACM)	• Agency-specific Acquisition Training, Certification, and Continuous Learning (CL) Requirements • Agency-specific Acquisition Policies and Procedures • Career Development • Training and Development Opportunities	https://www.fai.gov/humancapital/acquisition-career-manager-acm
FAI CSOD Training Materials and Online Resources	• Task Aids for FAI CSOD Roles • FAI CSOD Training Videos • Other Guidance for Performing Tasks in FAI CSOD	https://dau.csod.com/catalog/CustomPage.aspx?id=221000511 https://dau.csod.com/catalog/CustomPage.aspx?id=221000509
FAI Website FAQs	• FAI CSOD Migration • Acquisition Training • Federal Acquisition Certifications (FAC-C, FAC-COR, FAC-P/PM) • More!	https://www.fai.gov/page/migration-faitas-fai-cornerstone-ondemand-csod-faqs
FAI Staff	All other questions	faicsod@gsa.gov