



DEFENSE INFORMATION SCHOOL  
STRENGTH THROUGH TRUTH

## Social Media Managers Course - Navigation Guide

# Log In

Visit  
[dinfos-lms.goaclc.com](https://dinfos-lms.goaclc.com)  
and enter your username  
and password.

Click the "Login" Button.

The screenshot shows the login page for the Defense Information School. The page header includes the school's logo and the motto "STRENGTH THROUGH TRUTH". A navigation menu on the left lists "Home" and "Site news". The login form is centered and contains the following elements:

- USERNAME:** A text input field containing "JohnSmith".
- PASSWORD:** A password input field with masked characters.
- Remember username
- [Forgot your username or password?](#)
- [Follow this link, and make sure to check your spam/junk mail for a response](#)
- Login:** A button highlighted with a red box.
- Footer text: "Login issues: [info@goaclc.com](mailto:info@goaclc.com)  
[Login as a guest](#)"

In the background, a soldier in camouflage uniform is sitting at a desk with a laptop, looking at a mobile device. The text "You are not logged in (Log in)" is visible in the top right corner.

Diagram 1

Note: If you forget your username or password, follow the directions on the login page. Make sure to check your inbox and junkmail for an email with your temporary login information. The email will come from [SMMtechsupport@goaclc.com](mailto:SMMtechsupport@goaclc.com).

# Featured Courses Page

DEFENSE INFORMATION SCHOOL  
STRENGTH THROUGH TRUTH

John Smith  
Authenticated user  
Messages Log out

Home

Navigation

- Registered Courses
- Available Courses

Featured Courses

General Announcements

**Social Media Managers Course**

This course is required for all personnel assigned to manage social media accounts with DOD units.

Site news  
(No news has been posted yet)

Subscribe to this forum

Developed by ACIC

Here you will see all of the courses available. Click on your course to visit your course's main page.

Take note of the "Site News" section.

# Main Page

This is the main page of the Social Media Managers Course.

The screenshot shows the main page of the Social Media Managers Course. At the top left is the Defense Information School logo with the tagline "STRENGTH THROUGH TRUTH". At the top right, the user "John Smith" is logged in, with options for "Messages" and "Log out". Below the header is a navigation bar with a "Home" button. The main content area is titled "Social Media Managers Course" and features a large image of the Defense Information School seal. On the left side, there is a "Navigation" menu with expandable items: "Registered Courses", "Current course" (expanded to show "Social Media Managers Course" with sub-items: "Participants", "Badges", "General", "Introduction & Course", and "Administration Activities"), and "Available Courses". Below the navigation menu is a "Tool Box" with items: "Course administration", "Grades", and "Competencies". The main content area includes an "Announcements" section with a welcome message and contact information for the instructor. Below that is an "Introduction & Course Administration Activities" section with a compass icon and a description of the course's purpose. At the bottom, the "Lesson 1: Overview of Social Media" section is partially visible. Red arrows point from text annotations to these specific elements.

The Navigation Menu is on the left, with expandable menu items.

Below the Navigation Menu is your Tool Box, where you can access your grades and competencies.

Take note of the "Announcements" section, where you will find course updates.

Lessons available to you are listed below the "Announcements" section.

# Main Page (contd)

This is the main page of the Social Media Managers Course.

Take note of your name and avatar in the top right corner. Clicking on your avatar will take you to your "Profile". Here, you can upload a personal image for your avatar and send messages to course instructors or classmates. (See below)

Take note of the "Home" button. This button appears on most course pages. Clicking this button will bring you back to the course page.

Click on the arrow beside each menu item and explore the options for each menu item.

Take note of the navigation items within the "My Profile" box.

The screenshot shows the main page of the Social Media Managers Course. The page features a navigation sidebar on the left with sections for 'Navigation' and 'Tool Box'. The main content area displays the course title and a welcome message. In the top right corner, a user profile box shows the user's name and avatar. A 'My Profile' modal window is open, showing the user's profile information and navigation options.

Diagram 4

The 'My Profile' modal window displays the user's profile information. It includes a profile picture, the user's name, and fields for 'Active Courses', 'Department', 'Email address', 'Contact', and 'City/town'. At the bottom of the modal, there are three navigation icons: 'Forum Posts', 'Blogs', and 'Messages'.

Diagram 5

# Introduction & Course Administration Activities

Your first task is to complete your Introduction & Course Administration Activities.

The activities consist of two quizzes:

1. Course Pre-Assessment
2. Standards of Student Behavior

Click on the "Course Pre-Assessment" or "Standards of Student Behavior" menu item to access either quiz.

These activities can also be accessed by clicking the heading "Introduction & Course Administration Activities."

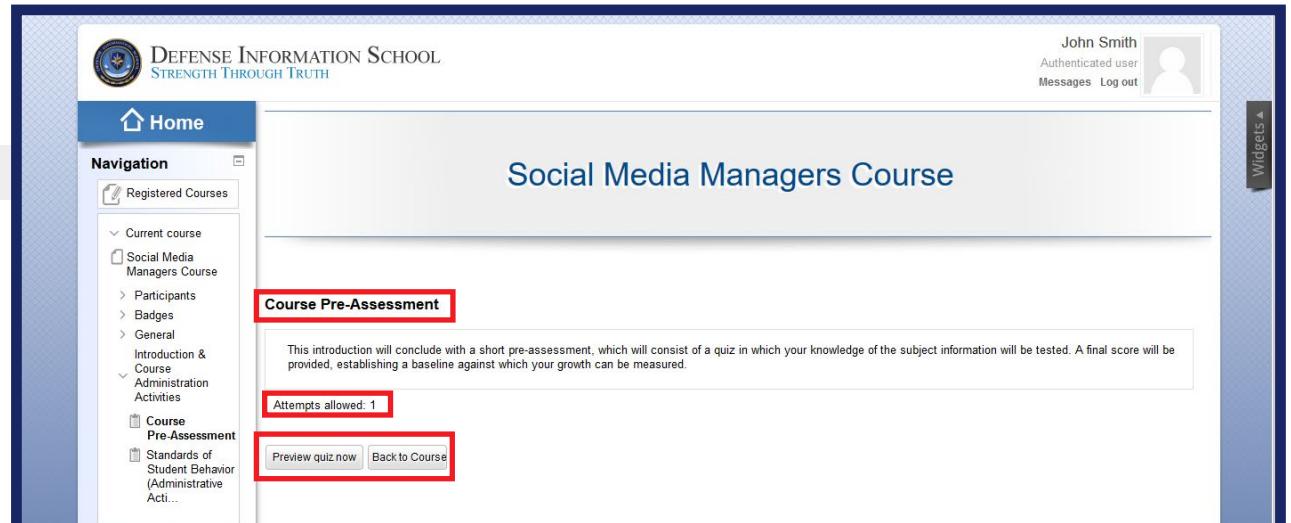
The screenshot shows the user interface for the Social Media Managers Course. At the top, the Defense Information School logo and name are visible, along with the user's name, John Smith, and options for Messages and Log out. The main heading is "Social Media Managers Course". Below this, there is a section for "Announcements" with a welcome message and instructions. A section titled "Introduction & Course Administration Activities" is highlighted with a red box, containing text about the course's purpose. The navigation menu on the left is also visible, with red arrows pointing to the "Introduction & Course Administration Activities" item and the "Course Pre-Assessment" and "Standards of Student Behavior (Administrative Act...)" items. A "Tool Box" section is also visible at the bottom of the navigation menu.

# Introduction & Course Administration Activities: Quizzes

## Course Pre-Assessment Quiz:

Take note - This quiz allows only one attempt.

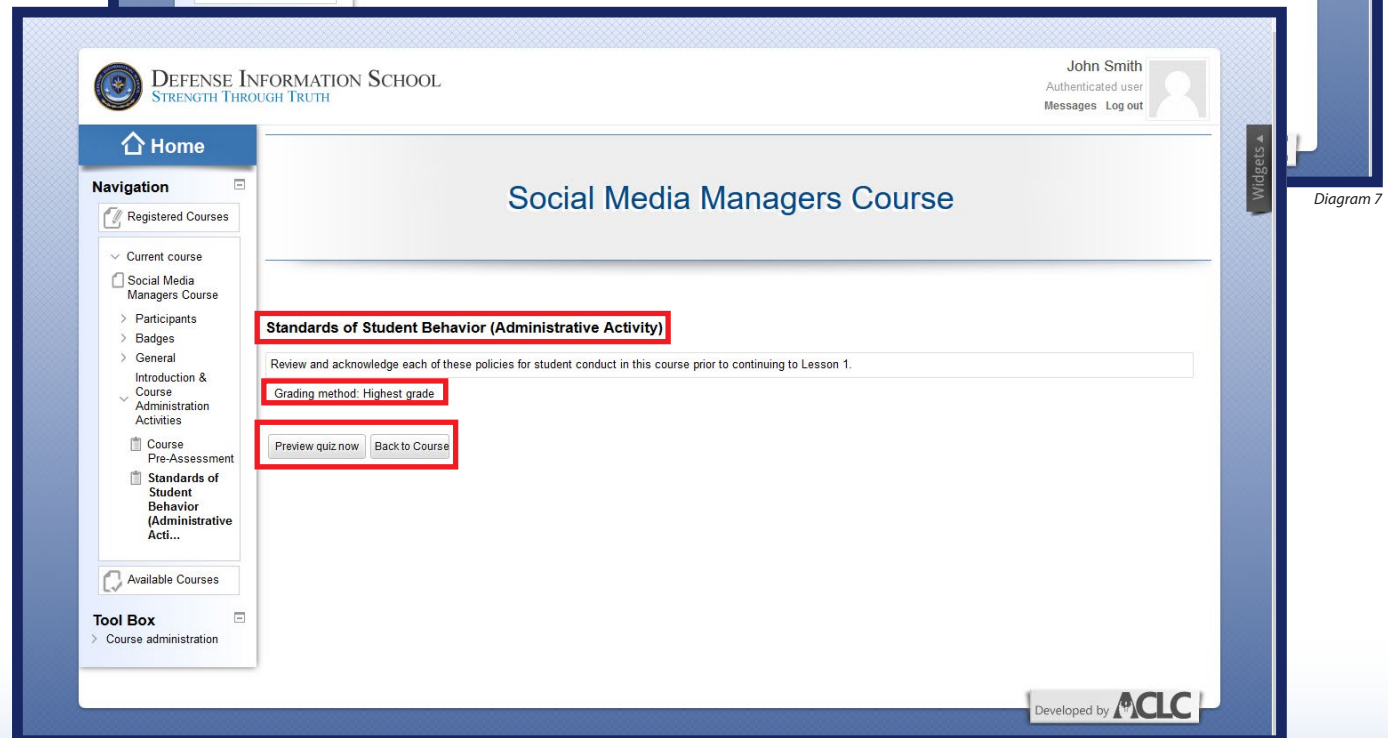
When you are ready to take the quiz, click the "Preview quiz now" button.



The screenshot shows the user interface for the "Social Media Managers Course" on the Defense Information School website. The user is logged in as John Smith. The navigation menu on the left includes "Registered Courses", "Current course", "Social Media Managers Course", "Participants", "Badges", "General", "Introduction & Course", "Administration Activities", "Course Pre-Assessment", and "Standards of Student Behavior (Administrative Act...)". The main content area displays the "Course Pre-Assessment" section, which includes a text box explaining the quiz, a "Attempts allowed: 1" indicator, and two buttons: "Preview quiz now" and "Back to Course".

## Standards of Student Behavior Quiz:

When you are ready to take the quiz, click the "Preview quiz now" button.



The screenshot shows the user interface for the "Social Media Managers Course" on the Defense Information School website. The user is logged in as John Smith. The navigation menu on the left includes "Registered Courses", "Current course", "Social Media Managers Course", "Participants", "Badges", "General", "Introduction & Course", "Administration Activities", "Course Pre-Assessment", "Standards of Student Behavior (Administrative Act...)", and "Available Courses". The main content area displays the "Standards of Student Behavior (Administrative Activity)" section, which includes a text box explaining the quiz, a "Grading method: Highest grade" indicator, and two buttons: "Preview quiz now" and "Back to Course".

Diagram 7

Diagram 8

# Introduction Video

Access the Introduction Video by returning to the Main Page and selecting the link for "Introduction & Course Administration Activities" below "Announcements".

See Diagram 3.

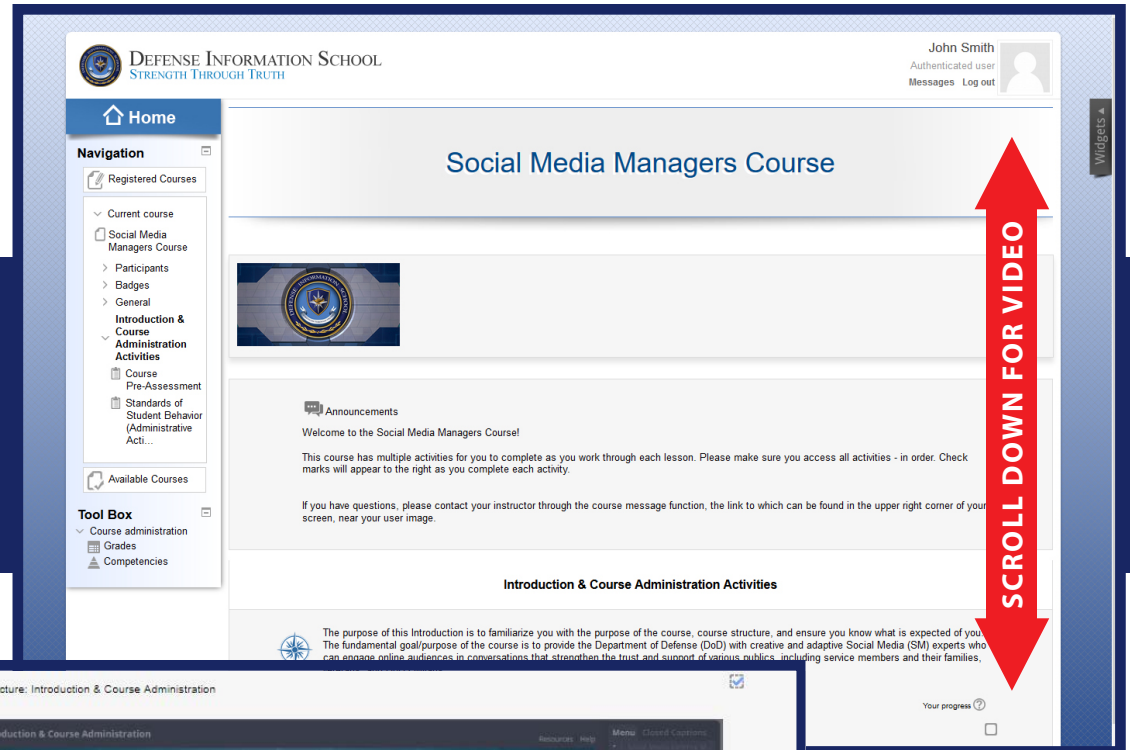
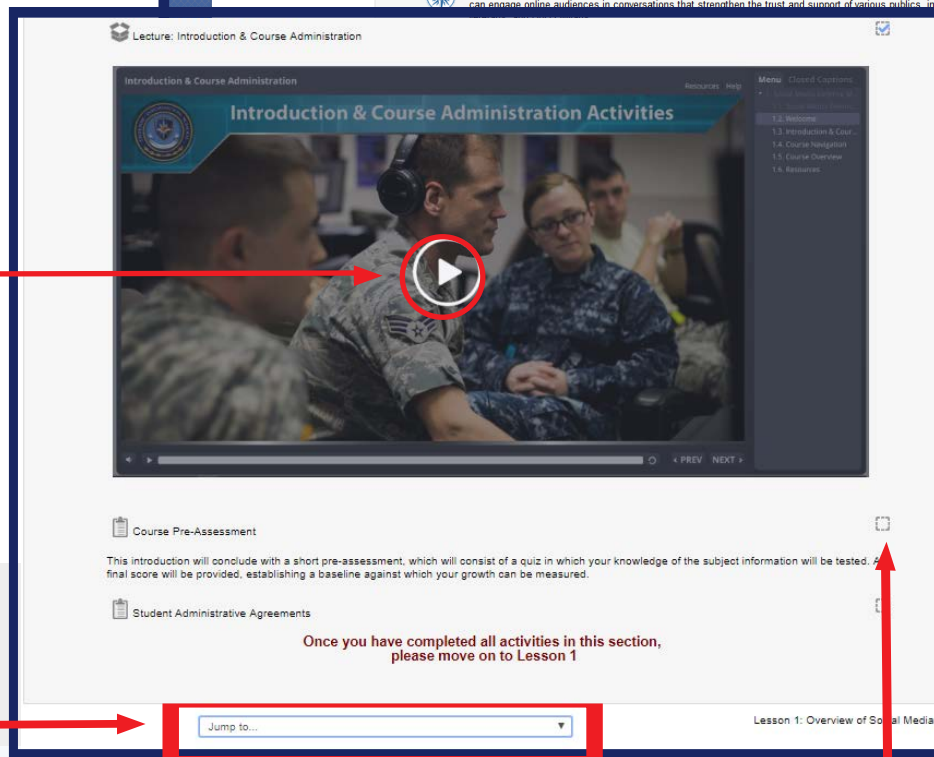


Diagram 9

Scroll down to find the video.

To play the video in your browser, simply click on the video. The video will load and you can click on either the start icon or the "Enter" icon under the video image to begin.



Take note of the "Jump To" menu at the bottom of each lesson page. You can use this to return to the Main Course page (if needed) before you begin a video.

Diagram 10

Note: An activity with a dotted box will check itself as complete once you complete the entire activity. An activity with a solid box will need to be manually checked (click in the box) once the activity is complete. To see the check marks in either type of box, you may need to refresh the browser.



# Video Navigation

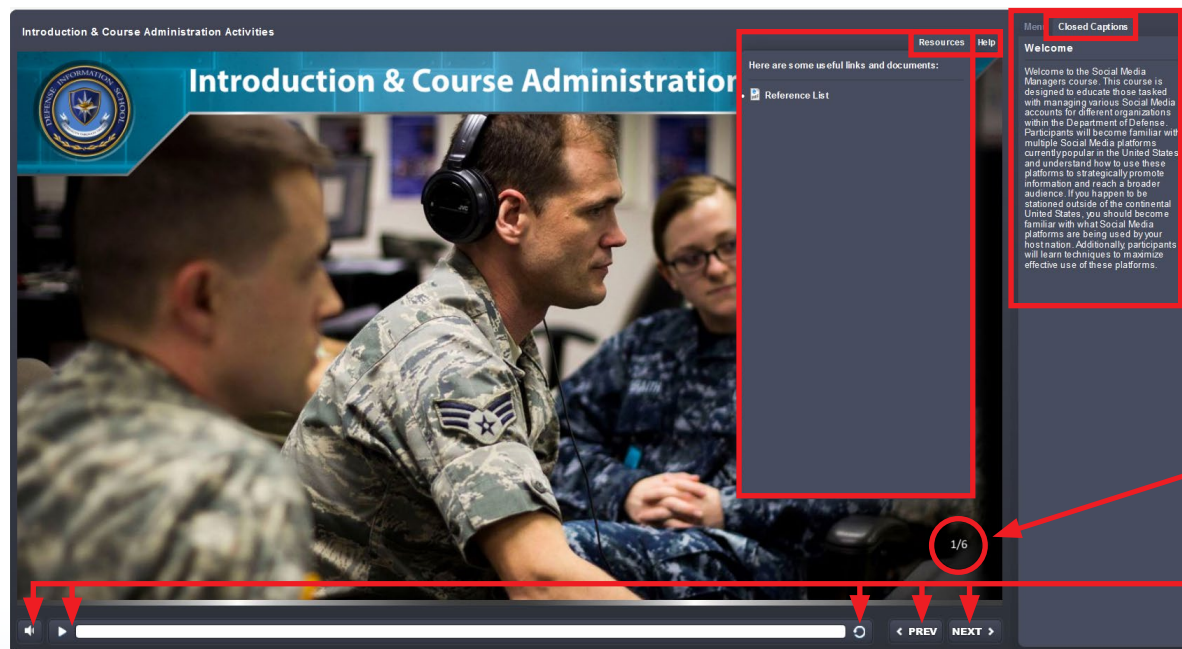


Your video/lesson navigation is to the right of the video. You can access the menu by clicking on the "Menu" tab. Viewing your menu is a good way to determine how far along you are in your lesson. You will not be able to advance to the next slide unless you have viewed the current slide.

Navigation Tip: If your slide becomes stuck or you cannot get to the slide you want to access, use the menu to access slides you have already completed and move forward.

Note: This course has a conditional release setting. This means that you will need to view each slide and access all tabs in the video. You will also need to close any external windows opened during the video lecture. Doing so activates conditional release--allowing you to move to the next activity or lesson in the course.

Diagram 11



Closed Captioning is available for all lessons. You can access the closed captions by clicking on the "Closed Caption" tab.

Take note, your current slide number and the total number of slides in the course are located in the bottom right corner.

Controls for Volume, Play/Pause, Rewind, and Previous/Next Slide are located at the bottom of your screen. Note: The PREV function may sometimes take you back several screens if you are in a set of grouped or tabbed slides.

Diagram 12

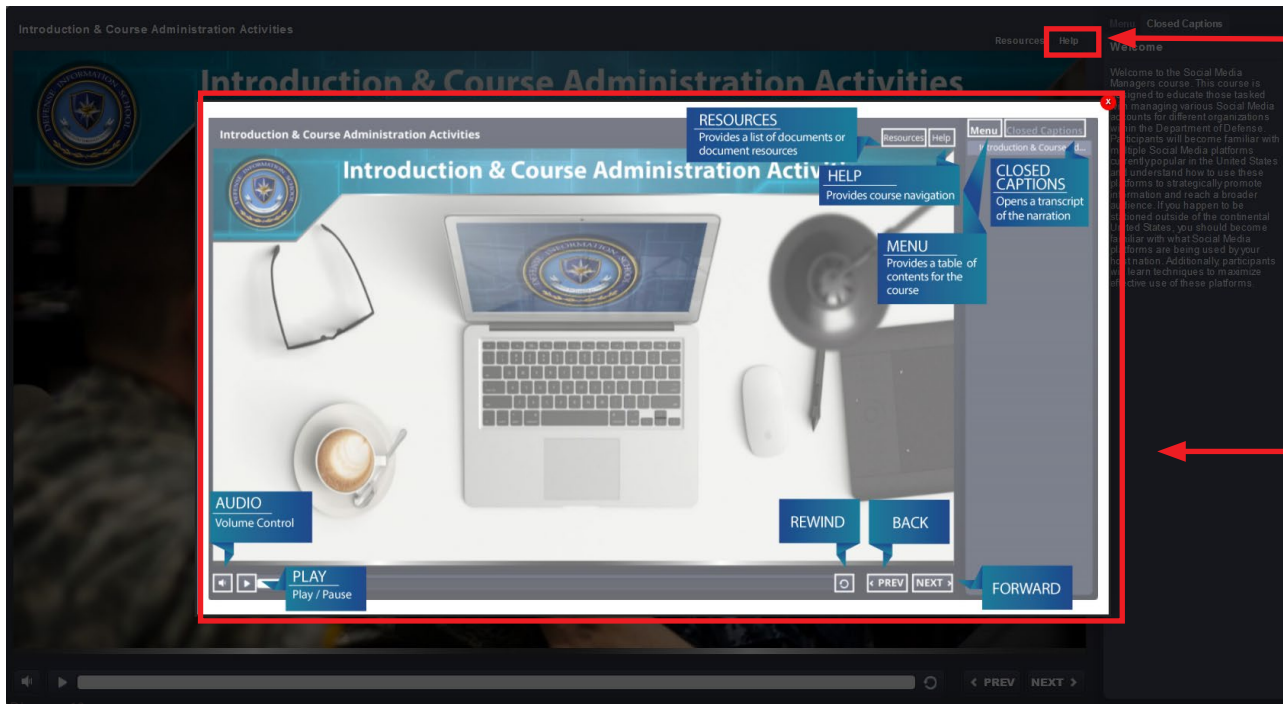


Diagram 13

## Video Navigation (contd)

If you need assistance with Video Navigation, click the "Help" tab (located to the right of the "Resources" tab), and this help screen will appear. This is available in all lessons.

To exit the help screen, click the "x" highlighted in red, located in the upper right corner.

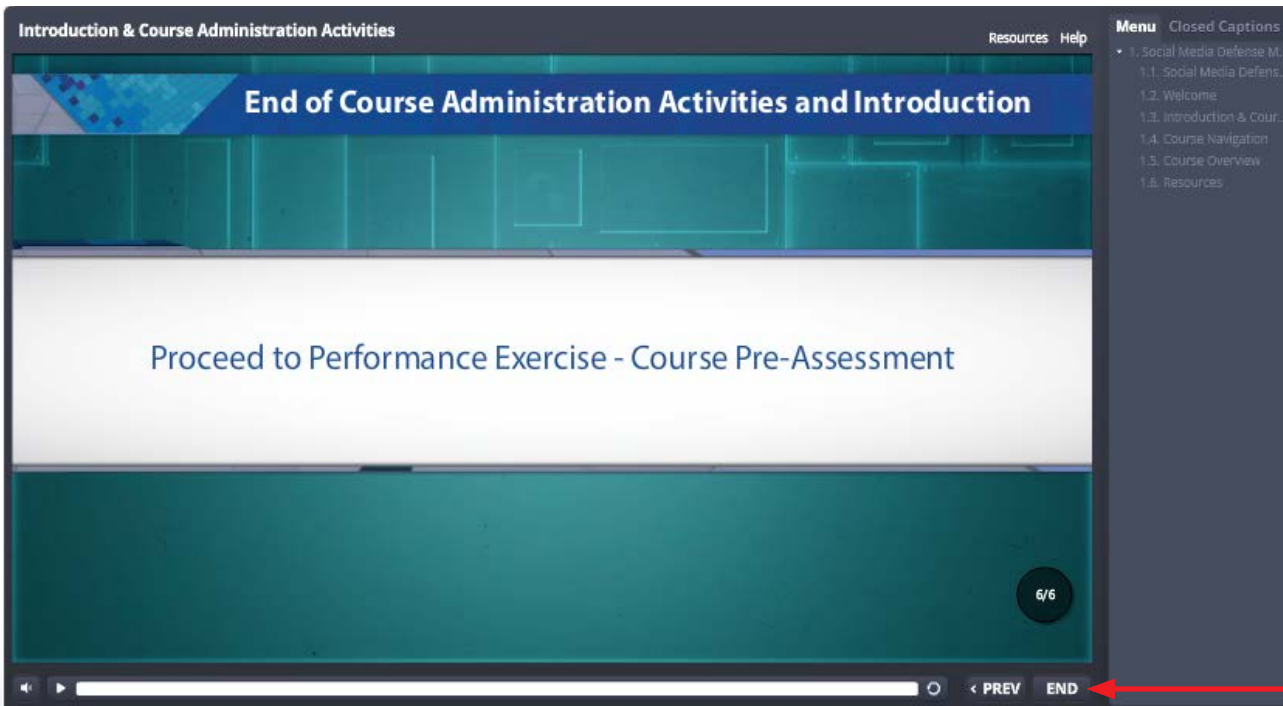


Diagram 14

## Final Lesson Slide

The final lesson slide will give instructions as to what step should be completed next.

When you have completed the video lecture, click on the "END" button in the bottom right corner. You may use the navigation menu on the left or click on "Go Back to Lesson" to continue.

Go Back to Lesson

# Send a Message

You can access the messages function from any page in the course by navigating to the top of a page and clicking on “Messages” - located in the page header beside your avatar.

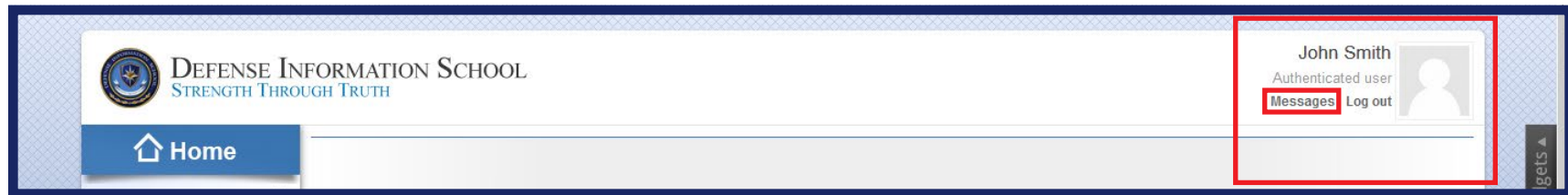


Diagram 15

## Using the “Messages” function is great for when:

- You want to interact with your classmates
- You have trouble with the course and need Technical Support

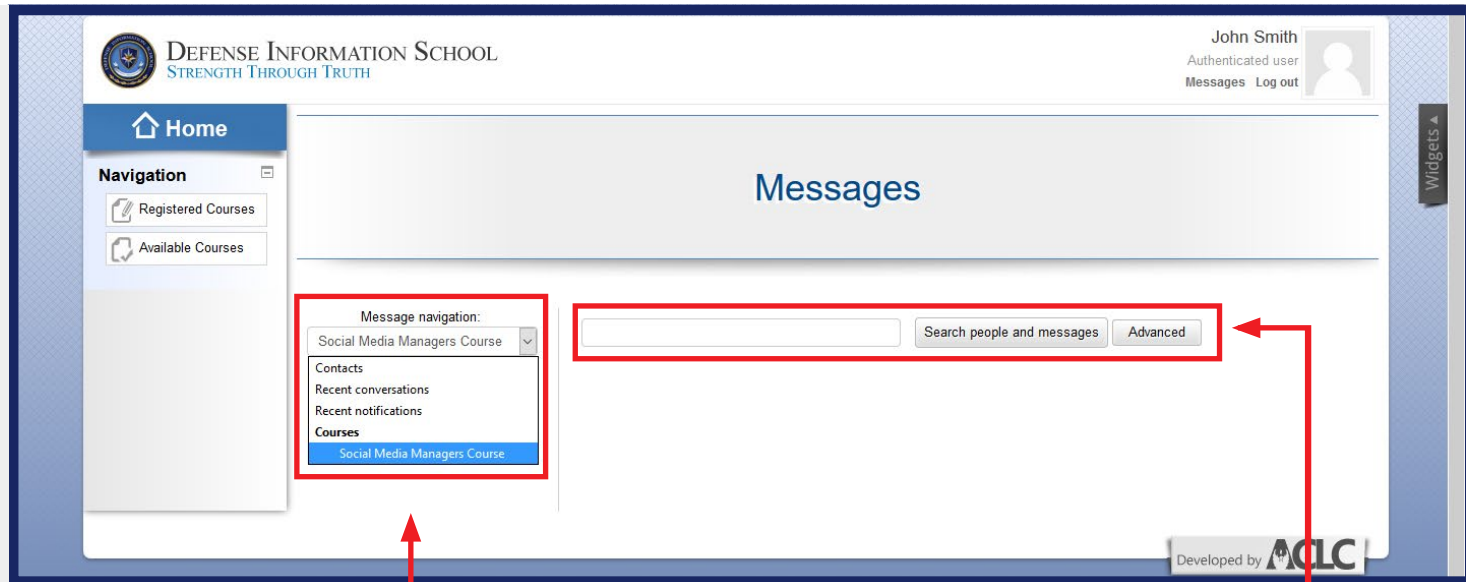


Diagram 16

When you reach the “Messages” page, click on the drop down menu underneath “Message navigation” to select in which course you would like to search for Contacts. You can also view Recent Notifications, Recent Conversations, and Contacts from here.

Take note that you can search people and messages or conduct an “Advanced” search.

# Send a Message (contd)

A list of participants will populate below the Message navigation menu. Select whom you would like to send a message to by clicking the appropriate name.

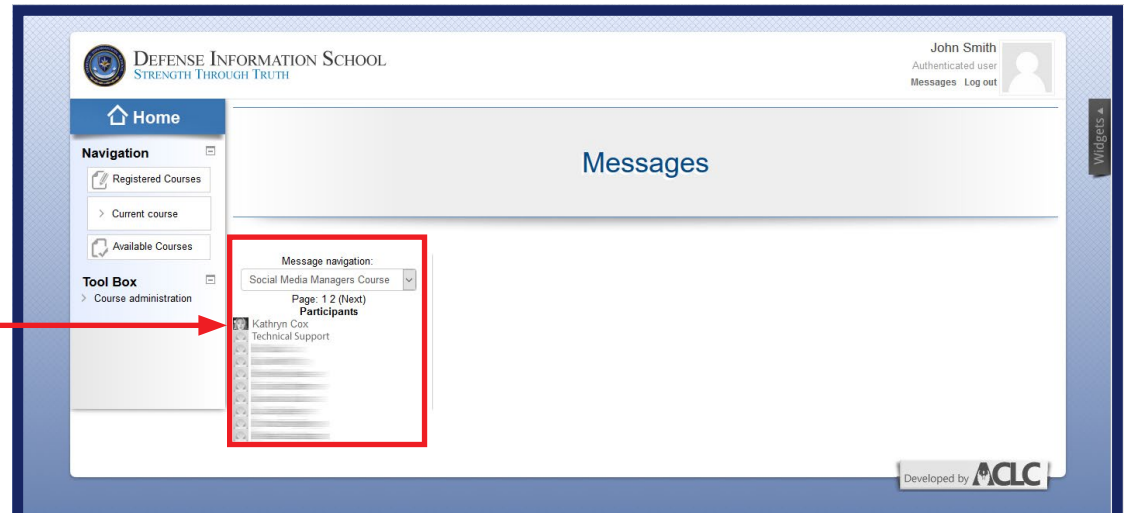


Diagram 17

A blank message pane will appear on your screen.

Enter the message you would like to send in the text field below "Message", and click the "Send Message" button.

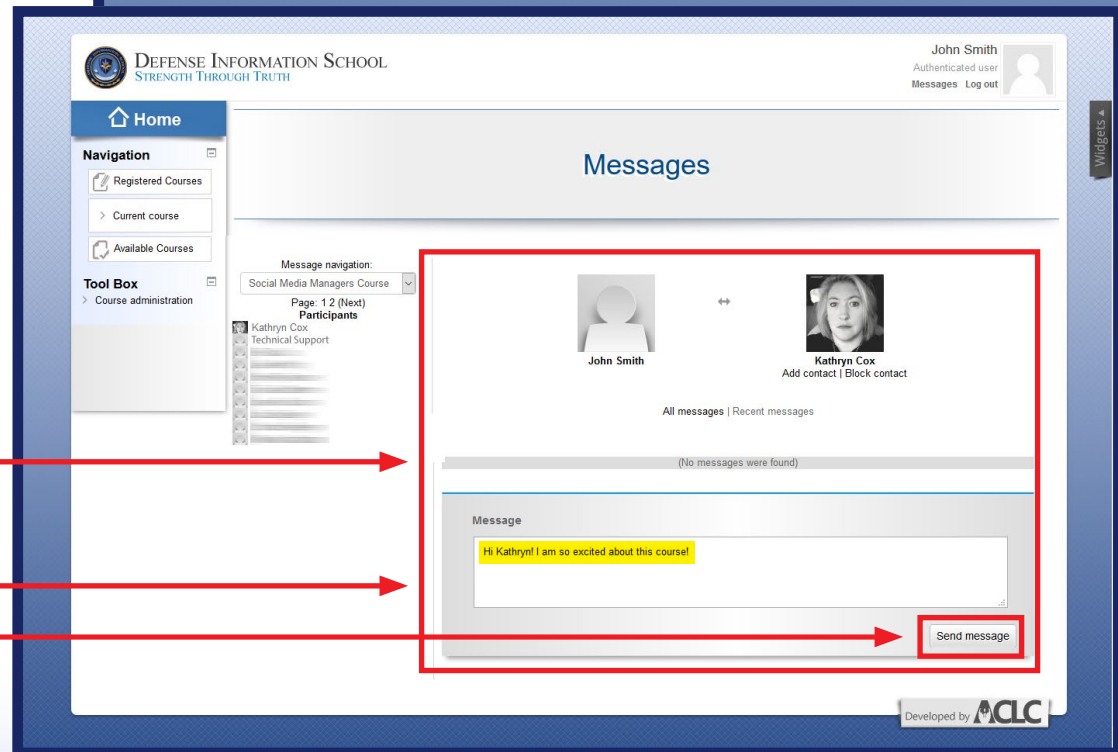


Diagram 18

# Sent Messages

Sent messages will appear in the Message pane above the text entry field.

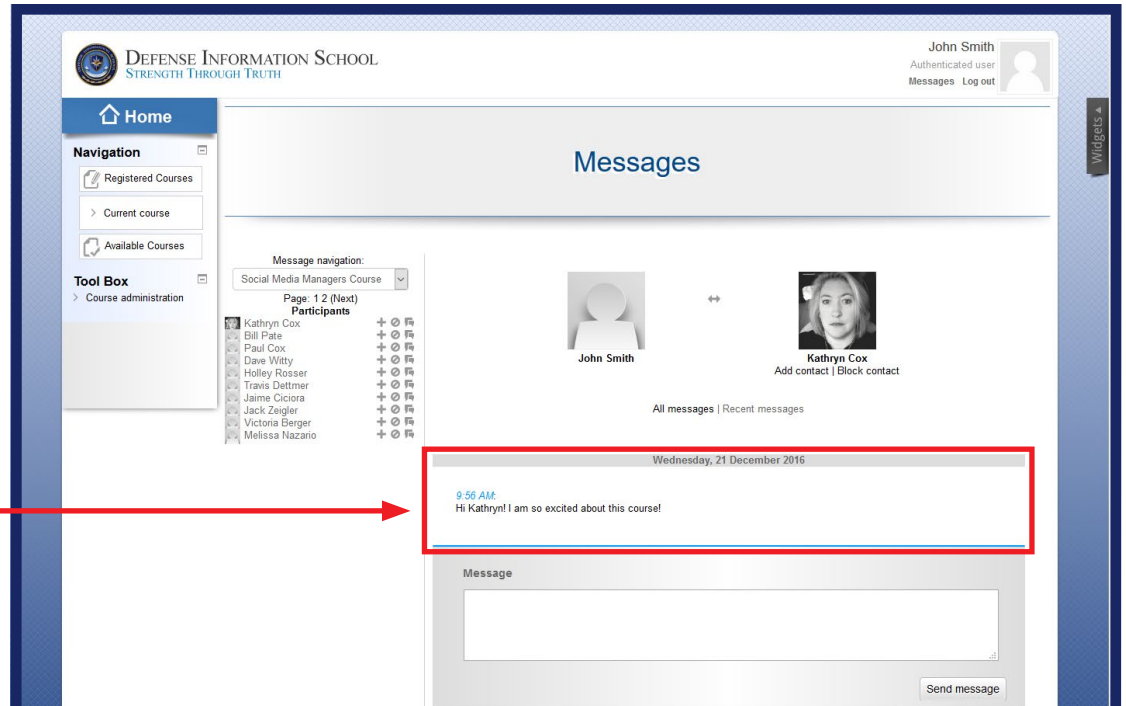


Diagram 19

# Delete a Message

To delete a message, click on the message you would like to delete. When the message shows as highlighted, click the small "x" located in the upper right hand corner of the message.

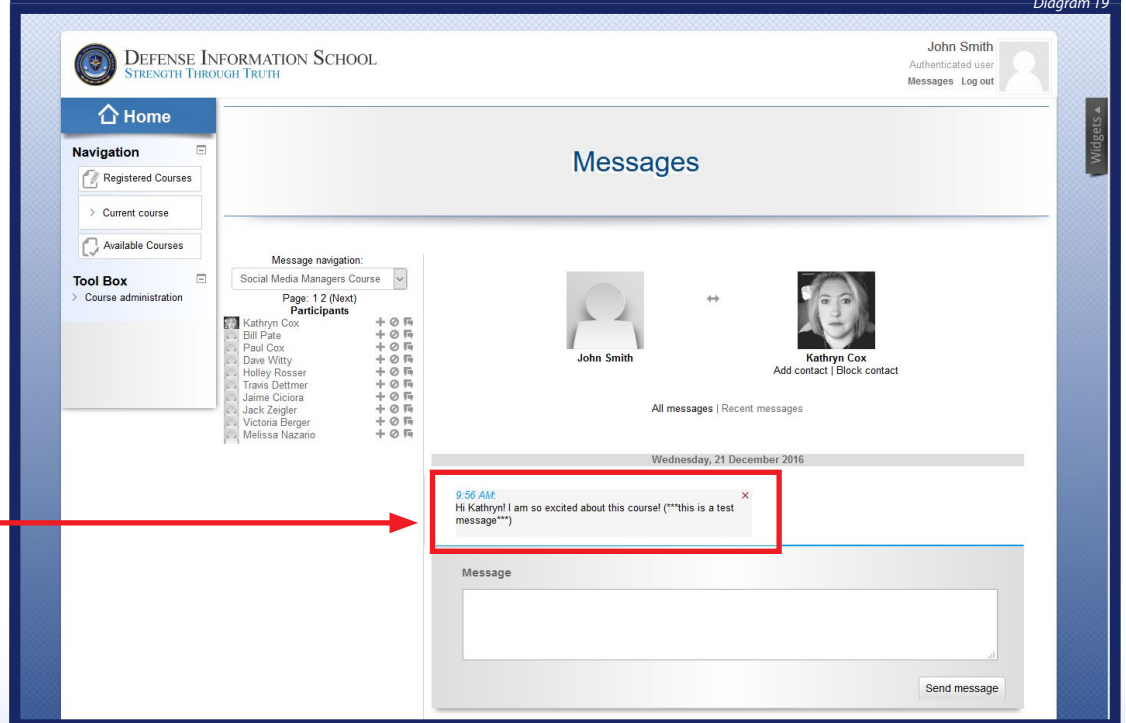


Diagram 20

# New Messages (Receiving Messages)

You will receive two notifications when a new message is received.

In the header beside your avatar, a numerical value will appear in red beside the messaging function. This indicates how many new messages you have received.

**Click either notification to view new messages**

A "New messages" pop-up will appear, located in the lower right corner of your screen. From here you can choose to view your message, or to ignore the message.

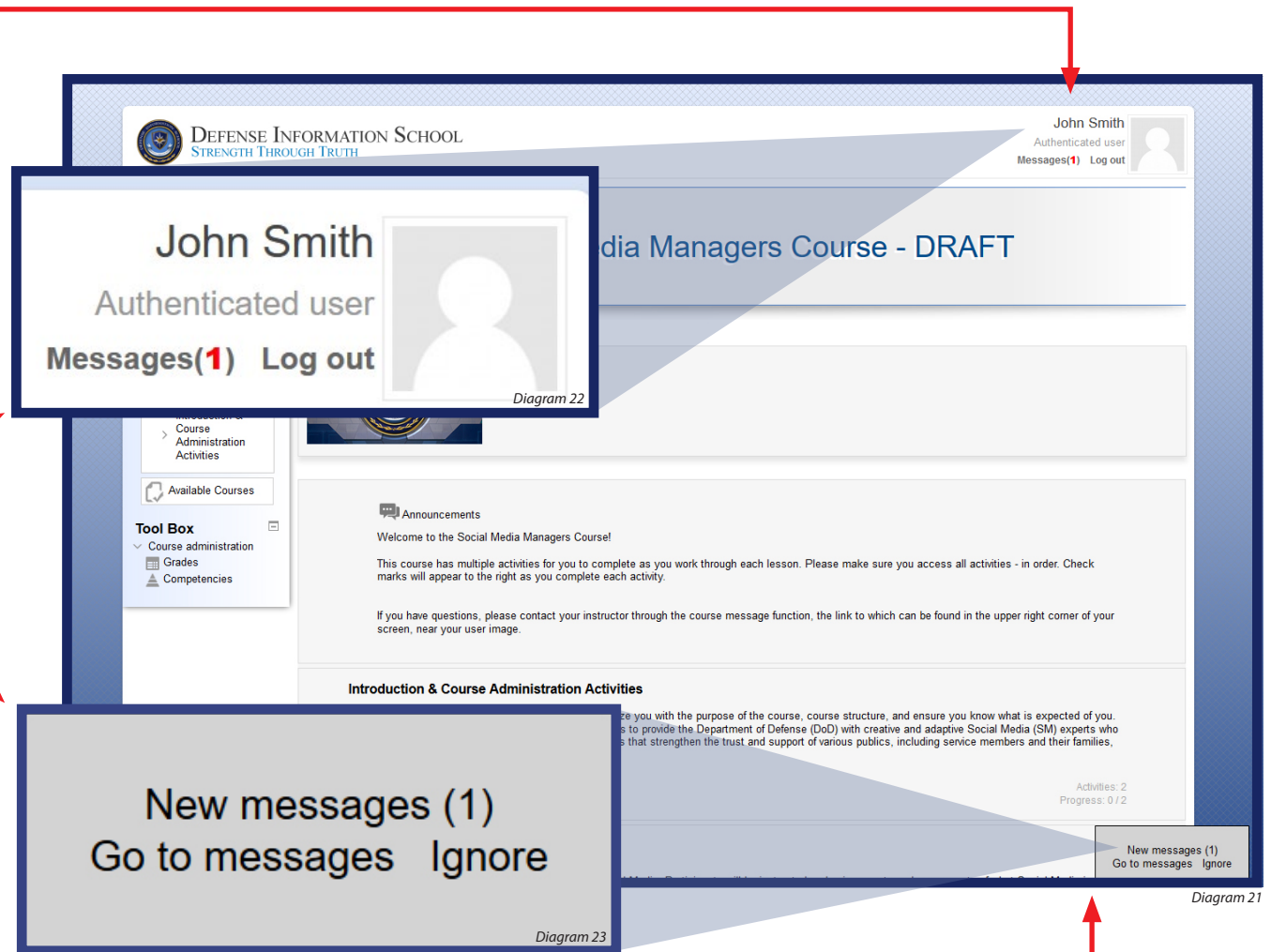


Diagram 21

Diagram 23

Diagram 22

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