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OnPoint Course Manager (OPCM)

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## 9.0 Administration

The last available menu choice button (of eight possibilities) in Course Manager's dropdown menu system is the **Administration Menu**. When clicked, this primary level menu option opens to reveal a number of submenu options that provide direct access to all administration and system configuration-related parameters that comprise your OnPoint system. Each administration-related submenu option selected from the **Administration Menu** button will display a table listing of records pulled from the OnPoint database specific to the selection made.

Depending upon your assigned security profile and granted permissions, the **Administration Menu** button has as many thirteen submenu choices as shown in Figure 9-1 below:

	1		
arning	Events	Email Mgr.	Administration
			Categories
			Page Layouts
			Time Zones
			Configuration
			Custom Fields
		Chang	Publish
			Licensing
			Deletion Tasks
			Import / Export 🔹 💌
			File Management 🔹 💌
			Manage Reports
			Custom Links
			System Administration 💌

### Figure 9-1 Administration Menu with All 13 Submenu Selections

#### Administrative Menu Selection Overview

*Categories Submenu Selection.* This link opens the Categories Management screen where Category labels are created and managed making table displays easier to navigate across the entire Course Manager application. All administrator-level accounts have access to the Categories submenu and can create new or edit existing categories.

*Page Layouts Submenu Selection.* This link provides a table where content developers and site administrators can upload and manage all of the standard and customized style sheets and template backgrounds they use to format **Pages**.

*Time Zones Submenu Selection*. This selection allows Root/Site Administrators to define all of the relevant and unique time zones their user population may physically reside in. Time zone assignments are generally used to help manage/normalize start and ending times for instructor-led classes, webinars and broadcast live streaming sessions referred to as **Events**.

*Configuration Submenu Selection.* This selection allows Root/Site Administrators to manage many of the unique setup and configuration parameters they may need to access or update in order to maintain the current active customer slice/server instance. For more information on using the Configuration Dropdown menu, please refer to OnPoint *Course Manager Installation Guide*.

*Publish Submenu Selection.* This selection allows Content Administrators and Root/Site Administrators to create off-line versions of online **Courses** and **Mobile Courses** that can then be distributed on CD-ROM/DVD-ROM disks or localized to a file server rather than requiring online course assess. This feature provides for the generation of an off-line course that contains all of the high-level Course Information as well as all of the **Topics**, **Pages** and **Assets** contained in that course excluding any **Assessment** capabilities. Separate selections are available for (a) outputting the entire off-line version of a **Course** or (b) outputting just the Course **Assets** (to support **Users** with localized **Assets Locations** configurations).

*Licensing Submenu Selection.* This selection allows Root/Site Administrators to manage and upgrade their Customer License information using unique encryption keys provided by OnPoint's Support Team for the selected/current customer slice. Customer Licenses can be upgraded online to increase the number of user/learner accounts and author/administrative accounts for any customer. Pool Licenses for dedicated servers are updated using the Systems Administration->License Pool option located at the bottom of Administration menu for Root-level Administrators.

*Deletion Tasks Submenu Selection.* This selection permits Content Administrators and Root/Site Administrators to review any unused content flagged as "Request Delete" in the shared database repository and delete these selections from the system if appropriate. Site Administrators can also delete an entire **Course** at once, including all associated **Topics**, **Pages** and **Assets**, using this function.

*Import/Export Submenu Selection.* This selection provides automated tools for importing either course content or users from other systems or digital sources as well as provides tools for exporting existing courseware from OnPoint's Course Manager for use in other standards-based systems.

*File Management Dropdown Menu Selection*. This selection provides a set of utilities for uploading new information (e.g., asset files) in bulk into the shared object repository. In addition, these same utilities allow Root/Site Administrators to find and download any collection of Assets, style sheets, reports or other unique content stored within Course Manager.

*Manage Reports Menu Selection.* This selection provides a set of utilities for managing the standardized JSP-based reports used by administrative users in Course Manager and also provides functionality to upload new JSP reports as offered or authored internally.

*Custom Links Submenu Selection*. This selection is used for customer installations with custom application or database integration (e.g., connection to a third party Learning Management System or HRIS platform).

*System Administration Dropdown Menu Selection.* This selection provides a set of utilities accessible by Root Administrators used to perform system setup and specialized configuration tasks. When selected, 3 choices are displayed including "Manage Customers", "System Configuration" and "License Pool". For more information on using the Configuration Dropdown menu, please refer to OnPoint *Course Manager Installation Guide.* 

## 9.1 Administration: Categories

Any administrator with access to Course Manager can create and manage **Categories** (considered as higher-level labels or captions) that make it easier to navigate displayed information presented in the various table displays found in the Course Manager application. There is no limit on the number of Categories permitted and they may be named or numbered to suit the individual tastes of content creators and administrators who need to structure and organize Course Manager's shared information repository. Typical Category assignments might include examples like "Action Items", Marketing", "Sales Training 2005," or "Product TR-4000 Operations."

ONPOINT DIGITAL learning and performance solutions						
🚹 Home 🔀 Logout 🚰 Help 🛛 Users & Groups 🛛 Content 🛛 Assessments 🛛 Skills						
ADMINISTRATION: CATEGO	RIES					
Add Category						
Category Name	Description					
	No category as	signed				
Accounting						
Customer Training - Energy Tips						
General	Default categor	ry				
Human Resources	HR and Human Development					
Human Resources (HR)						
Sales	Pilot project for	Siemens				
Shootout Content	Brandon-hall.co	om conten	t sample for 20	03 PPT t	to E	
8 categories listed						

Figure 9-2 – Categories Table Display

Selecting the Categories submenu selection from the Administrative Menu displays the Administration: Categories display table that lists all of the **Category** assignments managed by Course Manager. From this list, you may:

1. Select a Category record from an alphabetically displayed Category List to review or prepare to edit your selection by clicking on the blue Category Name field; this action will launch the Administration: Category screen to review your selection. (See Figure 9-3 below).

Category Name	: Datatec Field Service	
Description	Sample course for CVS testing	
Default	t: N	
Status	: Active	



 If you need to edit an existing category record, click the Edit button to access the Administration: Category – Edit screen where you can make your updates as needed. Click the Save button to commit your changes. (See Figure 9-4 below).

Category Name:	Datatec Field Service	
Description:	Sample course for CVS testing	
	No 💌	
Default:		

Figure 9-4 – Category Edit Display

### Adding/Updating Categories

- 3. Click the Add Category button to create a new Category; this action will launch the Administration: Category edit screen (as shown in Figure 9-4 above but blank) to create a new Category record.
- 4. You can identify/configure any category as a "default" category if you desire to simplify content creation and management tasks in much the same way you can set category-specific filters for either the Content and Assessment top-level level menu selections.

### Category Record Format

The typical Category record has the following information (see Table 9-1 below):

You may change any of the following data fields:

Element	Description
Category Name:	The name of the Category.
Description:	A detailed Natural language description of the Category.
Default:	Indicates whether this category serves as a global default for all course manager tasks.
Status:	Indicates the Status of the Category displayed. Choose from the pull- down list:

- •
- Active = Category in use (default) Request Delete = Category no longer needed •

Once you've entered/updated the Category, select one of the following Action buttons:

Action Buttons	Description
Save	Click the Save button to update the Category list and return to the Administration: Categories display list.
Reset	Click the <b>Reset</b> button to erase your current changes and start editing again.
Cancel	Click the Cancel button to return to the Administration: Categories screen. Your changes will not be saved.

## 9.2 Administration: Page Layouts

To help present information in a more uniform and polished manner, OnPoint's Course Manager allows content creators and administrators to select from a library of style sheets and template backgrounds that help to provide a more consistent look and feel to online and offline courseware. Page Layouts can be either simple backgrounds or detailed Cascading Style Sheet (or \*.CSS) documents depending on your needs. Backgrounds provide standard wallpaper upon which **Assets** are positioned and then presented to users. Cascading style sheets include both the background template as well as detailed descriptions of which fonts to employ and the point sizes to use for titles and body text alike.

Selecting the Page Layouts submenu selection from the Administrative Menu displays the Administration: Page Layouts display table which lists all of the Page Layout assignments managed by Course Manager (see Figure 9-5 below). From this list, you may:

- 1. Select a Page Layout record from an alphabetically displayed Page Layout List to review or edit by clicking on the blue Page Layout Name field; this action will launch the Administration: Page Layout edit screen to edit your selection, or
- 2. Click the Add Layout button to create a new Layout; this action will launch the Administration: Page Layout edit screen to upload a new Page Layout record.

ADMINISTRATION	: PAGE LAYOUTS		
Add Page Layout			
Page Layout Name	Style Filename (click to preview)	Shared	
Black	pageStyle_black.css	Yes	
Blue Cord	pageStyle_cord_white.css	Yes	
Blue Tiles	pageStyle_blue.css	Yes	
Chain Link	pageStyle_chainlink_black.css	Yes	
Clouds w/ Black	pageStyle_clouds_black.css	Yes	
Clouds w/ Blue	pageStyle_clouds_blue.css	Yes	
Cyan	pageStyle_cyan.css	Yes	

### Figure 9-5 – Page Layout Table Display

#### Adding/Updating Page Layouts

The typical Page Layout record has the following information (see Figure 9-6 below):

ADMINISTRATION: PAGE LAYOUT Shared: No (by all customers) Page Layout Name: Black Description: New black background that tiles well. Style File Name: pageStyle_black.css Upload Style (CSS) File: Upload Image File:	Browse	
Delete this page layout           Save         Reset         Cancel		Preview

### Figure 9-6 – Page Layout Record

You may change any of the following data fields:

Element	Description
Shared:	(By all customers). Logic field for Root/Site Administrators that indicates whether a CSS file is shared across customer slices on dedicated servers.
Page Layout Name:	The assigned name of the Page Layout.
Description:	A brief description of the Page Layout.
Style File Name:	The name of the background image or cascading style sheet that has been stored in the database for this Page Layout.
Upload Style (CSS) File:	A Browse feature used to find, select and upload a new Page Layout file as a CSS file.
Upload Image File:	A Browse feature used to find, select and upload the associated image called by a new Page Layout CSS file.
Delete Layout:	Click this checkbox to delete the selected Page Layout.
-	Click this checkbox to delete the selected Page Layout. dated the Page Layout record, select one of the following Action buttons:
-	
Once you've added or up	dated the Page Layout record, select one of the following Action buttons:
Once you've added or up Action Buttons	dated the Page Layout record, select one of the following Action buttons: Description Click the Save button to update the Page Layout list and return to the
Once you've added or up Action Buttons Save	dated the Page Layout record, select one of the following Action buttons: Description Click the Save button to update the Page Layout list and return to the Administration: Page Layouts display list. Click the Reset button to erase your current changes and start editing
Once you've added or up Action Buttons Save Reset	<ul> <li>dated the Page Layout record, select one of the following Action buttons:</li> <li><b>Description</b></li> <li>Click the Save button to update the Page Layout list and return to the Administration: Page Layouts display list.</li> <li>Click the Reset button to erase your current changes and start editing again.</li> <li>Click the Cancel button to return to the Administration: Page Layouts</li> </ul>

## 9.3 Administration: Time Zones

This selection enables Course Manager Root/Site Administrators to define all of the relevant and unique time zones their user populations may physically reside in. Time zone assignments are generally used to help manage and normalize all of the starting and ending times for live streaming **Events** when broadcasting real-time sessions to your users over the Internet.

Selecting the Time Zones submenu selection from the Administrative Menu displays the Administration: Time Zones display table which lists all of the defined and unique time zones used across your enterprise (see Figure 9-7 below). From this list, you may:

- Select a defined Time Zone record displayed by GMT ("Greenwich Mean Time") offset to review or edit by clicking on the blue Time Zone Name field; this action will launch the Administration: Time Zones edit screen where you can review/edit the record; or
- 2. Click the Add Time Zone button to add a new Time Zone; this action will launch the Administration: Time Zones edit screen where you can define a new Time Zone record.

ADMINISTRATION: TIME ZONES		
	GMT Offset (hours)	Default
Eastern US	-5	Y
Central US	-6	N
Mountain US	-7	N
Pacific US	-8	N

Figure 9-7 – Time Zones Table Display (all defined)

#### Adding/Updating Time Zones

The typical Time Zone record has the following information (See Figure 9-8 below):

ADMINISTRATION	I: TIME ZONE
Time Zone Name:	Eastern US
	ch Mean Time) offset should be defined as the number of hours that separate the tin an Time. Heading west from Greenwich the hours should be specified as negative n -5).
GMT Offset (hours):	-5
The default timezor default.	ne will be automatically selected for all new users/learners. Only one timeonze can l
Default Timezone:	No 💌
$\Box$ Delete this time	zone
Save Reset	Cancel



You may change any of the following data fields:

Element	Description
Time Zone Name:	The assigned name of the time zone.
GMT Offset (hours):	A numerical value that defines how many hours difference there are between the selection time zone vs. Greenwich Mean Time ("GMT")
Default Time Zone	Selectable logic field (Y or N) normally set to your organization's home location time zone.
Delete Entry:	Select this checkbox if you need to delete a previously defined Time Zone.
Once you've entered/upd	ated the Time Zone record, select one of the following Action buttons:
Action Buttons	Description
Save	Click the Save button to update the Time Zones list and return to the Administration: Time Zones display list.
Reset	Click the <b>Reset</b> button to erase your current changes and start editing again.
Cancel	Click the <b>Cancel</b> button to return to the Administration: Time Zones screen. Your changes will not be saved.

**Note**: Though there are 24 defined Time Zones (or more if installing in India for example), you may wish to create your own Time Zone Name and GMT Offset hours record to help identify a state, region or country more easily. For instance, California is in the Pacific Time Zone. You may want to create a Time Zone called "California" instead, so that authors could select that time zone for a user rather than accidentally making a mistake by choosing Mountain Time Zone.

## 9.4 Administration: Configuration

**NOTE:** Select hosted customers (and all OnPoint prospects performing 14-day LMS/LCMS hosted evaluations) may not have all of these options in their Administrative dropdown menu.

This selection allows **Root/Site Administrators** to manage all of the unique setup and configuration parameters they may need to access or update in order to maintain their unique server instance or enterprise installation. This submenu is only available to the highest-level administrative personnel.

#### **Updating Customer Slice Configurations**

Selecting the Configuration Submenu selection from the Administrative Menu displays a configuration table with four different editable sections to update the current customer slice for Content Viewer, Course Manager, Assessment-specific configuration information and Application Help. (See Figure 9-9; only a partial menu is shown.)

ADMINISTRATION: C	ONFIGURATION	
Course Manager	Edit	
	LMS Integration N	
Skill Profiles	-	
	le Completion Status N	
Email Events	Event Registration N	
	Activity Assignment N	
	Course Assignment N	
Course Compliance	o caroo / congriment 1	
	Compliance Check 1 da	lays
	Course Completion 1 da	
	Course Start Check 1 da	lays
External Repository	erver URL/IP Address	
	P Server Login Name	
	erver Login Password	
111 00	Subdirectory	
Exte	ernal Repository URL	
Content Viewer	Edit	
Assessments		
Minimur	n Assessment Score 75	
	Retake Tests Y	
ODCV Analised	Course Lock Period Dis	sabled
OPCV Application	Use CV Banner N	
	Show Course Catalog Y	
	essment Set Catalog Y	
	ange Passwords/Info Y	
Allow Learners to Ch	ange Passwords/Info Y	,

#### Figure 9-9 – Consolidated Administration > Customer Slice Configuration

To update any of the four sets of configuration-specific parameters, click the **Edit** link to the right of the configuration section you need to update and the appropriate edit screen will appear. Any changes can be input into the fields provided and will be committed to the database when you save your changes.

The following Action Buttons are displayed on all three of the Configuration Submenu screens detailed in this section:

#### Action Buttons Description

**Save** Once you've entered and updated the configuration parameters for the

OnPoint Digital, Inc. Spring 2006 selected configuration section, click the <u>Save</u> button to return to the Administration: Configuration screen.

**Reset** Click the Reset button to erase your current changes and start editing again.

< Configuration Click the < Configuration button to return to the Administration: Configuration screen.

### 9.4.1 Course Manager Configuration

Figure 9-10 below shows the summary view of all of the existing configuration parameters accessible by Root and Site-level Administrators for the OnPoint Course Manager application.

Course Manager	Edit
	LMS Integration N
Skill Profiles	-
Retain Skill Pro	file Completion Status N
Email Events	
	Event Registration N
	Activity Assignment N
	Course Assignment Y
Course Compliance	)
	Compliance Check Disabled
	Course Completion Disabled
	Course Start Check Disabled
External Repository	1
FTP S	Server URL/IP Address
F	TP Server Login Name
FTP \$	Server Login Password
	Subdirectory
Ex	ternal Repository URL

#### Figure 9-10 – Course Manager Configuration Settings

**Course Manager Configuration Screen**. Allows Root/Site Administrators to set general parameters and default settings for their Course Manager slice. From this display, Site Administrators can specify the following:

a. LMS Integration. For customers wishing to integrate OnPoint's Course Manager application as a Learning Content Management System ("LCMS") with their existing Learning Management System ("LMS") platform, setting this radio button parameter to "Yes" will activate embedded functionality that activates various integration features to support select 3<sup>rd</sup> party LMS platforms. (See Figure 9-11 below to see the configuration details).



#### Figure 9-11 – Select Course Manager Configuration Settings

- b. Skill Profiles Retain Skill Profile Completion Status. Used to specify how the OnPoint Learning Server should treat Users/Learners who have completed a Skill Profile when new items (Courses, Assessment Sets, Events, etc) are added to a previously completed Skill Profile. If set to "Y"es, then Users who have already completed a Skill Profile will retain their attained completion status. If set to "N"o, then Users/Learners who have previously completed a modified Skill Profile will have their status reset to "Incomplete". Refer to Figure 9-11 above for more details.
- c. Email Events Email Event Notification Configuration. You can configure your system to specify whether or not Course Manager will generate and send messages when defined conditions are met (see Figure 9-12 below for details). These parameters determine whether or not Course Manager will auto-generate email messages when event or activity-related actions occur due to learner requests or submissions. The defaults for the two parameter fields include:
  - i. On Event Registration Approval. When activated and set to "Yes", this option results in the auto-generation of an email notification sent to the email address of any User/Learner that has requested and been approved by a Root/Site administrator or Event Manager to attend any defined Event. Emails are sent within one minute of this approval being granted.
  - ii. On Activity Assignment. When activated and set to "Yes", this option results in the auto-generation of an email notification to the assigned User/Learner from the system that informs them they have been assigned an Activity to perform or complete. Once complete, the learners must close out their assigned Activities by completing the Activity Completion Screen accessible via Content Viewer. Emails are sent within one minute of this assignment being made.
  - iii. On Course Assignment. When activated and set to "Yes", this option results in the auto-generation of an email notification to the assigned User/Learner from the system that informs them they have been assigned an online Course to complete. Emails are generally sent within one minute of this assignment being made.





d. Course Compliance – Compliance Notifications. Activation of this functionality helps organizations to calculate and auto-generate email message reminders to all Users/Learners who have been assigned specific Courses where timely completion of the courseware material is tied to organizational or occupational compliance. The functionality has two inter-related components; the first is determining which conditions need to be tracked related to Course Completion Compliance and the second component models the format and content of the notification sent to users who don't meet the prescribed condition. Configured conditions leverage notification templates that can be edited and updated with time and condition-sensitive information that is sent out to Users/Learners based on their notification preferences – as an email, as a notification sent to Content Viewer or an OnPoint Portal, or sent out as an SMS message to a User's/Learner's cellular phone. See Figure 9-13 below for details.

particular course To configure the	is about to expire. The messages wil	ation messages to users/learners warning them that their compliance for a I be generated for courses that have a defined compliance duration period. advance of a user's course compliance expiration that you would like able the course compliance process.
Course Compliar 60	ice Check (days, 0=disable) <u>Edit templates</u>	$\mathbb{R}$
courses. Specify course and before	the number of days that a user/learne	ation messages to users/learners to remind them to complete unfinished r can remain inactive within a specific course after they have started the zero value will disable the course completion notification process.
have not yet start An empty or zero		ation messages to users/learners who have been assigned to a course but ait after a user has been assigned to a course before sending a notification. ess.

#### Figure 9-13 – Course Manager Course Compliance Notifications

The three (3) current Course Compliance notifications are as follows:

- *i. Course Compliance Check.* Course Manager can be configured to generate notification messages to users/learners warning them that their compliance for a particular course is about to expire. The messages will be generated for courses that have a defined compliance duration period. To configure the process specify the number of days in advance of a user's course compliance expiration that you would like notifications generated. An empty or zero value will disable the course compliance process.
- *ii. Course Completion Check.* Course Manager can be configured to generate notification messages to users/learners to remind them to complete unfinished courses. Specify the number of days that a user/learner can remain inactive within a specific course after they have started the course and before they have completed it. An empty or zero value will disable the course completion notification process.
- iii. *Course Start Check.* Course Manager can be configured to generate notification messages to users/learners that have been assigned to a course but have not yet started it. Specify the number of days to wait after a user has been assigned to a course before sending a notification. An empty or zero value will disable the notification process.

Once any of the aforementioned Course Compliance parameters have been activated, Administrators can click on the <u>Edit Template</u> link and customize the notification template for that condition. Each template defines a set of variables that can be calculated and inserted into the auto-generated notification bound for a User/Learner who is meeting the established condition (see Figure 9-14 for an example).

Edit Compliance	Message Templates		Close
Template Course	Start		
variables. The var	1 2	text you like. In addition you may include any of the following ith the appropriate values for each course and user. Note that	
l⊊		Course name Date the course was assigned to the user Date the user first accessed the course Date the user last accessed the course Date the user completed the course The number of days specified in the configuration	
The title template	e is used to produce a sho	t notification message title (max 100 characters)	
Notification Title			
Assigned Cours	e Not Yet Accessed - [Co	DURSENAME]	
The text template course complian		er notification message containing additional details regarding the	
Notification Text	Template		
[COURSENAME successful com	E] as of last evening. The pletion of the course and	et attempted to access the online course called course was assigned to you on [ASSIGNEDDATE] and the its associated assessments is required as part of your ongoing lsory obligation for insurance compliance for your department.	9
Save Res	Cancel		

#### Figure 9-14 – OPCM Course Compliance – Notification Template

- e. *External Repository Configuration.* The OnPoint Learning Server can optionally be configured to utilize an external repository for selected **Assets** that can help address bandwidth limitations or enhance security measures for select content/**Assets** for both hosted and enterprise implementations. To establish an alternative external repository for your content, specify an external destination on a browser-accessible platform and provide access instructions that facilitate uploads of content to that site; this sort of access is generally established using the file transfer protocol ("FTP") to access external web servers or via a Uniform Naming Convention ("UNC") path (e.g., \\Server\Training\) to access a file server somewhere in your enterprise. Once an external repository has been defined/activated in Course Manager, Content Authors and Administrators will be presented with an optional "Use External Repository" checkbox when uploading new content to the OnPoint database. To establish an external repository, specify values for the following fields:
  - i. FTP Server URL or IP Address. Supply the full FTP path (or UNC path) to the external repository.
  - ii. **FTP User (Login Name)**. Supply the login name for the FTP site. This will be passed to the FTP site automatically when accessing the external repository.

- iii. **FTP Password.** Supply the password for the FTP site. This will be also passed to the FTP site automatically when accessing the external repository.
- iv. FTP Subdirectory. Specify a specific subdirectory to store content/assets uploaded to your external repository if needed.
- v. External Repository URL. Specify the URL path (or UNC path) that will be used to retrieve content from the external repository. Think of this as a "prefix" address that gets appended to the absolute file name that launches your content.

### 9.4.2 Content Viewer Configuration Screen

Allows Root/Site Administrators to set general parameters and default settings for the Content Viewers their users/learners use to access their Learning System. (See Figure 9-15 below). From this display, Root/Site Administrators can specify the following configuration parameters:

Content Viewer	E	dit
Assessments		
Minimum As	ssessment Score	70
	Retake Tests	Y
Co	urse Lock Period	Disabled
OPCV Application		
	Use CV Banner	N
Shov	w Course Catalog	Y
Show Assessr	ment Set Catalog	Y
Allow Users to Change	e Passwords/Info	N
Allow Learners to Change	e Passwords/Info	N
Minimum	Course Time (%)	50%
OPCV L	Login Name Field	user_email
OPCV L	ogin Instructions	Please enter your employee number and password
Global	Course Glossary	Edit

#### Figure 9-15 – Content Viewer - Configuration Parameters Summary

9.5 *Assessments - Minimum Score*. This parameter specifies the minimum passing score that learners need to achieve to satisfactorily complete courses managed on the Learning Center. The default value is normally a passing score of "70". This value is overridden by any value entered in the Assessments area and specifically associated with a Test (see Figure 9-16 below).

#### ADMINISTRATION: CONFIGURATION

#### Content Viewer Configration

Please specify the default minimum score required to pass an assessment or test.

Assessment Minimum Score

70

#### Figure 9-16 – Content Viewer – Assessment Minimum Score Configuration Compliance

9.6 *Assessments - Retake Tests.* This parameter allows Root/Site Administrators to specify whether or not Users/Learners can retake a previously completed Assessment (Test or Feedback form)

when retaking a previously completed Course. If set to "Yes", the user will be able to see the Assessment again and a new score version will be recorded. If this parameter is set to "No", Users/Learners browsing a previously completed Course are presented a message that informs them they have already taken the Assessment and can't retake it again (see Figure 9-17 below).

The Retake Tests parameter specifies whether or not a User/Learner can retake a failed assessment (test). If this is set to (Y)es, it can be turned off at the individual assessment level.

Retake Tests

⊙ Yes ○ No

#### Figure 9-17 – Content Viewer – Assessment Minimum Score Configuration

9.7 Assessments - Lockout. This global system parameter specifies the default number of hours that users/learners will be locked out of an **Assessment** if they fail it. Enter zero (0) to disable default assessment locking or enter any value to activate the lockout feature. Root and Site Administrators can then activate lockouts for any Assessment they care to and also change the default lockout period from the default value to any other period they deem appropriate (see Figure 9-18 below).

The Assessment Lock Out period specifies the default number of hours that Users/Learners will be locked out of an assessment if they fail. Enter zero (0) to disable default assessment locking.

Default Assessment Lock Out (hours)

#### Figure 9-18 – Content Viewer – Assessment Lockout Configuration

9.8 *OPCV Banner Display.* To help maximize screen real estate when taking a Course or Assessment, Root and Site Administrators can set configure whether to display or hide the standard branded banner that appears at the top of the Content Viewer interface whenever a User/Learner is inside a Course or Assessment Set. Setting this parameter to "Y"es yields back about 80 pixels of additional display resolution (see Figure 9-19 below).

The Use CV Banner parameter specifies whether or not the full customer banner should be displayed at the top of the screen during courses and assessment sets. Use CV banner: O Yes O No

#### Figure 9-19 - Content Viewer – OPCV Banner Configuration in Course Mode

9.9 *Default Catalog Display Configurations*. This global system parameter specifies whether Courses and Assessments that have been published in Course Manager will be displayed to Users/Learners when they are in the Content Viewer. If these parameters are set to "No", no Catalogs will be made available in OPCV (see Figure 9-20 below).

Display the links to access the course and/or assessment set catalogs. Show Course Catalog: • Yes O No Show Assessment Set Catalog: • Yes O No

#### Figure 9-20 - Content Viewer – User-Viewable Catalog Configurations

9.10 Allow Users to Change Passwords/Personal Information. This configuration parameter enables the ability to Administrators to grant permission to their Users/Learners to change/update their access passwords and personal information if they choose or are required to. Most organizations following centralized account administration procedures and/or using Single Sign-On access will NOT choose to permit these functions (see Figure 9-21 for details). **Note**: Enabling these functions works in either the Content Viewer or Portal interface.

Allow Users/Learners to change their passwords and personal information. Allow Users to Change Passwords/Personal Information: O Yes O No Allow Learners to Change Passwords/Personal Information: O Yes O No

#### Figure 9-21 - Content Viewer – Configuration Enabling User Updates to PW/Info

9.11 *Define Minimum Course Time:* This global parameter defines the minimum time (as a percentage of the estimated total course duration) that a User/Learner must spend in a Course in order to Pass/Complete each Course. For example, if a published Course has a defined duration of 60 minutes and the Administrator has specified this parameter as "50" (meaning 50 percent), Users/Learners must spend a minimum of 30 minutes in the Course in order to earn a favorable completion status. While the default value is set to "0", the recommended value should be 20% or so to ensure Users/Learners do not page through their Assignments just to get to the Assessments. See Figure 9-22 for more details.

Define the minimum time (in percent of the estimated course duration) that a User/Learner must spend in a course in order to pass/complete the course (in addition to the assessments). For example, if the course duration is 60 minutes and you specify 50 percent, Users must spend a minimum of 30 minutes in the course. (0 = disabled) Minimum Course Time (percent of defined course duration) 50

#### Figure 9-22 - Content Viewer – Minimum Course Time Configuration

9.12 *Default Login Field Configuration:* This global parameter specifies the validated field from the OPDB User table that will be used to authenticate a User's login into OPCV (or into the OnPoint Portal if installed). Administrators can select the designated field from the list available in the drop down menu as shown below in Figure 9-23. The available options include several of the User-specific fields including any of the ten (1) custom fields defined for the Server Slice.





9.13 *Login Instructions.* The configurable parameter allows Administrators to customize the login message that appears to Users/Learners when they are presented the login page for the Content Viewer. This allows organizations that may use different types of login credentials (e.g., Employee ID, email address, unique login name) to present a more descriptive message to these Users/Learners when they encounter the login page (See Figure 9-24 below).

ogin Instruct	tions			
Please enter	your emplo	yee number and passw	ord	

Figure 9-24 - Content Viewer – Login Instruction Definition

9.14 Global Glossary Feature. This feature is accessible via a link (see Figure 9-25 below) at the bottom of the Summary-level Configuration Parameters Screen and allows Administrators to enter terms and definitions for a Global Glossary that can be displayed to Users/Learners in any Course that are taking. To add or edit a global level glossary entry, click the Edit link and a master list of terms will display (see Figure 9-26 below). Click the Add button to enter a new term or click the name link to an existing glossary item to edit or update or delete that record (see Figure 9-27). All entries added to the Global Glossary list appear in alphabetical order.

Content Viewer	Edit
Assessments	
Minimum Ass	essment Score 70
	Retake Tests Y
Cour	rse Lock Period Disabled
OPCV Application	
1	Use CV Banner N
Show	Course Catalog Y
Show Assessme	ent Set Catalog Y
Allow Users to Change	Passwords/Info N
Allow Learners to Change	Passwords/Info N
Minimum C	Course Time (%) 50%
OPCV Lo	ogin Name Field user_email
OPCV Lo	gin Instructions Directed enter your employee number and password
Global C	Course Gloss ov Edit

Figure 9-25 - Content Viewer – Global Glossary Edit Link



Figure 9-26 - Content Viewer – Global Glossary Master List

CONTENT	GLOBAL GLOSSARY EDIT	
Term	ABC	
Description	All Big Concepts	
		~
	-	_
Delete th	is term	
Save	Reset Cancel	

Figure 9-27 - Content Viewer – Global Glossary Edit Link

### 9.4.3 Assessment Remediation Response Configuration Screen

This feature allows Root/Site Administrators to set default remediation responses that display when an OnPoint-created assessment/test has been configured to deliver remediated responses to a User/Learner for both Correct Messages and Incorrect Messages (see Figure 4-28 below). To edit or update these messages, click the Edit link and update the appropriate message fields as shown in Figure 4-29.

Assessment Configuration	Ed	lit	
Default	Correct Message T	That's Correct!	
Default Ir	ncorrect Message S	Sorry, that's not correct.	

Figure 9-28 – Assessment Default Remediation Configuration

ADMINISTRATION: CONFIGURATION
Assessment Configuration
The assessment correct and incorrect configuration parameters are used to define a set of default assessment answer responses.
Default Correct Answer Response (Success Message)
That's Correct!
Default Incorrect Answer Response (Failure Message)
Sorry, that's not correct.
Save Reset Configuration

Figure 9-29 – Assessment Default Remediation Edit Screen

### 9.4.4 Application Help Configuration Screen

Some organizations may wish to create their own Help Files that Users/Learners will access when they click the "Help" button in the Content Viewer. To accommodate this, this configurable parameter allows Administrators to point to any HTML-compatible content they'd like to display in place of the standard OnPoint Help Files. For example, this can be a custom PDF file or a series of HTML pages that provided organization-specific assistance. See Figure 9-30 for an example.

ADMINISTRATION: CONFIGURATION
Application Help Configuration
The application help URL points to the URL that will be accessed when the OnPoint Learning Server help link is selected.
Help URL
http://63.246.31.12/OPCV_help/xxxx_instruction.html
Save Reset Configuration

Figure 9-30 - Content Viewer – Global Glossary Edit Link

## 9.5 Administration: Custom Fields

**NOTE:** Select hosted customers (and all OnPoint prospects performing 30-day solution evaluations) may not have all of these options in their Administrative dropdown menu.

This selection allows Root/Site Administrators to manage all of the unique setup and configuration parameters they may need to access or update in order to maintain their unique customer slice/server instance or any enterprise installation. This submenu is only available to the highest-level administrative personnel.

#### Updating Custom Fields

Allows Site Administrators to establish custom fields tracked in the database that assist in better describing and classifying an enterprise's Courses, Groups, Users and Events. Administrators simply provide "field captions" for previously established fields already allocated in the system's database tables. These fields can later be used for searching and reporting purposes. (See Figure 9-31 below).

ADMINISTRATION: CUSTOM FIELDS
The OnPoint Learning system allows you to define custom fields for courses, groups and users. To define a custom field, enter the field name below. Custom fields with blank field names will be ignored.
Course Fields
#1 Course Series #2 Course Budget (US\$) #3 Course Cost Center #4 #5
Group Fields
#1 Dept. Manager #2 Primary Location #3 UNC Path: #4 #5
User Fields
#1 Date of Hire
#2 Department
#3 Immediate Supervisor
#4 Termination Date
#5 Drivers License State/Number
#6 Security Question - Car/truck Make
#7 Security Question - Favorite Musical Group
#8 Security Question - Favorite Food
#9
#10
Event Fields
#1 Class Series #2 Class Budget (US\$) #3 Class Cost Center #4 #5
Edit



From this display, Root/Site Administrators can specify the following configuration parameters:

- a. *Course Fields.* Allows Root/Site Administrators to establish up to five supplemental custom fields at the Course level that may assist an organization in describing and classifying their courseware for their learners. Typically, these fields are used to add fields like "Course Series" and "Content Vendor".
- b. *Group Fields.* Allows Root/Site Administrators to establish up to five supplemental custom fields at the Group level that may assist an organization in describing and classifying distinct groups used to segment their user populations. Typically, these fields are used to add fields like "Region".
- c. User Fields. Allows Root/Site Administrators to establish up to five supplemental custom fields at the User level that may assist an organization in better describing and classifying their learners and users. Typically, these fields are used to add fields like "Employee ID#" and "Direct Manager".
- d. *Event Fields.* All Root/Site Administrators to establish up to five supplemental custom fields at the Event level that may assist an organization in describing and classifying their Instructor-Led Training classes, Webinars and Live Streaming Events for their learning communities. Typically, these fields are used to add fields like "Class Series" and "Class Budget".

To update any of the three sets of custom fields, click the **Edit** button and the **ADMINISTRATION: CUSTOM FIELDS EDIT** will appear. Any changes can be input into the fields provided and will be committed to the database when you save your changes.

The following Action Buttons are displayed on at the bottom of the Custom Field Entry Screen:

Action Buttons	Description
Save	Once you've entered/updated any custom field values you require, click the Save button to return to the Administration: Custom Fields screen.
Reset	Click the Reset button to erase your current changes and start editing again.
Cancel	Click the Cancel button to return to the Administration: Custom Fields screen.

## 9.6 Administration: Publish

This selection enables Content Administrators and Root/Site Administrators to create off-line versions of online Courses that can then be distributed on CD/DVD-ROM or localized to a file server rather than requiring online course access. This feature automates the generation of a complete series of files and directories that contains all of the high-level Course Information as well as all of the Topics, Pages and Assets contained in the selected course. Separate selections are available for (A) outputting the entire off-line version of a course or (B) outputting just the Course Assets to support Users with localized Assets Locations configurations. (See Figure 9-32 below).

NOTE: Due to the lack of an active database for an offline course, the ability to include an OnPoint Assessment (quiz, test or survey/feedback form) with an offline course requires integration with the optional OnPoint Portal module. Please contact the OnPoint Support Team for more information on how to synchronize offline tests results with online training results.

	verformance solutions							
🕽 Home 김 Help 🔼 Logo	out Users & Groups	Content	Assessments	Skills	M-Learning	Events	Email Mgr.	Admir
ADMINISTRATION: PUR	BLISH							
external location.		ning the sel						
external location.		3						
external location. Publish Option Publish Course to CD	Description Publish an OnPoint Lea all of the internal (on the answers onto a CD, cou	rning Server	erver) assets. Bed	cause th				

Figure 9-32 – Administration - Publish to CD Options

### 9.6.1 – Publish Course to CD

Selecting the Publish Course to CD submenu selection from the Administrative – Publish to CD Menu option displays the *Administration: Publish Course to CD* utility screen which allows Administrators to select any **Course** and generate an offline version of that course's content (See Figure 9-33 below). The available choices on this screen are:

- 1. Select a course from the dropdown list of active online courses, to publish to CD, create an offline version for placement on a server, or to create a mobile-optimized course for a handtopclass PC. **Note**: *The displayed list includes all Courses that are defined in the OnPoint Course repository whether those Courses are published and with regard to their course record status which can be set as "Active", "Inactive" or "Request Delete". Attempting to publish an inactive or incomplete Course to CD will certainly result in "less than perfect" results.*
- 2. Choose a name for your generated output files packaged as a Windows ZIP file either by using the selected Course Name or by specifying a unique name in the dialog box provided; the default naming convention for this function uses the existing Course Name and the extension

".ZIP" when generating the requested offline course and can be accomplished using the provided checkbox function default setting.

 If you're looking to create a mobile version of your Course for delivery to a support handtop or UMPC-class mobile device, make sure you select the "Use Minimal Page Header" checkbox; this eliminates the banner and uses larger buttons/icons making the offline version of your Course easier to read and navigate.

<b>ONPOINT</b> DIGITAL learning and performance solution:	5							
🔐 Home 🛜 Help 🔽 Logout 🛛 🛛 Users & Gr	oups	Content	Assessments	Skills	M-Learning	Events	Email Mgr.	Adminis
ADMINISTRATION: PUBLISH COURSE TO	D CD							
The publish course to CD operation will generate a generated web pages will be placed into the design the need to access the OnPoint Course Viewer or The published course ZIP file will be created in the	nated ZI OnPoin	IP file. The nt Learning	published cours Server.	e can the	en be used as a	a stand-al	one course w	
CD to create the stand-alone course. Select course: mLearning Course	•							
Specify the name for the published course ZIP file.	□ Us	se course r	iame					
test-mlearning.zip								
Use minimal page header (ideal for mobile)								
Publish to CD Reset Cancel								

Figure 9-33 – Publish Course to CD Screen

4. Once you've selected a Course to output and provided a name for the ZIP package, choose from one of the following Action buttons:

Action Buttons	Description
Publish to CD	Click the Publish Course button to begin the process.
Reset	Click the <b>Reset</b> button to reset your current entries and begin your selection and naming process again.
Cancel	Click the <b>Cancel</b> link to cancel your current entries and begin your selection and publication process again.

- 5. Pressing the **Publish to CD** action button will initiate the process of generating your CD version of the specified **Course**. Course Manager will create the off-line version of your Course and build all of the necessary **Topics**, **Pages**, **Assets** and associated styles that were originally included in the online version of your **Course**. The system will even generate an off-line OPCV banner based on any custom branding you have defined for your customer slice.
- 6. Once you've published your offline course content, you are presented with a <u>Download</u> link that allows you to download your prepared ZIP package (See Figure 9-34 below).





7. Click the <u>Download</u> link to begin the download process and supply a destination directory or folder for the ZIP package to be sent to as shown in Figure 9-35 below.

File Dowr	nload	X
Do you	want to open or save this file?	
2	Name: Quicktime_CD_Course.zip Type: WinZip File, 23.8 KB From: 66.34.130.10	
	Open Save Cancel	
🔽 Alw	ays ask before opening this type of file	
1	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>	

Figure 9-35 – Publish Course to CD Download & Save Dialog Box

8. Once you've downloaded the entire package, extract the contents of the ZIP package into a folder as shown in Figure 9-36 below.

File Actions	Options Help	- Quicktime_C	uli - Indeladada kata				_
	😭 💋		<b>1</b>	1	9	<b>6</b>	} 🤇
New	Open Favorites	Add	Extract	Encrypt	View	CheckO	ut Wiz
Name	Туре	Modified		Size	Ratio	Packed	Path
index.html	] HTML File	3/20/2005	11:04 AM	354	35%	230	
🗾 🔝 OnPointLog	go.jpg 🔰 JPEG Image	e 3/20/2005	11:04 AM	3,478	6%	3,258	images\
💽 pg_643_in	fo.html HTML File	3/20/2005	11:04 AM	2,457	59%	1,006	pages\
🧃 if_pg_643	info HTML File	3/20/2005	11:04 AM	885	48%	461	pages\
💽 pg_643_in	tro.html HTML File	3/20/2005	11:04 AM	2,529	60%	1,015	pages\
if_pg_643	intro HTML File	3/20/2005	11:04 AM	453	44%	255	pages\
💽 pg_643_fir	nish.html HTML File	3/20/2005	11:04 AM	2,508	59%	1,016	pages\
if_pg_643	finish HTML File	3/20/2005	11:04 AM	467	44%	263	pages\
💽 💽 toc_643.hl	ml HTML File	3/20/2005	11:04 AM	2,322	61%	894	pages\
header_co	l_l.gif GIF Image	3/20/2005	11:04 AM	1,229	20%	983	images\
header_co	l_tool GIF Image	3/20/2005	11:04 AM	320	0%	325	images\
🕵 💽 header_co	l_m.gif GIF Image	3/20/2005	11:04 AM	83	0%	86	images\
header_co	l_r.gif GIF Image	3/20/2005	11:04 AM	1,242	20%	995	images\
🔝 rightarrow	.gif GIF Image	3/20/2005	11:04 AM	570	16%	478	images\
1							
Selected 0 files	. O bytes	1	otal 21 files	5. 31KB			0

Figure 9-36 – Publish Course to CD Contents in ZIP Package

9. Once you've unzipped the ZIP package containing your offline **Course**, double-click the "INDEX.HTML" file to launch your new course as shown in Figure 9-37 below. Note the branding and structure of your original Course is now mimicked for offline users/learners.

🥹OnPoint E-Learning Center - Mozilla Firefox	
<u>Fi</u> le <u>E</u> dit <u>V</u> iew <u>G</u> o <u>B</u> ookmarks <u>T</u> ools <u>H</u> elp	0
A set of the s	]
🐢 Getting Started 🔂 Latest Headlines	
OnPoint E-Le	arning Center 🔺
Re Home	
Action Items - Install Quicktime 7.0 - Jump To -	- ► 🍣
Course: Action Items - Install Quicktime 7.0	
Description: This course helps new Tellermate Partners to get ready to start training online.	
Duration: 5 minutes	
Duration. Sminutes	
	•
Done	

Figure 9-37 – Branded, Offline Version of Published Course

DIGITAL learning and pe								
Home 🕜 Help 🔼 Logou	t Users & Groups	Content	Assessments	Skills	M-Learning	Events	Email Mgr.	Admin
ADMINISTRATION: PUBL The publish functions allow y external location.	LISH ou to create zip files contain	ing the sel	ected items. This	s can the	n be used to tr	ansfer the	information t	o an
external location.								
Publish Option	Description							
Publish Option Publish Course to CD	Description Publish an OnPoint Lear all of the internal (on the answers onto a CD, cour	learning se	rver) assets. Be	cause th				

Figure 9-38 – Administration - Publish to CD Options

### 9.6.2 – Publish Assets to CD

Selecting the Publish Assets to CD option from the Administrative – Publish screen (as shown in Figure 9-38 above) displays the *Administration: Publish Assets to CD* utility screen which allows Administrators to select any Active course and generate an offline version of that Course's Assets only. (See Figure 9-39 below).

The difference between the Option B assets publication functionality described here and the Option A course publication functionality described above centers on the fact that Option B allows an administrator to still track and manage their Courses online but move any content, including larger rich media asset files like video, audio and Flash clips closer to the user so they don't need to be downloaded over the Internet while taking an online course. The available choices on this screen are:

 Select a course or courses you'd like to generate a set of offline assets for from the table display of active online courses by clicking the associated checkbox for that **Course** or for the master CD you're looking to create. You can select **Assets** for many **Courses** as you'd like up to and including all the **Courses** found on your system.

**NOTE**: The displayed list includes all **Courses** that are defined in the OnPoint Course repository whether those **Courses** are published and with regard to their course record status which can be set as "Active", "Inactive" or "Request Delete". Attempting to publish a set of assets for an inactive or incomplete Course out to CD will certainly result in "less than perfect" results.

ADMINISTRATION: PUBLISH ASSETS TO CD
The publish course assets to CD operation will create the specified ZIP file containing all of the server side asset files assigned to the
selected course(s).
The published course assets ZIP file will be created in the repository export directory. The ZIP file can then be downloaded and unzipped onto a CD.
Specify the name for the published assets ZIP file.
OnPoint_Offline_Assets_Test
Select one or more courses to include in output file:
🗖 A History of Flight
🗹 Action Item Install QuickTime
🗌 Action Items - Install Quicktime 7.0
🗖 ahda
🗖 American Hospitality Corp - Sample Course
🗖 Beginning Outlook 2000

#### Figure 9-39 – Publish Assets to CD Screen

Specify a name for your generated Asset output files – to be packaged as a Windows ZIP file either by using the selected Course Name or by specifying a unique name in the dialog box
provided for your complete Asset Library. Once you've made your selections to output and
provided a name for the ZIP package, choose from one of the following Action buttons:

#### Action Buttons Description

Publish Assets to CDClick the Publish Assets to CD button to begin the process.

Reset	Click the Reset button to cancel your current entries and begin your
	selection and naming process again.
Cancel	Click the Cancel link to cancel your current entries and begin your selection
	and publication process again.

Pressing the Publish Assets to CD action button will initiate the process of generating your CD version of the specified Course/Asset library. Course Manager will create off-line versions of all the Assets from all the Courses you specified your Course create a master file containing all of these files as well as any specified subdirectories or folders you specified when creating your Asset files.

**Note**: All Assets to be included on an off-line CD MUST use the "Link" Asset type. It is possible to update/convert existing Assets from internal or URL/external designations using a database query. Please contact OnPOint's Support Team to request assistance initiating this sort of update.

4. Once you've published your offline course content, you are presented with a <u>Download</u> link that allows you to download your prepared ZIP package (See Figure 9-40 below).

ADMINISTRATION: PUBLISH ASSETS TO CD
The selected course has been published to the specified ZIP file.
Published ZIP File: OnPoint_Offline_Assets_Test.zip
Continue

Figure 9-40 – Publish Assets to CD Download Link

5. Click the <u>Download</u> link to begin the download process and supply a destination directory or folder for the ZIP package to be sent to as shown in Figure 9-41 below.

File Down	oad
Do you	want to open or save this file?
2	Name: OnPoint_Offline_Assets_Test.zip Type: WinZip File, 502 bytes From: 66.34.130.10
	Open Save Cancel
🔽 Alwa	ys ask before opening this type of file
1	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>

Figure 9-41 – Publish Assets to CD Download & Save Dialog Box

6. Once you've downloaded the entire package, extract the contents of the ZIP package into a folder as shown in Figure 9-42 below.

OnPoint Digital, Inc. Spring 2006



Figure 9-42 – Publish Assets to CD Contents in ZIP Package

7. Finally, administrators need to develop a procedure that will allow users to then load offline copies of the generated **Asset** files into their computers (via the CD/DVD-ROM disc), onto their computers (copying the files to their HDDs) or made accessible via an attached resource (local file server accessible via a UNC path). Once the content has been loaded to a local source, the user's Assets Location needs to be updated in Course Manager either by an administrator in OPCM by editing the user's record or by the user themselves via the Tools & Utilities tab that's accessible via the Content Viewer. For more information or support, please contact OnPoint's Support Team.

## 9.7 Administration: Licensing

This utility allows Root/Site Administrators to manage their OnPoint licenses including upgrading their total number of user/learner accounts and their total number of author/administrator accounts. All updates to an organization's licenses require a keyed and encrypted License File that's tied to your organization's primary license and the assigned IP address for your Course Manager application. All License Files are generated by OnPoint's Support Team after confirmation of an upgrade has been received by OnPoint's Sales Team.

Selecting the *Licensing* submenu selection from the Administrative Menu displays the *Administration: Licensing* update screen. From this screen, Site Administrators can review their current licensing information and also increase (or decrease) the total number of allowable User and Administrator accounts by providing the necessary encrypted License Code supplied by OnPoint's Support Team. Each encrypted License Code is unique to the server's published name and URL (web address) as well as other customer-specific parameters. License Codes can only be used once, are created to be timesensitive, and will expire within 48-hours of their generation via OnPoint's License Code Server.

The Server License utility displays the following information for each OnPoint customer instance:

## Element Description

License Code: Dialog box where you enter your supplied Server License code.

Once you've entered a supplied Server License code into the supplied Code field dialog box:

#### Action Buttons Description

Update License Click the Update License button to upgrade your user and/or administrator accounts.

#### **Updating Your Assigned Licensing Parameters**

When updating your server's License configuration, use the following procedures to increase the total number of User and/or Administrative accounts supported by your license (See Figure 9-43 below).

- 1. Open the email you received from OnPoint's Support Team. Highlight the included License Code with your cursor and hit "Ctrl + C" on your keyboard to copy the exact contents of your new License Code.
- 2. Switch to Course Manager and hit "Ctrl + V" on your keyboard to paste the copied License Code into the License Code field.
- 3. Click the Update License button. The change will be made immediately.

ADMINISTRATION	: LICEN	SING
Server	63.246.3	11.16
Customer Number	1	
License Type	Full	
Administrators	100	(29 used)
Reporting Managers	800	(691 used)
Users/Learners	10500	(6133 used)
Records	6000	(5367 used)
	ense upda	odified using one-time license codes obtained from OnPoint Digital, Inc. Please contact OnPoint Digital at tes and information. Once you have obtained an Onpoint Learning Server license code, it can be cut and
License Code:		
Update License		

Figure 9-43 – License Update Utility

**NOTE**: Do not attempt to use an expired License Code or a License Code generated for another OnPoint Licensee as attempting to apply this Code may damage your own licensing configuration and setup.

## 9.8 Administration: Deletion Tasks

This submenu selection allows Content Administrators and Root/Site Administrators to review all pending requests for the deletion of shared organizational content and information that has previously been uploaded and maintained in Course Manager. A common object repository permits content creators and subject matter experts to share one copy of any system element including **Assets** (e.g., text, images, video clips), **Pages**, **Topics**, and complete **Courses** between different people and departments without additional storage or processing overhead. In short, each building block can be used countless times in different areas by simply referring to the original source instead of copying it over and over again.

The downside to an object-oriented design is manifest by the fact that one person may determine they no longer require a certain Asset or Page and decide to simply delete it, when in reality it was still a desired component of other Courses or content that a different author was using. We therefore employ the following delete protections.

#### **Performing Deletion Tasks**

To ensure that no content or database element is permanently deleted without proper approval, Level 3 Administrators -- including Content Coordinators and Event Managers -- (see Users & Groups: Managers for more information on assignable administration levels) cannot delete any **Asset**, **Page**, **Topic**, **Course**, **User**, **Group**, **Assessment** or **Event** records from the database directly; instead, Level 3 Administrators can only mark the status of those elements they deem no longer necessary as "Inactive" or "Request Delete" which automatically notifies Level 4 Content Administrators and Level 5 Site Administrators that these elements have been flagged for deletion. Site Administrators can also delete an entire **Course**, with all associated **Topics**, **Pages** and **Assets** using a single "Delete/undelete a course" function. (Please see Figure 9-44 below).

Once database elements have had their shared status changed from either "Active" or "Inactive" to "Request Delete", an active link to that record and all others currently flagged to be deleted will appear on the Administration: Deletion Tasks summary screen. Click on any presented link shown in blue, with the quantity to be deleted expressed as an integer marked in red (e.g., Page (61)). See Figure 9-44 below.

Users & Groups	Content	Assessment	Skills	Events
User (1) Group (1) Activity (0)	Course (1) Topic (3) Page (61) Asset (20) Category (0)	Assessment Set (0) Test (2) Question (3)	Skill Profiles (0) Skill Sets (0) Skills (0)	Event (0)

#### Figure 9-44 – Deletion Tasks Summary Screen

2. This link selection will launch the "Administration: Deletion List" screen. (See Figure 9-45 below). From this display, Level 4/5/6 administrators can review all of the database elements that have been flagged for deletion and also verify whether or not these elements are safe to delete before performing that function by clicking on the "Assignments" link in the far right table column. After confirming and accepting the deletion request(s), Administrators can then select

all of the records they wish to delete, either individually or by marking the "Select All" selection box, then hit the Delete button to complete the deletion task process for that database item or group of items.

ADM	INISTRATIC	DN: DELETION LIST		
bje	ct: Asset - (	asset)		
elec	ct the object	(s) to delete and click of	n the 'Delete' button be	low.
elect	-All Clear-All			
	Name	Requested	Ву	Actions
	Dilbert Text	March 8, 2005 3:43 PM	Administrator OnPoint	Assignments

Figure 9-45 – Deletion List Selection/Confirmation Screen

3. In some cases, it is beneficial for Level 4/5/6 administrators to be able to automatically change the status of multiple records in different database tables from "Active" or "Inactive" to "Request Delete" for an entire **Course** using one single action (see Figure 9-46 below). This option saves time by obviating the need to select, open and edit the status of every **Topic**, **Page** and **Asset** using the **Content** submenu in the soon-to-be-deleted **Course**. Once all of the database elements have been marked for deletion, you simply perform the normal deletion tasks as described above in step #2 to verify deletion requests, review existing assignments, and complete the deletion tasks required.

	ines (copies) page and assees) marked for delecion.	his utility allows you to select an existing course and have all of the related course omponents (topics, page and assets) marked for deletion.			
Number	Course Name	Action			
00601	A History of Flight	delete			
00655	Action Item Install QuickTime	delete			
00643	Action Items - Install Quicktime 7.0	delete			
00776	ahda	delete			
00652	American Hospitality Corp - Sample Course	delete			
00603	Beginning Outlook 2000	delete			
00602	Beginning SalesLogix	delete			
00648	Business Processes	delete			
00652	Business Dreesson DEC	doloto			

#### Figure 9-46 – Delete Course Selection Utility

**NOTES**: The current status of any Course you wish to delete using this feature must be set to "Active" instead of "Inactive" or "Request Delete".

It's important to remember that deleting an entire Course that has Topics, Pages or Assets that may be used elsewhere in another Course will result in that course becoming inoperable. Remember to check the Assignments link before completing any deletion tasks.

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Once you've selected, verified and marked the elements you'd like to delete, choose one of the following Action buttons:

Action Buttons	Description
Delete	Click the <b>Delete</b> button to remove your selections from the shared OnPoint database.
Reset	Click the <b>Reset</b> button to erase your current changes and start editing again.
Cancel	Click the Cancel button to return to the Administration: Deletion Tasks screen. Your changes will not be saved.

# 9.9 Administration: Import/Export

This selection provides Content Administrators and Root/Site Administrators with a set of automated tools for importing existing course content or lists of users from other systems and also provides additional tools for exporting existing courseware from OnPoint's Course Manager for use in other standards-based systems. For clarity, this section of the documentation is divided into separate import and export utilities functions.

### **Import Utilities Options**

Selecting the Import/Export selection from the Administrative Menu displays the "Administration: Import/Export" screen with direct links to several related system utilities that smooth out and speed up the import of existing content and organizational information. The display has two different sections; one listing Import Utilities and one listing Export Utilities (See Figure 9-47 below). From the Import Utility list, you can choose to:

- 1. Import Users (into the Course Manager database in CSV format)
- 2. Import OnPoint Course (from an existing OnPoint course)
- 3. Import/Generate Course (from existing Assets added to Zip Package)

Administration: Import		
The import functions allo	w you to transfer information	on from an external source into your Learning Server database.
Import Option	Source	Description
Import Users	CSV file (comma/quote)	Import users from a CSV (comma/quote) text file
Import OnPoint Course	Zip file (*.zip)	Import a course from a OnPoint course export file
Import Course	Zip file (*.zip)	Import a course from a zip file. Each file in the zip will be imported as a single page with a single asset. The pages may be assigned to an existing course or imported into a new course. All of the files must be imported from a single zip file.

Figure 9-47 – Import/Export Menu – Import Utilities

## 9.9.1 – Importing Users

Selecting "Import Users" from the Administrative: Import/Export Menu launches a User Import Wizard that uploads a list of names and related information from a pre-prepared spreadsheet template that is processed, auto-generates and assigns a set of new users to the OnPoint Learning Center. The normal process steps for importing users are as follows:

<u>Step #1 - Download Import Template File</u>. This selection assists in the import of existing Users from a structured list, either manually created or generated by another system (e.g. HR system or directory service). The file can be downloaded from the Import Users Utility screen (See Figure 9-48 below) by right-clicking the file link and saving the template to your local hard drive. The saved file is compatible with Microsoft's Excel application or other industry standard spreadsheet packages.

#### ADMINISTRATION: USER IMPORT

This utility is used to import user/learner information into the Learning Server. The user import file must be a standard CSV (comma/quote delimited) text file. The first line of the import file must contain the correct column (field) names from the Learning Server database 'user' table. All required columns must be specified. Columns may be specified in any order. See help for details regarding the column specifications.

Click OnPointUserImport.xls to view or download an Excel spreadsheet with the pre-defined user table column names.

#### Figure 9-48 – User Import Utility – Downloading Template File

<u>Step #2 - Prepare Import Template File</u>. Open the Import Template File in your spreadsheet application (e.g., Microsoft Excel) and scan the column headings for your user-centric Import Template file. You can either populate the template file by completing the information in each column for each record you wish to add to the database (one per row) or you can simply assign the *exact* column headings from the Import Template File to the corresponding columns in another spreadsheet containing user information that's been generated by another system or database (e.g., a personnel/HR database, an enterprise directory service). As long as you have corresponding field values for each column of information in your spreadsheet named with the exact column heading from the Import Template File, you can use that source material as your template file and the information can actually be arranged in any column of that spreadsheet (see Figure 9-49 below).

licrosoft Exc	el - user_te	est2.csv						_ 6	3 ×
<u>Eile E</u> dit	<u>V</u> iew <u>I</u> nse	rt F <u>o</u> rmat <u>T</u> ool	is <u>D</u> ata <u>W</u> indow <u>H</u>	elp Acrobat			Type a quest	ion for help 🛛 🚽 🗖	×
🖻 🖬 🔒	1	d. 🚏 🕺 🗈	n + 🕫 🗠 - 🖼	- 🤹 Σ - Δ - Ζ - Δ - Δ	🛃 100% 🔻 🕄 🖕				
al	<b>-</b> 10	• B <i>I</i> <u>U</u>		%, <u>*.0</u> ;00	🔄 • 🕭 • 🚣 • .				
ta ta 🗷	<b>Ca (a</b> )	2 🗞 🙉 🐄	Reply with Changes E	nd Review 🖕					
1									
A3	<b>•</b> ;	f∡ Alice B.							
Α	В	С	D	E	F	G	H		
user_first_	user_last_	user_title	user_organization	user_address	user_email	user_password	password_hint	user_timezone ro	ol
Bob	Jones	VP of Biz Dev	Acme Corporation	Markham, Ontario Canada	biones@acme.com	temporary	temporary	-5	
Alice B.	Smith	Project Manage			alice.smith@acme.com	temporary	temporary	-5	
Robert	Gadd	President	OnPoint Digital, Inc.	101-B Estus Drive	rgadd@onpointlearning.com	temporary	temporary	-5	
Katherine	Guest	VP Marketing	• ·		kguest@onpointlearning.com	temporary	temporary	-5	
Richard	Tucker	Project Leader	Acme Corporation	21066 Branchwood Way	<u>rtucker@acme.com</u>	temporary	temporary	-5	
	Ele Edit	Elle     Edit     View     Inse       Image: Constraint of the second	Image: Second	Ele       Edit       View       Insert       Figmat       Tools       Data       Window       E         Image: State       Image: State	Ele       Edit       Yiew       Insert       Figmat       Iools       Data       Window       Help       Acrobat         Image: I	Ele Edit View Insert Format Iools Data Window Help Acrobat         Image: State S	Ele Edit View Insert Figmat Iools Data Window Help Acrobat         Image: State S	Ele       Edit       View       Insert       Figmat       Tools       Data       Window       Help       Acrobat       Type a quest         Image: Im	Ele Edit View Insert Format Iools Data Window Help Acrobat       Type a question for help • _ 6         Image: State B       Image: State B </td

#### Figure 9-49 – User Import Utility – Import Template File with Column Headings

<u>Step #3 - Import Users from Template File</u>. Once the spreadsheet file has been compiled and every column/unique field has a corresponding field caption, upload the prepared file by selecting the template using the **Browse** button (See Figure 9-50 below).

Once the upload file has been selected, you can also specify a few other common inclusion parameters for the new Users/Learners you are about to import including assigning them to a particular Group or to a commonly taken Course. Click the Import Users button to complete the user import process.

ADMINISTRATION: USE	R IMPORT	
standard CSV (comma/qu column (field) names from	rt user/learner information into the Learning Server. The user in ote delimited) text file. The first line of the import file must conta the Learning Server database 'user' table. All required columns in any order. See help for details regarding the column specific	ain the correct must be specified.
Click OnPointUserImport table column names.	xls to view or download an Excel spreadsheet with the pr	re-defined user
User Import File Name:		
		Browse
You may also optionally a Assign to Group: - None -	assign all of the imported users to a selected group and/or	r course.
Assign to Course:		
- None -		
Import Users Reset	Cancel	

Figure 9-50 – User Import Utility – Importing Template File

# 9.9.2 – Importing an OnPoint Course

Selecting the "Import OnPoint Course" selection from the Administrative: Import/Export Menu launches a specialized utility that assists in the import of an existing ready-to-publish Course that was generated using OnPoint's Course Export function. This selection prompts the Administrator to upload a course saved in a ZIP file (see Figure 9-51 below). This functionality is useful when moving an entire course from one server instance to another (e.g., hosted customers transitioning to enterprise license customers).

ADMINISTRATION: OPLS COURSE IMPORT - STEP 1		
This utility is used to import a course or cou	rse contents from a zip file created using the	OnPoint Learning Server course export function.
Course Export Zip File:		
		Browse
Import Results:	Category Import:	
Create new course	<ul> <li>Import categories</li> </ul>	
C Add content to existing course	O Assign to default category	
O Import course assets only		
Continue Reset Cancel		

Figure 9-51 – Import Course Utility – General Screen

From the Course Import Utility list, you may:

- Create a New Course To build a new Course that is just like to original in terms of structure and assignments.
- Add Content to an Existing Course The add all of the new Topics, Pages and Assets to an existing Course on your current server, or
- Import Course Assets Only This option allows administrators and content developers to extract the Assets from an old Course and add them to the LCMS only.

From the Course Import Utility list, you may also specify whether or not you'd like to import any related category assignments that might be associated with the original Course content by selecting:

- Import Categories This is replicate any of the associated categories in the original Course manifest
- Assign to a Default Category This option adds all of the newly imported/created Topics, Pages and Assets to one default Category. Note: This is a selector so make sure the master category you wish to use already exists.

#### *Import OnPoint Course – Common Process Steps*

While the commonly followed process steps for each of these Import OnPoint Course functions are all very similar, there are some variations in how each of these utilities function in practice. Elements common to each are as follow:

Element	Description	
Course Export Zip	The name of the actual Exported Course's ZIP package processed during this Course Import process step. Qualifying ZIP packages must have been generated using OnPoint's Course Export function (below).	
Import Results	<ul> <li>There are three radio button options available when importing an Exported Course:</li> <li>Create a New Course – retains the same characteristics of the Exported Course.</li> </ul>	
	<ul> <li>Add Contents to Existing Course – imports entire contents of the Exported Course's structure to an existing Course.</li> <li>Import Assets Only – imports all of the defined Assets found in the Exported Course for reuse in a new Course.</li> </ul>	

Action buttons that are common include:

Action Buttons	Description
Browse	Used to located and select the ZIP Package for the Exported Course you wish to import into Course Manager.
Continue	Once you've located and selected the Exported Course you wish to import, this button allows you to continue to Step #2 of the import process.
Reset	Click the <b>Reset</b> button to erase your current changes and start editing again.
Cancel	Click the Cancel button to return to the Administration: Import/Export screen. Your changes will not be saved.

In general, the expected process flow for each utility option would include:

#### **Option A -- Create a New Course**

This selection assists in the import of an existing Course generated using OnPoint's Course Export function. This selection prompts the Administrator to upload an entire OnPoint Course saved in a ZIP package and follows these process steps:

<u>Step # 1</u> - Browse for the ZIP package previously generated using Course Manager and select that file. Press Continue to start the upload process (see Figure 9-52 below).

ADMINISTRATION: OPLS COURSE IMPORT - STEP 1	
This utility is used to import a course or course contents from a zip file created using	the OnPoint Learning Server course export function.
Course Export Zip File:	
C:\Documents and Settings\Owner\My Documents\OnPoint Demo\HarT2P2v3Erin.zip	Browse
Import Results: © Create new course C Add content to existing course C Import course assets only	
Continue Reset Cancel	

#### Figure 9-52 – Import OnPoint Course Utility – Step #1

<u>Step # 2</u> – The name of the ZIP package appears in the "Import File" field and confirms your selection to "Create new course"; click the <u>Begin Import</u> button to begin importing the Course to your server. This process will create the Course and all previously supplied Course Information as well as generate all of the Topics, Pages, Assets, Categories and Assessment information that was specified in the Exported Course. If you wish to cancel this process, click the <u>Reset</u> button to return to Step #1 or the <u>Cancel</u> button to abort the import utility (see Figure 9-53 below).

ADMINISTRATION: OPLS COURSE IMPORT - STEP 2
This utility is used to import a course or course contents from a zip file created using the OnPoint Learning Server course export function.
Import File: HarT2P2v3Erin.zip
Import Result: Create new course
Please select a category for the imported objects
Category: Human Resources (HR)
Begin Import Reset Cancel

#### Figure 9-53 – Import OnPoint Course Utility – Step #2

<u>Step # 3</u> – Once the import utility has made all of the necessary additions you requested, an Administration: Course Import – Results page will display confirming your selected Course has been imported successfully. Press Continue to conclude the Course import process (see Figure 9-54 below).

ADMINISTRATION: COURSE IMPORT - RESULTS	Help
Course imported successfully.	
Continue	

Figure 9-54 – Import OnPoint Course Utility – Step #3

**Tip**: When is this feature useful? From time to time, OnPoint creates and publishes full online courses that provide support for learning and using applications like Course Manager and OnPoint's Ecommerce Package ("OPEC"). These courses can be exported from OnPoint's hosted servers and then downloaded by enterprise customers seeking to load these courses on their own in-house server installations. Alternatively, OnPoint's Support Team may request that a customer export one of their prepared Courses and FTP it to our offices for review and analysis.

#### Option B -- Add Content to an Existing Course

This selection launches a specialized Content Import Wizard that operates with the same steps as the preceding full OnPoint Course import process with the exception of the fact that you can add the generated course materials to an existing Course thus importing all of the Topics, Pages, Assets, Assessments and Category information but not replacing the Course Information for the new Course.

#### **Option C -- Import Course Assets Only**

This selection launches a specialized Content Import Wizard that processes existing Asset files (e.g., images, animation files, video clips) pulled from a previously generated and exported OnPoint Course. This process creates a series of Assets that can be used or assigned to any existing or new Category.

<u>Step # 1</u> - Browse for the ZIP package previously generated using Course Manager and select that file. Press Continue to start the upload process (see Figure 9-55 below).

ADMINISTRATION: OPLS COURSE IMPORT - STEP 1	
This utility is used to import a course or course contents from a zip file created using	g the OnPoint Learning Server course export function.
Course Export Zip File:	succession of the second se
C:\Documents and Settings\Owner\My Documents\OnPoint Demo\HarT2P2v3Erin.zip	Browse
Import Results:	
C Create new course	
C Add content to existing course	
Import course assets only	
Continue Reset Cancel	

#### Figure 9-55 – Import Course Assets Utility – Step #1

<u>Step # 2</u> – The name of the ZIP package appears in the "Import File" field and confirms your selection to "Import Course Assets Only". You may import all of the waiting Assets to an existing Category, a new Category or as "unassigned" to any Category. Click the Begin Import button to initiate importing the Course Assets to your server. This process will create the necessary Asset records complete with all descriptive information, assigned Asset Types and specified sizing. If you wish to cancel this process, click the Reset to return to Step #1 or Cancel to abort the import utility (see Figure 9-56 below).

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ADMINISTRATION: OPLS COURSE IMPORT - ST	EP 2
This utility is used to import a course or course cor	ntents from a zip file created using the OnPoint Learning Server course export function.
Import File: HarT2P2v3Erin.zip	
Import Result: Import assets only (no assignments)	)
Please select a category for the imported objects	
Category: Human Resources (HR)	×
Begin Import Reset Cancel	

Figure 9-56 – Import Course Assets Utility – Step #2

Step 3 – Once the Asset import utility has made all of the necessary additions you requested, an Administration: Course Import – Results page will display confirming your selected Course has been imported successfully. Press Continue to conclude the Course import process (see Figure 9-57 below).

ADMINIS	RATION: COURSE IMPORT - RESULTS	٠	Help	9	Best Practices
	Course imported successfully.				
	Continue				

Figure 9-57 – Import Course Assets Utility – Step #3

## 9.9.3 – Import Course Materials (for OnPoint-Managed Courses)

Selecting the "Import Course" selection from the Administrative: Import/Export Menu launches a simple Course Builder Wizard that uploads a collection of pre-prepared files saved in any OnPoint-supported *Asset Type* (image, video, Flash, PDF, etc.). This function saves each uploaded file as an **Asset** in the OnPoint database, creates a **Page** for that **Asset**, includes that **Page** in a new or existing **Topic**, and assigns that **Topic**(s) to a new or existing **Course**. This process facilitates rapid course building though there are some limitations to the process (as explained below) and some preparation that needs to happen prior to performing this import process. The normal process steps for importing course materials are as follows:

<u>Pre-Flight: Asset Zip File (performed offline)</u>. The first step in this process involves the collection of the various source materials that will become distinct and managed **Asset** files in the OnPoint repository. The source of these files is normally the output of other third party applications and tools including text files (Microsoft Word HTM files), image files (e.g., JPEGs, GIFs), video clips (e.g., QuickTime .MOVs, Windows Media Player .WMVs, standard AVIs), Flash/Shockwave files (e.g., .SWFs), and Adobe Acrobat files (e.g., .PDFs). When imported using this utility, these newly created **Asset** files will be associated with a newly created **Page** – *with only one Asset per page* – and will also be associated with a new or existing **Topic** and assigned to a new or existing **Course** (See Figure 9-58 below). Once all of your files have been gathered and renamed/numbered, compress the files into a ZIP package and give it a unique name.

**NOTE**: To simplify the import process, we recommend that you rename and number the original source files so they have unique and recognizable file names and so they also are organized in some logical order. While the system will automatically rename uploaded files with spaces in the name to include underscores between words, it's wise to name your files with shorter names without spaces (see examples below).

🚞 Sample Course			
File Edit View Fav	vorites	Tools Help	<b></b>
🛛 🕙 Back 🔻 🕥 👻	2 🔎	Search »	Norton AntiVirus 📙 🝷
Name 🔺	Size	Туре	Date Modified
1_Diagram.jpg	74 KB	JPEG Image	10/14/2003 10:00 AM
02_Competition.jpg	72 KB	JPEG Image	10/14/2003 10:00 AM
🖻 03_Advantages.jpg	58 KB	JPEG Image	10/14/2003 10:00 AM
04_Responsibilities.swf	103 KB	Shockwave Flash	10/8/2003 10:13 AM
05_Text.htm	19 KB	HTML Document	10/3/2003 5:14 PM
•			Þ

Figure 9-58 – Import Course Materials Utility – Gather New Asset Source Files

<u>Step #1 – Upload Zip File</u>. After the ZIP file has been generated containing all of the files you'd like to use to build your Course, you can upload that prepared ZIP file by selecting it using the Browse button (See Figure 9-59 below). You can also specify a subdirectory on the server where your uploaded files can be stored **but we only recommend doing this** when you're using this import routine to upload complex MFA-type assets – otherwise, not specifying a subdirectory may make it easier to support/update your assets in the future if necessary. Once selected, press the Continue button to go to the next step.

ADMINISTRATION: MULTI-ASSET IMPORT
Step 1 - Upload Zip File
This utility is used to import a course (or add to an existing course) from a series of files. The asset files must be contained in a single zip file. Each file in the zip file will be imported as a single page containing a single asset.
Zip File C:\Documents and Settings\Robert\Desktop\apv5-test.zip Browse
You may optionally specify an asset repository subdirectory for the imported assets. If this parameter is left blank, the imported assets will be placed in the root assets repository.
Subdirectory: APV5
Continue



<u>Step #2 – Select/Create Course</u>. Once you've selected the ZIP file to use, the system begins the process of uploading and analyzing the contents of the uploaded ZIP package and then permits you to either add these new files to an existing course or to create a new one (See Figure 9-60 below).

- a. To create a new **Course**, supply a new **Course** name and a new **Topic** name. Then assign a **Category** from the dropdown list.
- b. If you'd like to add the new course materials to an existing **Course**, select it from the list of previously defined **Courses** (viewed by their **Category** assignments) by pressing that radio button. If you're adding these new files to an existing **Course**, Step #4 will provide you with a list of existing **Topics** already defined for your selected **Course**.
- c. Press the Continue button to move to Step #3.

ADMINISTRATION: MULTI-ASSET IMPORT	
Step 2 - Select / Create Course	
Import File: apv5-test.zip	
Please identify the course for the selected import. Your may select an existing course or create a ne	w course.
New Course	
New Articulate Test Course	
Category Corporate	
Topic Name Sample Topic 1	
Existing Courses	
O Who's_Who_at_Lithia_Motors	
Accounting	
© Guide to CampusShip	
Corporate	
Corporate	

#### Figure 9-60 – Import Course Materials Utility – Select/Create Course

- Step #3 Define Pages. Once you've named a new Course or selected an existing one from the Course list, the import utility permits you to define a template for your Course's Page layouts. You can specify Asset Sizes, Asset Placements and Page Layouts for files imported and corresponding Pages generated (See Figure 9-61 below).
  - a. First, choose a default Asset Size for the new files being imported. You can select from any of the standard "t-shirt" sizes or specify a specific size by selecting "Custom" from the dropdown list and entering the exact size to use.
  - b. Next, choose a default background from the list of existing *Page Layouts/CSS documents* defined for your server instance/customer slice. Your selection will be applied to every new **Page** created.
  - c. Determine the Asset placement you'd like to use for every new **Page** created by making your selection from the dropdown box. The best option here is probably "center" unless you plan to add additional **Assets** to your new **Pages** following this import process.
  - d. Next, assign the new **Page** you're generating to a **Topic**.
    - i. If you're creating a new **Course**, you can only use the default **Topic** name you provided in Step #2 above.

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- ii. If you're adding your new **Pages** to an existing **Course**, you can assign your new **Pages** to any of the previously defined Topics already associated with that **Course**.
- e. Confirm that the file being imported has the correct *Asset Type* associated with it. The correct type should have been interpreted by the system based on its file name extension (e.g., JPG = image, MOV = video).
- f. You may alter the *Asset Size* for any given **Page** to not use your selected default value by changing to another one of the standard "t-shirt" *Asset Sizes* from the dropdown box.
- g. Next, you can specify a different *Page Name* to be displayed when saving the new **Page** in the Course Manager repository. For example, you may wish to remove the numbering system you used to smooth the import process that ensured the new **Pages** were imported in a specified order.
- h. Finally, you can specify a different *Page Title* to be displayed to users when taking a course. Unlike the Page Name designation mentioned in item g above, Page Titles are not used by the system and in many cases, you may wish to not have any Page Titles displayed to a user/learner when they are taking a Course because that information may already appear in the content itself. Also, not including a Page Title on your displayed course page yields back about 40-60 pixels of screen real estate in the Content Viewer so that's a consideration as well for some customers. Click the <u>Clear</u> link to automatically remove all the automatic Page Titles the import process generates.
- When satisfied with all the import parameters for defining your new Pages, click the Continue button to complete the Import Course Materials process.

ADMINISTRATION: MULTI-ASSET IMPORT
Step 3 - Define Pages
Define the asset size, page layout and style for all of the imported pages. You can also assign pages to topics. If the topic is ", the page will be assigned to the last specified topic.
Import File apv5-test.zip Course Name Articulate Test Course Small (180x120) Medium (320x240) Large (512x384) Biggie (840x480) X-Large (720x480) Jumbo (800x600) Default Asset Size Width 720 Height 480 Background Blue Tiles Placement Center
Assign/Rename Pages:
Topic         Asset Type         Asset Size         Page Name         Page Title         Clear
Sample Topic 1 🔽 APv5-1.pdf PDF 🔽 Default 🔽 Course Instructions Course Workbook
APv5-2.pdf         PDF         Course Summary         Course Summary
Continue Cancel

#### Figure 9-61 – Import Course Materials Utility – Define Pages

<u>Post-Flight: Finish Up Your New Course</u>. Once you've completed the import process above, there are a few tasks to perform to ensure your new **Course** is ready for use. In short, you should confirm that the imported files properly generated the required **Assets**, **Pages** and **Topics** you specified, and update the sequence and assignment of these elements if necessary. You can add an optional assessment, and you'll need to assign a set of Users and/or Groups who can access the course. Finally, you'll need to add the rest of the required fields on the *Course Information* screen and update the "Published to Course Catalog" field to "Yes" to activate the course.

### 9.9.4 – Export Utility Overview

The bottom half of the Import/Export Utilities Menu provides Access to Course Manager's export utilities. From the Export Utility list, you can choose to:

- OPLS Course Export
- CSV Export
- Assessment Answer Export
- SCORM Export

# 9.9.5 – Export an OnPoint Course

This selection allows Root/Site Administrators to export an existing OnPoint-managed Course as a series of XML files and Assets (these files are include SCORM-compatible manifest files). All of the generated output will be stored as a ZIP package with an administrator-supplied name. Once generated, the ZIP package will be ready for download to a directory or server by accessing the File Download Utility also located under this Administration menu. The general process steps are as follows:

<u>Step #1</u> – After clicking the Export OnPoint Course link, review the listing of current Courses on your server and click the Course Name link for the Course you'd like to export (see Figure 9-62 below). Select the Course to export by clicking the corresponding radio button for that course and enter the name for your exported ZIP package if different than the current Course name. NOTE: If you do specify your own Course Export name, don't use spaces in the name you choose. See the example below to see the proper naming convention. Once you're satisfied with the output name, click the Export Course button to generate the Course output. If you wish to cancel this process, click the Reset to return to Step #1 or Cancel to abort the export utility.

ADMINISTRATION: COURSE EXPORT	
Export to zip file (leave blank to use course name)	
Business_Processes_2005	
Select a course to export	
O A History of Flight	
C Action Item Install QuickTime	
C Action Items - Install Quicktime 7.0	
C ahda	
C American Hospitality Corp - Sample Course	
C Beginning Outlook 2000	
O Beginning SalesLogix	
Business Processes	
O Business Processes_RFG	
C c.Support for Lotus Notes/Domino	
C Cabling Termination - Fiber Optics	

#### Figure 9-62 –OPLS Course Utility – Step #1

<u>Step #2</u> – Once the export utility has generated your requested ZIP package, you need to access the File Download submenu, an Administration menu selection, and access the /export/

OnPoint Digital, Inc. Spring 2006 subdirectory. Locate your ZIP package and click the file to begin downloading the file to another destination directory (if needed). Follow the onscreen instructions to rename your ZIP package if necessary (see Figures 9-63 and 9-64 below).

ADMINISTRATION: DOWNLOAD FILE Download Directory: Assets   Import   Export   R	eports   Library   Styles   Templa	tes
Directory: Export Path: /home/jakarta-tomcat-5.0.28/webapps/R URL: http://66.34.130.10/export/c1/		
Export File(s)	Action	
American_Hospitality_CorpSample_Course.zip	delete	
Business_Processes.zip	delete	
Course_Feedback.zip	delete	
fghdfgh.xls.csv	delete	
Sample.zip	delete	
Sample_Methodist_Hospitals_Course.zip	delete	
Sample_West_Corp_Course.zip	delete	
Solutions_Reinforcement_Session.zip	delete	
test_users.xls.csv	delete	
TMH test.csv	delete	

Figure 9-63 – Export OnPoint Course Utility – Step #2

Download Directory: Assets   Imp	ort   Export   Reports   Library   Styles   Templates
Path: /home/jakarta-tomcat- URL: http://66.34.130.10/ex	Opening Business_Processes.zip
Export File(s)	which is a: WinZip File
American_Hospitality_CorpSa	from: http://66.34.130.10/export/c1/
Business_Processes.zip	What should Firefox do with this file?
Course_Feedback.zip	
fghdfgh.xls.csv	C Open with WinZip (default)
Sample.zip	G Save to Disk
Sample_Methodist_Hospitals_Co	
Sample_West_Corp_Course.zip	Do this automatically for files like this from now on.
Solutions_Reinforcement_Sessic	
test_users.xls.csv	
TMH_test.csv	OK Cancel
10 file(s) found	

Figure 9-64 – Export OnPoint Course Utility – Step #2B

# 9.9.6 – Export CSV Table

This selection allows Site Administrators to create ad hoc reports by selecting and downloading information from one of the standard OnPoint database tables. Administrators select a table from a list of available tables, then can specify which fields within that table they'd like to include in their ad hoc report and the order they'd like to see their field selections appear. Once the basic parameters have been defined, the report is generated as a \*.CSV (comma separated value) report and can then be downloaded to a workstation and opened using any industry standard database or spreadsheet application. The following process steps typify the selection and generation of an ad hoc report:

<u>Step #1</u> – CSV Table Export (see Figure 9-65 below). Select the table you'd like to export from the table schema drop down menu.

ADMINISTRATION: CVS TABLE EXPORT
Step 1 - Select Database Table
The CSV table export utility allows you to export the contents of a selected database table to a specified CSV text file. Once you have selected the table you will be prompted to select the columns you would like exported.
Database table: activity
Continue Cancel

Figure 9-65 – Export CSV Table Utility – Step #1

<u>Step #2</u> – Select the fields/columns you'd like to include in your report (see Figure 9-66 below).

5.0	p 2 - Select Columns
Sel	ect the columns (fields) from the database table that your want to export to the CSV file
Dat	abase table: activity
~	activity_id
☑	cust_id
~	activity_name
7	activity_desc
2	activity_type
2	profile_id
	date_due
	closure
V	create_date
	create_user_id
-	update_date
_	update_user_id
$\checkmark$	status
Sele	ct-All Clear-All

#### Figure 9-66 – Export CSV Table Utility – Step #2

<u>Step #3</u> – Specify the name of the output file you plan to generate (see Figure 9-67 below).

DMINISTRATION: CVS TABLE EXPORT	
tep 3 - Specify the Output File	
pecify the output file name. The file will be created in the repository export directory and an be downloaded using the dministration->File Management->File Download function.	
atabase Table: activity	
Columns: activity_id, cust_id, activity_name, activity_desc, activity_type, profile_id, date_due, closure, create_date, create_user_id, update_date, update_user_id, status,	
Output File: Activity_List	
Output columns name in first row of CSV file	
Create Cancel	

Figure 9-67 – Export CSV Table Utility – Step #3

<u>Step #4</u> – Select and download the output file you generated from the Administration: File Upload/Download submenu using the Export directory (see Figure 9-68 below).

ADMINISTRATION: DOWNLOAD FILE	
Download Directory: Assets   Import   Export   F	Reports   Library   Styles   Templ
Directory: Export Path: /home/jakarta-tomcat-5.0.28/webapps/f URL: http://66.34.130.10/export/c1/	ROOT/export/c1/
Export File(s)	Action
Activity_List.csv	delete
American_Hospitality_CorpSample_Course.zip	delete
Business_Processes.zip	delete
Course_Feedback.zip	delete
fabdfab yls csy	delete

Figure 9-68 – Export CSV Table Utility – Step #4

## 9.9.7 – Export Assessment Answers

This selection allows Site Administrators to create ad hoc reports (in CSV format) containing all of the specific answers and responses provided by Users/Learners for any completed OnPoint Assessment. This feature is very useful and powerful for analyzing response trends, and it can also be used to compile detailed reports and analyses in spreadsheet format for reviewing things like performance results, inventory analysis, and other data collection exercises your organization may wish to automate. To create one of these reports, use the following steps:

OnPoint Digital, Inc. Spring 2006 <u>Step #1</u> – Select the "Assessment Answer Export" option from the Export Options selection list. The screen will then update to show a complete list of Assessments (in alphabetical order) with each entry preceded by a radio button (see Figure 9-69 below). Your export will use the name of the Assessment Set you select unless you specify a name in the blank field. Click the checkbox if you'd like to include the Custom1 field (in this case referring to "Location Code") in your export.

ADMINISTRATION: ASSESSMENT ANSWER EXPORT		
This utility will output all of the user/learner answers to the specified assessment to a CSV (comma/quote) formatted text file. If a question has multiple answers, only the first answer will be output.		
Export to CSV file (leave blank to use assessment name)		
July-Discrimination-Responses.csv		
Include user 'Location Code' in export		
Select an assessment (test/feedback) to export		
C Anti Discrimination and Harassment for Employees		
C Accounts Payable Exam		
C Accounts Payable In-Store Audit Program Certification 1		
C Accounts Payable In-Store Audit Program Certification 2		
C Accounts Payable In-Store Audit Program Certification 3		
C Accounts Payable Pre-Audit Certification 1		
O Accounts Payable Pre-Audit Certification 2		

#### Figure 9-69 – Assessment Answer Export – Step #1 Selection

<u>Step #2</u> – Scroll to the bottom of the screen and click the <u>Export Answers</u> button (see Figure 9-70 below). When your export has been generated, you'll be returned to the Export Options screen.

<ul> <li>Warranty Pre-Audit Certification 2</li> <li>Warranty Pre-Audit Certification 3</li> <li>Warranty Program Test</li> <li>Workplace Investigations</li> <li>Write-Up Table PC</li> </ul>	
Export Answers Cancel	

#### Figure 9-70 – Assessment Answer Export – Step #2 Generation

<u>Step #3</u> – Select and download the output file you generated from the Administration: File Upload/Download submenu using the Export directory (see Figure 9-71 below).

Directory: Export		
Path: /home/jakarta-tomcat-5.0.28/webapps/F	ROOT/export/c1/	
URL: http://66.34.130.10/export/c1/		
Export File(s)	Action	
Activity_List.csv	delete	
	delete	
American_Hospitality_CorpSample_Course.zip	Gerece	
American_Hospitality_CorpSample_Course.zip Business_Processes.zip	delete	

Figure 9-71 – Assessment Answer Export – Step #3 Download

# 9.9.8 – Export SCORM Course

This selection allows Site Administrators to export OnPoint Courses as a SCORM-compliant course that can be transferred to another standards compliant Learning Management System as/if needed. SCORM is an acronym for the "Shareable Content Object Reference Model", and exists as a collection of standards and specifications adapted from multiple sources to provide a comprehensive suite of e-learning capabilities that enable interoperability, accessibility and reusability of Web-based learning content. The SCORM specification is managed by a standards committee and overseen by the Advanced Distributed Learning (www.ADLNET.org).

Courseware created inside OnPoint's Course Manager application can be exported out of OPLS and imported into another system. The export function creates a self-contained Zip Package that contains all of the content Pages and their associated Asset files and also includes a SCORM compliant manifest file that makes it easy for other LMS platforms to import the exported content.

<u>Step #1</u> – Select the "SCORM Export" option from the Export Options selection list. The displayed screen provides instructions and a set of Course selection and optional re-naming functions that permit a Root or Site Administrator to pick a Course for SCORM export. The Zip Package containing the exported Course can either retain the original name or the Administrator can supply their own unique name as desired. The Administrator can also choose whether to export the selected Course in one of two SCORM specifications – namely, the widely used SCORM v1.2 or the newer SCORM v1.3 (2004) specification using the drop down selector. (See Figure 9-72 below for details). Click the Export button to activate the SCORM export function or click the Reset button to clear your entries.

ADMINISTRATION: EXPORT COURSE TO SCORM
The export course to SCORM operation will generate a set of static web pages containing the material from the selected course and a SCORM compliant manifest file. The generated web pages will be placed into the designated ZIP file.
The published course ZIP file will be created in the repository export directory. The ZIP file can then be downloaded and unzipped as needed.
Select course: Anti Discrimination and Harassment for Employees
Specify the name for the exported course ZIP file. 🗖 Use course name
anti-discrim-scorm-test.zip
Output SCORM version: 1.2 1.2 Export Reset 2004 (1.3)

#### Figure 9-72 – SCORM Export – Step #1 Selection

<u>Step #2</u> – Once the SCORM Export utility has run, the screen updates to a show a summary of the results for the selected SCORM-exported Course and provides a Download link that aids the Administrator in managing their new output (see Figure 9-73).

ADMINISTRAT	TION: EXPORT COURSE TO SCORM	
The selected course has been published to the specified ZIP file.		
Course ID	195	
Course Name	Anti Discrimination and Harassment for Employees	
Exported ZIP File	anti-discrim-scorm-test.zip Download	
Continue		

#### Figure 9-73 – SCORM Export – Step #2 Download

<u>Step #3</u> – Clicking the Download link will pop open a dialog box that requests instructions on where to save the prepared Zip Package (see Figure 9-74 below). Click the SAVE button and browse for an appropriate folder to download the ZIP Package to. Once downloaded, you can unzip the SCORM course and examine the contents which will include the necessary SCORM manifest file in either the SCORM v1.2 or SCORM v1.3 format (as you specified in Step #1).

File Dow	nload	×
Do уо	u want to open or save this file?	
2	Name: anti-discrim-scorm-test.zip Type: WinZip File, 90.9 KB From: 63.246.31.12	
🔽 Alw	Open Save Cancel	]
0	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>	,



# 9.10 Administration: File Management

This selection accesses a set of utilities for uploading new information (e.g., **Asset** files) in bulk into the shared object repository. In addition, this same set of utilities allows Site Administrators to find and download any collection of **Assets**, Style Sheets, **Reports** or other unique content stored within Course Manager. Generally, this submenu is only available to the highest-level administrative personnel.

Selecting the File Management Submenu selection from the Administrative Menu displays two different submenu screen choices that provide access to a set of utilities for either file uploading into Course Manager from a Site Administrator's workstation or file downloading from Course Manager to a Site Administrator's workstation. When accessing the Administration: File Management dropdown submenu, the two submenu options displayed are shown below (see Figure 9-75).

ce Eve	ents E	Email Mgr.	Administration
			Categories
			Page Layouts
			Time Zones
			Configuration
			Custom Fields
			◆Publish to CD
			Licensing
			Deletion Tasks
			Import / Export
File Upl	oad		◄ File Management
File Dov	vnload		Manage Reports
			Custom Links
			<ul> <li>System Administration</li> </ul>

Figure 9-75– File Management Menu/Submenu Selections

# 9.10.1 – Performing File Uploads (Selective Imports)

Selecting the File Upload selection from the File Management Submenu displays the "Administration: Upload File" screen. From here, Root and Site Administrators can upload any of seven different system file choices by browsing for the file(s) they need to upload and storing these files in their default locations for easy access by users and administrators alike (See Figure 9-76 below). The other major advantage of this feature is it provides a means to replace or overwrite an old version of a file (e.g., a named Asset and obviates the need to create and assign a new Asset to replace an old one).

[**NOTE**: This File Upload utility will not actually register and activate the files you are uploading into Course Manager; rather, it simply provides a quick means of uploading many of the core files that are used and managed by administrative users like templates, library items, and shared reports.]

The File Upload Utility allows Site Administrators to upload any of the following:

- Assets
- Imports
- Exports

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- Library
- Reports
- Styles
- Templates

Destination Subo	directory	
Assets	/home/jakarta-tomcat-5.0.28/webapps/ROOT/assets/c1/	
C Imports	/home/jakarta-tomcat-5.0.28/webapps/ROOT/import/c1/	
C Exports	/home/jakarta-tomcat-5.0.28/webapps/ROOT/export/c1/	
C Library	/home/jakarta-tomcat-5.0.28/webapps/ROOT/library/c1/	
C Reports	/home/jakarta-tomcat-5.0.28/webapps/opcm/reports/	
C Styles	/home/jakarta-tomcat-5.0.28/webapps/ROOT/styles/	
C Templates	/home/jakarta-tomcat-5.0.28/webapps/ROOT/templates/c1/	
Overwrite ex	isting file	
Select local file t	o upload:	
		Browse



# 9.10.2 – Performing File Downloads

Use the following process to download existing files of various types from the shared Course Manager repository to your local workstation or server:

- When you choose the File Download dropdown option from the Administration: File Management submenu, the Administration: Download File screen appears (see Figure 9-77 below). From this screen, you can access files grouped by their respective repository assignments (e.g., assets, templates, reports, etc.)
- Select the "Download Directory" where your files should be found (by their appropriate type) by clicking on the directory link highlighted in <u>blue</u>. Once you've selected a directory, a listing of all of the available files will appear in the table.
- 3. Click the file (or ZIP package) you'd like to download and confirm the location where you'd like the file to be downloaded to.

Download Directory: Assets   Import   Export   Re	ports   Library   Style	es   Templates
Directory: Export Path: /home/jakarta-tomcat-5.0.28/webapps/R0 URL: http://66.34.130.10/export/c1/	)OT/export/c1/	
Export File(s)	ction	
Activity_List.csv	delete	
American_Hospitality_CorpSample_Course.zip	delete	
Business_Processes.zip	delete	
Course_Feedback.zip	delete	
fghdfgh.xls.csv	delete	
Sample.zip	delete	
Sample_Methodist_Hospitals_Course.zip	delete	
Sample_West_Corp_Course.zip	delete	
Solutions_Reinforcement_Session.zip	delete	
test_users.xls.csv	delete	
TMH_test.csv	delete	

Figure 9-77 – File Download Selection Utility

# 9.11 Administration: Reports

The Reports Dropdown Menu Selection provides a set of utilities for managing the standardized JSPbased reports used by administrative users in Course Manager and also provides functionality to upload new JSP reports as offered or authored internally.

#### **Online Report Management**

Selecting the Reports Dropdown selection from the Administrative Menu displays two different submenu screen choices that provide access to lists of defined Reports in the Course Manager database. The Administration: Reports display table lists all of the defined reports in use across your enterprise (See Figure 9-78 below). From this list, you may:

- 1. Select a defined Report record displayed by its Title and organized by Category, to review or edit by clicking on the blue Report Title field; this action will launch the Administration: Report edit screen where you can review or edit your selection; or
- 2. Click the Add Report button to add a new Report; this action will launch the Administration: Reports edit screen where you can define a new Report record.

Add Report		
Туре	Title (Click to edit)	Description
assessme	I Description of the second seco	
	Assessment Set Feedback Detail	Assessment set feedback detail
	Assessment Set Feedback Detail	Assessment set feedback detail
	Course Assessment Results	List of users and learners course assessment results
	Course Feedback Detail	Course feedback detail
	Ouestion List	List of all defined questions in the database
	Questions by Category	List of defined questions sorted by Category
Standard		List of defined assessment tests
Standard	Test Scores by Course	List test scores by specified course
	Test Scores by Group	List test scores by specified group
content		
Standard	Asset List	List of assets
Standard	Course List	List of courses
Standard	Course Progress	Course progress report
Standard	Page List	List of defined pages
Standard	Topic List	List of defined topics
events		
Standard	Event List - All	List of all (past and future) events sorted by start date and time
Standard	Event List - Future	List of future events sorted by start date and time
skills		
Standard	Skill List	List of defined skills
Standard	Skill Profiles	List of defined skill profiles
Standard	Skill Set List	List of defined skill sets
Standard	skills john	
usersgrou	ips	
Standard	Manager List	List of defined managers (site administrators, content administrators, course coordinators and event managers)
Standard	Scheduled Activities	List of scheduled activities sorted by due date
Standard	User/Learner List	List of defined users and learners
Standard	User/Learner List By Last CV Login	List of defined users and learners sorted by their last CV login date and time

#### Figure 9-78 – Report Management Utilities

#### Adding a New Standard Report (JSP)

From time to time, OnPoint's Support Team will create and make available new reports that can easily be uploaded into Course Manager and utilized by your organization to help monitor the actions and progress of your learning community. Alternatively, some organizations with in-house Java development resources may wish to create their own custom reports (as Java Server Pages or "JSPs") which they'll need to upload into their OnPoint database instance.

- 1. To add a new report, click the Add Report button found on the Administration: Reports table listing; you are then presented with the Administration: Add Report screen (see Figure 9-79 below).
- 2. Enter the summary information about the new report including a name and a short description.
- 3. Browse for and select the new report file (\*.jsp) from your local workstation or server directory.
- 4. Next, you can assign the new report to appear under any of the other top-level menu options or Application Sections you'd like by selecting the menu choice value from the dropdown list.
- 5. If editing an existing report, you can mark it for deletion by clicking the "Delete this report" checkbox at the bottom of the screen just above the available Action Buttons.

ADMINISTR	RATION: REPORT	
Report Type:	• Standard (all customers) Custom (customer specific)	
Report Title:	Test Scores by Course	
Description:	List test scores by specified course	
Report File (JSP):	rpt_coursescores1.jsp	
Upload File:		Browse
Application Section:	Assessments 💌	
Delete th	is report	
Save	teset Cancel	Preview



The typical Report record display has the following information:

Element/Link	Description
Report Title:	The name of the report.
Description:	The short description of the report.
Report File (JSP):	The file name of the report (*.jsp).
Upload File:	Used when browsing for a new report file.
Application Section:	The top-level menu caption this report has been assigned to appear under.
Delete this Report:	A checkbox option that, when selected, will mark the report for deletion.

# 9.12 Administration: Custom Integration/Links

For select customers, the final submenu option on the Administration menu is Custom. In these cases, this screen will have links to other customized utilities and integration routines that have developed to further integrate that enterprises' other application platforms and online databases. Examples of these integration routines include creating linkage between other Learning Management System ("LMS") platforms, Human Resources Information Systems ("HRIS") platforms, documentation management systems and other third party assessment applications.

Please contact OnPoint's Support Team to discuss how these higher-level integration functions can be implemented in your environment.