



User Reference Guide

June 2006

Introduction

This guide is designed to get you started and give you an easy reference tool to use whenever you are using (Your Company's) online learning system. The system houses all of (Your Company's) training courseware. As a (Your Company) employee, you have personalized access to the system to take Courses, complete Tests or Surveys, view your career status, etc.

System Info & Access

Hardware and System Requirements

If you are using a (Your Company)-configured training PC, you will not need to worry about having the proper hardware or system requirements. These PCs have been optimized for taking online training.

If you are using your own PC or Macintosh equipment, you'll need the following:

- Standards compliant browser (IE v6, Netscape v7, or Mozilla v1)
- Apple QuickTime Player v6
- Flash Player

If you are not sure if your computer has these, click the [System Test](#) link on the Login screen. The system will perform a quick test to determine if you have what you need.

To take advantage of any multimedia content, audio and video cards as well as speakers are recommended. Set your screen resolution to 1024 X 768. An Internet connection of 33kbps or better is required; broadband is recommended for optimum rich media content delivery.

Need assistance? Contact our [Support Center](#) by clicking here.

- [About](#) [System Test](#) [Speed Test](#)

OnPoint Learning Center - System Test

- ✓ Your browser (Microsoft Internet Explorer 6) has been tested and is a [standards compliant](#) browser.
- ✓ You have Quicktime 7 installed on the current browser.
- ✓ You have Flash 7 installed on the current browser.
- ✓ You have Adobe Acrobat 7.0 (PDF reader) installed on the current browser.
- ✓ Your screen resolution (1024x768) meets or exceeds the recommended minimum setting (1024x768).

[Return to Login](#)

Accessing the Learning Center

If you are using a company-configured training PC, the Learning Center will always be active on the desktop. Simply login to access your personalized training environment.

If you are using your own PC, you can access the Learning Center by typing the URL address shown on the right.

Address <http://xxxxxx-onpointdigital.com/opcv>

Login

To Login, enter your Login ID and password, and click the [Login](#) button.

A [Password hint](#) link is available should you forget your password.

The [Support Center](#) link provides an email link to (Your Company's) online support group in the event you experience any problems.

Content Viewer Login

Please enter your email address & password

Login Name:

Password:

Remember login information

[Login](#) [Clear](#) [Password hint](#)

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User Reference Guide

June 2006

Home

The Home Page displays current Announcements as well as a list of any Pending items you should be aware of, such as Courses, Assessments, or Activities you need to complete.

Use the Tabs across the top to move to different areas within the system. Click the Home icon or the Home tab whenever you want to return to this screen.

The (Your Company) Learning Center's primary tabs allow you to take Online **Courses**, complete **Activities**, register for **Events**, view your Assignments **Status**, access a **Library** where course-related materials may reside, and update personal information via the **Utilities** tab.

Home Courses ILT Activities My Status

John Smith

Welcome back John, your last login was June 28 2006 at 03

Announcements (click for details)

Message	Author
Hello OnPoint Users!	Mark Webster
New Event Coming!	Donna Hill

Notifications (click for details)

Date	Item
Jun 28 2006	e-Learning Course Assignment
Jun 15 2006	e-Learning Activity Assignment

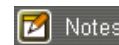
Icons



The Home icon is a link to return to the Home Page tab.



The Help icon provides access to the on-line help system. You may scroll through the help text, or click on a letter to jump to help topics starting with that letter. Click the **X** in the upper right corner of the window to exit Help.



The Notes icon allows you to take and save notes during an online course. When you save your notes, the Course, Topic and Page information is saved automatically, as is the date and time, so you can find your notes more easily later. Notes are stored on the server and are accessible to you at any time. Click the **X** in the upper right corner of the window or click the **Close** button to exit Notes.

Courses

Courses Tab

The Courses tab lists all the Courses and Assessments that you have been assigned to take. Each course includes the estimated time it should take to complete, and the current status.

To begin, click the **Start** button to the right of the Course or Assessment name. If you have previously started the course, the button will say **Continue**. If you have completed it, the button will say **Browse**, indicating you may view any portion of the course as needed.

Notice that there is also a [Course Catalog](#) and an [Assessment Catalog](#) link which will display other available content. You may view any of these that do not require approval. If Approval Required is set to "Y", you will need to request permission to enroll by completing the online Request form.

Home Courses ILT Activities

Assignments

[Courses](#) | [Course Catalog](#)

Name	Duration	Action
mLearning Course	10 minutes	Continue
Hazard Communications	1 minutes	Start
Sample OnPoint Course	10 minutes	Continue

Home Courses ILT Activities

[Assigned Courses](#) | [Course Catalog](#)

Course (click to select)	Duration
AMP Office Manager Training 2	0:00
email test	0:30
Medcom Test Course	0:20

Course Information Screen

Once you select a Course or Assessment, an Information screen will appear. This screen provides additional detail about the course, and lists any skills that you will be earned.

Click the **Start Course** button to begin the course. If you have previously accessed the course, the button options will be **Restart Course**, **Resume Course** or **Browse Course**.

Home Courses ILT Activities

< [Course List](#)

Course Information

Course Name: **Sample OnPoint Course**

Status: **Not attempted**

Catalog Description: **Sample course for Content Viewer testing an**

Course Duration: **10 minutes**

Cumulative Time: **00:00:00**

Skills Earned: **Content Viewer Navigation, CrossCom Overvi**

Contacts: [Acme Content Admin](#)

Copyright: **OnPoint Digital, Inc. 2006 All rights reserved.**

Prerequisites:

Actions: [Start Course](#)



User Reference Guide

June 2006

Course Progress

Notice at the lower portion of the Course Information screen is a list of the Topics and Pages that make up the course. As you progress through the course, this list will be updated to indicate your status.

Course Progress & Bookmarks				
Topic / Page / Assessment	# Pages	Completed	Bookmark	Status/Score
Introduction		✓		
Getting Started	2			
Introduction		✓		
Objectives		✓		
Hazards	7			
Tyres		✓		

Course Navigation

Use the **Arrows** in the upper right corner of the screen to advance through the pages of the course until you have completed it.

The first time you take a course, you **MUST** progress through all the pages in order or your status will be marked Incomplete. Once you have completed the course in its entirety, you can use the "Go To" dropdown to jump to different pages in the Course.



Use the **Refresh** icon to re-start any flash, video or audio clip again from the beginning.



When a video or animation is playing, you may click on any "control strip" that may be visible under the clip to re-start, pause or move forward or backward as needed. Use your speaker's volume control to adjust the sound.



Course Structure

Courses consist of one or more Topics of information, each with one or more Pages of material. When you start a Course, the Course, Topic and Page names will display at the top of the screen. The number of Pages in the Course is also displayed at the top of the screen.

Topic Name > Page Name



Course Links / Icons

During a Course, additional links and icons appear to provide additional functionality:

Progress The Progress link shows you how much of the Course has been completed.

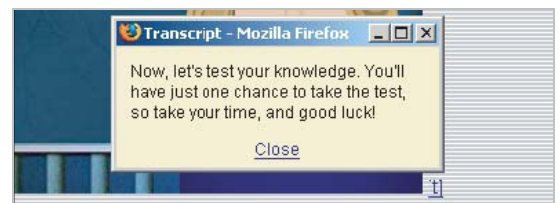
Glossary The Glossary icon provides a list of terms and definitions specific to the course you are in, if terms have been defined for the Course. Clicking the Glossary icon from within a Course will open a pop-up window and the associated glossary for that course will display. Click the **X** in the upper right corner of the new window to exit the Glossary.

Bookmark The Bookmark link allows you to mark specific pages.

The Print icon allows you to print any displayed information on a Page. If there is a Transcript associated with a Page, the Transcript text will also print. If the Page contains a PDF file, you must use the PDF's print icon to print the page contents. Click the in the upper right corner of the window or click the **Cancel** button to exit Print.

Transcripts

If there is a written transcript associated with a video or audio file, there will be a Show Transcript icon . You may click the link which will open a transcript of the page in a pop-up window. This is helpful if you did not hear the narrator clearly, if you need to know exactly what a speaker said, or if you prefer to read the spoken material rather than hearing it read aloud. Click the **X** in the upper right to exit the Transcript window.





User Reference Guide

June 2006

Tests

Tests

Assessments may be any form of Test, Quiz, or Feedback Form you may be asked to complete when taking a course.

Tests are generally found at the end of a Topic or Course to test your understanding of the information presented. Quizzes may appear at the beginning of a Topic in order to test your knowledge of a subject before the course continues. Feedback Forms may be found at the end of a Course to allow you to present your comments.

Graded Quizzes or Tests may include any of the following question types: true/false, numeric answer, fill-in-the-blank, multiple choice, multiple answer, and sequencing. When you are taking a graded test, simply click on the answer box or radio button next to each question to select the answer.

You always have the ability to scroll up and down to recheck your answers before submitting them.

[Note: If you are not ready to complete the Test, click the Home link. Your Competency Matrix will show an "Incomplete" for the Course until you return and complete the Test.]

When you have finished entering your answers, click the **Finish Test** button at the bottom of the test page. If the test is a graded test, you may be provided a score. If you have completed a Feedback Form, your responses will be submitted for review; no score will be assessed. **Be sure to click the Forward arrow to complete the course and return to your assignments area.**

[Note: Some tests allow a re-take in the future to improve your score. Each attempt is graded, and all test scores are recorded in your personal Competency Matrix. The next time you login to the Learning Center, you can view your test results by clicking on the Status tab.]

When you've completed a course, you will be returned to your assignments area where you'll see that your status for that course has been updated.

Acme Sprockets Test

This assessment measures your understanding of the basic facts and figures about Acme Sprockets from information you should have gained in your first week of employment at AS.

1. Which version of Prolog Manager supports Windows 2003 Server?

A. 5.10.0171

B. 6.56.1004

C. 7.00.1003

D. 7.20.0025

Question 1 of 3

2. Which versions of Prolog Manager cannot be installed on the same machine?

A. 4.x

B. 5.x

C. 6.x

D. 7.x

Question 2 of 3

3. When installing on a Terminal Server you must first set it to Install Mode?

Yes


No (Add comments below)

Question 3 of 3

Finish Test

Acme Sprockets Test

Assessment Results:

Your Score	Passing Score	Congratulations; you have passed the test! You answered 9 questions correctly out of a total of 9 graded questions. Scroll to review test, or click the  in the upper right to continue.
100%	79%	

✔ Correct • ✘ Incorrect • ○ Non-Graded

10. Which version of Prolog Manager supports Windows 2003 Server?

A. 5.10.0171

B. 6.56.1004

C. 7.00.1003

D. 7.20.0025

12. Which versions of Prolog Manager cannot be installed on the same machine?

Additional Assignments

Activities

Activities are formal assignments that are supplemental to your assigned courses. Examples might include attending an outside meeting or seminar, getting an industry certification, or completing a project. Activities are career milestones, not daily "to do" list items or tasks. Activities are associated with your assigned skill profile(s), and can only be updated by your supervisor.

Click the **Activities** tab for a list of current assigned activities.

When you select an Activity, you will get the **Activity Detail** screen, which provides the description and closure expectation for the activity. When you have satisfied the stated requirement and closure expectation, you can click on the **Complete Activity** button to update your status and click **Save**. An email will be sent to your supervisor for status update approval, and your status will be changed to Pending Approval. Once approved, your status will be updated to Completed.

Home	Courses	Events	Activities	Library	Intranet	BBS
Assigned Activities Show: <input checked="" type="checkbox"/> Pending <input checked="" type="checkbox"/> Not completed <input type="checkbox"/> Completed Sort By: Status						
Activity (click to select) Type Due Date Stat						
Attend Addy Awards Banquet Recommended February 15 2006 Pen						
Attend Employee Orientation Required _____ Pen						
Attend ETS Hands On Lab Required October 1 2006 Pen						

Home Courses Events **Activities** Library Intranet BBS

Return to List

Activity Detail

Activity: **Attend Employee Orientation**

Description: **All new employees are required to attend a 2 day In-house informational program and meet our Management.**

Closure Expectation: **Must scan Kronos badge to receive credit for the class as well as complete the survey.**

Type: **Required**

Due Date: _____

Status: **Pending**

Actions: **Complete Activity** [Actions](#)



User Reference Guide

June 2006

Events

The Events tab displays any events you have been assigned to complete. Events are organized in three sections: Instructor Led Training, Webinars, and Live Streaming events.

Any assigned events will include detail such as Date, Time, Location, Instructor, etc.

Click the Event link to select and access the desired Event. You may have the option to change a session you have been enrolled in, to another date and time.

Event	Session Date	Time	Duration	Location
Registered Events Event Catalog				
Instructor-Led Training				
HB Reports				
HB Reports Accounting	Feb 14 2006	10:00 am	1:00	
Orders-Physician CDR Demo				
Orders-Physician CDR Demo	May 26 2006	12:00 pm	3:00	Physician

Status

The Status tab displays your Assignment Status, including all Courses, Assessment Sets, Activities and Events you have been assigned to complete.

Notice that there is a link next to Assignment Status called **Competency Matrix**. This is the same assignment data, but organized by any specific "Skill Profile" that you have been assigned to achieve. This layout allows you to see, at a glance, the overall status of your learning profile and ongoing career development progress.

Assignment Status	Competency Matrix
User Information	
Full Name: John Smith	User Role: User
Login/Email: jsmith@acme.com	Login/Email:
Skill Profiles	
Skill Profile	Started
OnPoint AP-AR Associate - 2005	Aug 31
Skill Set: OnPoint AP-AR Associate - 2005	
Skill	Type Title
Accounts Receivable	assessment_set Accounts Receivable

Tools & Resources

Library

The Library tab provides a centralized source for viewing and downloading supplemental materials. The Library may include any variety of file types, such as text documents, spreadsheets, presentation materials, PDF files, or links to web pages, zip files, Certificates for printing, etc. You may view or download any file listed, as long as you have the associated application on your computer. You may then save or print the file as desired. Click the in the upper right corner to close the window.

Document Library
Library Categories
Please select a library category from the list at left
AMP Documents
Audit General Program
Course Materials
General Materials

Utilities

The Utilities tab allows you to update your user information. The screen displays your user information and allows you to change your password, password hint, name, organization name, address, and time zone. You cannot change your Email/Login ID. If your Email/ Login ID changes, please notify your Learning Center Administrator to update that information. Click the [Cancel](#) link or [Save](#) button to exit.

Account Management Tools	
Learning Server Account	
User Role: User	
Account Expires: Dec 31 2006 12:00 AM	
Password: *****	
Password Hint: network	
Personal Information	
Email/Login ID: jsmith@acme.com	Address: file://Sonybox/onp
Full Name: John Smith	Time Zone: Eastern US

Logout

When you are finished using the Learning Center, simply click the Logout link in the upper left of the screen. The system will ask if you are sure you want to logout. Click the button to end your online session.

