

Job Aid: Activity Upload Functionality: User Guide



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Section 1: Overview

Basic Activity Upload Functionality

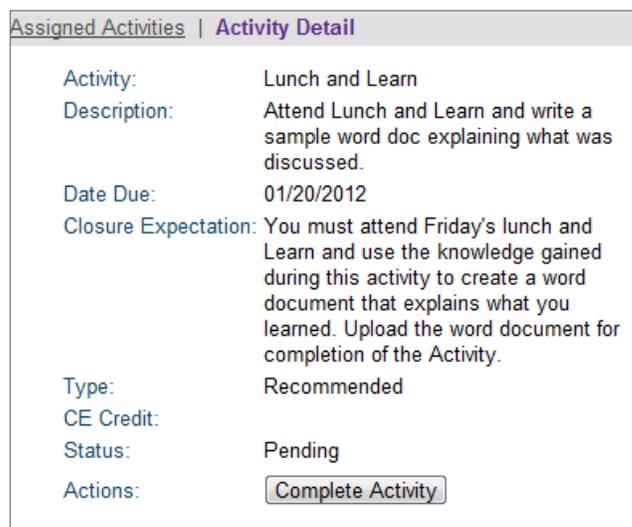
New functionality has been added to the OnPoint system that allows Administrators to set up Activities to include an uploaded file as part of the completion criteria. Once a file has been uploaded by a user as part of the Activity completion process, that file can then be viewed by the User, his or her Manager(s) and Mentor, and by System Administrators.

Uploading a File in an Activity

1. Log in to the Learning Portal and click the “Activities” tab. This will open the Content Viewer application and display any assigned Activities and their completion status.
2. Click on the Activity you wish to complete.



3. The Activity Detail page will display, providing detail about the selected Activity, including a description and the closure expectation for the Activity. Click the **Complete Activity** button.



4. On the Activity Completion page, enter the date the Activity was completed (this will default to today's date) and any comments about the Activity. Activities can be set to not allow file upload at all ('None'), to allow the optional upload of a file ('Optional'), or to require a file upload for completion ('Required'). If the Activity you are trying to complete requires a file upload, you will not be able to complete the Activity until you have uploaded a file. If you click the **Save** button before you have uploaded a file, you will see a pop-up message requesting that you select a file to upload. Click the **Browse** button to browse for and upload the desired file. You will see a File upload and virus scan in progress, please wait message while the file is being uploaded.

Assigned Activities | Activity Detail | Activity Completion

Activity: Lunch and Learn
Description: Attend Lunch and Learn and write a sample word doc explaining what was discussed.
Closure Expectation: You must attend Friday's lunch and Learn and use the knowledge gained during this activity to create a word document that explains what you learned. Upload the word document for completion of the Activity.
Date Completed: 01/12/2012 (MM/dd/yyyy)
Comments:
Required File Upload: Browse...
Save Cancel

Note: For Security reasons, certain types of files, such as .exe files are restricted, and the maximum file size that can be uploaded is limited to 25 MB.

5. Click the **Save** button to complete the Activity or the **Cancel** button to exit out of the Activity without completing it.

Viewing an Activity File from the Activity Tab

After you have completed an Activity that includes an uploaded file, you may view the file from the “Activities” tab.

1. From the Learning Portal, click the “Activities” tab.
2. Select the Activity you completed that includes an uploaded file. You may need to click the Completed checkbox to display your Activity.
3. Click the file name link on the right to download the file.

Assigned Activities | Activity Detail

Activity:	Lunch and Learn	Uploaded Activity Files
Description:	Attend Lunch and Learn and write a sample word doc explaining what was discussed.	Date Activity File (click to download)
Date Due:	01/20/2012	Jan 12 2012 11:07 AM Key-Challenges.pdf
Closure Expectation:	You must attend Friday's lunch and Learn and use the knowledge gained during this activity to create a word document that explains what you learned. Upload the word document for completion of the Activity.	
Type:	Recommended	
CE Credit:		
Status:	Participated	
Comments:		

Downloading an Activity File from the "My Status" tab

After you have completed an Activity that includes an uploaded file, you may also download the file from the “My Status” tab.

From the Learning Portal, click the “My Status” tab.

1. Click the  button for Activities to expand the selection and view your assigned Activities.
2. For any activity that includes an uploaded file, click the Activity file name to download the file.



The screenshot displays the user interface for a Learning Portal. At the top, there is a section for "User Information" with the following details:

Full Name	Harris, Paige	Login ID	pharris	Title	Marketing Manager
Email	pharris@onpointlearning.com	Role	User		

Below the user information, there are several expandable sections: Skill Profiles, Courses, Assessment Sets, News, **Activities** (highlighted with a red box and arrow), and Events. The "Activities" section is expanded to show a table with the following columns: Activity, Activity File (click to download), Date Completed, CE Credit, and Status.

Activity	Activity File (click to download)	Date Completed	CE Credit	Status
Lunch and Learn	Key Challenges.pdf (indicated by a red arrow)			Participated