

Job Aid: OnPoint Administration Import & Export



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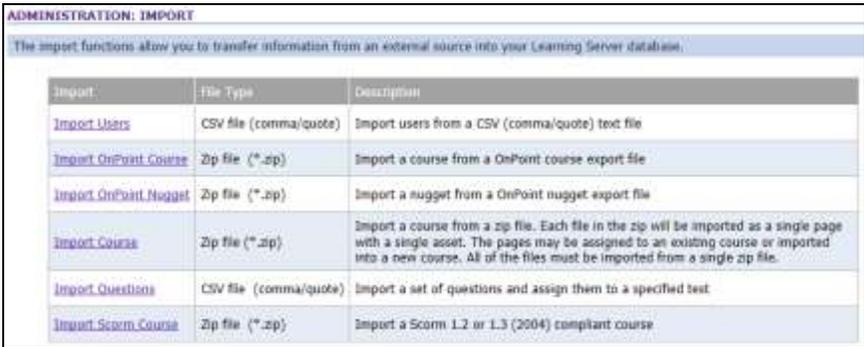
Section 1: Administration: Import/Export

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 Option

Go to the Administration top-level tab, go down to the Import/Export selection and select Import Data. This displays a screen with direct links to several related system utilities that smooth out and speed up the import of existing content and organizational information. 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 OnPoint Nugget
- 4. Import Course (from existing Assets added to Zip Package)
- 5. Import Questions
- 6. Import SCORM Course



The screenshot shows a web interface titled "ADMINISTRATION: IMPORT". Below the title is a descriptive sentence: "The import functions allow you to transfer information from an external source into your Learning Server database." Below this is a table with three columns: "Import", "File Type", and "Description".

Import	File Type	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 OnPoint Nugget	Zip file (*.zip)	Import a nugget from a OnPoint nugget 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.
Import Questions	CSV file (comma/quote)	Import a set of questions and assign them to a specified test
Import Scorm Course	Zip file (*.zip)	Import a Scorm 1.2 or 1.3 (2004) compliant course

Figure 1 – Import/Export Menu – Import Utilities

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:

Download Import Template File

- 1. 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 2 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.

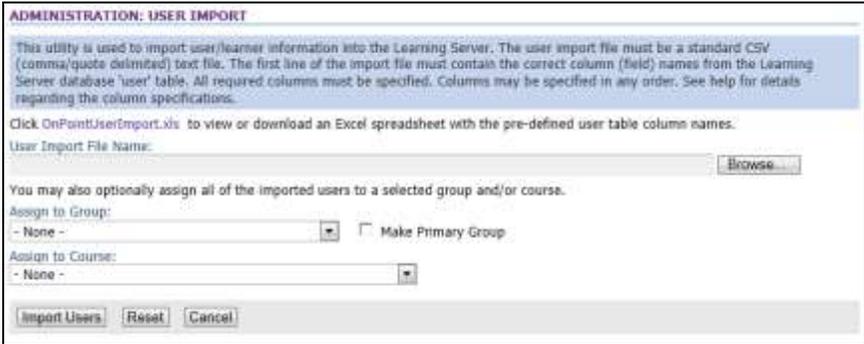


Figure 2 – User Import Utility – Downloading Template File

Prepare Import Template File

- 2. 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 3 below).

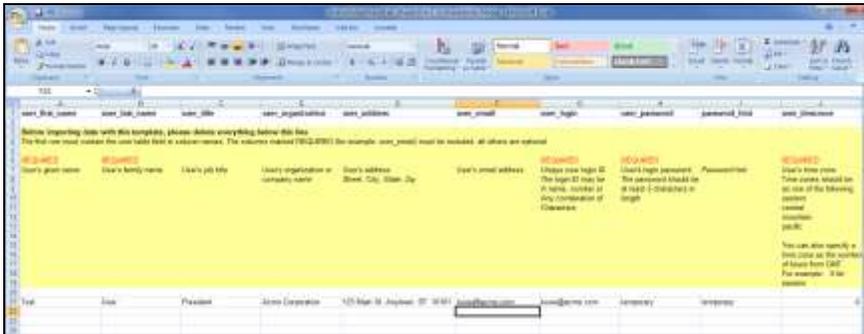


Figure 3 – User Import Utility –Import Template File with Column Headings

Import Users from Template File

- 3. 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 4 below).
- 4. 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.

Figure 4 – User Import Utility – Importing Template File

Importing and 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.

1. 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).

Figure 9-51 – Import Course Utility – General Screen

2. 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.

3. 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.

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	<p>There are three radio button options available when importing an Exported Course:</p> <p>Create a New Course – retains the same characteristics of the Exported Course.</p> <p>Add Contents to Existing Course – imports entire contents of the Exported Course's structure to an existing Course.</p> <p>Import Assets Only – imports all of the defined Assets found in the Exported Course for reuse in a new Course.</p>

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 Reset 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:

- 1. 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).

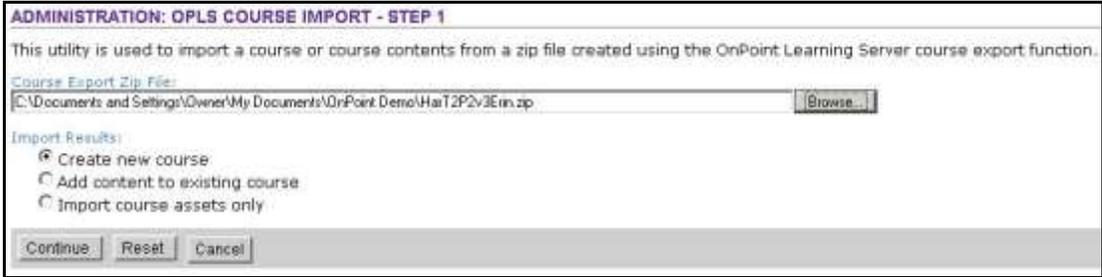


Figure 9-52 – Import OnPoint Course Utility – Step #1

- 2. The name of the ZIP package appears in the “Import File” field and confirms your selection to “Create new course”; click the Begin Import 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 Reset button to return to Step #1 or the Cancel button to abort the import utility (see Figure 9-53 below).

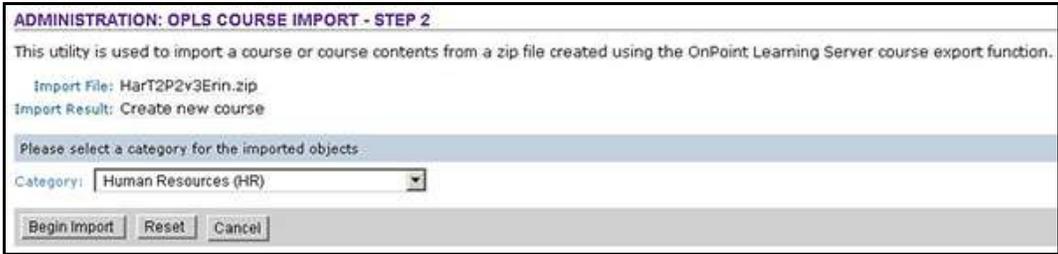


Figure 9-53 – Import OnPoint Course Utility – Step #2

- 3. 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).



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

Note: 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.

- 1. 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).



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

- 2. 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).

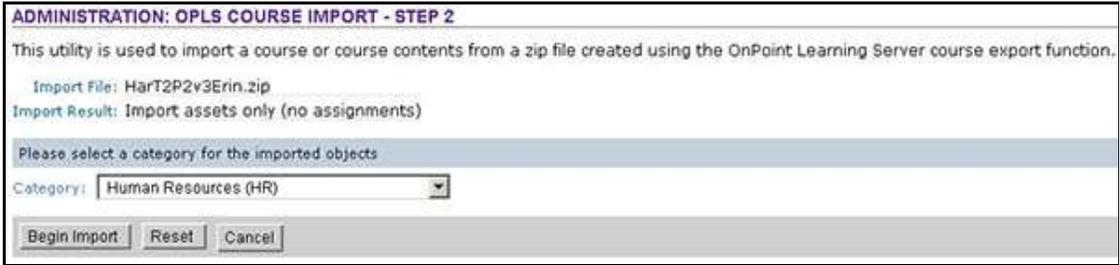


Figure 9-56 – Import Course Assets Utility – Step #2

- 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).



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