OnPoint Course Manager:

Section 2
Content

ONPOINT

December 2017

Table of Contents

2.0 The Content Menu

The second available menu choice button (of seven) in Course Manager's dropdown menu system is the **Content Menu**. When clicked, this primary level menu option opens to reveal several submenu options that provide direct access to all content-related information and files stored in the shared Course Manager repository. Each content-related submenu option selected from the **Content Menu** will display a table listing of records from the OnPoint database specific to the selection made.

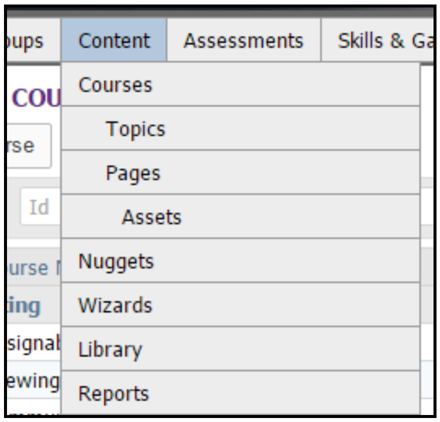


Figure 2-1 – Content: Submenu Selections

The **Content Menu** has eight choices:

- **Courses -** This selection provides a list of all Courses in the database repository. Courses generally consist of collections of one or more Topics and may also include assigned Assessments, Glossary items, Certificates of Completion, and so forth.

- **Topics -** This selection provides direct access to all Topics in the database repository. Topics generally exist as collections of one or more Pages arranged in some logical order.

- **Pages** - This selection provides direct access to all Pages in the repository. Pages are comprised of one or more Assets (e.g., text, images, rich media clips) presented on a style sheet selected from a template library.

- **Assets** - This selection provides access to all Assets in the repository. Assets are normally physical files (e.g., image files, video and music clips) that originate in another application like Microsoft Word or PowerPoint, Macromedia Flash or Adobe Acrobat or that are captured using a hardware device that digitizes images or sounds like an audio CD, or a video or digital camera for display/playback on demand.

- **Nuggets -** This selection provides access to all Nuggets in the repository. Nuggets are assignable popup Pages and assessments that can be used in conjunction with the OnPoint Portal application as quick refreshers for Users or Managers. Any page or assessment within the repository can be assigned to a Nugget.

- **Wizards-** This selection provides access to three wizard types: Content, Assessments, and Users. Wizards are designed to make the upload of new content or the addition of new users into the system more efficient than using the "Add" functionality inside the specific areas of Course Manager. Wizards step you through a short series of questions then auto-create the item within the appropriate section of Course Manager.

- **Library** - The Library is a grouping of shared documents and links that can be associated to specific Courses, Groups, or posted as General Materials available to all users. From the Content Viewer, users can click on these displayed links to download copies of related MS Word documents, MS PowerPoint presentations, MS Excel spreadsheets, Acrobat/PDF files, or be directed to specific web sites to review online information.

- **Reports** - This link provides several preformatted Reports relating to content that may be used by content creators and site administrators to track system usage and content database utilization.

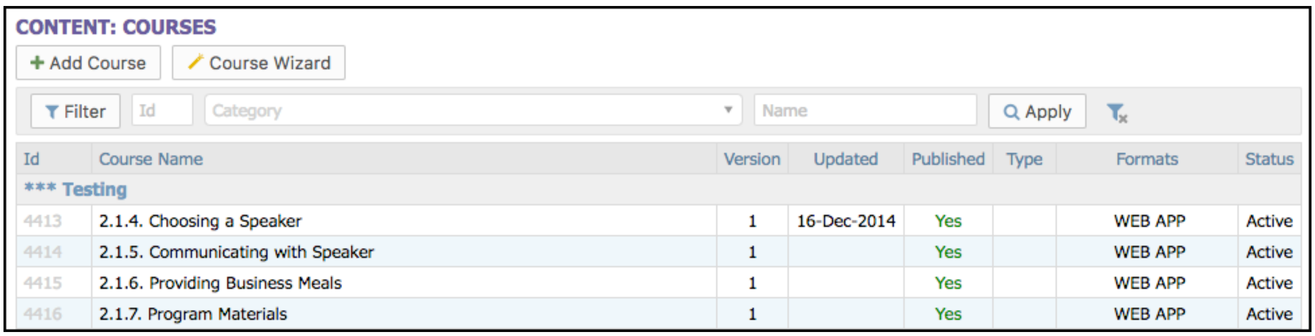
2.1 Content: Courses

Courses are a combination of one or more Topics, presented on Pages and consisting of one of more Asset files displayed on each Page. Courses can be assigned to groups or individuals, and may also include associated content such as Assessments, Library items, a Glossary of Terms, and Certificates of Completion.

2.1.1 Courses: List Courses and Functions

Start by selecting the Courses submenu selection from the Content Menu. The Courses table will display a list of all current Courses in your OnPoint system. From this list, you may:

1. Select a Course record from the List to review or edit
2. Click the **Add Course** button to create a new Course
3. Use the **Filter** button to narrow your search for a specific Course



Id	Course Name	Version	Updated	Published	Type	Formats	Status
*** Testing							
4413	2.1.4. Choosing a Speaker	1	16-Dec-2014	Yes		WEB APP	Active
4414	2.1.5. Communicating with Speaker	1		Yes		WEB APP	Active
4415	2.1.6. Providing Business Meals	1		Yes		WEB APP	Active
4416	2.1.7. Program Materials	1		Yes		WEB APP	Active

Figure 2-2 – Content: Courses Table Display

Courses are listed alphabetically by Category. The Course list displays the following:

Content: Course List	
Element	**Description**
Id Number:	An internal Course reference number auto-generated by the system.
Course Name:	The name of the **Course**.
Version:	Shows how many times the information within the Course has been updated and published / re-published.
Updated:	The date changes were last made to the Course detail information.
Published:	A Yes/No indicator of the published status of a Course. If Courses are set to be Published = "Yes" and if assigned to user this will automatically appear in the Course Catalog, and are available online to registered system users.
Type:	Course type can include .HTML, xAPI, and SCORM.
Formats:	A way to see the format(s) the content is published in.
Status:	Shows the content to be either Active, Inactive or Request Delete

Other Course: List - Related Information:
A few additional features can be found at the bottom of the Content:

A. **Page**- At the bottom left of the Course: List table is an active count of the number of Pages of Courses displayed. Pages can be selected directly using the page number or progressed through using the arrows.

B. **Course Count**- At the bottom left of the **Content: Courses** list table is an active count of all the current Courses managed in your Course Manager database.

C. **Color Keys**- Courses listed in the **Content: Courses** list table are generally marked as "Active" but may be flagged as either "Inactive" or "Request Delete" by content authors or site administrators. A legend (or reminder key) may appear at the lower left of the **Content: Courses** listtable indicating Courses marked as "Inactive" (the record will be displayed in Yellow) or as "Request Delete" (the record will be displayed in Pink).

Figure 2-3 – Content: Courses Table Legend

2.1.2 Courses: View a Course Record

The Content: Course record display provides a detailed description of all the general components that make up a Course. To view and edit a Course record, select the Course you wish to view from the list of **Content: Courses** by clicking on the Course and the **Content: Course** record for that Course will appear. The Content: Course screen includes 11 sub-tabs. The details are as follows:

A. **Information-Tab 1** "Information" is shown on the first screen, including the following fields:
   - Course Name
   - Course Description
   - Welcome and Finish Messages
   - Category selection and many others

   a. **Edit a Course**- Select the **Edit** button, and you will be able to edit all of the Course information fields listed.

B. **Assignments**-Tab 2 "Assignments" is where assignments can be made for the Course, including Content (e.g. Topics and Assessments), Users, Groups/Job Codes, etc. These fields may be updated at any time (there is no "edit" button required when adding or editing the assignment fields). [See section 3.1.4 **Courses: Edit a Course** for detailed help]

C. **Advanced-**Tab 3 "Advanced" provides additional fields to be edited to make the Course more specific. Fields like Start Notification to send out a notification after so many days if the user has not started. Finish Notification can be set to go out to remind the user they have so many days to complete the Course.

D. **Triggers-** Tab 4 "Triggers" displays a Trigger Action drop-down. In this screen, using the drop-down, a Triggered notification can be created. These can be additionally set up to send out an email or SMS to a user at any point of a Course.

E. **Prerequisites-**Tab 5 "Prerequisites" allows the assigning of required Courses,Assessment Sets, Nuggets, Events, or Activities that must be completed before a User can access this Course.

F. **Outline**-Tab 6 "Outline" displays a folder tree outline of the Course and all its assignments.

G. **Glossary**-Tab 7 "Glossary" provides an area where a glossary of terms can be defined that will be specifically associated with this Course. A Universal Glossary can also be created to be displayed with all Courses automatically through the Administration tab. [See Administration for detailed help.]

H. **Certificates**-Tab 8 "Certificates" displays the Course and a drop down of available Certificates that were previously created. These are available to view/print after the user has met the set requirements for the specific Course.

I. **Games-**Tab 9 "Games" presents the option of setting up Game Points that will be tracked and viewed per user and/or on Leadership Board. The points can be created based upon Points for Completion, Course Test or Scorm Test.

J. **Version**- Tab 10 "Version" allows content Authors/Admins to update the Course to a new version, enter any notes about the update, and reset the Course status for users if required.

K. **Comments**- Tab 11 "Comments" allows you to select whether to allow User Comments and to add, reply, unapprove and delete User comments.

Action buttons are located across the bottom of the default Information sub-tab. These allow you to Edit, Refresh, or Return to the Course List. There are also Publish/Re-Publish and Un-publish buttons to control the accessibility of Courses to Users. Use the Re-publish button whenever a change is made to the Course record or assignments; use the Un-publish to remove the Course from published status in the catalog; use the Publish button to add the course to the catalog. A Copy As button allows you to clone the structure of an existing Course to create a copy.

Content: Action Buttons

Element	**Description**
Parameters:	Allow unique tagging to help tie content items to specific places within user interface.
Update Status:	Allows an Admin to ensure that any changes that have been made as relates to the assignment to users will have a forced refresh.
Archive Users:	This allows an Admin to move any users with a completed status for this course to be moved to the archive table, which removes that course from the users active assignments list.
Recommendation:	Under the assignments tab allows an Admin to recommend this content item to a group of users. Recommended items will display in a users assigned content areas, but with an optional indicator.

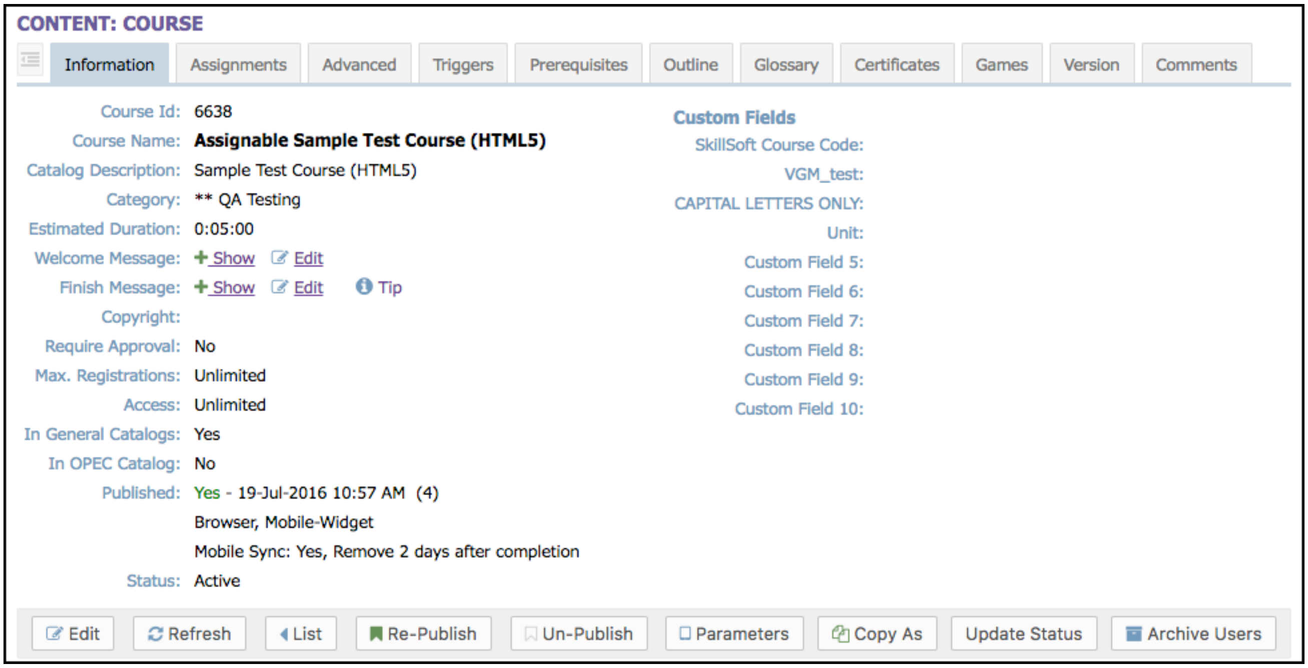


Figure 2-4 – Content: Course Summary Screen

2.1.3 Courses: Search for a Course

Under **Content: Courses** is a list of all current Courses in your OnPoint system. Courses are listed alphabetically by Category. To find a specific Course, you may:

- Scroll through the list until you locate the Course record; view or edit by clicking on the Course
- Use the **Filter** button to narrow your search for a specific Course

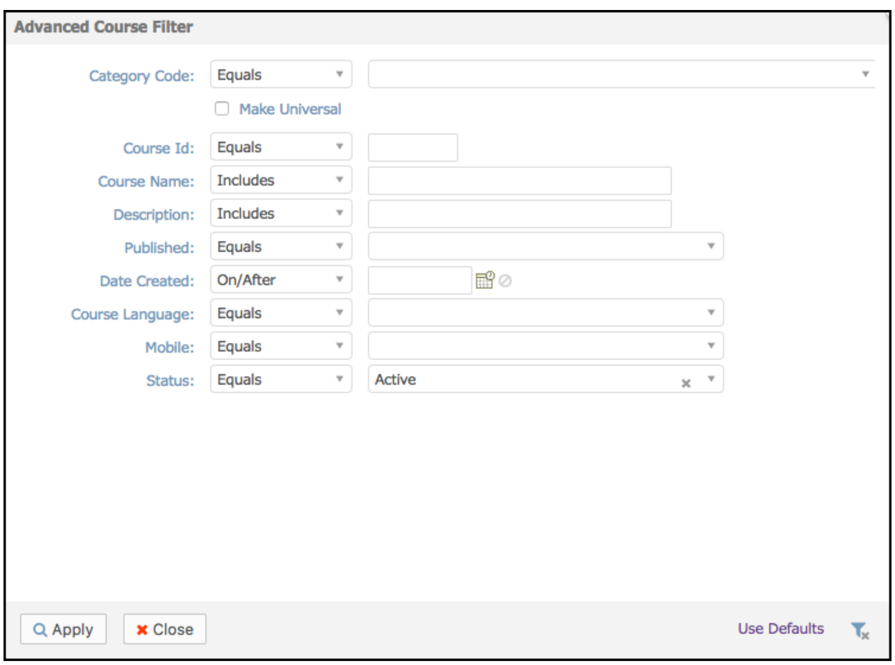
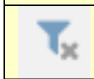


Figure 2-5 – Content: Course Filter Selection Screen

The **Content: Course** Filter screen allows you to search for a Course by any of the following search criteria:

Content: Course Filter	
Element	**Description**
	Use the drop-down menu to choose a filter option: • **Begins with** – filters for all Courses beginning with the criteria • **Equals** – filters for a match of a letter or text string • **Not equal to** – filters out everything matching this entry • **Less than** – filters all matches less than the criteria • **Greater than** – filters all matches greater than the criteria • **Includes** – filters for all Courses that include the criteria • **Ends with** – filters for all Courses ending with the criteria
Category Code:	Search by the Category the Course may be associated with. Select a Category from the drop-down menu of choices, or allow the system to default to All.
Make Universal:	Select this box if you want all searches performed while you are logged in, to be set to this specific Category. This selection will maintain the filter until you clear it, or logout of Course Manager. **Note:** The most common search is filtered on Category. If you are working within a particular Category, you may want to select the "Make universal" checkbox so that all other searches will be filtered for that Category during your current session, until you clear the filter of logout.
Course Id:	Search by the Course Id number.
Course Name:	Search by the name of the Course.
Description:	Search by the description of the Course. Use the drop-down menu to choose a filter option (as explained above), then enter some descriptive data.
Published:	Search Courses based on their Published status. Use the drop-down menu to choose a filter option: • All – search all Courses in the database by not selecting Yes/No • Yes – search only published Courses • No – search only unpublished Courses
Date Created:	Search Before, On/After the date of creation.
Course Language:	Search by language Course is in.
Mobile:	Choosing Yes / No to search if Course is on Mobile.
Status:	Search Courses based on their Status. Use the drop-down menu to choose a filter option: • **Active** – search only active Courses • **Inactive** – search only inactive Courses • **Deleted** – search only Courses with a deletion request
Custom Fields:	Different clients have set up Custom Fields for their business needs, the Search will also run on these.

At any time you can utilize these action buttons:

Apply	To start the search
Close	To exit the search
Use Defaults	To reset the criteria to the default options (All Active Courses)
	To clear the criteria so that you can start again

2.1.4 Courses: Edit a Course

To edit Course information, select the Course you wish to edit from the list of **Content: Courses**. Once the **Content: Course** record has displayed, click the "Edit" button and the **Content: Course Edit** screen will display.

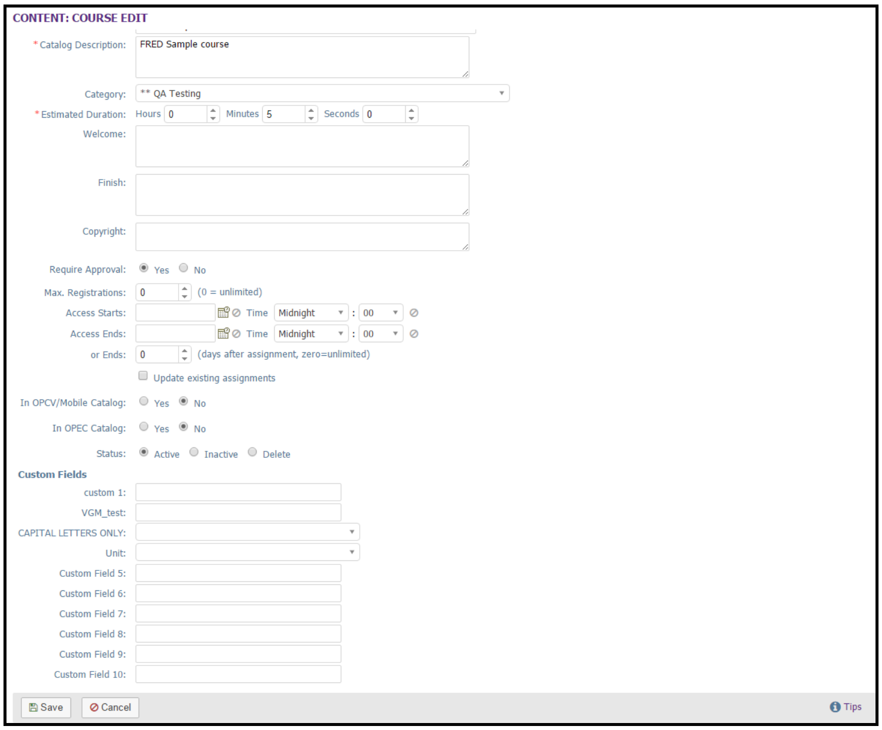


Figure 2-6 – Content: Course Edit Screen

You may change any of the following data fields:

Content: Course Edit	
Element	**Description**
Course Name:	Title of the Course. **(Required Field)**
Catalog Description:	A summary of the Course, displayed in the Course Catalog. **(Required Field)**

Content: Course Edit	
Element	**Description**
Category:	The Category this Course is associated with. (Most lists are alphabetized by Category heading.) Select the Category from the drop-down menu. (Categories are created under the Administration menu, should you need to create a new one.)
Estimated Duration:	The estimated time it should take to complete the Course. **(Required Field)**. This information displays on the User's Course Assignments list. A percentage or the estimated duration can also be set to must be completed in order to get a completed status for the Course through the Configuration menu of the Administration tab. [See Administration: Configuration.]
Welcome:	This text appears on the Welcome Page of the Course. An HTML editor is available on the previous Course record screen.
Finish:	This message displays on the Finish Page of the Course. An HTML editor is available on the previous Course record screen.
Copyright:	Shows any copyright information associated with the Course material, protecting the intellectual rights of the author or company that created the material.
Require Approval:	Indicates whether the Course requires instructor approval. Select the option that best fits this Course. • **Yes** = Requires Approval • **No** = Does not Require Approval
Max. Registrations:	Shows the maximum number of students that can register for a Course. System default is 0, indicating unlimited.
Access Starts:	The date and time users can begin to access the course. Use the calendar icon for easy date selection.
Access Ends:	The date and time users will no longer be able to access the course. Use the calendar icon for easy date selection.
Or Ends:	If you do not wish to have the course end on a specific date, instead select the number of days after the assignment starts that user access will end. System default is 0, indicating unlimited unless you select a specific date.
In OPCV / Mobile Catalog:	Indicates whether this particular Course will be available for Users to request access to through the OPCV Catalog. Courses in the Catalog do not necessarily have to be assigned for a User to see and take. The Catalog allows Users access to take Courses made available and request access to those Courses that require approval.
In OPEC Catalog:	Indicates whether this particular Course will be available for Users to purchase through the OPEC Catalog. Courses in the Catalog do not necessarily have to be assigned for a User to see and take. The Catalog allows Users access to take Courses made available and request access to those Courses that require approval.
Status:	Indicates the Status of the Course. • **Active** (Course in use) • **Inactive** (Course not in use) • **Request Delete** (Course no longer needed)

After making your changes click one of the following:

Save	To save your entries.
Cancel	Returns you to the Course record without saving your entries.

	Note: All Course information fields can be edited at any time with additional or updated information. The Edit button is required to update the Course information fields of a Course Record. After editing a record and saving your updates, click the **Refresh** button to make sure all your changes are displayed.

Once your edits have been saved, the **Content: Course** record will display again. Notice that the record will now include a field indicating whether the Course is published or not, and if so, the date. You'll also notice that you can easily update the Welcome and Finish Messages by clicking on the **Edit** links.

Published
Shows whether or not the Course is Published. If it is a **YES** then the Course will display as available to Users in the Course Catalog. If **NO** then the Course may be in creation stage or on hold meaning that it is not yet ready to be published for a User to access.

2.1.4.1 Edit a Course: Course Action Buttons

From this screen the user can perform other functions by choosing one of the action buttons listed on the screen.

Figure 2-7 – Content: Course Action Buttons

Content Action Buttons include:

Content: Action Buttons	
Action Button	**Description**
Edit	Allows you to return to the Course data fields and edit the record.
Refresh	Refreshes the page with all recent updates.
List	Returns you to the full list of Courses.
Re-Publish	Allows you to re-set the Course for any edits made to any Course record fields or Assignments detail. Once you select this action, you must affirm your decision, then click Continue.
Un-Publish	Use this button to remove the Course from the active Course catalog. Once you select this action, you must affirm your decision, then click Continue.
Parameters	Allow unique tagging to help tie content items to specific places within a user interface.
Copy As	Allows you to copy the Course to create a new Course. (All fields are copied with the exception of User/Group Assignments. The new Course is given a temporary name to differentiate it from the original. You will want to edit this new copy and provide a new Course name and any changes that are applicable.) Allows you to update the Course status for all assigned users. This will update the status to complete for users who have completed all the Pages of a Course and passed any associated tests, but failed to click the finish button at the end of the Course.

Content: Action Buttons	
Action Button	**Description**
Update Status	Allows you to update the Course status for all assigned users. This updates the status to complete for users who completed all the Pages of a Course and passed any associated tests, but failed to click the finish button at the end of the Course.
Archive Users	Use this button to archive the completion status for any users currently assigned to the Course. Options for archiving including the following status conditions: • Completed or Passed • Failed • Incomplete • Not Attempted • All Click the Archive Users button to complete the action. The completion status will move to the users' History sub tab in the OPCM, and assignments will be removed from the Users' list of current assignments in OPCV.

2.1.4.2 Edit a Course: Making/Updating Assignments

The second tab of the Content: Course record displays the actual assignments that have been made for the selected Course.

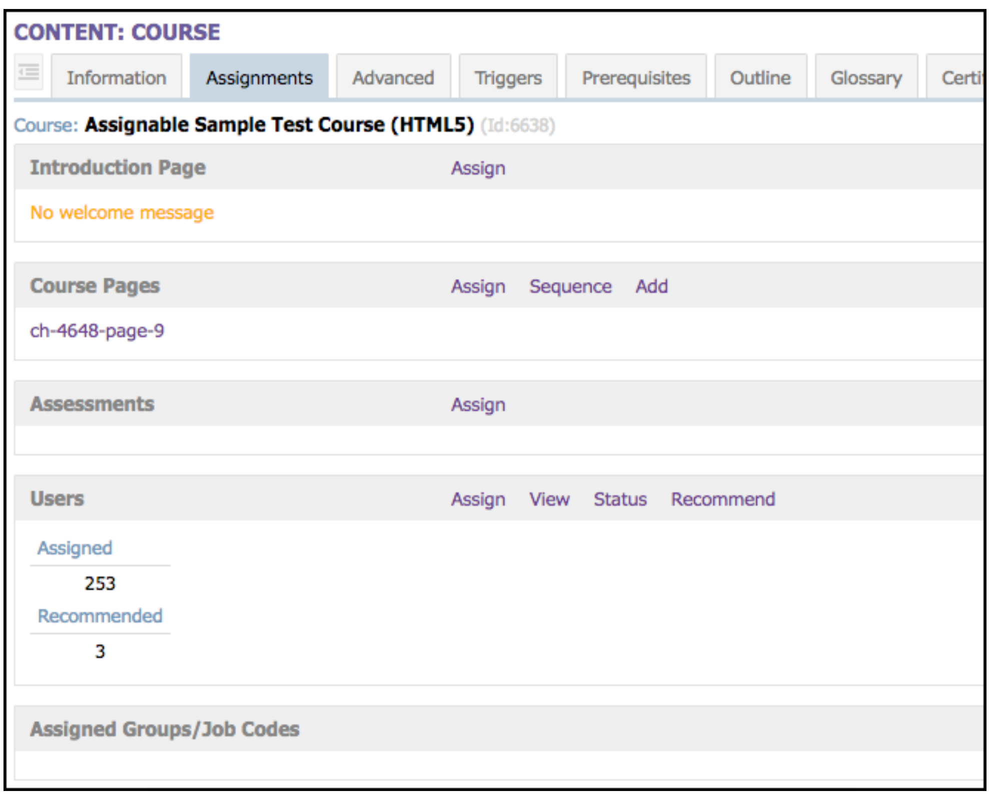


Figure 2-8 – Content: Course Assignments

Course assignment fields include :

Content: Assignment Fields	
Element	**Description**
Introduction Page:	Indicates whether you will use text from the Course data field: Welcome Message (default), or utilize an actual Page from the OnPoint repository instead (which would be assigned here). To assign an actual page as the Introduction Page, click the **Assign** button and find the page you would like to assign by scrolling through the list or using the **Filter** button. Select the desired page to assign it or select Cancel to return to the **Content: Course** page. If no page is assigned, the welcome message will be used. **Note:** For example, a Course Intro Page might be more effective with multi-media components (e.g., talking read video clip) than just a text message.
Course Pages:	Lists the Pages currently assigned to the Course, and shows the Sequence they are in. You may: • **Assign** – add or change the assigned Pages, • **Sequence** – re-sequence the Page order, or • **Add** – add a new Page record to the database. To assign a Page, click the **Assign** link to the right of Course Pages. Then select the Page(s) from the right column of Available Pages and they will move over to the left column, Assigned Pages. Click **Finished** to return to the **Content: Course** page. To Un-Assign a Page, click the **Assign** link, select the Page(s) from the left column of Assigned Pages and they will move over to the right column. Then click the **Finished** button to return to the previous page. To Sequence Pages, click the **Sequence** link, then move the Pages Up or Down as desired. Click the **Finished** button when done. The **Add** option is a shortcut to create a new Page. It opens a new **Content: Page Edit** screen to create a new Page record. The category is defaulted to the same Category as the Course you were in. When you are finished adding the new Page record, it will automatically add the Page assignment to the Course you were in. You may then want to adjust the Sequence of the new Page within the Course.
Assessments:	Assign or edit any Assessment(s) (e.g. Test/Quiz/Feedback) associated with the Course.
Users:	Assign Users to the Course, view current users, check the completion status of users, or recommend the course to users. To assign Users to the Course, click the **Assign** link, select the User(s) from the right hand column and click the **Assign** button to move the users to the Assigned Users column on the left. To un-assign, select the users from the left hand column and click **Unassign** to move them to the Available Users column on the right. When finished with selections, click the **Finished** button to return to the Course record. Filter Search- When assigning Users to Courses, you may use the **Filter** button to narrow down your list of available Users.
Assigned Groups/Job Codes:	Assign or update Groups and/or Job Codes to the Course.

All Course assignment fields can be edited at any time with additional or updated information. No "**Edit**" button is required to update the assignment fields of a Course record.

2.1.5 Courses: Create a Course

To create a new Course, select Content: Courses, then select the **Add Course** button at the top left of the list.

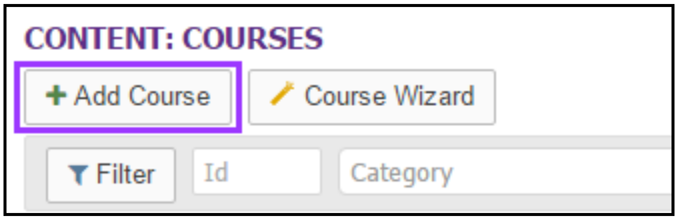


Figure 2-9 – Content: Courses - Add Course Button

Complete the data fields that are appropriate:

Content: Course Edit - Create a Course	
Element	**Description**
Course Name:	Enter the name of the Course. **(Required Field)**
Catalog Description:	Enter a descriptive summary of the Course to be displayed in the Course Catalog. **(Required Field)**
Category:	Assign a Category this Course will be associated with. Select a Category from the drop-down menu. (Categories are created under the Administration menu, should you need to create a new one.)
Estimated Duration:	Enter the estimated time it should take to complete the Course. **(Required Field)** This will appear on the User's Assigned Courses list.
Welcome:	Enter text to appear on the Welcome Page of the Course. [System defaults to "Welcome!".] **Tip:** Alternatively, you may assign an actual rich media Page to act as the Welcome Message. For this choice, you would leave the Welcome Message field blank here, and after you have defined the new Course and saved it, you would assign a specific Page as the Welcome Message, under Assignments. An assigned Welcome Page will override any Welcome Message text entered into this field.
Finish:	Enter a text message to display on the Finish Page of the Course. [System defaults to "Thank you."] **Tip:** Again, you may assign an actual Page as the Finish Page, rather than entering any data here. An assigned Finish Page will override any Finish Message text entered into this field.
Copyright:	Enter any copyright information associated with the Course material, to protect the intellectual rights of the author or company that created or owns the material.
Require Approval:	Indicate whether the Course will require approval before it can be taken by User. Select the appropriate option: • **Yes** = Requires approval (default) • **No** = Does not require approval
Max. Registrations:	Enter the maximum number of students that can register for a Course. (Default is 0, which = Unlimited registrants).

Content: Course Edit - Create a Course

Element	Description
Access Starts:	The date and time users can begin to access the course. Use the calendar icon for easy date selection.
Access Ends:	The date and time users will no longer be able to access the course. Use the calendar icon for easy date selection.
Or Ends:	If you do not wish to have the course end on a specific date, instead select the number of days after the assignment starts that user access will end. System default is 0, indicating unlimited unless you select a specific date.
In OPCV / Mobile Catalog:	Indicates whether this particular Course will be available for Users to request access through the OPCV Catalog. Courses in the Catalog do not necessarily have to be assigned for a User to see and take. The Catalog allows Users access to take Courses made available and request access to those that require approval.
In OPEC Catalog:	Indicates whether this particular Course will be available for Users to purchase through the OPEC Catalog. Courses in the Catalog do not necessarily have to be assigned for a User to see and take. The Catalog allows Users access to take Courses made available and request access to those Courses that require approval.
Status:	Indicates the Status of the Course. • **Active** (Course in use) • **Inactive** (Course not in use) • **Request Delete** (Course no longer needed)

After making your entries, the user has an option on this screen to make the updates and **Save** the changes or **Cancel** out of the screen which will not save any changes that were made.

> **Note:** Most of the Course data fields are optional. You may create a new Course simply by providing all of the required fields and allowing the system defaults to apply. You may return later to edit the Course data at any time.

Once your edits have been saved, the **Content: Course** record will display. Notice that the record will now include a field called Published. You'll also notice that you can easily update the Welcome and Finish Messages by clicking on the **Edit** links.

Published
Shows whether or not the Course is Published. If it is a **YES** then the Course will display as available to Users in the Course Catalog. If **NO** then the Course may be in creation stage or on hold meaning that it is not yet ready to be published for a User to access. Since you have just created the Course, the Published status will display as NO until you are ready to publish the Course.

2.1.5.1 New Course: Course Action Buttons

After you have created a new Course and saved your entries, the Course record will display, showing all of the data field entries. At that point, several Action Buttons appear across the center of the screen.

Figure 2-10 – Content: Courses - Action Buttons

Course Action Buttons include:

Content: Action Buttons	
Action Button	**Description**
Edit	Allows you to return to the Course data fields and edit the record.
Refresh	Refreshes the page with all recent updates.
List	Returns you to the full list of Courses.
Re-Publish	Allows you to re-set the Course for any edits made to any Course record fields or Assignments detail. Once you select this action, you must affirm your decision, then click Continue.
Un-Publish	Use this button to remove the Course from the active Course catalog. Once you select this action, you must affirm your decision, then click Continue.
Parameters	Allows unique tagging to help tie content items to specific places within a user interface.
Copy As	Allows you to copy the Course to create a new Course. (All fields are copied with the exception of User/Group Assignments. The new Course is given a temporary name to differentiate it from the original. You will want to edit this new copy and provide a new Course name and any changes that are applicable.) Allows you to update the Course status for all assigned users. This will update the status to complete for users who have completed all the Pages of a Course and passed any associated tests, but failed to click the finish button at the end of the Course.
Update Status	Allows you to update the Course status for all assigned users. This updates the status to complete for users who completed all the Pages of a Course and passed any associated tests, but failed to click the finish button at the end of the Course.
Archive Users	Use this button to archive the completion status for any users currently assigned to the Course. Options for archiving including the following status conditions: • Completed or Passed • Failed • Incomplete • Not Attempted • All Click the Archive Users button to complete the action. The completion status will move to the users' History sub tab in the OPCM, and assignments will be removed from the Users' list of current assignments in OPCV.

2.1.5.2 New Course: Deleting a Course

To delete an existing Course, select **Content: Courses**, then select the Course you wish to delete from the list. When the Course record is displayed, click the **Edit** button. From the **Content: Course Edit** screen, at the Status field, select Delete.

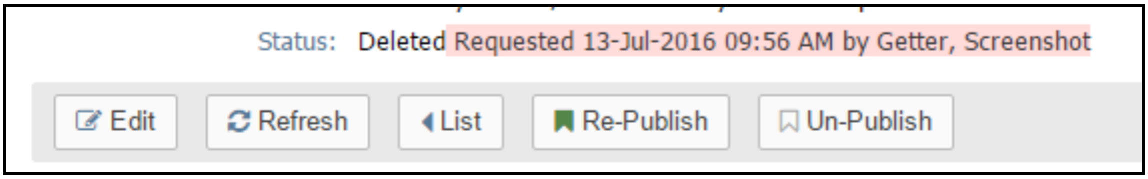


Figure 2-10A – Content: Changing Course Status

Click the **Save** button to activate your change. When the "Delete" status has been committed to the database, a colored caption will appear to the right of the field summarizing the update. You may click the **List** button to return to the Course List, at this point you will no longer see the Course that was just deleted. If you select the **Filter** button and click the 'X' next to "Active" in the Status Field it will remove that filter and show active, inactive, and deleted status'. Click **Apply** and the Course will now appear highlighted in **Pink** in the Course List, to alert others as to the changed status of the Course.

2.1.5.3 New Course: Making Assignments

The second tab of the Content: Course record is where you will make assignments for the Course.

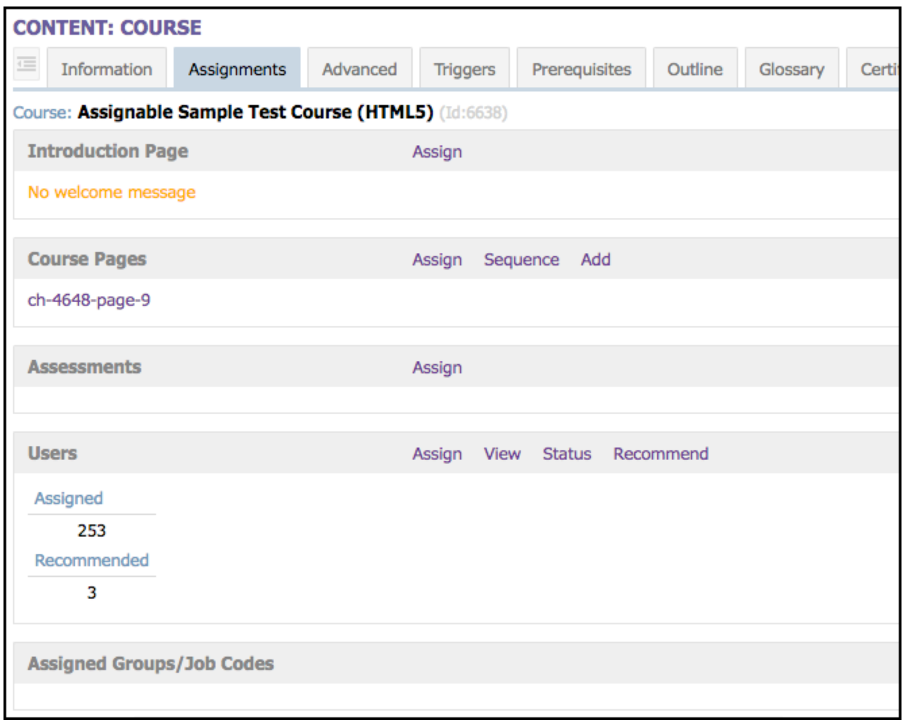


Figure 2-11 – Content: Course Assignments

	Note: Again, all of the Assignments for a Course do not need to be entered immediately. You can begin by assigning an author to a Course as the only user, in order to access the Course while it is being created, then later, when the Course is ready to be Published, return to this Course record and make additional Assignments, such as Course Pages, Assignments,which Users and Groups you want to give access to the Course, etc. You may not know exactly what you want to say on a Finish Message (on the Information tab), for example, until you have finished creating the Course. Perhaps there is a Certificate, and you want to provide direction via the Finish Message on how the student can print out the Certificate. These are details that can be added to the Course record as needed.

Course assignment fields include:

Content: Assignment Fields	
Element	**Description**
Introduction Page:	Indicates whether you will use text from the Course data field: Welcome (default), or utilize an actual Page from the OnPoint repository instead (which would be assigned here). To assign an actual page as the Introduction Page, click the **Assign** button and find the page you would like to assign by scrolling through the list or using the **Filter** button. Select the desired page to assign it or select Cancel to return to the **Content: Course** page. If no page is assigned, the welcome message will be used. **Note:** For example, a Course Intro Page might be more effective with multi-media components (e.g., talking read video clip) than just a text message.
Course Pages:	Lists the Pages currently assigned to the Course, and shows the Sequence they are in. You may: • **Assign** – add or change the assigned Pages, • **Sequence** – re-sequence the Page order, or • **Add** – add a new Page record to the database. To assign a Page, click the **Assign** link to the right of Course Pages. Then select the Page(s) from the right column of Available Pages and they will move over to the left column, Assigned Pages. Click **Finished** to return to the **Content: Course** page. To Un-Assign a Page, click the **Assign** link, select the Page(s) from the left column of Assigned Pages and they will move over to the right column. Then click the **Finished** button to return to the previous page. To Sequence Pages, click the **Sequence** link, then move the Pages Up or Down as desired. Click the **Finished** button when done. The **Add** option is a shortcut to create a new Page. It opens a new **Content: Page Edit** screen to create a new Page record. The category is defaulted to the same Category as the Course you were in. When you are finished adding the new Page record, it will automatically add the Page assignment to the Course you were in. You may then want to adjust the Sequence of the new Page within the Course.
Assessments:	Assign or edit any Assessment(s) (e.g. Test/Quiz/Feedback) associated with the Course.
Users:	Assign Users to the Course, view current users, check the completion status of users, or recommend the course to users. To assign Users to the Course, click the **Assign** link, select the User(s) from the right hand column and click the **Assign** button to move the users to the Assigned Users column on the left. To un-assign, select the users from the left hand column and click **Unassign** to move them to the Available Users column on the right. When finished with selections, click the **Finished** button to return to the Course record. Filter Search- When assigning Users to Courses, you may use the **Filter** button to narrow down your list of available Users.
Assigned Groups/Job Codes:	Assign or update Groups and/or Job Codes to the Course.

2.1.5.4 New Course: Advanced Tab

The third tab of the Content: Course record is where you will set specific advanced functions for the Course.

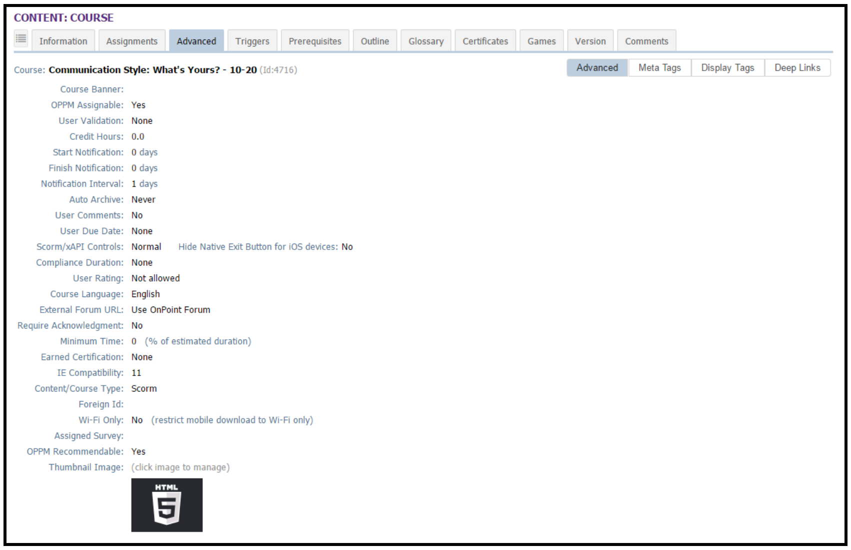


Figure 2-12 – Content: Course Advanced

Course Advanced Fields Include:

Content: Advanced Fields	
Element	**Description**
Course:	Shows the name of the Course, this field cannot be edited on this screen.
Course Banner:	Select the banner you wish to display to users in OPCV here. Requires the system to be configured to display a banner for Courses, and the banner needs to be previously uploaded to the system.
OPPM Assignable:	Can this be assigned to a user from OP Performance Manager? YES / NO
User Validation:	Enter the number of minutes between validation questions if Course custom fields are being used for validation questions.
Credit Hours:	A Course can be set to record a specific number of credits that can be received once the Course is completed. This is beneficial if customers are keeping track of these for education credits.
Start Notification:	Allows you to set number of days before a Fail-to-Start or Fail-to-Finish notification is sent to a User or Manager.
Finish Notification:	Allows you to set the end period after which a Fail-to-Start or Fail-to-Finish notification will not be sent to a User or Manager, even if they meet the notification criteria.
Notification Interval:	Allows you to specify the number of days between Fail-to-Start and Fail-to-Finish notifications. This field is used to determine the number of days before the next Fail-to-Start of Fail-to-Finish Trigger message is sent after the initial notification. **Note:** If a Fail-to-Start or Fail-to-Finish Trigger is not defined then any value entered in this field is not applicable.
Auto Archive:	Course can be set up to Auto Archive after set # of days after completion

Content: Advanced Fields	
Element	**Description**
User Comments:	Choose to allow or not allow users to comment on the Course-May be set up as YES / NO / MODERATED **(Review Required)**
User Due Date:	Choose between None, Fixed (specific date), or Dynamic (# of days after assignment) on when the assignment should be completed.
SCORM/xAPI Controls:	This setting controls the display of the SCORM course as it relates to the content viewer display area such that Standard will still show all of OnPoint's embedded navigation, but SCORM minimum will hide OnPoint's navigation while taking the course.
Compliance Duration:	Number of days you have to complete this until you are out of compliance.
User Rating:	Yes / No to allow user to rate this Course.
Course Language:	Choose the Language the Course will appear in.
External Forum URL:	If a separate forum was created then it could be specified here which forum to use. Leaving this field blank means that it will use the OnPoint Forums.
Require Acknowledgement:	This is a field where the set-up could force the user to acknowledge / accept a statement before they can access that Course or Nugget. Once the requirement has been turned on, and then the admin can edit the message to create the statement that needs to be acknowledged. At the present time this does not appear to be used by any customer.
Minimum Time:	This sets the minimum time (in percent of estimated duration seconds) a user must spend within the Course in order to gain completion. (The default is 0=no minimum.)
Earned Certification:	Choose the type of External Certification earned when the Course is complete. This can be managed in the Certifications Tab under Administration.
IE Compatibility:	Select from the drop-down menu what version of Internet Explorer will work.
Content/Course Type:	Select one type from the choices: Standard, xAPI, Epub, SCORM.
Foreign Id:	Optional Id used to tie a user to another system of record.
Wi-Fi Only:	Choose Yes or No on whether to restrict mobile download to Wi-Fi only.
Assigned Survey:	This is an optional user survey designed to use at the end of any assigned course or event allowing a user to answer several general questions. Not knowledge related to the course, but more general in nature for example "Would you recommend this course to a peer?"
OPPM Recommendable:	Select Yes or No on whether this course can be recommended to users.
Thumbnail Image:	Choose the thumbnail for this Course

Advanced fields can be edited by clicking the **Edit** button in the bottom left corner, these fields can be updated with new information at any time. In the top right corner there are buttons to select **Meta Tags**, **Display Tags**, and **Deep Links**.
Meta Tags- are designed to be an additional way for a user to find content; similar to key word searches, Meta Tags allow single words or short phrases to be associated with an object to assist in searching. Select **Add Meta Tag** to add a new Meta Tag.
Display Tags- are similar to Meta Tags but are used primarily for insuring that content items show up in the user interface and help tie specific content items to lists within the user interface.
Deep Links- This parameter can be appended to your standard OPLS domain URL to provide a direct link (through OPPortal) to this course.

2.1.5.5 New Course: Creating Triggers

The fourth tab of the **Content: Course** record is where you will set up Triggers for notifications to be sent out to users for a variety of reasons.

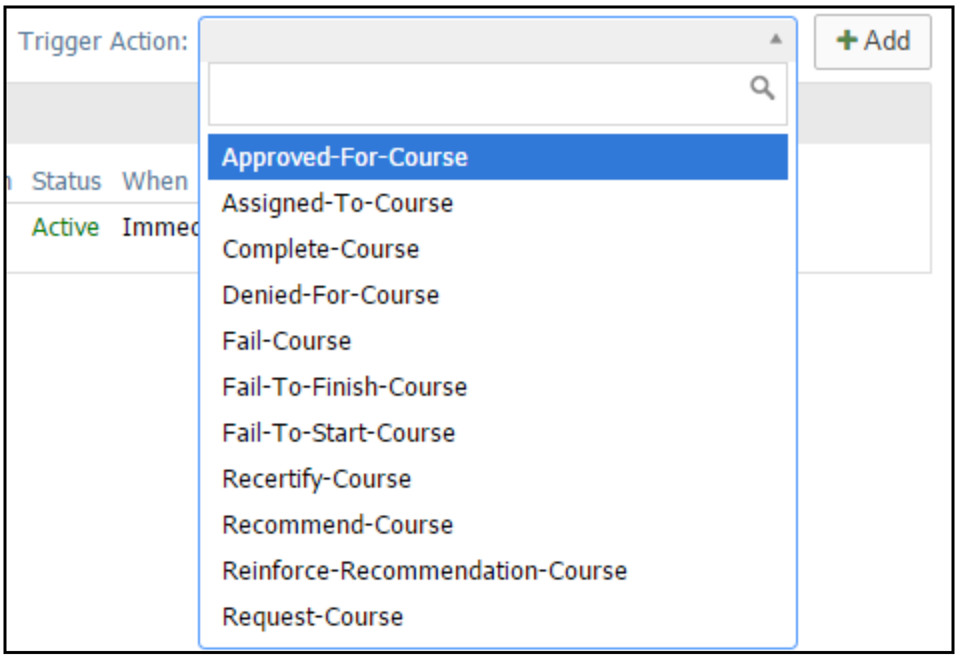


Figure 2-13 – Content: Course Trigger Action

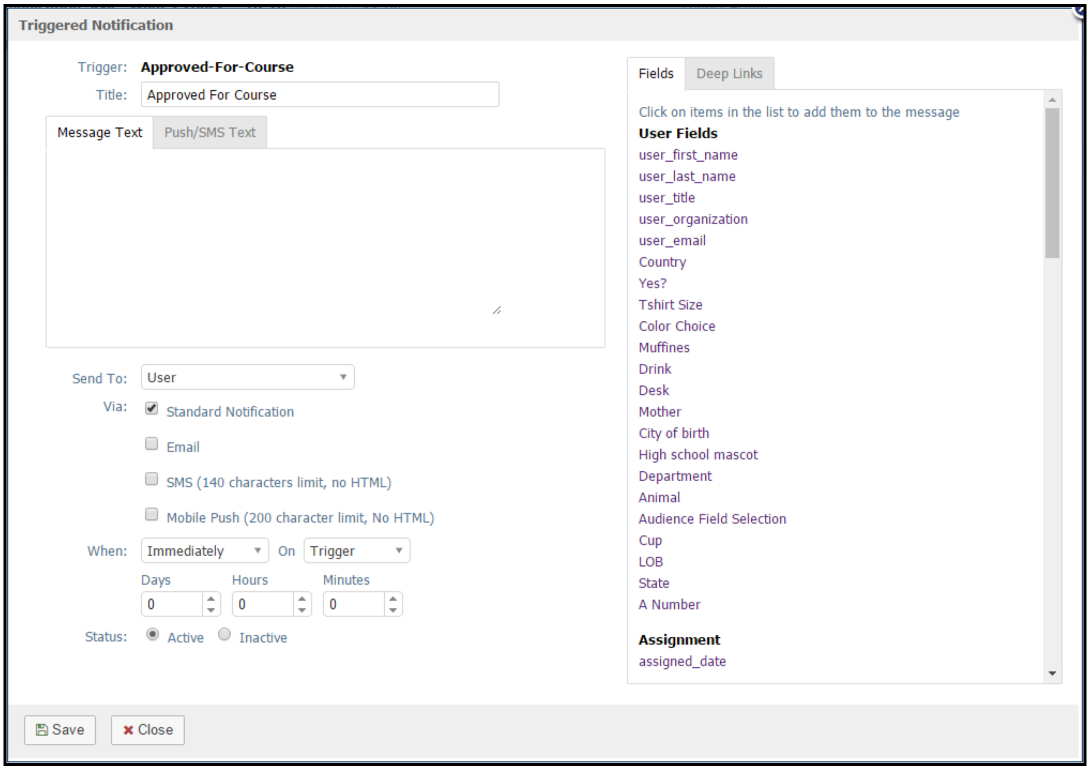


Figure 2-14 – Content: Standard Notifications

Trigger Action Drop-down:

Content: Trigger Actions	
Element	**Description**
Approved-For-Course:	Notification can be sent to user/manager/other when approved to take a Course.
Assigned-To-Course:	Notification will be sent to user when assigned to a Course.
Complete-Course:	Notification will be sent to user when a Course has been completed.
Denied-For-Course:	Notification will be sent to user if denied access to a Course.
Fail-Course:	Notification of failed outcome sent to user.
Fail-To-Finish-Course:	Notification sent to user if test was started and not completed.
Fail-To-Start-Course:	Notification sent to user if test was never started.

Content: Trigger Actions	
Element	**Description**
Recertify-Course:	Notification sent to user when they can take a Re-Certification Course.
Recommend-Course:	Notification sent to user when Course has been recommended to them.
Reinforce-Recommendation-Course:	Notification sent to user when Course has been given a reinforced recommendation to them.
Request-Course:	Notification sent when Course has been requested via catalog and is set to require approval.

Setting up the Trigger Notification
After you have made your selection from the Trigger Action Drop-down you will see the Trigger selected with options.

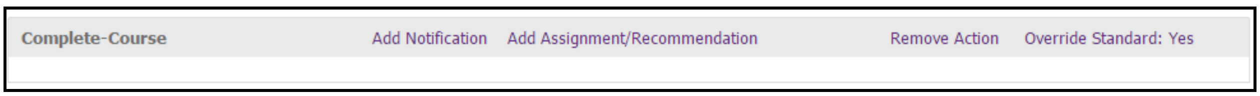


Figure 2-15 -Content: Additional links to modify notification

Trigger set-up fields include:

Content: Setting up a Trigger	
Element	**Description**
Add Notification:	Use this action to create a notification to be sent out. Editable fields include Title, Message Text, Send To, Via Standard Notification/Email/SMS/Mobile Push, When, and Status of the notification.
Add Assignment/ Recommendation:	Use this action to trigger assign or recommend a Course, Assessment Set, Nugget, Skill Profile, Event, or Activity.
Remove Action:	Use this action if Trigger is no longer needed or was created in error. Click "remove action".
Override Standard: Yes	Use this action when Standard Notifications have been previously created for all Courses and this new notification needs to take place of it.

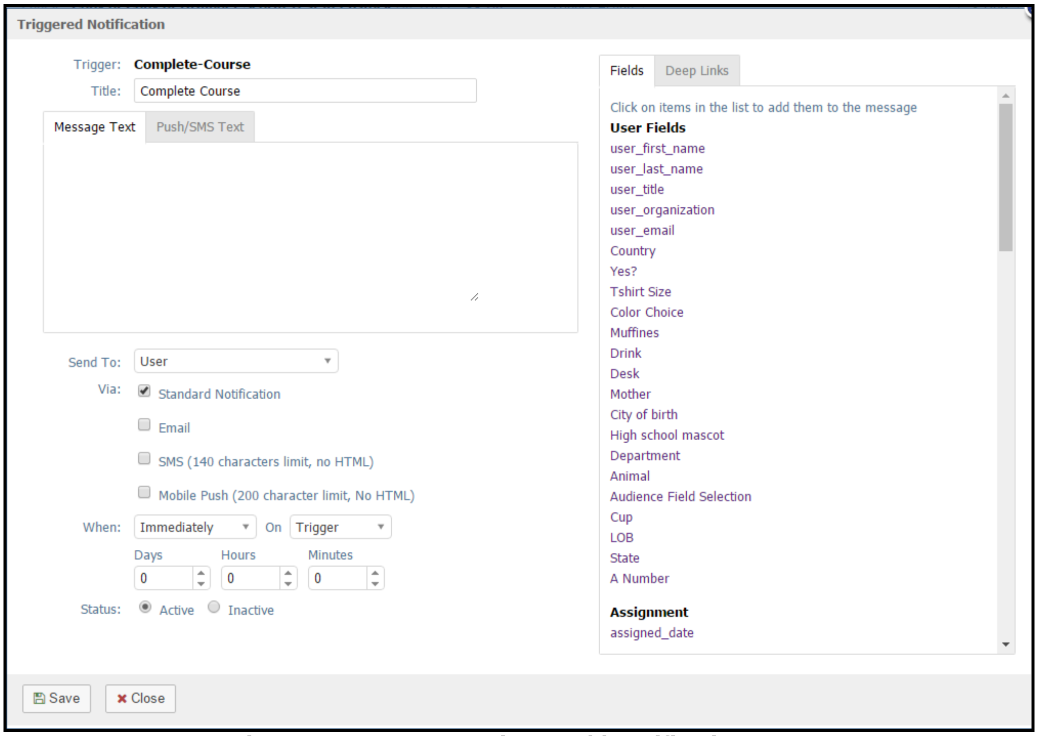


Figure 2-16-Content: Trigger Add Notification

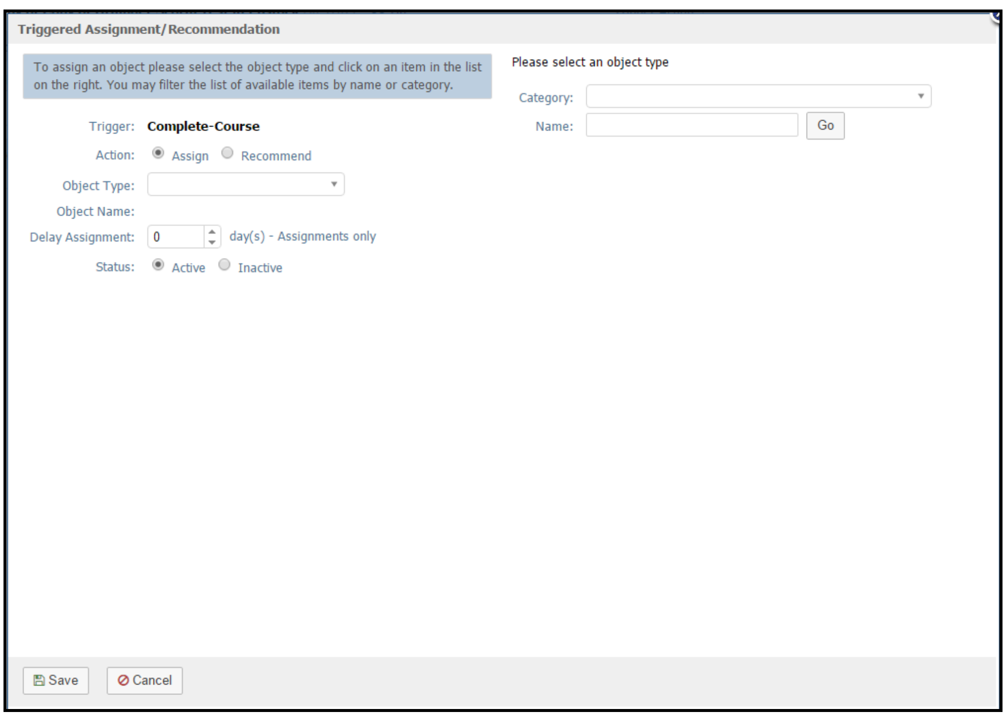


Figure 2-17-Content: Trigger Assignment

Figure 2-18-Content: Remove Action

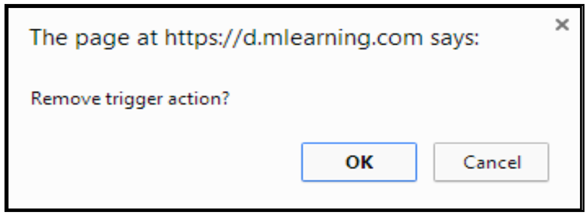


Figure 2-19-Content: Remove Action Confirmation

2.1.5.6 New Course: Making Prerequisites

The fifth tab of the Content: Course record is where you can define any prerequisites for the Course that must be completed before a user can access the Course.

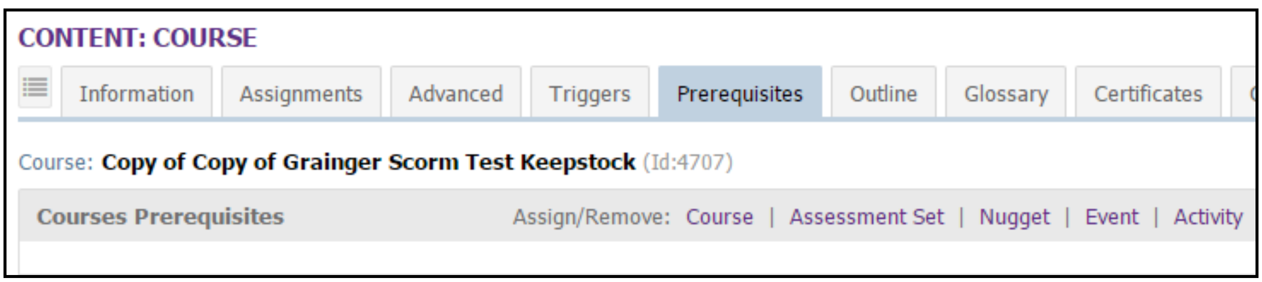


Figure 2-20 – Content: Course Prerequisites

Figure 2-21 – Content: Assign Course Prerequisites

Course prerequisite options include:

Content: Course Prerequisites	
Element	**Description**
Courses:	Displays the Courses that are designated as prerequisites. These must be completed before a user will be allowed access to further Courses.
Assessment Sets:	Displays the Assessment Sets that are designated as prerequisites. These must be completed before a user will be allowed access to further Courses.
Nuggets:	Displays the Nuggets that are designated as prerequisites. These must be completed before a user will be allowed access to further Courses.
Events:	Displays the Events that are designated as prerequisites. These must be completed before a user will be allowed access to further Courses.
Activities:	Displays the Activities that are designated as prerequisites. These must be completed before a user will be allowed access to further Courses.
Assign/Unassign Assignments:	From the Course Prerequisites menu bar, choose Course, Assessment Set, Nugget, Event or Activity. Click the content from the right hand column to assign it and it will move to the left hand column, click the **Finished** button at the top left to complete the assignments. You will be returned to the Course record, where you can view your updates. To Un-assign content, choose Course, Assessment Set, Nugget, Event or Activity. Click the content from the left column of Assigned Courses/Assessment Sets, then click the **Finished** button. Filter Search – When assigning items, you may use the **Filter Name** field to narrow down your list, and the **Clear Filter** button to refresh all available items to the list. Once a Filter is set, it will remain active until the **Clear Filter** button is selected.

2.1.5.7 New Course: Course Outline and Glossary

Review the Outline of your Course

Once you have created your Course and made all of your Course Assignments, you can review a Course Outline by clicking on the outline tab across the top. The Outline provides a tree view of the Course and all of its components.

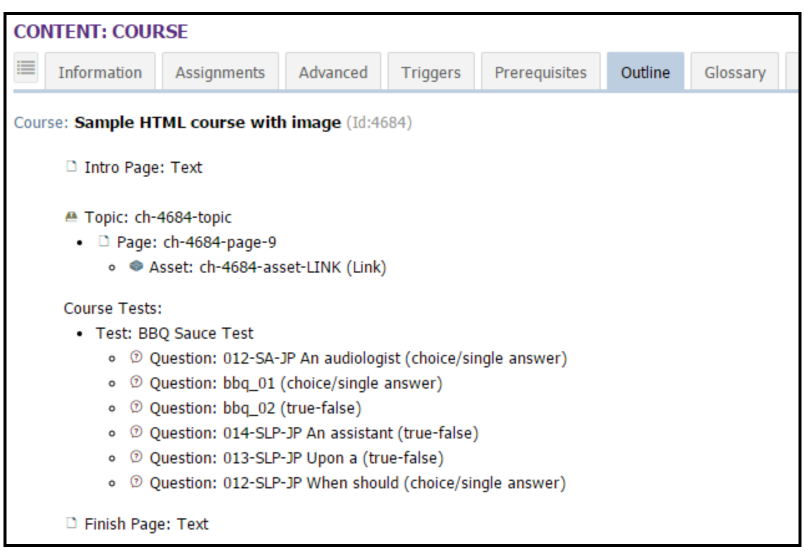


Figure 2-24 – Content: Course Outline

Once you have completed your assignments, it is a good idea to double check that everything appears where you want it before returning to the Course Information tab and publishing the Course.

Create a Glossary of Terms

Once you have created a Course, you may wish to create a Glossary of Terms that will be specific to the Course. Select the 7th tab - Glossary, click the **Add Term** button, provide your Definition, choose if this should appear in the "Global Glossary" and click **Save**. The terms and definitions will be displayed in a table, alphabetically by term name. Select **Cancel** to return to the Glossary list without saving changes. By clicking on the Term Name in the table, you will be able to edit the name, description or delete the term.

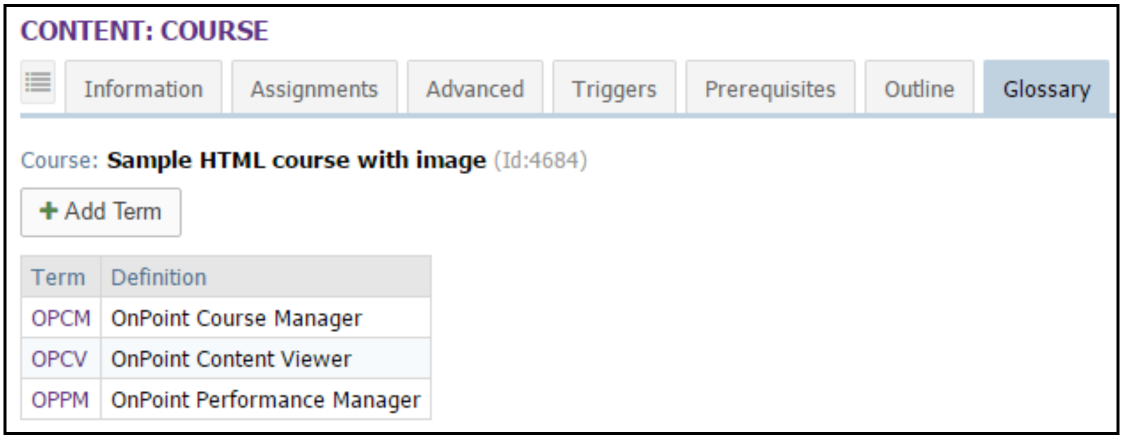


Figure 2-25– Content : Course Glossary

Note: A Global Glossary for all Courses can be created in the same fashion under the Administration tab. This is covered in Admin Guide Section 9.

2.1.5.8 New Course: Certificates and Games

Track Certificates

Certificates if present can be viewed by selecting the 8th tab in the Course record. Select a previously uploaded/defined Completion Certificate from the drop-down list. If a certificate is selected, it will be filled out and made available to the User upon their successful completion of the Course. A list of certificate completions for the Course will be displayed as Users successfully complete the Course.

Games

Games is located on the 9th tab in the Course record. On this tab you will have the "Game Points" section. This option allows you to choose the "Score Type", "Points", and the "Test" to be assigned if applicable.

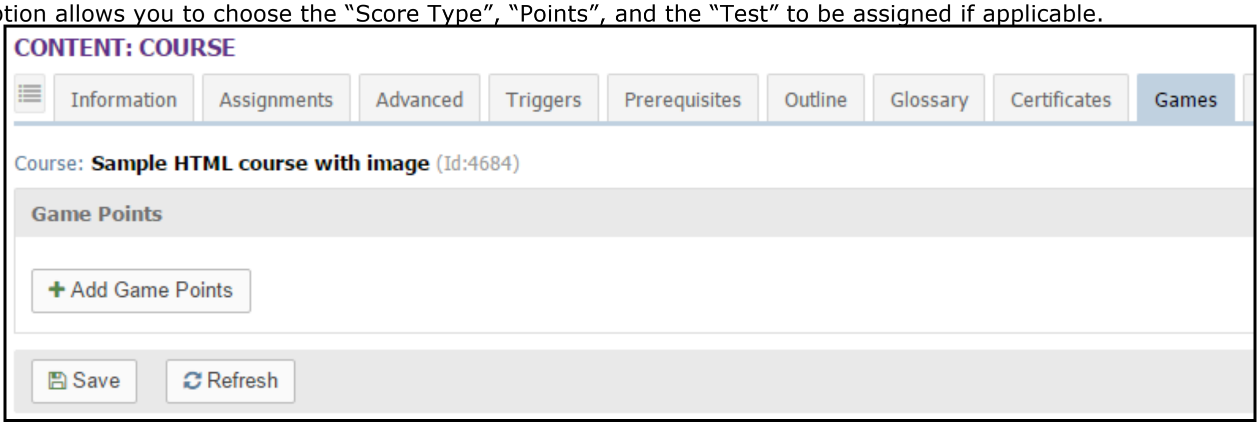


Figure 2-27 – Content: Course Games

2.1.5.9 New Course: Version and Comments

The final tabs are the 10th and 11th in the Course record and these are the Version and Comments sections. These sections will allow modifications to the current version and/or comments about the Course. The versions can be updated or even recertified if needed for a new year. There is also the ability to add privileges for comments to be added that may or may not need approvals.

Versions
The Version sub tab in the **Content: Course** allows content Authors/Admins to update the Course to a new version, enter any notes about the update, and reset the Course status for users if required.

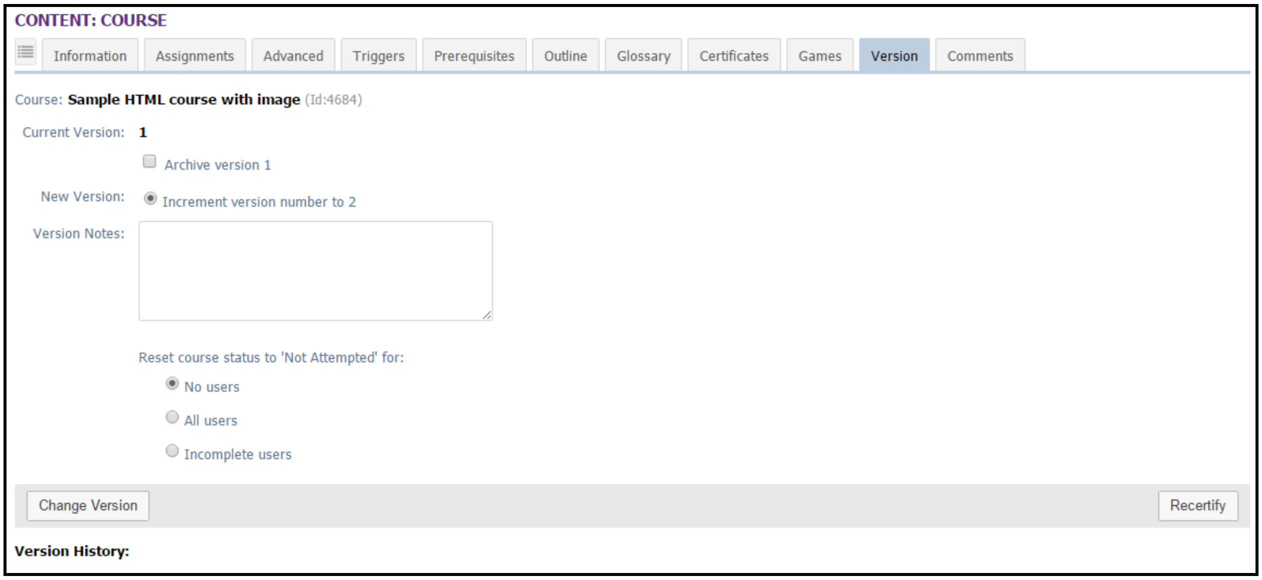


Figure 2-28 – Content: Version

Version fields include:

Content: Versions	
Element	**Description**
Course:	Displays the name of the Course along with the system generated Id for the Course. This field is not editable from this screen.
Current Version:	Displays the current version of the Course. This field is auto-generated and therefore not editable.
New Version:	Displays the version of the Course that will be created on update. Check the ‘Archive version X’ checkbox if you wish to archive a copy of the previous Course (useful if substantial changes are being made).
Version Notes:	Enter any notes about the version of the Course you will be updating to. Select the appropriate radio button to reset the Course status to ‘Not Attempted’ for: • No Users (default) • All Users • Incomplete Users
Version History:	Shows the date and time of all Version updates.

Click the **Change Version** button to save the new version of the Course. The **Recertify** button makes it possible for annual certification assignments to be reset while still retaining previous completion information. After clicking the **Recertify** button, you will see a window that shows the following options to manually or automatically recertify users:

Content: Versions-Recertify	
Element	**Description**
Course:	Auto-generated field that displays the Course name.
Completed Courses:	“Recertify Now” radio button that when selected will set ALL Completed users to Not Attempted while retaining the users' prior completion information. [This button is selected by default.]
Scheduled:	The first radio button selection allows for the input of the number of days after completion that a completed user will be recertified automatically for the assignment. Click the radio button and enter the number of days to use this option. This will be the same number of days for all users. The second radio button selection allows for the setting of the day and month that a completed user will be recertified for the assignment every year. Click the radio button and the day and month to use this option. This will be the same date for all users.

Comments

The Comments sub tab allows you to select whether to allow User Comments and to add, reply, unapprove and delete User comments.

Figure 2-29 – Content: Comment

Comment fields include:

Content: Comments	
Element	**Description**
Course:	Displays the Course name and system generated Id number. This field is not editable from this screen.
Allow User Comments:	Select from the following options: • No - Users are not allowed to make Comments. • Yes - Users are allowed to make unmoderated Comments. However, Administrators may unapprove any comments at any time. • Moderated **(Review Required)** - Users can make comments, but the comments must be vetted by an Administrator before they are displayed to Users.
Reply:	Click the **Reply** link to reply to a Comment by a User.

Content: Comments	
Element	**Description**
Unapprove:	Click the **Unapprove** link to keep a User Comment from being viewable in OPCV to other Users. The Comment will only remain viewable in the Comments sub tab of the Course record.
Delete:	Click the **Delete** link to delete a Comment and all replies related to the Comment.
Add a Comment:	Use the **Add Comment** button to add your own Comment to the Course, which will be displayed to Users in OPCV once they have completed the Course.

After you select the appropriate choice, click the **Save** button to save your choice.

2.3 Content: Pages

A content Page consists of one or more Assets from the shared content repository, arranged on the page based on a relative placement setting and displayed in conjunction with an assigned background or "style sheet" Page Layout.

2.3.1 Pages: List Pages

The selection **Content: Pages** provides a list of all managed Pages created within your OnPoint system. From this Pages Summary display, you may:

1. Select a Page record to view or edit by clicking on the Page Name/Title field; using the (page title)/(page name) link to change the list display to sort by Page titles or name.

2. Click the **Add Page** button to create a new Page

3. Use the **Page Wizard** button to save time. This allows you to create the Page and Asset at once

4. Use the **Filter** button to narrow your search for a specific Page. Pages are listed in alphabetical order and organized by their assigned Category

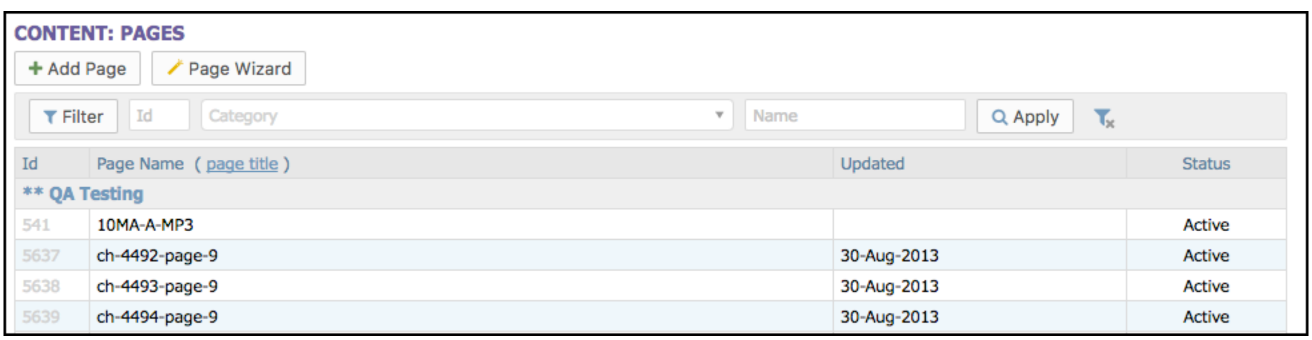


Figure 2-41 – Content Pages Table Display

The typical Page list displays the following:

Content: Content Page Legend	
Element	**Description**
Id Number:	Reference number auto-generated by the System.
Page Name/Title:	The name of the page (may be different from the Page Title). To view Pages by Page Title, click the (page title) link and vice versa to see the name.
Updated:	The date changes were last made to the Page.
Status:	Shows the current status of the page. Shown as Active, Inactive or Deleted.
Other Information:	A few other information items can be found in the Page Legend at the bottom of the **Content: Pages** display including the following: • **Number of Pages:** At the very bottom of the Page List is a count of all the current Pages in the database. • **Color Key:** At the lower left may be a reminder key indicating a Page may be highlighted that is marked as "Inactive" (in **Yellow**) or as "Request Delete" (in **Pink**).

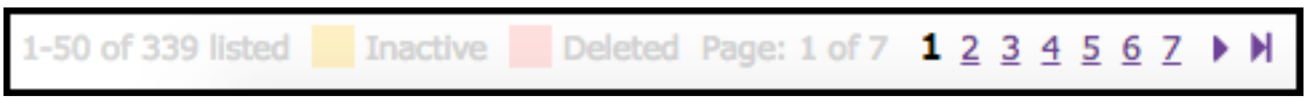


Figure 2-42 – Content: Pages Table Legend

2.3.2 Pages: View a Page Record

The **Content: Page** record includes all the component fields that constitute a Page stored in the OnPoint database. To view a Page record, select the Page you wish to view from the list of **Content: Pages;** the selected Page will appear in the **Content: Page** display screen. The **Content: Page** screen contains three areas including (A) the Page Information section, (B) Action Buttons, and (C) the Assignments section. The details are as follows:

A. Page information begins at the top of the screen including fields for Page ID, Page Name, an optional Page Title, Description, Background, and Category selection, Minimum Time, Page Type and the current Status. To Edit a Page, select the **Edit** button from the action button list, and you will be able to edit all fields aside from the Page ID.

B. Action buttons are located across the midsection, allowing you to Edit, Refresh, Add a New Page, Return to the Page List, Preview the current Page and perform a Copy As of the current Page.

C. The lower portion of the Page record lists all the Asset assignments for the selected Page.

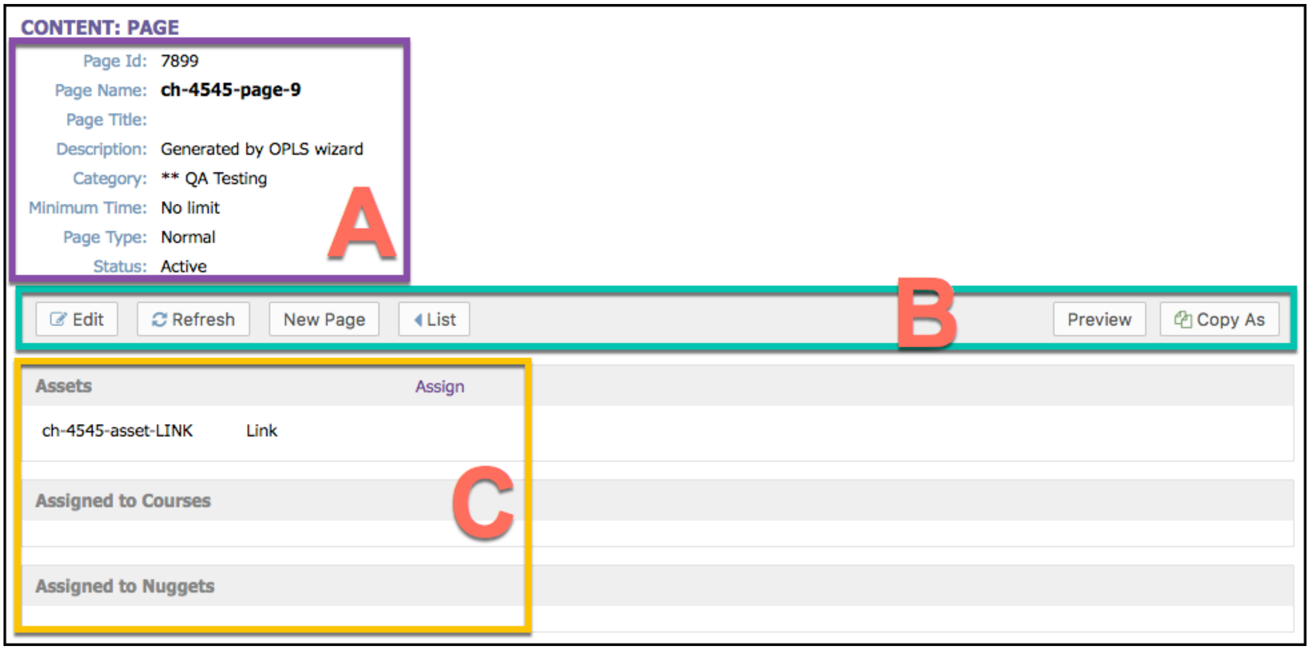


Figure 2-43 – Content: Page Summary Screen

The assigned Asset(s) include the type of Asset file, as well as its placement on the Page, plus a link to edit the placement. These Assignment fields may be updated at any time (there is no "edit" button required when adding or editing the assignment fields). [See Pages: Create a Page or Pages: Edit a Page for detailed help]

2.3.3 Pages: Search for a Page

Under **Content: Pages** is a list of all current Pages in your OnPoint system. Pages are listed in alphabetical order and displayed according to their assigned Category (if any). To find a specific Page, you may:

1. Scroll through the list until you locate the Page record
2. Use the(page title/name) link to change the list display to sort by Page titles
3. Use the **Filter** button to narrow your search for a specific Page

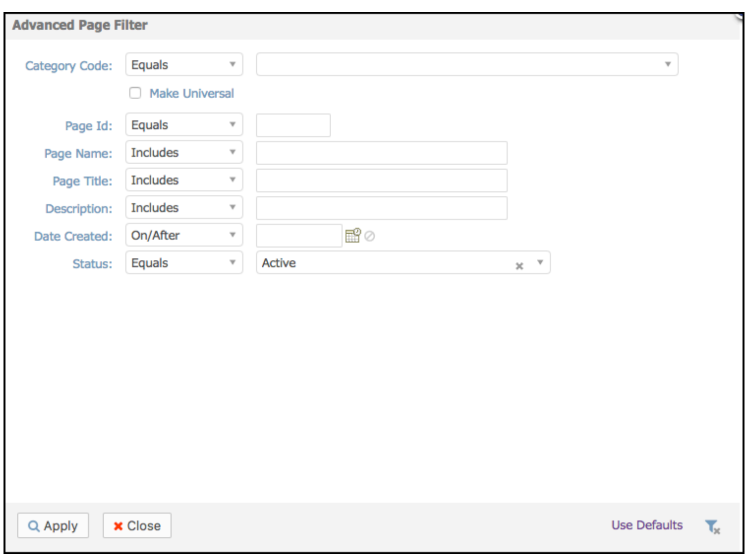


Figure 2-44 – Content: Page Filter Selection Screen

The **Content: Page** Filter allows you to search for a Page by any of the following search criteria:

Content: Page Filter	
Element	**Description**
	Use the drop-down menu to choose a filter option: • **begins with** – filters for all Pages beginning with the criteria (e.g. type an A and get a list of all Pages beginning with A). • **equals** – filters for a match of a letter or text string. • **not equal to** – filters out everything matching this entry, (e.g. type an A and no Pages beginning with A will display). • **less than** – filters all matches less than the criteria. • **greater than** – filters all matches greater than the criteria. • **includes** – filters for all Pages that include the criteria (e.g. type "Baseball" and get all Pages that include that word). • **ends with** – filters for all Pages ending with the criteria.
Category Code:	The Category the Page may be associated with. Select a Category from the drop-down menu of choices, or allow the system to default to All.
Make Universal:	Select this box if you want all searches performed while you are logged in, to be set to this specific Category. This selection will maintain the filter until you clear it, or logout of Course Manager.
Page Id:	Search by using the automatic generated Id number
Page Name:	Search by the name of the Page.
Page Title:	Search by the title of the Page.
Description:	Search by the Description of the Page. Use the drop-down menu to choose a filter option, then enter some descriptive data.
Date Created:	Search Before, On/After the date of creation.
Status:	Search Pages that are Active, Inactive, or Deleted. The default is Active.

Note: The most common search is by Category. If you are working within a particular Category, you may want to select the Make Universal box so that all other searches will be filtered for that Category during your current session, until you clear it or logout.

When you are finished entering your selection criteria you can select **Apply** to apply the filters to the search, use the **Close** link to exit without making any changes, select **Use Default** to reset the criteria to the default options, or select to clear all filters (including default options).

2.3.4 Pages: Edit a Page

To edit a Page, select the Page you wish to edit from the displayed list of **Content: Pages** and your chosen record will be displayed on the **Content: Page** screen; click the **Edit** button.

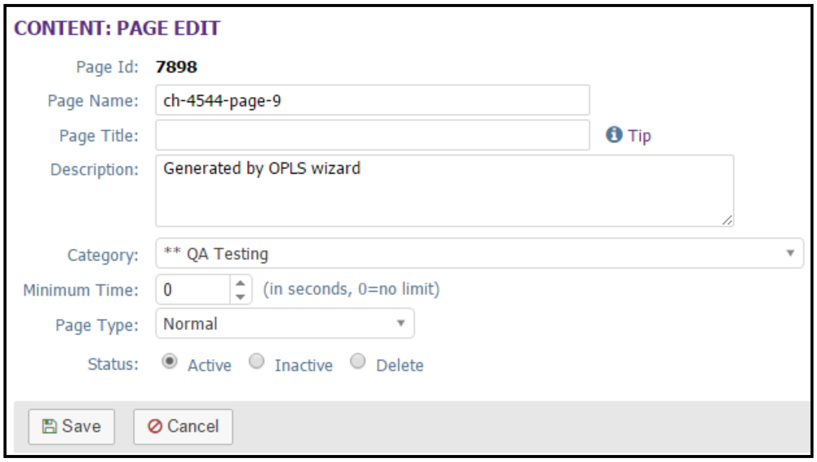


Figure 2-45 – Content: Page Edit Screen

You may then update any of the following Content Edit fields:

Content: Edits	
Element	**Description**
Page Id:	Number automatically generated by the system.
Page Name:	Name of the Page.
Page Title:	Title of the Page. **Note:** If you prefer to have your Page displayed in the Content Viewer without any Page Title, make sure this field is left blank. Remember that a page Title reduces the available space on the screen for your Asset(s) to reside.
Description:	Summary description of the Page contents.
Category:	The Category this Page is associated with may be chosen using the drop-down menu.
Minimum Time:	This sets the minimum time (in seconds) a user must stay on the page before they are allowed to continue to the next page of the Course. The default is 0=no minimum.
Page Type:	The type of page used. Select from the drop-down list: • Normal (default) - Opens the page in a frame in OPCV. • External Browser - Opens a new browser window for this page of the Course. • SCORM - Facilitates a SCORM display, including left navigation and SCORM tracking. • SCORM Full Screen - Same as above, but also opens in a full-screen view without OnPoint navigation.
Status:	Indicates the status of the Page as:

Content: Edits	
Element	**Description**
	• **Active** (in use) • **Inactive** (not in use) • **Request Delete** (no longer needed)

After making your entries, the user has an option to make the updates and **Save** the changes, **Cancel** out of the screen which will not save any changes that were made.

Note: All page information fields can be edited at any time with additional or updated information. The "Edit" button is required to update the Page information fields of a Page record. After editing a record and saving your updates, click **Refresh** button to make sure all your changes are displayed.

2.3.4.1 Edit Page: Action Buttons

After you have updated an existing Page and saved your entries, the Content: Page record will again display showing all of the updated data field entries. At that point, several Action Buttons appear across the center of the screen:

Figure 2-46 – Content: Page Action Buttons

Page Action Buttons include:

Content: Page Action Buttons	
Element	**Description**
Edit:	Allows you to return to the Page data fields and edit the record.
Refresh:	Refreshes the screen with all recent updates.
New Page:	Allows you to add another new Page record.
List:	Returns you to the list of Pages.
Preview:	Allows you to preview the Page and all its components (Assets, title and background). (Click the **Close** link at the top right or bottom left corners of the preview window when finished.) **Note:** The Preview is not as accurate a view of the layout of the page as is seen via the Content Viewer.
Copy As:	Allows you to copy the Page to create a new Page. (All data fields are copied, as are the Assets that make up the Page. The new Page is given a temporary "Copy of" name to differentiate it from the original. You will want to edit this new copy and provide a new Page name and any changes that are applicable, then be sure to assign the Page to any Topics as needed.)

2.3.4.2 Edit Page: Making/Updating Assignments

When updating an existing Page, the lower half of the **Content: Page** record provides an area to make the necessary Assignments for that Page.

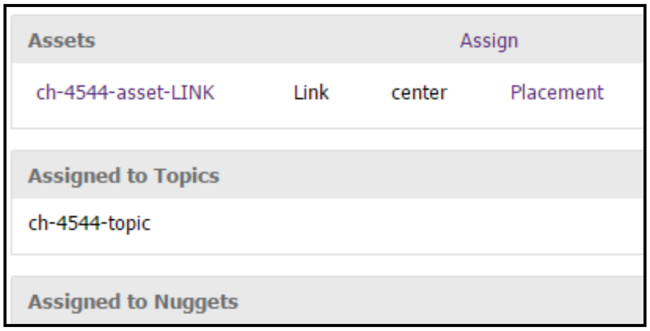


Figure 2-47 – Content: Page – Assignments Section

Page-level assignments include:

Content: Page Level Assignment	
Element	**Description**
Assets:	Lists the Assets currently assigned to the Page, and shows the type of Asset and the placement of each on the Page. You may: • Assign – add or change the assigned Asset(s) • Assign an Asset: Click on the **Assign** link to open an Asset Page Assign screen. A list of available Assets are displayed on the right. Scroll down to locate the Asset you want, or use the "Filter" option to narrow your search. Click the Asset you desire, then click **Finished**. You will then be asked to specify the Asset's placement on the Page. (The default for a Text/HTML Asset is "Wrapper"). The default Sequence is "No Change". If these defaults are satisfactory, Click **Save**. The **Content: Page** screen will again be displayed, showing your assigned Asset.

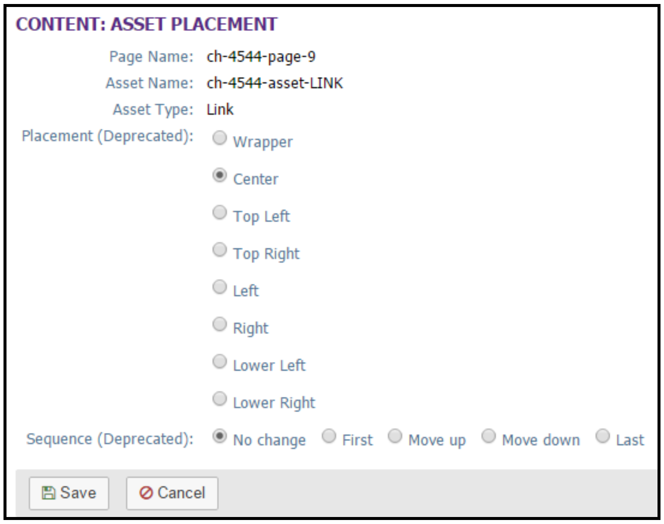


Figure 2-48 – Content: Page – Asset Assignments

Assets: (cont.)	• Add another Asset to the Page: You may click on the **Assign** link again to choose additional Asset(s) to assign to the same Page. Repeat the steps above to select the second Asset, then click the **Finished** button. On the **Content: Page** record, select **Placement** next to the asset. Choose its placement on the Page (Center, Left, Lower Left, Lower Right, Right, Top Left, Top Right, Wrapper). Sequence it appropriately. (Text Assets must be first, wrapper style.) Click the **Save** button when finished. You may Preview the Page to check your progress, although the exact placement is more accurate when viewed via the Content Viewer.

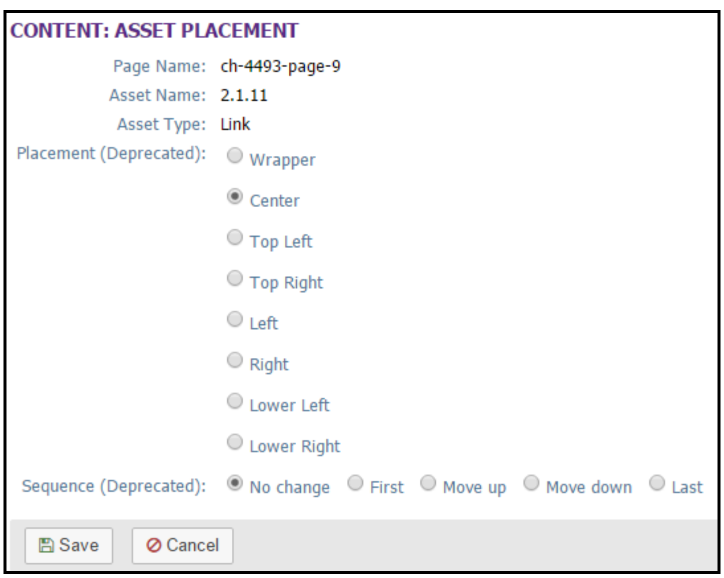


Figure 2-49 – Content: Page – Asset Assignments

Assets: (cont.)	• Remove an Asset from a Page: To remove an assigned Asset from a Page, click the **Assign** link and select the asset you would like to remove from the Assigned Column on the left hand side, this will move it back over to the right hand column removing it from the page.

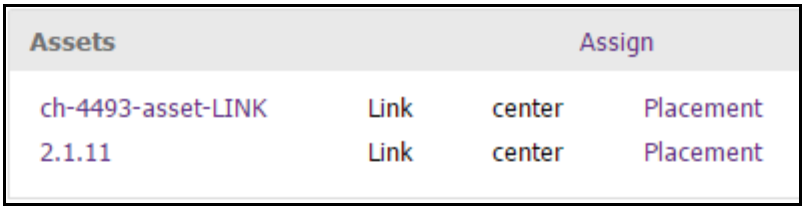


Figure 2-50 – Content: Page – Remove Asset Assignment

Assets: (cont.)	• Go to the Asset record: To view the actual Asset record, you may click on an Assigned Asset's name link to go directly to that specific Asset's record. There you can see a Page view (by clicking the **Preview** button) or edit the Asset. Click the **Page** button to return to the Page record you were on.
Assigned to Courses:	Informational area showing where this asset is currently assigned. This is important information so that if you were deleting an asset you could see that asset is being used elsewhere and therefor you would not want to delete it.
Assigned to Nuggets:	Informational area showing where this asset is currently assigned. This is important information so that if you were deleting an asset you could see that asset is being used elsewhere and therefor you would not want to delete it.

2.3.5 Pages: Create a Page

To create a new Page, go to **Content: Pages** from the Main Menu. Select the **Add** button and fill out the data fields as described below.

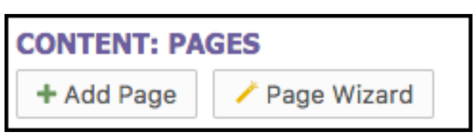


Figure 2-51 – Content: Pages - Add Page Button

Complete the data fields that are appropriate:

Content: Create a Page	
Element	**Description**
Page Id:	Number automatically generated by the system.
Page Name:	Enter the name of the Page.
Page Title:	Enter the title of the Page (to appear as a Text heading on the actual Page if desired). **Tip:** If you prefer to have your page displayed in the Content Viewer without any Page Title make sure this field is left blank. Remember that a Page Title reduces the available space on the screen for your Asset(s) to reside.
Description:	Enter a brief description for the Page. Can be used later to search for this Page.
Category:	Select the Category this Page will be associated with. (Most OnPoint database lists are alphabetized by Category heading.) Select a Category from the drop-down menu. (Categories are created under the Administration menu, should you need to create a new one.)
Minimum Time:	This sets the minimum time (in seconds) a user must stay on the page before they are allowed to continue to the next page of the Course. The default is 0=nolimit.
Page Type:	The type of page used. Select from the drop-down list: • Normal (default) - Opens the page in a frame within the Course in OPCV. • External Browser - Opens a new browser window for this page of the Course. • SCORM - Facilitates a SCORM display, including left navigation and SCORM tracking. • SCORM Full Screen - Same as above, but also opens in a full-screen view without OnPoint navigation.
Status:	Indicate the Status of the Page. • **Active** = Page in use (default) • **Inactive** = Page not in use • **Request Delete** = Page no longer needed

After making your entries, the user has an option to make the updates and **Save** the changes or **Cancel** out of the screen which will not save any changes that were made.

Tip: Most of the Page data fields are optional. you may create a new Page simply by providing a Page Name , and allowing the system defaults to apply. You may return later to edit the Page data at any time. After you have created a new Page and saved your entries, the Page record will display, showing all of the data field entries.

2.3.5.1 New Page: Action Buttons

After you have created a new Page and saved your entries, the Page record will display, showing all of the data field entries. At that point, several Action Buttons appear across the center of the screen:

Figure 2-52 – Content: Page – Action Buttons

Page Action Buttons include:

Content: Page Action Buttons	
Action Button	**Description**
Edit:	Allows you to return to the Page data fields and edit the record.
Refresh:	Refreshes the screen with all recent updates.
New Page:	Allows you to add another new Page record.
List:	Returns you to the list of Pages.
Preview:	Provides a pop-up window view of the Page and all its components (title, background and Assets). (Click the **Close** link at the top right corner of the preview window when finished.)
Copy As:	Allows you to copy the Page to create a new Page. (All data fields are copied, as are the Assets that make up the Page. The new Page is given a temporary "Copy of" name to differentiate it from the original. You will want to edit this new copy and provide a new Page name and any changes that are applicable, then be sure to assign the Page to any Topics as needed.)

2.3.5.2 New Page: Making Assignments

Once the new Page has been created, the lower half of the Page record provides an area where administrators can make the necessary Assignments for that Page. Since your newly created Page has just been defined, no assignments will be displayed.

Figure 2-53 – Content: Page – Assignments Section

Page assignment fields include:

Content: Assignments on New Page	
Element	**Description**
Assets:	Lists the Assets currently assigned to the Page, and shows the type of Asset and the placement of each on the Page. You may: • Assign – add or change the assigned Asset(s) • Assign an Asset: Click on the **Assign** link to open an Asset Page Assign screen. A list of available Assets are displayed on the right. Scroll down

	to locate the Asset you want, or use the "Filter" option to narrow your search. Click the Asset you desire, then click **Finished**. You will then be asked to specify the Asset's placement on the Page. (The default for a Text/HTML Asset is "Wrapper"). The default Sequence is "No Change". If these defaults are satisfactory, Click **Save**. The **Content: Page** screen will again be displayed, showing your assigned Asset.

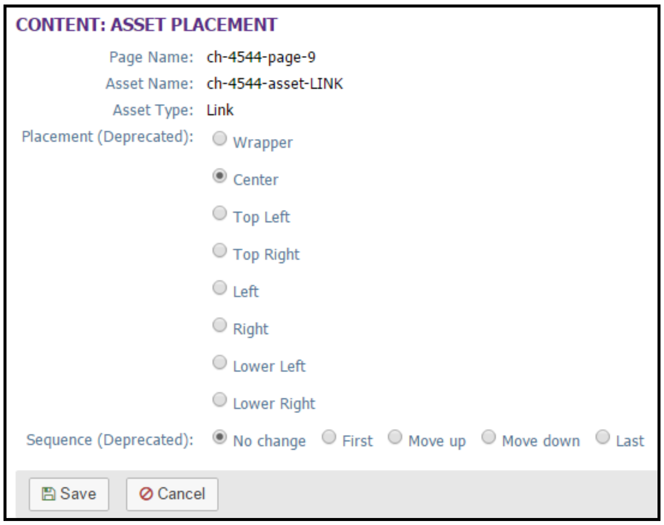


Figure 2-48 – Content: Page – Asset Assignments

Assets: (cont.)	• Add another Asset to the Page: You may click on the **Assign** link again to choose additional Asset(s) to assign to the same Page. Repeat the steps above to select the second Asset, then click the **Finished** button. On the **Content: Page** record, select **Placement** next to the asset. Choose its placement on the Page (Center, Left, Lower Left, Lower Right, Right, Top Left, Top Right, Wrapper). Sequence it appropriately. (Text Assets must be first, wrapper style.) Click the **Save** button when finished. You may Preview the Page to check your progress, although the exact placement is more accurate when viewed via the Content Viewer.

Assets: (cont.)	• Remove an Asset from a Page: To remove an assigned Asset from a Page, click the **Assign** link and select the asset you would like to remove from the Assigned Column on the left hand side, this will move it back over to the right hand column removing it from the page.

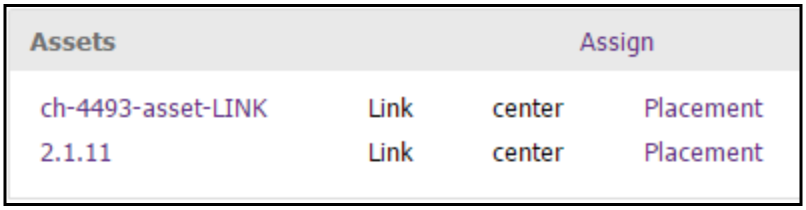


Figure 2-50 – Content: Page – Remove Asset Assignment

Assets: (cont.)	• Go to the Asset record: To view the actual Asset record, you may click on an Assigned Asset's name link to go directly to that specific Asset's record. There you can see a Page view (by clicking the **Preview** button) or edit the Asset by clicking the **Edit** button. Click the **Page** button to return to the Page record you were on.
Assigned to Courses:	Informational area showing where this asset is currently assigned. This is important information so that if you were deleting an asset you could see that asset is being used elsewhere and therefor you would not want to delete it.
Assigned to Nuggets:	Informational area showing where this asset is currently assigned. This is important information so that if you were deleting an asset you could see that asset is being used elsewhere and therefor you would not want to delete it.

2.3.6 Pages: Delete a Page

To delete an existing Page, select **Content: Pages**, then select the Page you wish to delete from the list. When the Page record is displayed, click the **Edit** button to activate the **Content: Page Edit** screen and update the Status field by selecting Request Delete.

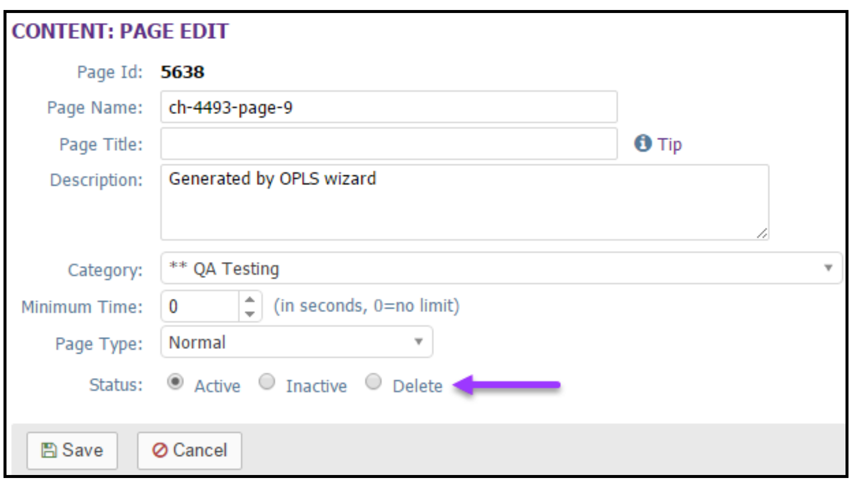


Figure 2-56 – Content: Changing Page Status

Click the **Save** button to activate your change. When the "Request Delete" status has been committed to the database, a colored caption will appear to the right of the field summarizing the update.

You may click the **List** button to return to the **Content: Pages** List. The record will no longer display in the list as the default filter only shows Active records. To change this, select the **Filter** button and then select the 'X' next to the Active status filter. This will now show all records and the updated Page will now appear highlighted in **Pink** in the **Content: Pages** List, to alert others as to the changed status of that Page.

	Note: Page records can only be deleted by Content and Site Administrators. When you request that a Page be deleted, the Administrator reviews the request to ensure there is no need for the Page, then performs the deletion using the Deletion Tasks function found under the Administration top-level menu.

2.3.7 Pages: Using Wizard

As with clicking the **Add** button to add a page, you can use **Page Wizard** to create a new page. On the **Content: Pages** screen click on "Page Wizard".

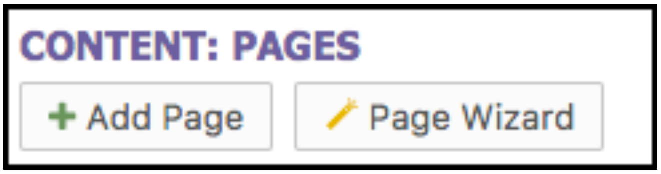


Figure 2-57 – Content: Page Wizard Button

Use this Wizard to create a Page and an Asset at the same time, saving one step in the normal process of creating a Page, then creating an Asset to be assigned to that Page. This Wizard will auto-create both the Page and the Asset in the database, so that if either object needs additional information entered at a later date, that will be possible.

The new Asset that gets created picks up the Category that was selected for the Page. The upload process can accept both single and multi-file Assets. If a multi-file Asset is needed, then the zip file should be referenced when browsing for the file. The system will attempt to identify the root file from the zip file automatically. This can also be changed later by accessing the Asset directly and choosing a different root file.

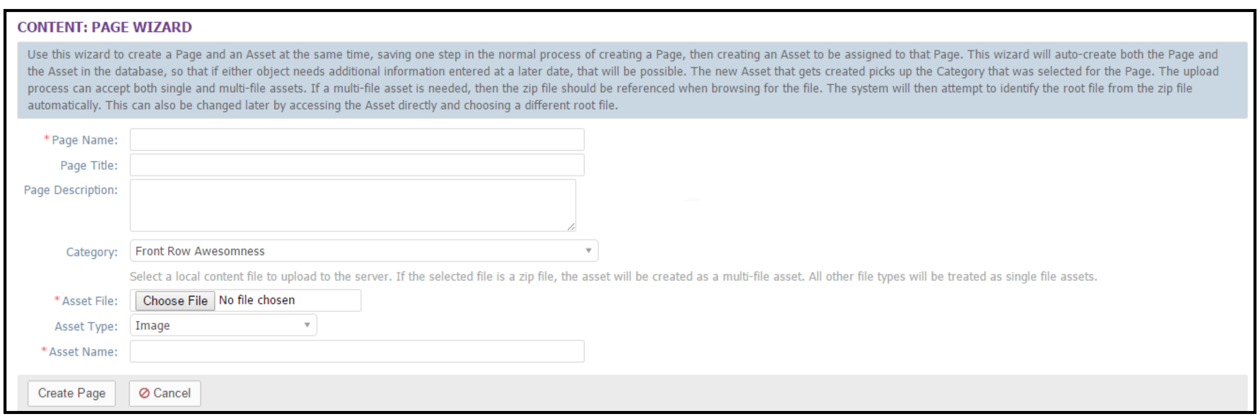


Figure 2-58 – Content: Page Wizard

Complete the date fields that are appropriate:

Content: Page Wizard	
Element	**Description**
Page Name:	Enter the name of the Page. **(Required Field)**
Page Title:	Enter the title of the Page (to appear as a Text heading on the actual Page if desired). **Tip:** If you prefer to have your Page displayed in the Content Viewer without any Page Title, make sure this field is left blank.
Page Description:	Enter a brief description for the Page. Can be used later to search for this Page.
Category:	Select the Category this Page will be associated with. (Most OnPoint database lists are alphabetized by Category heading.) Select a Category from the drop-down menu. (Categories are created under the Administration menu, should you need to create a new one.)
Asset File:	Using the **Choose File** Button, select a local content file to upload to the server. If the selected file is a zip file, the Asset will be created as a multi-file Asset. All other file types will be treated as single file Assets. **(Required Field)**
Asset Type:	Using the drop-down menu, choose if the file is: (Example): Image; Text/HTML; Scorm. This field will auto-populate when the file is brought in.
Asset Name:	Enter the name of the Asset. **(Required field that auto populates with the information placed into the "Page Name" field)**

Once the required fields are completed and the file has been brought in, click the **Create Page** button.

Figure 2-59 – Content: Create Page Button

After clicking the **Create Page** you will automatically be taken into the **Content: Page** screen containing the information placed in. On the lower portion of the screen, you will see that the Asset(s) information is available. You may click **Edit** on either of the Page or Asset screens to change or update any information.

2.4 Content: Assets

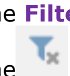
The selection **Content: Assets** provides a list of all Assets managed within your OnPoint system. A Course Manager Asset list represents the "content repository" where all your static and rich media files either physically reside as internal Assets or are referenced as external Assets or URLs. Assets can be any variety of file type including Text/HTML, Image files, Video/Audio clips, Flash animations, Adobe PDF files, links/URLs to other web sites/web applications as well as other specialty file types (e.g., Impatica JAR files).

2.4.1 Assets: List Assets

New Assets can be created using Course Manager's embedded features (described herein) but are normally produced using other commonly used third party applications and utilities like Microsoft's Word, PowerPoint, Macromedia's Flash MX, Dreamweaver, Captivate and AuthorWare, Adobe's Acrobat and Illustrator, TechSmith's Camtasia Studio and SnagIt, Qarbon's ViewletBuilder, Impatica's Impatica for PowerPoint and Impatica for Director, Trivantis' Lectora Publisher, Harbinger's Elicitus, XStream's RapidBuilder, Articulate's Presenter, and many other authoring environments. Course Manager also supports several popular rich media content creation tools using the generated outputs of popular media tools like Microsoft's Windows Media Player, Real Media's Real Producer, Hyperion's Hypercam, Apple's QuickTime Pro Player, iMovie and Final Cut Pro applications, and Discreet's Cleaner v6.

Course Manager provides a set of utilities that automates the collection, definition, import and management of all Asset files and allows content authors to easily select and assign these managed Assets to their new and existing Courses. Content authors then view their organizational Asset List to see the core "building blocks" used for creating any and all content they plan to employ in educating their audience.

From the **Content: Assets** List, you may:

1. Select an Asset record to view or edit
2. Click the "Add Single-File Asset", "Add Multi-File Asset", "Add SCORM Asset", "Add xAPI Asset", or "Add URL Asset" buttons to create a new Asset
3. Use the **Filter** button to narrow your search for a specific Asset
4. Use the  button to clear all filters and broaden your search to include all available Assets
5. Use the "Id", "Category", or "Type" drop-down menus or search by "Name"

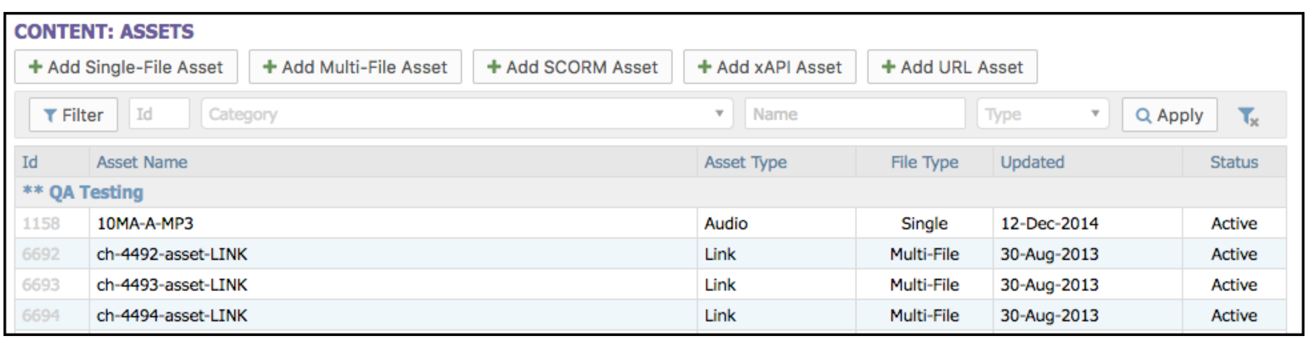


Figure 2-60 – Content: Assets Table Display

Assets are listed in alphabetical order and separated into assigned categories. The Asset List includes:

Content: Assets List Category	
Element	**Description**
Id Number:	Auto-generated by the system for internal reference.
Asset Name:	The name of the Asset.
Asset Type:	The type of file. File types include Text/HTML, Image, Video, Audio, PDF, URL, Link, Flash, SCORM, and Impatica files.
File Type:	Whether the file is Single or a Multi-File
Updated:	The date changes were last made to the Asset.
Status:	Shows the status of the Asset as **Active**, **Inactive** or **Deleted**.
Other Information:	A few other informational items can be found in the Asset Legend at the bottom of the **Content: Assets** display including the below: • Number of Topics: At the very bottom of the Topic List is a count of all the current Assets in the database. • Color Key: At the lower right may be a reminder key, indicating a Asset may be highlighted that is marked as Inactive (**Yellow**) or Request Delete (**Pink**).

Figure 2-61 – Content: Assets Table Legend

2.4.2 Assets: View Asset Record

The **Content: Asset** record is a detailed description of all the component fields that describe an Asset stored in the Course Manager database. To view an Asset record, select the Asset you wish to view from the list of **Content: Assets** by clicking on the Asset Name highlighted in **purple**; the selected Asset will appear in the **Content: Asset** display screen. The **Content: Asset** screen contains three areas including (A) the Asset Information section, (B) Action Buttons, and (C) the Assignments section. The details are as follows:

A. Asset information begins at the top of the screen including fields for Asset Id, Asset Name, Description, Category, Asset Type, Asset File, Asset File Type, Asset Subdirectory, External Repository, Transcript, Asset File Size, Playback Quality, Version and the current Status. To edit the Asset, select the **Edit** button from the action button list, and you will be able to update all of the Asset information fields listed at the top of the Asset record.

B. Action buttons are located across the midsection, allowing you to **Edit**, **Refresh**, Return to the Asset **List**, **Preview** the current Asset, **Upload New File(s)** and perform a "**Copy As**" of the current Asset.

C. The lower portion of the Asset record lists all the assignments for the selected Asset; these are automatically generated by the system.

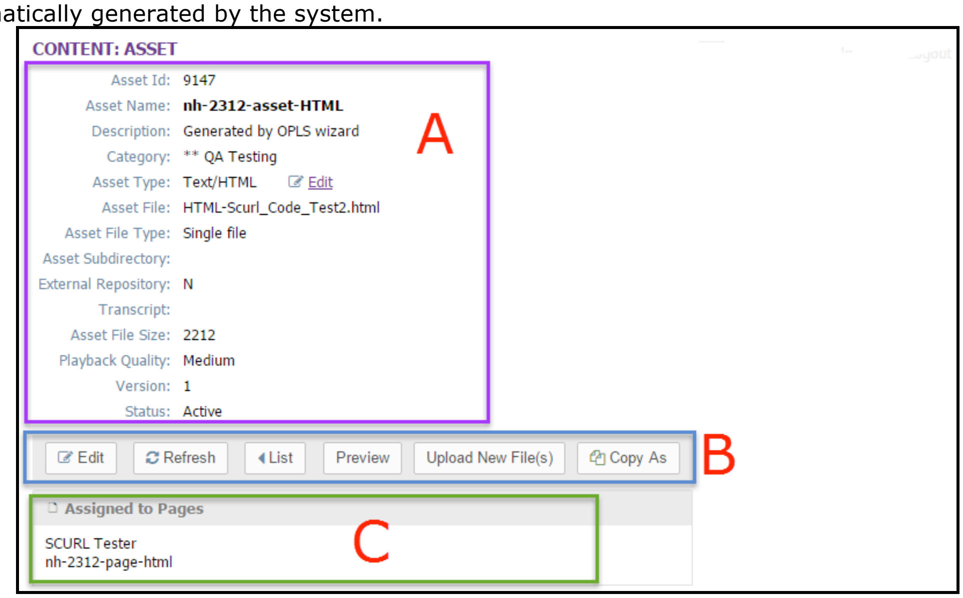


Figure 2-62 – Content: Asset Summary Screen

[See Assets: Create an Asset or Assets: Edit an Asset for detailed help.]

2.4.3 Assets: Search for an Asset

Under **Content: Assets** is a list of all current Assets in your OnPoint system. Assets are listed in alphabetical order and displayed according to their assigned Category. To find a specific Asset or list of similar Assets, you may:

1. Scroll through the list until you locate the Asset record
2. Use the **Filter** button to narrow your search for a specific Asset

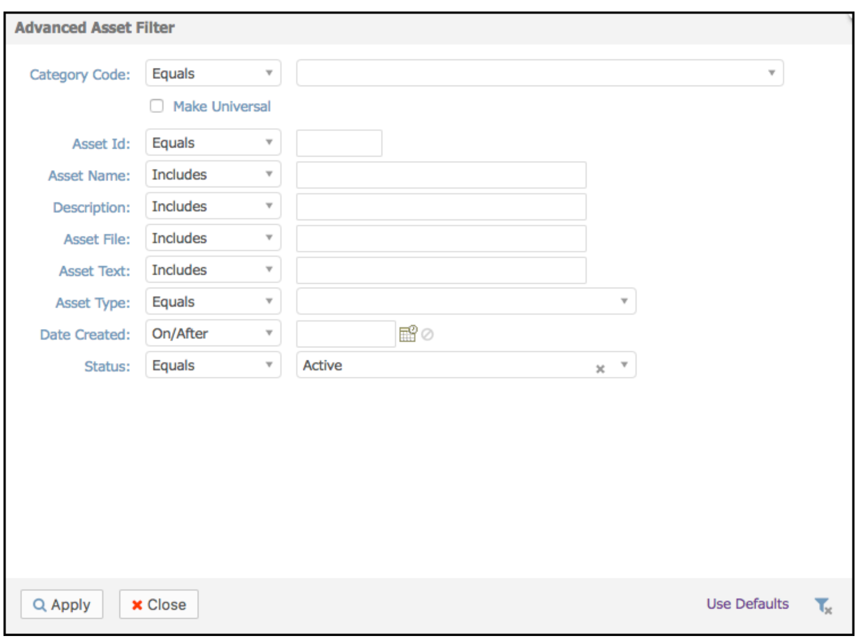


Figure 2-63 – Content: Asset Filter Selection Screen

The **Advanced Asset Filter** allows you to search for an Asset by any of the following search criteria:

Content: Advanced Asset Filter	
Element	**Description**
	Use the drop-down menu to choose a filter option: • **begins with** – filters for all Assets beginning with the criteria (e.g. type an A and get a list of all Assets beginning with A). • **equals** – filters for a match of a letter or text string. • **not equal to** – filters out everything matching this entry, (e.g. type an A and no Assets beginning with A will display). • **less than** – filters all matches less than the criteria. • **greater than** – filters all matches greater than the criteria. • **includes** – filters for all Assets that include the criteria (e.g. type "Baseball" and get all Assets that include that word). • **ends with** – filters for all Assets ending with the criteria
Category Code:	The Category the Asset may be associated with. Select a Category from the drop-down menu of choices, or allow the system to default to All.
Make Universal:	Select this box if you want all searches performed while you are logged in, to be set to this specific Category. This selection will maintain the filter until you clear it, or logout of Course Manager.
Asset Id:	Number automatically generated for the Asset upon creation.
Asset Name:	Search by the name of the Asset.
Description:	Search by the Description of the Asset. Use the drop-down menu to choose a filter option (as explained above), then enter some descriptive data.
Asset File:	Search by the physical name of the Asset file uploaded into or referenced by Course Manager. Use the drop-down menu to choose a filter option (as explained above), then enter some descriptive data for the file name.
Asset Text:	Search by words contained in the transcript of an Asset record. Use the drop-down menu to choose a filter option (as explained above), then enter some descriptive data.
Asset Type:	Search by the assigned Asset Type. Use the drop-down menu to choose from any of the available Asset Types. **Note:** The current Asset Type names are generic in nature and allow you to search for similar types of Assets (e.g., Windows WMV video files, AVI video clips and QuickTime MOV video files all at the same time using only one Asset Type.
Date Created:	Search the date Before, On/After the Asset was created.
Status:	Search using Active, Inactive or Deleted Status. The default is Active. Clicking the 'X' next to the selected filter will clear it and search all statuses.

	Note: The most common search is by Category. If you are working within a particular Category, you may want to select the **Make Universal**: checkbox so that all other searches will be filtered for that Category during your current session, until you cleat it or logout.

When you are finished entering your selection criteria you can select **Apply** to apply the filters and start the search, **Close** to exit the search without applying any changes, select **Use Default** to reset the filter criteria to the default options, or select to clear all filters (including default options).

2.4.4 Assets: Edit an Asset

To edit an Asset, select the Asset you wish to edit from the displayed list of **Content: Assets** and your selected record will be displayed on the **Content: Asset** screen; then click the **Edit** button.

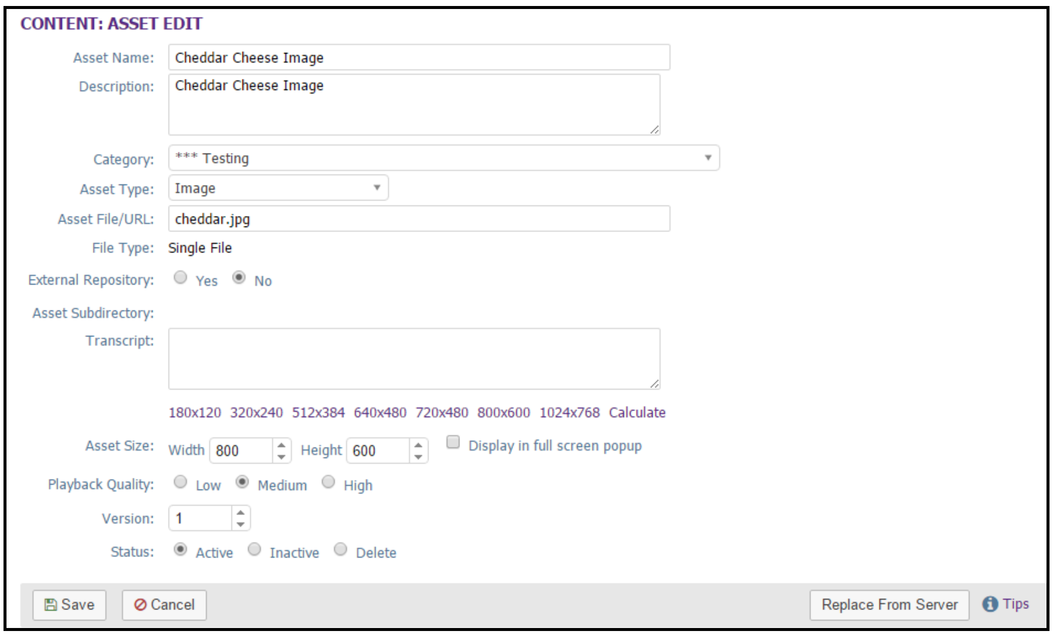


Figure 2-64 – Content: Asset Edit Screen

Asset Edit fields include:

Content: Asset Edits	
Element	**Description**
Asset Name:	The name of the Asset.
Description:	A summary description of the Asset.
Category:	The Category this Asset is associated with. Select from the drop-down menu.
Asset Type:	The Asset type as indicated by the associated file extension. Select from the drop-down menu.

Asset File/URL:	The physical Asset file stored internally in Course Manager or the URL (referenced externally on another web site or server).
File Type:	Indicates the file type. This field is generated by the system for reference and cannot be altered.
External Repository:	A Yes/No selection indicating whether the file is located externally from the OnPoint database.
Asset Subdirectory:	Indicates a subdirectory where the file is located, if applicable.
Transcript:	Entry screen for plain text that can be displayed in connection with any audio or video Asset file. A user can view this transcript text when they select the View Transcript link underneath a displayed Asset in the Content Viewer. **Tip:** The intended purpose of this transcript feature allows learners to search for the instance of a spoken phrase heard during the playback of a video or audio clip.
Asset Size:	For all Assets stored in the system, you can specify the exact dimensions of the Asset used for display purposes in the Content Viewer. • Select from a choice of standard “t-shirt” sizes, or • Specify the actual width and height dimensions of the Asset you’re uploading. **Tip:** You can make custom Assets any size you desire or need and in any aspect ratio. It is advisable that you view these Assets using the Content Viewer once you’ve assigned them with a Page and Topic and these are included in a published Course. **Tip:** It may make sense to have a second browser window open on your computer running Content Viewer so you can then experiment with the custom Asset Size field for the Asset and press the **refresh** button on your Content Viewer (or web browser) to determine if you have selected an appropriate custom sizing.
Playback Quality:	For video Assets, you can select Low, Medium, or High as your playback quality. Default of Medium is recommended in most cases. This field is used to denote the resolution of this particular video file. This field is used primarily for Assets destined for mobile device delivery.
Version:	When editing an Asset it will allow you to update the counter to show if this is the first version or if you are working on a new one. the counter can either increment or decrement based on the customer needs.
Status:	Indicates the status of the Asset as: • **Active** (in use) • **Inactive** (not in use) • **Request Delete** (no longer needed)

After making your entries, the user has an option to make the updates and **Save** the changes or **Cancel** out of the screen which will not save any changes that were made.

Note: All Asset information fields can be edited at any time with additional or updated information. The "Edit" button is required to update the Asset information fields of an Asset record. After editing an Asset record and saving the updates, click the **Refresh** button to make sure all of your changes are displayed.

2.4.4.1 Edit Asset: Action Buttons

After you have updated an existing Asset and saved your entries, the **Content: Asset** record will again display showing all of the updated data field entries. On this page there are several Action Buttons appear across the center of the screen.

Figure 2-65 – Content: Asset Action Buttons

Asset Action Buttons include:

Content: Asset Action Buttons	
Action Button	**Description**
Edit:	Allows you to return to the Asset data fields and edit the record.
Refresh:	Refreshes the screen with all recent updates.
List:	Returns you to the list of Assets.
Preview:	Allows you to preview the Asset. **Note:** The preview may not be an accurate view of the actual Asset as seen via the Content Viewer. This is due to Page rendering limitations in the current Course Manager version. Always defer to the page rendering view presented by the Content Viewer. **Tip:** Click the **Close** link at the top right corner of the preview window when finished.
Upload New File(s):	This utility is used to upload a file to the selected OPLS repository directory. You can also choose to overwrite an existing file with the same name or upload the file with a new generated name. Select the local file you wish to upload and click on the **Upload** button at the bottom to begin the upload process.
Copy As:	Allows you to copy the Asset to create a new Asset. (All data fields are copied. The new Asset is given a temporary "Copy of" name to differentiate it from the original. You will want to edit this new copy and provide a new Asset name and any changes that are applicable, then be sure to assign the Asset to any Pages as needed.)

2.4.4.2 Edit Asset: Reviewing Existing Assignments

When updating an existing Asset, the lower half of the Content: Asset record provides an area where administrators can review all of the current Page Assignments for that Asset.

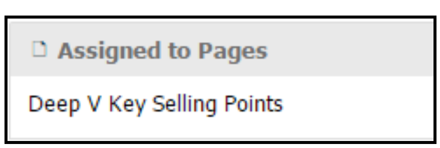


Figure 2-66 – Content: Page Assignments

Asset assignment fields include:

Content: Asset Assignments (Existing)	
Element	**Description**
Assigned to Pages:	Indicates which Pages(s), if any, the Asset is currently associated with. This field is auto-generated by the System according to selections made on the Content: Page screen where an Asset is assigned to a particular Page.

2.4.5 Assets: Create a Single-File Asset

When adding Assets to the OnPoint Course Manager database, you can choose to import "single-file", "multi-file", "SCORM", "xAPI", or "URL" Assets.

- A Single File Asset refers to a file that has one filename and extension.
- A Multi-File Asset represents a grouping of related files to be entered.

For example, if you use Camtasia Studio to join an animated PowerPoint slide sequence with an audio clip, the output of that creates 5 files that work together to create the new sequence. In order to keep those related files together, a Multi-File Asset would be created in OnPoint, allowing you to import all 5 files bundled together in a zip file, and save those under a specified Asset Subdirectory. When the OnPoint Asset is assigned to an active page, the grouping of files remains intact, enabling the sequence to play correctly.

To create a new Single File Asset, go to **Content: Assets** from the Main Menu, and select the **Add Single-File Asset** button.

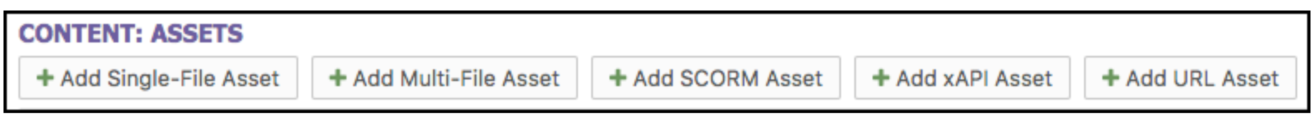


Figure 2-67 – Content: Assets - Add Asset Button

Complete the following Asset Button data fields, as appropriate:

Content: Asset Buttons (Create New)	
Element	**Description**
Asset Name:	Enter the name of the Asset. **(Required Field)**
Description:	Enter a short description for the new Asset (used later to assist in searching).
Category:	Determine the Category this Asset shall be associated with. (All lists are alphabetized by available and defined Category headings.) Select a Category from the drop-down menu. **Tip:** All categories are created under the Administration menu, should you need

	to create a new one.
Asset Type:	Select the type of Asset from the dropdown list of types.
File Type:	Specify the file type from the drop-down menu: • Upload Asset file (Default) – use this option to upload one file for the Asset. • Create Asset without associated Asset file – use this option if you want to create the Asset record prior to having the actual file ready to be uploaded. (External URL Asset) • Create empty Asset file – use this option if you want to create an Asset using OnPoint's internal html editor; this creates a placeholder file you can then edit. (will need to specify filename in the File/ID/URL edit box) • Document Manager – (specify the document ID in the File/ID/URL edit box • Select a file already on the OPLS server – (specify filename in the File/ID/URL edit box)
Upload File:	Specify the name of the Asset file. If you are uploading a file as your Asset, use the **Choose File** button to search for and select the file from your computer system. • If you are creating an Asset without an associated file or referring to an external URL, leave this field blank. • To create an empty Asset file, specify a file name to be associated with the new Asset here (e.g. TEST.HTM). The system will create a new, blank Asset file that you can Edit using the Asset Edit link.
Transcript:	Specify any text to be displayed in connection with an audio or video Asset file. This transcript text can be viewed by a user when they select the View Transcript link underneath the Asset in the Content Viewer.
Asset Size:	For image Assets, you can specify the dimensions of the Asset. • Select from a choice of standard sizes, or • Specify the actual width and height dimensions of the Asset you're uploading. **Tip:** You can make custom Assets any size you desire or need and in any aspect ratio. It is advisable that you view these Assets using the Content Viewer once you've assigned to a Page, Topic and published Course. **Tip:** It may make sense to have a second browser window open on your computer running Content Viewer so you can then experiment with the custom Asset Size field for the Asset and press the **Refresh** button on your Content Viewer (or web browser) to determine if you have selected a custom sizing is appropriate.
Playback Quality:	For video Assets, you can select Low, Medium, or High as your playback quality. Default of Medium is recommended in most cases. This field is used to denote the resolution of this particular video file. This field is used primarily for Assets destined for mobile device delivery.
Options:	"Retain information for another new asset" Use this option if you are entering multiple Assets with similar data field entries (e.g., categories, Asset type). Most fields will remain constant for the next Asset record with the exception of the Asset Name and description.

After making your entries, the user has an option to make the updates and **Save** the changes or **Cancel** out of the screen which will not save any changes that were made.

Note: Most of the Asset data fields are optional. You may create a new Asset simply by providing an Asset Name and allowing the system defaults to apply. You may return later to edit the Asset data at anytime. It is beneficial to always assign a Category and Asset Size though.

2.4.5.1 New Single-File Asset: Action Buttons

After you have created or defined a new Asset and saved your entries, the **Content: Asset** record will display showing all of the updated data field entries. At that point, several Action Buttons appear across the center of the screen:

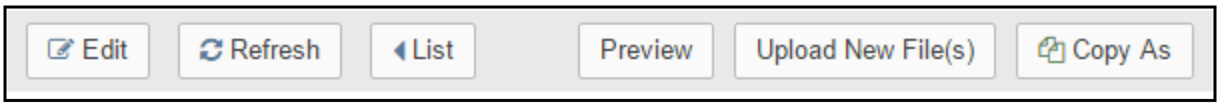


Figure 2-68 – Content: Asset - Action Buttons

Asset Action Buttons include:

Content: Asset Action Buttons	
Action Button	**Description**
Edit:	Allows you to return to the Asset data fields and edit the record.
Refresh:	Refreshes the screen with all recent updates.
List:	Returns you to the list of Assets.
Preview:	Provides a pop-up window view of the Asset. (Click the **Close** link at the top right corner of the preview window when finished.)
Upload New File(s):	This utility is used to upload a file to the selected OPLS repository directory. You can also choose to overwrite an existing file with the same name or upload the file with a new generated name. Select the local file you wish to upload and click on the **Upload** button at the bottom to begin the upload process.
Copy As:	Allows you to copy the Asset to create a new Asset. You may: • Copy the existing Asset file to a new Asset file, or • Upload a new file to assign to the copied Asset record. • Click the **Copy As** button after making your selection.

2.4.5.2 New Single-File Asset: Reviewing Assignments

When creating a new Asset, the lower half of the **Content: Asset** record provides an area where administrators can review all of the current Page Assignments for that Asset.

Since your newly created Asset has just been defined, no assignments will be displayed.

Figure 2-69 – Content: Asset – Assignments Section

Asset assignments fields include:

Content: Asset Assignments	
Element	**Description**
Assigned to Pages:	Indicates which Page(s), if any, the Asset is currently part of. This field is auto-generated by the System when you are in **Content: Page** and assign an Asset to that Page. This field will be blank for all newly created Assets.

2.4.6 Assets: Create a Multi-File Asset

To create a new Multi-File Asset, go to **Content: Assets** from the Main Menu, and select the **Add Multi-File Asset** button.

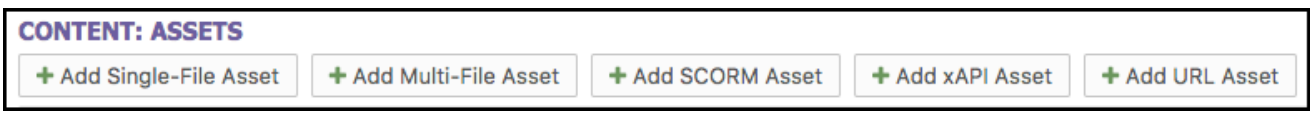


Figure 2-70 – Content: Assets - Add Asset Button

Complete the following data fields, as appropriate:

Content: Asset Button Add	
Element	**Description**
Asset Name:	Enter the name of the Asset.
Description:	Enter a short description for the new Asset (used later to assist in searching).
Category:	Determine the Category this Asset shall be associated with. (All lists are alphabetized by available and defined Category headings.) Select a Category from the drop-down menu. **Tip:** All categories are created under the Administration menu, should you need to create a new one.
Asset Type:	Select the type of Asset from the dropdown list of types.
Asset File Type:	Upload multi-file asset from zip file. This is an automatic field that cannot be changed.
Upload Zip File:	Upload a file as your Asset, use the **Choose File** button to search for and select

	the file from your computer system. • If you have a multi-Asset file that you plan to load internally, specify the name of the zip file that contains all of the files and subfolders for that multi-file Asset. Once the system begins reading, importing and processing all of the files in your zip file, you will be able to select a master or key file which will be used to call the other files (e.g., INDEX.HTM or DEFAULT.HTML).
Transcript:	Specify any text to be displayed in connection with an audio or video Asset file. This transcript text can be viewed by a user when they select the View Transcript link underneath the Asset in the Content Viewer.
Asset Size:	For image Assets, you can specify the dimensions of the Asset. • Select from a choice of standard "t-shirt" sizes • Specify the actual width and height dimensions of the Asset you're uploading. **Tip:** You can make custom Assets any size you desire or need and in any aspect ratio. It is advisable that you view these Assets using the Content Viewer once you've assigned to a Page, Topic and published Course. **Tip:** It may make sense to have a second browser window open on your computer running Content Viewer so you can then experiment with the custom Asset Size field for the Asset and press the **Refresh** button on your Content Viewer (or web browser) to determine if you have selected a custom sizing is appropriate.
Options:	"Retain information for another new asset" Use this option if you are entering multiple Assets with similar data field entries (e.g., categories, Asset type). Most fields will remain constant for the next Asset record with the exception of the Asset Name and description.

After making your entries, the user has an option to make the updates and **Save** the changes or **Cancel** out of the screen which will not save any changes that were made.

Note: Most of the Asset data fields are optional. You may create a new Asset simply by providing an Asset Name and allowing the system defaults to apply. You may return later to edit the Asset data at anytime. It is beneficial to always assign a Category and Asset Size though.

2.4.6.1 New Multi-File Asset: Action Buttons

After you have created or defined a new Asset and saved your entries, the **Content: Asset** record will display, showing all of the updated data field entries. At that point, several Action Buttons appear across the center of the screen:

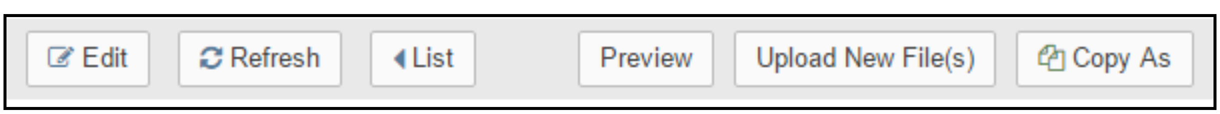


Figure 2-71 – Content: Asset - Action Buttons

Asset Action Buttons include:

Content: Asset Action Buttons	
Action Buttons	**Description**

Edit:	Allows you to return to the Asset data fields and edit the record.
Refresh:	Refreshes the screen with all recent updates.
List:	Returns you to the list of Assets.
Preview:	Provides a pop-up window view of the Asset (Click the Close link at the top right corner of the preview window when finished.)
Upload New File(s):	This utility is used to upload a file to the selected OPLS repository directory. You can also choose to overwrite an existing file with the same name or upload the file with a new generated name. Select the local file you wish to upload and click on the **Upload** button at the bottom to begin the upload process.
Copy As:	Allows you to copy the Asset to create a new Asset. You may: • Copy the existing Asset file to a new Asset file, or • Upload a new file to assign to the copied Asset record. • Click the **Copy** button after making your selection. **Note:** The new Asset is given a temporary "Copy of" name to differentiate it from the original. You will probably want to edit this new Asset, providing a new Asset name, then be sure to assign the Asset to any Pages as needed.

2.4.6.2 New Multi-File Asset: Reviewing Assignments

Reviewing Assignments for a New Asset

When creating a new Asset, the lower half of the **Content: Asset** record provides an area where administrators can review all of the current Page Assignments for that Asset. Since your newly created Asset has just been defined, no assignments will be displayed.

Figure 2-72 – Content: Asset – Assignments Section

Asset assignments fields include:

Content: Asset Assignment	
Element	**Description**
Assigned to Pages:	Indicates which Page(s), if any, the Asset is currently part of. This field is auto-generated by the System when you are in **Content: Page** and assign an Asset to that Page. This field will be blank for all newly created Assets.

2.4.7 Assets: Create a SCORM Asset

To create a new SCORM Asset, go to **Content: Assets** from the Main Menu, and select the **Add SCORM Asset** button.

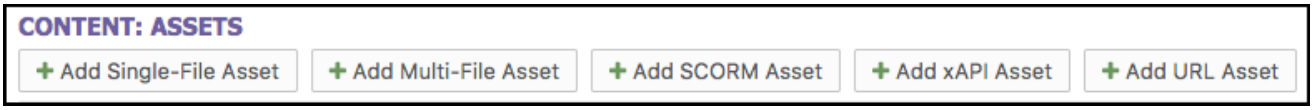


Figure 2-73 – Content: Assets - Add Asset Button

Complete the following Add Asset data fields, as appropriate:

Content: Add Asset Button	
Element	**Description**
Asset Name:	Enter the name of the Asset.
Description:	Enter a short description for the new Asset (used later to assist in searching).
Asset Type:	Automatically set to SCORM, cannot be changed.
SCORM Course:	Choose a Course from the drop-down menu.
Category:	Determine the Category this Asset shall be associated with. (All lists are alphabetized by available and defined Category headings.) Select a Category from the drop-down menu. **Tip:** All categories are created under the Administration menu, should you need to create a new one.
Status:	Choose to make the Asset **Active**, **Inactive** or **Request Delete**.

After making your entries, the user has an option to make the updates and **Save** the changes or **Cancel** out of the screen which will not save any changes that were made.

Note: Most of the Asset data fields are optional. You may create a new Asset simply by providing an Asset Name and allowing the system defaults to apply. You may return later to edit the Asset data at anytime. It is beneficial to always assign a Category and Asset Size though.

2.4.7.1 New SCORM Asset: Action Buttons

After you have created or defined a new Asset and saved your entries, the **Content: Asset** record will display showing all of the updated data field entries. At that point, four Action Buttons appear across the center of the screen:

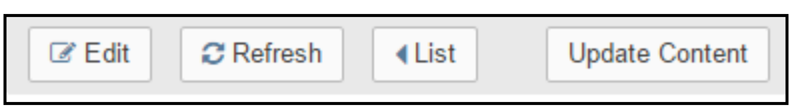


Figure 2-74 – Content: Asset - Action Buttons

Asset Action Buttons include:

Content: Asset Action Buttons

Action Button	Description
Edit:	Allows you to return to the Asset data fields and edit the record.
Refresh:	Refreshes the screen with all recent updates.
List:	Returns you to the list of Assets.
Update Content:	Updates any content within the Asset that has been edited.

2.4.7.2 New SCORM Asset: Reviewing Assignments

When creating a new Asset, the lower half of the **Content: Asset** record provides an area where administrators can review all of the current Page Assignments for that Asset. Since your newly created Asset has just been defined, no assignments will be displayed.

Figure 2-75 – Content: Asset – Assignments Section

Asset assignments fields include:

Content: Asset Assignment	
Element	**Description**
Assigned to Pages:	Indicates which Page(s), if any, the Asset is currently part of. This field is auto-generated by the System when you are in **Content: Page** and assign an Asset to that Page. This field will be blank for all newly created Assets.

2.4.8 New xAPI Asset: Action Buttons

After you have created or defined a new Asset and saved your entries, the **Content: Asset** record will display showing all of the updated data field entries. At that point, four Action Buttons appear across the center of the screen:

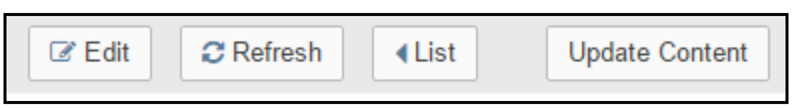


Figure 2-74 – Content: Asset - Action Buttons

Asset Action Buttons include:

Content: Asset Action Buttons	
Action Button	**Description**
Edit:	Allows you to return to the Asset data fields and edit the record.

Refresh:	Refreshes the screen with all recent updates.
List:	Returns you to the list of Assets.
Update Content:	Updates any content within the Asset that has been edited.

2.4.8.1 New xAPI Asset: Reviewing Assignments

When creating a new Asset, the lower half of the **Content: Asset** record provides an area where administrators can review all of the current Page Assignments for that Asset. Since your newly created Asset has just been defined, no assignments will be displayed.

Figure 2-75 – Content: Asset – Assignments Section

Asset assignments fields include:

Content: Asset Assignment	
Element	**Description**
Assigned to Pages:	Indicates which Page(s), if any, the Asset is currently part of. This field is auto-generated by the System when you are in **Content: Page** and assign an Asset to that Page. This field will be blank for all newly created Assets.

2.4.9 New URL Asset: Action Buttons

After you have created or defined a new Asset and saved your entries, the **Content: Asset** record will display showing all of the updated data field entries. At that point, four Action Buttons appear across the center of the screen:

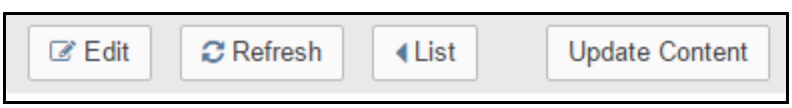


Figure 2-74 – Content: Asset - Action Buttons

Asset Action Buttons include:

Content: Asset Action Buttons	
Action Button	**Description**
Edit:	Allows you to return to the Asset data fields and edit the record.

Refresh:	Refreshes the screen with all recent updates.
List:	Returns you to the list of Assets.
Update Content:	Updates any content within the Asset that has been edited.

2.4.9.1 New URL Asset: Reviewing Assignments

When creating a new Asset, the lower half of the **Content: Asset** record provides an area where administrators can review all of the current Page Assignments for that Asset. Since your newly created Asset has just been defined, no assignments will be displayed.

Figure 2-75 – Content: Asset – Assignments Section

Asset assignments fields include:

Content: Asset Assignment	
Element	**Description**
Assigned to Pages:	Indicates which Page(s), if any, the Asset is currently part of. This field is auto-generated by the System when you are in **Content: Page** and assign an Asset to that Page. This field will be blank for all newly created Assets.

2.4.10 Assets: Delete an Asset

To delete an existing Asset, select **Content: Assets**, then select the Asset you wish to delete from the list. When the Asset record is displayed, click the **Edit** button to activate the **Content: Asset Edit** screen and update the Status field by selecting Request Delete.

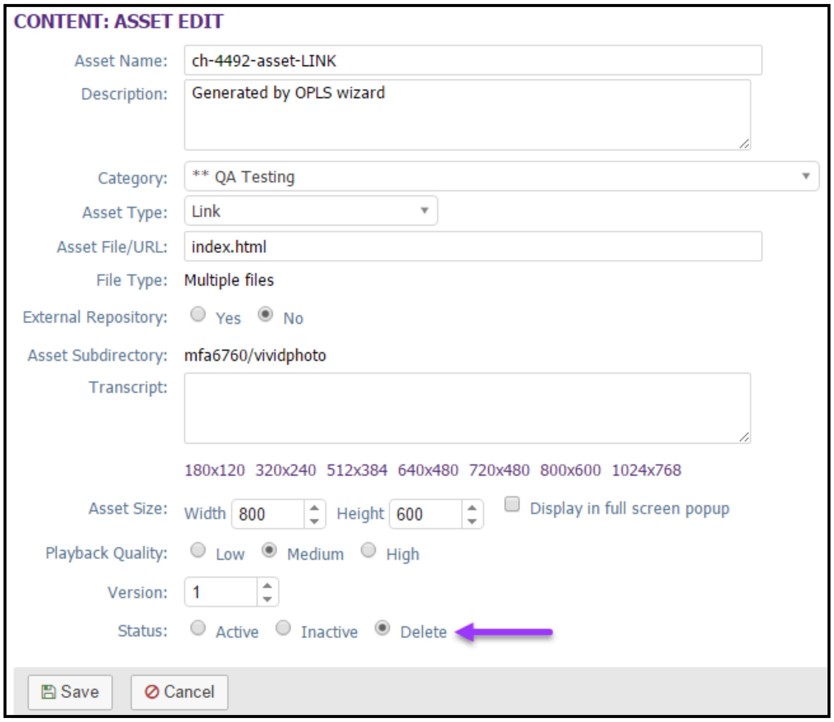


Figure 2-76 – Content: Changing Asset Status

Click the **Save** button to activate your change. When the "Delete" status has been committed to the database, a colored caption will appear to the right of the field summarizing the update.

You may click the **List** button to return to the Course List, at this point you will no longer see the Course that was just deleted. If you select the **Filter** button and click the 'X' next to "Active" in the Status Field it will remove that filter and show active, inactive, and deleted status'. Click **Apply** and the Course will now appear highlighted in **Pink** in the Course List, to alert others as to the changed status of the Course.

Note: Asset records can only be deleted by Content and Site Administrators. When you request that an Asset be deleted, the Administrator reviews the request to ensure there is no need for that Asset, then performs the deletion using the Deletion Tasks function found under the Administration top-level menu.

2.5 Content Nuggets: Nugget Functions

Unlike a Course, which is designed on a hierarchy with at least one Page, and one Asset, a Nugget is a short piece of content that does not require the structure inherent in creating an online Course. A Nugget does not offer a Welcome or Finish Page, nor does it use Topics. The structure is one Page, with one Asset assigned to that Page.

2.5.1 Nuggets: List Nuggets

This selection provides access to all Nuggets in the repository. Nuggets are assignable popup Pages and assessments that can be used in conjunction with the OnPoint Portal application as quick refreshers for Users or Managers. Any page or assessment within the repository can be assigned to a Nugget.

Selecting the Nugget submenu selection from the Content Menu displays the **Content: Nuggets** table display, a list of all current Nuggets in your OnPoint system. From this list, you may:

1. Select a Nugget record from the List to review or edit
2. Click the **Add** button to create a new Nugget
3. Use the **Filter** button to narrow your search for a specific Nugget

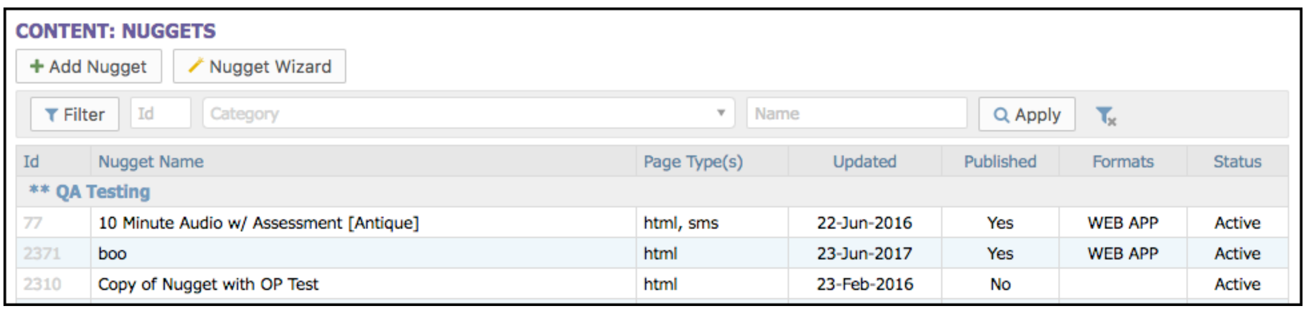


Figure 2-77 – Content: Nuggets

Nuggets are listed alphabetically by Category. The Nugget list displays the following:

Content: Nuggets	
Element	**Description**
Id Number:	An internal Course reference number auto-generated by the system.
Nugget Name:	The name of the Nugget.
Page Type(s):	This will show as “HTML” for Web Pages or “Hi-Res” for Podcast/Vodcast.
Updated:	The date changes were last made to the Nugget detail information.
Published:	A Yes/No indicator of the published status of a Nugget. If Nuggets are set to Published = “Yes” and once the nugget is assigned to users, this will automatically appear in the Course Catalog, or it will become available online to registered system users.
Formats:	A way to see the format(s) the content is published in.
Status:	Shows the content to be Active, Inactive or Request Delete.

Other Nugget: List - Related Information:
A few additional features can be found at the bottom of the **Content: Nuggets** table:

Page – At the bottom left of the **Content: Nuggets** list is an active count of the number of Pages of Nuggets displayed. Pages can be selected directly using the page number or progressed through using the arrows.

Nugget Count - At the bottom left of the **Content: Nuggets** list table is an active count of all the current Nuggets managed in your Nugget Manager database.

Color Keys – Nuggets listed in the **Content: Nuggets** list table are generally marked as "Active" but may be flagged as either "Inactive" or "Request Delete" by content authors or site administrators. A legend (or reminder key) may appear at the lower right of the **Content: Nuggets** list table indicating Nuggets marked as "Inactive" (the record will be displayed in **Yellow**) or as "Request Delete" (the record will be displayed in **Pink**). Inactive and Request Delete Nuggets can only be viewed in the list if the default filter is removed. Select the **Filter** button and click the 'X' next to Active in the status field. Then select **Apply** and this will remove that filter and show Nuggets of Active, Inactive, or Request Delete status.

Figure 2-78 – Content: Nugget Table Legend

2.5.2 Nuggets: View a Nugget Record

The **Content: Nugget** record display provides a detailed description of all the general components that make up a Nugget. To view and edit a Nugget record, select the Nugget you wish to view from the list of **Content: Nuggets** by clicking on the Nugget Name and the **Content: Nugget** record for that Nugget will appear. The **Content: Nugget** screen includes the Nugget Information section and a row of Action Buttons. The details are as follows:

1. **Information- Tab 1** "Information" is shown on the first screen, including fields for Nugget Id, Name, Catalog Description, Category selection and many others. To "Edit" a Nugget, select the **Edit** button, and you will be able to edit all of the Nugget information fields listed.
   -Action buttons are located across the bottom. These allow you to **Edit**, **Refresh**, or Return to the Nugget **List**. There are also **Publish**/**Re-Publish** and **Unpublish** buttons to control the accessibility of Nuggets to Users. Use the **Re-Publish** button whenever a change is made to the Nugget record or assignments; use the **Unpublish** to remove the Nugget from published status in the catalog. A **Copy As** button found at the bottom right, allows you to clone the structure of an existing Nugget to create a copy. The **Update Status** and **Archive Users** buttons can also be found at the bottom right. **Update Status** allows an Admin to ensure that any changes that have been made related to the nugget for users has a forced refresh. Finally, the **Archive Users** button allows an Admin to move any user with a completed status to the archive table. [See 3.5.4 Nuggets: Edit a Nugget or 3.5.5 Nuggets: Create a Nugget for detailed help.] The Parameters button allows unique tagging to help tie content items to specific places within user interface.

2. **Assignments- Tab 2** "Assignments" lists all of the assignments for the Nugget, including Nugget Page Options, Assessment, Users, and Assigned Groups/Job Codes. These fields may be updated at any time (there is no "edit" button required when adding or editing the assignment fields). [See3.5.4 Nuggets: Edit a Nugget or 3.5.5 Nuggets: Create a Nugget for detailed help.]

3. **Advanced- Tab 3** "Advanced" provides additional fields to be edited to make the Nugget more specific. Including Meta Tags, Display Tags, and Deep Links.
4. **Triggers- Tab 4** "Triggers" displays a Trigger Action drop-down in the top right corner. On this screen, using the drop-down, a Triggered notification can be created. These can be additionally set up to send out an email, SMS, or Mobile Push notification to a user at any point of a Nugget.

5. **Prerequisites- Tab 5** "Prerequisites" allows the assigning of required Courses, Assessment Sets, Nuggets, Events, or Activities that must be completed before a User can access this Nugget.

6. **Outline- Tab 6** "Outline" displays a folder tree outline of the Nugget and all of its assignments.

7. **Games- Tab 7** "Games" allows the option of setting up Game Points that will be tracked and viewed per user and/or on Leadership Board. The points can be created based upon Points for Completion or Nugget Test.

8. **Version- Tab 8** "Version" allows Root Administrators and Site Administrators to update the version of the Nugget, along with giving notes on the new version and resetting the nugget status to 'Not Attempted' for No users, All users, or Incomplete users.

9. **Comments- Tab 9** "Comments" allows users to add comments about the nugget that can only be viewed by Admin.

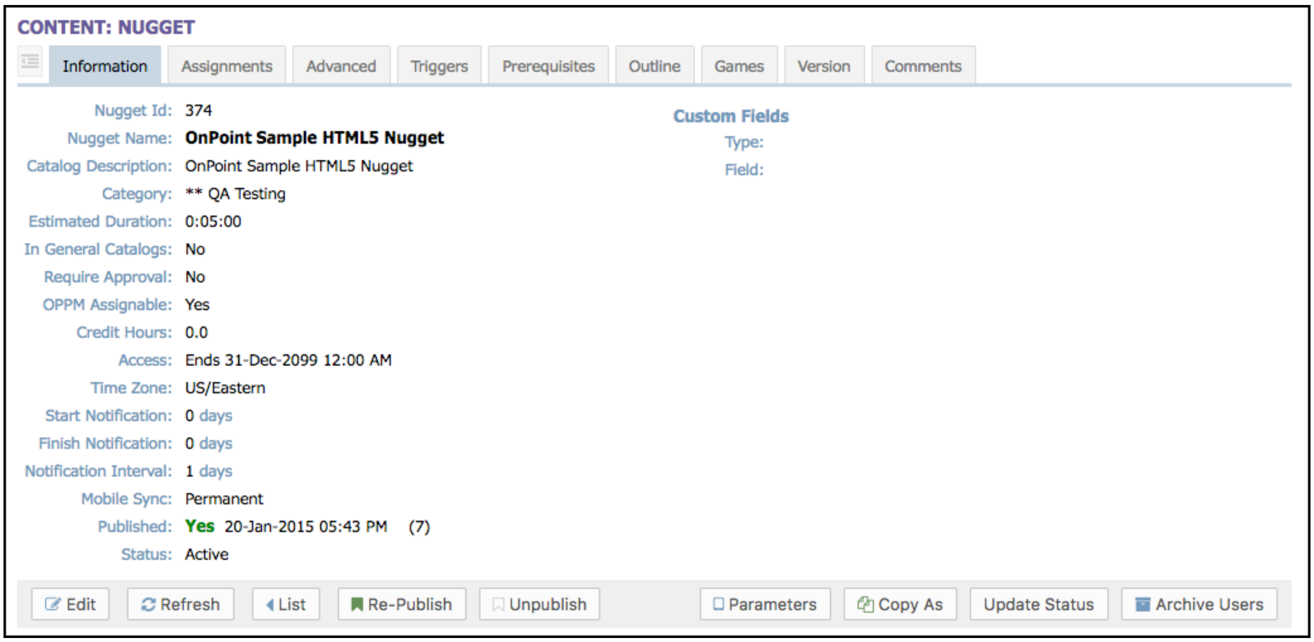


Figure 2-79 – Content: Nugget Summary Screen

2.5.3 Nuggets: Search for a Nugget

Under **Content: Nuggets** is a list of all current Nuggets in your OnPoint system. Nuggets are listed alphabetically by Category. To find a specific Nugget, you may:

1. Scroll through the list until you locate the Nugget record to view or edit
2. Use the **Filter** button to narrow your search for a specific Nugget

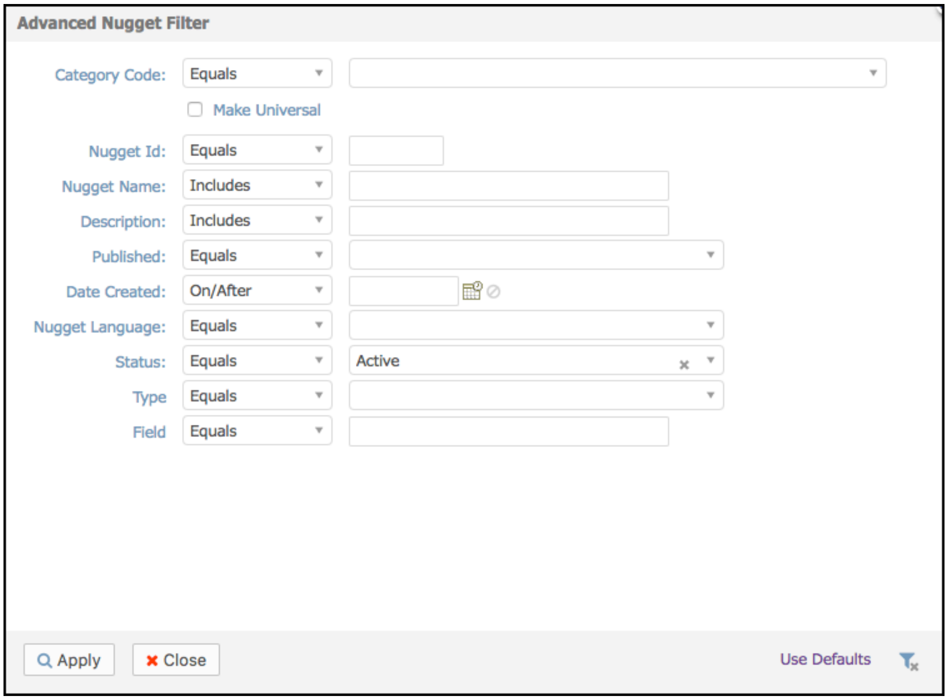
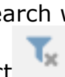


Figure 2-80 – Content: Nuggets- Advanced Nugget Filter

The **Content: Nuggets** Filter screen allows you to search for a Nugget by any of the following search criteria:

Content: Nugget Filter (Search)	
Element	**Description**
	Use the drop-down menu to choose a filter option: • **begins with** – filters for all Nuggets beginning with the criteria (e.g. type an A and get a list of all Nuggets beginning with A). • **equals** – filters for a match of a letter or text string. • **not equal to** – filters out everything matching this entry, (e.g. type an A and no Nuggets beginning with A will display). • **less than** – filters all matches less than the criteria. • **greater than** – filters all matches greater than the criteria. • **includes** – filters for all Nuggets that include the criteria (e.g. type “Baseball” and get all Nuggets that include that word). • **ends with** – filters for all Nuggets ending with the criteria.
Category Code:	Search by the Category the Nugget may be associated with. Select a Category from the drop-down menu of choices, or allow the system to default to All.
Make Universal:	Select this box if you want all searches performed while you are logged in, to be set to this specific Category. This selection will maintain the filter until you clear it, or logout of Nugget Manager.
Nugget Id:	Search by the automatically generated Nugget Id number.
Nugget Name:	Search by the name of the Nugget.

Description:	Search by the description of the Nugget. Use the drop-down menu to choose a filter option (as explained above), then enter some descriptive data.
Published:	Search Nuggets based on their Published status. Use the drop-down menu to choose a filter option: • No – search only unpublished Nuggets • Yes – search only published Nuggets To search all published and unpublished nuggets, click the 'X' next to either the Yes or No filter or leave the filter blank and it will show all nuggets both published and unpublished.
Date Created:	Search Before, On/After the date of creation.
Nugget Language:	Search by language the Nugget is in.
Status:	Search Nuggets based on their Status. Use the drop-down menu to choose a filter option: • **Active** – search only active Nuggets • **Inactive** – search only inactive Nuggets • **Deleted** – search only Nuggets with a deletion request

When you are finished entering your selection criteria you can select **Apply** to apply the filters and start the search, **Close** to exit the search without applying any changes, select **Use Default** to reset the filter criteria to the default options, or select  to clear all filters (including default options).

2.5.4 Nuggets: Edit a Nugget

To edit Nugget information, select the Nugget you wish to edit from the list of **Content: Nuggets** display. Once the **Content: Nugget** record has displayed, click the **Edit** button and the **Content: Nugget** Edit screen will display.

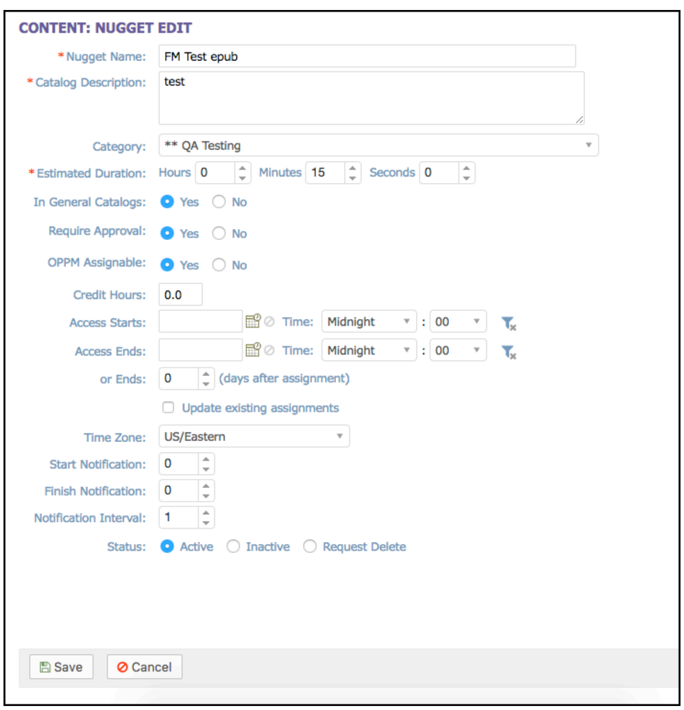


Figure 2-81 – Content: Nugget Edit Screen

You may change any of the following data fields:

Content: Nugget Edits	
Element	**Description**
Nugget Name:	Name of the Nugget. **(Required Field)**
Catalog Description:	A summary of the Nugget, displayed in the Nugget Catalog**. (Required Field)**
Category:	The Category this Nugget is associated with. (Most lists are alphabetized by Category heading.) Select the Category from the drop-down menu. (Categories are created under the Administration menu, should you need to create a new one.)
Estimated Duration:	The estimated time it should take to complete the Nugget. **(Required Field)** This information displays on the User's Nugget Assignments list. A percentage or the estimated duration can also be set to must be completed in order to get a completed status for the Nugget through the Configuration menu of the Administration tab.
In General Catalogs:	Indicates whether this particular Nugget will be available for Users to request access to through the OPCV Catalog. Nuggets in the Catalog do not necessarily have to be assigned for a User to see and take. The Catalog allows Users access to take Nuggets made available and request access to those Nuggets that require approval.
Require Approval:	Indicates whether the Nugget requires instructor approval. Select the option that best fits this Nugget. Yes = Requires Approval No = Does not Require Approval
OPPM Assignable:	Choosing Yes/No indicates if the Nugget is to be assigned by a Performance Manager or not.
Credit Hours:	A nugget can be set to record a specific number of credits that can be received once the nugget is completed. This is beneficial if customers are keeping track of these for education credits.
Access Starts:	The date and time users can begin to access the nugget. Use the calendar icon for easy date selection.
Access Ends:	The date and time users can no longer access the nugget. Use the calendar icon for easy date selection.
Or Ends:	If you do not wish to have the nugget end on a specific date, instead select the number of days after the assignment starts that user access will end. System default is 0, indicating unlimited unless you select a specific date.
Time Zone:	Set the time zone using the drop-down menu.

Start Notification:	Set up a notification to go out to users to start the nugget if they have not attempted to by selecting the number of days after the nugget has been assigned that you would like the start notification to go out.
Finish Notification:	Set up a notification to go out to users to finish the nugget if it is not completed by selecting the number of days after the user has started the nugget that you would like the finish notification to go out.
Notification Interval:	Allows you to specify the number of days between Fail-to-Start and Fail-to-Finish notifications. This field is used to determine the number of days before the next Fail-to-Start of Fail-to-Finish Trigger message is sent after the initial notification. **Note:** If a Fail-to-Start or Fail-to-Finish Trigger is not defined then any value entered in this field is not applicable.
Status:	Indicates the Status of the Nugget. • **Active** (Nugget in use) • **Inactive** (Nugget not in use) • **Request Delete** (Nugget no longer needed)

After making your entries, the user has an option to make the updates and **Save** the changes or **Cancel** out of the screen which will not save any changes that were made.

Note: All Nugget information fields can be edited at any time with additional or updated information. The "Edit" button is required to update the Nugget information fields of a Nugget record. After editing a record and saving your updates, click the **Refresh** button to make sure all your changes are displayed.

Once your edits have been saved, the **Content: Nugget** record will display again. Notice that the record will now include a field indicating whether the Nugget is published or not, and if so, the date.

2.5.4.1 Edit Nugget: Action Buttons

From the **Content: Nugget** screen, you can also perform other functions by choosing one of the Action Buttons displayed across the bottom of the screen.

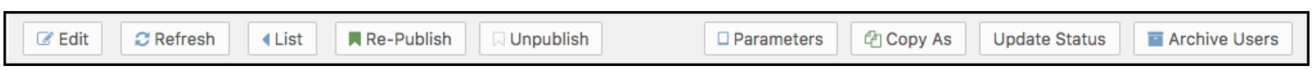


Figure 2-82 – Content: Nugget - Action Buttons

Nugget Action Buttons that appear include:

Content: Nugget Action Buttons	
Action Button	**Description**
Edit	Allows you to return to the Nugget data fields and edit the record.
Refresh	Refreshes the page with all recent updates.
List	Returns you to the full list of Nuggets.

Re-Publish	Allows you to re-set the Nugget for any edits made to any Nugget record fields or Assignments detail. Once you select this action, you must affirm your decision, then click Continue.
Un-Publish	Use this button to remove the Nugget from the active Nugget catalog. Once you select this action, you must affirm your decision, then click Continue.
Parameters	Allows unique tagging to help tie content items to specific places within a user interface.
Copy As	Allows you to copy the Nugget to create a new Nugget. (All fields are copied with the exception of User/Group Assignments. The new Nugget is given a temporary name to differentiate it from the original. You will want to edit this new copy and provide a new Nugget name and any changes that are applicable.)
Update Status	Allows you to update the Nugget status for all assigned users. This will update the status to 'Complete' for Users who have completed all the Pages of a Nugget and passed any associated Tests, but failed to click the Finish button at the end of the Nugget. Select the **OK** button to complete the action.
Archive Users	Use this button to archive the Completion Status for any users who are assigned to the Nugget. Options for archiving include the following status conditions: • Completed or Passed • Failed • Incomplete • Not attempted • All Click the **Archive Users** button to complete the action. The Completion Status in the Users' record will move to their History sub tab, and the assignment will be removed from their list of current assignments in OPCV.

2.5.5 Nuggets: Create a Nugget

To create a new Nugget, select **Content: Nuggets**, then select the **Add Nugget** button at the top left of the list.

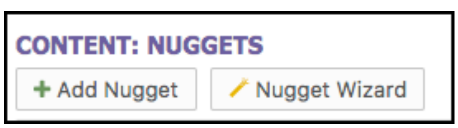


Figure 2-83 – Content: Nuggets - Add Nugget Button

Complete the Add Nugget data fields that are appropriate:

Content: Add Nugget Buttons	
Element	**Description**
Nugget Name:	Enter the name of the Nugget. **(Required Field)**
Catalog Description:	Enter a descriptive summary of the Nugget to be displayed in the Nugget Catalog. **(Required Field)**

Category:	Assign a Category this Nugget will be associated with. (Most lists are alphabetized by Category heading.) Select a Category from the drop-down menu. (Categories are created under the Administration menu, should you need to create a new one.)
Estimated Duration:	Enter the estimated time it should take to complete the Nugget. **(Required Field)** This detail appears on the User's Assigned Nuggets list.
In General Catalogs:	Indicated whether this particular Nugget will be available for Users to request access to it through the OPCV Catalog. Nuggets in the Catalog do not necessarily have to be assigned for a user to see and take. The Catalog allows Users access to take Nuggets made available and request access to those Nuggets that require approval.
Require Approval:	Indicates whether the Nugget requires instructor approval. Select the option that best fits this Nugget. **Yes** = Requires Approval **No** = Does not Require Approval
OPPM Assignable:	Choosing Yes/No indicates if the Nugget is to be assigned by a Performance Manager or not.
Credit Hours:	A Nugget can be set to record a specific number of credits that can be received once the Nugget is completed. This is beneficial if customers are keeping track of these for education credits.
Access Starts:	The date and time users can begin to access the nugget. Use the calendar icon for easy date selection.
Access Ends:	The date and time users can no longer access the nugget. Use the calendar icon for easy date selection.
Or Ends:	If you do not wish to have the nugget end on a specific date, instead select the number of days after the assignment starts that user access will end. System default is 0, indicating unlimited unless you select a specific date.
Time Zone:	Set the time zone using the drop-down menu.
Start Notification:	Set up a notification to go out to users to start the nugget if they have not attempted to by selecting the number of days after the nugget has been assigned that you would like the start notification to go out.
Finish Notification:	Set up a notification to out to users to finish the nugget if it is not completed by selecting the number of days after the user has started the nugget that you would like the finish notification to go out.
Notification Interval:	Allows you to specify the number of days between Fail-to-Start and Fail-to-Finish notifications. This field is used to determine the number of days before the next Fail-to-Start of Fail-to-Finish Trigger message is sent after the initial notification. **Note:** If a Fail-to-Start or Fail-to-Finish Trigger is not defined then any value entered in this field is not applicable.
Status:	Indicates the Status of the Nugget. • **Active** (Nugget in use) • **Inactive** (Nugget not in use) • **Request Delete** (Nugget no longer needed)

After making your entries, the user has an option to make the updates and **Save** the changes or **Cancel** out of the screen which will not save any changes that were made.

Note: Most of the Nugget data fields are optional. You may create a new Nugget simply by providing all of the required fields and allowing the system defaults to apply. You may return later to edit the Nugget data at any time.

Once your edits have been saved, the **Content: Nugget** record will display. Notice that the record will now include a field called Published.

2.5.5.1 New Nugget: Action Buttons

After you have created a new Nugget and saved your entries, the Nugget record will display, showing all of the data field entries. At that point, several Action Buttons appear across the center of the screen.

Figure 2-84 – Content: Nuggets - Action Buttons

Nugget Action Buttons include:

Content: Nugget Action Buttons	
Action Button	**Description**
Edit	Allows you to return to the Nugget data fields and edit the record.
Refresh	Refreshes the page with all recent updates.
List	Returns you to the full list of Nuggets.
Re-Publish	Allows you to re-set the Nugget for any edits made to any Nugget record fields or Assignments detail. Once you select this action, you must affirm your decision, and then click Publish Nugget.
Un-Publish	Use this button to remove the Nugget from the active Nugget catalog. Once you select this action, you must affirm your decision, then click Un-Publish Nugget.
Parameters	Allows unique tagging to help tie content items to specific places within a user interface.
Copy As	Allows you to copy the Nugget to create a new Nugget. (All fields are copied with the exception of User/Group Assignments. The new Nugget is given a temporary name to differentiate it from the original. You will want to edit this new copy and provide a new Nugget name and any changes that are applicable.)
Update Status	Allows you to update the Nugget status for all assigned users. This will update the status to 'Complete' for Users who have completed all the Pages of a Nugget and passed any associated Tests, but failed to click the **Finish** button at the end of the Nugget. Select the **OK** button to complete the action.

Archive Users	Use this button to archive the Completion Status for any users who are assigned to the Nugget. Options for archiving include the following status conditions: • Completed or Passed • Failed • Incomplete • Not attempted • All Click the **Archive Users** button to complete the action. The Completion Status in the Users' record will move to their History sub tab, and the assignment will be removed from their list of current assignments in OPCV.

2.5.5.2 New Nugget: Making Assignments

The second tab of the **Content: Nugget** record is where you will make assignments for the Nugget.

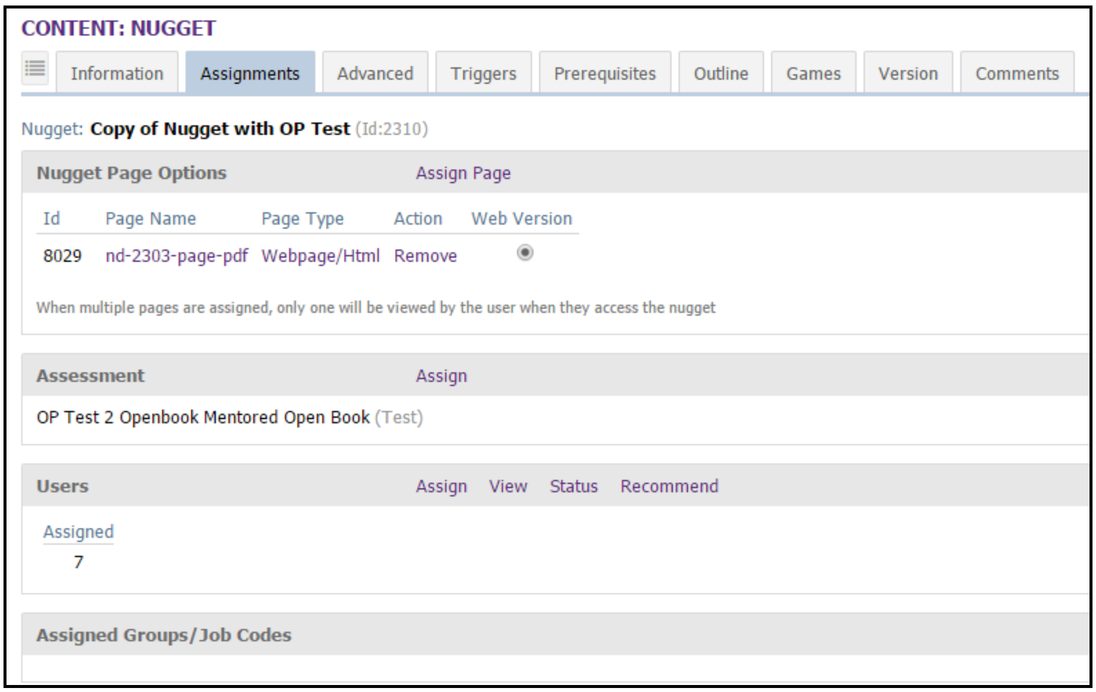


Figure 2-85 – Content: Nugget Assignments

The Nugget Assignments Fields include :

Content: Nugget Assignments	
Element	**Description**
Nugget Page Options:	By clicking the link **Assign Page** you will be directed to the Available Pages list. Here you will click on the desired page from the right hand column which will pull it to the Assigned Pages column on the left. Click **Finished** to return to the previous page. Under the Nugget Page Options you will see a list of Pages that have been assigned. This shows the Id, Page Name, Page Type, Action and Web Version. • Page Name – clicking on the page name allows you to see the page

	information assigned. • Page Type (click to change) – allows you to see how the page is being presented. Available options are Webpage/Html or Podcast/Vodcast (hi res). • Action – Standard action is Remove. If you click **Remove** you are prompted with a box confirming that the removal shall take place. • Web Version – If multiple Pages are assigned, only one will be viewable by the user when they access the nugget. To choose the one, a radio button will need to be indicated.
Assessments:	Assign or edit any Assessment(s) (e.g. Test/Feedback/Appraisal/Quiz) associated with the Nugget.
Users:	Assign users to the Nugget, view a list of current users, view a status chart, or recommend this nugget to users.
Assigned Groups/Job Codes:	View Groups/Job Codes that are assigned to this nugget. You cannot assign them on this page.

All Nugget assignment fields can be edited at any time with additional or updated information. No "Edit" button is required to update the assignment fields of a Nugget record.

2.5.5.3 New Nugget: Advanced

The third tab of the **Content: Nugget** record is where you will set specific functions for the Nugget. To edit any of these fields, select the **Edit** button at the bottom of the screen.

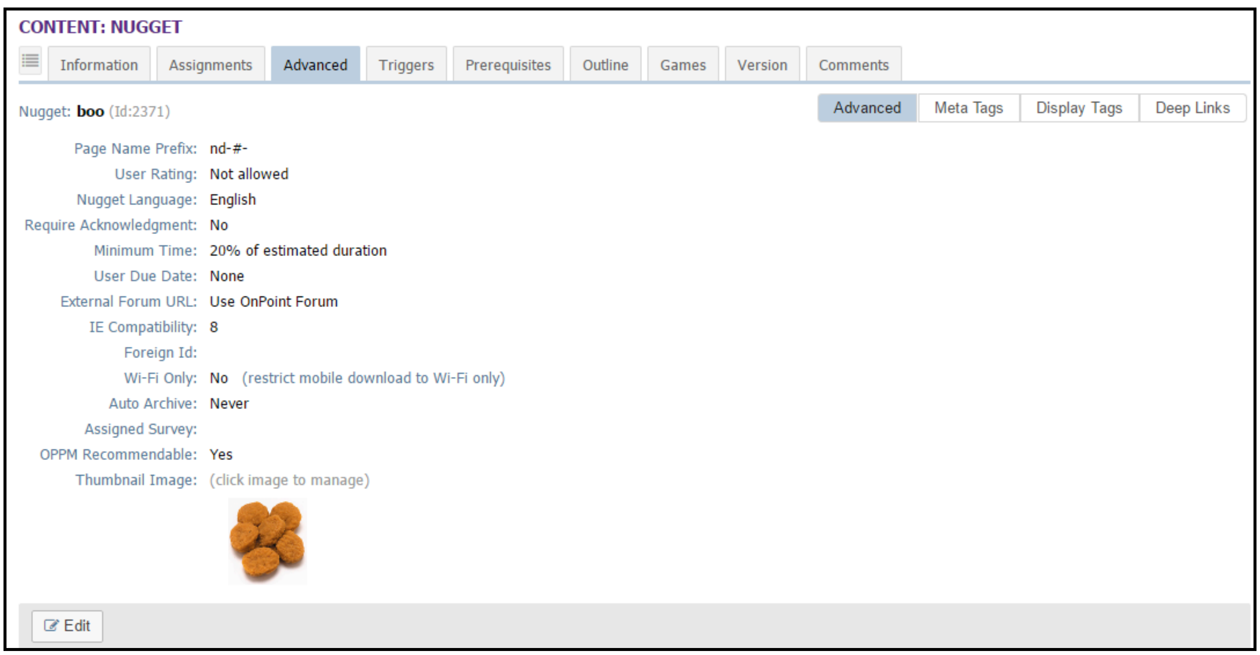


Figure 2-93 – Content: Nugget Advanced

Nugget Advanced Fields Include:

Content: Nugget Advanced Fields	
Element	**Description**
Nugget:	This field cannot be edited from this screen, the Nugget name can only be edited in the Nugget Information sub tab.
Page Name Prefix:	Allows you to add a prefix name for this specific nugget.
(Allow) User Rating:	Yes / No to allow users to rate this Nugget.
Nugget Language:	Select the language you would like the nugget displayed in.
Require Acknowledgement:	Forcing a user to acknowledge a statement before they can access the Nugget.
Minimum Time:	This sets the minimum time (in % of estimated duration) a user must take to complete the nugget. The default is 0=no minimum.
User Due Date:	This allows an optional completion due date.
External Forum URL:	If a separate forum was created then it could be specified here which forum to use. Leaving this field blank means that it will use the OnPoint Forums.
IE Compatibility:	What version of Internet Explorer will work
Foreign Id:	Optional Id used to tie a user to another system of record.
Wi-Fi Only:	Yes/No to restrict mobile downloads to Wi-Fi only connections
Auto Archive:	Select the number of days after completion that the system will automatically archive the nugget. Default is 0 which will disable the system from auto archive.
Assigned Survey:	Select a survey from the drop-down menu to assign to users post completion of the nugget.
OPPM Recommendable:	Yes/No if the nugget can be recommended.
Thumbnail Image:	Choose a thumbnail for this Nugget.
Meta Tags:	Descriptive words that allow the Nugget to be located in a search. (Example: OnPoint_Demo)
Display Tags:	Similar to Meta Tags but are used primarily for insuring that content items show up in the user interface and help tie specific content items to lists within the user interface.
Deep Link Parameter:	Parameter can be appended to your standard OPLS domain URL to provide a direct link (through opportal) to this nugget. You specify here which parameter you want to use.

2.5.5.4 New Nugget: Creating Triggers

The fourth tab of the **Content: Nugget** record is where you will set up Triggers for notifications to be sent out to users for a variety of reasons.

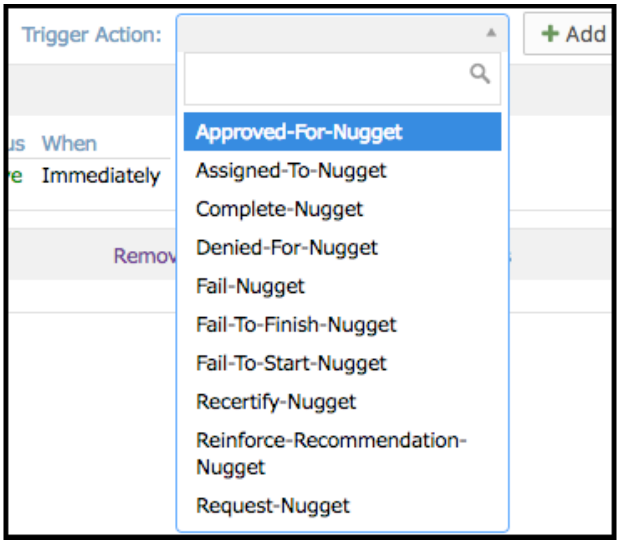


Figure 2-87 – Content: Nugget Trigger Action

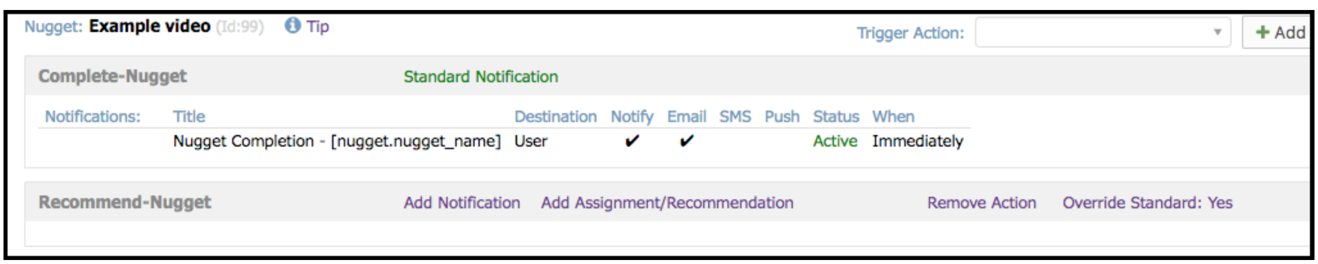


Figure 2-88 – Content: Standard Notifications

Trigger assignment action fields include the following:

Content: Trigger Actions	
Element	**Description**
Approved-For-Nugget:	Notification will be sent to user when approved to take a nugget.
Assigned-To- Nugget:	Notification will be sent to user when assigned to a nugget.
Complete- Nugget:	Notification will be sent to user when a nugget has been completed.

Denied-For- Nugget:	Notification will be sent to user if denied access to a nugget.
Fail- Nugget:	Notification of failed outcome will be sent to user.
Fail-To-Finish-Nugget:	Notification sent to user if test was started and not completed.
Fail-To-Start- Nugget:	Notification will be sent to user if test was never started.
Re-certify- Nugget:	Notification will be sent to user when they can take Re-Certification nugget.
Recommend-Nugget:	Notification will be sent to user when the nugget has been recommended to them.
Reinforce Recommendation-Nugget:	Notification will be sent to user when the nugget recommendation has been reinforced.
Request-Nugget:	Notification will be sent to user when a nugget was requested.

Setting Up the Trigger Notifications
After you have made your selection from the Trigger Action Drop-down you will see the Trigger that you selected appear under the Nugget name with options.

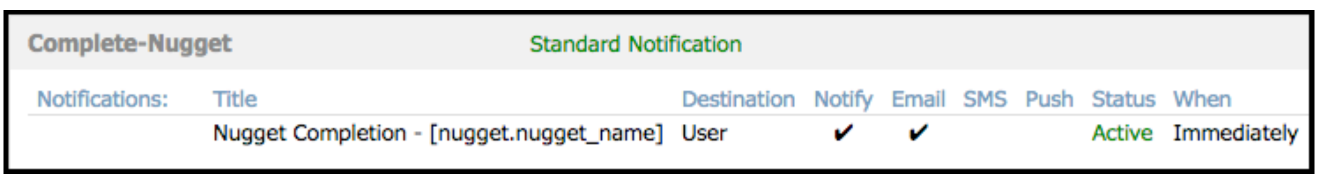


Figure 2-89 Additional Links to Modify Notification

Trigger assignment action fields include:

Content: Trigger Actions	
Element	**Description**
Add Notification:	Choose the links for each field to auto populate when the notification is sent out.
Add Assignment/ Recommendation:	Choose the links for each field to auto populate when the notification is sent out.
Remove Action:	Use this action if Trigger is no longer needed or was created in error. Click **Remove Action**.
Override Standard: Yes	Use this action when Standard Notifications have been previously created for all Nuggets and the new notification needs to replace them if "Yes" is selected.

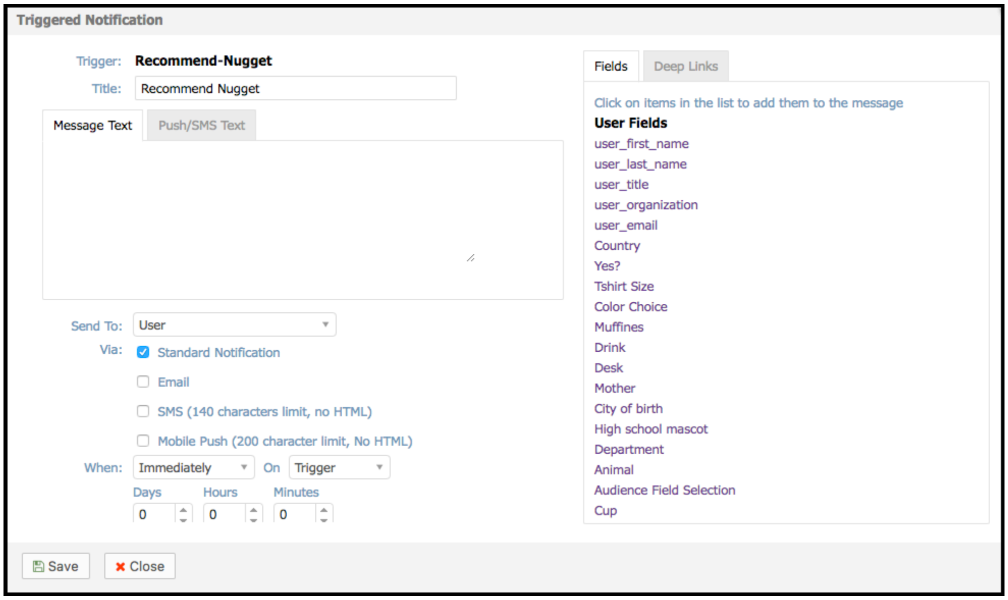


Figure 2-90A-Trigger Add Notification

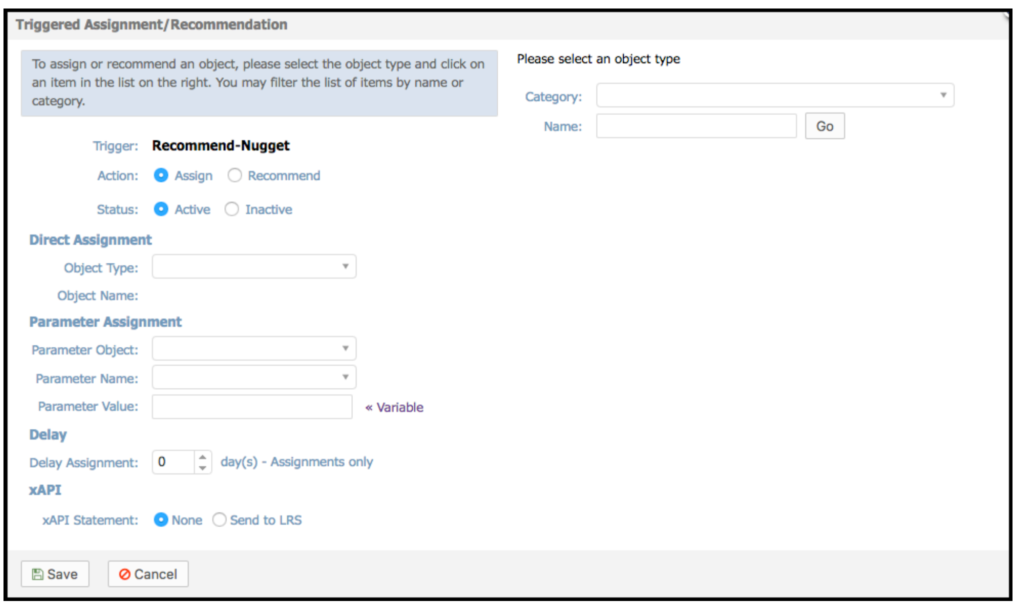


Figure 2-90B-Trigger Assignment

Figure 2-91A Remove Action

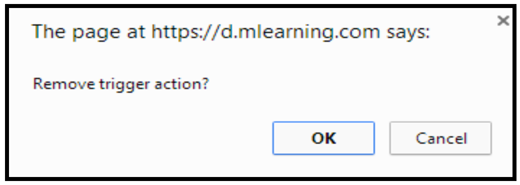


Figure 2-91B-Content: Remove Action Confirmation

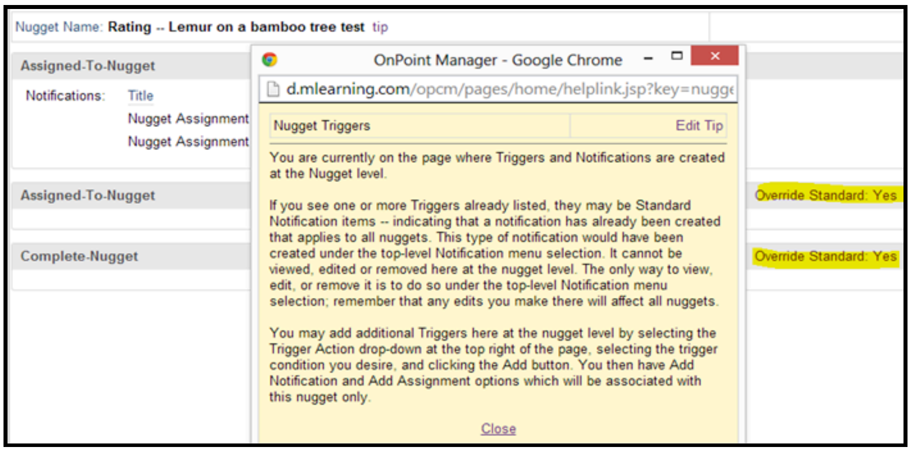


Figure 2-92-Content: Nugget Trigger Tip and Override Standard: Yes

2.5.5.5 New Nugget: Making Prerequisites

The fifth tab of the **Content: Nugget** record is where you will make assignments for the Nugget(s) that must be completed before a user can access further Nuggets.

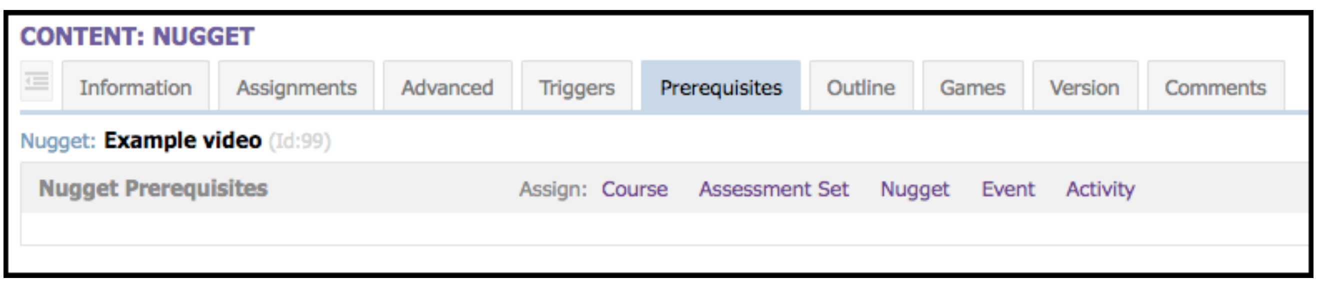


Figure 2-94 – Content: Nugget Prerequisites

Nugget Prerequisite fields include:

Content: Nugget Prerequisites	
Element	**Description**
Course:	Displays the Courses that have been designated as prerequisites. These must be completed before a user will be allowed access to further nuggets.

Assessment Sets:	Displays the Assessment Sets that have been designated as prerequisites. These must be completed before a user will be allowed access to further nuggets.
Nugget:	Displays the Nuggets that have been designated as prerequisites. These must be completed before a user will be allowed access to further nuggets.
Event:	Displays the Events that have been designated as prerequisites. These must be completed before a user will be allowed access to further nuggets.
Activity:	Displays the Activities that have been designated as prerequisites. These must be completed before a user will be allowed access to further nuggets.

From the Nugget Prerequisites menu bar, choose Course, Assessment Set, Nugget, Event or Activity. Click the content that you would like to assign from the right hand column of Available, this will automatically move it over to the left hand column of Assigned. Then click the **Finished** button at the top left to complete your assignments. You will be returned to the Nugget record, where you can view your updates.

To Un-assign content, choose Course, Assessment Set, Nugget, Event or Activity. Click the content from the left column of Assigned and it will move back to the Available column on the right hand side, then click the **Finished** button.

Filter Search – When assigning items, you may use the **Filter** field to narrow down your list or the **Clear** button to refresh all available items to the list. Once a Filter is set, it will remain active until the **Clear** button is selected.

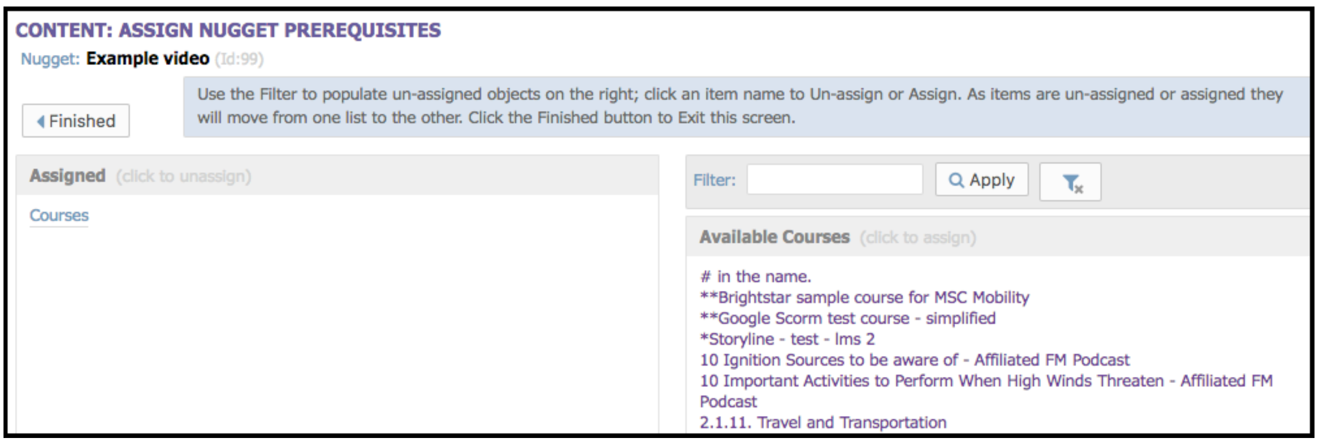


Figure 2-95 – Content: Nugget Prerequisite Assignments

2.5.5.6 New Nugget: Outline and Games

Review the Outline of your Nugget

Once you have created your Nugget and made all of your Nugget Assignments, you can review a Nugget Outline. The Nugget Outline provides a tree view of the Nugget and all of its components.

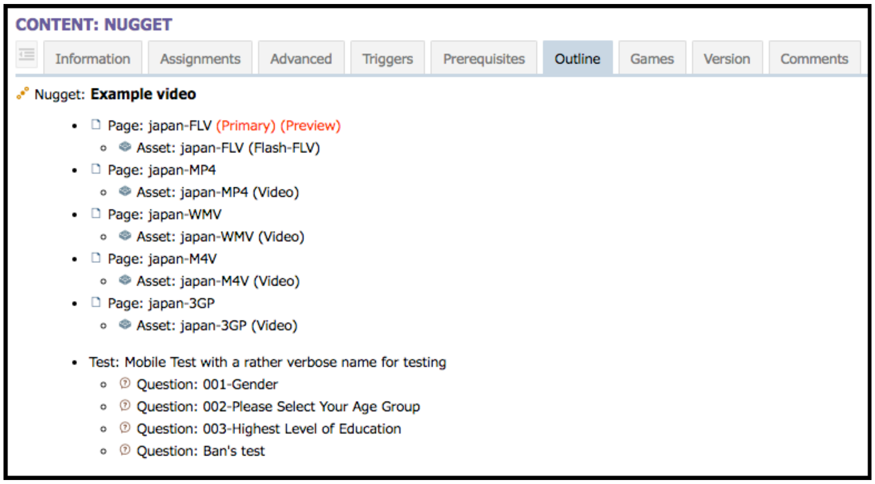


Figure 2-97 – Content: Nugget Outline

Once you have completed your assignments, it is a good idea to double check that everything appears where you want it before returning to the Nugget Information tab and publishing the nugget.

Games Tab

The sixth tab of the **Content: Nugget** record is the Games Tab. On this tab you can add Game Points. Here there is the option of choosing the **Score Type** being "Points for Completion", or the "Nugget Test" to be assigned if applicable. Any changes made to the Games tab will need to be Saved by clicking the **Save** button. From the Information screen, you will need to **Publish** or **Re-publish**.

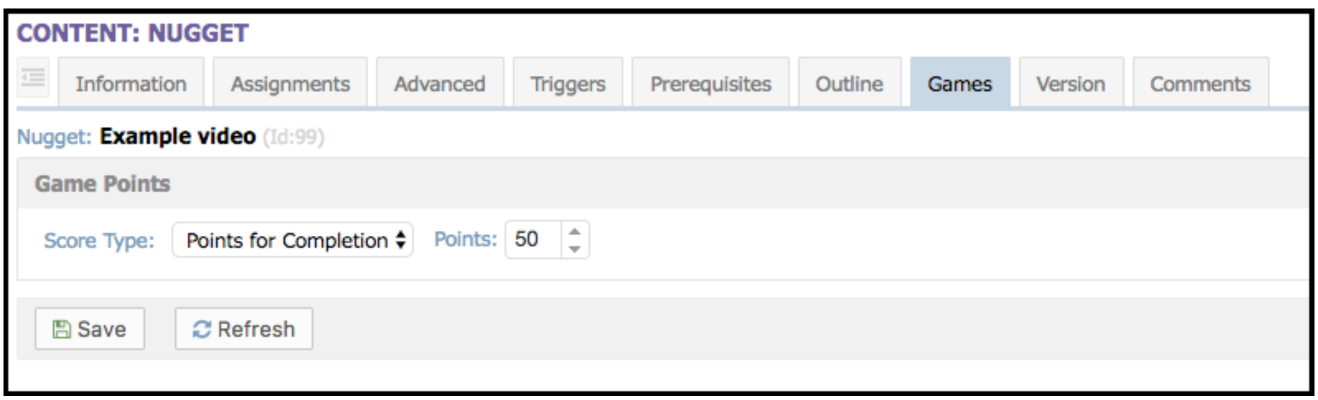


Figure 2-98 – Content: Nugget Skills & Games

2.5.5.7 New Nugget: Version and Comments

The final tabs are the 8th and 9th across the top and these are the Version and Comments tabs. These sections will allow modifications to the current version and/or comments about it. The versions can be updated or even recertified if needed for a new year. There is also the ability to add privileges for comments to be added that may or may not need approvals.

Version

The Version sub-tab in the **Content: Nugget** record allows content Admins to update the Nugget to a new version, enter any notes about the update, and reset the Nugget status for users if required.

Version fields include:

Content: Nugget Version Sub-Tab	
Element	**Description**
Name:	Displays the name. This field is not editable from this screen.
Id:	Shows the system-generated Id. This field is not editable.
Current Version:	Displays the current version. This field is not editable.
Archive Version (X):	Checkbox that allows the Administrator to archive the previous version.
New Version:	Displays the version that will be created on update. Check the 'Archive version X' checkbox to archive a copy of the previous.
Version Notes:	Enter any notes about the version you will be updating to. Select the appropriate radio button to reset the status to **Not Attempted** for: • No Users (default) • All Users • Incomplete Users
Reset User Status:	Checkbox that allows the Administrator to reset the status of the Assessment Set for no Users, all Users that are currently assigned to take it, or only incomplete users. This action will reset users back to Inactive Status so that they have to take the Assessment Set again. **Tip:** This feature is designed to allow an update to be made to an Assessment Set without a new Assessment Set having to be created; this can be especially important if the assignment is part of a Skill Profile. For example, a 2015 test is replaced with a 2016 version of the test; the test is assigned to an Assessment Set that the organization wants all Users to take again in 2016.
Version History:	Shows the date and time of all Version updates.

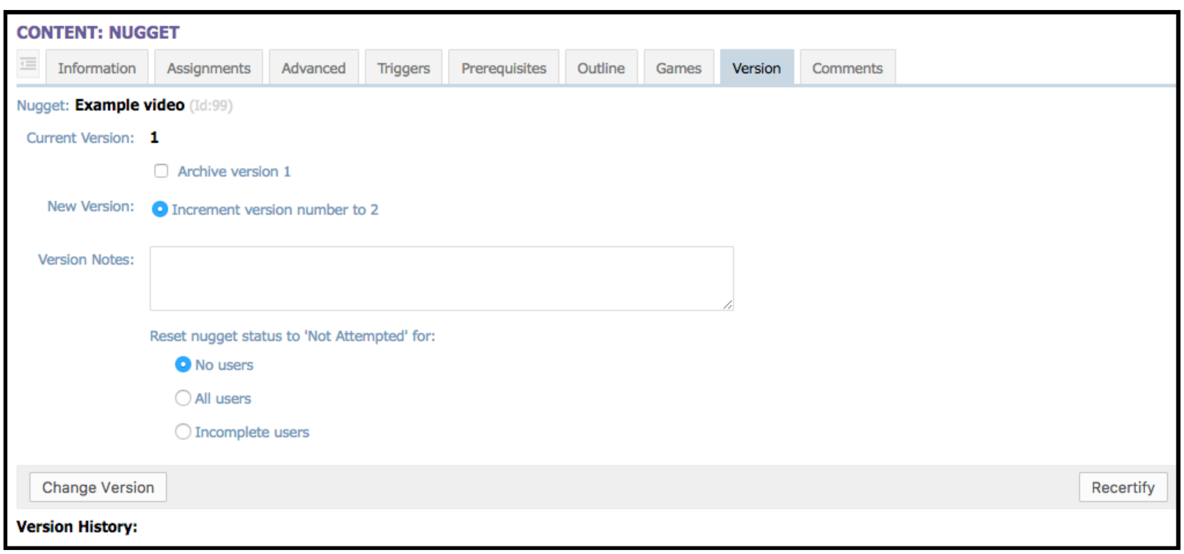


Figure 2-99B -Content: Nugget Version

Comments
The Comments sub tab allows you to select whether to allow User Comments for a Nugget and to Add a Comment, Reply, Unapprove, and Delete.

Content: Comments	
Element	**Description**
Reply:	Click the **Reply** link to reply to a Comment by a User.
Unapprove:	Click the **Unapprove** link to keep a User Comment from being viewable in OPCV to other Users. The Comment will remain viewable in the Comments sub tab of the Nugget record.
Delete:	Click the **Delete** link to delete a Comment and all replies related to the Comment.
Add Comment:	Use the **Add a Comment** button to add your own Comment to the Nugget, which will be displayed to Users in OPCV once they have completed the Nugget.

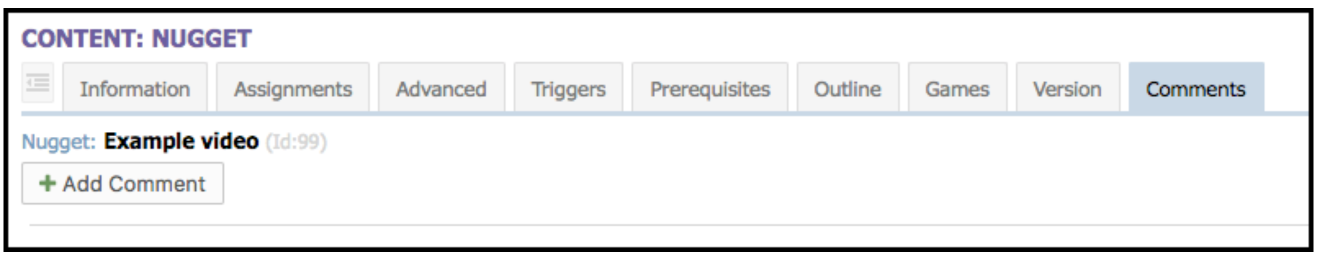


Figure 2-100B – Content: Nugget Comments

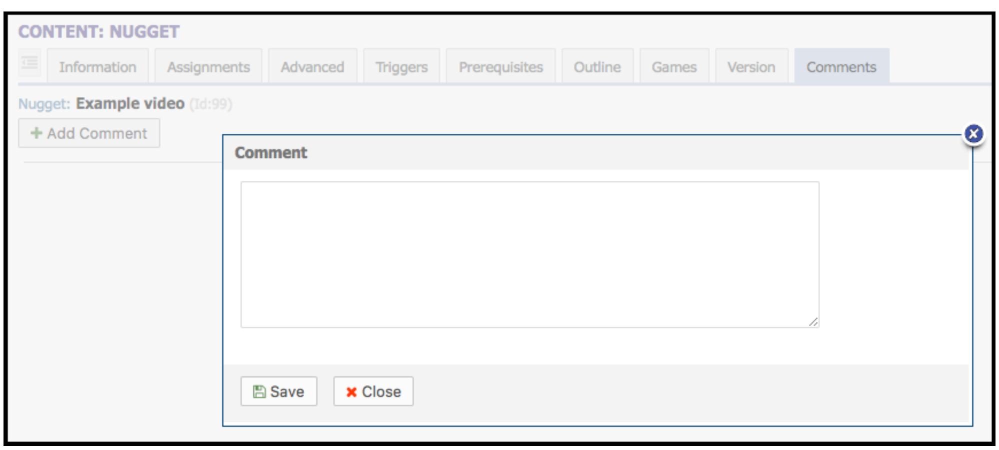


Figure 2-100C Content: Nugget Comment-Add Comment Screen

2.5.6 Nuggets: Nugget Wizzard

On the **Content: Nuggets** list screen you can choose **Nugget Wizard**.

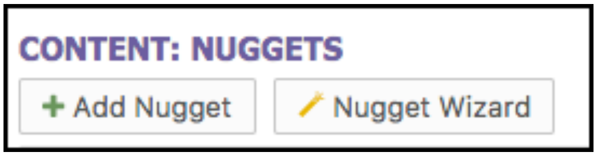


Figure 2-102 – Content: Nuggets- Nugget Wizard

Using Nugget Wizard allows you to bring a file in by choosing what type of content you have. The left column is for Course Types, the right column is for Nugget Types.

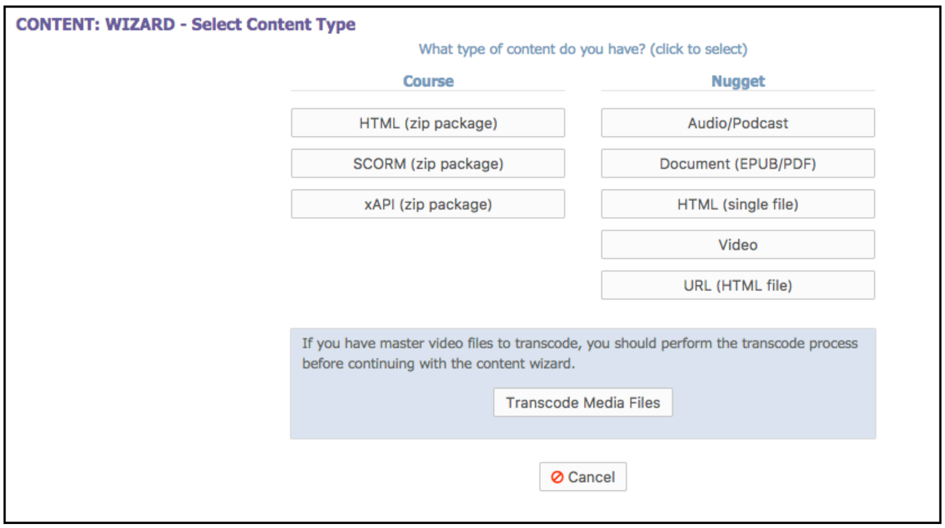


Figure 2-103 – Content: Nugget Content Type

Choosing the style of content will take you into another screen where the Nugget information will be placed. Each field has a description of what is needed:

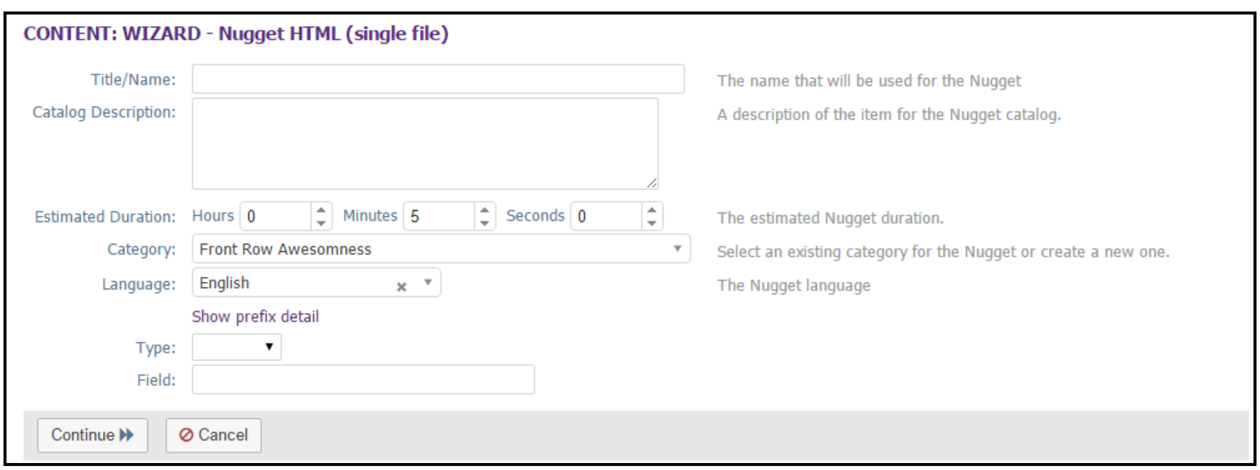


Figure 2-104 – Content: Wizard- Nugget HTML (single file)

After all fields are filled in and the **Continue** button is clicked, the next screen will prompt you to upload a file. To Upload a file from computer use the **Choose File** button. If the content was previously uploaded or a transcoded file from the OPLS server use the **Select** button. Once the file is chosen, click continue to proceed to upload.

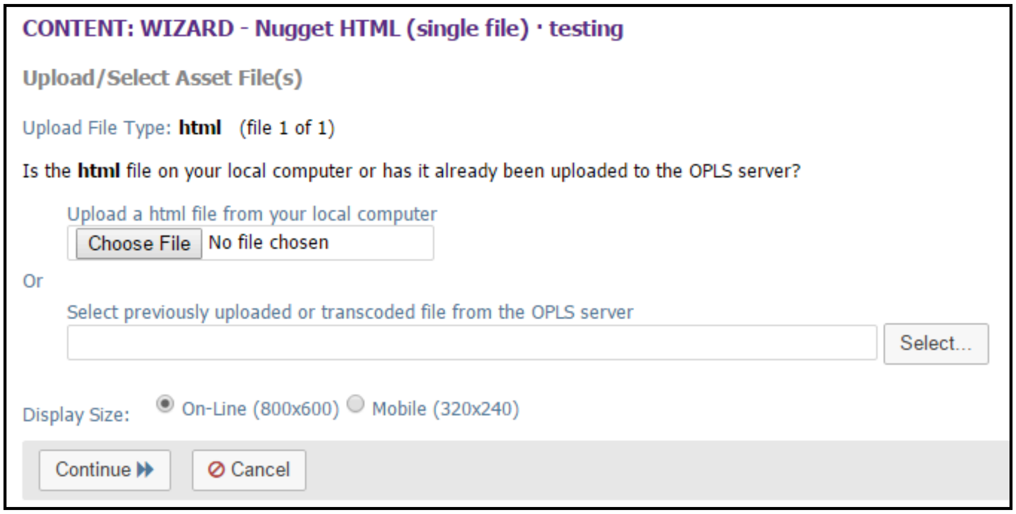


Figure 2-105 – Content: Upload/Select Asset File(s)

The Generate Nugget screen shows a confirmation of the information built. If the information is correct you will proceed to click **Generate Nugget** to have all the information compiled. If the information is not correct, click **Cancel** and start from the beginning.

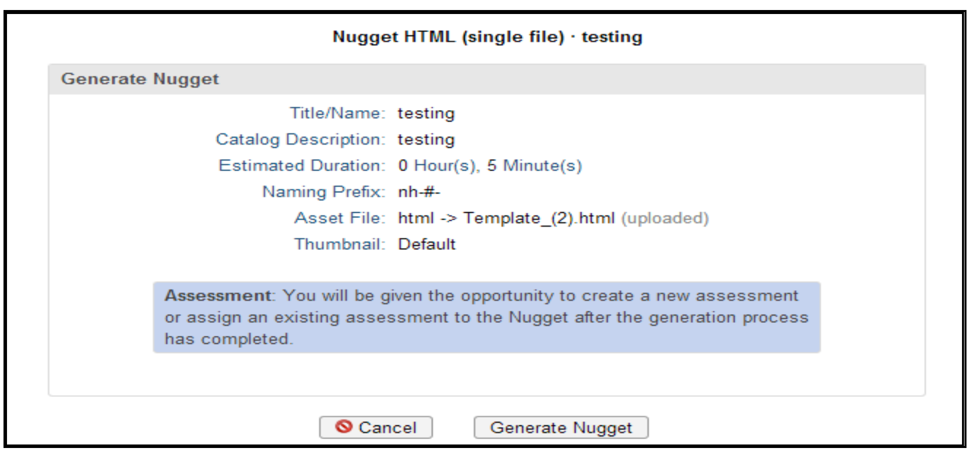


Figure 2-107 – Content: Generate Nugget

In choosing Generate Nugget, you will receive confirmation of the completion. From here, click **View and Publish Nugget**. This takes you into the **Content: Nugget** Information tab. By clicking into the Assignments Tab, you will see the Page and Asset information is all linked.

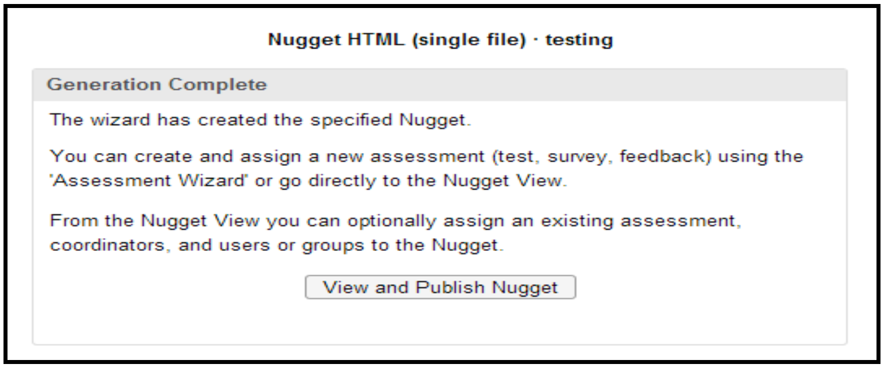


Figure 2-108 – Content: Nugget Generation Complete

2.6 Content: Wizards

Wizards are a tool to compile multiple steps into a few steps.

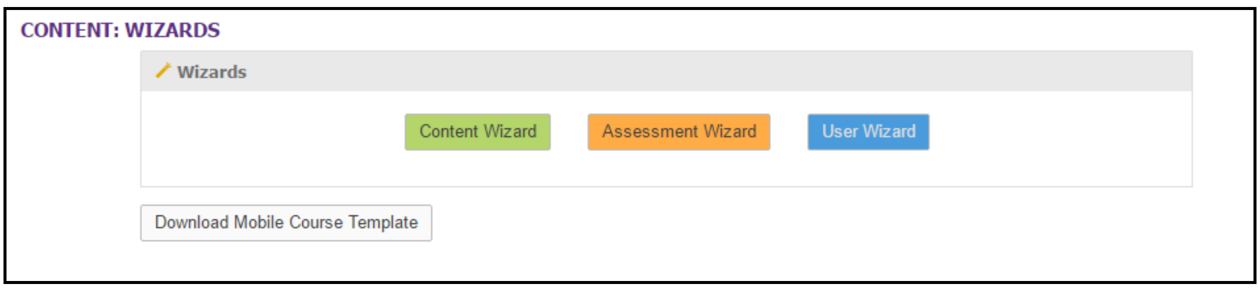


Figure 2-101– Content: Wizards

2.6.2 Wizards: Assessment Wizard

Under **Content: Wizards** the Assessment Wizard will allow you to first choose the type of assessment you are looking to create. The choices are Test, Feedback, Appraisal, Quiz, and Survey. The typical choice is "Test" (which is always scored/graded and counts towards content completion) or you can also select "Feedback" for a non-graded test. Customers can also use the "Appraisal" test type to create an assessment that Managers can complete (in the online Performance Manager ("OPPM") application) on behalf of their employees and have that appraisal be available to be saved in each user's record. LMS customers can also select "Quiz", where test results can be shown to the user upon completion, but neither the test attempt nor the test score is recorded in the user's record. Finally, you can select "Survey" to create an optional survey assigned to content to elicit a user's response regarding the completed content.

Step #1 of the Assessment Wizard Process

Content: Assessment Wizard	
Element	**Description**
Assessment Name:	The name that will be used for the feedback. **(Required Field)**
Assessment Message:	A description or message that will be displayed with the assessment. **(Required Field)**

Category:	Select an existing category for the Assessment or create a new one.
Allow Retake:	The number of times a user is allowed to retake this test.
Allow Restart:	The number of times a user can re-enter an assessment during a Course/nugget.
Require Answers:	Yes/No to require that the user answers every question.
Random Questions:	Display the questions in random order.
Results Display:	Determines how a user's results will be displayed upon the completion of a test.
Use Remediation: On TESTS Only	This is used when completing a test assessment only. It allows the choice to choose correct and or incorrect answer remediation.
Passing Score: On TESTS Only	This is used when completing a test assessment only. This is the minimum score that is required to pass the assessment.

After you've provided values for each field, click the **Continue** button at the bottom right corner or .

On the next screen, click the **Add** button and then provide responses for each of the displayed fields as follows:

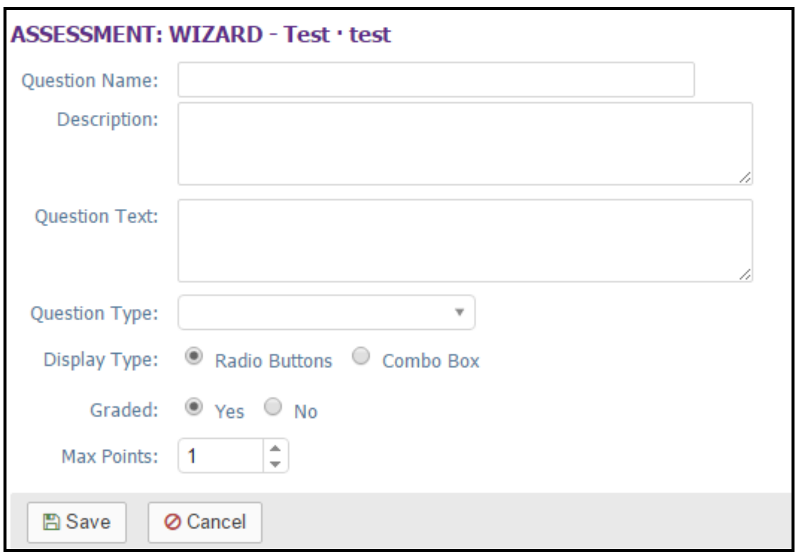


Figure 2-109 – Assessment Wizard Add Question

Content: Assessment Wizard-Add Question	
Element	**Description**
Question Name:	Provide a short, descriptive name for each question being added. To assist in identifying questions later, name the question something that summarizes the question (e.g., "Definition of Daylight Savings Time" if the question is "Which answer best describes Daylight Savings Time?"). Avoid special characters or symbols in question names.
Description:	Provide a short description for the question. This is not displayed to Users/Learners but may be helpful to other authors who might reuse this question in the future. You might also indicate where the question came from (e.g., HR's

	new hire test).
Question Text:	Enter the question text displayed to Users/Learners when they are presented this question (e.g., "Which answer best describes Daylight Savings Time?").
Question Type:	Select the answer type for the question from the available options in the drop-down menu. There are nine (9) supported answer types including "True-False", "Choice/Single Answer", "Fill-in", "Choice/Multiple Answer", "Date", "Sequencing", "Likert", "Numeric", and "Essay".. The "Sequencing" question type is available for online tests, but not for CellCast mobile tests. Once you select a question type, an Answer column will appear on the right side where you can submit your answer(s) and select the correct answer if necessary. **Note:** You cannot change or modify the answer type after saving this page, so make sure you select the right option you need before saving.
Display Type:	Select how you would like the question to be displayed.
Graded:	Select whether this question will be graded; the default is "Yes". Essay and Likert-style questions cannot be graded by the system. **Note:** Multiple choice/multiple answer question types are best used in a non-graded test like a survey or feedback form. They can be used in a graded test, but since there is no "partial" credit possible, the user must select all of the "correct" responses in order to get the question "correct".
Max Points:	Select the maximum number of points for this question.

Click the **Save** button in the bottom left corner to commit your inputs for this question.

2.6.3 Wizards: User Wizard

The Content Mobile Wizard for Users is a tool that can be used to create a new user within the system. It gives the capability to complete all the necessary fields within one screen.

Content: New User Wizard Record	
Element	**Description**
First Name:	Enter the User's first name **(Required Field)**.
Last Name:	Enter the User's last name **(Required Field)**.
Email Address:	Enter the User's email address. **(Required Field)**
Login Id:	Enter the User's login name/Id **(Required Field)**.
Password:	Enter the User's initial Password **(Required Field)**. The actual password will be hidden from view once this has been entered the first time.
Password Hint:	A word or phrase that will be used as the password reminder.

System Role:	The assigned level of the User or Manager. **(Required Field)**
Title:	The User's Title within the organization. **(Required Field)**
Organization:	The name of the Organization the user is associated with. It's important to complete this field when multiple organizations share the same Learning Center (e.g., partners, customers, contractors). **(Required Field)**
User Time Zone:	Indicates the Time Zone the user is normally in. **(Required Field)** Select the Time Zone from the drop down list.
Preferred Language:	Indicates the language table the user prefers. This designation will drive the Portal and Content Viewer applications to display in the language entered. This can be tied to the User's browser as well.
Telephone Country Code:	Select the Country Code (which will set the dialed prefix) for the user's telephone number(s).
Telephone Mobile:	The user's current handheld device (mobile, smart phone, etc.) telephone number.
Phone/Device:	This is the type of mobile equipment that the user has.

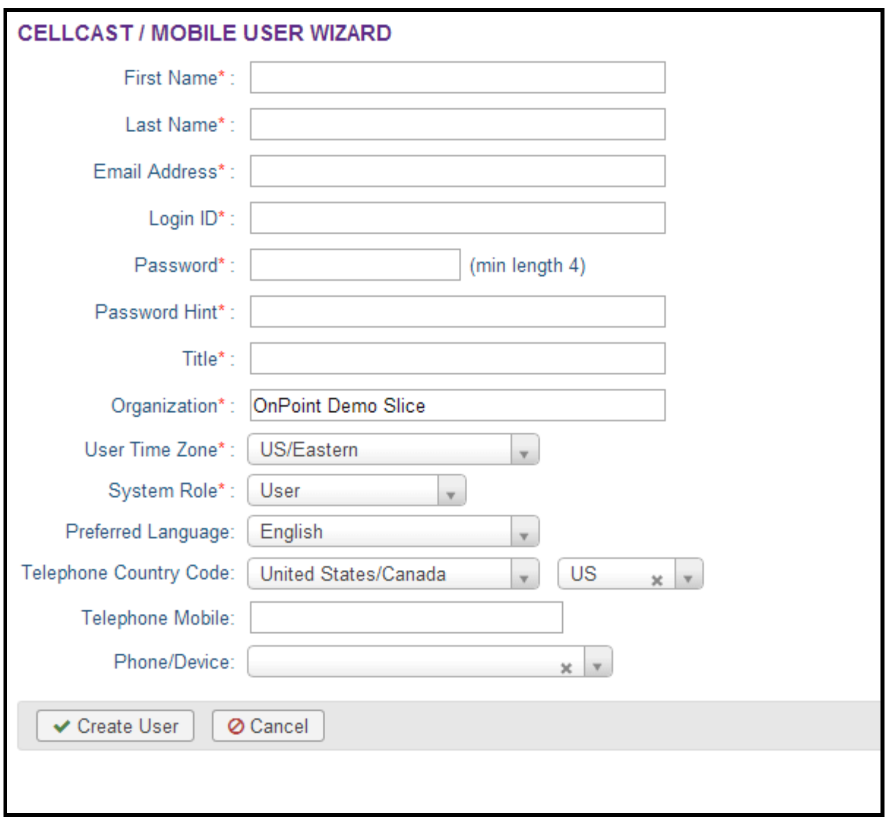


Figure 2-111 – Mobile User Wizard

2.7 Content: Library

The Library feature provides a centralized resource where users, via their Content Viewer, can view and download supplemental information made available to them. Library resources are displayed in six standard groupings. These are Course Certificates, Course Materials, Event Certificates, General Materials, Group Materials, and Skill Profile Certificates.

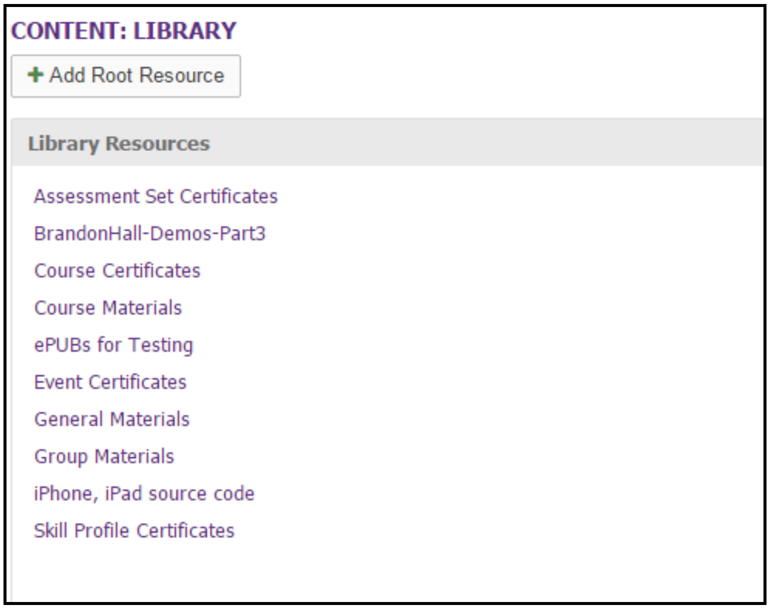


Figure 2-112 – Content: Shared Library Display

Additional groupings can be created by clicking the **Add Root Resource** button.

Adding a New Library Item

The Library can support and display several different types of internally managed and externally referenced materials including all of the types listed below:

- Word processing (document)
- Presentation files (PowerPoint)
- Spreadsheet files (e.g. excel)
- Reference materials (PDF)
- Web links/URLs to other web sites (URL)
- Other miscellaneous files (other)

The Administrative function of assigning items to the Library is performed in **Content: Library Resource**. To add an item to the Library, click on the type of Library Resource you wish to add. A record will display showing any current Nugget assignments, and a list of items in that Library Resource.

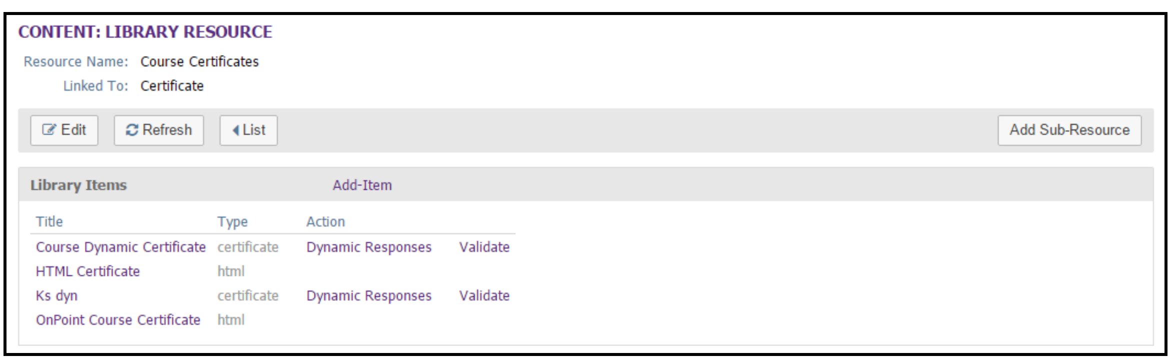


Figure 2-113 –Content: Library Resourse

To add an item to the list, click on the **Add-Item** link to the right of the Library Items list. The **Content: Library** page will display:

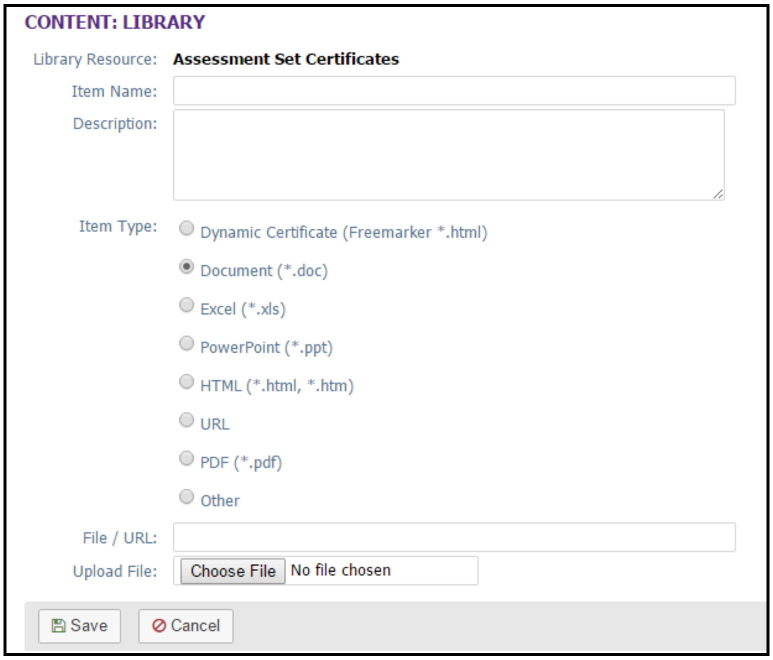


Figure 2-114 – Content: Adding a Shared Library Item

Complete the following data fields, as appropriate:

Content: Library Items	
Element	**Description**
Item Name:	Name of the Library Item.
Description:	Description of the Library Item (for searching).
Item Type:	Specify the file type from the drop-down menu: • Dynamic Certificate (Freemarker *.html) • Document (*.doc) - to upload a word processing file to the Library • Excel (*.xls) - to upload a Microsoft spreadsheet file to the Library • PowerPoint (*.ppt) - to upload a Microsoft presentation file to the Library • HTML (*.html or *.htm) - to upload an HTML file to the Library • URL - to associate a specific web address/URL in the Library • PDF (*.pdf) – to upload an Adobe .pdf file to the Library • Other - to upload an unspecified file type to the Library
File/URL:	Previously defined File or URL (system generated only).

Upload File:	If you are uploading an existing file as a Library item, use the **Choose File** button to search for and select the file from your computer.

After making your entries, the user has an option to make the updates and **Save** the changes or **Cancel** out of the screen which will not save any changes that were made.

2.8 Content: Reports

The **Content: Reports** feature provides several pre-designed reports of Content stored in your Nugget Manager repository. All reports are designed as Java Server Pages or "JSPs" and are run against the database when selected by an Administrative-level user in Nugget Manager.

REPORTS: Content Reports Export Data

No	Report Name	Report Title	Description	Type
1026	Asset List by Category	Asset List by Category	List of all assets with associated category.	Standard
1043	CellCast Call Detail Report Summary	CellCast Call Detail Report Summary	CellCast Call Detail Report Summary	Standard
1044	CellCast Widget First Sync	CellCast Widget First Sync	CellCast Widget First Sync	Standard
1051	Content Rating	Content Rating	Report of all courses / nuggets that have been set to allow ratings and the current rate for that item.	Standard

Figure 2-116- Content: Reports

After choosing the report you would like to run, a Filter screen will appear. This allows a specific search to be completed.

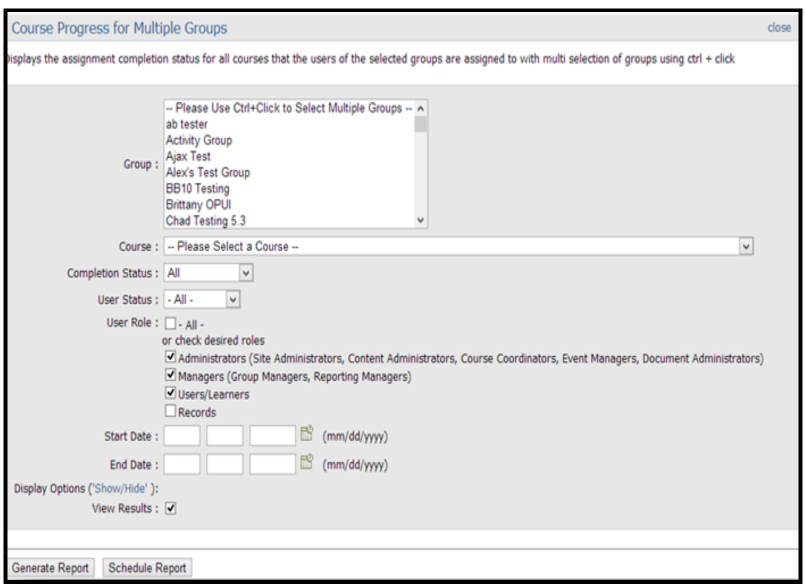
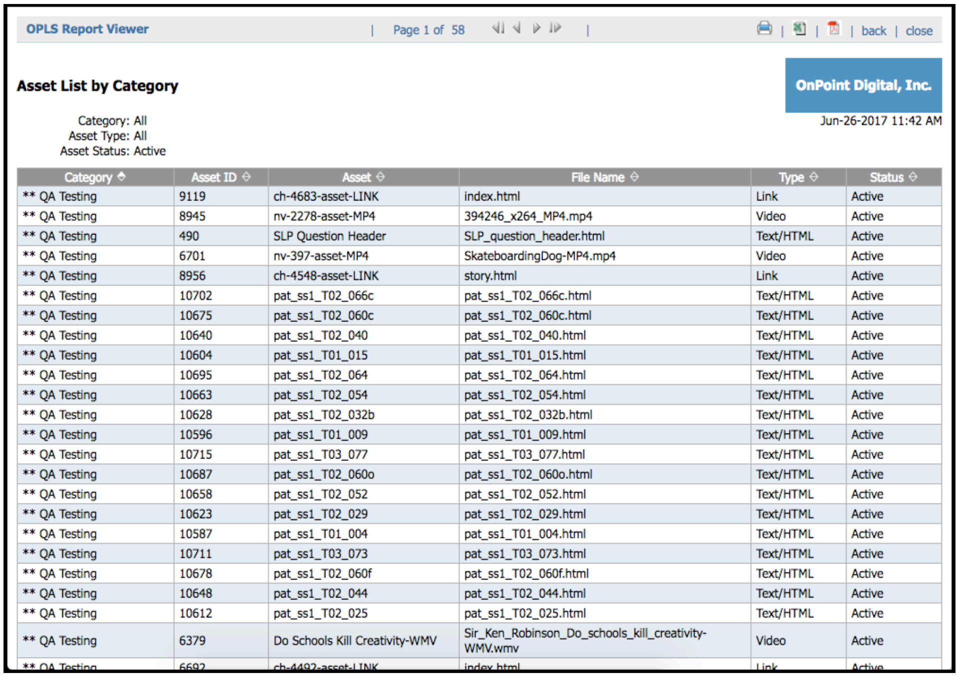


Figure 2-117 – Content: Report Filter

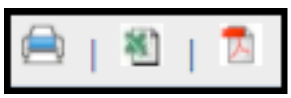
All reports open in a new window when requested.

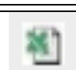


Category	Asset ID	Asset	File Name	Type	Status
** QA Testing	9119	ch-4683-asset-LINK	index.html	Link	Active
** QA Testing	8945	nv-2278-asset-MP4	394246_x264_MP4.mp4	Video	Active
** QA Testing	490	SLP Question Header	SLP_question_header.html	Text/HTML	Active
** QA Testing	6701	nv-397-asset-MP4	SkateboardingDog-MP4.mp4	Video	Active
** QA Testing	8956	ch-4548-asset-LINK	story.html	Link	Active
** QA Testing	10702	pat_ss1_T02_066c	pat_ss1_T02_066c.html	Text/HTML	Active
** QA Testing	10675	pat_ss1_T02_060c	pat_ss1_T02_060c.html	Text/HTML	Active
** QA Testing	10640	pat_ss1_T02_040	pat_ss1_T02_040.html	Text/HTML	Active
** QA Testing	10604	pat_ss1_T01_015	pat_ss1_T01_015.html	Text/HTML	Active
** QA Testing	10695	pat_ss1_T02_064	pat_ss1_T02_064.html	Text/HTML	Active
** QA Testing	10663	pat_ss1_T02_054	pat_ss1_T02_054.html	Text/HTML	Active
** QA Testing	10628	pat_ss1_T02_032b	pat_ss1_T02_032b.html	Text/HTML	Active
** QA Testing	10596	pat_ss1_T01_009	pat_ss1_T01_009.html	Text/HTML	Active
** QA Testing	10715	pat_ss1_T03_077	pat_ss1_T03_077.html	Text/HTML	Active
** QA Testing	10687	pat_ss1_T02_060o	pat_ss1_T02_060o.html	Text/HTML	Active
** QA Testing	10658	pat_ss1_T02_052	pat_ss1_T02_052.html	Text/HTML	Active
** QA Testing	10623	pat_ss1_T02_029	pat_ss1_T02_029.html	Text/HTML	Active
** QA Testing	10587	pat_ss1_T01_004	pat_ss1_T01_004.html	Text/HTML	Active
** QA Testing	10711	pat_ss1_T03_073	pat_ss1_T03_073.html	Text/HTML	Active
** QA Testing	10678	pat_ss1_T02_060f	pat_ss1_T02_060f.html	Text/HTML	Active
** QA Testing	10648	pat_ss1_T02_044	pat_ss1_T02_044.html	Text/HTML	Active
** QA Testing	10612	pat_ss1_T02_025	pat_ss1_T02_025.html	Text/HTML	Active
** QA Testing	6379	Do Schools Kill Creativity-WMV	Sir_Ken_Robinson_Do_schools_kill_creativity-WMV.wmv	Video	Active
** QA Testing	6692	ch-4492-asset-LINK	index.html	Link	Active

Figure 2-118 – Content: OPLS Report Viewer

Reports are able to be exported in a few different forms. In the upper right hand corner of the report, you will see the following icons:



Icon 1 allows to **PRINT**	
Icon 2 allows t**o export to EXCEL**	
Icon 3 allows to export to **PDF**	

New reports that are required by a Customer need to be programmed as JSPs and then added to Nugget Manager using the Administration: Reports function. Please contact OnPoint's Support Team for more information on creating custom reports for your enterprise.