OnPoint Course Manager:

Section 4
Skills & Games

ONPOINT

December 2017

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4.0 Skills & Games

Course Manager includes a comprehensive **Skills** feature set that makes it easy for managers to define, assign and report on the educational and organizational progress of their user/learner communities. To access these features, select the **Skills & Games** top-level menu button from Course Manager's dropdown menu system. When clicked on once, this primary level menu option opens to reveal several submenu options that provide direct access to all of the skills management and personnel competency tracking features found in Course Manager. Specifically, managers can:

1. Help create and manage prescribed learning paths for their learners, associates, contractors, partners, suppliers and vendors
2. Report on learning activities at the individual, group and organizational levels
3. Help reduce the administrative costs of defining, assigning and managing unique learning paths
4. Measure training's overall impact on the organizational bottom line

The Skills & Games Menu, accessible from Course Manager's Main Menu, has five submenu selections and appears as shown below.

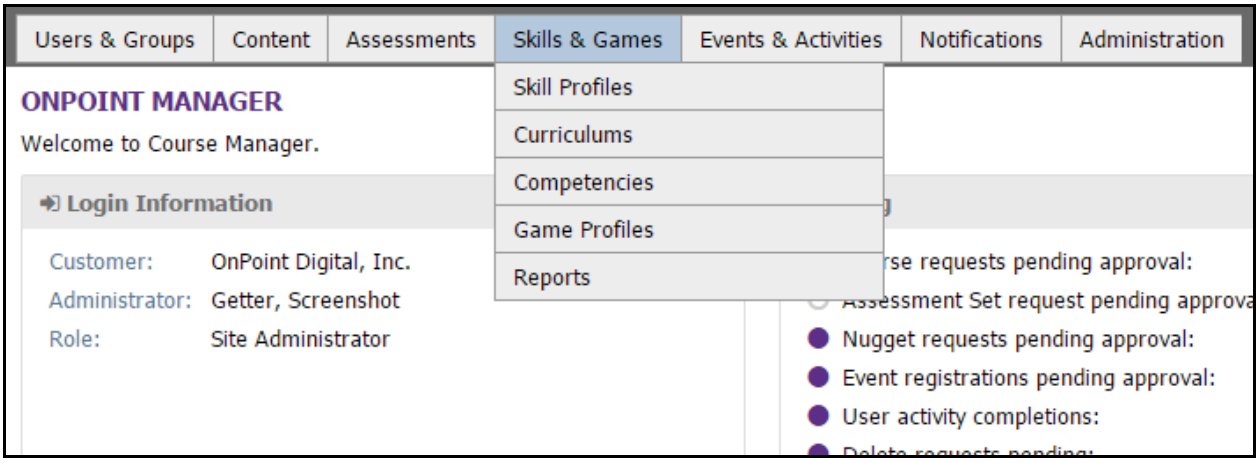

Figure 4-1 – Skills & Games: Submenu Selections

The standard **Skills & Games** submenu selections are:

A. **Skill Profiles**. This selection presents a summary list of all of the high-level **Skills Profiles** for an organization that define a prescribed professional development curriculum or "learning path" that can be assigned to a user/learner or group and monitored over time. **Skill Profiles** are made up of objects including courses, nuggets, assessment sets, events, and activities.

B. **Curriculums.** This is a type of skill profile that can include a skill profile as the primary difference between a curriculum and a skill profile.

C. **Competencies**. This selection provides a list of all active Users who have been assigned to one or more defined **Skill Profiles**. Clicking on a **Learner/User** link will generate and display an up-to-date Competency Matrix for that **User** providing a complete report of their progress to date in completing their assigned **Skill Profiles**. The Competency Matrix also provides details of all Assessments completed including all achieved scores for online **Tests** and **Quizzes** that have been taken in pursuit of attaining an assigned **Skill Profile**.

D. **Game Profiles.** This area provides a list of all games, their start/end dates, when the next auto score takes place, if the game has been published or not and the game status. Game Status is if the game is "Active" or if it has "Ended". This screen will also allow for new games to be created. There is a running Achievement Board to present achievements made by users.

E. **Reports**. This link provides several preformatted Reports used by administrators to report on collected and managed Skills information.

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4.1 Skills & Games: Skill Profiles

The first selection under the primary Skills & Games drop-down Menu is **Skills & Games: Skill Profiles**. This selection displays the Skill Profiles List, a database listing of all current Skill Profiles defined and managed in your Course Manager database. From this list, you may:

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

Figure 4-2 – Skills & Games: Skill Profiles Table Display

Skill Profiles are listed in alphabetical order and organized by their Category association. The **Skills & Games: Skill Profiles** list displays the following:

Skills & Games: Skill Profiles	
Element	**Description**
ID Number:	Auto-generated by the system for internal reference.
Skill Profile Name:	A short name that describes/summarizes the Skill Profile record. **Tip:** It may make sense to name Skill Profiles using the same Job or Role-specific titles used by your organization's Human Resources Department. This practice promotes continuity when hiring a new associate and assigning them to the appropriate Skill Profile when they are added to Course Manager.
Updated:	The date the Skill Profile record was last updated.
Status:	Designates the Status of the specified Skill Profile. Skill Profiles can be Active, Inactive, or marked for Deletion. The table display is automatically set to only show "Active" Skill Profiles as the default. You may change the table listing to show other status conditions by using the **Filter** button at the top and choosing the desired status condition(s) to view.

Note: A legend appears at the bottom of this and all other Skills & Games table listings that provides a count of the number of items displayed in the table – based on the filter criteria chosen.

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4.1.1 Skill Profiles: View a Skill Profile Record

The Skill Profile record provides a detailed description of the defined Skill Profile created for your organization. To view a **Skills & Games: Skill Profile** record, select the Skill Profile you wish to view from the list of Skill Profiles and the record for that Skill Profile will appear. The Skill Profile record provides a detailed description of the Skill Profile and organizes this information across six Submenus/Tabs as follows:

1. **Information** (Tab 1) - This information tab provides the high level information about a selected Skill Profile including fields for Skill Profile Id, Type, Name, Description, Category, Expiration Period, Allowed Time, OPPM Assignable, In OPCV/Mobile Catalogs, In OPEC Catalog, Objects Required, Take in Sequence, Show Intro's/Prompts, and the current Skill Profile record status. In addition, this screen can contain up to 3 Skill Profile-related custom fields that help to better classify and manage an organization's Skill Profiles.

2. **Assignments** (Tab 2) - The assignments tab shows all the current Assignments for this Skill Profile, including all Assigned Objects, Users, and Assigned Groups/Job Codes. These assignment fields may be updated at any time by clicking the **Assign** link. Groups/Job Codes are not assigned in this section. They can be assigned in the Group or Job Code record.

3. **Advanced** (Tab 3) - The advanced tab allows a Thumbnail Image to be assigned to the Skill Profile. Meta Tags and Display Tags are also assigned in this screen. Meta Tags allow the Skill Profile to be found in a search via the Portal or User Interface (mobile device(s)). Display Tags are optional tags used to associate this content item in a user interface.

4. **Triggers** (Tab 4) - The triggers tab allows you to define a notification upon occurrence of specific Skill Profile conditions.

5. **Certificates** (Tab 5) - The certificates tab allows you to select a certificate design for the specific Skill Profile from a list of skill profile-specific certificates stored in the system Library. This tab also provides a list of users who have earned the assigned certificate.

6. **Games** (Tab 6) - The games tab allows game points to be assigned to the skill profile. Using the drop-down menu, select Points for Completion and indicate the point value.

Figure 4-3 – Skills & Games: Skill Profile Record

The default view when opening a Skill Profile record is the Skill Profile Information tab.

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4.1.2 Skill Profiles: Search for a Skill Profile

Under **Skills & Games: Skill Profiles** is a list of all current Skill Profiles defined in your Course Manager repository. Skill Profiles are listed in alphabetical order and arranged by their associated Category. To find a specific Skill Profile, you may:

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

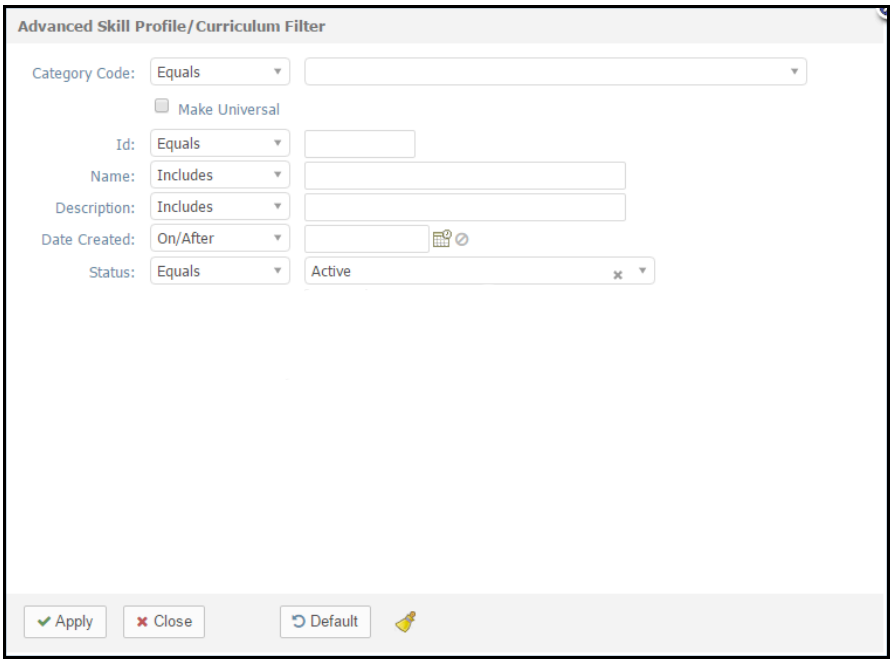

Figure 4-4 – Skills and Games: Filter Selection Screen

The Skill Profile Filter allows a search for a Skill Profile by any of the following search criteria:

Skills & Games: Skill Profile Filter Selection	
Element	**Description**
	Use the drop-down menu to choose a filter option: • **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 Skill Profiles beginning with A will display) • **less than** – filters all matches less than the criteria • **greater than** – filters all matches greater than the criteria • **begins with** – filters for all Skill Profiles beginning with the criteria (e.g. type an A and get a list of all Skill Profiles beginning with A) • **includes** – filters for all Skill Profiles that include the criteria (e.g. type "Baseball" and get all Skill Profiles that include that word) • **ends with** – filters for all Skill Profiles ending with the criteria
Category Code:	Search by the assigned Category label of the Skill Profile by selecting a Category from the drop-down list of choices.
Make Universal: (check box)	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.

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Skills & Games: Skill Profile Filter Selection	
Element	**Description**
Skill Profile Id:	Use this to search by the system generated Id number.
Skill Profile Name:	Search by the assigned name of the Skill Profile.
Description:	Use the drop down menu as described above and enter descriptive data.
Date Created:	Search using On/After or Before the date of creation.
Status:	Search by the Skill Profile's record status: choose Active, Inactive, or those marked for Deletion. To view all status conditions, select the 'X' to remove the current filter then select **Apply**.
Custom Fields:	Different clients have set up Custom Fields for their business needs, the Search will also run on these.

Note: The most common search filter is by assigned Category.

When you are finished entering your selection criteria, click:

Apply	To start the Search and apply selected filter settings.
	To clear all criteria (including default settings) so that you can start the search again.
Default	To reset the criteria to the default options (All Active Courses).

Tip: If you apply a filter, for example a Category, that returns no results or results that are not what you were looking for, click the **Filter** button again to change your filter selections. If at this time you simply wish to return to the Skill Profile table listing, click the **Default** link then the **Apply** button to return to the main list.

4.1.3 Skills & Games: Create a New Skill Profile

Before you create a new Skill Profile, first make sure you have a precise idea of the new Skill Profile's unique components and ensure that all of the necessary Skills Sets to be included in your Skill Profile have already been created in Course Manager.

To create a new Skill Profile record, select **Skills & Games: Skill Profiles**, then select the **Add** button and a new **Skills & Games: Edit Skill Profile** screen will display. Complete all of the data fields described below.

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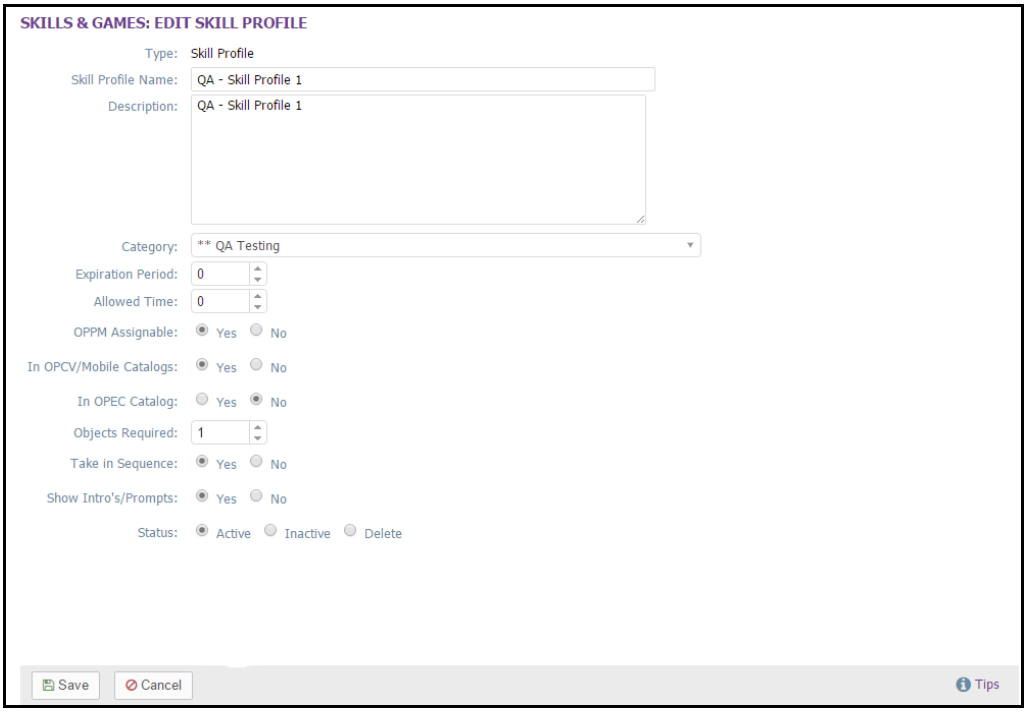

Figure 4-5 – Skills & Games: Edit Screen for New Skill Profile

Skills & Games: Edit Screen for New Skill Profile	
Element	**Description**
Type:	An auto-generated field to determine the type of object as a Skill Profile. This is not editable.
Skill Profile Name:	Enter the name of the Skill Profile.
Description:	Provide a brief description of the Skill Profile and what makes it unique from other defined Skill Profiles.
Category:	Select the Category this Skill Profile will be associated with. (Most database table lists are alphabetized by Category heading, so this designation will help you locate the Profile later.) Select the Category from the drop-down menu (create a new category on Administration tab > Categories submenu).
Expiration Period:	If the Skill Profile will only be active for a certain time period, enter the number of days it will be active for (e.g. 365). The default is 0 days=unlimited time period.
Allowed Time:	If a Learner/User must complete the Profile in a certain time period from the time it is assigned to them, enter the number of minutes they have to complete it. The default is 0 which equates to an unlimited time period for completion.
OPPM Assignable:	Select Yes/No if this is only assignable by a Performance Manager.
In OPCV/Mobile Catalogs:	Choose Yes/No if the Skill Profile will be viewable in the Content Viewer / Mobile Device Catalogs.
In OPEC Catalog:	This setting allows an admin to choose whether or not to include the skill profile in the

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Skills & Games: Edit Screen for New Skill Profile	
Element	**Description**
	eCommerce catalog. If applicable, default is "No".
Objects Required:	If required or optional objects within a Skill Profile are not set, then a Learner/User must complete all the Objects within all the Skill Sets that are assigned to the Profile, leave this entry at 0 – indicating they must complete all Objects. If you will allow a Learner/User to earn a "completion" status for the entire Profile with the completion of a portion of the assigned Objects, then indicate the minimum number of Objects that need to be completed.
Take in Sequence:	Select Yes/No if the Skill Profile needs to be completed in a particular order.
Show Intro's/Prompts:	This option is for mobile devices only. The option is to either allow the intro to appear or that no intro is needed.
Auto Assign:	Select Yes/No. Yes= Assign all objects when assigning Skill Profile. No= only assigning first object in the sequence.
OPPM Recommendable:	Select Yes/No if this is allowed to be recommended by a Performance Manager.
Status:	Indicates the Status of the Skill Profile (the default setting is Active). • **Active** (Currently in use) • **Inactive** (Profile record is offline or unused) • **Delete** (Profile no longer needed)

After making your changes click one of the following:

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

Tip: After entering a new Skill Profile or editing an existing Skill Profile record and saving your updates, click the **Refresh** button to make sure all your changes are displayed.

4.1.3.1 Skills & Games: Skill Profile Information

Once an Administrator has created and saved a new Skill Profile record, the **Skills and Games: Skill Profile** screen will display, including a number of sub-tabs that define the Skill Profile. Also, a set of Action Buttons appear across the center of the page.

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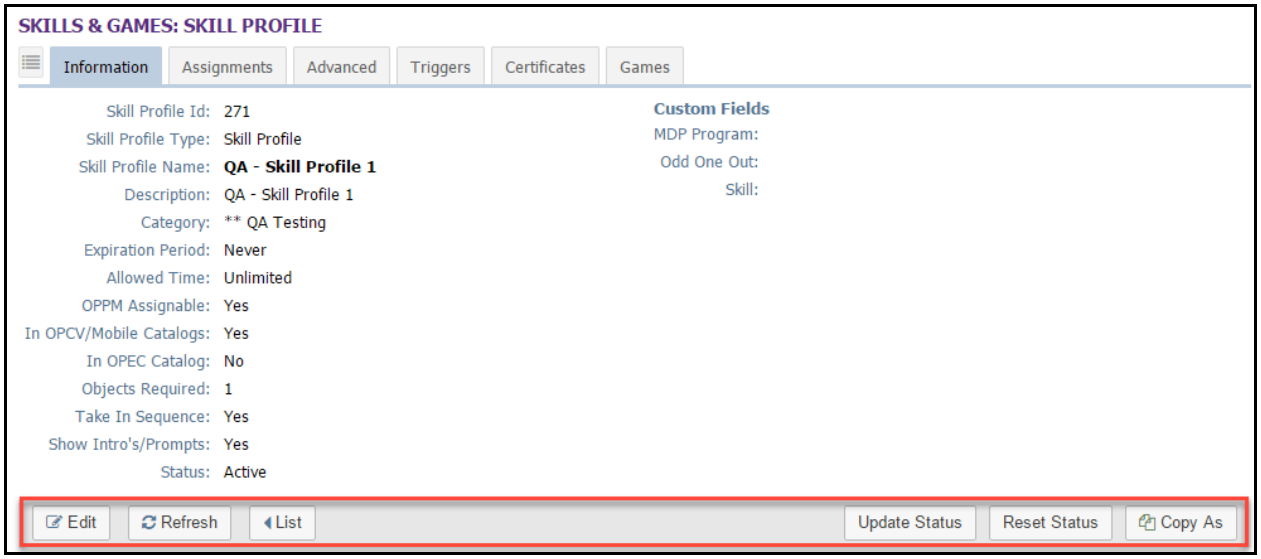

Figure 4-6 – Skills and Games: Information Tab Action Buttons

Skills and Games: Skill Profile Action Buttons	
Action Button	**Description**
Edit:	Allows you to view and edit the Skill Profile fields for the selected record.
Refresh:	Refreshes the web page with all recent updates (if needed).
List:	Returns you to the list of Skill Profiles.
Update Status:	This button is used if any status issues arise with Users who are progressing through a Skill Profile. The action performs a real-time check of the progress of all Users assigned to this specific Assessment Set and confirms/resets their status.
Reset Status:	Allows an administrator to reset the status of users who have previously completed an assigned Skill Profile, back to Incomplete, so that additional assignments can be applied.
Copy As:	Allows you to make a copy of the Skill Profile in order to create a new Skill Profile that may be similar. The system will provide a temporary name (Copy of Skill Profile Name) for the new record to help you differentiate it from the original Skill Profile, allowing you to update the information (now or later). The copy will have all of the same Skill Profile Assignments, Certificates and Sequence detail as the original, but will not have any Learner/ User or Group assignments.

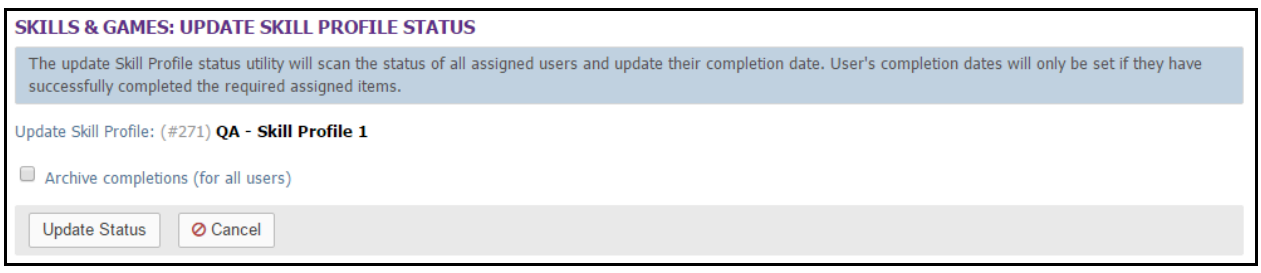

Figure 4-7- Skill and Games: Update Skill Profile Status

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Skills and Games: Skill Profile Status Update	
Element	**Description**
Update Skill Profile:	Shows the name and Id of the Skill Profile to update
Archive Completions:	Select this check box if you want Skill Profiles that are in Completed status to be moved to the History tab for that user, along with all corresponding assignments for that profile. **Tip:** This Archive action is a powerful tool and should be used with consideration; most often, this function is used infrequently as a "housekeeping" function (i.e. once-a-year) to "clean up" and reduce the number of records displayed on the page at once.

After making your selections, click the **Update Status** button to begin the update process or select **Cancel** to return to the Skill Profile record without making any changes.

Note: All Skill users assigned to a particular Skill Profile will be accessed and their completion of assigned skills checked. This can be a time consuming process as well as server intensive, depending on the number of users assigned to a specific skill profile.

Each time a user's record is accessed within the OPCM, the skill profile completion is run for that user alone. This process can also be performed using the update link within the Assignments tab of a user's record (See also Admin Guide).

4.1.3.2 Skills & Games: Assignments

Once the top-level Skill Profile Information has been defined, Administrators need to make assignments to the Skill Profile via the Assignments Tab.

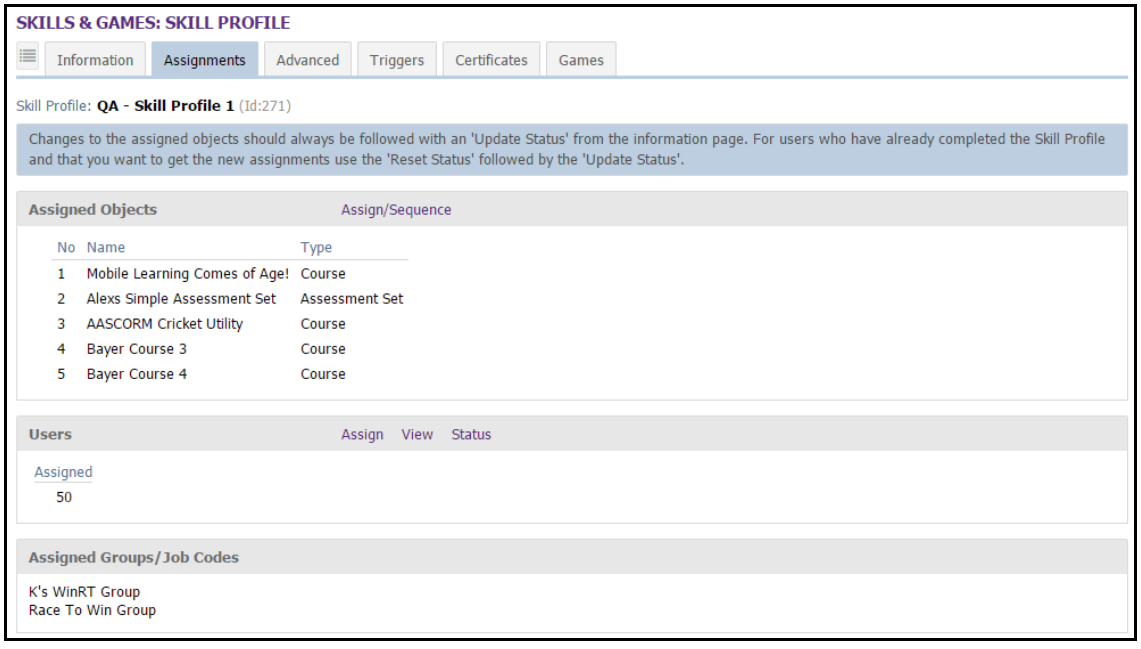

Figure 4-8 – Skills and Games: Assignments Tab

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Assignment fields include:

Skills and Games: Assignments Tab	
Element	**Description**
Assigned Objects:	This column shows the items you have assigned to the skill profile. Use the Assign/Sequence link for a pop-up page that allows you to sequence the assigned objects in the order that you wish the user to see them in. Click the Enforce Sequence button to lock the sequence in place and prevent users from taking items out of order.
Users:	To assign Users to the Skill Profile record, click the **Assign** link to the right of Users. Available Users are displayed on the right. Users are listed alphabetically by last name. Use the **Filter** to narrow your search results. There is also a Group tab if you wish to assign all members of a particular group this Skill Profile. Click the box next to the User(s) you wish to assign, then click the **Assign** button to move all your selections to the Assigned Users column at one time. Click the **Finished** button to save your selections. The number of Users now assigned will be updated to include those you have just assigned.
Assigned Groups/Job Codes:	This list shows you where within Course Manager this skill profile has already been assigned so that in the event you were to want to inactivate this skill profile, you may change your mind based on the fact that it is being used elsewhere.

Tip: The assignment of users is often made in other areas of the Software rather than here. For example, if the OnPoint system is integrated with your payroll or other HRIS system, it is likely that the assignments of Skill Profiles happen automatically upon import, based on a User's job code or group designation. It is also common that this type of assignment, if it is done manually within the system, is performed at the User or Group level (under Users and Groups) rather than here.

4.1.3.3 Skills & Games: Advanced

The Advanced tab shows the name of the Skill Profile, the option to add or edit a Thumbnail Image and Meta Tags.

Figure 4-9 Skills and Games: Advanced Tab

4.1.3.4 Skills & Games: Adding Triggers

Once the assignments for the new Skill Profile have been defined, Administrators may choose to add one or more Triggers that will send informational messages called Notifications about the Skill Profile to Users and/or

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Managers. Triggers/Notifications are established via the fourth Tab Triggers and can be added at the time a Skill Profile is first created, or anytime in the future for any existing Skill Profiles.

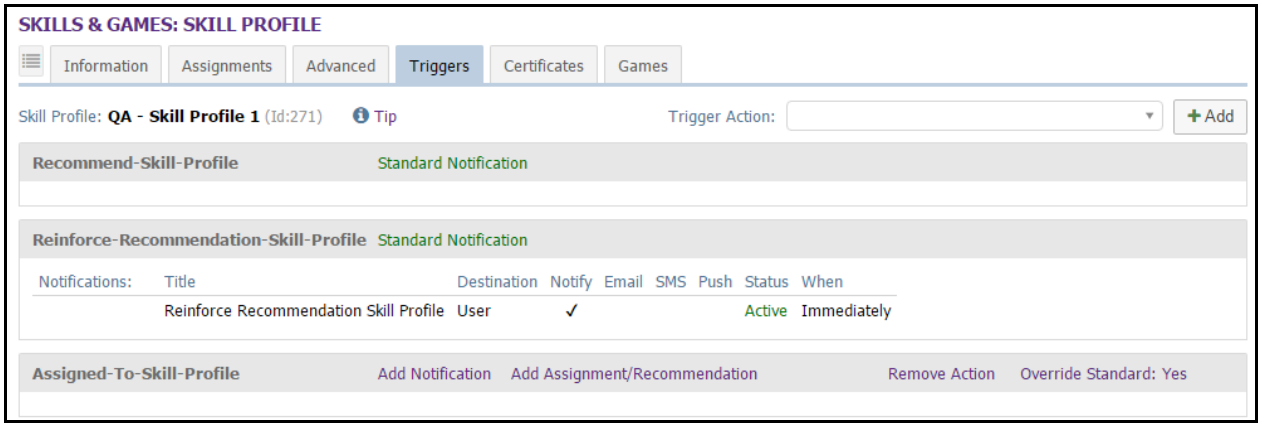

Figure 4-10– Skills and Games: Triggers Tab

From the Triggers submenu tab, Administrators can set up automated notifications to all Users that will either (1) be newly assigned to the Skill Profile, (2) will complete the Skill Profile in the future, (3) be recommend to the Skill Profile, or (4) have a reinforced recommendation to the Skill Profile.

Note: Triggers do not send Notification messages to Users that were assigned a Skill Profile in the past, or that finished a Skill profile in the past: the messaging takes affect from the point in time that the trigger is established, forward. The trigger can also include the automatic assignment of a system object.

Clicking the Trigger Action dropdown, choose the condition you wish to create a notification for, then click the **Add** button.

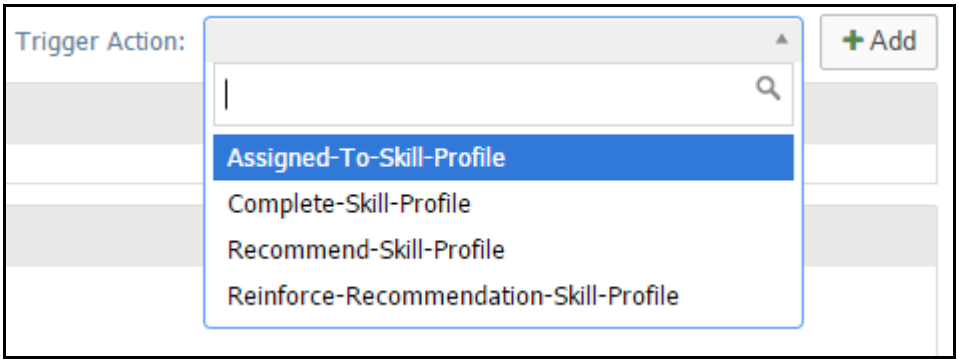

Figure 4-11 – Skills and Games: Trigger Action Conditions

A condition header will appear offering you several **Trigger Action** links. The links include Add Notification, Add Assignment/Recommendation, Remove Action, and Override Standard; they are described below.

Figure 4-12 – Skills and Games: Trigger Action Links

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Add Notification: Allows you to set up a Notification, including the actual message (text) you want to convey, who the message will be sent to, how it will be sent (via portal (default) and also optionally to the selected recipient's email, via SMS to their phone, and/or Mobile Push notification to their phone) and when the message is to be sent. Notifications can be created that drive prerequisites, post-skill profile completion assignments, and reminders. Various database fields are available (down the right side of the screen) to be used within the message template text. Simply have your cursor inside the message window then click the file name desired. Click **Save** when you have completed the Notification creation or **Close** to return to the Skill Profile record without making any changes.

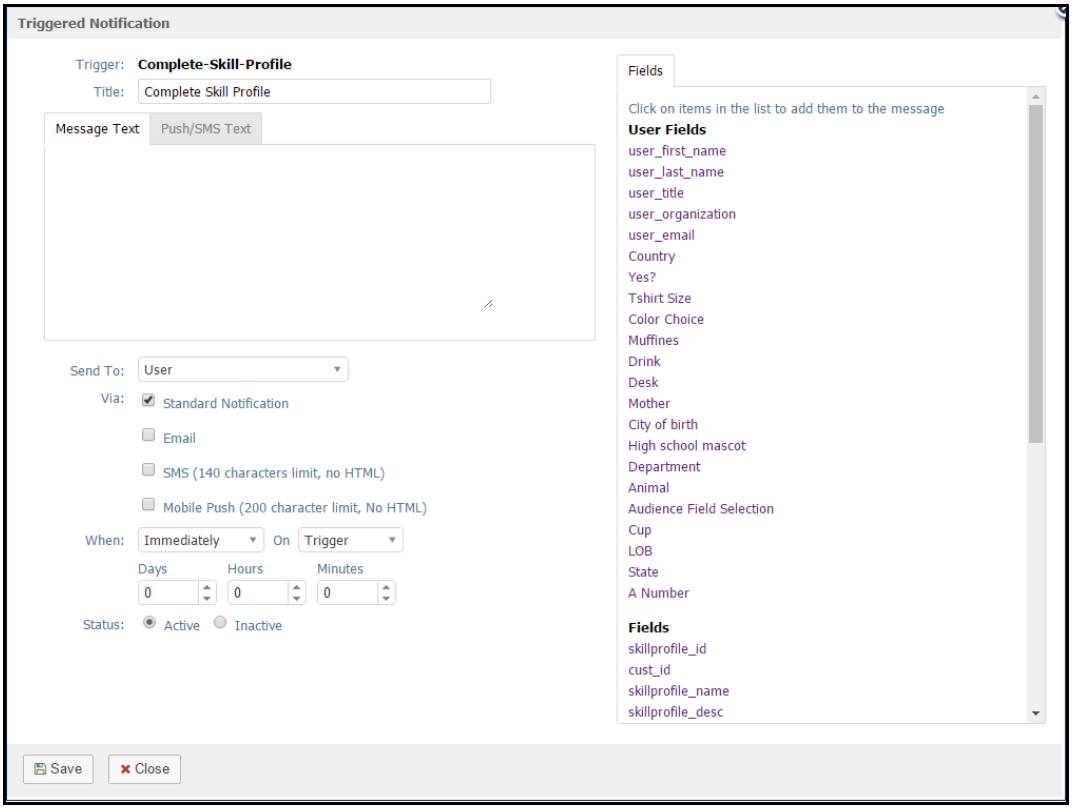

Figure 4-13 – Skills and Games: Triggers- Define Notification

Add Assignment/Recommendation: Allows you to select and assign or recommend published online Courses, Assessment Sets, Nuggets, Skill Profiles, Events, or Activities to Users. Select the radio button to determine whether you would like to assign or recommend the selected object. Then, simply select the Object Type from the dropdown and a list of available items of that type will appear. Scroll through the list and select one item. If you select the wrong item, simply make another selection to overwrite the first. Click **Save** when finished. The assignment or recommendation will then be listed. Multiple assignments or recommendations can be made by following these steps again.

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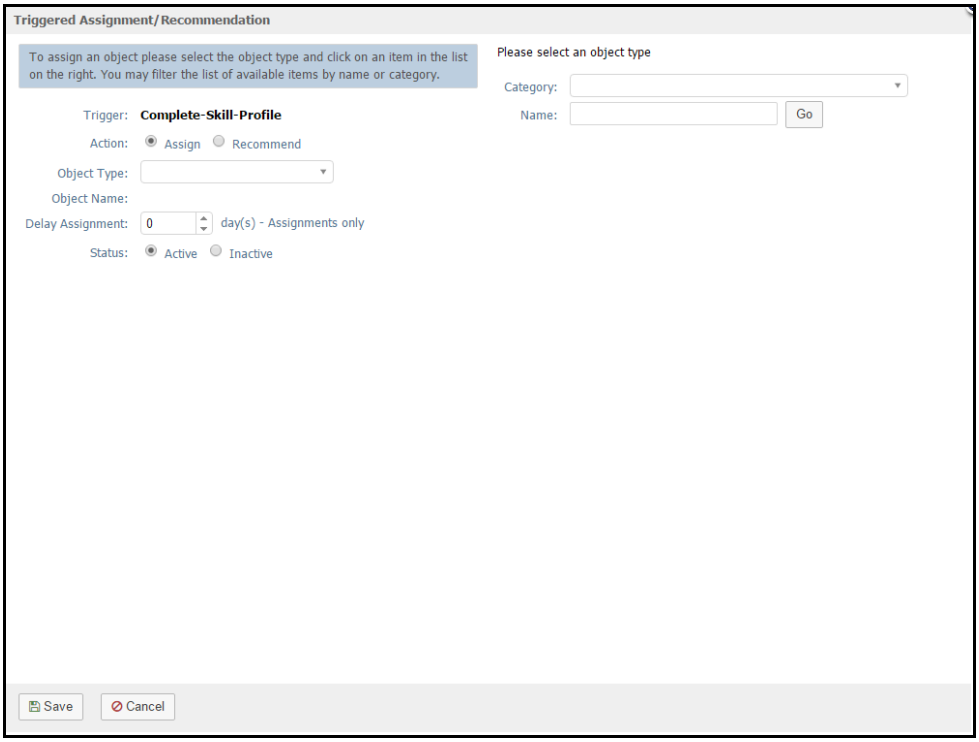

Figure 4-14– Skills and Games: Triggers- Add Assignment Type

Remove Action: To remove an action, simply click the **Remove Action** link. All assignments associated with that condition header will be removed.

Override Standard: Yes: When this setting is set to "Yes" then it will allow the current trigger to override any standard triggers that have been set. Standard triggers will appear at the top of the triggers tab. If you do not wish for this to happen, simply click on "Override Standard" and it will change to No.

4.1.3.5 Skills & Games: Assigning Certificates

The fifth Tab for a Skill Profile record is the Certificates tab. From this, Administrators can select any stored certificate from the dropdown to associate with this particular Skill Profile. Once a certificate design is selected, the system will associate an earned certificate for all Users who complete the Skill Profile. The system will track all certificates earned by Users, and track the results of earned, passed/completed, printed, and associated certificate ID's for all Users. Administrators can access this detail at any time.

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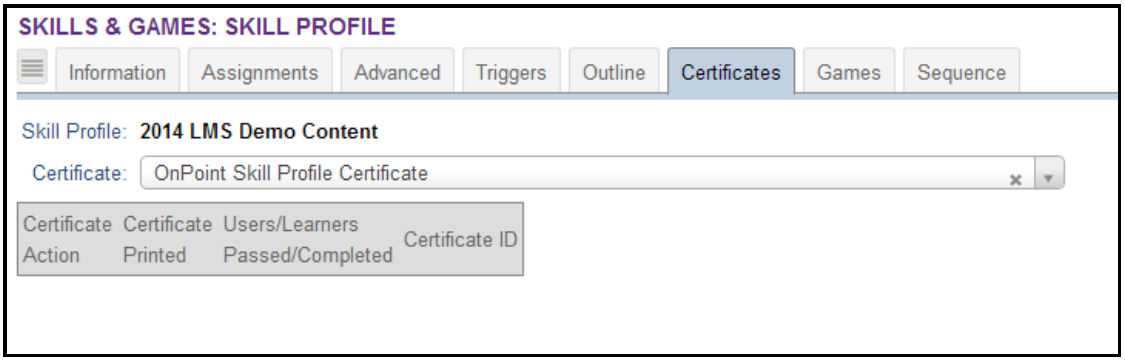

Figure 4-16– Skills and Games: Certificate Detail

4.1.3.7 Skills & Games: Games

The sixth Tab for a Skill Profile record is the Games tab. From this submenu, Administrators can add Game Points within a Skill Profile.

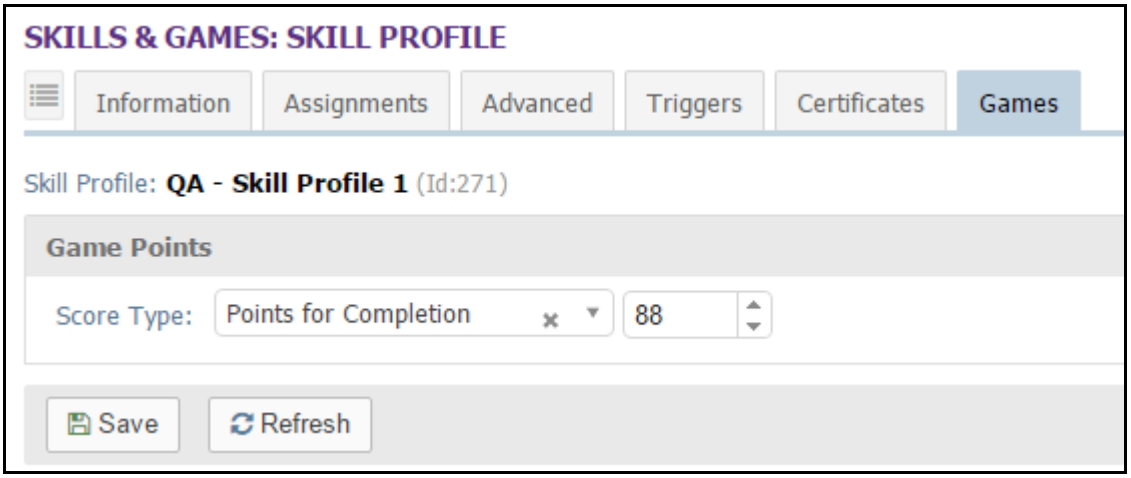

Figure 4-18- Skills and Games: Games

By clicking Add Game Points you will see a drop down menu with the option of Points for Completion and a field to enter in the number of points to be earned. After assigning points, click **Save** and Refresh.

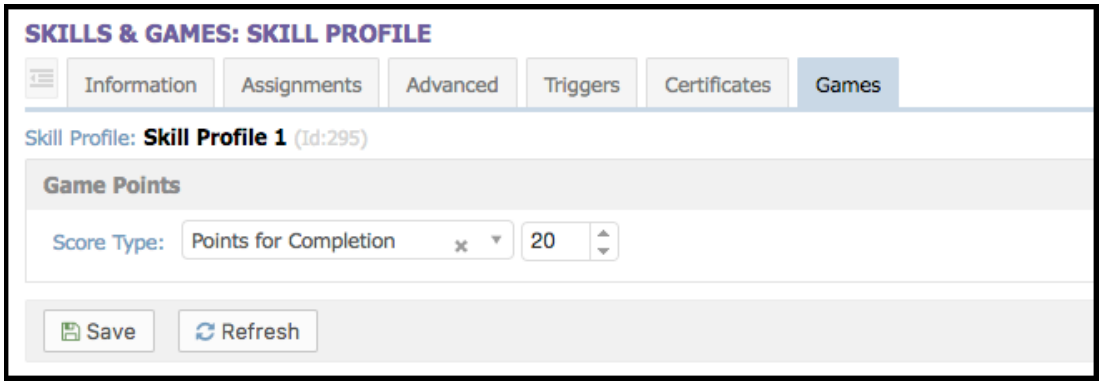

Figure 4-19- Skills and Games: Game Points

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4.1.4 Skill Profiles: Edit a Skill Profile

To Edit a Skill Profile record, select the Skill Profile you wish to edit from the list of **Skills & Games: Skill Profiles** by clicking on the **Skill Profile**. The Skill Profile record will display with the Information Sub-tab as the default view.
Select **Edit** to display the **Skills and Games: Edit Skill Profile** page and make/update changes to any fields. At any time you may click **Save** to save any changes that have been made or **Cancel** to cancel the action and exit the page without making any changes.

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

4.1.5 Skill Profiles: Delete a Skill Profile Record

To change the status of an existing Skill Profile record, select **Skills & Games: Skill Profiles**, then select the Skill Profile you wish to mark inactive or delete from the list by clicking on the **Skill Profile**. The Skill Profile record will display with the Information Sub-tab as the default view. Click the **Edit** button at the lower left to open the record.

Figure 4-20– Skills and Games: Changing Status of Skill Profile Record

From the Edit Skill Profile screen, at the **Status** field, select **Inactive** or **Delete**. Choose the **Inactive** status if you plan on using the Skill Profile again in the future and are not ready to mark it for deletion. Choose the **Delete** status if you no longer need the Skill Profile.

Click the **Save** button to activate your status change. The Status field will now show the requested status change, the date/time and person who requested it, and a highlight marker (**Yellow** = changed to Inactive, **Pink** = changed to Request delete).

Note: Deletion tasks can only be performed by a Site or Root Administrator. When an item's status is changed to Delete, an Administrator reviews the request to ensure there is no need for it before performing the delete function (Information> Status> Deleted Skill Profiles (1)(Skill Profiles is a hyperlink in which an Admin clicks on to be taken to the Administration: Deletion List).

Tip: If you delete a Skill Profile that was the only Skill Profile within a particular Category, when you return to your database table list, if it is defaulted to Active status only, you will not see the Skill Profile OR the Category it was associated with. Database table lists only include Categories if they have an associated item to display.

Database Table Listings
Click the **List** button to return to the List of Skill Profiles. Notice that the Skill Profile is no longer included in the list of Skill Profiles. To change the list's Filter to show all Skill Profile status conditions, select the **Filter** button and then click the "x" next to Active in the Status field to remove the current filter, then click **Apply**. The previously Inactive or Delete Requested Skill Profile will now display in the list, highlighted in the appropriate yellow or pink color to alert others as to the status of the group record. The Skill Profile name will also be excluded from any lists of Available Skill Profiles when Administrators are making assignments.

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4.3 Skills & Games: Competencies

The third drop-down menu option under the **Skills** top-level menu is **Competencies**. This selection displays the **Skills & Games: Competencies** List, an up-to-date report of each User's progress in earning credits for Courses, Assessment Sets, Nuggets, Events, and Activities that have been associated with their assigned Skill Profile(s).

From the **Skills & Games: Competencies** summary list, you may select a Learner/User record from the List to review their Competency Matrix.

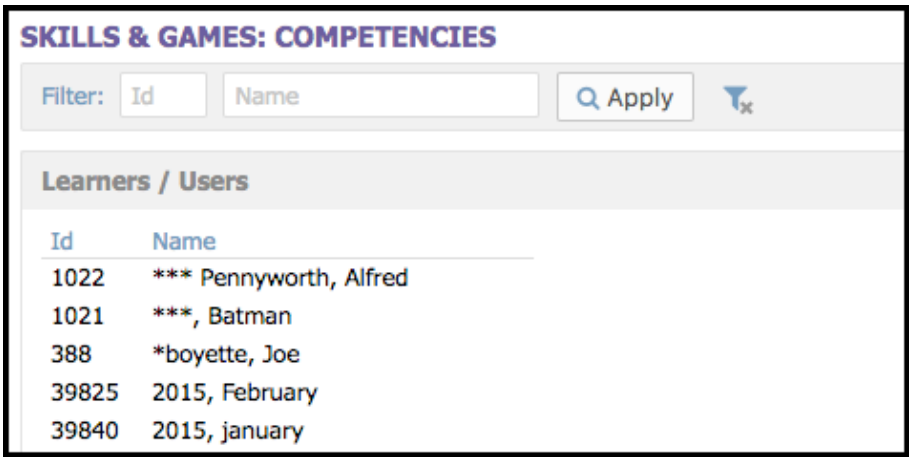

Figure 4-21 – Skills & Games: Competencies Summary Screen

The Competencies list displays the following:

Skills and Games: Competencies	
Element	**Description**
Learners/Users:	A list of all system Learners/Users with current Skill Profiles assigned to them. This list is organized alphabetically by last name. Click on the **User Name** to view their personalized Competency Matrix.

4.3.1 Competencies: Viewing a Competency Matrix

To view an up-to-date Competency Matrix for any User, select the User's name from the **Skills & Games: Competencies** selection in the Skills & Games summary list and Course Manager automatically will generate a current report of the selected User's progress to date.

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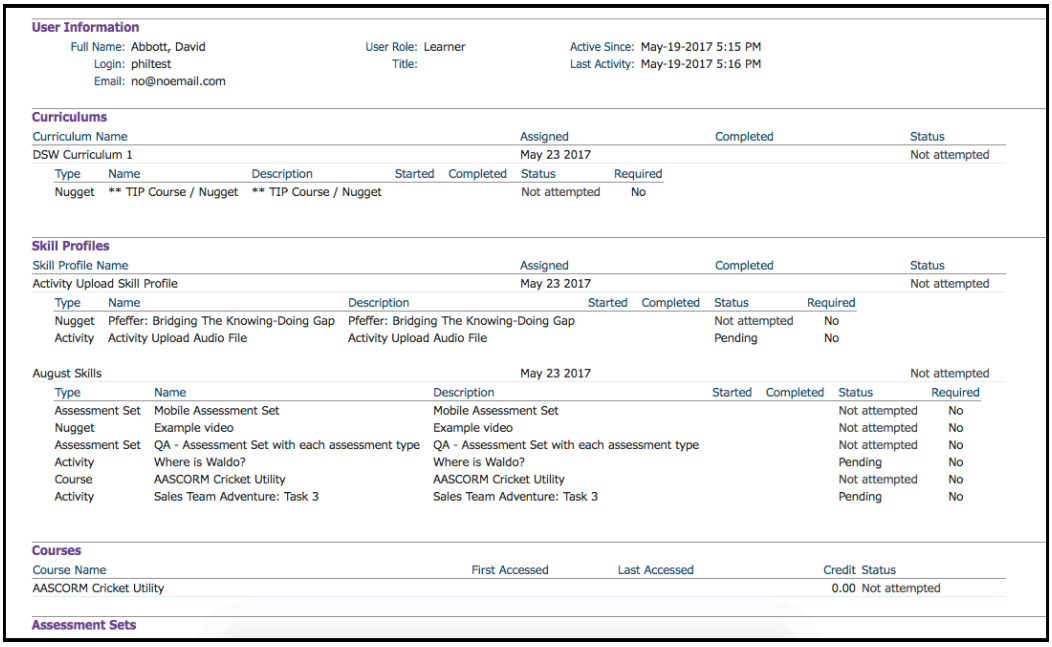


User Information

Full Name: Abbott, David | User Role: Learner | Active Since: May-19-2017 5:15 PM
Login: philtest | Title: | Last Activity: May-19-2017 5:16 PM
Email: no@noemail.com

Curriculums

Curriculum Name	Assigned	Completed	Status
DSW Curriculum 1	May 23 2017		Not attempted

Type	Name	Description	Started	Completed	Status	Required
Nugget	** TIP Course / Nugget	** TIP Course / Nugget			Not attempted	No

Skill Profiles

Skill Profile Name	Assigned	Completed	Status
Activity Upload Skill Profile	May 23 2017		Not attempted

Type	Name	Description	Started	Completed	Status	Required
Nugget	Pfeffer: Bridging The Knowing-Doing Gap	Pfeffer: Bridging The Knowing-Doing Gap			Not attempted	No
Activity	Activity Upload Audio File	Activity Upload Audio File			Pending	No

August Skills	May 23 2017		Not attempted

Type	Name	Description	Started	Completed	Status	Required
Assessment Set	Mobile Assessment Set	Mobile Assessment Set			Not attempted	No
Nugget	Example video	Example video			Not attempted	No
Assessment Set	QA - Assessment Set with each assessment type	QA - Assessment Set with each assessment type			Not attempted	No
Activity	Where is Waldo?	Where is Waldo?			Pending	No
Course	AASCORM Cricket Utility	AASCORM Cricket Utility			Not attempted	No
Activity	Sales Team Adventure: Task 3	Sales Team Adventure: Task 3			Pending	No

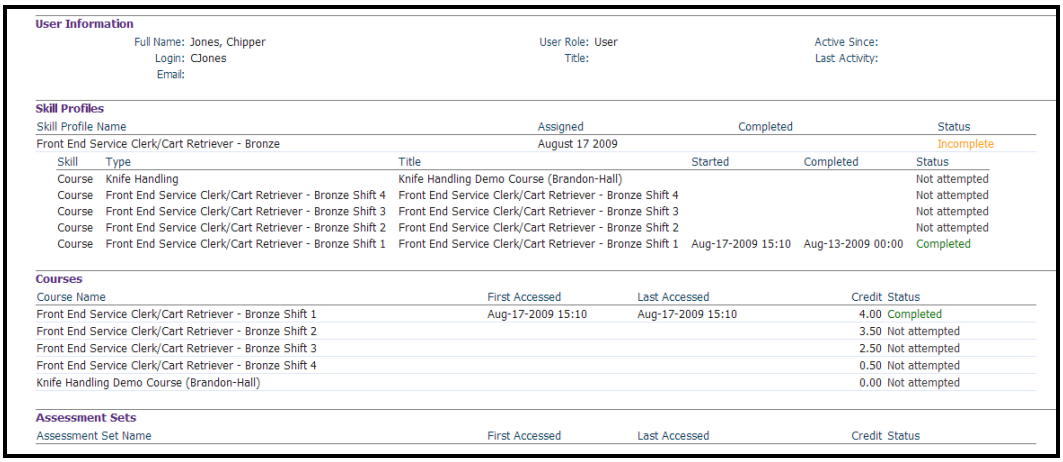
Courses

Course Name	First Accessed	Last Accessed	Credit	Status
AASCORM Cricket Utility			0.00	Not attempted

Assessment Sets

Figure 4-22– Skills & Games: Standard User Competency Matrix Report

The Competency Matrix differs from the on-screen Assignment Status report (click the **Assignment Status** button) in that it lists progress by Skill Profile, rather than by assignment.



User Information

Full Name: Jones, Chipper | User Role: User | Active Since:
Login: CJones | Title: | Last Activity:
Email:

Skill Profiles

Skill Profile Name	Assigned	Completed	Status
Front End Service Clerk/Cart Retriever - Bronze	August 17 2009		Incomplete

Skill	Type	Title	Started	Completed	Status
Course	Knife Handling	Knife Handling Demo Course (Brandon-Hall)			Not attempted
Course	Front End Service Clerk/Cart Retriever - Bronze Shift 4	Front End Service Clerk/Cart Retriever - Bronze Shift 4			Not attempted
Course	Front End Service Clerk/Cart Retriever - Bronze Shift 3	Front End Service Clerk/Cart Retriever - Bronze Shift 3			Not attempted
Course	Front End Service Clerk/Cart Retriever - Bronze Shift 2	Front End Service Clerk/Cart Retriever - Bronze Shift 2			Not attempted
Course	Front End Service Clerk/Cart Retriever - Bronze Shift 1	Front End Service Clerk/Cart Retriever - Bronze Shift 1	Aug-17-2009 15:10	Aug-13-2009 00:00	Completed

Courses

Course Name	First Accessed	Last Accessed	Credit	Status
Front End Service Clerk/Cart Retriever - Bronze Shift 1	Aug-17-2009 15:10	Aug-17-2009 15:10	4.00	Completed
Front End Service Clerk/Cart Retriever - Bronze Shift 2			3.50	Not attempted
Front End Service Clerk/Cart Retriever - Bronze Shift 3			2.50	Not attempted
Front End Service Clerk/Cart Retriever - Bronze Shift 4			0.50	Not attempted
Knife Handling Demo Course (Brandon-Hall)			0.00	Not attempted

Assessment Sets

Assessment Set Name	First Accessed	Last Accessed	Credit	Status

Figure 4-24– Skills & Games: Standard User Assignment Status Report

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4.4 Skills & Games: Game Profiles

The fourth drop-down menu is **Skills & Games: Game Profiles**. This selection presents you with the **Skills & Games: Game Profiles** list. Here you will see a variety of Games in their assigned categories. From this list, you may:

1. Select a Game Profile from the list to review or edit by clicking on the Game
2. Click the **Add Game Profile** button to create a new Game
3. Use the **Filter** Action bar to narrow your search for a specific Game Profile

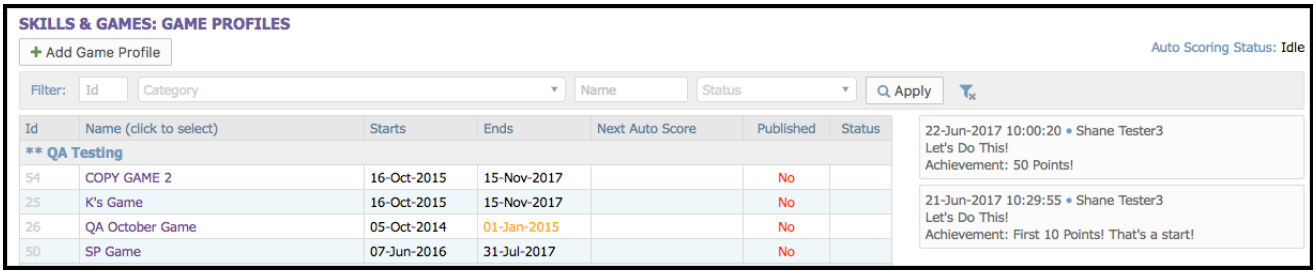

Figure 4-25- Skills & Games: Game Profiles List

Off to the right of the list is the Auto Scoring Status which keeps a running tally of date, user, game and placement.

Skills and Games: Game Profiles	
Element	**Description**
Id:	Auto-generated by the system for internal reference.
Name:	The name of the Game.
Starts:	Date when the game started or is set to start.
Ends:	Date when the game ended or is set to end.
Next Auto Score:	If the game is still active this will show the most recent time/date a score registered.
Published:	Yes/No if the game is published.
Status:	Indicates the Status (Active or Ended) of the Game.

4.4.1 Game Profiles: View a Game Profile Record

The Game Profile record display provides a detailed description of the defined Games created for your organization. To view and edit a Game Profile record, select the **Skills & Games: Game Profiles** Game you wish to view by clicking on the name. The Game Profile record provides a detailed description of the Game Profile and organizes this information across seven Sub-Menus/Tabs as follows:

Game Information (Tab 1) - provides the high level information about a selected Game Profile including fields for Name, Description, Category, Acceleration Period, Acceleration Points, and the Total Points for the Game.

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Associated Objects (Tab 2) - shows all the associated objects and actions for this Game Profile. This tab is where you will go when assigning Courses, Nuggets, Assessment Sets, Skill Profiles, Events, Activities, Documents, and Forums. These may be updated at any time by clicking the **Assign** link. You will also edit Point values from this tab.

Assignments (Tab 3) - provides information as to what Group(s) and/or Job Code(s) are assigned to the Game. We do not assign objects to a game, we assign group(s)/job code(s), not individual users.

Triggers (Tab 4) - allows you to define an automated system action upon occurrence of specific Game Profile conditions.

Achievements (Tab 5) - provides the opportunity to add an achievement to the game. You are able to use one on file or upload a new one. This also gives the ability to assign a point value for Completed items or Games Completion.

Trophies (Tab 6) - allows you to select a ranking. Users will be able to see if they are in First, Second, Third, etc. place in the Game(s) amongst their colleagues.

Leader Board (Tab 7) - provides a detailed breakdown for all users of the game. There are multiple ways of filtering a search to see who is doing the best. Group scores are also available.

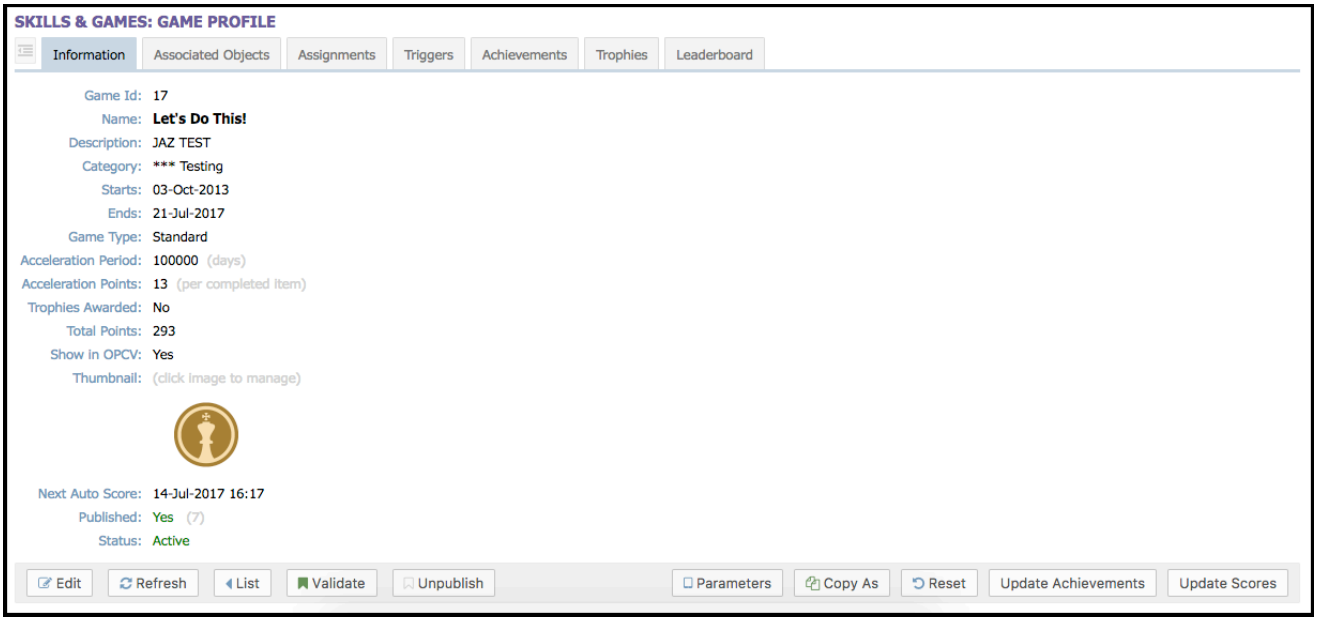

Figure 4-26- Skills & Games: Game Profile

4.4.2 Game Profiles: Search for a Game Profile

Skills & Games: Game Profiles list shows all current Game Profiles in your Course Manager repository. Game Profiles are listed alphabetically and arranged by their associated Category. To find a specific Game Profile, you may:

1. Scroll through the list until you locate the Game Profile record
2. Use the Filter Tool Bar and search by: Id, Category, Name, or Status

Figure 4-27- Skills & Games: Game Filter

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The **Skills & Games: Game Profile** Filter bar located at the top of the list, allows you to search for a Game Profile by any of the following search criteria:

Skills and Games: Game Profile Filter Selection	
Element	**Description**
Id:	Auto-generated by the system for internal reference.
Name:	The name of the Game.
Category:	Search by the assigned Category label of the Game Profile by selecting a Category from the drop-down list of choices.
Status:	Search by the Game Profile's record status: choose **All** conditions or Active Not Started, Current, or Ended, Inactive or Deleted.

Note: The most common search filter is by assigned Category.

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 **Default** to reset the filter criteria to the default options, or select to clear all filters (including default options).

4.4.3 Game Profiles: Create a New Game Profile

Before you create a new Game Profile, first make sure you have a precise idea of the new Game Profile's unique components and ensure that all of the necessary Associated Objects and Actions to be included in your Game Profile have already been created. To create a new **Skills & Games: Game Profile** record, select Game Profiles, then select the **Add Game Profile** button and a new Add Game screen will display.

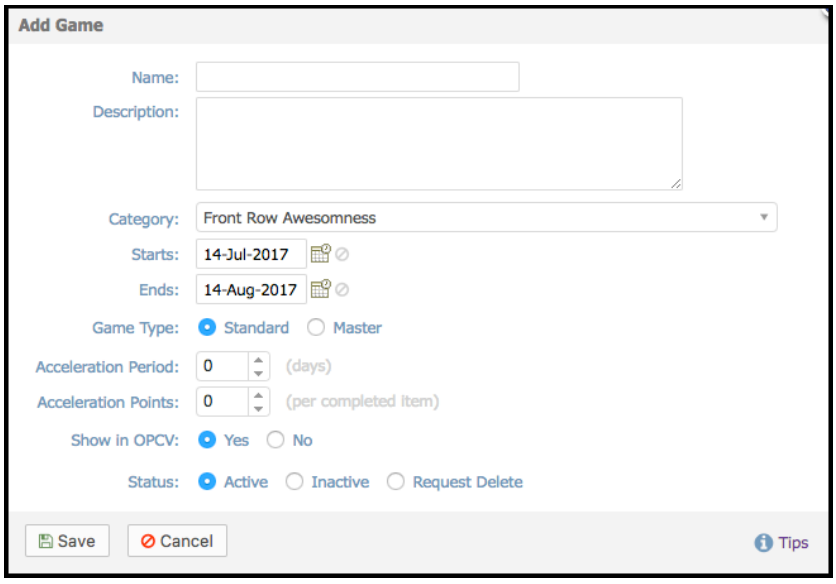

Figure 4-28– Skills & Games: Game Profiles- Add Game

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Complete all of the data fields described below as required in your environment.

Skills and Games: Add Game Screen	
Element	**Description**
Name:	The name of the Game.
Description:	Provide a brief description of the Game Profile and what makes it unique from other defined Game Profiles.
Category:	Select the Category this Game Profile will be associated with. (Most database table lists are alphabetized by Category heading, so this designation will help you locate the Profile later.) Select the Category from the drop-down menu. (Categories are created under the Administration menu, should you need to create a new one.)
Game Starts:	Set a date for when the game is to begin
Game Ends:	Set a date for when the game is to end
Game Type:	Choose Standard or Master. Most games will be created with Standard.
Acceleration Period:	Allows a game to have a set number of days to complete and earn extra points. • Requires a start / end date • Cannot set acceleration points if backdating • If there is no end date, trophies cannot be awarded
Acceleration Points:	Point value if user completes the game in the Acceleration Period timeframe.
Show in OPCV:	Yes/No if the game will appear in Content Viewer.
Status:	Indicates the Status of the Game Profile (the default setting is Active). • **Active** (Currently in use) • **Inactive** (Profile record is offline or unused) • **Request Delete** (Profile no longer needed)

At any time you may click **Save** to save any changes that have been made or **Cancel** to cancel the action and exit the page without making any changes.

Tip: After entering a new Profile or editing an existing Profile record and saving your updates, click the **Refresh** button to make sure all your changes are displayed.

4.4.3.1 Game Profile: Game Information

Once the new Game Profile record has been created, the **Skills & Games: Games Profiles** list will display. Click the name of the Game Profile just created to open the record. The **Skills & Games: Game Profile** page will display many sub-tabs but defaults to display the Information tab.

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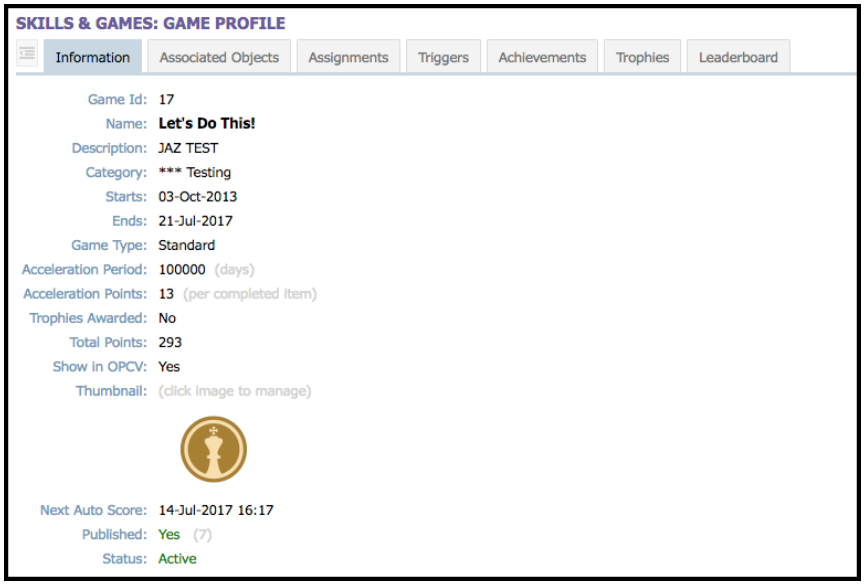

Figure 4-29– Skills & Games- Game Profiles – Game Information

At the bottom of the Information sub-tab, a row of **Action Buttons** is displayed. Each button is described below:

Skills and Games: Game Profile Action Buttons	
Action Button	**Description**
Edit:	Allows you to view and edit the Game Profile fields for the selected record.
Refresh:	Refreshes the web page with all recent updates (if needed).
List:	Returns you to the list of Game Profiles.
Validate/Publish:	Use this when changes are made to the Game so that users are being provided all the information associated with the Game.
Unpublish:	This is used if/when a Game is to not show
Copy As:	Let's you copy a Game Profile to establish a new game. The Copy As function will include all assigned objects, points, etc and then allow you to edit as desired for the new game.
Update Achievements:	Updates the status of Achievement based badges in the case of new badges being added or new players playing, etc.
Update Scores:	Updates the scores of users in the event of new content has been added or points earned has changed.

To change any of the information within the Game Information sub-tab, click the **Edit** button and the Edit Game box will appear, allowing you to make additional edits. Be sure to click **Save** or **Cancel** when complete.

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4.4.3.2 Game Profile: Associated Objects

The Associated Objects tab is where you will go when you need to assign content to the game. Here you will see the list of Courses, Nuggets, Assessment Sets, Skill Profiles, Events, Activities, Documents and Forums all with the word Assign behind them. By clicking **Assign**, you will be prompted to choose what object you need to assign to the game. Place a check mark in the provided box for the necessary item(s), click the **Assign/Unassign** button and your selected objects will move from the Available list to the Assigned list. Once you have completed your assignments then select **Finished**. If you wish to unassign an object, simply follow previous steps but select object(s) from the Assigned list then click **Assign/Unassign** to move the item(s) back to the Available list, when you are done, click **Finished**.

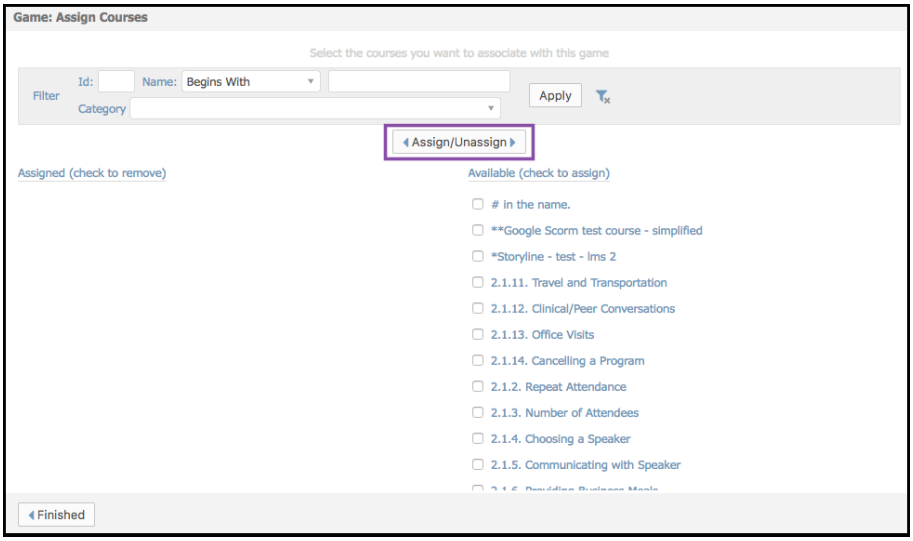

Figure 4-30- Skills & Games: Associated Objects and Actions – Assign

Once an item(s) has been assigned, points may be designated by clicking either the number already in place or the word Undefined.

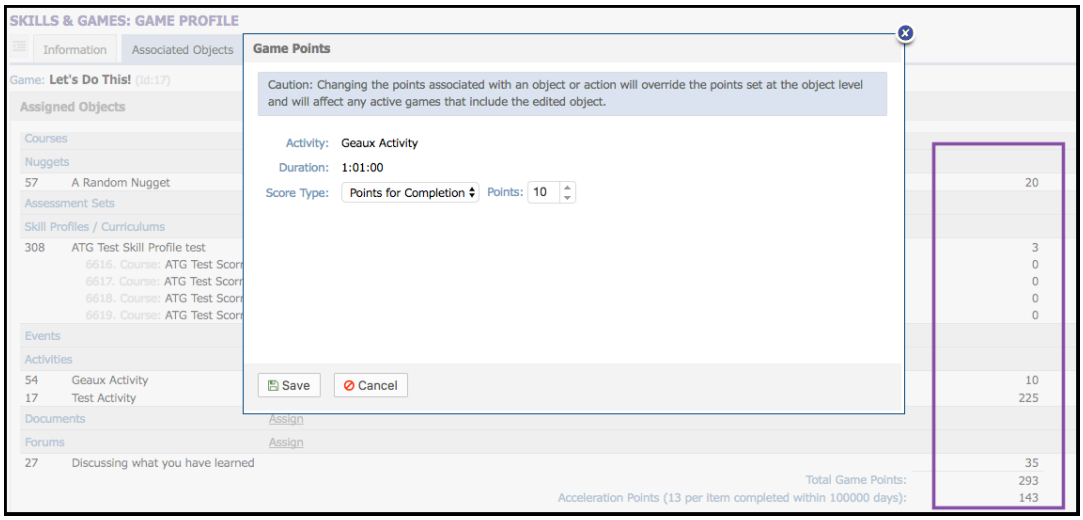

Figure 4-31–Skills & Games: Associated Objects and Actions – Game Points

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Caution: Changing the points associated with an object or action will override the points set at the object level and will affect any active games that the edited object is associated.

4.4.3.3 Game Profile: Assignments

The Assignments tab allows Groups and/or Job Codes to be assigned to the Game. This is a necessary tab as individual users are not assigned to Games, ONLY Groups or Job Codes. To assign a Group or Job Code simply select the **Assign** link and click the checkbox next to the Group(s) and/or Job Code(s) that you would like to assign. Select **Save** when you are finished to return to the Game Profile record and save your changes, or select **Cancel** to return without saving any changes.

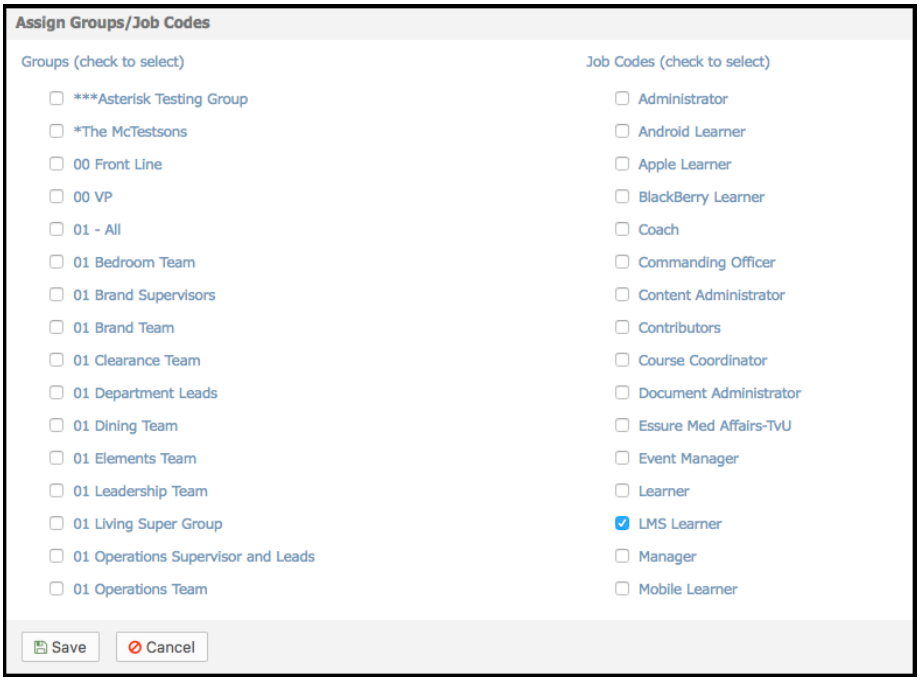

Figure 4-32-Skills & Games: – Assignments – Assigning Group(s) / Job Code(s)

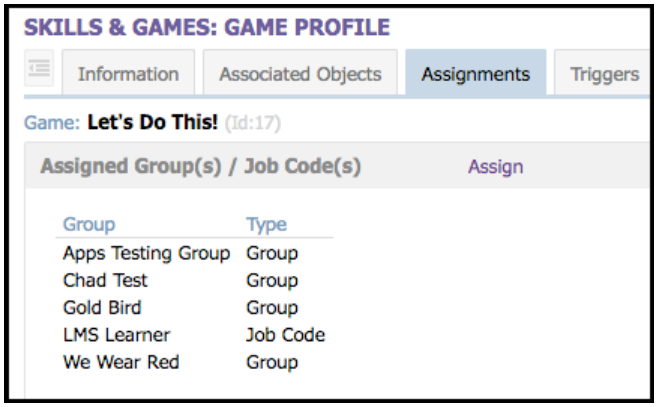

Figure 4-33-Skills & Games: Assignments – Assigned Group(s) / Job Code(s)

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4.4.3.4 Game Profile: Triggers

Once the Associated Objects/Actions and Assignments for the new Game Profile have been defined, Administrators may choose to add one or more Triggers that will send informational messages called "Notifications" about the Game Profile to Users and/or Managers. Triggers/Notifications are established via the fourth Sub-Menu Tab "Triggers" and can be added at the time a Game Profile is first created, or anytime in the future for any existing Game Profiles.

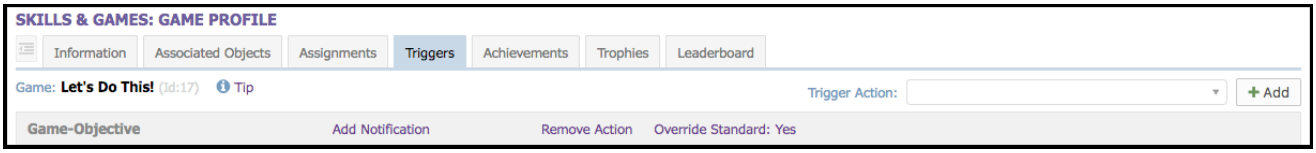

Figure 4-34- Skills & Games: Triggers

Note: Triggers do not send Notification messages to Users that were assigned a Game Profile in the past, or that finished a Game Profile in the past, the messaging takes affect from the point in time that the Trigger is established, forward.

Clicking the Trigger Action drop-down menu, choose the condition you wish to create a notification for, then click the **Add** button.

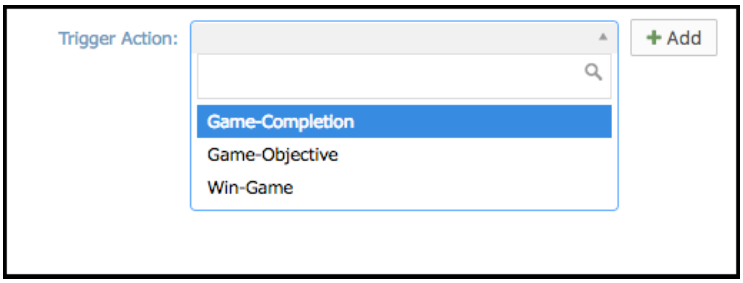

Figure 4-35- Skills & Games: Triggers - Add

A condition header will appear offering you several Trigger Action links. The links include Add Notification, Remove Action and Override Standard: Yes; these are all described below.

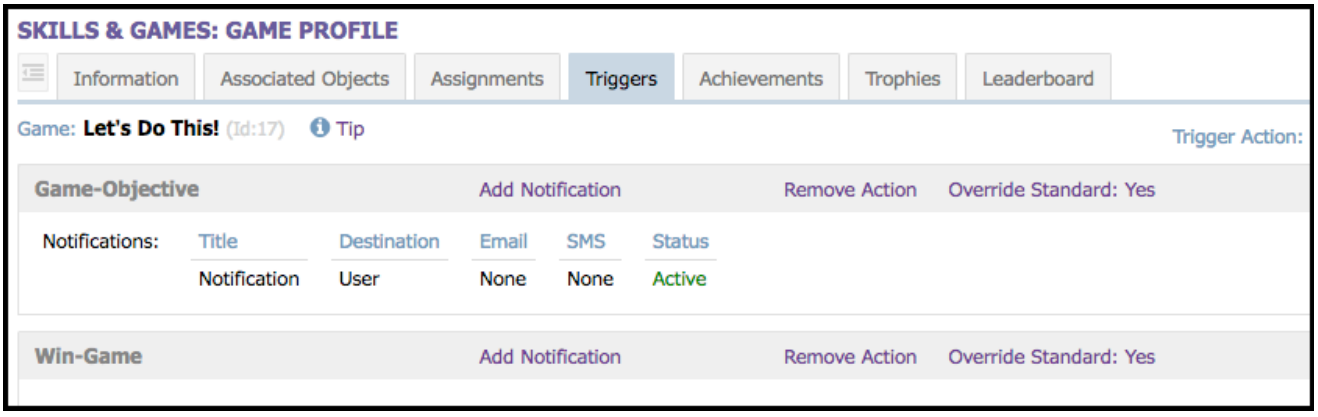

Figure 4-36- Skills & Games: Triggers – Action Links

Add Notification: Allows you to set up a Notification, including a Title, Message you want to convey, Send To, how it will be sent – via Standard Notification, email, SMS (goes directly to recipients email or phone) and Mobile

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Push (goes directly to recipients phone). Various database fields are available (down the right side of the screen) to be used within the message template text. Simply have your cursor inside the message window then click the file name desired. Click **Save** when you have completed the Notification creation or **Close** to return to the Game Profile record without making any changes.

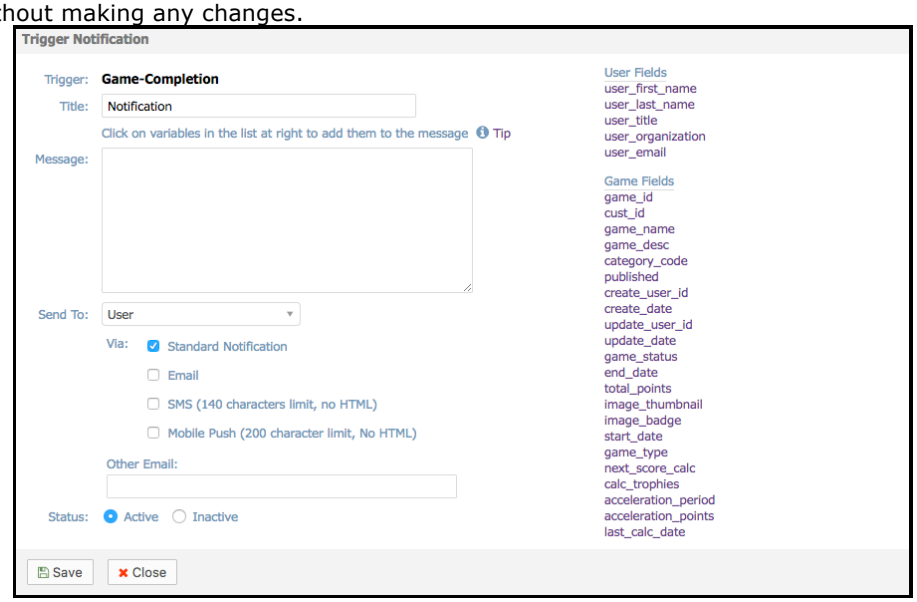

Figure 4-37- Skills & Games: Triggers – Trigger Add Notification

Remove Action: To remove an action, simply click the **Remove Action** link. A pop-up will ask you if you would like to remove trigger action, click OK and all assignments associated with that condition header will be removed.

Override Standard: Yes: When this setting is set to "Yes" then it will allow the current trigger to override any standard triggers that have been set. Standard triggers will appear at the top of the triggers tab. If you do not wish for this to happen, simply click on "Override Standard" and it will change to No.

4.4.3.5 Game Profile: Achievements

The fifth Tab for a Game Profile record is the Achievements tab. From this menu, Administrators can select badges or upload new badges, to associate with this particular Game Profile. Achievements, compared to milestones, are earned after a set requirement has been obtained.

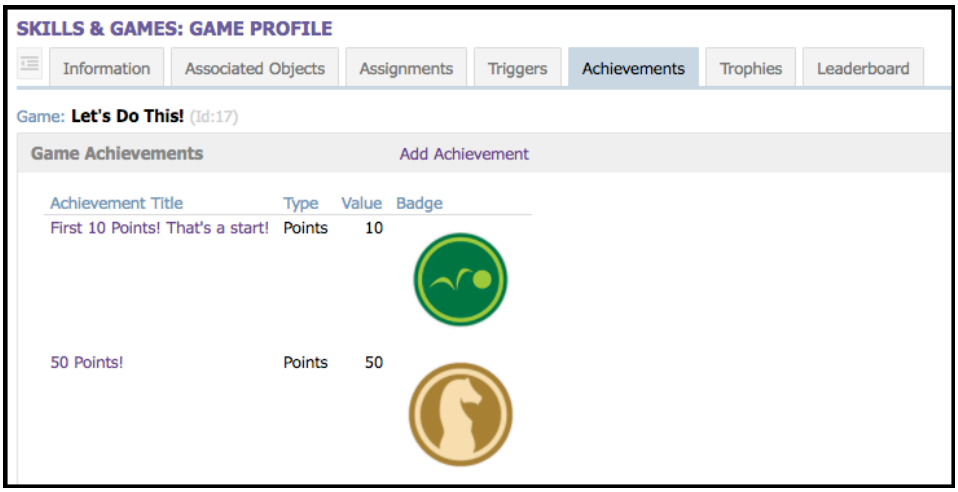

Figure 4-38- Skills & Games: Game Profile Achievements Tab

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To add an Achievement, click on the action tool link **Add Achievement**, this will present the **Game Achievement** page that may/may not already contain badges and also a place to upload new badges.

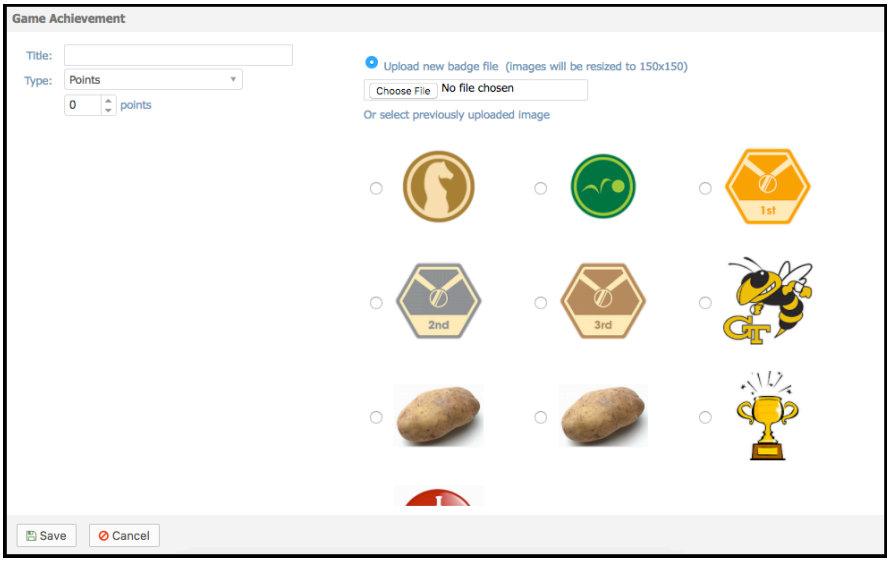

Figure 4-39- Skills & Games: Game Profile - Badges

Insert the name of the Title (Done Really Really Well, Done Quite Well, etc.). From the Type drop-down you will indicate Points, Completed Items or Game Completion. With Completed items and Game Completion, you will see a list of Courses, Nuggets, Assessment Sets, Events, Activities, and Forums appear. Select the game items to complete or Indicate the point value if you are basing the Achievement on Points rather than a completion. Choose a badge or upload a new badge (images will be resized to 150x150). When complete, click **Save** to keep changes and return to the Game Profile record or select **Cancel** to return without making any changes.

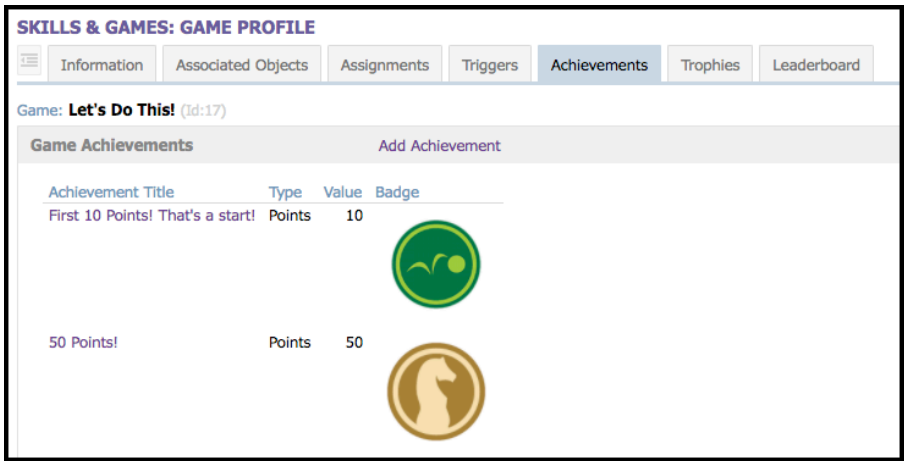

Figure 4-40- Skills & Games: Game Profile Achievements

4.4.3.6 Game Profile: Game Profiles- Trophies

The sixth Tab for Game Profile is Trophies. Trophies are created to be awarded if a User completes a game and qualifies for ranking. To create a Trophy, click on the action tool link **Add Trophy**, this will present a new page that may/may not already contain badges and also a place to upload new badges.

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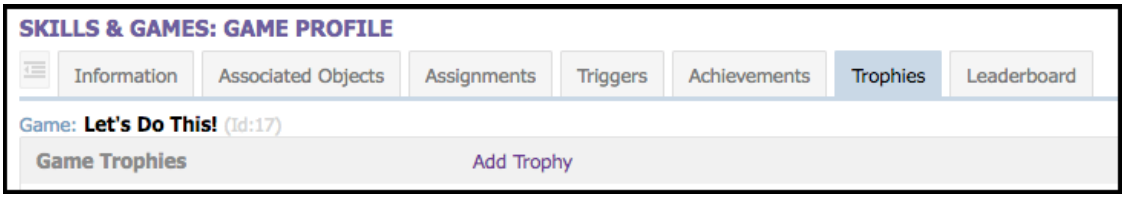

Figure 4-41- Skills & Games: Game Profile Trophies Tab

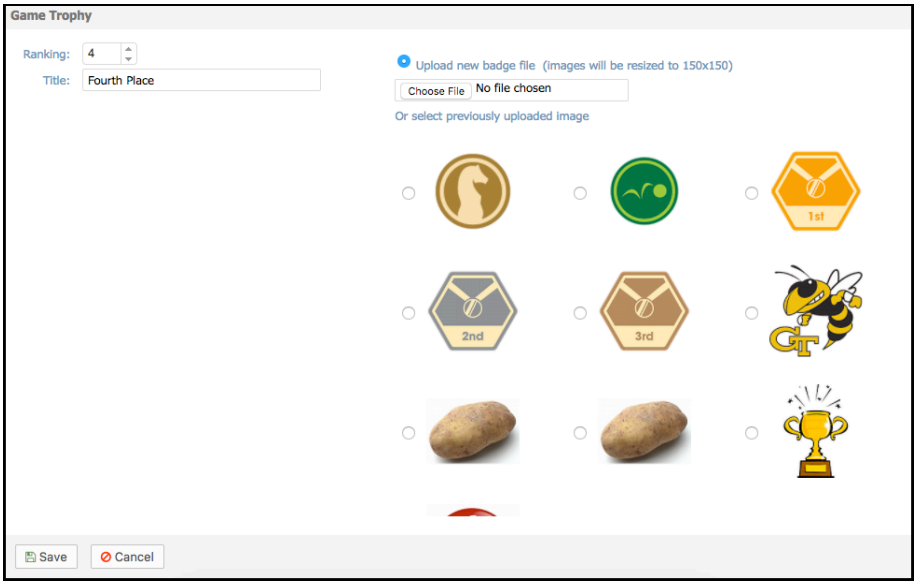

Figure 4-42- Skills & Games: Game Profile – Game Trophy

After the Ranking, Title and Badge have been chosen, please select either **Save** to make changes and return to the Game Profile record or **Cancel** to return without making any changes. You will be brought back into the Trophies screen listing the ranking, trophy title and badge.

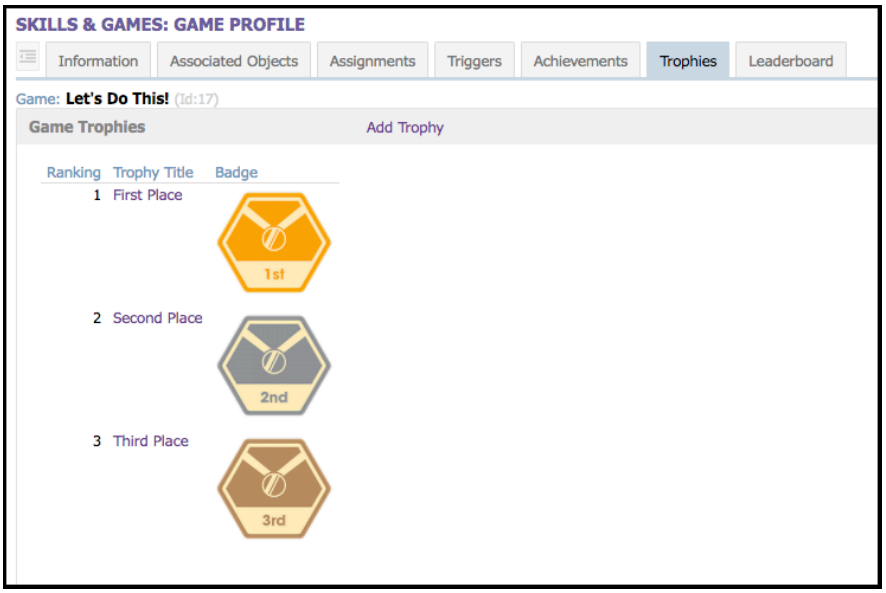

Figure 4-43- Skills & Games: Game Profile – Trophies

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4.4.3.7 Game Profiles- Leaderboard

Leader Board is the seventh Tab for a Game Profile. This screen holds a lot of information most of which cannot be edited. The information contained on this screen is to show how well users/groups/job codes are doing in the game.

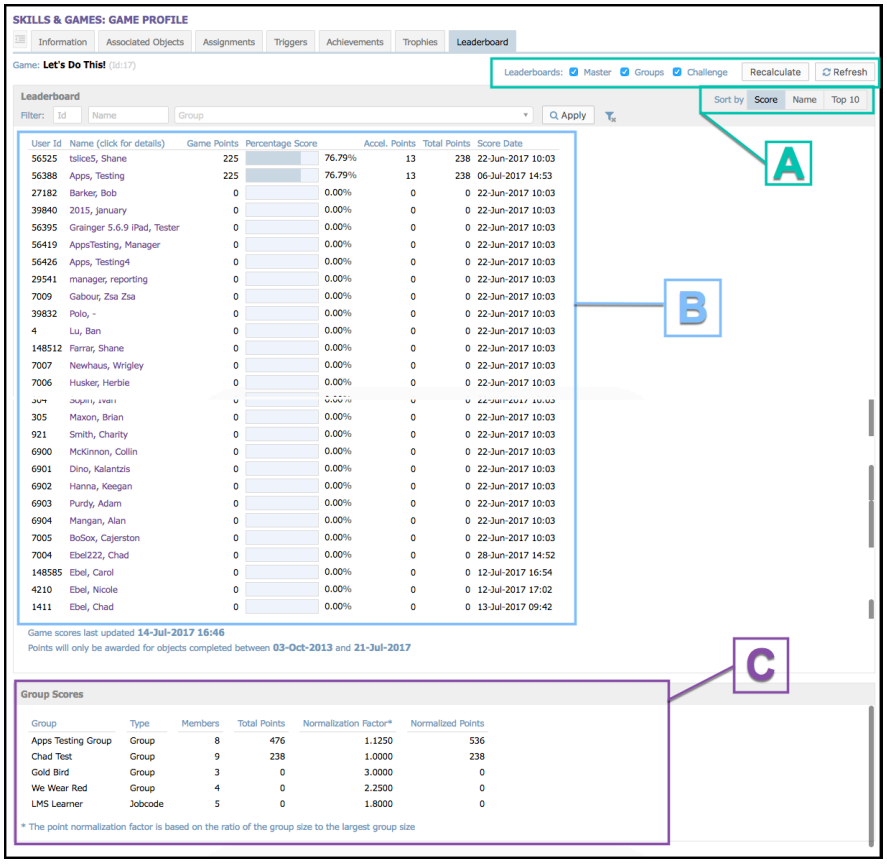

Figure 4-44- Skills & Games: Game Profile – Leader Board Tab

Section A: Allows the view to be changed by clicking Master, Groups or Challenge. By choosing one or all of these selections you change the information listed under Sections B and C. In Section A, you may also choose to sort by Score, Name or Top (being the person in top ranking).

Section B: Leader Board, contains the Filter Action Tool Bar in which you may filter through information by using ID, Name or Group. After choosing how you would like to filter the information, click **Apply** or **Clear** (broom). The Leader Board shows the Users, their Game Points, Percentages, if they have earned any Acceleration Points, their Total Points and the Score Date.

By clicking on one of the User names, you will see a breakdown of all the game information they have been active in. In the Game Points screen are two tabs: Game Information and Badges & Trophies. From the Game Information tab, you are provided a list of all content in the game, Available Points for each piece of content, Earned Points, Acceleration Points and Status. Towards the bottom will be the totals for each column.

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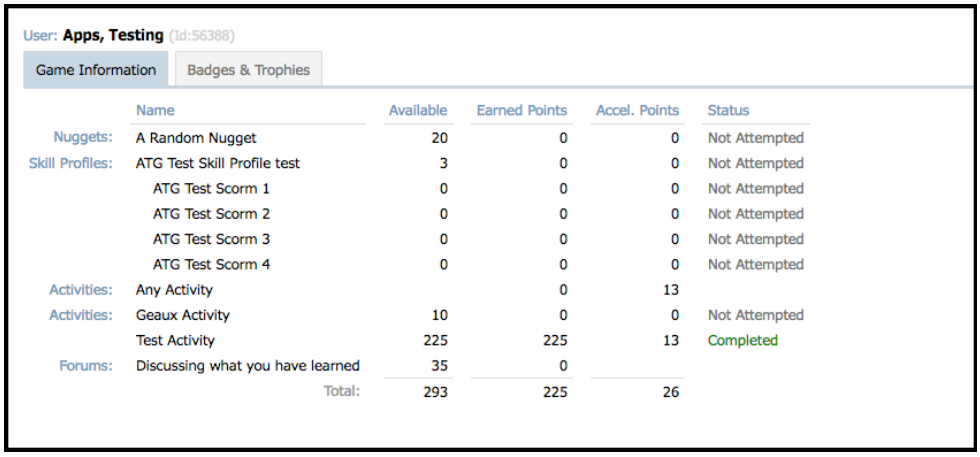

Figure 4-45- Skills & Games: Game Profile – Leader Board Game Information

The Badges & Trophies tab provides a list of earned Achievements and Game Trophies. Achievements will show the badges earned when each set "milestone" was met. Game Trophy will show any Trophies earned.

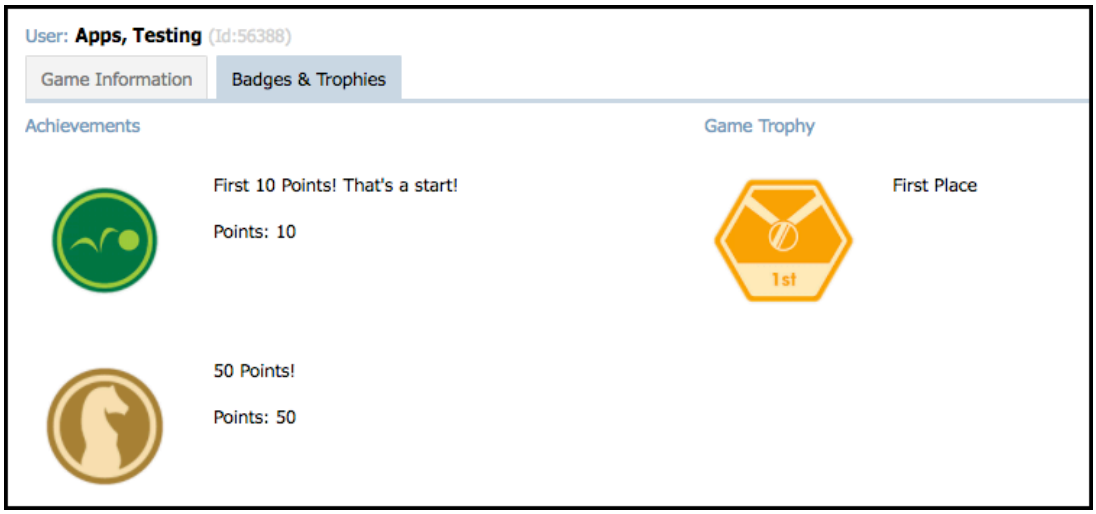

Figure 4-46- Skills & Games: Game Profile – Leader Board Badges & Trophies

Section C: All Group Scores are tracked here. In this section you are provided with columns showing: Group, Type (Job code or Group), Members, Total Points, Normalization Factor* (The point normalization factor is based on the ratio of the group size to the largest group size), and Normalization Points. Nothing in this section is able to edit and is for tracking/viewing purposes only.

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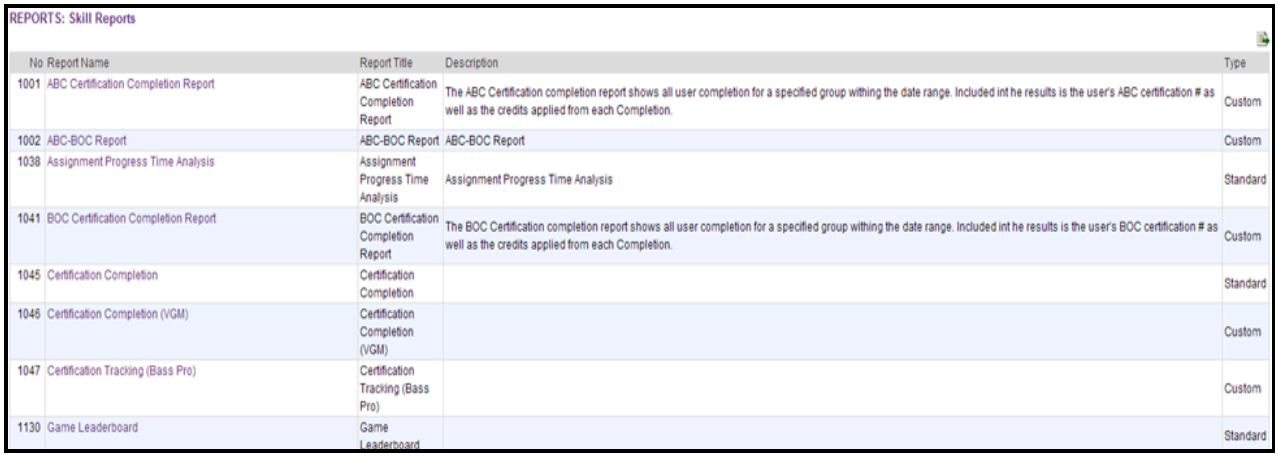
4.5 Skills & Games: Reports

The **Skills & Games: Reports** feature provides several pre-designed reports of Skills stored in your Course Manager repository. Reports are listed alphabetically by Report Name. Click on the **Report Name** link (in **purple**) to select the report you wish to view.

The following is a list of the Reports within this Tab. Additional Reports created as jsp's or custom reports purchased from OnPoint can be added to this list using the Manage Reports function under the Administration menu (see Section 9 of this Course Manager documentation).



REPORTS: Skill Reports

No	Report Name	Report Title	Description	Type
1001	ABC Certification Completion Report	ABC Certification Completion Report	The ABC Certification completion report shows all user completion for a specified group withing the date range. Included int he results is the user's ABC certification # as well as the credits applied from each Completion.	Custom
1002	ABC-BOC Report	ABC-BOC Report	ABC-BOC Report	Custom
1038	Assignment Progress Time Analysis	Assignment Progress Time Analysis	Assignment Progress Time Analysis	Standard
1041	BOC Certification Completion Report	BOC Certification Completion Report	The BOC Certification completion report shows all user completion for a specified group withing the date range. Included int he results is the user's BOC certification # as well as the credits applied from each Completion.	Custom
1045	Certification Completion	Certification Completion		Standard
1046	Certification Completion (VGM)	Certification Completion (VGM)		Custom
1047	Certification Tracking (Bass Pro)	Certification Tracking (Bass Pro)		Custom
1130	Game Leaderboard	Game Leaderboard		Standard

Figure 4-47- Skills & Games: Skills: Report List

Most of the reports have filter options:

Figure 4-48- Skills & Games: Select Report Criteria

Select your Report criteria from the available drop-down menu options, and click the **Generate Report** button to run the report. The report results will display with the OPLS Report Viewer in a pop-up window.

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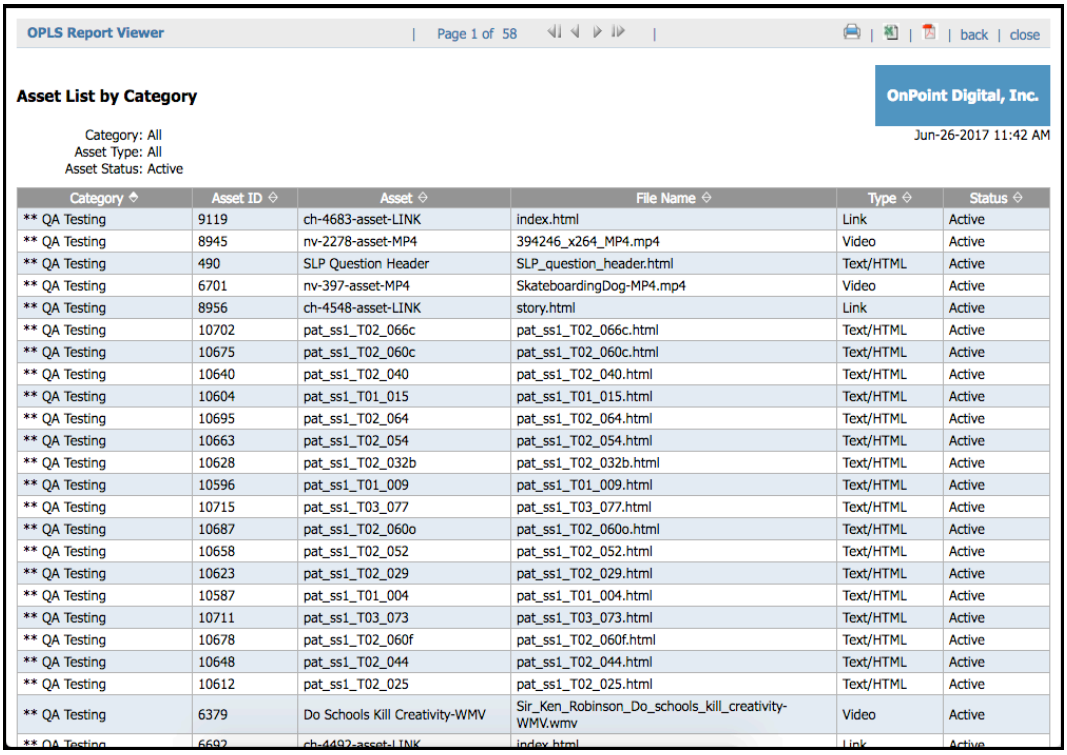


OPLS Report Viewer | Page 1 of 58 | back | close

Asset List by Category

OnPoint Digital, Inc.

Jun-26-2017 11:42 AM

Category: All
Asset Type: All
Asset Status: Active

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 4-49- Skills & Games: Sample Report

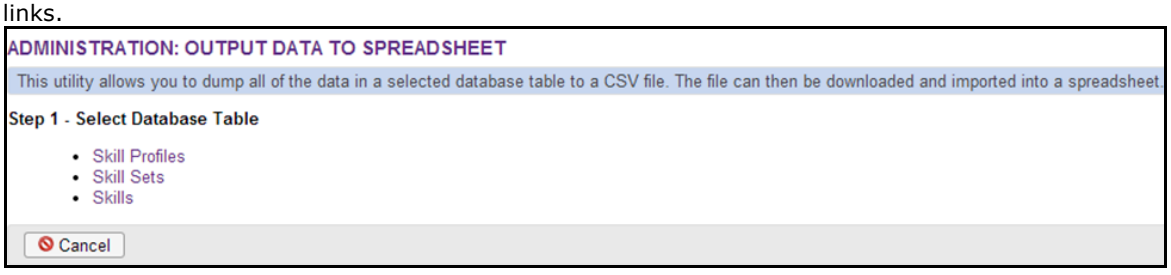
From the upper right hand corner of the report, you will see a few different icons. These three icons will allow you to Export Data.

Figure 4-50- Skills & Games: OPLS Report Viewer – Export

Photo icon 1 will allow you to **export the report to PDF**
Photo icon 2 will allow you to **print** the report
Photo icon 3 will allow you to **export the report to CSV**

Export Data to Spreadsheets

This utility allows you to dump all of the data in a selected database table to a CSV file. The file can then be downloaded and imported into a spreadsheet. Click the Export Data icon in the upper right hand corner of the Skill Reports screen, to display the Output Data to Spreadsheet page. Click to select one of the Database Table name links.



ADMINISTRATION: OUTPUT DATA TO SPREADSHEET

This utility allows you to dump all of the data in a selected database table to a CSV file. The file can then be downloaded and imported into a spreadsheet.

Step 1 - Select Database Table

- Skill Profiles
- Skill Sets
- Skills

Cancel

Figure 4-51- Skills & Games: Output Data to Spreadsheet - Step 2

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Review the list of table columns available, and click to select the corresponding check boxes for the table columns you want to export to the specified CSV file. You have the option to also Output the column names in the first row of the CSV file by clicking the checkbox.

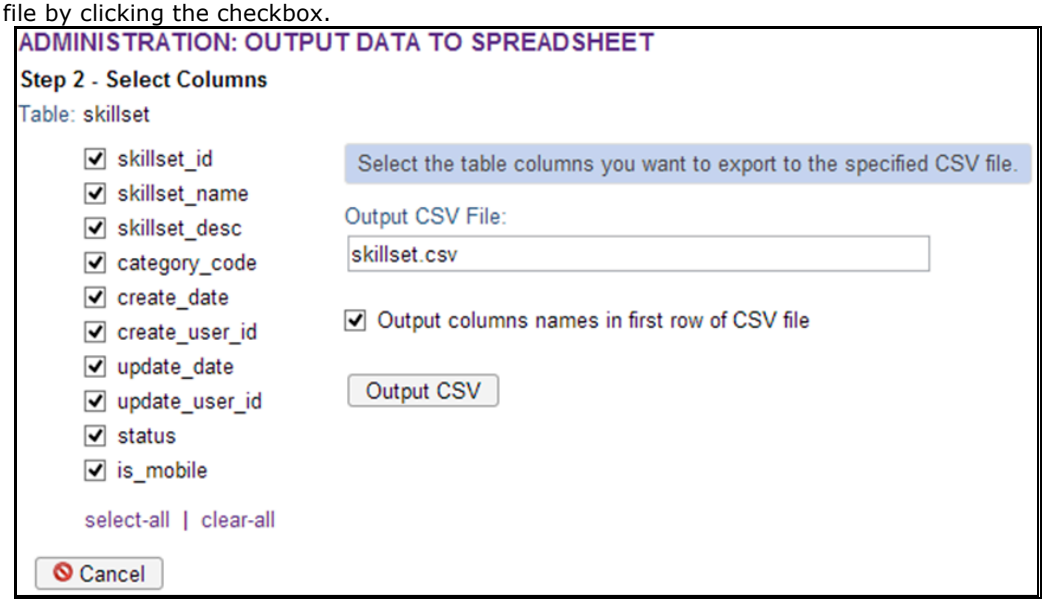

Figure 4-52- Skills & Games: Output Data to Spreadsheet page - Step 1

Use the select-all and clear-all links to select/deselect all table columns in the list at once.

Click the Output CSV File when you have completed making your selections and specifying the Output CSV file.

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