Job Aid:

Activity Upload Functionality: User Guide

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Section 1: Overview

## Basic Activity Upload Functionality

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

Uploading a File in an Activity

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

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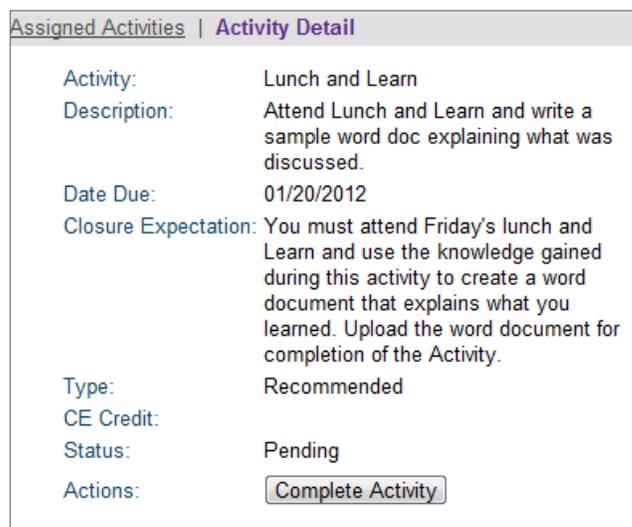
4. On the Activity Completion page, enter the date the Activity was completed (this will default to today's date) and any comments about the Activity. Activities can be set to not allow file upload at all ('None'), to allow the optional upload of a file ('Optional'), or to require a file upload for completion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

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

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

Viewing an Activity File from the Activity Tab

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

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

Downloading an Activity File from the "My Status" tab

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

From the Learning Portal, click the "My Status" tab.

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