# OnPoint Course Manager: Section 4 Skills & Games



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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.

Users & Groups	Content	Assessments	Skills & Games	Events & Activities	Notifications	Administration
ONPOINT MANAGER Welcome to Course Manager.			Skill Profiles			
			Curriculums			
Al Login Inform	+) Login Information					
Customer: OnPoint Digital, Inc. Administrator: Getter, Screenshot Role: Site Administrator		Game Profiles		se requests pending approval:		
		Reports				
			Nug	get requests pend	ling approval:	
				Ever	nt registrations pe	nding approval:
				Use	r activity completi	ons:
				Dole	to requests pend	ing

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.

# 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

SKILLS & GAMES: SKILL PROFILES + Add					
TF	TFilter Id Category Name Apply				
Id	Name	Туре	Updated	Status	
** QA	Testing				
279 QA - ATC TEST - 11-13		Skill Profile	13-Nov-2013	Active	
271 QA - Skill Profile 1		Skill Profile	27-May-2014	Active	
294 Sales Team Googler		Skill Profile	26-Sep-2014	Active	
295 Skill Profile 1		Skill Profile	28-Jul-2016	Active	
296 Skill Profile 2		Skill Profile	06-Oct-2014	Active	

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.	
	<b>Tip:</b> 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 <b>Filter</b> 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.

### 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 dropdown 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.

### **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

Advanced Skill Profile/Curriculum Filter					
Category Code:	Equals	·			¥
	Make Universal	I			
Id:	Equals				
Name:	Includes	·			
Description:	Includes	·			
Date Created:	On/After	·			
Status:	Equals	Active		× ×	
✓ Apply	Close	🔊 Default 🧳			

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		
	<ul> <li>Use the drop-down menu to choose a filter option: <ul> <li>equals – filters for a match of a letter or text string</li> <li>not equal to – filters out everything matching this entry, (e.g. type an A and no Skill Profiles beginning with A will display)</li> <li>less than – filters all matches less than the criteria</li> <li>greater than – filters all matches greater than the criteria</li> <li>begins with – filters for all Skill Profiles beginning with A)</li> <li>includes – filters for all Skill Profiles that include the criteria (e.g. type "Baseball" and get all Skill Profiles that include that word)</li> <li>ends with – filters for all Skill Profiles ending with the criteria</li> </ul> </li> </ul>		
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.		

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 <b>Apply</b> .	
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:

V Apply	To start the Search and apply selected filter settings.
1	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.

SKILLS & GAMES: EDIT	SKILLS & GAMES: EDIT SKILL PROFILE			
Type:	Skill Profile			
Skill Profile Name:	QA - Skill Profile 1			
Description:	QA - Skill Profile 1			
Category:	** QA Testing v			
Expiration Period:	0			
Allowed Time:	0			
OPPM Assignable:	● Yes ◎ No			
In OPCV/Mobile Catalogs:	🖲 Yes 🔍 No			
In OPEC Catalog:	O Yes   No			
Objects Required:				
Take in Sequence:	● Yes ◎ No			
Show Intro's/Prompts:	🖲 Yes 🔍 No			
Status:	Active Inactive Delete			
🖺 Save 🖉 Cancel		🚺 Tips		

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

Skills & Games: Edit Screen for New Skill Profile			
Element	Description		
Туре:	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		

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:	<ul> <li>Indicates the Status of the Skill Profile (the default setting is Active).</li> <li>Active (Currently in use)</li> <li>Inactive (Profile record is offline or unused)</li> <li>Delete (Profile no longer needed)</li> </ul>	

After making your changes click one of the following:

🖺 Save	To save your entries.
O 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.

SKI	LLS & GAMES	S: SKILL PROF	ILE							
	Information	Assignments	Advanced	Triggers	Certificates	Games				
In(	Skill Profile Skill Profile N Descri Cate Expiration P Allowed OPPM Assign OPCV/Mobile Cat In OPEC Ca Objects Req Take In Sequ Show Intro's/Pro	ile Id: 271 Type: Skill Profi Jame: QA - Skil pption: QA - Skil egory: ** QA Te eriod: Never Time: Unlimited nable: Yes alogs: Yes talog: No uired: 1 sence: Yes mpts: Yes tatus: Active	le II Profile 1 Profile 1 sting			Cus MDF Ode	tom Fields Program: d One Out: Skill:			
	🗷 Edit 🛛 📿 R	Refresh 4Lis	st					Update Status	Reset Status	Copy As

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.					

SKILLS & GAMES: UPDATE SKILL PROFILE STATUS
The update Skill Profile status utility will scan the status of all assigned users and update their completion date. User's completion dates will only be set if they have successfully completed the required assigned items.
Update Skill Profile: (#271) QA - Skill Profile 1
Archive completions (for all users)
Update Status O Cancel



	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.
	<b>Tip:</b> 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.

SKILL	S & GAME	S: SKILL PROF	ILE				
I	nformation	Assignments	Advanced	Triggers	Certificates	Games	
Skill Pro	ofile: <b>QA - SI</b>	kill Profile 1 (Id:2	271)				
Chan and t	ges to the as hat you want	signed objects sho to get the new as	uld always be signments use	followed with the 'Reset S	h an 'Update St tatus' followed I	atus' from t by the 'Upda	ie information page. For users who have already completed the Skill Profile ite Status'.
Assi	jned Object	is	A	ssign/Sequen	ce		
1 2 3 4 5	lo Name Mobile Le Alexs Sim AASCORN Bayer Co Bayer Co	arning Comes of A iple Assessment S 1 Cricket Utility urse 3 urse 4	Type Age! Course et Assessm Course Course Course	nent Set			
User Assi	s gned O		A	ssign View	Status		
Assi	jned Group	s/Job Codes					
K's W Race	'inRT Group To Win Grou	р					



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 <b>Assign</b> link to the right of Users. Available Users are displayed on the right. Users are listed alphabetically by last name. Use the <b>Filter</b> 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 <b>Assign</b> button to move all your selections to the Assigned Users column at one time. Click the <b>Finished</b> 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.

SKILLS & GAM	ES: SKILL PRO	FILE							
Information	Assignments	Advanced	Triggers	Certificates	Games				
Skill Profile: QA -	Skill Profile 1 (Id	:271)					Advanced	Meta Tags	Display Tags
Thumbnail Image:									
(click image to ma Assign Thumbnail	nage)								

#### 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

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.

SKILLS & GAMES: SKILL PROFILE						
Information Assignments Adva	nced Triggers	Certificates	Games			
Skill Profile: QA - Skill Profile 1 (Id:271)	<b>①</b> Tip		Tr	igger Action:		▼ Add
Recommend-Skill-Profile	Standard Notifi	cation				
Reinforce-Recommendation-Skill-Pro	file Standard Notifi	cation				
Notifications: Title	Des	tination Notify	Email SMS	Push Status	When	
Reinforce Recommendat	ion Skill Profile Use	r 🗸		Active	Immediately	
				1		
Assigned-To-Skill-Profile	Add Notification	n Add Assignn	nent/Recom	mendation	Remove Action	Override Standard: Yes

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.



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

Trigger Action:		+ Add
	٩	
	Assigned-To-Skill-Profile	
	Complete-Skill-Profile	
	Recommend-Skill-Profile	
	Reinforce-Recommendation-Skill-Profile	

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.

Complete-Skill-Profile         Add Notification         Add Assignment/Recommendation         Remove Action         Override Standard: Yes		Figure 4.12 - Skills and Campas Trigger Action Links						
	Complete-Skill-Profile	Add Notification	Add Assignment/Recommendation	Remove Action	Override Standard: Yes			

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

**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.

Title:       Complete Skill Profile         Message Text       Push/SMS Text         Wessage Text       Push/SMS Text         User Fields       user_last_name         user_dist_name       user_title         user_email       Country         Yes?       Tshirt Size         Color Choice       Muffnes         Orink       Desk         Via:       Standard Notification         Email       SMS (140 characters limit, no HTML)         Mobile Push (200 character limit, No HTML)       Department         Message Text       Muster         Days       Hours         Muster       Innediately         O       O         Status:       Active         Inactive       Fields         skillprofile_lid       cust_of         skillprofile_lid       cust_of         skillprofile_lid       cust_of         skillprofile_lid       cust_of	Trigger:	Complete-Skill-Profile	Fields
Message Text       Push/SMS Text       User Fields         user_first_name       user_first_name         user_granization       user_granization         user_email       Country         Yes?       Tshirt Size         Color Choice       Muffines         Dirink       Desk         Via:       Standard Notification         Email       City of birth         Mobile Push (200 character limit, no HTML)       Department         Mobile Push (200 character limit, No HTML)       Department         Vhen:       Immediately * On Trigger *       City of birth         High school mascot       Department         Jaimed       City of birth         High school mascot       Department         Jaimed       City of birth         High school mascot       Department         Jaimed       City of birth         High school mascot       Department         Jog * O	Title:	Complete Skill Profile	
Send To:       User       user_organization         User       via:       Standard Notification       User_organization         User       Via:       Standard Notification       Drink         Desk       Mother       Clip of Dirth         High school mascot       Despartment         Animal       Audience Field Selection         O       O       O         Days       Hours       Minutes         O       O       O         Status: <ul> <li>Active</li> <li>Inactive</li> <li>Skillprofile_id</li> <li>cust_id</li> <li>skillprofile_id</li> <li>cust_id</li> <li>skillprofile_name</li> <li>skillprofile_name</li> </ul>	Message Tex	Push/SMS Text	Click on items in the list to add them to the message
Image: Send To:       User v       user_anal         Send To:       User v       Tshirt Size         Via:       Standard Notification       Color Choice         Image: Send To:       User v       Desk         Via:       Standard Notification       Drink         Image: Send To:       User v       Desk         Via:       Standard Notification       Drink         Image: Send To:       User v       Desk         Via:       Standard Notification       Dirink         Image: Send To:       User v       Desk         Via:       Standard Notification       Desk         Image: Send To:       User v       Desk         Via:       Standard Notification       Desk         Image: Send To:       User v       Department         Image: Send To:       Image: V       Department         Animal       Audince Field Selection       Cup         UoB       Status:       Active Imactive       Imactive         Status:       Active Imactive       Imactive       Fields         Status:       Active Imactive       Status       Status       Status			user first name
✓       user_utile         ✓       user_organization         User_organization       user_email         Country       Yes?         Tshirt Size       Color Choice         Muffines       Drink         Desk       Muffines         Via:       Standard Notification       City of birth         Email       SMS (140 characters limit, no HTML)       Department         Mobile Push (200 character limit, No HTML)       Audience Field Selection         When:       Immediately ♥ On Trigger ♥       Cup         Days       Hours       Minutes         O       Q       Q       A Number         Status: <ul> <li>Active</li> <li>Inactive</li> <li>Skillprofile_idd</li> <li>cust_id</li> <li>skillprofile_id</li> <li>cust_id</li> <li>skillprofile_name</li> </ul>			user last name
Image: send To:       User       Image: send To:       User       Image: send To:       Tshirt Size         Send To:       User       Image: send To:       Tshirt Size       Color Choice         Muffines       Drink       Desk       Muffines         Via:       Standard Notification       Mother       Desk         Image: send To:       Email       Differ       Desk         Image: send To:       SMS (140 characters limit, no HTML)       Mother       Department         Image: send Signed Active (200 character limit, No HTML)       Andience Field Selection       Cup         Image: send Signed Active       Image: send Signed Active       State       State         Image: send Signed Active       Imactive       State       State         Status:       Imactive       Fields       skillprofile_id         cust_id       skillprofile_id       cust_id       skillprofile_name			user title
✓       user_email         Country       Yes?         Tshirt Size       Color Choice         Muffines       Drink         Via:       ✓ Standard Notification         Email       Desk         SMS (140 characters limit, no HTML)       Mother         Mobile Push (200 character limit, No HTML)       Department         Mobile Push (200 character limit, No HTML)       Audience Field Selection         When:       Immediately ♥ On Trigger ♥       Cup         Days       Hours       Minutes         0       0       0       A Number         Status:       ● Active       Inactive       Fields         skillprofile_id       cust_id       skillprofile_name			user organization
Country         Yes?         Tshirt Size         Color Choice         Muffines         Drink         Desk         Via:       Standard Notification         Email       Desk         SMS (140 characters limit, no HTML)       Department         Mobile Push (200 character limit, No HTML)       Audience Field Selection         When:       Immediately Immediately Immediately Immediately Immediately       On Trigger Immediately         Status:       Active       Inactive         Fields       skillprofile_id         cust_id       skillprofile_id         cust_id       skillprofile_id			user_email
Yes? Tshirt Stze Color Choice Muffines Drink Desk Via: Standard Notification Email SMS (140 characters limit, no HTML) Mobile Push (200 character limit, No HTML) Munutes Status: Active Inactive Minutes Status: Active Inactive Fields Status Active Inactive			Country
Image: Send To:     User     Color Choice       Via:     Image: Standard Notification     Desk       Image: Email     City of birth       Image: Email     City of birth       Image: SMS (140 characters limit, no HTML)     Department       Image: Mobile Push (200 character limit, No HTML)     Audience Field Selection       Image: When:     Immediately Image:			Yes?
Send To:       User <ul> <li>Standard Notification</li> <li>Standard Notification</li> <li>Email</li> <li>Email</li> <li>SMS (140 characters limit, no HTML)</li> <li>Mobile Push (200 character limit, No HTML)</li> <li>Advience Field Selection</li> <li>Cup</li> <li>LOB</li> <li>Bays</li> <li>Hours</li> <li>Minutes</li> <li>Status:</li> <li>Active</li> <li>Inactive</li> </ul> <li>Fields</li> <li>skillprofile_id</li> <li>cust_id</li> <li>skillprofile_iad</li> <li>cust_id</li> <li>skillprofile_name</li>		<i>h</i>	Tshirt Size
Send To:       User       •       Drink         Via:       © Standard Notification       Desk         •       Email       City of birth         •       Email       High school mascot         •       SMS (140 characters limit, no HTML)       Department         •       Mobile Push (200 character limit, No HTML)       Audience Field Selection         •       Mobile Push (200 character limit, No HTML)       Audience Field Selection         •       Mobile Push (200 character limit, No HTML)       Audience Field Selection         •       Mobile Push (200 character limit, No HTML)       Audience Field Selection         •       Mobile Push (200 character limit, No HTML)       Audience Field Selection         •       Most       Tinger •       Cup         •       Days       Hours       Minutes       State         •       •       •       •       A Number         Status:       •       Active       Inactive       Fields         skillprofile_id       cust_id       skillprofile_name			Color Choice
Send To:     User     ▼       Via:     ✓ standard Notification     Desk       Image: Standard Notification     Mother       Image: Standard Notification     City of birth       Image: Standard Notification     City of birth       Image: Standard Notification     High school mascot       Image: Standard Notification     Department       Image: Standard Notification     Department       Image: Standard Notification     Animal       Image: Notification     Animal       Image: Notification     Cup       When:     Immediately ▼ on Trigger ▼       Image: Notification     Cup       Image: Notification     Cup       Image: Notification     State       Image: Notification     State       Status:     Active Imactive			Muffines
Via:     Desk       Via:     Standard Notification     Mother       Email     City of birth       SMS (140 characters limit, no HTML)     Department       Mobile Push (200 character limit, No HTML)     Audinece Field Selection       When:     Immediately * On Trigger *     LOB       Days     Hours     Minutes       0     0     0       \$tatus:     * Active     Inactive	Send To:	User	Drink
Via:     Standard Notification     Mother       Email     City of birth       Brand     High school mascot       Department     Animal       Mobile Push (200 character limit, No HTML)     Audience Field Selection       When:     Immediately ♥ On Trigger ♥       Days     Hours       0     0       0     0       0     0       Status:     Active       Inactive     Fields       skillprofile_id       cust_id       skillprofile_name			Desk
■ Email       City of birth         ■ Bight       High school mascot         ■ SMS (140 characters limit, no HTML)       Department         ■ Mobile Push (200 character limit, No HTML)       Audience Field Selection         When:       Immediately ♥ On Trigger ♥       Cup         Days       Hours       Minutes         0       0       0         Status:       ● Active       Inactive	via:	Standard Notification	Mother
High school mascot       SMS (140 characters limit, no HTML)     Department       Mobile Push (200 character limit, No HTML)     Animal       Mobile Push (200 character limit, No HTML)     Audience Field Selection       When:     Immediately ♥ On Trigger ♥     Cup       Days     Hours     Minutes       0     0     0       Status:     Active     Inactive   Fields skillprofile_id cust_id skillprofile_name		Email	City of birth
SMS (140 characters limit, no HTML)     Department       Mobile Push (200 character limit, No HTML)     Audience Field Selection       When:     Immediately ▼ On Trigger ▼     Cup       Days     Hours     Minutes       0     ↓     0       \$tatus:     ● Active ● Inactive     Fields       skillprofile_id     cust_id       skillprofile_name			High school mascot
Mobile Push (200 character limit, No HTML)       Audience Field Selection         When:       Immediately ♥ On Trigger ♥       Cup         Days       Hours       Minutes       State         0       0       0       0         Status:       Active       Inactive       Fields         skillprofile_id       cust_id       skillprofile_name		SMS (140 characters limit, no HTML)	Department
When:     Immediately     On     Trigger     Cup       Days     Hours     Minutes     State       0     0     0     Audience Field Selection       Status:        • Active     Inactive     Fields       skillprofile_id     cust_id     skillprofile_name		Makila Duck (200 share the limit No LITAL)	Animal
When:     Immediately     • On     Trigger     • LOB       Days     Hours     Minutes     State       0     • O     • O     • Anumber       Status:     • Active     Inactive     Fields       skillprofile_id     cust_id     skillprofile_name		Mobile Fush (200 character limit, No HTML)	Audience Field Selection
Days     Hours     Minutes     State       0     0     0     Anumber       Status:     Active     Inactive     Fields       skiliprofile_id     cust_id     skiliprofile_name	When:	Immediately Trigger T	LOB
Image: Status:     Imactive     Imactive     Imactive       Status:     Active     Imactive     Imactive		Days Hours Minutes	State
Status:  Active Inactive Inactive Fields skillprofile_id cust_id skillprofile_name			A Number
Status: Active Inactive Fields skillprofile_id cust_id skillprofile_name	<b>C</b> 11		
skillprofile_id cust_id skillprofile_name	Status:	Active Unactive	Fields
cust_id skillprofile_name			skillprofile_id
skiiprone_name			cust_id
al diama film and fil			skiliprofile_name
skiipronie_desc			skiiprome_desc

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.

Triggered Assignm	ent/Recommendation		
To assign an object on the right. You n	t please select the object type and click on an item in the list nay filter the list of available items by name or category.	Please select	ct an object type
Trigger:	Complete-Skill-Profile	Name:	Go
Trigger: Action: Object Type: Object Name: Delay Assignment: Status:	Complete-Skill-Profile Assign Recommend	Name:	Go
E Save	Cancel		

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.

SKILLS & GAM	SKILLS & GAMES: SKILL PROFILE												
Information	Assignments	Advanced	Triggers	Outline	Certificates	Games	Sequence						
Skill Profile: 2014 LMS Demo Content													
Certificate: On	Certificate: OnPoint Skill Profile Certificate												
Certificate Certific Action Printer	cate Users/Learne d Passed/Com	ers Certifi pleted	cate ID										

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.

SKILLS & GAMES	SKILLS & GAMES: SKILL PROFILE											
Information	Assignments	Advanced	Triggers	Certificates	Games							
Skill Profile: QA - Sk	<b>till Profile 1</b> (Id:	271)										
Game Points	Game Points											
Score Type: Poi	nts for Completio	n × *	88 🌲									
🖺 Save 🛛 🞜	Refresh											
Score Type: Poi	nts for Completio Refresh	n x *	88									

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.

SKILLS & GA	SKILLS & GAMES: SKILL PROFILE									
Informatio	Assignments	Advanced	Triggers	Certificates	Games					
Skill Profile: Skil	Skill Profile: Skill Profile 1 (Id:295)									
Game Points										
Score Type:	Points for Completio	n <sub>x</sub> v	20 🜲							
🖺 Save	C Refresh									

Figure 4-19- Skills and Games: Game Points

### **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.

OnPoint Digital, Inc. June 2017

### 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.

SKILLS	SKILLS & GAMES: COMPETENCIES											
Filter:	Id Name	Q Apply	Tx									
Learner	rs / Users											
Id	Name											
1022	*** Pennyworth, Alfred											
1021	***, Batman											
388	*boyette, Joe											
39825	2015, February											
39840	2015, january											

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 <b>User Name</b> 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.

Full Name: Abb	bott, David	User Role: L	earner	Active Since:	May-19-201	7 5:15 PM			
Login: phi	Itest	Title:		Last Activity:	May-19-201	7 5:16 PM			
Email: no@	@noemail.com								
Curriculums									
Curriculum Name				Assigned		Completed		5	Status
DSW Curriculum 1				May 23 2017				1	Not attempted
Type Name	Description	Started	d Completed	Status Req	uired				
Nugget ** TIP	Course / Nugget ** TIP Course /	Nugget		Not attempted	No				
Skill Profiles									
Skill Profile Name				Assigned		Completed		5	Status
Activity Upload Skill P	Profile			May 23 2017				1	Not attempted
Type Name		Description		Started	Completed	Status	Requ	ired	
Nugget Pfeffer:	Bridging The Knowing-Doing Gap	Pfeffer: Bridgin	g The Knowing	-Doing Gap		Not attempted	d N	0	
Activity Activity	Upload Audio File	Activity Upload	Audio File			Pending	N	0	
August Skills				May 23 2017				1	Not attempted
August Skills Type	Name		Description	May 23 2017		Started Com	pleted	Status	Not attempted Required
August Skills Type Assessment Set	Name Mobile Assessment Set		Description Mobile Assessr	May 23 2017 nent Set		Started Com	pleted	Status Not attempted	Not attempted Required d No
August Skills Type Assessment Set Nugget	Name Mobile Assessment Set Example video		Description Mobile Assessr Example video	May 23 2017 nent Set		Started Com	pleted	Status Not attempted Not attempted	Not attempted Required d No d No
August Skills Type Assessment Set Nugget Assessment Set	Name Mobile Assessment Set Example video QA - Assessment Set with each a:	ssessment type	Description Mobile Assessr Example video QA - Assessme	May 23 2017 nent Set ent Set with each asses	ssment type	Started Com	pleted	Status Not attempted Not attempted Not attempted	Not attempted Required d No d No d No d No
August Skills Type Assessment Set Nugget Assessment Set Activity	Name Mobile Assessment Set Example video QA - Assessment Set with each a: Where is Waldo?	ssessment type	Description Mobile Assess Example video QA - Assessme Where is Wald	May 23 2017 nent Set ent Set with each asses	ssment type	Started Com	pleted	Status Not attempted Not attempted Not attempted Pending	Not attempted Required d No d No d No No
August Skills Type Assessment Set Nugget Assessment Set Activity Course	Name Mobile Assessment Set Example video QA - Assessment Set with each ar Where is Waldo? AASCORM Cricket Utility	ssessment type	Description Mobile Assess Example video QA - Assessme Where is Wald AASCORM Cric	May 23 2017 nent Set ent Set with each asses o? ket Utility	ssment type	Started Com	pleted	Status Not attempted Not attempted Pending Not attempted	Not attempted Required No No No No No No
August Skills Type Assessment Set Nugget Assessment Set Activity Course Activity	Name Mobile Assessment Set Example video QA - Assessment Set with each ar Where is Waldo? AASCORM Cricket Utility Sales Team Adventure: Task 3	ssessment type	Description Mobile Assess Example video QA - Assessme Where is Wald AASCORM Cric Sales Team Ad	May 23 2017 nent Set ent Set with each asser o? ket Utility venture: Task 3	ssment type	Started Com	pleted	Status Not attempted Not attempted Pending Not attempted Pending	Not attempted Required d No d No d No No d No No
August Skills Type Assessment Set Nugget Assessment Set Activity Course Activity Course	Name Mobile Assessment Set Example video QA - Assessment Set with each at Where is Waldo? AASCORM Cricket Utility Sales Team Adventure: Task 3	ssessment type	Description Mobile Assessr Example video QA - Assessme Where is Wald AASCORM Cric Sales Team Ad	May 23 2017 nent Set ent Set with each asse: o? ket Utility venture: Task 3	ssment type	Started Com	pleted	Status Not attempted Not attempted Pending Not attempted Pending	Not attempted Required d No d No d No d No No
August Skills Type Assessment Set Nugget Assessment Set Activity Course Activity Courses Courses	Name Mobile Assessment Set Example video QA - Assessment Set with each a: Where is Waldo? AASCORM Cricket Utility Sales Team Adventure: Task 3	ssessment type	Description Mobile Assess Example video QA - Assessme Where is Wald AASCORM Cric Sales Team Ad	May 23 2017 nent Set ent Set with each asses o? ket Utility venture: Task 3	ssment type	Started Com	pleted	Not attempted Not attempted Not attempted Pending Not attempted Pending	Not attempted Required d No d No d No d No d No No

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.

¥E				
er Information				
Full Name: Jones, Chipper	User Role: User		Active Since:	
Login: CJones	Title:		Last Activity:	
Email:				
ull Duofiloo				
All Profile Name	Assigned	Completed		Status
an Frome Name	August 17 2000	Compresso		Incomplete
ont End Service Clerk/Cart Ketriever - 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	e Shift 4		Not attempted
Course Front End Service Clerk/Cart Retriever - Bronze Shift 3	Front End Service Clerk/Cart Retriever - Bronz	.e Shift 3		Not attempted
Course Front End Service Clerk/Cart Retriever - Bronze Shift 2	Front End Service Clerk/Cart Retriever - Bronz	.e Shift 2		Not attempted
Course Front End Service Clerk/Cart Retriever - Bronze Shift 1	Front End Service Clerk/Cart Retriever - Bronze	e Shift 1 Aug-17-2009 15:10	Aug-13-2009 00:00	Completed
ourses				
ourse Name	First Accessed	Last Accessed	Credit Statu	IS
ont End Service Clerk/Cart Retriever - Bronze Shift 1	Aug-17-2009 15:10	Aug-17-2009 15:10	4.00 Comr	pleted
ont End Service Clerk/Cart Retriever - Bronze Shift 2			3.50 Not a	Attempted
ont End Service Clerk/Cart Retriever - Bronze Shift 3			2.50 Not a	uttempted
ont End Service Clerk/Cart Retriever - Bronze Shift 4			0.50 Not a	ttempted
ife Handling Demo Course (Brandon-Hall)			0.00 Not a	ttempted
ssessment Sets				

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

### 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

+ Add	SKILLS & GAMES: GAME PROFILES     Auto Scoring Status: Idle												
Filter:	Id Category		× 1	Name Status		• Q/	Apply T <sub>sc</sub>						
Id	Name (click to select)	Starts	Ends	Next Auto Score	Published	Status	22-Jun-2017 10:00:20 • Shane Tester3						
** QA	Testing						Let's Do This! Achievement: 50 Points!						
54	COPY GAME 2	16-Oct-2015	15-Nov-2017		No		Achievement. 50 Points:						
25	K's Game	16-Oct-2015	15-Nov-2017		No		21-Jun-2017 10:29:55 • Shane Tester3						
26	QA October Game	05-Oct-2014	01-Jan-2015		No		Let's Do This! Achievement: First 10 Points! That's a start!						
50	SP Game	07-Jun-2016	31-Jul-2017		No		And the second						

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

Off to the right o	of the list is the	Auto Scoring	g Status whi	ch keeps a	a running t	ally of date,	user, gan	ne 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.

**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

Filter:	Id	Category	٣	Name	Status	<ul> <li>Q Apply</li> </ul>	Tx
---------	----	----------	---	------	--------	-----------------------------	----

Figure 4-27- Skills & Games: Game Filter

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 <b>All</b> 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.

Add Game		
Name:		
Description:		
Category:	Front Row Awesomness	Ŧ
Starts:	14-Jul-2017	
Ends:	14-Aug-2017 🔛 🖉	
Game Type:	Standard 🔿 Master	
Acceleration Period:	0 🖕 (days)	
Acceleration Points:	0 (per completed item)	
Show in OPCV:	O Yes ○ No	
Status:	Active      Inactive      Request Delete	
🖺 Save 🖉 Can	cel	1 Tips

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

	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 ater.) 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:	<ul> <li>Allows a game to have a set number of days to complete and earn extra points.</li> <li>Requires a start / end date</li> <li>Cannot set acceleration points if backdating</li> <li>If there is no end date, trophies cannot be awarded</li> </ul>						
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:	<ul> <li>Indicates the Status of the Game Profile (the default setting is Active).</li> <li>Active (Currently in use)</li> <li>Inactive (Profile record is offline or unused)</li> <li>Request Delete (Profile no longer needed)</li> </ul>						

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

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.



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

	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:	efreshes 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.						

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

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.

### **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**.

Game: Assign Courses	
Select the cou	rses you want to associate with this game
Filter Id: Name: Begins With * Category	• Apply T <sub>x</sub>
	∢ Assign/Unassign ▶
Assigned (check to remove)	Available (check to assign)
	# in the name.
	**Google Scorm test course - simplified
	Storyline - test - Ims 2
	2.1.11. Travel and Transportation
	2.1.12. Clinical/Peer Conversations
	2.1.13. Office Visits
	2.1.14. Cancelling a Program
	2.1.2. Repeat Attendance
	2.1.3. Number of Attendees
	2.1.4. Choosing a Speaker
	2.1.5. Communicating with Speaker
	🗍 3.1.6 Desiding Business Mosla
< 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.

SKILLS	& GAMES: GAME PROFILE		
Inf	ormation Associated Objects	Game Points	
Game: Lo Assign	et's Do This! (Id:17) ed Objects	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 include the edited object.	
Course Nugge 57 Assess Skill Pi 308	ss A Random Nugget ament Sets rofiles / Curriculums ATG Test Skill Profile test 6616. Course: ATG Test Scorr 6617. Course: ATG Test Scorr 6619. Course: ATG Test Scorr 6619. Course: ATG Test Scorr	Activity: Geaux Activity Duration: 1:01:00 Score Type: Points for Completion Points: 10 ¢	20 3 0 0 0 0
54 17 Docum Forum	Geaux Activity Test Activity nents	E Save Cancel	10 225
27	Discussing what you have learned	d Total Game Points: Acceleration Points (13 per item completed within 100000 days):	35 293 143

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

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.

Assign Groups/Job Codes	
Groups (check to select)	Job Codes (check to select)
***Asterisk Testing Group	Administrator
*The McTestsons	Android Learner
O 00 Front Line	Apple Learner
00 VP	BlackBerry Learner
🗆 01 - All	Coach
01 Bedroom Team	Commanding Officer
01 Brand Supervisors	Content Administrator
01 Brand Team	Contributors
01 Clearance Team	Course Coordinator
01 Department Leads	Document Administrator
01 Dining Team	Essure Med Affairs-TvU
O1 Elements Team	Event Manager
01 Leadership Team	
01 Living Super Group	LMS Learner
O1 Operations Supervisor and Leads	Manager
O1 Operations Team	Mobile Learner
🖺 Save 🖉 Cancel	

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

SKI	LLS & GAMES	GAME PROFILE		
	Information	Associated Objects	Assignments	Triggers
Gam	e: Let's Do This	(Id:17)		
As	signed Group(s	) / Job Code(s)	Assign	
	Group	Туре		
	Apps Testing Grou Chad Test Gold Bird LMS Learner We Wear Red	up Group Group Group Job Code Group		

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

### 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.

SKI	LLS & GAME	S: GAME PROFILE							
4	Information	Associated Objects	Assignments	Triggers	Achievements	Trophies	Leaderboard		
Gam	e: Let's Do Thi	is! (Id:17) 🚯 Tip						Trigger Action:	▼ + Add
Ga	me-Objective	I.	Add Notifi	cation	Remov	e Action C	verride Standard:	/es	

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.

Trigger Action:	A	+ Add
	۹	
	Game-Completion	
	Game-Objective	
	Win-Game	

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.

SKILLS & GAM	IES: GAME PI	ROFILE						
Information	Associated	Objects A	Assignments	Triggers	Achievements	Trophies	Leaderboard	
Game: Let's Do T	[his! (Id:17)	🕽 Тір						Trigger Action:
Game-Objecti	ve		Add Notif	ication	Remo	ve Action	Override Standard	: Yes
Notifications:	Title	Destination	Email	SMS SI	tatus			
	Notification	User	None	None A	ctive			
Win-Game			Add Notif	ication	Remo	ve Action	Override Standard	: Yes

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

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.

Trigger:	Game-Completion		User Fields user first name
Title: Message: Send To:	Notification		user_last_name
	Click on variables in the list at right to add them to the message	• Tip	user_title user_organization user_email Game_Fields game_ldi cust_id game_name game_desc category_code published create_user_id create_user_id update_date game_status
Status:	Email     SMS (140 characters limit, no HTML)     Mobile Push (200 character limit, No HTML) Other Email:		end_date totl_points image_thumbnail image_badge start_date game_type next_score_calc calc_trophies acceleration_points last_calc_date

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.

SKILLS & GAME	S: GAME PROFILE					
Information	Associated Objects	Assignments	Triggers	Achievements	Trophies	Leaderboard
Game: Let's Do Thi	<b>is!</b> (Id:17)					
Game Achievem	ents	Add Achi	evement			
Achievement Tit First 10 Points!	tle Type That's a start! Points	Value Badge				
50 Points!	Points	50				

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

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.

Game Ac	hievement			
Title: Type:	Points v 0 \$ points	Upload new badge file (im Choose File No file chosen     Or select previously uploaded i	ages will be resized to 150x150) mage	
		•	•	
		O D 2nd	O Srd	•
		•	•	
🖺 Save	e OCancel			

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.

SKILLS & GAME	S: GAME PRO	OFILE							
Information	Associated O	bjects	Assi	gnments	Triggers	Achievements	Trophies	Leaderboard	
Game: Let's Do Th	<b>is!</b> (Id:17)								
Game Achievem	ents			Add Achi	evement				
Achievement Ti First 10 Points!	tle That's a start!	Type Points	Value 10	Badge					
50 Points!		Points	50						

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.

SKI	LLS & GAME	S: GAME PROFILE					
-	Information	Associated Objects	Assignments	Triggers	Achievements	Trophies	Leaderboard
Gam	e: Let's Do Thi	is! (Id:17)					
Ga	ame Trophies	Add Trop	hy				

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.

SKILLS & GAME	S: GAME PROFILE					
Information	Trophies	Leaderboard				
Game: Let's Do Th	is! (Id:17)					
Game Trophies		Add Tropl	hy			
Ranking Troph 1 First F	y Title Badge Nace					
2 Secon	ad Place					
3 Third	Place					

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

### **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.

ILLS & GAMES: GAM	IE PROFILE								
Information Assoc	iated Objects Ass	ignments Trigg	gers Achievements	Trophies	Leaderboard				
ne: Let's Do This! (id:1)								Development	C Defer
					Leaderboards	s: 🖸 Master 🖬 Grou	ps 🗹 Challenge	Recalculate	C Refre
eaderboard							Sort	by Score Name	Top 10
Iter: Id Name	Group				* Q	Apply T <sub>x</sub>			-
Lieer Id Name (click for	detaile) Game P	ointe Dercentage	Score Accel Do	vinte Total Pr	vinte Score Date				
56525 tslice5, Shane	dound) como r	225	76.79%	13	238 22-Jun-2017 10:03				
56388 Apps, Testing		225	76.79%	13	238 06-Jul-2017 14:53				
27182 Barker, Bob		0	0.00%	0	0 22-Jun-2017 10:03				
39840 2015, january		0	0.00%	0	0 22-Jun-2017 10:03				
56395 Grainger 5.6.9	iPad, Tester	0	0.00%	0	0 22-Jun-2017 10:03				
56419 AppsTesting, M	lanager	0	0.00%	0	0 22-Jun-2017 10:03				
56426 Apps, Testing4		0	0.00%	0	0 22-Jun-2017 10:03				
29541 manager, repo	rting	0	0.00%	0	0 22-Jun-2017 10:03				
7009 Gabour, Zsa Zs	a	0	0.00%	0	0 22-Jun-2017 10:03				
39832 Polo, -		0	0.00%	0	0 22-Jun-2017 10:03				
4 Lu, Ban		0	0.00%	0	0 22-Jun-2017 10:03				
148512 Farrar, Shane		0	0.00%	0	0 22-Jun-2017 10:03				
7007 Newhaus, Wrig	ley	0	0.00%	0	0 22-Jun-2017 10:03				
7006 Husker, Herbie		0	0.00%	0	0 22-Jun-2017 10:03				
aum aupiny avan		Ŭ	0.00%	ú	0 22-301-2017 10.03				
305 Maxon, Brian		0	0.00%	0	0 22-Jun-2017 10:03				
921 Smith, Charity		0	0.00%	0	0 22-Jun-2017 10:03				
6900 McKinnon, Coll	in	0	0.00%	0	0 22-Jun-2017 10:03				
6901 Dino, Kalantzis		0	0.00%	0	0 22-Jun-2017 10:03				
6902 Hanna, Keegar	n	0	0.00%	0	0 22-Jun-2017 10:03				
6903 Purdy, Adam		0	0.00%	0	0 22-Jun-2017 10:03				
6904 Mangan, Alan		0	0.00%	0	0 22-Jun-2017 10:03				
7005 BoSox, Cajerst	on	0	0.00%	0	0 22-Jun-2017 10:03				
7004 Ebel222, Chad		0	0.00%	0	0 28-Jun-2017 14:52				
148585 Ebel, Carol		0	0.00%	0	0 12-Jul-2017 16:54				
4210 Ebel, Nicole		0	0.00%	0	0 12-Jul-2017 17:02				
1411 Ebel, Chad		0	0.00%	0	0 13-Jul-2017 09:42				
Same scores last update Ioints will only be award	d 14-Jul-2017 16:4 ed for objects comple	16 ated between 03-0	Oct-2013 and 21-Jul-20	17				С	
							T I		
Group	Type Members	s Total Points	Normalization Factor*	Normalized	d Points		1		
Apps Testing Group	Group 8	8 476	1.1250		536		1		
Chad Test	Group 9	238	1.0000		238		1		
We Wear Red	Group 3	5 U 4 O	3.0000		0				
LMS Learner	lobcode 5	. U 5 0	2.2500		0				
The point normalization	factor is based on the	a ratio of the group	size to the largest group	size					

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.

me Inform	ation Badges & Trophies				
	Name	Available	Earned Points	Accel. Points	Status
Nuggets:	A Random Nugget	20	0	0	Not Attempted
dll Profiles:	ATG Test Skill Profile test	3	0	0	Not Attempted
	ATG Test Scorm 1	0	0	0	Not Attempted
	ATG Test Scorm 2	0	0	0	Not Attempted
	ATG Test Scorm 3	0	0	0	Not Attempted
	ATG Test Scorm 4	0	0	0	Not Attempted
Activities:	Any Activity		0	13	
Activities:	Geaux Activity	10	0	0	Not Attempted
	Test Activity	225	225	13	Completed
Forums:	Discussing what you have learned	35	0		
	Total:	293	225	26	

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.

User: Apps, Testing	(Id:56388)	_		
Game Information	Badges & Trophies			
Achievements			Game Trophy	
<b>6</b>	First 10 Points! That's a Points: 10	a start!	Tst	First Place
G	50 Points! Points: 50			

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.

### 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).

REPOR	ITS: Skill Reports			
No	Report Name	Report Title	Description	Туре
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 inthe 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 inthe 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		Standard

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

Most of the reports have filter options:

Assignment Pro	Assignment Progress Time Analysis close					
Assignment Progress	Time Analysis					
Skill Profile:	Please Select a Skill Profile 🗘					
Group:	All 📀					
Job Code:	Please Select a Job Code 📀					
Start Date:	🛱 (mm/dd/yyyy)					
End Date:	🛱 (mm/dd/yyyy)					
Language Choice:	English					
Generate Report						

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.

		ruge i or	56 414 2 55		
Asset List by Category: All Category: All Asset Type: All Asset Status: Acti	<b>jory</b> ive			<b>OnPoi</b> Ju	nt Digital, Inc
Category 🗢	Asset ID $\Leftrightarrow$	Asset $\Leftrightarrow$	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
** OA Testing	6692	ch-4492-asset-LINK	index html	Link	Activo

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.



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

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.

ADMINISTRATION: OUTPUT	T DATA TO SPREADSHEET
Step 2 - Select Columns	
Table: skillset	
✓ skillset_id	Select the table columns you want to export to the specified CSV file.
✓ skillset_name ✓ skillset_desc	Output CSV File:
✓ category_code	skillset.csv
✓ create_date	Output columns names in first row of CSV file
✓ create_user_id	
✓ update_user_id	Output CSV
✓ status	
✓ is_mobile	
select-all   clear-all	
Ocancel	

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.