

Job Aid:

Activity Upload Functionality: Administrator 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 the function is enabled (by a Root Administrator), the following file extensions are entered by default: .doc, .docx, .odt, .xls, .xlsx, .ods, .ppt, .pptx, .pdf. Administrators can add/remove the types of files the system will accept as part of the configuration process. Certain file types will not be accepted, such as .exe, .zip, .js, .jsp and others, as these file types represent system security risks. There is also a maximum file size of 25 MB per upload.

Once a file has been uploaded by a user as part of the Activity completion process, that file can then be viewed at any time by the User, his or her Manager(s)/Mentor and Administrators.

Configuration

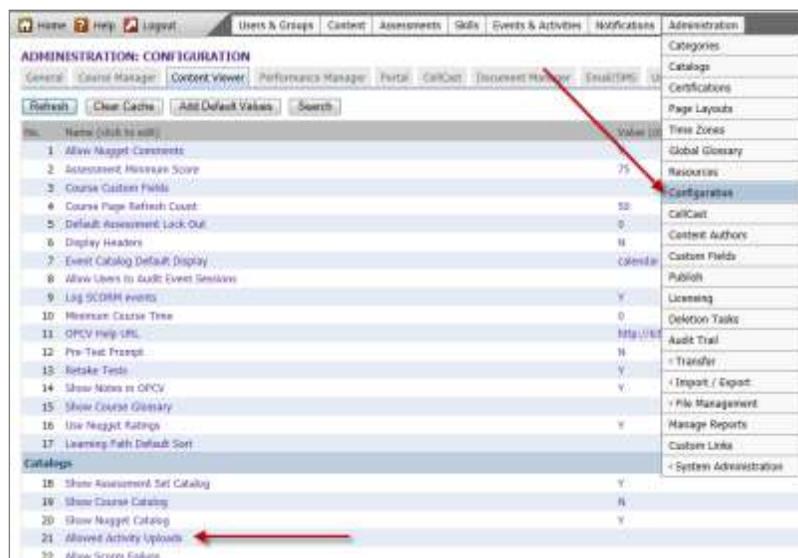
Configuring the System to Allow Activity Uploads

Root Administrators must enable the functionality via the Managed Customers area under System Administration.

Configuring Supported File Types

To add or remove the types of files users can upload as part of the Activity completion process, Site Administrators can go to Administration -> Configuration and click the sub-tab for Content Viewer. At the bottom of the page, in the Catalog section, click item 23, Allowed Activity Uploads to add or remove the desired file extension(s) (all file formats are defaulted as active).

Note: File extensions are set globally and cannot be set for any individual Activity at this time.

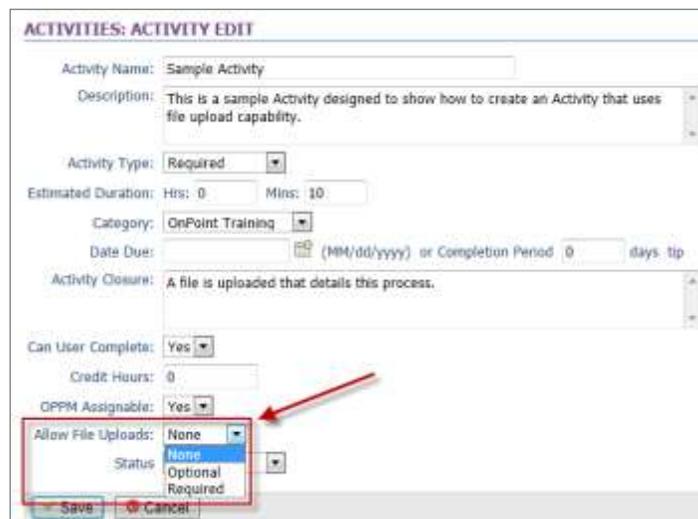


Section 2: Activity Creation

Creating an Activity with File Load Capability

Once the functionality has been enabled and the file types have been designated, Activities can be set up to include file uploads.

1. Under the Events & Activities tab in OPCM, select Activities. Click the **Add Activity** button to create a new Activity record.
2. Enter information for the desired data fields on the Activity Edit screen. At the new “Allow File Uploads” drop-down field, your options include:
 - a. **None** – no file can be uploaded as part of the Activity completion process (default).
 - b. **Optional** – a file can be uploaded as part of the Activity completion process, but it is not required for completion of the Activity.
 - c. **Required** – a file must be uploaded or the user will be unable to complete the Activity.



3. Click **Save** to save the new Activity and return to the Activity list.

The new Activity can then be assigned to Users and Groups as required.

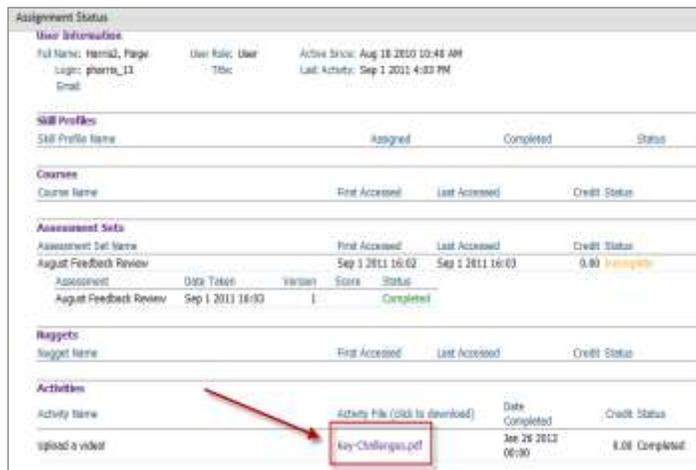
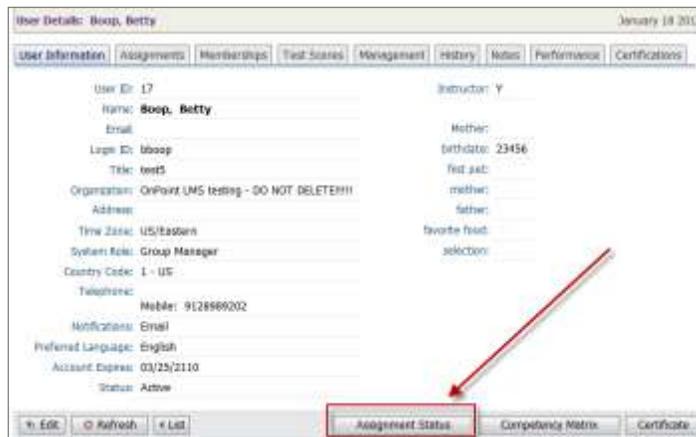
Section 3: Viewing Users' Activity Files

Option 1 - Viewing a User's Activity File from the User Information Sub-tab

1. In Course Manager, from the Users & Groups main level menu, select Users and Managers from the dropdown.
2. Click on the User who has the Activity file you wish to view/download.



3. The User Information page will display. Simply click the **Assignment Status** button at the lower right to see a composite view of the User's assignments. Click the file name to download/view any Activity file.

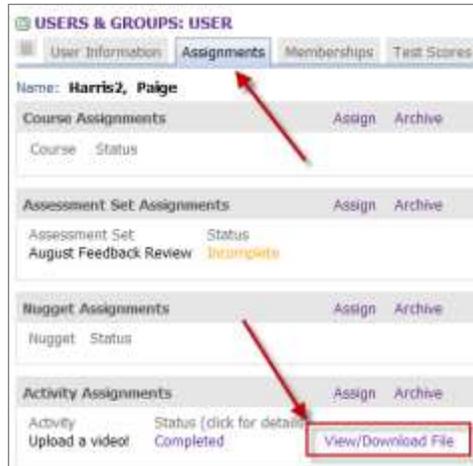


Option 2 - Viewing a User's Activity File from the Assignments Sub-tab

1. In Course Manager, from the Users & Groups main level menu, select Users and Managers from the dropdown.
2. Click on the User who has the Activity file you wish to view/download.



3. The User Information page will display. Click the user's "Assignments" subtab to view current Activity assignments. Click the [View/Download File](#) for the desired Activity to download and view the associated file.



Option 3 - Viewing a User's Activity File from the Activity Completion Screen

1. In Course Manager, from the Events & Activities main level menu, select Activity Completion from the dropdown.
2. Use the available filters to display the User who has the Activity file you wish to download. Click the Status link for the User/Activity.



3. The Activity Completion Status page will display and the uploaded Activity file will be listed. Click on the file name to download and view the file.

