Job Aid:

Creating a PDF Nugget Using Content Wizard

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Section 1: Overview

This brief guide details the process of creating a PDF nugget using the Content Wizard within OnPoint and includes step-by-step directions, associated screen images and answers to common questions related to this task.

Creating a PDF Nugget

1. Log into OnPoint Portal (http://thd-ca.mlearning.com) using a Site Administrator login to access the CellCast Portal. Select Course Manager (top right, shaded in orange), which will open the Course Manager application in a new window. (Figure 1)

Figure 1

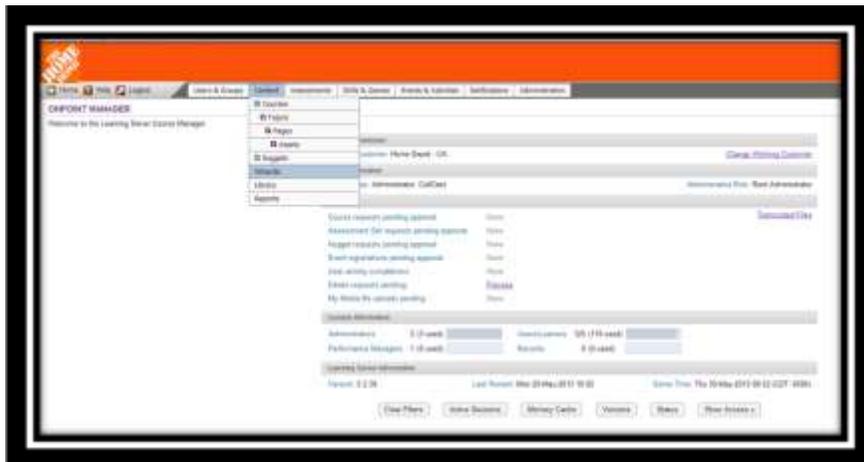2. From the Course Manager main menu, select Content > Wizards. (Figure 2)

Figure 2

3. Select Content Wizard. Select Document (EPUB/PDF). (Figure 3)

Figure 3

4. Within the Content Wizard, enter the values which will define this nugget from others, such as the nugget title, description and estimated duration. These elements are user-facing, so users will see this information when they access the nugget via the Catalog or Assignment tabs. Set the proper category for the content and, if needed, fill in the custom field for the Bay ID. Select Continue. (Figure 4)
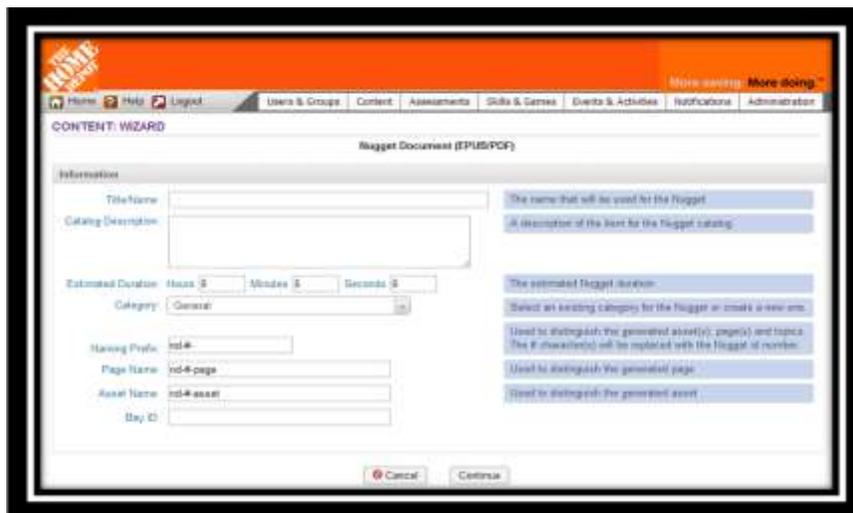

Figure 4

5. From the Select Device(s) and File Type page, select the type of document you have to upload: PDF, EPUB or Both. For PDF, select PDF and also select the Web Version radio button for PDF. Select Continue. (Figure 5)
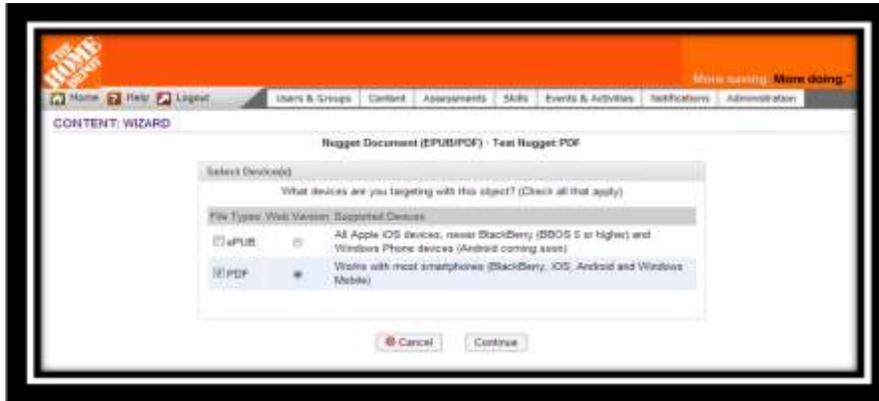
Figure 5

6. The Upload/Select Asset File(s) page allows you to identify the file to be uploaded to the OnPoint CellCast server as the PDF asset for this nugget. Select Choose File to locate the PDF file on your local computer and select Continue to begin the upload process. Do not proceed until the upload has concluded and the next page is displayed. (Figure 6)
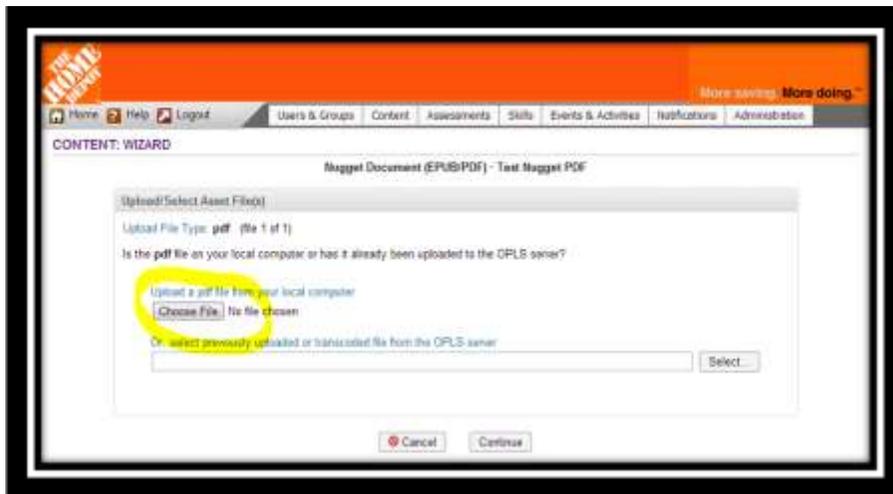

Figure 6

7. Once the upload process has completed, the Thumbnail Image page will display. If you have a new thumbnail image which you wish to use for this nugget, select Choose File to locate the image file on your PC and select Continue to upload and assign the new thumbnail. If you already have the desired thumbnail in your system, you may skip this step and assign the thumbnail after the nugget is created. (Figure 7)

Figure 7

8. The Generate Nugget page allows you to review the nugget setup before generating the nugget. If all of the information is correct, all you need to do is select Generate Nugget and the nugget will be created in the system. (Figure 8)

Figure 8

9. Now that the nugget has been created, select View and Publish Nugget. (Figure 9) From the Nugget Information page, you can publish the nugget and assign it to the users and/or groups, as needed.
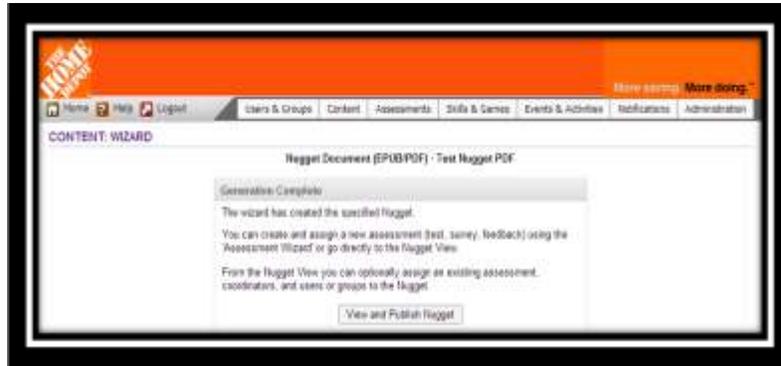
Figure 9

10. To publish the nugget, select Publish as shown in the figure below. During the publish process you will be prompted to select if you want to Add to User Mobile Sync Folders. This select box should be chosen so that the next time the device is synced the content will be suggested to be downloaded and available for all users on the shared devices. (Figure 10)
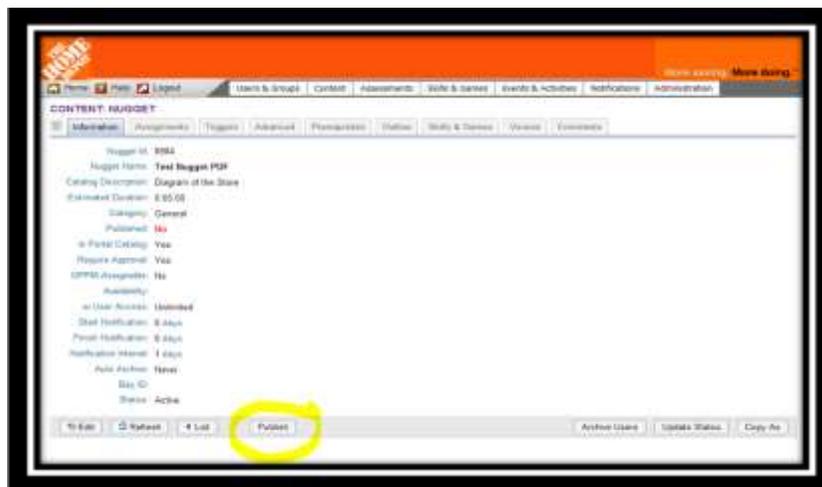

Figure 10

11. Assigning the new nugget to all of your users is done by assigning it as a group-based assignment, which will assign the nugget to all members of a group. Select Users & Groups > Groups from the main menu. Once opened, select the THD Custom UI group to open the Group Information page. (Figure 11)

Figure 11

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12. From the Group Information page, select the Assignments tab and scroll down to the Assigned Nuggets section and select Assign. (Figure 12)
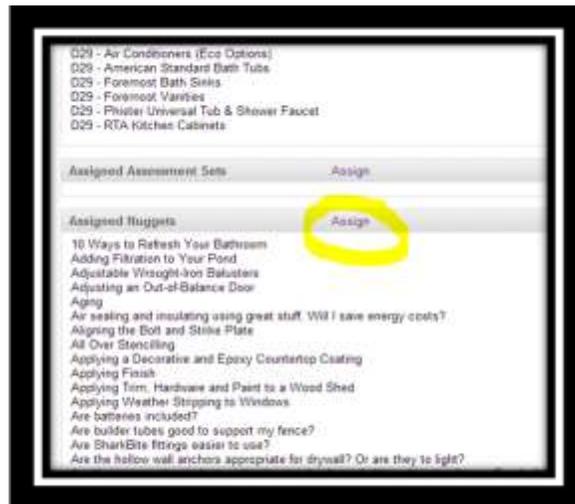

Figure 12

13. The Assign Nuggets page will allow you to locate your newly created and published nugget. Use the filters on the right, if needed, to locate the nugget. Select the nugget and then select Assign/Unassign to process the assignment. Once the nugget title moves to the Assigned Nugget list, the process is complete. All users currently in the THD Custom UI group, as well as any user added to the group in the future, will receive this nugget assignment. (Figure 13)
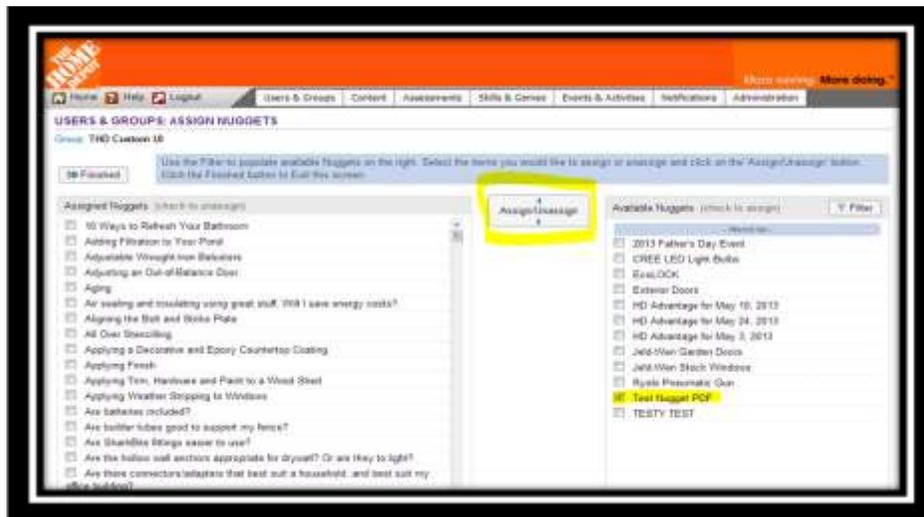

Figure 13