# Job Aid:

# Managing Games Administrator Guide



August 2014

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# **Section 1: Overview**

## **Basic Games Functionality**

OnPoint now provides a fully integrated gamification layer that extends the learning experience for both online and mobile users by supporting group or project-specific game profiles. These profiles are comprised of game elements like interactive leader boards, points/levels/badges, and earned trophies and tangible rewards. Customers can deliver a completely 'gamifed' experience to workers learning online over the web, sitting in a classroom, or accessing their training from the mobile device or tablets of their choice via the widest array of learning methods and tools possible. These gamification features are integrated into the fabric of our core platform, available in all of our supported delivery modalities, present in our security and enterprise integration tools, and found throughout our reporting and analytics features.

# **Section 2: Configuration**

# **Configuring the System to Allow Activity Uploads**

The Gamification module must be purchased and OnPoint must enable the functionality for the customer. Once the module is turned on, customers will see that the 'Skills' tab in Course Manager now says 'Skills & Games,' and there is a 'Game Profile' listed in the dropdown.

Users & Groups	Content	Assessments	Skits & Garries	Events & Activities	Notifications	Administration			
			III Skill Profiles	and the second		a constant for secold			
			🕷 Sull Seta						
ager.			All Skille						
100		in the second second	Competencies						
	Working	Customer	Game Profiles						
	Warking	Customer: Con	Baporta	~				12	sanae Working Customic
	Login In	forstation		1					
	Logged i	n au: Administr	ator, CeliCast					Administrative	Raie: Root Administrator
	Ponding								
	Course r Assessm Nigget r Event re User act Delete in Hy Medi	equests penden ent Set request requests penden gistrations pen- why completion requests penden a file eploads p	g approvali s pending approvali g approvali sing approvali si si p ending:	Notes Notes Notes Notes Notes DeserVoad					Transcoted Has
	License	Information							
	Administ	TADATE:	16 (13 seed)		Uperts/Learner	as 250 (138 used)			
	Perform	ance Monagers	6 (3 used)		Records:	0 (0 used)			
	Learning	server Inforo	ation						
	Version:	5.0.49						Thu 15 Nov	2012 10:35 (EST -0500)
			Clear, Filters	Befroh Acti	e Samitera	Henory Cache	Versions	2.60	

Figure 1 – Game Profiles in Course Manager

# Section 3: Creating a Game

#### **Creating a Game in Course Manager**

1. To create a Game Profile in the system, Go to Skills & Games -> Game Profiles and select the Add Game Profile button.

+ Add Game Profile				Auto Scoring Status: Idle
Y Filter ID	Name	Category: All	• Status All	+ Apply

Figure 2 – Add Game Profile Button

2. You will see the Add Game pop-up appear on the screen.

dd Game	
Name:	
Category:	NOV
Description:	
	v
Game Begins:	15-Nov-2012 « <u>Today</u> <u>Never</u>
Game Ends:	15-Dec-2012 « Today Never
Game Type:	Standard 💌
Acceleration Period:	0 (days)
Acceleration Points:	0 (per completed item)
Status:	Active 💌
🗹 Save 🛛 🚫 Ca	ncel

Figure 3 – Add Game Pop-Up

Enter the following information:

- a. Name Name of the Game
- b. Category Select the Category
- c. **Description** Enter the Game description
- d. **Game Begins** Enter the start date for the game. Select 'Never' if you are creating a game that you expect to run indefinitely
- e. **Game Ends** Enter the end date for the game. Select 'Never' if you are creating a game that you expect to run indefinitely
- f. **Game Type** Use the dropdown to select between the following options:
  - (a) Standard The Game runs over a set period of time and includes specific items
  - (b) Master The Game runs over a set period of time but includes all items within a specific type (i.e., all Courses, or all Nuggets, etc.)
- g. Acceleration Period If desired, set the number of days from the Game start during which players will earn additional 'acceleration' points for completing game items
- h. Acceleration Points If you have set up an Acceleration Period, set the additional points earned for completion of game items during that period
- i. **Status** Select the Status for the Game. Leave as 'Active' if you want the Game to be available to users, or select 'Inactive' or 'Delete'

3. Click the Save button to save the new Game or Cancel to return to the Game list without saving your information.

### **Game Information Tab**

Once you have saved the game, you will see it in the Game list. If you have a lot of Games, use the Filter button to locate the new Game.

- 1. Select the Game from the Game list to go to the Game Information tab. This tab displays the information you entered previously plus a few additional fields of information. If you would like to edit any of the information, click the Edit button, make your changes, and click the Save button to return to the Game Information tab. Available fields that display in the Game Information tab but were not in the initial Game setup include:
  - a. Next Auto Score Display only field that shows the next time the Points will be updated for players
  - Published Display only field that shows Yes or No depending on whether the Game has been published
  - c. Trophies Awarded Display only field that shows Yes or No depending on whether the Game Trophies have been awarded. Trophies can only be used with Games that have an end date. If Trophies have been awarded, this is an indication to the Administration that the Game is complete.
  - d. Total Points Display only field that shows the total number of Points players can earn in the Game
  - e. **Thumbnail** Displays the current Game thumbnail. Click the thumbnail image to select an alternate image from the Thumbnail library. You can remove a thumbnail from the Game by clicking the Unassign Thumbnail button.

Game Information	Associated Objects	Assignments	Triggers	Achievemients	Trophes	Leader Board
10 6						
Name, S	ample OnPoint Game					
Category G	ieneral					
Description						
Game Starts: 1	5-Nov-2012					
Game Ends 1	5-Dec-2012					
Next Auto Score:						
Published N	0					
Status: A	ctive					
Game Type: S	tandard					
celeration Period: 0	(dáys)					
celeration Points. 0	(per completed item)					
rophies Awarded: N	o					
Total Points: 0						
Thumbnail (	dick image to monage)					

Figure 4 – Game Information Tab

**NOTE:** Additional buttons are available at the bottom of the screen. These buttons are used after a game has been created and are discussed in the "**Managing a Game**" section.

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Select Thumbnail				_0
		31	*	
Ŕ	$\bigcirc$			
31	*	$\circ^{\circ}$	••••	
И	lo alternate (non-de	fault) thumbnails av	ailable	
	Close Unas	sign Thumbnail		
Figure 5	- Game Inform	ation Tab – Thun	nbnail Pop-Up	

#### **Associated Objects Tab**

1. Select the 'Associated Objects' tab to define the objects and actions that will earn players points in the Game. Options for points include: Courses, Nuggets, Assessment Sets, Skill Profiles, Events, Activities, Documents and Forums. In this example we will assign a Course.

**NOTE:** changing the Points value for an item that is part of another Game will change the points earned in the future by any Players in any of the other Games using that item, but will not change the points previously earned by Players for completing the item in the past. Therefore, it is considered best practice not to change Points Values for items that have already been associated with a Game.

SK	ILLS & GAMES: GA	ME PROFILE					
	Game Information	Associated Objects	Assignments	Triggers	Achievements	Trophies	Leader Board
Ga	me: Sample OnPoint	Game					
A	sociated Objects and	Actions					
1	Courses	Assign 🗲					
	Nuggets	Assign					
	Assessment Sets	Assign					
1	Skill Profiles	Assign					
	Events	Assign					
	Activities	Assign					
	Documents	Assign					
	Forums	Assign					

Figure 6 – Associates Objects tab

2. Click the Assign link in the Courses row. You will see the Associate Courses pop-up screen (below). Click the checkbox for the Course(s) you wish to add to the Game profile from the list of available Courses on the right, and then click the Assign/Unassign button to move them to the Assigned column. Click the S icon in the top right to close the pop-up or use the Close button at the bottom of the list of available courses to return to the Associated Objects screen. Repeat this procedure for any other Object or Action you wish to include in the game.

Game: Associat	e Courses		
		Select the course	s you want to associate with this game
Filteri ID	Name	Category	🖃 ( Apply ) 🥑
Assigned (check t	e 1	e Assign / Unessign »	Available (check to assign)  Articulate Sample - Mobile Learning Comes of Age Articulate Storyline Sample 2 Articulate Storyline Sample 2 Articulate Video Test 4 Bass Pro FAQ Bass Pro FAQ Bass Pro FAQ Bass Pro Hodule Introduction Bit Test Bit Test Bit Test 3 Branishark Sample Celiford Game 2 Celiford Game 3 Claro Tablet Example Comcast Cist Training Comcast Custom Uf (Version 2) Comcast Custom Uf (Version 3)

Figure 7 – Course Assignment Pop-Up

3. After you assign an item, to the right you will see either an <u>Undefined</u> link or a link with the currently defined Points value for that item (if the item has been previously associated with another Game). Click the link to assign the Points value for that item or to edit an existing Points Value (see previous note). Depending on the type of item, you can use the drop-down Score Type to define what earns points (i.e., completion of the Nugget, or for completing the associated Test). You will also see the total achievable Game Points at the bottom of the Points column.

**NOTE:** When associating points with a Test, the player will earn Points based on his/her score as a percentage of the available points for that item. Points are awarded when a Player successfully passes the Test or when all available Test attempts have been exhausted.

KILLS & GAMES: G	AME PROFILE							
E Gans Infernation	Associated Objects	Acceptority	Tragent	Achevenents :	Instant 1	ander fined		
arre Race to OnPoint	Houstain							
Associated Objects as	d Actions							C Retrie
							Poets kilks to add	-
Concision .						Asiaton		
Coorde Test Cours	*						Undefined	
Sample Scent 20	04-course						1000	
Mogets						Assage		
Chads testing Nug	000						1000	
Three Mart in a Ba	at Epuit sample						229	
Video example wit	h a Survey						188	
中的挂开集和配置							188	
Antennet Selo						Antiph		
Skill Profiles						design		
OPMCV Built Pref	the commences						48	
Course Mobile	Learning Comes of Ap	Pat 1					211	
warre Sample	e Scorm course - Cricke	Lacore-12 Usil	y course				后期提	
Annennet 1	<ul> <li>Standard Assessme</li> </ul>	est set with one T	547				209	
Testing Catalog Tr	eck						225	
score: Calcula	to and display the run	bei of characters	when a TED	TAREA with this scri	pt Useful for	example	209	
Thught: Calcul	are and doplay the run	thet of characters	within a TE	XIAREA with the sco	rpt. Useful for	example	215	
Longith .						Aveipt		
Activities						Asaran		
.30b shadewing							189	
Upland a file							122	
Docusests						1001011		
Torame						Alicipi		
Motale Learning Co	omes of Age Forum					and the second second	1000	
						Total Game Points	5900	
			Acce	Water Points (53 pm	r item comple	read within 2 days	5458	

Figure 8 - Associated Objects Screen - Points Values

## **Assignments Tab**

 Click the Assignments tab to select which Group(s) and/or Job Code(s) will be assigned to this Game. Use the checkboxes to make your selections. You will see a pop-up warning that alerts you to prepopulate the Leader Board if you are adding new Groups to a Game that is already in progress. See the Leader Board section on Page 9 for more information on Leader Boards.

**NOTE:** Adding Groups or Job Codes to the game does not make assignments of any content. If you want to make sure that all users are assigned to all objects in the Game, you will need to assign the Game items to the Group under Users & Groups -> Groups or make all Game items available through a catalog so that players can search for and assign Game content independently.

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Co Co Manual Contenting Contractory (199	n P - E C X 🚦 iGoogle 🛄 Google 🔄 npaige 😂 On. X 👘 💭
File Kills View Families Turtle Hulp	
and a second sec	
AVIA	
Distant Distant Distant	sers & Groups Content Assessments Skills & Games Events & Activities
H H	otifications Administration
SKILLS & GAME5: GAME PROFILE	
Game tellimentum Acceptated Dilecte	Antionmenta Toppers Achievennets Trusters Leader Read (
Assign Groups/Job Codes	Ţ.
Groups (click to select)	Job Codes (click to select)
General Physics Worldwide	
Genworth	
Internal Content: Customer Facir	in the second
T Janssen	9
C Kone	Message from webpage
Learning 3.0	
Macy's Credit	When groups are added or removed from a game you should display
🗌 Maritz	Leader Board to pre-populate the cached user scores.
McAfee	
mLearningDevCon	
T NOV	
OnPoint Custom UI	
Playbook Demo	G
Playbook Testing	· · · · · · · · · · · · · · · · · · ·
Qaitas	
Sample Content for iOS	
Save O Cancel	

Figure 9 – Assignments Tab – Assignments Pop-Up

# **Triggers Tab**

- 1. The Triggers tab allows you to send automated notifications to Players based on the following criteria:
  - a. Game-Completion Player earned the required number of Points to complete the Game
  - b. Game-Achievement Player meets a defined Achievement in the Game, such as completing certain items within the game or achieving a certain number of point within the Game.
  - c. Win-Game Player wins the game

Game Information	Associated Objects	Assignments	Triggers	Achievements.	Traphies	Leader Board
Game: Sample OnPoin	t Game tip			Trigger Action	Select Game Crit Game-Obj	Q Q nipletion jective

Figure 10 – Triggers Tab – Trigger Action Selection

2. Once a Trigger Action is selected, create your Notification(s) the same way you do any other Notification in the system.

## **Achievements Tab**

3. You can allow Players to earn Badges based on achieving a certain Points value during the game. Click the **Achievements** tab, and then select the <u>Add Achievement</u> link.



Figure 11 – Achievements Tab

4. If you have previously uploaded Badges, you will see available badges on the right side of the screen. You may also choose to upload your own Badge by clicking the Browse button at the top right and selecting a file from your computer to upload. Image ratio should be 1:1 and files will be resized to 150 x 150px. OnPoint offers a library of badges to choose from, so please contact customer support to request the Badge Library.



Figure 12 – Achievements Tab – Add Achievement Pop-Up - Achievement Badge Options

- 5. You will also enter the following information on the left:
  - a. Title of the Achievement Give your Achievement a name
  - b. **Type** Determine what will earn the Achievement by using the Type dropdown. Options include:
    - i. **Points** Enter the number of Points that must be earned to receive the Achievement Badge.
    - ii. **Completed Items** Select this from the dropdown and you will see a list of all Game items. Use the checkboxes next to each item to select which items must be completed before users earn this Achievement Badge.

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Game Completion – Select this from the dropdown and you will see a list of all the Game items with checkboxes checked. Players must complete all items to earn this Achievement Badge.



Figure 13 – Achievements Tab – Game Achievement Pop-Up – Achievement Type Options

6. Click Save to return to the Achievements tab. Repeat this process for any additional Achievements you wish to add to the Game.

Game Information	n Assi	iciated O	bjects	Assignments	Triggers	Achievements	Traphies	Leader Board
Same: Sample OnPoi	nt Game	6						
Game Achievements			A	dd Achievement				
Advevement Title OnPoint Novice	Type Points	Value 10	Badge					
Game Master	Points	100		47				

Figure 14 – Achievements Tab – Multiple Achievements Assigned

#### **Trophies Tab**

7. Go to the **Trophies** tab to assign Trophies to the Game. Click the <u>Add Trophy</u> link to create trophies.



Figure 15 – Trophies Tab

8. If you have previously uploaded Trophies, you will see them on the right side of the screen. You may also choose to upload your own Trophy by clicking the Browse button at the top right and selecting a file from your computer to upload. Image ratio should be 1:1 and files will be resized to 150 x 150px.

OnPoint offers a library of Trophies to choose from, so please contact customer support to request the Trophy Library. Click Save when you are finished assigning the Trophy.

Game Trophy			
Flaming: 1 Title: (Frait Mece	C Uploed new bedge Choose Frie No No No Or select previously opt	Ne (mages will be reszed by chosen	15(x150)
		- 2	. 9
	. 🔗	•	• AF
	•	• 🕎	•
Contraction of Contraction			

Figure 16 – Trophies Tab – Game Trophy Pop-Up

9. Repeat this process until you have added all the Rankings you require for your game. Click Save after each Trophy is selected to add it to the list.



Figure 17 – Trophies Tab – Three Rankings Assigned

## **Leaders Board Tab**

The Leader Board tab displays the Leader Board information. By default, you will see the Top 10 players in the Leader Board box, and the Group information in the Group Scores box. Since you are creating a new Game, there will not be any information displayed on the Leader Board tab initially. Click the Click the

SKILLS & GAMES: G	AME PROFILE					20100000000000	
Game Information	Associated Objects	Assignments	Triggers	Achievements	Trophies	Leader B	oard
Game: Sample OnPoint	l Game						
Leader Board					Re	calculate	C Refresh
* Filter ID	Name:	Group	V App	y 🥑	s	ort by Sci	ore Name
							Top
Points will only be awar Group Scores	ided for abjects complete	ed between Nov-1	5-2012 and	Dec-15-2012			
Group Type Men	nbers Total Points /	Vomalization Fact	or" Norm	alized Points			
The point normalization	n factor is based on the	ratio of the group	size to the	average group size			

Figure 18 - Leader Board Tab - Initial View for New Game

# Publishing

1. Once you have added all the information for your game, go back to the **Game Information** tab and click the Validate/Publish button to publish the Game. The Published status should change to **Yes**.



Figure 19 – Game Information Tab – Publishing a Game

# Section 4: Managing a Game

Additional options are available to Administrators to help manage a game that is being played currently or has been completed previously.

### **Game Information Tab**

#### Validate/Publish

After you make any change to a game, such as adding additional content items or adding new user groups, you will need to click the Validate/Publish button to make those changes effective.

#### **Update Scores**

Use the Update Scores button to recalculate all the game players' scores between the standard, system-wide recalculations that occur on a regularly scheduled interval (every five minutes). This button is typically used by Administrators who have edited the Associated Objects or Assignments for an in-process game (i.e., adding or removing objects, changing the points value of an object, or assigning new groups to a game) and want to immediately see the impact those changes have had on the Game scores.

#### **Update Achievements**

Click the Update Achievements button to reset users' Achievements if you make any changes in the Achievements Tab (i.e., add an Achievement, change how many Points are required to earn an Achievement, etc).

#### **Reset Game**

The Reset Game button allows you to extend a game from its previous end date. Change the end date by clicking the Edit button, then click the Reset Game button to remove all awarded Trophies from the players and reset the game end date.

Game Information	Associated.Objects	Assignments	Triggers	Achievements	Trophine	Lander Board
ID.	8					
Name	Sample OnPoint Game					
Category	General					
Description.						
Game Starts	15-Nov-2012					
Game Ends	15-Dec-2012					
Next Auto Score	16-Nov-2012 15:52					
Published.	Yes					
Status	Active					
Game Type.	Standard					
coeletation Period.	0 (days)					
coleration Points.	@ (per completed item)					
Trophies Awariteit	140					
Total Points	4100					
Thumbnail	(check image to mortuge)					

Figure 20 – Game Information Tab – Game Management Buttons

#### **Leader Board Tab**

#### Sort by Options

Once a Game has started, Administrators can view information about players on the Leader Board tab. By default, the Leader Board will display the top 10 players, but you can use the 'Sort by' buttons in the top right to change the view to 'Name' (alphabetical) or 'Score' (high to low).

erre: See	nple DePoint Game						
eader th	bitter						Recalculate G Robe
Film K	D. Name		Group All	- Apply	1		Set by Scene Nerne T
User 10	Name (click for details)	Game Points	Penantape Score	Azzal Pointe To	a Printe	Score Date	
52593	Harts, Paige	660	13.66%	0	560	Nov-16-2012 14:25	- T
12598	Black, Matt	0	0.00%	0	0	Nov-16-2012 14:25	
12592	Bluck, MM	0	0.00%	0	0	Nov-16-2012 54 28	
62397	Ebst, Charl	0	0.00%	0	0	Nov-16-2012 14 25	
52557	Boystik, Alah	D.	0.00%	0	Ū.	Nov-16-2012 14:25	
52389	Boyette, Alan	0	0.00%	D	0	Nov-16-2012 14:25	
52587	Black, Matt	0	0.00%	0	0	Nov-16-2012 14 25	
12395	Mango, Wiodzwa	0	0.00%	0	0	Nov-16-2012 14:25	
62393	Sandoval, Alara	0	0.00%	D	0	Nov-16-2012 15-48	
Game so Paints wi	oren lant updated Nov-16 E arity be awarded for dip	2012 15:56 acts completed be	tiveen Nev 15-2012 and Dec	15-2012			
irmų Se	-						
and the second	1000	Contract of the last	Come - Manual Among Manager	Warmahand Shink			

Figure 21 - Leader Board Tab - Sort Options

#### **Filtering Results**

Administrators looking for specific player information in the Leader Board can use the Filter to enter the desired player's User ID or Name. Administrators can also use the drop-down Group filter to show only those players in a certain Group. Click Apply to update the results on the screen. To clear the Filter, use the  $\boxed{}$  icon.

Game: Sample OnPoint Game							
Leader Board							
🕈 Filter ID:	Name:	Group: All	🔹 🗹 Apply 🔮				

Figure 22 – Leader Board Tab – Filter Options

#### **Recalculate/Refresh**

The Recalculate button will recalculate all the Points values for all Game Players between the standard, systembased recalculations that occur on a scheduled basis every five minutes.

The Refresh button will refresh the page to display any updates to the Game that might have occurred between the time you landed on the Leader Board page and the time you refreshed the page.

Game: Sample OnPoi	nt Game					
Leader Board					Recalculate	G Retresh
TFilter ID:	Name:	Group: All	🔹 🗹 Apply 🥑	Sort	by Score   N	lame Top

Figure 23 – Leader Board Tab – Recalculate/Refresh Buttons

#### **Group Scores**

The Group Scores section of the screen displays information on all the Groups or Job Codes that have been assigned to the Game, including the Group Name, whether it's a Group or a Job code, how many members are in the Group, the total Points earned by the Group as a whole, the Normalization Factor (which averages the results to normalize between Groups of various sizes) and the Normalized Points total.

Group Scores					
Group	Туре	Members	Total Points	Nomalization Factor*	Normalized Points
OnPoint Savannah	Group	9	560	1.0000	560
* The point normalizati	ion factor	is based on	the ratio of the	group size to the averag	le group size

Figure 24 – Leader Board Tab – Group Scores Information