

S+

ADMINISTRATOR GUIDE

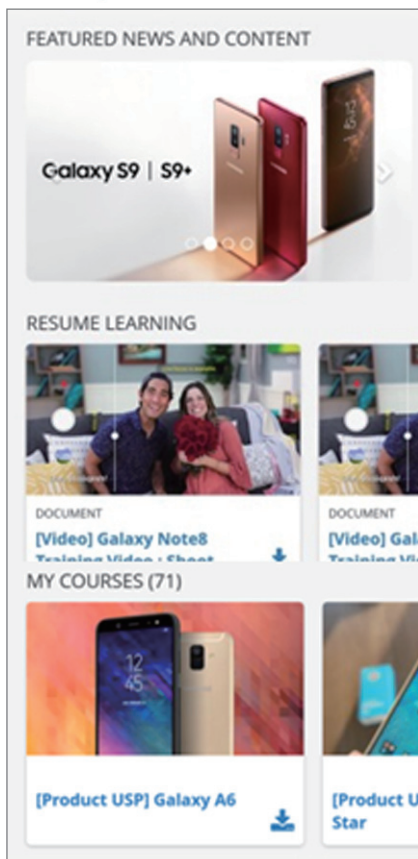


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1. Fulfilling the prerequisites

This chapter introduces the prerequisites for using this website. Before accessing the website you should unblock the website and disable NASCA security.

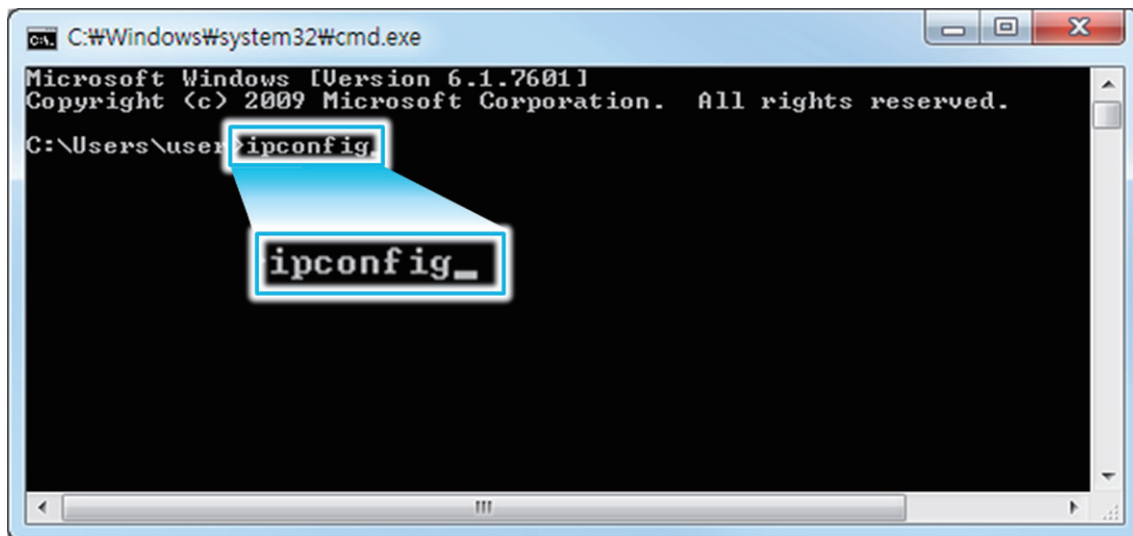
1.1. Unblocking access to the website

Referring to the following instructions, allow access to the website.

1.1.1. Checking the IP address of your PC

Check the IP address of your PC first.

1. Click the Window Start button.
2. Type “cmd” in the program search field and press enter.
3. When a new window pops up, type “ipconfig” and press enter.



4. Identify the IPv4 address.

```
C:\Windows\system32\cmd.exe
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\user>ipconfig

Windows IP Configuration

Ethernet adapter ?? ?? ??:

    Connection-specific DNS Suffix . : 
    IPv4 Address. . . . . : 192.168.1.100
    . . . . .

Tun

    IPv4 Address. . . . . : 192.168.1.100
    . . . . .

    Connection-specific DNS Suffix . : 
    . . . . .

C:\Users\user>
```

1.1.2. Unblocking access to the website

You must request permission to access the website.

1. Access the Knox Portal homepage.
2. Click **GHRP > Any request > General Affairs > Firewall request**.
3. Fill out the request form and submit it.

Header Information			
Title *		Request No. *	
Type *	Firewall Request		
Purpose			

Request Information			
Source IP *		Destination IP *	
Destination Port *		Destination *	

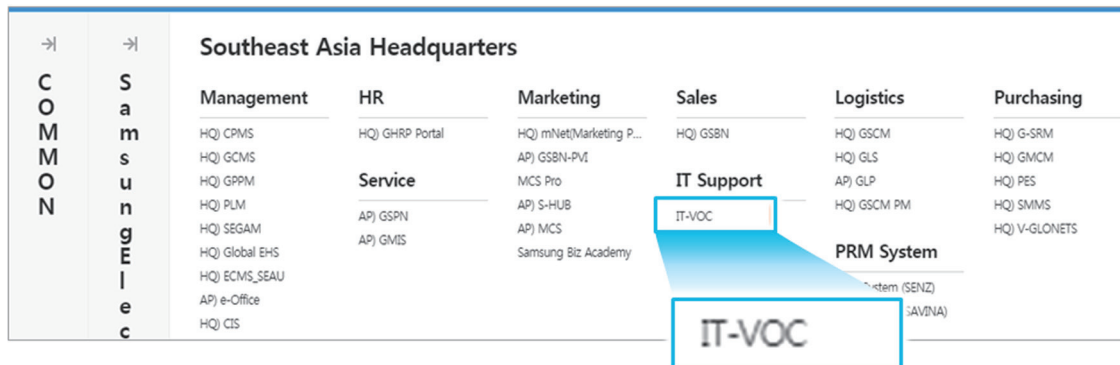
- a) Enter the header information such as the request title and description.
- b) Enter the detailed information of your request such as the source IP address and the destination IP address.

1.2. Disabling NASCA file security

Referring to the following instructions, disable NASCA security.

1.2.1. Submitting an application for approval (for users)

1. Access the Knox Portal homepage and sign in.
2. On the top right of the screen, Click **Quicklink** > **Southeast Asia Headquarters** > **ITVOC**.



3. Click **Registration** on the **Other IT Services(SEAsia)** section.



4. Fill out the “VOC Registration” form and click **Submission**.

- You must add a check mark to **Check if needed** on the **VOC Submission Approval** section.
- You should attach the NASCA exception authorization form.

The screenshot shows the 'VOC Registration' form. At the top right is a link 'IT4U HOME'. Below the title is a red note: 'Indicates Required Fields(If you register another person's VOC, please enter the actual applicant's name)'. There are three buttons: 'Saved Temp.', 'Submission' (highlighted with a red box), and 'List'. The form has several sections: 'Applicant' (with a 'Self' checkbox), 'Applicant Business Name' (set to 'Unclassified'), 'VOC Submission Approval' (with a 'Check if needed' checkbox highlighted by a blue box and a red box), and 'Add Email'. Below these is the 'Detail Fields' section, which includes 'System Info.' (Other IT Services(SEAsia)), 'Operation Type' (IT Helpdesk), 'Sub Operation Type' (None Subtype), and 'Title' (Nasca exception Authorization). The 'Content' section features a rich text editor with a toolbar and a text area containing '1. Reason for Request:', '2. Request:', and '3. Remark:'. At the bottom is the 'Attached File' section with 'Add File' and 'Delete' buttons, and a note: '* Size of appended file should be smaller than 10M bytes.'. At the very bottom are buttons for 'Saved Temp.', 'Submission' (highlighted with a red box), and 'cancel'.

5. Enter the approval route.

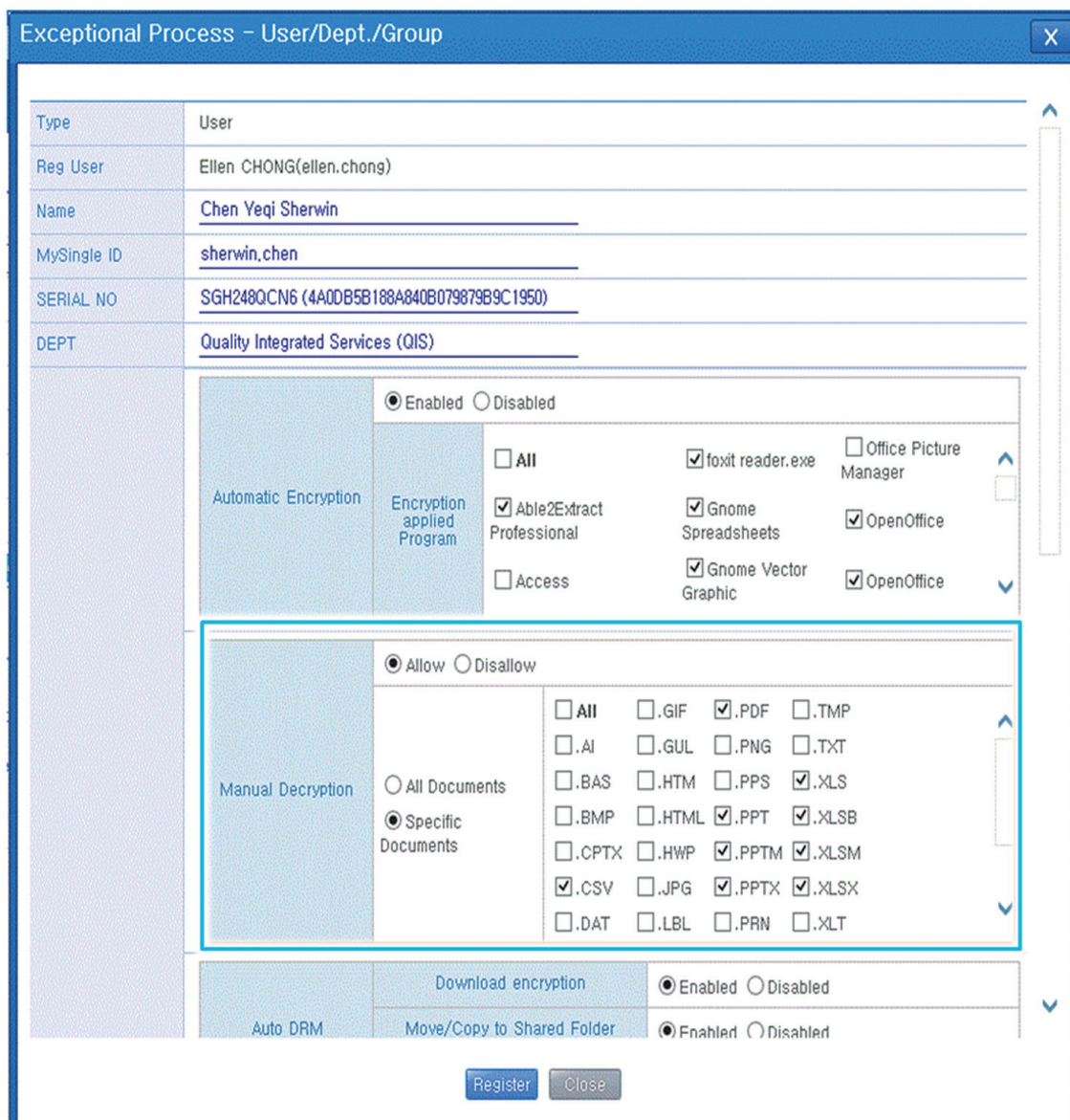
1.2.2. Approving an application to disable NASCA file security (for administrators)

1. Access the NASCA administrator screen.

2. Click **User/Dept./Group** on the **Exceptional Process** section.



3. Select the document types to release from NASCA security and click **Register**.



2. Managing Users


This chapter introduces how to add new user accounts, reset or change the password of user accounts, and unlock locked user accounts.

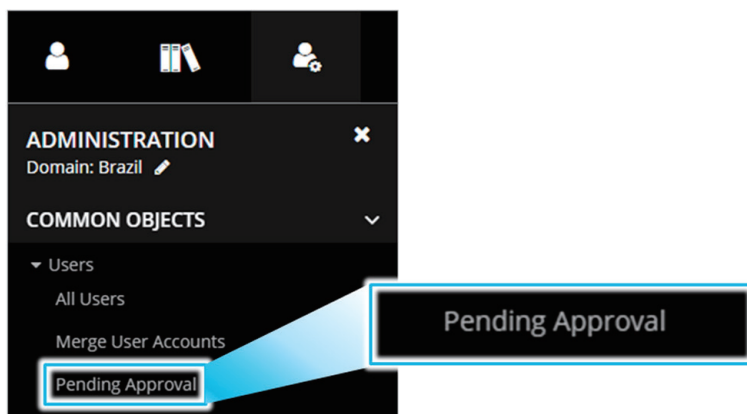
2.1. Adding new users

New users can be added by approving users' requests for new account registration or registering new accounts directly.

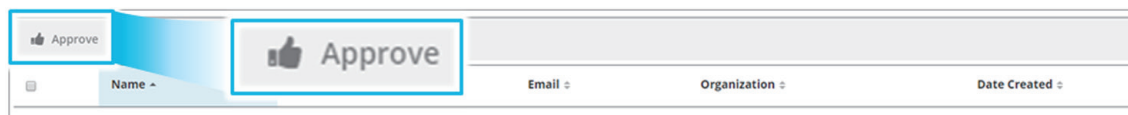
2.1.1. Approving new accounts

When users request registration of their accounts, you can approve their requests.

1. On the top of the Home screen, click .
2. On the administration menu, click **COMMON OBJECTS** > **Users** > **Pending Approval**.



3. From the pending approval list, select an account you want to approve and click **Approve**.
 - If the account is approved, the user who created the account will receive a notification.

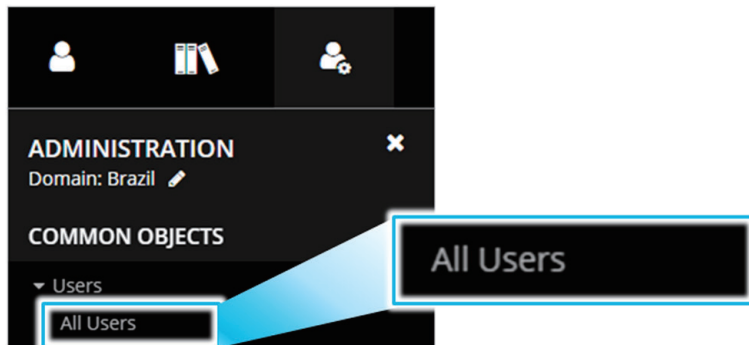


NOTE Users in the United States, France, and Germany do not require an approval.

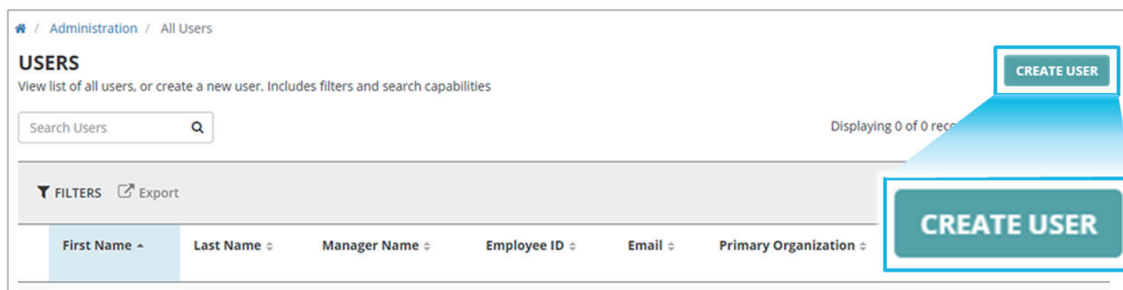
2.1.2. Registering new accounts

You can register a new user account directly as an administrator.

1. On the top of the Home screen, click  > **COMMON OBJECTS** > **Users** > **All Users**.

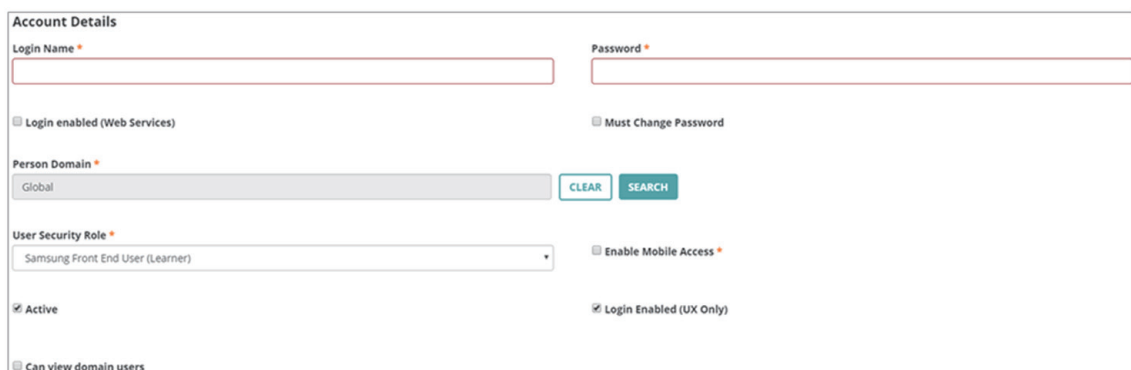


2. Click **CREATE USER**.



3. Enter new user information.
 - You must fill in any field marked with an asterisk.

a) Fill out account details.

A screenshot of the 'Account Details' form. It contains several fields and checkboxes. Fields marked with an asterisk (*) are required: 'Login Name', 'Password', 'Person Domain', 'User Security Role', 'Active', and 'Can view domain users'. Other fields include 'Login enabled (Web Services)', 'Must Change Password', 'Global' (for Person Domain), 'CLEAR' and 'SEARCH' buttons, 'Samsung Front End User (Learner)' (for User Security Role), 'Enable Mobile Access', and 'Login Enabled (UX Only)'. The 'Active' checkbox is checked.

- Login names are not case-sensitive.
- There are no rules for passwords. You can even enter one letter.
- To make a new user personalize their password afterwards, add a check mark to **Must Change Password**.

- **Person Domain** can be set by country.
- You must add a check mark to **Enable Mobile Access**.
- If a new user is going to be an administrator, add a check mark to **Can view domain users**.

b) Fill out personal details.

Personal Details	
Prefix - Select -	Status - Select -
First Name *	Start Date
Middle Name	User Language *
Last Name *	Time Zone *
Employee ID *	Work Email *
Mobile Phone Number	<input type="checkbox"/> Do not automatically publish calendar appointments
<input checked="" type="checkbox"/> Add this user to all applicable audiences immediately.	<input type="checkbox"/> Send Welcome Email to New User

- **Employee ID** is automatically filled.
- If you add a check mark to **Add this user to all applicable audiences immediately**, the user is added to applicable audiences automatically.

c) (Optional) Fill out job details.


Job Details	
Manager 1	
ALL RESULTS ▾	Search for a Pers
CLEAR	ADVANCED SEARCH
Job Title	
	<input type="checkbox"/> Instructor: (Y/N)
Default Approver	
ALL RESULTS ▾	Search for a Pers
CLEAR	ADVANCED SEARCH
<input type="checkbox"/> Internal flag: (Y/N)	

d) (Optional) Fill out contact information and optional details.

Contact & Optional Details	
Address 1	City
<input type="text"/>	<input type="text"/>
Address 2	State Name
<input type="text"/>	<input type="text"/>
Country	Postcode
<input type="text"/>	<input type="text"/>
Telephone	
<input type="text"/>	
<input type="checkbox"/> Refresh Audience	<input type="checkbox"/> Send Welcome Email to New User

e) Click **SAVE**.

NOTE

When you click  > **COMMON OBJECTS** > **Users**, you can use various functions to manage user accounts.

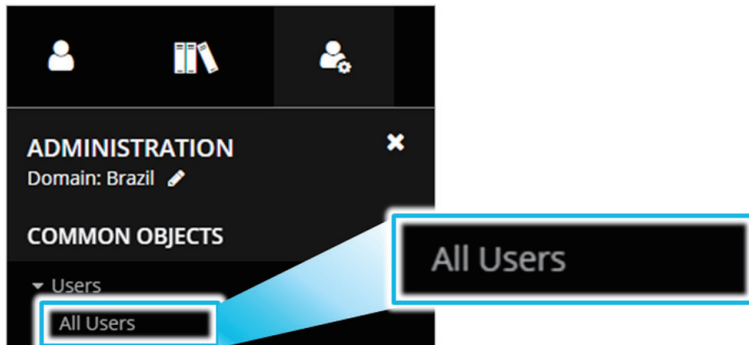
- **Activate Account:** Activate inactive user accounts.
- **Deactivate Account:** Deactivate active user accounts.
- **Enable Login:** Enable a user to sign in their account.
- **Disable Login:** Disable a user from signing in to their account.

2.2. Resetting or changing passwords

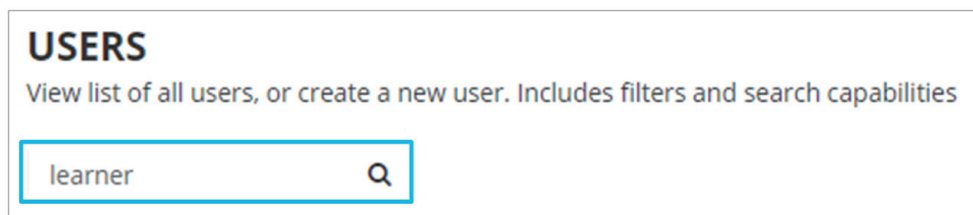
You can reset or change the password of a user account.

NOTE If you want to change many account passwords at once, ask the system administrator (splus.opr@samsung.com) for help.

1. On the top of the Home screen, click  > **COMMON OBJECTS** > **Users** > **All users**.



2. Search for a user whose password you want to reset or change in the search field.



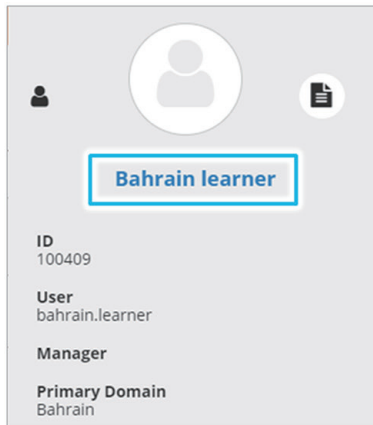
3. Select the user from the result list.
 - A brief profile of the user will appear on the right of the screen.

FILTERS

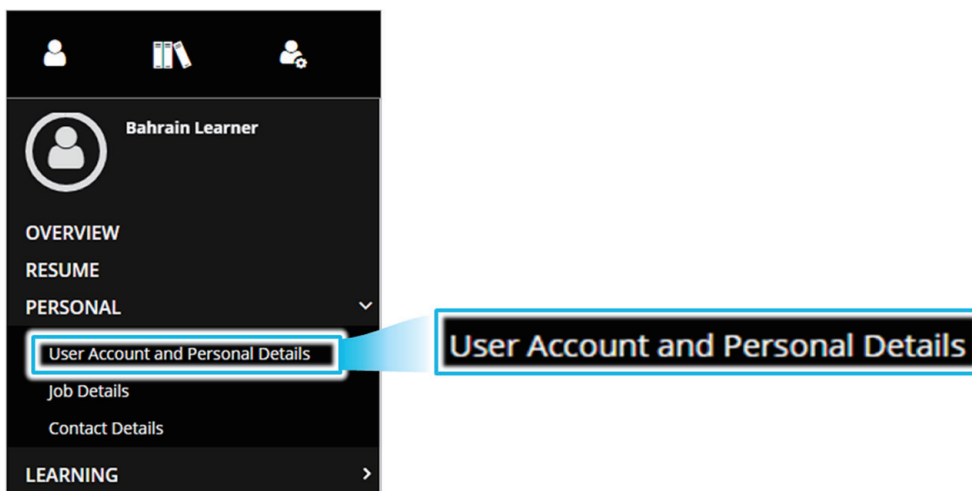
Export

	First Name ^	Last Name ^	Manager Name ^	Employee ID ^	Email ^
<div><div></div><div></div></div>	Bahrain	learner		100409	test@test.com
<div><div></div><div></div></div>	China	learner		100411	test@test.com

4. Click the user name on the profile.



5. On the profile menu on the left of the screen, click **PERSONAL > User Account and Personal Details**.



6. Enter a new password and click **SAVE**.

USER ACCOUNT AND PERSONAL DETAILS
* Required Field

Account Details

Login Name *
bahrain.learner

assword *

Password *

☐ Login enabled (Web Services)

☒ Enable Mobile Access *

Person Domain *
Bahrain

User Security Role *
Samsung Front End User (Learner) (Global)

☒ Active

☐ Can view domain users


☒ Login Enabled (UX Only)

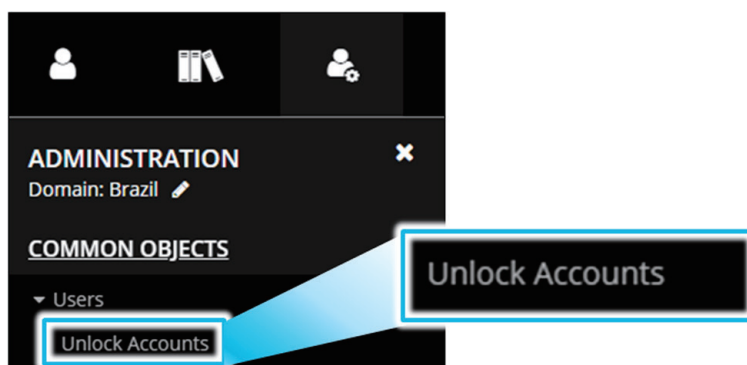
Personal Details

Status
First Name *
Bahrain

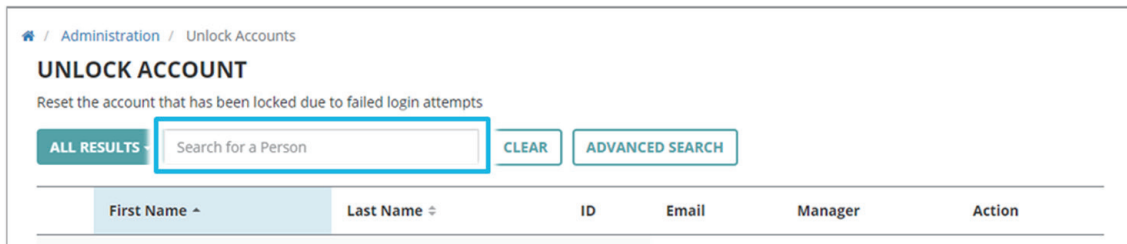
2.3. Unlocking locked accounts

If a user has exceeded the maximum allowed number of login attempts, the account is locked. If the account becomes locked, you can unlock the account.

1. On the top of the Home screen, click  > **COMMON OBJECTS** > **Users** > **Unlock Accounts**.

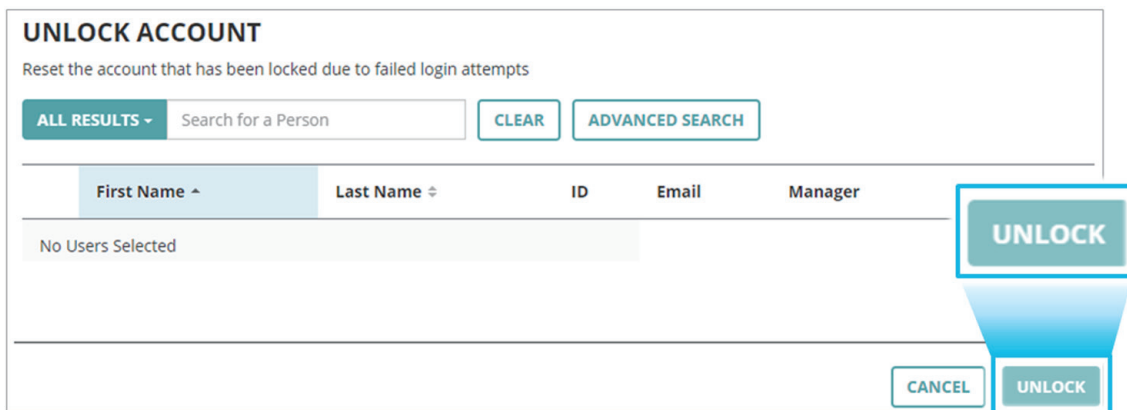


2. Search for and add the users whose accounts you want to unlock.



The screenshot shows the 'UNLOCK ACCOUNT' page. At the top, there is a breadcrumb trail: 'Administration / Unlock Accounts'. Below this is the title 'UNLOCK ACCOUNT' and a subtitle 'Reset the account that has been locked due to failed login attempts'. There is a search bar with the placeholder text 'Search for a Person', which is highlighted with a red box. To the left of the search bar is a dropdown menu labeled 'ALL RESULTS'. To the right are two buttons: 'CLEAR' and 'ADVANCED SEARCH'. Below the search bar is a table with the following headers: 'First Name', 'Last Name', 'ID', 'Email', 'Manager', and 'Action'.

3. Click **UNLOCK**.
 - The system unlocks the accounts of all listed users.



The screenshot shows the 'UNLOCK ACCOUNT' page. At the top, there is a breadcrumb trail: 'Administration / Unlock Accounts'. Below this is the title 'UNLOCK ACCOUNT' and a subtitle 'Reset the account that has been locked due to failed login attempts'. There is a search bar with the placeholder text 'Search for a Person'. To the left of the search bar is a dropdown menu labeled 'ALL RESULTS'. To the right are two buttons: 'CLEAR' and 'ADVANCED SEARCH'. Below the search bar is a table with the following headers: 'First Name', 'Last Name', 'ID', 'Email', 'Manager', and 'Action'. The table body shows 'No Users Selected'. A red box highlights the 'UNLOCK' button in the 'Action' column. At the bottom right, there are two buttons: 'CANCEL' and 'UNLOCK'.

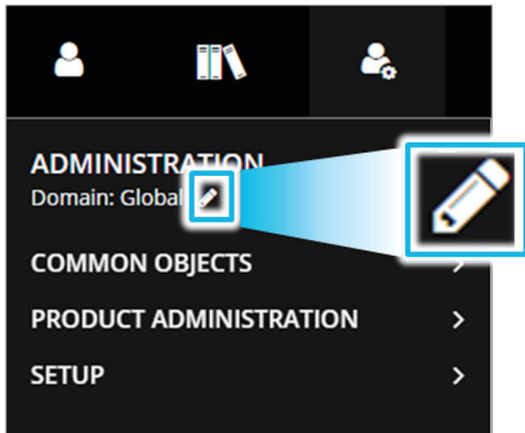
2.4. Adding audiences

You can create a new audience (a group of users) to make target users for each activity.

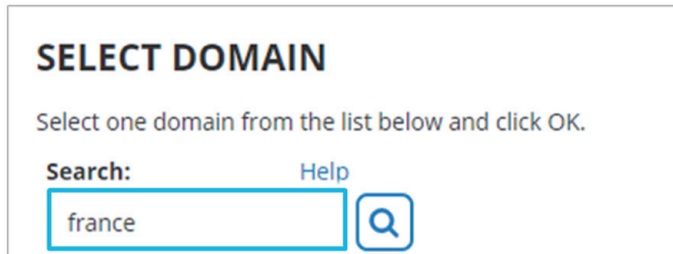
2.4.1. Changing your domain

Change your domain temporarily so that you do not search for the same domain when making multiple audiences one by one.

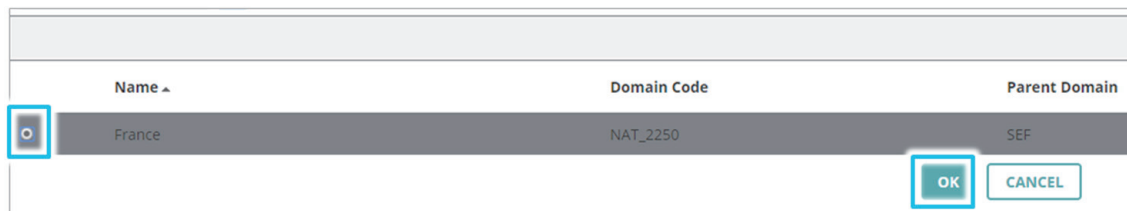
1. On the top of the Home screen, click  and then  next to the domain name.



2. Search for a domain you want to change to.

A screenshot of a dialog box titled 'SELECT DOMAIN'. It contains the instruction 'Select one domain from the list below and click OK.' Below this is a search section with the label 'Search:' and a 'Help' link. A text input field contains the word 'france', and to its right is a magnifying glass icon.


3. Select the domain from the result list and click **OK**.

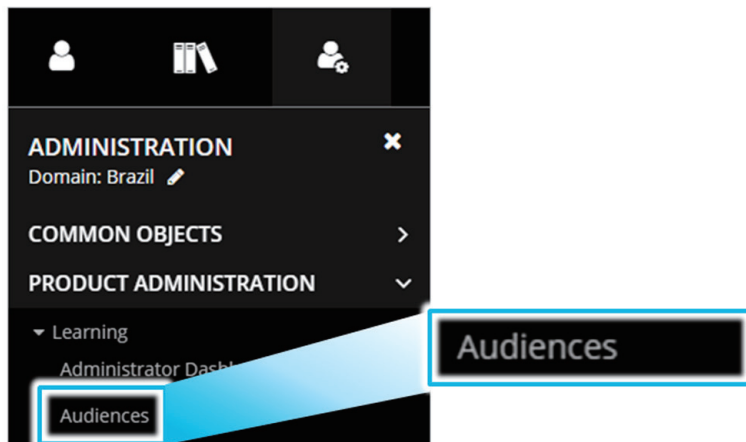


Name ▲	Domain Code	Parent Domain
France	NAT_2250	SEF

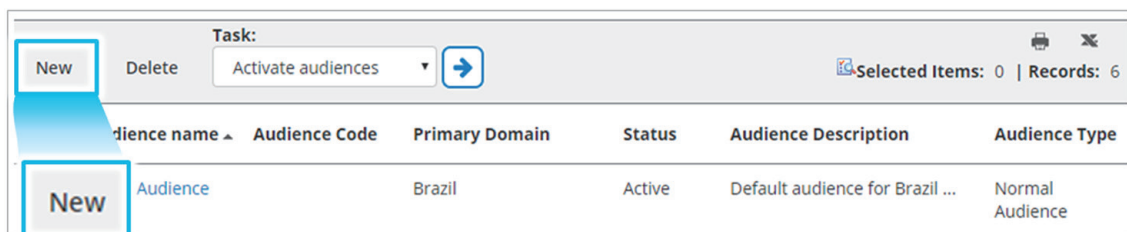
OK CANCEL


2.4.2. Creating a new audience

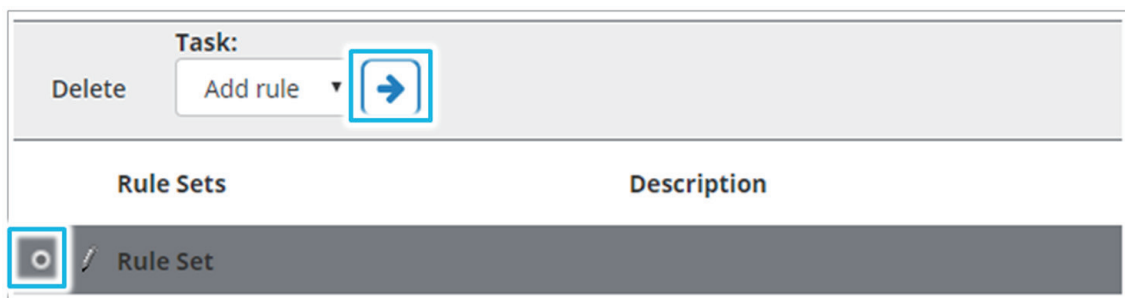
1. On the top of the screen, click  > **PRODUCT ADMINISTRATION** > **Learning** > **Audiences**.



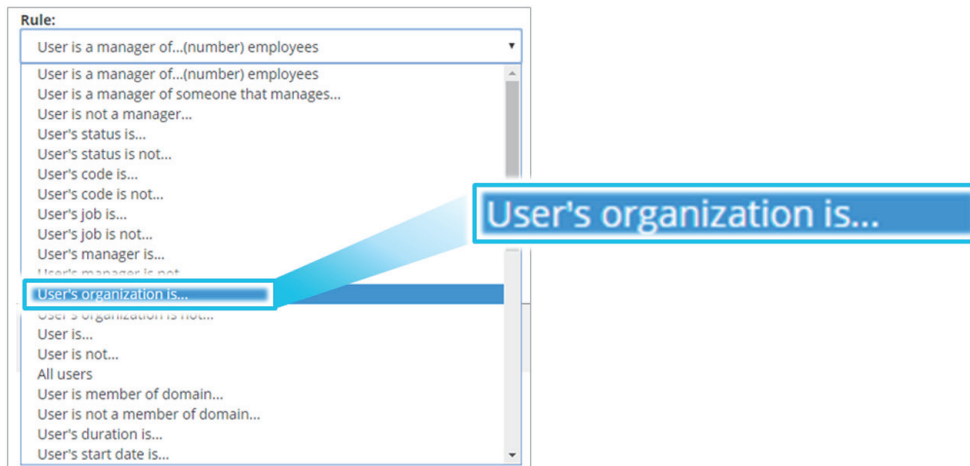
2. Click **New**.



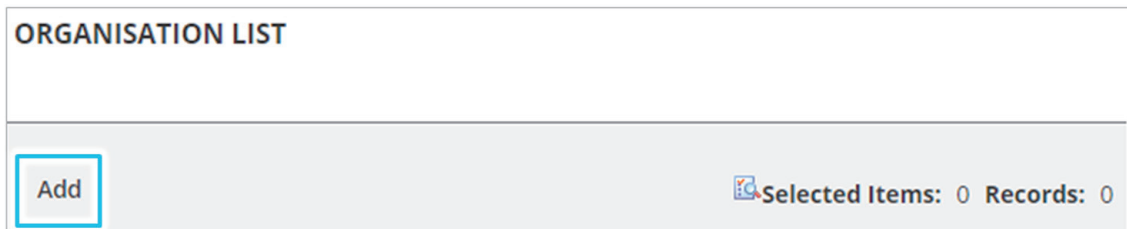
3. Enter the audience name in the **Name** field.
4. On the **Rule Sets** list, select **Rule Set** and click .



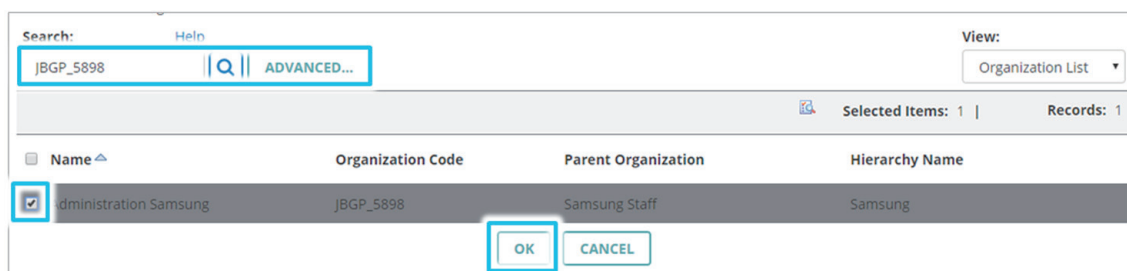
5. Select **Users' organization is...** from the **Rule** list.



6. Click **Add**.



7. Search for and select job groups you want to assign to the new audience, and then click **OK**.
- When there are multiple groups using the same name, you should select them all.



8. Check if there is a missing job group on the organization list, and then click **OK**.

ORGANIZATION LIST

AddRemove

<input type="checkbox"/> Organizations ▾	Code	Notes
<input type="checkbox"/> Administration Sams...	JBGP_5677	
<input type="checkbox"/> Administration Sams...	JBGP_5898	
<input type="checkbox"/> Administration Sams...	JBGP_5925	
<input type="checkbox"/> Administration Sams...	JBGP_5926	

OK

9. Click **REFRESH**.

AUDIENCE PROPERTIES

Update the Audience properties.

REFRESH

- The new audience will be added to the audience list.

AUDIENCES

This is a list of audiences owned by or shared with this domain or child domains.

Search:

Help

ADVANCED...

NewDelete

Task:

Activate audiences

<input type="checkbox"/> Audience Name ▾	Audience Code
<input type="checkbox"/> Administration Samsung	
<input type="checkbox"/> France Audience	
<input type="checkbox"/> Tous les canaux	

NOTE If you do not click **REFRESH**, the system will reflect the change at the time for batch updates (midnight).

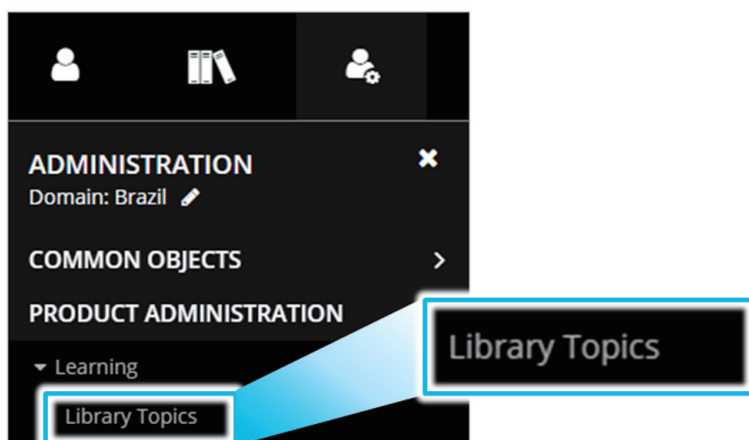
3. Managing the library

This chapter introduces how to add and edit topics to gather the activities. It also describes the method for mapping a topic on a domain.

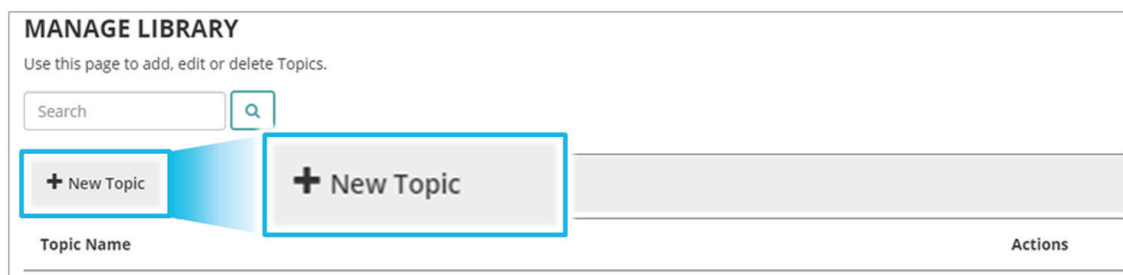
3.1. Adding new topics

Referring to the following instructions, create a new topic in the library.

1. On the top of the Home screen, click  > **PRODUCT ADMINISTRATION** > **Learning** > **Library Topics**.



2. Click **New Topic**.



3. Enter the topic name and, if necessary, other details and click **SAVE**.

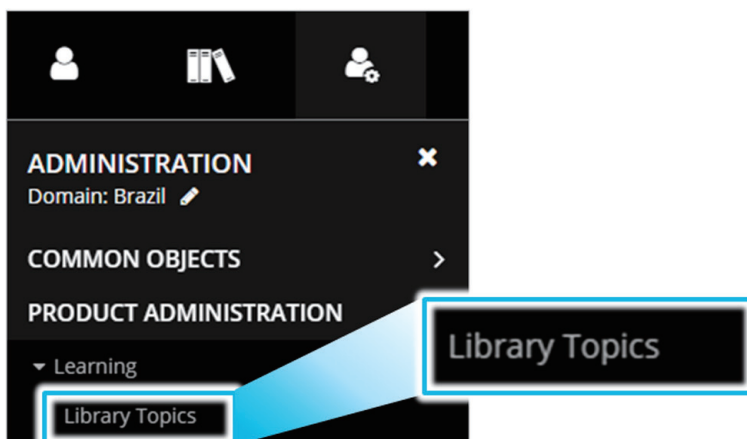
The screenshot shows the 'NEW TOPIC' form with the following sections and fields:


- DETAILS** (selected tab), ACTIVITIES, SUBTOPICS, RELATED TOPICS, TRANSLATIONS
- Enter a name for your new topic along with any other additional details. Click Save to create the topic.
- PROPERTIES**
 - Topic Name:** A text input field.
 - Topic Image:** A section with the text 'No image is uploaded for this topic' and a **BROWSE...** button.
 - Parent Topic:** A dropdown menu showing 'Hansem_test'.
 - Keywords:** A text input field.
 - Description:** A large text area.
- Buttons:** A **SAVE** button is highlighted with a blue callout bubble. At the bottom right, there are **CANCEL** and **SAVE** buttons.

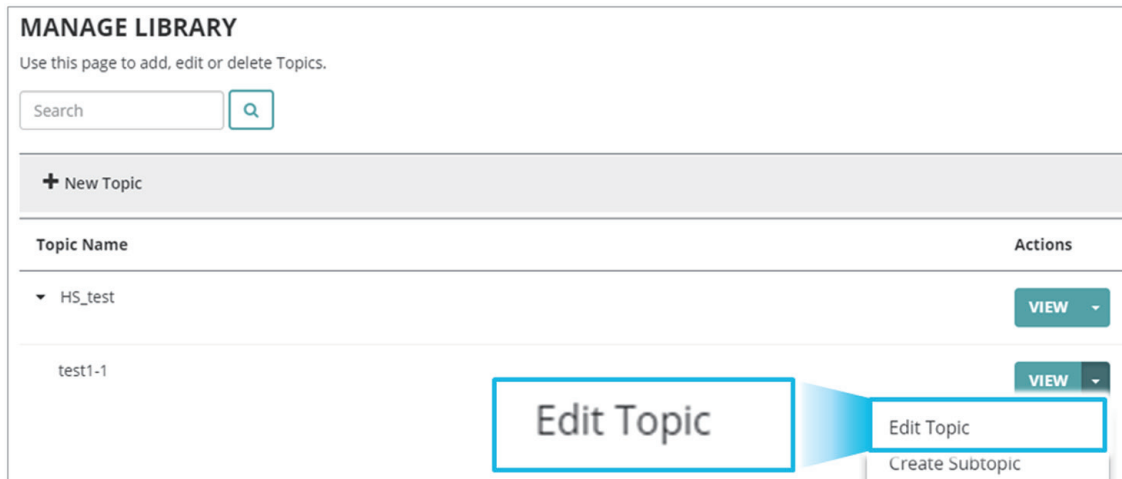
3.2. Renaming topics

You can change the name of topics in the library.

1. On the top of the Home screen, click > **PRODUCT ADMINISTRATION** > **Learning** > **Library Topics**.



2. Click  to the right of the topic you want to rename and click **Edit Topic**.




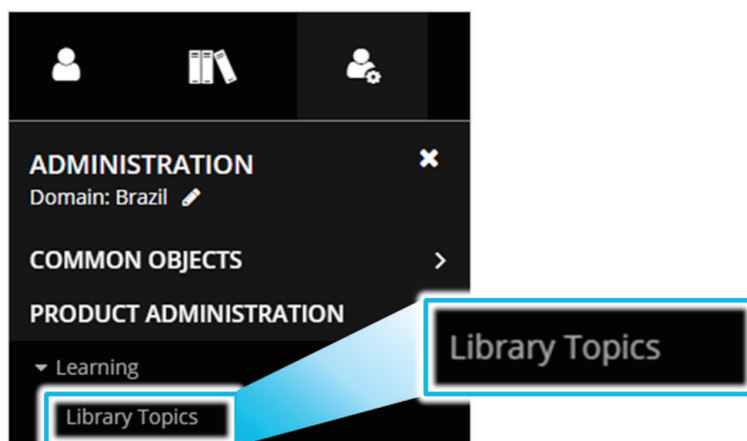
3. Enter a new name in the **Topic Name** field and click **SAVE**.


NOTE If you want to change the order of topics, ask the system administrator (splus.opr@samsung.com) for help.

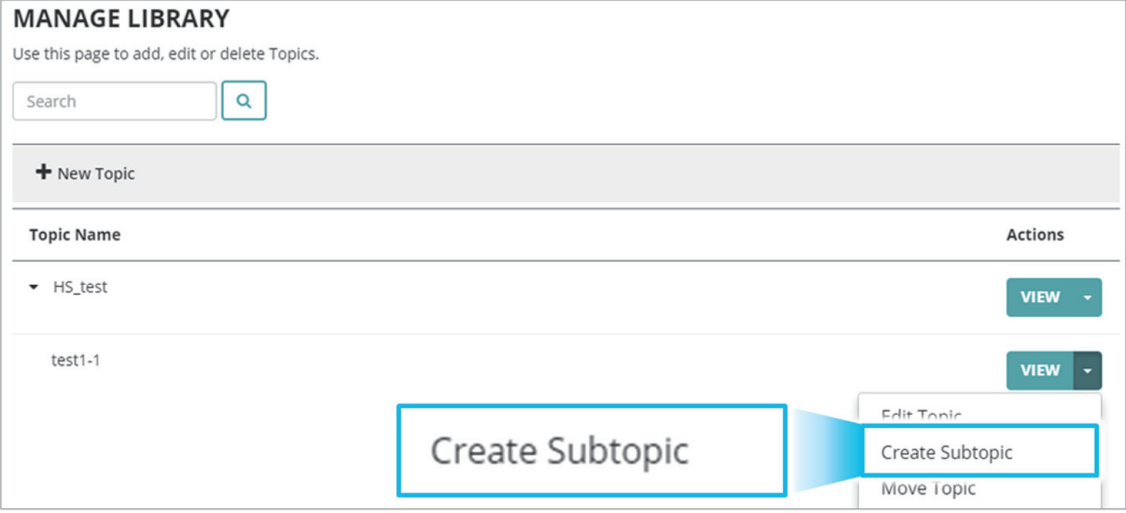
3.3. Adding subtopics

Referring to the following instructions, make subtopics for expanding the library.


1. On the top of the Home screen, click  > **PRODUCT ADMINISTRATION** > **Learning** > **Library Topics**.







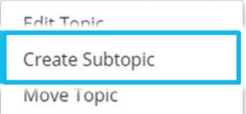
2. Click  to the right of the topic you want to create subtopics for and click **Create Subtopic**.



MANAGE LIBRARY
Use this page to add, edit or delete Topics.

Search 

 New Topic

Topic Name	Actions
 HS_test	
test1-1	 

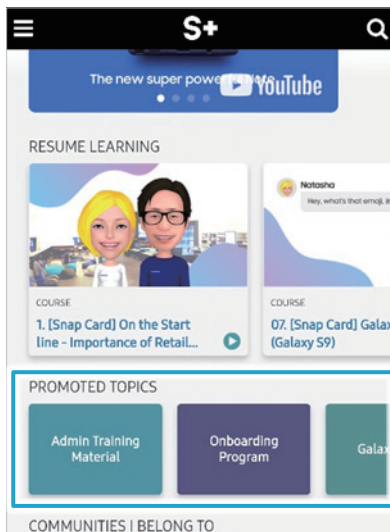
Create Subtopic

- Edit Topic
- Create Subtopic**
- Move Topic

3. Enter the subtopic name and, if necessary, other details and click **SAVE**.

3.4. Suggesting promoted topics

Promoted Topics is a section the mobile app's Home screen. It shows the featured topics in the library. If there is an important topic or a topic users search for frequently, recommend the topic for the Promoted Topics section.



Administrators do not have authority to add/edit/delete promoted topics. To add/edit/delete promoted topics, send your request to the system administrator (splus.opr@samsung.com).

NOTE

- Up to 20 topics can be registered to the Promoted Topics section.
- An unlimited number of subtopics can be included for each promoted topic.
- The courses in a promoted topic are sorted by most recent.

4. Adding new activities

This chapter introduces how to add a new activity by uploading contents. Available contents are files stored on your computer or sharable external links.

4.1. Getting to know the procedure

The following tables outline the overall uploading procedure. You can understand the uploading process as a whole via the tables.

4.1.1. Uploading documents or videos

Step	Task	Reference
1	Creating a new activity by uploading a file	See step 1 to 6 in 4.2.2. Uploading files.
2	Entering the name, description, and image and setting topics	See step 7 in 4.2.2. Uploading files.
3	Selecting No registration required. and Available on Mobile	See step 8 in 4.2.2. Uploading files.
4	Assigning the new activity to the IN STAGING status	See step 9 in 4.2.2. Uploading files.
5	Selecting audiences for the new activity	See step 1 to 5 in 4.2.3. Setting audiences.
6	Setting the assignment date and due date	See step 6 to 7 in 4.2.3. Setting audiences.
7	Assigning the new activity to the IN PRODUCTION status	See step 8 to 10 in 4.2.3. Setting audiences.

4.1.2. Uploading external links

Step	Task	Reference
1	Creating a new activity by entering URL	See step 1 to 7 in 4.3.1. Uploading files via New Activity Wizard .
2	Verifying the information and setting topics	See step 8 to 11 in 4.3.1. Uploading files via New Activity Wizard .
3	Assigning the new activity to the IN STAGING status	See step 12 in 4.3.1. Uploading files via New Activity Wizard .
4	Selecting Available on Mobile	See 4.3.2. Setting to show on the mobile app .
5	Selecting audiences for the new activity	See step 1 to 3 in 4.3.3. Setting audiences .
6	Setting the assignment date and due date	See step 4 to 5 in 4.3.3. Setting audiences .
7	Assigning the new activity to the IN PRODUCTION status	See step 6 to 8 in 4.3.3. Setting audiences .

4.2. Uploading documents and videos

Referring to the following instructions, add a new activity with a document or video stored on your computer.

4.2.1. Before starting

The following requirements are necessary for uploading contents. Make sure that you fulfill all the requirements.

- Upload file

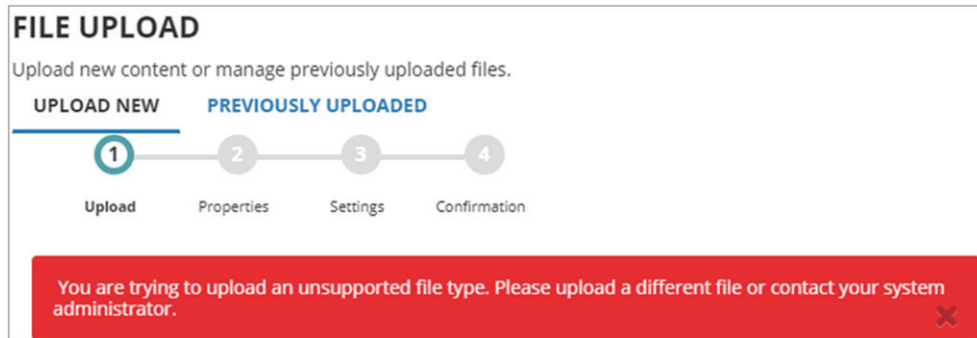
Size	Video	20 MB or lower (Up to 2 minutes)
	Image	2 MB or lower
Format	Snap card (Textbook)	pdf (doc, docx, ppt, pptx)
	Video	mp4
	HTML	HTML5
	Image	jpg
	SCORM	SCORM v1.2, SCORM 2004

- Thumbnail image

Size	500 KB or lower
Pixel dimensions	Up to 400 x 225
Format	png, jpg


NOTE

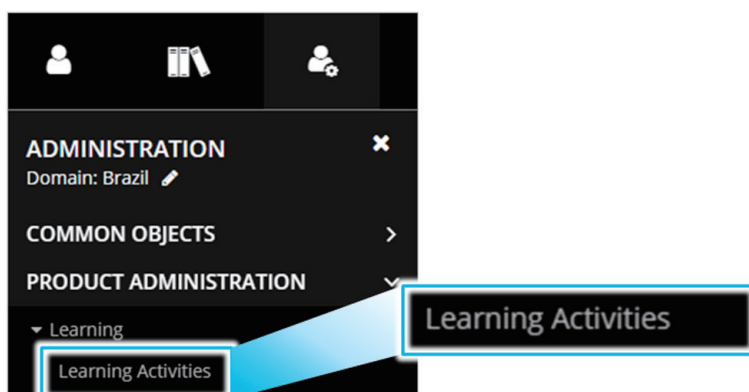
- When you try to upload an unsupported file, an error message appears as below. If you have trouble uploading a file, ask the system administrator (splus.opr@samsung.com) for help.



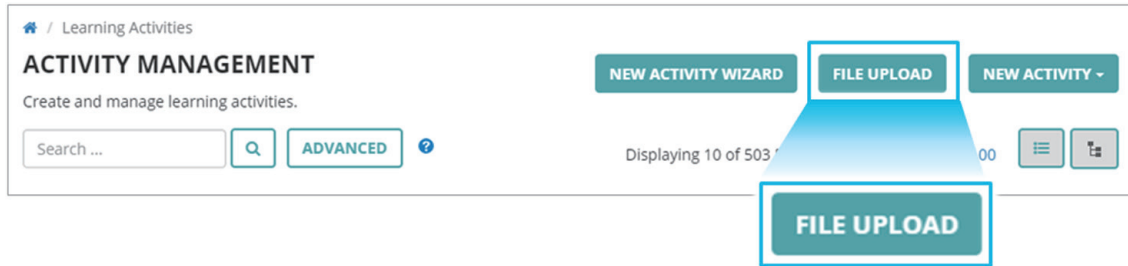
- Make sure that the file name does not contain any special characters. If it does, uploading may fail.
- Avoid thumbnail images with large blocks of white which can distract from the image theme.
- Avoid including text in thumbnail images.
- Thumbnail images are not required for including products.

4.2.2. Uploading files

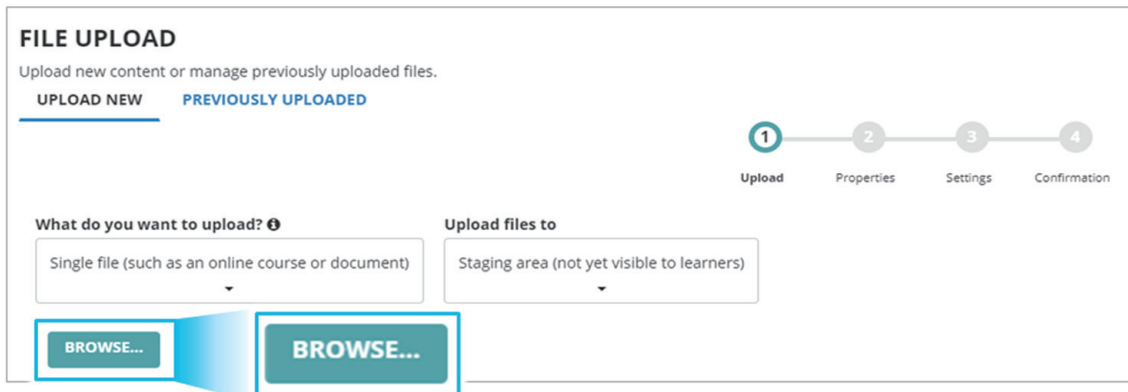
1. On the top of the Home screen, click .
2. Click **PRODUCT ADMINISTRATION** > **Learning** > **Learning Activities**.



3. Click **FILE UPLOAD**.



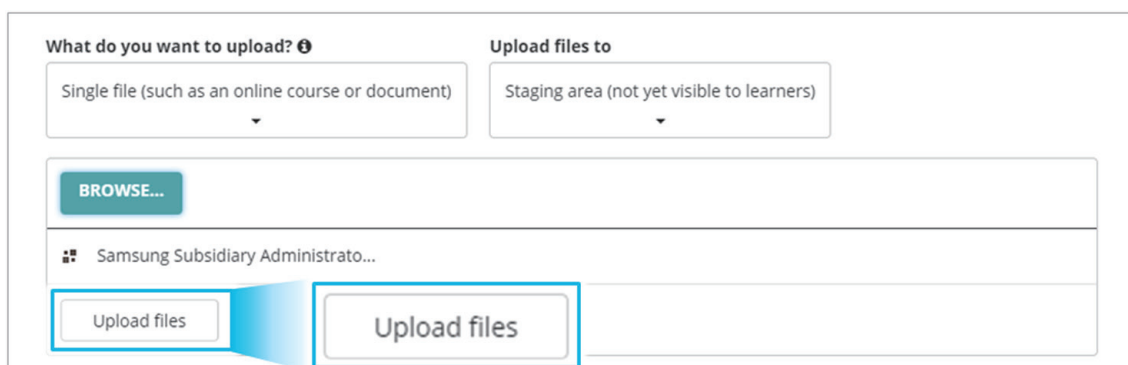
4. Click **BROWSE...** and select the file you want to upload.



NOTE If necessary, you can change the **What do you want to upload** and **Upload files to** fields.

5. When the file is imported, click **Upload files**.

- The file is verified and then uploaded to the system.



6. Make sure that the uploading process is successfully done, and click **NEXT**.

The screenshot shows a file upload progress bar at the top with a 'BROWSE...' button on the left and a 'Done ✓' status on the right. Below the progress bar, a green bar indicates the file 'Samsung Subsidiary Administrato...' is at 100% completion. At the bottom right, a 'NEXT' button is highlighted with a blue callout box. At the bottom center, there are 'CANCEL', 'PREVIOUS', and 'NEXT' buttons.

7. Enter detailed information.

The screenshot shows a form for configuring an activity. It includes fields for 'Activity Name' (with a red asterisk), 'Description' (with a rich text editor icon), 'Launch method' (a dropdown menu), 'Launch file' (a text field), and 'Code' (a text field). There are also sections for 'Training available to' and 'Topics', each with a 'BROWSE...' button. At the bottom, there are 'CANCEL', 'PREVIOUS', and 'NEXT' buttons. Annotations are placed as follows: 'a' points to the 'BROWSE...' button in the 'Activity Image' section; 'b' points to the 'Activity Name' field; 'c' points to the 'Description' field; 'd' points to the 'BROWSE...' button in the 'Topics' section; and 'e' points to the 'NEXT' button at the bottom right.

- a) On the **Activity Image** section, click **BROWSE...** and select a thumbnail image to be displayed next to the activity name.

b) In the **Activity Name** field, enter the activity name.

NOTE

- Up to 60 characters are allowed for the activity name (45 characters or below is recommended).
- The name structure is as below.
Product: [Content Type] / Product name / Feature or Other detail
(e.g., [Snap Card] / Galaxy S9 | S9+ Super Slow-mo)
Soft Skill: [Content Type] / Pillar/ Subject
(e.g., [Video] Sales Skills Closing the sale)

c) In the **Description** field, enter a brief introduction about the activity.

NOTE




- Up to 175 characters are allowed for the description.
- It is recommended to use a friendly, fun tone of voice and short and clear sentences.
- Avoid too much emphasis or exclamations as this can make users feel pressured.

d) In the **Topics** field, click **BROWSE...** and select under which topic or subtopic you want to locate the activity in the library, and click **OK**.

- To view subtopics of a certain topic, click  to the left of the topic name.

NOTE

When selecting a topic, add a check mark to the box at the very front of the row.

<input type="checkbox"/>	Name
<input type="checkbox"/>	 Samsung_test
<input type="checkbox"/>	 Test 1_1
<input type="checkbox"/>	 Test 1_2

e) Click **NEXT**.

NOTE

- If you upload an mp4 file, you can activate the **Enable xAPI Tracking** option so that the system resumes from the last played position.

Launch method: *
Generic Document

Launch file: *
SampleVideo_1280x720_2m

*Code
IN_ACT_00026

☐ Enable xAPI Tracking

Training available to
India Audience

☐ Enable xAPI Tracking

BROWSE...

- If you upload an HTML5 zip file, add a check mark to **This is a zipped file that you should extract. Enter the name of the file that you want to be launched below.** and type "index.html" in the **Launch file** field.

Activity Name *

☒ This is a zipped file that you should extract. Enter the name of the file that you want to be launched below.

Description

Launch method: *
Generic Document

Launch file: *

*Code
IN_ACT_00026

- Select **No registration required.** and **Available on Mobile** and click **UPLOAD**.

CONTENT PLAYER SETTINGS

☐ Hide SumTotal player navigation

Set the display options for the content player window:

☐ None

☒ Open content player window in full screen mode

☐ Set the size of content player window

Width:

Height:

☐ Disable scrollbars for content player window (Vertical & Horizontal)

☐ Open content player in native mode (applies only to SCORM content)

☒ No registration required.

☒ No registration required.

☐ Hide in Manager mode

☐ Hidden from Transcript

☒ Can be subscribed

☐ Can be fulfilled

☒ Available on Mobile

☒ Available on Mobile

UPLOAD

CANCEL PREVIOUS NEXT UPLOAD

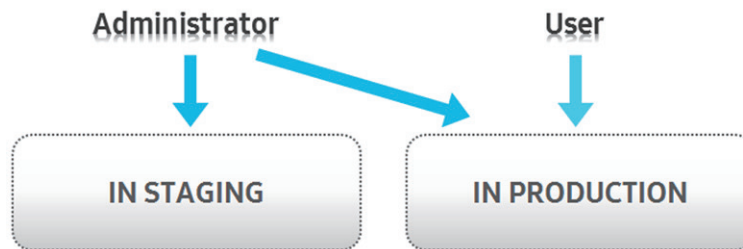
9. Click **VIEW IN PROGRESS**.

- You can also click **PREVIOUSLY UPLOADED** on the top of the popup window.
- The list for previously uploaded files will appear.

NOTE

The file is uploaded to the system with the **IN STAGING** status, which means that it is not shown to users yet.

Activities in the **IN STAGING** status can be accessed only by administrators and can be modified. Activities in the **IN PRODUCTION** status can be accessed by both users and administrators and cannot be modified.



4.2.3. Setting audiences

1. When the status of the newly uploaded activity is **IN STAGING**, click the activity name to access the settings screen.

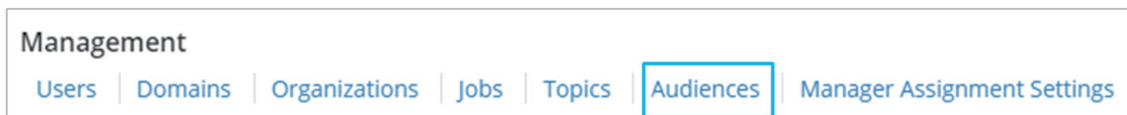
<input type="checkbox"/>	File Name	Activity Name	Size	Code	Name	Last updated	Status
<input type="checkbox"/>	Galaxy20J720Duo.pdf	Please test one more time	3mb	null1212212134344	Brazil admin	01/07/2018 09:19:11 GMT-04:00	IN STAGING

A blue callout box points from the 'IN STAGING' status cell in the table to a larger box containing the text 'IN STAGING'.

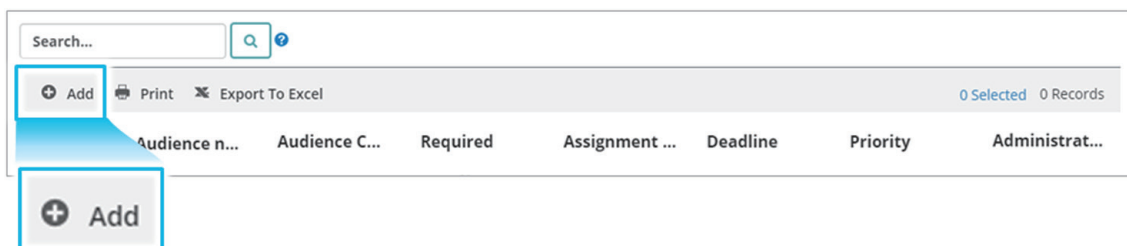
2. Click **OPTIONAL**.

The screenshot shows a web interface for 'Learning Activities'. On the left, a sidebar has a 'STAGE' tab and a 'PRODUCTION' tab. Below the tabs are 'View Tracks' and 'Actions' buttons. A blue button labeled 'Please test one more time' is visible. The main content area is titled 'PLEASE TEST ONE MORE TIME' and contains instructions: 'All required fields appear in this section. Once the fields are filled in, click Validate for Production to check for accuracy and to continue to move to Production. Click Optional to enter values for optional fields.' Below the instructions are buttons for 'Go To', 'Expand All', 'Collapse All', 'Checklist', and 'View Required Properties'. A section titled 'CONFIGURE GENERAL PROPERTIES FOR YOUR ACTIVITY' is expanded, showing a 'General' tab. The 'General' tab contains a text input field for 'Name' (labeled 'Name: *') with the value 'Please test one more time', and a 'Primary Domain' label. At the bottom of the dialog are three buttons: 'VALIDATE FOR PRODUCTION', 'CLOSE', and 'OPTIONAL'. A blue callout box points to the 'OPTIONAL' button, and another blue box below it contains the word 'OPTIONAL'.

3. On the **Management** section, click **Audiences**.



4. Click **Add**.



5. Select audiences for the activity and click **NEXT**.

ADD AUDIENCES

Select one or more audiences from the list below and click OK.

Search: [Help](#)

Selected Items: 1 | Records: 2

<input type="checkbox"/>	Name	Code	Primary Domain	Description
<input type="checkbox"/>	Mexico Audience		Mexico	Default audience for Mexico domain
<input checked="" type="checkbox"/>	Mexico-1000 Audience		Mexico-1000	Default audience for Mexico-1000 domain

NEXT

6. Set the activity priority and the time period to display on the website.

ADD AUDIENCES

Select the assignment options. To apply the same options to all objects, select Apply to all.

Note: Time for the due date is 23:59:59 of the selected timezone.

Audience Required Name	Assignment Date	Due Date	Priority	Learner Assignment Notes
<input checked="" type="checkbox"/> Apply to all <input type="button" value="Required"/>	<input type="radio"/> Today <input type="radio"/> <input type="text" value=""/> Days from today <input type="radio"/> On <input type="text" value="7/2/2018"/>	<input type="radio"/> No due date <input type="radio"/> Within <input type="text" value=""/> Days <input type="radio"/> By <input type="text" value="7/2/2018"/>	<input type="button" value="None"/>	
<input type="button" value="Recommended"/>	<input type="radio"/> Today <input type="radio"/> <input type="text" value=""/> Days from today <input type="radio"/> On <input type="text" value="7/2/2018"/>	<input type="radio"/> No due date <input type="radio"/> Within <input type="text" value=""/> Days <input type="radio"/> By <input type="text" value="7/2/2018"/>	<input type="button" value="None"/>	

a) Select whether the activity is required or recommended. If you select required, the activity is displayed as required on the timeline and, on the mobile app, prior to recommended activities.

b) Specify an assignment date.

- **Today:** Set to display the activity when the activity status becomes **IN PRODUCTION** after completing the audience setting.
- **XX Days from today:** Set to display the activity after the amount of days you input from the current day.
- **On MM/DD/YYYY:** Set a date for when the activity will begin to be displayed. You should also set a time zone.

c) Specify a due date.

- **No due date:** Set to display the activity for an unlimited time.
- **Within XX Days:** Set a duration for displaying the activity.
- **By MM/DD/YYYY:** Set an end date for when the activity will stop being displayed. You should also set a time zone.

d) Click **OK**.

NOTE

If you selected two or more audiences and want to set the options identically, add a check mark to **Apply to all** on the first row and enter the setting values in that row.

ADD AUDIENCES

Select the assignment options. To apply the same options to all objects, select Apply to all.
Note: Time for the due date is 23:59:59 of the time zone that has been selected.

Audience name	Required	Assignment Date	Deadline	Priority	Learner Assignment Notes
<input checked="" type="checkbox"/> Apply to all	Required	<input checked="" type="radio"/> Today <input type="radio"/> Days from today <input type="radio"/> On 4/7/2018	<input checked="" type="radio"/> No due date <input type="radio"/> Within Days <input type="radio"/> By 4/7/2018	None	
		Timezone: UTC	Timezone: UTC		

7. Click **OK**.

➕ Add ✎ Edit ✕ Delete 🖨 Print 📄 Export To Excel 0 Selected 3 Records

	Audience na...	Audience Code	Required	Assignment ...	Deadline	Priority	Administrato...
<input type="checkbox"/>	Brazil Audience		Recommended	03/07/2018	No due date		
<input type="checkbox"/>	Samsung Staff		Recommended	03/07/2018	No due date		
<input type="checkbox"/>	Test Audience		Required	01/07/2018	No due date		

1 - 3 of 3 items

CANCEL BACK NEXT **OK**

OK

8. Click **VALIDATE FOR PRODUCTION**.

The screenshot shows the 'Learning Activity Properties' form. On the left, a sidebar has a 'Please test one more time' button. The main content area has a header 'PLEASE TEST ONE MORE TIME' and instructions: 'All required fields appear in this section. Once the fields are filled in, click Validate for Production to check for accuracy and to continue to move to Production. Click Optional to enter values for optional fields.' Below this are controls for 'Go To', 'Expand All', 'Collapse All', 'Checklist', and 'View Required Properties'. The 'CONFIGURE GENERAL PROPERTIES FOR YOUR ACTIVITY' section includes a 'General' tab with a description and input fields for 'Name' (containing 'Please test one more time') and 'Primary Domain'. At the bottom, there are three buttons: 'VALIDATE FOR PRODUCTION', 'CLOSE', and 'OPTIONAL', and a 'SAVE' button on the far right. A blue callout box points to the 'VALIDATE FOR PRODUCTION' button.

9. Check if there are any issues through the validation results list.

- If so, click items on the list to correct the issues, and then click **VALIDATE FOR PRODUCTION** again.

The screenshot shows the 'VALIDATION RESULTS' section. It includes a heading 'VALIDATION RESULTS' and a paragraph: 'Validation results are displayed in the table below, these errors could block you from moving the activity to production. Click on the name of the error to fix them.' There is a 'Print' icon and '1 Records' text. The table has two columns: 'Name ^' and 'Issues'. The first row shows the activity name 'Please test one more time' and an issue: 'This activity code already exists. Enter another activity code.' Below the table is a 'MOVE TO PRODUCTION' button.

Name ^	Issues
Please test one more time	This activity code already exists. Enter another activity code.

10. If there is no issue, click **MOVE TO PRODUCTION**.

- The activity is no longer able to be modified and is displayed to both users and administrators.

VALIDATION RESULTS

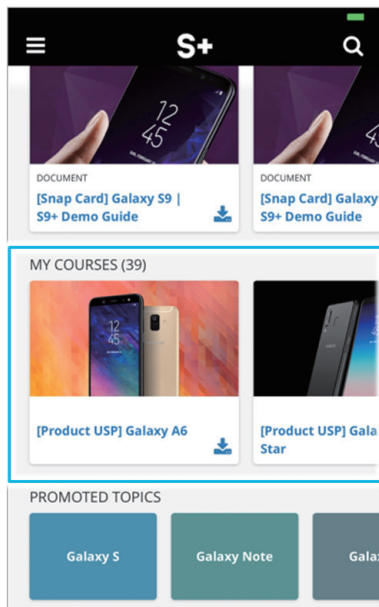
Validation results are displayed in the table below, these errors could block you from moving the activity to production. Click on the name of the error to fix them.

There are no validation errors for the activity structure.

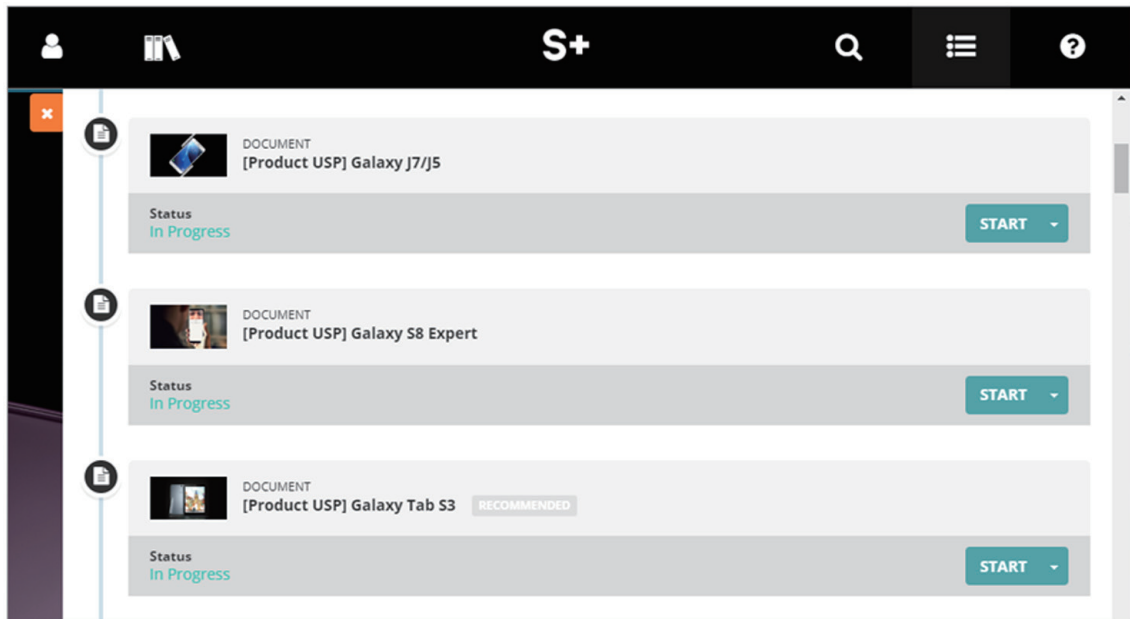
MOVE TO PRODUCTION

- You can confirm that the activity was successfully uploaded to the website via the main screen on the mobile app or the **Timeline** on the web.

Ex.) Main screen on the mobile app




Ex.) **Timeline** on the web

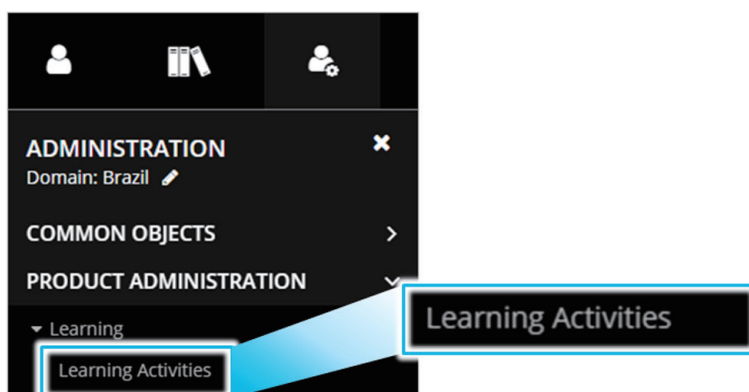


4.3. Uploading external links

Referring to the following instructions, add a new activity with an external link such as a YouTube video.

4.3.1. Uploading files via New Activity Wizard

1. On the top of the Home screen, click .
2. Click **PRODUCT ADMINISTRATION** > **Learning** > **Learning Activities**.



3. Click **NEW ACTIVITY WIZARD**.



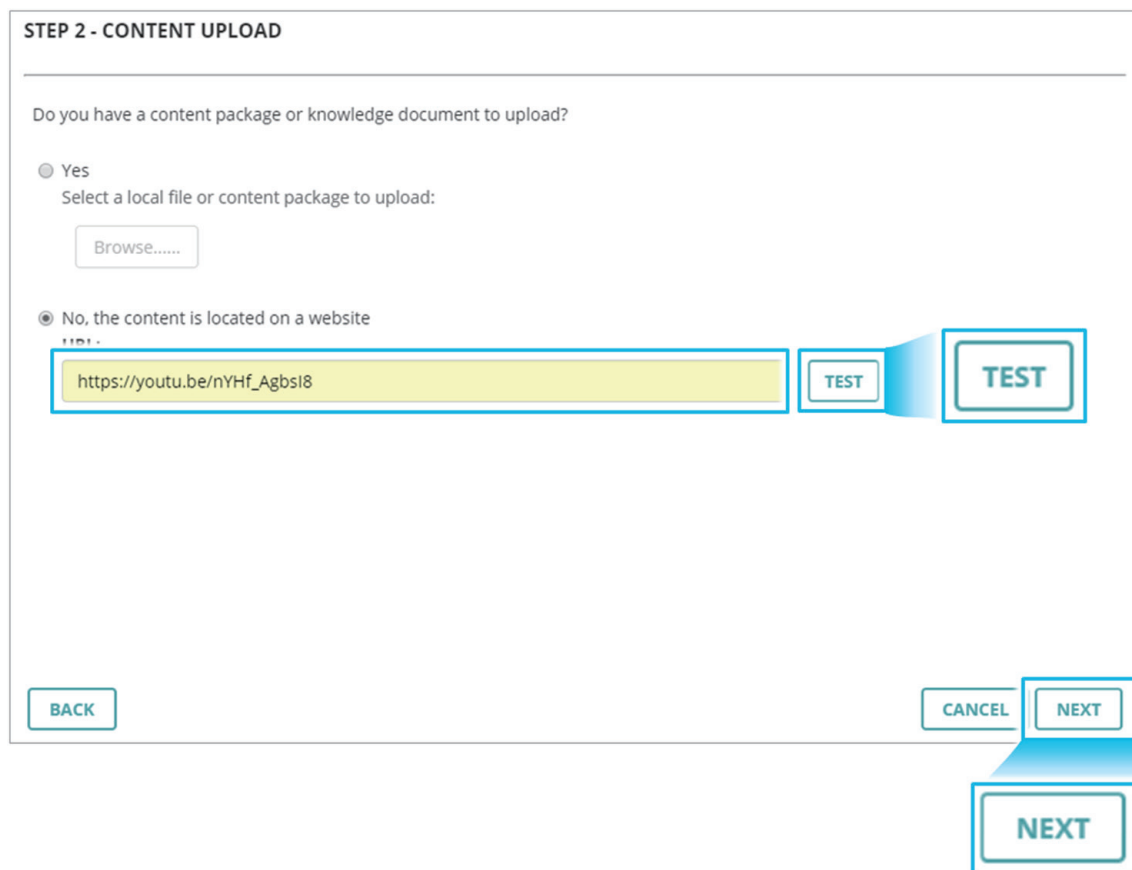
4. Select **An online course** and click **NEXT**.

5. Select **No, the content is located on a website**.

6. Copy the URL of the link you want to upload in the address bar on the top of the window.

7. Enter the URL and click **TEST** to test the source availability, and then click **NEXT**.

- The system imports the content and its properties together.



8. Verify the information in the filled in fields and click **NEXT**.

9. Skip **STEP 4 - WEB BASED TRAINING** and click **NEXT**.

- Make sure that **No registration required** is marked.

10. Check if the information you entered is correct and remove the check mark before **Automatically publish this activity to production**, and then click **CREATE**.

Verify the following information for accuracy.

GENERAL PROPERTIES

Activity Name: Task1
Activity Type: Course
Activity Code: AAA0002
Description:

WEB BASED TRAINING

Launch Method: Generic Document
Launch URL: https://youtu.be/nYHf_Agbsl8
Registration: Not required
Maximum Attempts:

To create this activity, click the Create button.

☐ Automatically publish this activity to production

☐ Automatically publish this activity to production

CANCEL **CREATE**

CREATE

11. Select under which topic or subtopic you want to locate the activity in the library and click **ASSIGN**.

Assign the created activity to a library to allow users to find it by browsing.

Selected Items: 1 |

<input type="checkbox"/>	Name
<input type="checkbox"/>	HS_test
<input type="checkbox"/>	test1_2
<input checked="" type="checkbox"/>	test1-2

Select one or more libraries from above. When finished, click Assign or click Skip to leave unassigned.

CANCEL **ASSIGN** **SKIP**

ASSIGN

12. Select **Open this activity in Staging Editor** and click **FINISH**.

- The activity will be in the **IN STAGING** status and you can customize additional settings.

Congratulations! You have finished creating the activity "Task1".

Would you like to create another learning activity?

☐ Yes, start this wizard again

☒ No, close this wizard

☒ Open this activity in Staging Editor

☒ Open this activity in Staging Editor

Select an option from above. Click Next to continue or Finish to close the wizard.

FINISH

CANCEL NEXT FINISH

4.3.2. Setting to show on the mobile app

1. Click **OPTIONAL**.

STAGE PRODUCTION

View Tracks Actions

Task1

Home / Learning Activities / Learning Activity Properties

TASK1

All required fields appear in this section. Once the fields are filled in, click Validate for Production to check for accuracy and to continue to move to Production. Click Optional to enter values for optional fields.

Go To Expand All Collapse All Checklist

View Required Properties

CONFIGURE GENERAL PROPERTIES FOR YOUR ACTIVITY

General

Set general information like activity name, activity code, description, add specific images associated with your learning activity.

Name: *

Task1

VALIDATE FOR PRODUCTION CLOSE OPTIONAL SAVE

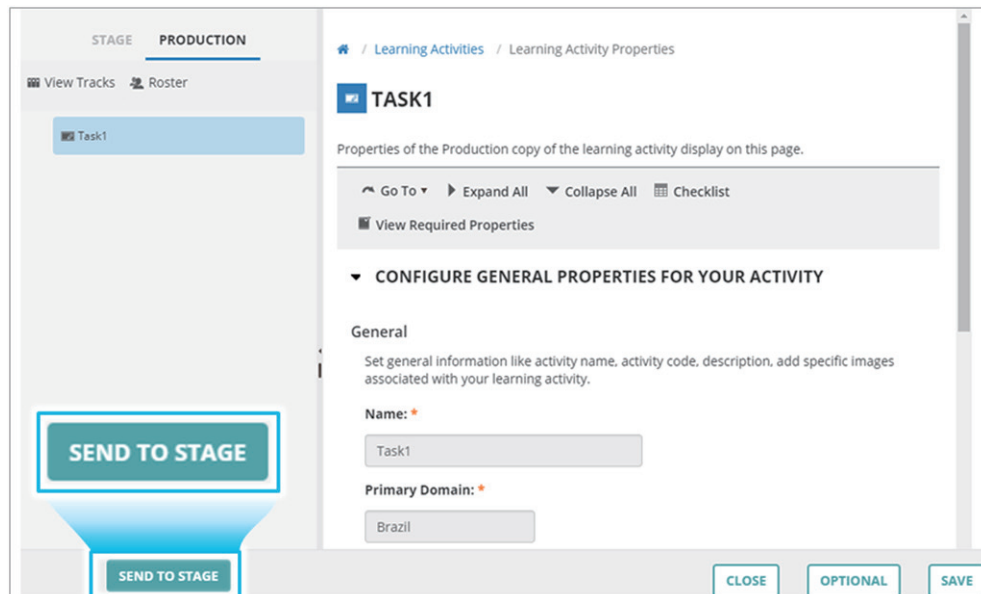
OPTIONAL

2. On the **Web Based Training** section, click **General**.



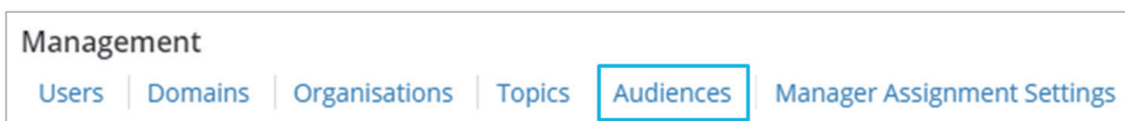
3. Add a check mark to **Available on Mobile** and click **OK**.

NOTE If the setting is not available, check if the activity is in the **IN PRODUCTION** status. If so, click **SEND TO STAGE** to change the status and try again.

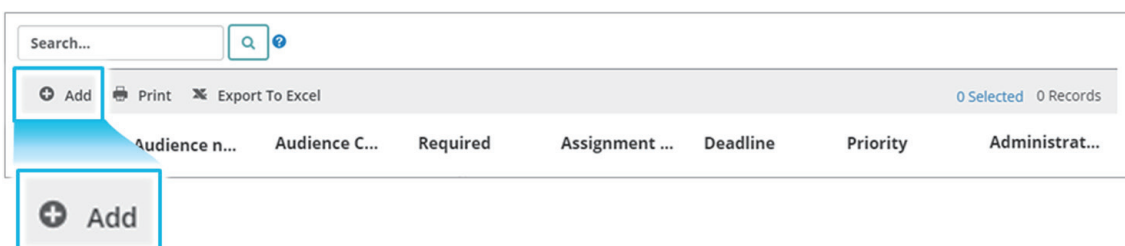


4.3.3. Setting audiences

1. On the **Management** section, click **Audiences**.



2. Click **Add**.



3. Select audiences for the activity and click **NEXT**.

ADD AUDIENCES

Select one or more audiences from the list below and click OK.

Search: [Help](#)

Selected Items: 1 | Records: 2

Name	Code	Primary Domain	Description
<input type="checkbox"/> Mexico Audience		Mexico	Default audience for Mexico domain
<input checked="" type="checkbox"/> Mexico-1000 Audience		Mexico-1000	Default audience for Mexico-1000 domain

NEXT

4. Set the activity priority and the time period to display on the website.

ADD AUDIENCES

Select the assignment options. To apply the same options to all objects, select Apply to all.
Note: Time for the due date is 23:59:59 of the selected timezone.

Audience Required Name	Assignment Date	Due Date	Priority	Learner Assignment Notes
<input type="checkbox"/> Apply to all Required <input type="button" value="v"/> Mexico-1000 Audience <input type="button" value="v"/>	<input checked="" type="radio"/> Today <input type="radio"/> <input type="text" value=""/> Days from today <input type="radio"/> On <input type="text" value="7/2/2018"/> <input type="button" value="Q"/> Time zone: <input type="text" value="UTC"/> <input type="button" value="v"/>	<input checked="" type="radio"/> No due date <input type="radio"/> Within <input type="text" value=""/> Days <input type="radio"/> By <input type="text" value="7/2/2018"/> <input type="button" value="Q"/> Time zone: <input type="text" value="UTC"/> <input type="button" value="v"/>	<input type="text" value="None"/> <input type="button" value="v"/>	
	<input checked="" type="radio"/> Today <input type="radio"/> <input type="text" value=""/> Days from today <input type="radio"/> On <input type="text" value="7/2/2018"/> <input type="button" value="Q"/> Time zone: <input type="text" value="UTC"/> <input type="button" value="v"/>	<input checked="" type="radio"/> No due date <input type="radio"/> Within <input type="text" value=""/> Days <input type="radio"/> By <input type="text" value="7/2/2018"/> <input type="button" value="Q"/> Time zone: <input type="text" value="UTC"/> <input type="button" value="v"/>	<input type="text" value="None"/> <input type="button" value="v"/>	

a) Select whether the activity is required or recommended. If you select required, the activity is displayed as required on the timeline and, on the mobile app, prior to recommended activities.

b) Specify an assignment date.

- **Today:** Set to display the activity when the activity status becomes **IN PRODUCTION** after completing the audience setting.
- **XX Days from today:** Set to display the activity after the amount of days you input from the current day.
- **On MM/DD/YYYY:** Set a date for when the activity will begin to be displayed. You should also set a time zone.

c) Specify a due date.

- **No due date:** Set to display the activity for an unlimited time.
- **Within XX Days:** Set a duration for displaying the activity.
- **By MM/DD/YYYY:** Set an end date for when the activity will stop being displayed. You should also set a time zone.

d) Click **OK**.

NOTE

If you selected two or more audiences and want to set the options identically, add a check mark to **Apply to all** on the first row and enter the setting values in that row.

ADD AUDIENCES

Select the assignment options. To apply the same options to all objects, select Apply to all.
Note: Time for the due date is 23:59:59 of the time zone that has been selected.

Audience name	Required	Assignment Date	Deadline	Priority	Learner Assignment Notes
<input checked="" type="checkbox"/> Apply to all	Required	<input checked="" type="radio"/> Today <input type="radio"/> <input type="text"/> Days from today <input type="radio"/> On <input type="text" value="4/7/2018"/>	<input checked="" type="radio"/> No due date <input type="radio"/> Within <input type="text"/> Days <input type="radio"/> By <input type="text" value="4/7/2018"/>	None	
		Timezone: UTC	Timezone: UTC		

5. Click **OK**.

Add Edit Delete Print Export To Excel 0 Selected 3 Records							
	Audience na...	Audience Code	Required	Assignment ...	Deadline	Priority	Administrato...
<input type="checkbox"/>	Brazil Audience		Recommended	03/07/2018	No due date		
<input type="checkbox"/>	Samsung Staff		Recommended	03/07/2018	No due date		
<input type="checkbox"/>	Test Audience		Required	01/07/2018	No due date		
1 - 3 of 3 Items							
CANCEL BACK NEXT OK							

OK

6. Click **VALIDATE FOR PRODUCTION**.

STAGE PRODUCTION

View Tracks Actions

Please test one more time

PLEASE TEST ONE MORE TIME

All required fields appear in this section. Once the fields are filled in, click Validate for Production to check for accuracy and to continue to move to Production. Click Optional to enter values for optional fields.

Go To Expand All Collapse All Checklist

View Required Properties

CONFIGURE GENERAL PROPERTIES FOR YOUR ACTIVITY

General

Set general information like activity name, activity code, description, add specific images associated with your learning activity.

Name: *

Please test one more time

Primary Domain: *

VALIDATE FOR PRODUCTION CLOSE OPTIONAL SAVE

VALIDATE FOR PRODUCTION


7. Check if there are any issues through the validation results list.

- If so, click items on the list to correct the issues, and then click **VALIDATE FOR PRODUCTION** again.

VALIDATION RESULTS

Validation results are displayed in the table below, these errors could block you from moving the activity to production. Click on the name of the error to fix them.

Print | 1 Records

Name ^	Issues
Please test one more time	 This activity code already exists. Enter another activity code.

MOVE TO PRODUCTION

8. If there is no issue, click **MOVE TO PRODUCTION**.

- The activity is no longer able to be modified and is displayed to both users and administrators.

VALIDATION RESULTS

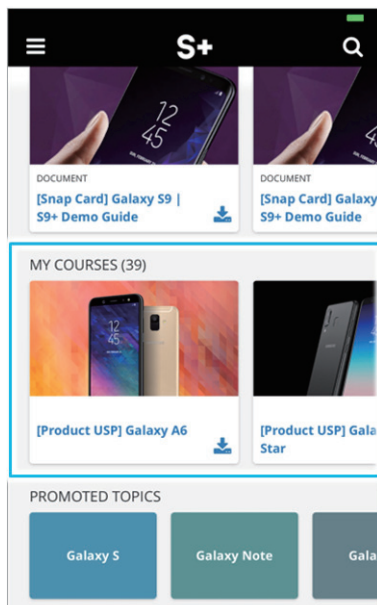
Validation results are displayed in the table below, these errors could block you from moving the activity to production. Click on the name of the error to fix them.

There are no validation errors for the activity structure.

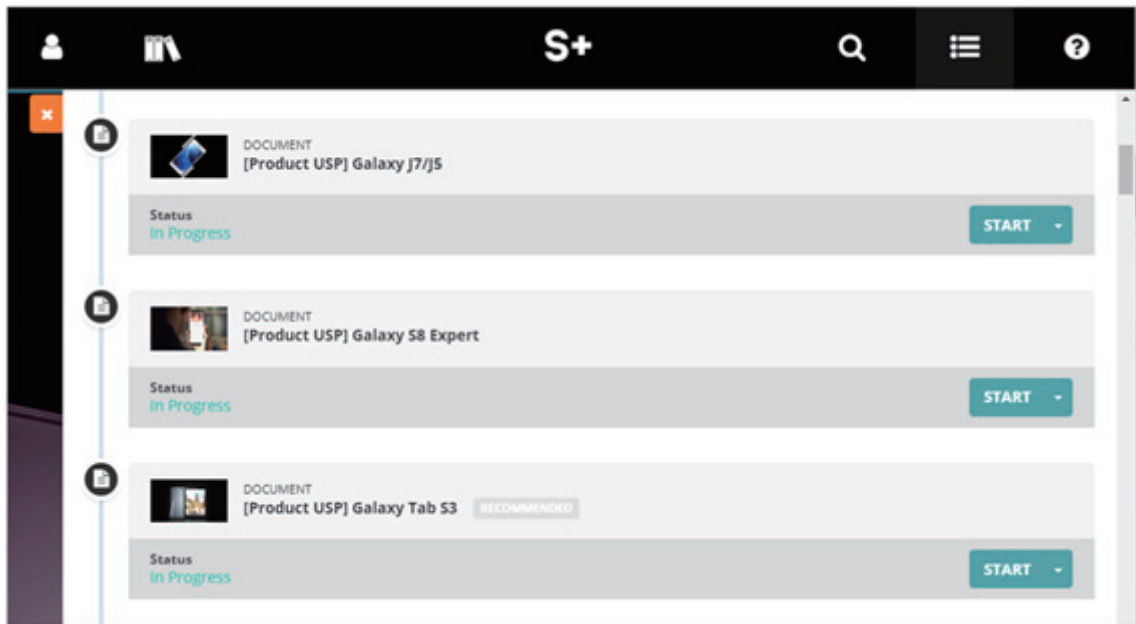
MOVE TO PRODUCTION

- You can confirm that the activity was successfully uploaded to the website via the main screen on the mobile app or the **Timeline** on the web.

Ex.) Main screen on the mobile app



Ex.) **Timeline** on the web



5. Adding virtual sessions

Virtual sessions are a video lecture type of activity. This chapter introduces how to add new virtual sessions and how instructors run the sessions.

5.1. Getting to know the procedure

The following table outlines the overall procedure. You can understand the process as a whole via the table.

Step	Task	Reference
1	Creating a new virtual session and entering the name and thumbnail image	See step 1 to 7 in 5.2.1. Setting general properties .
2	Selecting No registration required .	See step 8 in 5.2.1. Setting general properties .
3	Scheduling the session	See 5.2.2. Setting the schedule .
4	Configuring the WebEx settings	See 5.2.3. Configuring the WebEx settings .
5	Selecting the instructor	See 5.2.4. Selecting the instructor .
6	Setting the topic	See step 1 to 4 in 5.2.5. Setting the topic and audiences .
7	Selecting audiences	See step 5 to 8 in 5.2.5. Setting the topic and audiences .
8	Assigning the new session to the IN PRODUCTION status	See step 9 to 11 in 5.2.5. Setting the topic and audiences .

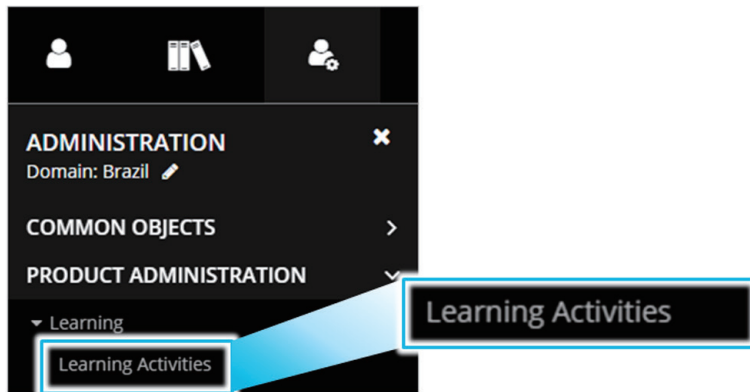
5.2. Creating new virtual sessions

Referring to the following instructions, create new virtual sessions and set various options for the sessions.

5.2.1. Setting general properties

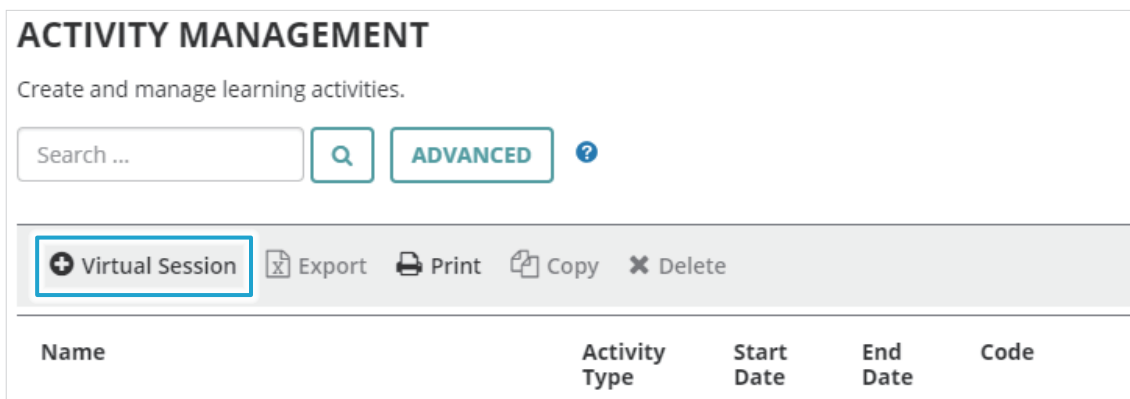
1. On the top of the Home screen, click .

2. Click **PRODUCT ADMINISTRATION** > **Learning** > **Learning Activities**.

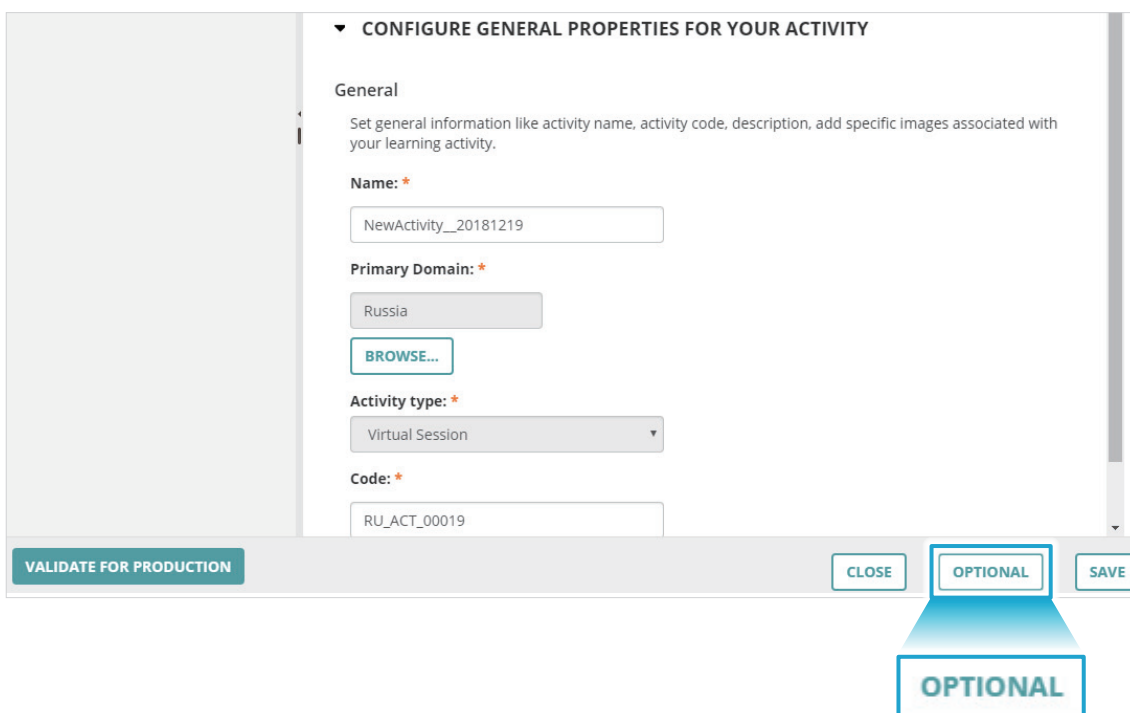


3. Click **Virtual Session** above the activity list.

- Alternatively, you can click **NEW ACTIVITY** > **Virtual Session**.



4. Click **OPTIONAL** at the bottom of the screen.



5. On the **Configure general properties for your activity** section, click **General**.

Configure general properties for your activity

General | Status | Notes | Certification | Grading and Completion | Translated Properties

6. Enter the name and upload the thumbnail image.

- To upload the thumbnail image, enter a URL or click **BROWSE...** and select an image stored on your computer.

General > Status > Notes > Certification > Grading an... > Translated ...

Set general information like activity name, activity code, description, add specific images associated with your learning activity.

Name: *

NewActivity__20181219

Primary Domain: *


Russia

BROWSE...

Activity Image:

☐ Enter URL:

☒ Upload Image:



BROWSE...

Activity type: *

Virtual Session ▼

7. Click **NEXT**.

CANCEL **BACK** **NEXT** **OK**

- Click **No registration required.** to add a check mark and click **OK**.

General Status Notes Certification Grading an... Translated ...

Control the availability of this activity for use in other activity structures, visibility in searches, and overall functionality (active or inactive).

☒ Active

☐ Hide from search results for Learners and Managers

☐ Cancelled

☐ No registration required.

☐ No registration required.

☐ Hide in Manager mode

☐ Hidden from Transcript

☐ Can be copied

☐ Can be subscribed

☐ Can be fulfilled

OK

CANCEL BACK NEXT OK

5.2.2. Setting the schedule

- On the **Schedule** section, click **General**.

Schedule

General

- Set the times to start and end the virtual session and click **OK**.

Start date and time: *

End date and time: *

Registration deadline :

● Date:

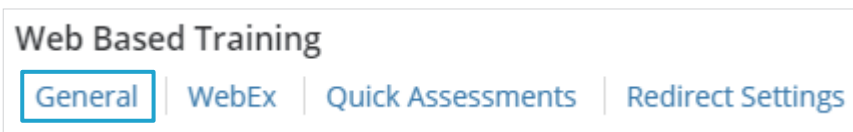
OK

CANCEL BACK NEXT OK

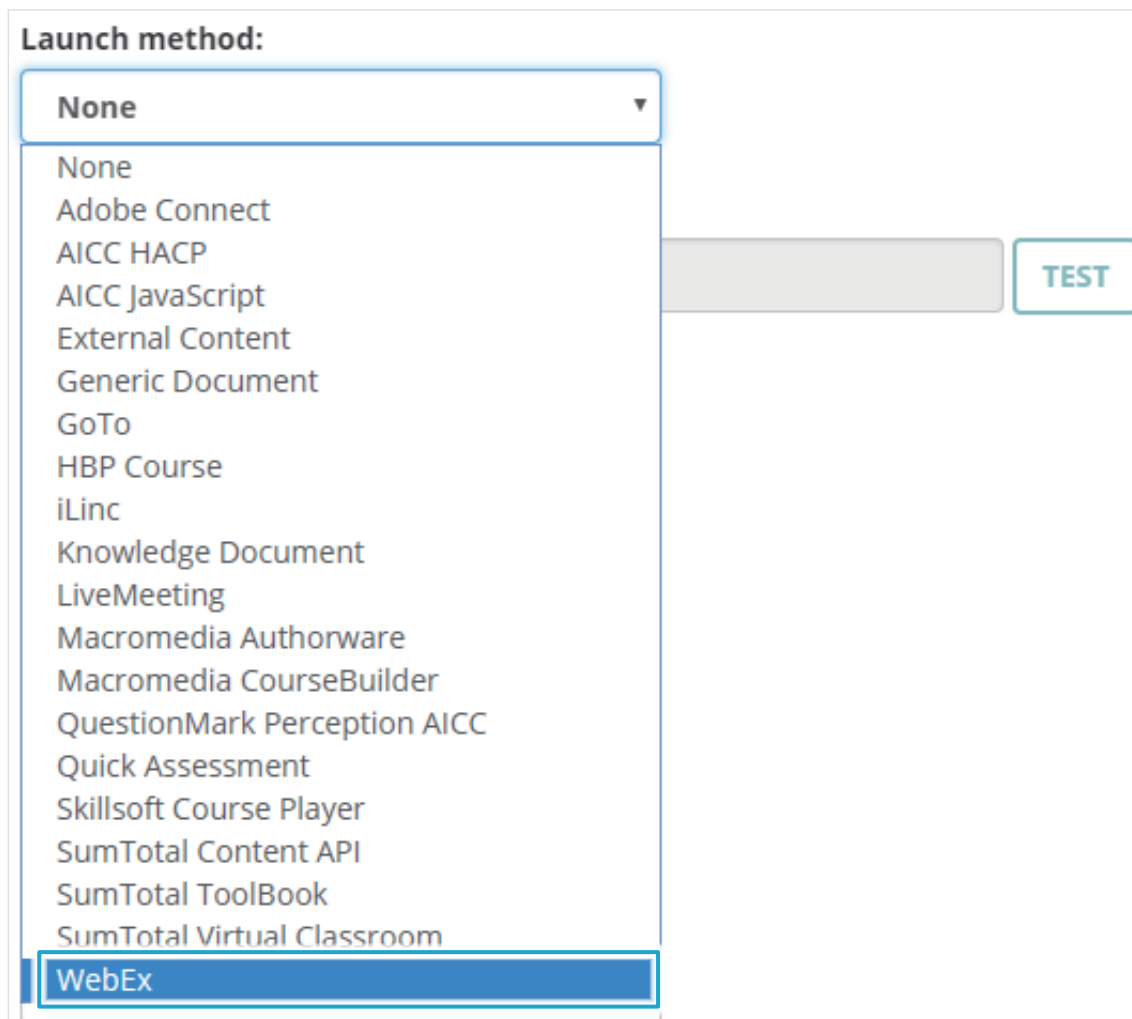
- NOTE**
- The start time should be after you assign the session to the **IN PRODUCTION** status.
 - The end time should be at least 30 minutes after the start time or more.

5.2.3. Configuring the WebEx settings

1. On the **Web Based Training** section, click **General**.



2. For the launch method, select **WebEx**.



3. Click **Available on Mobile** to add a check mark and click **NEXT**.

Maximum attempts:

Maximum tries per attempt:

☐ Disable the Maximum Attempts Reached Notification if the user previously passed the activity

☐ Launch from remote server (applies only to SCORM content)

☒ Show the Progress Details page when users close an online activity

☒ Show interaction details to users on Progress Details page

☐ Enable encoding for AICC URL (applies only to SCORM content)

☐ Available on Mobile

☐ Enable content replacement when manifest file is modified

NEXT

ONLINE CONTENT RELAUNCH/REVIEW

☒ Allow users to launch online content after they have completed it. (Note: Allowing users to launch completed content is not supported for SCORM content.)

CANCEL BACK NEXT OK

4. Configure the WebEx settings and click **OK**.

Use Voice Over IP

☐ No

☒ Yes

Use conference call service

☐ None

☒ WebEx

☐ Cisco Unified Meeting Place Audio Conferencing

☐ Other conferencing service

Audio instructions

Audio instructions

OK

CANCEL BACK NEXT OK

- a) For the **Use Voice Over IP** option, select **Yes**.

NOTE Voice over IP is a methodology for the delivery of voice communication over Internet Protocol networks. If you choose to use this feature, the audio of virtual sessions will be delivered over the Internet.

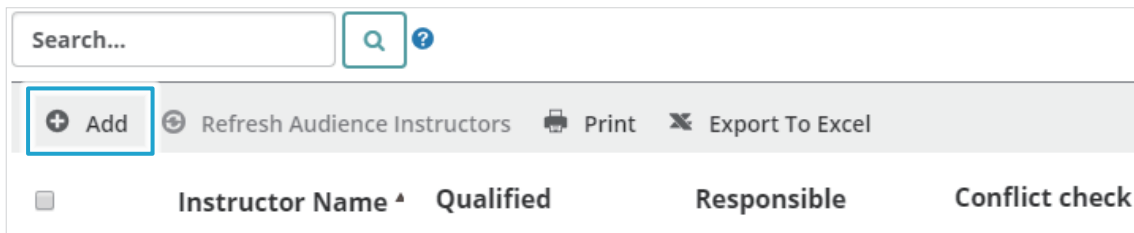
- b) For the **Use conference call service** option, select **WebEx**.

5.2.4. Selecting the instructor

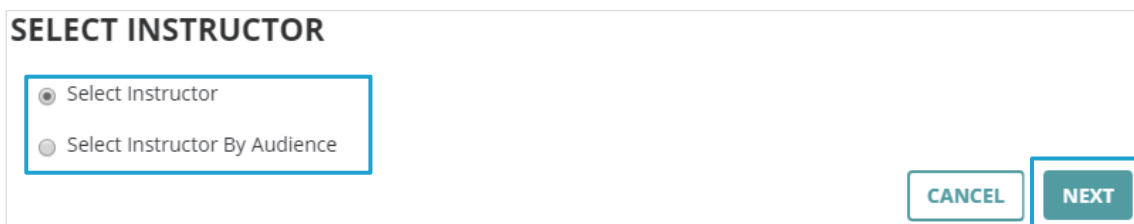
1. On the **Resources** section, click **Instructors**.



2. Click **Add**.



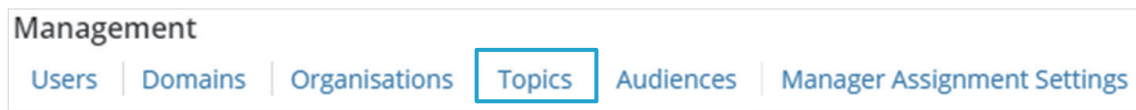
3. Select the searching method and click **NEXT**.
 - **Select Instructor:** You can search for an instructor from the user list.
 - **Select Instructor By Audience:** You can search for an instructor from the audience list.



4. Search for and appoint an instructor with the method you chose.
 - The selected instructor will be registered on the instructor list.
5. Click **OK**.

5.2.5. Setting the topic and audiences

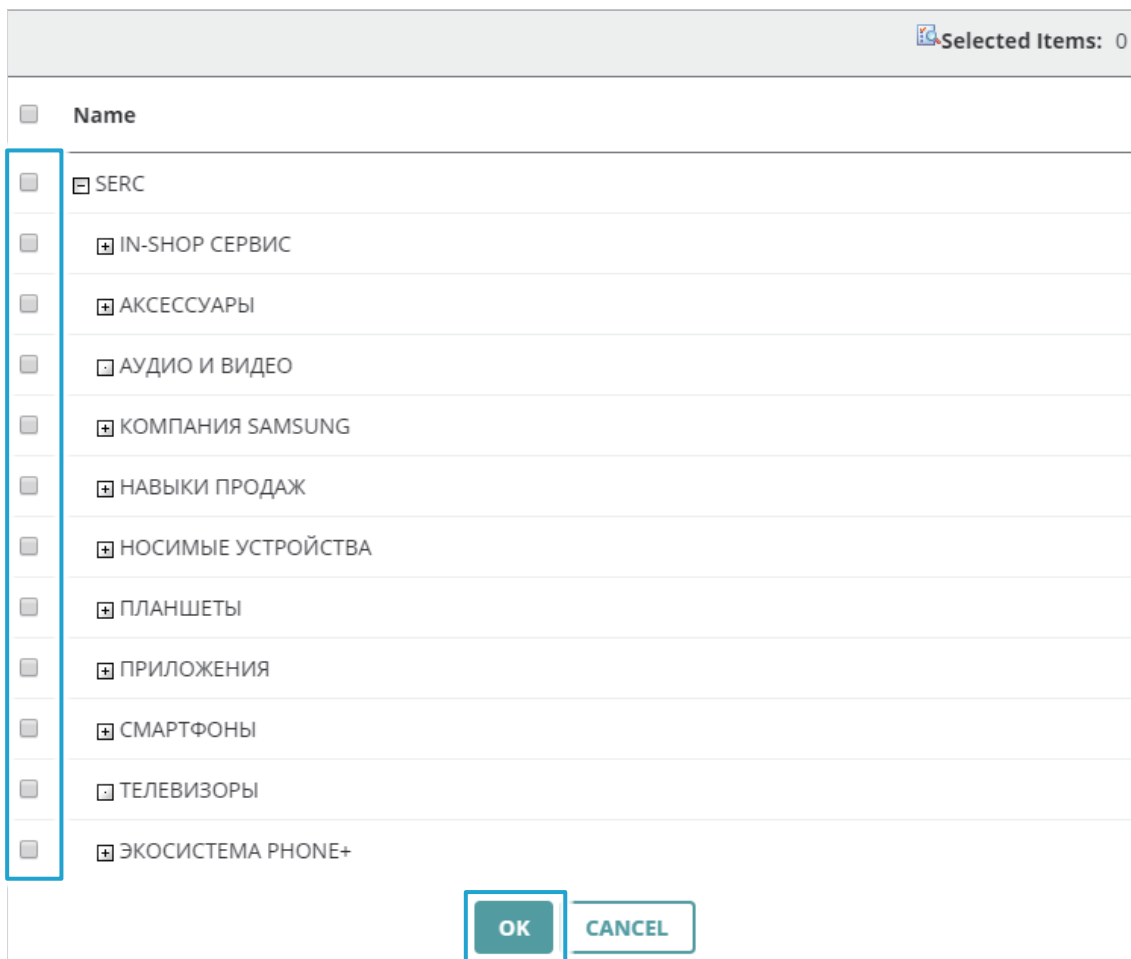
1. On the **Management** section, click **Topics**.



2. Click **Add**.



3. Select the session's topic from the topic list and click **OK**.



NOTE When selecting a topic, add a check mark to the box at the very front of the row.

4. Click **NEXT**.

➕ Add ✕ Delete 🖨️ Print ✕ Export To Excel 0 Selected 1 Records

☐ Topic ^

☐ SERC > IN-SHOP СЕРВИС

1 - 1 of 1 items

CANCEL BACK NEXT OK

NEXT

5. Click **Add**.

➕ Add 🖨️ Print ✕ Export To Excel

☐	Audience name ^	Audience Code	Required	Assignment D...	Deadline
---	-----------------	---------------	----------	-----------------	----------

NEXT

6. Select audiences for the session and click **NEXT**.

ADD AUDIENCES

Select one or more Audiences from the list below and click OK.

Search: [Help](#)

Selected Items: 0 | Records: 10

☐	ame ^	Code	Primary Domain	Description
☐	ussia Audience		Russia	Default audience for Russia domain
☐	ussia_Samsung office		Russia	
☐	ussia_SES office staff		Russia	
☐	ussia_SES partners staff		Russia	

NEXT CANCEL

NEXT

7. Set the session priority and the time period to display on the website and mobile app.

ADD AUDIENCES

Select the assignment options. To apply the same options to all objects, select Apply to all.

Note: Time for the due date is 23:59:59 of the time zone that has been selected.

Audience Required name	Assignment Date	Deadline	Priority	Learner Assignment Notes
<input type="checkbox"/> Apply to all <input type="checkbox"/> Ignore Previous Training Completions Required	<input type="radio"/> Today <input type="radio"/> Days from today <input type="radio"/> On 20/12/2018	<input type="radio"/> No due date <input type="radio"/> Within Days <input type="radio"/> By 20/12/2018	None	
Timezone: UTC	Timezone: UTC	Timezone: UTC		
<input type="checkbox"/> Apply to all <input type="checkbox"/> Ignore Previous Training Completions Recommended	<input type="radio"/> Today <input type="radio"/> Days from today <input type="radio"/> On 20/12/2018	<input type="radio"/> No due date <input type="radio"/> Within Days <input type="radio"/> By 20/12/2018	None	
Timezone: UTC	Timezone: UTC	Timezone: UTC		
<input type="button" value="BACK"/> <input type="button" value="OK"/> <input type="button" value="CANCEL"/>				

- a) Select whether the session is required or recommended. If you select required, the session is displayed as required on the timeline and prior to recommended activities on the mobile app.
- b) Specify an assignment date.
- **Today:** Set to display the session when the session status becomes **IN PRODUCTION** after completing the audience setting.
 - **XX Days from today:** Set to display the session after the amount of days you input from the current day.
 - **On DD/MM/YYYY:** Set a date for when the session will begin to be displayed. You should also set a time zone.
- c) Specify a due date.
- **No due date:** Set to display the session for an unlimited time.
 - **Within XX Days:** Set a duration for displaying the session.
 - **By DD/MM/YYYY:** Set an end date for when the session will stop being displayed. You should also set a time zone.
- d) Click **OK**.

NOTE

If you selected two or more audiences and want to set the options identically, add a check mark to **Apply to all** on the first row and enter the setting values in that row.

ADD AUDIENCES

Select the assignment options. To apply the same options to all objects, select Apply to all.

Note: Time for the due date is 23:59:59 of the time zone that has been selected.

Audience name	Required	Assignment Date	Deadline	Priority	Learner Assignment Notes
<input checked="" type="checkbox"/> Apply to all	Required	<input checked="" type="radio"/> Today	<input checked="" type="radio"/> No due date	None	
	<input type="checkbox"/> Ignore Previous Training Completions	<input type="radio"/> Within <input type="text"/> Days from today	<input type="radio"/> Within <input type="text"/> Days		
		<input type="radio"/> On 21/12/2018	<input type="radio"/> By 21/12/2018		
		Timezone: UTC	Timezone: UTC		

8. Click **OK**.

	Audience na...	Audience Code	Required	Assignment ...	Deadline	Priority	Administrato...
<input type="checkbox"/>	Russia Audien...		Required	20/12/2018	No due date		
<input type="checkbox"/>	Russia_ITM pr...		Required	20/12/2018	No due date		
<input type="checkbox"/>	Russia_Samsu...		Required	20/12/2018	No due date		

1 - 3 of 3 items

CANCEL **BACK** **NEXT** **OK**

OK

9. Click **VALIDATE FOR PRODUCTION**.

Notifications

[System](#) | [User-Defined](#) | [Mobile push alerts](#)

Management

[Users](#) | [Domains](#) | [Organisations](#) | [Topics](#) | [Audience](#)

Social Collaboration

[Social](#)

Gamification


[General](#)



VALIDATE FOR PRODUCTION

10. Check if there are any issues through the validation results list.

- If so, click items on the list to correct the issues, and then click **VALIDATE FOR PRODUCTION** again.
- If you cannot resolve the issues, ask the system administrator (splus.opr@samsung.com) for help.

VALIDATION RESULTS
Validation results are displayed in the table below, these errors could block you from moving the activity to production. Click on the name of the error to fix them.

 Print | 2 Records

Name ^	Issues
NewActivity__20181220	 Enter Start and End dates for the WebEx activities.
	 Assign at least one Responsible Instructor to the WebEx activities.

MOVE TO PRODUCTION

11. If there is no issue, click **MOVE TO PRODUCTION**.

- The session is no longer able to be modified and is displayed to both users and administrators.

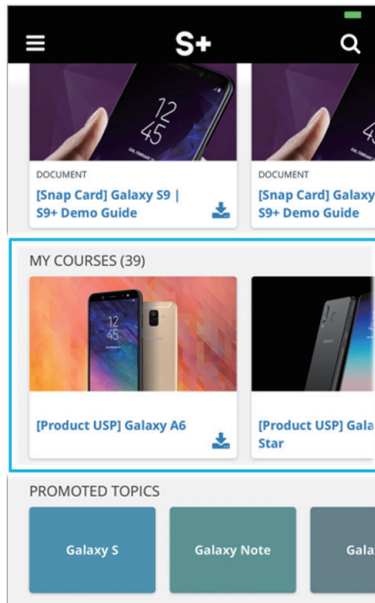
VALIDATION RESULTS
Validation results are displayed in the table below, these errors could block you from moving the activity to production. Click on the name of the error to fix them.

There are no validation errors for the activity structure.

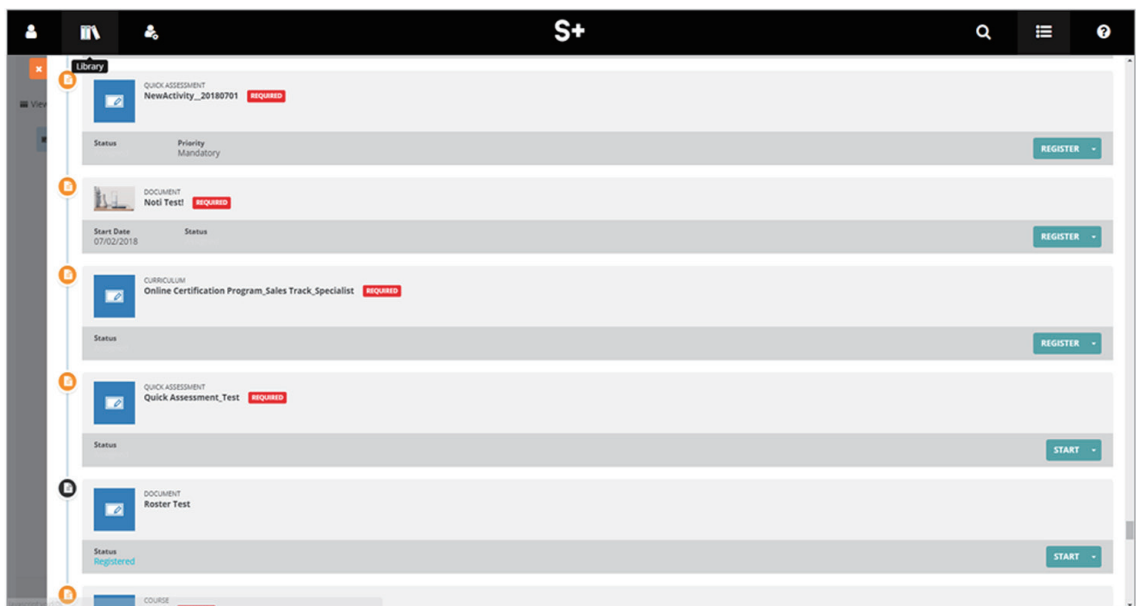
MOVE TO PRODUCTION

- You can confirm that the session was successfully uploaded to the website via the main screen on the mobile app or the **Timeline** on the web.

Ex.) Main screen on the mobile app



Ex.) **Timeline** on the web



5.3. Understanding instructors' workflow

After you publish a virtual session, the appointed instructor for the session will access and lead the session. With the table below, check how instructors work.

Step	Instructors do...
1	Start the published virtual session.
2	Install the WebEx application. (Once for initial running)
3	Run the WebEx application.
4	Configure the WebEx Instructor settings.
5	Lead the virtual session.
6	Complete the session and view the participant list.

If you want to know how instructors use the WebEx application in detail, see [11.1. Instructors](#).

5.4. Understanding learners' workflow

Learners will attend the session via the PC app or the mobile app. With the table below, check how learners attend the session.

Step	Learners do...
1	Start a virtual session.
2	Install the WebEx application. (Once for initial running)
3	Run the WebEx application.
4	Configure the initial settings.
5	Participate in the virtual session.
6	Complete the session and confirm completion.

If you want to know how learners use the WebEx application in detail, see [11.2. Learners](#).


6. Setting examination

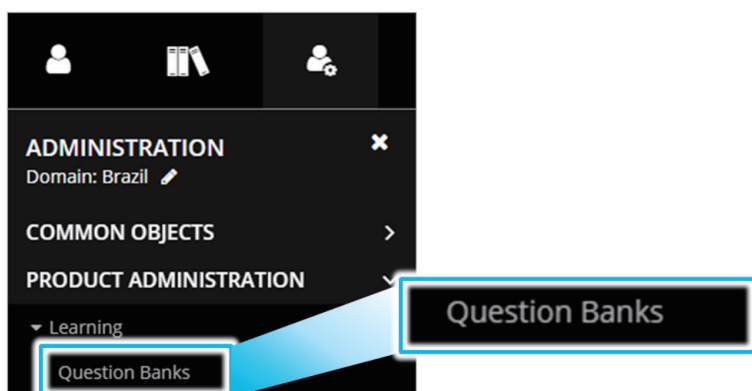
This chapter introduces how to create an exam related to a learning activity. Help users take an exam after learning and earn rewards.

6.1. Adding question banks and questions

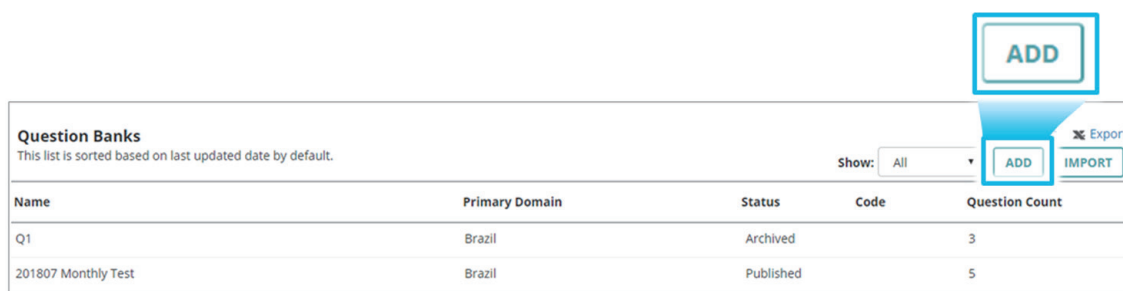
Referring to the following instructions, create a new question bank and questions and make them available in quick assessments.

NOTE If you want to upload many questions in an Excel file at once, ask the system administrator (splus.opr@samsung.com) for help.

1. On the top of the Home screen, click .
2. Click **PRODUCT ADMINISTRATION** > **Learning** > **Question Banks**.



3. Click **ADD**.



4. Enter the question bank name and click **DONE**.

NEW QUESTION BANK
Create a new question bank.

Name:*

Description:

Primary Domain:*
Brazil CHANGE

Owner:
Brazil admin CHANGE

Code:

DONE

DONE CANCEL

5. Click the question bank you want to add questions to and then **VIEW QUESTIONS**.

Name	Primary Domain	Status	Code	Question Count
Q1	Brazil	Archived		3
201807 Monthly Test	Brazil	Published		5

Records 1 - 2 of 2 Page 1 of 1

Q1

Owner: Brazil admin
Shared with: 1 Domains | [Share](#)
Associated with: 0 Assessments
Last updated on: 03 July 2018 08:16:22 GMT-04:00

VIEW QUESTIONS ADD QUESTIONS Other actions ▼

VIEW QUESTIONS

6. Click **ADD**.

Q1

This list is sorted based on last updated date by default.
No questions found.

ADD IMPORT

ADD

7. Enter a question and its answer.

a) Select a question type.

- **Fill in the blanks:** Users should type an answer.
- **Multiple Choice:** Users should select one answer among multiple choices.
- **True or False:** Users should select whether a statement is true or false.
- **Multiple Select:** Users should select multiple answers among multiple choices.
- **Matching Items:** Users should match items listed on the left and right.

Ex.)

Question
[Show Feedback](#)
Choose the right category for each smart product.

✓	1 ▼	Samsung Gear G3	1. Wearable device
✓	2 ▼	Galaxy S9	2. Smartphone
✓	3 ▼	Galaxy Tab S	3. Tablet

b) Enter a question in the **Question** field.

c) Enter an answer in the **Answer** field.

- If you selected **Multiple Choice**, **Multiple Select**, or **Matching Items**, you can make a choice by entering a value in the input field and then clicking **ADD**.

d) Click **DONE**.

- NOTE**
- Question code is for ordering the questions. If you do not enter it, users will view questions in random order.
 - Adding an image to a question is not available.

8. Select the questions you want to publish and click **Other Actions > Publish**.

The screenshot shows the 'Health Benefit Plan Q&A' interface. At the top, it says 'This list is sorted based on last updated date by default.' and has a 'Show:' dropdown set to 'All', along with 'ADD' and 'IMPORT' buttons. Below is a table with columns: Questions, Status, Type, and Code. Two rows are visible, both with 'Draft' status. The first row is 'You can only change your plan during open enrollment.' (True or False type). The second row is 'What does "PPO" stand for?' (Multiple Choice type). Both rows have a checked checkbox in the 'Questions' column. Below the table, it says 'Records 1-2 of 2' and 'Page 1 of 1'. On the left, it says 'Question' and '2 questions selected'. On the right, there is a 'DELETE' button and an 'Other Actions' dropdown menu. The 'Publish' option in the dropdown is highlighted with a blue box, and a blue arrow points from this box to a larger 'Publish' button in the center of the interface.

9. Return to the **Question Banks** main page.
10. Click to highlight the question bank of the published questions and click **Other Actions > Publish**.
- The question bank and its questions will be available for creating quick assessments.


The screenshot shows the 'Question Banks' interface. At the top, it says 'This list is sorted based on last updated date by default.' and has a 'Show:' dropdown set to 'All', along with 'ADD' and 'IMPORT' buttons. Below is a table with columns: Name, Primary Domain, Status, Code, and Question Count. Two rows are visible: 'Legal QA' (Global, Draft, 0) and 'Health Benefit Plan Q&A' (Global, Draft, 2). The 'Health Benefit Plan Q&A' row is highlighted. Below the table, it says 'Records 1-2 of 2' and 'Page 1 of 1'. On the left, it shows details for 'Health Benefit Plan Q&A': Owner: user4 user4 user4, Shared with: 1 Domains | Share, Associated with: 0 Assessments, and Last updated on: Wednesday, May 27, 2015 11:22:52 PM IST. On the right, there are 'VIEW QUESTIONS' and 'ADD QUESTIONS' buttons, and an 'Other Actions' dropdown menu. The 'Publish' option in the dropdown is highlighted with a blue box, and a blue arrow points from this box to a larger 'Publish' button in the center of the interface.

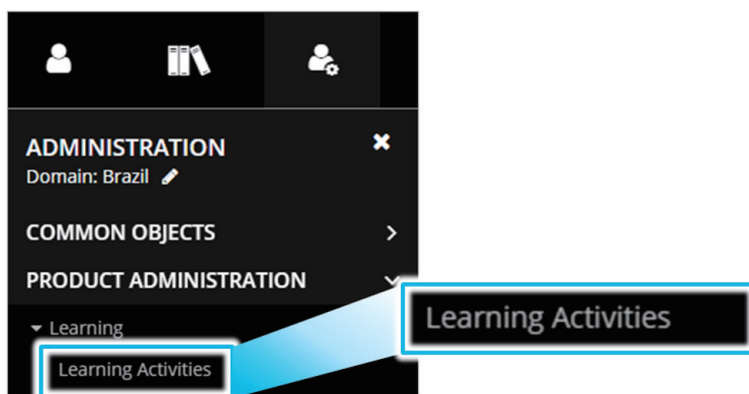
NOTE If you want to modify the published question bank later, you can click **Other Actions > Draft** to save the question bank as a **Draft** and modify it.

6.2. Adding quick assessments

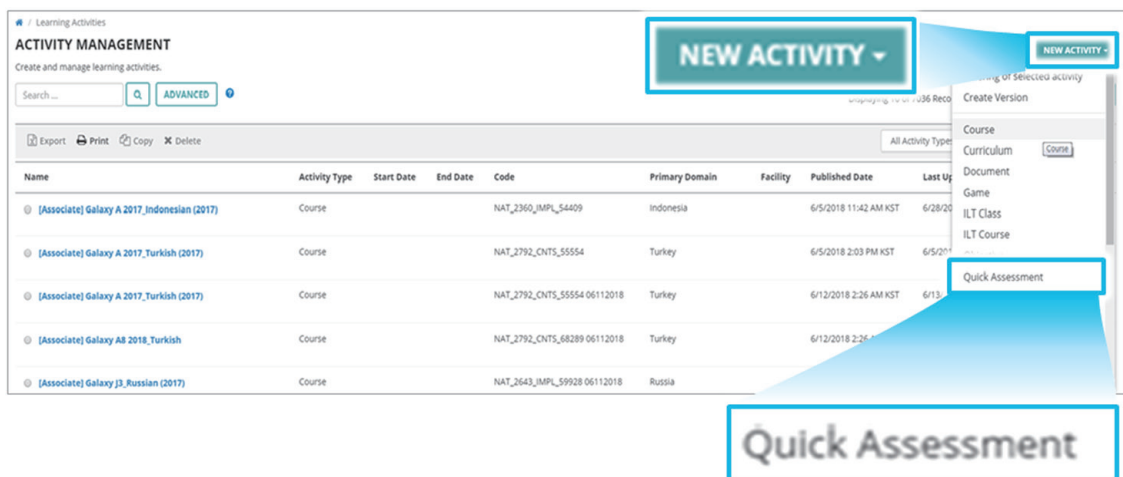
To help users take exams, the questions in the question banks must be registered in quick assessments, one of the activity types on the website. Referring to the following instructions, create quick assessments and register questions in them. Additionally, you can set prerequisites for quick assessments so that users can only take exams after completing particular learning activities.

6.2.1. Creating new quick assessments

1. On the top of the Home screen, click .
2. Click **PRODUCT ADMINISTRATION** > **Learning** > **Learning Activities**.



3. Click **NEW ACTIVITY** > **Quick Assessment**.



4. Enter the name and upload a thumbnail image of the quick assessment.

Name: *

Quick Assessment_Test

Primary Domain: *

Brazil

BROWSE...

Activity Image:

☐ Enter a URL:

☒ Select a File: **BROWSE...**

No image is uploaded for this activity

NOTE Thumbnail images may be up to 500 KB in size and up to 534 x 300 pixels.

5. Click **OPTIONAL**.

Name: *

Quick Assessment_Test

Primary Domain: *


Brazil

BROWSE...

Activity Image:

☐ Enter a URL:

☒ Select a File: **BROWSE...** **REMOVE**



Activity type: *

Quick Assessment ▼

Code: *

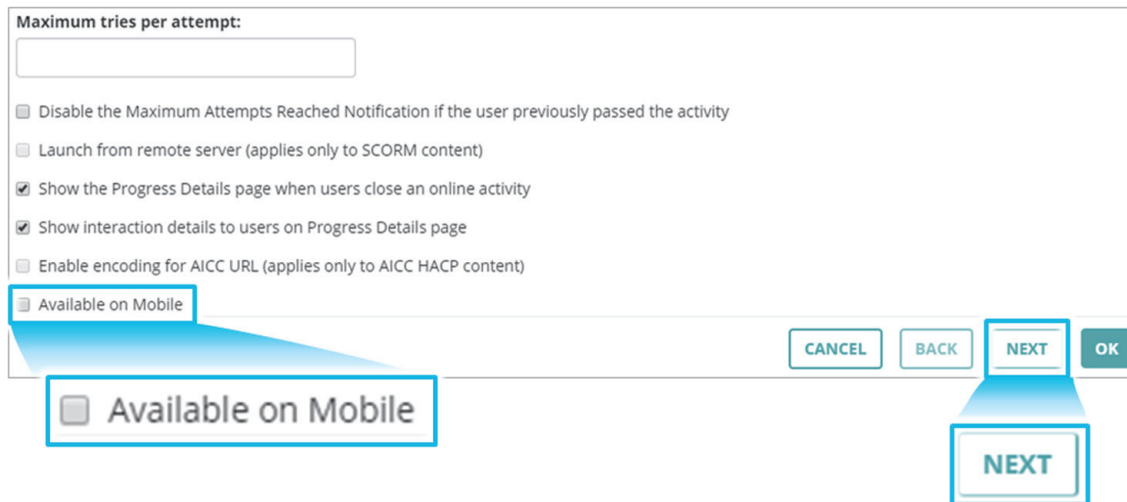
CLOSE **OPTIONAL** **SAVE**

6. Click **General** on the **Web Based Training** section.



The screenshot shows a header bar with the text "Web Based Training". Below it are three tabs: "General", "Quick Assessments", and "Redirect Settings". The "General" tab is highlighted with a blue border and a blue background.

7. Add a check mark to **Available on Mobile** and click **NEXT**.



The screenshot shows a form titled "Maximum tries per attempt:" with a text input field. Below the input field are several checkboxes: "Disable the Maximum Attempts Reached Notification if the user previously passed the activity", "Launch from remote server (applies only to SCORM content)", "Show the Progress Details page when users close an online activity", "Show interaction details to users on Progress Details page", "Enable encoding for AICC URL (applies only to AICC HACP content)", and "Available on Mobile". The "Available on Mobile" checkbox is checked. At the bottom right of the form are four buttons: "CANCEL", "BACK", "NEXT", and "OK". The "NEXT" button is highlighted with a blue border and a blue background. A blue callout box points to the "Available on Mobile" checkbox, and another blue callout box points to the "NEXT" button.

8. (Optional) Customize the details.

- **Maximum time to complete assessment:** Set a time limit for users to complete the quick assessment.
- **Randomise:** Set to randomize questions included in the selected question bank or questions across the question banks in the list.
- **Allow users to complete the assessment in more than one session:** Allow users to take exams after finishing multiple learning activities.
- **Randomise order of options for multiple choice and multiple select question types:** Make each user to see choices of multiple choice or multiple select questions in a different order.
- **Show option-level feedback during the assessment to make it a practice assessment:** Set to display question feedback, which you entered when adding questions, during the examination.
- **Show result summary after users submit the assessment:** Allow users to view the result briefly after the exam.

NOTE If you want to prevent users who completed the exam from leaking the questions, remove the check mark before **Show result summary after users submit the assessment**.

- **Enter assessment feedback:** Enter your feedback so that users view it with the result summary.
- **Allow users to view details of their responses on the Review page after they submit the assessment:** Allow users to review questions with the answers.

9. To add question banks, click **Add** on the question bank list.

QUESTION BANKS
Add question banks and select questions from them.

+ Add Print Export To Excel 0 Selected 0 Records

Code	Available Que...	Random Ques...	Selected Que...	Display Order
There are no records to display.				

CANCEL BACK NEXT OK

10. Select question banks you want to associate with the quick assessment and click **OK**.

ADD QUESTION BANKS
Choose question banks you want to associate in the assessment.

Search: Help

Selected Items: 1 | Records: 1

Name	Description	Code	Primary Domain	Owner	Questions
<input checked="" type="checkbox"/> 201807 Monthly Test	201807 Monthly Test		Brazil	Brazil admin	5

OK CANCEL

OK

11. Enter the number of questions to pick from the added question bank and click **OK**.

Name	Code	Available Questions	Random Questions	Selected Questions	Display Order
<input type="checkbox"/> 201807 Monthly Test		5	0	0	1

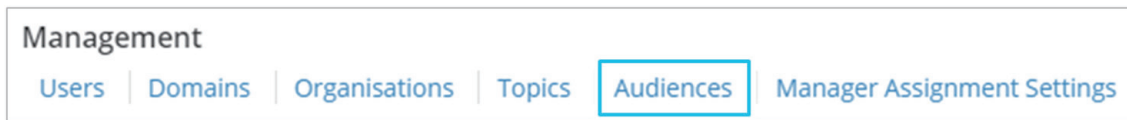
1 - 1 of 1 Items

CANCEL BACK NEXT OK

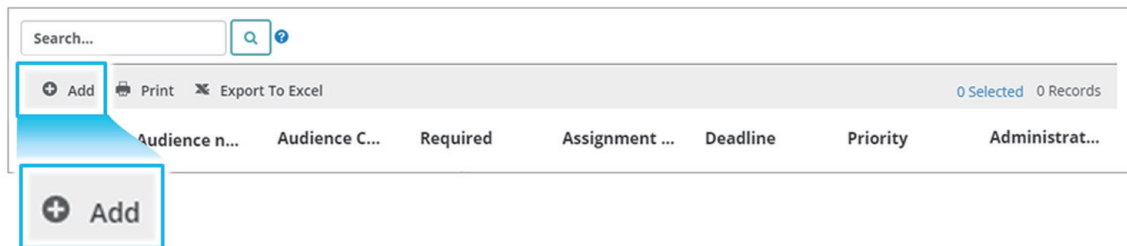
OK

6.2.2. Setting audiences

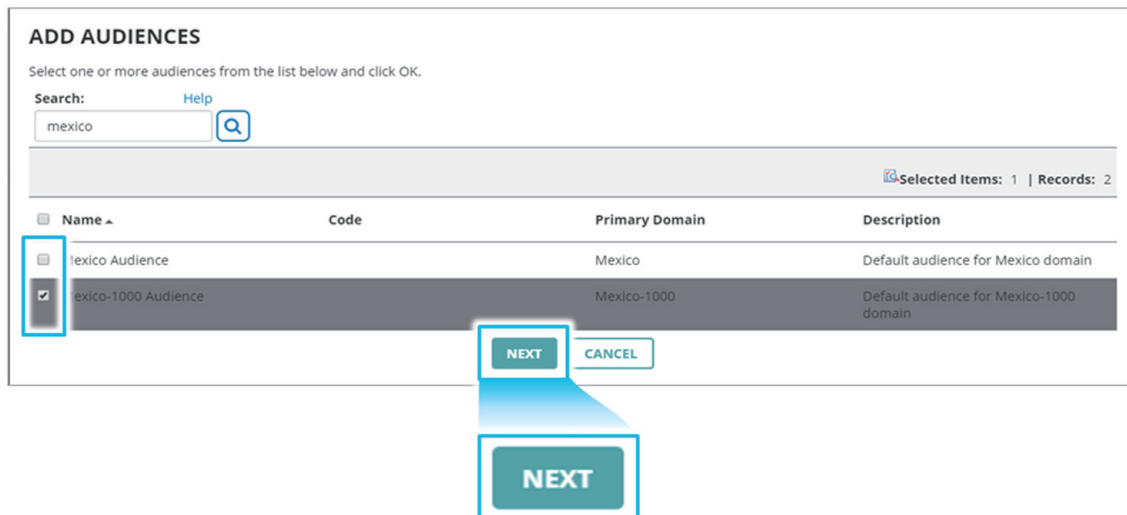
1. On the **Management** section, click **Audiences**.



2. Click **Add**.



3. Select audiences for the activity and click **NEXT**.



4. Set the activity priority and the time period to display on the website.

ADD AUDIENCES

Select the assignment options. To apply the same options to all objects, select Apply to all.
Note: Time for the due date is 23:59:59 of the selected timezone.

Audience Required Name	Assignment Date	Due Date	Priority	Learner Assignment Notes
<input type="checkbox"/> Apply to all Required	<input checked="" type="radio"/> Today <input type="radio"/> Days from today <input type="radio"/> On 7/2/2018 Time zone: UTC	<input checked="" type="radio"/> No due date <input type="radio"/> Within Days <input type="radio"/> By 7/2/2018 Time zone: UTC	None	
<input checked="" type="checkbox"/> Mexico-1000 Audience Recommended	<input checked="" type="radio"/> Today <input type="radio"/> Days from today <input type="radio"/> On 7/2/2018 Time zone: UTC	<input checked="" type="radio"/> No due date <input type="radio"/> Within Days <input type="radio"/> By 7/2/2018 Time zone: UTC	None	

BACK OK CANCEL

- Select whether the activity is required or recommended. If you select required, the activity is displayed as required on the timeline and, on the mobile app, prior to recommended activities.
- Specify an assignment date.
 - Today:** Set to display the activity when the activity status becomes **IN PRODUCTION** after completing the audience setting.
 - XX Days from today:** Set to display the activity after the amount of days you input from the current day.
 - On MM/DD/YYYY:** Set a date for when the activity will begin to be displayed. You should also set a time zone.
- Specify a due date.
 - No due date:** Set to display the activity for an unlimited time.
 - Within XX Days:** Set a duration for displaying the activity.
 - By MM/DD/YYYY:** Set an end date for when the activity will stop being displayed. You should also set a time zone.
- Click **OK**.

NOTE

If you selected two or more audiences and want to set the options identically, add a check mark to **Apply to all** on the first row and enter the setting values in that row.

ADD AUDIENCES
Select the assignment options. To apply the same options to all objects, select Apply to all.
Note: Time for the due date is 23:59:59 of the time zone that has been selected.

Audience name	Required	Assignment Date	Deadline	Priority	Learner Assignment Notes
<input checked="" type="checkbox"/> Apply to all	Required	<input checked="" type="radio"/> Today <input type="radio"/> Days from today <input type="radio"/> On 4/7/2018 Timezone: UTC	<input checked="" type="radio"/> No due date <input type="radio"/> Within Days <input type="radio"/> By 4/7/2018 Timezone: UTC	None	

5. Click **OK**.

Add




Edit

Delete

Print

Export To Excel

0 Selected 3 Records

	Audience na...	Audience Code	Required	Assignment ...	Deadline	Priority	Administrato...
<input type="checkbox"/>	 Brazil Audience		Recommended	03/07/2018	No due date		
<input type="checkbox"/>	 Samsung Staff		Recommended	03/07/2018	No due date		
<input type="checkbox"/>	 Test Audience		Required	01/07/2018	No due date		

1 - 3 of 3 items

CANCEL

BACK

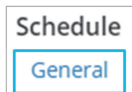
NEXT

OK

OK

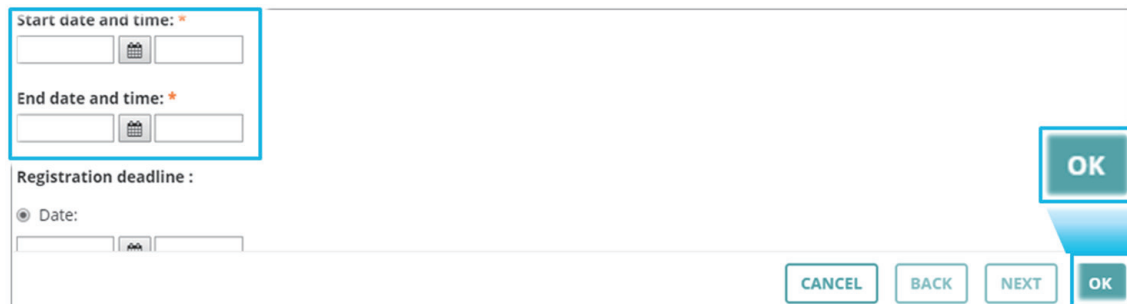
6.2.3. Setting the schedule

1. On the **Schedule** section, click **General**.



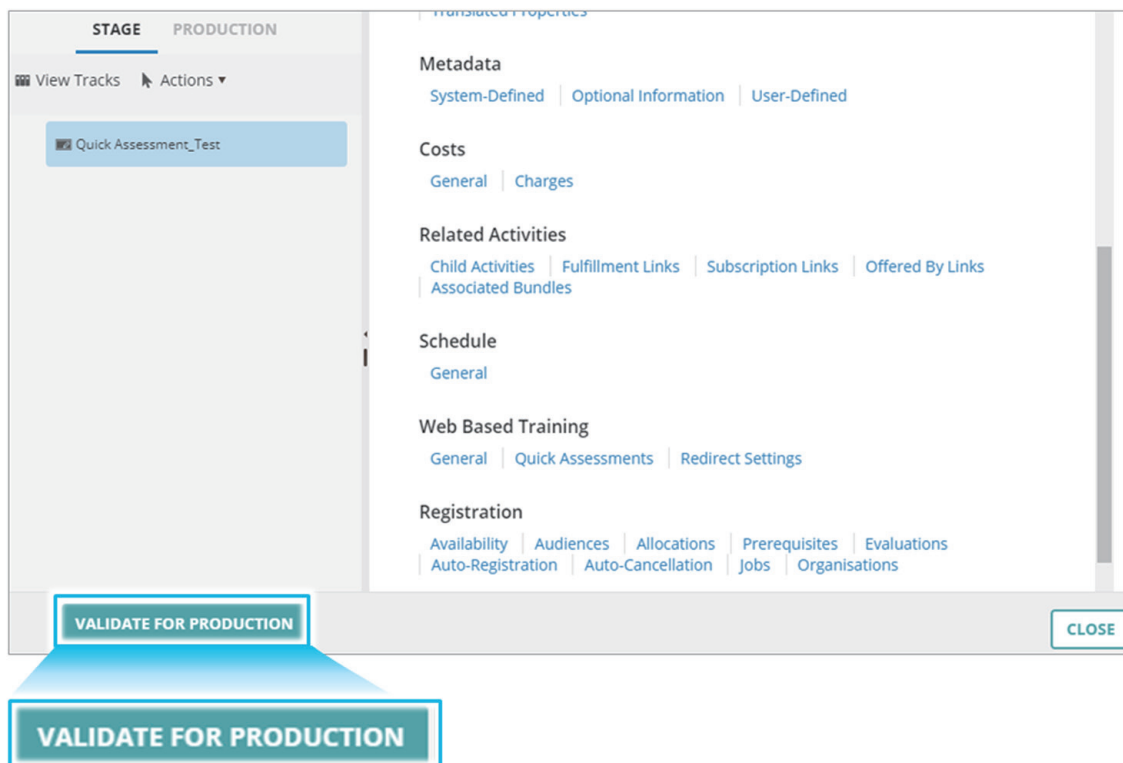
A screenshot of a software interface showing a 'Schedule' section. The 'General' tab is highlighted with a blue border and text.

2. Set the times to start and end the quick assessment and click **OK**.



A screenshot of a form with two date and time input fields. The first field is labeled 'Start date and time: *' and the second is 'End date and time: *'. Both fields have a calendar icon. Below these is a 'Registration deadline:' section with a radio button for 'Date:' and a date input field. At the bottom right, there are four buttons: 'CANCEL', 'BACK', 'NEXT', and 'OK'. The 'OK' button is highlighted with a blue callout bubble.

3. Click **VALIDATE FOR PRODUCTION**.




A screenshot of a software interface showing a 'STAGE' and 'PRODUCTION' tab. The 'PRODUCTION' tab is active. On the left, there is a 'View Tracks' section with a 'Quick Assessment_Test' track. On the right, there is a 'Metadata' section with links for 'System-Defined', 'Optional Information', and 'User-Defined'. Below this are sections for 'Costs' (General, Charges), 'Related Activities' (Child Activities, Fulfillment Links, Subscription Links, Offered By Links, Associated Bundles), 'Schedule' (General), 'Web Based Training' (General, Quick Assessments, Redirect Settings), and 'Registration' (Availability, Audiences, Allocations, Prerequisites, Evaluations, Auto-Registration, Auto-Cancellation, Jobs, Organisations). At the bottom, there is a 'VALIDATE FOR PRODUCTION' button highlighted with a blue callout bubble, and a 'CLOSE' button.

4. Check if there are any issues through the validation results list.
 - If so, click items on the list to correct the issues, and then click **VALIDATE FOR PRODUCTION** again.

VALIDATION RESULTS

Validation results are displayed in the table below, these errors could block you from moving the activity to production. Click on the name of the error to fix them.

Print | 1 Records

Name ^	Issues
Quick Assessment_Test	 This activity code already exists. Enter another activity code.

MOVE TO PRODUCTION

5. If there is no issue, click **MOVE TO PRODUCTION**.
 - The activity is no longer able to be modified and is displayed to both users and administrators.

VALIDATION RESULTS

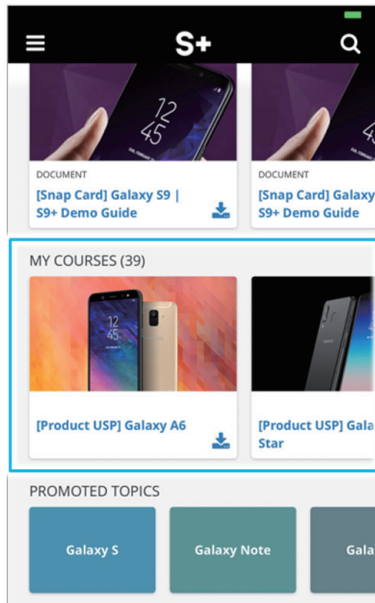
Validation results are displayed in the table below, these errors could block you from moving the activity to production. Click on the name of the error to fix them.

There are no validation errors for the activity structure.

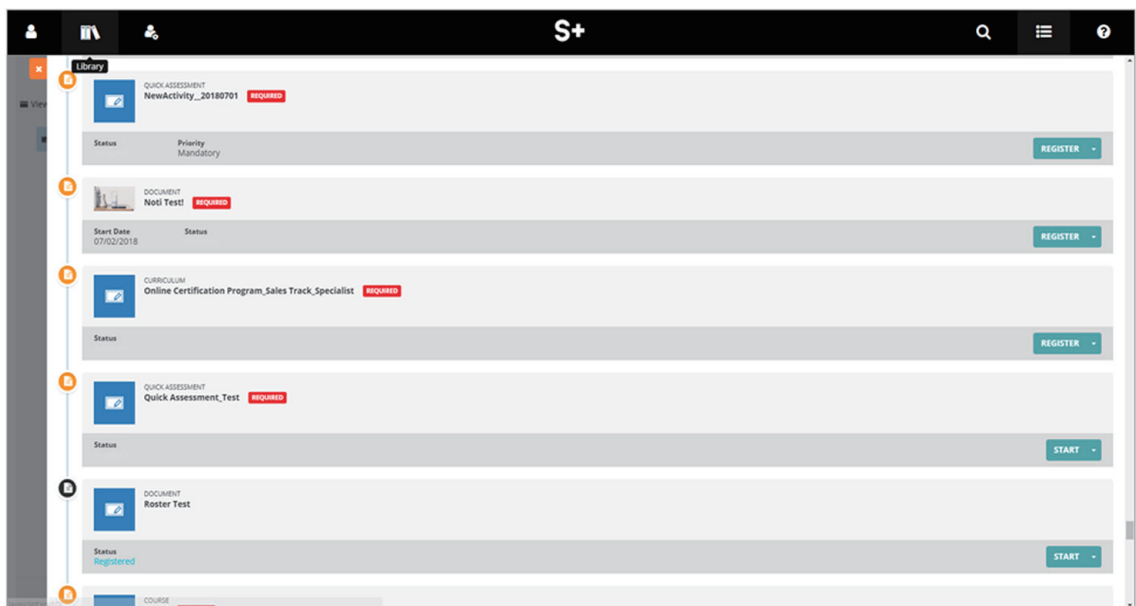
MOVE TO PRODUCTION

- You can confirm that the quick assessment was successfully uploaded to the website via the main screen on the mobile app or the **Timeline** on the web.

Ex.) Main screen on the mobile app




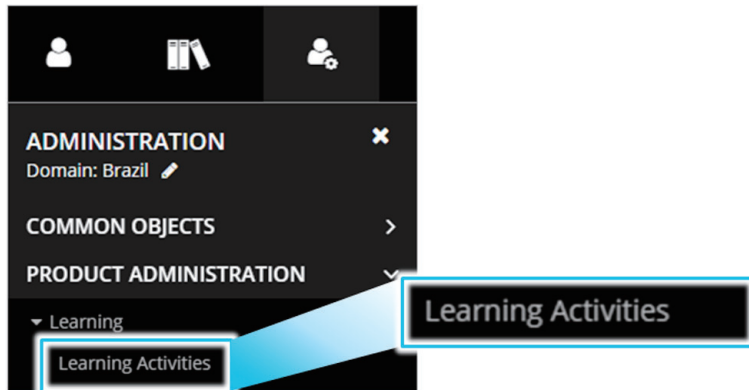
Ex.) **Timeline** on the web



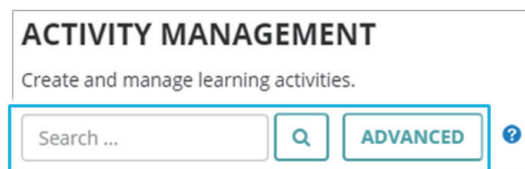
6.2.4. (Optional) Setting prerequisites for quick assessments

You can set prerequisites additionally while you are creating new quick assessments.


1. On the top of the Home screen, click  > **PRODUCT ADMINISTRATION** > **Learning** > **Learning Activities**.



2. Search for a quick assessment you want to set prerequisites for.



3. Click **EDIT** for the quick assessment.

Name	Activity Type	Start Date	End Date	Code	Primary Domain	Facility	Published Date	Last Updated Date	Actions
 Quick Assessment_Test	Quick Assessment	12/07/2018 13:00 GMT-04:00	12/07/2018 13:50 GMT-04:00	null354	Brazil		11/07/2018 02:14 GMT-04:00	11/07/2018 02:14 GMT-04:00	EDIT ▼

A callout box points to the 'EDIT' button in the Actions column with the text 'EDIT'.

4. Click **OPTIONAL**.

- Make sure that the quick assessment is in the **IN STAGE** status.

STAGE PRODUCTION

View Tracks Actions

Quick Assessment_Test

QUICK ASSESSMENT_TEST

Properties of the Production copy of the learning activity display on this page.

Go To Expand All Collapse All Checklist View Required Properties

CONFIGURE GENERAL PROPERTIES FOR YOUR ACTIVITY

General

Set general information like activity name, activity code, description, add specific images associated with your learning activity.

Name: *

Quick Assessment_Test

Primary Domain: *

Brazil

BROWSE...

VALIDATE FOR PRODUCTION

CLOSE OPTIONAL SAVE

5. Click **Prerequisites** on the **Registration** section.

Registration

Availability Audiences Allocations Prerequisites Evaluations Auto-Registration

Auto-Cancellation Jobs Organisations

6. Click **Add**.

+ Add Print Export To Excel 0 Selected 0 Records

Prerequisite Activity Name ^	Soft Prerequisite	Hard Prerequisite
There are no records to display.		

+ Add

7. Select a learning activity you want to set as a prerequisite and click **NEXT**.

	Activity Name	Type	ID	Location
<input checked="" type="checkbox"/>	[FFM] Mobile News - Outubro	Curriculum	NAT_2076_CRS_62217 06112018	Brazil
<input type="checkbox"/>	[FFM] Mobile News - Setembro	Curriculum	NAT_2076_CRS_62216 06112018	Brazil
<input type="checkbox"/>	[FFM] New Samsung Tab S3	Quick Assessment	NAT_2076_EXA_85749 06112018	Brazil
<input type="checkbox"/>	[FFM] New Samsung Tab S3	Curriculum	NAT_2076_CRS_60373 06112018	Brazil
<input type="checkbox"/>	[FFM] Nova Campanha Samsung Club	Curriculum	NAT_2076_CRS_66872 06112018	Brazil

NEXT **CANCEL**

NEXT

8. Set optional details, if necessary, and click **OK**.

- **Soft Prerequisite:** Users need to register to take the exam.
- **Hard Prerequisite:** Users must exceed the minimum grade.

Prerequisite Name	Soft Prerequisite	Hard Prerequisite
[FFM] Mobile News - Outubro	<input type="checkbox"/>	(none) ▼

BACK **OK** **CANCEL**

OK

9. Click **OK**.

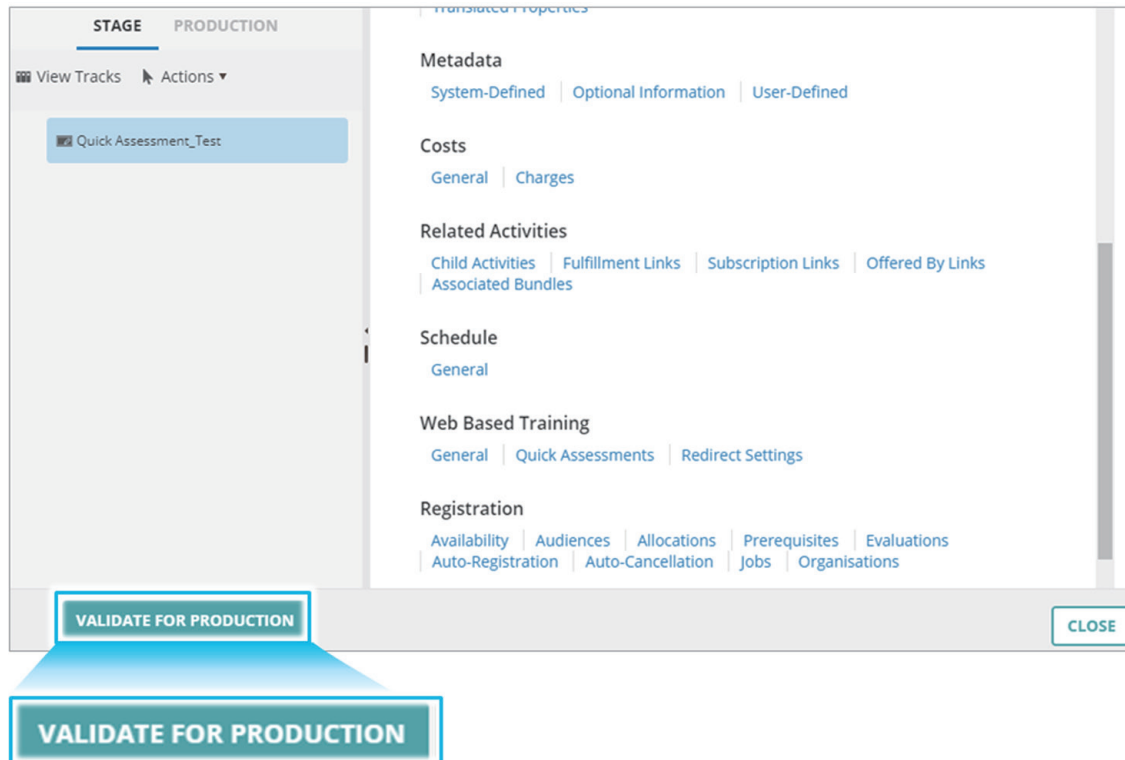
	Activity Name	Prerequisite
<input checked="" type="checkbox"/>	[FFM] Mobile News - Outubro	<input type="checkbox"/>

1 - 1 of 1 items

CANCEL **BACK** **NEXT** **OK**

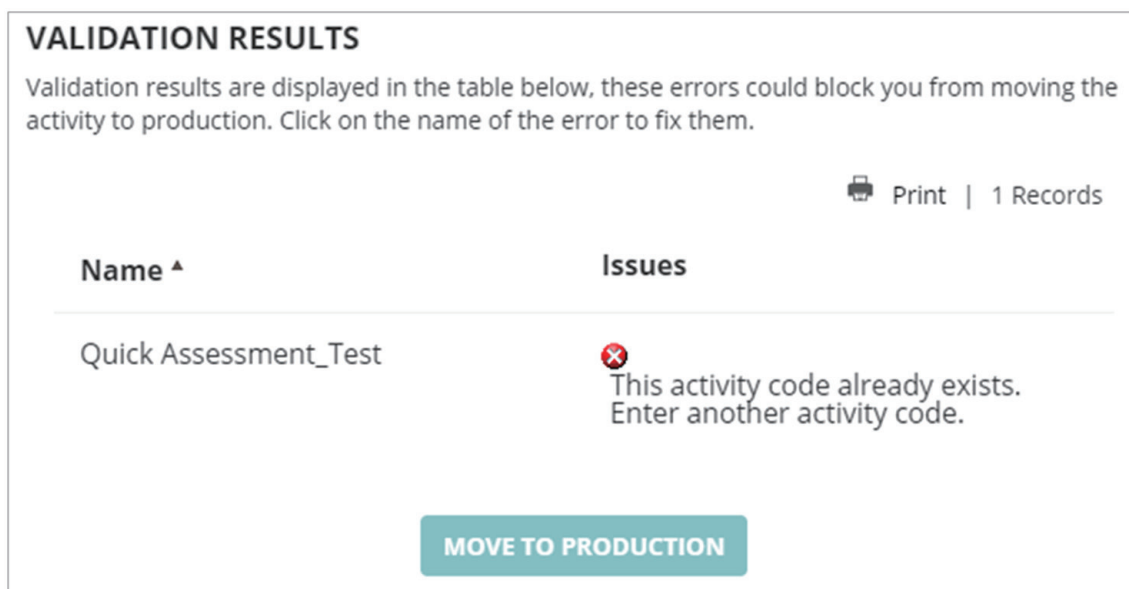
OK

10. Click **VALIDATE FOR PRODUCTION**.



11. Check if there are any issues through the validation results list.

- If so, click items on the list to correct the issues, and then click **VALIDATE FOR PRODUCTION** again.



12. If there is no issue, click **MOVE TO PRODUCTION**.

- The activity is no longer able to be modified and is displayed to both users and administrators.

VALIDATION RESULTS

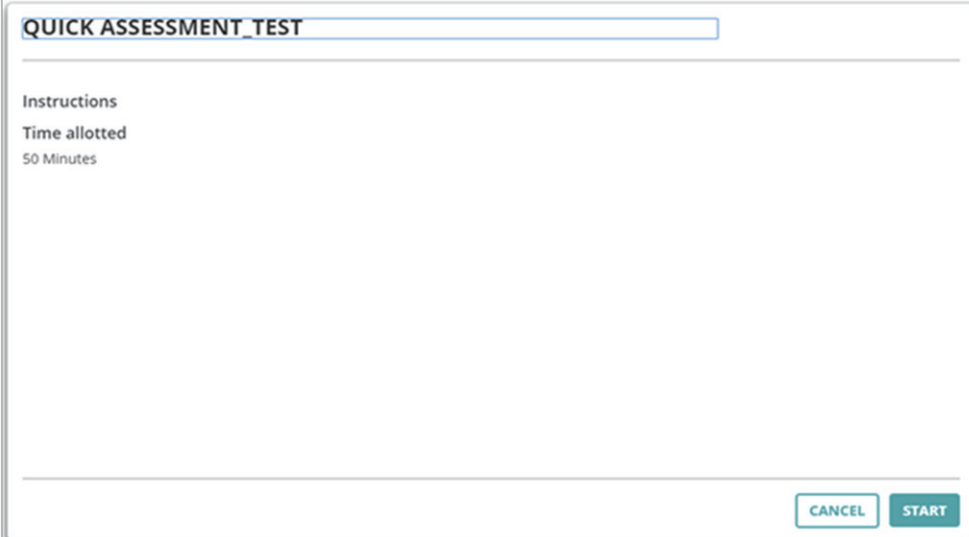
Validation results are displayed in the table below, these errors could block you from moving the activity to production. Click on the name of the error to fix them.

There are no validation errors for the activity structure.

MOVE TO PRODUCTION


NOTE

- After fulfilling the prerequisites, users will access to the quick assessment automatically and start the examination.



The screenshot shows a web interface for a 'QUICK ASSESSMENT TEST'. At the top, there's a title bar with the text 'QUICK ASSESSMENT TEST'. Below this, there's a section for 'Instructions' and 'Time allotted', which shows '50 Minutes'. At the bottom right, there are two buttons: 'CANCEL' and 'START'.


- If users attempt to access the quick assessment without fulfilling the prerequisites, an error message appears as below.

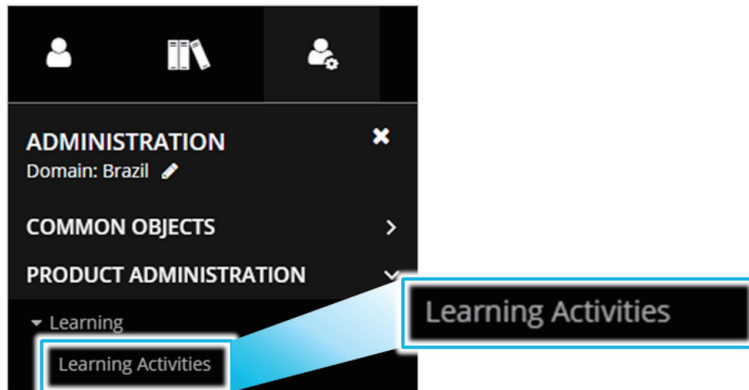


The screenshot shows a web interface with a black header bar containing a user icon, a menu icon, and the text 'S+'. Below the header, there's a red error message box that says 'You need to complete following activities to launch this activity'. The message is repeated in a larger box at the bottom. The background shows a table with the title 'PREREQUISITES FOR QUICK ASSESSMENT' and a table with one row containing 'Activity N' and '(Copy) 201'. There's also a 'Records: 1' label.

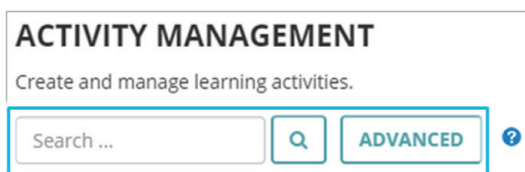
6.2.5. (Optional) Enabling push notifications for mobile phones

While you are creating a new quick assessment, you can also enable users to receive push notifications on their mobile phones about the quick assessment.

1. On the top of the Home screen, click  > **PRODUCT ADMINISTRATION** > **Learning** > **Learning Activities**.



2. Search for a quick assessment you want to enable push notifications for.



3. Click **EDIT** on the quick assessment.

Name	Activity Type	Start Date	End Date	Code	Primary Domain	Facility	Published Date	Last Updated Date	Actions
 Quick Assessment_Test	Quick Assessment	12/07/2018 13:00 GMT-04:00	12/07/2018 13:50 GMT-04:00	null354	Brazil		11/07/2018 02:14 GMT-04:00	11/07/2018 02:14 GMT-04:00	



4. Click **OPTIONAL**.

- Make sure that the quick assessment is in the **IN STAGE** status.

STAGE PRODUCTION

View Tracks Actions

Quick Assessment_Test

QUICK ASSESSMENT_TEST

Properties of the Production copy of the learning activity display on this page.

Go To Expand All Collapse All Checklist View Required Properties

CONFIGURE GENERAL PROPERTIES FOR YOUR ACTIVITY

General

Set general information like activity name, activity code, description, add specific images associated with your learning activity.

Name: *

Quick Assessment_Test

Primary Domain: *

Brazil

BROWSE...

VALIDATE FOR PRODUCTION

CLOSE OPTIONAL SAVE

5. On the **Notifications** section, click **Mobile push alerts**.

Notifications

System User-Defined Mobile push alerts

6. Enter detailed information.

MOBILE PUSH NOTIFICATIONS

Setup to enable mobile push notifications for assigned users. Check to enable mobile push notifications. Enter the number of days from the date that the notifications are enabled that this alert should be generated. For example, if the Duration is 30 days, learners who are assigned this activity during the next 30 days will receive the mobile notification alert.

☒ Enable mobile push notification

Enter the number of days that this push notification will be enabled days*:

30

Note: click OK and move the activity to Production to save the data on this page.

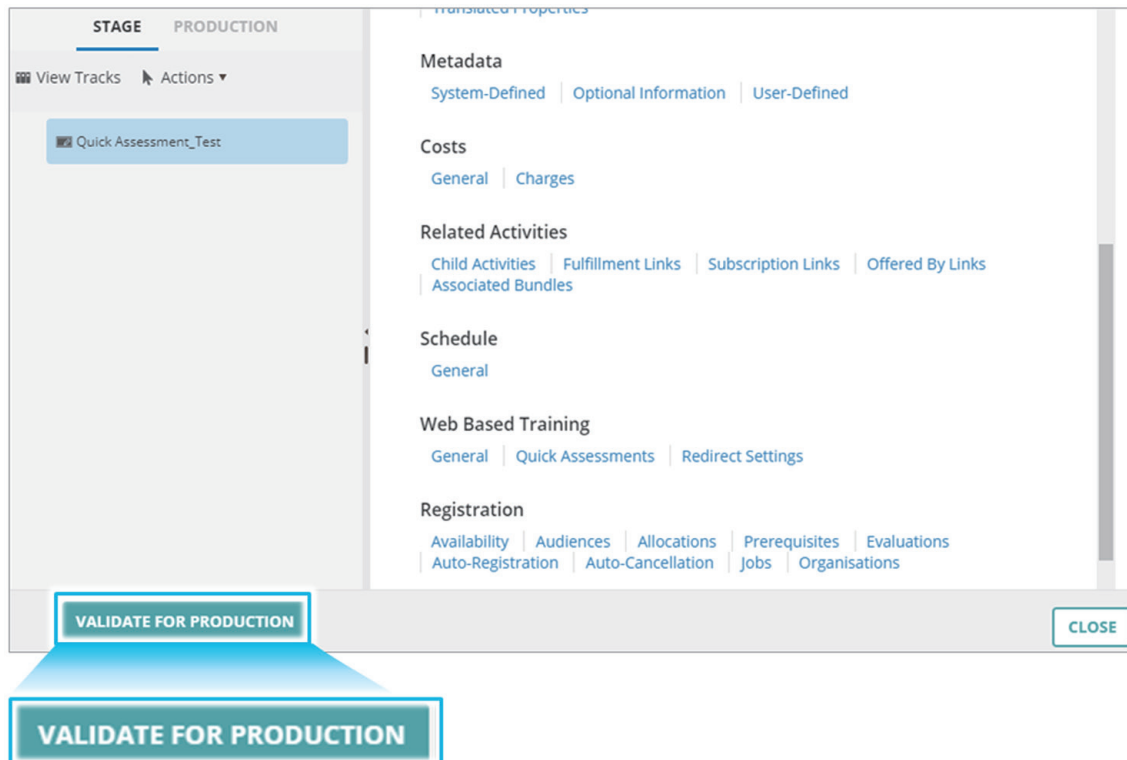
PRIOR PUSH NOTIFICATIONS

Mobile Push alerts ena...	Enabled duration offset	Enabled Mobile push al...
There are no records to display.		

CANCEL BACK NEXT OK

- a) Add a check mark to **Enable mobile push notification**.
- b) Enter the period for which users in the assigned audiences will receive push notifications. For example, if you set it for 30 days, then a user who joins the assigned group within 30 days of your enabling the push notification will receive that notification. A user who joins 31 days after enabling the push notification will not receive it.
- c) Click **OK**.

7. Click **VALIDATE FOR PRODUCTION**.




8. Check if there are any issues through the validation results list.
 - If so, click items on the list to correct the issues, and then click **VALIDATE FOR PRODUCTION** again.

VALIDATION RESULTS

Validation results are displayed in the table below, these errors could block you from moving the activity to production. Click on the name of the error to fix them.

Print | 1 Records

Name ^	Issues
Quick Assessment_Test	 This activity code already exists. Enter another activity code.

MOVE TO PRODUCTION

9. If there is no issue, click **MOVE TO PRODUCTION**.
 - The activity is no longer able to be modified and is displayed to both users and administrators.

VALIDATION RESULTS

Validation results are displayed in the table below, these errors could block you from moving the activity to production. Click on the name of the error to fix them.

There are no validation errors for the activity structure.

MOVE TO PRODUCTION

7. Setting curriculums


This chapter introduces how to create a curriculum. A curriculum is composed of multiple activities.

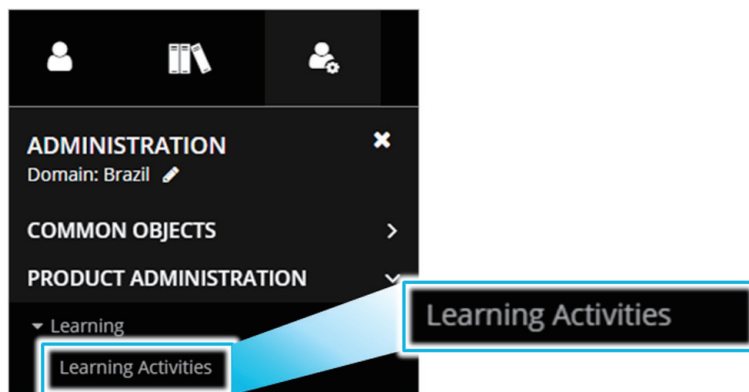
7.1. Adding simplified curriculums

You can add a simple and useful curriculum composed of several related learning activities or a combination of learning activities and quick assessments.

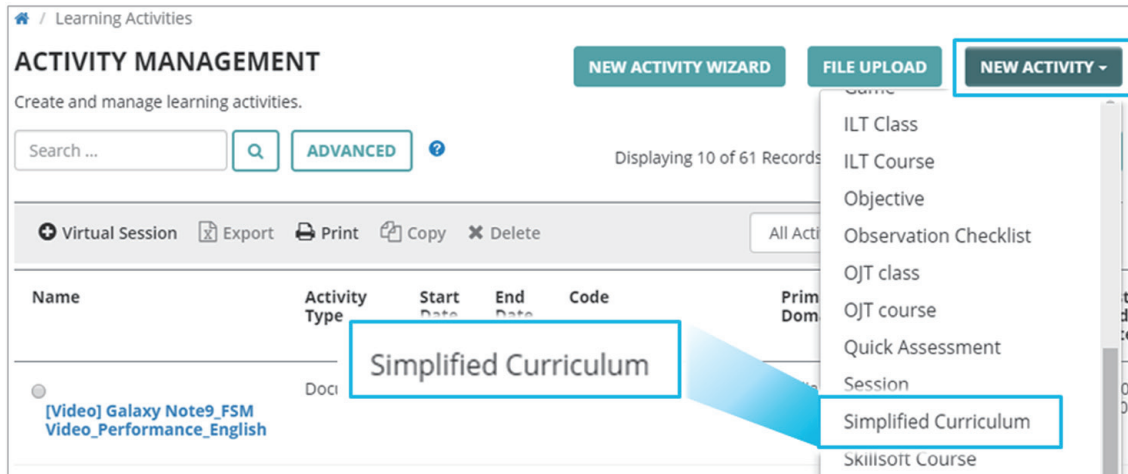
- NOTE** Before adding a new simplified curriculum, make sure that the learning activities to be included in the curriculum meet all the following conditions:
- The activities are launchable.
 - **No registration required** is selected.
 - **Can be subscribed** is selected.
 - **Available on Mobile** is selected.
 - The activities do not have a nested structure.

7.1.1. Creating a new curriculum and adding activities

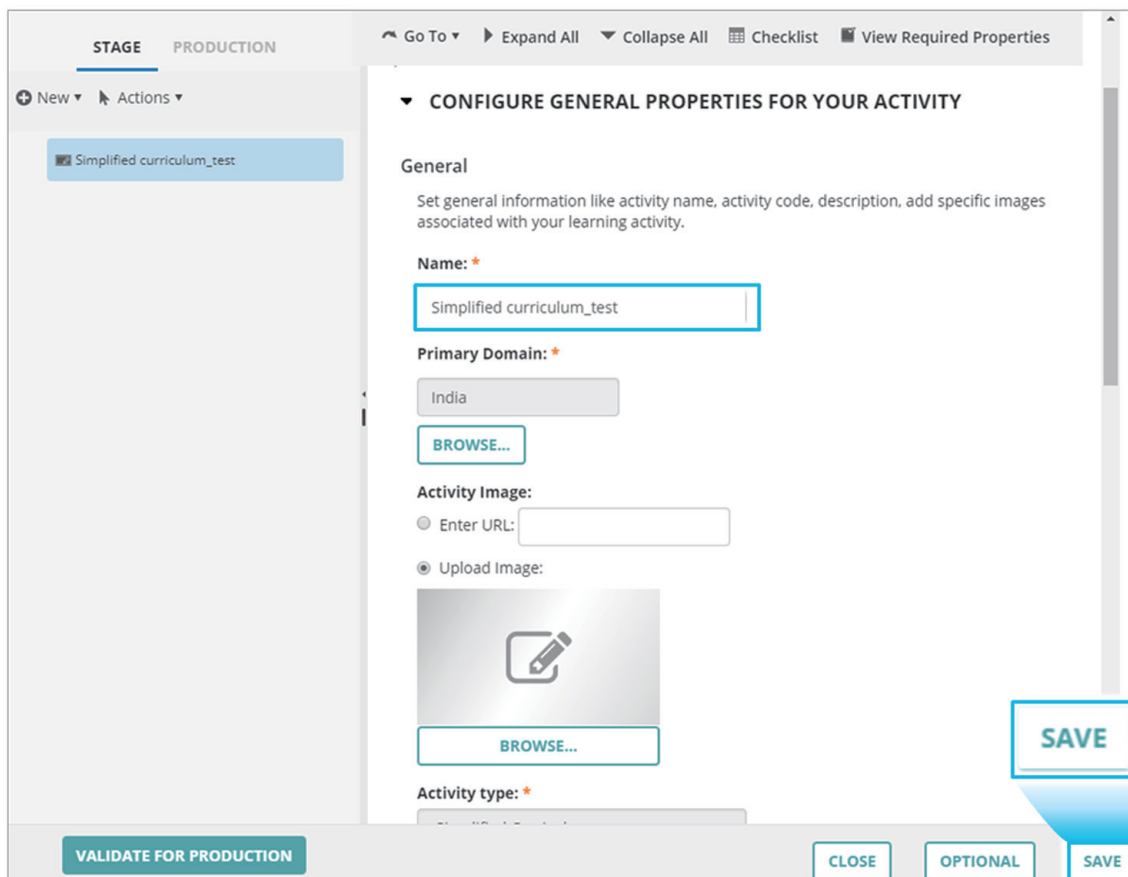
1. On the top of the Home screen, click .
2. Click **PRODUCT ADMINISTRATION** > **Learning** > **Learning Activities**.



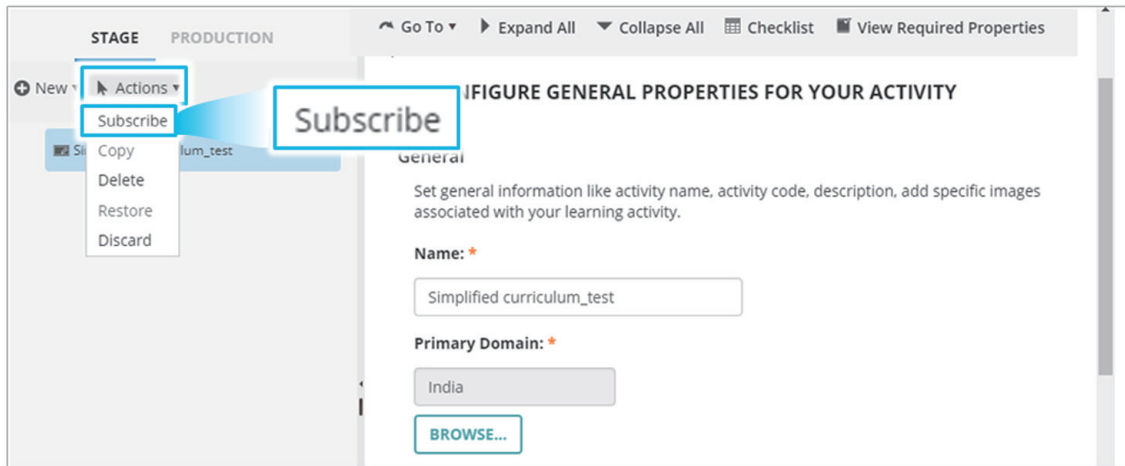
3. Click **NEW ACTIVITY** > **Simplified Curriculum**.



4. Enter the curriculum name and, if necessary, other properties such as a thumbnail image, and click **SAVE**.



5. Click **Actions > Subscribe**.



6. Search for and select activities to be included in the curriculum.

- To search for an activity, enter a name or code.

SUBSCRIPTION

Subscription allows administrators to link to other existing activities. By completing the subscribed activities, the learner contributes to overall activity structure completion. This page displays all activities with Can be Subscribed option enabled. Select relevant activities and click Subscription Properties.

1 — 2

Subscription Subscription Properties

Search... Advanced Display All Activity Types ▾

<input type="checkbox"/>	Name ▾	Category ▾	Code ▾	Primary Domain ▾	Description
<input checked="" type="checkbox"/>	[Video] Galaxy Note9_FSM Video_Performance_English	Document	IN_ACT_00024	India	Sam and Tim are both choose to play Fortnite but it turns out only one of them has a phone that can play all day.
<input checked="" type="checkbox"/>	1. STAR (Samsung Talent Advancement in Retail)	Course	IN_ACT_00040	India	Understand who we are, what we do at Samsung, and acquire essential knowledge of our products and services. You'll gain vital expertise with various engaging contents.
<input checked="" type="checkbox"/>	Copy (1) of Copy (1) of Copy (1) of testexam_jm	Quick Assessment	IN_ACT_00036	India	
<input checked="" type="checkbox"/>	Galaxy J8 Test	Quick Assessment	IN_ACT_00017	India	Dear User, Please complete related training first before attempting this test. Please follow below link:- Galaxy J8 Training
<input checked="" type="checkbox"/>	Galaxy J8 Training	Document	IN_ACT_00016	India	Galaxy J8 Training

7. Click **SUBSCRIPTION PROPERTIES**.

<input checked="" type="checkbox"/>	Galaxy J8 Training	Document	IN_ACT_00016	India	Galaxy J8 Training
<input type="checkbox"/>	testexam_jm	Quick Assessment	IN_ACT_00033	India	
<input type="checkbox"/>	testexam_jm2	Quick Assessment	IN_ACT_00037	India	
<input type="checkbox"/>	testexam_jm3	Quick Assessment	IN_ACT_00038	India	

SUBSCRIPTION PROPERTIES

CANCEL SUBSCRIPTION PROPERTIES

8. Customize the subscription settings and click **ADD SUBSCRIPTION**.

SUBSCRIPTION PROPERTIES
Assign properties to the activities below and click Add Subscription.

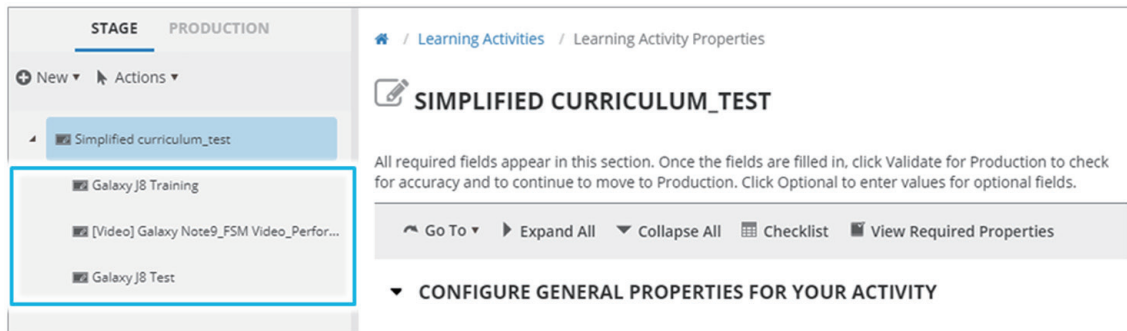
Subscription Subscription Properties

Name	Properties
<input checked="" type="checkbox"/> Apply to all	<input type="checkbox"/> Honour successful completion even when users are not registered for the subscribing activity in this activity structure <input type="checkbox"/> Honour previous successful completion <div><input type="radio"/> Latest completion <input type="radio"/> Latest completion since <input type="text"/></div> <input type="checkbox"/> Honour the above completions only when users register for at least one activity within the subscribing activity structure
Galaxy J8 Training	<input type="checkbox"/> Honour successful completion even when users are not registered for the subscribing activity in this activity structure <input type="checkbox"/> Honour previous successful completion <div><input type="radio"/> Latest completion <input type="radio"/> Latest completion since <input type="text"/></div> <input type="checkbox"/> Honour the above completions only when users register for at least one activity within the subscribing activity structure
[Video] Galaxy Note9_FSM Video_Performance_English	<input type="checkbox"/> Honour successful completion even when users are not registered for the subscribing activity in this activity structure <input type="checkbox"/> Honour previous successful completion <div><input type="radio"/> Latest completion <input type="radio"/> Latest completion since <input type="text"/></div> <input type="checkbox"/> Honour the above completions only when users register for at least one activity within the subscribing activity structure

CANCEL BACK ADD SUBSCRIPTION

ADD SUBSCRIPTION

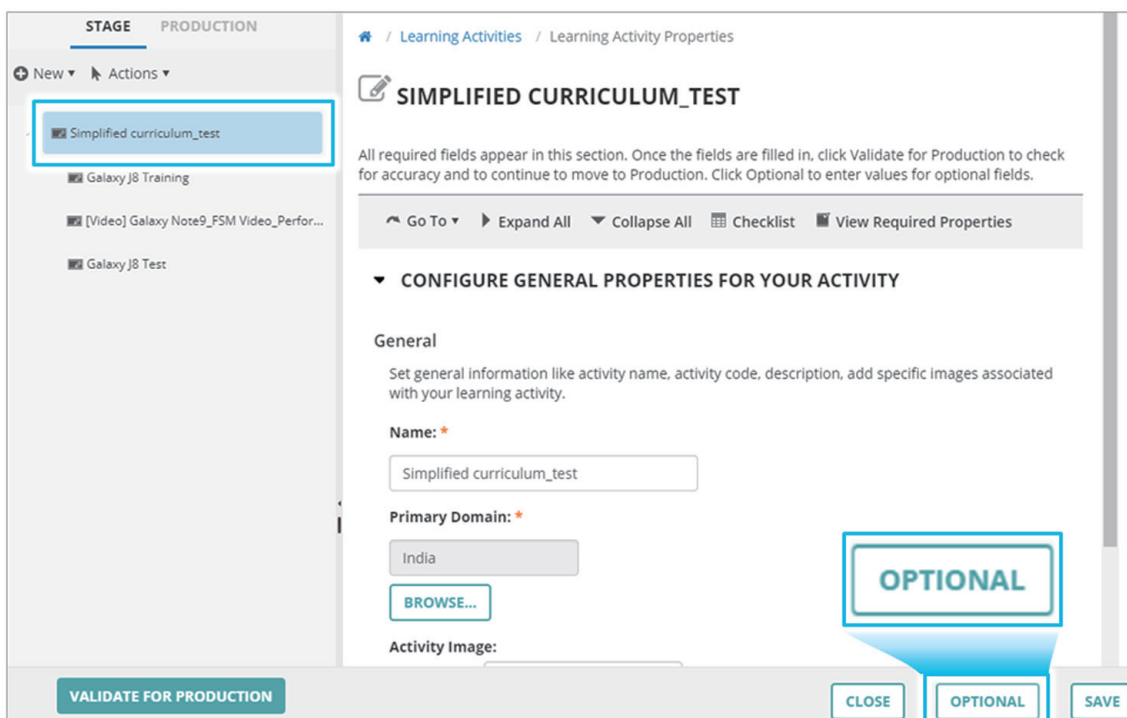
9. (Optional) To change the order of the activities, drag an activity to the desired position on the activity tree.
 - Changing the order only affects how the order of activities appears on the mobile app. Regardless of the order, users can freely take the activities in the curriculum.



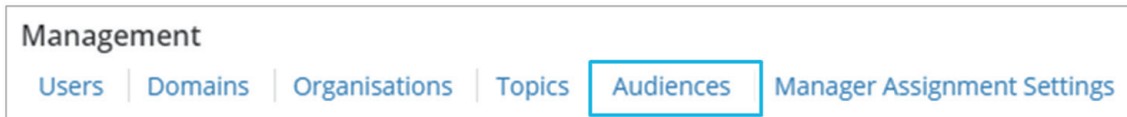
NOTE Do not modify each activity's properties on the curriculum settings screen. If you want to modify the individual activities' properties, access the activities settings screen directly through the **Learning Activities** menu.

7.1.2. Setting audiences

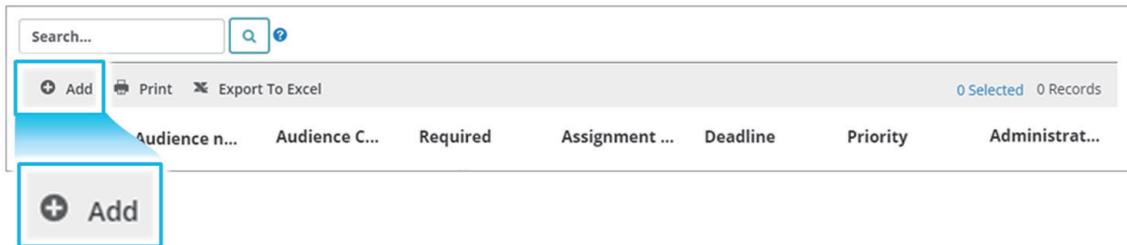
1. Click to highlight the curriculum, and click **OPTIONAL**.



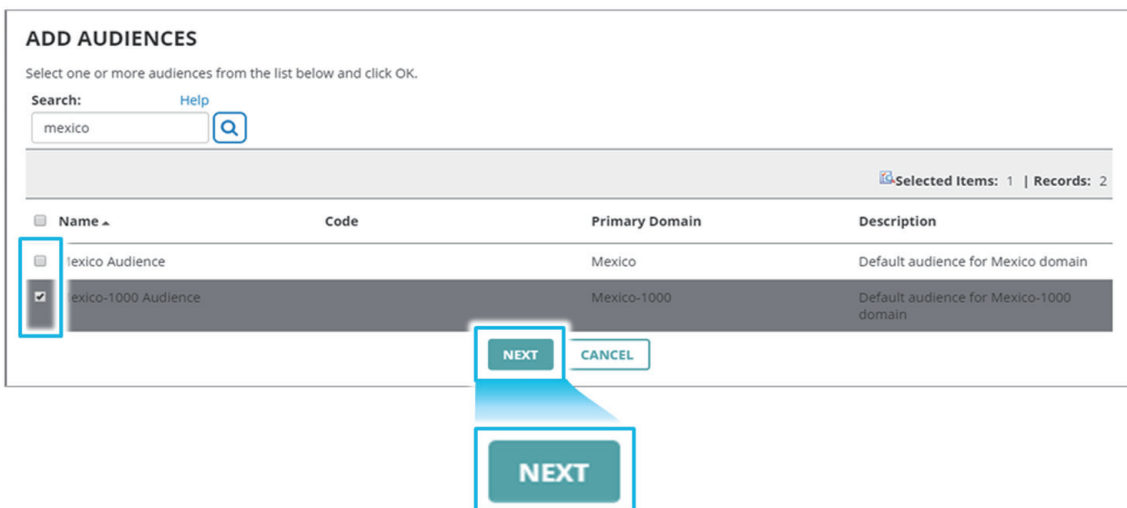
2. On the **Management** section, click **Audiences**.



3. Click **Add**.



4. Select audiences for the curriculum and click **NEXT**.



5. Set the curriculum priority and the time period to display on the mobile app.

ADD AUDIENCES

Select the assignment options. To apply the same options to all objects, select Apply to all.
Note: Time for the due date is 23:59:59 of the time zone that has been selected.

Audience Required name	Assignment Date	Deadline	Priority	Learner Assignment Notes
<input checked="" type="checkbox"/> Apply to all Required <input type="text"/> <input type="checkbox"/> Ignore Previous Training Completions	<input checked="" type="radio"/> Today <input type="radio"/> <input type="text"/> Days from today <input type="radio"/> On 6/11/2018 Timezone: UTC	<input checked="" type="radio"/> No due date <input type="radio"/> Within <input type="text"/> Days <input type="radio"/> By 6/11/2018 Timezone: UTC	None	
India_S Band SEC Recommended <input type="text"/> <input type="checkbox"/> Ignore Previous Training Completions	<input checked="" type="radio"/> Today <input type="radio"/> <input type="text"/> Days from tod <input type="radio"/> On 6/11/2018 Timezone: UTC	<input checked="" type="radio"/> No due date <input type="radio"/> Within <input type="text"/> Days <input type="radio"/> By 6/11/2018 Timezone: UTC	None	

BACK OK CANCEL

- Select whether the curriculum is required or recommended. If you select required, the curriculum is displayed prior to recommended activities on the mobile app.
- Specify an assignment date.
 - Today:** Set to display the curriculum when the curriculum status becomes **IN PRODUCTION** after completing the audience setting.
 - XX Days from today:** Set to display the curriculum after the amount of days you input from the current day.
 - On MM/DD/YYYY:** Set a date for when the curriculum will begin to be displayed. You should also set a time zone.
- Specify a due date.
 - No due date:** Set to display the curriculum for an unlimited time.
 - Within XX Days:** Set a duration for displaying the curriculum.
 - By MM/DD/YYYY:** Set an end date for when the curriculum will stop being displayed. You should also set a time zone.
- Click **OK**.

NOTE

If you selected two or more audiences and want to set the options identically, add a check mark to **Apply to all** on the first row and enter the setting values in that row.

ADD AUDIENCES
Select the assignment options. To apply the same options to all objects, select Apply to all.
Note: Time for the due date is 23:59:59 of the time zone that has been selected.

Audience name	Required	Assignment Date	Deadline	Priority	Learner Assignment Notes
<input checked="" type="checkbox"/> Apply to all	Required	<input checked="" type="radio"/> Today <input type="radio"/> Days from today <input type="radio"/> On 4/7/2018 Timezone: UTC	<input checked="" type="radio"/> No due date <input type="radio"/> Within Days <input type="radio"/> By 4/7/2018 Timezone: UTC	None	

6. Click **OK**.

Add Edit Delete Print Export To Excel0 Selected 2 Records

	Audience na...	Audience Code	Required	Assignment ...	Deadline	Priority	Administrato...
<input type="checkbox"/>	India Audience		Required	07/11/2018	No due date		
<input type="checkbox"/>	India_S Band S...		Required	07/11/2018	No due date		

1 - 2 of 2 items

CANCELBACKNEXTOK

OK

7. Click **VALIDATE FOR PRODUCTION**.

New ▾ Actions ▾

4 Simplified curriculum_test

- Galaxy J8 Training
- [Video] Galaxy Note9_FSM Video_Perfor...
- Galaxy J8 Test

SIMPLIFIED CURRICULUM_TEST

All optional fields appear in this section. Click Validate for Production to check for accuracy and to continue to move to Production.

Checklist

▼ REQUIRED TO BE COMPLETED

Configure general properties for your activity

General

▼ OPTIONAL INFORMATION

Configure general properties for your activity

Status Notes Certification Grading and Completion

System-Defined Optional Information User-Defined

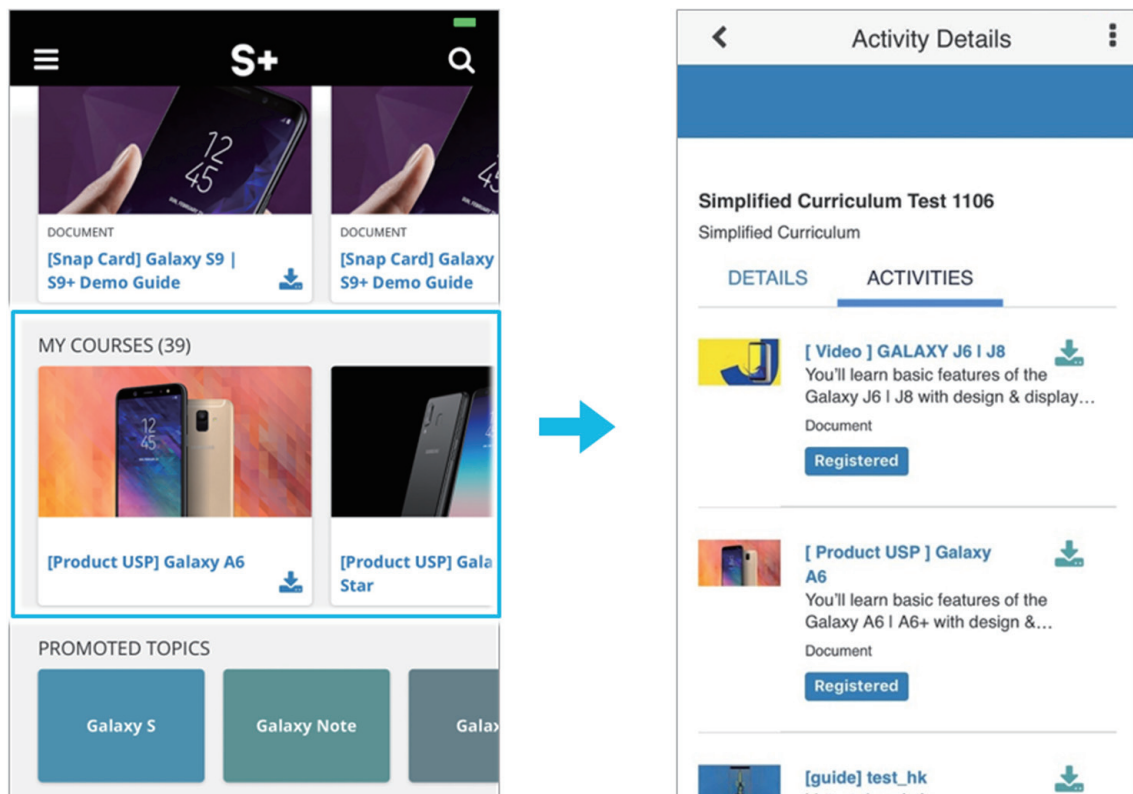
VALIDATE FOR PRODUCTION

VALIDATE FOR PRODUCTION

CLOSE

8. Click **MOVE TO PRODUCTION**.

- The curriculum is no longer able to be modified and is displayed to both users and administrators.
- You can confirm that the curriculum was successfully uploaded on the mobile app.




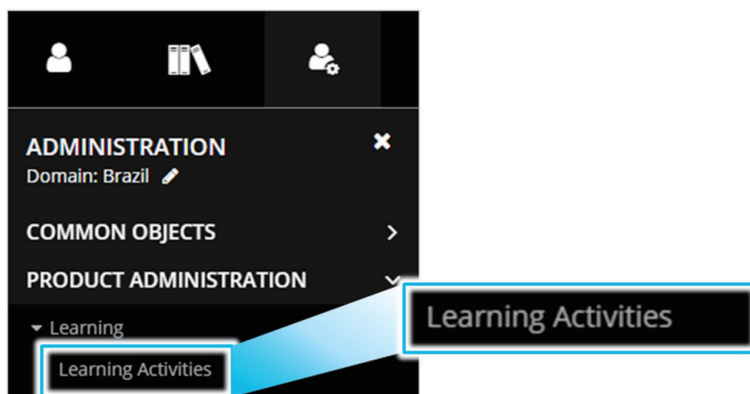
8. Managing rosters


This chapter introduces how to manage a roster that shows all the users who are registered for a learning activity.

8.1. Viewing activity rosters

You can view the list of the users who attended a published activity and their current status, such as their scores and whether they passed or failed the course.

1. On the top of the Home screen, click .
2. Click **PRODUCT ADMINISTRATION** > **Learning** > **Learning Activities**.



3. Click  to the right of the activity you want to view the roster for and click **Manage Roster**.



4. View the activity roster.

ACTIVITY ROSTER

SMART SWITCH ONLINE TRAINING

Activity Type: Course
Code: NAT_2356_CNT5_60373
[Show More Details](#)

Location: None
Instructor: None
Vendor: None

Note: Completion information that comes directly from the content can override manual roster changes for some online activities. The parent activity's status is calculated based on the statuses of its child activities. For example, if one child activity is "Attended" and another is "Registered," the parent activity's status is "In Progress."

Instructions

To view the roster of other activities in the tree, click the appropriate link.

[Smart Switch Online...](#)

Fulfilled Activities (5)

- No links for current activity.

Fulfilled By Activities (5)

- No links for current activity.

Reports (5)

- Activity Sign-in Sheet
- Activity Completion Diploma
- Activity Name Tent
- Activity Evaluations

Search: [Help](#) [ADVANCED...](#)

Filter by Status: All View: Completion information


Records 1 - 10 of 70 Page 1 of 7 Go To Page Show Records: 10

Add Remove Unlock

Selected Items: 0 | Records: 70

Name	Username	Status	Status Date	Score	Duration Hrs Min	Passed	Completed
<input type="checkbox"/> Ashish Maurya	WESTL42381	In Progress	16/07/2018 23:18:09 IST		0:01		
<input type="checkbox"/> Aditya Shetty	west20163	Registered	16/07/2018 12:26:39 IST				
<input type="checkbox"/> Ajit	north0999	Registered	16/07/2018 15:10:13 IST				
<input type="checkbox"/> ajit kumar	north19883	Registered	17/07/2018 10:25:38 IST				
<input type="checkbox"/> Anish Thakur	north47187	In Progress	18/07/2018 08:40:04 IST		0:00		
<input type="checkbox"/> Anir Ghosal	north303...	In Progress	16/07/2018 14:16:39 IST		0:01		


NOTE

You can export the roster to an Excel file by clicking  on the top right of the list and following the instructions on the screen.

Add Remove Unlock

Selected Items: 0 | Records: 70






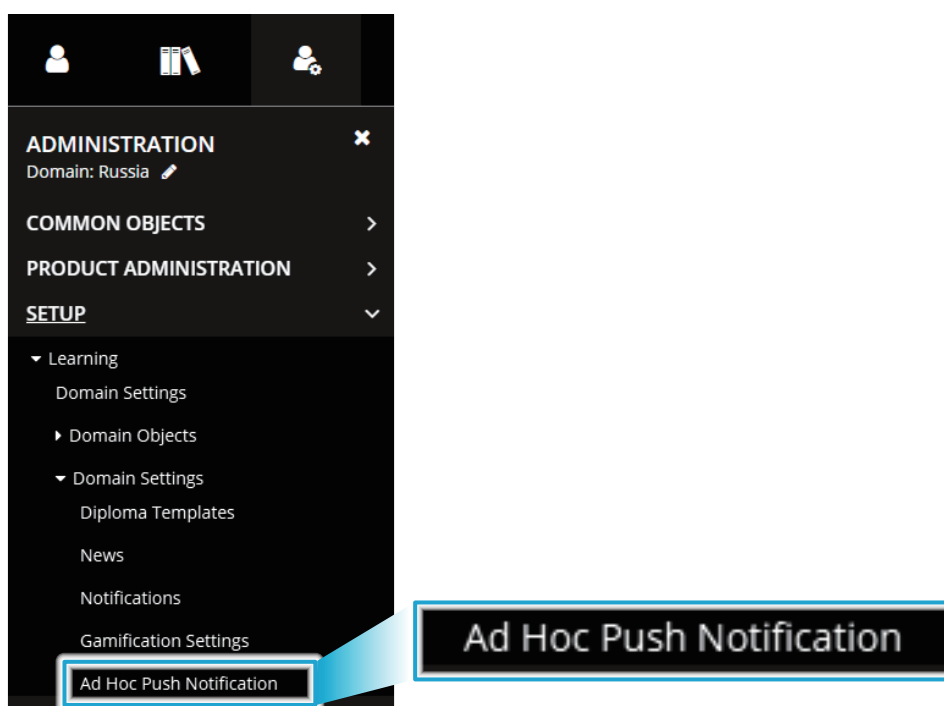
9. Managing ad hoc notifications

This chapter introduces how to set customized notifications.

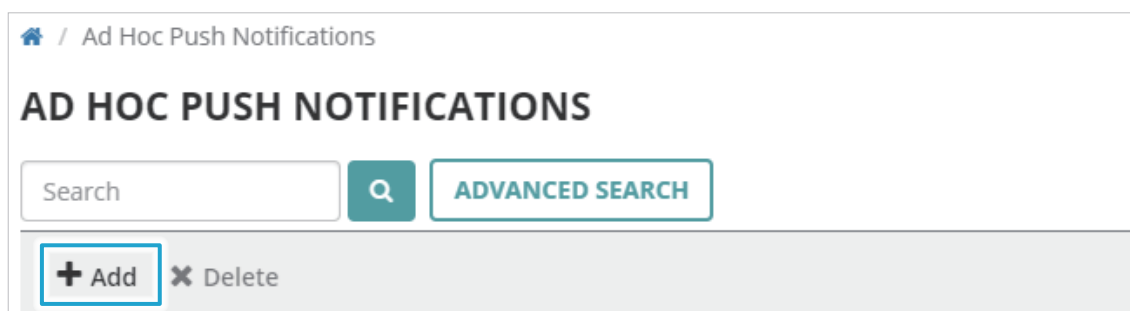
9.1. Creating notifications

You can create two types of notifications: General announcements and notices related to specific activities. Share important announcement or news about activities.

1. On the top of the Home screen, click .
2. Click **SETUP > Learning > Domain Settings > Ad Hoc Push Notification**.



3. Click **Add**.
 - A pop-up window will be displayed. After a moment, a pop-up window will be displayed.



4. Enter the information and set the time.

The screenshot shows the 'ADD NOTIFICATION' form with the following fields and callouts:

- a** points to the **Title *** text input field.
- b** points to the **Activity Name** section, which includes a text input field and a **BROWSE** button.
- c** points to the **Message *** text area, which has a note: 'Maximum 400 characters' and 'Please include %%Activity%% tag to map activity to this notification message'.
- d** points to the **Summary (For Admin referral purpose)** text area.
- e** points to the **Date** (MM/DD/YY), **Timezone** (Asia/Novosi), and **Time** (hh:mm a) fields.

a) Enter the notification name.

b) For an activity notice, click **BROWSE**. You can search for an activity by name or code and add it.

c) Enter your message to recipients.

- For an activity notice, you can insert the activity in the message by inputting “%%Activity%%”, a tag that will be replaced with the activity name when users receive the notification. (e.g. Click here to move to %%Activity%%.)

NOTE If you input the %%Activity%% tag without adding an activity, the tag will not be replaced with the activity name and will appear as text in the message.

d) (Optional) Enter a brief explanation for reference purposes. It will be displayed on the notifications list and only administrators can view it.

<input type="checkbox"/>	Title ▾	Summary ▾	Schedule Date/Time ▾	Status ▲	Action
<input type="checkbox"/>	Unscheduled Test	This is for unscheduled test.		Unscheduled	EDIT


e) Set the date and time and time zone for sending the notification. You can set the notification to send after an hour or more.


5. Select the recipients.


- If you want to send the notification to all the users you manage, add a check mark to **Add All the users under my domain**.
- If you want to select the recipients, click **Add** above the recipients list.

RECIPIENTS LIST*

☐ Add All the users under my domain (630)



 Add

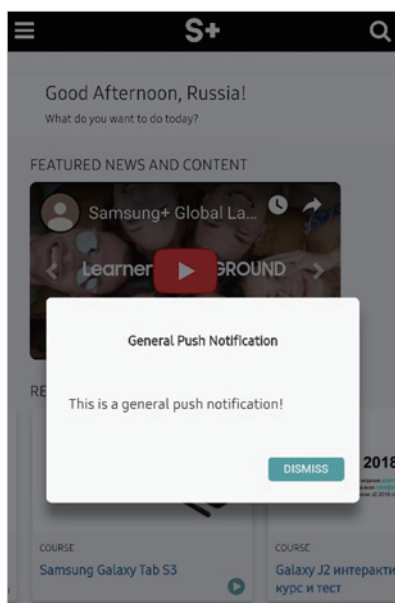
 Remove

<input type="checkbox"/>	Name	ID	Primary Organisation
--------------------------	------	----	----------------------

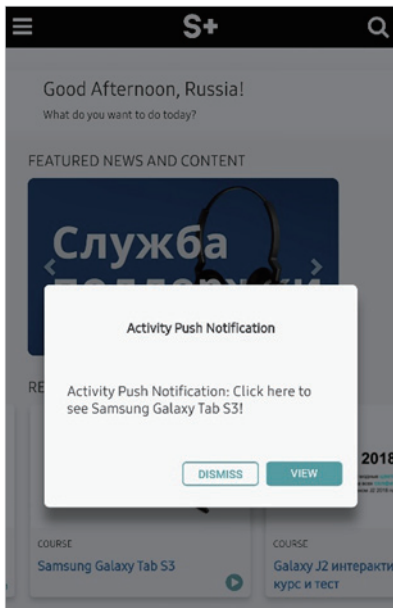
6. Click **SAVE**.

- The notification will be added to the notifications list and sent at the time you set.

Ex.) Receiving a general announcement on the mobile app



Ex.) Receiving an activity notice on the mobile app



NOTE

- To edit existing notifications, repeat Steps 1 and 2 and click **EDIT**.

<input checked="" type="checkbox"/>	General notice for test	Summary	12/18/2018 4:00:00 PM (Asia/Seoul)	Scheduled	EDIT
-------------------------------------	-------------------------	---------	---------------------------------------	-----------	-------------

- To delete notifications, select notifications from the list and click **Delete** above the list.

+ Add	✕ Delete				
<input type="checkbox"/>	Title ⇅	Summary ⇅	Schedule Date/Time ⇅	Status ^	Action
<input checked="" type="checkbox"/>	General notice for test	Summary	12/18/2018 4:00:00 PM (Asia/Seoul)	Scheduled	EDIT

- You can unschedule notifications. Click a notification title on the list and change the status to **Unscheduled**.

AD HOC PUSH NOTIFICATION PREVIEW

Title	General notice for test
Message	Hi
Date & Time	12/18/2018 04:00 PM
Timezone	GMT +9:0 Asia/Seoul
Recipients	1
Status	<div><div>Scheduled</div><div>Scheduled</div><div>Unscheduled</div></div>

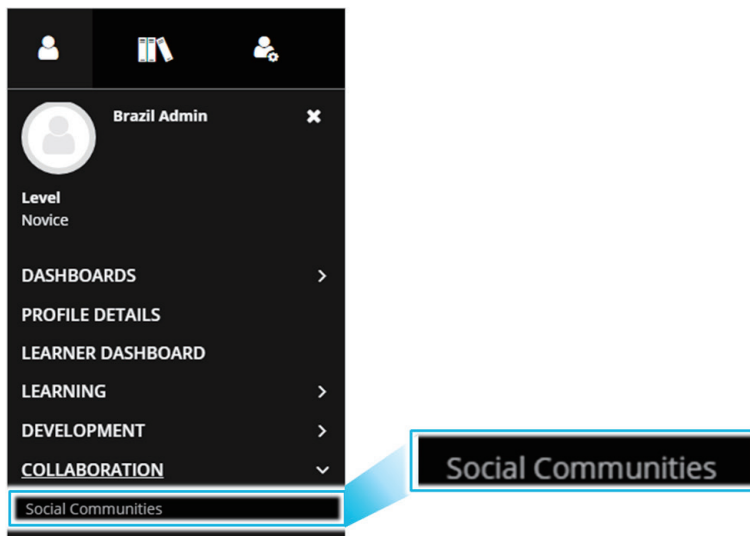
10. Managing social communities

This chapter introduces how to make social communities for users. There are two types of social communities; general communities with no specific limit and communities tied to a certain activity. Make a new community with a desired type according to your situation.

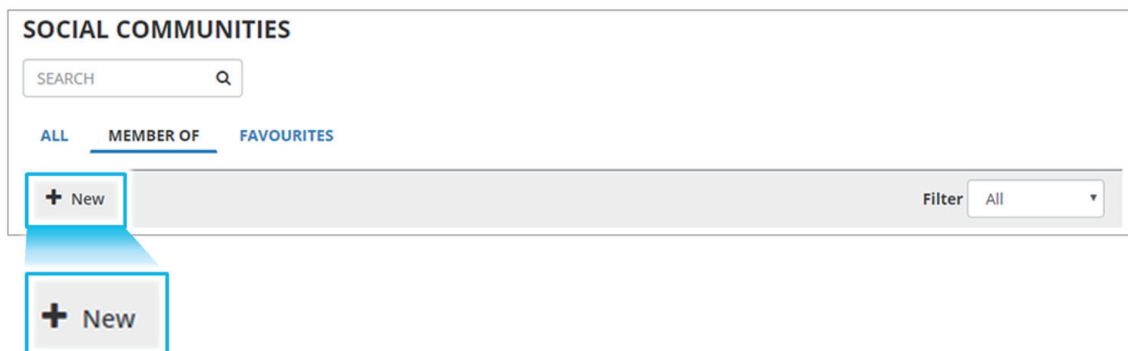
10.1. Creating new communities

Referring to the following instructions, create a new community.

1. On the top of the Home screen, click  > **COLLABORATION** > **Social Communities**.



2. Click **New**.



3. Enter detailed information.

The screenshot shows a 'NEW COMMUNITY' form. It has three main sections: 1. 'Community Name' and 'Community Description' text input fields, with a red asterisk next to the name field. 2. 'Community Banner Image' section with a 'Choose File' button. 3. A settings section with checkboxes for 'Private', 'Hidden', 'Disable Join Requests', 'Enable Discussion Boards', 'Enable Blogs', and 'Allow File Uploads'. At the bottom right are 'CANCEL' and 'SAVE' buttons. Callout 'a' points to the name and description fields. Callout 'b' points to the banner image section. Callout 'c' points to the settings checkboxes. Callout 'd' points to the 'SAVE' button.

a) Enter the community name and the community description.

b) (Optional) Insert a community banner image.


NOTE The recommended image format ratio for the banner is 16:9.

c) Customize the community status settings.

- **Private:** The community is private. Members can be added by the owner or by invitation. If you do not select this setting, the community is public and members can request to join the community.
- **Hidden:** If enabled, the community cannot be found through Enterprise Search (Users have to be invited to join).
- **Disable join Requests:** This hides the Join Request button for the community itself.
- **Enable Discussion Boards:** Enabled by default. Makes discussion boards available in the community.
- **Enable Blogs:** Enabled by default. Makes blogs available in the community.
- **Allow File Uploads:** Enabled by default. Allows files to be uploaded and shared in the community.

d) Click **SAVE**.

10.2. Creating activity based communities

1. On the top of the Home screen, click  > **PRODUCT ADMINISTRATION** > **Learning** > **Learning Activities**.



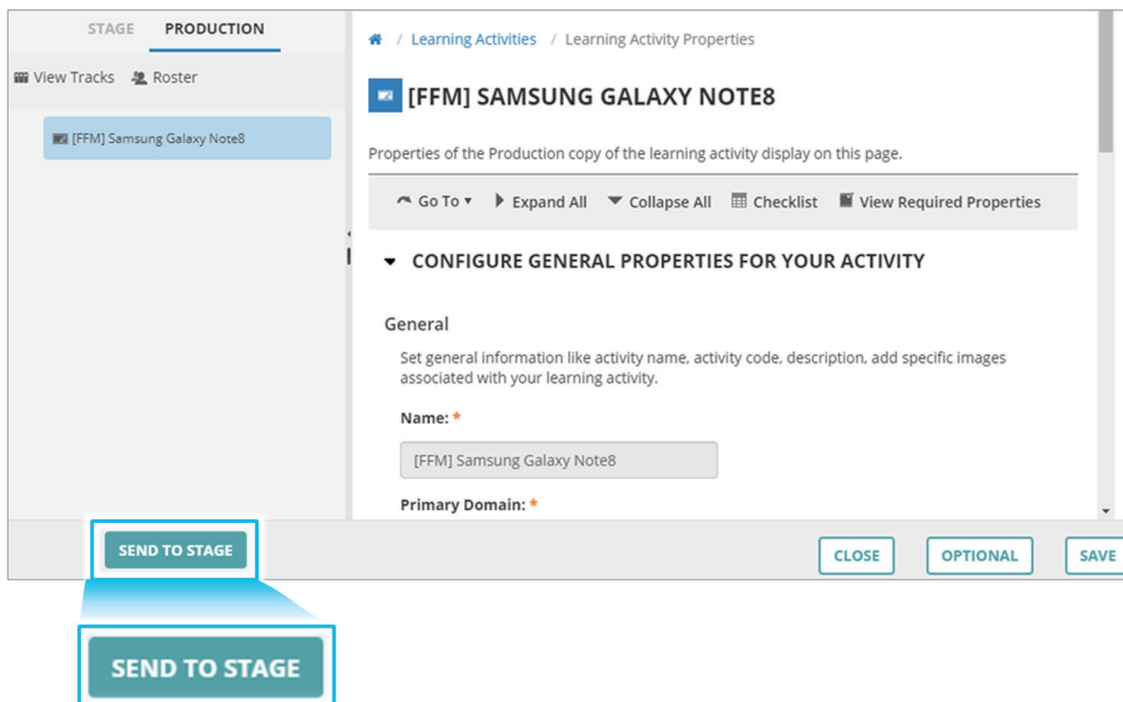
2. Click **EDIT** for the activity that needs the community added.



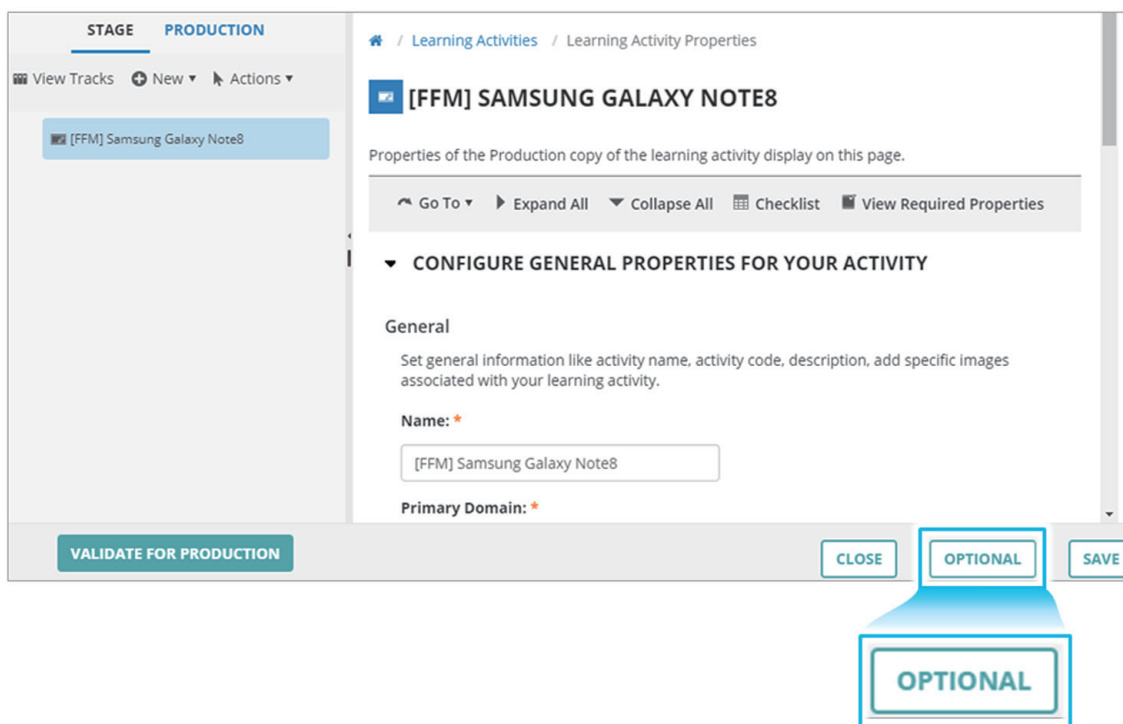
The screenshot shows a table of Learning Activities. The table has columns for Name, Activity Type, Start Date, End Date, Code, Primary Domain, Facility, Published Date, Last Updated Date, and Actions. A single row is visible for an activity named '[FFM] Samsung Galaxy Note8' with Activity Type 'Curriculum'. The 'Actions' column for this row contains an 'EDIT' button with a dropdown arrow. A blue callout bubble points from this button to a larger box labeled 'EDIT'.

Name	Activity Type	Start Date	End Date	Code	Primary Domain	Facility	Published Date	Last Updated Date	Actions
[FFM] Samsung Galaxy Note8	Curriculum			NAT_2076_CR5_61230 06112018	Brazil		11/06/2018 13:26 GMT-04:00	11/06/2018 13:27 GMT-04:00	EDIT ▾

3. If the activity status is **IN PRODUCTION**, click **SEND TO STAGE** to send the activity to Stage.



4. Click **OPTIONAL**.



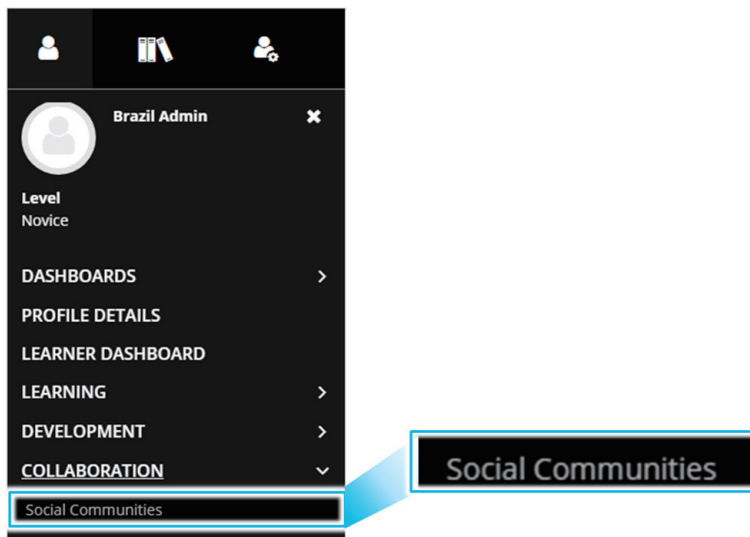
5. On the **Social Collaboration** section, click **Social**.

6. Customize the settings and click **OK**.
 - **Private:** The community is private. Members can be added by the owner or by invitation. If you do not select this setting, the community is public and members can request to join the community.
 - **Hidden:** If enabled, the community cannot be found through Enterprise Search (Users have to be invited to join).
 - **Disable join Requests:** This hides the Join Request button for the community itself.
 - **Enable Discussion Boards:** Enabled by default. Makes discussion boards available in the community.
 - **Enable Blogs:** Enabled by default. Makes blogs available in the community.
 - **Allow File Uploads:** Enabled by default. Allows files to be uploaded and shared in the community.
7. If you want to move the activity back into production, click **VALIDATE FOR PRODUCTION > MOVE TO PRODUCTION**.
 - The activity is no longer able to be modified and is displayed to both users and administrators.

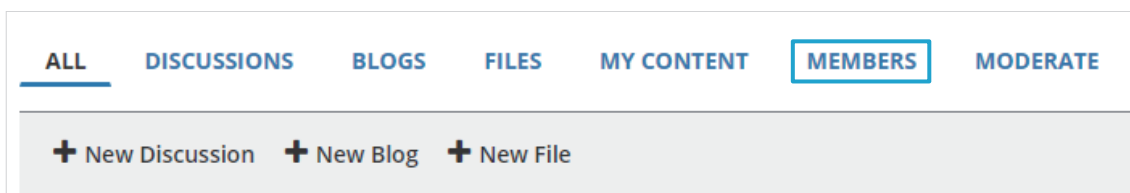
10.3. Inviting new members

You can invite users to social communities as new members.

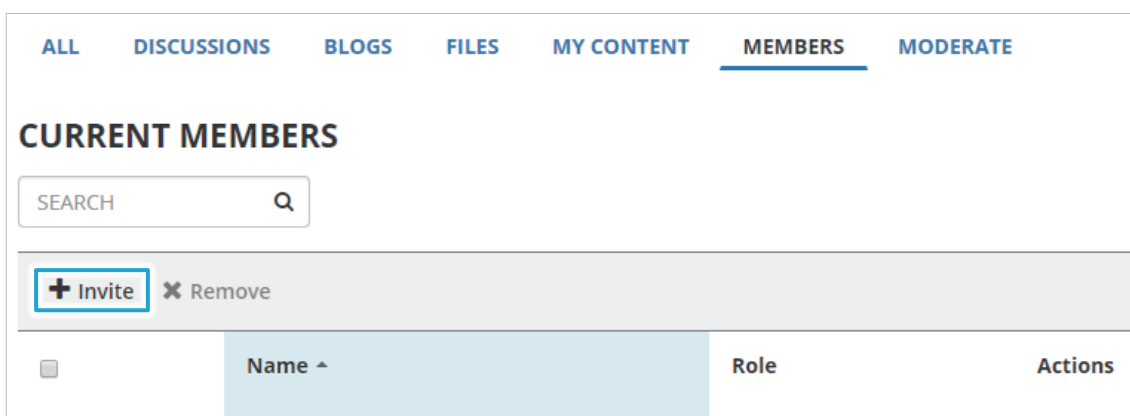
1. On the top of the Home screen, click  > **COLLABORATION** > **Social Communities**.



2. Select a community.
3. Click **MEMBERS**.




4. Click **Invite**.



5. Select the users you want to invite.
 - You can search for users by name or email address.

INVITE USERS

SEARCH 

<input type="checkbox"/>	Name ▲	Email
<input type="checkbox"/>	a [REDACTED]	noreply@sumtotalsystems.com
<input type="checkbox"/>	l [REDACTED]	noreply@sumtotalsystems.com
<input type="checkbox"/>	j [REDACTED]	noreply@sumtotalsystems.com
<input type="checkbox"/>	R [REDACTED]	noreply@sumtotalsystems.com
<input type="checkbox"/>	R [REDACTED]	noreply@sumtotalsystems.com
<input type="checkbox"/>	S [REDACTED]	noreply@sumtotalsystems.com
<input type="checkbox"/>	S [REDACTED]	noreply@sumtotalsystems.com
<input type="checkbox"/>	A [REDACTED]	noreply@sumtotalsystems.com
<input type="checkbox"/>	A [REDACTED]	noreply@sumtotalsystems.com
<input type="checkbox"/>	A [REDACTED]	noreply@sumtotalsystems.com

« 1 2 3 4 5 6 7 ... 63 »

6. Click **INVITE** at the bottom of the screen.
 - The selected users will be registered as community members.

11. Appendix: WebEx

WebEx is a dedicated application for virtual sessions which allows online meetings and presentations. You must use the WebEx application for attending virtual sessions. The application provides different features according to whether you are an instructor or a learner.

11.1. Instructors

This guidance is for instructors of sessions. Instructors can not only configure the session but also use beneficial features, such as recording, holding polls, and sharing contents.


NOTE

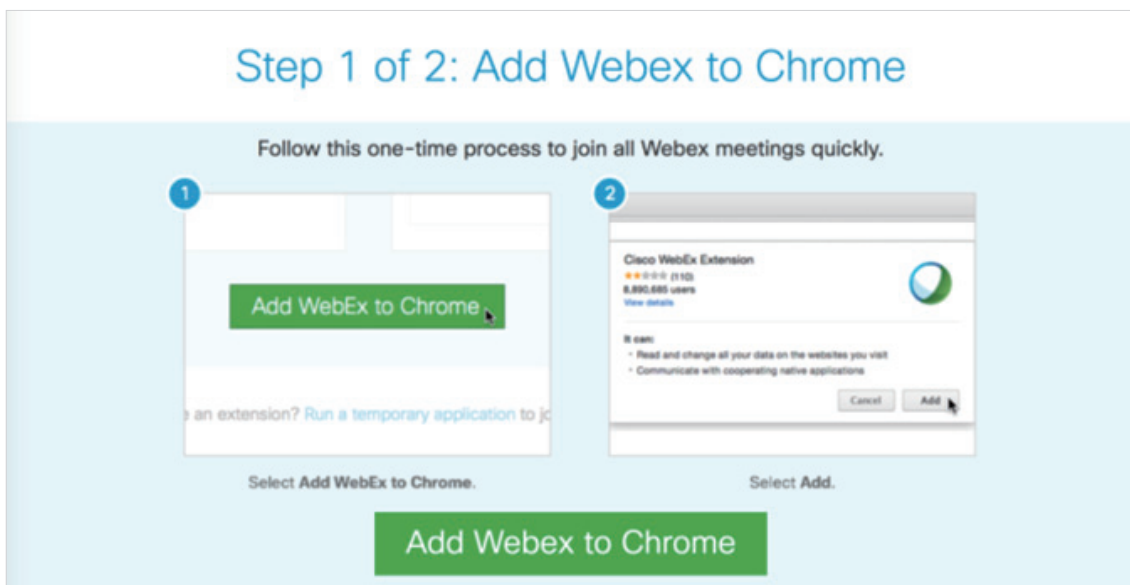
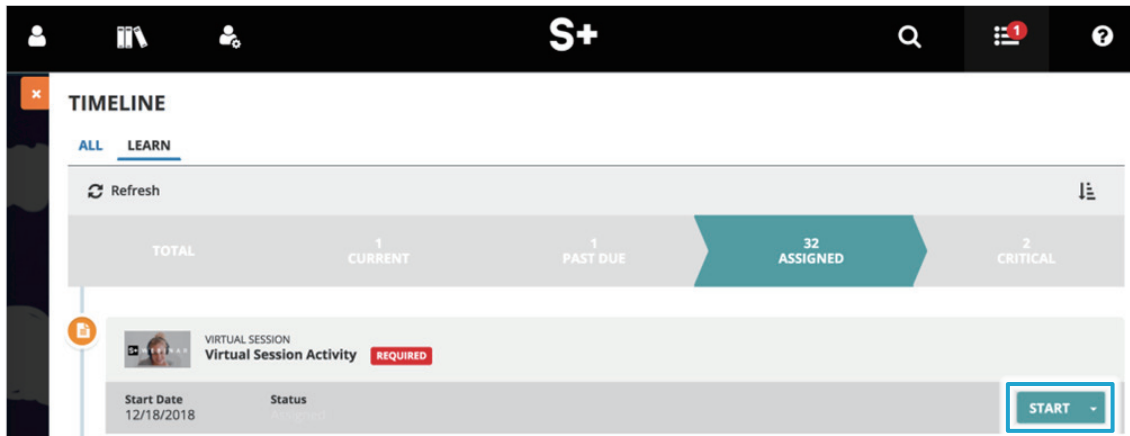
- Instructors can use the PC app only unlike learners, who can use either the PC app or the mobile app.
- Using Google Chrome is recommended.

The following contents are provided.

- [11.1.1. Installing the WebEx app](#)
- [11.1.2. Configuring the host settings](#)
- [11.1.3. Understanding the menus](#)
- [11.1.4. Sharing contents](#)
- [11.1.5. Recording](#)
- [11.1.6. Viewing the participant list](#)
- [11.1.7. Managing polls](#)

11.1.1. Installing the WebEx app

1. On the S+ website, click  to open the **Timeline**.
2. Click **START** on the virtual session you are going to lead.
 - The installation guide webpage will appear.

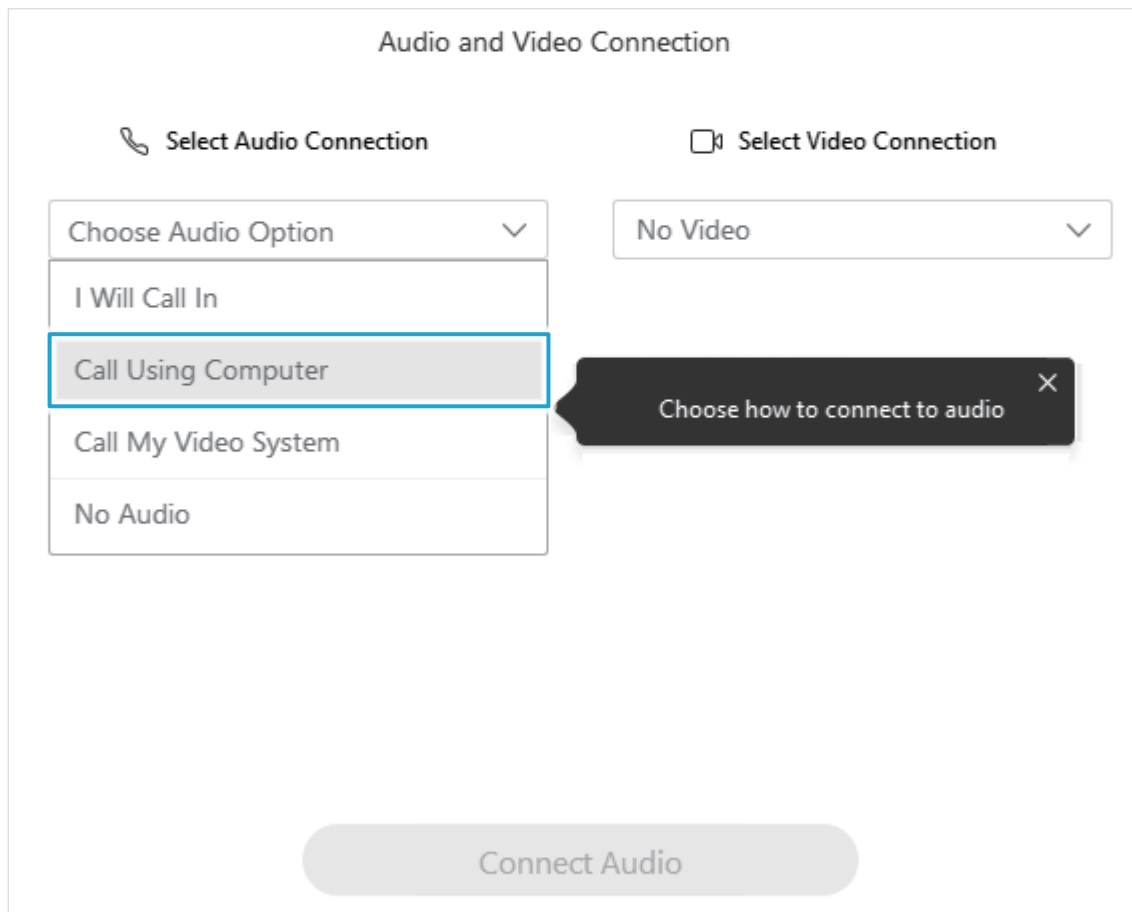


3. Install the application.
 - If you use Chrome, you should add the WebEx extension.
 - If you use Internet Explorer, you should install the WebEx add-on.

11.1.2. Configuring the host settings

When you initially run the WebEx application, you should configure the settings as the host of the session.

1. Open the S+ website and start the virtual session you are going to lead.
 - The WebEx application will start and a pop-up window for setting the audio and video connection will appear.
2. In the **Select Audio Connection section**, select **Call Using Computer**.



3. Set your PC speaker to be the audio output device and your PC microphone to be the audio input device.

4. On the **Select Video Connection** section, select **No Video** as default.
 - If you want to use video for the session, select a webcam connected to your computer.

Audio and Video Connection

Select Audio Connection

Select Video Connection

Choose Audio Option

- I Will Call In
- Call Using Computer
- Call My Video System
- No Audio

No Video

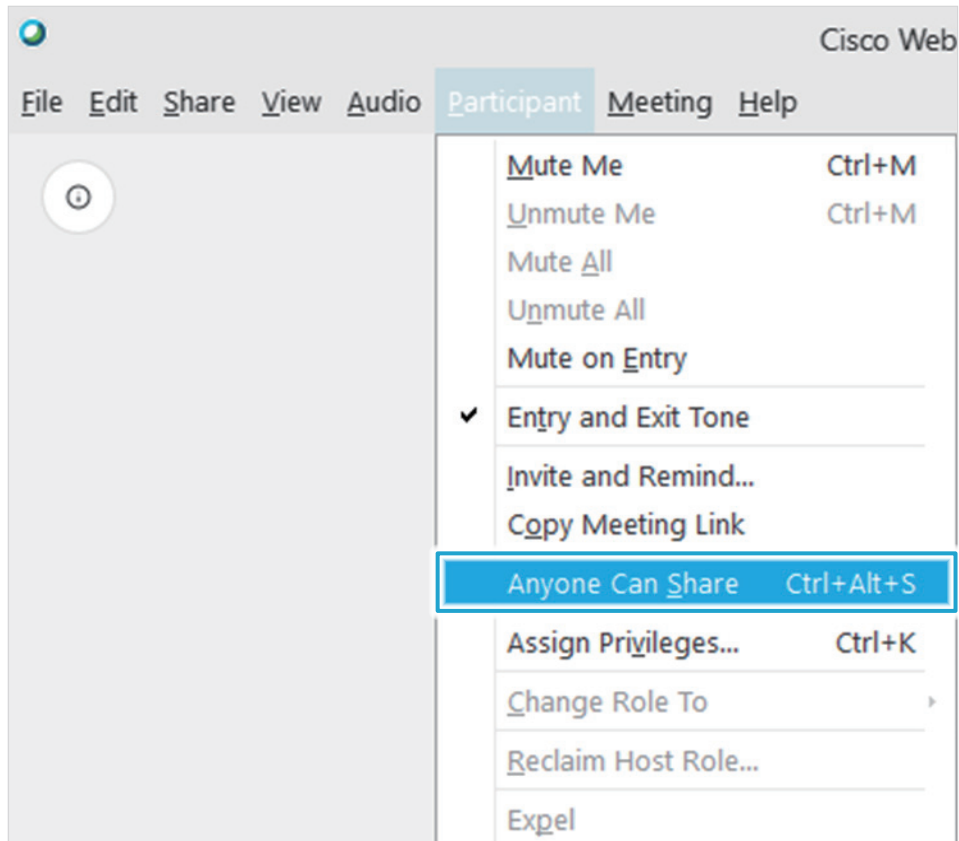
Choose how to connect to audio

Connect Audio

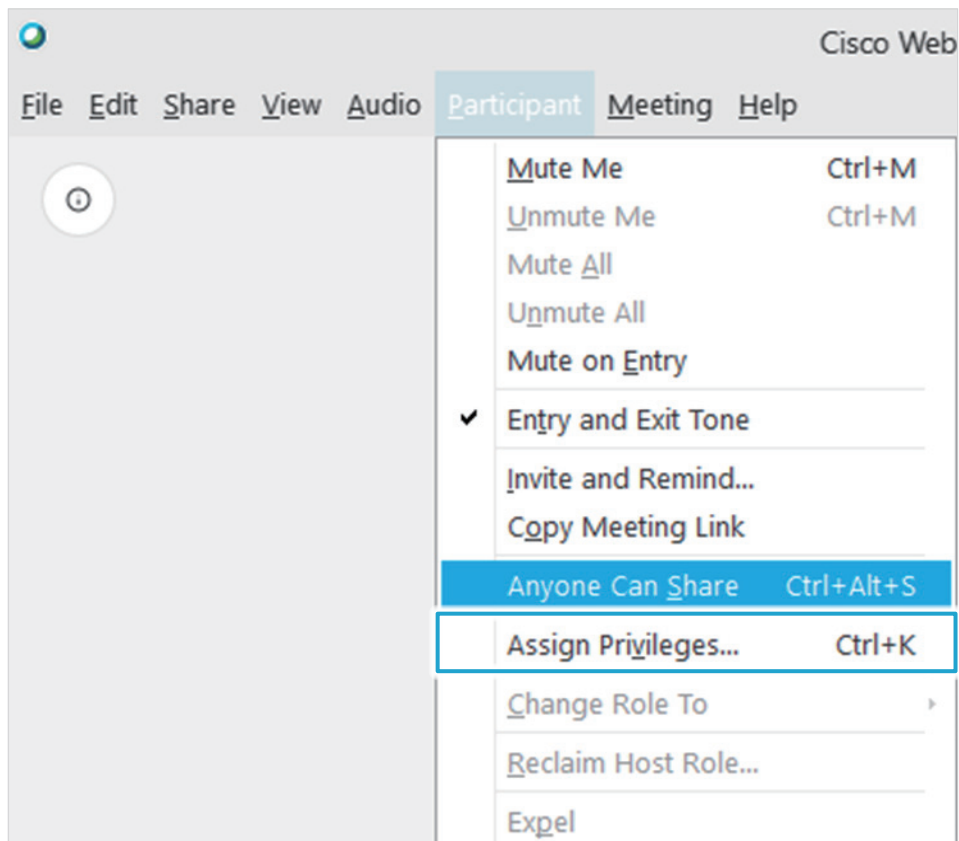
NOTE To use video connection, a compatible webcam should be connected to your computer.

5. Click **Connect Audio**.
 - If a video device is also selected, click **Connect Audio and Video**.

6. On the top menu bar, click **Participant > Anyone Can Share** to deactivate the feature.



7. On the **Participant** menu, click **Assign Privileges....**



8. In the **Communicate** tab, add a check mark to **Everyone** on the **Publicly with** section.
- All participants of the session will be able to communicate publicly.

The screenshot shows the 'Participants privileges' dialog box with the 'Communicate' tab selected. On the left, 'All Participants' is listed. The main area is titled 'Participant can chat:'. Under 'Privately with', there are three unchecked checkboxes: 'Host', 'Presenter', and 'Other participants'. Under 'Publicly with', the 'Everyone' checkbox is checked and highlighted with a blue box. Below this, under 'Allow to:', there is an unchecked checkbox for 'Contact Operator Privately'. At the bottom right, there are three links: 'Check all', 'Uncheck all', and 'Reset to default'. At the bottom of the dialog are three buttons: 'OK', 'Apply', and 'Cancel'.

9. Click **Participants**.

The screenshot shows the 'Participants privileges' dialog box with the 'Participants' tab selected. The 'Communicate' tab is still visible on the left. The 'Participants' tab is highlighted with a blue box. The main area is titled 'Participant can chat:'. The 'All Participants' list on the left is still visible.

10. On the **View** section, add a check mark to **Participant list**.

- The participant list for the session will be open to all participants. If you do not want the list to be open, do not add a check to this option.

Participants privileges

Communicate Participants

All Participants

Select the privileges that you want to assign to all participants:

Document	View	Meeting
<input type="checkbox"/> Print	<input checked="" type="checkbox"/> Participant list	<input type="checkbox"/> Share documents
<input type="checkbox"/> Save	<input type="checkbox"/> Any document	<input type="checkbox"/> Control shared applications, web browser, or computer remotely
<input type="checkbox"/> Annotate	<input type="checkbox"/> Thumbnails	<input type="checkbox"/> Record a meeting
	<input type="checkbox"/> Any page	

Waiting for others to join

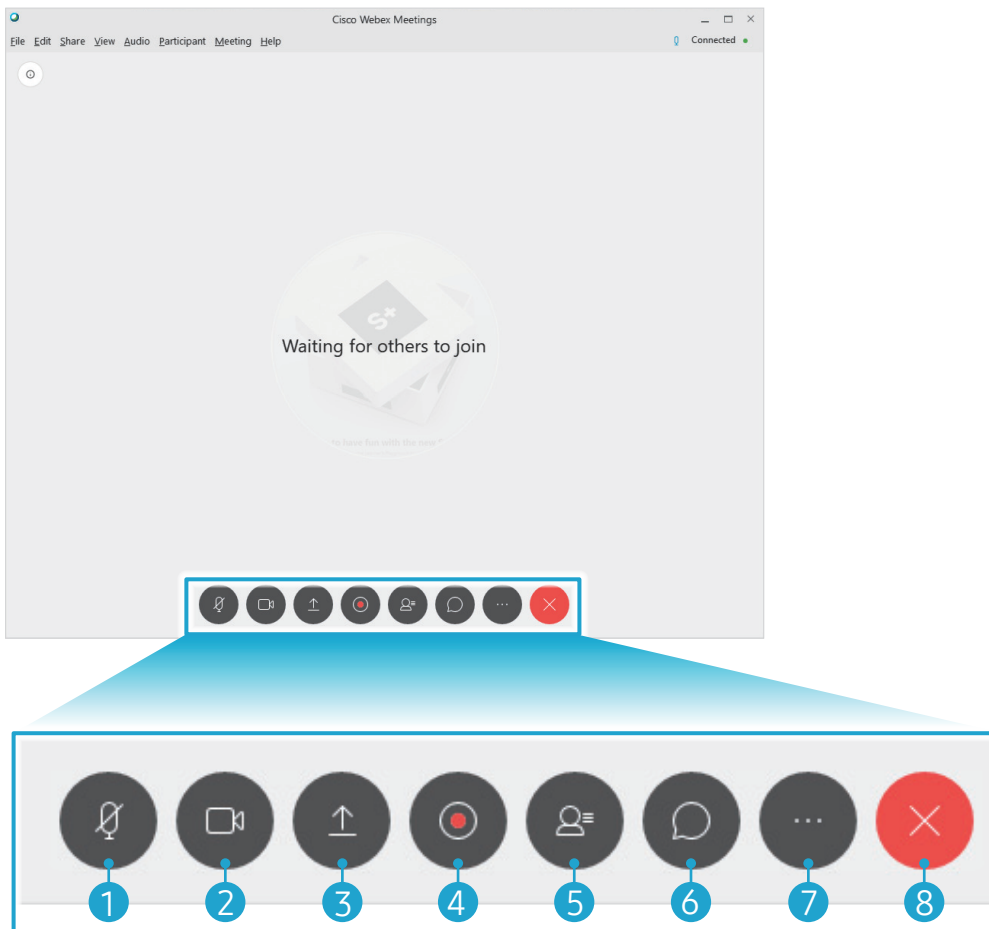
Check all | Uncheck all | Reset to default

OK Apply Cancel

11. Click **Apply** > **OK**.

11.1.3. Understanding the menus

You can learn the application's menu layout.




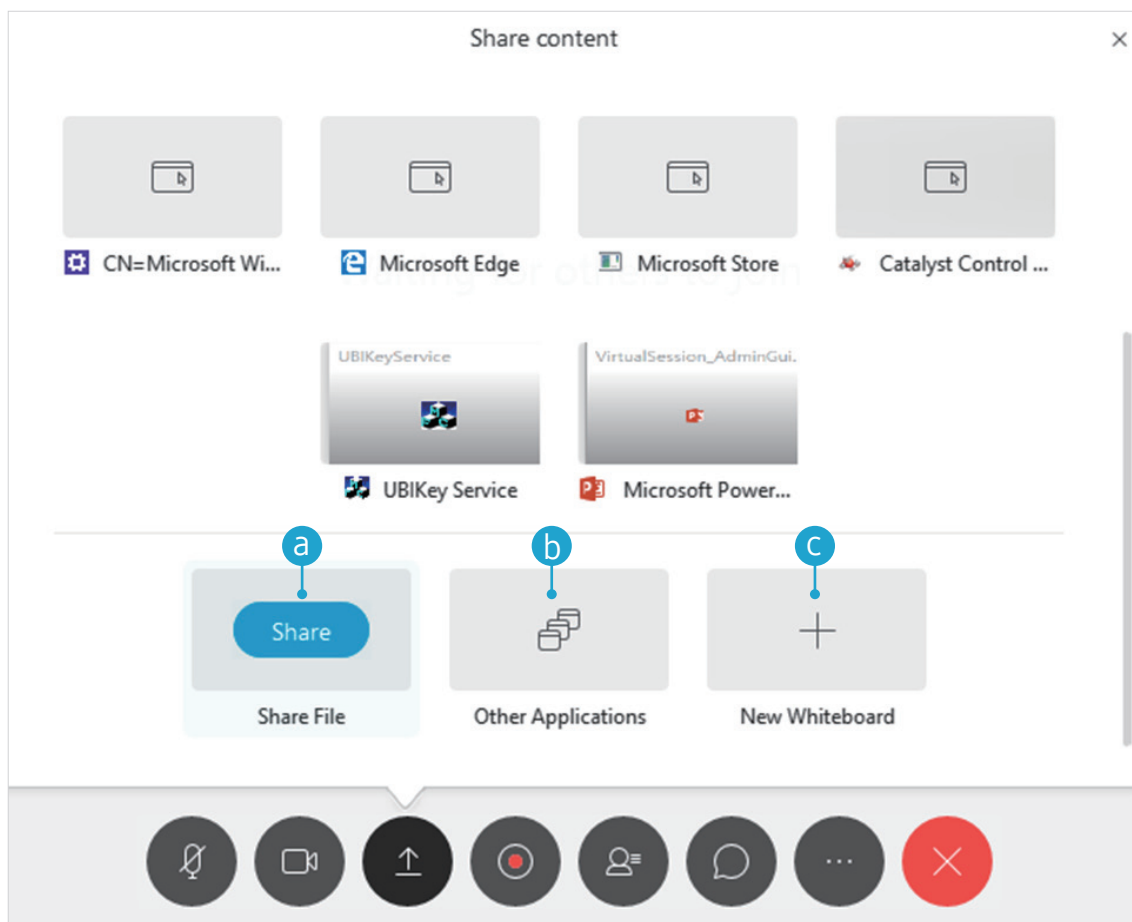
No.	Description
1	Turn on/off the audio.
2	If a webcam is connected, turn on/off the video.
3	Share contents with learners, such as document/video files, the screen of another app, and the whiteboard screen. See 11.1.4. Sharing contents .
4	Record the screen and audio of the session. See 11.1.5. Recording .
5	View the participant list and change participants' attributes. See 11.1.6. Viewing the participant list .
6	Open a chat window to chat with all participants or a specific participant.
7	Use extra features, such as managing polls (see 11.1.7. Managing polls), writing memos, and so on.
8	Close the virtual session. You will be redirected to the result screen of the S+ website.

NOTE

- Close the session before the end time predetermined in the schedule setting. If not, the learners will not be saved as having completed the session on the activity roster.
- When you close the session, the session will automatically end for the learners.

11.1.4. Sharing contents

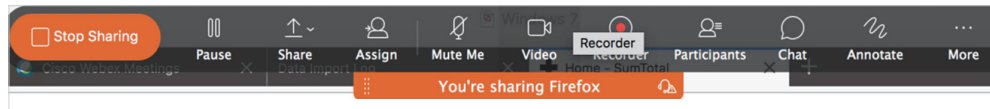
1. At the bottom of the window, click .
2. In the pop-up window, select the content you want to share.



- a) You can share document and video files. (Document: pptx, xlsx, pdf, docx, txt/
Video: mp4)
- b) You can share the screen of another app running on your PC.

NOTE



When screen sharing begins, a menu bar will appear on the top of the screen.



To end screen sharing, click **Stop Sharing**.

- c) You can create and share the whiteboard screen. You can also authorize a learner who has requested to control the whiteboard to take control.


11.1.5. Recording

1. Before you begin the session, click  at the bottom of the window.
2. When you end the session, click .
 - The recording will be saved on the WebEx system server for one week.

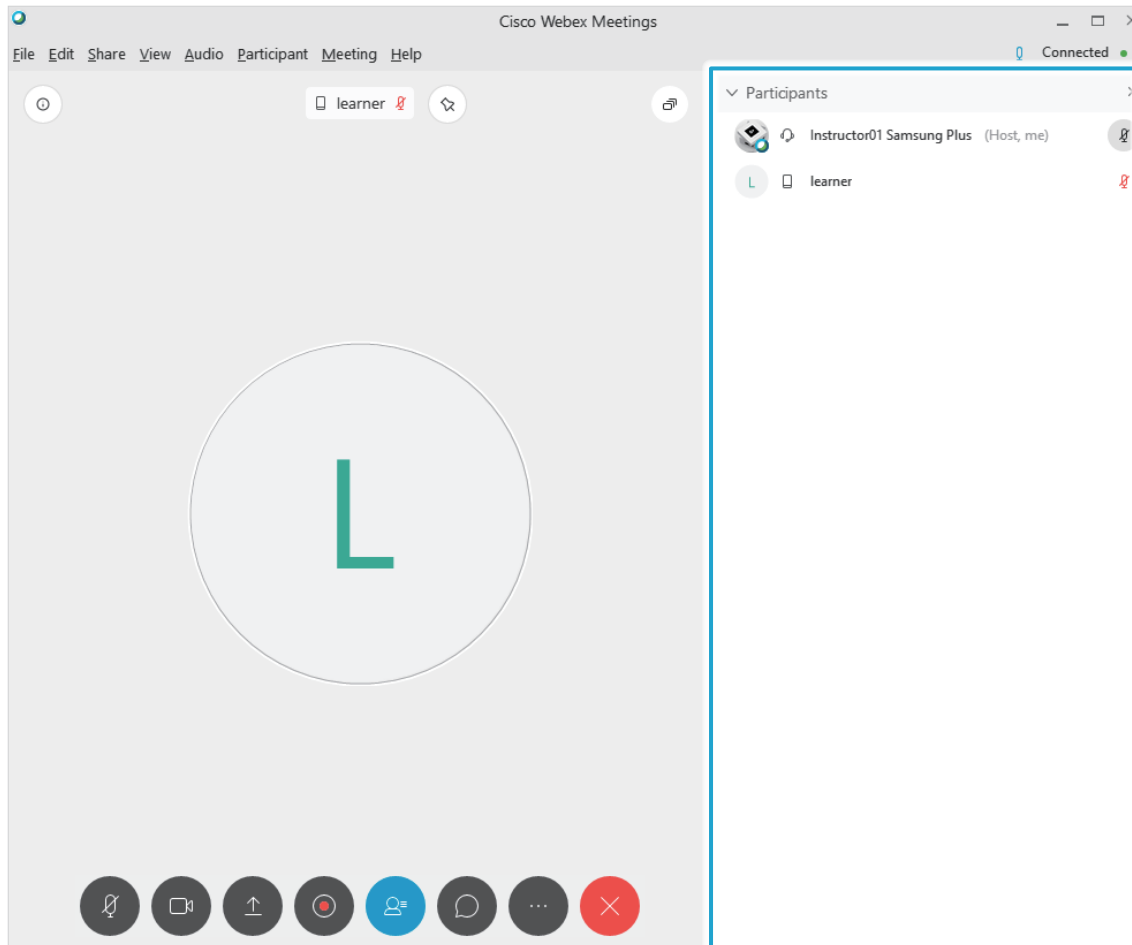
NOTE

You cannot save the recording on your computer directly. To get a copy of the recording, contact the system administrator (splus.opr@samsung.com) and request them to send the recording to you.

11.1.6. Viewing the participant list

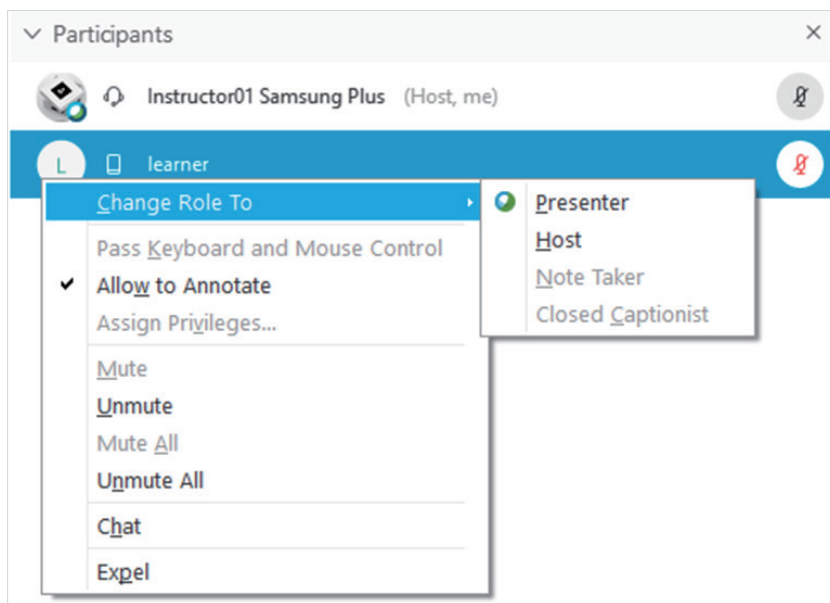
1. At the bottom of the window, click .
 - A pop-up window will appear.

2. View the list in the pop-up window.



NOTE

- If you right-click a participant from the list, the option menu appears to change the attributes of the participant.



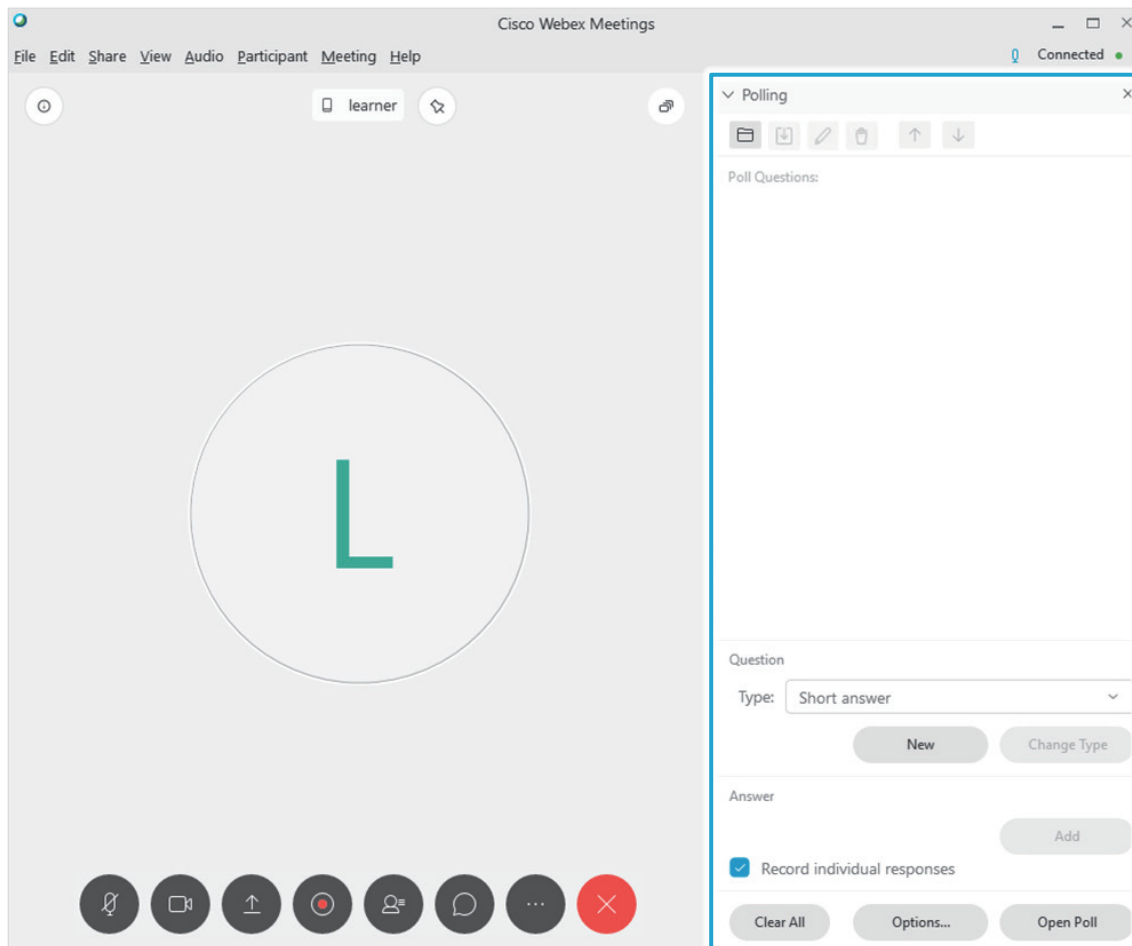
- When all participants enter the session, open the option menu by right-clicking any participant, and then, click **Mute All**.

11.1.7. Managing polls

Polling is a means for promoting learners' active participation in real time. You can create polls, view their real-time status, and share the final results with the learners.

You can create a poll for the participants of your session.

1. At the bottom of the window, click **⋮** > **Polling**.
 - A pop-up window for polling will appear.



2. On the **Question** section, select a question type and click **New**.
 - **Multiple Choice / Single Answer:** Users should select one answer among multiple choices.
 - **Multiple Choice / Multiple Answer:** Users should select multiple answers among multiple choices.
 - **Short answer:** Users should type an answer.

Question

Type: Short answer

New Change Type

Answer

Add

☒ Record individual responses

3. On the **Answer** section, click **Add** and enter the answer.
 - To enter multiple answers, repeat this step.
4. Select **Record individual responses**.
5. Click **Options...** to set the polling timer.

Clear All Options... Open Poll

6. Select **Display** to activate the timer and enter the time limit for the poll.
 - The input format of the time limit should be [mm.ss].

Polling Options

Timer

☒ Display

Alarm: 5.00 minutes

OK Cancel

7. Click **OK**.
8. Click **Open Poll**.
 - The poll will be open to all the participants.

Clear All Options... Open Poll

When the poll is open, you can check the current state of the poll in detail. You can also close the poll.

1. At the bottom of the window, click **...** > **Polling**.
 - You can view the number and distribution of responses, participants' polling status, and the remaining time in real time.

Connected

▼ Polling

Poll in progress:

Questions	Results	Bar Graph
1. Question 01 : Type : Multipl...		
A. Answer 01	0/1 (0%)	
B. Answer 02	0/1 (0%)	
C. Answer 03	0/1 (0%)	
D. Answer 04	0/1 (0%)	
No Answer	1/1 (10...)	
2. Question 02 : Multiple choic...		
A. Answer 01	0/1 (0%)	
B. Answer 02	0/1 (0%)	
C. Answer 03	0/1 (0%)	
D. Answer 04	0/1 (0%)	
No Answer	1/1 (10...)	
3. Question 03 : Type - Short ...		

Polling status

Not started	...	1/1 (100%)	
In progress	...	0/1 (0%)	
Finished	...	0/1 (0%)	

Remaining time: 4:14 Time limit: 5:00

New Poll Edit Questions Close Poll

2. (Optional) To view the polling status of a specific question, click the question.

The image shows a transition from a list of questions to a detailed view of a specific question's attendee status. On the left, a table lists three questions. The first question, '1. Question 01 : Type : Multipl...', is highlighted. A blue arrow points from this question to a detailed view on the right titled 'Attendee Status Details'.

Questions	Results	Bar Graph
1. Question 01 : Type : Multipl...		
A. Answer 01	0/1 (0%)	
B. Answer 02	0/1 (0%)	
C. Answer 03	0/1 (0%)	
D. Answer 04	0/1 (0%)	
No Answer	1/1 (100%)	
2. Question 02 : Multiple choic...		
A. Answer 01	0/1 (0%)	
B. Answer 02	0/1 (0%)	
C. Answer 03	0/1 (0%)	
D. Answer 04	0/1 (0%)	
No Answer	1/1 (100%)	
3. Question 03 : Type - Short ...		

Attendee Status Details

Not started 1/1 (100%)

learner

In progress 0/1 (0%)

Finished 0/1 (0%)

3. (Optional) To close the poll before time runs out, click **Close Poll**.

The image shows three buttons: 'New Poll', 'Edit Questions', and 'Close Poll'. The 'Close Poll' button is highlighted with a blue border.

When the poll is closed, you can share the final result with all participants.

1. At the bottom of the window, click **...** > **Polling**.
 - A new section for sharing will be displayed with the result.

The screenshot shows a 'Polling' window with a 'Connected' status. It displays poll results for two questions. The first question, 'Question 01', has four options (A, B, C, D) each with 0/2 (0%) responses, and a 'No Answer' option with 2/2 (100%) responses. The second question, 'Question 02', has the same structure. Below the results, the 'Polling status' shows '0 of 2 attendees has responded' and a 'Remaining time: 3:40' and 'Time limit: 5:00'. A 'Share with attendees' section is highlighted with a blue box, containing two checked options: 'Poll results' and 'Individual results'. An 'Apply' button is next to these options. At the bottom, there are three buttons: 'New Poll', 'Edit Questions', and 'Close Poll'.

Questions	Results	Bar Graph
1. Question 01		
A. Answer 01	0/2 (0%)	
B. Answer 02	0/2 (0%)	
C. Answer 03	0/2 (0%)	
D. Answer 04	0/2 (0%)	
No Answer	2/2 (100%)	
2. Question 02		
A. Answer 01	0/2 (0%)	
B. Answer 02	0/2 (0%)	
C. Answer 03	0/2 (0%)	
D. Answer 04	0/2 (0%)	
No Answer	2/2 (100%)	
3. Answer		

Polling status

0 of 2 attendees has responded

Remaining time: 3:40 Time limit: 5:00

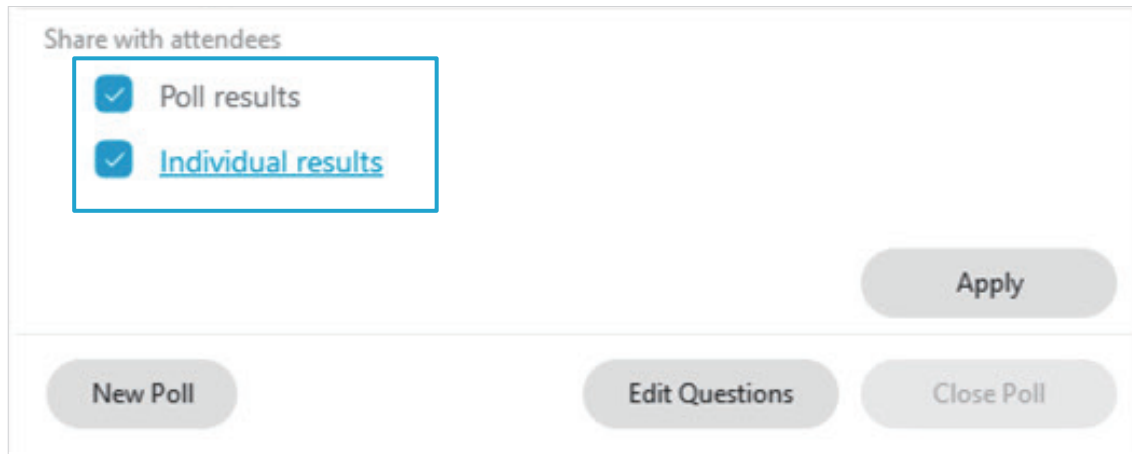
Share with attendees

- ☒ Poll results
- ☒ [Individual results](#)

Apply

New Poll Edit Questions Close Poll

- On the sharing section, add checks to both **Poll results** and **Individual results**.
 - Poll results:** Share the poll results with all participants.
 - Individual results:** Share the screen of the individual poll results with all participants in order to view each respondent's response.



- Click **Apply**.
 - A window for the individual poll results will appear to you and all participants.

Individual Poll Results

Meeting:
 Topic: Virtual Session Activity
 Host: Instructor01 Samsung Plus
 Number of attendees: 1

Poll:
 Type: Individual results
 Date: Friday, December 21, 2018
 Starting time: 2:56 AM
 Actual Duration: 4 minutes 10 seconds
 Time limit: 5 minutes 0 seconds

Q1.Question 01 : Type : Multiple choice - Single Answer

Answers	Results	%
A Answer 01	1/1	100
B Answer 02	0/1	0
C Answer 03	0/1	0
D Answer 04	0/1	0
No Answer	0/1	0

Attendees	A	B	C	D
learner	•			

✓Correct Answer

Q2.Question 02 : Multiple choice - Multiple Answer

Answers	Results	%
A Answer 01	1/1	100
B Answer 02	1/1	100
C Answer 03	0/1	0
D Answer 04	0/1	0
No Answer	0/1	0

Attendees	A	B	C	D
learner	•	•		

11.2. Learners

This guidance is for learners. Learners can use the WebEx mobile app or the WebEx PC app for attending virtual sessions.

The following contents are provided.

- 11.2.1. Installing the WebEx app (Mobile)
- 11.2.2. Configuring the initial settings (Mobile)
- 11.2.3. Understanding the menus (Mobile)
- 11.2.4. Participating in polls (Mobile)
- 11.2.5. Completing the session (Mobile)
- 11.2.6. Installing the WebEx app (PC)
- 11.2.7. Configuring the initial settings (PC)
- 11.2.8. Understanding the menus (PC)
- 11.2.9. Participating in polls (PC)
- 11.2.10. Completing the session (PC)

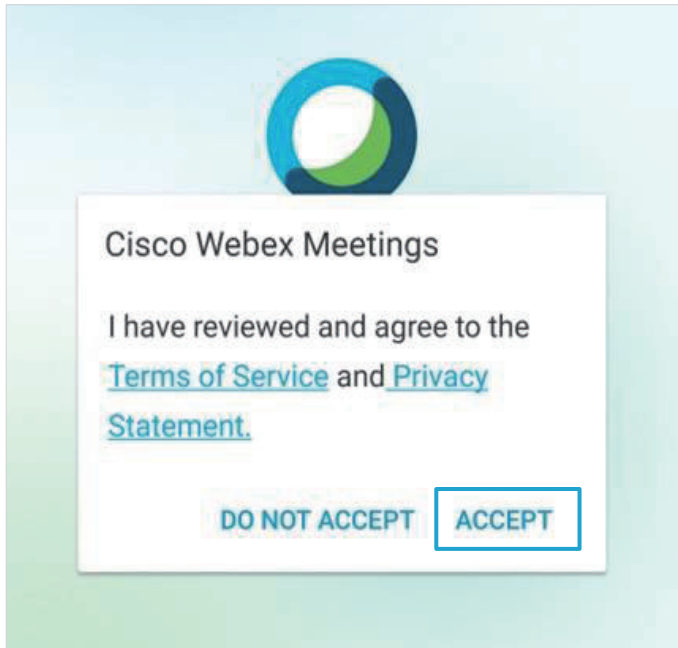
11.2.1. Installing the WebEx app (Mobile)

1. Open the S+ mobile app.
2. Access a virtual session you are going to attend and touch **START**.
 - The download guide webpage will appear.
3. Install the WebEx mobile app according to the download guide.

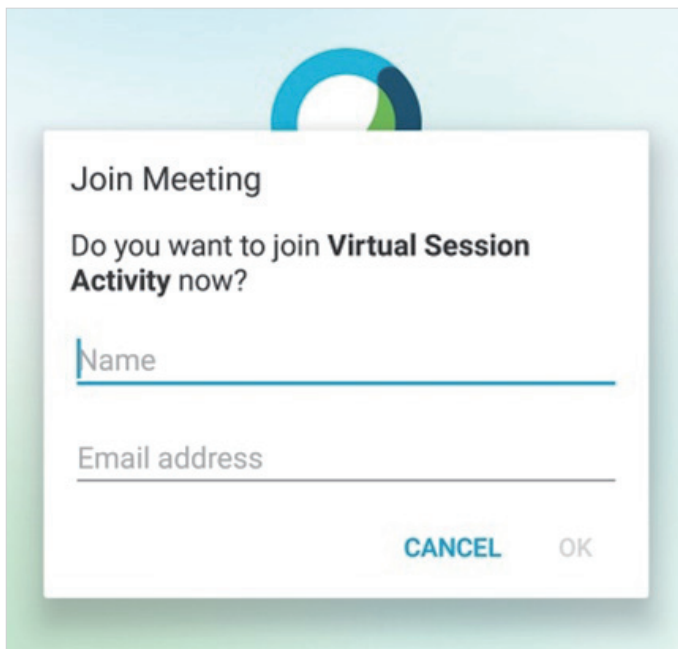
11.2.2. Configuring the initial settings (Mobile)


When you initially run the WebEx application, you should configure the settings.

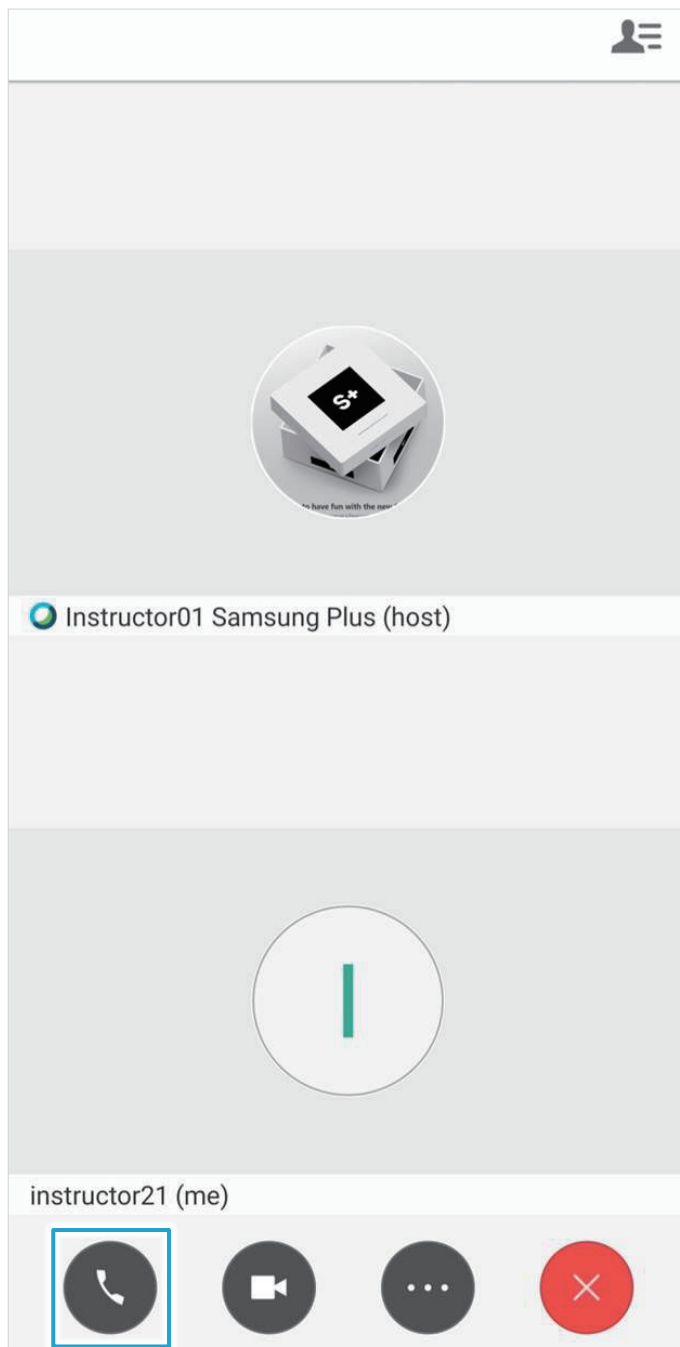
1. Open the S+ mobile app and start a virtual session you are going to attend.
 - The WebEx application will start.
2. Accept the Terms of Use and Privacy Statement.



3. Enter the username and email address you used for signing up for the S+ website.

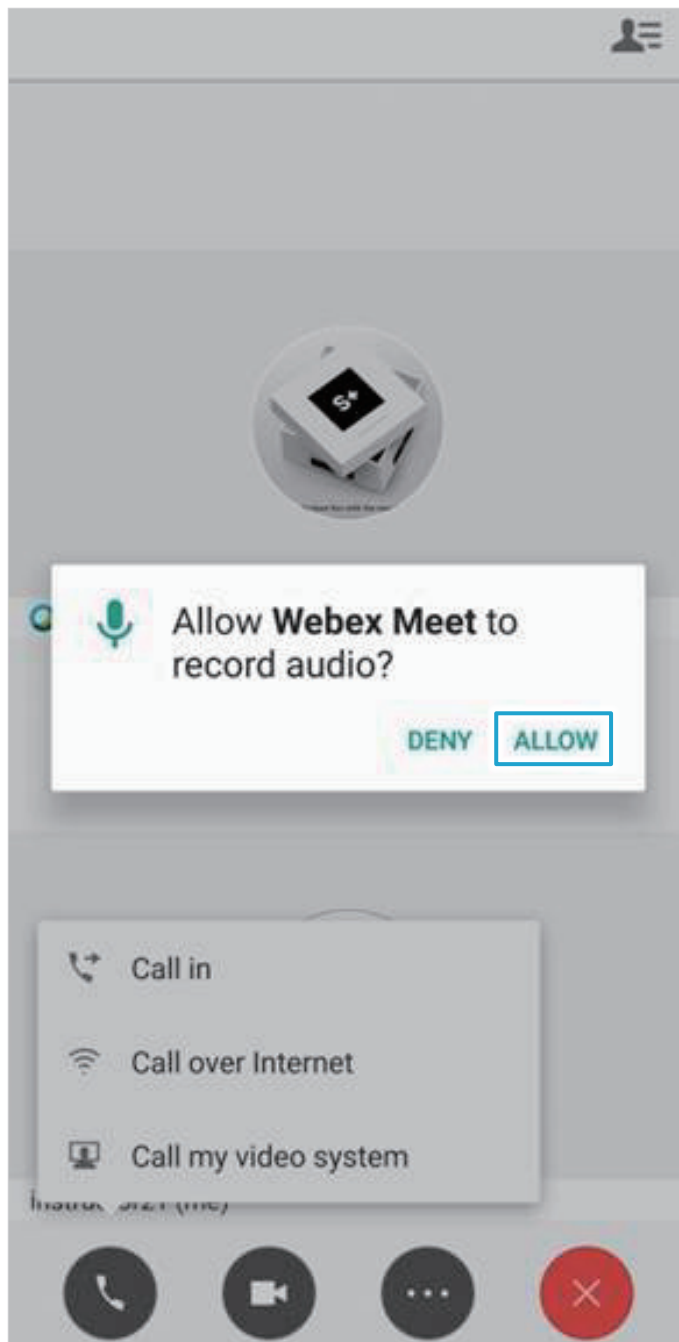


4. Touch  at the bottom of the screen.
 - The option menu for audio connection will appear.



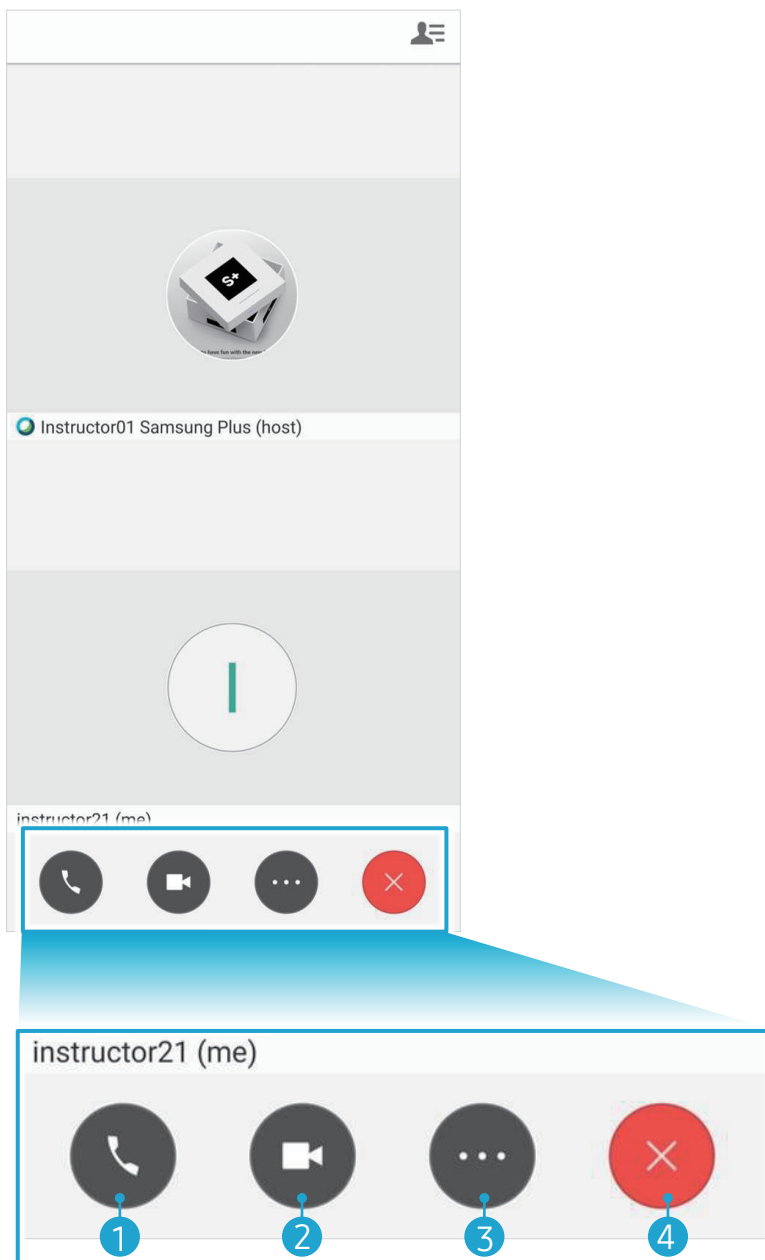
5. Touch **Call over Internet.**

6. Allow the mobile app to record audio.



11.2.3. Understanding the menus (Mobile)

You can learn the application's menu layout.



No.	Description
1	Turn on/off the audio.
2	Turn on/off the video.
3	Use extra features, such as setting up, chatting, and participating in polls (see 11.2.4. Participating in polls (Mobile)).
4	End the virtual session and close the application. See 11.2.5. Completing the session (Mobile) .

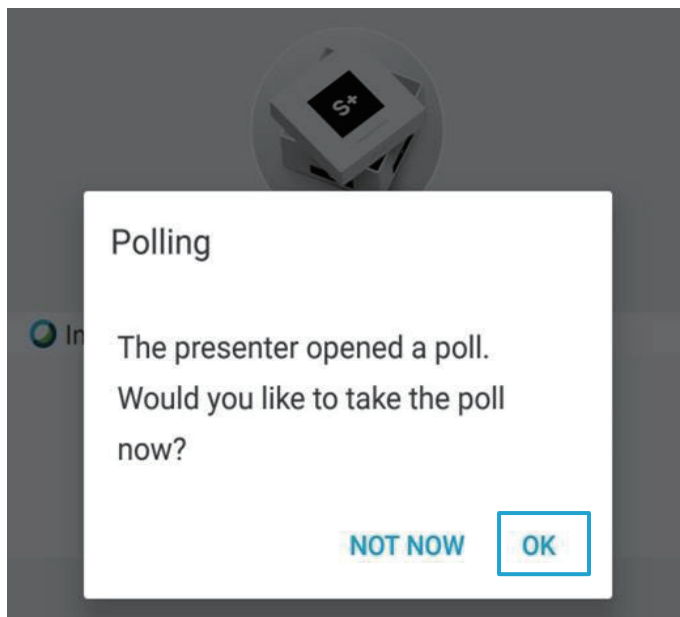
NOTE

- To use audio or video, you should allow the application to record audio or video.
- The session automatically ends when the instructor closes the session. However, for successful completion, you should confirm the end of the session. For more information, see [11.2.5. Completing the session \(Mobile\)](#).

11.2.4. Participating in polls (Mobile)

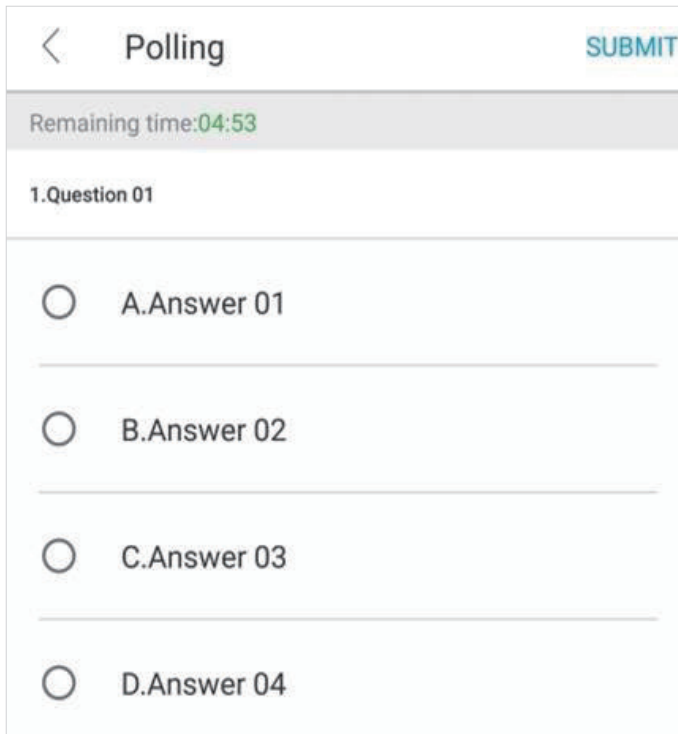
When the instructor opens a poll, you can participate in it.

1. When you receive a pop-up notification for an open poll, touch **OK**.
 - The poll list will appear.

**NOTE**

If you do not want to participate in the poll immediately, you can touch **NOT NOW**. Then, to participate in the poll afterward, touch **...** on the main screen and select **Polling**.

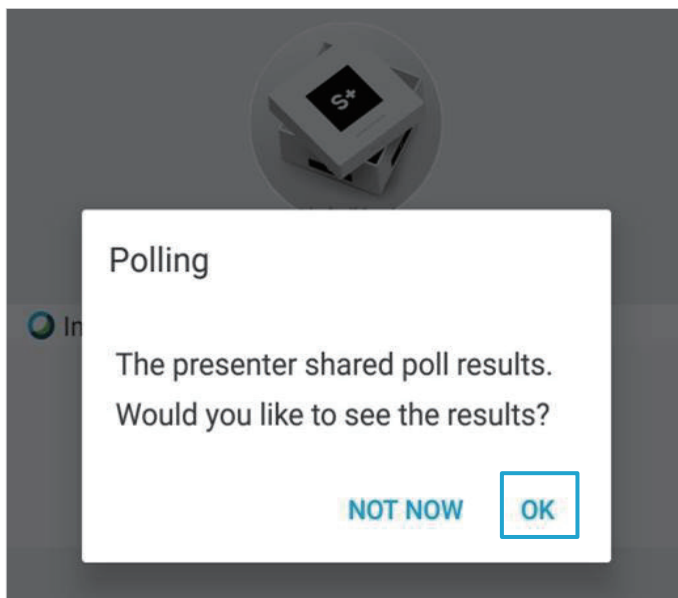
2. Respond to the poll and touch **SUBMIT** at the right top of the screen.



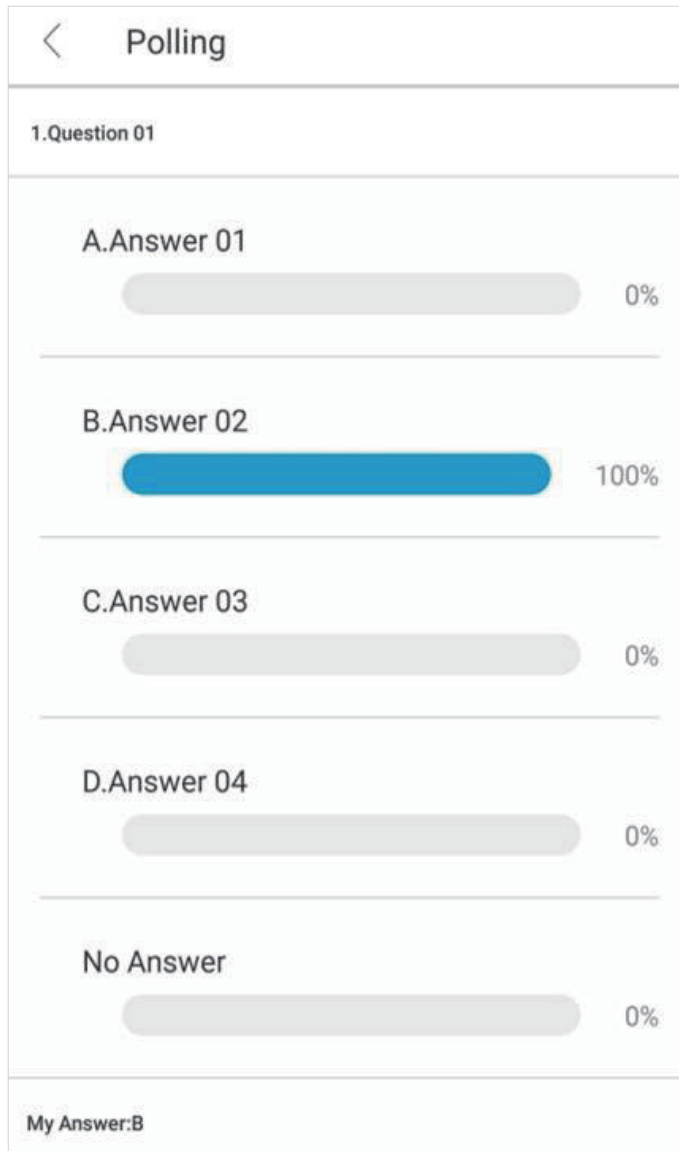
A screenshot of a mobile application interface for a poll. At the top, there is a header bar with a back arrow on the left, the word "Polling" in the center, and a blue "SUBMIT" button on the right. Below the header, a grey bar displays "Remaining time: 04:53" in green text. The main content area is titled "1.Question 01" and contains four radio button options: "A.Answer 01", "B.Answer 02", "C.Answer 03", and "D.Answer 04". Each option is preceded by an empty radio button circle.

You can view the poll results when the poll has closed and the instructor shares the results.

1. When you receive a pop-up notification for viewing the results, touch **OK**.



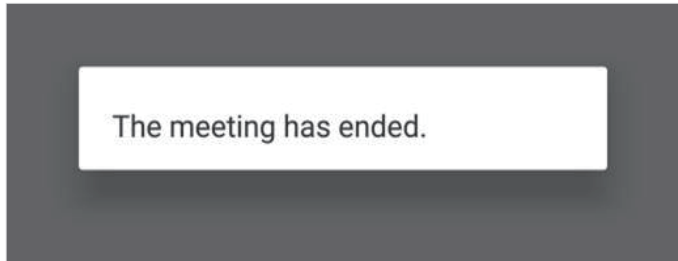
2. View the poll results.



11.2.5. Completing the session (Mobile)


When the instructor closes the session, you should go back to the S+ mobile app in order to complete the session successfully.

1. You will receive a pop-up message notifying the end of the session.



2. Switch to the S+ mobile app.
3. When a pop-up message for confirming the completion of the session appears, touch **YES**.
 - You will be saved as having completed the session successfully.

11.2.6. Installing the WebEx app (PC)

1. On the S+ website, click  to open the **Timeline**.
2. Click **START** on the virtual session you are going to attend.
 - The installation guide webpage will appear.
3. Install the application.
 - If you use Chrome, you should add the WebEx extension.
 - If you use Internet Explorer, you should install the WebEx add-on.

11.2.7. Configuring the initial settings (PC)

When you initially run the WebEx application, you should configure the settings.

1. Open the S+ website and start a virtual session you are going to attend.
 - The WebEx application will start and a pop-up window for setting the audio and video connection will appear.
2. In the **Select Audio Connection** section, select **Call Using Computer**.

Audio and Video Connection

Select Audio Connection

Select Video Connection

Choose Audio Option

No Video

I Will Call In

Call Using Computer

Call My Video System

No Audio

Choose how to connect to audio

Connect Audio

3. Set your PC speaker to be the audio output device and your PC microphone to be the audio input device.

4. On the **Select Video Connection** section, select **No Video** as default.
 - If you want to use video for the session, select a webcam connected to your computer.

Audio and Video Connection

Select Audio Connection

Select Video Connection

Choose Audio Option

- I Will Call In
- Call Using Computer
- Call My Video System
- No Audio

No Video

Choose how to connect to audio

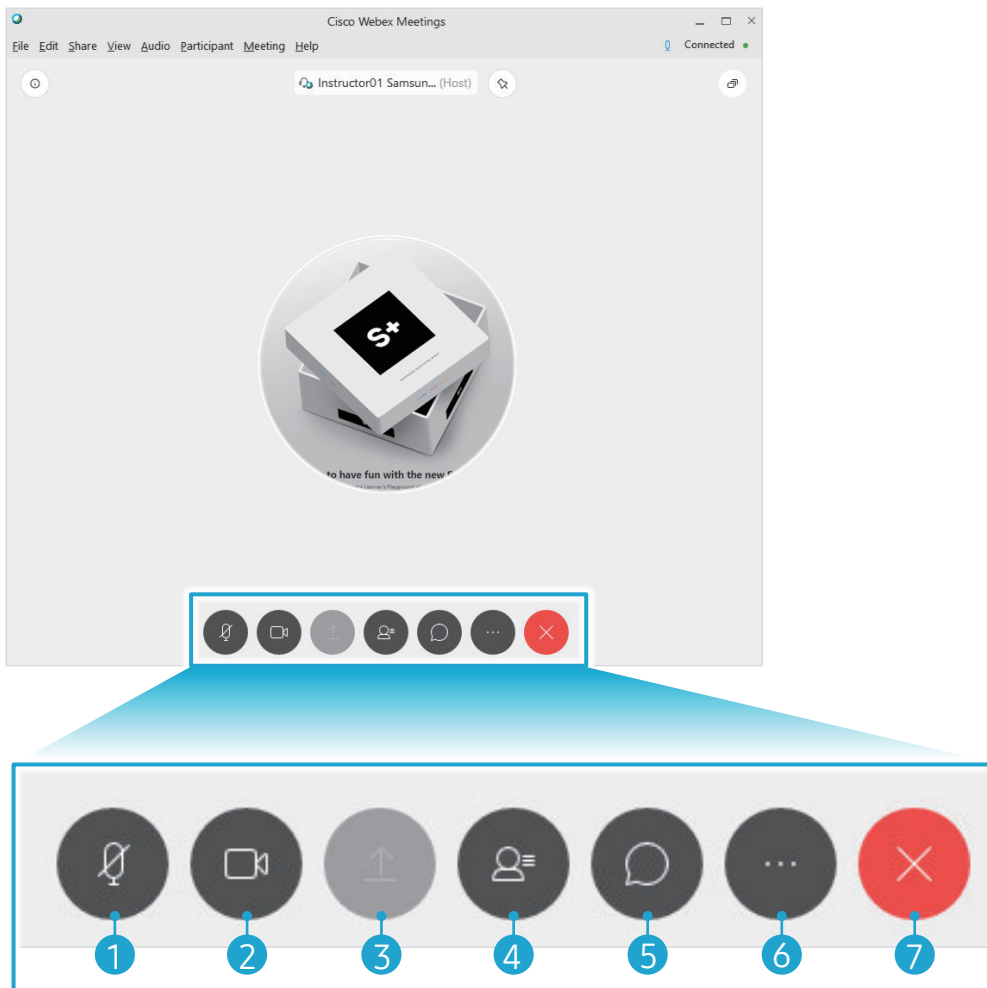
Connect Audio

NOTE To use video connection, a compatible webcam should be connected to your computer.

5. Click **Connect Audio**.
 - If a video device is also selected, click **Connect Audio and Video**.



11.2.8. Understanding the menus (PC)

You can learn the application's menu layout.



No.	Description
1	Turn on/off the audio.
2	If a webcam is connected, turn on/off the video.
3	Share contents with other participants, such as document/video files, the screen of another app, and the whiteboard screen. Sharing will be activated when you get permission from the instructor.
4	View the participant list and the participants' status.
5	Open a chat window to chat with all participants.
6	Use extra features, such as writing memos.
7	End the virtual session and close the application. See 11.2.10. Completing the session (PC) .

NOTE

- You can ask the instructor for permission to speak, share contents, or be a presenter. Click  and then  next to your name on the participant list.



- The session automatically ends when the instructor closes the session. However, for successful completion, you should confirm the end of the session. For more information, see [11.2.10. Completing the session \(PC\)](#).

11.2.9. Participating in polls (PC)

When the instructor opens a poll, you can participate in it.

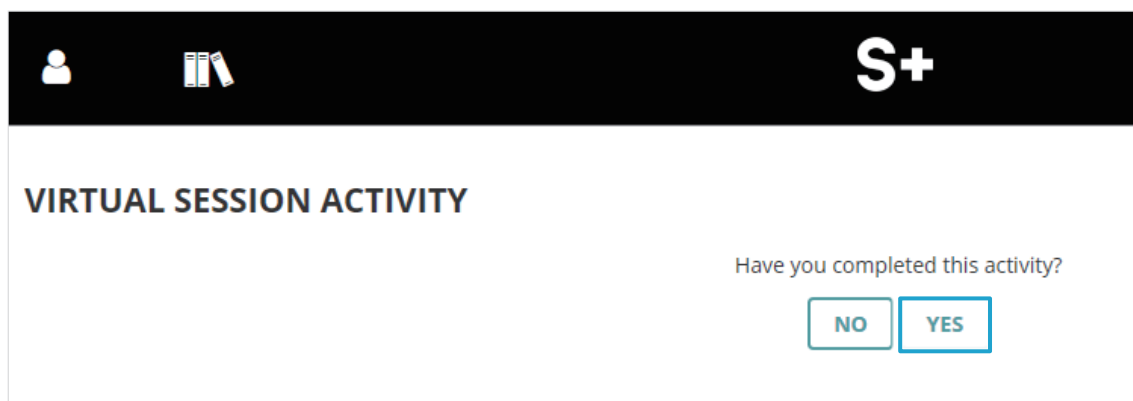
1. A pop-up window for an open poll will appear on the right of the screen.
2. Respond to the poll and submit your response.

You can view the poll results when the poll has closed and the instructor shares the results.

11.2.10. Completing the session (PC)

When the instructor ends the session, you should go back to the S+ website in order to complete the session successfully.

1. When the session ends, close the application.
2. Open the S+ website.
3. When a window for confirming the completion of the session appears, touch **YES**.
 - You will be saved as having completed the session successfully.



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