System Actions – Instructions

Overview
This document is intended to serve as a resource on how to perform different sets of actions and functions in the Adobe Captivate Prime system and answers frequently asked questions.

Member Actions – 'Learner' View
The following are the sets of actions a general chapter member can take in the system.

View Activities and Resources
- From the selection banner on the left of the dashboard, select 'Catalog'
- Pan over the different activities and resources, to view select 'View Activity' or 'View Resources'
  - After selecting 'View Resources', that resource will be added to the member's list and can be viewed from the dashboard. To remove, pan over the resource again and select 'Remove from My List'

Signing Up for an Activity
- After selecting 'View Activity', select 'Enroll'
  - If activity is created as 'self-enrolled' this is all the user needs to do
  - If activity is created as 'manager-approved', enrollment will need to be approved before the user is enrolled
  - If activity is created as 'file-submission', user will need to submit a file or document for approval before completing enrollment

Chapter Admin Actions – 'Admin' & 'Author' View
The following outlines the capabilities and privileges available to chapter leaders in the system and how to perform them.

Create Activities
- Select 'Author' role from drop down by clicking the user picture on the top right of the screen
- Select 'Activities' from options on the left of the screen
- Select 'Add' on the top right
- Provide name of activity
- In content, select 'Add Modules'
  - Select the appropriate module type based on the activity
  - If Virtual Module:
    - Provide activity details, must include URL
  - If In-Person Module:
    - Provide activity details
  - If file submission is required, select 'Activity Module'
    - Provide details
    - In 'Type' drop down, select 'File Submission'

        - In the 'Submission Instructor' option, input the member(s) that need to review the submitted files.
    - NOTE: At this time, 'Self-Paced Modules' do not need to be utilized
- If desired, upload an image to be associated with the activity
- In 'Select Catalog', select your chapter ('Pilot Users' for test account)
- Scroll up and select 'Save'
- Under 'Activity Skills', select the skill (area of operations) associated with the activity (ex. Athletics for intramural games)
- Select 'Level 1', assign a credit value to the activity
    - NOTE: This system feature is still in development so any credit value less than or equal to the max credits is appropriate.
- Select the appropriate 'Enrollment Type' to be associated with the activity
    - 'Self Enrolled'
        - Utilized when activity is available to all members, they can sign up on their own
    - 'Manager Nominated'
        - Utilized when activity is only for a specific group of members
        - Other members will be able to see this activity but will be unable to enroll unless they have been nominated or enrolled by an admin
    - 'Manager Approved'
        - Utilized when activity has limited seats or pre-requisite to attending
        - Members in the chapter will be able to view and request enrollment but will not be enrolled until accepted by manager
- Unless it is a required activity, select 'Learners can unenroll themselves'
- Select 'Add Resources' if applicable
    - Resources must be added prior, see below for instructions
- Select 'Save' on the top of the screen
- Select 'Publish'
    - This will complete the process and post the activity in the chapter's catalog
    - NOTE: If activity is not published, it will be listed in 'Drafts' in the activity catalog

Enroll Members in Activity

- Select 'Admin' role from drop down by clicking the user picture on the top right of the screen
- Select 'Activities' from options on the left side of the screen
- Pan over the activity you are trying to enroll members in
- Select 'Enroll Learners'
- In 'Include Learners', provide the members needing to be enrolled
- Select 'Proceed'
- Select 'Enroll' if summary is correct
- Members can also be enrolled by selecting 'View Activity', selecting 'learners' on the left side, selecting 'enroll' with the plus sign in the middle of the screen and following the previous 3 steps above

To View Who Has Enrolled in an Activity | Mark as 'Complete' | Unenroll Members

- Select 'Admin' role from drop down by clicking the user picture on the top right of the screen
- Select 'Activities' from options on the left side of the screen
- Select 'View Activity'
- On the left side in under Manage, select 'Learners'
- If members have enrolled, select the black down arrow on the right side of the screen
    - This will list the members who have enrolled, as well as their 'status' with the activity
    - To mark members as completing the activity:
        - Select which members have completed by selecting the empty box to the left of their name
        - Select the 'Actions' drop down
        - Select 'Mark Completion'
        - NOTE: This is the same process for unenrolling a members, just select 'Unenroll' in the actions drop down

Taking Attendance

- Select 'Admin' role from drop down by clicking the user picture on the top right of the screen
- Select 'Activities' from options on the left side of the screen
- Select 'View Activity'
- On the left side in under Manage, select 'Attendance & Scoring'
- Select the necessary members
- Select the 'Actions' drop down on the top right
- Select 'Mark Attended' or 'Mark Not Attended'
    - Selecting 'Export Learner List' will provide a PDF of every member who signed up to be used as a sign in sheet

Adding a Resource

- Select 'Author' role from drop down by clicking the user picture on the top right of the screen
- Select 'Resources' from options on the left side of the screen
- Select 'Create' on the top right
- Provide name and description
- Select the content as 'Private' if you do not want the resource to be accessed by any other chapter admin for assigning to their respective activities
- In 'Content', upload the resource
    - PDF, docx, pptx, and videos are the supported file formats for upload
- In 'Select Catalogs', select your chapter ('Pilot Users' for test account)
- If applicable, associate a skill with the resource. This is not required.
- Select 'Save' – this resource will now appear in the chapter catalog from the 'Learner' view and members can choose to view/download

Assigning a Resource to a specific member/group of members

- Select 'Admin' role from drop down by clicking the user picture on the top right of the screen
- Select 'Resources' from options on the left of the screen
- Select the gear icon on the right side of the resource you are trying to assign
- Select 'Manage Assignment'
- In the 'Learners' option, provide the names of members needed to be assigned. You can also type in your chapter to assign the resource to everyone.
- Select 'Save'

Approving and Rejecting a Form Submission

- Select 'Instructor' role from drop down by clicking the user picture on the top right of the screen
- Select 'Modules' on the left side selection banner
- Select the necessary module
- Select 'Submissions' on the left side selection banner
- View member submissions by selecting the hyperlink next to their name
- To Approve or Reject, select 'Edit' on the top right

Creating a QR Code for an Activity/Event

- Select 'Admin' role from the drop down by clicking the user picture on the top right of the screen
- Select 'Activities' from options on left side of screen
- Select 'View Activity' on the activity you are trying to create a QR code for
- Select 'Instances' on the left side of the screen
    - After selecting, the default instance should be in the middle of the screen
- Select 'More' on the right side of the default instance
- Select 'QR code'
    - Here you have the option to download a QR code
        - The enrollment code signs a member up
        - The completion code marks them as attended or complete
        - The enroll and complete code signs a member up and marks them as complete

Retiring an Activity

- Select 'Admin' role from the drop down by clicking the user picture on the top right of the screen
- Select 'Activities' from options on left side of screen
- Pan over the desired activity and select 'Retire Activity'
- You will be prompted with a confirmation message

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FAQ

Below outlines answers and recommendations to the most frequently asked questions. For further information, please see the system instructions.

How do I track study or community service hours?

- We recommend creating an activity using the 'Activity Module'. Here you will be able to choose the type as file submission where members can submit their hours.

How do I get rid of an activity once it is over?

- We recommend retiring the activity. Retired activities can still be viewed in the 'admin' role, by selecting 'Activities' and then 'retired'.

Can I have multiple events in one activity?

- Yes, this is a way to organize the events in the chapter. For example, you can create an activity titled 'Spring Community Service' and enroll everyone in the chapter. You would then add modules for each community service event that is planned for the semester – each member in the chapter would be automatically signed up and receive the information.