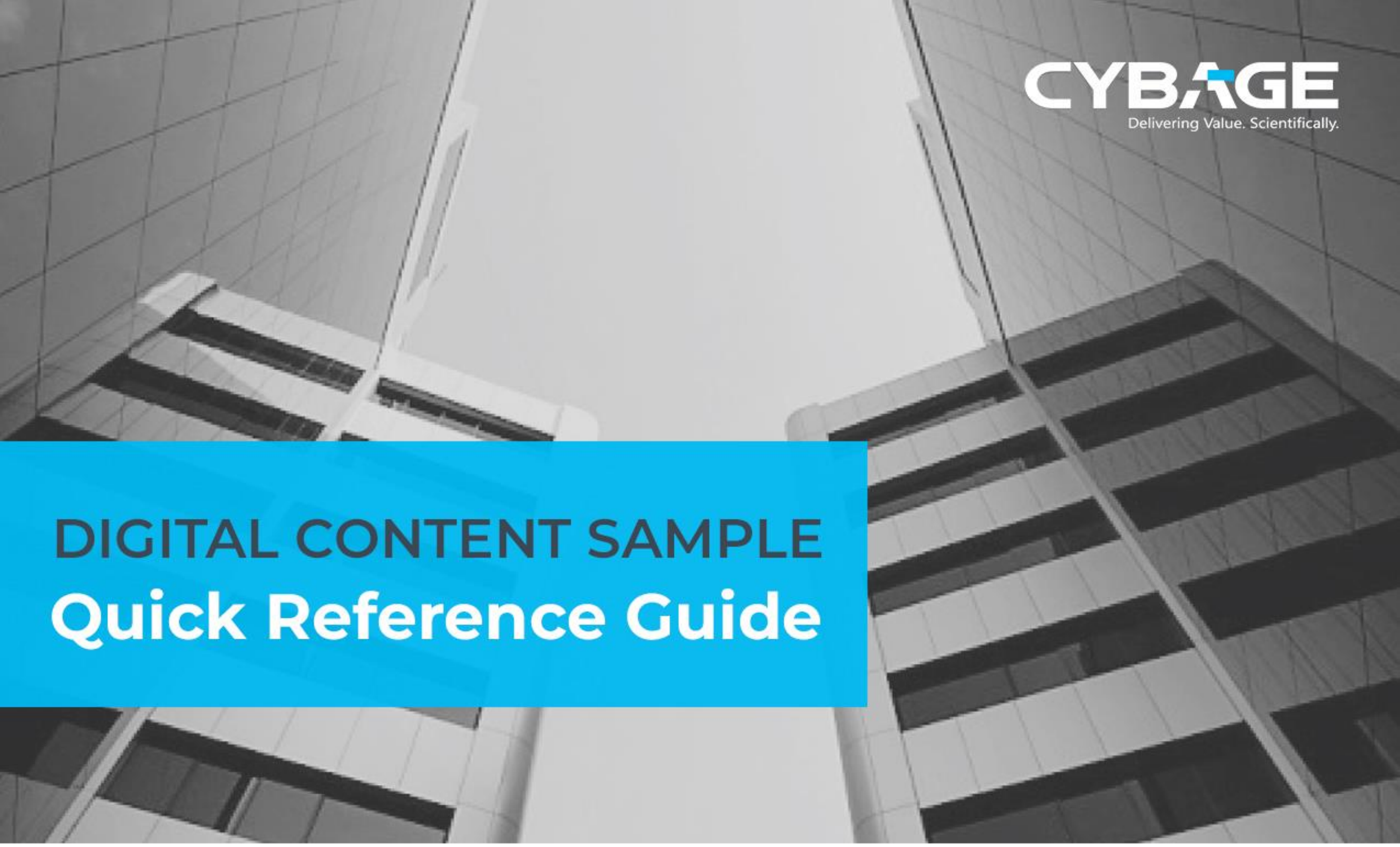


DIGITAL CONTENT SAMPLE

Quick Reference Guide

This quick reference guide was created for the administrators of the NexPort Campus application.

- We used Microsoft Word as the authoring tool, to create and publish the quick reference guide in PDF format.
- We adhered to the Microsoft Manual of Style for Technical Publications (MSTP) standard for creating and reviewing content.
- This quick reference guide provides brief information about the NexPort Campus application.
- TechSmith SnagIt was used to capture snapshots of the application pages.

Administrator Quick Reference Guide

Last updated: March 31, 2017

This document provides a summary of basic information that is required for an Administrator to start using NexPort Campus. For detailed information, refer to the *NexPort Campus Administrator User Guide*.

NexPort Campus

NexPort Campus is an integrated learning and knowledge management system. It enables its customers to provide online training with minimal effort.

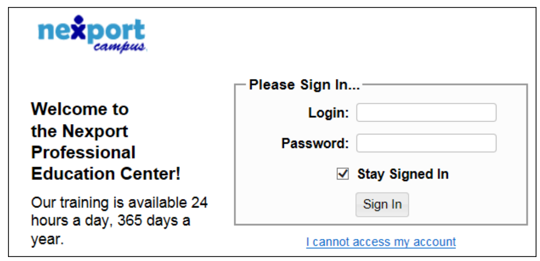
System requirements

Following is a summary of the minimum hardware and software prerequisites for NexPort Campus:

- **Software requirements**:

  A web browser with the following versions: Internet Explorer 9 and later, Google Chrome 51 and later, Mozilla Firefox 46 and later, Safari 8.0 and later, Opera 12.10 and later, and Microsoft Edge 12 and later.

Access NexPort Campus



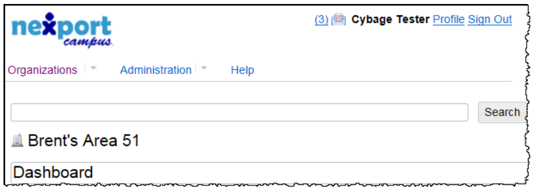
You need credentials with Administrator privilege to access and log on to NexPort Campus as an Administrator. In the browser, type the URL for your campus. In the **Login** box, type your user name. In the **Password** box, type your password. Click **Sign In**. The **NexPort Campus** screen is displayed.

System check

You must check your system requirements to ensure NexPort Campus is running properly.

In the lower-left side of NexPort Campus, click **System Check**. The **System Check** dialog box is displayed with a list of items to be completed to ensure NexPort Campus is running properly.

Dashboard

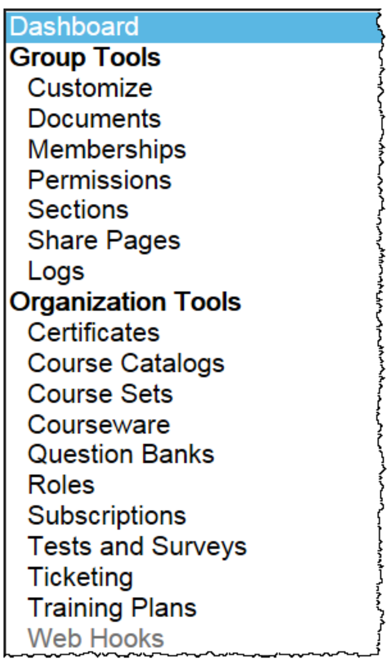


The Campus **Dashboard** menu provides an intuitive interface for viewing information about the group, administrators, shared catalogs, and graphical reports.

Click **Administration** > **Manage Campus** > **Dashboard**. The **Dashboard** page is displayed.

Campus Tools

NexPort Campus tools include Group Tools and Organization Tools.



Group Tools

The **Group Tools** menu provides you tools to manage groups that facilitate smooth administration and management of activities related to learning. This includes customization of the user interface, bookshelves, memberships, sections, and viewing logs. Access to Group Tools is governed by role-based access control.

Click **Administration** > **Manage Campus**. **Group Tools** list is displayed in the drop-down.

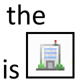
Organization Tools

The **Organization Tools** menu provides you tools to manage all aspects of your campus's content. This includes completion certificates, course catalogs, permissions, course sets, courseware, question banks, subscriptions, assessments, and training plans. Access to Organization Tools is governed by role-based access control.

Click **Administration** > **Manage Campus**. **Organization Tools** list is displayed in the drop-down.

Organization setup

An Administrator must create a campus by creating organization, descendant organizations, or a group. You can create as many groups and sections for your organization and organize your portal as you want, based on your business goals.

In NexPort Campus, organization can be understood as a superset, comprising descendant organizations and groups. Click **Administration** > **Manage Campus**. Click the  icon to view the organization tree. On the toolbar located above the organization tree, select the organization or group under which you want the organization to be created, and then click the  icon. In the **Add** dialog box, type the details in the fields, and then click **Add**. The organization is created under the selected entity and denoted by this  icon.

In NexPort Campus, a group is a subset of an organization or sub-organization. Click **Administration** > **Manage Campus**. Click the >> icon to view the organization tree. On the toolbar located above the organization tree, select the organization or group under which you want the group to be created, and click the  icon. In the **Add** dialog box, type the details in the fields, and then click **Add**. The group is added under the selected entity and denoted by this  icon.

Users, subscribers, and members

After creating an organization, you need to add users, subscribers, and members to the organization.

NexPort Campus has Administrator, Instructor, and Student users. User accounts store the login credentials and profile information for users. Click **Administration** > **Manage Users** > **Add Users**. In the **New user details** area, type the user-specific details such as login ID, password, first name, and other user information. Select the organization that owns this user account, and then click **Save**. The user is added to the **User Listing** page.

Subscriptions control a user's access to your organization and descendant organizations. Click **Administration** > **Manage Campus** > **Organization Tools** > **Subscription**. On the **Add Subscribers** tab, click the Subscribe icon in line with the user. In the Subscribe <user name> dialog box, type the billing code and the validity period of the subscription, among other details, and then click **OK**. The subscriber is added in NexPort Campus.

Memberships control a user's access to content within your organization. Click **Administration** > **Manage Campus** > **Group Tools** > **Memberships**. In the organization tree, select the organization or group to which you want to add a member, and then click the Add icon in line with the user. The user is added as a member of the selected group.

Roles and permissions

Permissions refer to the rights assigned or granted by the System Administrator to a user to perform a set of operations on a selected group or organization. A role represents the assigned permissions.

Click **Administration** > **Manage Campus** > **Organization Tools** > **Roles**. In the **Add a Role** area, type the values as required, and then click **Add**. The role is added to the **Role** list.

A role provides the means to assign multiple permissions to a user. Click **Administration** > **Manage Campus** > **Organization Tools** > **Roles**. The **Roles** page is displayed. To grant one or more permissions to the role, in the **Select Permissions** area, select the permissions from the **Available** list, and click the ← icon. The selected permissions are added to the **Allowed** list. Click **Save**. The permissions are granted to the role.

Instructional content

After creating roles, granting permissions to a role, and assigning roles to user, you need to add instructional content. Instructional content refers to digital hosted on the Learning Management System (LMS). Instructional content can be divided into content that is provided as part of a section and content that is provided outside of a section. Instructional content is delivered in Instructor-led courses or self-paced courses.

Sections are an aggregation of assignments. When a student is enrolled for a course, the student is essentially enrolled in one of the sections of that course. Click **Administration** > **Manage Campus** > **Group Tools** > **Sections**. Click the **New Section** link. In the **New Section** dialog box, type the values in the **Details**, **Settings**, and

Certificates tabs, as required. Click **Create**. A new section is added to the list of sections on the **Sections** page.

A course catalog provides a logical space for all sections to be organized and stored for a given course of study. Click **Administration** > **Manage Campus** > **Organization Tools** > **Course Catalog**. On the **Course Catalog** page, click **New Catalog**. In the box that is displayed, type the name of the course catalog. In the **Categories** area, click Category to create a new category. Click this category, and then in the **Category Details** area, click **Add Items** to add sections. In the **Add Sections** dialog box, click **Add** next to the sections and training plans to be added to the selected category, and then click **Done**. The **Items** list is updated with the sections and training plans added.

A training plan comprises sections logically 'strung together', such that the students are required to undergo the sections in the sequence specified. Click **Administration** > **Manage Campus** > **Organization Tools** > **Training Plans**. Click the Add icon. In the **Create a Training Plan** area, add the values as required, and then click **Save**. The training plan is added.

Information related to the training plan such as sections to be included, elective, transcript, prerequisites, grading system, certificate, and other applicable settings are to be typed in the training plan. Click **Administration** > **Manage Campus** > **Organization Tools** > **Training Plans**. In the **Training Plan** list, click the icon next to the training plan to be built. Type the values in the **Palette**, **Details**, **Prerequisites**, **Edit Grade Point Scale**, **Certificates**, and **Options** tabs as required. Information associated with the training plan is saved. This information includes the following sections: elective, transcript, prerequisites, grading system, certificate, applicable settings, and other details.

A question bank is a compilation of all the questions pertaining to a course of study. Click **Administration** > **Manage Campus** > **Organization Tools** > **Question Banks**. Click the Add icon

The **New Question Bank** dialog box is displayed. Type the name and description for the question bank, and then click **OK**. A new question bank is added.

After you have created a question bank, you need to add questions to it. Click **Administration** > **Manage Groups** > **Organization Tools** > **Question Banks**. The question banks list is displayed. In the last column, click the icon next to the question bank to which you want to add questions. The **Editing <question bank name>** page is displayed, containing various tabs. Click the **Questions** tab. To add a question to the question bank, click the Add icon. The **Edit Question** tab is displayed. Type the question and answer details on the **Edit Question** tab, click **Apply** to apply the changes to the question, and then click **OK**. The question is added to the question bank. Repeat the steps for all the questions that you want to add.

Tests serve to evaluate the progress of a student and gauge the learning outcome for a course. Click **Administration** > **Manage Groups** > **Organization Tools** > **Tests and surveys**. The list of tests and surveys created is displayed. Click the Add icon. In the **Add** dialog box, type the values as required. Do the following, and then click **OK**. The test or survey is set.

Connect students with instructional content

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Deliver supplemental content

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Communicate

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Deliver curriculum

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Invoice

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Inbox

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Web Hooks

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Survey Reporting

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My Community

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NexPort Web API

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