

**OLSP User Guide 1.1 SR1**



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Printed in the United States of America

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# Open Learning Services Portal (OLSP)

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## OVERVIEW

The Open Learning Services Portal (OLSP) is a front-end application that allows you to access a subset of the OLSA Web Services without interacting directly with the APIs. Use this portal to view and modify configuration settings specific to your OLSA implementation.

## LOGIN PAGE

Login validates that you have access to the OLSA system. Skillsoft provides you with your Company information. To login, use your *admin* account credentials.

**Note:** OLSP requires that you have cookies enabled in your client browser.

Skillsøft Open Learning Service Portal

Company:  \*

User Name:  \*

Password:  \*

Log In

**Company, account, and password are required fields**

Figure 1: Login Page

## AICC CONFIGURATION OPTIONS

The AICC Configurations Options page is the default page after login. Use the AICC Configuration Options page to:

- Set the Lesson Status and Session Duration for non-AICC conformant content
- Set the mastery\_score and aicc\_version parameters in the generated AICC files

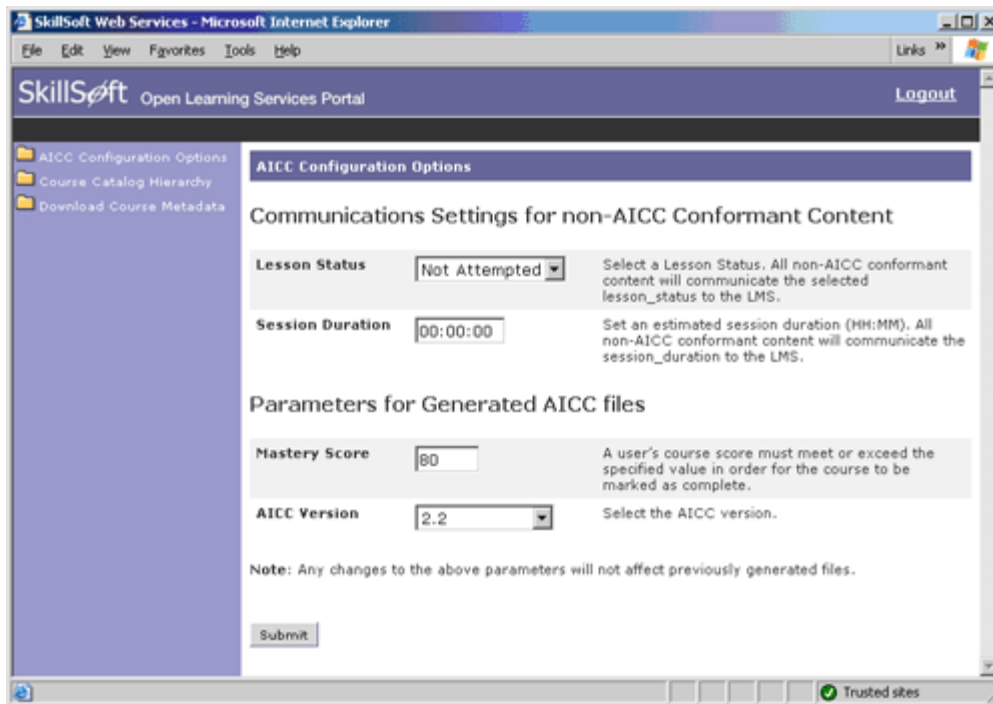


Figure 2: AICC Configuration Options

### Lesson Status

All non-AICC conformant content communicates the selected Lesson Status to the LMS. This is a required value. Select one of the following options:

- Completed
- Not Attempted
- Browsed
- Incomplete

### Session Duration

All non-AICC conformant content communicates the Lesson Status to the LMS. This required value must be in HH:MM:SS format.

### Mastery Score

The generated AICC files contain the Mastery Score value. A user's score must meet or exceed the specified value in order for the course to be marked complete. This required value can range from 0-100.

## **AICC Version**

The generated AICC files contain the version value. This is a required value. Select one of the following options:

- 2.2
- 3.5

## **OLSA Calls**

When you click Submit, OLSP makes the following OLSA calls:

- CF\_Get\_Aicc\_Settings
- CF\_Set Aicc\_Settings
- CF\_Get\_Player\_Properties
- CF\_Set\_Player\_Properties
- CF\_Get SkillSim\_Properties
- CF\_Set SkillSim\_Properties

## COURSE CATALOG HIERARCHY

Use the Course Catalog Hierarchy page to generate a FullCourseListing report. This report describes all of the courses and assets you are entitled to use. OLSP copies these completed reports to the OLSP server or a specified network file location.

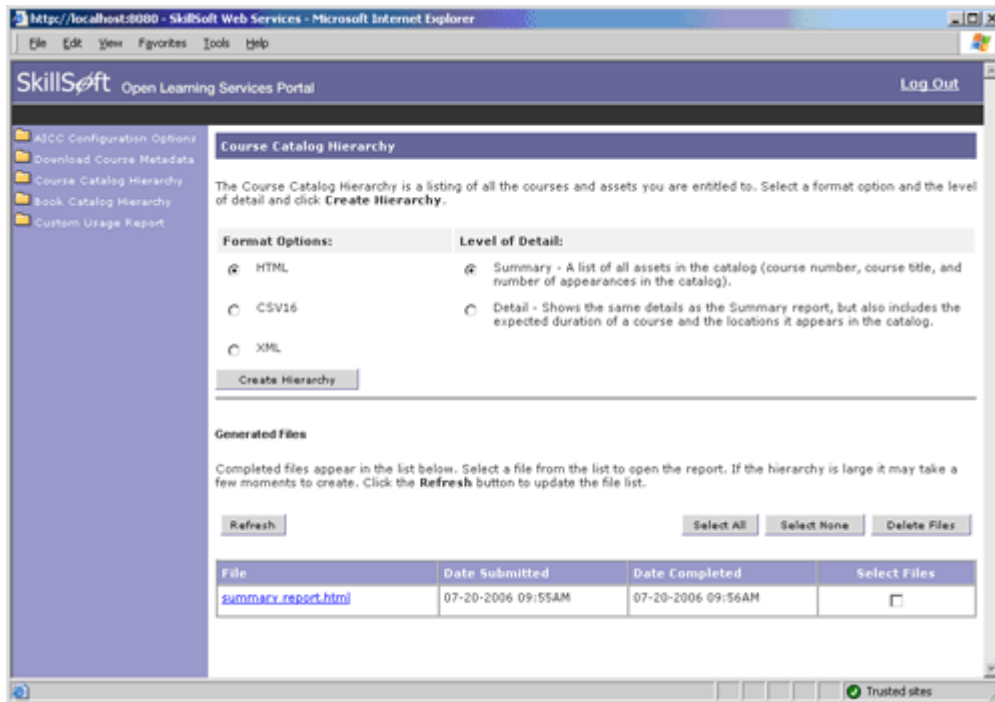


Figure 3: Course Catalog Hierarchy

### Generate a Course Hierarchy Report

Select the Format Option, HTML or CSV16, UTF-16 format, and the Level of Detail, Summary or Detail, for the report and click Create Hierarchy to generate the report. OLSP adds the new report to the Generated Files list at the bottom of the page.

The file names in the Generated Files list reflects the level of detail and format of the report, for example, detail report.html or summary report.csv. The Generated Files list also displays the submission date and time and when the report completed.

If a Report has not been finished, the date completed field displays In progress. Click Refresh to update the status of pending reports. The date and time displays in the Date Completed when the report is complete.

To delete a report, click the Selected Files check box for that report. You can use the Select All button to select all files in the list or the Select None button to deselect all files in the list. Click Delete Files to remove the selected reports from the OLSP server or file location.

## **OLSA Calls**

The OLSP makes a series of OLSA calls from this page.

- Click Create Hierarchy: AI\_InitiateFullCourseListingReport
- Click Refresh: UTIL\_PollForReport
- Click Delete Files: UTIL\_DeleteReport

## BOOK CATALOG HIERARCHY

The book catalog page generates the hierarchy reports for entitled books. You can generate detailed or summary reports in XML format. The detailed report shows the Books topic hierarchy. The summary report is a flat list of all assets.

**Note:** To display the book catalog menu option, set the enable\_books\_aicc\_files SKP parameter to 1.

Generate reports on the SkillPort server using the appropriate OLSA call. When the report is completed, the call copies it to the OLSP server or network file location specified in the downloadPath property in the olsa.properties file under the company name corresponding to the logged in user. The OLSP manages the report files through OLSP through the Book Catalog page where users can list, view or download, and delete the generated reports.

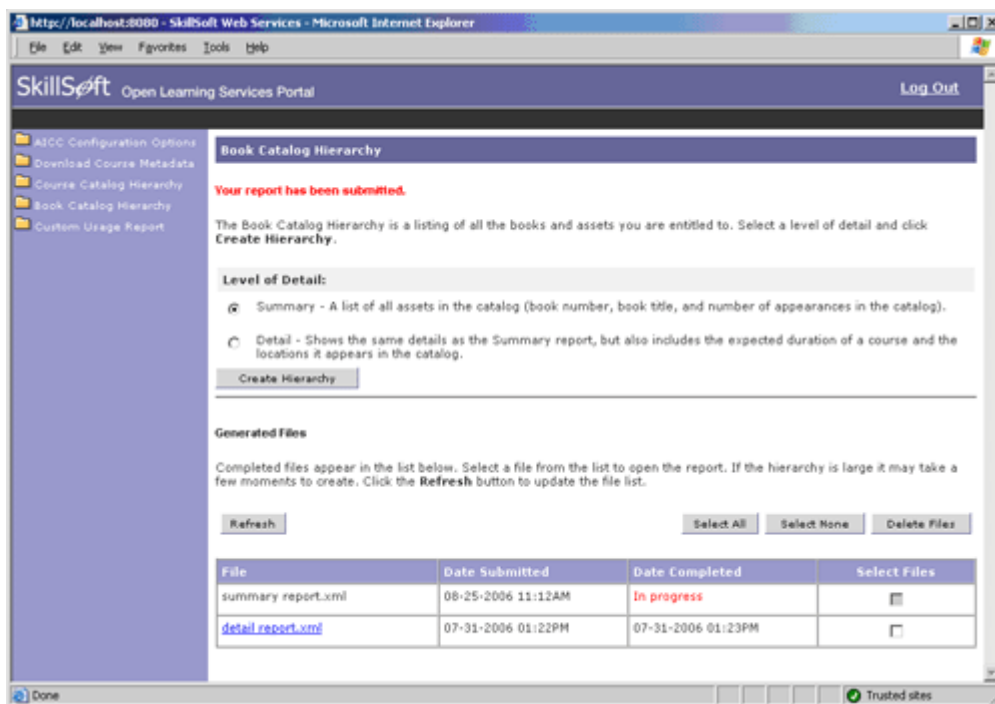


Figure 4 Book Catalog Hierarchy

### Fields

- Format Option – XML
- Level of Detail – Summary or Detail
- Report List – shows the report name, submission and completion dates.

## CUSTOM USAGE REPORT

This portion of the OLSP allows you to run the same custom usage reports that you can run in SkillPort. It is a front end to the UD\_InitiateCustomReportByUserGroups and UD\_InitiateCustomReportByUsers OLSA web service operations.

This report is generated inside of SkillPort using OLSA and then gets downloaded to the OLSP server. Specify the location by the downloadPath property in the olsa.properties file under the company name corresponding to the logged in user. Once you create your report, you can manage the display and deletion using this page.

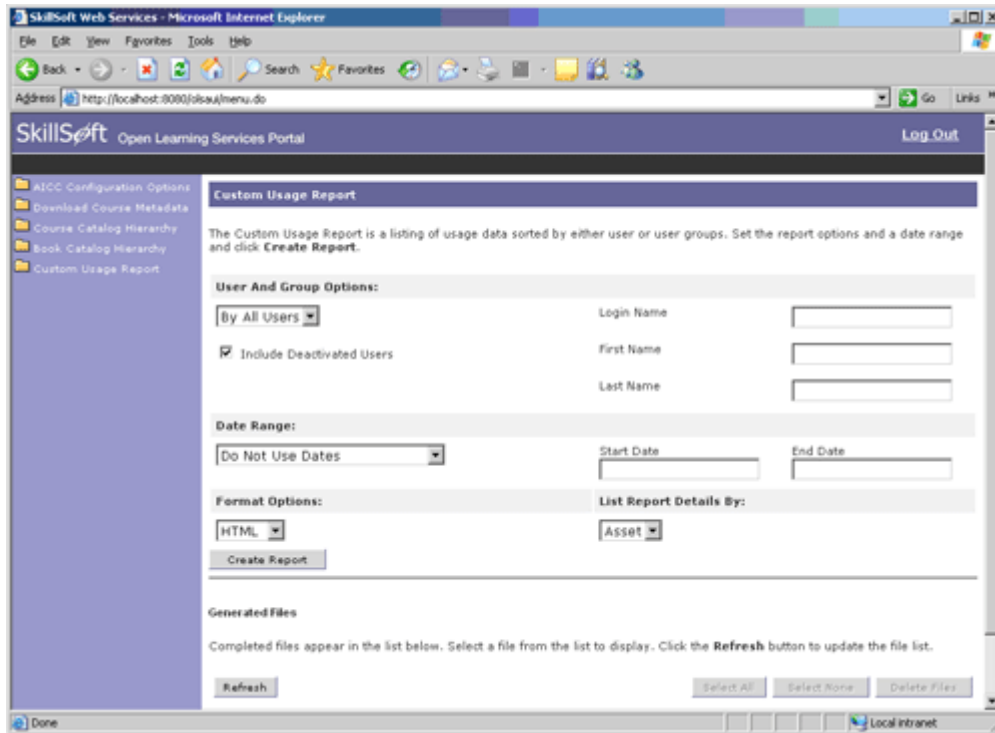


Figure 5 Custom Usage Report

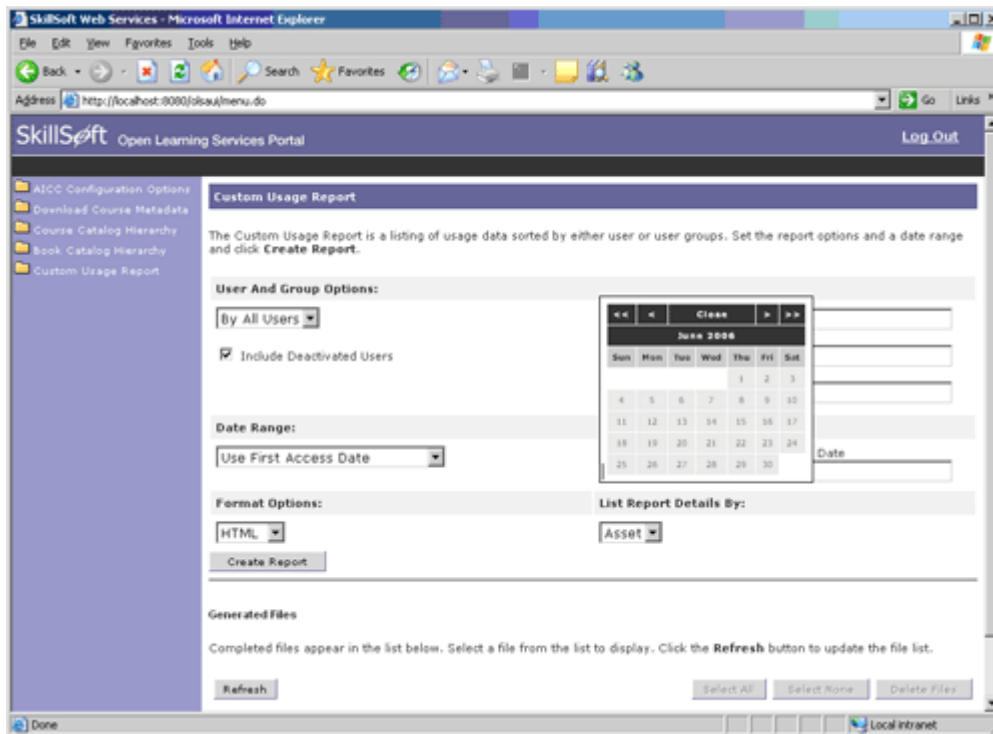


Figure 6 Custom Usage Report with Calendar Popup

## Fields

- **Report Type** – You can select the report type, *By User* or *By All Users* from the drop down options. If you select *By User*, the screen enables the Last, First, Login fields. If you select *By All Users*, the screen disables the Last, First, Login fields.
- **Include Deactivated Users** – To select deactivated users information included in the report, verify that the *Include Deactivated Users* checkbox is checked.
- **Login Name** – This is the SkillPort user login name concerning a specific user. If this field is populated you are performing the OLSA call `UD_InitiateCustomReportByUser`. If you choose to use the report type, *By user*, then this is a required field.
- **First Name** – This is the user's first name.
- **Last Name** – This is the user's last name.
- **Format Options** – You can choose HTML or CSV file formats.
- **List Report Details By** – You can sort your report by Asset or by User.
- **Date Range** – You can select or not select date ranges in your report. If you want to include dates, verify that the drop down did not select *Do Not Use Dates*. Select the start and end date by clicking in the start or End date field, a dynamic calendar displays. You can select one of the following date range types:
  - **Use First Access Date** – Use the first access dates of the user or user groups submitted.

- Use Most Recent Date – Use the most recent access dates of the user or user groups submitted.
- Use Completion Date – Use the asset completion dates of the user or user groups submitted.
- Use Any Access Date – Use any of the selected access dates. If you do not select a date range type, this is the default date range.

## Behavior

- Create Hierarchy – Submits the report. OLSP adds the new report to the report list. The filename reflects the format and detail option that was selected. The completion date reflects that the request is in progress. OLSP displays the message “Your report has been submitted”.
- Refresh – Checks the status of all previously generated reports. When a submitted report completes, it the call copies it from the SkillPort server to the OLSP company download area.
- Select All – Selects all of the completed reports checkboxes.
- Select None - Clears all of the completed reports checkboxes.
- Delete Files – Deletes any selected files from the OLSP company download area.
- Report Type – If you select *By User* and include the deactivated user’s field is disabled. Selecting *By User Group* disables the selected login, the last and first name fields are disabled.
- Date Range Options – If you select *Do No Use Date*, all date fields, for example, date to use, start and end date are disabled.
- Start and End Date Text Areas – When you click inside the Start or End Date fields, the system displays a pop-up calendar.



Figure 7 Popup Calendar

To navigate through the calendar, click the << or >> to move back a year or forward a year. Click the < or > to move back a month or forward a month. To close the window, click Close. When you find the month and year of your choice, click one of the days. Selecting a day closes the window and populates the text field with the date in the correct format.

## Errors

- If an error occurs that prevents the display of report list, the calls displays the message "Unable to retrieve the report list".
- If an error occurs during report submission, the call displays the message "*Unable to generate report*".
- If the user tries to generate a report of the same type before the prior submission completes, the calls displays the message "*Report was not submitted due to same report waiting in queue*".
- If the user tries to generate a report, and 'By User' is the report type and there is nothing within the Login Name field, the calls displays a message stating that the report was a missing Login Name field.

If the user tries to generate a report, 'Do Not Use Dates' is NOT selected and there is no Start Date, the call displays the message to the user that the report was missing a Start Date.

- If the user tries to generate a report, 'Do Not Use Dates' is NOT selected and there is no End Date, the calls displays the message to the user that the report could not be submitted and that the End Date needs to be populated.

## OLSA Calls

OLSP makes the following OLSA calls:

- AI\_initiateFullCourseListingReport
- UTIL\_PollForReport
- UTIL\_Delete\_Report

## DOWNLOAD COURSE METADATA

Use the Download Course Metadata page to generate AICC metadata files. The metadata files for entitled assets are compressed into a zip file for download. There are two options for downloading metadata:

- Updated Metadata - downloads AICC filesets for newly released assets or for assets that have been updated since the last download
- All Metadata - downloads all entitled AICC filesets

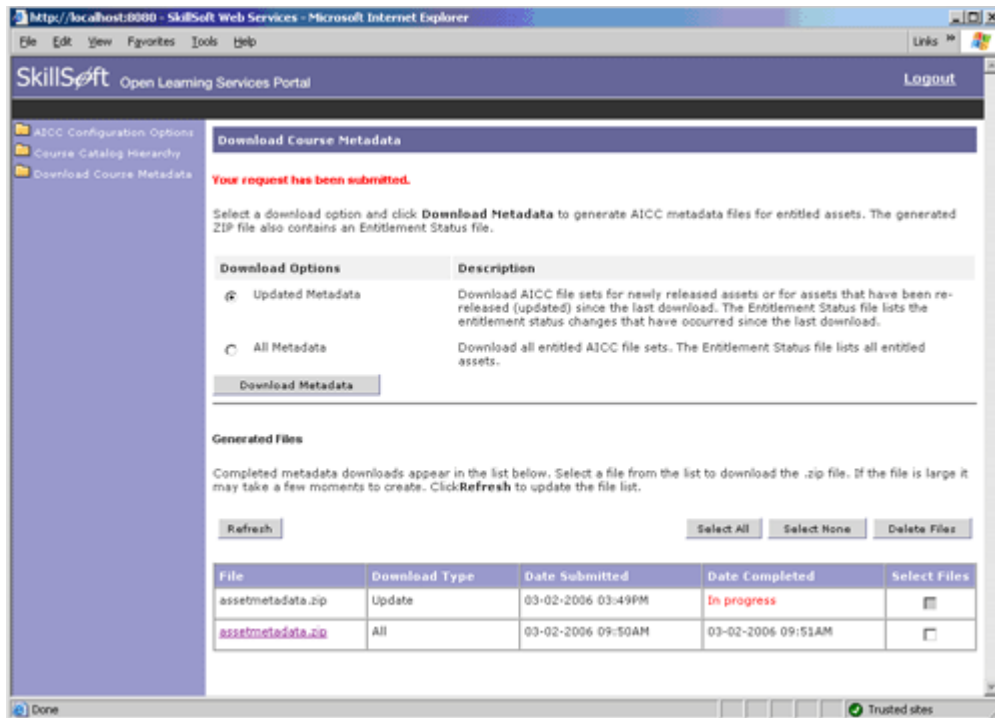


Figure 8: Download Course Metadata

Select a Download Option and click **Download Metadata**. The screen updates with a new zip file to the Generated Files list at the bottom of the page. The Download Type column indicates if the zip contains all metadata or updated metadata. The Generated Files list also displays the time, date, of the request and when it was completed.

If a metadata zip has not been finished, the Date Completed field displays the message *In Progress*. Click the Refresh button to update the status of pending files. When the file is complete, the date and time appear in the Date Completed field.

To delete a file, click the Selected Files checkbox for that file. You can use the **Select All** button to select all files in the list or the **Select None** button to remove all files from the the list. Click **Delete Files** to remove the selected files from the OLSP server or file location.

## **OLSA Calls**

When you click **Download Metadata**, the OLSP makes the following OLSA calls to complete the transaction:

- AI\_InitiateAssetMetaData
- AI\_PollForAssetMetaData
- AI\_AcknowledgeAssetMetaData

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