How To Use The Workplace Observation Application Offline

> Note: To complete these steps the device you are using must be connected to the internet.

Signing In and Retrieving Theme

- Insert your Company Theme Key (1) provided by your system administrator.
- Enter your Username (2).
- Then enter your Password (3).
- Select the Login (4) button.

Tip: These steps need to be completed when connected to the internet. When the login button is selected the Company Theme is downloaded from the internet.
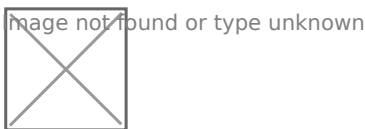
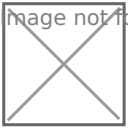## Preparing Employee Data and Assessments For Offline Use

- Select the button Retrieve latest assessments and employees (1).
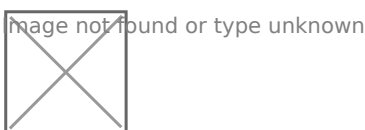
- Select your relevant Subgroup for example Employees reporting directly to Joe Black (2).

> Note: The subgroup selected is important and must contain the employees to be assessed offline.

- Click on the Assessments (3) button. Here you will select which assessment to download and will then be available offline.

- Click on the download button to download all the assessments (4). Depending on the amount of assessments this might take some time to download.

OR

- Here you can search for an assessment (5).
- Select either assessments for whom you are the assessor OR Show all assessments (6).
- Click on the assessment you would like to access offline (7).

- Click on Download new version (8) to start the download for offline use.

- The assessment available offline will display a Green Circle (8).
- Click on the Back button to return to the home screen (9).

Tip: The legend at the bottom of the screen displaying the colours for offline assessments or assessments that needs to be downloaded (10).
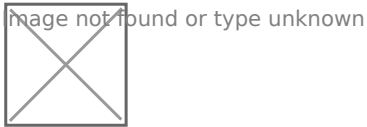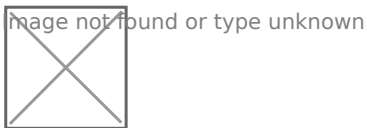

Completing an Offline Assessment

Tip: Multiple assessment can be completed offline before syncing the assessments to the LMS.

- Select Employee Attempts (1).

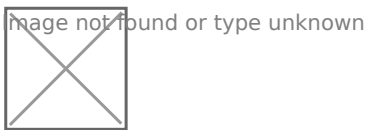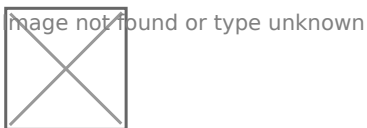- Click on ADD NEW (2) to select an offline assessment.

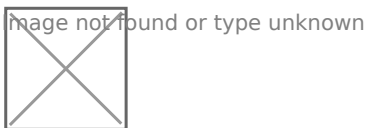- Select one of the assessments that are available offline (3).

- Search for the employee to be assessed (4).
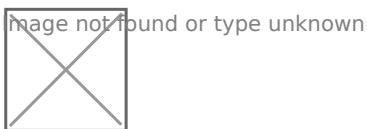- Select the employee (5).

- Select Create new attempt (6).

Tip: The assessment will now be launched.

- Complete the assessment by swiping left (7).
- For quick navigation select the menu button (8).

- When the assessment is complete click on the Done Button (9).

- Select the OK button when the pop-up appears (10).

> Note: The assessment may be completed, but the results of the assessment have not been uploaded to the LMS.

Syncing the Offline Assessments To the LMS.

> Note: To complete these steps the device you are using must be connected to the internet.

- Select Employee Attempts (1).

- Here you will be able to view all the assessment attempts for the day (1).
- To sync all the attempts click on the sync button (2).
- To sync the assessments one by one click on the assessment you would like to sync.

Tip: The legend at the bottom of the screen (3):

- Assessments that were started, but are not complete will display a Red circle.
- Assessments that are complete, but has not yet been synced to the LMS will display a Green circle.
- Assessments that have been synced will display a Blue circle.

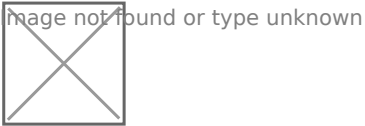- When you have selected an assessment to sync click on Sync Attempt (4).
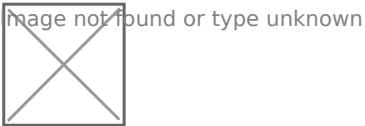
- Once an assessment is synced click on the assessment to view the transcript of remove the assessment (5).

- Select Open results (6) to view the transcript and to save a copy to the learner record on the LMS.
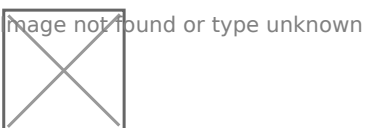- Select Remove (7) to remove the attempt from your device.

- You can remove all synced attempts by clicking on the REMOVE SYNCED ATTEMPTS (8) button.
- Then click on the Yes button (9).
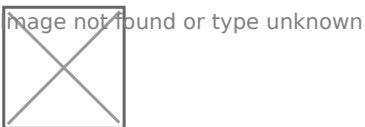
Logging Out

Note: For security and to keep the assessments in sync it is very important to log out of the application at the end of every day.

- Click on the Lock Symbol (1) to log out.
- Then click on OK (2).

Revision #1
Created 28 March 2021 17:05:10 by Lizette Lotter
Updated 31 March 2021 15:52:03 by Lizette Lotter