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

>

> Note: If you have downloaded the correct employee and assessment data by following the steps above your device is now safe to take offline

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).

> Note: If the assessment has a Orange or Red circle next to it you will not be able to continue. Only offline assessment will be available



- 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 2021-03-28 19:05:10 UTC
Updated 2021-03-31 17:52:03 UTC