Integrate and Synchronize with kPoint

kPoint is a video hosting platform that organizations can use to create, edit, and share videos with their users. If your company uses kPoint, you can integrate your kPoint videos into Learning Management so your learners can access all their training in one place.

- *For more on kPoint, see their website (**http://www.kpoint.com/**).*

If this is your first time integrating, see the **Understanding kPoint Integration** (below) so you understand what kPoint objects will be imported into Learning Management. Once you do, you can **Configure and Activate kPoint Integration** (on page 405).

Understanding kPoint Integration

When you activate kPoint integration, you can set the data sync between kPoint and Learning Management to occur automatically and specify how often it occurs (for example, once a week). In other words, if any of the below objects change in kPoint (for example, someone creates a new video), Learning Management will update to reflect those changes.

> *Tip: While we recommend setting an automatic sync schedule, you can also manually synchronize if you need to implement your changes sooner.*

There are two ways to sync with kPoint. You can enable one method or both.

1. **Import kPoint Content**: Selected channels get imported into Learning Management as Library topics and all videos assigned to those channels are imported as learning activities.
2. **Synchronize Enterprise Se**arch: kPoint content is not imported into Learning Management, but your learners can find and launch kPoint videos in Learning Management using Enterprise Search.

The following chart outlines the differences between the two methods.

	Import kPoint Content	Synchronize Enterprise Search
What kPoint content does it apply to?	All channels you choose to import and all videos within those channels.	All channels you do **not** choose to import and all videos within those channels.
Channels imported into Learning Management?	Yes, as Library topics	No
kPoint videos imported into Learning Management?	Yes, as learning activities	No
Administrators can view and edit them?	Yes, from the **Activity Management** page	No
Learners can find kPoint videos?	Yes, from: • The Library • Enterprise Search: **Learning** search type	Yes, from Enterprise Search: **kPoint Content** search type. All Channels display as filter options in the left-hand pane.
Learners can be assigned or registered to kPoint videos?	Yes	No
Progress tracked in Learning Management?	Yes	No. Progress is only tracked in kPoint.
Key Benefit	Manage properties, assign training, and track learner progress within Learning Management.	Give learners access to available kPoint content without using storage space in Learning Management.
Key Drawback	Cannot delete imported kPoint videos; can only inactivate them.	Cannot assign or track completion in Learning Management.

	Import kPoint Content	Synchronize Enterprise Search
How do I enable it?	From the **Content Integrations** page: 1. Select **Enable kPoint channel and video synchronization**. 2. Click **Browse** next to **Choose the channels to sync the video from and select the channels to import**. See **Configure and Activate kPoint Integration** (on the facing page) for instructions.	• From the **Content Integrations** page, select **Enable kPoint resource search**. • From the **Search Configuration** page, enable **kPoint Content**. See **Configure and Activate kPoint Integration** (on the facing page) for instructions.

If you choose to **import kPoint content**, the following objects are imported:

kPoint Object	Mapped to Learning Management Object	Considerations
Channel	Library topic	You can delete kPoint topics in Learning Management, but you can't edit their properties.
Video	Activity	• kPoint videos use the **Launch Method > Generic Document**. • By default, kPoint videos use the activity type "Course," but you can modify this. See **Configure and Activate kPoint Integration** (on the facing page) for instructions. • You can't delete imported kPoint activities; you can only hide or inactivate them. See the *SumTotal Learning Management Training Administrator Guide* for more on working with kPoint videos in Learning Management. • If you're uncertain about permanently importing kPoint videos, you may want to synchronize Enterprise Search instead.

> **Note**: *Learning Management does not support integration with kPoint conferences.*

In addition, Learning Management also imports the following data for kPoint objects:

- **Channels**:

kPoint Area Parameter	Mapped to Learning Management Library Topic Property
Displayname	Topic Name
Name	Topic Code
Description	Description

- **Videos**:

kPoint Video Data	Mapped to Learning Management Activity Property
Displayname	Activity Name
Kapsule Id	Activity Code
Description	Activity Description
v3_embed_url	Launch URL
Thumbnail_url	Image by URL
Published_duration	Estimated Duration

Additional Considerations:

- When launching the kPoint activity, Learning Management considers the provider settings configured at the domain level (on this **Content Integrations** page).

- For imported kPoint content, Learning Management does not track:

  ▶ Data for video-specific features, such as the heat map. You need to access this information through kPoint.

  ▶ Responses to assessments or polls within kPoint videos.

  ▶ Progress made outside of Learning Management.

  ▶ Activity ratings given through kPoint.

- kPoint activities are not accessible through the Mobile app.

*Important: If the Launch URL for a kPoint video changes due to updates made within kPoint, Learning Management treats this as a different video **and imports it as a new activity**. You should retire the old version to reduce confusion.*

Configure and Activate kPoint Integration

Before You Begin:

- Make sure you've created and published any kPoint videos you want to make available in Learning Management.

- Create a "parent" Library topic to contain all your kPoint channels (which will be imported as topics). If you need a refresher course on how to create a topic, see the *SumTotal Learning Management System Administrator Guide.*

- Make sure you have the **CanConfigureSystem > Content Integration Settings** Learning Management security permission enabled for the administrator(s) who will be configuring kPoint at the domain level.

  - *For more on managing permissions, see the SumTotal Learning Management Security Roles Configuration Guide.*

1. Make sure you're in the domain where you want the activities to be synchronized.

   > ***Best Practice****: We recommend **creating a single, unique domain** for your integration and only synchronizing in that one domain. This way, if there are any implementation issues and you need to start over, it won't affect other activities or domain properties.*

   Once the sync is complete, you can then use audiences to manage who can see the activities. This will also prevent there from being duplicate activities across domains. See the *SumTotal Learning Management System Administrator Guide* for instructions.

   > ***Important****: Do **not** move the activities to a different domain after synchronizing. This will break the sync and the integrated content will stop updating automatically. You should keep the activities in the domain where you set up the integration.*

2. From the **Content Integrations** page, find **kPoint** and click **Edit**.

Enter the default learning activity properties below. Learn will only apply these properties to learning activities synchronized in the future. Content is synchronized daily.

kP◉int

Status

☐ Activate

Host Name *

Secret Key *

Client Id *

Email Id *

User ID *

Display Name *

Username

TEST

3. Select **Activate** to enable kPoint integration.

   Once you activate the integration and save your settings, you cannot inactivate it. If you ever need to disable your sync with kPoint, change the sync to **Manual** (as noted in a later step).

4. Enter your kPoint credentials. kPoint will provide you with the information you need to enter in the following fields:

   ▶ Host Name

   ▶ Secret Key

   ▶ Client ID

   ▶ Email ID

   ▶ User ID

   ▶ Display Name

   ▶ Username

   If you're not sure what to enter, talk to your kPoint representative.

5. Click **Test** to make sure your connection works.

6. Set the domain's **Default Audience** by clicking **Browse** and choosing from the available list. All users in this audience will be able to view and access kPoint activities. If you don't select an audience, Learning Management uses your current domain's default audience.

> *Note*: *If needed, you can update or customize the audience for individual activities from the activity's) Staging Editor after the sync has completed.*

7. Set prefixes and/or suffixes for the **Learning Activity Code**.

We recommend adding the content provider's name (for example, kPoint) to the activity code so administrators can quickly see which activities in your system have been imported from kPoint. Prefixes and suffixes make it easier to pull a usage report (by using the filter "activity code begins with" or "activity code ends with").

Any spaces added before or after these will be truncated. For example, if you add " - kPoint" it will appear as "ActivityCode- kPoint" rather than the expected "ActivityCode - kPoint."

> *Important*: *Future edits to these fields will only affect kPoint courses added through future syncs. Take care when choosing your prefixes and suffixes, as future edits to these fields can cause inconsistences.*

8. Enter the **kPoint Video Player CDN Path**. This field ensures that SumTotal can communicate with kPoint when launching imported videos. If you're not sure what to enter here, talk to your kPoint representative.

9. Select **Enable xAPI tracking for synchronized activities** if you want to track xAPI interaction details for kPoint activities. Imported activities will automatically have their **Enable xAPI Tracking** checkbox selected.

    ▸   If xAPI is enabled, Learning Management automatically tracks the activity's progress and completion.

    ▸   If xAPI is **not** enabled, Learning Management prompts the user to mark the activity as complete (**Yes** or **No**) when they close the window.

    ▸   *If needed, you can update this setting for individual activities. See the SumTotal Learning Management Training Administrator Guide for more details.*

10. Select **Automatically Move Activities to Production** to make all synchronized kPoint activities immediately available to your learners. Clear this checkbox to move synchronized activities into staging instead. Keep in mind that you'll have to manually move them into production when you want them to be available to learners.

11. Select **Do Not Require Registrations for Activities** if you want learners to be able to launch the activity without registering for it. Clear this checkbox to require registration.

12. Select **Enable kPoint resource search** to synchronize with Enterprise Search. This allows learners to search for kPoint videos you aren't importing directly.

> *Tip: If you need a refresher course on the difference between importing kPoint content and synchronizing Enterprise Search, see **Understanding kPoint Integration** (on page 402).*

If you select this, you must also enable the **kPoint Content** search type. We'll go over this process in a later step.

LIBRARY SYNCHRONIZATION SETTINGS

☐ Enable topic hierarchy creation

Parent Topic

| Topics | BROWSE |

Choose the channels to sync the video from : BROWSE

ACTIVITY TYPE MAPPING

Asset Bins	Activity Type	Default
Courses	Course ▾	⦿

SCHEDULE SETTINGS

⦿ Manual
◯ Automated

13. Configure the **Library Synchronization Settings**.

a) Select **Enable topic hierarchy creation** if you want to maintain the kPoint channel hierarchy. Channels are imported into Learning Management as topics with the appropriate learning content contained within them.

If you don't select this checkbox, all kPoint videos come in under the default parent topic (entered in the next step).

b) Click **Browse** to choose the **Parent Topic**. This is the Library topic where learners can find all kPoint items.

> *Note: If you don't select a **Parent Topic** at all, the kPoint content doesn't display in the Library. Learners have to find it using Enterprise Search.*

- ○ If you selected **Enable topic hierarchy creation** (above), this parent topic will contain additional topics (imported channels) that contain the kPoint videos.

- ○ If you did NOT select **Enable topic hierarchy creation**, this parent topic contains all imported kPoint videos.

> *Important: If you want kPoint activities to display in the Library, you must also select **Automatically Move Activities to Production** (above). If you don't, activities created through the kPoint sync will not be associated with topics.*

14. Decide which kPoint channels you want to sync.

a) Click **Browse** next to **Choose the channels to sync the video from**.

b) Find and select the channels. Every video contained within the channels you select will be imported into Learning Management.

> **Note**: *Once imported, kPoint videos can NOT be deleted. You can only inactivate and/or hide them.*

c) Click **OK**.

15. Map kPoint videos to an available **Activity Type**. "Course" is the default.

You can either assign kPoint videos to an existing Learning Management activity type to seamlessly integrate them with your Learning Management activities, or you can create a new activity type specifically for kPoint to help learners and managers search for and track those videos separately.

> **Tip**: *We recommend creating a **new** activity type for kPoint videos. This will help with both search filtering and reporting. For example, you could create the activity type "kPoint Videos," and then map it to the "Courses" asset bin shown above.*

▸ *For details on creating activity types, see* the *SumTotal Learning Management System Administrator Guide.*

16. Configure the **Schedule Settings**.

SCHEDULE SETTINGS

○ Manual
● Automated

Time Zone

(UTC+00:00:00) GMT [Atlantic/Reykjavik] ▾

Schedule Type *

One Time ▾

Start Date *

[   ] 🗓

Start Time (Hour) *

0 ▾

Start Time (Minutes) *

0 ▾

a) Decide if you want the sync to be **Manual** or **Automatic**. If you select **Manual**, remember to periodically sync content so your system is up-to-date.

b)   If you select **Automatic**, set your sync schedule:

- **Schedule Type**: You can sync One Time, Daily, Weekly, or Monthly.

- (One Time only) **Start Date**: Enter when you want the one-time sync to occur.

- **Time Zone**: Select the time zone to use for the schedule sync. This affects the **Start Time** you choose in a later field.

- (Weekly only) **Schedule Days**: Choose the day when the weekly sync occurs (for example, Saturday).

- (Monthly only) **Schedule Month Day**: Pick the day of the month when the sync occurs (for example, 1).

> *Note: If you had selected **Monthly** and you choose 32 for the day of the month, the import will always run on the last day of the month. If you select 31, the import will only run at the end of months that have 31 days.*

- **Start Time (Hour)** and **Start Time (Minutes)**: Schedule exactly when the sync occurs. This is based off the **Time Zone** you chose earlier.

   For example, you could have your sync run once a week on Saturday at 12:00 AM EST.

17.   Click **Save**.

18.   If you selected **Enable kPoint resource search**, you also need to enable the **kPoint Content** search type so your learners can find kPoint content that hasn't been directly imported into Learning Management.

> *Note: The following is a quick-reference for enabling the **kPoint Content** search type. For information on the other available object type settings, see the SumTotal Core Platform Administrator Guide.*

a)   In the Header menu, click .

b)   Navigate to **Common Objects > Configuration > Search Configuration**.

c)   Click the **Object Type Settings** tab.

d)   Select the **Object Type > kPoint Content**.

e)   Select **Enabled**.

f)   Click **Save**.

After your first sync with kPoint, learners can find and access kPoint videos through Enterprise Search or the Library the same as they can any other activity.

Tip: Learning Management tracks progress details, but it may take some time to process kPoint data. If your learners don't see the activity marked as "Complete" right away, they should wait 30-60 minutes before trying to troubleshoot.

Administrators and managers can also assign kPoint activities to their learners, and administrators can modify some properties from Activity Management.

- *See the SumTotal Learning Management Training Administrator Guide for more.*

Working with kPoint activities

You can edit imported kPoint videos from **Activity Management**, with a few exceptions:

- kPoint associated **Library topics** are updated automatically based on their associated channels. You cannot update their topics in the Staging Editor.
- kPoint videos support xAPI tracking. Your system administrator may have enabled xAPI tracking for all imported kPoint videos during the configuration process. As a training administrator, you can also manage xAPI tracking manually for individual activities.

    ▸ If xAPI is enabled, Learning Management automatically tracks its progress and completion.

    ▸ If xAPI is **not** enabled, Learning Management prompts the user to mark the activity as complete (**Yes** or **No**) when they close the window.

- If the **Launch URL** for a kPoint video changes due to updates made within kPoint, Learning Management treats this as a different video and imports it as a new activity. **You should retire the old version to reduce confusion.**

- Once a kPoint activity is imported into Learning Management, it **cannot be deleted**. You can only inactivate and/or hide it. If a kPoint video is deleted in kPoint, Learning Management automatically inactivates it and disassociates it from any Library topics.

- kPoint activities don't support the **Open content player window in full screen mode** option on the **Web Based Training > General** properties page of the Staging Editor. Even if you select this option, the video still opens in a smaller frame. Learners can expand it to full screen if needed.

- If your company chose to synchronize Enterprise Search with kPoint, then your learners have access to a kPoint Content search type in Enterprise Search.

    This search type contains kPoint videos that have not been imported into Learning Management. As such, they are not accessible from **Activity Management** and you cannot assign or track them in Learning Management. All progress is tracked in kPoint only.

    ▸ *See the SumTotal Learning Management System Administrator Guide for more on the difference between imported kPoint content and synchronized search content.*