

# Lectora Fundamentals

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*Instructor-led Training Class*

## Class Overview

Learn the basics of Lectora Inspire, including an introduction to many of the menus within the application and the various object properties. In this one-day instructor-led class, you'll learn to build an eLearning course from scratch consisting of chapters, sections, pages, and a graded test. Include a variety of media within your title to engage learners and learn how to create basic actions (such as rollovers), navigation, customized buttons, and various question types. You will also learn how to publish a title to ReviewLink, a free online review tool, and to HTML for access via the Web. Through hands-on exercises you will experience best practices that apply to real projects right away.

**The topics covered in class can be tailored to the unique needs of your organization.**

## About the Instructor

Chrisanna (Chris) Paxton McMillin first started in T&D in 1998 and began working in distance learning in 1999 at WorldCom. Chris graduated with a MS in Occupational Education focusing on Distance Learning & Technology in 2004 and began developing with Lectora (I think v2004) and began teaching it to internal employees in 2007. To the classroom, Ms. Paxton brings real world experiences, best practices, and applications in e-learning. In addition to working with Lectora, Chris is an adjunct professor at Tulsa Community College teaching computer & business courses. On a personal note: My husband and I just celebrated our 9-year anniversary (although we met in 1992) and we live on 40-acres with 2 Weimaraners.

## About the Assistant Instructor

An assistant instructor is recommended for classes with more than 12 attendees.

Eddie Javor has developed hundreds of e-learning modules and has served as an instructor in numerous classes. Having earned his bachelor's in graphic design at the University of Georgia, Mr. Javor has studied graphical user interface design and the progressing trends of contemporary web design. To the classroom, Mr. Javor brings real world experiences, best practices, and applications in e-learning.

# Agenda

## *Training Day*

Start: 9:00

Lunch: 12:00 to 1:00

End: 4:00

# Outline

## *Core Concepts*

- Launching Lectora
- Creating a New Responsive Title
- Creating a New, Blank Title
- Creating a New Title by Importing a PowerPoint Presentation
- Starting the Design Wizard
- Creating a New Title Using a Pre-defined Template
- Opening an Existing Title
- The Lectora Interface
- Lectora Modes
- The Book Metaphor
- Inheritance

## *Building a Title*

- Building a Title
- Designing Your Title
- Chapter, Section and Page Properties
- Adding Objects to Your Title
- Common Object Properties
- Working with Text
- Working with Buttons
- Working with Actions
- Working with Tables of Contents
- Working with Shapes and Lines
- Working with Web Windows
- Working with Form Objects
- Creating Custom Certificates
- Adding a Test
- Adding Questions
- Getting Started with Snagit

## *Publishing a Title*

- Publishing Options
- Publishing to HTML

## *Tutorial*

- Tutorial

# Details and Materials

## *Format*

Instructor-led online class

## *Duration*

1 day

## *Materials*

- Class Manual: Step-by-step instructions, tips and hints designed to reinforce live instruction and provide a resource for students who wish to review and reproduce class activities asynchronously.
- Exercise Storyboards: Guides to building the class projects with references to resource documentation.
- Digital Assets: Files such as audio, video and images that are prepared in advance by the instructor for use in class projects.

# Prerequisites

Students must meet the following minimum requirements:

- Each student will need a copy of Lectora Fundamentals. (trial copy okay)
- Proficiency using a Web browser
- Basic Windows knowledge, including the ability to:
  - Launch applications using the Start menu
  - Use the taskbar to switch between Windows applications
  - Use Windows Explorer, to navigate the file structure, change the view of file listings, move and copy files, and create new folders (or directories)
  - Copy and paste text