Lectora Fundamentals

Instructor-led Training Class

Class Overview

Learn the basics of Lectora, 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.

Value Boost: Includes a 30-minute consultation with the instructor after training to answer further questions or help with a project.

The topics covered in class can be tailored to the unique needs of your organization.
This is an official ELB Learning training class. Certificate provided for those who complete the class.

Outline

- The Lectora Interface
- Introduction to ModDev
- Beginning a Project
- Building the Title Page
- Building the Learning Objectives Page
- Building the Introduction to Policy Page
- Building the What is Collaboration Page
- Building the What is Compromise Page
- Building the What is Negotiation Page
- Building the Quiz Introduction Page
- Adding and Configuring a Test
- Building the Quiz Question Pages
- Building the Quiz Results Chapter
- Publishing (Basic)

Core Concepts

– Launching Lectora
– Creating a new responsive title
– Creating a new blank title
– Creating a new title by importing a PPT Presentation
– Starting the Design Wizard
– Creating a new title using a pre-defined template
– Opening an existing title
– Lectora modes
– The book metaphor
– Inheritance
– Building a title
– Designing 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

| – Chapter, section, and page properties | – Publishing options |
| – Adding objects to your title | – Publishing to HTML |

Details and Materials

Training Day

Start: 10:00am ET
Break: 1 hour for lunch
End: 5:00pm ET

Format

Instructor-led online class

Location

Online classes are delivered via GoTo Webinar. In-person classes are subject to variation.

Materials

Class information and a registration link will be emailed to you one week before class.

- 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:

- Have a copy of Lectora (complimentary temporary access to Lectora provided upon request)
- Proficiency using a Web browser
- Basic Windows knowledge, including the ability to:
    - o Launch applications using the Start menu
    - o Use the taskbar to switch between Windows applications
    - o Use Windows Explorer to navigate the file structure, change the view of file listings, move and copy files, and create new folders (or directories)
    - o Copy and paste text