LECTORA

Content Planning Guide

Summer 2014

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Using Lectora on Your OnPoint Learning Platform

This job aid provides instructions for using Lectora version 11.3 from Trivantis Corporation, a provider of world-class publishing technologies and services for multimedia eLearning, to create content for online and mobile delivery to OnPoint Digital's OPLS and CellCast Solution platforms. Lectora is an authoring software tool to design HTML5 content that can be exported and deployed into OnPoint's OPLS and CellCast Solution platforms quickly and easily.

What are the Advantages and Disadvantages of Lectora?

The biggest standout for Lectora is its feature to integrate extended code, such as JQuery which gives you the opportunity to add more interactivity and customization. Additionally, Lectora offers comes with two other great softwares: Camtasia and SnagIt. The main disadvantage to using Lectora is that the software is not available for Mac users. If you are using timelines, Captivate or Articulate may be better suited. Additionally, compared to its competitor, Storyline, they have fewer interactive theme templates, such as tabbed content creation.

Use Cases for Lectora – Where does it fit?

Lectora is used to create online training courses, assessments, and presentations. It is also used for the conversion of Microsoft PowerPoint presentations into eLearning content and offers an array of features that Instructional Designers can leverage to create rapid eLearning digital courseware, performance support tools and interactive marketing materials for their online and mobile audiences. The following table summarizes the common use cases, supported communications methods and target devices OnPoint believes are best suited for Lectora-created materials.

Where Does Lectora Fit/Work?

Supports		
Common Use Cases		
Learning Features	☑	
Interaction and Engagement	☑	
Gaming Elements	☒	
Reference Materials/EPSS	☑	
Social Features	☑	
Communication Methods With LMS/TM Platforms		
Non-SCORM	☑	
SCORM v1.2	☑	
SCORM v2004	☑	
Tin Can/Experience API	☑	
Supported Devices		
Desktop	Mac/Windows/Linux: Microsoft Internet Explorer, Google Chrome, Mozilla Firefox, Apple Safari	
Apple iPad Tablets	iOS5 iOS6 iOS7	Apple iPhones & iPod touch: iOS5 iOS6 iOS7
Android Tablets	V3.x - v4.x	Android Handsets: v2.3.7- v4.x

Getting Started

To get started, you should have either purchased or signed up for a free 30-day trial account for the Lectora authoring platform. If you need to sign up for a new account, visit http://lectora.com/lectora-publisher-free-trial/. To install the software your system must support:

• Intel® or AMD® class processor
• 32MB RAM
• 40MB free hard drive space for application
• Windows® 98, NT, ME, 2000, or XP operating system

We also recommend that you attend Lectora's online training course, Fundamentals of Lectora, before beginning your project.

So, What is HTML5?

HTML5 is a markup language used for structuring and presenting content for the World Wide Web. HTML5 improves the language with support for the latest multimedia while keeping it easily readable by humans and consistently understood by computers and mobile devices. It includes detailed processing models to encourage more interoperable implementations. It introduces markup and application programming interfaces (APIs) for complex web applications. For the same reasons, HTML5 supports cross-platform mobile applications. Many features of HTML5 have been built with the consideration of being able to run on low-powered devices such as smartphones and tablets.

Working from a Template

There are several options for setting up a Lectora title for mobile delivery to CellCast-enabled devices and tablets. While you can create pages any size with Lectora there are many templates included to get you started. Lectora comes with several mobile templates although it is possible to create a more customized interface.

Access the Mobile template by selecting the **Design Wizard** from the Create a New Title. You will be presented with some screen size options, 1024 x 768 is recommended.

Authoring Interface
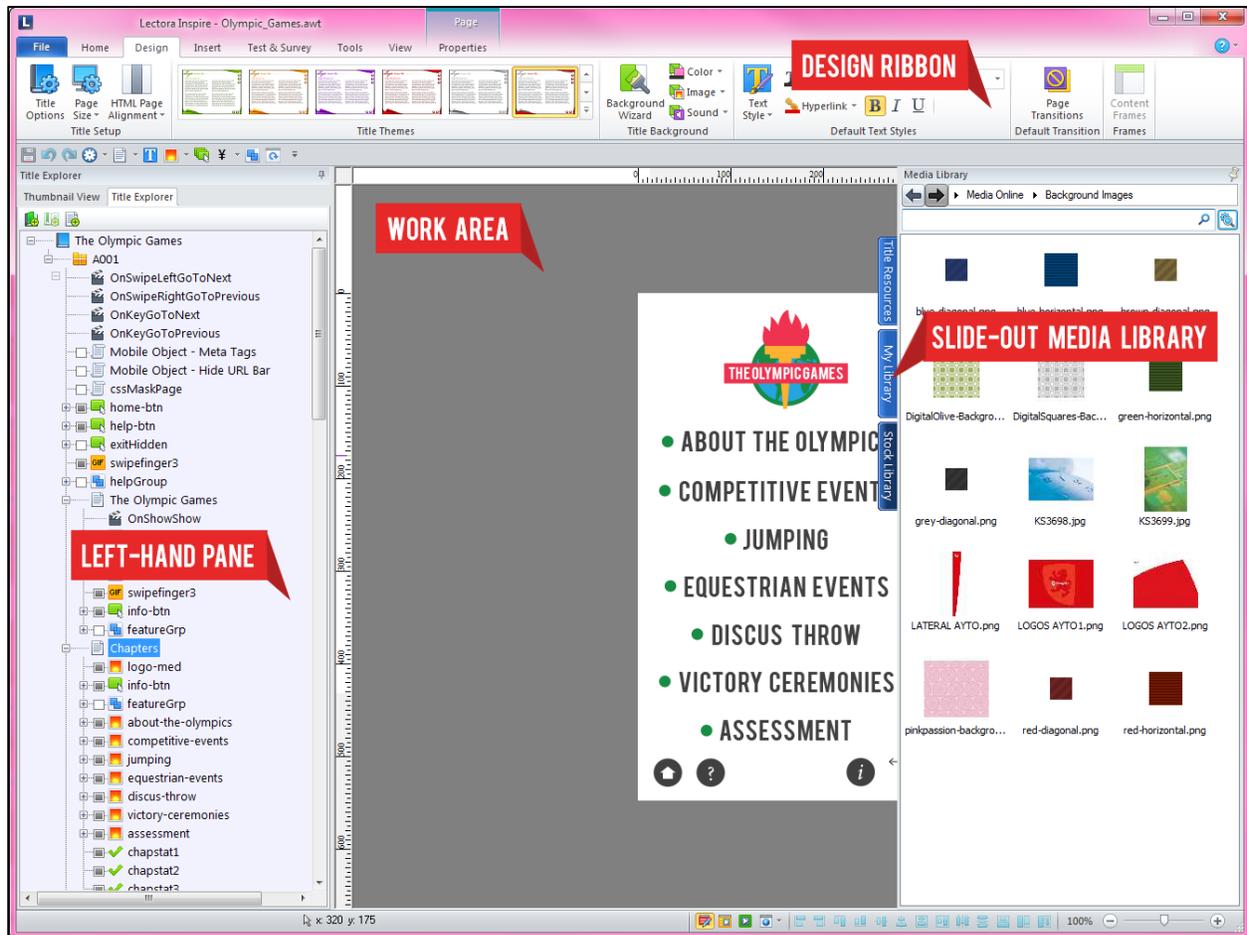
Lectora's interface consists of:

- **Design Ribbon**: The design ribbon at the top provides quick, organized access to objects, tools and wizards that you can use to easily build your course.

- **Left-Hand Pane**: The left-hand pane allows you to choose how you want to view your course. Easily see pages of your course with Thumbnail View or see the entire structure of your course with the Title Explorer.

- **Slide-Out Media Library**: The media library in Lectora slides out from the tab on the right, giving you quick access to your media. Separate tables organize media you imported, your personal files and the stock library.

- **Work Area**: This area allows you to drag and drop, resize and move objects, like media from the slide-out media library.

Converting from Existing Content Documents

If you have courses already created and you would like to use them on CellCast, there are several options. In most cases, content published for your Learning Management System will work as it exists. There are two approaches to optimizing existing courseware for mobile consumption. The first strategy is to use the existing title and change certain features for mobile use. This may include enlarging navigation buttons, shortening text blocks, and replacing Flash content with content using Lectora actions. This works for a fast solution, and may often be necessary, but is not always recommended.

The second strategy creates a more optimized mLearning course. In this strategy, you create a completely new title and copy content from the existing title. By creating an empty title, you are more likely to make wise design decisions when importing content from the old title. Remember that your title is already built and that this process is a judicious revision. It can go quickly when you understand the principles of mLearning design.

Note: Imported Flash content will need to be re-engineered to work on mobile devices.

Adding More Interactivity with Extensions

Extend Lectora's interactivity with JQuery, or other JavaScript frameworks. This requires understanding of sourcing dependent CSS and UI elements, but for the advanced users offers a lot of opportunity for customization and interactivity of your courses.

Social Learning

Lectora offers the ability to add social learning to your courses. Perhaps you want to extend learning outside of the course and bring it back in. This can be done without driving the user away from your content through the social tools. For example, bring in a RSS feed and have dialogue extending beyond the classroom, while having your users reflect on the topic within the course.
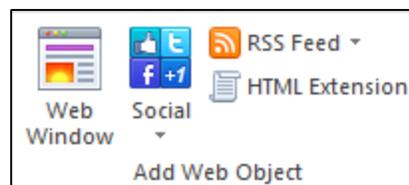
Content

Images

Saving photos at the smallest size possible while still maintaining visual quality, is the best way to ensure that images are responsive. Web images are saved as 72 DPI. . Images should be in PNG format to ensure proper rendering in a mobile APP's UI Web View Browser.

Audio

Any Audio should be in MP3 format and compressed for fast load times.

Video

Videos are most successful when they are 1-3 minutes in length. If your topic is longer, break into bite-size subtopic videos. This will allow smaller files sizes and ensure efficient load times for downloading the video. In addition to keeping videos short, ensure to compress the video to the smallest size while still maintaining quality to ensure proper load times.

As a recommendation, the video should be sized at 480x320 as it still looks good when scaled up, but keeps the file size down. Video and animations must be MP4 files encoded using an H264 codec for widest device support.

Making Sure Your Test Works with SCORM

Once you have created your assessment, assign the SCORM properties to score test so that the results can be sent to the LMS. To view the options, **highlight** Test in the *Title Explorer* and you will see new options show up in your ribbon.
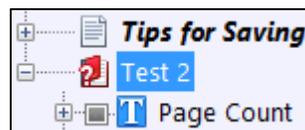
Select all desired options from the *Behaviors Tab*, but you must select **Retain Answers Between Sessions**.
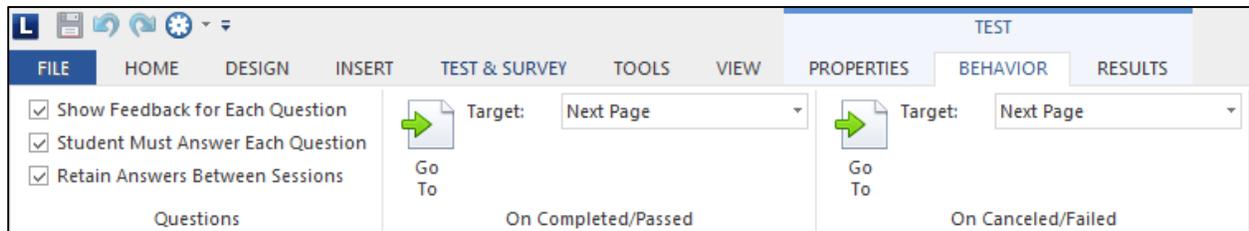
Assign your *Results tab* properties, Select **Grade the Test, Include Test Score in Overall Score** and **Show Test Results**.
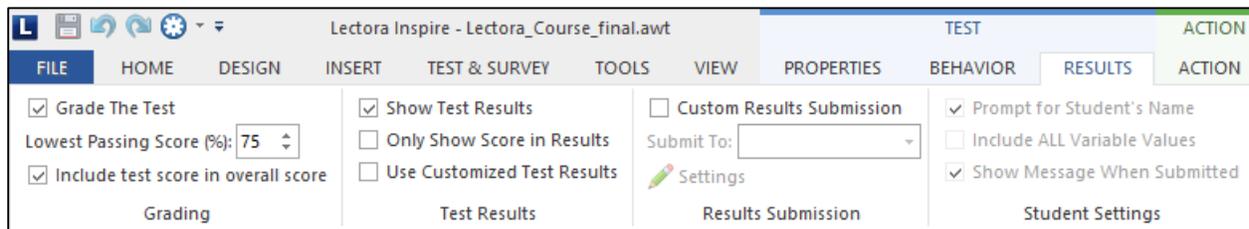
Publish

From the *Home* tab, publish your course. The dropdown will allow several options—CellCast supports **HTML** or **SCORM**.

SCORM Compliant

From *SCORM Options Tab*, you can choose your SCORM output 1.2 or 2004. Make sure to unselect **Launch Course in a Separate Window from LMS** and select **Report Test to the LMS**. Lastly, fill course information section.
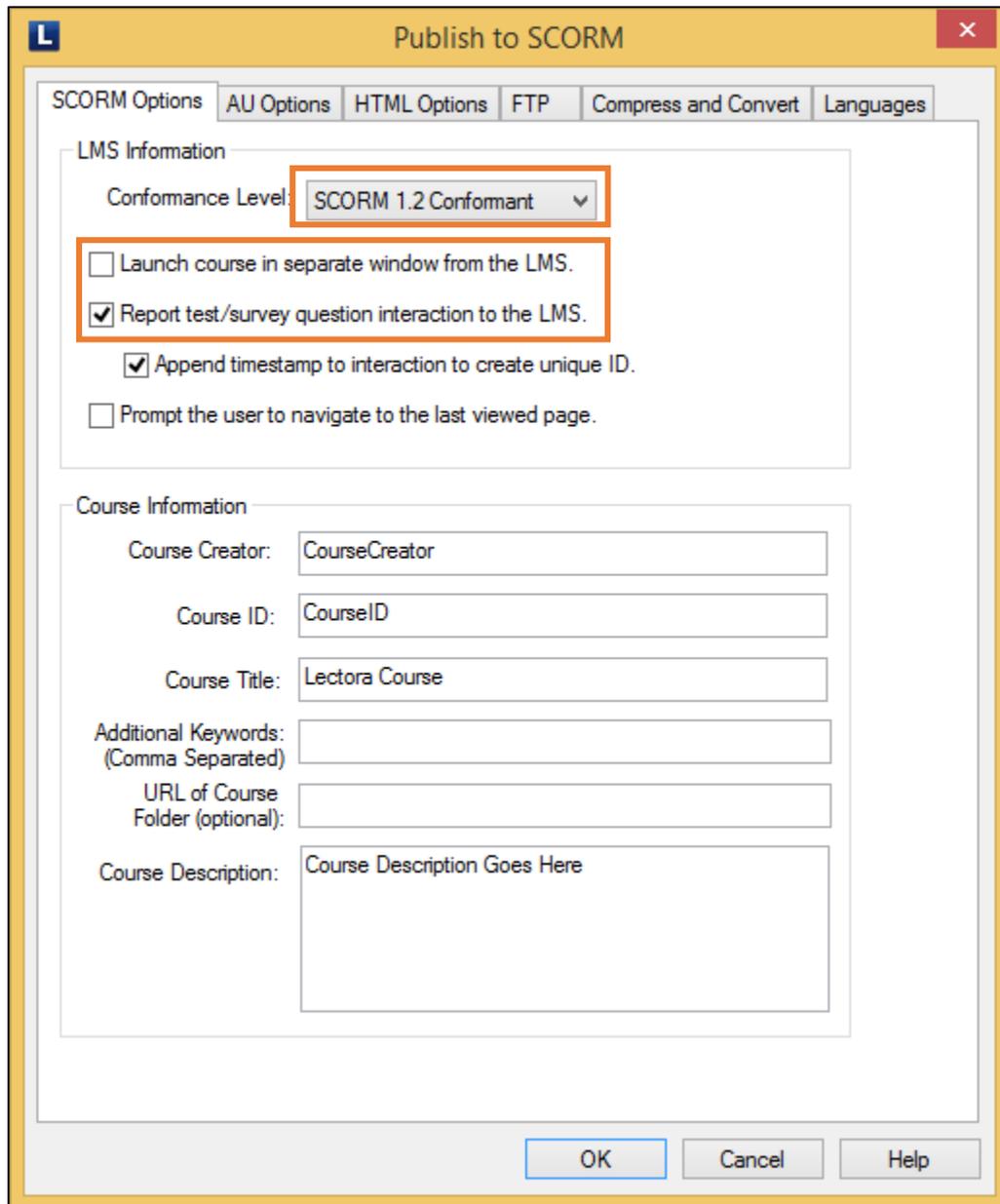
Lectora will create a **ZIP** package for you to upload into the LMS. However, the output is nested 2 folders down. Make sure to only upload the zip file or the LMS will not recognize.
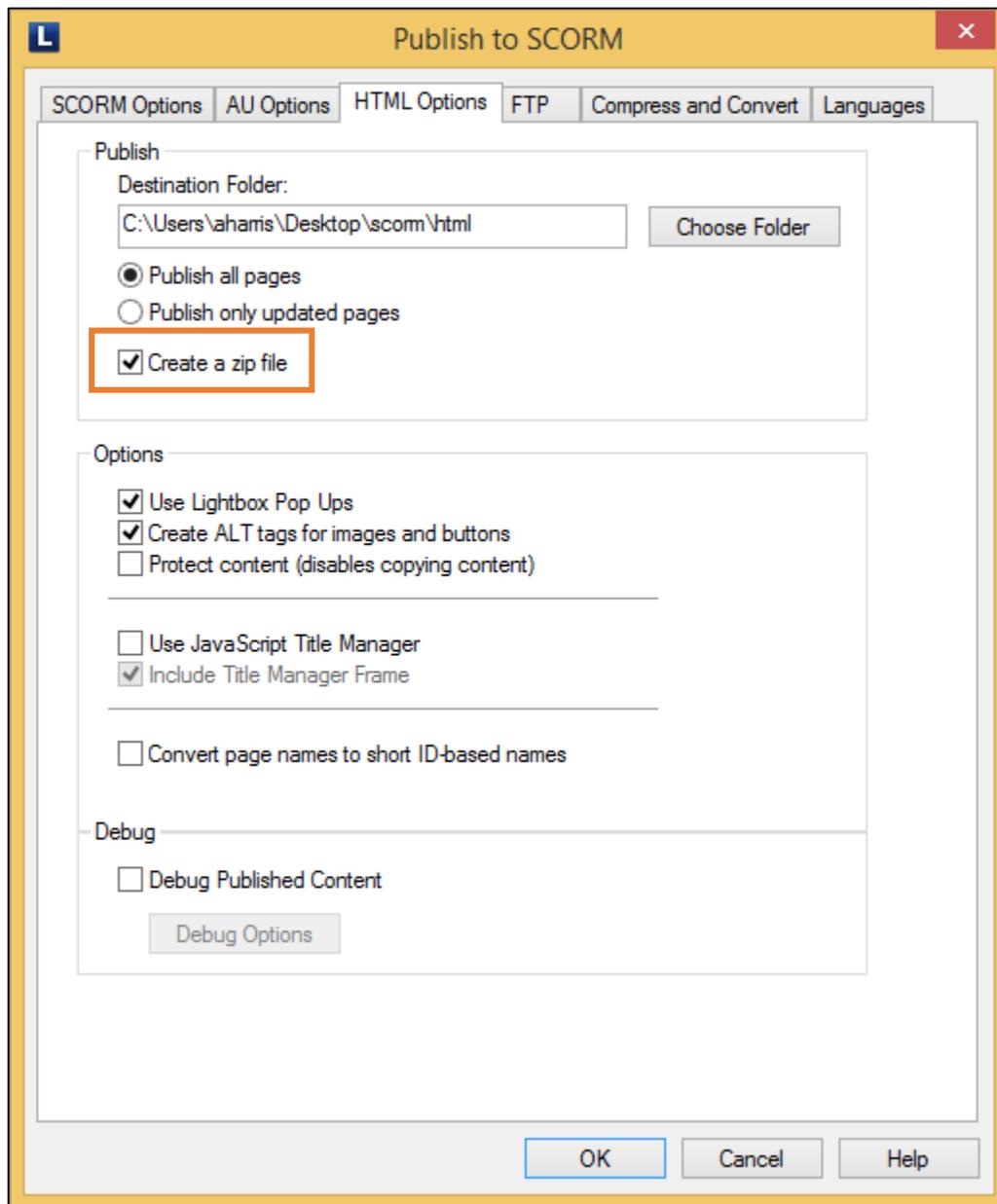
Lectora has compression options to ensure fast download times. These settings will depend on your original source quality. The higher quality of the source, the more compression can be done without loss of quality showing. This is something you should test to ensure you maintain quality media.
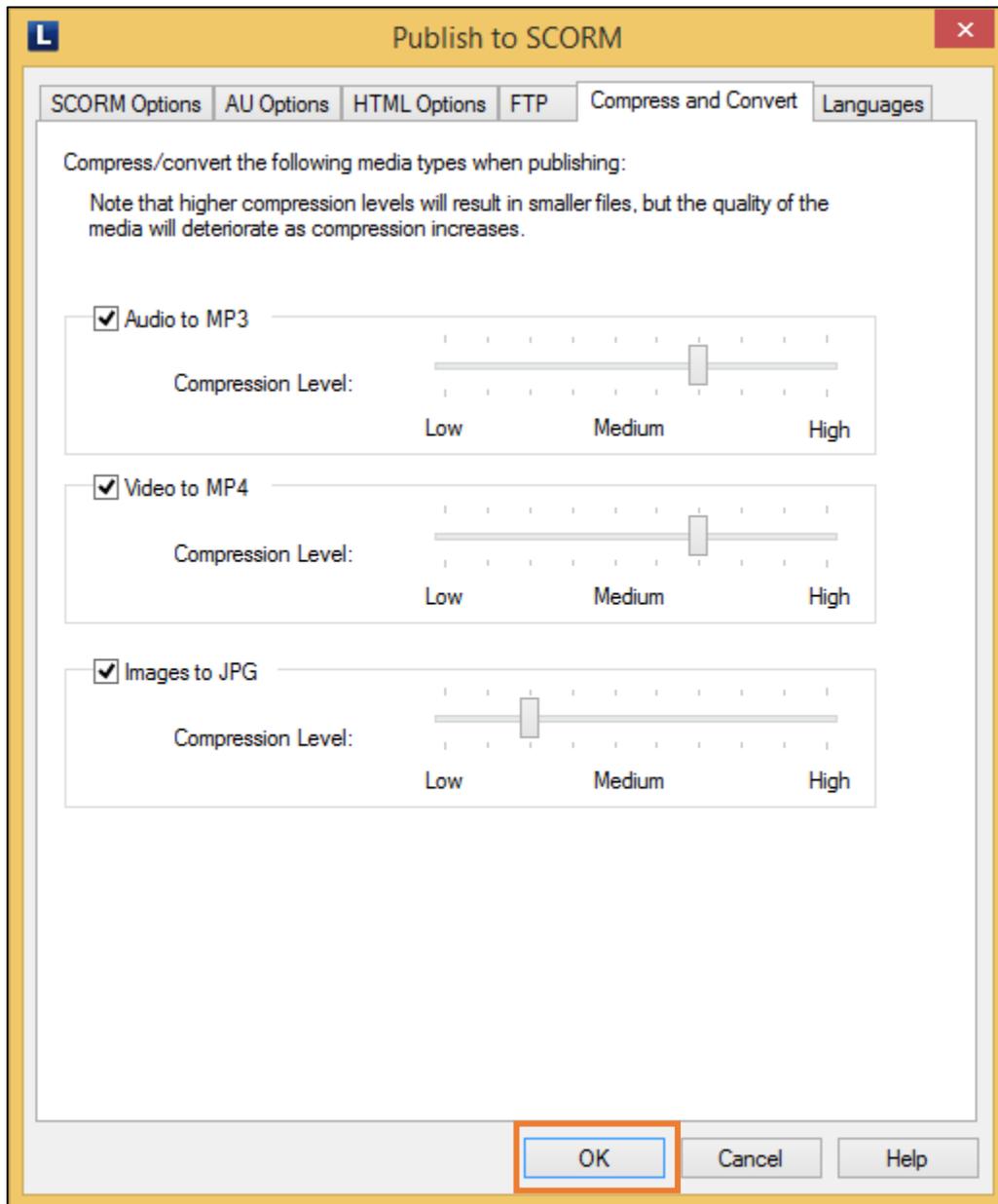
Once you have selected from available options, click *OK* to Publish.

Non-SCORM

To create a HTML course, a root file must be defined. Name the first page *index.html* and select *Create a ZIP File*.

Lectora has compression options to ensure fast download times. These settings will depend on your original source quality. The higher quality of the source, the more compression can be done without loss of quality showing. This is something you should test to ensure you maintain quality media.

Once you have selected from available options, click *OK* to Publish.

Import into OPLS/CellCast

From *Content Tab*, click **Wizards**.
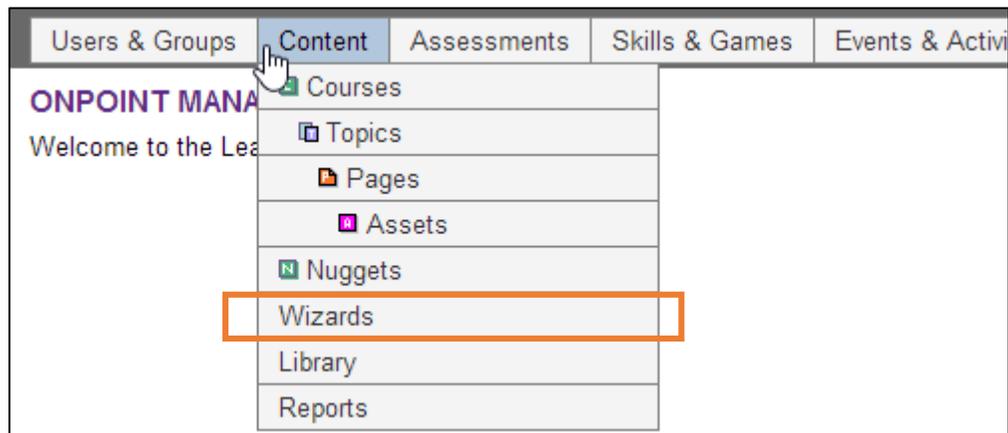
The Wizards options screen will appear. Select **Content Wizard**.
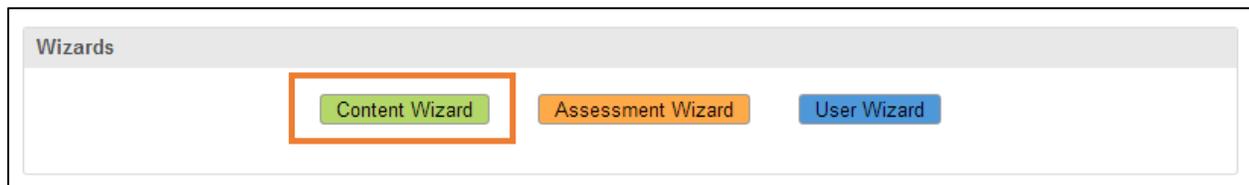
Click **SCORM** or **HTML**, depending on file type, to begin upload options.

The *Information* screen will appear. Enter all the course information and click **Continue** when complete.

Browse for your ZIP package to upload course and click *Continue*.
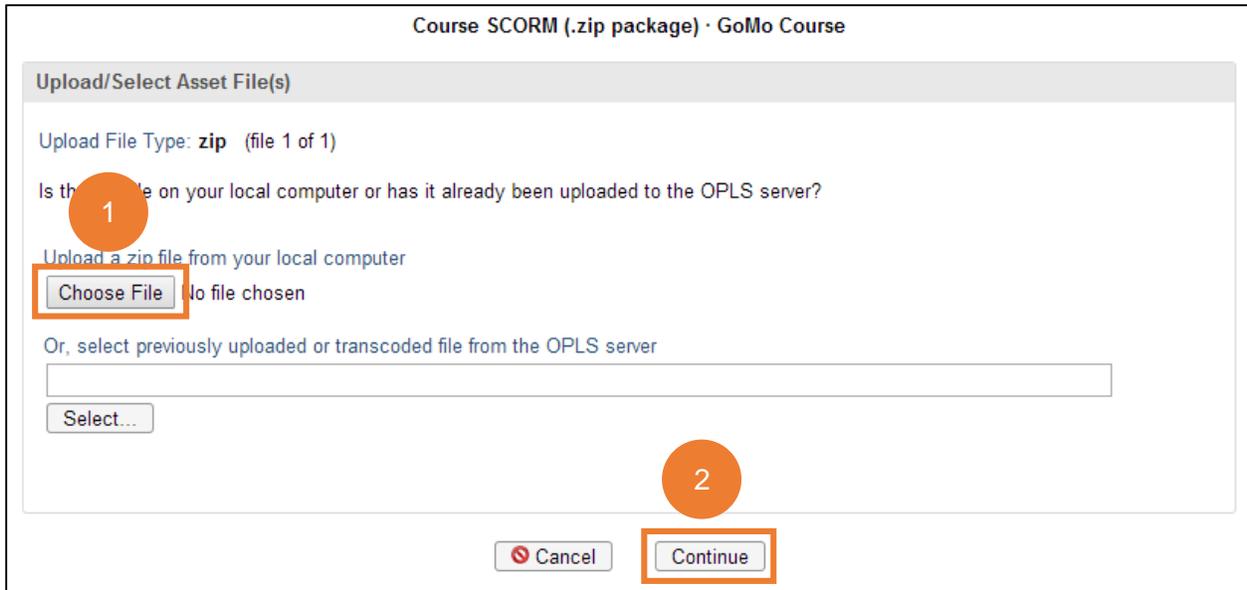
Browse for and upload your course thumbnail image and click *continue*, or click *Proceed…* and use default thumbnail.
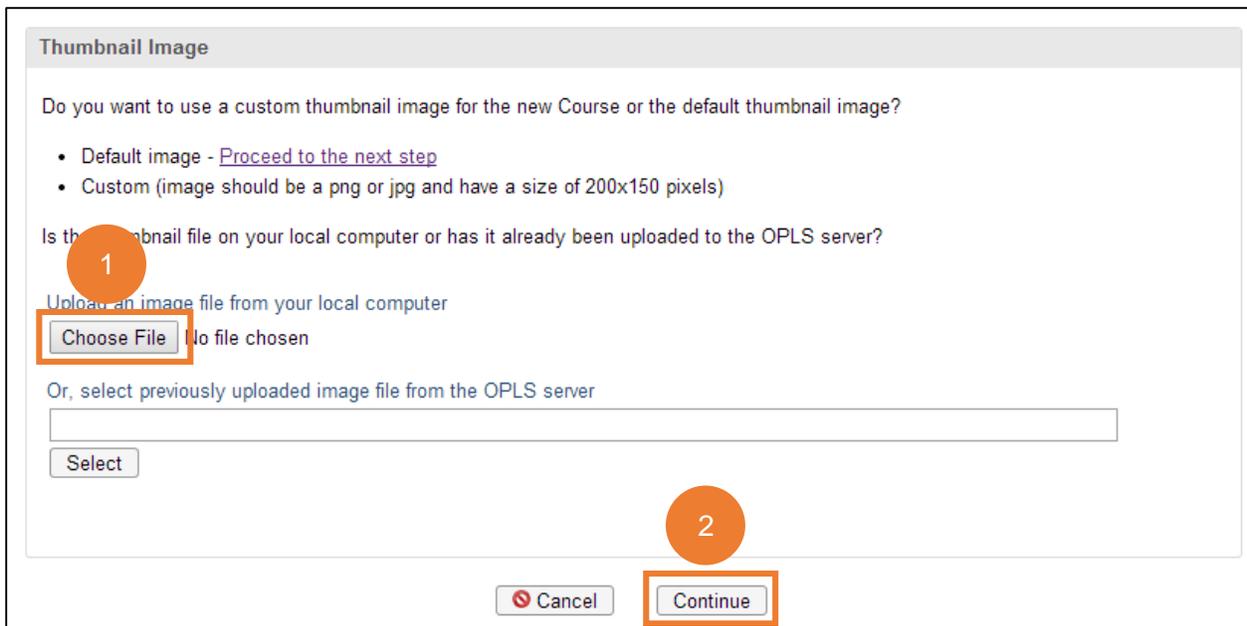
Review course information and click **Generate Course**.

Once the generation is complete, a pop-up will display—click **View and Publish Course**.

Because your introduction was created within Lectora package, *Hide* the Welcome message so the user goes straight to your content. Additionally, if you do not want your content to be eligible for self-service enroll you must disable the OnPoint Content Viewer ("OPCV") Catalog option by selecting **No**.

If your course is for mobile delivery, always keep hidden.

Select your publish options for browser and mobile and click **Publish**.

A: Select for Online Portal Delivery

B: Select to Deliver for CellCast App

C: Select to Deliver for Mobile Web
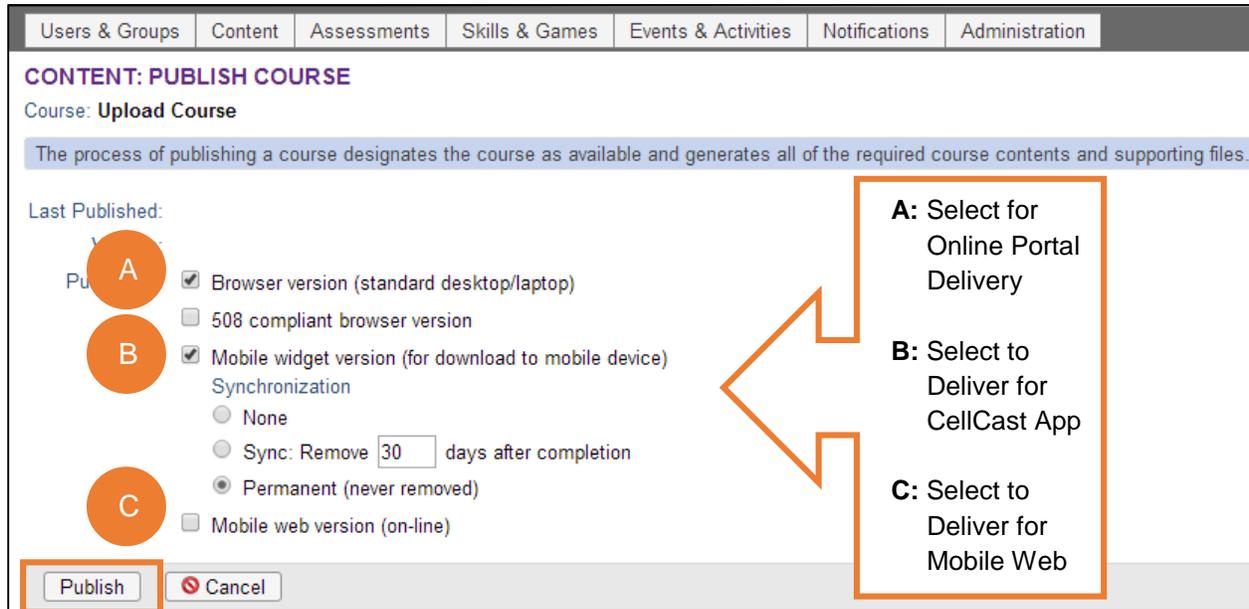
Your course is now published, click **Continue**.

Advanced Optional Features

There are advanced options to choose from to improve the user experience. One thing to think about is screen real estate. To maximize your content's real estate, you can choose settings in the *Advanced Tab*.
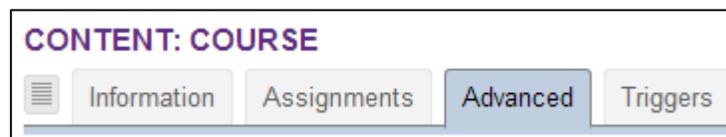
At the bottom of the page, click **Edit** to open setting options.

Information	Assignments	**Advanced**	Triggers

Course Name: **Upload Course**

Course Banner:

OPPM Assignable: Y

User Validation: None

Start Notification: 0 days

Finish Notification: 0 days

Notification Interval: 1 days

Auto Archive: Never

User Comments: No

User Access: Unlimited

Scorm Controls: Normal

Compliance Duration: None

User Rating: Not allowed

Course Language: English

External Forum URL: Use OnPoint Forum

Require Acknowledgment: No

Minimum Time: 0 (% of estimated duration)

IE Compatibility: 8

Thumbnail Image: (click image to manage)

Author(s): edit

Course Type: Scorm

📄 Edit

If you do not have an assessment or welcome page, a good setting to improve experience is set SCORM to *Minimum*. This will remove the top bar and menu from the viewable screen.

Scorm Controls: [Minimum (one SCORM page and no assessments)] ▼

The most important setting to ensure is IE8 compatibility is disabled. This is set to true by default and must be unchecked.

Assigning Users and Groups

Once you have published your course, you can assign users or groups to be assigned to the course.

Assigning Users

From the *Content Tab*, select **Courses**.
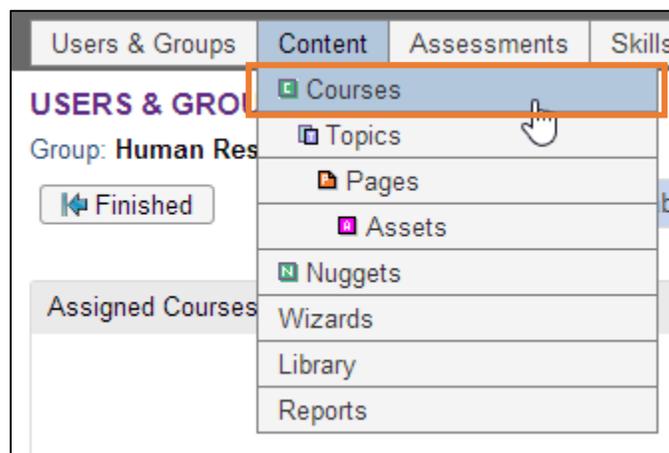
A list of all courses will show. Select your **Course Name** from list.
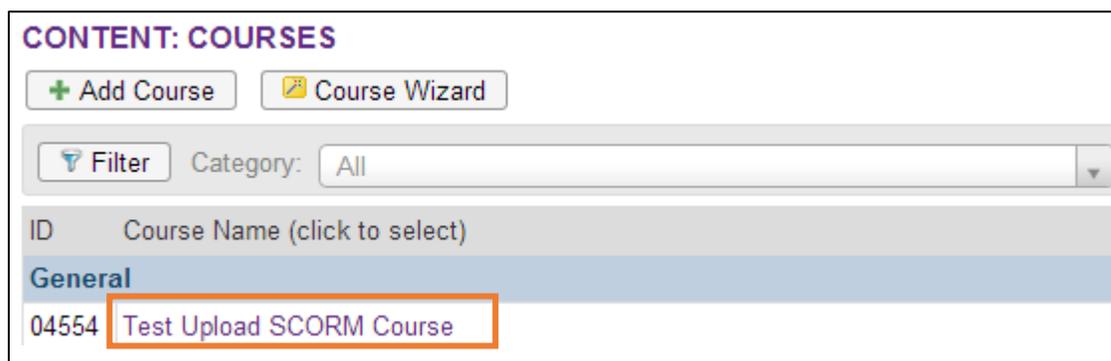
From *Assignments Tab*, click **Assign** in the *Assigned Users* section.
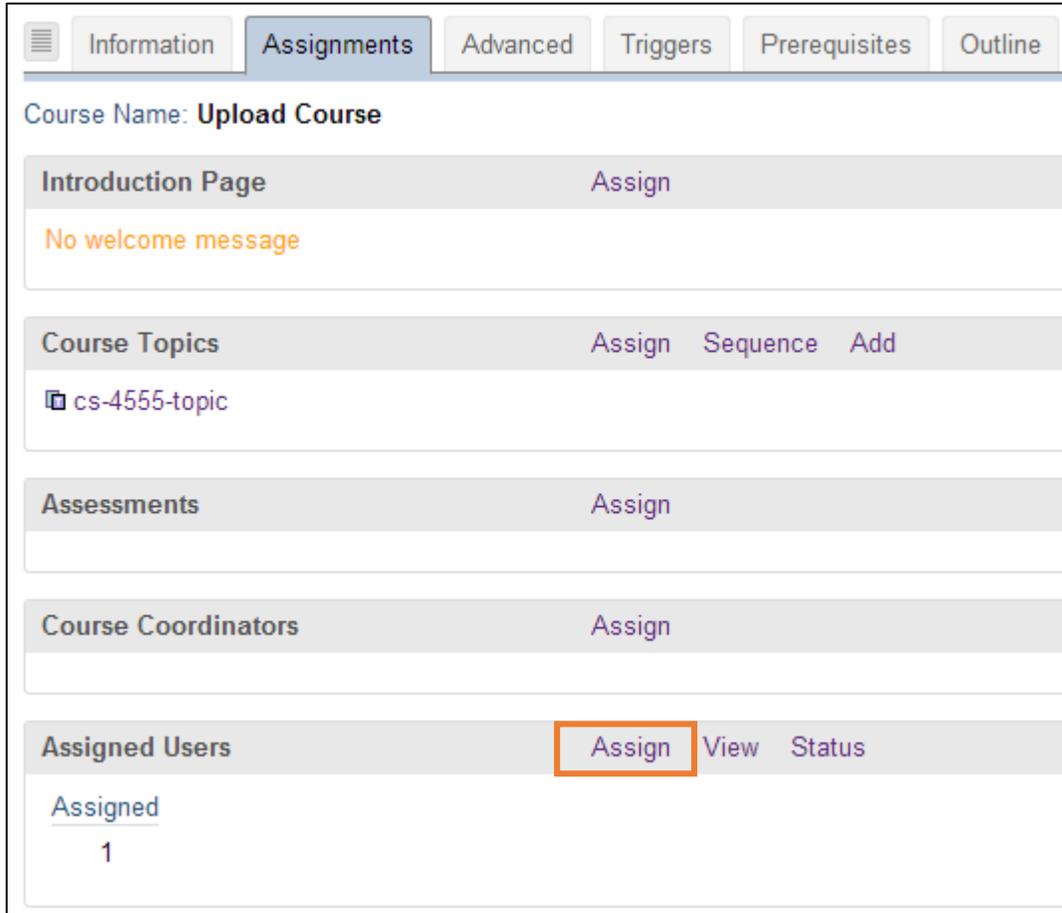
Select desired **User** from *Available Users* and click **Assign**.

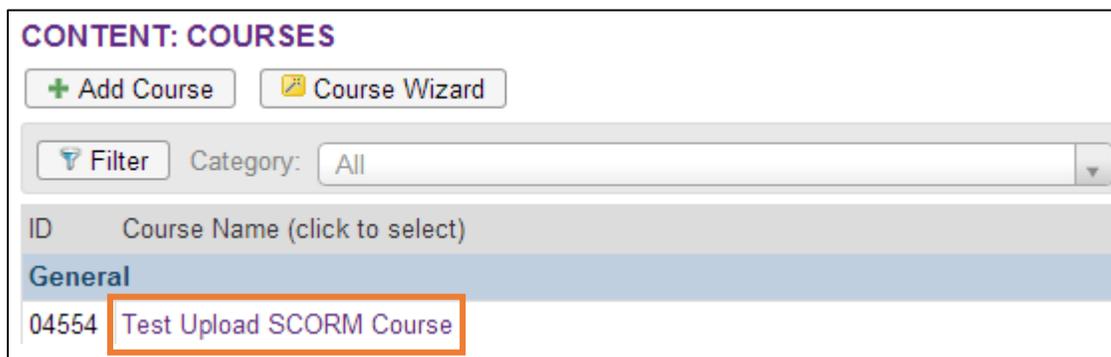You will now see the user in the *Assigned Users* section. Click **Finished.**.
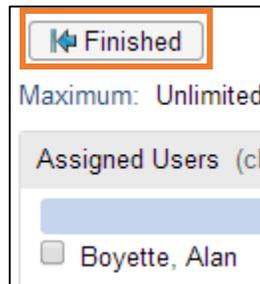
Assigning Groups
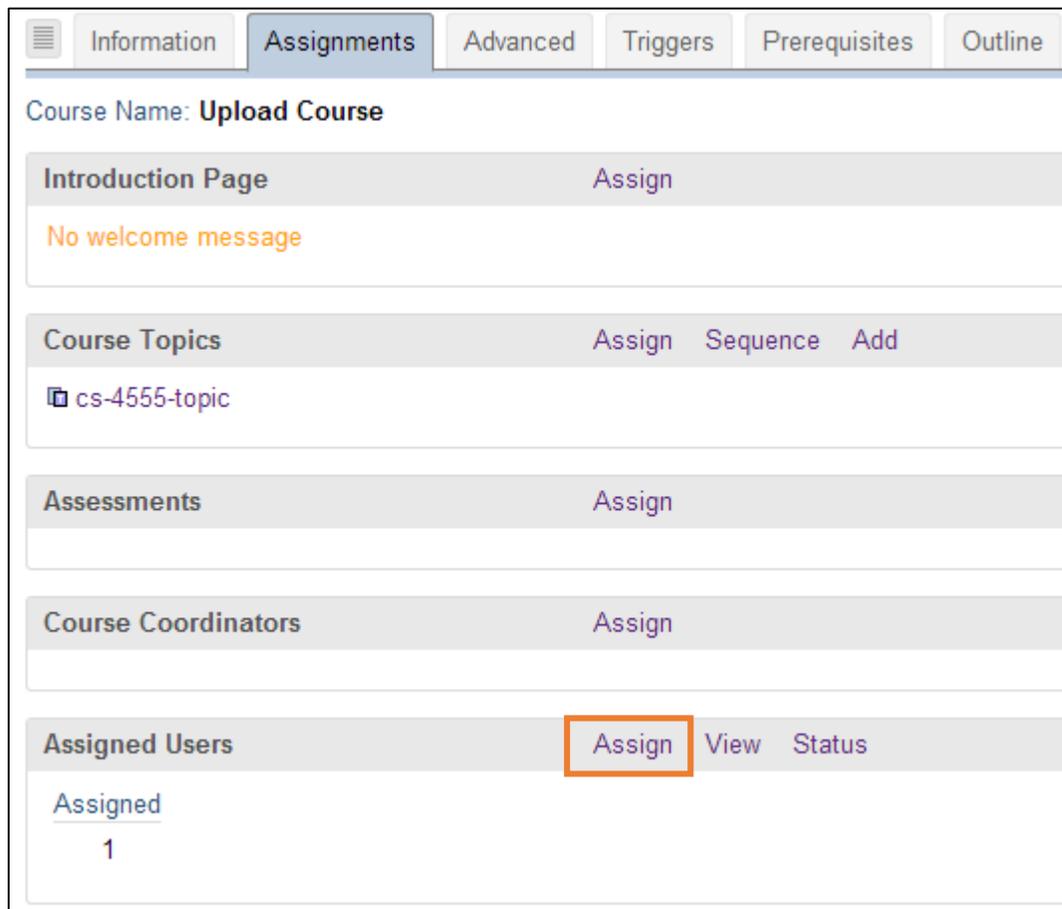
From the *Content Tab*, select **Courses**.
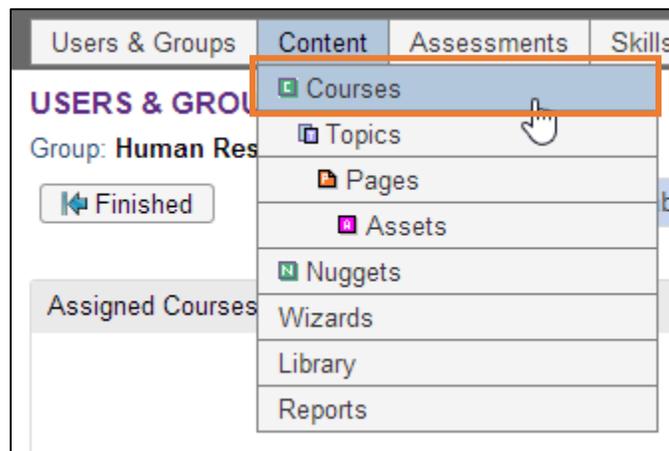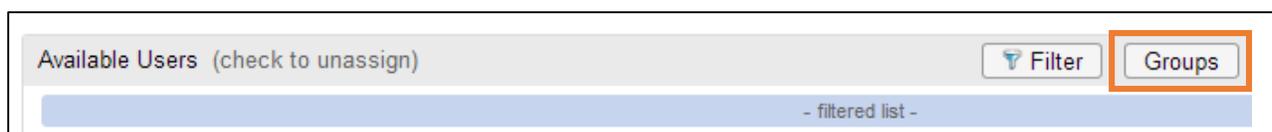

Select *Course* from list.

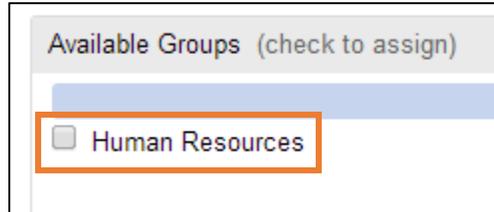From *Assignments Tab*, click **Assign** in the Assigned Users section.

Click **Groups** to view the list of groups to choose from.

From the list of available groups, select your **Group**.

You will now click **Assigned** and **Finish**, as you did before to assign a user.
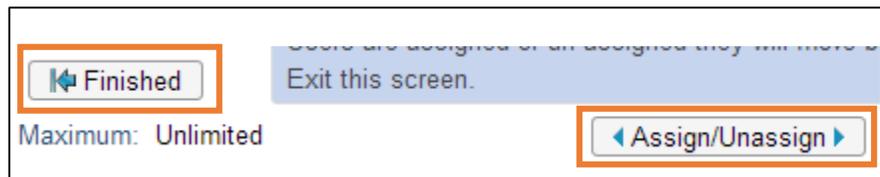
Additional Resources

For additional resources, visit Lectora's Web site http://cdn.lectora.com/V11UserGuide/.

To access Lectora Fundamentals online training, visit https://lectora.com/elearning-software-training-online-lms-training and register.

Questions

If you have a question about this guide or would like OnPoint Digital's support team contact us at 912-898-9202 or email support@onpointlearning.com.