



ONPOINT
DIGITAL

LECTORA

Content Planning Guide

Lectora[®]
Empower Yourself

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	<input checked="" type="checkbox"/>		
Interaction and Engagement	<input checked="" type="checkbox"/>		
Gaming Elements	<input type="checkbox"/>		
Reference Materials/EPSS	<input checked="" type="checkbox"/>		
Social Features	<input checked="" type="checkbox"/>		
Communication Methods With LMS/TM Platforms			
Non-SCORM	<input checked="" type="checkbox"/>		
SCORM v1.2	<input checked="" type="checkbox"/>		
SCORM v2004	<input checked="" type="checkbox"/>		
Tin Can/Experience API	<input checked="" type="checkbox"/>		
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.

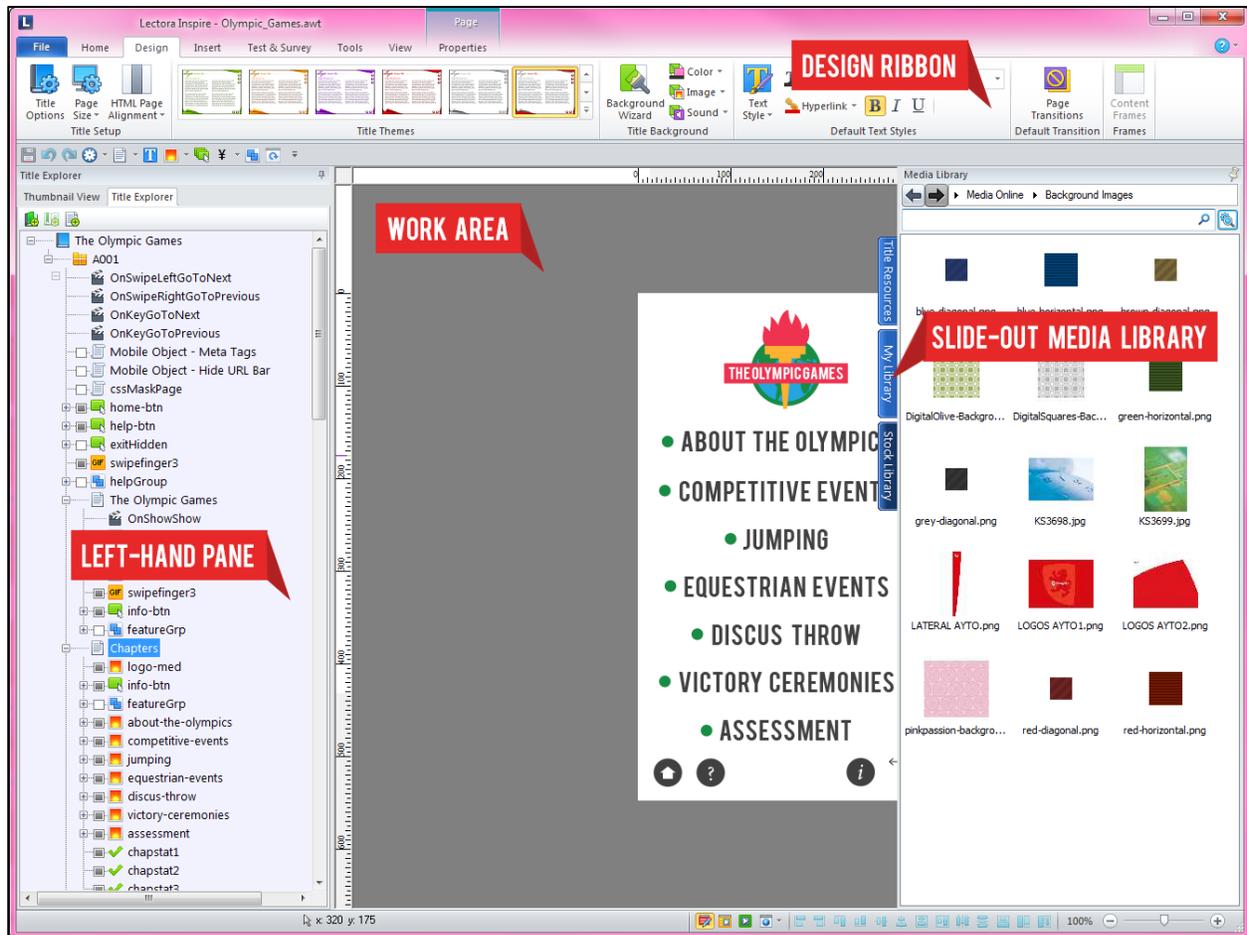
Working from a Template



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.

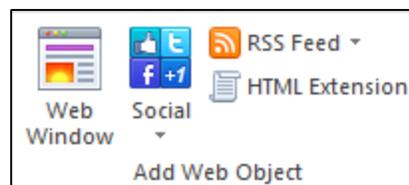
Note: Imported Flash content will need to be re-engineered to work on mobile devices.

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.

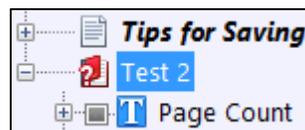
Video

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.

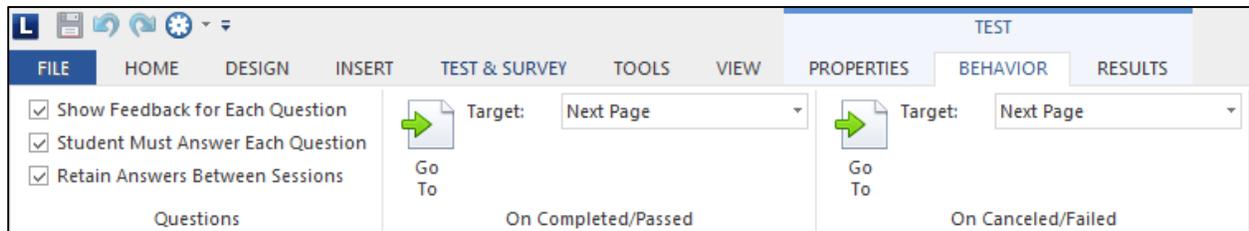
As a recommendation, the video should be sized at 480x320 as it still looks good when scaled up, but keeps the file size down. Video and animations must be MP4 files encoded using an H264 codec for widest device support.

Making Sure Your Test Works with SCORM

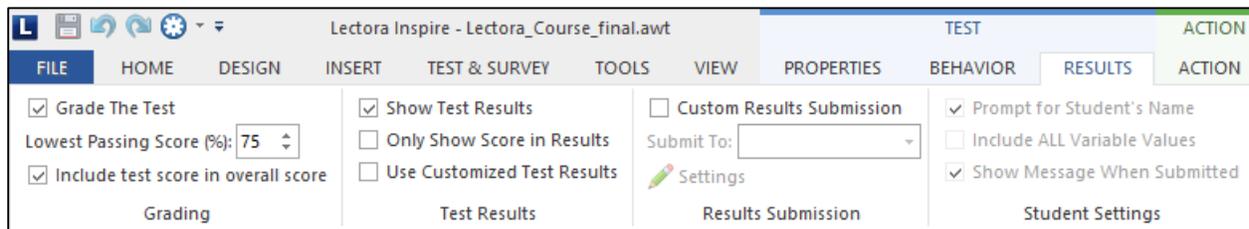
Once you have created your assessment, assign the SCORM properties to score test so that the results can be sent to the LMS. To view the options, **highlight** Test in the *Title Explorer* and you will see new options show up in your ribbon.



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**.



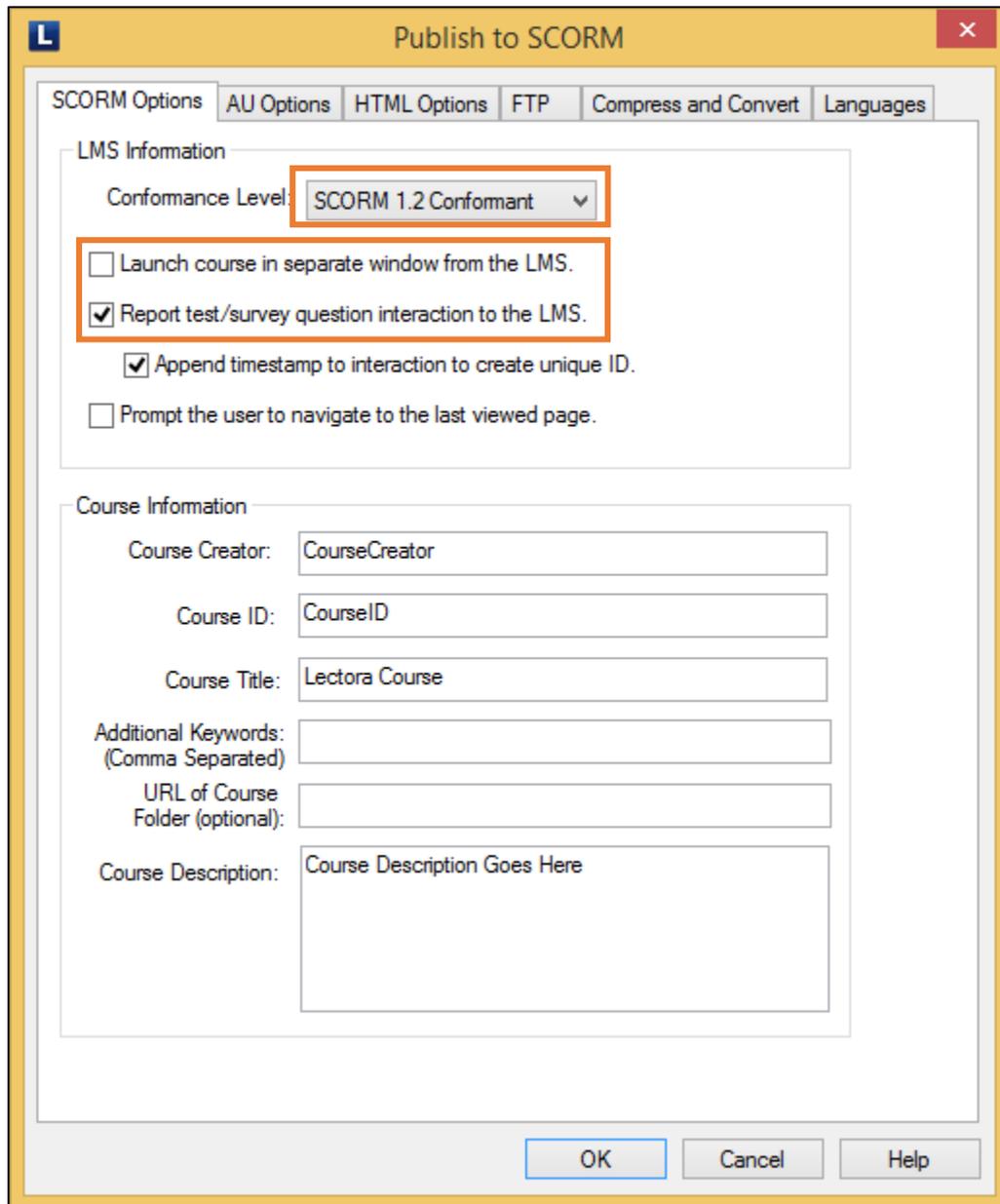
Publish

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.



Publish to SCORM

SCORM Options | AU Options | HTML Options | FTP | Compress and Convert | Languages

LMS Information

Conformance Level: SCORM 1.2 Conformance

Launch course in separate window from the LMS.

Report test/survey question interaction to the LMS.

Append timestamp to interaction to create unique ID.

Prompt the user to navigate to the last viewed page.

Course Information

Course Creator: CourseCreator

Course ID: CourseID

Course Title: Lectora Course

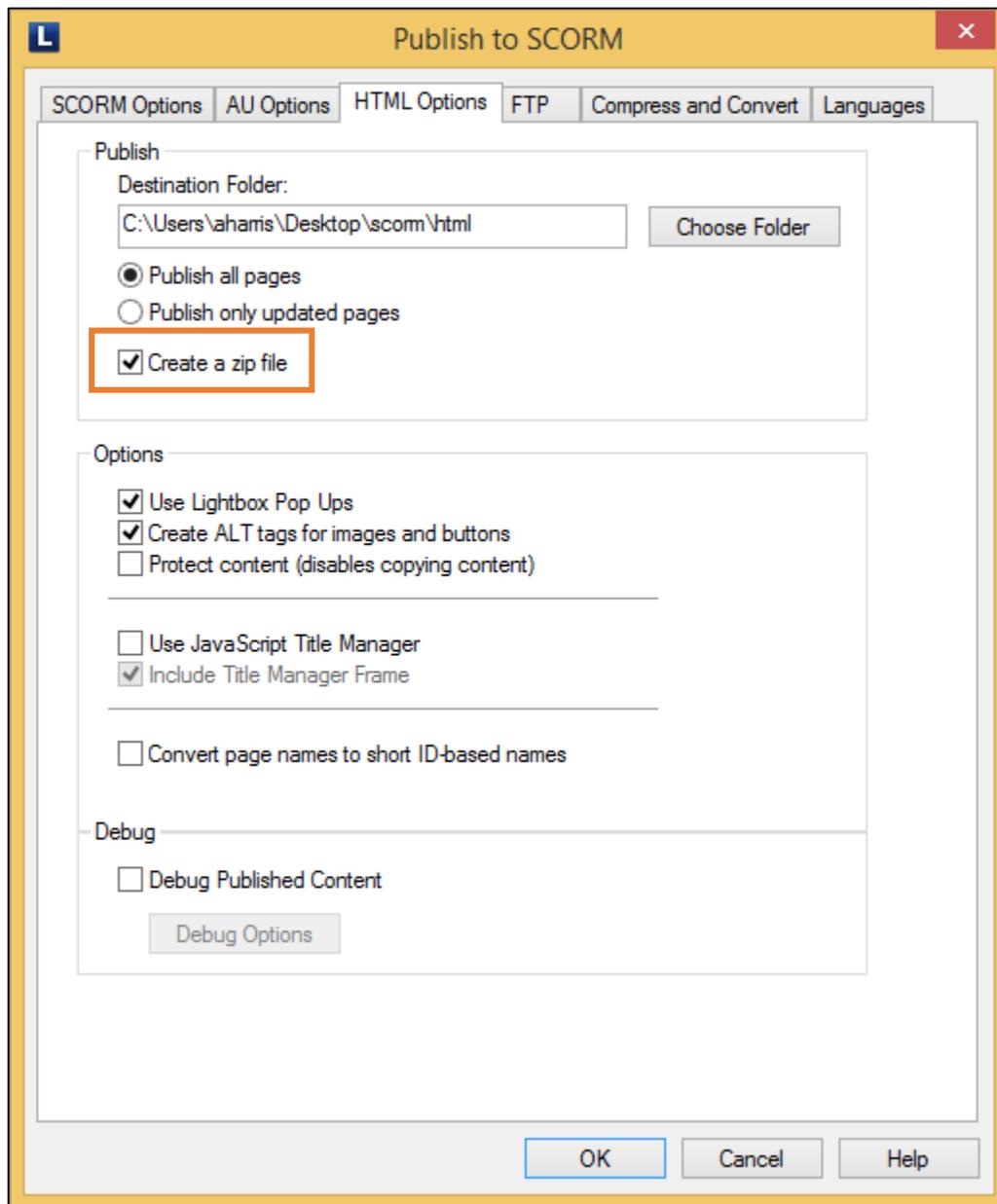
Additional Keywords:
(Comma Separated)

URL of Course
Folder (optional):

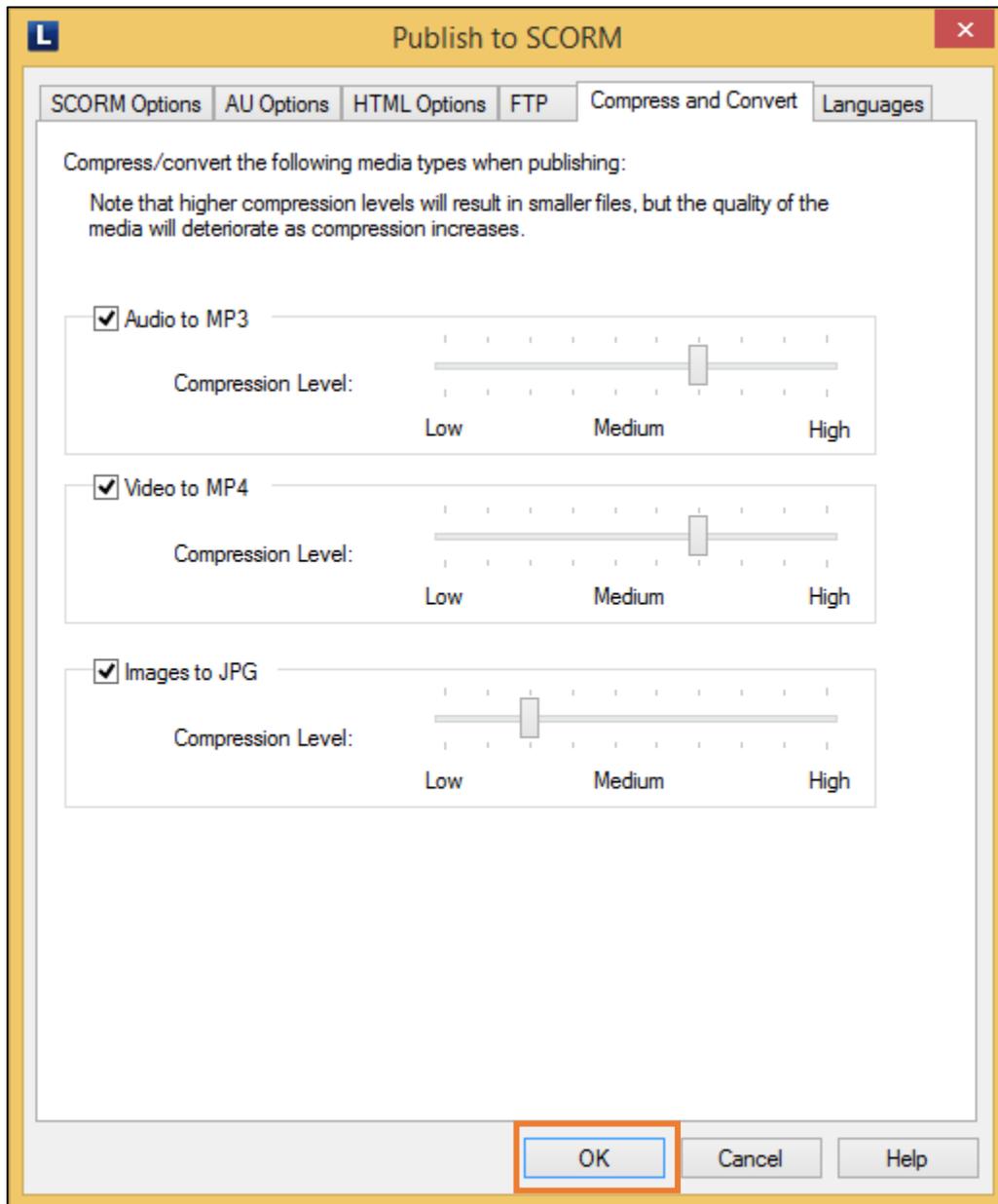
Course Description: Course Description Goes Here

OK Cancel Help

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.



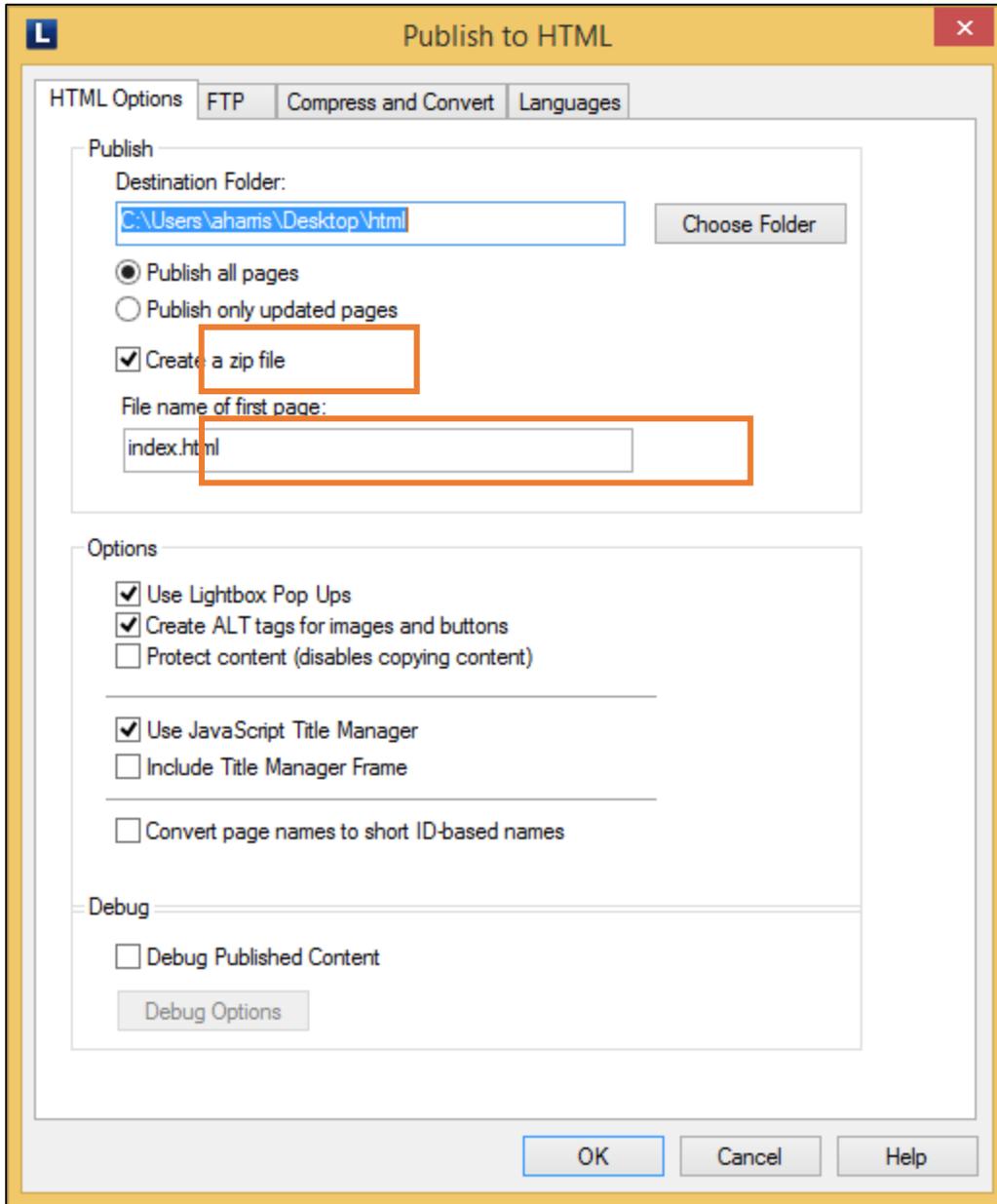
Lectora has compression options to ensure fast download times. These settings will depend on your original source quality. The higher quality of the source, the more compression can be done without loss of quality showing. This is something you should test to ensure you maintain quality media.



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**.



Publish to HTML

HTML Options | FTP | Compress and Convert | Languages

Publish

Destination Folder:
C:\Users\aharris\Desktop\html Choose Folder

Publish all pages
 Publish only updated pages
 Create a zip file

File name of first page:
index.html

Options

Use Lightbox Pop Ups
 Create ALT tags for images and buttons
 Protect content (disables copying content)

Use JavaScript Title Manager
 Include Title Manager Frame

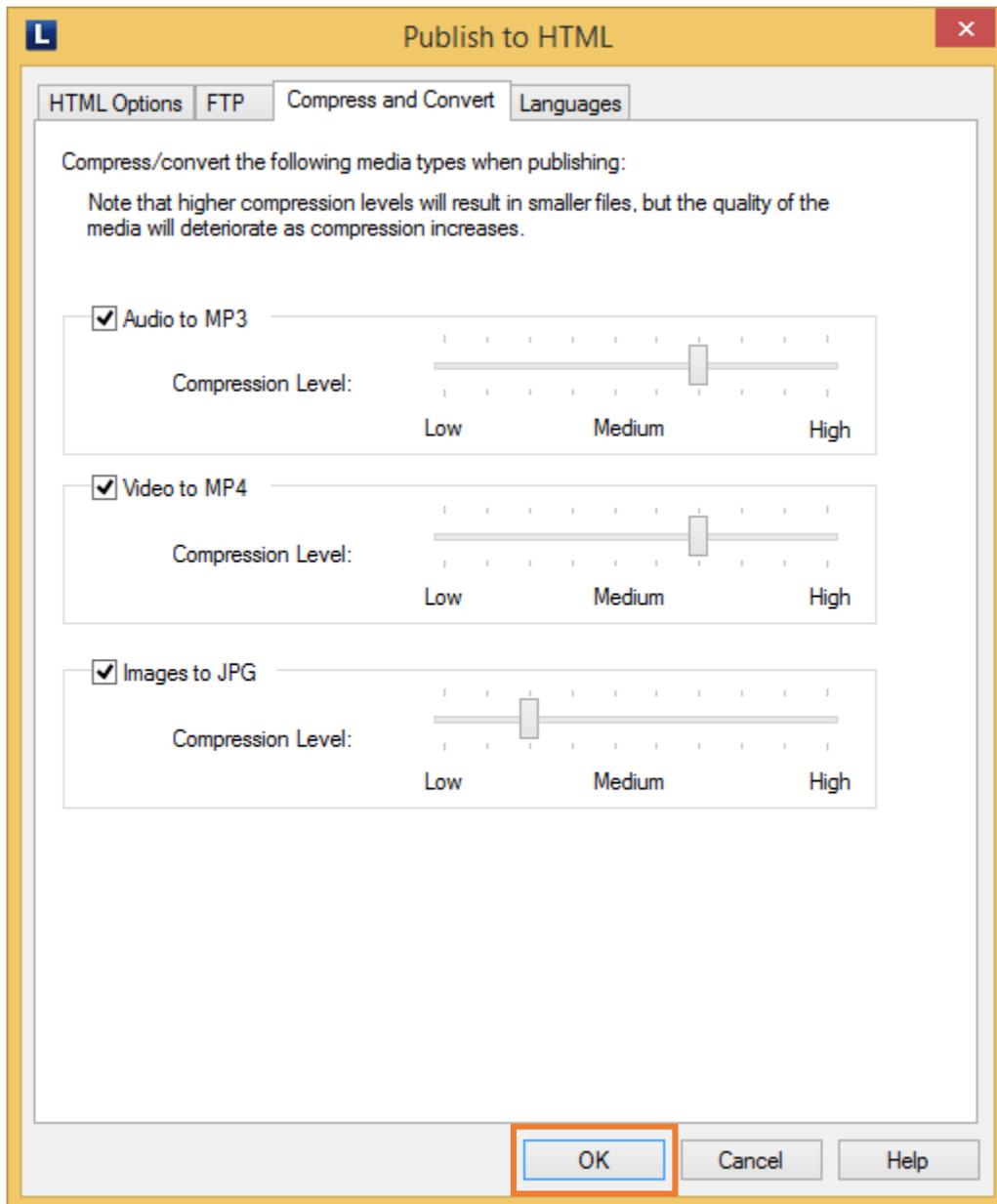
Convert page names to short ID-based names

Debug

Debug Published Content
Debug Options

OK Cancel Help

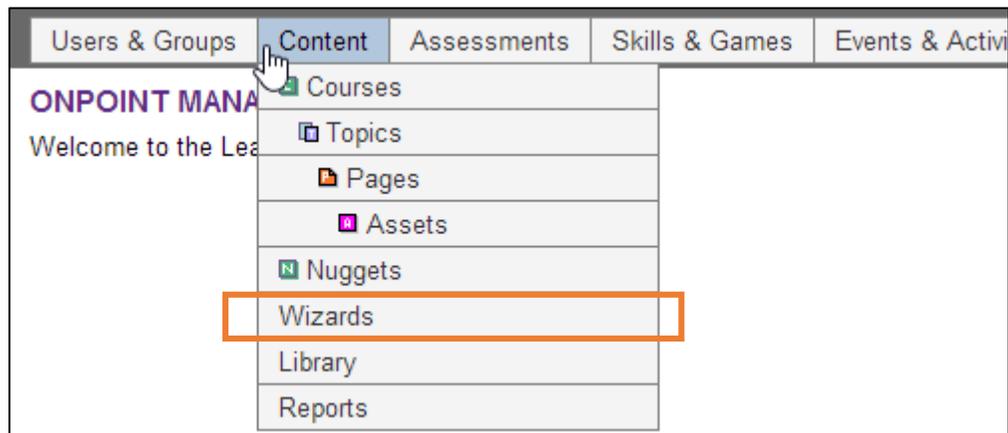
Lectora has compression options to ensure fast download times. These settings will depend on your original source quality. The higher quality of the source, the more compression can be done without loss of quality showing. This is something you should test to ensure you maintain quality media.



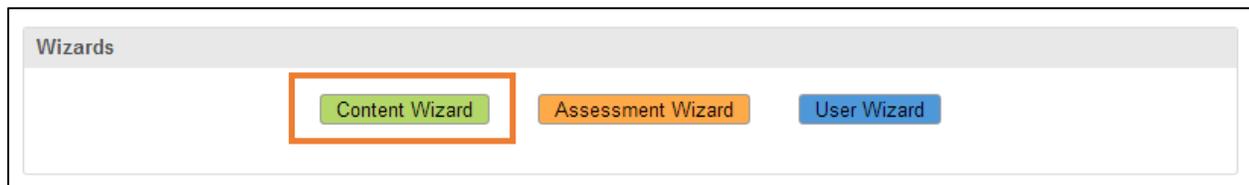
Once you have selected from available options, click **OK** to Publish.

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.

Select Content Type

What type of content do you have? (click to select)

Course Type	Nugget Type
Flash (.zip package)	Audio/Podcast
HTML (.zip package)	Document (EPUB/PDF)
SCORM (.zip package)	Flash (.swf)
	HTML (single file)
	HTML5 (zip file)
	PowerPoint/Slides
	Video

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

Course SCORM (.zip package)

Information

Title/Name:

Catalog Description:

Estimated Duration: Hours Minutes Seconds

Category:

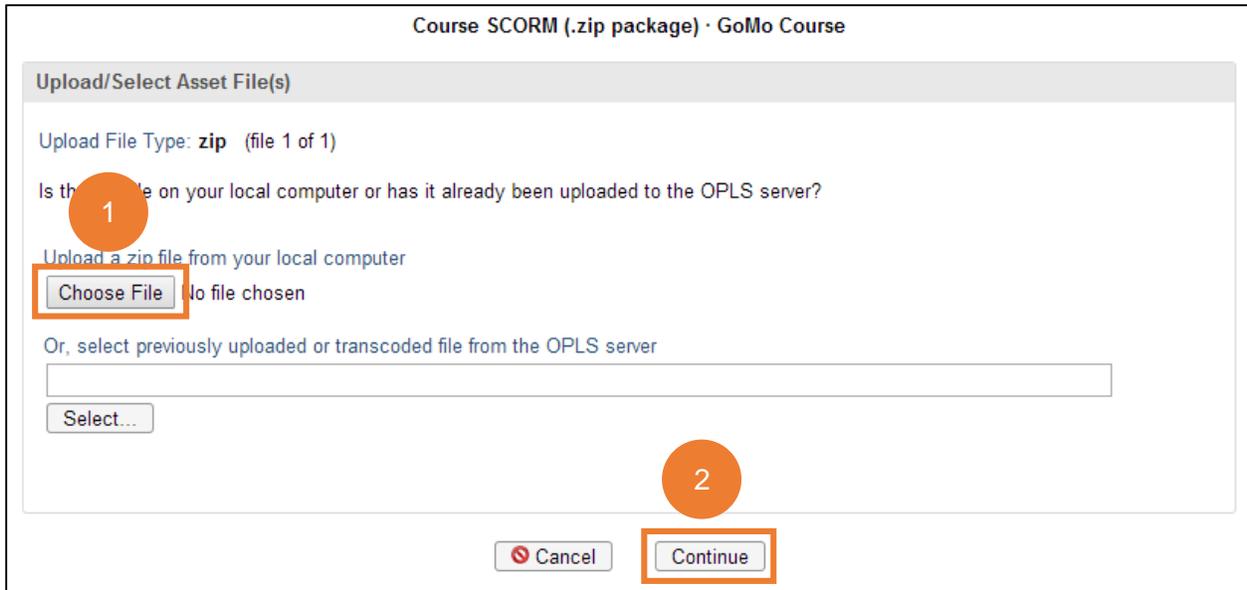
Naming Prefix:

Topic Name:

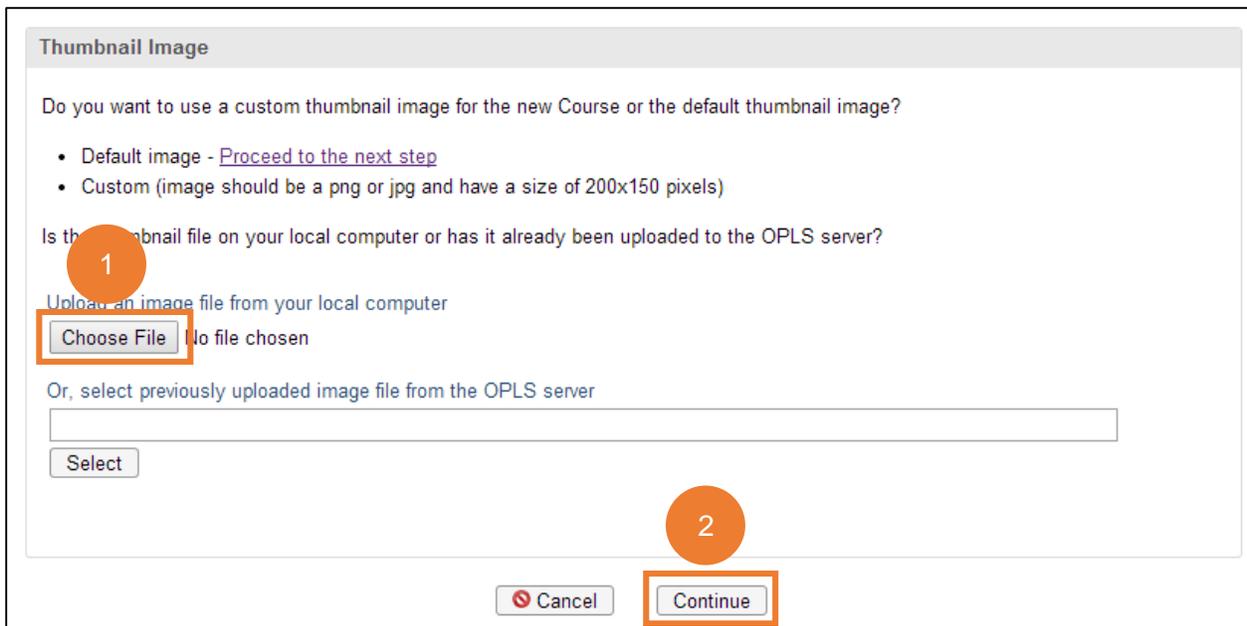
Page Name:

Asset Name:

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**.

Generate Course

Title/Name: Upload Course
Catalog Description: This is a course.
Estimated Duration: 0 Hour(s), 5 Minute(s)
Naming Prefix: cs-#-
Asset File: scorm -> p282_2014_04_21_13-29-50.zip (uploaded)
Thumbnail: Default

Assessment: You will be given the opportunity to create a new assessment or assign an existing assessment to the Course after the generation process has completed.

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

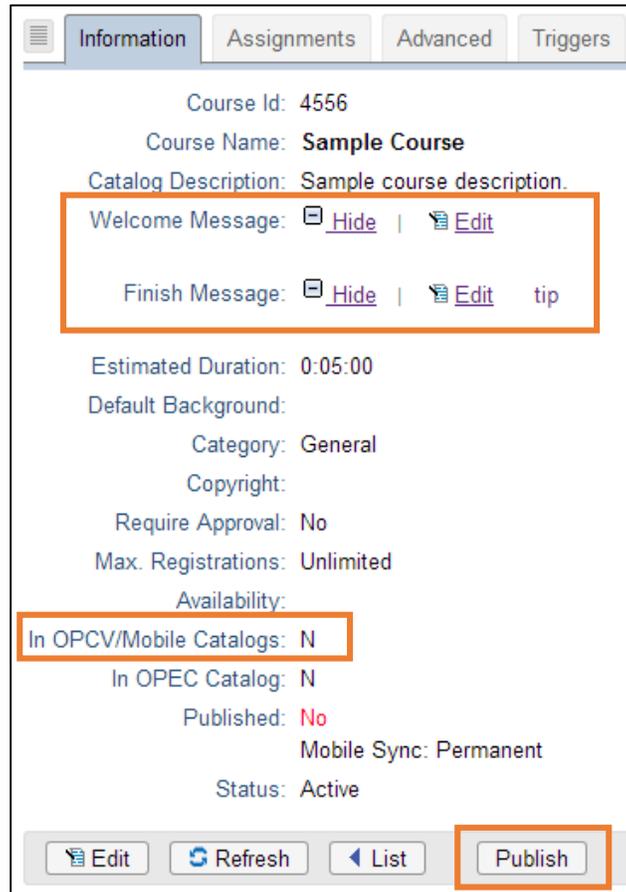
Generation Complete

The wizard has created the specified Course.

You can create and assign a new assessment (test, survey, feedback) using the 'Assessment Wizard' or go directly to the Course View.

From the Course View you can optionally assign an existing assessment, coordinators, and users or groups to the 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**.



Information Assignments Advanced Triggers

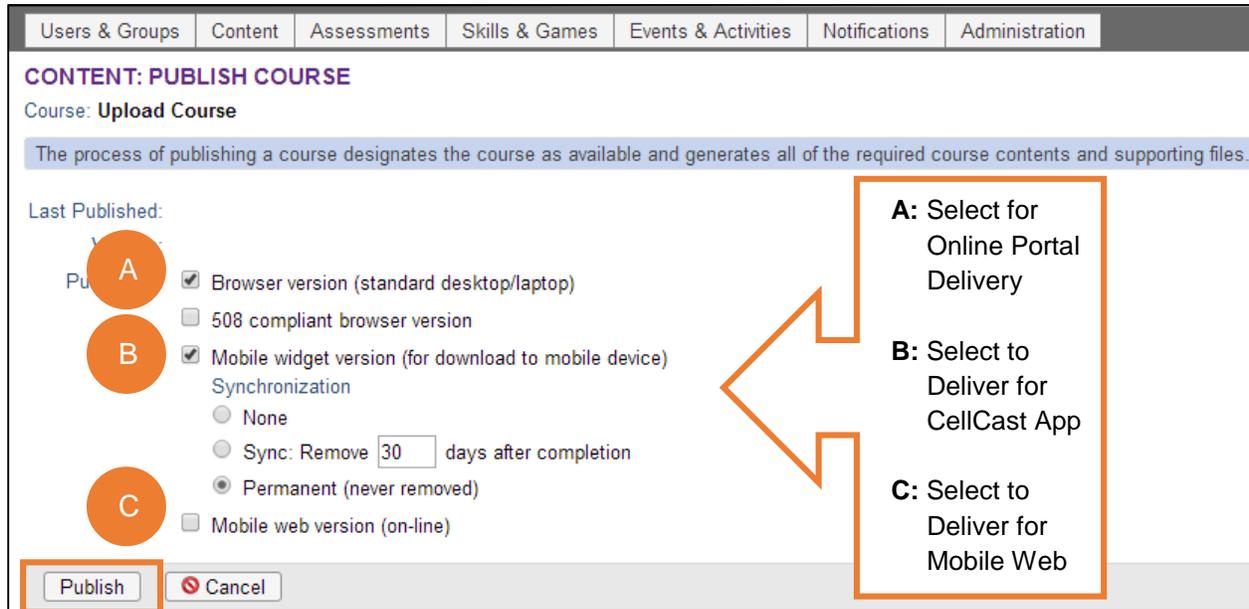
Course Id: 4556
Course Name: **Sample Course**
Catalog Description: Sample course description.
Welcome Message: [Hide](#) | [Edit](#)
Finish Message: [Hide](#) | [Edit](#) tip

Estimated Duration: 0:05:00
Default Background:
Category: General
Copyright:
Require Approval: No
Max. Registrations: Unlimited
Availability:
In OPCV/Mobile Catalogs: N
In OPEC Catalog: N
Published: **No**
Mobile Sync: Permanent
Status: Active



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

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

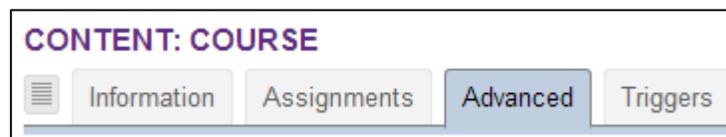


Your course is now published, click **Continue**.



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.



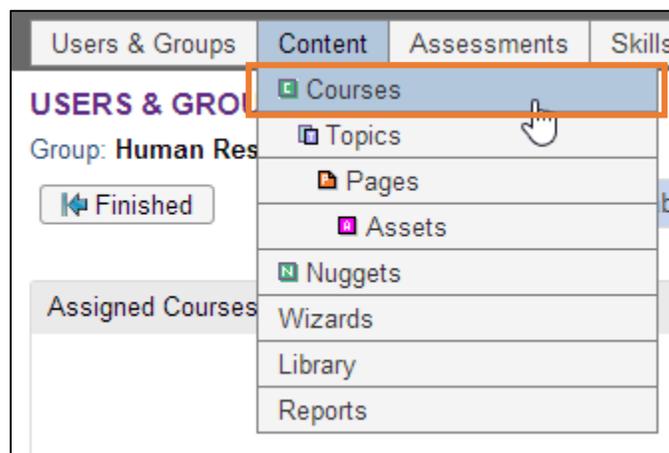
The most important setting to ensure is IE8 compatibility is disabled. This is set to true by default and must be unchecked.

Assigning Users and Groups

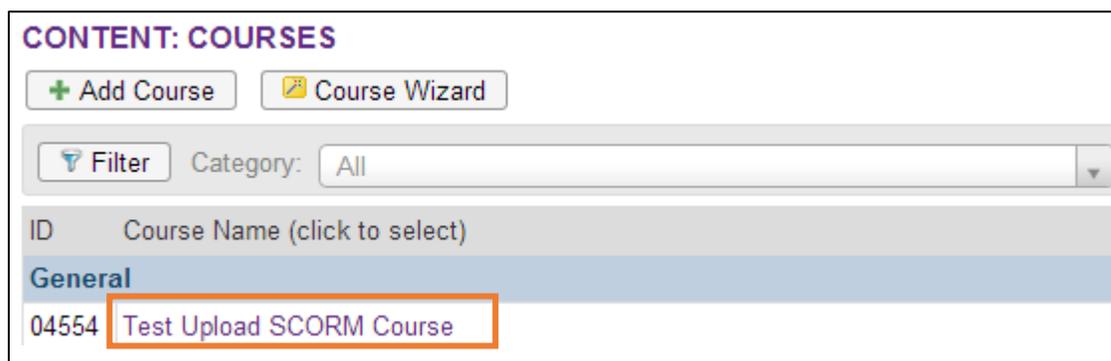
Once you have published your course, you can assign users or groups to be assigned to the course.

Assigning Users

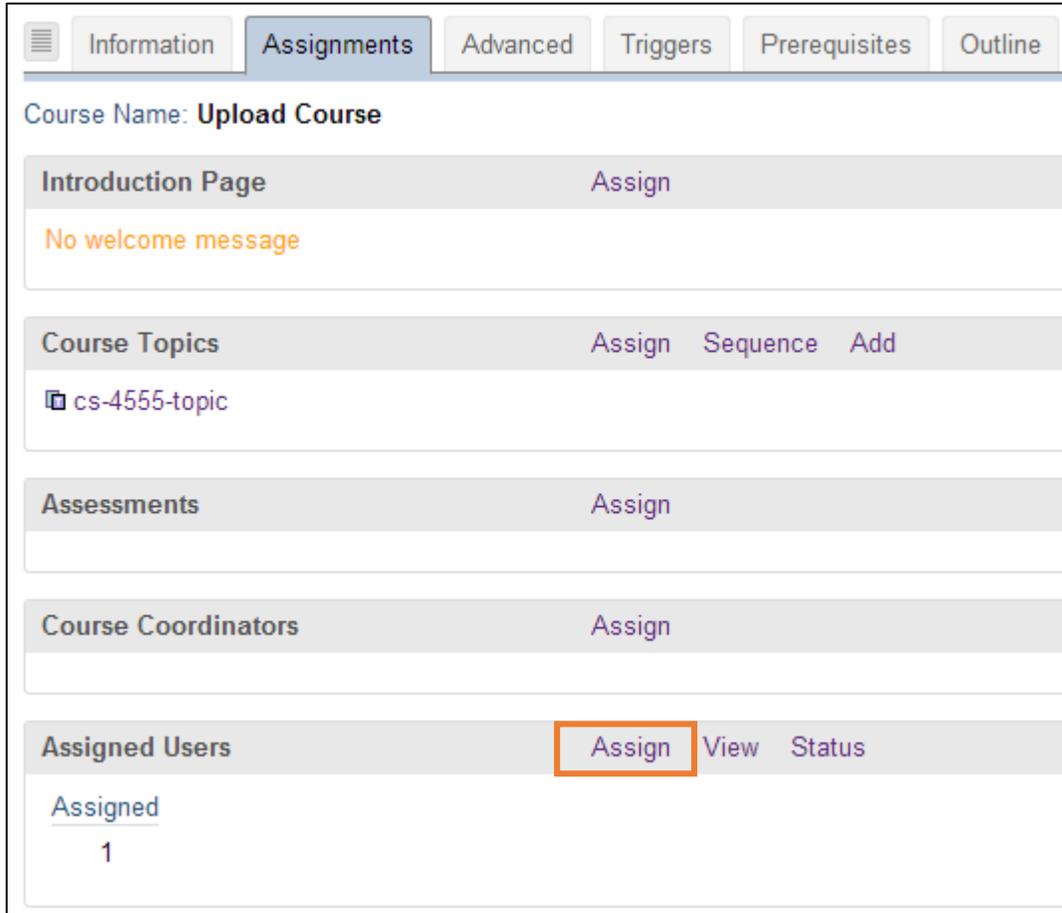
From the *Content Tab*, select **Courses**.



A list of all courses will show. Select your **Course Name** from list.



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



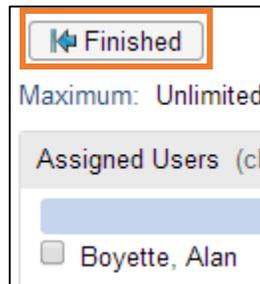
The screenshot shows the 'Assignments' tab for a course named 'Upload Course'. The interface includes several sections: 'Introduction Page' with an 'Assign' button; 'Course Topics' with 'Assign', 'Sequence', and 'Add' buttons, and a topic 'cs-4555-topic'; 'Assessments' with an 'Assign' button; 'Course Coordinators' with an 'Assign' button; and 'Assigned Users' with 'Assign', 'View', and 'Status' buttons. The 'Assigned Users' section shows a count of 1 user assigned.

Select desired **User** from *Available Users* and click **Assign**.



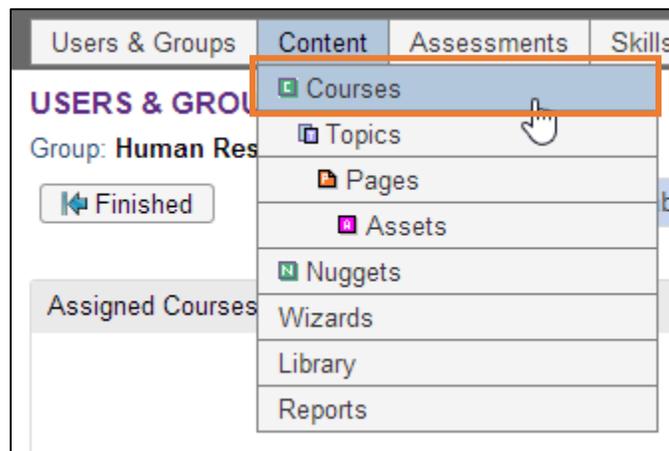
The screenshot shows the user selection interface. At the top, there is a 'Maximum: Unlimited' label and a dropdown menu set to 'Assign/Unassign'. Below this are two panels: 'Assigned Users (check to unassign)' and 'Available Users (check to unassign)'. The 'Assigned Users' panel shows a filtered list with one user: 'tester, test'. The 'Available Users' panel shows a filtered list with one user: 'Boyette, Alan'. The 'Assign/Unassign' dropdown and the 'Boyette, Alan' user entry are highlighted with orange boxes.

You will now see the user in the *Assigned Users* section. Click **Finished**.

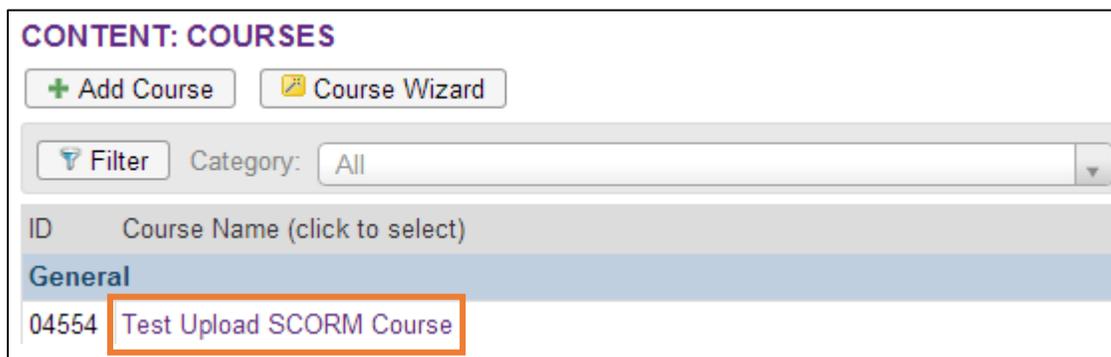


Assigning Groups

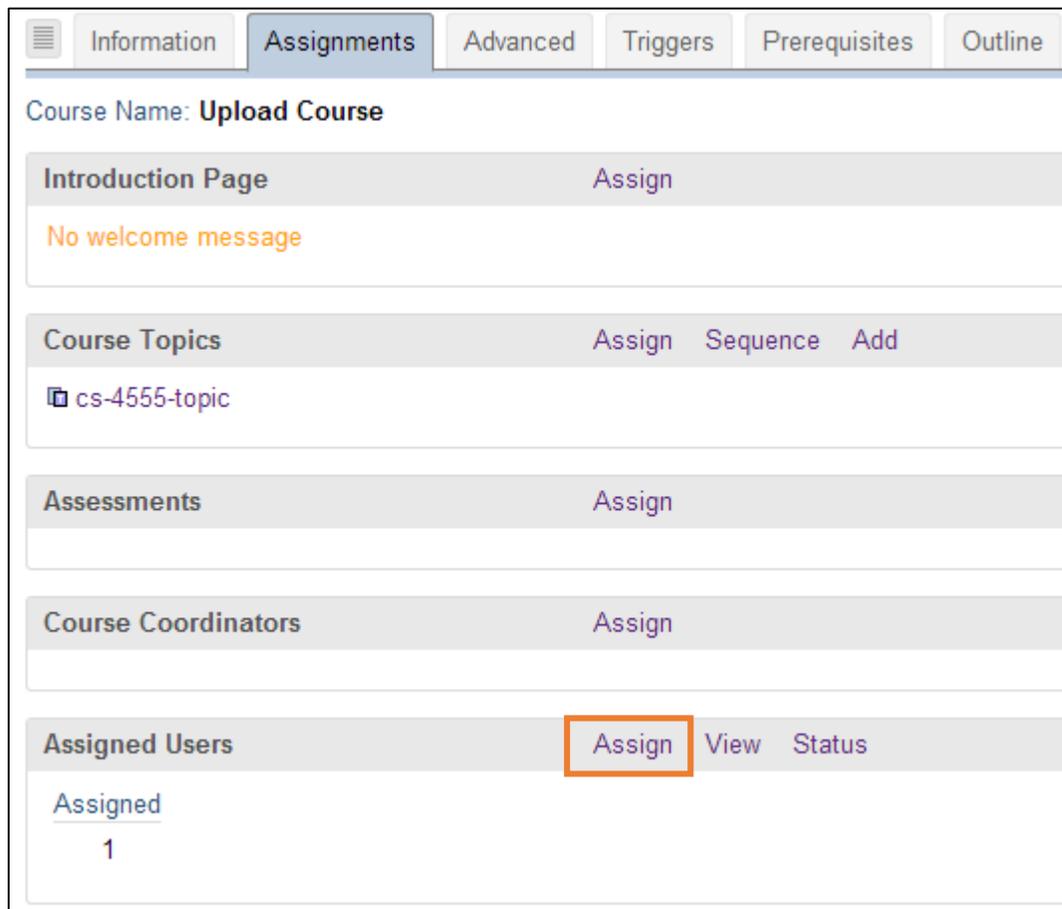
From the *Content Tab*, select **Courses**.



Select **Course** from list.

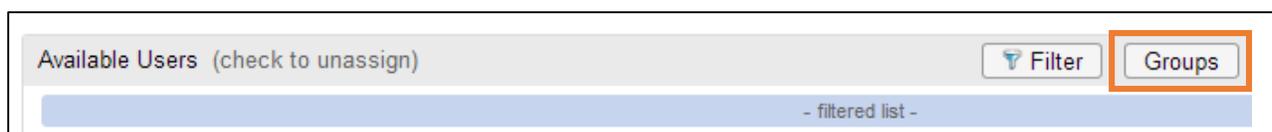


From *Assignments Tab*, click **Assign** in the Assigned Users section.



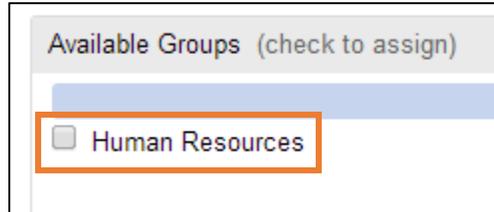
The screenshot shows the 'Assignments' tab selected in a navigation menu. Below the menu, the course name is 'Upload Course'. The interface is divided into several sections: 'Introduction Page' with an 'Assign' button; 'Course Topics' with 'Assign', 'Sequence', and 'Add' buttons, and a sub-item 'cs-4555-topic'; 'Assessments' with an 'Assign' button; 'Course Coordinators' with an 'Assign' button; and 'Assigned Users' with 'Assign', 'View', and 'Status' buttons. The 'Assigned' count under 'Assigned Users' is '1'. The 'Assign' button in the 'Assigned Users' section is highlighted with an orange box.

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

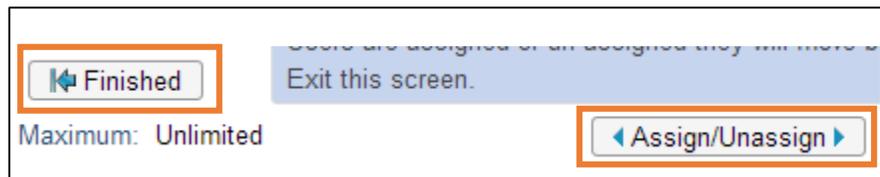


The screenshot shows the 'Available Users' section with the text '(check to unassign)'. There are two buttons: 'Filter' and 'Groups'. The 'Groups' button is highlighted with an orange box. Below the buttons, there is a blue bar with the text '- filtered list -'.

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.