

## DATASHEET

# Larmer Brown Platform Advanced Features Course Outline

### Course Overview

#### Course Duration:

15 hours

#### Delivery:

Web Based Training - can be delivered in Classroom if required

#### Pre-requisites:

- Developer Basic Features Course

#### Who should attend:

- Technical Training Managers
- Lead Content Developers
- Senior Instructional Designers

#### What you will learn:

- Developer Customisation & the Style Editor
- Migrating a Workarea
- Audio
- Units and Glossary
- Localising Content
- Documentation
- The Desktop Assistant, Guided Tour and Context Help
- Manager Interface & Workarea
- Monitoring Success
- Managing Workflow
- Use of Roles and Permissions

This in-depth web-based training course for the Larmer Brown Platform Content Authoring Suite provides training on the advanced features and functions. Upon completion of this facilitated training, delegates will be competent in the application of the tool's advanced features.

### Overview

This course follows the Basic Features Course and offers hands-on training covering the more advanced features of the Larmer Brown Platform Content Authoring Suite. Prior to the first session, the Course Lesson Plan is discussed and a schedule of dates and times agreed. Throughout each session, the Facilitator discusses and demonstrates the more complex features ensuring that delegates understand the concept as well as the steps. Delegates are encouraged to ask questions during the interactive sessions in order to confirm their understanding and share knowledge with others.

Course facilitators are qualified Trainers with extensive content development experience. This experience ensures that delegates receive 'value add' throughout the course, drawn from real-life project experience.

All delegates receive telephone support for one month post-course covering any features and functions topics included in the course.

### Objectives

The objective of this course is to consolidate and then build on the functions learned during the Basic features course. The structure and method of delivery used throughout this course should ensure comprehensive transfer of knowledge and understanding. Upon completion, delegates should be able to confidently plan, develop and deliver learning and support content either individually or as part of a Content Delivery Team.

### About Larmer Brown

Larmer Brown has been delivering learning solutions to corporate clients since 1984. Our services have evolved in order to deliver a portfolio of offerings to support clients through each phase of their learning project, system implementation or upgrade.

## Larmer Brown Platform: Advanced Features Lesson Plan

Function	Description	Time (mins)
<b>1. Developer Customisation</b>		60
(1) Basic Information	<ul style="list-style-type: none"> <li>Customisation of resources in the Developer</li> </ul>	
(2) Style Editor	<ul style="list-style-type: none"> <li>How to use the Style Editor including trainer, bubble, border, book, desktop assistant and the Manager</li> </ul>	
(3) Text Style Editor	<ul style="list-style-type: none"> <li>How to use Text Style Editor</li> </ul>	
(4) Dictionary Editor	<ul style="list-style-type: none"> <li>How to redefine standard texts</li> </ul>	
(5) Activation and Deployment	<ul style="list-style-type: none"> <li>Understand how to activate styles using resources and how to create a Manager style</li> </ul>	
<b>2. Developer Content Templates</b>		30
(1) Documentation Templates	<ul style="list-style-type: none"> <li>How to manage templates and settings for documentation</li> </ul>	
(2) Book Page Templates	<ul style="list-style-type: none"> <li>Adapt your own templates</li> </ul>	
(3) Quiz Templates	<ul style="list-style-type: none"> <li>Create your own templates</li> </ul>	
<b>3. Playback</b>		20
(1) Content Playback	<ul style="list-style-type: none"> <li>Understand the benefits and use of the trainer bar and the other navigation options</li> </ul>	
(2) Focus Layer	<ul style="list-style-type: none"> <li>Understand the purpose and benefits of the focus layer for simulation playback</li> </ul>	
<b>4. Audio</b>		45
(1) Audio Overview	<ul style="list-style-type: none"> <li>An overview on the use of audio for simulations</li> <li>A review of the different methods to add audio</li> </ul>	
(2) Audio Recording	<ul style="list-style-type: none"> <li>An understanding of the different settings needed for audio recording</li> </ul>	
(3) Instant Developer Audio	<ul style="list-style-type: none"> <li>Adding audio when using the Instant Developer</li> </ul>	
(4) Audio Editing	<ul style="list-style-type: none"> <li>An understanding on how to edit audio content after it is recorded</li> </ul>	
(5) Audio in Book Pages	<ul style="list-style-type: none"> <li>Differences between creating and editing of audio in Book Pages and available options</li> </ul>	
<b>5. Text Units and Glossary</b>		30
(1) Text Units	<ul style="list-style-type: none"> <li>How to create a Glossary</li> </ul>	
(2) Glossary in Documentation	<ul style="list-style-type: none"> <li>Reference and insert a Glossary into documentation</li> </ul>	
(3) Desktop Assistant	<ul style="list-style-type: none"> <li>Glossary support within Desktop Assistant functions</li> </ul>	

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<b>6. Localisation of Content</b>		60
(1) Content Localisation	<ul style="list-style-type: none"> <li>Explain the principles and process on how to localize content manually created by Developers</li> <li>How to localise content</li> </ul>	
(2) Re-record	<ul style="list-style-type: none"> <li>Overview of the re-record function</li> <li>Understand the different re-record modes and use cases</li> <li>Understand the recording bar features</li> </ul>	
<b>7. Documentation</b>		60
(1) Documentation Overview	<ul style="list-style-type: none"> <li>Generation of a single document, Compound Document and Master Document</li> </ul>	
(2) Documentation Macros	<ul style="list-style-type: none"> <li>How to enhance your document by adding new features</li> </ul>	
(3) Documentation Template for PowerPoint	<ul style="list-style-type: none"> <li>Generate templates for PowerPoint</li> </ul>	
(4) Documentation Size	<ul style="list-style-type: none"> <li>How to reduce the size of a document</li> </ul>	
(5) Publishing Multifile	<ul style="list-style-type: none"> <li>Explain the multifile and its benefits to publishing process</li> </ul>	
(6) Glossary in Documents	<ul style="list-style-type: none"> <li>How to export Glossary as a table</li> </ul>	
(7) Interactive Hands on Guide	<ul style="list-style-type: none"> <li>A look at a new Hands on Guide that provides HTML options</li> </ul>	
<b>8. Desktop Assistant General</b>		150
(1) General Desktop Assistant	<ul style="list-style-type: none"> <li>Introduction</li> <li>Types of Desktop Assistant</li> <li>Context Levels and Hierarchy</li> <li>Pre-requisites</li> <li>Supported Applications</li> <li>Localisation</li> </ul>	
(2) Desktop Assistant Usage	<ul style="list-style-type: none"> <li>How to create Desktop Assistant</li> <li>Navigate the features of Desktop Assistant</li> <li>How to set up the Desktop Settings</li> <li>How to record or add context</li> <li>Sticky Notes</li> <li>Add change management</li> <li>Add role management</li> <li>Publishing content for the Desktop Assistant</li> <li>Exclude steps from context matching</li> <li>Explain the need for support multiple executables</li> <li>Explain caching location management</li> </ul>	

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Function	Description	Time (mins)
(3) Guided Tour	<ul style="list-style-type: none"> <li>Convert a simulation project into a guided tour</li> <li>How to create a Guided Tour</li> <li>How to edit a Guided Tour</li> <li>How to include optional steps</li> <li>Guided tour branches</li> <li>How to edit page keys</li> <li>How to set conditions for input fields</li> </ul>	
(4) Context Help	<ul style="list-style-type: none"> <li>How to create Context Help</li> <li>How to edit Context Help</li> <li>How to set display variants, e.g. icon, tool tip, bubble</li> <li>How to activate Form Mode in context help</li> </ul>	
<b>9. Manager Roles and Permissions</b>		25
(1) Introduction	<ul style="list-style-type: none"> <li>Illustrate the need for role classification of all users of the platform either single or multiple authors</li> </ul>	
(2) Editing in a Group	<ul style="list-style-type: none"> <li>Employ default system roles</li> </ul>	
(3) Role Concept	<ul style="list-style-type: none"> <li>Understand full list of permissions and how they can be grouped</li> </ul>	
<b>10. Manager Monitor Success</b>		30
(1) Introduction	<ul style="list-style-type: none"> <li>Understand the advantages of tracking a user's progress</li> </ul>	
(2) Learning Reporter	<ul style="list-style-type: none"> <li>An overview of the standard reports</li> </ul>	
(3) Track Learners Performance	<ul style="list-style-type: none"> <li>Save and schedule reports to run</li> </ul>	
(4) Overview for Learners	<ul style="list-style-type: none"> <li>Performance overview for learners</li> </ul>	
(5) Activate Tracking	<ul style="list-style-type: none"> <li>How to activate tracking</li> </ul>	
<b>11. Manager Interface</b>		30
(1) Introduction	<ul style="list-style-type: none"> <li>An overview of the Manager's interface and its browser requirements</li> </ul>	
(2) Interface Operations	<ul style="list-style-type: none"> <li>How to edit the outline using drag and drop</li> </ul>	
(3) Web-Based Courseware Editor	<ul style="list-style-type: none"> <li>How to edit book and their book pages in the Manager</li> </ul>	
(4) Web-Based Book Page Editor	<ul style="list-style-type: none"> <li>How to edit book pages in Manager</li> </ul>	
(5) Web-Based Lesson Editor	<ul style="list-style-type: none"> <li>How to edit simulations in the Manager</li> </ul>	
<b>14. Manager Workflows</b>		60
(1) Introduction	<ul style="list-style-type: none"> <li>Understand the principle of workflow and the use of status</li> </ul>	
(2) Workflow Benefits	<ul style="list-style-type: none"> <li>Understand the life cycle of an object and its workflow</li> </ul>	
(3) Defined Workflow stages	<ul style="list-style-type: none"> <li>The importance of transitions in a workflow</li> </ul>	
(4) Create a Workflow	<ul style="list-style-type: none"> <li>How to create a workflow, assign it to a Workarea with helpful hints and tips</li> </ul>	
(5) Hints and Tips	<ul style="list-style-type: none"> <li>Understand the behaviour of Workflow and how it impacts other objects and processes</li> </ul>	
(6) Workflow in the Developer	<ul style="list-style-type: none"> <li>Uses of Workflow in the Developer and using it as an Author</li> </ul>	