

DATASHEET

Larmer Brown Platform Basic Features Course Outline

Course Overview	This web-based training course for the Larmer Brown Platform Content Authoring Suite provides delegates with an introduction to core features and functions of the tool. Upon completion of this facilitated training, delegates will be ready to develop their own learning and support content using the tool.
Course Duration:	Overview
15 hours	This introductory course provides hands-on experience of the basic features and functions 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. During facilitated sessions, delegates receive demonstrations and guidance to assist understanding and learning. Delegates are encouraged to ask questions in order to confirm their understanding and share knowledge with the others.
Delivery:	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.
Web Based but can be delivered in Classroom if required	All delegates receive telephone support for one month post-course covering any features and functions topics included in the course.
Pre-requisites:	Objectives
None	This basic features course is designed to ensure delegates receive a thorough introduction to the development of learning and support content using the Larmer Brown Platform Content Authoring Suite. Upon successful completion, delegates will be able to utilise their knowledge with confidence.
Who should attend:	About Larmer Brown
<ul style="list-style-type: none"> • Technical Writers • Content Developers • Instructional Designers 	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.
What you will learn:	
<ul style="list-style-type: none"> • Manager Basics • The Developer • Create and Edit Simulations • Book and Book Page Development and Templates • Quiz Development • Using Avatars • Import PowerPoint Presentations • Publish and Deploy Content from the Developer and the Manager • Instant Developer 	
Next steps:	
<ul style="list-style-type: none"> • Advanced Features Training Course 	

Larmer Brown Platform: Basic Features Lesson Plan

Function	Description	Time (mins)
1. Introduction to the Larmer Brown Platform (LBP)		45
(1) Introduction to LBP	<ul style="list-style-type: none"> Overview on the components for LBP 	
(2) Basic Terms	<ul style="list-style-type: none"> Brief look at the terminology 	
(3) Content Types	<ul style="list-style-type: none"> A look at different types of content: Learning, Performance Support, Documents 	
(4) Developer	<ul style="list-style-type: none"> Quick Tour 	
(5) Manager	<ul style="list-style-type: none"> Quick Tour 	
2. Developer, Content Structure		45
(1) Workarea Concept	<ul style="list-style-type: none"> How to start the Developer and use it to create learning content 	
(2) Navigate the Explorer	<ul style="list-style-type: none"> How to navigate the Workarea Explorer 	
(3) Recombination View	<ul style="list-style-type: none"> Explore options to change the view of the Project Explorer 	
(4) Project Explorer search	<ul style="list-style-type: none"> Explore the options to search for content within the Workarea 	
(5) Book Content Structure	<ul style="list-style-type: none"> Look at several types of structure and examples of how best to use them 	
(6) Structuring with Books	<ul style="list-style-type: none"> A review of different learning structures using Book and Book Pages 	
(7) Local Trash	<ul style="list-style-type: none"> Understand how local trash prevents objects from being permanently deleted and how they can be restored 	
3. Developer, Simulation Recording		30
(1) Best Practice	<ul style="list-style-type: none"> Explain best practices when recording 	
(2) Recording Basics	<ul style="list-style-type: none"> Getting started - look at the steps involved to record a process 	
(3) Recording Bar	<ul style="list-style-type: none"> Have a look at the different states of the recording bar 	
(4) Quick Recording	<ul style="list-style-type: none"> How to use quick recording which does not need a profile 	
(5) Advanced Recording Merging and Cropping	<ul style="list-style-type: none"> Use merging and cropping to reduce the size of the documentation 	
(6) Screencast Video	<ul style="list-style-type: none"> Understand the purpose of a screencast video and how to create one from a simulation 	
4. Developer, Simulation Editing		40
(1) Editing Basics	<ul style="list-style-type: none"> Overview on editing features and functions How to update screenshots using Paint, zoom and anonymise screen data Set up editing parameters and functions to help with editing simulations 	
(2) Bubble Texts	<ul style="list-style-type: none"> Understand the different uses for Demo and Practice text in a bubble 	
(3) Editing of Screens and Images	<ul style="list-style-type: none"> How to update screen shots and images in a simulation or Book Page Editor 	
(4) Update Object Images	<ul style="list-style-type: none"> How to recapture an object and update the click area on a screen or Book Page 	

Larmer Brown Platform: Basic Features Lesson Plan

Function	Description	Time (mins)
(5) Zoom	<ul style="list-style-type: none"> Using the Zoom feature to assist with editing of details on a screen or Book Page 	
(6) Editing advanced	<ul style="list-style-type: none"> A detailed look at using the settings to assist with features and functions of simulation 	
(7) Use of Book Pages	<ul style="list-style-type: none"> A look at using Book Pages to provide further context information in a simulation 	
5. Developer, Book & Book Pages		40
(1) Getting Started	<ul style="list-style-type: none"> Overview of the Books and Book Pages How to insert a Book Page into a simulation How to use a Book page as a group description 	
(2) Functional Concepts	<ul style="list-style-type: none"> Explain the difference between a Book and a Book Page 	
(3) Book Pages - Principles	<ul style="list-style-type: none"> Understand the principles of the Book Page 	
(4) Navigating the Editor	<ul style="list-style-type: none"> A detailed look at the features and functions of the Editor, including Object Toolbar, Object Editor, Object List and Book Explorer 	
(5) Book Page Templates	<ul style="list-style-type: none"> How to create a Book Page Template 	
(6) Style and Settings	<ul style="list-style-type: none"> A look at enhancing the content further with border styles, subtitles and how to create a book using PowerPoint 	
(7) Individual Book Page Backgrounds	<ul style="list-style-type: none"> Set up an individual style for a Book Page by adding a background 	
(8) Avatars	<ul style="list-style-type: none"> Use Avatars to add animation to information 	
(9) Questions in Book Pages	<ul style="list-style-type: none"> How to create Knowledge Checks (not tracked) 	
6. Developer, Quizzes		40
(1) Learning Objective of a Quiz item	<ul style="list-style-type: none"> The purpose of learning objectives and writing rules 	
(2) Create a Quiz	<ul style="list-style-type: none"> Create and edit Quiz Types 	
(3) Quiz Evaluation & Feedback	<ul style="list-style-type: none"> How to create a Quiz Evaluation and the importance of providing feedback 	
(4) Settings	<ul style="list-style-type: none"> Understand the standards settings applicable for all quiz objects 	
(5) Quiz item formats	<ul style="list-style-type: none"> A detailed look at each type of Quiz item 	
7. Developer, Export / Publishing		40
(1) Publishing	<ul style="list-style-type: none"> Explain the different publishing types and details about the publishing process for content (standard) 	
(2) Export	<ul style="list-style-type: none"> Explain the options to import and export content as archive files (DKP) and as video files (MP4) 	

Larmer Brown Platform: Basic Features Lesson Plan

Function	Description	Time (mins)
8. Manager		100
(1) Introduction	<ul style="list-style-type: none"> Introduction to some of the Manager's key features 	
(2) Basic Facts	<ul style="list-style-type: none"> Navigation of key areas of the Manager 	
(3) Basic Terms	<ul style="list-style-type: none"> Understand common language used when working with the Manager 	
(4) Managed Workarea	<p>The best uses of the Manager to suit your requirements:</p> <ul style="list-style-type: none"> Introduction to Managed Workarea Local versus Managed Workarea What's your scenario? Some do's and don't's Identify Authoring Users Create and identify a Workarea 	
(5) Manager Connections with a Developer	<ul style="list-style-type: none"> Mirror a Workarea Check out assigned objects Synchronise the Workarea 	
(6) Publishing Content	<ul style="list-style-type: none"> Prepare content for Publishing Learner View Assign Content to learner Distribute content Providing Published URLs Broadcast Templates QR Codes 	
9. Instant Developer		45
(1) Recording	<ul style="list-style-type: none"> How to create a simulated recording 	
(2) Editing	<ul style="list-style-type: none"> How to edit the recording and edit the content 	
(3) Synchronise with Manager	<ul style="list-style-type: none"> Synchronise Instant Developer to a Manager, if relevant 	
(4) Audio	<ul style="list-style-type: none"> How to capture audio during a recording 	