

Szkolenie: Micro Focus ART100 - ART Author and Administrator Training



Cel szkolenia:

This three-day course includes two days focused on authoring content using the Adoption Readiness Tool (ART) and one day on how to administer the ART content. This course is perfect for new members of your ART Training and Development team or for customers that already have a training strategy in place. This class teaches you how to create, edit, and publish ART deliverables.

Upon successful completion of this course, you should be able to:

- Create, edit, and publish ART courses
- Create, edit, and publish ART simulations and performance documents
- Create, edit, and publish an ART website
- Modify basic ART course and simulation branding elements
- Enable and configure LMS publishing for courses and simulations
- Enable Text to Speech (TTS) for courses and simulations

Audience/Job Roles

This course is intended for:

- Those involved in the development and review of training and support content
- Those involved in the administration, management, and governance of ART content
- Other ART project stakeholders

Plan szkolenia:

- Introduction
 - Introductions
 - Describing the primary functions and components of the HP Adoption
 - Readiness Tool (ART)
 - Describing simulation modes
 - Roles and responsibilities of the course author and administrator
 - Author work process
- Preparing to Create ART Content

- Describing the ART document and simulation file types
- Identifying key course criteria
- Preparing your computer to create ART content
- Creating an ART project folder structure for file storage
- Creating an eLearning Course
 - Creating new eLearning course files
 - Identifying editor panes, menu, ribbons, and the page layout stencils
 - Adding lessons with text and images
 - Adding pages with text and images
 - Describing the course properties
- Editing an eLearning Course
 - Editing course text and images
 - Managing stencils, lessons, and pages
 - Adding hotspots
 - Importing course pages from another sources
 - Importing content from PowerPoint
- Creating and Editing an Assessment
 - Identifying question stencils
 - Inserting knowledge check questions
 - Adding graded assessments
 - Inserting assessment question pages
 - Creating custom feedback
 - Describing Test Me assessment questions
- Publishing and Viewing and eLearning Course
 - Publishing ART eLearning courses
 - Viewing courses locally
 - Recognizing published files
- Creating a New Recording
 - Preparing your target application for recordings
 - Creating new recording files
 - Identifying the Recorder window and toolbar buttons
 - Recording tasks
 - Capturing audio and notes while recording
 - Identifying the editing views
 - Populating file properties
 - Previewing recordings

- 8Editing in Simulation View
 - Identifying simulation view panes
 - Editing steps and action notes
 - Adding and editing information notes
 - Adding welcome steps
 - Inserting tooltips
 - Using spellcheck and find and replace
- Editing in Document View
 - Identifying the Document view pane and Layout pane icons
 - Editing the Purpose section
 - Editing the Procedure section
 - Changing the screen title and hiding steps
- Linking and Publishing Recordings and Documents
 - Linking simulations to an eLearning course
 - Publishing and batch publishing recordings
 - Viewing published job aids and simulations
 - Identifying the published files
 - Adding published documents or URLs to an eLearning course
- Creating an ART Website
 - Describing the structure of ART websites
 - Creating ART websites
 - Viewing published websites
 - Adding related documents to websites
 - Creating ART websites with multiple courses
- Managing ART Content
 - Managing embedded simulations and images
 - Accessing course images
 - Using course and recording annotations
- ART Templates
 - Primary functions of the ART template
 - Describing the purposes of each template element
 - Describing the relationships among document parts
- Managing ART Templates
 - Opening and examining template files
 - Duplicating ART template files
 - Editing templates

- Managing multiple templates
- Modifying Course Branding
 - Modifying the course logo
 - Customizing the course and simulation branding
 - Accessing default course skins
 - Updating the HPE ART Rounded custom skin
 - Updating course styles
 - Modifying the launch windows
 - Modifying the ART website logo and tagline
 - Updating the document header and footer
- Managing LMS Publications
 - Accessing LMS Publication Settings
 - Configuring LMS Scoring
 - Publishing a Course for LMS
 - Publishing a Simulation for LMS
 - Create a Course Package
 - Enable Publishing for a Course Package
 - Publish a Course Package
- Configuring TTS
 - Accessing Text to Speech (TTS) general settings
 - Configuring TTS for courses
 - Configuration TTS for simulations

Wymagania:

To be successful in this course, you should have the following prerequisites or knowledge:

- Have basic PC skills, including Microsoft Word and PowerPoint.

Poziom trudności



Certyfikaty:

The participants will obtain certificates signed by Micro Focus (course completion).

Prowadzący:

Authorized Micro Focus Trainer