

THE LEARNING CREATION

# STUDIO

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# User Guide

FOR ORG ADMINISTRATORS & AUTHORS

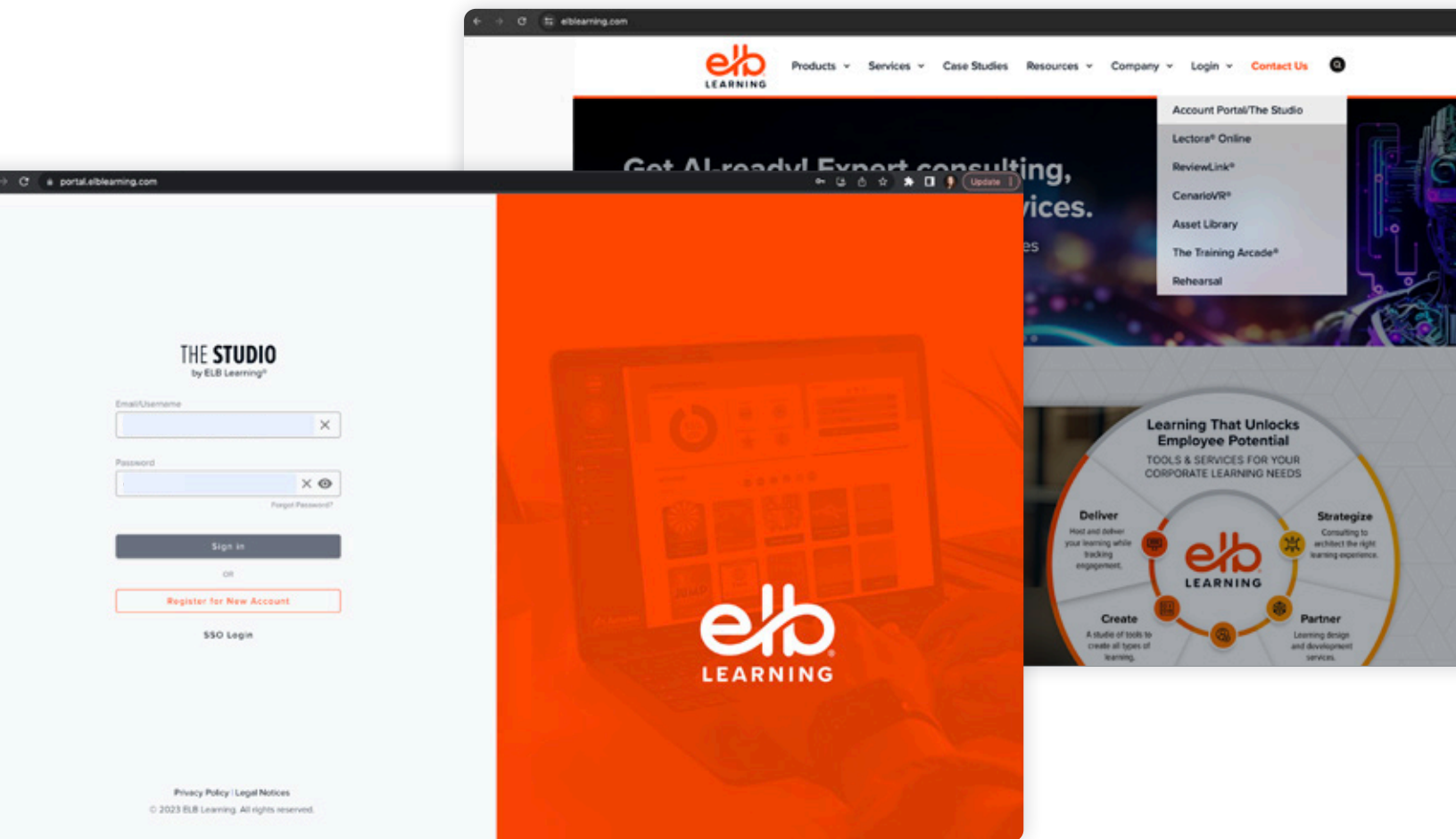


[www.elblearning.com](http://www.elblearning.com)

# Welcome to The Learning Creation Studio by ELB Learning

The Learning Creation Studio provides a single location to access all of its products and applications. The Learning Creation Studio login screen can be accessed by visiting either:

1. <https://portal.elblearning.com/> or
2. <https://elblearning.com/> (click *Account Portal/The Studio* from *Login* drop down in navigation)



The Learning Creation Studio Guide is separated into 2 sections:

1. Guide for Org Administrators—those managing their organization’s account; and,
2. Guide for Individual Authors

# Table of Contents

<b>Guide for Org Administrators</b> .....	<b>4</b>
Interface .....	5
Apps Screen .....	5
Users Screen .....	6
Adding Users .....	6
Roles .....	7
Account Settings Screen .....	7
Settings Screen .....	8
Useful Notes for Org Administrators .....	9
Password Resets .....	9
Deleting Users .....	9
Lectora® Desktop & Online .....	10
<b>Guide for Authors</b> .....	<b>11</b>
Interface .....	12
Apps Screen .....	12
Account Settings Screen .....	13
General Information .....	14
Password Resets .....	14
Lectora® Desktop .....	14
<b>Need More Help?</b> .....	<b>16</b>

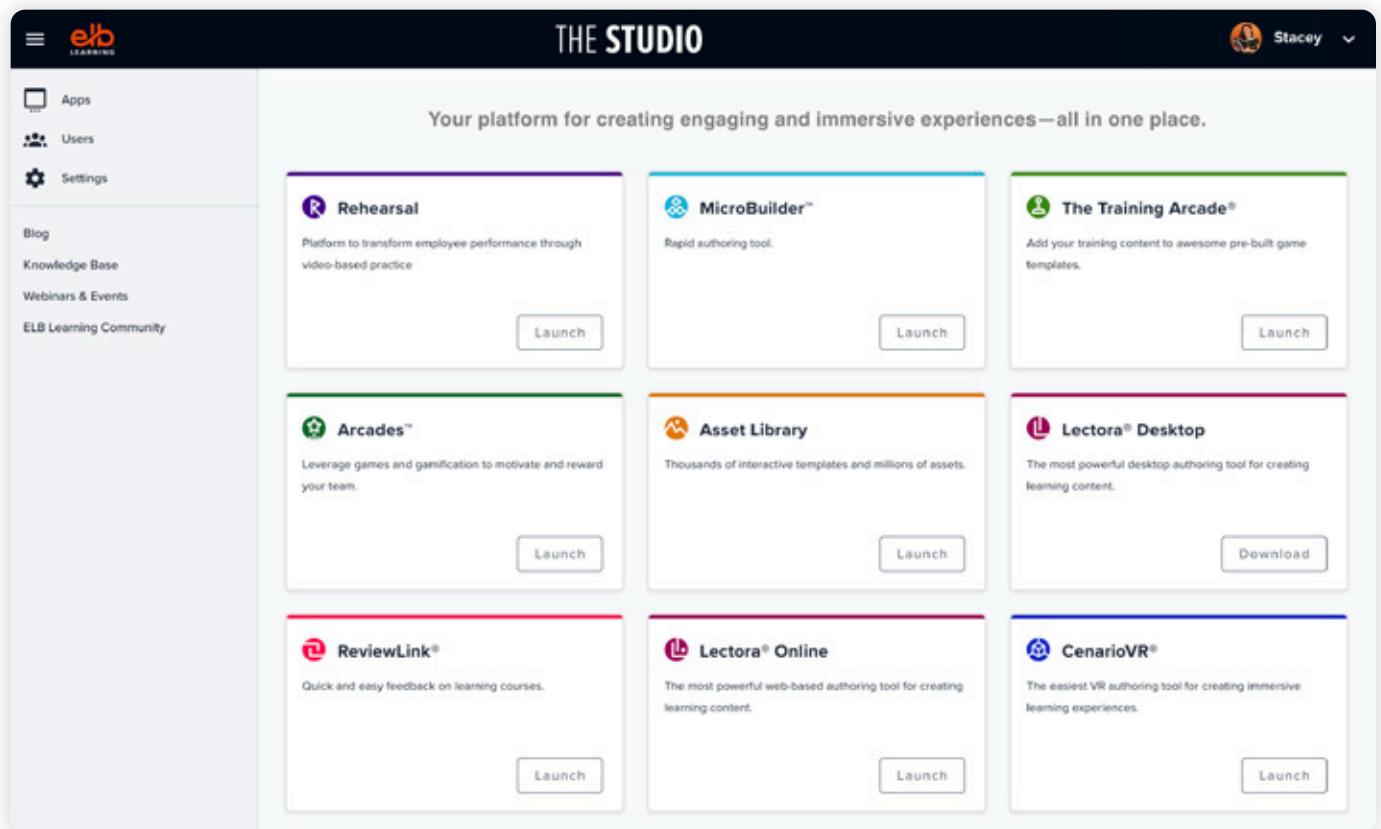
# Guide for Org Administrators



# INTERFACE

## Apps Screen

The *Apps* screen is the default view when a user is logged in, and will include all applications provisioned for that user.



This example is showing 9 applications.

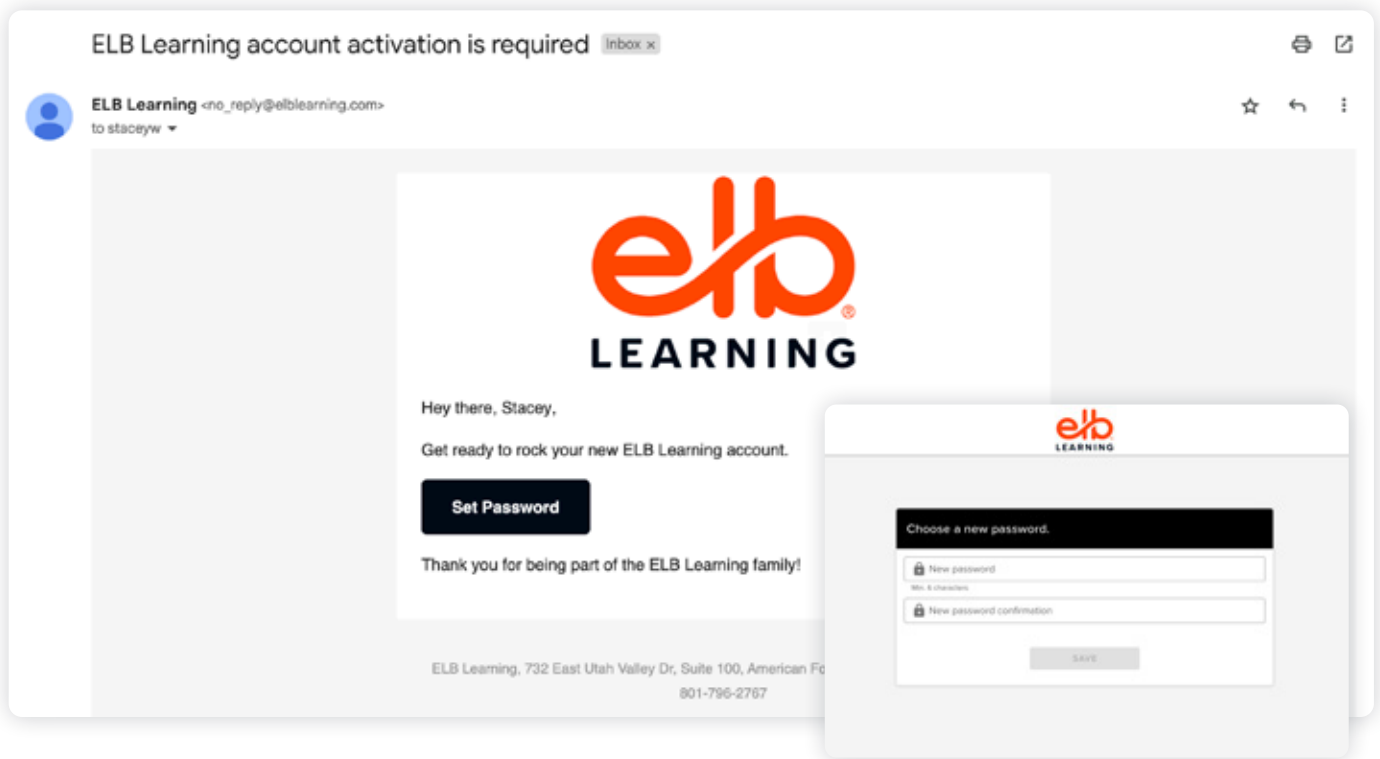
When the **[Launch]** button is clicked for any application, the browser will open a new window for the application and automatically log the user in. The exception is Lectora® Desktop as that application is only available for Windows operating systems. Clicking on Download will download the Lectora software for installation on the local machine. See the section on Lectora Desktop Installation for more information.

# Users Screen

## ADDING USERS

If you are an Org Administrator or an Account Manager, you will be able to manage users on the *Users* tab. Clicking on the [+ **New**] button allows you to add users one at a time to your organization.

When a user is added, they will receive an email prompting them to click the [**Set Password**] button. The new user will need to create and enter a new password. Once completed, they will be prompted to sign in.



**NOTE:** The link in this email will expire in 72 hours. If the email link expires, an Org Administrator or Account Manager can reissue the Set Password email by clicking on the envelope icon for that particular user.

First Name	Last Name	Email	Role	Activated	Actions
Bill	Brockavich	bbrockavich@elblearning.com	Fulfillment Read Only	✓	
Stacey	Swagger	sswagger@elblearning.com	Fulfillment Read Only	✗	
Nic	Nevil	nnevil@elblearning.com	Fulfillment Read Only	✓	

A tooltip labeled "Resend Activation Email" is shown over the envelope icon in the Actions column for the Stacey Swagger user.

## ROLES

Users are assigned one of three user types:

- ▶ **Org Administrator** – This is the owner of the account. The Org Administrator can set organization-level settings, add users, and access all applications.
- ▶ **Account Manager** – An Account Manager’s primary role is to manage users and have access to future e-commerce features. However, Account Managers will not have access to any application and are not included in the total subscription count.
- ▶ **Author** – An Author can access all applications for their use. No admin privileges are offered in this role.

## Account Settings Screen

Account Settings are the logged-in user’s personal information (such as name, email, the option to update their password, and to upload a profile photo/avatar).

The screenshot displays the 'Account Settings' interface for 'THE STUDIO'. The top navigation bar includes the 'elb LEARNING' logo, the title 'THE STUDIO', and a user profile for 'Stacey'. The left sidebar contains menu items: Apps, Users, Settings, Blog, Knowledge Base, Webinars & Events, and ELB Learning Community. The main content area is divided into three sections:

- Account Information:** Shows 'Membership Id: 111111' and four input fields: First Name (Stacey), Last Name (Swagger), Email (sswagger@elblearning.com), and Organization (ELB Learning).
- Password:** Includes the text 'Manage and update your account password.' and an 'UPDATE PASSWORD' button.
- Avatar:** Features a profile picture and an 'UPDATE AVATAR IMAGE' button, with the note 'A photo helps personalize your account'.

Depending on the user’s role, the **[Manage Plan]** button may be available.

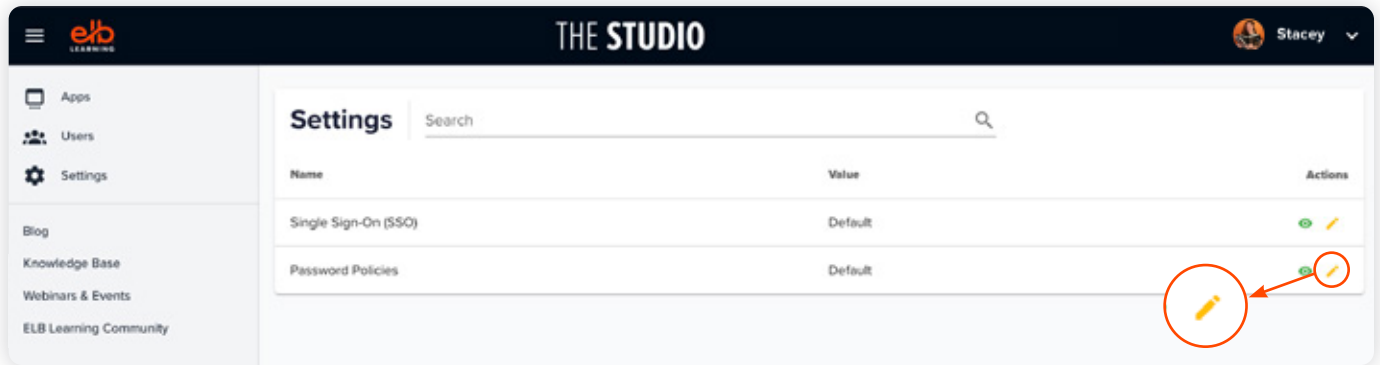
**NOTE:** eCommerce features may not be available for all accounts. Please contact [sales@elblearning.com](mailto:sales@elblearning.com) for assistance.

The screenshot shows the 'My Subscriptions' section, which includes the text 'Manage your subscriptions'. It lists two subscriptions:

- THE TRAINING ARCADE:** Shows 'Quantity: 100' and a 'MANAGE PLAN' button.
- REHEARSAL:** Partially visible at the bottom of the list.

## Settings Screen

*Password Policies* can be set by the Org Administrator from their Settings screen. Click the pencil icon to edit.



### Default Password Policies:

- ▶ Minimum password length: 6 characters
- ▶ Require the use of both upper-case and lower-case letters: No
- ▶ Require one or more numerical digits: No
- ▶ Prohibition of words found in a password blacklist: No
- ▶ Prohibition of words found in the user's personal information: No

The Org Administrator can activate the *Single Sign-On (SSO)* feature from their Settings screen. Click the pencil icon to edit.

### SSO settings include:

- ▶ Selection of ID Provider (IDP)
- ▶ URLs
- ▶ Entity IDs
- ▶ Tokens

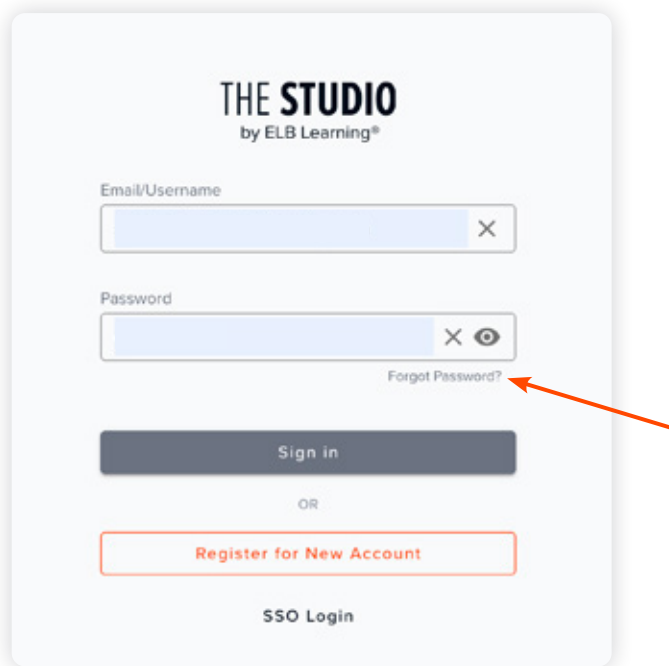
We recommend that you work with your internal IT team or SSO point person who should be able to provide the information specific to your company. Please visit our [Knowledge Base](#) for more information regarding SSO.



# USEFUL NOTES FOR ORG ADMINISTRATORS

## Password Resets

- ▶ Password resets must use the *Forgot Password* link available on the login page.
- ▶ Users will need access to their email to complete the reset process.



## Deleting Users

Deleting users from The Learning Creation Studio will delete content as follows:

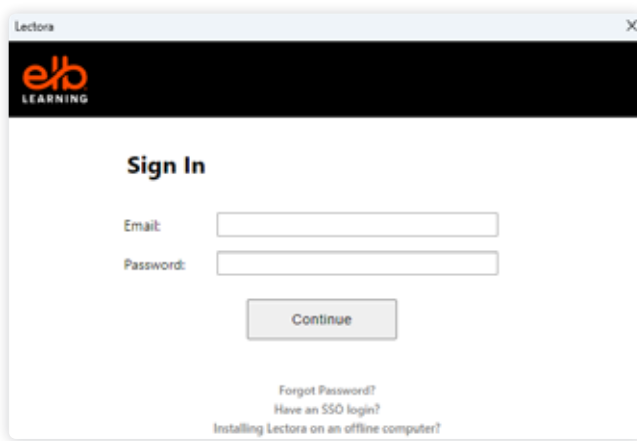
- ▶ Lectora® Online
  - All Private Projects (titles) will be deleted. Consider using menu item File > Export > Zip to make backups that can be re-uploaded or share original file with another user in organization.
  - Shared projects will move to the Org Administrator's account.
- ▶ ReviewLink®
  - All uploaded content will be deleted.
- ▶ CenarioVR®
  - As part of the Author deletion process there is an option to transfer scenarios to the Org Administrator. If the option is not selected, the content will become available under *Unregistered Scenarios*.

# LECTORA® DESKTOP

The authentication and registration process must use the same email and password as used in that user’s The Learning Creation Studio account. **NOTE:** each Lectora Desktop account must be tied to a unique email address.

Internet access is required to register and continue using Lectora Desktop. For specific URLs and application permissions, please see our [Knowledge Base](#).

If an internet connection is not accessible, please contact [support@elblearning.com](mailto:support@elblearning.com) for assistance.



# LECTORA® ONLINE

## Account Roles Between Systems

Lectora Online has several user roles. The table below outlines how a Lectora Online role setting will be represented in The Learning Creation Studio.

Lectora Online	The Learning Creation Studio
Administrator	Org Administrator
Administrator (No Authoring)	Account Manager
Project Manager	Author
User	Author
Reviewer	Reviewers will not have an account in The Learning Creation Studio

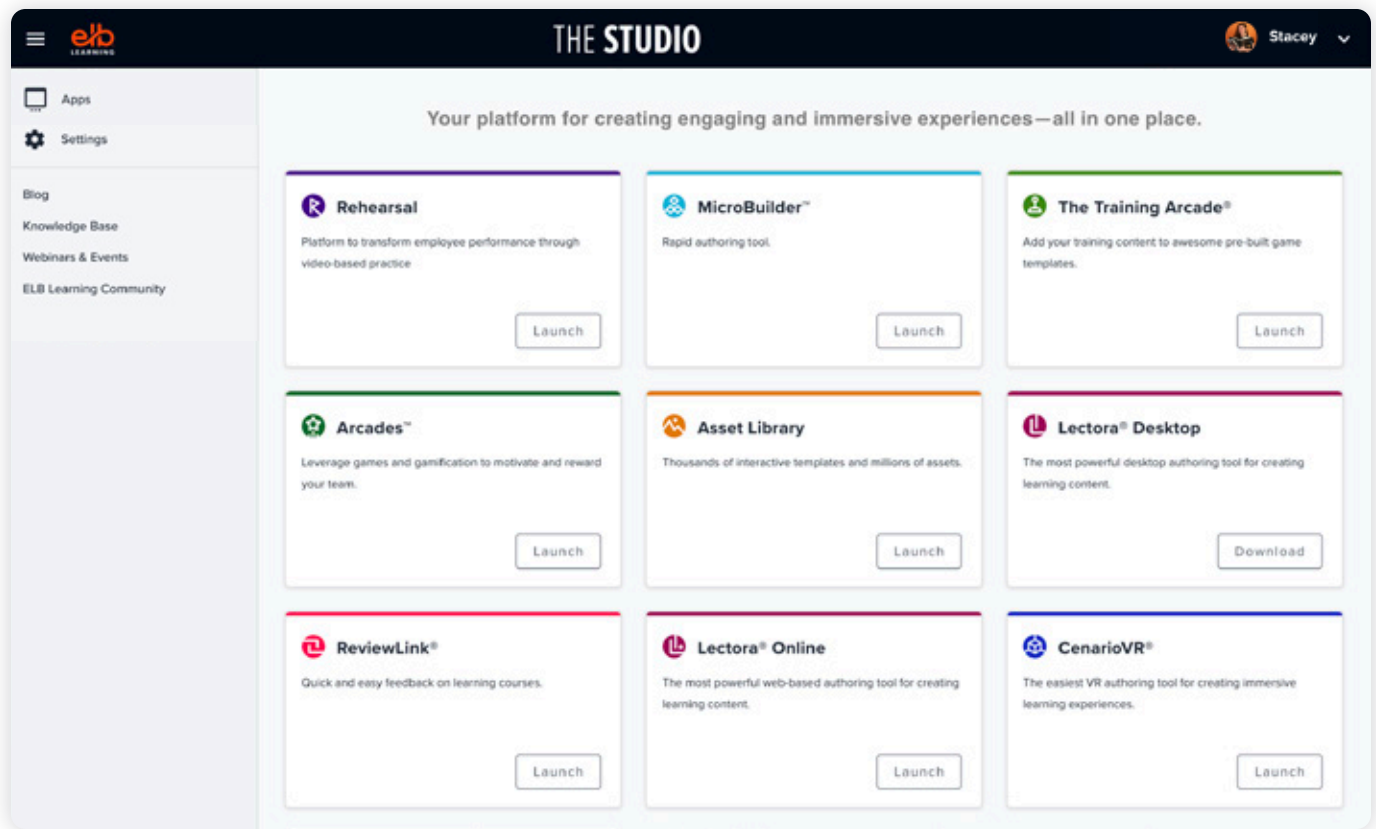
# Guide for Authors



# INTERFACE

## Apps Screen

The *Apps* screen is the default view when you're logged in, and will include all applications provisioned for you.

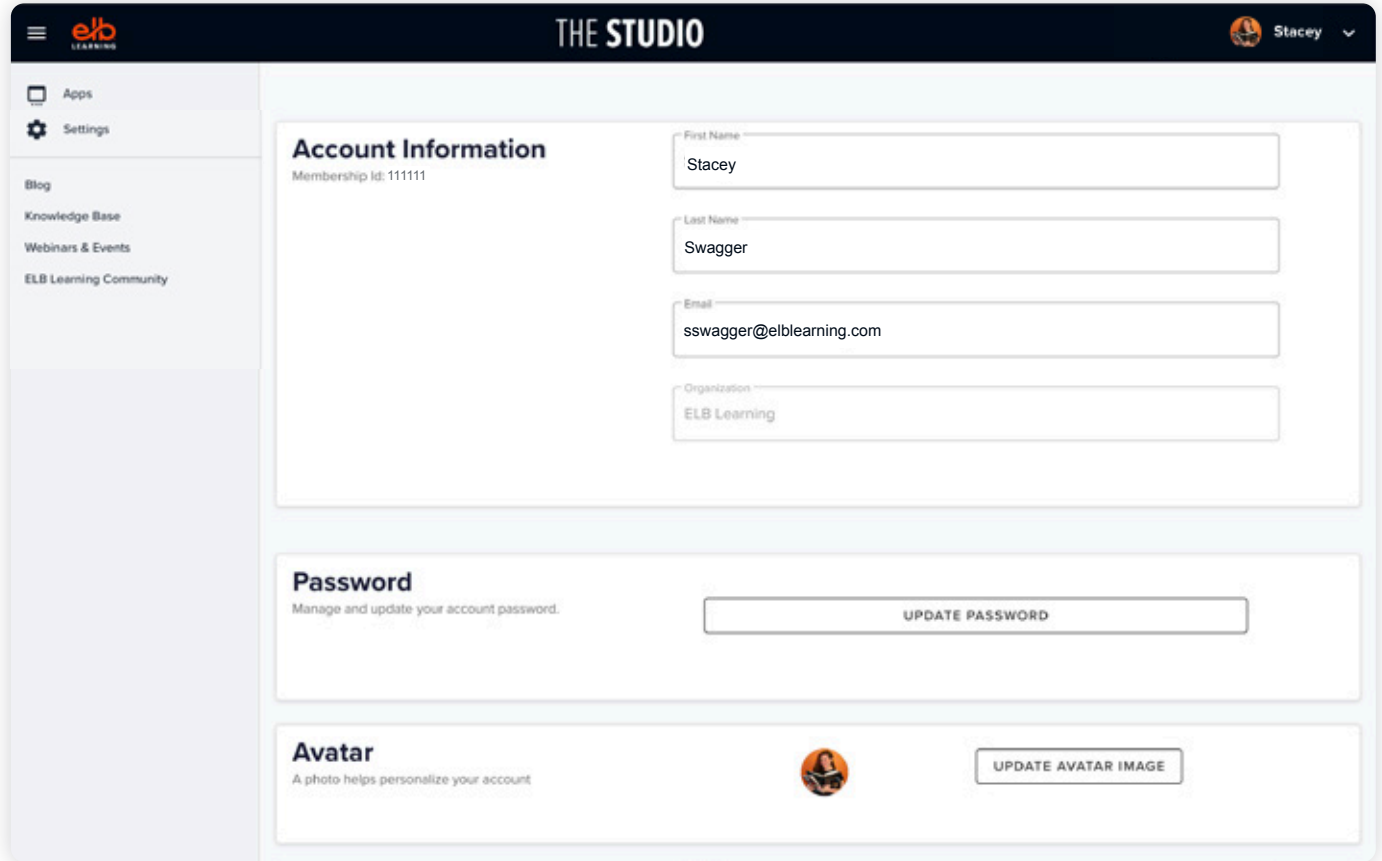


This example is showing 9 applications.

When the **[Launch]** button is clicked for any application, the browser will open a new window for the application and automatically log you in. The exception is Lectora® Desktop as that application is only available for Windows operating systems. Clicking on Install will download the Lectora software for installation on the local machine. See the section on Lectora Desktop Installation for more information.

# Account Settings Screen

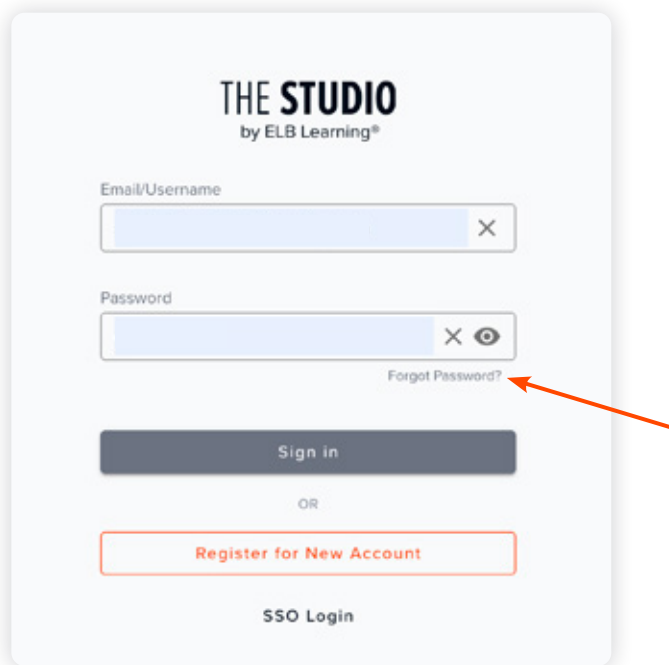
Account Settings is for your personal information (such as name, email, the option to update your password, and to upload a profile photo/avatar).



# GENERAL INFORMATION

## Password Resets

- ▶ Password resets must use the *Forgot Password* link available on the login page.
- ▶ You will need access to your email to complete the reset process.



## Lectora® Desktop

Opening projects built in Lectora 19 or earlier:

- ▶ A warning message may be displayed when opening a course created in v19.0.4 or earlier. This is correct as a new file format was implemented with Lectora Desktop. The warning message reads:
  - Objects which are converted to a newer format will be lost if the new or updated project is opened in Lectora v18 or v19.
- ▶ When opening a course created in Lectora 19 or earlier, a copy of the project file will be saved with a name similar to yourproject.awt.19.0.4 (or 18). If it is required to open this project in the previous version of Lectora, this file should be used. Note that any changes made to the project in the current version will not be reflected in the backup copy (yourproject.awt.19.0.4).
- ▶ Always consider using menu item File > Export > Zip to make backups that can be reused in either the original or newer version of Lectora.

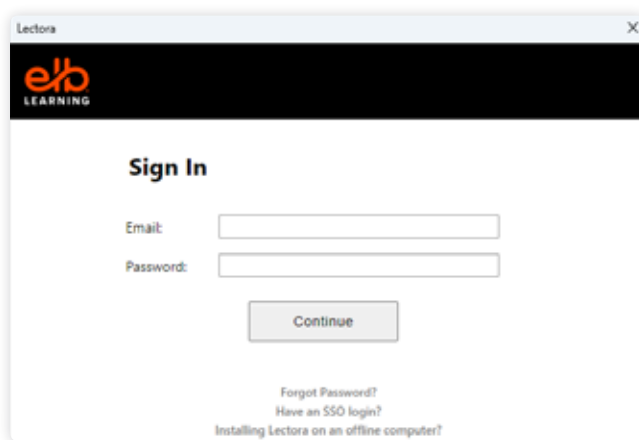
## Lectora® Desktop (cont.)

Please install by using your right mouse button to click on the installation file, then selecting Run as Administrator. If you do not have this option, please contact your Org Administrator or IT group.

Authentication and registration use the same email address and password you used to access The Learning Creation Studio.

Internet access is required to register and continue using Lectora Desktop. For specific URLs and application permissions, please see our [Knowledge Base](#).

If an internet connection is not accessible, please contact [support@elblearning.com](mailto:support@elblearning.com) for assistance.



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product experts.

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