Lectora®Online

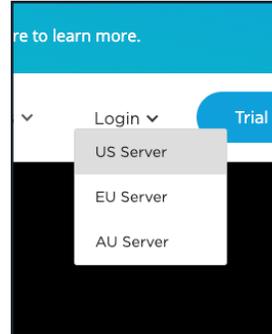# LECTORA ONLINE SETUP GUIDE

eLearning brothers

FOLLOW THESE STEPS TO QUICKLY GET UP AND RUNNING IN LECTORA ONLINE.

1. LOG IN

Visit **www.lectoraonline.com** and select your server from the **Login** drop down menu.

Enter your unique **User ID** and **Password** and click **Log In** to access the Lectora Online home page.
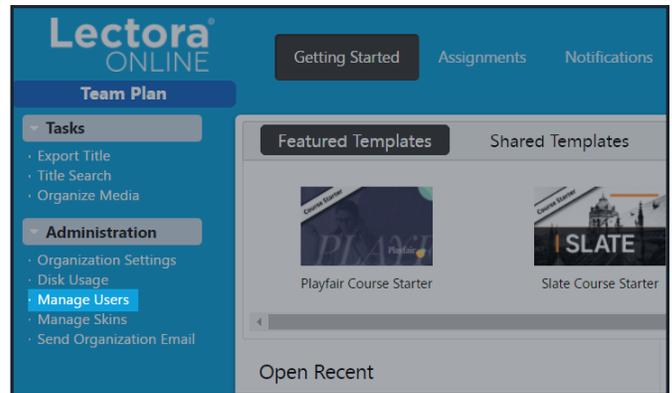
1.1

1.2

2. CREATE YOUR USER TEAM

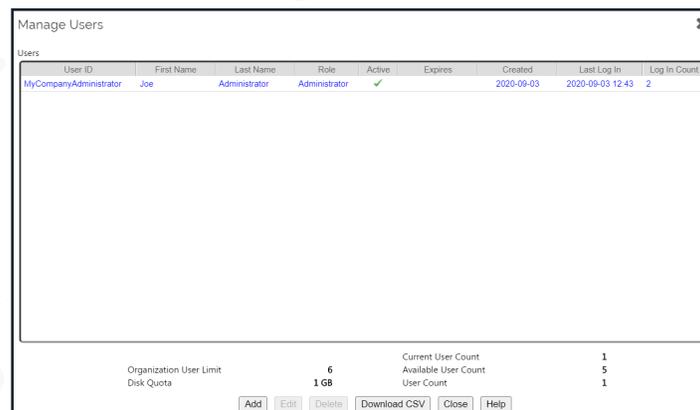Add users and assign roles to control the tasks available to team members.

After logging in as an Administrator, click **Manage Users** on the Lectora Online home page. Set up your team in the Manage Users window.

To add a user, click **Add** then enter the user details in the **Create User** window.
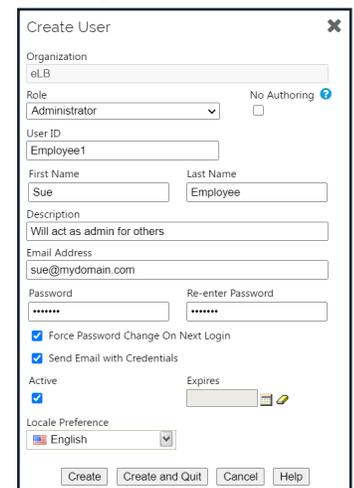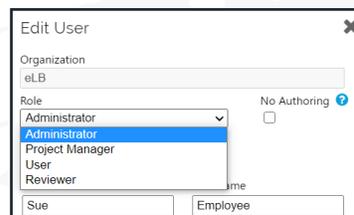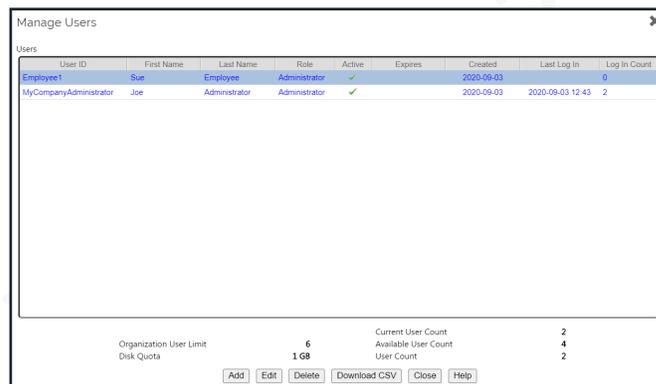
2.1

2.2

2.2.1

Role Options:

- » **Administrator (admin):** Manages users within your organization. Admins can also manage custom directories and media in the Media Library within their organization.

- » **Project Manager:** Manages projects of teams within the organization.

- » **User:** Manages their own projects and the projects to which they are granted access.
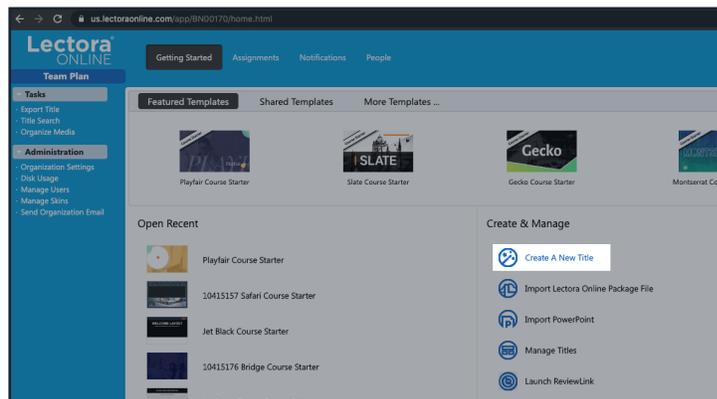
2.2.2

2.2.3

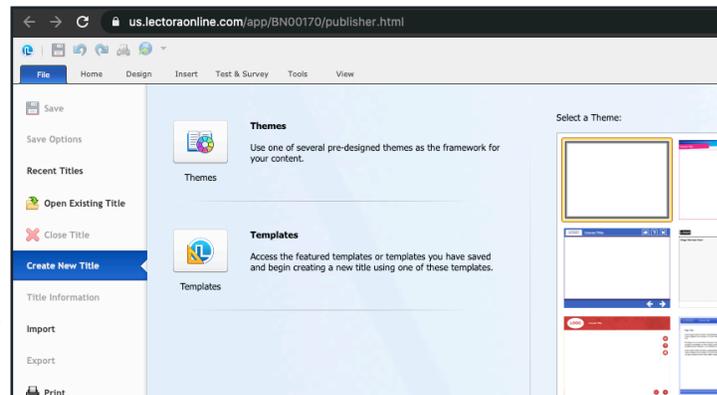# 3. BEGIN A NEW PROJECT

3.1

Click **Create a New Title** on the Lectora Online home page to start a new project:

- » Select **Themes** then choose your desired starting theme. Choose **No Theme** if you want to start your project from scratch.

- » Select **Templates** to choose from available templates that provide a predefined interface and structure for your content.
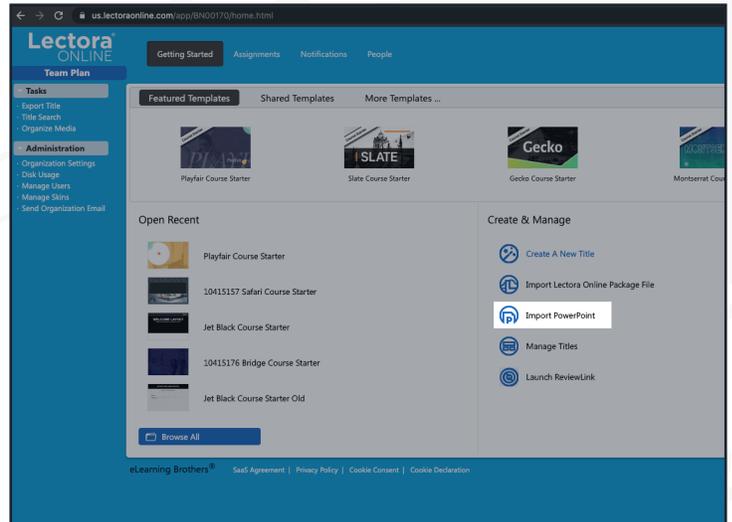

3.2

Select **Import PowerPoint** to start a new project using an existing PowerPoint presentation, then edit and add to it using Lectora Online.
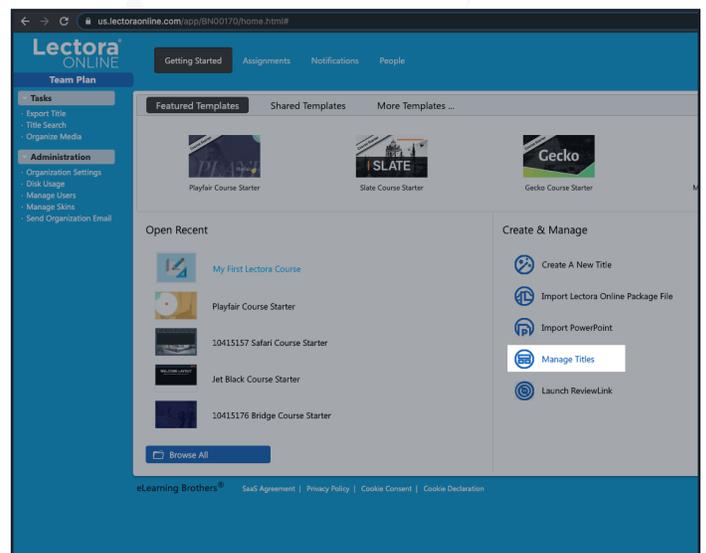
3.3

4. SHARE YOUR PROJECT

The version control system in Lectora Online enables multiple users to work on the same project at the same time.
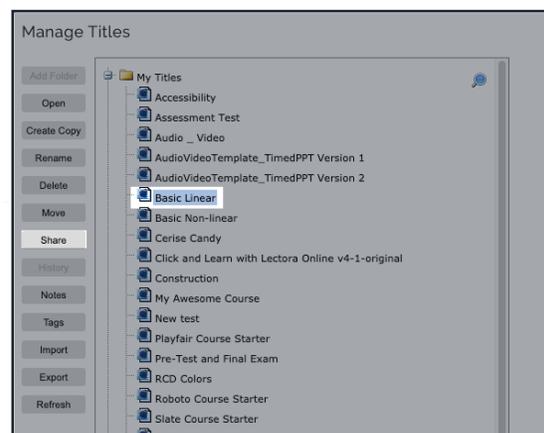
To share your project, select **Manage Titles** on the Lectora Online home page.

Select your project, then click **Share**. Use the controls on the right side of the window to add and assign roles to your team members.

4.1


4.2

5. CREATE ASSIGNMENTS FOR YOUR TEAM

Administrators and Project Managers can delegate tasks to team members assigned to a shared project.

On the **Assignments** tab at the top of the Lectora Online home page, click **Create New Assignment** to assign tasks to your team.
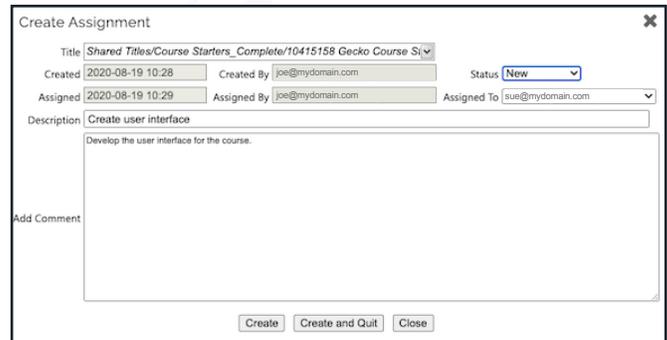
The assigned team member can indicate when they have accepted and completed the task.

Administrators and Project Managers can verify requested changes have been made, and modify the project status. They can also run Assignment Reports to track assignments by status, project, recipient, and more.

5.1
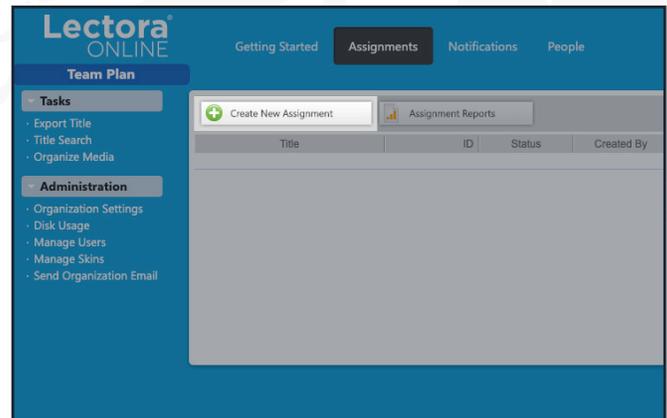

5.2

6. ORGANIZE YOUR MEDIA

Uploading media assets to the Media Library allows you and your team members to conveniently access shared images, characters, videos, audio, and other media within Lectora Online.

Create a .zip file containing your desired media assets, then click **Organize Media** on the Lectora Online home page to launch the Media Library.
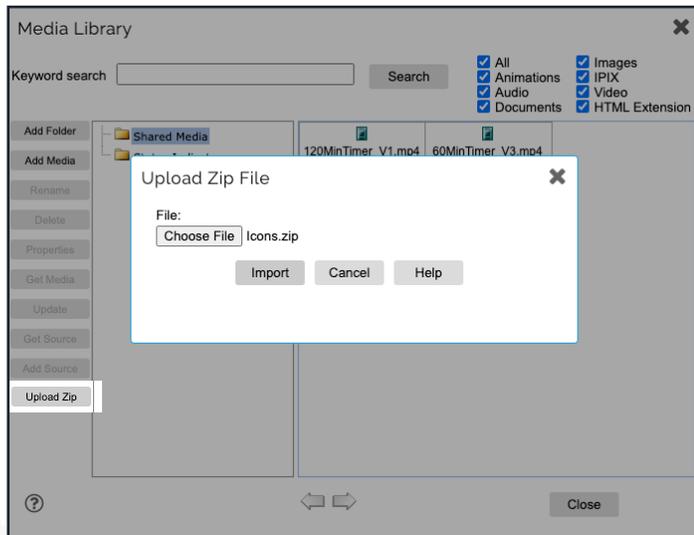
Choose a location within the **My Media** folder then select **Upload Zip**.

Lectora Online will automatically extract all of the files and place them within your My Media folder.
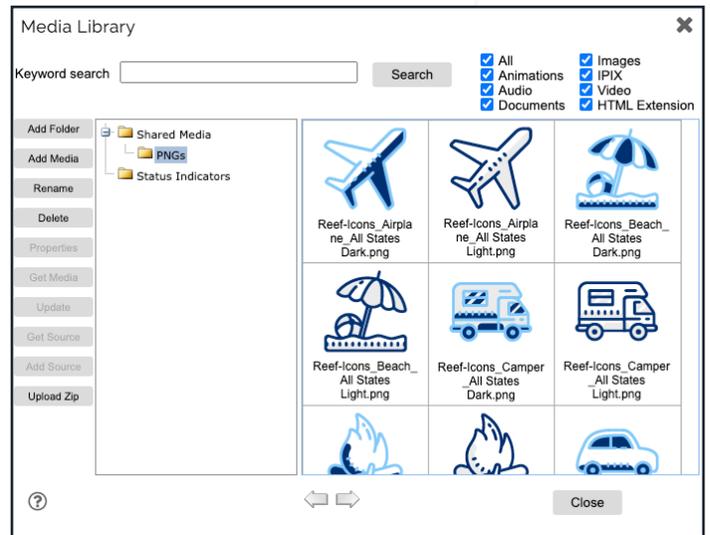
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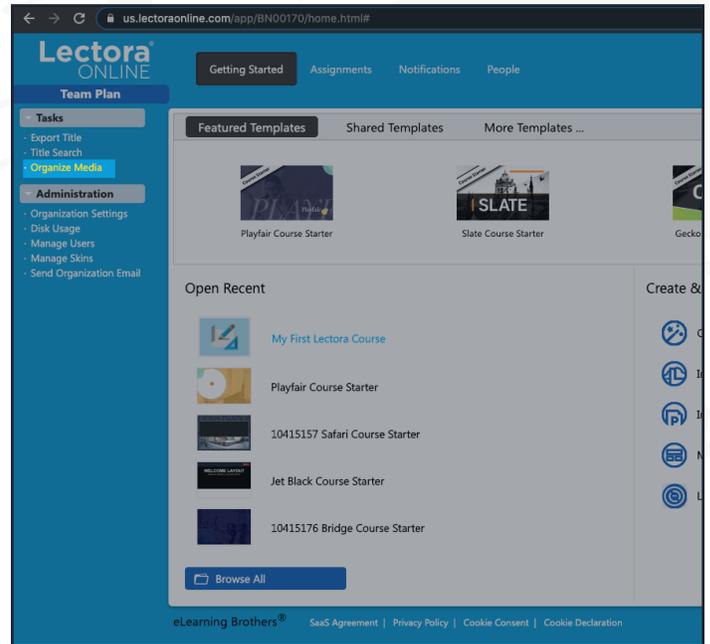
6.2

6.3

7. WORK WITH VERSION CONTROL

The version control system in Lectora Online enables multiple users to work safely on a single project at the same time.

Select **Manage Title** on the Lectora home page and open a shared project.

In the **Title Explorer** on the left of the screen, select the objects you would like to edit.
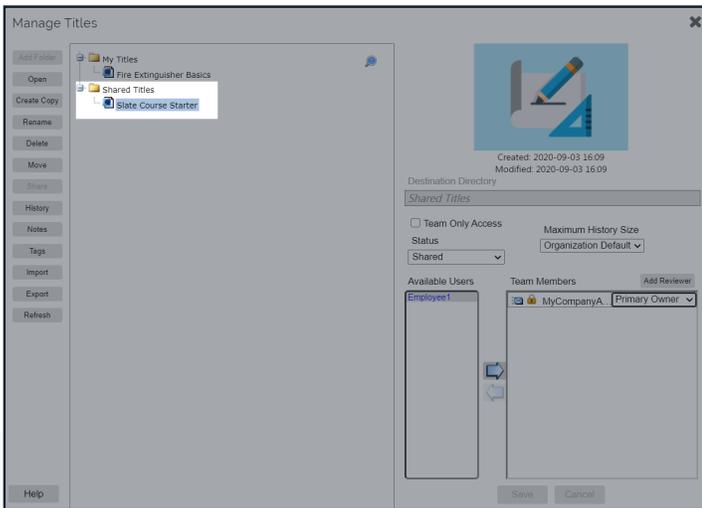
Right-click, then select **Version Control / Check Out** to temporarily prevent others from working on the same section of the project.

Checked out objects will appear outlined in green. Objects outlined in red are checked out by other users.
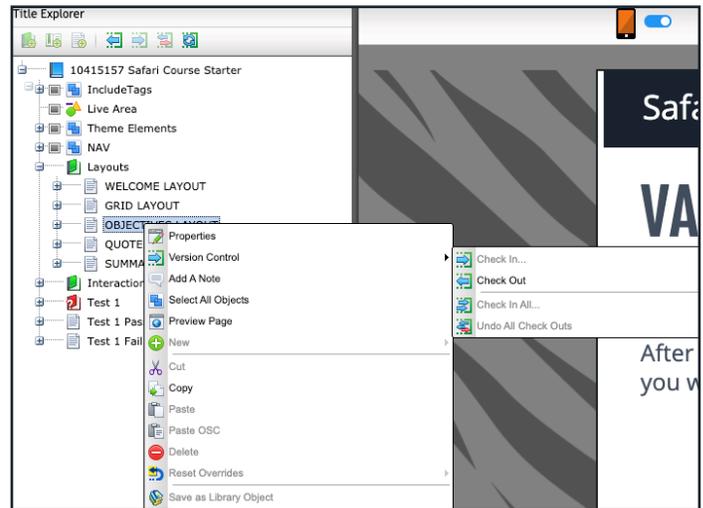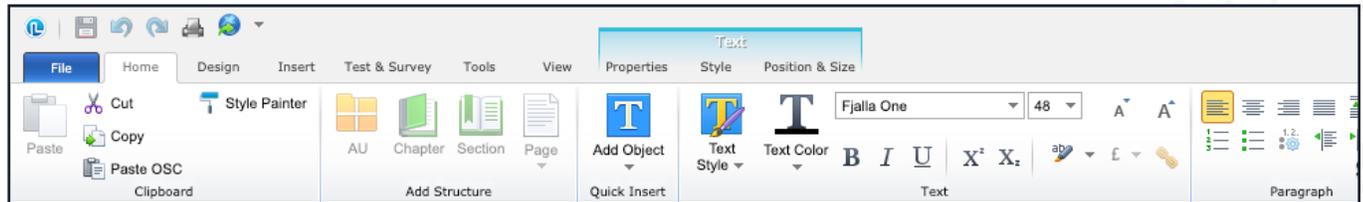
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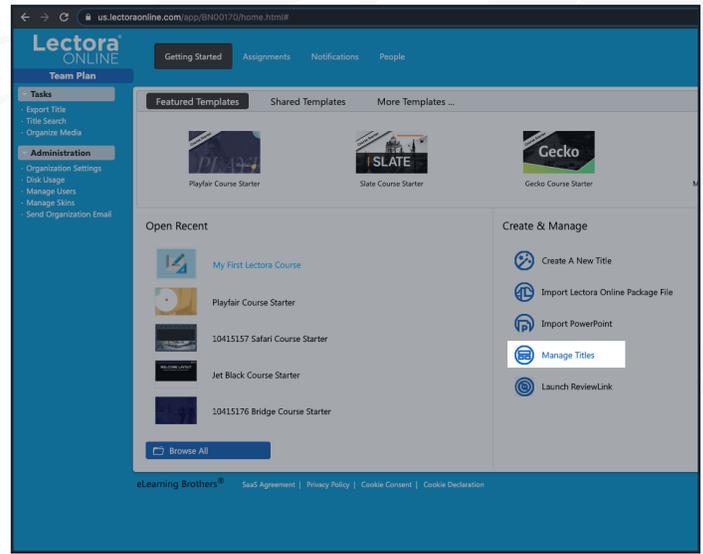
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7.3

8. DEVELOP YOUR PROJECT

After you've checked out a portion of the project, you're ready to begin editing. Get to know the editing and formatting controls on the Lectora ribbon bars.
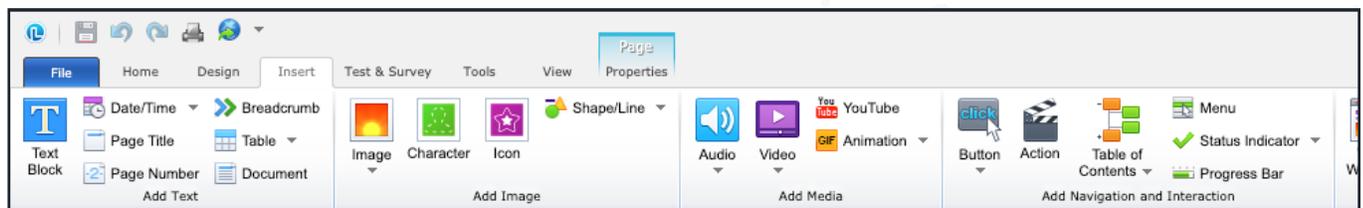
The **Home**, **Design** and **View** ribbons provide the most often used editing, styling, and course building features you will need to develop your project.
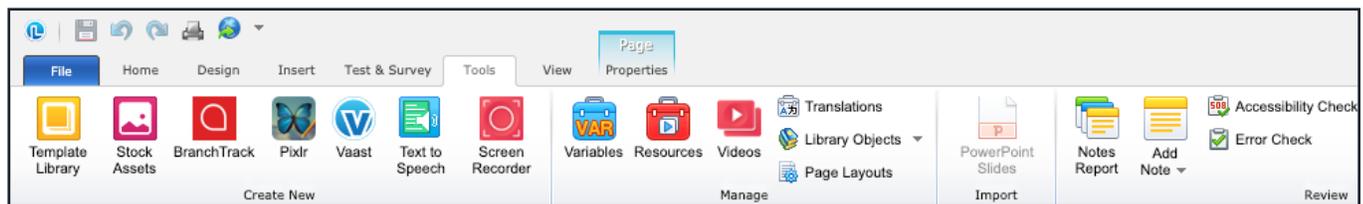
8.1

The **Insert** ribbon is where you go to add objects such as media, buttons, and actions to your project.
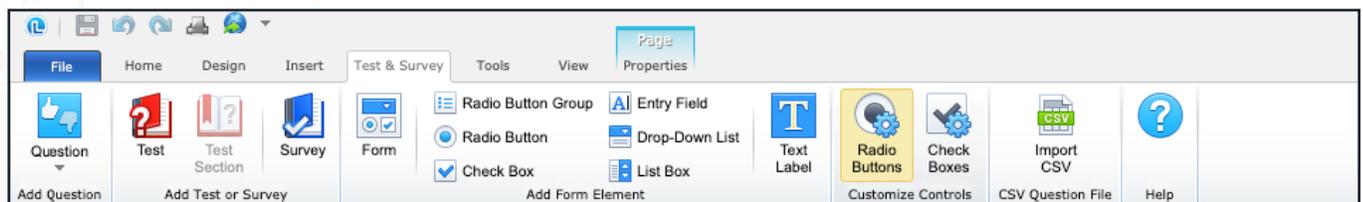
8.2

Selecting the **Tools** ribbon reveals many powerful features to help you create new media, manage resources, use custom variables, and review and publish your project.

8.3

The **Test** and **Survey** ribbon contains the commands you need to create robust learning checks, quizzes, and assessments.

8.4

9. CHECK IN YOUR CHANGES

When you are done editing, check in your work so Lectora Online can keep track of the changes.

Right-click on your checked out object(s) then select **Version Control / Check In**.
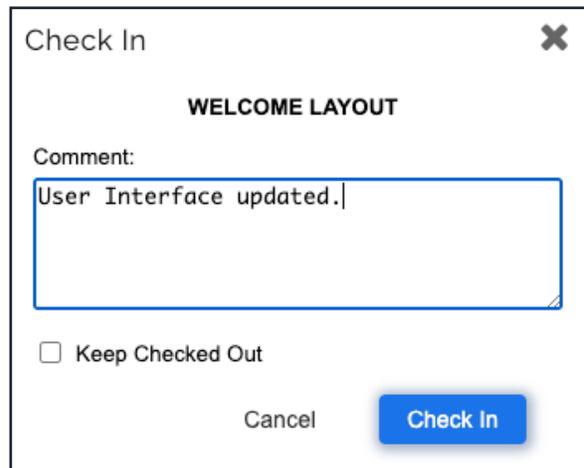
Be sure to leave a comment describing the changes you are checking in. Comments become part of the project history, documenting progress as the project is developed.

Once your work is checked back in, someone else on your team can check out and work on that portion of the project.

9.1
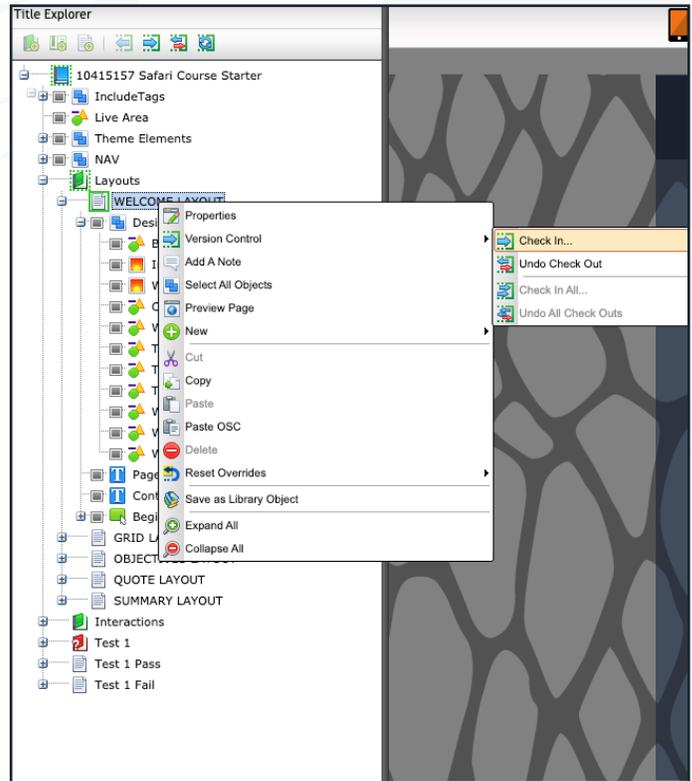
9.2

10. PUBLISH YOUR PROJECT

When you are ready, publish your project for distribution on the Web or in a Learning Management System (LMS).

Select **Publish** from the quick access toolbar at the top of the screen, then select the desired publish format.

When publishing has completed, you can preview your project within a Web browser, download it to your computer, or transfer it directly to a Web server.
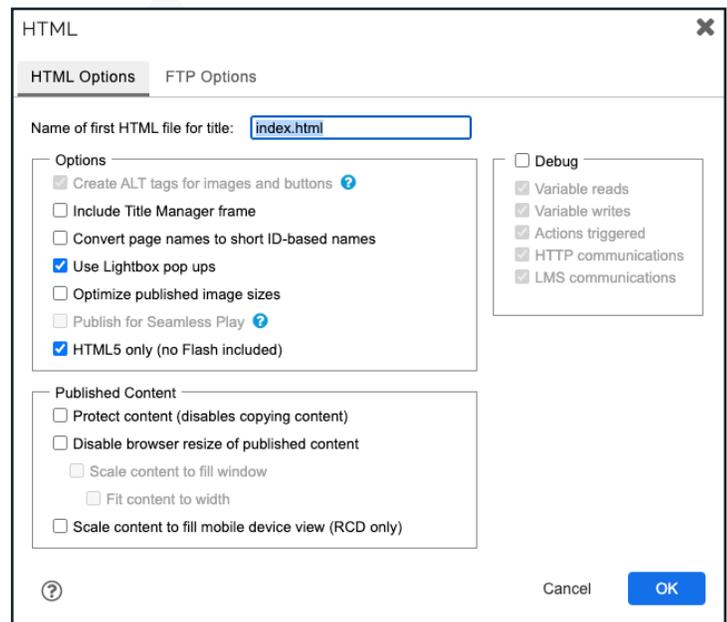
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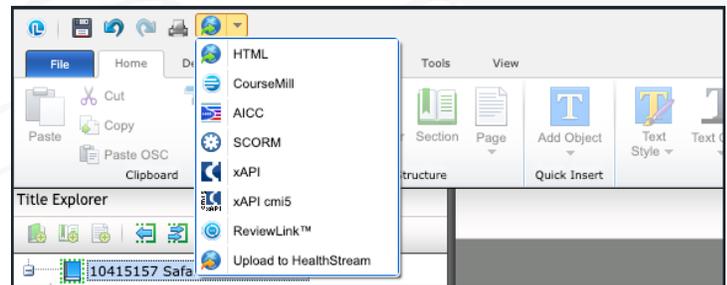
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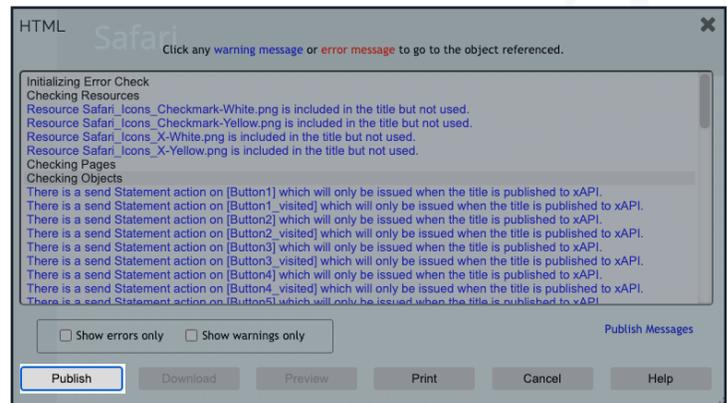
10.3

Visit the Lectora Online Knowledge Base

To learn more about Lectora Online and its features, visit the eLearning Brothers Lectora Knowledge Base. There you will find tutorials, frequently asked questions, and other helpful references.