

Lectora® Online

# Getting Started in Lectora Online

Quick Win Guide

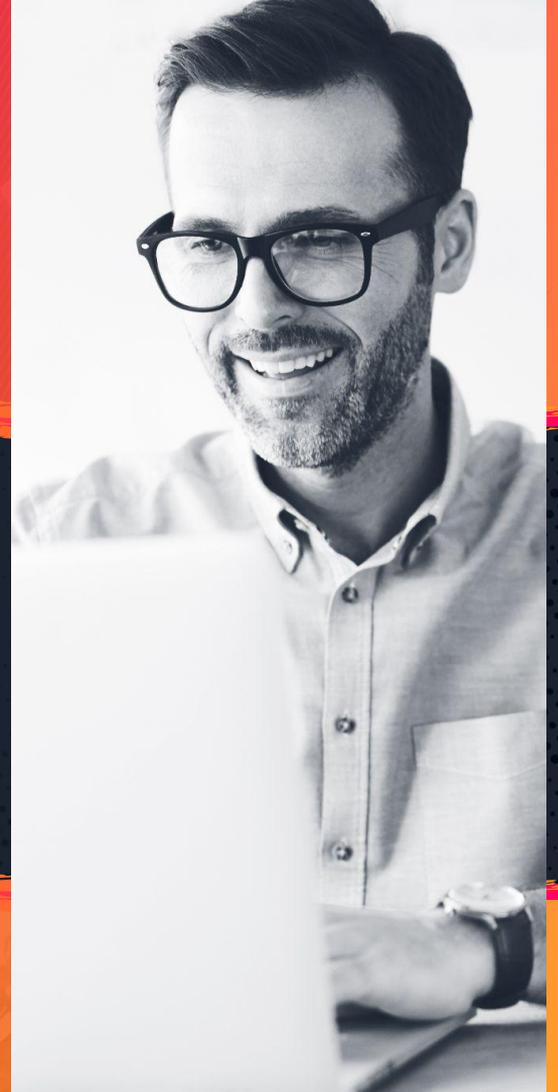


# Lectora<sup>®</sup>Online

## Getting Started In Lectora Online Quick Win Guide

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# Welcome to Lectora® Online

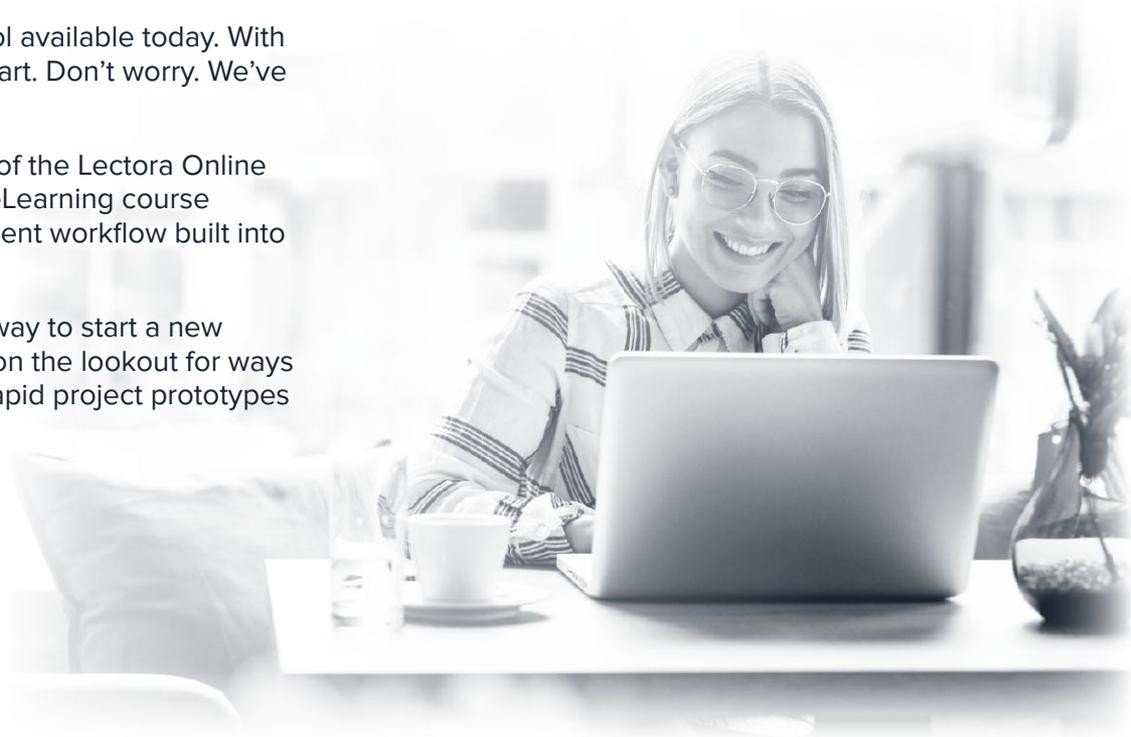
Hey there, Rockstar!

Lectora is the most powerful and versatile authoring tool available today. With so much potential, you might be wondering where to start. Don't worry. We've got your back.

This tutorial, *Getting Started in Lectora Online*, is part 1 of the Lectora Online Quick Win series. In this tutorial, you'll create a simple eLearning course prototype using ModDev—the rapid Modular Development workflow built into Lectora.

If you're new to Lectora, you'll find ModDev is an easy way to start a new project from scratch. If you've used Lectora before, be on the lookout for ways to use the new ModDev elements to create your own rapid project prototypes and custom template sets.

Ready? Let's get started.



# | About this Tutorial

This tutorial, *Getting Started in Lectora® Online*, is part 1 of the Lectora Online Quick Win series. In this tutorial, you'll create a simple eLearning course prototype using ModDev—the rapid Modular Development system built into Lectora.

You'll find a *Project Roadmap* for this tutorial at the end of this guide. Refer to the Project Roadmap any time you need a visual reference of the whole project in thumbnail view.

Here's a convenient [Getting Started in Lectora Online Project Roadmap](#) job aid you can keep open as a reference as you complete this tutorial.

## Get Your Stuff

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For this tutorial you'll need a folder of assets that can be found [here](#).

Download this folder and keep it handy. It contains a text file and images that will be referenced throughout the tutorial.

# Take the Stage

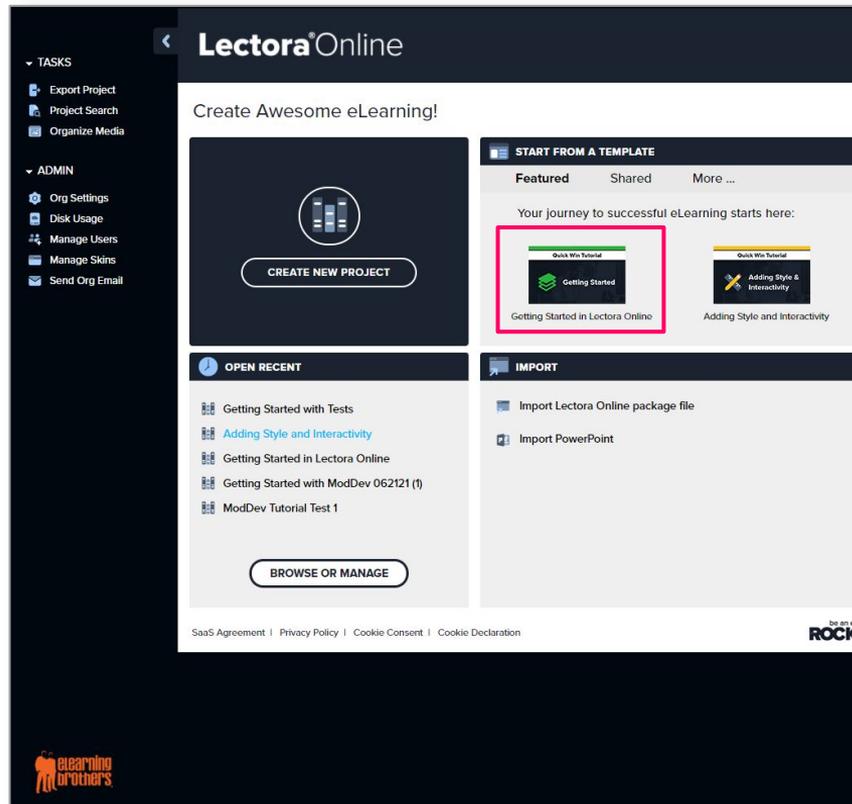
After logging in to Lectora® Online, select the tutorial **Getting Started In Lectora Online** to open the tutorial project template in the **New Project from Template** dialogue.

Add your initials or some other identifier to the project name to help you find your work later.

Save your work often. If you leave and come back, find your saved project in the **Open Recent** list or select **Browse or Manage** to find your project file.

*Tip: Selecting the tutorial from the Lectora Dashboard opens a fresh copy of the tutorial template. If you already have a tutorial started with the same name, saving will overwrite any previous work you have done.*

In the future, choosing a Framework is an easy way to get started building any learning project in Lectora Online.



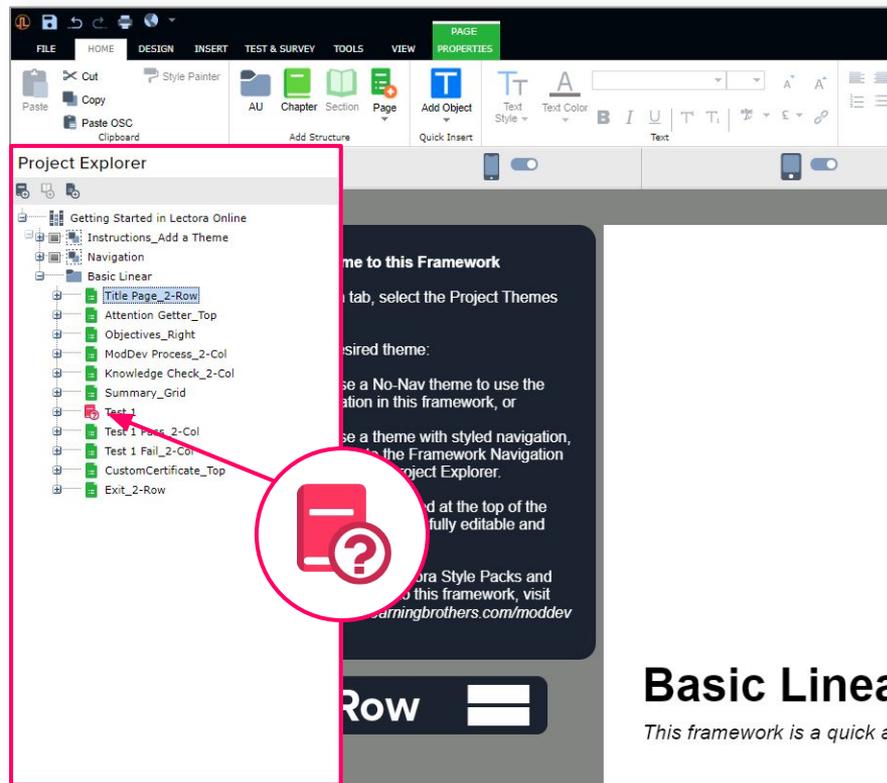
# Project Explorer

To the far left of the stage, you'll find the **Project Explorer**.

Think of the **Project Explorer** as a collapsible project outline—with chapters, sections, and pages—and all the objects and media contained within them.

You can copy and paste within the **Project Explorer** or drag-and-drop objects from one level of your course to another.

You'll notice this framework includes a test and Knowledge check—that red icon in the Project Explorer. For the first couple of tutorials, we'll be ignoring this, but keep them in the project for later.



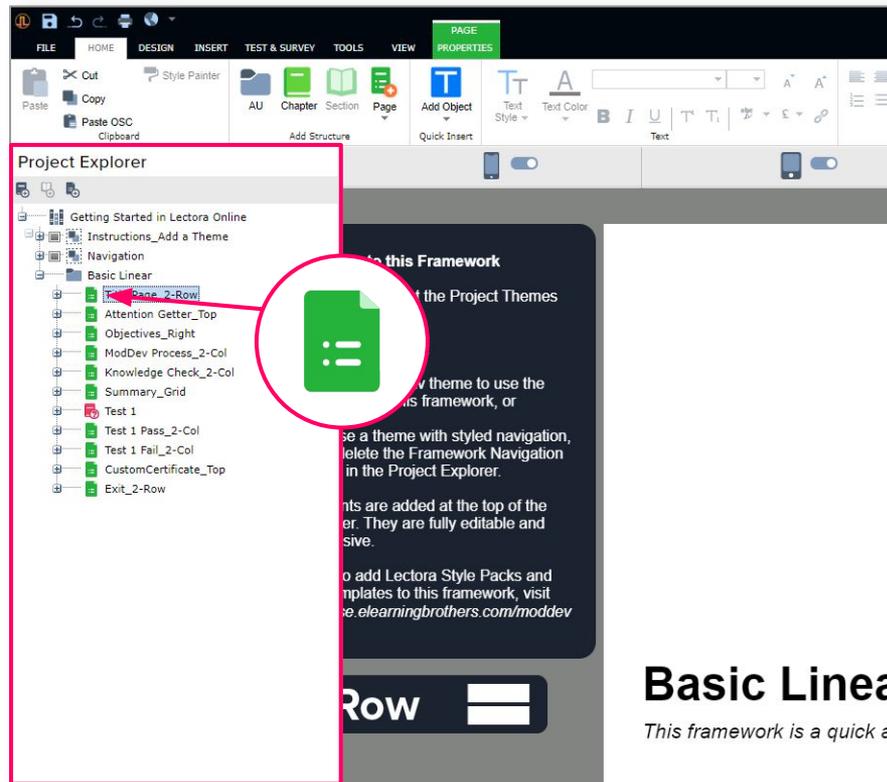
# Pages

See those green Page icons?

A Page is the primary content container for any Lectora® project.

Lectora template and Framework pages, like these, contain placeholder content such as text boxes or generic images you can just replace with your own content.

Let's customize some of these Basic Linear Framework pages now.



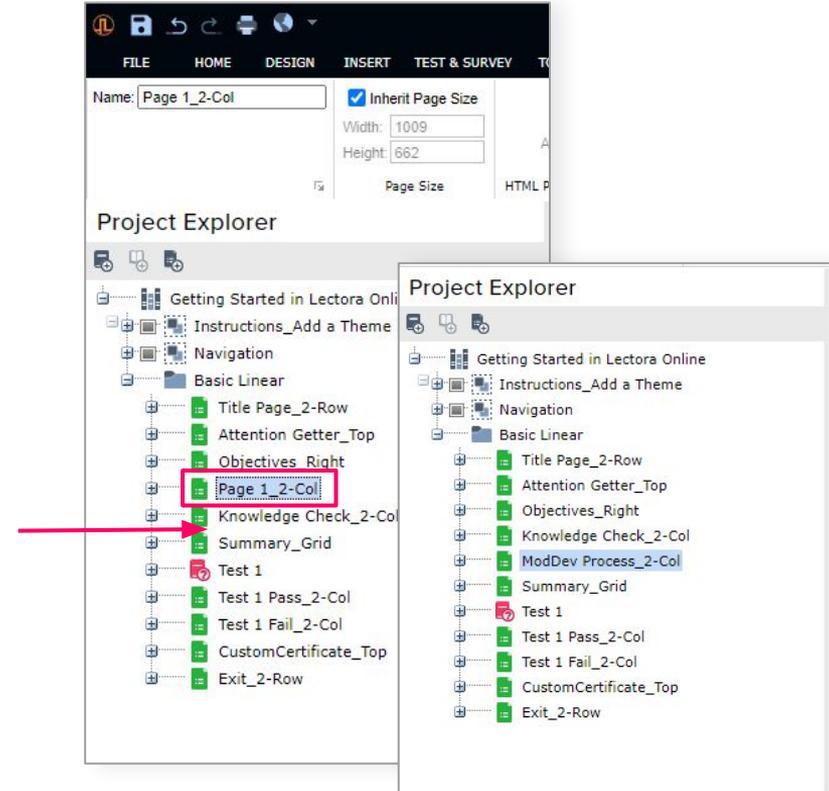
# Organizing Pages

Using the Project Roadmap as a guide, let's start customizing this Basic Linear Framework by adding and organizing pages.

1. First, let's move the page labeled *Page 1\_2-Col* below *Knowledge Check\_2-Col*.

To do this, simply select and drag the green Page icon for *Page 1\_2-Col*. A line appears to show you where to drop the page.

2. Go ahead and drag *Page 1\_2-Col* until you see it positioned below *Knowledge Check\_2-Col* in the Project Explorer.
3. Double-click the page name to make it editable, and change the page name to *ModDev Process\_2-Col*. You can type the new page name or copy it from your Roadmap.



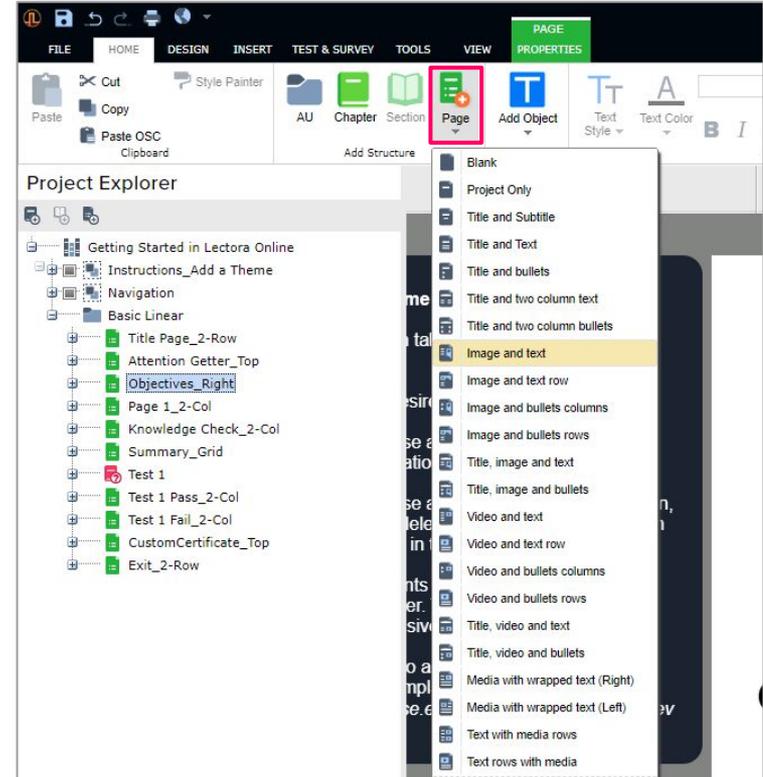
# Adding Pages

Now select Page *Objectives\_Right*.

Let's insert some pages under this one, as shown in our Roadmap.

1. To insert a Page, navigate to the Home tab on the ribbon and select the green Add Page dropdown. Then, expand the dropdown to see the different page layouts available.
2. Select the Image and Text page layout to insert it beneath the selected page in the Project Explorer.
3. Rename this page *ModDev Roll Call - Intro* as shown in the Roadmap.

**Now, repeat this process of inserting and renaming pages, referring to your Project Roadmap for guidance.**



# | Customizing Your Content

Now that you've established the project flow, begin customizing your project by updating and adding to the placeholder content.

Since this is a rapid prototype, we'll focus on the basic text, images, and shapes for now and dig into visual styling and interactivity in later tutorials.



# Working With Text

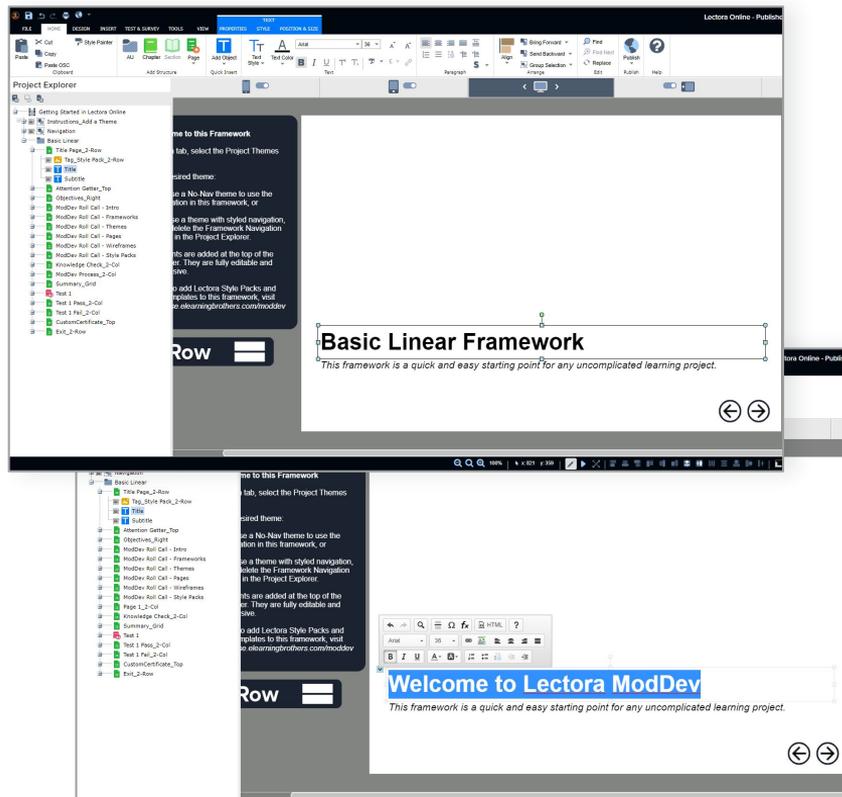
Text Editing in Lectora® Online works like many other software applications you're probably already familiar with. Since we have text placeholders for most of the content, we can copy and paste.

Let's Update the Title Page.

1. Select the page *Title Page\_2-Row* in the Project Explorer.
2. In the text file in your Assets folder for this tutorial, find the text for *Title Page\_2-Row* and copy the title text: *Welcome to Lectora ModDev*
3. Now highlight the page text *Basic Linear Framework* and paste the copied title.

Repeat this process for the other text boxes on this and every other page in the project using the Project Roadmap and text file as a guide.

**Quick Tip: When pasting, use the command *Ctrl + Shift + V* or *Command + Shift + V* on Mac to keep the template formatting.**



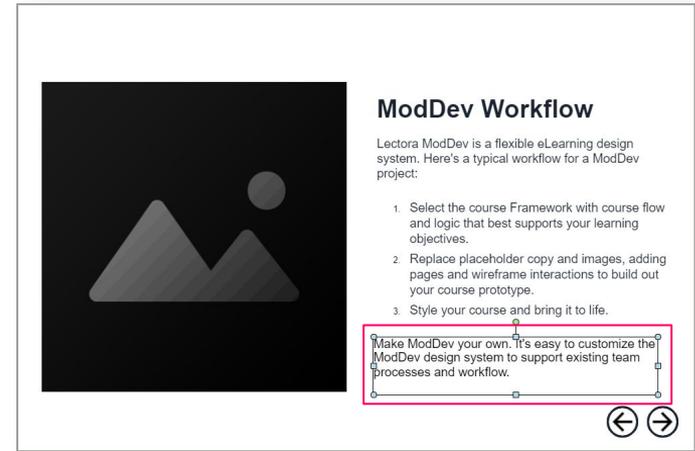
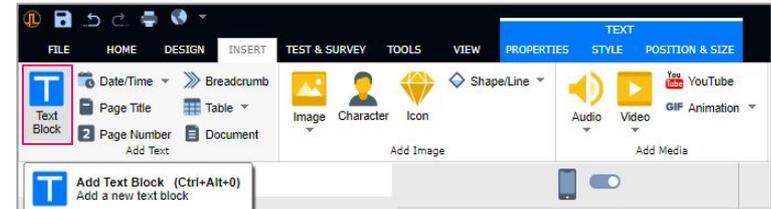
# Inserting a New Text Box

When you don't already have a text placeholder on a template page, go ahead and insert a new text box. Let's update the ModDev process page to include an addition text box for some call out text.

1. In the text file find the text for the *ModDev Process 2-Col* page and copy the text:

*Make ModDev your own. It's easy to customize the ModDev design system to support existing team processes and workflow.*

2. In the Project Explorer, select the page *ModDev Process 2-Col*.
3. Navigate to the Insert tab on the ribbon, and select the blue **Add Text Block** icon on the far right. This will insert an empty text block in the top left corner of the page.
4. Click into the text box and paste your text, then drag it on the page to position it as shown in the image on the right.



# Swapping an Image

When using a template, it's a good idea to swap a placeholder image whenever possible. Swapping retains the positioning of the original image, including the Lectora® Responsive Course Design (RCD) views (more on those in a future tutorial).

Let's start by swapping out the Cutout Character silhouette in the Attention Getter.

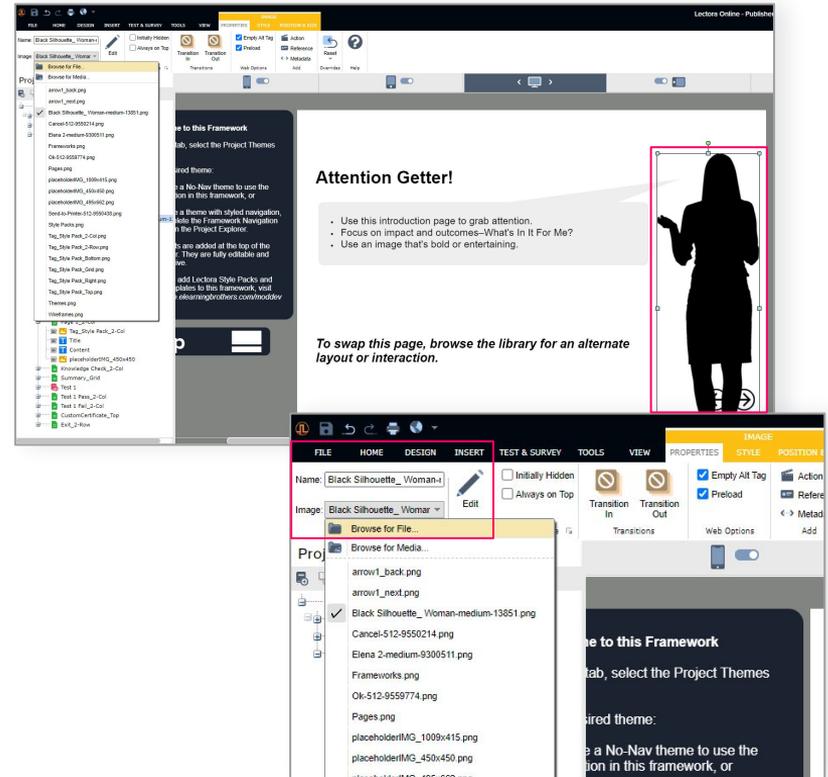
1. Navigate to the Page titled *Attention Getter\_Top*.
2. Select the silhouette image on the right-hand side of the page.
3. Now, navigate to the **Properties** tab, and select the **Image** dropdown on the far left of the ribbon.
4. In that dropdown, select:  
**Browse for File / Add an Image to the Project / Browse.**

Locate the folder you downloaded for this project:

**Getting Started in Lectora Online / Assets.**

Select the image *Attention Getter*, then select **Import**.

The imported image will replace the selected placeholder, retaining all the properties of the original.



# Inserting a New Image

Since there is no image placeholder on the Title Page, we'll dress it up by inserting a new image.

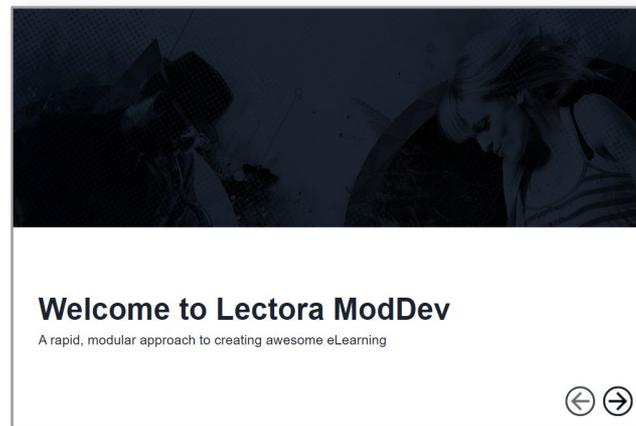
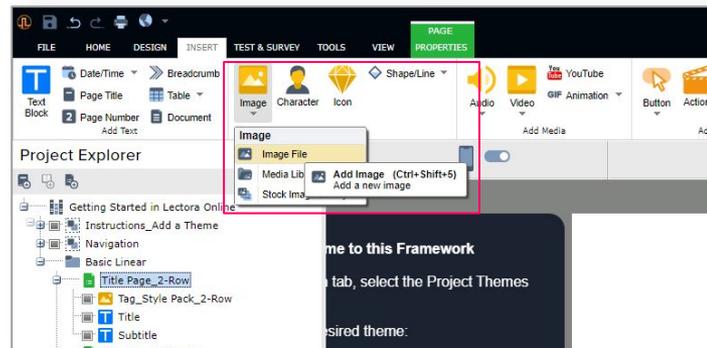
1. In the Project Explorer, select the page *Title Page\_2-Row*.
2. To insert a new image, navigate to the **Insert** tab on the ribbon, and from the yellow **Image** dropdown, select **Image File / Add an Image to the Project / Browse**.

Locate the folder you downloaded for this project:  
**Getting Started in Lectora Online / Assets.**  
Select the image *Title Page Bg*, then select **Import**.

This will insert the image in the top left corner of the page.

3. Using the illustration on the right as a reference, drag the image to position it in the correct location.

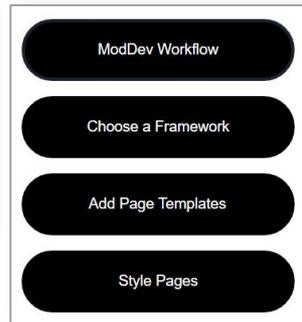
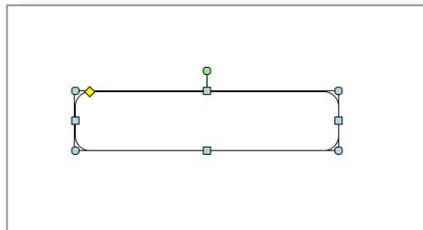
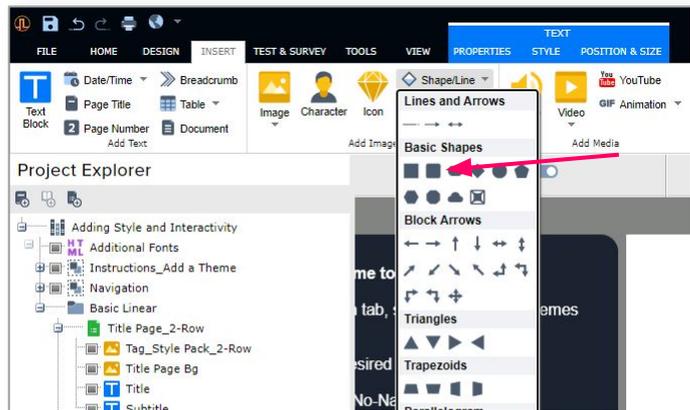
**Using the Project Roadmap as a guide, insert the rest of the image assets on their associated project pages.**



# Working with Shapes

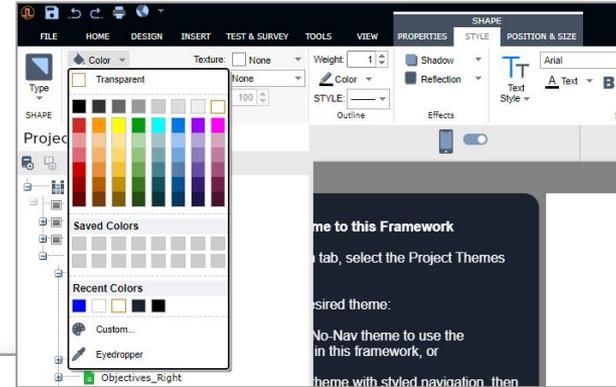
In the illustration on the right, you'll see a custom graphic not included in your tutorial project download kit. We're going to build this natively in Lectora® Online.

1. First, select the page *ModDev Process 2-Col* in the Project Explorer.
2. Navigate to the **Insert** tab and select the **Add Shape** dropdown. It looks like a blue square turned on its corner.
3. Select the **Rounded Rectangle** shape from the dropdown to insert the shape in the top left corner of the page.
4. Select the yellow diamond handle at the corner of the rounded rectangle you just inserted. Using the illustration as a guide, drag that handle to the right to make your rectangle more pill-shaped.



- Now navigate to the grey **Style** tab and use the **Color Fill** drop down to make your shape white, then use the Outline Color dropdown to outline the shape in black.
- Double click inside your shape to open a text box. Copy the text from the text file that goes in the first Rounded Rectangle.

*Repeat this process for the remaining shapes on the page until your page looks like the page above.*



ModDev Workflow

Choose a Framework

Add Page Templates

Style Pages

## ModDev Workflow

Lectora ModDev is a flexible eLearning design system. Here's a typical workflow for a ModDev project:

- Select the course Framework with course flow and logic that best supports your learning objectives.
- Replace placeholder copy and images, adding pages and wireframe interactions to build out your course prototype.
- Style your course and bring it to life.

Make ModDev your own. It's easy to customize the ModDev design system to support existing team processes and workflow.



# Good Job!

For continued practice, use the Roadmap as a guide to complete this rapid course prototype.

*Tip: you can use a prototype like this to send around for a first draft review with your stakeholders.*

But there is so much more we can do with this project.

The next tutorial in this Quick Win series will give this course some visual style and add interactivity. You'll find a link to that tutorial on the Lectora® Online dashboard.

When you're ready to explore on your own, check out the other Lectora Online Framework templates available to meet different eLearning use cases. You'll find those under **Create New Project / Course Frameworks** on the Lectora Online dashboard or **File** tab.



Getting Started in Lectora® Online

# Project Roadmap

The background of the slide features a dark blue top section with a white dot pattern. Below this is a large area with a red-to-orange gradient. In the center of this gradient area, there is a faint, semi-transparent image of a person sitting at a desk and working on a laptop. The overall aesthetic is modern and professional.



## Welcome to Lectora ModDev

A rapid, modular approach to creating awesome eLearning



Title Page\_2-Row

## Meet ModDev

Lectora Modular Development, or ModDev, is a scalable rapid eLearning design system.

Everything in ModDev fits together seamlessly using the same design grid. ModDev elements are created using Lectora, so they are fully adaptable and mobile responsive to the Responsive Course Design (RCD) views in Lectora.

*Lectora ModDev frees you to focus on impact and outcomes—and create interactive and accessible eLearning projects in record time.*




Attention Getter\_Top

## Objectives

After completing this Lectora ModDev introduction, you will be able to:

- Explain the value of Lectora ModDev
- List the Lectora ModDev elements
- Describe a typical ModDev workflow
- Identify 3 Test question types in Lectora



Objectives\_Right

## ModDev Roll Call

The components of Lectora ModDev make it fast and easy to create an instructionally sound course prototype, then add interaction and style.

Select each ModDev element button on the left to learn more.




ModDev Roll Call - Intro

## Frameworks

Course Frameworks are unstyled Lectora projects that provide pre-built course logic.

Each framework was built based on a common use case our support team has come across in their years of interactions with customers. These use cases were then thoroughly developed by our team of expert instructional designers and developers.




ModDev Roll Call - Frameworks

## Themes

Themes in Lectora provide your project with a persistent header, footer and optional navigation elements that provide a consistent visual style.

Each theme is mobile responsive, automatically adjusting to fit the different Responsive Course Design (RCD) views in Lectora.

Themes are built in Lectora, so they are fully customizable. Don't like the color palette, change it up. Don't like the footer, delete it.




ModDev Roll Call - Themes

## Pages

Page layouts in Lectora have been updated to work with the ModDev design grid. This means all placeholders for text, images, and media will align with other layout and design elements in Course Frameworks, Themes, Wireframe Interactions and Style Packs.




ModDev Roll Call - Pages

## Wireframes

Wireframe Interactions are unstyled Lectora pages that include all the basic elements you need to add interactivity to your project. As with Frameworks, all the logic is worked out for you. All you have to do is update the wireframe with your course content and apply your visual style.

Wireframes Interactions include:

- Click to Reveal
- Knowledge Checks
- Scenarios

And More!




ModDev Roll Call - Wireframes

## Style Packs

Style Packs include styled background objects that are set up to coordinate with your Lectora theme, similar to slide masters in other tools.

Each Style Pack will have layouts that correspond to the various page layouts found in Course Frameworks, Page layouts, and Wireframe Interactions.

Like all ModDev components, Style Packs are fully editable.




ModDev Roll Call - Style Packs

## Knowledge Check

Which of these statements are true about Lectora ModDev elements?

Select all that apply.

- Course Frameworks are unstyled Lectora projects that provide pre-built course logic.
- Themes in Lectora provide a persistent header, footer and optional navigation elements.
- Wireframe Interactions are fully styled templates with advanced custom design applied for you.
- Style Packs include styled background objects that coordinate with your Lectora theme, similar to slide masters in other tools.

Submit



Knowledge Check\_2-Col

## ModDev Workflow

Lectora ModDev is a flexible eLearning design system. Here's a typical workflow for a ModDev project:

1. Select the course Framework with course flow and logic that best supports your learning objectives.
2. Replace placeholder copy and images, adding pages and wireframe interactions to build out your course prototype.
3. Style your course and bring it to life.

Make ModDev your own. It's easy to customize the ModDev design system to support existing team processes and workflow.




ModDev Process 2-Col

## Summary

In this intro to Lectora ModDev, you experienced the following ModDev elements:

- The Basic Linear Framework
- The Rockstar Vibrant Theme and Style Pack
- The Icon Tabs Click to Reveal Wireframe interaction template
- A Lectora Knowledge Check and scored Test



Summary\_Grid