Lectora® Online

Getting Started in Lectora Online

Quick Win Guide

elearning brothers

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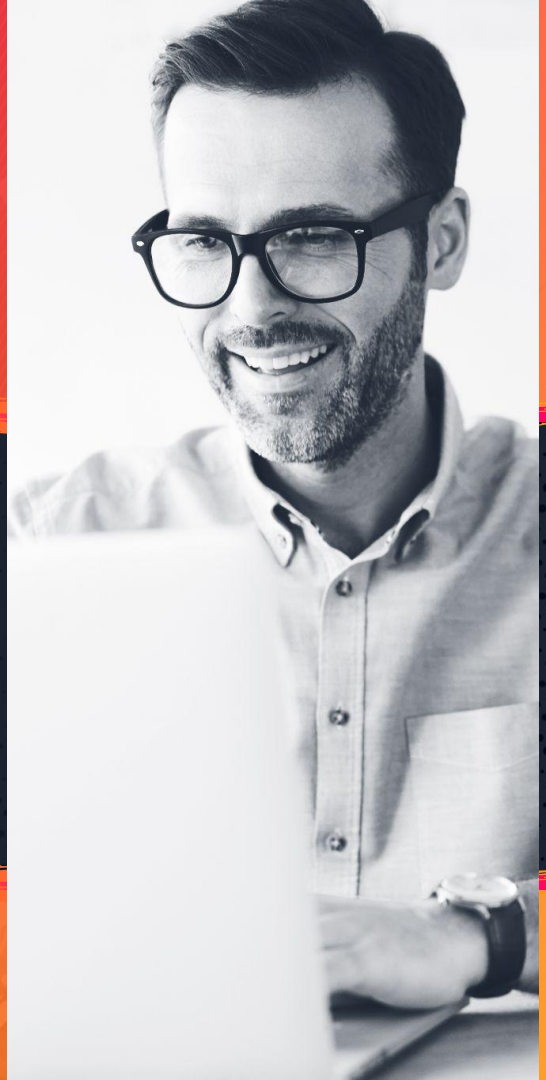

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Welcome to Lectora® Online

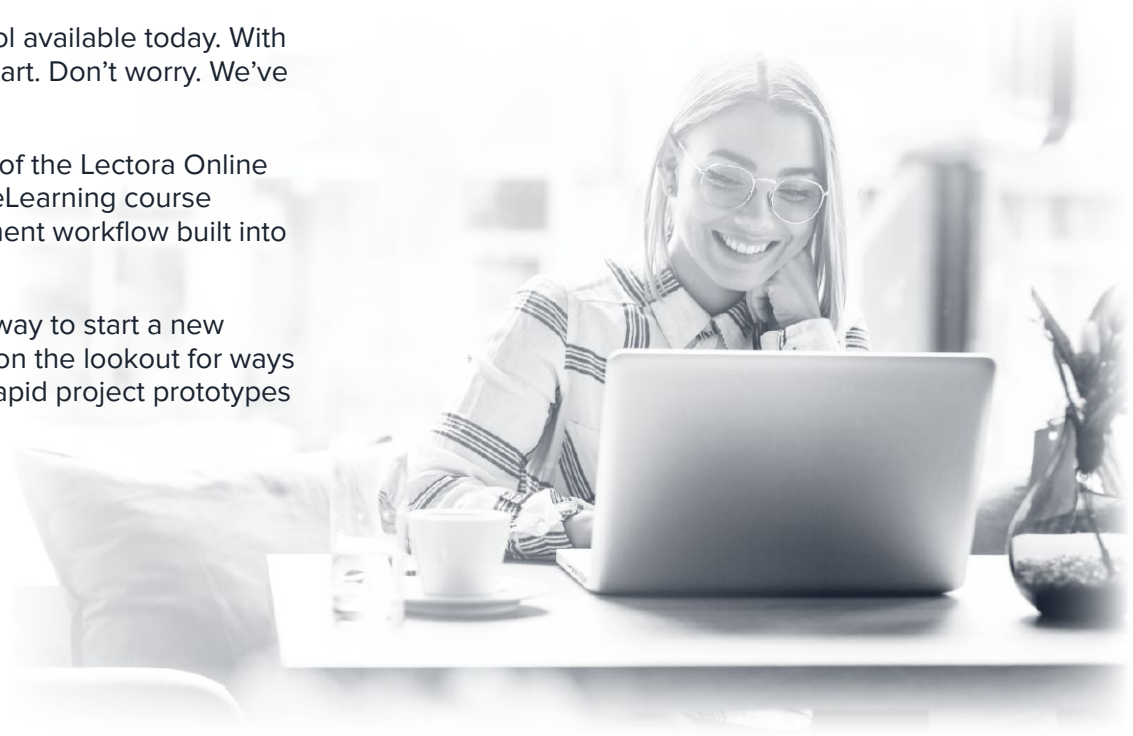
Hey there, Rockstar!

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

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

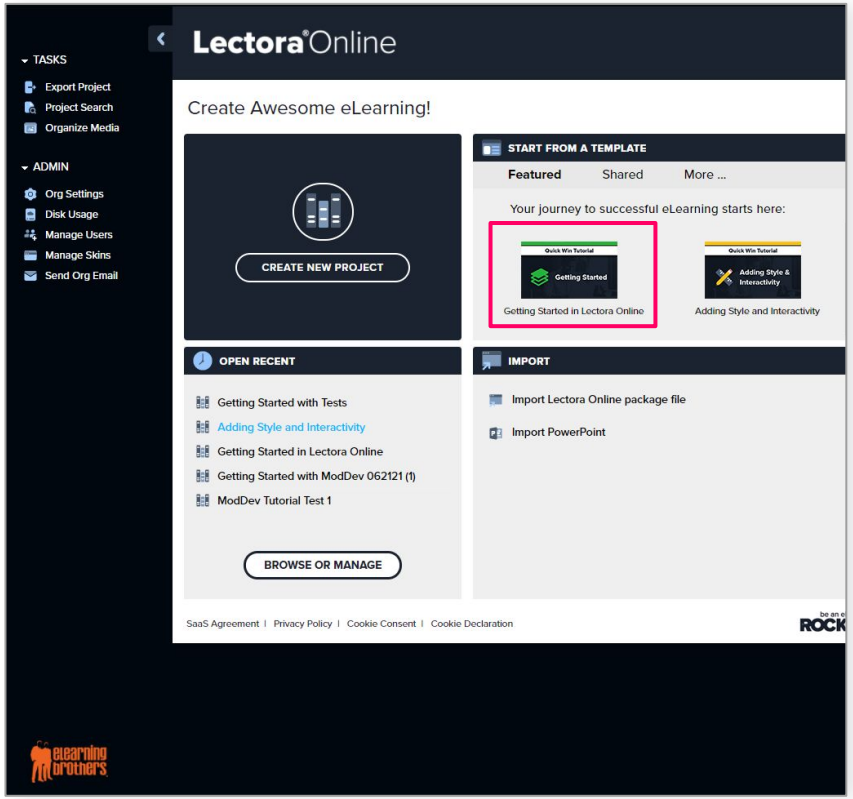
After logging in to Lectora® Online, select the tutorial **Getting Started In Lectora Online** to open the tutorial project template in the **New Project from Template** dialogue.

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.



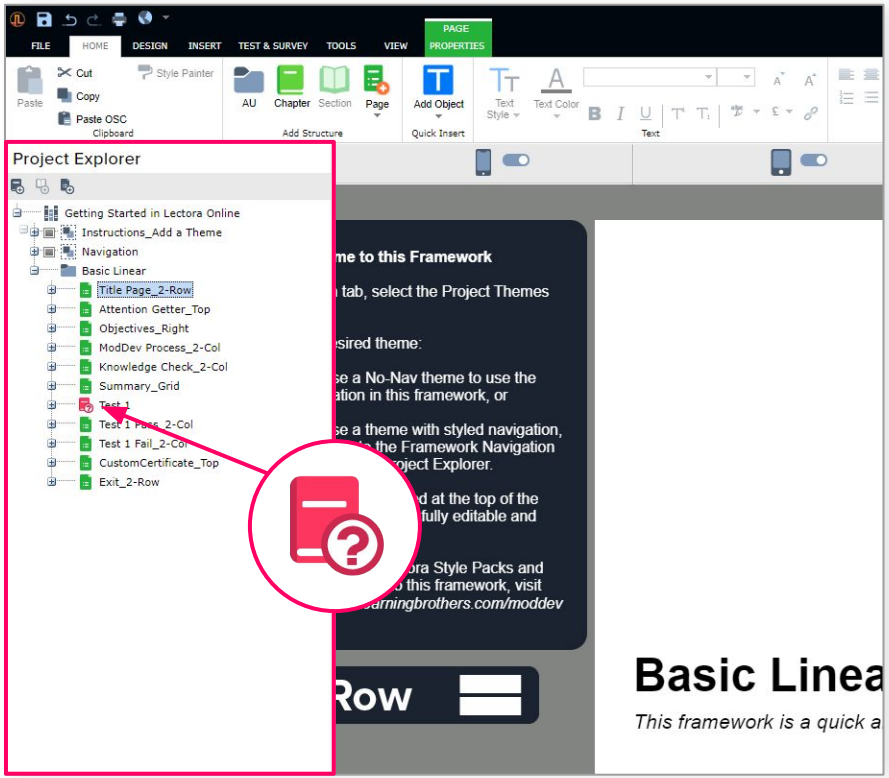
Project Explorer

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.



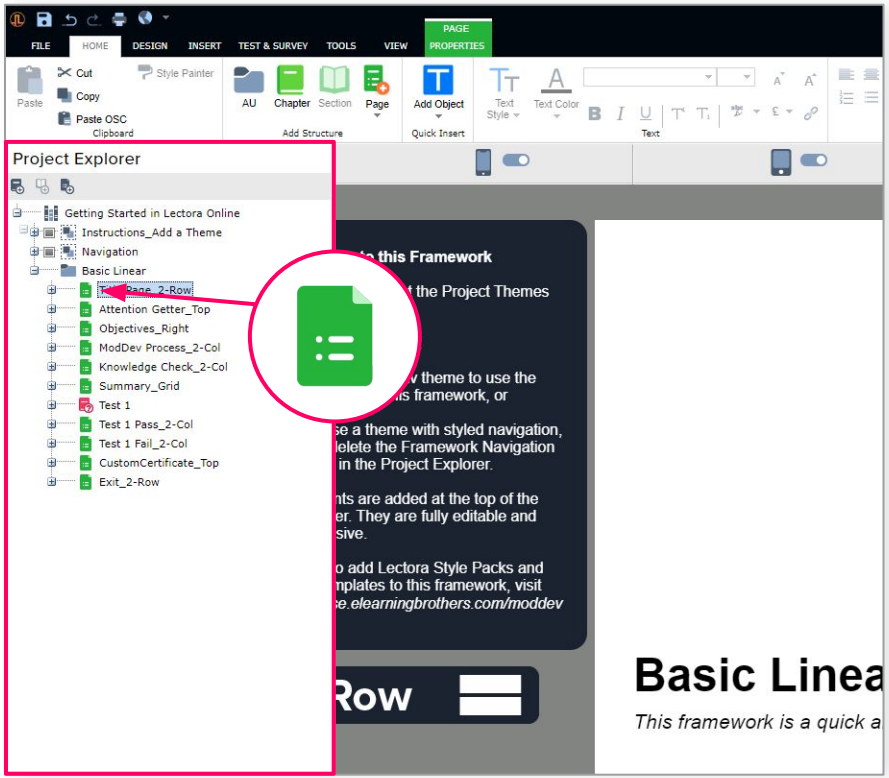
Pages

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

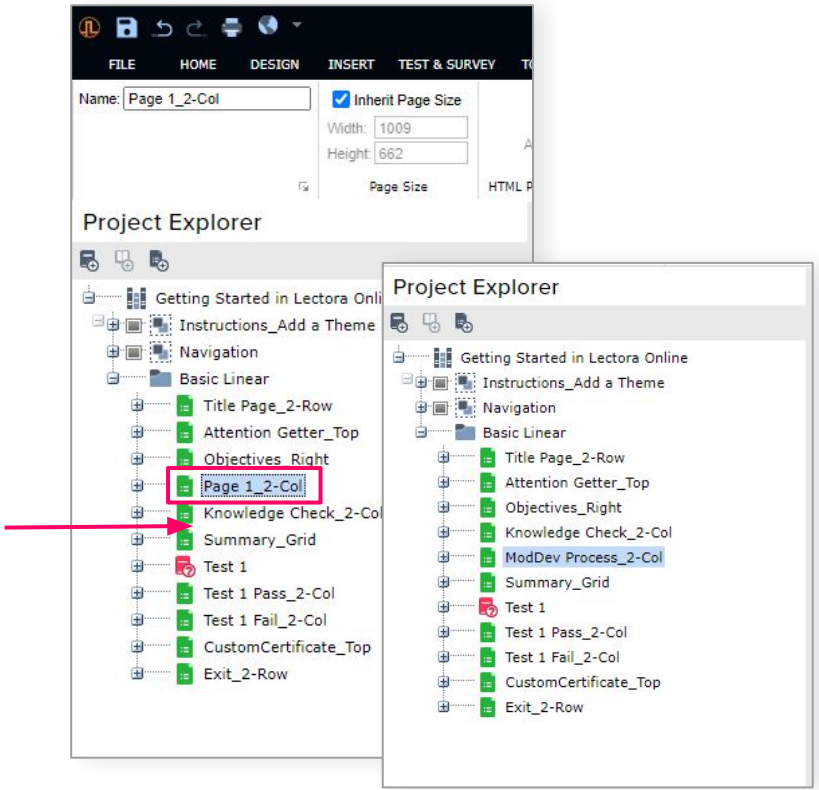
Using the Project Roadmap as a guide, let's start customizing this Basic Linear Framework by adding and organizing pages.

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.



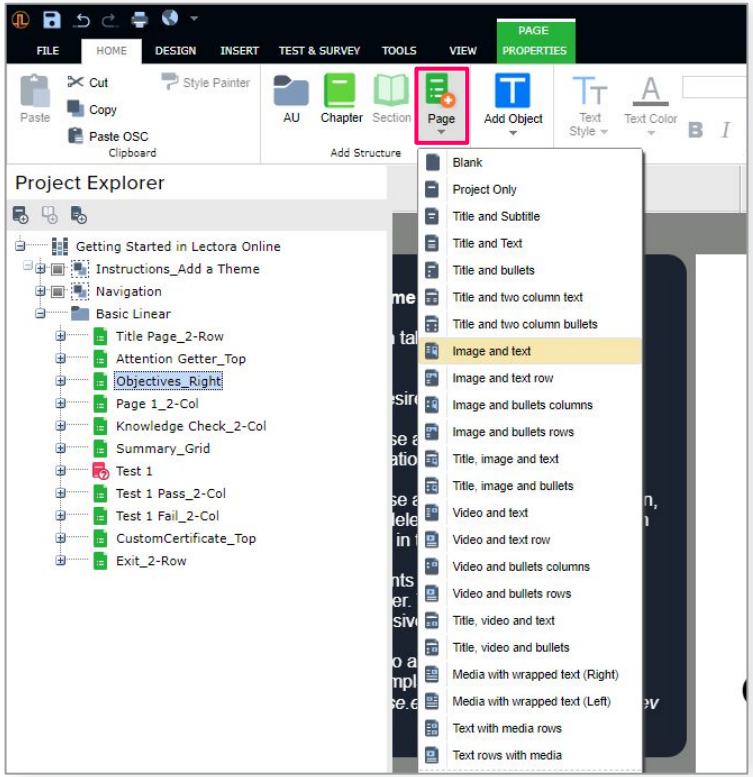
Adding Pages

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

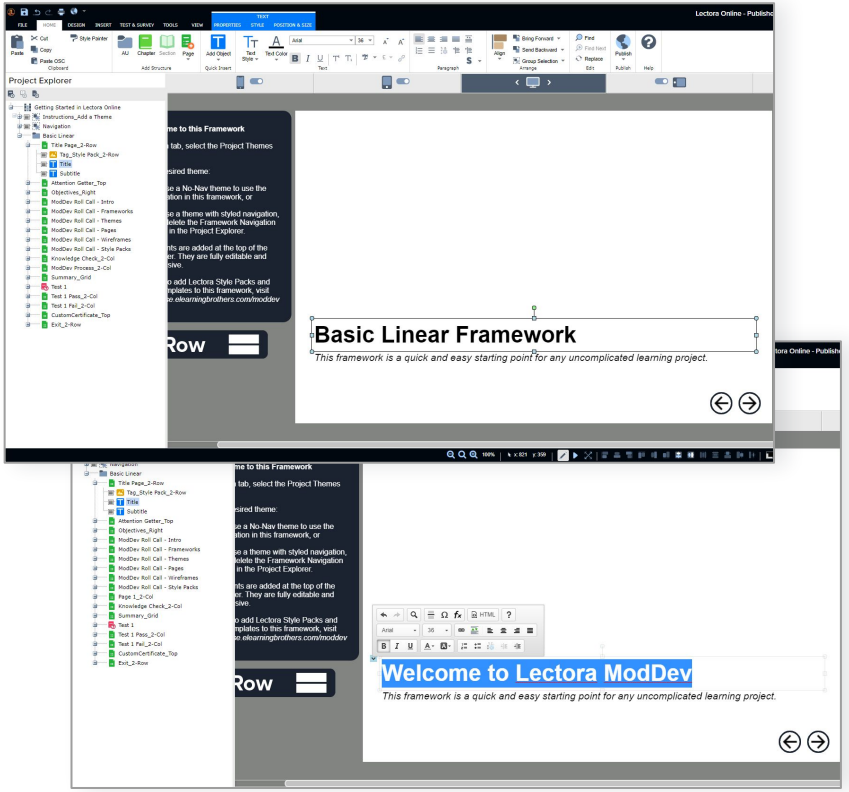
Text Editing in Lectora® Online works like many other software applications you're probably already familiar with. Since we have text placeholders for most of the content, we can copy and paste.

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.

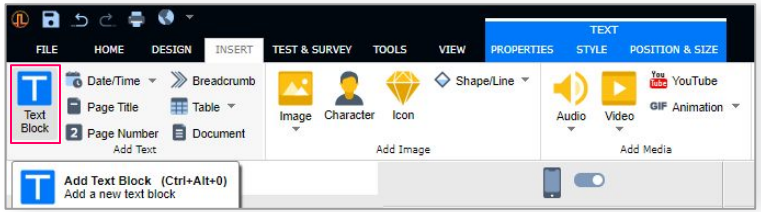
1. In the text file find the text for the *ModDev Process 2-Col* page and copy the text:

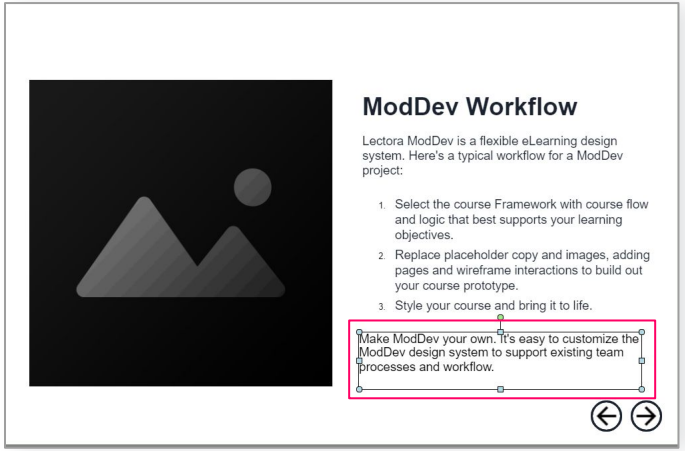
   Make ModDev your own. It's easy to customize the ModDev design system to support existing team processes and workflow.

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

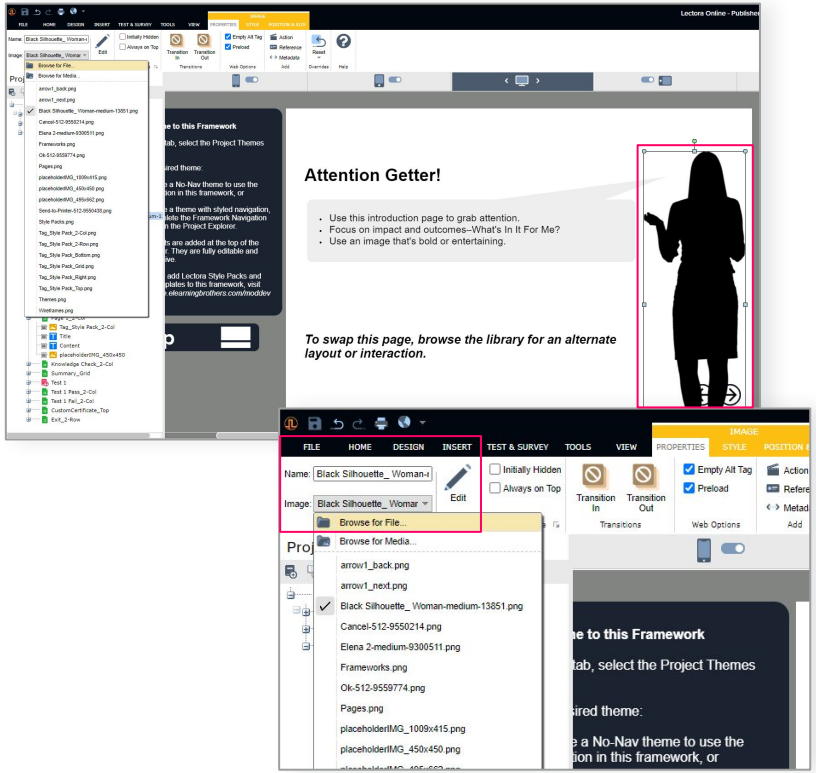
When using a template, it's a good idea to swap a placeholder image whenever possible. Swapping retains the positioning of the original image, including the Lectora® Responsive Course Design (RCD) views (more on those in a future tutorial).

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*.

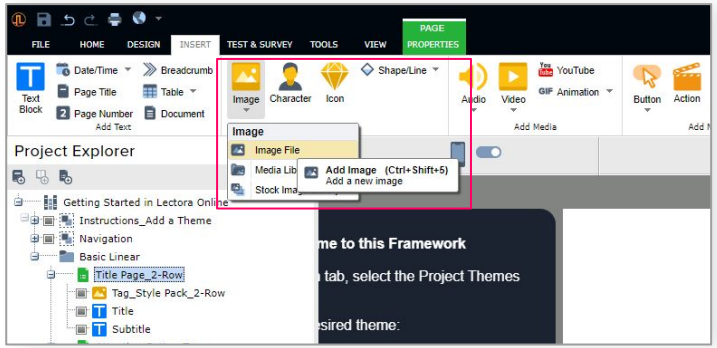
2. To insert a new image, navigate to the **Insert** tab on the ribbon, and from the yellow **Image** dropdown, select **Image File** / **Add an Image to the Project** / **Browse**.

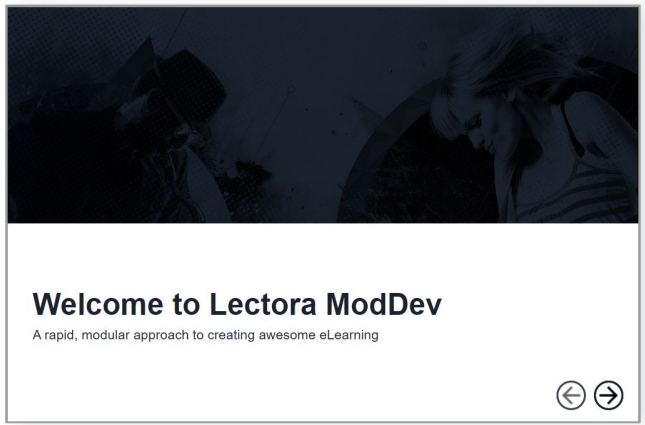
   Locate the folder you downloaded for this project: **Getting Started in Lectora Online** / **Assets.**
   Select the image *Title Page Bg*, then select **Import**.

   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.

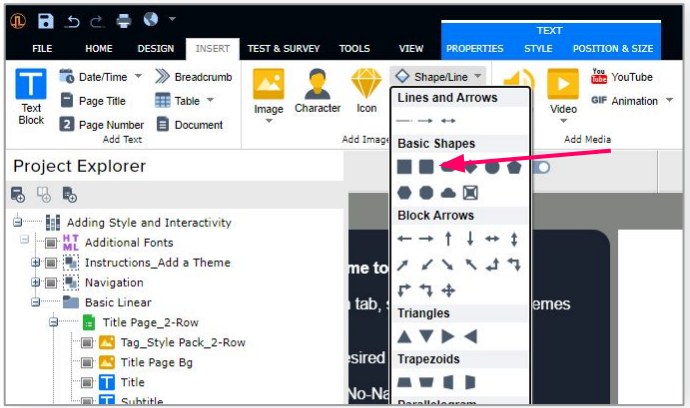


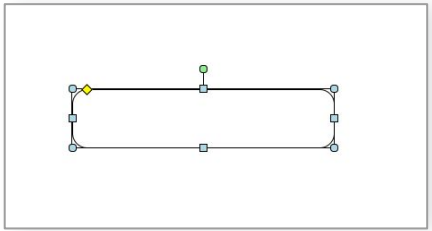


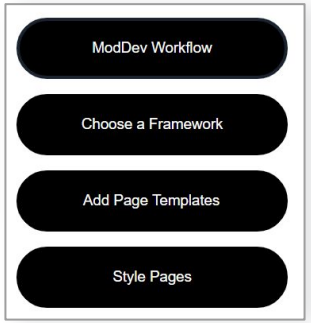
Working with Shapes

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.



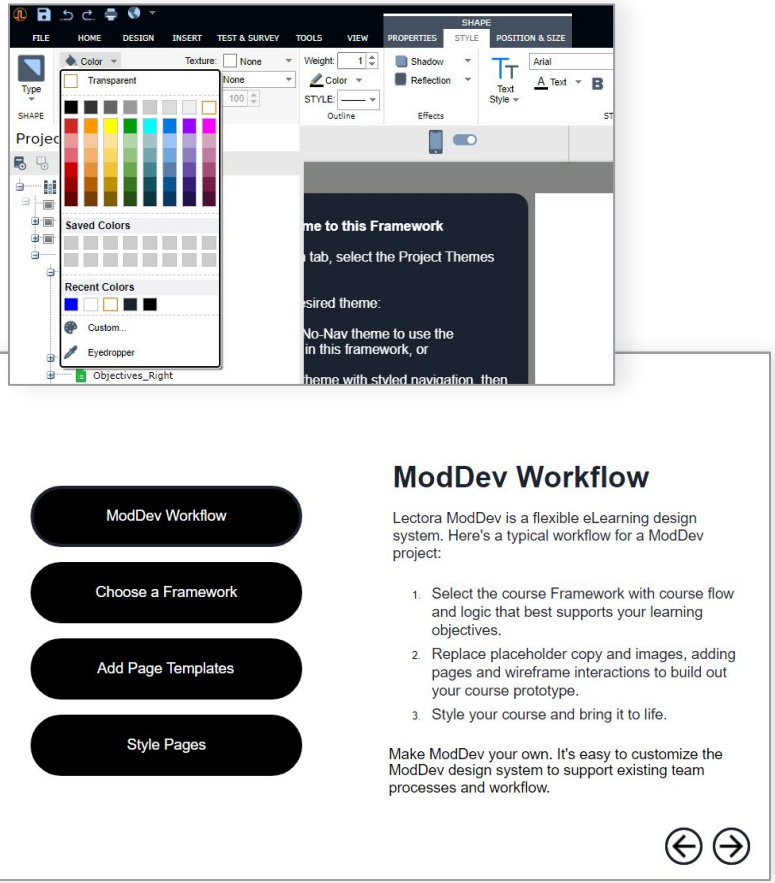




5. Now navigate to the grey **Style** tab and use the **Color Fill** drop down to make your shape white, then use the Outline Color dropdown to outline the shape in black.

6. 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.



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.

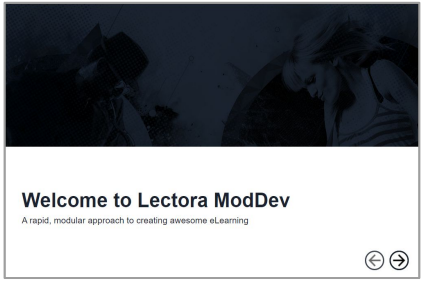
But there is so much more we can do with this project.

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.

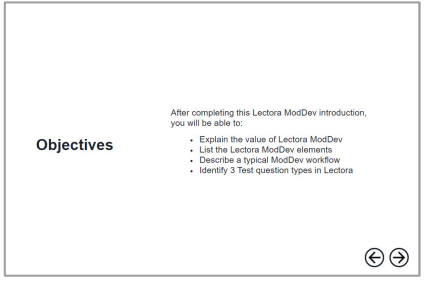
Getting Started in Lectora® Online

Project Roadmap



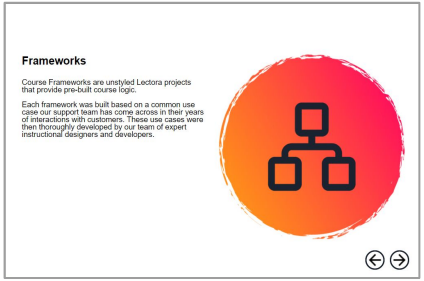
Title Page_2-Row

Attention Getter_Top



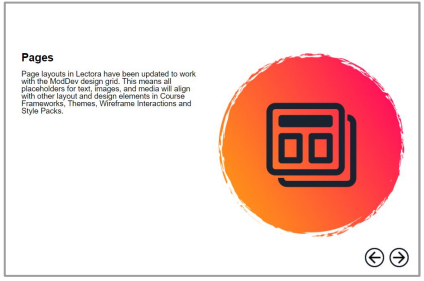
Objectives_Right

ModDev Roll Call - Intro

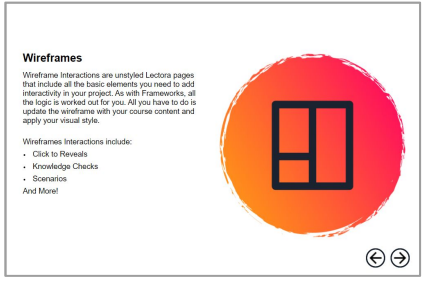


ModDev Roll Call - Frameworks

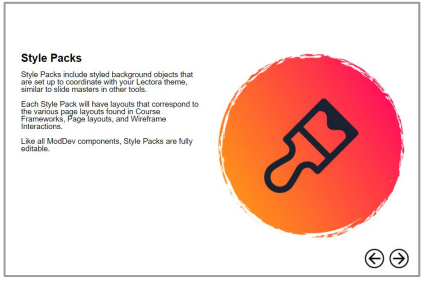
ModDev Roll Call - Themes



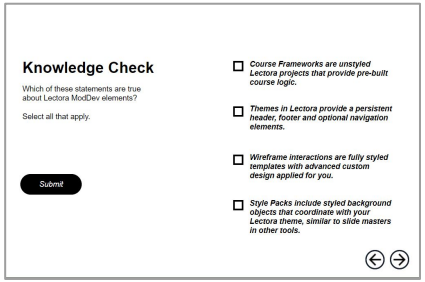
ModDev Roll Call - Pages



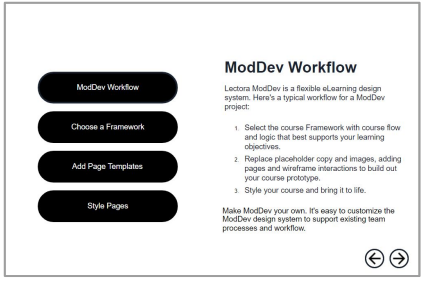
ModDev Roll Call - Wireframes



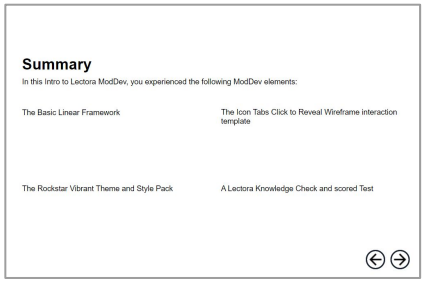
ModDev Roll Call - Style Packs



Knowledge Check_2-Col



ModDev Process 2-Col



Summary_Grid