

CA Productivity Accelerator

Developer advanced features

This in-depth web-based training course for CA Productivity Accelerator (CA PA) provides delegates with additional training on the advanced features and functions. Upon completion of this facilitated training, delegates will be competent in the application of the CA PA tool's advanced features

PRODUCT RELEASE

CA Productivity Accelerator 13.0

COURSE ESSENTIALS

- 15 Hours
- Delivered via Web Based Training but can be delivered in the Classroom

PREREQUISITES

- CA PA 13 Developer Basic Features training course

WHO SHOULD ATTEND?

- Technical Training Managers
- Lead Content Developers
- Senior Instructional Designers

Overview

This course offers CA PA Developers hands-on training covering the additional, more advanced features of the tool. Prior to the first session, the Course Lesson Plan is discussed and a schedule of dates and times is agreed. Throughout each session, the Facilitator discusses and demonstrates the more complex features ensuring that delegates understand the concept as well as the steps. Delegates are encouraged to ask questions during the interactive sessions in order to confirm their understanding and share knowledge with others.

Course facilitators are qualified Trainers with extensive content development experience. This experience ensures that delegates receive 'value add' throughout the course, drawn from real-life project experience.

All delegates receive telephone support for one month post-course. Telephone support is limited to the features and functions detailed within the Course Lesson Plan.

Objectives

The objective of this course is to consolidate and then build on the functions learned during the Basic features course. The structure and method of delivery used throughout this course should ensure comprehensive transfer of knowledge and understanding. Upon completion, delegates should be able to confidently plan, develop and deliver learning and support content either individually or as part of a Content Delivery Team.

Should further training be required upon completion of this course, a follow-on Workshop can be arranged which is customized to meet specific requirements.

FUNCTION	DESCRIPTION	TIME (MINS)
1. Developer Customization		85
(1) Customization Basics	<ul style="list-style-type: none"> • A introduction to the customization options in CA PA 13.0 Developer. • A detailed look at the customization process and who should be involved. • An understanding on the components and resources that can be adapted to replicate a corporate ID. • A detailed look at colors, texts and logos to be incorporated into the design. 	
(2) Style Editor	<ul style="list-style-type: none"> • A detailed look at the Style Editor and the individual adaptions for playback functionalities and content used to build a style template. 	
(3) Text Style Editor - Text Style	<ul style="list-style-type: none"> • A detailed look on how to use and adapt the text style editor for the Developer, Instant Developer and Manager. 	
(3) Dictionary Editor - Dictionary Resources	<ul style="list-style-type: none"> • Explain how to use the dictionary editor and adapt text in line with company's terminology. 	
(4) Activation and Deployment of Styles	<ul style="list-style-type: none"> • Understand how to activate resources in preparation for deployment of content and how to implement a Manager style. 	
(5) Documentation Templates	<ul style="list-style-type: none"> • Overview of available document templates in the Developer, how to adapt the templates for customer requirements and the central settings used to build the structure for documentation. 	
2. Advanced Content Structure		10
(1) Project Explorer Search	<ul style="list-style-type: none"> • Demonstrate how to search for objects in a Workarea structure using the search function. 	
(2) Local Trash	<ul style="list-style-type: none"> • An understanding on the Developer's local trash folder, how to delete and restore objects and their subsequent position and behavior. 	
3. Advanced Simulation Recording		15
(1) Advanced Recording	<ul style="list-style-type: none"> • Explain the benefit of merging and cropping of images (on projects) to reduce documentation size. 	
(2) Recording Bar	<ul style="list-style-type: none"> • Understand the different states of the recording bar. 	
(3) Screencast Video	<ul style="list-style-type: none"> • Generate a screencast video (without bubbles or explanation texts) using the Quick recording mode. 	
4. Advanced Simulation Editing		10
(1) Insert a Book Page	<ul style="list-style-type: none"> • Demonstrate how to insert a book page into a simulation providing either further context information or a change in subject/process based scenario. 	
(2) Advanced Editing Tips	<ul style="list-style-type: none"> • Understand more about central settings to manage the style and behavior of simulation features. 	
(3) Demo or Practice Bubble Texts	<ul style="list-style-type: none"> • Edit the bubble text in different playback modes. 	
(4) Update or Amend Object Images	<ul style="list-style-type: none"> • Update object images and document highlights within a simulation. 	
5. Advanced Book and Page Editing		35
(1) Special Subjects	<ul style="list-style-type: none"> • Create and apply border styles to images or text that require prominence on a book page. • Show subtitles to enable subtitles when a user views a book page with sound. 	
(2) Audio in Book Pages	<ul style="list-style-type: none"> • Considerations and settings when adding audio to elearning objects. Understand adding an audio file to a book page and design how the audio starts when the book page is loaded. 	
(3) Individual Book Page Back-grounds	<ul style="list-style-type: none"> • Improve the look of book pages by adding a background and understand the required settings to a book page or a book page template. 	

FUNCTION	DESCRIPTION	TIME (MINS)
6. Documentation		60
(1) Documentation Overview	<ul style="list-style-type: none"> Understand the method to generate different documentation types; Single (simulations projects), Compound (Workarea structure and associated content), Master (shortcuts reference documents). 	
(2) Documentation Macros	<ul style="list-style-type: none"> Demonstrate inserting documentation macros to a project, to enhance the simulation's documentation. 	
(3) Documentation Template PPT	<ul style="list-style-type: none"> Explain the use of existing PowerPoint templates, adapting the templates to suit requirements and providing a document. 	
(4) Documentation Size	<ul style="list-style-type: none"> Options on how to reduce the size of documentation. 	
(5) Glossary in Documentation	<ul style="list-style-type: none"> Demonstrate exporting the glossary as a table to a document, HTML or PDF. 	
7. Text Units and Glossary		30
(1) Text Units in Glossary	<ul style="list-style-type: none"> Understand the use cases for text units and how they enhance content in the library. Explain and demonstrate how a text unit is used to provide term definitions for a Glossary. Present content on a book page using a text unit as a method of distinguishing content from design. 	
(2) Glossary in Documentation	<ul style="list-style-type: none"> Configure and export a glossary to a document. 	
8. Localization of Content		10
(1) Localization	<ul style="list-style-type: none"> Overview of localization options, including the automatic translation and re-record of simulated content. 	
(2) Content Localization	<ul style="list-style-type: none"> A detailed look at the process to localize various content from the original language to a secondary language in a post editing scenario. Explain the export process of text content to be translated. 	
Manager Advanced Features		45
9. Interface		
(1) Introduction	<ul style="list-style-type: none"> An introduction to the Manager client interface and the browser requirements, including a quick tour of the Manager's functions. 	
(2) Interface Operations	<ul style="list-style-type: none"> Restructure the tree structure in Manager without needing the Developer component. 	
(3) Web-Based Courseware Editor	<ul style="list-style-type: none"> Demonstrate the use of the web-based courseware editor that allows the editing of books and their book pages without the need for the Developer. 	
(4) Web-Based Book Page Editor	<ul style="list-style-type: none"> Demonstrate the use of the web-based book page editor without the need of the Developer. 	
(5) Web-Based Lesson Editor	<ul style="list-style-type: none"> Demonstrate the use of the web-based lesson editor to update or amend projects without the need of the Developer. 	
10. Managed Workarea		45
(1) Local versus Managed Workarea	<ul style="list-style-type: none"> Understand the difference between a local Workarea on your local hard drive and a managed Workarea. 	
(2) What's your Scenario?	<ul style="list-style-type: none"> An explanation of different scenarios for project roles and the type of connection with the Manager they require to conduct their role. 	
(3) Some Do's and Don'ts	<ul style="list-style-type: none"> A brief explanation on how to manage objects and resources when working with a managed Workarea in collaboration with other authors and users. 	
(4) Identify Authoring Users	<ul style="list-style-type: none"> Explain the process of identifying authors and their activities against specific objects. 	

FUNCTION	DESCRIPTION	TIME (MINS)
11. Manager Connection with Developer		30
(1) Mirror a Workarea	<ul style="list-style-type: none"> Explains the benefits of mirroring the Workarea to have a complete overview of the production. 	
(2) Check Out Assigned Objects	<ul style="list-style-type: none"> Demonstrate how to find and check out assigned objects to you as an author. 	
(3) Synchronise the Workarea	<ul style="list-style-type: none"> A detailed look at the synchronization of Developer content with the Manager and vice versa. 	
12. Publishing Content		40
(1) Prepare Content for Publishing	<ul style="list-style-type: none"> A check list of items before publishing content 	
(2) The Learner View	<ul style="list-style-type: none"> A detailed look at the Learner View and how it provides individual designed courses for a specific curriculum for a specific user or groups of users. 	
(3) Assign Content to Learners	<ul style="list-style-type: none"> Create assignment and understand how to edit them once available. 	
(4) Distribute Content	<ul style="list-style-type: none"> Different methods to communicate with users about courses assigned or made available to them. 	
(5) Providing Publishing URLs	<ul style="list-style-type: none"> A detailed look at providing content using direct access links as opposed to the Learner View generated both by the Manager and the Developer. 	
(6) Broadcast Templates	<ul style="list-style-type: none"> Broadcast messages can be saved as templates for reuse. 	
(7) QR Codes	<ul style="list-style-type: none"> Generate automatic QR codes for a learning object. 	
13. Monitor Success		30
(1) Introduction	<ul style="list-style-type: none"> The benefits of tracking a user's progress as they navigate through earning content. 	
(2) The Learning Reporter	<ul style="list-style-type: none"> Explain the learning reporter and filters used to provide a breakdown of results to the required level of detail on a user and/or a course. 	
(3) Track Learner's Performance	<ul style="list-style-type: none"> Use personal filters to set reports and subscribe to them. In addition, set scheduled tasks to run reports. 	
(4) Overview for Learners	<ul style="list-style-type: none"> Explain the importance of user's being able to track their own progress and where they can find this in the Learner View. 	
(5) Activate Tracking	<ul style="list-style-type: none"> Information on the settings required to activate tracking. 	
Desktop Assistant		20
14. General Desktop Assistant		
(1) Introduction	<ul style="list-style-type: none"> Overview of the Desktop Assistant and what it offers users of elearning content. Understand the importance of closing the knowledge gap and how the desktop assistant helps with this. 	
(2) Basic Facts	<ul style="list-style-type: none"> Understand the basic requirements for the Desktop Assistant to work using object recognition. 	
(3) Types	<ul style="list-style-type: none"> Explain the distinct types of context sensitive help: Concurrent mode in the Desktop Assistant, Guided Tour and Context Help. 	
(4) Context Levels and Hierarchy	<ul style="list-style-type: none"> When it comes to recording content, understand the context levels and hierarchy applied for object recognition. 	
(5) Use Cases	<ul style="list-style-type: none"> Examples of best case uses of each type of desktop component. 	
(6) Prerequisites	<ul style="list-style-type: none"> A note on the pre-requisites required before the implementation and content creation for Desktop Assistant. 	
(7) Supported Applications	<ul style="list-style-type: none"> A note on the supported application profiles shipped with CA PA. 	
(8) Localization	<ul style="list-style-type: none"> An explanation on how Desktop Assistant content is translated into a local language. 	

FUNCTION	DESCRIPTION	TIME (MINS)
15. Desktop Assistant Usage		45
(1) Creation	<ul style="list-style-type: none"> Create the desktop assistant. 	
(2) Design and Behavior	<ul style="list-style-type: none"> A detailed look at the design and behavior of the desktop assistant: Sticky Notes, Topmost Books, Side Bar Button Positions, User Generated Content, Content Categories. 	
(3) Desktop Assistant Settings	<ul style="list-style-type: none"> Set central settings which determine which features are provided. 	
(4) Record Context Information	<ul style="list-style-type: none"> Recording or adding context to objects that are not a simulation, e.g. books, book pages, text units and groups. 	
(5) Context Matching	<ul style="list-style-type: none"> An option to exclude page keys associated with common screens in an application, that are not required as part of desktop assistant. 	
(6) Multiple Executables	<ul style="list-style-type: none"> An option to consider more than one target application during playback of desktop assistant content. 	
(7) Change Management	<ul style="list-style-type: none"> A setting that dictates how often the server will look for updates on latest content and resources. 	
(8) Role Management	<ul style="list-style-type: none"> Explain the requirements to define role based learning content within the desktop assistant. 	
(9) Glossary Support	<ul style="list-style-type: none"> Navigation glossary support providing definitions and included in the desktop assistant. 	
(10) Caching	<ul style="list-style-type: none"> A setting that allows the Navigator component to reduce bandwidth when content is initiated in playback using desktop assistant. 	
(11) Post-processing Page Keys	<ul style="list-style-type: none"> Explain how to edit page keys to neutralize application screens. 	
(12) Back-up Page Keys	<ul style="list-style-type: none"> A process to restore original page keys if they have been neutralized. 	
16. Guided Tour		60
(1) Convert or Create	<ul style="list-style-type: none"> A detailed look at creating a guided tour, either from a simulation, or starting from scratch. 	
(2) Layout Behavior	<ul style="list-style-type: none"> Understand the guided tour's features to provide focus on the task in hand. 	
(3) Editor View	<ul style="list-style-type: none"> Demonstrate the guided tour's editor interface. 	
(4) Editing	<ul style="list-style-type: none"> A detailed look at changing playback settings, updating context information and changing an object's context settings. 	
(5) Optional Steps	<ul style="list-style-type: none"> Demonstrate how to add the requirement to provide the user optional steps during a process, so that they make the decision to choose the best method. 	
(6) Branches	<ul style="list-style-type: none"> Demonstrate how to include a branch, where the user selects a different sequence of steps to complete a process. 	
(7) Form Mode	<ul style="list-style-type: none"> Create a view of combining all steps associated with a form in one bubble, while using the guided tour. 	
(8) Interactive Guided Tour	<ul style="list-style-type: none"> Explain how a guided tour can become an interactive guided tour not dependent on the capture of relevant context information from the target application. 	
(9) Post-processing Page Keys	<ul style="list-style-type: none"> Explain how to edit page keys to neutralize application screens. 	
(10) Back-up Page Keys	<ul style="list-style-type: none"> A process to restore original page keys if they have been neutralized. 	
(11) Conditions for Input Fields	<ul style="list-style-type: none"> A detailed look at creating advisory conditions to a user when entering text into an input field, that can be made to block the user from progressing to the next step. 	

FUNCTION	DESCRIPTION	TIME (MINS)
17. Context Help		60
(1) Creation and Playback	<ul style="list-style-type: none"> Demonstrate the creation of context help from scratch for application pages and objects. 	
(2) Context Help Editing View	<ul style="list-style-type: none"> Demonstrate the context help editor interface. 	
(3) Context Help Editing	<ul style="list-style-type: none"> A detailed look at updating context information, changing object context settings and specifying further screen context. 	
(4) Display Variants	<ul style="list-style-type: none"> A look at how to display context help using either an icon, tooltip and / or bubble. 	
(5) Minimised Bubble Icons	<ul style="list-style-type: none"> Demonstrate how to activate, change and create a minimized icon set for context help identification on screen. 	
(6) Form Mode	<ul style="list-style-type: none"> Explain how to activate the form mode for context help, where all steps are combined in the bubble. 	
(7) Post-processing Page Keys	<ul style="list-style-type: none"> Explain how to edit page keys to neutralize application screens. 	
(8) Back-up Page Keys	<ul style="list-style-type: none"> A process to restore original page keys if they have been neutralized. 	

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