

CA Productivity Accelerator

Developer basic features

This web-based training course for CA Productivity Accelerator (CA PA) provides delegates with an introduction to core features and functions of the tool. Upon completion of this facilitated training, delegates will be ready to develop their own learning and support content using CA PA

PRODUCT RELEASE

CA Productivity Accelerator 13.0

COURSE ESSENTIALS

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

PREREQUISITES

- None

WHO SHOULD ATTEND?

- Technical Writers
- Content Developers
- Instructional Designers

WHAT YOU WILL LEARN

- Manager Basics
- The Developer
- Instant Developer
- Create & Edit Simulations
- Book & Book Page Development and Templates
- Quiz Development and Templates
- Using Avatars
- Import PowerPoint Presentations
- Content Playback - Trainer Bars
- Audio
- Publish and Deploy Content

Overview

This introductory course provides hands-on experience of the basic features and functions of CA PA. During a pre-call, the Course Lesson Plans are discussed and the interactive sessions scheduled. During facilitated sessions, delegates receive demonstrations and guidance to assist understanding and learning. Throughout each session delegates are encouraged to ask questions in order to confirm their understanding and share knowledge with the 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

This basic features course is designed to ensure delegates receive a thorough introduction to the development of learning and support content using CA PA. Upon successful completion, delegates will be able to utilise their knowledge with confidence.

Both new and experienced Content Developers should consider the Additional Features Course as the next step.

FUNCTION	DESCRIPTION	TIME (MINS)
1. Developer		40
(1) Quick Tour	A quick start in simulation recording, editing and publishing using the CA PA Developer component.	
2. Content Structure		35
(1) Workarea Concept	<ul style="list-style-type: none"> Introduction on how to create and update a Workarea and why you may need more than one. 	
(2) Workarea Navigation	<ul style="list-style-type: none"> Understand the requirement of Resources folder, the layout of the Workarea and importantly how to navigate the Workarea Explorer. Create content structures using duplicate and reference objects. Preview Workarea. 	
(3) Using Workarea Explorer Recombination View	<ul style="list-style-type: none"> Understand how to restructure content by using the recombination view. Explain how to use the searching facility in the Explorer. 	
(4) Content Structure	<ul style="list-style-type: none"> Look at several types of structures and explain why the structure is important. 	
(5) Book Content Structure	<ul style="list-style-type: none"> A review of different learning structures using book and book pages with practical notes about the impact of these structures when they need to be deployed. 	
3. Simulation Recording		30
(1) Recording Basics	<ul style="list-style-type: none"> An overview on the steps of the recording process using the Developer component. How to complete a recording of a target application. Explain the settings associated with recording and how they depend on the authors preference. 	
(2) Best Practice	<ul style="list-style-type: none"> Some tips on how to prepare for recording, and how to capture the best recording. 	
(3) Quick Recording	<ul style="list-style-type: none"> How to use Quick Recording when a profile (target application) is not required. 	
4. Simulation Editing		40
(1) Editing Basics	<ul style="list-style-type: none"> Overview on editing features and functions. Navigate the Editor toolbar to understand more about its editing features and functions. How to complete some basic edits to help design simulations. Review settings to help influence project steps being edited, e.g. spell check, rollover effects, etc. 	
(2) Zoom for Screens and Pages	<ul style="list-style-type: none"> How to use the Zoom feature on simulation projects and book pages. 	
(3) Editing of screenshots / images	<ul style="list-style-type: none"> Use an external editor to amend a screen shot Add highlights to a screen shot Set up Playback settings to manage highlights Anonymise screens 	
5. Book and Book Page Creation and Editing		40
(1) Getting Started	<ul style="list-style-type: none"> Overview of the books and book pages. 	
(2) Functional Concept	<ul style="list-style-type: none"> Explain the difference between a Book and a Book Page. Understand the Book Reader feature to assist with user navigation. 	
(3) Book Pages - Principles	<ul style="list-style-type: none"> The principles of the Book Page to help enhance the content and design. 	
(4) Navigating the Editor	<ul style="list-style-type: none"> A detailed look at the features and functions of the Editor toolbar. 	
(5) Book Page Templates	<ul style="list-style-type: none"> How to create a Book Page Template. 	

FUNCTION	DESCRIPTION	TIME (MINS)
5. Book and Book Page Creation and Editing		40
(6) PowerPoint Import	<ul style="list-style-type: none"> How to create a Book using PowerPoint. 	
(7) Avatars	<ul style="list-style-type: none"> Using Avatars to bring cartoon females and males to life. 	
(8) Questions in Book Pages	<ul style="list-style-type: none"> Understand methods to enrich content and allow users to check their knowledge without being tracked. 	
(9) How to create Questions in Book Pages	<ul style="list-style-type: none"> How to create a quiz item in a Book page. 	
6. Quizzes		25
(1) Quizzes	<ul style="list-style-type: none"> An overview on the purposes of learning objectives and important tips on the associated writing rules. How to create a quiz evaluation and the importance of providing feedback. Understand the significance of the Quiz Settings and how they define the way a quiz item works. 	
7. Export / Publishing		40
(1) Publishing	<ul style="list-style-type: none"> An overview of how to publish content from the Developer component. Learn how to complete a standard publish. Understand the several types of publishing format. Understand the principle behind setting up and edit publishing rules to simplify the publishing process. Understand the importance of multiframe to increase the playback and performance of content load and replay. 	
(2) Export	<ul style="list-style-type: none"> Archive content using the import and export facilities on the Developer component. Create video files to share information on simulations. 	
(3) Desktop Assistant	<ul style="list-style-type: none"> How to publish content to a Desktop Assistant. (This topic is dependent on client options to deploy content). 	
8. Instant Developer		45
(1) Recording	<ul style="list-style-type: none"> How to create a simulated recording using the Instant Developer Wizard and recording bar. 	
(2) Editing	<ul style="list-style-type: none"> How to edit the recording steps and add information to the recording. 	
(3) Synchronize with Manager	<ul style="list-style-type: none"> Synchronize Instant Developer to a Manager. (This is dependent on the client options to deploy content). 	
(4) Audio	<ul style="list-style-type: none"> How to capture audio during an Instant Developer recording. 	
9. Audio		45
(1) Audio Overview	<ul style="list-style-type: none"> How to record audio while creating a simulation and its required settings. 	
(2) Audio Recording	<ul style="list-style-type: none"> Overview on adding audio to eLearning content. How to add audio to a project once it has been created either importing an audio file or converting the project for audio to be recorded. Demonstrate the central audio settings. 	
(3) Audio Editing	<ul style="list-style-type: none"> Overview on the implications and benefits of audio. Use the Audio Editor to add audio to a project. Use of the Audio Editor to improve the sound track and quality of the recording. 	
(4) Instant Developer Audio	<ul style="list-style-type: none"> How to capture audio during an Instant Developer recording. 	

FUNCTION	DESCRIPTION	TIME (MINS)
10. Manager		45
(1) Manager - Quick Tour	<ul style="list-style-type: none"> Overview on the key features and functions of the Manager and its relationship to the Developer 	
(2) Introduction	<ul style="list-style-type: none"> Introduction to some of the Manager's key features 	
(3) Basic Facts	<ul style="list-style-type: none"> Explain the Workflow benefits Define Workflow stages Create a Workflow Hints and tips 	
(4) Basic Terms	<ul style="list-style-type: none"> An introduction to the Managed Workarea and the importance of the Write Token 	
(5) Managed Workarea	<ul style="list-style-type: none"> How to create a Workarea in Manager 	
(6) Create Workarea	<ul style="list-style-type: none"> A more detailed look at the features and functions of the Manager's Web Editor 	
(7) Workflows	<ul style="list-style-type: none"> Introduction to Workflow and how it is best used on a collaborative development project. A look at the perfect object lifecycle and define workflow. How to use tasks to manage the workflow process. Create a workflow and hints and tips when using one. How to use workflow in the Developer. 	

For more information, please visit: ca.com/education-training/ca-productivity-accelerator

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