

# Using Authoring Tools

Duration: 2 Days

## Course Overview

This is a practical workshop designed for in-house trainers/subject matter experts who want to design and build their own e-learning programmes. During this two-day course we'll show you how to use a best-of-breed authoring tool (Articulate Storyline, Captivate or a tool of your choice).

You will design, build and publish your own engaging e-learning module that includes graphics, audio, video, interactions and assessments.

## Learning Outcomes

After completing this course you will be able to:

- Use a rapid authoring tool to create e-learning modules.
- Source appropriate learning assets including graphics, audio and video.
- Incorporate interactions and graphics.
- Design and build assessments.
- Record and embed audio and video.
- Save, preview and publish e-learning modules.

## You will need

- A laptop computer.
- An outline course design.

Previous experience with Microsoft PowerPoint is a definite advantage but not essential.



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## Day 1

Session	Content
<b>Module 1: Basics of the Tool</b>	Introduction to the software tool. Creating projects. User-interface, help and tips.
<b>Module 2: Creating Effective User Interfaces</b>	Understanding visual design. Presenting information to ensure consistency and balance. Page layout. Usability.
<b>Module 3: Interactivity</b>	What is interactivity? Why is it important? Interaction types. Creating and incorporating interactions.

## Day 2

Session	Content
<b>Module 4: Media and Graphics</b>	Sourcing and making use of visuals and graphics. Recording and embedding audio and video.
<b>Module 5: Assessments and Feedback</b>	Designing assessments and feedback. Incorporating assessments and feedback.
<b>Module 6: Build</b>	Bringing it all together. Skins and templates.
<b>Module 7: Edit, Save and Publish</b>	Reviewing your programme. Saving, previewing and publishing your e-learning module.



For further information and to book this course  
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