

## COURSE OUTLINE

### DEVELOPER UPGRADE COURSE

#### UPK v3.6.x to UPK PROFESSIONAL v11.x (Duration: 1 Day)

##### Course Objectives

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This course is designed for course authors, editors and other individuals who have developed, edited and published content using User Productivity Kit (UPK) v3.6.x and are upgrading to UPK Professional v11. This course presumes knowledge of existing functions and features. The course will focus on the UPK Professional element and, through hands-on exercises, delegates will experience how UPK Professional will support their own content development processes.

##### Who Would Benefit

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- Content Developers responsible for creating training courses, who have previously used UPK v3.6.x
- Content Editors responsible for reviewing courses prior to deployment, who have experience of UPK v3.6.x
- Project Managers responsible for planning and implementing testing, training or support programmes involving UPK

##### Course Outline

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- Introduction to UPK Professional 11.0
- Create and Edit Questions
- Create and Edit Assessments
- Question and Assessment Properties
- Deploying Questions and Assessments
- Overview of the Knowledge Centre
- Managing Knowledge Paths
- Using the Manager Interface
- Track Questions and Assessments
- Standard and Customised Reports
- Asking for Help
- Personalized Content

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## Course Overview

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### Introduction to UPK Professional 11.0

- Understand the main components of UPK Professional

### Create and Edit Questions

- Create Inline Questions
- Preview Questions
- Edit Questions using the Question Editor

### Create and Edit Assessments

- Create Inline Assessments using the Assessment Editor
- Preview Assessments
- Delete Assessments

### Question and Assessment Properties

- Understanding and assigning Question and Assessment Properties

### Deploying Questions and Assessments

- Discuss considerations for Publishing Questions and Assessments to the Knowledge Center

### Overview of the Knowledge Center

- Key Concepts
- Log in to the Knowledge Center
- Knowledge Center Homepage

### Managing Knowledge Paths

- Overview of Knowledge Paths
- Creating Knowledge Paths

### Using the Manager Interface

- Overview of the Manager Interface
- Create Users and User Groups
- Managing Titles
- Editing Knowledge Paths

### Tracking Questions and Assessments

- Tracking Questions and Assessments in the Knowledge Center
- Creating Assessments for Knowledge Paths
- Pre- and Post-Assessments

### Standard and Customised Reports

- Running Standard Reports
- Creating, Viewing and Editing Custom Reports

### Asking for Help

- Ask an Expert
- Enabling Experts

### Personalized Content

- Configure and Enable Personalized Content

## How to Book

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