

## COURSE OUTLINE

### UPK PROFESSIONAL v11 DEVELOPER COURSE (Duration: 4 Days)

#### Course Objectives

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On completion of this course the delegates will have hands-on experience, supported by solid understanding, of how to create UPK content. Delegates will practice recording, editing and publishing content in online and document formats. The course will focus on the relevant features of the UPK Recorder; Outline Editor and Topic Editor, together with an understanding of how best to manage the library.

The first three days concentrate on the features and functions of UPK. Day four concentrates on the UPK Professional element. Delegates can opt to attend the first three days only.

The instructor will call upon their project experience to enhance the training material with practical advice on how best to use each of the features in UPK.

#### Prerequisites

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Delegates should have a basic knowledge of Windows and ideally the target application. Experience in the creation of learning content, especially instructional design is a real benefit.

#### Who Would Benefit

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- Content Developers responsible for creating training courses
- Editors or Subject Matter Experts responsible for reviewing courses prior to deployment
- Administrators responsible for managing the UPK Server
- Project Managers or Lead Developers responsible for planning and implementing training programs

#### Course Outline – Days 1 to 3

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| ➤ Build Outlines   | ➤ Related Documents and Document Properties |
| ➤ Alternative Actions, Paths, Decision Frames and Hiding Frames          | ➤ Export and Import Content                 |
| ➤ Record and Edit Topics   | ➤ Control Topic Elements                    |
| ➤ Define Roles and Keywords  | ➤ Create and Link Attachments               |
| ➤ Manipulating Text and using Frame Properties                           | ➤ New Package Wizard                        |
| ➤ Re-use Documents with Paste and Paste Special                          | ➤ Check In and Check Out of the Server      |
| ➤ Manage the Library   | ➤ Glossaries                                |
| ➤ Publish Content for Player and Printed Output, Document Publish Styles | ➤ Working in a Multi User Environment       |
|  | ➤ Document Properties                       |

## Course Outline – Day 4

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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

## How to Book

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