



PowerData Group



E-LEARNING





TRAINING COURSES

Courses

Our goal is to make sure your course meets your objectives, not ours. Therefore, all of our outlines are treated as guides to help steer the course. We may change the order of topics to best suit the groups needs. Our courses and training manuals can be customised to your requirements at no extra cost.

eLearning



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Note: If the application you need is not on our list, please contact us. We cover a large variety of applications so we can probably still help you. If not, we can put you in touch with someone who can.



Articulate Rise Introduction

As a participant of the 1 day Articulate Rise Introduction Workshop, you will learn fundamental principles of Rise 360, including creating a course framework with sections, and inserting content blocks with text, images, and captions. You will add quizzes, adjust course settings, and learn to share and publish a project.

This workshop assumes no previous knowledge of using Rise. Therefore, it is designed mainly for beginners. However, the workshop will also be of great help to people who are currently attempting to use the software and those with limited exposure.

Course Details

Skill Level:	Beginner
Duration:	Half Day
Class Size:	10 students

Course Content

Exploring Rise

- What is Articulate Rise?
- Accessing Rise
- The Rise Dashboard
- Viewing Existing Rise Courses

Creating Courses

- Creating New Rise Courses
- Creating and Using Folders
- Working with Sections and Titles

Adding Blocks to a Course

- What are Blocks?
- Adding Blocks to Lessons
- Images
- Image Alt Text
- Labeled Graphics
- Text and List Blocks
- Audio
- Videos
- Flashcard Blocks

Adding Quizzes

- Overview of Quiz Types
- Creating a Quiz
- Quiz Settings

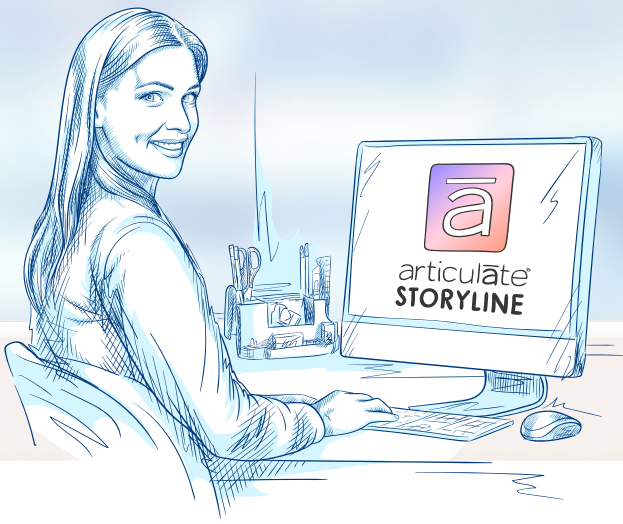
Course Settings

- Applying a Theme
- Navigation Options
- Translations
- Labels

Previewing and Sharing a Course

- Preview your Course
- Responsive Displays
- Sharing a Course
- Publishing a Course

Articulate Storyline Introduction



As a participant of the 1 day Articulate Storyline Introduction course, you will learn fundamental principles of Storyline, including creating slides and scenes, inserting characters and images, using captions, buttons, triggers and layers, and the basics of publishing the final project.

This workshop assumes no previous knowledge of using Storyline. Therefore, it is designed mainly for beginners. However, the workshop will also be of great help to people who are currently attempting to use the software and those with limited exposure to it.

Course Details

Skill Level:	Beginner
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	10 students

Course Content

Exploring Storyline

- Storyline Interface
- Explore a finished project
- Explore Slides and Panels
- Zooming and Magnifying
- Previewing

Creating Projects

- Create a New Project
- Insert New Slides
- Applying Layouts

Add Content

- Add an image
- Insert a caption
- Create and format a text box
- Work with a list
- Add a shape
- Insert a character

Adding Interactivity

- Add Buttons to slides
- Change button states
- Create layers

Adding Triggers

- Add a Trigger to a button
- Add Triggers to Show Layers
- Add Triggers to Hide Layers
- Delete Triggers
- Hide Player Buttons

Animation & Video

- Timeline Panel
- Naming Objects on the Timeline
- Locking and Hiding Objects
- Rearrange Object on Timeline
- Control Object Timing
- Animate an Object
- Add a Slide Transition
- Insert Video

Working with Web Objects

- Inserting Web Objects
- Web Objects Permissions

Publishing Your Project

- Publish Course Content
- Publishing Options

Articulate Storyline Intermediate



As a participant of the Articulate Storyline Intermediate 1 day course, you will gain further understanding of Storyline. This includes learning how to create master slides, markers, zoom regions, sliders and dials as well as how to create a customised player.

This workshop assumes some previous knowledge of using Storyline. However, the workshop will also be of great help to people who are currently attempting to use the software and those with limited exposure to it.

Course Details

Skill Level: **Intermediate**

Duration: **One Day**

Time: **9:00am – 4:00pm (approx)**

Class Size: **10 students**

Course Content

Importing from PowerPoint

- Importing PowerPoint Content
- Checking for Import Issues
- Cleaning up Animations

Using Slide Masters

- Understanding Slide Masters
- Adding Slide Masters & Layouts

Creating Markers

- Adding Markers
- Formatting Markers
- Setting Marker Options

Creating Zoom Regions

- Working with Zoom Regions
- Adjusting Zoom Speed
- Adding Panning Effects

Creating Sliders and Dials

- Working with Sliders
- Creating Sliders
- Formatting Sliders
- Working with Dials
- Adding Interactivity

Hotspots

- Using Freeform Hotspots
- Setting Hotspot Triggers

Scrolling Panels

- Creating a Scrolling Panel
- Adding Text to Scrolling Panels

Freeform Drag and Drop

- Drag Items and Drop Targets

- Adding Triggers
- Setting Drag and Drop Options

Accessibility

- About Accessibility
- Alt Text and Tab Order
- Closed Captions

Importing and Using Templates

- Importing Templates
- Saving as a Template

Designing a Player

- Basic Features
- Menu, Resources & Glossary
- Navigation Button Options

Articulate Storyline Advanced



As a participant of the Articulate Storyline Advanced 1 day course, you will gain advanced knowledge of Storyline. In this course, you will learn how to use numerous advanced features, particularly focusing on animations and variables.

This workshop assumes some previous knowledge of using Storyline. However, the workshop will also be of great help to people with limited exposure to the content covered in the Fundamentals and Intermediate Workshops.

Course Details

Skill Level:	Advanced
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	10 students

Course Content

Motion Paths

- Working with Motion Paths
- Using Motion Paths with Triggers
- Using Multiple Motion Paths

Creating Text Variables

- Creating and Displaying Text Variables
- Adding Conditions to Variables

True/False (Boolean) Variables

- Using True/False Variable
- Creating Customised Learning using with Booleans

Introduction to Variables

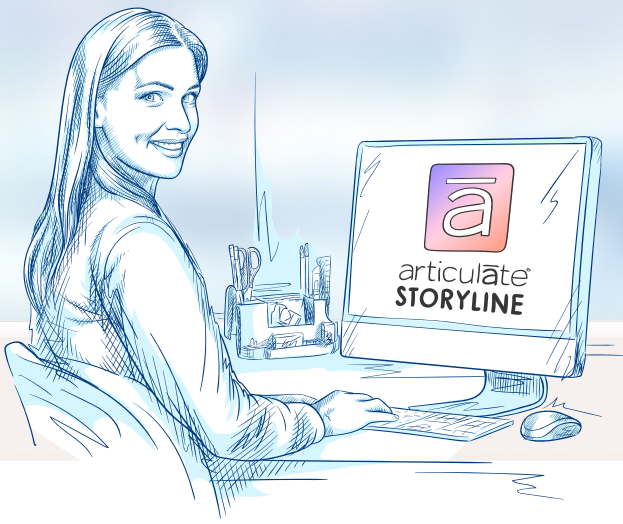
- User-Defined Variables
- Text (String)
- Number
- Logical/Boolean (True/False)

Numeric (Number) Variables

- Performing Calculations using Numeric Variables

Use JavaScript with Storyline

- JavaScript Best Practices
- Importing JavaScript
- Use JavaScript



Articulate Storyline Quizzes and Simulations

Participants on this 1 Day Articulate Storyline Quizzing and Simulations course will explore the various quiz types and options available. You will build a variety of questions and provide feedback using result slides. Then you will add audio and use cue points to synchronise with your animations before working with screen recording and publishing your story.

This workshop assumes some prior experience using Storyline. However, the workshop will also be of benefit to people who are currently attempting to use the software and those with limited exposure to it.

Course Details

Skill Level:	Intermediate
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	10 students

Course Content

Creating Quizzes and Assessments

- Which Question Types to Use
- Using Graded & Survey Questions
- Result Slides
- Freeform Questions

Question Banks

- Creating Question Banks
- Using Question Banks
- Importing Questions from Excel
- Randomising Questions

Using Feedback Masters

- Adding Feedback Masters and Layouts
- Managing Feedback Masters

Using Audio in Storyline

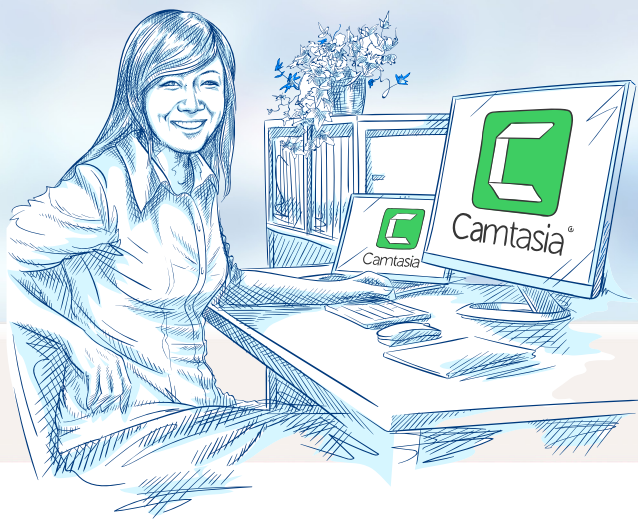
- Importing Audio
- Editing Audio
- Setting Cue Points

Creating Screen Recording

- Recording your Screen
- Inserting Recording
- Playback Modes

Publishing and Tracking Projects

- Publish for Web, LMS, HTML5 and Mobile Devices
- Using Tracking Options for LMS's



TechSmith Camtasia Introduction

With this 1 day Camtasia Introduction workshop, you will gain an understanding of the fundamentals of Camtasia, including recording the screen, editing recordings, adding callouts and much more.

The course assumes no prior knowledge of TechSmith Camtasia, however, people with limited exposure to the software and those who are self-taught will also benefit from attending this course.

Course Details

Skill Level:	Beginner
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	10 students

Course Content

Considerations before Screencasting

- Why use a Storyboard?
- Equipment Considerations
- Learning Styles

Dealing with Audio

- Record Voice Narration
- Noise Removal
- Fade & Lower Audio Volume
- Locking and Hiding Tracks

Animations and Transitions

- Zoom n Pan
- Scaling and Cropping
- Basic & Custom Animations
- Adding Transitions to Clips

Exploring Camtasia

- The Camtasia Interface
- Camtasia Preferences
- Overview of Tools
- The Media Bin and Library
- Working with the Canvas
- Properties Panel
- The Timeline
- Understanding the Playhead

Using the Camtasia Recorder

- The Recorder Interface
- Setting Recording Options
- Defining the Capture Area
- Viewing with the Editor

Annotations

- Callouts
- Arrows and Lines
- Shapes
- Blur and Highlight
- Sketch Motion
- Keystroke Callouts

Adding Media to your Project

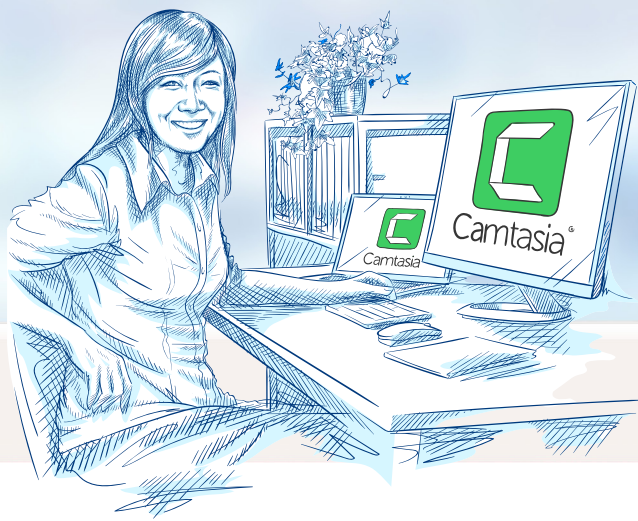
- Importing Video and Still Images
- Adding Basic Screenshots
- Adding SnagIt Screenshots
- Using the Media Bin
- Using the Library
- Adding Content to the Timeline
- Naming Tracks
- Selecting & Deleting Media

Editing your Footage

- Moving Footage on the Timeline
- Trimming Footage
- Splitting Footage
- Ripple Delete
- Creating Frame Extensions

Producing & Sharing Screencasts

- Produce a Local File
- Produce for Web
- Share to YouTube



TechSmith Camtasia Intermediate

With this 1 day Camtasia Intermediate workshop, you will gain further understanding of Camtasia. This includes learning how to create advanced visual effects, quizzes and closed captions as well as how to create customised Publishing options.

This workshop assumes some previous knowledge of using Camtasia. However, the workshop will also be of great help to people who are currently attempting to use the software and those with limited exposure to it.

Course Details

Skill Level: **Intermediate**

Duration: **One Day**

Time: **9:00am – 4:00pm (approx)**

Class Size: **10 students**

Course Content

Customising Camtasia

- Project Settings
- Customising Keyboard Shortcuts
- Personalising Library Assets
- Storing Items in Libraries
- TechSmith Assets
- Themes
- Templates
- Place holders
- Using Export Frame As

Time Savers

- Magnetic Tracks
- Ripple Extend and Move
- Soloing Tracks
- Adding Proxy to a Video
- Removing a Proxy

Adding Advanced Touches

- Adjusting the VU Metre
- Editing Audio with Audiate
- Grouping
- Behaviours
- Cursor Effects
- Clip Speed
- PowerPoint Add-in

Advanced Visual Effects

- Track Mattes
- Interactive Hotspots
- Motion Blur
- Remove a Colour
- Colourise
- Borders
- Shadows
- Smart Focus
- (Mac Only Effects)
- Freeze Region
- Keystroke
- Mask
- Reflection
- Spotlight

Closed Captions

- Creating Closed Captions
- Importing a Script
- Splitting & Merging Captions
- Syncing Captions
- Exporting Closed Captions

Using Quizzes

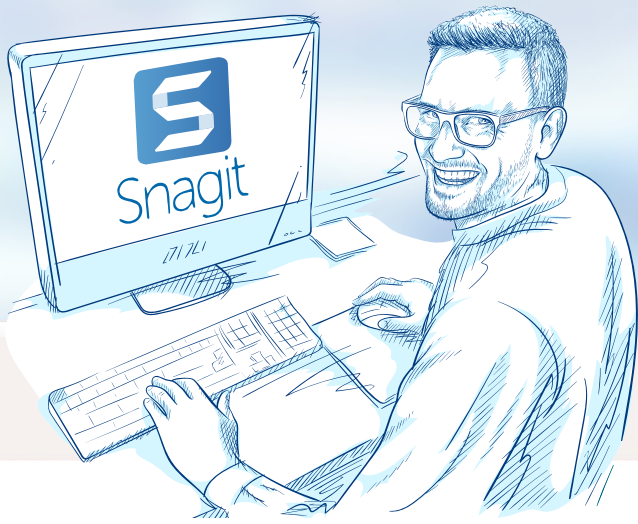
- Adding a Quiz
- Quiz Properties
- Multiple-Choice Questions
- Fill in the Blank Questions
- True/False Questions
- Short Answer Questions
- Quiz-Reporting Options

Markers & Table of Contents

- Creating & Deleting Markers
- Naming & Adjusting Markers
- Table of Contents

Advanced Publishing

- Production Wizard Options
- Creating a SCORM file
- Uploading to a LMS
- Packaging
- Batch Production



TechSmith Snagit Introduction

In this half day TechSmith Snagit course, participants will gain an understanding of the best methods for producing top quality screen captures. You will learn several ways to capture your screen, including windows, regions, panoramic or scrolling areas, and even recording a simple video.

Once you have captured your screen, you will explore the suite of editing tools available for annotating your images for use in instructional materials and more.

The course assumes no prior knowledge of TechSmith Snagit, however, people with limited exposure to the software and those who are self-taught or currently creating basic screen captures will also benefit from attending this course.

Course Details

Skill Level: **Beginner**

Duration: **Half Day**

Class Size: **10 students**

Course Content

Snagit Introduction

- About TechSmith Snagit
- Capture Window Overview
- Editor Overview
- Library Overview

Using the Snagit Editor

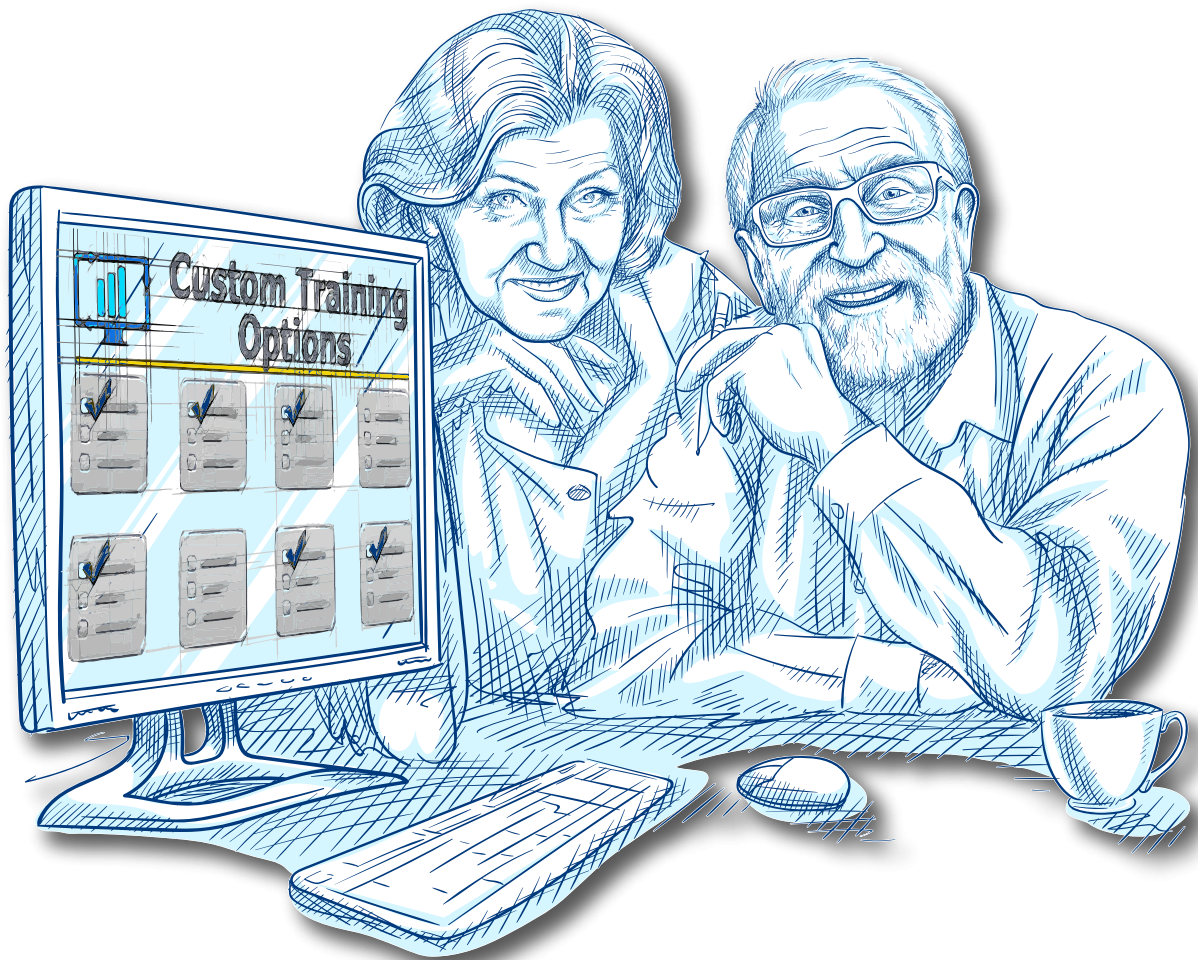
- Opening the Snagit Editor
- About Snagit Tools
- Editing your Captured Images
- Annotating with Snagit Tools

Using the Snagit Library

- Opening the Snagit Library
- Searching & Filtering the Library
- Organising your Captures
- Adding & Removing Tags
- Deleting Captures

Creating Screen Captures

- Opening the Capture Window
- Capturing your Screen – All in One
- Capturing Images
- Capturing a Region
- Capturing a Panoramic Area
- Recording a Video



Do you need Training for a Group ?

Any of our Training Courses can be tailored to the unique requirements of your team.

Our Off the Shelf courses are modularised with this option in mind, which means that you could mix and match from a selection of existing topics, or we can work with you to develop something specific to your organisation.

Either way, we are here for advice on the best way to structure your customised training course.

To help you with your customised training option, you can choose from our extensive list of course topics.

We can then help you to assign the appropriate amount of content based on your training timeframe, and the best order of topics to ensure your training flows well.

Our aim is to help every participant gain valuable knowledge and skills.