

# Oracle - UPK Professional Accelerated Rel 12.1

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This UPK Professional Accelerated Rel 12.1 training will teach you how to use the User Productivity Kit Developer to build an outline, prepare for and record content in the target application and use the Topic Editor to customize recorded content. Expert Oracle University instructors will teach you how to link web pages and external files to your content; you'll also learn how to create and link questions and assessments.

## Learn To:

- Build outlines by creating new modules, sections and topics.
- Record and edit content.
- Publish content, including printable documentation.
- Create knowledge (learning) paths from published content.
- Create users and enroll them in knowledge paths.
- Run tracking reports and create new custom reports.

## Benefits to You

Using the User Productivity Kit Knowledge Center, you will learn how to import and use outlines created in Developer to build various types of knowledge paths and deploy assessments. You will also use the Manager to manage users, user groups and knowledge paths to deploy the content. In addition, you'll learn how to use the Reports Manager to run existing reports and create custom reports.

## Additional Topics

Upon completing this course, you will be able to preview your content in the available playback modes before publishing. You'll also explore the various deployment options for publishing, including the options for printed documents. Learn how to customize templates for player and print output, while using the Knowledge Center to create and enroll students in learning paths and track online training courses.

## Skills Gained

- Create and Use Reports in Knowledge Center
- Build content outlines using modules
- sections
- and topics
- Preview topics in See It!
- Try It!
- Know It
- and Do It! modes and in document format
- Publish content

- including printable documentation
- Link existing content to an outline
- Create and use attachments and glossary terms
- Create questions and assessments
- Create and manage library folders and create custom Library views
- Customize the logo and templates for print and Player deployments
- Import and export content
- Create Explanation and Decision frames and Alternative actions and paths
- Import and export content
- Create Users and User Groups in Knowledge Center
- Create Knowledge Paths and Assessments in Knowledge Center

## **Prerequisites**

- Basic knowledge for working with publishing documents
- Participants should have a basic knowledge of Windows

## **Course Details**

### **Build an Outline**

- Set Content and Document Defaults
- Export/Import Content Defaults
- Create a New Outline
- Link New Modules, Sections, and Topics
- Link Existing Content
- Link Documents with Copy and Paste
- Move Documents in the Outline
- Print an Outline

### **Record and Preview Topics**

- Record Topic Content
- Use Automatic Screenshot Recording
- Use Manual Screenshot Recording
- Preview a Topic for a Play Mode
- Preview Documents
- Preview a Presentation

### **Use the Topic Editor**

- Customize the Layout in the Topic Editor
- Insert and Delete Frames
- Copy Frames
- Define the Action for a Frame

- Change the Action Area for a Frame
- Insert and Format Template and Custom Bubble Text
- Specify the Playback Mode for Custom Text
- Hide a Frame for a Play Mode

## **Basic and Advanced Publishing**

- Learn about Player and Document Formats
- Use the Publishing Wizard
- Publish Player and Document Outputs
- Publish by State
- Change Player and Document Options
- Set Print It! Options for Player Publishing
- Reset Publishing Options

## **Create and Link Attachments**

- Create Web Page and Package Attachments
- Format Web Pages
- Create Headings, Lists, and Tables
- Apply Styles from the Default Style Sheet
- Create Hyperlinks and Images in Web Pages
- Link Attachments to Concepts in the Outline Editor
- Link Attachments to Frames in the Topic Editor
- Manage Linked Attachments

## **Create and Edit Style Sheets**

- Modify the Default Style Sheet
- Create New Style Sheets
- Create Paragraph Styles
- Create Heading Styles
- Create Table Styles
- Create Image Styles
- Create List Styles

## **Create a Glossary**

- Create a New Glossary
- Define Glossary Terms
- Assign a Glossary to a Document
- Update Glossary Links
- Edit a Glossary
- Delete a Glossary

## **Include Questions and Assessments**

- Use Questions and Assessments in Content
- Question Types
- Link New and Existing Questions to an Outline
- Create New Questions in the Library
- Create Assessments
- Set Question and Assessment Properties
- Use the Assessment Coverage View
- Publish Questions and Assessments for Player and Document Outputs

## **Understand Know It Mode**

- Know It Mode - Overview
- Include Bubble Text in Know It Mode
- Preview Frame Text for Know It Mode
- Display Template Text in Know It Mode
- Set Know It Scoring Defaults
- Set Know It Remediation Levels
- String Input Scoring in Know It Mode
- Preview Know It Changes

## **Alternative Actions/Paths and Decision Frames**

- Insert an Alternative Action
- Insert an Alternative Path
- Change the End Frame of an Alternative Path
- Delete Alternative Actions/Paths
- Insert a Decision Frame
- Record Paths in a Decision Frame
- Rename and Reposition Paths in a Decision Frame
- Copy Decision Frames and Paths

## **Edit Frames**

- Format String Inputs
- Add New Input Text Entries
- Recapture Actions and Screenshots
- Re-record a Topic
- Hide Bubbles for See It!/Try It! Modes
- Edit a Screenshot
- Export Topics to Microsoft PowerPoint
- Create Graphic Overlays in Microsoft PowerPoint

## **Define Roles**

- Open the Role Editor
- Add a Role to the Master Role List
- Assign Roles to Documents
- Remove Roles from Documents
- Rename and Delete Roles
- Update a Master Role List
- Create a New Role List
- Publish by Roles

## **Manage Library Documents**

- Check In and Check Out Documents
- Roll Documents Back to a Previous Version
- Change Folder Views
- Print Library Views and Outline Editor Details
- Create a Custom View
- Set Autosave Options
- Work with Content Permissions
- Export and Import Content

## **Copy Documents and Outlines**

- Copy and Paste a Document in the Library
- Paste Special in the Library
- Copy (selection only) - Library
- Paste a Duplicate (selection and related) - Library
- Duplicate a Folder
- Copy and Paste Between Outlines
- Paste a Copy (selection only) - Outline Editor
- Paste a Duplicate (selection and related) - Outline Editor

## **Customize Published Output**

- Create Custom Styles
- Create a Publishing Category
- Use the Customize Logo Tool
- Preview Publishing Categories
- Publish using Publishing Categories
- Create a Skin to Customize the Player
- Copy and Customize Elements in the Skin
- Customize Document Templates

## **Introduction to Knowledge Center**

- Knowledge Center Overview

- Launch the Manager
- View Server Settings
- Introduction to Knowledge Paths
- Knowledge Path Types
- Create Knowledge Path Categories

## **Create Knowledge Paths**

- Set Knowledge Path Properties
- Create a Single Activity Knowledge Path
- Set Activity Properties
- Add Assessments to an Activity
- Create a Curriculum Knowledge Path
- Create an Organizational Knowledge Path
- Allow Personalized Content
- Create an Assessment-Only Activity

## **Manage Users and Knowledge Paths**

- Create Users and User Groups
- Set User Permissions
- Assign Experts and Feedback Monitors
- Enroll Users and User Groups in Knowledge Paths
- Assign Enrollment Dates for Users or User Groups
- Assign a Knowledge Path to a User or User Group
- Unenroll Users and User Groups from Knowledge Paths
- Edit, Move, Delete, and De-Activate Knowledge Paths

## **Knowledge Center Features and Titles**

- Use Expert Advice
- Expert Advice in the User Interface
- Ask a Question and Submit Content Feedback
- Answer a Question - Expert
- Monitor User Feedback
- Use the Notebook
- Import a Title
- Edit Title Properties

## **Create and Use Reports**

- Run Sample Reports
- View Report Details
- Run Filtered Reports
- Create a New Custom Report

- Add Report Groups and Data Columns
- Add Report Filters
- Export and Import Custom Reports
- Run Standard Reports

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