

Dialogue Design

User Guide

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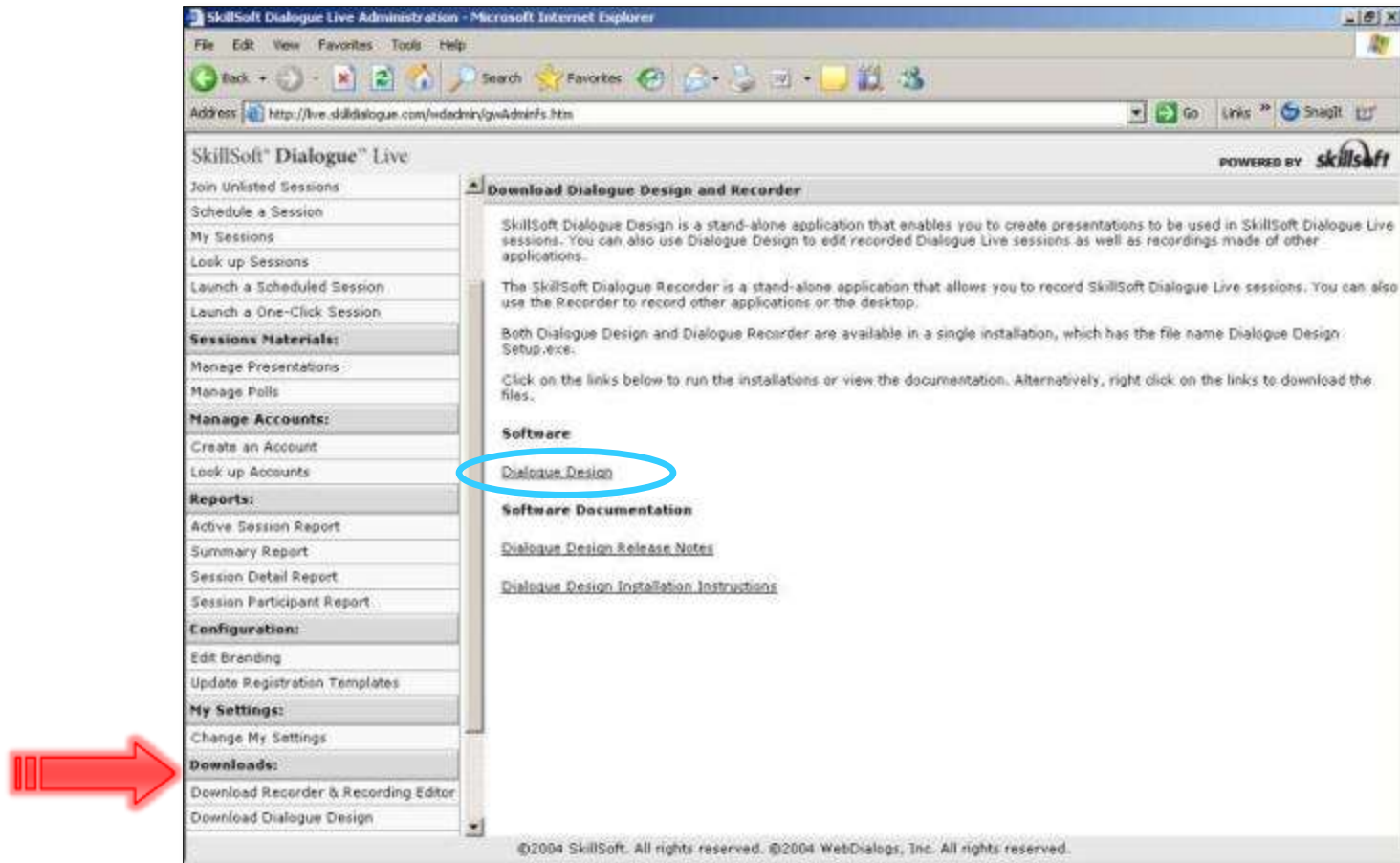


Downloading Dialogue Design

Login to your dialogue live site **yourdialoguesitename.dialoguelive.com**

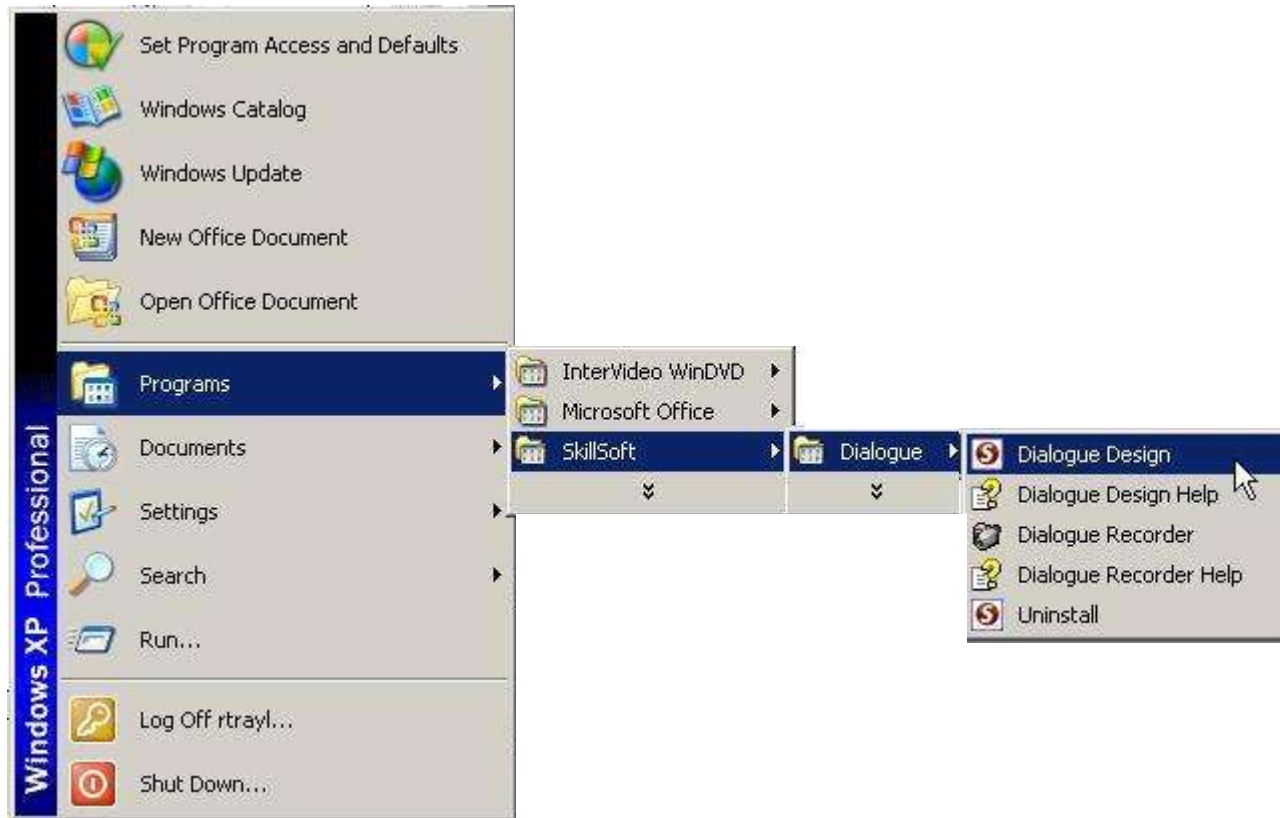
Scroll to the bottom of the page under Downloads Tab, select **DOWNLOAD DIALOGUE DESIGN**

As shown in the screenshot, click on Dialogue design to download

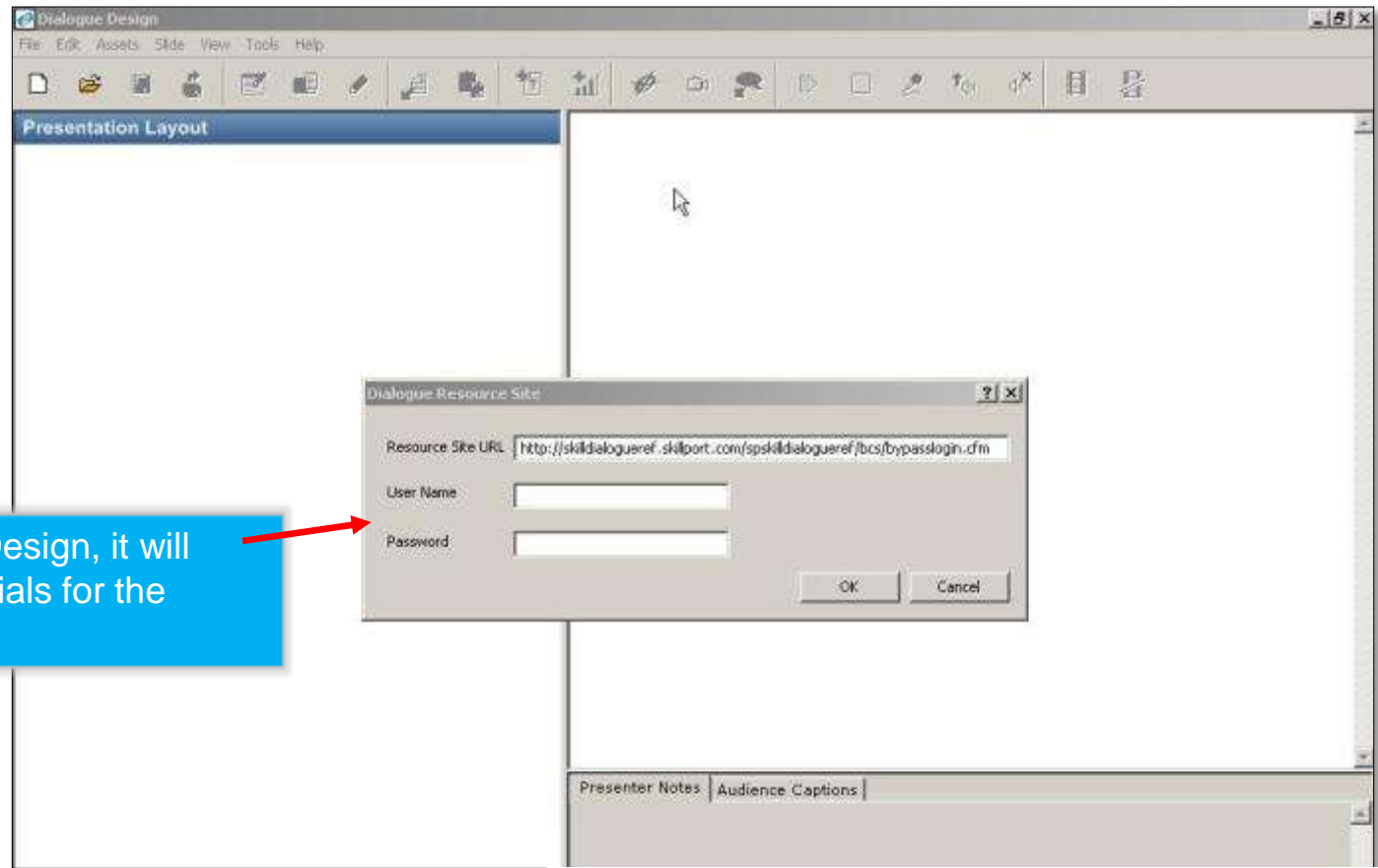


Launching Dialogue Design

Go to: Start > Programs > Skillsoft > Dialogue > Dialogue Design

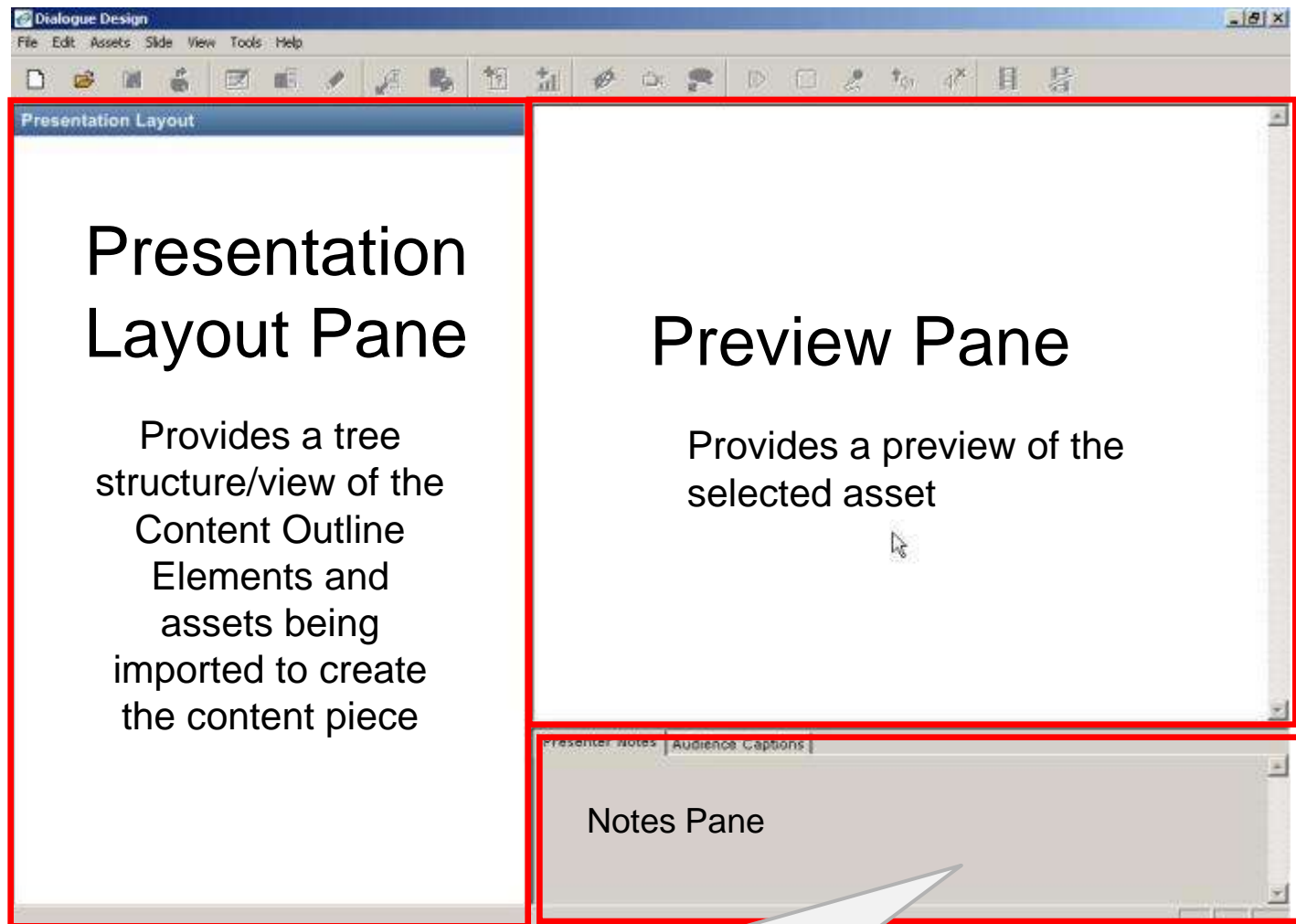


Launching Dialogue Design

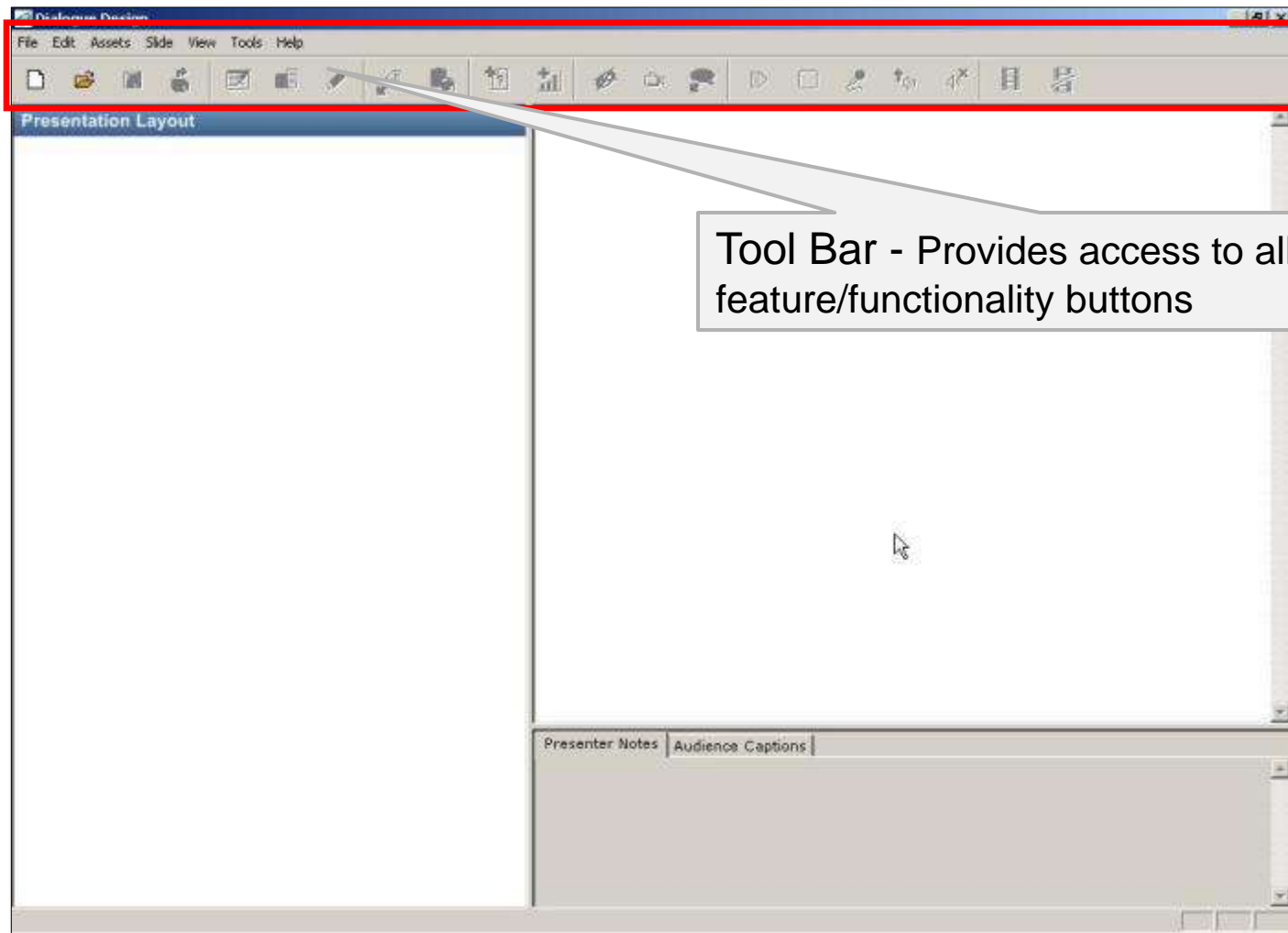


The first time you enter Design, it will require login credentials for the Resource Site.

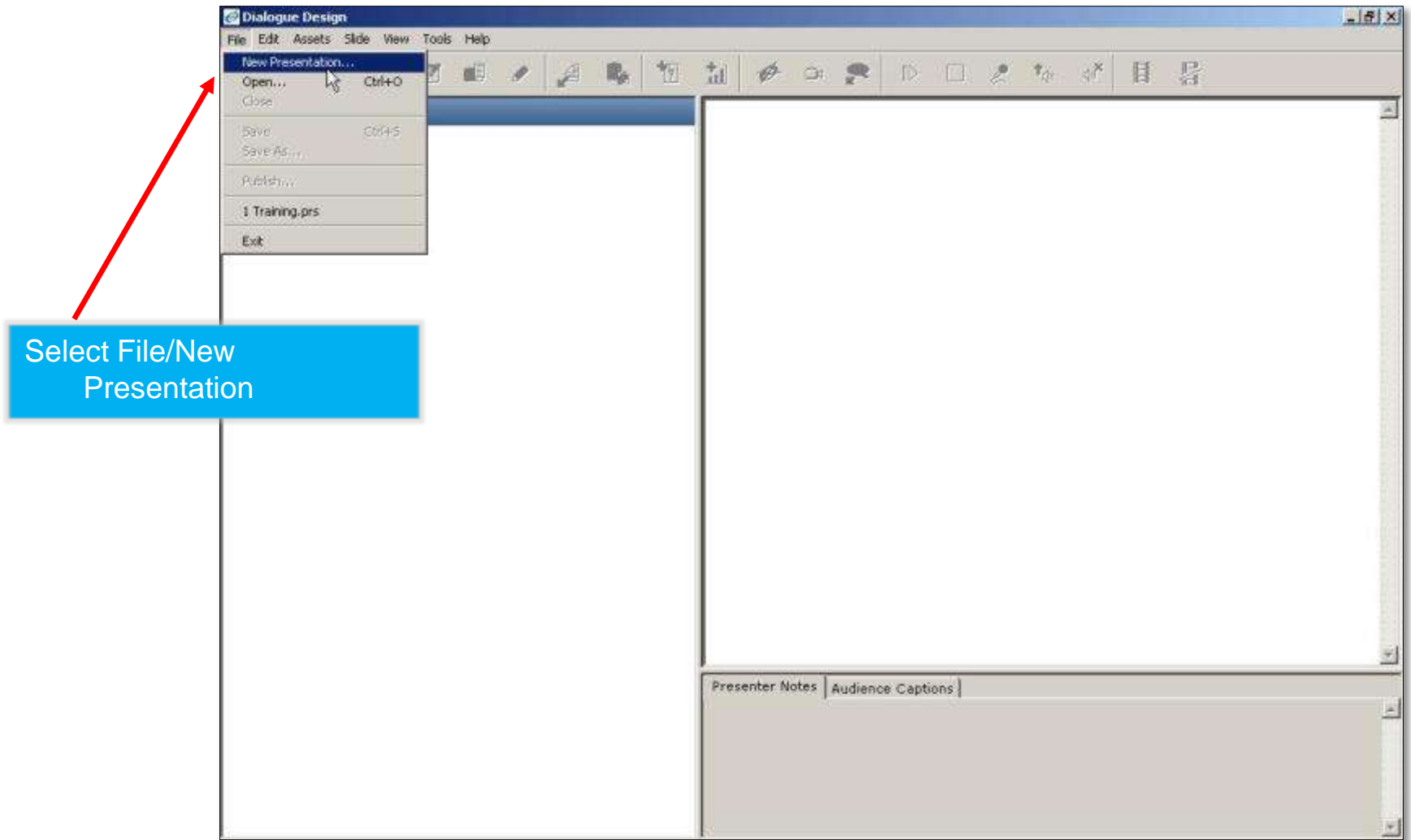
Dialogue Design Interface



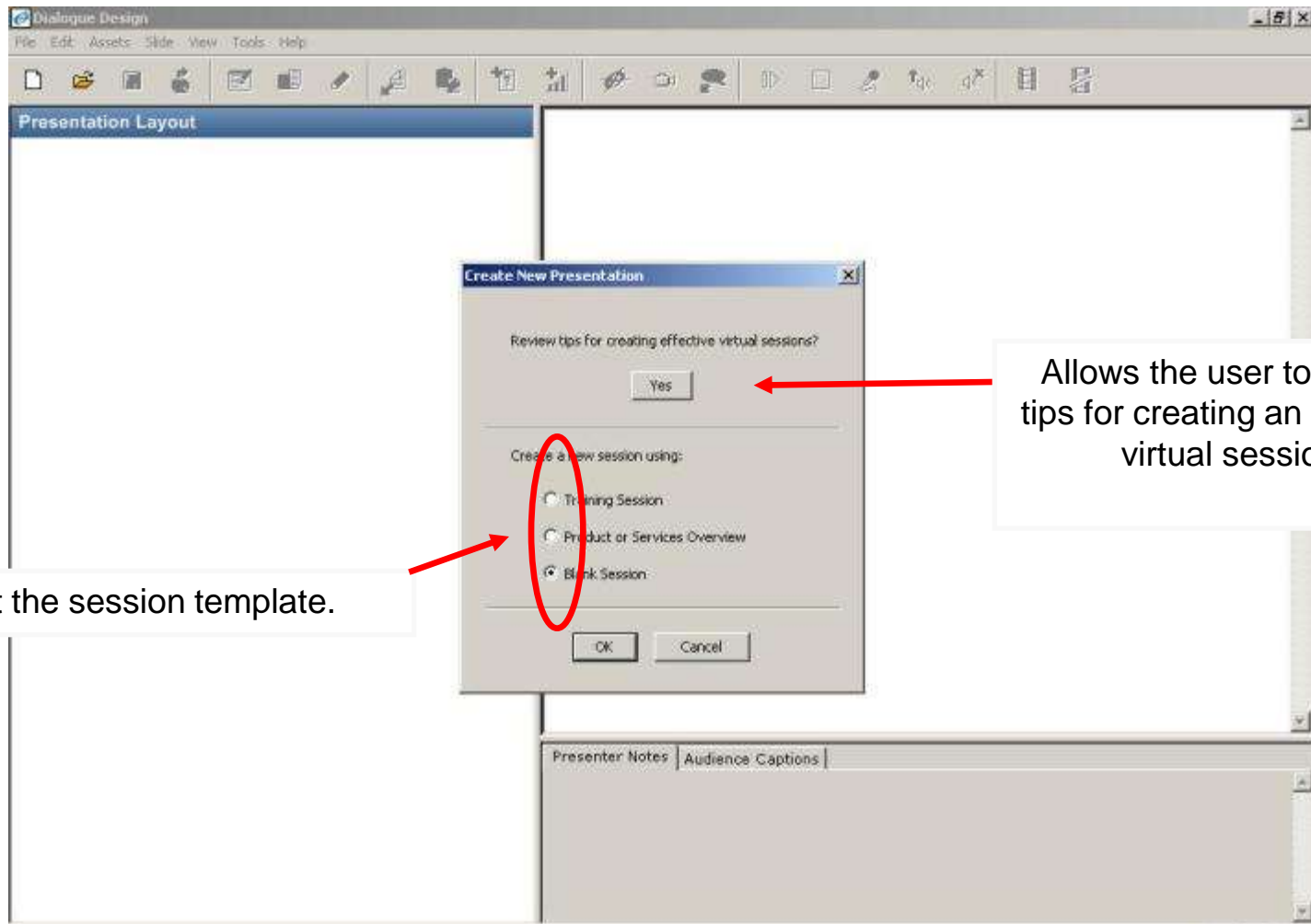
Dialogue Design Interface



Creating a New Presentation



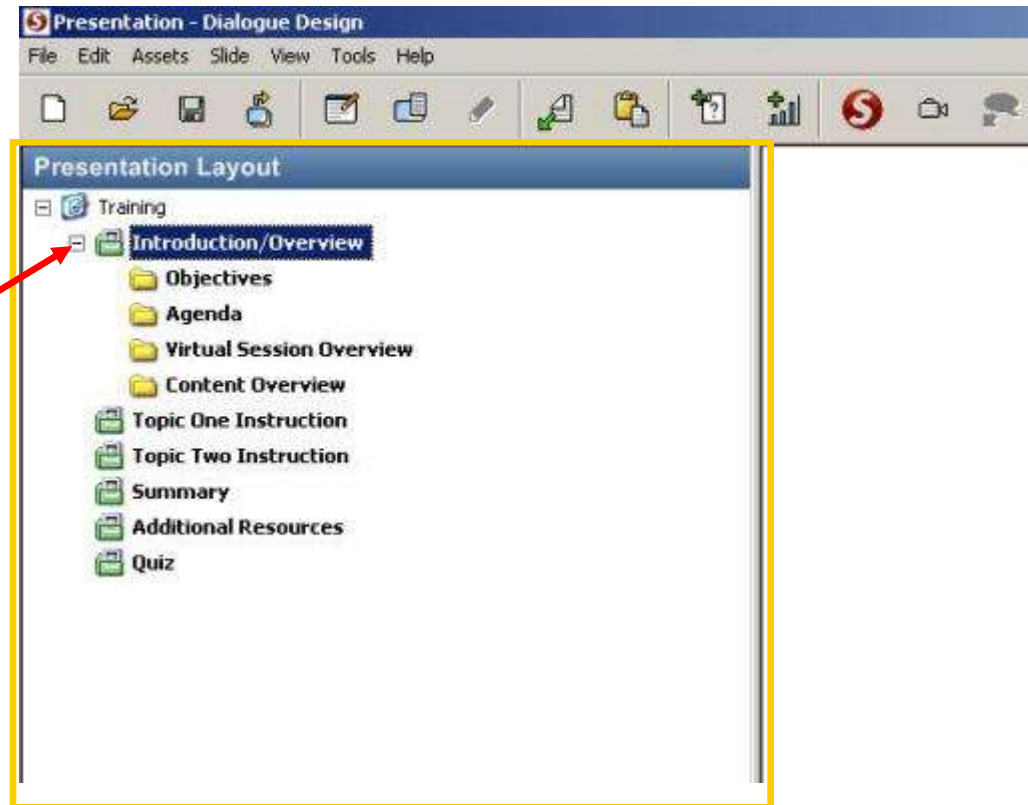
Creating a New Presentation



Allows the user to review tips for creating an effective virtual session

Select the session template.

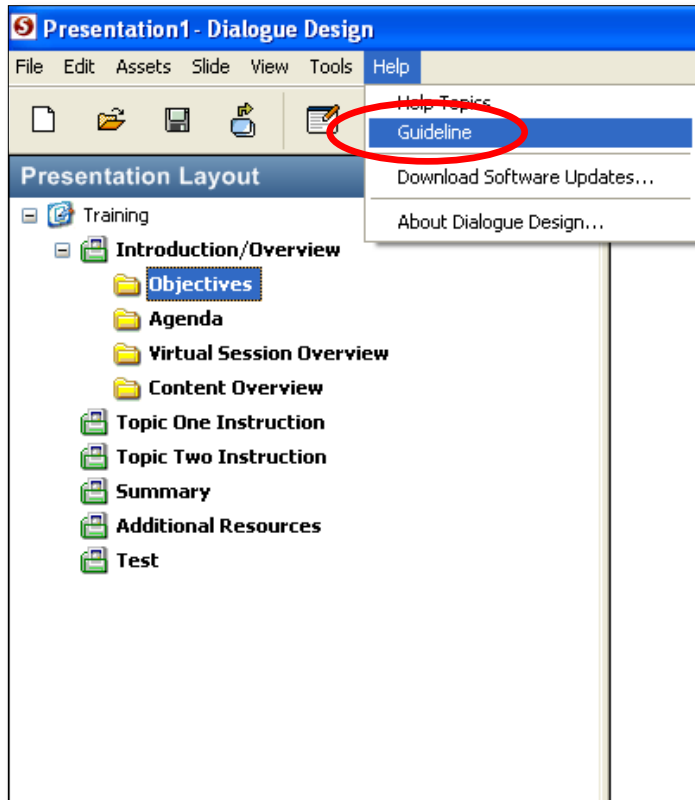
Presentation Layout Pane



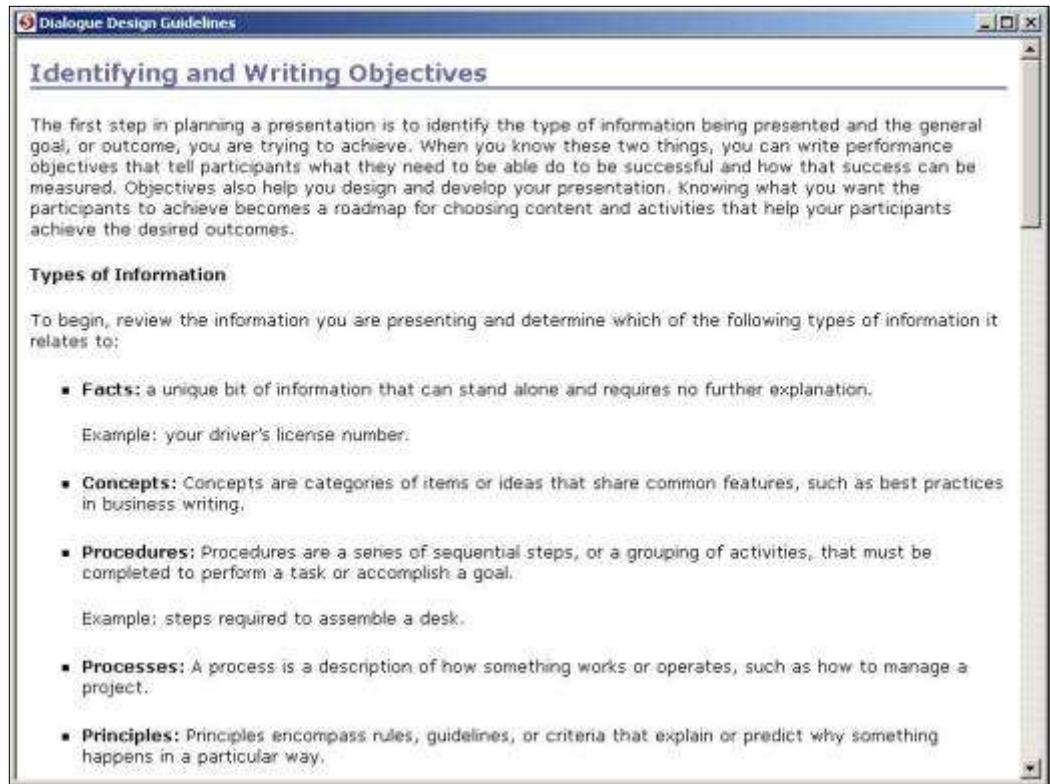
By selecting an outline element you can - Mark as a Segment, delete, rename, or move it up or down. The User can also add new Outline Topics.

Content Outline Guidelines

Guidelines are available to assist the User in developing their presentation. Right click on a selected Outline Element and select “Guideline”.



This is an example of guidelines for “Objectives”.



Presentation Layout Pane (Blank Session)

The image consists of three screenshots of the 'Presentation - Dialogue Design' software interface, illustrating the steps to create a presentation outline. Each screenshot is labeled with a circled number.

1. Open the Presentation Folder: The first screenshot shows the 'Presentation Layout' pane with a folder icon and the text 'Presentation'. Below it is a 'New Topic' button. A red circle with the number '1' is next to the 'Presentation' folder.

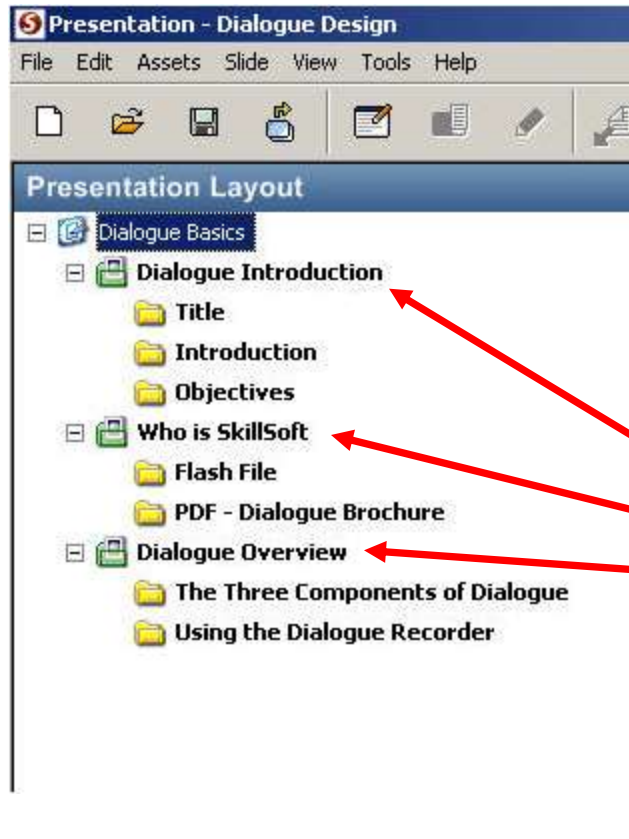
2. Select 'New Topic' and right click: The second screenshot shows the 'Presentation Layout' pane with the 'New Topic' button. A right-click context menu is open over the 'New Topic' button, showing options: 'New Lesson', 'New Topic', 'New Sub-folder', 'Rename', 'Paste', 'Delete', and 'Properties...'. A red circle with the number '2' is next to the 'New Topic' button.

3. Completed outline: The third screenshot shows the 'Presentation Layout' pane with a completed outline. The 'Dialogue Basics' folder is expanded, showing a list of topics: 'Dialogue Introduction', 'Title', 'Introduction', 'Objectives', 'Who is SkillSoft', 'Flash File', 'PDF - Dialogue Brochure', 'Dialogue Overview', 'The Three Components of Dialogue', and 'Using the Dialogue Recorder'. A red circle with the number '3' is next to the 'Dialogue Basics' folder.

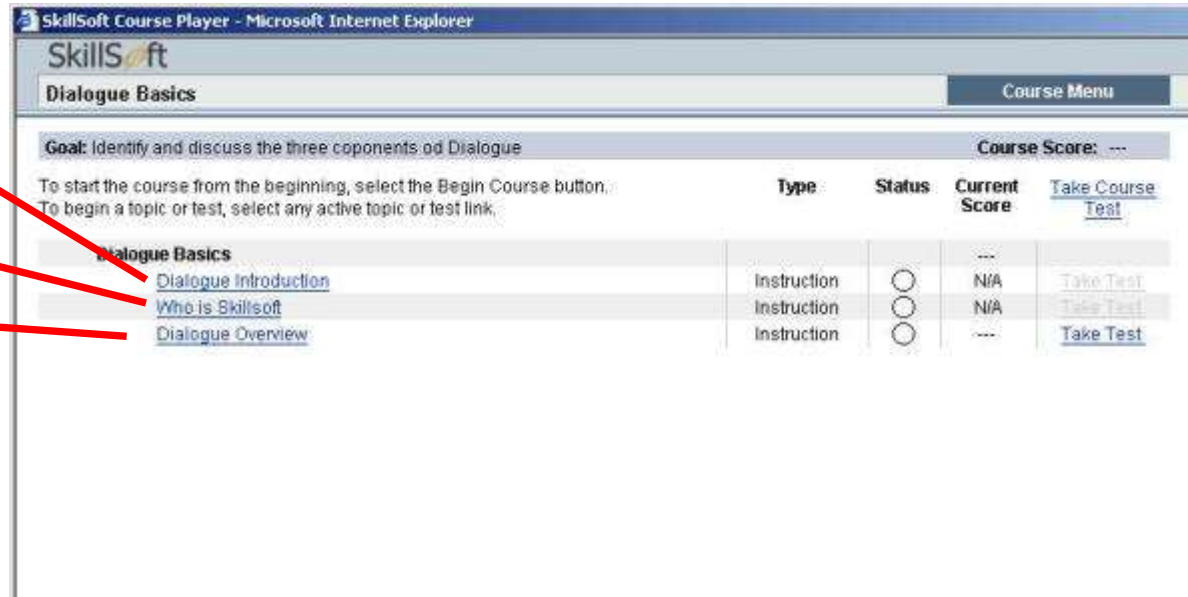
Working with a blank Presentation

1. Open the Presentation Folder
2. Select "New Topic" and right click. This will open up a pull down menu that will allow you to create your outline.
3. Completed outline

Presentation Layout Pane (Topics)



The Skillsoft course player view



Presentation Layout Pane (Lessons)

The screenshot displays the SkillSoft Dialogue Design application. The top menu bar includes File, Edit, Assets, Slide, View, Tools, and Help. Below the menu is a toolbar with icons for file operations and editing. The main interface is divided into two panes. The left pane, titled 'Presentation Layout', shows a hierarchical tree of content. The right pane, titled 'SkillSoft Dialogue - Microsoft Internet Explorer', displays the content of the selected item.

Presentation Layout Pane (Left):

- Dialogue Basics
 - Dialogue
 - Dialogue Introduction
 - Title
 - Introduction
 - Objectives
 - Who is SkillSoft
 - Flash File
 - PDF - Dialogue Brochure
 - Dialogue Overview
 - The Three Components of Dia
 - Using the Dialogue Recorder
 - Quiz
 - Dialogue LIVE
 - Dialogue Design
 - Dialogue Resource

SkillSoft Dialogue - Microsoft Internet Explorer (Right):

Dialogue Basics

Goal: Upon completion of this course the learner will have a basic understanding of Dialogue.

To start the course from the beginning, select the Begin Course button.
To begin a topic or test, select any active topic or test link.

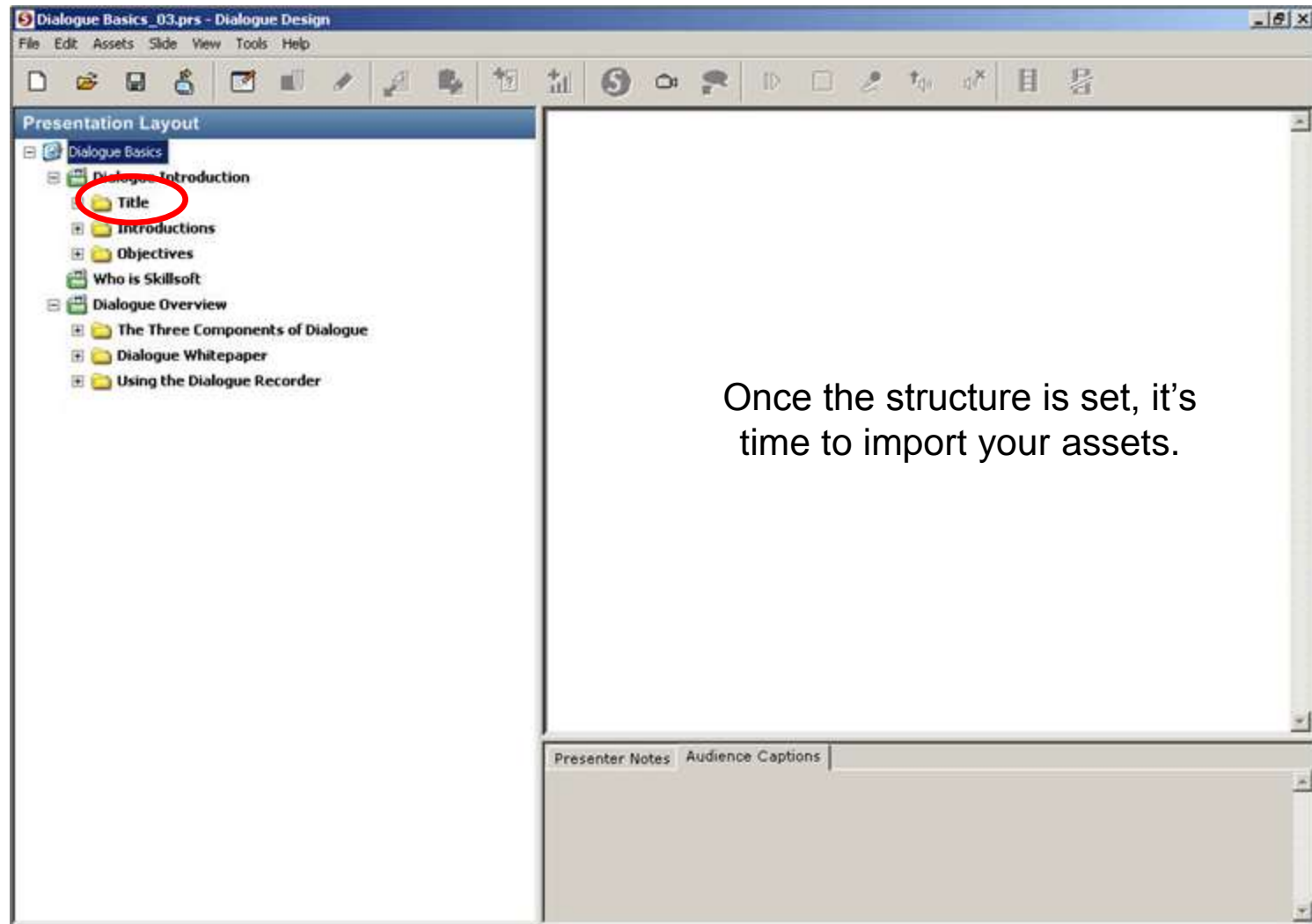
Dialogue

- [Dialogue Introduction](#)
- [Who is SkillSoft](#)
- [Dialogue Overview](#)
- Dialogue LIVE**
- [Dialogue Administration](#)
- Dialogue Design**
- [Design 4.0](#)
- Dialogue Resource**
- [Dialogue Resource Site](#)

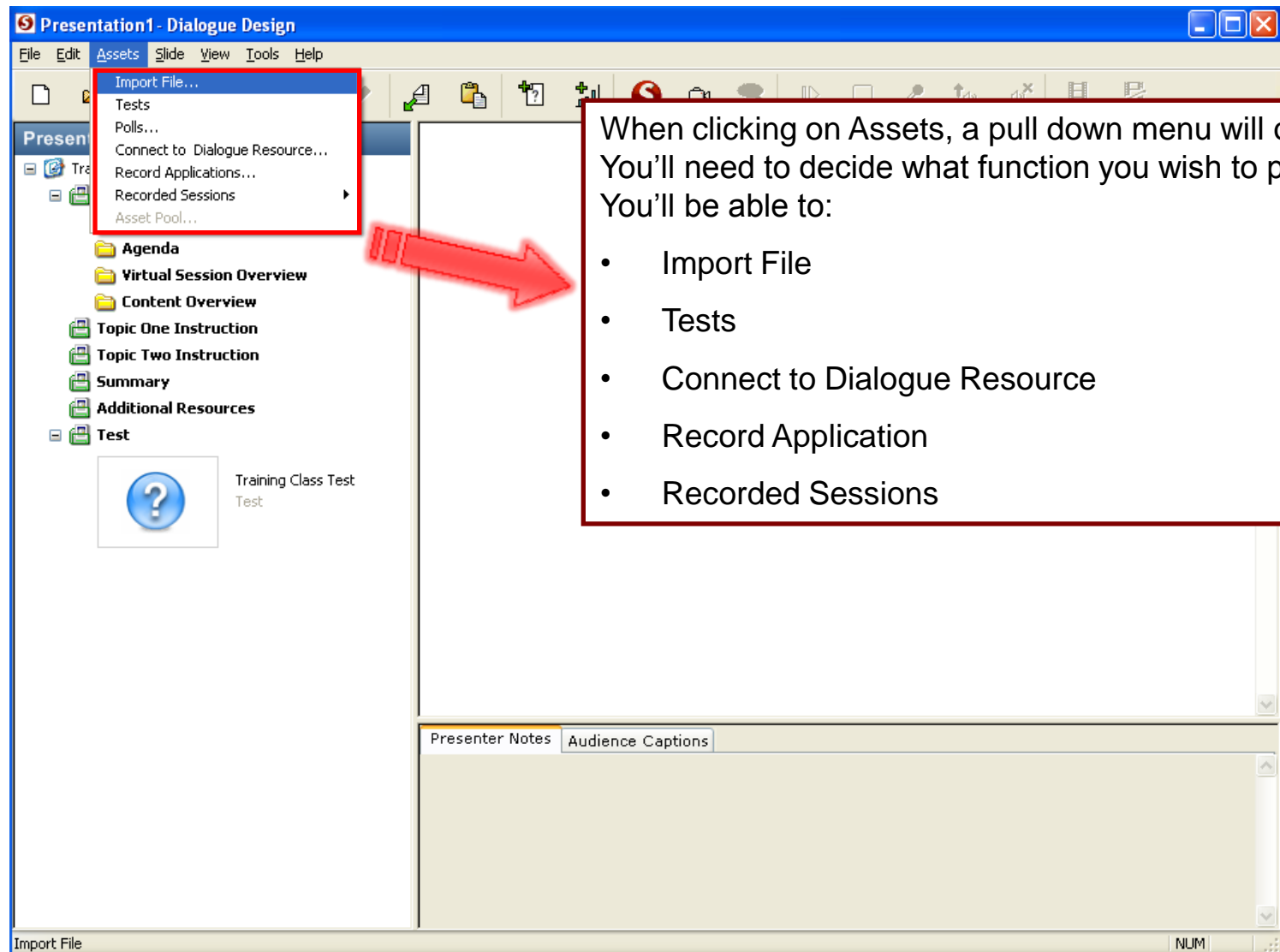
Text Box:

In a multiple Lesson Course, placeholders that are designated as “Lessons” within the Presentation Layout have a one to one relationship with Lessons within the SkillSoft Course Menu. This example shows four Lessons in the Presentation Layout. There are four corresponding Lessons in the SkillSoft Course Menu. Topics then correspond to each Lesson.

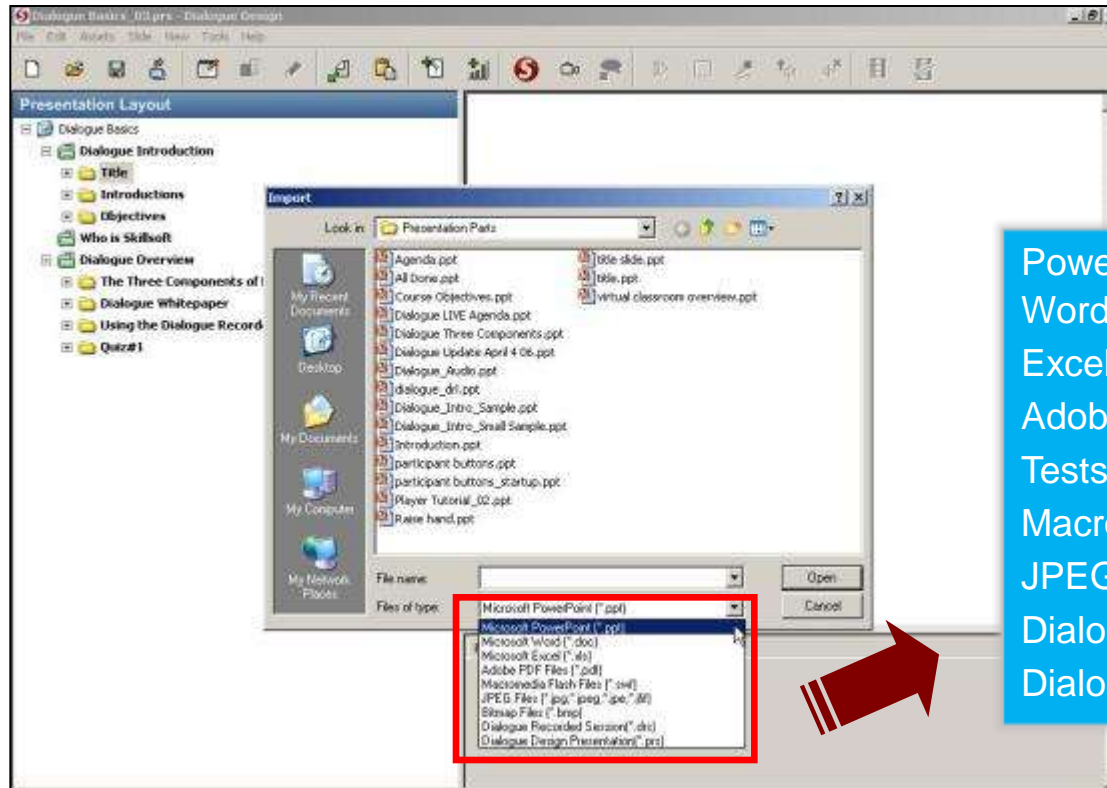
Working with Assets



Working with Assets

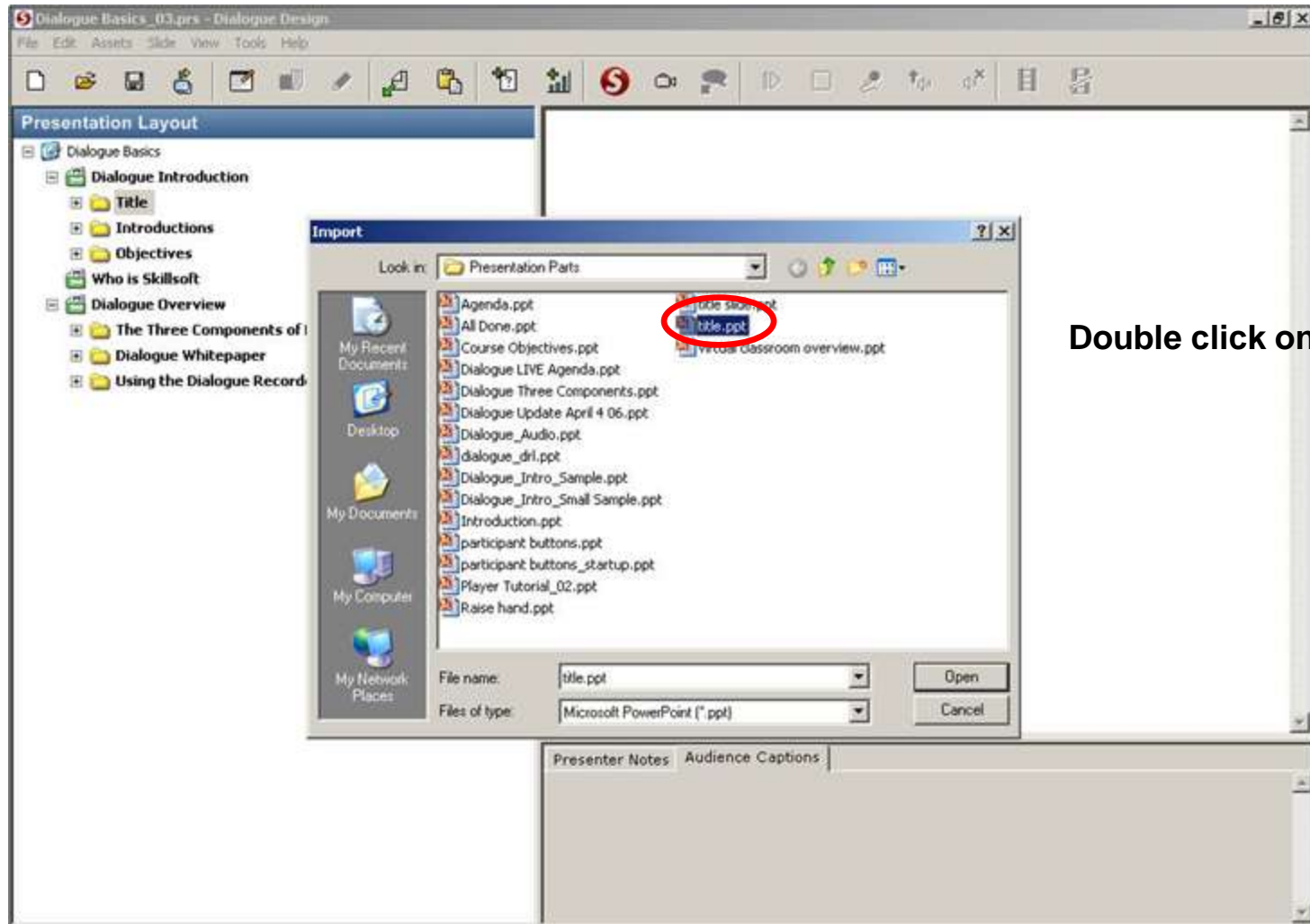


Import File



PowerPoint Presentations
Word Documents
Excel Spreadsheets
Adobe PDF Documents
Tests
Macromedia Flash Files
JPEG/ Bitmap Files
Dialogue Recorded Sessions
Dialogue Design Presentations

Working with Assets (PPT)



Working with Assets (PPT)

Presentation2: Dialogue Design

File Edit Assets Slide View Tools Help

Presentation Layout

- Training
 - Introduction/Overview
 - Microsoft Excel PowerPoint 00:00:15
 - V-lookup PowerPoint 00:00:15
 - V-lookup PowerPoint 00:00:15
 - Creating a Report
 - Creating a Report** PowerPoint 00:00:15
 - Creating a Report PowerPoint 00:00:15
 - Creating a Report PowerPoint 00:00:15
 - Summary
 - Additional Resources
 - Test

Home Insert Design Animations Slide Show Review View

Paste New Slide Layout Reset Delete Clipboard Slides Font Paragraph Drawing Find Replace Select Editing

Creating a Report

- For the report you wish to create you will need to run a Course Completion Report and a User Listing by Group, both in CSV format. Save these in Excel. Open the two reports. In the course completion report insert a column after the LoginName field.

A	B	C	D	E	F	G	H	I
GroupTitle	GroupPath	Orgcode	LoginName	FName	FstName	Email	Status	
Corp - Accounting	Leitran/Corp - Accounting	950	90186	Carl	Karen	kdash@dtb.com		
Corp - Accounting	Leitran/Corp - Accounting	950	90305	Floyd	Sheldene	sfloyd@dtb.com		
Corp - Accounting	Leitran/Corp - Accounting	950	90004	George	Constance	cgeorge@dtb.com		
Corp - Accounting	Leitran/Corp - Accounting	950	90290	Kallon	Theresa	tkallon@dtb.com		
Corp - Accounting	Leitran/Corp - Accounting	950	90004	George	Constance	cgeorge@dtb.com		

Presenter Notes Audience Captions

NUM 1/15

For Help, press F1

A thumbnail view of the slide you imported will appear in the Presentation Layout.

That slide will also appear in the Preview Pane.

Working with Assets (PPT)

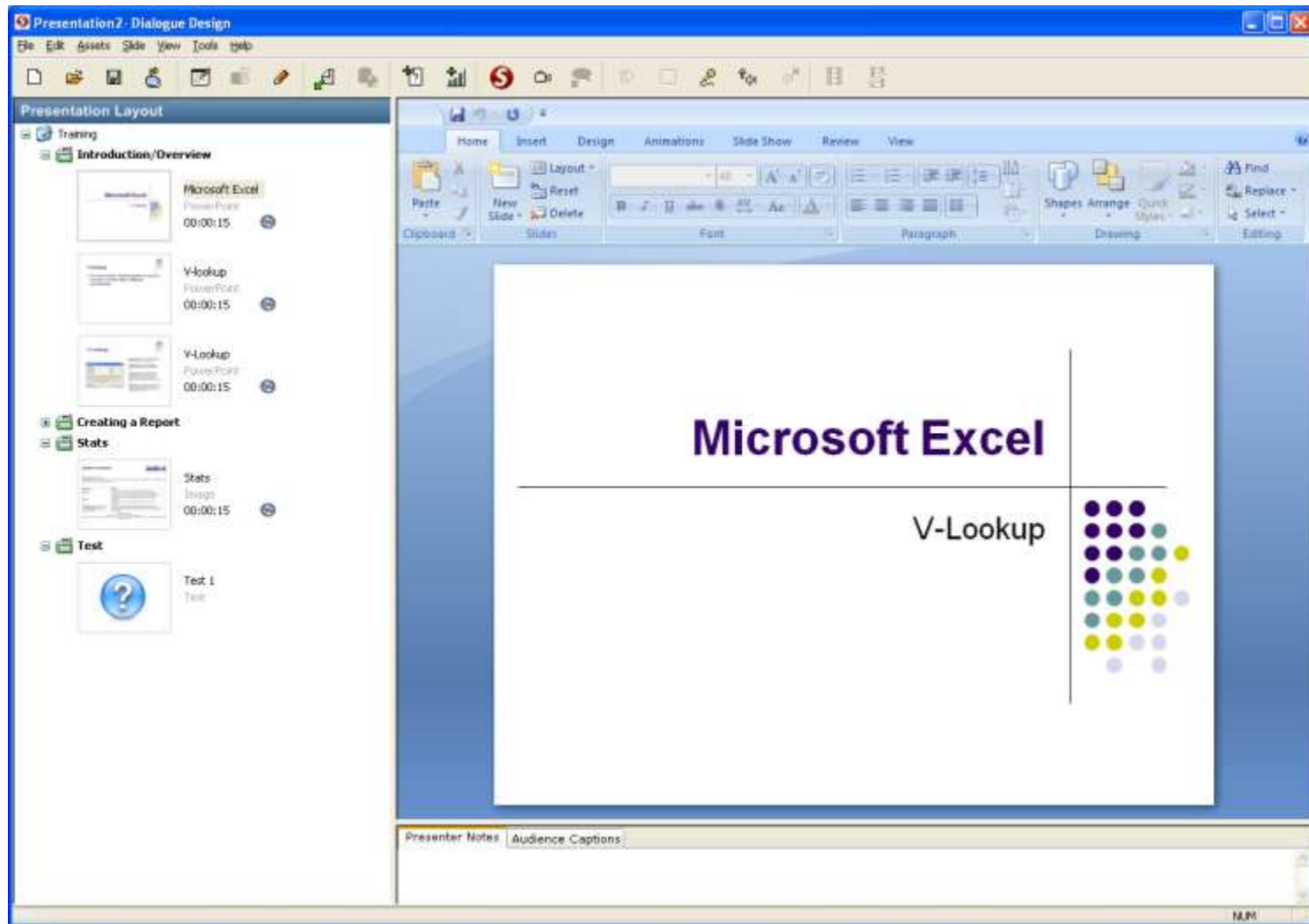
The screenshot shows the Presentation2 software interface. The left pane displays a 'Presentation Layout' with a tree view containing 'Training' and 'Introduction/Overview'. The main slide area shows a slide titled 'Creating a Report' with a bulleted list and a table. The table has columns A through I, with data for various groups and users. The right pane shows a 'Presentation Layout' with a tree view containing 'Training' and 'Introduction/Overview'. The main slide area shows a slide titled 'Creating a Report' with a bulleted list and a table. The table has columns A through I, with data for various groups and users. The right pane shows a 'Presentation Layout' with a tree view containing 'Training' and 'Introduction/Overview'.

Creating a Report

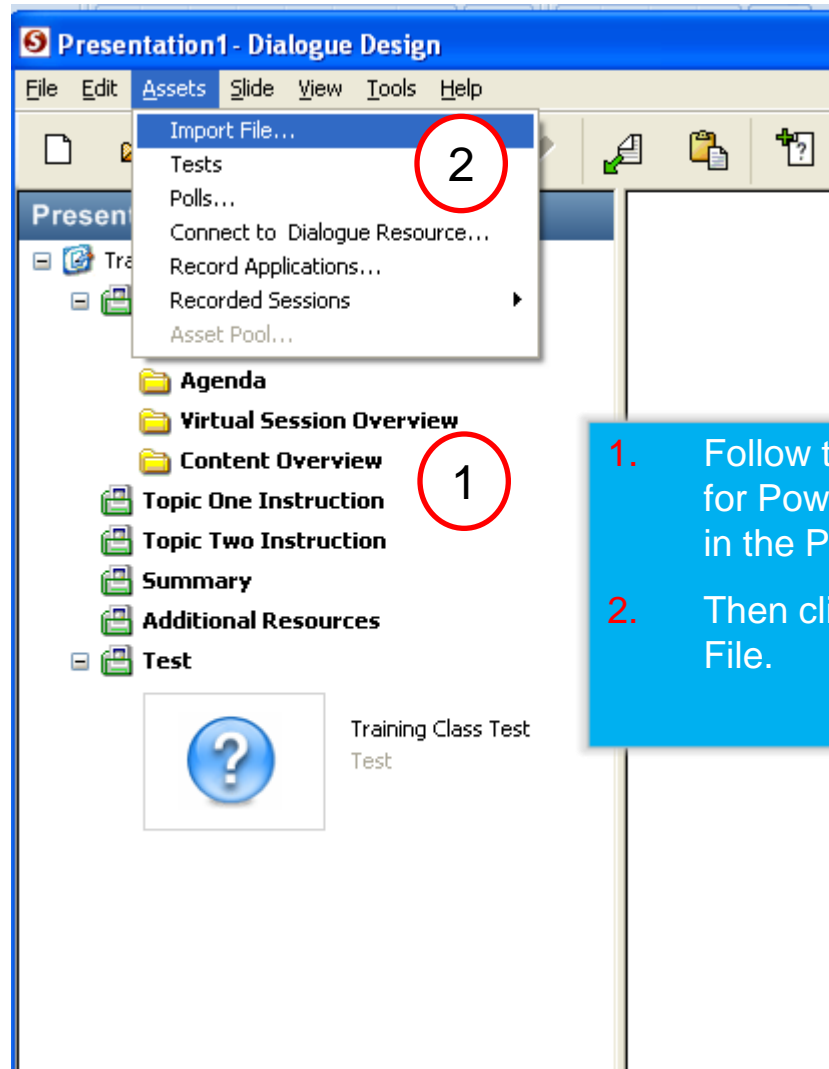
- For the report you wish to create you will need to run a Course Completion Report and a User Listing by Group, both in CSV format. Save these in Excel. Open the two reports. In the course completion report insert a column after the LoginName field.

A	B	C	D	E	F	G	H	I
GroupTitle	GroupPath	Orgcode	LoginName	First Name	Last Name	Email	Status	
Corp - Accounting	/Lantran/Corp - Accounting	950	90189	John	Karen	jdash@dtb.com		
Corp - Accounting	/Lantran/Corp - Accounting	950	90305	Floyd	Sheldene	sfloyd@dtb.com		
Corp - Accounting	/Lantran/Corp - Accounting	950	90034	George	Constance	cgeorge@dtb.com		
Corp - Accounting	/Lantran/Corp - Accounting	950	90290	Kallen	Theresa	tkallen@dtb.com		
Corp - Accounting	/Lantran/Corp - Accounting	950	90267	Najar	Simon	snajar@dtb.com		
Corp - Accounting	/Lantran/Corp - Accounting	950	90299	Pitts	Richard	rpitts@dtb.com		
Corp - Accounting	/Lantran/Corp - Accounting	950	90391	Riddle	Robert	rriddle@dtb.com		
Corp - Accounting	/Lantran/Corp - Accounting	950	90180	Royal	Claudette	croyal@dtb.com		
Corp - Accounting	/Lantran/Corp - Accounting	950	90081	Wenders	Joanne	jwenders@dtb.com		

Working with Assets

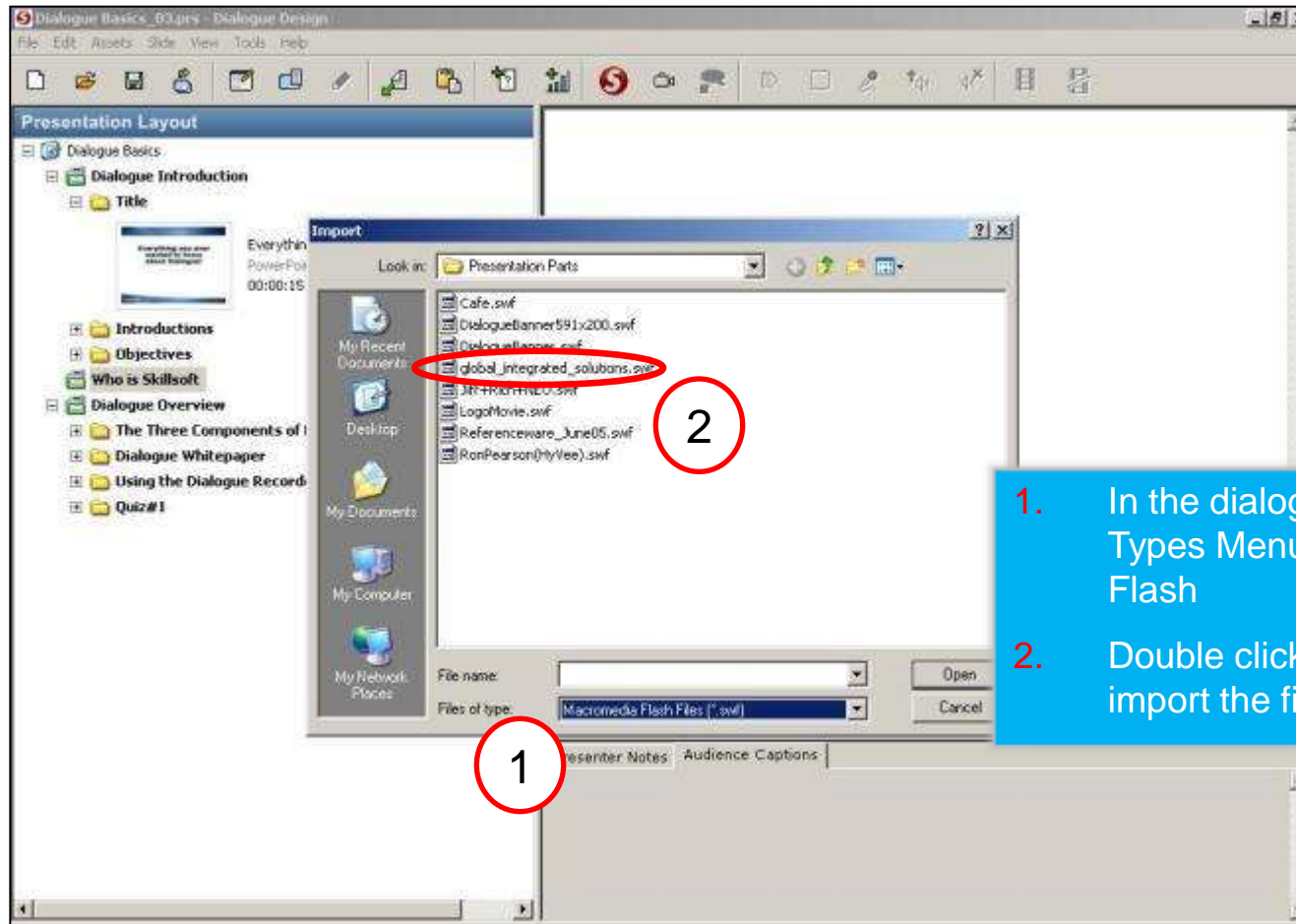


Working with Assets (Flash)



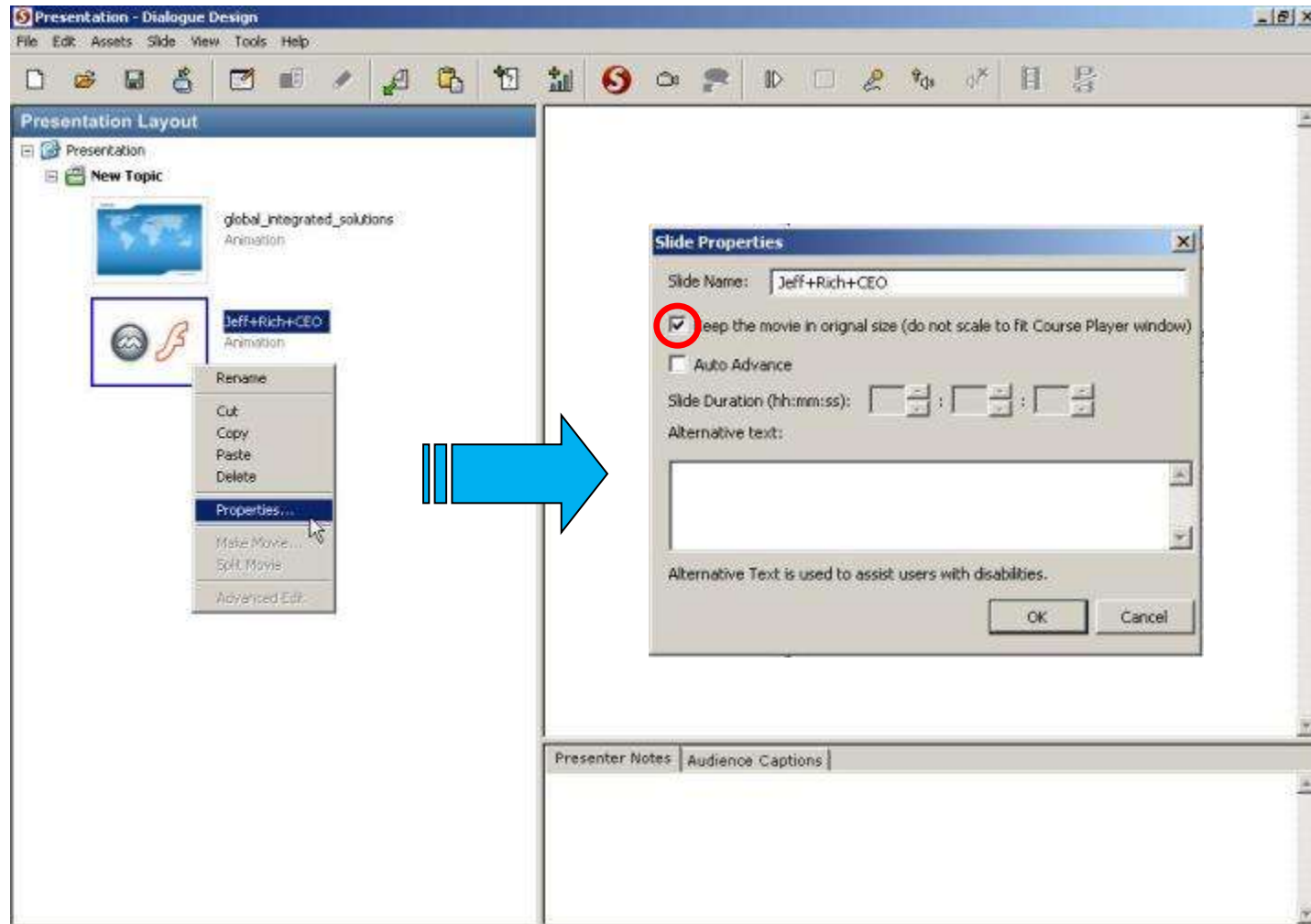
1. Follow the same process that we used for PowerPoint. Select the placeholder in the Presentation Layout.
2. Then click on Assets, and select Import File.

Working with Assets (Flash)

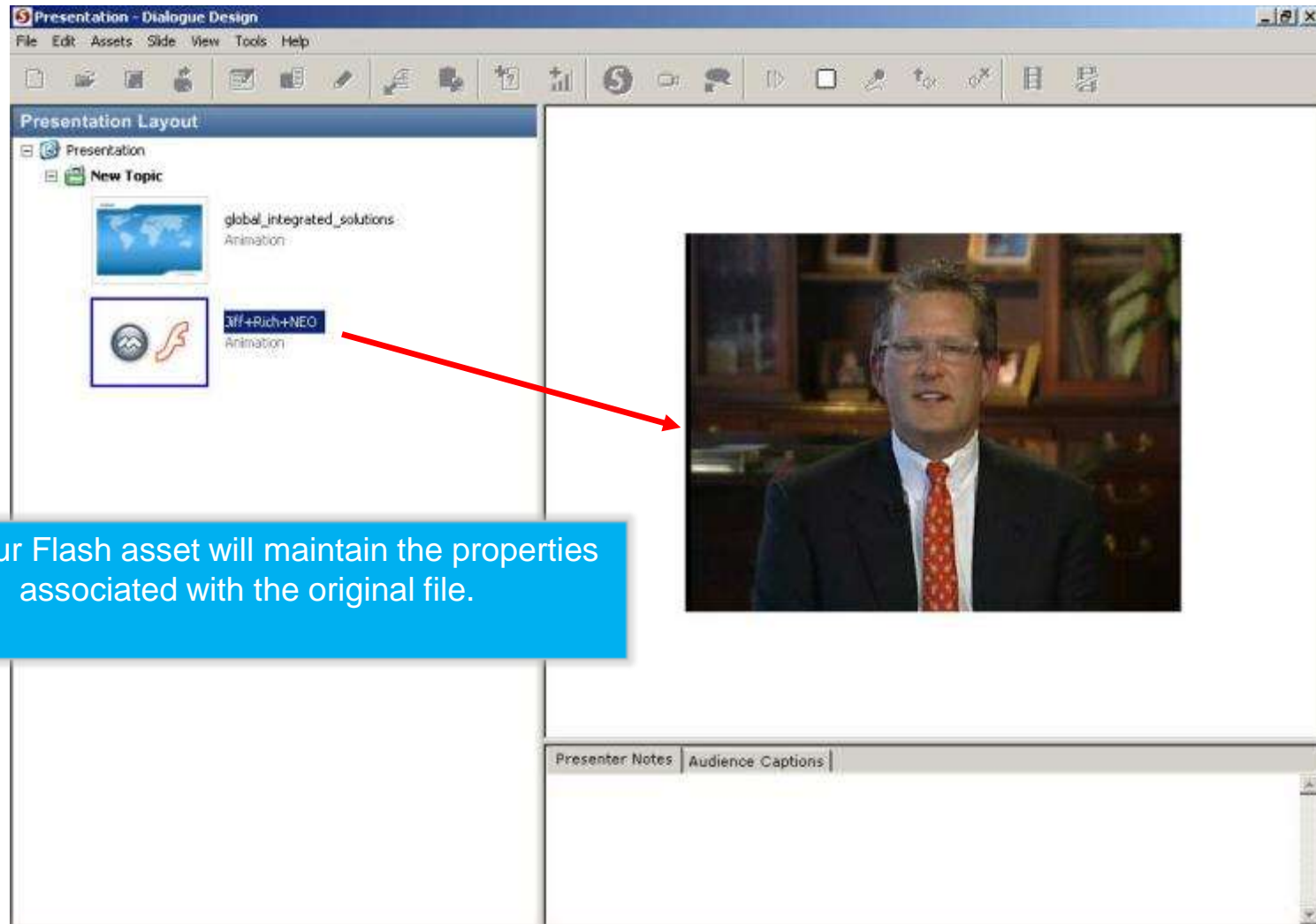


1. In the dialogue box, open the File Types Menu and select Macromedia Flash
2. Double click on your file and this will import the file.

Working with Assets (Flash)

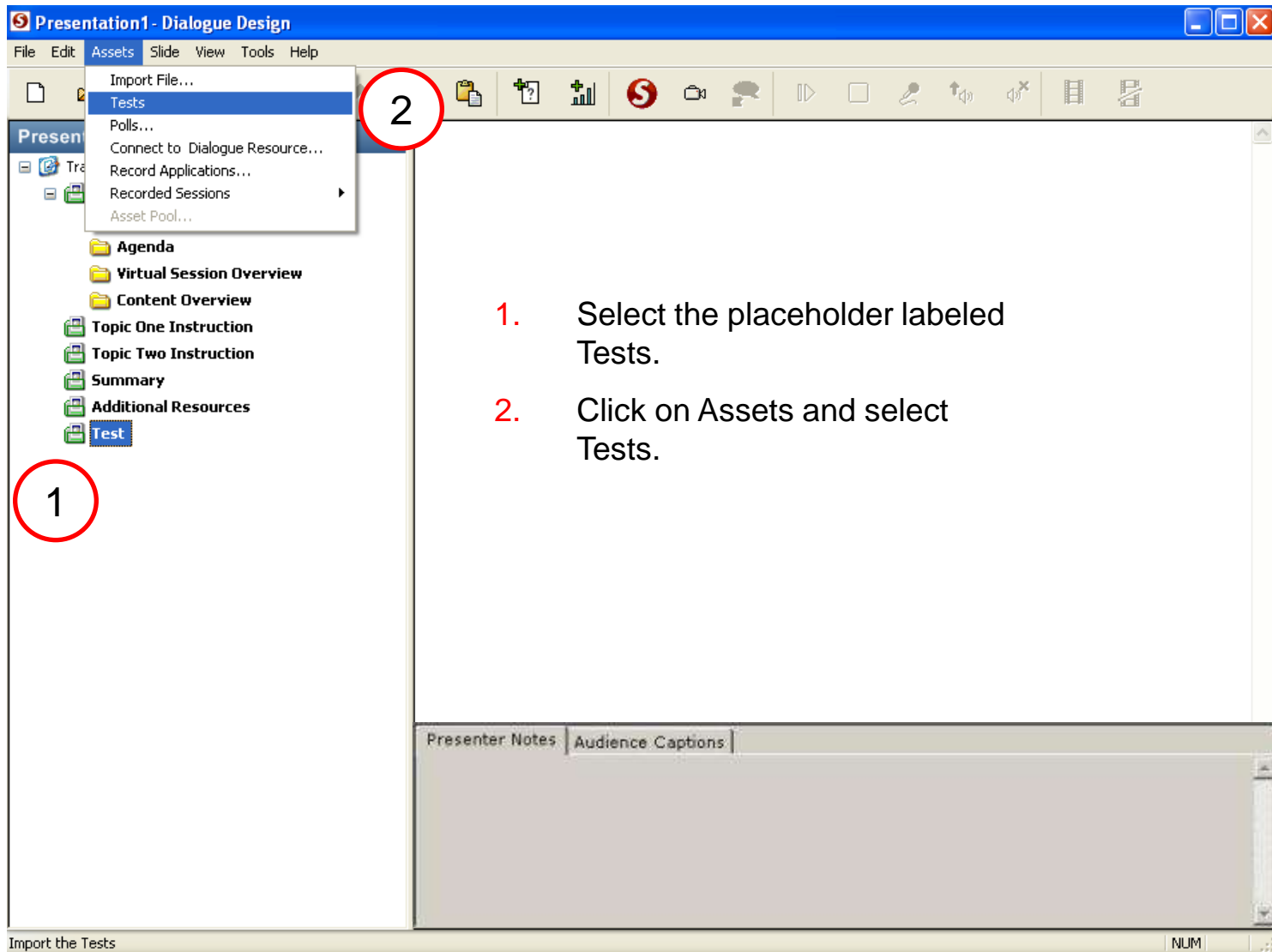


Working with Assets (Flash)

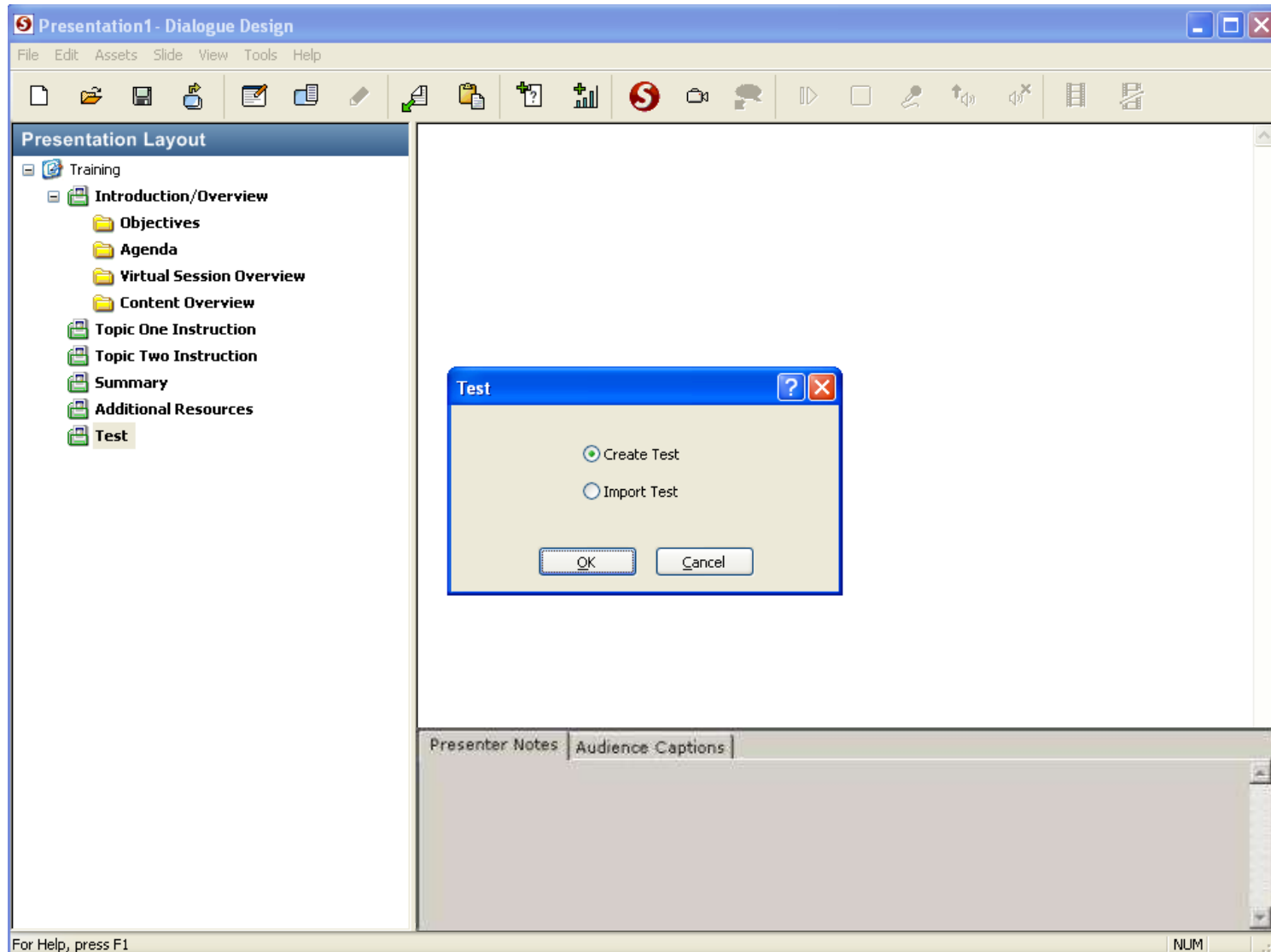


Your Flash asset will maintain the properties associated with the original file.

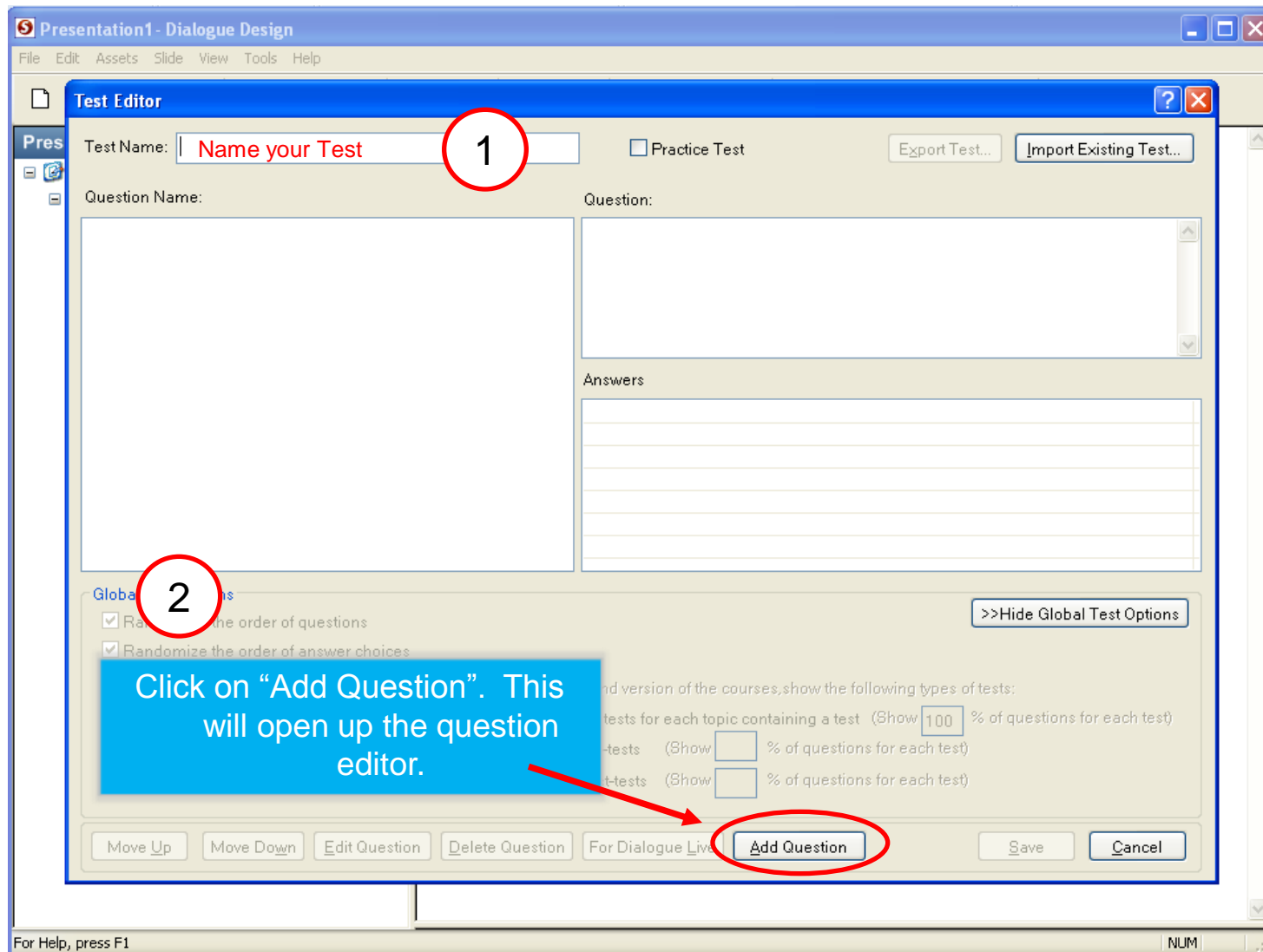
Working with Assets (Tests)



Working with Tests



Working with Tests



Working with Tests

Follow these steps:

Name your question

Type your question

Select question type

Provide answer(s)

Click "OK"

Optional: You can provide an Answer Explanation giving more details of the correct response.

The screenshot shows the 'Question Editor' window with the following elements:

- Question Name:** A text box containing 'Q1.' with a red circle labeled '1' around it.
- Enter the Question below:** A large text area containing 'The current president of the United States is _____' with a red circle labeled '2' around it.
- Question Type:** A dropdown menu with 'Single Answer' selected, and a red circle labeled '3' around it. A 'Graphical Answers' checkbox is also present.
- Enter Answers Below:** A table with columns 'Answers' and 'Correct'. The 'Answers' column contains 'Barack Obama', 'Sarah Palin', 'Donald Trump', and 'Oprah Winfrey'. The 'Correct' column has checkboxes, with the first one (for Barack Obama) checked. A red circle labeled '4' is around the 'Answers' column.
- Buttons:** 'Move Up', 'Move Down', 'Insert', 'ALT Text', and 'Delete' buttons are located below the table.
- Answer Explanation:** A text area at the bottom with a red arrow pointing to it.
- OK and Cancel buttons:** Located at the bottom right of the window.

Working with Tests

Question Types:

Single Answer

Multiple Answer

Yes/No

Short Answer

Graphical Questions and Answers

Working with Tests

Graphical questions can be used when using the Short Answer option.


Select Short Answer from the Question Type drop down and you will be presented with the option to add a graphic (.jpg).

Question Editor [?] [X]

Question Name:

Enter the Question below:

What country does this flag represent?



Question Type: Short Answer [v] Remove ALT Text

Enter Answers Below:

Correct Answers ☐ Answer is case sensitive

Japan

Move Up Move Down Insert ALT Text Delete

Answer Explanation:

OK Cancel

Working with Tests

Graphical
Answers allow
you to add .jpg
files as your
answer
selections

Question Editor

Question Name:




Enter the Question below:

Today the weather is _____

Question Type: ☒ Graphical Answers

Enter Answers Below:

Answers

<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
--------------------------	---	-------------------------------------	--	--------------------------	---

Answer Explanation:

Working with Tests

Test Editor

Test Name: ☐ Practice Test

Question Name:

Q1.

Q2.

Q3.

Question:

The current president of the United States is _____.

Answers

Single Answer

☒ Barack Obama

☐ Sarah Palin

☐ Donald Trump

☐ Oprah Winfrey

Global Test Options

☒ Randomize the order of questions

☒ Randomize the order of answer choices

Allow test takers to see the correct answers:

☒ After each question is attempted

☐ Only at the end of the test

☐ Never

For the On-demand version of the courses, show the following types of tests:

☒ Topic-level tests for each topic containing a test (Show % of questions for each test)

☒ Lesson pre-tests (Show % of questions for each test)

☒ Lesson post-tests (Show % of questions for each test)

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Working with Tests

Test Editor [?] [X]

Test Name:

☐ Practice Test

Question Name:

Question:

The current president of the United States is _____.

Answers

Single Answer

☒ Barack Obama
☐ Sarah Palin
☐ Donald Trump
☐ Oprah Winfrey

Global Test Options

☒ Randomize the order of questions >>Hide Global Test Options

☒ Randomize the order of answer choices

Allow test takers to see the correct answers:

☒ After each question is attempted
☐ Only at the end of the test
☐ Never

For the On-demand version of the courses, show the following types of tests:

☒ Topic-level tests for each topic containing a test (Show % of questions for each test)
☒ Lesson pre-tests (Show % of questions for each test)
☒ Lesson post-tests (Show % of questions for each test)

Working with Tests

Test Editor [?] [X]

Test Name: ☐ Practice Test

Question Name:

Q1.

Q2.

Q3.

 Question:

The current president of the United States is _____.

Answers Single Answer

☒ Barack Obama

☐ Sarah Palin

☐ Donald Trump

☐ Oprah Winfrey

☒ After each question is attempted

☐ Only at the end of the test

☐ Never

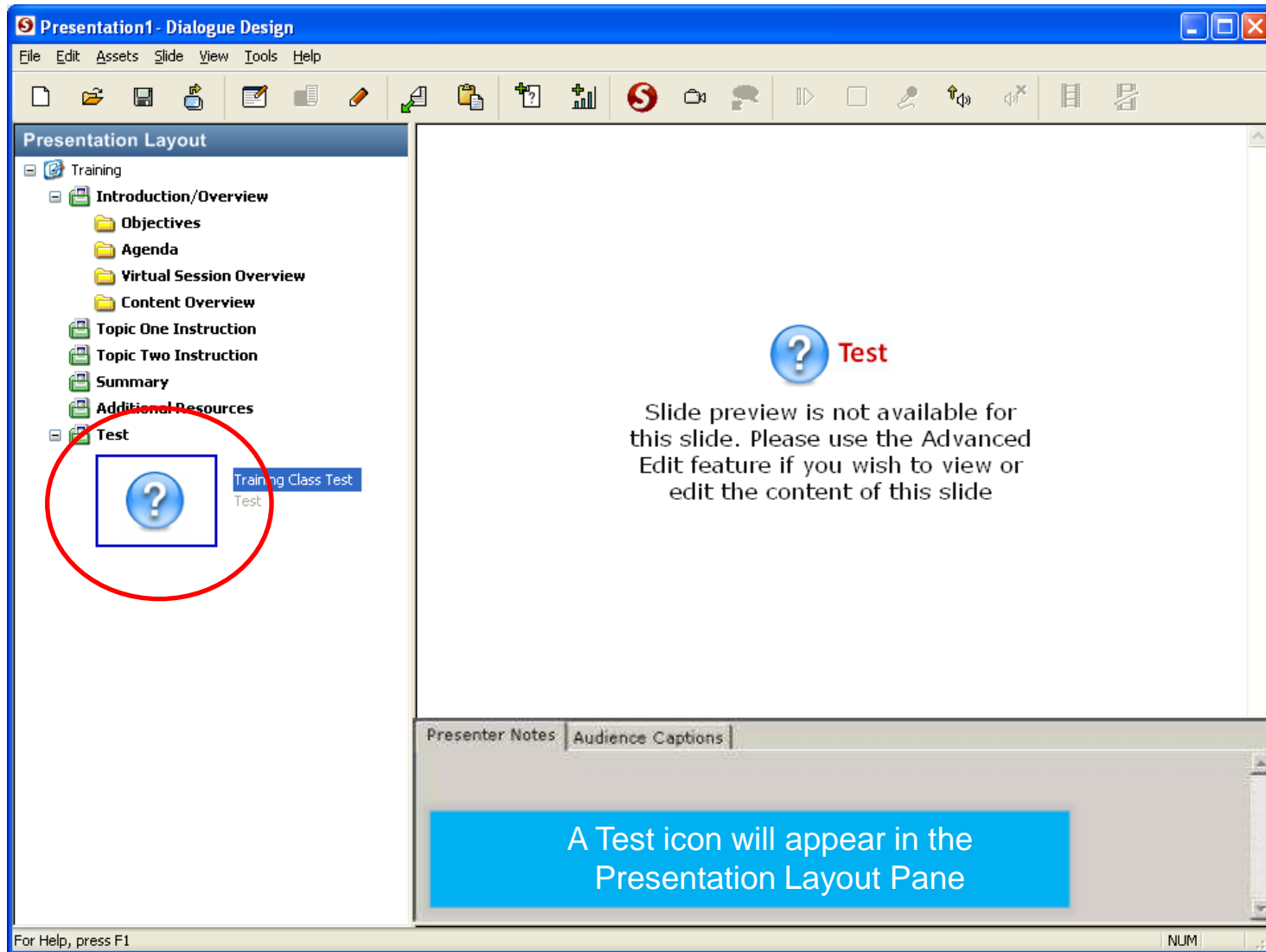
☒ Topic-level tests for each topic containing a test (Show

☒ Lesson pre-tests (Show % of questions for each test)

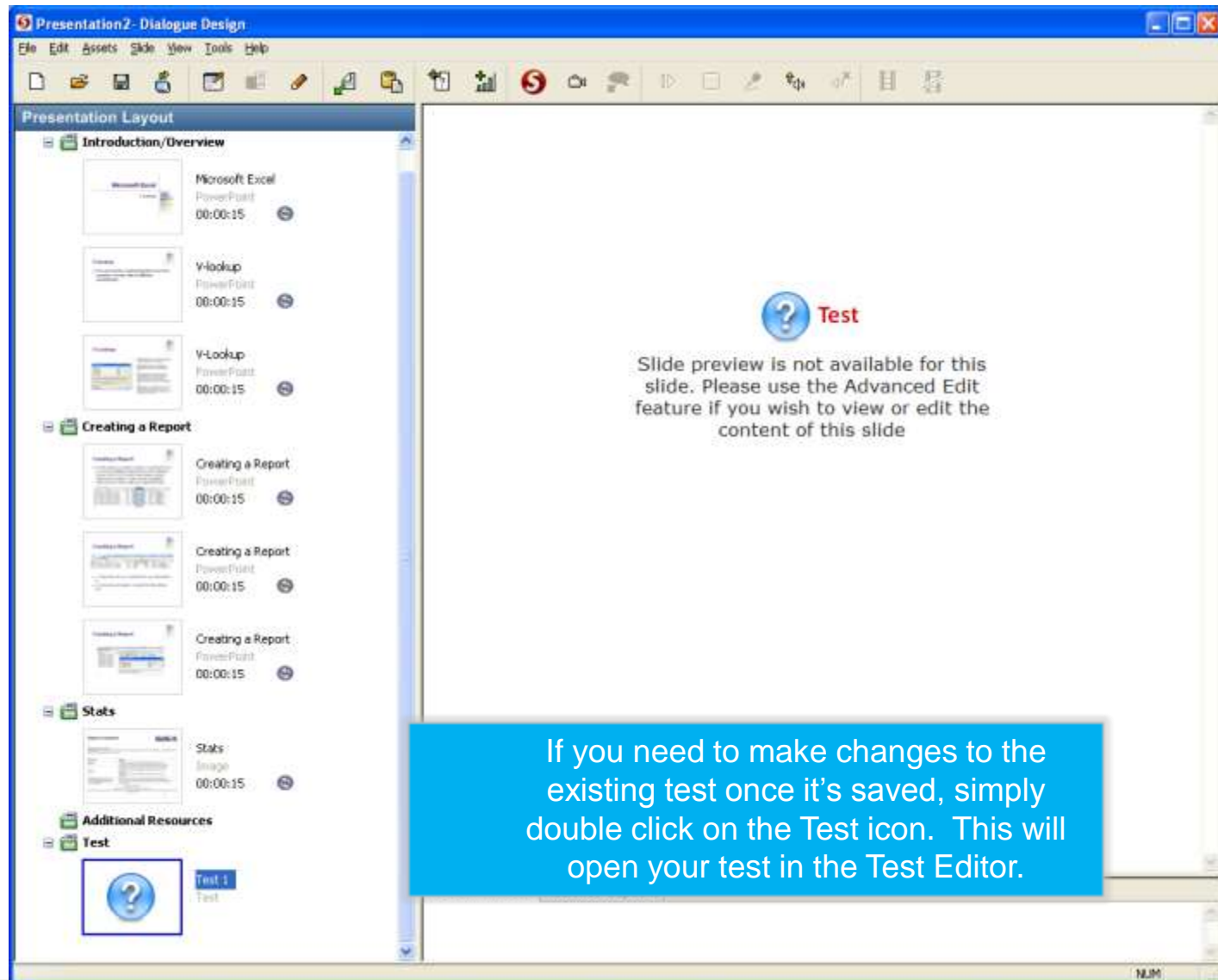
☒ Lesson post-tests (Show % of questions for each test)

When you're done creating your test, click "Save"

Working with Tests



Working with Tests

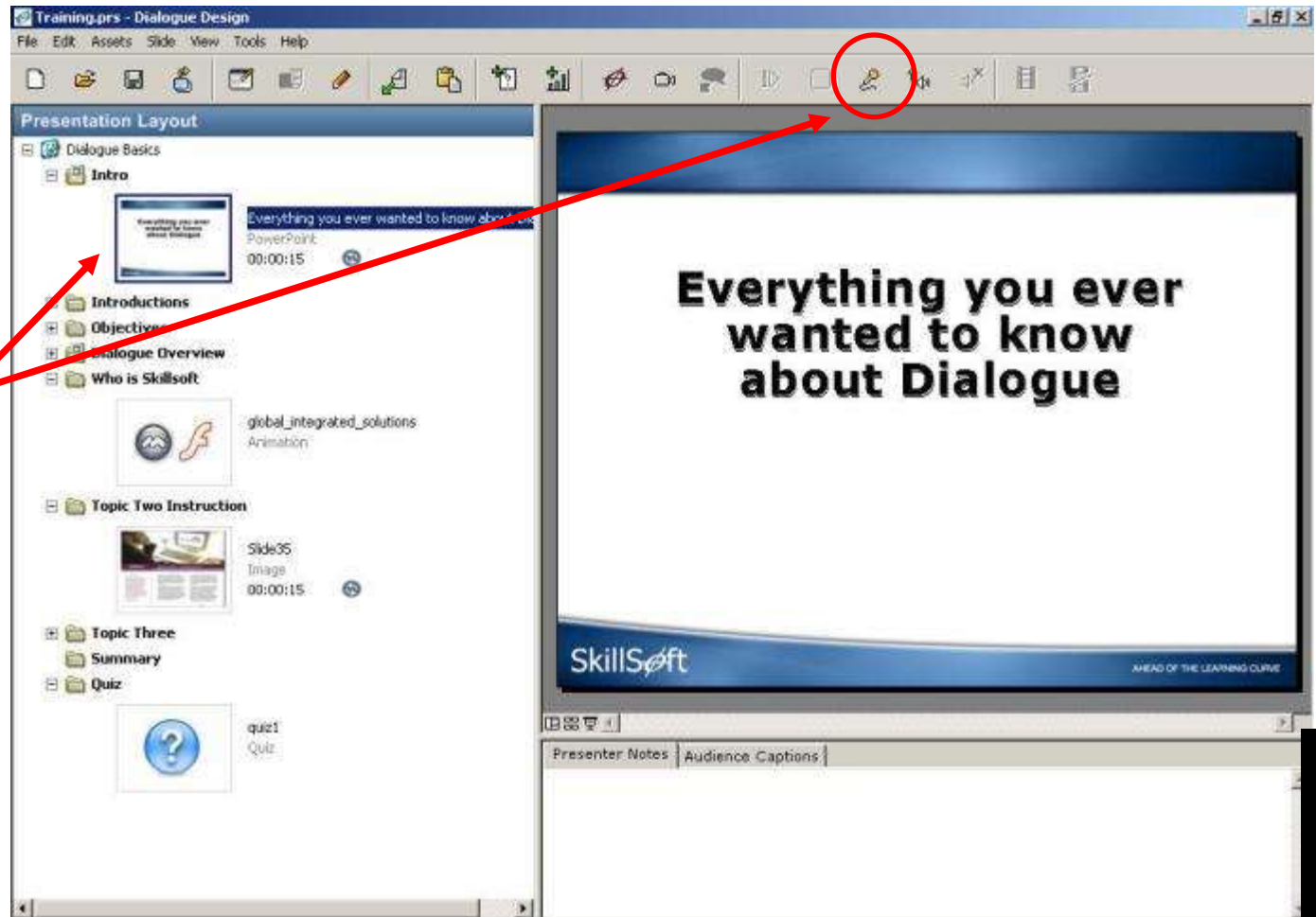


Adding Audio to your Content

To add audio to your presentation, simply select the slide you wish to add audio to.

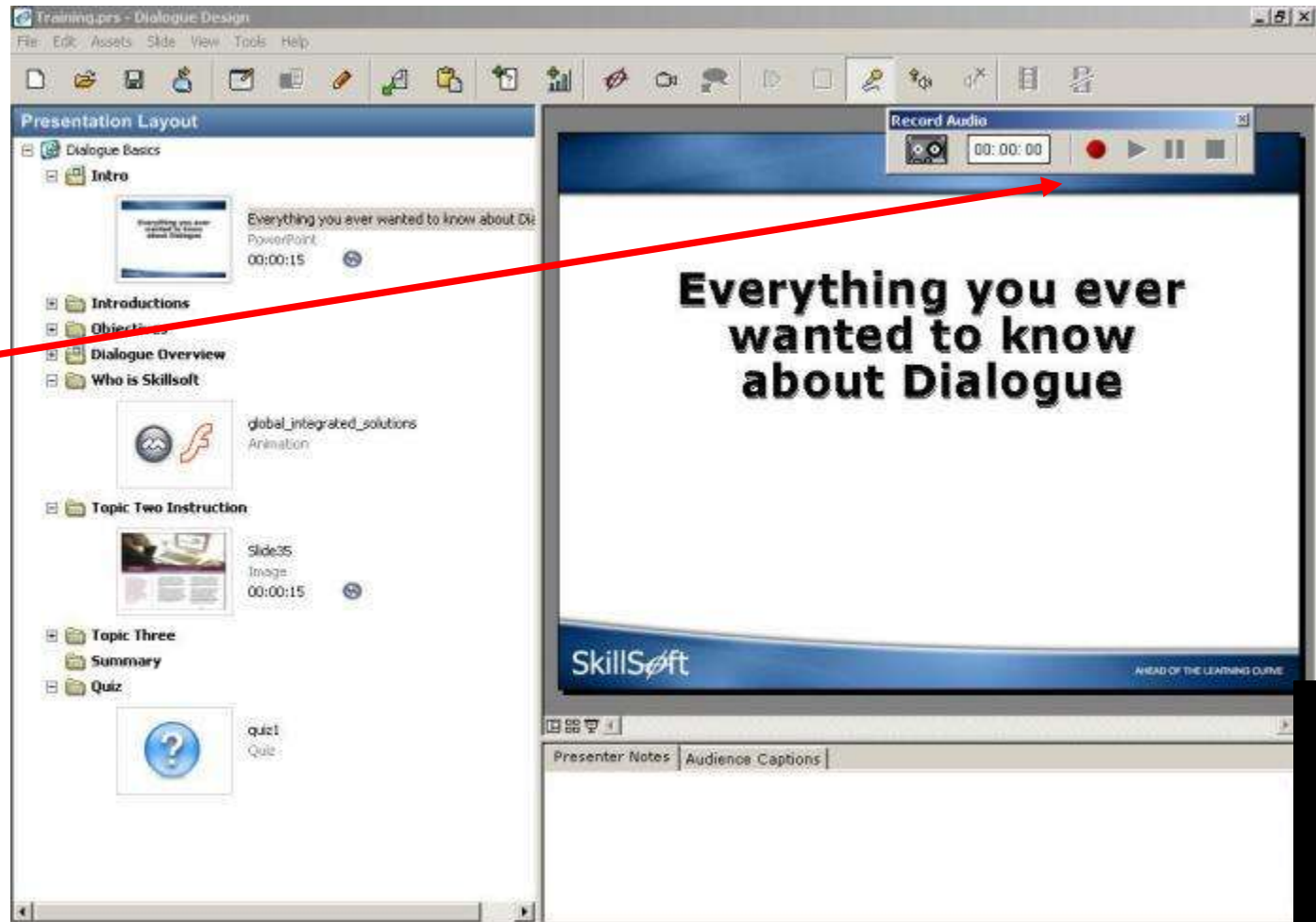
Click the Audio Recording button.

A Recorder dialogue box will appear.

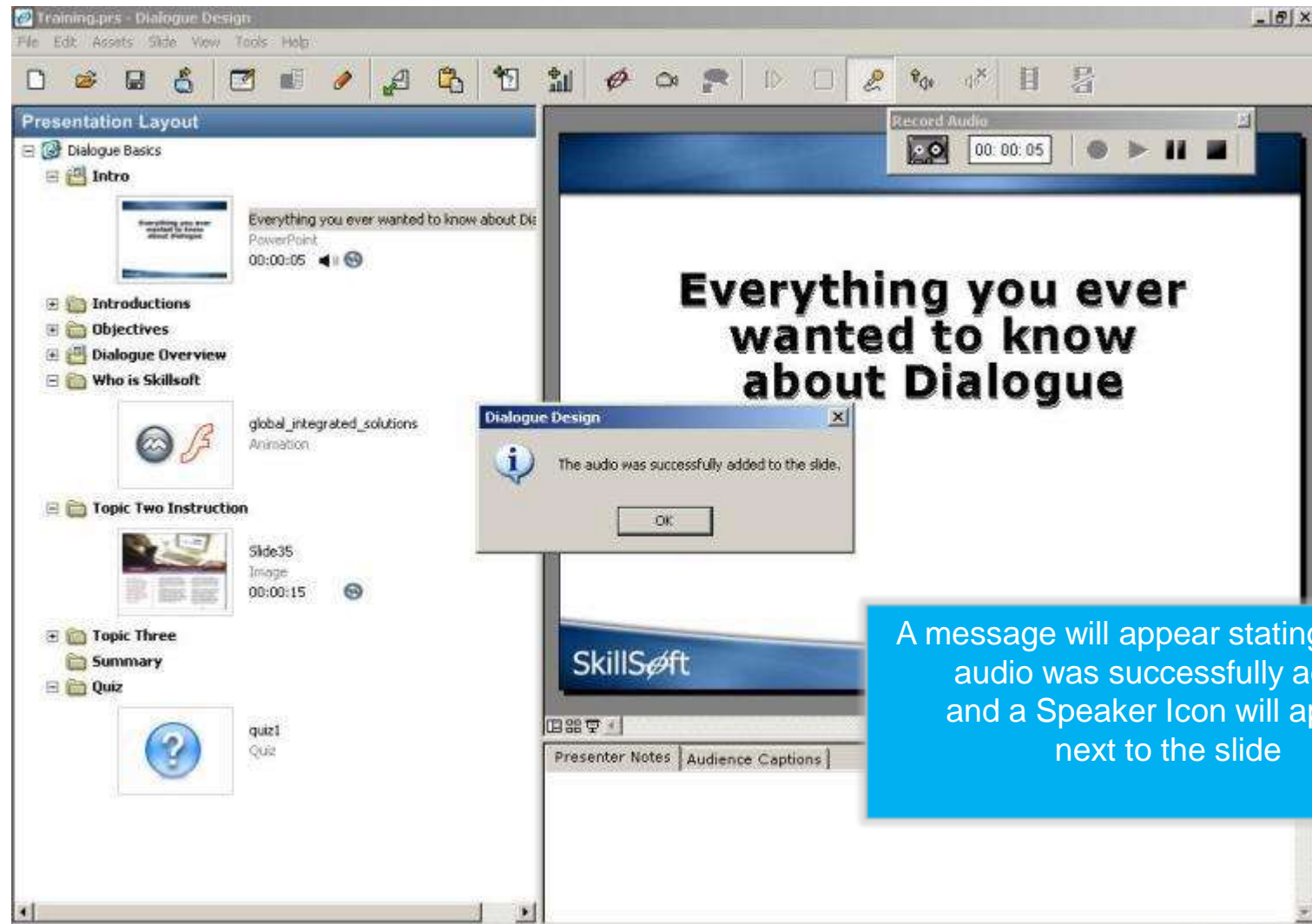


Adding Audio to your Content

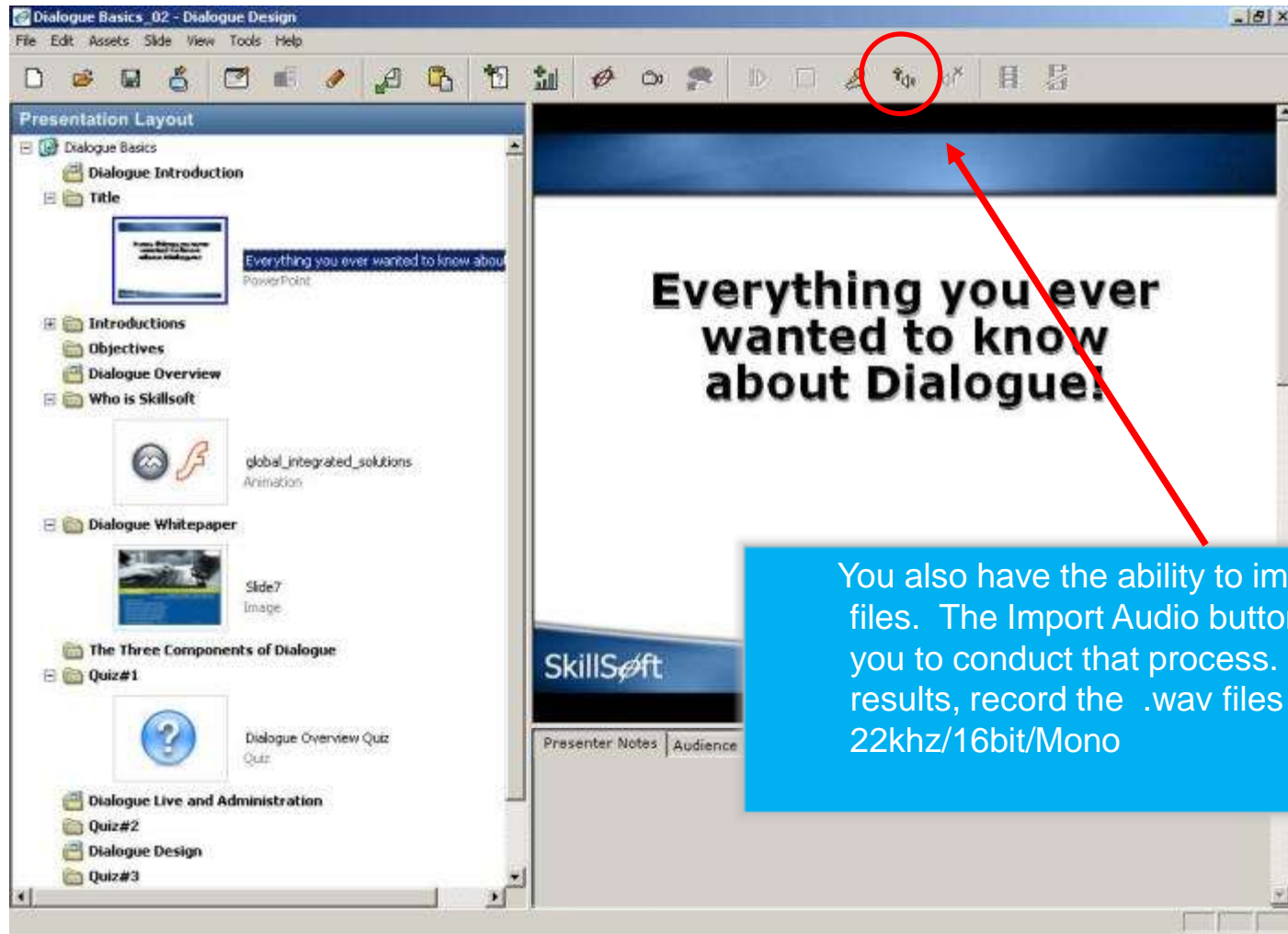
1. Click on “Record” to start your recording.
2. You can pause and resume your recording
3. Click the Stop button when you are done recording.
4. Click OK to save your audio string.



Adding Audio to your Content



Adding Audio to your Content



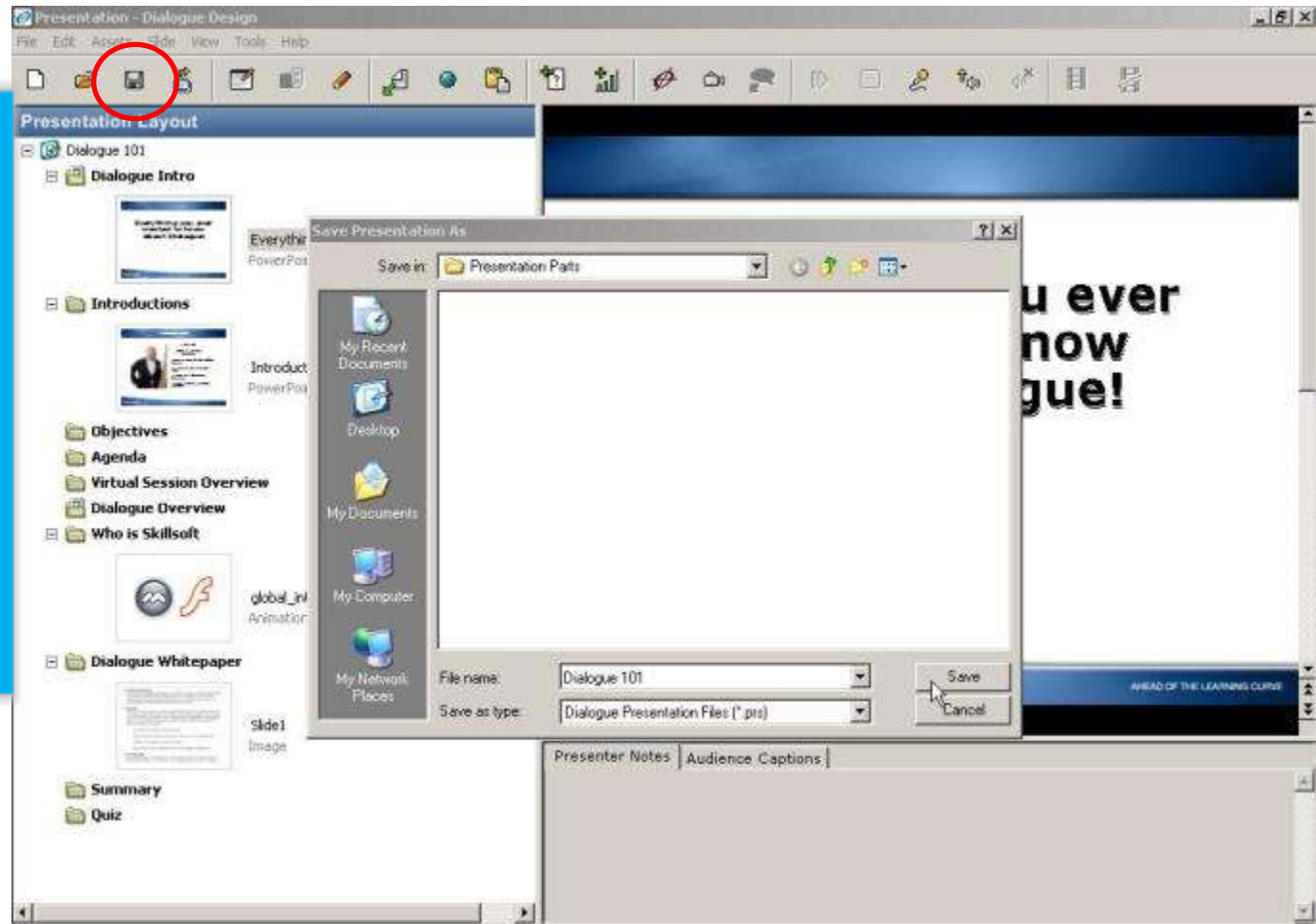
You also have the ability to import wave files. The Import Audio button allows you to conduct that process. For best results, record the .wav files at 22khz/16bit/Mono

Saving a .prs

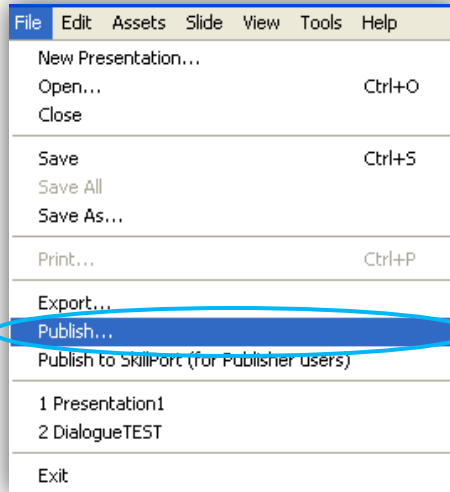
Save the file as a .prs or Presentation file.

It is now available for publishing as an ON-Demand Course.

This will be the master file that you will make changes or modifications to when you want to upgrade your On-Demand course.

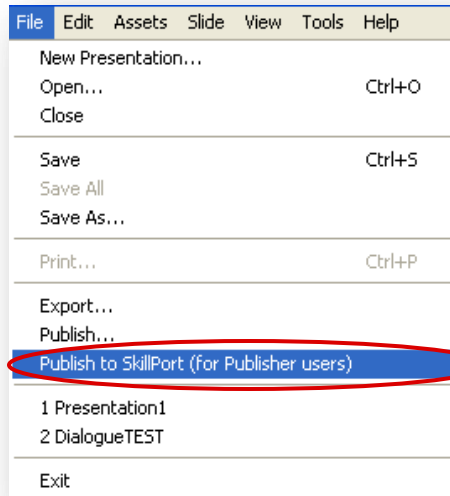


Publishing Options



Publishing Locally

- Allows for preview
- Creates an On Demand course, ready for end-users and upload to LMS



Publishing to SkillPort

- Allows for preview
- Creates On Demand course
- Allows for direct publishing to SkillPort LMS

Publishing Locally

Publish Step 1 of 3

Language *: English-US

Session ID *: SM101

Session Title *: Dialogue Training

Duration (Min) *: Calculated: 2 Value to use: 30

Session Overview *: Review using Dialogue Design function

Audience: Dialogue Design Administrators

Prerequisites: None

Objective: Upon completion of this course you should be able to create a custom course using Dialogue Design.

Check Accessibility < Back Next > Cancel Help

Required Fields

Publishing Locally

Add any references
you used to complete
your custom course

Publish Step 2 of 3 ✕

☒ Include a references page

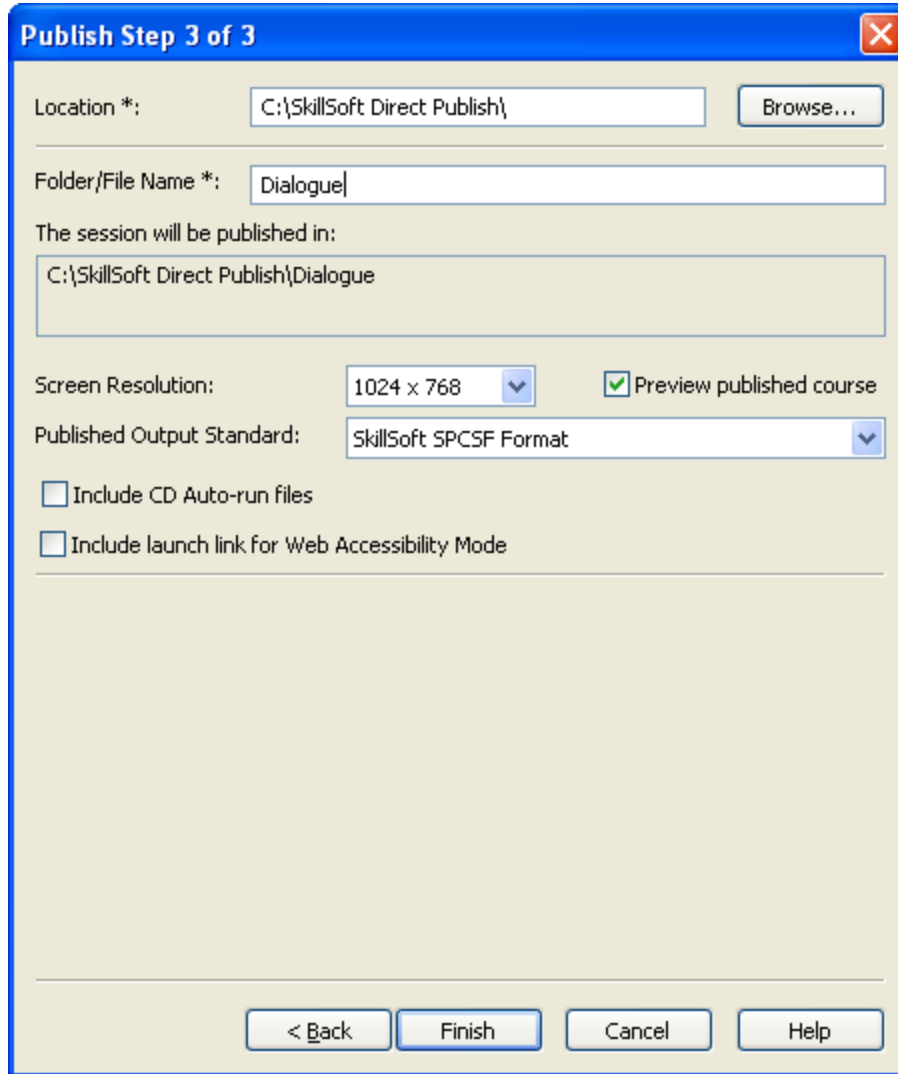
Title:

Description:

Resources

Name	File/URL	Description
SkillSoft	http://skillsoft.com	

Publishing Locally



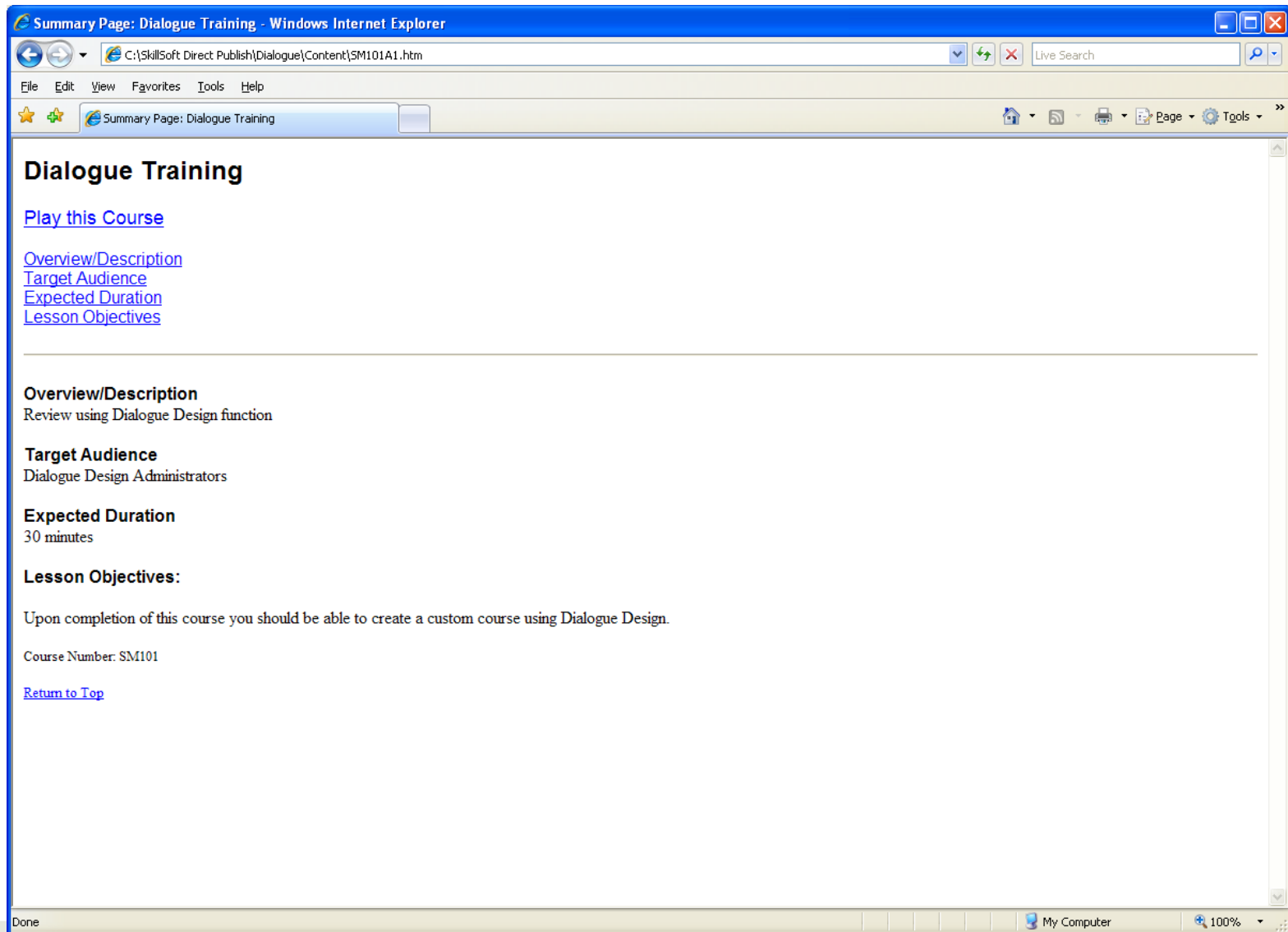
The screenshot shows a Windows-style dialog box titled "Publish Step 3 of 3". It contains the following fields and controls:

- Location *:** A text box containing "C:\SkillSoft Direct Publish\" and a "Browse..." button.
- Folder/File Name *:** A text box containing "Dialogue".
- The session will be published in:** A text box containing "C:\SkillSoft Direct Publish\Dialogue".
- Screen Resolution:** A dropdown menu showing "1024 x 768".
- Published Output Standard:** A dropdown menu showing "SkillSoft SPCSF Format".
- Checkboxes:**
 - ☒ Preview published course
 - ☐ Include CD Auto-run files
 - ☐ Include launch link for Web Accessibility Mode
- Buttons:** "< Back", "Finish", "Cancel", and "Help".

Select a location to save your .drs file and choose a folder or file name for the location of the course files.

Ensure the 'Preview published course' is checked. This will allow you to launch the session once the publish process is complete.

Finish and Launch



Publishing to Skillport- Step 1 & 2

SkillPort Publish Step 1 of 6

Language *: English-US

Session ID *:

Session Title *:

Duration (Min) *: Calculated: 4 Value to use: 4

Session Overview *:

Audience:

Prerequisites:

Objective:

Check Accessibility < Back Next

Step 1 & 2 of Publishing to SkillPort are the same as Publishing Locally.

SkillPort Publish Step 2 of 6

☒ Include a references page

Title:

Description:

Resources

Name	File/URL	Description

Add File Add URL Edit Remove

Preview in Browser

< Back Next > Cancel

Publishing to Skillport- Step 3



The image shows a software dialog box titled "SkillPort Publish Step 3 of 6". It contains three input fields: "Screen Resolution :" with a dropdown menu showing "1024 x 768", "Vendor Name *:" with a text box containing "SkillSoft", and "Content Version(major.minor) *:" with a text box containing "1.2". Each of these three fields is circled in red. At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

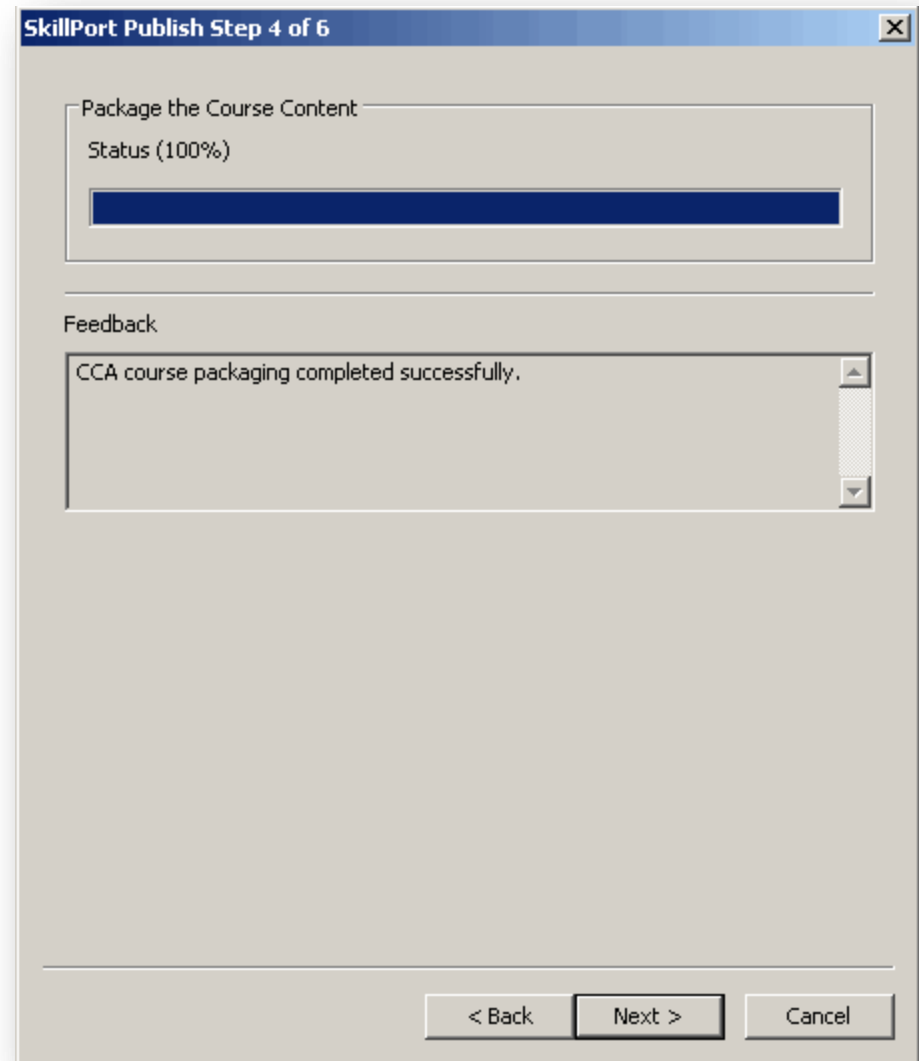
1024x768 OR 800x600
Default is 1024x768

Who created the course

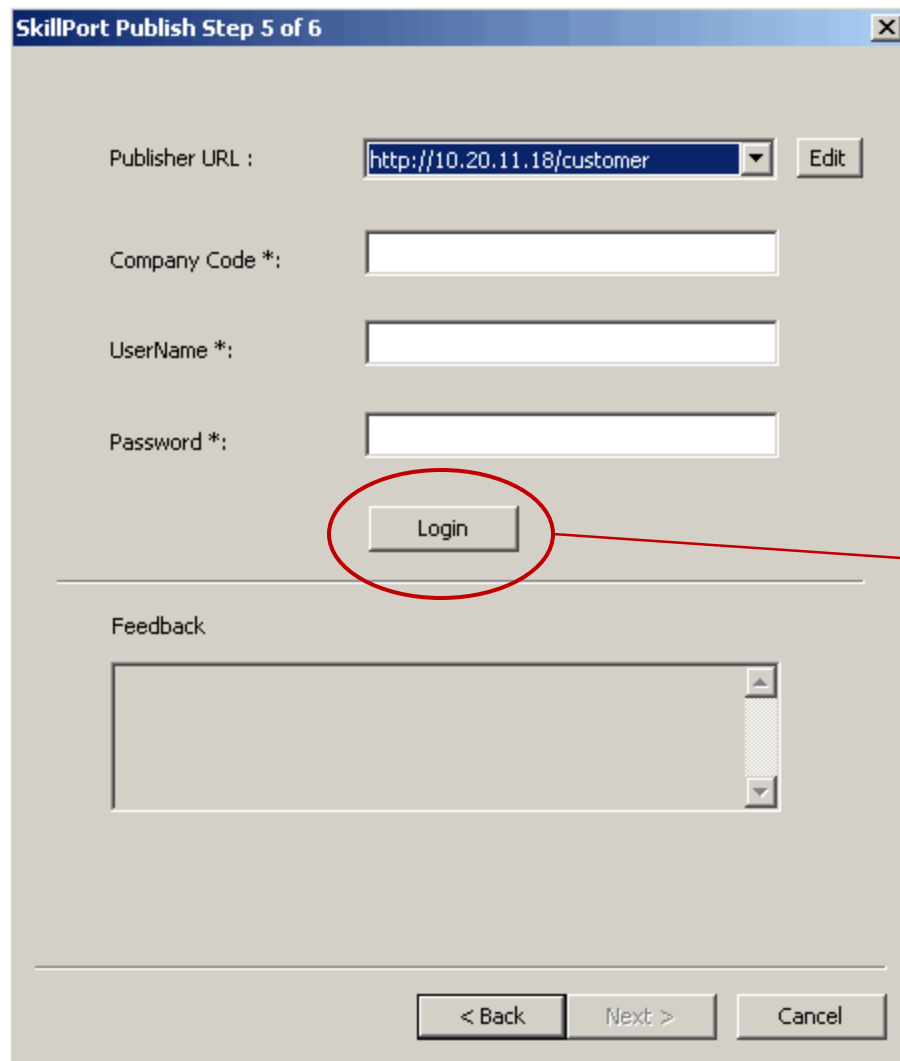
Version of course, up to 6
character limit

Publishing to Skillport- Step 4

"CCA course packaging completed successfully" --
The course content is now packaged for uploading to your SkillPort site.



Publishing to Skillport- Step 5



The image shows a Windows-style dialog box titled "SkillPort Publish Step 5 of 6". It contains the following fields and controls:

- Publisher URL :** A text box containing "http://10.20.11.18/customer" with a dropdown arrow and an "Edit" button to its right.
- Company Code *:** An empty text box.
- UserName *:** An empty text box.
- Password *:** An empty text box.
- Login:** A button located below the password field, which is circled in red.
- Feedback:** A large text area with a vertical scrollbar.
- Navigation:** At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

Enter SkillSoft Publisher Credentials

Click Login

Publishing to Skillport- Step 6

SkillPort Publish Step 6 of 6

SkillPort Site For Publish :

Status (0%)

Feedback

< Back Finish Cancel

Allows for
previewing on
your SkillPort
preview site

Publishes directly
to your SkillPort
site