Three reasons to choose DOKEOS Author

Easy to use, DOKEOS Author is the Dokeos Suite tool that allows you to reuse your existing PowerPoint presentations.

Dokeos Author has multiple features for customising your training modules, allowing you to add visuals, audio or video, to bring your presentations to life.

- **Intuitive**: DOKEOS Author requires no technical knowledge. Trainers can quickly import and format their training.

- **Accessible**: DOKEOS Author facilitates collaborative work between several trainers and can be connected from all devices, browsers and operating systems.

- **Agile**: DOKEOS Author allows trainers to quickly, easily and autonomously install features of their choice in their training modules.
Dokeos Author: the tool to personalise your elearning modules
Energise your presentations and capture your learners’ attention

Ensure your learners are motivated and committed. Use elearning training modules that are attractive and effective. Discover the easy interface and various functionality of DOKEOS Author.

DOKEOS Author, a tool for the design and personalisation of your training courses

- Import your PowerPoint presentation with DOKEOS Author
- Manage your templates
- Create your style
- Sort your slides
- Add visuals
- Import sounds and record your voice
- Import your videos
- Add quizzes to DOKEOS Author
- Manage how your learners progress

In this e-book you will find:

- Presentation of Dokeos Author tabs and tools
- Tips on using the interface
- Tips for optimising your training, making it more accessible and effective

For more details on LMS DOKEOS tools, please refer to the DOKEOS Manager Trainer’s Manual
DOKEOS Author at a glance
Dashboard and navigation

Accessing DOKEOS Author

The DOKEOS Author tool is accessible from the course management dashboard. **Click ‘Create a course’** or access an existing course. All features appear at the bottom of the page.

To create a new training module, click the ‘Author’ button. A window appears asking you to name your new module. Type your new module name and click ‘OK’. You can also modify an existing module by clicking the green link.
Navigation

The horizontal navigation

The horizontal navigation gives you access to all DOKEOS Author features.

Home
Click the ‘Home’ button to return to the home page of your DOKEOS interface.

‘Name’ field of slide
Fill in the ‘Name’ field with your chosen name for your slide.

List button on slides
Click the button to access the list of all your slides.

Save
Click ‘Save’ to save changes to your slide.

Image
Click ‘Image’ to import visuals of your choice to your slide.

Audio
Click ‘Audio’ to import an audio file to your slide.

Vidéo
Click ‘Vidéo’ to import a video file to your slide.

Properties
Click ‘Properties’ to change the settings of your training module.

Quiz
Click ‘Quiz’ to import a questionnaire from the DOKEOS Quiz tool.

Order
Click ‘Order’ to sort your slides in the order you want.

Preview
Click ‘Preview’ to see your presentation in learning mode.

Navigation in vertical columns

The left column displays your presentation slides in miniature, just as in PowerPoint.

The right column displays the existing templates to format your presentation.
Text editor

L'éditeur de texte vous permet de modifier le texte de votre slide et d'y importer différents contenus.

From the top bar you can format different parts of the text. This tool ensures all titles on different slides are harmonised in display.

Similarly, the 'Style' tool allows you to format text and apply this formatting to multiple sections.

Select the desired font, adjust the size and change typography.

Change the colour of your text to match your editorial guidelines with the button 'Choose your colour > more colours'

You can justify your text to the left, centre or right of the slide, and add a bulleted or numbered list. The last button is used to change the colour of your font.

On the bottom navigation, the 'Link' tool allows you to insert a hyperlink to part of the text, while the 'Delete' button removes hyperlink text. The 'Anchor' tool displays the text of your choice in the hyperlink.

The 'ASCIIMathML' tool allows you to insert mathematical formulas on your slide, and the 'Table' tool inserts a table with your desired properties.
The ‘Picture’ and ‘Mascot’ tools allow you to insert an image from the DOKEOS library and define the display properties of the image.

The ‘Mindmap’ tool allows you to insert a Mindmap.

The ‘Audio’ and ‘Video’ tools allow you to access a library of multimedia files previously imported into the DOKEOS server.

The ‘Flash’ tool allows you to import a ‘Flash’ file on the server and insert it into your slide.

The ‘Insert image’ tool allows you to edit an image on your slide. Remember to first select

The ‘Enlarge’ tool displays the text editor uniquely, hiding other elements of navigation.

The ‘Import from Word’ tool allows you to paste text copied from Word into an area, using the Ctrl/Cmd + V shortcut.

The ‘Source’ tool displays the HTML source
Personalise and liven up your presentations
Personalise and liven up your presentations

Import your presentations with DOKEOS

With DOKEOS Author, you can create a training module from scratch or import existing presentations. The DOKEOS Author tool supports **two formats:**

- PowerPoint documents
- SCORM courses (Articulate modules for example).

Import your existing documents

Do you already have training material you want to incorporate into your LMS? From your 'Home' page in the course section, click the 'Modules' button.

**Your list of training modules** appears in the window. Here you can: edit your modules by clicking the pencil icon; remove a module by clicking on the cross; or hide a training module for your students by clicking on the eye.

DOKEOS allows you to import a course in **SCORM 1.2 format.** Click on 'Import SCORM course'. A new window appears where you can enter or swipe your course. Click 'OK'.

Return to your list of training courses by clicking on the 'Modules' button.

Dokeos recommends the Articulate Storyline modules. Make sure to export in SCORM format, which is readable by your LMS.

*The blue gauge indicates the user’s progress in the module.*
Now is a good time to check you have correctly imported and set all elements needed to monitor your learners’ progress and results.

If the SCORM contain videos, be mindful of the file size. While Dokeos accepts videos up to 300 MB it is not recommended to exceed 100 MB.

**Import a PowerPoint course**

DOKEOS converts your PowerPoint presentation into an elearning module with all the same features, such as monitoring of learners’ activities. DOKEOS Author also allows you to quickly add rich content such as audio commentary, video, or quizzes between slides.

Use the ‘PowerPoint’ button in the same manner as indicated above. Please note the maximum file size **allowed is 512 MB** and that any animations in your document will not be included. Click ‘Convert’. The module automatically appears in your list of modules.

A common constraint of PowerPoint-based tools is that they tend to only send tracking data at the end of an activity, or in terms of binary progress (0% or 100%). DOKEOS therefore recommends setting up modules that last less than 15 minutes, which can be made in one go.

**Import a course built with DOKEOS**

DOKEOS Author builds and exports modules in SCORM format. These can be read by any other LMS.

Click the ‘Properties’ tab in the main navigation bar. Select the settings you need and click ‘Export to SCORM’. You now have access to a Zip file.
Create the style of your templates

Harmonise the presentation of your training to ensure consistency and leave a good impression on your learners.

Make your module intuitive, with its own style

The DOKEOS Author text editor allows you to format your slides and add style.

The top navigation bar provides the basic features of the editor: choice of font, font size, bold, underline, bulleted list, etc.

The bottom bar allows more complex options.

The ‘Link’ button opens a window with tabs. This allows you to place a link to the URL of your choice and apply display settings: open in a new window; in a new tab; or to a file to be imported on the server.

It is also possible to import text from a Word file with the ‘Paste from Word’ button, or to display the slide's code if you want to make your changes directly in the HTML.

If you have specific questions about personalising your training module, please contact the Dokeos team.
Sort, add and delete slides

DOKEOS Author allows you to present your training slides in the order you want.

Clicking the green button adds a new slide to the bottom of the left column. Click the ‘Sort’ tab to store your sheets in the desired order. Use the red cross at the bottom of a slide to remove it. Click on ‘Ok’ to return to the main page.

When creating a new slide, or correcting one, click ‘Save’ so as not to lose the changes.
With visuals, audio and video files, DOKEOS Author gives you more options to personalise your training modules

The biggest challenge of distance learning is keeping the learner committed and motivated. Insert visuals, real-time explanations and explanatory videos to boost the concentration and interest of your employees.

Add images to your slides

DOKEOS Author offers an easy solution to insert your company logo, images or other visuals.

Click the 'Image' tab in the top navigation bar to import your images.

Accepted formats:
- Pictures (JPG, PNG et GIF)
- Avatars
- Diagrams
- Mindmaps
Add audio files to your slides

Enhance the explanations in your trainings in real time by inserting audio. The 'Audio' tab in the top navigation bar allows you to import an MP3 file or record your voice live.

- To add the audio file, click 'Choose an existing audio file' and import your file
- To record your voice, connect a headset with a microphone. Set the volume level from the settings on your computer or tablet. The Java plugin is required.

Write your text beforehand to avoid hesitations or mistakes.

Save your text and click 'OK'. To listen to your recording, save and click 'Preview'.

![Audio tab in presentation software](image)
Add video files to your slides

Illustrate your trainings with concrete examples. With DOKEOS Author you can easily import your videos from Youtube, Vimeo or your DOKEOS Channel library.

Click the 'Video' tab in the top navigation bar.

- To import video **from a web platform**, click Youtube & Vimeo. Paste your video link in the URL field and click 'OK'.
- To integrate an MP4 or FLV video **from your computer or tablet**, click the 'Video' button on the text editor. A window opens. Import your document with the 'Select a file' button and click 'Send' on the server.

Please note, FLV files and Adobe Flash format do not work in all media - including tablets - unlike files in MP4 format. Be mindful of the file size.

**Give preference to formats that are short** (under 10 minutes) or very short (less than 5 minutes) in 490x320 pixels.

The imported video can be viewed at this stage. Click 'Save and Preview'.
Preview in learner mode

The ‘Preview’ tab allows you to view the training module based on the characteristics defined in the learning mode. The green arrow at the top right is used to navigate from one slide to the next.

It’s not possible to make changes in this window. Close ‘My window’ and switch back to edit mode by clicking the ‘Home > Modules’ button, or ‘Home > Author’.
Create your training programme with Dokeos Author
Build dynamic training modules

Insert quizzes into your training and manage the progress of your learners’ with the DOKEOS

Insert quizzes in your presentations

Make your training more dynamic and insert quizzes in your learning scenario.

Please note, it is not possible to create a quiz using the Author tool. You will need to use the DOKEOS Manager Quiz tool.

When you would like to insert your quiz, create a new slide then click on the 'Quiz' tab from the top navigation bar and select the quiz you want.

See the DOKEOS Manager Trainer’s Manual for more information about creating a quiz.

Follow your learners’ progress

Once you’ve created your quiz, it is then necessary to measure the progress of your employees. DOKEOS Author does not allow you to directly follow the progress of your learners and track their progress.

Click the 'Monitor' tab in DOKEOS Manager to see the time each student has spent on the courses offered, as well as test results, and generate a report table.

Use filters to learn the results per session, course or learning. To evaluate the effectiveness of your training module, find information about the time spent on each slide and the rate of progress.
DOKEOS Author: Adapt your LMS to your needs

Thank you for choosing to use Dokeos. Enjoy the flexibility of Author tools to customise your presentations and liven up your modules.

An agile system
Import your existing documents or create new training with ease.
  • Recycle your PowerPoint presentations into elearning materials that are ready to use and access.
  • Reuse your existing SCORM modules and intuitively import them to Dokeos.

Un système compréhensif
Enjoy a comprehensive system for customising training modules to your company’s colours.
  • Set your modules as you like. Add visuals, audio or video with ease.
  • Optimise your training with complementary Dokeos tools and easily manage your quizzes and reports.

An accessible system
Intuitively manage your training modules and freely communicate with your employees.
  • Create your visuals with ease, change colours, insert icons ... Take advantage of DOKEOS Author.
  • Easily manage your contacts, with display options and a preview tool in learning mode.

Don’t forget, our team offers consulting services and can assist you in putting together and distributing your elearning course.
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