

Advanced CA Product Accelerator (CAPA)

COURSE DESCRIPTION

Advanced CA Product Accelerator (CAPA) is an advanced course designed for individuals who will write training content for CA PPM.

AUDIENCE – Training content developers

COURSE TYPE – Onsite / Online

PREREQUISITES – Introduction to CA Productivity Accelerator (CAPA)

DURATION – 8:00 AM to 5:00 PM; one-hour lunch

COURSE OUTLINE

Introduction

- Review of Introduction to CAPA topics

Document Relationships

- Create Document Links
- View Related Documents
- Repair Broken Links

Document Properties

- View/Modify Document Properties
- Assign Properties to Multiple Documents

Working with Attachments

- Attachment Types
- Add Content Packages
 - Add Items to a Package
 - Modify Package Contents
- Create Web Pages
 - Create New Web Pages
 - Modify Web Pages
- Insert Images
- Link Attachments to Content
- View Linked Attachments
- Modify Linked Attachments

The Glossary

- Create a Glossary
- Add terms to Glossary
- Associate Documents with the Glossary
- Edit/Delete Glossary Terms

Know It? Mode

- Preview Content in Know It? Mode
- Modify Content for Display in Know It? Mode
- Scoring Defaults
- Remediation Levels

Complex Interactions

- Modify String Input Options
- Alternative Actions
- Alternative Paths
- Decision Frames
- Re-Capture Actions/ Screenshots
- Edit Screenshots
- Use Context IDs
- Create Jump-In Points
- Adding Sound
- Customize/Modify Templates

Associating Content with Roles and Keywords

- Define Roles
- Assign Roles to Content
- Create and Assign Keywords

Publishing Content

- Publish for the Player
- Publish for Print
- Single- vs. Multi-User environments