

Courses and Topics

Webinar session on tts performance suite





Agenda

- 1 **Courses**
 - Demo – Working with Courses
 - Metadata of courses, Target groups
 - Best practice, tips & tricks
- 2 **Topics**
 - Demo – Working with topics
 - Metadata of topics
- 3 **Topics vs. Courses**
- 4 **Exporting courses (LMS)**
- 5 **Outlook**



The structured views in tts performance suite

To put documents into a context and relate them to one another, tts performance suite provides three structured views.

- Processes:

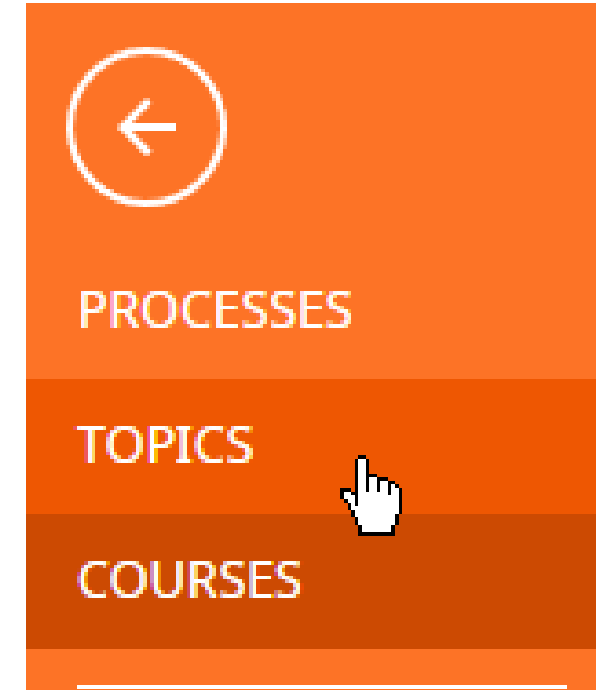
Allows for modelling business processes and linking documents to individual process steps

- Topics:

Allows you to store knowledge hierarchically, yet with lots of flexibility

- Courses:

Build learning curricula in chronological order, cluster courses using course categories (e. g. all courses on IT applications, soft skills, ...)



**DEMO –
Creating and maintaining courses**



Working with Courses

←

PROCESSES

TOPICS

COURSES

WORK POOL

DOCUMENTS

GLOSSARY

ROLES

NOTIFICATIONS

⚙️ ⓘ

COURSE OUTLINE

ASSIGNMENT

COURSES

TOOLS

PREVIEW

ASSIGNMENT

Clipboard

Attachment

Structure

Filter

📄 Paste
 ✂️ Cut
 📄 Copy
 🗑️ Delete

📊 New category
 🎓 New course
 ⚙️ Edit properties

📎 Add an attachment
 🗑️ Delete attachment

⬆️ Move up
 ⬅️ Unindent
 ⬇️ Move down
 ➡️ Indent

🔄 Refresh

🔍 New filter
 🗑️ Remove filter

📁 Courses

- 📁 IT & Software
 - 📁 Microsoft 365
 - 📁 SAP ERP
 - 📁 Kundenauftragsbearbeitung - Standardauftrag
 - 📁 Sales Order Processing - Standard Order
 - 📁 Gestión y distribución de Pedidos de ventas
 - 📁 Instandhaltungsabwicklung
 - 📁 Plant Maintenance
 - 📁 SAP Standard Hilfe
 - 📁 **SAP basic help**
 - 📁 SAP SuccessFactors (HR)
 - 📁 SAP Fiori
 - 📁 Salesforce (CRM)
 - 📁 Siemens Teamcenter 10 (PLM)
 - 📁 Visma
- 📁 tts Business Skills

SAP basic help

Course outline Target groups Properties

📄 **Navigation**

- 📄 Screen elements
- 📄 Navigation in SAP and transaction codes
- 📄 Navigation with transaction codes
- 📄 Navigation within the tree structure
- 📄 Switch between "User Menu" and "SAP Menu"

Metadata of a course (to name a few)

Edit course
English (US) ▼

Properties

Performance Support categories

Title*	<input type="text" value="Microsoft Windows 10"/>
Content language*	<input type="text" value="English (US)"/>
Description	<p>Windows 10 offers a completely updated user interface, personal assistant Cortana, and the new Edge browser.</p> <p>You learn how to operate these tools and how to use virtual desktops and the Action Center.</p> <p>Finally, you can also discover new Windows Explorer functions and learn how to customize your PC settings to meet your personal requirements.</p> <p>By synchronizing the settings, you can use them on multiple devices and thereby take your familiar working method with you wherever you go.</p>
Learning targets	<div style="border: 1px solid #ccc; height: 40px;"></div>
Edit status*	<input type="text" value="Released"/>
Duration	<input type="text"/>
Prerequisites	<input type="text"/>
Device*	<input type="text" value="Desktop"/>
Mastery score	<input type="text"/>
Context	<input type="text"/>
New Course	<input type="radio"/> Yes <input checked="" type="radio"/> No

Language picker (Drop-Down)

The input mask can be switched to another language, so meta data that are multilingual can be edited. By default, this affects the title and the description.

Mandatory entries are marked with an *

Be sure to fill in all marked data. Also, be sure that they are set to the desired values, as e. g. the content language can be used to form variants.

Performance support categories

That tab allows you to fine-tune how the course will appear in QuickAccess.

Context

Read out by the WebAccess & QuickAccess.

You may provide a context here to make sure the course will be displayed automatically in a given context in QA.

Target group(s) for a Course can be added

PREVIEW TARGET GROUPS ASSIGNMENT

Assign role Refresh

Roles View

Assign roles as target group for the selected course...

Microsoft Windows 10

Course outline Target groups

- Accounting clerk
- Back-Office
- Sales assistant
- Sales clerk

ce 2016 und Windows 10 für Umsteiger
 idows 10 für Umsteiger
 ce 2016 and Windows 10
 idows 10
 ce 2016 et Windows 10 pour utilisateurs expérimentés
 idows 10 pour utilisateurs expérimentés
 ce 2016 y Windows 10 para nuevos usuarios
 ce 2016 en Windows 10 voor nieuwe gebruikers
 idows 10 voor nieuwe gebruikers

Target groups

can be assigned to the courses. The course will be marked as relevant to them.

Example:

Accounting clerk
 Production planner
 Sales staff
 Head of sales
 Warehouse staff



Courses – Things to know

Courses – tell me more...

- Courses are used to group content (documents) together to allow (in)formal learning curricula, including additional material like manuals.
- Tests and assessments can be included. You may also define a mastery score which must be achieved in order to get a course certificate.
- Only released courses will be shown in the portal. If a course is embedded in a course category, that category (plus all categories that may be higher in the hierarchy) must also be set to „released“ to allow the user to find the course by browsing the portal.
- Course variants can be created using the „New course“ assistant (the new course is then based on the existing course).
 - The most commonplace variant forming meta data is the content language.
 - If you create a course variant, the wizard automatically looks for and adds all document variants. If they don't yet exist, they will be created as variants of the existing documents.

Courses – tips & tricks

Best practice: Create course variants *after* the original course and all its assigned documents have been finished

In the Curator, make sure you activate the correct tab (depending on which view you would like to work on):

The screenshot displays the Curator interface with several key elements highlighted by green boxes and arrows:

- Left Sidebar:** A vertical navigation menu with categories: PROCESSES, TOPICS, COURSES (highlighted), WORK POOL, DOCUMENTS, GLOSSARY, ROLES, and DOCUMENT TYPES.
- Top Navigation:** Tabs for COURSES (highlighted), TOOLS, PREVIEW, COURSE OUTLINE, and ASSIGNMENT (highlighted).
- Toolbar:** A set of icons for actions like Cut, Copy, Paste, Delete, New course, Edit properties, Add an attachment, Delete attachment, Move up/down, Unindent/Indent, Refresh, New/Remove filter, and E-mail notification.
- Course Tree:** A hierarchical view of course content. The 'Administrator manual' folder is expanded, showing several documents, with 'ttps 2016 R2 Professional - Administrator manual' selected.
- Course Outline View:** A detailed view of the selected document. It shows a table with columns for 'Introduction', 'Objective', and 'How to switch over to the Maintenance view for universal settings'. The 'Introduction' row is highlighted.



**DEMO –
Creating and maintaining topics**



Working with the topics view

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PROCESSES

TOPICS

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WORK POOL

DOCUMENTS

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NOTIFICATIONS

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DOCUMENTS

TOPICS

TOOLS

PREVIEW

ASSIGNMENT

Clipboard

New topic

Edit properties

Topics

Structure

Filter

☰ Topics

- ☑️ FAQ - SAP
- ☑️ FAQ - Microsoft 365
- ☑️ Compliance
- ☑️ E-Learning Production
 - ☑️ SmartComponents
 - ☑️ Mobile Learning
 - ☑️ Templating
- ☑️ Performance Support
- ☑️ QuickAccess only
- ☑️ CLAAS
- ☑️ Einführung
- ☑️ My topic

Mobile Learning

Documents

Properties

- M-Learning: Eine Einführung (Tablet Version) ▶
- Whitepaper :: Mobiles Lernen mit tts performance suite 📄
- Whitepaper :: Mobile Learning with tts performance suite 📄
- What exactly is tts performance suite? 📄
- Was ist die tts performance suite? 📄

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**Topics –
Best practices, tips & tricks**

Things to know about topics

- Topics can be nested to your liking – they work like folders that may contain as many sub-folders as you need
 - You may add documents to any level (even the root node) of the topics tree
(in the courses view, you may not add documents to course categories, only to courses)
 - Topics cannot be sub-divided into sections (cf. courses) – but you may create as many sub-topics as needed
- Topics may contain documents in as many languages as you wish – we would advise against doing the same with courses
- Since the 2023 releases of tts performance suite, topics now allow for displaying content inline in the QuickAccess - so no need for extra clicks to open up a browser window





Things to know

A solid orange circle is positioned to the left of the section header.

Courses versus topics

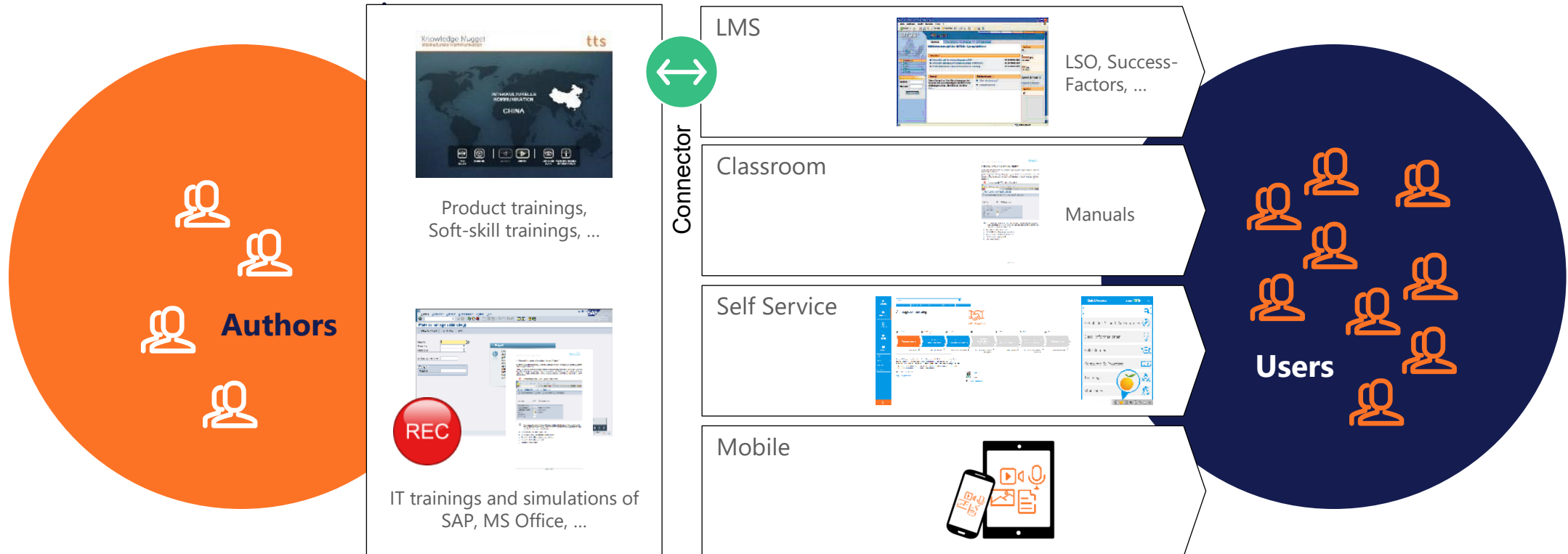
- Courses are used to define a curriculum, which can be subdivided using course sections.
- Due to their less flexible nature, courses are better suited to be turned into manuals.
- The new course wizard allows you to form variants based on existing courses, or create course structures based on existing structures (e. g. a course containing all documents associated with a certain role). This is not possible with topics.
- Courses should be monolingual (if you need the same content in a different language, create a course variant). Topics are designed to be multilingual.

Export of Courses (LMS)



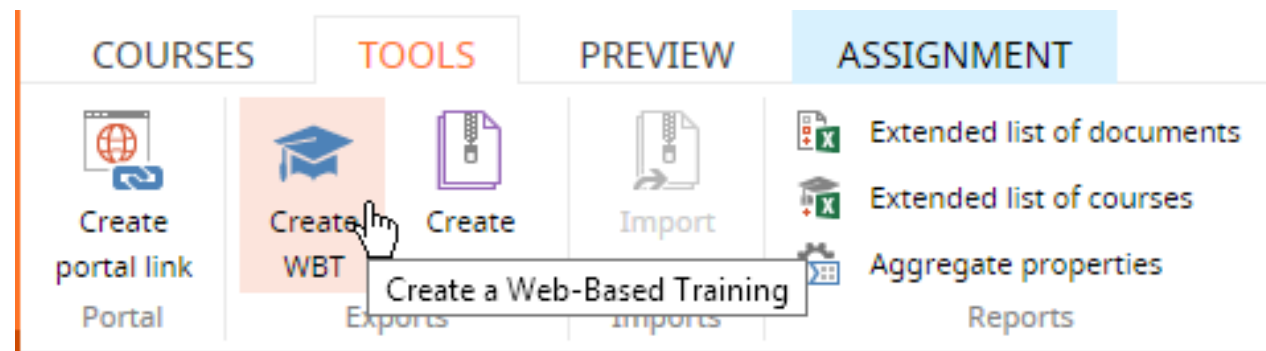
E-learning and documentation at the touch of a button

tts performance suite



Using published courses in an LMS

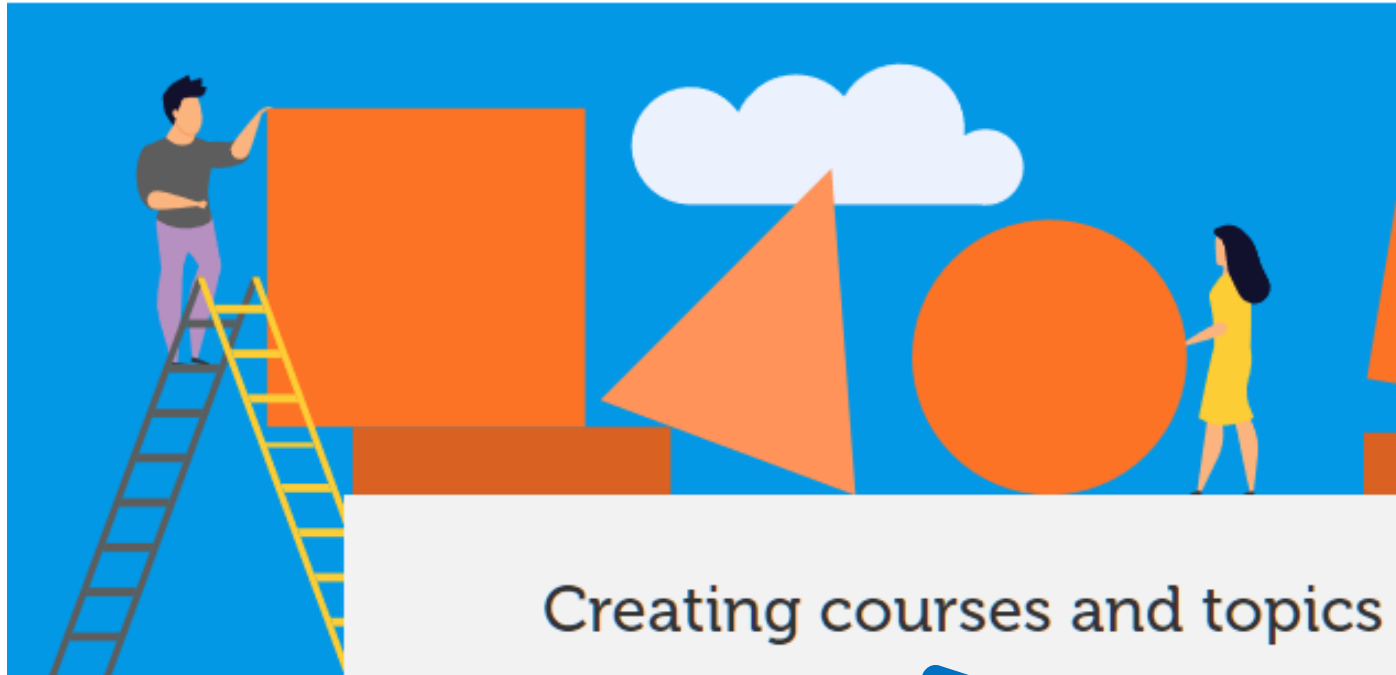
If you would like to make a course become available in an LMS, you have two choices:
 Integrated solution (using a connector, which is available for select LMS like Cornerstone),
 or exporting & importing packages manually





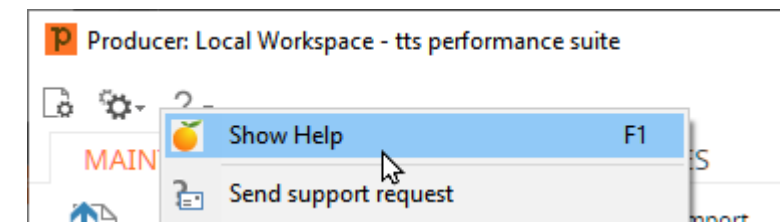
Outlook

Where do I find more information



... and help?

QuickAccess inside tts performance suite (F1)



Online help portal

[Online Help](#)

Facing technical problems?

support@tt-s.com