

# Minutes

# NELUG Meeting

August 17, 2009

4:00pm – 6:00pm

Sun Life Financial (technology-only meeting)

**Facilitator:** Laura Gillenwater, Chairperson  
**Host:** Laura Gillenwater, Sun Life Financial  
**Minutetaker:** Melanie Skarning, Fidelity Investments

**Attendees:** Barry O'Brien, Bob Baxter, Dave Tressler, David Lapierre, Donna Quinn, Harrin Zieve, Jason Beck, Kathy Versteeg, Kerry DeMattia, Kevin McMahan, Laura Gillenwater, Lauren Adameak, Mario Cruz, Mark Bucceri, Melanie Skarning, Michael Merline, Paul Tarquino, Sandy Gagnon, Shawn Stiles, Tisha Radcliffe, Patti McConnell, Renee Bastien

## Agenda Topics

10 min.                      Introductions                      All meeting members

Discussion: To save time, attendees introduced themselves to each other via the chat window.

### NELUG Chat Transcript, August 17, 2009

Laura Gillenwater: (8/14/2009 08:14) I'll start! I work for Sun Life Financial in Wellesley, MA. I've been using Lectora for 5+ years to create insurance and annuities-related e-courses primarily for call center and operations staff. And the best thing that happened to me today was that I got to sleep in a bit, since I'm working from home today!

Tecocat: (8/17/2009 13:51) I'm Laura G.'s alter-ego (so she can see what the room looks like from a participant's point of view). You'll find posts from me in the Lectora Lounge! :)

Donna Quinn: (13:54) I work at the Department of Revenue, in the Division of Local Services. I'm very new to Lectora - I been working with it for about 1 year but not consistently.

Michael Merline: (13:58) I work at Cambium Learning I have used Lectora for the last 5 years. I have used Lectora in the financial and educational sectors.

Mario (John Hancock): (13:59) I work at John Hancock and have been working with Lectora for about a year and a half.

Jason Beck: (13:59) CDM - Cambridge, MA; Have been using Lectora for about 18 months; Use Lectora along with Flash, Captivate and really any other multimedia that could be helpful; Best thing that happened to me today is that I made it home from my weekend trip :)

Melanie Skarning: (14:00) I work for Fidelity Investments in the Shared Services Learning & Development group, and I am in SLC, Utah. I've been using Lectora for the last 5 years, and use it primarily to develop technical eLearning.

Baystate Health: (14:00) Dave Lapierre, Patti McConnell & Sandy Gagnon from Baystate Health in Springfield, Ma. We have been using Lectora for 5 years. We create all of our online training courses for our IT systems on Lectora.

Kevin McMahan: (14:01) Hi Everyone, I work for LPL Financial in Charlotte, NC. I am based in Boston and worked with Laura G at Sun Life from 2001-2005.

Shawn Stiles: (14:01) Hi All it's Shawn Stiles from Pfizer. I've been a Lectora user from 2001 and a beta tester for the last 5 versions. I use Lectora for application training (along with Captivate and Articulate) as well as business process and procedure training. The best thing that happened to me today is I have taken a new role within Pfizer in our Regulatory department where I'll be doing a lot of training

Renee Bastien: (14:01) Hello. I work for LPL Financial in Charlotte, NC (Based in RI) and have been using Lectora for 3+ years developing elearning modules for the Financial industry.

Kerry DeMattia: (14:01) I work at Suffolk Construction which is a CM company. I have been working with Lectora for about 3 years now. I use Lectora for course development along with Flash, Captivate, etc..... I also use Lectora for internal surveys.

I'm Diane Elkins with Alcorn, Ward, & Partners. I live in D.C. and have been developing in Lectora and training on how to use Lectora for about 5 years.

Kathy V.: (14:02) Hello, Kathy - I work as an independent e-learning professional. I've used Lectora for 3 years.

Harrin Zieve: (14:03) I work at Fidelity Investments in Merrimack, NH (colleague of Melanie Skarning) and I've been using Lectora for a couple of years to develop elearning. The best thing that happened today was two of my meetings were cancelled so I had some found time.

Paul Tarquinio: (14:03) Hi, this is Paul Tarquinio. I'm an E-learning project manager working for the Commonwealth of Massachusetts Employee Training and Development Group. We use Lectora and Captivate. I've been in this current position for about a year. Before that, I worked for two years at McKesson Corporation supporting e-learning implementation using Lectora and Captivate. And before that, I was a senior performance consultant at HP, with focus on e-learning, including virtual classroom deliveries.

Kevin McMahon: (14:03) I have been working with Lectora for about 7 years. I was one of Bob Saunders original clients in New England.

guest 3: (14:05) I work at Saba, been using Lectora for 3+ years, I use Lectora mostly for building templates for customers

Kevin McMahon: (14:05) Hello Dave Tressler

Dave Tressler: (14:06) Hi, everybody! I'm Dave Tressler.\* I work at Sun Life Financial (with Laura Gillenwater!) \* I've been using Lectora off and on for about 3 years\* I use Lectora for e-courses on conceptual content, often incorporating Flash animations, and\* The best thing that happened to me today was having lunch before 3:00!

BobBaxter: (14:06) Hi, I work with Fidelity Investments in Merrimack NH. I've been a Lectora user for just over 1 year. I use Lectora for eLearning development. The best thing that happened was waking up to greet a new day.

Tisha: (14:08) Instructional Designer for online learning. Work for CT Distance Learning Consortium. New to Lectora.

Barry O'Brien: (14:12) I am Barry O'Brien. I helped to start NELUG. I provide media services to corporations and non-profits, primarily in the area streaming video, e-learning, how-to videos, and podcasts.

Laura Gillenwater: [www.elearninguncovered.com](http://www.elearninguncovered.com)

Laura Gillenwater: Go to Resources and select "Looks Like Flash, But It Isn't"

5 min.	NELUG Business	Laura Gillenwater
<p>Discussion:</p> <ul style="list-style-type: none"> <li>Laura asked for contributions in any amount to cover web hosting costs. Checks may be sent to her at Sun Life Financial, 1 Sun Life Executive Park, SC 4386, Wellesley Hills, MA 02481 or via PayPal to <a href="mailto:lagil@comcast.net">lagil@comcast.net</a>.</li> <li>It's time to send out a new survey requesting ideas for upcoming meetings. Please respond with suggestions for future meetings (on Lectora or any other eLearning subject) and indicate if you would like to present at an upcoming meeting. Laura will send out a survey in near future.</li> </ul>		
Action items: Please respond to survey with ideas for future meeting topics. Please consider making donation towards website.	Person responsible: All attendees	Deadline:
10 min.	Highlights from eLearning Guild's New England Regional Instructional Design Symposium	Laura Gillenwater (add other names, if applicable)
<p>Discussion: Laura recently attended the eLearning Guild's New England Regional Instructional Design Symposium and asked if any other user group members had attended and what they got out of the Symposium. Jason Beck also attended. He especially enjoyed the exchange of ideas among the 80 or so people who attended.</p>		
60 min.	It Looks Like Flash but It Isn't!	Diane Elkins, Alcorn, Ward & Partners
<p>Discussion: Diane Elkins - Presentation from last Lectora Users Conference presentation.</p>		
<p>Diane explained that everything in her presentation was built in Lectora 9.2 using Lectora variables and actions. No Flash, scripting, or HTML was used to create the interactions demonstrated.</p> <p>Attendees have full permission to use everything shown today except the clipart which is licensed to Diane. She recommended MS Clip Art as a good source of brief sound effects (search for "sounds"). She also recommends running interactions in debug mode to help identify conflicts and problems with actions as they are firing.</p> <p>The presentation and content from Diane's demos are available on Diane's web site: at <a href="http://www.elearninguncovered.com/index.html">http://www.elearninguncovered.com/index.html</a>. Select "Free Resources", then go to "Looks Like Flash, But It Isn't". The games are available in the Lectora Flash Media Library Catalog</p>		
Action items:	Person responsible:	Deadline:

30 min.	Lectora Tips and Techniques	All meeting members
<p>Various discussions, tips, etc.:</p> <p>Group discussion – Stability of Lectora 9.2:  Many users who have upgraded to ver. 9.x have encountered issues with newer versions of Lectora beyond 2008. However, not all upgraded users have not experienced any problems, so the issues may be related to system configurations rather than a Lectora internal bug.</p>		
<p>Linking Engage interactions into Lectora:  Shawn described the required order of tasks, most significant of which is renaming the images. See Shawn’s article in the Lectora Lounge at <a href="http://lectoralounge.trivantis.com/profiles/MShawn63/files/143">http://lectoralounge.trivantis.com/profiles/MShawn63/files/143</a>.</p>		
<p>Use of Lectora TOC as a menu – Laura G:  Instead of taking the learner to the actual page, and not knowing where to come back to, Laura uses a hidden TOC object (along with a background, Cancel button, and instructions text, all save together as a “Menu” group at the Title level) and uses Show/Hide actions attached to a Menu button on the main interface to make the menu group appear or disappear. The Menu group items have to be only thing that is set to Always on Top.</p>		
5 min.	Meeting Assessment/Ideas for Future Meetings	Laura Gillenwater
<p>Discussion: Laura to send out survey with request for ideas.</p>		
<p><b>Special notes:</b></p>		