

Blended Learning Library



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A photograph of a man and a woman sitting at a desk in a library or office environment. The man, wearing glasses and a dark shirt, is pointing at a tablet held by the woman. The woman, wearing a light-colored patterned shirt, is looking at the tablet with a thoughtful expression. The background shows bookshelves and a modern interior.

Overview

The Wilson Allen Training & Adoption library of training materials supports your blended learning strategy to give users different types of training depending on how they wish to learn.

The Blended Learning Types

Wilson Allen Training & Adoption offers interactive courseware, Tutorials and KnowledgeChecks (e-L), Trainer and User Guides (ILT) and Just-in-Time coaching QuickLearn (QL).

Interactive Courseware (E-L)

This interactive courseware is scenario and workflow based. It has three components: Watch, Try and KnowledgeCheck – scored exercise. Our recent courseware is all mobile compatible.

Instructor-led Trainer and User Guides (ILT)

SmartScript trainer guides are scenario-based, step-by-step procedures, with trainer tips and links to online learning which can be pointed out during class to assist users and reassure them that there is revision and reference material after the class. They link the online learning with the workshops and so provide a genuinely blended approach. SmartGuide user handouts have exercises students can refer to in class or review when they are back at their desks. They also provide the links to the online learning for revision and reference.

QuickLearn

Need just-in-time training? QuickLearn is a searchable knowledgebase of Quick Reference Guides and videos. Users can access it while working or you can email links to users when needed (great for the Help Desk). It is also available on mobile devices. QuickLearn can be tailored to your firm colors and logos.

Course List


In the table below, you will find all our current courses. We have provided an easy indication as to whether the course includes e-learning Courseware (E-L), Instructor-led Trainer and User Guides (ILT) or QuickLearn content management (QL).

	Course	Courseware	Instructor-led Trainer/ User Guides	QuickLearn
	Adobe Acrobat DC Professional	E-L	ILT	QL
	Adobe Acrobat XI Professional	E-L		QL
	Adobe Acrobat X Professional	E-L		
	Create 7.7	E-L	ILT	QL
	Create 7.3	E-L		QL
	iCreate 7 EP2	E-L		
	iCreate 7	E-L	ILT	QL
	Payne Numbering Assistant 11	E-L	ILT	QL
	Payne Numbering Assistant 10	E-L		
	Payne Forms Assistant 10	E-L		
	Payne Metadata Assistant 3	E-L		
	BEC LegalBar	E-L		QL
	(Tikit) Carpe Diem 3.4 - 2010	E-L		

	Course	Courseware	Instructor-led Trainer/ User Guides	QuickLearn
	CCC Macro Pro	E-L		
	DTE Axiom	E-L		QL
	Elite 3E Workspace Time Entry 5	E-L		QL
	Elite 3E Workspace Time Entry 2020	E-L		QL
	Elite WebView 5.4	E-L		
	Elite 3E Time Entry 2.7	E-L		
	iManage Work 10.7 (Tree View)	E-L	ILT	QL
	iManage Work 10.4 (Tree View)	E-L	ILT	QL
	iManage Work 10.2 (Tree View)	E-L	ILT	QL
	iManage Work 10	E-L	ILT	QL
	iManage Work 10 Mobile	E-L		QL
	iManage Share	E-L	ILT	QL
	iManage FileSite 9.3	E-L	ILT	QL

	Course	Courseware	Instructor-led Trainer/ User Guides	QuickLearn
	iManage FileSite 9.2	E-L		
	iManage FileSite 9	E-L		
	iManage FileSite 8.5	E-L	ILT	
	iManage DeskSite 9.3	E-L	ILT	QL
	iManage DeskSite 9	E-L		
	Intapp Time Entry Mobile 8.7	E-L		QL
	Intapp Time Entry 2021.2	E-L		QL
	Intapp Time Entry 7	E-L		QL
	Intapp Time Entry 6	E-L		QL
	TimeBuilder (tailored)	E-L		
	Kofax Power PDF Advanced 3.1	E-L	ILT	QL
	InterAction 6	E-L	ILT	QL
	DocXtools 9.2 Numbering/Styles/Cross-references with Office 2016	E-L	ILT	QL

	Course	Courseware	Instructor-led Trainer/ User Guides	QuickLearn
	DocXtools 7.1	E-L		
	DocXtools Compare	E-L		
	Innova Numbering 8.1	E-L	ILT	QL
	Innova Numbering 7.6	E-L		QL
	Innova Numbering 6	E-L		
	Litera Numbering 11.5	E-L		QL
	MacPac Templates 10	E-L		
	MacPac Numbering 9	E-L		
	MacPac Numbering Forte 9.9	E-L		QL
	DocsCorp cleanDocs 2.3	E-L		QL
	DocsCorp cleanDocs 2.1	E-L		
	DocsCorp cleanDocs 1.8	E-L		
	Metadact 4.2	E-L	ILT	QL
	Workshare Protect 10.4 w/NetDocuments	E-L	ILT	QL

	Course	Courseware	Instructor-led Trainer/ User Guides	QuickLearn
	Workshare Protect 10 with NetDocs 18.3 and Office 2.4	E-L	ILT	QL
	Workshare Protect 9	E-L		
	ChangePro 10.1	E-L	ILT	QL
	ChangePro 7.5	E-L		
	DocsCorp compareDocs 4.3	E-L		QL
	DocsCorp compareDocs 4.1	E-L		
	DocsCorp compareDocs 3.4	E-L		
	Workshare Compare 10.6 w/NetDocuments	E-L	ILT	QL
	Workshare Compare 10.4 w/NetDocuments	E-L	ILT	QL
	Workshare Compare 10 with NetDocs 18.3 and Office 2.4	E-L	ILT	QL
	Workshare Compare 9	E-L		QL
	Workshare Compare 8	E-L		
	Workshare Compare 7	E-L	ILT	
	Workshare Compare 9 with NetDocs 18.3 and Office 2.4	E-L	ILT	

	Course	Courseware	Instructor-led Trainer/ User Guides	QuickLearn
	DocsCorp pdfDocs 4.6	E-L	ILT	QL
	DocsCorp pdfDocs 4.5	E-L	ILT	QL
	DocsCorp pdfDocs 4.1	E-L		
	DocsCorp pdfDocs French 4.5	E-L		
	Office 365	E-L	ILT	QL
	Office 2016	E-L	ILT	QL
	Office 2013	E-L	ILT	
	Office 2010	E-L	ILT	
	Office 2007	E-L		
	Microsoft Teams	E-L		QL
	Windows 10	E-L	ILT	QL
	NetDocuments February 2022/ndOffice 2.9	E-L	ILT	QL
	NetDocuments April 2021/ndOffice 2.8	E-L	ILT	QL
	NetDocuments September 2020/ndOffice 2.7	E-L	ILT	QL

	Course	Courseware	Instructor-led Trainer/ User Guides	QuickLearn
	NetDocuments 18.3/ndOffice 2.4	E-L	ILT	QL
	NetDocuments 18.2/ndOffice 2.2	E-L	ILT	
	NetDocuments 17.2/ndOffice 2.1	E-L	ILT	
	NetDocuments 16/ndOffice 2	E-L		
	Nuance Power PDF Advanced 3	E-L	ILT	QL
	Nuance Power PDF Advanced 2	E-L		QL
	Nuance Power PDF Advanced 1.2	E-L		
	Nuance 8	E-L		
	Nuance 7	E-L		
	Wilson Billstream 4.0	E-L		QL
	Wilson Billstream 3.4	E-L		

LTC4 Certification

The above tutorials and KnowledgeChecks have been written in accordance with LTC4 (Legal Technology Core Competencies Certification Coalition). The KnowledgeChecks have been pre-approved for certification in these learning plans:

- Working with Legal Documents
- Collaborating with Others
- Data, Reports & Exhibits
- Security – Lawyers
- Managing Documents and E-mail
- Time and Billing
- Client Relationship Management

Sentinel Security and Compliance Awareness



With the [acquisition of MediaPro by KnowBe4](#), our CLE Sentinel Security and Compliance program now offers access to both KnowBe4 and MediaPro libraries, increasing our security awareness training coverage exponentially. The Sentinel Security Awareness library is available as a separate offering and includes:

- Security Awareness
- Privacy Awareness
- GDPR
- PCI
- HIPAA
- FERPA
- California Regulation
- Employee Conduct
- CLE available

Please contact us to discuss your training and security awareness needs.

Marketing Materials

WiiFM – What’s in it for me?

These short videos speak to what the lawyers care about and how the new software will help them in their practice

- NetDocs
- iManage
- Time and Billing (Intapp)
- Proforma
- Productivity Pack

WYGLs – What you are going to LOVE

These are short videos tout the benefits of the cool new features. They give the users a sneak peak about how it’s going to make their lives easier.

- Chrome River
- Elite 3E
- iManage
- Intapp
- NetDocs
- Office 2013, 2016 and 365
- Proforma
- Windows 10