

# Dragon eLearning Solution

by

TOP CLASS COMPUTERS



Dragon eLearning Solution DSA Justification Guidelines

## Introduction

This document is intended for anyone who needs to justify a recommendation for the Dragon eLearning Solution in a Needs Assessment Report for the Disabled Students Allowance (DSA). It introduces the features of the solution and explains how it can help students who qualify for DSA support.

## What is the Dragon eLearning Solution?

The Dragon eLearning Solution is a complete, step-by-step guide for users of Dragon and currently consists of 68 modules complete with 2½ hours of video and full text transcriptions of each module.

It was developed over many years by a certified trainer who has helped many DSA students learn how to use the software, as well as helping people in many different offices.

Topics covered include...

- Installation and configuration (if required)
- Creating a voice profile and adjusting some settings
- Helpful hints before starting to dictate, including the seven mistakes most commonly made by anyone who uses Dragon
- The basics of dictating
- The use of three key commands – to make it easier to start using Dragon<sup>1</sup>
  - Correcting Dragon when it makes a transcription error
  - Formatting text
  - Controlling the Microsoft Word Ribbon by voice
- Adding course specific words and phrases to the Dragon Vocabulary
- Selecting and editing text
- Controlling apps by voice command, including Word, Outlook, Excel, Google Chrome, and Windows File Explorer
- An introduction to creating custom commands – this can be especially beneficial to anyone who finds using a mouse or keyboard difficult or painful
- What to do if things go wrong

<sup>1</sup> Dragon can often appear daunting when you first look at it, simply because you can do so much with it, including controlling your computer with voice commands.

<sup>1</sup>The three key commands were introduced to help students use Dragon quickly, without having to learn dozens of new commands, which can always be used later if required.

## How can the Dragon eLearning Solution help?

The Dragon eLearning Solution was not initially intended as a replacement for face-to-face training, but in theory, it can do this.

It guides a student through all the steps that they need to quickly become proficient at dictating their essays and to achieve the highest level of transcription accuracy, so they spend less time correcting these errors, which, is distracting and interrupts the writing process.

Uniquely, there are 'ask the trainer' contact buttons available at various points during the course so a student can ask a question at any time if there is something that they are not sure about or don't fully understand. These questions come directly to the course author.

The solution is particularly useful for...

- students who find concentration difficult during lectures or training sessions.  
The eLearning Solution only has short video modules, allowing students to dip in and out of the course as they need to. It is available all day and every day, and the student licence is perpetual.
- students who may feel stress or anxiety in training sessions
- students who may have difficulty retaining information from training sessions
- students who struggle with written material from a training session

The eLearning Solution has quizzes throughout to test and reinforce knowledge. At the end of the course there is a test dictation exercise bringing in many of the topics covered, and an end of course quiz. The questions are generated in a random sequence and a certificate of success is available.

The Dragon eLearning Solution is CPD certified and complimentary licences are available for assessors who wish to improve their own knowledge of Dragon.