

Purpose

Use this procedure to publish a completed course to a format that can be uploaded to the LMS or published as a storyboard.

Trigger

Perform this procedure when you have completed a course and are ready to have it uploaded to the LMS or published as a storyboard.

Prerequisites

- None

Menu Path

Use the following menu path to begin this transaction:

- N/A

Transaction Code

Articulate

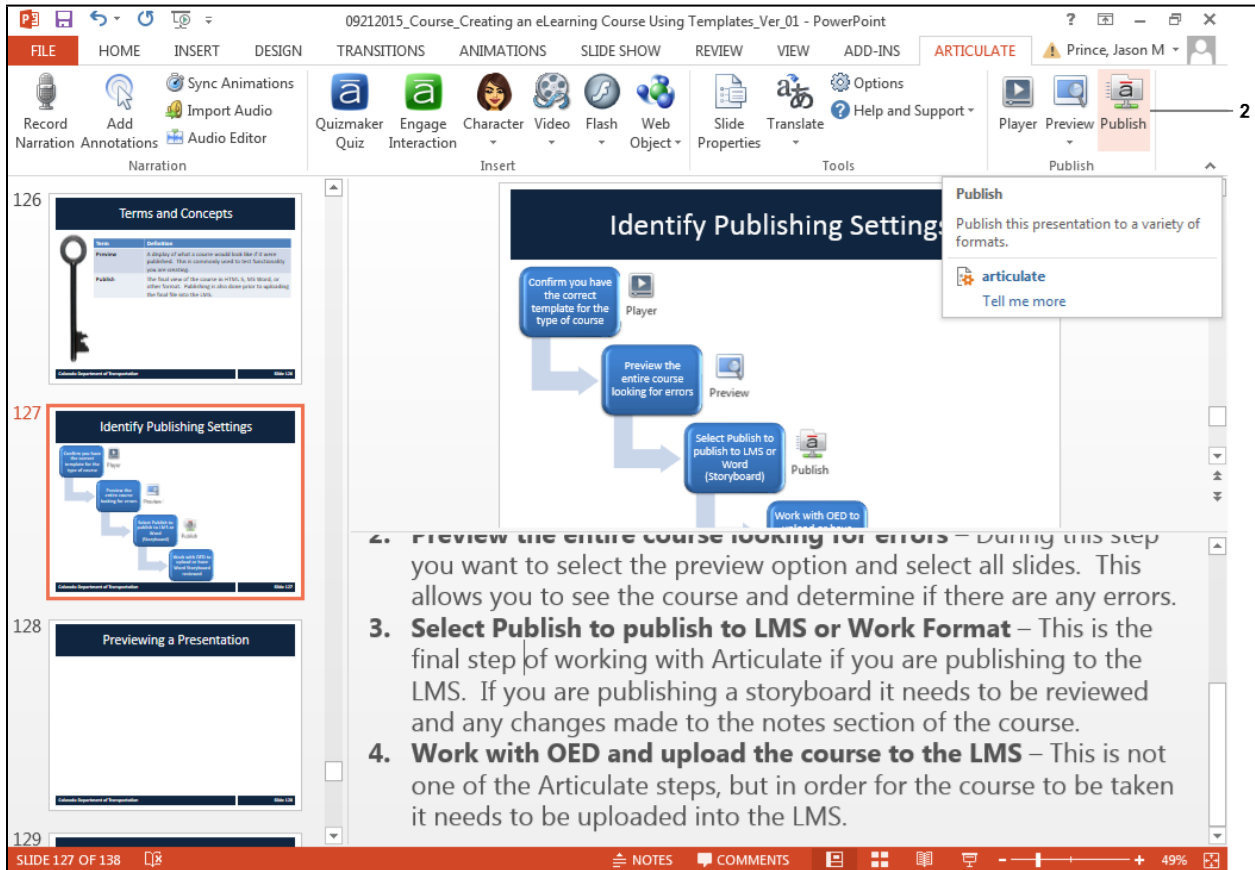
Helpful Hints

- In order for the file to be uploading into the LMS it must be saved as a Zip file.
- Do not publish the storyboard to the LMS.

Procedure

1. Start the transaction from an open PowerPoint Presentation with the *Articulate* ribbon selected.

Desktop



09212015_Course_Creating an eLearning Course Using Templates_Ver_01 - PowerPoint

FILE HOME INSERT DESIGN TRANSITIONS ANIMATIONS SLIDE SHOW REVIEW VIEW ADD-INS **ARTICULATE** Prince, Jason M

Record Narration Annotations Audio Editor Sync Animations Import Audio Audio Editor

Quizmaker Engage Character Video Flash Web Object

Options Help and Support

Player Preview **Publish**

126 Terms and Concepts

127 Identify Publishing Settings

128 Previewing a Presentation

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NOTES COMMENTS

49%

Publish

Publish this presentation to a variety of formats.

articulate Tell me more

Confirm you have the correct template for the type of course

Preview the entire course looking for errors

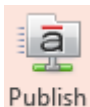
Select Publish to publish to LMS or Word (Storyboard)

Work with OED to

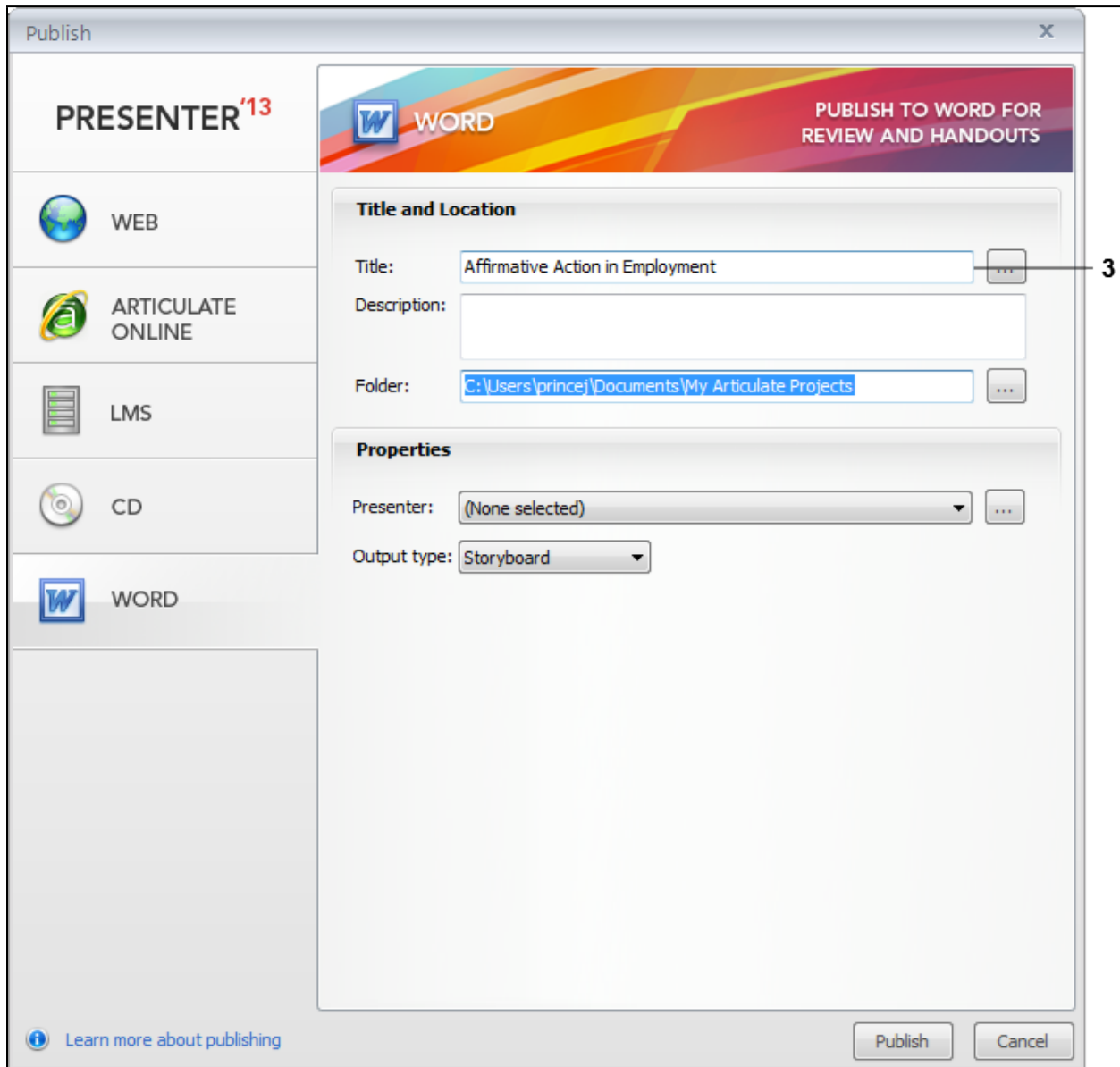
2. **Preview the entire course looking for errors** – During this step you want to select the preview option and select all slides. This allows you to see the course and determine if there are any errors.

3. **Select Publish to publish to LMS or Work Format** – This is the final step of working with Articulate if you are publishing to the LMS. If you are publishing a storyboard it needs to be reviewed and any changes made to the notes section of the course.

4. **Work with OED and upload the course to the LMS** – This is not one of the Articulate steps, but in order for the course to be taken it needs to be uploaded into the LMS.

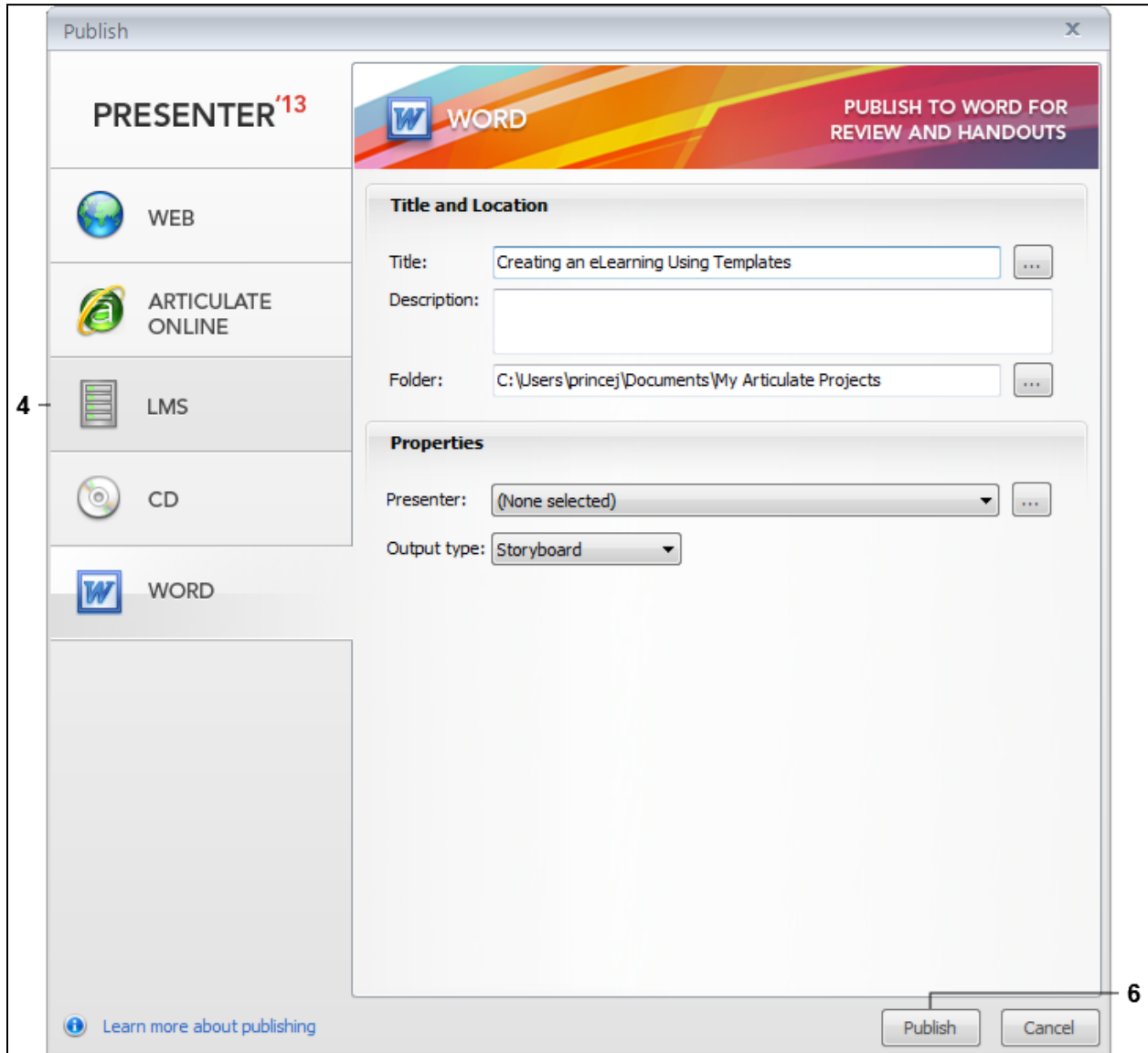
2. Click **Publish** button  to display the *Publish* menu.

Publish



3. Click **Title:** field and change title of the course to the name of the current course. In this example, the title was changed to "Creating an eLearning Course Using Templates".

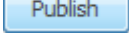
Publish



Clicking on the Publish button at this point creates a MS Word Document formatted as a storyboard.

5. Perform one of the following:

If	Then
You want to publish the course as a storyboard...	Click the Publish button.
You want to publish the course as a zip...	Continue to step 6

6. Click **Publish**  to publish the course.

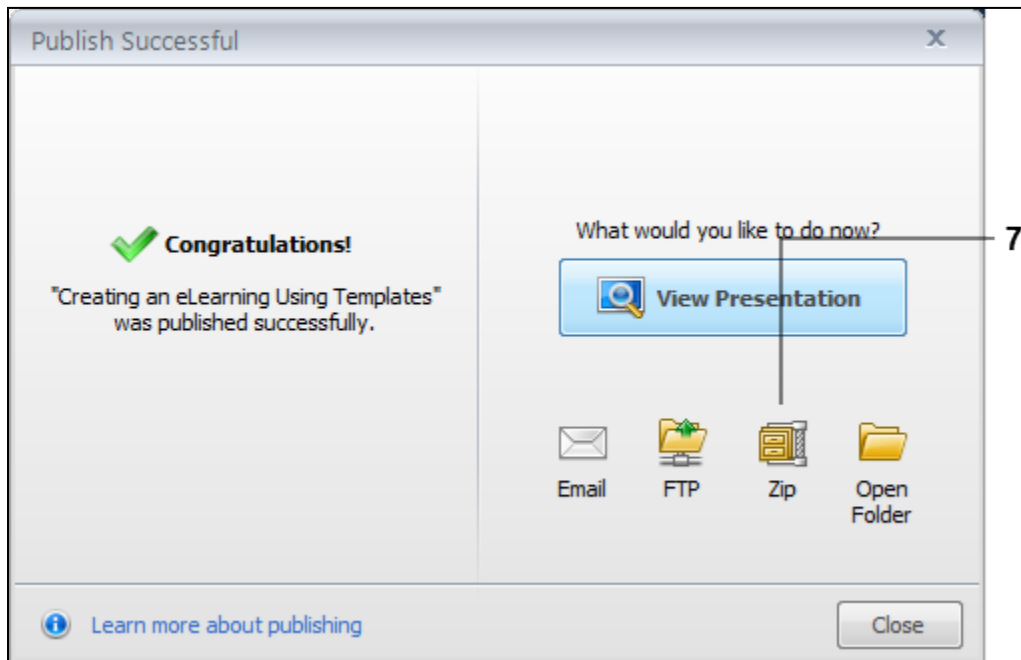


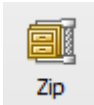
You must publish the course before you can create the zip file that can be uploaded into the LMS.



Before selecting **Publish** confirm you have *SCORM 1.2* as the output option.

Publish Successful

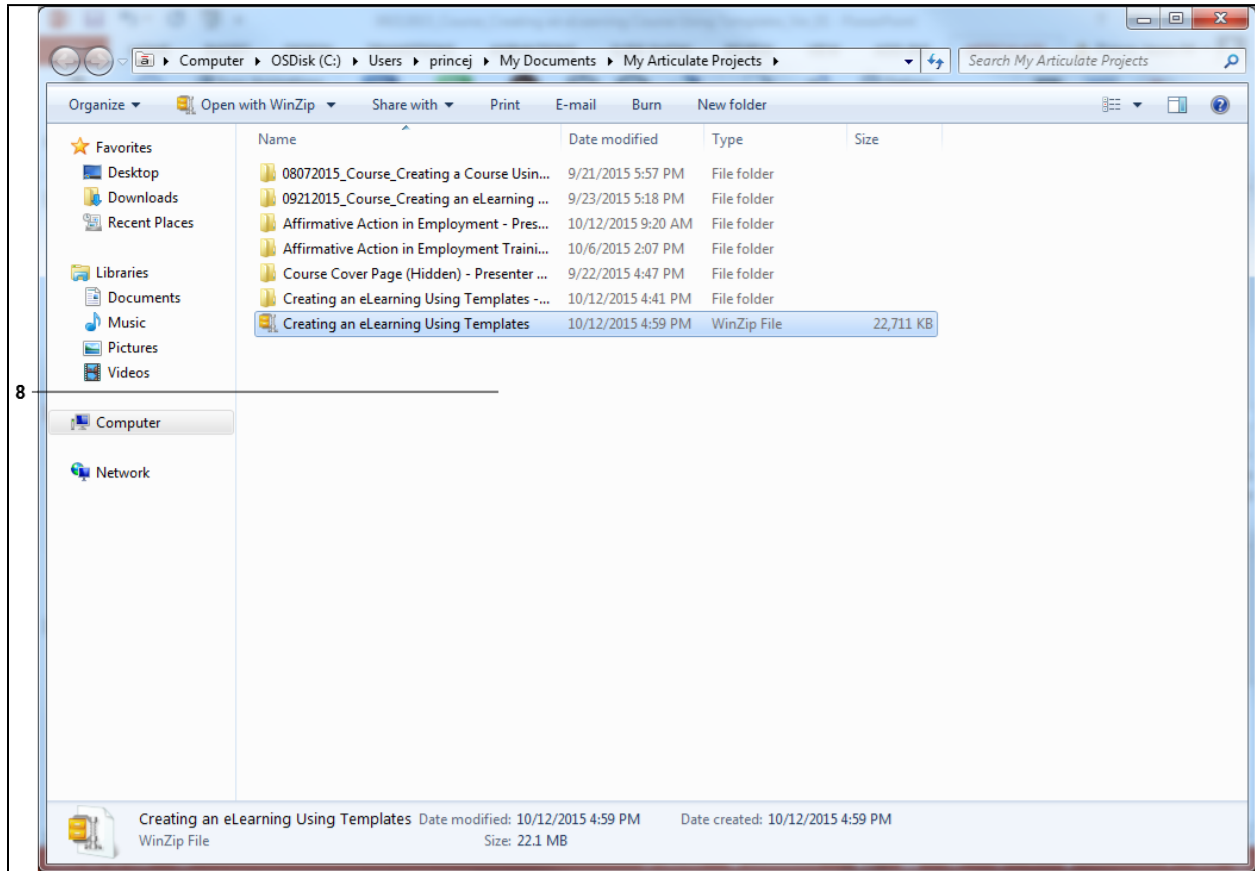


7. Click the **Zip** button  to save the file as a Zip file.



If you want to view the presentation you can do so by selecting the **View Presentation** option.

My Articulate Projects



8. The course has been published as a zip file and is ready to be uploaded into the LMS.

Result

You have published a course as a zip file or an MS Word document.

For feedback on this document, please contact dot_SAPSupport@state.co.us.