

Reference Materials



Creating an eLearning Course Using Articulate

Instructor

Jason Prince

October 28, 2015

Version 0

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Tab 1 - Terms and Concepts

Creating an eLearning Course Using Articulate

Terms and Concepts

Term	Definition
Articulate Studio '13	A suite of software utilizing PowerPoint to create eLearning courses. Articulate Studio '13 is comprised of the Presenter, Quizmaker, Engage and Replay.
Articulate Presenter '13	A program displayed as a tab on the PowerPoint Ribbon allowing you to create eLearning by adding narration, video, characters and web objects. The PowerPoint presentation can then be published to create an eLearning course.
Articulate Quizmaker '13	A program used to create quizzes, surveys and other assessments embedded into a course.
Articulate Engage '13	A program used to add interactions to processes, terminology or lists.
Articulate Replay '13	A program used to create screencasts using the computers webcam and screen activity or a combination of the two.
Audacity	A freeware program used to create and edit sound and sound files.
Concept(s)	An idea that is related to a process provided at the beginning of each section of the course to help the participant to understand what is being trained.
Course	A series of sections (lessons) used to teach skills and knowledge for a task or process.
Course Objectives	The specific tasks the participants will be able to accomplish upon completing the course.
Course Purpose	The reason the participants are taking the course.
Curricula	A document that describes the content of the course and the individual sections that comprise the course.
Demo	The process of showing how to accomplish a task to the course participants.
dotx	An extension at the end of a word document to indicate it is a template. The normal extension for a word document is .doc.
Exercise	A task the participants work on to help them understand a topic within the course.

Format	The way in which the template or document is arranged.
Flow Chart Shapes	Predefined shapes in Microsoft office used to define a process. Refer to the Chart of flowchart shapes for a full description of each available Shape
Instructor Guide	The instructor guide is similar to the participant guide, in addition to the participant note it also contains instructor notes from the presentation.
Instructor Notes	Notes used to help the training developer or SME to deliver the course.
PDF	A file format used because it looks exactly like the printed document.
Participant	<i>An Employee who is a member of the target audience that is attending the course.</i>
Participant Guide	A guide used by participants to view the details of the course and to take notes.
Process	A series of steps taken in order to achieve a complete a process. This is demonstrated through a process flow.
Reviewer	An SME who reviews the training materials for content and quality (spelling, grammar and style).
Section	The smallest unit of a course used to describe a specific task or process.
Section Objective	The specific tasks the participants will be able to accomplish upon completing the section.
Slide Master	A predefined format used in PowerPoint to help in the development of a presentation.
SME	A Subject Matter Expert (SME) is a person who is an authority on a particular area of topic.
Style	A predefined format of text in PowerPoint or Word used to maintain a consistent format to the presentation or document.
Supporting Document	Documents that are included in the training materials because they are part of or support the materials of the course.
Template	A preset format for a document or presentation used so that the format does not have to be recreated.

Terms and Concepts	The definition of a word or concept provided at the beginning of each section of the course to help the participant understand what is being trained.
Training Developer	A person who is developing the training materials.
Training Evaluator	The name of the member of the OED team responsible for reviewing your training.

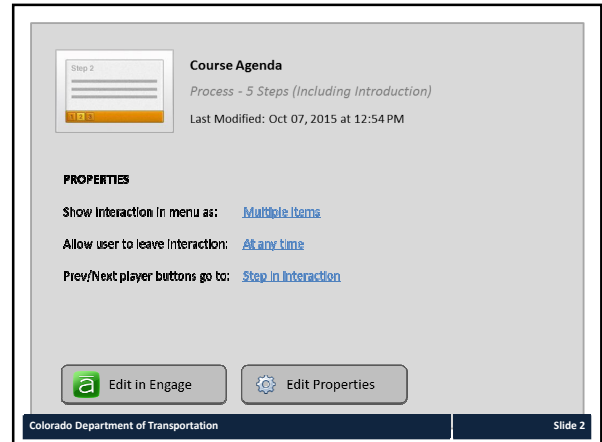
Tab 2 - Multi-section Course eLearning PPT

Creating an eLearning Course Using Articulate



CDOT
COLORADO
Department of
Transportation

Title of Course



Course Agenda
Process - 5 Steps (Including Introduction)
Last Modified: Oct 07, 2015 at 12:54 PM

PROPERTIES

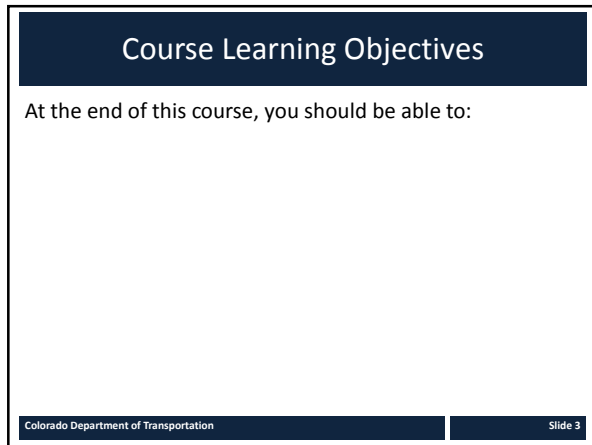
Show Interaction In menu as: [Multiple Items](#)

Allow user to leave Interaction: [At any time](#)

Prev/Next player buttons go to: [Step in Interaction](#)

Edit in Engage Edit Properties

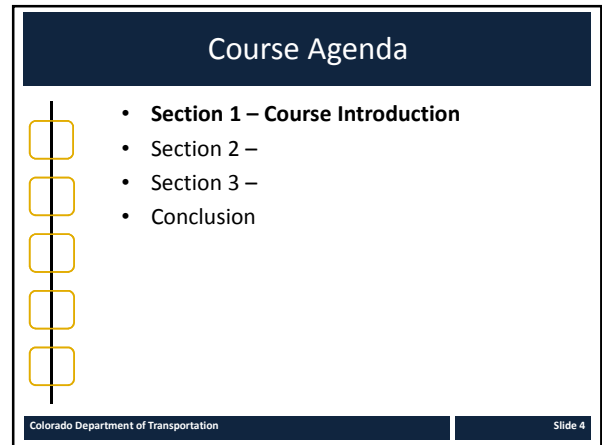
Colorado Department of Transportation Slide 2



Course Learning Objectives

At the end of this course, you should be able to:

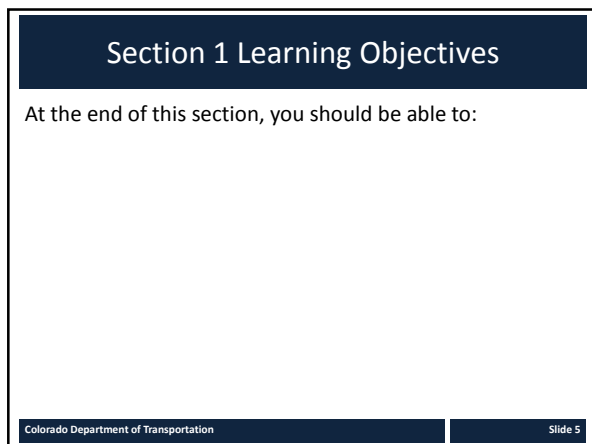
Colorado Department of Transportation Slide 3



Course Agenda

- **Section 1 – Course Introduction**
- Section 2 –
- Section 3 –
- Conclusion

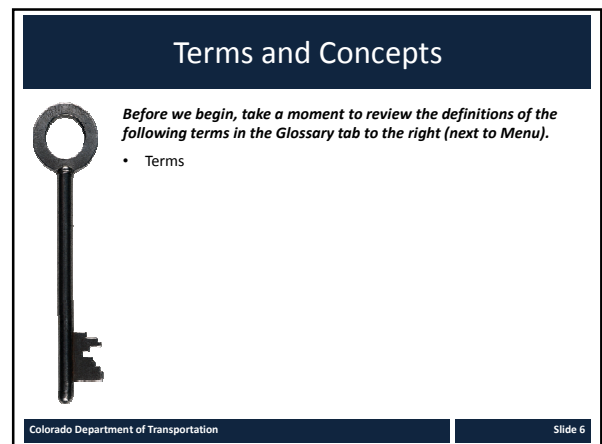
Colorado Department of Transportation Slide 4



Section 1 Learning Objectives

At the end of this section, you should be able to:

Colorado Department of Transportation Slide 5



Terms and Concepts

Before we begin, take a moment to review the definitions of the following terms in the Glossary tab to the right (next to Menu).

- Terms

Colorado Department of Transportation Slide 6

Step 2

Course Agenda Introduction

Process - 12 Steps (Including Introduction and Summary)



Last Modified: Oct 07, 2015 at 02:45 PM

PROPERTIES

Show Interaction In menu as: [Multiple Items](#)

Allow user to leave Interaction: [At any time](#)

Prev/Next player outtons go to: [Step In Interaction](#)

 Edit in Engage  Edit Properties

Colorado Department of Transportation Slide 7

Course Agenda

- Section 1 – Course Introduction
- **Section 2 –**
- Section 3 –
- Conclusion


Colorado Department of Transportation Slide 8

Section 2 Learning Objectives

At the end of this section, you should be able to:

Colorado Department of Transportation Slide 9

Terms and Concepts

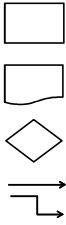


Before we begin, take a moment to review the definitions of the following terms in the Glossary tab to the right (next to Menu).

- Terms


Colorado Department of Transportation Slide 10

Process Flow Copy and Paste




Colorado Department of Transportation Slide 11

Exercise XX



Roles:

Scenario:

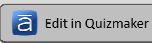



Colorado Department of Transportation Slide 12

Section XX Check Your Knowledge
Quiz - 3 questions
Last Modified: Oct 07, 2015 at 03:24 PM

PROPERTIES

On passing, 'Finish' button: [Goes to Next Slide](#)
On failing, 'Finish' button: [Goes to Next Slide](#)
Allow user to leave quiz: [After user has completed quiz](#)
User may view slides after quiz: [At any time](#)
Show in menu as: [Multiple Items](#)

Colorado Department of Transportation Slide 13

Course Agenda

- Section 1 – Course Introduction
- Section 2 –
- **Section 3 –**
- Conclusion

Colorado Department of Transportation Slide 14

Section 3 Learning Objectives


At the end of this section, you should be able to:

Colorado Department of Transportation Slide 15

Terms and Concepts

Before we begin, take a moment to review the definitions of the following terms in the Glossary tab to the right (next to Menu).

- Terms





Colorado Department of Transportation Slide 16

Exercise XX

Roles:

Scenario:



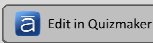


Colorado Department of Transportation Slide 17

Section XX Check Your Knowledge
Quiz - 3 questions
Last Modified: Oct 13, 2015 at 08:41 AM

PROPERTIES


On passing, 'Finish' button: [Goes to Next Slide](#)
On failing, 'Finish' button: [Goes to Next Slide](#)
Allow user to leave quiz: [After user has completed quiz](#)
User may view slides after quiz: [At any time](#)
Show in menu as: [Multiple Items](#)

Colorado Department of Transportation Slide 18

Course Agenda

- Section 1 – Course Introduction
- Section 2 –
- Section 3 –
- **Conclusion**



Colorado Department of Transportation Slide 19

Conclusion

You should now be able to:

Colorado Department of Transportation Slide 20

Where Can I Get Help?


For additional assistance contact:

- Name One:
 - Email:
 - Phone:
- Name Two:
 - Email:
 - Phone:



Colorado Department of Transportation Slide 21

Course Complete



- Congratulations, you have completed the course!
- To confirm you have completed the course, complete the following assessment.
- For course credit, you must achieve a score of at least 70%. Please remember you can take the course as many times as you want until you achieve this score.
- Just a note, once you pass the test you can no longer retake the assessment.

Colorado Department of Transportation Slide 22

Course Assessment

Quiz - 3 questions
Last Modified: Oct 21, 2015 at 05:23 PM

PROPERTIES



On passing, 'Finish' button: [Goes to Next Slide](#)

On failing, 'Finish' button: [Goes to Next Slide](#)

Allow user to leave quiz: [After user has completed quiz](#)

User may view slides after quiz: [At any time](#)

Show in menu as: [Multiple items](#)

 Edit in Quizmaker  Edit Properties

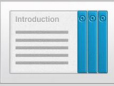
Colorado Department of Transportation Slide 23

Sample Engage Interactions

The following are samples of content they are:

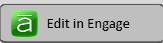

- Preformatted to match the standards of the course
- Can be inserted or used in the course
- Are independent of the rest of the content and may be deleted if they are not used
- Select *Preview drop-down* → *range of slides* → *From 24 to end of presentation*

Colorado Department of Transportation Slide 24




Sample Accordion
Accordion - 4 Panels (Including Introduction)
Last Modified: Oct 07, 2015 at 03:58 PM

PROPERTIES
Show Interaction In menu as: [Multiple Items](#)
Allow user to leave Interaction: [At any time](#)
Prev/Next player outtons go to: [Step In Interaction](#)

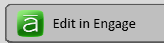
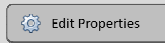
 

Colorado Department of Transportation Slide 25




Sample Bulletin Board
Bulletin Board - 3 Notes (Including Introduction)
Last Modified: Oct 07, 2015 at 04:03 PM

PROPERTIES
Show Interaction In menu as: [Multiple Items](#)
Allow user to leave Interaction: [At any time](#)
Prev/Next player buttons go to: [Step In Interaction](#)

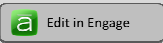

 

Colorado Department of Transportation Slide 26




Sample Checklist
Checklist - 4 Items (Including Introduction)
Last Modified: Oct 07, 2015 at 04:05 PM

PROPERTIES
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Allow user to leave interaction: [At any time](#)
Prev/Next player outtons go to: [Step In Interaction](#)

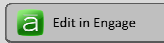
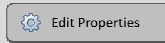
 

Colorado Department of Transportation Slide 27

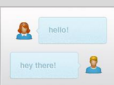


Sample Circle Diagram
Circle Diagram - 3 Layers, 7 Segments (Including Introduction)
Last Modified: Oct 07, 2015 at 04:13 PM

PROPERTIES
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Allow user to leave interaction: [At any time](#)
Prev/Next player buttons go to: [Step In Interaction](#)

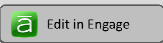

 

Colorado Department of Transportation Slide 28

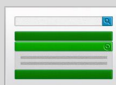


Sample Conversation
Conversation - 5 Steps (Including Introduction and Summary)
Last Modified: Oct 07, 2015 at 04:22 PM

PROPERTIES
Show Interaction In menu as: [Multiple Items](#)
Allow user to leave Interaction: [At any time](#)
Prev/Next player outtons go to: [Step In Interaction](#)

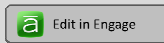

 

Colorado Department of Transportation Slide 29




Sample FAQ
FAQ - 4 Questions (Including Introduction)
Last Modified: Oct 07, 2015 at 04:24 PM

PROPERTIES
Show Interaction In menu as: [Multiple Items](#)
Allow user to leave Interaction: [At any time](#)
Prev/Next player buttons go to: [Step In Interaction](#)

Colorado Department of Transportation Slide 30



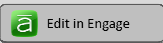

Sample Folders
Folders - 4 Folders (Including Introduction)
Last Modified: Oct 07, 2015 at 04:26 PM

PROPERTIES

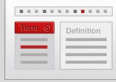
Show Interaction In menu as: [Multiple Items](#)

Allow user to leave Interaction: [At any time](#)

Prev/Next player outtons go to: [Step In Interaction](#)

Colorado Department of Transportation Slide 31



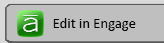
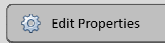
Sample Glossary
Glossary - 4 Entries (Including Introduction)
Last Modified: Oct 07, 2015 at 04:27 PM

PROPERTIES

Show Interaction In menu as: [Multiple Items](#)

Allow user to leave Interaction: [At any time](#)

Prev/Next player buttons go to: [Step In Interaction](#)

Colorado Department of Transportation Slide 32



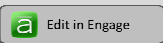
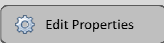
Sample Guided Image
Guided Image - 4 Labels (Including Introduction)
Last Modified: Oct 07, 2015 at 04:30 PM

PROPERTIES

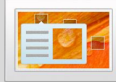
Show interaction in menu as: [Multiple Items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player outtons go to: [Step In Interaction](#)

Colorado Department of Transportation Slide 33



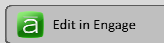
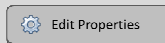
Sample Image Zoom
Image Zoom - 4 Zoom Regions (Including Introduction)
Last Modified: Oct 07, 2015 at 04:34 PM

PROPERTIES

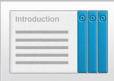
Show interaction in menu as: [Multiple Items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step In Interaction](#)

Colorado Department of Transportation Slide 34



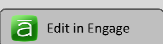

Sample Labeled Graphic
Accordion - 4 Panels (Including Introduction)
Last Modified: Oct 07, 2015 at 04:35 PM

PROPERTIES

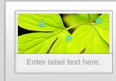
Show Interaction In menu as: [Multiple Items](#)

Allow user to leave Interaction: [At any time](#)

Prev/Next player outtons go to: [Step In Interaction](#)

Colorado Department of Transportation Slide 35



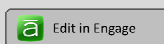
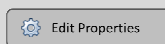
Sample Labeled Panel
Labeled Panel - 4 Labels (Including Introduction)
Last Modified: Oct 07, 2015 at 04:46 PM

PROPERTIES


Show Interaction In menu as: [Multiple Items](#)

Allow user to leave Interaction: [At any time](#)

Prev/Next player buttons go to: [Step In Interaction](#)

Colorado Department of Transportation Slide 36

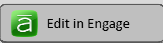

 **Sample Media Panel**
Media Panel - 5 Steps (Including Introduction)
Last Modified: Oct 07, 2015 at 04:51 PM

PROPERTIES

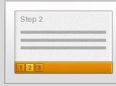
Show Interaction In menu as: [Multiple Items](#)

Allow user to leave Interaction: [At any time](#)

Prev/Next player outtons go to: [Step In Interaction](#)

Colorado Department of Transportation Slide 37

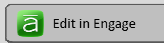
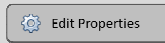
 **Sample Process**
Process - 4 Steps (Including Introduction)
Last Modified: Oct 07, 2015 at 04:53 PM

PROPERTIES


Show Interaction In menu as: [Multiple Items](#)

Allow user to leave Interaction: [At any time](#)

Prev/Next player buttons go to: [Step In Interaction](#)

Colorado Department of Transportation Slide 38

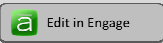

 **Sample Pyramid**
Pyramid - 3 Layers, 7 Segments (Including Introduction)
Last Modified: Oct 07, 2015 at 04:54 PM

PROPERTIES


Show interaction in menu as: [Multiple Items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player outtons go to: [Step In Interaction](#)

Colorado Department of Transportation Slide 39

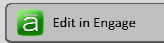
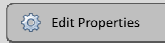
 **Quick Choice**
Quick Choice - 4 Choices
Last Modified: Oct 07, 2015 at 04:55 PM

PROPERTIES


Show interaction in menu as: [Multiple Items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step In Interaction](#)

Colorado Department of Transportation Slide 40

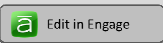

 **Sample Tabbed Image**
Tabbed Image - 4 Tabs (Including Introduction)
Last Modified: Oct 07, 2015 at 04:58 PM

PROPERTIES


Show Interaction In menu as: [Multiple Items](#)

Allow user to leave Interaction: [At any time](#)

Prev/Next player outtons go to: [Step In Interaction](#)

Colorado Department of Transportation Slide 41

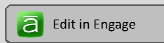

 **Sample Tabs**
Tabs - 4 Tabs (Including Introduction)
Last Modified: Oct 07, 2015 at 04:59 PM

PROPERTIES


Show Interaction In menu as: [Multiple Items](#)

Allow user to leave Interaction: [At any time](#)

Prev/Next player buttons go to: [Step In Interaction](#)

Colorado Department of Transportation Slide 42



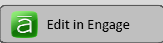
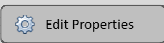
Sample Timeline
Timeline - 3 Periods, 4 Events (Including Introduction)
Last Modified: Oct 07, 2015 at 05:00 PM

PROPERTIES

Show Interaction in menu as: [Multiple Items](#)

Allow user to leave Interaction: [At any time](#)

Prev/Next player buttons go to: [Step In Interaction](#)

 Edit in Engage  Edit Properties

Tab 3 - Single-section Course eLearning PPT

Creating an eLearning Course Using Articulate




COLORADO
Department of
Transportation

Title of Course

Course Learning Objectives

Upon completing this course you will be able to:

Colorado Department of Transportation Slide 2




Terms and Concepts

Before we begin, take a moment to review the definitions of the following terms in the Glossary tab to the right (next to Menu).

- Terms

Colorado Department of Transportation Slide 3



Terms and Concepts

Before we begin, take a moment to review the following terms:

- Term - definition

Colorado Department of Transportation Slide 4

Content

Add as many content slides as needed to cover the course topic

Colorado Department of Transportation Slide 5

Sample Engage Interactions

The following are samples of content they are:

- Preformatted to match the standards of the course
- Can be inserted or used in the course
- To use the sample Interactions:
 1. Copy and rename the Engage Interaction to your project folder
 2. Select Engage Interaction → Add existing → then navigate to the sample interaction → left click to select

Colorado Department of Transportation Slide 6

Conclusion


You should now be able to:

Colorado Department of Transportation Slide 7

Where Can I Get Help?


For additional assistance contact Human Resources

- **Phone:**
- **Email:**



Colorado Department of Transportation Slide 8

Course Complete



- Congratulations, you have completed the course!
- To verify you have completed the course, complete the following assessment.
- For course credit, you must achieve a score of at least 70%. Please remember you can take the course as many times as you want until you achieve this score.
- Just a note, once you pass the test you can no longer retake the assessment.

Colorado Department of Transportation Slide 9

Course Assessment

Quiz - 2 questions
Last Modified: Oct 21, 2015 at 05:40 PM

PROPERTIES



Q1 passing, 'Finish' button: [Goes to Next Slide](#)

Q1 failing, 'Finish' button: [Goes to Next Slide](#)

Allow user to leave quiz: [After user has completed quiz](#)

User may view slides after quiz: [At any time](#)

Show in menu as: [Multiple Items](#)





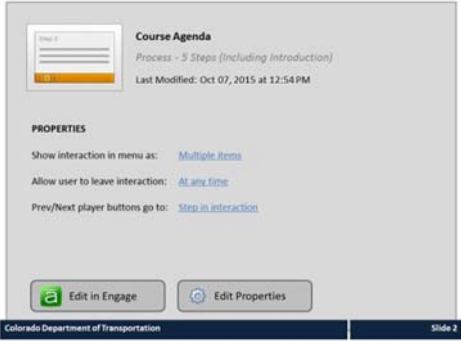
 Edit in Quizmaker  Edit Properties

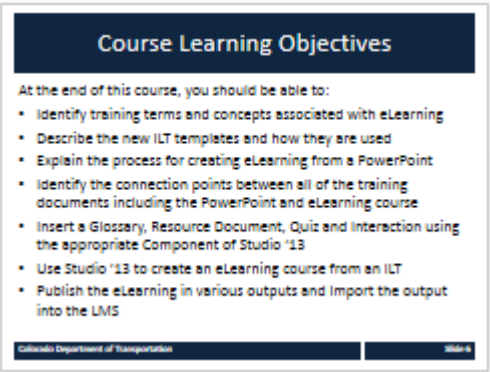
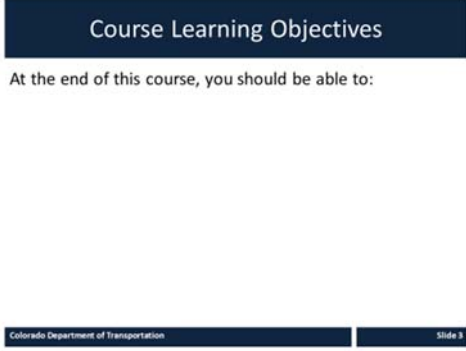

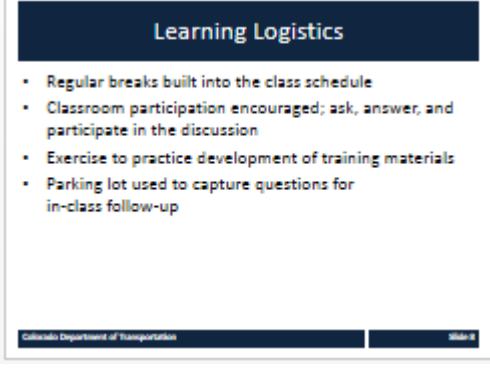
Colorado Department of Transportation Slide 10

Tab 4 - Crosswalk between ILT and Multi-section eLearning PPT

Creating an eLearning Course Using Articulate

Crosswalk between Instructor Led and eLearning Templates

Instructor Led Template	eLearning Template	Difference
<p>Hidden Title Slides</p> 	<p>N/A remove</p>	<ul style="list-style-type: none"> All hidden Title slides need to be removed from the eLearning template Keep the course and section descriptions for the eLearning script
<p>Title Slide</p> 	<p>Title Slide</p> 	<ul style="list-style-type: none"> Different cover for the eLearning course
<p>Course Agenda</p> 	<p>Course Agenda</p> 	<ul style="list-style-type: none"> Remove only the course agenda and replace with the engage interaction KEEP THE SECTION AGENDAS ONLY REMOVE THE COURSE AGENDA Change the notes section to a narrative script if you are doing an eLearning with audio

<p>Course Learning Objectives</p> 	<p>Course Learning Objectives</p> 	<ul style="list-style-type: none"> • Slides are the same in each course
<p>Participant Introductions</p> 	<p>N/A</p>	<ul style="list-style-type: none"> • Removed from the eLearning only applicable to the Instructor Led
<p>Learning Logistics</p> 	<p>N/A</p>	<ul style="list-style-type: none"> • Removed from the eLearning only applicable to the Instructor Led
<p>Your Contribution to Learning</p>	<p>N/A</p>	<ul style="list-style-type: none"> • Removed from the eLearning only applicable to the Instructor Led

<p>Your Contributions to Learning</p> <ul style="list-style-type: none"> • Please respect the other participants by silencing your cell phones • Focus on the course, please use the Internet and email over lunch and break times • Please delay your side conversations until break times • If you need to step out <ul style="list-style-type: none"> • Please return promptly <p>Colorado Department of Transportation Slide 9</p>		
<p>Did you know...</p> <p>Did you know...</p> <ul style="list-style-type: none"> • The word "curriculum" is a Latin word that means "the course of the race" or the places you would see as you race. • PowerPoint was originally called "Presenter" and was designed to be used on Macintosh computers until it was bought by Microsoft for \$14 million and renamed PowerPoint. <p>Colorado Department of Transportation Slide 10</p>	N/A	<ul style="list-style-type: none"> • Removed from the eLearning only applicable to the Instructor Led
<p>Course Agenda (Section)</p> <p>Course Agenda</p> <ul style="list-style-type: none"> • Learning Logistics • Section 1 – Introduction • Section 2 – CDOT Training Templates • Section 3 – Introduction to Studio '13 • Section 4 – Prepare a Presentation for eLearning • Section 5 – Annotate a Slide • Section 6 – Create the Glossary <p>Colorado Department of Transportation Slide 50</p>	<p>Course Agenda (Section)</p> <p>Course Agenda</p> <ul style="list-style-type: none"> • Section 1 – Course Introduction • Section 2 – • Section 3 – • Conclusion <p>Colorado Department of Transportation Slide 4</p>	<ul style="list-style-type: none"> • Keep each of the section agenda in both the eLearning and ILT • Change the Course Agenda Notes section in the eLearning if you are doing a script •
<p>Section Learning Objectives</p> <p>Section 3 Learning Objectives</p> <p>At the end of this section, you should be able to:</p> <ul style="list-style-type: none"> • Define the terms and concepts • Describe when the Articulate file is created • Describe how Articulate icons display additional functionality • Identify the folders and icons found on the Articulate Ribbon • Recognize the importance of slide selection • Identify where Articulate interacts with PowerPoint • Create an Articulate account to access additional content (need photo, email address, password and confirmation email) • Identify the help resources available to you as you develop the eLearning (Support, Community, Downloads Site) <p>Colorado Department of Transportation Slide 51</p>	<p>Section Learning Objectives</p> <p>Course Agenda</p> <ul style="list-style-type: none"> • Section 1 – Course Introduction • Section 2 – • Section 3 – • Conclusion <p>Colorado Department of Transportation Slide 4</p>	Same in both
<p>Terms and Concepts</p>	<p>Terms and Concepts</p>	<ul style="list-style-type: none"> • In eLearning list only the terms and reference to the glossary

Terms and Concepts



Term	Definition
Articulate Studio '13	A suite of software utilizing PowerPoint to create eLearning courses. Articulate Studio '13 is comprised of the Presenter, Quizmaker, Engage and Replay.
Articulate Presenter '13	A program displayed as a tab on the PowerPoint Ribbon allowing you to create eLearning by adding narration, video, characters and web objects. The PowerPoint presentation can then be published to create an eLearning course.
Articulate Quizmaker '13	A program used to create quizzes, surveys and other assessments embedded into a course.
Articulate Engage '13	A program used to add interactions to processes, terminology or lists.

Colorado Department of Transportation

Slide 14

Terms and Concepts



Before we begin, take a moment to review the definitions of the following terms in the Glossary tab to the right (next to Menu).

- Terms

Colorado Department of Transportation

Slide 6

- In ILT list all terms and definitions

Content Slide

Roles Responsible for Creating Training



The following role are responsible for creating training:

- SME - Creates the original PowerPoint and reviews eLearning
- eLearning Training Developer – Creates eLearning content and reviews
- Evaluator – Reviews the content when the SME is the eLearning Training Developer

Colorado Department of Transportation

Slide 16

Content Slide

Sample Engage Interactions

The following are samples of content they are:

- Preformatted to match the standards of the course
- Can be inserted or used in the course
- Are independent of the rest of the content and may be deleted if they are not used
- Select *Preview drop-down* → *range of slides* → *From 24 to end of presentation*

Colorado Department of Transportation

Slide 24

- Same in both
- eLearning may contain the interactions and other eLearning supported content as required

Check your knowledge

Check your Knowledge

Section XX Check Your Knowledge
Quiz - 3 questions
Last Modified: Oct 07, 2015 at 03:24 PM

PROPERTIES

On passing, 'Finish' button: [Goes to Next Slide](#)

On failing, 'Finish' button: [Goes to Next Slide](#)

Allow user to leave quiz: [After user has completed quiz](#)

User may view slides after quiz: [At any time](#)

Show in menu as: [Multiple Items](#)

[Edit in Quizmaker](#) [Edit Properties](#)

Colorado Department of Transportation

Slide 13

- Use the same questions for both
- Insert the questions for the knowledge check sections into the template for the section
- Be sure not to use the Course Assessment. Only one section can be a graded quiz

Conclusion

Conclusion

You should now be able to:

- Identify training terms and concepts associated with eLearning
- Describe the new ILT templates and how they are used
- Explain the process for creating eLearning from a PowerPoint
- Identify the connection points between all of the training documents including the PowerPoint and eLearning course
- Insert a Glossary, Resource Document, Quiz and Interaction using the appropriate Component of Studio '13
- Use Studio '13 to create an eLearning course from an ILT
- Publish the eLearning in various outputs and Import the output into the LMS

Colorado Department of Transportation

Slide 131

Conclusion

Conclusion

You should now be able to:

Colorado Department of Transportation

Slide 20

Same in both.

Where Can I Get Help

Where Can I Get Help

- Consolidated into one slide add additional as required

Where Can I Get Help – People?

For additional assistance contact:

- Jason Prince
 - Email: jason.prince@state.co.us
 - Phone: 503-522-8448
- Beverly Wyatt
 - Email: Beverly.wyatt@state.co.us
 - Phone: 7-9677



Where Can I Get Help – People?

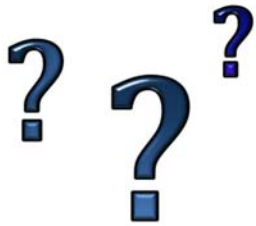
For additional assistance contact:

- Jason Prince
 - Email: jason.prince@state.co.us
 - Phone: 503-522-8448
- Beverly Wyatt
 - Email: Beverly.wyatt@state.co.us
 - Phone: 7-9677



Questions

Questions?



Colorado Department of Transportation

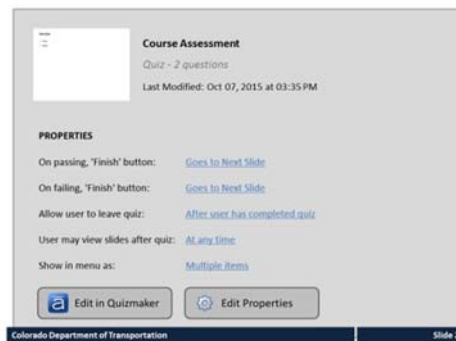
Slide 135

N/A

- Removed from the eLearning course

N/A

Course Assessment

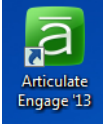

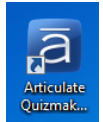
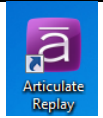


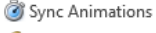
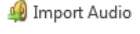
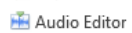
A screenshot of a software interface for configuring a course assessment. The title is "Course Assessment" with a subtitle "Quiz - 2 questions" and "Last Modified: Oct 07, 2015 at 03:35 PM". Under the heading "PROPERTIES", there are four settings: "On passing, 'Finish' button:" with a dropdown menu set to "Goes to Next Slide"; "On failing, 'Finish' button:" with a dropdown menu set to "Goes to Next Slide"; "Allow user to leave quiz:" with a dropdown menu set to "After user has completed quiz"; and "User may view slides after quiz:" with a dropdown menu set to "At any time". At the bottom, there is a "Show in menu as:" dropdown set to "Multiple Items". Two buttons are visible: "Edit in Quizmaker" and "Edit Properties". The footer of the screenshot shows "Colorado Department of Transportation" and "Slide 23".










- Use the Course Assessment template for the eLearning






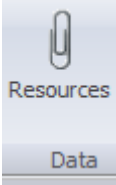

Tab 5 - Articulate Icon List

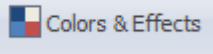

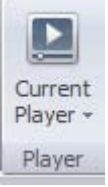
Creating an eLearning Course Using Articulate

Icons by Folder View

Icon	Description/Use
Articulate File Icons	
	Engage interactions are displayed as green and can be housed in the presentation and outside the presentation and imported. Templates have been created for you to use and housed in the PowerPoint template.
	Presenter files are displayed as red and titled the same as the presentation. Only one file is created for a courses and is created when Articulate functionality is activated.
	Quizmaker interactions are displayed as blue and can be housed in the presentation and outside the presentation and imported. Templates have been created for you to use and are housed in the PowerPoint template.
	<i>Replay interactions are displayed as purple and can be housed in the presentation and outside the presentation and imported.</i>
Narration	
	Clicking on this icon opens the presentation with the narration tab displaying across the top of the screen. The slide and the notes for the slide display side-by-side and under the screen. From here you are able to create narration, change when annotations display.
	Clicking on this icon opens the presentation with the narration tab displaying across the top of the screen. The annotation control are located to the right of the Control Panel.
	Clicking on this icon opens the presentation with the narration tab displaying across the top of the screen. From there you are able to add annotations and use the start sync button to time the order of the annotations in relation to the narration.
	This icon displays the import audio screen and allows you to choose the slide and browser for and insert and audio file. You are also able to export any audio files you have created
	This displays the audio editor where you can make changes to audio files in the course. Common actions include importing an audio file,

	adding silence before and after the file and standardizing the volume of the files.
Insert	
 Quizmaker Quiz	Clicking on this icon displays the quizzes and interaction menu where you are able to create a new quiz or insert one that has been created for you as a template.
 Engage Interaction	Clicking on this icon displays the quizzes and interaction menu where you are able to create a new interaction or insert one that has been created for you as a template.
 Character ▼	Displays a menu where you are able to insert a character into the presentation. Please only the photographic characters.
 Video ▼	Displays a menu where you are able to record or insert video into the presentation. When you select the video you can choose to have it display in the sidebar, above the Glossary or in the slide.
 Flash ▼	Displays a menu where you are able to add a flash file to the presentation.
 Web Object ▼	Displays a menu where you are able to add a web object to the presentation and have it open. This can be useful to display content from webpage you want your users to bookmark or be familiar with.
Tools	
 Slide Properties	This displays the properties of the slide and allow you make changes to how the slide is advanced by the user, add a presenter or playlist and change the control settings for one or more slides. More advanced functionality allows you to create branches.
 Options	Displays the Presenter Options menu where you can the timing of the slides without audio or video. Selecting the other icon, allows you to change other options for recording and general settings.
 Help and Support ▼	One of the most useful icons in the menu allows you to get help online and access the Articulate user guide.

Publish	
 Player	<p>This icon displays the player menu from here you are able to make many changes to the way your presentation. The default display is the features where you can make changes to the skin of your presentation. Menu allows you promote or demote the slides in your menu. Resources allows you to add documents to the presentation. Glossary allows you to add terms to the glossary. You also able to change the default font and the look and feel the player and background. Through the current player you are able to add the templates to your course.</p>
 Preview ▼	<p>Displays a preview of the current, next three or range of slides so you are able to see how the changes you made to the course are displayed.</p>
 Publish	<p>Display the Publishing menu where you are able to select what you want to publish. The two most common publishing options are to the LMS for upload and to Word as a storyboard.</p>
Properties (accessible only through the Player icon)	
	<p>This is the default view and allows you to change the skin of the presentation</p>
	<p>The menu button allows you to promote or demote the order of slides to create sections within the course. If you have created sections within your PowerPoint it will be published as sections.</p>
	<p>This allows you to create, edit or delete resources from the course. The resource materials are imported into the presentation and are displayed when the user clicks on the resources tab.</p>
	<p>This allows you to create, edit or delete terms from the glossary. The term displays when you click on the glossary tab.</p>

	Displays a menu where you are able to change the default font and color scheme of the presentation.
	Allows you to make changes to how the course displays when it is viewed by the eLearning. Note: Do not make any changes to this section as they may impact the functionality of your presentation.
	This icon allows you to open other templates and import or export templates. Four standard templates have been created for you to use.

Tab 6 - Adding a Template to an Articulate Course

Creating an eLearning Course Using Articulate

Purpose

Use this procedure to import or change a template in Articulate.

Trigger

Perform this procedure when you need to import a new template or change a template.

Prerequisites

- None

Menu Path

Use the following menu path to begin this transaction:

- N/A

Transaction Code

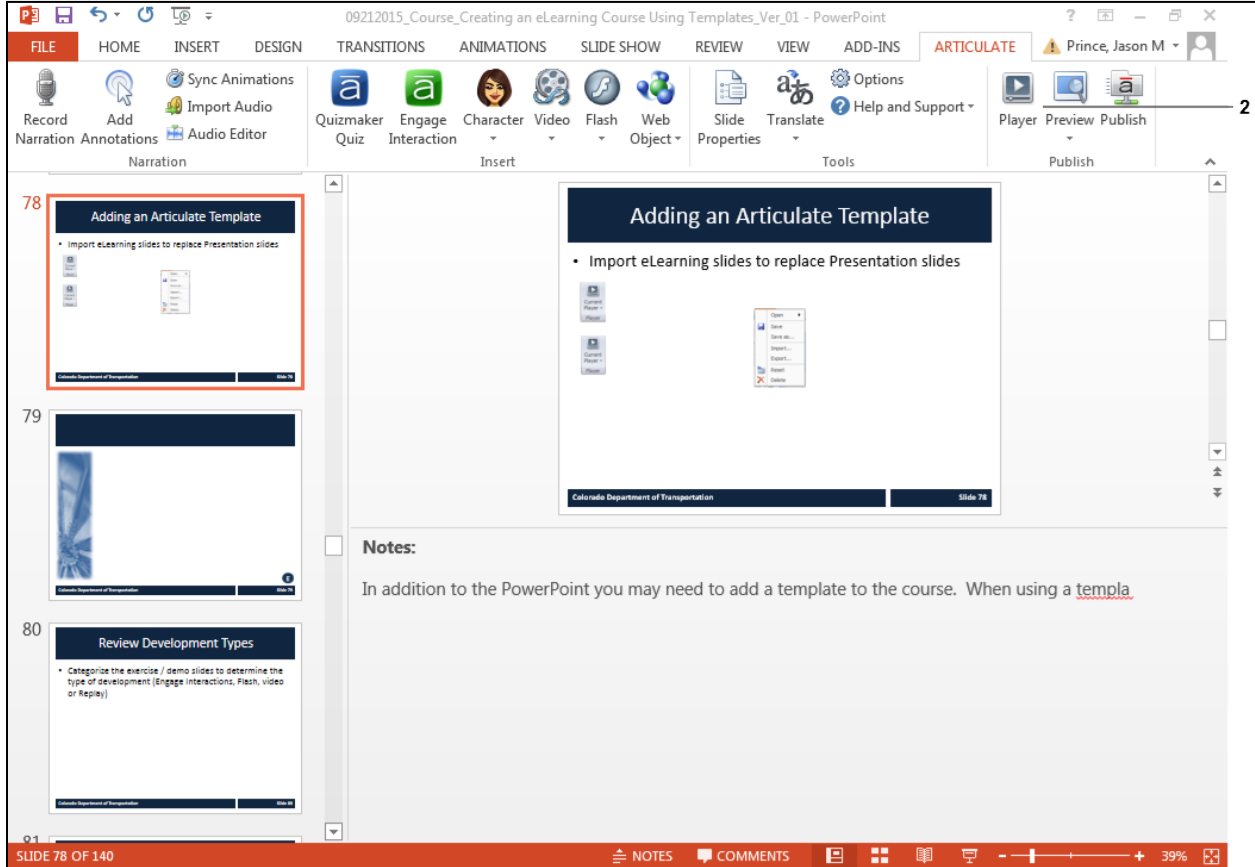
Articulate

Helpful Hints

- All imported templates are saved in Articulate. To go to an existing template select Player ➔ Current Player ➔ Open ➔ Then Select the template you want to use.
- You will be prompted if you have a duplicate template.
- Once you save a template it is stored in this location until it is deleted. To delete a template select the template and then select select Player ➔ Current Player ➔ Delete
- Any changes made to a template are stored on the template. If you make a change create a new template to store the file.

Procedure

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

Desktop

The screenshot shows the Microsoft PowerPoint interface with the Articulate ribbon selected. The ribbon includes tabs for Narration, Insert, Tools, and Publish. The main slide area displays a slide titled "Adding an Articulate Template" with the following content:

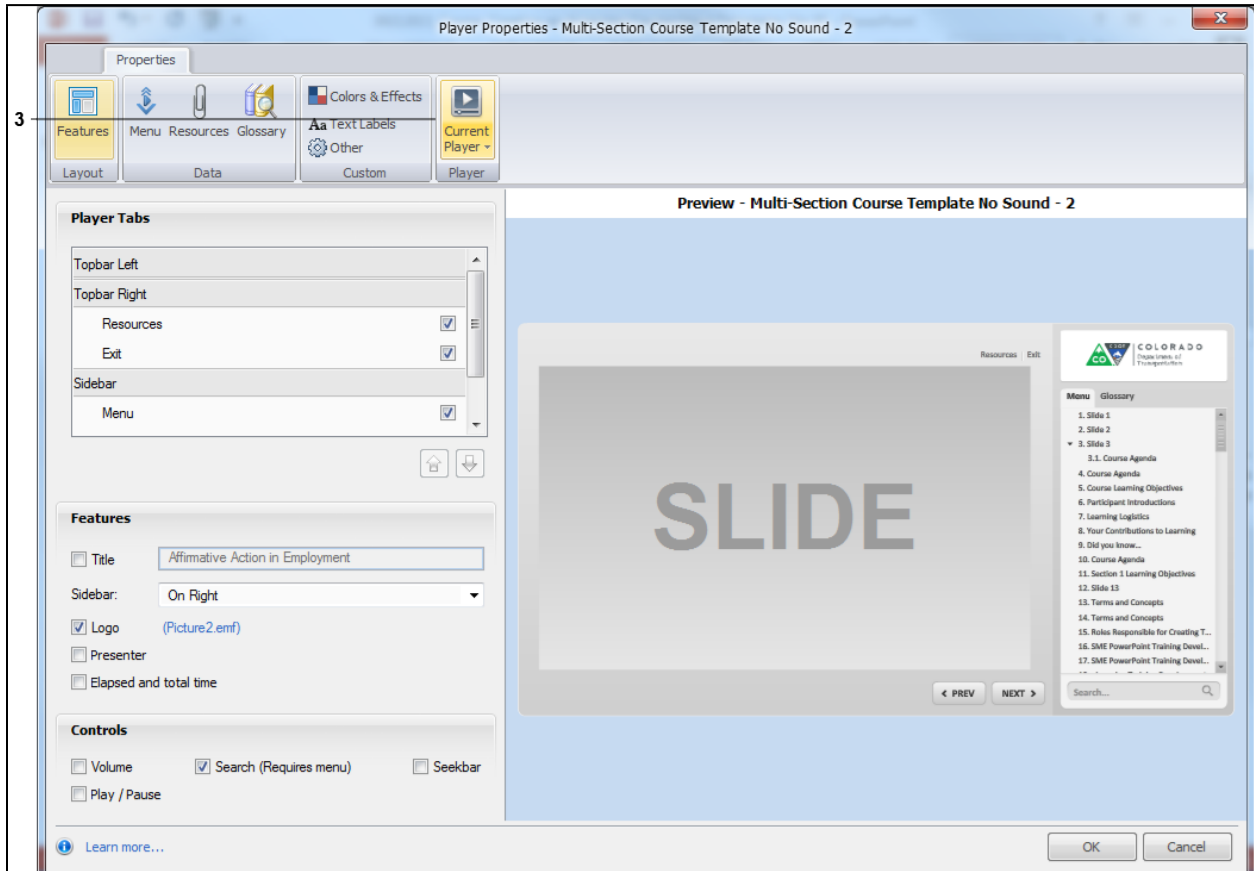
- Import eLearning slides to replace Presentation slides

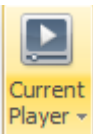
The slide also features a "Notes" section with the text: "In addition to the PowerPoint you may need to add a template to the course. When using a templa".

At the bottom of the slide, there is a "Player" button icon.

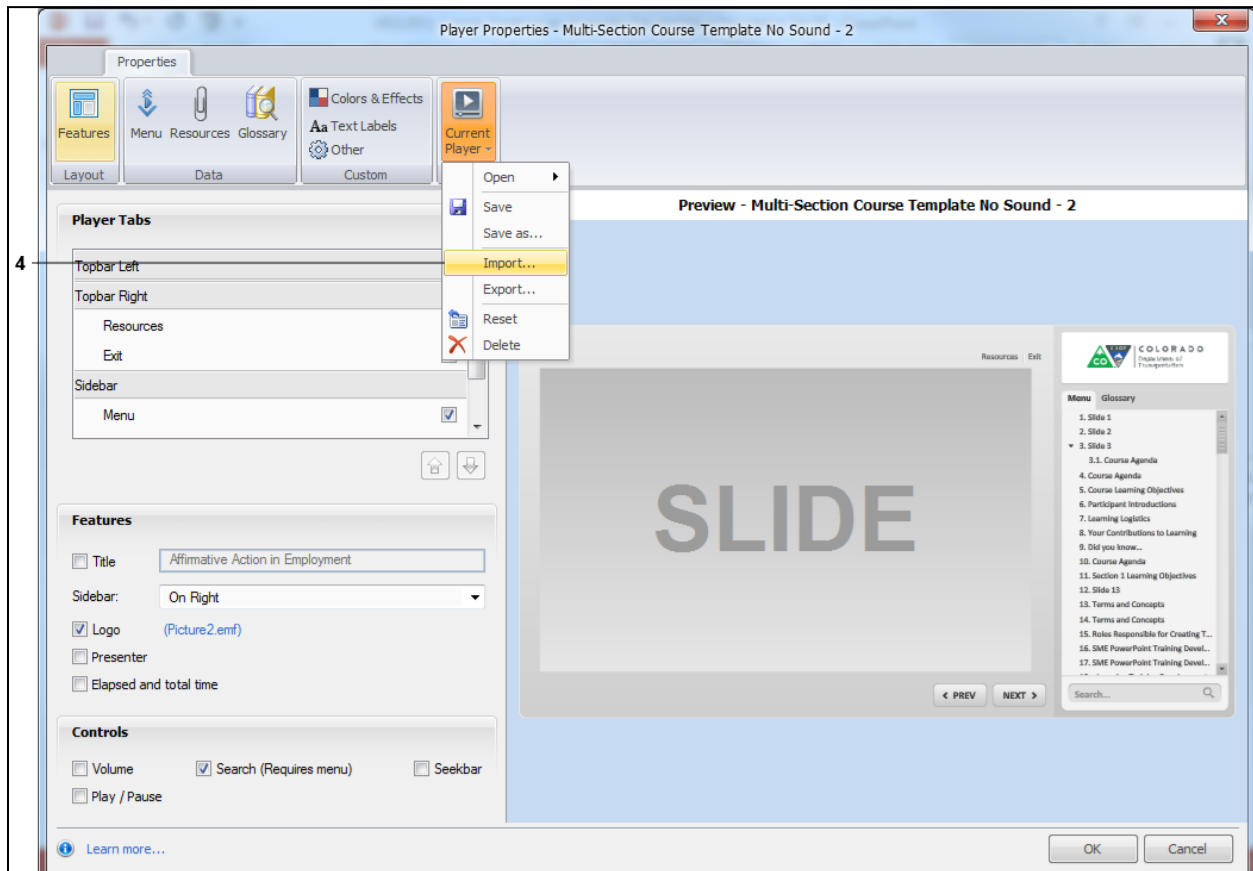
2. Double-click **Player** button . The *Player Property* screen displays.

Player Properties - Multi-Section Course Template No Sound - 2



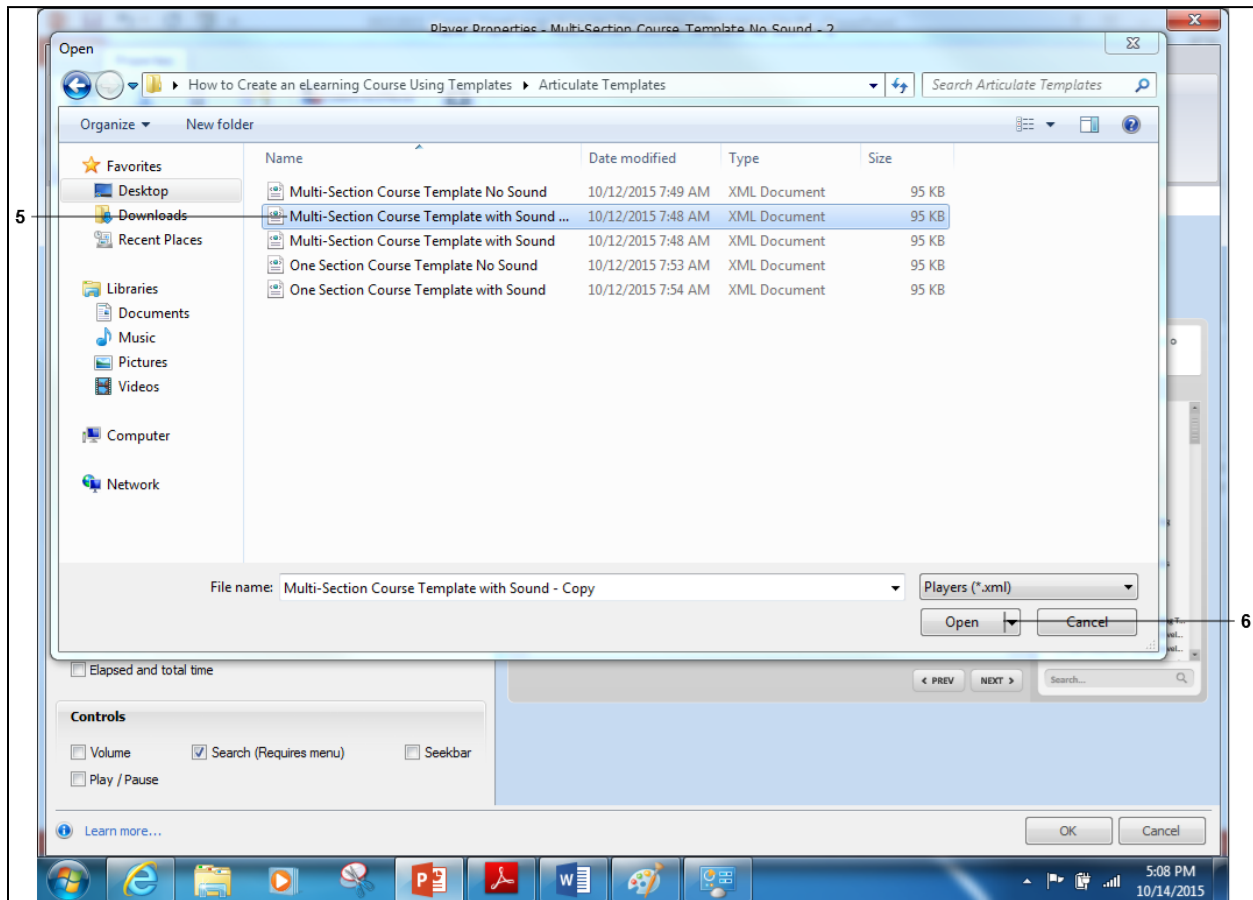
3. Click on the **Current Player** button  to display the *Current Player* options menu.

Player Properties - Multi-Section Course Template No Sound - 2



4. Select **Import**  from the menu of available options.

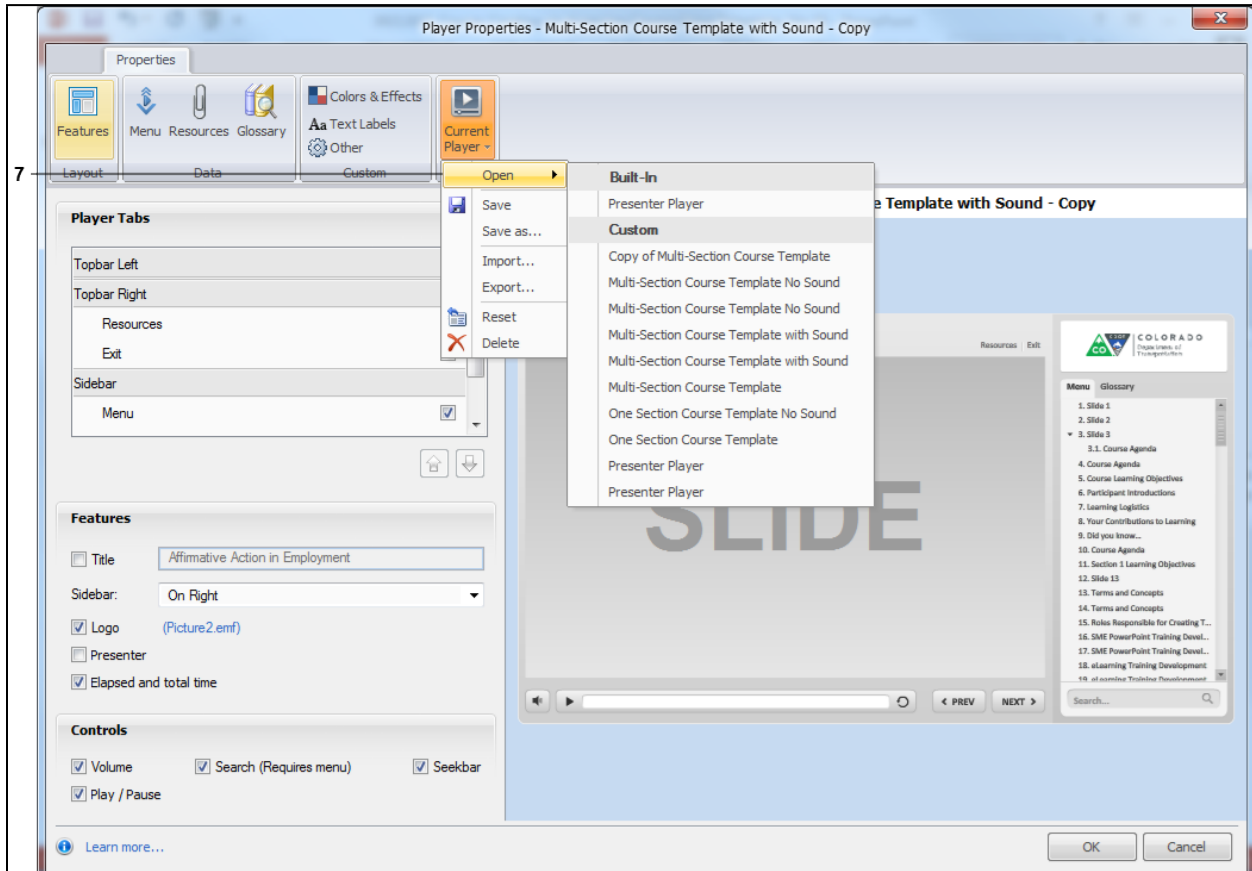
Open

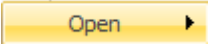


5. Click on the name of the template you want to import. In this example, *Multi-Section Course Template with Sound* **Multi-Section Course Template with Sound ...** was selected.

6. Click the **Open** button **Open** to import the selected template. The *Open* screen closes and the *Player Properties* screen displays.

Player Properties - Multi-Section Course Template with Sound - Copy

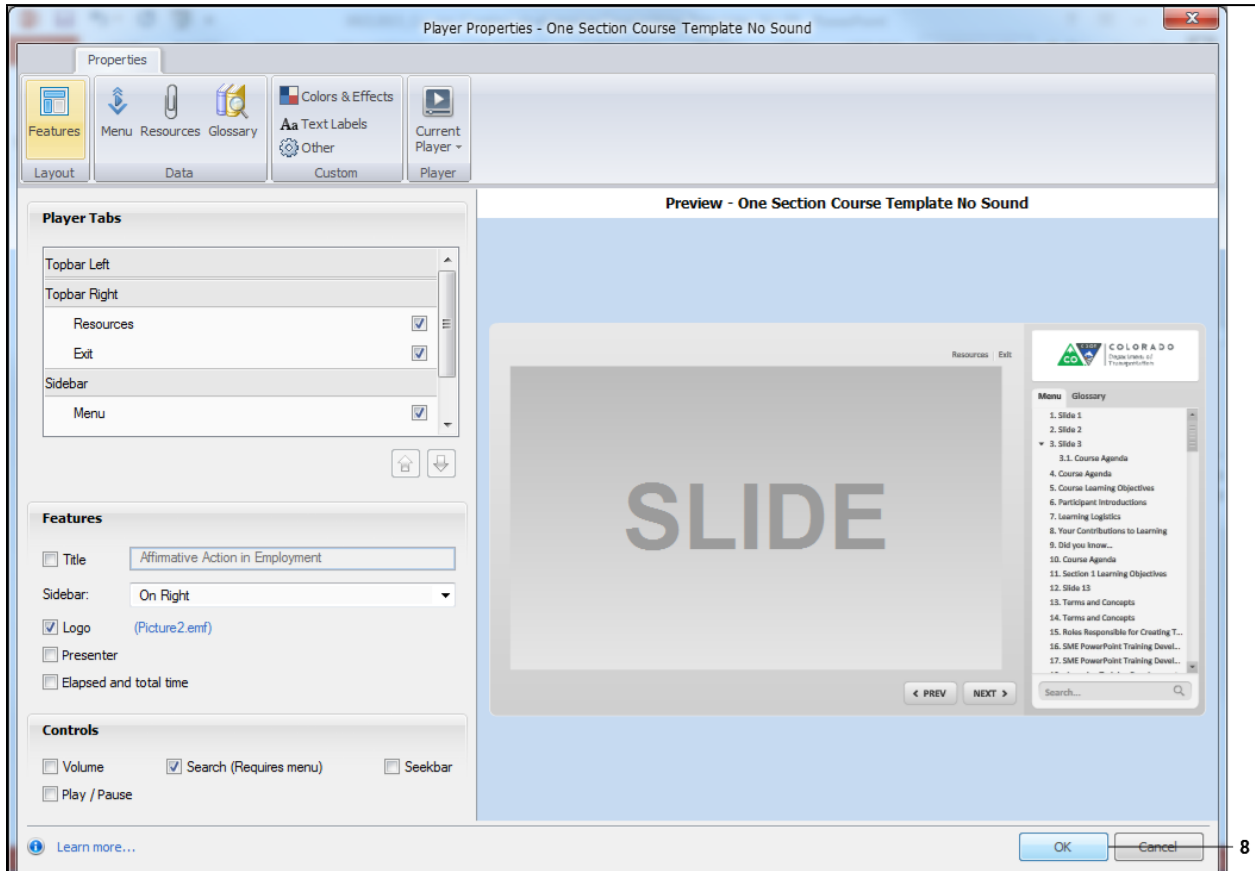


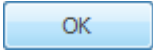
7. To confirm the template has been selected, select **Open** . A list of the custom templates displays with the template you loaded in the custom area of the menu.



If you want to change a selected template, left click on the template name. This changes the template to the selected item.

Player Properties - One Section Course Template No Sound



8. Click the **OK** button  to save your selections.

Result

You have imported a template.

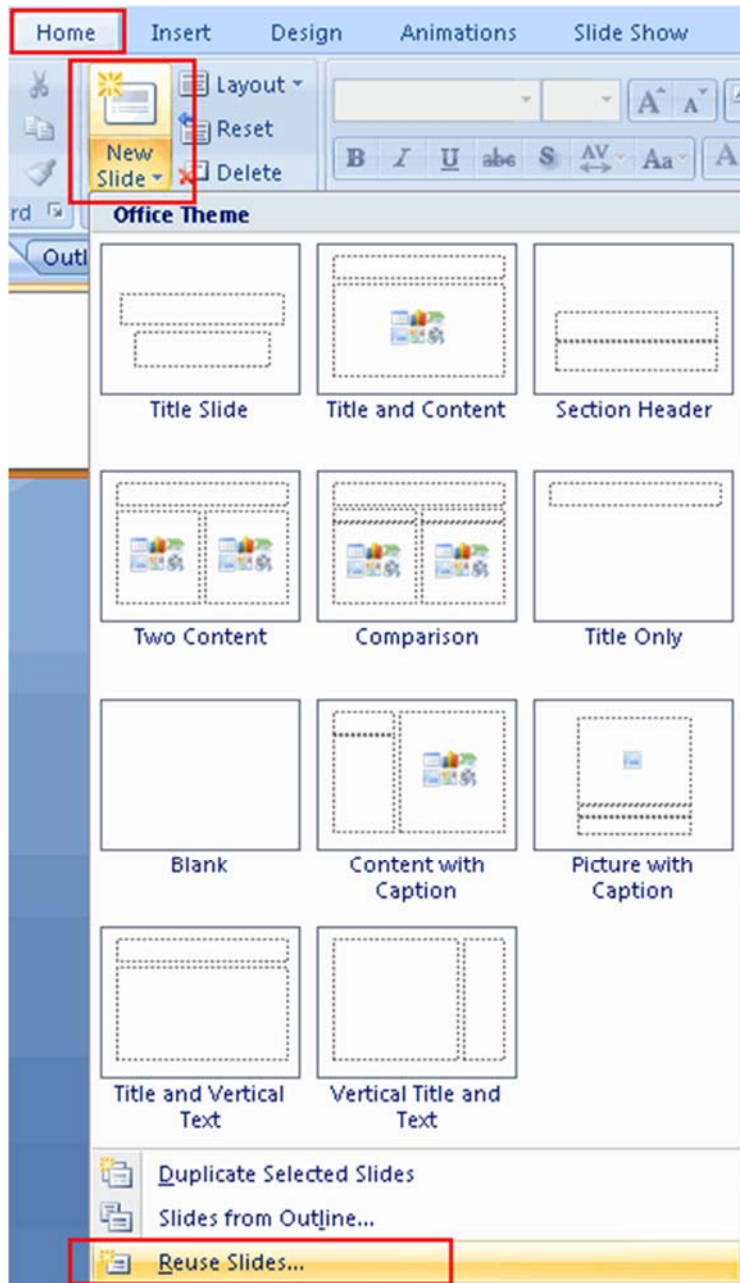
For feedback on this document, please contact dot_SAPSupport@state.co.us.

Tab 7 - Import a Slide into the Template

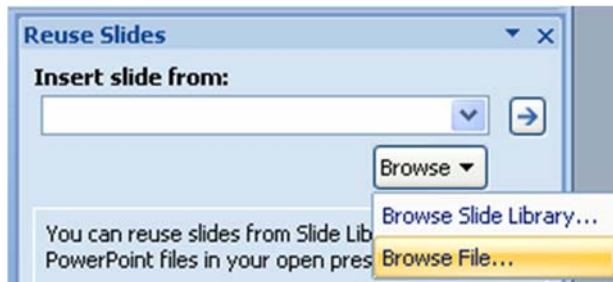
Creating an eLearning Course Using Articulate

Import a Slide into the Template

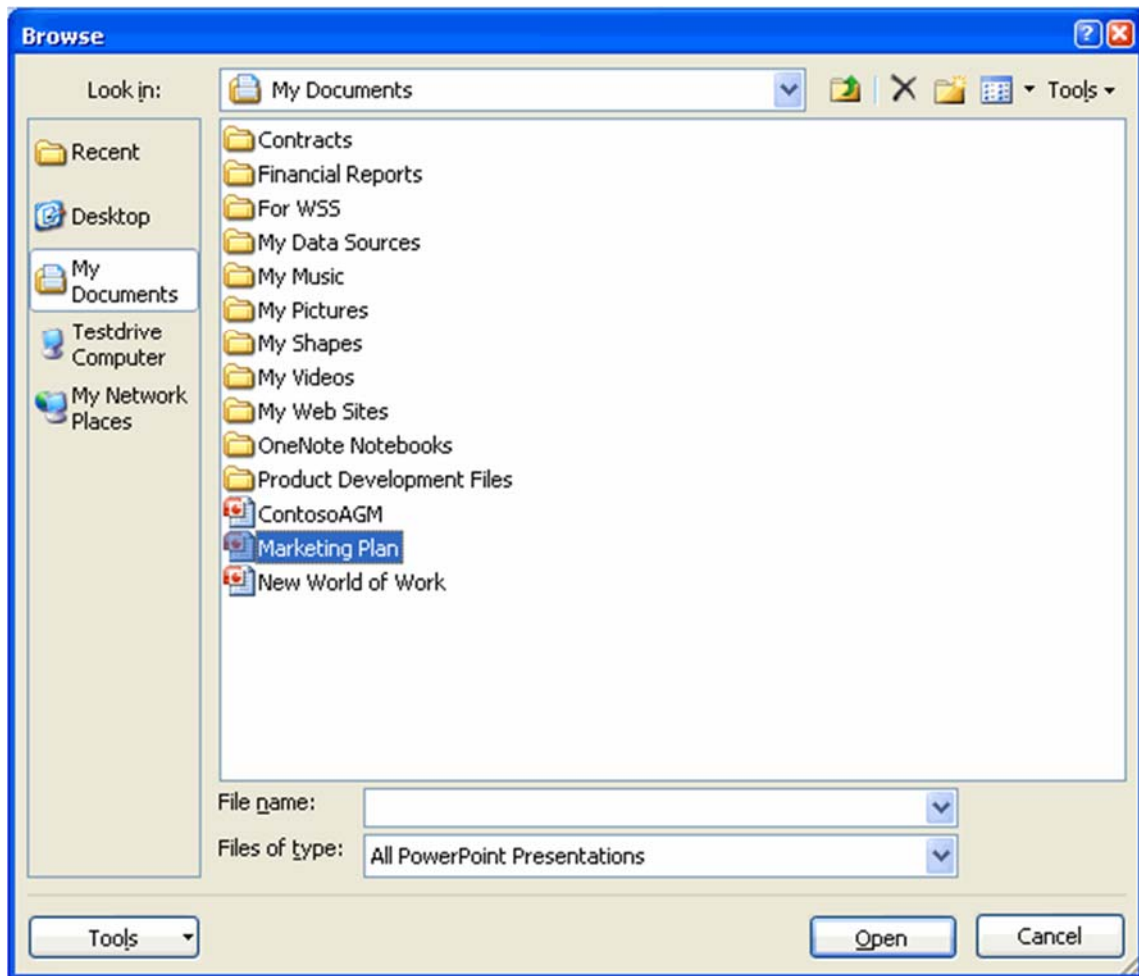
1. Open PowerPoint and the file you wish to import slides into.
2. Select the “**Home**” menu.
3. Choose “**New Slide**” > “**Reuse Slides...**”.



4. The “Reuse Slides” options will appear on the right side. Select “Browse...” > “Browse File...”.



5. Navigate to the file that you wish to import slides from. Select it, then choose “Open”.



6. Locate and select the slide(s) you wish to import. If you wish to keep the formatting of the imported slides, select the “**Keep source formatting**” check box.



If you accidentally import an unwanted slide, use the **CTRL + X** keyboard shortcut to undo the last change or right-click the slide and select “**Delete Slide**”.

NOTE: You may still have to use the *Layout* and *Reset* buttons to format the slide.

Tab 8 - Create a Glossary Term

Creating an eLearning Course Using Articulate

Purpose

Use this procedure to add a glossary term to an Articulate course.

Trigger

Perform this procedure when when you need to add a glossary term.

Prerequisites

- None

Menu Path

Use the following menu path to begin this transaction:

- None

Transaction Code

Articulate

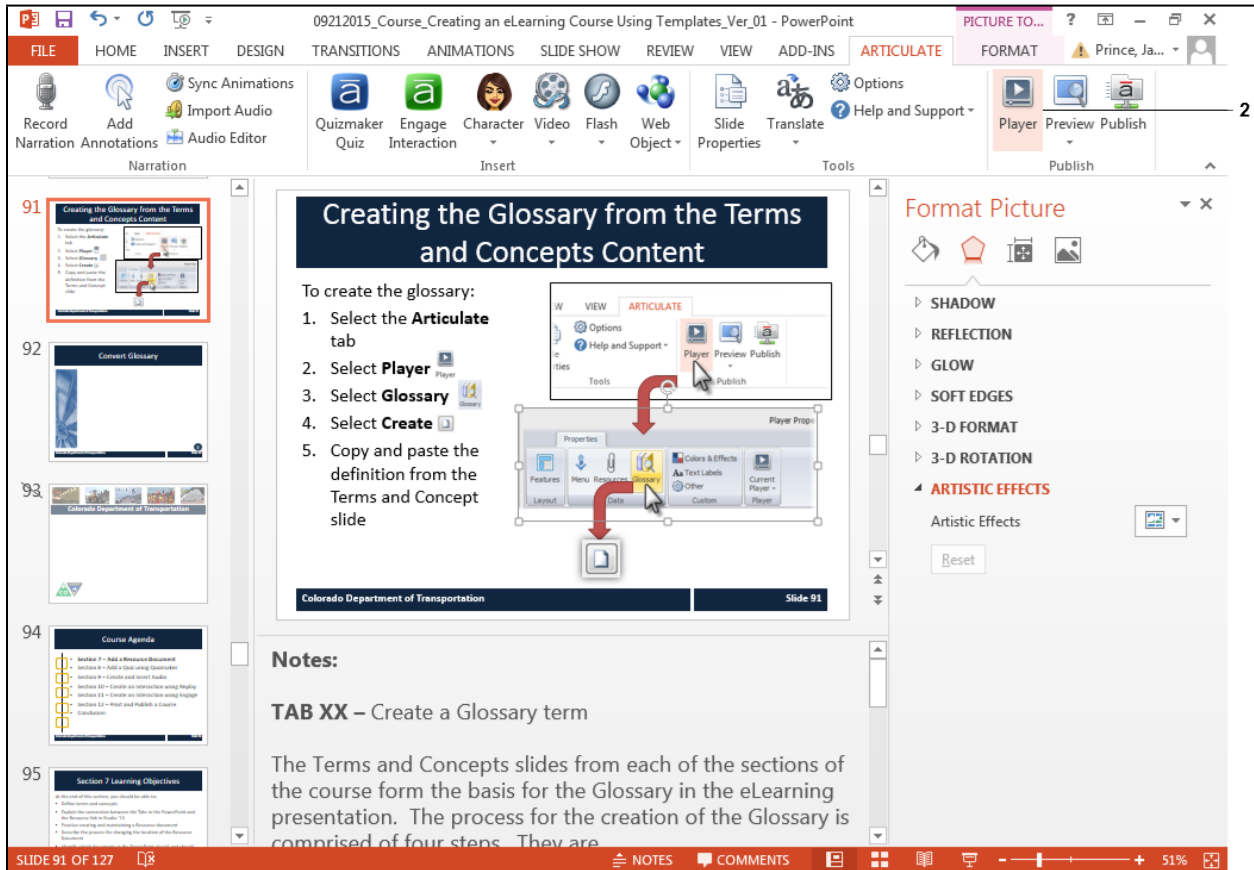
Helpful Hints

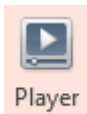
- Once you have added the first term in the course the edit and delete buttons become active.

Procedure

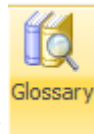
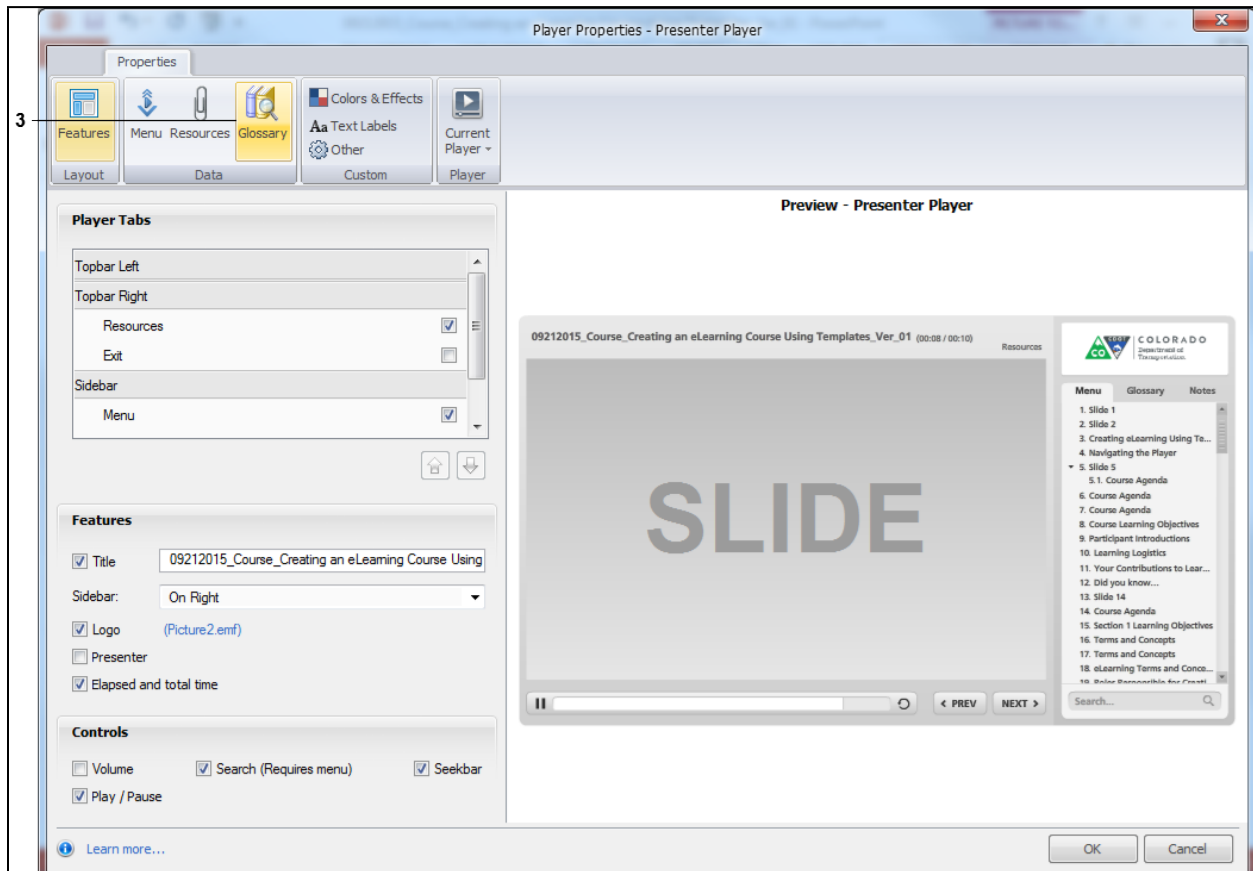
1. Start the transaction from the Articulate ribbon of the PowerPoint you want to create the glossary.

09212015_Course_Creating an eLearning Course Using Templates_Ver_01 - PowerPoint



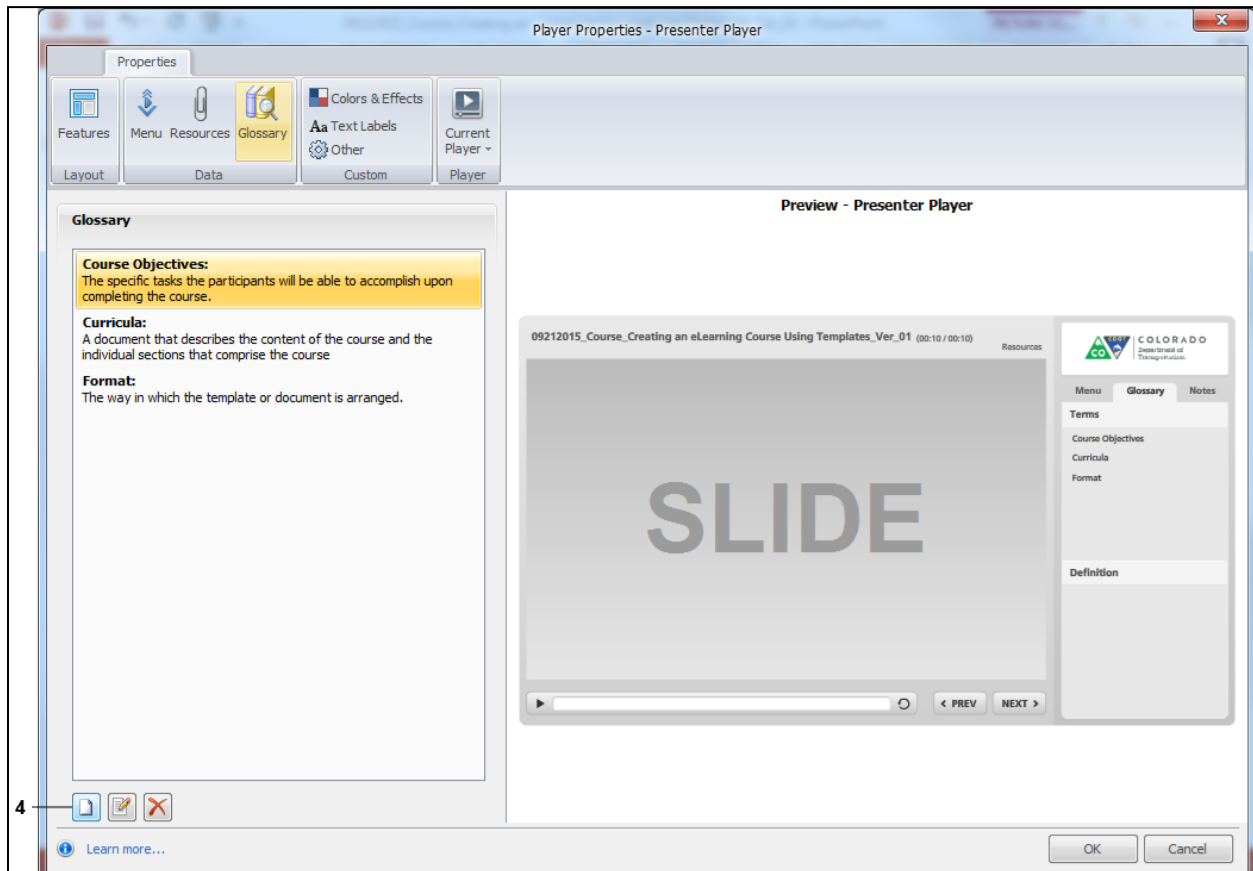
2. Click **Player** button . The *Player Properties* screen displays.

Player Properties - Presenter Player



3. Click the **Glossary** button. The *Player Properties* screen updates with the Glossary screen details.

Player Properties - Presenter Player

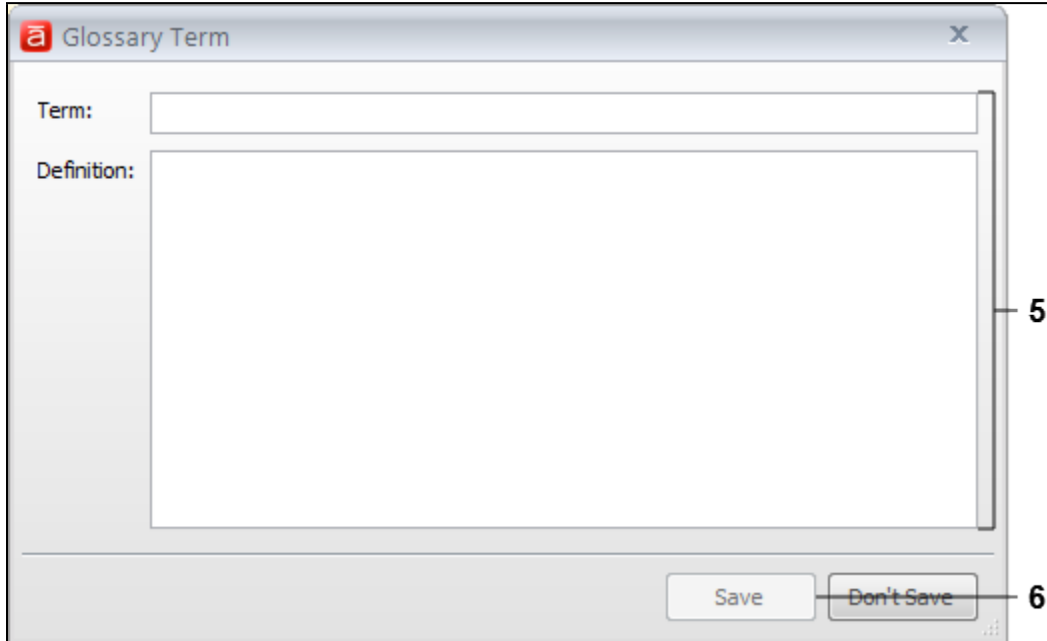


4. Click **Add** button . The *Glossary Term* Screen Displays.




To the right of the **Add** button is the *Edit* and *Delete* term buttons.

Glossary Term



5. As required, complete/review the following fields:

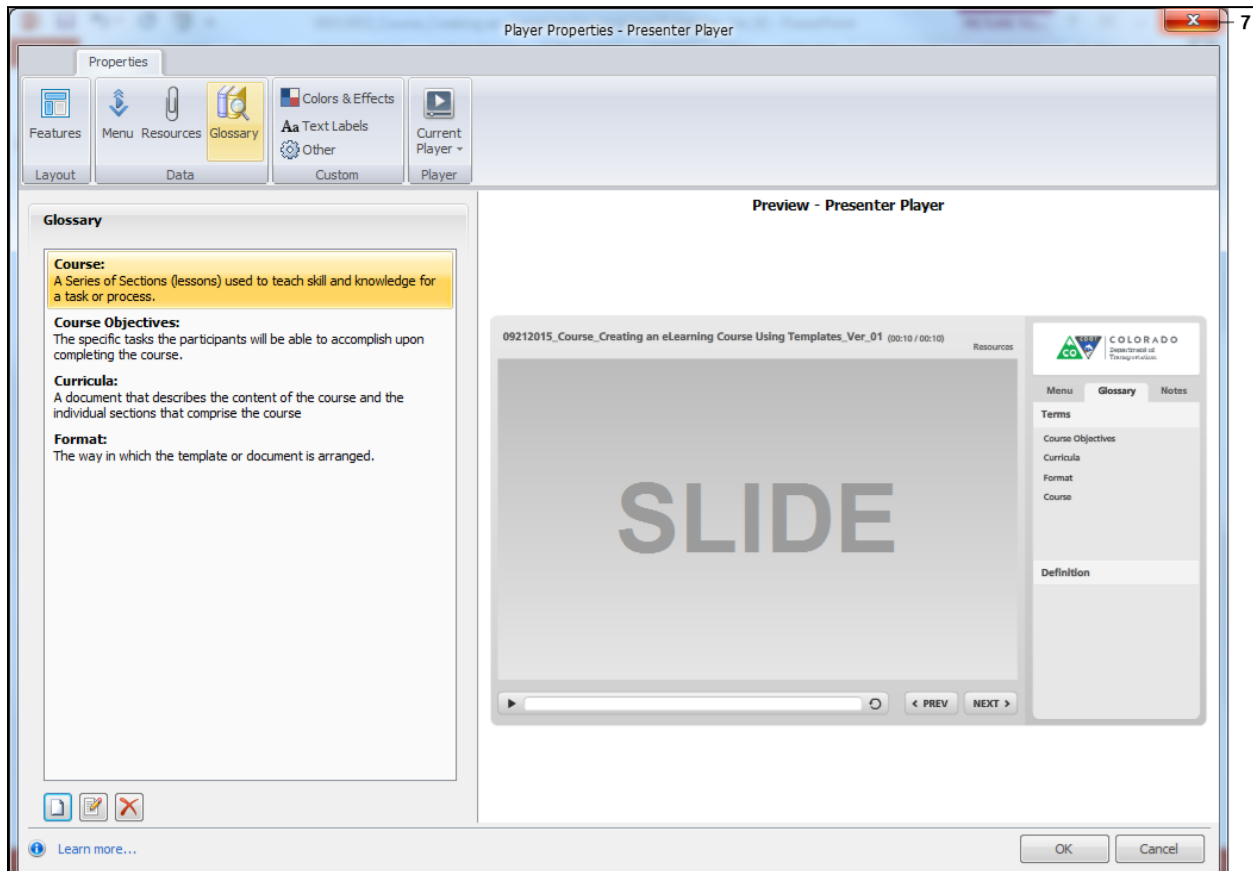
Field	R/O/C	Description
Term	Required	A word or phrase used to describe something or to express a concept Example: Course
Definition	Required	A description of the term or concept. Example: A Series of Sections (lessons) used to teach skill and knowledge for a task or process.

6. Click **Save** button  to save your term to the Glossary. The *Player Properties* screen displays and the Glossary is now populated with the term you have added.



Repeat the steps above until you have added all of the terms and concepts for the course.

Player Properties - Presenter Player



7. Click **Exit** to  to return to the presentation.

Result

You have added a term to the Articulate Glossary.

Tab 9 - Edit or Delete Glossary Term

Creating an eLearning Course Using Articulate

Purpose

Use this procedure to edit or delete a Glossary term from the Articulate course you are developing.

Trigger

Perform this procedure when you need to edit or delete a Glossary term.

Prerequisites

- None

Menu Path

Use the following menu path to begin this transaction:

- None

Transaction Code

Articulate

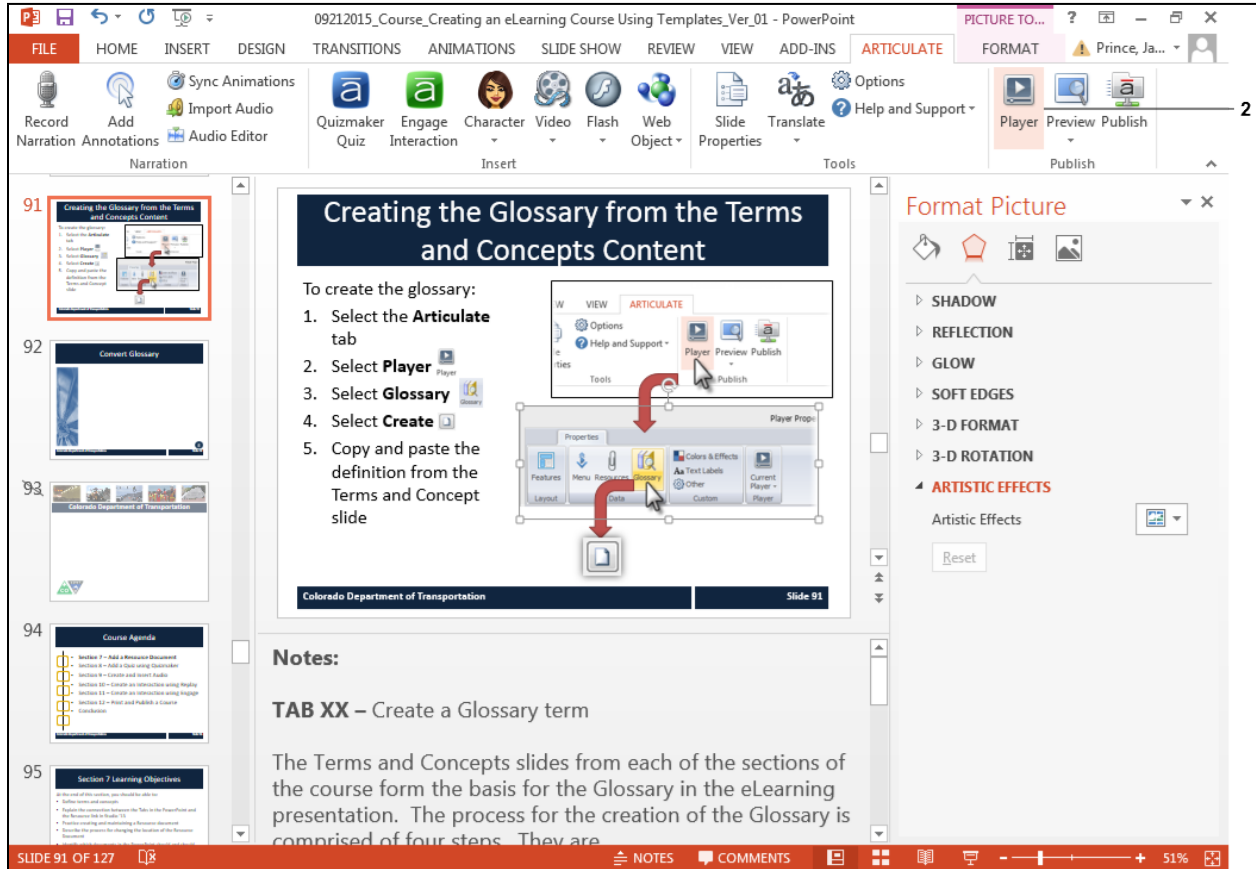
Helpful Hints

- The *Edit* and *Delete* button only display as active once at least one term has been added.

Procedure

1. Start the transaction using the menu path or transaction code.

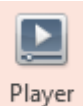
Desktop



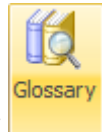
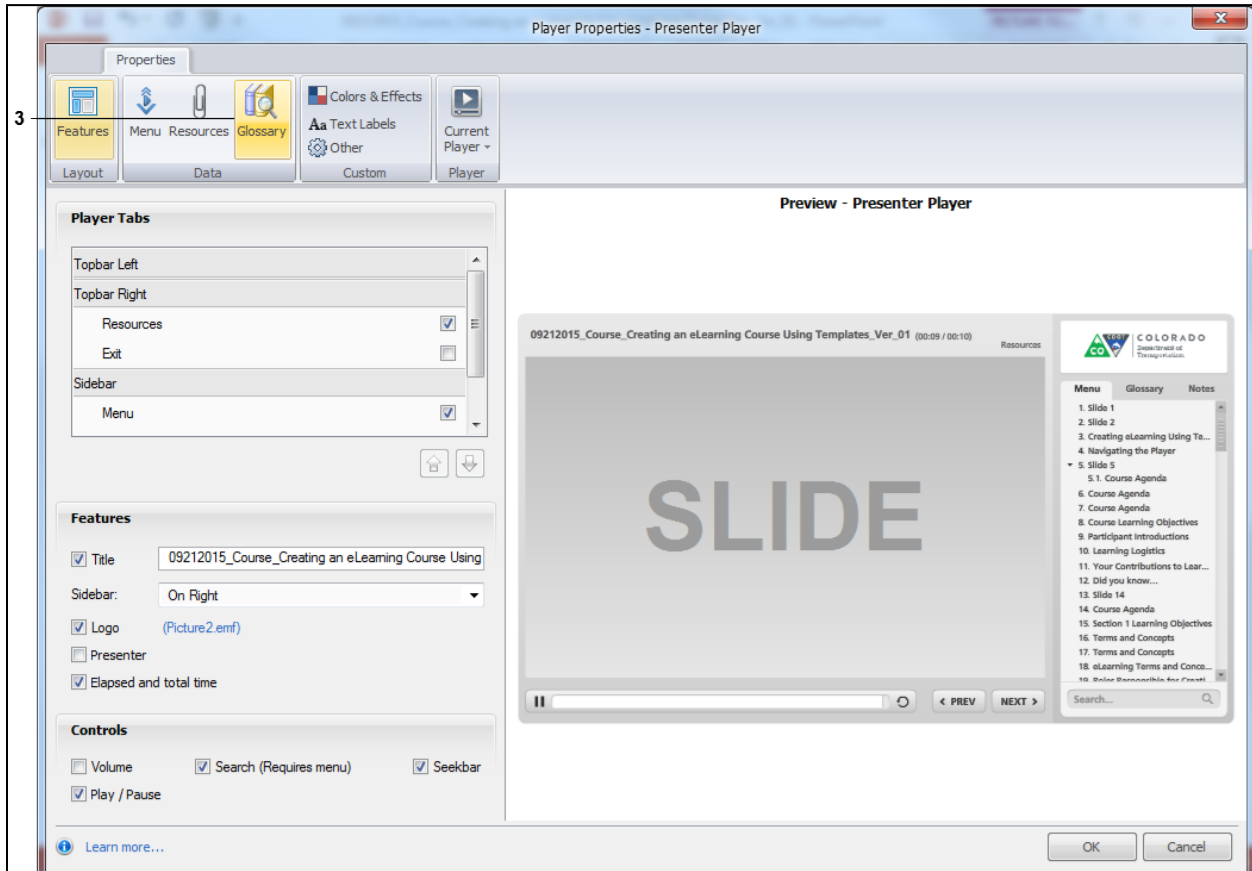
The screenshot shows the Articulate Storyline software interface. The main slide is titled "Creating the Glossary from the Terms and Concepts Content". It contains a list of five steps:

1. Select the **Articulate** tab
2. Select **Player**
3. Select **Glossary**
4. Select **Create**
5. Copy and paste the definition from the Terms and Concept slide

 A "Player Properties" panel is open, showing various options like "Features", "Menu", "Registration", "Data", "Colors & Effects", "Text Labels", "Other", "Custom", and "Current Player". A "Format Picture" panel is also visible on the right side of the slide. The slide footer includes "Colorado Department of Transportation" and "Slide 91".

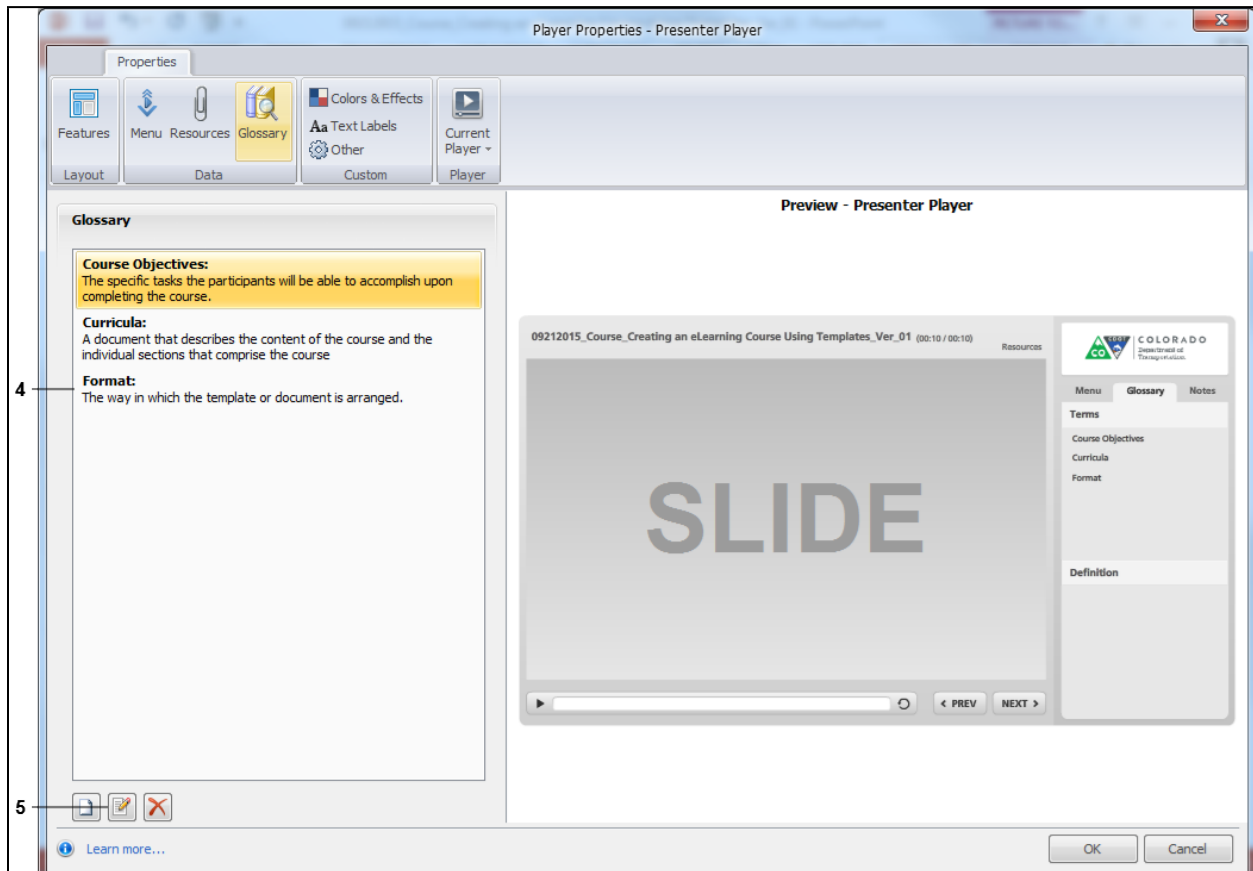
2. Click the **Player** button . The *Player Properties* screen displays.

Player Properties - Presenter Player



3. Click the **Glossary** button. The *Player Properties* screen updates with the *Glossary* screen details.

Player Properties - Presenter Player



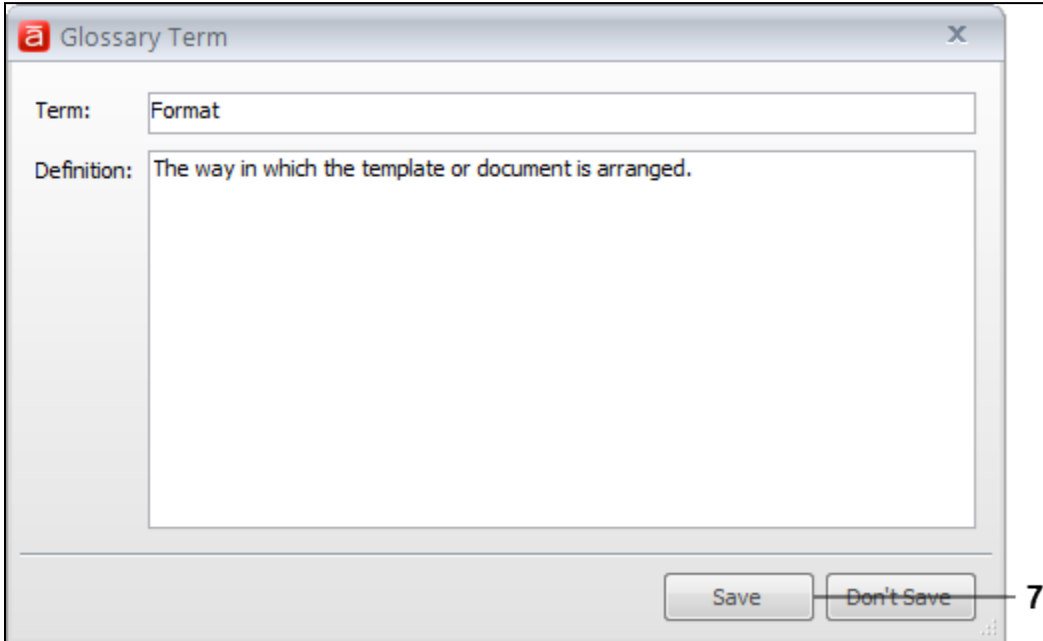
4. Select the term from the *Glossary* section of the screen you want to edit. In this example, *Format* is being selected.

5. Click **Edit** button .




To delete a term select the **Delete**  button. When you delete a term it is automatically deleted. You will not be prompted with a warning message.

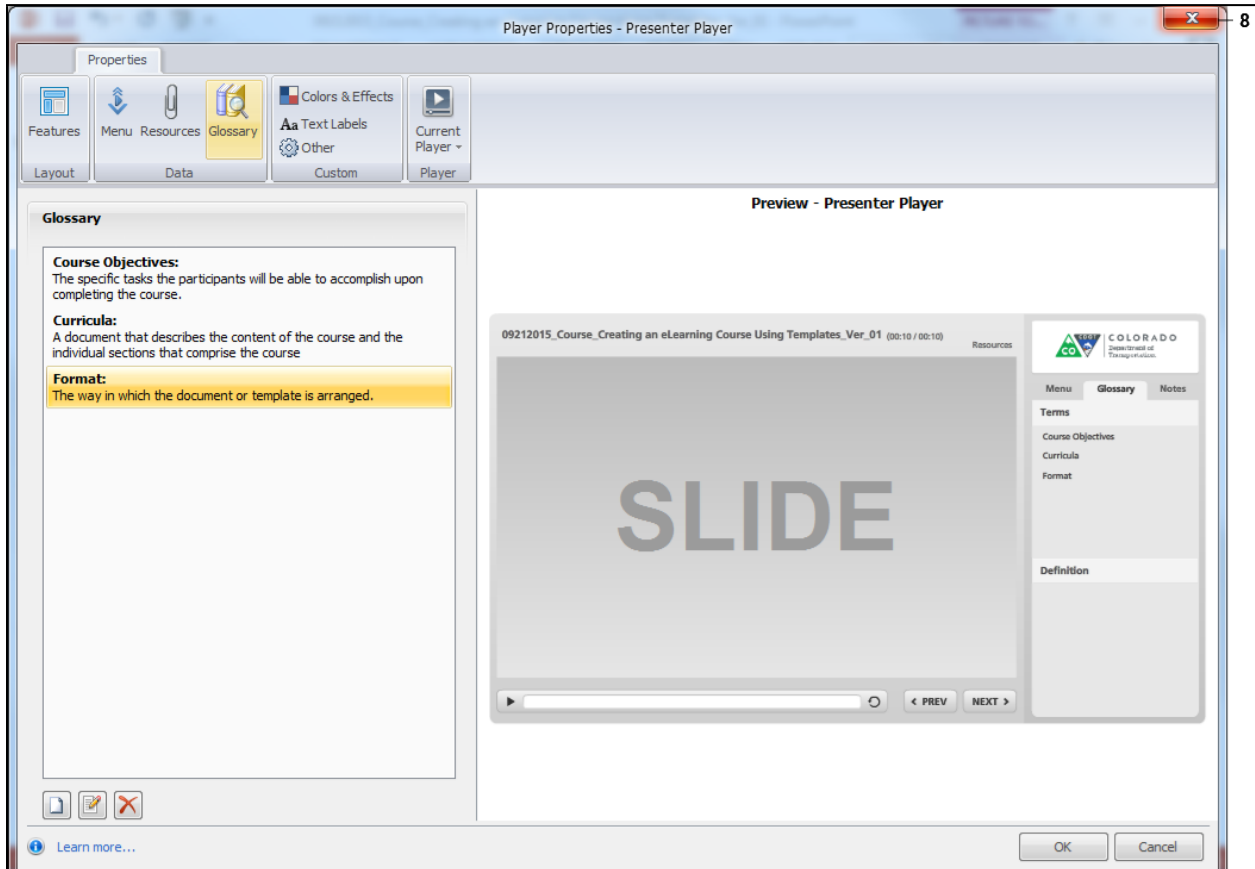
Glossary



The screenshot shows a window titled "Glossary Term" with a close button (X) in the top right corner. Inside the window, there are two input fields: "Term:" with the text "Format" and "Definition:" with the text "The way in which the template or document is arranged." At the bottom right of the window, there are two buttons: "Save" and "Don't Save". A red circle with the number "7" is positioned to the right of the "Don't Save" button, with a line pointing to it.

6. As required, update the *Term* or *Definition* fields.
7. Click **Save** button  to save the changes to the Term or Definition fields.

Player Properties - Presenter Player



Player Properties - Presenter Player

Properties

Features Menu Resources Glossary Colors & Effects Text Labels Other Current Player Player

Layout Data Custom

Glossary

Course Objectives:
The specific tasks the participants will be able to accomplish upon completing the course.

Curricula:
A document that describes the content of the course and the individual sections that comprise the course

Format:
The way in which the document or template is arranged.

Preview - Presenter Player

09212015_Course_Creating an eLearning Course Using Templates_Ver_01 (00:10 / 00:10) Resources

Menu Glossary Notes

Terms

Course Objectives

Curricula

Format

Definition

Learn more... OK Cancel

8. Click **Exit** to  return to the presentation.

Result

You have edited an existing glossary term.

Tab 10 - Add a Resource Document

Creating an eLearning Course Using Articulate

Purpose

Use this procedure to add a Resource Document to an Articulate course.

Trigger

Perform this procedure when need to add a Resource document or link to a Resource document.

Prerequisites

- None

Menu Path

Use the following menu path to begin this transaction:

- None

Transaction Code

Articulate

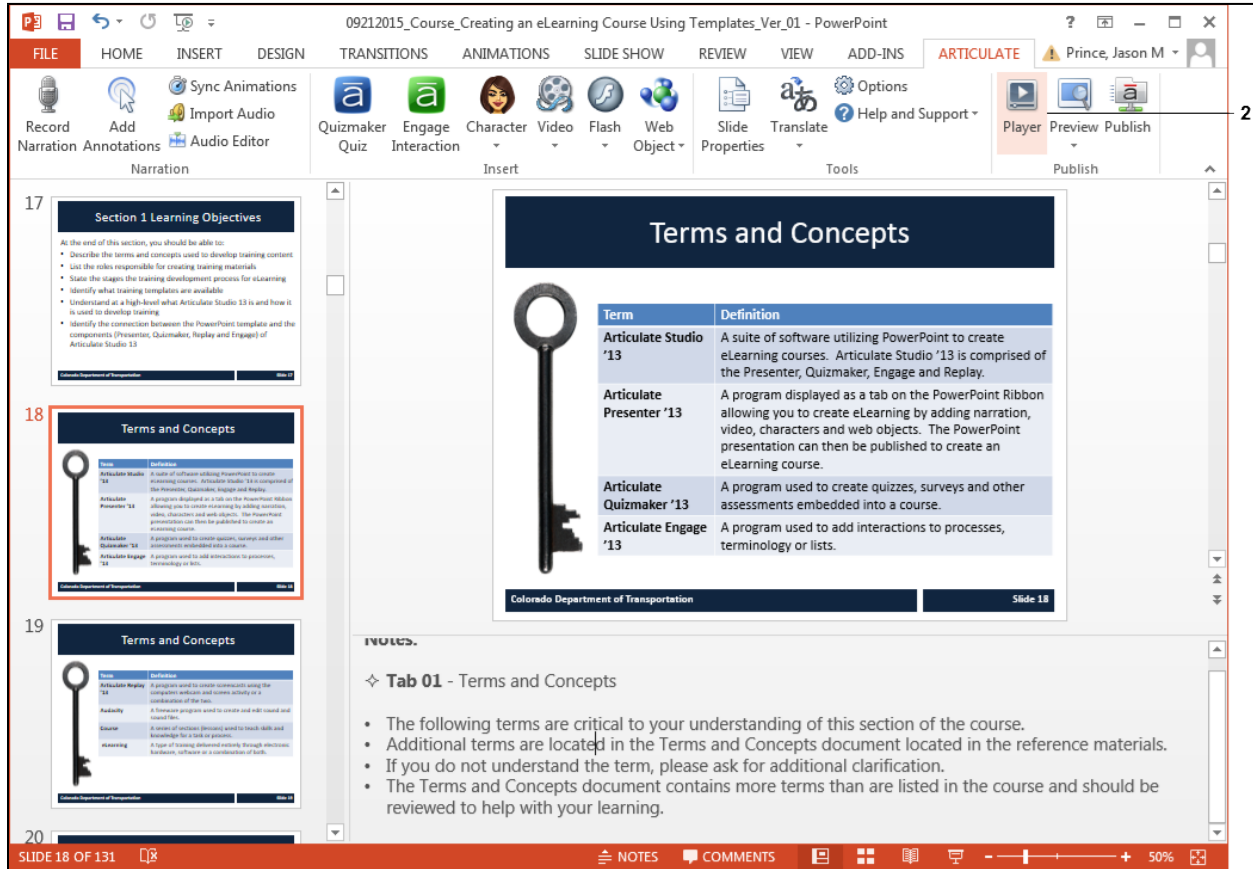
Helpful Hints

- Once you have added the first Resource document the *Edit* and *Delete* buttons become active.
- If you are adding a Resource document that is a form, policy or other document that may change in the future consider adding it as a link so the course does not have to be updated if the document changes.

Procedure

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

09212015_Course_Creating an eLearning Course Using Templates_Ver_01 - PowerPoint

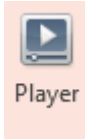


The screenshot shows the Microsoft PowerPoint interface with the Articulate ribbon active. The ribbon includes options like Record Narration, Add Annotations, Audio Editor, Quizmaker, Engage, Character, Video, Flash, Web Object, Slide Properties, Translate, and Publish. The main slide area displays a slide titled "Terms and Concepts" with a table of terms and definitions. A red box highlights the "Player" button in the bottom right corner of the ribbon.

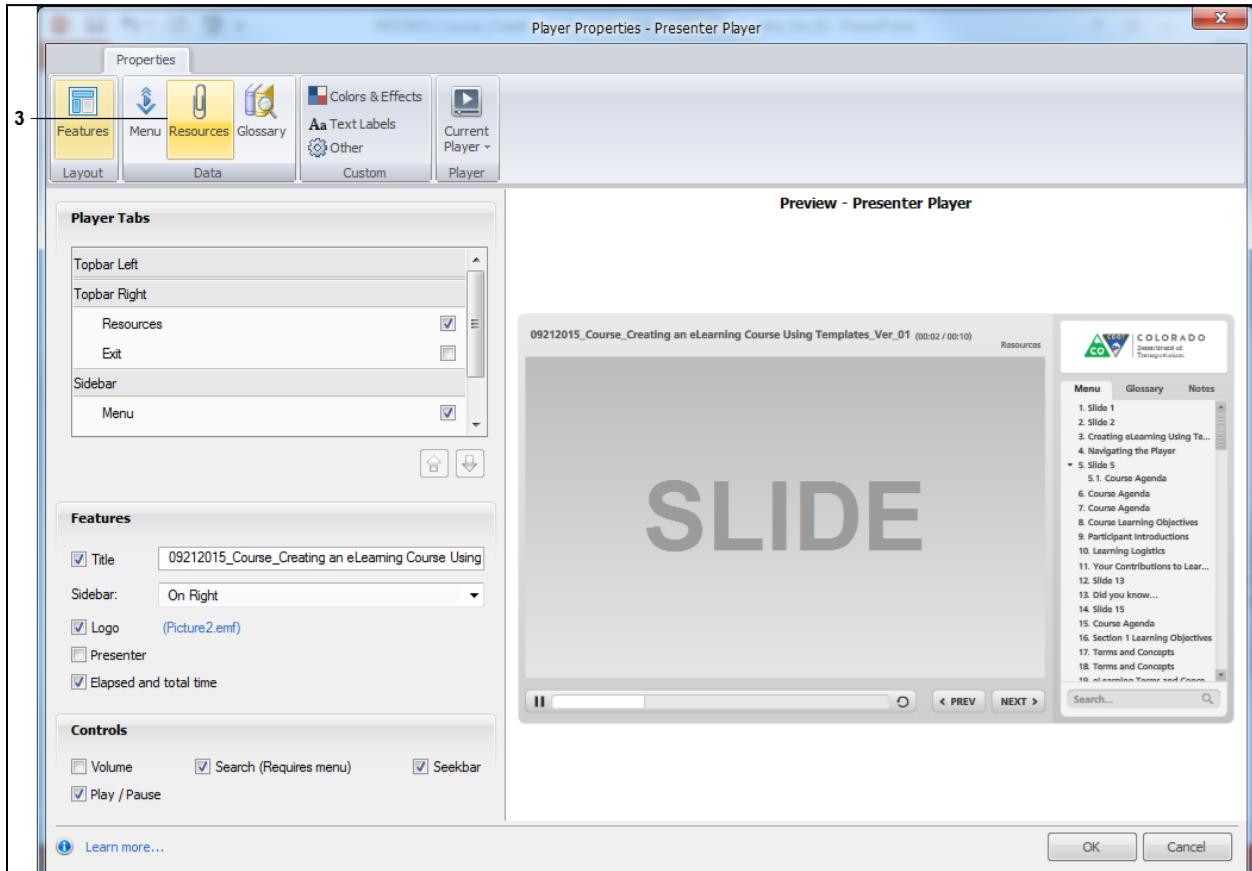
Term	Definition
Articulate Studio '13	A suite of software utilizing PowerPoint to create eLearning courses. Articulate Studio '13 is comprised of the Presenter, Quizmaker, Engage and Replay.
Articulate Presenter '13	A program displayed as a tab on the PowerPoint Ribbon allowing you to create eLearning by adding narration, video, characters and web objects. The PowerPoint presentation can then be published to create an eLearning course.
Articulate Quizmaker '13	A program used to create quizzes, surveys and other assessments embedded into a course.
Articulate Engage '13	A program used to add interactions to processes, terminology or lists.

NOTES.

- ◆ Tab 01 - Terms and Concepts
- The following terms are critical to your understanding of this section of the course.
- Additional terms are located in the Terms and Concepts document located in the reference materials.
- If you do not understand the term, please ask for additional clarification.
- The Terms and Concepts document contains more terms than are listed in the course and should be reviewed to help with your learning.

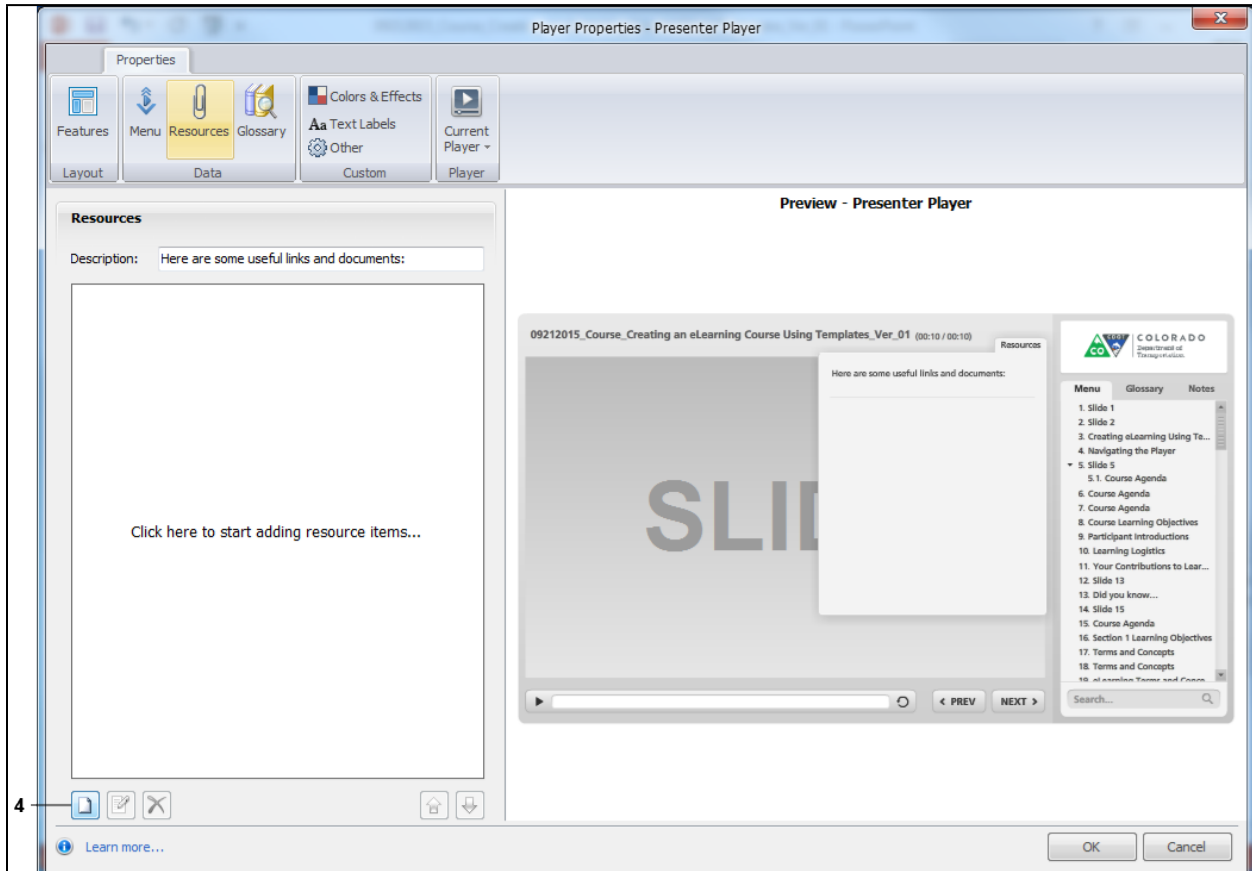
2. Click **Player** button . The *Player Properties* screen displays.

Player Properties - Presenter Player



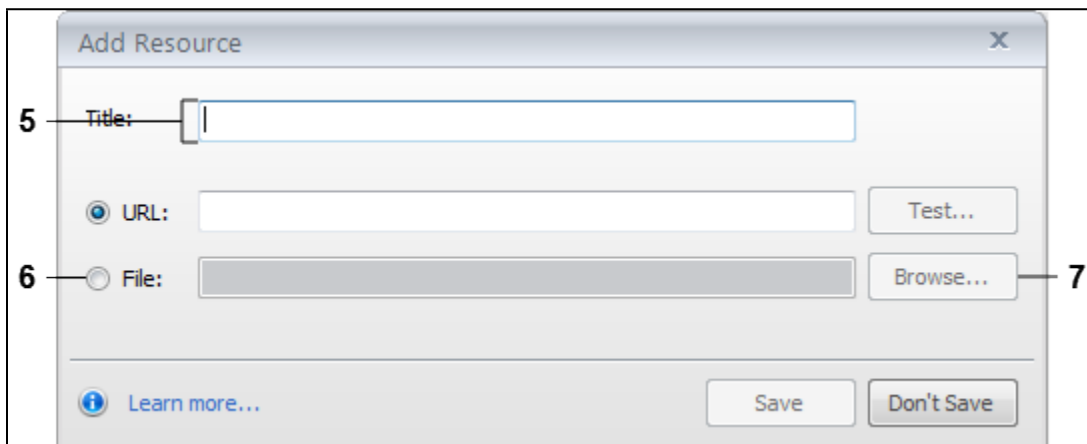
3. Click the **Resources**  button. The *Player Property* screen updates.

Player Properties - Presenter Player



4. Click the **Add** button . The *Add Resource* screen Displays.

Add Resource



5. As required, complete/review the following fields:

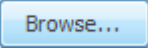
Field	R/O/C	Description
-------	-------	-------------

Field	R/O/C	Description
Title	Required	The title of the document or the webpage of the Resource Document Example: TAB_01_Terms and Concepts-1

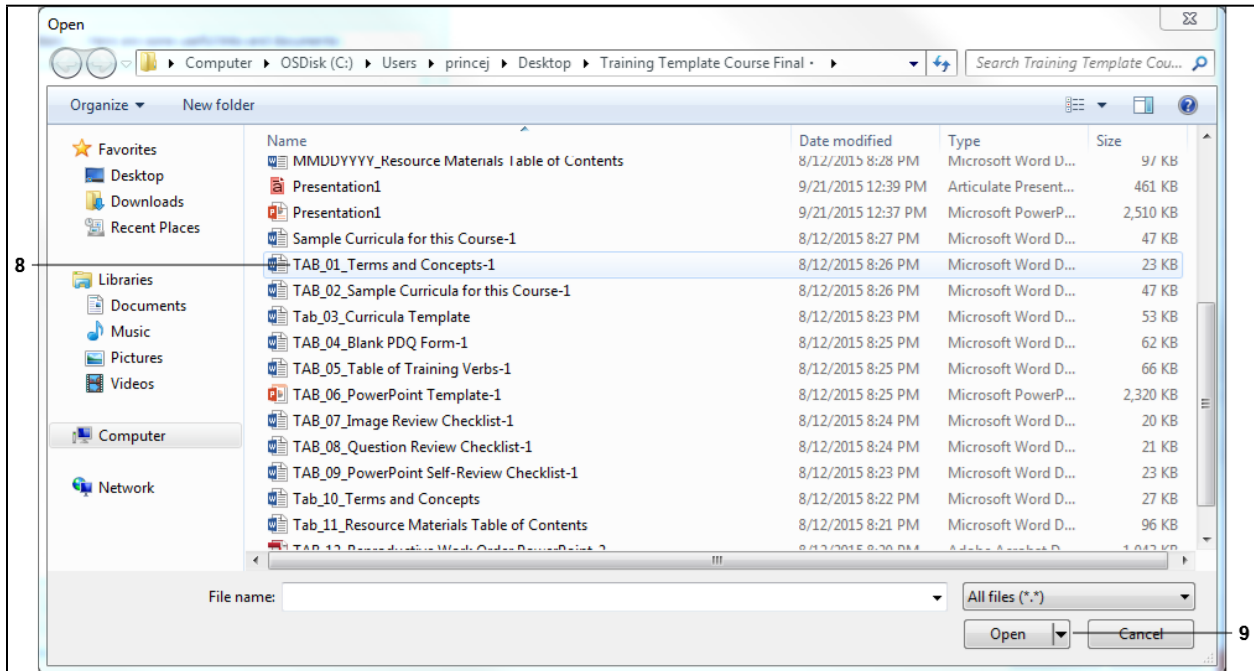
6. Click **File:** radio button to import a file into the Articulate presentation.




If you are linking to a webpage, select the URL radio button and enter the URL of the Resource Document and continue the process step continue the process on step 10 of this document.

7. Click the **Browse** button  and navigate to the file you want to select. In this example, *TAB_01_Terms and Concepts-1* is the file you want to add as a Resource document.

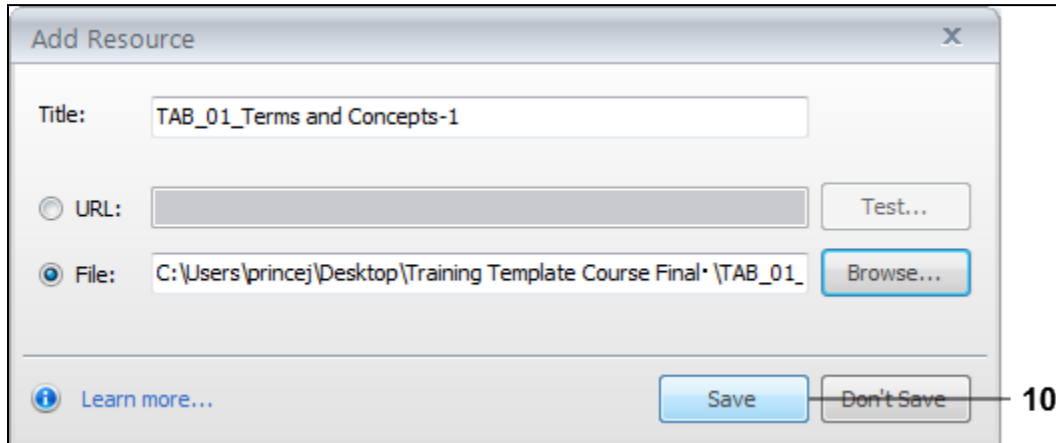
Open



8. Click on the name of the file to select it. The file is now highlighted blue.

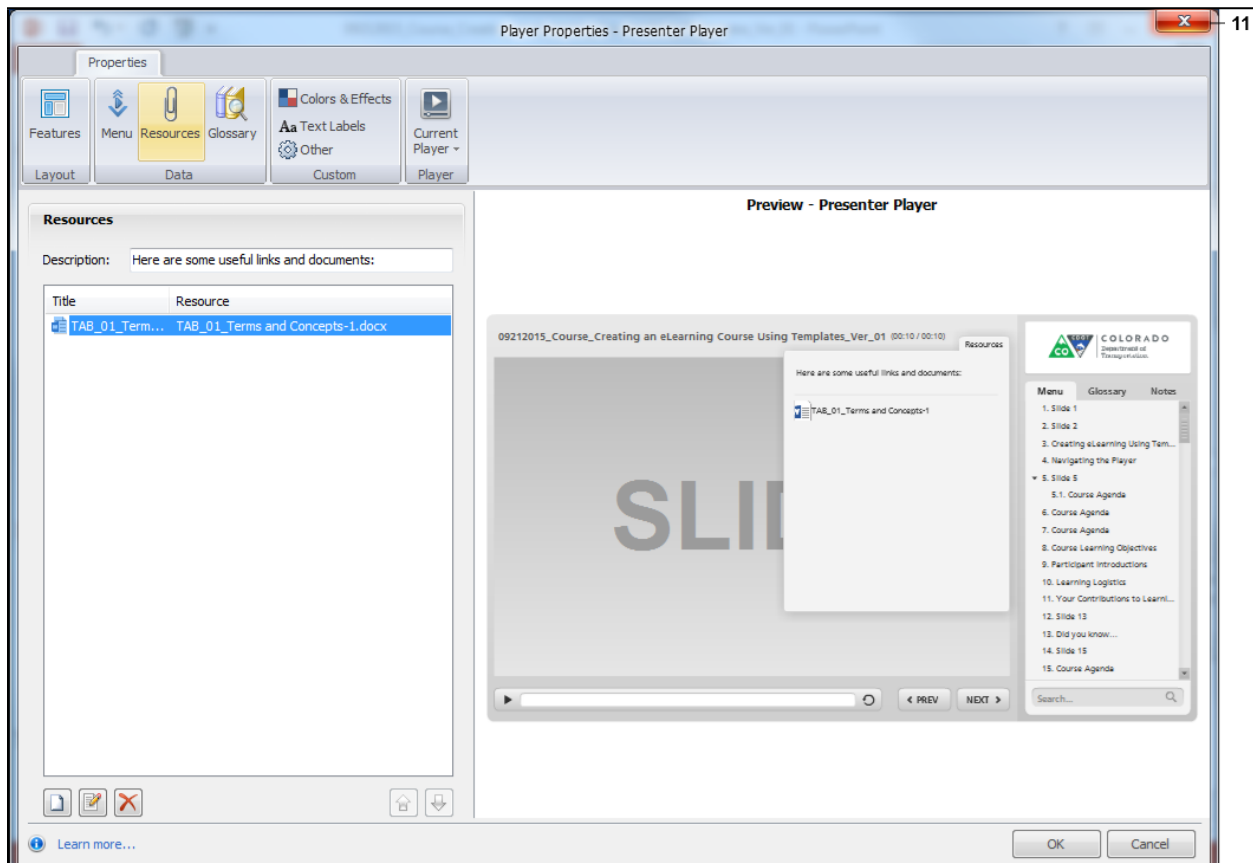
9. Click **Open** button . The *Open* screen closes and the *Add Resource* screen displays with the results of your search.


Add Resource



10. Click **Save** button  to add the file as a Resource document.

Player Properties - Presenter Player



11. The document now displays as a Resource document. Click **Close**  to return to the PowerPoint presentation.

Result

You have added a Resource document.

Tab 11 - Edit or Delete a Resource Document

Creating an eLearning Course Using Articulate

Purpose

Use this procedure to edit or Delete a Resource document.

Trigger

Perform this procedure when you need to edit or delete a Resource document

Prerequisites

- A Resource document must have been created and saved

Menu Path

Use the following menu path to begin this transaction:

- N/A

Transaction Code

Articulate

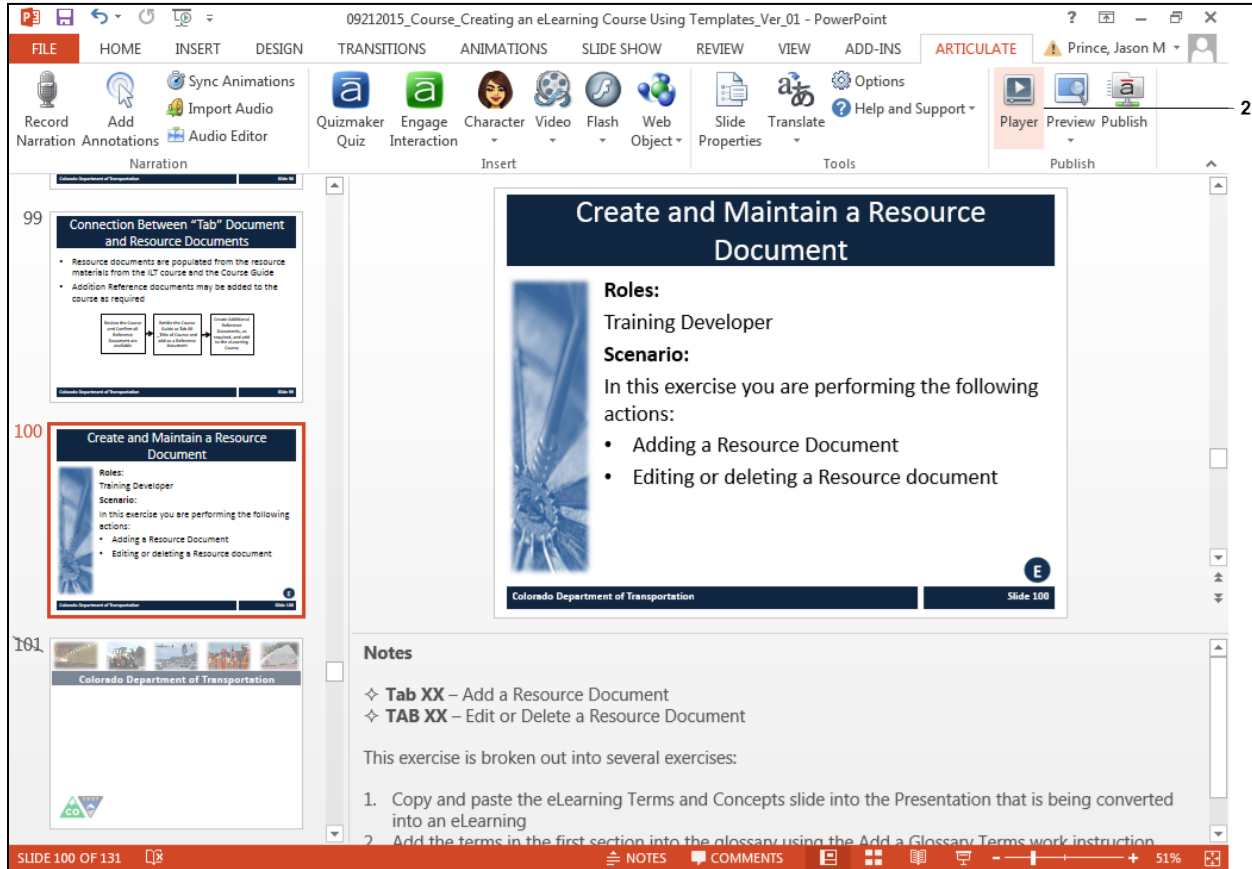
Helpful Hints

- Once you have added the first Resource document the edit and delete buttons become active
- If you add a Resource document and it does not save, then make sure you have clicked the **OK** button in the *Properties* window. If you do not select the **OK**, the file will not be added as a Resource document.

Procedure

1. Start the transaction from the Articulate ribbon in a open PowerPoint presentation.

09212015_Course_Creating an eLearning Course Using Templates_Ver_01 - PowerPoint



The screenshot shows a PowerPoint presentation titled "09212015_Course_Creating an eLearning Course Using Templates_Ver_01 - PowerPoint". The Articulate ribbon is active, showing options like Record Narration, Add Annotations, Sync Animations, Import Audio, Audio Editor, Quizmaker, Engage Interaction, Character, Video, Flash, Web Object, Slide Properties, Translate, Options, Help and Support, Player, Preview, and Publish. The current slide (Slide 100) is titled "Create and Maintain a Resource Document" and contains the following text:

Roles:
Training Developer

Scenario:
In this exercise you are performing the following actions:

- Adding a Resource Document
- Editing or deleting a Resource document


The Notes pane at the bottom shows the following content:

Notes

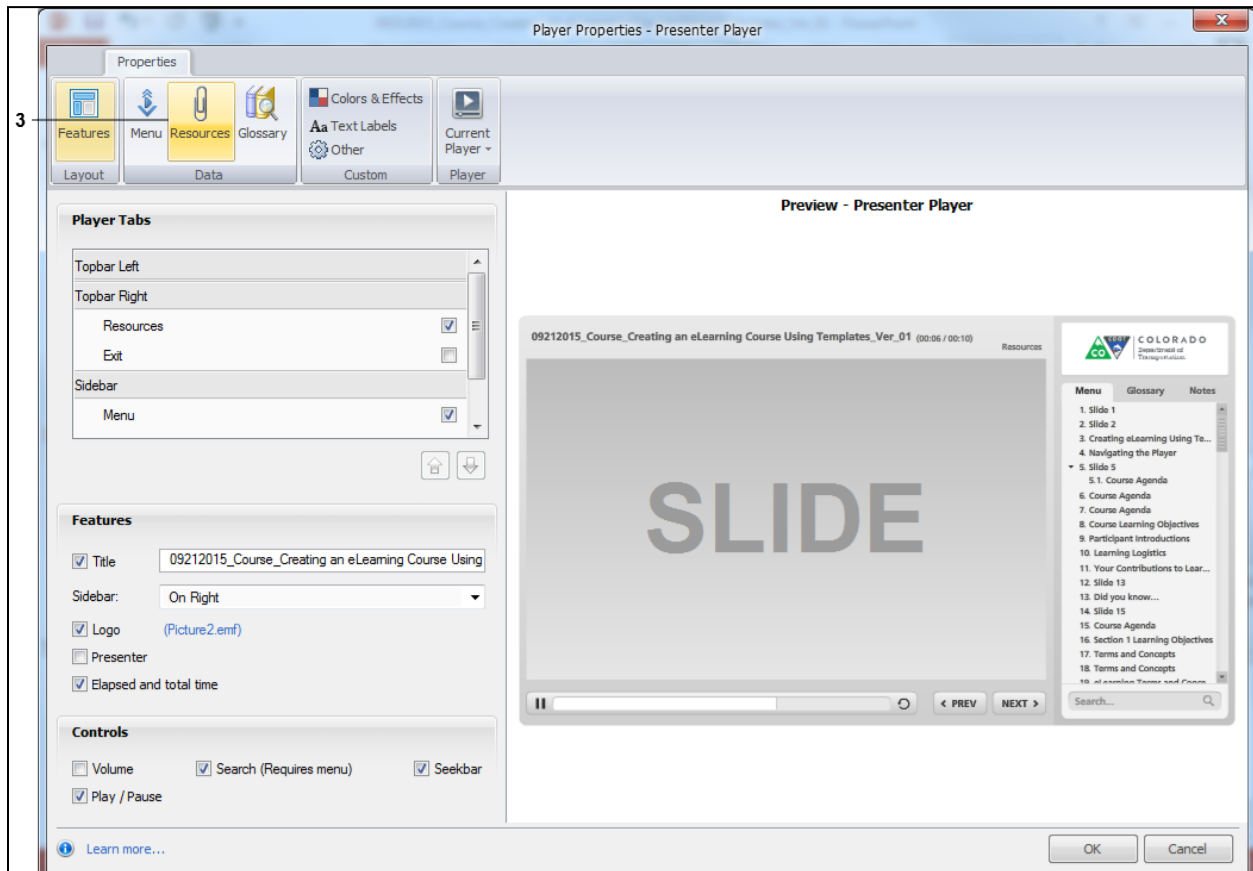
- ✦ Tab XX – Add a Resource Document
- ✦ TAB XX – Edit or Delete a Resource Document

This exercise is broken out into several exercises:

1. Copy and paste the eLearning Terms and Concepts slide into the Presentation that is being converted into an eLearning
2. Add the terms in the first section into the glossary using the Add a Glossary Terms work instruction

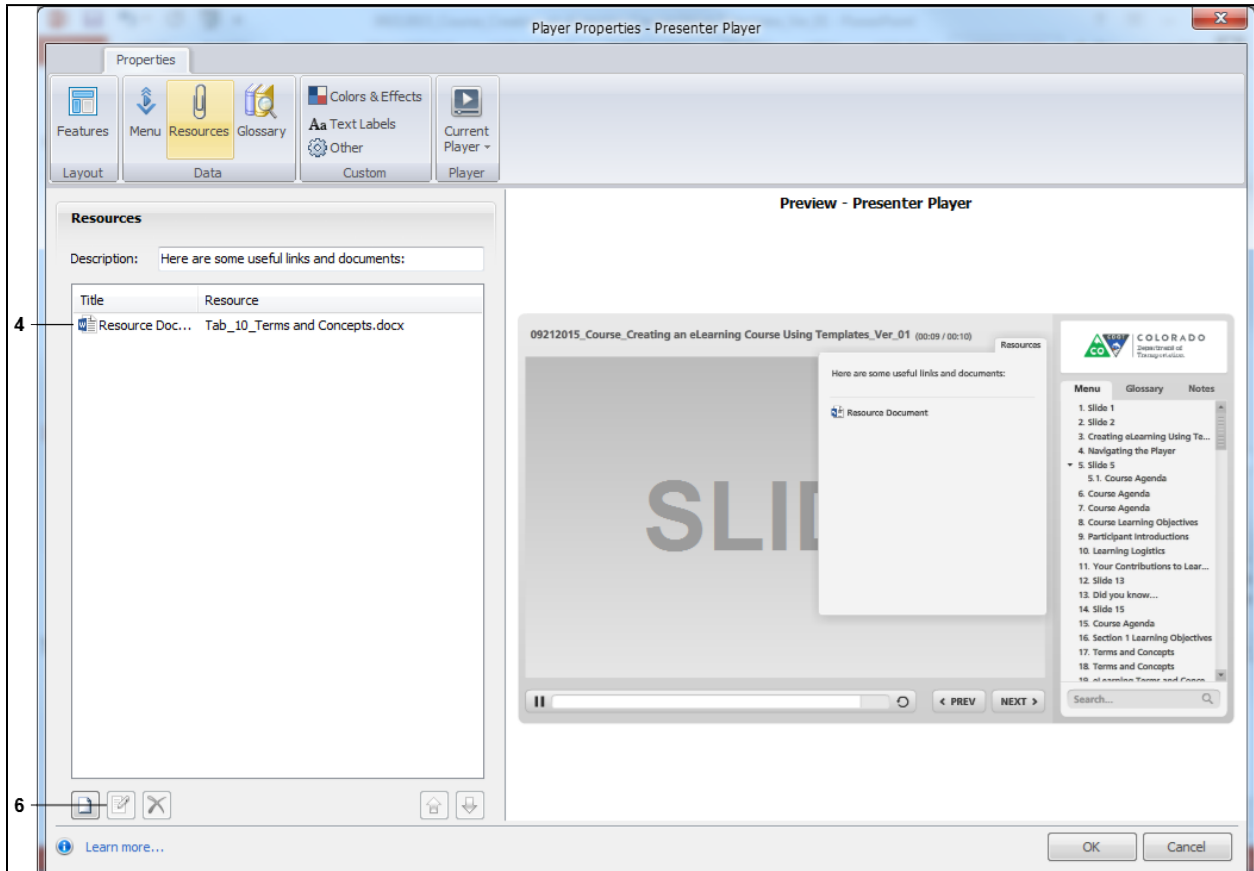
2. Click the **Player** button . The *Player Properties* window displays.


Player Properties - Presenter Player




3. Click the **Resources** button  to display the *Player Properties* screen.

Player Properties - Presenter Player



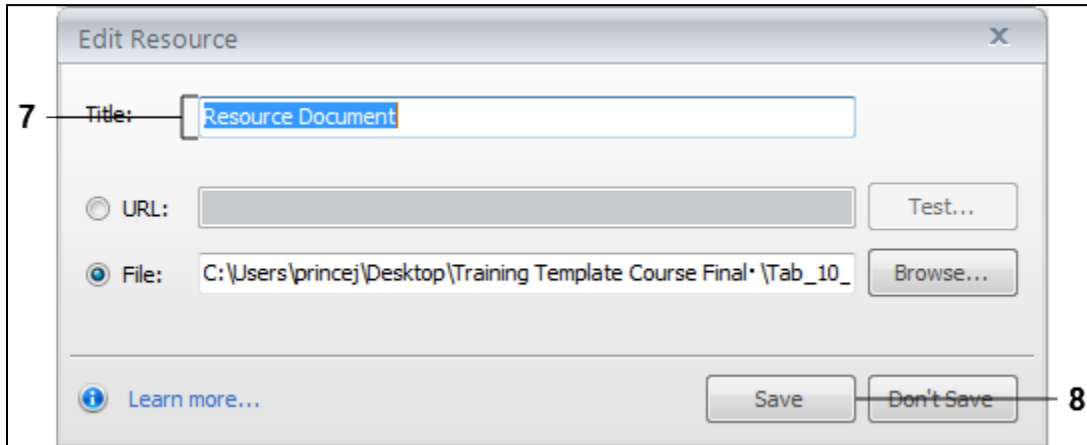
4. Select the document you want to delete. In this example, the **Resource Document** list item  **Resource Doc... Tab_10_Terms and Concepts.docx**

5. Perform one of the following:


If	Then
You want to delete the Resource document	Select the Delete button  and continue to step 9 of this document
You want to edit the Resource document	Continue to step 6


6. Click **Edit** button . The *Edit Resource* window displays.

Edit Resource

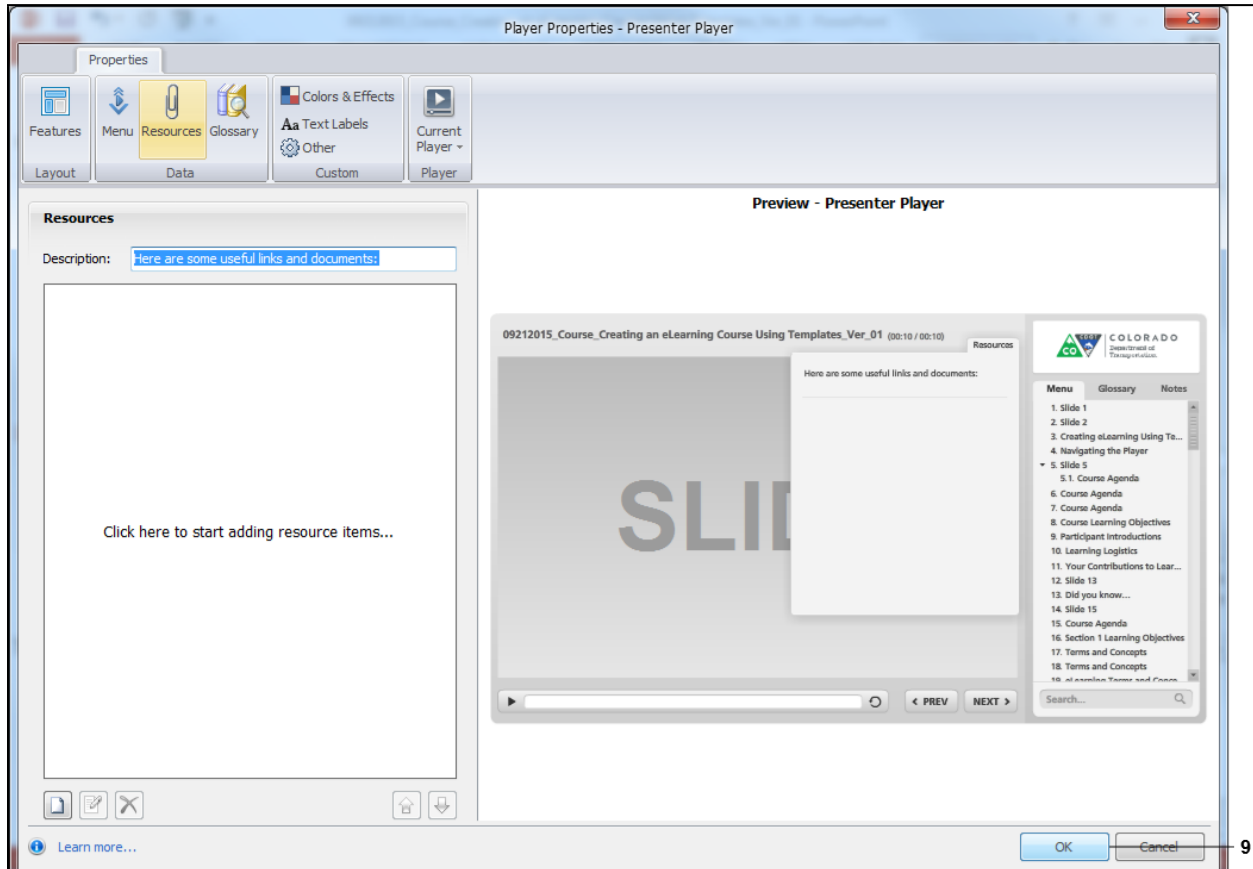


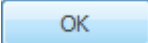
7. As required, complete/review the following fields:

Field	R/O/C	Description
Title	Required	The name of the Resource document you want to add to the PowerPoint Presentation. Example: Tab_10_Terms and Concepts  When you edit a Resource document you are able to change the any of the fields in the <i>Edit Resource</i> window

8. Click **Save** button . The *Edit Resource* screen closes and the *Player Properties* screen displays.

Player Properties - Presenter Player



9. Click **OK** button  to close the *Player Properties* window and return to the PowerPoint presentation

Result



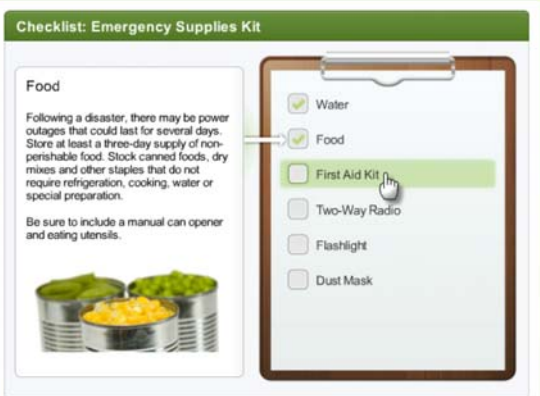
You have edited or deleted a Resource document.

Tab 12 - Understanding Interaction Types

Creating an eLearning Course Using Articulate

Understanding Interaction Types

The following is a list of all of the interaction types available for you to use. When you are working with an interaction be sure to use the templates. The templates match the style and theme of the presentation. A copy of the all of the templates can be found on your thumb drive.

Sample	Description and Best Use
	<p>Accordion</p> <p>The Accordion interaction lets learners explore a group of related items in a horizontal layout. Use the Accordion interaction to:</p> <ul style="list-style-type: none"> • Walk through a list of related concepts. • Identify members of a group. • Compare several objects.
	<p>Bulletin Board</p> <p>The Bulletin Board interaction lets learners explore a series of items in a freeform manner. Use the Bulletin Board interaction to:</p> <ul style="list-style-type: none"> • Make announcements. • Provide instructions or reminders. • Establish the details of a scenario.
	<p>Checklist</p> <p>The Checklist interaction lets learners explore a list of related items. Use the Checklist interaction to:</p> <ul style="list-style-type: none"> • Walk through a list of related concepts. • Provide instructions or reminders. • Identify a to-do list.

Customer Service Model

Our Vision

Our vision is the **core** of our customer service model. Our vision is to:

- Provide prompt service
- Exceed customer expectations
- Be #1 in our industry



< PREV NEXT >

Circle Diagram

The Circle Diagram interaction lets learners examine the relationship of items in a circular hierarchy. Use the Circle Diagram interaction to:

- Show related items within a hierarchy.
- Organize concepts into segments and layers.
- Graphically depict a philosophy or approach.

Conversation

Can I pay my bill online?

Yes. You can use the Comstar Account Center to pay your bill online. If you've already registered for the Account Center, you can login immediately.

If it's your first time visiting, click Register Now to set up your Account Center and Online Bill Pay options. Be sure to have your account number handy.

What do I do if my payment is late or overdue?

If your payment is late or overdue, please make a payment as soon as possible to avoid an interruption of service.

The following options are available:

- Online account payment
- Automated phone system
- Live representative

< PREV NEXT >

Conversation

The Conversation interaction lets learners step through a social media dialog. Use the Conversation interaction to:

- Set up a scenario.
- Critique an interview.
- Teach interpersonal skills.

Comstar Frequently Asked Questions

Search


Can I pay my cable bill online?

What do I do if my payment is late or overdue?

Where do I send my payment?

Please mail your payment to the address that covers your service area.

This address is noted on your bill.



Can I set up automatic payments from my bank account?

Where do I find my Comstar account number?

< PREV NEXT >

FAQ

The FAQ interaction allows users to find the answers to frequently asked questions. Use the FAQ interaction to:

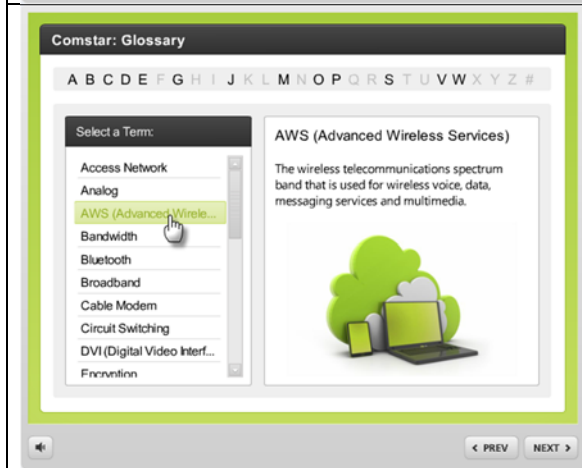
- Answer commonly asked questions.
- Let learners search for solutions to problems.
- Review subject matter in a question-and-answer format.



Folders

The Folders interaction lets learners explore the contents of a series of folders. Use the Folders interaction to:

- Walk through a list of related concepts.
- Identify members of a group.
- Compare several objects.



Glossary

The Glossary interaction lets learners reveal definitions of words, terms, and phrases. Use the Glossary interaction to:

- Define commonly used terms.
- Explain technical acronyms.
- Provide understanding of cultural phrases.



Guided Image

The Guided Image interaction lets learners examine important parts of an image or diagram. Use the Guided Image interaction to:

- Step through details of an image.
- Explain significant parts of a graphic.
- Describe the steps in a process.

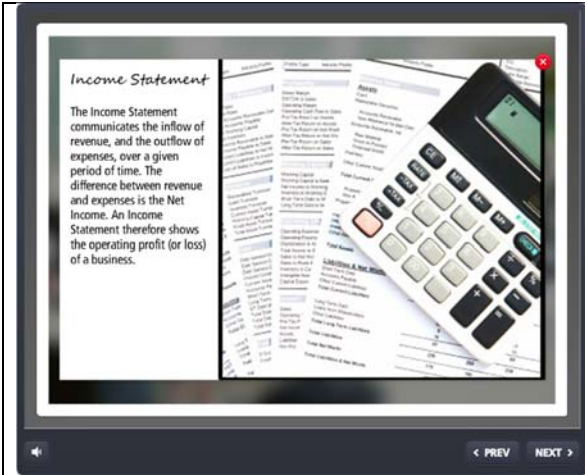
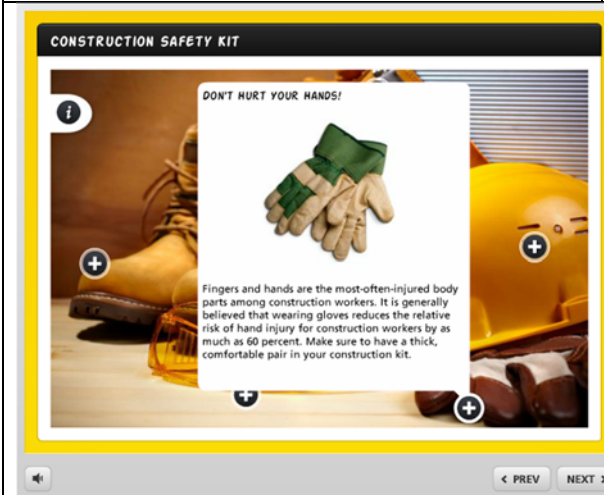


Image Zoom

The Image Zoom interaction lets learners zoom into important parts of an image or diagram. Use the Image Zoom interaction to:

- Step through details of an image.
- Explain significant parts of a graphic.
- Describe the steps in a process.



Labeled Graphic

The Labeled Graphic interaction lets learners identify the key elements of an image. Use the Labeled Graphic interaction to:

- Highlight details of an image.
- Call out relevant parts of a graphic.
- Explain features of a software screenshot.



Labeled Panel

The Labeled Panel interaction lets learners identify the key elements of an image. Use the Labeled Panel interaction to:

- Highlight details of an image.
- Call out relevant parts of a graphic.
- Explain features of a software screenshot.

Landmarks of Washington, D.C.

Thomas Jefferson Memorial

The Thomas Jefferson Memorial, modeled after the Pantheon of Rome, is America's foremost memorial to the third president. It is a key landmark in the monumental core of Washington, D.C. The circular, colonnaded structure in the classic style was introduced to this country by Thomas Jefferson. Architect John Russell Pope used Jefferson's own architectural tastes in the design of the Memorial.




< PREV NEXT >

Media Panel

The Media Panel interaction lets learners explore a series of related images, videos, and Flash files. Use the Media Panel interaction to:

- Explain a process with images and videos.
- Walk through screenshots of a software application.
- Create a multimedia tour from photographs and videos.



The Great Wall of China is a series of fortifications built along an east-to-west line across the historical northern borders of China, in part to protect the Chinese Empire.

< PREV NEXT >

Media Tour

The Media Tour interaction lets learners step through a series of related images, videos, and Flash files. Use the Media Tour interaction to:

- Explain a process with images and videos.
- Walk through screenshots of a software application.
- Create a multimedia tour from photographs and videos.

Call Handling Procedure

Restate Issue and Empathize



Let the customer know that you understand why she's upset.

Then work to separate the problem from the emotion.

Take Ownership

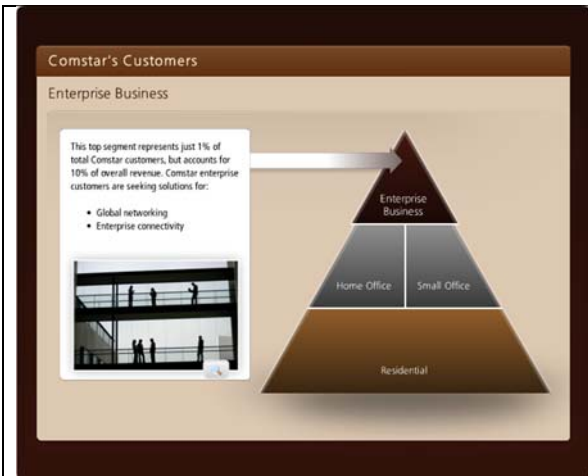
1 2 3 4 5 6

< PREV NEXT >

Process

The Process interaction lets learners discover the steps of a linear process. Use the Process interaction to:

- Illustrate the steps of a process.
- Walk through a series of related items.
- Explain a workflow or procedure.



Pyramid

The Pyramid interaction lets learners explore a hierarchical relationship of concepts. Use the Pyramid interaction to:

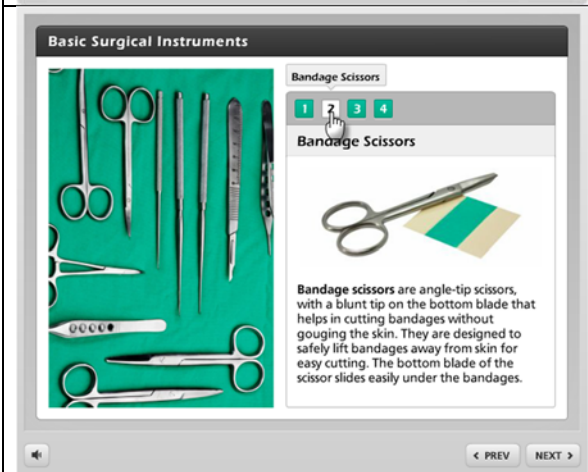
- Show relationships within a hierarchy.
- Compare levels of importance in related concepts.
- Detail steps in a process or methodology.



Quick Choice

The Quick Choice interaction lets learners find information through self-directed discovery. Use the Quick Choice interaction to:

- Teach interpersonal skills.
- Differentiate true and false information about a subject.
- Test knowledge of a subject in an ungraded format.



The Tabbed Image interaction lets learners explore a series of items related to an image or diagram. Use the Tabbed Image interaction to:

- Walk through a list of related concepts.
- Explain significant parts of a graphic.
- Identify members of a group.

Comstar: Core Product Offerings

Digital Cable

Internet

Telephone

Triple Play

Telephone

With a Comstar telephone package, you'll get all of the calling features that suit your needs.

We have unlimited plans that allow you to call local and long-distance, any time of day, as well as competitive pay-by-the-minute plans.



< PREV NEXT >

Tabs

The Tabs interaction lets learners explore a group of related items. Use the Tabs interaction to:


- Walk through a list of related concepts.
- Identify members of a group.
- Compare several objects.

History of Comstar

1982: Comstar and NASA

Comstar entered the history books on November 11, 1982.

It became the first company to launch a commercial satellite by NASA's Space Shuttle.



1982: Comstar and NASA

Pre-Comstar Early Comstar Comstar Today

< PREV NEXT >

Timeline

The Timeline interaction lets learners discover the events on a timeline. Use the Timeline interaction to:

- Walk through a series of periods and events.
- Highlight key milestones in a schedule.
- Explain the steps in a sequence.

Tab 13 - Insert Engage Interaction

Creating an eLearning Course Using Articulate

Purpose

Use this procedure to insert an interaction (Quizmaker or Engage) into the presentation.

Trigger

Perform this procedure when you need to insert an interaction (Quizmaker or Engage) into a presentation.

Prerequisites

- The template file must be copied and pasted into the project folder, retitled and inserted into the PowerPoint.

Menu Path

Use the following menu path to begin this transaction:

- N/A

Transaction Code

Articulate

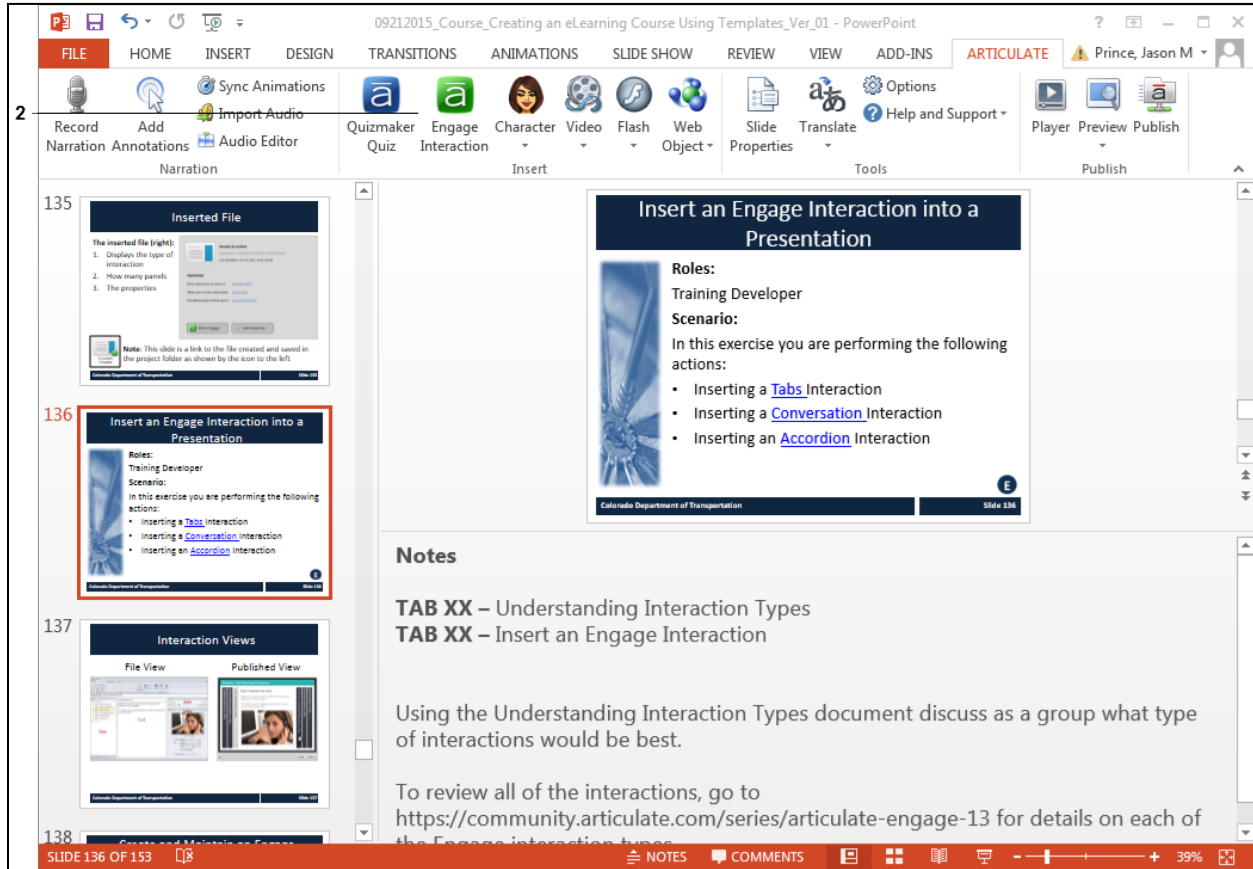
Helpful Hints

- The file is inserted into the presentation after a selected slide (highlights in orange). If no slide is selected, then the file is displayed at the end of the presentation.
- Always copy and paste the template file into your project folder and rename the file before you insert it into the presentation.
- Engage Interaction icons are always displayed as green
- Quizmaker Quiz icons are always displayed as blue

Procedure

1. Start the transaction from an open presentation with the Articulate ribbon selected.

PowerPoint



The screenshot shows a PowerPoint presentation with the Articulate ribbon selected. The ribbon includes options like Record Narration, Add Narration Annotations, Sync Animations, Import Audio, Audio Editor, Quizmaker Quiz, Engage Interaction, Character, Video, Flash, Web Object, Slide Properties, Translate, Options, Help and Support, Player, Preview, and Publish. The slide content includes a slide titled 'Insert an Engage Interaction into a Presentation' with roles (Training Developer) and a scenario (inserting Tabs, Conversation, and Accordion interactions). A 'Notes' pane is visible at the bottom, containing text about understanding interaction types and a URL for more details.



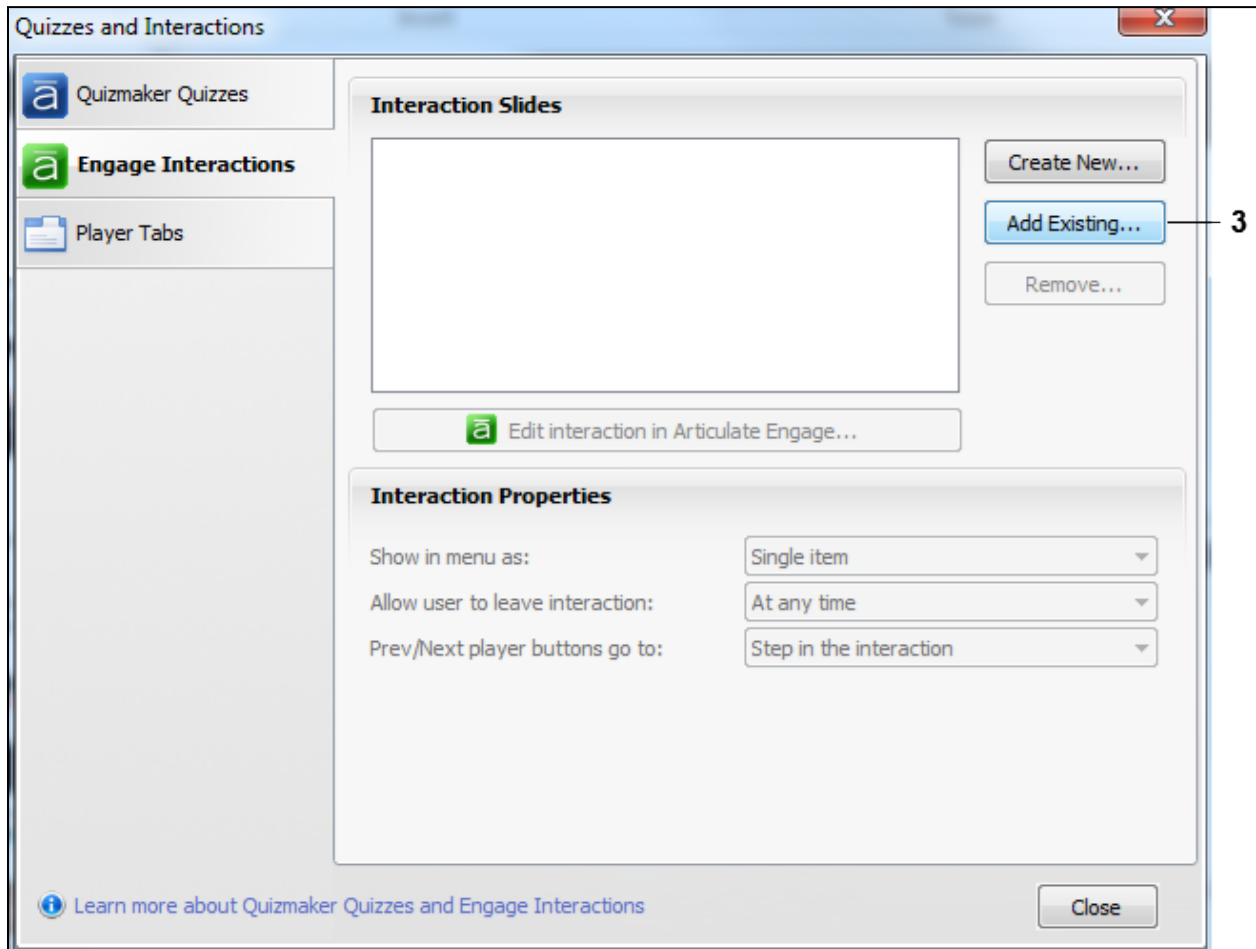
Engage

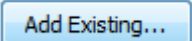
2. Click **Engage Interaction** button *Interaction* . The *Quizzes and Interactions* screen displays.



From the *Quizzes and Interaction* screen, you are able to add a quiz or Engage interaction. In this example, you are creating an Engage Interaction. If you were creating a quiz, you would select this as an option in step two of this instruction.

Quizzes and Interactions

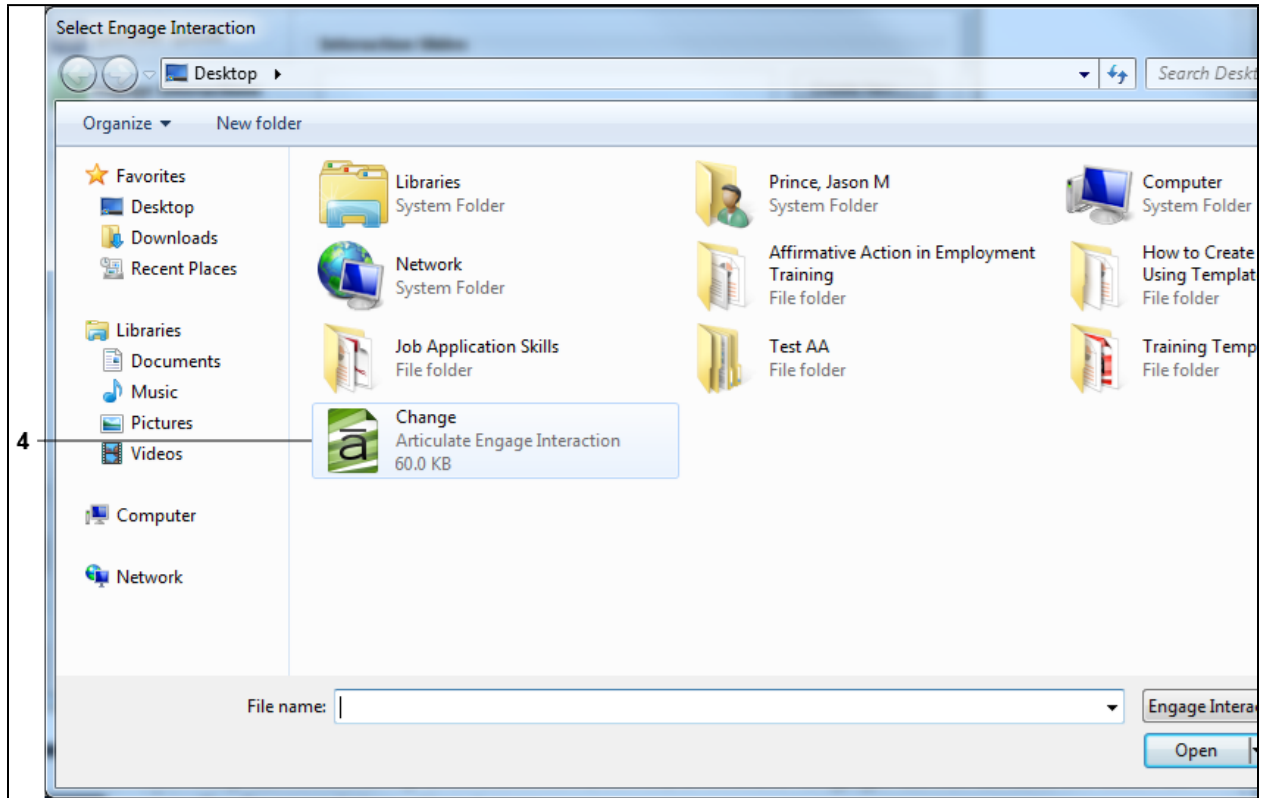


3. Click **Add Existing...** button . The *Select Engage Interaction* screen displays.

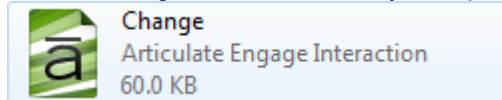


For your convenience, all of the Engage Interactions have been created and saved in the correct style and format. As a result, you are able to use the **Add Existing...** button to create the interaction. The quizzes have also been created and can be added the same way.

Select Engage Interaction

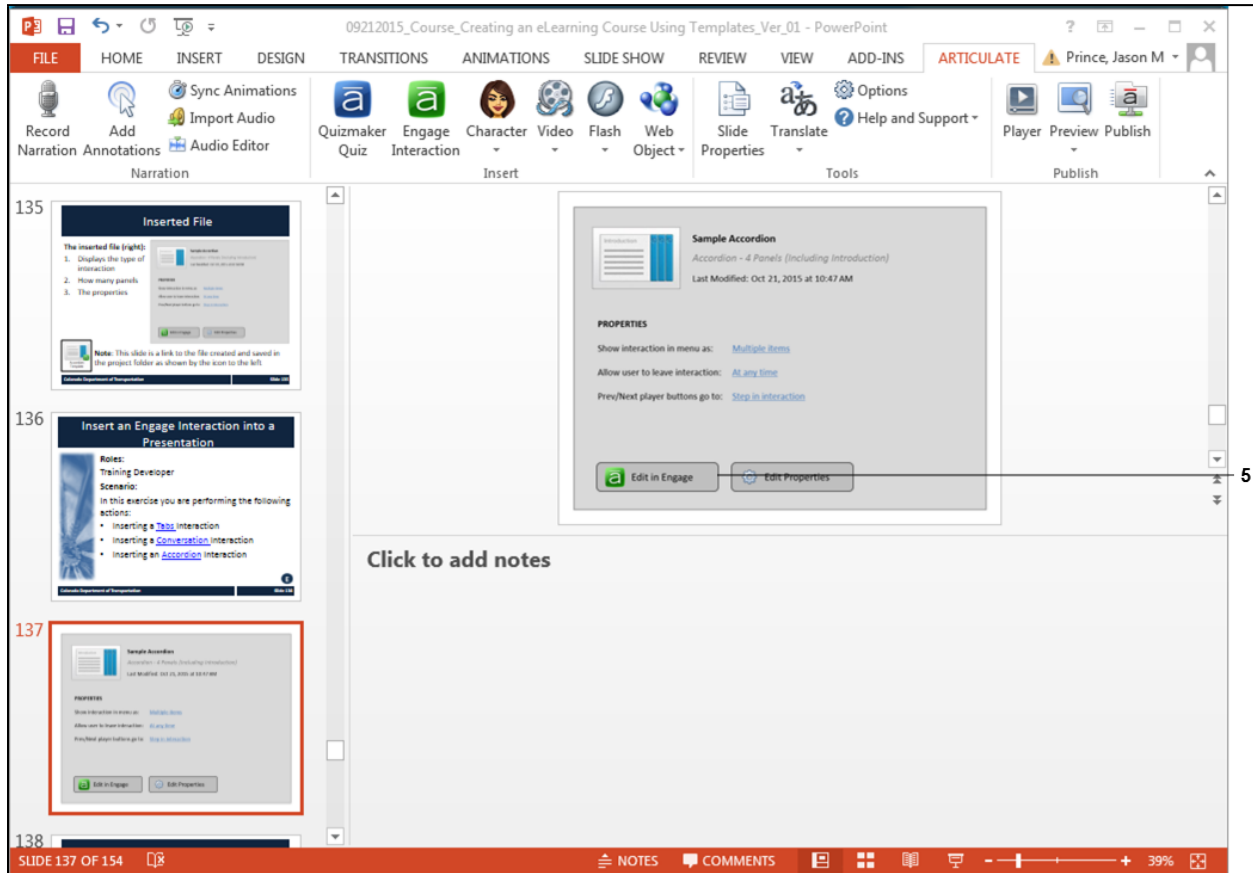


4. Navigate to the location you copied and saved the file and double-click the file



. In this example, the **Change** file was selected.

PowerPoint

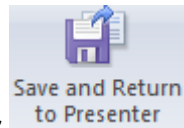
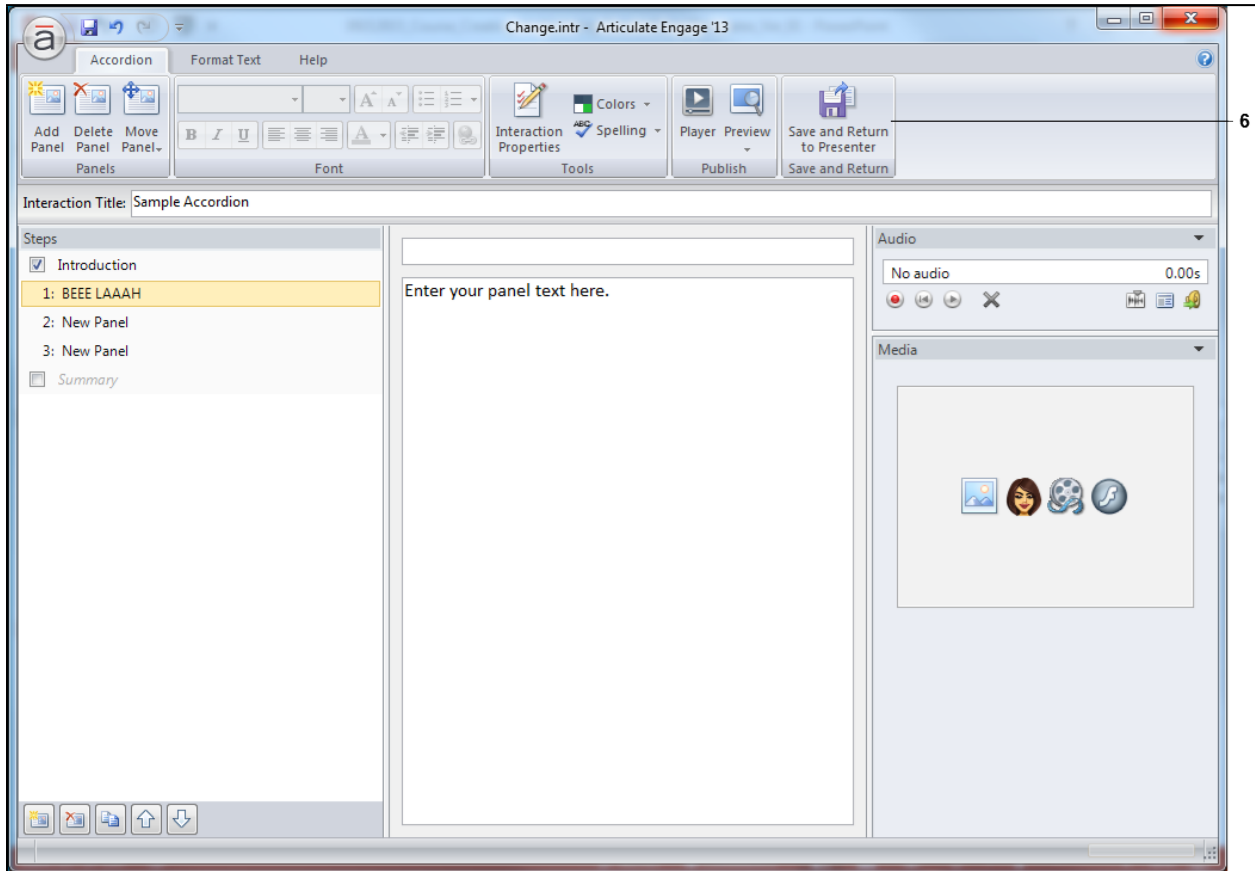


5. Click **Edit in Engage** button  to insert the Engage interaction.



The file you have inserted is now part of you presentation. If you want you could continue with another action or access the file.

Articulate Engage '13 - [Change.intr]



6. Click **Save and Return to Presenter** once you are done editing the file to save the changes and return to the PowerPoint file.

Result

You have inserted an interaction (Quizmaker or Engage) into a presentation.

Tab 14 - Create and Maintain Tab Interactions

Creating an eLearning Course Using Articulate

Create and Maintain Tab Interactions

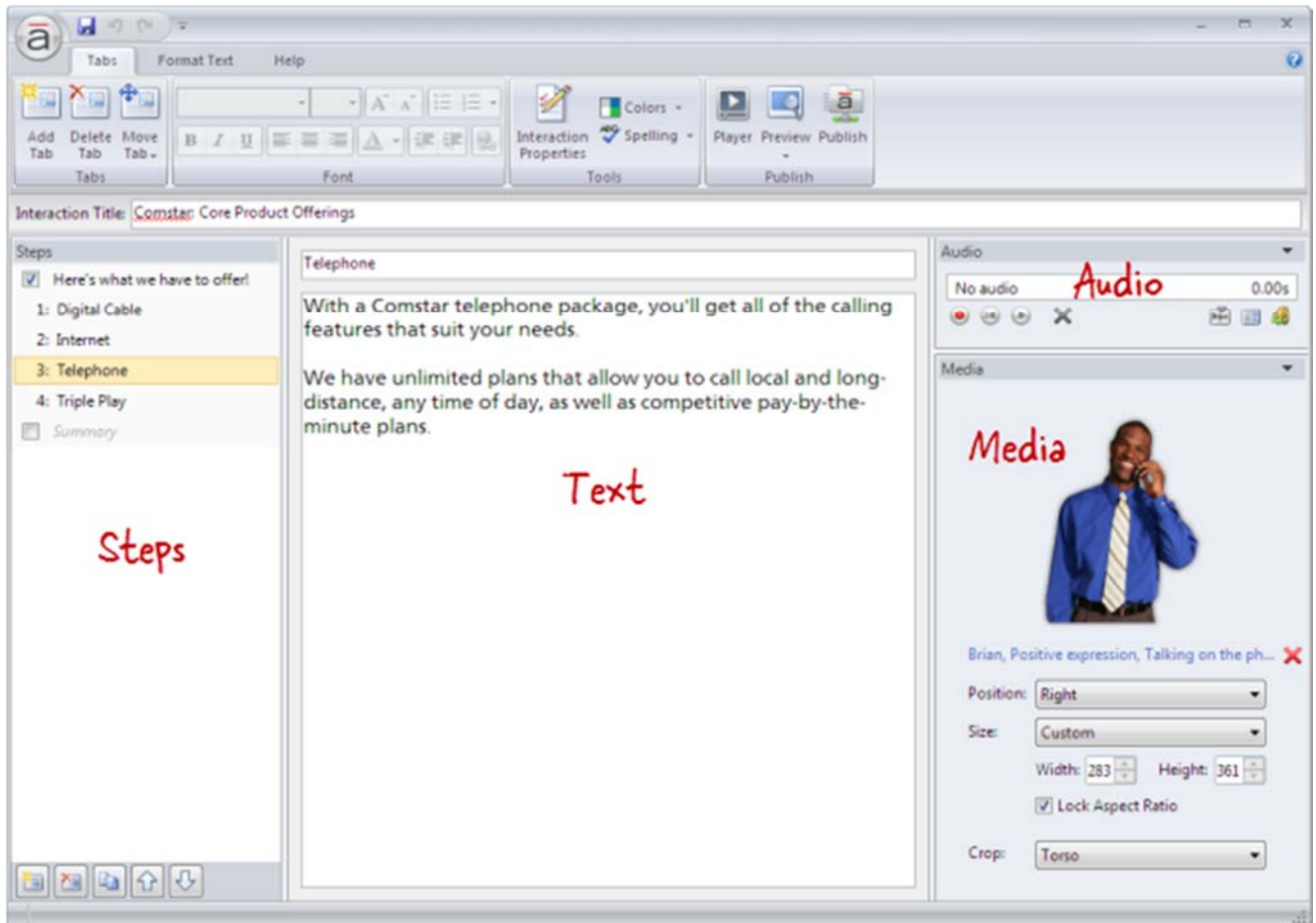
Exploring the Editor

The Tabs editor has three columns with the following panels:

- **Steps:** Located on the left side of the screen, this panel is used to manage tabs for your interaction.
- **Text:** Located in the middle of the screen, this panel is used to [add text](#) to each tab.
- **Audio:** Located in the upper right corner of the editor, this panel is used to add and edit [audio](#).
- **Media:** Located in the lower right corner, this panel is used to add [pictures](#), [characters](#), [videos](#), and [Flash files](#).

Here are some tips for working with the editor:

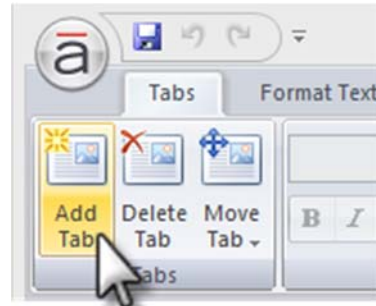
- Change the width of a column by dragging its boundary with your mouse.
- Click the triangle in the upper right corner of the **Audio** panel to collapse it if you need more room to work with the **Media** panel. Click it again to reopen the panel.



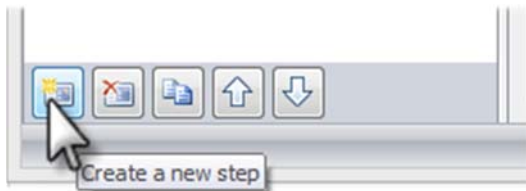
Adding Tabs

Each step in a Tabs interaction is called a tab. To add a tab, do any of the following:

- Press **Ctrl+M**.



- Go to the **Tabs** tab on the ribbon, and click **Add Tab**.
- Click the **Create a new step** button in the lower left corner of the **Steps** panel.



- Click the **Duplicate** button at the bottom of the **Steps** panel to copy the currently selected



tab(s).

New tabs get added just below the tab that's currently selected in the **Steps** panel—unless the summary is selected, in which case new tabs get added above it.

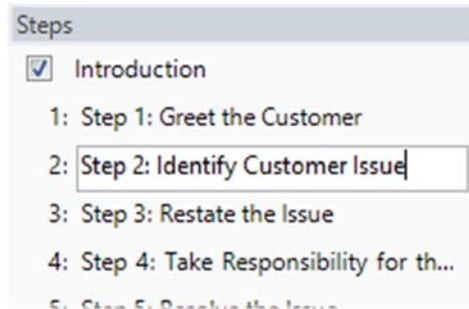
Tip: A Tabs interaction can have up to eight tabs (not counting the introduction and summary).

Renaming Tabs

To rename a tab, do either of the following:

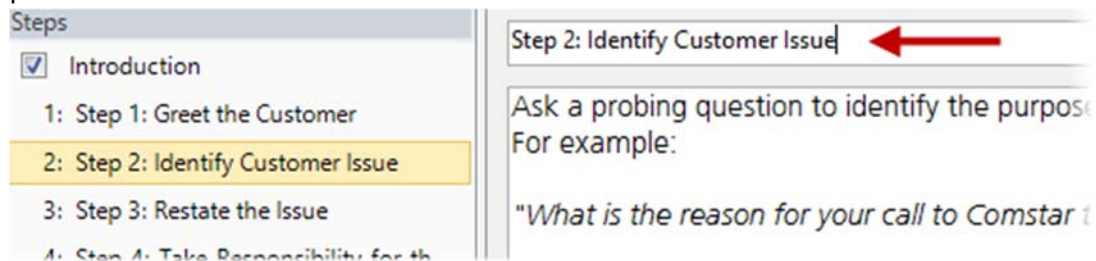
- Double-click the tab in the **Steps** panel to open it for editing. Enter the new name, and press the

Double-click.
Type the new name.
Press Enter.



Enter key.

- Select the tab in the **Steps** panel, and type the new name in the title field at the top of the text panel.

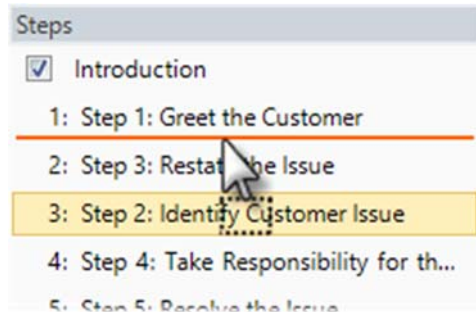


Tip: You can rename the introduction or summary in the same way.

Rearranging Tabs

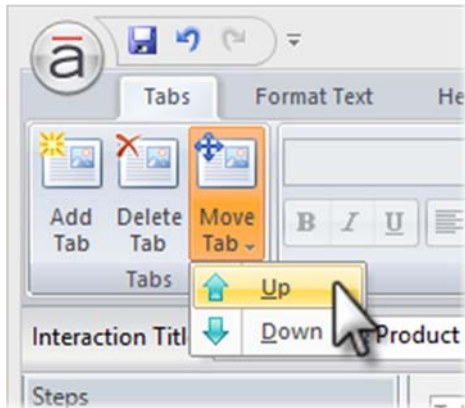
To change the order of tabs, select one or more tabs in the **Steps** panel, and do any of the following:

- Drag them to a new location in the list. An orange line will move with your mouse to indicate



where the tabs will be when your mouse is released.

- Go to the **Tabs** tab on the ribbon, click **Move Tab**, and select either **Up** or **Down**.



- Use the **Up** and **Down** arrows at the bottom of the **Steps** panel.

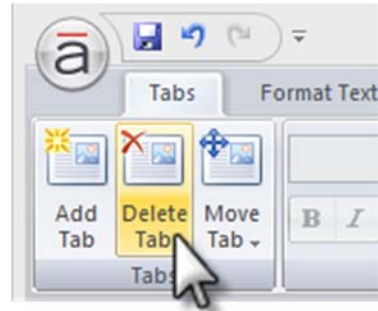


Note: The introduction and summary can't be moved.

Deleting Tabs

To delete a tab, select it in the **Steps** panel, and do any of the following:

- Press the **Delete** key on your keyboard.



- Go to the **Tabs** tab on the ribbon, and click **Delete Tab**.

Tab 15 - Create and Maintain Conversation Interactions

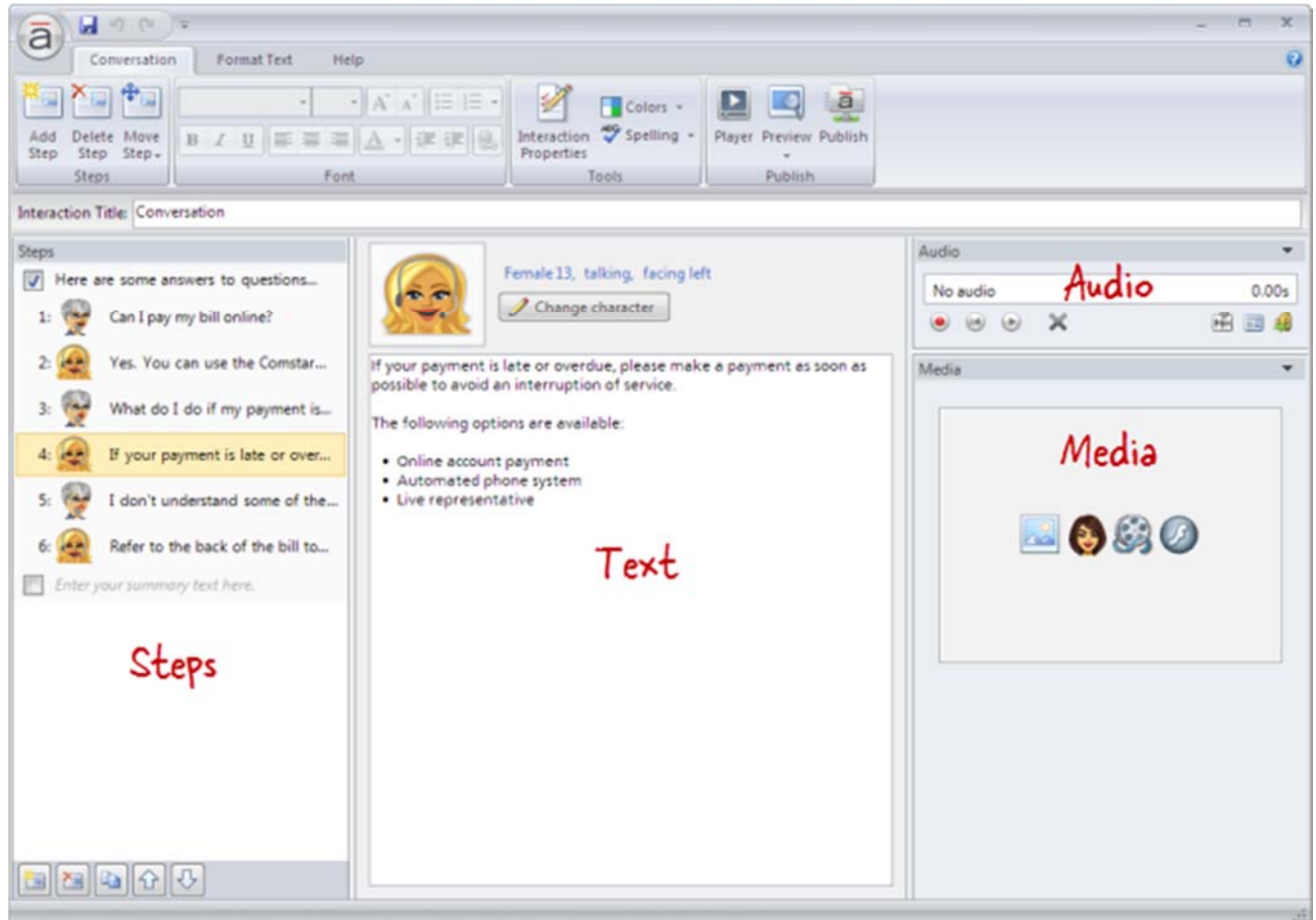
Creating an eLearning Course Using Articulate

Create and Maintain Conversation Interactions

Exploring the Editor

The Conversation editor has three columns with the following panels:

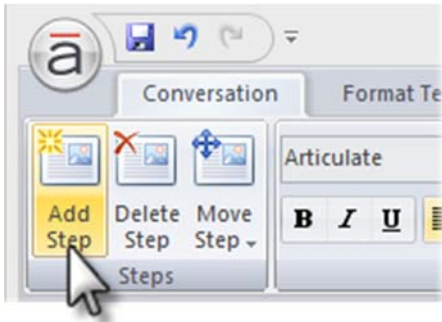
- **Steps:** Located on the left side of the screen, this panel is used to manage steps for the Conversation.
- **Text:** Located in the middle of the screen, this panel is used to switch characters and [add text](#) to each step.
- **Audio:** Located in the upper right corner of the editor, this panel is used to add and edit [audio](#).
- **Media:** Located in the lower right corner, this panel is used to add [pictures](#), [characters](#), [videos](#), and [Flash files](#).



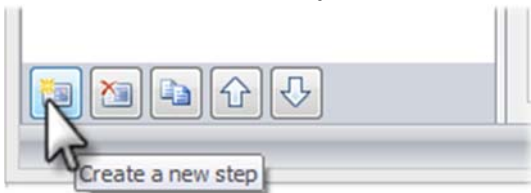
Adding Steps

To add a step to the Conversation, do any of the following:

- Press **Ctrl+M**.
- Go to the **Conversation** tab on the ribbon, and click **Add Step**.



- Click the **Create a new step** button in the lower left corner of the **Steps** panel.



- Click the **Duplicate** button at the bottom of the **Steps** panel to copy the currently selected



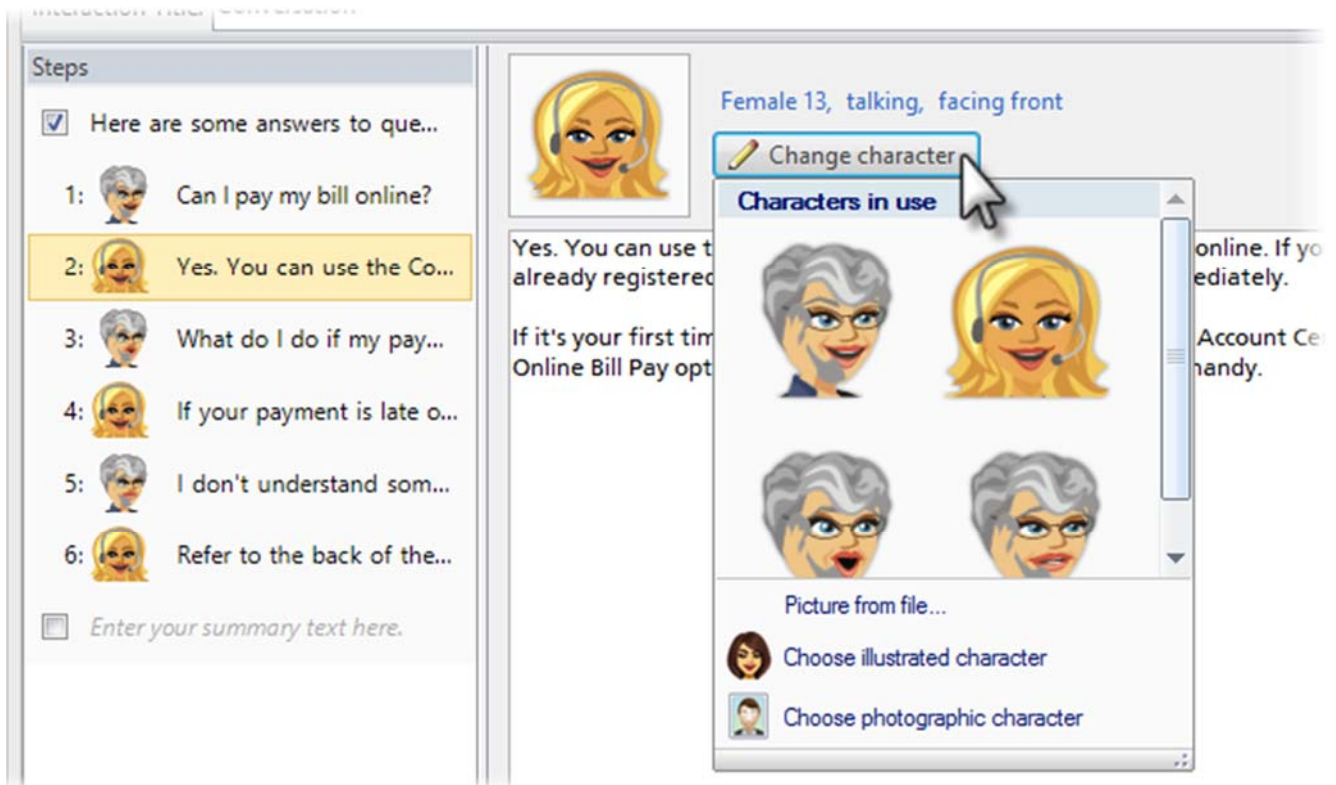
step(s).

New steps get added just below the step that's currently selected in the **Steps** panel—unless the summary is selected, in which case new steps get added above it.

Tip: A Conversation interaction can have an unlimited number of steps.

Changing Characters

To change the character that's speaking, select a step in the **Steps** panel. Then click the **Change character** button at the top of the text panel, and choose one of the following options.



- **Characters in use:** Characters that have already been added to the interaction will appear at the top of the list. If you want to reuse one of them, simply click its avatar.
- **Picture from file:** Select this option if you want to choose an image from your computer. Browse to the image, and click **Open**.
- **Choose illustrated character:** Select this option to use one of the illustrated characters that comes bundled with Articulate Engage. When the **Characters** window opens, choose a character, expression, pose, and perspective. As you make selections, the character preview

pane on the right side of the window will update to reflect your choices. When you're finished,



click **Insert**.

- **Choose photographic character:** Select this option to use a photographic character. (Engage comes with one photographic character, but you can purchase additional characters in the [Articulate Store](#).) When the **Characters** window opens, choose a character and pose. As you make selections, the character preview pane on the right side of the window will update to reflect your choices. When you're finished, click **Insert**.

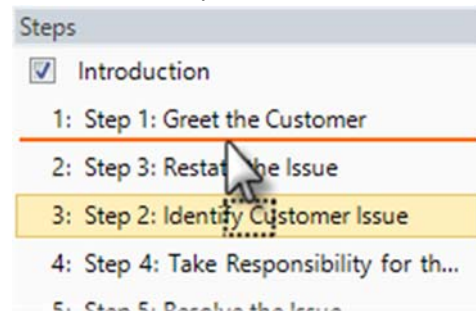


Note: Characters will always display on the left side of the conversation.

Rearranging Steps

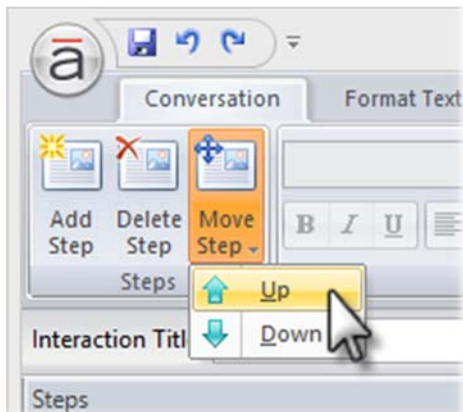
To change the order of steps, select one or more steps in the **Steps** panel, and do any of the following:

- Drag them to a new location in the list. An orange line will move with your mouse to indicate



where the steps will be when your mouse is released.

- Go to the **Conversation** tab on the ribbon, click **Move Step**, and select either **Up** or **Down**.



- Use the **Up** and **Down** arrows at the bottom of the **Steps** panel.

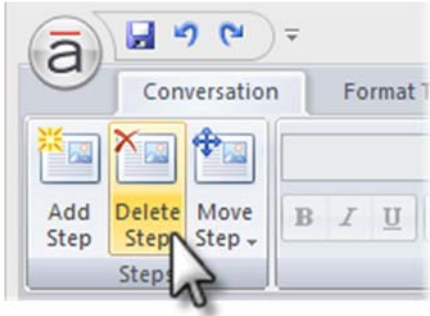


Note: The introduction and summary can't be moved.

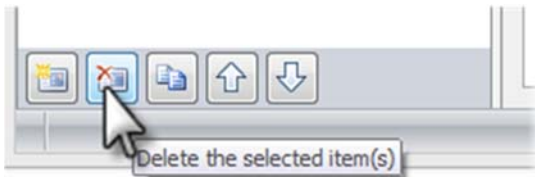
Deleting Steps

To delete a step, select it in the **Steps** panel, and do any of the following:

- Press the **Delete** key on your keyboard.
- Go to the **Conversation** tab on the ribbon, and click **Delete Step**.



- Click the **Delete** button at the bottom of the **Steps** panel.



Tip: You can't delete the introduction or summary, but you can [hide them](#).

Tab 16 - Create and Maintain Accordion Interactions

Creating an eLearning Course Using Articulate

Create and Maintain Accordion Interactions

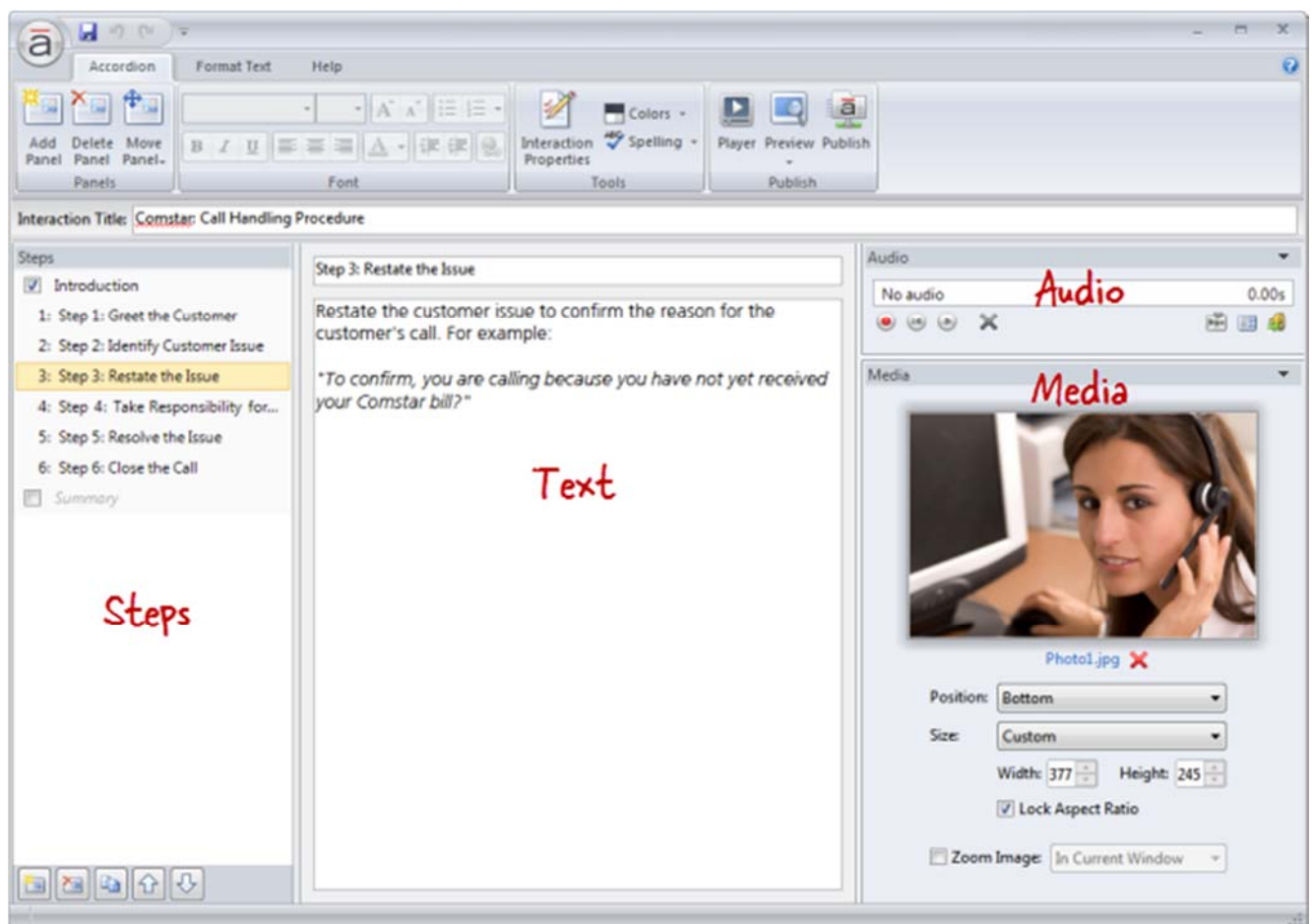
Exploring the Editor

The Accordion editor has three columns with the following panels:

- **Steps:** Located on the left side of the screen, this panel is used to manage panels for the Accordion.
- **Text:** Located in the middle of the screen, this panel is used to [add text](#) to each panel.
- **Audio:** Located in the upper right corner of the editor, this panel is used to add and edit [audio](#).
- **Media:** Located in the lower right corner, this panel is used to add [pictures](#), [characters](#), [videos](#), and [Flash files](#).

Here are some tips for working with the editor:

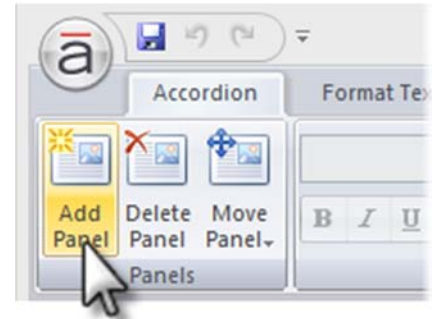
- Change the width of a column by dragging its boundary with your mouse.
- Click the triangle in the upper right corner of the **Audio** panel to collapse it if you need more room to work with the **Media** panel. Click it again to reopen the panel.



Adding Panels

Each step in an Accordion interaction is called a panel. To add a panel, do any of the following:

- Press **Ctrl+M**.



- Go to the **Accordion** tab on the ribbon, and click **Add Panel**.
- Click the **Create a new step** button in the lower left corner of the **Steps** panel.



- Click the **Duplicate** button at the bottom of the **Steps** panel to copy the currently selected



panel(s).

New panels get added just below the panel that's currently selected in the **Steps** panel—unless the summary is selected, in which case new panels get added above it.

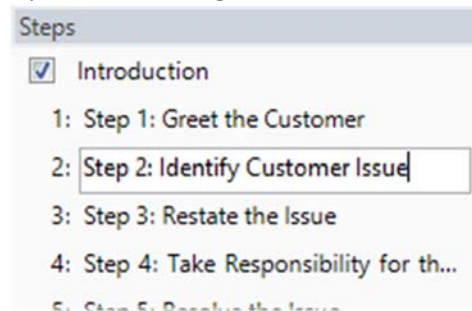
Tip: An Accordion interaction can have up to eight panels (not counting the introduction and summary).

Renaming Panels

To rename a panel, do either of the following:

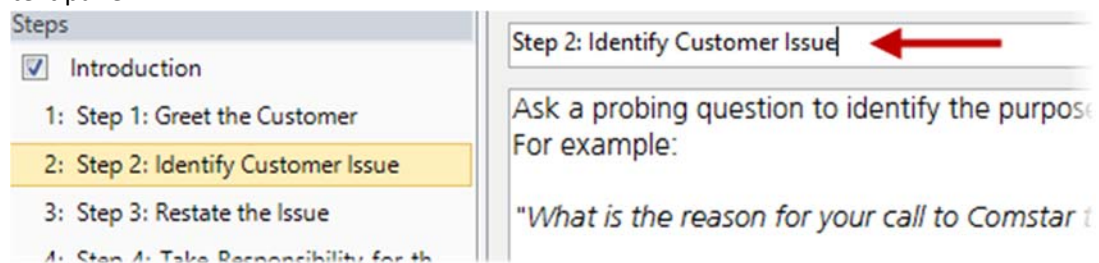
- Double-click the panel in the **Steps** panel to open it for editing. Enter the new name, and press

Double-click.
Type the new name.
Press Enter.



the **Enter** key.

- Select the panel in the **Steps** panel, and type the new name in the title field at the top of the text panel.

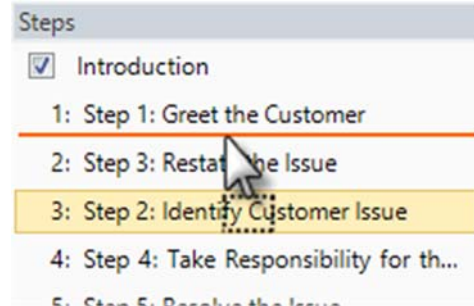


Tip: You can rename the introduction or summary in the same way.

Rearranging Panels

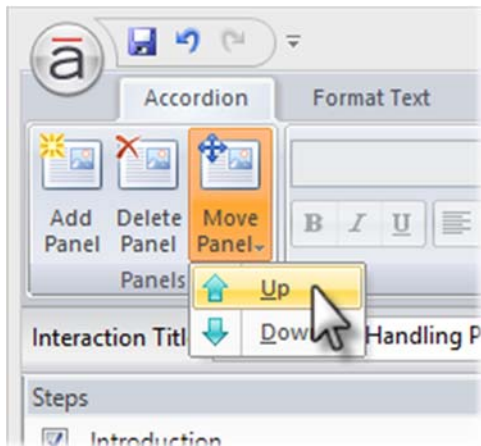
To change the order of panels, select one or more panels in the **Steps** panel, and do any of the following:

- Drag them to a new location. An orange line will move with your mouse to indicate where the



panels will be when your mouse is released.

- Go to the **Accordion** tab on the ribbon, click **Move Panel**, and select either **Up** or **Down**.



- Use the **Up** and **Down** arrows at the bottom of the **Steps** panel.

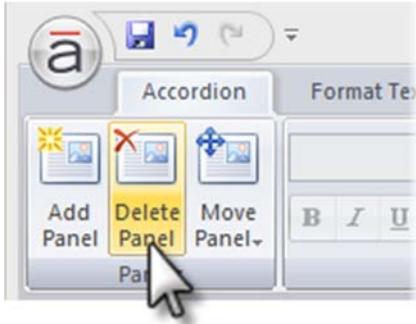


Note: The introduction and summary can't be moved.

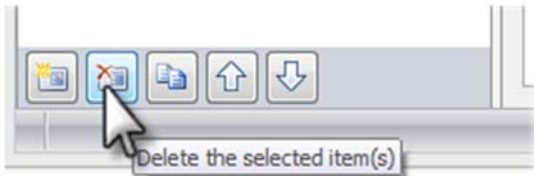
Deleting Panels

To delete a panel, select it in the **Steps** panel, and do any of the following:

- Press the Delete key on your keyboard.
- Go to the **Accordion** tab on the ribbon, and click **Delete Panel**.



- Click the **Delete** button at the bottom of the **Steps** panel.



Tip: You can't delete the introduction or summary, but you can [hide them](#).

Tab 17 - Writing a Script

Creating an eLearning Course Using Articulate

Writing a Script

Script Overview

Writing a script should not be a long or tedious process. Not all slides need to have narration in the course and your scripts need to be short and concise. The goal of script is engage the user and let them interact with the course. There are a couple of items to cover before discussing the script.

- Where does the script go?
 - The script is stored in the Presentation and is specific to the slide
 - If the slide does not have narration then the contents of the note section should be deleted (don not delete the slide)
- All Presentations with audio need to use either the Multi-Section Course Template with Sound or the One Section Course with Sound Template
- Do not read the content of slide

Make it Light

The goal do the script to connect with the person taking the course. This is done by having a conversational tone. It should also be fun and less formal and simpler language.

Example

- ✘ Instead of "This e-learning course is designed to explain the 15 steps needed complete our regulatory process".
- ✔ Try this more conversational tone: "Need to get your head around our process? We all do! So let's take a look at the 15 steps of the regulatory process".

Get to the Point

Cut out as much of the script as you can by focusing on what the participants need to know.

Example

- ✘ Instead of reading "At the end of this course, you should be able to identify the training terms and concepts associated with eLearning. Describe the new Instructor Led Training templates and how they are used..."
- ✔ Try, "Take a moment to review the course objectives".

Be Active

Write in the active voice to keep the participant in the moment. It also makes the script more interactive and engaging.

Example

- ✘ Instead of “The process briefing document is used to define our core requirements”.
- ✔ Try, “The process briefing document defines our core requirements”.

Create a Flow

Even though the scripts are on one slide, they are part of a course. Using transitions to the next slide helps to make the course more interesting and shows how the ideas flow together. This could be as simple as saying, "We just looked at the steps to follow for submitting your report. But why does this even matter? And what are the risks if we don't do it right? Let's find out."

You also could consider making the whole course a single narrative, told as a guided story or a "day-in-the-life" approach where you follow one character through a process from start to finish. By using the first person narrative, the content naturally unfolds in conversation with a natural flow.

Treat the Participants like Grown-ups

Learners are busy professionals, so treat them like that and give them choices, along with the respect they deserve. The tone of voice you use should sound like an adult speaking to an adult, not a parent to a child. Instead of telling it is best to convince the participant that they need the content of the course and that it is going to be useful. If you are writing a brief course, let them know! While still being genuine, sell the course and what would appeal to them or convince them to take the course.

Tab 18 - Prepare for a Recording

Creating an eLearning Course Using Articulate

Prepare for Recording

The Microphone

- Always use the external “snowball” microphone that Gayle has at her desk.
- The first time you plug in the microphone your computer may not it, use the following steps:
 1. Plug in the microphone into the USB port
 2. Go to Start → Control Panel → Hardware and Sound → Sound → Recording
 3. Right click on the Internal Microphone Array and select disable from the menu
 4. Right Click on the Microphone (blue Sno) and select enable
 5. Confirm the microphone works and test for sound volume and Quality

Placement of the Microphone

- The appropriate distance between your mouth and the microphone is 8 to 12 inches.
- To find the best position take a very deep breath and place both hands around 8 to 12 inches in front of your mouth. Now blow hard and move your hands around until you can't feel your breath. That is where you want your microphone.
- Make sure you do not place the microphone next to the computer as this may pick up the noise of the fan.

Setting the Volume

- You can adjust the volume of your microphone on your computer via the Sound control panel by testing the hardware. (Start → Control Panel → Hardware and Sound → Sound → Recording)
- A headset microphone should never peak into the red during your test. Headset microphones are more prone to popping and therefore you should make sure that the maximum volume is just below where it peaks.
- A simple way to test a microphone is to say the following over and over: “Testing 1,2. Testing 1,2. Check. Check. Check.” Remember on the test you should never peak into the red.

Record a Sample

- Once you have placed the microphone record a sample of the recording
- Listen to the sample of the recording using headphones and listen for any background noises or issues with the sound

When Recording

- Practice reading the script a couple of times until you are familiar with the topic of the course
- Stick to the script while you are recording (don't adlib this comes out sounds like this is quotations
- Record a couple of seconds of silence before and after this can easily be edited out and will eliminate the “click” of the mouse
- Sit up straight or stand while you are recording
- Be confident and relaxed – this can be done by reading the script and having a conversational tone. Remember, you want to sounds as if you have having a conversation.

- Try to record all of the narration at the same time of day and the same location. Doing so allows for a consistent sound and helps with the

Tab 19 - Record Narration

Creating an eLearning Course Using Articulate

Purpose

Use this procedure to add narration to a slide in an Articulate Presentation.

Trigger

Perform this procedure when you need to add narration to an Articulate presentation.

Prerequisites

- Microphone installed
- Testing of the microphone for sound quality

Menu Path

Use the following menu path to begin this transaction:

- N/A

Transaction Code

Articulate

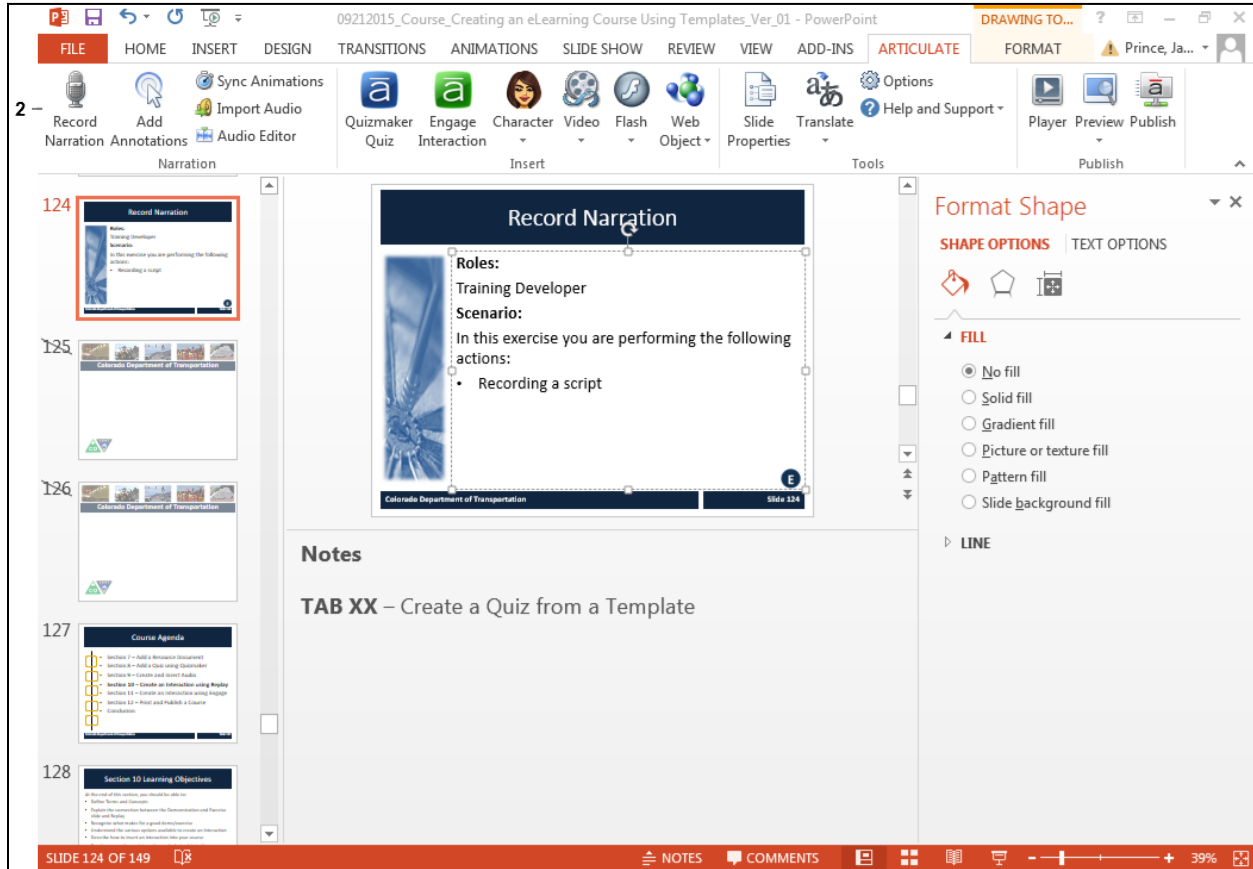
Helpful Hints

- Refer to the *Preparing for Recording and Writing a Script* documents for help with the setup.
- Refer to the Edit Audio file one you are done to make changes to the sound file.
- If you are recording the sound file in Audacity refer to the Import Audio work instruction for help.

Procedure

1. Start the transaction from the Articulate ribbon of an open PowerPoint Presentation.

Desktop



The screenshot shows the Microsoft PowerPoint 2013 interface. The title bar reads "09212015_Course_Creating an eLearning Course Using Templates_Ver_01 - PowerPoint". The ribbon is set to "ARTICULATE". The "Record Narration" button is highlighted in the "Narration" group. The main slide area displays a slide titled "Record Narration" with the following content:

Roles:
Training Developer

Scenario:
In this exercise you are performing the following actions:

- Recording a script

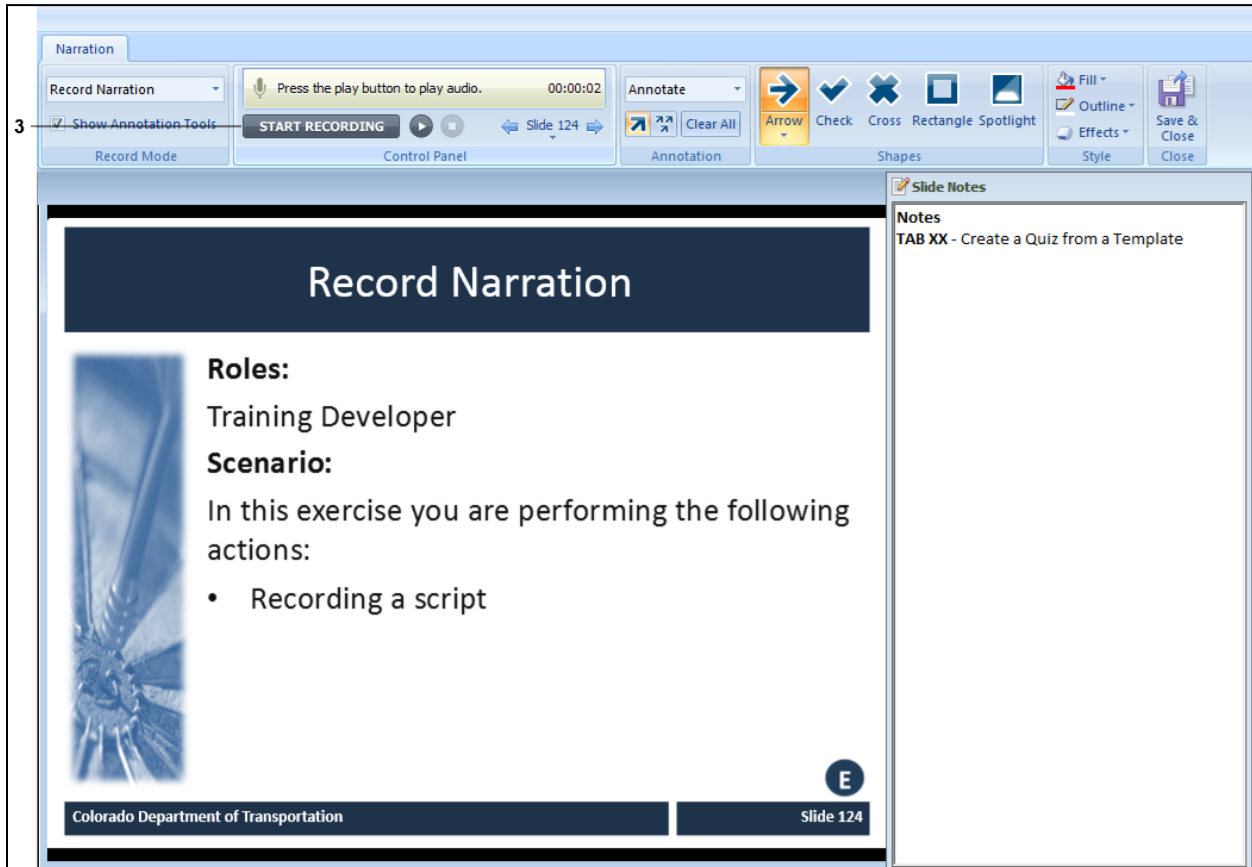
The slide footer includes "Colorado Department of Transportation" and "Slide 124". The "Notes" pane below the slide contains the text: "TAB XX – Create a Quiz from a Template". The "Format Shape" task pane is open on the right, showing "SHAPE OPTIONS" and "TEXT OPTIONS". The status bar at the bottom indicates "SLIDE 124 OF 149" and "39%" zoom.



Record

2. Click **Record Narration** button *Narration* . The *Narration* screen displays.

Narration

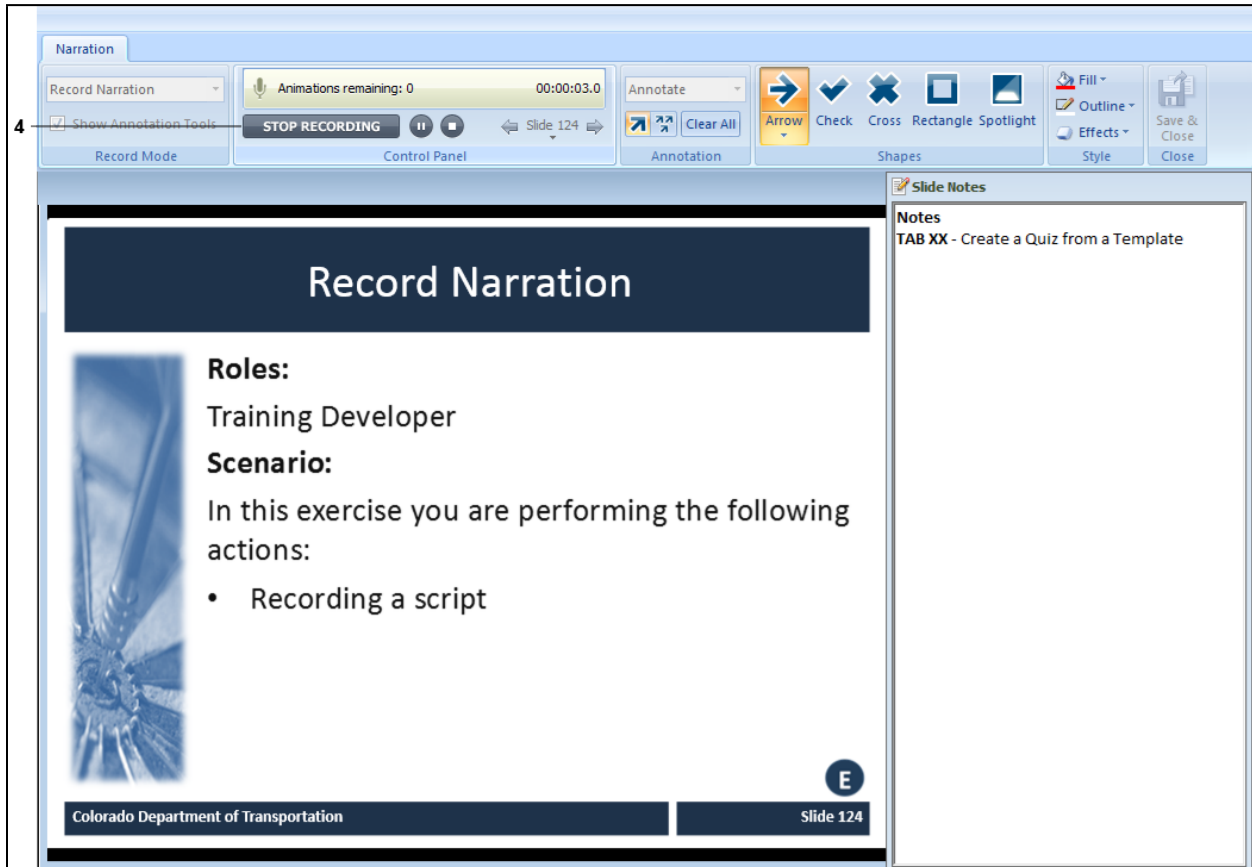


3. Click **Start Recording**  and read the script located under Slide Notes.



Pausing for a second before you begin the narration and after you stop ensures the recording is not cut off and you get a good recording. You are able to edit the silence out using the **Audio Editor** feature.

Narration



4. **STOP RECORDING**

Record Narration

Roles:
Training Developer

Scenario:
In this exercise you are performing the following actions:

- Recording a script

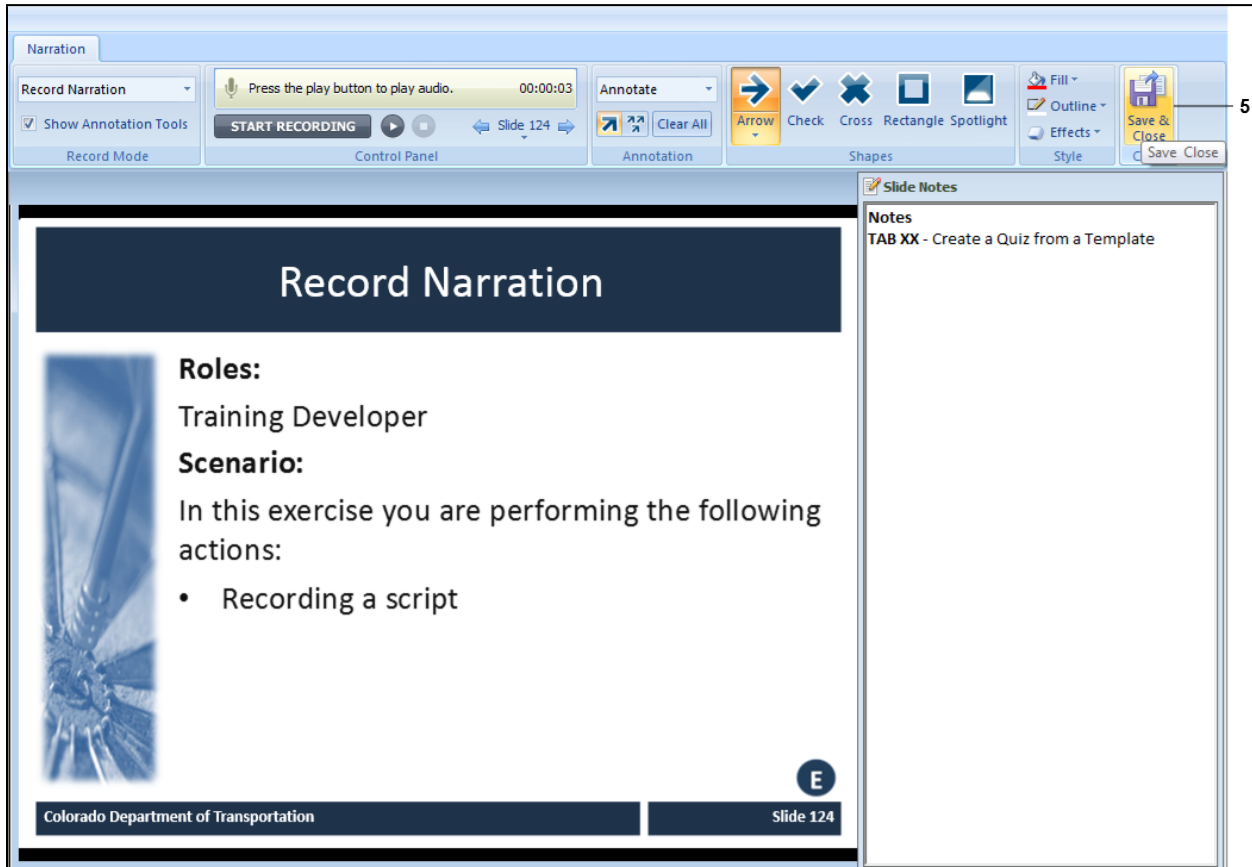
Colorado Department of Transportation Slide 124


4. Click **Stop Recording** **STOP RECORDING** once you are done reading the script.



The screens in Articulate are dynamic and change according to what you have clicked on. Clicking on the **Stop Recording** button allows you to then use the **Play** button to hear the narration as shown in the screen below.

Narration



5. Click **Save & Close** button . The PowerPoint presentation displays.



Prior to exiting the recording it is strongly encouraged that you listen to the recording to confirm the quality. If you need to record the narration again, click the **Start Recording** button and re-record the script. This overwrites the previous version of the narration.

Result

You have recorded narration for your presentation.

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

Tab 20 - Record Narration in Audacity

Creating an eLearning Course Using Articulate

Record Narration in Audacity

When doing a recording:

- Do all recordings in the same place.
- Ensure the "Input" device is the USB microphone (Here's a screenshot of what it looks like when you select it, except I **don't** have USB choice.)
- If something just doesn't sound right - don't hesitate to contact me about it.
- Smile while you're recording :)

Steps to Record:

1. Open Audacity.
2. Set output microphone to 10.
3. Set input (USB) microphone to 10.
4. Click Record button.
5. Click Stop button.
6. To listen to your recording, press Play button.
7. To export your file – user menu path File →Export.
8. Select the folder the Save In folder.
9. Enter the Filename (Use file naming convention L#S#).
10. Click Save button.

Tab 21 - Import Audio File

Creating an eLearning Course Using Articulate

Purpose

Use this procedure to import audio into an Articulate presentation.

Trigger

Perform this procedure when you need to import an existing audio files into a presentation.

Prerequisites

- Audio file must be created.

Menu Path

Use the following menu path to begin this transaction:

- N/A

Transaction Code

Articulate

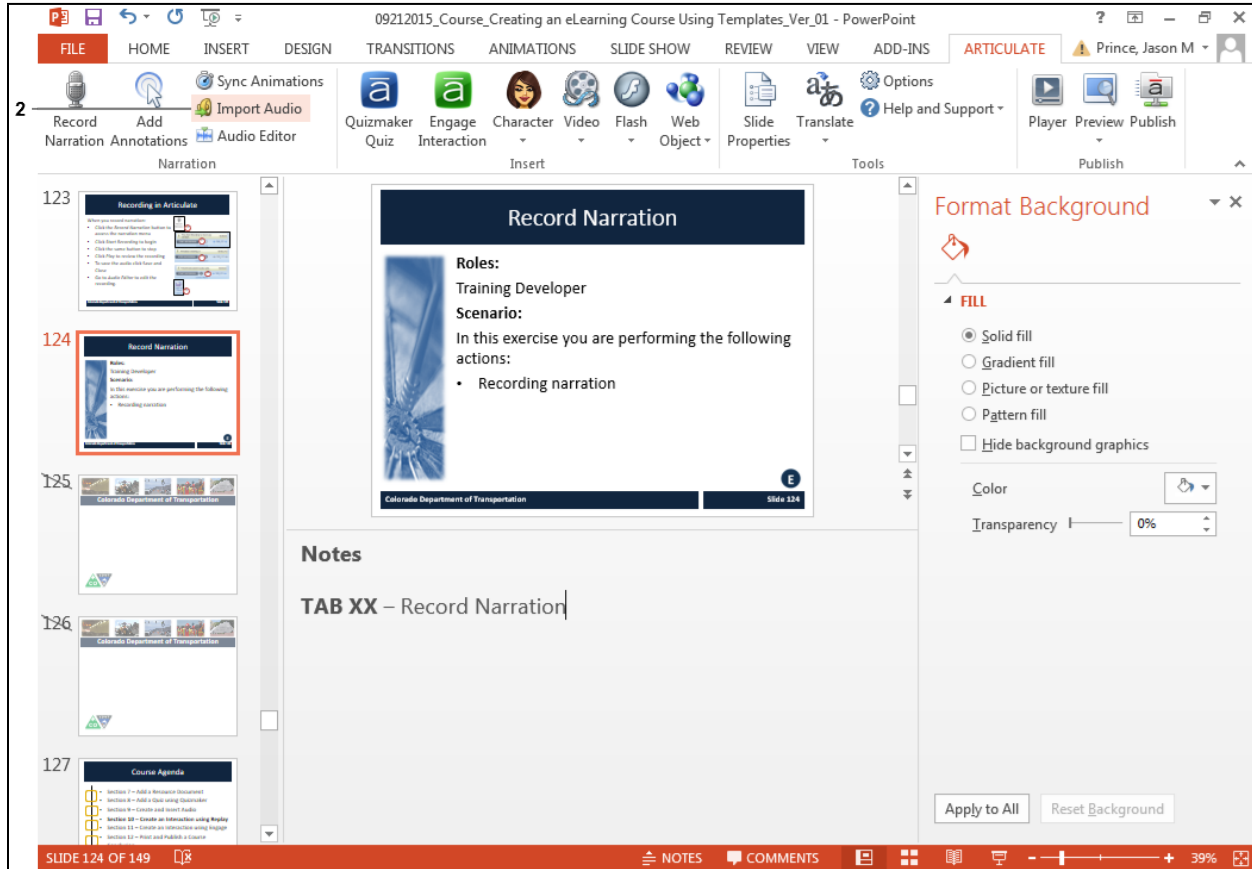
Helpful Hints

- Check the sound quality of the file before importing the file against other files to ensure the sound is consistent.
- Always use the same recording method for a course to maintain the consistency of the sound.
- Do not mix recording programs because adjusting the sound quality can be more difficult than making a new recording.

Procedure

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

PowerPoint



The screenshot shows the Microsoft PowerPoint interface with the Articulate ribbon selected. The ribbon includes options for Record Narration, Add Annotations, Audio Editor, Quizmaker, Engage Interaction, Character, Video, Flash, Web Object, Slide Properties, Translate, Help and Support, Player, Preview, and Publish. The main slide area displays a slide titled "Record Narration" with the following content:


Record Narration

Roles:
Training Developer

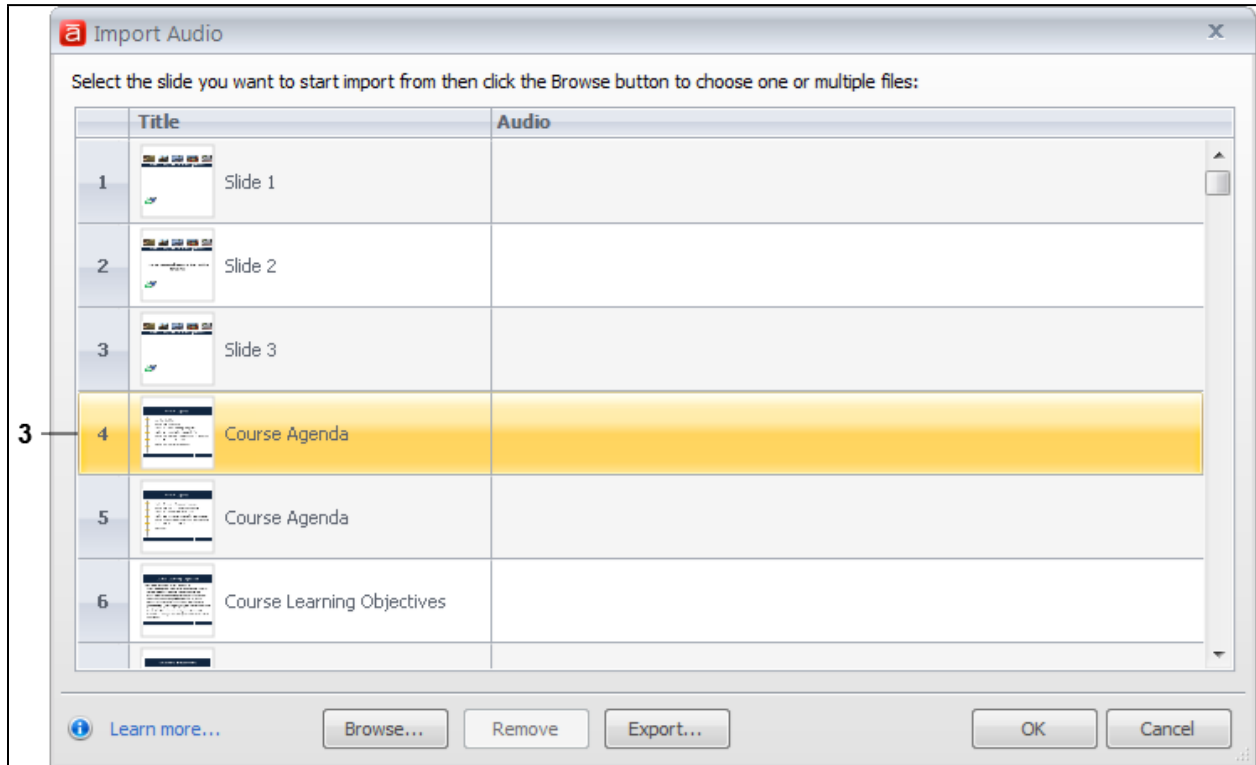
Scenario:
In this exercise you are performing the following actions:

- Recording narration

The slide footer indicates "Colorado Department of Transportation" and "Slide 124". The Notes pane below the slide contains the text "TAB XX – Record Narration". The right-hand side of the screen shows the "Format Background" task pane with options for fill, color, and transparency.

2. Click **Import Audio**  **Import Audio**. The *Import Audio* screen displays.

Import Audio

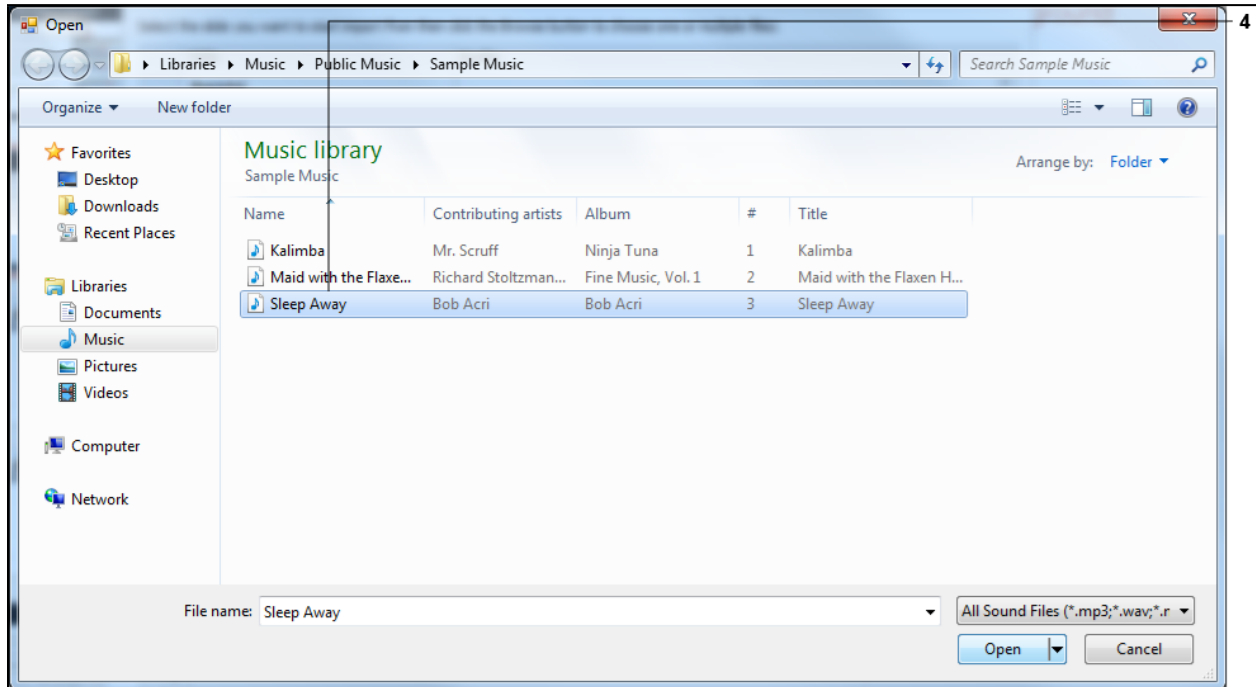



3. Navigate to the slide you want to add the audio and Double-click the slide



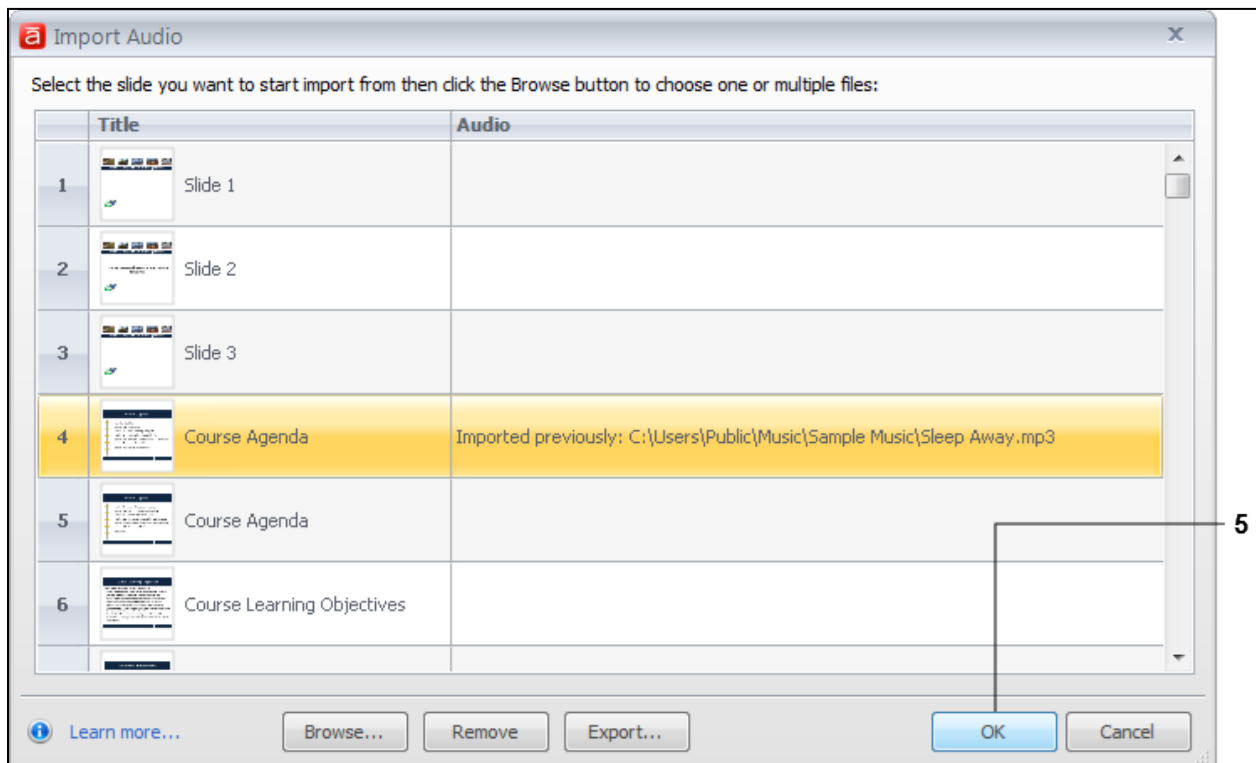
in this example, the audio file is being added to the slide titled 4 *Course Agenda*. The *Open* screen displays.

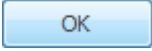
Open



4. Navigate to the audio file you want to import and double-click on the name of the audio file you want to import. In this example, **Sleep Away** was selected.  **Sleep Away**.

Import Audio



5. Click the **OK** button . The *Import Audio* screen closes and the selected audio file is now associated with the file.



To delete an existing audio file, follow the same step up to five, but select the **Remove** button to delete the association to the audio file.

Result

You have imported an audio file into a presentation.

Tab 22 - Edit Audio File

Creating an eLearning Course Using Articulate

Purpose

Use this procedure to edit the narration (audio) associated with a slide and to increase or decrease the volume of the narration.

Trigger

Perform this procedure when edit the narration (audio) associated with a slide and to increase or decrease the volume of the narration.

Prerequisites

- There must be narration associated with the file.
- There must be sound associated with at least one of the slides in the Presentation.

Menu Path

Use the following menu path to begin this transaction:

- N/A

Transaction Code

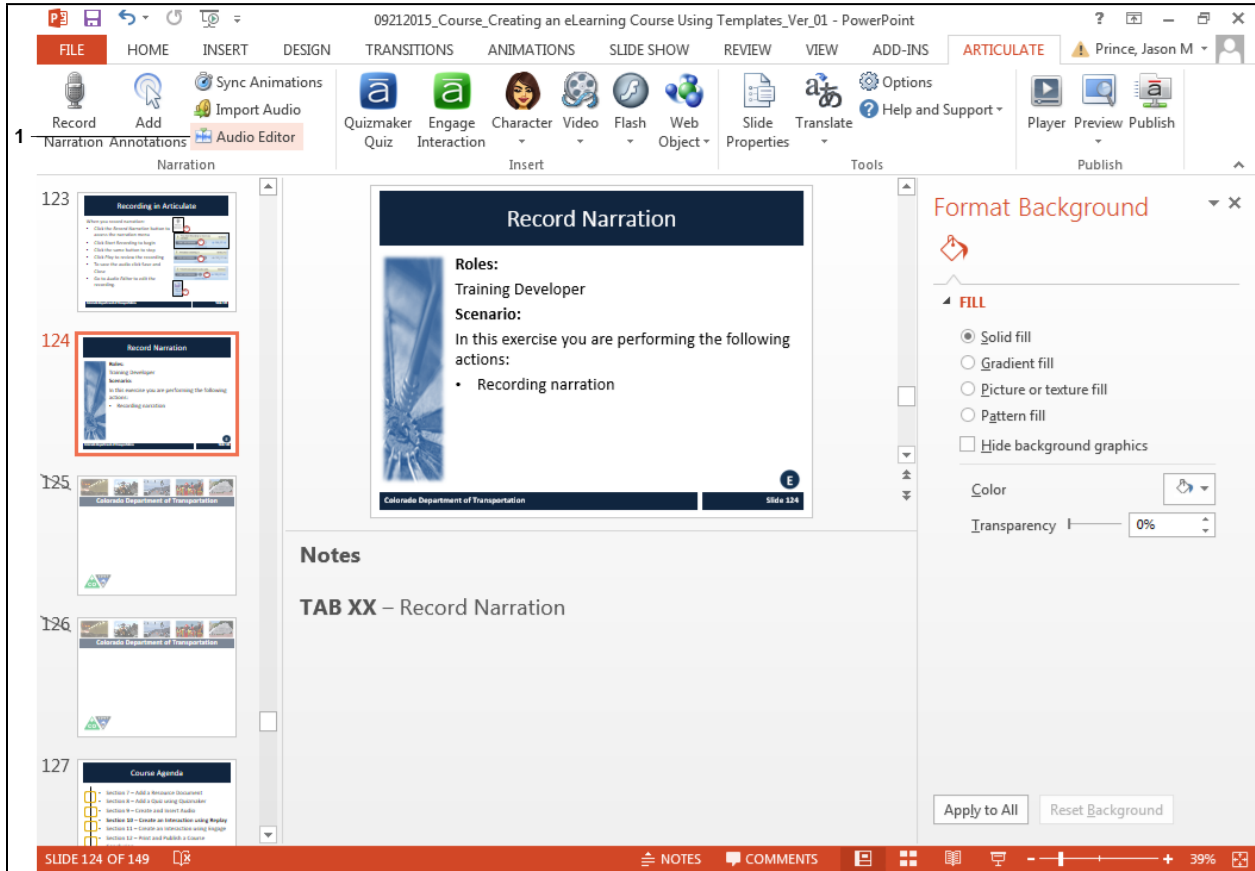
Articulate

Helpful Hints

- Click the **Preview** button once you are done to listen to the narration associated with the file.
- Depending on the course, it is best to insert at least one second of silence before and after the narration.
- Always expand the file to at least 300% to 400% to make it easier to see the details of the narration.
- At the end of the narration instead of using the **Silence** button, you can drag the selector between slides to add additional silence.
- To change the sound level of all of the file use **ctrl+a** to select all the files and select the **Volume** Button to adjust the sound of the file.
- The length of the slide is adjusted automatically when you save the changes.

Procedure

PowerPoint




The screenshot shows the Microsoft PowerPoint interface with the 'ARTICULATE' ribbon selected. The 'Audio Editor' button is highlighted in the 'NARRATION' group. The main slide area displays a slide titled 'Record Narration' with the following content:

Roles:
Training Developer

Scenario:
In this exercise you are performing the following actions:

- Recording narration

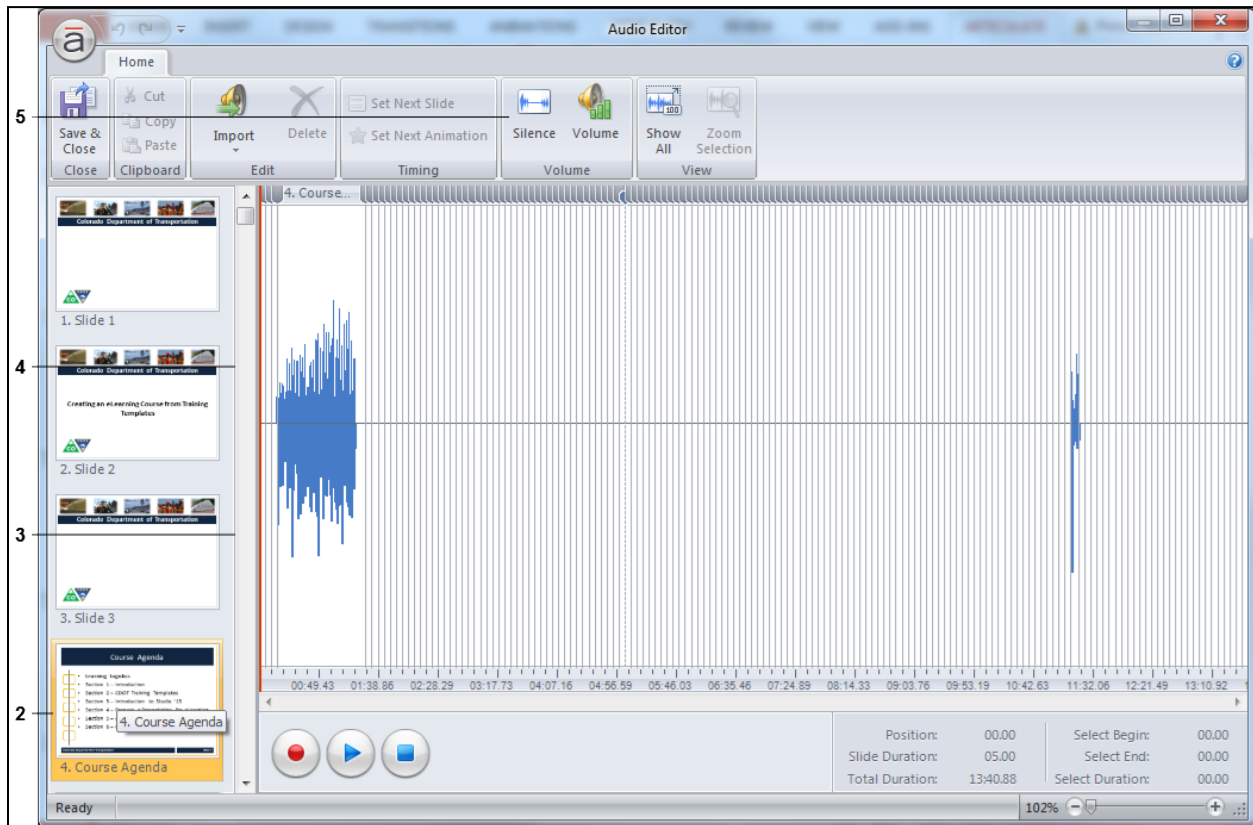
The left sidebar shows a list of slide thumbnails, with slide 124 highlighted. The right sidebar shows the 'Format Background' task pane with the 'FILL' section expanded, showing options for Solid fill, Gradient fill, Picture or texture fill, and Pattern fill. The 'Color' and 'Transparency' settings are visible.

1. Click **Audio Editor** button . The *Audio Editor* screen displays.

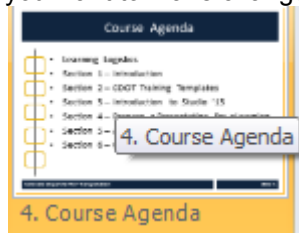


In this work instruction we are going to work on changing the recording for Slide Four of the presentation. The first step of the process is to select the slide. The slides are located on the left side of the screen.

Audio Editor



- Click the slide you want to make changes to in the presentation. In this example, **Slide**



Four Course Agenda was selected.



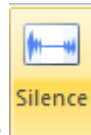
In the screenshot above you can see the audiogram (visual representation of a sound file) for the Slide Four is compressed. Selecting the slide increase the size of the Audiogram making it easier to edit as you can see in the screenshot found in step three of this process. The gridlines at the bottom of the graph now display the seconds.

- The whole slide is selected based on the blue color. Left click the area just in front of where the slide begins. to deselect the whole slide.



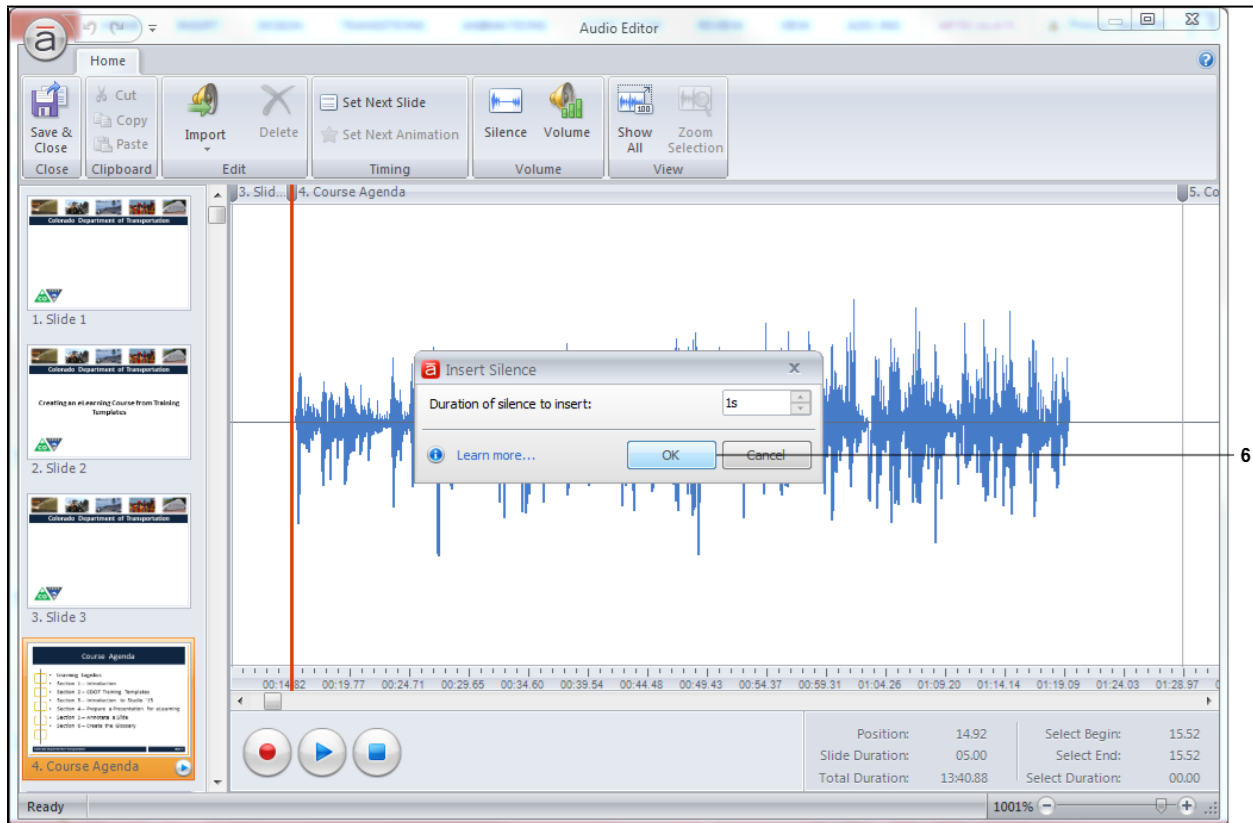
In the audiogram above, you can see there is very little time in front of the recording. This should be at least one second for each slide.

- The whole audiogram for the slide is not longer selected, but if you add time at this point it would be inserted a break in the audio file instead of inserting silence before. To go to the beginning of the slide you need to left click on the **Gray Line** located to left of selected are as indicated by the red line. Left click on the **Gray Line**.



- Left click on **Silence**. The *Insert Silence* screen displays. The default for the screen is 1 second, but can be increased by selecting the **Up** and **Down** arrows.

Audio Editor

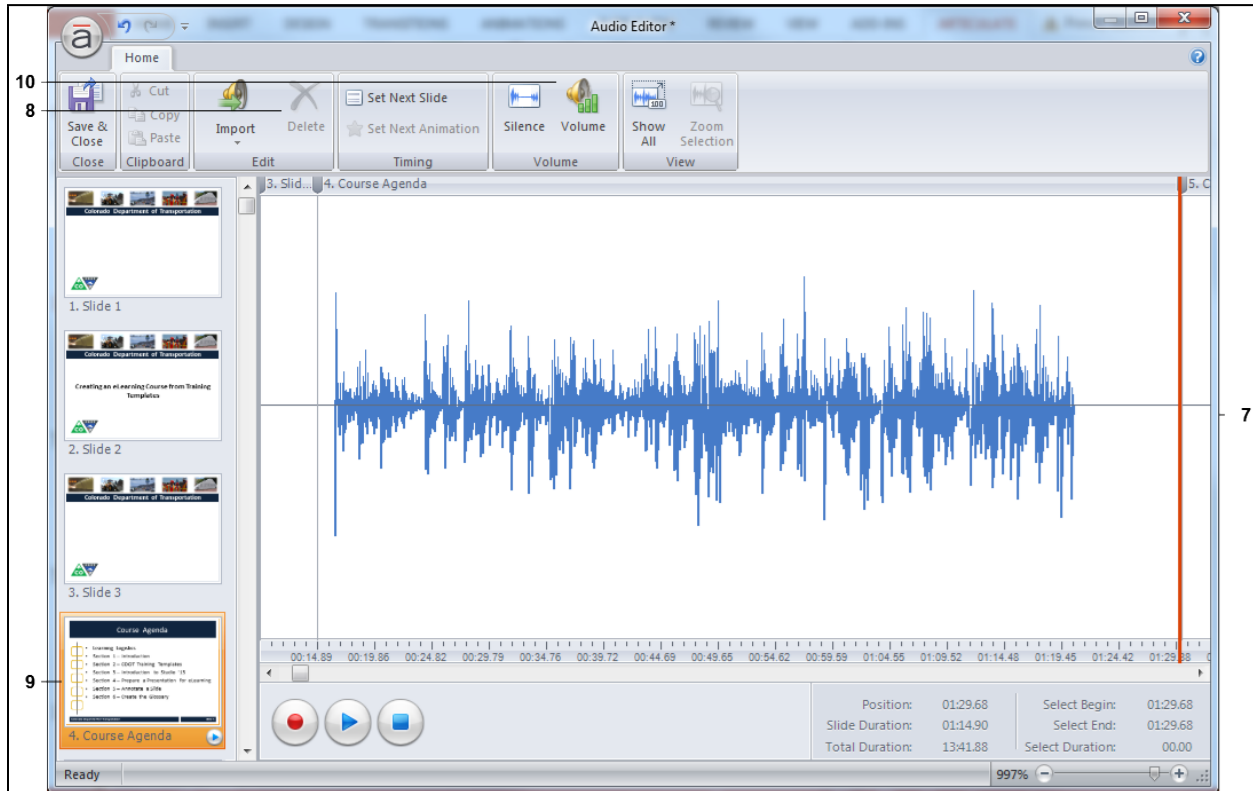


- Click **OK** button. The *Insert Silence* screen closes and the screen updates with the blank area in front of the audiogram representing one second of silence.



Now take a look at the area to far right of the audiogram. There is too much silence probably because the person who recorded the narration was too slow in hitting the stop button when they were recording. This can be fixed easily by deleting this segment of the file. We can save time by leaving a second of silence at the end of the file instead of deleting it.

Audio Editor



7. Left click and drag the **Redline** to be within one second of the end of the audiogram as shown in blue. The area you selected is highlights in blue.



8. Click **Delete** to remove the selected section of the recording. The screen updates.



The audio file is now ready. This process should be completed for each slide with audio within your presentation. Now lets look at changing the volume of the slide. You can increase or decrease the volume of the slide, or by using ctrl+A change the volume of the entire presentation.

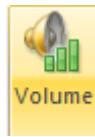


When working with the volume make use of the audiogram. If one of the audiograms for a slide is much taller than another this means it is much louder. If it is much shorter than this means it is too soft. The end result of either will be the volume being inconsistent. Use the following steps to adjust the volume so the volume is consistent. You should make this comparison between all slides. If the entire presentation is too loud or too soft then use ctrl+a to select all slides and use the steps below to increase or decrease the volume.

9. Click the slide you want to make changes to the volume. In this example. **Slide Four**

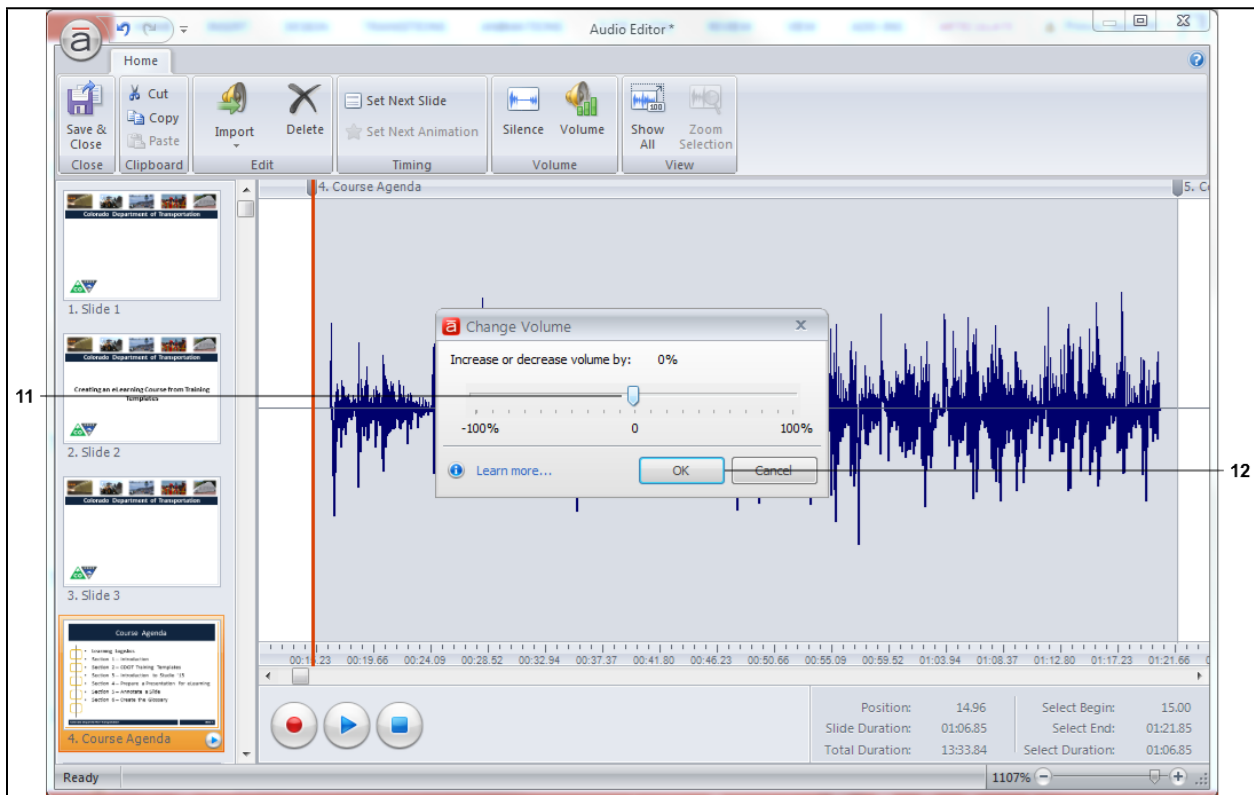


Course Agenda 4. Course Agenda was selected. The slide highlights in blue to show it is selected.



10. Click **Volume**. The **Change Volume** screen displays.

Audio Editor

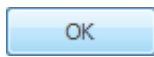


11. Click and hold the **selector** to increase or decrease the volume. In this this example, the volume is being increased by 20%.

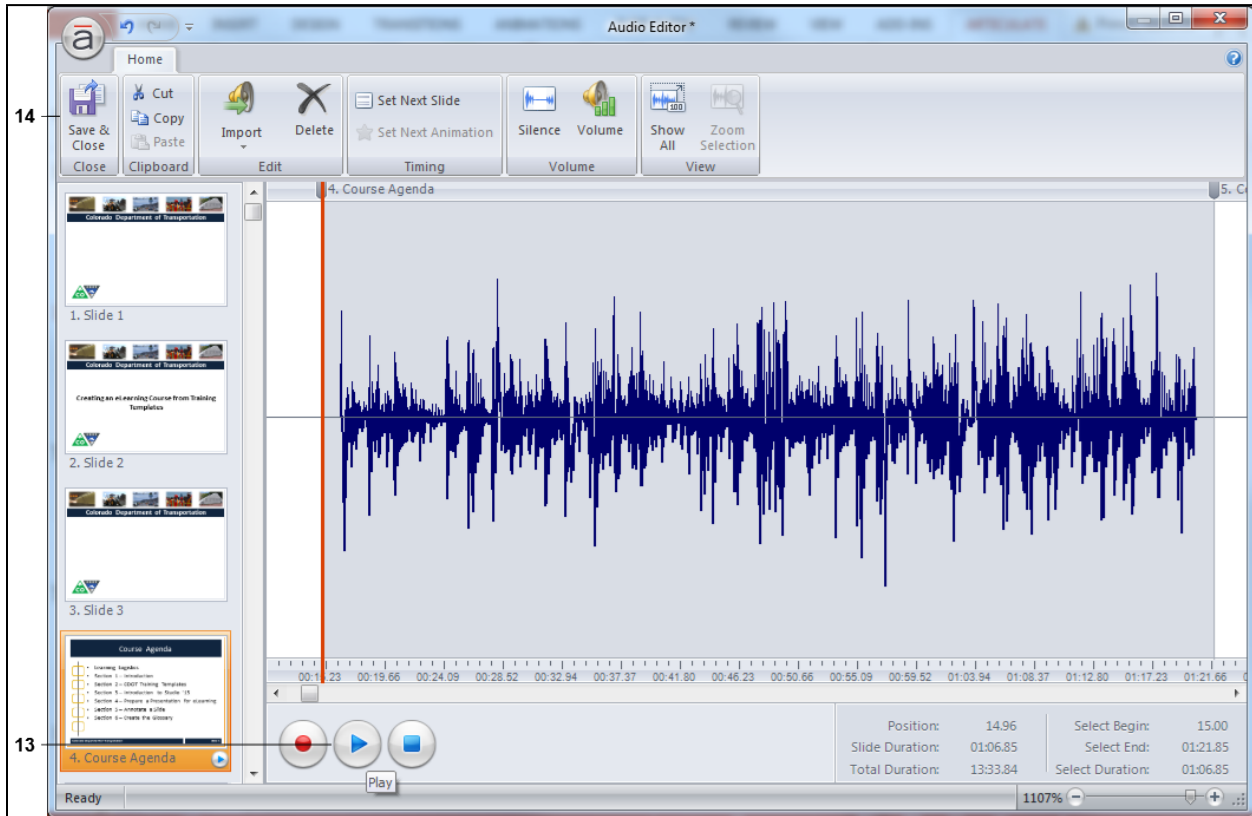



The audiogram increases in size showing that the volume has been increased.

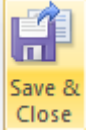
12. Click **OK** to save the changes to the volume. The *Change Volume* screen closes.



Audio Editor



13. Click **Play**  and confirm the volume is where it where you want it to be. Also, be sure to listen to the next slide as well to ensure the volume does not jump.

14. Click **Save and Close** button  to save your changes and return to the Presentation.



To review the changes in the presentation click on the preview. This displays the slide with the audio playing. If there is no volume, check the slide as you are returned to the working prior to the change and not necessary the slide you changed the volume. For example, if I was working in slide 123 and the volume was changed on slide four then I would be returned to slide 123 and the preview would be of slide 123 unless I selected slide four.

Result

You have edited a narration associated with a slide.

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

Tab 23 - Create Annotation

Creating an eLearning Course Using Articulate

Purpose

Use this procedure to add annotations to a presentation.

Trigger

Perform this procedure when you need to add annotations to a presentation.

Prerequisites

- An audio file must be attached to the slide you want to add annotations.
- The presentation must be saved as an Audacity file.

Menu Path

Use the following menu path to begin this transaction:

- N/A

Transaction Code

Articulate

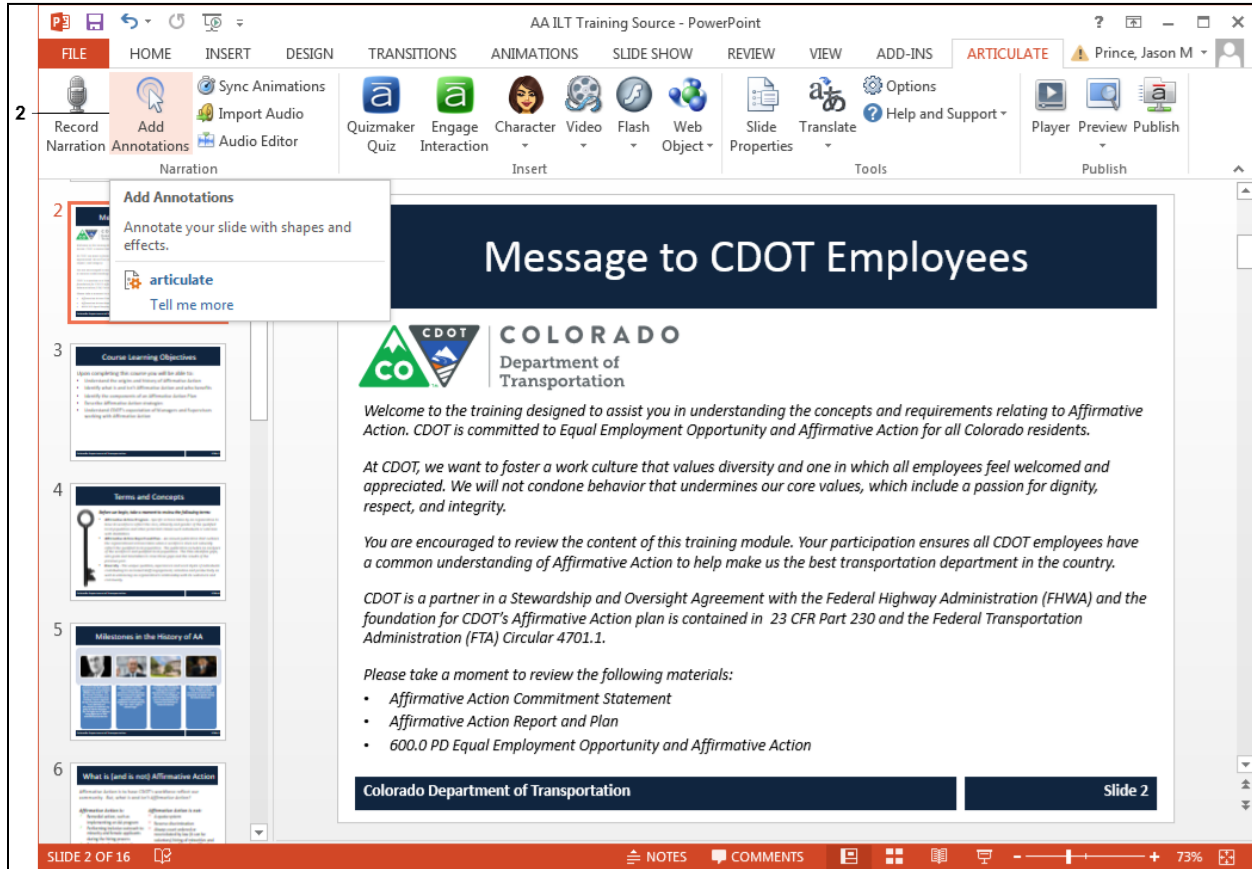
Helpful Hints

- There are five kinds of annotations you can add to a presentation. They are Arrow, Check, Cross, Rectangle and Spotlight.
- If you want to re-annotate the slide select the **Clear All** button to clear all of the previous annotation from the slide.
- Annotations are set to be created on the centerpoint of the crosshairs.
- Position the crosshair before you need to click to get the best possible results.

Procedure

1. Start the transaction from an open presentation with the Articulate ribbon selected.

AA ILT Training Source - PowerPoint

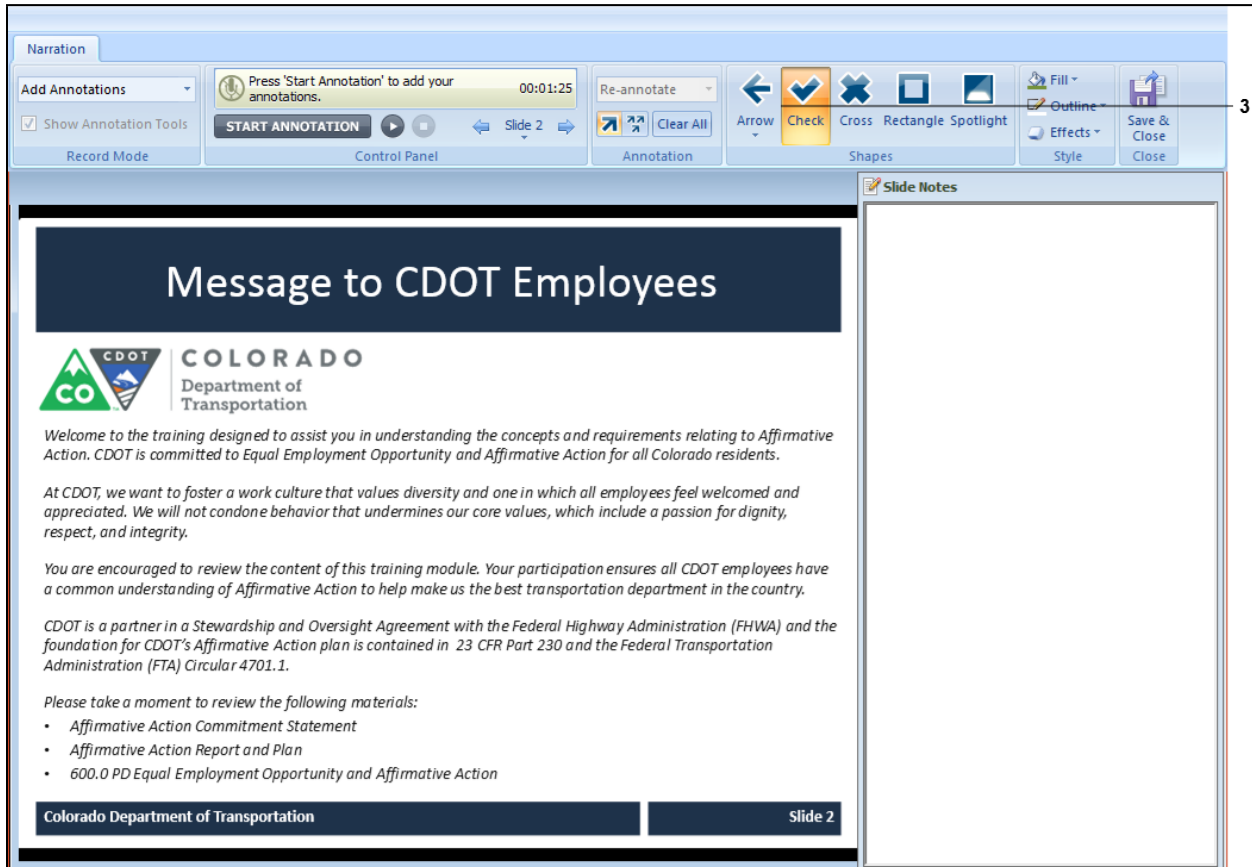


2. Click **Add Annotations** button **Annotations**. The *Presentation* screen closes and the *Narration* screen displays.




In this example, three arrow annotations are being added to the bullets at the bottom of the page. The annotations are timed with the narration just prior to the reading of the item to draw the participants attention to the item. The first step is to review the arrow and make changes to the arrow so that it matches what we want,

Narration




The screenshot shows the Narration software interface. The top toolbar includes buttons for 'Add Annotations', 'START ANNOTATION', 'Re-annotate', 'Arrow', 'Check', 'Cross', 'Rectangle', 'Spotlight', 'Fill', 'Outline', 'Effects', and 'Save & Close'. The 'Check' button is highlighted. The main slide area displays a slide titled 'Message to CDOT Employees' with the CDOT logo and text. The 'Slide Notes' panel is empty on the right.

3. Currently, the *Check* annotation is selected. Click **Arrow** button  to select.

Form1

Message to CDOT Employees

 **COLORADO**
Department of
Transportation

Welcome to the training designed to assist you in understanding the concepts and requirements relating to Affirmative Action. CDOT is committed to Equal Employment Opportunity and Affirmative Action for all Colorado residents.

At CDOT, we want to foster a work culture that values diversity and one in which all employees feel welcomed and appreciated. We will not condone behavior that undermines our core values, which include a passion for dignity, respect, and integrity.

You are encouraged to review the content of this training module. Your participation ensures all CDOT employees have a common understanding of Affirmative Action to help make us the best transportation department in the country.

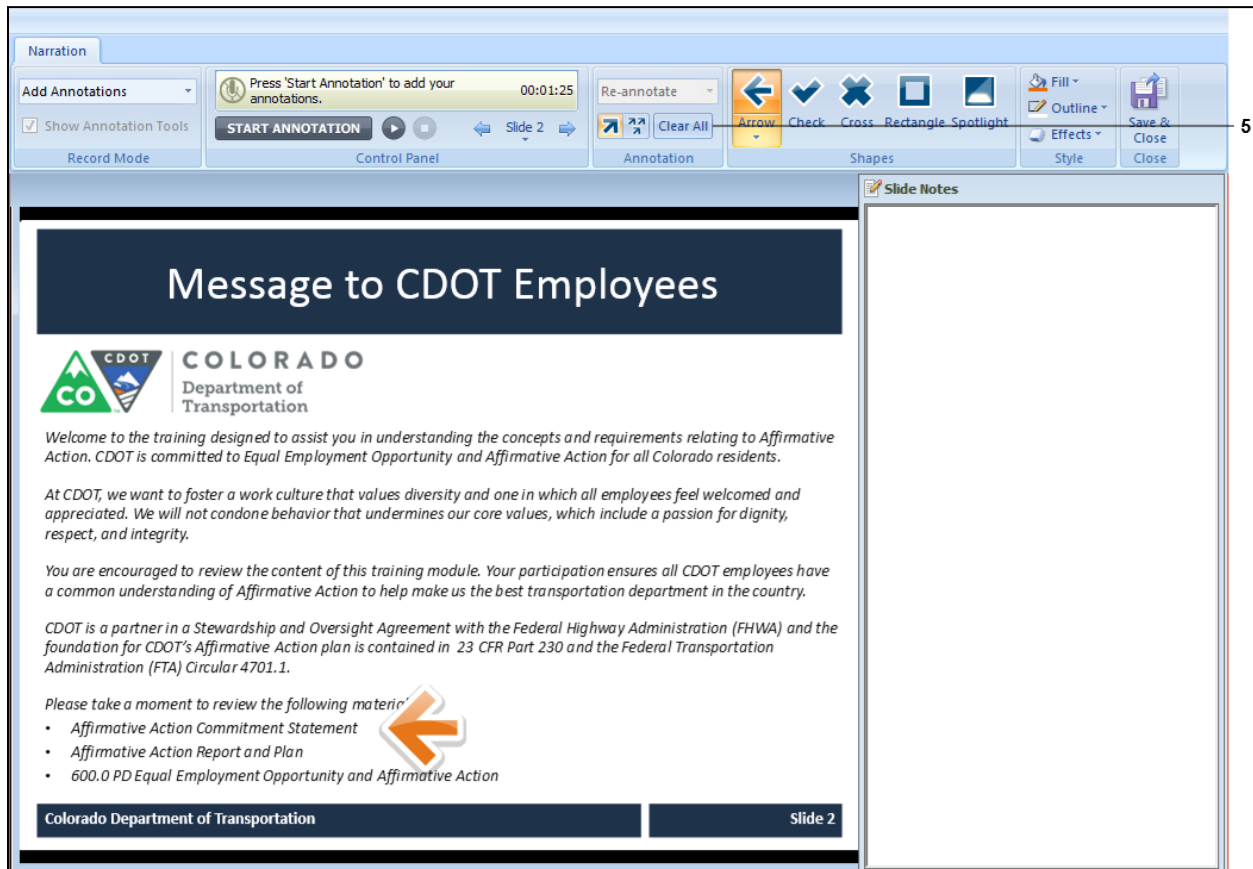
CDOT is a partner in a Stewardship and Oversight Agreement with the Federal Highway Administration (FHWA) and the foundation for CDOT's Affirmative Action plan is contained in 23 CFR Part 230 and the Federal Transportation Administration (FTA) Circular 4701.1.

Please take a moment to review the following materials:

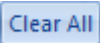
- ~~Affirmative Action Commitment Statement~~
- *Affirmative Action Report and Plan*
- *600.0 PD Equal Employment Opportunity and Affirmative Action*

Colorado Department of TransportationSlide 2

4. Click anywhere on the screen to see the way the Arrow Annotation displays.

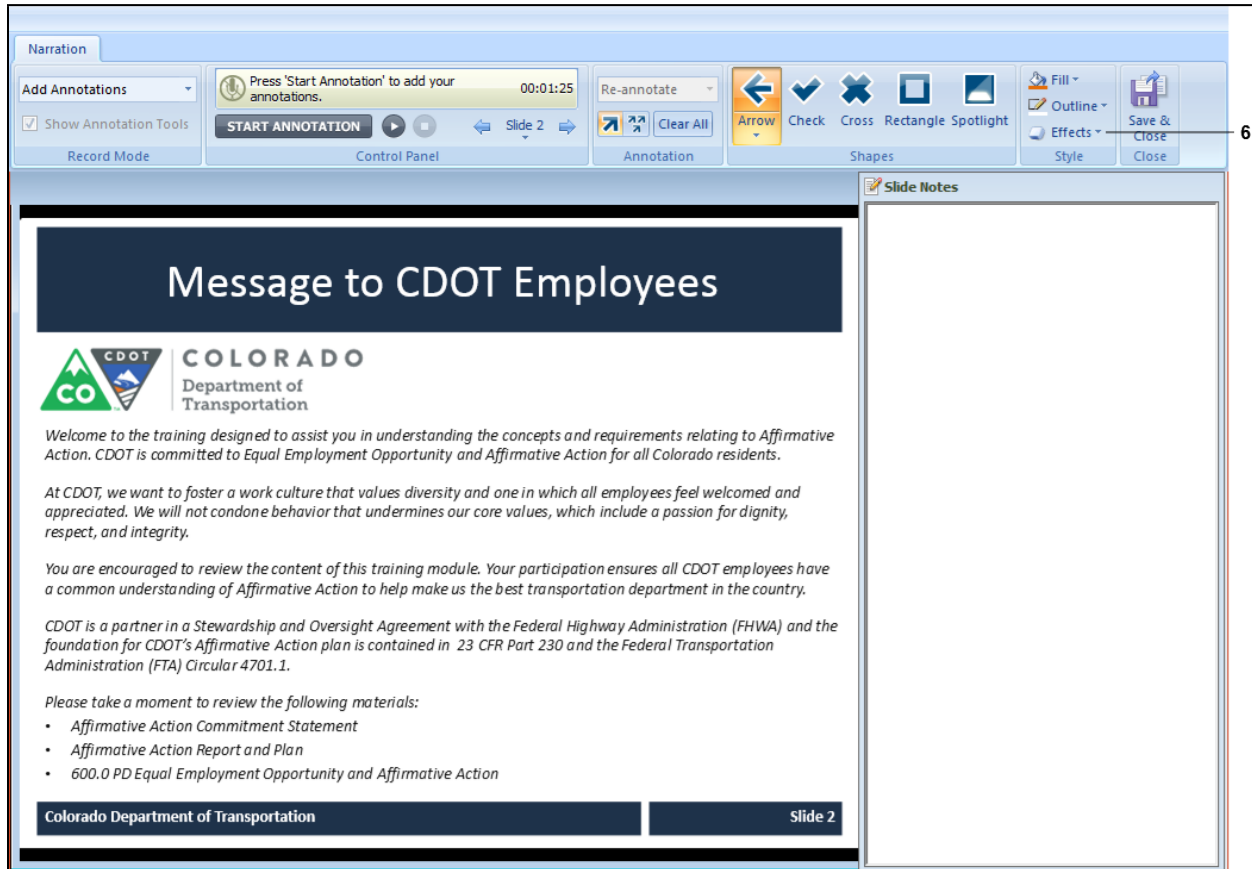
Desktop


The screenshot shows a presentation software interface. The main slide area displays a slide titled "Message to CDOT Employees" with the CDOT logo and text about Affirmative Action. The toolbar at the top includes a "Narration" tab, "Add Annotations" dropdown, a "START ANNOTATION" button, a "Re-annotate" dropdown, and a "Clear All" button. The "Arrow" button is highlighted with a large orange arrow pointing to it. The "Slide Notes" panel is empty on the right.

5. Click **Clear All**  to remove the current annotation.



In this example, the arrow is displaying as large and is also orange. This is not the the best arrow because it is both too large and the color is wrong. Let's start with changing the size of the arrow to a smaller arrow.

Narration


The screenshot shows the Narration software interface. The main window displays a slide titled "Message to CDOT Employees" with the CDOT logo and the following text:

Welcome to the training designed to assist you in understanding the concepts and requirements relating to Affirmative Action. CDOT is committed to Equal Employment Opportunity and Affirmative Action for all Colorado residents.

At CDOT, we want to foster a work culture that values diversity and one in which all employees feel welcomed and appreciated. We will not condone behavior that undermines our core values, which include a passion for dignity, respect, and integrity.

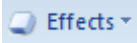
You are encouraged to review the content of this training module. Your participation ensures all CDOT employees have a common understanding of Affirmative Action to help make us the best transportation department in the country.

CDOT is a partner in a Stewardship and Oversight Agreement with the Federal Highway Administration (FHWA) and the foundation for CDOT's Affirmative Action plan is contained in 23 CFR Part 230 and the Federal Transportation Administration (FTA) Circular 4701.1.

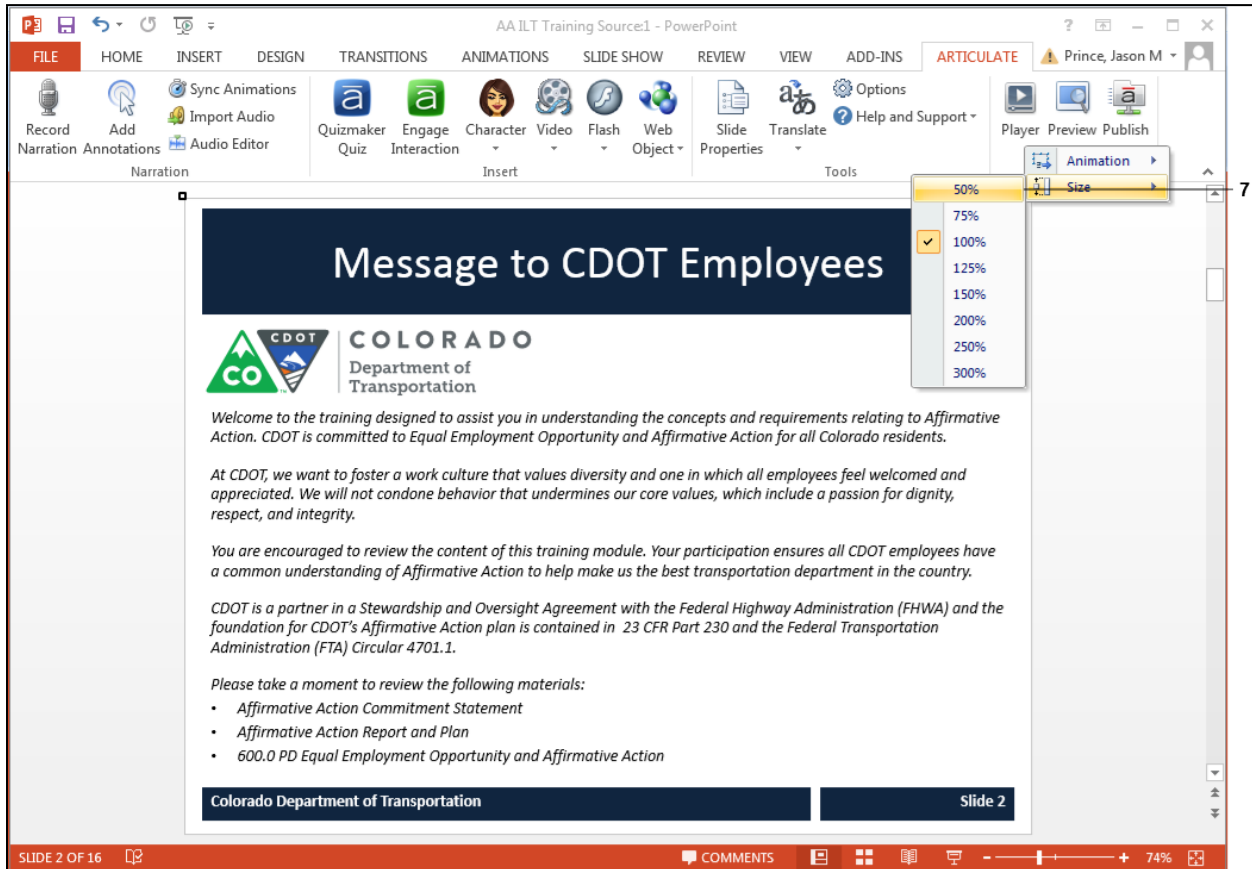
Please take a moment to review the following materials:

- Affirmative Action Commitment Statement
- Affirmative Action Report and Plan
- 600.0 PD Equal Employment Opportunity and Affirmative Action

The slide footer contains "Colorado Department of Transportation" on the left and "Slide 2" on the right. The software toolbar at the top includes sections for "Record Mode", "Control Panel", "Annotation", "Shapes", "Style", and "Save & Close". The "Effects" button in the "Style" section is highlighted with a blue box and a number "6" next to it.

6. Click **Effects** button . The *Effect* menu displays.

Narration



AA ILT Training Source:1 - PowerPoint

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


Record Narration Annotations Add Annotations Audio Editor Sync Animations Import Audio Audio Editor

Quizmaker Engage Character Video Flash Web Object Slide Translate Help and Support

Animation Size

50% 75% 100% 125% 150% 200% 250% 300%

Message to CDOT Employees



COLORADO
Department of
Transportation

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Please take a moment to review the following materials:

- Affirmative Action Commitment Statement
- Affirmative Action Report and Plan
- 600.0 PD Equal Employment Opportunity and Affirmative Action

Colorado Department of Transportation Slide 2

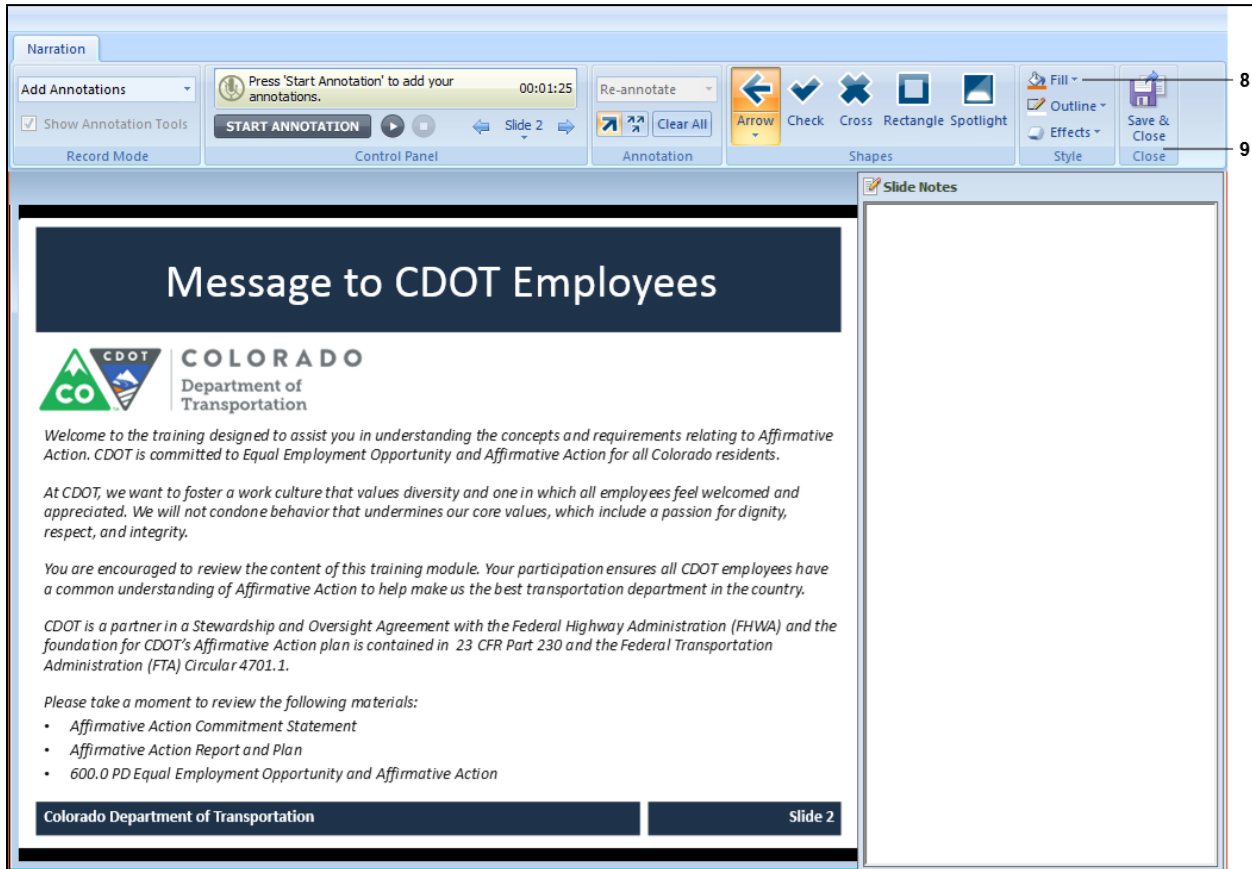
SLIDE 2 OF 16 COMMENTS 74%

7. Click **Size** → **50%** menu item  to reduce the size of the arrow.




After this step you could test the size of the arrow by repeating steps four and five above. In this example, you know that this is the right size. Now let's change the fill color of the arrow from orange to green.

Narration



The screenshot shows the Narration software interface. The top toolbar includes a 'Fill' button (8) and a 'Save & Close' button (9). The main slide area displays the following content:

Message to CDOT Employees



COLORADO
Department of
Transportation

Welcome to the training designed to assist you in understanding the concepts and requirements relating to Affirmative Action. CDOT is committed to Equal Employment Opportunity and Affirmative Action for all Colorado residents.

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Please take a moment to review the following materials:

- Affirmative Action Commitment Statement
- Affirmative Action Report and Plan
- 600.0 PD Equal Employment Opportunity and Affirmative Action

Colorado Department of Transportation Slide 2

8. Click **Fill** button  to display a menu of fill colors to choose from.

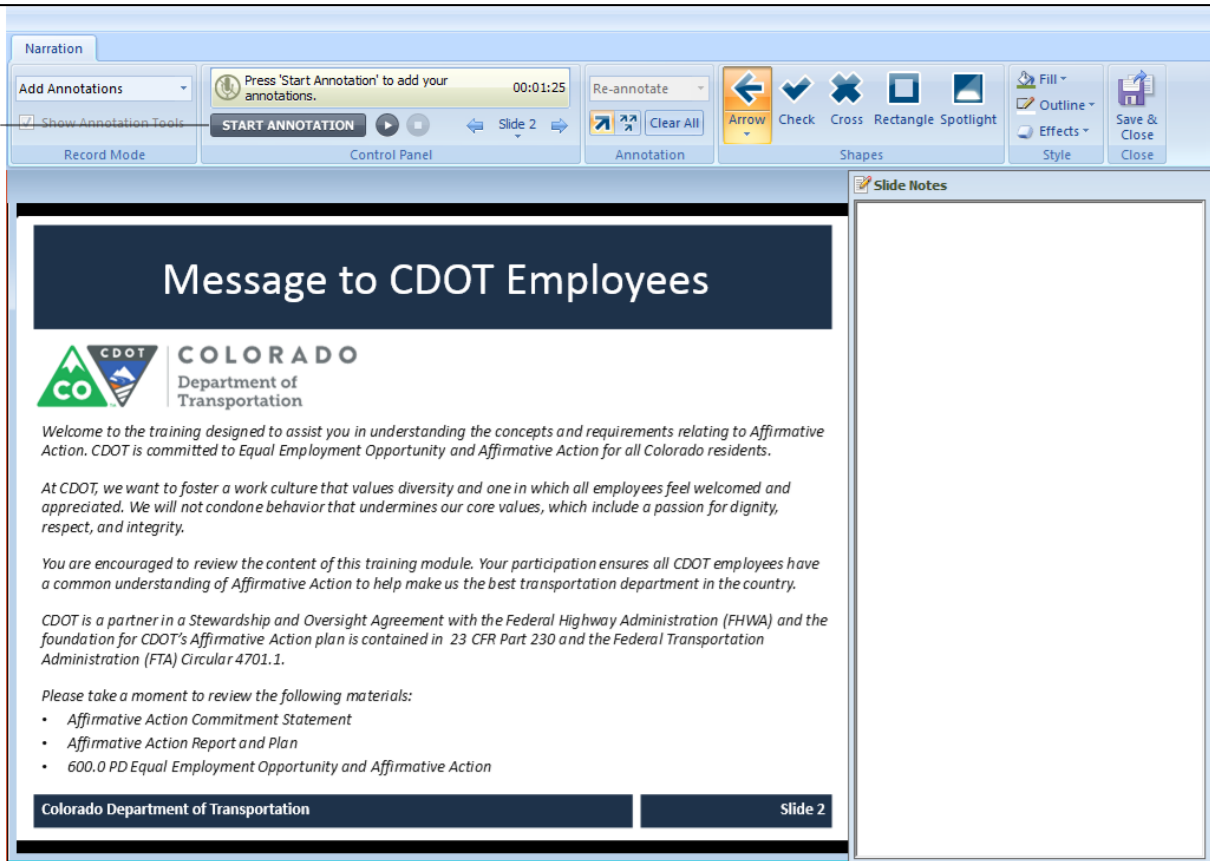
9. Click the **Green** button  to change the fill color of the arrow.



After this step you could test the color of the arrow by repeating steps four and five above. In this example, you know that this is the right color. Now let's begin the process of adding an annotation using the arrow style that was just created.

Narration

10



The screenshot shows the Narration software interface. The top toolbar contains several buttons: 'Add Annotations', 'START ANNOTATION', 'Re-annotate', 'Arrow', 'Check', 'Cross', 'Rectangle', 'Spotlight', 'Fill', 'Outline', 'Effects', 'Save & Close', and 'Close'. The main content area displays a slide titled 'Message to CDOT Employees' with the CDOT logo and the following text:

Welcome to the training designed to assist you in understanding the concepts and requirements relating to Affirmative Action. CDOT is committed to Equal Employment Opportunity and Affirmative Action for all Colorado residents.

At CDOT, we want to foster a work culture that values diversity and one in which all employees feel welcomed and appreciated. We will not condone behavior that undermines our core values, which include a passion for dignity, respect, and integrity.


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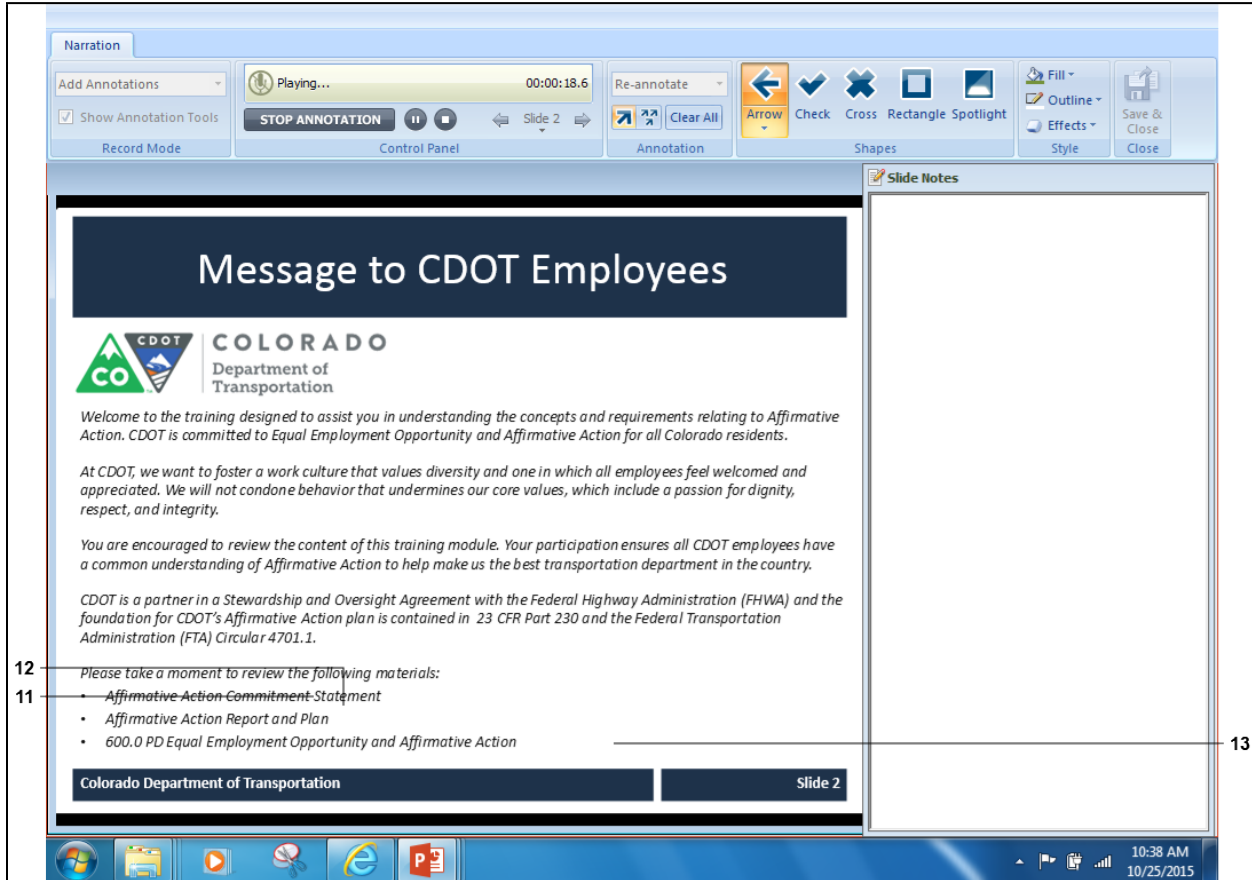
Please take a moment to review the following materials:

- Affirmative Action Commitment Statement
- Affirmative Action Report and Plan
- 600.0 PD Equal Employment Opportunity and Affirmative Action

The slide footer shows 'Colorado Department of Transportation' and 'Slide 2'. A 'Slide Notes' panel is visible on the right side of the interface.

10. Click the **Start Annotation** button  to play the sound file. You have listened to the file and are ready to add the annotations as you listen to the file based on the timing of the narration.


Narration



The screenshot shows a presentation software interface. At the top, there is a 'Narration' tab. Below it, a control panel includes a 'Playing...' status bar with a timer at 00:00:18.6, a 'STOP ANNOTATION' button, and navigation arrows. To the right of the control panel are 'Annotation' tools (Arrow, Check, Cross, Rectangle, Spotlight) and 'Shapes' tools (Fill, Outline, Effects). A 'Slide Notes' panel is open on the right side of the slide.

The slide content is as follows:

Message to CDOT Employees

 **COLORADO**
Department of
Transportation

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Please take a moment to review the following materials:

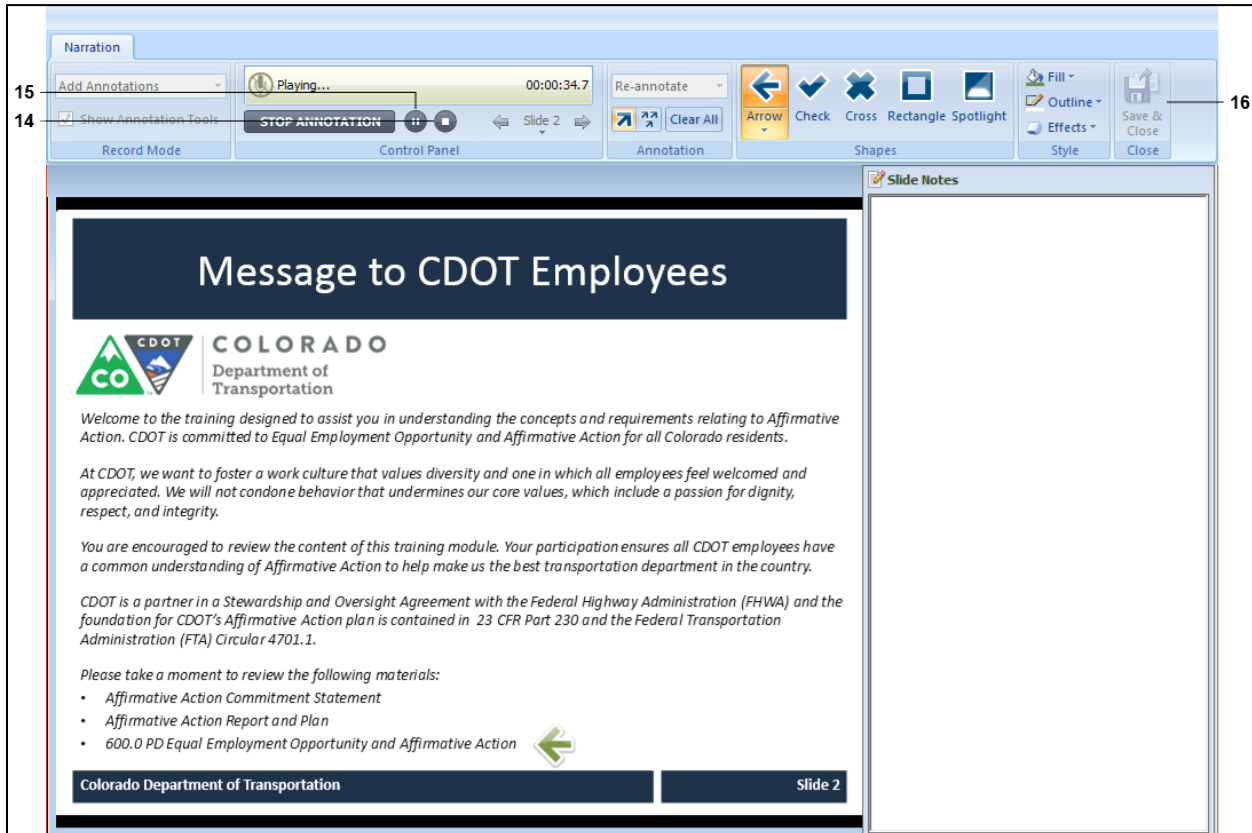
- Affirmative Action Commitment Statement
- Affirmative Action Report and Plan
- 600.0 PD Equal Employment Opportunity and Affirmative Action

At the bottom of the slide, there is a footer with 'Colorado Department of Transportation' on the left and 'Slide 2' on the right.

11. Click the area to right of the first bullet to annotate.
12. Click the area to the right of the second bullet to annotate.
13. Click the area to the right of the third bullet to annotate.



When you click to create the annotation, only the most recent annotation displays.

Narration


15 Add Annotations

14 Show Annotation Tools

16

Message to CDOT Employees

COLORADO
Department of
Transportation

Welcome to the training designed to assist you in understanding the concepts and requirements relating to Affirmative Action. CDOT is committed to Equal Employment Opportunity and Affirmative Action for all Colorado residents.

At CDOT, we want to foster a work culture that values diversity and one in which all employees feel welcomed and appreciated. We will not condone behavior that undermines our core values, which include a passion for dignity, respect, and integrity.


You are encouraged to review the content of this training module. Your participation ensures all CDOT employees have a common understanding of Affirmative Action to help make us the best transportation department in the country.

CDOT is a partner in a Stewardship and Oversight Agreement with the Federal Highway Administration (FHWA) and the foundation for CDOT's Affirmative Action plan is contained in 23 CFR Part 230 and the Federal Transportation Administration (FTA) Circular 4701.1.

Please take a moment to review the following materials:


- Affirmative Action Commitment Statement
- Affirmative Action Report and Plan
- 600.0 PD Equal Employment Opportunity and Affirmative Action

Colorado Department of Transportation Slide 2

14. Click the **Stop** button  after you have added all of the annotations.

15. To review the annotations, click the **Play** button . The annotations display in the order and time they were created.



16. Click the **Save & Close** button  to save your results and return to the PowerPoint presentation.

Result

You have changed an annotation and added it to a presentation.

Tab 24 - Add a Quiz to the Presentation

Creating an eLearning Course Using Articulate

Purpose

Use this procedure to add a quiz to a presentation.

Trigger

Perform this procedure when you need to add a quiz you have created from a template to a presentation.

Prerequisites

- The Quiz must be created and presentation open to the Articulate ribbon.

Menu Path

Use the following menu path to begin this transaction:

- None

Transaction Code

Articulate

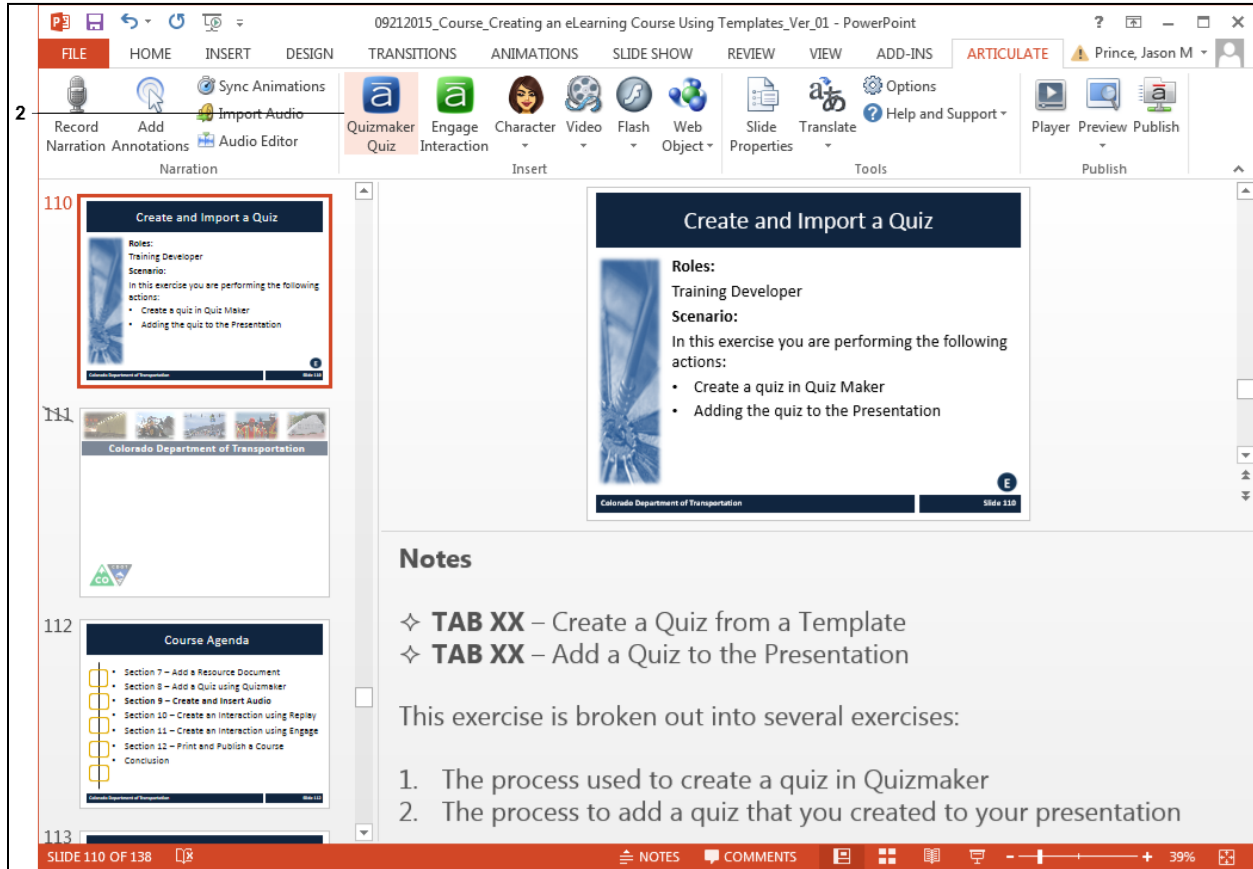
Helpful Hints

- When importing the quiz it will appear after any slide you have selected.
- Review the title of the quiz when it appears to confirm you have imported the correct file.
- Click the **Edit in Quizmaker** button to review the quiz
- Any changes you make to the quiz in the presentation will also be saved in the file.

Procedure

1. Start the transaction from an open presentation in the *Articulate* ribbon.

PowerPoint

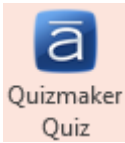


The screenshot shows a PowerPoint presentation titled "09212015_Course_Creating an eLearning Course Using Templates_Ver_01 - PowerPoint". The **ARTICULATE** ribbon is active, showing the **Quizmaker Quiz** button highlighted. The slide content includes:

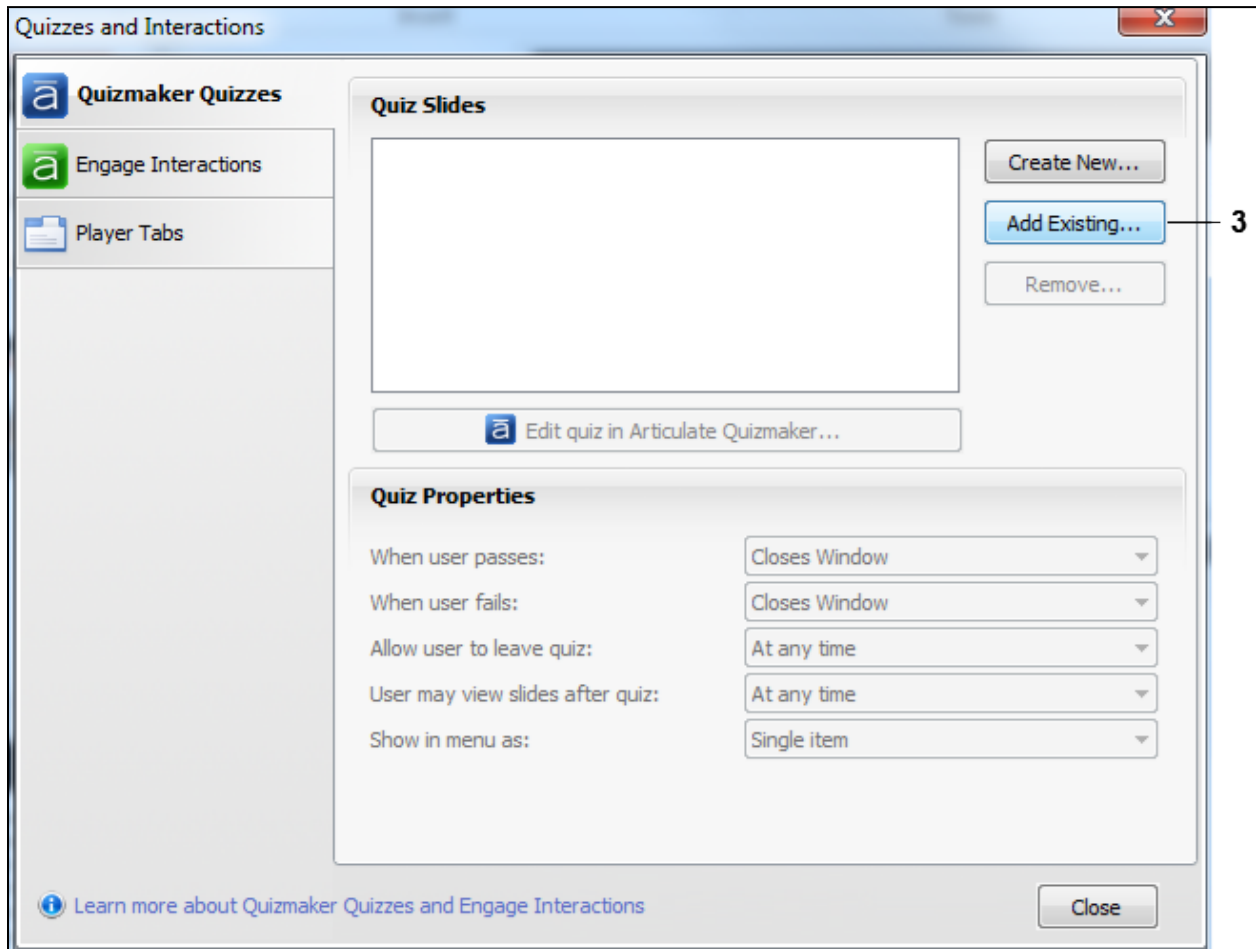
- Slide 110:** "Create and Import a Quiz"
 - Roles: Training Developer
 - Scenario: In this exercise you are performing the following actions:
 - Create a quiz in Quiz Maker
 - Adding the quiz to the Presentation
- Slide 111:** "Colorado Department of Transportation" (title slide)
- Slide 112:** "Course Agenda"
 - Section 7 – Add a Resource Document
 - Section 8 – Add a Quiz using Quizmaker
 - Section 9 – Create and Insert Audio
 - Section 10 – Create an Interaction using Replay
 - Section 11 – Create an Interaction using Engage
 - Section 12 – Print and Publish a Course
 - Conclusion
- Slide 113:** "Notes"
 - ◇ **TAB XX** – Create a Quiz from a Template
 - ◇ **TAB XX** – Add a Quiz to the Presentation

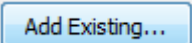
This exercise is broken out into several exercises:

 1. The process used to create a quiz in Quizmaker
 2. The process to add a quiz that you created to your presentation

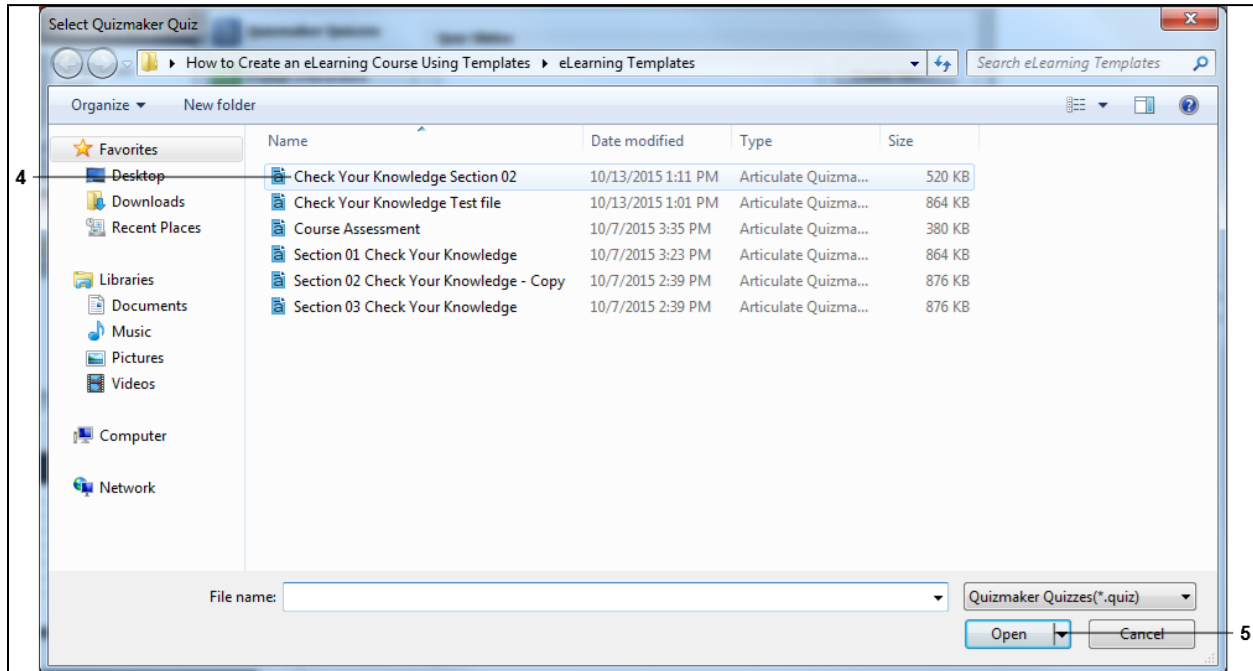
2. Double left click **Quizmaker Quiz** button . The *Quizzes and Interactions* screen displays.

Quizzes and Interactions



3. Click **Add Existing...** button . The *Select Quizmaker Quiz* screen displays allowing you to navigate to the quiz.

Select Quizmaker Quiz

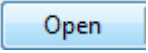


4. Navigate to the folder containing the quiz you want to add to your presentation and left click on the file. In this example, **Check Your Knowledge Section 02**

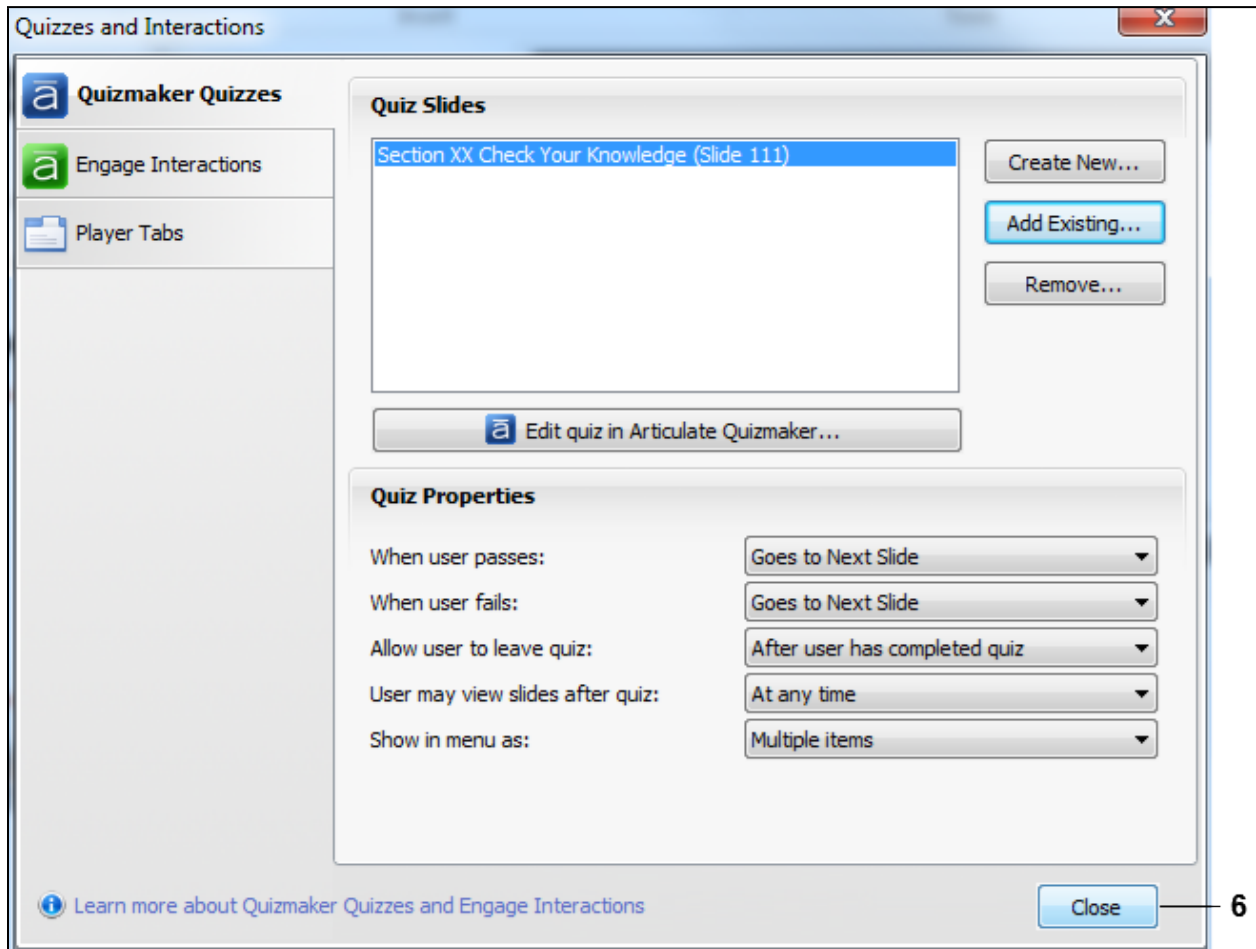
Check Your Knowledge Section 02 was selected.

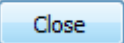


There are two type of quizzes you are able to add to the presentation. The *Course Assessment* can only be used once and is used by the LMS to "grade the quiz" The *Check your Knowledge* quizzes are used to assess understanding and are not used by the LMS and can be used as many times as needed.

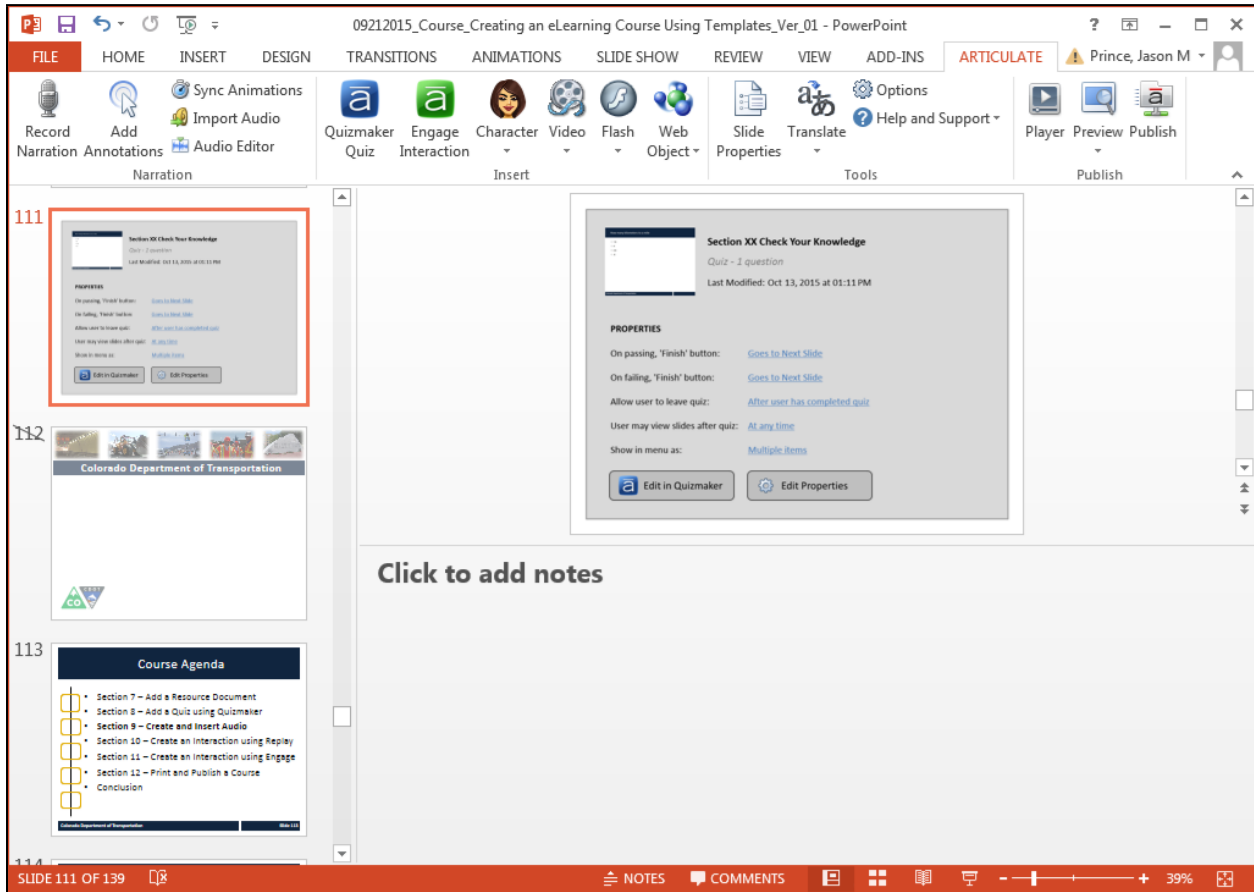
5. Click **Open** button  to import the selected file into your presentation.

Quizzes and Interactions



6. Click **Close** button  to display the quiz you have imported into the presentation.

End of simulation.



The screenshot displays the Articulate Storyline software interface. The top ribbon includes tabs for FILE, HOME, INSERT, DESIGN, TRANSITIONS, ANIMATIONS, SLIDE SHOW, REVIEW, VIEW, ADD-INS, and ARTICULATE. The ARTICULATE tab is active, showing options like 'Prinice, Jason M'. Below the ribbon are toolbars for Narration (Record, Add, Sync Animations, Import Audio, Audio Editor), Insert (Quizmaker, Engage, Character, Video, Flash, Web Object), Tools (Slide Properties, Translate, Help and Support), and Publish (Player, Preview, Publish). The main workspace shows a slide titled 'Section XX Check Your Knowledge' with a quiz embedded. The quiz properties are visible, including 'On passing, 'Finish' button: Goes to Next Slide' and 'On failing, 'Finish' button: Goes to Next Slide'. The slide also features a 'Click to add notes' area. The bottom status bar shows 'SLIDE 111 OF 139', 'NOTES', 'COMMENTS', and a zoom level of 39%.

7. Review the details of the slide to ensure you have imported the correct quiz.

Result

You have added a quiz to your presentation.

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

Tab 25 - Create a Quiz from a Template

Creating an eLearning Course Using Articulate

Purpose

Use this procedure to create a new Quizmaker quiz from the Check Your Knowledge or Course Assessment template.

Trigger

Perform this procedure when you need to add a new Check Your Knowledge Quiz or Course Assessment.

Prerequisites

- Questions must be complete and ready to be placed into the quiz.

Menu Path

Use the following menu path to begin this transaction:

- None

Transaction Code

Articulate

Helpful Hints

- Always create a project folder for your work. This will save you time searching for files
- Have the questions complete before you create the quiz
- Use the section name in the title of the file to help you find the file when importing and to help you place the file once you place it in the PowerPoint.
- Only one course assessment can be used in the course, but multiple versions of the Check Your Knowledge can be added to the PowerPoint

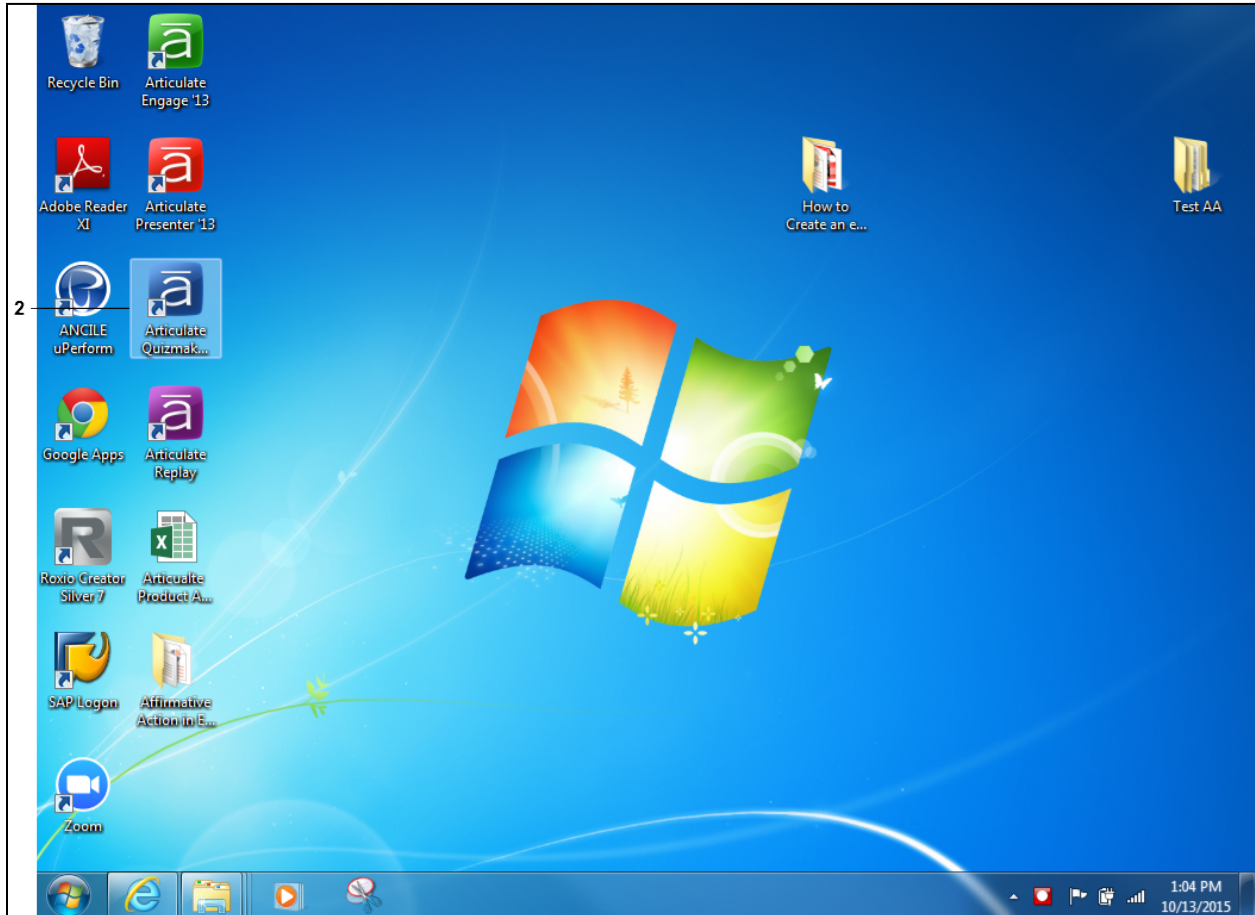
Procedure

1. Start the transaction from the desktop shortcut for Articulate Quizmaker '13.

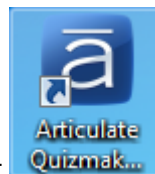


The templates for the quizzes can also be imported into the presentation from the *Articulate* tab by selecting *Quizmaker Quiz* ➔ *Add Existing*.

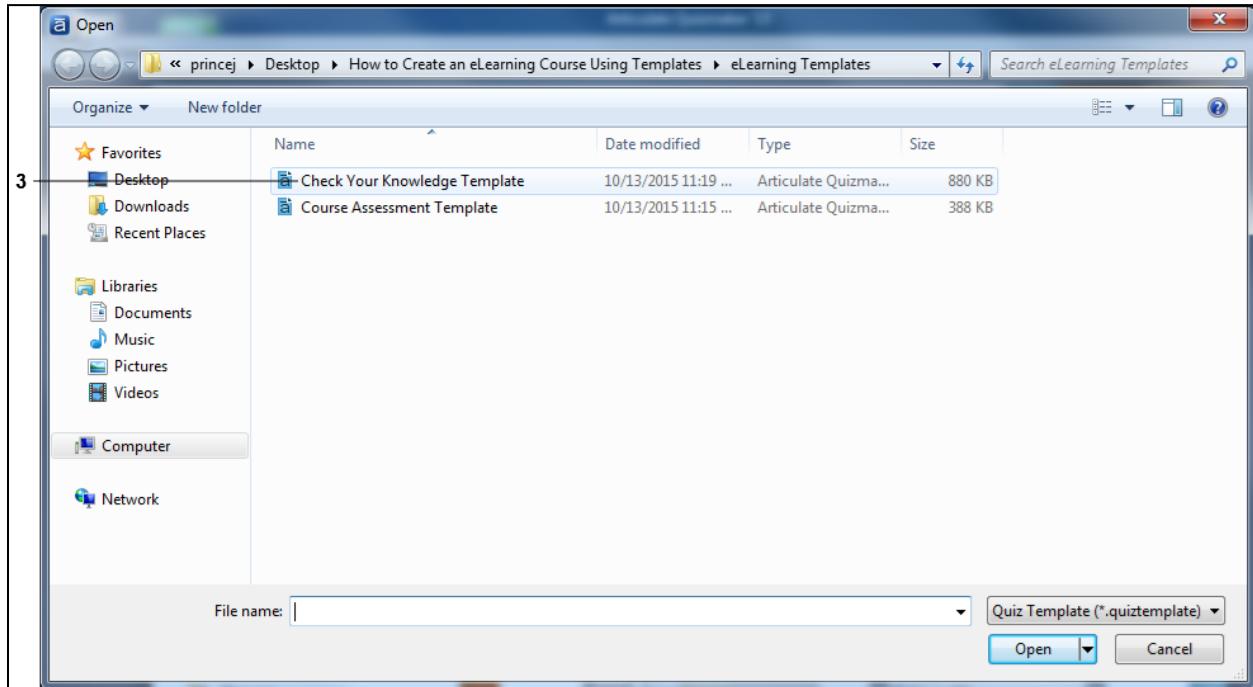
Desktop



2. Double-click Articulate Quizmaker '13 shortcut



Open

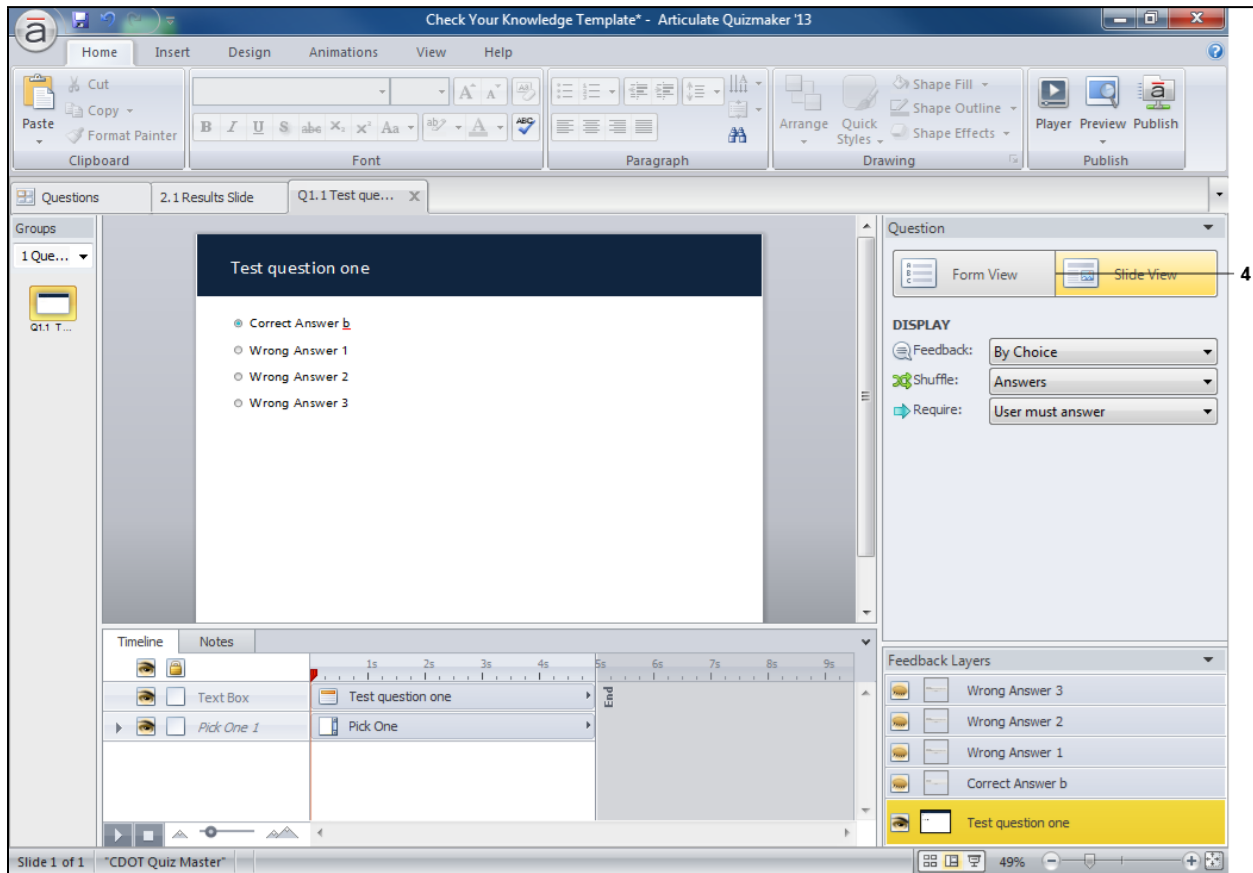


3. Double left click on the template you want to use. In this example, **Check Your Knowledge Template** was selected. Quizmaker opens with the Check Your Knowledge template.



The process for creating a question is the same for Check Your Knowledge and the Course Assessment. The main different in the Course Assessment does not have a response for a correct or incorrect response to a question.

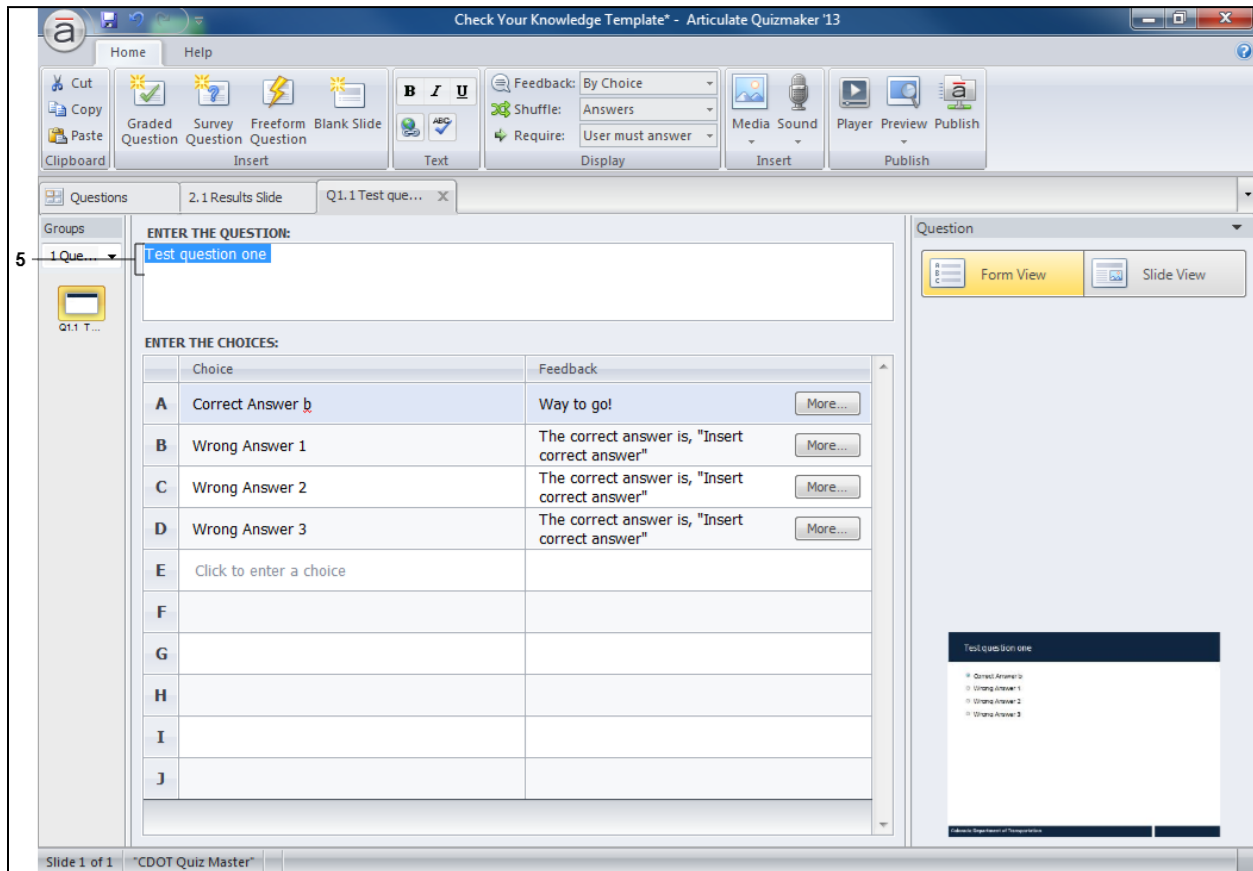
Articulate Quizmaker '13 - [Check Your Knowledge Template*]



4. Click the **Form View**  button.



The correct response to the question is highlighted by a green dot in front of the question and is always the first response. The template has been set up to randomize the questions.

Articulate Quizmaker '13 - [Check Your Knowledge Template*]


The screenshot shows the Articulate Quizmaker '13 interface. The main window is titled "Check Your Knowledge Template* - Articulate Quizmaker '13". The interface includes a menu bar (Home, Help), a ribbon with various question types (Graded Question, Survey Question, Freeform Question, Blank Slide Question), text formatting options (B, I, U), and settings for feedback, shuffle, and requirements. The central workspace is divided into three main sections:

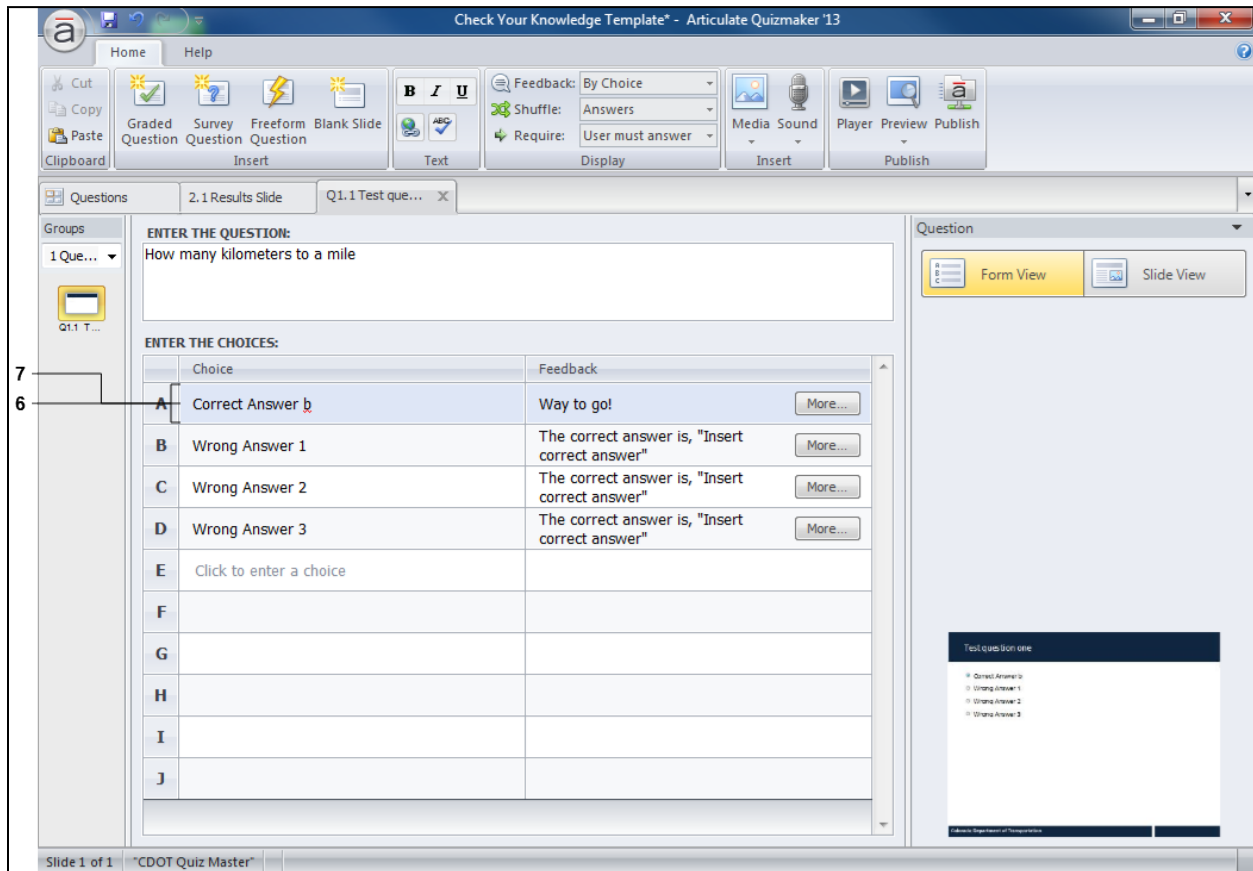
- ENTER THE QUESTION:** A text area containing "Test question one".
- ENTER THE CHOICES:** A table with columns for Choice and Feedback.

Choice	Feedback
A Correct Answer b	Way to go! More...
B Wrong Answer 1	The correct answer is, "Insert correct answer" More...
C Wrong Answer 2	The correct answer is, "Insert correct answer" More...
D Wrong Answer 3	The correct answer is, "Insert correct answer" More...
E Click to enter a choice	
F	
G	
H	
I	
J	
- Question:** A preview pane showing the question as it will appear to the user, including the question text and the list of choices.

At the bottom left, the status bar indicates "Slide 1 of 1" and "CDOT Quiz Master".

5. As required, complete/review the following fields:

Field	R/O/C	Description
ENTER THE QUESTION	Required	The question you are asking of the participant. Example: How many kilometers to a mile

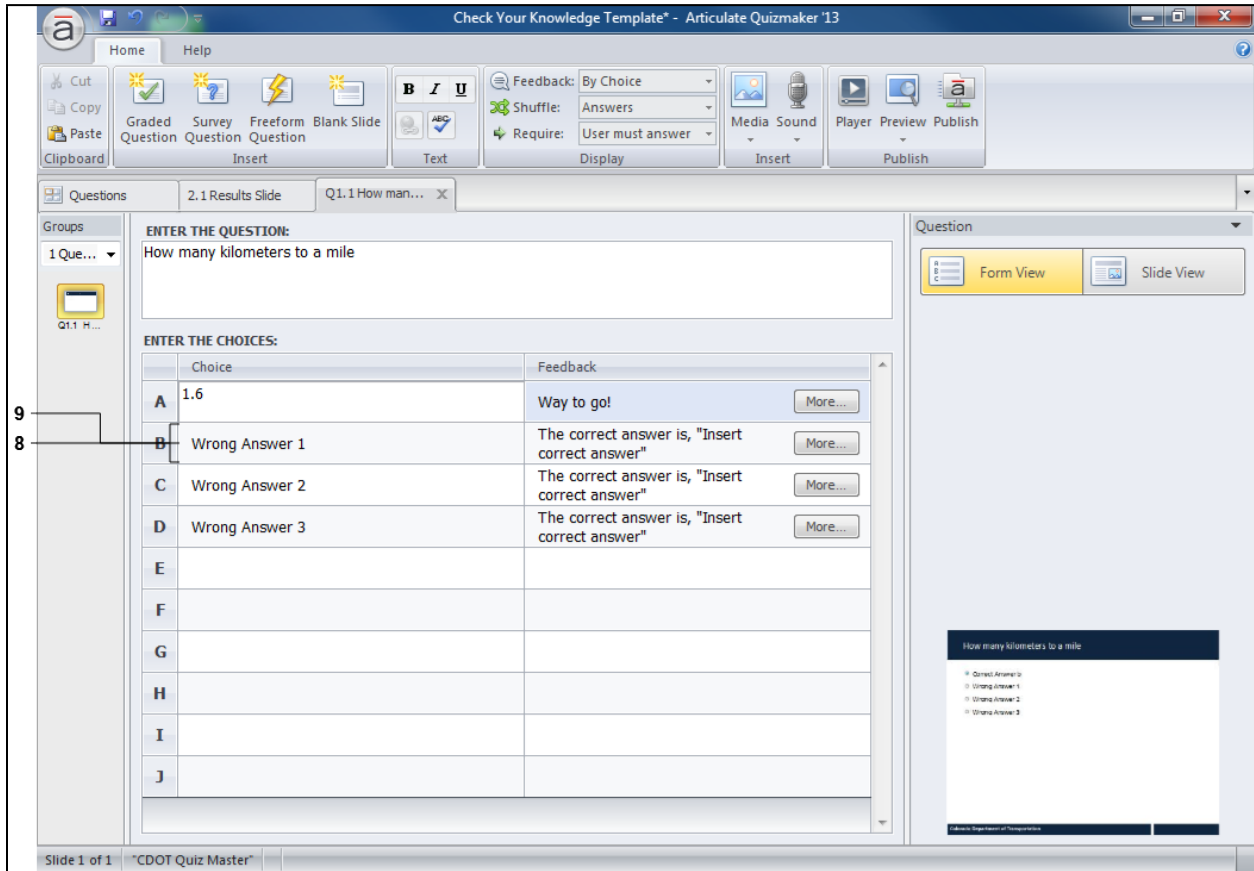
Articulate Quizmaker '13 - [Check Your Knowledge Template*]


6. Click the *Correct Answer b* Correct Answer b text to select.

7. As required, complete/review the following fields:

Field	R/O/C	Description
Correct Answer	Required	The correct answer to the question you are asking of the participant Example: 1.6

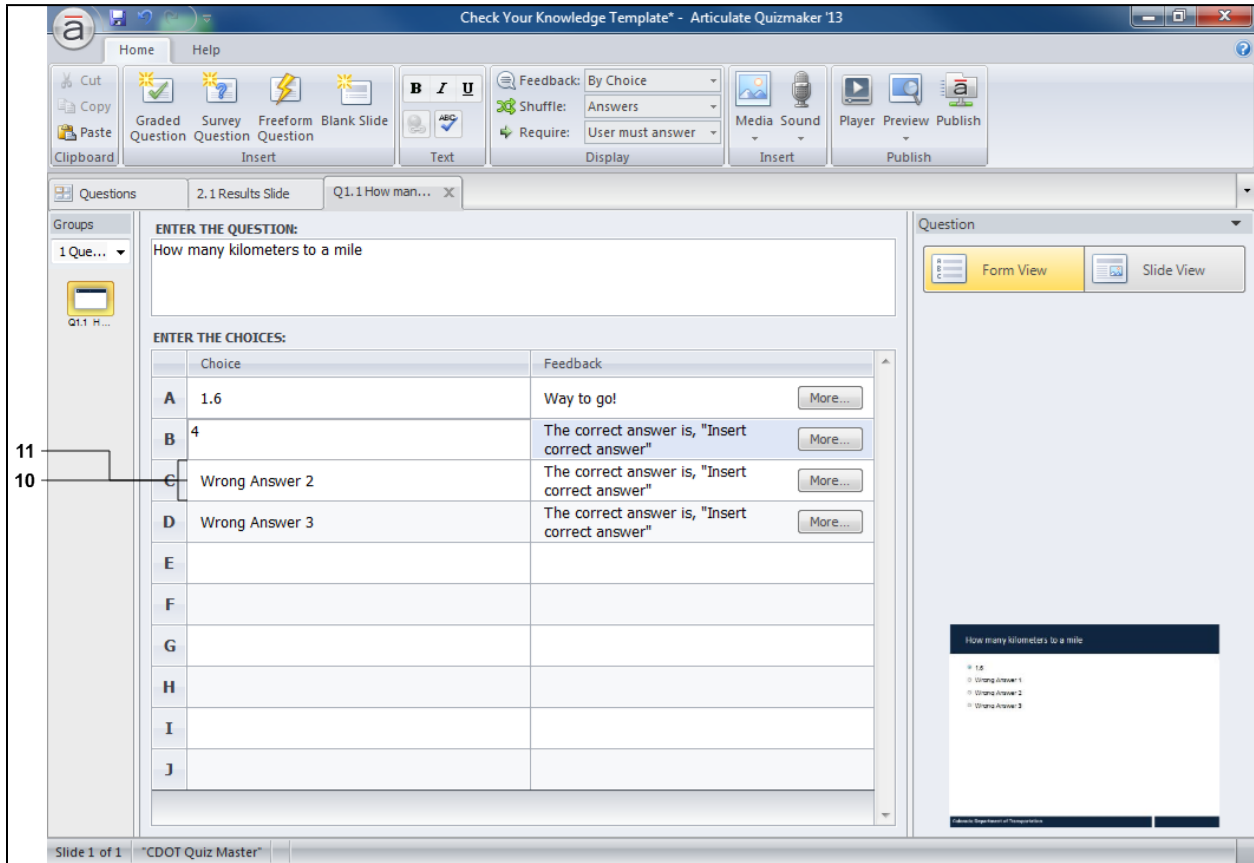
Articulate Quizmaker '13 - [Check Your Knowledge Template*]



8. Click the *Wrong Answer 1* **Wrong Answer 1** text to select.
9. As required, complete/review the following fields:

Field	R/O/C	Description
Wrong Answer 1	Required	Enter an incorrect response to the question. Example: 4

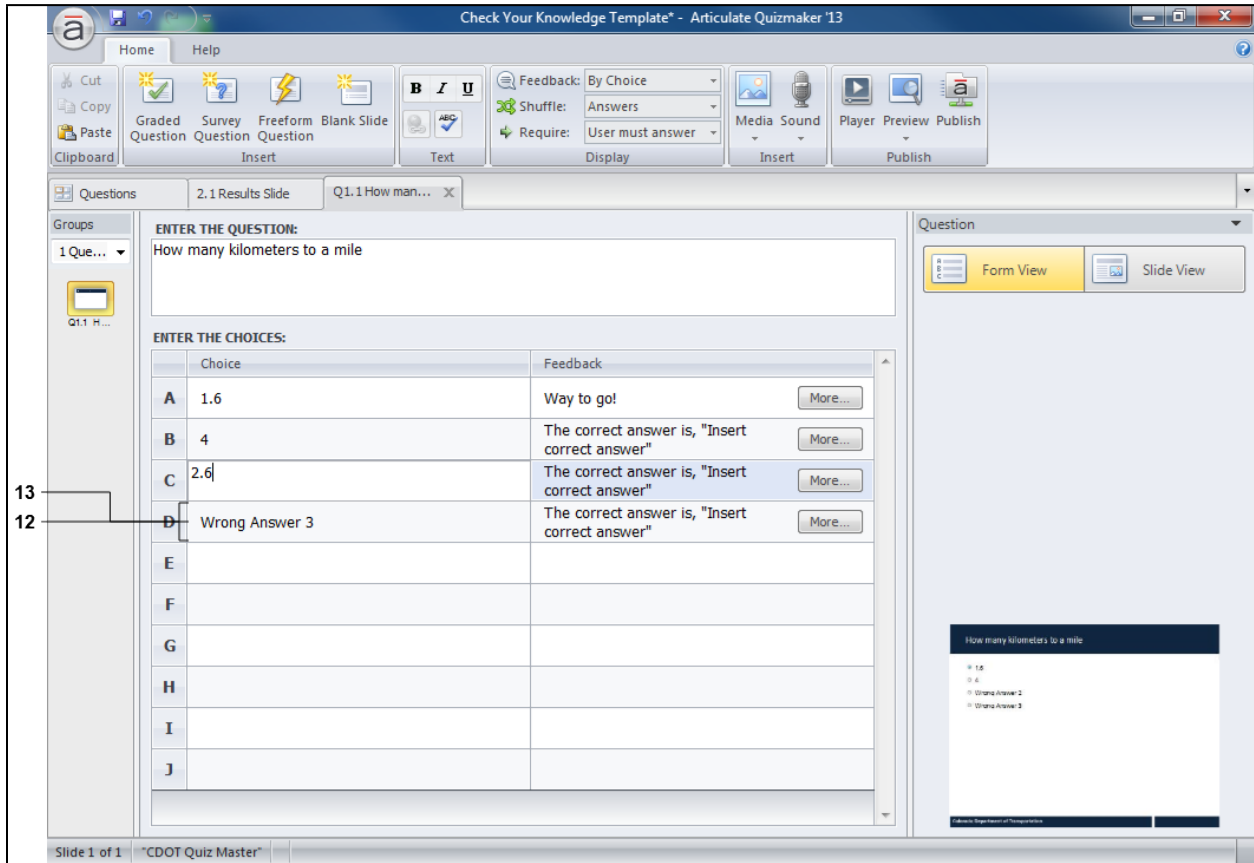
Articulate Quizmaker '13 - [Check Your Knowledge Template*]



10. Click the *Wrong Answer 2* text to select.
11. As required, complete/review the following fields:

Field	R/O/C	Description
Wrong Answer 2	Required	Enter an incorrect response to the question. Example: 2.6

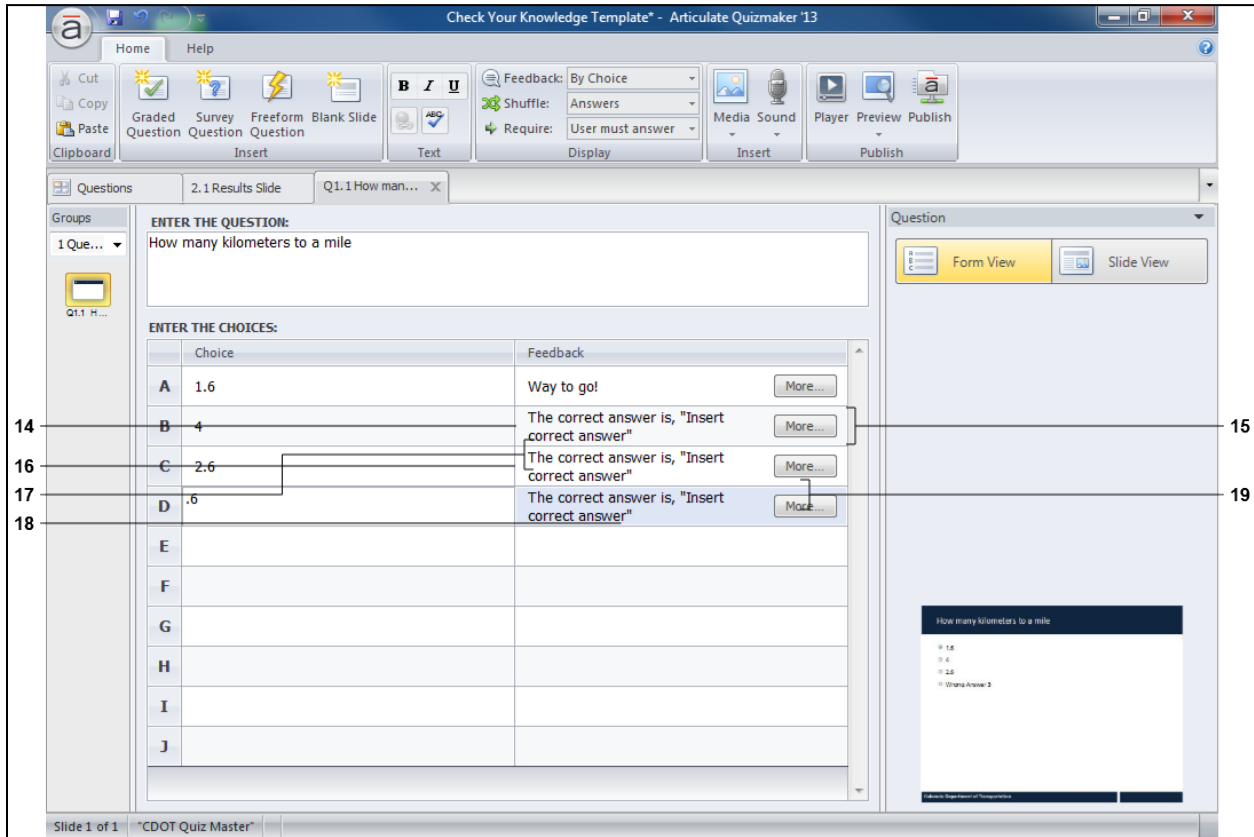
Articulate Quizmaker '13 - [Check Your Knowledge Template*]



12. Click the Wrong Answer 3 **Wrong Answer 3** text to select.
13. As required, complete/review the following fields:

Field	R/O/C	Description
Wrong Answer 3	Required	Enter an incorrect response to the question. Example: .6

Articulate Quizmaker '13 - [Check Your Knowledge Template*]



14. Click row *B* under the *Feedback* column **The correct answer is, "Insert correct answer"** to select.
- The *Feedback* column is used to let the participant know if they got the correct response to the question. In this example, "Way to go!" will display if the answer if correct. If the answer is incorrect then they a prompted with the correct answer.

15. As required, complete/review the following fields:

Field	R/O/C	Description
Row B Feedback	Required	This field is used to display what the correct answer is for a participant. This is important in the Check Your Knowledge section because this is the only way they participant will know the correct response to the question. This is not filled in if you are creating a Course Assessment. Example: 1.6

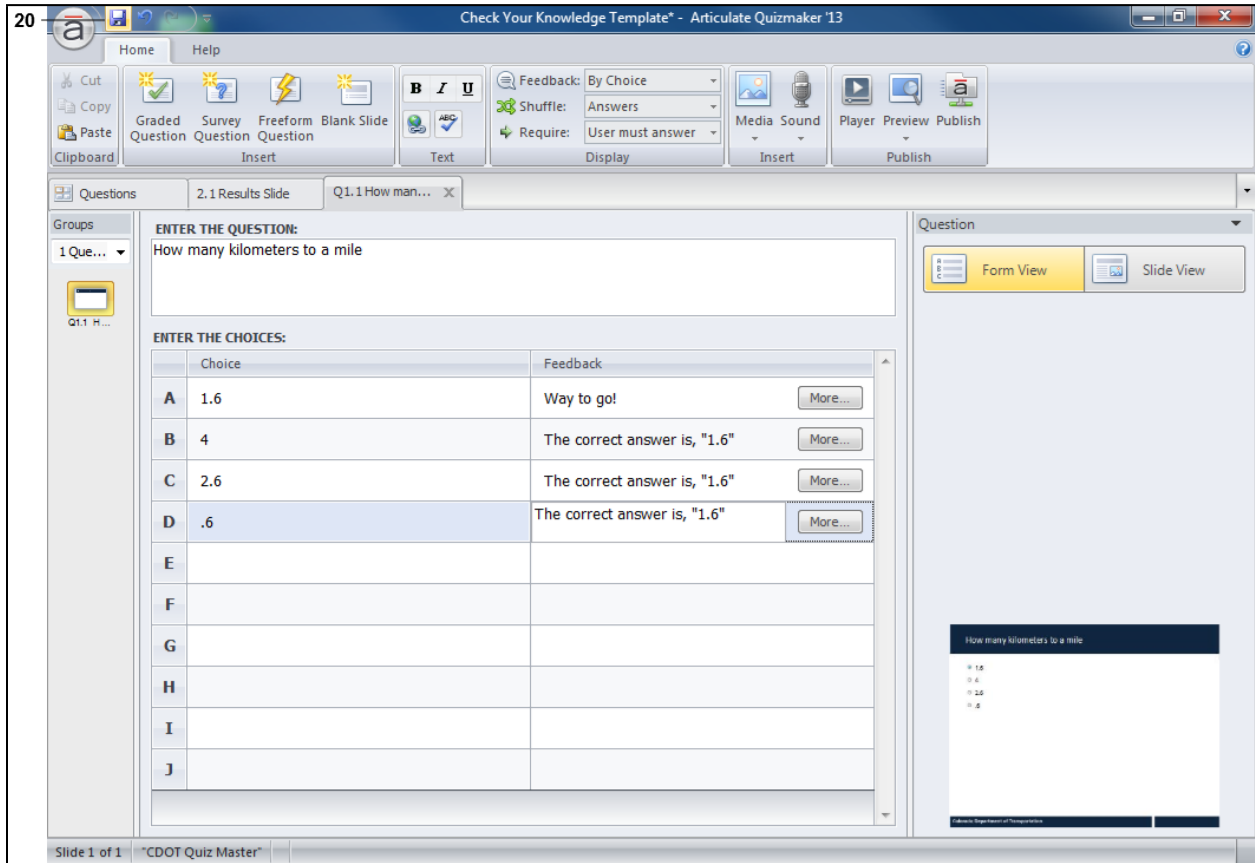
16. Click row *C* under the *Feedback* column **The correct answer is, "Insert correct answer"** to select.
17. As required, complete/review the following fields:

Field	R/O/C	Description
Row C Feedback	Required	This field is used to display what the correct answer is for a participant. This is important in the Check Your Knowledge section because this is the only way they participant will know the correct response to the question. This is not filled in if you are creating a Course Assessment. Example: 1.6

18. Click row *D* in the *Feedback* column The correct answer is, "Insert correct answer" to select.
19. As required, complete/review the following fields:

Field	R/O/C	Description
Row D Feedback	Required	This field is used to display what the correct answer is for a participant. This is important in the Check Your Knowledge section because this is the only way they participant will know the correct response to the question. This is not filled in if you are creating a Course Assessment. Example: 1.6

Articulate Quizmaker '13 - [Check Your Knowledge Template*]



The screenshot shows the Articulate Quizmaker '13 interface. The main window displays a question: "How many kilometers to a mile". Below the question, there is a table for "ENTER THE CHOICES:" with columns for Choice and Feedback. The choices are A (1.6), B (4), C (2.6), and D (.6). The feedback for choice D is "The correct answer is, '1.6'". The interface also shows a "Question" panel on the right with "Form View" and "Slide View" buttons.

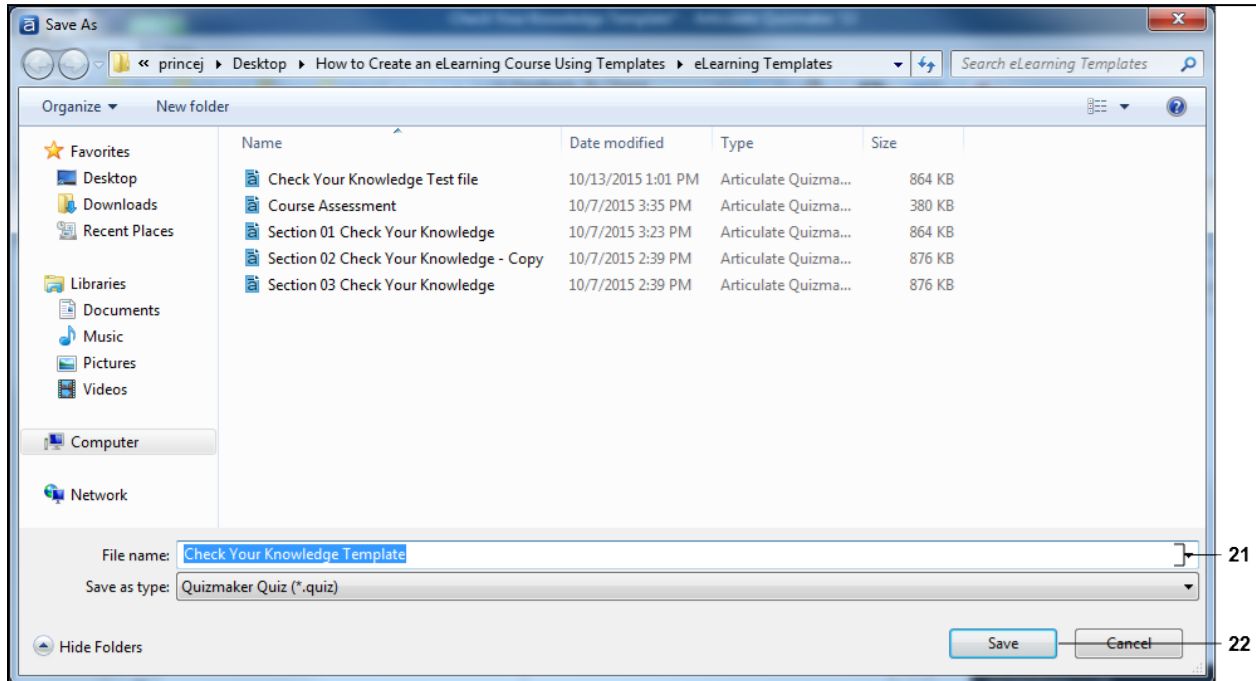
Choice	Feedback
A 1.6	Way to go!
B 4	The correct answer is, "1.6"
C 2.6	The correct answer is, "1.6"
D .6	The correct answer is, "1.6"
E	
F	
G	
H	
I	
J	

20. Click **Save**  to save the quiz.



The Template has three Questions pre-populated. If you have less right click to delete a question. If you are creating a Course Assessment select the **Graded Question** button to create more questions.

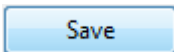
Save As



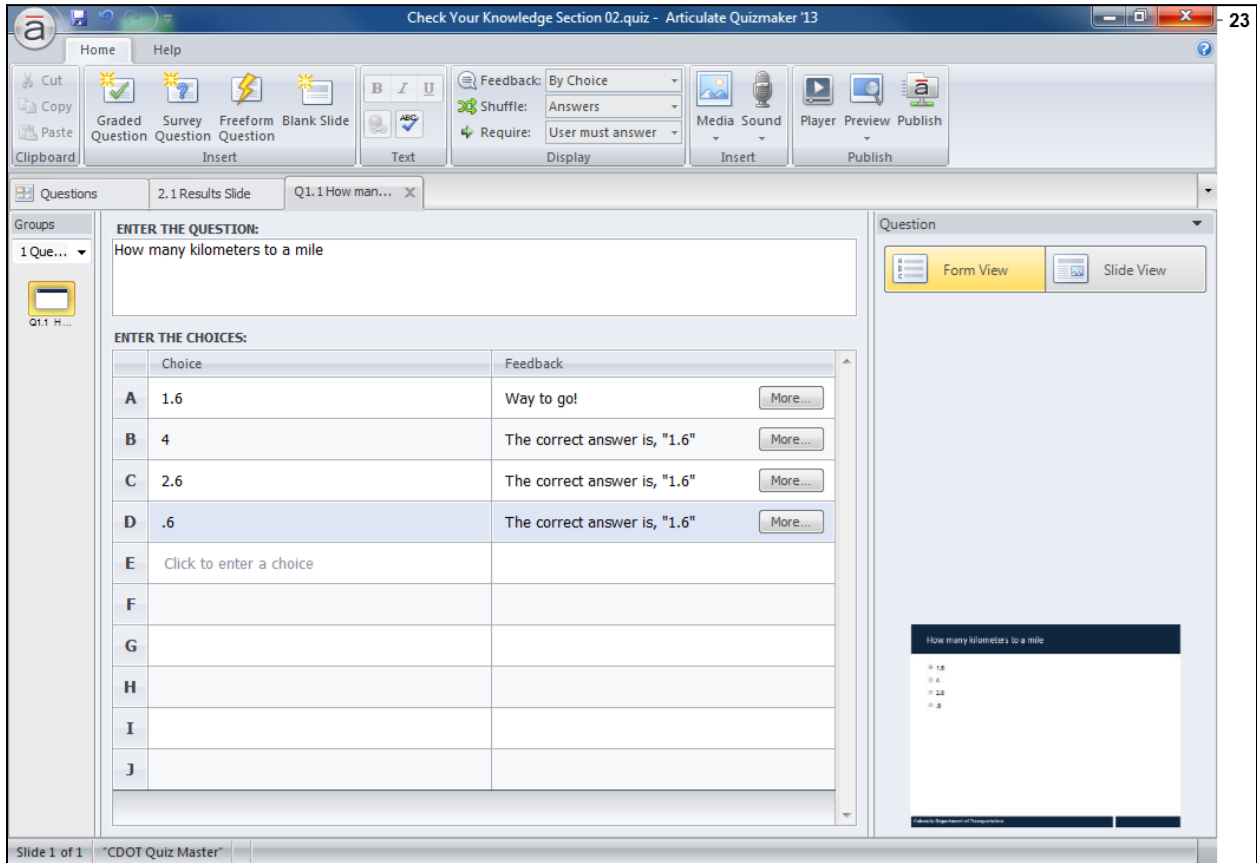
21. As required, complete/review the following fields:

Field	R/O/C	Description
File name:	Required	This field is used to store the name of the file and the quiz. Enter the section number if it is a Check Your Knowledge. If it is the Course Assessment, enter only "Course Assessment". Example: Check Your Knowledge Section 02

22. Click **Save** button



Articulate Quizmaker '13 - [Check Your Knowledge Section 02.quiz]



The screenshot shows the Articulate Quizmaker '13 interface. The title bar reads "Check Your Knowledge Section 02.quiz - Articulate Quizmaker '13". The interface includes a ribbon with tabs for Home and Help, and various toolbars for editing and publishing. The main workspace is divided into three sections:

- Groups:** A sidebar on the left showing "1 Que..." and a thumbnail for "Q1.1 H..."
- ENTER THE QUESTION:** A text area containing the question: "How many kilometers to a mile".
- ENTER THE CHOICES:** A table with columns for Choice, Feedback, and a More... button.

Choice	Feedback	More...
A 1.6	Way to go!	More...
B 4	The correct answer is, "1.6"	More...
C 2.6	The correct answer is, "1.6"	More...
D .6	The correct answer is, "1.6"	More...
E Click to enter a choice		
F		
G		
H		
I		
J		

On the right, the **Question** panel shows a preview of the question in "Form View" and "Slide View" modes. The preview shows the question text and the four choices (A, B, C, D) listed vertically.

At the bottom left, the status bar indicates "Slide 1 of 1" and "CDOT Quiz Master".

23. Click **Close** .

Result

You have created a quiz from the the Articulate template.

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

Tab 26 - Add or Confirm Template

Creating an eLearning Course Using Articulate

Purpose

Use this procedure to import or confirm a template to a new or existing course.

Trigger

Perform this procedure when you need to confirm or import a template.

Prerequisites

- PowerPoint must be open
- The Articulate ribbon must be selected

Menu Path

Use the following menu path to begin this transaction:

- N/A

Transaction Code

Articulate

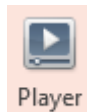
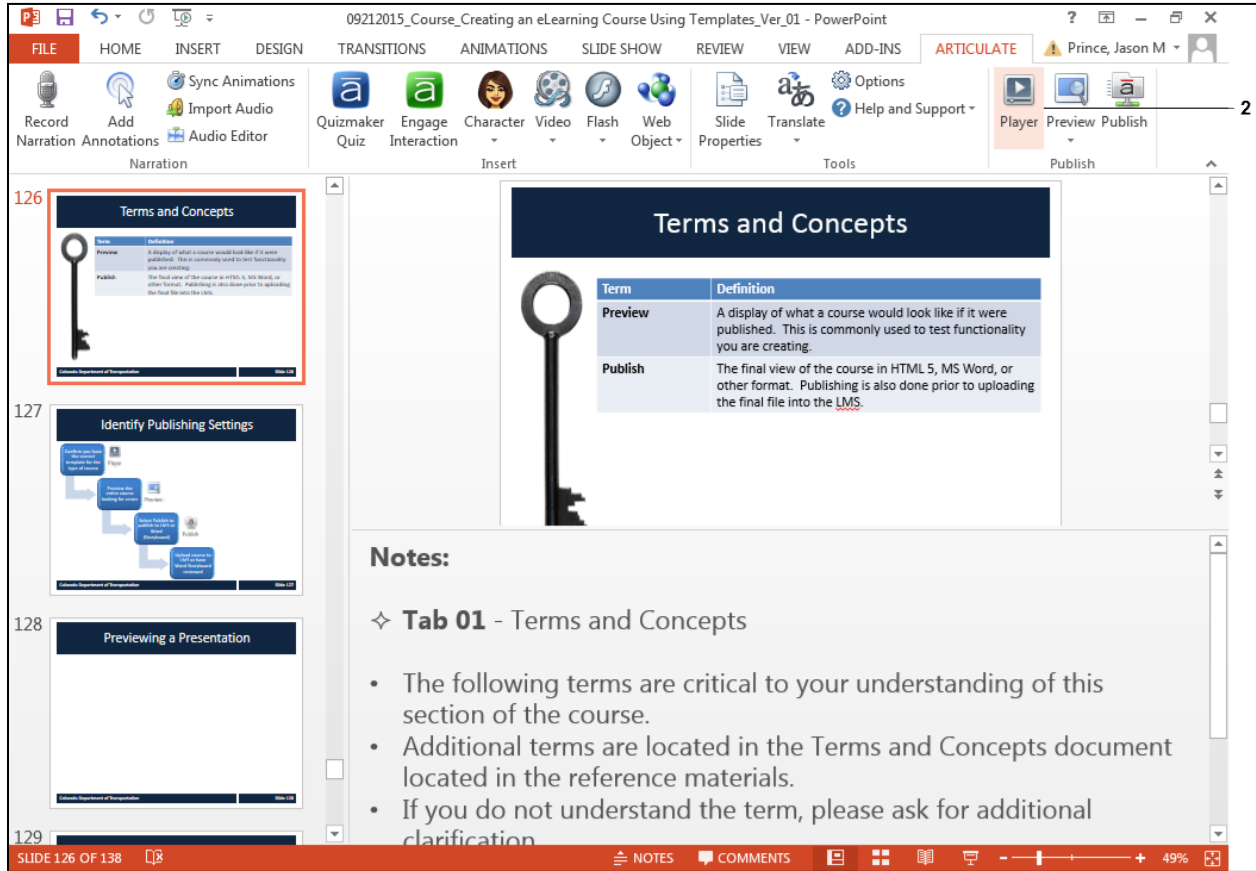
Helpful Hints

- There are four templates which you can use to display a course. The templates have been created to help the user navigate the course. The primary difference between the courses is the functionality turned on or off in Features. The templates are:
 - **Multi-Section Course Template No Sound** - This template is used when you have a course with no sound and multiple sections. In this template the notes, volume, play/pause, Seekbar and Elapsed and total time features are deactivated. This template should only be used with the Multi-Section Course PowerPoint Template.
 - **Multi-Section Course Template with Sound** - This template is used when you have course with sound and multiple sections. In this template the the notes, volume, play/pause, Seekbar and Elapsed and total time features are activated. This template should only be used with the Multi-Section Course PowerPoint Template.
 - **One Section Course Template No Sound** - This template is used when you have course without sound and one section. In this template the the notes, volume, play/pause, Seekbar and Elapsed and total time features are deactivated. This template should only be used with the One Section Course PowerPoint Template.
 - **One Section Course Template with Sound** - This template is used when you have course with sound and one section. In this template the the notes, volume, play/pause, Seekbar and Elapsed and total time features are activated. This template should only be used with the One Section Course PowerPoint Template.

Procedure

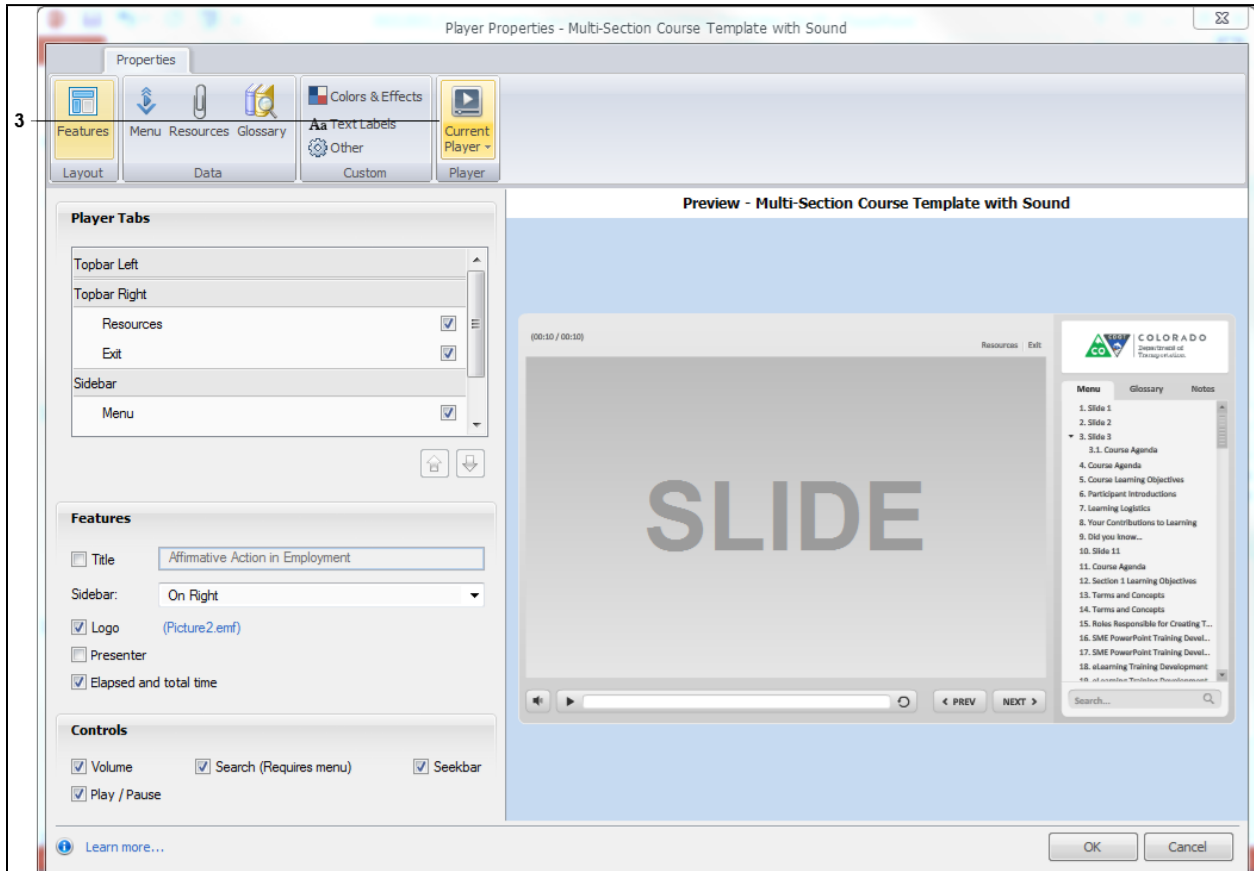
1. Start the transaction from an open presentation from the *Articulate* ribbon.

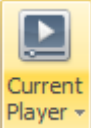
PowerPoint



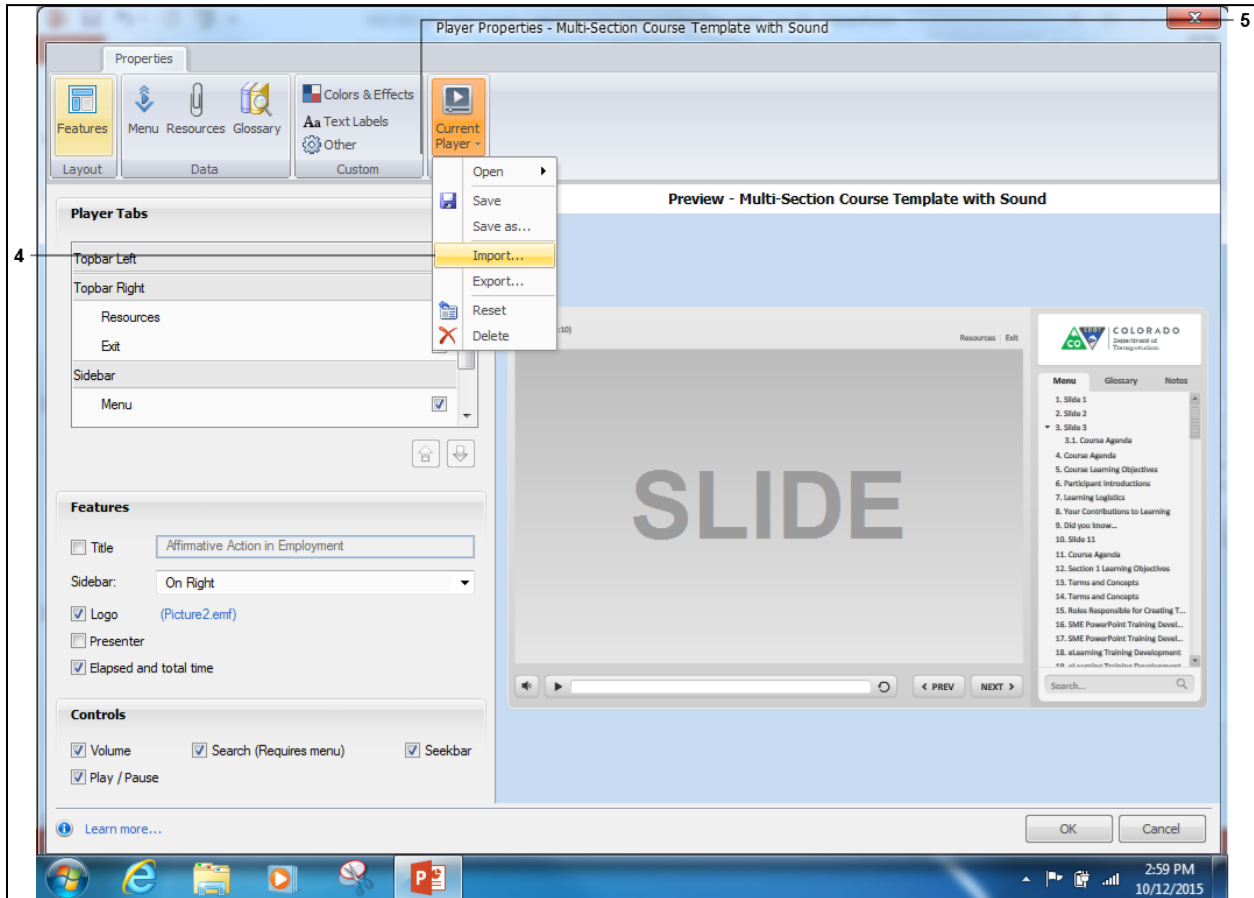
2. Double left click the **Player** button to display the *Player Properties* window.

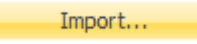
Player Properties - Multi-Section Course Template with Sound



3. Click **Current Player**  to display a menu of options.

Desktop



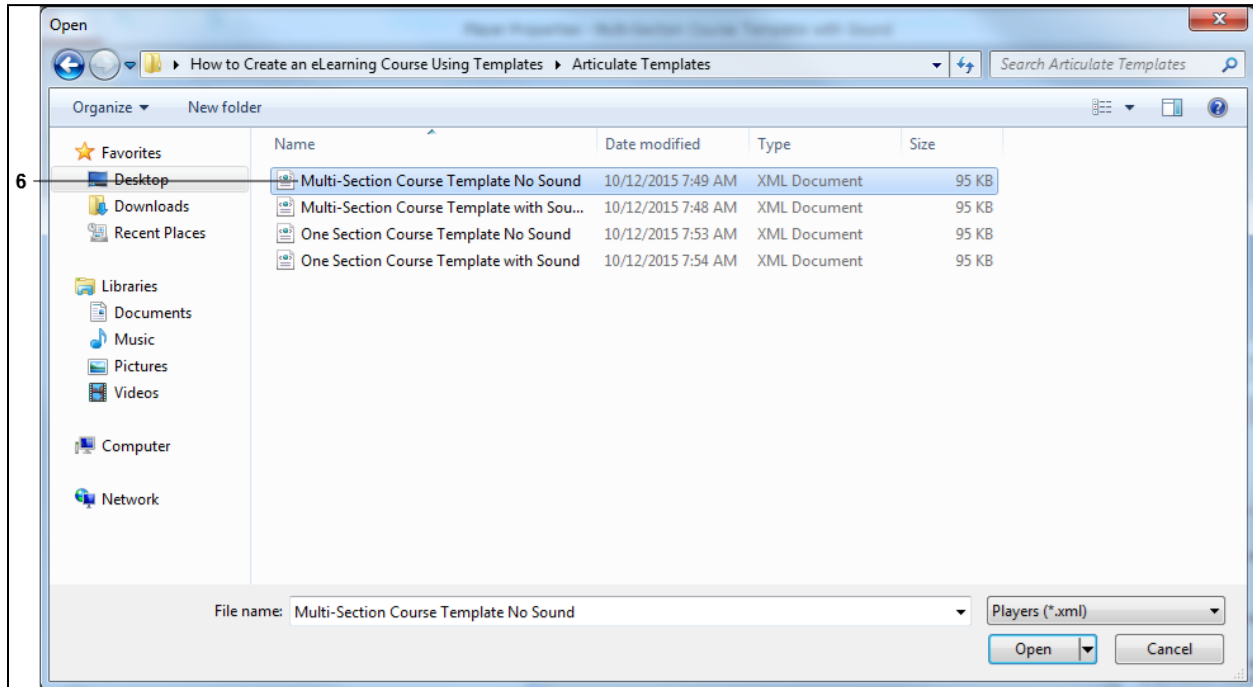
4. Click **Import**  to display the *Open* window where you can navigate to the correct template.



The name of the template displays at the top of the page. In this example, the current template is incorrect and needs to be changed from "Multi-Section Course Template **with** Sound" to "Multi-Section Course Template **No** Sound". If the template is correct then no further action is required.

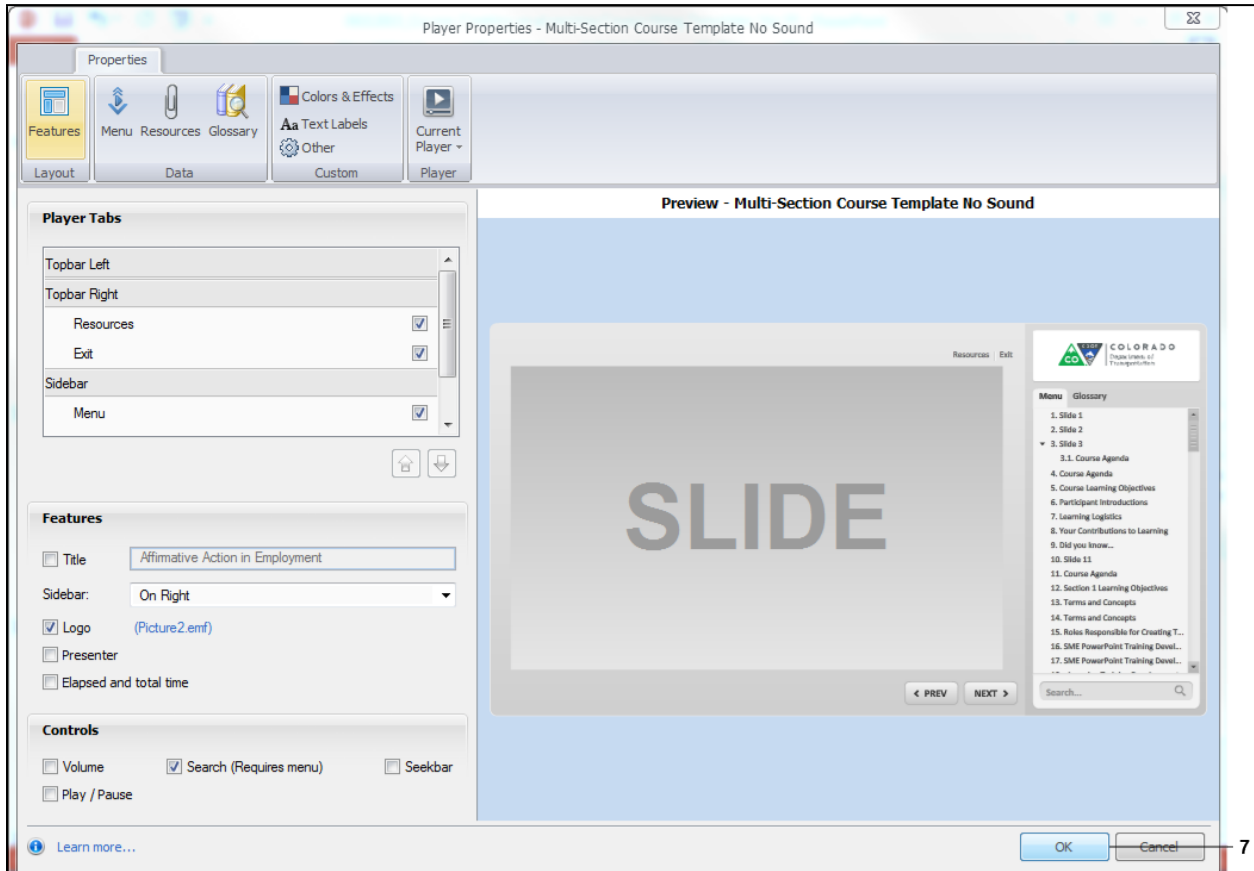
5. Navigate to the Articulate template folder

Open



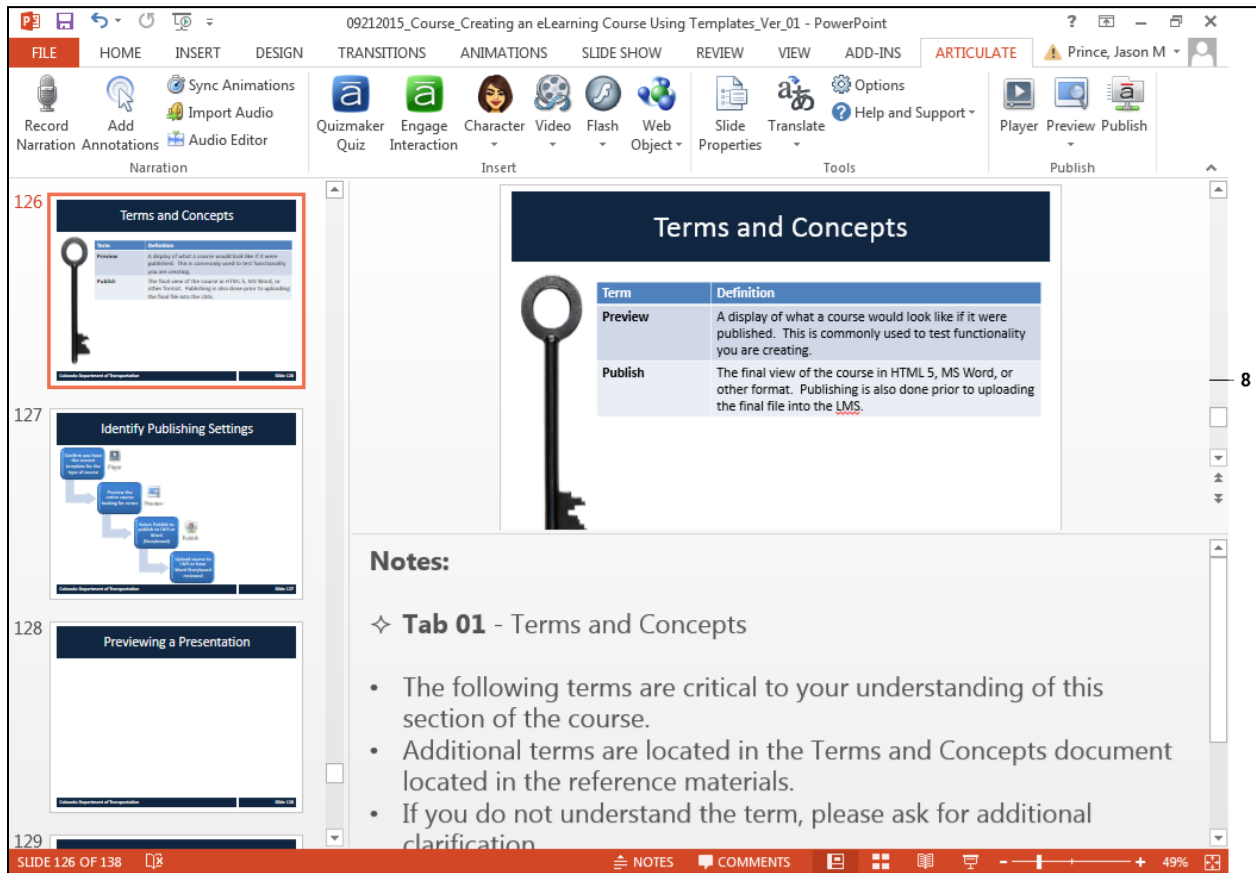
6. Double left click the correct template. In this example, **Multi-Section Course Template No Sound** was selected.

Player Properties - Multi-Section Course Template No Sound



7. Click the **OK**  button.

PowerPoint



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 Add Narration Annotations Sync Animations Import Audio Audio Editor

Quizmaker Quiz Engage Interaction Character Video Flash Web Object Slide Properties Translate Help and Support

Player Preview Publish

126 Terms and Concepts

Term	Definition
Preview	A display of what a course would look like if it were published. This is commonly used to test functionality you are creating.
Publish	The final view of the course in HTML 5, MS Word, or other format. Publishing is also done prior to uploading the final file into the LMS.

127 Identify Publishing Settings

128 Previewing a Presentation

129

SLIDE 126 OF 138 NOTES COMMENTS 49%

Notes:

- ◆ **Tab 01** - Terms and Concepts
- The following terms are critical to your understanding of this section of the course.
- Additional terms are located in the Terms and Concepts document located in the reference materials.
- If you do not understand the term, please ask for additional clarification.

8. You have completed the process. .

Result

You have displayed and changed a template in Articulate.

Tab 27 - Publish to LMS or MS Word Storyboard

Creating an eLearning Course Using Articulate

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

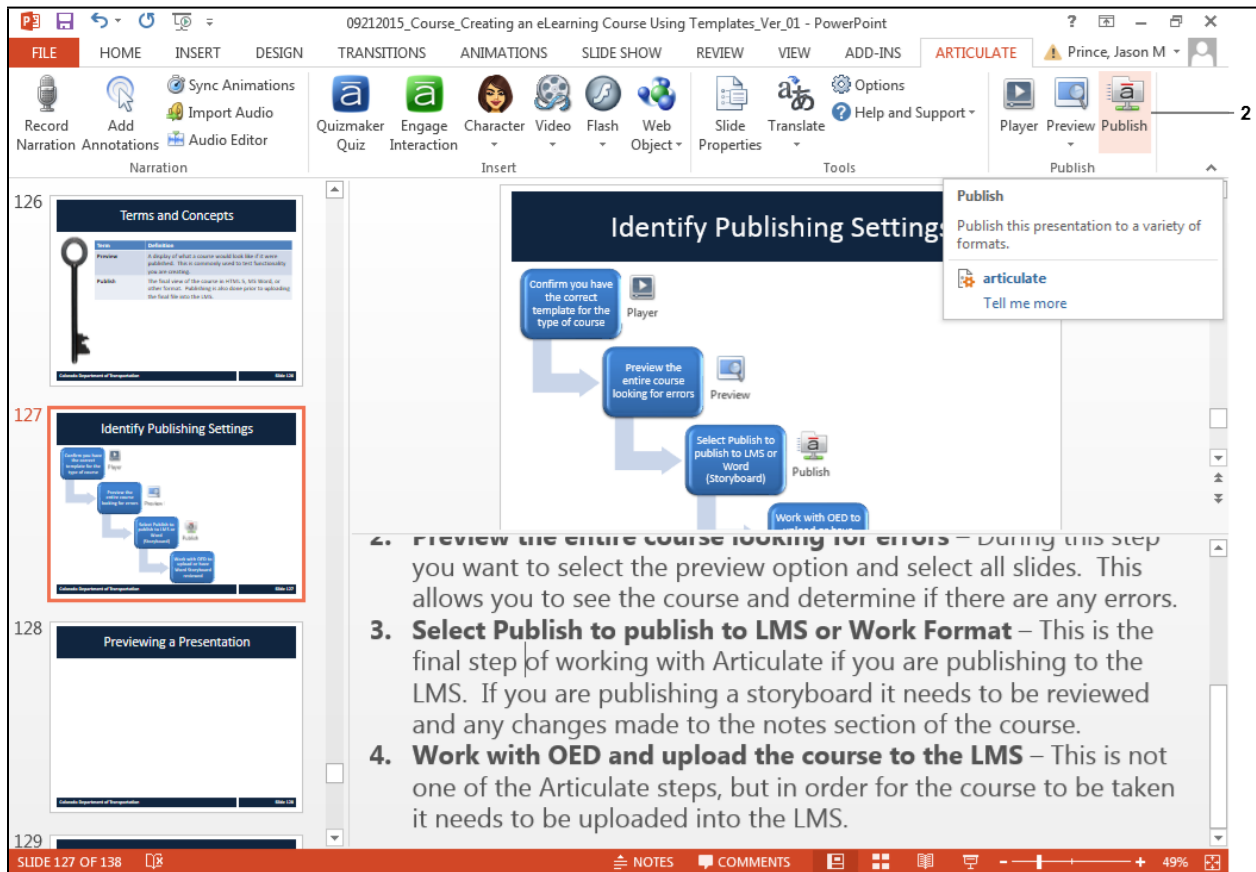
Helpful Hints

- 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 Quiz Engage Interaction Character Video Flash Web Object Slide Properties Translate Options Help and Support

Player Preview Publish

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NOTES COMMENTS

49%

Publish

Publish this presentation to a variety of formats.

articulate
Tell me more

Identify Publishing Settings

Confirm you have the correct template for the type of course

Preview the entire course looking for errors

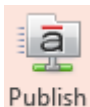
Select Publish to publish to LMS or Word (Storyboard)

Work with OED to

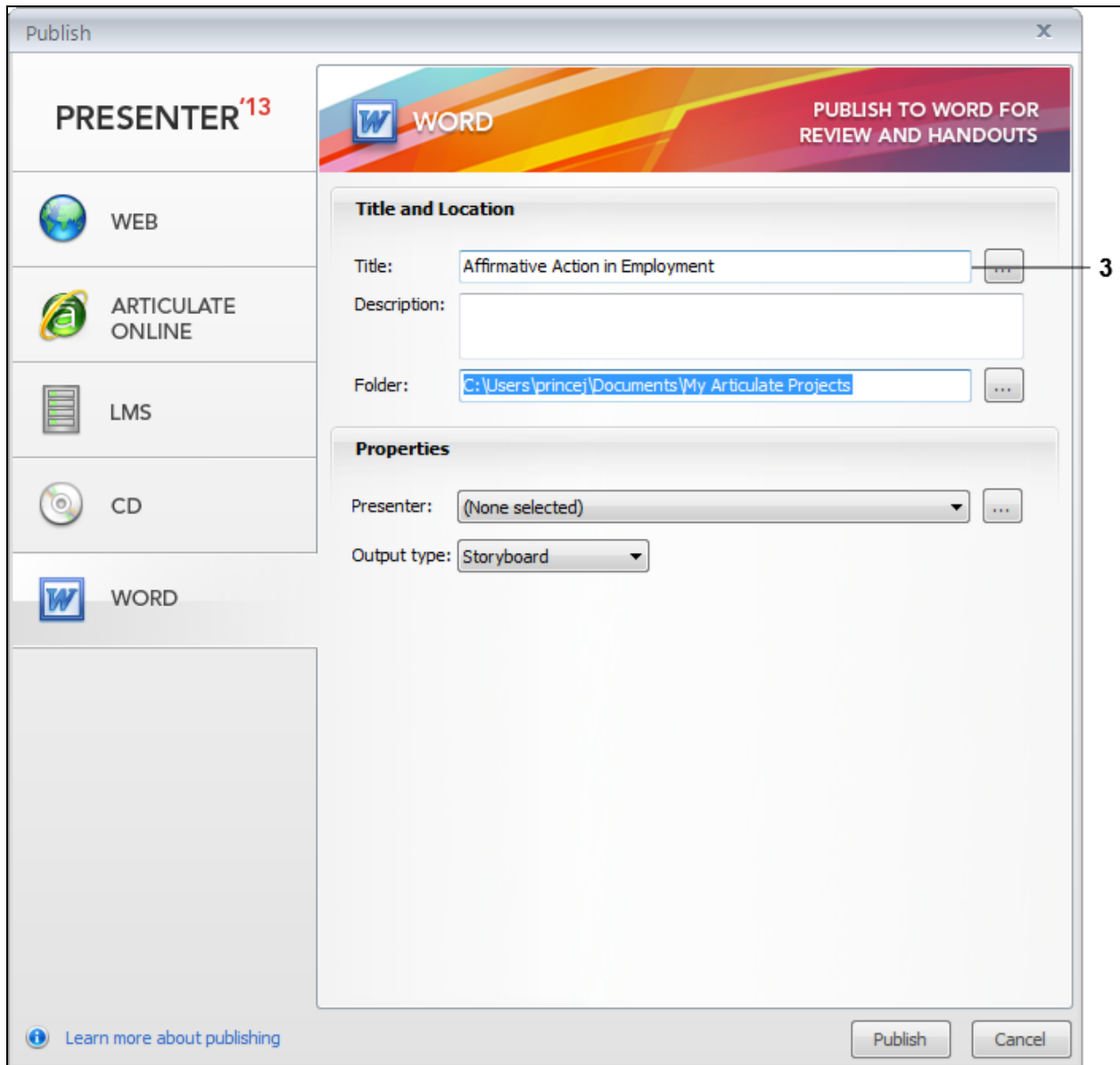
2. **Preview the entire course looking for errors** – During this step you want to select the preview option and select all slides. This allows you to see the course and determine if there are any errors.

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.

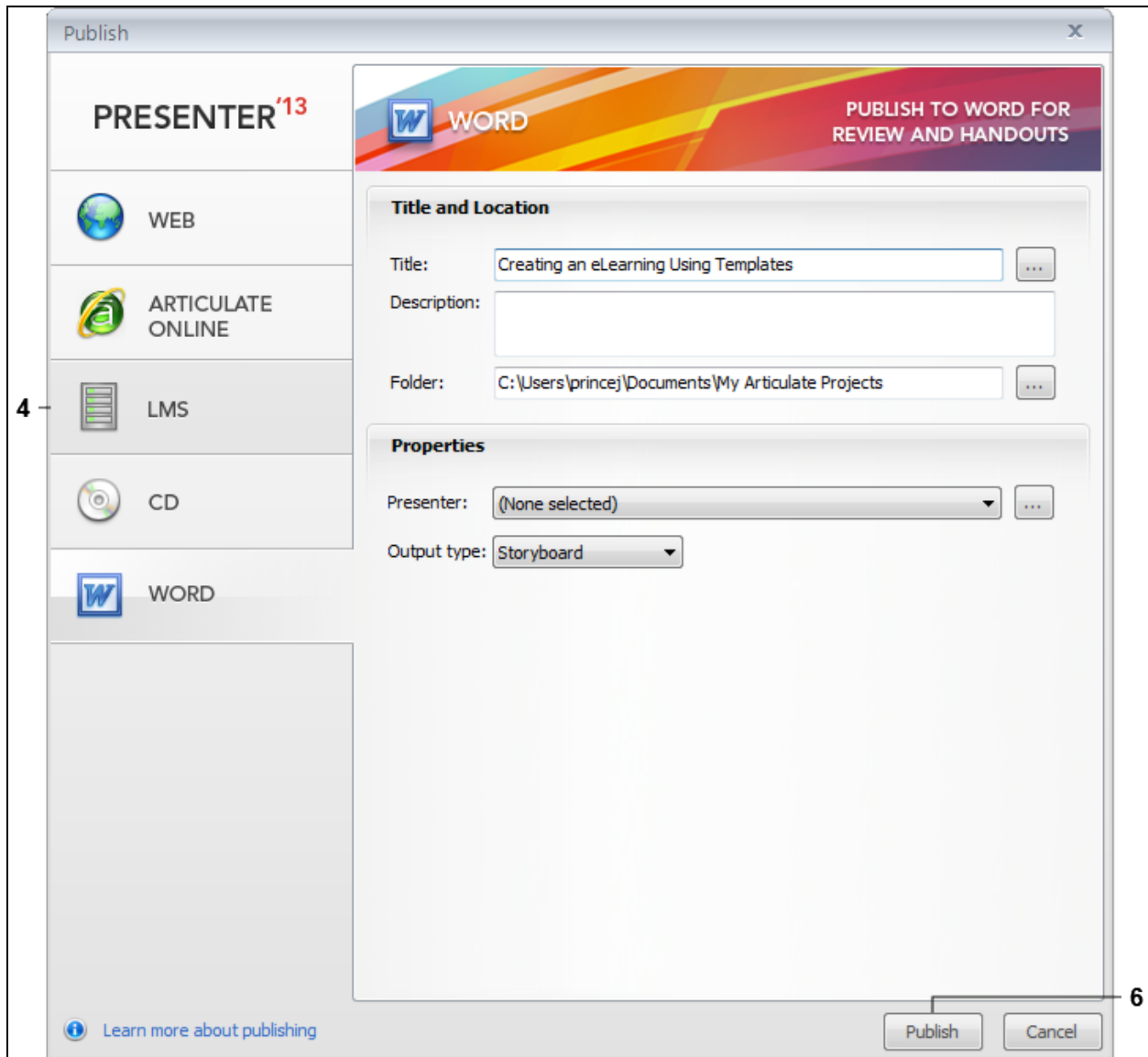
2. Click **Publish** button  to display the *Publish* menu.

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.

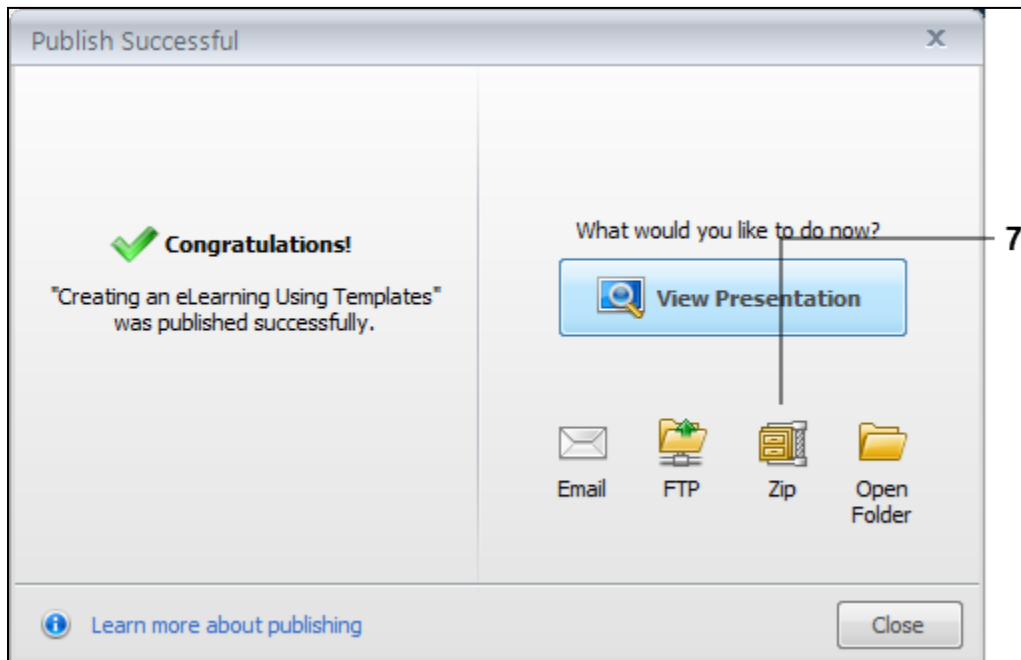


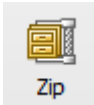
You must publish the course before you can create the zip file that can be uploaded into the LMS.



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

Publish Successful

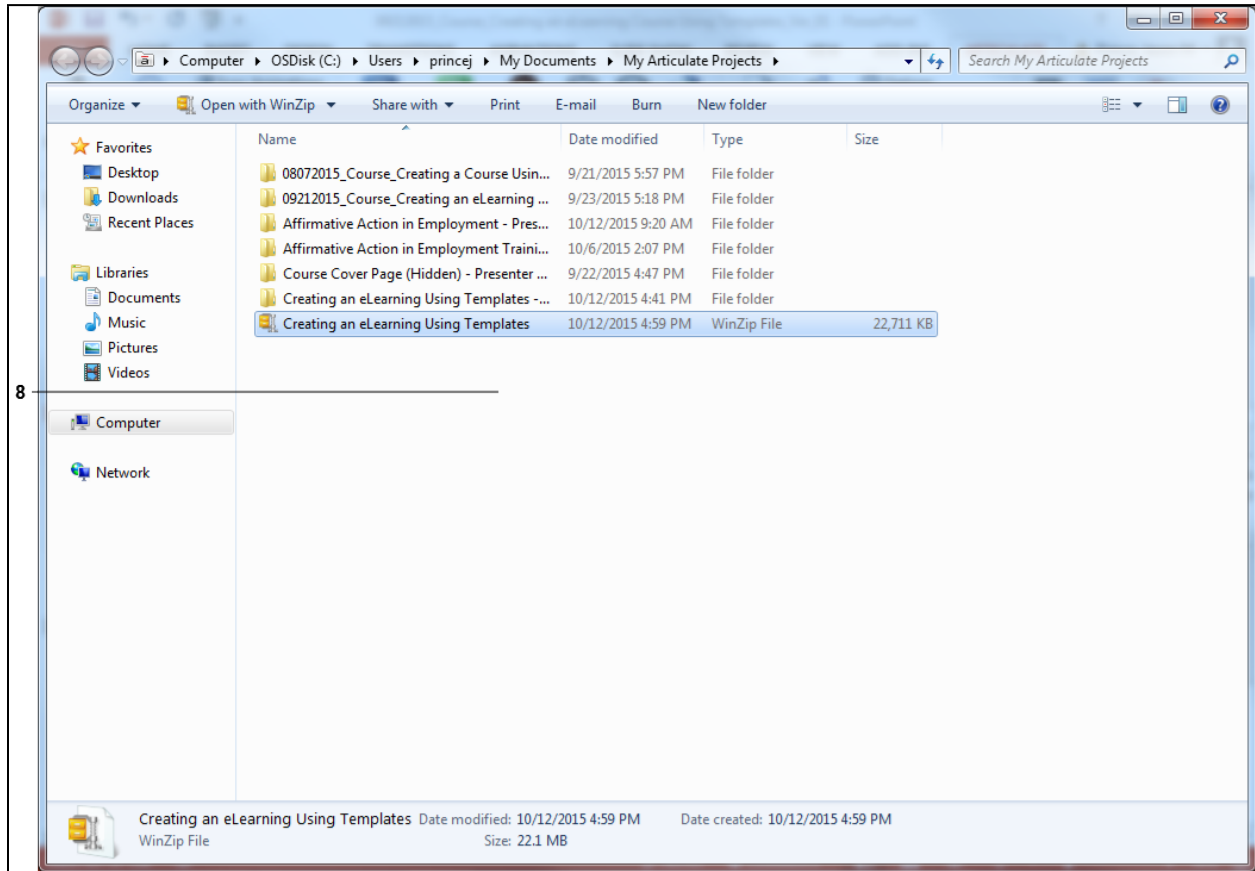


7. Click the **Zip** button  to save the file as a Zip file.



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.

