PowerPoint to Captivate

A Step-By-Step Guide to Creating Online eLearnings

ELEARNING SERIES

www.CreativeMediaOC.com

26632 Towne Centre
Suite 300
Foothill Ranch, CA 92610
949.420.3716

creativemedia™
orange county

Converting PowerPoint to Captivate

This article briefly reviews the process for importing Microsoft PowerPoint files into Adobe Captivate, adding navigation, controls, multimedia, and student testing capabilities, and finally publishing the result both to Adobe Acrobat Connect Pro, and as a SCORM compliant, LMS-ready eLearning.

Once your PowerPoint is completed, import the file into Captivate. While importing, you'll have the option to either (1) maintain a link to the original (to allow revisions in PowerPoint to flow through), or (2) embed the PowerPoint presentation into the Captivate project.

Step 1
Import your PowerPoint Presentation into Captivate

- Load Captivate, and on the welcome screen under "**Create New**" select "From Microsoft PowerPoint."
- Select the PowerPoint file you wish to import, and click "Open."
- From the Project Properties window, enter a **title** for your course.
- Select your **target screen size** from the "Preset Sizes" drop-down menu.
- Select the **slides** you wish to include by clicking in their check boxes.
- Select a **navigation method** from the "Advance Slide" drop-down menu.
- Check the "Linked" option to maintain a **link to the original file**.
- Click "OK" to **begin the importing**.

Step 2
Position your Slides in Time

- Roll your mouse over the **Click Box** until your cursor becomes a double-headed arrow.
- Drag the Click Box to the beginning of the **Timeline**.
- **Repeat** these two steps for all remaining slides in your presentation.

Step 3
Create the Submit Button

A Submit button is used to record the user's course completion to an LMS.

- From the "Filmstrip" on the left side of your screen, navigate to the **final slide** in your project.
- Click on the **Insert Button** tool to add a button; **position** it as desired.
- In the **General** pane of the Properties tab, click in the **Caption** text box, and enter your **button name** (for example, "Submit" or "Complete").
- From the **Action** pane click the "On Success" drop-down menu, and select a method for **results submissions**, and success/fail navigation.

Step 4
Adjust the Timing of the Final Slide

- On the **Timeline**, select the final slide and **delete** its "Click Box."
- Roll your mouse over the **green** "timing bar" until your cursor becomes a double-headed resize arrow.
- Drag the **green** "timing bar" to the **left** about ½ second past the "**pause**" (indicated on the green "timing bar" by two bold lines, followed by a thin line separating the green bar).
- Roll your mouse over the end of the **gray** "slide bar" at the bottom of the timeline until your cursor becomes a double-headed resize arrow.
- Drag the **gray** "slide bar" to the **same position** on the timeline as the former "Click Box."

Step 5
Set Publishing Options for LMS Integration

- From the "File" menu select "**Publish Settings**."
- Twirl down the "**Project**" category on the left and select "**Start and End**."
- Select options such as "**Auto Play**" and "**Preloader**" if desired.
- You may want to select "**Stop Project**" in the "Action" drop down menu.
- Also consider **un-checking** the "Fade Out on the Last Slide" option.

Step 6
Establishing Reporting Results

- Twirl down the "**Quiz**" category on the left and select "**Reporting**."
- At the **top** of the screen, check the "**Enable reporting for this project**" box just to the right of "**Quiz**."
- Next, under "LMS" select "**Other Standard LMSs**."
- Select a **Standard** from the drop-down menu (below "LMS"), and then click on "Configure" to bring up the "**Manifest**" dialog box.
- In the "Course" section of the "Manifest" dialog box, enter a **course #** in the "**Identifier**" field and the **full title** of your course in the "Title" field.
- In the "SCO" section of the "Manifest" dialog box, re-enter the **course #** and **full title** of your course.
- Click on the "**OK**" button.
- In the "**Status Representation**" section, ensure that your preferred "**Complete/Incomplete**" option is selected.
- Ensure that "**Slide Views**" is set at your desired percentage or number of slides in the **Success/Completion Criteria** area.
- Select the data you wish reported under "**Data to Report**."
- Click on "**Advanced**" near the bottom of the dialog box to bring up the **LMS Advanced Settings** dialog box.
- **De-select** the "Never Send Resume Data" check box.
- Click the "**OK**" button for "LMS Advanced Settings."
- Click the "**OK**" button for "Reporting Preferences."

Step 7
Generating Your Project

- From the "File" menu select "**Publish**."
- Ensure that the "**SWF/HTML5**" icon is selected from the options on the left.
- Enter your **Project Title** in the space provided.
- Click on the "**Browse**" button and select a target file location.
- In the "**Output Format Options**" section, select SWF or HTML5, or both options.
- Under "**Output Options**," select one or more of the options listed.
- Click the "**Publish**" button, then click on "**OK**."
- Submit the "published" files to your LMS administrator, or publish the files to your Acrobat Connect Pro (or other) server.

Other Resources

- SCORM Watch
- The Four Instructional Architectures
- Task Analysis for Instructional Design

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