



Articulate Studio '13

Articulate Studio enables you to create content in a regular Powerpoint Slide deck. Open Power point and click on the **Articulate Tab** for additional features.

Articulate Engage '13

Adding an Existing Engage Interactivity as Slide/Tab

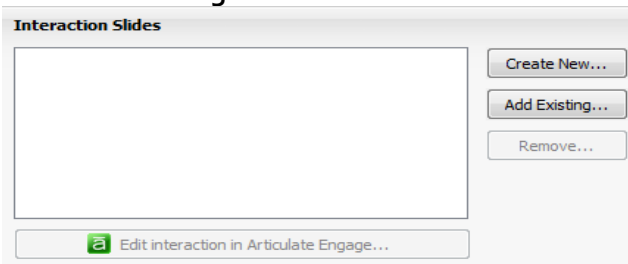
To add an existing Engage interactivity as a slide in your e-Learning course go to the **Articulate** tab in Powerpoint

1. Select the Engage Interaction Icon



Engage Interaction

- 2.
3. Click **Add Existing...**



4. Search for the Engage Interaction and click **Open**
5. Click **Close**

Adding a New Engage Interactivity as Slide/Tab

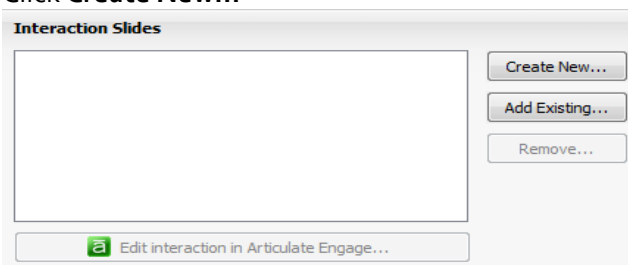
To add a new Engage interactivity as a slide in your e-Learning course go to the **Articulate** tab in Powerpoint

6. Select the Engage Interaction Icon



Engage Interaction

- 7.
8. Click **Create New...**



9. Select the type of interaction
10. Enter an Interaction Title
11. Click **OK**

12. Fill in the text for the content
13. Click **Save and Return to Presenter**

Publishing stand-alone Engage Activity

Publish Engage for LMS

In Engage

1. Click **Publish**
 2. Select **LMS** > Select Folder
 3. Select **HTML5 output**
 - Do **NOT** select Use Articulate Mobile Player
- Include HTML5 output
 Use Articulate Mobile Player on iPad
4. Select **SCORM 1.2** > Click **Reporting and Tracking**
 5. Enter **LMS Lesson SCORM Information** > **Title & Identifier**
 6. Select LMS Reporting as **Complete/Incomplete**
 7. Set Minimum number of items viewed to complete to be max#
 8. Click **OK**
 9. Click **Publish**
 10. Click the **Zip icon**
 11. Click **Close**

Editing Engage Interactivity Slides in PPT

1. Go to the interactivity slide in PowerPoint
2. Click **Edit in Engage**
3. Click **Save and return to course**

Engage Quick Choice = Knowledge Check

Consider using Engage Quick Choice as a knowledge check

Adding Attachments/Resources to the Player

In PowerPoint:

1. Select **Articulate > Player > Resources**
2. Enter **Description** (appears at top of resource list)
3. Click **Add** at the bottom left of the Resources window
4. Enter **Title** of resource
5. Enter **URL** or **Browse...** to file
6. Use **Up and Down arrows** to change list order
7. Click **OK**

Add Glossary

Click **Glossary**
Click **Add...**

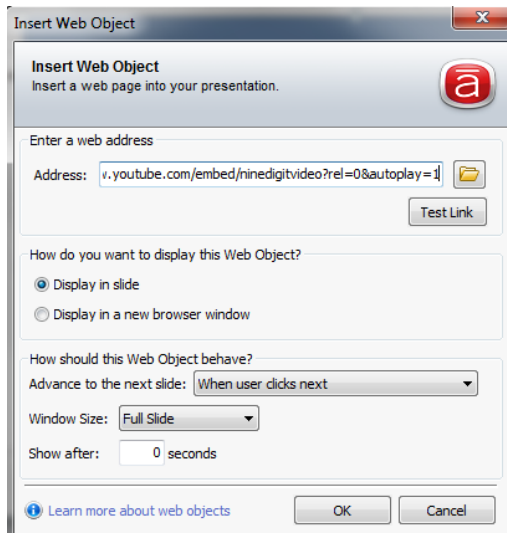
Inserting Movie

Inserting movies can cause files to be too large to upload. The alternative method is to arrange for LearningHubAdmin@phsa.ca to upload your video to the LearningHub YouTube channel.

If the video is at a lower quality or the length is quite short, you will be able to insert a video following these steps:

In PowerPoint:

1. Select **Articulate > Video /Flash**
2. **Select File > Open**
3. Show video: **Display in slide**
4. Play video: **Automatically**
5. **Show video controls**



🔥 Add Youtube videos by adding Web Object. If learners have problems viewing in YouTube, they must change settings Restricted Mode = off on their YouTube account, clear their browser cache and delete cookies

Articulate QuizMaker '13

Quiz Properties


Ensure these settings are correct on the QuizMaker file

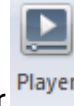
1. Enter **Quiz Title**
2. Select the type of question (**Graded, Survey, Freeform**) or select **Import Questions**
3. Click **Insert**
4. Enter the Question
5. Select the Correct Choice


6. If applicable, edit the Correct and Incorrect Feedback responses

CORRECT	That's right! You selected the correct response.
INCORRECT	You did not select the correct response.

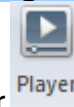
7. Repeat steps 2-6 for additional questions


8. Select **Shuffle answers**  **Shuffle:**



9. Click **Player**
10. Select the Features as you find appropriate
11. Click **Other** 
12. Select **Display at User's Current Browser Size** under Browser Size
13. Select **Scale Player to fill browser window** in Player size
14. Click **OK**

Player Settings



1. Click **Player**
2. Select the Features as you find appropriate
3. Click **Other** 
4. Select **Display at User's Current Browser Size** under Browser Size
5. Select **Scale Player to fill browser window** in Player size
6. Click **OK**

Publish Answer key for Testers

In QuizMaker

1. Select **Publish > Select Word**
2. Select **Folder > Answer Key**
3. Select **Full Quiz Details**
4. Click **Publish**

Provide the answer key to your testers and the LearningHub Help Desk (LearningHubAdmin@phsa.ca) so they can test your quiz.

Publishing Quiz

Publish Quiz for LMS

In QuizMaker

1. Click **Publish > Select LMS**
2. Enter **Title** and Select **Folder** to Publish to
3. Select **Include HTML5 output**
 - 🔥 Do **NOT** select Use Articulate Mobile Player on iPad
4. Click **Reporting and Tracking**
5. **LMS Reporting > Select Passed/Incomplete > OK**
6. Click **Publish**
7. Click the **Zip icon** (to upload to LHub)

8. Click **Close**

Adding a Quiz/Knowledge Check as a Slide

IMPORTANT NOTE: If you need the learner's to pass/fail, publish the test standalone. See previous section.

Adding a quiz as a Knowledge Check in a slide

1. Set Articulate > **Player + Quiz Properties**
2. Click **Publish** > Select **Articulate Presenter** > Select **Ppt**
3. Select **Insert as slide in Presentation**
4. Click **Publish**
5. **Allow user to leave quiz = At any time**
6. **User may view slides after quiz = At any time**

Quiz Properties

When user passes: Goes to Next Slide

When user fails: Goes to Next Slide

Allow user to leave quiz: At any time

User may view slides after quiz: At any time

Show in menu as: Single item

7. Click **Close**

Editing QuizMaker Slides in PPT

4. Go to the quiz slide in PowerPoint
5. Click **Edit in QuizMaker**
6. Click **Save** and return to course

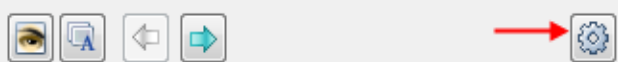
Publishing your module from PPT

Important Note: Please add text on last page of module: Click **Save Results & Exit** to complete the module

Important Settings – Slide Properties

In PowerPoint

1. Select **Articulate > Slide Properties**
2. Enter **Title**
3. Select **Advance > By User** for all slides.
4. Click **OK**
5. **First slide** – Remove **Previous** button
6. **Last slide** – Remove **Next** button
7. Click **Edit Menu**
8. Use **Arrow** keys to indent
9. Click **Additional Options** (gear icon)



10. Select **Wrap long menu item titles**
11. Uncheck **Number entries in the menu automatically**

Player

1. Select **Articulate > Player**

1. **Features** > Remove **Resources** if there are none
2. **Features** > Enter **Title of module**
3. Select **Logo**
4. Unselect **Presenter** and **Elapsed** and total time, **Volume**, **Seekbar**
5. **Behaviour** > **Expand level when user reaches heading** + **Levels** can be expanded at any time

Levels

Behavior: Expand level when the user reaches heading

Restrictions: Levels can be expanded at any time

6. Click **OK**
7. **Other > Browser Settings** > **Display at user's current browser size** & **Scale player to fill browser window**
8. Do **NOT** launch player in new window

Browser Settings

Browser size: Display at user's current browser size

Player size: Scale player to fill browser window

Launch player in new window (creates launch page)

9. **On restart** > **Prompt to resume**
10. **Other > Quiz timer format > Do not show time**
11. Click **Current Player > Save**
12. Click **OK**

Publishing your course in Articulate '13

To offer your course on the LearningHub you must publish your module and quiz for LMS

1. Select **Articulate > Publish > LMS**
2. **Title and Location** > Enter **Title** and select **Folder** to Publish
3. Publishing for HTML5 and mobile devices > **Include HTML5 output**
 - IMPORTANT NOTE:** Do **NOT** select **Use Articulate Mobile Player on iPad**
4. Select **LMS = SCORM 1.2**
5. Select **Reporting and Tracking > Reporting** > Set **Report Status to LMS = Complete/Incomplete**
6. **Tracking** > Track using number of slides viewed – Select **Max #**
7. Click **OK**
8. Click **Publish**
9. Click the **Zip** icon (to upload to LHub)

Publishing for HTML5 and mobile devices

Include HTML5 output

Use Articulate Mobile Player on iPad


Developing Your Course

Create Course Shell


1. **Create course shell by filling in the Course Request Form:** <https://surveys.vch.ca/Survey.aspx?s=a18552be0b2647078296a3236676a90a>
2. Work on your course with Subject Matter Experts to create a final version in PowerPoint and questions in Word
3. Once you have the final version, you can begin moving some of the content into Articulate Engage and QuizMaker

Course Testing Process

The Testing Process (2 weeks)

 **IMPORTANT NOTE:** Plan for **2 weeks to test** to get final sign off by both the Course Manager and the LearningHub Admin Team.


When testing is completed, consider a pilot group if your course is going to be taken by a large number of learners.

1. Email LearningHubAdmin@phsa.ca at the start of your testing. Provide Answer keys to quizzes
2. **LearningHub Help Desk will test your course and email you to let you know you can register testers**
3.  Register testers > Provide Answer keys > Confirm completions in the LearningHub
4. Put all source files on a shared drive for future edits

Publish Answer Key for Testers

In QuizMaker > Publish > Select **Word** > Full Quiz Details

Editing your course

 **Important Note:** When any changes are made to the course the course must be tested again

1. Publish and upload the new version
2. Email LearningHubAdmin@phsa.ca to let them know versions has been uploaded
3. Cancel testers from course and register them again

Your course is ready to Go Live

1. When the LearningHub Help Desk LearningHubAdmin@phsa.ca has completed their testing, you will be able to make your course searchable by going into Edit Course in Course Manager
2. Select **Allow Self-registration via search** under Course Visibility