

THE 12 STEP PROGRAM FOR CREATING AN E-LEARNING COURSE

1. DEFINE PURPOSE AND OBJECTIVES OF MODULE(S)

2. SET UP WORKING FOLDER STRUCTURE

- Captivate Folder – .cptx files
- Docs Folder – screenshots, written materials, scripts, etc.
- Audio Folder – voiceover and audio files
- Graphics Folder – pictures, screenshots, logos, etc.
- Publish Folder – finished product

3. PREPARE OUTLINE/SCRIPT

- Divide into small logical portions (e.g. Sending a Fax, Receiving a Fax, Setting Preferences)
- Outline, Flowchart or Blueprint (Word Table)
- Storyboard (PPT; Speaker Notes = Script, Slide Sorter View = Course Overview)

4. SETUP FOR RECORDING

a. Save firm template as new project

- Enter Title and Objectives
- Create additional Section Heading slides and enter titles
- Make sure Titles are set to "Display for rest of slide"
- Name Section Heading slides
- Save project file

b. Settings for Recording

- What part of screen?
- BGU Template Project Size is 790x545 Browser
- Mode? Demo, Training Simulation, etc.
- Recording Settings
- Quiz Settings

5. REHEARSE STEPS FOR RECORDING

- Preferably with someone else to catch mistakes
- May want to screen capture individual dialog boxes at this point

6. RESET STAGE

- Arrange windows
- Remove desktop clutter
- Turn off Windows Aero

- Place sample files, etc.

7. RECORD SCREEN CAPTURES WITH CAPTIVATE

- May record whole screen and then export slides and edit out portions of the screen in Irfanview (or something else), if necessary
- May use Highlight box and ink dropper to hide bits of the screen
- Save as _rev1 (NOTE: Save as _rev2, _rev3, etc. during edits)

8. EDIT CAPTIONS AND NAVIGATION MENU

- Always use Active Voice
- Bold and Red for what to click on
- Keep it simple, but clear; as few words as possible
- Might want to export captions to Word for editing
- Add Section Headings to Table of Contents (Project > Table of Contents)
- Don't delete slides until you're sure; hide them instead

9. ADD ANIMATION AND INTERACTIVITY

- When having them type, they must press Enter (or other specified key) to "send" typing to Captivate
- Only one text entry field per slide; add Text Caption on next slide to show text entered on prior slide

10. PREVIEW AND ADJUST SLIDE TIMING

- Read text on the screen aloud slowly to allow time for learner comprehension
- Don't forget that you can preview all and pause to note tweaks, instead of previewing over and over again
- Save a final _revX file before adding audio

11. ADD AUDIO (IF DESIRED)

- Record audio in Audacity one slide at a time
- Edit using Audacity (<http://audacity.sourceforge.net/>) and then Import into Captivate

12. PUBLISH

- Do a final check - format, settings??
- Quiz results reporting correctly?