

# Creating a presentation

## What you'll need:

- *Microsoft PowerPoint*
- *Articulate Presenter* software
- A PowerPoint file with a presentation that can be converted into an e-Learning package
- A completed *Engage* file, and a *Quizmaker* file
- Microphone

## Use this tool to:

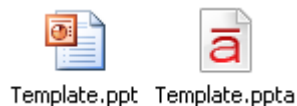
- Convert a linear PowerPoint file into an interactive e-Learning presentation
- Create a version of your lecture that can be re-used
- Create an interactive learning platform for your students

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## Step 1 of 8: Open your PowerPoint file

*Articulate Presenter* works as a plug-in for your copy of *Microsoft PowerPoint* and can work in parallel with your presentation to incorporate interactive elements and narration that can be packaged into an easy to navigate platform.

Your *PowerPoint* file will remain intact and continue to work as a normal file. *Articulate Presenter* will create a second file that must be kept in the same location as the original *PowerPoint* file.

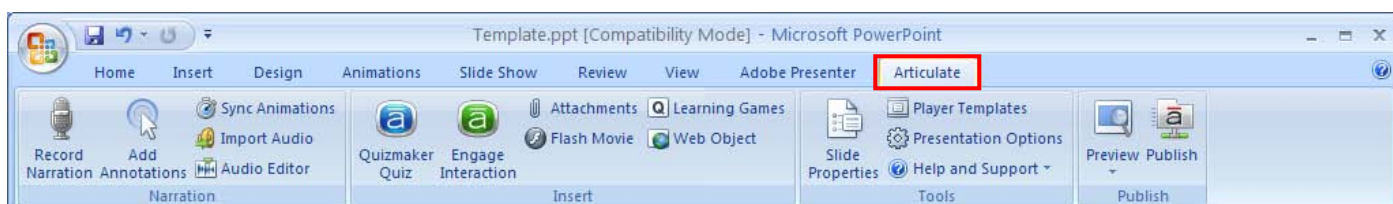


- ppt – PowerPoint File
- ppta – Presenter File

**you must keep these files together in the same folder location**

When you open your *PowerPoint* file you will see the 'Articulate' tab in the menu of the *Microsoft PowerPoint* application. Click on this to see the options that include:

- Record Narration
- Import Engage Interaction
- Import Quizmaker Quiz
- Slide Properties Publish



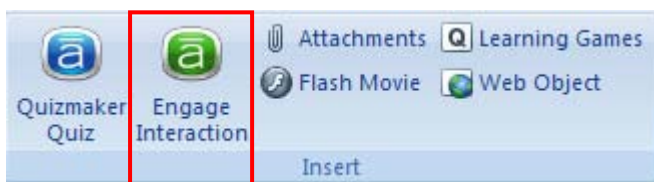
## Step 2 of 8: Check your PowerPoint content

You may need to make some minor changes to your PowerPoint presentation before it can become an effective e-Learning resource. You need to remember that when giving a traditional lecture you can explain any points not present in the slide. Below are a few useful checkpoints

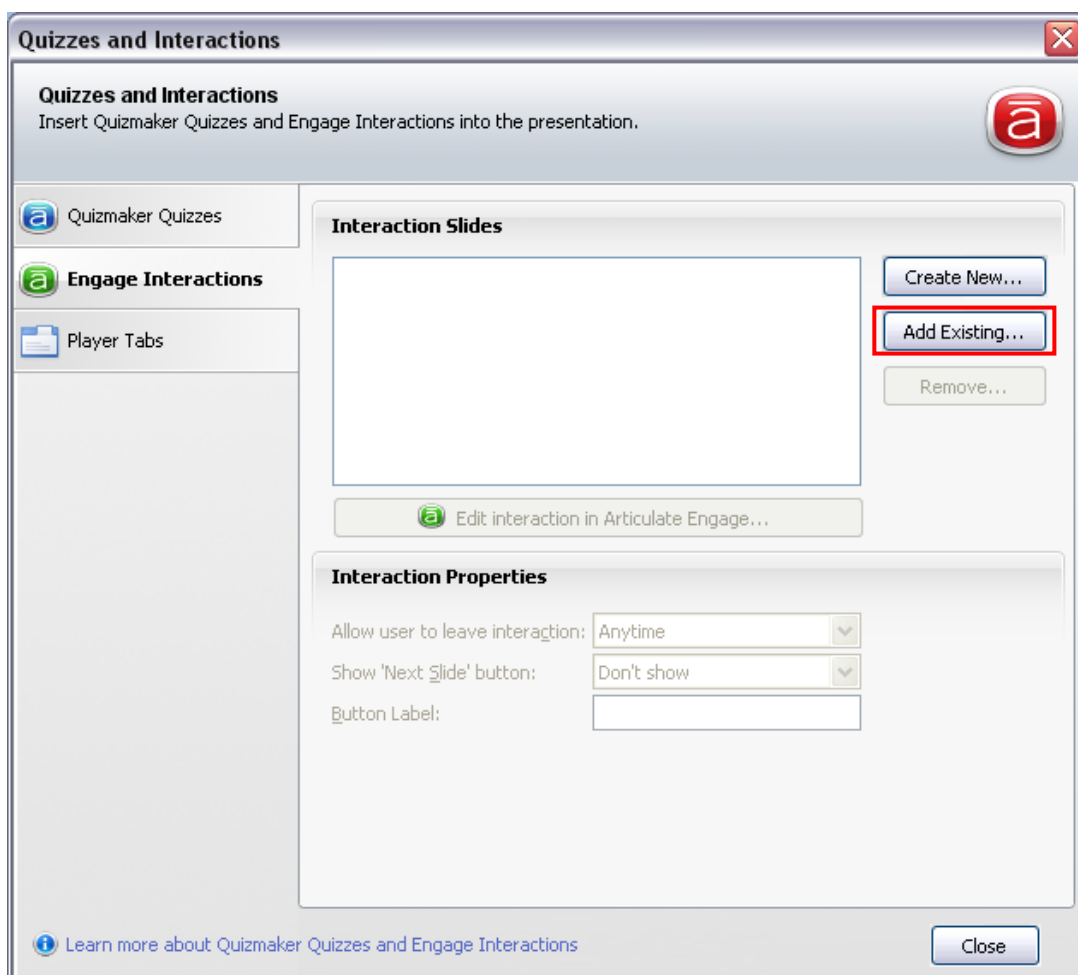
- Is there a clear title slide?
- Have I noted the learning objectives for the package?
- Is the slide presented clearly and free from clutter?
- What additional information will I need to add for it to be easy to understand?
- What information should be added as a voiceover or text written in the notes?
- Is there a summary slide?
- Have you written down your references?

## Step 3 of 8: Importing an Engage interaction

The Engage interactions you have previously created can be seamlessly imported into your presentations to create teaching elements that force the student to think about the content differently, and can make the material more engaging.



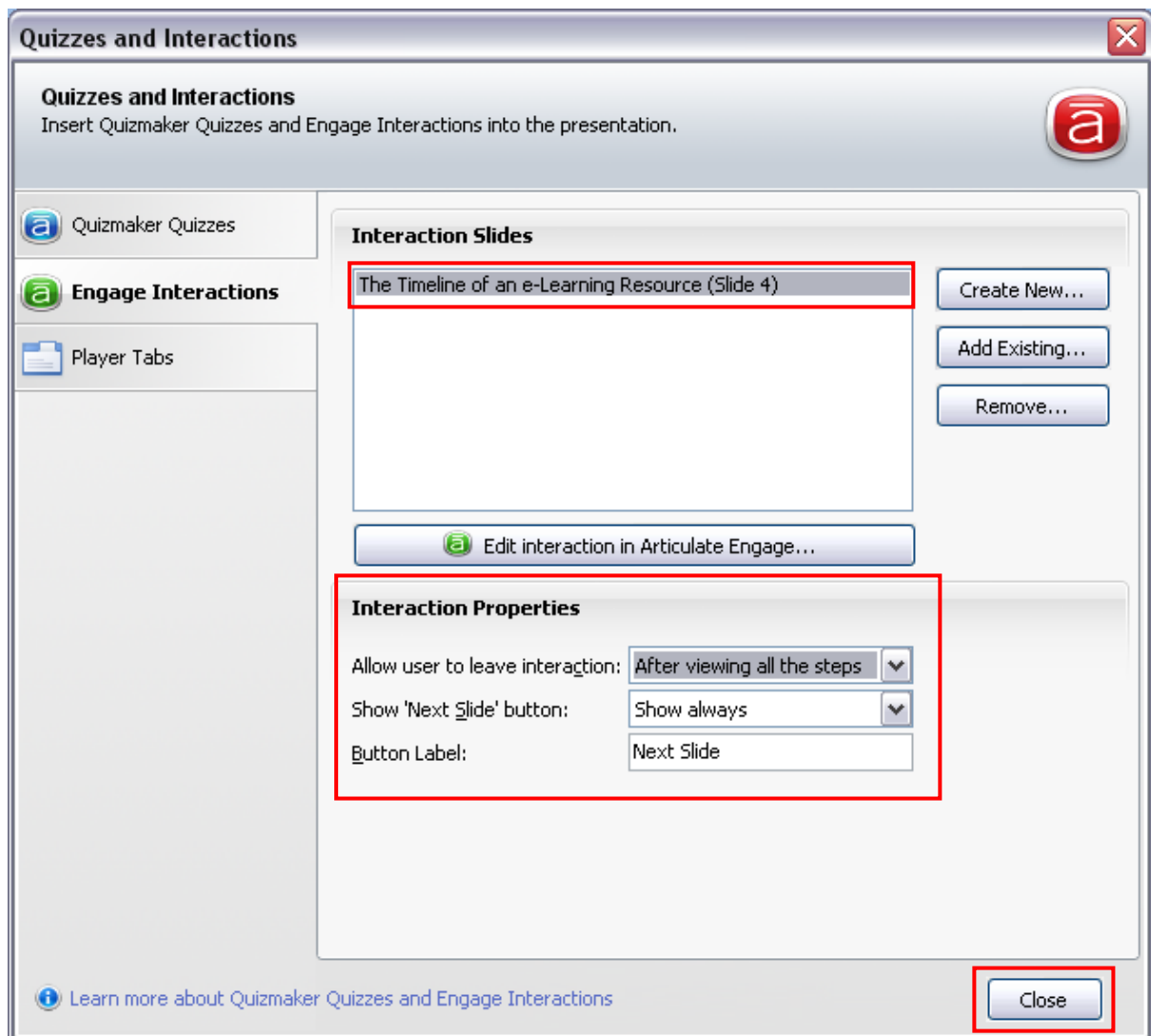
Click on the 'Engage Interaction' button to bring up the dialog box that will ask you to select the *Engage* file that you wish to include in your presentation.



Once you have selected your Engage file from the browser window, you will then be presented a number of options that can be adjusted depending on your preferences for how the interaction should be added to your presentation.

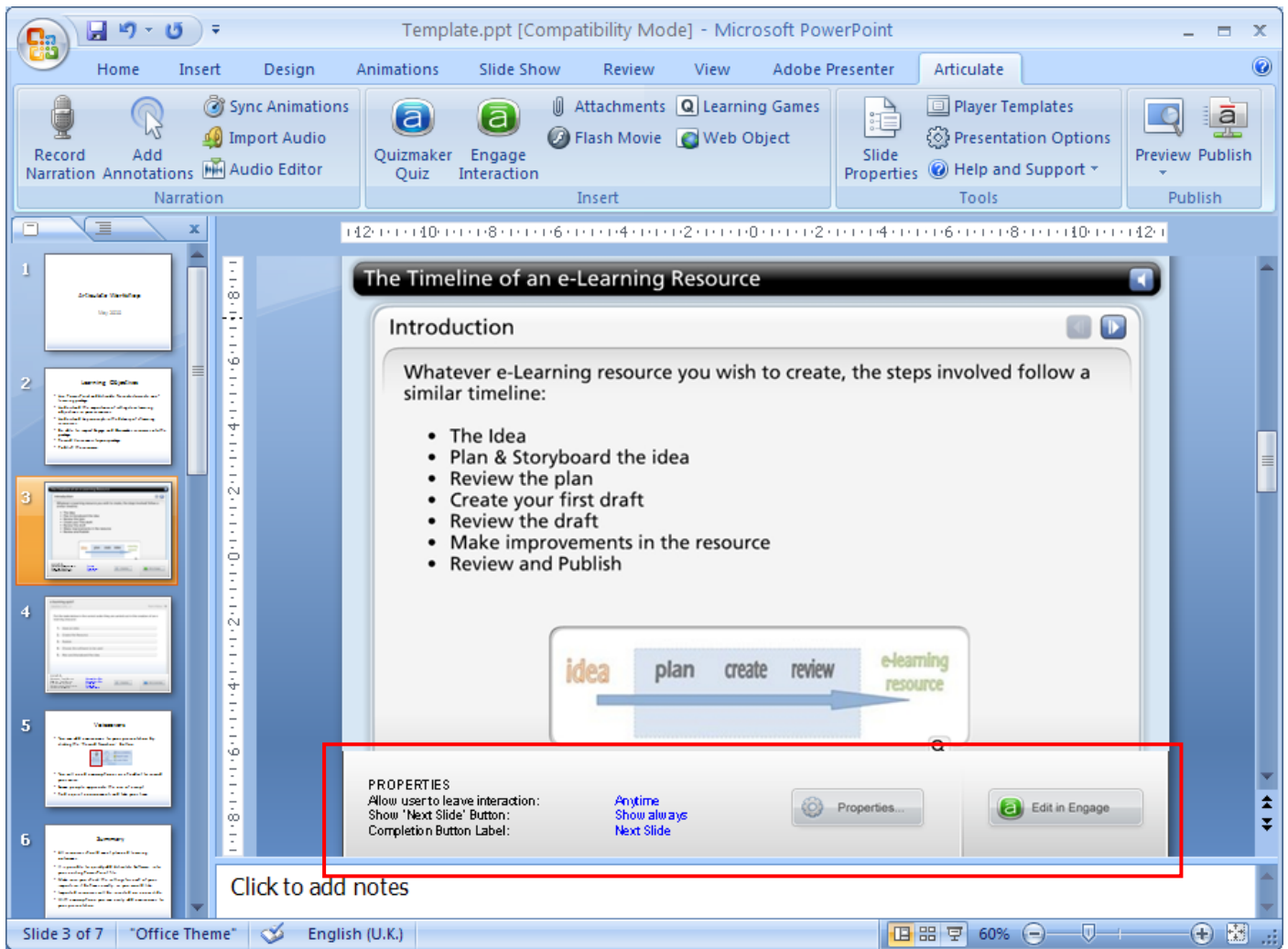
The options are under the headings:

- Allow user to leave interaction: this is an option that gives you the option of forcing a student to complete the interaction, or giving them the opportunity to skip the content.
- Show 'Next Slide' button: an option to include a navigation button directly inside your Engage interaction
- Button Label: Text you would like to be displayed instead of the default 'Next Slide'



After you have clicked the 'Close' button you will see an image of your interaction as a new slide in the presentation.

The image is not interactive until you preview or publish the presentation using the buttons available in the Articulate tab. You will see a number of properties in the bottom of this new slide. If you click on these items then the corresponding properties window will open for you.



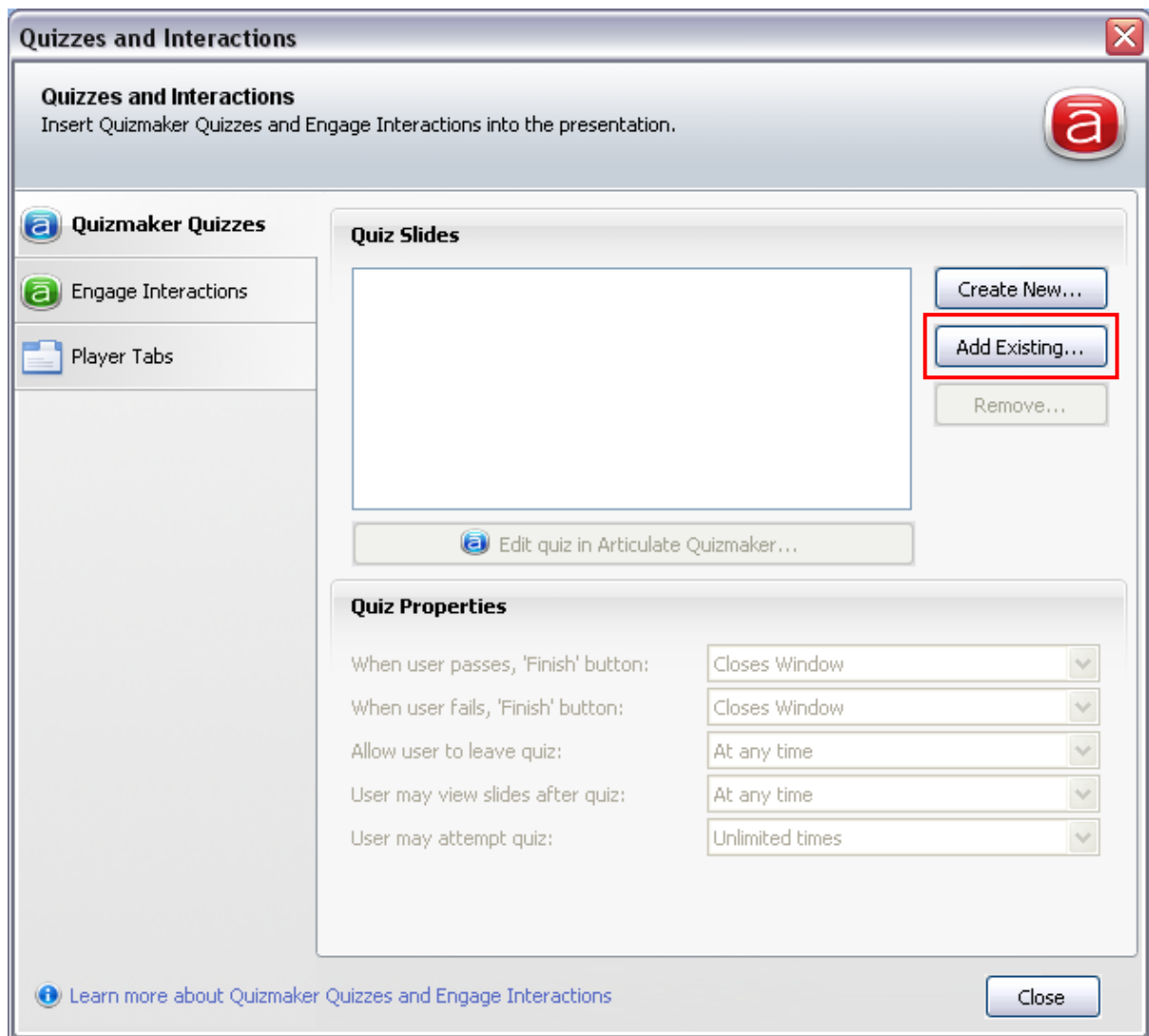
Now would be a good time to **save your file**.

### Step 4 of 8: Importing a Quizmaker Quiz

The Quizmaker quizzes that you have previously created can be seamlessly imported into your presentations to create teaching elements that force the student to think about the content differently, and can make the material more engaging.



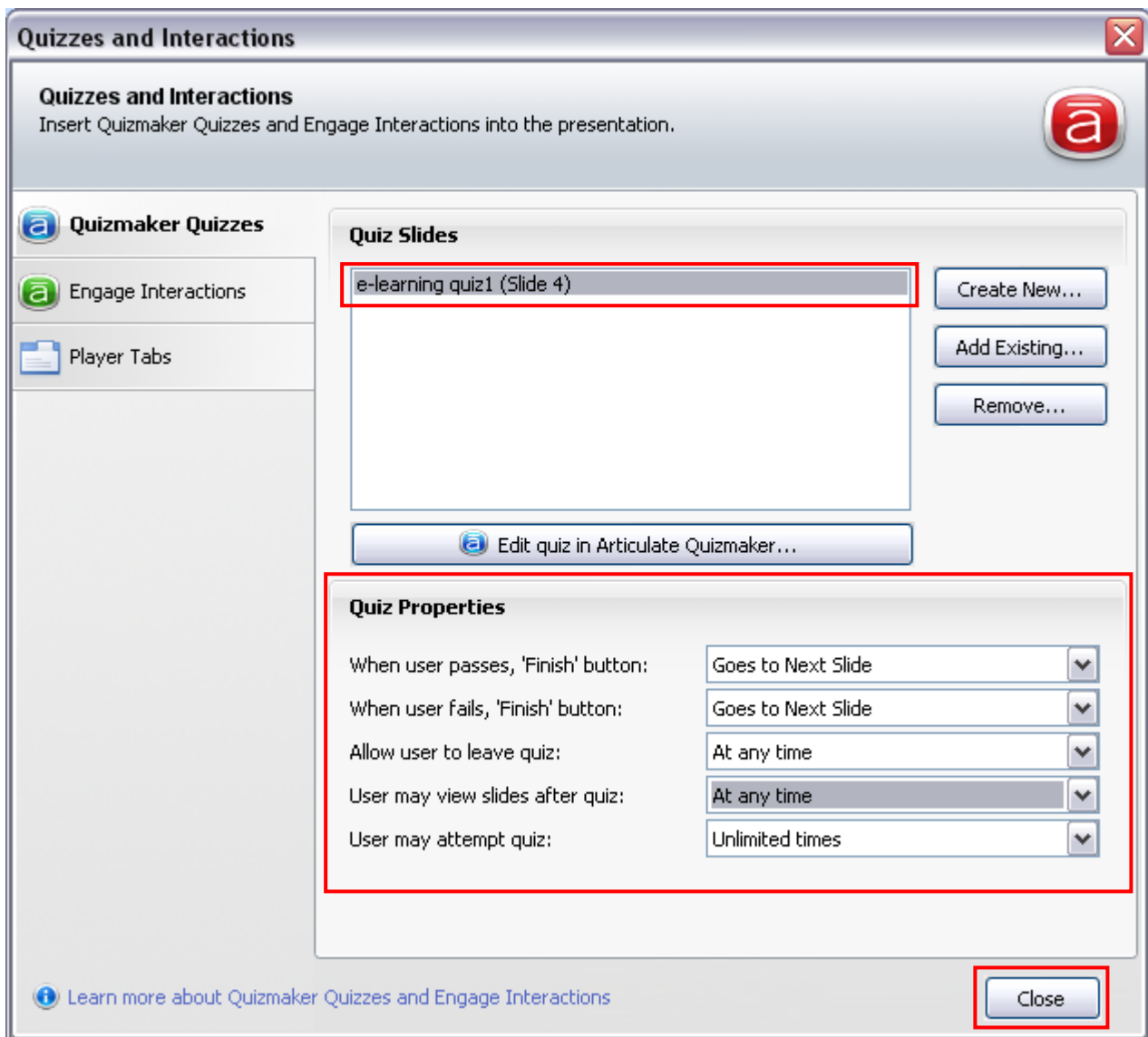
Click on the 'Quizmaker Quiz' button to bring up the dialog box that will ask you to select the *Quizmaker* file that you wish to include in your presentation.



Once you have selected your *Quizmaker* file from the browser window, you will then be presented a number of options that can be adjusted depending on your preferences for how the quiz should be managed by your presentation.

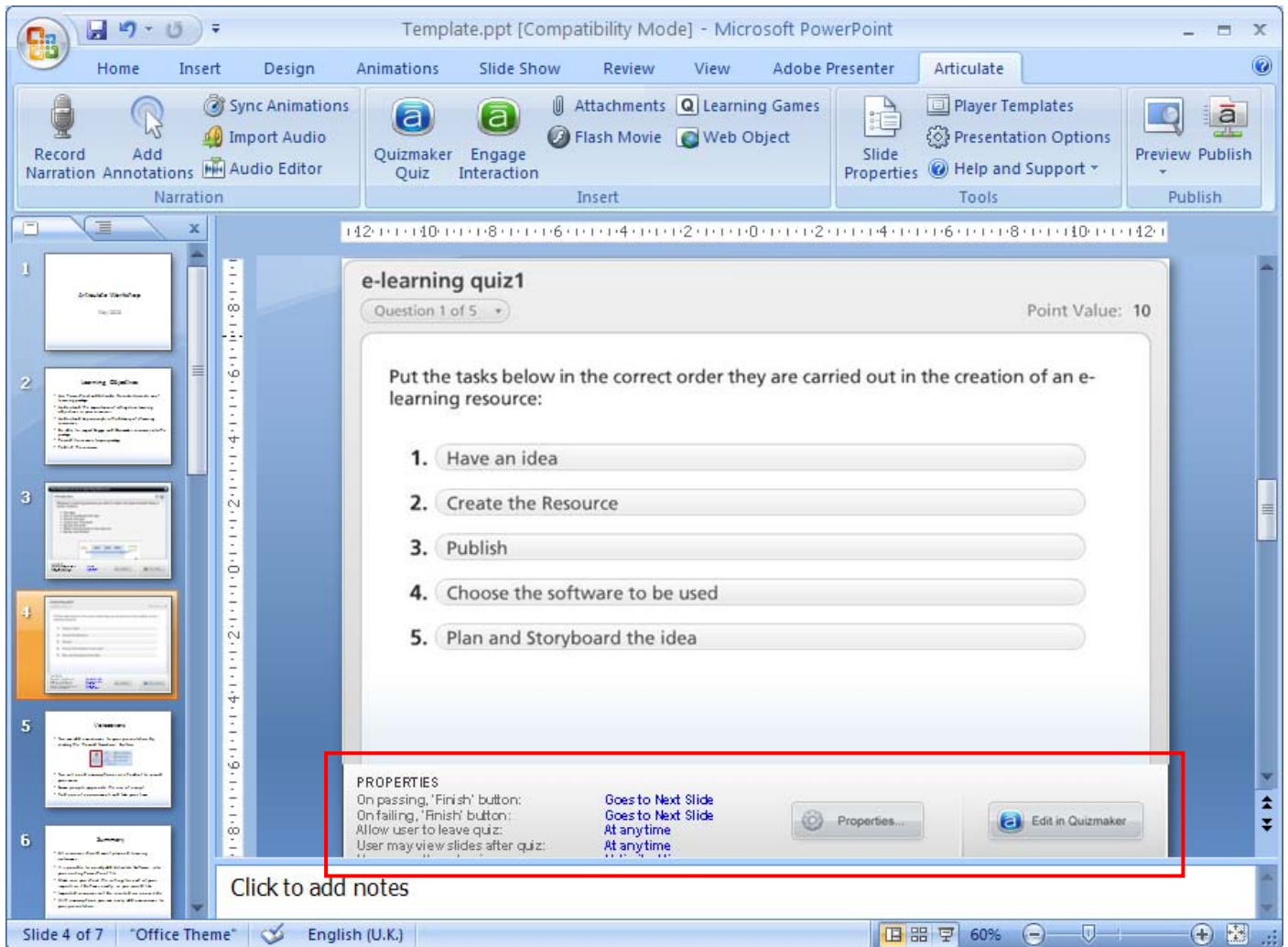
The options are under the headings:

- When user passes, 'Finish' button: an option to choose what action occurs on the clicking the 'Finish' button if the student has scored a 'passing' grade
- When user fails, 'Finish' button: an option to choose what action occurs on the clicking the 'Finish' button if the student has scored a 'failing' grade
- Allow user to leave the quiz: an option that forces a student to complete the quiz, or give them the option to skip the content
- User may view slides after quiz: an additional option that allows student to progress without completing the quiz or not
- User may attempt quiz: option that can allow the student restricted or unlimited access to the quiz



After you have clicked the 'Close' button you will see an image of your quiz as a new slide in the presentation.

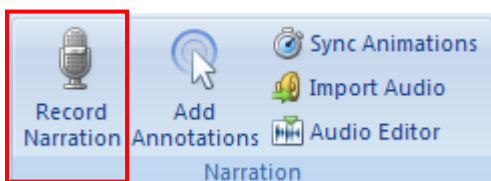
The image is not interactive until you preview or publish the presentation using the buttons available in the Articulate tab. You will see a number of properties in the bottom of this new slide. If you click on these items then the corresponding properties window will open for you.



You should frequently be **saving your file**.

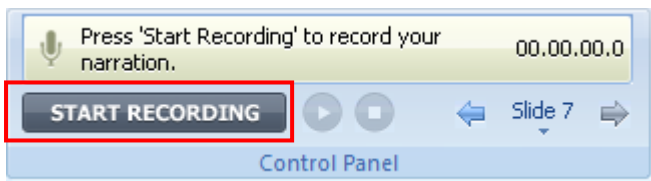
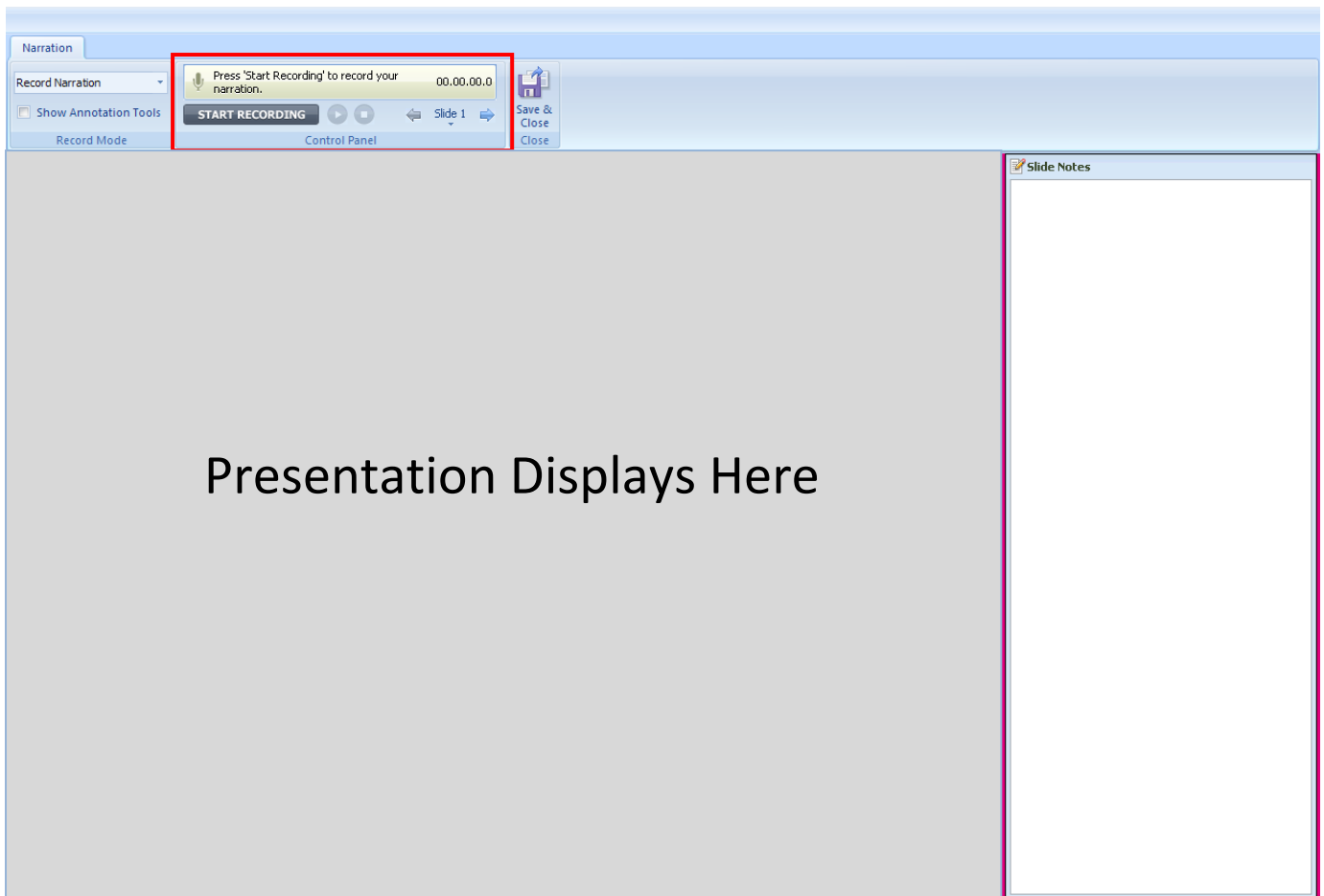
### Step 5 of 8: Add a voiceover

If you have a microphone available and you are able to spend some time in a quiet environment then you can start recording your voiceover for each of your slides in the presentation.

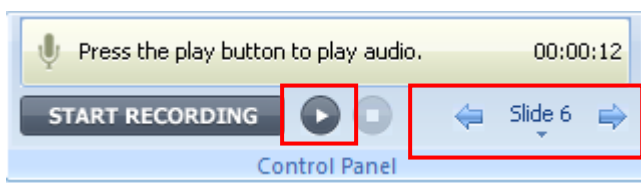


Click on the Record Narration button to open up a separate screen that will give you the options to allow you to record your narration for each slide in your presentation.

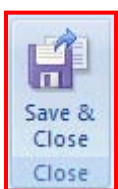
The following screen gives you a slideshow view of the presentation with a number of options required to record, play, pause, and stop the recording. There are also options for adding annotations on this screen that allow the presenter to display arrows and other markings on the slide as they give the voiceover.



You can record your voiceover slide-by-slide, so there is no problem if you make a mistake. Each slide will normally be no longer than 1 minute in length.



Click on the 'start recording' button, then you can begin to speak into the microphone. Speak slowly and precisely, and do not worry if you make a hesitation as this will sound quite normal when playing the presentation from the students perspective.



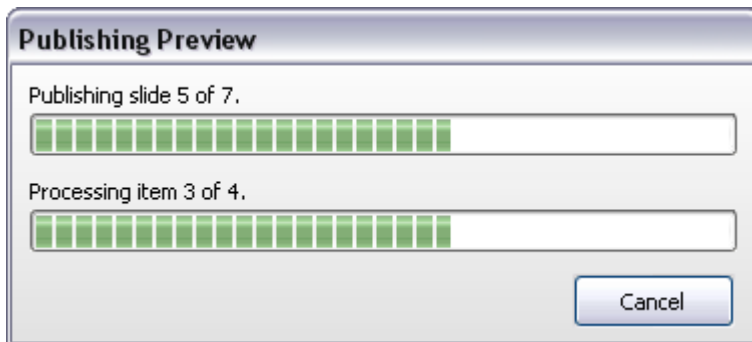
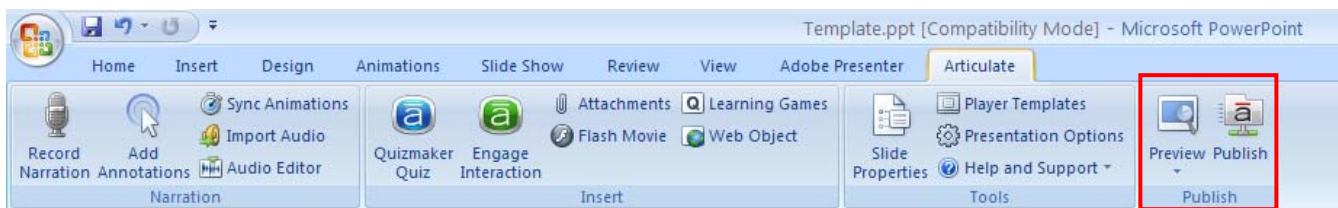
Click on the 'play' button to listen to your recording. If you are not happy with your recording then you can re-record your voiceover by clicking the 'start recording' button again.

To navigate back and forth through the presentation you can click on the arrow icons, or jump to a different slide using the slide number dropdown that is displayed in between the left and right arrows.



## Step 6 of 8: Preview and Publish

Once you have checked your presentation contents, imported interactive elements and added your voiceover you are now ready to preview your content and see the end result that will be available to the student.

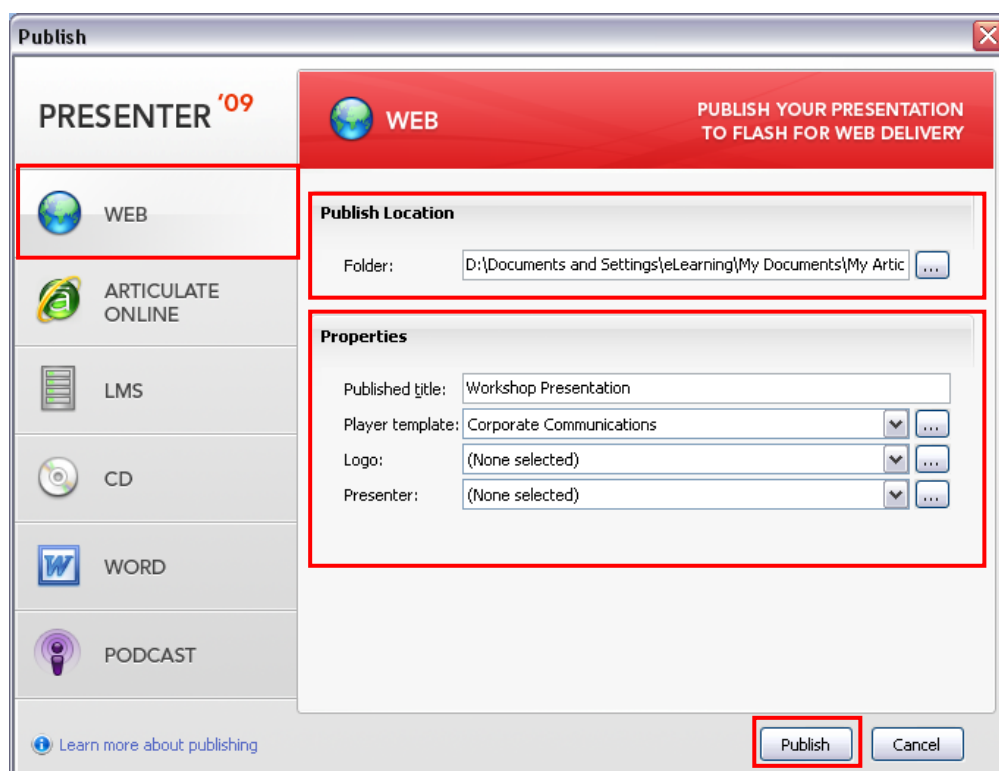


If you are happy with your preview select the 'Publish' button to publish your interaction, this will open a dialogue box where you can choose where you would like to publish you interaction. Select 'Web' from the pop-up dialogue box and select your location, and then click 'Publish'.

After clicking the publish button you will be provided with a number of options. Select the first option, 'Web', as this will allow you to host the presentation on the network.

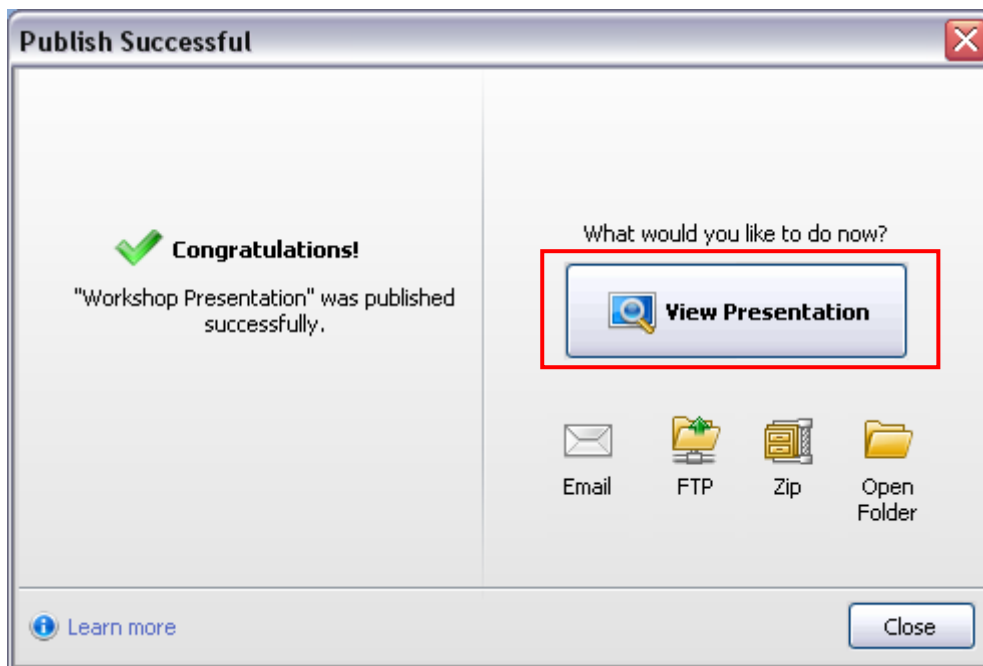
Select location that you would like your files to be saved to (a tip is to create a separate folder for your exported versions).

You will also be presented with a number of options for how you can modify the way that the presentation is displayed. These options can be left as the default for now, until you feel more comfortable with the more advanced options available.



## Step 7 of 8: Viewing your interaction

After you select publish you will be able to view your presentation.



## Step 8 of 8: Completion!

Well done, you have completed your interactive presentation!

