

Creating interactive training scenarios with Adobe Captivate

With Adobe Captivate, you can produce interactive training content for a given scenario. Adobe Captivate training scenarios deliver information to learners, much like PowerPoint presentations, and present learners with decision points that require them to interact. Each decision can include multiple responses. Each response can trigger text or audio feedback and can cause the presentation to branch to the most appropriate slide, anywhere in the presentation. You control the decision points, feedback, and branching of the presentation when you create the scenario.

To create a graphically rich training scenario, you can insert blank slides and use a video clip, text caption, or audio prompt to present a question to the learner (**Figure 1**). Then add images or text boxes to represent possible responses. You can turn each image or text caption into an active response that can be clicked, linked to navigation, and tracked as an Adobe Captivate quiz response. To do this, you add a click box over each response and edit the click box properties to include audio feedback, navigation, and reporting. You can also add buttons, such as Next or Continue, to use for navigation.



Figure 1 Custom scenario slides with graphics, text boxes, click boxes and buttons for navigation and reporting

When creating a training scenario, it's a good idea to start by creating a simple storyboard. Draw a simple branching diagram to represent your slides and where the user must interact or make choices. In the diagram, each branch represents a user choice with possible navigation paths to other slides.

While creating an interactive training scenario in Captivate, you can use the Branching View to see a visual representation of the linkage and navigation between slides. This should eventually match your storyboard.

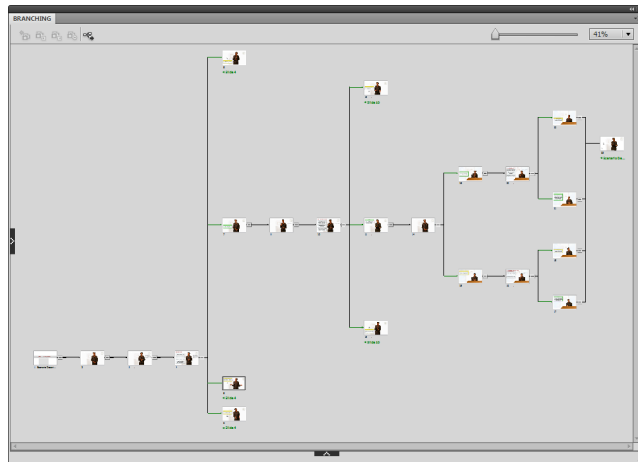


Figure 2 Adobe Captivate Branching View

To create a training scenario with branching:

1. Start Adobe Captivate and create a new blank project.
2. Use your storyboard as a guide to insert blank slides, images, text captions, and other objects. Once you have designed the slides in your presentation, you can link them by adding interactive click boxes and buttons for navigation.
3. Click Insert, click Standard Objects, and click Click Box.

A new click box is added to the slide (**Figure 3**).

4. Size and position the click box over the image or text caption you want to represent the interaction (**Figure 4**).

With the click box selected, you can change its properties in the Properties panel.

5. Make sure the click box is still selected. In the Action category in the Properties panel, open the On Success pop-up menu and choose Jump to Slide (**Figure 5**).
6. Open the Slide pop-up menu and choose the slide you want the learner to view when they click the object under the click box (**Figure 6**).
7. Follow your storyboard design to add additional interaction and branching to other objects in the project.

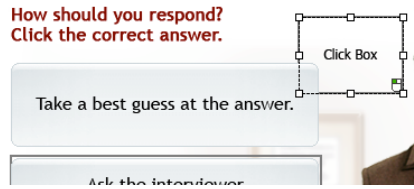


Figure 3 Click box

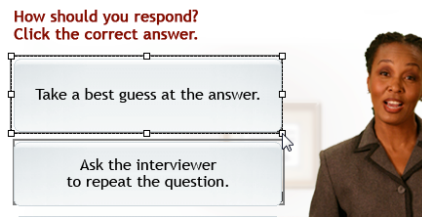


Figure 4 Click box placed over a text caption

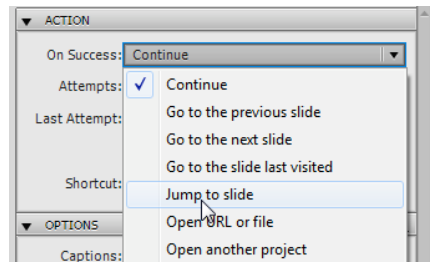


Figure 5 On Success pop-up menu

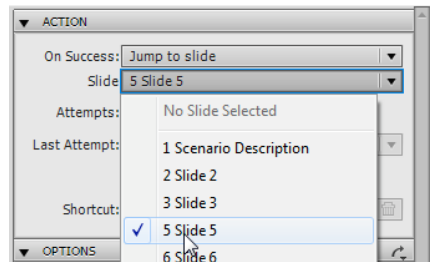


Figure 6 Slide pop-up menu

Matt Niemitz 8/13/10 3:06 PM
Comment: Figure 6 needs to be on this page or this step needs to move to the next page.

- Click Window and click Branching View.

Branching view shows a flowchart for the presentation on the right (**Figure 7**).

Depending on the number of slides in your presentation, you may need to zoom in or out to see the entire project tree. To zoom in or out, use the zoom controls in the upper-right corner of the Branching View (**Figure 8**).

Each branch in the flowchart represents a learner's interaction. The path of the presentation is determined by which choice a learner makes. Choices are typically presented in the form of a question with more than one possible answer.



Figure 7 Scenario flowchart in Branching view

- In the Branching View window, click to select a slide that includes an interaction.

A panel shows the current slide name and navigation action (**Figure 9**).

Note: This represents the On Success action for the slide itself, not its individual objects.

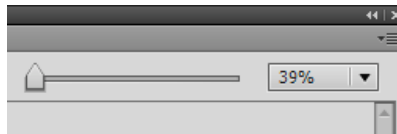


Figure 8 Zoom controls



Figure 9 Slide navigation

Tracking and reporting learner interactions

If your training scenario includes a quiz, you can assign reporting properties to interactive objects such as buttons and click boxes. When a learner clicks on a correct response, the interaction is scored and included in the quiz results. To assign reporting properties, open the click box or button for the correct response, change to the Reporting tab, enable quiz tracking and reporting, and determine how many points to award for the response.

To include a viewer's interaction in the quiz results:

1. Select the slide containing the interaction.

The slide includes placeholders for the question and possible responses

To award points for clicking the correct response and report this interaction in the quiz results, you must enable reporting for the click box or button associated with the correct response.

2. Select click box or button you want to include in the quiz results (**Figure 10**).
3. Expand the Reporting category in the Properties panel (**Figure 11**).

This is where you select to include the correct response in the quiz results and award points. You can change the number of points, add the points to the learner's total score, and include their response in the report.

Each interactive object or quiz question in a project has a unique objective ID and interaction ID. This allows the quiz results to be tracked and reported to a learning management system (LMS). If the question is associated with a learning objective stored in the LMS, use the learning objective ID here.

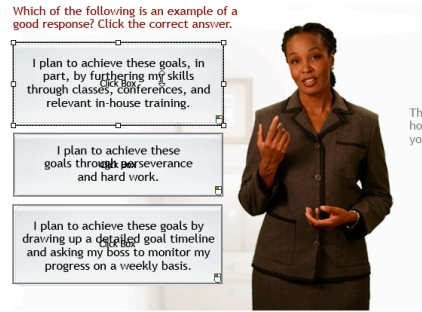


Figure 10 Interaction Slide with correct response selected

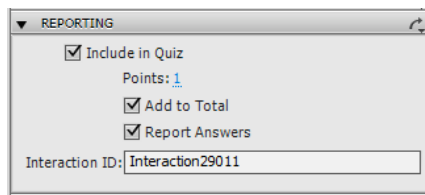


Figure 11 Reporting properties

Adding a table of contents for easy navigation

Any Adobe Captivate project, including training scenarios, can include a table of contents for easy navigation. Adding a table of contents allows viewers to quickly jump to any slide. When you create the table of contents, you have control over which slides appear in the menu. This is helpful when you have slides you want to prevent a learner from accessing directly. For example, you may not want a learner to go directly to a quiz before viewing a lesson. Or, you may want to hide feedback slides learners should view only after choosing a response to a question.

Providing a table of contents in a training scenario is very helpful for learners who will complete the training over time. When they come back to a training scenario in progress, they can quickly pick up where they left off by jumping ahead in the presentation.

To add a table of contents to a Captivate project:

1. Click Project and click Table of Contents.
The Skin Editor appears (**Figure 12**).

2. Click the Show TOC check box.

You need to select the slides to appear in the table of contents. To include a slide in the table, select the check box beside its title (**Figure 13**).

By default, slides are named Slid 1, Slide 2, Slide 3, and so on. You can edit these names here in the Skin Editor.

3. Double-click a slide name to select it and type a new name. Name each slide title as needed (**Figure 14**).

A preview of the table appears in the Skin Editor.

The buttons at the bottom of the TOC tab let you organize the table of contents even further (**Figure 15**).

You can move slide titles up or down in the list, or indent slides that are subsections of other slides.

You can also click the Folder button to add a new item to the table of contents and then indent related groups of slides below the new entry.

To reset the table to its original settings, click the Reset TOC button.

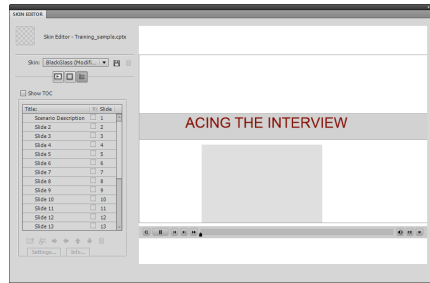


Figure 12 Skin Editor

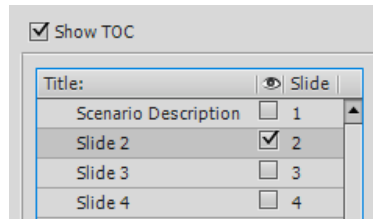


Figure 13 Select items to include in the table

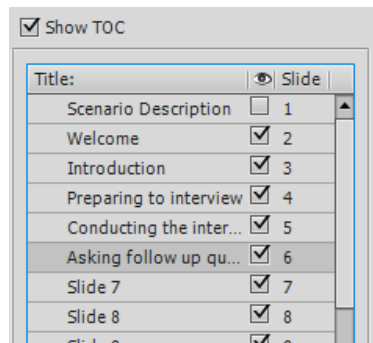


Figure 14 Rename slides in the table

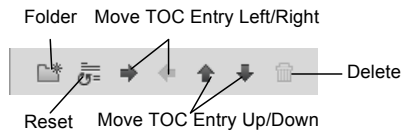


Figure 15 Table of contents controls

Publishing your Adobe Captivate Project

You can publish your Adobe Captivate project in several ways:

- As a Flash (SWF) file, including placing the SWF in a PDF document
- To a Connect Pro server
- As a Windows executable file (EXE) or a Mac executable file (APP)
- As a Flash video file (F4V)
- As an e-mail attachment (SWF)
- To the web by using FTP
- In print format (Microsoft Word file)

To publish your project as a SWF file and PDF document:

1. Open your Adobe Captivate project. If you make any changes, save them before publishing.
2. Click the Publish button on the Main toolbar (Figure 16).



Figure 16 Publish button

The Publish dialog box appears (Figure 17).

3. Click Flash (SWF).
4. Enter a project title for the published file.
5. Click Browse and select a location for the published project files. To place all published files in a new folder, select the Publish To Folder check box. All project files will be created at this location.

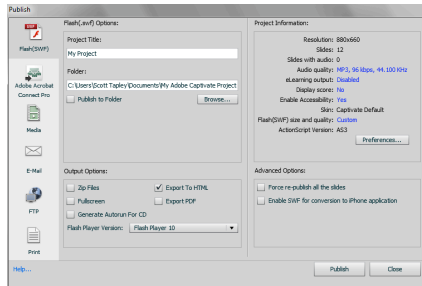


Figure 17 Publish dialog box

When publishing the SWF, you can choose to export a ZIP or PDF document. Exporting a PDF creates a self-running PDF document.

You can also generate an HTML file for playing the SWF file in a web browser and Auto Run files for distributing the project on a CD. If you plan to view the project in a web browser, be sure to select the HTML check box.

6. Select the Export PDF check box.
7. Click Publish.
8. If a message appears reminding you that Acrobat 9 is required to view the project, click OK to dismiss the message.

9. If prompted to create a new folder for the published project files, click Yes.
10. When prompted to view the output files, click Yes.
The project opens and plays the SWF document in your default web browser.
11. Open the folder you selected for publishing.
This folder contains the SWF file along with any other files you exported, such as the PDF document (**Figure 18**).
12. Double-click the PDF document to open it.
The Adobe Captivate movie plays in the PDF. You must have Adobe Acrobat or Adobe Reader version 9.0 or later installed to view the PDF created by Adobe Captivate.

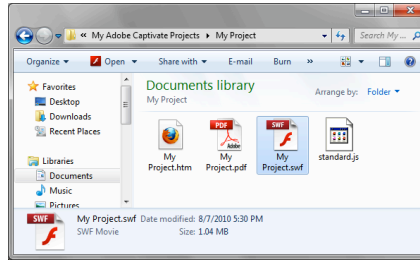


Figure 18 Published documents

To publish your project to Adobe Acrobat Connect Pro:

1. Open your Adobe Captivate project.
2. Click the Publish button on the Main toolbar.
The Publish dialog box appears.
3. Click Adobe Acrobat Connect Pro (**Figure 19**).
You need to know the web address (URL) of your Connect Pro server. Your Connect pro administrator can provide this.
4. Click Change Server.
The Adobe Acrobat Connect Pro Server dialog box appears (**Figure 20**).

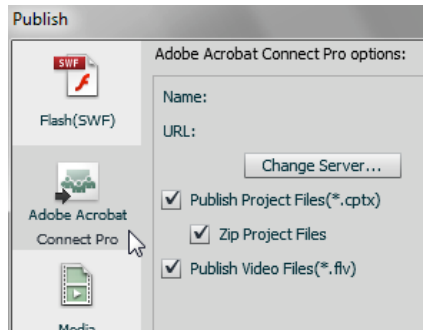


Figure 19 Publishing to Adobe Acrobat Connect Pro

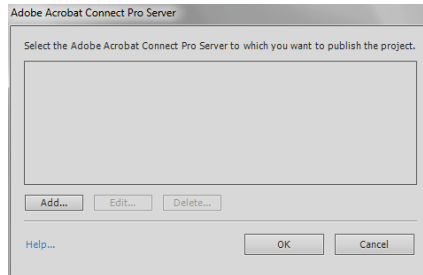


Figure 20 Adobe Acrobat Connect Pro Server dialog box

5. Click Add.
The Add New Service dialog box appears (**Figure 21**).
6. Enter the name and URL of your Connect Pro server, and click OK.
7. Click OK to close the Adobe Acrobat Connect Pro Server dialog box.
8. Click Publish.
9. Log in to Connect Pro.
10. Navigate to the folder where you want to publish the project, and click Publish To This Folder (**Figure 22**).
11. Enter a title and summary information, and then click Next (**Figure 23**).
12. If you are presented with an option to change the document view settings, click Next to accept the same settings as the parent folder.
A message appears when the upload is complete (**Figure 24**).
13. Click OK.
The Adobe Captivate project is now available in your Connect Pro Content library.
14. Click OK to close the Adobe Captivate publish window.

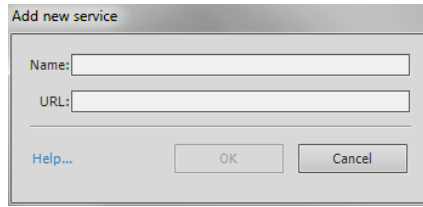


Figure 21 Add New Service dialog box

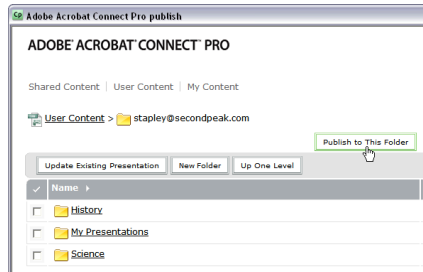


Figure 22 Publish To This Folder button

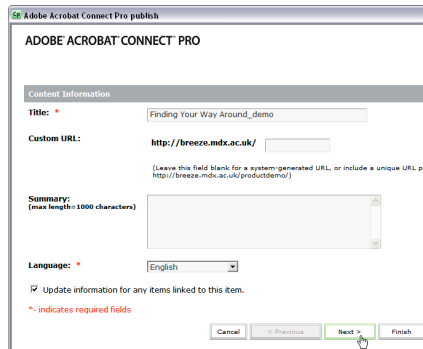


Figure 23 Content Information

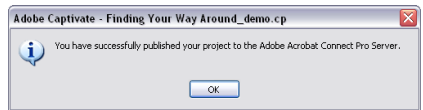


Figure 24 Publish confirmation message