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 box, 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 box 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.

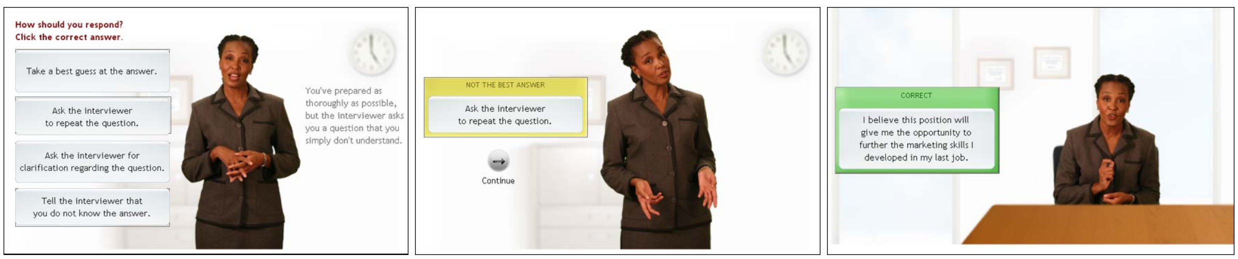

Figure 1 Custom scenario slides with graphics, text boxes, and click boxes for navigation and reporting

Using a template to create a training scenario

Although you can create a branching scenario from scratch by adding text boxes, click boxes, and question slides to a new blank project, the fastest way to create an Adobe Captivate training scenario is to begin with a template that already contains a set of objects with navigation and branching **(Figure 2)**.

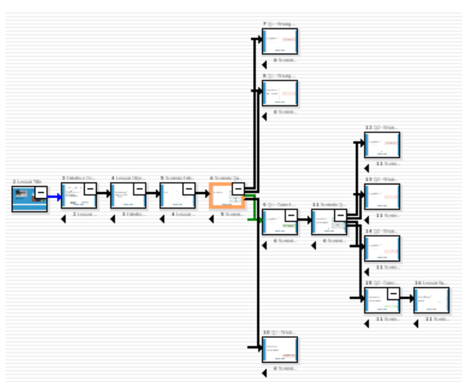

Figure 2 Adobe Captivate templates include customizable branching scenarios

Adobe Captivate training scenario or branching templates include placeholder slides for your introduction to the scenario, background information, and interactive branching slides **(Figure 3)**. The layout of the slides depends on the template you select. Most Adobe Captivate templates include helpful instructions for using the template.

After creating a new project from an Adobe Captivate template, you need to edit the slides to include your own content and questions.

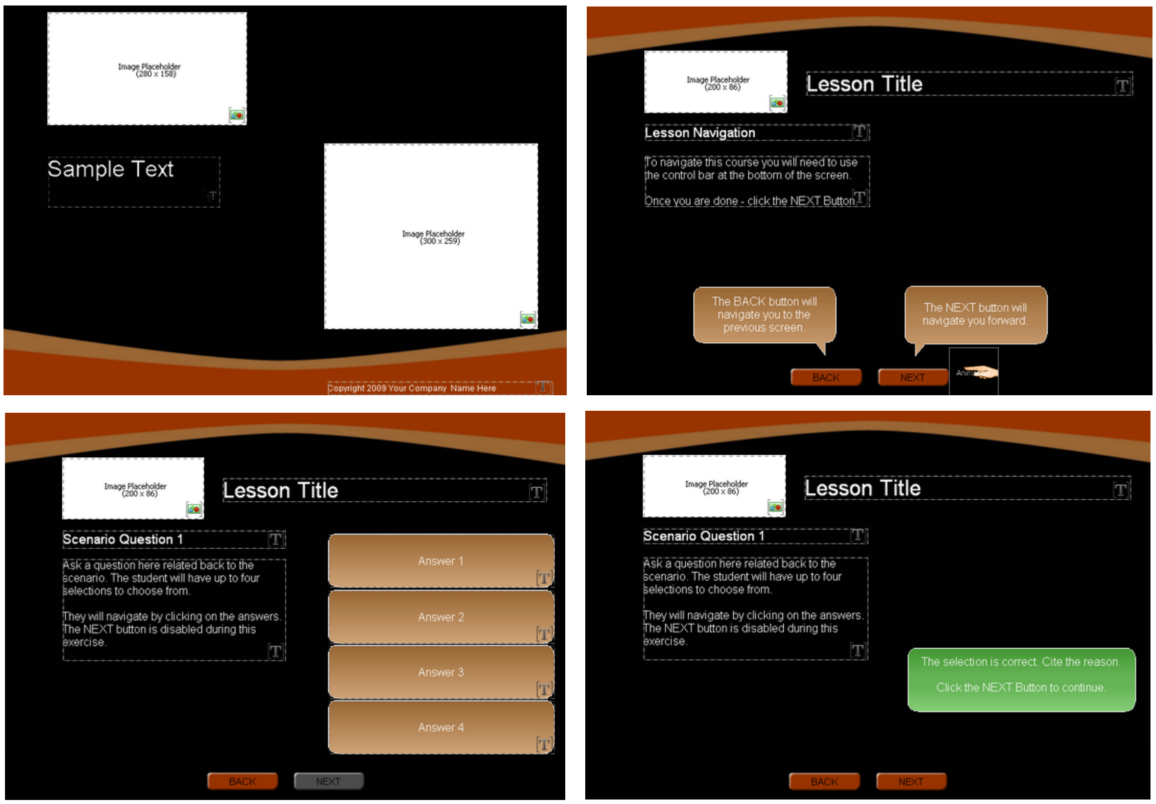

Figure 3 Scenario simulation slides created from an Adobe Captivate template

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 create a training scenario by using a template:

1. Start Adobe Captivate.
2. On the Start page, click From Template **(Figure 4)**.

   The Open dialog box appears.
3. Browse to locate the template you want to open, select it, and click Open.

   If a message tells you the project includes unused objects, click OK to close the message.

   The template project opens in Storyboard view **(Figure 5)**.

   Most scenario templates include a hidden slide (Slide 1) with instructions on using the template **(Figure 6)**. This slide is hidden by default and will not appear in the published movie.
4. Change to Edit view and select Slide 2.

   Slides in a scenario template include placeholders you can replace with your own content. Instructions for using the placeholders appear in the Slide Notes pane **(Figure 7)**.

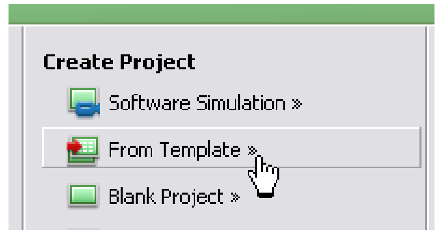

Figure 4 Start page

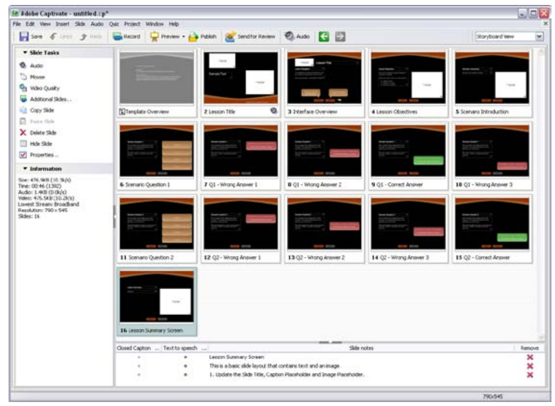

Figure 5 The template project in Storyboard view

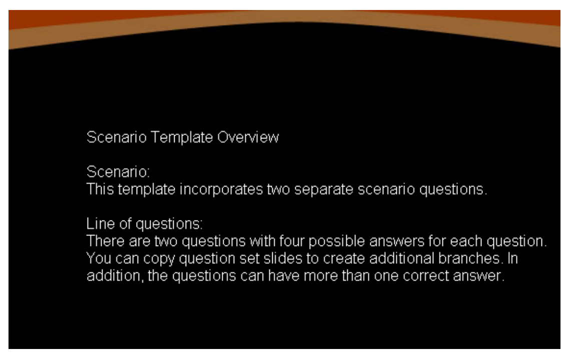

Figure 6 Slide 1 of the template

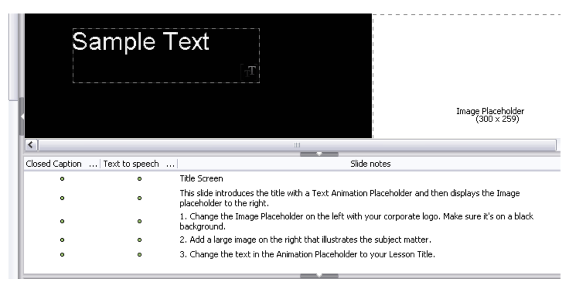

Figure 7 Slide Notes describe each placeholder

5. Change to Branching view.

Branching view shows a flowchart for the presentation on the right **(Figure 8)** and slide properties on the left (**Figure 9)**.

You can adjust the zoom of the flowchart by using the Zoom controls **(Figure 10)**.

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.

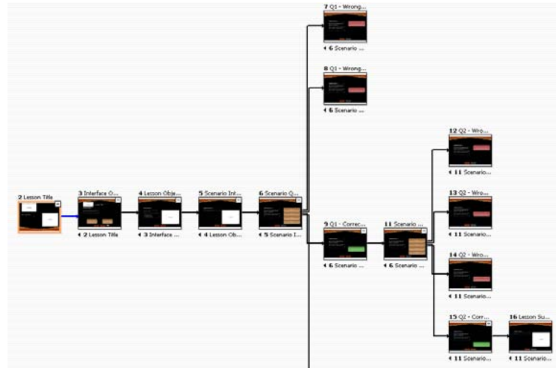

Figure 8 Scenario flowchart in Branching view

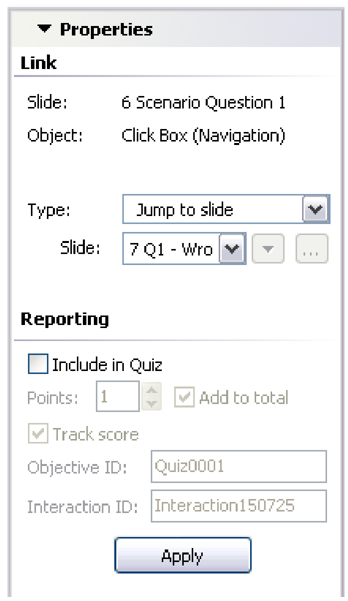

Figure 9 Slide properties

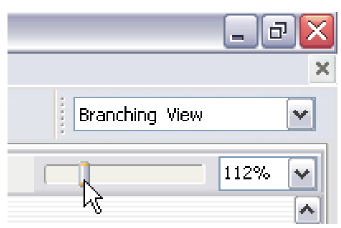

Figure 10 Zoom controls

To personalize the template slides:

1. Double-click the slide you want to edit.

The slide opens in Edit view.

Each slide includes placeholders for text and other Adobe Captivate objects.

Some objects appear on the selected slide only, while other objects are designed to appear on every slide. This is usually indicated in the Timeline **(Figure 11)**.

You can also display the Properties for any object, click the Options tab, and change the slide timing **(Figure 12)**.

2. To replace an Image or Video placeholder with your own content, double-click the placeholder **(Figure 13)**.

The Open dialog box appears.

3. Browse to select the image or video you want to place on the slide. Select it and click Open.

If the image is too large to fit, the Resize/Crop image dialog box appears. You can crop the image to fit within the space reserved by the Image placeholder.

The image appears in place of the Image placeholder **(Figure 14)**.

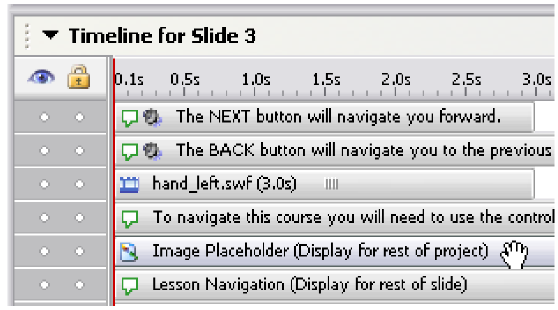

Figure 11 Timeline

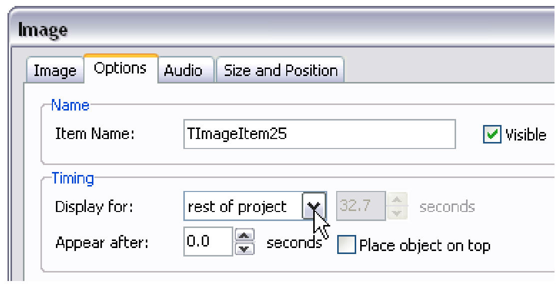

Figure 12 Slide timing on the Options tab

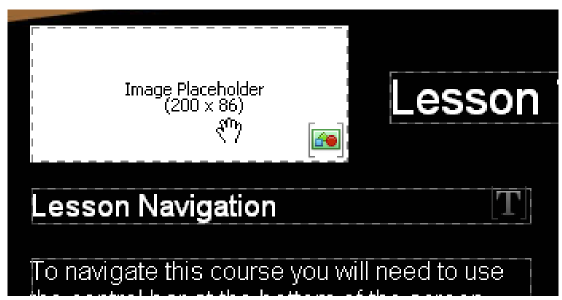

Figure 13 Image placeholder

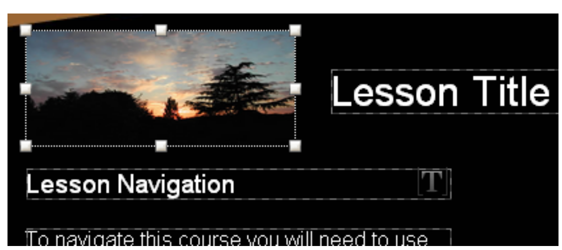

Figure 14 Image added to the slide

4. To replace a Text placeholder, right-click the text and click Edit Text **(Figure 15)**.

   You can then highlight and replace all or part of the text.

5. To replace an interaction, open the slide in Edit view. Slides appearing before a branch in the flowchart represent interactions or choice-points **(Figure 16)**.

   Most interaction slides include a question for the learner and a collection of possible responses. You can link each response to a different slide.

   You can create interactions by using Captivate quiz questions or by adding text captions and click boxes with navigation.

   If the interaction is a quiz, you can edit it by clicking the Edit Question button **(Figure 17)**.

   If you created the interaction by using text and click boxes, simply replace the text for the question and answers. The Slide Notes of the template will indicate which response represents the correct answer **(Figure 18)**.

   Depending on the choices a learner makes, they may be taken to one of several slides in the scenario. Each slide can contain different feedback and can be the start of a new scenario **(Figure 19)**.

Figure 15 Edit Text

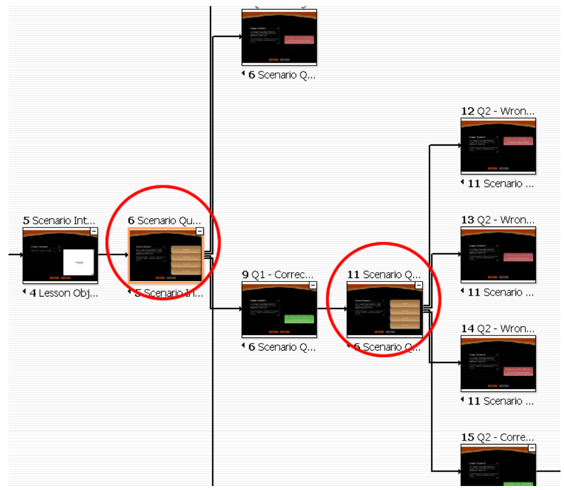

Figure 16 Interaction slides

Figure 17 Edit Question button

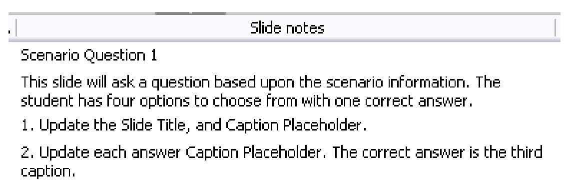

Figure 18 Slide Notes

Figure 19 Feedback slide

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. Open the slide containing the interaction in Edit view.

   The slide includes placeholders for the question and possible responses **(Figure 20)**. The Slide Notes panel indicates which object is the placeholder for the correct response **(Figure 21)**.

   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.

   Note: Some objects, including click boxes placed over text, may be hidden in the template. Use the Show/Hide column in the Timeline to unhide the objects you want to edit **(Figure 22)**.

2. Right-click the click box or button you want to include in the quiz results, and click Properties.

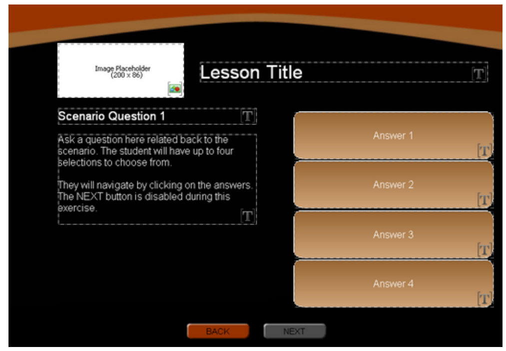

Figure 20 Interaction Slide

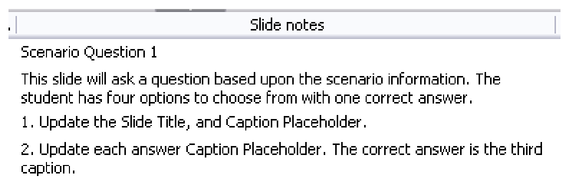

Figure 21 The third answer is linked to the correct response feedback slide

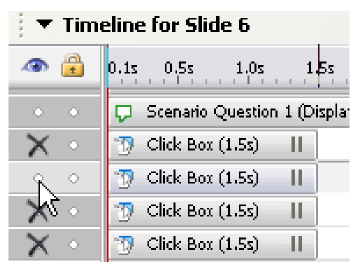

Figure 22 Show/Hide column in the Timeline

The dialog box for the selected object appears **(Figure 23)**.

3. Click the Reporting tab.
4. To give the learner credit for choosing this answer, select the Include In Quiz and Report Answers check boxes **(Figure 24)**.

   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.
5. Use the Points box to indicate how many points to award for answering correctly.
6. Click OK to close the dialog box.
7. Continue editing the placeholder objects in the template to create your training scenario.

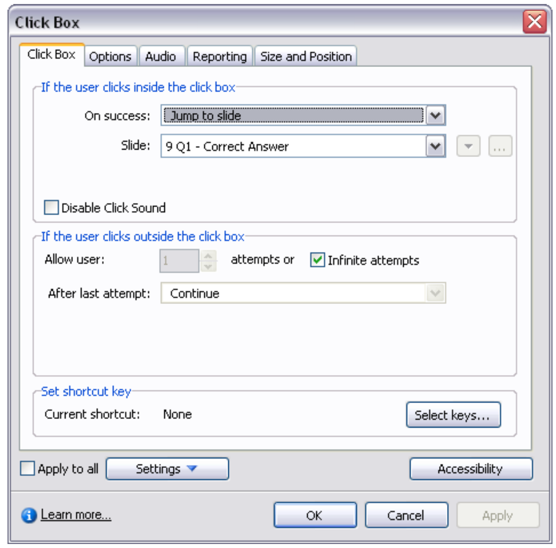

Figure 23 Click Box dialog box

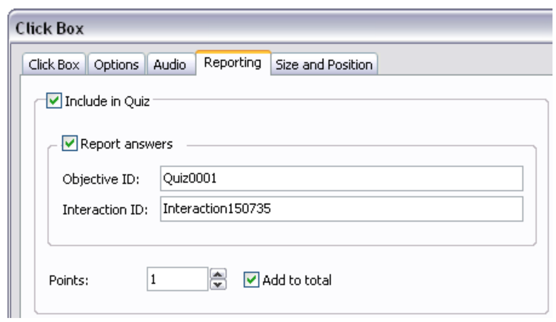

Figure 24 Reporting tab

Adding a table of contents

You can add a table of contents menu for navigating the published training scenario.

To add a table of contents to a Captivate project:

1. Click Project and click Table of Contents **(Figure 25)**.

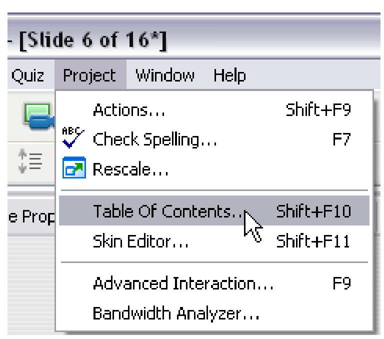

Figure 25 Project menu

The Skin Editor dialog box appears **(Figure 26)**.

2. On the TOC tab, click Show TOC **(Figure 27)**.

   A preview of the table of contents appears.

   By default, every slide is included in the table of contents. To hide a slide from the table, deselect the check box beside its title **(Figure 28)**.

   The buttons at the bottom of the TOC tab let you organize the table of contents even further **(Figure 29)**.

   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 Create 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.

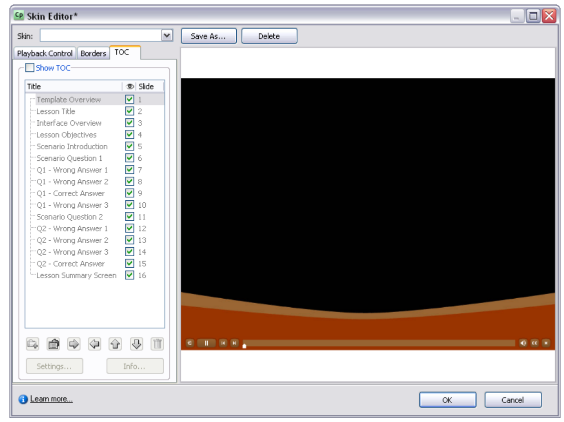

Figure 26 Skin Editor dialog box

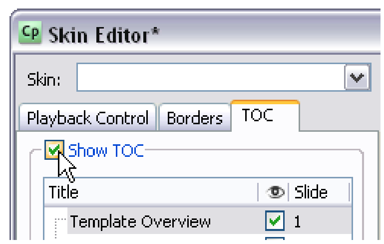

Figure 27 Show TOC check box

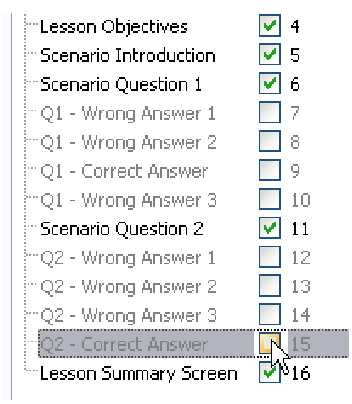

Figure 28 TOC tab

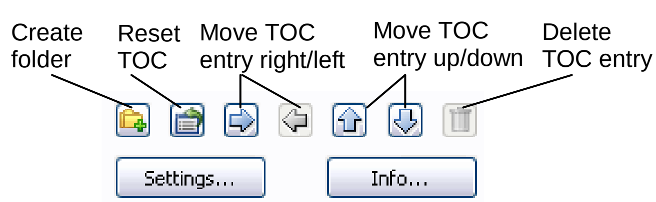

Figure 29 Buttons used to organize the TOC

3. Click Settings.

The Skin TOC Settings dialog box appears **(Figure 30)**.

You can edit the style and position of the table of contents. By default, the color scheme matches the colors used in the project slides. You can customize these here.

You can also modify the end-user experience during run time, when the published presentation is viewed.

For example, you can enable or disable the search feature and include status flags that indicate which slides the viewer has already visited.

In a self-paced learning scenario, you can set an option to allow learners to resume viewing a project from where they left off earlier. The status flag is not reset after the project is closed. When the learner plays the movie again, the project resumes playing from the first slide that is not flagged.

4. After adjusting settings, click OK.

5. Click OK again to close the Skin Editor dialog box.

The table of contents will appear in the published presentation.

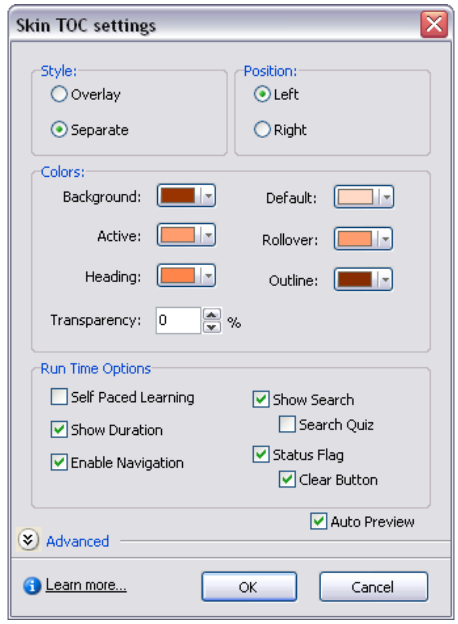

Figure 30 Skin TOC Settings dialog box

Publishing your Adobe Captivate Project

You can publish your Captivate project in several ways:

- As a Flash (SWF) file, including placing the SWF in a PDF document
- To a Connect Pro server
- As an EXE file
- As an e-mail attachment (SWF)
- In print format (Microsoft Word file)
- To the web by using FTP
- To a shared folder for review

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 Publish on the Main toolbar **(Figure 31)**.

   The Publish dialog box appears **(Figure 32)**.
3. Click Flash (SWF).
4. Enter a 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 Files To A Folder check box. All project files will be created at this location.

   When publishing the SWF, you can also choose to export a ZIP, HTML, or PDF document. Exporting a PDF creates a self-running PDF document.
6. Select the Export PDF check box.
7. Click Publish.
8. If prompted to create a new folder for the published project files, click Yes.
9. Click View Output to view the project in a web browser.

   The project opens and plays the SWF document in your default web browser.
10. 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 33)**.
11. Double-click the PDF document to open it.

    The Captivate movie plays in the PDF. You must have Adobe Acrobat or Adobe Reader 9.0 or later installed to view the PDF created by Captivate.

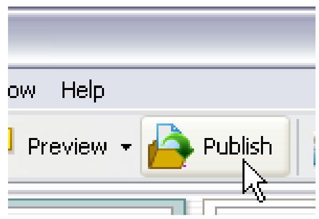

Figure 31 Publish button

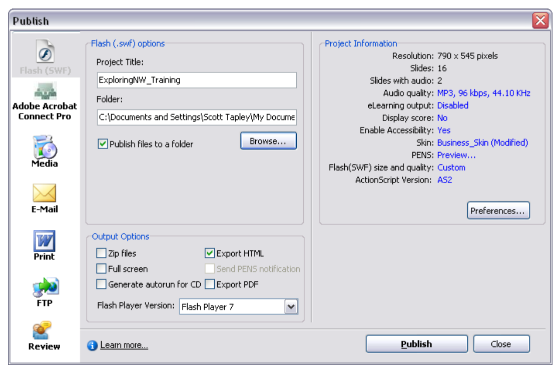

Figure 32 Publish dialog box

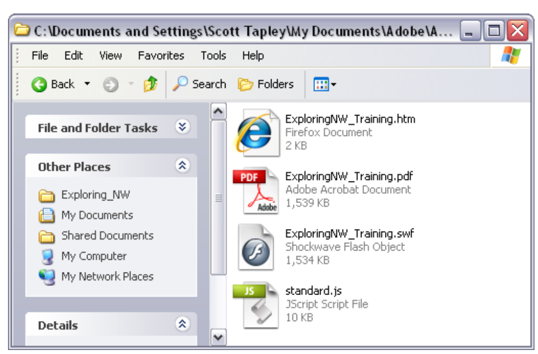

Figure 33 Published documents

To publish your project to Adobe Acrobat Connect Pro:

1. Open your Adobe Captivate project.
2. Click Publish on the Main toolbar.

   The Publish dialog box appears.
3. Click Adobe Acrobat Connect Pro **(Figure 34)**.

   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 35)**.
5. Click Add.

   The Add New Service dialog box appears **(Figure 36)**.
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.

   When you log in through the Publish dialog box, you are taken directly to your user folder in the Connect Pro Content library.

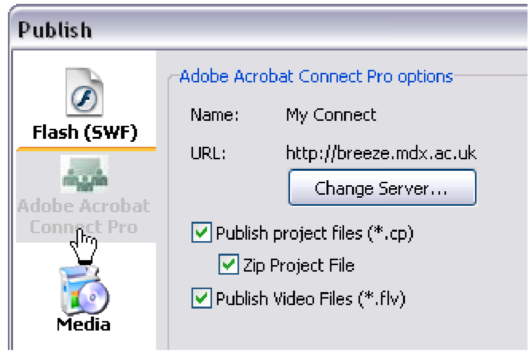

Figure 34 Publishing to Adobe Acrobat Connect Pro

Figure 35 Adobe Acrobat Connect Pro Server dialog box

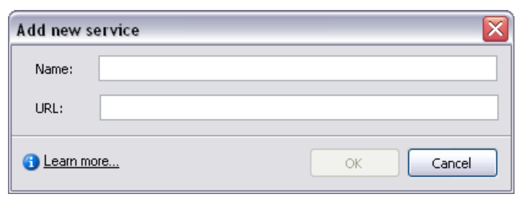

Figure 36 Add New Service dialog box

10. Navigate to the folder where you want to publish the project, and click Publish To This Folder **(Figure 37)**.

11. Enter a title and summary information, and then click Next **(Figure 38)**.

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 39)**.

13. Click OK.

The Adobe Captivate project is now available in your Connect Pro Content library.

14. Click OK to close the Captivate publish window.

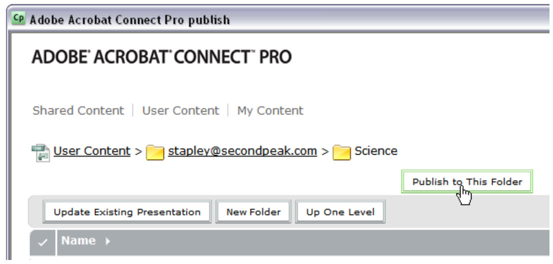

Figure 37 Publish To This Folder button

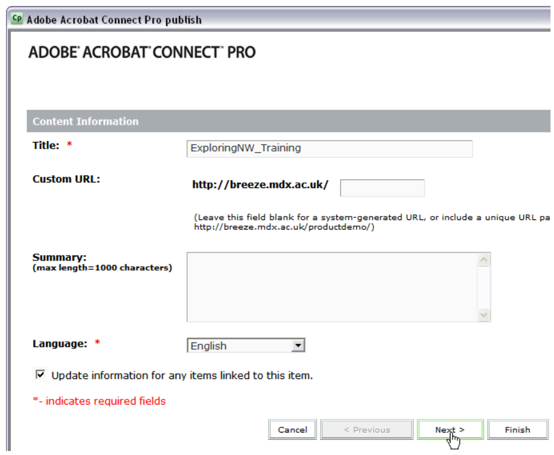

Figure 38 Content Information

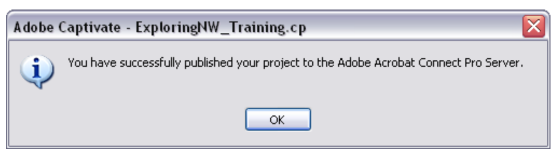

Figure 39 Publish confirmation message