CAROLINE'S GUIDE OF HOW TO USE ARTICULATE

This guide is valid for Articulate 09 downloaded from Studio 09 from Articulate.com as at December 2008. It is constructed from the practical experience of Caroline Coles, Leicester De Montfort Law School ccoles@dmu.ac.uk 0116 257 7180

Installation and testing
Your technicians need to install this onto your machine using the tutor's login ie the tutor who will be using it needs to be temporarily an administrator. It sits in the top menu in Powerpoint. **In Articulate, build the department house style (see DMU House style at 15 below).** Look at the sample Articulate files first (see Demonstrations below).Get a good headset ie earphone and front microphone. Test your headset before your main recording eg mine only works when there is no other USB port in use.

1.**Write a Powerpoint (ppt) file**. Consider the additional features that a ppt file to be shown in Articulate can offer e.g. working web links, interactive questions, insertion of video/sound clips in flash format and insert these into your ppt file. Animations and colour will radically improve the presentation to get some ppt training if you need to in advance. You can show the notes pages to student if you wish so consider this.You can also show attachments within Articulate. Ensure each slide has a title and a consistent look as they may be seen be quicker succession than a usual lecture.

Create a new folder on your computer called Articulate. Copy the existing ppt file into this folder. Use sub folders within this Articulate folder if you will have several subjects each with several ppt files. Use the ppt from this location as Articulate will save all the bits back into this originating location, including a separate sound file.

2. Write a script in advance either in a separate Word document or using Notes pages view in ppt.

3.Open your ppt file,click on Articulate

4.You will see your ppt slide on the screen and a record strip in the ribbon at the top

5. To record: Click on **record strip**. Notice the timer moving to show you're recording. If you've added an animation to your slide you will need to press the strip at the point in your talk when it is to come in. Click stop. To listen back click on the play arrow. To replace repeat this stage. When happy click blue arrow for next slide. When finished click **Save and Close-** save it to the folder that you created in Step 1.If you want to see how it will appear to students click review – this does one or 3 slides at a time but you can change this via Presentation options, other.

For advanced recording, inserting external sound clips or deleting parts within a slide without re-doing it, click on **Audio editor.** Place the cursor where you want the clip to go (or the deletion to be made) then insert the sound clip from your computer.

6. **Add game:** Click on learning games learning game (We do not have quizmaster or engage), choose a type from drop down box i.e. Choices, Word Quiz or Sequence (see Appendix 1). Amend the other details if you want e.g. pass rate or just leave as the default.

Click next. You will be given the option to add some instructions but these wont always be necessary as the exercises are simple.

7.**Permit access to the notes pages** (optional).From Articulate menu, click Presentation options, click other tab on left, ensure there is a tick on the box that says Show notes in narration window.

8. **Add yourself as presenter**: Load your digital picture onto your computer .From Articulate menu, Presentation options, click presenter on the left, add, fill in the boxes, click browse to insert your picture and email address, click ok.

9. **Add DMU logo**: Load DMU logo onto your computer as a picture file. As above but choose logo not presenter

10. **Have different timing per slide**. By default, the show will move on automatically when your voice stops. If you want students to have control >**Slide properties** >right click in Advance column for the slide you want to change>click on down arrow to be by user. Alternatively just record some silence after you stop speaking in record narration. Alternatively use Presentation options, publish options.

11. **Publication**: When finished and saved, it must be made ready for publishing online.
- Click **publish** and you get a screen of boxes that says publish in the top left hand corner
- Ensure **LMS** (learning management system) tab is selected
- In Publish **location** box click in the white box and type in the name of the folder where you want it to go as you selected in point 1 e.g. Articulate OR click on the button with the dots to the right hand side to see a "tree" of your folders and click on the folder you want. If you see a main folder with the same name as a next level folder, make sure you pick the second level folder otherwise you'll get a message telling you that you can't use the main level folder called "presenter"
- In **presenter** box, click on down arrow to set it to yourself. If we use different templates you can change it now.
- In template box, ensure your template is highlighted
- Tick the box **Zip** at the bottom
- Click publish. It may ask you to **report tracking**. Just click OK twice. Publishing takes a few minutes as Articulate sticks the ppt slides and the sound together.

12.**Listening /distributing sound only files**: Some students may want this for portable learning. The sound files are stored separately by slide as WAV and mp3 files in the narration sub folder of the folder you stored in step 1.Publish as podcast to save all the sound files only. Store in a separate folder to your complete Articulate file

13. Now load onto **Blackboard**
- CP, Learning Materials folder, click add item as usual
- Name it as usual
- Browse to find your published file
- If you re doing this straight away the browse may go straight to the zip file

- If the location above was a folder, open it , if there is a underlined data folder open that, open the folder called **SCORM**, highlight the **zip** file within that to link to Bb
- Click on <u>special action</u> down arrow and click <u>unpackage</u> this item, click submit
- On next page , ensure in first box Entry Point, <u>player html</u> is highlighted and tick yes for Launch in new window, submit

14.When listening to an online Articulate you can pause or change the volume with buttons at the bottom, jump between slides by clicking at the left

15. **DMU House style used by The Law School**

- In preparation,
- load DMU logo from my email into My pictures folder within My documents folder on your computer
- load a picture of yourself also
- In Articulate, click on **player template**,
- Click on c**olours**, keep Red Dawg. Name it in box at the bottom via **File** (little button next to white name box**)> New**> no to changes to another templat.**File> Save**
- Have a look at the other template options in case you want to use these

Demonstrations

- My Articulate demos are on an old Blackboard site M25092-1-2008, Learning Materials, Caroline's Test Area. Ask me if you'd like access
- Demo from Leeds University at <u>www.leeds.ac.uk/articulate</u> , click on this Articulate Presenter and Quizmaker introduction in final paragraph
- E-learning Staff Support site on Blackboard (below the announcements and calendar boxes), New Tools 2008 purple button, Articulate, Getting started with Articulate Presenter

Appendix 1
The choice of Learning Games

CHOICES
- Enter pass mark and time to complete 120 seconds
- Click Add (or edit if returning)
- Select either multiple choice (mcq) or True/False
- If mcq write the question in the big box and write the answer in the little boxes but only tick the circle for the correct one
- Click done
- Click next when questions finished and add quiz feedback

SEQUENCE
Write your question and set the correct sequence by clicking and dragging the boxes. The program jumbles them up

WORD QUIZ
This is like Scrabble where you provide a specific answer and the student selects letters to make up the word
- Enter pass mark and time to complete 120 seconds
- Click Next
- Enter instructions if you wish, although it is very simple
- Enter a question that can be answered with only one answer, ideally one or two words
- Click either done to finish the quiz or next question to add another
- After Done, click Next then finish