

# Creating Effective and Interactive Adobe Presenter Presentations

## An Easy Approach

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# Goals



- Identify the software applications needed to create an interactive Adobe Presenter presentation
- Demonstrate how to effectively create an Adobe Presenter presentation and attach audio.
- Illustrate how to setup an Adobe Presenter self – assessment/graded quiz
- Prepare the presentation for publishing
- Explain how to post the presentation to Blackboard

# Software needed



- **Computer or Laptop**

- With internal or external Microphone

- **Adobe Presenter** — software added (For PC)

- **Microsoft PowerPoint** — software added (For PC)

- **Connect Account**

- The Connect account will be set up by UTS after the purchase of Adobe Presenter.

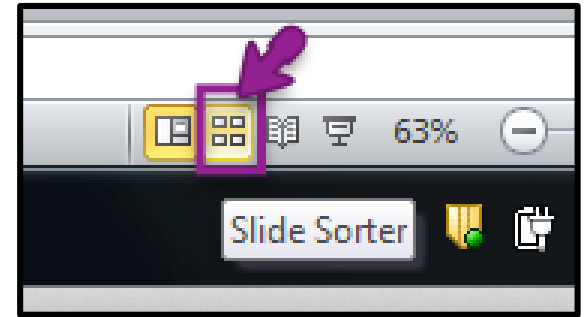
(USC faculty / staff can purchase the software on Self Service Carolina ([my.sc.edu/software](http://my.sc.edu/software)) under Technology)

# First steps

## 1. Create Your PowerPoint and save it.

Use the slide sorter to make sure the content flows.

*(Located at the bottom right corner)*



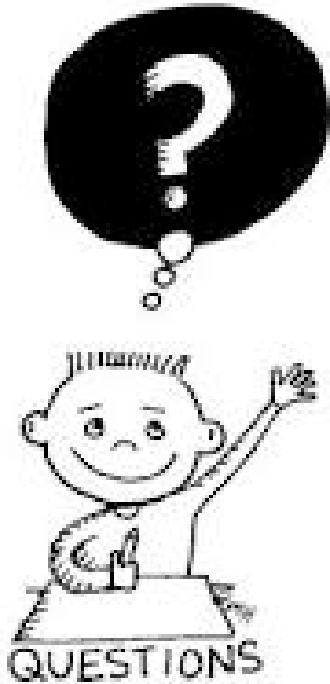
## 2. Write Your Script on a Word Document

Three Reasons:

- i. The reading of the audio will go smoother
- ii. A written document is ready to be added in your note section.
- iii. This makes your presentation ADA compliant. (Americans With Disabilities Act)

# ADDING A QUIZ

# Creating A Quiz– First Steps



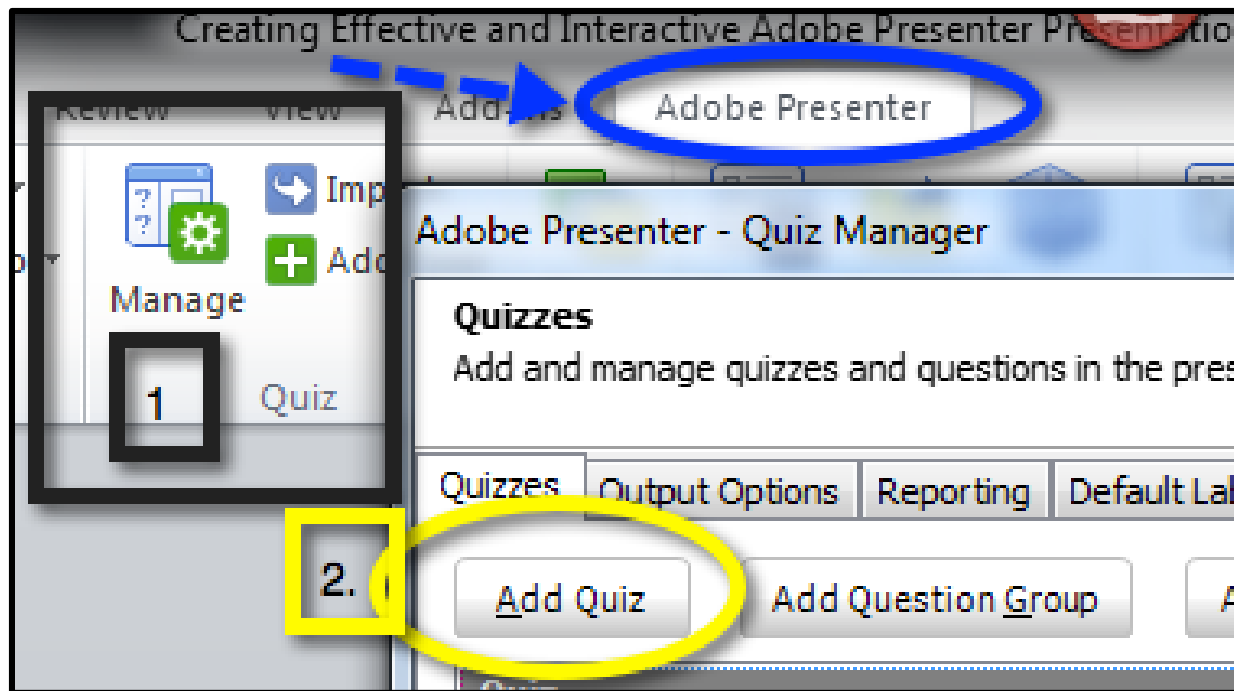
- It is recommended that you have all your quiz questions already written down on a word document.

*This will save you time when you are ready to add the questions.*

# Adding a Graded Quiz

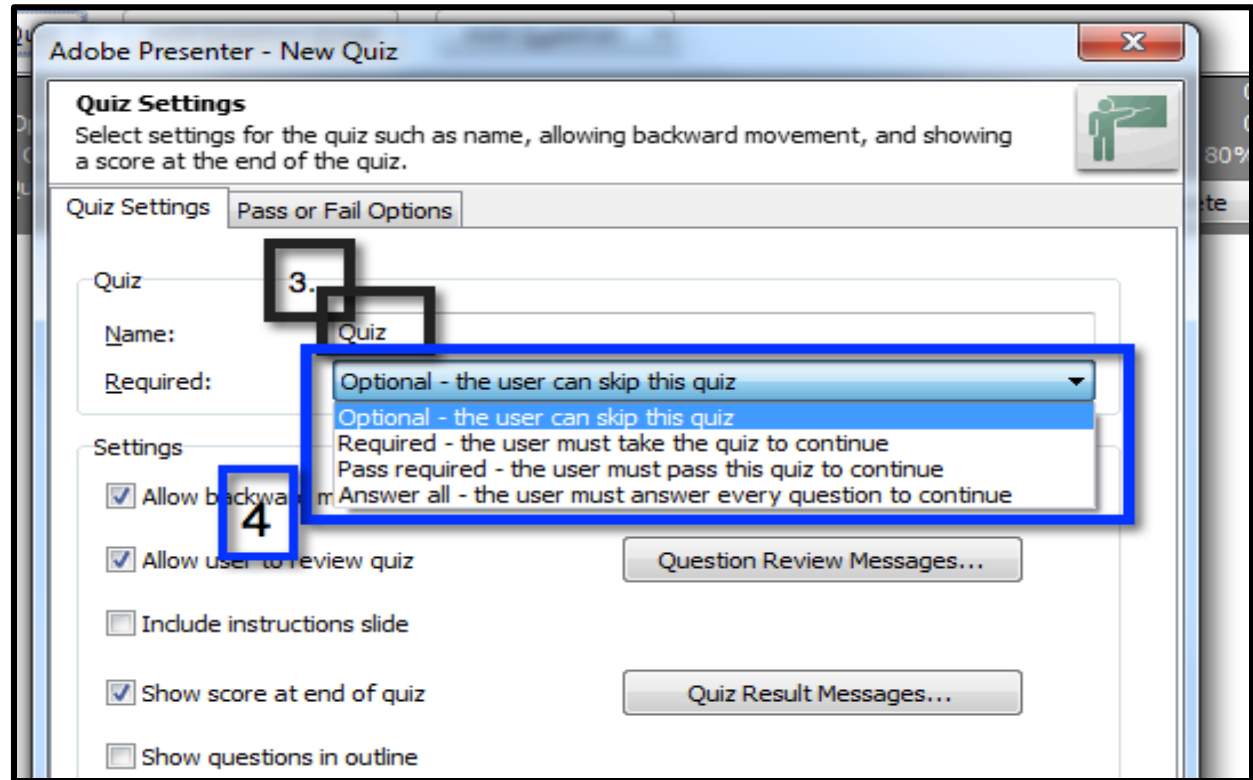
In PowerPoint, open the presentation (PPT file).

1. From the Adobe Presenter menu, select **Add Quiz** or **Quiz Manager**. *(If this is a new presentation, you must save it first before you can add a quiz.)*
2. In the Quiz Manager, click **Add New Quiz**



# Adding a Graded Quiz/Settings

3. Accept the default **Name** or enter a new name in the **Name** text box.



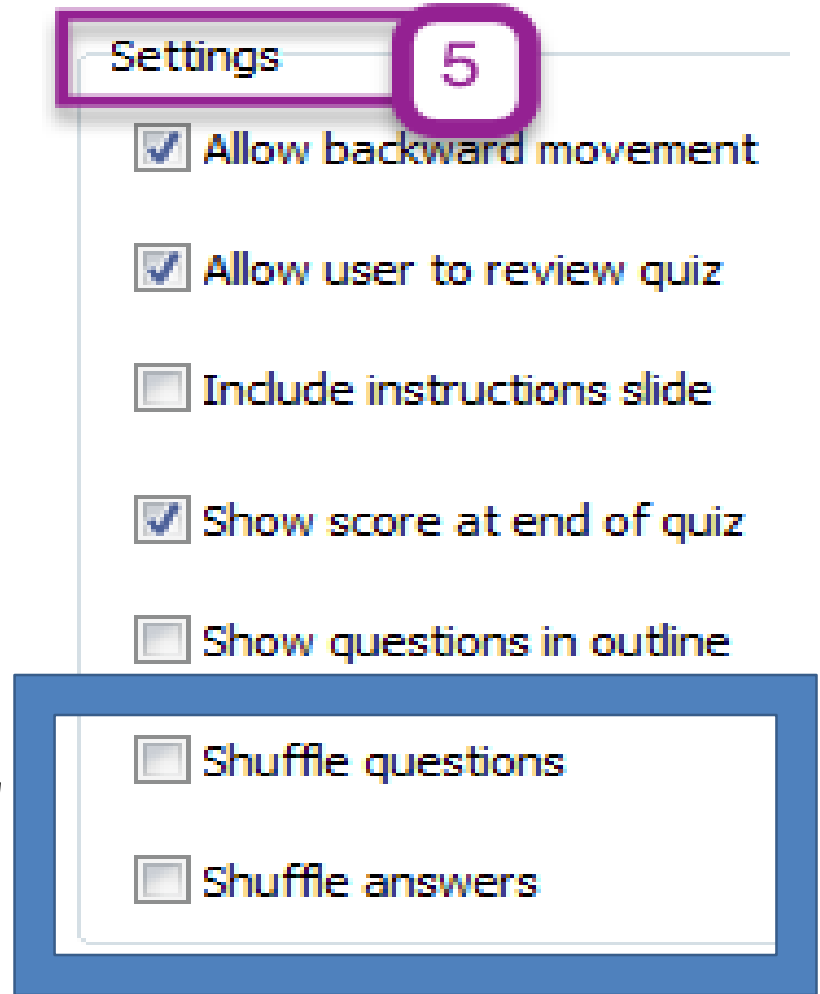
4. From the pop-up menu next to **Required**, select an option to determine if users must take or pass the quiz. (*When selecting an option, consider how the quiz fits in with your e-learning strategy for the presentation. For example, you can require users to pass the quiz or allow them to skip the quiz.*)



# Adding a Graded Quiz/Settings

5. Select the options you want to incorporate into the quiz:  
*(default)*

- Allow backward movement
- Allow user to review quiz
- Show score at end of quiz



The image shows a 'Settings' menu for a quiz. The menu is titled 'Settings' and has a purple callout with the number '5' next to it. The settings are listed as follows:

- Allow backward movement
- Allow user to review quiz
- Include instructions slide
- Show score at end of quiz
- Show questions in outline

Below these settings, there is a blue-bordered box containing two more options:

- Shuffle questions
- Shuffle answers

# Adding a Graded Quiz/Settings

passes or fails the quiz.

Quiz Settings **Pass or Fail Options** 6

Pass/Fail options

80 % or more of total score to pass

0 or more of total score to pass (Maximum score: 0)

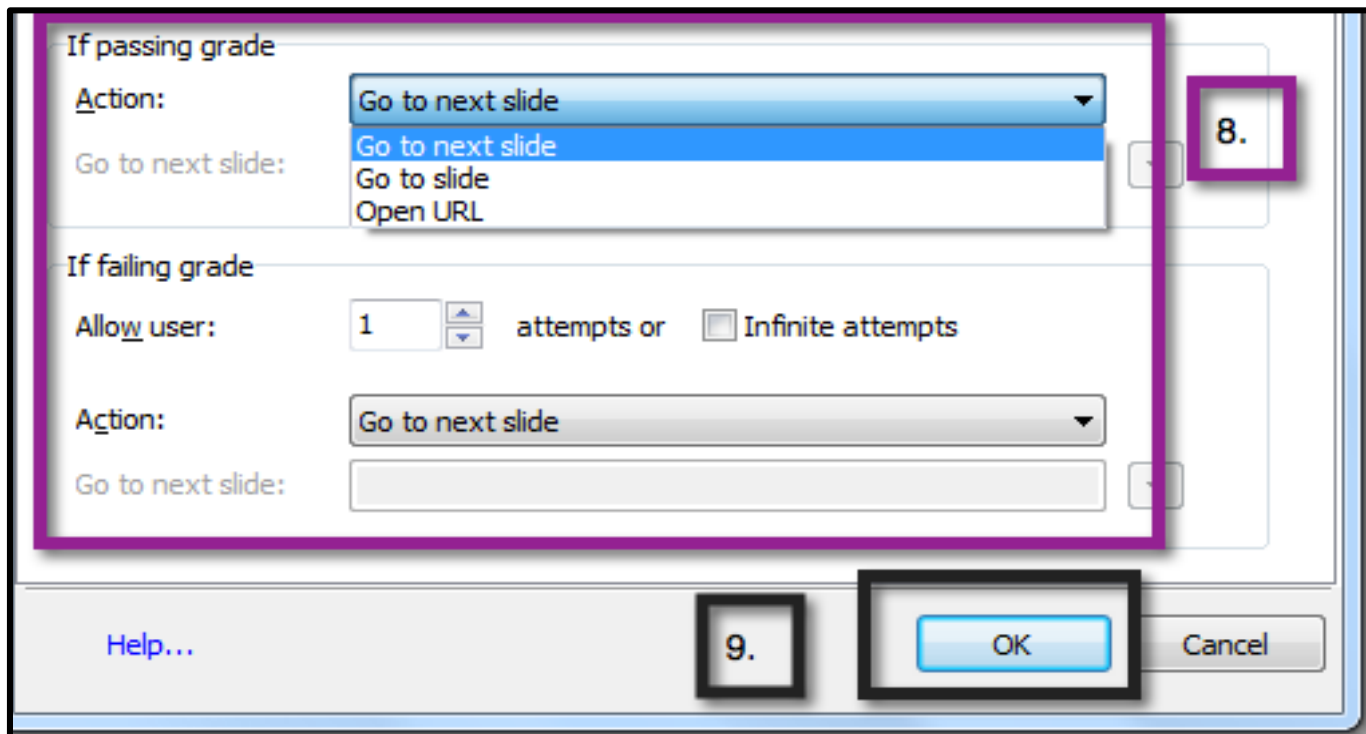
Note: Maximum score is the sum of all weighted scores.

If passing grade

6. Click the Pass or Fail Options tab.
7. Select an option in the Pass/Fail scoring area. Specify a passing score either as a percentage (for instance, 80% correct) or a number of correct answers (for instance, 8 out of 10).

# Adding a Graded Quiz/Settings

8. Select the actions that take place when users receive a passing grade or a failing grade. For example, use the pop-up menu next to Action and select Go To Slide to display a specific slide in response to passing or failing.
9. Click OK.



The screenshot shows a dialog box for configuring quiz settings. It is divided into two sections: "If passing grade" and "If failing grade".

**If passing grade:**

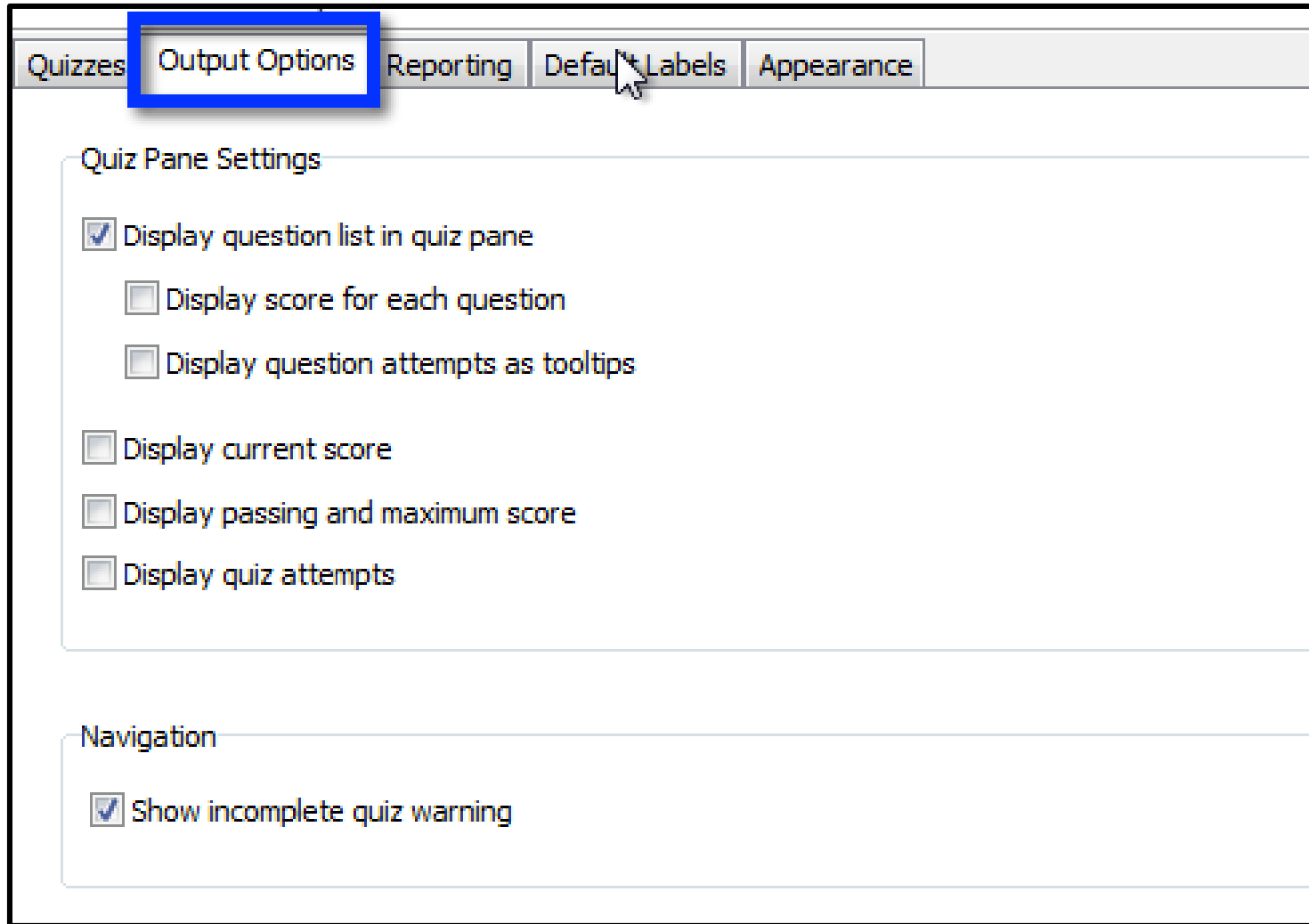
- Action:** A dropdown menu is open, showing options: "Go to next slide" (highlighted), "Go to slide", and "Open URL". A purple box labeled "8." is drawn around this dropdown menu.
- Go to next slide:** A text input field is present but empty.

**If failing grade:**

- Allow user:** A numeric input field contains "1", followed by "attempts or" and an unchecked checkbox for "Infinite attempts".
- Action:** A dropdown menu is set to "Go to next slide".
- Go to next slide:** A text input field is present but empty.

At the bottom of the dialog box, there are three buttons: "Help...", "OK", and "Cancel". A purple box labeled "9." is drawn around the "OK" button.

# Adding a Graded Quiz/Settings



The screenshot shows a settings interface for a quiz. At the top, there is a horizontal menu with five tabs: 'Quizzes', 'Output Options', 'Reporting', 'Default Labels', and 'Appearance'. The 'Output Options' tab is highlighted with a blue rectangular box. A mouse cursor is positioned over the 'Default Labels' tab. Below the tabs, the interface is divided into two sections: 'Quiz Pane Settings' and 'Navigation'. The 'Quiz Pane Settings' section contains six checkboxes: 'Display question list in quiz pane' (checked), 'Display score for each question' (unchecked), 'Display question attempts as tooltips' (unchecked), 'Display current score' (unchecked), 'Display passing and maximum score' (unchecked), and 'Display quiz attempts' (unchecked). The 'Navigation' section contains one checked checkbox: 'Show incomplete quiz warning'.

Quizzes **Output Options** Reporting Default Labels Appearance

Quiz Pane Settings

- Display question list in quiz pane
  - Display score for each question
  - Display question attempts as tooltips
- Display current score
- Display passing and maximum score
- Display quiz attempts

Navigation

- Show incomplete quiz warning

# Adding a Graded Quiz/Settings

**Reporting**  
Establish how the presentation will report quiz results to your Learning Management System (LMS).

Quizzes | Output Options | **Reporting** | Default Labels | Appearance

Enable reporting for this presentation to your Learning Management System (LMS)

Adobe Connect     AICC     SCORM    Manifest...

**a,**

**b,**

Status Representation

Incomplete ----> Complete    **c,**

Incomplete ----> Passed/Failed

Success/Completion Criteria

User Access

Slide Views and/or quiz

Slide Views     0 %     0 Slides

Quiz    Quiz is passed

Data To Report

Quiz Score     Quiz Score + Interaction Data    **d,**

Quiz Score :  percentage     points

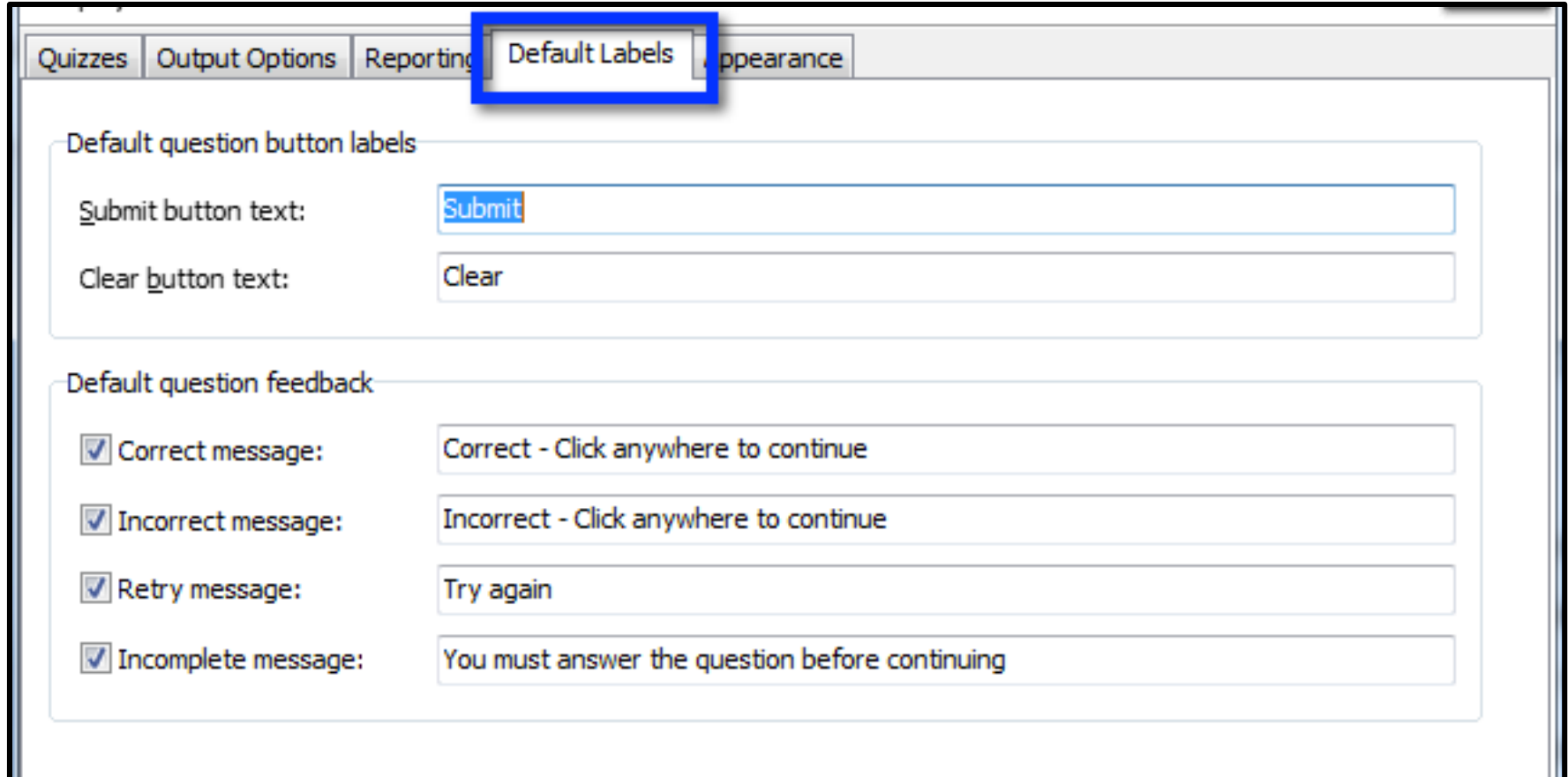
Advanced

LMS Customization Settings    Settings...

Exit Normally

Help...    OK    Cancel

# Adding a Graded Quiz/Settings



The screenshot shows a configuration window with five tabs: 'Quizzes', 'Output Options', 'Reporting', 'Default Labels', and 'Appearance'. The 'Default Labels' tab is selected and highlighted with a blue border. Below the tabs, there are two main sections: 'Default question button labels' and 'Default question feedback'. The 'Default question button labels' section contains two text input fields: 'Submit button text:' with the value 'Submit' and 'Clear button text:' with the value 'Clear'. The 'Default question feedback' section contains four rows, each with a checked checkbox and a text input field: 'Correct message:' with 'Correct - Click anywhere to continue', 'Incorrect message:' with 'Incorrect - Click anywhere to continue', 'Retry message:' with 'Try again', and 'Incomplete message:' with 'You must answer the question before continuing'.

Section	Field Name	Value
Default question button labels	Submit button text:	Submit
	Clear button text:	Clear
Default question feedback	<input checked="" type="checkbox"/> Correct message:	Correct - Click anywhere to continue
	<input checked="" type="checkbox"/> Incorrect message:	Incorrect - Click anywhere to continue
	<input checked="" type="checkbox"/> Retry message:	Try again
	<input checked="" type="checkbox"/> Incomplete message:	You must answer the question before continuing

# Adding a Graded Quiz/Settings

Quizzes Output Options Reporting Default Labels **Appearance**

Current Profile: Presentation Default Save As... Delete

Fonts

Question:	Franklin Gothic Book	Size:	40	B	/	U
Answer:	Perpetua	Size:	18	B	/	U
Button:	Franklin Gothic Book	Size:	14	B	/	U
Message:	Franklin Gothic Book	Size:	18	B	/	U

Button Placement

Orientation:  Vertical  Horizontal

Position on Slide: Bottom Right

Apply formatting to all existing quizzes Restore Defaults

# Adding a Graded Quiz

**Quizzes**  
Add and manage quizzes and questions in the presentation.

Quizzes | Output Options | Reporting | Default Levels | Appearance

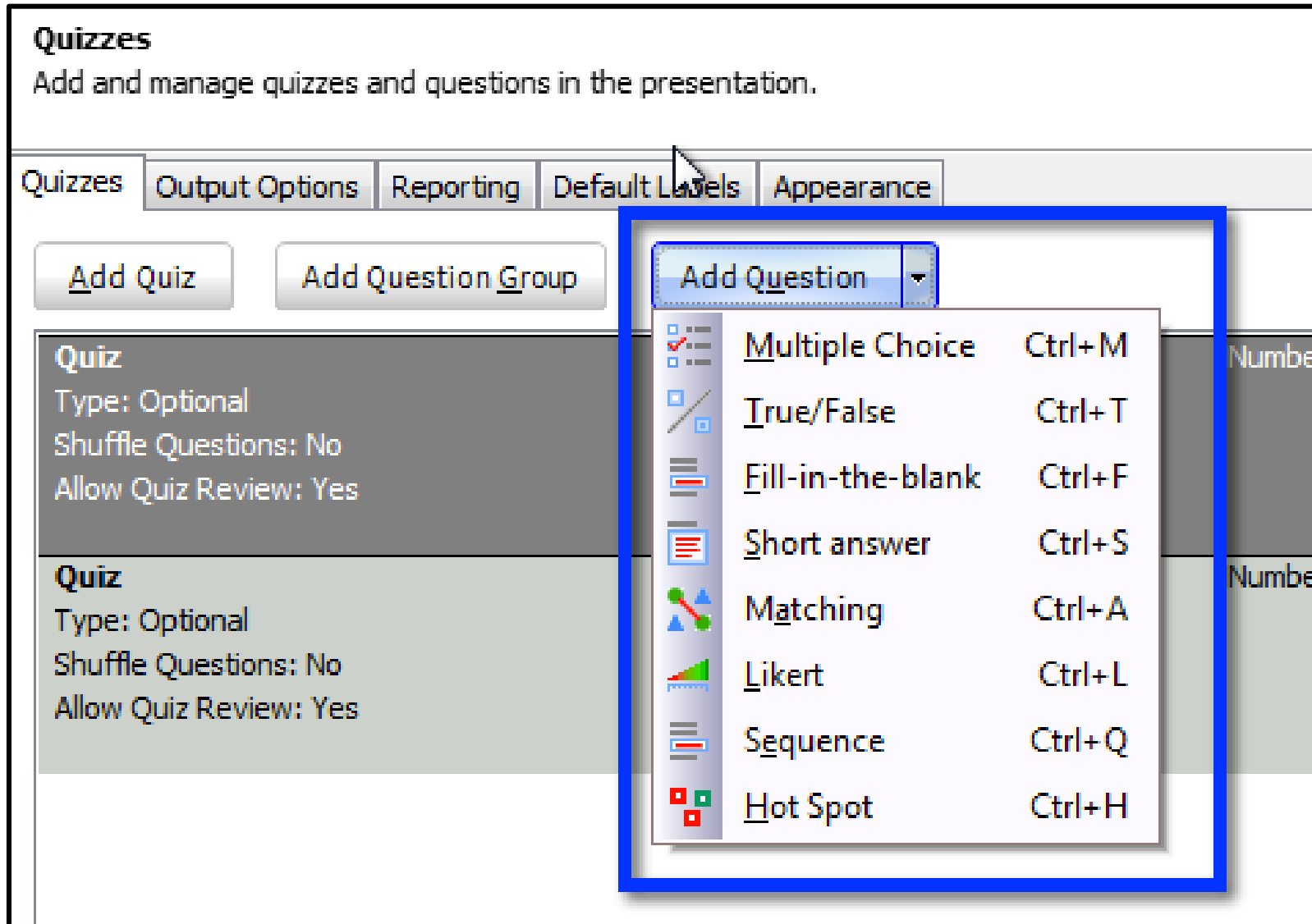
Add Quiz | Add Question Group | Add Question

**Quiz**  
Type: Optional  
Shuffle Questions: No  
Allow Quiz Review: Yes

**Quiz**  
Type: Optional  
Shuffle Questions: No  
Allow Quiz Review: Yes

**Add Question**

- Multiple Choice Ctrl+M
- True/False Ctrl+T
- Fill-in-the-blank Ctrl+F
- Short answer Ctrl+S
- Matching Ctrl+A
- Likert Ctrl+L
- Sequence Ctrl+Q
- Hot Spot Ctrl+H





# RECORDING AUDIO

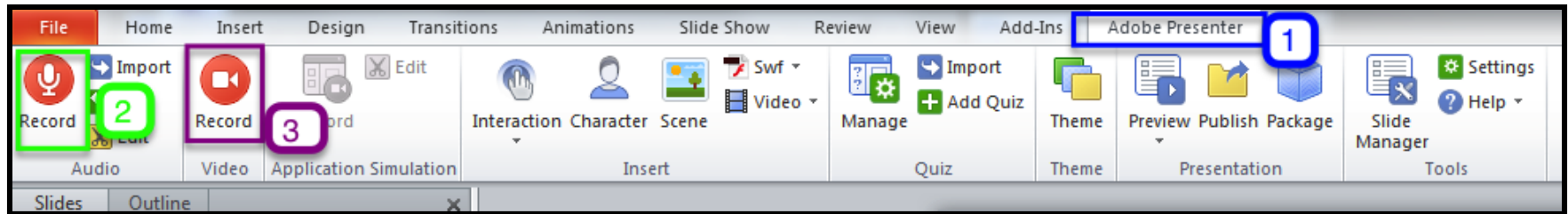
# Before Recording Audio



It is recommended that you add your script notes into the PowerPoint note section.

*This will give you a script to read from and it also will make your PowerPoint accessible for those with disabilities.*

# PowerPoint / Adobe Presenter Ribbon Review



1. Click on the Adobe Presenter tab on your PowerPoint.

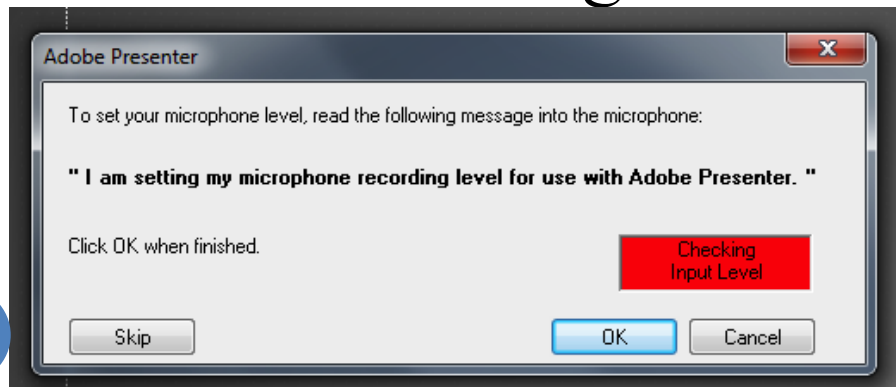
Two Ways to record audio:

2. Click on “Record” in the Audio section will just record your voice.
3. To record audio and yourself (from a camera) and your PowerPoint, click on “Record” in the Video section.

# Start Recording Audio

## To Start Recording your Voice over your PowerPoint

- Click on **“Record”** in the Audio section of the Ribbon
  - It will have you check your microphone level
    - Speak into your microphone
  - If the box turns from red to green – you are ready to record.
- Click OK to begin

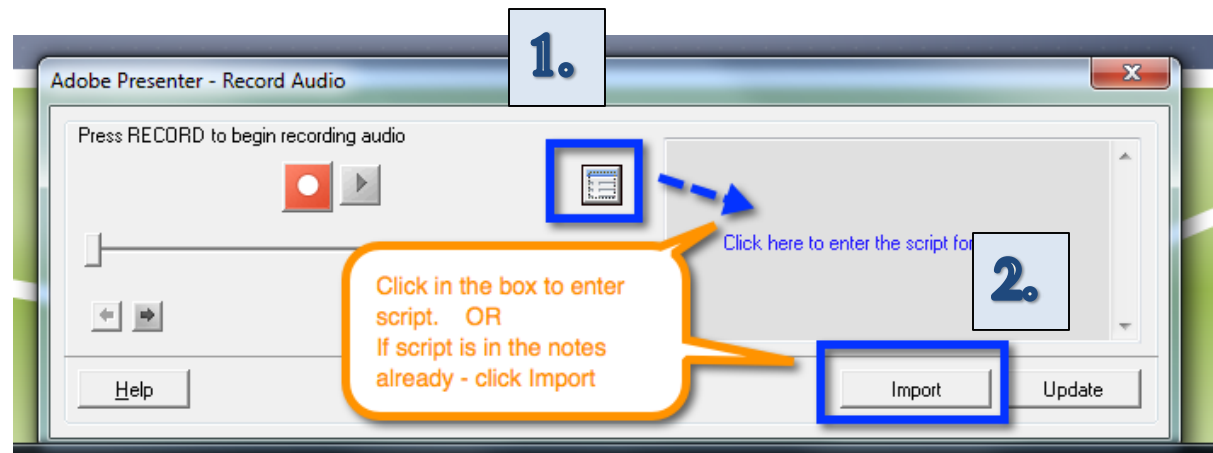


# Start Recording Audio

Import your notes or type your notes in the script box.

To import your notes from the note section:

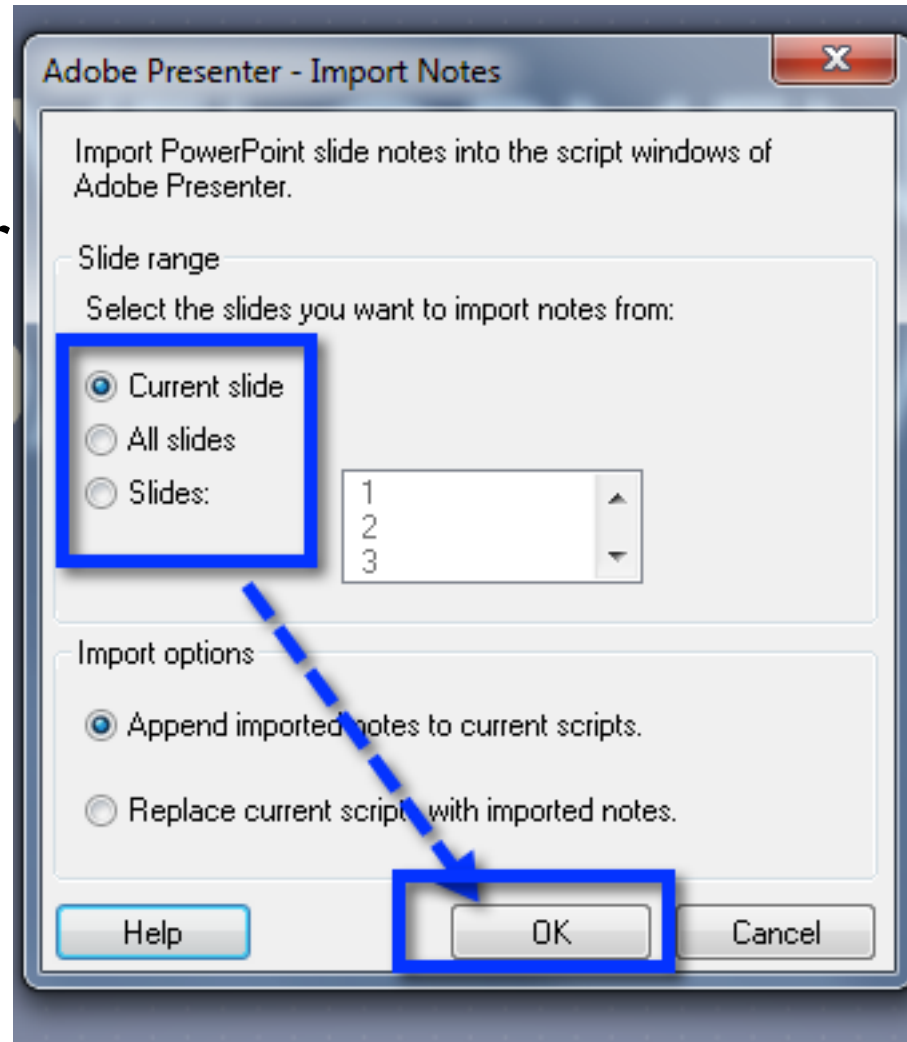
1. Click on the box symbol. This will open up the text script box.
2. Then click import.



# Start Recording Audio

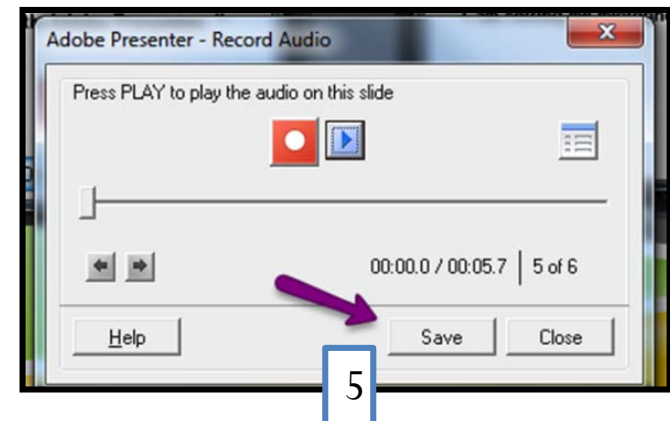
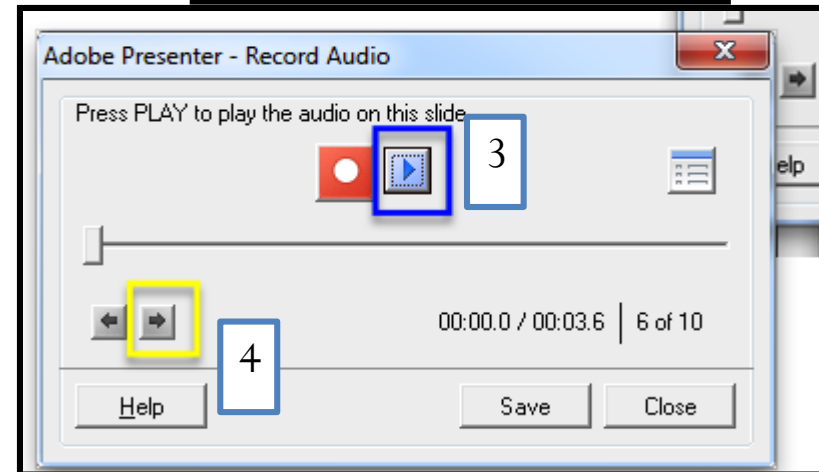
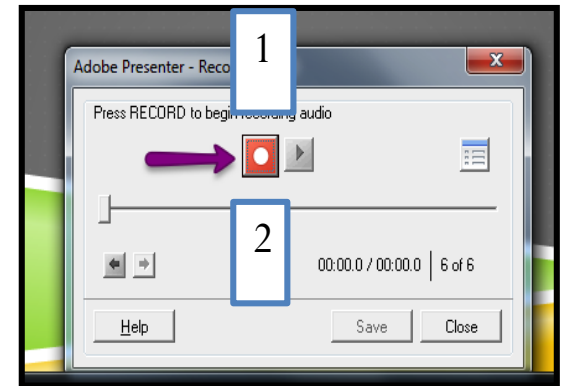
- A new window opens.
- Make a choice to import all your slides or just a few.
- Then click OK.

*The notes will then be put within the text box.*



# Start Recording Audio

1. Start recording by clicking on the **red button**. The recording will start right away.
2. When you are done recording  
-click the red button again to stop recording.
3. If you want to hear what you recorded click the **blue button**.  
- When you are finished listening, the system advances automatically to the next slide.
4. If you don't listen to what you recorded, then to advance to the next slide  
-click the arrow at the bottom.  
(Do steps 1-4 for all of your slides.)
5. When finished, click “**save**.”



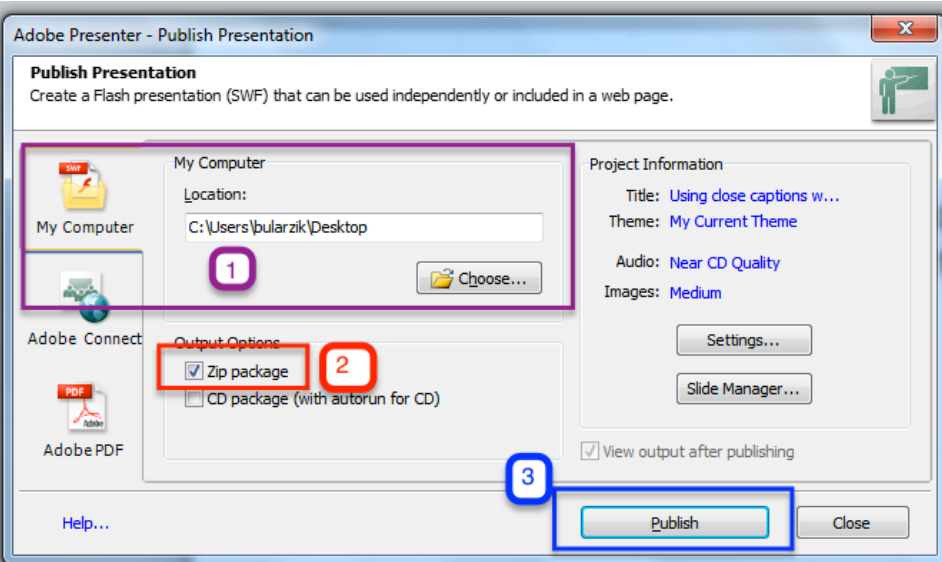
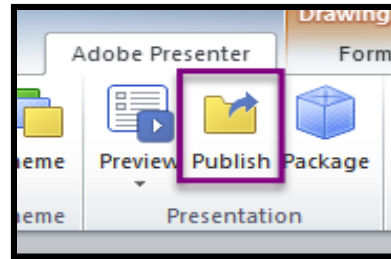
# Publish Presentation



# Publish

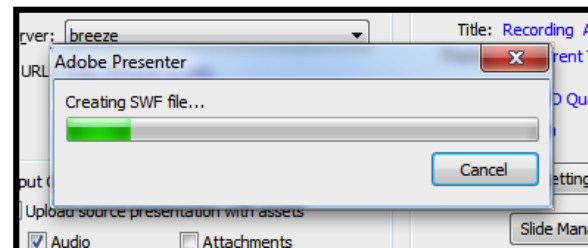
Publishing will save your Voice Over Presentation.

Click on **Publish**



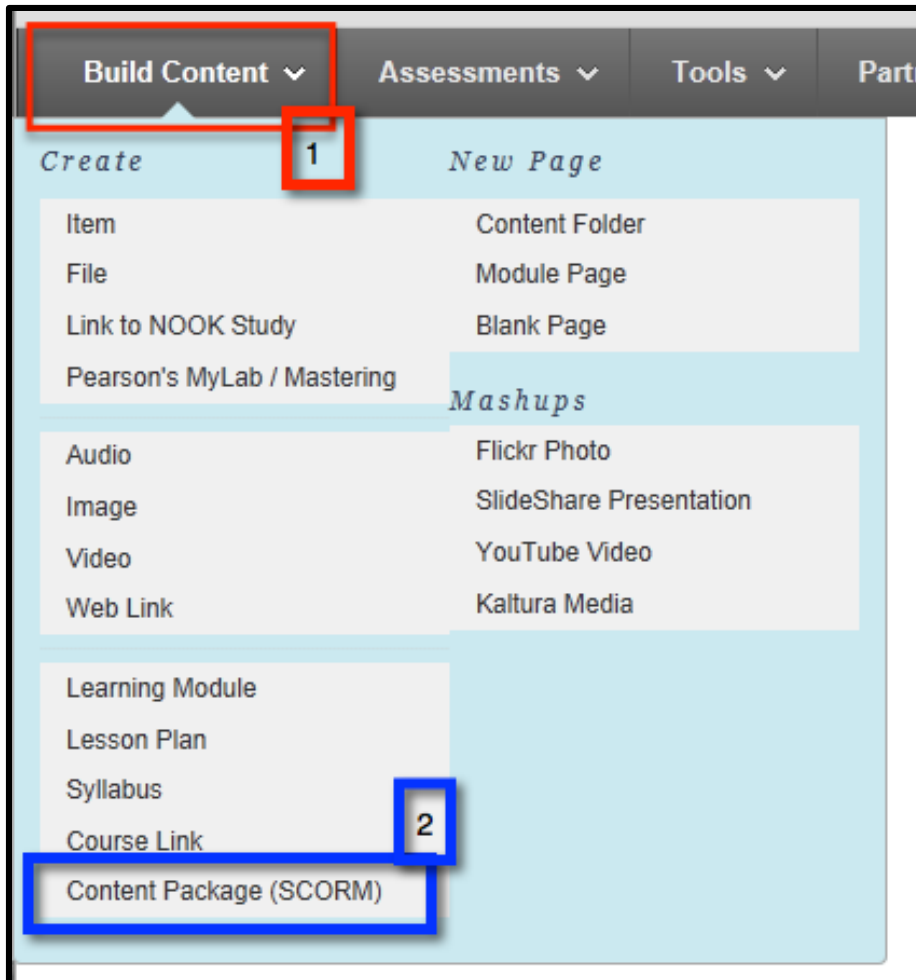
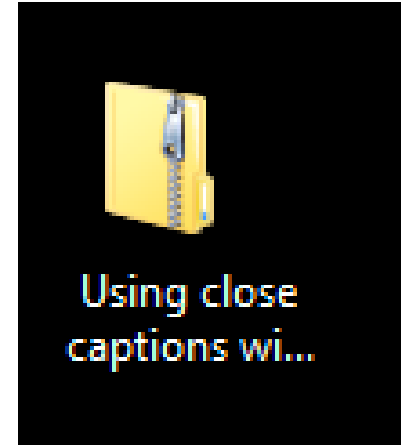
1. Make sure you are on “My Computer” and “Choose” to save the presentation where you want to house it.
2. Click in the box for “Zip Package”
3. Click on Publish.

A new box opens saving your presentation. Just wait.



# Upload to Blackboard

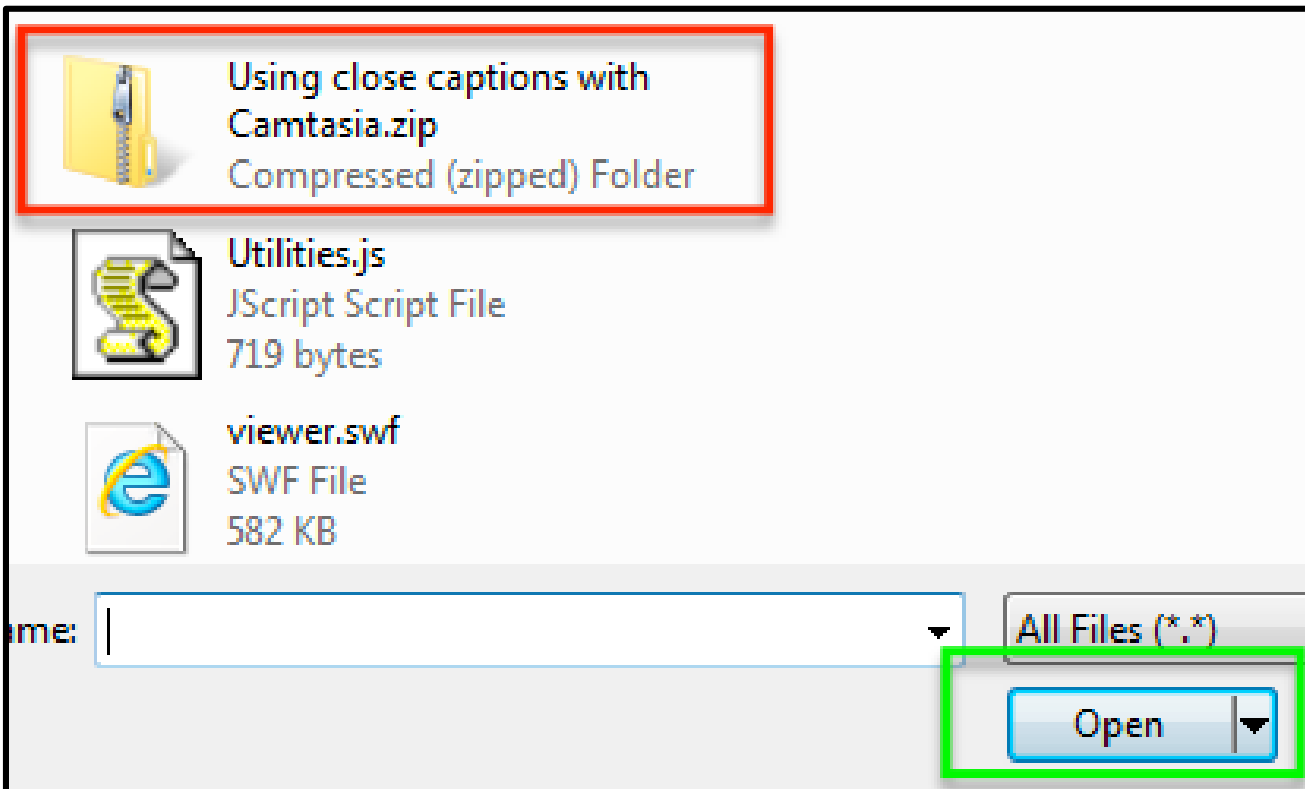
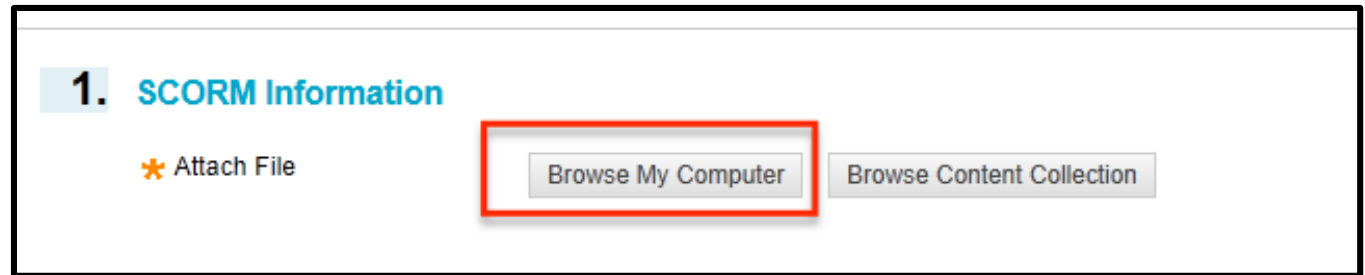
You will have a zip folder with your presentation. Leave this alone.



1. In your blackboard course click on a “Build Content”.
2. Click on Content Package (SCORM)

# Upload to Blackboard

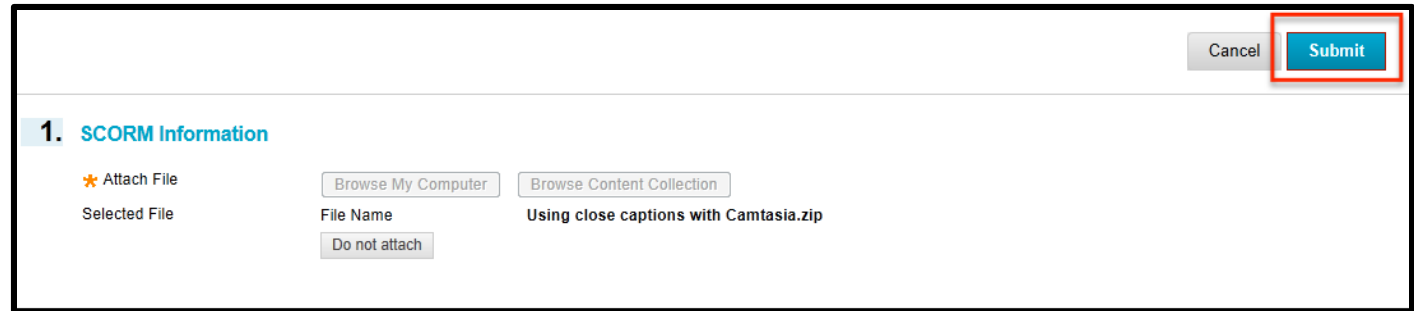
Browse your computer to find the zip file



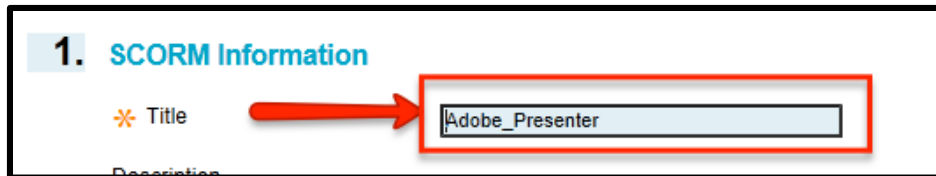
1. Click on the zip folder and click on open

# Upload to Blackboard

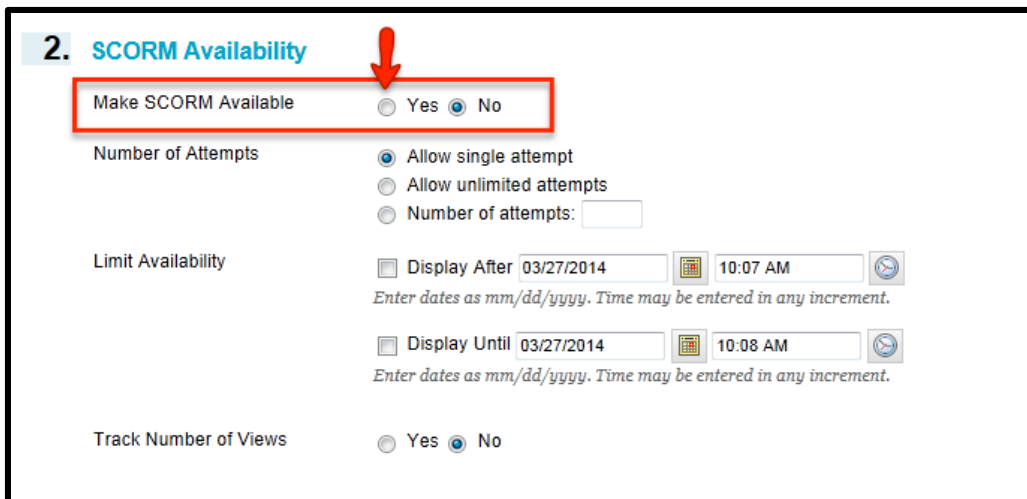
It will look like this and then click “Submit”



A screenshot of the Blackboard upload interface. At the top right, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red rectangular box. Below the buttons, the section is titled '1. SCORM Information'. Underneath, there are two buttons: 'Attach File' (with a star icon) and 'Selected File'. To the right of 'Attach File' are two buttons: 'Browse My Computer' and 'Browse Content Collection'. Below these, there is a 'File Name' field containing the text 'Using close captions with Camtasia.zip' and a 'Do not attach' button.



A screenshot of the Blackboard SCORM Information form. The section is titled '1. SCORM Information'. Below the title, there is a 'Title' field with a star icon. The text 'Adobe\_Presenter' is entered in the field, and the entire field is highlighted with a red rectangular box. A red arrow points from the left towards the field.



A screenshot of the Blackboard SCORM Availability form. The section is titled '2. SCORM Availability'. Below the title, there is a 'Make SCORM Available' section with two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected, and the entire section is highlighted with a red rectangular box. A red arrow points down towards the 'No' radio button. Below this, there are sections for 'Number of Attempts', 'Limit Availability', and 'Track Number of Views', each with various options and input fields.

A new window opens for SCORM information:

1. Change the title to what your presentation is.
2. Make SCORM available by clicking in the “Yes” circle.. Then change any other options you want.

# Upload to Blackboard

## 3. Grading:

1. Change the name again to your presentation name.
2. Put in the grading
3. Make sure you have the SCORM test available by clicking in the “Yes” circle.
4. Leave the rest alone.

**3. Grading**

*If a Due Date is set, submissions are accepted after this date, but are marked late.*

Grade SCORM

No Grading

Grade : Points Possible: 100

SCORM Score

SCORM Completion

SCORM Satisfaction

Title: Adobe\_Presenter

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Grade SCOS

Yes  No

Grade Timing

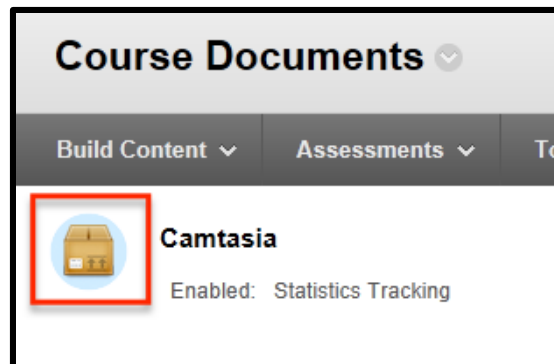
When SCORM is completed, display score in Grade Center

When SCO is completed, display score in Grade Center:

Grade of First SCORM Attempt

Grade of Last SCORM Attempt

A new window opens for This is what it looks like in your Blackboard course.





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