Adobe Presenter

For

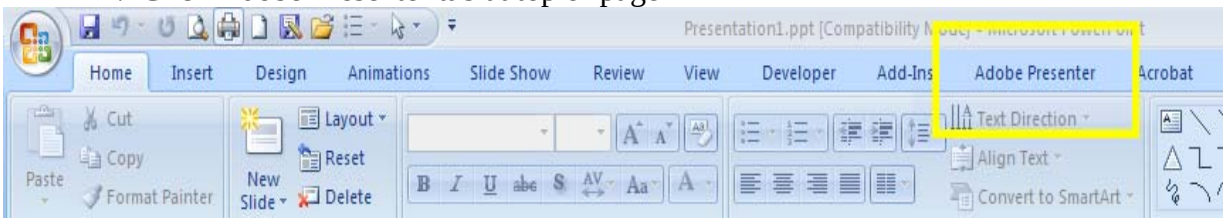
TJAGLCS Faculty

Adobe Presenter Training Outline

Welcome to the TJAGLCS Adobe Presenter introduction class. Adobe Presenter is a program built on MS PowerPoint that allows you to add audio, animations, instructor information (such as a brief bio and photo), and quizzes/tests to any slide presentation. Audio and video can be added via a desktop web camera and microphone, or recorded professionally by the TJAGLCS Visual Information (VI) department. The beauty of Presenter is that it allows real-time recording of your lectures or instructor notes while simply going through your slide presentation on your computer; additionally, Adobe Presenter files can also be used to track student comprehension of materials through quizzes. The scores of these quizzes or tests can then be reported to JAG University and recorded on a student's gradebook in courses such as OBC, the Grad Course, or the USAR JA Advanced Course.

I. Accessing Adobe Presenter

A. Open PowerPoint
B. Click Adobe Presenter tab at top of page



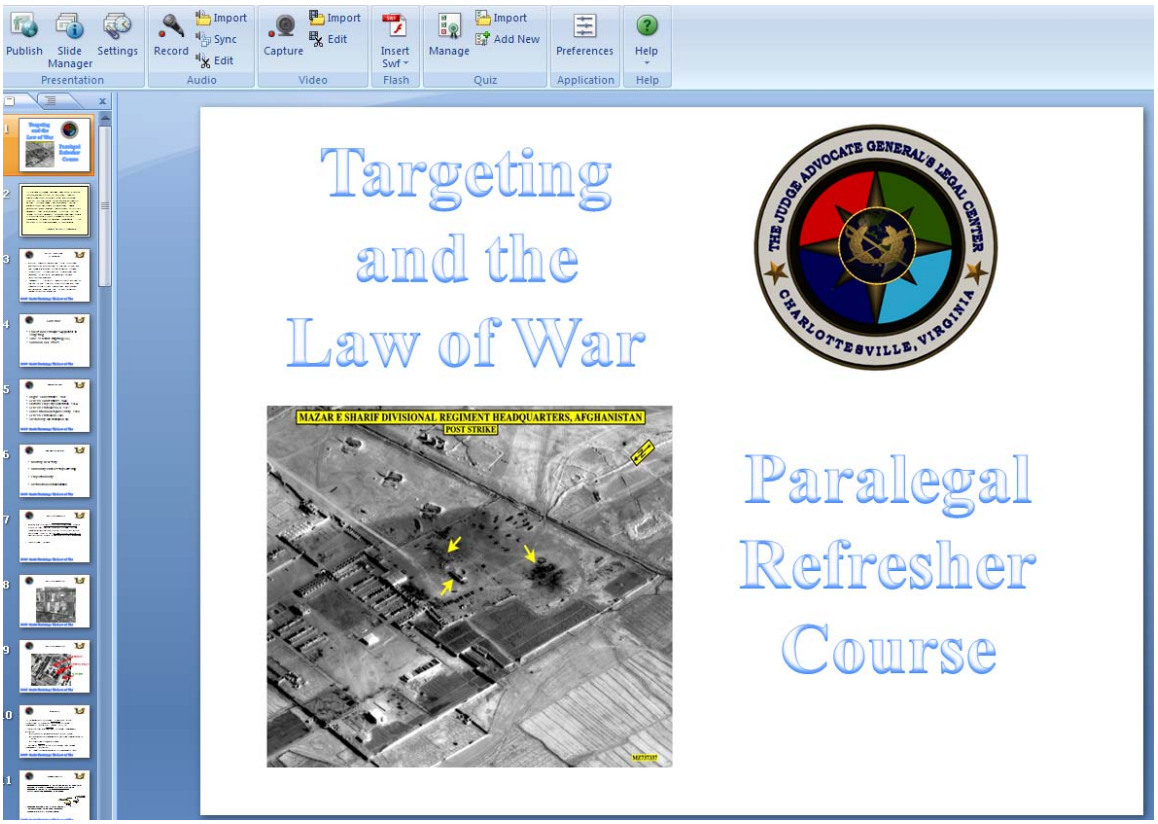
II. Presenter Main Menu

A. Divided into seven main sections
   1. **Presentation**-allows you to publish your presentation (package it in presenter for uploading), manage slide settings (such as allowing students to skip slides, and inserting individual instructor photos for each slide), and a master presentation setting tab (allowing you to customize your presentation's color scheme, quality of the presentation (downgrading for Soldiers in a deployed environment) and attachments (very useful for attaching reference documents such as ARs, FMs and handouts to your presentation).

2. **Audio**-Allows you to real-time record your presentation at your desktop or laptop computer, import a recorded session recorded by VI, and edit audio (such as deleting gaps in recording, extra words, or deleting audio for a slide and replacing it with updated information).
3. **Video**-allows you to real-time record video with your webcam or similar device, import video pre-recorded, or edit video.
4. **Flash**-allows you to insert a Flash video into your presentation. Flash Videos are typically low-bandwidth videos such as those loaded onto YouTube. High-quality videos can be converted to Flash and loaded here for students to watch.
5. **Quiz**-allows insertion of slides with quizzes (from one to an unlimited number of questions). Quiz scores can be reported to the student and to BlackBoard.
6. **Application**-allows addition of presenter bios, email addresses, and Photos, and selection of the audio source that Presenter will record from.
7. **Help**-searchable and online help function for commonly asked Questions.

B. "Audio," "Video," and "Quiz" functions usually inserted first, followed by customizing the presentation in the "Presentation" tab, then finally publishing

III. Getting Started

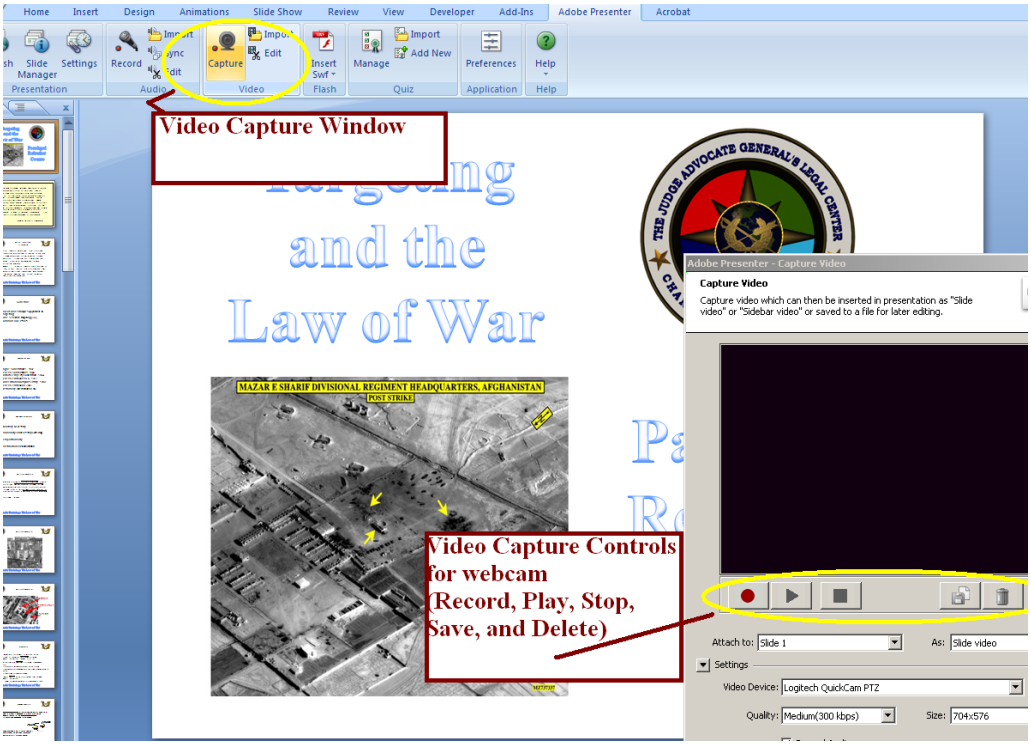


A. Open any MS PowerPoint presentation, then click the Adobe Presenter tab

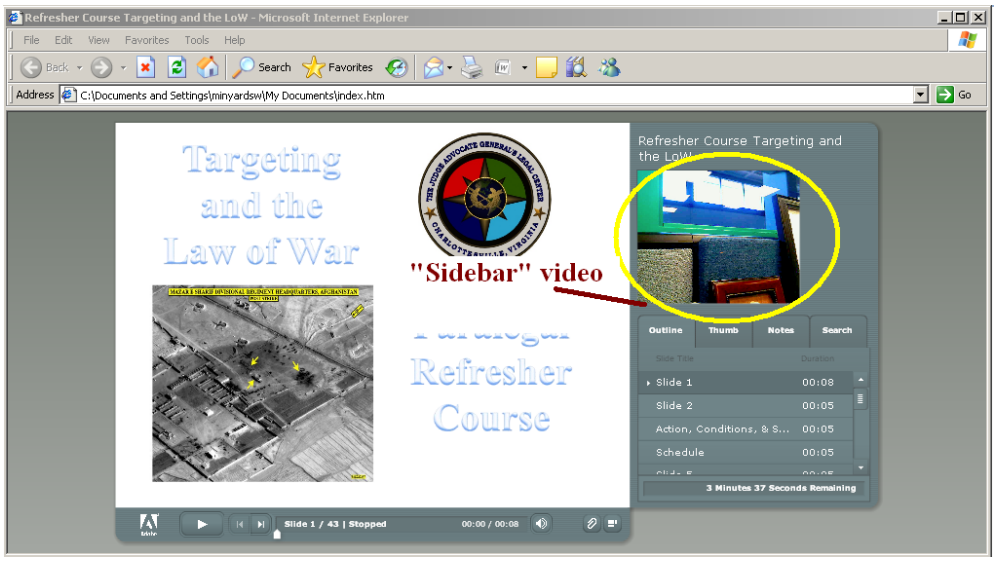
B. We'll attach a brief intro video to this presentation, audio narration in a couple of slides, and a short quiz.

IV. Recording Video

A. First, ensure your Webcam is attached properly to your computer, and is functioning properly. The LTMO office can assist with your setup if needed. Next, click "Capture" within the Video tab. This will open the Capture Video Window, where you can set your recording settings and assign the video to a certain slide.



B. Simply click the red "Record" button to record your video, the "Stop" "Pause" buttons to halt recording, then "OK" at the bottom of the window to exit recording. You can also click the disk-shaped "Save" button to save the recording as a separate file. In the "As" drop-down menu, you can either have the video play within the slide, or it can play as a "sidebar" video, playing in a smaller window to the right of the main Presentation, as shown below.

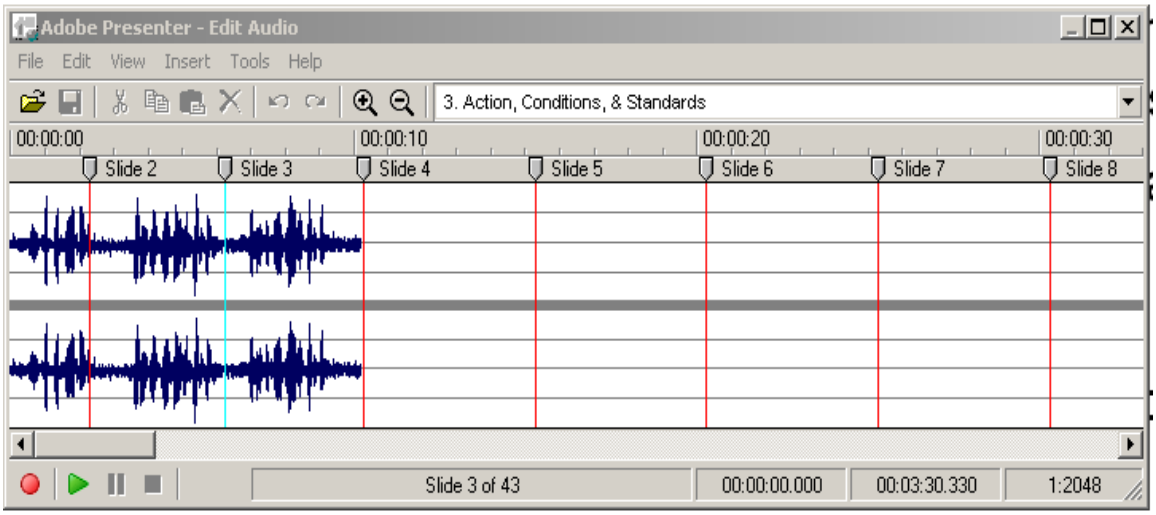


C. Under the "Import" button, you can select a video on your computer other location on the TJAGLCS network to add to your presentation. Clicking "Import" will open a browse box for you to find and attach the video file you'd like to insert. Once your presentation is published, the video file will play directly onto the slide. Clicking "Edit" allows you to edit a start and stop point in the video, effects such as fading in and out, and when you'd like the video to play (after narration or slide animations).

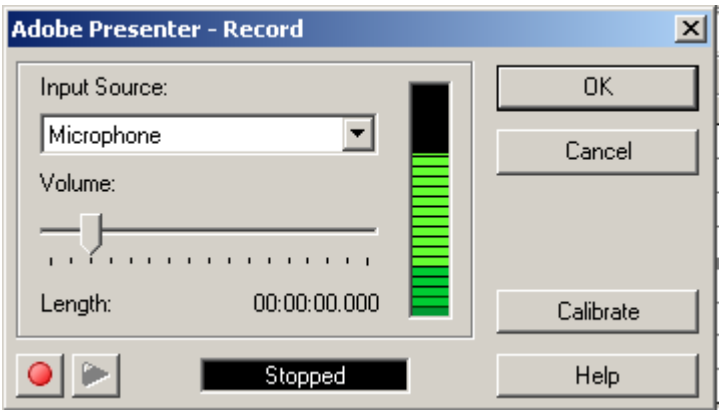
V. Recording Audio

A. Click the "Record" button in the "Audio" window to open the audio recording Window. The first prompt will ask you to speak a short phrase into your mic to calibrate volume. The red window will turn green once your audio volume is good- calibrate your mic by moving it closer or farther from you.

B. Click the red "Record" button to begin recording your narration for the slide; you can either pause or stop the recording once finished, or hit the "Next Animation/Slide" button to advance the slide (some instructors will program animations such as flying or highlighted text, and if those are in the slide you'll see the "Next Animation" button instead of "Next Slide." There is a very slight delay in recording from slide to slide, so pause for a second or two then continue your narration. Clicking the square "Stop" button then "OK" will exit the audio recording. Click the "Edit" button to edit the audio.



C. The blue waves illustrate the recorded audio for each slide. Red markers indicate where the audio starts and stops for each slide. Click on the five-sided gray button beside the slide number and drag each marker to the appropriate place if needed. At the bottom of the window, you can record additional audio directly into the slide or play the audio for editing. Clicking on the red "Record" button will bring up the below window-this is your second option for recording (besides simply reading a script and going through the slides as we did in the original recording).

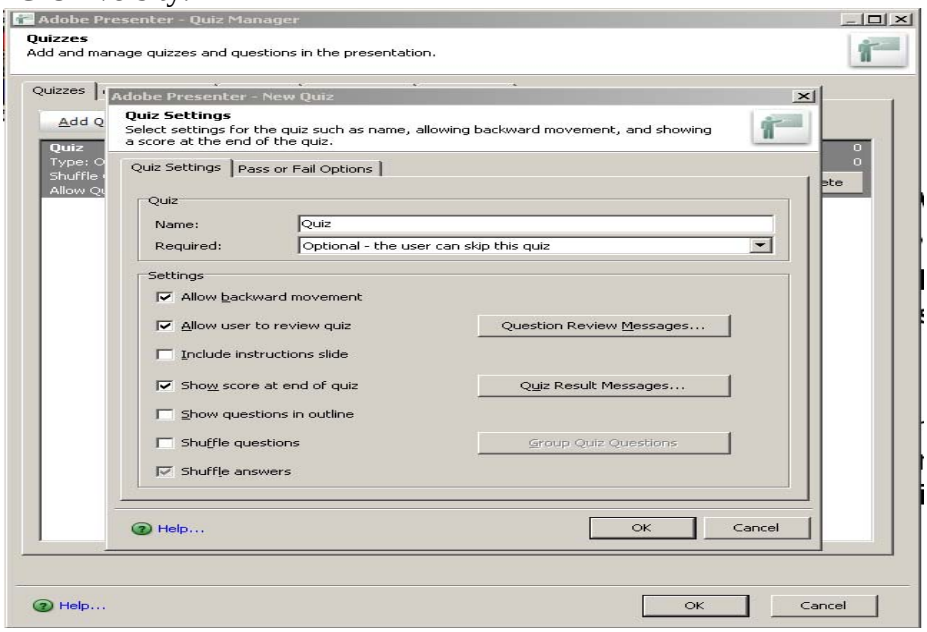


Here you can adjust the volume (ensuring the green bars don't turn red, indicating too much volume), start and stop recording. Once you hit "OK" after recording, you'll be sent back to the audio editor to review what you recorded and edit if needed.

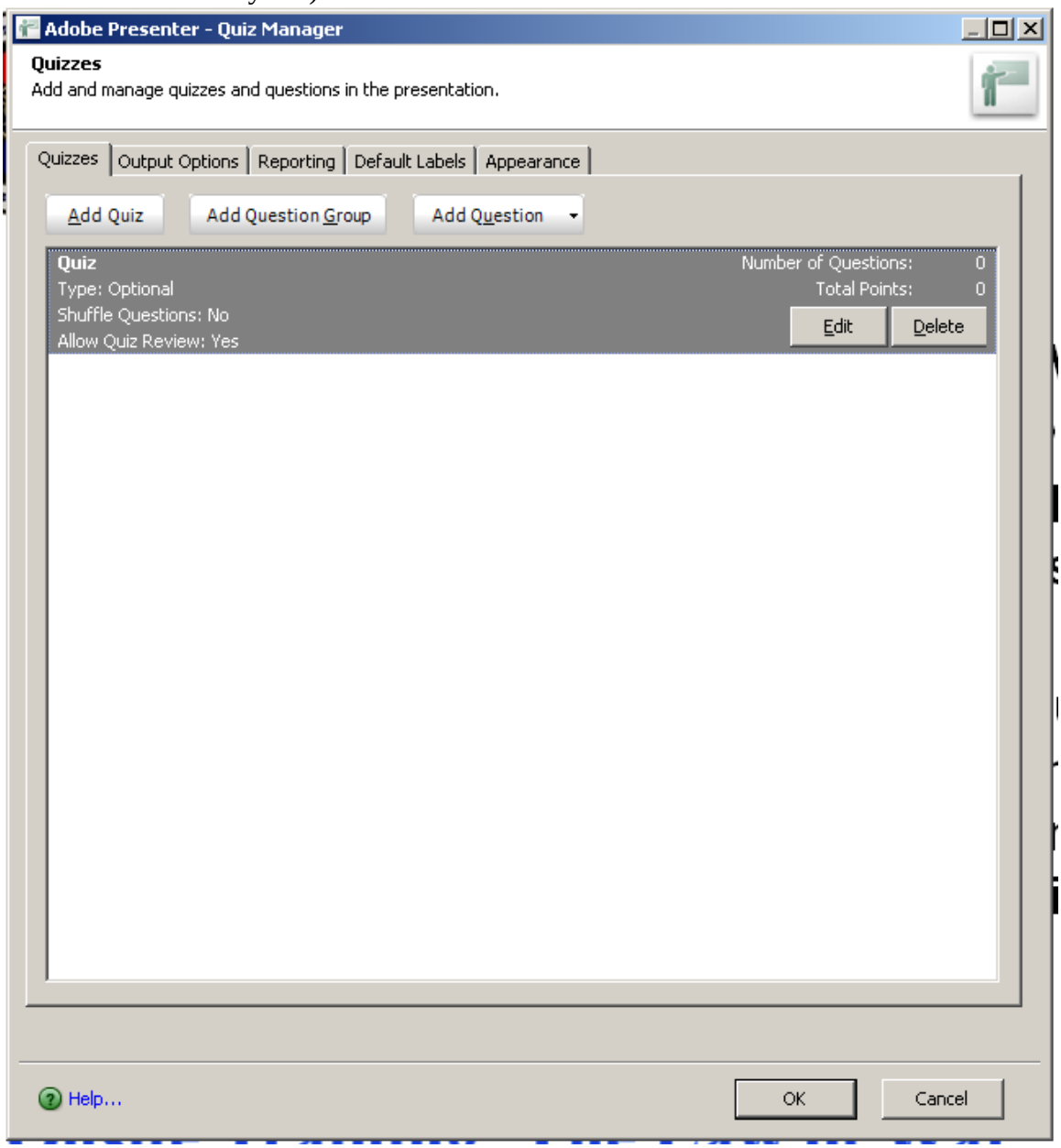
D. Highlighting the audio, by left-clicking your mouse, will allow you cut, copy, or delete the audio. Right-click your mouse after highlighting audio to perform these functions.

VI. Adding Quizzes/Tests

A. Click the "Add New" button within the "Quiz" window. This opens the settings for the entire quiz. Presentations can have multiple quizzes, each with discrete settings and scores; each score in turn can be loaded in to BlackBoard/ JAG University.



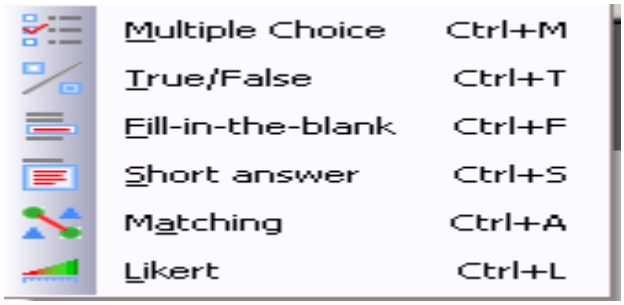
B. Here you can name the quiz, set whether the student can skip the quiz or get a certain score before continuing, or whether all questions must be answered. The “Settings” window also contains options to shuffle answers, questions, and display a final score at the quiz’s end. You can also customize how their results are displayed, such as what is displayed upon passing or failing each quiz. Under “Pass or Fail Options” you can set the percentage required to pass, and what action (such as progressing to the next slide or to a set of slides) occurs if they pass or fail (useful for directing students to slides that review the material covered if they fail).



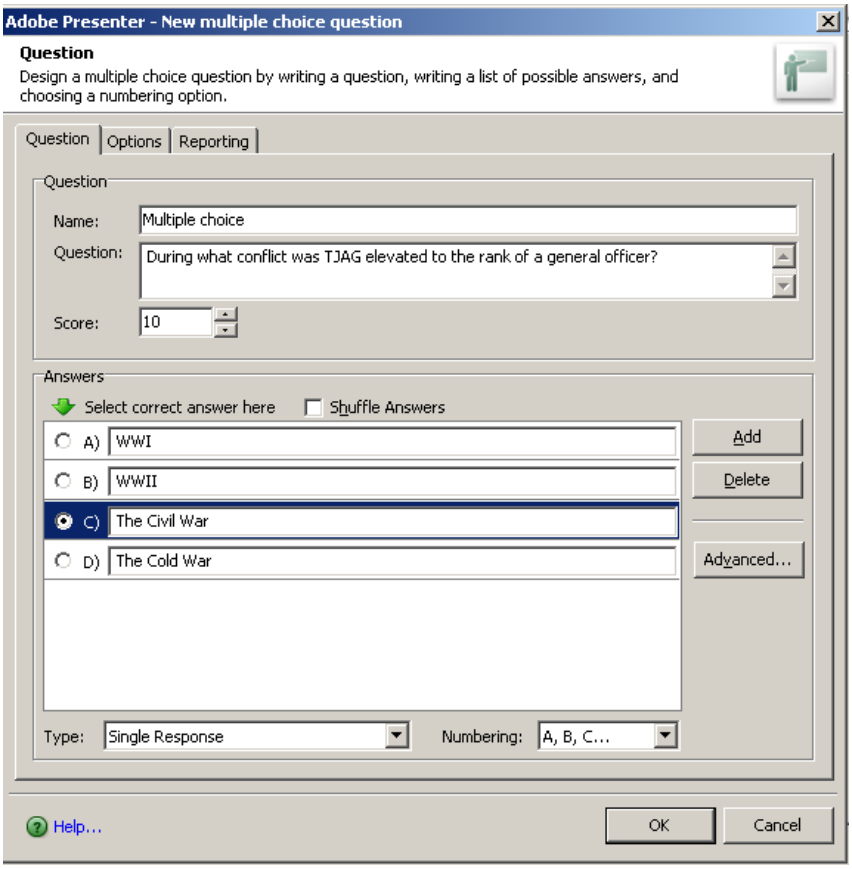
In the main Quiz Manager, accessed by either setting the new quiz settings or clicking the “Manage” button on the main toolbar, you can determine how the

student sees their performance of the quiz ("Output Options"), how the quiz is reported to JAGU (the DL office can assist with these options), default messages for correct or incorrect answers and the overall appearance of each question ("Appearance"), where fonts for questions and answers can be set.

C. Click "Add Question" to begin constructing your quiz. The following drop-down menu will appear:

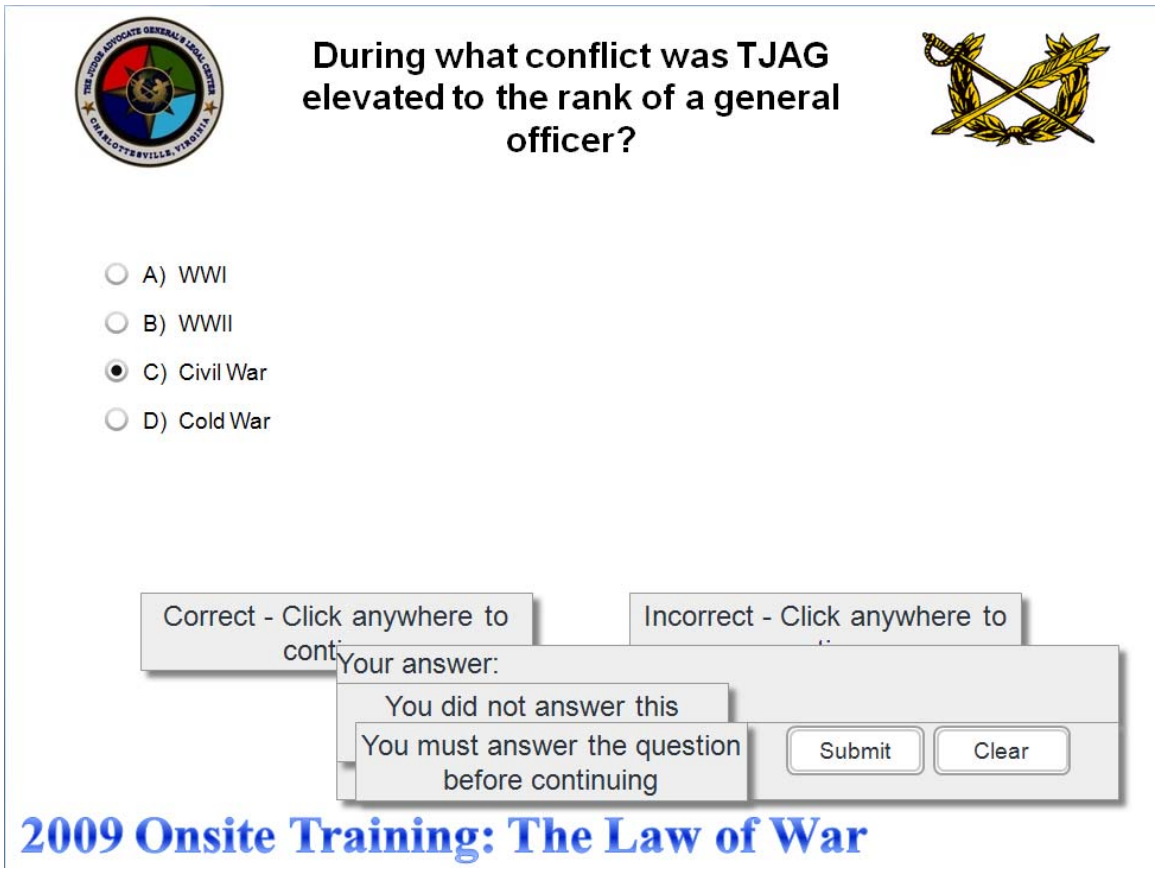


Select the format for your question by clicking on it. Just a warning for fill-in-the-blank and short answer questions-when entering the expected correct answers, you can put several options for how you want the student to respond, and if they don't input the answer exactly how you type it, it'll be considered incorrect. For example, a question where the expected answer is "Article 15," you might also put "Art 15," "Art. 15" or "Article Fifteen" in the acceptable responses depending on what you're looking for.



Simply type the text of your question, then click "Add" to add the student's choice of answers. Click in the circle beside the

correct answer to indicate it's the correct choice. In the "Type" drop-down menu, you can indicate whether there is one or several correct choices. Under "Options," you can select whether the question is graded or not, and what action, if any, occurs upon their completion of the question (such as adding a short audio clip or advancing to the next question).

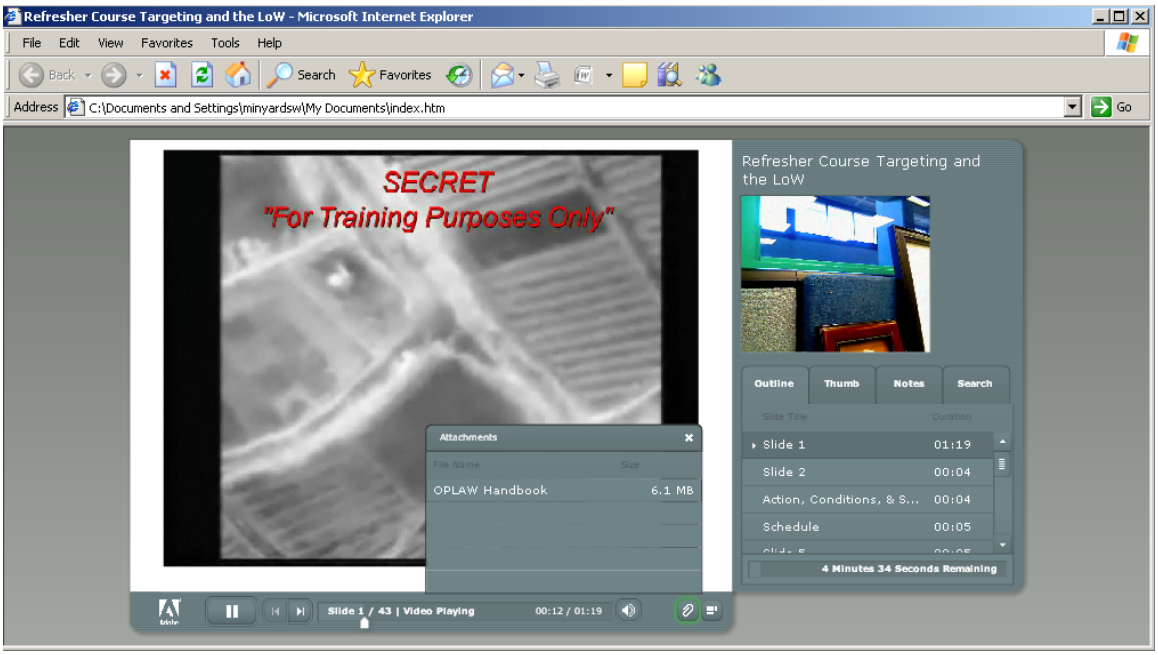


D. Clicking "OK" at the bottom of the quiz manager will cause Presenter to create a new slide directly after the slide selected with the quiz questions displayed as above. The student will not see all of the grey box text until they've answered the question-Presenter merely displays all text for a question for you to easily edit.

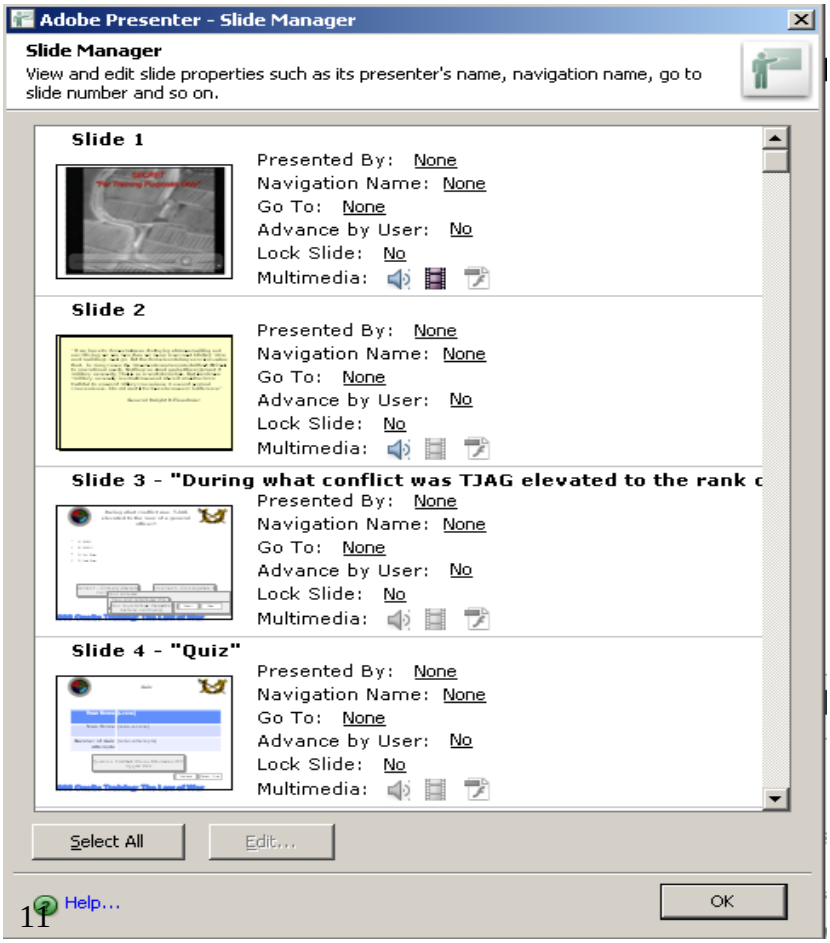
VII. Presentation Settings and Publishing

A. Click the "Settings" button at the top toolbar to display the main presentation settings menu. Under "Appearance," you can give your presentation a specific name that the student will see in Presenter's Menu, as well as choose from a preset theme. You can alternatively create a new theme, determining colors for borders and backgrounds, with the "Theme Editor." Each department or course could have a distinct theme if desired (Green for ADK, Grey for ADA, Red for

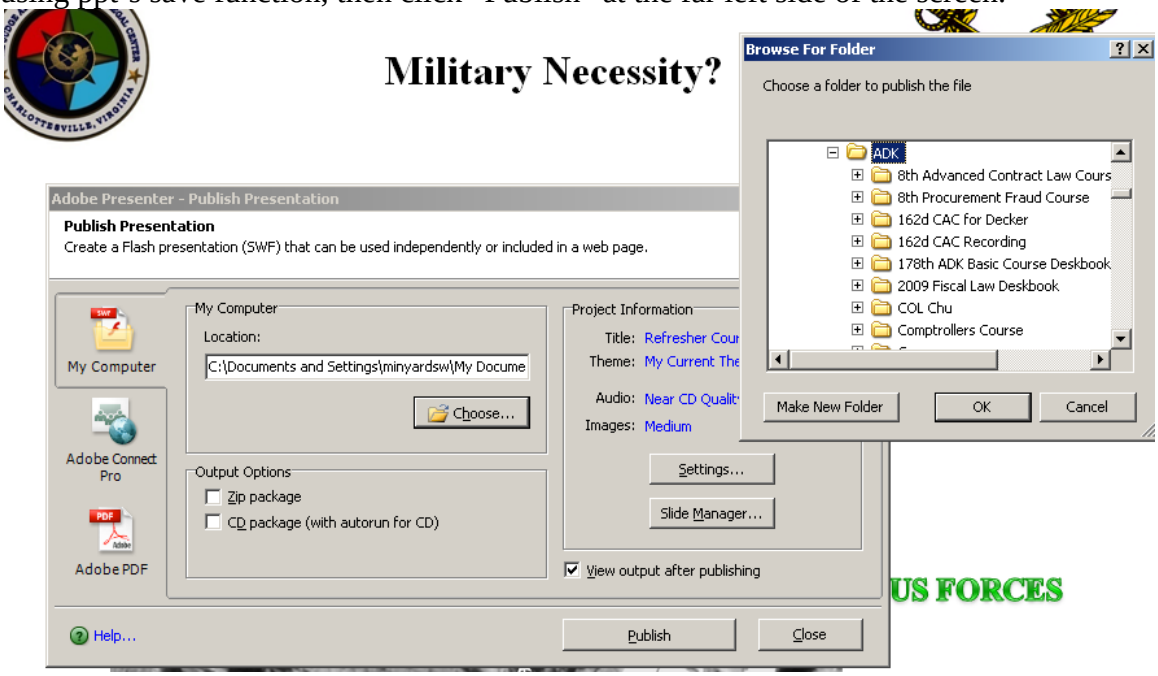
ADI for example). The other useful "Settings" tab is the "Attachments" tab. Here, you can add documents (pdfs, MS Word docs, ppt files, etc) for the student to download or read during your presentation. Once added, students can access all attachments by clicking the paperclip icon at the bottom of the presentation as shown below.



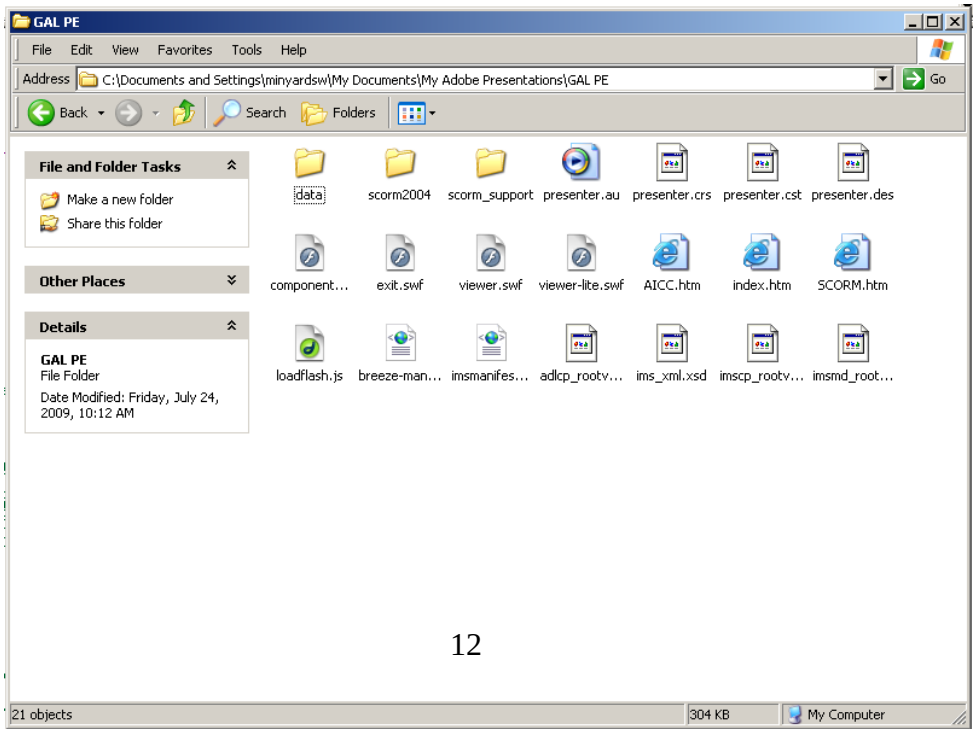
B. The "Slide Manager" button opens a window allowing editing of each slide's settings. Here you can select individual presenters, choose the name of the slide in the presentation's navigation menu (the default is the slide's title), select where the student will go after the slide (useful when you have hidden slides in your presentation), whether the student will advance the slide manually (usually marked "Yes," even with quizzes), whether the slide is "locked" (disabling navigation around a slide to prevent someone from simply clicking ahead to skip slides), and a display of icons showing what media are loaded for the slide.



C. Finally, save your presentation just as you would a PowerPoint presentation, using ppt's save function, then click "Publish" at the far left side of the screen.



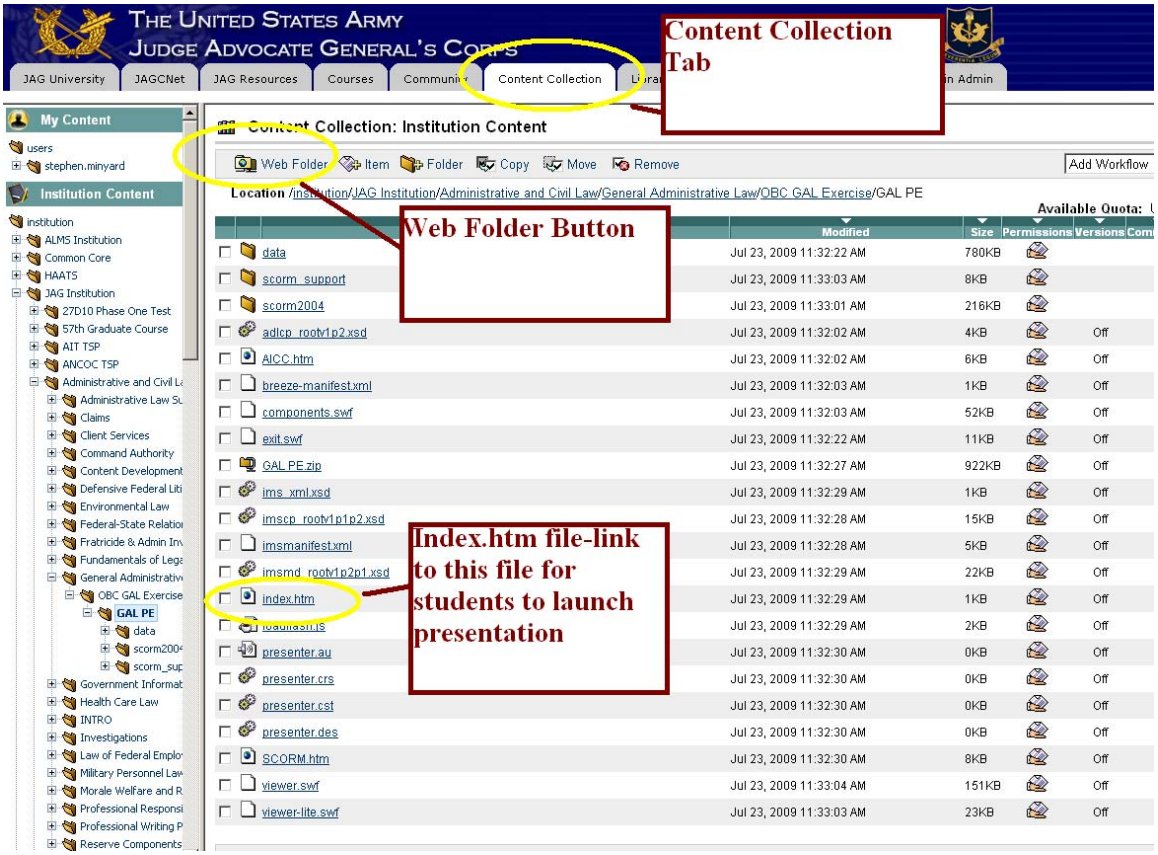
Here you will designate where the published presentation will be saved, being given the option to browse your computer. In this example, the ADK folder on the TJAGLCS I: drive has been selected. A folder will be automatically created will all of the associated files (attachments, audio, video). You can also choose to have the file published to a zip package or CD package (if you wished to send your presentation on a CD as a stand-alone presentation without internet access). Select "Publish," and your PC will work for a minute or two packaging the presentation. The final presentation will be placed in its own folder, with files similar to below:



ALL of these files will need to be transferred to the JAGU Content Collection for the presentation to work, so use the “Web Folders” option in Blackboard to copy the entire Presenter folder over to JAGU. Clicking the “index.htm” file launches the presentation.

In the example below, the professor saved the entire Presenter presentation into a folder on their desktop entitled “GAL PE.” He then logged-in to JAGU, clicked “Content Collection,” then “Web Folder” to open the Content Collection into a familiar Windows format, then dragged the “GAL PE” folder from his desktop into the “General and Administrative Law” folder created within the larger folder for his department (ADA). Finally, within the Blackboard assignment, he created a link to the index.htm file which launches the course for the student.

The dL staff can assist with posting Presenter lessons and creating links to presentations within lessons at any time!



For additional guidance on how Adobe Presenter can assist in your instructional needs, feel free to contact the dL instructional team in room 163 or at stephen.minyard@us.army.mil.