Developing Computer Based Training
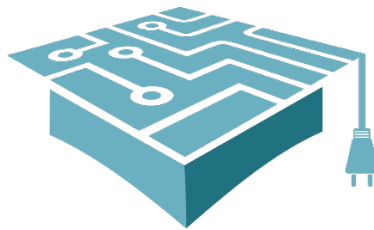

Publishing Articulate Presenter 360 Computer Based Training (CBT) for the EPRI U Learning Management System Job Aid

Published: August 15, 2018
Revision 1

Scope

This job aid will show the step-by-step process for publishing a computer based training module (CBT) for the EPRI U Learning Management System (LMS).

Intended Users

EPRI Computer Based Training Developers
Contract Computer Based Training Developers

Required Resources

Users should assemble the following resources prior to executing this job aid.

1. Completed project developed in Articulate Presenter
2. EPRI Product ID number
3. EPRI Product Formal Title
4. EPRI Product Acronym - *only needed if the course title exceeds the 80-character limit for Articulate Presenter*
5. EPRI Product Abstract (if available)

Prerequisites

Users need to confirm the following items before executing this job aid.

- The EPRI U Player has been applied to the project
- The following settings are correct in the Player:
    - The EPRI Product Formal Title or EPRI Product Acronym has been added as the Title for the player
    - If options such as Glossary or Resources are not used in the course, they have been turned off on the player
    - Browser Settings (under Other):
        - Browser Size: Resize browser to optimal size
        - Player Size: Scale player to fill browser window
        - Launch player in new window is NOT selected
        - Resume, On restart: Prompt to resume
- Course content meets all EPRI and EPRI U style and content requirements
- Determine with the Project Manager whether successful completion will be based on slides viewed, quiz results, or a trigger

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Questions

Questions on this job aid should be directed to EPRI's Training Department at epriu@epri.com.

Revision Summary

1. Updates to reflect changes in Presenter since initial version

Publishing Articulate Presenter 360 Computer Based Training (CBT) for the EPRI U Learning Management System Job Aid

Step 1 – Collect Resources

Users should assemble the following resources prior to executing this job aid. EPRI Product information can be collected from the EPRI Project Manager.

1. Completed CBT project developed in Articulate Presenter
2. EPRI Product ID number
3. EPRI Product Formal Title
4. EPRI Product Acronym – *only needed if the course title exceeds the 80-character limit for Articulate Presenter*
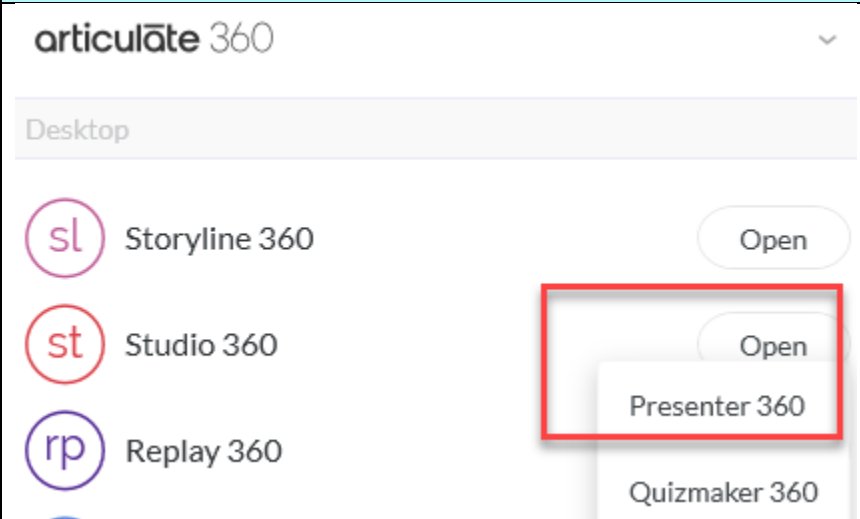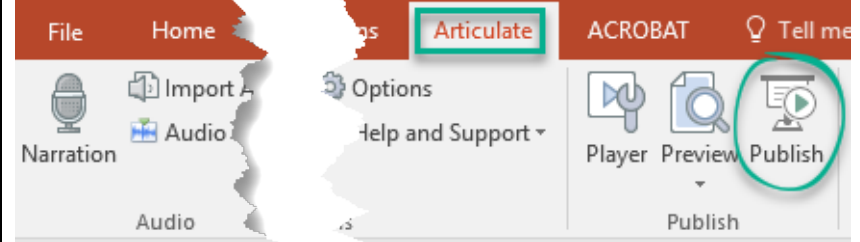5. EPRI Product Abstract (if available)

Step 2 – Confirm Prerequisites

All Computer Based Training (CBT) should be published and provided to EPRI as a SCORM .zip file ready for the EPRI U Learning Management System (LMS). This job aid is for publishing projects created in Articulate Presenter 360. It can be applied to earlier versions of Presenter, but steps may differ.

Users need to confirm the following items before executing this job aid.

- The EPRI U Player has been applied to the project
- The following settings are correct in the Player:
  - o The EPRI Product Formal Title or EPRI Product Acronym has been added as the Title for the player
  - o If options such as Glossary or Resources are not used in the course, they have been turned off on the player
  - o Browser Settings (under Other):
    - ▪ Browser Size: Resize browser to optimal size
    - ▪ Player Size: Scale player to fill browser window
    - ▪ Launch player in new window is NOT selected
    - ▪ Resume, On restart: Prompt to resume
- Course content meets all EPRI and EPRI U style and content requirements
- Determine with the Project Manager whether successful completion will be based on slides viewed, quiz results, or a trigger

	Step 3 – Open Presenter *Open* **PowerPoint** and *open* the **CBT project** (*.pptx) file
	Step 4 – Begin Publishing Process *Select* **Publish** on the **Articulate** ribbon

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Publishing Articulate Presenter 360 Computer Based Training (CBT) for the EPRI U Learning Management System Job Aid		
	Publish

⊙ Articulate 360

ā Articulate Online

⊜ LMS

◎ CD | **Step 5 – Choose LMS**

In the Publish dialog box, *select* **LMS** from the choices on the left |

Step 6 – Project Info

Select the three ellipses to the right of the Title and complete the project information as follows:

1. **Title:** Use the full formal course title as entered in SAP and provided by the Project Manager as the course Title*
2. **Use:** Use the title slide as the picture
3. **Description:** Enter the Product Abstract
4. **Keywords**, **Author**, **Email**, and **Website** may all be left blank. Including the developer's company as the author is optional.
5. **Duration:** Ensure that the Duration matches any needs determined by the Project Manager and portrays a realistic typical completion time.
   - If the course contains narration, you can choose to Calculate Automatically
   - For courses without narration, calculate duration based on a reading speed of 25 slides / hour
   - Do not leave duration as 0
6. **Date:** Leave the Date as **Last Published** so that it shows the current date
7. **Version:** Enter the version number that is part of the official course title
8. **Identifier:** Use the default Identifier
   Note: If you're republishing a course that's already in the EPRI U LMS, it is important that you do not change the value in this field.

When all items are updated, *select* **OK** to save the changes

* If the Formal course title is too long for this field, replace elements with the official course acronym as listed in SAP

Step 7 – Properties - Formats

- *Select* the current format to change the options.
- **Publish As:** Format shall be **HTML5** or **HTML5 / Flash**.
- **Articulate Mobile Player:**
  Leave unselected:
  - Use Articulate Mobile Player for iOS and Android
  - Allow downloading for offline viewing
- When all items are updated, *select* **OK** to save the changes

Step 8 – Properties

- In most cases, default setting will be used for the remaining properties.
- Ensure that the **EPRIU_Presenter_player** is being used and has been updated for this course.
- Presenter will typically be set to none.
- Tracking will be updated in step 9 below.

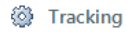|	
Output Options LMS: SCORM 1.2 ▾ REPORTING AND TRACKING… SCORM 1.2 SCORM 2004 AICC Tin Can API	**Step 9 – Output Options** • *Select* **SCORM 1.2** or **2004** • *Select* **Reporting and Tracking**… for additional options
Reporting and Tracking Options ✕ ⚙ Reporting ① LMS: SCORM 2004 ▾ Edition: 2nd Edition ▾ 　　　　　　　　　　　　　　　　　　　　　2nd Edition ③ LMS Course Information　　　　　　　3rd Edition　② 　　　　　　　　　　　　　　　　　　　4th Edition ⚙ Tracking　Title: QA Indoctrination 　　　Description: 　　　Identifier: 5avKEU3YvHM_course_id 　　　Version: 1　Duration:　　　hh:mm:ss 　　　Keywords: 　　　**LMS Lesson SCORM Information** ④ Title: QA Indoctrination ⑤ Identifier: QA_Indoc 　　　**LMS Reporting** 　　　Report status to LMS as: Completed/Incomplete　⑥ ▾ ⓘ LEARN MORE ABOUT REPORTING AND TRACKING　OK　CANCEL	**Step 10 – Reporting and Tracking Options – Reporting** In the **LMS Reporting** section, *choose* the wording you want the LMS to display for learners' statuses in reports. 1. **LMS** shall read **SCORM 1.2** or **SCORM 2004** 2. If SCORM 2004 is selected, any edition is acceptable 3. **LMS Course Information** is prepopulated from Step 6 4. **LMS Lesson SCORM Information – Title** shall match the LMS Course Information – Title 5. **LMS Lesson SCORM** Information – Identifier does not need to match the LMS Course Information – Identifier. It typically matches the course title or is a shortened version of the course title. 6. **LMS Reporting – Report status to LMS** as **Completed/Incomplete**

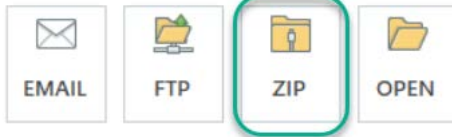|	
Publishing Articulate Presenter 360 Computer Based Training (CBT) for the EPRI U Learning Management System Job Aid	
Reporting and Tracking Options ⚙ Reporting ⚙ Tracking You can track progress and completion in two ways: ● Track using number of slides viewed Minimum number of slides viewed to complete: 27 ▼ of 27 ○ Track using quiz result Result slide to report: ▼	**Step 11 – Reporting and Tracking Options – Tracking** • Select the appropriate tracking options based on the completion criteria identified by the Program Manager. • If quizzing with a results slide is not used in the course, the option will be grayed out. • *Select* **OK** to exit the Reporting and Tracking Options
Publish ✕ ○ Articulate 360 **Title and Location** Title: QA Indoctrination ... ⓘ LEARN MORE ABOUT PUBLISHING PUBLISH CANCEL	**Step 12 – Publish** • *Select* the **Publish** button to begin the process. • Wait while the course is published. This can take a while for larger courses.

Step 13 – ZIP

- From the **Publish Successful** dialog box, *select* the **Zip** button to create a zip file for uploading into the LMS.

- When prompted, use the following naming convention for your file: **ProductID-YYYY-MM-DD.zip**, *select* a **location**, and *select* **Save**.

  Example: 3002029999-2018-04-01.zip

- *Select* **Close** on the Publish Successful dialog box to return to Presenter / PowerPoint.