

The Articulate Software has been uploaded on several laptop devices available for reservation through Resource Scheduler:

- Simply have a department staff assistant put in a reservation for the day/time desired and pick up the laptop in the computer lab.
- The first 10 laptops in cart number 2 have Articulate installed:

EQUIP - LAPTOP RECORD

- A headset is also necessary to record and these are also available for reservation in resource scheduler

LOGITECH RECORDING HEADSET

- You will pickup all necessary equipment from the computer lab
- See the instructions below for using Articulate.
- Please note that Kisha Choice is available to lead 1 on 1 training sessions in the use of Articulate Presenter: kisha.choice@carolinas.org

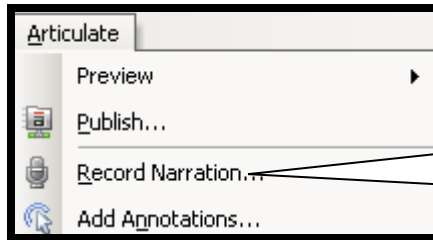
How to Use Articulate:



- Click the Articulate icon:
- Your screen will look exactly like any other PowerPoint now
- Import your presentation by clicking File and Open, then find your PowerPoint and select it so that it opens up
- To record on your slide you should see a new menu item that says “Articulate”

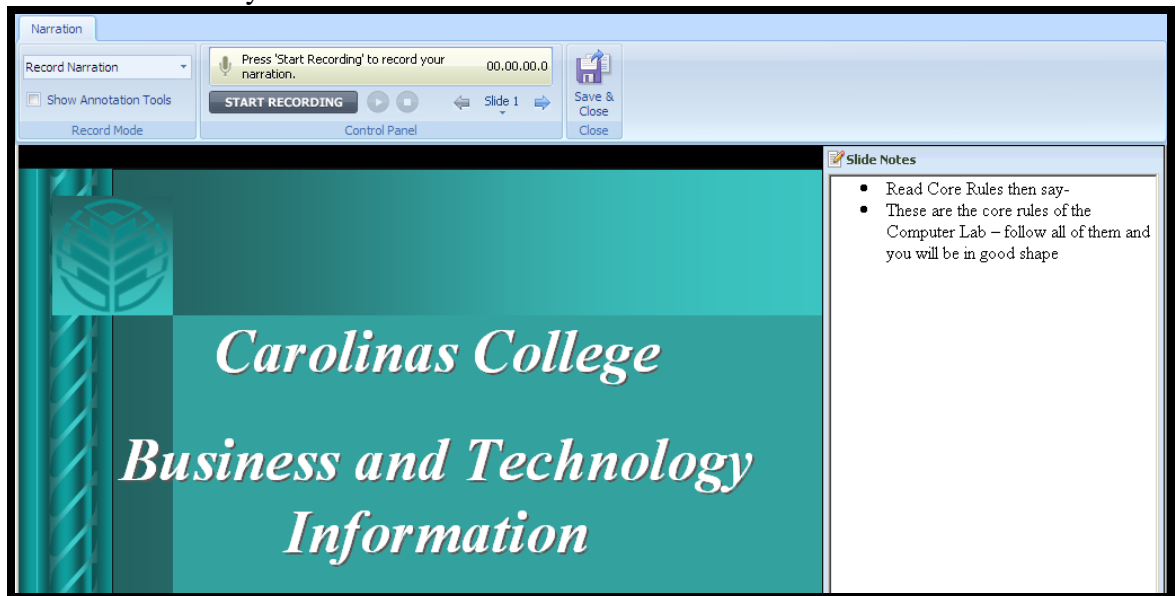




- Click the Articulate menu item and the following choices will display:

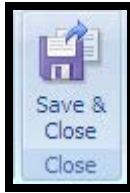


**Choose Record
Narration**

Once clicked a new window will display showing you the slide, narration tools and Slide Notes if you wish to add them:



- Make sure your headset is plugged into the USB port, click **START RECORDING** and say what you want, then click **STOP RECORDING**
- There are playback controls beside the **START RECORDING** button to play your recording and make sure you are happy with it:   If you're not happy with it, simply click **START RECORDING** again and it will record over what you just recorded.



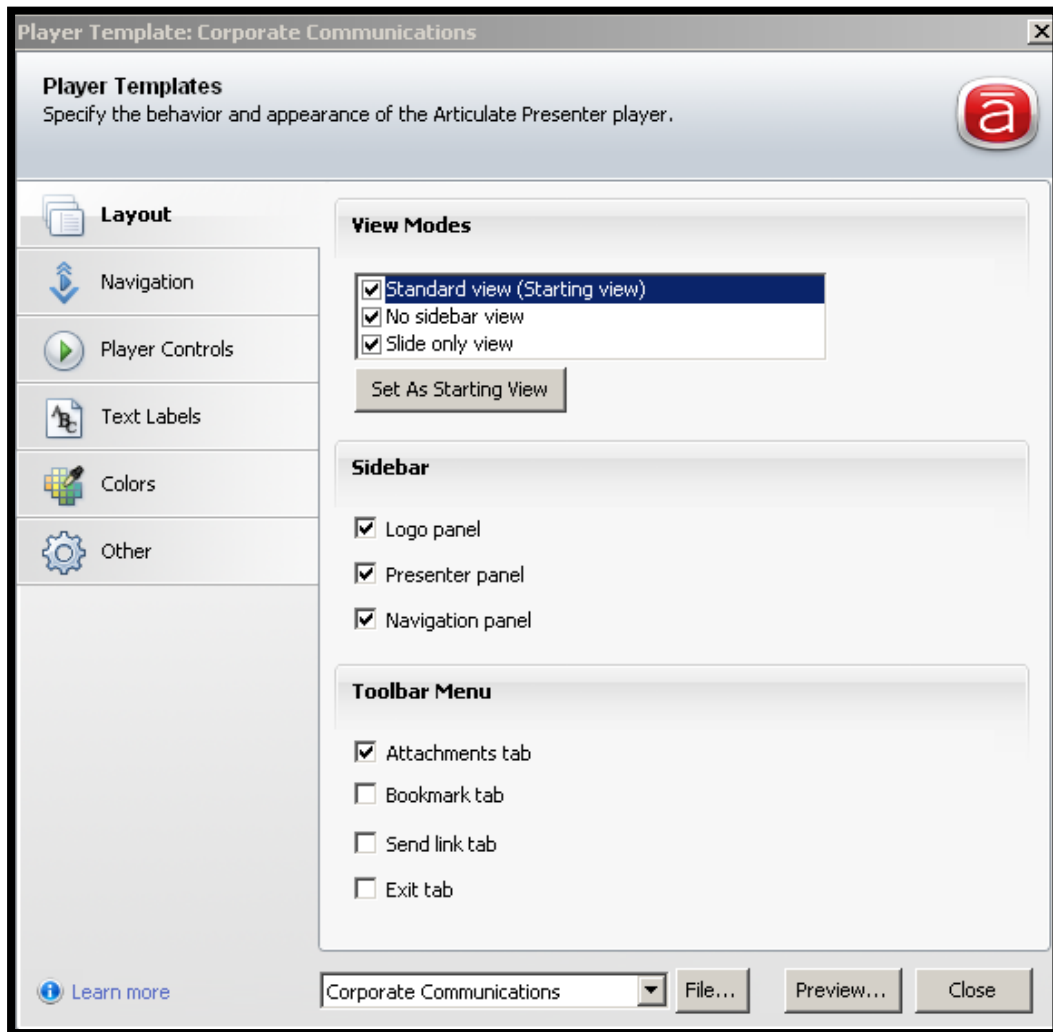
- When you're happy click
- Repeat this process for each slide
- When you are ready to complete your narration process choose "Publish" under the "Articulate" menu option



- The option you'll want to use is WEB:

A dialog box titled "Publish Location" with two sections: "Publish Location" and "Properties". The "Publish Location" section has a "Folder:" label and a text box containing "C:\Documents and Settings\sclark06\My Documents\My Articul" with a "... " button to its right. The "Properties" section has four rows: "Published title:" with a text box containing "Non-Clinical student fall"; "Player template:" with a dropdown menu showing "Corporate Communications" and a "... " button; "Logo:" with a dropdown menu showing "(None selected)" and a "... " button; and "Presenter:" with a dropdown menu showing "(None selected)" and a "... " button.


- Click the ... button beside the Folder option to choose a different folder for the WEB file to be saved in.
- Complete the Published title
- Player Template: This is up to you, but clicking the ... button will allow you to preview each type of template to determine what will work best for your presentation.



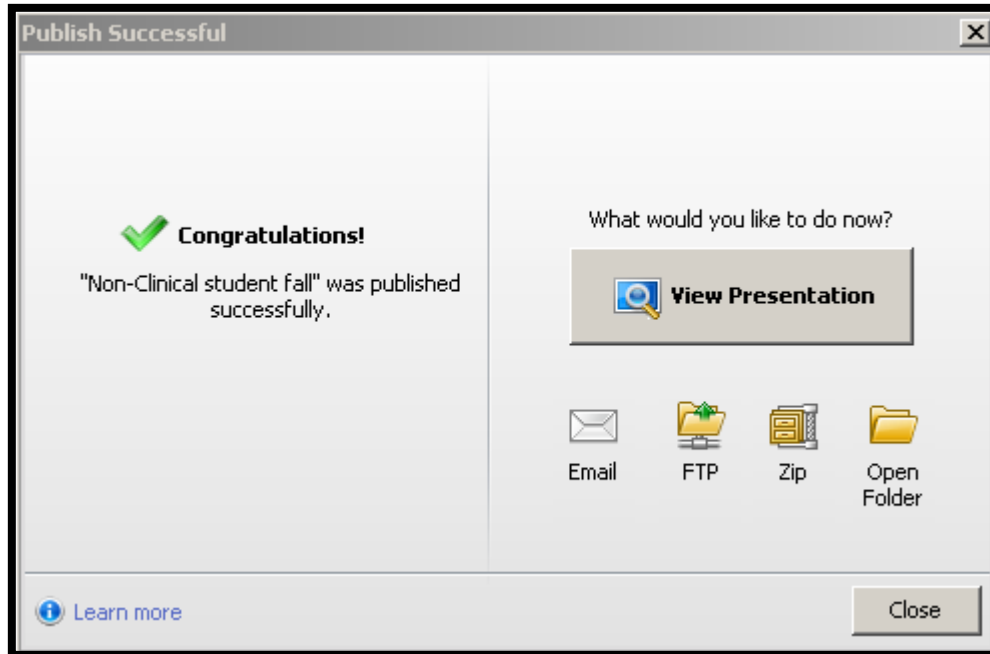
- The default is Corporate Communications, but you may see something you like under one of the other templates, so feel free to play.
- There are checkboxes that tell you what will be displayed in your presentation file that you can customize, but you don't have to. To preview what your presentation will look and sound like before you finalize it, you can click



Preview on the strip of buttons at the bottom:

- Finally, you don't need the logo field at this point, and you are the presenter, so there is no need to add another at this point.
- Click 
- Wait for the progress bar to complete going through all of your slides. You will see the screen below when completed.

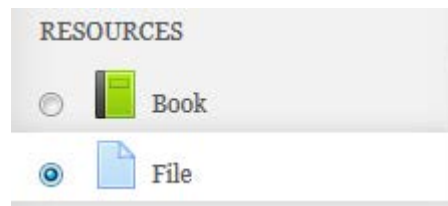
- **I highly recommend using a Zip file. Just click the Zip icon and choose the path you want the file to go and Articulate will Zip it up for you and place it where you point it. You can then upload the Zip file into the Information Portal for use in your course.



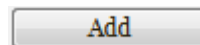
How to upload Articulate to College Information Portal:

Once you open your course page in the College Information Portal you will add a file resource as normal:

- Click the “Turn editing on” button at the top right of the course page.
 - Select the “Add an activity or resource” link.
 - Choose file by clicking the radio button next to file.



- Click the “Add” button.



- Name your presentation (whatever you type here will form the link learners click on to view the file so give it a name that suggests its purpose.)

▼ General

Name*

Description

Paragraph **B** *I* [List icons] [Link icon] [Image icon] [Video icon] [Audio icon]

Path: p

Display description on course page

- Drag and drop your file onto the arrow in the Content area.

▼ Content

Select files Maximum size for new files: Unlimited

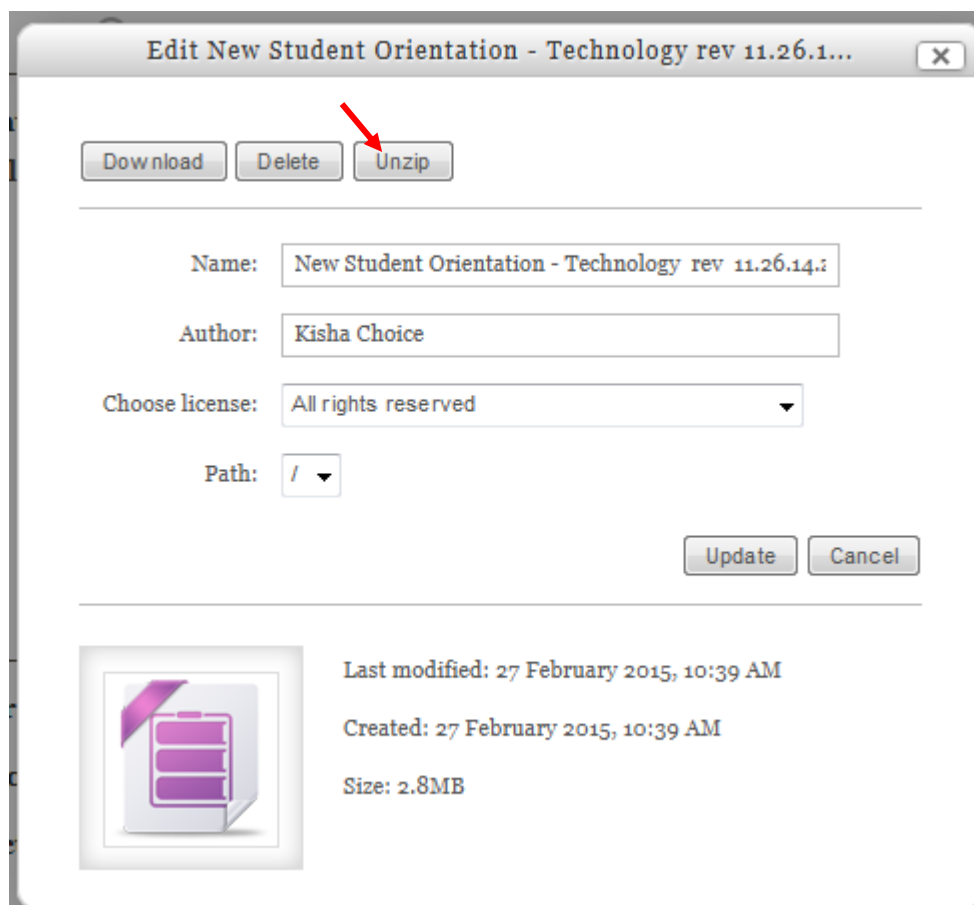
Files

You can drag and drop files here to add them.

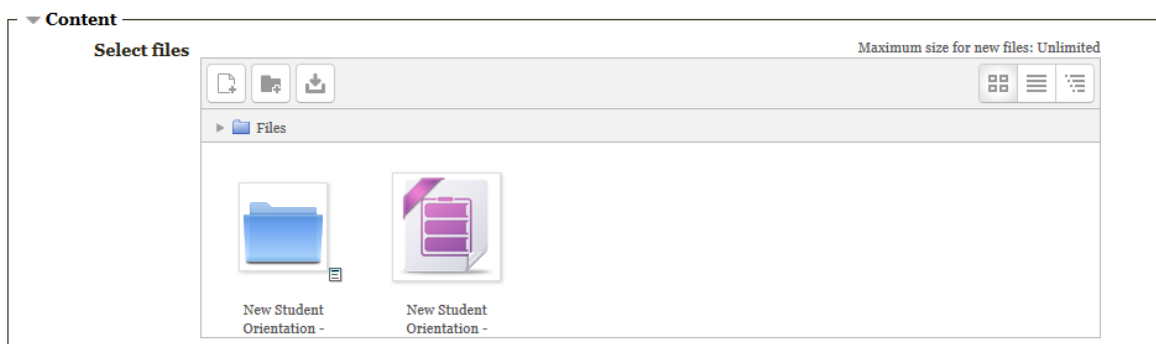
- Your zip file now appears in the “Content” area.



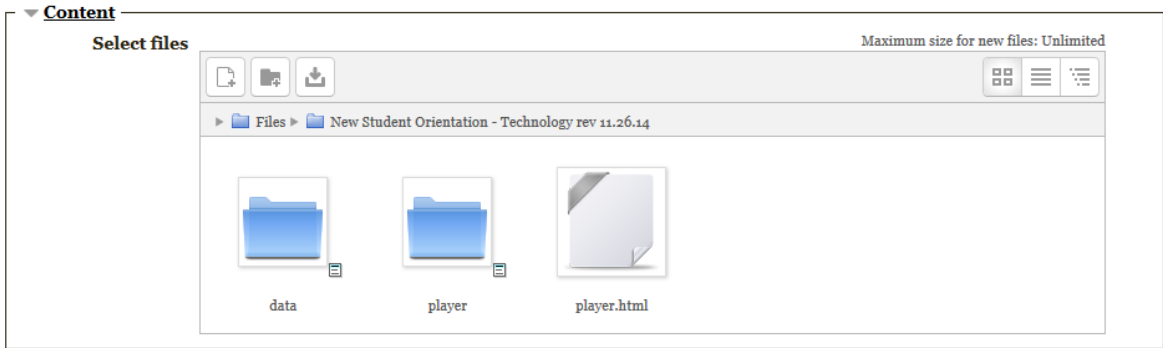
- Clicking on the zip file will open an option menu. Select the “Unzip” button to decompress your presentation.



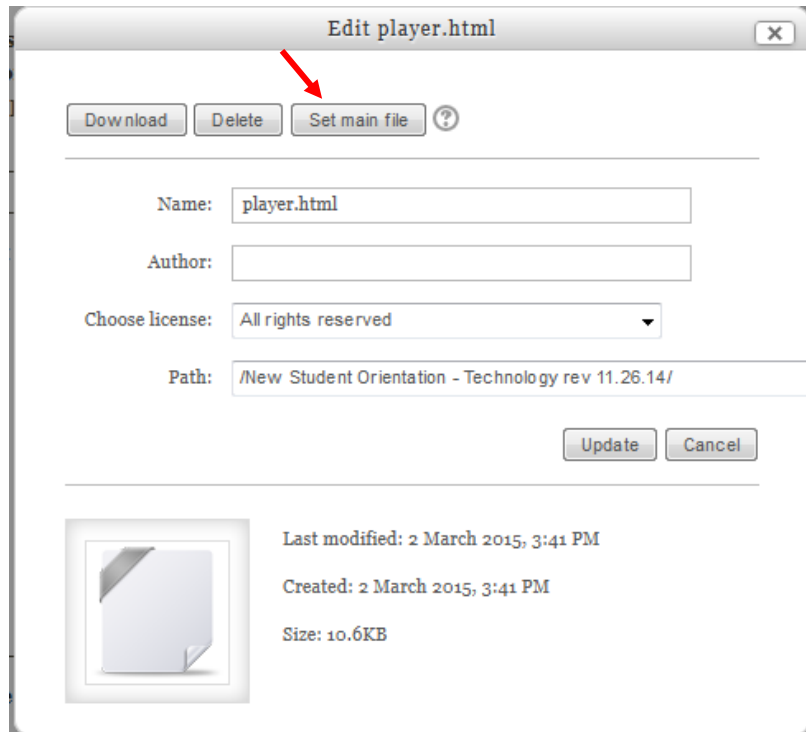
- After unzipping your presentation you will see a folder icon available in the “Content” area. Open the new folder by clicking it.



- Click on the player.html file to open the edit menu.



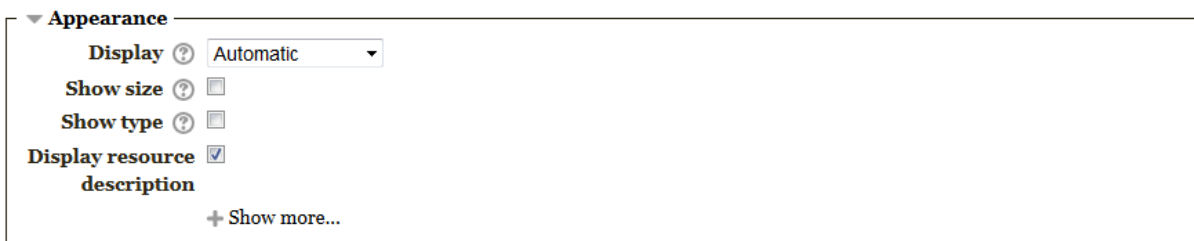
- Click “Set main file” button in the Edit player.html menu



- Click “Update” to save your changes.



- To select the display option for your presentation click the “Appearance” tab. Use the drop down menu next to “Display” to make your selection.



Below is a summary of the appearance options available.

- Automatic – will make the best guess at what should happen.
 - Embed – do you want to show the file as part of the Moodle page (images, PDFs, videos).
 - New window - very much like 'in pop-up', but the new window is a full browser window, with menus and address bar, etc.
 - Force download - do you want to force the user to save the file (or open it in a program on their desktop).
 - Open - do you want to show the file in the browser, but without the Moodle page decorations (images, PDFs, videos)
 - In a pop-up - same as 'Open', but opens a new browser window to show this file (without the Moodle heading, blocks, etc).
- Finally “Save and return to course” or “Save and display” to complete the process.

Save and return to course | Save and display