Creating Interactive Online Presentations with Adobe Presenter 6.1

Prepared by the Radford University Technology in Learning Center

CONTENTS

For more information about courses and services offered by the TLC
tlc@radford.edu   -OR-   540-831-5974

Getting Started

Login to the RU Adobe Connect Server

1. Direct your web browser to **http://breeze.radford.edu**
2. Provide your RU login credentials where directed.

Login:

username

Password:

****

Login

Need help?
Forgot your password?

3. Click the 'Login' button.

Check your user profile and options

1. Click the 'My Profile' link --near the top of the browser window

My Profile | Help | Logout:

2. Click 'Group Memberships'

My Profile | Change My Password | Edit My Preferences | **Group Memberships** | Organization
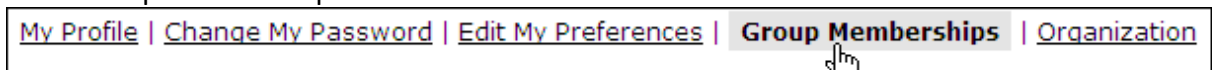
You must see 'Author' listed in your 'Group Memberships' list in order to create Adobe Connect Presentations. If you are not in the 'Author' group contact tlc@radford.edu (cc: ccosmato@radford.edu; kpterry@radford.edu).
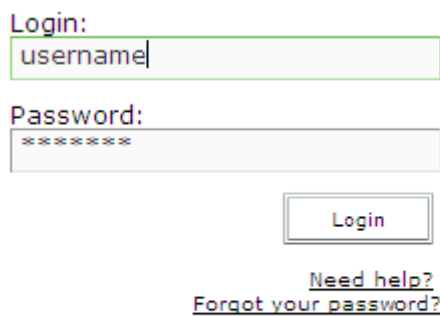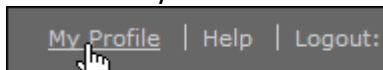
For more information about courses and services offered by the TLC
tlc@radford.edu   -OR-   540-831-5974

All contents copyright Radford University 2076 except where otherwise noted
Rev. 11/01/2007 CWC.

3. Click the 'Home' link to return to the Adobe Connect Manager home page.

Download and Install the Adobe Presenter PowerPoint Plug-in
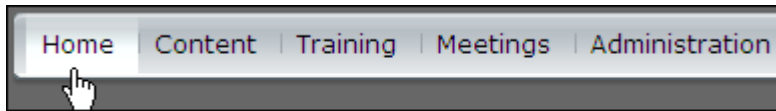
1. From the left sidebar menu select 'Getting Started'
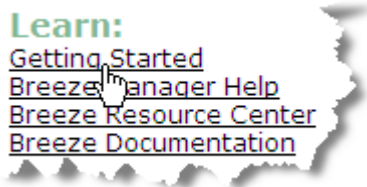
2. Take a look around at the resources available on the 'Getting Started' page, under the heading 'Publish Presentations'. Now, select first option, 'Install Adobe Presenter'.
   Note: If you are a previous Breeze user (prior to August, 2006) you should still complete this step to get the latest version of the publisher plug-in.
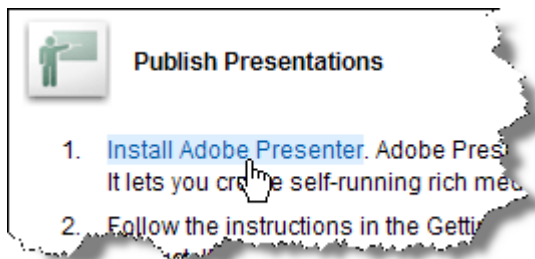
3. On dialog that follows, select 'Run'.
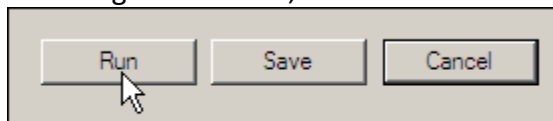
For more information about courses and services offered by the TLC
tlc@radford.edu   -OR-   540-831-5974

All contents copyright Radford University 2076 except where otherwise noted
Rev. 11/01/2007 CWC.

4. To verify that installation was successful start the PowerPoint 2007 application on your computer. You should see a new tab on the tool ribbon titled, 'Adobe Presenter'.
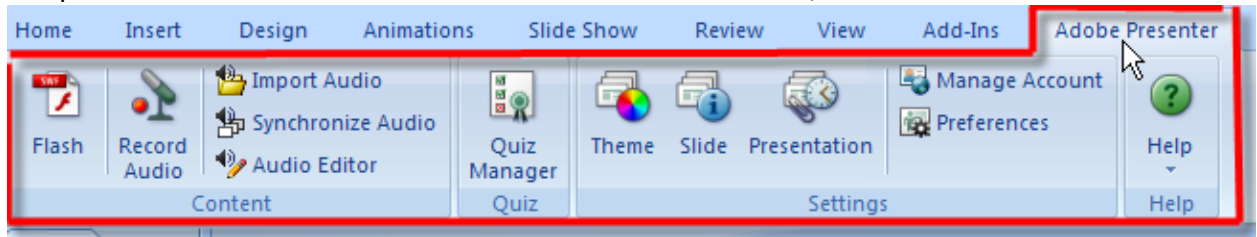
Creating an Adobe Presentation

Open and Examine a Pre-Existing PowerPoint Presentation

1. With the PowerPoint application running select the Office button then 'Open' and find a Powerpoint files that you have already created on your computer. The powerpoint presenter plugin installer will place a sample powerpoint file on your computer called Getting_Started_with_Adobe_Presenter_6v2.ppt. It is locatd in C:/Program files/Adobe/Presenter 6/
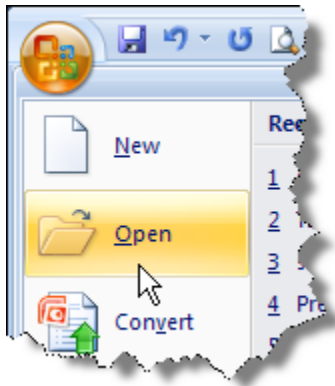
2. Use the elevator buttons on the right hand side of the screen to flip through the slides and read the speaker's notes prepared for each slide. The speaker's notes will be used

as a script for narrating this presentation.
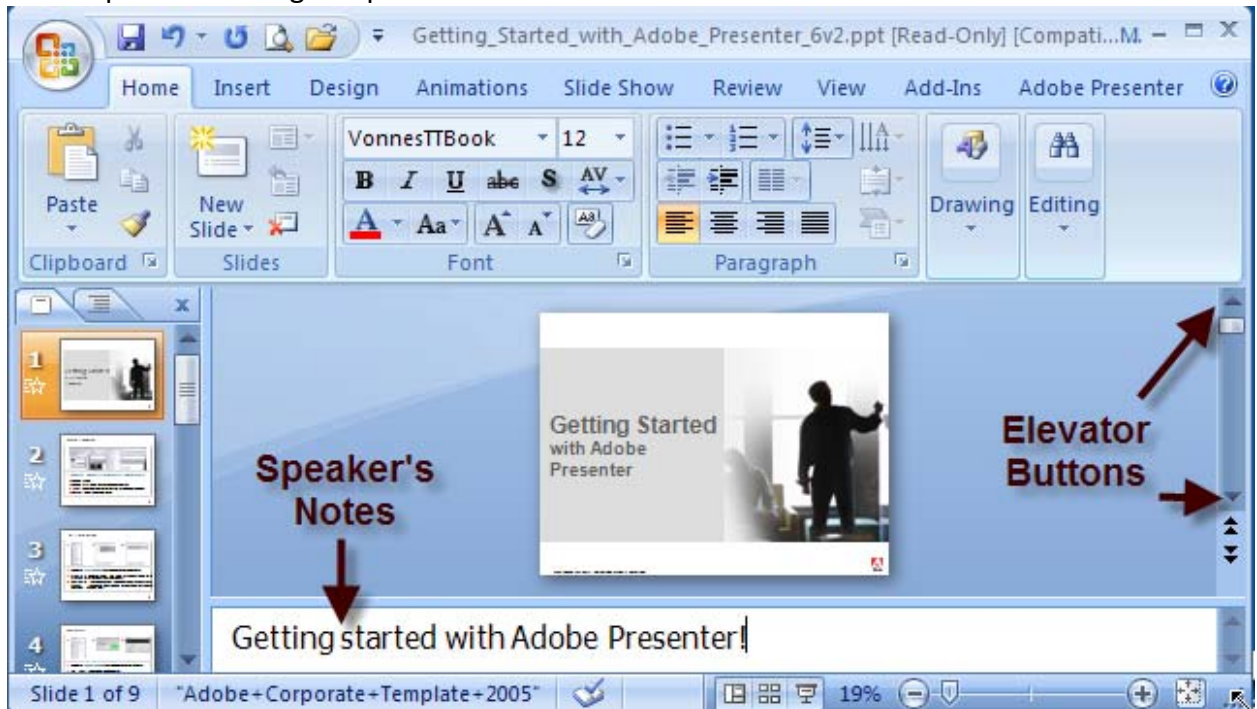
3. Locate the 'Adobe Presenter' tab on the ribbon and click it to inspect it's contents.
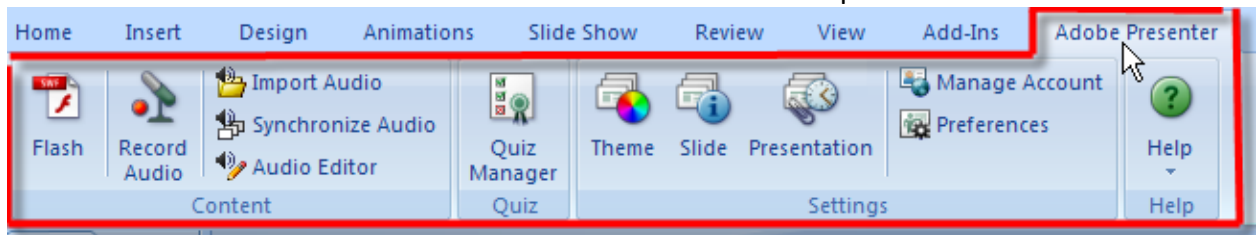
All of the tools you need to convert a standard PowerPoint to an Internet streaming Presentation are contained in this menu. Note: *Save your work frequently as you make modifications to your presentation.*

4. Click the 'Slide Show' tab on the ribbon and then select 'From Beginning' and click your way through the presentation as it currently exists. Notice that some slides contain animations to highlight material or present material in a particular order. At the end of the full screen preview you will reach a black screen and will be prompted to click the mouse one last time to return to editing mode. Please do so and continue the lesson.

Add Audio(Narration) to a Presentation

1. Make sure you have a microphone (with 1/8" microphone plug) connected to the microphone input on your computer's sound card (usually a pink or red jack).

Microphone Jack

-OR-   Connect a USB microphone to one of the computer's USB ports.

Note: *Some computers (such as tablet or MacBook computers) have an integrated microphone and will not require you to use an external microphone. However, external microphones (even cheap ones) generally produce better sound quality.*

2. Use the elevator buttons to return to the first slide in the presentation. From the 'Adobe Presenter' menu select 'Record Audio'.

3. The microphone level adjustment wizard begins. With the microphone positioned near your mouth (but not directly in the path of your breath which makes a 'windy' noise in recordings) read and re-read the passage in your normal presentation voice until the status window turns from red to green. Click the 'OK' button.
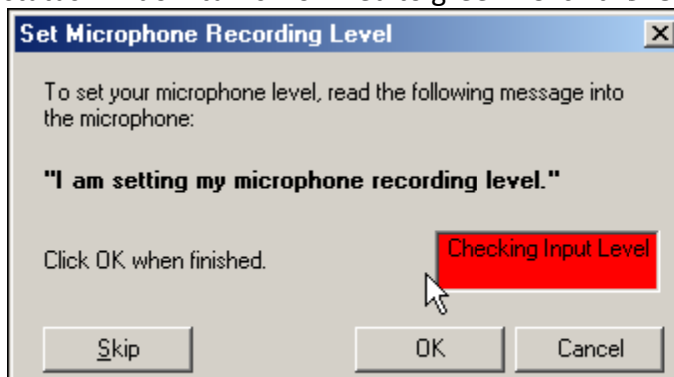
Set Microphone Recording Level

To set your microphone level, read the following message into the microphone:

"I am setting my microphone recording level."

Click OK when finished.

Checking Input Level

Skip   OK   Cancel

For more information about courses and services offered by the TLC
tlc@radford.edu   -OR-   540-831-5974

All contents copyright Radford University 2076 except where otherwise noted
Rev. 11/01/2007 CWC.

4. The slide show will begin with the 'Record Narration' dialog showing. Click the 'Import Notes' button in this dialog to import your slide notes into the narration tele-prompter for all slides.

> Import Notes   Export Script

When the 'Import Notes' dialog appears (see below) go ahead and select the 'All slides' option, then click 'OK' --Slide notes from each slide is imported as a narration script in the audio recorder.
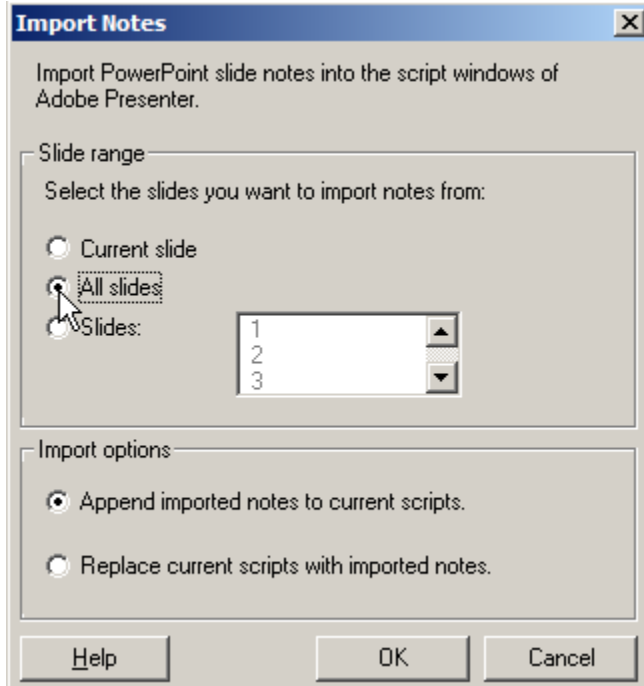
Import Notes ✕

Import PowerPoint slide notes into the script windows of Adobe Presenter.

Slide range
Select the slides you want to import notes from:

○ Current slide
⦿ All slides
○ Slides: 1
               2
               3

Import options

⦿ Append imported notes to current scripts.

○ Replace current scripts with imported notes.

Help   OK   Cancel

5. Click the red record button to begin reading your narration for the first slide. Click the stop button when you finish. If you make a mistake click the record button again to re-record. Click the 'Next>>' button to advance to the next slide.
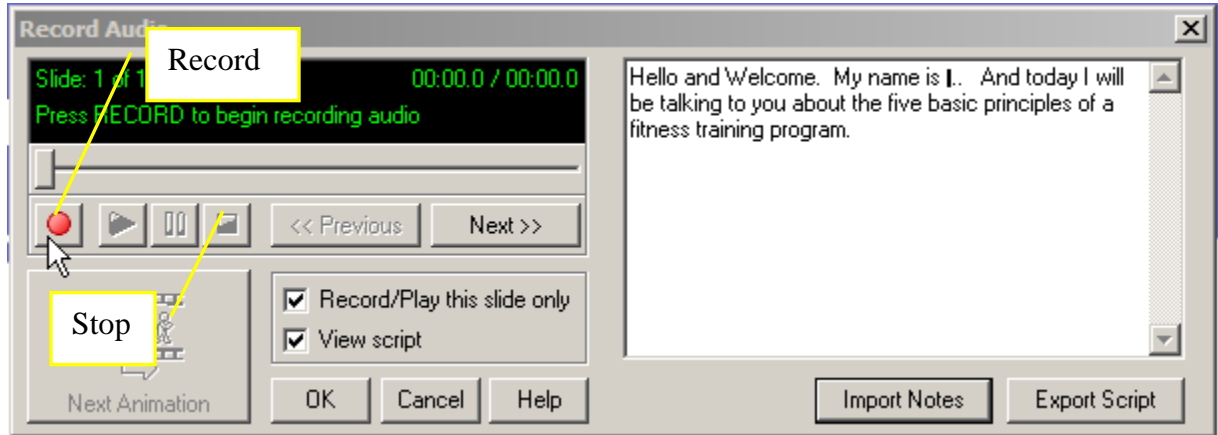
6. The second slide in this presentation contains an animation that is to occur at a specific point in the narration (indicated by the words 'play animation' in the script). While recording you can click the 'Next Animation' button to invoke an animation. It may take you a few tries to get the hang of it so be patient.

Figure 1: The 'next animation' button

Note: *If your computer supports addition of a second monitor you can drag the 'Record Narration' dialog off the presentation screen to make tele-prompting during recording easier.*

7. Continue in like fashion until all slides in the presentation are narrated. Click 'OK' when you are done narrating. If you accidentally close the narration dialog before you are done narrating just go to the next slide you wish to narrate and re-invoke the recording dialog by clicking the 'Adobe Presenter' tab and 'Record Audio'. Be sure to save your work!
Note: *You do not have to add narration to every slide.*

Best practices with Narration Scripts:

The downside of the narration recording dialog is that it can obscure the view of the slide that you are narrating. However, there are two possible ways to remedy this. BEFORE recording audio set the window size of the PowerPoint application to only partially cover your computer screen. When the record audio dialog appears you will have room to 'drag' it to an area which no longer obscures the view of your slides. Example below:
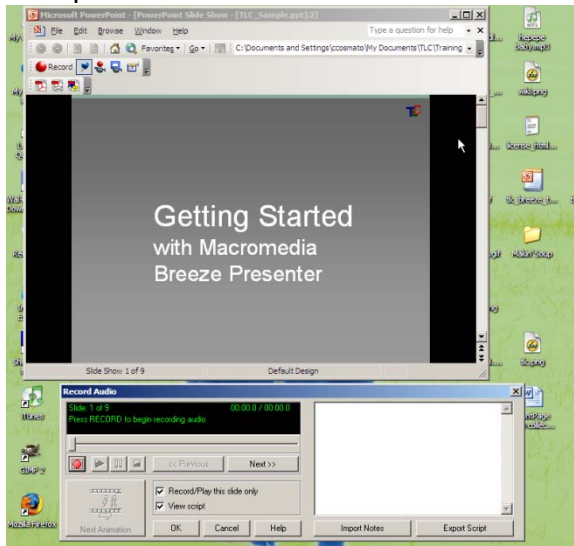
Use a dual monitor setup if you have a second monitor available to you and your computer supports dual monitor mode. Most laptops can support simultaneous display of the laptop screen and an external monitor. To extend the desktop across two monitors just attach and power-up the second monitor, right-click the desktop and click 'graphic options', 'output to', and 'extended desktop'.
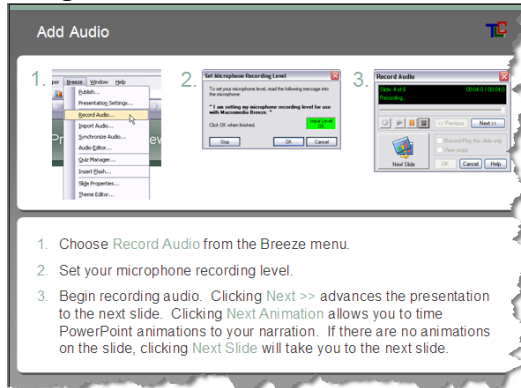

Figure 2: Using a Dual-Monitor setup for recording narration

For more information about courses and services offered by the TLC
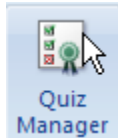tlc@radford.edu   -OR-   540-831-5974

All contents copyright Radford University 2076 except where otherwise noted
Rev. 11/01/2007 CWC.

Add Practice Questions with Feedback

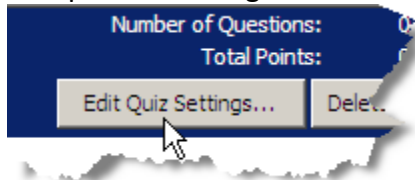1. Using the elevator buttons, advance to slide titled, 'Add Audio':

   We're going to add a review question with feedback after this slide.

2. From the 'Adobe Presenter' menu select 'Quiz Manager…'

   The quiz wizard begins. Click the 'Edit Quiz Settings..' button.

3. Carefully read the options under the 'Quiz Settings' and 'Pass or Fail Options' tabs.
   Now, apply these criteria:
   a. Quiz is named, 'Presenter Orientation'
   b. Required -User must take the quiz to continue
   c. Allow backward movement in the quiz
   d. Allow user to review quiz
   e. Show score at the end of quiz
   f. 100% correct to pass
   g. If passing grade, Go to next slide
   h. If failing grade, allow 3 attempts
   i. If failing grade, Go to 'Slide 4 – Add Audio"

   Click 'OK'

4. Click the 'Add New Question' button. Select 'Multiple Choice' as the question type and then click 'Create Graded Question'.

5. You will notice three tabs (Question, Options, & Reporting, respectively). Use the correct options to create a question meeting these criteria:

       a. Question Name, "audio 1"
       b. Question: Which of the following best describes the process for adding narration?
       c. Answers
           1. You must record the narration in an external application, import, and then synchronize slides to the audio.
           2. You CAN import externally recorded narration and synchronize slides or you can record with the built in recorder all at once or one slide at a time with automatic synchronization of slides, animations, and narration.
           3. You must record the entire presentation in one take with the internal recording application. Re-record the entire presentation until you get it right.

6. Select '2' as the correct answer.
7. Add custom feedback to the response items if you wish.
8. Click 'Ok' …and click 'Ok' again… when you are done.
9. Use the elevator buttons to verify that the question was added after the 'Add Audio' slide.
10. You can add additional quiz questions or quizzes at any time by invoking the quiz manager from the Adobe Presenter tab.

Note: You can edit the wording of your quiz question directly on the PowerPoint slide. Likewise you can add a picture or other media to the slide containing the question. Your quiz will not function until the presentation is published to the server. You can add additional quizzes or add questions to the current quiz at any time by re-invoking the quiz/survey wizard.

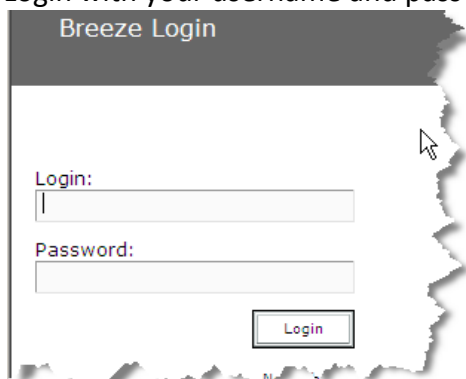### *Publish the Presentation to the Adobe Connect Server*

1. Save your work and select 'Publish' from the 'Adobe Presenter' menu on the ribbon.

2. The publish presentation dialog appears. Select, 'Adobe Connect' as the publication destination. Make sure that the server information that displays is correct. It should point to http://breeze.radford.edu. If not, click the 'server settings' button and make necessary changes.
3. Click the 'Settings…' button. Note the possible options and also note that you can create presentation file attachments. This would be handy if your presentation is, say, on a particular business model and you want to provide an attached excel spreadsheet for what/if exploration. Click 'OK' when you are done.
4. Click 'Publish'

5. Login with your username and password where prompted:

Note: *If you forget your password just click the 'forgot your password' link and it will immediately be emailed to you.*

6. The publication location screen will appear. There is much information on this screen; however you only need to find the statement in large letters that the current publication location is User Content >yourusername Click the 'Publish to This Folder' button.
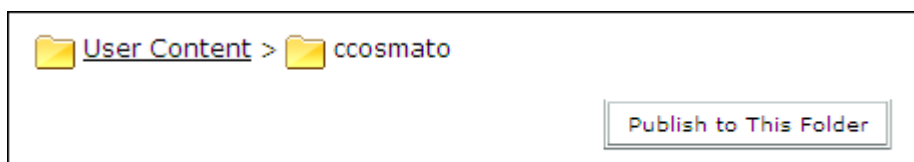
7. You will now encounter a series of prompts to answer questions. For now you should:
   a. Give the presentation a title
   b. Provide a brief summary description where requested
   c. Select a language for on-screen controls
   d. Click 'next'
   e. Click 'customize' to set viewing permissions. You can change these at any time. The default permission is that only you can view the presentation. If you set the permission to 'public' anyone with the URL can view it. Otherwise, you can select users (including course aliases) from the list and set permissions.
   f. Click 'next' when you are done setting permissions.
   g. The presentation is published and a summary screen of publication information appears. You can launch the presentation by clicking its URL.
   h. Close your web browser when you are done.

Local or CD-Rom publishing

Publishing to a local location (on your computer) takes just a few simple steps:
1. Open a PowerPoint presentation that has Adobe Presenter enhancements (narration, quiz questions, etc).
2. From the Adobe Connect tab select 'Publish'
3. Select a local location rather than the Adobe Connect server for publishing. Note the options to publish to a zip file or create CD autostart menus. The entire presentation will be published to a new folder (and zipped into a single file if you select that option *).
4. Locally published copies of the presentation are complete and can play from you computer or can be copied to portable media; --they will NOT report quiz data to the Adobe Connect Server or WebCT so any quiz questions will be for practice only.

* Publishing to a zip file is a nice option if you want to send the entire presentation to someone via file transfer. They only need an unzipping utility on their computer to extract the presentation from the zip file.

Publishing the Presentation to WebCT/Blackboard 6.0

You can publish the finished presentation to the WebCT server. The advantage to this is that the presentation is available only to students registered in your course. Also, the students will find access to all materials in one place.   The route to publishing a non-scored presentation to WebCT/Blackboard is as follows.
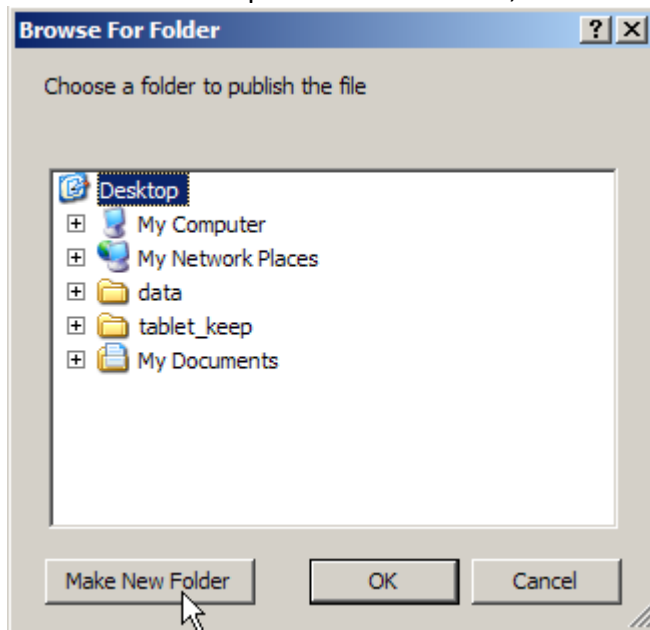
Prepare the presentation for inclusion in WebCT/Blackboard
1. Open the PowerPoint file you used to create the Adobe presentation (in PowerPoint).
2. Make edits (if any) to the file and save.
3. Now, from the Adobe Presenter tab select 'publish'
4. Select 'my computer' as the destination
5. Click the 'Browse' button.

6. Browse to 'Desktop' and then click the, 'make new folder' button.

7. Type in a name for the folder where indicated and click 'ok'.
8.   Under 'output options' make sure 'zip files' is not selected.
9. Now, click 'publish'.
10. When the publish wizard finishes close PowerPoint and minimize or close all unneeded windows, so that you can see your windows desktop. You should see your new folder there. Inspecting the contents of the folder should reveal that several files (4) and a folced named 'data'. Close the folder.

Add the presentation to the WebCT course

1. Close PowerPoint if it is still open.
2. Launch WebCT & Login to your course
3. Click the 'build' tab
4. Under the heading 'designer tools' click 'file manage'
5. Click the pull-down menu located next to the words, 'file manager ' and select 'open as web folder' (see picture below).
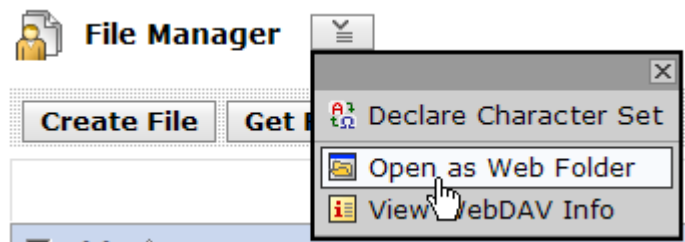
6. A new window will appear that shows the current folders and files located in your WebCT course. Minimize your web browser (and any other open applications) so that

all you see on your screen is this window and your desktop.

7. Use your mouse to drag the breezo folder (folder containing your presentation files and folder) to the WebCT web folder window. You breezo will be copied into WebCT.

8. Bring your browser window back up and navigate to the home page of your course (or another page where you would like to place a link to the Breezo
9. Click 'add file'
10. Browse 'class files' for the folder bearing the name of your presentation. Click the folder to open it.
11. Select the checkbox next to the file 'index.htm'
12. Click 'Ok' --The breezo is now available to students as a clickable link.
13. Change to student view and check the link.

What if I want to make changes to my presentation?

On your local computer you will notice that residing in the same folder where you saved your work is what appears to be a duplicate file:
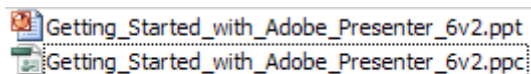
Upon closer inspection you will notice that the "duplicate" file has a different file extension (.ppc) as long as you keep these two files together you can use PowerPoint to make edits to original presentation (the .ppt file) and republish the modified file to the server (or locally). The server will ask you if you really want to update the existing presentation. If for some reason these two files ever part ways or are deleted a backup copy is automatically created on the server every time you publish to the server. Just go to http://breeze.radford.edu, login, and download the source files from your content tab.

For more information about courses and services offered by the TLC
tlc@radford.edu   -OR-   540-831-5974

All contents copyright Radford University 2076 except where otherwise noted
Rev. 11/01/2007 CWC.