

# **Information Technology Services Reference Guide**

**Adobe Presenter**

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**CASE WESTERN RESERVE**  
**UNIVERSITY** EST. 1826

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## Adobe Presenter

Adobe Presenter is a plug-in for Microsoft PowerPoint that allows users to incorporate rich media content such as audio, video and quizzes into a PowerPoint presentation. The Adobe Presenter manual will lead you through the basic steps of creating a PowerPoint presentation that utilizes Adobe Presenter functionality.

Adobe has created a video introduction to Presenter that is located at <http://www.youtube.com/watch?v=4Kqcfq7s2Js>

## Before You Begin

Please note the following best practices and take them into consideration before developing a presentation using Adobe Presenter.

- Create your PowerPoint presentation in its entirety before incorporating Presenter attributes such as audio, video or quizzes.
- If you plan on using audio in your presentation, prepare your PowerPoint with animations that will enhance your message. Animations can be synced with audio once it's recorded.
- Save your presentation before adding Presenter attributes. Create a new version of the presentation and add Presenter attributes only to that version. This will enable you to easily use your non-Presenter version for classroom teaching and your Presenter version for online teaching.

## Setting up Presenter


This section of the Adobe Presenter manual will show you have to set up Presenter so that it works correctly.

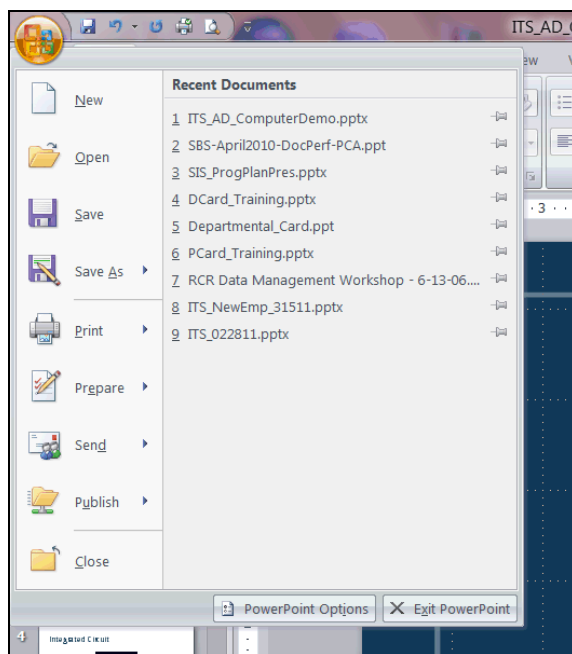
## Enabling the Presenter Add in

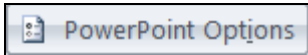
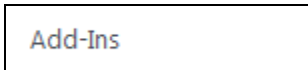
After you have installed Adobe Presenter on your machine, you should be able to open PowerPoint and see the Adobe Presenter tab in the ribbon at the top of the PowerPoint window. If you cannot see the Adobe Presenter tab, follow these directions to allow the add-in to be accessed in PowerPoint.

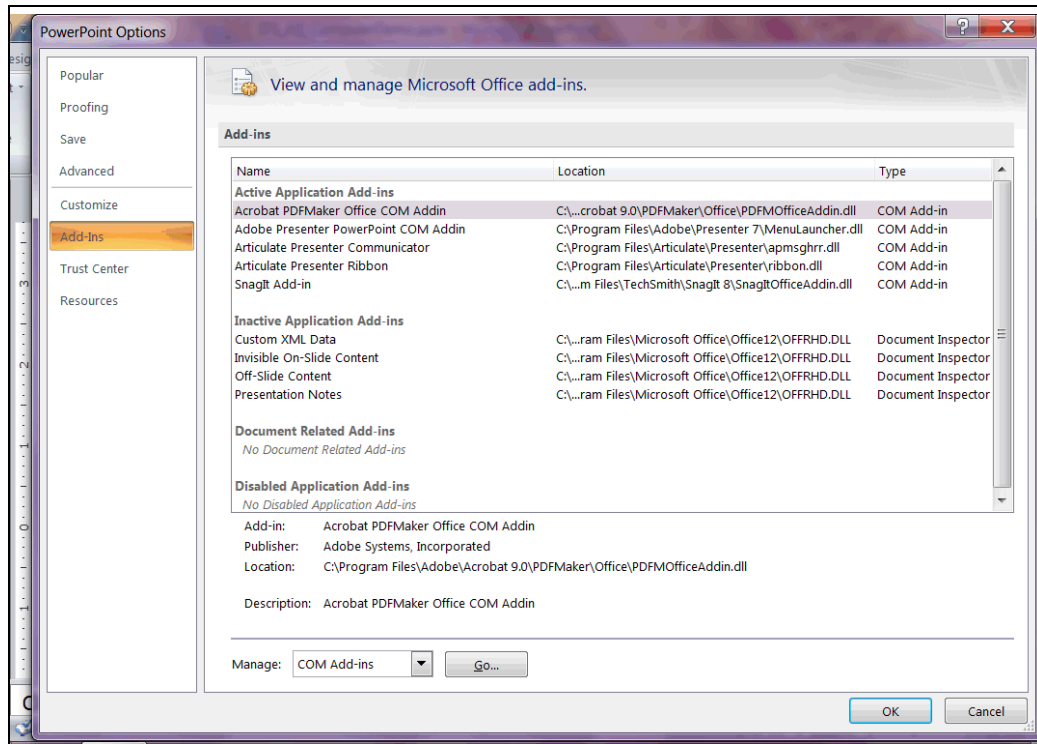
### Procedure

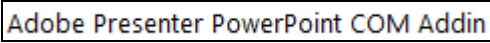

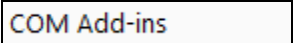
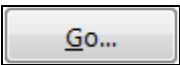
Begin by opening a new or existing file in Microsoft PowerPoint.

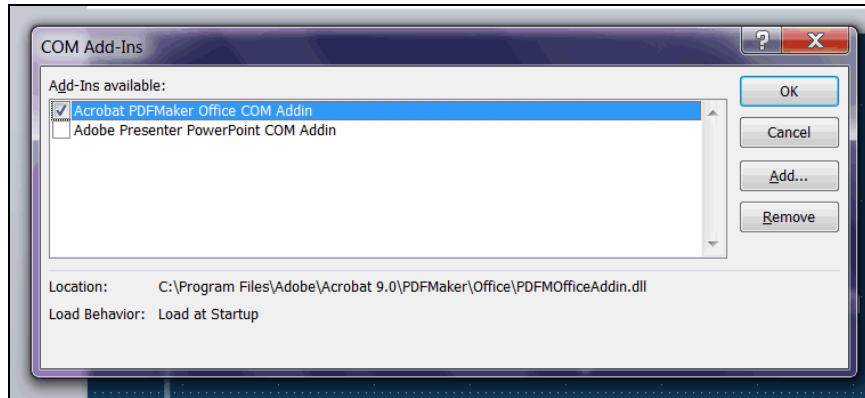
Step	Action
1.	Click the <b>Office</b> button. 

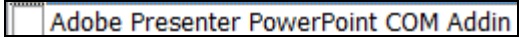
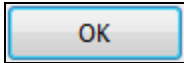


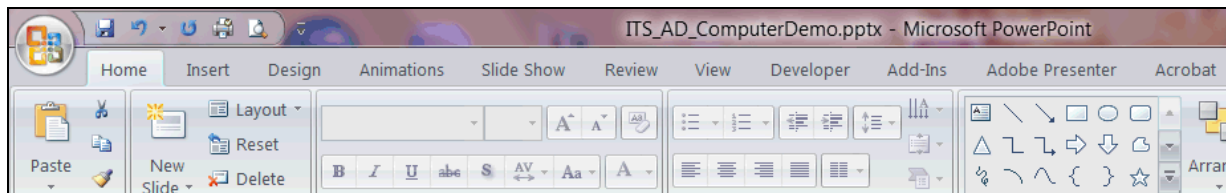
Step	Action
2.	Click the <b>PowerPoint Options</b> menu. 
3.	The PowerPoint Options window appears.  Click the <b>Add-Ins</b> list item. 



Step	Action
4.	Click in the <b>Adobe Presenter PowerPoint COM Addin</b> field. 
5.	Click the <b>Manage</b> dropdown button to activate the menu. 
6.	Click the <b>COM Add-ins</b> list item. 
7.	Click the <b>Go...</b> button. 



Step	Action
8.	Click the <b>Adobe Presenter PowerPoint COM Addin</b> option so that its checkmark displays. 
9.	Click the <b>OK</b> button. 



Step	Action
10.	The Adobe Presenter tab should now appear in the ribbon at the top of the PowerPoint window.
11.	If you cannot activate your Presenter Add-in due to administrative rights on your computer, please contact your local IT authority. If you are having difficulty with Presenter that is not related to administrative security rights, please contact <a href="mailto:help@case.edu">help@case.edu</a> or 216.368.HELP. <b>End of Procedure.</b>

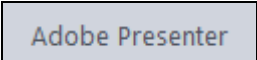


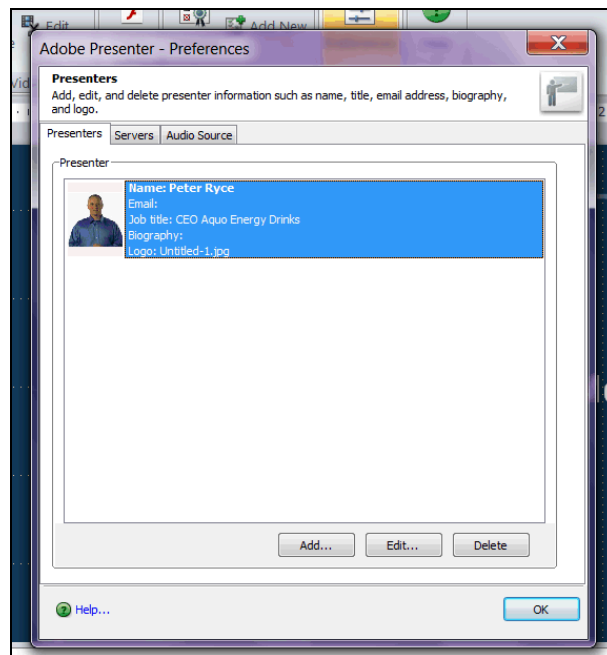
## Setting up Your Presenter Profile

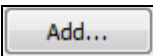
The Adobe Presenter profile is used to show viewers information about the individual giving the presentation. The profile allows you to display your name, title, email address, photo, university logo and biography. You can use all or some of these options for creating a profile. This topic will explain how to create a profile that will appear with your presentation once it is published.

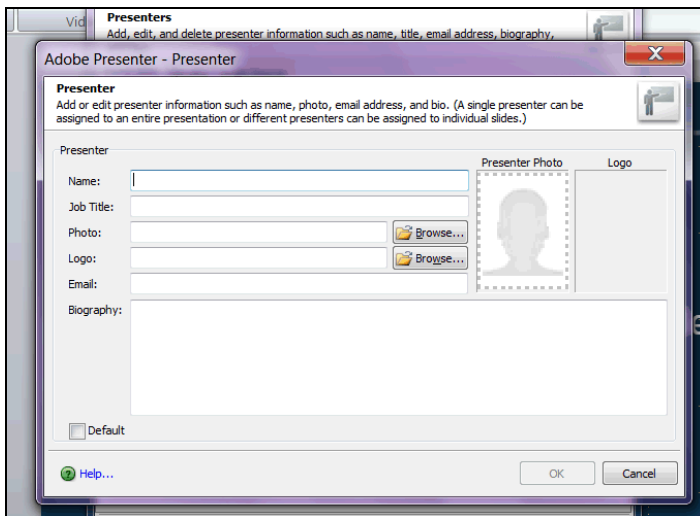
### Procedure

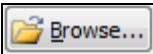
Begin by opening a new or existing PowerPoint presentation.

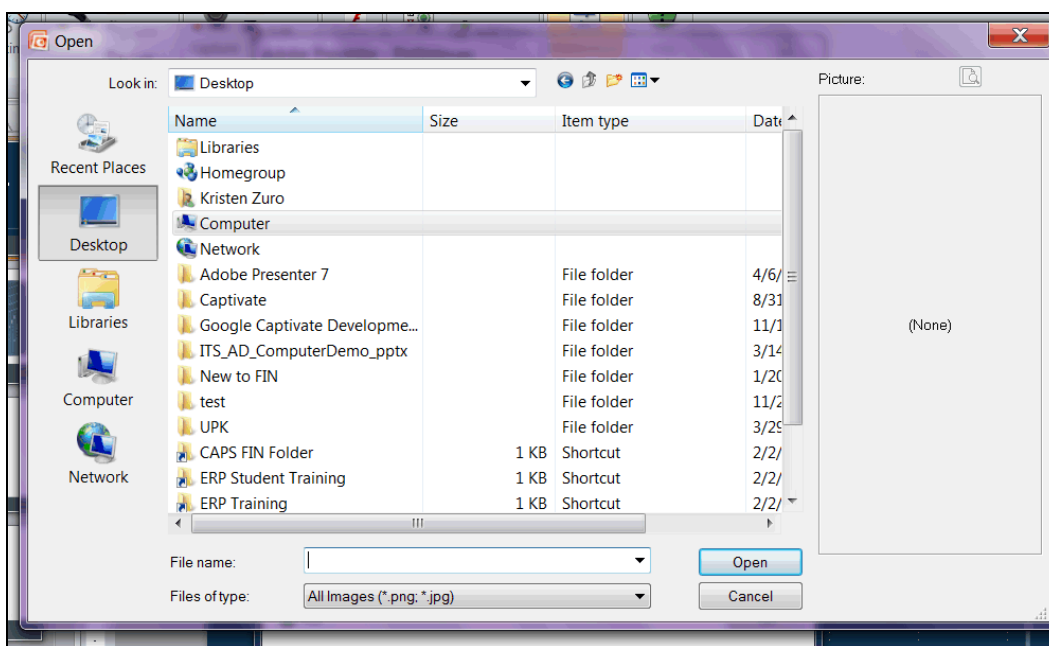
Step	Action
1.	Click the <b>Adobe Presenter</b> tab. 
2.	Click the <b>Preferences</b> button.

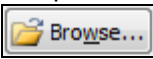
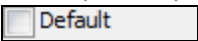
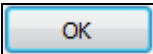


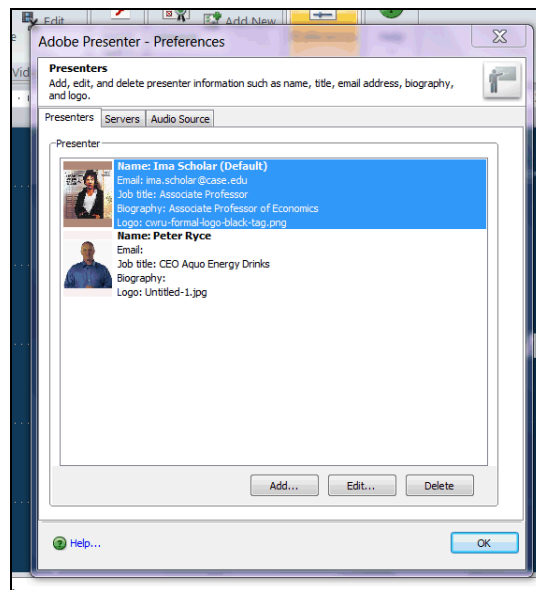
Step	Action
3.	The Preferences window appears. Click the <b>Add...</b> button. 

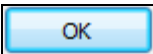


Step	Action
4.	The Presenter window appears.  Enter your name into the <b>Name</b> field.
5.	Enter your title into the <b>Job Title</b> field.
6.	To upload a photo of yourself, click the <b>Browse...</b> button to the right of the Photo field. 



Step	Action
7.	The Open dialogue box appears. Locate and select your photo and click the <b>Open</b> button.
8.	To upload a university logo, click the <b>Browse...</b> button to the right of the Logo field. 
9.	The Open dialogue box appears. Locate and select the appropriate logo and click the <b>Open</b> button.
10.	Enter your email address into the <b>Email</b> field.
11.	Enter information about yourself into the <b>Biography</b> field.
12.	Click the <b>Default</b> option to make your profile the default profile for presentations developed on your machine. 
13.	Click the <b>OK</b> button. 



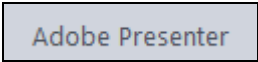

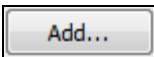
Step	Action
14.	The Presenters tab appears containing your profile. To edit your profile, select it and click the <b>Edit</b> button.
15.	Click the <b>OK</b> button in the Preferences window. 
16.	This completes the process of setting up your profile in Adobe Presenter. <b>End of Procedure.</b>

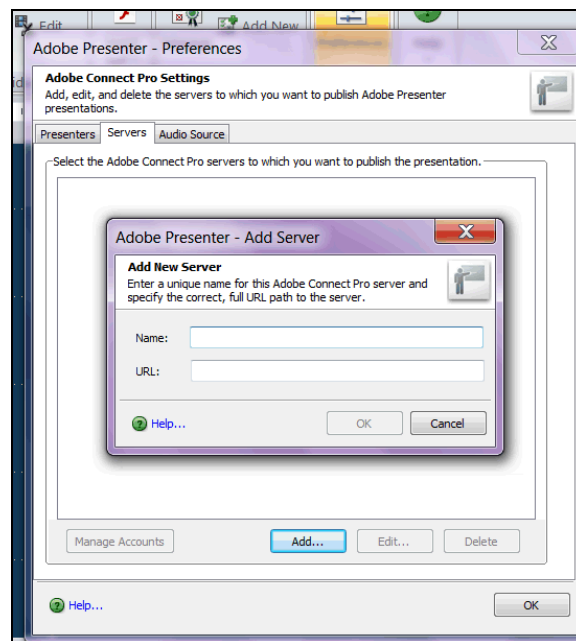
## Setting up Adobe Connect Server

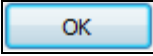
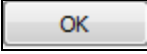
Adobe Presenter is designed to interface seamlessly with Adobe Connect - an online tool that is best known for enabling web meetings, but can also be used as a hosting system for online course content. This topic will explain how to set up Adobe Presenter so that presentations can be published to Case Western Reserve University's Adobe Connect Pro server.

### Procedure

Begin by opening a new or existing PowerPoint presentation.

Step	Action
1.	Click the <b>Adobe Presenter</b> tab. 
2.	Click the <b>Preferences</b> button.
3.	The Preferences window appears.  Click the <b>Servers</b> tab. 
4.	Click the <b>Add...</b> button. 



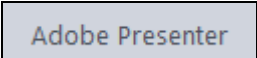

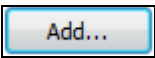
Step	Action
5.	Enter " <b>Adobe Connect</b> " into the <b>Name</b> field.
6.	Enter " <b>http://connect.case.edu</b> " into the <b>URL</b> field.
7.	Click the <b>OK</b> button. 
8.	Click the <b>OK</b> button on the Preferences window. 
9.	This completes the process of setting up an Adobe Connect server in Adobe Presenter. The server can now be selected during the publishing process as described in the topic called "Publishing to Adobe Connect." <b>End of Procedure.</b>

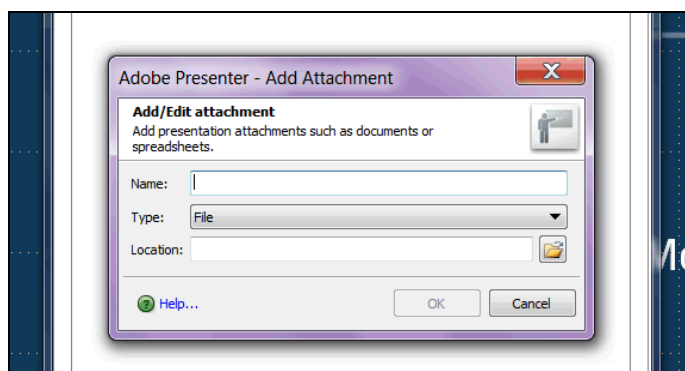
## Adding Attachments


Adobe Presenter allows you to add attachments such as documents and hyperlinks to your published presentations. Viewers can then access these attachments through the Attachments button on the published presentation. This topic will explain how to add attachments to a presentation.



### Procedure

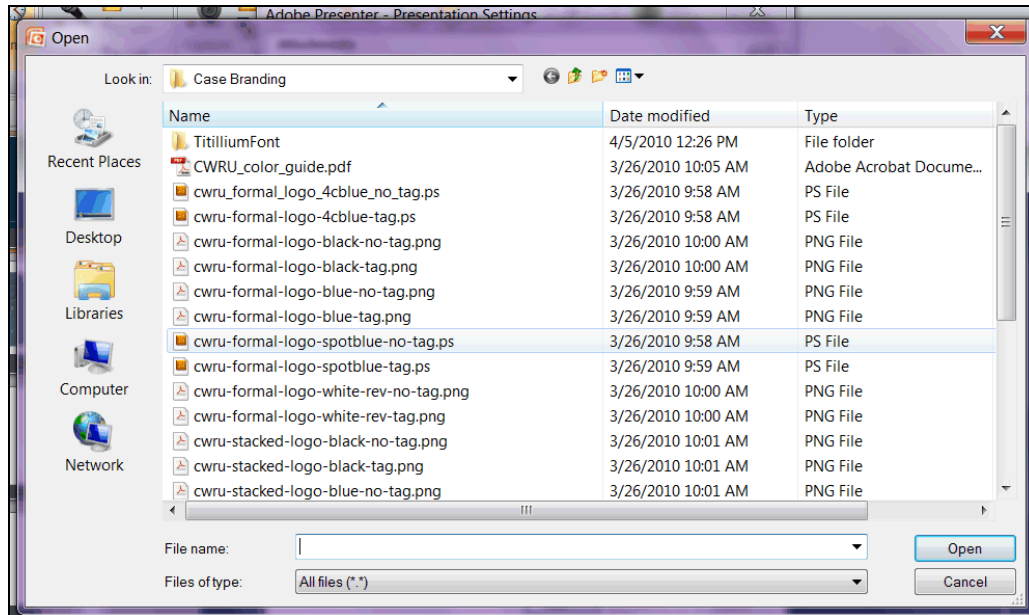
Begin by opening a PowerPoint presentation.

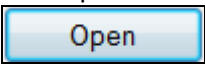
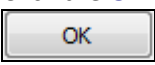
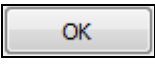
Step	Action
1.	Click the <b>Adobe Presenter</b> tab. 
2.	Click the <b>Settings</b> button.
3.	The Settings window appears.  Click the <b>Attachments</b> tab. 
4.	Click the <b>Add...</b> button. 



Step	Action
5.	The Add/Edit Attachment window appears.  Enter a name for the attachment into the <b>Name</b> field. This will serve as a descriptive name rather than a file name.
6.	Click the <b>Type</b> list. 

Step	Action
7.	Select <b>File</b> from the list. 
8.	Click the <b>Look up File</b> button. 



Step	Action
9.	The Open dialogue window appears. Locate and select the file you wish to attach to the presentation, and click the <b>Open</b> button. 
10.	Click the <b>OK</b> button. 
11.	The file is added to the list on the Attachments tab.  When the presentation is published, the file can be found by clicking on the <b>Attachments</b> button on the sidebar.
12.	Click the <b>OK</b> button. 
13.	This completes the process of adding attachments to an Adobe Presenter presentation. <b>End of Procedure.</b>

## Audio

Enriching your PowerPoint presentations using Adobe Presenter audio assets is simple. Presenter enables you to create recordings easily within the PowerPoint application or import compatible sound files. These directions will show you how to insert audio into your presentation, as well as how to edit tracks and sync them with PowerPoint animations.

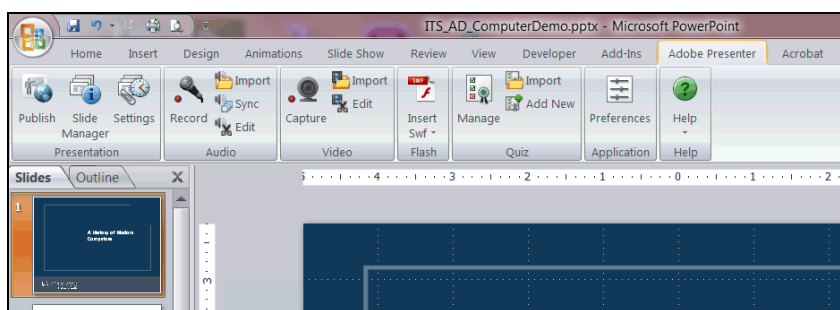
## Recording Audio

Adobe Presenter enables you to record audio using a line-in or built-in microphone. The audio-recording window allows you to view each slide as audio is recorded for it. It is a best practice to use the Notes section of the PowerPoint application to compose a script prior to composing audio tracks. This topic will explain how to record audio and use the script feature.

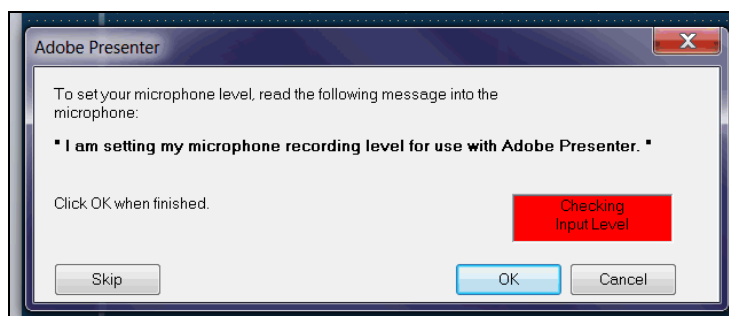
### Procedure

Begin by activating your computer's built-in microphone or plugging in a microphone or headset with an attached microphone.

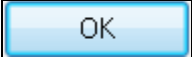
Open your PowerPoint presentation.

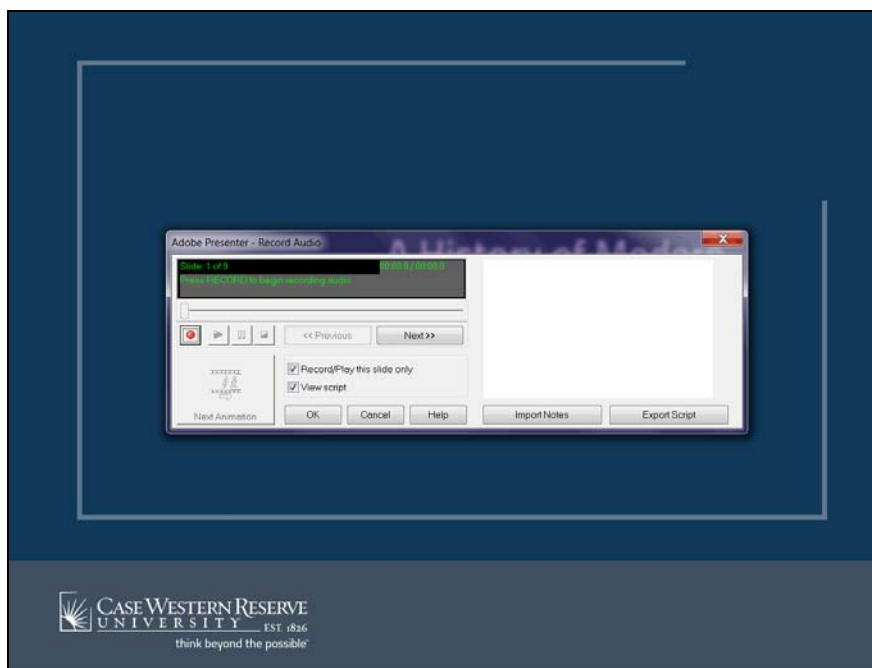



Step	Action
1.	Activate the Adobe Presenter tab.  Click the <b>Record</b> button.




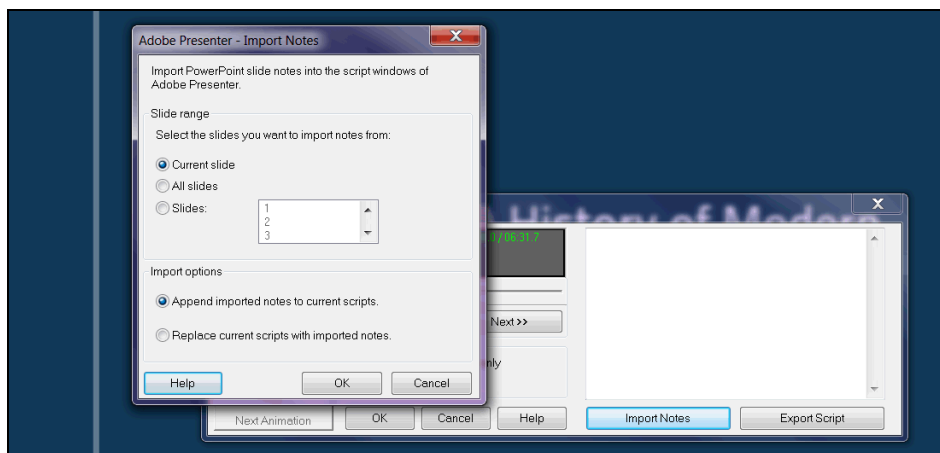





Step	Action
2.	<p>A window appears.</p> <p>You are prompted to read a sentence so that Presenter can calibrate your microphone's input volume.</p> <p>Read the sentence aloud. When the red box turns green and displays "Input Level OK," click the <b>OK</b> button.</p> 




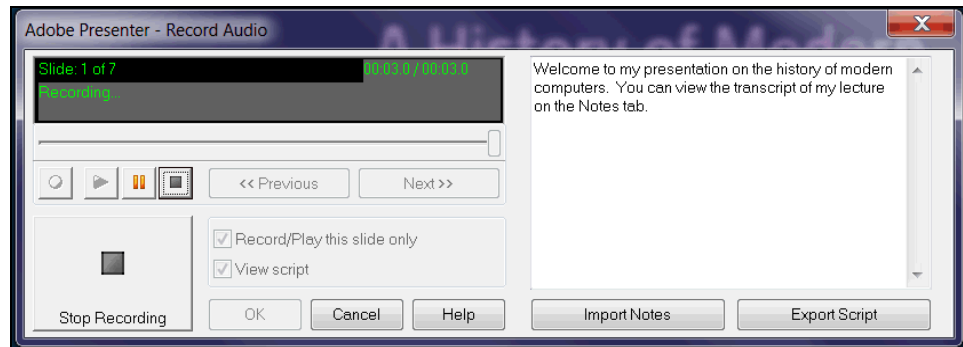
Step	Action
3.	<p>The Record Audio window appears.</p> <p>Audio recordings are attached to the slide that appears behind the Record Audio window.</p> <p>To change the slide onto which you are recording, use the <b>&lt;&lt;Previous</b> and <b>Next&gt;&gt;</b> buttons to navigate to the desired slide.</p> 
4.	<p>The Record Audio window includes a field into which a script can be placed. You can type directly into this field or import text from the Notes field of the presentation. It is a best practice to use notes or script when recording audio.</p>



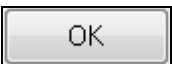

Step	Action
5.	To import text from the Notes field, click the <b>Import Notes</b> button. 



Step	Action
6.	<p>The Import Notes window appears. You are prompted to select the slides from which notes should be imported. You can select to import notes from just the current slide, all slides, or selected slides. You can also choose to append the notes to whatever text is currently occupying the script fields, or to replace any text in the script with the imported notes.</p> <p>When you have accepted the default selections or made your own selections, click the <b>OK</b> button.</p> 
7.	<p>If you write your script in the script field of the Record Audio wizard, it can be exported to your PowerPoint Notes.</p> <p>Click the <b>Export Script</b> button to export the script to the Notes field.</p> 
8.	<p>The Export Scripts window appears. You are prompted to select scripts to export. Your choices are the script currently displayed, all scripts, or selected scripts. You are also given the option to append the scripts to existing PowerPoint notes, or to replace the notes with the script.</p> <p>When you have accepted the default selections or made your own selections, click the <b>OK</b> button.</p> 

Step	Action
9.	To begin recording, click the <b>Record</b> button. 



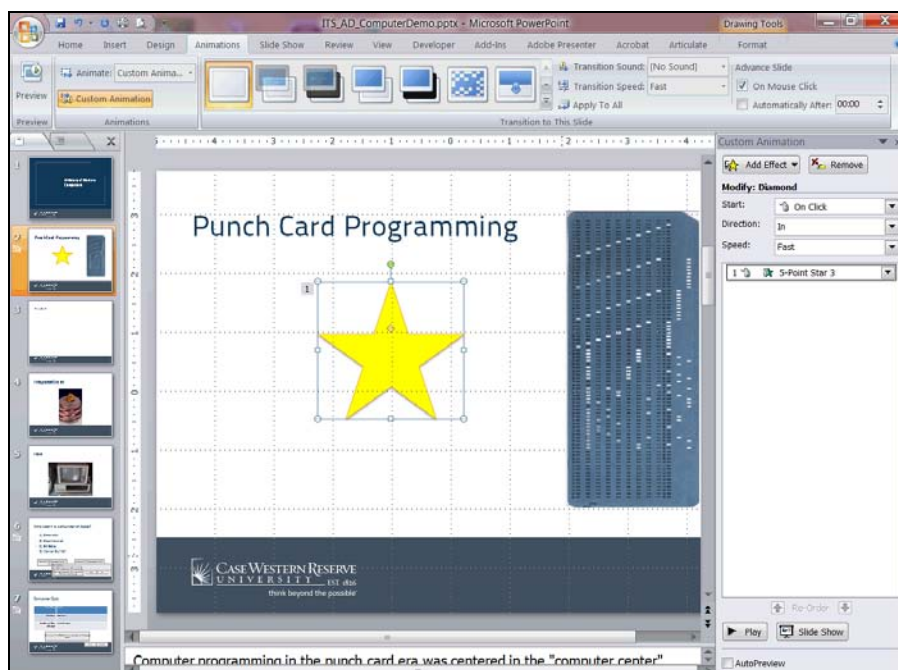
Step	Action
10.	The audio display will show "Recording..." after the Record button has been clicked. Begin speaking.
11.	To stop recording, click the <b>Stop Recording</b> button.
12.	You can play back your audio by clicking the <b>Play</b> button. If you are dissatisfied with the sound of your track, you can record it again by clicking the <b>Record</b> button. 
13.	To continue recording on the next slide, click the <b>Next &gt;&gt;</b> button. 
14.	When you are finished recording, click the <b>OK</b> button. You can return to the Record Audio window at any time to record additional tracks or to replace existing tracks. 
15.	Remember to click the <b>Save</b> button from time to time while working with your presentation. 
16.	This completes the process of recording audio in an Adobe Presenter presentation. <b>End of Procedure.</b>

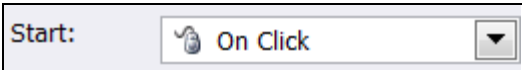
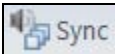
## Sync Audio to Animations

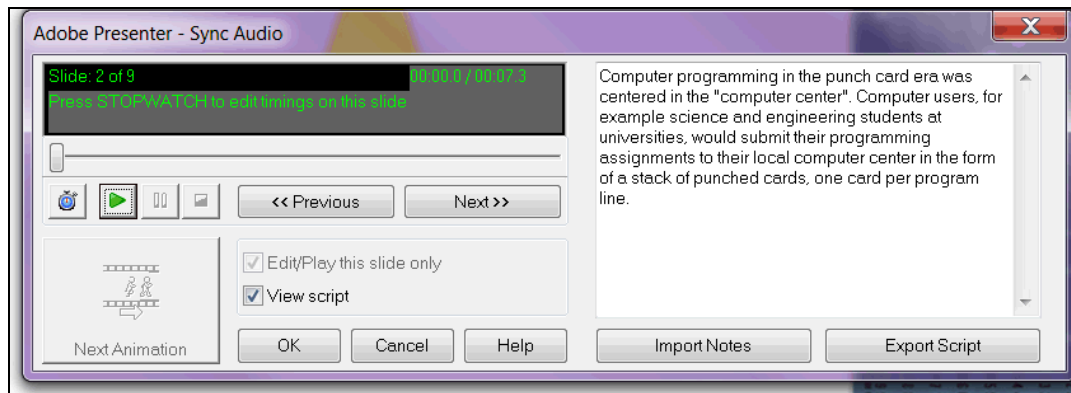
One of the popular features of PowerPoint is its animations. Animations can be used to catch viewers' attention, enrich content, and point out important facts. With Adobe Presenter, you can coordinate your animations with the audio recordings on each slide. To use this functionality, first insert custom animations into your presentation as you desire, and record your audio as explained in the topic called "Recording Audio." Then, the audio tracks and animations can be coordinated using the Sync tool. This topic will explain how to use the Sync tool to coordinate audio and animations in Adobe Presenter.




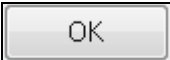
### Procedure

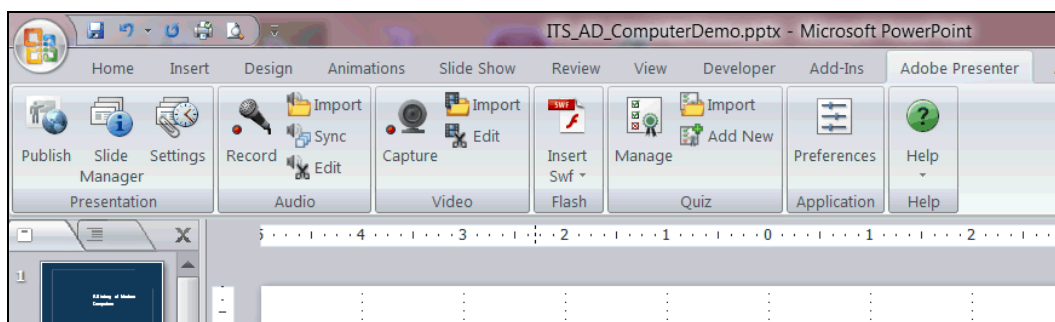
Begin by opening a PowerPoint presentation that contains custom animations and audio that was recorded in or imported into Adobe Presenter.





Step	Action
1.	Before proceeding, make sure that your custom animations are set up to start "On Click." <div data-bbox="344 1558 862 1627" data-label="Image">  </div>
2.	Activate the Adobe Presenter tab of PowerPoint.  Click the <b>Sync</b> button. <div data-bbox="344 1749 457 1801" data-label="Image">  </div>



Step	Action
3.	<p>The Sync Audio window appears.</p> <p>Click the <b>Stopwatch</b> button to begin playing the audio on the slide shown.</p> 
4.	<p>At the point in the audio where you want your animation to begin, click the <b>Next Animation</b> button. If additional animations remain, continue using the <b>Next Animation</b> button to indicate where subsequent animations should begin. When no animations remain, the button will become grey.</p>
5.	<p>If you are not satisfied with the timing of your animations, click the <b>Stopwatch</b> button to hear the audio and set the animations again.</p> 
6.	<p>To sync animations and audio on other slides, use the <b>&lt;&lt;Previous</b> and <b>Next&gt;&gt;</b> buttons to navigate to the desired slides.</p> 
7.	<p>When you are finished syncing your audio to your animations, click the <b>OK</b> button. You can return to the Sync Audio window at any time to "re-sync" your animations and audio.</p> 



Step	Action
8.	<p>You are returned to the presentation.</p> <p>To further refine and edit the execution of animations in correlation with audio, you can also use the Edit Audio window by clicking the <b>Edit</b> button.</p> 
9.	<p>Remember to click the <b>Save</b> button from time to time while working with your presentation.</p> 
10.	<p>This completes the process of syncing audio with animations in your Adobe Presenter presentation.</p> <p><b>End of Procedure.</b></p>

## Video

Video grabs the attention of presentation viewers and adds depth to information when appropriate. While it is easy to distribute links to videos that are posted on research and textbook sites, as well as the ever-present YouTube, it is also easy to import video files from your computer to a PowerPoint presentation and record video using Adobe Presenter. This chapter includes information on creating, importing, and editing video using Adobe Presenter.

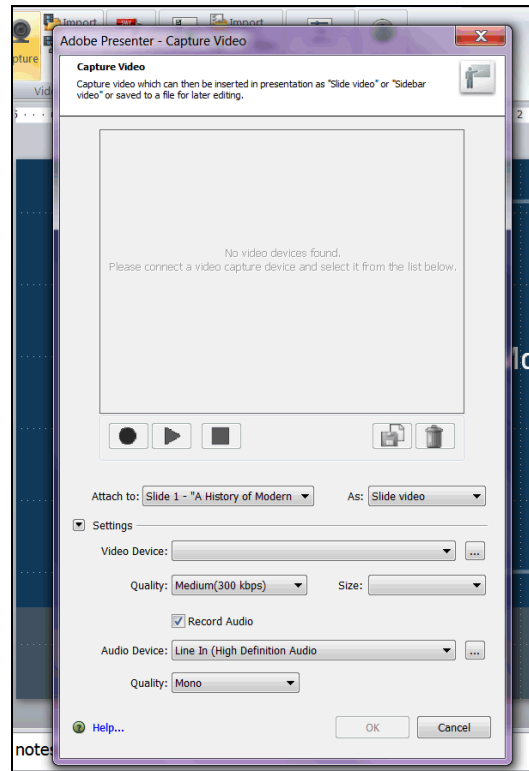
## Recording Video


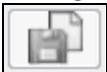

In the world of online courses, it is common for students to never see more than a picture of their instructor. The ability to record video in PowerPoint using Adobe Presenter allows you to make a video recording of yourself and others using a webcam or other digital device. This topic will explain how to set up and record video using Adobe Presenter.

### Procedure

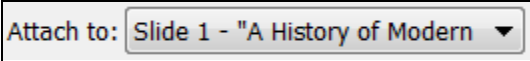
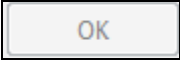

Begin by activating your computer's built-in camera or plugging in a webcam or other digital recording device. Open a PowerPoint presentation.

Step	Action
1.	Activate the <b>Adobe Presenter</b> tab.  Click the <b>Capture</b> button.



Step	Action
2.	<p>The Capture Video wizard appears.</p> <p>At the top of the wizard is a window for the image captured by your webcam or other device. If your device is not attached, the window will be grey.</p>
3.	<p>The Settings area of the wizard contains fields in which you can select your recording and audio devices, as well as the quality and size of the files that will be issued from them.</p>
4.	<p>If the <b>Video Device</b> field is blank or contains the name of a device that is not being used, click on the field and select the appropriate device.</p>
5.	<p>To record video, click the <b>Record</b> button. To stop recording, click the <b>Stop</b> button. To play back the video, click the <b>Play</b> button.</p> 
6.	<p>Presenter gives you the option to save your video as an external file for later editing in Presenter or another application by clicking the <b>Save As</b> button.</p> 
7.	<p>If you are dissatisfied with your video, you can delete it by clicking on the <b>Trash</b> button.</p> 



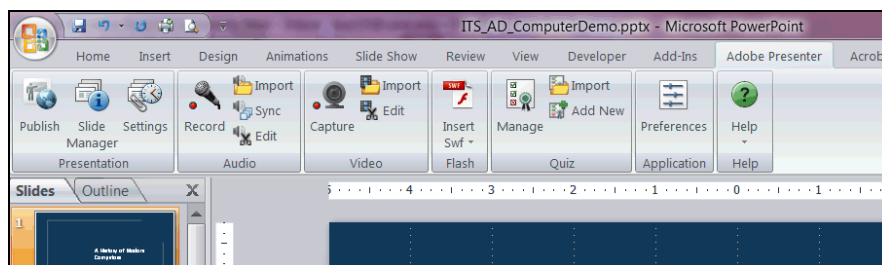
Step	Action
8.	<p>Use the <b>Attach to:</b> dropdown field to select the slide to which the recorded video should be attached. You are also given the option to attach the video to the slide itself or to a sidebar area that appears next to the slide once the presentation is published.</p> <p>Attach to: </p>
9.	<p>When you are finished recording video and have selected the appropriate settings, click the <b>OK</b> button.</p> <p></p>
10.	<p>You are returned to the presentation.</p> <p>Remember to click the <b>Save</b> button from time to time so that your work is not lost.</p> <p></p>
11.	<p>This completes the process of recording video in PowerPoint using Adobe Presenter.</p> <p><b>End of Procedure.</b></p>


## Importing Video

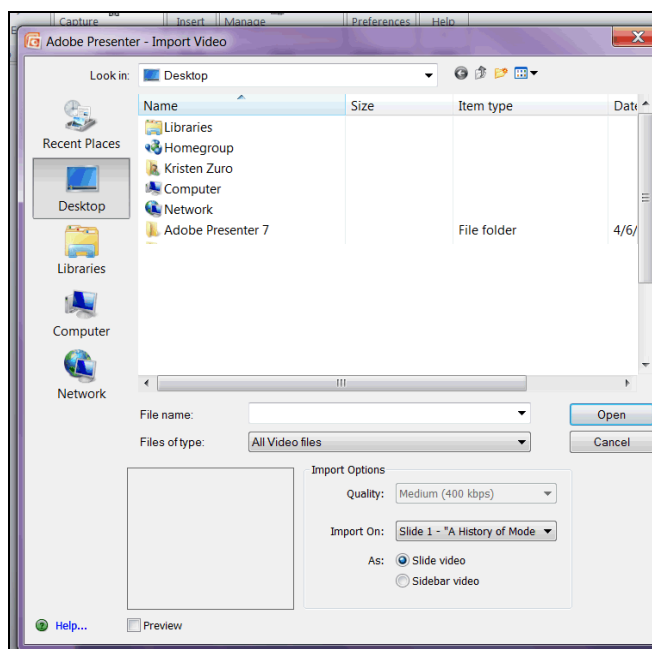
Adobe Presenter has two options for importing video files into a presentation. This functionality enables instructors to add rich media from sources such as textbook companies and online distributors into their presentations that use Adobe Presenter. This topic will explain how to import Windows Media, QuickTime, Flash, and Shockwave video into a presentation.

### Procedure

Begin by opening a PowerPoint presentation.

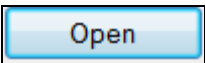


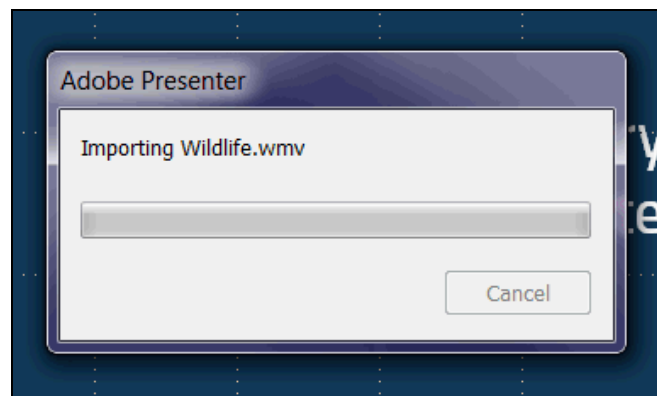
Step	Action
1.	<p>Activate the Adobe Presenter tab.</p> <p>In the Video box of the Presenter tab, click the <b>Import</b> button.</p> 



Step	Action
2.	<p>A window appears for you to locate and select the file(s) to import.</p> <p>By default, the application will search for files that end in video formats. Click the <b>Files of type:</b> list to see the video formats that can be imported into PowerPoint using Presenter.</p>


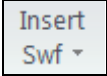

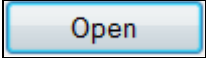

File types that are compatible with Presenter include Windows Media, QuickTime, and Flash files using ActionScript 2.

Step	Action
3.	<p>The file search window presents you with two options for importing video files. The <b>Import On:</b> dropdown field allows you to select the slide onto which the video will be placed. Beneath that field, you are given the option to import the video onto the slide itself or into a sidebar that appears next to the slide once Presenter publishes the presentation.</p>
4.	<p>After you have located and selected your video file(s) and selected the slide location and format, click the <b>Open</b> button.</p> 



Step	Action
5.	<p>A window appears that displays the progress of the importing process. When it disappears, the video is imported.</p>
6.	<p>When the video has imported, it can be viewed on the slide where it was placed (unless it was imported to the sidebar, which cannot be seen until the presentation is previewed or published).</p>



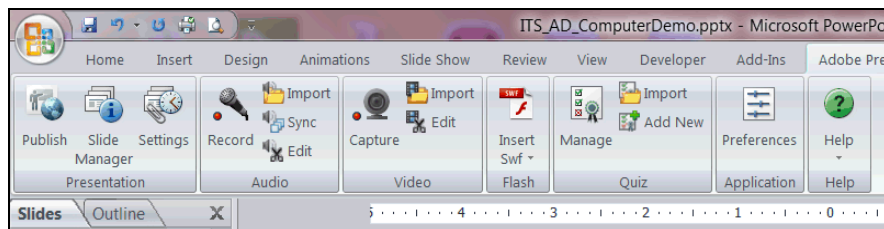
Step	Action
7.	<p>If on a slide, the video can be resized to fit the slide by pressing the <b>[Shift]</b> key on your keyboard and clicking and dragging the corner points of the video until it has reached the desired size.</p> 
8.	<p>The process to insert a Shockwave video file to your presentation is different than the import process. Click the <b>Insert Swf</b> dropdown button.</p> 
9.	<p>Click the <b>Insert Swf File</b> list item.</p> 
10.	<p>The Insert Flash (swf) window appears. At the bottom of the window, you are given the option to select the slide onto which the video will be imported. You are also given the option to import the video onto the slide itself or into a sidebar area that will appear next to the presentation after it's published.</p> <p>Locate and select your .swf file, then click the <b>Open</b> button.</p> 
11.	<p>Should you need to edit the .swf file, click the Insert Swf dropdown button and select <b>Manage Swf</b> from the list.</p> 
12.	<p>This completes the process of importing video into a presentation using Adobe Presenter.</p> <p><b>End of Procedure.</b></p>


## Editing Video

The Edit feature for video in Adobe Presenter allows you to refine the way that video is presented and played in your PowerPoint presentation. Features on the Edit window allow you to select a portion of the video to play, change the location where the video is embedded, apply special effects (such as a fade in or fade out), and set a time or action after which the video should begin playing. This topic will explain how to use the Edit window in Adobe Presenter.

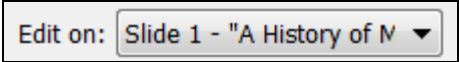

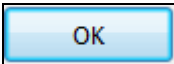

### Procedure

Begin by opening a PowerPoint presentation that contains a video file that was imported using Adobe Presenter.



Step	Action
1.	<p>Activate the <b>Adobe Presenter</b> tab.</p> <p>Click the <b>Edit</b> button.</p> 



Step	Action
2.	<p>The Edit Video window displays. In the <b>Edit on:</b> dropdown field, select the slide that contains the video that requires editing.</p> 
3.	<p>Use the <b>Play</b> button to play back the video. To select a portion of the video to play, move the sliders at the beginning and end of the playback bar to the desired locations. When the presentation is published, only the video content within the two sliders will play.</p>
4.	<p>The <b>As</b> dropdown field enables you to change the location of the video. The video can be embedded onto a slide or embedded on the Presenter sidebar.</p> 
5.	<p>The <b>Effects</b> dropdown field enables you to add special effects such as a "fade in" to your video. Once an effect is chosen, you are enabled to set the speed of the effect.</p>
6.	<p>The <b>Start After:</b> field enables you to select a time during the slide that the video should begin playing, such as after a time delay, after an animation, or after an audio track has completed. If you select to start the video after a time delay, set the amount of seconds until the video begins in the <b>Time (Seconds):</b> field.</p>
7.	<p>When you have completed editing the video and selecting your settings, click the <b>OK</b> button.</p> 
8.	<p>You are returned to the presentation.</p> <p>Remember to click the <b>Save</b> button from time to time so that your work is not lost.</p> 
9.	<p>This completes the process of editing a video using Adobe Presenter.</p> <p><b>End of Procedure.</b></p>

## Quizzes

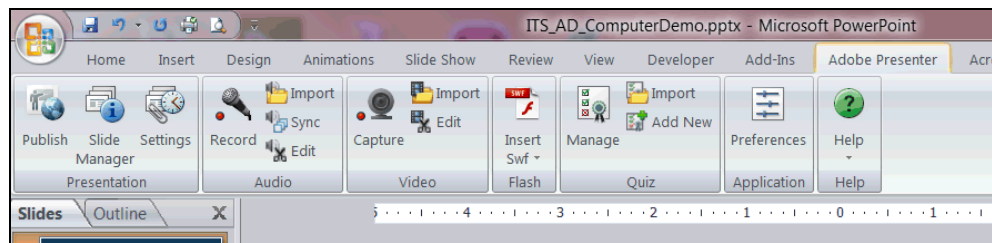
In a typical classroom, instructors can quickly check for comprehension and retention of material by asking questions of their students. In asynchronous online courses and presentations, however, the instructor has no way of knowing if the student understood the material. Quizzes are efficient supplements to asynchronous online instruction because they collect data that can demonstrate memorization, retention and comprehension, depending on the breadth of the question. This chapter of the Adobe Presenter manual includes directions on how to create quizzes and quiz questions. See the chapter on Adobe Connect for information on how to publish presentations and the quizzes they contain so that data can be collected and analyzed.

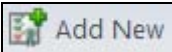
## Creating a Quiz

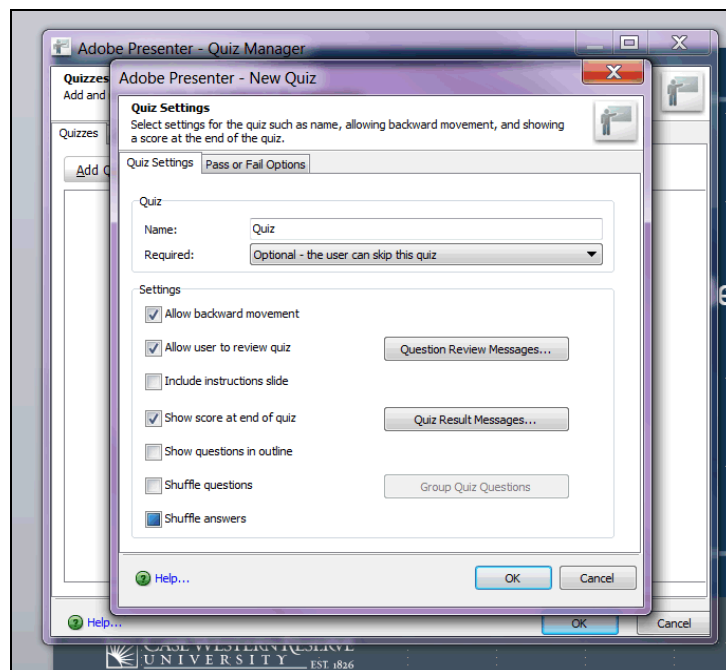
A strength of Adobe Presenter is its ability to administer quizzes within a PowerPoint presentation. Quizzes can be graded or "survey" (there is no correct answer), and can consist of several different types of questions. To record scores from quizzes, it is recommended that Adobe Connect be used to house the presentation. Please see the document called "Publishing to Adobe Connect" and chapter on Adobe Connect for information on how to use it with your Adobe Presenter presentations. This topic will explain how to create a quiz and apply settings for its use in Adobe Connect.

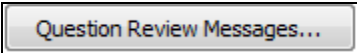
### Procedure

Begin by opening a PowerPoint presentation.

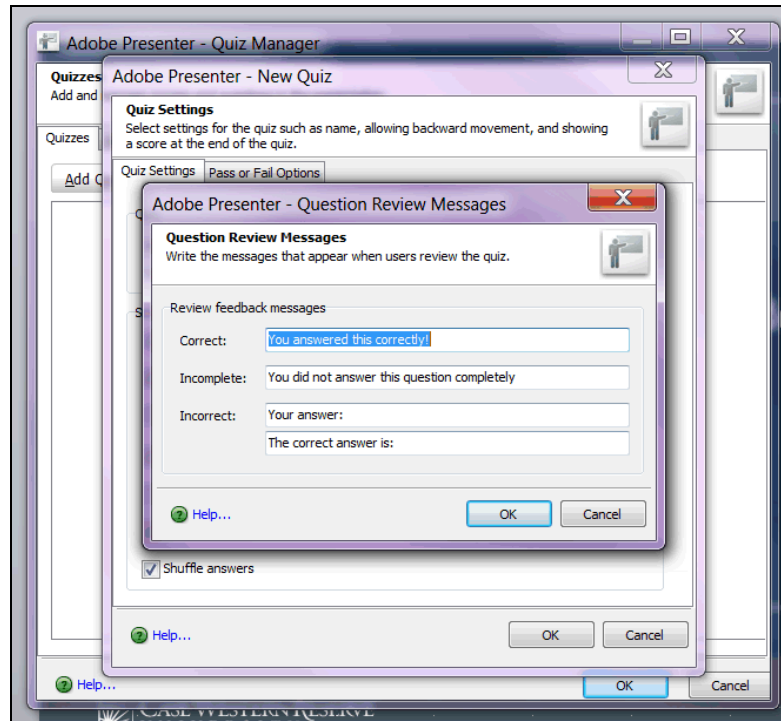


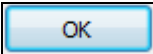

Step	Action
1.	Activate the Adobe Presenter tab.  To create a quiz, click the <b>Add New</b> button. 

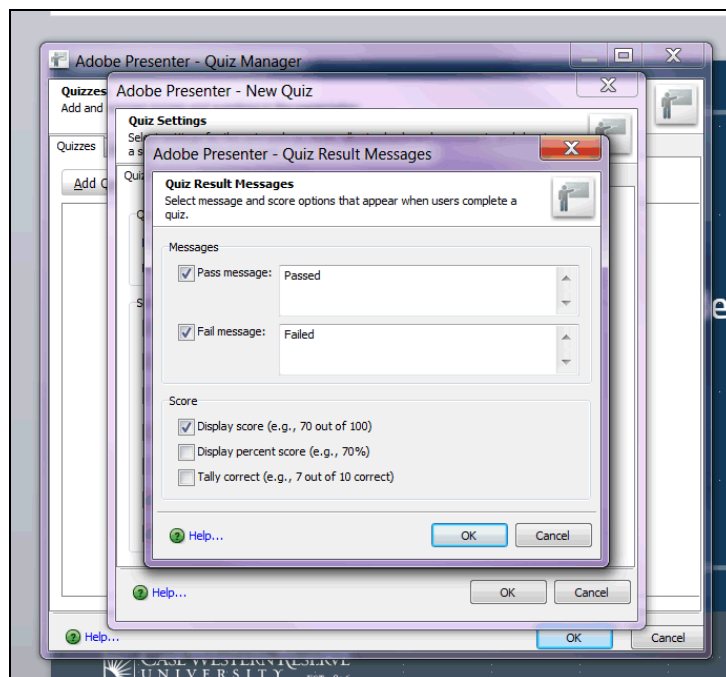


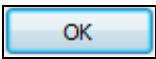
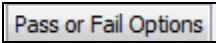
Step	Action
2.	The New Quiz window appears.  Begin by entering a name for your quiz into the <b>Name</b> field.
3.	The <b>Required</b> field gives you the option of making the quiz optional or required. You can also require that students pass the quiz in order to continue the presentation, or require that they answer all questions before continuing.
4.	You can select settings for your quiz to further define how students interact with it. For instance, it is a default setting to allow students to go backwards in the quiz or review the quiz. You can remove the checkmarks next to those options to disable those attributes.
5.	Students are given feedback for each question unless otherwise specified.  Click the <b>Question Review Messages</b> button to see the messages they will receive.  

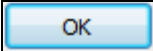


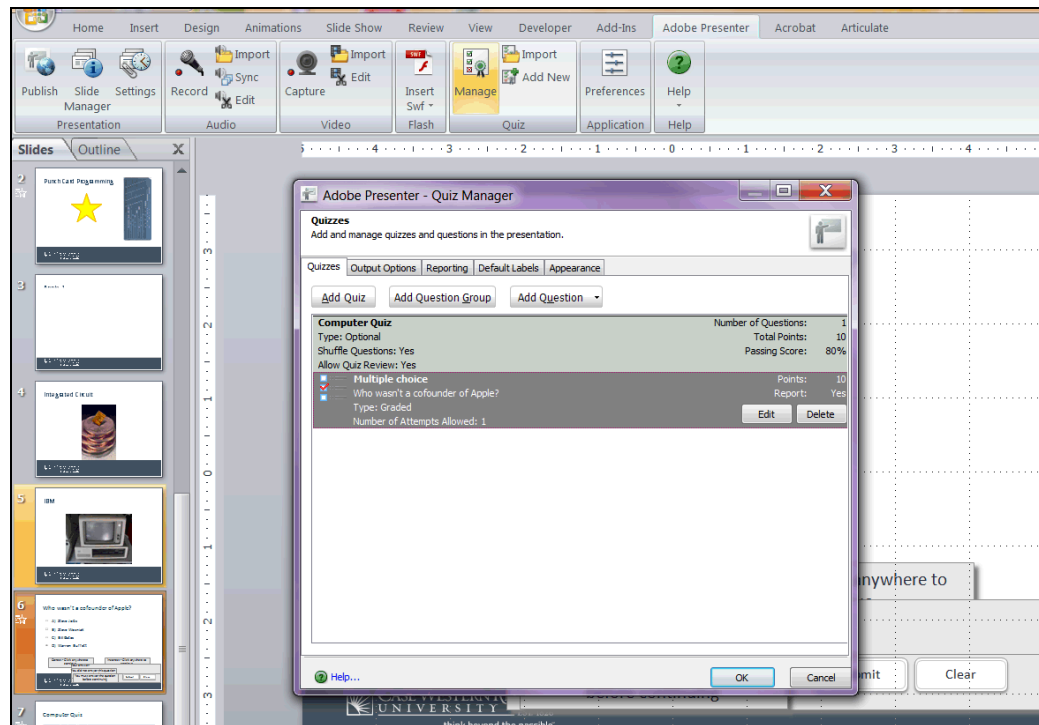


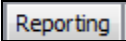
Step	Action
6.	<p>The Question Review Messages window appears. It displays the messages that students will receive for correct, incomplete, and correct answers. You can make changes to these responses as you desire.</p> <p>Click the <b>OK</b> button to confirm the selections or changes.</p> 
7.	<p>At the end of the quiz, students will be presented with their score results.</p> <p>Click the <b>Quiz Result Messages</b> button to see the messages they will receive.</p> 

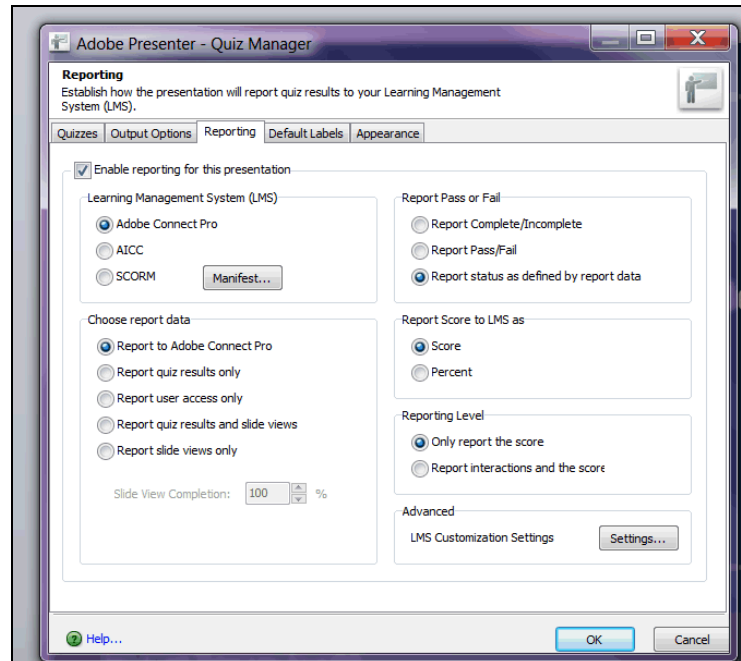


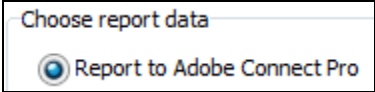
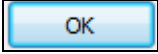
Step	Action
8.	<p>The Quiz Result Messages window appears. The responses that students will receive when they pass or fail the quiz are displayed. You can change the responses as you desire.</p> <p>There are options for displaying students' scores, as well. You can choose to display the score, percentage correct, or tally of correct questions on the students' review slide.</p> <p>Click the <b>OK</b> button to confirm your changes and/or selections.</p> 
9.	<p>Click the <b>Pass or Fail Options</b> to determine passing and failing scores for the quiz.</p> 

Step	Action
10.	Under <b>Pass/Fail options</b> , indicate a passing percentage or score.
11.	When you have confirmed or changed your Pass/Fail options, click the <b>OK</b> button. 



Step	Action
12.	You are returned to the Quiz Manager window.  Click the <b>Reporting</b> tab. 



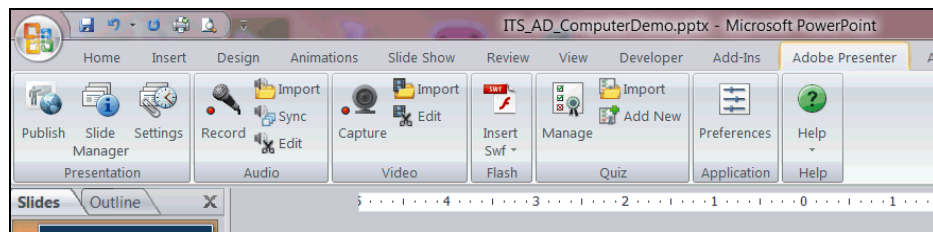
Step	Action
13.	<p>The Reporting tab contains settings that are needed to record quiz scores.</p> <p>Ensure that the first checkbox, <b>Enable reporting for this presentation</b>, is checked.</p> <p>In the "Learning Management System (LMS)" group box, select <b>Adobe Connect Pro</b>.</p>
14.	<p>In the <b>Choose report data</b> group box, ensure that <b>Report to Adobe Connect Pro</b> is selected.</p> 
15.	<p>Click the <b>OK</b> button.</p> 
16.	<p>This completes the process of creating a quiz using Adobe Presenter.</p> <p>Please refer to the topic called <b>Creating Quiz Questions</b> for directions on inserting questions into your PowerPoint presentation.</p> <p><b>End of Procedure.</b></p>

## Creating Quiz Questions

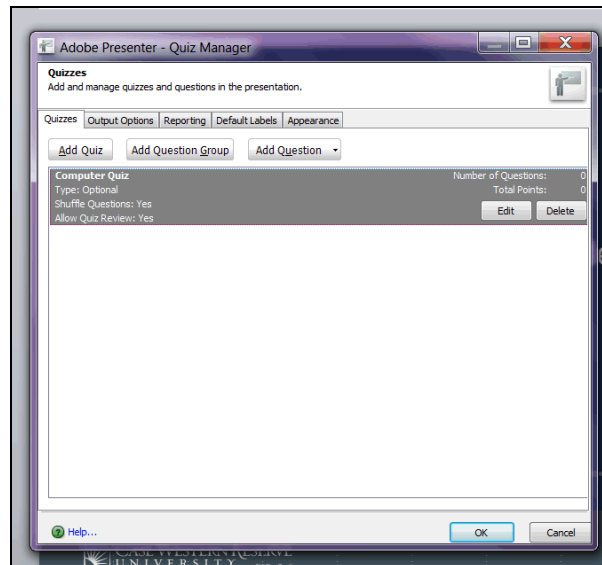
Once you have created a quiz using Adobe Presenter, you can add a variety of questions. Question types include Multiple Choice (with one or more answers), True/False, Short Answer, Matching, and Rating (Likert) Scale. Questions can also be graded or ungraded. This enables instructors to collect a variety of data about their students, including their opinions. This topic will explain how to create quiz questions, and will demonstrate what a published quiz will look like to students.

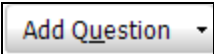
### Procedure

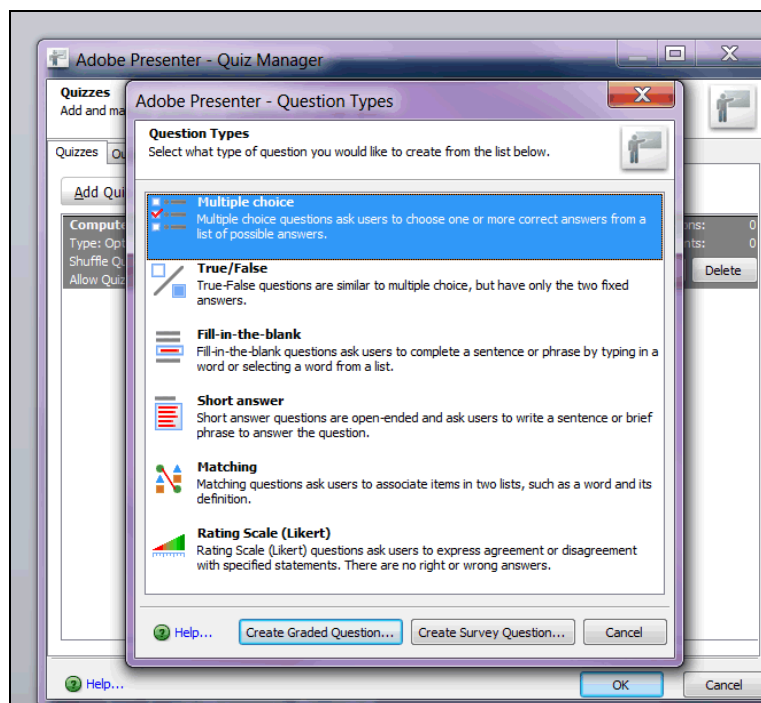
Begin by opening a PowerPoint presentation in which a quiz has been created.




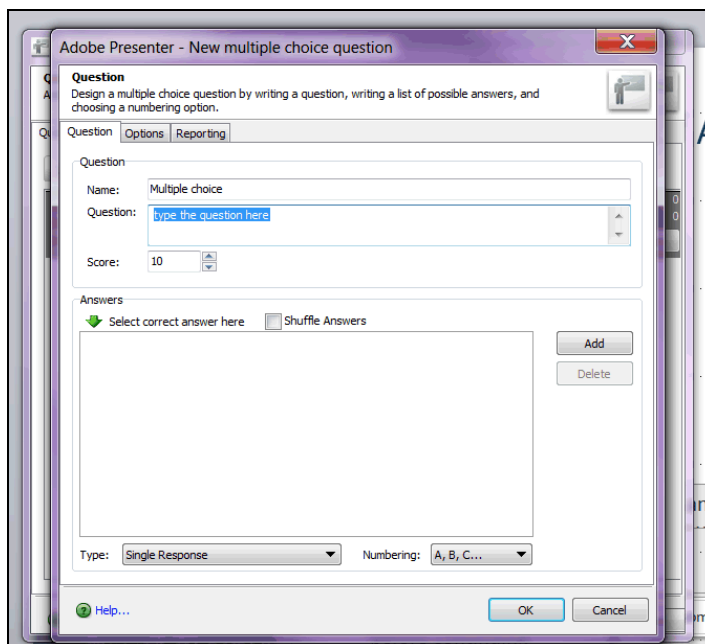
Step	Action
1.	<p>Activate the Adobe Presenter tab.</p> <p>To add quiz questions, click the <b>Manage</b> button.</p>



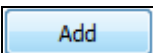



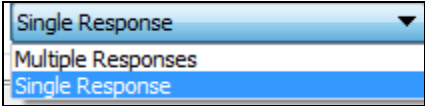
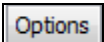
Step	Action
2.	<p>The Quiz Manager window appears.</p> <p>Your existing quiz should display in the window. Make sure that it is highlighted and click the <b>Add Question</b> button.</p> 

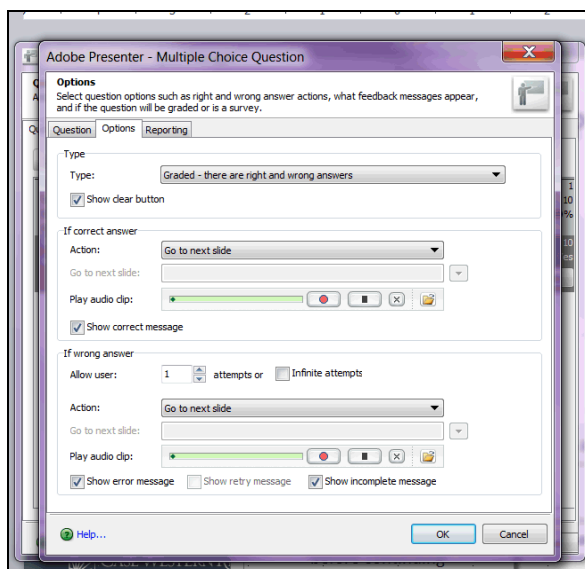


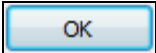
Step	Action
3.	<p>The Question Types window appears.</p> <p>Click on a question type. Your options are multiple choice, true/false, fill-in-the-blank, short answer, matching, and rating scale.</p> <p>For the purpose of this topic, <b>Multiple Choice</b> is selected.</p>
4.	<p>The question can be created as a graded question or an ungraded survey question. Select the option that best suits your purpose for the quiz.</p> 



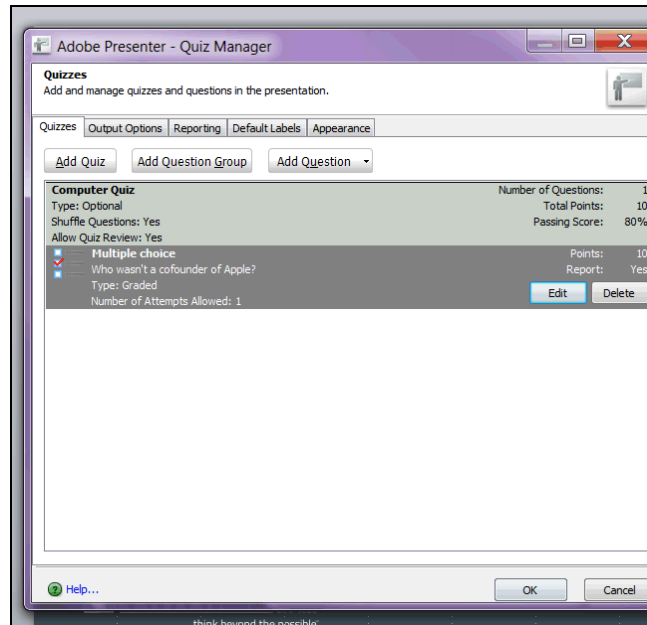
Step	Action
5.	The new question window appears.  Begin by entering the question into the <b>Question</b> field.
6.	If you created a graded question, the <b>Score</b> field defaults to a value of "10." Update the score as desired. 
7.	When creating a multiple choice, short answer, matching, or rating scale question, you must provide answers to the question.  Click the <b>Add</b> button to add an answer entry. 
8.	Enter an answer option into the field that appears.
9.	Click the <b>Add</b> button to add more answer options as needed. 
10.	When you have entered your answer options, indicate the correct answer by selecting the radiobutton to its left. 

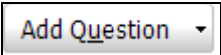
Step	Action
11.	Multiple choice questions can have one or multiple responses. The default setting is <b>Single Response</b> . To change the settings to <b>Multiple Responses</b> , click the <b>Type</b> dropdown field. 
12.	To indicate additional settings for the question, click the <b>Options</b> tab. 

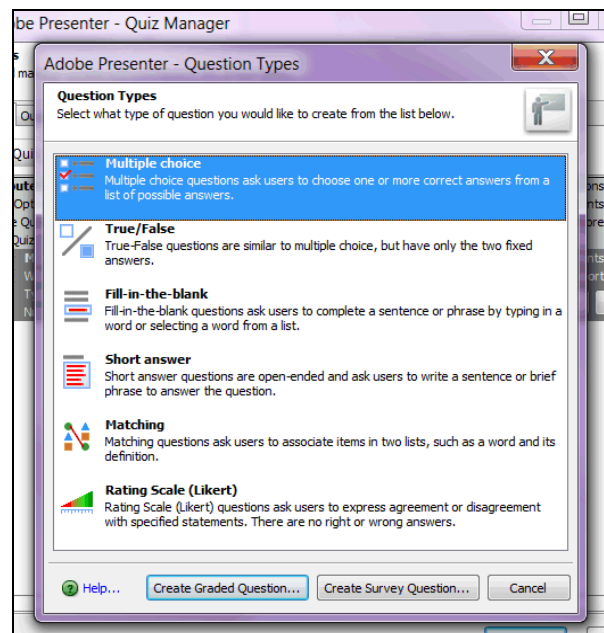



Step	Action
13.	The Options tab contains the <b>Type</b> field, which allows you to change the type of question from graded to survey and vice versa. It also allows you to establish the feedback that a student will receive when a question is answered correctly or incorrectly.  When you have accepted the default options or selected your own, click the <b>OK</b> button. 

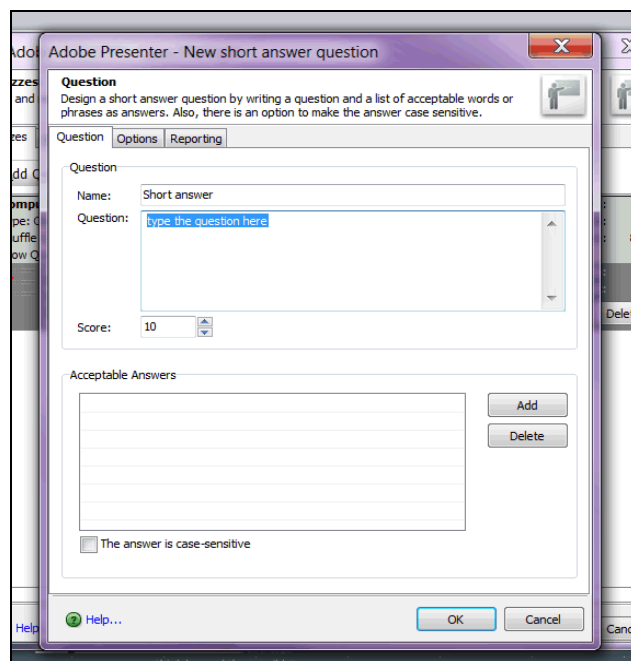







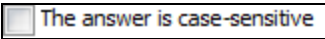
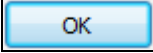
Step	Action
14.	<p>You are returned to the Quiz Manager window.</p> <p>To add more questions to the quiz, click the <b>Add Question</b> button.</p> <p></p>

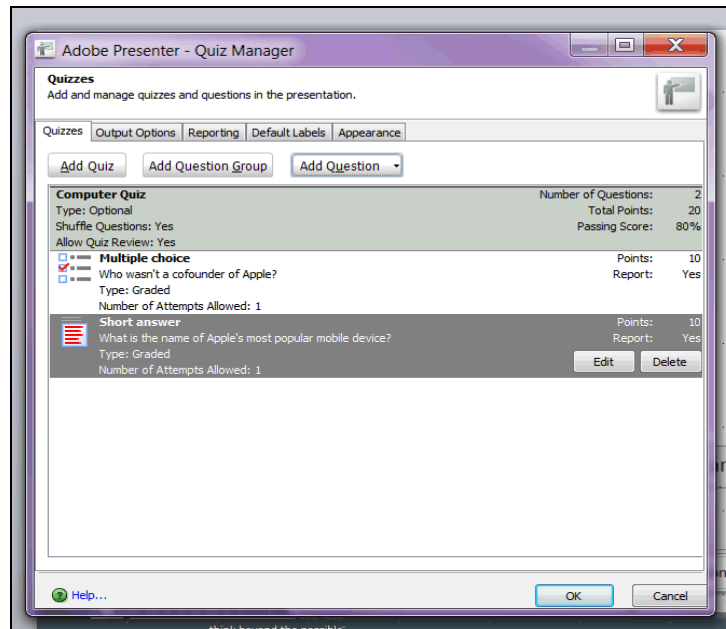


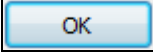
Step	Action
15.	<p>The Question Types window appears.</p> <p>Select a question type.</p> <p>For the purpose of this topic, the <b>Short answer</b> item is selected.</p>
16.	<p>Click the <b>Create Graded Question</b> or <b>Create Survey Question</b> button.</p> 

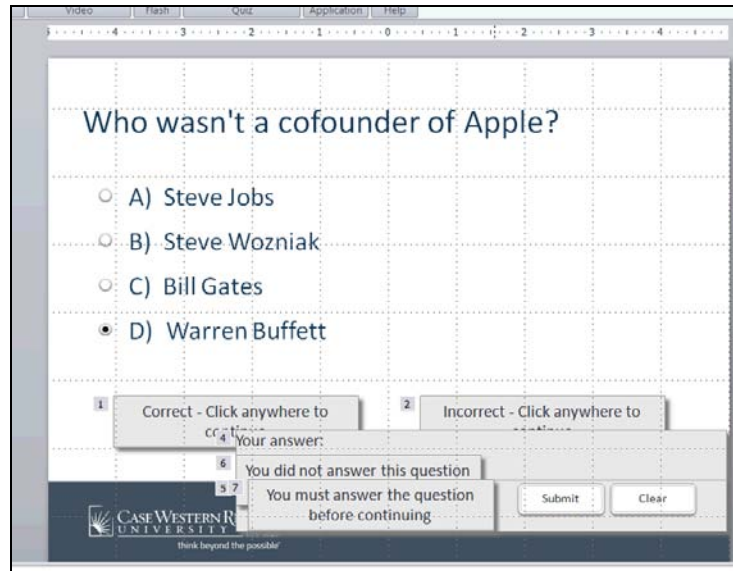


Step	Action
17.	<p>The Question window appears.</p> <p>Enter the question into the field.</p>
18.	<p>If necessary, adjust the value in the <b>Score</b> field.</p> 
19.	<p>Enter acceptable answers.</p> <p>Click the <b>Add</b> button.</p> 
20.	<p>Enter an appropriate answer into the field, taking into consideration the various ways that students may enter their answer.</p>

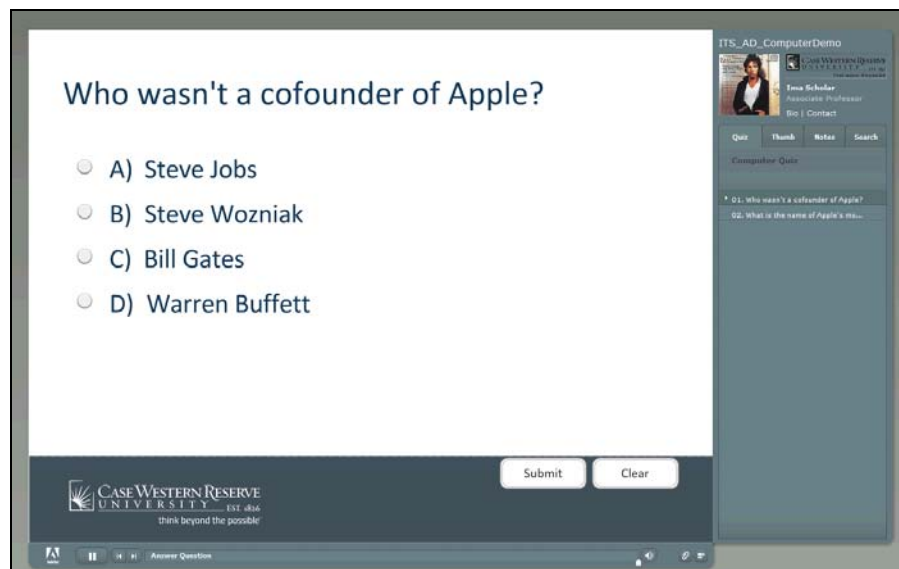
Step	Action
21.	If there are additional acceptable answers to the short answer question, click the <b>Add</b> button. 
22.	It is a best practice to leave the checkbox for <b>The answer is case-sensitive</b> unchecked, unless there is a valid reason to require case sensitivity in students' answer. 
23.	When you have finished entering possible answer, click the <b>OK</b> button. 






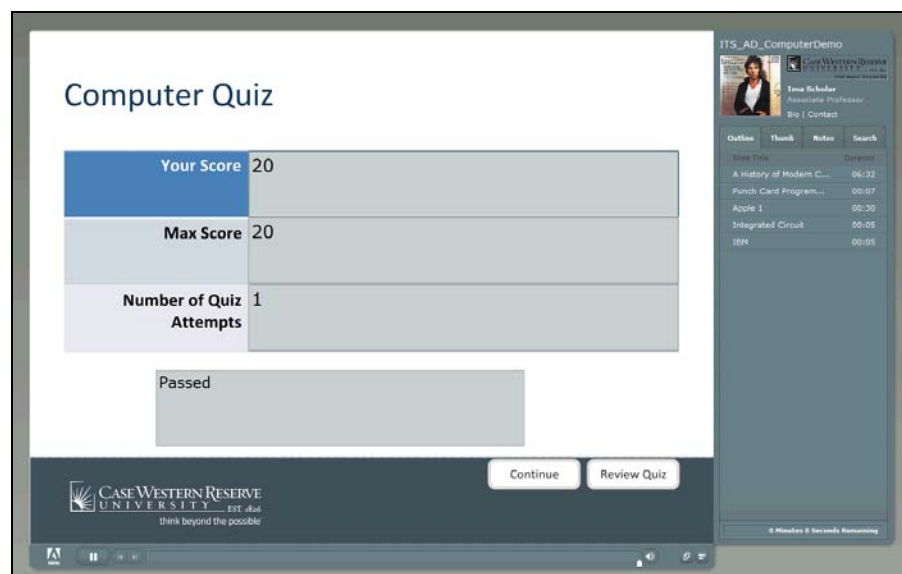
Step	Action
24.	When you have finished creating quiz questions, click the <b>OK</b> button in the Quiz Manager window. 


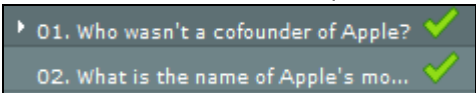


Step	Action
25.	<p>Your questions will be inserted as slides into the presentation. The appearance of the slides is not entirely indicative of how they will appear to students.</p> <p>It is a best practice to preview Presenter presentations by publishing them to your computer before placing them on the Adobe Connect server.</p>



Step	Action
26.	Here is an example of how the quiz questions from this topic will appear once published.  Test your quiz by answering the questions. 
27.	Click the <b>Submit</b> button to submit your answer. 
28.	The presentation will respond with feedback to your answer.  Click on the presentation to continue.
29.	Test any short answer questions by entering a response into the short answer field.
30.	Click the <b>Submit</b> button to submit your short answer. 
31.	The presentation will respond with feedback to your answer. If the presentation does not respond as you intended, return to PowerPoint and edit the question.  Click on the presentation to continue.



Step	Action
32.	<p>The results of your quiz attempt appear, indicating your score and if the quiz was passed or failed.</p> <p>Click the <b>Review Quiz</b> button to review your answers.</p> 
33.	<p>You are returned to the beginning of the quiz. A message at the bottom of the screen displays if the question was answered correctly or incorrectly.</p> <p>To see the results of other questions, use the quiz pane to navigate to each slide.</p> 
34.	<p>This completes the process of creating quiz questions.</p> <p><b>End of Procedure.</b></p>

## Publishing

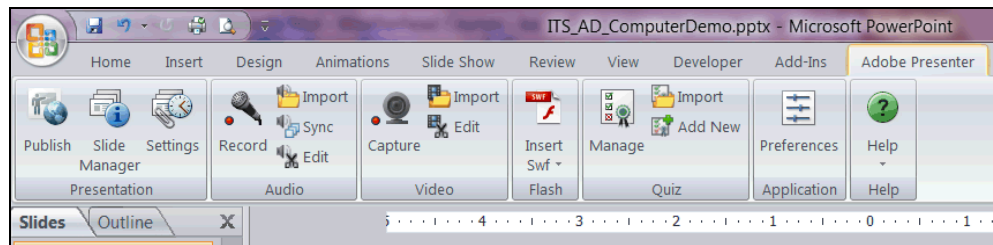
Ultimately, Adobe Presenter was designed to work hand-in-hand with the Adobe Connect online application for web-based meetings and courses. Nonetheless, it gives the user several options for publishing presentations that use Presenter attributes, including publishing to a PDF file and to the user's desktop (which is often used to preview a presentation). This chapter of the Adobe Presenter manual contains directions on how to publish presentations.

## Previewing Your Presentation

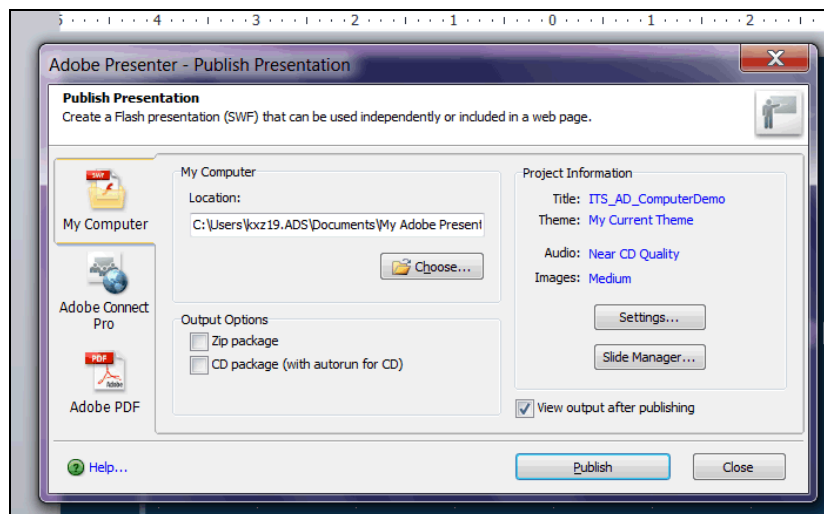
It is a best practice to preview your presentation by launching it to your computer before publishing it to Adobe Connect or a PDF file. Previewing the presentation allows you to see the presentation, listen to the audio, watch video and test quiz questions before launching the presentation in its final format. This topic will explain how to preview an Adobe Presenter presentation by launching it on your computer.

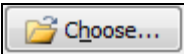
### Procedure

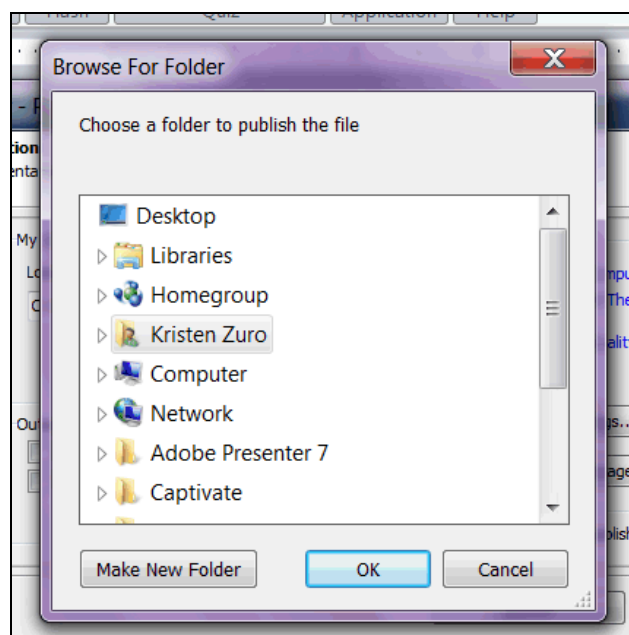
Begin by opening a PowerPoint presentation.




Step	Action
1.	<p>Activate the <b>Adobe Presenter</b> tab.</p> <p>Click the <b>Publish</b> button.</p>



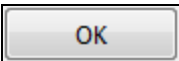

Step	Action
2.	The Publish Presentation window appears.  Activate the <b>My Computer</b> tab.
3.	You are prompted to select a location where your file will be saved.  Click the <b>Choose...</b> button. 

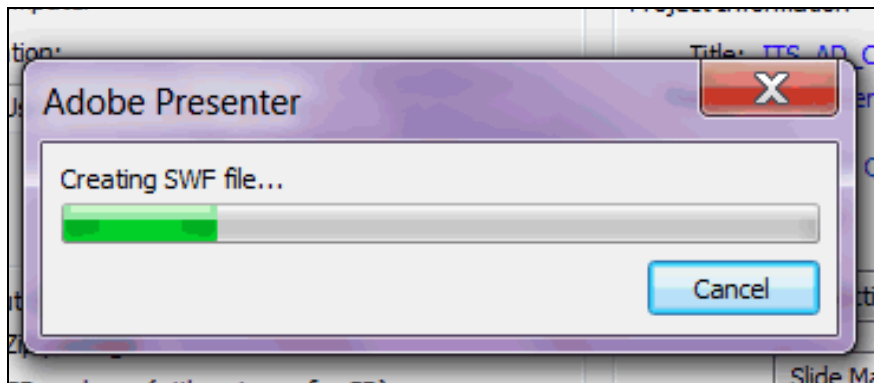




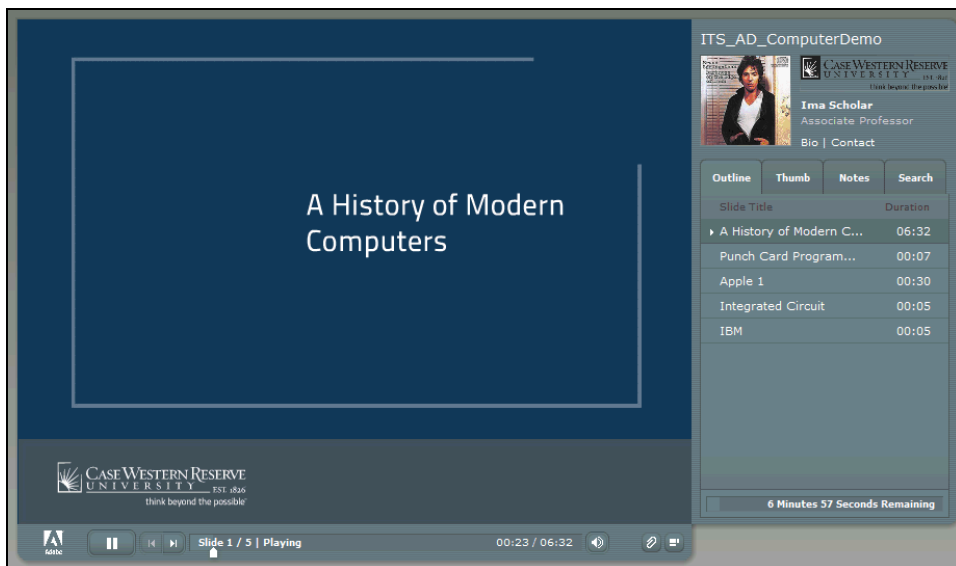
Step	Action
4.	Select a location on your computer or a shared server drive.  Click the <b>Make New Folder</b> button. 


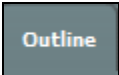
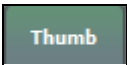
It is a best practice to save Adobe Presenter files to a folder, rather than a location such as your computer's desktop, because multiple files are created during the publishing process. It is recommended that you create a new folder for each Presenter presentation that is published to your computer.

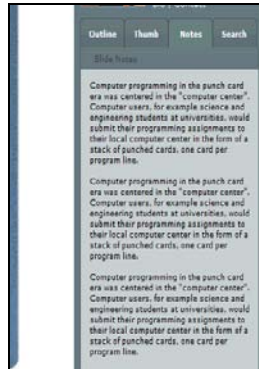
Step	Action
5.	Enter your presentation's name into the new folder field.
6.	Click the <b>OK</b> button. 
7.	Click the <b>Publish</b> button. 

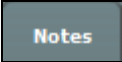


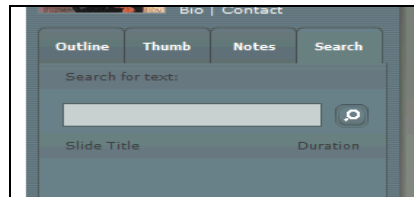
Step	Action
8.	A window will appear to display the application's progress of turning your presentation into a .swf file.







Step	Action
9.	Your presentation will appear in a new Internet Explorer window.
10.	Use the playback controls to watch your presentation. 
11.	The <b>Outline</b> tab is the default view of the sidebar. It displays a list of the slides in the presentation that are not quiz slides. 
12.	The <b>Thumb</b> tab contains images of the slides that are not part of a quiz. 



Step	Action
13.	The <b>Notes</b> tab will display content in the Notes section of the slide. 



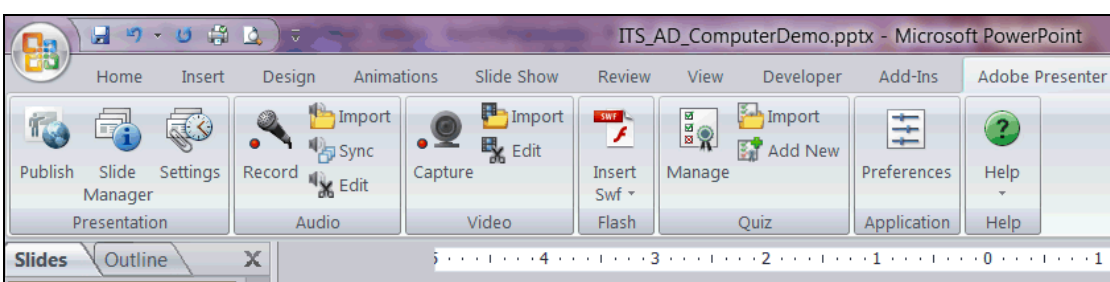
Step	Action
14.	On the <b>Search</b> tab, viewers can search for words in the presentation by typing them into the <b>Search</b> field.
15.	Click the <b>Magnifying Glass</b> button to start a search. 
16.	Any slides containing the word entered into the search field will appear. Click on a slide to see it. 
17.	Documents that were attached to the presentation on the Settings screen can be found by clicking the <b>Paper Clip</b> button, which activates the Attachments window. 
18.	The sidebar can be made to appear or disappear by clicking the <b>Sidebar</b> button. 
19.	This completes the process of previewing a presentation on your computer. <b>End of Procedure.</b>

## Publishing to Adobe Connect

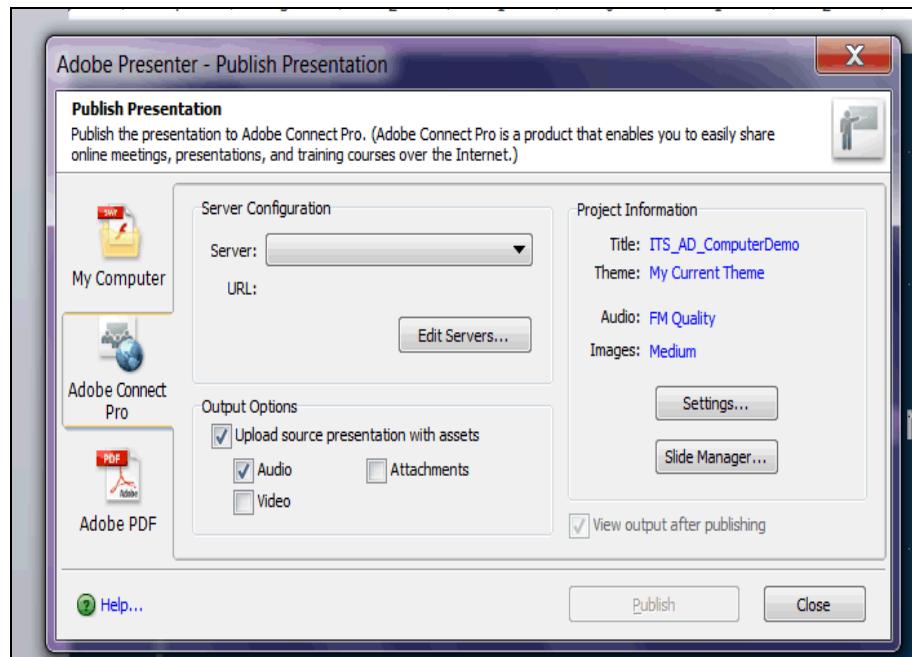
Adobe Presenter is designed to work seamlessly with Adobe Connect Pro, an enterprise service that is available to all members of the Case Western Reserve University community. When Adobe Presenter presentations are published to the Adobe Connect server, the presentations can be loaded into online meetings, transformed into courses, or launched as-is in a Flash-supported environment. This topic will explain how to publish an Adobe Presenter presentation to Adobe Connect.



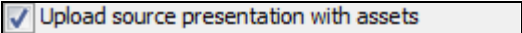

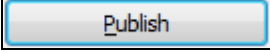
### Procedure

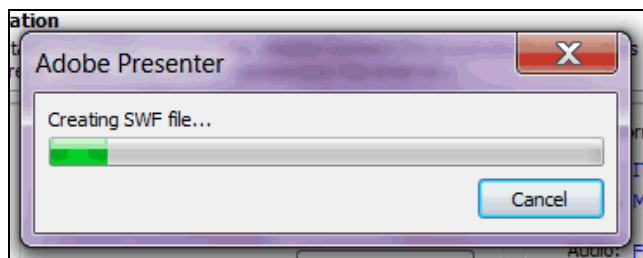
Begin by opening a PowerPoint presentation.



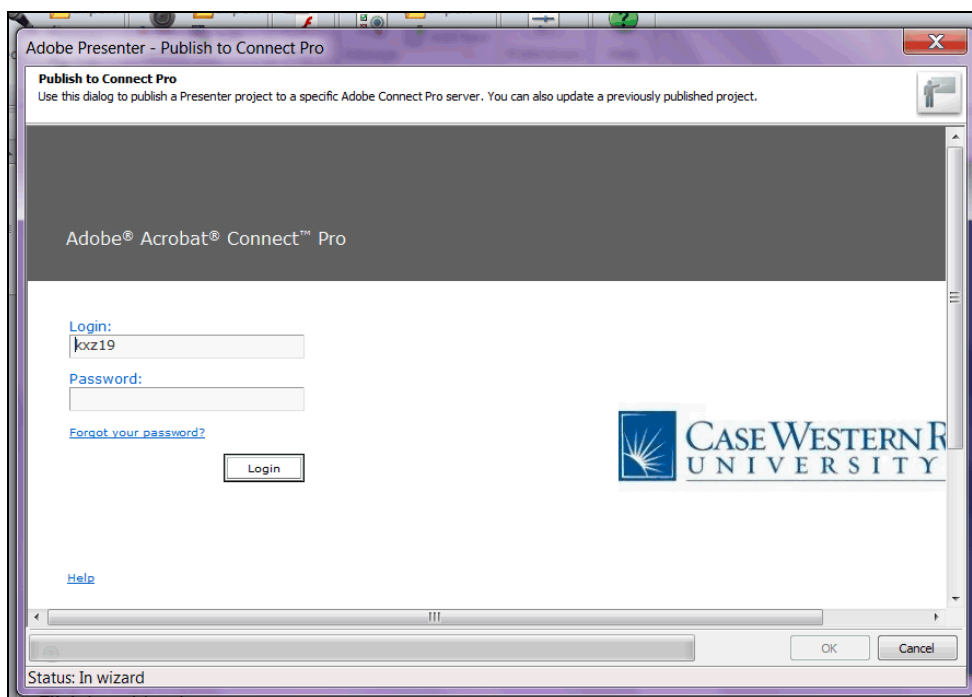
Step	Action
1.	<p>Activate the <b>Adobe Presenter</b> tab.</p> <p>Click the <b>Publish</b> button.</p>
2.	<p>The Publish Presentation window appears.</p> <p>Activate the <b>Adobe Connect Pro</b> tab.</p>

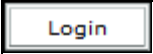


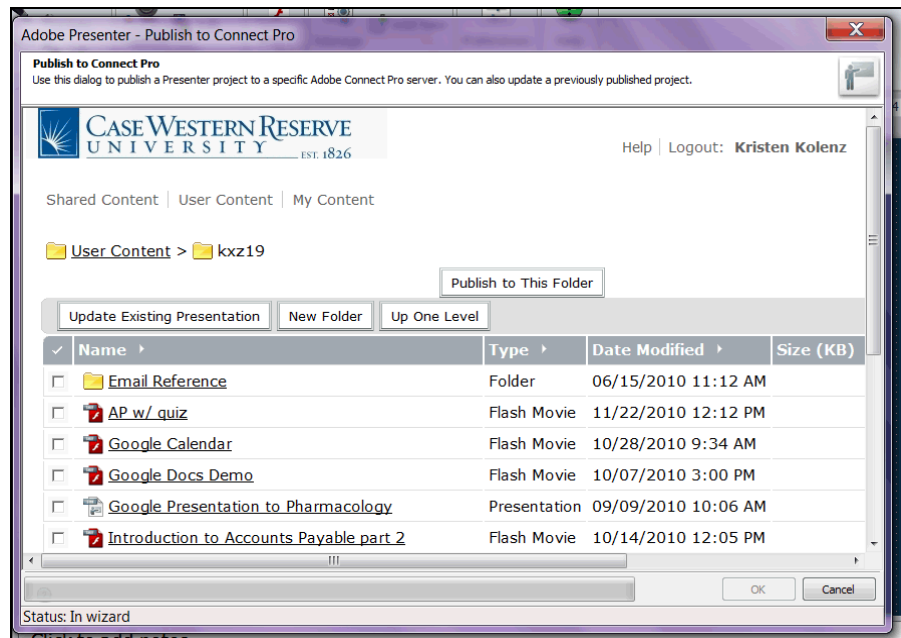
Step	Action
3.	Click the <b>Server</b> list. 
4.	Select the <b>Adobe Connect</b> item from the list.  Note: This server was entered into the Settings window in the topic called "Setting up Adobe Connect Server." 
5.	If it is not checked already, click the <b>Upload source presentation with assets</b> option. 
6.	Place checkmarks in the <b>Audio</b> , <b>Video</b> and <b>Attachments</b> options. 
7.	Click the <b>Publish</b> button. 



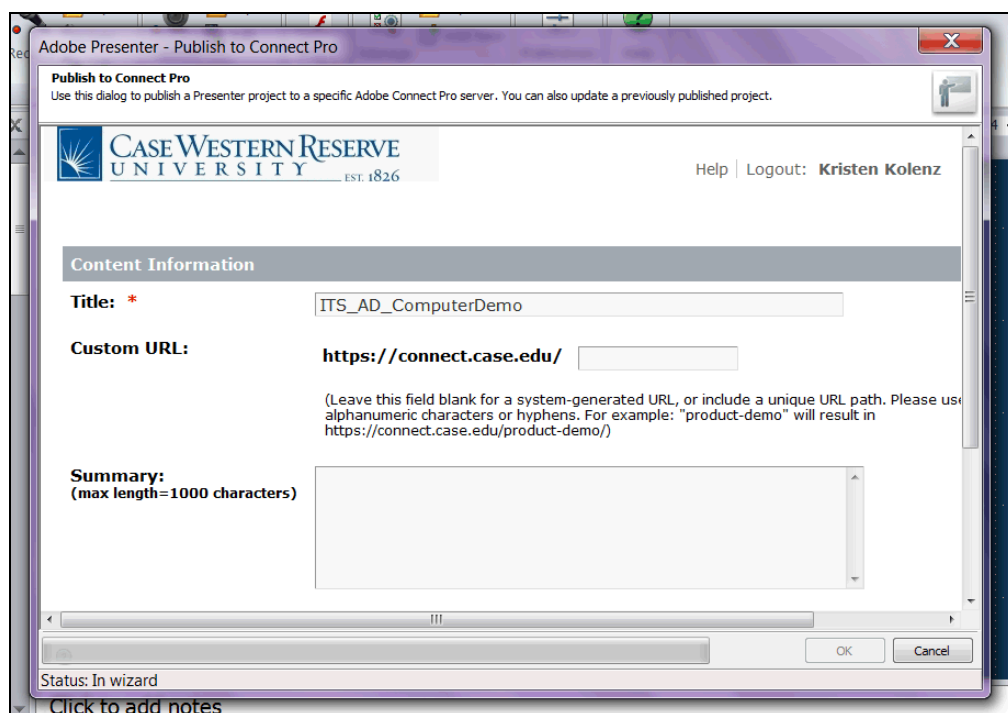
Step	Action
8.	A window will appear to display the application's progress of turning your presentation into a .swf file.



Step	Action
9.	<p>The Adobe Connect Pro login screen appears.</p> <p>Enter your CWRU Network ID and password.</p> <p>Click the <b>Login</b> button.</p> 

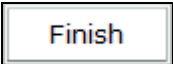


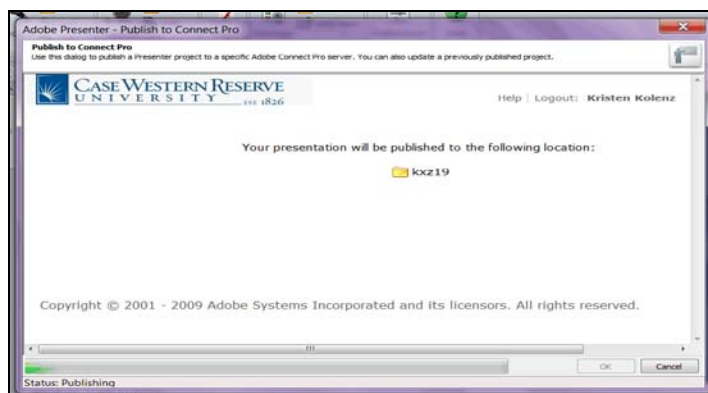
Step	Action
10.	<p>Your Adobe Connect user content folder appears.</p> <p>Click the <b>Publish to This Folder</b> button.</p> <div> <b>Publish to This Folder</b> </div>



Step	Action
11.	The Content Information screen appears.  In the <b>Title</b> field, the default title of the presentation is its file name. If desired, enter a different title into the field.
12.	The <b>Custom URL</b> field enables you to create a specific URL for your presentation. It is useful to those who will be sending out links to their presentations

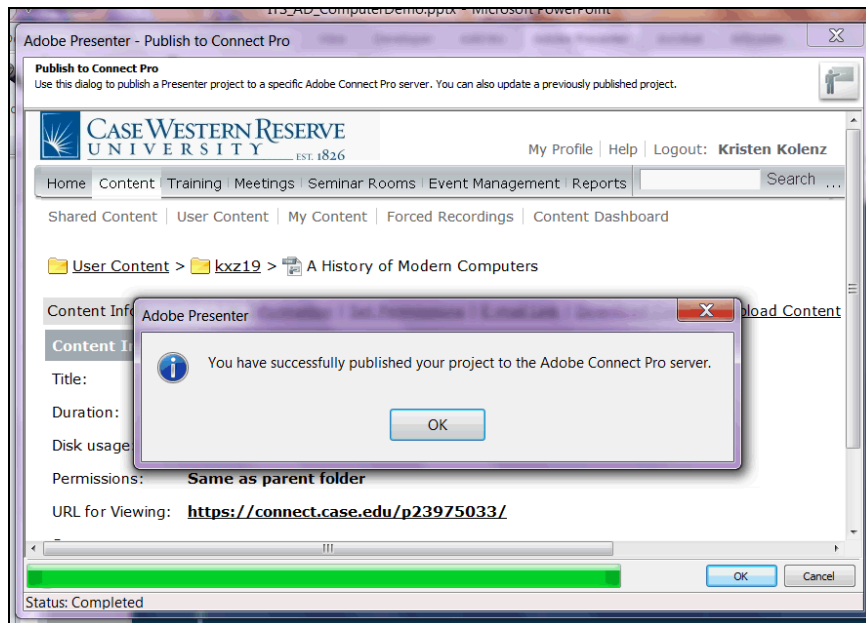
A custom URL enables you to assign an appropriate URL to your presentation, such as "https://connect.case.edu/ECON101week1." This makes the URL friendlier to read, understand, and type if needed. If you are going to create a course in Adobe Connect from this content, it is a best practice to leave this field blank and allow the system to assign a URL. System-generated URL's are made of a short string of random letters and numbers.

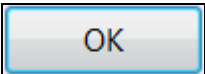
Step	Action
13.	Click the <b>Finish</b> button. 



Step	Action
14.	A confirmation appears. It may take a few minutes for the presentation to publish. Do not close the Publish window until a confirmation appears.





Step	Action
15.	<p>When the presentation has published successfully, a window will appear to notify you.</p> <p>Click the <b>OK</b> button.</p> 
16.	<p>The Content Information screen appears.</p> <p>To view your presentation, click the <b>URL for Viewing</b> link.</p>
17.	<p>After a brief loading screen, your presentation will appear.</p>
18.	<p>Once published, you may share your presentation in a meeting, by directing your audience to its URL, or by creating a course from it.</p> <p>For directions on creating a course, please see the section of this manual called "Creating Curriculum." For directions on creating a meeting, please see the Adobe Connect user guide.</p> <p><b>End of Procedure.</b></p>

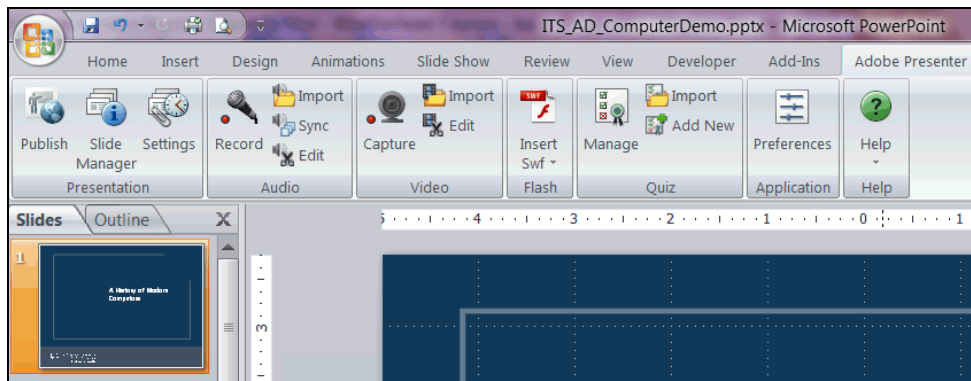
## Adobe Presenter

### Publishing to PDF File

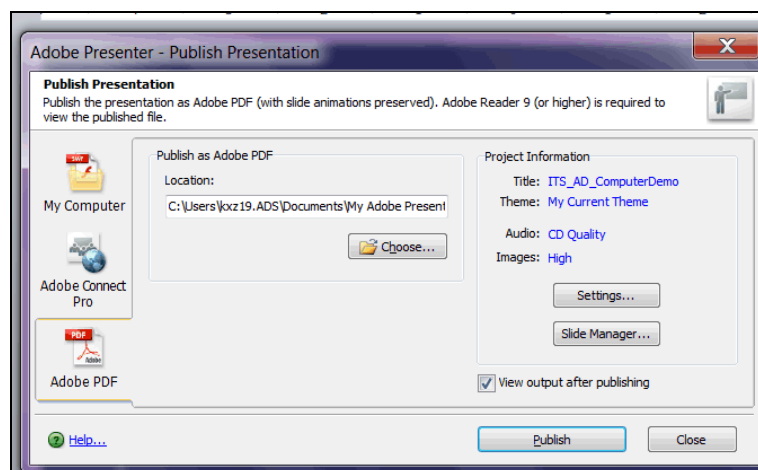
Publishing an Adobe Presenter presentation as a PDF file is a flexible way to ensure that any member of your audience can watch your presentation with free Adobe Flash and Adobe Reader software, which is available worldwide from [adobe.com](http://adobe.com). This topic will explain how to publish your Adobe Presenter presentation as a PDF file.

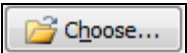
#### Procedure

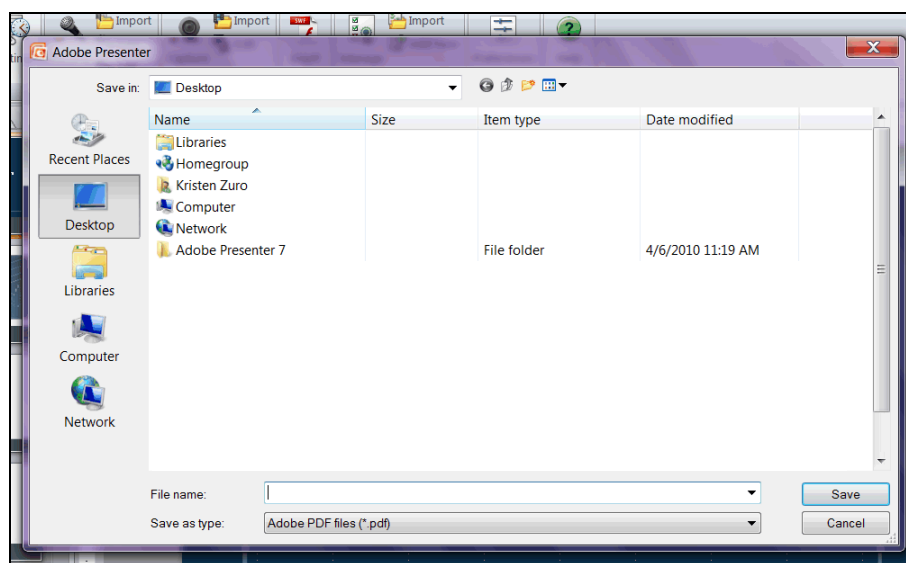
Begin by opening a PowerPoint presentation.




Step	Action
1.	Activate the <b>Adobe Presenter</b> tab.  Click the <b>Publish</b> button.
2.	The Publish Presentation window appears.  Activate the <b>Adobe PDF</b> tab.



Step	Action
3.	<p>You are prompted to select a location where your PDF file will be saved.</p> <p>Click the <b>Choose...</b> button.</p> 



Step	Action
4.	Navigate to the location or folder where your presentation should be published, then click the <b>Save</b> button.
5.	<p>Click the <b>Publish</b> button.</p> 
6.	Your published presentation appears in Adobe PDF format.
7.	<p>This completes the process of publishing an Adobe Presenter presentation as a PDF file.</p> <p><b>End of Procedure.</b></p>

## Using Presentations in Adobe Connect

The Adobe Connect online application at Case Western Reserve University is often used to hold online meetings and events. One of its other features is the ability to host online curricula. This chapter of the Adobe Presenter manual contains directions on how to create curricula and courses that can be used to administer asynchronous online classes, as well as how to use Adobe Presenter content in online meetings.

Please note: This chapter should be utilized after publishing a PowerPoint presentation using Adobe Presenter to the Adobe Connect server. For directions on how to do that, please see the topic called "Publishing to Adobe Connect" in the Publishing chapter.

## Curricula

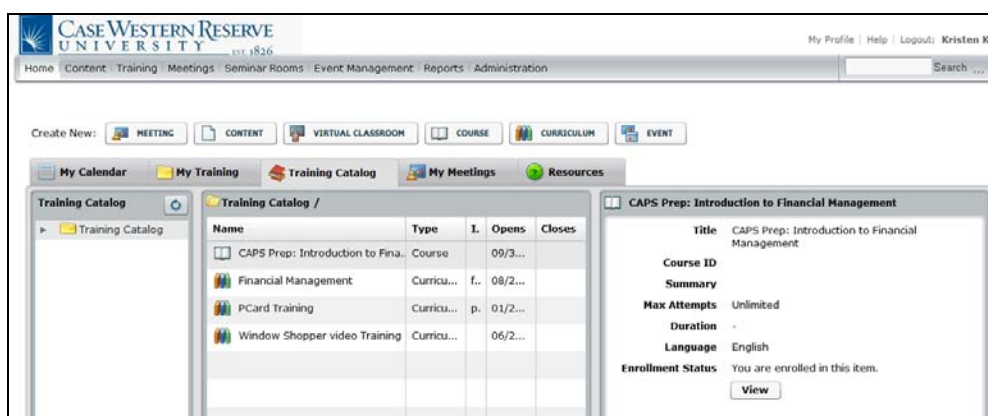
In Adobe Connect, a curriculum is a series of courses (and/or meetings) that students must complete. A curriculum is an ideal way to set up a series of online courses that students will complete asynchronously. The curriculum will track the courses that students complete and any scores that they receive from quizzes.

If you are unable to locate the Training tab mentioned in these topics, please contact the ITS Service Desk for assistance at 216.368.HELP (4357) or [help@case.edu](mailto:help@case.edu). You may also use the [help.case.edu](http://help.case.edu) website to submit your problem or chat with a technician.

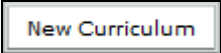
## Creating a Curriculum

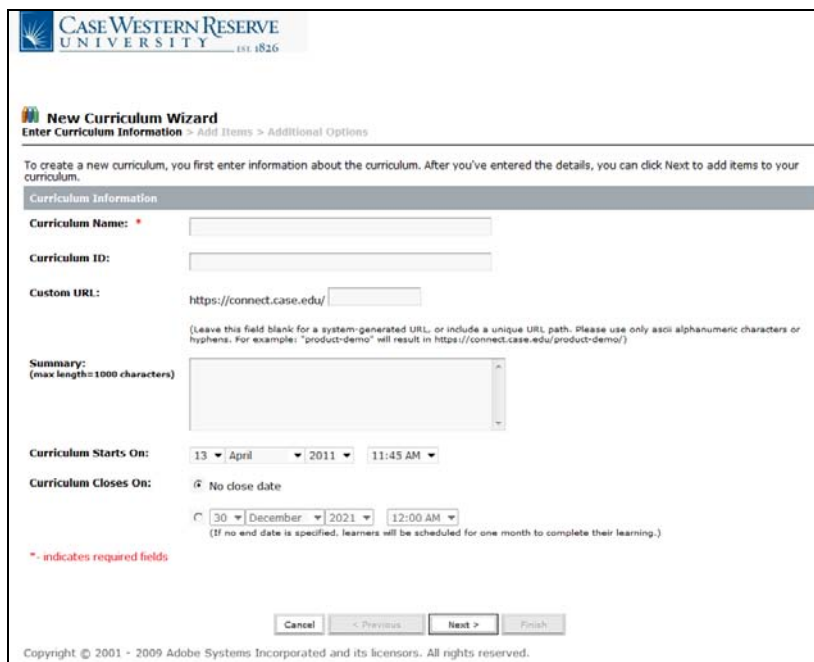
### Procedure

Begin by signing in to Adobe Connect at [connect.case.edu](http://connect.case.edu).



Step	Action
1.	<p>Once you are signed in to Adobe Connect, the Home screen appears.</p> <p>Click the <b>Training</b> tab at the top of the screen.</p> <div data-bbox="344 1810 474 1873" data-label="Image"> </div>

Step	Action
2.	<p>The Training screen appears.</p> <p>Click the <b>New Curriculum</b> button.</p> 



**New Curriculum Wizard**  
Enter Curriculum Information > Add Items > Additional Options

To create a new curriculum, you first enter information about the curriculum. After you've entered the details, you can click Next to add items to your curriculum.

**Curriculum Information**

**Curriculum Name:** \*

**Curriculum ID:**

**Custom URL:** https://connect.case.edu/

(Leave this field blank for a system-generated URL, or include a unique URL path. Please use only ascii alphanumeric characters or hyphens. For example: "product-demo" will result in https://connect.case.edu/product-demo/)

**Summary:**  
(max length=1000 characters)

**Curriculum Starts On:** 13 April 2011 11:45 AM

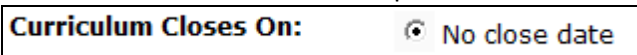
**Curriculum Closes On:** ☒ No close date

☐ 30 December 2021 12:00 AM  
(If no end date is specified, learners will be scheduled for one month to complete their learning.)

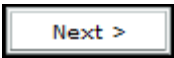

\* - indicates required fields


Cancel < Previous Next > Finish


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Step	Action
3.	<p>The New Curriculum wizard appears.</p> <p>Enter an appropriate name for this online curriculum, such as the subject, catalog number and title, into the <b>Curriculum Name</b> field.</p>
4.	<p>Enter an ID for the curriculum, such as the subject and course number, into the <b>Curriculum ID</b> field.</p>
5.	<p>In the <b>Custom URL</b> field, enter words or characters that will enable your students to type the URL into their web browser and go to the curriculum directly. For example, enter the subject and catalog number.</p>
6.	<p>The <b>Curriculum Starts On</b> fields enable you to determine a date that the curriculum becomes accessible to students. It defaults to the current date; is optional to change it.</p>
7.	<p>Use the <b>Curriculum Closes On</b> options to determine a date that the curriculum closes to students. The default option is "No close date."</p> 

## Adobe Presenter

Step	Action
8.	Click the <b>Next</b> button. 
9.	Click the <b>Add Content</b> link. 




**CASE WESTERN RESERVE**  
**UNIVERSITY** EST. 1826

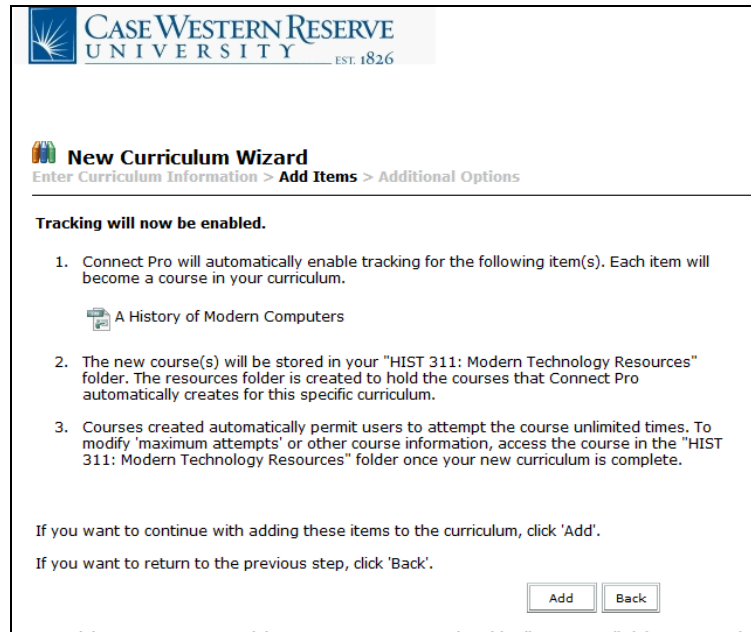

**New Curriculum Wizard**  
 Enter Curriculum Information > **Add Items** > Additional Options

Shared Content | User Content | My Content  
 User Content > kxz19  
 Up One Level

✓	Name	Type	Date Modified
	Email Reference	Folder	06/15/2010 11:12 AM
<input type="checkbox"/>	A History of Modern Computers	Presentation	03/30/2011 2:10 PM
<input type="checkbox"/>	AP w/ quiz	Flash Movie	11/22/2010 12:12 PM
<input type="checkbox"/>	Google Calendar	Flash Movie	10/28/2010 9:34 AM
<input type="checkbox"/>	Google Docs Demo	Flash Movie	10/07/2010 3:00 PM
<input type="checkbox"/>	Google Presentation to Pharmacology	Presentation	09/09/2010 10:06 AM
<input type="checkbox"/>	Introduction to Accounts Payable part 2	Flash Movie	10/14/2010 12:05 PM
<input type="checkbox"/>	Introduction to Accounts Payable Quiz v2	Flash Movie	09/20/2010 11:52 AM
<input type="checkbox"/>	Introduction to AP 1 v2	Flash Movie	10/14/2010 11:00 AM
<input type="checkbox"/>	Introduction to eProcurement 2	Flash Movie	09/23/2010 9:30 AM
<input type="checkbox"/>	Introduction to eProcurement part 1	Flash Movie	09/23/2010 9:29 AM
<input type="checkbox"/>	Introduction to eProcurement Quiz	Flash Movie	09/20/2010 11:51 AM
<input type="checkbox"/>	Introduction to Financial Management Quiz v2	Flash Movie	10/14/2010 10:38 AM
<input type="checkbox"/>	Introduction to Financial Management v2	Flash Movie	09/30/2010 11:30 AM
<input type="checkbox"/>	Webmail Demonstration	Flash Movie	10/26/2010 11:18 AM

\* - This content cannot be selected because it is not active.

Step	Action
10.	A list of the content you've uploaded to Adobe Connect appears. Select the PowerPoint presentation that was published to Connect using Presenter, as well as any other content that you want to make a part of your curriculum. 
11.	Click the <b>Add</b> button. 



**Case Western Reserve University**  
EST. 1826

**New Curriculum Wizard**  
Enter Curriculum Information > **Add Items** > Additional Options

**Tracking will now be enabled.**

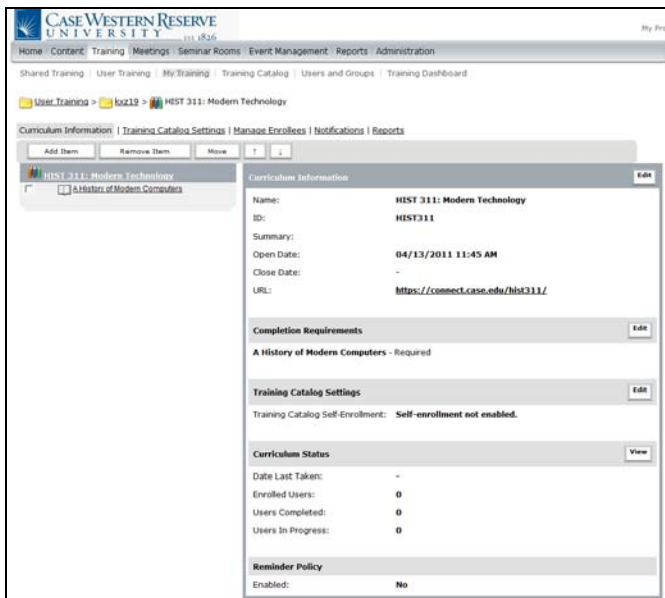
1. Connect Pro will automatically enable tracking for the following item(s). Each item will become a course in your curriculum.
2. The new course(s) will be stored in your "HIST 311: Modern Technology Resources" folder. The resources folder is created to hold the courses that Connect Pro automatically creates for this specific curriculum.
3. Courses created automatically permit users to attempt the course unlimited times. To modify 'maximum attempts' or other course information, access the course in the "HIST 311: Modern Technology Resources" folder once your new curriculum is complete.

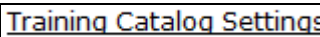
If you want to continue with adding these items to the curriculum, click 'Add'.

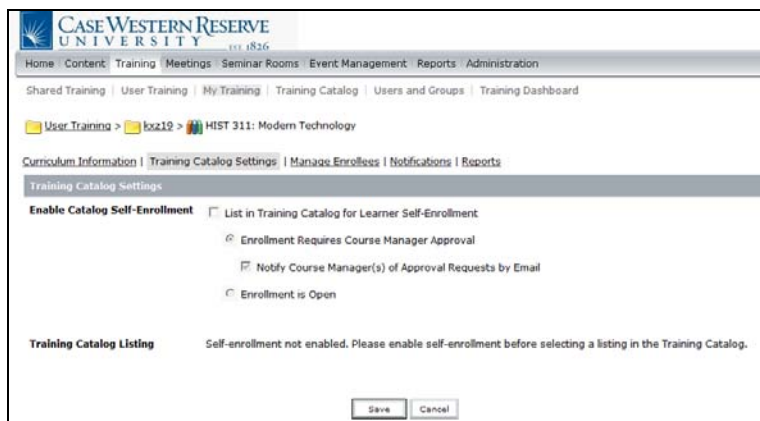
If you want to return to the previous step, click 'Back'.


**Add** **Back**

Step	Action
12.	<p>A message appears. It explains that each content item you selected will become a course that is tracked within the curriculum, and the content will be stored in your Resources folder.</p> <p>Click the <b>Add</b> button.</p> <p><b>Add</b></p>
13.	<p>Click the <b>Next</b> button.</p> <p><b>Next &gt;</b></p>
14.	<p>Click the <b>Finish</b> button.</p> <p><b>Finish</b></p>

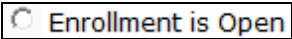
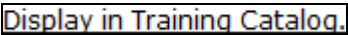


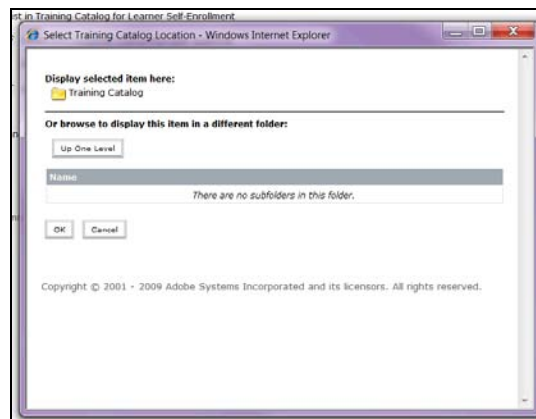
Step	Action
15.	Click the <b>Training Catalog Settings</b> link. 


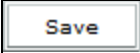


Step	Action
16.	Click the <b>List in Training Catalog for Learner Self-Enrollment</b> option.  This will enable your students, under your direction, to enroll in the curriculum through the Training Catalog. This does not replace the process of students enrolling for your course through the Student Information System - it only enables them to take the course in Adobe Connect. 



Step	Action
17.	The fields <b>Enrollment Requires Course Manager Approval</b> and <b>Notify Course Manager of Approval Requests by Email</b> are selected by default. These settings will enable you to receive requests from students to see the course content, which in turn allows you to ensure that the students are enrolled in the course through the SIS before you approve their request. Notifications of enrollment requests will be sent to you by email from the Connect server.
18.	If you do not want to approve requests for enrollment, click the <b>Enrollment is Open</b> option. 
19.	Click the <b>Display in Training Catalog</b> link. 

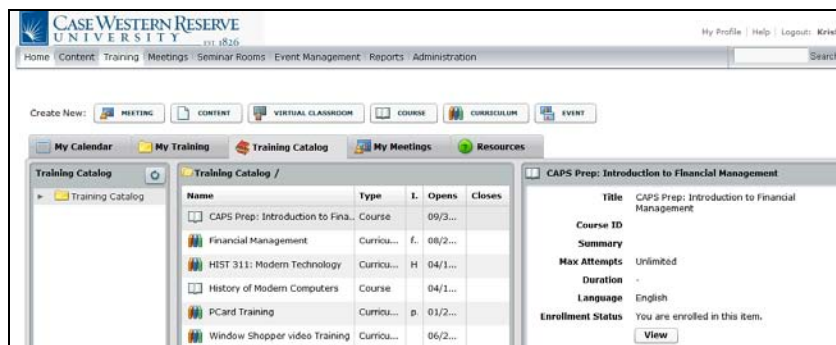


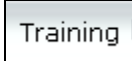
Step	Action
20.	Click the <b>OK</b> link. 
21.	Click the <b>Save</b> button. 
22.	The course will now be viewable in the Connect Training Catalog for students to find.  This completes the process of creating a curriculum in Adobe Connect. <b>End of Procedure.</b>

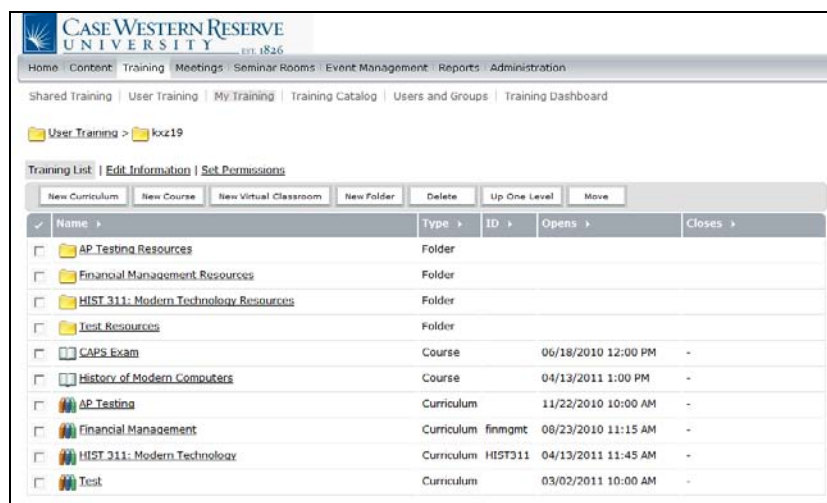
## Viewing Curriculum Progress and Quiz Scores

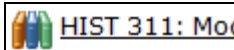
### Procedure

Begin by logging in to Adobe Connect at [connect.case.edu](http://connect.case.edu).



Step	Action
1.	<p>After you are logged in to Connect, the Home screen appears.</p> <p>Click the <b>Training</b> tab.</p> 



Step	Action
2.	<p>The Training screen appears. It lists all curricula and courses that you have created. Select the curriculum you wish to view from the list.</p> 

The screenshot shows the Case Western Reserve University Training Catalog interface. The breadcrumb trail is: User Training > kcz19 > HIST 311: Modern Technology. The main content area is titled 'Curriculum Information' and includes an 'Edit' button. The information displayed is:

Name:	HIST 311: Modern Technology
ID:	HIST311
Summary:	
Open Date:	04/13/2011 11:45 AM
Close Date:	-
URL:	<a href="https://connect.case.edu/hist311/">https://connect.case.edu/hist311/</a>

Below this, there is a 'Completion Requirements' section with an 'Edit' button. It shows 'A History of Modern Computers - Required'.

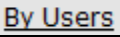
Step	Action
3.	<p>The Curriculum Information screen appears.</p> <p>Click the <b>Reports</b> link.</p> <p><b>Reports</b></p>

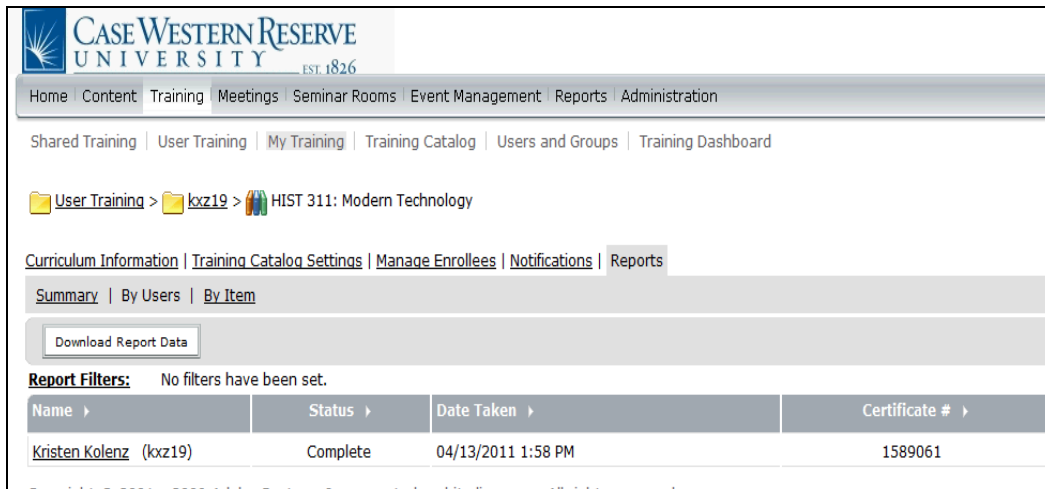
The screenshot shows the Case Western Reserve University Training Catalog interface, specifically the 'Reports' section for HIST 311: Modern Technology. The breadcrumb trail is: User Training > kcz19 > HIST 311: Modern Technology. The main content area is titled 'Curriculum Information' and includes an 'Edit' button. The information displayed is:

Name:	HIST 311: Modern Technology
ID:	HIST311
Open Date:	04/13/2011 11:45 AM
Close Date:	-
URL:	<a href="https://connect.case.edu/hist311/">https://connect.case.edu/hist311/</a>

Below this, there is a 'Curriculum Status' section with the following data:

Enrolled Users:	1
Users Completed:	1
Users In Progress:	0

Step	Action
4.	<p>The Curriculum Information screen appears. It lists information such as the curriculum URL and curriculum statistics such as the number of enrolled users, the number of users who have completed the curriculum, and the number of users who are in progress.</p> <p>Click the <b>By Users</b> link.</p> <p></p>



Home | Content | Training | Meetings | Seminar Rooms | Event Management | Reports | Administration

Shared Training | User Training | My Training | Training Catalog | Users and Groups | Training Dashboard

User Training > kxz19 > HIST 311: Modern Technology

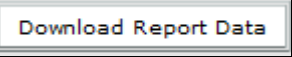
Curriculum Information | Training Catalog Settings | Manage Enrollees | Notifications | Reports

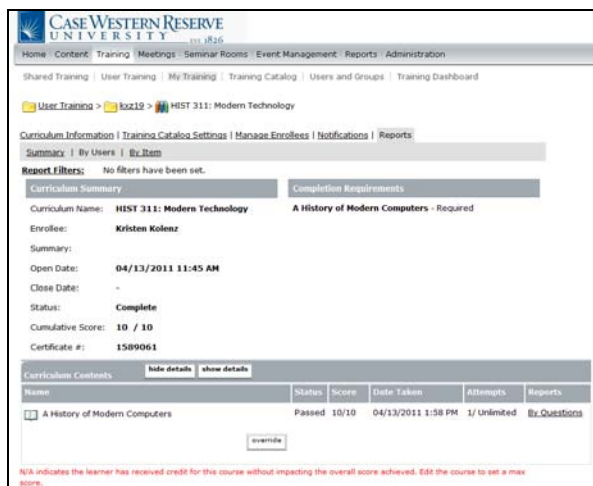
Summary | By Users | By Item

Download Report Data

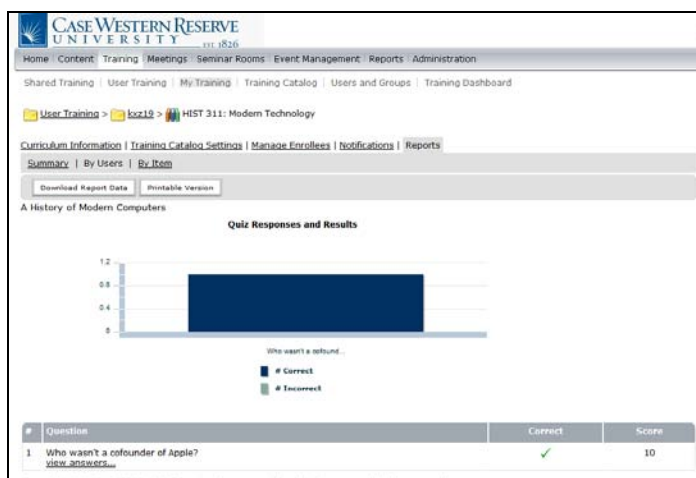
**Report Filters:** No filters have been set.

Name >	Status >	Date Taken >	Certificate # >
Kristen Kolenz (kxz19)	Complete	04/13/2011 1:58 PM	1589061

Step	Action
5.	The By Users screen lists the students enrolled in the curriculum and their status (complete, in progress, failed).
6.	<p>Click on the <b>Download Report Data</b> button to save the report as a .csv file that can be saved and opened in Excel.</p> <p></p>
7.	Click on a student's name to see their scores for each course and/or quiz in the curriculum.



Step	Action
8.	<p>The Curriculum Summary for the student appears. In the Curriculum Contents area at the bottom of the screen, each course in the curriculum is listed.</p> <p>To see the student's responses to quiz questions in the course, click the <a href="#">By Questions</a> link.</p> <p><a href="#">By Questions</a></p>



Step	Action
9.	<p>The student's quiz answers appear. For each question, it is indicated if the student answered correctly and the score received.</p>
10.	<p>This completes the process of viewing curriculum progress and quiz scores.</p> <p><b>End of Procedure.</b></p>

## Courses

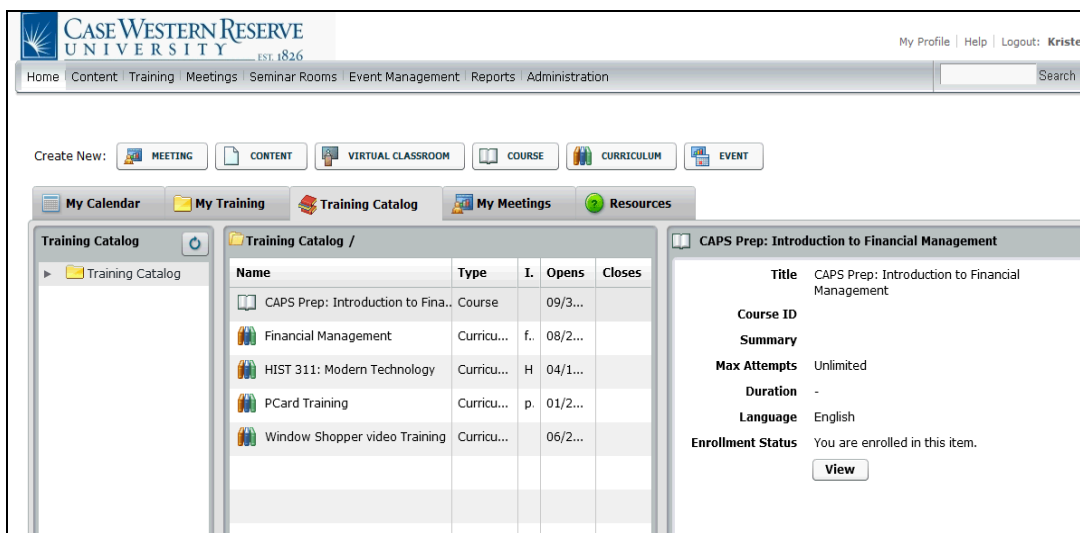
It is not necessary to have a curriculum set up in Adobe Connect in order to host a presentation there. The process of creating a course in Adobe Connect enables you to enforce tracking of viewing data and quiz data from your Adobe Presenter presentation. This topic will demonstrate how to turn a presentation that was published to Connect into a course.

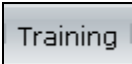

If you are unable to locate the Training tab mentioned in this topic, please contact the ITS Service Desk for assistance at 216.368.HELP (4357) or help@case.edu. You may also use the help.case.edu website to submit your problem or chat with a technician.

## Creating a Course

### Procedure

Begin by logging in to Adobe Connect at connect.case.edu



Step	Action
1.	<p>Once you are logged in, the Home screen appears.</p> <p>Click the <b>Training</b> tab.</p> 
2.	<p>The Training screen appears.</p> <p>Click the <b>New Course</b> link.</p> 

**Enter Course Information**  
Enter Course Information > Select Content > Enroll Learners > Set Up Notification > Set Up Reminders

**Course Information**

**Course Name:** \*

**Course ID:**

**Custom URL:**

(Leave this field blank for a system-generated URL, or include a unique URL path. Please use only ascii alphanumeric characters or hyphens. For example: "product-demo" will result in https://connect.case.edu/product-demo/)

**Summary:**  
(max length=1000 characters)

**Course Starts On:** 13 April 2011 01:00 PM

**Course Closes On:** ☒ No close date  
☐ 30 December 2021 12:00 AM  
(If no end date is specified, learners will be scheduled for one month to complete their learning.)

**Max Attempts:**   
(Leave blank to allow unlimited retries.)

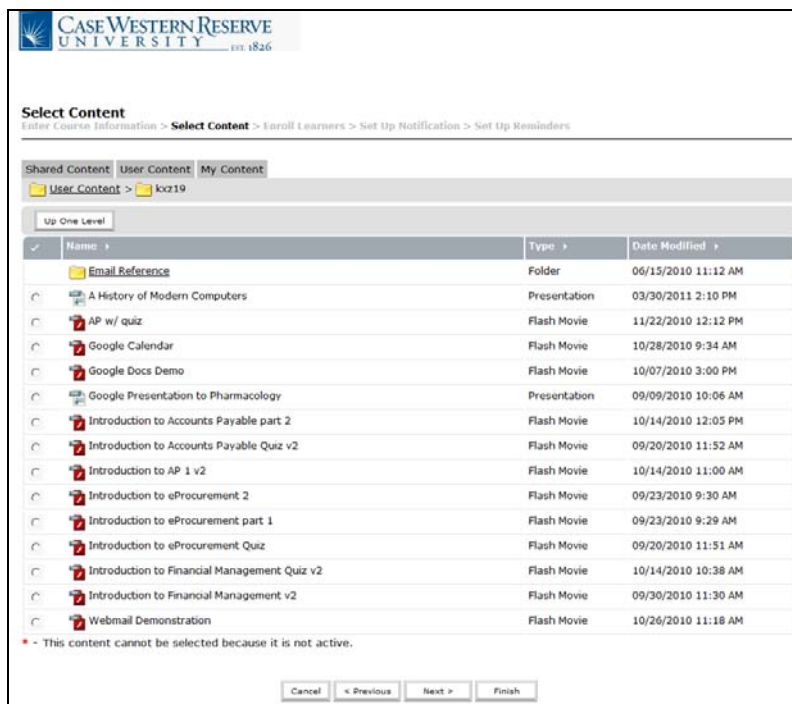
**Max Possible Score:**   
(Ignored if max score sent by content.)


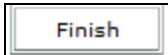
☒ Update information for any items linked to this item.

\*- indicates required fields

Cancel < Previous Next > Finish

Step	Action
3.	The Enter Course Information screen appears.  Enter a name for the course or presentation into the <b>Course Name</b> field.
4.	Enter a URL that is easy to read and enter into the address bar of an Internet browser into the <b>Custom URL</b> field.  You will be able to distribute this URL to your students via email or in another medium such as a Blackboard course.
5.	The <b>Course Starts On</b> fields enable you to determine a date that the course becomes accessible to students. It defaults to the current date; is optional to change it.
6.	Use the <b>Course Closes On</b> options to determine a date that the course closes to students. The default option is "No close date."
7.	The <b>Max Attempts</b> field enables you to determine the amount of times that a student can view the course. Leave this field blank to allow students to watch the presentation multiple times. <b>Max Attempts</b>
8.	Click the <b>Next</b> button. <b>Next &gt;</b>



Step	Action
9.	A list of the content you've uploaded to Adobe Connect appears. Select the PowerPoint presentation that was published to Connect using Presenter. 
10.	Click the <b>Finish</b> button. 



The screenshot shows the Case Western Reserve University Training Catalog interface. The breadcrumb trail is: User Training > kxz12 > History of Modern Computers. The 'Course Information' tab is selected, displaying the following details:

- Course Name: History of Modern Computers
- Course ID:
- Summary:
- Open Date: 04/13/2011 1:00 PM
- Close Date: -
- Course URL: <https://connect.case.edu/moderncomputers/>
- Max Attempts: Unlimited
- Max Possible Score: 10
- Number of Slides: 7 slides
- Duration: 00:07:29
- Language: English

Below the course information, the 'Training Catalog Settings' section shows 'Training Catalog Self-enrollment: Self-enrollment not enabled.' The 'Reminder Policy' section shows 'Enabled: Yes', 'Send Reminders To: Enrollees who have failed or not completed the course', 'Next Reminder: 04/13/2011 12:00 AM', and 'Occurrence: Weekly'.


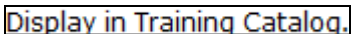
Step	Action
11.	<p>The course is created and the Course Information tab appears.</p> <p>Click the <b>Training Catalog Settings</b> link.</p> <p><b>Training Catalog Settings</b></p>

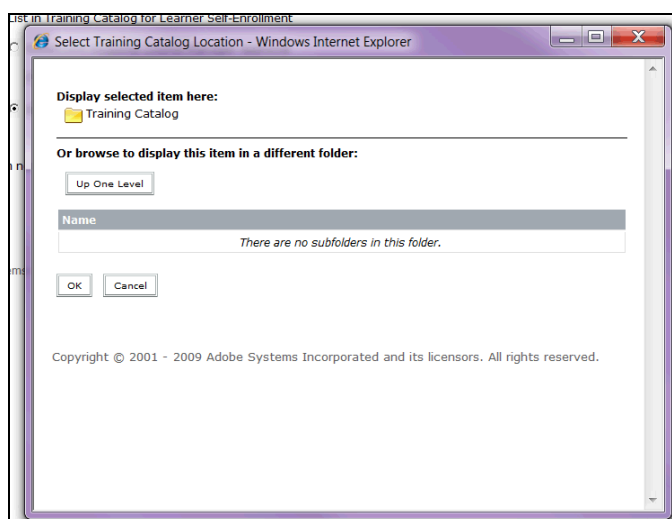
The screenshot shows the 'Training Catalog Settings' page. The 'Enable Catalog Self-Enrollment' section has the following options:



- ☐ List in Training Catalog for Learner Self-Enrollment
  - ☒ Enrollment Requires Course Manager Approval
  - ☒ Notify Course Manager(s) of Approval Requests by Email
  - ☐ Enrollment is Open

The 'Training Catalog Listing' section displays the message: 'Self-enrollment not enabled. Please enable self-enrollment before selecting a listing in the Training Catalog.' At the bottom, there are 'Save' and 'Cancel' buttons.

Step	Action
12.	<p>Click the <b>List in Training Catalog for Learner Self-Enrollment</b> option.</p> <p><input type="checkbox"/></p>

Step	Action
13.	The fields <b>Enrollment Requires Course Manager Approval</b> and <b>Notify Course Manager of Approval Requests by Email</b> are selected by default. These settings will enable you to receive requests from students to see the course content, which in turn allows you to ensure that the students are enrolled in the course through the SIS before you approve their request. Notifications of enrollment requests will be sent to you by email from the Connect server.
14.	If you do not want to approve requests for enrollment, click the <b>Enrollment is Open</b> option. 
15.	Click the <b>Display in Training Catalog</b> link. 

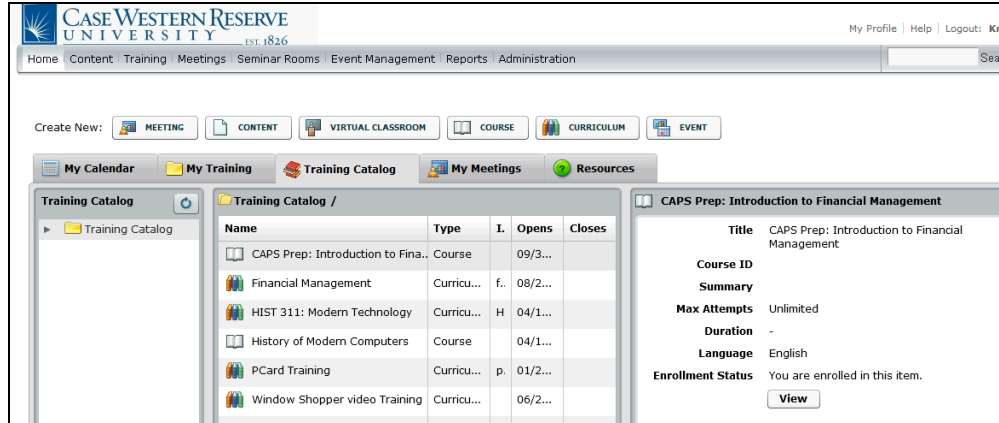


Step	Action
16.	Click the <b>OK</b> link. 
17.	Click the <b>Save</b> button. 
18.	This completes the process of creating a course in Adobe Connect using a presentation developed in PowerPoint and published with Adobe Presenter. <b>End of Procedure.</b>

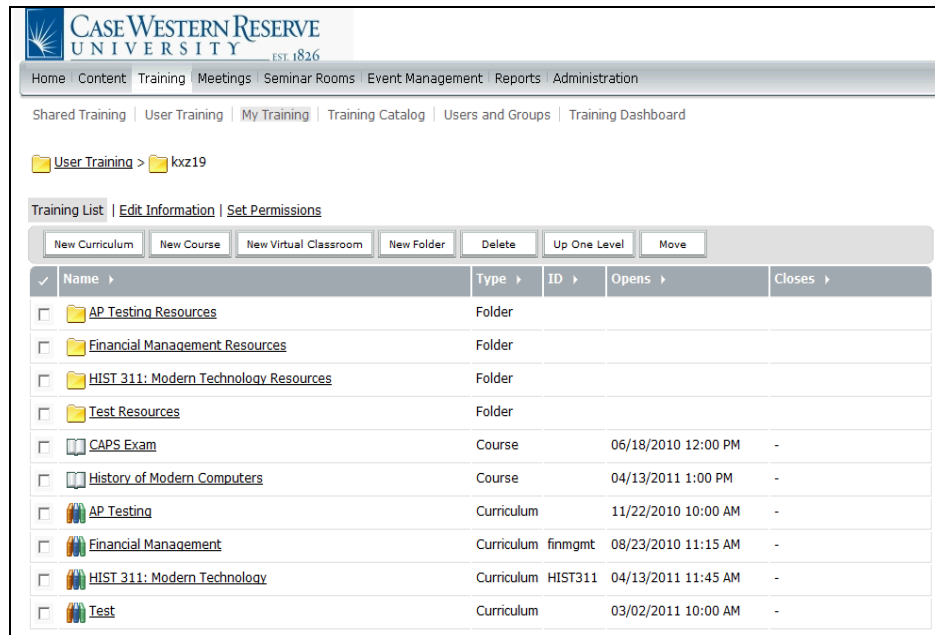
## Viewing Course Completion and Quiz Scores

### Procedure

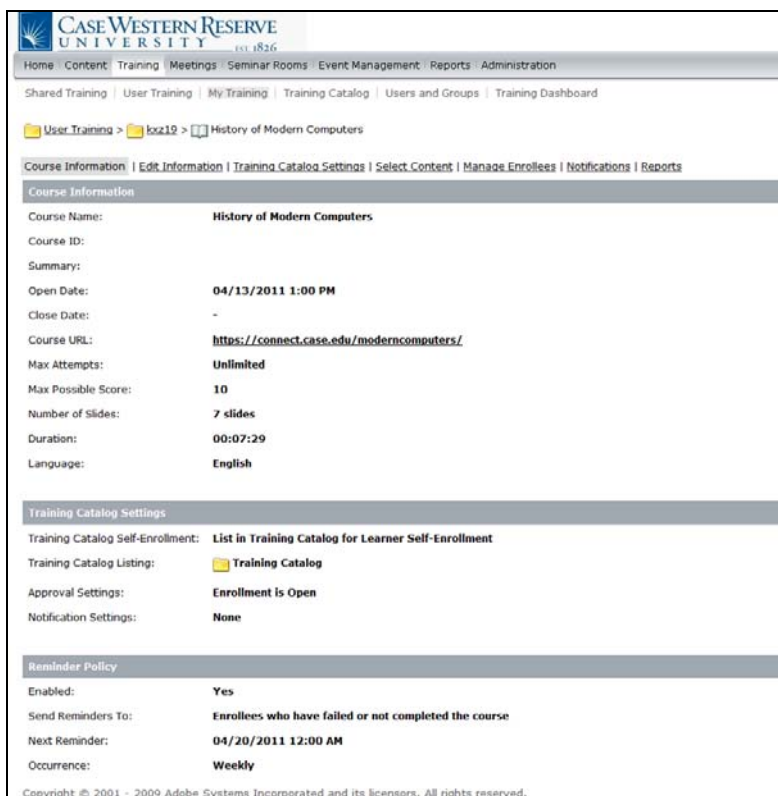
Begin by logging in to Adobe Connect at connect.case.edu



Step	Action
1.	<p>After you are logged on, the Home screen appears.</p> <p>Click the <b>Training</b> tab.</p> <div>Training</div>



Step	Action
2.	<p>The Training screen appears. It contains a list of all curricula and courses that you have created, as well as folders containing courses that belong to curricula.</p> <p>Select the course you wish to see.</p> <p><i>Please note: If the course is part of a curriculum, first click on the curriculum's folder, then click on the course.</i></p> <p><u>History of Modern Computers</u></p>



The screenshot shows the Case Western Reserve University Training Catalog interface. The breadcrumb trail is: User Training > kx219 > History of Modern Computers. The course information is as follows:

Course Information	
Course Name:	History of Modern Computers
Course ID:	
Summary:	
Open Date:	04/13/2011 1:00 PM
Close Date:	-
Course URL:	<a href="https://connect.case.edu/moderncomputers/">https://connect.case.edu/moderncomputers/</a>
Max Attempts:	Unlimited
Max Possible Score:	10
Number of Slides:	7 slides
Duration:	00:07:29
Language:	English

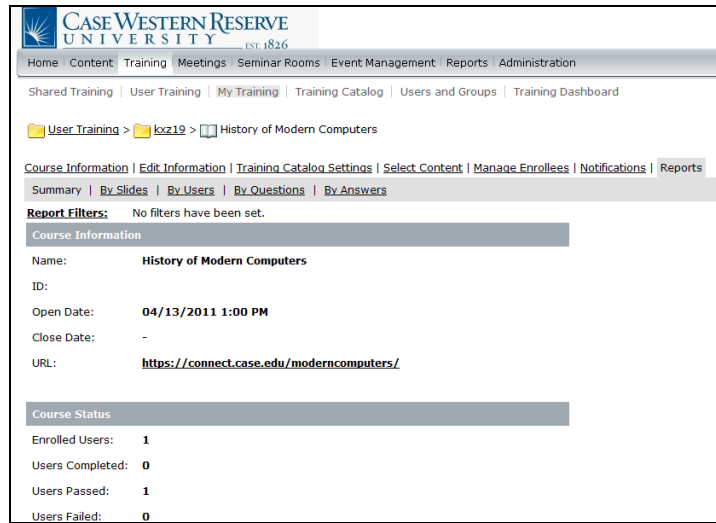
Training Catalog Settings	
Training Catalog Self-Enrollment:	List in Training Catalog for Learner Self-Enrollment
Training Catalog Listing:	<input checked="" type="checkbox"/> Training Catalog
Approval Settings:	Enrollment is Open
Notification Settings:	None

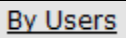
  

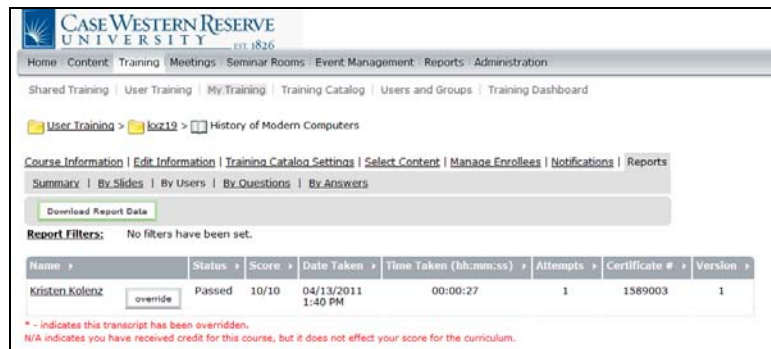
Reminder Policy	
Enabled:	Yes
Send Reminders To:	Enrollees who have failed or not completed the course
Next Reminder:	04/20/2011 12:00 AM
Occurrence:	Weekly


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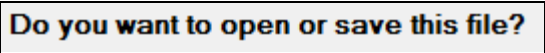
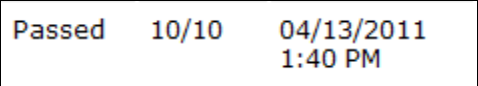
Step	Action
3.	<p>The Course Information screen appears.</p> <p>Click the <b>Reports</b> link.</p> <p><u>Reports</u></p>

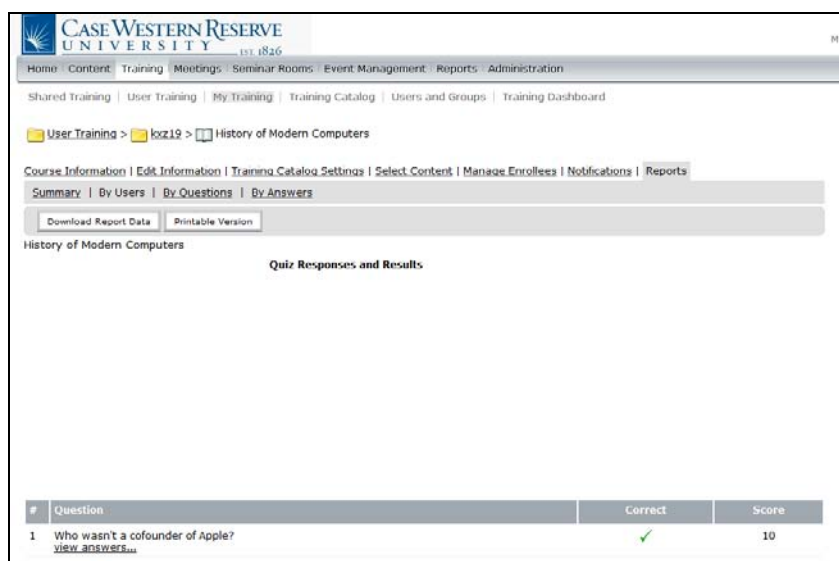


Step	Action
4.	The Reports screen appears. It contains information such as the date the course opened, its URL, and course statistics including enrolled users, users who have completed the course, users who have passed the course, and users who have failed the course.
5.	Click the <b>By Users</b> link. 



Step	Action
6.	A list of all students enrolled in the course appears. The list displays each student's name, their status (passed, failed, in progress), score, and the date the course was completed.  You may download the contents of the By Users screen by clicking the <b>Download Report Data</b> button. 

Step	Action
7.	A Windows dialogue box appears that prompts you to open or save a file called "data.csv." Save the file to your computer, where it can be opened and converted to an Excel file. 
8.	Click on a student's name to see the results of any quizzes in the presentation. 



Step	Action
9.	The student's quiz answers appear. For each question, it is indicated if the student answered correctly and the score received.
10.	This completes the process of viewing course completion and quiz scores in Adobe Connect. <b>End of Procedure.</b>

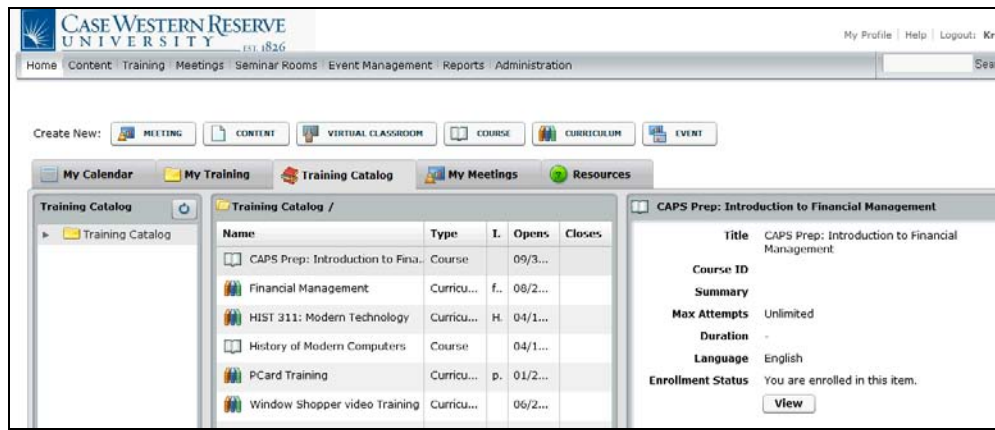
## Meetings

Adobe Connect's meetings provide an ideal environment for hosting online meetings and synchronous online courses. This chapter will demonstrate how to create a meeting and load it with content created using Adobe Presenter.

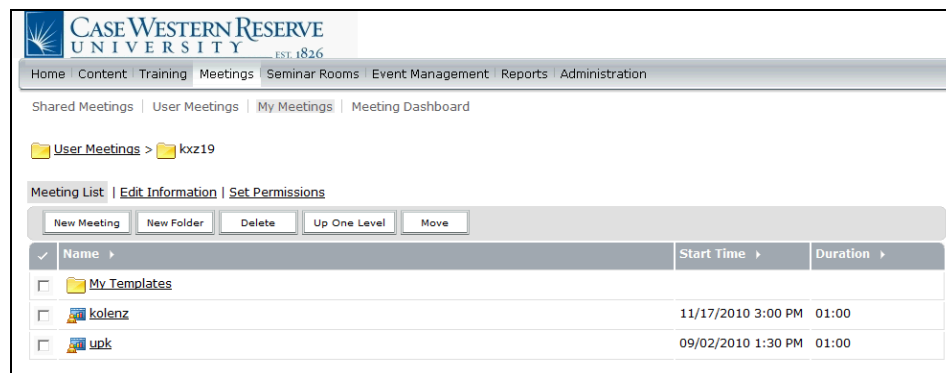
### Creating a Meeting

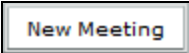
#### Procedure

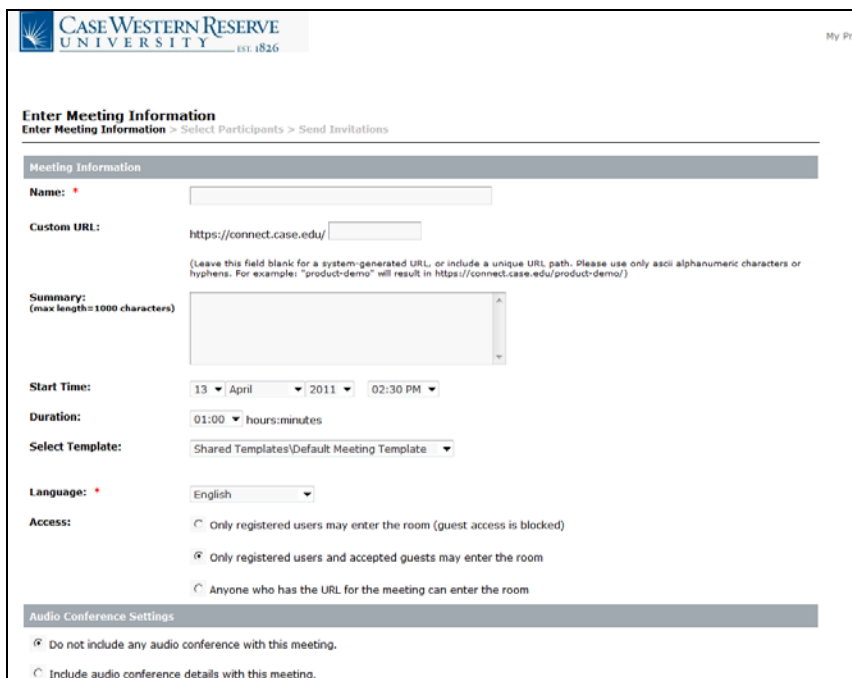
Begin by logging in to Adobe Connect at [connect.case.edu](http://connect.case.edu)




Step	Action
1.	<p>After you are logged in, the Home screen appears.</p> <p>Click the <b>Meetings</b> link.</p> <div>Meetings</div>

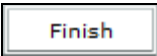
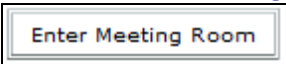


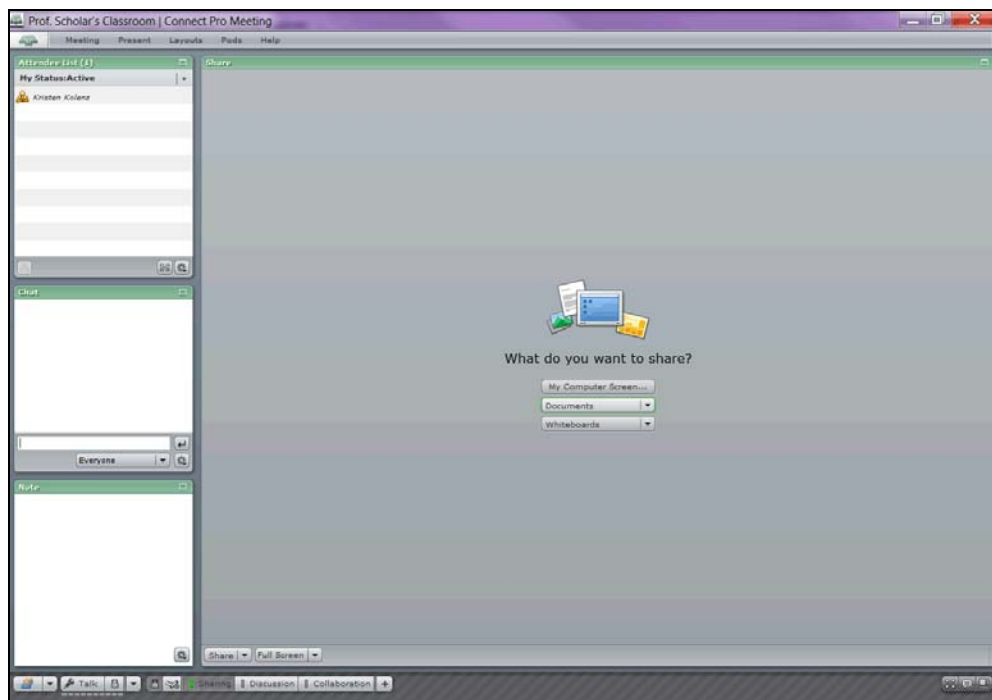
Step	Action
2.	<p>The Meetings screen appears. It contains any meetings you've already created.</p> <p>Click the <b>New Meeting</b> link.</p> 




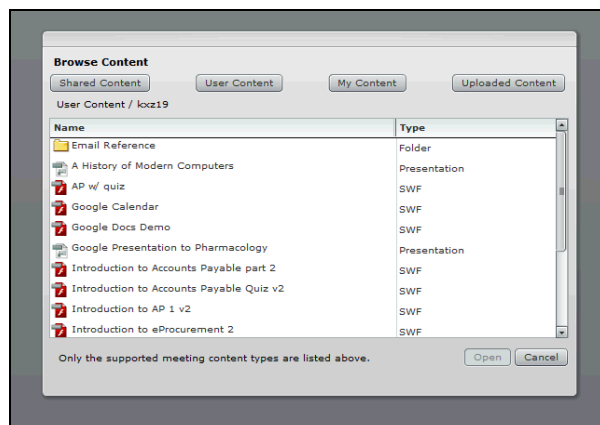
Step	Action
3.	<p>The Enter Meeting Information screen appears.</p> <p>Enter a name for your meeting into the <b>Name</b> field. If you intent to use this meeting room again in the future, you may want to name it after yourself or your class, rather than a specific event, date or time.</p>
4.	<p>Enter a custom URL for your meeting room so that it is easy to find. You can copy and paste this URL into emails or distribute it using other media, such as Blackboard. Given your intended use for the meeting room, you may want to name it after yourself or your class.</p> <p>Enter an appropriate name into the <b>Custom URL</b> field.</p>
5.	<p>Depending on how you plan to distribute the link to your meeting room, you may want to require that users register for the event or be "accepted" before they can enter the room. To open the meeting room to anyone with the URL, click the <b>Anyone who has the URL for the meeting can enter the room</b> option.</p> 

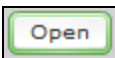


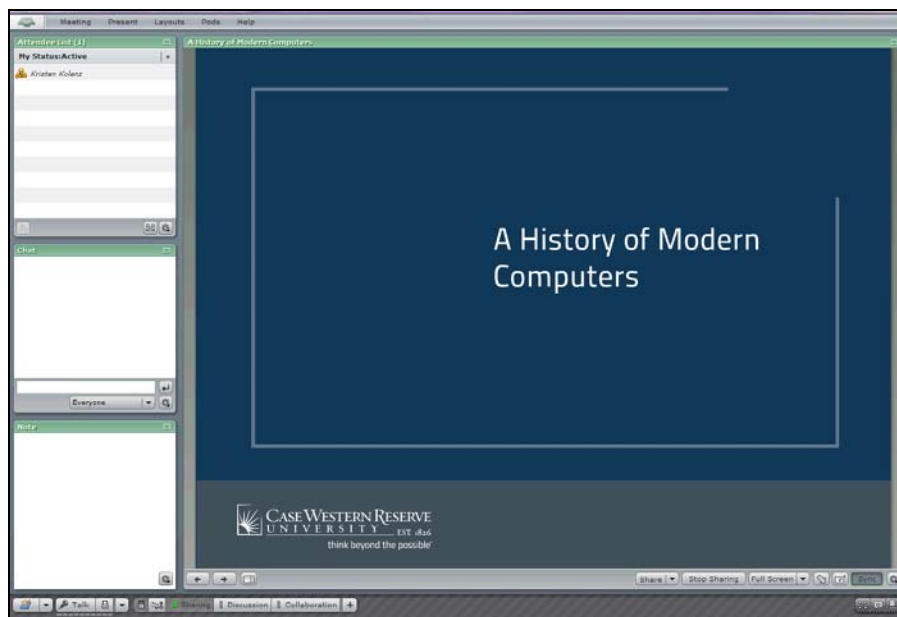
Step	Action
6.	Click the <b>Finish</b> button. 
7.	The Meeting Information screen appears.  Click the <b>Enter Meeting Room</b> button. 
8.	The meeting room will begin to load. Depending on whether you have used Adobe Connect meetings before, you may be prompted to install a plug-in. It is safe to trust this plug-in.




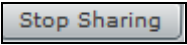
Step	Action
9.	When the meeting room opens, it displays a series of "pods." Locate the "Sharing Pod." It displays the question, "What do you want to share?"  Click the <b>Documents</b> dropdown button.
10.	Click the <b>Select from Content Library</b> button. 



Step	Action
11.	The Browse Content window appears. Locate the presentation you published to Adobe Connect.  Click on the presentation.
12.	Click the <b>Open</b> button. 



Step	Action
13.	After briefly loading, you presentation appears.

Step	Action
14.	Navigate through the presentation using the Forward and Backward arrows that appear at the bottom left of the Share Pod. 
15.	To remove the presentation from your meeting, click the <b>Stop Sharing</b> button. 
16.	This completes the process of creating a meeting and loading it with a presentation. To leave the meeting, simply close the window it's in. When you open the meeting room again, if any content being shared in it will remain. <b>End of Procedure.</b>