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Adobe Captivate level 1 beginner course outline (2-day)

Lesson 1: Overview of the Captivate Workflow: Building a Better Course

- What is Captivate and review of the completed course
- The Captivate Workflow - ADDIE (Modified) - eLearning Suite 2 content
- Inputs and Outputs
- Flash Technology
- Captivate Development Requirements
- Creating a Pilot

Lesson 2: Navigating The Captivate 5/5.5 Interface

- Examining existing files - open two files
- Working with Panels - Docking, undocking
- Setting Your Workspace
- Major Panels - Filmstrip, Timeline, Properties
- Using Help

Lesson 3: Creating Your First Lesson

- Adding Background Artwork
- Adding a Text Caption
- Adding an Image
- The Captivate Timeline

- Adding a Flash animation
- Previewing your Work

Lesson 4: Master Pages and Templates

- The relationship between Master pages and Templates
- Using a Storyboard and a Template
- Using Master Pages
- Building a Template
- Using a Template
- Lab: Create a new Master Page and Add a layout to a Template

Lesson 5: Inserting Objects

- Text Captions
- Images
- Highlight Boxes
- Text Animation
- Using the Library
- Lab: Creating a new slide with multiple objects

Lesson 6: Adding Interactivity

- Roll Over Caption
- Roll Over Image
- Roll Over Slidelet
- Using Buttons
- Using a simple Action
- Branching
- Lab: Adding a new interaction

Lesson 7: Audio and Video

- Adding Audio in Captivate

- Editing Audio
- Importing Audio - Text to Speech
- Adding Video - FLV and F4V
- Slide Video - The Video panel
- Lab: Adding Video with a Green Screen

Lesson 8: Publishing to the Web and Print

- The Publishing process / Options
- Going to the Web
- LMS Publishing Basics
- LMS Output options
- Output to Print
- Lab: Send a Quiz to Print

Adobe Captivate level 2 advanced course outline (2-day)

Lesson 1: Recording Demonstrations

- The Captivate Recording Process
- Using the Captivate Recording Interface
- Making your First Recording
- Editing your Recording
- Setting up the Recording Preferences
- Making a Full Motion Recording
- Lab: Recording a Website

Lesson 2: Recording Simulations

- Items to review before Recording

- Recording a Simulation
- Editing a Click-box
- Adding a Text-Entry Interaction
- Manual Recording
- Lab: Creating a Text Entry Interaction

Lesson 3: Animating with the Effects Panel

- Creating a Simple Animation
- Adding an Effect
- Working with the Timeline and the Effects Panel
- Using Multiple Effects
- Trigger an Effect with a Button
- Lab: Effect #4

Lesson 4: Captivate Variables

- What are Captivate Variables - Demo how variables work
- Using System Variables (2 Examples)
- Using User Variables (1 Example)
- Lab: Displaying another System Variable

Lesson 5: Advanced Actions

- The Advanced Actions Interface
- Showing and Object
- Making Checkboxes - Conditional Statements
- Hiding the Playback Bar
- Lab: Quiz Logic

Lesson 6: Using PowerPoint and Captivate

- Two methods of Import
- Importing a PPT or PPTX

- Working with the PPT in Captivate
- Round-trip editing
- Animations with PPT and Syncing Audio
- Lab: Importing another PPT

Lesson 7: Quiz Questions

- Working with Captivate Quiz Questions
- Multiple Choice Question
- Question Options / LMS
- Question Type #2
- Review of the Other Questions
- Lab: Adding Another Question

Lesson 8: Reporting Student Data

- Reporting Options with Captivate
- Using Acrobat.com
- How an LMS Works
- Using SCORM - LMS Publishing options
- Using AICC
- Lab: Testing an Outside LMS

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