ARTICULATE STORYLINE 2

Content Planning Guide

Winter 2015

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Using Storyline 2 on Your OnPoint Learning Platform

This job aid provides instructions for using *Storyline 2* from Articulate Global., a provider of world-class publishing technologies and services for multimedia eLearning, to create content for online and mobile delivery to OnPoint Digital's OPLS and CellCast Solution platforms. *Storyline* is an authoring software tool to design HTML5 content that can be exported and deployed into OnPoint's OPLS and CellCast Solution platforms quickly and easily.

What are the Advantages and Disadvantages of Storyline 2?

The biggest standout for Storyline 2 is its interface is very similar to Microsoft PowerPoint. If you are familiar with using slides, you will already have familiarity with Storyline's slides. Additionally, you can import your PowerPoint slides directly into Storyline. A big advantage with Storyline is access to their community you can share resources and tips of the trade. Articulate e-Learning Heroes is a great resource. Storyline 2 is one of the few authoring tools that makes software simulations easy. A disadvantage to Storyline is that their published courses are not responsive. So, when designing for more than one device type, your slide may not transition for the best mobile experience for all devices.

Use Cases for Storyline 2 – Where does it fit?

Storyline 2 software rapidly authors a wide range of interactive and HTML5-based eLearning content without programming. Easily create application simulations, product demos, drag-and-drop modules, and soft skills and compliance training materials. Import Microsoft *PowerPoint* presentations into an array of features that Instructional Designers can leverage to create rapid eLearning digital courseware, performance support tools and interactive marketing materials for their online and mobile audiences. The following table summarizes the common use cases, supported communications methods and target devices OnPoint believes are best suited for *Storyline*-created materials.

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Where Does Captivate Fit/Work?

Supports			
Common Use Cases			
Learning Features	☑		
Interaction and Engagement	☑		
Gaming Elements	☑		
Reference Materials/EPSS	☑		
Social Features	☒		
Communication Methods With LMS/TM Platforms			
Non-SCORM	☑		
SCORM v1.2	☑		
SCORM v2004	☑		
xAPI / Tin Can/	☑		
Supported Devices			
Desktop	Mac/Windows/Linux: Microsoft Internet Explorer, Google Chrome, Mozilla Firefox, Apple Safari		
Apple iPad Tablets	iOS5 iOS6 iOS7 iOS8 iOS9	Apple iPhones & iPod touch	iOS5 iOS6 iOS7 iOS8 iOS9
Android Tablets	V3.x – v5.x	Android Handsets	v2.3.7- v5.x

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Getting Started

To get started, you should have either purchased or signed up for a free 30-day trial account for Articulate Storyline 2 authoring platform. If you need to sign up for a new account:

1. Visit https://www.articulate.com/products/storyline-why.php
2. Confirm your system requirements.

We also recommend that you check out the Articulate Community, before beginning your project.

So, What is HTML5?

HTML5 is a markup language used for structuring and presenting content for the World Wide Web. HTML5 improves the language with support for the latest multimedia while keeping it easily readable by humans and consistently understood by computers and mobile devices. It includes detailed processing models to encourage more interoperable implementations. It introduces markup and application programming interfaces (APIs) for complex web applications. For the same reasons, HTML5 supports cross-platform mobile applications. Many features of HTML5 have been built with the consideration of being able to run on low-powered devices such as smartphones and tablets.

Working from a Template

When you want to create similar projects or similar modules in a project, use project templates to ensure consistency, efficiency, and company brand. Project templates are especially useful when multiple authors are working on different projects. Project templates help achieve the following:

- Consistency across Articulate *Storyline 2* projects.
- Reduced development time for multiple projects due to reuse of design.
- Reuse of project preferences across multiple projects.

In a collaborative environment where the designers work separately from the people creating the content, designers use templates to ensure consistency across projects. Content developers do not have to worry about the workflow of the project, the various standards involved, or the creation of the layout. All they have to do is follow the instructions in the template and provide the required content in the relevant placeholders. Creating a repository of templates requires a disciplined effort involving all stakeholders. However, the effort pays for itself over time in terms of reduced development time for projects. Use object styles along with the project templates to ensure a uniform appearance for your projects. To make a project template more effective, add slide notes providing information or instructions. Articulate's eLearning Heroes is a great resource to download templates you can use out of the box or customize

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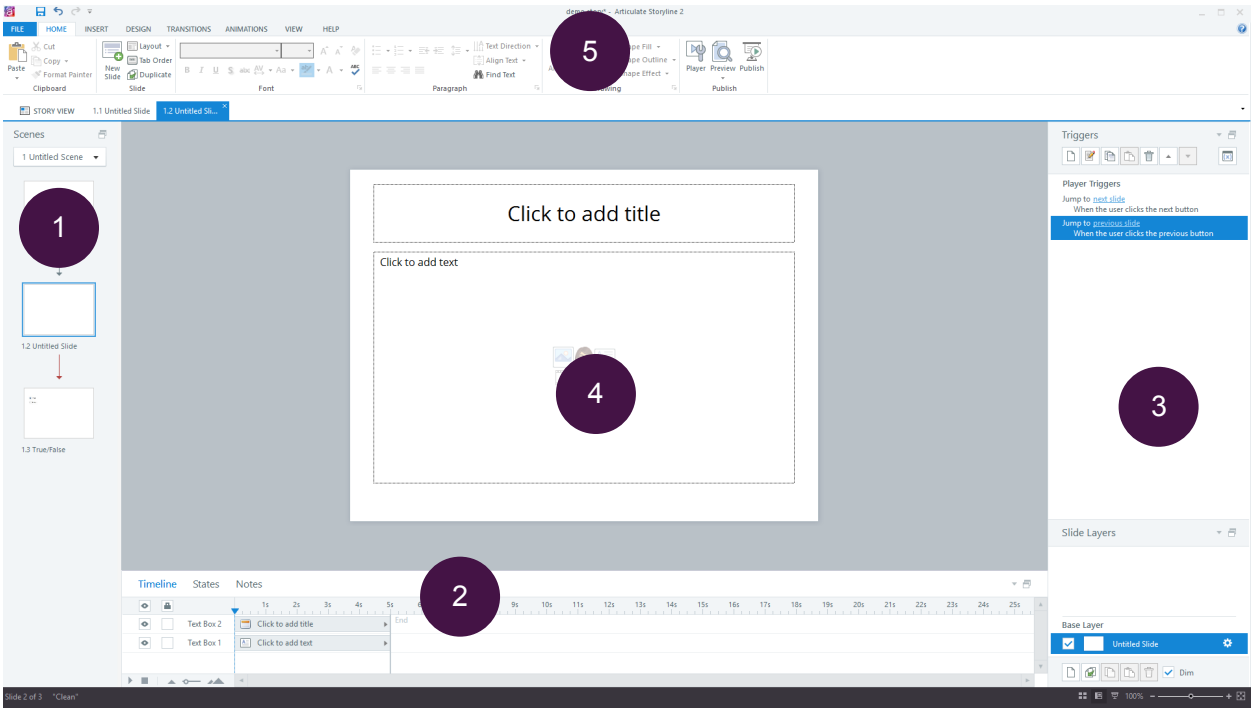
further. Of course, you can create your own, as well.

Authoring Interface



Storylines's interface consists of:

1. **Scenes**: A birds-eye view of your project and allows you to navigate from slide to slide
2. **Timeline**: Make objects, animations, trigger events, and other elements appear in the right place at the right time with the intuitive visual timeline.
3. **Triggers and Layers Panel**: This panel has the available property options to assign the objects you have on your slide. You can add trigger to objects or the slide itself.
4. **Slide**: Contains the content you will create and add interactions to.
5. **Ribbon**: Contains all the content and interaction types you can add to your project.

Converting from Existing Content Documents

If you have existing Microsoft *PowerPoint* files, Articulate *Storyline 2* allows you to import the slides into your project. You can add additional objects over the PowerPoint imported content to add interaction or add interactions to existing objects.

Note: You must import, rather than cut and paste. If you cut and paste it will convert the editable text boxes into images.

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Navigation

Storyline offers two ways to navigate through your course. You can use their existing skin editor options that will provide a bottom bar with the menu options you select or create your own navigation. In order to create your own navigation, you must create a back and next link on every page and any supporting branching navigation. OnPoint's interface has a course exit button, but you can create your own and turn it off. Additionally, keep in mind storyview is used for organization and triggers determine the actual slide order the course will be viewed in.

Note: When creating custom navigations, make sure the objects and links are visible for the entire timeline span.

Tip: You can copy and paste trigger events for navigation events to save time.

Software Simulation

Easily create software simulations and demos using *Storyline 2. Storyline* has three modes: View mode, Try mode, and Test mode. This allows you the option to scaffold learning and ensure your learner is engaged and demonstrating the skills. To create a simulation you simply record the steps in real-time and after you are complete, you can edit based on what you want the learner to demonstrate. Because *Storyline* records in segments, it is easy to edit without re-recording. To edit, right-click on video slide and the editing screen will appear. Be mindful when creating timeline events if you are using the test or try mode. Depending on the timing of the user event and trigger, your timeline may hide the trigger event to move forward. For example, if you are zoomed in and the user clicks the correct hotspot, the feedback prompt where you go to next screen could be hidden based on zoom area.

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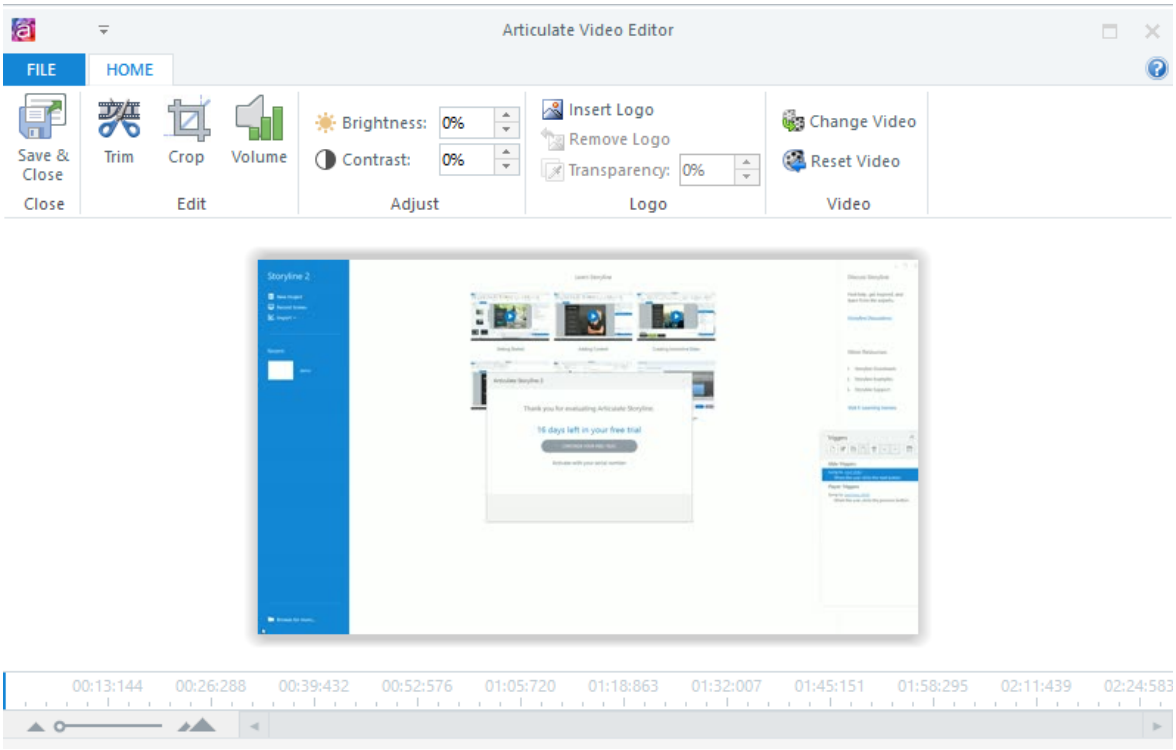

Branching

There are many additional features for creating branching scenarios using *Storyline* as an authoring solution. You can add interactivity through feedback and create scoring for your users. By using the layers feature, you show the each feedback on its layer. Additonally, with *Story View* you can see all path variations. *Storyline* has characters you can use out-of-the-box for scenario-based learning. Articulate's community has templates you can download for scenarios, as well.

Note: If you create a feedback object and trigger on a layer and duplicate, you can easily update the trigger and save time by not having to create the set of objects and triggers for each interaction.

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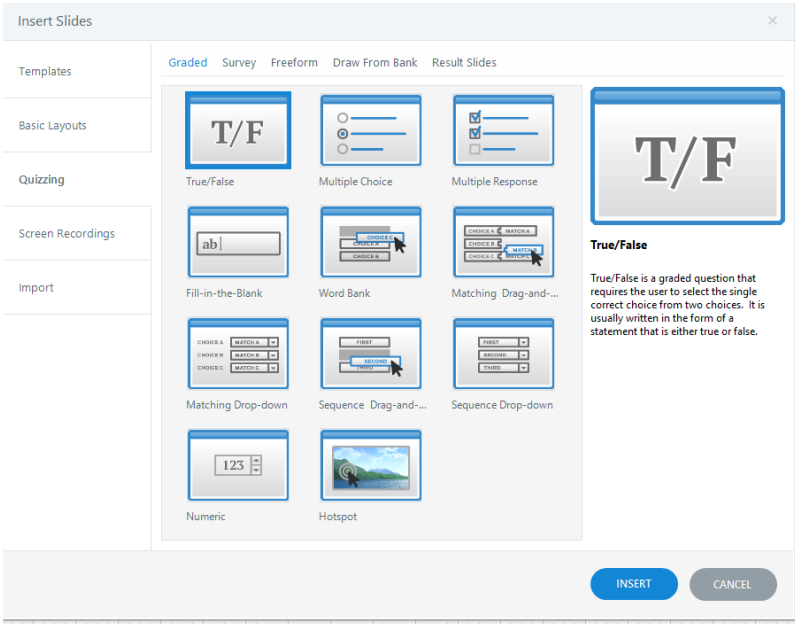
Assessments



You can easily create or import assessments into your eLearning course. Storyline has 20 predefined, form-based questions to build quizzes in minutes. Usind the Freeform Questions feature, you can turn objects into engaging decision-makeing activities. Additionally, *Storyline* offers a lot of custom options for scoring. You can combine knowledge check scores to quizzes created at the end of the course for full assessment needs. You can create question pools and randomize, as well. New to *Storyline 2* is the ability for negative scoring. You simply add an assessment by adding a slide and selecting the quiz type.

Drag and Drop Interactions

Drag and drop interactions provide an engaging way of assessing your users' knowledge. This interaction lets users answer questions by dragging and dropping objects in the designated areas or objects. Create all your objects before adding the interaction of drag and drop. As you create the drag options, ensure your timing is not conflicting with display time of objects on timeline. There are two ways to create drag and drop interactions. You can use triggers or convert to freeform option. Either solution requires a target to be defined. You can score your drag-and-drop interactions as an assessment or create as a non-scored knowledge check.

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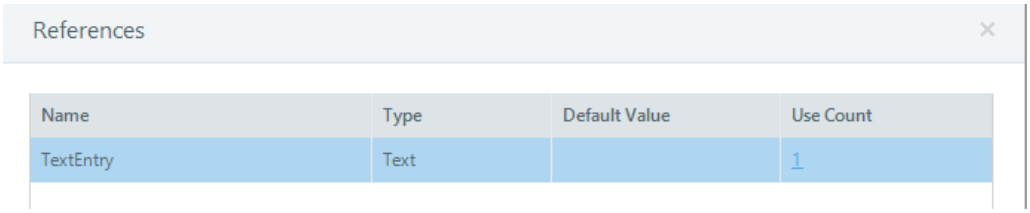
Pre-built Interactions

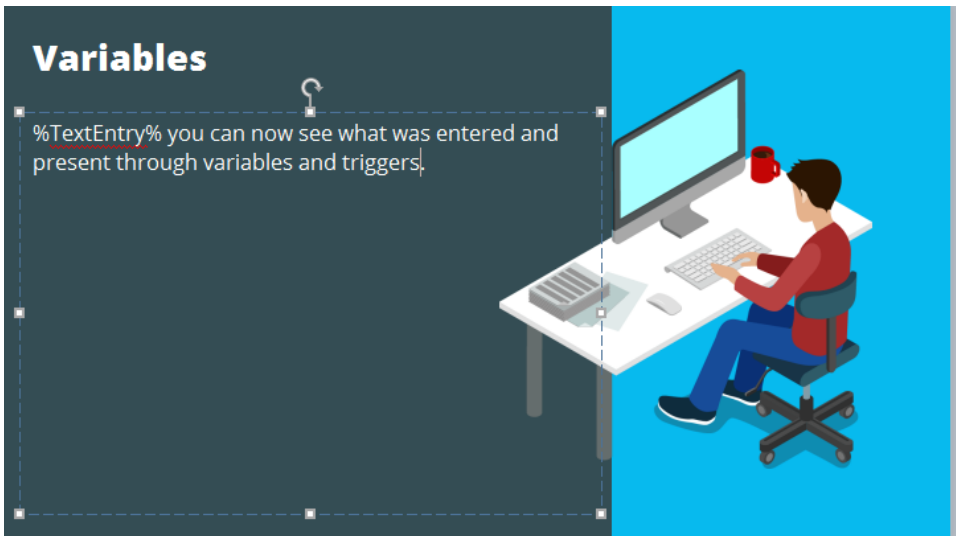
Storyline 2 offers a handful of templates that allow you to easily insert a slide and modify. These options include tab interactions, processes, timelines, slideshow media presentations and drag-and-drop. Additionally, make sure to check out Articulate's community. New templates are being added regularly that you can download for free.

Note: Test on all devices to ensure layout is supported along with the interactions.

Data Input Fields and Variables

Make your course personal. Gather learner names and other information, then present it throughout your course to make it feel personal. Or create dynamic infographics based on learner's input using variables and triggers together. There are unlimited possibilities to leverage variables, so get creative with your course. Using the controls panel on the insert ribbon, you can insert the data type. This includes hotspot, input, slider, checkbox, button or numerical. You then create a variable reference to have it display as any text would simply by adding %ReferenceNameHere%. See example below.





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Timelines

With the Timeline, you can organize objects and precisely control the timing of objects or slide events. For example, on a slide that contains a caption, an image, and a highlight box, you can display the caption, then the image 4 seconds later, and then the highlight box 2 seconds after that. The Timeline also shows any audio associated with the slide or with objects on the slide. You can easily coordinate the timing of audio with the slide using the Timeline. It is a best practice to get your audio placed first, and then apply timings using your audio file.

Note: While testing, a common issue is objects not showing or going away too fast. This is because your object is not placed on the timeline for the full amount of time or incorrect start/end times.

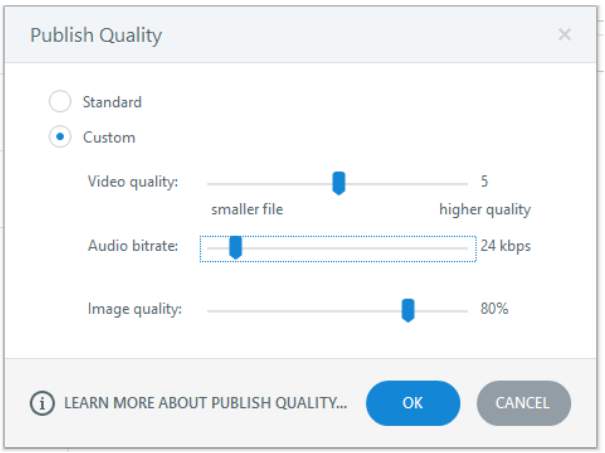
Content

Images

Saving photos at the smallest size possible while still maintaining visual quality is the best way to ensure that images are responsive. Web images are saved as 72 DPI. Images should be in PNG format to ensure proper rendering in a mobile app's UI Web View Browser. Storyline allows you to optimize in the **Publish Quality** settings. However, if you optimize individually as you import, it ensures the best download times while maintain quality.

Audio

Any audio should be in MP3 format and compressed for fast load times. Storyline allows you to optimize in the **Publish Quality** settings. Audio should be set to 24K.



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Video

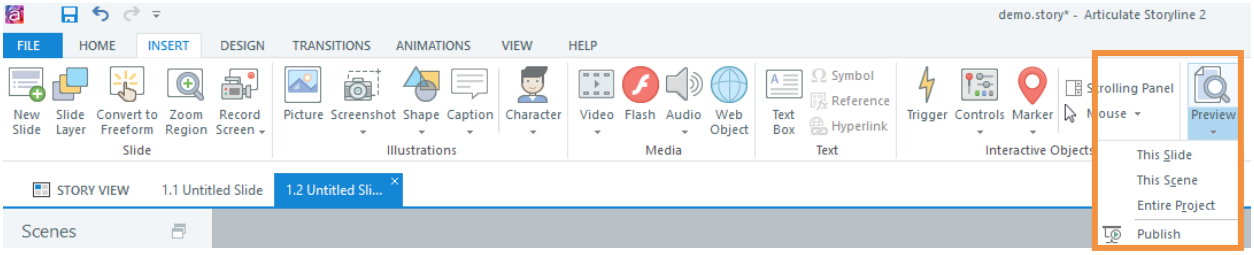
Videos are most successful when they are 1-3 minutes in length. If your topic is longer, break into bite-size subtopic videos. This will allow smaller files sizes and ensure efficient load times for downloading the video. In addition to keeping videos short, ensure to compress the video to the smallest size while still maintaining quality to ensure proper load times.

As a recommendation, the video should be sized at 480x320 as it still looks good when scaled up, but keeps the file size down.

NOTE: Video and animations must be MP4 files encoded using an H264 codec for widest device support and we would recommend that no video be more than 1-2 MB per minute running time; this means you may need to use another utility or tool to compress your original videos down to a smaller size. Easy ways to do this besides making the content small on a pixel basis to 480x320 is to drop the frame rate (15 FPS), change the key frames to 100 or 200, and bring down the audio quality to 24 K or 16 K mono because there are no stereo speakers on most mobile devices.

Publish

From the *Ribbon*, publish your course with ***Publish*** option.



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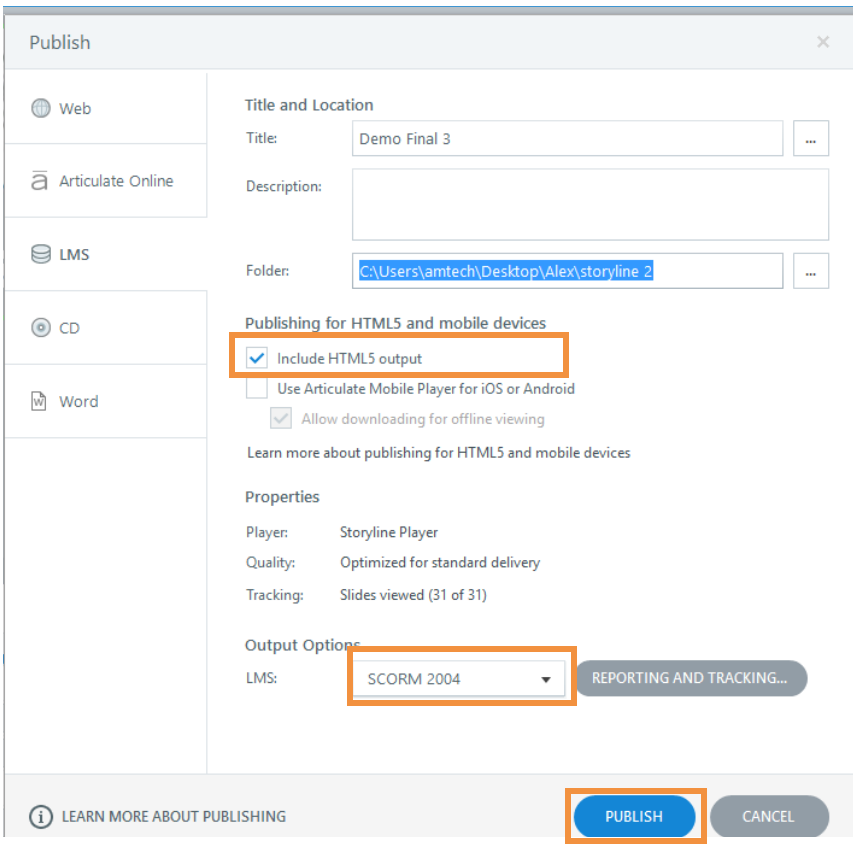
eLearning Compliant

From *LMS* tab, enter your ***Project Title*** information. Check ***Include HTML 5 output***. Lastly, click **Publish**. Name your project a unique, meaningful name with no spaces or special characters. You will select your advanced options for LMS, choosing SCORM or xAPI / Tin Can output before clicking ***Publish***.



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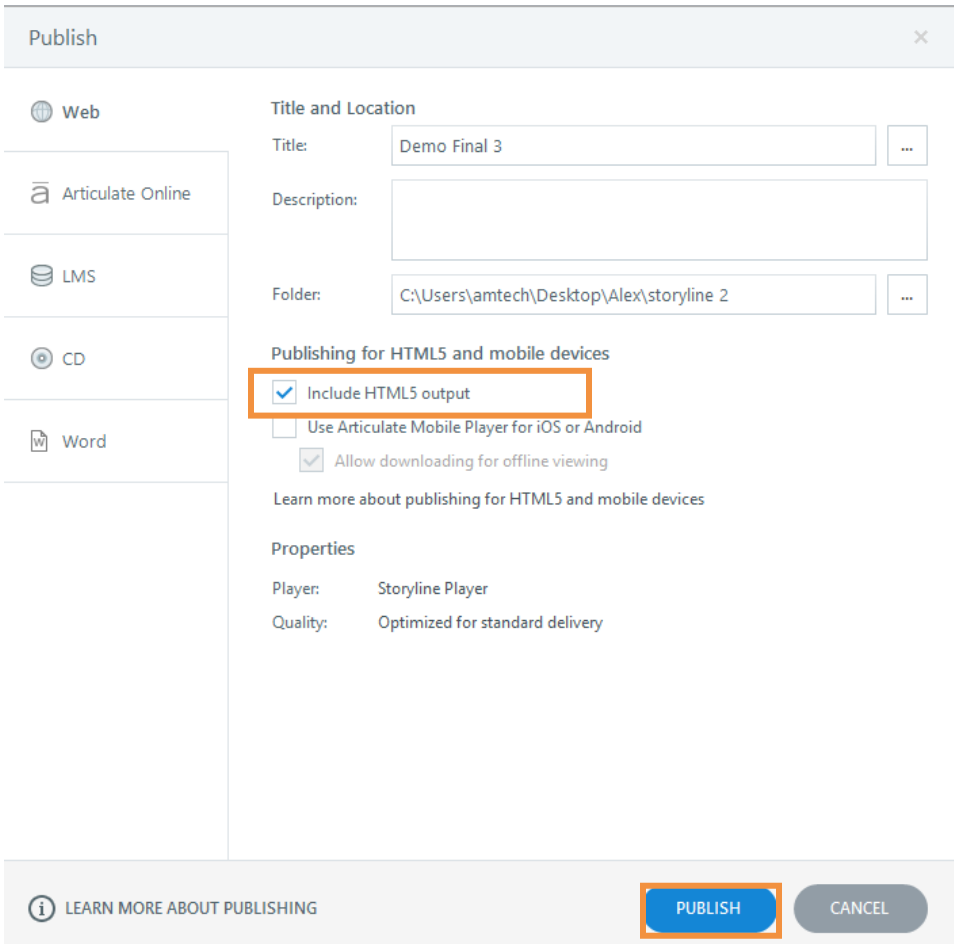
HTML Package

To create a HTML package, name your project a unique, meaningful name with no spaces or special characters. From *Web* tab, enter your ***Project Title*** information. Check ***Include HTML 5 output***. Lastly, click **Publish**. A screen will appear that will allow you to zip in preparation for uploading to the LMS.



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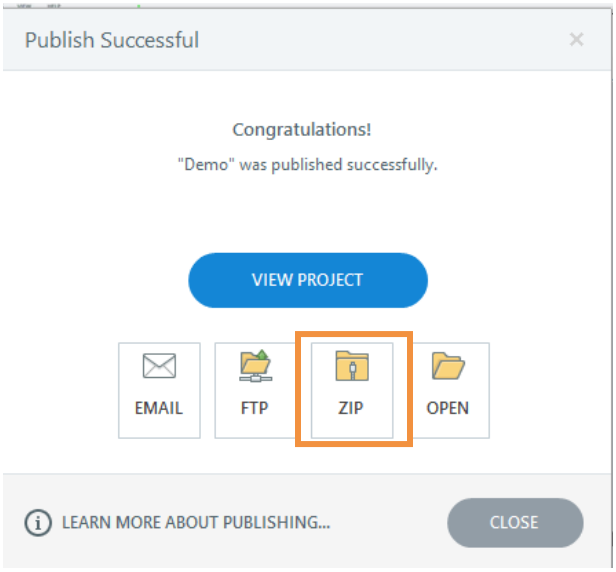
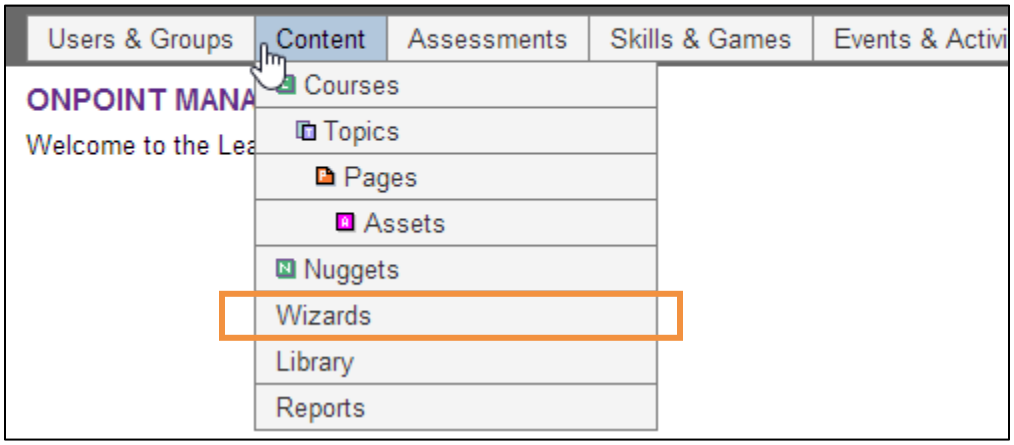
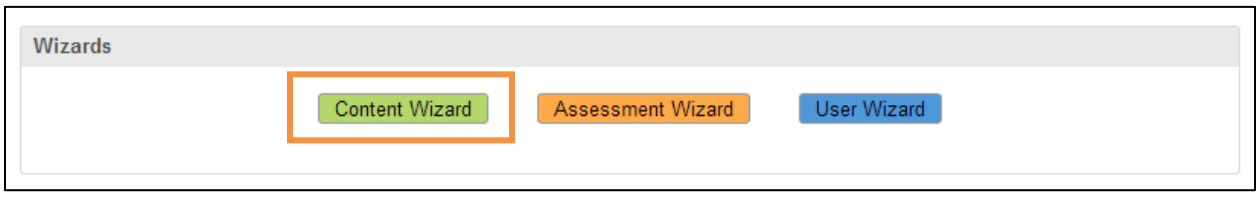


Import into OPLS/CellCast

From *Content Tab*, click ***Wizards***.



The Wizards options screen will appear. Select ***Content Wizard***.



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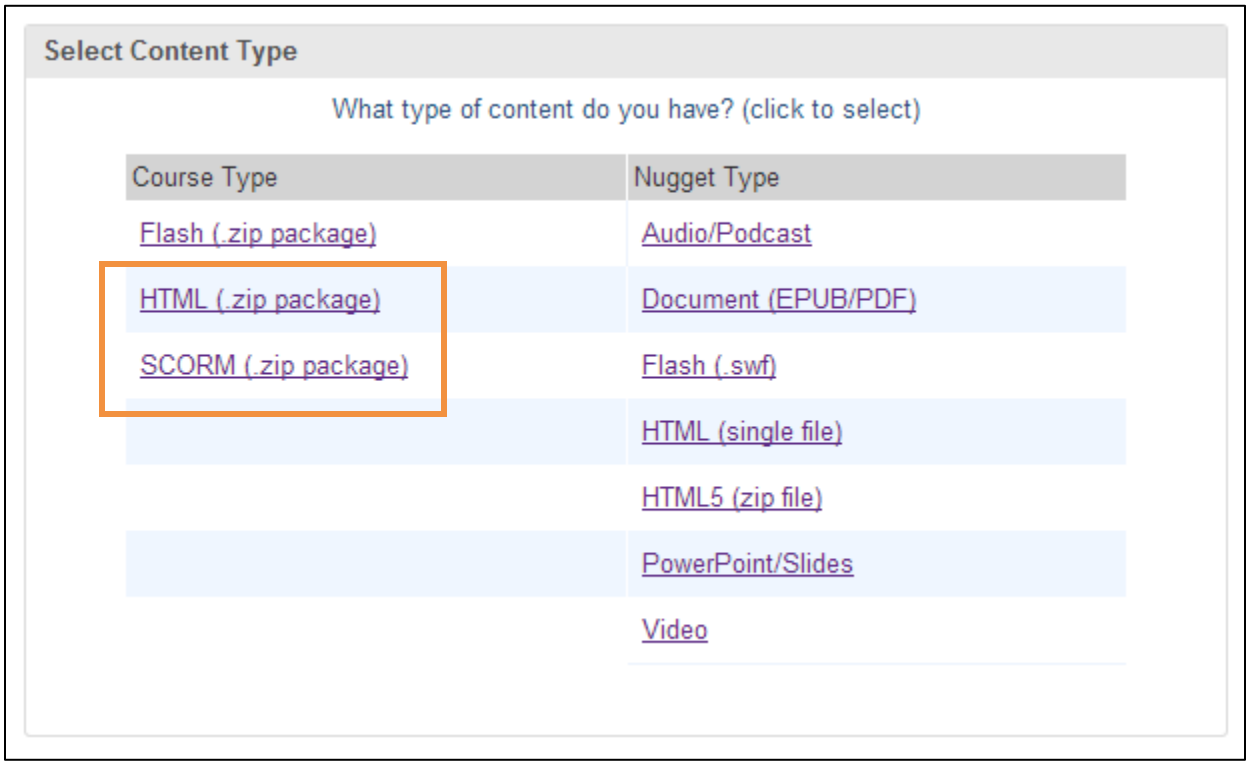
Click ***SCORM*** or ***HTML***, depending on file type, to begin upload options.



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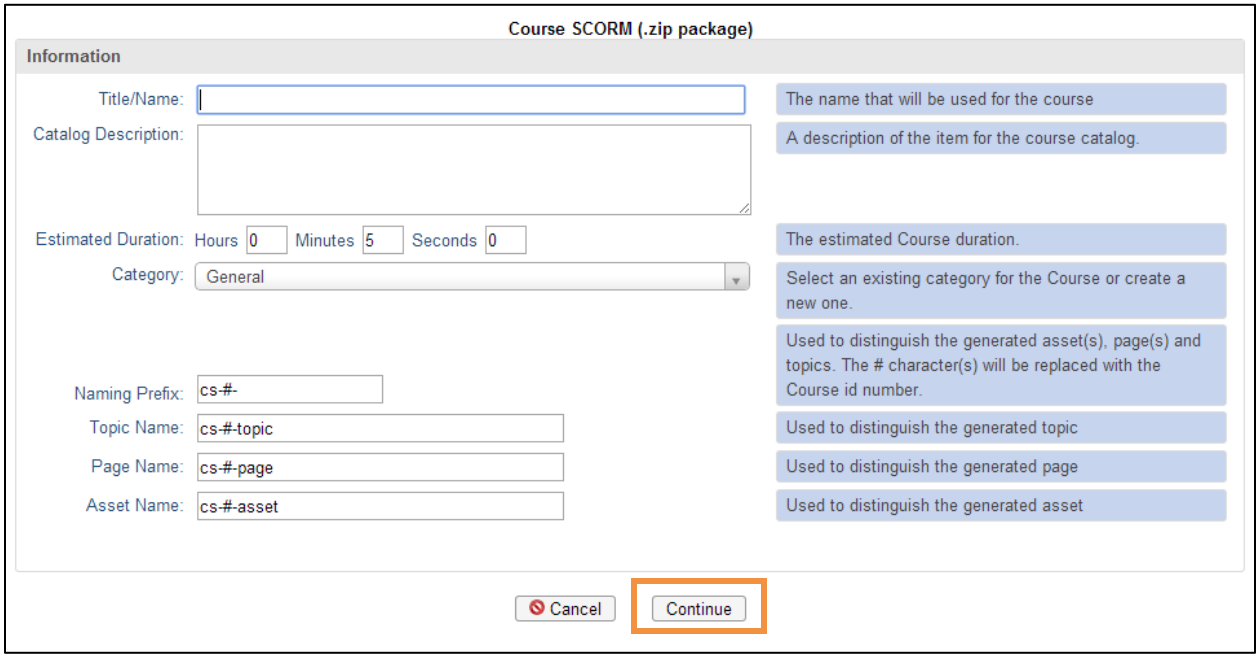
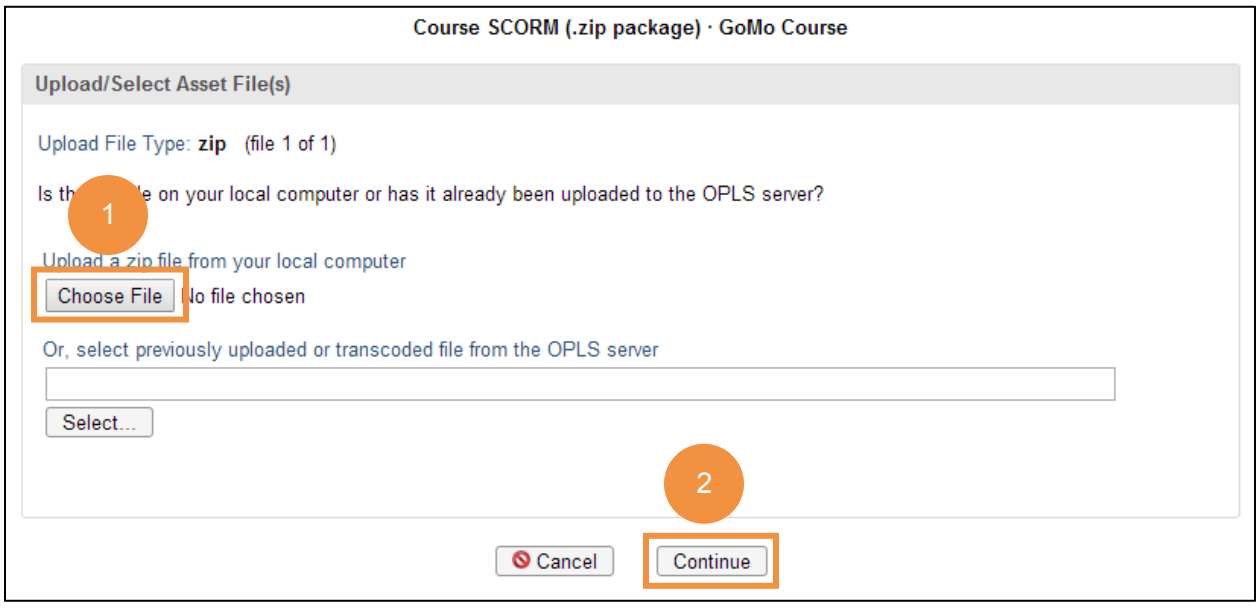
The *Information* screen will appear. Enter all the course information and click ***Continue*** when complete.



Browse for your ZIP package to upload course and click ***Continue***.



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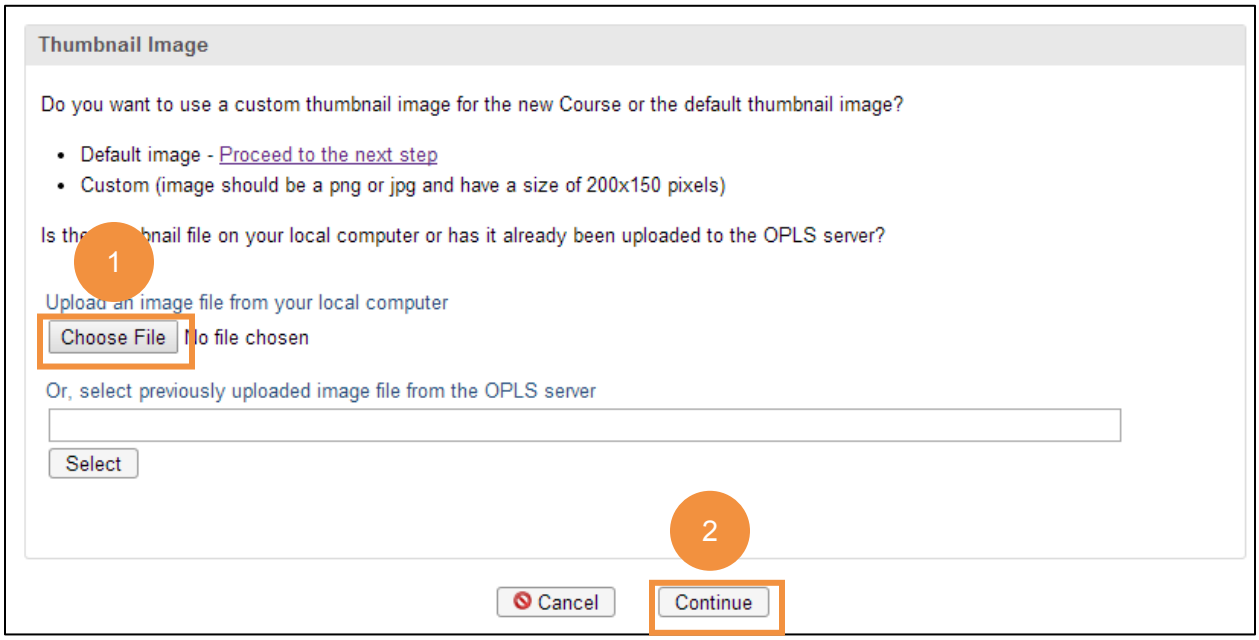
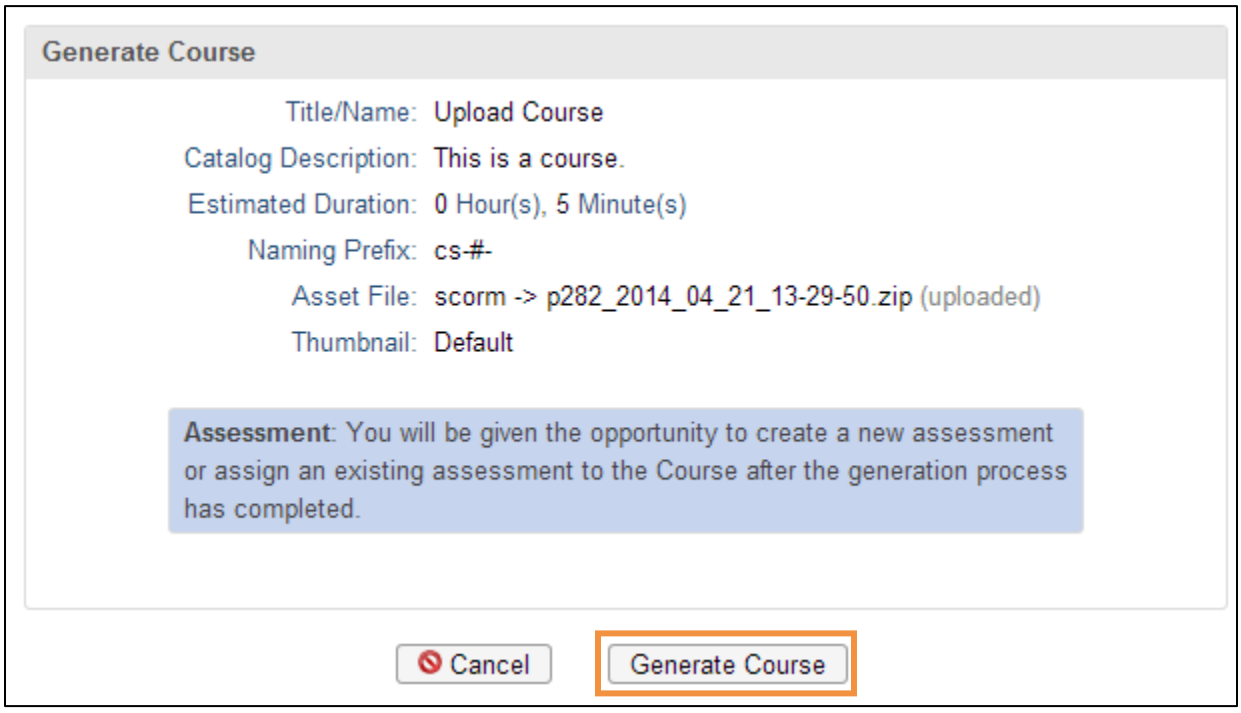
Browse for and upload your course thumbnail image and click ***continue***, or click ***Proceed…*** and use default thumbnail.



Review course information and click ***Generate Course***.



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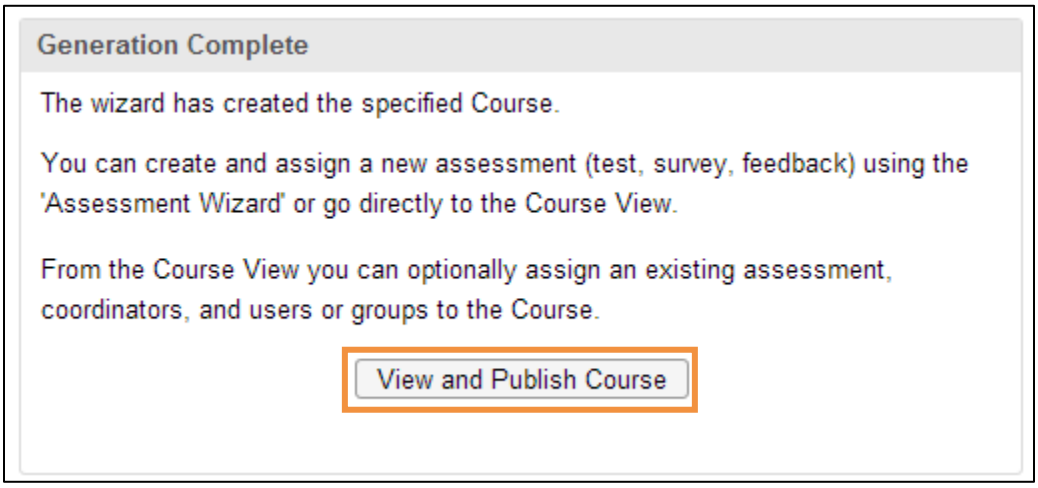
Once the generation is complete, a pop-up will display—click ***View and Publish Course***.



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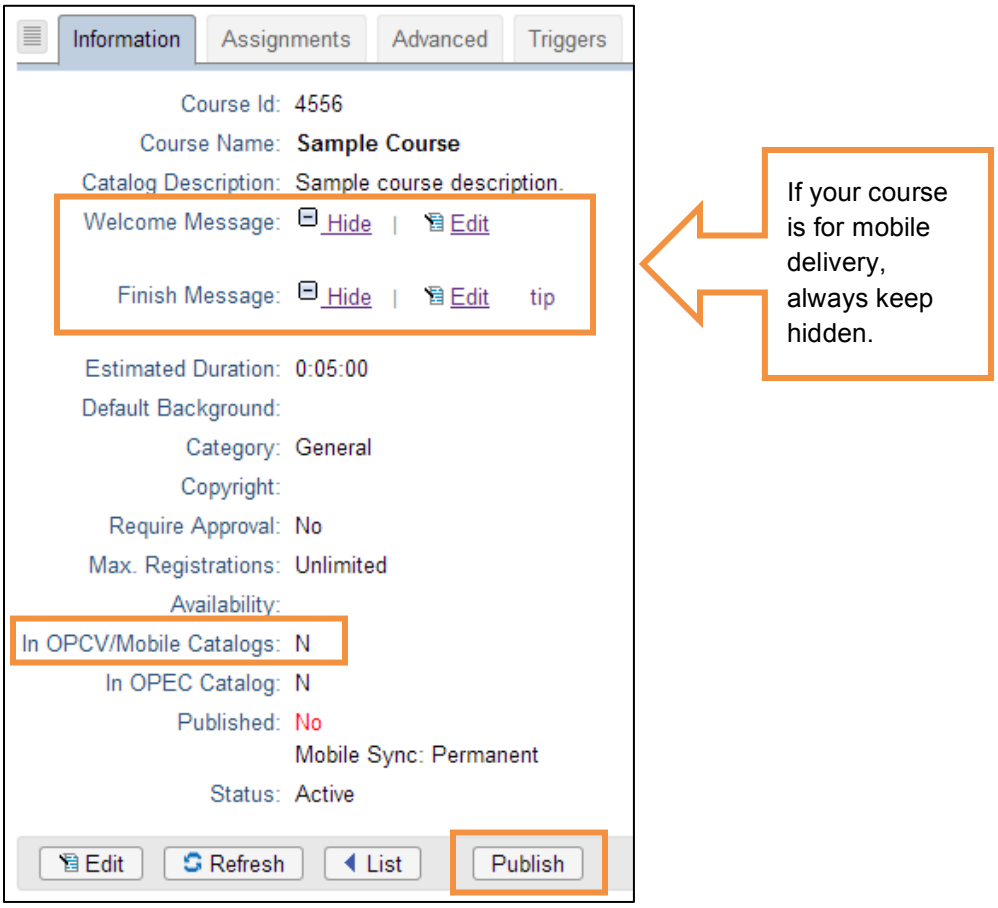
Hide the Welcome message so the user goes straight to your content. Additionally, if you do not want your content to be eligible for self-service enroll you must disable the OnPoint Content Viewer ("OPCV") Catalog option by selecting **No**.



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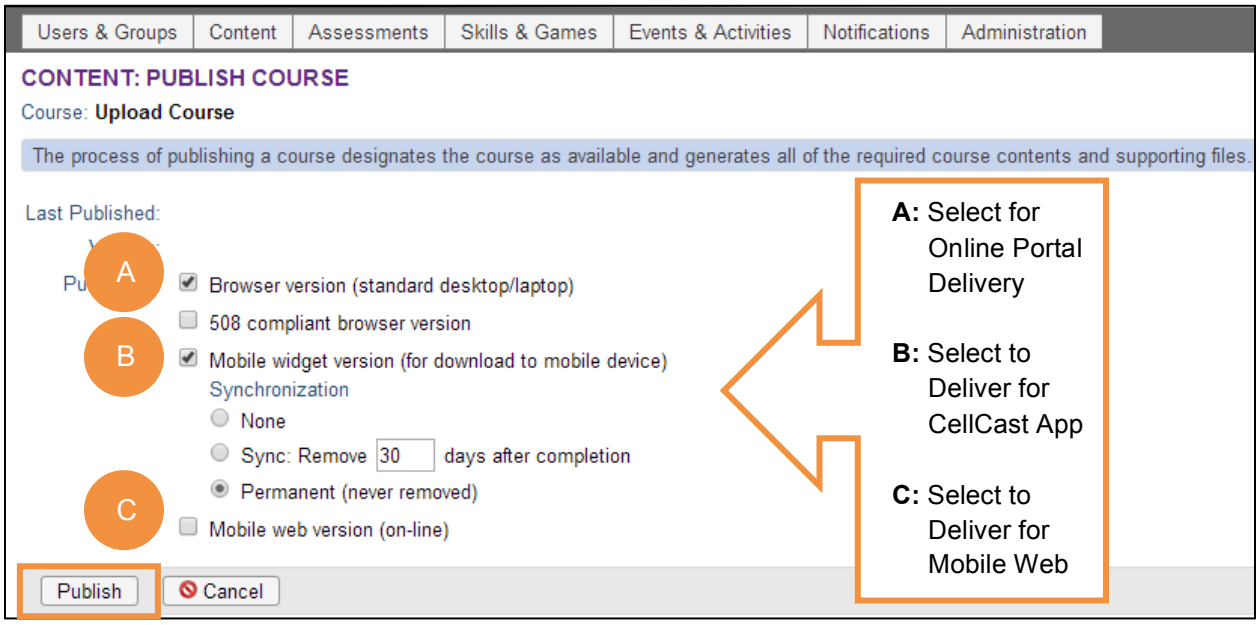
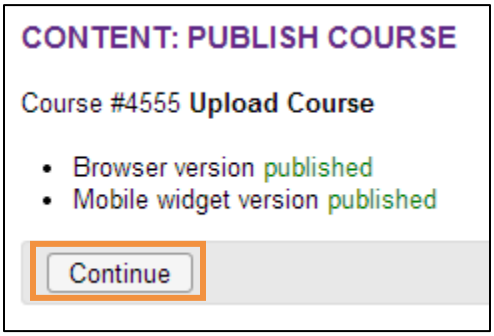
Select your publish options for browser and mobile and click ***Publish***.



Your course is now published, click ***Continue***.



Advanced Optional Features

There are advanced options to choose from to improve the user experience. One thing to think about is screen real estate. To maximize your content's real estate, you can choose settings in the *Advanced Tab*.

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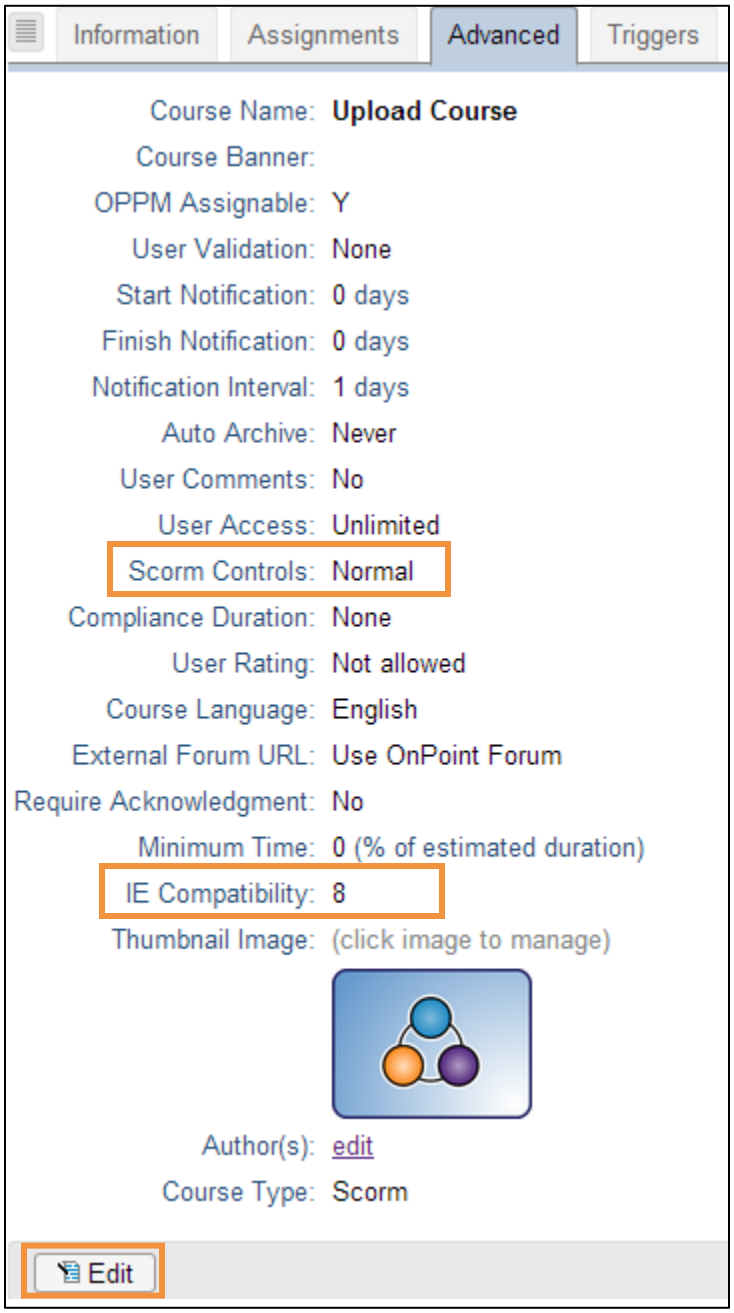
At the bottom of the page, click ***Edit*** to open setting options.



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If you do not have an assessment or welcome page, a good setting to improve experience is set SCORM to ***Minimum***. This will remove the top bar and menu from the viewable screen.

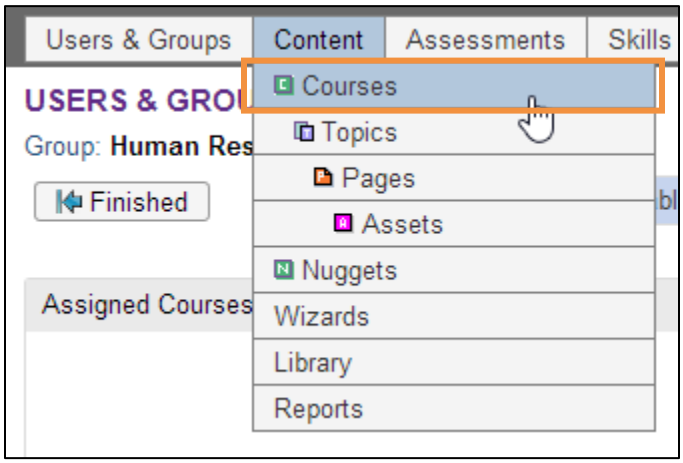
The most important setting to ensure is IE8 compatibility is disabled. This is set to true by default and must be unchecked.

Assigning Users and Groups

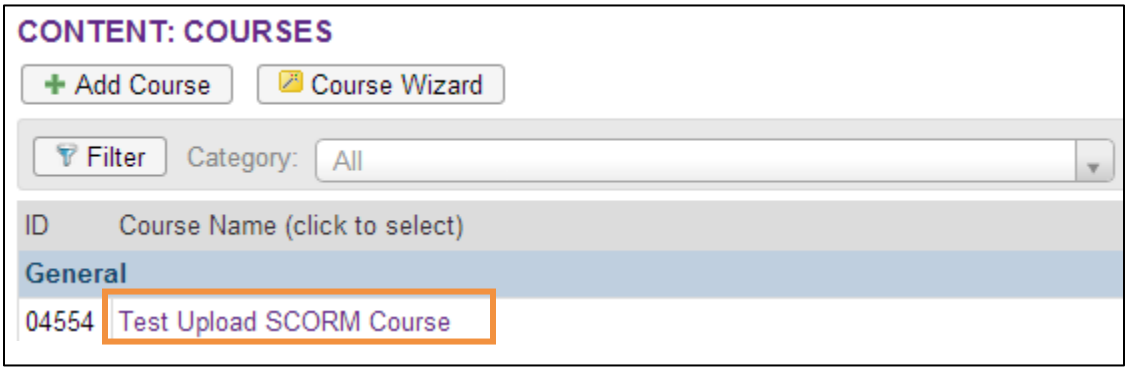
Once you have published your course, you can assign users or groups to be assigned to the course.

Assigning Users

From the *Content Tab*, select **Courses**.



A list of all courses will show. Select your ***Course Name*** from list.



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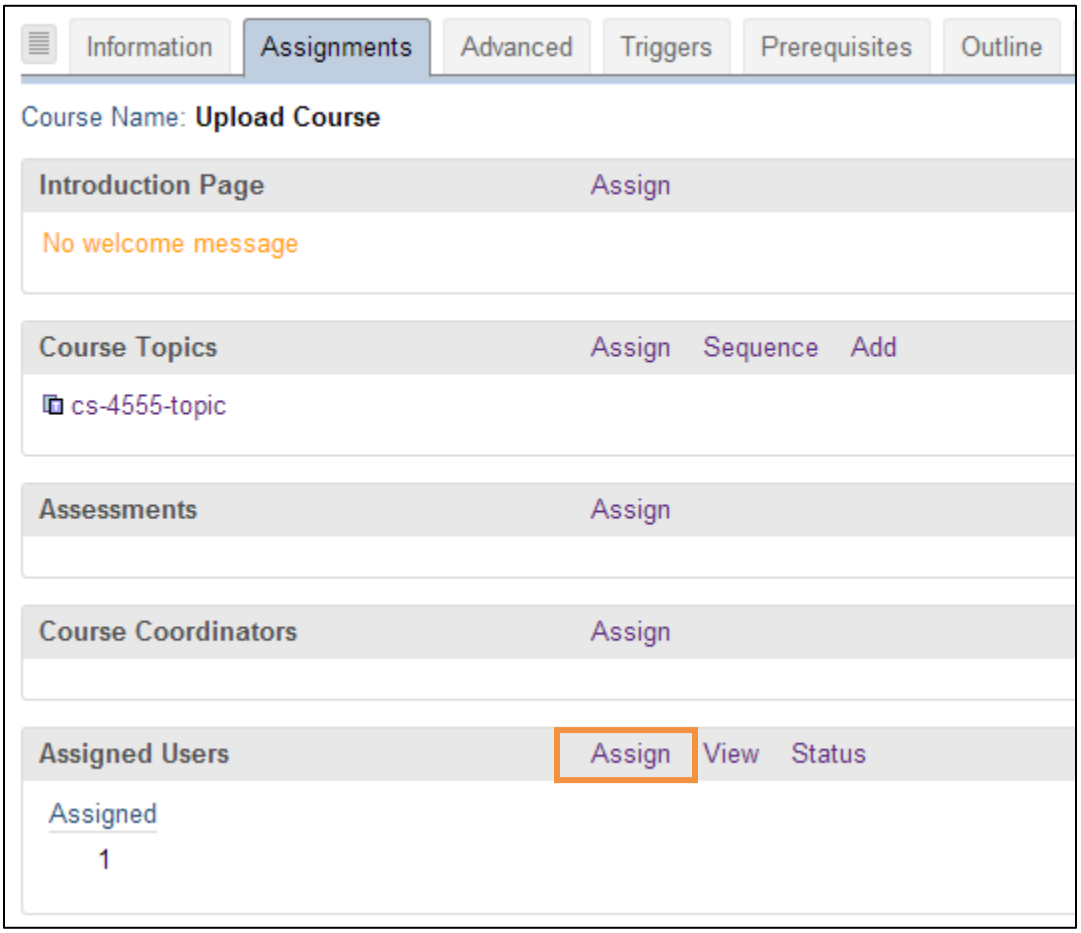
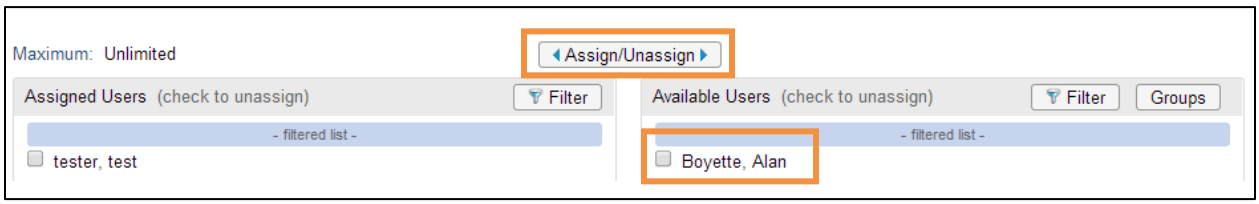
From *Assignments Tab*, click ***Assign*** in the *Assigned Users* section.



Select desired ***User*** from *Available Users* and click ***Assign***.



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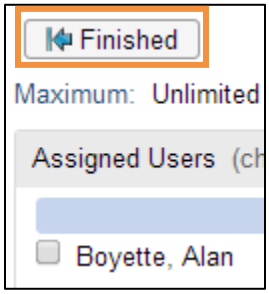
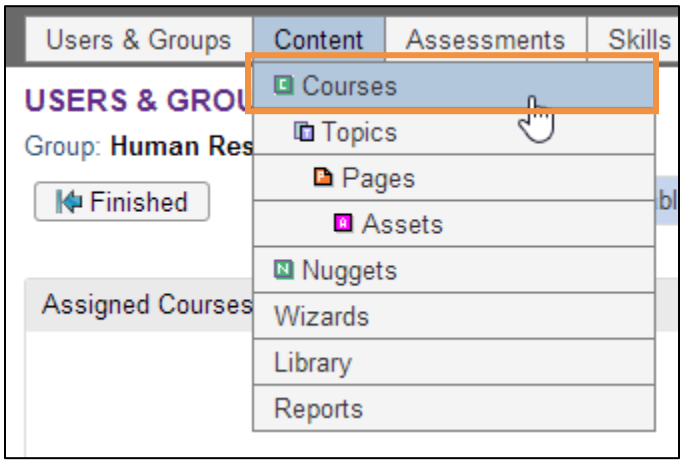
You will now see the user in the *Assigned Users* section. Click ***Finished.***

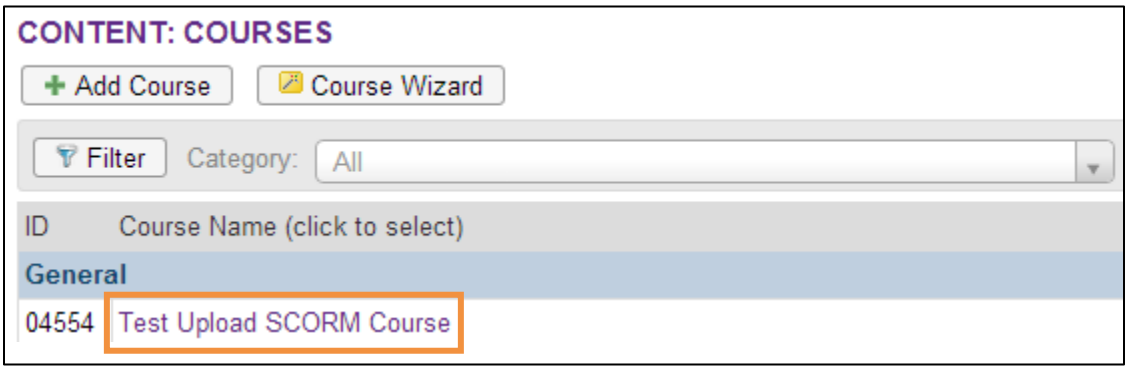


Assigning Groups

From the *Content Tab*, select **Courses**.



Select ***Course*** from list.



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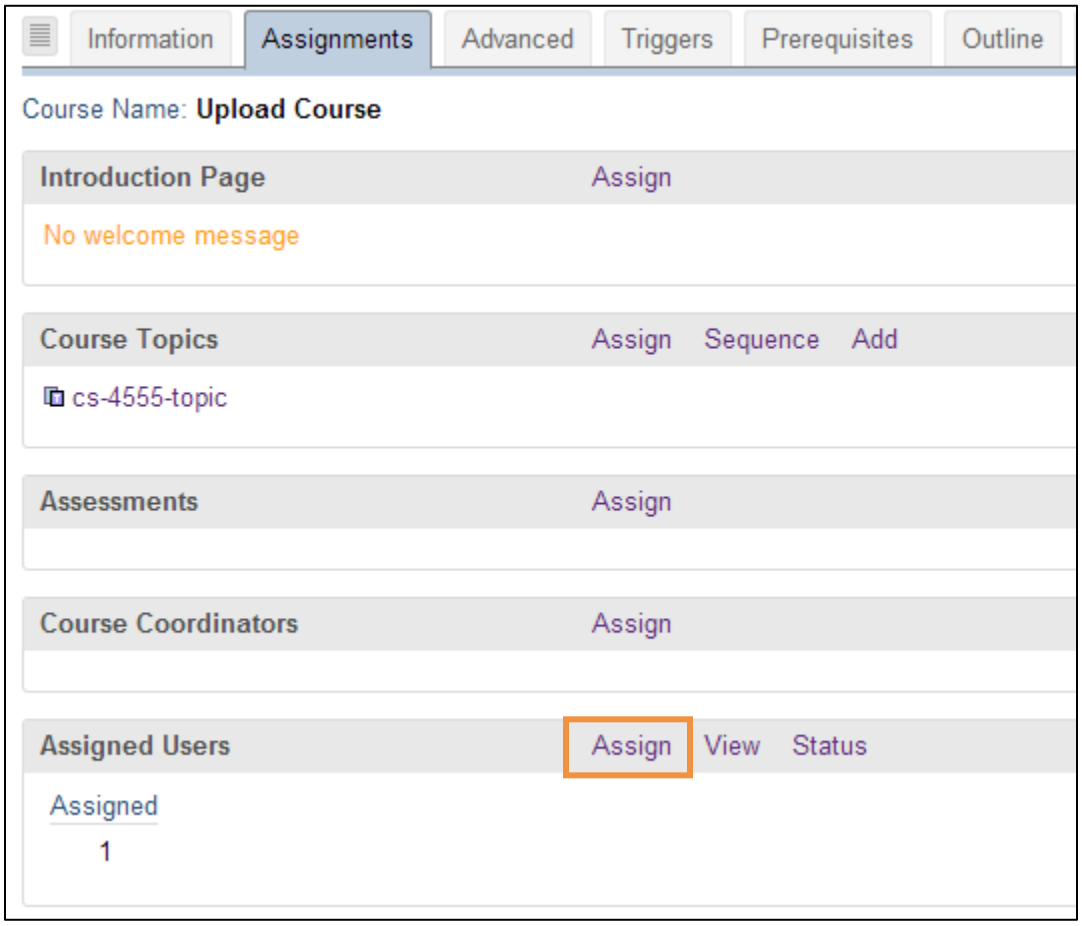
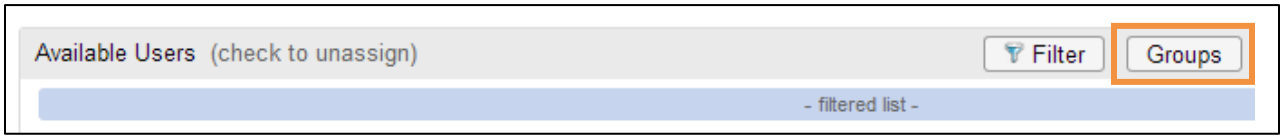
From *Assignments Tab*, click ***Assign*** in the Assigned Users section.



Click ***Groups*** to view the list of groups to choose from.



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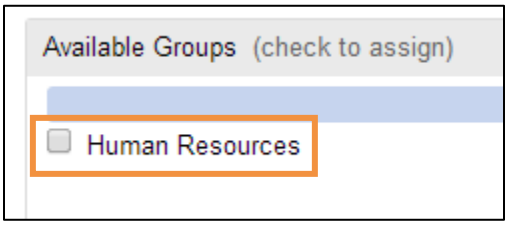
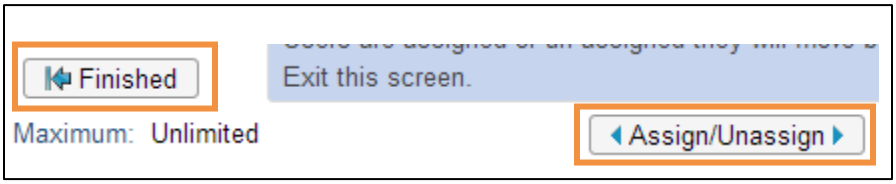
From the list of available groups, select your ***Group***.



You will now click ***Assigned*** and ***Finish***, as you did before to assign a user.



Additional Resources

For additional resources, visit *Captivate's* Blog site http://blogs.adobe.com/captivate/. For in-depth information of each of *Captivate's* components, you can search their reference guide. Additionally, the Welcome screen has tutorials and trainings you can choose from.

Questions

If you have a question about this guide or would like OnPoint Digital's support team, contact us at 912-898-9202 or email support@onpointlearning.com.

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